



# Business Process Document

## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Applying My Wallet Transactions to Expense Reports_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	8/12/2009
<b>Date Modified</b>	8/12/2009
<b>Last Changed by</b>	
<b>Status</b>	

### Applying My Wallet Transactions to Expense Reports

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

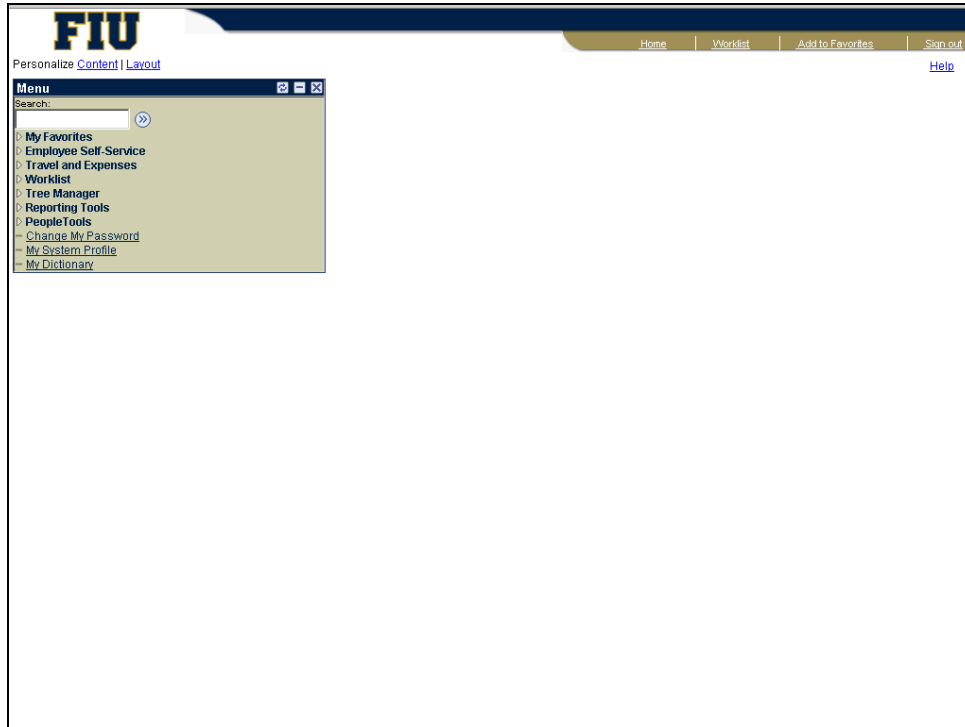
# Business Process Document

## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports



### Procedure

In this topic, you will be Applying My Wallet Transactions to Expense Reports.

