Tips for users: Edit, Delete, Cancel, Change PG TA/ER, view TA/ER

A compiled list of tips for FMS users is provided that can assist with editing, deleting, canceling, and changing a submitted TA/ER.

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1. Training Material link and Topics
Training materials link: https://hr.maricopa.edu/professional-development/training-learning/programs/technology-training

Topics:

Activities (conference, training, workshop, etc):
1. Travel Authorization & Professional Growth Application - April 2016 – Generic instructions
2. Travel Authorization/Professional Growth In-County Training/Workshop/Online Training/Subscriptions Video Tutorial
3. Expense Reports - May 2016 For submitting Expense report after the activity

Educational ( Tuition, Books, Certification Exams)
1. Travel Authorization/PG Education Reimbursement - April 2016
2. Education Reimbursement Expense Report - May 2016

• Saving as PDF - Jul 2015

FMS link: https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&
2. **Edit TA**

To **Edit TA after it was sent back or before it was submitted**

1. Login to FMS: [https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&](https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&)
2. Follow the path:

   ![Main Menu ⃗️ Employee Self-Service → Travel and Expenses → Travel Authorizations → Create/Modify](image)

3. Click Find an Existing values.
4. Click Search. The TA that was sent back to employee should display.
5. Make changes and click the Submit button.

3. **Edit ER**

To **Edit ER after it was sent back or before it was submitted**

1. Login to FMS: [https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&](https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&)
2. Follow the path:

   ![Main Menu ⃗️ Employee Self-Service → Travel and Expenses → Expense Reports → Create/Modify](image)

3. Click Find an Existing values.
4. Click Search. The ER that was sent back to employee should display.
5. Make changes and click the Summary and Submit button.
6. Check the “I certify the expenses...” check box.
7. Click the Submit Expense Report button.

4. **Delete TA**

To **Delete TA after it was sent back or before it was submitted**

1. Login to FMS: [https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&](https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&)
2. Follow the path:

   ![Main Menu ⃗️ Employee Self-Service → Travel and Expenses → Travel Authorizations → Delete](image)

   Available for deletion TA will display.
3. Click the check box in the Select column for the TA/ER you would like to delete
4. Click the **Delete Selected Authorization(s)** button:

![Delete Selected Authorization(s)](image)

5. **Delete ER**

To **Delete ER after it was sent back or before it was submitted**

1. Login to FMS: [https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&](https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&)
2. Follow the path:
Available for deletion ER will display.

3. Click the check box in the Select column for the ER you would like to delete
4. Click the **Delete Selected Report(s)** button:

![Delete an Expense Report](image)

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6. **View request status**

**View TA/ER status**

Please note when TA/ER is in approval process or approved it can be viewed only. Instructions for how to view TA/ER are available at [https://hr.maricopa.edu/professional-development/training-learning/programs/technology-training](https://hr.maricopa.edu/professional-development/training-learning/programs/technology-training) in the Quick Reference cards:

- Travel Authorization & Professional Growth Application page 8
- View and Track Expense Report

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7. **View TA**

Check the status of your TA by following these steps:

1. Login to FMS: [https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG](https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG)
2. Follow the path: [Main Menu > Employee Self-Service > Travel and Expenses > Travel Authorizations > View](#)
3. Click the Search button.
4. The TA will pop up if there is only one TA in the system, or select from Search results:

