

Catalog Definitions Documentation

PeopleSoft Module: Travel and Expense

| COURSE | COURSE DESCRIPTION | NOTES / COMMENTS |
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| TV2 | <p>Course Name: Travel Administration</p> <hr/> <p>Course Short Name: TV2</p> <hr/> <p>Course Description:</p> <p>This course covers how Agency personnel will use the Edison System to review and modify accounting transactions, process expense transactions, and approve travel expenses related to employee travel.</p> <p>In addition, this course will also cover how Commitment Control is used for budget checking expense transactions and review Financial reports available to monitor expenses.</p> <hr/> <p>Intended Audience:</p> <p>All employees who approve travel related transactions (such as, expense reports, cash advances, etc.)</p> <hr/> <p>Course Duration: 1Day</p> <hr/> <p>Prerequisites: TVEX0189 - Working with Travel, Expenses and Car Reservations</p> <hr/> <p>Delivery Method: Classroom</p> <hr/> <p>Course Objectives:</p> <p>Upon completion of this course, you will be able to:</p> <ol style="list-style-type: none"> 1. Prepare Travel Authorizations <ul style="list-style-type: none"> • Review or Modify Default Accounting. • Review or Modify Accounting Detail. • Cancel Approved Travel Authorizations. 2. Prepare Expense Reports <ul style="list-style-type: none"> • View or Modify Default Accounting. 3. Use Commitment Control with Expenses <ul style="list-style-type: none"> • Understand Budget Checking Expense Transactions. • Budget Checking Expense Transactions Online. • Budget Checking Expense Transactions in Batch Mode. | <p style="text-align: right;">9/18/2008</p> |

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| | <ul style="list-style-type: none">• Understand Reviewing Exceptions.• Rolling Over Travel Authorization Encumbrances. <ol style="list-style-type: none">4. Manage Approvals in Expenses<ul style="list-style-type: none">• Understand Approvals.• Use Summary Approvals for Expense Transactions.• Approving an Expense Report.• Approving Travel Authorizations.• Approving Cash Advances.• Reassigning Approval Work.5. Prepare Cash Advances<ul style="list-style-type: none">• Reconcile Cash Advances.• Close a Cash Advance.6. Process Expense Report Exceptions<ul style="list-style-type: none">• Close Expense Reports.• Create Journal Expense Reports.• Verify Expense Report Receipts.7. Process Expense Payments<ul style="list-style-type: none">• Cancel Expense Payments.• Viewing Expense Report Journal Entries8. Run Financial Reports. | |
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