



Business Process Document
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt
(Funded portion)-Part 2

Department	
Responsibility/Role	
File Name	FIU02-Exp_ Rpt (Funded portion)-Part 2_BUSPROC.doc
Version	
Document Generation Date	10/2/2009
Date Modified	10/2/2009
Last Changed by	
Status	

FIU02-Exp. Rpt (Funded portion)-Part 2

Trigger:

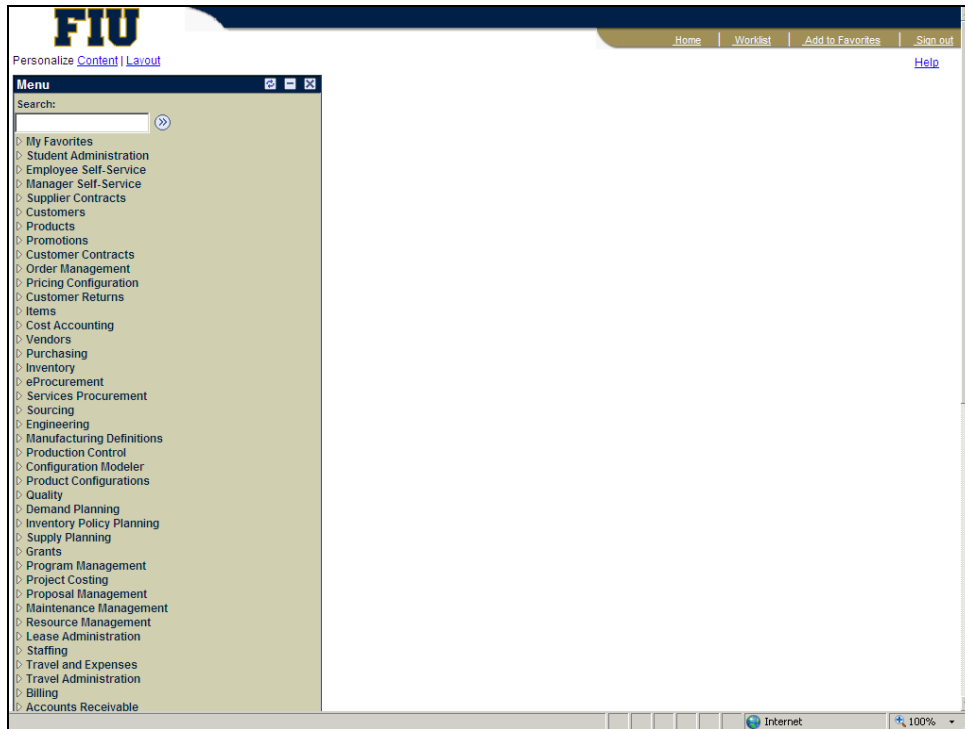
Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

In this exercise, you will submit an Expense Report for the portion of the travel that will be funded from Foundation or other DSO funds.

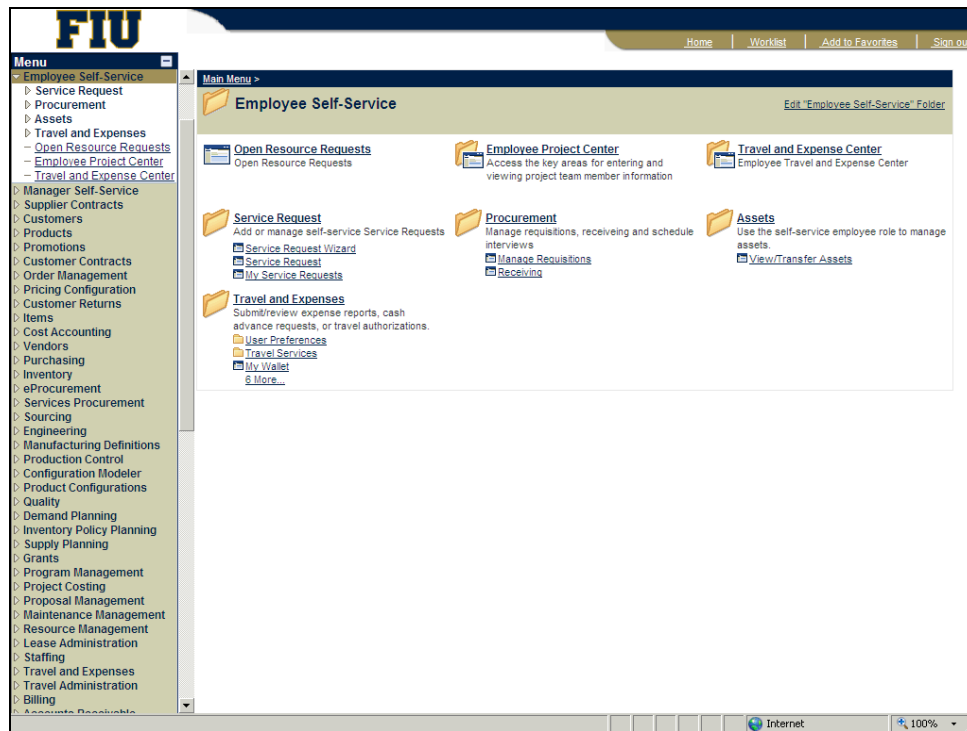


Step	Action
1.	Click the Employee Self-Service link. 



