

PantherSoft Financials 9.0

Travel and Expense



Table of Contents

Preparing Travel Authorizations	5
Creating Travel Authorizations	5
Creating a TA (TAR) with Departmental Card	8
How to Assign a Proxy	11
Reviewing or Modifying Default Accounting for TAR	12
Viewing and Modifying Travel Authorizations	14
Deleting Travel Authorizations	16
Preparing Cash Advances	17
Creating Cash Advances.....	17
Viewing Cash Advances.....	18
Modifying Cash Advances	19
Deleting Cash Advances.....	20
Preparing Expense Reports	21
Creating Expense Reports	21
Creating an Expense Report from a TAR.....	26
Expense Report with Dept. Card_My Wallet and Split Receipts	28
Creating an Expense Report from a TAR Applying My Wallet Trans	31
Copying Expense Report Expense Lines.....	34
Viewing or Modifying Default Accounting for Expense Reports	36
Applying Cash Advances to an Expense Report	39
Applying Cash Advance to an Expense Report (No Reimbursement)	40
Viewing Expense Reports	42
Modifying Expense Reports	43
Deleting Expense Reports	45
Applying My Wallet Transactions to Expense Reports.....	46
Viewing My Wallet Transaction Details	48
Managing Approvals in Expenses	49
Budget Checking Expense Transactions Online.....	49
Approving an Expense Report.....	50
Approving Travel Authorizations for Past Travel Dates	52
Approving a Valid Travel Authorization.....	53
Reassigning Approval Work	55

- Trouble logging in?
- Which Browser can I use?
- FAQs
- Need additional training guides?



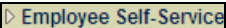
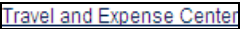


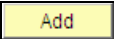


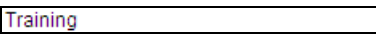

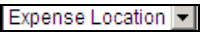
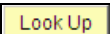
All Flow Charts, Business Processes, and UPKs (User Productivity Kit) can be found for all modules at:

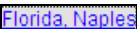


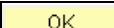

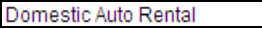

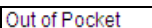
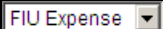
panthersoft.fiu.edu/financials

Contact psfin@fiu.edu for further assistance. For additional information, please continue to visit this website and panthersoft.fiu.edu/financials

Preparing Travel Authorizations

Creating Travel Authorizations



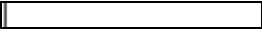
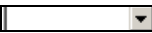

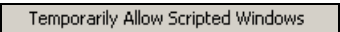



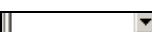


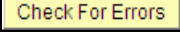
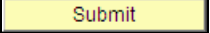
1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Create link. 
5.	If you are a proxy for your supervisor or others, then enter their EmplID to create a TAR for them.. Then click the Add button.
6.	Click the Add button. 
7.	Click the GO button. 
8.	<ul style="list-style-type: none"> • A Blank Authorization: Select to start with a blank travel authorization. • A Template: Select to access the Select a Template page and select existing templates from which to copy expense lines to the new travel authorization. • An Existing Authorization: Click to access the Copy From an Existing Travel Authorization page and select existing travel authorizations to copy to the new travel authorization.
9.	Enter the desired information into the Description field. Enter a valid value e.g. " UPK Training ".
10.	Click the Business Purpose list. 
11.	Click the Training list item. 
12.	Where are you traveling to? Click the Look up Default Location (Alt+5) button. 
13.	Click the Description list item. 
14.	Enter the desired information into the begins with field. Enter a valid value e.g. " Florida ".
15.	Click the Look Up button. 

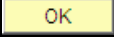

16.	Click an entry in the Description column. 
17.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " 03/27/2009 ".
18.	Enter the desired information into the Date To field. Enter a valid value e.g. " 03/30/2009 ".
19.	Click the Accounting Defaults link. 
20.	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
21.	Click the Add ChartField Line button. 
22.	Enter the desired information into the field. Enter a valid value e.g. " 50.00 ".
23.	Enter the desired information into the field. Enter a valid value e.g. " 144000102 ".
24.	Enter the desired information into the field. Enter a valid value e.g. " 210 ".
25.	Click the OK button. 
26.	Click the Expense Type list. 
27.	Click the Domestic Auto Rental list item. 
28.	Enter the desired information into the Date field. Enter a valid value e.g. " 03/27/2009 ".
29.	Enter the desired information into the Amount field. Enter a valid value e.g. " 100 ".
30.	Click the Payment Type list. Select " Out of Pocket ". -University Credit Card is populated when it is brought in from a nightly file (done automatically) 
31.	Click the Out of Pocket list item. 
32.	Click the Billing Type list. This field will always default to FIU Expense . 

33.	Click an entry in the Detail column. Detail
34.	Here you can view the details of the expense. Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry
35.	Click the Domestic Lodging list item. <input type="text"/>
36.	Notice that the "Detail" link has an asterisk in front of it. This is a required field and must be filled out. Click an entry in the Detail column. *Detail
37.	Click the Out of Pocket list item. <input type="text"/>
38.	You can use this field to include information such as Lodging for a non-employee (candidate) of FIU.
39.	Enter the desired information into the Nightly Rate field. Enter a valid value e.g. " 20 ".
40.	Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry
41.	Click the Domestic Incidentals list item. <input type="text" value="Domestic Lodging"/>
42.	Enter the desired information into the Amount field. Enter a valid value e.g. " 20 ".
43.	Click an entry in the Detail column. *Detail
44.	Click the Out of Pocket list item. <input type="text"/>
45.	Enter the desired information into the Description field. Enter a valid value e.g. " UPK Book ".
46.	Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry
47.	You can " Save for Later " or you can " Submit " now. In this example we have chosen to Save for later. Click the Save for Later button. <input type="button" value="Save for Later"/>
48.	Click the Home link. <input type="button" value="Home"/>
49.	Congratulations. You have successfully Created a Travel Authorization. End of Procedure.







