PSFIN V8.9 Upgrade Training

Expenses Participant Guide – Part 2

Office of Information and Instructional Technology

Version 1.1
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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 4.0: Traveler Tasks in Expenses

Lesson 4.0 Objectives:

- Identify the tasks travelers may need to complete within the Expenses module before travel occurs.
- Identify the tasks travelers may need to complete within the Expenses module after travel has concluded.
- Identify additional uses for an Expense Report outside of travel.
- Identify other functions a Traveler may need to perform to increase module effectiveness.

Lesson 4.0 Components:

- Lesson 4.1 – Pre-Travel Actions
- Lesson 4.2 – Post Travel Actions
- Lesson 4.3 – Non-Travel Expenses
- Lesson 4.4 – Other Traveler Functions
- Lesson 4 Quiz

Lesson 4.1 – Pre-Travel Actions

Lesson 4.1: Pre-Travel Actions

- Identify the actions a traveler may take prior to travel.
- Identify the different methods for creating a Travel Authorization.
- Create a private Travel Authorization Template.
- Create a Travel Authorization from a template.

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Lesson 4.1: Pre-Travel Actions

- Print a Travel Authorization.
- Identify how prepaid travel is to be handled.
- Define the purpose and life cycle of a cash advance.
- Identify the different methods for creating a cash advance.
- Create a Cash Advance from a blank report and modify organizational data.
- Print a Cash Advance.

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Actions a Traveler May Take Prior to Travel

Standing Travel Authorization	Create and Submit EX Travel Authorization	Create and Submit EX Cash Advance

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Different Methods for Creating a Travel Authorization

- Use a blank report
- Copy an existing travel authorization
- Create from a template

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Create a Private Travel Authorization Templates

- Can create templates that reflect typical items that you submit for reimbursement
- Helps to save time and reduce errors
- Expense Administrators create public templates that all employees can use
- Employees can set up their own templates for private use
- Can also create a private template for Expense Reports in much the same way

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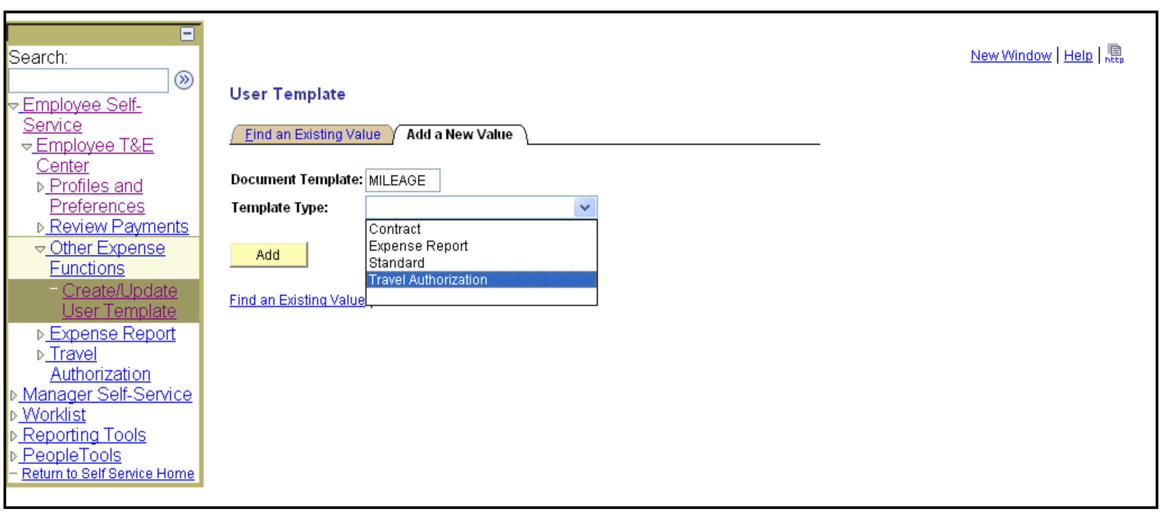

Create a Travel Authorization from a Template

- Can only be entered for future travel dates
- Cannot create a travel authorization for a trip that has already started and/or ended
- Check institutional policies on time frames for submitting travel authorizations

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Create a Travel Authorization from a Template

- Select a Template page: All templates are listed, both public and private
- To choose another method for creating a travel authorization, click the Return to Travel Authorization Entry link.

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Print a Travel Authorization

- Can print when you create it
- Can also print one that you previously created and/or submitted
- View/Print option = read-only format
- Displayed through Crystal reports in a new window; do not need to refresh to update the stages (Queued, Processing, Success)

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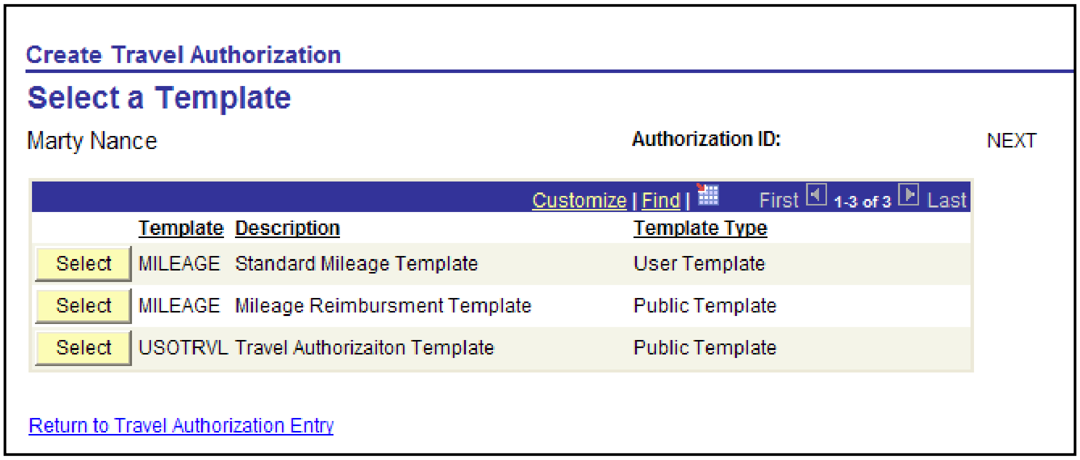


Create Travel Authorization

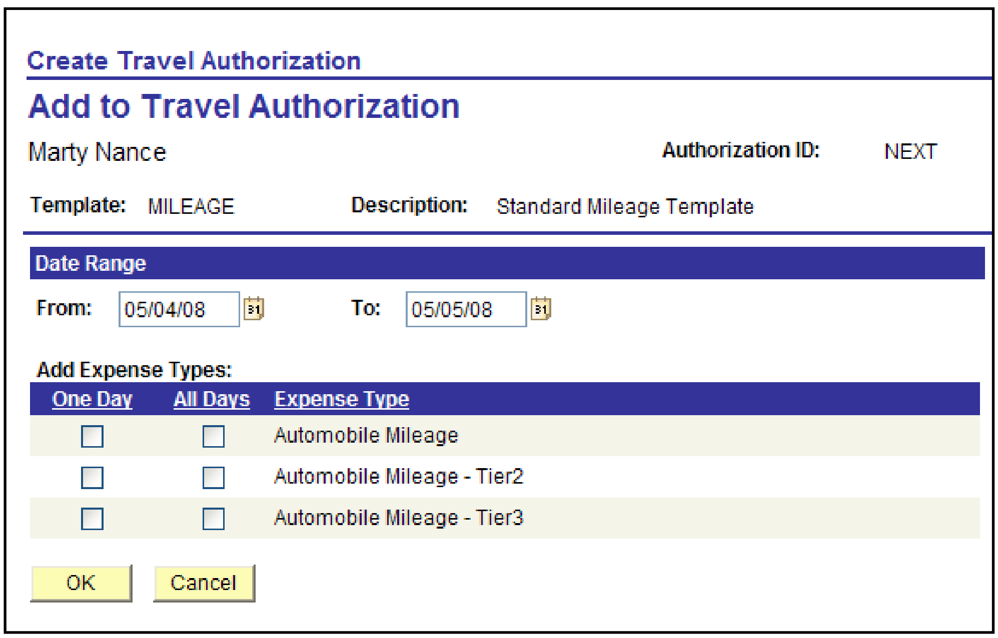
Select a Template

Marty Nance Authorization ID: NEXT

Customize | Find | First 1-3 of 3 Last

	Template	Description	Template Type
Select	MILEAGE	Standard Mileage Template	User Template
Select	MILEAGE	Mileage Reimbursment Template	Public Template
Select	USOTRVL	Travel Authorizaiton Template	Public Template

Return to Travel Authorization Entry



Create Travel Authorization

Add to Travel Authorization

Marty Nance Authorization ID: NEXT

Template: MILEAGE Description: Standard Mileage Template

Date Range

From: 05/04/08 To: 05/05/08

Add Expense Types:

One Day	All Days	Expense Type
☐	☐	Automobile Mileage
☐	☐	Automobile Mileage - Tier2
☐	☐	Automobile Mileage - Tier3

OK Cancel

Expenses – Traveler Tasks in Expenses

Activity: Create a Private Travel Authorization Template, Create a Travel Authorization from a Template, and Print a Travel Authorization

Topics:	Create a Private Travel Authorization Template Create a Travel Authorization from a Template Print a Travel Authorization	Business Processes:	EX.010.035 EX.020.011 EX.070.010

Activity

Activity Overview

In this activity you will:

A. Create a Private Travel Authorization Template.
B. Create a Travel Authorization from a Template.
C. Print a Travel Authorization.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as TRAVELER04.
3. 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

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

FIELD	VALUE or STATUS
User ID	TRAVELER01
Password	password01

5. Click the **Sign In** button.

Activity 4.1-1A

Role: Traveler

UserID: TRAVELER01

Scenario: In order to save time in the future, you decide to create a private template just for standard mileage.

To create a private Travel Authorization Template:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Other Expense Functions > Create/Update User Template

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

FIELD	VALUE or STATUS
Document Template	STDMILE2
Template Type	Travel Authorization

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

FIELD	VALUE or STATUS
Description	Standard Mileage Template 2
Short Description	STDMILE2

5. Click the **Expense Type** list and select **Automobile Mileage**.
6. Click the **Save** button.
7. Click **OK**.

Activity 4.1-1B

Role: Traveler

UserID: TRAVELER01

Scenario: You need to attend an upcoming OIIT v8.9 Upgrade Workshop Meeting in Macon from 8/12/08 through 8/13/08. You will be driving your own car, since all institutional vehicles are already booked for those dates. You will be staying with a friend, so no lodging is needed and Skybridge is paying for all meals at throughout the meeting.

To enter a Travel Authorization from a Template:

NAVIGATION	Employee Self-Service > Travel Authorization > Create

1. Click the Select box of the **STDMILE2** template.
2. Enter the following information in the **Date Range** field:

FIELD	VALUE or STATUS
From	8/12/2008
To	8/13/2008

3. Select the **Automobile Mileage Expense Type** for All Days.
4. Click the **OK** button.
5. Enter ***TA01 Macon 2Day Meeting*** in the Description field.
6. Enter/Verify the following information in the **General Information** box:

FIELD	VALUE or STATUS
Description	OIIT Meeting in Macon
Business Purpose	Attend Meeting
Default Location	Macon, GA

7. Click the **Accounting Defaults** link.
8. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

9. Click the **OK** button.
10. In the **Details** section, enter/verify the following information for the first row:

FIELD	VALUE or STATUS
Expense Type	Automobile Mileage
Date	8/12/2008
Payment Type	Not Applicable
Billing Type	Internal

11. Click the **Detail** link.

12. Enter/verify the following information:

FIELD	VALUE or STATUS
Miles	90
Originating Location	Atlanta, GA
Destination Location	Macon, GA
Description	V8.9 Upgrade Meeting

13. Click the **Check Expense for Errors** button.
14. Click the **Return to Travel Authorization Entry** link.
15. In the **Details** section, enter/verify the following information for the **second row**:

FIELD	VALUE or STATUS
Expense Type	Automobile Mileage
Date	8/13/2008
Payment Type	Not Applicable
Billing Type	Internal

16. Click the **Detail** link.
17. Enter/verify the following information:

FIELD	VALUE or STATUS
Miles	90
Originating Location	Macon, GA
Destination Location	Atlanta, GA
Description	V8.9 Upgrade

18. Click the **Accounting Detail** link.
19. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

20. Click the **OK** button.
21. Click the **Return to Travel Authorization Entry** link.
22. Click the **Check for Errors** button.
23. Click the **Submit** button.
24. Click the **OK** button.
25. Note the **Travel Authorization ID** on your Expense Transaction ID Reference Grid.

Activity 4.1-1C

Role: Traveler

UserID: TRAVELER01

After you have already submitted your Travel Authorization for this meeting, you realize that you forgot to print a copy of it. To print a Travel Authorization:

NAVIGATION	Employee Self-Service > Travel Authorization > View/Print

1. Click the **Search** button to bring up all Travel Authorizations.
2. Select Travel Authorization from the previous activity, line #24. Look for the description **TA01 Macon 2Day Meeting**.
3. Click the **Printable View** link. The system will run the process to display your report. It will move through the following statuses: Queued, Processing, and Success before the report is displayed.
4. Review the entire Travel Authorization.
5. To print the Travel Authorization, you would click the **Print** icon in your browser.
6. Close the Travel Authorization.

Prepaid Travel

- All prepaid travel will be handled through AP
- Prepaid Expenses are those amounts paid to a third party for certain expenses that will be incurred by an employee

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Prepaid Travel Examples

- Institution pays travel agency for an employee's airplane fare
- Institution pays airline for an employee's airplane fare
- Institution pays a hotel directly for an employee's lodging expenses

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What is NOT prepaid travel?

- Registration fees paid directly to a vendor for an employee's attendance
- PCard purchases for registration fees
- Cash advances
- Amounts that an employee pays directly to a third party from their personal funds

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How are Prepaid Expenses handled?

- Will differ by institution
- Will need to consider:
  - How does a traveler notify AP that they need a prepaid expense paid on their behalf
  - How does an institution receive the appropriate info for making the prepayment
  - How does the institution notify an employee that they have successfully prepaid the expense for the employee

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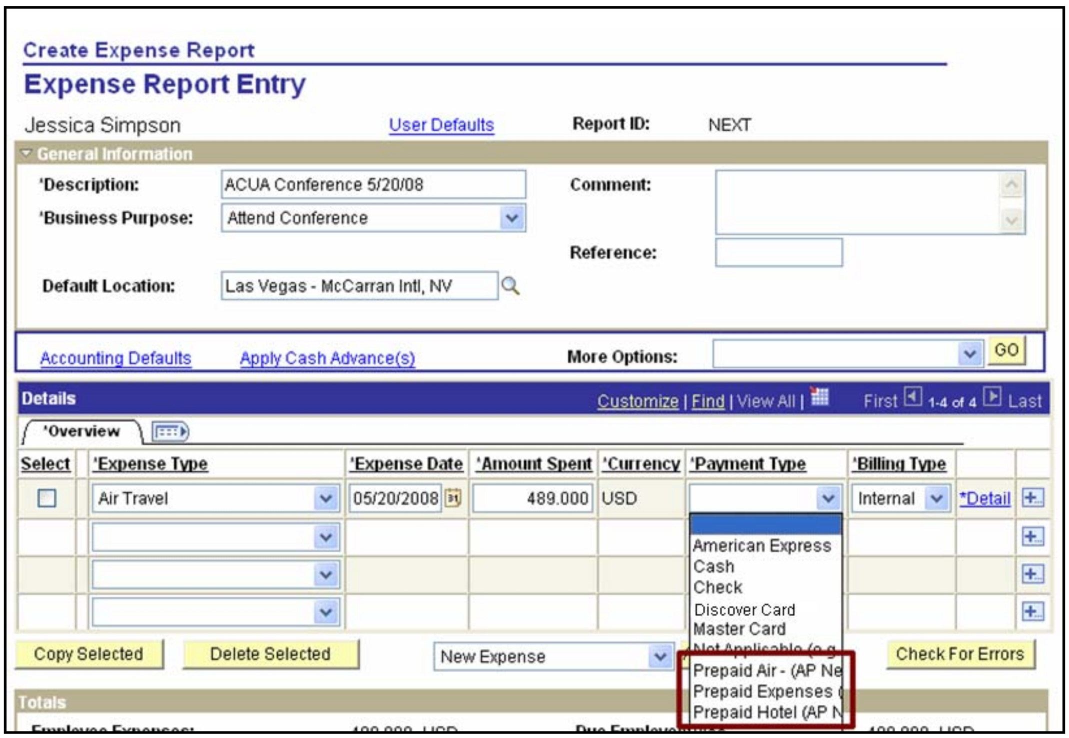

Cash Advance Life Cycle

- Cash Advances may be granted to minimize the impact of business travel on employee personal finances
- Used to pay for items such as meals, ground transportation, and accommodations
- Not all institutions use cash advances

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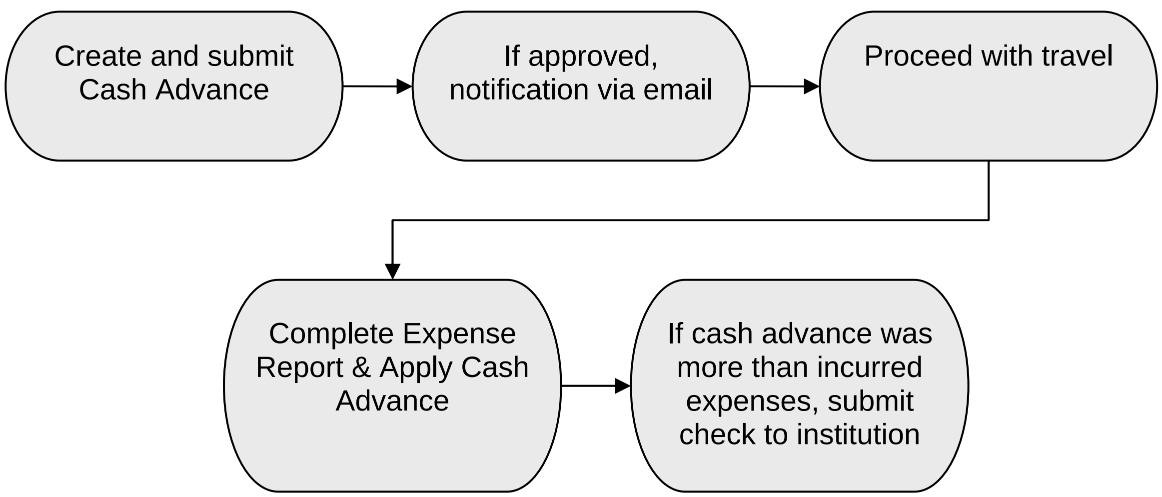

Cash Advance Life Cycle

- Once a Cash Advance is created and submitted, it starts the approval process through Workflow
- If approved, notification is via email
- Once travel is complete, you need to submit your Expense Report and apply your Cash Advance to it (along with corresponding Travel Authorization if applicable)

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Cash Advance Life Cycle

- When you apply your Cash Advance to your Expense Report
  - If the Cash Advance was equal to your incurred expenses, you do not owe anything and the institution does not need to reimburse you for additional expenses
  - If the Cash Advance was less than your actual expenses, the institution will reimburse you for the approved additional expenses

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Cash Advance Life Cycle

- When you apply your Cash Advance to your Expense Report
  - If the Cash Advance was more than your incurred expenses, you need to pay the balance to your institution
- If you end up not taking your trip, you need to return the cash advance to your institution

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Methods for Creating a Cash Advance

- From a Blank Report
- Cannot create from a template
- Cannot create by copying from another cash advance

