



Business Process Document

PS FIN Travel Expenses: Creating an Expense Report from a TAR

Department	
Responsibility/Role	
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Status	

Creating an Expense Report from a TAR

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

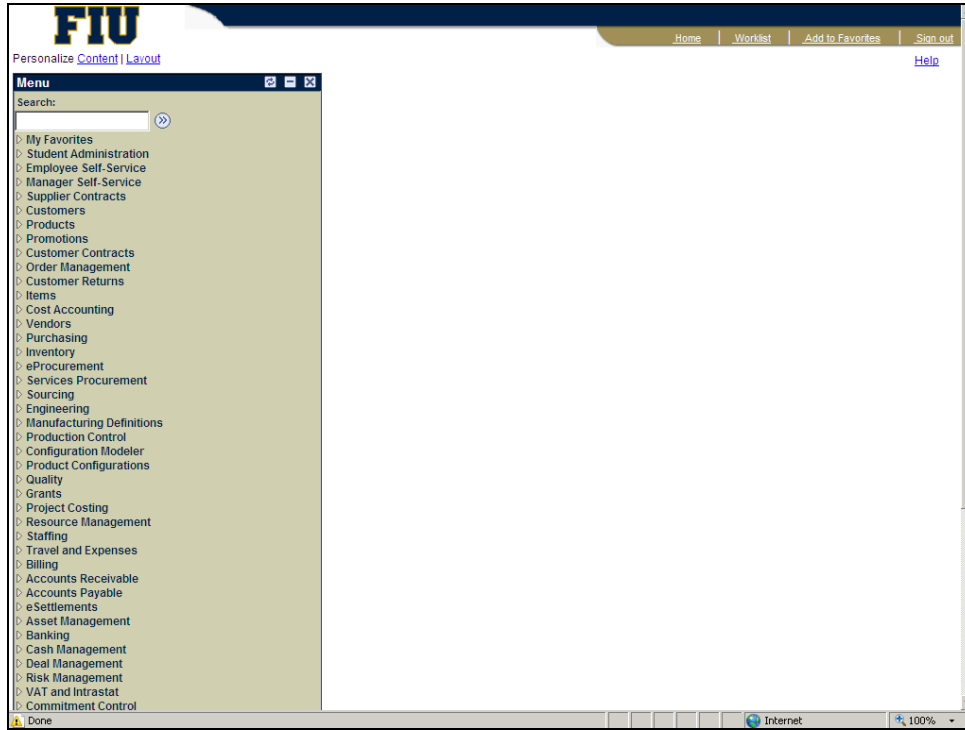
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Procedure

