



Expenses User Acceptance Testing

February 16, 2015

9am – 5pm

Kate C. Smith

Agenda

- ▶ 8:30–9:00 Setup and Socialize
- ▶ 9:00 Overview of UAT Goals
- ▶ 9:20 Expense Module Overview
- ▶ 9:30 Begin Test Scenarios
- ▶ 10:30 Break
- ▶ 12:00 Lunch
- ▶ 2:45 Break
- ▶ 4:15 Recap
- ▶ 4:30 Question and Answer

Module Overview

- ▶ Entry remains the same for Travel Authorizations and Cash Advances
- ▶ Updated Expense Report Entry
 - Add Attachments
 - Quick-Fill feature
 - Accounting Detail on expense report entry page
 - Slight changes to mods
 - Mileage Entry
 - First or Last Day of Travel
 - Summary and Submit Acknowledgement
- ▶ Expense Processing functions the same
- ▶ Use Report Manager for retrieving reports

Security Role Changes

Expenses Security Changes

The following Expenses roles are going to be dropped as part of the upgrade:

- BOR_EX_MANAGER
- BOR_EX_EMPLOY_DATA
- BOR_EX_TAUTH_RESET
- BOR_EX_MAINT_TRANS
- BOR_EX_MOD_APR_TRANS
- BOR_EX_REASSIGN
- BOR_EX_SETUP_CONFIG
 - This functionality will be included in the BOR_EX_ADMINISTRATION role
- BOR_EX_BATCH_PRC will be deleted
- BOR_EX_ADMINISTRATION is a new role.
- BOR_EX_CASH_ADV_PROCESSING is a new role.
- BOR_EX_CASH_ADV_APR
 - This functionality will be included in the BOR_EX_APPROVAL role
- BOR_EX_CASH_ADV_ADMIN
 - This functionality will be included in the BOR_EX_CASH_ADV_PROCESSING role
- EX_AUD_EXP_TRANS_INQ
- BOR_EX_BUDCHK_PRC
 - This functionality will be included in the BOR_EX_PROCESSING role

Let's Get Started with UAT!

- ▶ Log In

- <https://fpre.gafirst.usg.edu>

User ID – same as Production

Password: c0RNho131sfun

Personalizations

▶ My Personalizations > Navigation Personalizations

- You can turn off the Auto-Complete functionality for all pages.

Autocomplete Yes [Explain](#)

- You can also set the Drop Down Menu to be permanently sorted alphabetically (Ascending or Descending)

Drop down Menu Sort Order None [Explain](#)

▶ Personalize Page

- The AutoComplete can also be disabled at the Component and Page level by going to the Personalize Page link from the page.

Page Personalization

- ☐ Put this page in front (the current tab) when I come into this component.
- ☐ Save the state of the View All settings on this page.
- ☒ Save tabbing order personalized below.

To define new tabbing order, select Clear Tabbing Order, then click items to include in desired sequence.
This new Tab order setting may be overridden by the people code command SetCursorspos().
To rearrange tabbing order, select Remove from order, Move up in order, or Move down in order, then click appropriate items to rearrange.

- ☐ Disable Autocomplete for the entire page.
- ☐ Disable Autocomplete for the entire component.

Personalizations

	Test Scenario	Expected Result
1	<p>From Home page:</p> <ul style="list-style-type: none">Click on Personalize Content and choose Menu type:<ul style="list-style-type: none">Top Menu, Menu (left), or Main menu (left with icons)	User is able to choose Menu Option
2	<p>Navigate to My Personalizations > Navigation Personalizations</p> <ul style="list-style-type: none">Choose your menu sort and AutoComplete options (if desired). (Menu sort only applicable to Top Menu)	User is able to select options and it has the desired effect

Authorize Expense Users

- ▶ Step 1 – Authorize Expense Users
 - Travel and Expenses > Manage Expenses Security > Authorize Expense Users
 - Employee Self-Service > Travel and Expenses > User Preferences > Delegate Entry Authority




Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Expenses Security ▾ > Authorize Expense Users

ORACLE



Authorize Users

Cania Harris

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID		Name		
ccullins		Harris, Cania Y		

Save

 Return to Search  Notify

Modify User Defaults

- ▶ Step 2
- ▶ Travel and Expenses > Manage Employee Information > Update Profile > User Defaults tab

Oracle

Employee Data | Organizational Data | **User Defaults** | Bank Accounts | Corporate Card Information | Bank Accounts BOR

Cania Harris

Default Creation Method

*Expense Report Open a Blank Report
*Time Report Open a Blank Report
*Travel Authorization Open a Blank Authorization

Expense Defaults

Report Description
Business Purpose
Originating Location
Expense Location
Transportation ID
Accounting Detail Default View Collapsed

Per Diem Range
Billing Type
Payment Type
Credit Card
Number of Nights

Expense Type Defaults

Personalize | Find | First 1 of 1 Last

Expense Type | Merchant

*Expense Type	Payment Type	Billing Type

Country
State
Locality
Billing Type

Select Project ChartFields Display :

☒ Default : Codes
☐ Descriptions
☐ Codes

Save Return to Search Notify Add

Review Employee Profile

- ▶ Step 3
- ▶ Travel and Expenses > Manage Employee Information > Update Profile > Org Data & Bank Accounts tabs

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

ORACLE

Employee Data Organizational Data User Defaults Bank Accounts Corporate Card Information Bank Accounts BOR

Mischelle Standifer

Expenses Processing Data Find | View All First 1 of 1 Last

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

☒ Default Profile
☐ Ignore Authorized Amounts

Per Diem Amount Type Active Amounts ▾

HR Information

Employee Status Active ▾
Hire Date 04/12/1993
*GL Unit 71000 Georgia Perimeter College
*Department 6409302 Accounting Services
Hours Per Period ☒ Use Business Unit Default

Supervisor Information

*ID
Name
Designated Approver dhickey

Default ChartField Values Personalize | Find | First 1 of 1 Last

*GL Unit	Fund	Dept	Program	Class	Bud Ref	Project
71000	10500	6409302	16200	11000	2015	

Cash Advance Level

☐ Business Unit 0.00 USD
☐ Specific Amount
☒ None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role ▾

Modify Bank Account Information

- ▶ Step 4
- ▶ Travel and Expenses > Manage Employee Information > Update Profile > Bank Accounts BOR tab

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile

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◀ User Defaults Bank Accounts Corporate Card Information Bank Accounts BOR

Cania Harris

Bank Accounts BOR

Empl ID 0252350

Bank ID

Bank Account #



Account Type 🔍

Prenotification Status

[Employee Data](#) | [Organizational Data](#) | [User Defaults](#) | [Bank Accounts](#) | [Corporate Card Information](#) | [Bank Accounts BOR](#)

Modify Bank Account Information

- ▶ Step 4 Continued
 - Enter info on Bank Accounts tab

Bank Account Info		
Bank Account Info 		
Default	Bank Account	Source
<input checked="" type="checkbox"/>		Expenses

Pay to Bank Accounts 

Standifer, Michelle

ID 0134348



Country 

United States

Bank Name

Branch Name

Bank ID Qualifier  United States Bank

Bank ID

Account Type

Bank Account Number

DFI Qualifier  Transit Number

DFI ID

Modify Bank Account Information

- ▶ Step 4 continued
- ▶ Travel and Expenses > Manage Employee Information > Load Employee Data
- ▶ Run all processes

Load Employee Data

Run Control ID Testing Report Manager Process Monitor [Run](#)

[Select All](#) [Deselect All](#)

Process Request Parameters

- ☒ Load Organizational Data
- ☒ Load Employee Bank Data
- ☒ Validate Organizational Data
- ☒ Load Entry Authorizations


[Save](#) [Notify](#) [Add](#) [Update/Display](#)


- ▶ Bank account info should appear on Bank Accounts tab

Expense Report Entry Overview


(Review before beginning Expense Report entry)

Create/Modify combined


**Travel and Expense Center**
Centralized Travel and Expense Center

**Expense Report**
Create, modify, print, view or delete an Expense Report

- Create/Modify
- Print
- View
- Delete

**Travel Authorization**
Create, modify, print, view or delete a Travel Authorization

- Create/Modify
- View
- Delete
- Cancel

**Cash Advance**
Create, modify, print, view or delete a Cash Advance

- Create/Modify
- View

Expense Report Entry

Add Attachments

Create Expense Report

Cania Harris ?

[Save for Later](#) | [Home](#) | [Summary and Submit](#)

Quick Start ...Populate From [GO](#)

*Business Purpose Attend Meetings



Destination Location

*Report Description Meeting in Atlanta

 Attachments

Reference

Expenses ?

Expand All | Collapse All Add: |  My Wallet (0) |  Quick-Fill

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Does everyone have a file to use as an attachment?

