



# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans

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<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	Creating an Expense Report from a TAR Applying My Wallet Trans_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	8/12/2009
<b>Date Modified</b>	8/12/2009
<b>Last Changed by</b>	
<b>Status</b>	

### Creating an Expense Report from a TAR Applying My Wallet Trans

Trigger:

Required Field(s)	Comments

Output - Results	Comments

### Additional Information

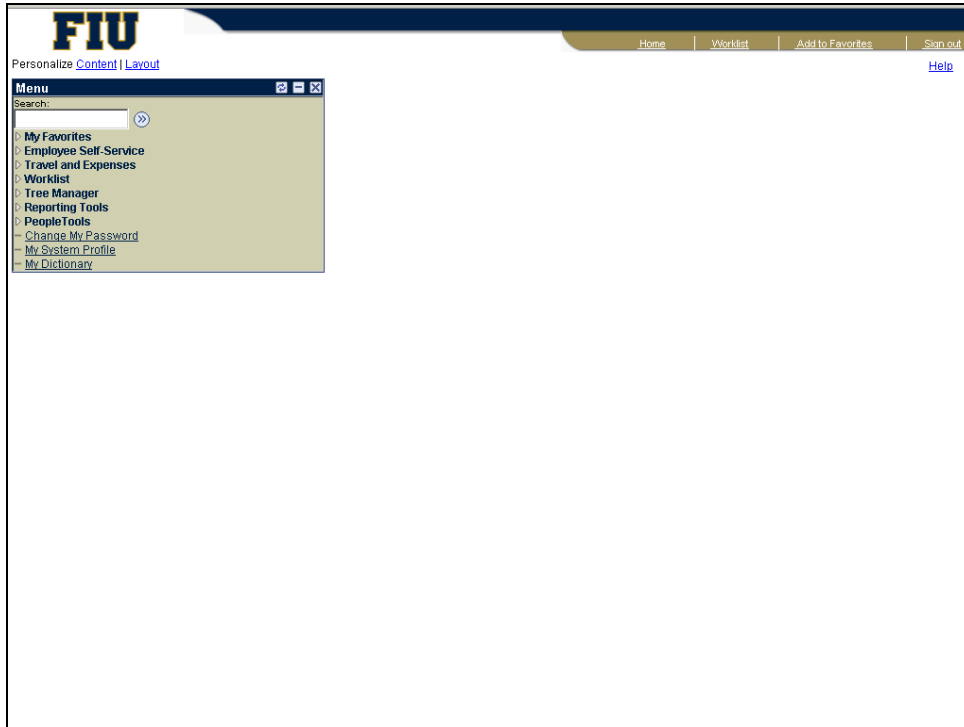
# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



### Procedure

This topic will teach you how to create an expense report from an existing TAR, and apply a My Wallet Transaction to it.