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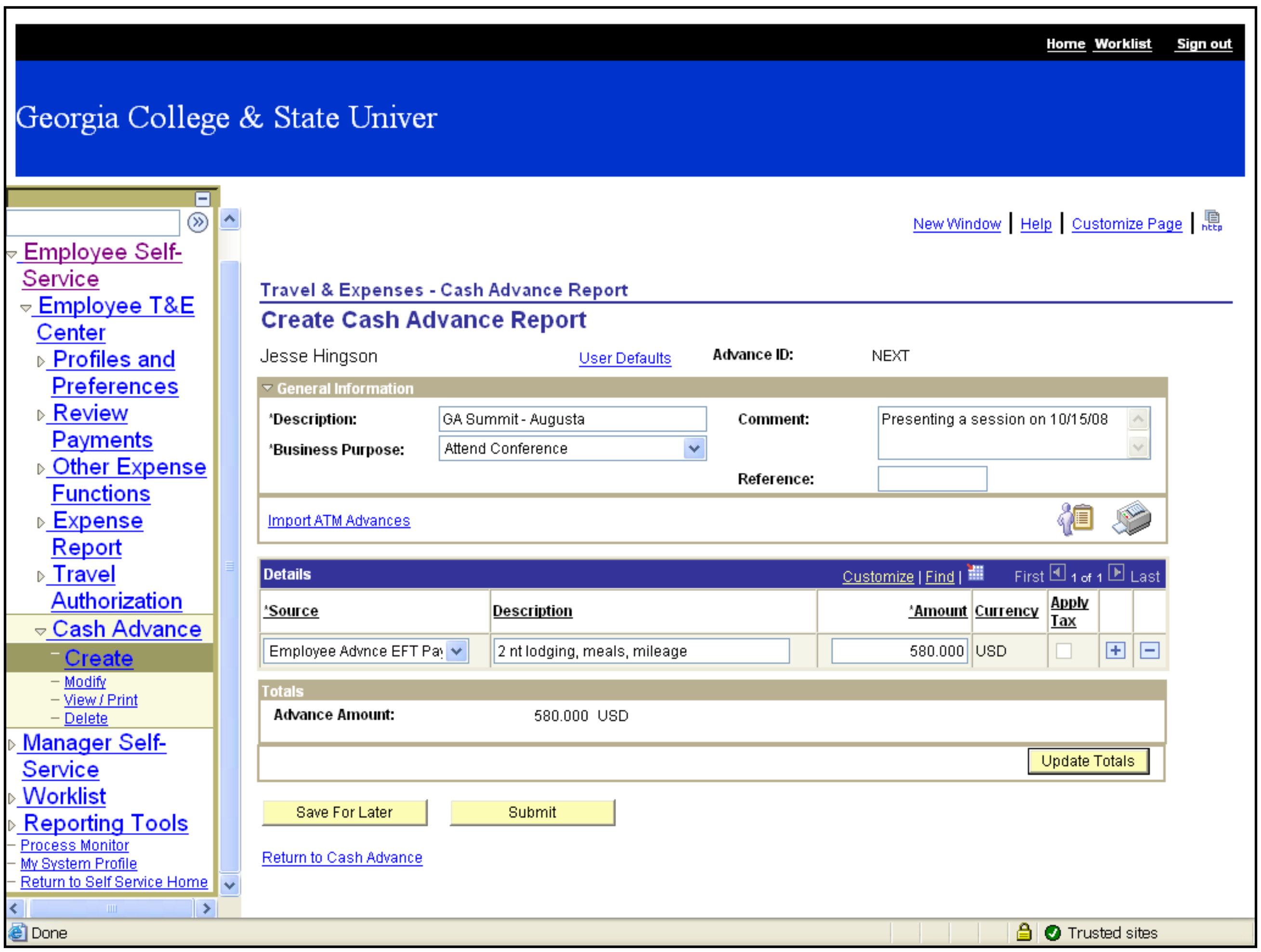

Creating a Cash Advance

- The system automatically uses the Chartfields that are populated in your User Profile for Cash Advances
- Unlike Travel Authorizations and Expense Reports, you cannot edit these Chartfields while creating your Cash Advance (no Accounting Detail link)

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Creating a Cash Advance

- For Cash Advances, users must have a Fund Code specified in their Chartfields
- To edit Chartfields, you will need to go through your User Profile, make the edits, and then open a new Cash Advance

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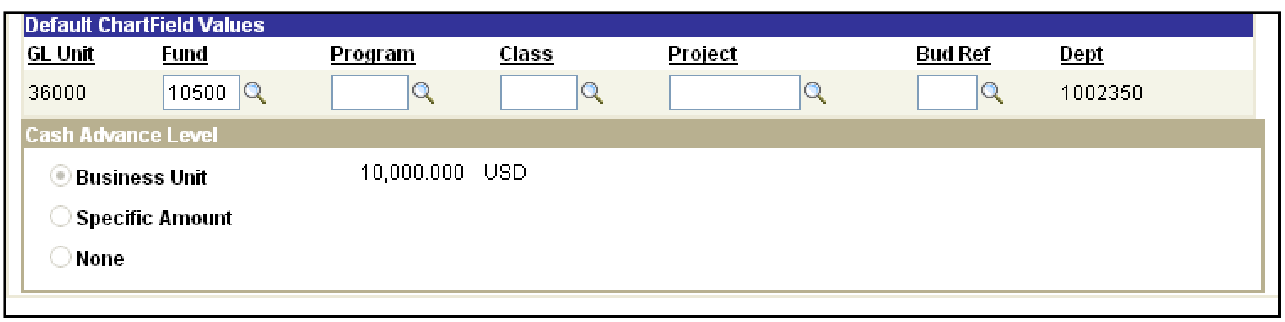

Print a Cash Advance

- Can print when you create it
- Can print a cash advance that was previously created/submitted
- View/Print option allows you to access your cash advance in a read-only format
- Same process as printing a Travel Authorization

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Expenses – Traveler Tasks in Expenses

Activity: Create and print a cash advance

Topics:	Create a Cash Advance Print a Cash Advance	Business Processes:	EX.020.050 EX.070.011

Activity

Activity Overview

In this activity you will:

A. Create a Cash Advance.
B. Print a Previously Submitted Cash Advance.

Login Information – Portal

1. Enter the following login information in the HRMS Self-Service Link (if not still signed in as TRAVELER01):

FIELD	VALUE or STATUS
User ID	TRAVELER01
Password	password01

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

Activity 4.1-2A

Role: Traveler

UserID: TRAVELER01

Scenario: You are attending a conference in Savannah from 8/18/2008 through 8/21/2008. The conference is providing all meals and you are riding with another employee. You are responsible for paying for your own lodging. Request a cash advance payment by check to cover the cost of the lodging for three nights at $150 per night.

To create a Cash Advance:

NAVIGATION	**Travel and Expenses Home > Employee Self-Service > Cash Advance > Create**

1. Click the **User Defaults** link.
2. Select the **Organizational Data** tab.
3. Enter/verify the **Fund** value is ***10000***.
4. Enter/verify the **Bud Ref** value is ***2009***.
5. Click the **Save** button and **close** this window.
6. Click the **Home** link at the top of the screen (Create Cash Advance Report).

NAVIGATION	**Travel and Expenses Home > Employee Self-Service > Cash Advance > Create**

7. Enter the following information:

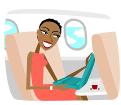
FIELD	VALUE or STATUS
Description	CA01 Savannah Conference
Business Purpose	Attend Conference
Comment	2008 Savannah Conference

8. In the Details section, enter the following information:

FIELD	VALUE or STATUS
Source	Employee Advance Check Payments
Description	3 night hotel lodging advance
Amount	450

9. Click the **Update Totals** button.
10. Click the **Submit** button.
11. Click the **OK** button.
12. Note the **Cash Advance ID** on your Expense Transaction ID Reference Grid.

Activity 4.1-2B



Role: Traveler

UserID: TRAVELER01

Scenario: Your supervisor has asked for a copy of your Cash Advance for the Savannah conference. Print the cash advance with the description **CA01 Savannah Conference**.

To print a Cash Advance:

NAVIGATION	Employee Self-Service > Cash Advance > View/Print

1. Click the **Search** button.
2. Select Cash Advance with the description **CA01 Savannah Conference**.
7. Click the **Printer** Icon. The system will run the process to display your report. It will move through the following statuses: Queued, Processing, and Success before the report is displayed.
3. Review the Cash Advance.
4. To print the cash advance, you would click the **Print** icon in your browser.
5. Close the Cash Advance.

Additional Activities

Activity 4.1-2C

Role: Traveler

UserID: TRAVELER01

Scenario: You need to attend a meeting in Rome that will cover two days. Outside of the location, you realize that the Travel Authorization for this expense is very similar to one you completed earlier (TA01-Macon 2Day Mtg), so you decide to copy it and just change the location and distance.

To create a Travel Authorization by Copying an Existing Travel Authorization (EX.020.012):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Travel Authorization > Create

1. Click the **Return to Travel Authorization Entry** link.
2. Select **An Existing Authorization** from the Quick Start drop down menu.
3. Click the **Go** button.
4. Click the **Select** button next to the Travel Authorization with the description **TA01 Macon 2Day Meeting**.

5. Change the following information in the General Information field:

FIELD	VALUE or STATUS
Description	TA02 Rome 2Day Meeting
Default Location	Rome, GA
Date From	9/2/2008
Date To	9/3/2008

6. On the first expense row, change the date to ***9/2/2008***.
7. Click the **Detail** link.
8. Enter/verify the following information:

FIELD	VALUE or STATUS
Miles	70
Originating Location	Atlanta, GA
Destination Location	Rome, GA
Description	Meeting

9. Click the **OK** button.
10. In the second expense row, change the date to ***9/3/2008***.
11. Click the **Detail** link.
12. Enter/verify the following information:

FIELD	VALUE or STATUS
Miles	70
Originating Location	Rome, GA
Destination Location	Atlanta, GA
Description	Meeting

13. Click the **OK** button.
26. Click the **Return to Travel Authorization Entry** link.
27. Click the **Check for Errors** button.
28. Click the **Submit** button.
29. Click the **OK** button.
30. Note the **Travel Authorization ID** on your Expense Transaction ID Reference Grid.

Activity 4.1-2D

Role: Traveler

UserID: TRAVELER01

Scenario: You need to attend a training in Athens on 9/8/2008. Create a travel authorization from a blank report that includes mileage, breakfast, and lunch.

To create a Travel Authorization from a blank report (EX.020.010):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Travel Authorization > Create

1. Click the **Return to Travel Authorization Entry** link. The Blank Authorization page should appear.
2. Enter the following in the General Information fields:

FIELD	VALUE or STATUS
Description	TA03 Athens 1Day Training
Business Purpose	Attend Training
Default Location	Athens, GA
Date From	9/8/2008
Date To	9/8/2008

3. Click the **Accounting Defaults** link.
4. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

5. Click the **OK** button.
6. In the first expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Automobile Mileage
Date	9/8/2008
Payment Type	Not Applicable

7. Click the **Detail** link.
8. Enter ***150*** in the Miles field and ensure the Originating and Destination locations are correct.
9. Click the **Return to Travel Authorization** link.
10. In the second expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Breakfast
Date	9/8/2008
Payment Type	Cash

11. Click the **Detail** link and verify the location is Athens.
12. Click the **Return to Travel Authorization** link.

13. In the third expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Lunch
Date	9/8/2008
Payment Type	Cash

14. Click the **Detail** link and verify the location is Athens.
15. Click the **Return to Travel Authorization** link.
16. Click the **Check for Errors** button.
17. Click the **Submit** button.

Activity 4.1-2E

Role: Traveler

UserID: TRAVELER01

Scenario: Your supervisor has given you approval to attend a conference in Jekyll Island from 9/15/2008 to 9/19/2008. The conference is providing breakfast and lunch each day, and you are riding with another employee to Jekyll Island. You need to submit a Travel Authorization for lodging and dinner for each day. In addition, you need a cash advance to cover lodging costs, which are $175 per night for four nights. Create a travel authorization and a cash advance for this event.

To create a Travel Authorization from a blank report (EX.020.010):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Travel Authorization > Create

1. Click the **Return to Travel Authorization Entry** link. The Blank Authorization page should appear.
2. Enter the following in the General Information fields:

FIELD	VALUE or STATUS
Description	TA04 Jekyll Island Conference
Business Purpose	Attend Conference
Default Location	Jekyll Island, GA
Date From	9/15/2008
Date To	9/19/2008

3. Click the **Accounting Defaults** link.
4. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

5. Click the **OK** button.
6. In the first expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Dinner
Date	9/15/2008
Payment Type	Cash

7. Click the **Detail** link.
8. Verify the Location is correct and click the Refresh Per Diem Amounts button to retrieve the current per diem rate for this location.
9. Click the **Return to Travel Authorization** link.
10. In the second expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Lodging
Date	9/15/2008
Payment Type	Cash

11. Click the **Detail** link and verify the location is Jekyll Island.
12. Enter ***4*** in the Number of Nights field.
13. Enter ***Hilton*** in the Non-preferred Merchant field.
14. Enter ***$175*** in the Nightly Rate field.
15. Click the **Return to Travel Authorization** link.
16. Select the first expense row by clicking in the checkbox.
17. Click the **Copy Selected** button. Click the **OK** button to clear the warning that may appear.
18. Select the **Copy to Range of Dates** option.
19. Enter the following information:

FIELD	VALUE or STATUS
From Date	9/16/2008
To Date	9/18/2008
End Time	2:00PM

20. Click the **OK** button.
21. Click the **Check for Errors** button.
22. Click the **Submit** button.

To create a Cash Advance (EX.020.050):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Cash Advance > Create

23. Enter the following information:

FIELD	VALUE or STATUS
Description	CA02–Jekyll Island Conference
Business Purpose	Attend Conference
Comment	2008 Jekyll Island Conference

24. In the **Details** section, enter the following information:

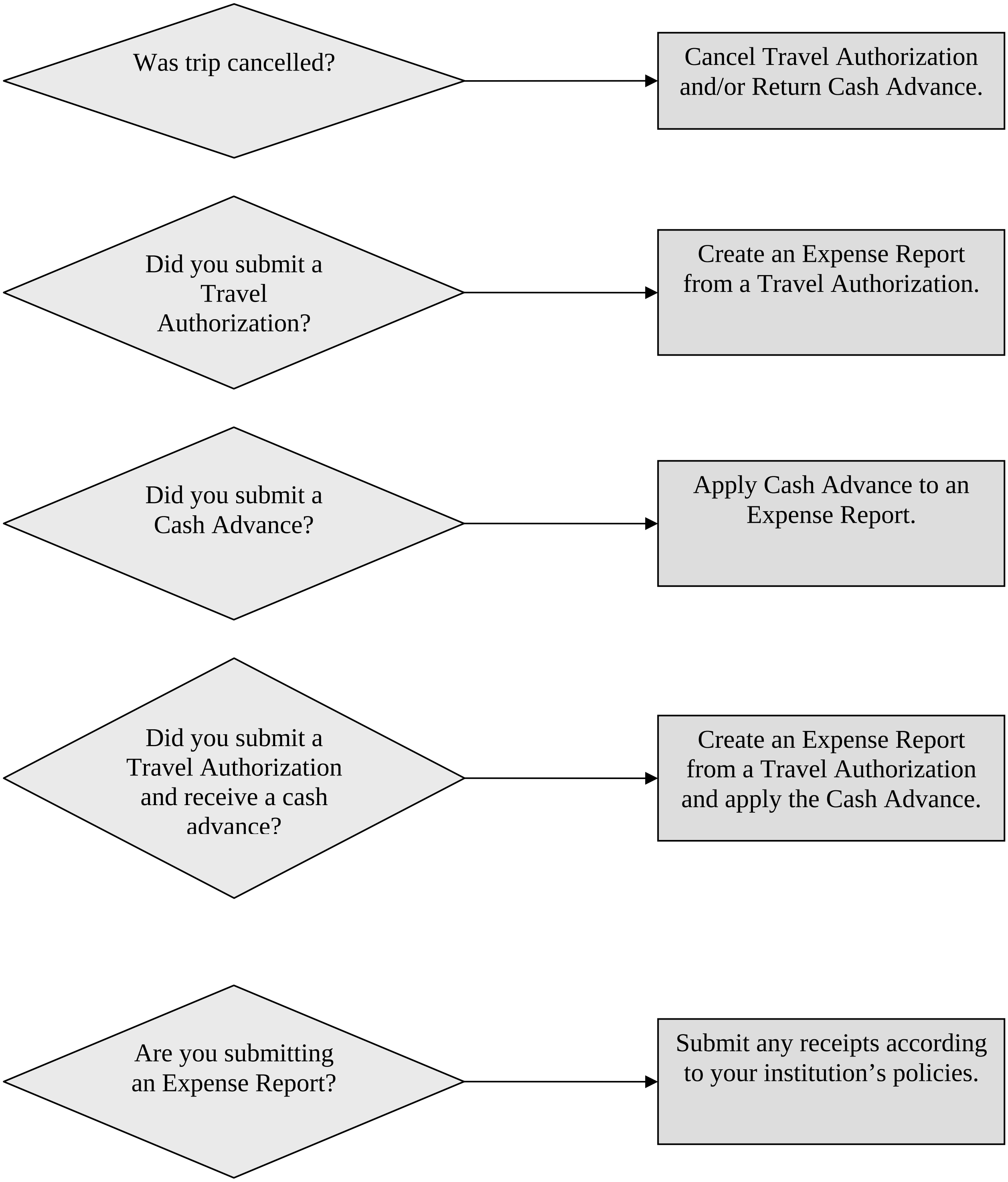
FIELD	VALUE or STATUS
Source	Employee Advance Check Payments
Description	4 night hotel lodging advance
Amount	700

25. Click the **Update Totals** button.
26. Click the **Submit** button.

27. Click the **OK** button.
28. Note the Cash Advance ID on your Expense Transaction ID Reference Grid.

Lesson 4.2 – Post-Travel Actions

Lesson 4.2: Post-Travel Actions • Identify the actions required of a traveler after travel occurs. • Identify the different methods for creating an Expense Report. • Create an Expense Report from a blank report. • Create an Expense Report by copying an existing report. *"Creating A More Educated Georgia"*	
Lesson 4.2: Post-Travel Actions • Print an Expense Report. • Create an Expense Report from a Travel Authorization. • Apply a Cash Advance and a Travel Authorization to an Expense Report. • Clear an AP Prepaid Expense. • Use the Hotel Wizard. *"Creating A More Educated Georgia"*	


Was trip cancelled?
Cancel Travel Authorization and/or Return Cash Advance.
Did you submit a Travel Authorization?
Create an Expense Report from a Travel Authorization.
Did you submit a Cash Advance?
Apply Cash Advance to an Expense Report.
Did you submit a Travel Authorization and receive a cash advance?
Create an Expense Report from a Travel Authorization and apply the Cash Advance.
Are you submitting an Expense Report?
Submit any receipts according to your institution's policies.

