



Business Process Document
PS FIN Travel Expenses: Reviewing or Modifying
Default Accounting for TAR

Department	
Responsibility/Role	
File Name	Reviewing or Modifying Default Accounting for TAR_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Reviewing or Modifying Default Accounting for TAR

Trigger:

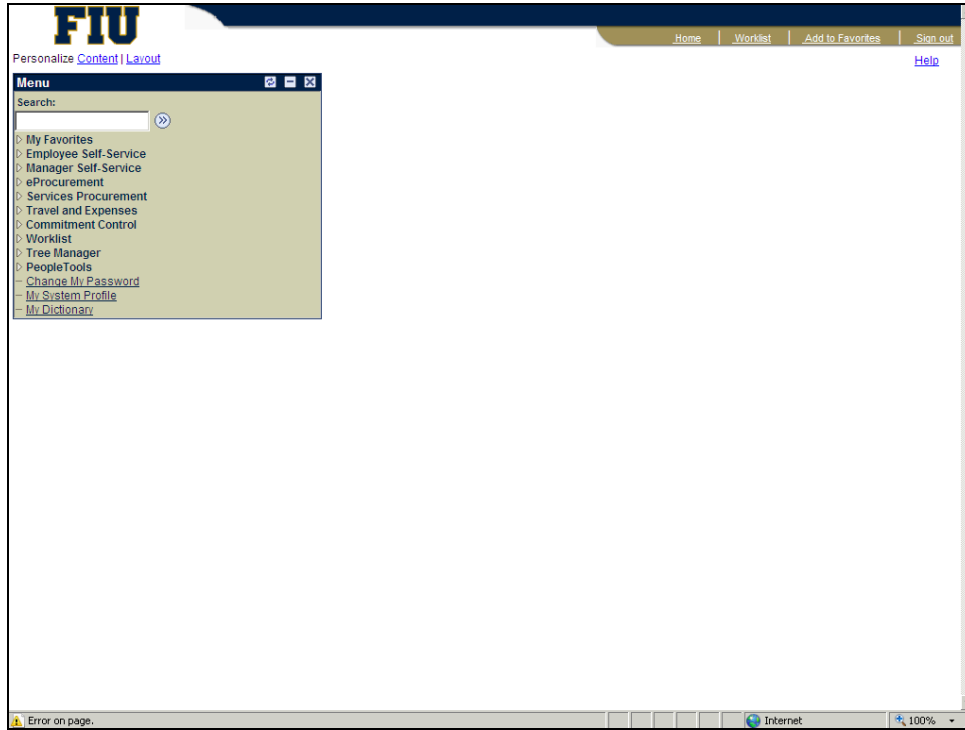
Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

In this topic, you will Review and Modify Default Accounting.

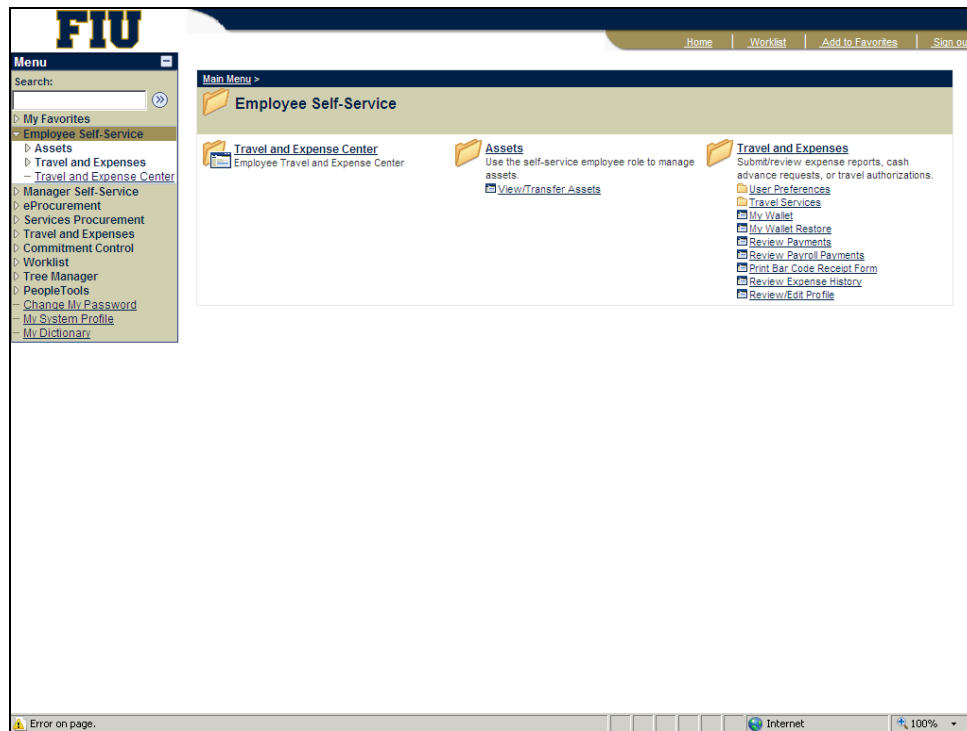


Step	Action
1.	Click the Employee Self-Service link. 