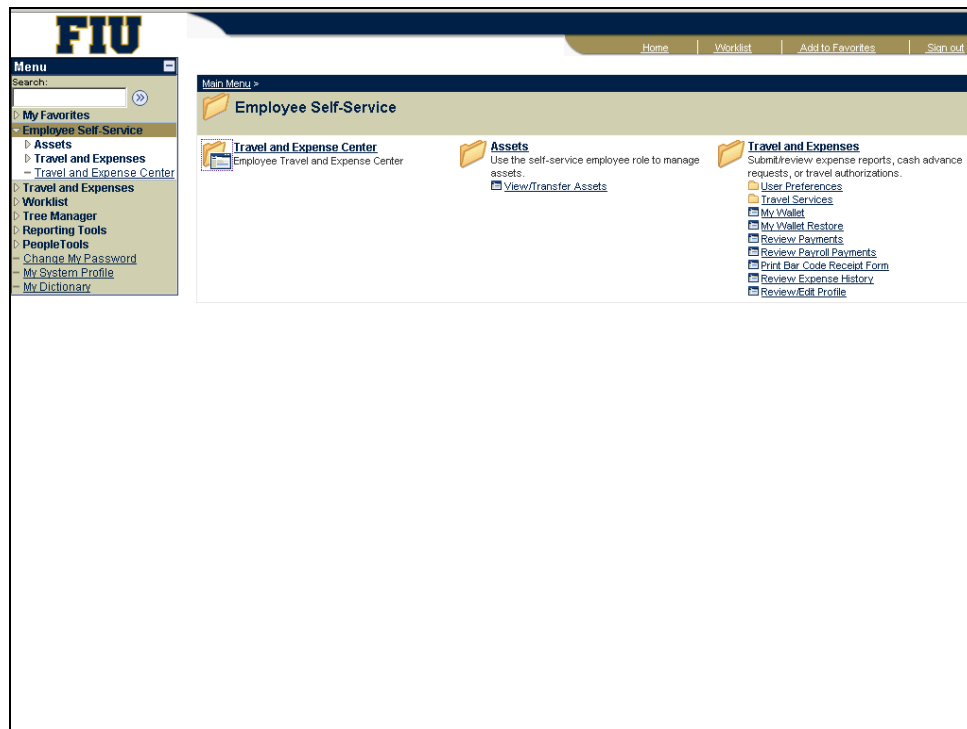


Step	Action
1.	Click the <b>Employee Self-Service</b> link. <b>Employee Self-Service</b>



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## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



Step	Action
2.	Click the <b>Travel and Expense Center</b> link. <a href="#">Travel and Expense Center</a>
3.	Click the <b>Expense Report</b> link. <a href="#">Expense Report</a>
4.	Click the <b>Create</b> link. <a href="#">Create</a>
5.	Click the <b>Add</b> button. <a href="#">Add</a>

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## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



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

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

- My Favorites
- Employee Self-Service
- Assets
  - Travel and Expenses
    - Travel and Expense Center
- Travel and Expenses
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Change My Password
- My System Profile
- My Dictionary

**Create Expense Report**

**Populate From A Travel Authorization**

Patty Panther Report ID: NEXT

From Date:  To:

Select	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
<a href="#">Select</a>	<a href="#">KK test</a>	0000033282	04/24/2009	04/24/2009	150.00	USD
<a href="#">Select</a>	<a href="#">testing approvals_P</a>	0000033280	04/23/2009	04/23/2009	650.00	USD
<a href="#">Select</a>	<a href="#">xyzcfdsdfds</a>	0000033276	04/23/2009	04/23/2009	1,000.00	USD
<a href="#">Select</a>	<a href="#">HEUG Conference</a>	0000033259	04/14/2009	04/14/2009	350.00	USD
<a href="#">Select</a>	<a href="#">01_04</a>	0000033258	04/14/2009	04/14/2009	560.00	USD
<a href="#">Select</a>	<a href="#">01_03</a>	0000033252	04/14/2009	04/14/2009	900.00	USD
<a href="#">Select</a>	<a href="#">01_04</a>	0000033251	04/14/2009	04/14/2009	560.00	USD
<a href="#">Select</a>	<a href="#">01_03</a>	0000033248	04/14/2009	04/14/2009	900.00	USD
<a href="#">Select</a>	<a href="#">Test01_01</a>	0000033240	04/14/2009	04/14/2009	850.00	USD
<a href="#">Select</a>	<a href="#">for SME's creation CA from TA</a>	0000033237	04/13/2009	04/13/2009	1,250.00	USD
<a href="#">Select</a>	<a href="#">for creation of CA for SME's</a>	0000033236	04/13/2009	04/13/2009	5,000.00	USD
<a href="#">Select</a>	<a href="#">to use with exp report</a>	0000033224	04/08/2009	04/08/2009	300.00	USD
<a href="#">Select</a>	<a href="#">to use with exp report</a>	0000033223	04/08/2009	04/08/2009	6,500.00	USD

[Return to Expense Report Entry](#)

