GEORGIA FIRST
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

PSFIN V8.9 Upgrade Training

Expenses Participant Guide – Part 1

Office of Information and Instructional Technology

Version 1.1
7/21/2008

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PSFIN 8.9 Expenses Course Overview

Lessons:

- Lesson 1: Introduction to Expenses
- Lesson 2: System Setup
- Lesson 3: Employee Individual Setup in Self-Service Portal
- Lesson 4: Traveler Tasks in Expenses
- Lesson 5: Approver/Reviewer Tasks in Expenses
- Lesson 6: Administrator Tasks in Expenses
- Lesson 7: Queries and Reports
- Lesson 8: Comprehensive Activities

Schedule Day 1:

- 9:00 – 10:00: Introduction to Expenses
- 10:00 – 10:15: AM Break
- 10:15 – 11:00: Introduction to Expenses Workflow/EX Integration
- 11:00 – 12:00: System Setup
- 12:00 – 1:15: Lunch
- 1:30 – 2:15: Employee Individual Setup in Self-Service Portal
- 2:15 – 3:30: Traveler Tasks – Pre-Travel Actions
- 3:30 – 3:15: PM Break
- 3:15 – 5:00: Traveler Tasks – Post-Travel Actions

Schedule Day 2:

- 9:00 – 9:15: Day 1 Recap
- 9:15 – 10:00: Traveler Tasks – Non-Travel Expenses
- 10:00 – 10:45: Traveler Tasks – Other Traveler Functions
- 10:45 – 11:00: AM Break
- 11:00 – 11:30: Quiz – Lessons 1 – 4
- 11:30 – 12:00: Approver Tasks – Workflow and Approvals
- 12:00 – 1:15: Lunch
- 1:30 – 2:00: Approver/Reviewer Tasks and Responsibilities
- 2:00 – 3:00: Approver/Reviewer Actions
- 3:00 – 3:15: PM Break
- 3:15 – 5:00: Approver/Reviewer Actions (continued)

Schedule Day 3:

- 9:00 – 9:15: Day 2 Recap
- 9:15 – 9:45: Quiz – Lesson 5
- 9:45 – 10:30: Administrator Tasks to Assist Travelers/Approvers
- 10:30 – 10:45: AM Break
- 10:45 – 12:30: Administrator Tasks – Standard Expense Processing
- 12:30 – 1:45: Lunch
- 2:00 – 3:30: Administrator Tasks – Atypical Expense Processing
- 3:30 – 3:45: PM Break
- 3:45 – 5:00: Administrator Tasks – Reconciling Cash Advances

Schedule Day 4:

- 9:00 – 9:15: Day 3 Recap
- 9:15 – 10:00: Administrator Tasks – Reconciliations
- 10:00 – 11:00: Administrator Tasks – Real-Time Analysis
- 11:00 – 11:15: AM Break
- 11:15 – 11:45: Quiz – Lesson 6
- 11:45 – 1:00: Lunch
- 1:15 – 2:15: Queries and Reports
- 2:15 – 2:30: PM Break
- 2:30 – 4:45: Comprehensive Activities
- 4:45 – 5:00: End of Course Summary and Evaluation

Lesson 1.0: Expenses Overview

Lesson 1.0 Objectives:

- Identify the difference in how Expenses were previously handled with how they will now be handled.
- Identify the transactions that are processed in the Expenses Module.
- Identify the basic process flow for Expenses and the roles involved in the process.
- Describe the basic concepts of Expenses Workflow.
- Identify how the Expenses Module is integrated with other PeopleSoft modules.

Lesson 1.0 Components:

- Lesson 1.1 – Expenses, Then and Now
- Lesson 1.2 – Expense Transactions, What Are They?
- Lesson 1.3 – Basic Overall Process Flow of Expense Transactions and the Players Involved
- Lesson 1.4 – Introduction to Expense Workflow
- Lesson 1.5 – EX Integration with Other PeopleSoft Modules

Lesson 1.1 – Expenses, Then and Now

Lesson 1.1: Expenses, Then and Now

- Identify how Expenses were previously handled and what functions the new Expenses module will perform.
- Identify how Expenses will affect regular travel.
- Identify how Expenses will affect team travel.
- Identify how Expenses will affect Flexible Spending Accounts.

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How Were Expenses Previously Handled

- All Travel and Expense transactions currently handled manually
- Travelers submit expense transactions via paper forms and route them for appropriate signatures
- Process varies in length of time depending on organization

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New Travel & Expenses Module Functions

- Authorization for future travel:
  - Submitted and approved online
  - System can pre-encumber funds
- Cash Advances
  - Submitted and approved online
- Expense Reports
  - Submitted and approved online

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EX and Regular Travel

- Some changes that you may see:
  - Less time for transactions to be approved
  - More reliable routing system
  - More accurate travel and expense reporting for continuous audit purposes
  - Time restrictions prevent invalid submissions
  - Can complete transactions 'on the road'

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EX and Team Travel

- Because team travel affects both employees and non-employees, certain transactions can take place in Expenses, while others may need to be handled through AP.

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EX and Flexible Spending Accounts

- EX Module has been configured to allow employees to submit FSA reimbursements through it
- Dependent on each institution
- Separate expense types for Dependent Care and Medical Care
- Institutions set the FSA Expense type Chartfields
- Go directly to the AP Department for payment

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Lesson 1.2 – Expense Transactions, What Are They?

Lesson 1.2: Expense Transactions, What Are They?

- Define Travel Authorization and identify how they are used in Expenses
- Identify how institutions' standing travel authorizations are affected
- Define Cash Advance and identify how they are used in Expenses
- Define Expense Report and identify how they are used in Expenses

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Travel Authorizations

- A request that employees submit prior to their travel, which requires approval
- Currently, employees may be submitting this via hardcopy forms
- Individual institutional policies guide what is required for travel authorizations

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Travel Authorizations

- Employees submit their own travel authorizations online
- In PeopleSoft, travel authorizations are specific to a planned trip with defined start and end dates, as well as locations
- Can only be entered for future travel dates

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Travel Authorizations

- Institutions will need define how far in advance/how late to submit a travel authorization
- Approved travel authorizations can be applied directly to an expense report
- Per Diem amounts default in

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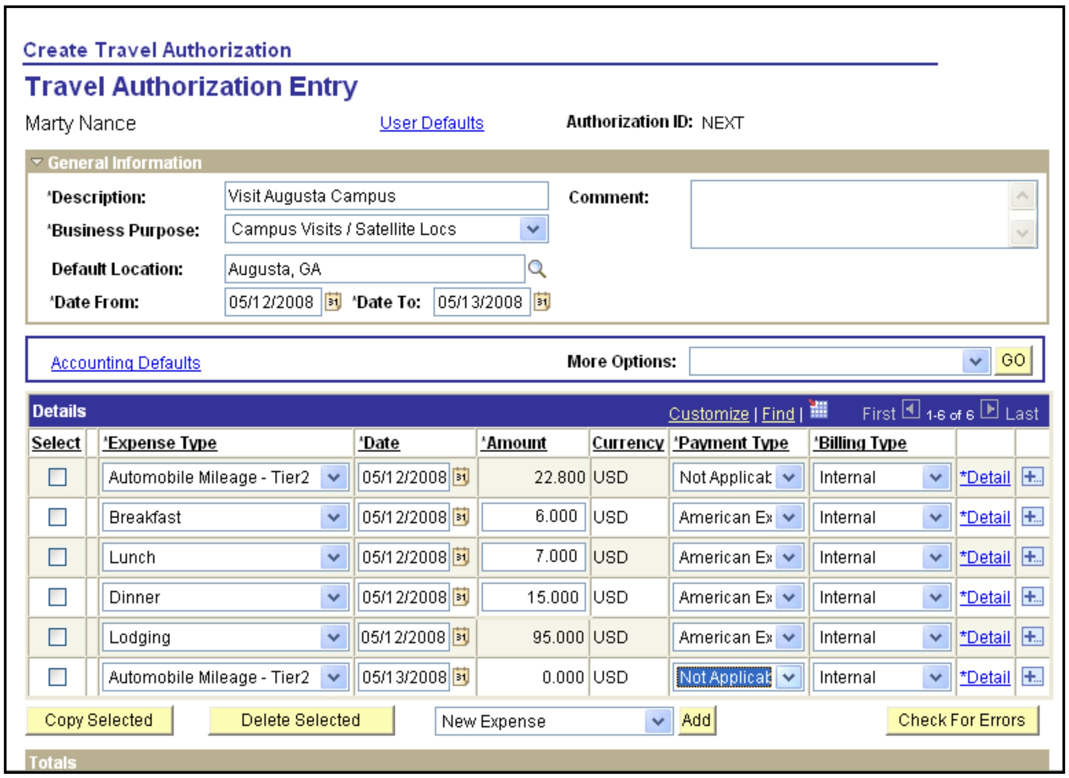
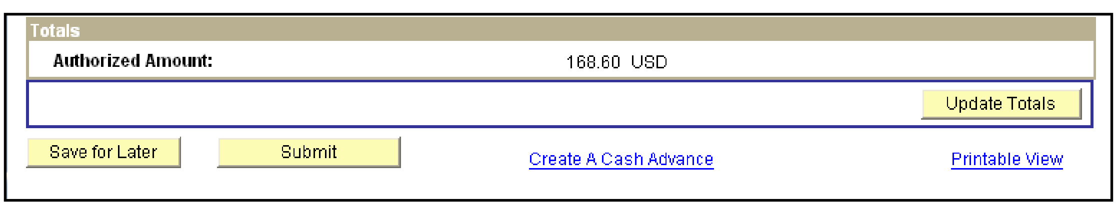
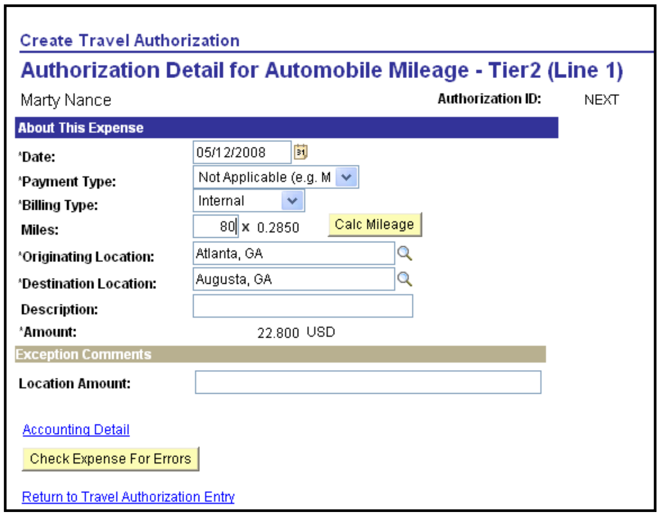






Create Travel Authorization

Authorization Detail for Automobile Mileage - Tier2 (Line 1)

Marty Nance Authorization ID: NEXT

About This Expense

*Date:	05/12/2008
*Payment Type:	Not Applicable (e.g. M
*Billing Type:	Internal
Miles:	80 x 0.2850 Calc Mileage
*Originating Location:	Atlanta, GA
*Destination Location:	Augusta, GA
Description:	
*Amount:	22.800 USD

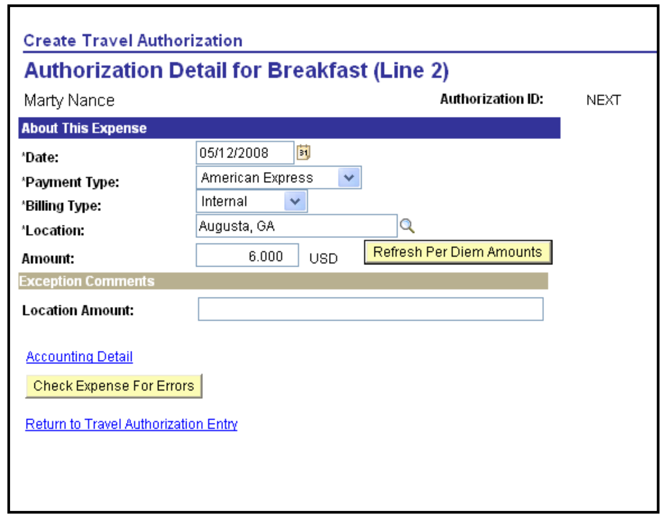
Exception Comments

Location Amount:

Accounting Detail

Check Expense For Errors

Return to Travel Authorization Entry



Create Travel Authorization

Authorization Detail for Breakfast (Line 2)

Marty Nance Authorization ID: NEXT

About This Expense

*Date:	05/12/2008
*Payment Type:	American Express
*Billing Type:	Internal
*Location:	Augusta, GA
Amount:	6.000 USD Refresh Per Diem Amounts

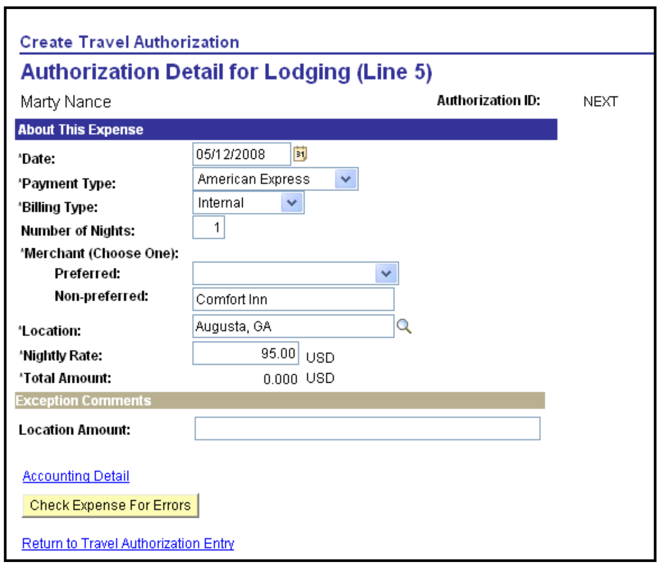
Exception Comments

Location Amount:

Accounting Detail

Check Expense For Errors

Return to Travel Authorization Entry



Create Travel Authorization

Authorization Detail for Lodging (Line 5)

Marty Nance Authorization ID: NEXT

About This Expense

*Date:	05/12/2008
*Payment Type:	American Express
*Billing Type:	Internal
Number of Nights:	1
*Merchant (Choose One):	
Preferred:	
Non-preferred:	Comfort Inn
*Location:	Augusta, GA
*Nightly Rate:	95.00 USD
*Total Amount:	0.000 USD

