



Business Process Document
PS FIN Travel Expenses: Budget Checking Expense
Transactions Online

Department	
Responsibility/Role	
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Budget Checking Expense Transactions Online

Trigger:

Required Field(s)	Comments

Output - Results	Comments

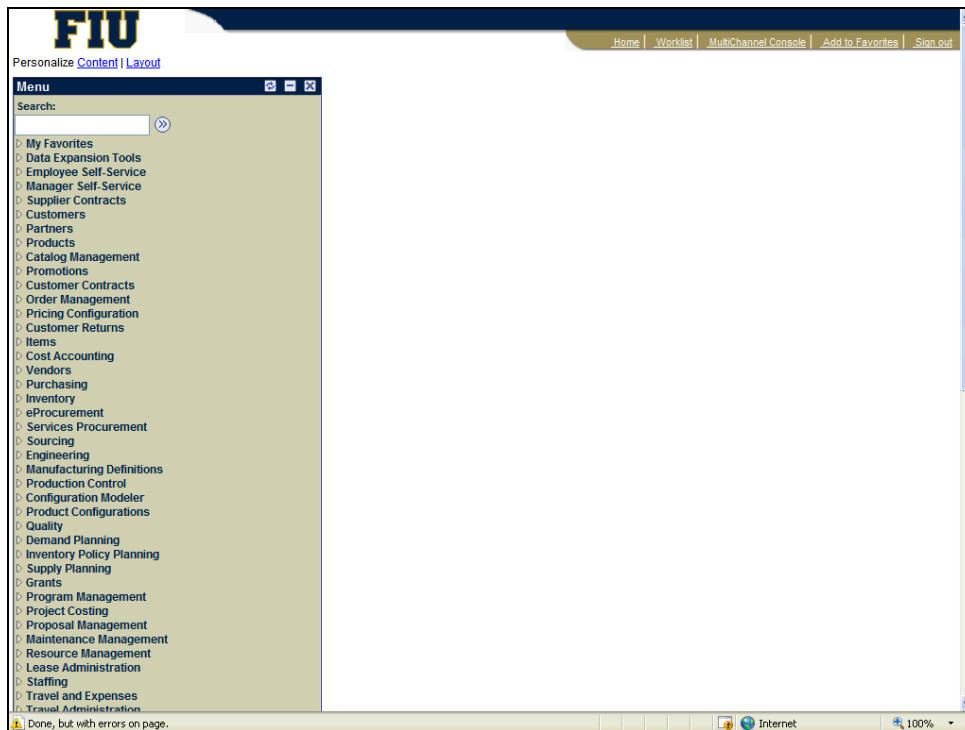
Additional Information

Procedure

As a Manager:

In this topic, you are going to review a travel authorization submitted to you for approval. You want to make sure that the expenses are all within the budget.

A program runs every two hours and budget checks all Department numbers based on the chart string.



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 Approve Transactions link. Approve Transactions



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The screenshot shows the FIU web application interface. The left sidebar contains a menu with various options, including 'Approve Transactions' and 'Travel and Expense Center'. 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. The table lists several transactions, including Expense Reports, Cash Advances, and Travel Authorizations. A 'Refresh List' button is visible below the table.

Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submitted
Expense Report	0.00 USD	Panther, Patty	1290091	UPK Training Exercise	0000181129	04/01/2009
Cash Advance	200.00 USD	Panther, Patty	1290091	Research	0000002042	03/30/2009
Cash Advance	100.00 USD	Panther, Patty	1290091	Research Project-Training	0000002043	03/30/2009
Cash Advance	10.00 USD	Panther, Patty	1290091	Guillermo Cash Advance	0000002048	04/01/2009
Travel Authorization	93.00 USD	Panther, Patty	1290091	testing	0000031990	03/25/2009
Travel Authorization	165.00 USD	Panther, Patty	1290091	UPK Training	0000031991	03/26/2009
Travel Authorization	10.00 USD	Panther, Patty	1290091	Budget Conference	0000031992	04/02/2009
Travel Authorization	530.00 USD	Panther, Patty	1290091	Customer Service Conference	0000031993	03/30/2009
Travel Authorization	20.00 USD	Panther, Patty	1290091	Guillermo TAR	0000031998	04/01/2009

Step	Action
4.	Find the Travel Authorization you wish to budget check. Click an entry in the Transaction ID column. 0000031992

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Approve Travel Authorization
Travel Authorization Summary
 Petty Panther [User Defaults](#) Authorization ID: 0000031992

