



Business Process Document

PS FIN Travel Expenses: Creating a TA (TAR) with Departmental Card

Department	
Responsibility/Role	
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Document Generation Date	8/12/2009
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Last Changed by	
Status	

Creating a TA (TAR) with Departmental Card

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

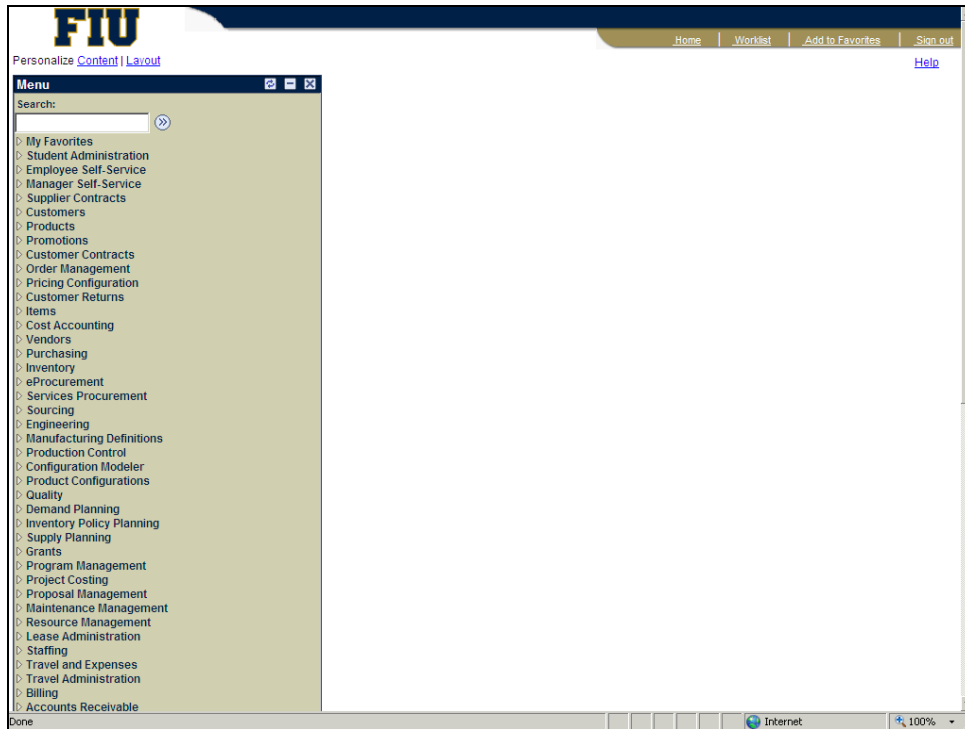
Business Process Document

PS FIN Travel Expenses: Creating a TA (TAR) with Departmental Card



Procedure

In this exercise, you will create a TA (TAR) using a Departmental card as well as out of pocket expense types.

