



Business Process Document

PS FIN Travel Expenses: Creating Expense Reports

Department	
Responsibility/Role	
File Name	Creating Expense Reports_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Creating Expense Reports

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

Procedure

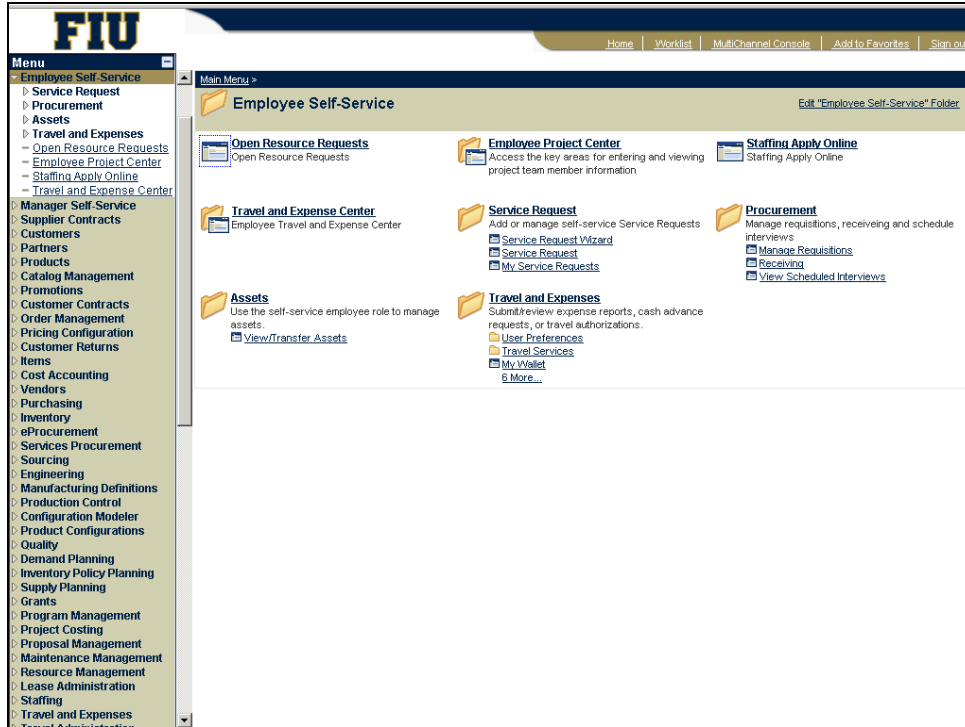
When you create an expense report, you have several options on which to base the new document, and the selection that you make triggers other choices that prompt you for details about the report. You can start with a blank expense report or populate one with data from another source.





Your Expense Manager and Prepay Auditor have 12 days in which to approve you expense report. If you property fill out the expense report, you should be reimbursed within 12 working days of which you submitted your Expense Report.

In this topic, you will create an expense report from scratch.



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



Step	Action
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Add button. 

Business Process Document

PS FIN Travel Expenses: Creating Expense Reports



FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu Search:

- My Favorites
- Data Expansion Tools
- Employee Self-Service
 - Service Request
 - Procurement
 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Staffing Apply Online
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
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- Products
- Catalog Management
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- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Proposal Management
- Maintenance Management

Create Expense Report

Populate From A Travel Authorization

Report ID: NEXT

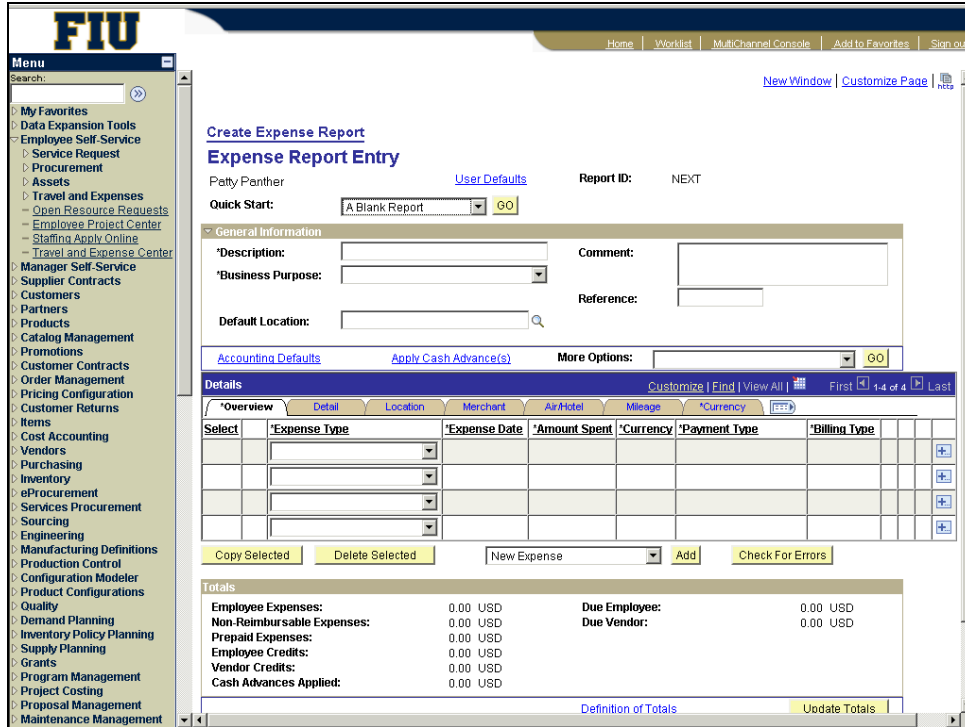
Patty Panther

From Date: 12/30/2008 To: 04/30/2009 Search

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
.				0.000	

[Return to Expense Report Entry](#)

Step	Action
6.	<p>Click the Return to Expense Report Entry link.</p> <p>You MUST click the Return to Expense Report Entry link to be re-directed to the blank Expense Report page.</p> <p>Return to Expense Report Entry</p>



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Menu
 Search:
 My Favorites
 Data Expansion Tools
 Employee Self-Service
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 Manager Self-Service
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 Order Management
 Pricing Configuration
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 Cost Accounting
 Vendors
 Purchasing
 Inventory
 eProcurement
 Services Procurement
 Sourcing
 Engineering
 Manufacturing Definitions
 Production Control
 Configuration Modeler
 Product Configurations
 Quality
 Demand Planning
 Inventory Policy Planning
 Supply Planning
 Grants
 Program Management
 Project Costing
 Proposal Management
 Maintenance Management

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 Advance\(s\)](#) **More Options:**

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

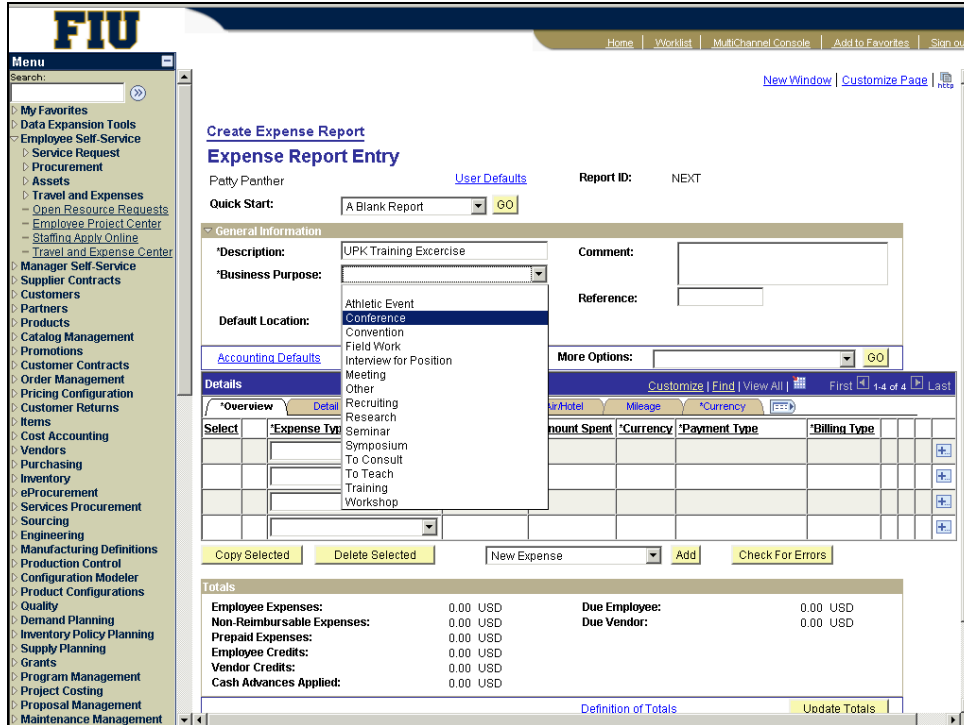
Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input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

[Definition of Totals](#)

Step	Action
7.	Enter the desired information into the *Description: field. Enter "UPK Training Exercise" .



FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu Search: [New Window](#) | [Customize Page](#) | [Help](#)

Create Expense Report

Expense Report Entry [User Defaults](#) Report ID: NEXT

Patty Panther Quick Start:

General Information

*Description: UPK Training Exercise Comment:

*Business Purpose: Reference:

Default Location: More Options:

Accounting Defaults


Details 44 of 4

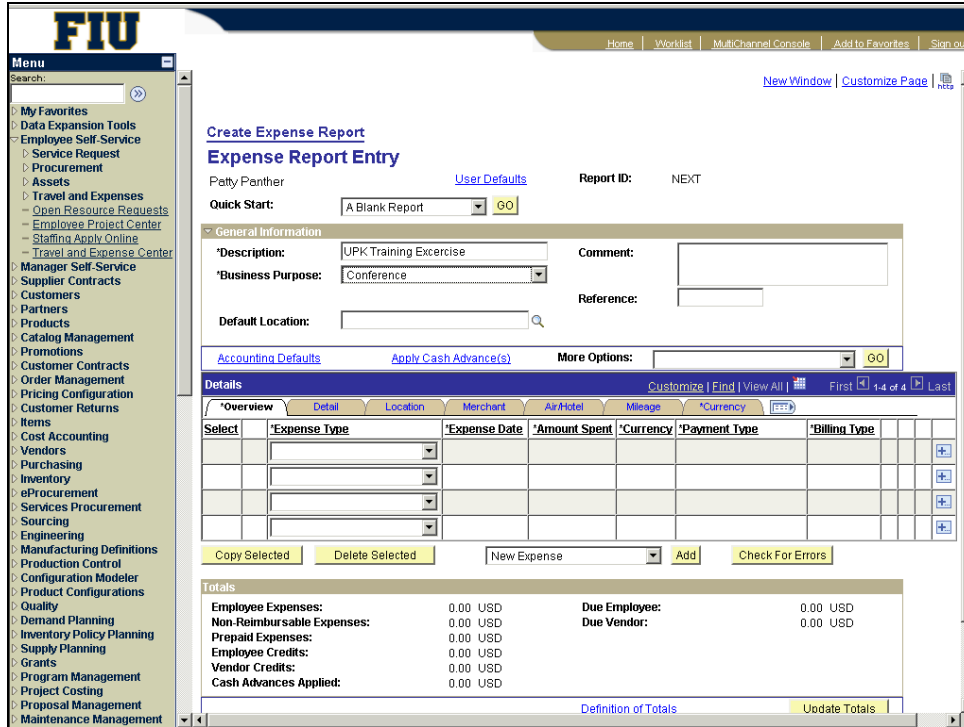
Select	Expense Type	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Athletic Event				
<input type="checkbox"/>	Conference				
<input type="checkbox"/>	Convention				
<input type="checkbox"/>	Field Work				
<input type="checkbox"/>	Interview for Position				
<input type="checkbox"/>	Meeting				
<input type="checkbox"/>	Other				
<input type="checkbox"/>	Recruiting				
<input type="checkbox"/>	Research				
<input type="checkbox"/>	Seminar				
<input type="checkbox"/>	Symposium				
<input type="checkbox"/>	To Consult				
<input type="checkbox"/>	To Teach				
<input type="checkbox"/>	Training				
<input type="checkbox"/>	Workshop				

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		

[Definition of Totals](#)

Step	Action
8.	<p>Click the button to the right of the Business Purpose field.</p> <p>For the purpose of this Exercise, select the Conference option in the drop-down box as the desired Business Purpose.</p> 



FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu
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 Customer Returns
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 Cost Accounting
 Vendors
 Purchasing
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 eProcurement
 Services Procurement
 Sourcing
 Engineering
 Manufacturing Definitions
 Production Control
 Configuration Modeler
 Product Configurations
 Quality
 Demand Planning
 Inventory Policy Planning
 Supply Planning
 Grants
 Program Management
 Project Costing
 Proposal Management
 Maintenance Management

Create Expense Report
Expense Report Entry
 Patty Panther [User Defaults](#) **Report ID:** NEXT

Quick Start: A Blank Report

General Information

Description: **Comment:**

Business Purpose: **Reference:**

Default Location:

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


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

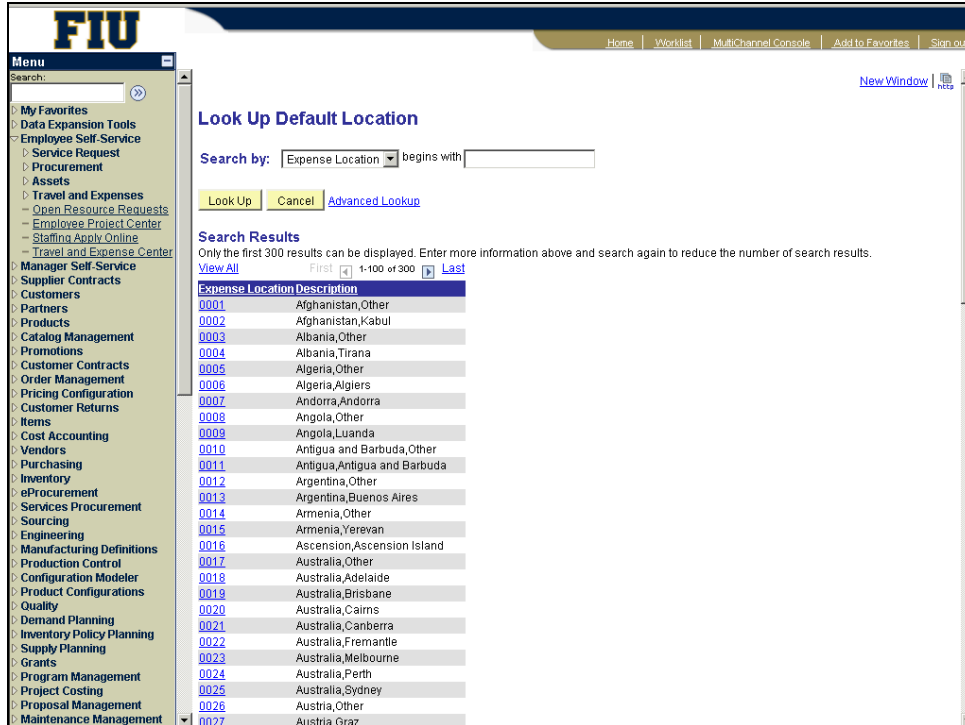
Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input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

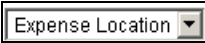
Totals

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		

[Definition of Totals](#)

Step	Action
9.	Click the Look up Default Location (Alt+5) graphic. This will bring up the Default Location search field. 



Step	Action
10.	<p>Click the dropdown button to activate the menu.</p> <p>Then select the Description option. This will allow you to search for domestic locations.</p> 



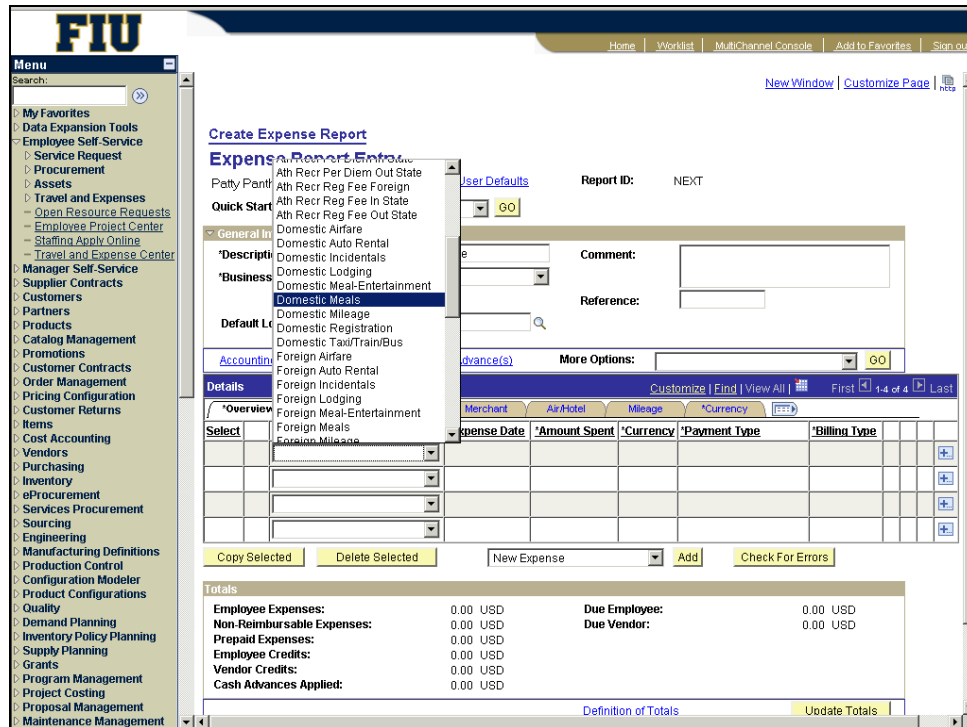
Step	Action
11.	Click the table. Type in Florida (for the purpose of this Exercise) to find all of the available locations in Florida. <input data-bbox="370 1192 592 1228" type="text"/>
12.	Click the Florida,Miami link. <input data-bbox="370 1318 492 1344" type="text"/>

Business Process Document

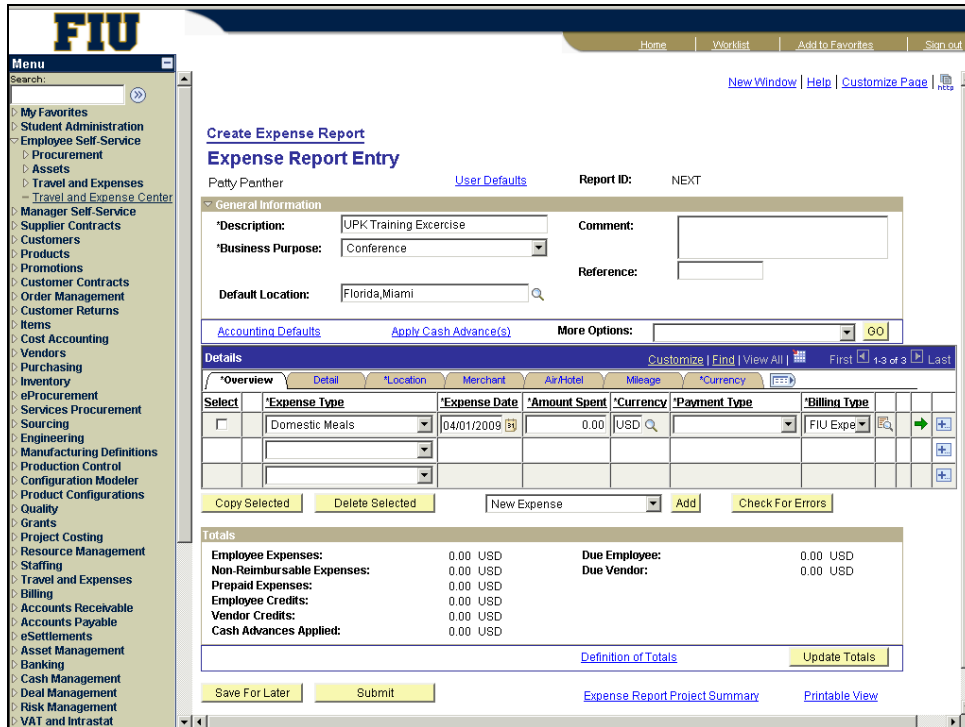
PS FIN Travel Expenses: Creating Expense Reports




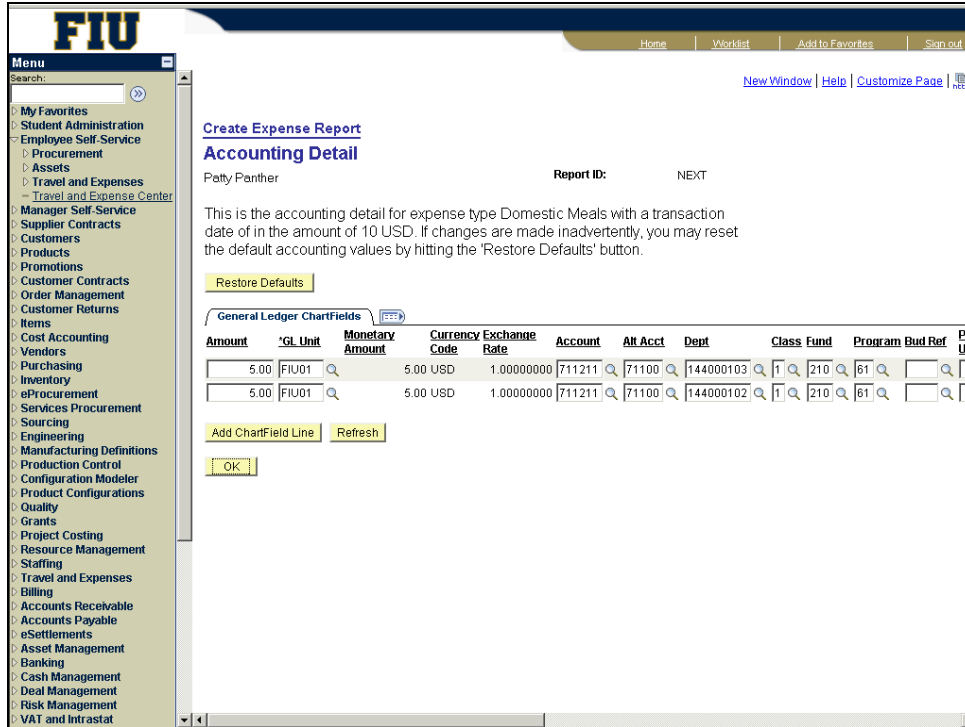
Step	Action
13.	Click the Accounting Defaults link. Accounting Defaults
14.	Click the Add ChartField Line button. <input type="button" value="Add ChartField Line"/>
15.	Enter the desired information into the field. Enter " 50.00 ". For Contracts & Grants project IDs, the following fields must be populated: 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
16.	Enter the desired information into the field. Enter " 144000102 ".
17.	Enter the desired information into the field. Enter " 210 ".
18.	Click the OK button. <input type="button" value="OK"/>



Step	Action
19.	<p>Click the Expense Type table.</p> <p>Select Domestic Meals from the table.</p> <p>Domestic Meals</p>
20.	<p>Click the Expense Date cell.</p> <p>Enter in 4/1/2009 into the field.</p>



Step	Action
21.	Enter the desired information into the Amount Spent field. Enter " 10.00 ".
22.	Click the Payment Type cell. Select Out of Pocket from the table.
23.	Click the Accounting Detail graphic. 
24.	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



The screenshot shows the 'Create Expense Report Accounting Detail' page in the FIU system. The page includes a navigation menu on the left, a search bar, and a main content area. The main content area displays the following information:

- Create Expense Report Accounting Detail**
- Report ID: NEXT
- Expense Type: Domestic Meals
- Transaction Date: 10 USD
- Text: "This is the accounting detail for expense type Domestic Meals with a transaction date of in the amount of 10 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button."
- Buttons: Restore Defaults, Add ChartField Line, Refresh, OK
- Table: General Ledger ChartFields

Amount	'GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	PC Unit
5.00	FIU01	5.00	USD	1.00000000	711211	71100	144000103	1	210	61		
5.00	FIU01	5.00	USD	1.00000000	711211	71100	144000102	1	210	61		

Step	Action
25.	Click the OK button.

Business Process Document

PS FIN Travel Expenses: Creating Expense Reports



FIU

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Search: [New Window](#) | [Customize Page](#) | [Help](#)

Create Expense Report

Expense Type dropdown menu:

- Ath Recr Reg Fee In State
- Ath Recr Reg Fee Out State
- Domestic Airfare
- Domestic Auto Rental
- Domestic Incidentals
- Domestic Lodging
- Domestic Meal-Entertainment
- Domestic Meals
- Domestic Mileage
- Domestic Registration
- Domestic Taxi/Train/Bus
- Foreign Airfare
- Foreign Auto Rental
- Foreign Incidentals
- Foreign Lodging
- Foreign Meal-Entertainment
- Foreign Meals
- Foreign Mileage
- Foreign Registration
- Foreign Taxi/Train/Bus

Expense Date	Amount Spent	Currency	Payment Type	Billing Type
01/2009	10.00	USD	Out of Pocket	FIU Expe

Totals

Employee Expenses:	10.00 USD	Due Employee:	10.00 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
26.	<p>Click the Expense Type cell.</p> <p>Select Domestic Registration from the table.</p> <p>Domestic Registration</p>

FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) |

Create Expense Report
Expense Report Entry

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

General Information

*Description: UPK Training Exercise **Comment:**

*Business Purpose: Conference **Reference:**

Default Location: Florida,Miami

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:** **GO**

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"/>	Domestic Meals	04/01/2009	10.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Registration	04/01/2009	0.00	USD		FIU Expe

Copy Selected | Delete Selected | New Expense | Add | Check For Errors

Totals

Employee Expenses:	10.00 USD	Due Employee:	10.00 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](#) **Update Totals**

Step	Action
27.	Enter the desired information into the Amount Spent field. Enter " 15.00 ".

FIU Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) |

Create Expense Report
Expense Report Entry

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

General Information

*Description: UPK Training Exercise **Comment:**

*Business Purpose: Conference **Reference:**

Default Location: Florida,Miami

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) **More Options:** **GO**

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"/>	Domestic Meals	04/01/2009	10.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Registration	04/01/2009	15.00	USD		FIU Expe

Copy Selected | Delete Selected | New Expense | Add | Check For Errors

Totals


Employee Expenses:	10.00 USD	Due Employee:	10.00 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](#) **Update Totals**


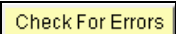

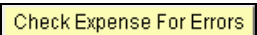


Business Process Document

PS FIN Travel Expenses: Creating Expense Reports



Step	Action
28.	Click the Payment Type cell. Select Out of Pocket from the table. 


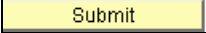
Step	Action
29.	Click the *Detail link. The Detail link allows you add further information to the assigned expense types. *Detail
30.	Brief description ex: lunch, dinner, etc. REMINDER: Meal rate set by 112.061 FL Statue
31.	Ex: Reg. Fee You can use this field to include information such as Registration fee for a non-employee (candidate) of FIU.