![Search Results](image)
5. Review Pending Actions and Actions History section to know exactly the status of the TA:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Pacheco, Mark A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PG Representative</td>
<td>(Pooled)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PG Chair</td>
<td>(Pooled)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>(Pooled)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal</td>
<td>(Pooled)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Action</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Arroyo, Bernice</td>
<td>Submitted</td>
<td>09/09/2016 3:39:56PM</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Gonzales, Alfred J</td>
<td>Approved</td>
<td>06/12/2016 3:06:15PM</td>
</tr>
<tr>
<td>PG Representative</td>
<td>Faulkner, Shene M</td>
<td>Sent Back For Revision</td>
<td>09/14/2016 11:29:57AM</td>
</tr>
<tr>
<td>Employee</td>
<td>Arroyo, Bernice</td>
<td>Resubmitted</td>
<td>09/16/2016 3:41:12PM</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Gonzales, Alfred J</td>
<td>Approved</td>
<td>09/20/2016 7:19:21AM</td>
</tr>
<tr>
<td>PG Chair</td>
<td>Faulkner, Shene M</td>
<td>Auto Approved</td>
<td>09/23/2016 12:27:44PM</td>
</tr>
<tr>
<td>Department</td>
<td>Faulkner, Shene M</td>
<td>Auto Approved</td>
<td>09/23/2016 12:27:44PM</td>
</tr>
<tr>
<td>PG Representative</td>
<td>Faulkner, Shene M</td>
<td>Approved</td>
<td>09/23/2016 12:27:44PM</td>
</tr>
<tr>
<td>Fiscal</td>
<td>Golka, Kimberly L</td>
<td>Sent Back For Revision</td>
<td>10/03/2016 3:47:20AM</td>
</tr>
<tr>
<td>Employee</td>
<td>Arroyo, Bernice</td>
<td>Resubmitted</td>
<td>10/06/2016 3:52:57PM</td>
</tr>
</tbody>
</table>

8. View ER

1. Login to FMS: https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG&

2. Follow the path: Main Menu ➔ Employee Self-Service ➔ Travel and Expenses ➔ Expense Reports ➔ View

3. Click the Search button.

4. The ER will pop up if there is only one ER in the system, or select form Search results:
5. Review Approval History section to know exactly the status of the ER:

9. Change process for Educational TA

**Change Approved TA for Educational Request**

After TA is approved, it cannot be modified. The changes can be captured on the Expense Report when submitting for the reimbursement, but the change(s) must be preapproved by the PG committee before ER is submitted.

Change for the classes is allowed if all following conditions are met:

- Class was changed due to school issues (did not make, renamed, full)
- Employee is taking substitution class
- The substitution class is offered in the same quarter/semester as the original class entered on the TA

The employee must submit a change request via e-mail to PG chair and PG coordinator, and copy your college PG representative outlining the following information:

1. TA number of the request that needs to be changed
2. The reason for the change
3. Details about old class and the ‘new’ class/book (title, course prefix, dates)

**Example:** Please approve change for TA####. I had to drop/change class LIT560 Literature 3 credits and take AMP345 Management Principles 3 credits, because class was cancelled by school... The cost and dates are the same for the new class

- The chair will reply with the approval confirmation.
- You will use this approval e-mail as a supporting documentation for the Expense Report (ER) when applying for reimbursement to support the approval of change. You will also enter the correct information on the description line in the ER.
10. **Cancel process for Educational TA**

**Cancel Approved TA for Educational Request**
If class/exam will not be successfully completed a cancellation/change request must be sent via e-mail **immediately**, to PG chair, PG coordinator, and copy college representative, so that the unused funds can be released.

11. **Change process for Activities TA**

**Change Approved TA for Activities**

After the TA is approved, it cannot be modified. Changes can be captured on the ER, but the change(s) must be preapproved by the PG committee.

**Before activity start date**, the employee must submit a change request via e-mail to the PG chair, the PG coordinator, and copy (CC) the college PG representative and fiscal office outlining the following information:

1. TA number for the request that needs to be changed
2. The reason for the change
3. Details about the change: expense type, the approved amount and the new amount.
4. Attach documentation to support the change

The chair will verify if the employee has available funds, and will reply with approval confirmation.

Use the approval e-mail as supporting documentation for the Expense Report (ER) in order to provide preapproval proof of the change. You will also enter the correct dollar amount description in the ER.

If approval was not acquired from the PG chair, fiscal will only reimburse the awarded amount.