Different Methods for Creating an Expense Report

- Create from a template
- Create from a blank report
- Create by copying an existing Expense Report
- Create from an accompanying Travel Authorization
- Create from a blank report an apply Cash Advance
- Create from an accompanying Travel Authorization and apply Cash Advance

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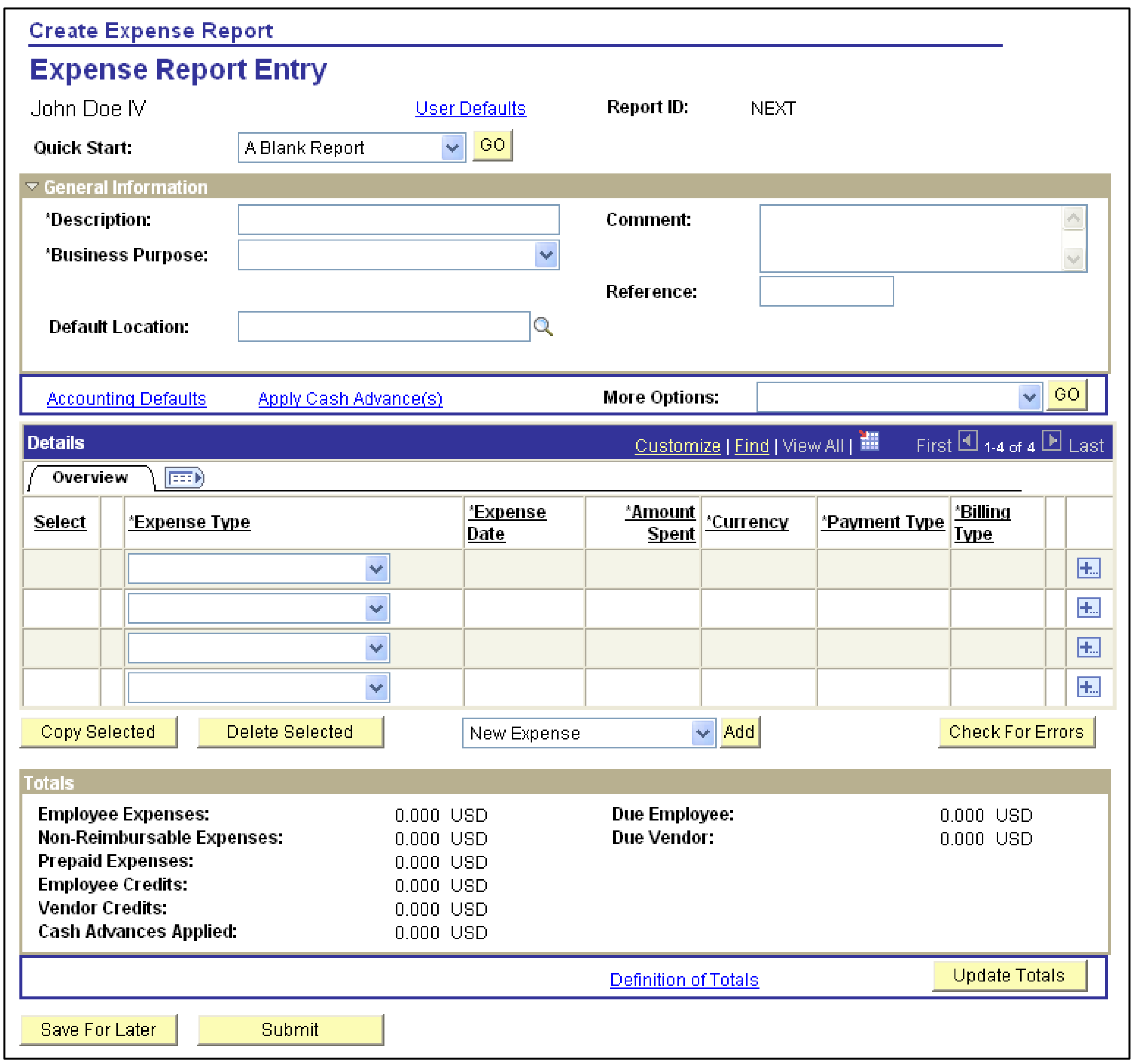

Create Expense Report

Expense Detail for Lunch (Line 2)

John Doe IV

Report ID: NEXT

About This Expense

*Expense Date:	05/12/2008	
*Payment Type:	Cash	No Receipt
*Billing Type:	Internal	Non-Reimbursable
*Start Time (HH:MI):	9:00AM	
*End Time (HH:MI):	11:59PM	
*Location:	Athens, GA	
Description:		
*Amount Spent:	6.000	Refresh Per Diem Amounts
*Currency:	USD	
*Exchange Rate:	1.00000000	
	Default Rate	
Reimbursement Amt:	6.000 USD	

Exception Comments

Location Amount:

No Receipt:

Accounting Detail

Receipt Split

Per Diem Deductions

Check Expense For Errors

Return to Expense Report

Create an Expense Report from a Blank Report – Recap

- Enter/verify general information
- Fill in each expense row and its details
- Check for errors
- Follow institution's guidelines for printing and submitting receipts

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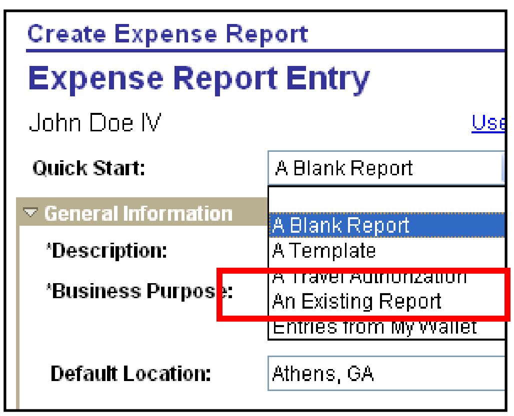
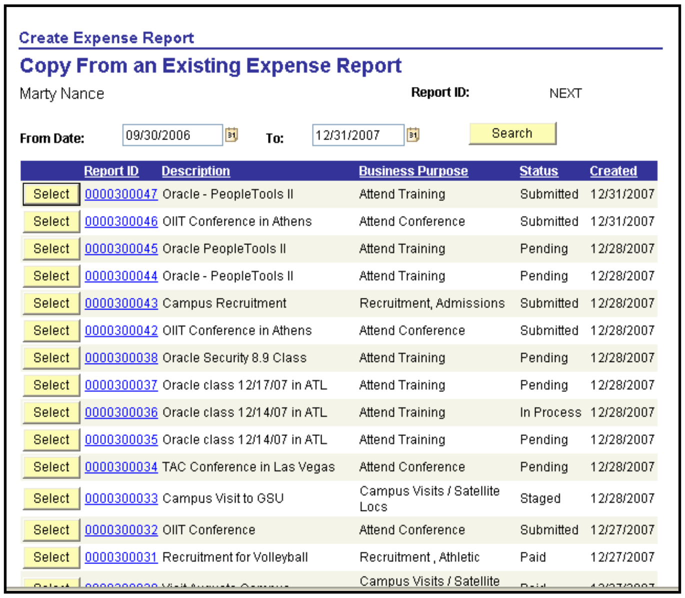
Create an Expense Report by Copying an Existing Report

- You can reduce data entry time by changing only minor details to a previous report
- Select 'An Existing Report' from the Quick Start drop-down box
- Update the new Expense Report with the correct travel dates, expenses, locations, and amounts

"Creating A More Educated Georgia"





	Report ID	Description	Business Purpose	Status	Created
Select	0000300047	Oracle - PeopleTools II	Attend Training	Submitted	12/31/2007
Select	0000300046	OIIT Conference in Athens	Attend Conference	Submitted	12/31/2007
Select	0000300045	Oracle PeopleTools II	Attend Training	Pending	12/28/2007
Select	0000300044	Oracle - PeopleTools II	Attend Training	Pending	12/28/2007
Select	0000300043	Campus Recruitment	Recruitment, Admissions	Submitted	12/28/2007
Select	0000300042	OIIT Conference in Athens	Attend Conference	Submitted	12/28/2007
Select	0000300038	Oracle Security 8.9 Class	Attend Training	Pending	12/28/2007
Select	0000300037	Oracle class 12/17/07 in ATL	Attend Training	Pending	12/28/2007
Select	0000300036	Oracle class 12/14/07 in ATL	Attend Training	In Process	12/28/2007
Select	0000300035	Oracle class 12/14/07 in ATL	Attend Training	Pending	12/28/2007
Select	0000300034	TAC Conference in Las Vegas	Attend Conference	Pending	12/28/2007
Select	0000300033	Campus Visit to GSU	Campus Visits / Satellite Locs	Staged	12/28/2007
Select	0000300032	OIIT Conference	Attend Conference	Submitted	12/27/2007
Select	0000300031	Recruitment for Volleyball	Recruitment , Athletic	Paid	12/27/2007
			Campus Visits / Satellite		

Print an Expense Report

- Can print it when you create it
- Can print Expense Reports that were previously created/submitted
- View/Print option allows you to access your Expense Report in a read-only format
- Very similar to printing a Travel Authorization and Cash Advance

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Expenses – Traveler Tasks in Expenses

Activity: Creating Expense Reports Part 1

Topics:	Create an Expense Report from a Blank Report Create an Expense Report by Copying an Expense Report Print an Expense Report	Business Processes:	EX.020.100 EX.020.103 EX.070.012

Activity

Activity Overview

In this activity you will:

A. Create an Expense Report from a Blank Report.

B. Create an Expense Report by Copying an Expense Report.

C. Print a Previously Submitted Expense Report.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as TRAVELER01.
3. 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

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

FIELD	VALUE or STATUS
User ID	EMPL1
Password	password01

5. Click the **Sign In** button.

Activity 4.2-1A

Role: Traveler

UserID: EMPL1

Scenario: You recently went to Athens for training (7/17/2008) and had to drive your own car. You need to file an expense report to be reimbursed for your mileage (lunch was provided).

To create an Expense Report from a Blank Report:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Reports > Create

1. Click the **Return to Expense Report Entry** link.
2. Ensure '**A Blank Report**' is in the Quick Start field.
3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER01 Athens 1Day Training
Business Purpose	Attend Training
Default Location	Athens, GA

4. Click the **Accounting Defaults** link.
5. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

6. Click the **OK** button.
7. In the **Details** section, enter the following information for Row 1:

FIELD	VALUE or STATUS
Expense Type	Mileage
Expense Date	7/17/2008
Payment Type	Not Applicable

8. Click the **Detail** link.
9. Enter the following information for **Expense Detail for Automobile Mileage** (Line 1):

FIELD	VALUE or STATUS
Begin Mileage	18000
End Mileage	18150
Commute Miles	0
Personal Miles	0
Originating Location	Atlanta, GA
Destination Location	Athens, GA
Description	Round-trip for training on 1 day

10. Click the **Return to Expense Report** link.
11. Click the **Check for Errors** button.
12. Click the **Submit** button.
13. Click the **OK** button.
14. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Activity 4.2-1B

Role: Traveler

UserID: EMPL1

Scenario: In addition to the training you attended on 7/17/2008, you also attend training in Macon, GA on 7/18/2008. You drove your own car and bought lunch for yourself that day (spent $9.89). Create this expense report by copying the one you just completed, with the description of ER01 Athens 1Day Training.

To create an Expense Report by copying an existing report:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Reports > Create

1. Click the **Return to Expense Report Entry** link.
2. In the Quick Start list, select **An Existing Report**, and click **GO**.
3. Locate the Expense Report you just created with the description **ER01-1Day Training**.
4. Click the **Select** button next to it.
5. Update the General Information:

FIELD	VALUE or STATUS
Description	ER02 Macon 1Day Training
Business Purpose	Attend Training
Default Location	Macon, GA

6. In the first Expense Type row, enter ***7/21/2008*** for the Expense Date and click the **Detail** link.
7. Enter the following information for **Expense Detail for Automobile Mileage** (Line 1):

FIELD	VALUE or STATUS
Begin Mileage	18225
End Mileage	18371
Commute Miles	0
Personal Miles	0
Originating Location	Atlanta, GA
Destination Location	Macon, GA
Description	Round-trip for training on 1 day

8. Click the **Return to Expense Report** link.
9. Add a second expense row by clicking the **Add a row** button at the end of the first expense line.
10. Enter the following information:

FIELD	VALUE or STATUS
Expense Type	Lunch
Expense Date	7/18/2008
Payment Type	Visa

11. Click the **Detail** link.

12. Enter/verify the following information for Expense Detail for Lunch (Line 1):

FIELD	VALUE or STATUS
Expense Date	7/18/2008
Start Time	8:00 AM
End Time	7:00 PM
Location	Macon, GA
Amount Spent	9.89

13. Click the **Return to Expense Report** link.
14. Click the **Check for Errors** button.
15. For each error, click the red flag and enter "***No low cost options were available near training site***" in the Location Amount field in the Exception Comments and return to the Expense Report.
16. Click the **Check for Errors** button.
17. Click the **Submit** button.
18. Click the **OK** button.
19. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Activity 4.2_1C

Role: Traveler

UserID: EMPL1

Scenario: Your supervisor has asked you for a printout of your expense report from your 7/17/2008 training.

To print an Expense Report:

NAVIGATION	**Employee Self-Service > Expense Report > View/Print**

1. Click the **Search** button.
2. Select the Expense Report with the description **ER01-1Day Training**.
3. Click the **Printable View** link.
4. Review the Expense Report.
5. Click the **Print** icon.
6. Close the Expense Report.

Additional Activities

For these activities, you need to log back in as TRAVELER01.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as EMPL01.
3. 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

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

FIELD	VALUE or STATUS
User ID	TRAVELER01
Password	password01

5. Click the **Sign In** button.

Activity 4.2-1D

Role: Traveler

UserID: TRAVELER01

Scenario: You recently had to attend a meeting in Augusta. You rode with a co-worker, but had to leave at 5:30am and didn't get back until 7:00pm. You need to create an expense report for those meals.

To create an Expense Report from a Blank Report (EX.020.100):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Reports > Create

1. Click the **Return to Expense Report Entry** link.
2. Ensure '**A Blank Report**' is in the Quick Start field.
3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER03 Augusta Meeting
Business Purpose	Attend Meeting
Default Location	Augusta, GA

4. Click the **Accounting Defaults** link.
5. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

6. Click the **OK** button.

7. In the **Details** section, enter the following information for Row 1:

FIELD	VALUE or STATUS
Expense Type	Breakfast
Expense Date	7/14/2008
Payment Type	Cash

8. Click the **Detail** link.
9. Enter/verify the following information for **Expense Detail for Breakfast** (Line 1):

FIELD	VALUE or STATUS
Expense Date	7/14/2008
Start Time	5:30AM
End Time	7:00 PM
Location	Augusta, GA
Amount Spent	6.00

10. Click the **Return to Expense Report** link.
11. In the **Details** section, enter the following information for Row 2:

FIELD	VALUE or STATUS
Expense Type	Lunch
Expense Date	7/14/2008
Payment Type	Cash

12. Click the **Detail** link.
13. Enter/verify the following information for **Expense Detail for Lunch** Line 2):

FIELD	VALUE or STATUS
Expense Date	7/14/2008
Start Time	5:30AM
End Time	7:00 PM
Location	Augusta, GA
Amount Spent	7.00

14. Click the **Return to Expense Report** link.
15. Click the **Check for Errors** button.
16. Click the **Submit** button.
17. Click the **OK** button.
18. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Activity 4.2-1E

Role: Traveler

UserID: TRAVELER01

Scenario: You recently attended a two-day training seminar in Columbus and now you need to create your expense report. Create an expense report for mileage, lodging and meals. The details of your trip are below:

From Date/Time	7/17/2008 – 7:00 AM
To Date/Time	7/18/2008 – 7:00 PM
Lunch Day 1	$7.00
Dinner Day 1	$15.00
Breakfast Day 2	$6.00
Lunch Day 2	$7.00
Lodging	Comfort Inn - $119
Beginning Mileage Day 1	9751
Ending Mileage Day 1	9873
Personal Miles Day 1	12
Beginning Mileage Day 2	9873
Ending Mileage Day 2	9983
Personal Miles Day 2	0

To create an Expense Report from using a template (EX.020.011):

NAVIGATION	**Travel and Expenses Home > Employee Self-Service > Expense Reports > Create**

1. Select the public template **Mileage**.
2. In the From Date field, enter ***7/17/2008***.
3. In the To Date field, enter ***7/18/2008***.
4. Select **Automobile Mileage** for **All Days** and click **OK**.
5. Enter the following information:

FIELD	VALUE or STATUS
Description	ER04 Columbus 2Day Training
Business Purpose	Attend Training
Default Location	Columbus, GA

6. Click the **Accounting Defaults** link.
7. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000
Project	UATPRJ1

8. Click the **OK** button.

9. In the **Details** section, enter/verify the following information for Row 1:

FIELD	**VALUE or STATUS**
Expense Type	Automobile Mileage
Expense Date	7/17/2008
Payment Type	Not Applicable

10. Click the **Detail** link.
11. Enter/verify the following information for **Expense Detail for Automobile Mileage** (Line 1):

FIELD	**VALUE or STATUS**
Expense Date	7/17/2008
Begin Mileage	9751
End Mileage	9873
Personal Miles	12
Originating Location	Atlanta, GA
Destination Location	Columbus, GA

12. Click the **Return to Expense Report** link.
13. In the **Details** section, enter/verify the following information for Row 2:

FIELD	**VALUE or STATUS**
Expense Type	Automobile Mileage
Expense Date	7/18/2008
Payment Type	Not Applicable

14. Click the **Detail** link.
15. Enter/verify the following information for **Expense Detail for Automobile Mileage** (Line 2):

FIELD	**VALUE or STATUS**
Expense Date	7/18/2008
Begin Mileage	9873
End Mileage	9983
Personal Miles	0
Originating Location	Columbus, GA
Destination Location	Atlanta, GA

16. Click the **Return to Expense Report** link.
17. In the third expense line, enter your lunch expense from the first day.
18. In the fourth expense line, enter your dinner expense from the first day.
19. In the fifth expense line, enter your lodging expense for the first day.
20. In the sixth expense line, enter your breakfast expense for the second day.
21. Copy your third expense line to record your lunch expense for the second day.
22. Check the expense report for errors and submit it.
23. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Create an Expense Report from a Travel Authorization

- If you created a Travel Authorization for a trip, it is very important that you use this approved authorization to create your Expense Report when you return from the trip.

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Create an Expense Report from a Travel Authorization

- When you tie a Travel Authorization to an Expense Report, you:
  - Let your institution know that they no longer need to reserve funding for the trip
  - Can easily compare (along with those that can review your report) what you were authorized to spend versus what expenses you actually incurred
  - "Close" the travel authorization to signify that the trip has occurred

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Create an Expense Report from a Travel Authorization

- To successfully link an approved Travel Authorization to your Expense Report, you must choose the Travel Authorization item from the Quick Start menu.
- You cannot create a blank report with your expenses and then link the Travel Authorization at a later point.

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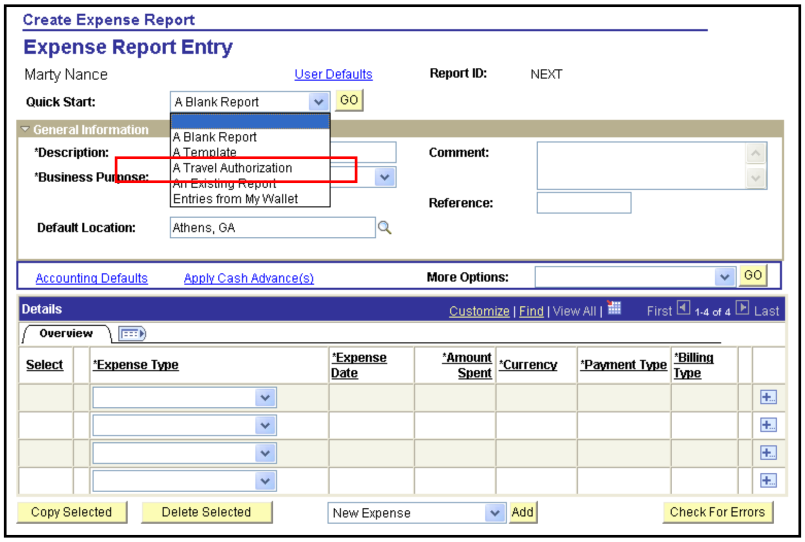
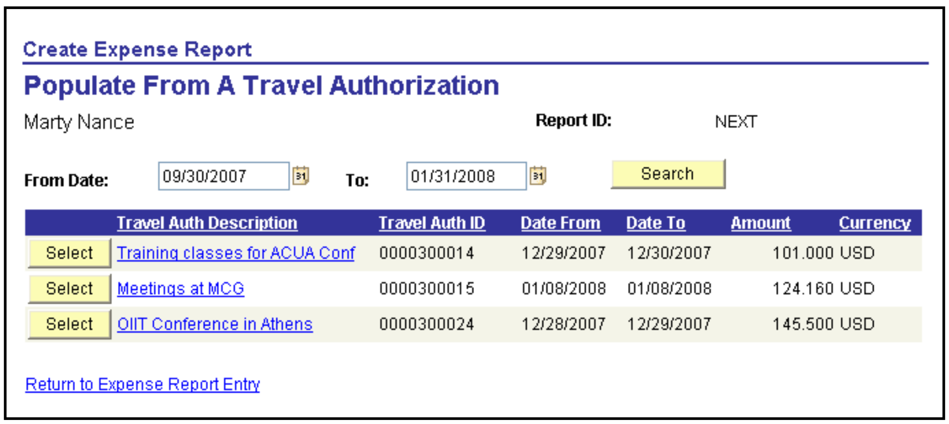
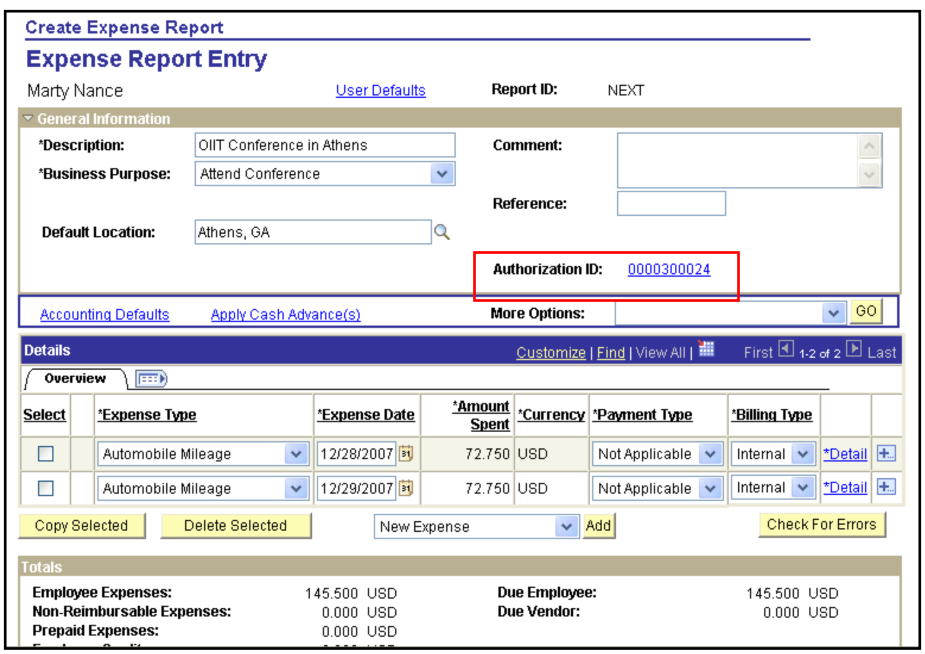