Step	Action
6.	Click the <a href="#">Return to Expense Report Entry</a> link. <a href="#">Return to Expense Report Entry</a>



# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans

**FIU** Home Worklist Add to Favorites Sign out

Menu Search: [ ]

- My Favorites
- Employee Self-Service
  - Assets
    - Travel and Expenses
      - Travel and Expense Center
- Travel and Expenses
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My System Profile
    - My Dictionary

**Create Expense Report** User Defaults Report ID: NEXT

Patty Panther

Quick Start: A Blank Report GO

**General Information**

\*Description: [ ] Comment: [ ]

\*Business Purpose: [ ] Reference: [ ]

Default Location: [ ]

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

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

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
	[ ]					
	[ ]					
	[ ]					
	[ ]					

Copy Selected Delete Selected New Expense Add Check For Errors

**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 Update Totals

Step	Action
7.	Click the <b>Quick Start</b> : list. A Blank Report

# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



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

Menu Search: [ ]

- My Favorites
- Employee Self-Service
  - Assets
  - Travel and Expenses
    - Travel and Expense Center
- Travel and Expenses
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My System Profile
    - My Dictionary

**Create Expense Report**

**Expense Report Entry** User Defaults Report ID: NEXT

Patty Panther

Quick Start: A Blank Report [GO]

**General Information**

\*Description: A Blank Report [ ] Comment: [ ]

\*Business Purpose: A Travel Authorization [ ] Reference: [ ]

An Existing Report [ ]

Entries from My Wallet [ ]

Default Location: [ ]

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

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

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Copy Selected Delete Selected New Expense Add Check For Errors

**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 Update Totals

Step	Action
8.	Click the <b>A Travel Authorization</b> list item.



# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans

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

Menu Search: [ ]

- My Favorites
- Employee Self-Service
  - Assets
    - Travel and Expenses
      - Travel and Expense Center
- Travel and Expenses
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
    - Change My Password
    - My System Profile
    - My Dictionary

**Create Expense Report**

**Expense Report Entry** User Defaults Report ID: NEXT

Patty Panther

Quick Start: A Travel Authorization [GO]

**General Information**

\*Description: [ ] Comment: [ ]

\*Business Purpose: [ ] Reference: [ ]

Default Location: [ ]

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

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

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
	[ ]					
	[ ]					
	[ ]					
	[ ]					

Copy Selected Delete Selected New Expense Add Check For Errors

**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 Update Totals

Step	Action
9.	Click the <b>GO</b> button. 

# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



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

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



**Create Expense Report**  
**Populate From A Travel Authorization**

Patty Panther Report ID: NEXT

From Date: [01/30/2009] To: [05/30/2009] Search

Select	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	<a href="#">KK test</a>	0000033282	04/24/2009	04/24/2009	150.00	USD
Select	<a href="#">testing approvals_P</a>	0000033280	04/23/2009	04/23/2009	650.00	USD
Select	<a href="#">xyzcfdsdfds</a>	0000033276	04/23/2009	04/23/2009	1,000.00	USD
Select	<a href="#">HEUG Conference</a>	0000033259	04/14/2009	04/14/2009	350.00	USD
Select	<a href="#">01_04</a>	0000033258	04/14/2009	04/14/2009	560.00	USD
Select	<a href="#">01_03</a>	0000033252	04/14/2009	04/14/2009	900.00	USD
Select	<a href="#">01_04</a>	0000033251	04/14/2009	04/14/2009	560.00	USD
Select	<a href="#">01_03</a>	0000033248	04/14/2009	04/14/2009	900.00	USD
Select	<a href="#">Test01_01</a>	0000033240	04/14/2009	04/14/2009	850.00	USD
Select	<a href="#">for SME's creation CA from TA</a>	0000033237	04/13/2009	04/13/2009	1,250.00	USD
Select	<a href="#">for creation of CA for SME's</a>	0000033236	04/13/2009	04/13/2009	5,000.00	USD
Select	<a href="#">to use with exp report</a>	0000033224	04/08/2009	04/08/2009	300.00	USD
Select	<a href="#">to use with exp report</a>	0000033223	04/08/2009	04/08/2009	6,500.00	USD

[Return to Expense Report Entry](#)

Step	Action
10.	Click the <b>Select</b> button to choose your desired Travel Authorization. 
11.	Click the <b>Expenses</b> list. 