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

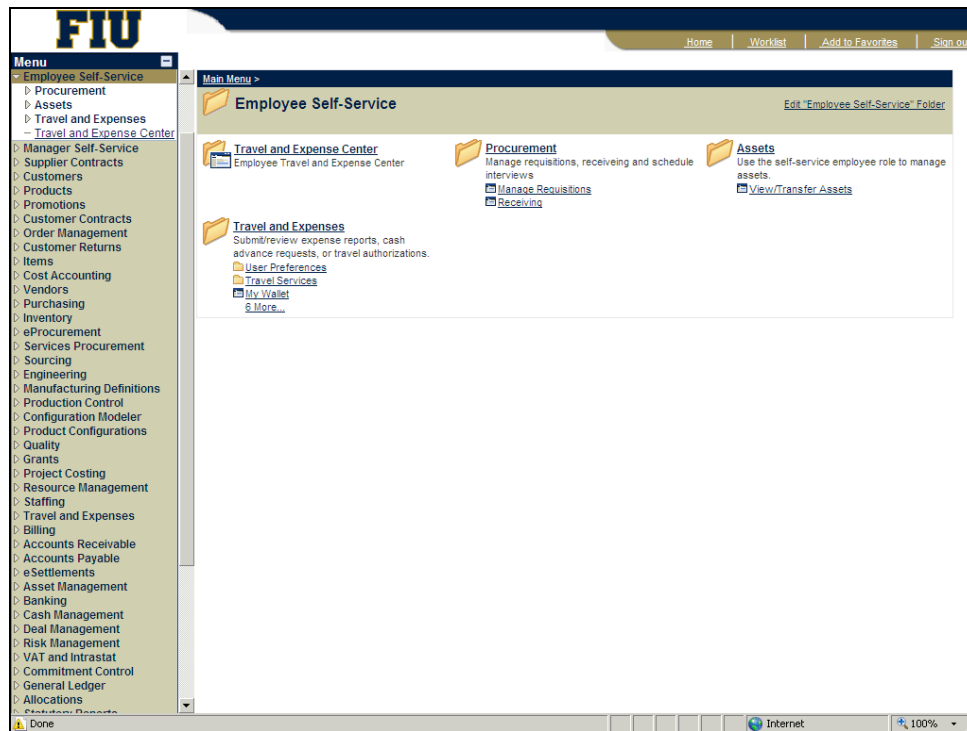


Step	Action
1.	Click the Employee Self-Service link. 



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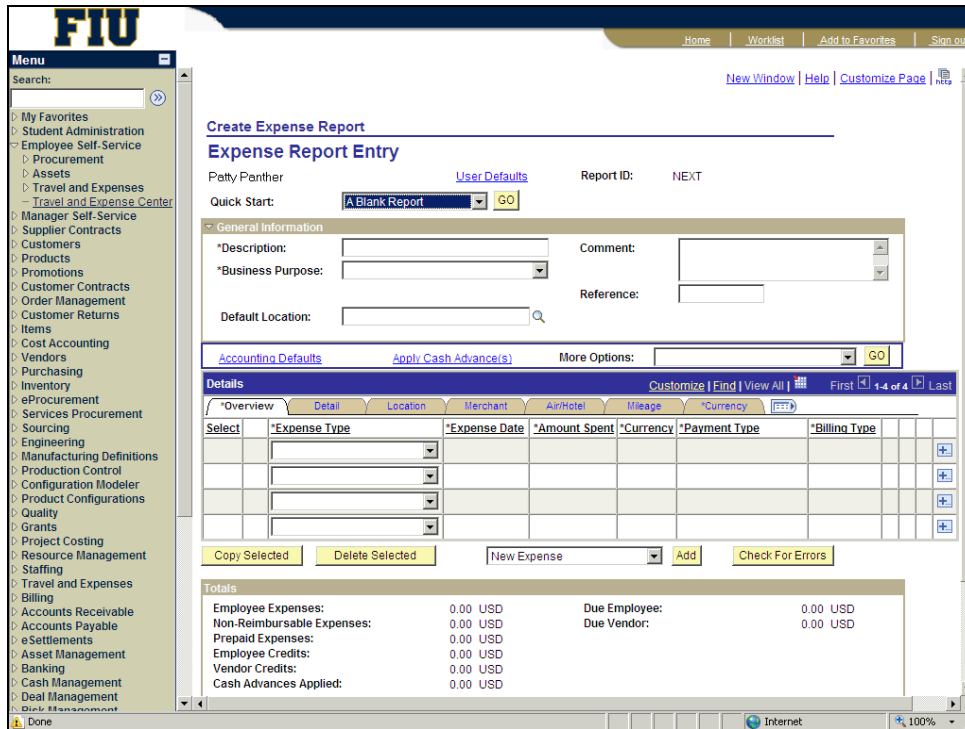
PS FIN Travel Expenses: Creating an Expense Report from a TAR




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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Step	Action
5.	Click the Quick Start list. 