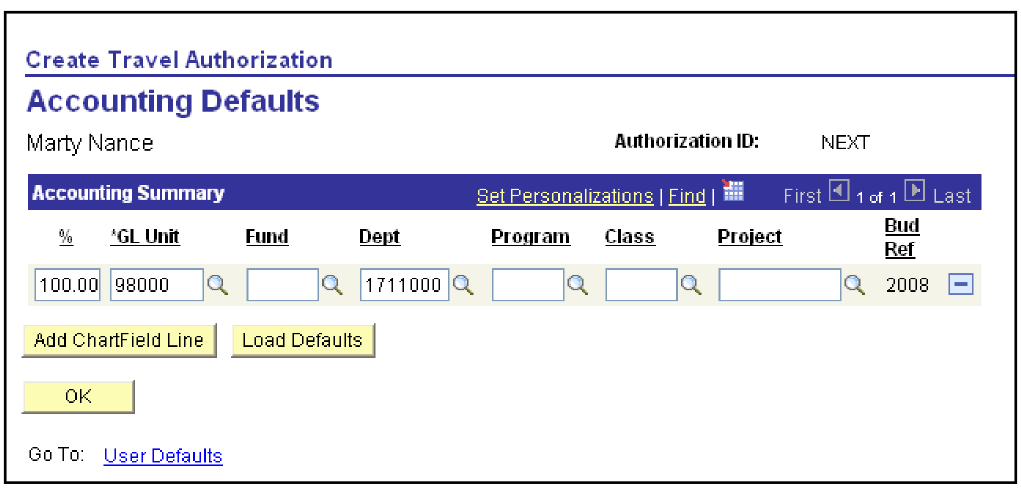
Exception Comments

Location Amount:

Accounting Detail

Check Expense For Errors

Return to Travel Authorization Entry



Create Travel Authorization

Accounting Defaults

Marty Nance Authorization ID: NEXT

Accounting Summary Set Personalizations | Find | First 1 of 1 Last

%	*GL Unit	Fund	Dept	Program	Class	Project	Bud Ref
100.00	98000		1711000				2008

Add ChartField Line Load Defaults

OK

Go To: User Defaults

Standing Travel Authorizations

- Are handled outside of the PeopleSoft application
- Consider it a completely separate process

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Cash Advances

- Cash advances may be granted to employees to minimize the impact of business travel on employee personal finances.
- Dependent on institution
- Can provide to pay for items such as meals, ground transportation, and accommodations

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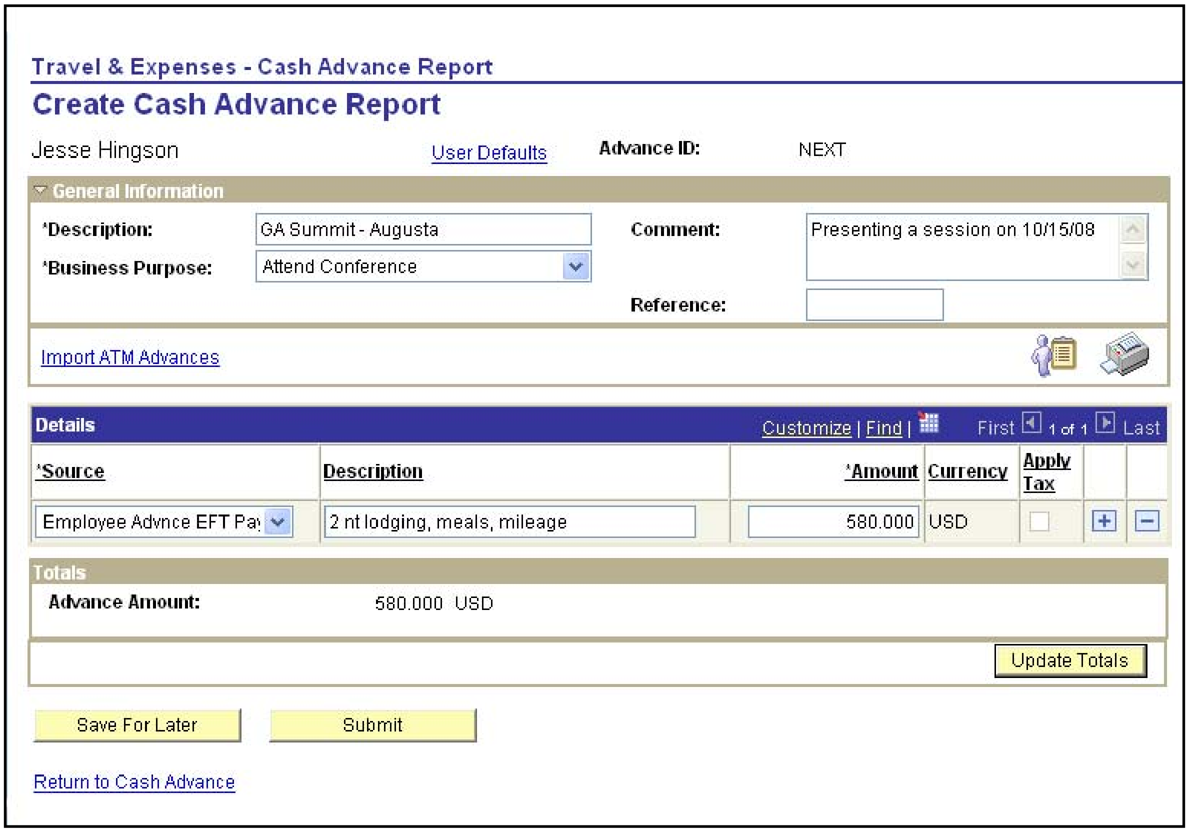
Travel & Expenses - Cash Advance Report

Create Cash Advance Report

Jesse Hingson   User Defaults   Advance ID: NEXT

General Information

*Description:	GA Summit - Augusta	Comment:	Presenting a session on 10/15/08
*Business Purpose:	Attend Conference	Reference:	

Import ATM Advances

Details   Customize | Find | First 1 of 1 Last

*Source	Description	*Amount	Currency	Apply Tax		
Employee Advnce EFT Pay	2 nt lodging, meals, mileage	580.000	USD		+	−

Totals

Advance Amount: 580.000 USD

Update Totals

Save For Later   Submit

Return to Cash Advance

Expense Reports

- Used to record and seek reimbursement for expenses incurred
- Can only be submitted for the current or previous dates
- May be entered, submitted, budget checked, and approved on or after the last date of travel

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Expense Reports

- Can be used for an expense incurred while traveling on official business
- Can be used for reimbursing an employee for eligible non-travel related expenses such as office supplies not purchased by P-Card
- Can be used for personal FSA reimbursements

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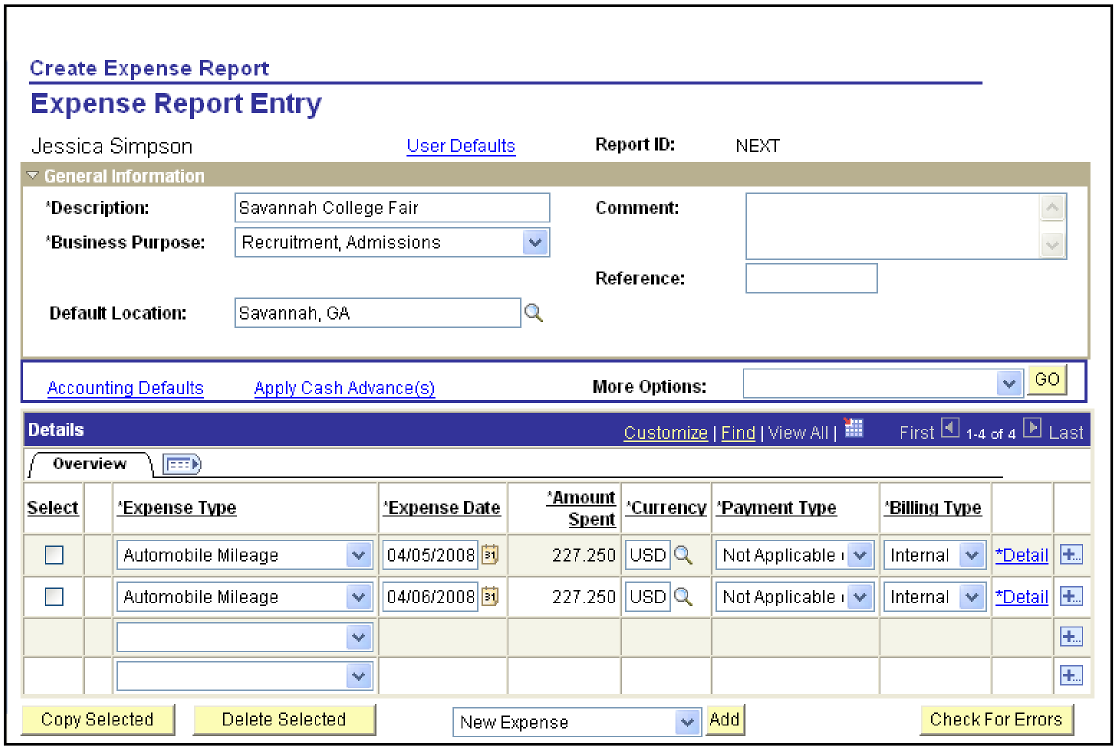


Create Expense Report

Expense Report Entry

Jessica Simpson | User Defaults | Report ID: NEXT

General Information

*Description: Savannah College Fair
*Business Purpose: Recruitment, Admissions
Default Location: Savannah, GA
Comment:
Reference:

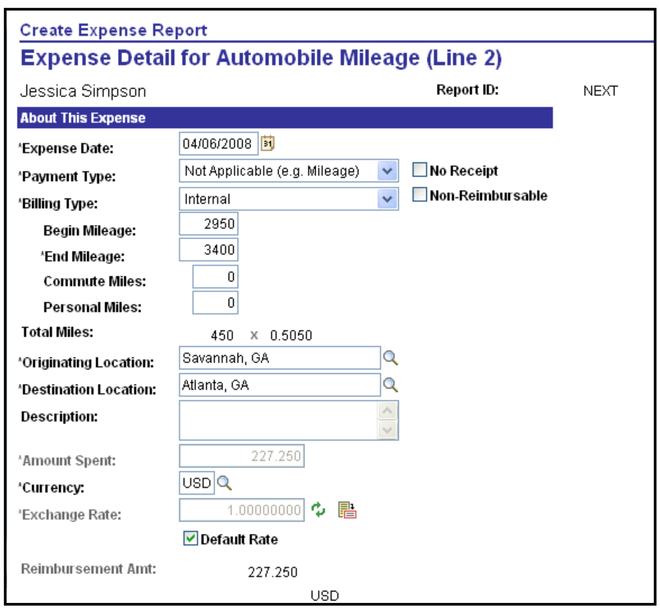
Accounting Defaults | Apply Cash Advance(s) | More Options: GO

Details | Customize | Find | View All | First 1-4 of 4 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
☐	Automobile Mileage	04/05/2008	227.250	USD	Not Applicable	Internal	*Detail	+
☐	Automobile Mileage	04/06/2008	227.250	USD	Not Applicable	Internal	*Detail	+
								+
								+

Copy Selected | Delete Selected | New Expense | Add | Check For Errors



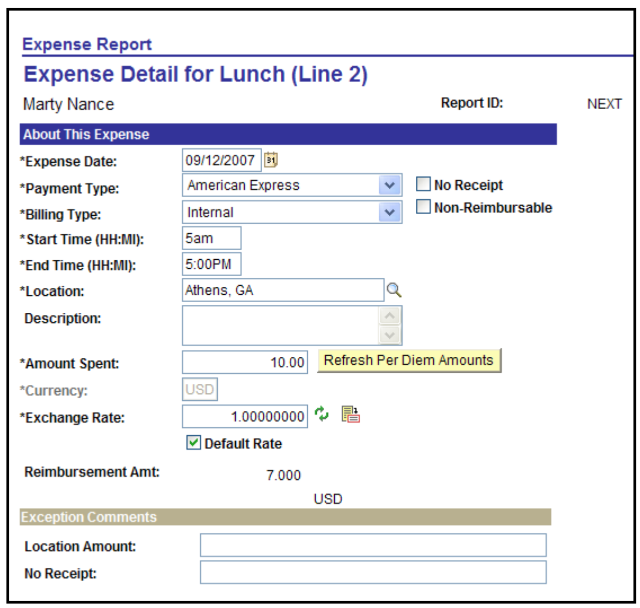
Create Expense Report

Expense Detail for Automobile Mileage (Line 2)

Jessica Simpson | Report ID: NEXT

About This Expense

*Expense Date: 04/06/2008
*Payment Type: Not Applicable (e.g. Mileage) ☐ No Receipt
*Billing Type: Internal ☐ Non-Reimbursable
Begin Mileage: 2950
*End Mileage: 3400
Commute Miles: 0
Personal Miles: 0
Total Miles: 450 x 0.5050
*Originating Location: Savannah, GA
*Destination Location: Atlanta, GA
Description:
*Amount Spent: 227.250
*Currency: USD
*Exchange Rate: 1.00000000
☑ Default Rate
Reimbursement Amt: 227.250 USD



Expense Report

Expense Detail for Lunch (Line 2)

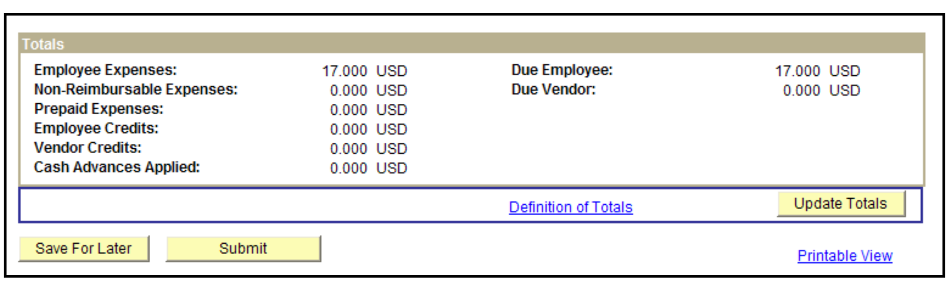
Marty Nance | Report ID: NEXT

About This Expense

*Expense Date: 09/12/2007
*Payment Type: American Express ☐ No Receipt
*Billing Type: Internal ☐ Non-Reimbursable
*Start Time (HH:MI): 5am
*End Time (HH:MI): 5:00PM
*Location: Athens, GA
Description:
*Amount Spent: 10.00 | Refresh Per Diem Amounts
*Currency: USD
*Exchange Rate: 1.00000000
☑ Default Rate
Reimbursement Amt: 7.000 USD

Exception Comments

Location Amount:
No Receipt:



Totals

Employee Expenses:	17.000 USD	Due Employee:	17.000 USD
Non-Reimbursable Expenses:	0.000 USD	Due Vendor:	0.000 USD
Prepaid Expenses:	0.000 USD		
Employee Credits:	0.000 USD		
Vendor Credits:	0.000 USD		
Cash Advances Applied:	0.000 USD		

Definition of Totals | Update Totals

Save For Later | Submit | Printable View

Lesson 1.3 – Basic Overall Process for Expenses and the Players Involved

Lesson 1.3: Basic Overall Process for Expenses and the Players Involved

- Identify the basic process flow for expense transactions
- Identify the roles involved with expense transactions