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## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans

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

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

### Create Expense Report

#### Expense Report Entry

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

**General Information**

\*Description: for creation of CA for SME's Comment: [ ]  
\*Business Purpose: Interview for Position Reference: [ ]  
Default Location: [ ] Authorization ID: 000033236

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

**Details** Customize | Find | View All | First | 1 of 1 | Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Incidentals	04/13/2009	5,000.00	USD	Out of Pocket	FIU Expense

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

**Totals**

Employee Expenses:	5,000.00	USD	Expenses from My Wallet...	5,000.00	USD
Non-Reimbursable Expenses:	0.00	USD	Multiple Expenses...	0.00	USD
Prepaid Expenses:	0.00	USD	New Expense	0.00	USD
Employee Credits:	0.00	USD	due vendor	0.00	USD
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

[Definition of Totals](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#) [Printable View](#)

[Return to Expense Report](#)

Step	Action
12.	Click the <b>Expenses from My Wallet...</b> list item. <b>Expenses from My Wallet...</b>

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## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



**FIU** Home Worklist Add to Favorites Sign out

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

**My Favorites**  
 Employee Self-Service  
 Assets  
 Travel and Expenses  
 Travel and Expense Center  
 Travel and Expenses  
 Worklist  
 Tree Manager  
 Reporting Tools  
 PeopleTools  
 Change My Password  
 My System Profile  
 My Dictionary

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

Patty Panther

**General Information**

\*Description: for creation of CA for SME's  
 \*Business Purpose: Interview for Position  
 Comment:  
 Reference:  
 Default Location:  
 Authorization ID: 000033236

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

**Details** [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Incidentals	04/13/2009	5,000.00	USD	Out of Pocket	FIU Expe

Copy Selected Delete Selected Expenses from My Wallet... Add Check For Errors


**Totals**

Employee Expenses:	5,000.00 USD	Due Employee:	5,000.00 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](#)

[Save For Later](#) [Submit](#) [Expense Report Project Summary](#) [Printable View](#)

[Return to Expense Report](#)

Step	Action
13.	Click the <b>Add</b> button. 



# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans

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

Menu Search: [ ]

- My Favorites
- Employee Self-Service
- Assets
  - Travel and Expenses
    - Travel and Expense Center
- Travel and Expenses
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
  - Change My Password
  - My System Profile
  - My Dictionary

**Create Expense Report**

**My Wallet** Report ID: NEXT

Patty Panther

Below is a complete list of unassigned wallet transactions. To view all transactions please go to the wallet menu option under "Other Expense Functions".

[Select All] [Deselect All]

Select items and select if a Personal Expense. Press 'Done' to add them to the expense report.

