



Business Process Document
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with
My Wallet Trans Split Bus. Units-Part 1

Department	
Responsibility/Role	
File Name	FIU02-Exp_ Rpt with My Wallet Trans Split Bus_ Units-Part 1_BUSPROC.doc
Version	
Document Generation Date	10/2/2009
Date Modified	10/2/2009
Last Changed by	
Status	

FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1

Trigger:

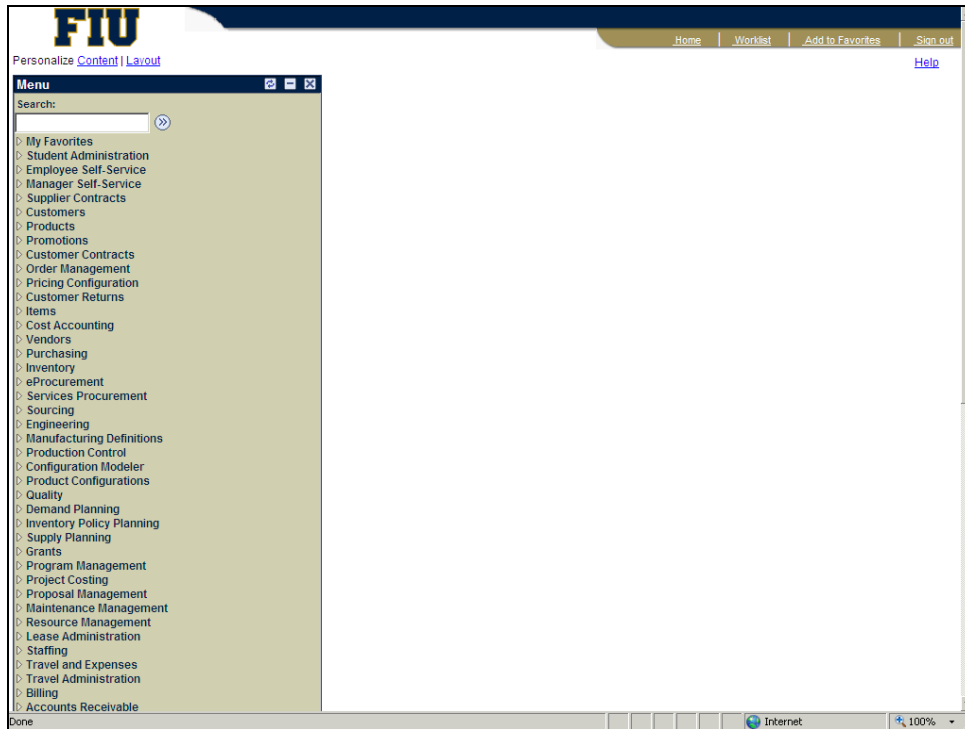
Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

In this exercise, you will have to submit 2 separate Expense Reports; one for FIU01 and another for FIU02. Here you will split a receipts between two different Business Units.

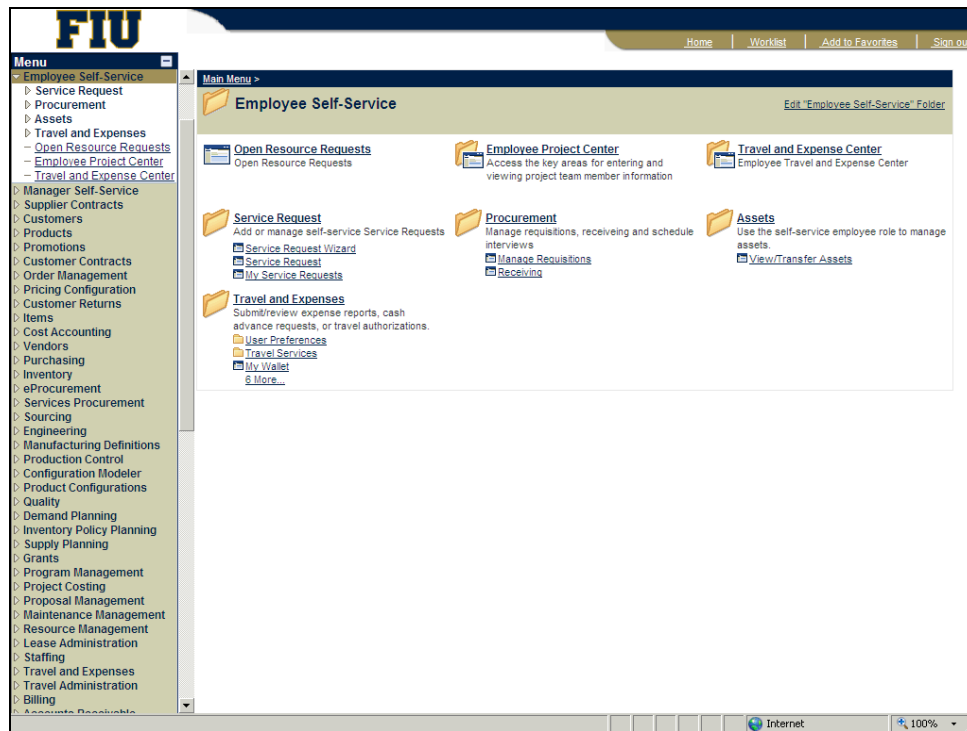


Step	Action
1.	Click the Employee Self-Service link. 



