



Business Process Document
PS FIN Travel Expenses: Approving Travel
Authorizations for Past Travel Dates

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Responsibility/Role	
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Approving Travel Authorizations for Past Travel Dates

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

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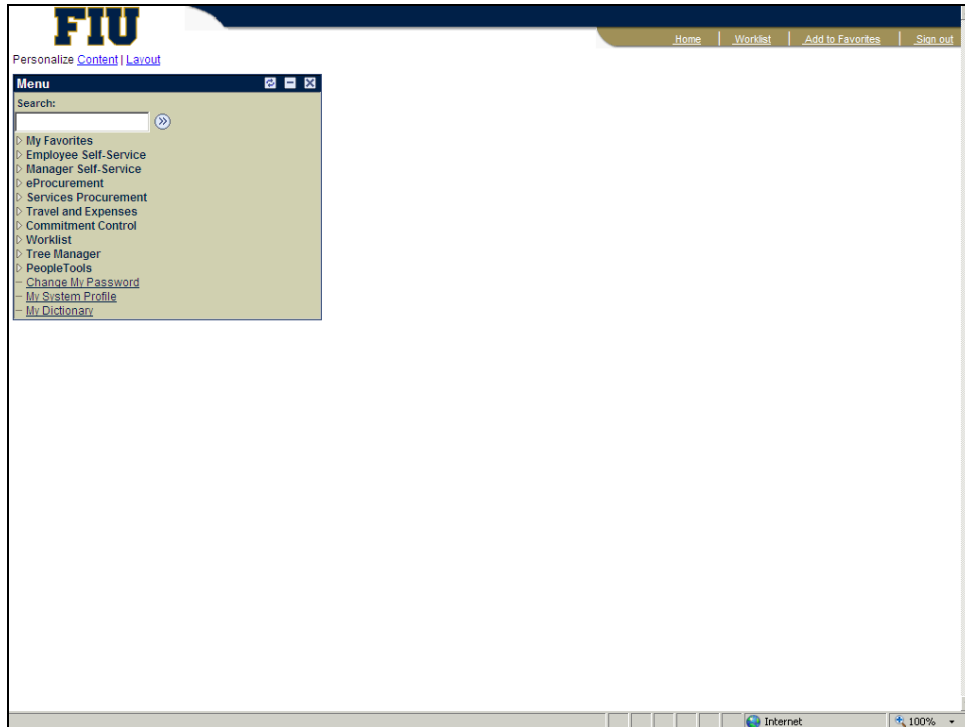
PS FIN Travel Expenses: Approving Travel Authorizations for Past Travel Dates



Procedure

As a Manager:

In this topic, you will learn that its not possible to approve a TAR that has happened in prior dates.



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 'Travel Authorizations' tab is selected. The main content area displays a table of transactions to approve, with columns for Transaction Type, Total Unit, Name, Employee ID, Description, Transaction ID, and Date Submitted. There are also links for 'Employee Expense History' and 'Return to Approvals'.

Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted
Travel Authorization	900.00 USD	Panther, Patty	1098096	01_01	0000033206	04/06/2009
Travel Authorization	550.00 USD	Gold, Peter	1290091	test batch bc	0000033216	04/07/2009
Travel Authorization	115.28 USD	Panther, Patty	1290091	test batch bc	0000033217	04/07/2009

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

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The screenshot shows the FIU web application interface. On the left is a menu with options like 'My Favorites', 'Employee Self-Service', and 'Approve Transactions'. The main content area is titled 'Travel Authorizations' and contains a table of transactions to approve. The table has the following data:

Total Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted
900.00 USD	Valid	Panther, Patty	1098096	01_01	000033206	04/06/2009	04/06/2009
550.00 USD	Valid	Panther, Patty	1290091	test batch bc	000033216	04/07/2009	04/07/2009
115.26 USD	Not Chkd	Panther, Patty	1290091	test batch bc	000033217	04/07/2009	04/07/2009

Step	Action
6.	Click an entry in the Transaction ID column. 000033216



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Approve Travel Authorization
Travel Authorization Summary
 Patty Panther [User Defaults](#) Authorization ID: 0000033216

General Information

Description: test batch bc Comment:

Business Purpose: Field Work

Status: Submitted for Approval

*Date From: 04/07/2009 To: 04/07/2009 Last Updated: 04/15/2009 By: 1231455

[Accounting Defaults](#) More Options:

You can deny individual expenses and still approve or send back the overall report.

