



# Business Process Document

## PS FIN Travel Expenses: Creating Travel Authorizations

<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Creating Travel Authorizations_BUSPROC.doc
<b>Version</b>	
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<b>Date Modified</b>	8/12/2009
<b>Last Changed by</b>	
<b>Status</b>	

### Creating Travel Authorizations

Trigger:

Required Field(s)	Comments

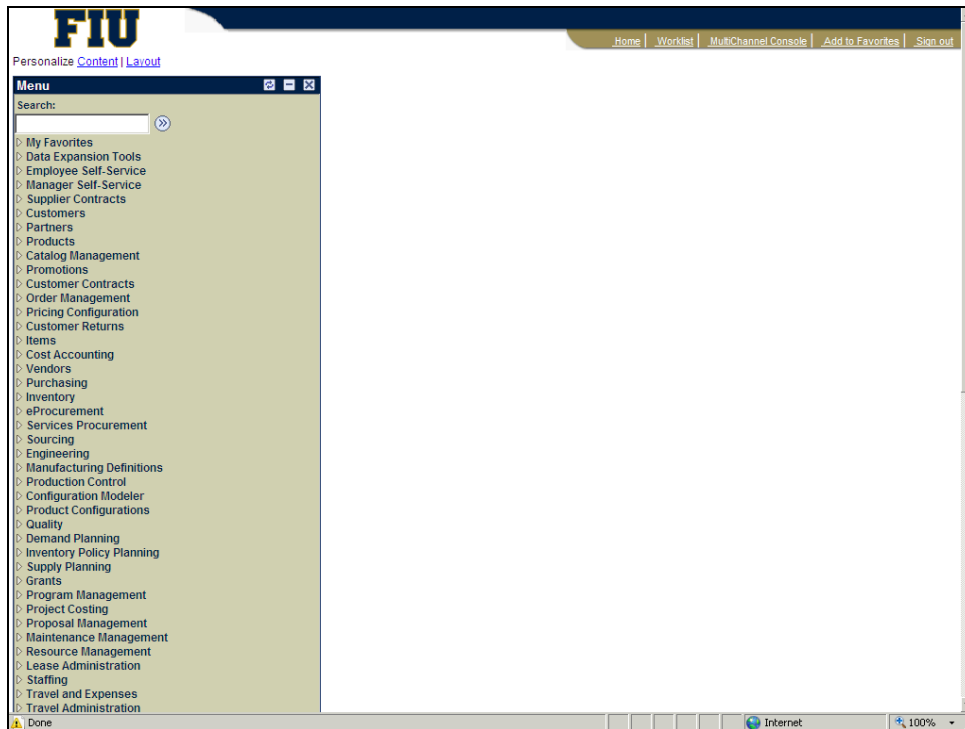
Output - Results	Comments

### Additional Information

### Procedure

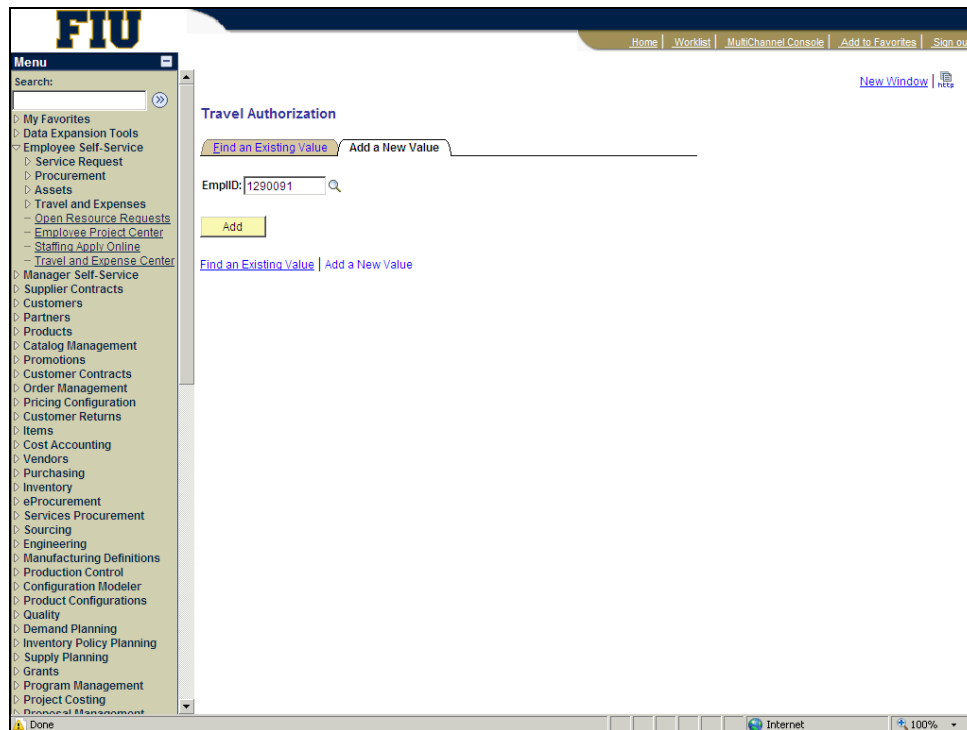
Travel authorizations allow employees to submit a request prior to travel that requires approval by their respective supervisor.

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



Step	Action
1.	Click the <b>Employee Self- Service</b> link. <a href="#">Employee Self-Service</a>
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>
3.	Click the <b>Travel Authorization</b> link. <a href="#">Travel Authorization</a>
4.	Click the <b>Create</b> link. <a href="#">Create</a>

Step	Action
5.	<p>If you are a proxy for your supervisor or others, then enter their EmplID to create a TAR for them..</p> <p>Then click the <b>Add</b> button.</p>



Step	Action
6.	<p>Click the <b>Add</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Add</div>

Step	Action
7.	Click the <b>GO</b> button. 
8.	<ul style="list-style-type: none"> <li>• <b>A Blank Authorization:</b> Select to start with a blank travel authorization.</li> <li>• <b>A Template:</b> Select to access the Select a Template page and select existing templates from which to copy expense lines to the new travel authorization.