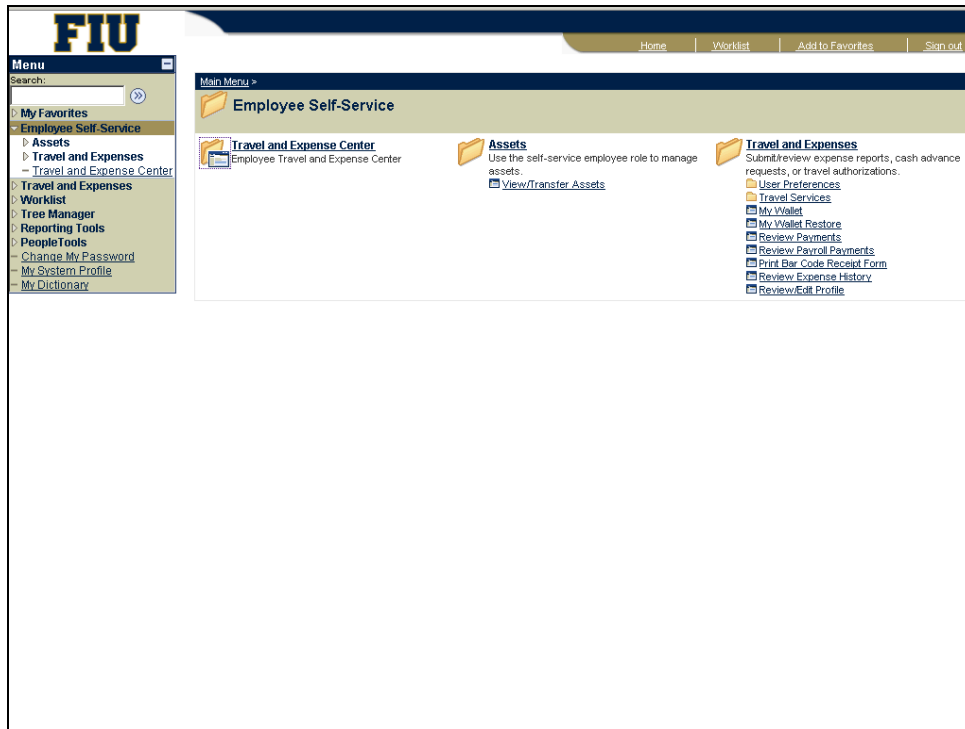


Step	Action
1.	Click the <b>Employee Self-Service</b> link. <a href="#">Employee Self-Service</a>



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## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports



Step	Action
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>
3.	Click the <b>Expense Report</b> link. <a href="#">Expense Report</a>
4.	Click the <b>Create</b> link. <a href="#">Create</a>
5.	Click the <b>Add</b> button. <a href="#">Add</a>

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## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports



**FIU**

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | Settings

**Create Expense Report**

**Populate From A Travel Authorization**

Report ID: NEXT

Patty Panther

From Date: 01/30/2009 To: 05/30/2009 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	<a href="#">KK test</a>	0000033282	04/24/2009	04/24/2009	150.00	USD
Select	<a href="#">testing approvals_P</a>	0000033280	04/23/2009	04/23/2009	650.00	USD
Select	<a href="#">xyzcfdsdfds</a>	0000033276	04/23/2009	04/23/2009	1,000.00	USD
Select	<a href="#">HEUG Conference</a>	0000033259	04/14/2009	04/14/2009	350.00	USD
Select	<a href="#">01_04</a>	0000033258	04/14/2009	04/14/2009	560.00	USD
Select	<a href="#">01_03</a>	0000033252	04/14/2009	04/14/2009	900.00	USD
Select	<a href="#">01_04</a>	0000033251	04/14/2009	04/14/2009	560.00	USD
Select	<a href="#">01_03</a>	0000033248	04/14/2009	04/14/2009	900.00	USD
Select	<a href="#">Test01_01</a>	0000033240	04/14/2009	04/14/2009	850.00	USD
Select	<a href="#">for SME's creation CA from TA</a>	0000033237	04/13/2009	04/13/2009	1,250.00	USD
Select	<a href="#">for creation of CA for SME's</a>	0000033236	04/13/2009	04/13/2009	5,000.00	USD
Select	<a href="#">to use with exp report</a>	0000033224	04/08/2009	04/08/2009	300.00	USD
Select	<a href="#">to use with exp report</a>	0000033223	04/08/2009	04/08/2009	6,500.00	USD

[Return to Expense Report Entry](#)

Step	Action
6.	Click the <a href="#">Return to Expense Report Entry</a> link. <a href="#">Return to Expense Report Entry</a>



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## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports

**FIU** Home | Worklist | Add to Favorites | Sign out

Menu Search: [ ]

- My Favorites
- Employee Self-Service
  - Assets
  - Travel and Expenses
    - Travel and Expense Center
- Travel and Expenses
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
  - Change My Password
  - My System Profile
  - My Dictionary

**Create Expense Report**

**Expense Report Entry** User Defaults Report ID: NEXT

Petty Panther Quick Start: A Blank Report GO

**General Information**

\*Description: [ ] Comment: [ ]

\*Business Purpose: [ ] Reference: [ ]

Default Location: [ ]

Accounting Defaults Apply Cash Advance(s) 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
	[ ]					
	[ ]					
	[ ]					
	[ ]					