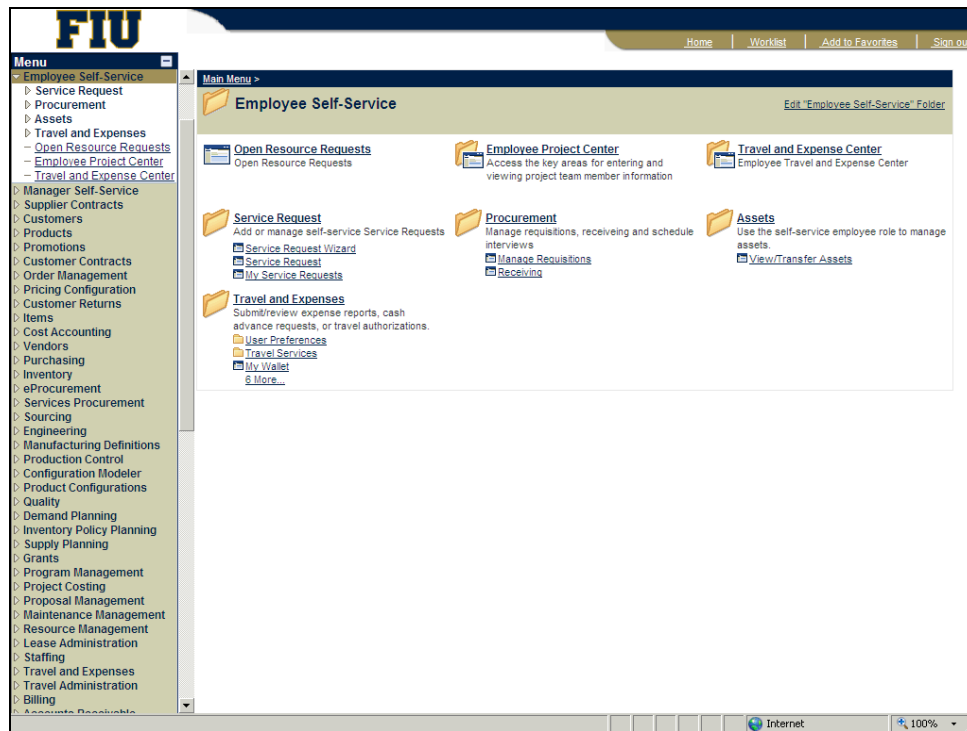


Step	Action
1.	Click the Employee Self-Service link. 



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PS FIN Travel Expenses: Creating a TA (TAR) with Departmental Card



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 Create link. Create

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PS FIN Travel Expenses: Creating a TA (TAR) with Departmental Card



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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 | First 4 of 4 Last

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<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
5.	Enter the desired information into the Description field. Enter " Audit Convention ".



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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:

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

Totals

Authorized Amount: 0.00 USD

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Step	Action
6.	Click the Convention list item. <input type="text"/>

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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:

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>						<input type="button" value="+"/>
<input type="checkbox"/>	<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](#)

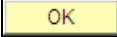
Step	Action
7.	Enter the desired information into the Default Location field. Enter "CO".
8.	Click the Look up Default Location (Alt+5) button.
9.	Click an entry in the Expense Location column.
10.	Enter the desired information into the Date To field. Enter "7/5/09".
11.	Click the Accounting Defaults link. Accounting Defaults



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Step	Action
12.	Click the OK button. 

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Step	Action
13.	Click the Domestic Airfare list item. <input type="text"/>



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Create Travel Authorization

Travel Authorization Entry

Patty 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](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	<input type="text"/>	0.00	USD	<input type="text"/>	<input type="text"/>	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>					<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>					<input type="button" value="+"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>					<input type="button" value="+"/>

Totals

Authorized Amount: 0.00 USD

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Step	Action
14.	Enter the desired information into the Date field. Enter "7/1/09".
15.	Enter the desired information into the Amount field. Enter "435".

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Step	Action
16.	Click the University Credit Card list item. <input type="text"/>
17.	Click the FIU Expense list item. <input type="text"/>
18.	Click the Domestic Auto Rental list item. <input type="text"/>



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Create Travel Authorization

Travel Authorization Entry

Paty 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 Airfare	07/01/2009	435.00	USD	University Cre	FIU Expense	Detail
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	0.00	USD		FIU Expense	Detail
							Detail
							Detail

Copy Selected Delete Selected New Expense Add

Totals

Authorized Amount: 435.00 USD

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Step	Action
19.	Enter the desired information into the Amount field. Enter "250." .

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Step	Action
20.	Click the University Credit Card list item. <input type="text"/>
21.	Click the Domestic Lodging list item. <input type="text"/>
22.	Click the University Credit Card list item. <input type="text"/>
23.	Click the Domestic Meals list item. <input type="text"/>



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Create Travel Authorization

Travel Authorization Entry

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

General Information

*Description: Audit Convention Comment:

*Business Purpose: Convention

Default Location: Colorado, Denver

*Date From: 07/01/2009 *Date To: 07/05/2009

Accounting Defaults More Options: GO

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Meals	07/01/2009	0.00	USD		FIU Expense	Detail

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 685.00 USD [Update Totals](#)

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[Return to Travel Authorization](#)

Step	Action
24.	Enter the desired information into the Amount field. Enter "180." .

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Create Travel Authorization

Travel Authorization Entry

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

General Information

*Description: Comment:

*Business Purpose:

Default Location:

*Date From: *Date To:

Accounting Defaults More Options:

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Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD		FIU Expense	Detail <input type="button" value="+"/>

Totals

Authorized Amount: 685.00 USD

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



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Create Travel Authorization

Travel Authorization Entry

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

General Information

*Description: Audit Convention Comment:

*Business Purpose: Convention

Default Location: Colorado, Denver

*Date From: 07/01/2009 *Date To: 07/05/2009

Accounting Defaults More Options: GO

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

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail +
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail +
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail +
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expense	Detail +


Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 685.00 USD [Update Totals](#)

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Step	Action
26.	Click the Add multiple new rows at row 4 (Alt+7) button. 