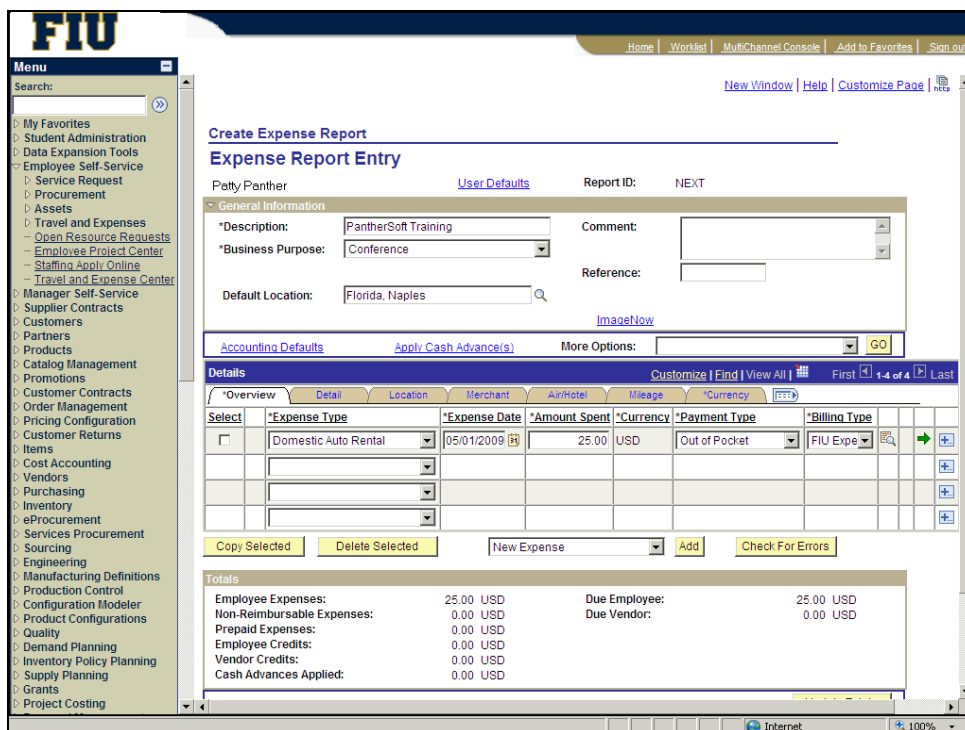
Step	Action
32.	<p>Click the Overview tab.</p> <p>To return to the default expense report entry page.</p> <p></p>
33.	<p>Click the Check For Errors button.</p> <p>This will check your document for errors, and allow you to Submit it or Save For Later.</p> <p></p>
34.	<p>Click the Missing or invalid information was found. Click this icon to view graphic.</p> <p>The Flag Icon indicates that there is an error with that expense type. Click on the Flag Icon to show the specific error and correct it.</p> <p></p>
35.	<p>You cannot future date this field.</p> <p>Notice the error above stating that the "Expense Date-- Date cannot be in the future".</p> <p>We will change the date to 3/30/2009 to correct this error. Enter the desired information into the *Expense Date: field. Enter "3/30/2009".</p>
36.	<p>Click the Check Expense For Errors button.</p> <p>This will check the expense for any additional errors.</p> <p></p>
37.	<p>Click the Next Expense button.</p> <p>To move on to the second expense with errors.</p> <p></p>
38.	<p>Enter the desired information into the *Expense Date: field. Enter "3/30/2009".</p> <p>Notice the error above stating that the "Expense Date-- Date cannot be in the future".</p> <p>We will change the date to 3/30/2009 to correct this error.</p>
39.	<p>Click the Check Expense For Errors button.</p> <p>This will check the expense for any additional errors.</p> <p></p>
40.	<p>Click the Return to Expense Report link.</p> <p>Return to Expense Report</p>


Business Process Document

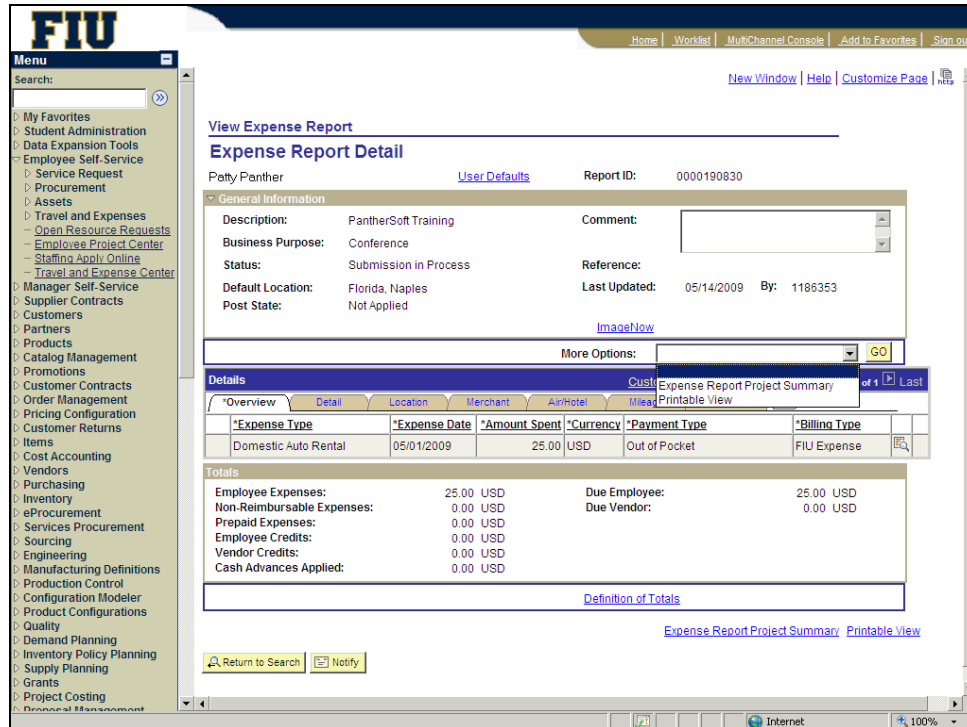
PS FIN Travel Expenses: Creating Expense Reports