</li> <li>• <b>An Existing Authorization:</b> Click to access the Copy From an Existing Travel Authorization page and select existing travel authorizations to copy to the new travel authorization.</li> </ul>
9.	Enter the desired information into the <b>Description</b> field. Enter " <b>UPK Training</b> ".
10.	Click the <b>Business Purpose</b> list. 



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**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 Appl. Online  
Travel and Expense Center  
Manager Self-Service  
Supplier Contracts  
Customers  
Partners  
Products  
Catalog Management  
Promotions  
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  
Personal Management

### Create Travel Authorization

#### Travel Authorization Entry

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

Quick Start: [ A Blank Authorization ] [GO](#)

**General Information**

\*Description: UPK Training Comment: [ ]

\*Business Purpose: [ ]

Default Location: [ ]

\*Date From: [ ]

**Accounting Defaults**

More Options: [ ] [GO](#)

**Details**

Select	*Expense Ty	Amount	Currency	*Payment Type	*Billing Type
	Research				[+]
	Seminar				[+]
	Symposium				[+]
	To Consult				[+]
	To Teach				[+]
	Training				[+]
	Workshop				[+]

[Copy Selected](#) [Delete Selected](#) [ New Expense ] [Add](#) [Check For Errors](#)


**Totals**

Authorized Amount: 0.00 USD [Update Totals](#)

[Save for Later](#) [Submit](#) [Create A Cash Advance](#) [Project Summary](#) [Printable View](#)

[Return to Travel Authorization](#)