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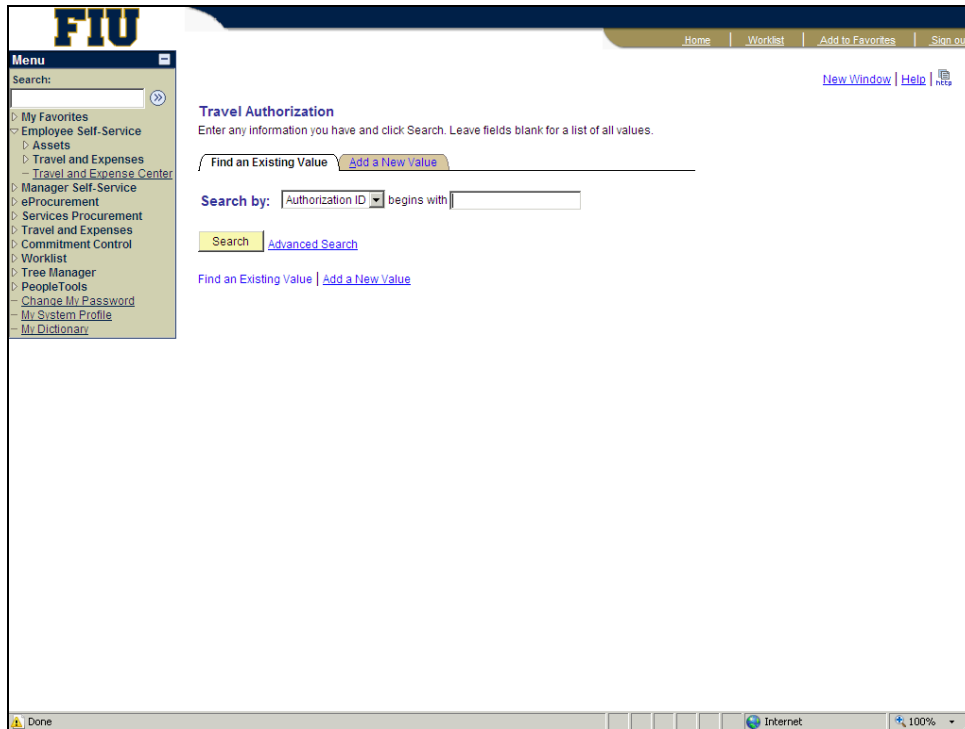
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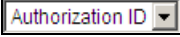



Step	Action
2.	Click the Travel and Expense Center link. Travel and Expense Center
3.	Click the Travel Authorization link. Travel Authorization
4.	Click the Modify link. Modify

Business Process Document

PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR



Step	Action
5.	Click the Search by list. 
6.	Enter the desired information into the begins with field. Enter " 0000033237 ".
7.	Click the Search button. 