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Step	Action
2.	Click the Travel and Expense Center link. Travel and Expense Center
3.	Click the Expense Report link. Expense Report
4.	Click the Create link. Create

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Create Expense Report

Populate From A Travel Authorization

Patty Panther Report ID: NEXT

From Date: To:

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	Coll. of Bus MBA Seminar	0000034980	07/01/2009	07/05/2009	2,520.00	USD
Select	Science Project	0000034979	06/17/2009	06/17/2009	700.00	USD
Select	Los Angeles, CA	0000034977	06/12/2009	06/12/2009	4,790.00	USD
Select	travel to mobile.al	0000034975	06/12/2009	06/12/2009	350.00	USD
Select	chicago.il-6/12/09	0000034971	06/12/2009	06/13/2009	1,050.00	USD
Select	trip to orlando	0000034925	06/10/2009	06/10/2009	100.00	USD

[Return to Expense Report Entry](#)

Step	Action
5.	<p>Click the Return to Expense Report Entry link to enter a blank Expense Report</p> <p>Notice that the "trip to orlando" TA is grayed out and therefore, you may not be able to reuse it for the separate FIU02 Expense Report.</p> <p>Be sure to note the expense type and the line item from the FIU01 expense report that you just completed for this trip. You need to have: the Report ID and TAR number.</p> <p>Return to Expense Report Entry</p>



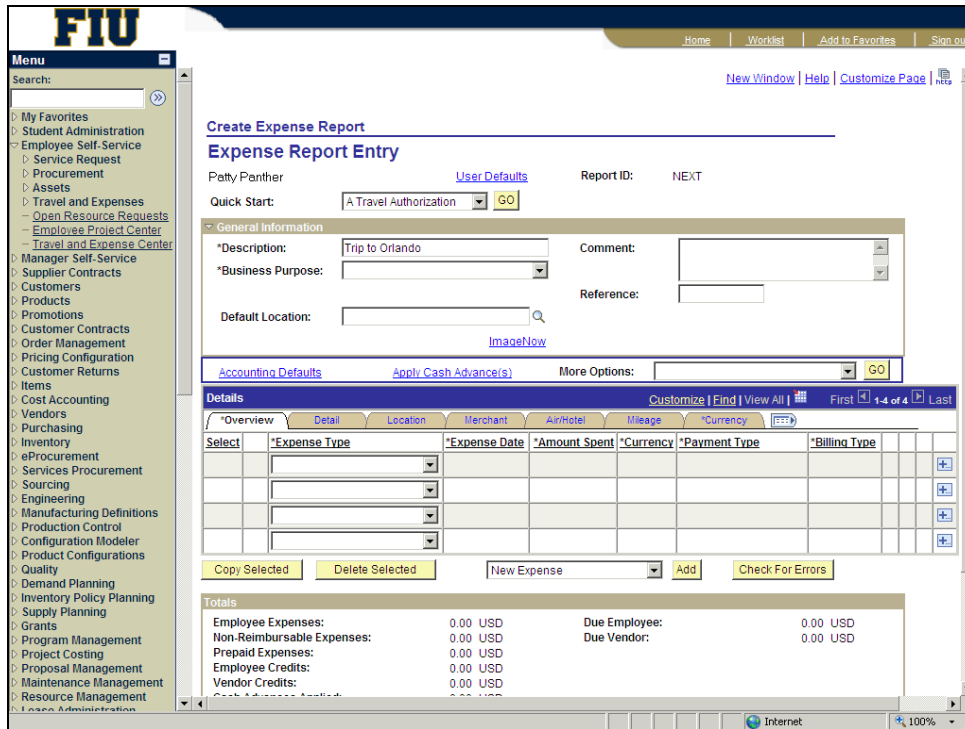
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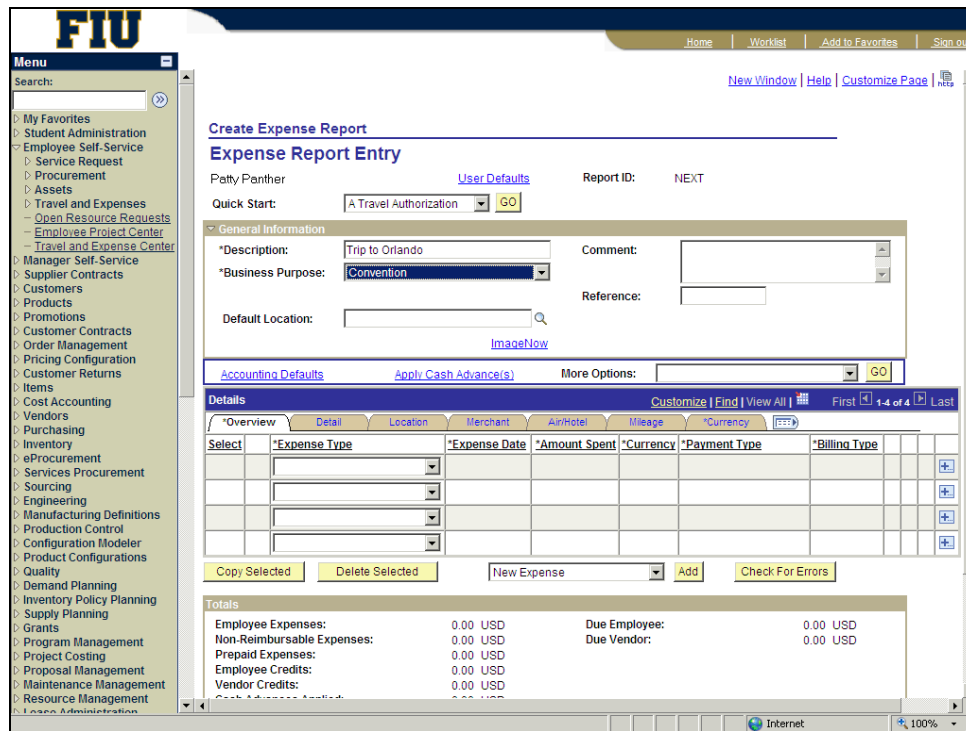
Step	Action
6.	Enter the desired information into the Description field. Enter "Trip to Orlando" .