Expense Report Entry

Quick-Fill

Quick-Fill

[Help](#)

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 01/20/2015 To 01/23/2015

Add Expense Types:

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	2010 FSA Dependent Care
<input type="checkbox"/>	<input type="checkbox"/>	2010 FSA Medical Care
<input type="checkbox"/>	<input type="checkbox"/>	2011 FSA Dependent Care
<input type="checkbox"/>	<input type="checkbox"/>	2011 FSA Medical Care
<input type="checkbox"/>	<input type="checkbox"/>	2012 FSA Dependent Care
<input type="checkbox"/>	<input type="checkbox"/>	2012 FSA Medical Care
<input type="checkbox"/>	<input type="checkbox"/>	2013 FSA Dependent Care
<input type="checkbox"/>	<input type="checkbox"/>	2013 FSA Medical Care
<input type="checkbox"/>	<input type="checkbox"/>	Agency Expense
<input type="checkbox"/>	<input type="checkbox"/>	Emp Air Transportation

OK

Cancel

Expense Type Changes

► New Expense Type of Commercial Transp

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
02/02/2015	Emp Commercial Transp	Taxi to Conference	Credit Card	7.00	USD
		Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate 1.00000000	
			<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt 7.00	USD
			<input type="checkbox"/> No Receipt		
02/02/2015				0.00	USD
Totals (1 Line)				7.00	USD

Expand All | Collapse All

2010 FSA Dependent Care

2010 FSA Medical Care

2011 FSA Dependent Care

2011 FSA Medical Care

2012 FSA Dependent Care

2012 FSA Medical Care

2013 FSA Dependent Care

2013 FSA Medical Care

Agency Expense

Emp Air Transportation

Emp Baggage

Emp Breakfast

Emp Commercial Transp

Emp Dinner

Emp Ground Gasoline

Emp Incidentals

Emp Laundry

Emp Lodging

Emp Lunch

Payment Type Change

- ▶ New Payment Type of Credit Card
- ▶ Old Payment Types still exist
 - American Express
 - Discover
 - MasterCard
 - Visa

*Payment Type

N/A (e.g. Mileage)

American Express

Cash

Check

Credit Card

Debit Card

Discover Card

Master Card

N/A (e.g. Mileage)

Prepaid Air (AP)

Prepaid Hotel (AP)

Prepaid Other (AP)

Visa

Expense Report Entry

Accounting Detail located below expense line

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Cania Harris ?

Actions [...Choose an Action](#) [GO](#)

*Business Purpose [Attend Meetings](#)

Destination Location [ATLANTA](#)

*Report Description [Meeting in Atlanta](#)

[Attachments](#)

Reference [\[Search\]](#)

Expenses ?

[Expand All](#) | [Collapse All](#) Add: [My Wallet \(0\)](#) | [Quick-Fill](#)

Totals (1 Line) 10.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
01/22/2015	Emp Parking	Receipt Split	Cash	10.00	USD
*Billing Type	Internal		<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
**Location	ATLANTA		<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt	10.00 USD
			<input type="checkbox"/> No Receipt		



Accounting Details ?

Chartfields											
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project	Bud Re
10.00	71000	10.00 USD	1.00000000	641170	10500	6409302	16200	11000			2015

[Expand All](#) | [Collapse All](#)

Totals (1 Line) 10.00 USD

Expense Report Entry

Mileage Entry

Create Expense Report

Cania Harris ?

*Business Purpose Destination Location Attachments

*Report Description Reference

Expenses ?

Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type
▼ <input type="text" value="01/22/2015"/>	<input type="text" value="Emp Mileage"/>		
*Billing Type <input type="text" value="Internal"/>			
**Location <input type="text" value="ATLANTA"/>			
▶ Accounting Details ?			
<input type="text" value="01/22/2015"/>			

Expand All | Collapse All

BOR Mileage Entry Detail Page Help

Create Expense Report

Mileage Details

Report ID NEXT

Total Miles Traveled

Commute/Personal Miles

Reimbursable Miles 72

Expense Report Entry

First or Last Day of Travel 75% Calculation

01/22/2015 Emp Lunch Credit Card 9.00 USD

*Billing Type Internal

**Location ATLANTA

First or Last Day of Travel Receipt Split

☒ Default Rate *Exchange Rate 1.00000000

☐ Non-Reimbursable Reimbursement Amt 9.00 USD

☐ No Receipt

► Accounting Details

Per Diem Info

[Help](#)

Create Expense Report

Deductions for First or Last Day of Travel

Report ID NEXT

Please select the expense that occurred on a first or last day of travel.

Per Diem Amount 9.00 USD

Per Diem Details		Personalize	Find			First	1 of 1	Last
	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag				
Emp Lunch	25.00			<input checked="" type="checkbox"/>				

OK Cancel

Expense Report Entry

Summary and Submit Acknowledgement

Create Expense Report

[Save for Later](#) | [Expense Details](#)

Actions ...Choose an Action GO

*Business Purpose Attend Meetings
*Description Meeting in Atlanta
Reference

Totals ?

[View Printable Version](#)

[View Analytics](#)

[Notes](#)

[Attachments](#)

Employee Expenses (2 Lines)	47.07 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 47.07 USD

Amount Due to Supplier 0.00 USD


☒ I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

Submit Expense Report



Create Expense Report

- ▶ Step 5
- ▶ Travel and Expenses > Expense Report > Create/Modify
- ▶ Create a 3 line Expense Report for Emp Breakfast, Emp Lunch, Emp Dinner
- ▶ Save


Create Expense Report



Katherine Smith 







Actions


*Business Purpose Destination Location   Attachments

*Report Description Reference

Expenses 

Expand All | Collapse All Add:  My Wallet (0) |  Quick-Fill

						Totals (1 Line)	6.00	USD
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency			
<input type="text" value="02/09/2015"/> 	<input type="text" value="Emp Breakfast"/>	<input type="text" value=""/> 	<input type="text" value="Credit Card"/>	<input type="text" value="6.00"/>	<input type="text" value="USD"/> 			
*Billing Type <input type="text" value="Internal"/>		 First or Last Day of Travel	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate <input type="text" value="1.00000000"/>				
**Location <input type="text" value="ATHENS"/> 		 Receipt Split	<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt <input type="text" value="6.00"/>	<input type="text" value="USD"/>			
			<input type="checkbox"/> No Receipt					

Accounting Details 

Expand All | Collapse All

Totals (1 Line) 6.00 USD

Modify Expense Report

- ▶ Step 6
- ▶ Travel and Expenses > Expense Report > Create/Modify

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

▼ Search Criteria

Report ID: begins with

Report Description: begins with

Name: begins with

Empl ID: begins with

Creation Date: =

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Modify Expense Report

▶ Step 6 Continued

Modify Expense Report

Katherine Smith ?

Save for Later | Summary and Submit

Actions ...Choose an Action GO

*Business Purpose Attend Meetings

Report 0000522851 Pending

*Report Description UAT

Destination Location ATHENS

Attachments

Reference

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (3 Lines) 28.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
02/09/2015	Emp Breakfast	First or Last Day of Travel	Credit Card	6.00	USD
*Billing Type	Internal	Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate	1.00000000
**Location	ATHENS		<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt	6.00 USD
			<input type="checkbox"/> No Receipt		

Per Diem Info

Expense Report

Deductions for First or Last Day of Travel

Report ID 0000522851

Please select the expense that occurred on a first or last day of travel.

Per Diem Amount 6.00 USD

Per Diem Details		Personalize	Find	First	1 of 1	Last
	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag		
Emp Breakfast	25.00			<input checked="" type="checkbox"/>		

OK

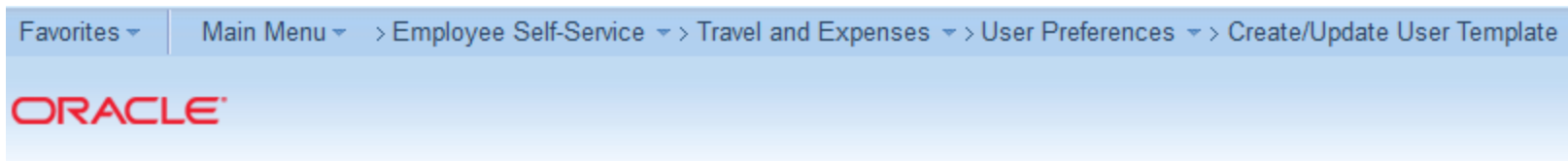
Cancel

Modify Expense Report

- ▶ Step 6 continued
- ▶ Use First or Last Day of Travel for the additional meal lines
- ▶ Submit the report

Create Private Template

- ▶ Step 7
- ▶ Employee Self-Service > Travel and Expenses > User Preferences > Create/Update User Template



User Template

Document Template:

Template Type:

Create Expense Report from Template

- ▶ Step 8
- ▶ Travel and Expenses > Expense Report > Create/Modify
- ▶ Quick Start menu select A Template and click GO
- ▶ Select a Mileage Template, if available
- ▶ Add a line for Emp Lodging
- ▶ Save the report

Create Expense Report

Katherine Smith ?

*Business Purpose

*Report Description

Reference

Destination Location Attachments

Quick Start

...Populate From

A Template

A Travel Authorization

An Existing Report

Entries from My Wallet

Totals (0 Lines) 0.00 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Delete an Expense Report

- ▶ Step 9
- ▶ Travel and Expenses > Expense Report > Delete

Travel and Expense

Delete an Expense Report

Katherine Smith

Delete an Expense Report ?					
Select	Report ID	Report Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000522853	Meeting	02/12/2015	48.88	USD

Delete Selected Report(s)

Travel and Expense

Delete Confirmation

Katherine Smith



The selected transaction(s) have been deleted.

