PantherSoft Travel Enhancements

December 2023

Objectives

To help travelers remain in compliance with Florida State legislation travel requirements, we will discuss:

- What to do when you receive a post-travel notification reminder.
- How can Travelers and their Proxies budget check after submitting their Travel Authorizations, and how to review budget errors.
- What to do with an approved Travel Authorization when a trip is cancelled.
- How to use the SpeedType field to simplify updates of accounting details on Expense/Post Trip Compliance Report.

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Post-Trip Notifications

To assist travelers with prompt processing of their legally required Expense/Post Travel Compliance Reports, automatic email reminders are being sent to travelers on the following schedule:

- 1 day after trip
- 11 days after trip (direct supervisor copied)*
- 20 days after trip (direct supervisor copied)*

These notifications contain trip details including the Travel Authorization number, trip destination, and travel dates.

If the trip did not occur, you can cancel the TA if no expenses were incurred.

*Will soon change to 16 & 25 business days after trip.

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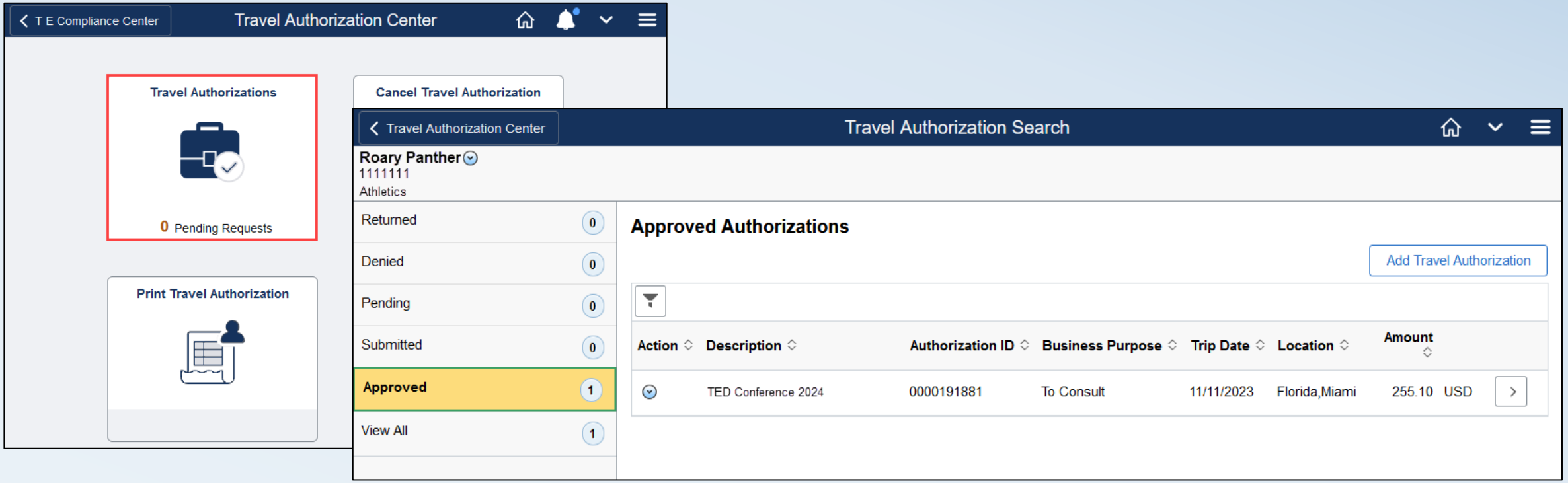
How to View Travel Authorizations

Travelers and their Proxies can use the tiles to view approved TAs.

- (T&E Compliance Center > Travel Authorization > Travel Authorizations)



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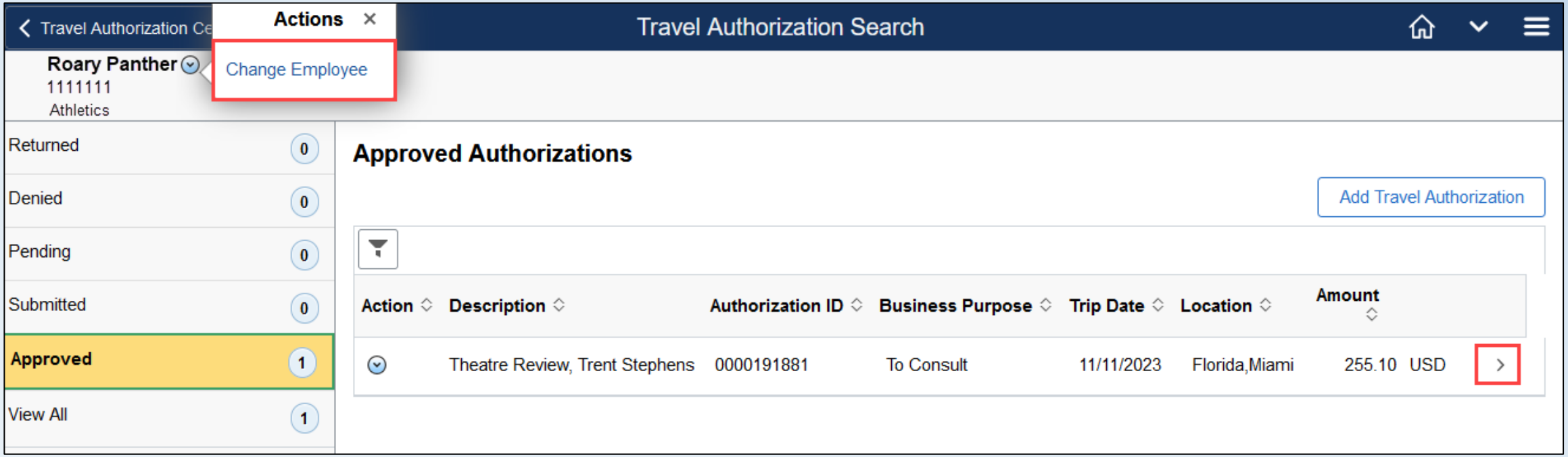
How to View Travel Authorizations

Proxies, use the blue action dropdown to change the Traveler.



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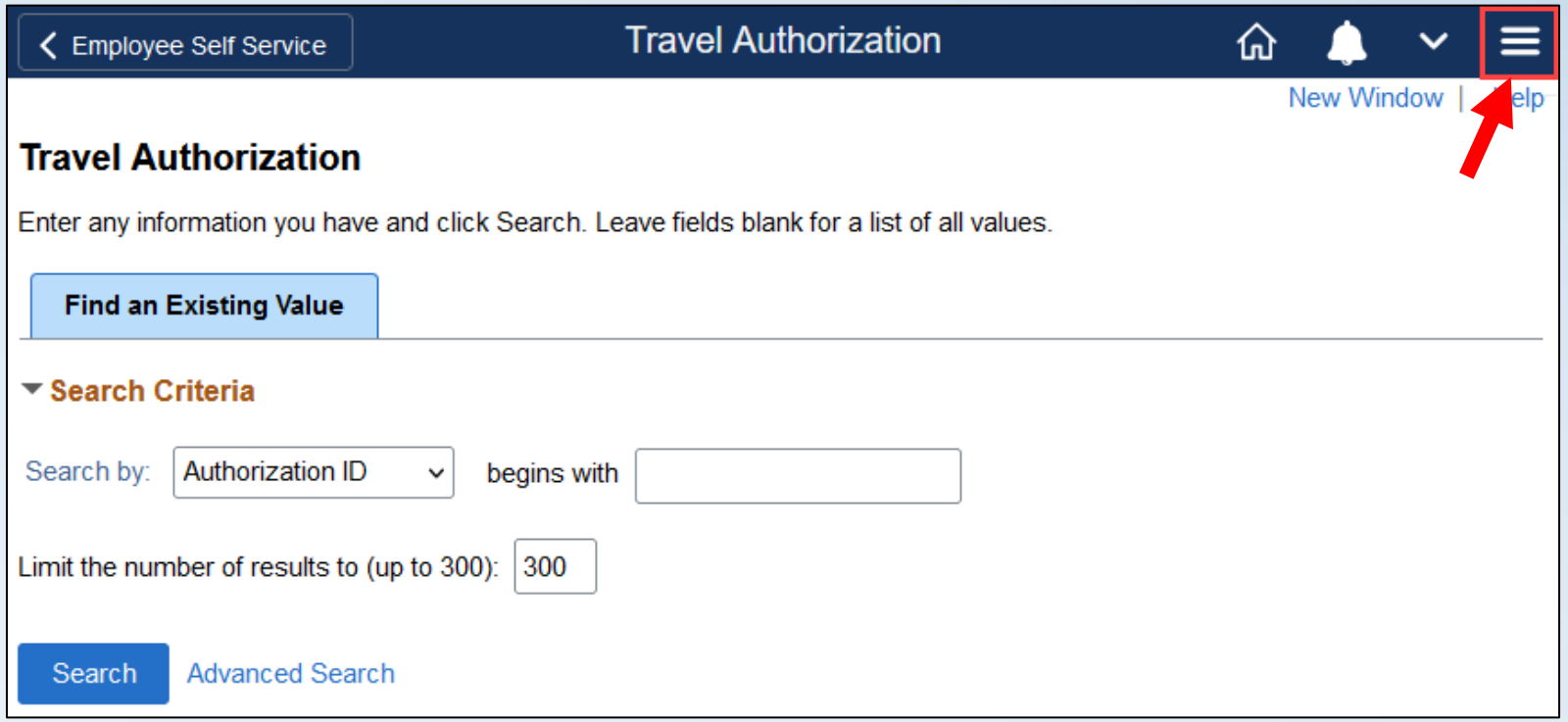
How to View Travel Authorizations