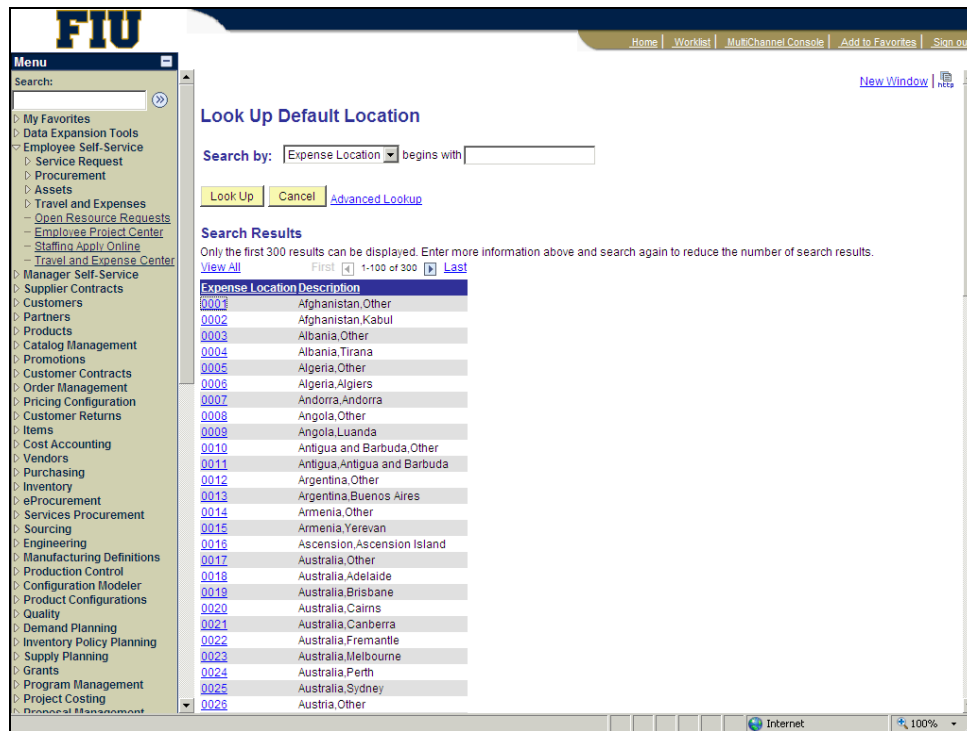
Step	Action
11.	Click the <b>Training</b> list item. <input type="text" value="Training"/>

Step	Action
12.	<p>Where are you traveling to? Click the <b>Look up Default Location (Alt+5)</b> button.</p> 

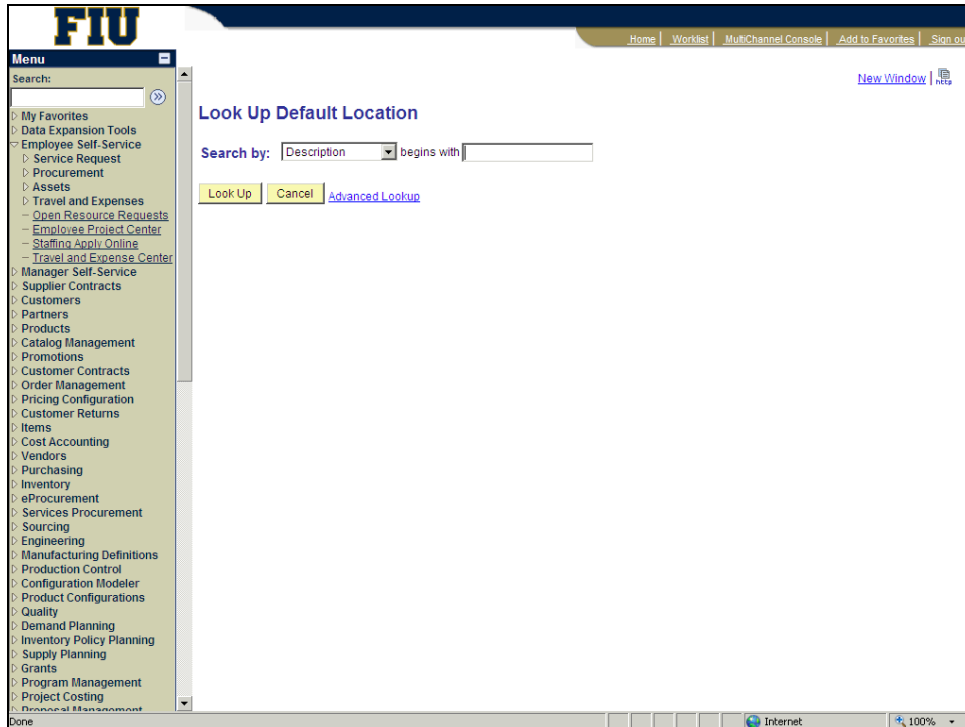




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Step	Action
13.	Click the <b>Description</b> list item. <input type="text" value="Expense Location"/>



Step	Action
14.	Enter the desired information into the <b>begins with</b> field. Enter " <b>Florida</b> ".
15.	Click the <b>Look Up</b> button. 
16.	Click an entry in the <b>Description</b> column. 



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Menu Search:

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Travel and Expense Center  
Manager Self-Service  
Supplier Contracts  
Customers  
Partners  
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Catalog Management  
Promotions  
Customer Contracts  
Order Management  
Pricing Configuration  
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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  
Financial Management

**Create Travel Authorization**

**Travel Authorization Entry**

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

Quick Start:

**General Information**

\*Description:  Comment:

\*Business Purpose:

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="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

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

[Return to Travel Authorization](#)

Step	Action
17.	Enter the desired information into the <b>Choose a date (Alt+5)</b> field. Enter " <b>03/27/2009</b> ".
18.	Enter the desired information into the <b>Date To</b> field. Enter " <b>03/30/2009</b> ".

# Business Process Document

## PS FIN Travel Expenses: Creating Travel Authorizations

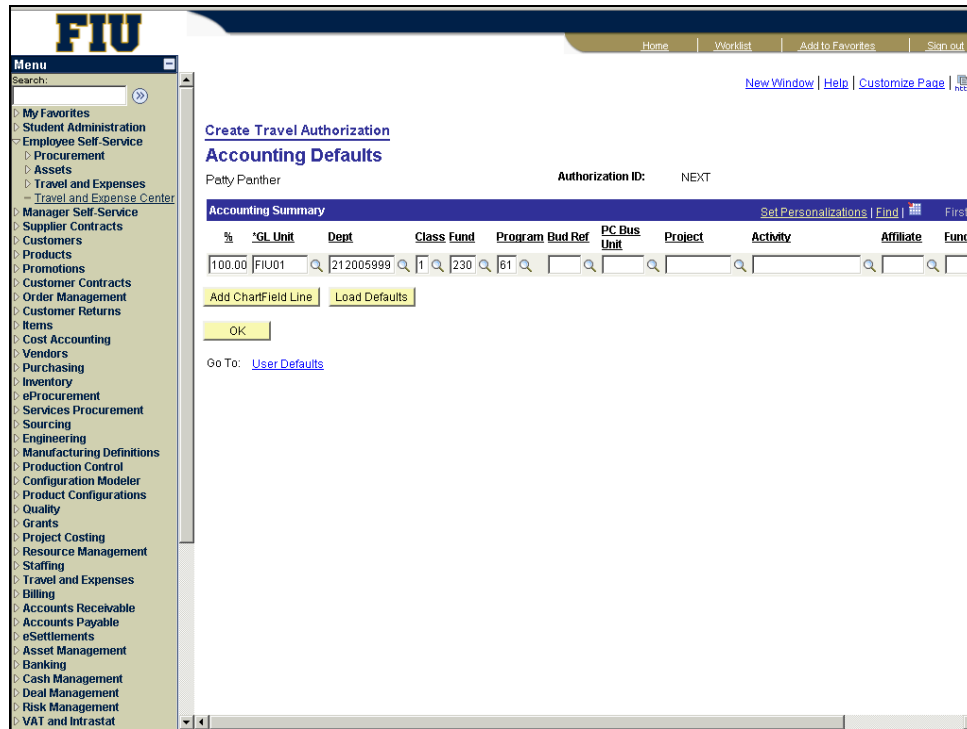



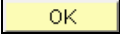
Step	Action
19.	Click the <b>Accounting Defaults</b> link. <a href="#">Accounting Defaults</a>
20.	For <b>Contracts &amp; Grants</b> project IDs, the following fields must be populated:  <b>Department</b> (Organizational Department ID) <b>Class</b> <b>Fund Code</b> <b>PC Bus Unit:</b> Enter 'FSR01' <b>Project</b> <b>Activity:</b> 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



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## PS FIN Travel Expenses: Creating Travel Authorizations




Step	Action
21.	Click the <b>Add ChartField Line</b> button. 
22.	Enter the desired information into the field. Enter " <b>50.00</b> ".
23.	Enter the desired information into the field. Enter " <b>144000102</b> ".
24.	Enter the desired information into the field. Enter " <b>210</b> ".
25.	Click the <b>OK</b> button. 

# Business Process Document

## PS FIN Travel Expenses: Creating Travel Authorizations

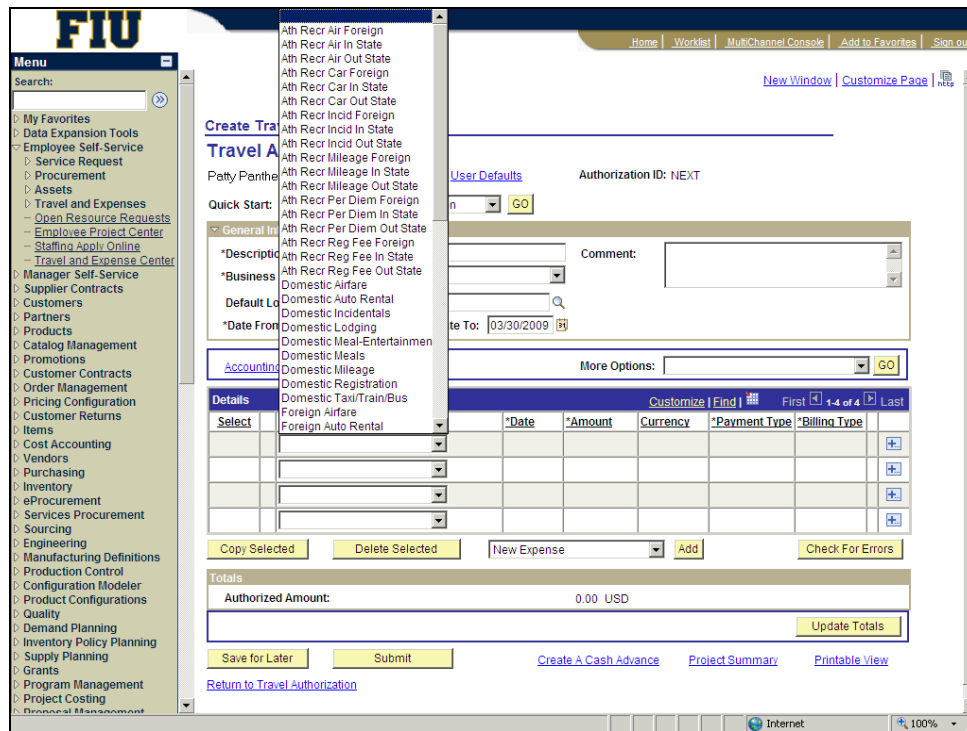


Step	Action
26.	Click the <b>Expense Type</b> list. 




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Step	Action
27.	Click the <b>Domestic Auto Rental</b> list item. <input type="text" value="Domestic Auto Rental"/>

Step	Action
28.	Enter the desired information into the <b>Date</b> field. Enter " <b>03/27/2009</b> ".
29.	Enter the desired information into the <b>Amount</b> field. Enter " <b>100</b> ".
30.	Click the <b>Payment Type</b> list.  Select " <b>Out of Pocket</b> ". -University Credit Card is populated when it is brought in from a nightly file (done automatically) 



# Business Process Document

## PS FIN Travel Expenses: Creating Travel Authorizations

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

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

### Create Travel Authorization

#### Travel Authorization Entry

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

**General Information**

\*Description:  Comment:

\*Business Purpose:

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 Auto Rental	<input type="text" value="03/27/2009"/>	100.00	USD	<input type="text" value="Out of Pocket"/>	FIU Expense	<input type="button" value="Detail"/>
					University Credit		<input type="button" value="+"/>

**Totals**

Authorized Amount: 0.00 USD

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

[Return to Travel Authorization](#)

Step	Action
31.	Click the <b>Out of Pocket</b> list item. <input type="text" value="Out of Pocket"/>

Step	Action
32.	Click the <b>Billing Type</b> list. This field will always default to <b>FIU Expense</b> . 
33.	Click an entry in the <b>Detail</b> column. 



Step	Action
34.	Here you can view the details of the expense. Click the <b>Return to Travel Authorization Entry</b> link. <a href="#">Return to Travel Authorization Entry</a>

# Business Process Document

## PS FIN Travel Expenses: Creating Travel Authorizations



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**Menu**

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    - Staffing Apply Online
    - Travel and Expense Center
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  - Project Costing
  - Financial Management

**Create Travel Authorization**

**Travel Authorization Entry**

Patry Pantherer [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:

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 Auto Rental	<input type="text" value="03/27/2009"/> <input type="button" value="B"/>	100.00	USD	Out of Pocket	FIU Expense	<input type="button" value="Detail"/> <input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

**Totals**

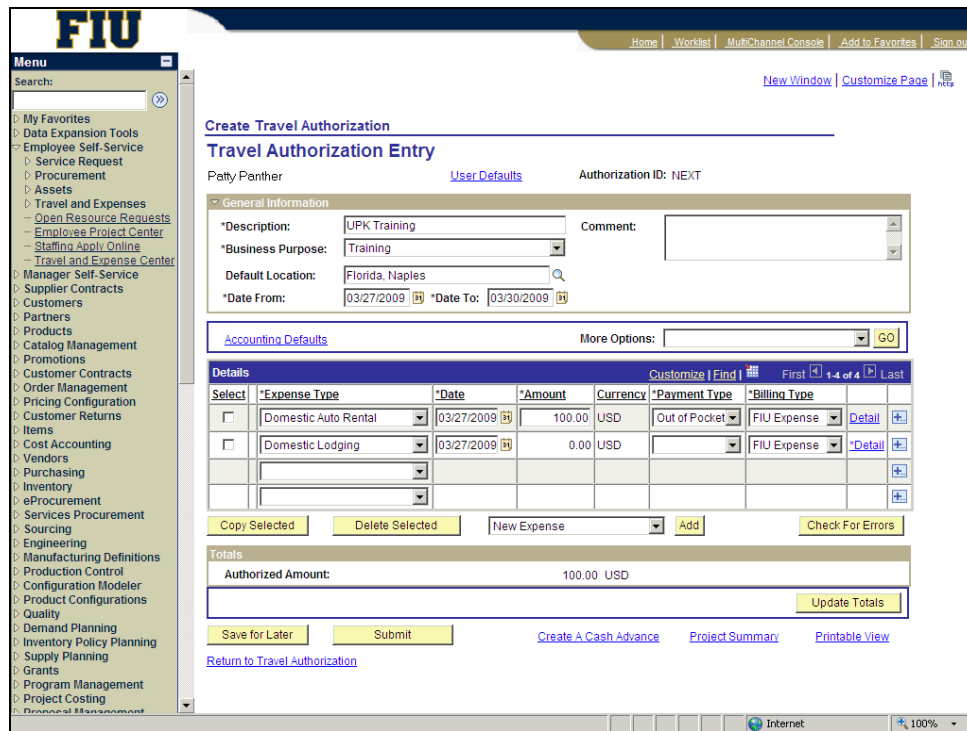
Authorized Amount: 100.00 USD

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

[Return to Travel Authorization](#)

Internet 100%

Step	Action
35.	Click the <b>Domestic Lodging</b> list item. <input type="text"/>



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

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

### Create Travel Authorization

#### Travel Authorization Entry

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

**General Information**

\*Description:  Comment:

\*Business Purpose:

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 Auto Rental	03/27/2009 <input type="button" value="W"/>	100.00	USD	Out of Pocket	FIU Expense <a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	03/27/2009 <input type="button" value="W"/>	0.00	USD		FIU Expense <a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>						<a href="#">*Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>						<a href="#">*Detail</a> <input type="button" value="+"/>

**Totals**

Authorized Amount: 100.00 USD

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Step	Action
36.	<p>Notice that the "Detail" link has an asterisk in front of it. This is a required field and must be filled out.</p> <p>Click an entry in the <b>Detail</b> column.</p> <p><a href="#">*Detail</a></p>

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

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

**Create Travel Authorization**

**Authorization Detail for Domestic Lodging (Line 2)**

Petty Panther Authorization ID: NEXT

**About This Expense**

\*Date:

\*Payment Type:

\*Billing Type:

Number of Nights:

\*Description:

\*Nightly Rate:  USD

\*Total Amount:  USD

**Exception Comments**

Location Amount:

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Travel Authorization Entry](#)

Done Internet 100%

Step	Action
37.	Click the <b>Out of Pocket</b> list item. <input type="text"/>
38.	You can use this field to include information such as Lodging for a non-employee (candidate) of FIU.



# Business Process Document

## PS FIN Travel Expenses: Creating Travel Authorizations

The screenshot shows a web browser window displaying the 'Create Travel Authorization' page. The page title is 'Authorization Detail for Domestic Lodging (Line 2)'. The user is identified as 'Patty Panther' with an 'Authorization ID' of 'NEXT'. The form includes the following fields and values:

- \*Date: 03/27/2009
- \*Payment Type: Out of Pocket
- \*Billing Type: FIU Expense
- Number of Nights: 1
- \*Description: (empty)
- \*Nightly Rate: 0.00 USD
- \*Total Amount: 0.00 USD

There are also sections for 'Exception Comments' and 'Location Amount' (both empty). At the bottom, there are links for 'Accounting Detail', 'Check Expense For Errors', and 'Return to Travel Authorization Entry'.

Step	Action
39.	Enter the desired information into the <b>Nightly Rate</b> field. Enter "20".
40.	Click the <b>Return to Travel Authorization Entry</b> link. <a href="#">Return to Travel Authorization Entry</a>

Step	Action
41.	Click the <b>Domestic Incidentals</b> list item. <input type="text" value="Domestic Lodging"/>



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## PS FIN Travel Expenses: Creating Travel Authorizations

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

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

**Create Travel Authorization**

**Travel Authorization Entry**

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

**General Information**

\*Description:  Comment:

\*Business Purpose:

Default Location:

\*Date From:  \*Date To:

Accounting Defaults More Options:

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Auto Rental	03/27/2009	100.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	03/27/2009	20.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Incidentals	03/27/2009	0.00	USD		FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>