OK

Create From an Existing Report

- ▶ Step 10
- ▶ Travel and Expenses > Expense Report > Create/Modify

Katherine Smith ?

*Business Purpose

*Report Description

Reference

Destination Location Attachments

Quick Start ...Populate From

...Populate From
A Template
A Travel Authorization
An Existing Report
Entries from My Wallet

Expenses ?

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

Totals (0 Lines) 0.00 USD

*Date *Expense Type Description *Payment Type *Amount 0.00 *Currency USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

Copy from Existing Expense Report

From Date 11/12/2013 To 02/12/2015

Expense Reports

	Report ID	Description	Business Purpose	Status	Created
<input type="button" value="Select"/>	0000522852UAT		Attend Meetings	Submitted for Approval	02/12/2015
<input type="button" value="Select"/>	0000522851UAT		Attend Meetings	Submitted for Approval	02/12/2015
<input type="button" value="Select"/>	0000522850Test		Attend Conference	Submitted for Approval	02/04/2015
<input type="button" value="Select"/>	0000513381GA Summit Conference Travel		Attend Conference	Paid	09/19/2014
<input type="button" value="Return"/>					

Add Lines Using Quick-Fill

- ▶ Step 11
- ▶ Click Quick-Fill link

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Katherine Smith ?

Actions [...Choose an Action](#) [GO](#)

*Business Purpose [Attend Conference](#)

Destination Location [AUGUSTA-RICHMOND COUNTY](#)

*Report Description [GA Summit Conference Travel](#)

[Attachments](#)

Reference [\[Search\]](#)

Expenses ?

[Expand All](#) | [Collapse All](#)

Add: | [My Wallet \(0\)](#)

[Quick-Fill](#)

Totals (1 Line) 7.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
09/18/2014	Emp Parking	Parking expense for GA Summit Conference ...	Cash	7.00	USD
*Billing Type	Internal	Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate 1.00000000	[Refresh]
**Location	AUGUSTA-RICHMOND COUNTY	<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt	7.00	USD
		<input type="checkbox"/> No Receipt			

[Accounting Details ?](#)

[Expand All](#) | [Collapse All](#)

Totals (1 Line) 7.00 USD

Add Lines Using Quick-Fill

- ▶ Step 11 continued
- ▶ Add lines for:
 - Emp Breakfast
 - Emp Commercial Transp
 - Emp Lodging
 - Emp Lunch
 - Emp Dinner
- ▶ Click OK

Quick-Fill

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 02/12/2015 To 02/12/2015

Add Expense Types:

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emp Breakfast
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emp Commercial Transp
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emp Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Emp Ground Gasoline
<input type="checkbox"/>	<input type="checkbox"/>	Emp Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	Emp Laundry
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emp Lodging
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emp Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Emp Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Emp Mileage Air

OK Cancel

First or Last Day of Travel

- ▶ Step 12
- ▶ Click the First or Last Day of Travel link on the Emp Breakfast line

02/12/2015 Emp Breakfast Cash 7.00 USD

*Billing Type Internal **Location AUGUSTA-RICHMOND COUNTY

First or Last Day of Travel

Receipt Split

☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt

*Exchange Rate 1.00000000 Reimbursement Amt 7.00 USD

- ▶ Check the Deduction Flag and click OK

Per Diem Info

Create Expense Report

Deductions for First or Last Day of Travel

Report ID NEXT

Please select the expense that occurred on a first or last day of travel.

Per Diem Amount 0.00 USD

Per Diem Details		Personalize	Find	First	1 of 1	Last
	Deduction Percentage	Deduction Amount	Calc Code	Deduction Flag		
Emp Breakfast	25.00			<input checked="" type="checkbox"/>		

OK

Cancel

First or Last Day of Travel

- ▶ Step 12 continued
- ▶ Confirm that the Amount was reduced to 75%

The screenshot displays a travel expense entry form. On the left, the date is 02/12/2015, the meal is 'Emp Breakfast', the billing type is 'Internal', and the location is 'AUGUSTA-RICHMOND COUNTY'. In the center, there are two options: 'First or Last Day of Travel' (selected with a blue icon) and 'Receipt Split'. On the right, the payment method is 'Cash', the amount is 5.25 USD, and the exchange rate is 1.00000000. Below these, there are checkboxes for 'Default Rate' (checked), 'Non-Reimbursable', and 'No Receipt'. The reimbursement amount is shown as 5.25 USD.

02/12/2015	Emp Breakfast	Cash	5.25	USD
*Billing Type	Internal	First or Last Day of Travel	*Exchange Rate	1.00000000
**Location	AUGUSTA-RICHMOND COUNTY	Receipt Split	Reimbursement Amt	5.25 USD
		<input checked="" type="checkbox"/> Default Rate		
		<input type="checkbox"/> Non-Reimbursable		
		<input type="checkbox"/> No Receipt		

- ▶ Select First or Last Day of Travel for the other meal lines

Mileage Entry

- ▶ Step 13
- ▶ Add a line for Emp Mileage
- ▶ BOR Mileage Entry Detail Page should automatically display
- ▶ Enter Total Miles and Commute/Personal Miles and click OK (do not have to enter a value in Commute/Personal Miles)

The screenshot shows the 'BOR Mileage Entry Detail Page' dialog box. The dialog has a title bar with a close button. Inside, there's a section 'Create Expense Report' with a link 'Mileage Details'. Below this, there's a 'Report ID' field with the value 'NEXT'. The main section contains three input fields: 'Total Miles Traveled' with the value '100', 'Commute/Personal Miles' with the value '10', and 'Reimbursable Miles' with the value '90'. At the bottom are 'OK' and 'Cancel' buttons. The background shows the PeopleSoft interface with a date of 02/12/2015, a location of AUGUSTA-RICHMOND COUNTY, and a mileage rate of 0.5750.

BOR Mileage Entry Detail Page

Create Expense Report

Mileage Details

Report ID NEXT

Total Miles Traveled 100

Commute/Personal Miles 10

Reimbursable Miles 90

OK Cancel

Mileage Entry

- ▶ Step 13 continued
- ▶ System calculates the reimbursement and populates the Amount Field

02/12/2015 Emp Mileage

*Billing Type Internal

**Originating Location ATHENS

**Destination Location AUGUSTA-RICHMOND COUNTY

*Reimbursable Miles 90 x 0.5750

☒ Default Rate ☐ Non-Reimbursable ☐ No Receipt

*Exchange Rate 1.00000000

Reimbursement Amt 51.75 USD

- ▶ Mileage can be changed by clicking the Reimbursable Miles link

Copy Expense Lines

- ▶ Step 14
- ▶ From Actions drop down menu, select Copy Expense Lines
- ▶ Click GO

Actions ...Choose an Action ▼ GO

- ...Choose an Action
- Adjustment Cash Advance
- Apply/View Cash Advance(s)
- Associate Travel Authorization
- Copy Expense Lines**
- Default Accounting For Report
- Export to Excel
- User Defaults

Totals (7 L


Copy Expense Lines



- ▶ Step 14 continued
- ▶ Copy Expense Lines window displays
- ▶ Can Copy to One Date or Copy to Range of Dates
- ▶ Select Copy to One Date, check Emp Mileage, and click OK

Copy Expense Lines

Choose the Copy to One Date option if you want to copy each selected line just once using the To Date as the new expense date, or choose Copy to Range of Dates if you want to copy each line multiple times with the expense date for the new lines set to each day within the specified date range. Select the expense lines to copy and press OK.

Copy Option

☒ **Copy to One Date**
 To Date 

☐ **Copy to Range of Dates**
 From Date 
 To Date 
☐ Include Weekends
☐ Include Holidays

Select	Expense Type	Expense Date	Amount Spent Currency
<input type="checkbox"/>	Emp Parking	09/18/2014	7.00 USD
<input type="checkbox"/>	Emp Breakfast	02/12/2015	5.25 USD
<input type="checkbox"/>	Emp Commercial Transp	02/12/2015	12.00 USD
<input type="checkbox"/>	Emp Dinner	02/12/2015	20.00 USD
<input type="checkbox"/>	Emp Lodging	02/12/2015	110.00 USD
<input type="checkbox"/>	Emp Lunch	02/12/2015	9.00 USD
<input checked="" type="checkbox"/>	Emp Mileage	02/12/2015	51.75 USD

Copy Expense Lines

- ▶ Step 14 continued
- ▶ Line is added and even Chartfield info is copied

▼ 02/11/2015 [B] Emp Mileage [v] [v] 51.75 USD [v] [v]

*Billing Type Internal [v]

**Originating Location ATHENS [v]

**Destination Location AUGUSTA-RICHMOND COUNTY [v]

*Reimbursable Miles 90 x 0.5750

▼ Accounting Details [v]

Chartfields [v]

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project	Bud Re
51.75	98000 [v]	51.75 USD	1.00000000	118100 [v]	10000 [v]	731000 [v]	16400 [v]	11000 [v]			2015 [v]

Add an Attachment

- ▶ Step 15
- ▶ Click the Attachments link

Create Expense Report

Katherine Smith ?