HR Supervisors can view a Travel Authorization through the NavBar.

- Main Menu > Travel & Expenses > Travel Authorization > View



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Budget Check & Review Errors - Travel Authorizations

When it comes to budget checking Travel Authorizations…

- Neither Travelers nor Proxies can see the budget errors, if any.
- First approvers in workflow are the only ones who can budget check, if not already done by automated budget checking job that runs approximately every 2 hours.
- Approvers send back TAs in budget error; however, as stated previously, neither the Traveler nor Proxy can see the budget error.

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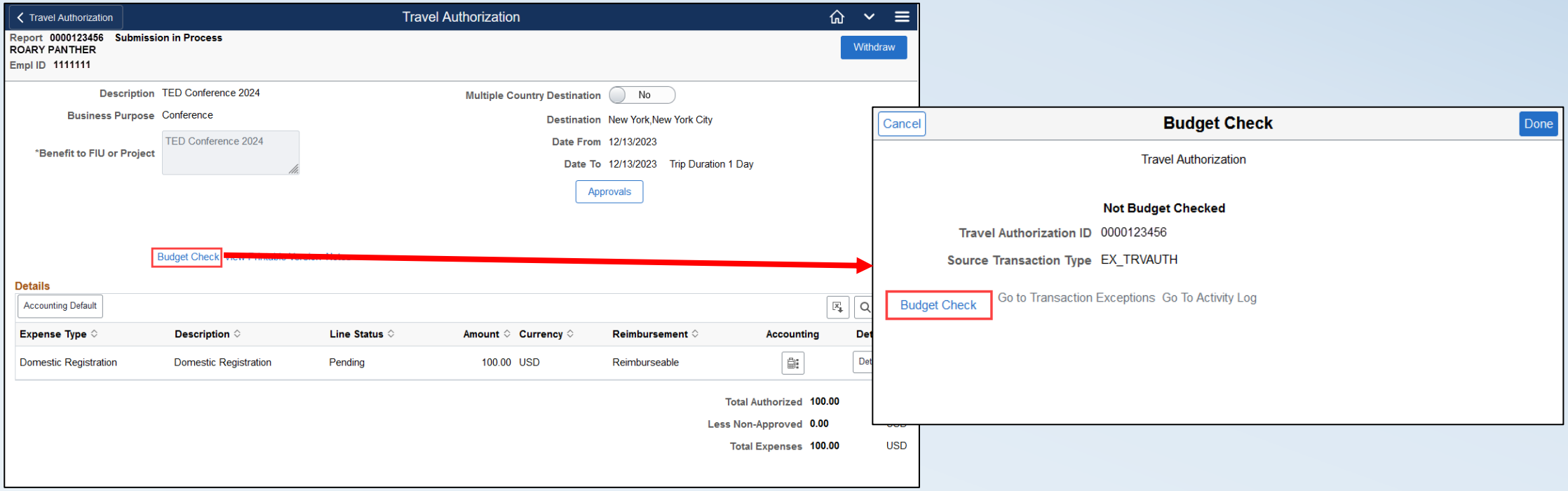
Budget Check & Review Errors - Travel Authorizations

- Effective December 13th, Travelers and their Proxies will have the ability to budget check and immediately review budget errors on submitted TAs.
- **Submit**, then **Budget Check**
- The first approver in workflow can still budget check.



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Budget Check Statuses

Budget Checking Statuses can be:

- **Not Check**: The Travel Authorization has not been budget checked.
- **Valid**: The Travel Authorization passed budget checking will progress.*
- **Error**: The Travel Authorization failed budget checking for a controlled budget. No further progression is possible until the error is resolved and the TA is budget checked again.

*A **warning** may appear for TAs that pass budget check. This indicates that a budget used is tracked but not controlled. The TA will still progress.

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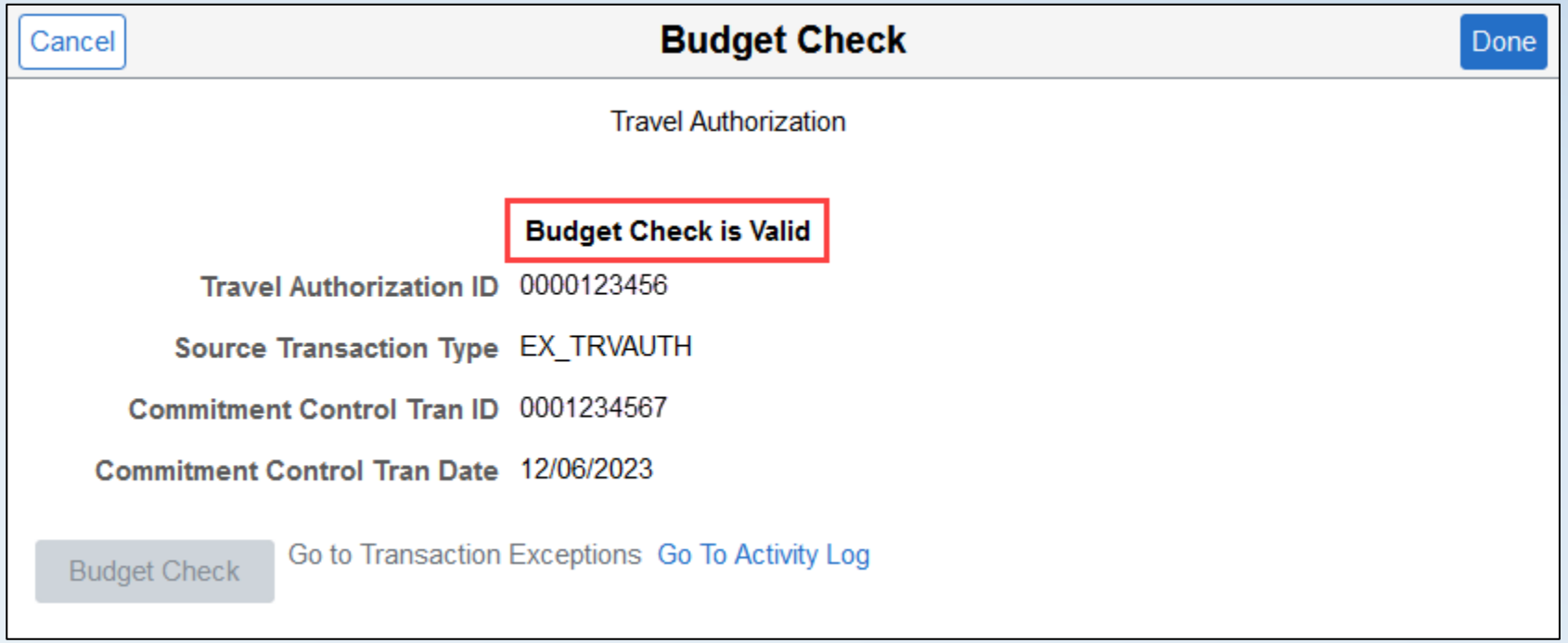
Travel Authorization Budget Check = Valid

- Travel Authorizations that pass budget check will indicate that **Budget Check is Valid**.
- First approver will also see valid budget status and only needs to approve.