Step	Action
41.	Click the Update Totals button. This will make sure that the Amount Spent totals are updated correctly. 
42.	In order to print the Bar code sheet to fax for payment, you MUST click the Submit button. 



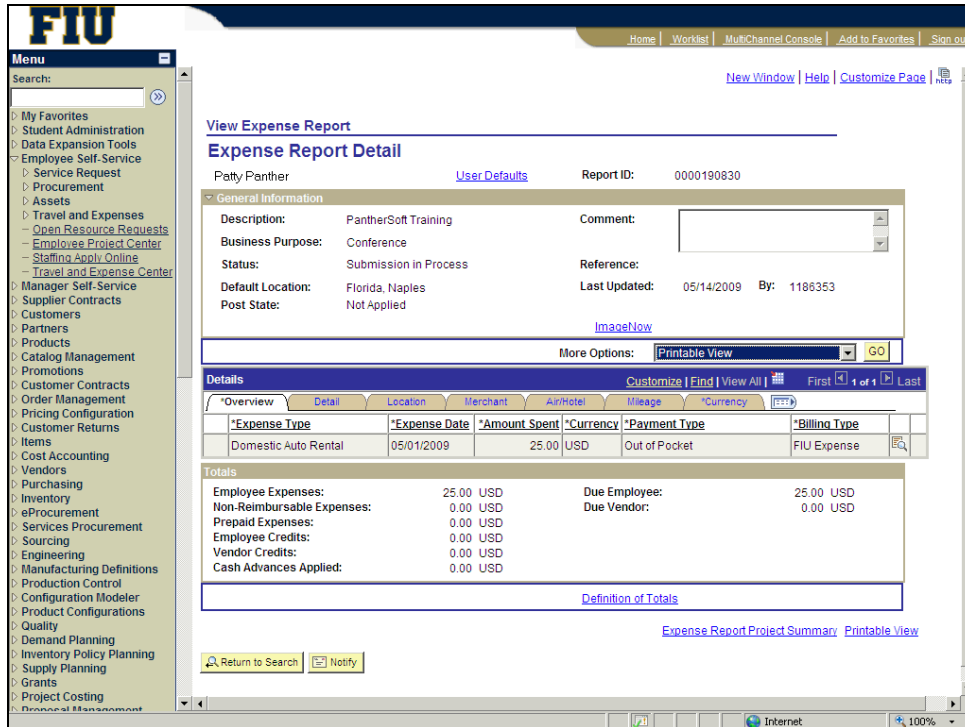
Step	Action
43.	Click the More Options list. 




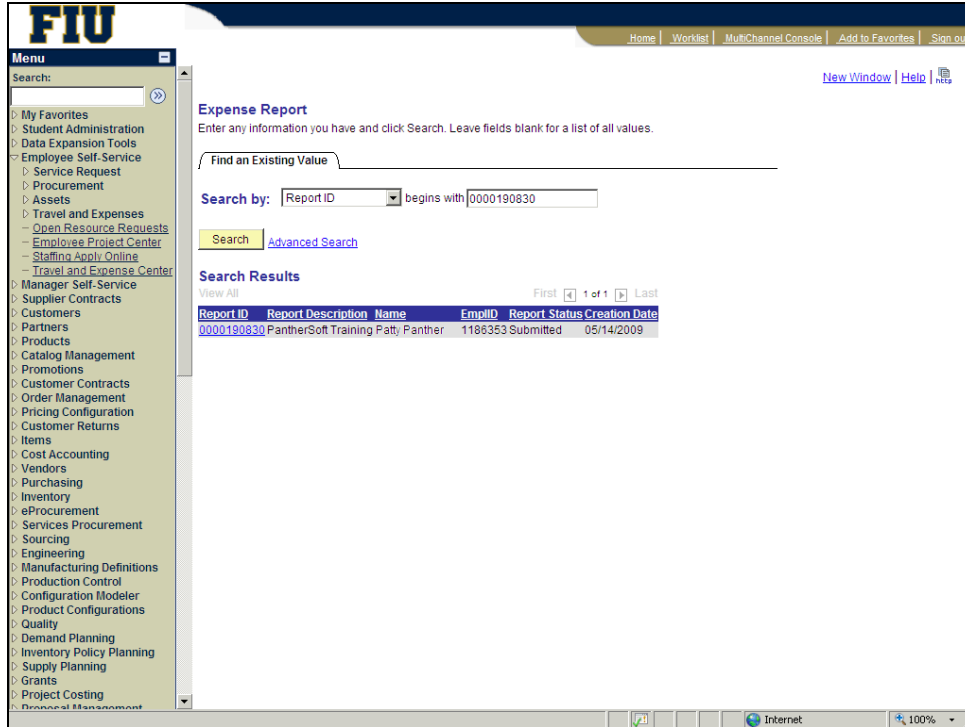
Step	Action
44.	Click the Printable View list item.
	<input type="text" value="Printable View"/>