Copy Selected Delete Selected New Expense Add Check For Errors

**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		

Definition of Totals Update Totals

Step	Action
7.	Click the <b>Quick Start</b> : list. <input type="text" value="A Blank Report"/>

# Business Process Document

## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports



**FIU** Home | Worklist | Add to Favorites | Sign out

Menu Search: [ ]

- My Favorites
- Employee Self-Service
  - Assets
  - Travel and Expenses
    - Travel and Expense Center
- Travel and Expenses
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My System Profile
    - My Dictionary

**Create Expense Report**

**Expense Report Entry** User Defaults Report ID: NEXT

Petty Panther Quick Start: A Blank Report [GO]

**General Information**

\*Description: A Blank Report  
 \*Business Purpose: A Template  
 A Travel Authorization  
 An Existing Report  
**Entries from My Wallet**

Comment: [ ]  
 Reference: [ ]  
 Default Location: [ ]

Accounting Defaults Apply Cash Advance(s) 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
	[ ]					
	[ ]					
	[ ]					
	[ ]					

Copy Selected Delete Selected New Expense Add Check For Errors

**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		

Definition of Totals Update Totals

Step	Action
8.	Click the <b>Entries from My Wallet</b> list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Entries from My Wallet</div>



# Business Process Document

## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports

**FIU** Home | Worklist | Add to Favorites | Sign out

Menu Search: [ ]

- My Favorites
- Employee Self-Service
  - Assets
  - Travel and Expenses
    - Travel and Expense Center
- Travel and Expenses
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My System Profile
    - My Dictionary

**Create Expense Report**

**Expense Report Entry** User Defaults Report ID: NEXT

Petty Panther Quick Start: [Entries from My Wallet] [GO]

**General Information**

\*Description: [ ] Comment: [ ]

\*Business Purpose: [ ] Reference: [ ]

Default Location: [ ]

Accounting Defaults Apply Cash Advance(s) 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
	[ ]					
	[ ]					
	[ ]					
	[ ]					

Copy Selected Delete Selected New Expense Add Check For Errors

**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		

Definition of Totals Update Totals

Step	Action
9.	Click the <b>GO</b> button. [GO]
10.	Click the <b>Checkbox</b> option for the desired transactions. A program will run nightly to upload all transactions from Bank of America.
11.	Click the <b>Vertical</b> button of the scrollbar.
12.	Click the <b>Done</b> button. [Done]
13.	Enter the desired information into the <b>*Description:</b> field. Enter " <b>Conference UPK</b> ".
14.	Click the <b>*Business Purpose:</b> list. [ ]

# Business Process Document

## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports



**FIU** Home | Worklist | Add to Favorites | Sign out

Menu Search: [ ]

My Favorites  
Employee Self-Service  
Assets  
Travel and Expenses  
Travel and Expense Center  
Travel and Expenses  
Worklist  
Tree Manager  
Reporting Tools  
PeopleTools  
Change My Password  
My System Profile  
My Dictionary

**Create Expense Report**  
**Expense Report Entry** User Defaults Report ID: NEXT

Petty Panther

**General Information**

\*Description: Conference UPK  
\*Business Purpose: [ ]  
Default Location: **Conference**  
Athletic Event  
Convention  
Field Work  
Interview for Position  
Meeting  
Other  
Accounting Defaults  
Details  
Recruiting  
Research  
Seminar  
Symposium  
To Consult  
To Teach  
Training  
Workshop

Comment: [ ]  
Reference: [ ]  
More Options: [ ] GO

Amount Spent	Currency	Payment Type	Billing Type
49.00	USD	University Credit Card	FIU Expe
49.00	USD	University Credit Card	FIU Expe
278.70	USD	University Credit Card	FIU Expe