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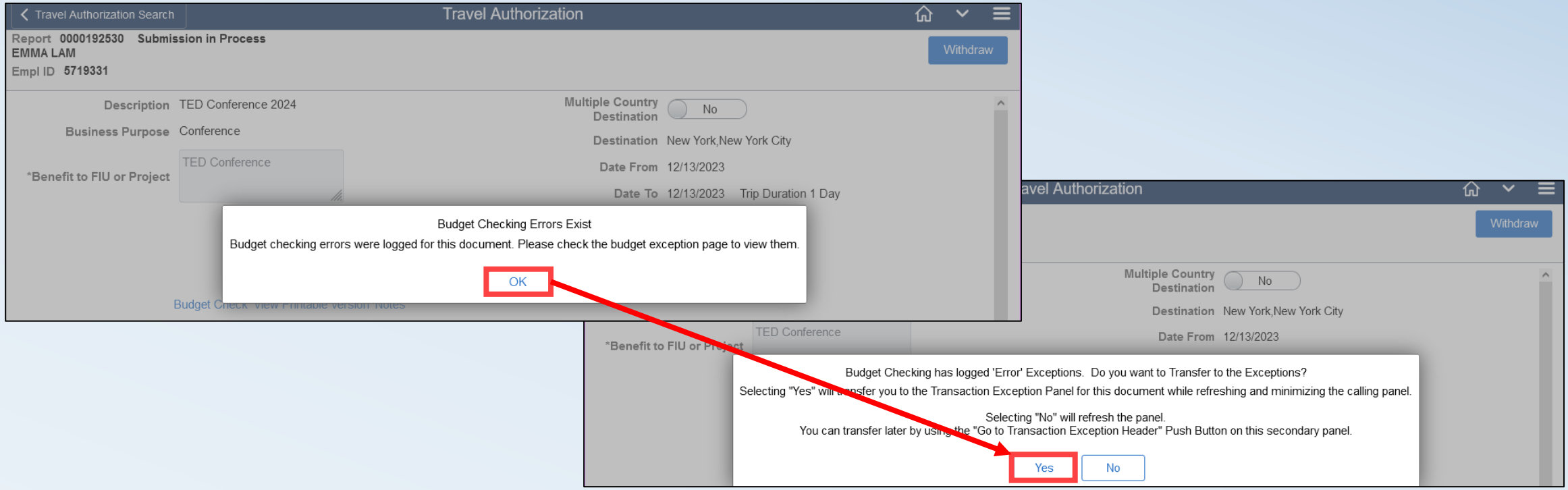
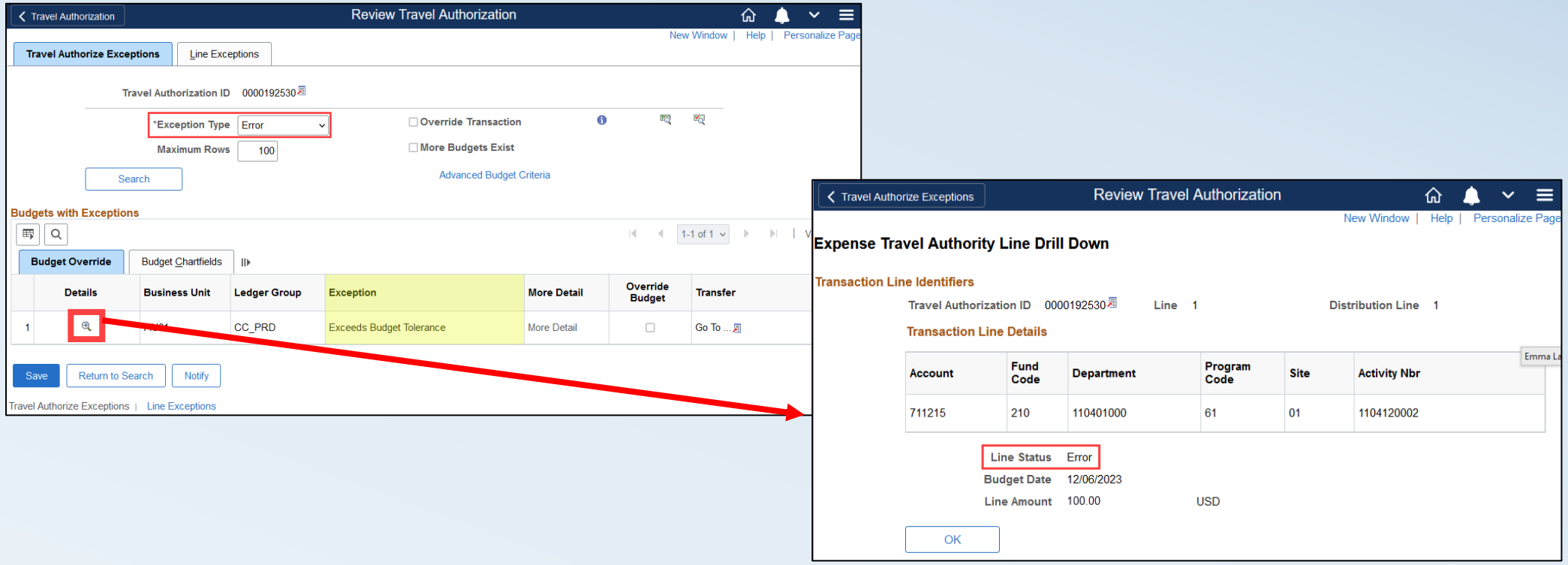
Travel Authorization Budget Check = Error

- Travel Authorizations with budget check **Error** will show two pop-up messages.
- Click **OK** then **Yes** to review the lines in budget error.



Travel Authorization Budget Check = Error

- The Exception Type will be listed as **Error** and **no further progression is possible** until the error is cleared.
- Use the details link for each exception to see which line, distribution, accounting details, and amount caused the error.



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Budget Error/Exception Guide

- Use the **Budget Error/Exception Guide** to understand common budget checking errors and warnings. (Controller.fiu.edu > Resources > Training Resources > Fundamentals > Budget Error/Exception Guide)
- Work with your Budget Manager to resolve the **error(s)**, then **budget check the TA again**.

Budget Exceptions

When budget checking results in an error, the Budget Exception will identify what caused the error. Some errors prevent transactions from progressing, while others are just a warning. PantherSoft Financials sends automated email notifications to the Budget Approver(s) responsible for clearing the budget exception for each occurrence. The various types of Budget Exceptions can be found in the Budgetary Controls Guide available on the Office of Financial Planning webpage.

Use the grid and steps below, to identify the causes of these exceptions and how to resolve them.