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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.	Click the Select button to bring in the approved TA (TAR). <input type="button" value="Select"/>



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Menu Search: []

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 - Employee Project Center
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
- Products
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Finance Administration

Create Expense Report

Expense Report Entry

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

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: Authorization ID: 000034925

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

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Incidentals	06/10/2009	100.00	USD	Out of Pocket	FIU Expe

Totals

Employee Expenses:	100.00 USD	Due Employee:	100.00 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		

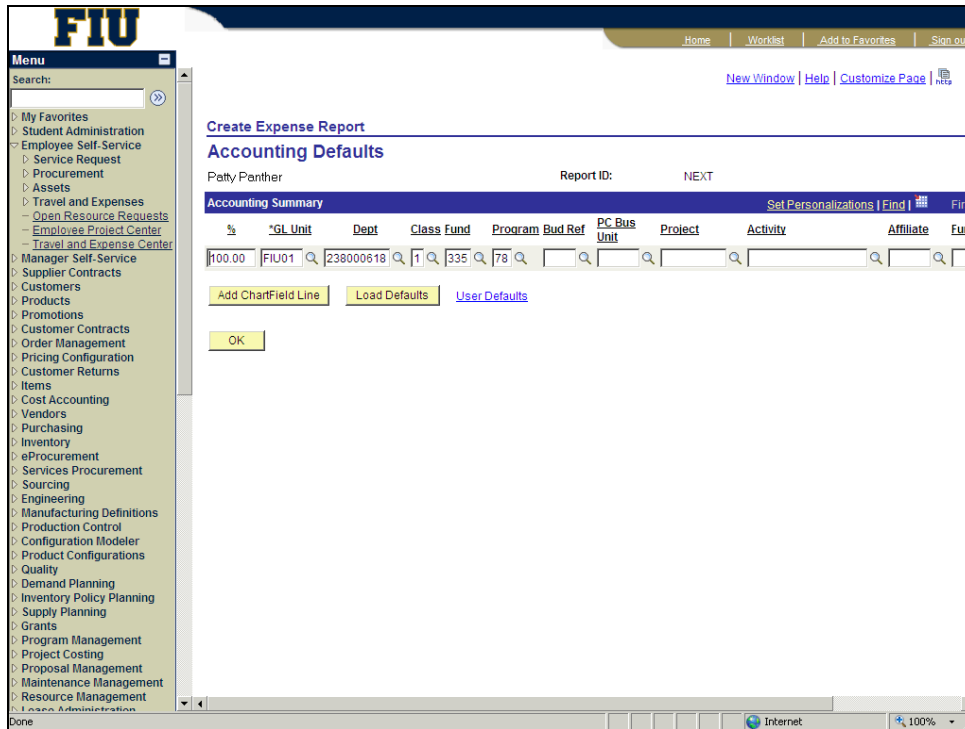
[Definition of Totals](#)

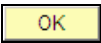
[Expense Report Project Summary](#) [Printable View](#)

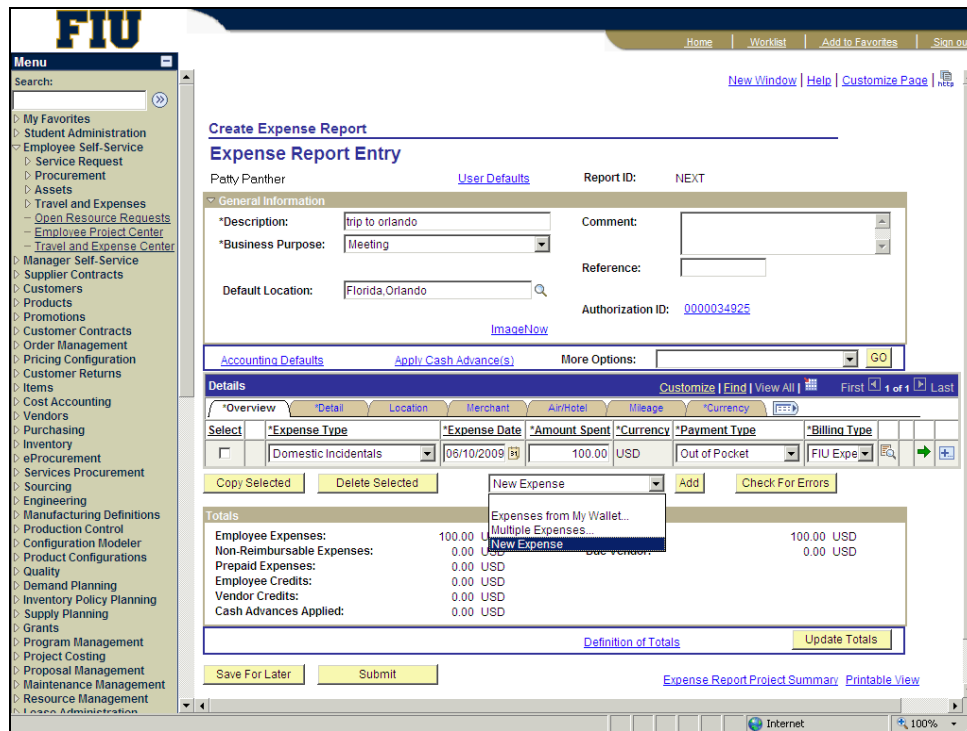
Step	Action
6.	Click the Accounting Defaults link. Accounting Defaults

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Step	Action
7.	<p>Review the Chartfield and verify the string information is correct.</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP</p> <p>Click the OK button.</p> 



Step	Action
8.	Click the Expenses from My Wallet... list item. <input style="width: 150px;" type="text" value="Expenses from My Wallet..."/>

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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: Authorization ID: 000034925

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

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Incidentals	06/10/2009	100.00	USD	Out of Pocket	FIU Expe

Totals

Employee Expenses:	100.00 USD	Due Employee:	100.00 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
9.	Click the Add button. <input type="button" value="Add"/>



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The screenshot shows the 'My Wallet' interface in the FIU system. The page title is 'Create Expense Report' and 'My Wallet'. The user is identified as 'Patty Panther' and the 'Report ID' is 'NEXT'. Below the header, there is a search bar and a 'Search:' label. A 'Menu' sidebar on the left lists various system functions. The main content area displays a table of transactions with columns for 'Select', 'Date', 'Expense Type', 'Merchant', 'Amount', and 'Personal Expense'. The table contains 13 rows of data, with the 7th row selected (checked). Below the table, there are 'Select All' and 'Deselect All' buttons. A note at the bottom of the table area reads: 'Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.'

Select	Date	Expense Type	Merchant	Amount	Personal Expense
<input type="checkbox"/>	05/28/2009	Materials and Supplies	FISHER SCIENTIFIC	67.01 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/28/2009	Materials and Supplies	UNIVERSAL RADIO INC	97.90 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/28/2009	Memberships and Fees	KOMEN FOUNDATION-MERCHAN	76.20 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/28/2009	Materials and Supplies	VWR INTERNATIONAL INC	19.84 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/28/2009	Materials and Supplies	OPERON BIOTECHNOLOGIES I	160.90 USD	<input type="checkbox"/>
<input checked="" type="checkbox"/>	05/27/2009	Restricted	SIGMA ALDRICH US	33.33 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/27/2009	Restricted	PAYPAL *SIERRABIORE	116.75 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/27/2009	Materials and Supplies	OFFICEMAX CT IN#491781	349.38 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/27/2009	Materials and Supplies	OFFICEMAX CT IN#492155	76.20 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/27/2009	Materials and Supplies	PCI*SAMMONS PRESTON	354.42 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/27/2009	Domestic Airfare	ORB AP1101014XIFN2BD	10.99 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/27/2009	Restricted	SIGMA ALDRICH US	49.27 USD	<input type="checkbox"/>
<input type="checkbox"/>	05/27/2009	Materials and Supplies	PCI*SAMMONS PRESTON	843.75 USD	<input type="checkbox"/>

Step	Action
10.	Select the Expense Types that are associated with this travel. Make sure you click the "checkbox" to bring in your charge to your Expense Report. <input checked="" type="checkbox"/>

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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: Authorization ID: 0000034925

[Accounting Defaults](#) [Appl. Cash Advance\(s\)](#) More Options:


Details Customize | Find | View All | First | 1-5 of 5 | Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Incidentals	06/10/2009	100.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Materials and Supplies	05/27/2009	349.38	USD	University Credit Card	
<input type="checkbox"/>	Domestic Taxi/Train/Bus	05/24/2009	38.05	USD	University Credit Card	
<input type="checkbox"/>	Fees and Services	05/21/2009	-435.00	USD	University Credit Card	
<input type="checkbox"/>	Domestic Airfare	05/07/2009	30.00	USD	University Credit Card	

Copy Selected Delete Selected Expenses from My Wallet Add Check For Errors

Totals

Employee Expenses:	517.43 USD	Due Employee:	82.43 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	435.00 USD		
Vendor Credits:	0.00 USD		

Step	Action
11.	Click the Receipt Split button. 



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Create Expense Report

Receipt Detail for Expense _Materials and Supplies - Total 349.38 USD

Petty Panther Report ID: NEXT




The detailed information for the receipt of the expense you have selected appears below. There are four activities available for this receipt.

(1) Split an expense on this receipt into smaller, detailed expenses.
(2)* Add additional expenses to this receipt.
(3) Edit an expense on this receipt.
(4)* Adjust the 'Receipt Total' amount in 'Current Expenses on Receipt' section.
(* - Not available for Vendor supplied receipts)

Expense Information		Current Expenses on Receipt		
*Expense Date:	05/27/2009	Date	Type	Amount
*Payment Type:	University Credit Card			
*Billing Type:	Non-preferred:	05/27/2009	Materials and Supplies	349.38 USD
	OFFICEMAX CT IN#491781			
Description:				
	<input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt			
*Amount Spent:	349.38	Current Total:		349.38 USD
*Currency:	USD	Receipt Total:		349.38 USD
*Exchange Rate:	1.00000000	Balance:		0.00 USD
	<input type="checkbox"/> Default Rate			
Reimbursement Amt:	349.38 USD			
	<input type="button" value="Update"/>			
Split With Another Expense				
Expense Type:				
	<input type="button" value="Split"/>			
Split with another expense will subtract from original expense while leaving current total unchanged.				
<input type="button" value="Done"/>				

Step	Action
12.	The 1st step to splitting a receipt is, selecting the Expense Type field. Click the Domestic Incidentals list item. <input type="text"/>



Step	Action
13.	Click the Split button. 
14.	Click the Billing Type list. 
15.	Select the " FIU Expense " value.
16.	Enter the desired information into the Description field. Enter " Paper and binders for presentation ".
17.	Click the Non- Reimbursable option. <input type="checkbox"/> Non-Reimbursable
18.	Enter the desired information into the Amount Spent field. Enter " 100. ".
19.	Click the Update button. 



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Create Expense Report

Receipt Detail for Expense Domestic Incidentals - Total 349.38 USD

Petty Panther Report ID: NEXT

The detailed information for the receipt of the expense you have selected appears below. There are four activities available for this receipt.

(1) Split an expense on this receipt into smaller, detailed expenses.
 (2)* Add additional expenses to this receipt.
 (3) Edit an expense on this receipt.
 (4)* Adjust the 'Receipt Total' amount in 'Current Expenses on Receipt' section.
 (* - Not available for Vendor supplied receipts)

Expense Information	Current Expenses on Receipt		
Expense: Materials and Supplies 349.38 USD is being split with this expense, Domestic Incidentals.	Date	Type	Amount
*Expense Date: 05/27/2009	05/27/2009	Materials and Supplies	249.38 USD
*Payment Type: University Credit Card	05/27/2009	Domestic Incidentals	100.00 USD
*Billing Type: FIU Expense			
*Description: Paper and binders for presentation			
<input checked="" type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt			
*Amount Spent: 100.00	Current Total:		349.38 USD
*Currency: USD	Receipt Total:		349.38 USD
*Exchange Rate: 1.00000000	Balance:		0.00 USD
<input type="checkbox"/> Default Rate			
Reimbursement Amt: 100.00 USD <input type="button" value="Update"/>			

Split With Another Expense

Expense Type:

Split with another expense will subtract from original expense while leaving current total unchanged.

Step	Action
20.	Click the Done button.
	<input type="button" value="Done"/>

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Menu

Search: []

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 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
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- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
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- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management
- Resource Management
- Issue Administration

Create Expense Report

Receipt Detail for Expense Domestic Airfare - Total 30 USD

Petty Panther Report ID: NEXT

The detailed information for the receipt of the expense you have selected appears below. There are four activities available for this receipt.

- (1) Split an expense on this receipt into smaller, detailed expenses.
- (2)* Add additional expenses to this receipt.
- (3) Edit an expense on this receipt.
- (4)* Adjust the 'Receipt Total' amount in 'Current Expenses on Receipt' section.

(* - Not available for Vendor supplied receipts)

Expense Information		Current Expenses on Receipt		
*Expense Date:	05/07/2009	Date	Type	Amount
*Payment Type:	University Credit Card			
*Billing Type:				
*Ticket Number:				
*Merchant (Choose One)				
Preferred:		05/07/2009	Domestic Airfare	30.00 USD
Non-preferred:	ORB AP 120101JDPWPM31			
Description:		Current Total:		30.00 USD
		Receipt Total:		30.00 USD
<input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt		Balance:		0.00 USD
*Amount Spent:	30.00			
*Currency:	USD			
*Exchange Rate:	1.00000000			
<input type="checkbox"/> Default Rate				
Reimbursement Amt:	30.00 USD			
<input type="button" value="Update"/>				
<input type="checkbox"/> Split With Another Expense				
Expense Type:				
<input type="button" value="Split"/>				

Split with another expense will subtract from original expense while leaving current total unchanged.

Step	Action
21.	On the next Expense Type to split; click the Expense Type list.
	<input type="text"/>



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Menu

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My Favorites

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- Manager Self-Service
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- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
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- Program Management
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- Maintenance Management
- Resource Management
- Finance Administration

Done

Create Expense Report

Receipt Detail for Expense Domestic Airfare - Total 30 USD

Petty Panther Report ID: NEXT

The detailed information for the receipt of the expense you have selected appears below. There are four activities available for this receipt.

- (1) Split an expense on this receipt into smaller, detailed expenses.
- (2)* Add additional expenses to this receipt.
- (3) Edit an expense on this receipt.
- (4)* Adjust the 'Receipt Total'.

(* - Not available for Vendor Expenses on Receipt section.

Expense Information

*Expense Date: []

*Payment Type: []

*Billing Type: []

*Ticket Number: []

*Merchant (Choose One)

Preferred: []

Non-preferred: []

Description: []

*Amount Spent: []

*Currency: []

*Exchange Rate: []

Reimbursement Amt: []

Split With Another Expense: []

Expense Type: []

Split with another expense will subtract from original expense while leaving current total unchanged.

Current Expenses on Receipt

Date	Type	Amount
05/07/2009	Domestic Airfare	30.00 USD
Current Total:		30.00 USD
Receipt Total:		30.00 USD
Balance:		0.00 USD

Update Split

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

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Create Expense Report

Receipt Detail for Expense Domestic Airfare - Total 30 USD

Petty Panther Report ID: NEXT

The detailed information for the receipt of the expense you have selected appears below. There are four activities available for this receipt.

- (1) Split an expense on this receipt into smaller, detailed expenses.
- (2)* Add additional expenses to this receipt.
- (3) Edit an expense on this receipt.
- (4)* Adjust the 'Receipt Total' amount in 'Current Expenses on Receipt' section.

(* - Not available for Vendor supplied receipts)

Expense Information		Current Expenses on Receipt		
*Expense Date:	05/07/2009	Date	Type	Amount
*Payment Type:	University Credit Card			
*Billing Type:				
*Ticket Number:				
*Merchant (Choose One)				
Preferred:		05/07/2009	Domestic Airfare	30.00 USD
Non-preferred:	ORB AP 120101JDPWPM31			
Description:		Current Total:		30.00 USD
		Receipt Total:		30.00 USD
<input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt		Balance:		0.00 USD
*Amount Spent:	30.00			
*Currency:	USD			
*Exchange Rate:	1.00000000			
<input type="checkbox"/> Default Rate				
Reimbursement Amt:	30.00 USD	Update		
Split With Another Expense				
Expense Type:	Domestic Airfare	Split		

Split with another expense will subtract from original expense while
 (1) in current total based

Step	Action
23.	Click the Split button.





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The screenshot shows the 'Create Expense Report' interface for 'Receipt Detail for Expense Domestic Airfare - Total 30 USD'. The user is Petty Panther and the Report ID is NEXT. The interface includes a menu on the left, a search bar, and a main content area with various input fields and a table of current expenses.

Expense Information

Expense Domestic Airfare 30 USD is being split with this expense, Domestic Airfare.

*Expense Date: 05/07/2009
*Payment Type: University Credit Card
*Billing Type:
*Ticket Number:
*Merchant (Choose One):
Preferred:
Non-preferred: ORB AP120101JDPWPM31
Description:
 Non-Reimbursable No Receipt
*Amount Spent: 0.00
*Currency: USD
*Exchange Rate: 1.00000000
 Default Rate

Reimbursement Amt: 0.00 USD

Current Expenses on Receipt

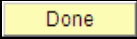
Date	Type	Amount
05/07/2009	Domestic Airfare	30.00 USD
05/07/2009	Domestic Airfare	0.00 USD
Current Total:		30.00 USD
Receipt Total:		30.00 USD
Balance:		0.00 USD

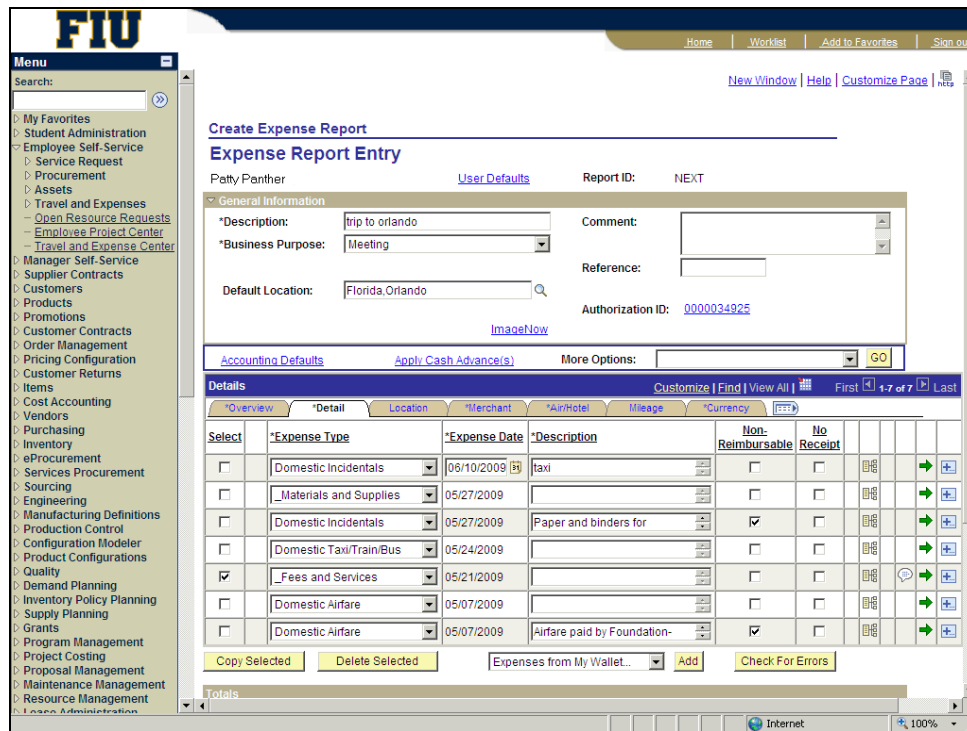
Step	Action
24.	Click the FIU Expense list item. <input type="button" value="FIU Expense"/>

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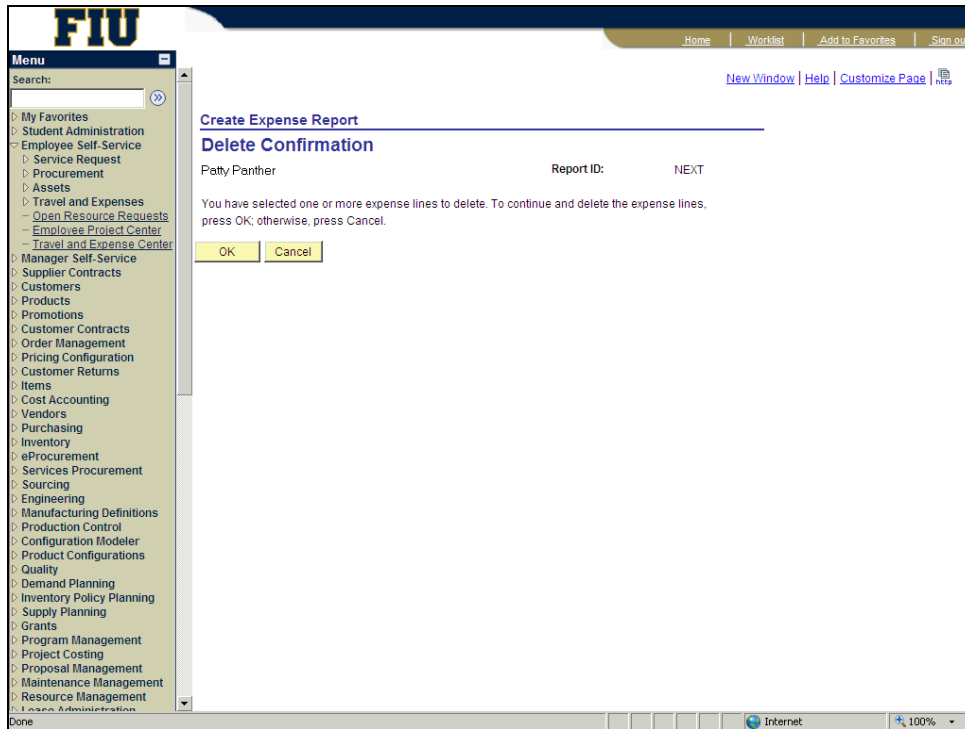
Step	Action
25.	Enter the desired information into the Ticket Number field. Enter " FIU02789 ".
26.	Enter in the description. "Airfare paid by Foundation upgrade to Business class".
27.	Select the Non- Reimbursable check box
28.	Enter he amount that Foundation will pay separately.
29.	Click the Done button. 
30.	If you bring in an item incorrectly, you can click the checkbox to delete it. This action will place the Expense Type back into your Wallet.