Copy Selected Delete Selected New Expense Add Check For Errors

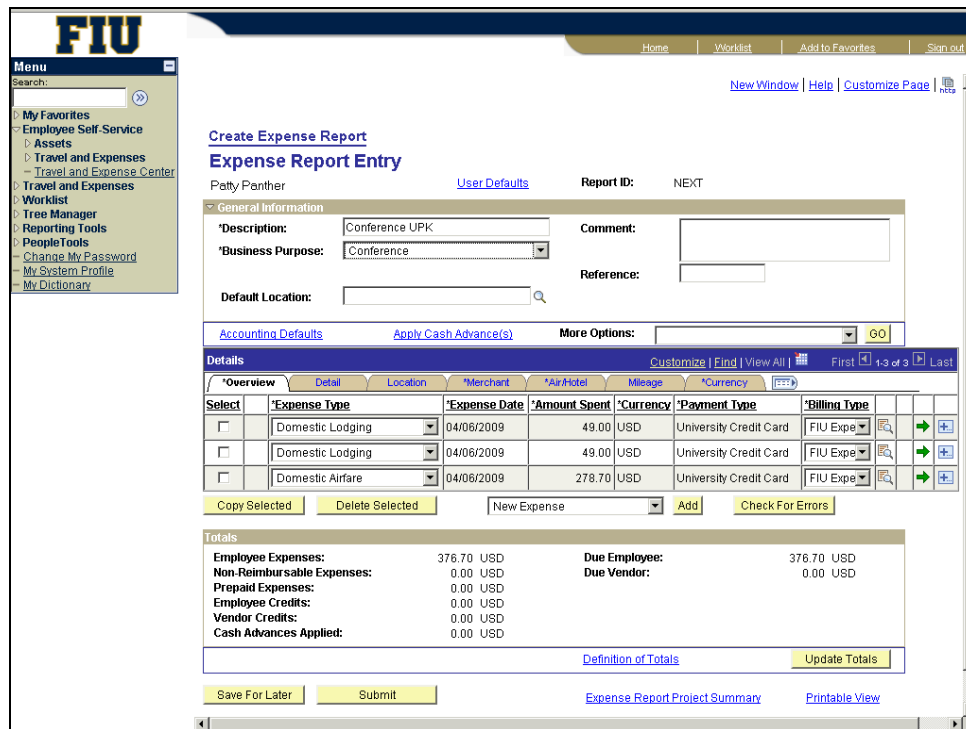
**Totals**

Employee Expenses:	376.70 USD	Due Employee:	376.70 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 Update Totals

Save For Later Submit Expense Report Project Summary Printable View

Step	Action
15.	Select the <b>Conference</b> option from the drop down menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Conference</div>



**FIU** Home Worklist Add to Favorites Sign out

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

**Create Expense Report**  
**Expense Report Entry**      User Defaults      Report ID: NEXT

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

**General Information**

\*Description:       Comment:   
 \*Business Purpose:       Reference:   
 Default Location:

**Details**      Customize | Find | View All | First 1-3 of 3 Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Lodging	04/06/2009	49.00	USD	University Credit Card	FIU Expe <input type="button" value="Search"/> <input type="button" value="Add"/>
<input type="checkbox"/>	Domestic Lodging	04/06/2009	49.00	USD	University Credit Card	FIU Expe <input type="button" value="Search"/> <input type="button" value="Add"/>
<input type="checkbox"/>	Domestic Airfare	04/06/2009	278.70	USD	University Credit Card	FIU Expe <input type="button" value="Search"/> <input type="button" value="Add"/>


Copy Selected    Delete Selected    New Expense     

**Totals**

Employee Expenses:	376.70 USD	Due Employee:	376.70 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
16.	Click the <b>Look up Default Location (Alt+5)</b> graphic. 
17.	Click the <b>Search by:</b> list. <input type="text" value="Expense Location"/>