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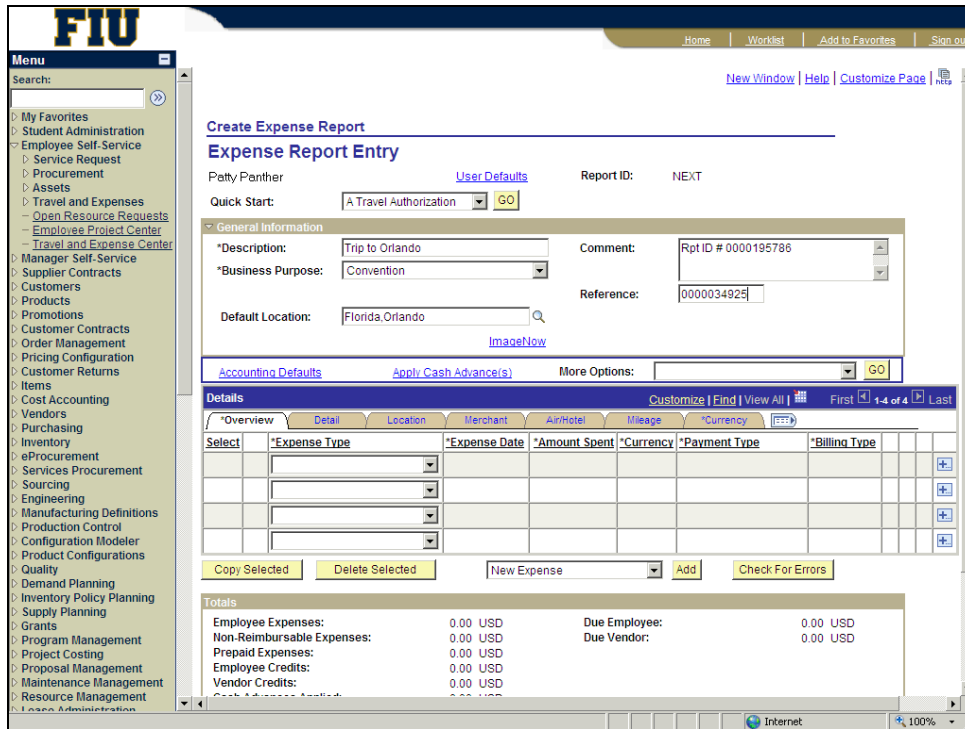
Step	Action
7.	Click the Convention list item. <input type="text" value=""/>



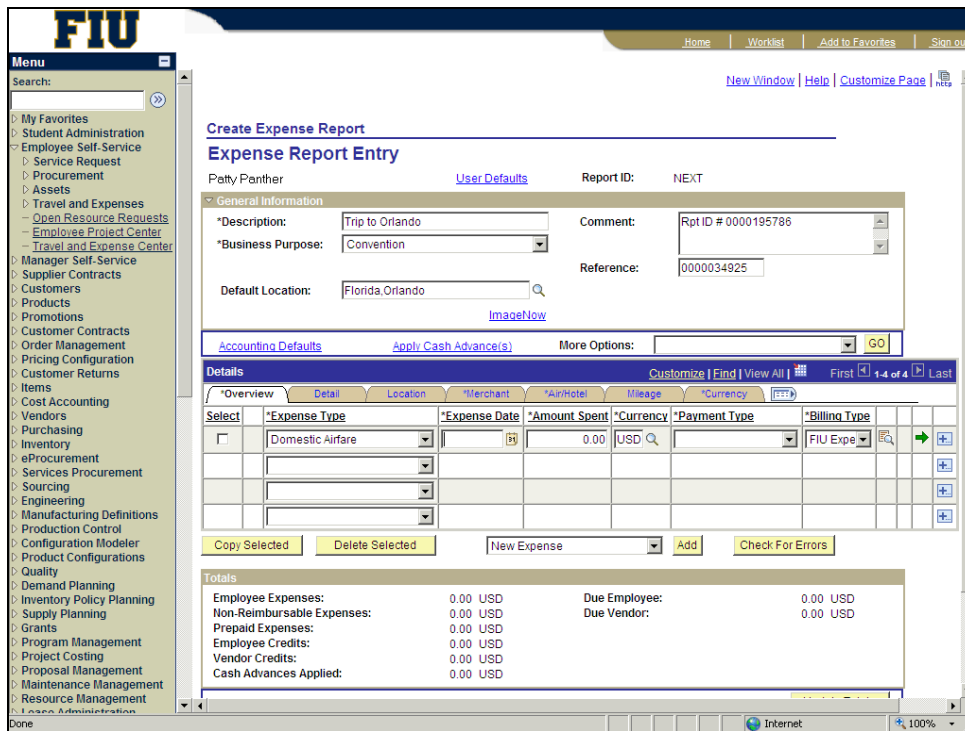
Step	Action
8.	Enter the desired information into the Default Location field. Enter " fi ".
9.	Click the Look up Default Location (Alt+5) button. 
10.	Click an entry in the Expense Location column. 
11.	Enter the desired information into the Comment field. Enter " Rpt ID # 0000195786 ". The Report ID # is from the Expense Report you submitted for the FIU01 expenses.
12.	In this field, you need to type in the TA # which is also known as the Authorization number. Enter the desired information into the Reference field. Enter " 0000034925 ".

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Step	Action
13.	Click the Domestic Airfare list item.
	<input type="text"/>



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Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:
 *Business Purpose: Reference:
 Default Location: [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advances](#) More Options:

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Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Airfare		0.00	USD		FIU Expe
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Grants:	0.00 USD		
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Step	Action
14.	Enter the desired information into the Choose a date (Alt+5) field. Enter "6/10/09" .
15.	Enter the desired information into the Look up Currency (Alt+5) field. Enter "20." .

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Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:
 *Business Purpose: Reference:
 Default Location: [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advances](#) More Options:

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Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Airfare	6/10/09	20	USD		FIU Expe
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Step	Action
16.	Click the Out of Pocket list item. <input type="text" value=""/>



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Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Trip to Orlando Comment: Rpt ID # 0000195786
*Business Purpose: Convention Reference: 0000034925
Default Location: Florida, Orlando [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advances](#) More Options: [GO](#)

Details Customize | Find | View All | First 1 of 4 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Domestic Airfare	06/10/2009	20.00	USD	Out of Pocket	FIU Expense		

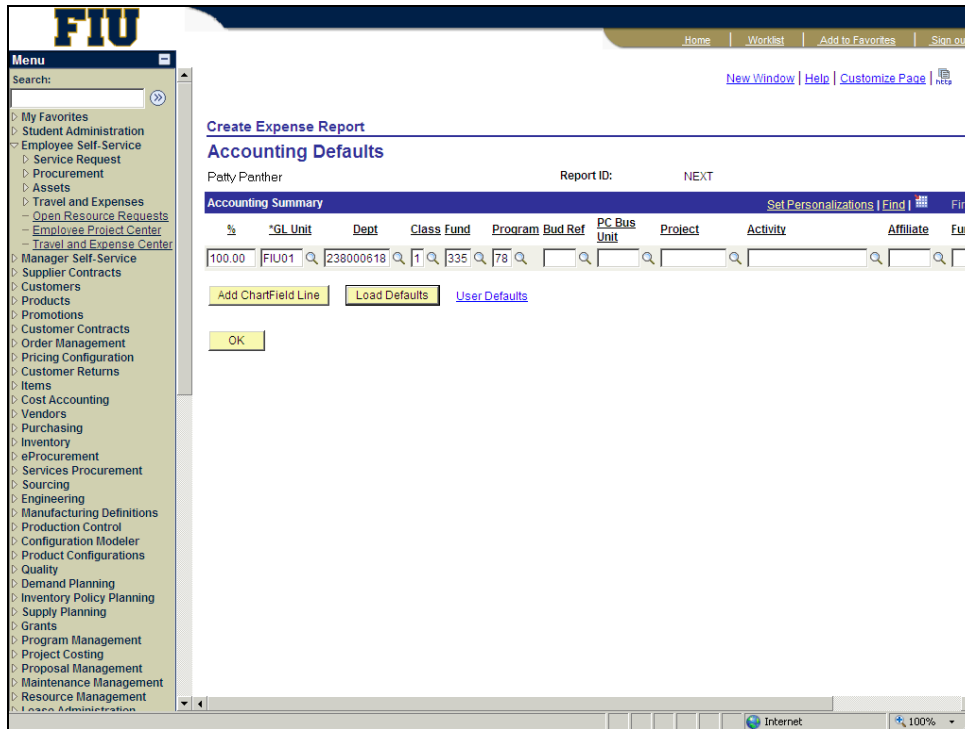
Copy Selected Delete Selected New Expense Add Check For Errors