Create Expense Report
Expense Report Entry
Marty Nance
User Defaults
Report ID:
NEXT
Quick Start:
A Blank Report
GO
General Information
*Description:
*Business Purpose:
A Blank Report
A Template
A Travel Authorization
An Existing Report
Entries from My Wallet
Comment:
Reference:
Default Location:
Athens, GA
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
Copy Selected
Delete Selected
New Expense
Add
Check For Errors


Create Expense Report
Populate From A Travel Authorization
Marty Nance
Report ID:
NEXT
From Date:
09/30/2007
To:
01/31/2008
Search
Travel Auth Description
Travel Auth ID
Date From
Date To
Amount
Currency
Select
Training classes for ACUA Conf
0000300014
12/29/2007
12/30/2007
101.000 USD
Select
Meetings at MCG
0000300015
01/08/2008
01/08/2008
124.160 USD
Select
OIIT Conference in Athens
0000300024
12/28/2007
12/29/2007
145.500 USD
Return to Expense Report Entry


Create Expense Report
Expense Report Entry
Marty Nance
User Defaults
Report ID:
NEXT
General Information
*Description:
OIIT Conference in Athens
*Business Purpose:
Attend Conference
Comment:
Reference:
Default Location:
Athens, GA
Authorization ID:
0000300024
Accounting Defaults
Apply Cash Advance(s)
More Options:
GO
Details
Customize | Find | View All |
First 1-2 of 2 Last
Overview
Select
*Expense Type
*Expense Date
*Amount Spent
*Currency
*Payment Type
*Billing Type
Automobile Mileage
12/28/2007
72.750
USD
Not Applicable
Internal
*Detail
Automobile Mileage
12/29/2007
72.750
USD
Not Applicable
Internal
*Detail
Copy Selected
Delete Selected
New Expense
Add
Check For Errors
Totals
Employee Expenses:
145.500 USD
Non-Reimbursable Expenses:
0.000 USD
Prepaid Expenses:
0.000 USD
Due Employee:
145.500 USD
Due Vendor:
0.000 USD

Apply a Cash Advance and a Travel Authorization to an Expense Report

- When you tie a Travel Authorization to an Expense Report, you:
  - Let your institution know that they no longer need to reserve funding for the trip
  - Can easily compare (along with those that can review your report) what you were authorized to spend versus what expenses you actually incurred
  - “Close” the travel authorization to signify that the trip has occurred

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Apply a Cash Advance and a Travel Authorization to an Expense Report

- In addition, when you apply your Cash Advance to the Expense Report, you:
  - Indicate the portion of funds you expended from the total sum of money you were given through a Cash Advance
  - Indicate that either you need to repay excess funds that were not expended, or that you should be reimbursed for excess expenses you incurred
  - “Close” the Cash Advance to signify the trip has occurred, for which you were given money

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Apply a Cash Advance and a Travel Authorization to an Expense Report

- Follow same procedure as just discussed for creating an Expense Report from a Travel Authorization.
- Select the Cash Advance to apply to the Expense Report

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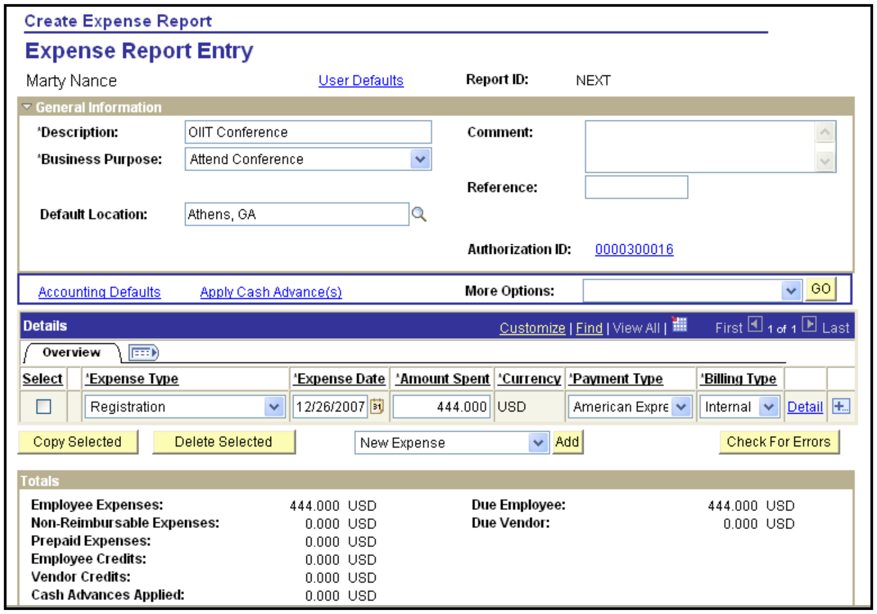
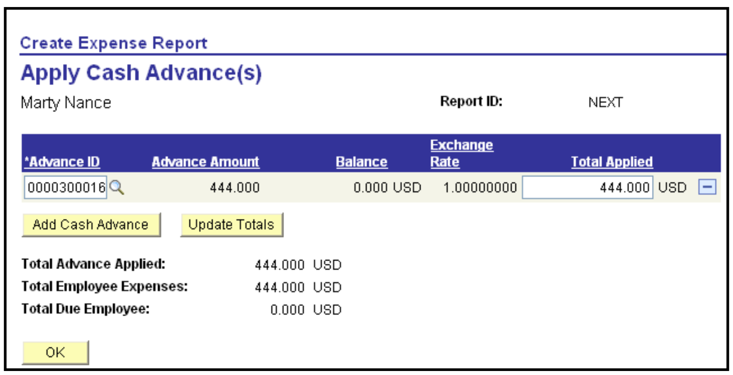
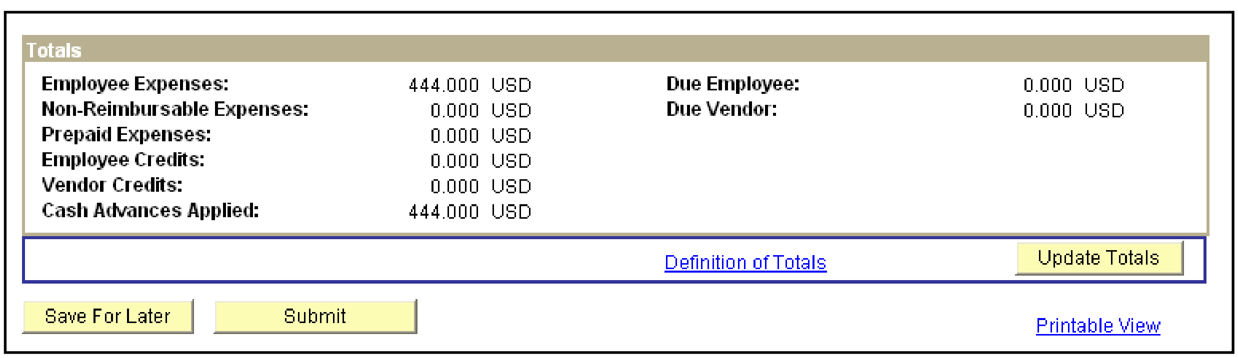

Create Expense Report
Expense Report Entry
Marty Nance
User Defaults
Report ID: NEXT
General Information
*Description: OIIT Conference
*Business Purpose: Attend Conference
Default Location: Athens, GA
Comment:
Reference:
Authorization ID: 0000300016
Accounting Defaults
Apply Cash Advance(s)
More Options:
GO
Details
Customize | Find | View All |
First 1 of 1 Last
Overview
Select
*Expense Type
*Expense Date
*Amount Spent
*Currency
*Payment Type
*Billing Type
Registration
12/26/2007
444.000
USD
American Expre
Internal
Detail
Copy Selected
Delete Selected
New Expense
Add
Check For Errors
Totals
Employee Expenses: 444.000 USD
Non-Reimbursable Expenses: 0.000 USD
Prepaid Expenses: 0.000 USD
Employee Credits: 0.000 USD
Vendor Credits: 0.000 USD
Cash Advances Applied: 0.000 USD
Due Employee: 444.000 USD
Due Vendor: 0.000 USD


Create Expense Report
Apply Cash Advance(s)
Marty Nance
Report ID: NEXT
*Advance ID
Advance Amount
Balance
Exchange Rate
Total Applied
0000300016
444.000
0.000 USD
1.00000000
444.000 USD
Add Cash Advance
Update Totals
Total Advance Applied: 444.000 USD
Total Employee Expenses: 444.000 USD
Total Due Employee: 0.000 USD
OK


Totals
Employee Expenses: 444.000 USD
Non-Reimbursable Expenses: 0.000 USD
Prepaid Expenses: 0.000 USD
Employee Credits: 0.000 USD
Vendor Credits: 0.000 USD
Cash Advances Applied: 444.000 USD
Due Employee: 0.000 USD
Due Vendor: 0.000 USD
Definition of Totals
Update Totals
Save For Later
Submit
Printable View

Applying a Travel Authorization to an Expense Report – Part 2

- Once a TAuth is submitted and budget checked, funds are encumbered in the KK Ledgers
- Because the Expense Report is tied to the TAuth, when the Expense Report is budget checked, the system knows to release the encumbrances from the TAuth, and charge the expenses to the appropriate ledger

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Applying a Travel Authorization to an Expense Report – Part 2

- In order for the system to correctly reverse the encumbrances from the initial TAuth, all expense lines on that TAuth must be preserved in the exact order in which the document was processed and approved when it is pulled into an Expense Report.
- If any of the initial lines are deleted, the system cannot reverse the initial encumbrances.

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Applying a Travel Authorization to an Expense Report – Part 2

- TAuths = estimates
- Many times, the actual amounts spent may differ from these estimates
- The System can correctly adjust for changes in amount, as long as all of the same expense types from the Travel Authorization are used when they are pulled into an Expense Report

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Applying a Travel Authorization to an Expense Report – Part 2

- Example 1:

TAuth	Expense Report Tied to TAuth
Breakfast - $6	Breakfast - $6
Lunch - $7	Lunch - $10
Registration - $200	Registration - $150

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Applying a Travel Authorization to an Expense Report – Part 2

- Example 2:

TAuth	Expense Report Tied to TAuth
Breakfast - $6	Breakfast - $6
Lunch - $7	Lunch - $10
Registration - $200	Registration - $150
	Tolls - $2

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Applying a Travel Authorization to an Expense Report – Part 2

- When an approved expense line from a TAuth is deleted on the corresponding expense report, the system cannot automatically reverse the encumbrance for that expense line.
- The encumbrance will remain active until a manual adjustment is made to the KK encumbrance ledger.

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Applying a Travel Authorization to an Expense Report – Part 2

- To prevent this, it is critical that all expense lines that are pulled from a Travel Authorization to an Expense Report remain on that Expense Report in the same order.
- If a line is no longer needed, it should not be deleted.
- Instead, we will add a credit to the expense report .

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Applying a Travel Authorization to an Expense Report – Part 2

- Example 3:

TAuth	Expense Report Tied to TAuth
Breakfast - $6	Breakfast - $6
Lunch - $7	Lunch - $10
Registration - $200	Registration - $150
	Breakfast: -$6

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Applying a Travel Authorization to an Expense Report – Part 2

- To ensure accurate reporting when adding credit lines, use the exact same:
  - Expense Type (except mileage)
  - Dollar Amount
  - Payment Type
- Because you cannot enter negative mileage, use the expense type of "Delete TAuth Mileage" when reversing mileage estimates that were not incurred.

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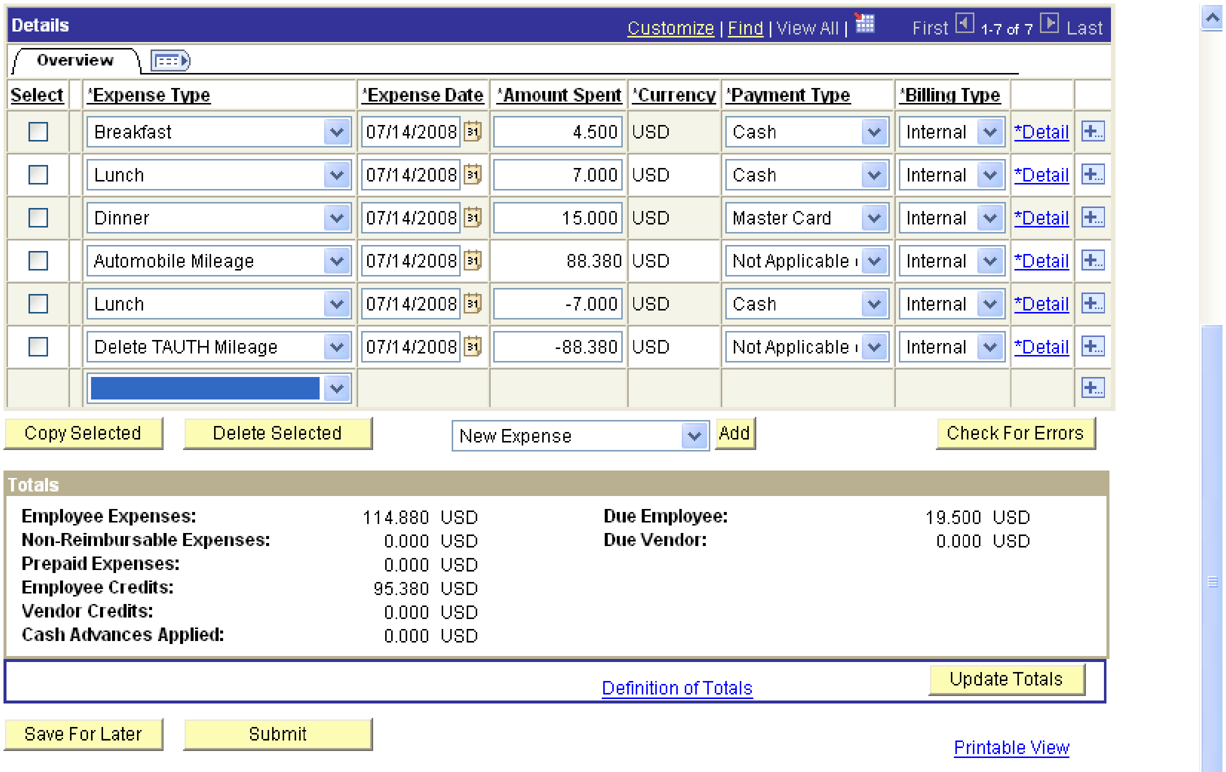

Details Customize | Find | View All | First 1-7 of 7 Last

Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type		
☐	Breakfast	07/14/2008	4.500	USD	Cash	Internal	*Detail	+
☐	Lunch	07/14/2008	7.000	USD	Cash	Internal	*Detail	+
☐	Dinner	07/14/2008	15.000	USD	Master Card	Internal	*Detail	+
☐	Automobile Mileage	07/14/2008	88.380	USD	Not Applicable	Internal	*Detail	+
☐	Lunch	07/14/2008	-7.000	USD	Cash	Internal	*Detail	+
☐	Delete TAUTH Mileage	07/14/2008	-88.380	USD	Not Applicable	Internal	*Detail	+
								+

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

Totals

Employee Expenses:	114.880 USD	**Due Employee:**	19.500 USD
Non-Reimbursable Expenses:	0.000 USD	**Due Vendor:**	0.000 USD
Prepaid Expenses:	0.000 USD		
Employee Credits:	95.380 USD		
Vendor Credits:	0.000 USD		
Cash Advances Applied:	0.000 USD		

Definition of Totals | Update Totals

Save For Later | Submit | Printable View

Expenses – Traveler Tasks in Expenses

Activity: Creating Expense Reports Part 2

Topics:	Create an Expense Report from a Travel Authorization Apply a Cash Advance and a Travel Authorization to an Expense Report	Business Processes:	EX.020.102 EX.020.107

Activity

Activity Overview

In this activity you will:

A. Create an Expense Report from a Travel Authorization.

B. Apply a Cash Advance and a Travel Authorization to an Expense Report.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as TRAVELER01.
3. 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

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

FIELD	VALUE or STATUS
User ID	EMPL2
Password	password01

5. Click the **Sign In** button.

Activity 4.2-2A

Role: Traveler

UserID: EMPL2

Scenario: You have just returned from a one-day training in Macon and need to create your expense report for your mileage. You have an approved travel authorization to apply to this expense report. The training took place on 7/18/2008. Your beginning mileage was 7450 and your ending mileage (after your round trip) was 7600, and you had no personal miles to log.

To create an Expense Report from a Travel Authorization:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. In the Quick Start list, select **A Travel Authorization**, and click **GO**.
3. Locate the Travel Authorization with the description **TA51 Macon Software Training (Travel Authorization #0000300001)**.
4. Click the **Select** button next to it.
5. Verify that the fields in the General Information are correct. Change the Description to ***ER05 Macon Software Training***.
6. Click the **Detail** link for the first Expense row.

7. Enter the following information:

FIELD	VALUE or STATUS
Begin Mileage	7450
End Mileage	7600
Personal Miles	0

8. Click the **Check for Errors** button.
9. Click the **Submit** button.
10. Click **OK**.

Activity 4.2-2B

Role: Traveler

UserID: EMPL2

Scenario: You have just returned from a two-day training workshop that you attended in support of Project UATPRJ1. You have an approved Travel Authorization for this training, and a cash advance for the lodging costs. Apply the approved travel authorization with the description **TA61 2 Day Athens Training (ID#0000300002)** and the approved Cash Advance with the description **CA61-2 Day Athens Training (ID#0000300001)** to your Expense Report. Here is a summary of your actual travel details:

Begin Date	7/21/2008 – 6:30 am
End Date	7/22/2008 – 6:30 pm
Beginning Mileage Day 1	7775
End Mileage Day 1	7866
Personal Miles	16
Lunch Day 1	7.00
Dinner Day 1	15.00
Lodging	Country Inn & Suites - $119
Breakfast Day 2	6.00
Lunch Day 2	7.00
Beginning Mileage Day 2	7866
Ending Mileage Day 2	7941

To apply a Cash Advance and a Travel Authorization to an Expense Report:

NAVIGATION	**Travel and Expenses Home > Employee Self-Service > Expense Reports > Create**

1. Click the **Return to Expense Report Entry** link.
2. In the Quick Start list, select **A Travel Authorization**, and click **GO**.
3. Locate the Travel Authorization for with the description **TA61 2Day Athens Training (ID#0000300002)**.
4. Click the **Select** button next to it.
5. Change the description of the expense report to ***ER06 2 Day Athens Training***.
6. Click the **Accounting Defaults** link.

7. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000
Project	UATPRJ1

8. Click the **OK** button.
9. Click the **Detail** link on line 1.Enter the following information for Expense Detail for Automobile Mileage (Line 1):

FIELD	VALUE or STATUS
Begin Mileage	7775
End Mileage	7866
Personal Miles	16

10. Click the **Return to Expense Report** link.
11. Click the **Detail** link on line 2.
12. Enter the following information for **Expense Detail for Automobile Mileage** (Line 2):

FIELD	VALUE or STATUS
Begin Mileage	7866
End Mileage	7941
Personal Miles	0

13. Click the **Return to Expense Report** link.
14. Enter/verify the following information for **Expense Detail for Lunch** (Line 3):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Start Time	6:30 AM
End Time	11:59 PM
Location	Athens, GA
Amount Spent	7.00

15. Click the **Return to Expense Report** link.
16. Enter/verify the following information for **Expense Detail for Dinner** (Line 4):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Start Time	6:30 AM
End Time	11:59 PM
Location	Athens, GA
Amount Spent	15.00

17. Click the **Return to Expense Report** link.

18. Enter/verify the following information for **Expense Detail for Breakfast** (Line 5):

FIELD	VALUE or STATUS
Expense Date	7/22/2008
Start Time	12:00AM
End Time	6:30 PM
Location	Athens, GA
Amount Spent	6.00

19. Click the **Return to Expense Report** link.
20. Enter/verify the following information for **Expense Detail for Lunch** (Line 6):

FIELD	VALUE or STATUS
Expense Date	7/22/2008
Start Time	12:00AM
End Time	6:30 PM
Location	Athens, GA
Amount Spent	7.00

21. Click the **Return to Expense Report** link.
22. Enter/verify the following information for **Expense Detail for Lodging** (Line 7):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Number of Nights	1
Merchant	Country Inn and Suites
Location	Athens, GA
Amount Spent	119.00

23. Click the **Return to Expense Report** link.
24. Click the **Apply Cash Advances** link.
25. Click the **Advance ID** lookup button.
26. Select the Advance with the description **CA61 2Day Athens Training (ID#0000300001)**.
27. Review the information on the Cash Advance.
28. Click **OK** to apply the Cash Advance.
29. Verify the Cash Advance was applied to the Expense Report.
30. Click the **Submit** button.
31. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as EMPL2.
3. 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

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

FIELD	VALUE or STATUS
User ID	TRAVELER03
Password	password01

5. Click the **Sign In** button.

Activity 4.2-2C

Role: Traveler

UserID: TRAVELER03

Scenario: You have just returned from a two-day conference in Columbia, S. C. You have an approved Travel Authorization to apply to this expense report (**description = Columbia Conference, Travel Authorization ID #0000300006**). However, you had included mileage on your Travel Authorization, but ended up catching a ride with a co-worker. Your hotel gave you a discount of 10%, resulting in a total lodging expense of $116.10. In addition, you had lunch scheduled for both days, but the conference provided lunch. Complete this expense report and create credit expense lines for those TAuth estimated expenses that you did not incur.