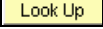

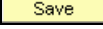


Creating a TA (TAR) with Departmental Card

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Create link. 
5.	Enter the desired information into the Description field. Enter a valid value e.g. " Audit Convention ".
6.	Click the Convention list item. 
7.	Enter the desired information into the Default Location field. Enter a valid value e.g. " 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 a valid value e.g. " 7/5/09 ".
11.	Click the Accounting Defaults link. 
12.	Click the OK button. 
13.	Click the Domestic Airfare list item. 
14.	Enter the desired information into the Date field. Enter a valid value e.g. " 7/1/09 ".
15.	Enter the desired information into the Amount field. Enter a valid value e.g. " 435. ".
16.	Click the University Credit Card list item. 
17.	Click the FIU Expense list item. 
18.	Click the Domestic Auto Rental list item. 
19.	Enter the desired information into the Amount field. Enter a valid value e.g. " 250. ".
20.	Click the University Credit Card list item. 


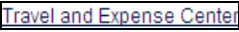


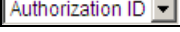
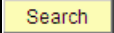

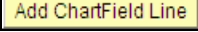
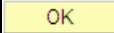
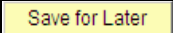

21.	Click the Domestic Lodging list item. 
22.	Click the University Credit Card list item. 
23.	Click the Domestic Meals list item. 
24.	Enter the desired information into the Amount field. Enter a valid value e.g. " 180. ".
25.	Click the Out of Pocket list item. 
26.	Click the Add multiple new rows at row 4 (Alt+7) button. 
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. 
29.	Click the Add multiple new rows at row 4 (Alt+7) button. 
30.	Click the OK button. 
31.	Click the Domestic Incidentals list item. 
32.	Enter the desired information into the Amount field. Enter a valid value e.g. " 50. ".
33.	Click the Out of Pocket list item. 
34.	Click the Check For Errors button. 
35.	Click the Missing or invalid information was found. Click this icon to vi button. 
36.	Enter the desired information into the Non-preferred field. Enter a valid value e.g. " Delta ".
37.	Enter the desired information into the Number of Nights field. Enter a valid value e.g. " 4 ".
38.	Enter the desired information into the Nightly Rate field. Enter a valid value e.g. " 220. ".
39.	Enter the desired information into the Description field. Enter a valid value e.g. " DVD for training ".
40.	Click the Return to Travel Authorization Entry link. 
41.	Click the Check For Errors button. 
42.	Click the Submit button. 

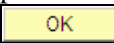
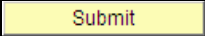
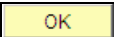

43.	Click the OK button. 
44.	Click the Home link. 
45.	Congratulations. You have successfully completed the a TAR with different methods of payment. End of Procedure.

How to Assign a Proxy

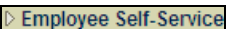
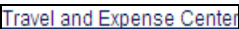


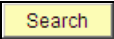





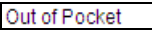



1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expenses link. 
3.	Click the User Preferences link. 
4.	Click the Delegate Entry Authority link. 
5.	Click the Add a new row at row 1 (Alt+7) graphic. 
6.	Click the Look up Authorized User ID (Alt+5) graphic. 
7.	Enter the desired information into the field. Enter
8.	Click the Look Up button. 
9.	Click the 1098096 link. 
10.	Click the Save button. 
11.	Click the OK button. 
12.	Click the Home link. 
13.	Congratulations. You have successfully completed assigning a proxy. End of Procedure.



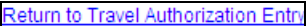



Reviewing or Modifying Default Accounting for TAR

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Modify link. 
5.	Click the Search by list. 
6.	Enter the desired information into the begins with field. Enter a valid value e.g. " 0000033237 ".
7.	Click the Search button. 
8.	Click the Accounting Defaults link. 
9.	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
10.	Click the Add ChartField Line button. 
11.	Enter the desired information into the % field. Enter a valid value e.g. " 50 ".
12.	Enter the desired information into the Dept field. Enter a valid value e.g. " 144000102 ".
13.	Enter the desired information into the Fund field. Enter a valid value e.g. " 210 ".
14.	Click the OK button. 
15.	Click the Save for Later button. 
16.	Click an entry in the Detail column. 

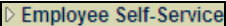
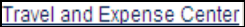


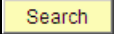

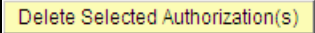


17.	<p>Click the Accounting Detail link to verify that the accounting distribution is correct.</p> <p>Accounting Detail</p>
18.	<p>Click the OK button.</p> <p>For Contracts & Grants project IDs, the following fields must be populated:</p> <p>Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN'</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP</p> <p></p>
19.	<p>Click the Return to Travel Authorization Entry link.</p> <p>Return to Travel Authorization Entry</p>
20.	<p>Click the Submit button.</p> <p></p>
21.	<p>Click the OK button.</p> <p></p>
22.	<p>Click the Home link.</p> <p></p>
23.	<p>Congratulations. You have successfully Reviewed and Modified Default Accounting.</p> <p>End of Procedure.</p>

Viewing and Modifying Travel Authorizations

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Modify link. 
5.	Enter the desired information into the begins with field. Enter a valid value e.g. "000031994" .
6.	Click the Search button. 
7.	Click the Add multiple new rows at row 3 (Alt+7) button. 
8.	Click the Pop-up blocked. To see this pop-up or additional options click button.
9.	Click the Temporarily Allow Scripted Windows menu. 
10.	Click the Add multiple new rows at row 3 (Alt+7) button. 
11.	Click the Ath Recr Reg Fee Out State list item. 
12.	Click the Payment Type list. 
13.	Click the Out of Pocket list item. 
14.	Click an entry in the Detail column. 
15.	You can use this field to include information such as Registration fee for a non-employee (candidate) of FIU.
16.	Enter the desired information into the Daily Amount field. Enter a valid value e.g. "25" .
17.	Click on the Return to Travel Authorization Link
18.	Click on the plus button to add multiple new rows at row (Alt+7)
19.	Click the OK button. 
20.	Click the Ath Recr Per Diem Out State list item. 

