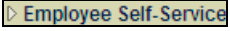
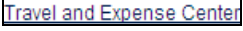








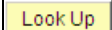




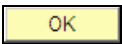

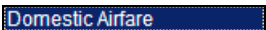
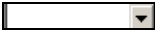

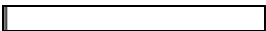
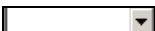


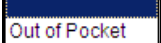
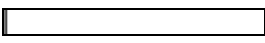

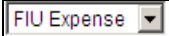
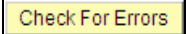


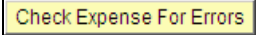

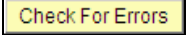
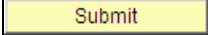
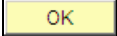



FIU02-Creating a T.A. (TAR)

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expense Center link. 
3.	Click the Travel Authorization link. 
4.	Click the Create link. 
5.	Enter the desired information into the Description field. Enter a valid value e.g. " Coll. of Bus MBA Seminar ".
6.	Click the Seminar list item. 
7.	Enter the desired information into the Default Location field. Enter a valid value e.g. " CA ".
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 Choose a date (Alt+5) field. Enter a valid value e.g. " 7/1/09 ".
11.	Enter the desired information into the Date To field. Enter a valid value e.g. " 7/5/09 ".
12.	Click the Accounting Defaults link. 
13.	Enter the desired information into the % field. Enter a valid value e.g. " 50 ". In the Accounting Defaults, you can split the percentage between several Project IDs (FUNDWARE ACCOUNTS). Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP
14.	Click the GL Unit button. 
15.	Click an entry in the Business Unit column. 
16.	Enter the desired information into the begins with field. Enter a valid value e.g. " 231001000 ".
17.	Click the Look Up button. 

18.	Click an entry in the Department column. 
19.	Enter the desired information into the begins with field. Enter a valid value e.g. "900".
20.	Click the Look Up button. 
21.	Click an entry in the Fund Code column. 
22.	Click the Program button. 
23.	This field will always be "00" Misc. for all Direct Support Organizations (DSO) Click an entry in the Program Code column. 
24.	Click the PC Bus Unit button. 
25.	Click an entry in the Business Unit column. 
26.	Click the Project button. 
27.	Enter the desired information into the begins with field. Enter a valid value e.g. "1200010".
28.	Click the Look Up button. 
29.	Click an entry in the Project column. 
30.	Click the Activity button. 
31.	Click an entry in the Activity column. 
32.	Click the Add ChartField Line button. 
33.	Enter the desired information into the % field. Enter a valid value e.g. "5".
34.	Click the GL Unit button. 
35.	Click an entry in the Business Unit column. 
36.	You can type Or search for the Dept. number
37.	Enter the desired information into the Fund field. Enter a valid value e.g. "900".
38.	Enter the desired information into the Program field. Enter a valid value e.g. "00".

39.	Enter the desired information into the PC Bus Unit field. Enter a valid value e.g. " FIU02 ".
40.	Click the Project button. 
41.	Enter the desired information into the begins with field. Enter a valid value e.g. " 1200130 ".
42.	Click the Look Up button. 
43.	Click an entry in the Project column. 
44.	Not every project ID is associated with an activity. Click the Activity button. 
45.	Click an entry in the Activity column. 
46.	Click the OK button. 
47.	Click the Expense Type list. 
48.	Click the Domestic Airfare list item. 
49.	Enter the desired information into the Date field. Enter a valid value e.g. " 7/1/09 ".
50.	Enter the desired information into the Amount field. Enter a valid value e.g. " 420 ".
51.	Click the Out of Pocket list item. 
52.	Click the FIU Expense list item. 
53.	Click the Domestic Auto Rental list item. 
54.	Enter the desired information into the Amount field. Enter a valid value e.g. " 500 ".
55.	Click the Out of Pocket list item. 
56.	Click the Expense Type list. 
57.	Click the Payment Type list. 
58.	
59.	Click the Domestic Meals list item. 

60.	Enter the desired information into the Amount field. Enter a valid value e.g. " 500 ".
61.	Click the Out of Pocket list item. 
62.	Select the FIU Expense 
63.	Click the Check For Errors button. If you have any missing information, you will see red flags in next to the expense type. 
64.	Click the Missing or invalid information was found. Click this icon to view button. 
65.	Enter the desired information into the Non-preferred field. Enter a valid value e.g. " Delta ".
66.	Click the "Return to Travel Authorization Entry" to return to the TA page 
67.	Enter the desired information into the Number of Nights field. Enter a valid value e.g. " 5 ".
68.	Enter the desired information into the Nightly Rate field. Enter a valid value e.g. " 220. ".
69.	Click the Check Expense For Errors button. 
70.	Click the Return to Travel Authorization Entry link. 
71.	Click the Check For Errors button. 
72.	Click the Submit button. 
73.	Click the OK button. 
74.	Click the Home link. 
75.	Congratulations. You have successfully completed a T.A. for your travel. End of Procedure.