Select	Date	Expense Type	Merchant	Amount	Personal Expense
<input type="checkbox"/>	04/09/2009	<a href="#">Restricted</a>	SFS WEB PAYMENTS	10.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/09/2009	<a href="#">Restricted</a>	SFS WEB PAYMENTS	10.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/09/2009	<a href="#">Restricted</a>	REGISTRAR-UNIV OF MS	5.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/08/2009	<a href="#">Telecom</a>	WWW.DAVIDGREENBERG.COM	87.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/07/2009	<a href="#">Domestic Lodging</a>	MILLENNIUM KNICKERBOCKER	4.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/07/2009	<a href="#">Domestic Taxi/Train/Bus</a>	YELLOW CAB	44.85 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/09/2009	<a href="#">Restricted</a>	SFS WEB PAYMENTS	10.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/07/2009	<a href="#">Domestic Lodging</a>	MILLENNIUM KNICKERBOCKER	560.57 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/06/2009	<a href="#">Food</a>	CHARTWELLS @ U21118138	139.96 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/06/2009	<a href="#">Domestic Lodging</a>	# 0818 LA QUINTA INNS	49.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/06/2009	<a href="#">Domestic Lodging</a>	# 0818 LA QUINTA INNS	49.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/06/2009	<a href="#">Domestic Lodging</a>	# 0818 LA QUINTA INNS	49.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/06/2009	<a href="#">Domestic Lodging</a>	# 0818 LA QUINTA INNS	49.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/06/2009	<a href="#">Domestic Lodging</a>	# 0818 LA QUINTA INNS	49.00 USD	<input type="checkbox"/>
<input type="checkbox"/>	04/06/2009	<a href="#">Domestic Lodging</a>	# 0818 LA QUINTA INNS	49.00 USD	<input type="checkbox"/>


Step	Action
14.	Click the <b>Domestic Lodging</b> link to edit this particular Expense Type. <a href="#">Domestic Lodging</a>

# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



The screenshot shows the 'My Wallet Detail' page in the FIU system. The page title is 'Create Expense Report My Wallet Detail'. The user is identified as 'Patty Panther' with a 'Report ID: NEXT'. The 'Expense Type' is set to 'Domestic Lodging'. Other details include: Transaction Date: 04/06/2009; Payment Type: University Credit Card; Merchant: # 0818 LA QUINTA INNS; Expense Location: [blank]; Number of Nights: [blank]; Cardmember Number: \*\*\*\*\*4590; Transaction Amount: 49.00 USD; Exchange Rate: 1.00000000 Custom - Direct; Reimbursement Amt: 49.00 USD; City: JACKSONVILLE. A 'Description' field is present but empty. A 'Return to My Wallet' link is at the bottom left.

Step	Action
15.	Click the <b>Expense Type</b> drop down menu.
16.	Click the <b>Foreign Lodging</b> item from the menu to change this expense type. 
17.	You can use this field to include information such as Lodging for a non-employee (candidate) of FIU.
18.	



# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans

The screenshot shows the FIU My Wallet Detail page. The page title is "My Wallet Detail" and the user is Patty Panther. The Report ID is NEXT. The expense details are as follows:

- Expense Type: Foreign Lodging
- Transaction Date: 04/06/2009
- Payment Type: University Credit Card
- Merchant: # 0818 LA QUINTA INNS
- Expense Location: [Empty]
- Number of Nights: [Empty]
- Cardmember Number: \*\*\*\*\*4590
- Transaction Amount: 49.00 USD
- Country: USA
- Exchange Rate: 1.00000000 Custom - Direct
- Reimbursement Amt: 49.00 USD
- Description: [Empty]
- City: JACKSONVILLE

There is a "Return to My Wallet" link at the bottom left of the page.

Step	Action
19.	Click the <b>Return to My Wallet</b> link. 
20.	<b>Note:</b> The Expense type that you've edited is now ' <b>Foreign Lodging</b> '.
21.	Click the <b>Checkbox</b> options for the wallet transactions that you wish to include.
22.	Click the <b>Vertical Scrollbar</b> button.
23.	Click the <b>Done</b> button. 

# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



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

Menu Search: [ ]

- My Favorites
- Employee Self-Service
- Assets
- Travel and Expenses
  - Travel and Expense Center
- Travel and Expenses
  - Worklist
  - Tree Manager
  - Reporting Tools
  - PeopleTools
  - Change My Password
  - My System Profile
  - My Dictionary

**Create Expense Report**

**Expense Report Entry** User Defaults Report ID: NEXT

Patty Panther

**General Information**

\*Description: for creation of CA for SME's Comment: [ ]

\*Business Purpose: Interview for Position Reference: [ ]