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Create Travel Authorization

Travel Authorization Entry

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

General Information

*Description: Audit Convention Comment:

*Business Purpose: Convention

Default Location: Colorado, Denver

*Date From: 07/01/2009 *Date To: 07/05/2009

Accounting Defaults More Options: GO

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

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expense	Detail

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

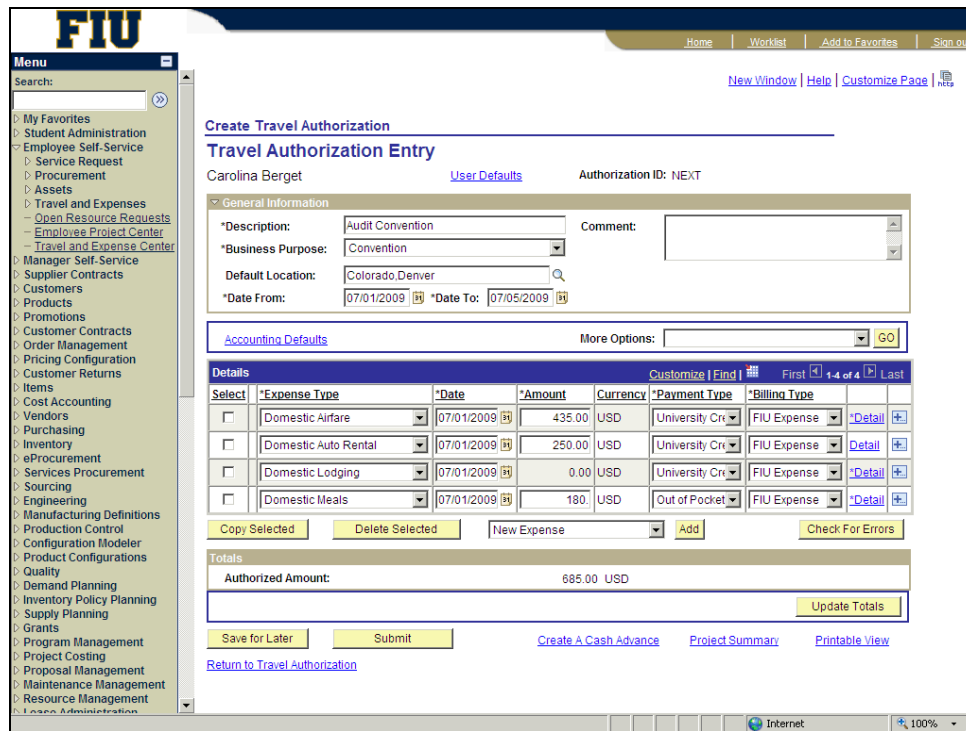
Authorized Amount: 685.00 USD

Update Totals

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[Return to Travel Authorization](#)

Step	Action
27.	Right-click the Pop-up blocked . To see this pop-up or additional options click button.
28.	Click the Temporarily Allow Scripted Windows menu.
	
	or Press [T] .



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Create Travel Authorization

Travel Authorization Entry

Carolina Berget [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 Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expense	Detail <input type="button" value="+"/>


Copy Selected Delete Selected New Expense

Totals

Authorized Amount: 685.00 USD

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Step	Action
29.	Click the Add multiple new rows at row 4 (Alt+7) button. 

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Explorer User Prompt

Script Prompt:
Enter number of rows to add:

OK
Cancel

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New Window | Help | Customize Page

Create Travel Authorization

Travel Authorization Entry

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

General Information

*Description: Audit Convention Comment:

*Business Purpose: Convention

Default Location: Colorado, Denver

*Date From: 07/01/2009 *Date To: 07/05/2009

Accounting Defaults More Options: GO

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

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	Domestic Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expense	Detail

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Authorized Amount: 685.00 USD

Update Totals

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javascript:submitAction_win0(document.win0,'EX_TAUTH_LINE#newm3\$\$\$0')

Step	Action
30.	Click the OK button.





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Create Travel Authorization

Travel Authorization Entry

Patty 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 Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expense	Detail <input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

Totals

Authorized Amount: 865.00 USD

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Step	Action
31.	Click the Domestic Incidentals list item. 

