



Business Process Document
PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense
Report from a TA

Department	
Responsibility/Role	
File Name	FIU02-Expense Report from a TA_BUSPROC.doc
Version	
Document Generation Date	10/2/2009
Date Modified	10/2/2009
Last Changed by	
Status	

FIU02-Expense Report from a TA

Trigger:

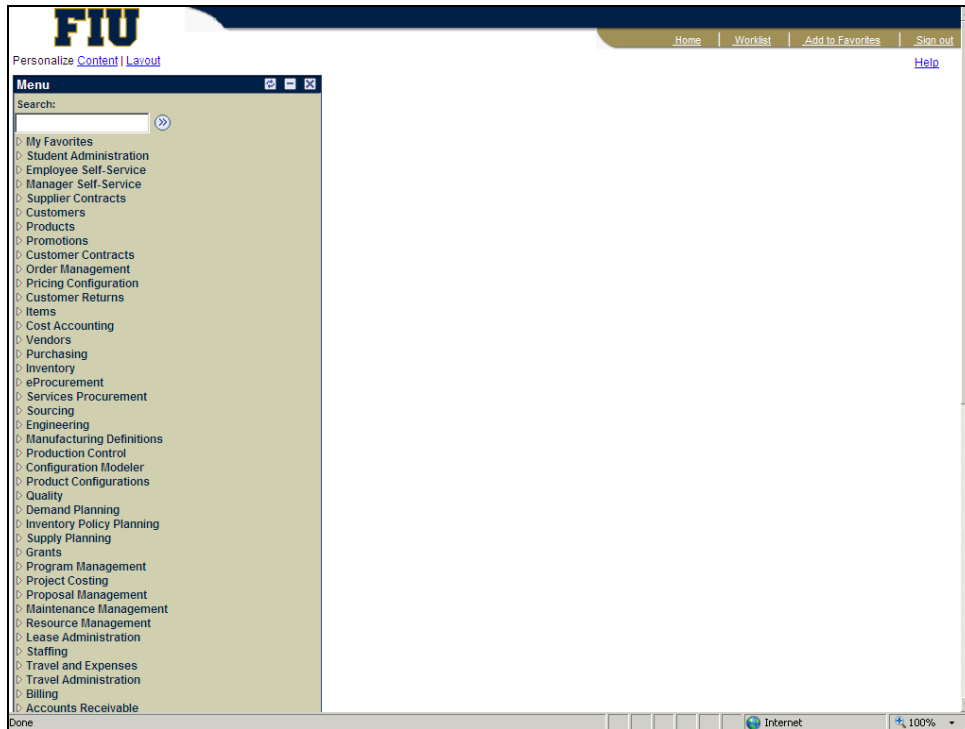
Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

This topic will teach you how to create an expense report from an existing TA (TAR).

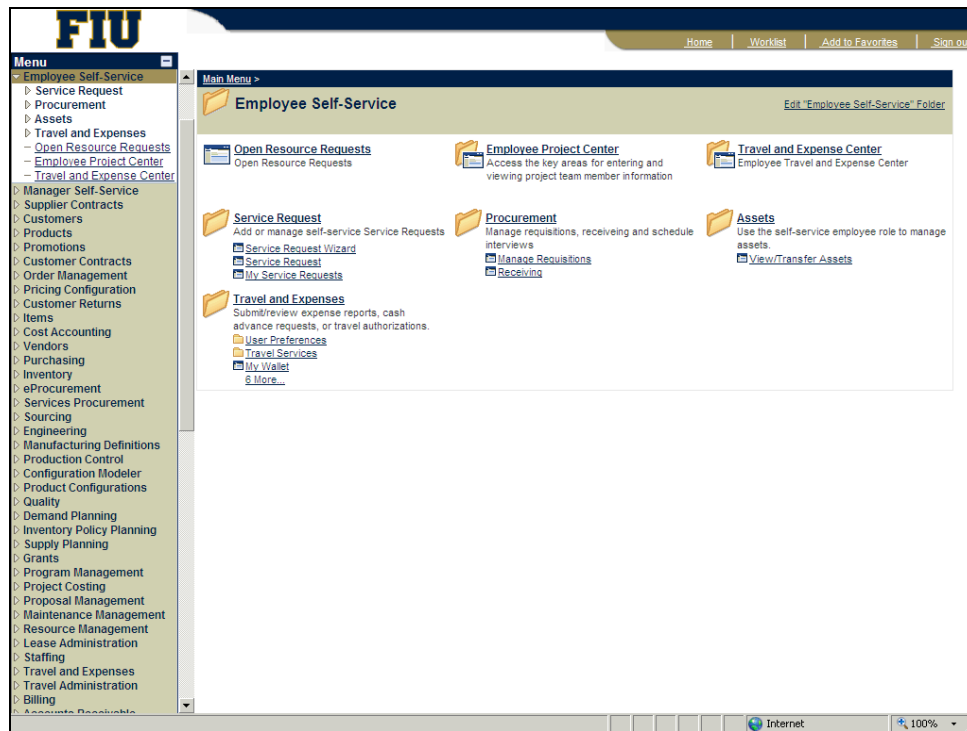


Step	Action
1.	Click the Employee Self-Service link. 



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA



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

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA



Create Expense Report

Populate From A Travel Authorization

Patty Panther Report ID: NEXT

From Date: 03/17/2009 To: 07/17/2009 Search

	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	paris france	0000034934	06/10/2009	06/10/2009	3,000.00	USD
Select	trip to orlando	0000034925	06/10/2009	06/10/2009	100.00	USD

[Return to Expense Report Entry](#)

Step	Action
5.	<p>In this example, you will bring in an approved TA to your Expense Report.</p> <p>Click an entry in the Travel Auth Description column.</p> <p>Coll. of Bus MBA Semina</p>



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA

FIU Home | Workset | Add to Favorites | Sign out

Menu Search: []

- My Favorites
- Student Administration
- Employee Self-Service
 - Service Request
 - Procurement
 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - 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: Coll. of Bus MBA Seminar Comment: []

*Business Purpose: Seminar Reference: []

Default Location: California,Bakersfield Authorization ID: 000034980

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

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	Domestic Airfare	07/01/2009	420.00	USD	Out of Pocket	FIU Expe	[]	[]
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	500.00	USD	Out of Pocket	FIU Expe	[]	[]
<input type="checkbox"/>	Domestic Lodging	07/01/2009	1,100.00	USD	Out of Pocket	FIU Expe	[]	[]
<input type="checkbox"/>	Domestic Meals	07/01/2009	500.00	USD	Out of Pocket	FIU Expe	[]	[]

Copy Selected Delete Selected New Expense Add Check For Errors

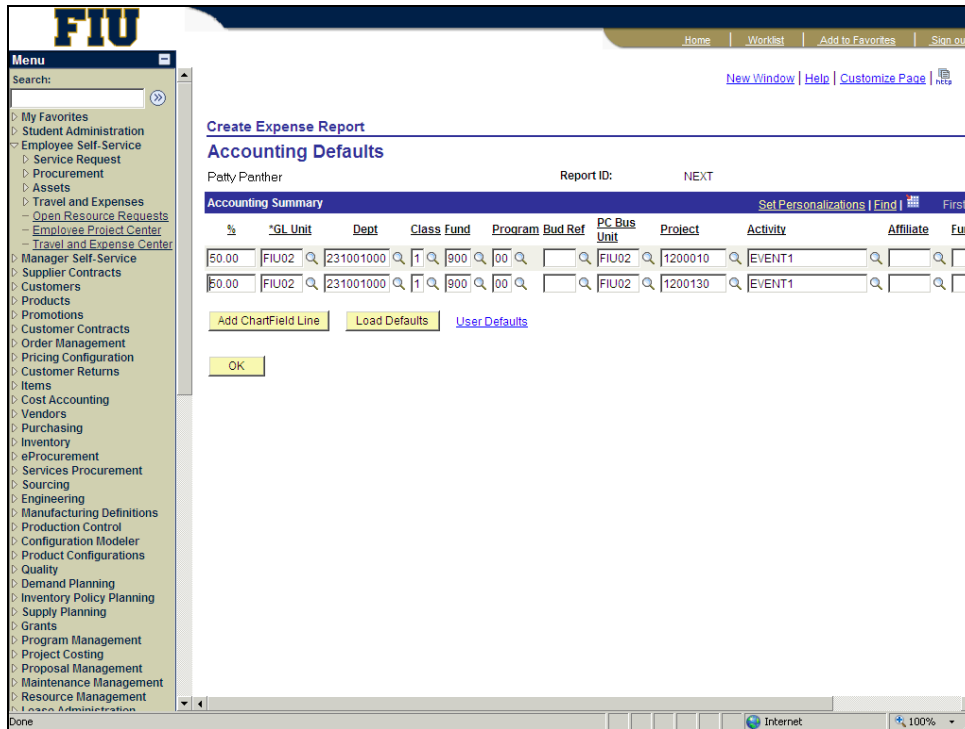
Totals


Employee Expenses:	2,520.00 USD	Due Employee:	2,520.00 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
6.	Click the Accounting Defaults link. Accounting Defaults