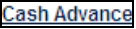

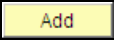



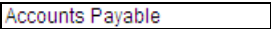
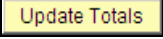
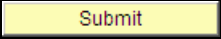
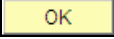

21.	Click an entry in the Detail column. 
22.	Click the Out of Pocket list item. 
23.	Enter the desired information into the Description field. Enter a valid value e.g. " negotiation dinner ". You can use this field to include information such as per diem meals for a non-employee (candidate) of FIU.
24.	Click the Return to Travel Authorization Entry link. 
25.	Click the Save for Later button. 
26.	Notice: The system is letting you know that you did not complete all the required fields. Click the Missing or invalid information was found. Click this icon button. 
27.	Amount is required in order to Save for Later or Submit. Enter the desired information into the Amount field. Enter a valid value e.g. " 150.00 ".
28.	Click on the Return to Travel Authorization Entry link
29.	Click on the Save for Later button or the Submit button if you have completed.
30.	Click the Home link. 
31.	Congratulations. You have successfully Modified a Travel Authorization. End of Procedure.

Deleting Travel Authorizations

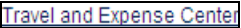

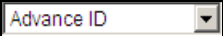
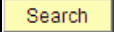

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Delete link. 
5.	Here you will enter in the Employee ID or click on the magnifying glass icon to search for the EmplID.
6.	Click the Search button. 
7.	A list of unsubmitted or denied travel authorizations are displayed. Look for the travel authorization that you wish to delete, and then select it from the list. In this example, we will be deleting the HEUG Conference TAR that we created in an earlier lesson.
8.	Click the Select option. 
9.	Click the Delete Selected Authorization(s) button. 
10.	Click the OK button. 
11.	Click the Home link. 
12.	Congratulations. You have successfully deleted a Travel Authorization Request. End of Procedure.

Preparing Cash Advances

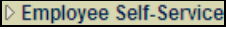

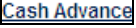

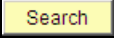
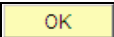

Creating Cash Advances

1.	Click on the Employee Self- Service link.
2.	Click on the Travel and Expense Center link
3.	Click the Cash Advance link. 
4.	Click the Create link. 
5.	Click the Add button. 
6.	Click in the Description field. 
7.	Click the Business Purpose list item. 
8.	Enter the TAR # for which you are requesting a cash advance. Enter the desired information into the TAR # field. Enter a valid value e.g. " 0000031993 ".
9.	Click the Source list. 
10.	Click the Accounts Payable list item. 
11.	Enter the desired information into the Description field. Enter a valid value e.g. " Research ".
12.	Enter the desired information into the Amount field. Enter a valid value e.g. " 200 ".
13.	Click the Update Totals button. 
14.	Click the Submit button. Expenses will send the cash advance for payment processing or forward to an approver's queue. Or you can click on the Save For Later button. 
15.	Click the OK button. 
16.	Click the Home link. 
17.	Congratulations. You have successfully Created a Cash Advance. End of Procedure.





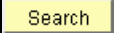
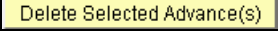


Viewing Cash Advances

1.	Click on the Employee Self- Service link.
2.	Click the Travel and Expense Center link. 
3.	Click the Cash Advance link. 
4.	Click on the View link.
5.	Click the Search by list. 
6.	You can search by any of the drop down values. In this example, we will search by the Advance ID (meaning, the Cash Advance ID number). Enter the desired information into the begins with field. Enter a valid value e.g. " 000002042 ".
7.	Click the Search button. 
8.	In this example, the Cash Advance was Submitted for Approval and is now awaiting to be approved by your supervisor.
9.	Click the scrollbar.
10.	Click the Home link. 
11.	Congratulations. You have successfully viewed a Cash Advance. End of Procedure.

Modifying Cash Advances









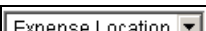


1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Cash Advance link. 
4.	Click the Modify link. 
5.	Enter the desired information into the begins with field. Enter a valid value e.g. " 000002043 ".
6.	Click the Search button. 
7.	Enter the desired information into the Amount field. Enter a valid value e.g. " 100. ".
8.	Click on the Update Totals button.
9.	Notice the amount changed to the newly requested amount.
10.	Click the Submit button. 
11.	Click the OK button. 
12.	Click the scrollbar.
13.	Click the Home link. 
14.	Congratulations. You have successfully modified a cash advance. End of Procedure.


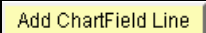



Deleting Cash Advances






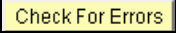
1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Cash Advance link. 
4.	Click the Delete link. 
5.	Click the Search button. The "EmplID" field will default to the employee ID of the logged in user. Click the search button to display all available un submitted cash advances that are assigned to the given employee ID. 
6.	Click the Check Box option. To select the particular Cash Advance request that you wish to delete. <input type="checkbox"/>
7.	Click the Delete Selected Advance(s) button. This will delete all of the selected Cash Advance requests. 
8.	Click the OK button. 
9.	Click the Home link. 
10.	Congratulations. You have successfully deleted a Cash Advance. End of Procedure.