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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 Airfare	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	435.00	USD	University Cr	FIU Expense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Auto Rental	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	250.00	USD	University Cr	FIU Expense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Lodging	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	0.00	USD	University Cr	FIU Expense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Meals	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	180.00	USD	Out of Pocket	FIU Expense	*Detail <input type="button" value="+"/>
<input type="checkbox"/>	Domestic Incidentals	<input type="text" value="07/01/2009"/> <input type="button" value="B"/>	0.00	USD		FIU Expense	*Detail <input type="button" value="+"/>

Copy Selected Delete Selected New Expense

Totals

Authorized Amount: 865.00 USD

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Step	Action
32.	Enter the desired information into the Amount field. Enter "50."



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Create Travel Authorization

Travel Authorization Entry

Patty 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 Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expense	Detail
<input type="checkbox"/>	Domestic Incidentals	07/01/2009	50	USD		FIU Expense	Detail

Copy Selected | Delete Selected | New Expense

Totals

Authorized Amount: 865.00 USD

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[Return to Travel Authorization](#)

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

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Create Travel Authorization

Travel Authorization Entry

Patly 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 Airfare	07/01/2009	435.00	USD	University Cr	FIU Expense	Detail +
<input type="checkbox"/>	Domestic Auto Rental	07/01/2009	250.00	USD	University Cr	FIU Expense	Detail +
<input type="checkbox"/>	Domestic Lodging	07/01/2009	0.00	USD	University Cr	FIU Expense	Detail +
<input type="checkbox"/>	Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expense	Detail +
<input type="checkbox"/>	Domestic Incidentals	07/01/2009	50.00	USD	Out of Pocket	FIU Expense	Detail +



Copy Selected Delete Selected New Expense

Totals

Authorized Amount: 865.00 USD

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Step	Action
34.	Click the Check For Errors button. 
35.	Click the Missing or invalid information was found. Click this icon to vi button. 



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Create Travel Authorization

Authorization Detail for Domestic Airfare (Line 1)

Patty Panther Authorization ID: NEXT

Please enter or update the following information:

▶ Merchant (Preferred or Non-Preferred)

About This Expense

*Date: 07/01/2009

*Payment Type: University Credit Card

*Billing Type: FIU Expense

Ticket Number:

*Merchant (Choose One):

Preferred:

Non-preferred:

*Amount: 435.00 USD

Exception Comments

Location Amount:

[Accounting Detail](#)

[Check Expense For Errors](#)

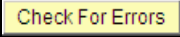
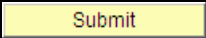
[Return to Travel Authorization Entry](#)

Step	Action
36.	Enter the desired information into the Non-preferred field. Enter " Delta ".
37.	Enter the desired information into the Number of Nights field. Enter " 4 ".
38.	Enter the desired information into the Nightly Rate field. Enter " 220. ".
39.	Enter the desired information into the Description field. Enter " DVD for training ".
40.	Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry

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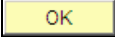
Step	Action
41.	Click the Check For Errors button. 
42.	Click the Submit button. 



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PS FIN Travel Expenses: Creating a TA (TAR) with Departmental Card



Step	Action
43.	Click the OK button. 

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View Travel Authorization

Travel Authorization Details

Patty Panther [User Defaults](#) Authorization ID: 0000034981

General Information

Description: Audit Convention Comment:

Business Purpose: Convention

Status: Submission in Process Last Updated: 06/18/2009 By: 1522181

Default Location: Colorado,Denver

*Date From: 07/01/2009 Date To: 07/05/2009

More Options:

*Expense Type	Date	*Amount	Currency	*Payment Type	*Billing Type
Domestic Airfare	07/01/2009	435.00	USD	University Credit Card	FIU Expense *Detail
Domestic Auto Rental	07/01/2009	250.00	USD	University Credit Card	FIU Expense *Detail
Domestic Lodging	07/01/2009	880.00	USD	University Credit Card	FIU Expense *Detail
Domestic Meals	07/01/2009	180.00	USD	Out of Pocket	FIU Expense *Detail
Domestic Incidentals	07/01/2009	50.00	USD	Out of Pocket	FIU Expense *Detail

Totals

Authorized Amount: 1,795.00 USD

Less Non-Approved: 0.00 USD

Due Employee: 1,795.00 USD

[Project Summary](#) [Printable View](#)

Step	Action
44.	Click the Home link.
45.	Congratulations. You have successfully completed the a TAR with different methods of payment. End of Procedure.