Budget Exception	What it Means	What to do
Exceeds Control Budget	Indicates there is insufficient budget for the transaction. No further progression is possible until the error is resolved.	• Run Budget Overview to confirm available budget. • Examine committed funds to identify transactions that may be stuck or should be closed/cancelled. • Amend money into the budget. • Charge the expense(s) to a different budget where money is available. **NOTE:** Once a correction is made, budget check the transaction again.
No Budget Exists	Indicates that a budget has not	• Verify ChartFields were entered correctly. Send

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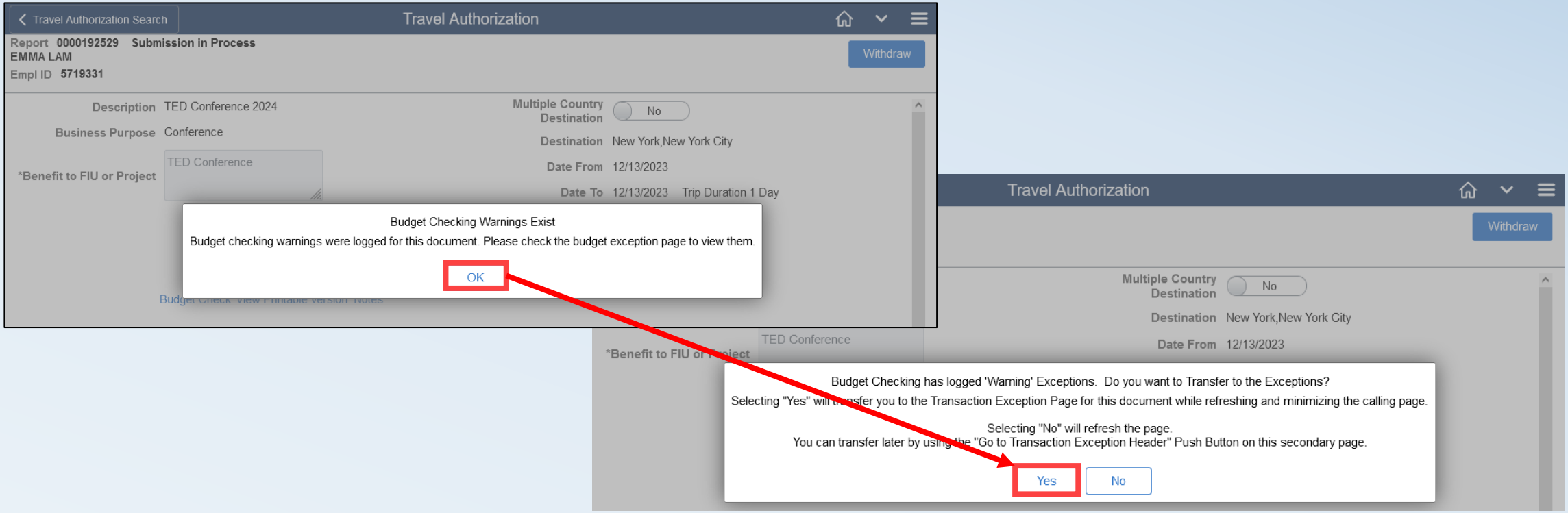
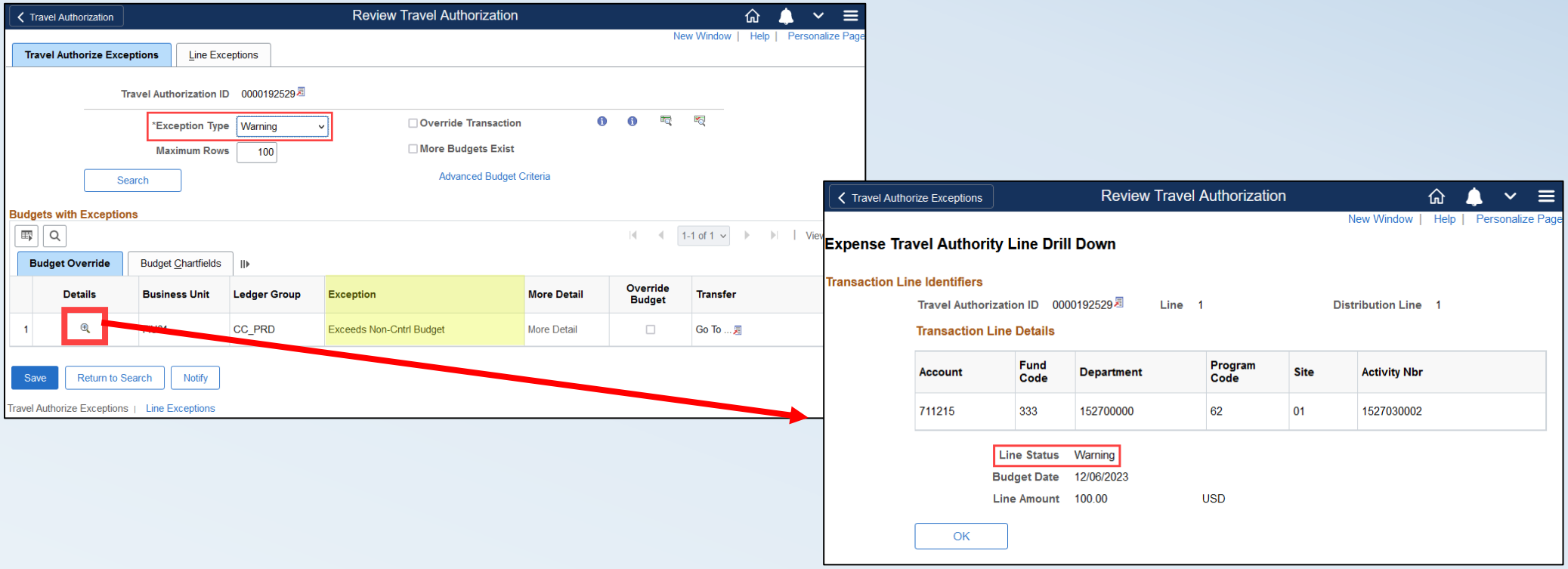
Travel Authorization Budget Check = Warning

- Travel Authorizations with budget check **warning** will also show two pop-up messages.
- Click **OK** then **Yes** to review the lines in budget error.



Travel Authorization Budget Check = Warning

- The Exception Type will be listed as **Warning** and **progression is still possible**.
- Budget Warnings indicate the budget is tracked and not controlled.



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When to Cancel a Travel Authorization?

		Domestic	International
Trip did not take place	No FIU Prepaid expenses and No Expenses incurred	Cancel the Travel Authorization (TA)	Cancel the Travel Authorization (TA)
	FIU Prepaid expenses and/or Expenses incurred	Complete the Expense/Post Compliance Report	Complete the Expense/Post Travel Compliance Report
Trip took place	No FIU Prepaid expenses and No Expenses incurred	Cancel the Travel Authorization (TA); Enter reason for cancelling	Complete the Expense/Post Travel Compliance Report
	FIU Prepaid expenses and/or Expenses were incurred	Complete the Expense/Post Travel Compliance Report	Complete the Expense/Post Travel Compliance Report
Business questions related to travel:		Reach out to Alejandra Blanco	Reach out to Export Control
System related questions:		email controller@fiu.edu or call (305)348-7200	

New TA cancellation and Expense/Post Travel Compliance Report functionalities go live December 13th.