Totals

Employee Expenses:	20.00 USD	Due Employee:	20.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Step	Action
17.	Click the Accounting Defaults link. Accounting Defaults

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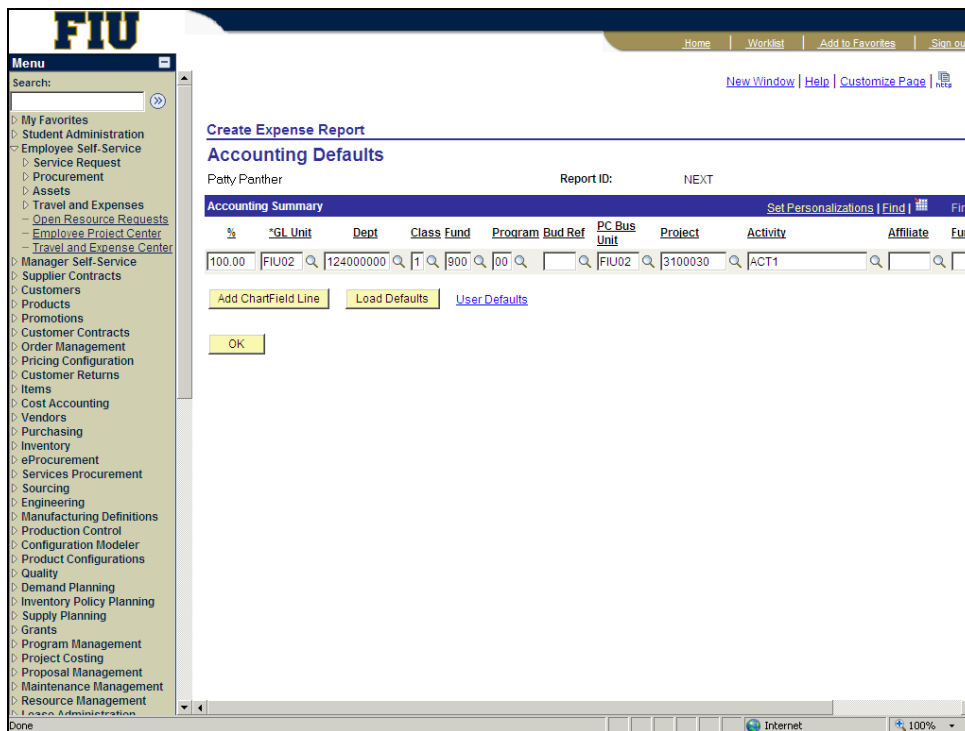
Step	Action
18.	Click the GL Unit button. Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP 
19.	Click an entry in the Business Unit column. 
20.	Enter the desired information into the Dept field. Enter " 124000000 ".
21.	Enter the desired information into the Fund field. Enter " 900 ".
22.	Enter the desired information into the Program field. Enter " 00 ". Always use "00" for any DSO.
23.	Enter the desired information into the PC Bus Unit field. Enter " FIU02 ".
24.	Enter the desired information into the Project field. Enter " 3100030 ".

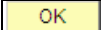


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Step	Action
25.	Click the Activity button. There may be some projects that do not have an activity code. NOTE: FUND Code 900,unrestricted will never have an activity code. 
26.	Click an entry in the Activity column. 



Step	Action
27.	Click the OK button. 

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Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:
 *Business Purpose: Reference:
 Default Location: [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advances](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 4](#) | [Last](#)

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Airfare	06/10/2009	20.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Incidentals	06/10/2009	0.00	USD		FIU Expe

Totals

Employee Expenses:	20.00 USD	Due Employee:	20.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Step	Action
28.	Enter the desired information into the Look up Currency (Alt+5) field. Enter "100." .



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Create Expense Report

Expense Report Entry

Patty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:
*Business Purpose: Reference:
Default Location: [ImageNow](#)

[Accounting Defaults](#) [Apply Cash Advances](#) More Options:

