
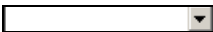


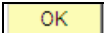
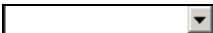
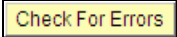

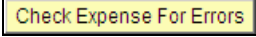
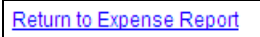
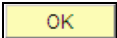
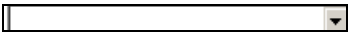

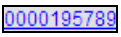




FIU02-Exp. Rpt (Funded portion)-Part 2

1.	Click the Employee Self-Service link. Employee Self-Service
2.	Click the Travel and Expense Center link. Travel and Expense Center
3.	Click the Expense Report link. Expense Report
4.	Click the Create link. Create
5.	Click the Return to Expense Report Entry link to enter a blank Expense Report Notice that the "trip to orlando" TA is grayed out and therefore, you may not be able to reuse it for the separate FIU02 Expense Report. Be sure to note the expense type and the line item from the FIU01 expense report that you just completed for this trip. You need to have: the Report ID and TAR number. Return to Expense Report Entry
6.	Enter the desired information into the Description field. Enter a valid value e.g. " Trip to Orlando ".
7.	Click the Convention list item. <input type="text"/>
8.	Enter the desired information into the Default Location field. Enter a valid value e.g. " fl ".
9.	Click the Look up Default Location (Alt+5) button. 
10.	Click an entry in the Expense Location column. 1019
11.	Enter the desired information into the Comment field. Enter a valid value e.g. " Rpt ID # 0000195786 ". The Report ID # is from the Expense Report you submitted for the FIU01 expenses.
12.	In this field, you need to type in the TA # which is also known as the Authorization number. Enter the desired information into the Reference field. Enter a valid value e.g. " 0000034925 ".
13.	Click the Domestic Airfare list item. <input type="text"/>

14.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. "6/10/09".
15.	Enter the desired information into the Look up Currency (Alt+5) field. Enter a valid value e.g. "20".
16.	Click the Out of Pocket list item. 
17.	Click the Accounting Defaults link. Accounting Defaults
18.	Click the GL Unit button. Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP 
19.	Click an entry in the Business Unit column. FIU02
20.	Enter the desired information into the Dept field. Enter a valid value e.g. "12400000".
21.	Enter the desired information into the Fund field. Enter a valid value e.g. "900".
22.	Enter the desired information into the Program field. Enter a valid value e.g. "00". Always use "00" for any DSO.
23.	Enter the desired information into the PC Bus Unit field. Enter a valid value e.g. "FIU02".
24.	Enter the desired information into the Project field. Enter a valid value e.g. "3100030".
25.	Click the Activity button. There may be some projects that do not have an activity code. NOTE: FUND Code 900,unrestricted will never have an activity code. 
26.	Click an entry in the Activity column. ACT1
27.	Click the OK button. 
28.	Enter the desired information into the Look up Currency (Alt+5) field. Enter a valid value e.g. "100".
29.	Click the Out of Pocket list item. 
30.	Click the Detail tab. Detail
31.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. "Upgrade to bus class".

32.	Enter the desired information into the Choose a date (Alt+5) field. Enter a valid value e.g. " supplies for presentation ".
33.	Click the Check For Errors button. 
34.	Click the Missing or invalid information was found. Click this icon to view button. 
35.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " FIU02789 ".
36.	Enter the desired information into the Non-preferred field. Enter a valid value e.g. " delta ".
37.	Click the scrollbar.
38.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " -FIU02 ". Notice: Since you used the ticket Number on the expense Report for FIU01, you need to type in the ticket number and add " -FIU02 " for Foundation, " -FIU03 " for Wolfsonian, etc.
39.	Click the Check Expense For Errors button. 
40.	Click the Return to Expense Report Link. 
41.	Click the Submit button, then the OK button. 
42.	Click the Printable View list item. 
43.	Click the GO button. 
44.	Click an entry in the Report ID column. 
45.	Notice the Bar Code, this will be the 1st page you fax to ImageNow305-348-1355 . Click the scrollbar to review the entire Expense Report.
46.	Click the Expense Receipt tab. 
47.	Please attach all the receipts pertaining to this Expense Report. Should the receipt have a barcode, tuck it in and fax the entire expense report to 305-348-1355 .
48.	Click the Home link. 
49.	Congratulations. You have successfully completed an Expense Report for Foundation. End of Procedure.