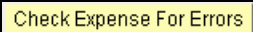
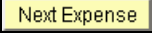
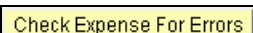


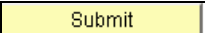


Preparing Expense Reports


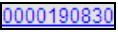
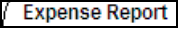

Creating Expense Reports

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Add button. 
6.	Click the Return to Expense Report Entry link. You MUST click the Return to Expense Report Entry link to be re-directed to the blank Expense Report page. 
7.	Enter the desired information into the *Description: field. Enter a valid value e.g. " UPK Training Exercise ".
8.	Click the button to the right of the Business Purpose field. For the purpose of this Exercise, select the Conference option in the drop-down box as the desired Business Purpose. 
9.	Click the Look up Default Location (Alt+5) graphic. This will bring up the Default Location search field. 
10.	Click the dropdown button to activate the menu. Then select the Description option. This will allow you to search for domestic locations. 
11.	Click the table. Type in Florida (for the purpose of this Exercise) to find all of the available locations in Florida. 
12.	Click the Florida,Miami link. 

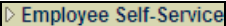



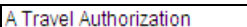



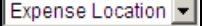
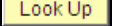

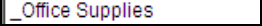

13.	<p>Click the Accounting Defaults link.</p> 
14.	<p>Click the Add ChartField Line button.</p> 
15.	<p>Enter the desired information into the field. Enter a valid value e.g. "50.00".</p> <p>For Contracts & Grants project IDs, the following fields must be populated:</p> <p>Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN'</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP</p>
16.	<p>Enter the desired information into the field. Enter a valid value e.g. "144000102".</p>
17.	<p>Enter the desired information into the field. Enter a valid value e.g. "210".</p>
18.	<p>Click the OK button.</p> 
19.	<p>Click the Expense Type table.</p> <p>Select Domestic Meals from the table.</p> 
20.	<p>Click the Expense Date cell.</p> <p>Enter in 4/1/2009 into the field.</p>
21.	<p>Enter the desired information into the Amount Spent field. Enter a valid value e.g. "10.00".</p>
22.	<p>Click the Payment Type cell.</p> <p>Select Out of Pocket from the table.</p>
23.	<p>Click the Accounting Detail graphic.</p> 

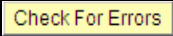
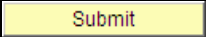
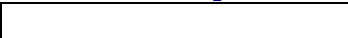


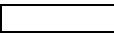
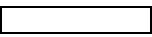

24.	<p>For Contracts & Grants project IDs, the following fields must be populated:</p> <p>Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN'</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP</p>
25.	<p>Click the OK button.</p> 
26.	<p>Click the Expense Type cell.</p> <p>Select Domestic Registration from the table.</p> 
27.	<p>Enter the desired information into the Amount Spent field. Enter a valid value e.g. "15.00".</p>
28.	<p>Click the Payment Type cell.</p> <p>Select Out of Pocket from the table.</p> 
29.	<p>Click the *Detail link.</p> <p>The Detail link allows you add further information to the assigned expense types.</p> 
30.	<p>Brief description ex: lunch, dinner, etc.</p> <p>REMINDER: Meal rate set by 112.061 FL Statue</p>
31.	<p>Ex: Reg. Fee</p> <p>You can use this field to include information such as Registration fee for a non-employee (candidate) of FIU.</p>
32.	<p>Click the Overview tab.</p> <p>To return to the default expense report entry page.</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>34.</p>	<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>35.</p>	<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 a valid value e.g. "3/30/2009".</p>
<p>36.</p>	<p>Click the Check Expense For Errors button.</p> <p>This will check the expense for any additional errors.</p> 
<p>37.</p>	<p>Click the Next Expense button.</p> <p>To move on to the second expense with errors.</p> 
<p>38.</p>	<p>Enter the desired information into the *Expense Date: field. Enter a valid value e.g. "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>
<p>39.</p>	<p>Click the Check Expense For Errors button.</p> <p>This will check the expense for any additional errors.</p> 
<p>40.</p>	<p>Click the Return to Expense Report link.</p> 
<p>41.</p>	<p>Click the Update Totals button.</p> <p>This will make sure that the Amount Spent totals are updated correctly.</p> 
<p>42.</p>	<p>In order to print the Bar code sheet to fax for payment, you MUST click the Submit button.</p> 
<p>43.</p>	<p>Click the More Options list.</p> 
<p>44.</p>	<p>Click the Printable View list item.</p> 

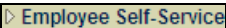
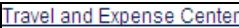
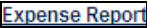

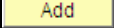


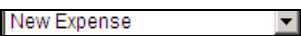

45.	Click the GO button. 
46.	Click an entry in the Report ID column. 
47.	<p>Click the Expense Report tab. Notice the Bar Code to your right. Your Expense Manager and Prepay Auditor have 12 days in which to approve you expense report.</p> <p>If you property fill out the expense report, you should be 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><u>IMPORTANT:</u></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> 
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>
49.	Click the Home link. 
50.	<p>Congratulations. You have successfully created an Expense Report.</p> <p>End of Procedure.</p>







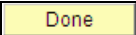
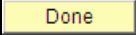
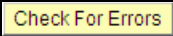
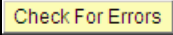

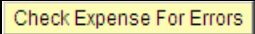
Creating an Expense Report from a TAR


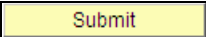
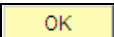


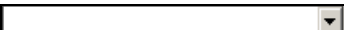

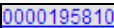
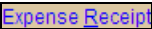

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Quick Start list. 
6.	Click the A Travel Authorization list item. 
7.	Click the Go button. 
8.	Click the Select button. 
9.	Notice this is the TAR that you selected.
10.	Click the Look up Default Location (Alt+5) button. 
11.	Click the Search by list. 
12.	Enter the desired information into the begins with field. Enter a valid value e.g. " Florida ".
13.	Click the Look Up button. 
14.	Click an entry in the Description column. 
15.	Click the Domestic Incidentals list item. 
16.	Enter the desired information into the Look up Currency (Alt+5) field. Enter a valid value e.g. " 30 ".
17.	Select the payment type.
18.	Click the Detail tab. 
19.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " taxi ".