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FIU Home | Worklist | Add to Favorites | Sign out

Search: []

Create Expense Report

Expense Report Entry

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

Quick Start: A Blank Report

General Information

*Description: A Blank Report
*Business Purpose: A Travel Authorization
Default Location: []

Comment: []
Reference: []

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

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

Select	*Expense Type	Location	Merchant	Air/Hotel	Mileage	*Currency	*Billing Type

Copy Selected Delete Selected New Expense

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
6.	Click the A Travel Authorization list item. <input type="text" value="A Travel Authorization"/>

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Create Expense Report

Expense Report Entry

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

Quick Start:

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location:

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

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Totals

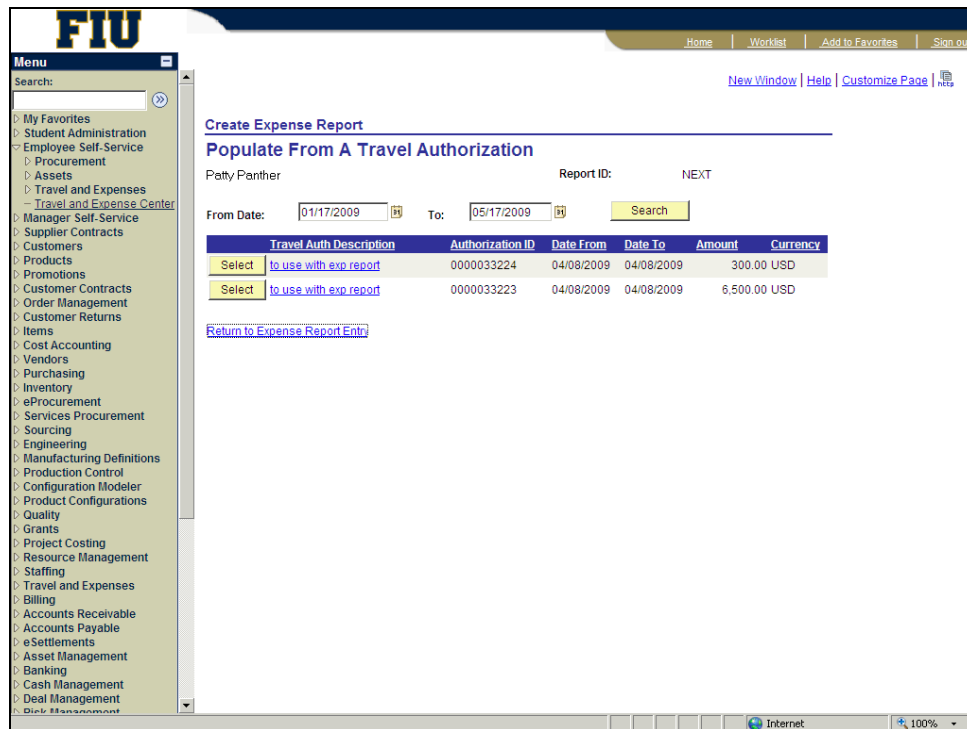
Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Step	Action
7.	Click the Go button. <input type="button" value="GO"/>



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Step	Action
8.	Click the Select button. <input type="button" value="Select"/>
9.	Notice this is the TAR that you selected.

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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: 000033224

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

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	_Books & Educational Suppl	04/08/2009	50.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	_Office Supplies	04/08/2009	250.00	USD	Out of Pocket	FIU Expe

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	300.00 USD	Due Employee:	300.00 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 Protect Summary](#) [Printable View](#)

javascript:submitAction_win0(document.win0,'EX_HDR_WRK_TRAVEL_AUTH_ID');

Step	Action
10.	Click the Look up Default Location (Alt+5) button.
11.	Click the Search by list.
12.	Enter the desired information into the begins with field. Enter " Florida ".
13.	Click the Look Up button.
14.	Click an entry in the Description column.