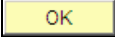


Step	Action
31.	Click the Delete Selected button.
	<input type="button" value="Delete Selected"/>

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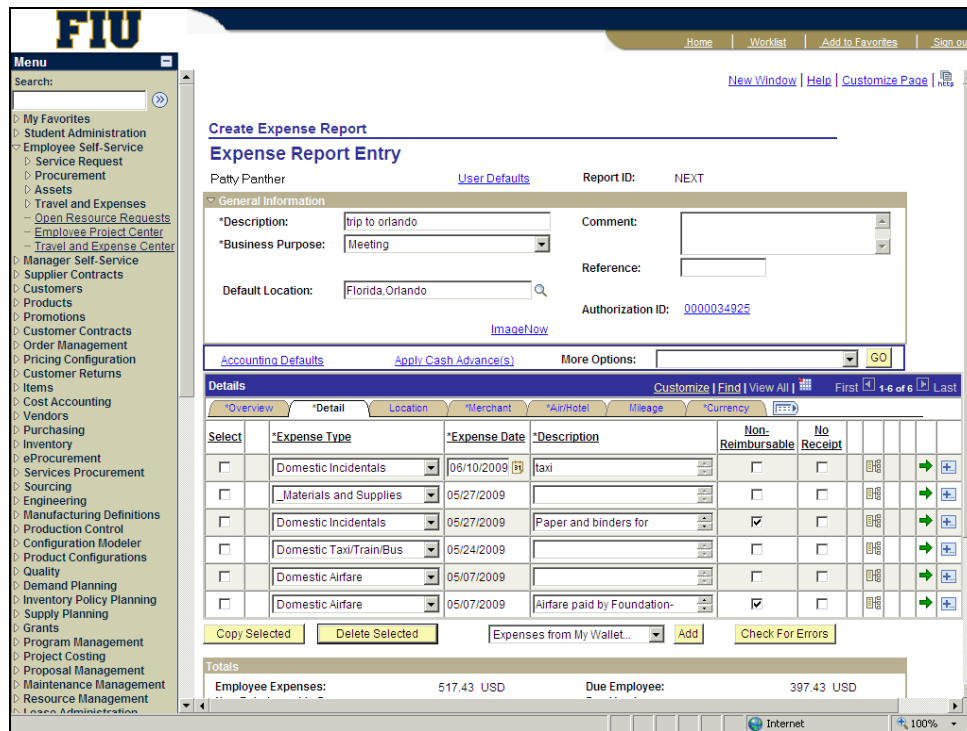


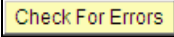

Step	Action
32.	Click the OK button. 



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Step	Action
33.	Click the Check For Errors button. 
34.	Click the Missing or invalid information was found. Click this icon to vi button. 

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1

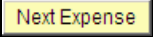


Step	Action
35.	Click the FIU Expense list item.



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1

Step	Action
36.	Click the Next Expense button. 

Business Process Document

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Step	Action
37.	Click the FIU Expense list item.



Business Process Document

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FIU

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Create Expense Report

Expense Detail for Domestic Taxi/Train/Bus (Line 4)

Petty Panther Report ID: NEXT

Please enter or update the following information:

- Description
- Billing Type

About This Expense

*Expense Date: 05/24/2009

*Payment Type: University Credit Card No Receipt

*Billing Type: FIU Expense Non-Reimbursable

Non-preferred: UPS*122V35F40496058605

*Description: [Redacted]

*Amount Spent: 38.05

*Currency: USD

*Exchange Rate: 1.00000000 Default Rate

Reimbursement Amt: 38.05 USD

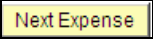
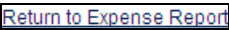
Exception Comments

Location Amount: [Field]

No Receipt: [Field]

[Accounting Detail](#)
[Receipt Split](#)
[Check Expense For Errors](#) [Previous Expense](#) [Next Expense](#)

[Return to Expense Report](#)

Step	Action
38.	Enter the desired information into the Description field. Enter " TIPS ".
39.	Enter the desired information into the Ticket Number field. Enter " FIU02789 ".
40.	Click the Next Expense button. 
41.	Click the Return to Expense Report link. 

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1



FIU Home | Workset | Add to Favorites | Sign out

Create Expense Report [New Window](#) | [Help](#) | [Customize Page](#)

Expense Report Entry
 Petty Panther [User Defaults](#) Report ID: NEXT

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: Authorization ID: 000034925

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options:

Details [Customize](#) | [Find](#) | [View All](#) | 1-6 of 6

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Incidentals	06/10/2009	100.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Materials and Supplies	05/27/2009	249.38	USD	University Credit Card	FIU Expe
<input type="checkbox"/>	Domestic Incidentals	05/27/2009	100.00	USD	University Credit Card	FIU Expe
<input type="checkbox"/>	Domestic Taxi/Train/Bus	05/24/2009	38.05	USD	University Credit Card	FIU Expe
<input type="checkbox"/>	Domestic Airfare	05/07/2009	10.00	USD	University Credit Card	FIU Expe
<input type="checkbox"/>	Domestic Airfare	05/07/2009	20.00	USD	University Credit Card	FIU Expe

Expenses from My Wallet...