20.	Click the scrollbar.
21.	Click the Check For Errors button. 
22.	In order to print the Bar Code sheet to fax for payment, you MUST click the Submit button. 
23.	Click the More Options list. 
24.	Click the Printable View list item. 
25.	Click the GO button. 
26.	Click an entry in the Report ID column. 
27.	Click the Expense Report tab. Notice the Bar Code to the right. If you property fill out the expense report, you should be reimbursed within 12 working days of which you submitted your Expense Report. You are now ready to fax to main number for ImageNow: 305-348-1355 <u>IMPORTANT:</u> 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, cut it off and then affix to the expense receipt sheet. Print this sheet to fax with your receipts. 
28.	Once you click the Expense Receipt tab, print this sheet to affix your receipts. You are ready to fax to main number for ImageNow: 305-348-1355
29.	Click the Home link. 
30.	Congratulations. You have successfully Created an Expense Report from a TAR. End of Procedure.





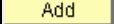











Expense Report with Dept. Card_My Wallet and Split Receipts

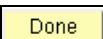
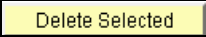
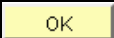
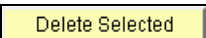
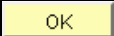

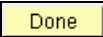

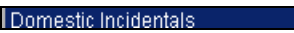
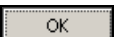
1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Add button. 
6.	Select the TA (TAR) that you want to bring in to your expense report. Click the Select button. 
7.	Click the Detail tab. 
8.	Here you will enter "Paid by Department" if your dept paid for this expense type. Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. "Paid by department" .
9.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>
10.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. "Paid by department" .
11.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>
12.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. "Paid by department" .
13.	Click the Non_Reimbursable checkbox. <input type="checkbox"/>
14.	Click the Expenses from My Wallet... list to bring in any charges from your Travel and Entertainment card that relates to this trip. 
15.	Click the Add button. 
16.	Select the charge, then click the Done button on the bottom of the page. <input checked="" type="checkbox"/>





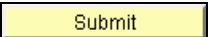
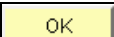

17.	Click the FIU Expense list item. 
18.	Click the Detail tab. 
19.	Click the Receipt Split button. 
20.	Click the Domestic Incidentals list item. 
21.	Click the Split button. 
22.	Enter the desired information into the Description field. Enter a valid value e.g. " Binders and teaching materials ".
23.	Enter the desired information into the Amount Spent field. Enter a valid value e.g. " 600. ".
24.	Click the Update button. 
25.	Click the Done button. 
26.	Enter the desired information into the Description field. Enter a valid value e.g. " GPS-personal item ".
27.	Click the Done button. 
28.	Click the Check For Errors button. 
29.	PS does not allow future dates of travel. If necessary, change the dates on the expense report.
30.	Click the Check For Errors button. 
31.	Click the Missing or invalid information was found. Click this icon to vi button. 
32.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " 44556677 ". Once you have traveled, you will need to enter your airline ticket number.
33.	Click the Check Expense For Errors button. 
34.	Click the Return to Expense Report link. Return to Expense Report
35.	Click the scrollbar.

36.	<p>Click the Update Totals button.</p> <p>Notice: once you click on "Update Totals" you will see the breakdown of the reimbursable and non-reimbursable;e amounts. You can also see what is due to the employee.</p> 
37.	<p>Click the Submit button.</p> 
38.	<p>Click the OK button.</p> 
39.	<p>Click the Home link.</p> 
40.	<p>Click the Save object.</p> 
41.	<p>Click the Printable View list item.</p> 
42.	<p>Click the GO button.</p> 
43.	<p>Click an entry in the Report ID column.</p> 
44.	<p>Click the scrollbar.</p>
45.	<p>Click the Expense Receipt tab.</p> 
46.	<p>Click the Home link.</p> 
47.	<p>Congratulations. You have successfully completed an Expense Report using the Departmental Card, My Wallet Transactions, and Splitting a Receipt.</p> <p>End of Procedure.</p>

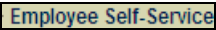
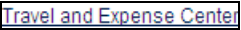


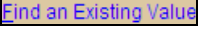
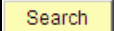
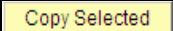
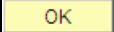
Creating an Expense Report from a TAR Applying My Wallet Trans


1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Add button. 
6.	Click the Return to Expense Report Entry link. 
7.	Click the Quick Start: list. 
8.	Click the A Travel Authorization list item. 
9.	Click the GO button. 
10.	Click the Select button to choose your desired Travel Authorization. 
11.	Click the Expenses list. 
12.	Click the Expenses from My Wallet... list item. 
13.	Click the Add button. 
14.	Click the Domestic Lodging link to edit this particular Expense Type. 
15.	Click the Expense Type drop down menu.
16.	Click the Foreign Lodging 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 Return to My Wallet link. 
20.	Note: The Expense type that you've edited is now 'Foreign Lodging' .

21.	Click the Checkbox options for the wallet transactions that you wish to include.
22.	Click the Vertical Scrollbar button.
23.	Click the Done button. 
24.	Click the Choose a date (Alt+F5) option to select the Out of Pocket expenses which will be deleted. <input type="checkbox"/>
25.	Click the Delete Selected 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 OK button. 
27.	Select the Checkbox option associated with the My Wallet expense that you want to delete. <input type="checkbox"/>
28.	Click the Delete Selected button. 
29.	Click the OK button. 
30.	Click the Add button to view the Expenses from My Wallet list. 
31.	Click the Vertical button of the scrollbar.
32.	Note: 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 Done button. 
34.	Click the Expense Type menu list. 
35.	Click the Domestic Incidentals option to try to change the expense type. 
36.	Click the OK button. Note: PantherSoft will NOT allow you to change the expense type from the Expense Report Entry page. 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 Expenses from My Wallet option. 






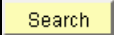

37.	Click the Check For Errors button. 
38.	Click the Error button to identify and correct the expense report error. 
39.	Enter the desired information into the *Number of Nights: field. Enter a valid value e.g. "3". Note: The red flag to the top of the page indicates what errors are present in this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

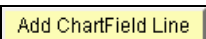



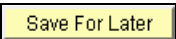
Copying Expense Report Expense Lines


1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Expense Report link. 
5.	Click the Find an Existing Value tab. 
6.	Enter the desired information into the begins with field. Enter a valid value e.g. " 0000181131 ".
7.	Click the Search button. 
8.	Click the Select option. To choose which items you wish to copy. <input type="checkbox"/>
9.	Click the Copy Selected button. To copy your selected items. 
10.	Click the OK button. You will get this message when copying expense line items. 
11.	Click the Copy to Range of Dates option. This will allow you to copy the selected expense to multiple dates. <input type="radio"/> Copy to Range of Dates
12.	Enter the desired information into the From Date field. Enter a valid value e.g. " 03/02/2009 ".
13.	Enter the desired information into the To Date field. Enter a valid value e.g. " 03/04/2009 ".
14.	Click the Include Holidays and Include Weekends option. If you do not select these, the date range will only apply the copy to work week days. <input type="checkbox"/> Include Weekends <input type="checkbox"/> Include Holidays

15.	<p>Click the OK button.</p> 
16.	<p>Click the Select option.</p> 
17.	<p>Click the Delete Selected button.</p> <p>If you want to delete a selection in the Overview field.</p> 
18.	<p>Click the OK button.</p> <p>To confirm your Delete action.</p> 
19.	<p>Click the scrollbar.</p>
20.	<p>Click the Update Totals button.</p> <p>To update all of your entries.</p> 
21.	<p>Click the View Additional Fields For This Expense button.</p> <p>This will allow you to enter more specific information about the individual expense.</p> 
22.	<p>Click in the Description field.</p> <p>Change the Domestic Lodging to "La Quinta".</p> 
23.	<p>Click the Submit button.</p> <p>When you are done editing your expenses.</p> 
24.	<p>Click the OK button to confirm.</p>
25.	<p>Click the Home link.</p> 
26.	<p>Congratulations. You have successfully copied Expense Report Expense Lines.</p> <p>End of Procedure.</p>

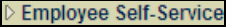



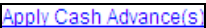

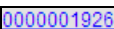

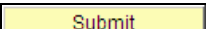
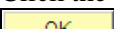

Viewing or Modifying Default Accounting for Expense Reports

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Create link. 
4.	Click the Find an Existing Value link. 
5.	Click the Search By list. Select EmplID from the menu list. 
6.	Enter the desired information into the Begins with field. Enter a valid value e.g. " 1290091 ". This value being the EmplID number.
7.	Click the Search button. 
8.	For training purposes this employee ID only has 1 Expense Report attached to it. If the searched employee ID had multiple expense reports associated with it, a list would have been populated that would allow you to choose your desired report.
9.	Click the Accounting Defaults link. 





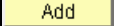





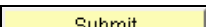
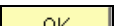

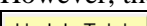
<p>10.</p>	<p>Now we are in the Accounting Defaults page of the Expense Report. This page allows you to determine what percentage of an expense report each department will pay. You can add/delete individual departments.</p> <p>For Contracts & Grants project IDs, the following fields must be populated:</p> <p>Department (Organizational Department ID) Class Fund Code PC Bus Unit: Enter 'FSR01' Project Activity: Enter 'SPN'</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_GL_DEPT_PROJ_LOOKUP</p> <p>Lets Continue... For the purpose of this module, we will be inserting one additional department to be charged for this particular expense report.</p>
<p>11.</p>	<p>Click the Add Chart Field Line button.</p> <p>To create a new Chart field Line.</p> 
<p>12.</p>	<p>Enter the desired information into the Percentage field. Enter a valid value e.g. "25.00".</p> <p>This field will determine what percentage of the expense report the chosen department will be charged.</p>
<p>13.</p>	<p>Click the Look up Dept (Alt+5) graphic.</p> <p>This selection will generate a list of departments that you can charge.</p> 
<p>14.</p>	<p>Click the 000110000 link.</p> <p>For the purpose of this module, select the FIN AID FEE department with the Dept. code 000110000.</p> 
<p>15.</p>	<p>Enter the desired information into the field. Enter a valid value e.g. "75.00".</p> <p>Now we must adjust the percentage that the default department was getting charged from 100% to 75%. This will ensure that 100% of the Expense report is getting charged out.</p>
<p>16.</p>	<p>Click the OK button.</p> 
<p>17.</p>	<p>Click the Save For Later button.</p> <p>Click the Save For Later button.</p> 


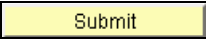


18.	Click the Home link. 
19.	Congratulations. You have successfully Viewed and Modified Default Accounting. End of Procedure.

Applying Cash Advances to an Expense Report





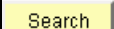

1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Modify link. 
5.	Click the Apply Cash Advance(s) link. 
6.	Click the Advance ID button. 
7.	Click an entry in the Advance ID column. 
8.	Click the OK button. 
9.	Click the scrollbar.
10.	Click the Submit button. 
11.	Click the OK button. 
12.	Click the Home link. 
13.	Congratulations. You have successfully Applied Cash Advances to an Expense Report. End of Procedure.

Applying Cash Advance to an Expense Report (No Reimbursement)

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Add button. 
6.	Click the Select button to choose your desired Travel Authorization. 
7.	Click the Apply Cash Advance(s) link. 
8.	Click the Look up Advance ID (Alt+5) graphic. 
9.	Click the 0000002097 link to select this cash advance. 
10.	Click the OK button. 
11.	Click the Submit button. Notice that the Due Company: field shows 4,000 USD. This indicates that the employee owes the University 4,000 USD. 
12.	Click the OK button. 
13.	Click the Apply Cash Advance(s) link. 
14.	Enter the desired information into the field. Enter a valid value e.g. " 1500.00 ".
15.	Click the Update Totals button. You have to change the Total Applied to equal the amount of expenses that the employee incurred to process the expense report in PantherSoft. However, the amount the employee owes to the University will still be recorded. 

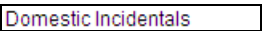
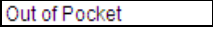




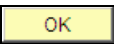

16.	Click the OK button. 
17.	Click the Submit button. 
18.	Click the OK button. 
19.	Click the Home link. 
20.	Congratulations. You have successfully Applied a Cash Advance to an Expense Report with No Reimbursement. End of Procedure.

Viewing Expense Reports





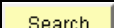
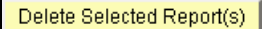


1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the View link. 
5.	Enter the desired information into the begins with field. Enter a valid value e.g. " 0000181134 ". You would enter the Expense Report ID here, in this example it is "0000181134".
6.	Click the Search button. To find the desired report. 
7.	This page will display the Expense Report that you searched for.
8.	Click the Home link. When you are done viewing the Report. 
9.	Congratulations. You have successfully Viewed an Expense Report. End of Procedure.

Modifying Expense Reports





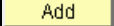




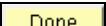





1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Modify link. 
5.	Click the Search by list. 
6.	Click the EmplID list item. 
7.	Enter the desired information into the begins with field. Enter a valid value e.g. " 1098096 ".
8.	Click the Search button. 
9.	Click an entry in the EmplID column. 
10.	Enter the desired information into the USD field. Enter a valid value e.g. " 300.00 ".
11.	Click the Choose a date (Alt+5) option. <input type="checkbox"/>
12.	Click the Delete Selected button. 
13.	Click the OK button. 
14.	Click the Add multiple new rows at row 1 (Alt+7) button. 
15.	Right-click the Pop-up blocked. To see this pop-up or additional options click button.
16.	Click the Temporarily Allow Scripted Windows menu. 
17.	Click the Add multiple new rows at row 1 (Alt+7) button. 
18.	Click the OK button. 
19.	Click the Add multiple new rows at row 1 (Alt+7) list. 

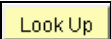

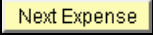



20.	Click the Domestic Incidentals list item. 
21.	Enter the desired information into the Look up Currency (Alt+5) field. Enter a valid value e.g. " 100.00 ".
22.	Click the Out of Pocket list item. 
23.	Click the Detail tab. 
24.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " AA ".
25.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " taxi and internet usage ".
26.	Click the Update Totals button. 
27.	Click the scrollbar.
28.	Click the Check For Errors button. 
29.	Click the Submit button. 
30.	Click the OK button. 
31.	Click the Home link. 
32.	Congratulations. You have successfully Modified Expense Reports. End of Procedure.

Deleting Expense Reports

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Delete link. 
5.	Click the Search button. Your employee ID will automatically be filled into the field. When you hit search the system will bring up a list of un submitted or denied expense reports associated with your ID. 
6.	Click the Select option. Choose which Expense Report you wish to delete. <input type="checkbox"/>
7.	Click the Delete Selected Report(s) button. This will delete all selected Expense Reports. 
8.	Click the OK button. 
9.	Click the Home link. 
10.	Congratulations. You have successfully Deleted an Expense Report. End of Procedure.

Applying My Wallet Transactions to Expense Reports

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Expense Report link. 
4.	Click the Create link. 
5.	Click the Add button. 
6.	Click the Return to Expense Report Entry link. 
7.	Click the Quick Start: list. 
8.	Click the Entries from My Wallet list item. 
9.	Click the GO button. 
10.	Click the Checkbox option for the desired transactions. A program will run nightly to upload all transactions from Bank of America.
11.	Click the Vertical button of the scrollbar.
12.	Click the Done button. 
13.	Enter the desired information into the *Description: field. Enter a valid value e.g. " Conference UPK ".
14.	Click the *Business Purpose: list. 
15.	Select the Conference option from the drop down menu. 
16.	Click the Look up Default Location (Alt+5) graphic. 
17.	Click the Search by: list. 
18.	Select the Description option from the drop down menu. 

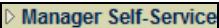
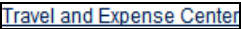
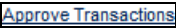
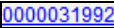

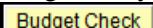
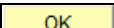

19.	Enter the desired information into the Begins with field. Enter a valid value e.g. " %vegas ".
20.	Click the Look Up button. 
21.	Click the Nevada, Las Vegas link. 
22.	Click the Check For Errors button. 
23.	Click the Flag graphic to view the error(s) associated with this expense. 
24.	Enter the desired information into the *Number of Nights: field. Enter a valid value e.g. " 3 ".
25.	Click the Next Expense button. 
26.	Enter the desired information into the *Number of Nights: field. Enter a valid value e.g. " 3 ".
27.	Click the Return to Expense Report link. 
28.	Click the Submit button. 
29.	Click the OK button. 
30.	Click the Home link. 
31.	Congratulations. You have successfully Applied My Wallet Transactions to an Expense Report. End of Procedure.