To create an Expense Report from a Travel Authorization:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. In the Quick Start list, select **A Travel Authorization**, and click **GO**.
3. Locate the Travel Authorization ID 0000300006 (description = Columbia Conference)
4. Click the **Select** button next to it.
5. Click the **Detail** link on line 1.
6. Enter the following information for Expense Detail for Automobile Mileage (Line 1):

FIELD	VALUE or STATUS
Begin Mileage	0
End Mileage	215
Personal Miles	0

7. Click the **Return to Expense Report** link.
8. Click the **Detail** link on line 2.

9. Enter the following information for **Expense Detail for Automobile Mileage** (Line 2):

FIELD	VALUE or STATUS
Begin Mileage	215
End Mileage	430
Personal Miles	0

10. Click the **Return to Expense Report** link.
11. Enter/verify the following information for **Expense Detail for Lunch** (Line 3):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Start Time	6:30 AM
End Time	11:59 PM
Location	Columbia, SC
Amount Spent	12.00

12. Click the **Return to Expense Report** link.
13. Enter/verify the following information for **Expense Detail for Dinner** (Line 4):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Start Time	6:30 AM
End Time	11:59 PM
Location	Columbia
Amount Spent	21.00

14. Click the **Return to Expense Report** link.
15. Enter/verify the following information for **Expense Detail for Breakfast** (Line 5):

FIELD	VALUE or STATUS
Expense Date	7/22/2008
Start Time	12:00AM
End Time	6:30 PM
Location	Columbia, SC
Amount Spent	8.00

16. Click the **Return to Expense Report** link.
17. Enter/verify the following information for **Expense Detail for Lunch** (Line 6):

FIELD	VALUE or STATUS
Expense Date	7/22/2008
Start Time	12:00AM
End Time	6:30 PM
Location	Columbia, SC
Amount Spent	12.00

18. Click the **Return to Expense Report** link.

19. Enter/verify the following information for **Expense Detail for Lodging** (Line 7):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Number of Nights	1
Merchant	Holiday Inn Express
Location	Columbia, SC
Amount Spent	116.10

20. Click the **Return to Expense Report** link.
21. On Expense Line 8, add the following information to credit lunch from line 3:

FIELD	VALUE or STATUS
Expense Type	Lunch
Expense Date	7/21/2008
Amount Spent	-12.00

22. Press the **TAB** button.
23. In the Credit Reference field, enter "***Lunch provided by conference.***"
24. Click the **OK** button.
25. Click the **Return** button.
26. Update the **Payment Type** on Line 8 to be the same as Line 3.
27. Click the **Detail** link for Line 8 and enter/verify the following information on the Expense Detail for Lunch (Line 8):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Start Time	6:30 AM
End Time	11:59 PM
Location	Columbia, SC
Amount Spent	-12.00

28. Click the **Return to Expense Report** link.
29. On Expense Line 9, add the following information to credit lunch from line 6:

FIELD	VALUE or STATUS
Expense Type	Lunch
Expense Date	7/22/2008
Amount Spent	-12.00

30. Press the **TAB** button.
31. In the Credit Reference field, enter "***Lunch provided by conference.***"
32. Click the **OK** button.
33. Click the **Return** button.
34. Update the **Payment Type** on Line 9 to be the same as Line 6.

35. Click the **Detail** link for Line 9 and enter/verify the following information on the Expense Detail for Lunch (Line 9):

FIELD	VALUE or STATUS
Expense Date	7/22/2008
Start Time	12:00 AM
End Time	6:30 PM
Location	Columbia, SC
Amount Spent	-12.00

36. Click the **Return to Expense Report** link.
37. On Expense Line 10, add the following information to credit mileage from line 1:

FIELD	VALUE or STATUS
Expense Type	Delete TAUTH Mileage
Expense Date	7/21/2008
Amount Spent	*Enter the exact amount from Line 1*

38. Press the **TAB** button.
39. Enter "***Rode with Co-worker***" in the Credit Reference field.
40. Click the **OK** button.
41. Click the **Return** button.
42. Select **Not Applicable** for the Payment type for Line 10.
43. Click the Detail link for Line 10.
44. Enter "***Rode with co-worker***" in the Description field.
45. Click the **Return to Expense Report** link.
46. On Expense Line 11, add the following information to credit mileage from line 2:

FIELD	VALUE or STATUS
Expense Type	Delete TAUTH Mileage
Expense Date	7/22/2008
Amount Spent	*Enter the exact amount from Line 1*

47. Press the **TAB** button.
48. Enter "***Rode with Co-worker***" in the Credit Reference field.
49. Click the **OK** button.
50. Click the **Return** button.
51. Select **Not Applicable** for the Payment type for Line 11.
52. Click the Detail link for Line 11.
53. Enter "***Rode with co-worker***" in the Description field.
54. Click the **Return to Expense Report** link.
55. Click the **Check for Errors** button.
56. Click the **Submit** button.
57. Click the **OK** button.
58. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Topics:	Create an Expense Report from a Travel Authorization Apply a Cash Advance and a Travel Authorization to an Expense Report	Business Processes:	EX.020.102 EX.020.107

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as TRAVELER03.
3. 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

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

FIELD	VALUE or STATUS
User ID	EMPL2
Password	password01

5. Click the **Sign In** button.

Additional Activities

Activity 4.2-2D

Role: Traveler

UserID: EMPL2

Scenario: You just returned from a recruiting trip in Jacksonville, FL (7/24/2008 – 7/25/2008). The sponsors of the recruiting fair paid for all meals, and you rode with another coworker. You were granted a Cash Advance for the lodging expenses of this trip and need to apply it to your Expense Report. The Cash Advance (description = CA71-Jacksonville Recruiting Trip, ID = 0000300002) was in the amount of $175. However, the hotel gave you a discount upon checking in. Your hotel bill equaled $149.

To apply a Cash Advance to an Expense Report (EX.020.108):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. Ensure '**A Blank Report**' is in the Quick Start field.
3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER07 Jacksonville Recruiting Trip
Business Purpose	Recruitment, Admissions
Default Location	Jacksonville, FL

4. Click the **Accounting Defaults** link.
5. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

6. Click the **OK** button.

7. In the **Details** section, enter the following information for Row 1:

FIELD	VALUE or STATUS
Expense Type	Lodging
Expense Date	7/24/2008
Payment Type	Cash

8. Click the **Detail** link.
9. Enter the following information for **Expense Detail for Lodging** (Line 1):

FIELD	VALUE or STATUS
Number of Nights	1
Merchant	Hilton Garden Inn
Location	Jacksonville, FL
Amount Spent	149.00

10. Click the **Return to Expense Report** link.
11. Click the **Apply Cash Advances** link.
12. Click the **Advance ID** lookup button.
13. Select the Advance with the description **CA71 Jacksonville Recruiting Trip** (ID# = 0000300002) by clicking on the Advance ID link.
14. Remember, you cannot apply a cash advance amount that is greater than the expenses you incurred for the trip.
15. In the **Total Applied** field, enter ***149.00***.
16. Click the **Update Totals** button.
17. Did the Total Due Employee amount reset to 0.000?
18. Click the **OK** button.
19. Click the **Check for Errors** button.
20. Click the **Submit** button.
21. Click the **OK** button.
22. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Clear an AP Prepaid Travel Expense

- Prepaid expenses are those amounts paid in advance to a third party for certain expenses that will be incurred by an employee
- Once the travel is complete, the traveler needs to clear the prepaid expense via the expense report

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Clear an AP Prepaid Travel Expense

- Select a 'prepaid' expense type, which will automatically bring up the correct account number
- This account number should NOT be changed from 6401XX
- Prepaid totals are reflected in the Prepaid Expenses row and do not affect the amount due to the employee

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Clear an AP Prepaid Travel Expense

- Chartfield used in the prepaid expense line should match the Chartfield used on the AP voucher for the prepaid expense
- Amount in the Expense Report should match the amount of the prepaid expense on the AP voucher

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Clear an AP Prepaid Travel Expense

- When a prepaid item is entered in AP, an Open Item key for the EmplID is required so that the expense can be tied to a particular employee
- When the expense is offset in EX, the system automatically recognizes the EmplID that is submitting the expense report through the traveler's login so this match can occur

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Use the Hotel Wizard

- Can use the Hotel Wizard to quickly split a Hotel/Lodging expense type into multiple expense lines
- Convenient way to categorize lodging bills by expense type, amount, and day
- Create an Expense Report with a Lodging Expense Type; on that row, enter the Details and then click the "Itemize Hotel Bill" link

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Use the Hotel Wizard – Recap

- Itemize Hotel Bill link
- Check off the appropriate charges
- Add charges per day
- Can still add additional expense rows if needed when finished with itemizing (that are not a part of the lodging bill)

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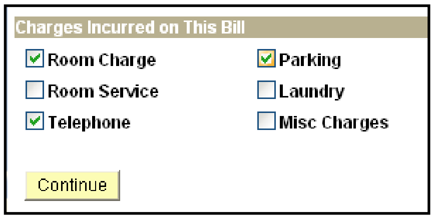
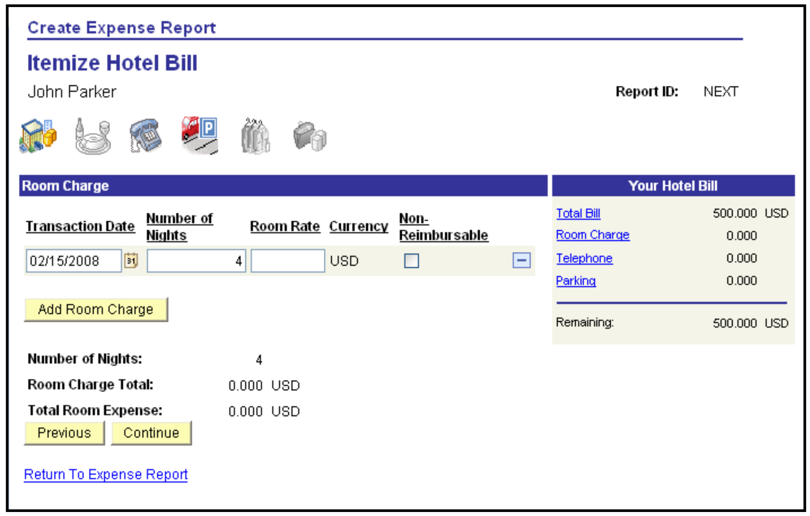
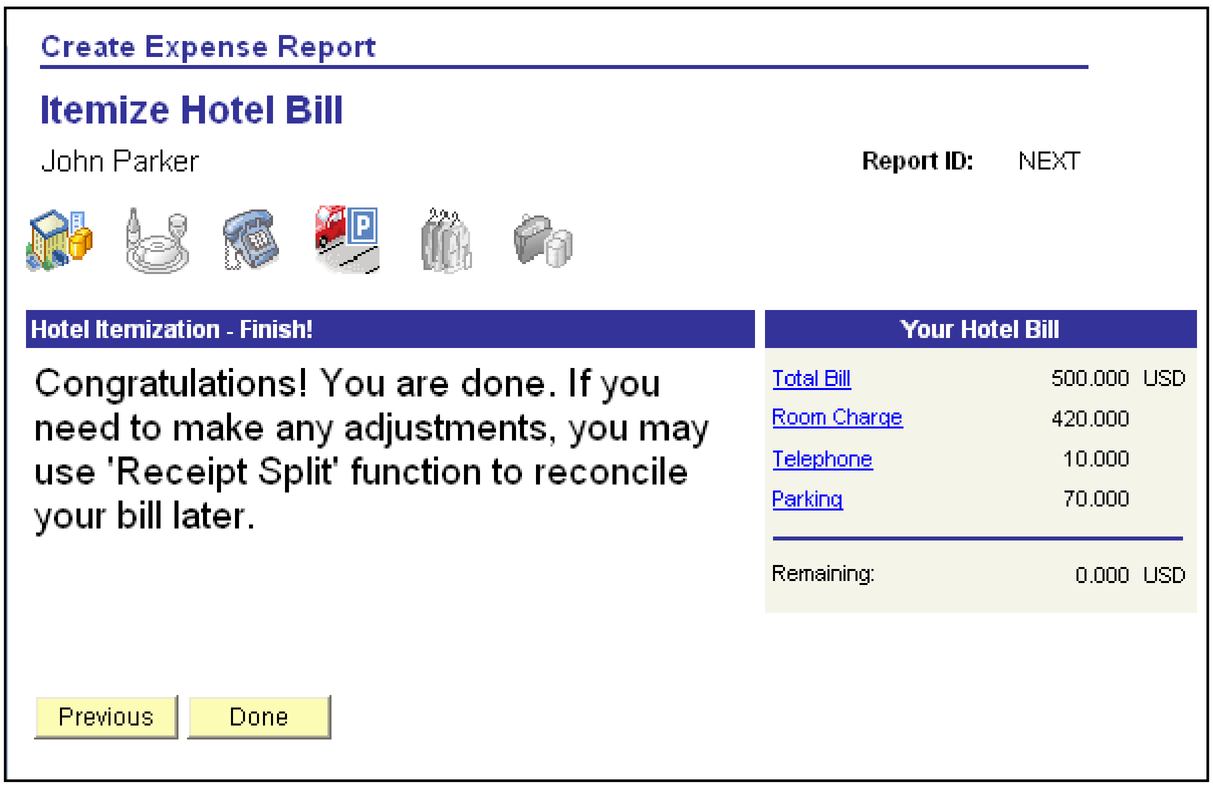

Charges Incurred on This Bill
Room Charge
Parking
Room Service
Laundry
Telephone
Misc Charges
Continue


Create Expense Report
Itemize Hotel Bill
John Parker
Report ID: NEXT
Room Charge
Transaction Date
Number of Nights
Room Rate
Currency
Non-Reimbursable
02/15/2008
4
USD
Add Room Charge
Number of Nights: 4
Room Charge Total: 0.000 USD
Total Room Expense: 0.000 USD
Previous
Continue
Return To Expense Report
Your Hotel Bill
Total Bill 500.000 USD
Room Charge 0.000
Telephone 0.000
Parking 0.000
Remaining: 500.000 USD


Create Expense Report
Itemize Hotel Bill
John Parker
Report ID: NEXT
Hotel Itemization - Finish!
Congratulations! You are done. If you need to make any adjustments, you may use 'Receipt Split' function to reconcile your bill later.
Your Hotel Bill
Total Bill 500.000 USD
Room Charge 420.000
Telephone 10.000
Parking 70.000
Remaining: 0.000 USD
Previous
Done

Expenses – Traveler Tasks in Expenses

Activity: Creating Expense Reports Part 3

Topics:	Clear an AP Prepaid Travel in Expenses Use the Hotel Wizard	Business Processes:	EX.030.600 EX.020.109

Activity

Activity Overview

In this activity you will:

A. Clear an AP Prepaid Travel in Expenses.
B. Use the Hotel Wizard.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as EMPL2.
3. 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

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

FIELD	VALUE or STATUS
User ID	TRAVELER02
Password	password01

5. Click the **Sign In** button.

Activity 4.2-3A

Role: Traveler

UserID: TRAVELER02

Scenario: You have just returned from a recruiting trip in Orlando and need to file your expense report. In addition to filing your expenses, you need to clear the Prepaid expense for airfare from AP. Here are the details for your expense report:

From Date	7/17/2008 – 6:30AM
To Date	7/18/2008 – 8:00PM
Lunch Day 1	$13
Dinner Day 1	$24
Lodging Day 1	$149
Breakfast Day 1	$9
Lunch Day 2	$13

To clear AP Prepaid Travel in Expenses:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. Ensure '**A Blank Report**' is in the Quick Start field.

3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER08 Orlando Recruiting Trip
Business Purpose	Recruitment, Admissions
Default Location	Orlando, FL

4. In the **Details** section, enter the following information for Row 1:

FIELD	VALUE or STATUS
Expense Type	Air Travel
Expense Date	7/17/2008
Amount Spent	850
Payment Type	Prepaid Air
Billing Type	Internal

5. Click the **Detail** link.
6. Enter/verify the following information for **Expense Detail for Air Travel** (Line 1):

FIELD	VALUE or STATUS
Expense Date	7/17/2008
Payment Type	Prepaid Air – (AP Netting)
Ticket Number	TCKT001
Merchant	Delta Air lines
Amount Spent	850

7. Click the Accounting Detail link and review/verify the following information:

FIELD	VALUE or STATUS
Amount	850.00
GL Unit	40000
Account	640100
Fund	10000
Dept	UATDPT1
Program	16300
Class	11000

8. Click the **OK** button.
9. Click the **Return to Expense Report** link.
10. In the **Details** section, enter the following information for Row 2:

FIELD	VALUE or STATUS
Expense Type	Lodging
Expense Date	7/17/2008
Amount Spent	149
Payment Type	American Express
Billing Type	Internal

11. Click the **Detail** link.

12. Enter/verify the following information for **Expense Detail for Lodging** (Line 2):

FIELD	VALUE or STATUS
Expense Date	7/17/2008
Payment Type	American Express
Number of Nights	1
Merchant	Marriott
Location	Orlando, FL
Amount Spent	149.00

13. In the **Details** section, enter the following information for Row 3:

FIELD	VALUE or STATUS
Expense Type	Lunch
Expense Date	7/17/2008
Amount Spent	13
Payment Type	American Express
Billing Type	Internal

14. Click the **Detail** link.
15. Enter the following information for **Expense Detail for Lunch** (Line 3):

FIELD	VALUE or STATUS
Expense Date	7/17/2008
Start Time	6:30 AM
End Time	11:59 PM
Location	Orlando, FL
Amount Spent	13.00

16. Click the **Return to Expense Report** link.
17. In the **Details** section, enter the following information for Row 4:

FIELD	VALUE or STATUS
Expense Type	Dinner
Expense Date	7/17/2008
Amount Spent	13
Payment Type	American Express
Billing Type	Internal

18. Click the **Detail** link.
19. Enter the following information for **Expense Detail for Dinner** (Line 4):

FIELD	VALUE or STATUS
Expense Date	7/17/2008
Start Time	6:30 AM
End Time	11:59 PM
Location	Orlando, FL
Amount Spent	24.00

20. Click the **Return to Expense Report** link.

21. In the **Details** section, enter the following information for Row 5:

FIELD	VALUE or STATUS
Expense Type	Breakfast
Expense Date	7/18/2008
Amount Spent	9
Payment Type	American Express
Billing Type	Internal

22. Click the **Detail** link.
23. Enter the following information for **Expense Detail for Breakfast** (Line 5):

FIELD	VALUE or STATUS
Expense Date	7/18/2008
Start Time	12:00AM
End Time	8:00PM
Location	Orlando, FL
Amount Spent	9.00

24. Click the **Return to Expense Report** link.
25. Copy the expense line for lunch for Day 2.
26. Click the **Check for Errors** button.
27. Click the **Submit** button.
28. Click the **OK** button.
29. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Activity 4.2-3B

Role: Traveler

UserID: TRAVELER02

Scenario: You just returned from a four-day trip to Brunswick for a conference. You drove an institution vehicle there, and the conference paid for all meals. Your expenses are all on your lodging bill, which cover your room rate, phone charges, and parking charges. Use the Hotel Wizard to itemize your hotel bill.