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FIU Home | Workset | Add to Favorites | Sign out

Search:

Create Expense Report

Expense Report Entry

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

General Information

*Description: Comment:

*Business Purpose: Reference:

Default Location: Authorization ID: 000033224

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

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

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
<input type="checkbox"/>	_Books & Educational Suppl	04/08/2009 B	50.00	USD	Out of Pocket	FIU Expe		
<input type="checkbox"/>	_Office Supplies	04/08/2009 B	250.00	USD	Out of Pocket	FIU Expe		

Totals

Employee Expenses:	300.00 USD	Due Employee:	300.00 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](#)


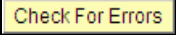
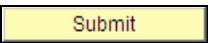

[Expense Report Protect Summary](#) [Printable View](#)

Step	Action
15.	Click the Domestic Incidentals list item. <input type="text" value="_Office Supplies"/>

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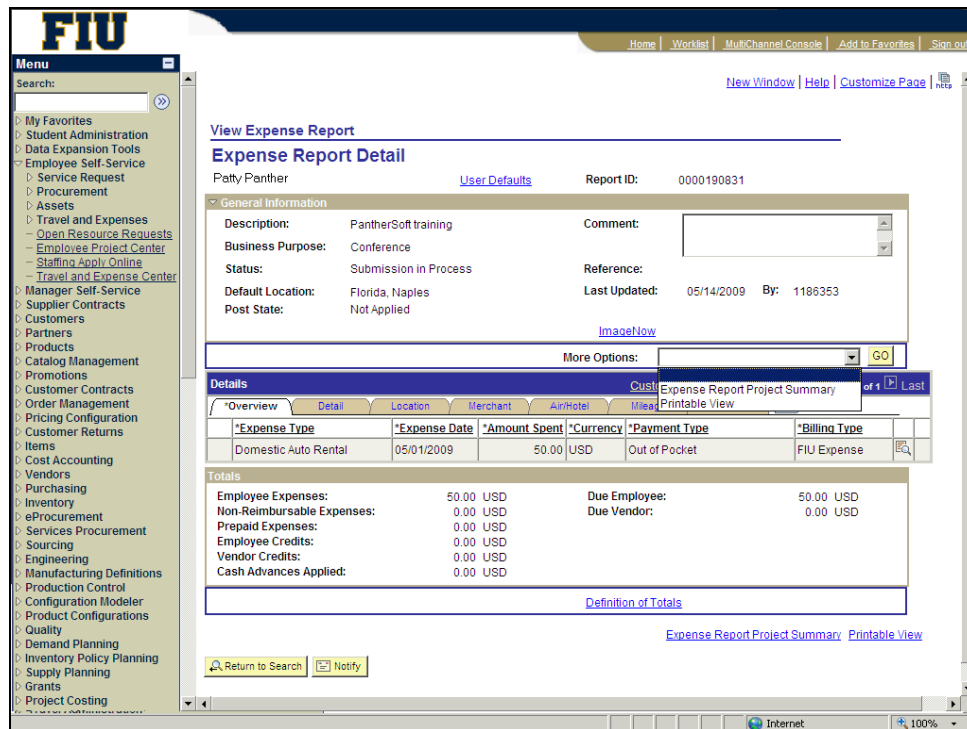


Step	Action
16.	Enter the desired information into the Look up Currency (Alt+5) field. Enter "30" .
17.	Select the payment type.
18.	Click the Detail tab. 
19.	Enter the desired information into the Choose a date (Alt+5) field. Enter "taxi" .
20.	Click the scrollbar.
21.	Click the Check For Errors button. 
22.	In order to print the Bar Code sheet to fax for payment, you MUST click the Submit button. 
23.	Click the More Options list. 