Overall on the Expense Report:

- The expense amounts **can be moved between the lines** as long as the total approved TA amount is not exceeded.
- **Additional eligible expense(s)** that is not included on the TA can be claimed on ER as long as the total approved TA amount is not exceeded
- **If approval letter of increase by PG is attached**, Fiscal will reimburse for all eligible expenses up to the approved amount.
12. **Cancel process for Activities TA**

**Cancel Approved TA for Activities**

If activity (Conference, training, etc.) will not be attended a cancellation request must be sent via e-mail **immediately**, to College/DO Fiscal Office and copy PG chair, PG coordinator, and college representative, so that the unused funds can be released.

If **no expenses** were prepaid – Fiscal will cancel the TA and release all encumbered funds.

If **any payments** were already processed the employee must make all efforts in requesting a refund from the vendors. Work with Fiscal Office regarding any efforts made for recovering the funds, and **complete the Expense Report** to reflect the actual expenses.

The following situations describe the factors to consider when reimbursing for cancellations:

A. When the cancellation of the trip was within the traveler’s control and NO refund/credit is issued – The **traveler must reimburse** the PG account for the paid expenses.

B. When the cancellation of the trip was outside of the traveler’s control and:

   If the activity is canceled, due to unforeseen circumstances, such as sudden illness or an accident and the employee, despite all efforts, was not able to be refunded the employee will not be held liable for these funds, and PG will absorb the expenses. Employee will need to provide justification to the PG Chair for the short-notice cancellation, and what efforts were made to acquire refunds with proof from the vendor.

   Usually, airfare is none-refundable; however the airlines may allow the traveler to retain a voucher/issue a credit (which holds monetary value) and can be used at a later date. In this instance, the employee can use the voucher for MCCCD Business travel. If not, employee must reimburse the PG account for this amount, because the voucher becomes the employee’s property.

**To Cancel TA after it was sent back or approved**

1. Login to FMS: [https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG](https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG)
2. Follow the path:
   - Main Menu → Employee Self-Service → Travel and Expenses → Travel Authorizations → Cancel
   
   Available for cancellation TA will display.
3. Click the check box in the Select column for the TA you would like to cancel
4. Click the **Cancel Selected Authorization** button:
13. TA is not visible to create ER

1st Reason
You may get a lot of questions from people who are trying to create expense report for very old TA, but they may not see the TA to create ER. The reason for not seeing the TA for creating ER is the TA was approved long time in the past (especially for educational TA), and system is not displaying it automatically. Here are the instructions to fix this issue:

When you get to the online instructions Expense Reports page 1 step 4 change the From Date on the Copy from Approved Travel Authorization screen to 07/01/2015 and click Search, all approved old TA should be displayed:

<table>
<thead>
<tr>
<th>Travel Auth Description</th>
<th>Authorization ID</th>
<th>Date From</th>
<th>Date To</th>
<th>Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>07/01/2015</td>
<td></td>
<td>0.000</td>
<td></td>
</tr>
</tbody>
</table>


2nd Reason
Employee created ER linked to TA, but it was sent back, or employee saved but did not submit the ER.

In this case if employee trying to create new ER for the same TA, the TA will not be available for selection. Ask employee to access ER through the Create/Modify option, and the ER will be available for editing. If a duplicate ER had been created, send it back, and advise employee to delete the duplicate ER.

Here are the instructions for Edit and Delete:

To Edit ER after it was sent back or before it was submitted

1. Login to FMS: https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG
2. Follow the path:

<table>
<thead>
<tr>
<th>Main Menu</th>
<th>Employee Self-Service</th>
<th>Travel and Expenses</th>
<th>Expense Reports</th>
<th>Create/Modify</th>
</tr>
</thead>
</table>

3. Click Find an Existing values.
4. Click Search. The ER that was sent back to employee should display.
5. Make changes and click the Summary and Submit button.
6. Check the “I certify the expenses...” check box.
7. Click the Submit Expense Report button.

To Delete ER after it was sent back or before it was submitted

1. Login to FMS: https://finoprodpub.maricopa.edu/psp/PMCPAK/?cmd=login&languageCd=ENG
2. Follow the path:

Available for deletion ER will display.

3. Click the check box in the Select column for the ER you would like to delete

4. Click the **Delete Selected Report(s)** button: