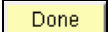
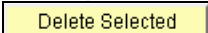
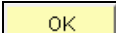
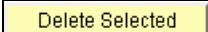
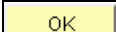

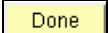
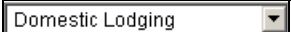




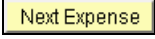

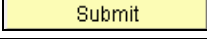
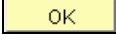



## Creating an Expense Report from a TAR Applying My Wallet Trans

1.	Click the <b>Employee Self-Service</b> link. 
2.	Click the <b>Travel and Expense Center</b> link. 
3.	Click the <b>Expense Report</b> link. 
4.	Click the <b>Create</b> link. 
5.	Click the <b>Add</b> button. 
6.	Click the <b>Return to Expense Report Entry</b> link. 
7.	Click the <b>Quick Start:</b> list. 
8.	Click the <b>A Travel Authorization</b> list item. 
9.	Click the <b>GO</b> button. 
10.	Click the <b>Select</b> button to choose your desired Travel Authorization. 
11.	Click the <b>Expenses</b> list. 
12.	Click the <b>Expenses from My Wallet...</b> list item. 
13.	Click the <b>Add</b> button. 
14.	Click the <b>Domestic Lodging</b> link to edit this particular Expense Type. 
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.	
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. 
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. 
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. 
34.	Click the <b>Expense Type</b> menu list. 
35.	Click the <b>Domestic Incidentals</b> option to try to change the expense type. 

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> 
37.	<p>Click the <b>Check For Errors</b> button.</p> 
38.	<p>Click the <b>Error</b> button to identify and correct the expense report error.</p> 
39.	<p>Enter the desired information into the <b>*Number of Nights:</b> field. Enter a valid value e.g. "3".</p> <p><b>Note:</b> The red flag to the top of the page indicates what errors are present in this page.</p>
40.	<p>Click the <b>Next Expense</b> button.</p> 
41.	<p>Enter the desired information into the <b>*Number of Nights:</b> field. Enter a valid value e.g. "3".</p>
42.	<p>Click the <b>Return to Expense Report</b> link.</p> 
43.	<p>Click the <b>Submit</b> button.</p> 
44.	<p>Click the <b>OK</b> button.</p> 
45.	<p>Click the <b>Home</b> link.</p> 
46.	<p>Congratulations. You have successfully Created an Expense Report from a TAR, and applied a My Wallet Transaction to it.</p> <p><b>End of Procedure.</b></p>