Business Process Document

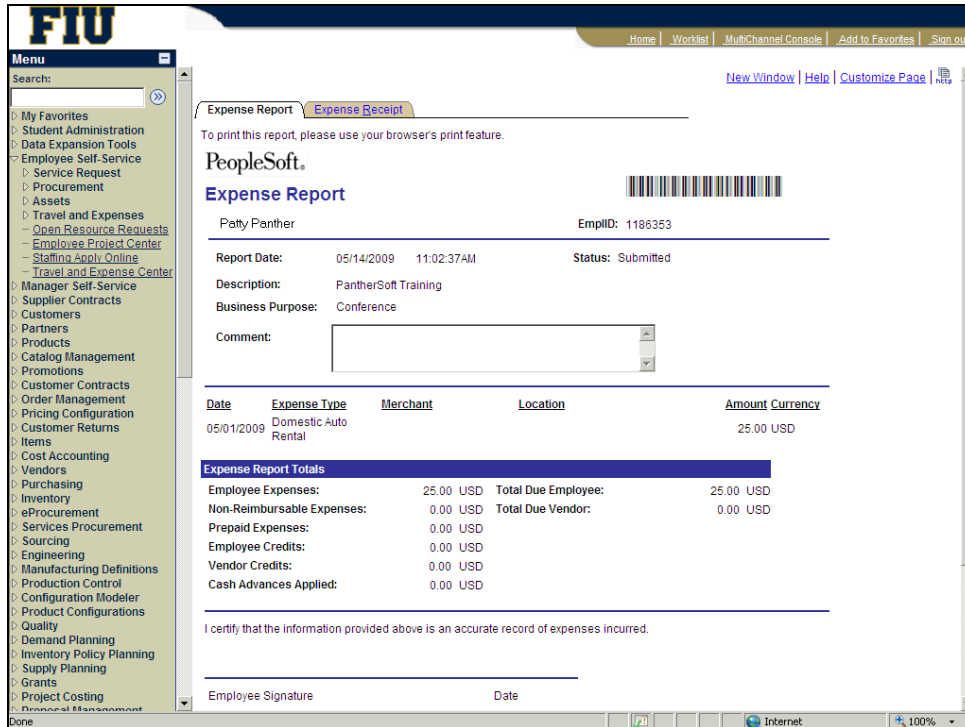
PS FIN Travel Expenses: Creating Expense Reports



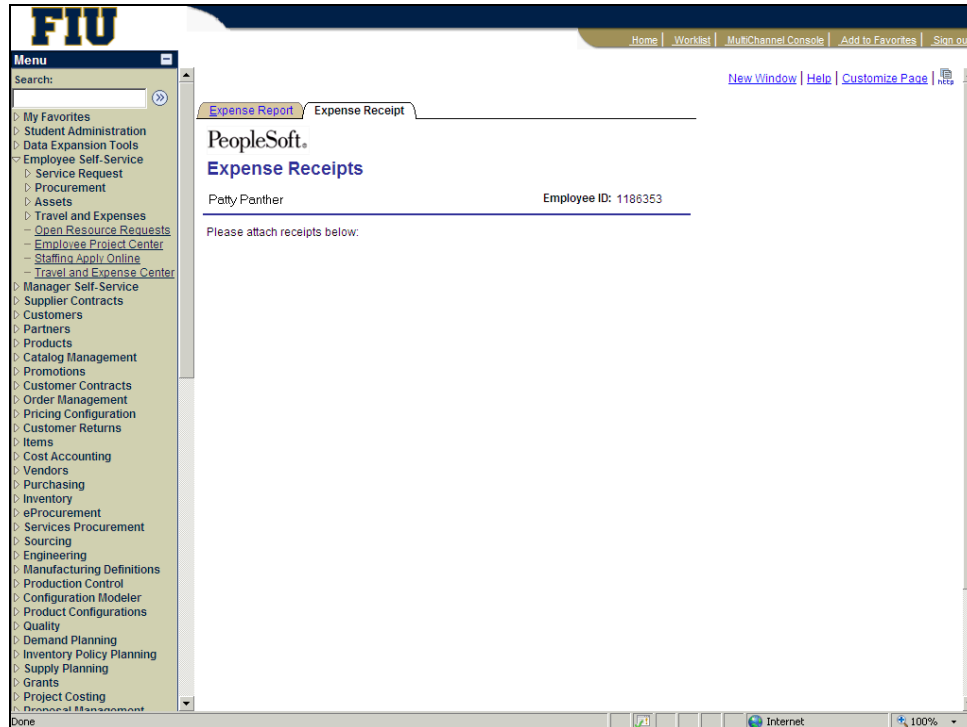
Step	Action
45.	Click the GO button. 




Step	Action
46.	Click an entry in the Report ID column. <u>0000190830</u>



Step	Action
47.	<p>Click the Expense Report tab. Notice the Bar Code to your right. Your Expense Manager and Prepay Auditor have 12 days in which to approve you expense report.</p> <p>If you property 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>IMPORTANT:</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, tuck it back or scratch it off with a black sharpie marker and then affix to the expense receipt sheet.</p> <p><input type="checkbox"/> Expense Report</p>
48.	<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>



Step	Action
49.	Click the Home link. 
50.	Congratulations. You have successfully created an Expense Report. End of Procedure.