To use the Hotel Wizard:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. Ensure '**A Blank Report**' is listed in the Quick Start field.
3. Enter the following information under General Information:

FIELD	VALUE or STATUS
Description	ER09 Brunswick Conference
Business Purpose	Attend Conference
Default Location	Brunswick, GA

4. Click the **Accounting Defaults** link.

5. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

6. Click the **OK** button.
7. Enter the following information for the first expense row:

FIELD	VALUE or STATUS
Expense Type	Lodging
Expense Date	7/21/2008
Amount Spent	500
Payment Type	Visa

8. Click the **Detail** link.
9. Enter the following information for **Expense Detail for Lodging** (Line 1)

FIELD	VALUE or STATUS
Number of Nights	4
Non-preferred merchant	Hilton Garden Inn

10. Click the **Itemize Hotel Bill** link.
11. Select **Room Charge**, **Telephone**, and **Parking** as the Charges Incurred on this Bill.
12. Click the **Continue** button.
13. For the Room Charge, enter ***105*** for the Room Rate.
14. Click the **Continue** button.
15. For the Telephone Section, enter ***$5*** for call on 7/21/08.
16. Click the **Add Telephone Charge** button.
17. Enter ***$5*** for a call made on 7/22/08.
18. Click the **Continue** button.
19. For the Parking charges, enter each night's parking cost at ***$17.50*** per night for four nights beginning on 7/21/08 and ending on 7/22/08.
20. Click the **Continue** button.
21. Did you receive the Congratulations message? ___________
22. Click the **Done** button.
23. Click the **Check for Errors** button.
24. Click the **Submit** button.
25. Click the **OK** button.
26. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Topics:	Clear an AP Prepaid Travel in Expenses Use the Hotel Wizard	Business Processes:	EX.030.600 EX.020.109

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as TRAVELER02.
3. 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

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

FIELD	VALUE or STATUS
User ID	TRAVELER01
Password	password01

5. Click the **Sign In** button.

Additional Activities

Activity 4.2-3C

Role: Traveler

UserID: TRAVELER01

Scenario: You recently returned from a three-day conference in Chicago. The conference provided all meals except for dinners. You need to create an expense report, clearing the AP prepaid travel for airfare. You also need to log your rental car on the expense report and use the Hotel Wizard to record your expenses incurred on your lodging bill.

From Date	7/21/2008 – 6:30AM
To Date	7/24/2008 – 11:00AM
Airfare	Delta - $862; Ticket # TCKT001
Rental Car	4 days at $45 per day = 180
Lunch Day 1	12.00
Dinner Day 1	30.00
Dinner Day 2	29.00
Dinner Day 3	31.00
Lodging Expenses	633.00

Your lodging bill included the following expenses:

Room rate per night	199.00
Parking per night	10.00
Telephone	1 call on 7/22/2008 for $3.00
Telephone	1 call on 7/23/2008 for $3.00

To clear AP Prepaid Travel in Expenses and use the hotel wizard (EX.030.600 & EX.020.019):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. Ensure '**A Blank Report**' is in the Quick Start field.

3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER10 Chicago Conference
Business Purpose	Attend Conference
Default Location	Chicago, IL

4. Click the **Accounting Defaults** link.
5. Enter/verify the following **Chartfield** values:

FIELD	VALUE or STATUS
Fund	10000
Department	UATDPT1
Program	16300
Class	11000

6. Click the **OK** button.
7. In the **Details** section, enter the following information for Row 1:

FIELD	VALUE or STATUS
Expense Type	Air Travel
Expense Date	7/21/2008
Amount Spent	862
Payment Type	Prepaid Air
Billing Type	Internal

8. Click the **Detail** link.
9. Enter/verify the following information for **Expense Detail for Air Travel** (Line 1):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Payment Type	Prepaid Air – (AP Netting)
Ticket Number	TCKT002
Merchant	Delta Air lines
Amount Spent	862

10. Click the Accounting Detail link and review/verify the following information:

FIELD	VALUE or STATUS
Amount	862.00
GL Unit	40000
Account	640100
Fund	10000
Dept	UATDPT1
Program	16300
Class	11000

11. Click the **OK** button.
12. Click the **Return to Expense Report** link.

13. Enter the following information for the second expense row:

FIELD	VALUE or STATUS
Expense Type	Lodging
Expense Date	7/21/2008
Amount Spent	633
Payment Type	American Express

14. Click the **Detail** link.
15. Enter the following information for **Expense Detail for Lodging** (Line 2)

FIELD	VALUE or STATUS
Number of Nights	3
Non-preferred merchant	Hilton

16. Click the **Itemize Hotel Bill** link.
17. Select **Room Charge**, **Telephone**, and **Parking** as the Charges Incurred on this Bill.
18. Click the **Continue** button.
19. For the Room Charge, enter ***199*** for the Room Rate.
20. Click the **Continue** button.
21. For the Telephone Section, enter ***$3*** for call on 7/22/08.
22. Click the **Add Telephone Charge** button.
23. Enter ***$3***for a call made on 7/23/08.
24. Click the **Continue** button.
25. For the Parking charges, enter each night's parking cost at ***$10.00*** per night for four nights beginning on 7/21/08 and ending on 7/23/08.
26. Click the **Continue** button.
27. Did you receive the Congratulations message? ___________
28. Click the **Done** button.
29. Click the **Check for Errors** button.
30. Click the **Submit** button.
31. Click the **OK** button.
32. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Review: Lessons 4.1 and 4.2

1. What is a travel authorization?
    a. A record of all expenses incurred on an official business trip.
    b. Advanced, written permission to travel for the performance of official duties.
    c. A financial advance to minimize the impact of business travel on an employee's personal finances.

2. Who sets up Travel Authorization templates for private use?
    a. Approvers
    b. Supervisors
    c. Individual Employees
    d. Expense Administrators

3. Which of the following is **NOT** a method of creating a travel authorization?
    a. Starting with a blank report
    b. Linking it to an existing expense report
    c. Copying an existing travel authorization
    d. Creating one from a travel authorization template

4. What is the purpose of a Cash Advance?
    a. It is advanced, written permission to travel for the performance of official duties.
    b. It minimizes the impact of business travel expenses on employee personal finances.
    c. It allows institutions to provide funds for employees for eligible non-travel related expenses.
    d. It is used to record and seek reimbursement for expenses incurred while traveling on official business.

5. Which of the following is **NOT** a way to create an Expense Report?
    a. Using a blank report
    b. Copying a cash advance
    c. Creating it from a template
    d. Copying an existing Expense Report

6. For which dates may an Expense Report be submitted?
    a. For past dates
    b. For the current date
    c. For upcoming dates
    d. Both A & B
    e. Both B & C

7. Which of the following occurs when you link an approved Travel Authorization to an Expense Report?
    a. The Travel Authorization is closed, signaling that the trip occurred.
    b. The institution knows that they no longer need to reserve funding for the trip.
    c. You can compare what you were authorized to spend against what you actually spent.
    d. All of the above.
    e. Both A & B.

8. What happens when the amount you claim on your expense report is less than the amount of funds you received for the trip from a cash advance?
    a. Your institution reimburses you for the difference.
    b. Nothing; if you owe anything, you will receive a bill in the mail.
    c. You must submit a check to your institution to make up the difference.
    d. You must let your HR department know that they need to withhold some of your paycheck to make up the difference.

9. What is the purpose of the Hotel Wizard?
    a. It allows travelers to record their favorite hotels into their default settings.
    b. It allows travelers to quickly split a Hotel/Lodging expense type into multiple expense lines.
    c. It allows hotels to electronically send copies of your lodging receipts to your Expenses Administrator.
    d. None of the above.

Lesson 4.3 – Non-Travel Expenses

Lesson 4.3: Non-Travel Expenses

- Create an FSA Expense Report
- Create an Expense Report for Supplies

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Create an FSA Expense Report

- Flexible Spending Accounts (FSA) are accounts in which money is deducted from an employee's pay for dependent care and/or medical care; these funds are not subject to payroll taxes
- Employees then request reimbursement for FSA expenses from their FSA Accounts

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Create an FSA Expense Report

- Institutions have different processes on submitting FSA reimbursement requests
- FSA Expense Reports go straight to the Accounts Payable department for payment
- Select FSA Expense as the Business Purpose
- When choosing the FSA Expense Type, make sure you select the correct calendar year.

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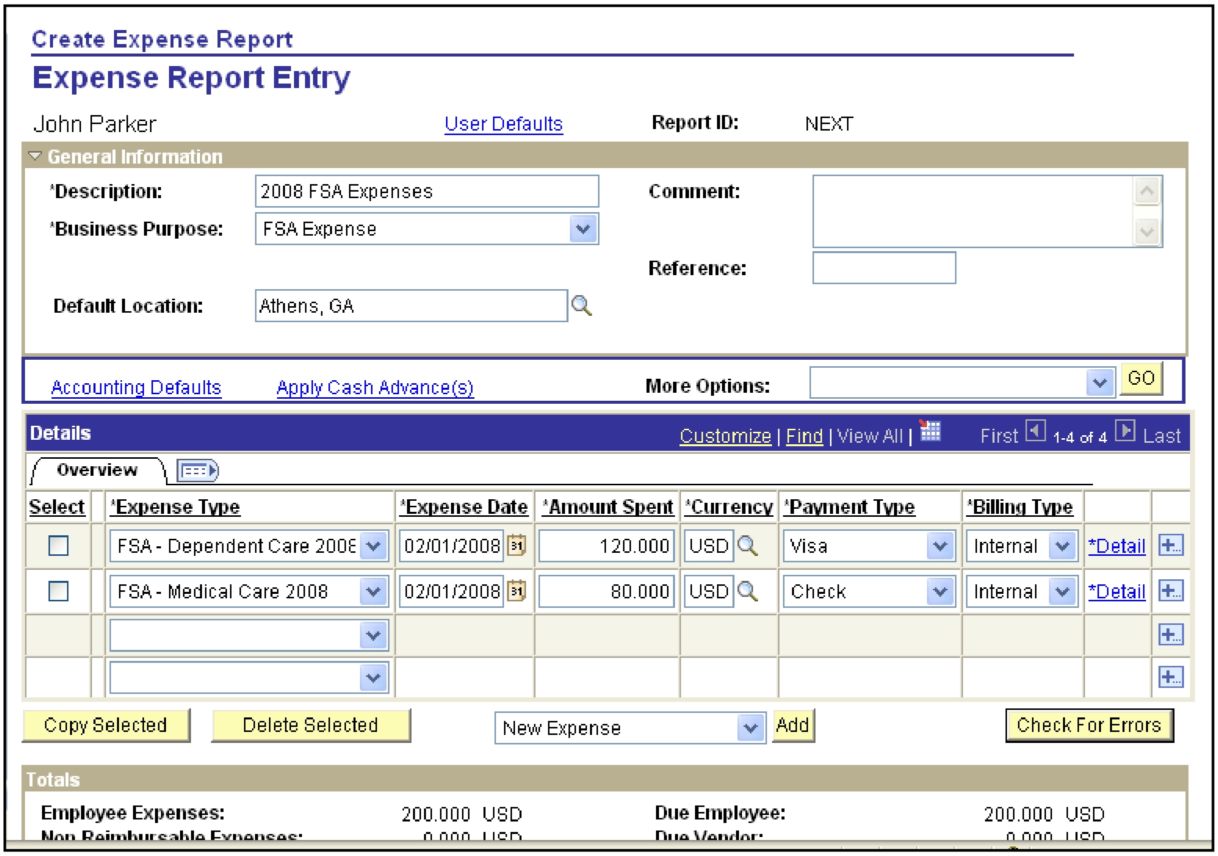
Create Expense Report
Expense Report Entry
John Parker
User Defaults
Report ID:
NEXT
General Information
*Description:
2008 FSA Expenses
*Business Purpose:
FSA Expense
Comment:
Reference:
Default Location:
Athens, GA
Accounting Defaults
Apply Cash Advance(s)
More Options:
GO
Details
Customize | Find | View All |
First 1-4 of 4 Last
Overview
Select
*Expense Type
*Expense Date
*Amount Spent
*Currency
*Payment Type
*Billing Type
FSA - Dependent Care 2008
02/01/2008
120.000
USD
Visa
Internal
*Detail
FSA - Medical Care 2008
02/01/2008
80.000
USD
Check
Internal
*Detail
Copy Selected
Delete Selected
New Expense
Add
Check For Errors
Totals
Employee Expenses:
200.000 USD
Due Employee:
200.000 USD

Create an Expense Report for Supplies

- Choose the Expense Type ‘Supplies (no Pcard)
- All other steps in creating the expense report are the same

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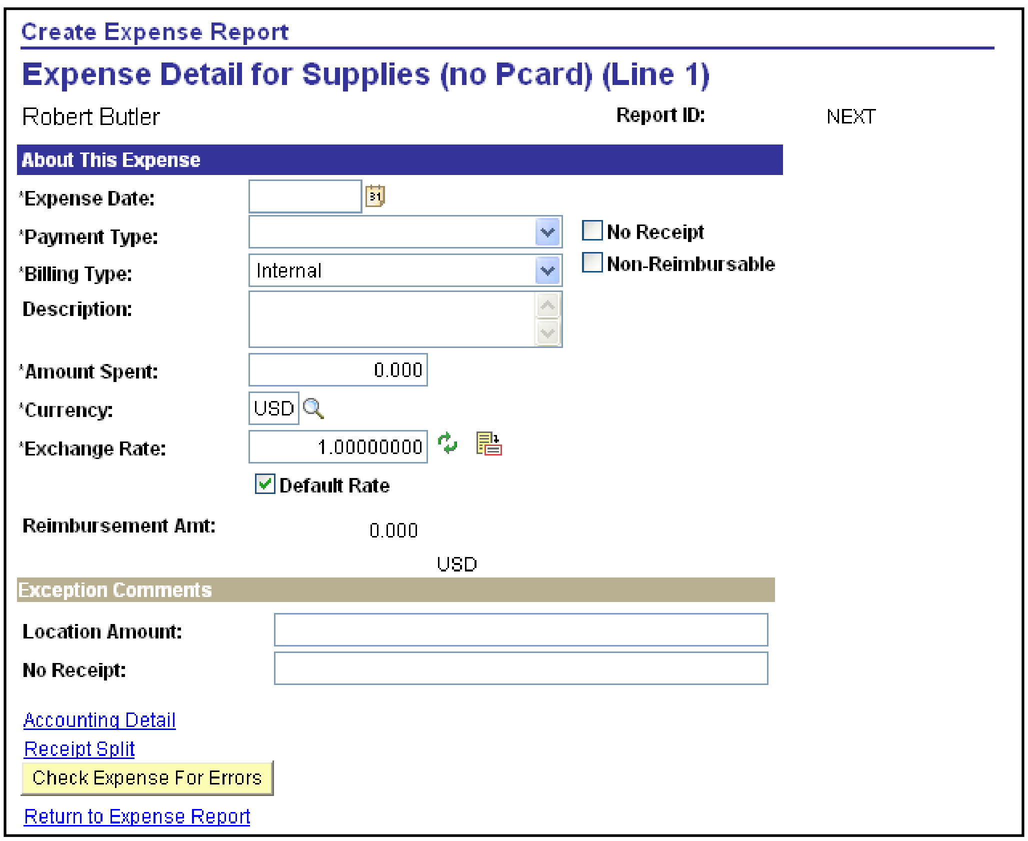

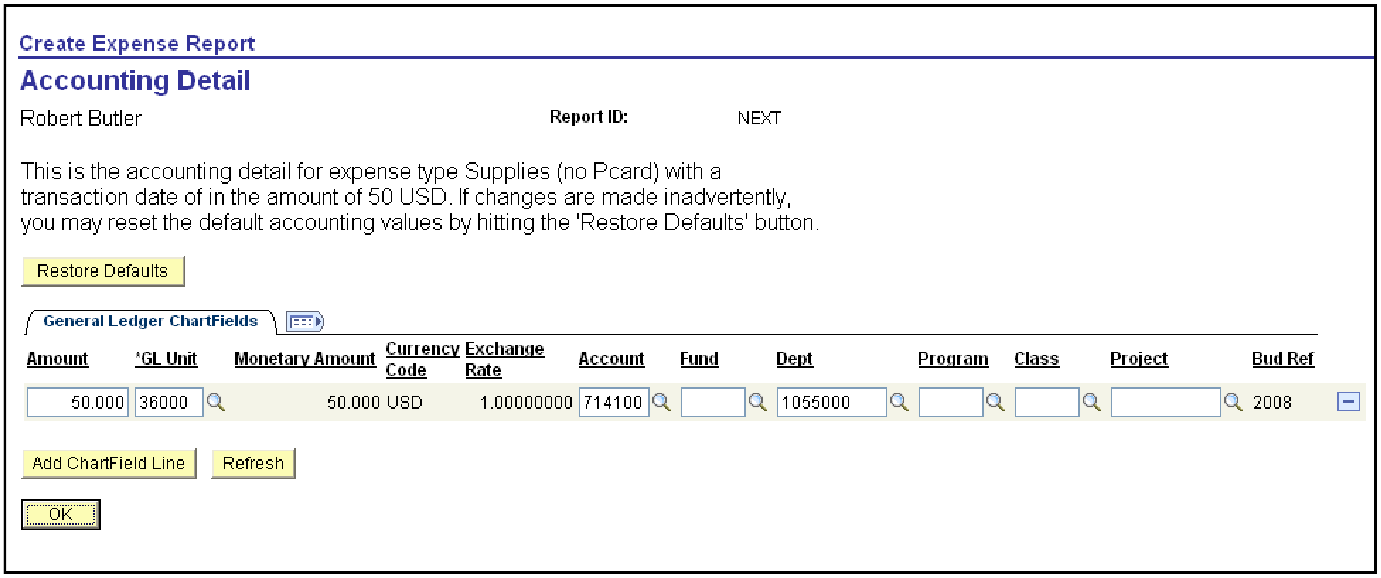

Create Expense Report
Accounting Detail
Robert Butler
Report ID: NEXT
This is the accounting detail for expense type Supplies (no Pcard) with a transaction date of in the amount of 50 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.
Restore Defaults
General Ledger ChartFields
Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Account | Fund | Dept | Program | Class | Project | Bud Ref
50.000 | 36000 | 50.000 | USD | 1.00000000 | 714100 | | 1055000 | | | | 2008
Add ChartField Line
Refresh
OK

Expenses – Traveler Tasks in Expenses

Activity: Create Non-Travel Related Expense Reports

Topics:	Create an FSA Expense Report. Create an Expense Report for Supplies	Business Processes:	EX.020.106 EX.020.100

Activity

Activity Overview

In this activity you will:

A. Create an FSA Expense Report.
B. Create an Expense Report for Supplies.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as EMPL3.
3. 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

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

FIELD	VALUE or STATUS
User ID	TRAVELER03
Password	password01

5. Click the **Sign In** button.

Activity 4.3-1A

Role: Employee

UserID: TRAVELER03

Scenario: You have just paid the bill at the ABC Day Care Center for this month, totaling $120.00. You need to request reimbursement for this dependent care expenditure.

To create an FSA Expense Report:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. In the Quick Start list, ensure **A Blank Report** is listed.
3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER11-FSA Dependent Care
Business Purpose	FSA Expense

4. Enter the following **Details** information in the first Expense Row:

FIELD	VALUE or STATUS
Expense Type	FSA – Dependent Care 2008
Expense Date	7/25/2008
Payment Type	Visa

5. Click the **Detail** link.
6. Enter "*Dependent Care Expenses for July 2008*."
7. Click the **Accounting Detail** link.
8. Verify that the Account number is **213108**.
9. Click the **OK** button.
10. Click the **Return to Expense Report** link.
11. Click the **Check for Errors** button.
12. Click the **Submit** button.
13. Click **OK**.
14. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Activity 4.3-1B

Role: Employee

UserID: TRAVELER03

Scenario: Recently, at a day-long meeting, you had to purchase some emergency office supplies. You had to purchase some cardstock and paid with a check, and then after making that purchase you realize that you forgot to buy extra markers. You rushed back into the store and paid cash for the markers, but have lost your receipt. Now, you need to submit an expense report to be reimbursed.

To create an Expense Report for supplies:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. In the Quick Start list, ensure **A Blank Report** is listed.
3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER12 Supplies for Meeting
Business Purpose	Supplies – PCd Nt Accptd by Vn

4. Enter the following **Details** information in the first Expense Row:

FIELD	VALUE or STATUS
Expense Type	Supplies (no Pcard)
Expense Date	7/23/2008
Amount Spent	25.00
Payment Type	Check

5. Click the **Detail** link.
6. Enter *Emergency supplies for a meeting - Cardstock* in the Description field.
7. Click the **Return to Expense Report** link.
8. Enter the following **Details** information in the second Expense Row:

FIELD	VALUE or STATUS
Expense Type	Supplies (no Pcard)
Expense Date	7/23/2008
Amount Spent	12.00
Payment Type	Cash

9. Click the **Detail** link.

10. Enter ***Emergency supplies for a meeting - Markers*** in the Description field.
11. Click the **No Receipt** checkbox.
12. In the Exception Comments field, enter ***Lost receipt for markers***.
13. Click the **Return to Expense Report** link.
14. Click the **Check for Errors** button.
15. Click the **Submit** button.
16. Click **OK**.
17. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as TRAVELER03.
3. 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

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

FIELD	VALUE or STATUS
User ID	EMPL1
Password	password01

5. Click the **Sign In** button.

Additional Activities

Activity 4.3-1C

Role: Employee

UserID: EMPL1

Scenario: You have just paid for some medical expenses, totaling $75.00. You need to request reimbursement for this medical care expenditure from your FSA Account.