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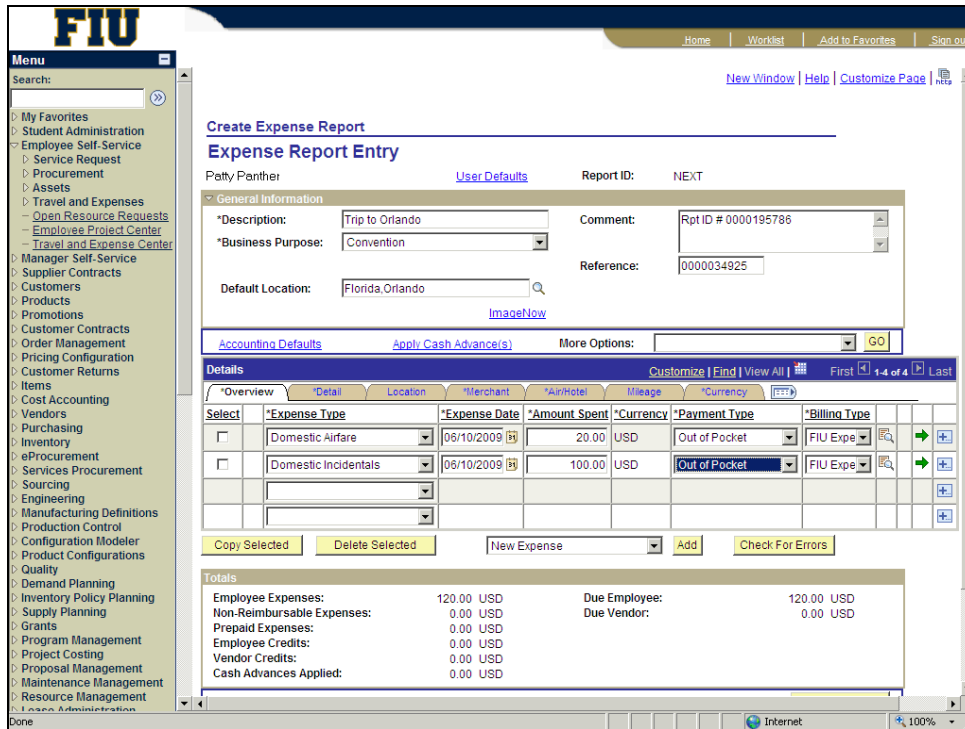
Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Airfare	06/10/2009	20.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Incidentals	06/10/2009	100	USD	FIU Expe	


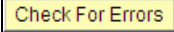

Totals

Employee Expenses:	20.00 USD	Due Employee:	20.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Step	Action
29.	Click the Out of Pocket list item. <input type="text"/>

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Step	Action
30.	Click the Detail tab. 
31.	Enter the desired information into the Choose a date (Alt+5) field. Enter "Upgrade to bus class" .
32.	Enter the desired information into the Choose a date (Alt+5) field. Enter "supplies for presentation" .
33.	Click the Check For Errors button. 
34.	Click the Missing or invalid information was found. Click this icon to view button. 



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Create Expense Report

Expense Detail for Domestic Airfare (Line 1)

Petty Panther Report ID: NEXT

Please enter or update the following information:

- Ticket Number
- Merchant (Preferred or Non-Preferred)

About This Expense

*Expense Date: 06/10/2009

*Payment Type: Out of Pocket No Receipt

*Billing Type: FIU Expense Non-Reimbursable

*Ticket Number: [Redacted]

*Merchant (Choose One)

Preferred: [Redacted]

Non-preferred: [Redacted]

Description: UPgrade to bus class

*Amount (Main Content): 20.00

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 20.00 USD

Exception Comments

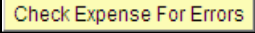
Location Amount: [Redacted]

No Receipt: [Redacted]

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#)

Step	Action
35.	Enter the desired information into the Ticket Number field. Enter " FIU02789 ".
36.	Enter the desired information into the Non-preferred field. Enter " delta ".
37.	Click the scrollbar.
38.	Enter the desired information into the Ticket Number field. Enter " -FIU02 ". Notice: Since you used the ticket Number on the expense Report for FIU01, you need to type in the ticket number and add " -FIU02 " for Foundation, " -FIU03 " for Wolfsonian, etc.
39.	Click the Check Expense For Errors button. 

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- Configuration Modeler
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- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Issue Administration

Create Expense Report

Expense Detail for Domestic Airfare (Line 1)

Petty Panther Report ID: NEXT

About This Expense

*Expense Date: 06/10/2009 []

*Payment Type: Out of Pocket No Receipt

*Billing Type: FIU Expense Non-Reimbursable

*Ticket Number: FIU02789-FIU02

*Merchant (Choose One)

Preferred: []

Non-preferred: delta

Description: UPgrade to bus class

*Amount Spent: 20.00

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 20.00 USD

Exception Comments

Location Amount: []

No Receipt: []

[Accounting Detail](#)

[Receipt Split](#)

[Check Expense For Errors](#) [Next Expense](#)

[Return to Expense Report](#)

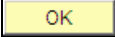
Step	Action
40.	Click the Return to Expense Report Link. Return to Expense Report



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Step	Action
41.	Click the Submit button, then the OK button. 