Viewing My Wallet Transaction Details

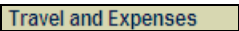

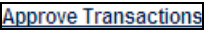



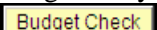
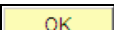
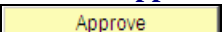
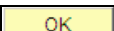
1.	Click the Employee Self- Service link. 
2.	Click the Travel and Expenses link. 
3.	Click the My Wallet link. 
4.	Enter the desired information into the begins with field. Enter a valid value e.g. " 1315685 ".
5.	Click the Search button. 
6.	Assigned: Transactions that are applied to an expense report. Unassigned: Transactions that are not applied to an expense report. Click the Transaction Status list. 
7.	Click the Assigned list item. 
8.	Click the Search button. 
9.	Click an entry in the Expense Type column. 
10.	Click on " Return to My Wallet ".
11.	Click an entry in the ID column. 
12.	Click on the Scrollbar.
13.	Click the Home link. 
14.	Congratulations. You have successfully Viewed My Wallet Transaction Details. End of Procedure.

Managing Approvals in Expenses

Budget Checking Expense Transactions Online

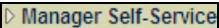
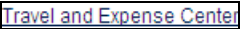







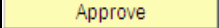

1.	Click the Manager Self- Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Approve Transactions link. 
4.	Find the Travel Authorization you wish to budget check. Click an entry in the Transaction ID column. 
5.	Click the scrollbar.
6.	Click the Budget Options link. 
7.	Notice: That the Budget has not been checked.
8.	Click the Budget Check button. You may get a " Warning " if you over spend on your budget, however, you will be able to continue with your approvals. You may get an " Error " if you do not have a budget or if the Project does not have a budget and you will not be able to approve this action. 
9.	Notice: The budget is valid and the amount has been encumbered.
10.	Commitment Control Tran ID: Is the ID number assigned to the amount encumbered.
11.	Click the OK button. 
12.	Notice that the Budget Status is now Valid.
13.	Click the scrollbar.
14.	Click the Home link. 
15.	Congratulations. You have successfully Budget Checked Expense Transactions Online. End of Procedure.

Approving an Expense Report

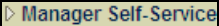
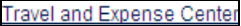







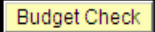
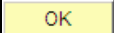
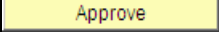
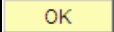
1.	Click the Travel and Expense Center link. 
2.	Click the Approvals link. 
3.	Click the Approve Transactions link. 
4.	Click an entry in the Description column. 
5.	Click the scrollbar. Review the Expense Report
6.	Click the ImageNow link to view the employee's receipts that were submitted. 
7.	Here you can review the employee's receipts that were scanned through ImageNow.
8.	Click the Budget Options link. A program runs every two hours and budget checks all Department numbers based on the chart string. 
9.	Click the Budget Check button. You may get a " Warning " if you over spend on your budget, however, you will be able to continue with your approvals. You may get an " Error " if you do not have a budget or if the Project does not have a budget and you will not be able to approve this action. 
10.	Click the OK button. 
11.	Click the scrollbar.
12.	Click the Approve button. 
13.	Click the OK button. 
14.	Click the scrollbar.
15.	Click the " Home " Link

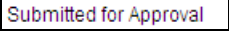

16.	Congratulations. You have successfully Approved an Expense Report. End of Procedure.
-----	--

Approving Travel Authorizations for Past Travel Dates

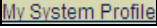
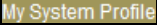

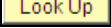



1.	Click the Manager Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Approvals link. 
4.	Click the Approve Transactions link. 
5.	Click the Travel Authorizations tab. 
6.	Click an entry in the Transaction ID column. 
7.	Click the More Options list. 
8.	Click the GO button. 
9.	Click the Return to Travel Authorization Summary link. 
10.	Click the scrollbar.
11.	Click the Approve button. 
12.	Click the OK button. 
13.	Click the Missing or invalid information was found. Click this icon to view button. 
14.	Notice: The flag alerts you as to past date.
15.	Click the Return to Travel Authorization Details link. 
16.	Congratulations. You have approved a Travel Authorization for a past date. End of Procedure.

Approving a Valid Travel Authorization

1.	Click the Manager Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Approvals link. 
4.	Click the Approve Transactions link. 
5.	Click the Travel Authorizations tab. 
6.	Click an entry in the Transaction ID column. 
7.	Click the More Options list. 
8.	Click the GO button. 
9.	Click the scrollbar.
10.	Click the Budget Options link. 
11.	Click the Budget Check button. 
12.	NOTICE: The budget is valid. The funds have been encumbered.
13.	Commitment Control Tran ID: is the ID number assigned to the amount encumbered.
14.	Click the OK button. You may get a " Warning " if you over spend on your budget, however, you will be able to continue with your approvals. You may get an " Error " if you do not have a budget or if the Project does not have a budget and you will not be able to approve this action. 
15.	Click the scrollbar.
16.	Click the Approve button. 
17.	Click the OK button. 

18.	Click the scrollbar.
19.	After you click the approve button, the TAR's status changes. 
20.	Click the Home link. 
21.	Congratulations. You have successfully Approved a Valid Travel Authorization. End of Procedure.

Reassigning Approval Work

1.	Click the My System Profile link. 
2.	Click the My System Profile link. 
3.	Click the Look up Alternate User ID (Alt+5) button. 
4.	Click the Look Up button. 
5.	Click an entry in the User ID column. 
6.	Enter the desired information into the From Date field. Enter a valid value e.g. " 06/01/2009 ".
7.	Enter the desired information into the To Date field. Enter a valid value e.g. " 06/05/2009 ".
8.	Click the Save button. 
9.	Click the Home link. 
10.	Congratulations. You have successfully Reassigned Approval Work. End of Procedure.