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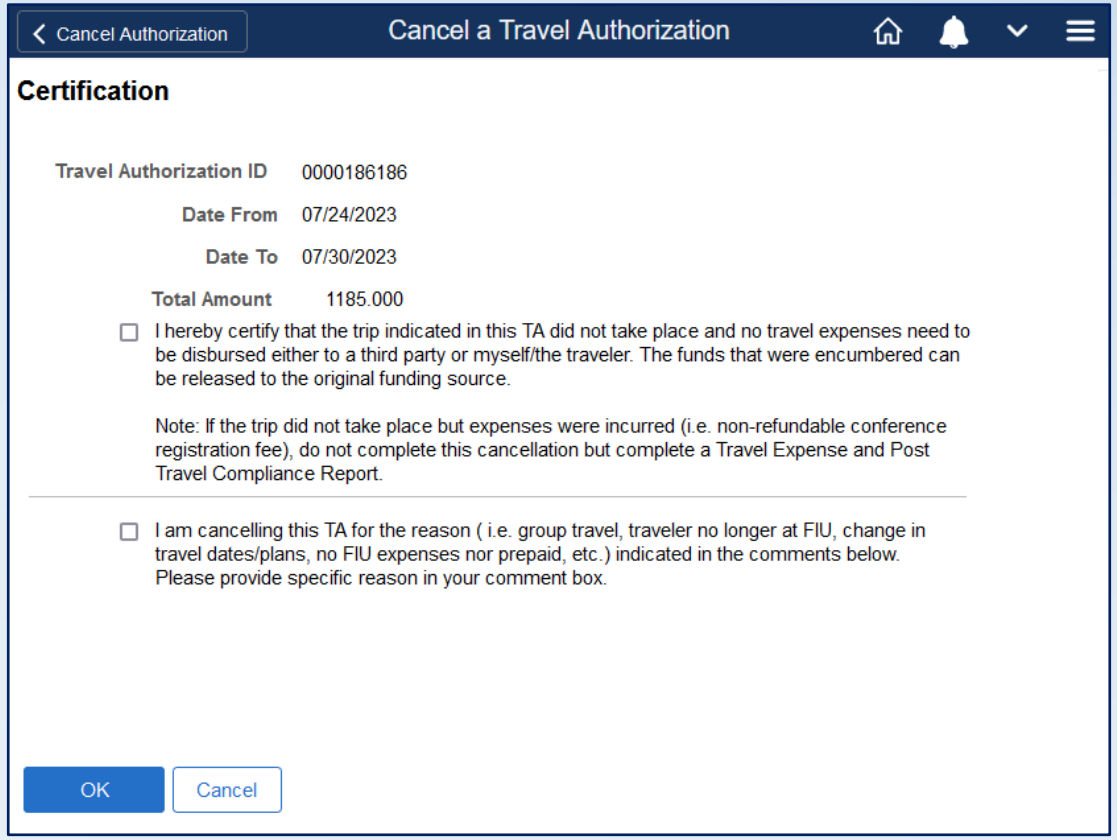
Enhanced Travel Authorization Cancellations

Enhancements go live on December 13th to allow travelers and proxies to cancel TAs and identify the reason.



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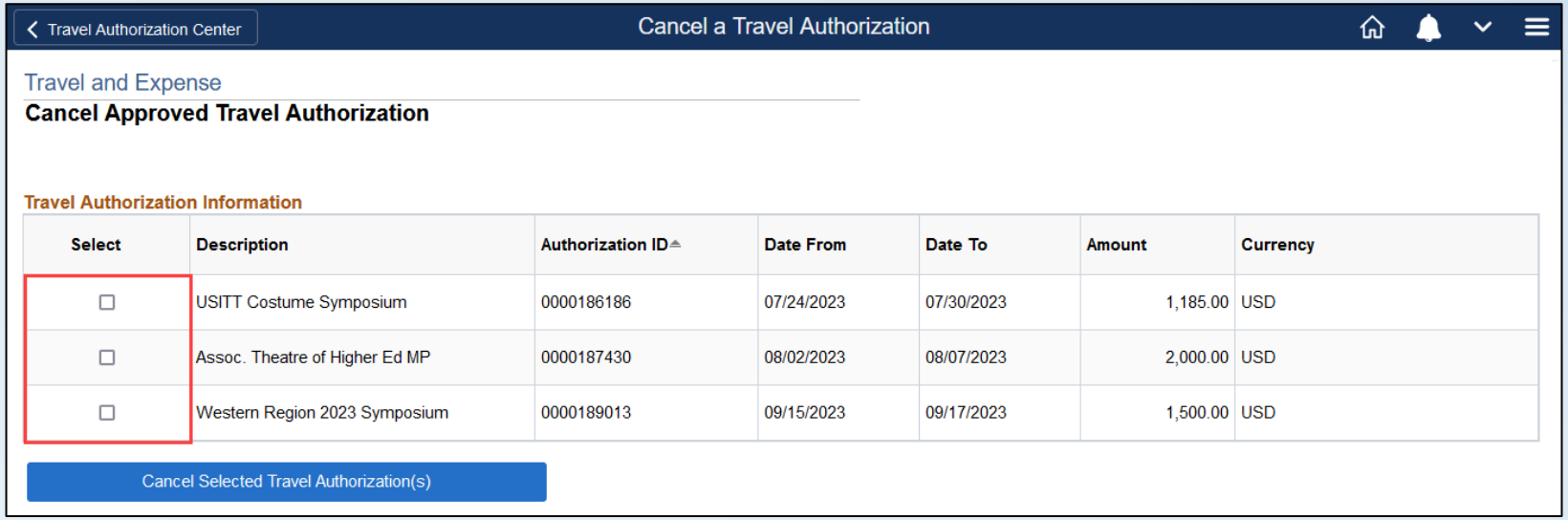
Enhanced Travel Authorization Cancellations

T&E Compliance Center > Travel Authorization > Cancel Travel Authorization

Immediately after selecting a TA to cancel, you will be asked to provide a reason.



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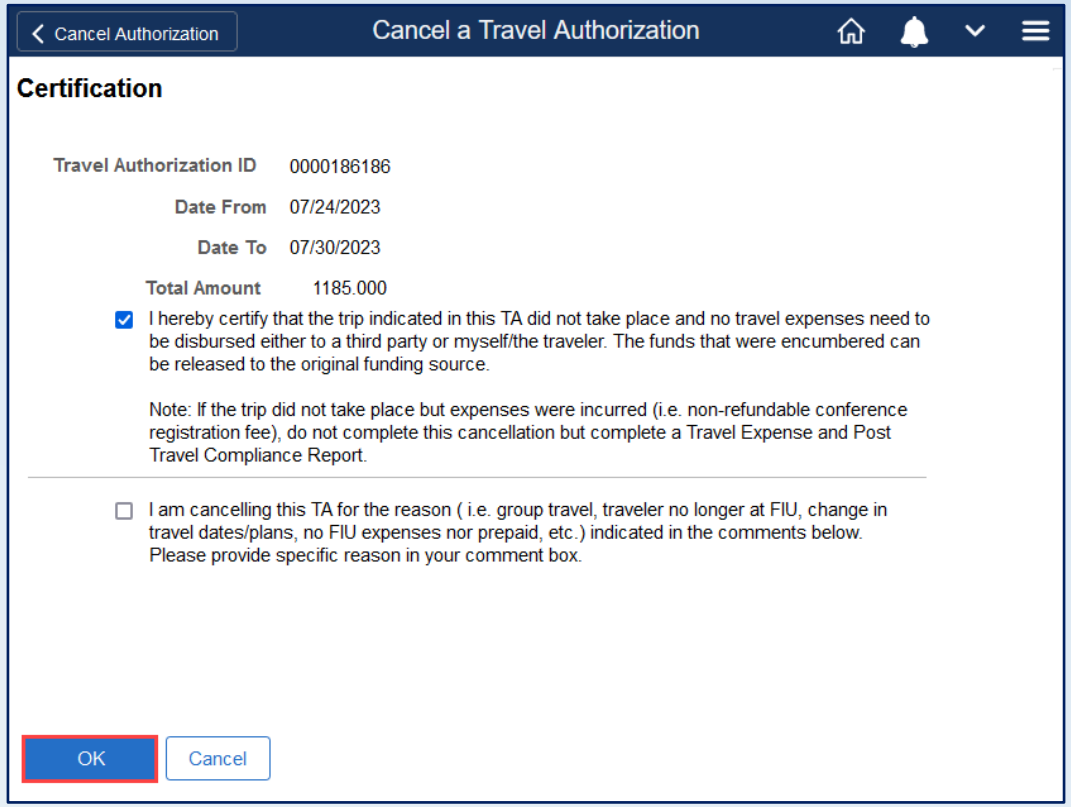
Cancel when Trip Did Not Happen

Scenario: The trip never happened, and no FIU prepaid and/or expenses were incurred.

- Use the first checkbox, then click **OK**.