Default Location: [ ] Authorization ID: 000033236

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

**Details** Customize | Find | View All | First 14 of 4 Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Incidentals	04/13/2009	5,000.00	USD	Out of Pocket	FIU Expe
<input type="checkbox"/>	Domestic Taxi/Train/Bus	04/07/2009	44.85	USD	University Credit Card	FIU Expe
<input type="checkbox"/>	Domestic Lodging	04/07/2009	560.57	USD	University Credit Card	FIU Expe
<input type="checkbox"/>	Foreign Lodging	04/06/2009	139.96	USD	University Credit Card	FIU Expe

Copy Selected Delete Selected Expenses from My Wallet... Add Check For Errors


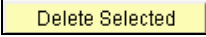
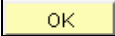

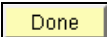
**Totals**

Employee Expenses:	5,745.38 USD	Due Employee:	5,745.38 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
24.	Click the <b>Choose a date (Alt+F5)</b> option to select the Out of Pocket expenses which will be deleted. <input type="checkbox"/>
25.	Click the <b>Delete Selected</b> button.  Always make sure that you delete the files associated with the TAR once you add in the Expenses from My Wallet. <input type="button" value="Delete Selected"/>



Step	Action
26.	Click the <b>OK</b> button. 
27.	Select the <b>Checkbox</b> option associated with the My Wallet expense that you want to delete. <input type="checkbox"/>
28.	Click the <b>Delete Selected</b> button. 
29.	Click the <b>OK</b> button. 
30.	Click the <b>Add</b> button to view the Expenses from My Wallet list. 
31.	Click the <b>Vertical</b> button of the scrollbar.
32.	<b>Note:</b> Notice how the deleted expense moves to the bottom of the My Wallet expense list.  This will always happen when you add an expense from My Wallet to an Expense Report then delete it.
33.	Click the <b>Done</b> button. 

# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



Step	Action
34.	Click the <b>Expense Type</b> menu list. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Domestic Lodging</div>

**Expense Type Menu List:**

- Ath Recr Air In State
- Ath Recr Air Out State
- Ath Recr Car Foreign
- Ath Recr Car In State
- Ath Recr Car Out State
- Ath Recr Incid Foreign
- Ath Recr Incid In State
- Ath Recr Incid Out State
- Ath Recr Mileage Foreign
- Ath Recr Mileage In State
- Ath Recr Mileage Out State
- Ath Recr Per Diem Foreign
- Ath Recr Per Diem In State
- Ath Recr Per Diem Out State
- Ath Recr Reg Fee In State
- Ath Recr Reg Fee Out State
- Domestic Airfare
- Domestic Auto Rental
- Domestic Lodging
- Foreign Lodging
- Domestic Incidentals

**Expense Report Table:**

Select	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	04/07/2009	560.57	USD	University Credit Card	FIU Expe
<input type="checkbox"/>	04/06/2009	139.96	USD	University Credit Card	FIU Expe