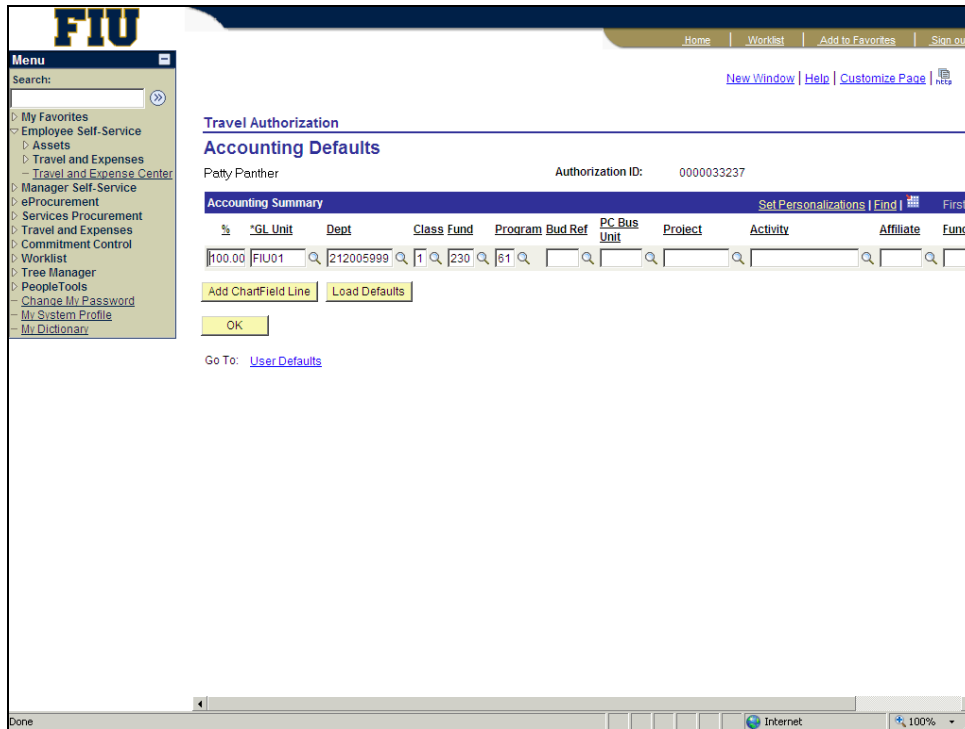
Business Process Document


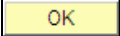
PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR

Step	Action
8.	Click the Accounting Defaults link. Accounting Defaults
9.	For Contracts & Grants project IDs, the following fields must be populated: Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN' Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP

Business Process Document

PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR



Step	Action
10.	Click the Add ChartField Line button. 
11.	Enter the desired information into the % field. Enter " 50 ".
12.	Enter the desired information into the Dept field. Enter " 144000102 ".
13.	Enter the desired information into the Fund field. Enter " 210 ".
14.	Click the OK button. 



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PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR

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Travel Authorization

Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: 0000033237

General Information

*Description: Comment:

*Business Purpose:

Status: Pending Last Updated: 04/14/2009 By: 1231455

Default Location:

*Date From: *Date To:

Accounting Defaults More Options:

Details [Customize](#) | [Find](#) |

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	<input type="text" value="04/16/2009"/>	400.00	USD	Out of Pocket	FIU Expense	*Detail <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text" value="04/16/2009"/>	150.00	USD	Out of Pocket	FIU Expense	*Detail <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text" value="04/16/2009"/>	150.00	USD	Out of Pocket	FIU Expense	*Detail <input type="button" value="H"/>

Totals

Authorized Amount: 700.00 USD

[Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel Authorization](#)

Step	Action
15.	Click the Save for Later button. <input type="button" value="Save for Later"/>
16.	Click an entry in the Detail column. *Detail

Business Process Document

PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR



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Travel Authorization

Authorization Detail for Domestic Airfare (Line 1)

Petty Panther Authorization ID: 0000033237

About This Expense

*Date: 04/16/2009

*Payment Type:

*Billing Type:

Ticket Number:

*Merchant (Choose One):

Preferred:

Non-preferred:

*Amount: USD

Exception Comments:

Location Amount:

[Accounting Detail](#)

[Check Expense For Errors](#)

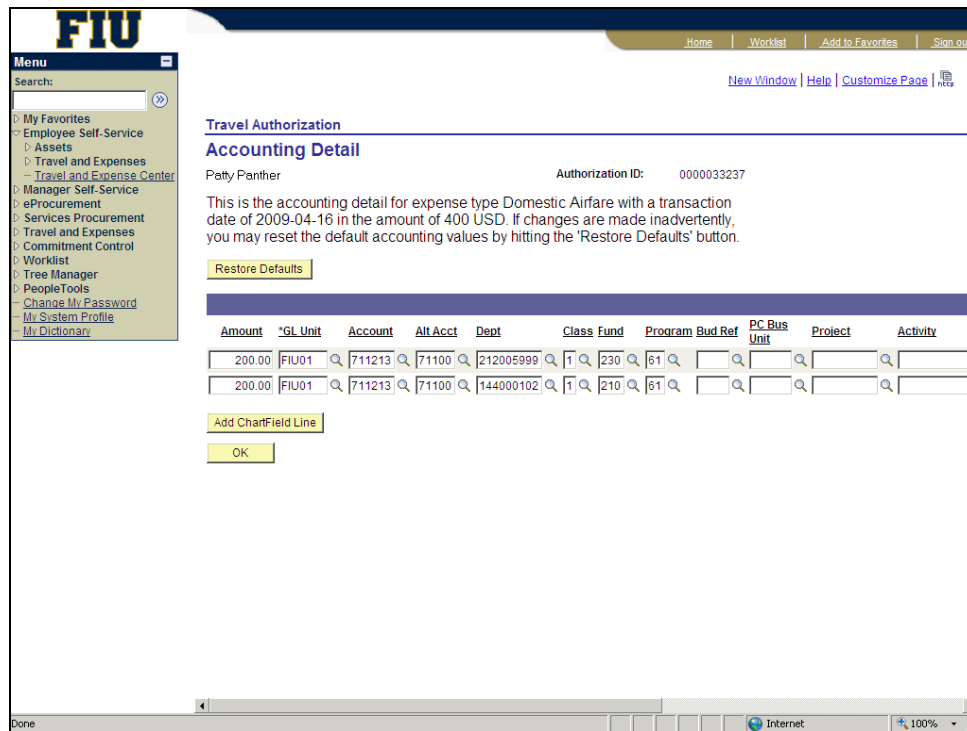
[Return to Travel Authorization Entry](#)