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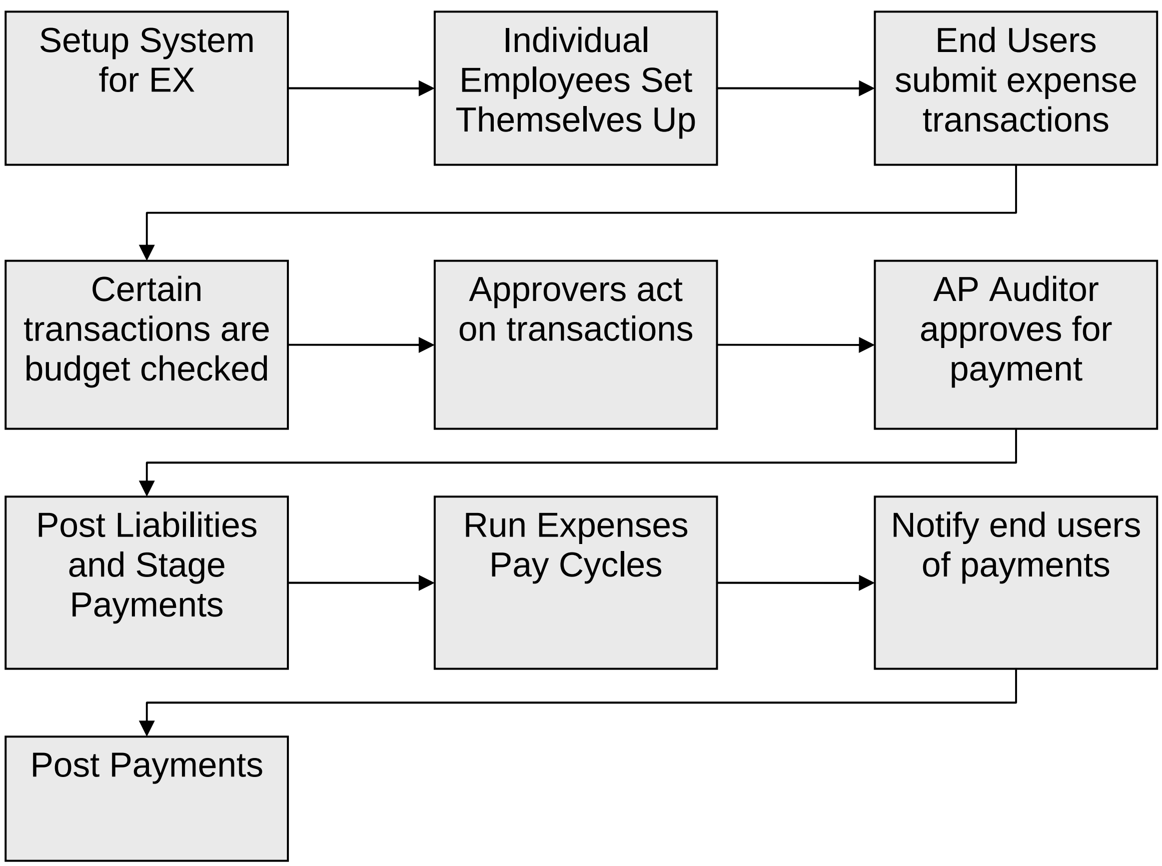

Roles in Expense Transactions

- Travelers
- Approvers
- Administrators

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Travelers

- Any employee who travels for institutional business and requires reimbursement
- Employees who withhold wages from their salary, which are deposited in flexible spending accounts (FSA); these employees request periodic reimbursements from their FSA for medical and dependent care expenditures
- Non-employee travel is still processed through AP

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Approvers

- Review expense transactions
- Processing/approving cash advances, expense reports, and travel authorizations
  – Approve
  – Send Back
  – Hold
  – Deny

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Approval Levels

- Department Manager 1
- Department Manager 2
- Project/Grant Approver
- Reviewers
- AP Auditor

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Administrators

- Workflow Administrator
- Expense Administrator
- Cash Advance Administrator

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Workflow Administrator

- Administers the Workflow process
- Runs Workflow processes on an as-needed basis
  - Employee Update
  - Employee Notification
- May also serve Workflow Administrator for ePro

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Expense Administrator

- Administering Expense Processes:
  - Budget Checking
  - Posting liabilities
  - Staging and posting payments
  - Canceling payments
  - Closing liabilities
  - Unstaging payments

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Expense Administrator

- Administering Expense Setup Components
  - Approver Setup and Maintenance
  - Maintain expense types, preferred merchants, business purposes, and similar elements
  - Assign and maintain expense user authorization, delegates, designates and user profiles (including Chartfield defaults for each user)

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Cash Advance Administrator

- Reconciles cash advance activity
- May also:
  - Cancel cash advances
  - Run reports and queries related to cash advances
  - Monitor outstanding cash advances

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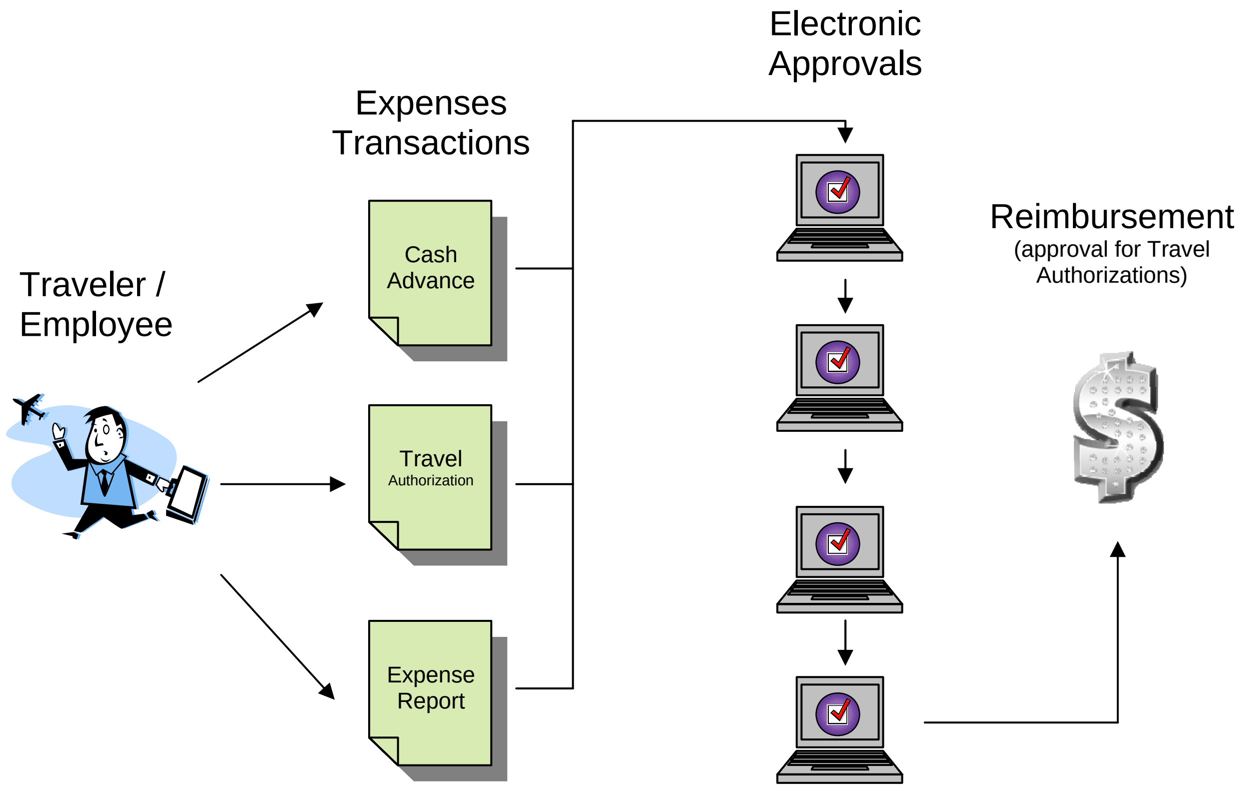
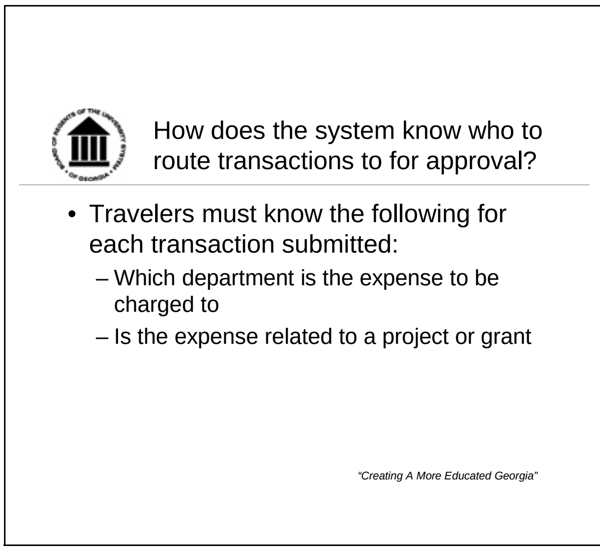
Lesson 1.4 – Introduction to Expenses Workflow

Lesson 1.4: Introduction to Expenses Workflow • Identify the big picture of Expenses Workflow • Define how the system knows who to route transactions to for approval • Identify how many individuals will approve a transaction *"Creating A More Educated Georgia"*	
Lesson 1.4: Introduction to Expenses Workflow • Identify how an approver knows a transaction is awaiting approval • Identify what happens if an approver is on vacation • Identify how a traveler is notified when a transaction is paid *"Creating A More Educated Georgia"*	

Big Picture of Expenses Workflow





How does the system know who to route transactions to for approval?

- Each Expense Line contains its own Chartfield values
  - Indicate how an expense is charged
  - Approvers are able to change Chartfield values if necessary
  - However, for the correct approver to get the transaction, the traveler/employee must know the correct Department to charge

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How does the system know who to route transactions to for approval?

- Department and Project values are what Expenses Workflow uses to determine where to send the transaction
  - System first looks at the department and then matches the department to a pre-defined list maintained by the EX Administrator and routes the transaction to that person
  - Project field is only populated if the expenses are related to a project or grant.

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How many individuals will approve my expense transaction?

- Your institution will establish the required levels of approval
- For all Expense transactions (except FSA reimbursements) there is a minimum of two approval levels and no maximum
- Show graphic

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How does an approver know a transaction is awaiting their approval?

- Once a transaction is “submitted”, it automatically begins the Workflow approval process
- Approvers are automatically notified by email and through their Worklist in the self-service portal
- As one approver completes action on a transaction, it moves the to next approver, who is notified in the same way

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What happens if an approver is on vacation?

- If an approver knows he/she will be out of the office, they can assign someone else to take care of their new, incoming Worklist items.
- If a transaction has been waiting in an approver’s Worklist for more than five days, it will automatically be routed to the Workflow Administrator who will reassign the transaction to another appropriate approver

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How will a traveler know he/she has been paid?

- Employees will receive an email when a transaction has been completely approved and also when a transaction has been paid
- Information is also available for viewing in the Self-Service portal

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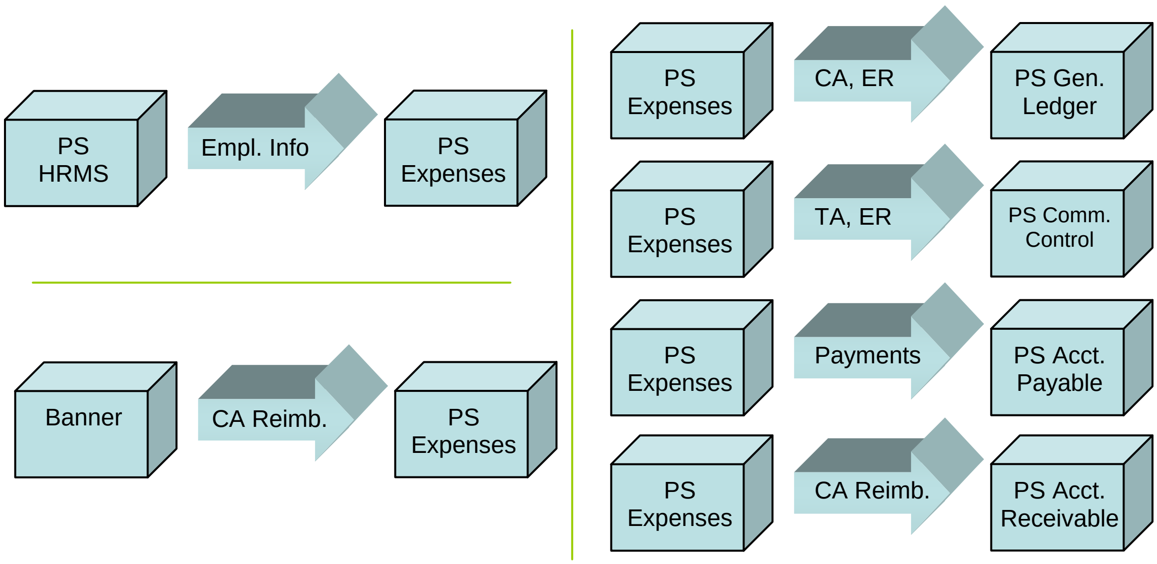
Lesson 1.5 – Integration with Other PeopleSoft Modules



Expenses and PeopleSoft HRMS

- Can populate the employee tables using the enterprise integration tools from HRMS
- HRMS publishes application messages that EX receives and uses to populate intermediary or staging tables
- EX then uses the employee data from the staging tables to populate EX employee tables

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Expenses and Accounts Payable

- When expense reports and cash advances are approved for payment, EX stages data for payment processing by AP
- Expense Report data is staged in EX_SHEET_PYMNT
- Cash Advance data is staged in EX_ADVNCE_PYMNT

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Expenses and Accounts Payable

- To stage payments for Expense Reports and Cash Advances, run the staging process from EX
- After staging expense data, AP completes the process of generating payments through Pay Cycle Manager

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Expenses and General Ledger

- EX stages expense data in EX_ACCTG_LINE for posting to GL
- EX accounting entries are then picked up from this table by the Journal Generator, which prepares journals for posting to your actuals or recording ledger, based on the journal generator template defined for EX

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Expenses and Commitment Control

- Must budget check Expense Reports and Travel Authorizations
- Must have Valid budget checking status prior to first approval

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Lesson 2.0 – System Setup in Expenses

Objectives

- Identify the tasks needed to setup your system for Expenses users.
- Run the EX_EE_UPDATE process.
- Run the Email Verification Query.
- Identify the purpose of Expense Types and Expense Type Groups.
- Create an Expense Type.
- Create an Expense Type Group.

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Objectives (continued)

- Define Business Purpose.
- Define Locations.
- Define Distance Rates.
- Define Preferred Merchants.
- Define Reimbursement Action Codes.
- Identify the purpose for Public Templates.
- Create a Public Template for an Expense Report.