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA



Step	Action
7.	<p>Verify that the accounting defaults are correct before you continue with your expense report.</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> 



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA

FIU Home | Worklist | Add to Favorites | Sign out

Search: [New Window](#) | [Help](#) | [Customize Page](#) | [...](#)

Create Expense Report

Expense Report Entry

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

General Information

*Description: Comment:
*Business Purpose: Reference:
Default Location: Authorization ID: [0000034979](#)

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

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

Select	Expense Type	Location	Merchant	Air/Hotel	Mileage	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Airfare			06/17/2009	300.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Auto Rental			06/17/2009	100.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Lodging			06/17/2009	100.00	USD	University Credit Ca	FIU Expe
<input type="checkbox"/>	Domestic Meals			06/17/2009	200.00	USD	University Credit Ca	FIU Expe

Totals

Employee Expenses:	700.00 USD	Due Employee:	700.00 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
8.	Click the Check For Errors button. <input type="button" value="Check For Errors"/>

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA



Step	Action
9.	Enter the desired information into the Ticket Number field. Enter " FIU02123456 ".



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA

FIU Home | Workset | Add to Favorites | Sign out

Search: [New Window](#) | [Help](#) | [Customize Page](#) |

Create Expense Report

Expense Report Entry

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

General Information

*Description: Coll. of Bus MBA Seminar Comment:

*Business Purpose: Seminar Reference:

Default Location: California,Bakersfield Authorization ID: 000034980

[ImageNow](#)

[Accounting Defaults](#) [Appl. 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	06/15/2009	420.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Auto Rental	07/15/09	500.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Lodging	07/01/2009	1,100.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Meals	07/01/2009	500.00	USD	Out of Pocket	FIU Expe

Copy Selected Delete Selected New Expense

Totals

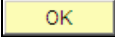
Employee Expenses:	2,520.00 USD	Due Employee:	2,520.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Step	Action
10.	Click the Check For Errors button. <input type="button" value="Check For Errors"/>
11.	Click the Submit button. <input type="button" value="Submit"/>

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA



Step	Action
12.	Click the OK button. 



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA

View Expense Report
Expense Report Detail
 Patty Panther [User Defaults](#) Report ID: 0000195775

General Information

Description: Coll. of Bus MBA Seminar Comment:

Business Purpose: Seminar

Status: Submission in Process Reference:

Default Location: California Bakersfield Last Updated: 06/17/2009 By: 1522181

Post State: Not Applied Authorization ID: [0000034980](#)

[ImageNow](#)

More Options:


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

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Airfare	06/15/2009	420.00	USD	Out of Pocket	FIU Expense
Domestic Auto Rental	06/15/2009	500.00	USD	Out of Pocket	FIU Expense
Domestic Lodging	06/15/2009	1,100.00	USD	Out of Pocket	FIU Expense
Domestic Meals	06/15/2009	500.00	USD	Out of Pocket	FIU Expense

Totals

Employee Expenses:	2,520.00	USD	Due Employee:	2,520.00	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](#)

Step	Action
13.	<p>You can only select the printable view once you have "saved" the expense report.</p> <p>Click the Printable View list item.</p> 

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA



View Expense Report
Expense Report Detail

Patty Panther [User Defaults](#) Report ID: 0000195775

General Information

Description: Coll. of Bus MBA Seminar Comment:

Business Purpose: Seminar

Status: Submission in Process Reference:

Default Location: California:Bakersfield Last Updated: 06/17/2009 By: 1522181

Post State: Not Applied Authorization ID: [0000034980](#)

[ImageNow](#)

More Options: [Printable View](#)


Details Customize | Find | View All | 1 of 4

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
Domestic Airfare	06/15/2009	420.00	USD	Out of Pocket	FIU Expense
Domestic Auto Rental	06/15/2009	500.00	USD	Out of Pocket	FIU Expense
Domestic Lodging	06/15/2009	1,100.00	USD	Out of Pocket	FIU Expense
Domestic Meals	06/15/2009	500.00	USD	Out of Pocket	FIU Expense

Totals

Employee Expenses:	2,520.00	USD	Due Employee:	2,520.00	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](#)

Step	Action
14.	Click the GO button. 