Totals

Employee Expenses:	517.43 USD	Due Employee:	397.43 USD
Non-Reimbursable Expenses:	120.00 USD	Due Vendor:	0.00 USD
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)

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

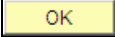
Step	Action
42.	Click the Submit button.
	<input type="button" value="Submit"/>



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1



Step	Action
43.	Click the OK button. 

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1



View Expense Report
Expense Report Detail
 Patty Panther User Defaults Report ID: 0000195786

General Information

Description: trip to orlando Comment:

Business Purpose: Meeting

Status: Submission in Process Reference:

Default Location: Florida, Orlando Last Updated: 06/18/2009 By: 1522181

Post State: Not Applied Authorization ID: 000034925

More Options:

Details Customize | Find | View All | First | 1 of 6 | Last

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Incidentals	06/10/2009	100.00	USD	Out of Pocket	FIU Expense
_Materials and Supplies	05/27/2009	249.38	USD	University Credit Card	FIU Expense
Domestic Taxi/Train/Bus	05/24/2009	38.05	USD	University Credit Card	FIU Expense
Domestic Airfare	05/07/2009	10.00	USD	University Credit Card	FIU Expense
Domestic Incidentals	05/27/2009	100.00	USD	University Credit Card	FIU Expense
Domestic Airfare	05/07/2009	20.00	USD	University Credit Card	FIU Expense

Totals

Employee Expenses:	517.43 USD	Due Employee:	397.43 USD
Non-Reimbursable Expenses:	120.00 USD	Due Vendor:	0.00 USD
Cash Advances Applied:	0.00 USD		

Save For Later Submit [Expense Report Project Summary](#) [Printable View](#)

Step	Action
44.	Click the Printable View list item.



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1

FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1

Home | Workset | Add to Favorites | Sign out

Description: trip to orlando
Business Purpose: Meeting
Status: Submission in Process
Default Location: Florida, Orlando
Post State: Not Applied

Comment:
Reference:
Last Updated: 06/18/2009 By: 1522181
Authorization ID: 000034925

ImageNow

More Options: Printable View GO

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Incidentals	06/10/2009	100.00	USD	Out of Pocket	FIU Expense
_Materials and Supplies	05/27/2009	249.38	USD	University Credit Card	FIU Expense
Domestic Taxi/Train/Bus	05/24/2009	38.05	USD	University Credit Card	FIU Expense
Domestic Airfare	05/07/2009	10.00	USD	University Credit Card	FIU Expense
Domestic Incidentals	05/27/2009	100.00	USD	University Credit Card	FIU Expense
Domestic Airfare	05/07/2009	20.00	USD	University Credit Card	FIU Expense


Totals

Employee Expenses:	517.43 USD	Due Employee:	397.43 USD
Non-Reimbursable Expenses:	120.00 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

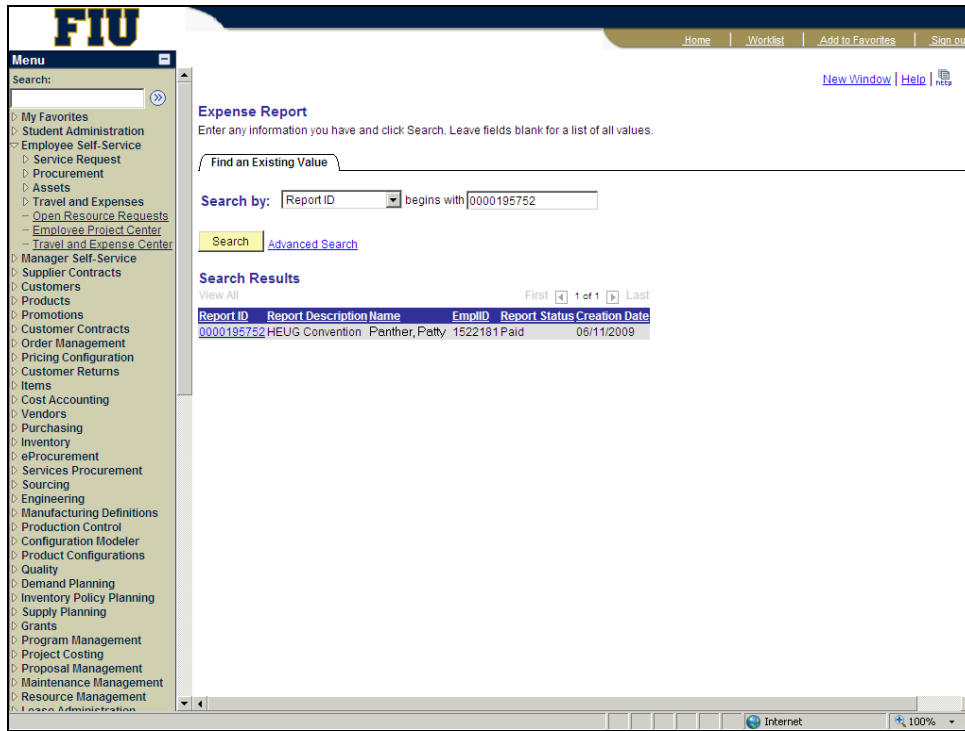
Expense Report Project Summary Printable View

Return to Search Notify

Step	Action
45.	Click the GO button. 

