



Business Process Document

PS FIN Travel Expenses: Approving a Valid Travel Authorization

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| Responsibility/Role | |
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Approving a Valid Travel Authorization

Trigger:

| Required Field(s) | Comments |
|-------------------|----------|
| | |

| Output - Results | Comments |
|------------------|----------|
| | |

Additional Information

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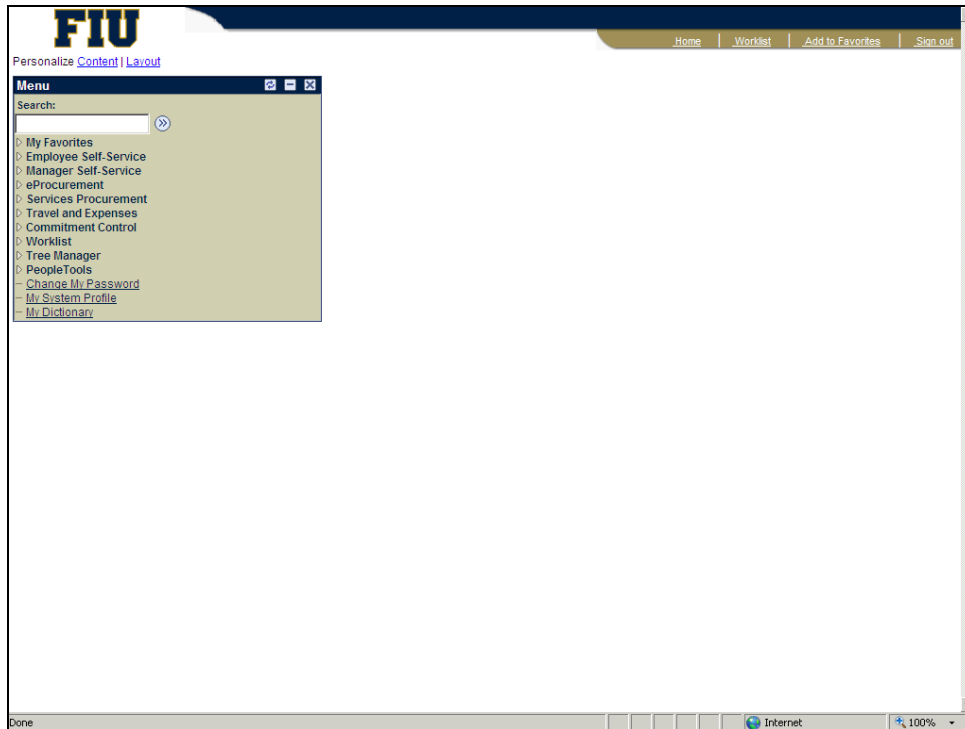
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Procedure

As a Manager:

In this topic, you will learn how to approve a valid Travel Authorization Request.



| Step | Action |
|------|---|
| 1. | Click the Manager Self-Service link. Manager Self-Service |
| 2. | Click the Travel and Expense Center link. Travel and Expense Center |
| 3. | Click the Approvals link. Approvals |
| 4. | Click the Approve Transactions link. Approve Transactions |



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The screenshot shows the FIU web application interface. The top navigation bar includes links for Home, Worklist, Add to Favorites, and Sign out. The main content area has tabs for Overview, Expense Reports, Time Reports, Time Adjustments, Travel Authorizations, Cash Advances, and Errors. The 'Travel Authorizations' tab is active, showing a search bar and a 'Refresh List' button. Below this is a table titled 'Transactions to Approve' with the following data:

| Transaction Type | Total Unit | Name | Employee ID | Description | Transaction ID | Date Submitted |
|----------------------|------------|----------------|-------------|----------------------------------|----------------|----------------|
| Travel Authorization | 4.45 USD | Panther, Patty | 1290091 | TAR for Approval | 0000033268 | 04/17/2009 |

Additional links include 'Employee Expense History' and 'Return to Approvals'. A footer navigation bar contains links for Overview, Expense Reports, Time Reports, Time Adjustments, Travel Authorizations, Cash Advances, and Errors.

| Step | Action |
|------|--|
| 5. | Click the Travel Authorizations tab. Travel Authorizations |

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The screenshot shows the FIU web application interface. The left sidebar contains a 'Menu' with various options including 'Approve Transactions'. The top navigation bar has tabs for 'Overview', 'Expense Reports', 'Time Reports', 'Time Adjustments', 'Travel Authorizations', 'Cash Advances', and 'Errors'. The main content area displays a table titled 'Transactions to Approve' with the following data:

| Total Curr | Budget Status | Name | Employee ID | Description | Transaction ID | Trip Date | Date Submitted |
|------------|---------------|----------------|-------------|------------------|----------------------------|------------|----------------|
| 4.45 USD | Not Chkd | Panther, Patty | 1290091 | TAR for Approval | 0000033268 | 04/19/2009 | 04/17/2009 |

| Step | Action |
|------|---|
| 6. | Click an entry in the Transaction ID column. 0000033268 |