*Business Purpose Attend Conference

*Report Description Conference

Reference



Destination Location AUGUSTA-RICHMOND COUNTY

 Attachments

- ▶ Expense Report Attachments window displays
- ▶ Click Add Attachment

Expense Report Attachments

Report ID NEXT

Details					Personalize Find View All  	First	1 of 1	Last
File Name	Description	User	Name	Date/Time Stamp				
View								

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

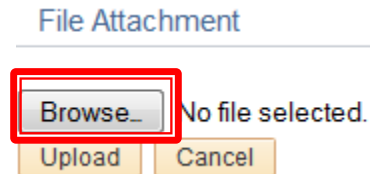
OK

Cancel

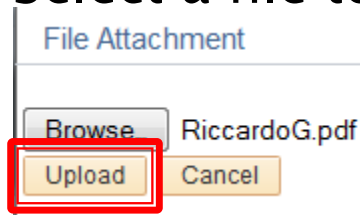
Add an Attachment

- ▶ Step 15 continued

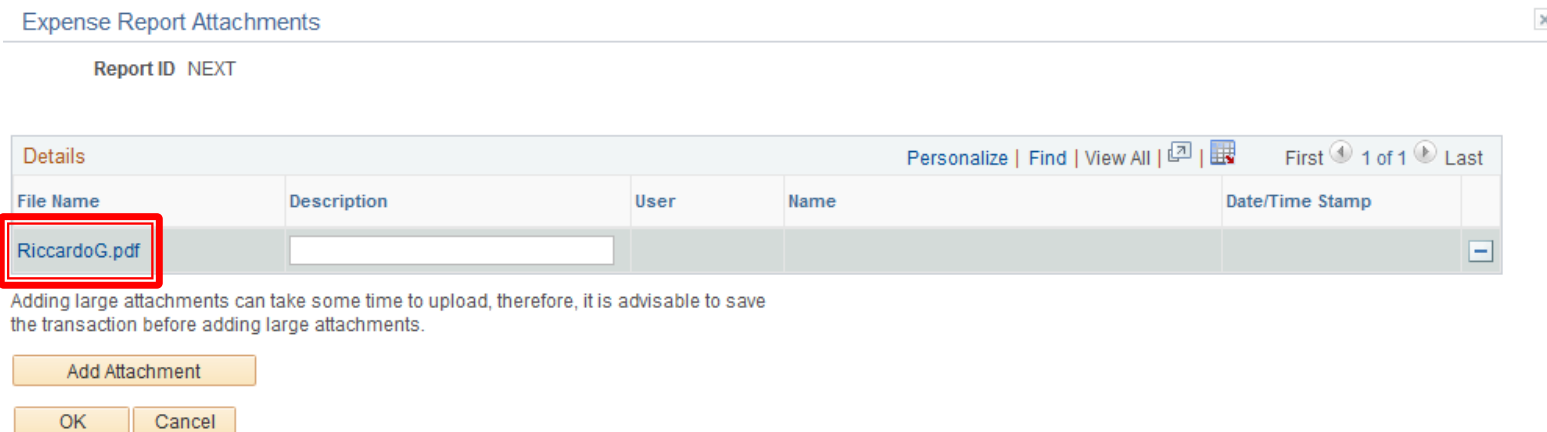
- ▶ Click Browse



- ▶ Select a file to attach, click Open, then and click Upload



- ▶ File name will display in Expense Report Attachments window



Add an Attachment

- ▶ Step 15 continued
- ▶ Now shows Attachments (1)
- ▶ Attachments can be accessed by clicking the attachments link
- ▶ Additional Attachments can be added by clicking the link again

Create Expense Report

Katherine Smith ?

*Business Purpose Attend Conference ▼

*Report Description Conference

Reference

Destination Location AUGUSTA-RICHMOND COUNTY 🔍

 Attachments (1)

Submit Expense Report

- ▶ Step 16
- ▶ Click Summary and Submit

Create Expense Report

Katherine Smith

Actions ...Choose an Action GO Save for Later Summary and Submit

*Business Purpose Attend Conference Destination Location AUGUSTA-RICHMOND COUNTY

*Report Description Conference Attachments (1)

Reference

- ▶ Check the box to acknowledge

Create Expense Report

Actions ...Choose an Action GO Save for Later Expense Details

*Business Purpose Attend Conference

*Description Conference

Reference

Totals View Printable Version View Analytics Notes Attachments (1)

Employee Expenses (8 Lines)	266.75 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		266.75 USD	Amount Due to Supplier		0.00 USD

☐ I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

Submit Expense Report

Submit Expense Report

- ▶ Step 16 continued
- ▶ Click Submit Expense Report

Create Expense Report

[Save for Later](#) | [Expense Details](#)

Actions ...Choose an Action GO

*Business Purpose Attend Conference
*Description Conference
Reference

Totals ?

[View Printable Version](#)

[View Analytics](#)

[Notes](#)

[Attachments \(1\)](#)

Employee Expenses (8 Lines)	266.75 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee **266.75 USD**

Amount Due to Supplier **0.00 USD**

☒ I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

[Submit Expense Report](#)

- ▶ If there are errors, the system may alert you

Expenses ?

[Expand All](#) | [Collapse All](#)

*Date

▼ ▶ 🔍 09/18/2014 📅

Expense Report Line Errors

▶ **Please enter or update the following information:**

Older Transaction - An explanation for the expense line older than 7 days is required. Explain why.

[Return](#)

Submit Confirmation

- ▶ Step 16 continued
- ▶ Expense Report Submit Confirm window displays

Expense Report Submit Confirm

Create Expense Report

Submit Confirmation

Totals ?

Employee Expenses (8 Lines)	266.75 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		266.75 USD	Amount Due to Supplier		0.00 USD

OK

Cancel

- ▶ Click OK and you will see the View Expense Report page, the Report ID and status

View Expense Report

Katherine Smith ?

Business Purpose Attend Conference

Report Description Conference
Reference

Report 0000522854 Submission in Process

Attachments (1)

Summary

Actions ...Choose an Action

GO

Locate Pending Report from 8.9




- ▶ Step 17
- ▶ Travel and Expenses > Expense Report > Create/Modify
- ▶ Find an Existing Value

Expense Report


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Report ID:	begins with ▼	
Report Description:	begins with ▼	
Name:	begins with ▼	
Empl ID:	begins with ▼	
Report Status:	= ▼	Pending ▼
Creation Date:	between ▼	10/01/2014  and 01/06/2015 

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

Locate Pending Report from 8.9

- ▶ Step 17 continued
- ▶ Add a line to the report
- ▶ Submit the report

View an Expense Report

- ▶ Step 18
- ▶ Travel and Expenses > Expense Report > View

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

▼ Search Criteria


Report ID: begins with

Report Description: begins with

Name: begins with

Empl ID: begins with 

Report Status: = Paid

Creation Date: = 

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
9800301375	Schematic Design Review	Pope,Sharon F	0120990	Paid	07/07/2009
9800301374	Dalton Campus Visit	Pope,Sharon F	0120990	Paid	07/07/2009

Print an Expense Report

- ▶ Step 19
- ▶ Slightly different for Core and Self-Service users

Print Expense Report in Core

- ▶ Step 19 continued
- ▶ Travel and Expenses > Expense Report > Print
- ▶ Select a Run Control

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Run Control ID:

☐ Case Sensitive

- ▶ Enter a Report ID or Lookup Report ID
- ▶ Save, Run

Print Report

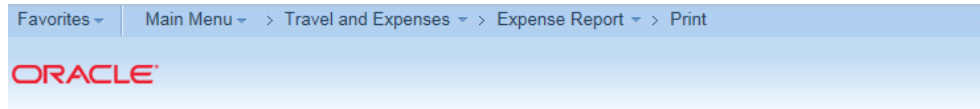
Run Control ID Testing Report Manager Process Monitor

Process Request Parameters

Report ID ☐ Include Expense Notes

Report Manager

- ▶ Step 19 continued
- ▶ Click Report Manager



Print Report

Run Control ID XPRINT

Report Manager

Process Monitor

Run

Process Request Parameters

Report ID 0000509726



☐ Include Expense Notes



Save



Return to Search



Previous in List



Next in List



Notify



Add



Update/Display

Favorites > Main Menu > Travel and Expenses > Expense Report > Print > Report Manager

ORACLE

All

Search

Advanced Search



Last Search Results

List

Explorer

Administration

Archives

View Reports For

User ID

PS

Type

Last

1

Days

Refresh

Status

Folder

Instance

to

Report List

Personalize | Find | View All



First 1 of 1 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5699196	6383231	BOR_EXC4500 - BOR_EXC4500.pdf	02/02/2015 2:29:15PM	Acrobat (*.pdf)	Posted	Details

Print Expense Report in Core

- ▶ Step 19 continued
- ▶ Click .pdf
- ▶ Printed Expense Report is displayed

ORACLE Expense Report

PeopleSoft Expenses EXC4500

Employee ID / Name 0274487 / Katherine Smith		Report ID 0000522850
Reference	Report Description Test	Report Status Submitted for Approval
Home/Mailing Address 205 Woodstone Drive Unit #13 Athens, GA, 30605		Business Purpose Attend Conference
		Travel Auth ID
		Institution Board of Regents

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Payment Type	Amount
Description	Account	Fund	Additional Information	Merchant	Location
Bus GL	Account	Fund	DeptID	Program	Class
Project	Dist. Amount				
02/02/2015	Emp Commercial Transp			Credit Card	10.00 USD
Train					Submitted for Approval
08000	118100	10000	7312100		10.00
02/02/2015	Emp Mileage			N/A (e.g. Mileage)	48.88 USD
					Submitted for Approval
08000	118100	10000	7312100		48.88
02/02/2015	Emp Breakfast			Credit Card	5.25 USD
					Submitted for Approval
08000	118100	10000	7312100		5.25

Approvals

Approver Profile	Name	Action	Action Dtm	Comments
Employee	Smith, Katherine	Submitted	02/04/2015 08:01:23 AM	

Approval is required online or by physical signature. Please adhere to your institution's approval guidelines.