To create an FSA Expense Report (EX.020.106):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. In the Quick Start list, ensure **A Blank Report** is listed.
3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER13 FSA Medical Expenses
Business Purpose	FSA Expense

4. Enter the following **Details** information in the first Expense Row:

FIELD	VALUE or STATUS
Expense Type	FSA – Medical Care 2008
Expense Date	7/14/2008
Payment Type	Visa

5. Click the **Detail** link.

6. Enter *"**Medical Care Expenses for July 2008**."*
7. Click the **Accounting Detail** link.
8. Verify that the Account number is **213108**.Click the **OK** button.
9. Click the **Return to Expense Report** link.
10. Click the **Check for Errors** button.
11. Click the **Submit** button.
12. Click **OK**.
13. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Activity 4.3-1D

Role: Employee

UserID: EMPL1

Scenario: Recently, you needed to purchase some office supplies from a vendor who would accept a PCard for payment. You paid cash and now need to be reimbursed.

To create an Expense Report for supplies (EX.020.100):

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Create

1. Click the **Return to Expense Report Entry** link.
2. In the Quick Start list, ensure **A Blank Report** is listed.
3. Enter the following information:

FIELD	VALUE or STATUS
Description	ER14 Supplies – No Pcard
Business Purpose	Supplies – PCd Nt Accptd by Vn

4. Enter the following **Details** information in the first Expense Row:

FIELD	VALUE or STATUS
Expense Type	Supplies (no Pcard)
Expense Date	7/15/2008
Amount Spent	80.00
Payment Type	Cash

5. Click the **Detail** link.
6. Enter ***Office Supplies*** in the Description field.
7. Click the **Return to Expense Report** link.
8. Click the **Check for Errors** button.
9. Click the **Submit** button.
10. Click **OK**.
11. Note the Expense Report ID on your Expense Transaction ID Reference Grid.

Lesson 4.4 – Other Traveler Functions

Lesson 4.4: Other Traveler Functions

- View an Expense Report's pending actions and action history.
- Review Employee Expense history.
- Identify when Travel Authorizations can be canceled and deleted.
- Cancel an approved Travel Authorization.
- Identify the purpose of and use the Notify button.

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View an Expense Report's Pending Actions and Action History

- Can view an Expense Report you previously submitted to see where it is in the approval process
- Use the View/Print option
- Pending Actions section displays the approval levels and names of approvers (if not pooled) which are still required
- Action history section displays any actions that have been taken on the transaction

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Printable View

Pending Actions — Customize | Find | First 1-3 of 3 Last

Profile	Name	Action	Date/Time
2nd Level Finance Business Man	Humphries,Sarah		
Reviewer	(Pooled)		
AP Payment Approval - Rcpt Ver	(Pooled)		

Action History — Customize | Find | First 1-2 of 2 Last

Profile	Name	Action	Date/Time
	McGill,Shaina	Submitted	04/21/2008 4:13:03PM
1st Level Finance Dept Manager	Thomas,Evelyn	Approved	04/21/2008 4:15:11PM

Return to Expense Report

Return to Search | Previous in List | Next in List | Notify

Review Employee Expense History

- EX provides you the capability to review your past expense history
- Similar to the "view" function within each transaction type, however this page provides you with the ability to view all transactions in one location

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Review Employee Expense History

- The "view" feature displays all transactions that have been submitted
- The Employee Expense History feature only lists transactions which have been Paid, Denied, or Closed
- If you have delegated authority to another user, that user will be able to review your expense history on this page

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Expenses – Traveler Tasks in Expenses

Activity: Viewing Expense Report Information

Topics:	View an Expense Report's Pending Actions and Action History Review Employee Expense History.	Business Processes:	EX.060.016 EX.060.024

Activity

Activity Overview

In this activity you will:

A. Review Employee Expense History.

B. Cancel a Travel Authorization.

Login Information – Portal

1. You need to log in as a different traveler.
2. Log out as TRAVELER03.
3. 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

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

FIELD	VALUE or STATUS
User ID	EMPL1
Password	password01

5. Click the **Sign In** button.

Activity 4.4-1A

Role: Traveler

UserID: EMPL1

Scenario: You need to view Expense Report ER01 Athens 1 Day Training. You can retrieve the Expense Report ID from your Expense Report ID Reference Grid, line #7

To view an Expense Report:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Reports > View/Print

1. Click the **Search** button.
2. Select Report ID for the expense report with the description **ER01Athens 1 Day Training** (line #7 on your reference grid).
3. Review the details of the Expense Report.
4. Note the current approval level the Expense Report is sitting: ____________
5. Note who has already approved the Expense Report: __________________.

Topics:	View an Expense Report's Pending Actions Review Employee Expense History	Business Processes:	EX.060.016 EX.060.024

Activity 4.4-1B

Role: Traveler

UserID: EMPL1

Scenario: You need to review your listing of paid transactions. Drill down to review the payment information for each transaction.

To review expense history:

NAVIGATION	**Travel and Expenses Home > Employee Self-Service > Review Payments > Review Expense History**

1. Select any entry by clicking on the ID.
2. Review the Action History of the transaction to see who approved the transaction, as well as when it was approved.
3. Click the **Return to Review Expense Hist** link.
4. Continue to review transactions by clicking on the individual ID numbers.

Canceling Travel Authorizations

- You may need to cancel Travel Authorizations that have not been applied to an Expense Report
- You can only cancel a Travel Authorization if it has been completely approved through all active approval levels
- The ‘cancel’ function triggers an automatic budget-checking process to reverse out encumbrances that were previously recorded

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Canceling Travel Authorizations

- If your trip is canceled after your TAuth was completely approved, go ahead and cancel it
- If your trip is canceled and your TAuth is still in the approval process, ____

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Use the Notify Function

- Optional way to send email correspondence to individuals about a specific expense transaction or expense page
- Notify button is available on several pages through the EX module
- If you know the email addresses of the individuals you wish to notify, you can enter them directly

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Use the Notify Function

- If you are not sure of the email address and you wish to notify someone within the PeopleSoft system, you can use the Lookup Recipient link
- You can enter any email address
- Enter all other fields as you would any email message
- Message includes a link to the page from which you activated the Notify function

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Expenses – Traveler Tasks in Expenses

Activity: Cancel an Approved Travel Authorization

Topics:	Cancel an Approved Travel Authorization Use the Notify button	Business Processes:	EX.020.200 EX.060.040

Activity

Activity Overview

In this activity you will:

A. Review Employee Expense History.
B. Cancel a Travel Authorization.

Login Information – Portal

1. You should still be logged in as EMPL1. If not, log out of the 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 (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EMPL1
Password	password01

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

Activity 4.4-2A

Role: Traveler

UserID: EMPL1

Scenario: You receive an email that indicates your training in Athens for 8/20/2008 was canceled. You need to cancel the previously submitted and approved travel authorization for this trip. The description for this Travel Authorization is TA71 Time Management Training, and the Travel Authorization ID is 0000300003.

To cancel a Travel Authorization:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Travel Authorizations > Cancel

1. Select the row of Travel Authorization with the description **TA71 Time Management Training (ID = 0000300003)**.
2. Click the **Cancel Selected Travel Authorization(s)** button.
3. Click the **OK** button.
4. Note that the Travel Authorization no longer appears in the list.

Activity 4.4-2B

Role: Traveler

UserID: EMPL1

Scenario: You want to notify the Department Manager 1 that your training was canceled and will not be seeing an expense report for it next month.

To create an review expense history:

NAVIGATION	Travel and Expenses Home > Employee Self-Service >Travel Authorization > View

1. Select the Travel Authorization with the description **TA71 Time Management Training (ID = ___)**.
2. Click the **Notify** button.
3. Click the **Lookup Recipient** link.
4. Search for the email address for Blake Simpson (enter **Simpson,Blake** in the Search field) and enter him in the To field by clicking the **To** checkbox and then the **Add to Recipient List** button.
5. Click the **OK** button.
6. Select **High** Priority.
7. Enter ***Training Canceled*** in the Subject link.
8. Enter ***This training was canceled for next month*** the message field.
9. Click the **OK** button.

Review: Lesson 4.3 and 4.4

1. When may a traveler cancel a Travel Authorization they have already submitted?
    a. If it has not been applied to an expense report.
    b. If it has been completely approved by all approvers.
    c. If it has not been completely approved by all approvers.
    d. Both A & B.
    e. Both A & C.

2. A traveler may delete a travel authorization that has been submitted for approval?
    a. True
    b. False

3. Which transactions are displayed on the Employee Expense History page?
    a. All transactions
    b. Only paid transactions
    c. Only paid and closed transactions
    d. Only paid, denied, and closed transactions

4. Where can you review approval actions taken on each expense transaction?
    a. Through a request to your Expenses Administrator.
    b. In the Totals section of the individual expense transaction.
    c. Through the Review Employee Expense History summary page.
    d. In the Action History section of the individual expense transaction.

5. You can only send Expense notification emails to users set up in the PeopleSoft system.
    a. True
    b. False

Lesson 5.0 – Approver/Reviewer Tasks in Expenses

Lesson 5.0 Objectives:

- Identify how Workflow Approvals work and what the differences are in approval roles.
- Identify the approver's responsibilities for ensuring Expenses Workflow functions effectively and efficiently.
- Identify the responsibilities and perform the appropriate actions for approvers at all levels for Expense transactions.

Lesson 5.0 Components:

- Lesson 5.1 – Workflow and Approvals
- Lesson 5.2 – Approver/Reviewer Responsibilities
- Lesson 5.3 – Approver/Reviewer Actions
- Lesson 5 Quiz

Lesson 5.1: Workflow and Approvals

- Identify how approvals work within Expenses Workflow
- Identify the differences in approval roles

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Workflow for Approvers and Reviewers

- EX Workflow uses an intricate system of routing rules to determine how a transaction is routed to the necessary approval levels
- EX Workflow can be divided into five areas
  - Workflow System Configuration
  - Approval Assignment
  - Designated Approver
  - Alternate Approver
  - Reassign

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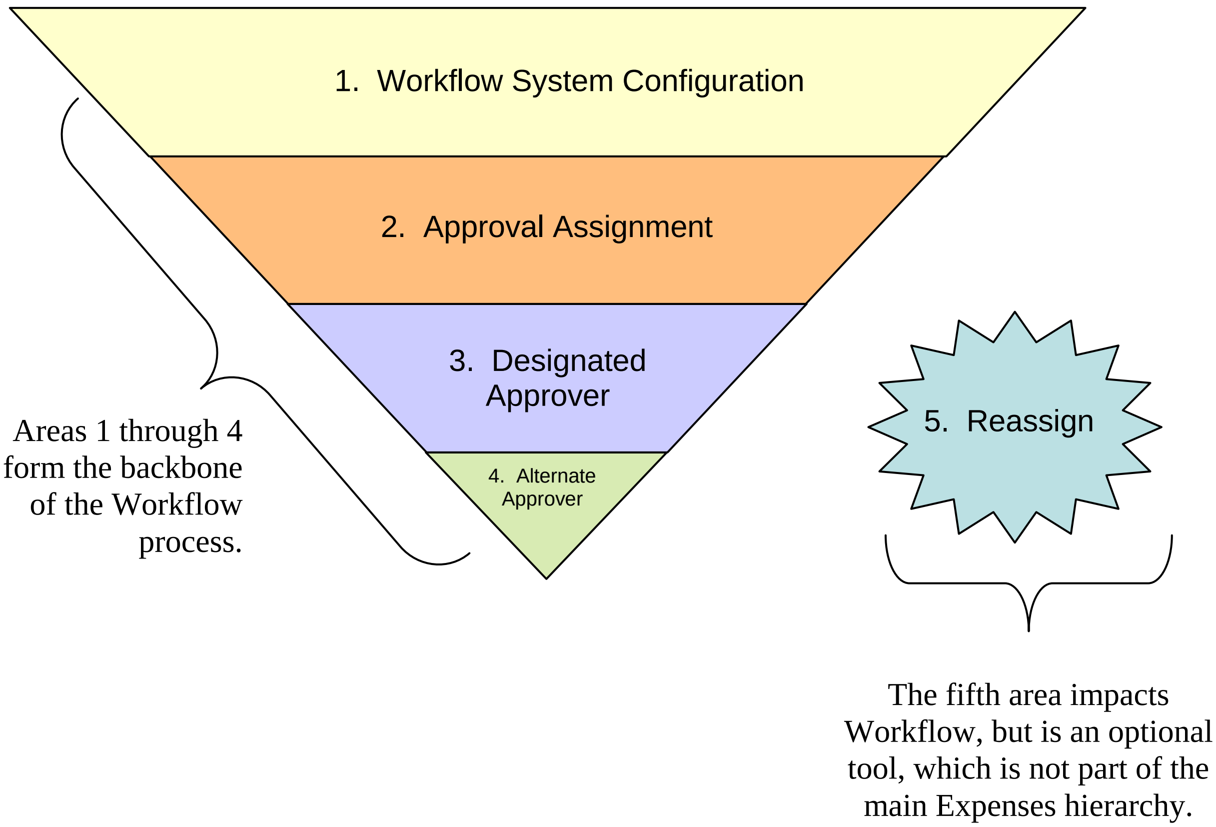
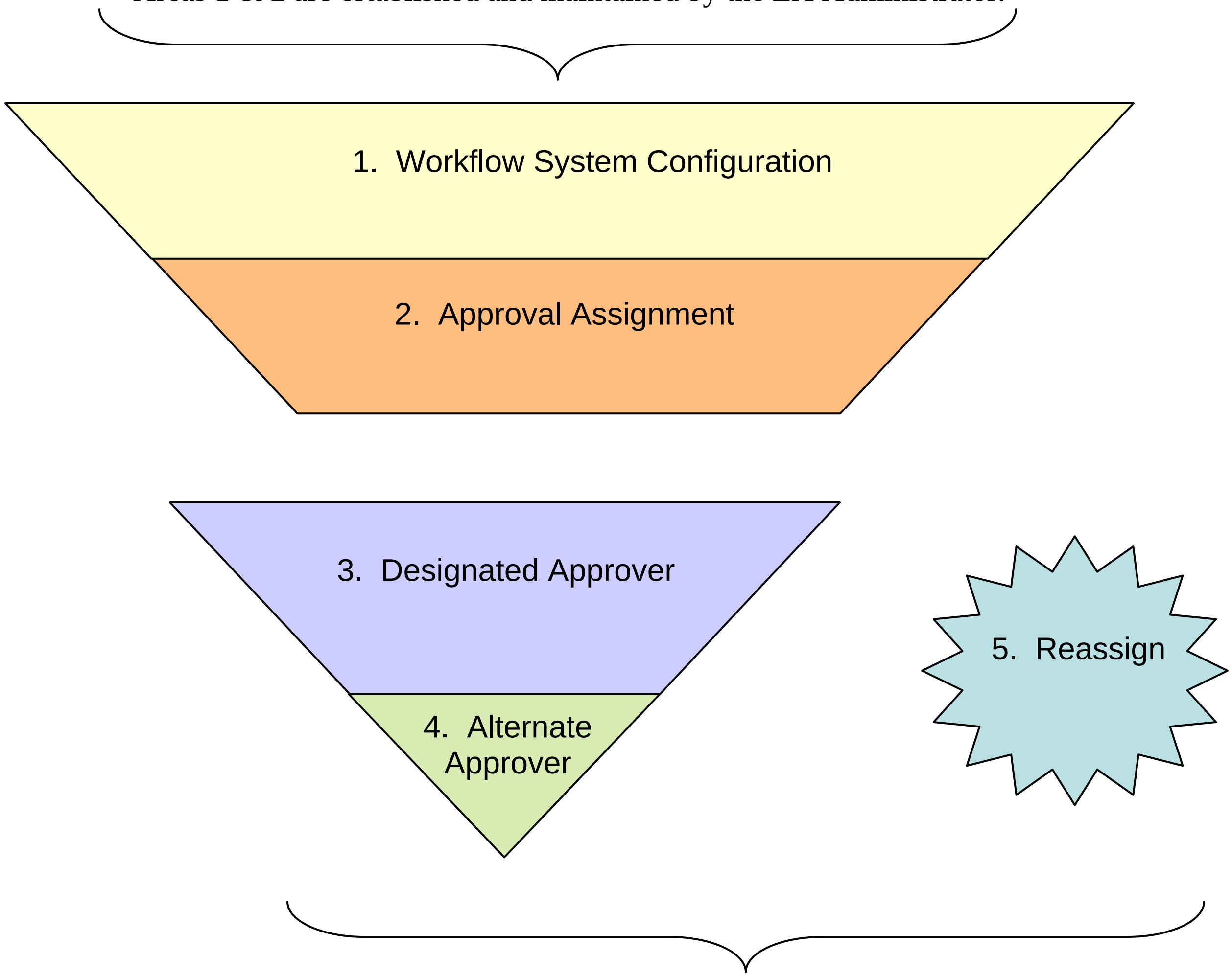

1. Workflow System Configuration
2. Approval Assignment
3. Designated Approver
4. Alternate Approver
Areas 1 through 4 form the backbone of the Workflow process.
5. Reassign
The fifth area impacts Workflow, but is an optional tool, which is not part of the main Expenses hierarchy.

Areas 1 & 2 are established and maintained by the EX Administrator.



As an individual approver, you have control over areas 3 through 5.

Workflow for Approvers and Reviewers

- Area 1 – Workflow System Configuration
  - Highly technical & governs how the entire Workflow process is structured
  - Delivered by GeorgiaFIRST
  - Minor adjustments can be made at the institution to adapt the Workflow process to fit the business needs of your school

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Workflow for Approvers and Reviewers

- Area 2 – Approval Assignment
  - A list by User ID, of which departments and projects each user will approve for
  - Maintained by your EX Administrator
  - Governs how the majority of EX transactions are routed

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Approver Assignments

Approver Profile: DEPT_MANAGER1

Customize | Find | First 1-3 of 3 Last

*User Id	Employee ID	Name	*Department From	*Department To
ACOOK	001088	Angie Cook	TC5DPT1	TC5DPT1
EMPL3	EMPL3	Blake Simpson	UATDPT1	UATDPT6
TC5EX1	000120	Rogers, Camille	TC5DPT	TC5DPT

Workflow for Approvers and Reviewers

- Permanent changes regarding which employee should receive expense transactions for a particular department or project should be communicated to your EX Administrator so this list can be accurately maintained

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Approver Assignments

Approver Profile: DEPT_MANAGER1

Customize | Find | First 1-3 of 3 Last

*User Id	Employee ID	Name	*Department From	*Department To
ACOOK	001088	Angie Cook	TC5DPT1	TC5DPT1
EMPL3	EMPL3	Blake Simpson	UATDPT1	UATDPT6
TC5EX1	000120	Rogers, Camille	TC5DPT	TC5DPT

Workflow for Approvers and Reviewers

- 3rd, 4th, and 5th areas handle instances when the Approval Assignment list requires a temporary override
- As an approver, you have control over when these overrides are used
- When may an override be necessary?

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Workflow for Approvers and Reviewers

- If I am both the traveler and an approver for the same department, do I approve my own transactions?
- If I am on vacation or out of the office for an extended amount of time, can I have another user approve the items in my Worklist?
- If I receive a transaction in error, can I reassign this transaction to another approver?