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System Setup Tasks

- In order for end users to utilize the Expenses Module:
  - Load employee data from HRMS
  - Run Email Verification Query
  - Create/Maintain Expense Types and Expense Type Groups
  - Create public templates

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Load Employee Data (EX_EE_UPDATE)

- EX employee information is pulled from HRMS
- HRMS publishes application messages that EX receives and uses to populate staging tables
- EX then uses the employee data in those staging tables to populate the EX employee tables

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Load Employee Data (EX_EE_UPDATE)

Process Request Parameters:

- Load Organizational Data
  - Loads info such as business unit, department, and supervisor
  - Also updates employee profiles with cash advance options defined for the EX business unit
- Load Employee Bank Data
  - Loads employee bank account data used for expense reimbursements

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Load Employee Data (EX_EE_UPDATE)

Process Request Parameters (cont.):

- Validate Organizational Data
  - Verifies that employees belong to valid departments
- Load Entry Authorizations
  - Loads User IDs assigned to employees by the system security administrator
  - Enables employees to enter expense data using the User IDs

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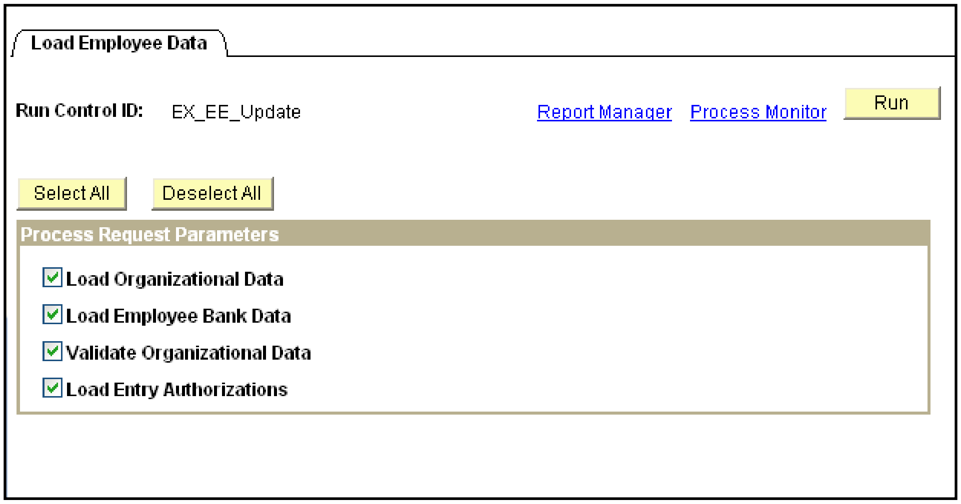

Email Verification Query

- EX Workflow notifies travelers and approvers through email about transaction status or required actions
- All travelers and approvers must have a valid email address
- Query displays the primary email address for all User IDs at your institution

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Email Verification Query

- If you identify missing or invalid email addresses:
  - Notify the employee that he/she should update their email address in the HRMS Portal, or
  - Notify the security administrator so that they can make this change through the Core Application

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Email Verification Query

- Simple query run on the table PSOPRDEFN (Operator Definition)
- Fields:
  - User ID
  - Name
  - Email Address

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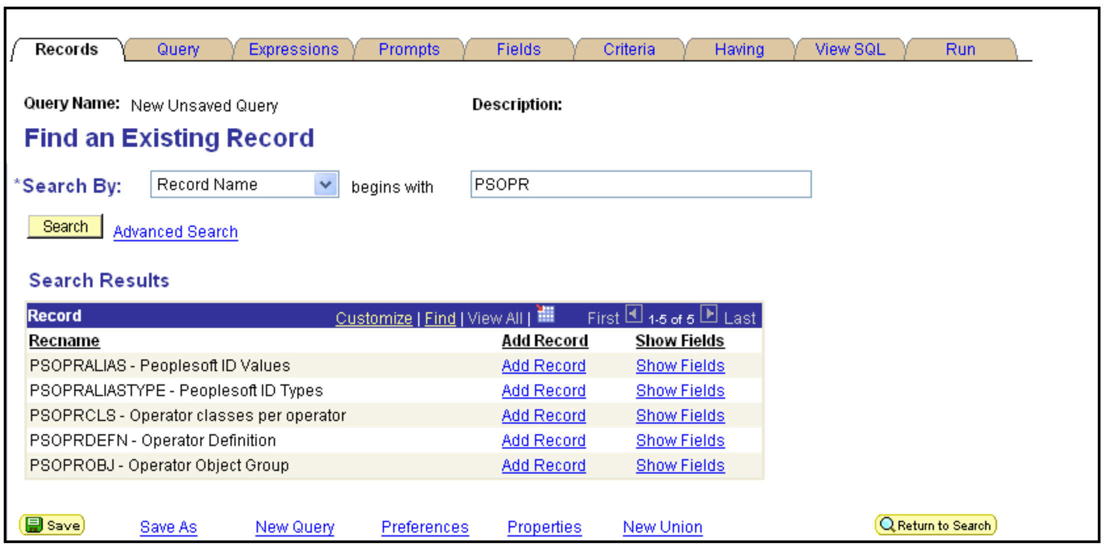

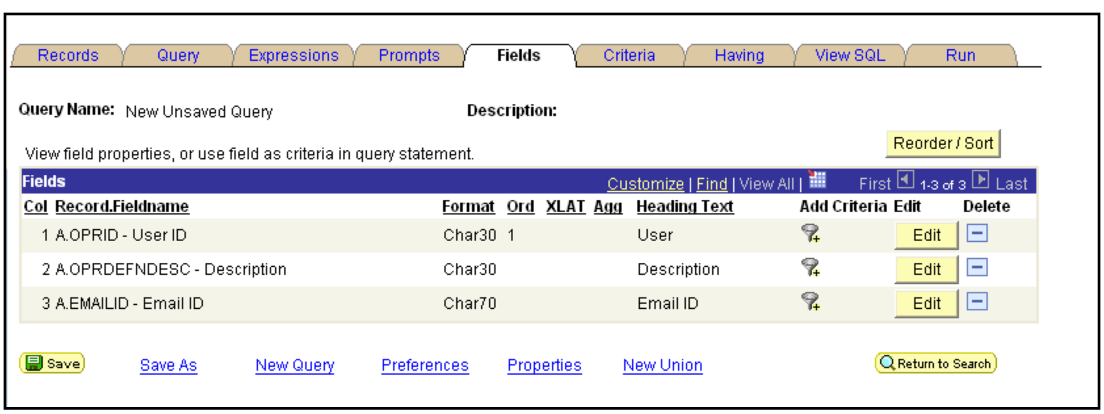

Expenses – System Setup

Activity: Load Employee Data and Run the Email Verification Query

Topics:	Loading Employee Data Running the Email Verification Query	Business Processes:	EX.030.400 EX.010.080

Activity

Activity Overview

In this activity you will:

A. Run the EX_EE_UPDATE process.

B. Run the Email Verification Query process.

Login Information – Core System

1. You are now going to log into the Core System as EXADMIN01.
2. Clear the cache and cookies for your browser:
   - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	Core System (F400)

3. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

4. Click the **Sign In** button.

Activity 2.0-1A

Role: Administrator

UserID: EXADMIN01

Scenario: Run the Load Employee Data process (EX_EE_UPDATE) and include all process request parameters.

To run the Load Employee Data process:

NAVIGATION	Travel and Expenses > Manage Employee Information > Load Employee Data

1. Click on the **Add a New Value** tab.
2. Enter a ***Run Control ID (EX_EE_Update)***.
3. Click the **Add** button.
4. Select all process request parameters.
5. Click the **Save** button.
6. Click the **Run** button.
7. Select **Expenses Employee Update** (EX_EE_UPDATE).
8. Click **OK**.
9. Click the **Process Monitor** link.
10. Click the **Refresh** button until your process shows **Success**.

Activity 2.0-1B

Role: Administrator

UserID: EXADMIN01

Scenario: Run the Email Verification Query and sort results by User ID.

To run the Email Verification Query:

NAVIGATION	**Reporting Tools > Query > Query Manager**

1. Click the **Create New Query** link.
2. Enter ***PSOPRDEFN*** in the Record Name begins with box.
3. Click the **Search** button.
4. Click the **Add Record** link for the **PSOPRDEFN – Operator Definition** Record.
5. Select the following by clicking in the appropriate check boxes:
   a. **OPRID** – User ID
   b. **OPRDEFNDESC** – Description
   c. **EMAILID** – Email ID
6. Click the **Fields** tab.
7. Click the **Reorder/Sort** button.
8. Enter ‘***1***’ in the New Order By field on the OPRID – User ID line.
9. Click **OK**.
10. Click the **Run** tab.
11. Review the results of the query.

Expense Types and Expense Type Groups

- By creating Expense Types, you can identify and classify valid business expenses that employees incur
- When the transaction is processed, the billing code determines the group to which it belongs and the set of accounts to charge
- Provide an organized way for employees to categorize expenses
- Expense types are a division of Expense Type Groups

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Expense Types and Expense Type Groups

- University System of Georgia has a Chart of Accounts that specifies particular types of expenses are to be charged to certain accounts
  - Mileage – Account 640500
- By using the Expense Type/Expense Type Group functionality, you can specify at an institution level what account is used for which type of Expense

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Expense Types and Expense Type Groups

- If you have multiple Expense Types that are charged to the same account number, you can set the account at the Expense Type Group level for these Expense Types
- Example #1: For most institutions, Breakfast, Lunch, and Dinner are all charged to Account 640100.

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Expense Types and Expense Type Groups

- Account is set at Expense Type Group level
  - Expense Type Group: Meals
    - Acct = 640100
  - Expense Type: Breakfast
    - No account specified
  - Expense Type: Lunch
    - No account specified
  - Expense Type: Dinner
    - No account specified

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Expense Types and Expense Type Groups

- Example #2: Your institution uses separate accounts for each Expense Type
  - Expense Type Group: Meals
    - No account specified
  - Expense Type: Breakfast
    - Acct = 640101
  - Expense Type: Lunch
    - Acct = 640102
  - Expense Type: Dinner
    - Acct = 640103

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Expense Types and Expense Type Groups

- GeorgiaFIRST has delivered Expense Types and Expense Type Groups for the most common types of Expenses
- If your institution processes FSA reimbursements through the EX Module, you will need to create a new Expense Type each year for the new FSA Calendar Year

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Expense Types and Expense Type Groups

- Air Travel
  - Air Travel
- FSA
  - FSA Dependent Care (for each calendar year)
  - FSA Medical Care (for each calendar year)
- Ground Transportation
  - Car Rental
  - Gasoline
  - Public Transportation
  - Taxi

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Expense Types and Expense Type Groups

- Lodging
  - Lodging
- Meals
  - Breakfast
  - Lunch
  - Dinner

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Expense Types and Expense Type Groups

- Mileage
  - Automobile Mileage
  - Aircraft Mileage
  - Motorcycle Mileage
  - Personal Mileage Deduction
  - Automobile Mileage – Tier 2
  - Automobile Mileage – Tier 3

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Expense Types and Expense Type Groups

- Miscellaneous
  - Laundry
  - Memberships
  - Parking
  - Postage
  - Registration
  - Subscriptions
  - Tolls
  - Visa/Passport Fees

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Expense Types and Expense Type Groups

- Supplies
  - Supplies (no P-Card)
- Voice/Data Telecommunications
  - Voice/Data Communications

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Expenses – Getting Started in Expenses

Activity: Create an Expense Type and an Expense Type Group

Topics:	Create an Expense Type Create an Expense Type Group	Business Processes:	EX.040.020 EX.040.021

Activity

Activity Overview

In this activity you will:

A. Create an Expense Type.
B. Create an Expense Type Group.

Login Information – Core System

1. You should still be logged into the Core System as EXADMIN01. If not, complete the following steps:
2. Clear the cache and cookies for your browser:
   - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	Core System (F400)

3. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

4. Click the **Sign In** button.

Activity 2.0-2A

Role: Administrator

UserID: EXADMIN01

Scenario: Create an Expense Type for Flexible Spending Account (FSA) Medical Care for 2009. This Expense Type should be charged to Account 213209.

To create an Expense Type:

NAVIGATION	Set Up Financials/Supply Chain > Product Related > Expenses > Purchase > Expense Type

1. Click on the **Add a New Value** tab.
2. Enter the following information:

FIELD	VALUE or STATUS
Set ID	40000
Expense Type	FSAMED9

3. Click the **Add** button.

4. Enter the following information:

FIELD	VALUE or STATUS
Effective Date	01/01/2009
Status	Active
Description	FSA Medical Care 2009
Required Fields	Description
Expense Type Edit	None
Rate Retrieval Table	Location Amount Table

5. Click the **Expense Types 2** tab and enter the following information:

FIELD	VALUE or STATUS
Expense Type Group	Flexible Spending Acct Reimb
Billing Type	Internal
Account	213209

6. Click the **Save** button.
7. Click the **Update Display** button.
8. Enter ***40000*** in the Set ID.
9. Click the **Search** button and verify the Expense Type you just created is there.

Activity 2.0-2B

Role: Administrator

UserID: EXADMIN01

Scenario: Create an Expense Type Group for the Athletic Teams' travel. Accounts set up at the Expense Type level will be charged for these expenses.

To create an Expense Type Group:

NAVIGATION	Set Up Financials/Supply Chain > Product Related > Expenses > Purchase > Expense Type Group

1. Click the **Add a New Value** tab.
2. Enter the following information:

FIELD	VALUE or STATUS
Set ID	40000
Expense Type	TEAM

3. Click the **Add** button.
4. Enter the following information:

FIELD	VALUE or STATUS
Effective Date	01/01/1901
Status	Active
Description	Team Travel – Athletics
Short Description	TeamTravel

5. Click the **Save** button.
6. Click the **Update Display** button.
7. Enter ***40000*** in the Set ID.
8. Click the **Search** button.
9. Verify your new Expense Type Group is in the list.