Approved By _____ Date _____

Approved By _____ Date _____

Approved By _____ Date _____

Approved By _____ Date _____

I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

Employee Signature _____ Date _____

Employee Expenses	64.13 USD
-------------------	-----------

Report ID 0000522850	Employee Phone	Department 7312100	Entered By user OITKATE	Receipt	Submitted Date 02/04/2015	Print Date 2/15/2015	Page Number Page 1 of 2
-------------------------	----------------	-----------------------	----------------------------	---------	------------------------------	-------------------------	----------------------------

Print Expense Report in Self-Service

- ▶ Step 19 continued
- ▶ Employee Self-Service > Travel and Expenses > Expense Report > Print > select report and click Print Expense Report link

Expense Report

 Print Expense Report

Katherine Smith

Description UAT

Business Purpose Attend Meetings

Report 0000522851

Submitted for Approval

Date	Expense Type	Non-Reimbursable	No Receipt Additional Information	Payment Type	Transaction Amt Merchant	Exchange Rate Location	Amount
02/09/2015	Emp Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card	4.50 USD	1.00000000 ATHENS	4.50 USD
02/09/2015	Emp Lunch	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card	5.25 USD	1.00000000 ATHENS	5.25 USD
02/09/2015	Emp Dinner	<input type="checkbox"/>	<input type="checkbox"/>	Credit Card	11.25 USD	1.00000000 ATHENS	11.25 USD
Employee Expenses		21.00 USD	Non-Reimbursable Expenses		0.00 USD	Amount Due to Supplier	0.00 USD
Cash Advances Applied		0.00 USD	Prepaid Expenses		0.00 USD	Amount Due to Employee	21.00 USD

Create a Travel Authorization

- ▶ Step 20
- ▶ Travel and Expenses > Travel Authorization > Create/Modify
- ▶ Add lines for
 - Emp Mileage
 - Emp Lodging
 - Emp Parking
- ▶ Submit

Create Travel Authorization

Travel Authorization Entry

Daphne Burch

User Defaults

General Information

*Description: Meeting
*Business Purpose: Attend Meetings
Destination Location: ATLANTA
*Date From: 02/18/2015 *Date To: 02/18/2015
Authorization ID: NEXT
Comment:
Attachments:
Accounting Defaults: More Options: GO

Details

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Emp Mileage	02/18/2015	57.50	USD	N/A (e.g. Mil)	Internal	*Detail
<input type="checkbox"/>	Emp Lodging	02/18/2015	0.00	USD	Credit Card	Internal	*Detail
<input type="checkbox"/>	Emp Parking	02/18/2015	0.00	USD	Cash	Internal	*Detail
						Internal	

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Authorized Amount 57.50 USD

Update Totals

Save for Later Submit Create A Cash Advance

Create a Travel Authorization from a Template

- ▶ Step 21
- ▶ Travel and Expenses > Travel Authorization > Create/Modify
- ▶ Quick Start menu, select A Template
- ▶ Click GO

Create Travel Authorization

Travel Authorization Entry

Daphne Burch

User Defaults

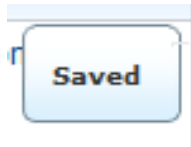
Quick Start

A Template

GO

Create a Travel Authorization from a Template

- ▶ Step 21 continued
- ▶ Update the information
- ▶ Save the Travel Authorization



Delete Travel Authorization

- ▶ Step 22
- ▶ Travel and Expenses > Travel Authorization > Delete
 - If you create a travel authorization and decide not to process it, you can delete it before you submit it for approval.
 - If you submit a travel authorization and the approver returns it to you, you can delete the travel authorization.
- ▶ Select and click Delete Selected Authorization(s)

Travel and Expense

Delete a Travel Authorization

Katherine Smith

Travel Authorizations						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	testing tauth delete	0000425453	02/18/2015	02/18/2015	9.00	USD

Delete Selected Authorization(s)

Travel and Expense

Delete Confirmation

Katherine Smith



The selected transaction(s) have been deleted.

OK

Create a Travel Authorization from an Existing Travel Authorization

- ▶ Step 23
- ▶ Travel and Expenses > Travel Authorization > Create/Modify
- ▶ Quick Start menu, create from An Existing Authorization
- ▶ Click GO
- ▶ Select a Travel Authorization
- ▶ Update line information

Add an Attachment to the Travel Authorization

- ▶ Step 24
- ▶ Click the Attachments link

Create Travel Authorization

Travel Authorization Entry

Katherine Smith

User Defaults

Quick Start A Blank Authorization

GO

General Information

*Description Attend Conference

Authorization ID NEXT

*Business Purpose Attend Conference

Comment

Destination Location AUGUSTA

*Date From 03/01/2015

*Date To 03/03/2015

Attachments

- ▶ Add an Attachment
- ▶ Submit

View a Travel Authorization

- ▶ Step 25
- ▶ Search for a view a Travel Authorization

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Authorization ID:	begins with ▼	<input type="text"/>
Description:	begins with ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Empl ID:	begins with ▼	<input type="text"/>
Status:	= ▼	<input type="text"/>
Creation Date:	= ▼	<input type="text"/>

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Print a Travel Authorization

- ▶ Step 26
- ▶ Travel and Expenses > Travel Authorization > View
- ▶ Print via browser

[View Travel Authorization](#)

[Travel Authorization Details](#)

Casey Durden

[User Defaults](#)

General Information

Description

Travel to target schools/ Fair

Authorization ID

8700300157

Business Purpose

Recruitment, Admissions

Comment

Northshide, Perry, Houston County, Warner Robins High. Drive to Morrow for Colle

Status

Closed

Destination Location

JONESBORO

Last Update Dttm

03/25/2009 12:00:00AM

By

rbraswel

Date From

03/25/2009

Date To

03/26/2009

Accounting Defaults

Details ?

Personalize

Find

1-5 of 5

Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Auto Mileage - Personal Full	03/25/2009	228.25	USD	Cash	Internal	*Detail
Lodging	03/25/2009	77.00	USD	Cash	Internal	*Detail
Dinner	03/25/2009	15.00	USD	Cash	Internal	*Detail
Breakfast	03/25/2009	6.00	USD	Cash	Internal	*Detail
Lunch	03/25/2009	7.00	USD	Cash	Internal	*Detail

Totals

Authorized Amount

333.25

USD

Less Non-Approved

0.00

USD

Due Employee

333.25

USD

Action History

Personalize

Find

1-2 of 2

Last

Role	Name	Action	Date/Time
	Durden,Casey Michelle	Submitted	03/25/2009 9:48:31AM
1st Level Finance Dept Manager	Braswell,Randy L	Approved	03/25/2009 9:54:22AM

Return to Search

Previous in List

Next in List

Notify

Print a Travel Authorization

- ▶ Step 26 continued
- ▶ Employee Self-Service > Travel Authorization > Print

To print this report, please use your browser's print feature.

PeopleSoft.

Travel Authorization

Cynthia Warden	Report Date 02/15/2015 Report Time 2:39:54PM
Authorization ID 2400300577	Employee ID 0010768
Description June 23-24 2009	Status Closed
Business Purpose Recruitment, Admissions	
Date From 06/23/2009 To 06/24/2009	
Comment	Georgia Perimeter College visits clarkston and newton

Date	Expense Type	Merchant	Amount	Description
06/23/2009			38.50 USD	CLARKSTON
06/24/2009			33.00 USD	GWINNETT COUNTY
			Total	71.50 USD
			Non-Reimbursable Expenses	0.00 USD
			Total Authorized	71.50 USD

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.


Employee Signature _____ Date _____

Approved By _____ Date _____

Create a Cash Advance

- ▶ Step 27
- ▶ Travel and Expenses > Cash Advance > Create/Modify
- ▶ Add one line for Registration Fee of \$100
- ▶ Submit

Create Cash Advance

 Save for Later

Daphne Burch

*Business Purpose

*Advance Description


Reference

 [User Defaults](#)



 [Import ATM Advances](#)

Cash Advance 

 [View Printable Version](#)

 [Notes](#)

 [Attachments](#)

*Source	Description	*Amount	Currency	Apply Tax
<input type="text" value="Employee Advice EFT Paymer"/>	<input type="text" value="Registration"/>	<input type="text" value="100.00"/>	<input type="text" value="USD"/>	<input type="checkbox"/>  
Totals				
Advance Amount		100.00	USD	

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Create Another Cash Advance

- ▶ Step 28
- ▶ Travel and Expenses > Cash Advance > Create/Modify
- ▶ Create a third Cash Advance
- ▶ Submit

Create Cash Advance Save for Later

Daphne Burch

*Business Purpose Reference

*Advance Description User Defaults Import ATM Advances

Cash Advance ? View Printable Version Notes Attachments

*Source	Description	*Amount Currency	Apply Tax
<input type="text" value="Employee Advance EFT Paymer"/>	<input type="text" value="Meal at Meeting"/>	<input type="text" value="10.00"/> USD	<input type="checkbox"/> + -
Totals			
Advance Amount		10.00 USD	

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Create Another Cash Advance

- ▶ Step 29
- ▶ Travel and Expenses > Cash Advance > Create/Modify
- ▶ Add line of your choosing
- ▶ Save

[Create Cash Advance](#)

Save for Later

Daphne Burch

*Business Purpose

Attend Meetings

*Advance Description

Meal for Meeting

Reference

User Defaults

Import ATM Advances

Cash Advance ?

