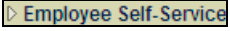
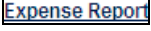


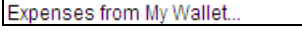


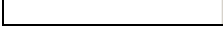


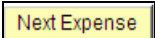
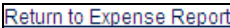
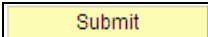
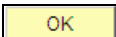


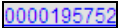
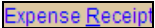



FIU02-Exp. Rpt with My Wallet Trans Split Bus. Units-Part 1

1.	<p>Click the Employee Self-Service link.</p> 
2.	<p>Click the Travel and Expense Center link.</p> 
3.	<p>Click the Expense Report link.</p> 
4.	<p>Click the Create link.</p> 
5.	<p>Click the Select button to bring in the approved TA (TAR).</p> 
6.	<p>Click the Accounting Defaults link.</p> 
7.	<p>Review the Chartfield and verify the string information is correct.</p> <p>Run the following query to identify the correct combination of the above fields for a particular project ID: FIU_DEPT_PROJ_LOOKUP</p> <p>Click the OK button.</p> 
8.	<p>Click the Expenses from My Wallet... list item.</p> 
9.	<p>Click the Add button.</p> 
10.	<p>Select the Expense Types that are associated with this travel.</p> <p>Make sure you click the "checkbox" to bring in your charge to your Expense Report.</p> 
11.	<p>Click the Receipt Split button.</p> 
12.	<p>The 1st step to splitting a receipt is, selecting the Expense Type field.</p> <p>Click the Domestic Incidentals list item.</p> 
13.	<p>Click the Split button.</p> 
14.	<p>Click the Billing Type list.</p> 

15.	Select the " FIU Expense " value.
16.	Enter the desired information into the Description field. Enter a valid value e.g. " Paper and binders for presentation ".
17.	Click the Non- Reimbursable option. <input type="checkbox"/> Non-Reimbursable
18.	Enter the desired information into the Amount Spent field. Enter a valid value e.g. " 100. ".
19.	Click the Update button. 
20.	Click the Done button. 
21.	On the next Expense Type to split; click the Expense Type list. 
22.	Click the Domestic Airfare list item. 
23.	Click the Split button. 
24.	Click the FIU Expense list item. 
25.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " FIU02789 ".
26.	Enter in the description. "Airfare paid by Foundation upgrade to Business class".
27.	Select the Non- Reimbursable check box
28.	Enter he amount that Foundation will pay separately.
29.	Click the Done button. 
30.	If you bring in an item incorrectly, you can click the checkbox to delete it. This action will place the Expense Type back into your Wallet.
31.	Click the Delete Selected button. 
32.	Click the OK button. 
33.	Click the Check For Errors button. 
34.	Click the Missing or invalid information was found. Click this icon to vi button. 
35.	Click the FIU Expense list item. 
36.	Click the Next Expense button. 

37.	Click the FIU Expense list item. 
38.	Enter the desired information into the Description field. Enter a valid value e.g. " TIPS ".
39.	Enter the desired information into the Ticket Number field. Enter a valid value e.g. " FIU02789 ".
40.	Click the Next Expense button. 
41.	Click the Return to Expense Report link. 
42.	Click the Submit button. 
43.	Click the OK button. 
44.	Click the Printable View list item. 
45.	Click the GO button. 
46.	Click an entry in the Report ID column. 
47.	Notice the Bar Code. You must print this page and fax it to ImageNow 305-348-1355 along with your original receipts. Click the scrollbar to review the Expense Report page. Click the scrollbar.
48.	Click the Expense Receipt tab. Print the "Expense Receipt" page. Attach all your original receipts to this page. Should you have a receipt that has a bar code, tuck it in so the scanner only picks up the barcode on the Expense Report page. ImageNow 305-348-1355 
49.	Click the Home link. 

50.	Congratulations. You have successfully completed an Expense Report for Foundation FIU02. End of Procedure.
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