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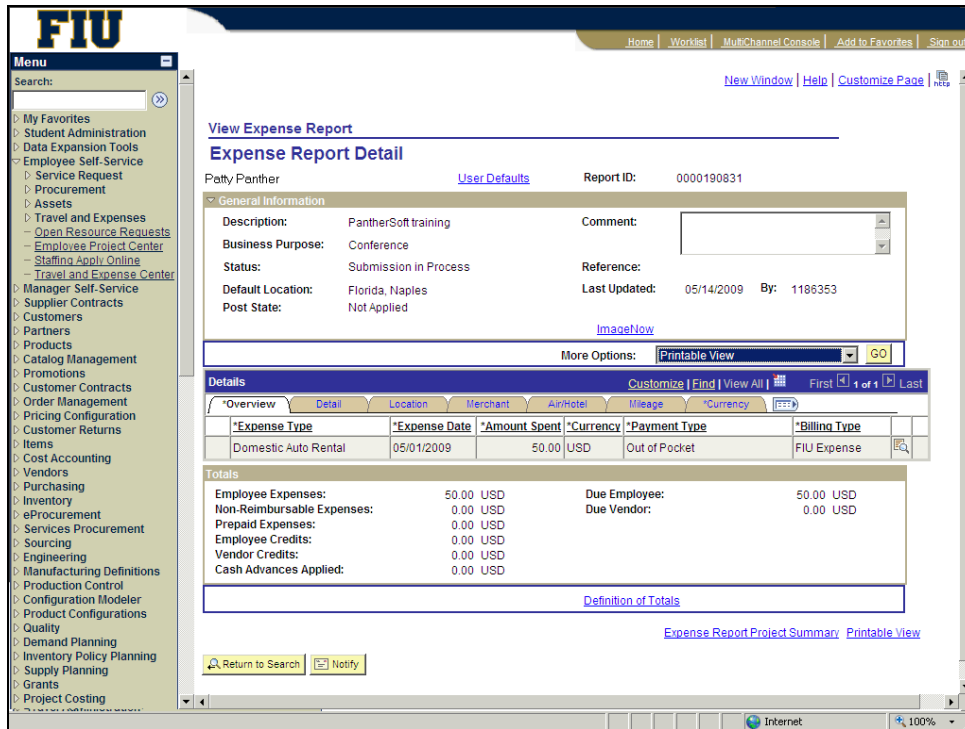
PS FIN Travel Expenses: Creating an Expense Report from a TAR



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

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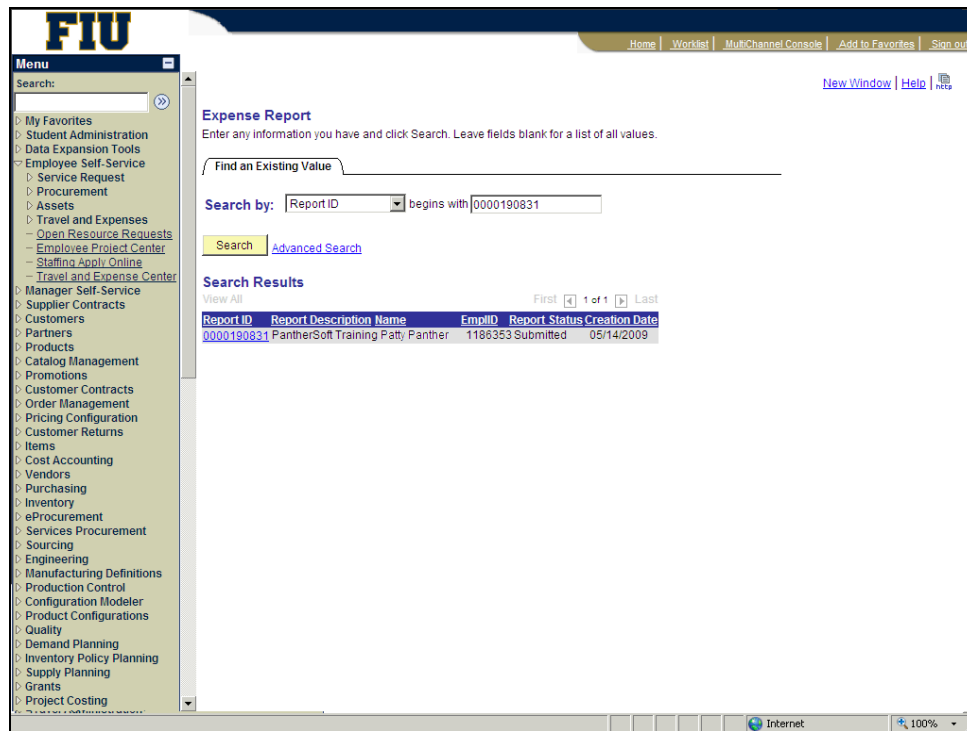


Step	Action
25.	Click the GO button.