View Printable Version

Notes

Attachments

*Source	Description	*Amount	Currency	Apply Tax
Employee Advance EFT Paymer	Meal at Meeting	10.00	USD	<input type="checkbox"/>
Totals				
Advance Amount		10.00	USD	

☒ By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Submit Cash Advance

Delete a Cash Advance

- ▶ Step 30
- ▶ Travel and Expenses > Cash Advance > Delete
- ▶ Select and click Delete Selected Advance(s)

Travel & Expenses - Cash Advance Report

Delete Cash Advance Report

Daphne Burch

Cash Advance Information					
Select	Advance ID	Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000406606	Meal for Meeting	02/15/2015	10.00	USD

Delete Selected Advance(s)

Travel & Expenses - Cash Advance Report

Delete Confirmation

Daphne Burch



The selected transaction(s) have been deleted.

OK

Run BOR_EX_WF_BLACK_HOLE

- ▶ Step 31
- ▶ Reporting Tools > Query > Query Manager
- ▶ Search for BOR_EX_WF_BLACK_HOLE
- ▶ Run for your Business Unit to locate transactions for approval

BOR_EX_WF_BLACK_HOLE - EX trans to be reassigned

Business Unit:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)

[View All](#)

First 1-12 of 12 Last

	User Id	Report ID	Type	Dept	Project	Unit	ID	Name	Status	Submit Dt	Total	Approver Type	Budget Status
1	adamscar	0000406605	CA	1043010		24000	0010606	Burch,Daphne	SUB	02/15/2015	100.000	EXAPPRVER	V
2	BURCHDAP	0000411382	TA	1001010		24000	0010410	Gregerson,Robert	DEN	12/02/2011	75.000	EXAPPRVER	V
3	BURCHDAP	0000411382	TA	1025070		24000	0010410	Gregerson,Robert	DEN	12/02/2011	75.000	EXAPPRVER	V
4	067606109	0000423580	TA	1005030		24000	0006252	Plaspohl,Sara S	CLS	09/07/2014	430.480	EXAPPRVER	V
5	adamscar	0000425448	TA	1043010		24000	0010606	Burch,Daphne	SUB	02/13/2015	297.500	EXAPPRVER	N
6	adamscar	0000425450	TA	1043010		24000	0010606	Burch,Daphne	SUB	02/13/2015	335.000	EXAPPRVER	N
7	CameronReagin	0000504275	ER	1001050		24000	0005933	Hall,Michael R	PD	04/22/2014	1198.900	EXAPPRVER	V
8	CameronReagin	0000504275	ER	1025030		24000	0005933	Hall,Michael R	PD	04/22/2014	1198.900	EXAPPRVER	V
9	CameronReagin	0000512590	ER	1001010		24000	0010034	Ness,Traci	PD	09/09/2014	604.470	EXAPPRVER	V
10	CameronReagin	0000512590	ER	1001010		24000	0010034	Ness,Traci	PD	09/09/2014	604.470	PROJSUPP	V
11	CameronReagin	0000512590	ER	1025070	1588	24000	0010034	Ness,Traci	PD	09/09/2014	604.470	EXAPPRVER	V
12	CameronReagin	0000512590	ER	1025070	1588	24000	0010034	Ness,Traci	PD	09/09/2014	604.470	PROJSUPP	V

Worklist


- ▶ Step 32
- ▶ Log in as Dept Manager1 and navigate to the Worklist





Oracle Worklist interface header. The 'Worklist' link is highlighted with a red box. Navigation links include Home, Worklist, Add to Favorites, and Sign out. The Oracle logo is on the left, and 'Personalize Content | Layout' is on the right.

Worklist

Worklist for CameronReagin: Cameron Reagin

[Detail View](#)

Worklist Filters  Feed

Worklist Items					Personalize Find View All  			First  1 of 1  Last
From	Date From	Work Item	Worked By Activity	Priority	Link			
Maynor, Maurena D.	02/12/2015	Approval Routing	Approval Workflow	1-High <input type="text"/>	GLJournalApproval. 871, 24000, 1901-01-01, N, 0, BUSINESS UNIT: 24000 JOURNAL ID: 0000150418 JOURNAL DATE: 2015-02-12 BUSINESS UNIT LN: 24000 RDC: RA, 0, A	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>	

Worklist Priority

- ▶ Step 33
- ▶ Give any transaction a Priority





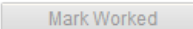
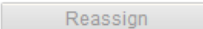
Worklist

Worklist for CameronReagin: Cameron Reagin

Detail View

Worklist Filters

 Feed 

Worklist Items						Personalize Find View All  		First  1 of 1  Last
From	Date From	Work Item	Worked By Activity	Priority	Link			
Maynor, Maurena D.	02/12/2015	Approval Routing	Approval Workflow	<div>1-High 1-High 2-Medium 3-Low</div>	GL Journal Approval, 871, 24000, 1901-01-01, N, 0, BUSINESS UNIT: 24000, JOURNAL ID: 0000150418, JOURNAL DATE: 2015-02-12, BUSINESS UNIT LN: 24000, RDC: RA, 0, A			

Approve Transactions Dept Manager1

- ▶ Step 34
 - ▶ Select transactions from the Worklist
 - ▶ Budget Check (if applicable)
 - ▶ Approve
-
- ▶ Perform Send Back on one Expense Report
 - Enter a comment
 - Click Send Back

Re-Run BOR_EX_WF_BLACK_HOLE

- ▶ Step 35
- ▶ Reporting Tools > Query > Query Manager
- ▶ Search for BOR_EX_WF_BLACK_HOLE
- ▶ Run for your Business Unit to locate transactions for approval

Approve Transactions

- ▶ Step 36
- ▶ Log in as Approver
- ▶ Navigate to Worklist
- ▶ Approve Transactions

Mark Cash Advance for Close

- ▶ Step 37
- ▶ Travel and Expenses > Close Expenses > Mark Cash Advance for Close

Mark Cash Advance for Close

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Advance ID ▼ begins with

Search Advanced Search

Mark Expense Report for Close

- ▶ Step 38
- ▶ Travel and Expenses > Close Expenses > Mark Expense Report for Close

Close Liability

- ▶ Step 39
- ▶ Travel and Expenses > Process Expenses > Expense Processing
- ▶ Select Run Control
- ▶ Enter Business Unit
- ▶ Check Close Liability ONLY
- ▶ Save
- ▶ Run

Expense Processes | Selected Business Units

Run Control ID Report Report Manager Process Monitor Run

Select All Deselect All Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters					
	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	0	0	11	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	0	0		<input type="checkbox"/> Advance Reconciliation	Reconciliations 0
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Unstage Payments	Payments 11
<input type="checkbox"/> Cancel Payments			0	<input type="checkbox"/> Update Paid Statuses	0
<input type="checkbox"/> Close Liability	0	0			

Save Return to Search Previous in List Next in List Notify Add Update/Display

Expense Processes | Selected Business Units

Stage Transactions

- ▶ Step 40
- ▶ Travel and Expenses > Process Expenses > Expense Processing
- ▶ Un-Check Close Liability
- ▶ Check Stage Payments
- ▶ Save
- ▶ Run

Expense Processes | Selected Business Units

Run Control ID Report Report Manager Process Monitor Run

Select All Deselect All Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. Transfer To Pay Cycle Process

Process Request Parameters					
	Expense Reports	Cash Advances	Payments		Time Reports
<input checked="" type="checkbox"/> Stage Payments	0	0	11	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	0	0			Reconciliations
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Cancel Payments			0		Payments
<input type="checkbox"/> Close Liability	0	0		<input type="checkbox"/> Unstage Payments	11
				<input type="checkbox"/> Update Paid Statuses	0

Save Return to Search Previous in List Next in List Notify Add Update/Display

Expense Processes | Selected Business Units

Demo Paycycle

- ▶ Kate will demo an Expenses Paycycle

Expense Paycycle

- ▶ Who runs paycycles?
- ▶ After staging, run BOR_EX_DUE query
- ▶ Run Payment Selection
- ▶ View paycycle Details. Under Payment Action, place a payment on Hold and select a Hold Reason. Click Save.
- ▶ Run Payment Creation
- ▶ View Trial Register
- ▶ Finish paycycle
- ▶ Run BOR_EX_UNPOSTED_PAYMENTS
- ▶ Void and do not reissue a check payment