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

Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve
Domestic Incidentals	04/07/2009				500.00	USD	<input checked="" type="checkbox"/>
Domestic Meals	04/07/2009				50.00	USD	<input checked="" type="checkbox"/>

Totals

Total:	550.00	USD
Less Non-Approved:	0.00	USD
Total Authorized:	550.00	USD

Pending Actions [Customize](#) | [Find](#) | First | 1 of 2 | Last

Profile	Name	Action	Date/Time
HR Supervisor	Gold, Peter		
Expense Manager	(Pooled)		

Action History [Customize](#) | [Find](#) | First | 1 of 1 | Last

Profile	Name	Action	Date/Time
	Panther, Patty	Submitted	04/07/2009 3:28:11PM

Step	Action
7.	Click the More Options list. <input type="text"/>
8.	Click the GO button. <input type="button" value="GO"/>



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Approve Travel Authorization
Travel Authorization Summary

Patty Panther [User Defaults](#) Authorization ID: 0000033216

General Information

Description: test batch bc Comment:

Business Purpose: Field Work

Status: Submitted for Approval

Date From: 04/07/2009 To: 04/07/2009 Last Updated: 04/15/2009 By: 1231455

[Accounting Defaults](#) More Options:

You can deny individual expenses and still approve or send back the overall report.

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

Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve
Domestic Incidentals	04/07/2009				500.00	USD	<input checked="" type="checkbox"/>
Domestic Meals	04/07/2009				50.00	USD	<input checked="" type="checkbox"/>

Totals

Total:	550.00	USD
Less Non-Approved:	0.00	USD
Total Authorized:	550.00	USD

Pending Actions [Customize](#) | [Find](#) | First | 1 of 2 | Last

Profile	Name	Action	Date/Time
HR Supervisor	Gold, Peter		
Expense Manager	(Pooled)		

Action History [Customize](#) | [Find](#) | First | 1 of 1 | Last

Profile	Name	Action	Date/Time
	Panther, Patty	Submitted	04/07/2009 3:28:11PM

Step	Action
10.	Click the scrollbar.
11.	Click the Approve button.

Approve

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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 content area displays a travel authorization form with a table of expenses:

Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve
Domestic Incidentals	04/07/2009				500.00	USD	<input checked="" type="checkbox"/>
Domestic Meals	04/07/2009				50.00	USD	<input checked="" type="checkbox"/>
Totals							
Total:					550.00	USD	
Less Non-Approved:					0.00	USD	

An error message dialog box is overlaid on the form, stating: "Errors exist on the Travel Authorization. Errors were found on the Travel Authorization. These errors must be corrected prior to approving this authorization." The dialog has an "OK" button.

Below the error dialog, the form shows a profile summary for Panther, Patty, submitted on 04/07/2009 at 3:26:11 PM. A "Comments" section is present but empty. The budget status is "Valid" and a message states "Budget Checking completed. Report is ready for Approval/Posting." At the bottom, there are buttons for "Approve", "Send Back", "Hold", and "Save Changes", along with navigation links like "Return to Approval List".


Step	Action
12.	Click the OK button.
	



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The screenshot shows the FIU web application interface for approving travel expenses. The main content area displays a table of expenses with columns for Expense Type, Date, PC BU, Project, Activity, Amount, Currency, and Approve. Two expenses are listed: Domestic Incidentals (500.00 USD) and Domestic Meals (50.00 USD), both with a red flag icon next to the date field. Below the table is a Totals section showing a Total of 550.00 USD and a Total Authorized of 550.00 USD. The interface also includes a Pending Actions section, an Action History section, and a Comments section. At the bottom, there are buttons for Approve, Send Back, Hold, and Save Changes, along with navigation links like Return to Approval List, Next in List, and Previous in List.

Step	Action
13.	Click the Missing or invalid information was found. Click this icon to view button. 
14.	Notice: The flag alerts you as to past date.

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Step	Action
15.	Click the Return to Travel Authorization Details link. Return to Travel Authorization Details
16.	Congratulations. You have approved a Travel Authorization for a past date. End of Procedure.