Step	Action
17.	Click the Accounting Detail link to verify that the accounting distribution is correct. Accounting Detail



Business Process Document

PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR



Step	Action
18.	<p>Click the OK button.</p> <p>For Contracts & Grants project IDs, the following fields must be populated:</p> <p>Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN'</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP</p> <p style="text-align: center;">OK</p>

Business Process Document

PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR



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- Assets
- Travel and Expenses
 - Travel and Expense Center
- Manager Self-Service
- eProcurement
- Services Procurement
- Travel and Expenses
- Commitment Control
- Worklist
- Tree Manager
- PeopleTools
- Change My Password
- My System Profile
- My Dictionary

Travel Authorization

Authorization Detail for Domestic Airfare (Line 1)

Petty Panther Authorization ID: 0000033237

About This Expense

*Date:

*Payment Type:

*Billing Type:

Ticket Number:

*Merchant (Choose One):

Preferred:

Non-preferred:

*Amount:

Exception Comments:

Location Amount:

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Travel Authorization Entry](#)

Step	Action
19.	Click the Return to Travel Authorization Entry link.



Business Process Document

PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR

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Travel Authorization

Travel Authorization Entry

Petty Panther [User Defaults](#) Authorization ID: 0000033237

General Information

*Description: Comment:

*Business Purpose:

Status: Pending Last Updated: 04/14/2009 By: 1231455

Default Location:

*Date From: *Date To:

Accounting Defaults More Options:

Details [Customize](#) | [Find](#) |

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	<input type="text" value="04/16/2009"/> <input type="button" value="B"/>	400.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text" value="04/16/2009"/> <input type="button" value="B"/>	150.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>
<input type="checkbox"/>	Domestic Taxi/Train/Bus	<input type="text" value="04/16/2009"/> <input type="button" value="B"/>	150.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="H"/>

Totals

Authorized Amount: 700.00 USD

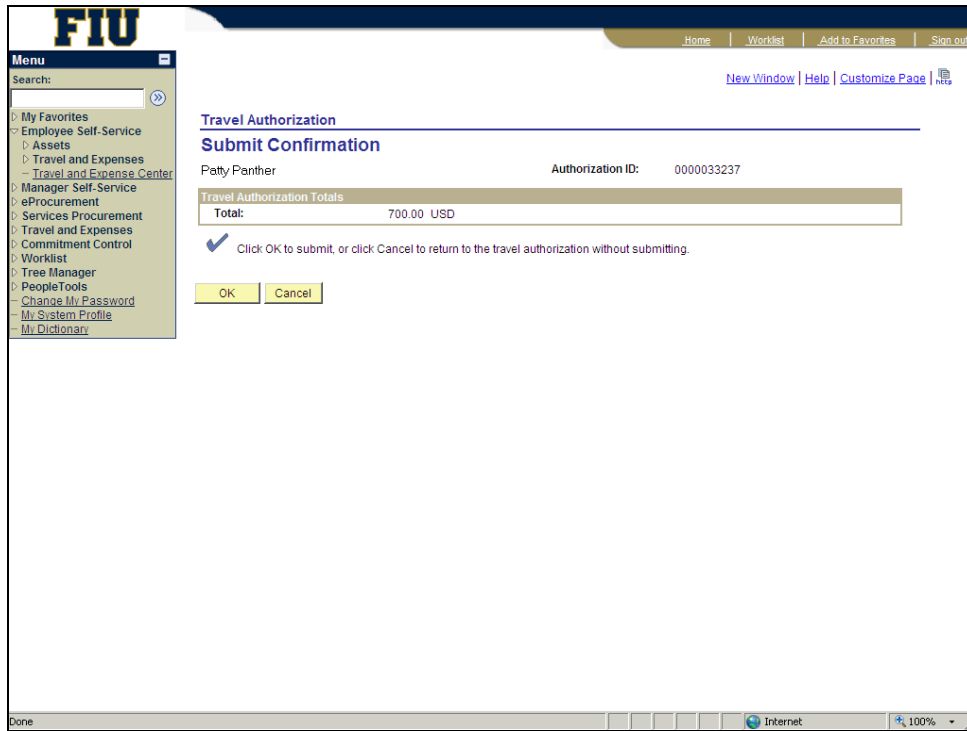
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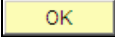
[Return to Travel Authorization](#)

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

Business Process Document

PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR



Step	Action
21.	Click the OK button. 



Business Process Document

PS FIN Travel Expenses: Reviewing or Modifying Default Accounting for TAR

Step	Action
22.	Click the Home link.
23.	Congratulations. You have successfully Reviewed and Modified Default Accounting. End of Procedure.