Update Paid Statuses and Post Payments

- ▶ Step 41
- ▶ Travel and Expenses > Process Expenses > Expense Processing
- ▶ Un-Check Close Liability
- ▶ Check Stage Payments
- ▶ Save
- ▶ Run

Expense Processes | Selected Business Units

Run Control ID Report Report Manager Process Monitor Run

Select All Deselect All Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters

	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	0	0	11	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liability	0	0		<input type="checkbox"/> Advance Reconciliation	0
<input checked="" type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Unstage Payments	11
<input type="checkbox"/> Cancel Payments			0	<input checked="" type="checkbox"/> Update Paid Statuses	0
<input type="checkbox"/> Close Liability	0	0			

Reconciliations

Payments

Save Return to Search Previous in List Next in List Notify Add Update/Display

Expense Processes | Selected Business Units

Run BOR_EX_OPEN_CASHADV_BAL

- ▶ Step 42
- ▶ Reporting Tools > Query > Query Manager
- ▶ Search for BOR_EX_OPEN_CASHADV_BAL
- ▶ Run for your Business Unit to locate open Cash Advances that have not been applied to Expense Reports

BOR_EX_OPEN_CASHADV_BAL - Account 132300 Recon by Emplid

Business Unit: 

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (6 kb)

[View All](#)

First  1-19 of 19  Last

	Unit	Open Item Key	Name	Account	Descr	Sum Amount
1	24000	0006008	Deaver,William	132300	Travel Advance- Employees	1174.000

Add a Cash Advance to an Expense Report

- ▶ Step 43
- ▶ Travel and Expenses > Expense Report > Create/Modify
- ▶ Add lines

Create Expense Report Save for Later Summary and Submit

Daphne Burch ?

*Business Purpose: Attend Conference
*Report Description: Atlanta Conf
Reference:

Destination Location: ATLANTA Attachments

Expenses ?
Expand All | Collapse All Add: My Wallet (0) | Quick-Fill

Actions: Choose an Action

...Choose an Action
Adjustment Cash Advance
Apply/View Cash Advance(s)
Associate Travel Authorization
Copy Expense Lines
Default Accounting For Report
Export to Excel
User Defaults

Totals (1

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
02/12/2015	Registration	<input type="text"/>	Check	100.00	USD
*Billing Type: Internal		Receipt Split	<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt	*Exchange Rate: 1.00000000 Reimbursement Amt: 100.00	USD

Accounting Details ?

Expand All | Collapse All

Totals (1 Line) 100.00 USD

- ▶ From Actions Menu, select Apply/View Cash Advances

Apply Cash Advance to an Expense Report

- ▶ Step 43 continued

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		<input type="text" value="0.00"/> USD

Add Cash Advance

Update Totals

Total Advance Applied 0.00 USD

Totals (1 Line) 100.00 USD

Total Due Employee 100.00 USD

OK

- ▶ Lookup Cash Advance and click Add Cash Advance
- ▶ Submit the Expense Report

Create an Expense Report from a Travel Authorization

- ▶ Step 44
- ▶ Travel and Expenses > Expense Report > Create/Modify
- ▶ Quick Start Menu, select Populate From a Travel Authorization

Create Expense Report

Save for Later | Summary and Submit

Daphne Burch ?

*Business Purpose: Attend Meetings
*Report Description: test
Reference:

Destination Location: ATLANTA
Attachments

Quick Start: ...Populate From
...Populate From
A Template
A Travel Authorization
An Existing Report
Entries from My Wallet

GO

Totals (0 Lines) 0.00 USD

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
				0.00	USD

Expand All | Collapse All

Totals (0 Lines) 0.00 USD

- ▶ Select Approved Travel Authorization
- ▶ Submit the Expense Report

Cancel a Travel Authorization

- ▶ Step 45
- ▶ Travel and Expenses > Process Expenses > Cancel Travel Authorizations
- ▶ Select a Travel Authorization and click Cancel

Cancel Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with ▼ 

Name: begins with ▼

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Reset Expense Report

- ▶ Step 46
- ▶ BOR Menus > BOR Expenses > BOR EX Month End > Reset Expense Report

Reset Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Report ID:	>=	<input type="text"/>
Report Status:	=	<input type="text"/>
Empl ID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Accounting Date:	=	<input type="text"/>
<input type="checkbox"/> Case Sensitive		

Search

Clear

Basic Search



Save Search Criteria

Reset Travel Authorization

- ▶ Step 46
- ▶ BOR Menus > BOR Expenses > BOR EX Month End > Reset Travel Authorization

Reset Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Travel Authorization ID:	begins with ▼	<input type="text"/>
Travel Authorization Status:	= ▼	<input type="text"/>
Empl ID:	begins with ▼	<input type="text"/>
Name:	begins with ▼	<input type="text"/>
Accounting Date:	= ▼	<input type="text"/>
<input type="checkbox"/> Case Sensitive		

Search

Clear

Basic Search



Save Search Criteria

Reassign an Expense Transaction

- ▶ Step 48
- ▶ Travel and Expenses > Manage Expenses Security > Reassign Approval Work
- ▶ Enter USERID
- ▶ Enter Reassign Work To
- ▶ Select Transaction
- ▶ Click Reassign

Define Security

Reassign Work

Approver: BURCHDAP Burch, Daphne A

Reassign Work To: CameronReagin Cameron Reagin

☒ Select All ☐ Deselect All

Transaction Information					Personalize	Find	View All	First	1 of 1	Last
Select	Transaction Type	Total Amount	Name	Empl ID	Report ID	Submission Date	Role			
<input type="checkbox"/>	Travel Authorization	75.00 USD	Gregerson, Robert	0010410	0000411382	12/02/2011	EXP APPROVER			

☒ Select All ☐ Deselect All

View Expense Report Accounting Entries

- ▶ Step 49
- ▶ Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries
- ▶ Select a report and view accounting entries

Expense Report Acctg Entries

Masters, Mark

Report ID 0000522528

Employee ID 0003231

Journal Entry Detail

Find | View All

First 1 of 2 Last

Journal Template EXACCRUAL

Distribution Status Distributed

Expense Report Journal Lines

Personalize | Find | View All

First 1 of 2 Last

Chartfields

Currency

Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program
0	1	Expense Distribution	21000	641110	20000	1201315	12100

Return to Search

Previous in List

Next in List

Notify

Review Budget Check Exceptions

- ▶ Step 50
- ▶ Commitment Control > Review Budget Check Exceptions > Travel and Expenses > Expense Sheet or Travel Authorization

Expense Sheet Exceptions | Line Exceptions

Report ID 0000518222

*Exception Type Warning ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows 100 [Advanced Budget Criteria](#)

Search

Budgets with Exceptions Personalize | Find | View All First 1-10 of 15 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
2		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
3		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
4		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
5		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
6		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
7		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
8		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
9		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...
10		51000	ORG	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...

Save Return to Search Previous in List Next in List Notify

[Expense Sheet Exceptions](#) | [Line Exceptions](#)

Adjust Paid Expenses

- ▶ Step 51
- ▶ Creates Journal Expense Report

Journal Expense Report

Modify Journal Entries for An Expense Report

Daphne Burch

Report ID NEXT

General Information

To create a Journal Expense Report, select an Expense Report to copy from.

*Journal Report ID

*Report Description

1) Use the Check Box to select lines for posting. Lines that are not selected will not be posted.

2) Click on Expense Type to modify the accounting.

3) When it is ready for posting, press Submit for Posting.

Expense Report Lines

Select	Expense Type	Date	Merchant	Amount	Currency	
<input type="checkbox"/>				0.00	USD	Reimbursable

Notes:

Submit For Posting

Adjust Paid Expenses

► Step 51 continued

Journal Expense Report

Modify Journal Entries for An Expense Report

Daphne Burch

Report ID NEXT

General Information

To create a Journal Expense Report, select an Expense Report to copy from.

*Journal Report ID 0000513502

*Report Description Correct 513502

- 1) Use the Check Box to select lines for posting. Lines that are not selected will not be posted.
- 2) Click on Expense Type to modify the accounting.
- 3) When it is ready for posting, press Submit for Posting.

Expense Report Lines

Select	Expense Type	Date	Merchant	Amount	Currency	
<input type="checkbox"/>	Emp Dinner	09/16/2014		15.00	USD	Reimbursable
<input type="checkbox"/>	Emp Dinner	09/17/2014		20.00	USD	Reimbursable
<input type="checkbox"/>	Emp Dinner	09/18/2014		20.00	USD	Reimbursable
<input type="checkbox"/>	Emp Breakfast	09/17/2014		7.00	USD	Reimbursable
<input type="checkbox"/>	Emp Lunch	09/17/2014		9.00	USD	Reimbursable
<input type="checkbox"/>	Emp Lunch	09/19/2014		6.75	USD	Reimbursable
<input checked="" type="checkbox"/>	Emp Parking	09/17/2014		16.50	USD	Reimbursable
<input type="checkbox"/>	Emp Ground Gasoline	09/19/2014		64.19	USD	Reimbursable

Notes:

Submit For Posting

Adjust Paid Expenses

- ▶ Step 51 continued
- ▶ Change Accounting Detail
- ▶ Click OK

Journal Expense Report

Accounting Detail

Daphne Burch

Report ID NEXT

A reversing entry has been automatically created for each distribution, from the original expense report.
The adjusting entries (i.e. amount greater than zero) may have any of their accounting values modified.
All of the distribution amounts added together must equal zero for this expense line.