Important Fields in Expense Transactions

- Business Purpose
- Locations
- Distance Rates
- Preferred Merchants
- Reimbursement Action Codes

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Business Purpose

- Used to justify business expenses
- Can use to sort and total expenses
- Assign a Business Purpose (unique identifier) for the type of business expense you want to track
- Business purpose is effective dated; can create more than one set of descriptions to use at predetermined times
- Record = EX_PURPOSE

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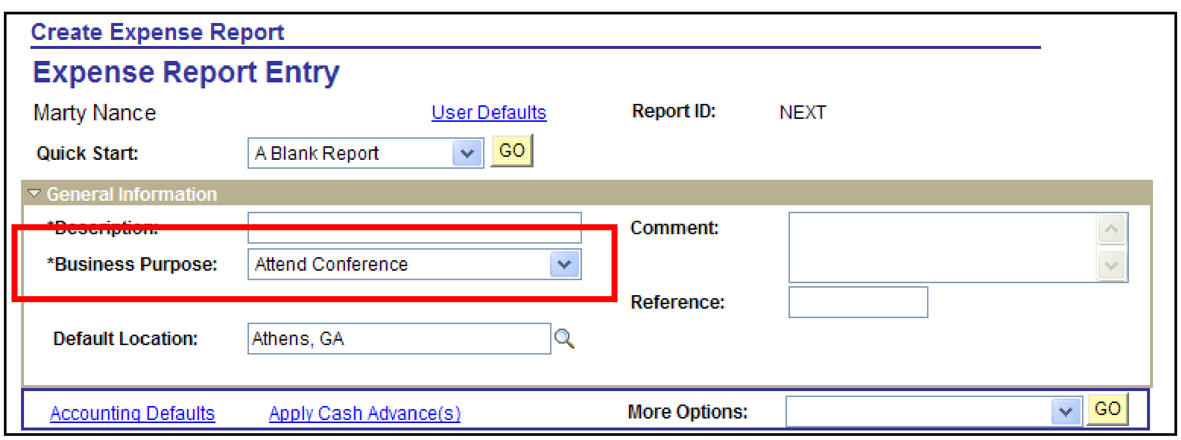

Business Purpose

- Attend Conference
- Attend Meetings
- Attend Training
- Athletic Events/team
- Campus Visits/ Satellite Locations
- Foreign Travel
- Grant Research
- Recruitment, Athletic
- Recruitment, Admissions
- Supervise/Observe – Student Teachers
- Supplies – PCd not accepted by vendor
- Business calls – personal phone
- FSA Expense

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Locations

- Can create an expense location to use for:
  - Expense reports
  - Create classifications for groups of travel destinations
  - Establish spending limits for business travel
- Different travel destinations have different costs

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Locations

- Can require employees to enter transaction locations – ensure that submitted expenses accurately reflect regions' prevailing prices
- Lets you track how much your organization spends in particular cities
- Enables you to establish authorized spending limits for a particular expense type; EX then compares how much an employee spends at a destination to the amount your organizations establishes as acceptable

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Locations

- Locations and Location Groups are effective-dated; can create more than one definition to be used at predetermined times
- Records used:
  - Expense Location Group (EX_LOCATION_GRP)
    - Used to create a common classification for a group of travel destinations
    - High Cost GA locations; Standard GA locations; Non-US locations; US locations outside of GA

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Locations

- Expense Location (EX_LOCATION)
  - Used to create an expense location that is to be used on an expense report
- Expense Location Amount (EX_LOC_AMOUNT)
  - Used to establish spending limits for business travel in a particular location
  - Breakfast in Savannah – authorized amount = $6
  - Lunch in Athens – authorized amount = $7
  - Dinner in Atlanta – authorized amount = $20

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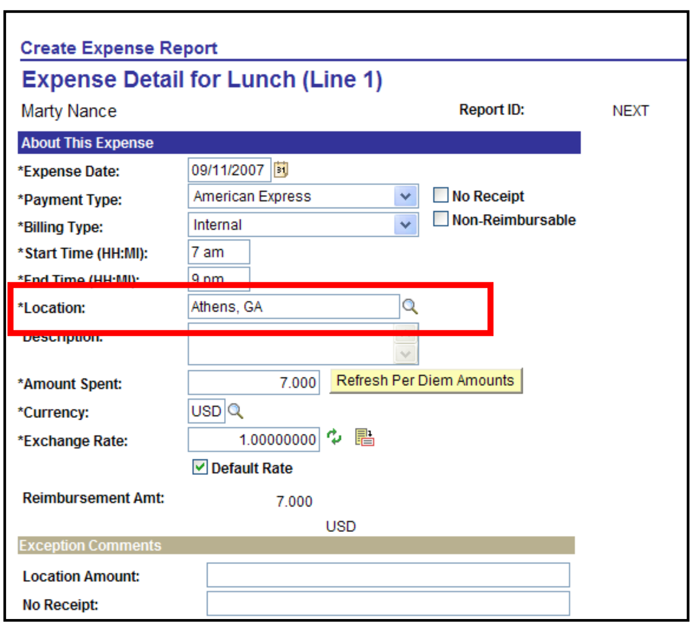

Distance Rates

- EX allows you to setup and define distance rates based on miles; then you can apply a standard rate to calculate reimbursements to employees
- Before establishing a distance rate:
  - Create an expense type to which the distance rate is applied (mileage)
  - Select an expense type edit of 'automobile' for the expense type

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Distance Rates

- Use Distance Rate table (EX_AUTO_RT_TBL)
  - Can define distance rates for various base countries, with each combination tied to an expense type
- Distance Rate Type: Use Standard Rate when mileage reimbursement is not dependent on miles traveled

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Distance Rates

- Standard Distance Rate: Indicate the monetary amount to reimburse per unit that is driven
- Standard Distance Rates for various Expense Types
  - Mileage = 0.4850
  - Mileage Tier 2 = 0.2850
  - Mileage Tier 3 = 0.1250
  - Mileage Aircraft = 1.0700
  - Mileage Motorcycle = 0.3050

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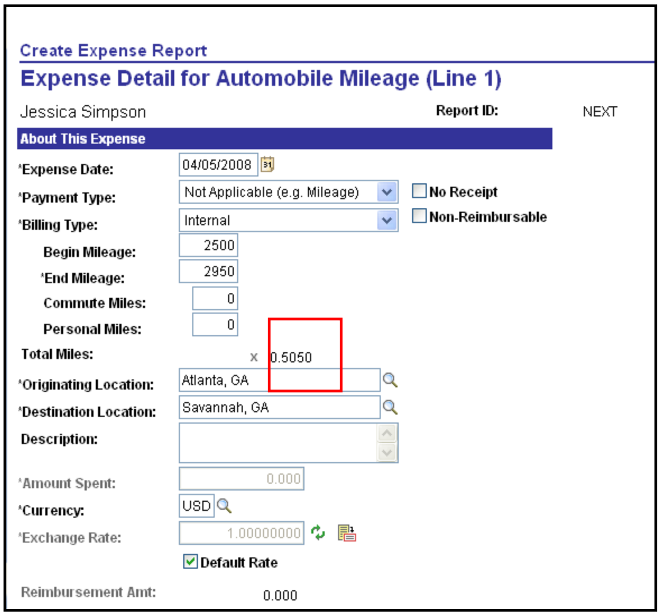

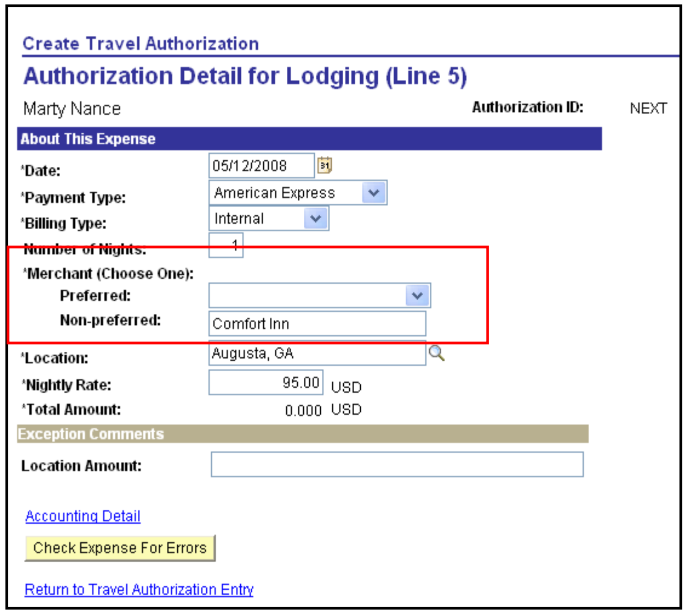

Preferred Merchants

- Defined merchants are available for selection in an expense report if they associated with an expense type
- Use Preferred Merchant page (EX_MERCHANT)
- Examples:
  - Delta
  - Enterprise

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Reimbursement Action Codes

- If an expense report line item is denied in the approval or auditing process, you must select one of the defined action codes to explain the reason
- EX_REIMB_ACTIONS – Used to setup codes to communicate your organization's policies regarding the reason an expense item is denied

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Reimbursement Action Codes

- INCOM = Incomplete Information
- MISSG = Missing Require/Original Receipt
- NRCVD = Prior Travel Authorization Not Received
- NWSGD = Not Within State Guidelines

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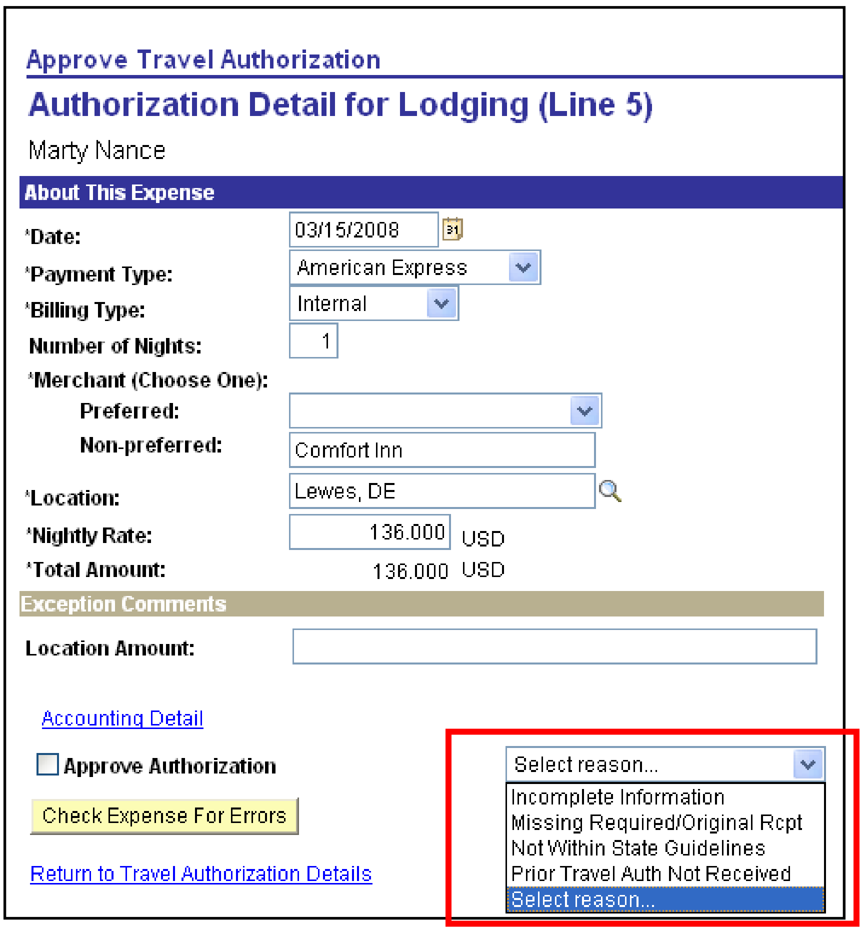

Public Templates

- Reduce time and errors in preparing expense reports and travel authorizations
- Administrators create public templates for all employees to use
- Employees set up private user templates for their own personal use

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Public Templates

- Use the effective date of '1/1/1901' for consistency purposes
- Templates are built off of the expense types in your system

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Expenses – Getting Started in Expenses

Activity: Create a Public Template for an Expense Report

Topic:	Create a Public Template for an Expense Report	Business Process:	EX.010.032

Activity

Activity Overview

In this activity you will:

A. Create a Public Template for an Expense Report.

Login Information – Core System

1. You should still be logged into the Core System as EXADMIN01. If no, complete the following steps:
2. Clear the cache and cookies for your browser:
   - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	Core System (FTRN89)

3. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

4. Click the **Sign In** button.

Activity 2.0-3A

Role: Administrator

UserID: EXADMIN01

Scenario: Create a Public Template for an Expense Report that includes lodging and meals.

To create a Public Template:

NAVIGATION	Set Up Financials/Supply Chain > Product Related > Expenses > Management > Template

1. Click on the **Add a New Value** tab.
2. Enter the following information:

FIELD	VALUE or STATUS
Set ID	40000
Document Type	TRAVEL01
Template Type	Expense Report

3. Click the **Add** button.
4. Enter the following information:

FIELD	VALUE or STATUS
Effective Date	01/01/1901
Status	Active
Description	Travel – Lodging and Meals
Short Description	TRAVEL01

5. Click the **Expense Type** list and select **Lodging**.
6. Click the **Add a new row (+)** button at the end of the row.
7. In the new row, click the **Expense Type** list and select **Breakfast**.
8. Click the **Add a new row (+)** button at the end of the row.
9. In the new row, click the **Expense Type** list and select **Lunch**.
10. Click the **Add a new row (+)** button at the end of the row.
11. In the new row, click the **Expense Type** list and select **Dinner**.
12. Click the **Save** button.

Additional Activities

Activity 2.3-3B

Role: Administrator

UserID: EXADMIN01

Scenario: Create a Public Template for a Travel Authorization for mileage only (business process EX.010.033).

To create a Public Template for a Travel Authorization:

NAVIGATION	Set Up Financials/Supply Chain > Product Related > Expenses > Management > Template

1. Click on the **Add a New Value** tab.
2. Enter the following information:

FIELD	VALUE or STATUS
Set ID	40000
Document Type	TRAVEL02
Template Type	Travel Authorization

3. Click the **Add** button.
4. Enter the following information:

FIELD	VALUE or STATUS
Effective Date	01/01/1901
Status	Active
Description	Travel – Mileage
Short Description	TRAVEL02

5. Click the **Expense Type** list and select **Automobile Mileage**.
6. Click the **Add a new row** button at the end of Row 1.
7. Click the **Expense Type** list and select **Automobile Mileage – Tier 2**.
8. Click the **Add a new row** button at the end of Row 2.
9. Click the **Expense Type** list and select **Automobile Mileage – Tier 3**.
10. Click the **Save** button.

Activity 2.3-3C

Role: Administrator

UserID: EXADMIN01

Scenario: Create a Public Template for an Expense Report for meals and mileage (business process EX.010.032).

To create a Public Template:

NAVIGATION	Set Up Financials/Supply Chain > Product Related > Expenses > Management > Template

1. Click on the **Add a New Value** tab.
2. Enter the following information:

FIELD	VALUE or STATUS
Set ID	40000
Document Type	TRAVEL03
Template Type	Expense Report

3. Click the **Add** button.
4. Enter the following information:

FIELD	VALUE or STATUS
Effective Date	01/01/1901
Status	Active
Description	Travel – Meals and Mileage
Short Description	TRAVEL03

5. Click the **Expense Type** list and select **Automobile Mileage**.
6. Click the **Add a new row (+)** button at the end of the row.
7. In the new row, click the **Expense Type** list and select **Breakfast**.
8. Click the **Add a new row (+)** button at the end of the row.
9. In the new row, click the **Expense Type** list and select **Lunch**.
10. Click the **Add a new row (+)** button at the end of the row.
11. In the new row, click the **Expense Type** list and select **Dinner**.
12. Click the **Save** button.