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View Expense Report

Expense Report Detail

Patty Panther [User Defaults](#) Report ID: 0000195789

General Information

Description: Trip to Orlando Comment: Rpt ID # 0000195786
 Business Purpose: Convention
 Status: Submission in Process Reference: 0000034925
 Default Location: Florida, Orlando Last Updated: 06/18/2009 By: 1522181
 Post State: Not Applied

[ImageNow](#)

More Options:

Details Customize | Find | View All | First | 1 of 2 | Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Airfare	06/10/2009	20.00	USD	Out of Pocket	FIU Expense
Domestic Incidentals	06/10/2009	100.00	USD	Out of Pocket	FIU Expense

Totals

Employee Expenses:	120.00	USD	Due Employee:	120.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

[Expense Report Project Summary](#) [Printable View](#)

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Step	Action
42.	Click the Printable View list item.
	<input type="text"/>



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View Expense Report

Expense Report Detail

Patty Panther [User Defaults](#) Report ID: 0000195789

General Information

Description: Trip to Orlando Comment: Rpt ID # 0000195786
 Business Purpose: Convention
 Status: Submission in Process Reference: 0000034925
 Default Location: Florida, Orlando Last Updated: 06/18/2009 By: 1522181
 Post State: Not Applied

[ImageNow](#)

More Options: **Printable View**

Details [Customize](#) [Find](#) [View All](#) [First](#) [+2 of 2](#) [Last](#)

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Airfare	06/10/2009	20.00	USD	Out of Pocket	FIU Expense
Domestic Incidentals	06/10/2009	100.00	USD	Out of Pocket	FIU Expense

Totals

Employee Expenses:	120.00	USD	Due Employee:	120.00	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#)

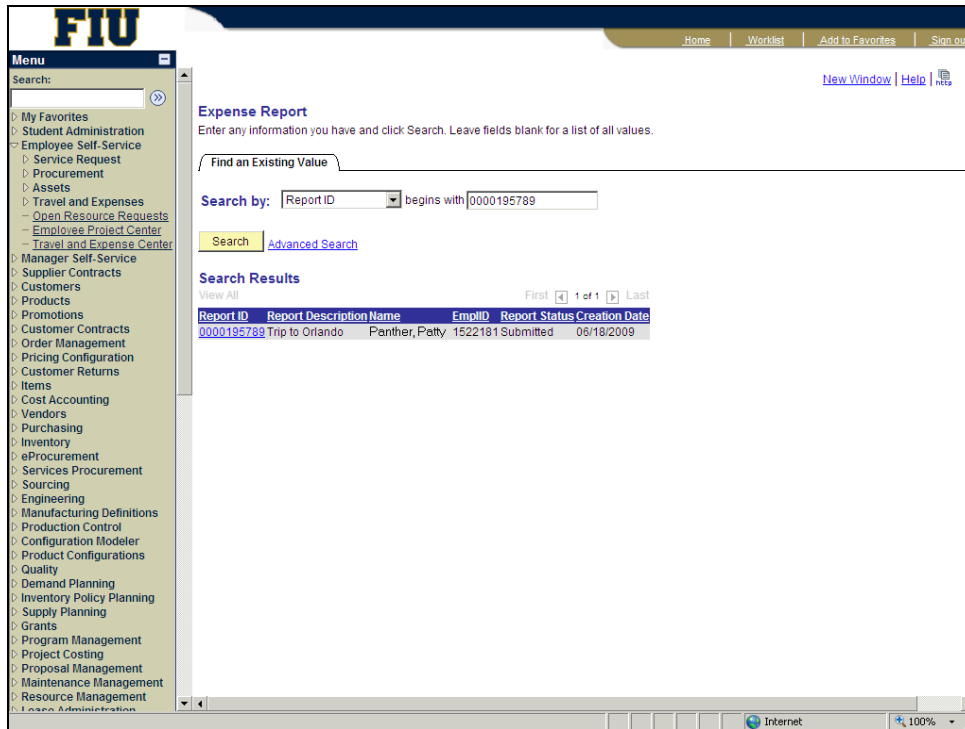
[Expense Report Project Summary](#) [Printable View](#)

Step	Action
43.	Click the GO button.