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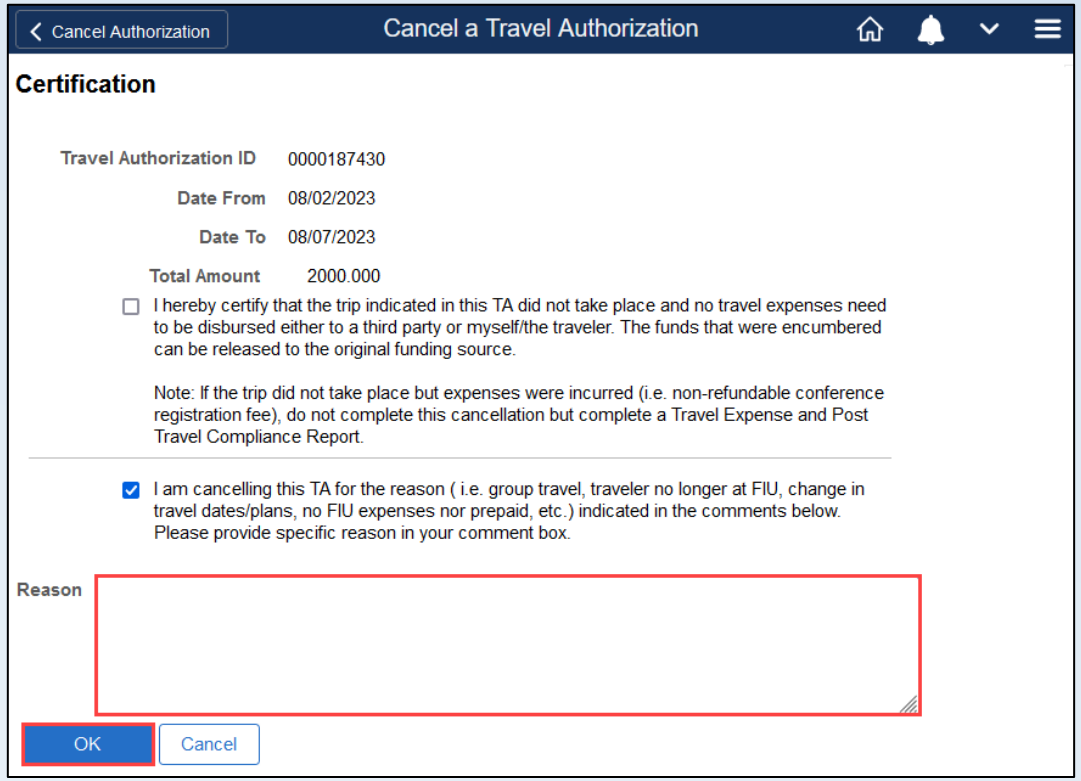
Cancel for Other Reasons

Scenario: The domestic trip happened, and no FIU prepaid and/or expenses were incurred.

- Use the second checkbox, indicate the **Reason,** then click **OK**.
- If the trip took place to a **foreign destination**, an Expense/Post Travel Compliance Report is **always** required.



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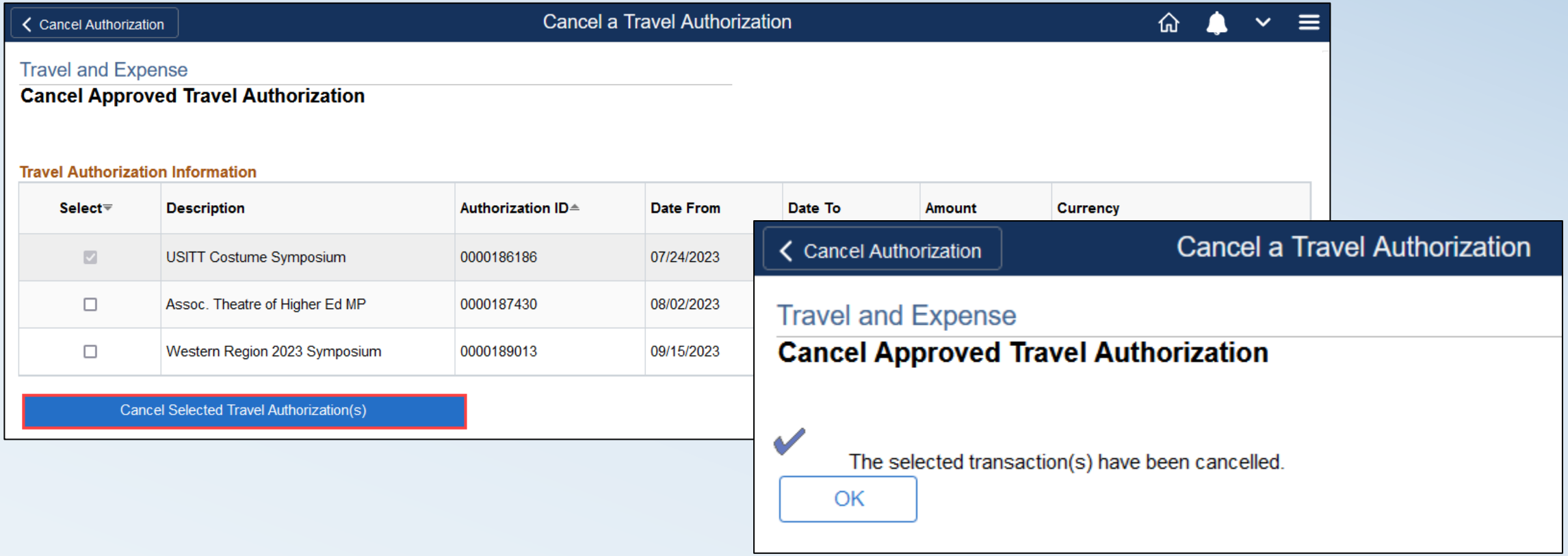
Cancel for Other Reasons

IMPORTANT: Click **Cancel Selected Travel Authorization** to complete the process.



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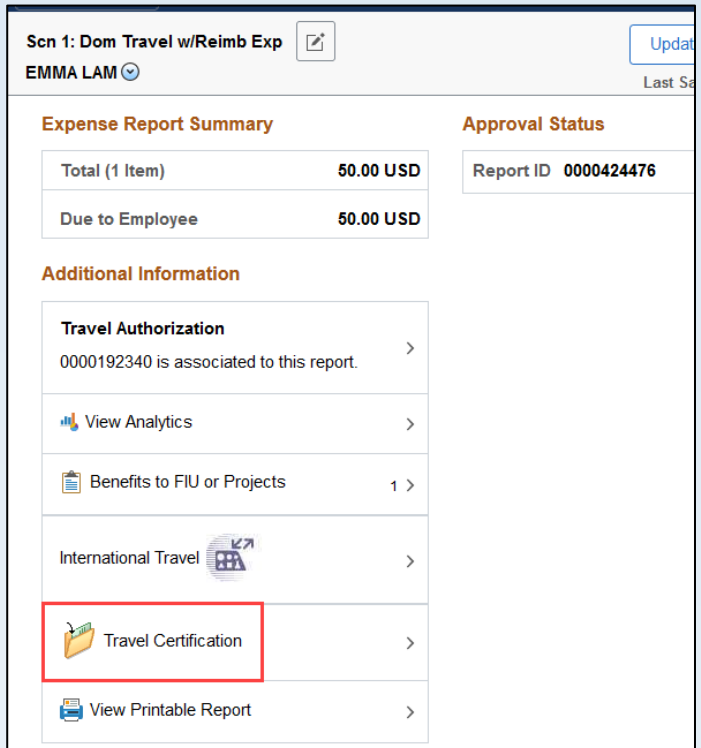
NEW Expense/Post Travel Compliance Report Travel Certification

When there are **FIU prepaid and/or expenses**, regardless of whether the trip happened, submit Expense/Post Travel Compliance Report.

- If the trip took place to a **foreign destination**, an Expense/Post Travel Compliance Report is **always** required.

Enhancements go live on December 13th to allow travelers and proxies to further indicate whether the trip happened via a new **Travel Certification**.