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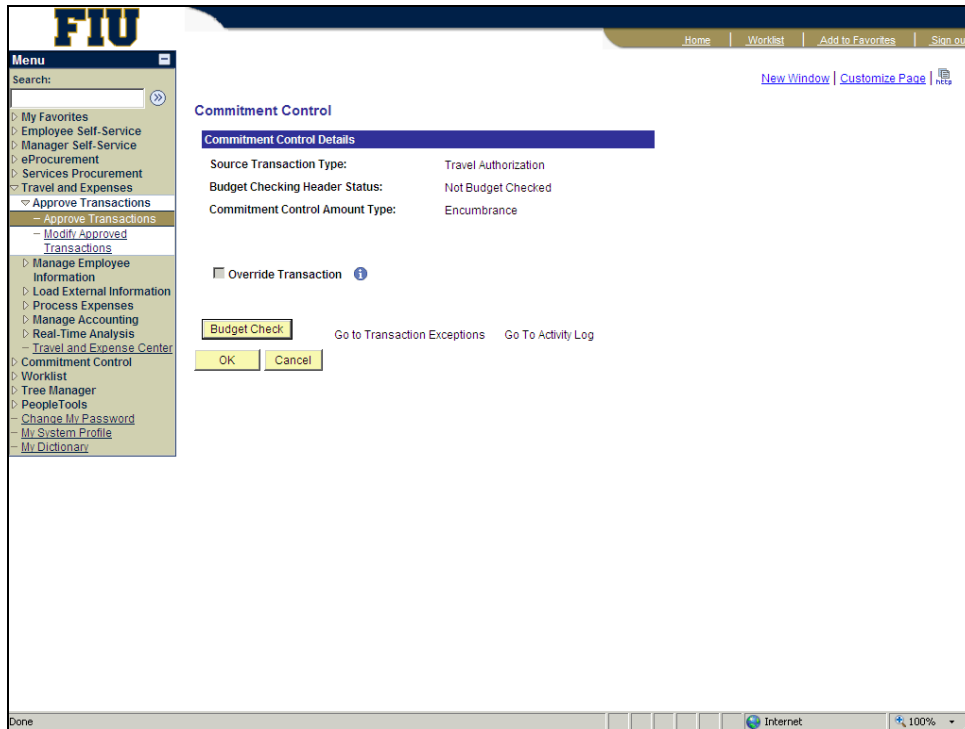
The screenshot shows the 'Approve Travel Authorization' page in the FIU system. The page title is 'Approve Travel Authorization' and the subtitle is 'Travel Authorization Summary'. The user is identified as 'Petty Panther' with an 'Authorization ID: 0000033268'. The page is divided into several sections:

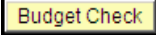
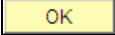
- General Information:** Description: TAR for Approval; Business Purpose: Conference; Status: Submitted for Approval; Date From: 04/19/2009; To: 04/19/2009; Last Updated: 04/17/2009; By: 1290091.
- Accounting Defaults:** A dropdown menu with a 'GO' button.
- Details:** A table with columns: Expense Type, Date, PC BU, Project, Activity, Amount Currency, and Approve. One row is visible: Domestic Mileage, 04/19/2009, 4.45 USD, with an 'Approve' checkbox checked.
- Totals:** A summary table showing Total: 4.45 USD, Less Non-Approved: 0.00 USD, and Total Authorized: 4.45 USD.
- Pending Actions:** A table with columns: Profile, Name, Action, and DateTime. It lists HR Supervisor (Gold, Peter), Expense Manager (Pooled), and Supplemental Approver (Pooled).
- Action History:** A table with columns: Profile, Name, Action, and DateTime. It shows a single entry: Panther, Patty, Submitted, 04/17/2009 2:28:15PM.

| Step | Action |
|------|--|
| 7. | Click the More Options list.  |
| 8. | Click the GO button.  |
| 9. | Click the scrollbar. |
| 10. | Click the Budget Options link.  |

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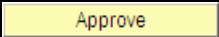
| Step | Action |
|------|--|
| 11. | Click the Budget Check button.  |
| 12. | NOTICE: The budget is valid. The funds have been encumbered. |
| 13. | Commitment Control Tran ID: is the ID number assigned to the amount encumbered. |
| 14. | Click the OK button. You may get a " Warning " if you over spend on your budget, however, you will be able to continue with your approvals. You may get an " Error " if you do not have a budget or if the Project does not have a budget and you will not be able to approve this action.  |



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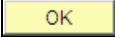
The screenshot shows the FIU web application interface. The main content area displays a table of transactions with columns for Expense Type, Date, PC BU, Project, Activity, Amount Currency, and Approve. A single transaction is listed: Domestic Mileage, 04/19/2009, 4.45 USD, with an 'Approve' checkbox checked. Below the table is a 'Totals' section showing Total: 4.45 USD, Less Non-Approved: 0.00 USD, and Total Authorized: 4.45 USD. There are also sections for 'Pending Actions' and 'Action History'. The 'Approve' button is highlighted in yellow.

| Step | Action |
|------|---|
| 15. | Click the scrollbar. |
| 16. | Click the Approve button.  |

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| Step | Action |
|------|--|
| 17. | Click the OK button.  |



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The screenshot shows the FIU web application interface. On the left is a navigation menu with options like 'My Favorites', 'Employee Self-Service', and 'Approve Transactions'. The main area displays a search filter for 'Date From: 04/19/2009' to 'To: 04/19/2009'. Below this is a table of expenses with columns for Expense Type, Date, PC BU, Project, Activity, Amount, Currency, and Approve. A single entry for 'Domestic Mileage' is shown with an amount of 4.45 USD. A 'Totals' section shows a total of 4.45 USD. Below the table are sections for 'Pending Actions' and 'Action History'. The 'Action History' shows a 'Submitted' action on 04/17/2009. At the bottom, there are buttons for 'Approve', 'Send Back', 'Hold', and 'Save Changes', along with a 'Return to Approval List' link. A status message at the bottom reads 'Budget Status: Valid' and 'Budget Checking completed. Report is ready for Approval/Posting.'

| Step | Action |
|------|--|
| 18. | Click the scrollbar. |
| 19. | After you click the approve button, the TAR's status changes. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Submitted for Approval</div> |
| 20. | Click the Home link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Home</div> |
| 21. | Congratulations. You have successfully Approved a Valid Travel Authorization. End of Procedure. |