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA

Expense Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Report ID begins with 0000195775

Search Advanced Search

Search Results
View All First 1 of 1 Last

Report ID	Report Description	Name	EmpID	Report Status	Creation Date
0000195775	Coll. of Bus MBA Seminar Panther, Patty	1522181	Submitted	06/17/2009	

Step	Action
15.	Click an entry in the Report ID column. <u>0000195775</u>

Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA



Expense Report Expense Receipt

To print this report, please use your browser's print feature.
Print expense report and fax with supporting original receipts to (305) 348-1355.

0000195775

PeopleSoft.
Expense Report
Patty Panther EmpID: 1522181

Report Date: 06/17/2009 5:36:31PM Status: Submitted
Description: Coll. of Bus MBA Seminar
Business Purpose: Seminar
Comment:

Date	Expense Type	Merchant	Location	Amount	Currency
06/15/2009	Domestic Airfare	Delta		420.00	USD
06/15/2009	Domestic Auto Rental			500.00	USD
06/15/2009	Domestic Lodging			1,100.00	USD
06/15/2009	Domestic Meals		California.Bakersfield	500.00	USD

Expense Report Totals

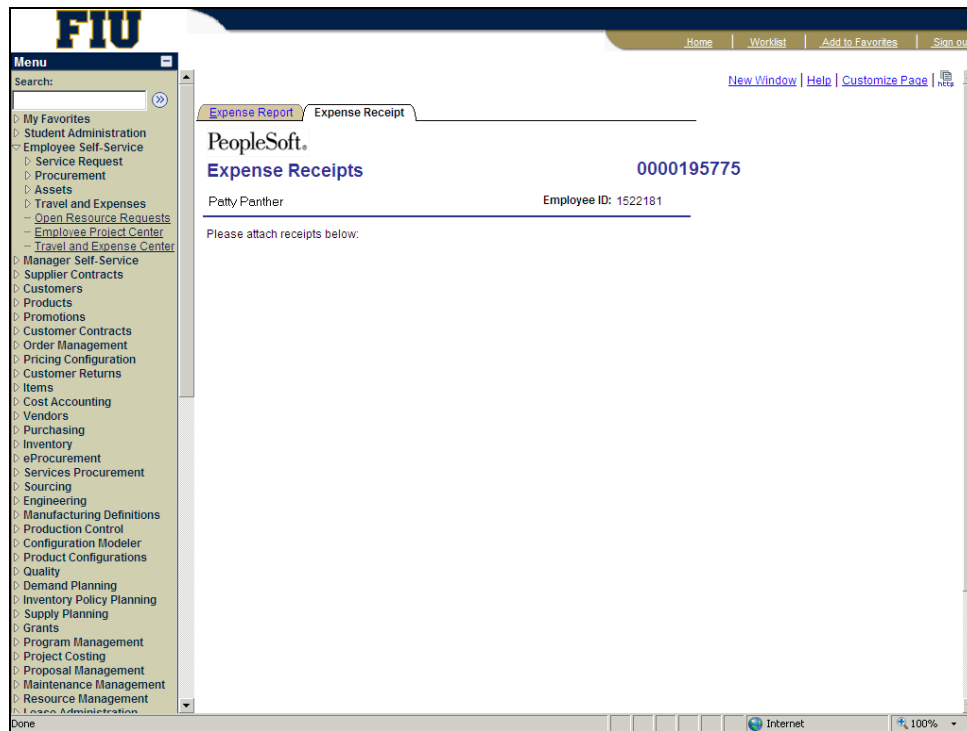
Employee Expenses:	2,520.00 USD	Total Due Employee:	2,520.00 USD
Non-Reimbursable Expenses:	0.00 USD	Total Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		


Step	Action
16.	<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>
17.	<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>



Business Process Document

PS FIN 9.0-FOUNDATION (FIU02): FIU02-Expense Report from a TA



Step	Action
18.	Click the Home link. 
19.	Congratulations. You have successfully completed an Expense Report bringing in a TA. End of Procedure.