**Totals:**

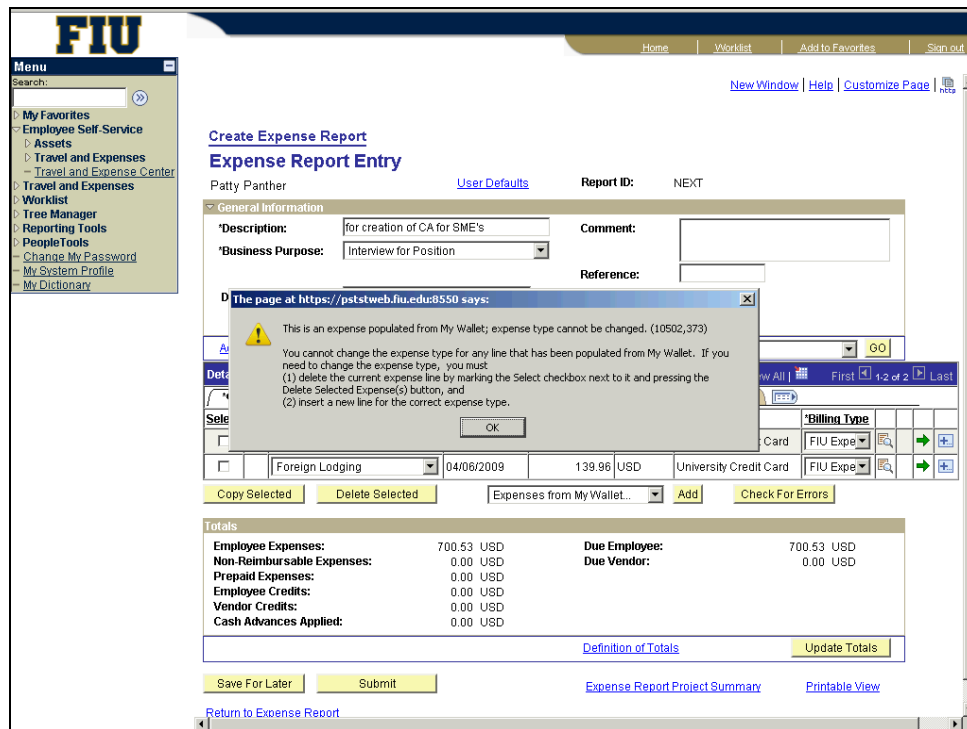
Employee Expenses:	700.53 USD	Due Employee:	700.53 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		


Step	Action
35.	Click the <b>Domestic Incidentals</b> option to try to change the expense type. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Domestic Incidentals</div>



# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



Step	Action
36.	<p>Click the <b>OK</b> button.</p> <p><b>Note:</b> PantherSoft will NOT allow you to change the expense type from the Expense Report Entry page.</p> <p>In order to change an expense type you MUST delete the expense line in question, then edit it from the My Wallet page by selecting the <b>Expenses from My Wallet</b> option.</p> 

# Business Process Document

## PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans



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

Menu Search: [ ]

My Favorites  
Employee Self-Service  
Assets  
Travel and Expenses  
Travel and Expense Center  
Travel and Expenses  
Worklist  
Tree Manager  
Reporting Tools  
PeopleTools  
Change My Password  
My System Profile  
My Dictionary

**Create Expense Report**  
**Expense Report Entry**

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

**General Information**

\*Description: for creation of CA for SME's Comment: [ ]  
 \*Business Purpose: Interview for Position Reference: [ ]  
 Default Location: [ ] Authorization ID: 000033236

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

**Details** Customize | Find | View All | First 1/2 of 2 Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Domestic Lodging	04/07/2009	560.57	USD	University Credit Card	FIU Expe
<input type="checkbox"/>	Foreign Lodging	04/06/2009	139.96	USD	University Credit Card	FIU Expe

Copy Selected Delete Selected Expenses from My Wallet... Add Check For Errors

**Totals**

Employee Expenses:	700.53 USD	Due Employee:	700.53 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

Save For Later Submit Expense Report Project Summary Printable View

[Return to Expense Report](#)


Step	Action
37.	Click the <b>Check For Errors</b> button. 
38.	Click the <b>Error</b> button to identify and correct the expense report error. 
39.	Enter the desired information into the <b>*Number of Nights:</b> field. Enter "3". <b>Note:</b> The red flag to the top of the page indicates what errors are present in this page.
40.	Click the <b>Next Expense</b> button. 
41.	Enter the desired information into the <b>*Number of Nights:</b> field. Enter "3" .
42.	Click the <b>Return to Expense Report</b> link. <a href="#">Return to Expense Report</a>
43.	Click the <b>Submit</b> button. 
44.	Click the <b>OK</b> button. 



## Business Process Document

### PS FIN Travel Expenses: Creating an Expense Report from a TAR Applying My Wallet Trans

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Step	Action
45.	Click the <b>Home</b> link. 
46.	Congratulations. You have successfully Created an Expense Report from a TAR, and applied a My Wallet Transaction to it. <b>End of Procedure.</b>