Copy Selected Delete Selected New Expense

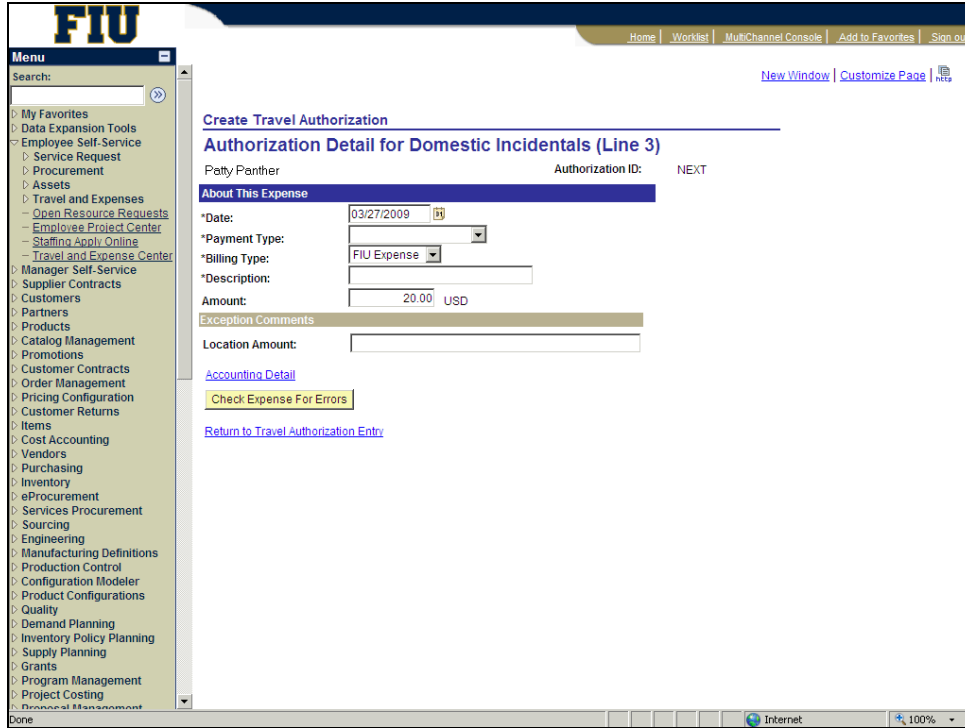
**Totals**

Authorized Amount: 120.00 USD

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

[Return to Travel Authorization](#)

Step	Action
42.	Enter the desired information into the <b>Amount</b> field. Enter "20".
43.	Click an entry in the <b>Detail</b> column. <input type="button" value="Detail"/>



Step	Action
44.	Click the <b>Out of Pocket</b> list item. <input data-bbox="370 1087 604 1117" type="text"/>



# Business Process Document

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

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

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- Configuration Modeler
- Product Configurations
- Quality
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Grants
- Program Management
- Project Costing
- Financial Management

**Create Travel Authorization**

**Authorization Detail for Domestic Incidentals (Line 3)**

Petty Panther Authorization ID: NEXT

**About This Expense**

\*Date: 03/27/2009

\*Payment Type: Out of Pocket

\*Billing Type: FIU Expense

\*Description:

Amount: 20.00 USD

**Exception Comments**

Location Amount:

[Accounting Detail](#)

[Check Expense For Errors](#)

[Return to Travel Authorization Entry](#)

Step	Action
45.	Enter the desired information into the <b>Description</b> field. Enter " <b>UPK Book</b> ".
46.	Click the <b>Return to Travel Authorization Entry</b> link. <a href="#">Return to Travel Authorization Entry</a>

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## PS FIN Travel Expenses: Creating Travel Authorizations



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

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

**Create Travel Authorization**

**Travel Authorization Entry**

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

**General Information**

\*Description:  Comment:

\*Business Purpose:

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 Auto Rental	03/27/2009 <input type="button" value="B"/>	100.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	03/27/2009 <input type="button" value="B"/>	20.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Incidentals	03/27/2009 <input type="button" value="B"/>	20.00	USD	Out of Pocket	FIU Expense	<a href="#">Detail</a> <input type="button" value="+"/>

**Totals**

Authorized Amount: 140.00 USD

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

[Return to Travel Authorization](#)

Step	Action
47.	You can " <b>Save for Later</b> " or you can " <b>Submit</b> " now. In this example we have chosen to Save for later. Click the <b>Save for Later</b> button. 
48.	Click the <b>Home</b> link. 
49.	Congratulations. You have successfully Created a Travel Authorization. <b>End of Procedure.</b>