

## Spring 2016 Updates to the University of Missouri Financials System

This is the second in a series of emails being sent to highlight new functionality that will be available after updates are implemented in PeopleSoft Finance the last weekend of April. Training materials are being updated to reflect any new features or functionality and will be available later this month.

### Travel & Expenses – Delegate Entry Authority

When adding an Entry Delegate to User Preferences, you (the traveler) will now have the ability to specify the level of access that a delegate has to your expense transactions. The three authorizations levels are:

**Edit** - Delegate has the ability to enter and save a travel authorization, cash advance or expense report for the traveler, however, the traveler will have to submit the saved document for processing.

**Edit & Submit** - Delegate has the ability to enter a travel authorization, cash advance or expense report for the traveler and submit it for processing. **This will be the default setting.**

**View** - Delegate has the ability to enter and save a travel authorization, cash advance or expense report for the traveler, but will not have the ability to edit or submit after it is saved.

All entry delegates previously established in PeopleSoft Finance will be defaulted to the Edit & Submit authorization level. If one of the new levels better meets your needs, you may update the Delegate Entry Authority after May 1<sup>st</sup>.



#### Authorize Users

CTRAVELER CTRAVELER

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name	*Authorization Level		
CTRAVELER	CTRAVELER,CTRAVELER	Edit & Submit	+	-
KTRAVELER01	KTRAVELER01,KTRAVELER01	Edit Edit & Submit View	+	-

Save