Lesson 3.0 – Employee Individual Setup in Self Service Portal

Objectives

- Identify the tasks employees must setup for themselves before beginning in Expenses.
- Identify what employees can edit in “My System Profile”.
- Enable the T&E Home Pagelet
- Review contents of an employee’s profile and settings.
- Delegate entry approval.
- Set User Defaults.

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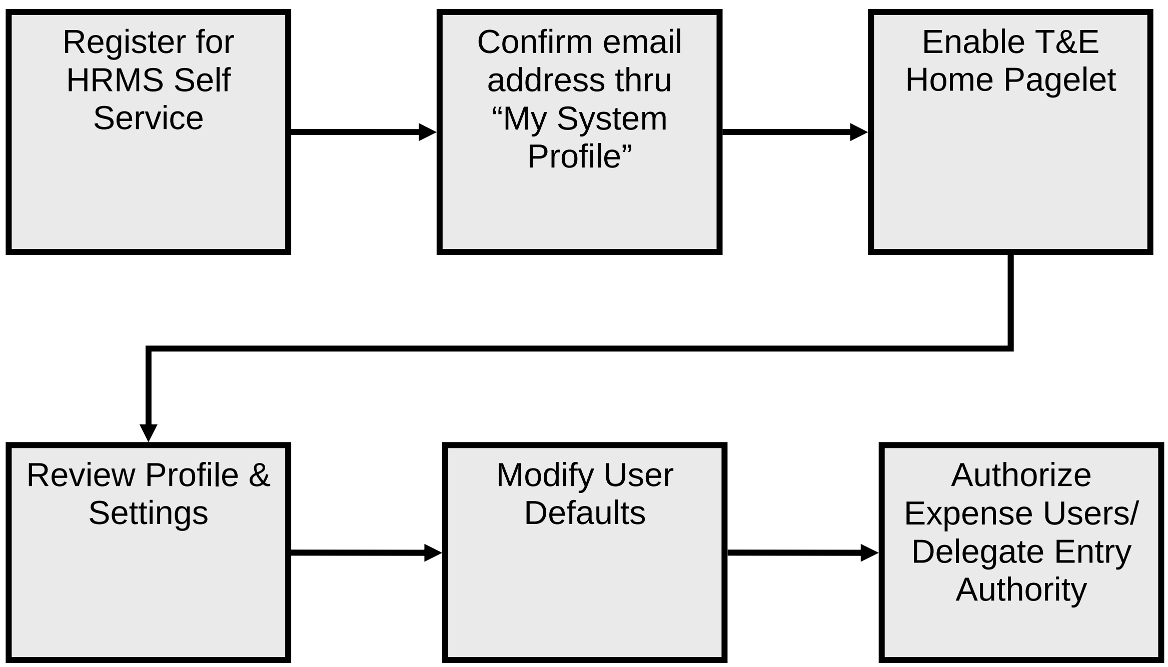

My System Profile

- EX pulls employee information such as User ID, Employee ID, home department, hire date, etc., from HRMS
- Go through HRMS Self-Service to pull up the 'My System Profile' link
- The link on the Self-Service home page is considered to be the HRMS 'My System Profile'.

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My System Profile

- HRMS 'My System Profile'
  - Used to change your password
  - Update email address for HRMS
  - Generally, the items here refer to HRMS functions only
  - FIN 'My System Profile' has items referring to Financials functions only
  - Exception: password

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My System Profile

- Because you use the same password to access HRMS and Financials, there can only be one password
- You can change your password on either 'My System Profile' page
- Verify your email address on the HRMS 'My System Profile' page; will be able to set up a separate email address for FIN on the FIN 'My System Profile' page

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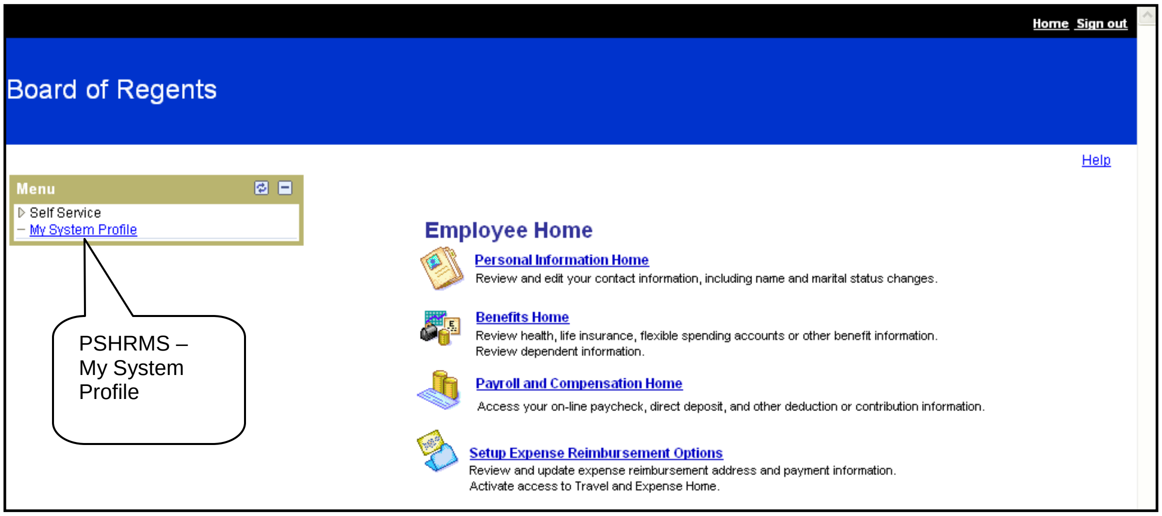
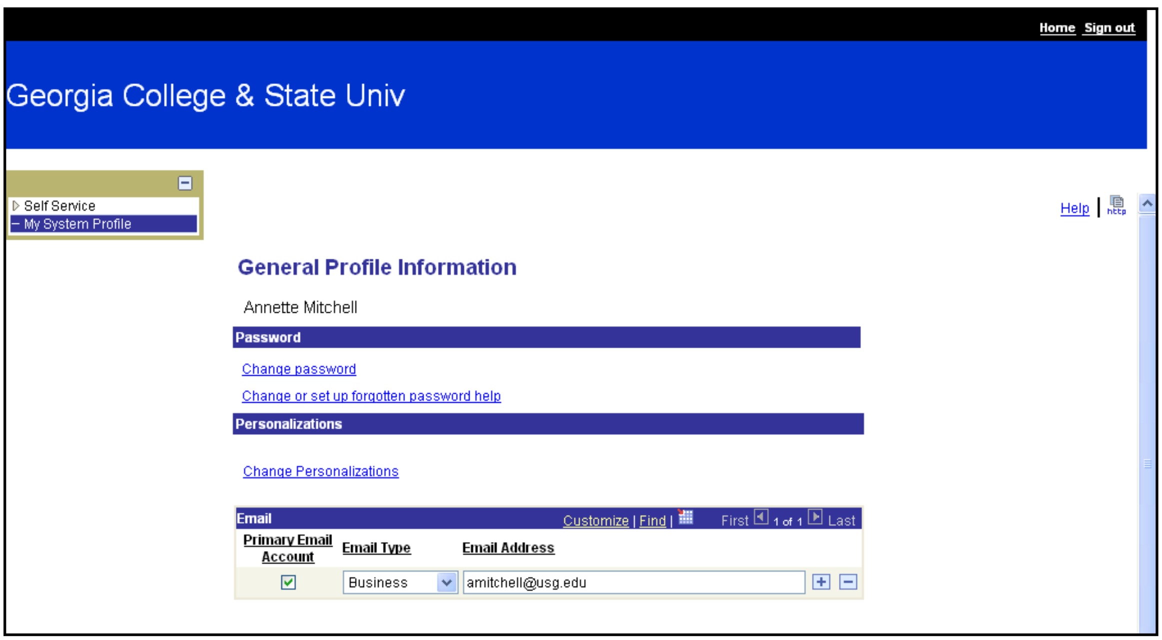

Home Sign out
Board of Regents
Help
Menu
Self Service
My System Profile
PSHRMS – My System Profile
Employee Home
Personal Information Home
Review and edit your contact information, including name and marital status changes.
Benefits Home
Review health, life insurance, flexible spending accounts or other benefit information.
Review dependent information.
Payroll and Compensation Home
Access your on-line paycheck, direct deposit, and other deduction or contribution information.
Setup Expense Reimbursement Options
Review and update expense reimbursement address and payment information.
Activate access to Travel and Expense Home.


Home Sign out
Georgia College & State Univ
Self Service
My System Profile
Help
General Profile Information
Annette Mitchell
Password
Change password
Change or set up forgotten password help
Personalizations
Change Personalizations
Email
Customize | Find |
First 1 of 1 Last
Primary Email Account
Email Type
Email Address
Business
amitchell@usg.edu

Enable the T&E Home Pagelet

- Before entering the EX Module, employees must verify their address and bank info
- Provides the employee with a required opportunity to verify the info, since it is critical to receiving appropriate payments
- Go through the HRMS Self Service Home Page and select the Setup Expense Reimbursement Options link

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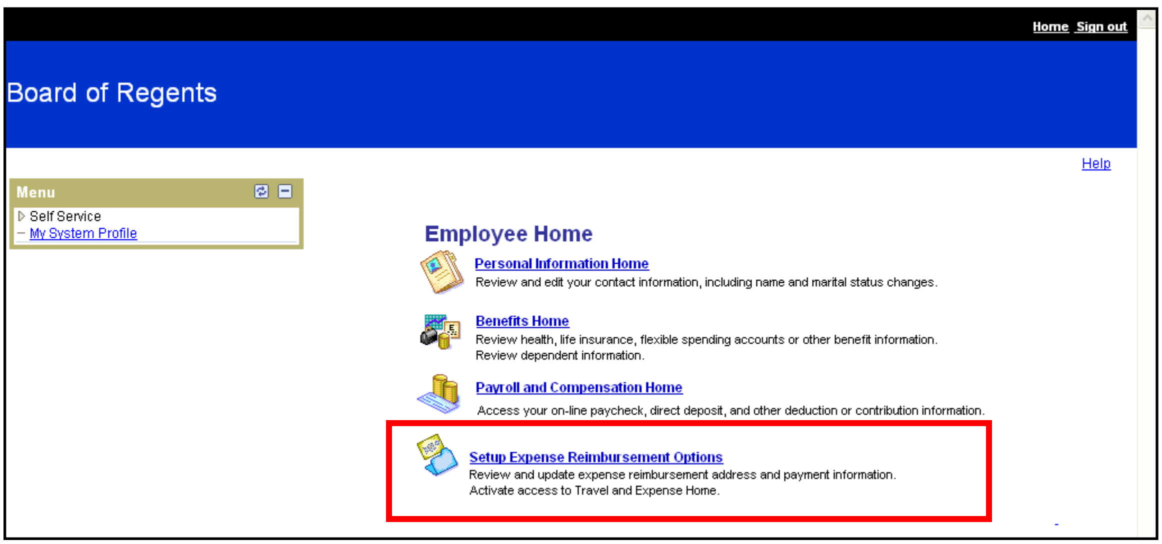

Enable the T&E Home Pagelet

- Can edit/add home and mailing addresses
- Must review the bank account(s) you have listed
- For EX, you must have an account row with a Deposit type of 'Balance'.
  - This is the account that expense reimbursements will be deposited to

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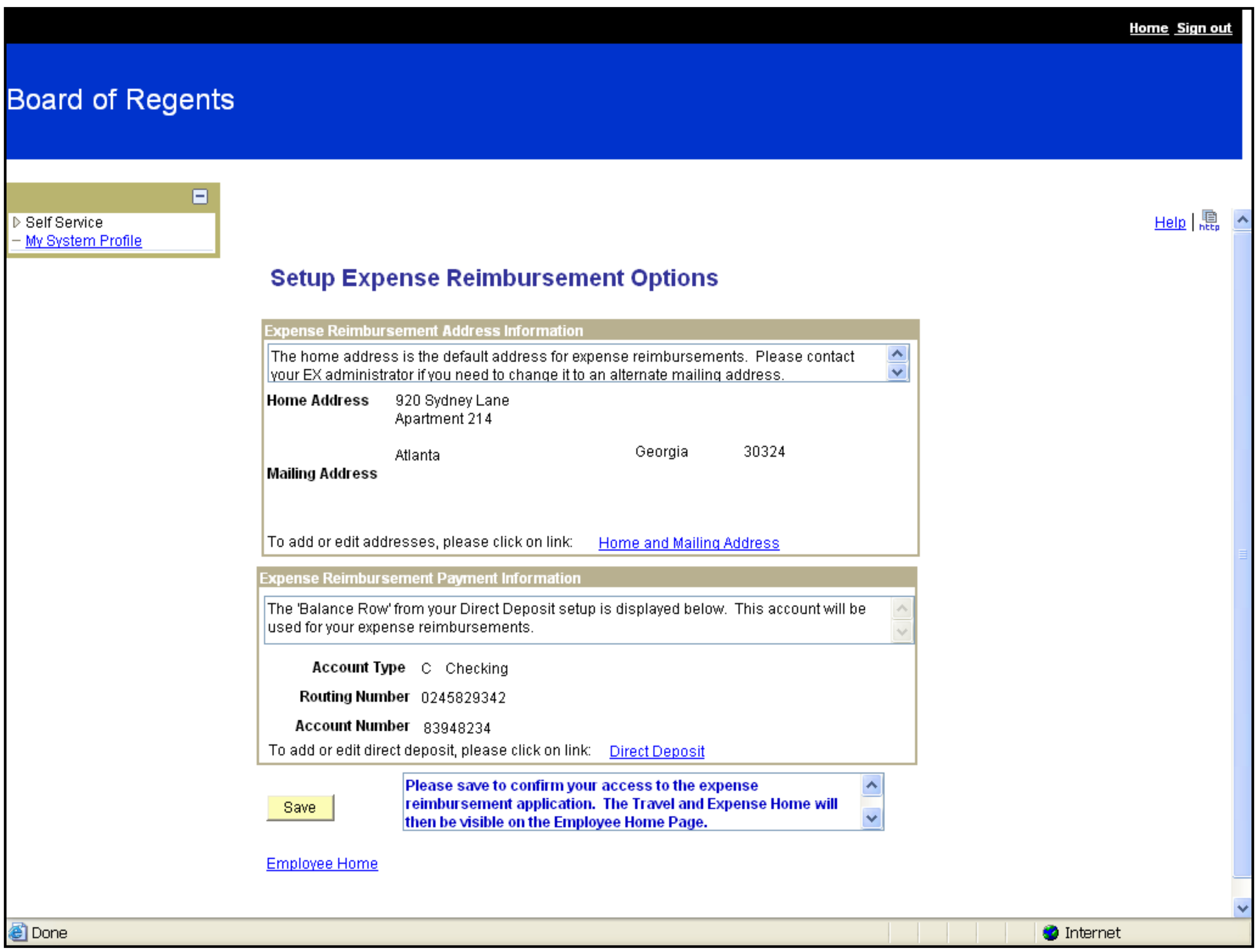