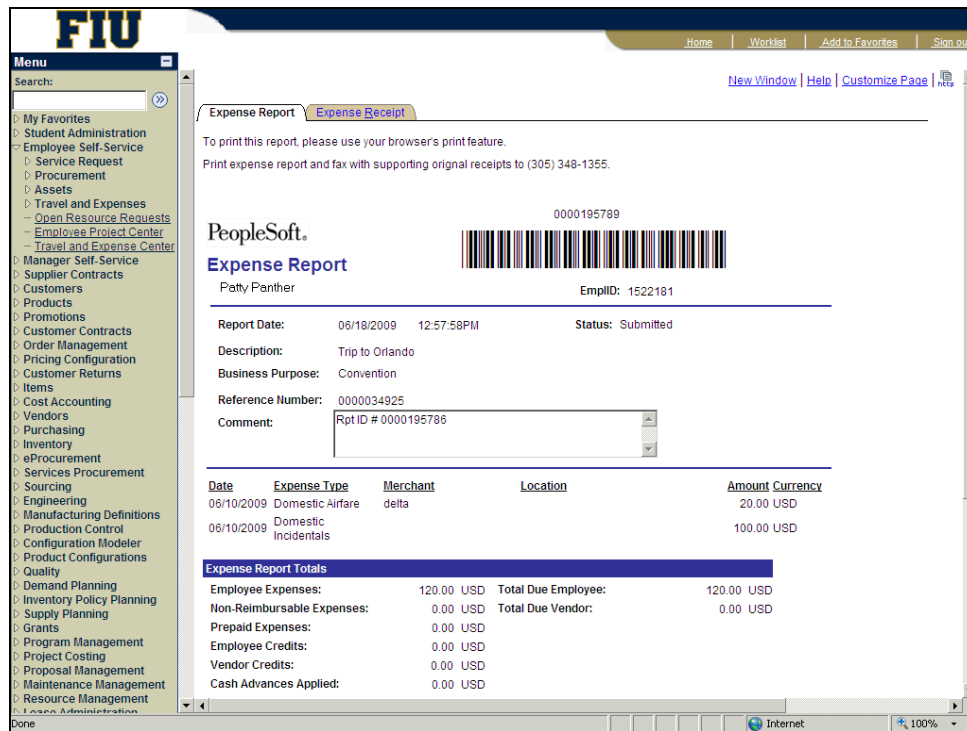


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Step	Action
44.	Click an entry in the Report ID column. 0000195789



Expense Report
Patty Panther EmpID: 1522181

Report Date: 06/18/2009 12:57:56PM Status: Submitted

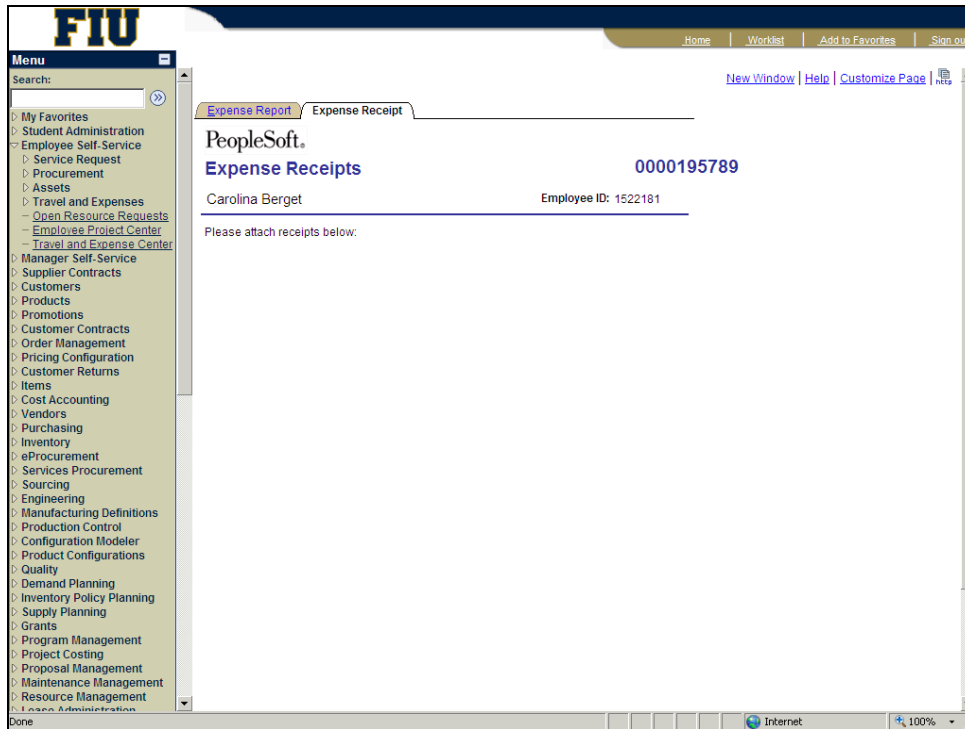
Description: Trip to Orlando
Business Purpose: Convention
Reference Number: 0000034925
Comment: Rpt ID # 0000195789


Date	Expense Type	Merchant	Location	Amount	Currency
06/10/2009	Domestic Airfare	delta		20.00	USD
06/10/2009	Domestic Incidentals			100.00	USD

Expense Report Totals			
Employee Expenses:	120.00	USD	Total Due Employee: 120.00 USD
Non-Reimbursable Expenses:	0.00	USD	Total Due Vendor: 0.00 USD
Prepaid Expenses:	0.00	USD	
Employee Credits:	0.00	USD	
Vendor Credits:	0.00	USD	
Cash Advances Applied:	0.00	USD	

Step	Action
45.	Notice the Bar Code, this will be the 1st page you fax to ImageNow305-348-1355 . Click the scrollbar to review the entire Expense Report.
46.	Click the Expense Receipt tab. Expense Receipt
47.	Please attach all the receipts pertaining to this Expense Report. Should the receipt have a barcode, tuck it in and fax the entire expense report to 305-348-1355 .

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Step	Action
48.	Click the Home link. 
49.	Congratulations. You have successfully completed an Expense Report for Foundation. End of Procedure.