Accounting Detail										
Set Personalizations Find										
First 1-2 of 2 Last										
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project
-16.50	24000	-16.50	USD	1.00000000	641170	10000	1043010	16200	11000	
16.50	24000	16.50	USD	1.00000000	118100	1000	1043010	16200	11000	

Add Add additional adjusting entries.

OK

- ▶ Click Submit for Posting

Print Cash Advances by Dept Report

- ▶ Step 52
- ▶ Travel and Expenses > Manage Accounting > Print Reports > Cash Advances by Dept
- ▶ Select Run Control
- ▶ Enter GL Unit and Department
- ▶ Save and Run
- ▶ Retrieve from Report Manager

ORACLE	Cash Advances by Department	Page	Page 1 of 2
EXC5600	PeopleSoft Expenses	Run Date:	2/15/2015

Report Parameters			
GL Business Unit	51000	Valdosta State University	
Department	1481080	Athletic Operations	

EmployeeID/Name 0228674 Nolin, Rebecca

Advance ID	Reference	Business Purpose	Source	Account	Project ID	Product	Amount
0000406151		Athletic Events/Team	CHK	132300 TrvAdvEmpl			2,500.00 USD
0000406198		Athletic Events/Team	CHK	132300 TrvAdvEmpl			1,000.00 USD
0000406217		Athletic Events/Team	CHK	132300 TrvAdvEmpl			1,000.00 USD
0000406241		Athletic Events/Team	CHK	132300 TrvAdvEmpl			2,000.00 USD
0000406372		Athletic Events/Team	CHK	132300 TrvAdvEmpl			2,000.00 USD
0000406393		Athletic Events/Team	CHK	132300 TrvAdvEmpl			2,000.00 USD
Total For Account 132300 TrvAdvEmpl							10,500.00 USD

EmployeeID/Name 0246768 Sisler, Richard

Advance ID	Reference	Business Purpose	Source	Account	Project ID	Product	Amount
0000406045		Attend Meetings	CHK	132300 TrvAdvEmpl			400.00 USD
Total For Account 132300 TrvAdvEmpl							400.00 USD

Print Employee Top Spenders Report

- ▶ Step 53
- ▶ Travel and Expenses > Manage Accounting > Print Reports > Employee Top Spenders
- ▶ Select Run Control
- ▶ Enter GL Unit, Department, From Date, Through Date
- ▶ Save and Run
- ▶ Retrieve from Report Manager

ORACLE
EX_ESPD_XRPT

Employee Top Spenders
PeopleSoft Expenses

Page: 1 of 1
Run Date: 2/15/2015

Report Parameters			
GL Business Unit	24000	Armstrong State University	From Date
Department	1037010	Admissions and Recruitment	Through Date
			07/01/2014
			02/15/2015

GL Business Unit: 24000 Armstrong State University
Currency Code: USD US Dollar

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
0010768	Warden, Cynthia R.	1037010	98	5090.08
0283452	Hebert, Henry	1037010	103	4797.35
0252378	Cronon, Haley	1037010	95	3260.38
0238192	Donald, Tiffany	1037010	30	1991.87
0010338	Cary, Rolinda	1037010	32	1529.39
0303291	Reed, Debbie	1037010	33	1232.75
0286438	McCoy, Amy M	1037010	18	1112.13
0299872	Ingram, Kathy	1037010	13	386.06
0011007	Duncan, Alicia	1037010	10	331.06
0271477	Wagner, Paige C	1037010	6	235.53
0299038	Capurso, Sarah	1037010	8	100.61
0292258	White, Jonathan	1037010	1	95.98

Print Non-Reimbursable Expenses Report

- ▶ Step 54
- ▶ Travel and Expenses > Manage Accounting > Print Reports > Non-Reimbursable Expenses
- ▶ Select Run Control
- ▶ Enter GL Business Unit, Department, From Date, Through Date
- ▶ Save and Run
- ▶ Retrieve from Report Manager

ORACLE
EX_NONRMB_RPT

Non-Reimbursable Expenses
PeopleSoft Expenses

Page:
Run Date:

1 of 1
2/15/2015

Report Parameters			
GL Business Unit	24000	Armstrong State University	From Date 07/01/2014
Department	1037010		Through Date 12/31/2014
Employee			

Query Changes

► See Handout

GeorgiaFIRST Financials v8.9 to v9.2 BOR Queries			
8.9 Query Name	Description	9.2 Name	Additional Comments
BOR_EX_ALTUSERS	Lists Users with Alternates	BOR_EX_ALTUSER	Changed naming convention
BOR_EX_ALTUSER_EXPIRED	Expired Alt User Assignments	BOR_EX_ALTUSER_EXPIRED	
BOR_EX_CASHADV_APPLIED	Cash Adv Issued & Applied	BOR_EX_CASHADV_APPLIED	
BOR_EX_CASHADV_REIMB	Cash Adv Issued & Reimb	BOR_EX_CASHADV_REIMB	
BOR_EX_CASHADV_TO_UNAPPLY	Cash Adv Issued & Applied	BOR_EX_CASHADV_TO_UNAPPLY	
BOR_EX_DUE	Approved Transactions Not Paid	BOR_EX_DUE	Added Payment Hold
BOR_EX_EXRPTS_BY_EXP_TYPE	ER Trans by Expense Type	BOR_EX_EXRPTS_BY_EXP_TYPE	
BOR_EX_OPEN_CASHADV_BAL	Account 132300 Recon by Emplid	BOR_EX_OPEN_CASHADV_BAL	
BOR_EX_OPEN_LIABILITY	Open Balances in 211500 Accoun	BOR_EX_OPEN_LIABILITY	
BOR_EX_OPEN_PREPAID_BAL	Account 132160 Recon by Emplid	BOR_EX_OPEN_PREPAID_BAL	
BOR_EX_UNPOSTED_ACCRUALS	Unposted Expense Accruals	BOR_EX_UNPOSTED_ACCRUALS	Changed to show POST_STATUS_EX <> P or C
BOR_EX_UNPOSTED_PYMNTS	Unposted Expense Payments	BOR_EX_UNPOSTED_PYMNTS	
BOR_WF_BLACK_HOLE	EX trans to be reassigned	BOR_EX_WF_BLACK_HOLE	Added EX Prefix to Naming Convention
BOR_EMPLOYEE_DELETAGES	Authorized to enter exp for em	BOR_EX_EMPLOYEE_DELEGATES	Added EX Prefix to Naming Convention
BOR_EXPENSE_ADJUSTMENTS	Expense Adjustments	BOR_EX_EXPENSE_ADJUSTMENTS	Added EX Prefix to Naming Convention
BOR_EX_SUBMITTED_BY	Submitted by Delegate	BOR_EX_SUBMITTED_BY	NEW query for 9.2
BOR_EX_PRIOR_BUD_REF	EX Trans with Prior BUD_REF	BOR_EX_PRIOR_BUD_REF	NEW query delivered with Release 4.10
BOR_KK_EXCLOSE_RECON	EXCLOSE Source Tran to KK	BOR_KK_EX_CLOSE_RECON	
BOR_KK_EXSHEET_RECON	EXSHEET Source Trans to KK	BOR_KK_EXSHEET_RECON	
BOR_KK_OPEN_TAUTH_ENC	Open Tauth Encumbrances	BOR_KK_OPEN_TAUTH_ENC	Changes delivered with Release 4.30. Removed criteria status <> 'CLS', removed both approval dt fields, added last_update_dt to end of select, added having sum(monetary_amount) <> 0, added budget_ref prompt
BOR_EX_CA_RECON	Paid/Reconciled EX Transaction	Dropped in 9.2	Dropped per decision reached in Fit Gap
BOR_EX_DUE_SS	Approved Transactions Not Paid		
BOR_EX_EMP_HISTORY	Employee Expenses History		
BOR_EX_ER_KK_RECON	Compares ExpRpts in EX and KK		
BOR_EX_OPEN_EMPL_BAL	Open balances by employee		
BOR_EX_OPEN_LIABILITY_IN_EX	Open balances in 211500 Account		
BOR_EX_OPEN_LIABILITY_NOT_FND	Open balances in 211500 Account		
BOR_EX_PYMNT_BY_DATE_RANGE	Payments by Expense Type		
BOR_EX_PYMNT_BY_EXP_TYPE	Payments by Expense Type		
BOR_EX_TA_ER_CA_RECON	Consolidated View of EX Trans		
BOR_EX_TA_KK_RECON	Compares TAuths in EX and KK		
BOR_USERPROF_DESIGNATE	Ex User Profiles and Designate		

Institutional Query Retrofits

EX_SHEET_LINE	BEGIN_MILES_BOR	EX_MIL_DTL_BOR
EX_SHEET_LINE	COMMUTE_MILES_BOR	
EX_SHEET_LINE	END_MILES_BOR	
EX_SHEET_LINE	PERSONAL_MILES_BOR	

- ▶ If you have a query that used BEGIN_MILES_BOR, END_MILES_BOR, etc. you may need to adjust your query



Questions?