Enable the T&E Home Pagelet

- Once you have saved your confirmations of address and banking information, the T&E Home link will become available on your HRMS Self-Service home page
- Log out and then log back in
- Go through the T&E link and select the FIN 'My System Profile'

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Enable the T&E Home Pagelet

- FIN 'My System Profile'
  - Can change your password (affects both HRMS and FIN)
  - Not using Personalizations
  - Do not adjust Workflow attributes
  - Can set up separate email address

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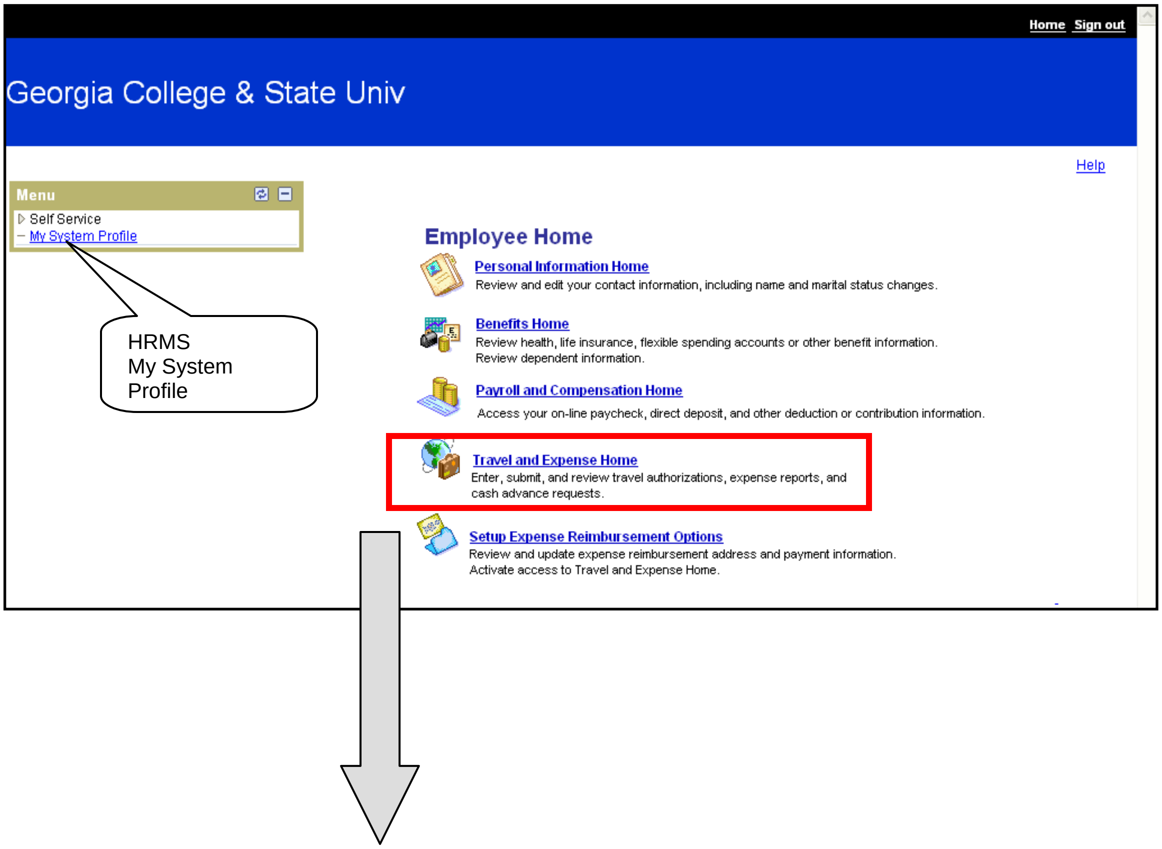
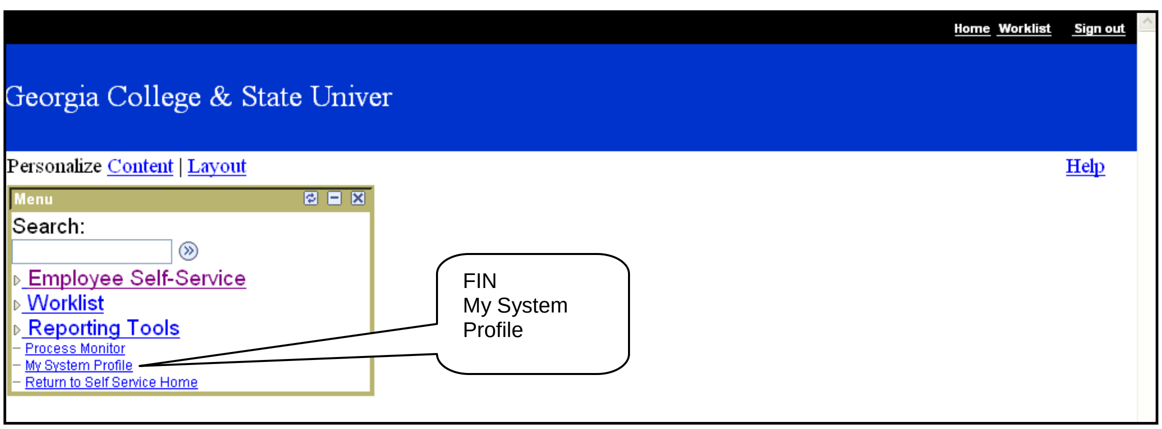

Home Sign out
Georgia College & State Univ
Help
Menu
Self Service
My System Profile
HRMS
My System
Profile
Employee Home
Personal Information Home
Review and edit your contact information, including name and marital status changes.
Benefits Home
Review health, life insurance, flexible spending accounts or other benefit information.
Review dependent information.
Payroll and Compensation Home
Access your on-line paycheck, direct deposit, and other deduction or contribution information.
Travel and Expense Home
Enter, submit, and review travel authorizations, expense reports, and cash advance requests.
Setup Expense Reimbursement Options
Review and update expense reimbursement address and payment information.
Activate access to Travel and Expense Home.


Home Worklist Sign out
Georgia College & State Univer
Personalize Content | Layout
Help
Menu
Search:
Employee Self-Service
Worklist
Reporting Tools
Process Monitor
My System Profile
Return to Self Service Home
FIN
My System
Profile

Expenses – Employee Individual Setup in Self-Service Portal

Activity: Employee Setup Part 1

Topics:	Review 'My System Profile' Enable the T&E Home Pagelet	Business Processes:	EX.010.013 EX.010.011

Activity

Activity Overview

In this activity you will:

A. Review 'My System Profile' from a Traveler's viewpoint.

B. Enable the T&E Home Pagelet.

Login Information – Portal

1. Log out of the Core System.
2. Clear the cache and cookies for your browser:
   - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

Activity 3.0-1A

Role: Traveler

UserID: TRAVELER04

Scenario: You have already registered for HRMS Self Service and are ready to set up your Expenses Portal. You need to review your email address in your HRMS profile first before enabling the T&E Home Pagelet.

To review 'My System Profile':

NAVIGATION	HRMS Self-Service Link

1. Enter the following login information:

FIELD	VALUE or STATUS
User ID	TRAVELER04
Password	password01

2. Click the **Sign In** button.
3. Click the **My System Profile** in the left menu of the Employee Home page.
4. Verify the email address (psfintraveler04@gmail.com).
5. Click the **Save** button.
6. Click the **Self Service** link.
7. Click the **Employee** link.
8. Click the **Home** link.

Activity 3.0-1B

Role: Traveler

UserID: TRAVELER04

To enable the T&E Home Pagelet (you should still be logged in as TRAVELER04):

NAVIGATION	HRMS Self-Service Link > Self-Service Home Page

1. Click the **Setup Expense Reimbursement Options** link.
2. Click on the **Home and Mailing Address** link.
3. Click in the **Address Type** list and select **Mail**.
4. Click the **Add** button.
5. Enter the following information:

FIELD	VALUE or STATUS
Address 1	100 Main Street
City	Peachtree
State	GA
Postal	31548
County	Fulton
Date Change Will Take Effect	Current Date

6. Click the **Save** button.
7. Click the **OK** button.
8. Click the **Setup Expense Reimbursement Options** link.
9. Click the **Direct Deposit** link.
10. Verify that you have a '**Balance**' row listed.
11. Click the **Setup Expense Reimbursement Option** link.
12. Click the **Save** button.
13. Click the **OK** button.
14. Click the **Employee Home** link.
15. Verify that the **Travel and Expense Home icon** and link is on your home page.
16. Click the **Sign out** link.

Login Information – Core System

1. Now, before we can continue as TRAVELER04, we need to run the EX_EE_UPDATE process.
2. Log out of the Portal System.
3. Clear the cache and cookies for your browser:
4. Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies
5. Enter the following login information:

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

Topics:	Review 'My System Profile' Enable the T&E Home Pagelet	Business Processes:	EX.010.013 EX.010.011

Role: Administrator

UserID: EXADMIN01

Scenario: Run the Load Employee Data process (EX_EE_UPDATE) and include all process request parameters.

To run the Load Employee Data process:

NAVIGATION	Travel and Expenses > Manage Employee Information > Load Employee Data

1. Click on the **Add a New Value** tab.
2. Enter a ***Run Control ID (EX_EE_Update)*** and click the **Add** button.
3. Select all process request parameters.
4. Click the **Save** button.
5. Click the **Run** button.
6. Select **Expenses Employee Update** (EX_EE_UPDATE).
7. Click **OK**.
8. Click the **Process Monitor** link.
9. Click the **Refresh** button until your process shows **Success**.

Login Information – Portal System

Role: Traveler

UserID: TRAVELER04

Now, you can go back and use the Travel and Expense pagelet you added earlier.

To review 'My System Profile':

1. Log out of the Core System.
2. Clear the cache and cookies for your browser:

Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	HRMS Self-Service Link

3. Enter the following login information:

FIELD	VALUE or STATUS
User ID	TRAVELER04
Password	password01

4. Click the **Sign In** button.
5. Click the **Travel and Expense Home** link.
6. Click the **Yes** button to close the HRMS page.
7. Click the **My System Profile** link.
8. Verify both **Workflow Attributes** are selected.
9. Add a new email address. In the Email box, click the **Add a new row (+)** button.
10. In the new row, click the **Email Type** list and select **Home**.
11. Enter psfintraveler04home@gmail.com in the Email Address field.
12. Select the **Home** email address as the primary email account.
13. Click the **Save** button.
14. Click the **Home** link at the top of the screen.

Review Profile and Settings

- Can review your own profile to examine employee info settings and expense reimbursement options
- Through the portal, employees can only update their own profile
- Most of the data comes from the HRMS module; therefore when accessing their profile in EX, most of the info is read-only

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Review Profile and Settings

- Employee Data Page
  - Employee's general information
  - Mailing address
  - Where checks are sent (if reimbursed by check)
- Organizational Data Page
  - Employee's Processing Data
  - Default Chartfield values

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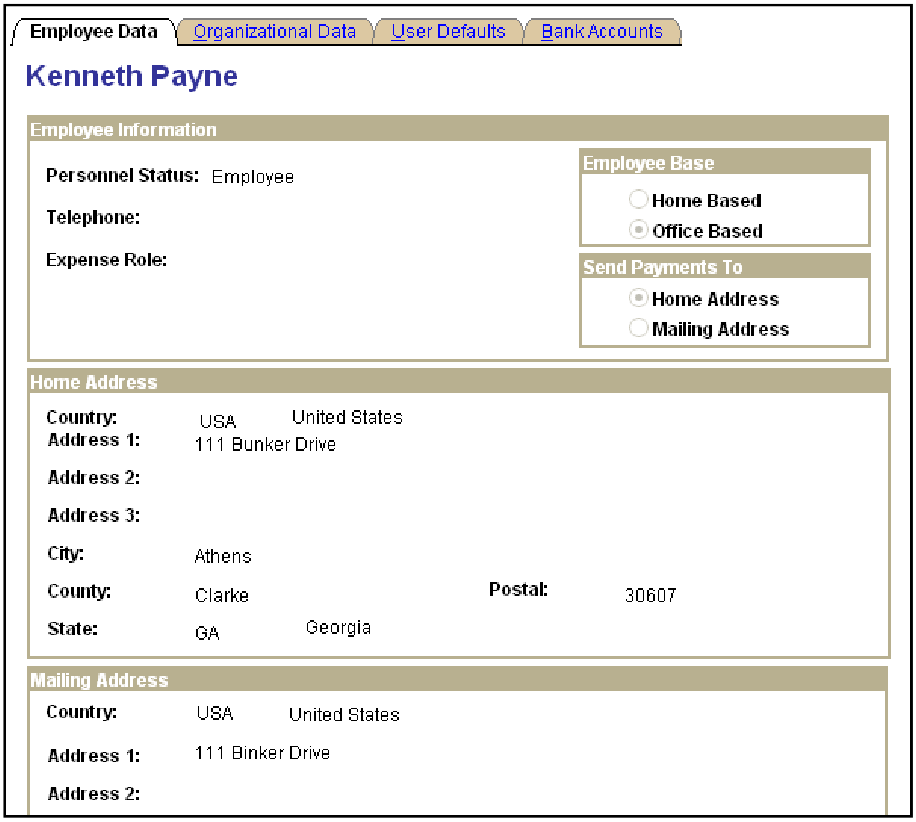
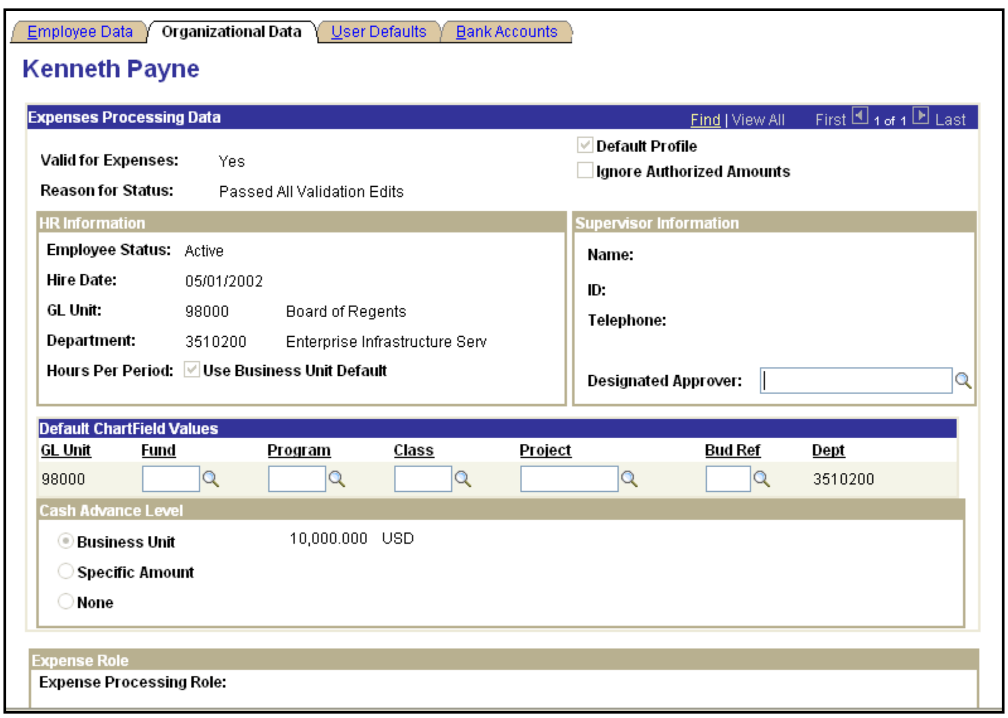