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Step	Action
26.	Click an entry in the Report ID column. <u>0000190831</u>

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Expense Report **Expense Receipt**

To print this report, please use your browser's print feature.

PeopleSoft.

Expense Report

Patty Panther EmpID: 1186353

Report Date: 05/14/2009 12:11:53PM Status: Submitted

Description: PantherSoft training

Business Purpose: Conference

Comment:

Date	Expense Type	Merchant	Location	Amount	Currency
05/10/2009	Domestic Auto Rental			50.00	USD

Expense Report Totals

Employee Expenses:	50.00 USD	Total Due Employee:	50.00 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		

I certify that the information provided above is an accurate record of expenses incurred.

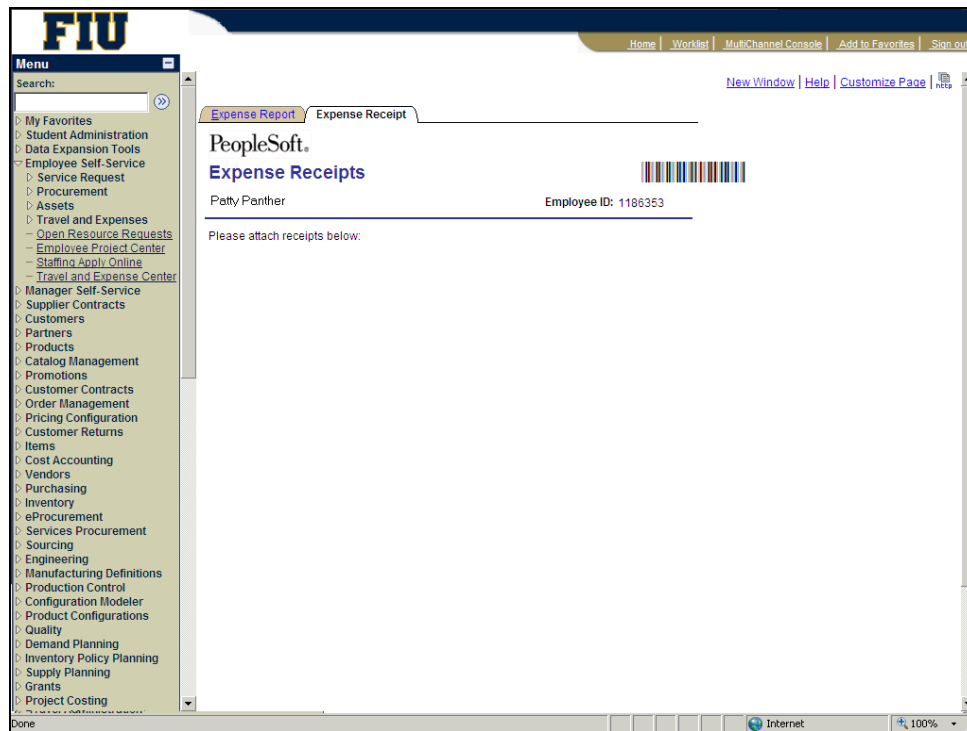
Employee Signature _____ Date _____


Step	Action
27.	<p>Click the Expense Report tab. Notice the Bar Code to the right.</p> <p>If you properly fill out the expense report, you should be reimbursed within 12 working days of which you submitted your Expense Report.</p> <p>You are now ready to fax to main number for ImageNow: 305-348-1355</p> <p><u>IMPORTANT:</u></p> <p>Print this sheet to fax with your receipts. Only one bar code per Expense Report. If any receipt you submit has a bar code on them, cut it off and then affix to the expense receipt sheet.</p> <p>Print this sheet to fax with your receipts.</p> <p>Expense Report</p>
28.	<p>Once you click the Expense Receipt tab, print this sheet to affix your receipts.</p> <p>You are ready to fax to main number for ImageNow: 305-348-1355</p>



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Step	Action
29.	Click the Home link. 
30.	Congratulations. You have successfully Created an Expense Report from a TAR. End of Procedure.