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1

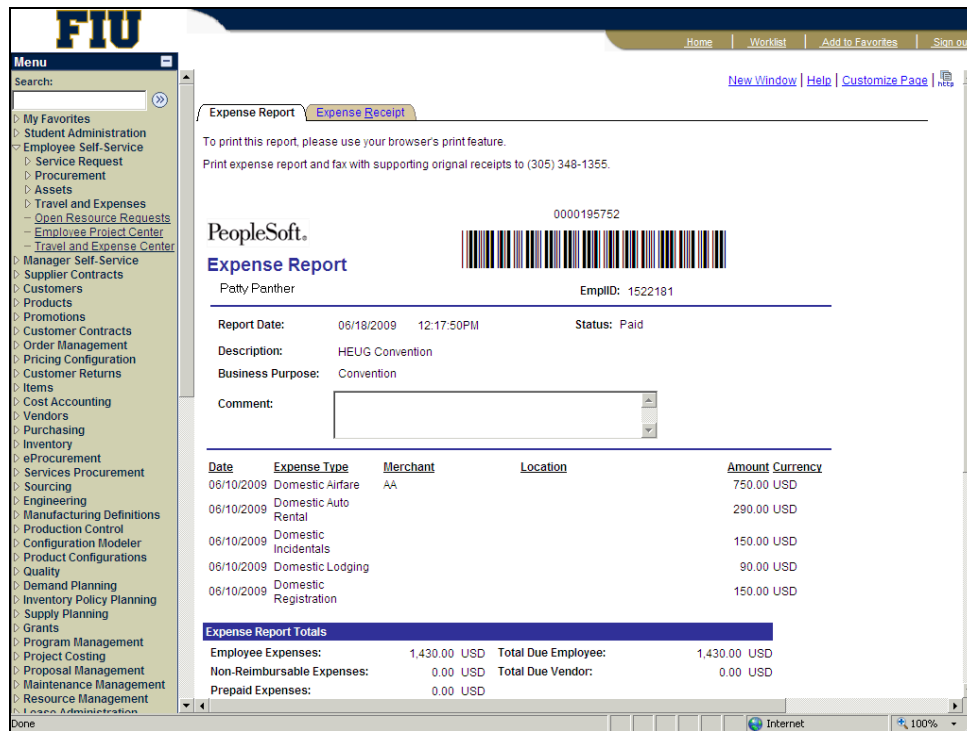


Step	Action
46.	Click an entry in the Report ID column. <u>0000195752</u>



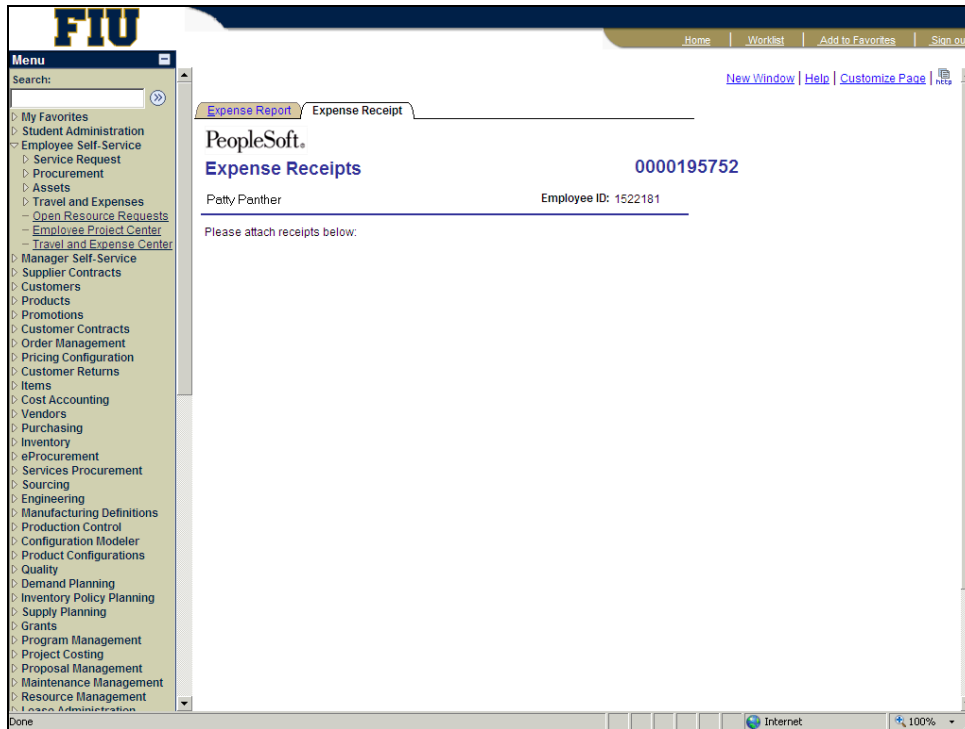
Business Process Document


PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1



Step	Action
47.	<p>Notice the Bar Code.</p> <p>You must print this page and fax it to ImageNow 305-348-1355 along with your original receipts.</p> <p>Click the scrollbar to review the Expense Report page.</p> <p>Click the scrollbar.</p>
48.	<p>Click the Expense Receipt tab.</p> <p>Print the "Expense Receipt" page.</p> <p>Attach all your original receipts to this page. Should you have a receipt that has a bar code, tuck it in so the scanner only picks up the barcode on the Expense Report page.</p> <p>ImageNow 305-348-1355</p> <p>Expense Receipt</p>

Business Process Document
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Exp. Rpt with My
Wallet Trans Split Bus. Units-Part 1



Step	Action
49.	Click the Home link. 
50.	Congratulations. You have successfully completed an Expense Report for Foundation FIU02. End of Procedure.