Employee Data
Organizational Data
User Defaults
Bank Accounts
Kenneth Payne
Employee Information
Personnel Status: Employee
Telephone:
Expense Role:
Employee Base
Home Based
Office Based
Send Payments To
Home Address
Mailing Address
Home Address
Country: USA United States
Address 1: 111 Bunker Drive
Address 2:
Address 3:
City: Athens
County: Clarke
Postal: 30607
State: GA Georgia
Mailing Address
Country: USA United States
Address 1: 111 Binker Drive
Address 2:


Employee Data
Organizational Data
User Defaults
Bank Accounts
Kenneth Payne
Expenses Processing Data
Find | View All
First 1 of 1 Last
Default Profile
Ignore Authorized Amounts
Valid for Expenses: Yes
Reason for Status: Passed All Validation Edits
HR Information
Employee Status: Active
Hire Date: 05/01/2002
GL Unit: 98000 Board of Regents
Department: 3510200 Enterprise Infrastructure Serv
Hours Per Period: Use Business Unit Default
Supervisor Information
Name:
ID:
Telephone:
Designated Approver:
Default ChartField Values
GL Unit Fund Program Class Project Bud Ref Dept
98000 3510200
Cash Advance Level
Business Unit 10,000.000 USD
Specific Amount
None
Expense Role
Expense Processing Role:

Review Profile and Settings

- Bank Accounts Page
  - Employee's payment method
- User Defaults Page
  - Upcoming topic

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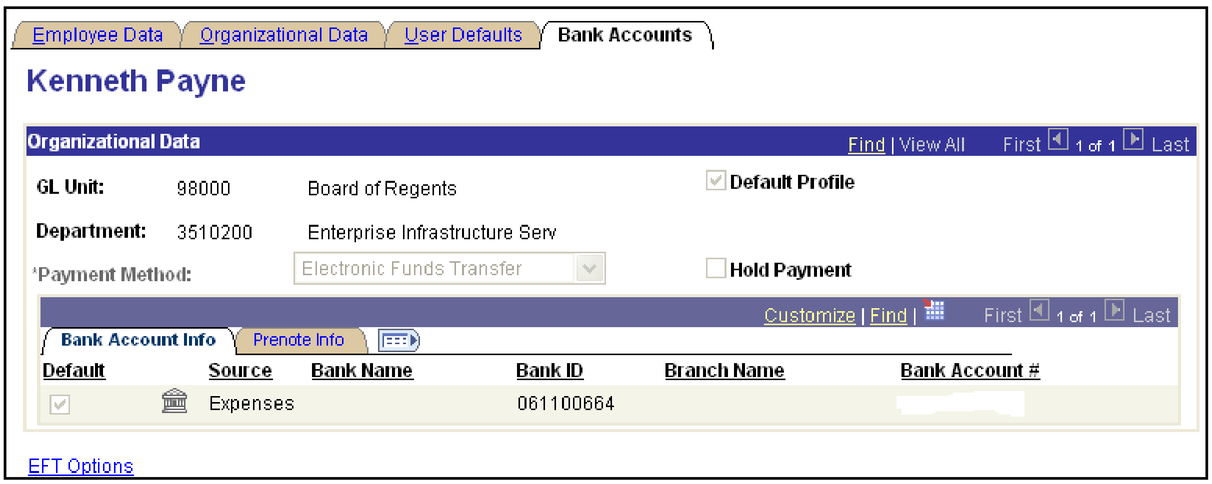

Authorize Expenses Users/ Delegate Entry Authority

- If an employee plans to enter and/or view their own expense transactions, that employee must be entered as an authorized user for themselves
- Employees can also delegate entry authority to other employees
- Under the Delegate Entry Authority link, the employee's authorized users are listed

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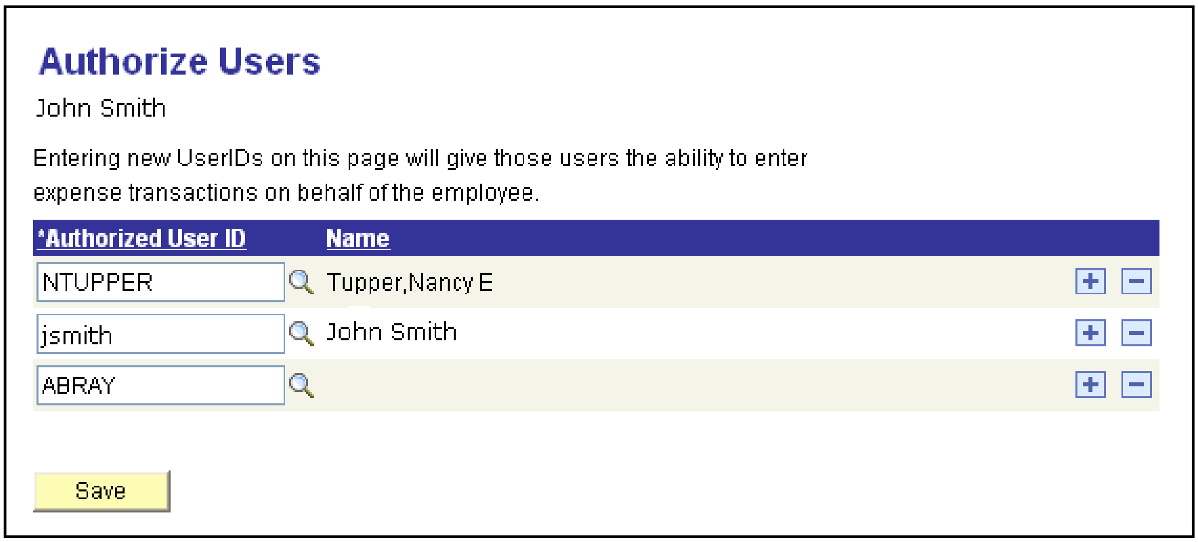

Authorize Users

John Smith

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
NTUPPER	Tupper,Nancy E
jsmith	John Smith
ABRAY	

Save

Modify User Defaults

- Can set your user defaults to minimize the amount of data entry on travel authorizations, cash advances and expense reports
- Define general default preferences, as well as expense-type specific preferences
- User Preference data defaults only during the 'Add' mode

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Modify User Defaults

- Default Creation Methods
- Expense Defaults
  - Select 'Occasional User' as the Entry method so that departure and arrival times are specified
- Business Purpose
  - Defaults onto the Header level of expense transactions
- Originating Location
  - Always begins with the state abbreviation

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Modify User Defaults

- Can specify a default payment type
- Can specify a location to indicate the destination that you most frequently travel to
- Can select your most frequently used Expense Types

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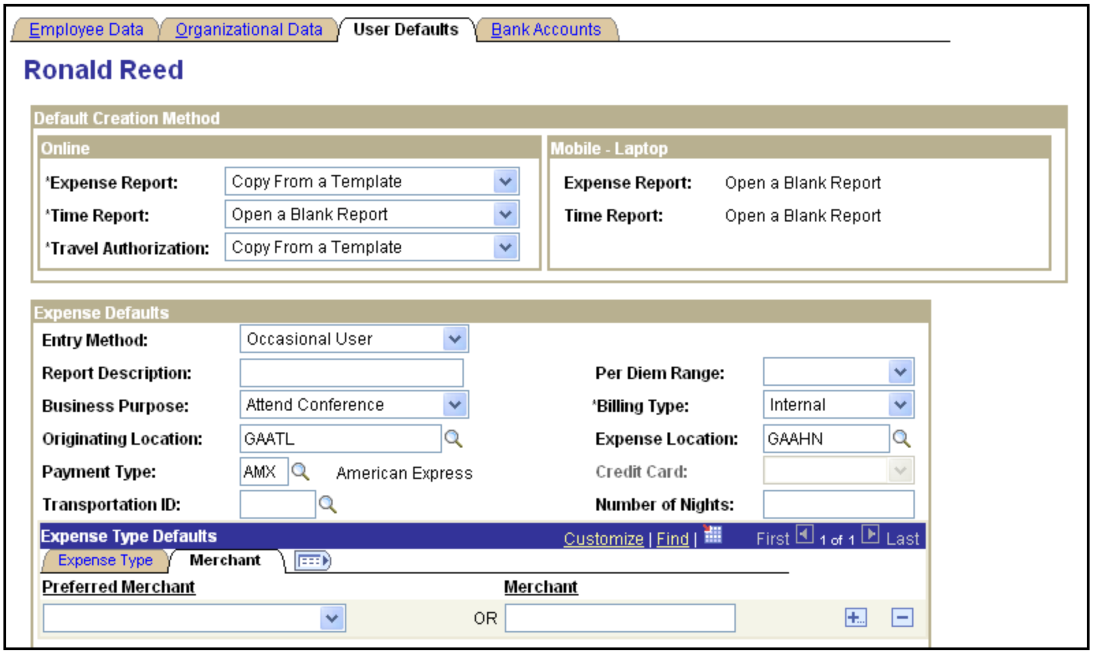

Employee Data | Organizational Data | User Defaults | Bank Accounts

Ronald Reed

Default Creation Method

Online

*Expense Report: Copy From a Template
*Time Report: Open a Blank Report
*Travel Authorization: Copy From a Template

Mobile - Laptop

Expense Report: Open a Blank Report
Time Report: Open a Blank Report

Expense Defaults

Entry Method: Occasional User
Report Description:
Per Diem Range:
Business Purpose: Attend Conference
*Billing Type: Internal
Originating Location: GAATL
Expense Location: GAAHN
Payment Type: AMX American Express
Credit Card:
Transportation ID:
Number of Nights:

Expense Type Defaults Customize | Find | First 1 of 1 Last

Expense Type | Merchant

Preferred Merchant | Merchant

OR

Expenses – Employee Individual Setup in Self-Service Portal

Activity: Employee Setup Part 2

Topics:	Review Contents of Employee's Profile and Settings Delegate Entry Authority Modify User Defaults	Business Processes:	EX.010.030 EX.010.021 EX.010.010

Activity

Activity Overview

In this activity you will:

A. Review Employee Profile and Settings.
B. Delegate Entry Authority.
C. Modify User Defaults

Login Information – Portal

1. Enter the following login information in the HRMS Self-Service Link (if not still signed in):

FIELD	VALUE or STATUS
User ID	TRAVELER04
Password	password01

2. Click the **Sign In** button.

Activity 3.0-2A

Role: Traveler

UserID: TRAVELER04

Scenario: You have just added the Travel and Expenses link to your Self-Service home page. Now, you need to confirm the information in you profile. You also need to verify that you are an authorized user, as well as delegate entry authority to Susan Meyers (EMPL2) so that she can enter expense transactions for you. Finally, you need to set your User Defaults so that they reflect how you will most often enter expense transactions.

To review your Employee Profile:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Profiles and Preferences > Review/Edit Profile

1. Review information on the **Employee Data** tab.
2. Review information on the **Organizational Data** tab.
3. Review information on the **Bank Accounts** Tab.

Activity 3.0-2B

Role: Traveler

UserID: TRAVELER04

To verify authorized users and delegate entry authority to Susan Meyers (you should still be logged in as TRAVELER04 ~ Nora Long):

1. Click **Profiles and Preferences** link.
2. Click the **Delegate Entry Authority** link.
3. Verify that your employee ID and name appear in the Authorized Users section.
4. Click the **Add a new row (+)** button at the end of the last row.
5. Click the **Authorized ID** lookup button.
6. Select User ID **EMPL2**.
7. Click the **Save** button.
8. Click **OK**.

Activity 3.0-2C

Role: Traveler

UserID: TRAVELER04

To modify your User Defaults (you should still be logged in as TRAVELER04):

1. Click the Profiles and Preferences link.
2. Click the Review/Edit Profile link.
3. Click the User Defaults tab.
4. Enter the following information in the Default Creation Method box:

FIELD	VALUE or STATUS
Expense Report	Copy From a Template
Travel Authorization	Copy From a Template

5. Enter the following information in the Expense Defaults box:

FIELD	VALUE or STATUS
Entry Method	Occasional User
Business Purpose	Recruitment, Admissions
Originating Location	Atlanta, GA
Payment Type	AMX
Billing Type	Internal

6. Enter the following information in the Expense Type Defaults box:

FIELD	VALUE or STATUS
Expense Type	Air Travel
Payment Type	Prepaid Air – (AP Netting)
Billing Type	Internal

7. Click the Save button.

Review: Lessons 1 through 3

1. Where does Employee information used in the Expenses Module come from?
    a. Expenses Module
    b. PSFIN Security Administration
    c. Human Resources Management System
    d. None of the above

2. Which of the following can be accomplished by running the EX_EE_UPDATE process?
    a. Load organizational data
    b. Load entry authorizations
    c. Load employee bank data
    d. Validate organizational data
    e. All of the above

3. Which of the following is a benefit for creating public templates for expense reports and travel authorizations?
    a. Minimize errors
    b. Reduce data entry time
    c. Specify personal preferences
    d. All of the above
    e. Both A & B

4. Before End-Users can enter the Expenses Module, what task are the required to complete?
    a. Delegate Entry Authority to their supervisors
    b. Ask the HR Department to set them up for the Expenses Module
    c. Enable the T&E Home Pagelet by verifying their address and bank information.
    d. All of the above.

5. Expenses End Users who want to be paid via EFT must have an account row with a Deposit type of ________.
    a. Travel
    b. Balance
    c. Expense
    d. Checking

6. How should an employee allow someone else to enter expense transaction on his/her behalf?
    a. By delegating entry authority
    b. By enabling the T&E Home pagelet
    c. By giving the other person their Self-Service password
    d. None of the above

7. What does the Expenses Module use to pass expense transactions to the appropriate approvers?
    a. Workflow
    b. MS Outlook
    c. Expense Reports
    d. Travel Authorizations

Appendix A: Expenses Process Flow for Travelers & Approvers Setup