General Information

Description: Budget Conference Comment:

Business Purpose: Conference

Status: Submitted for Approval

*Date From: 04/27/2009 To: 04/29/2009 Last Updated: 04/02/2009 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 Airfare	04/27/2009				10.00	USD	<input checked="" type="checkbox"/>

Totals

Total:	10.00	USD
Less Non-Approved:	0.00	USD
Total Authorized:	10.00	USD

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

Profile	Name	Action	Date/Time
HR Supervisor	Bush, George		
Expense Manager	(Pooled)		

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

Profile	Name	Action	Date/Time
	Panther, Petty	Submitted	04/02/2009 2:24:15PM

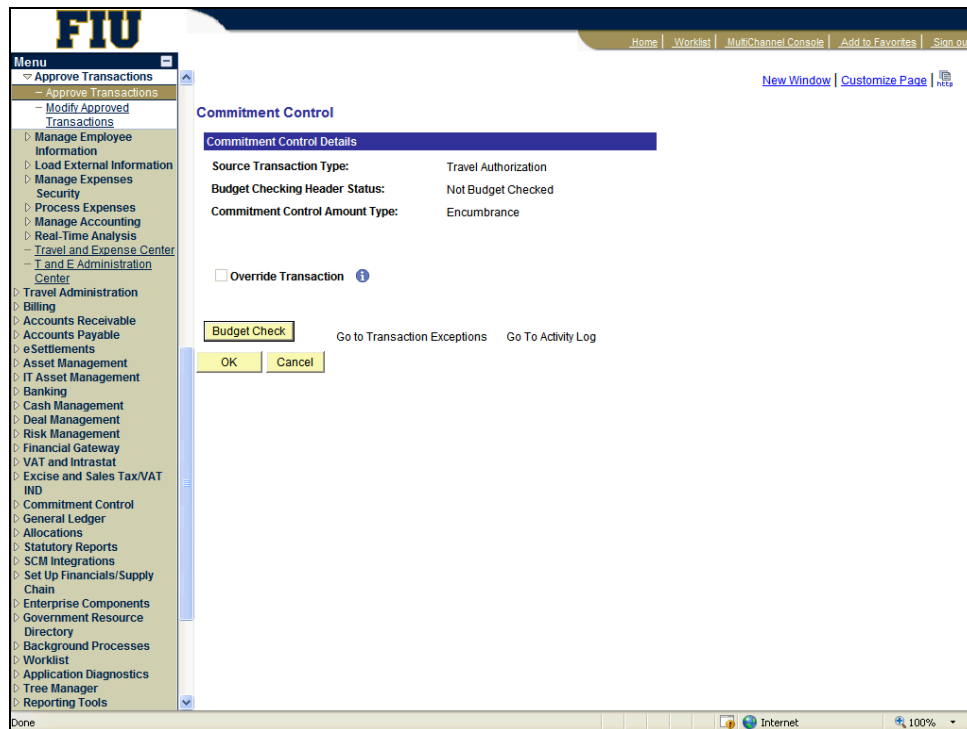
▼ Comments

Step	Action
5.	Click the scrollbar.
6.	Click the Budget Options link. Budget Options
7.	Notice: That the Budget has not been checked.



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
Step	Action
8.	<p>Click the Budget Check button.</p> <p>You may get a "Warning" if you over spend on your budget, however, you will be able to continue with your approvals.</p> <p>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.</p> <p>Budget Check</p>
9.	<p>Notice: The budget is valid and the amount has been encumbered.</p>
10.	<p>Commitment Control Tran ID: Is the ID number assigned to the amount encumbered.</p>
11.	<p>Click the OK button.</p> <p>OK</p>
12.	<p>Notice that the Budget Status is now Valid.</p>

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The screenshot shows the FIU web application interface. The left sidebar contains a menu with various options like 'Approve Transactions', 'Manage Employee Information', etc. The main content area displays a transaction for 'Domestic Airfare' on 04/27/2009 for 10.00 USD. Below this, there are sections for 'Pending Actions' and 'Action History'. The 'Action History' shows the transaction was submitted by Panther, Patty on 04/02/2009 at 2:24:15PM. At the bottom, there are buttons for 'Approve', 'Send Back', 'Hold', and 'Save Changes', along with a message: 'Budget Status: Valid Budget Checking completed. Report is ready for Approval/Posting.'

Step	Action
13.	Click the scrollbar.
14.	Click the Home link. 
15.	Congratulations. You have successfully Budget Checked Expense Transactions Online. End of Procedure.