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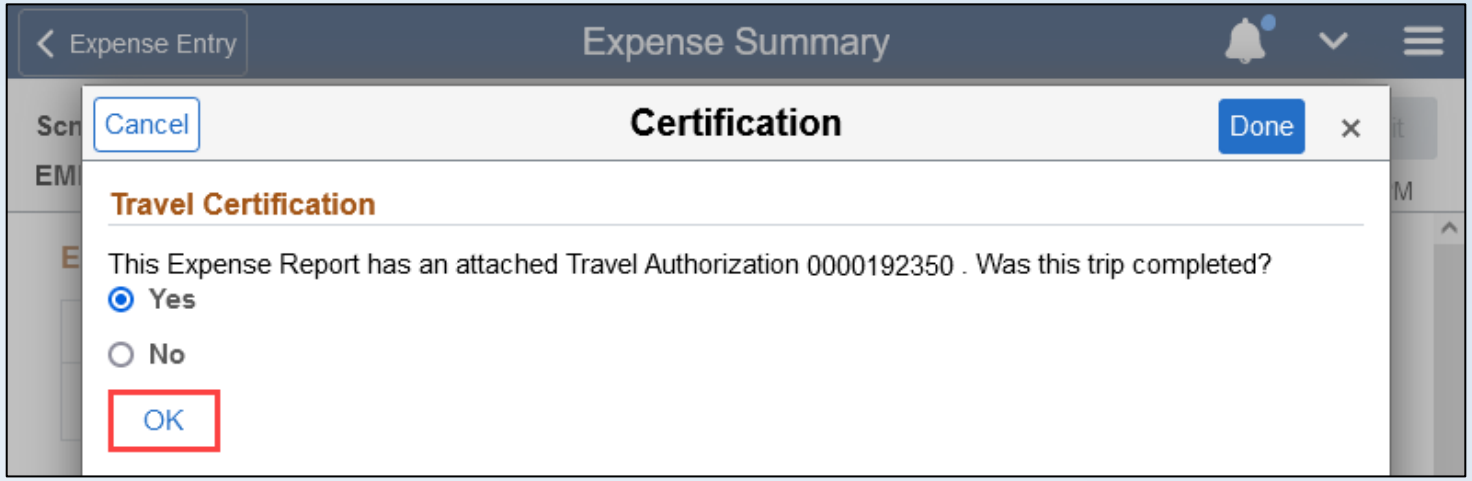
Travel Certification – Trip Happened

Scenario: The trip happened, and FIU prepaid and/or expenses were incurred.

- Mark **Yes**. Click **OK** and then **Done**.
- This will be the most common scenario.



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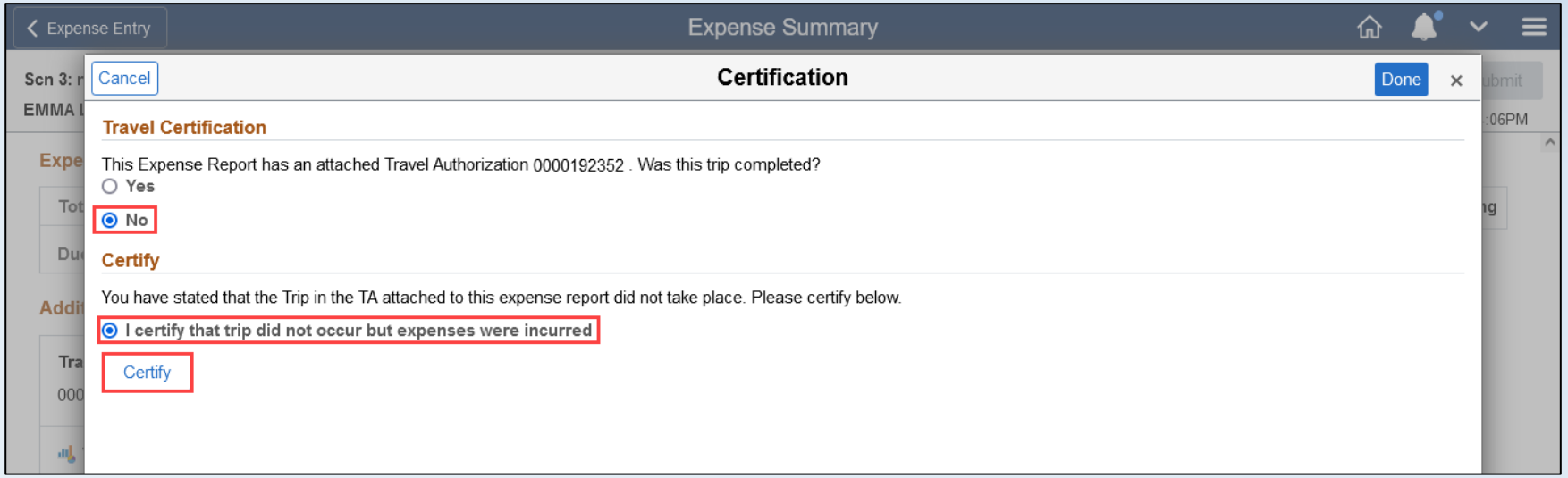
Travel Certification – Trip Did Not Happen with Expenses

Scenario: The trip did not happen, and FIU prepaid and/or expenses were incurred.

- Mark **No.**
- Select the certification.
- Click **Certify**, then **Done.**



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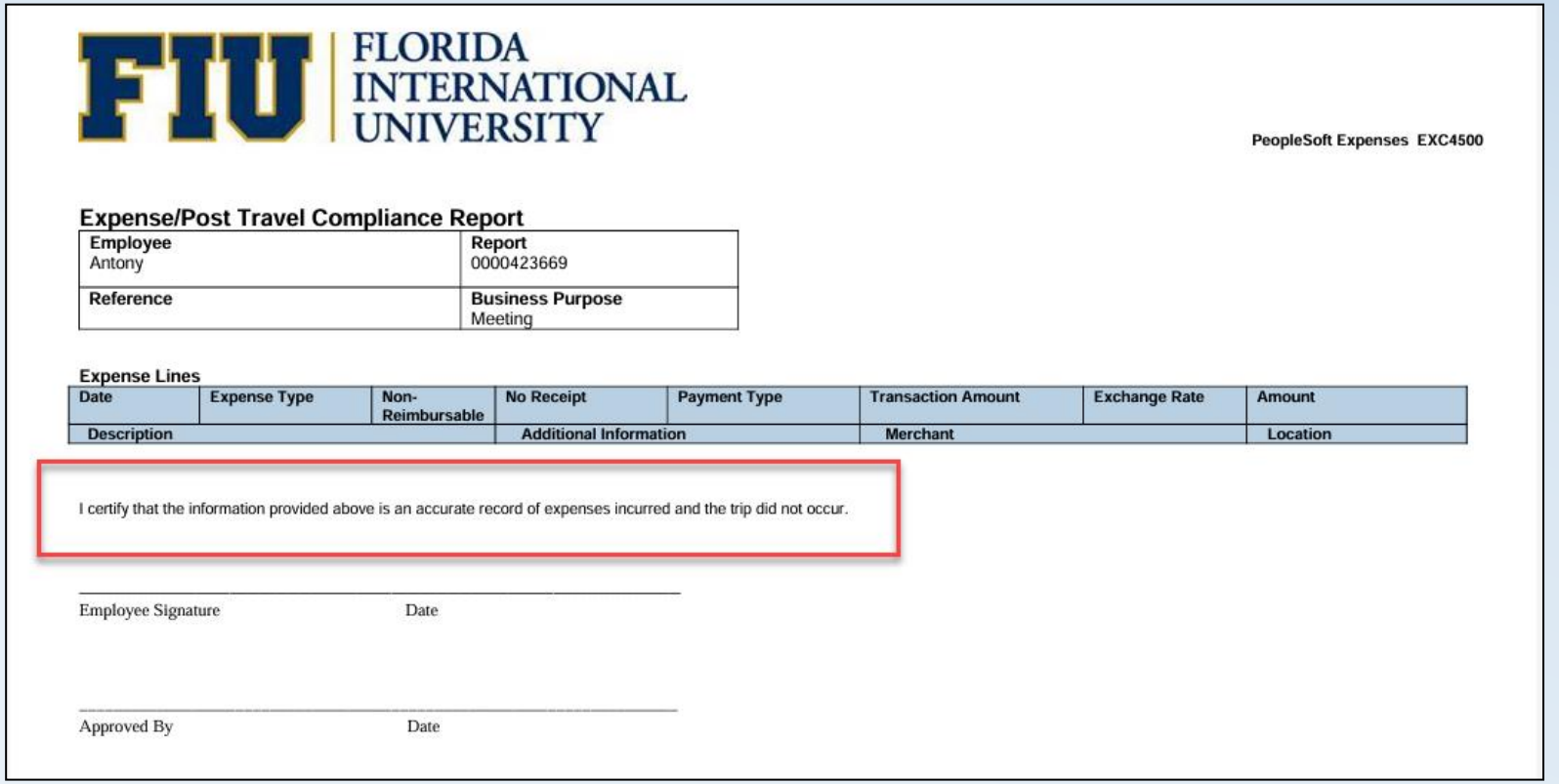
Travel Certification – Trip Did Not Happen with Expenses