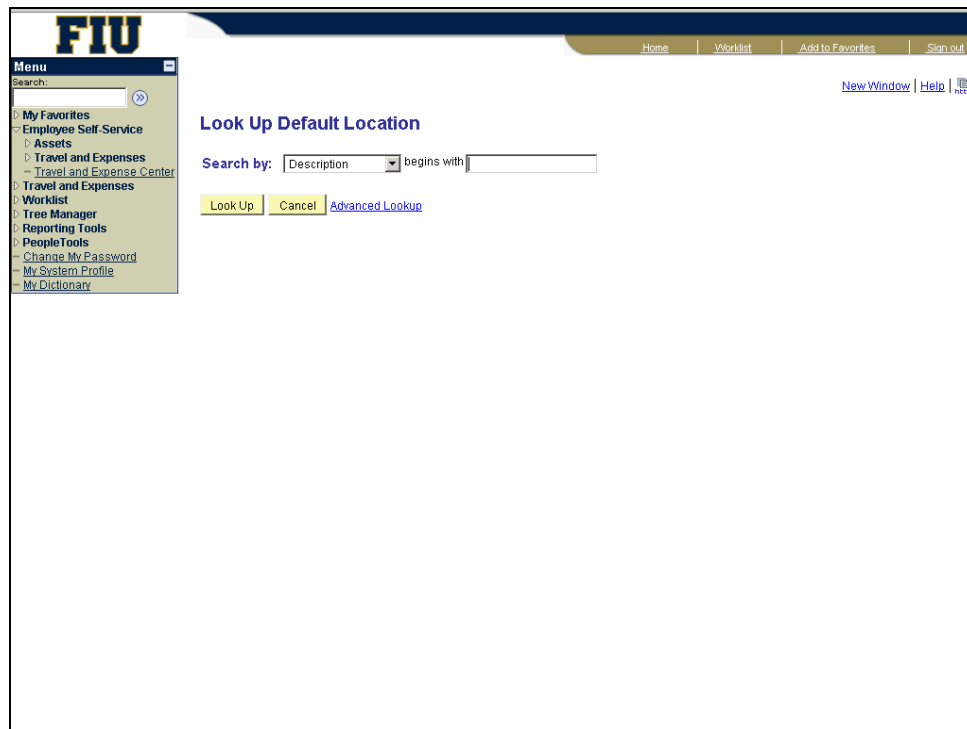
# Business Process Document

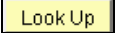

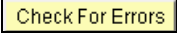



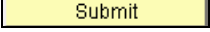
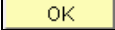
## PS FIN Travel Expenses: Applying My Wallet Transactions to Expense Reports



The screenshot shows the FIU web application interface. On the left is a navigation menu with options like 'My Favorites', 'Employee Self-Service', 'Assets', 'Travel and Expenses', 'Worklist', 'Tree Manager', 'Reporting Tools', and 'PeopleTools'. The main content area is titled 'Look Up Default Location'. It features a search bar with a dropdown menu set to 'Expense Location' and a text input field. Below the search bar are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The 'Search Results' section shows a list of results with columns for 'Expense Location' and 'Description'. The results include various international locations such as Afghanistan, Albania, Algeria, Andorra, Angola, Antigua, Argentina, Armenia, Ascension, Australia, and Austria.

Step	Action
18.	Select the <b>Description</b> option from the drop down menu. 




Step	Action
19.	Enter the desired information into the <b>Begins with</b> field. Enter "%vegas".
20.	Click the <b>Look Up</b> button. 
21.	Click the <b>Nevada, Las Vegas</b> link. 
22.	Click the <b>Check For Errors</b> button. 
23.	Click the <b>Flag</b> graphic to view the error(s) associated with this expense. 
24.	Enter the desired information into the <b>*Number of Nights:</b> field. Enter "3".
25.	Click the <b>Next Expense</b> button. 
26.	Enter the desired information into the <b>*Number of Nights:</b> field. Enter "3".
27.	Click the <b>Return to Expense Report</b> link. 
28.	Click the <b>Submit</b> button. 
29.	Click the <b>OK</b> button. 

**Business Process Document**  
**PS FIN Travel Expenses: Applying My Wallet**  
**Transactions to Expense Reports**



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Step	Action
30.	Click the <b>Home</b> link. 
31.	Congratulations. You have successfully Applied My Wallet Transactions to an Expense Report. <b>End of Procedure.</b>