The certification will appear on the Expense/Post Travel Compliance Report printout.



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PeopleSoft Expenses EXC4500

Expense/Post Travel Compliance Report

Employee	Report
Antony	0000423669
Reference	**Business Purpose**
	Meeting

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Payment Type	Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant		Location

I certify that the information provided above is an accurate record of expenses incurred and the trip did not occur.

Employee Signature Date

Approved By Date

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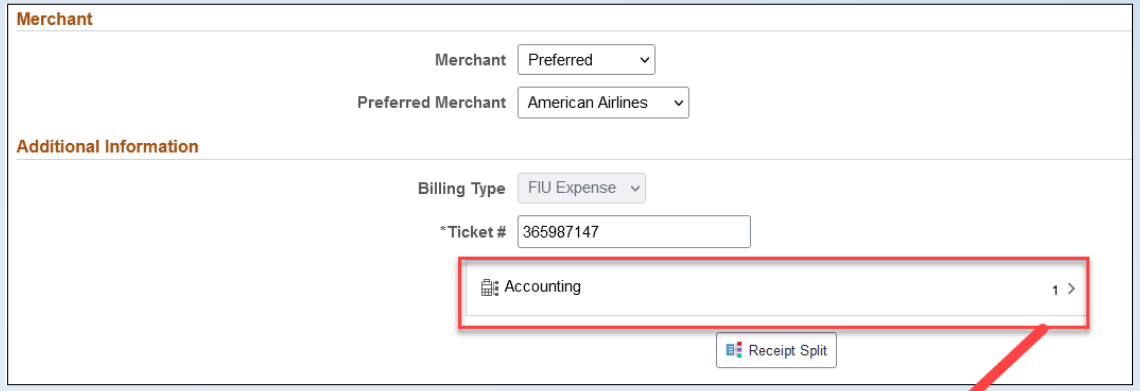
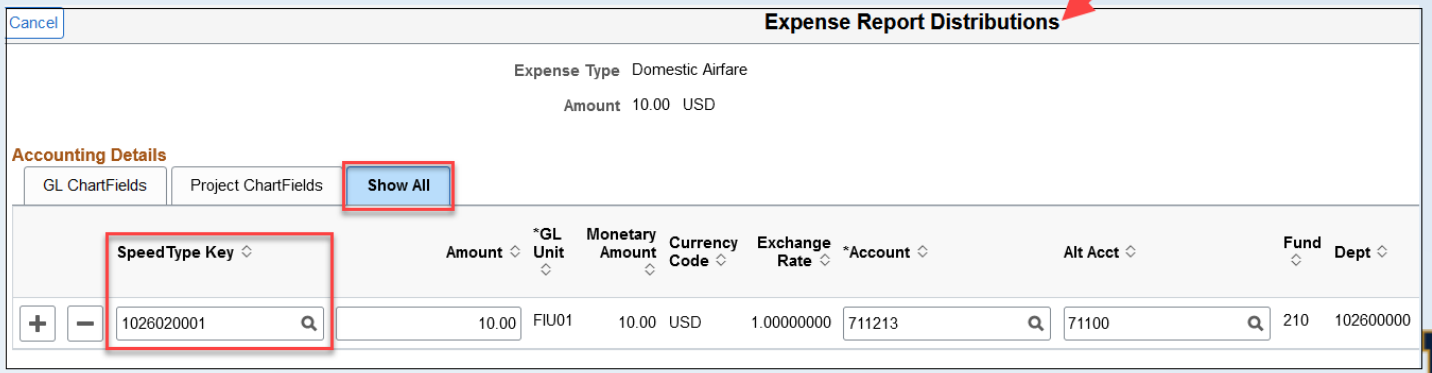
SpeedType Key to Update Accounting Details

- You no longer have to manually enter all the ChartField values (i.e., Department, Site, Program, etc.).
- Use one simple value in the SpeedType Key field to update Accounting Details on Expense/Post Travel Compliance Report expense lines (out of pocket).





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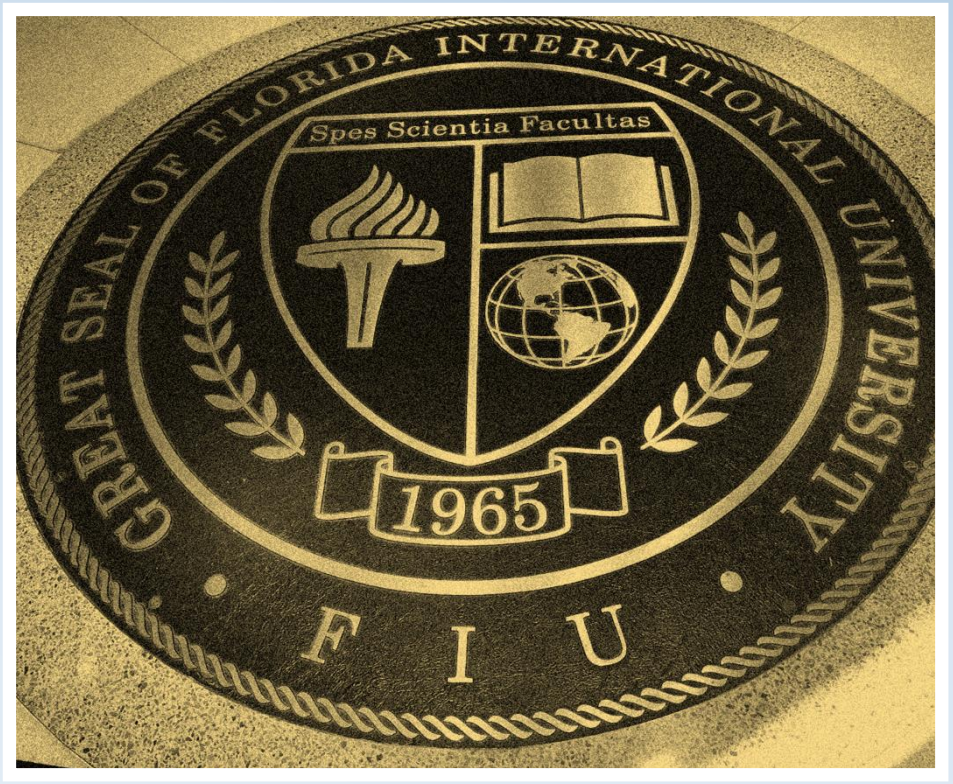
Thank you for learning with us today!

Help and Resources

FSSS Help Desk
8:30am – 5:00pm
(305) 348-7200
controller@fiu.edu
controller.fiu.edu/resources/training/

Travel Team
Alejandra Blanco, Accounting Manager
(305)348-1141
controller.fiu.edu/travel

Export Control
export@fiu.edu
exportcontrol.fiu.edu



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