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Workflow for Approvers and Reviewers

- Area 3 = Designated Approver
- Solves the dilemma related to a traveler being responsible for approving his/her own expense transactions
- When the User ID submitting the EX transaction is the same as the User ID listed in the approval assignment, the system will not route the transaction to this individual, because a traveler is not permitted to approve his/her own transactions

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Workflow for Approvers and Reviewers

- Transaction will be routed to the Designated Approver
- Every EX approver should specify a designated approver; if one is not specified, the transaction will route to the Workflow Administrator and must be manually assigned

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Workflow for Approvers and Reviewers

- Area 4 = Alternate Approver
- Solves the dilemma of who will approve expense transactions if an employee is on vacation or out of the office for an extended period of time
- Unlike other areas of EX hierarchy, the Alternate Approver is a **temporary** override that is based on a set date range

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Workflow for Approvers and Reviewers

- Assigning an Alternate Approver only works for transactions that have not yet been sent to your Worklist for approval
- If you have transactions that are already in your Worklist, you can use the 'reassign' function to assign existing transactions to another approver

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Workflow for Approvers and Reviewers

- Area 5 = Reassign
- Allows a user to take a transaction that is currently awaiting his/her approval and reassign it to another approver
- The newly assigned approver must have the appropriate security access to be able to approve transactions

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Workflow for Approvers and Reviewers

- Workflow looks at the Department and Project values within the Chartfield of the transaction
- Matches these values to a User ID within the Expenses Hierarchy
- Uses the information to route the transactions through the required levels of approval

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Workflow for Approvers and Reviewers

- Routings are dependent on transaction
  - FSA Expense Reports go directly to the AP Auditor
  - Travel Authorizations do not go to the AP Auditor
- If your institution is not using a particular approval level, the transaction will route to the next higher level

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Differences in Approval Roles

- Routings are also dependent on the transaction
- FSA Expense Reports go directly to the AP Auditor
- Cash Advances do not go to the Project/Grant approver
- Travel Authorizations do not go to the AP Auditor

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Lesson 5.2 – Approver/Reviewer Responsibilities

Lesson 5.2: Approver/Reviewer Responsibilities

- Assign a designated approver.
- Specify alternate user routing.
- Identify the purpose for reassigning approval work.

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Assign a Designated Approver

- As an approver, you should specify a designated approver
- Exception to the designated approver routing/necessity:
  - Multiple approvers for a pooled approver level (Reviewers or AP Auditors)
  - System routes a traveler's transaction to a fellow approver for that same level

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Specify Alternate User Routing

- FIN – 'My System Profile'
- If you are an approver for ePro transactions, this function will route your ePro transactions as well
- Select a User ID and input the selected dates

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Reassign Approval Work

- Can only be done for a transaction that is pending approval or held in an approver's Worklist
- Must have appropriate security access
- If you reassign a transaction to an approver who happens to be the originator of the transaction, the system continues; however, this individual will receive an error message

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Expenses – Approver/Reviewer Tasks in Expenses

Activity: Assign a Designated Approver and Specify Alternate User Routing

Topics:	Assign a Designated Approver Specify Alternate User Routing	Business Processes:	EX.010.090 EX.010.013

Activity

Activity Overview

In this activity you will:

A. Assign a Designated Approver.
B. Specify Alternate User Routing.

Login Information – Portal

1. You now need to log in as the approver, Blake Simpson (Department Manager 1)
2. Log out as EMPL1.
3. 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**

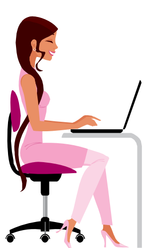
4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	**VALUE or STATUS**
User ID	APPROVER01
Password	password01

5. Click the **Sign In** button.

Activity 5.2-1A

Role: Dept Mgr 1



UserID: APPROVER01

Scenario: Your Department has mandated that every approver will assign a designated approver. You need to assign Blake Simpson (EMPL3) as your designated approver.

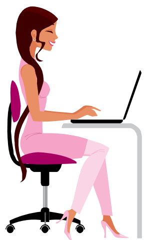
To assign a Designated Approver:

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

1. Click the **Look up Designated Approver** button.
2. Select User ID **EMPL3** for **Blake Simpson**.
3. Click the **Save** button.

Activity 5.2-1B

Role: Dept Mgr 1



UserID: APPROVER01

Scenario: You have just scheduled a vacation and will be out of the office for two weeks. You need to assign an alternate approver to take care of any expense transactions that would come into your queue during that time. Assign Blake Simpson (EMPL3) to be your alternate approver from 11/3/2008 to 11/11/2008.

To reassign approval work:

NAVIGATION	**Travel and Expenses Home > My System Profile**

1. Click the **Look up Alternate User ID** button.
2. Select User ID for **Blake Simpson** (EMPL3).
3. Enter ***11/3/2008*** for the From Date field.
4. Enter ***11/11/2008*** for the To Date field.
5. Click the **Save** button.
6. Click the **Home** link.

Lesson 5.3 – Approver/Reviewer Actions

Lesson 5.3: Approver/Reviewer Actions

- Identify the different approval methods and options.
- Define Budget Checking.
- Identify the budget checking status required to approve expense transactions.
- Define budget checking exceptions.

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Lesson 5.3: Approver/Reviewer Actions

- Perform approval actions as a Department Manager 1.
- Perform approval actions as a Department Manager 2.
- Perform approval actions as a Project/Grant Approver.
- Perform approval actions as a Reviewer.
- Perform approval actions as an AP Auditor.

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Approval Methods and Options

- Three methods to review and approve expense transactions:
  - Email Notification
  - Worklist
  - Summary Approvals Page

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Approval Methods and Options

- Three methods to review and approve expense transactions:
  – Email Notification
  – Worklist
  – Summary Approvals Page

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Approval Methods

- Email Notification
  – When an employee submits an expense transaction, Workflow routes the transaction based on approver assignments to the next appropriate approver
  – System generates an email to the approver
  – Link in the email takes them directly to the approval page (or log-in page)

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Approval Methods

- Worklist
  – Can be accessed by the link in the menu or the link at the top of the page
  – Detail View: provides Worklist details, in particular, the exact time each report was submitted
  – Naming Convention:
    - TAApproval = Travel Authorizations
    - ERApproval = Expense Reports
    - CAApproval = Cash Advances

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Approval Methods

- Summary Approval Page
  - Accessed through the Manager Self-Service link
  - Can process multiple transactions at one time
  - Still required to carefully review each transaction before performing an approval action

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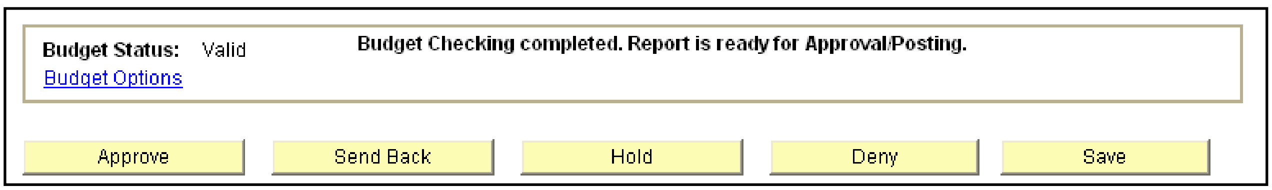

Approver Options

- Approve:
  - Sends the transaction to the next approver in line
- Deny
  - Can deny an entire transaction, or just a particular line
  - If you deny an entire transaction, it cannot be resubmitted by the employee

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Approver Options

- Send Back
  - Can send the transaction back to the originating employee for revisions and/or corrections
  - Employee can resubmit it
  - If a transaction is sent back at any approval level, it must go through the entire approvals process again when resubmitted

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Approver Options

- Hold
  - Can place a transaction on hold if you need additional information/time before making a decision
  - Status changes from "Submitted for Approval" to "Approval in Process" because an action has been taken on it
  - Will stay in the approver's Worklist until an action is taken

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Budget Checking

- This is also an Approver option
- Budget checking enables you and the institution to know whether or not there are enough funds to pay for the expense
- It is the comparison of a pending transaction amount against the budget it is set to be charged to

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Budget Checking

- Ensure that a budget has been adequately setup and that there are sufficient funds to post the pending transaction, before the transaction is actually posted
- Is a part of Commitment Control

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Budget Checking

- Budget Checking records encumbrances in the Commitment Control Budget and then reverses the encumbrances when actual expenses are recorded
- Travel Authorizations and Expense Reports must be budget checked, including any changes and cancellations

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Required Budget Check Status

- Before the first approver can approve any Travel Authorization or Expense Report, it must have a Valid budget status
- Valid = transaction has passed budget checking and can continue the approval process

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Budget Checking Exceptions

- Budget Checking Exception: Issued for transactions that fail budget checking validations
  - Warnings: transaction has been recorded in the system, but informs you of the exception conditions
  - Error: transaction failed budget checking and must be corrected before it will post to the Commitment Control Ledgers and General Ledger

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Budget Checking Exceptions

- Some reasons expense transactions fail budget checking:
  - Chartfields in the accounting distributions are incorrect
  - Insufficient funds to support the expense
  - Budget is permanently or temporarily closed
  - No budget exists

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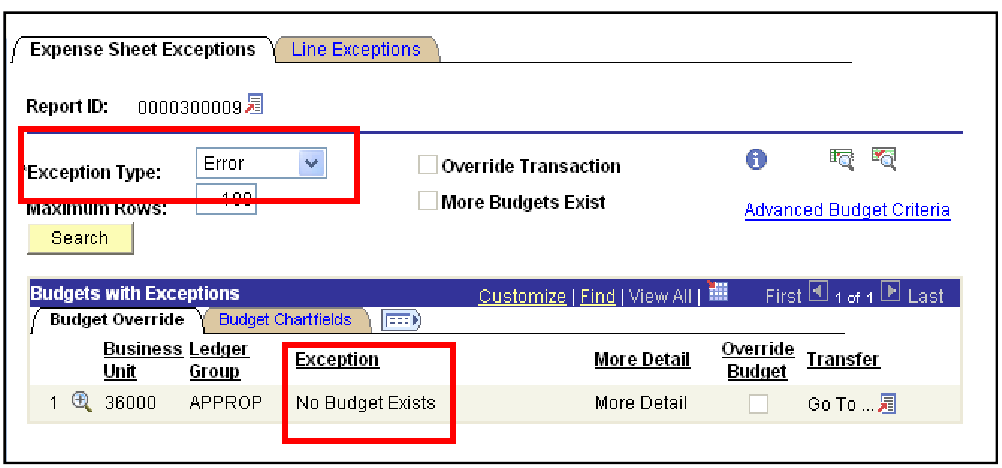

When to Budget Check

- When an expense transaction is eligible for budget checking, EX sets the budget status to “N” to indicate that the transaction requires budget checking

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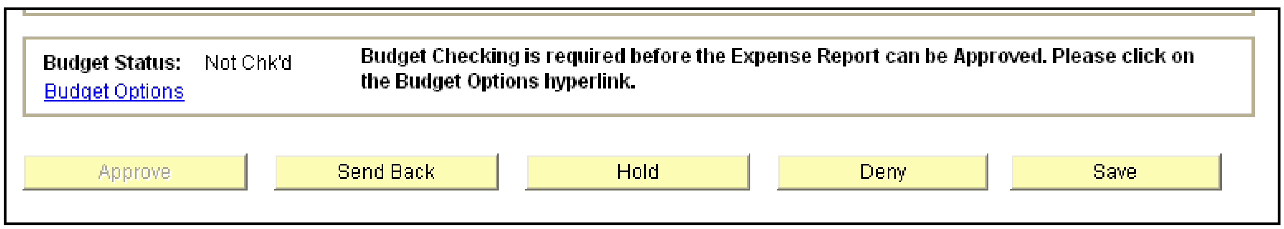

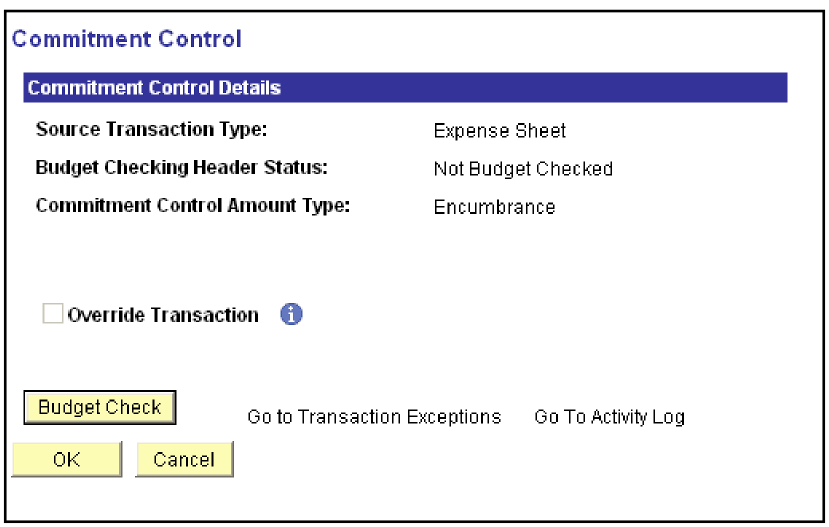

When to Budget Check

- The following require budget checking (Expense Reports and Travel Authorizations only)
  - Transaction was previously budget checked, but is now being canceled or denied
  - Amounts or distribution info was previously budget checked, but were changed
  - Transaction was previously budget checked but is now being returned to the originator for revisions
  - Payment for an Expense Report is cancelled and voided (not to be reissued)

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How to Budget Check

- Budget checking can be done online or through a nightly batch process
- Check with your institution to determine who is responsible for correcting budget checking errors

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Summary Approvals Page

- Go through the Manager Self-Service link
- Individual tabs allow you to concentration on just those types of transactions

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Summary Approvals Page

- Can also search for transactions in a pending approval status
- Can change the sort order
- Approver actions are listed at the top of the page
- It is recommended that you DO NOT run budget checking on multiple transactions from this page

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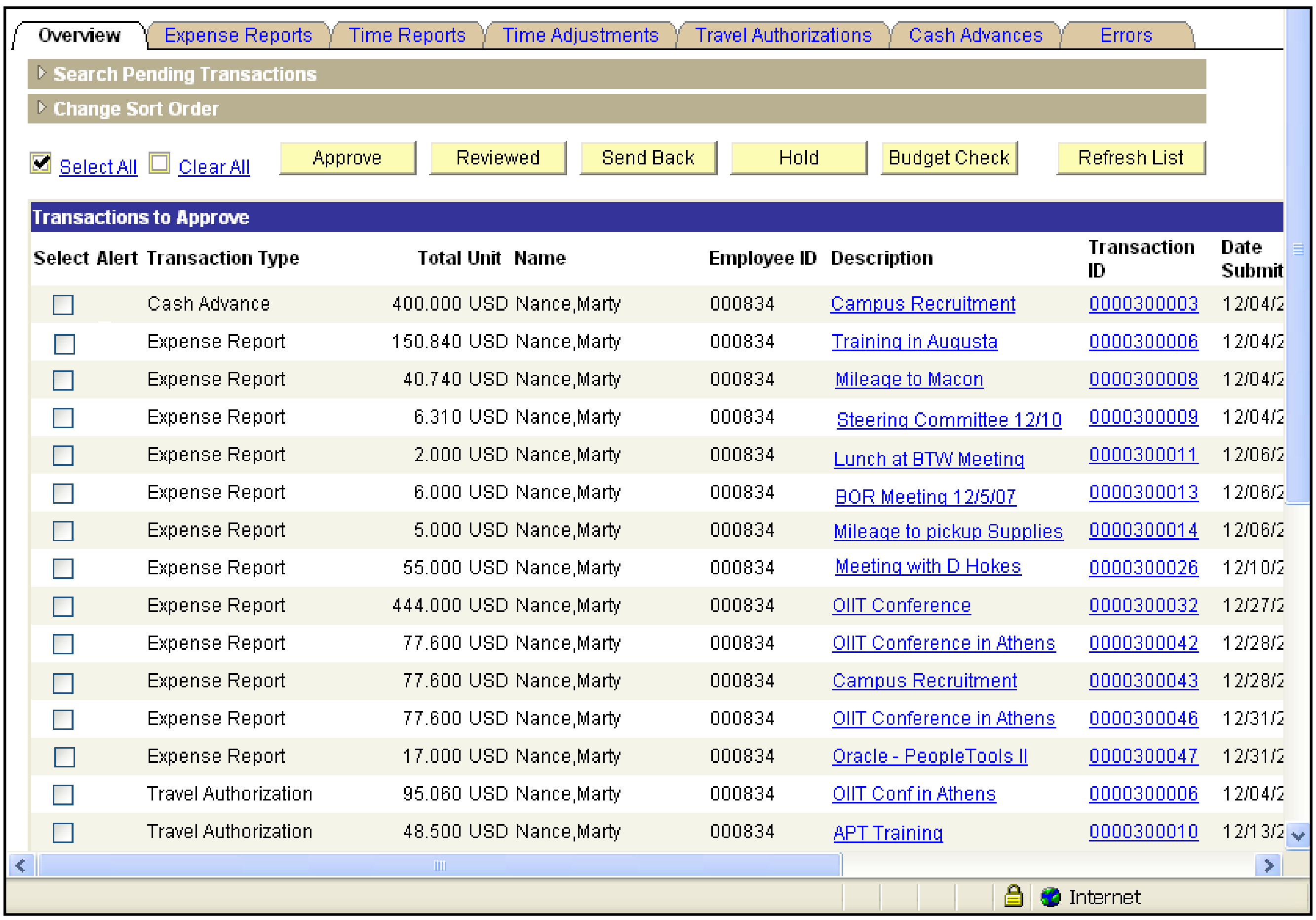

Select	Alert	Transaction Type	Total Unit	Name	Employee ID	Description	Transaction ID	Date Submit
		Cash Advance	400.000 USD	Nance,Marty	000834	Campus Recruitment	0000300003	12/04/2
		Expense Report	150.840 USD	Nance,Marty	000834	Training in Augusta	0000300006	12/04/2
		Expense Report	40.740 USD	Nance,Marty	000834	Mileage to Macon	0000300008	12/04/2
		Expense Report	6.310 USD	Nance,Marty	000834	Steering Committee 12/10	0000300009	12/04/2
		Expense Report	2.000 USD	Nance,Marty	000834	Lunch at BTW Meeting	0000300011	12/06/2
		Expense Report	6.000 USD	Nance,Marty	000834	BOR Meeting 12/5/07	0000300013	12/06/2
		Expense Report	5.000 USD	Nance,Marty	000834	Mileage to pickup Supplies	0000300014	12/06/2
		Expense Report	55.000 USD	Nance,Marty	000834	Meeting with D Hokes	0000300026	12/10/2
		Expense Report	444.000 USD	Nance,Marty	000834	OIIT Conference	0000300032	12/27/2
		Expense Report	77.600 USD	Nance,Marty	000834	OIIT Conference in Athens	0000300042	12/28/2
		Expense Report	77.600 USD	Nance,Marty	000834	Campus Recruitment	0000300043	12/28/2
		Expense Report	77.600 USD	Nance,Marty	000834	OIIT Conference in Athens	0000300046	12/31/2
		Expense Report	17.000 USD	Nance,Marty	000834	Oracle - PeopleTools II	0000300047	12/31/2
		Travel Authorization	95.060 USD	Nance,Marty	000834	OIIT Conf in Athens	0000300006	12/04/2
		Travel Authorization	48.500 USD	Nance,Marty	000834	APT Training	0000300010	12/13/2

Summary Approvals Page

- To choose a transaction (or transactions) to act upon, select it by checking the box and then perform the function required
- To review the details of a transaction, just click its link
- From the individual transaction page, you can navigate back to the list, or you can go to the next or previous transaction in the list

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Approval Actions

- Normally, budget checking is done in a nightly batch.
- Need to perform online budget checking to move the transactions.

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Budget Check and Approve a Travel Authorization or Expense Report

- Select the transaction from the Worklist
- Click on The transaction Detail link to view its details
- Note the Budget Status; must be Valid before you can approve it
- Can go ahead and budget check the transaction online; don't have to wait for the nightly batch process

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Budget Check and Approve a Travel Authorization or Expense Report

- Budget Options link > Budget Check button
- If the process runs successfully, you will see Valid Budget Check on the page
  - Commitment Control information will also be populated
- To approve the transaction, click the Approve button
- Same actions for Cash Advances, but no budget checking is required

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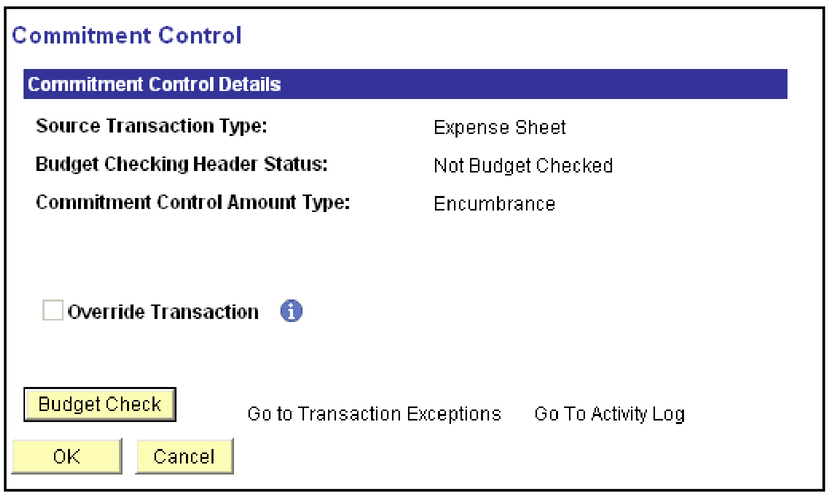

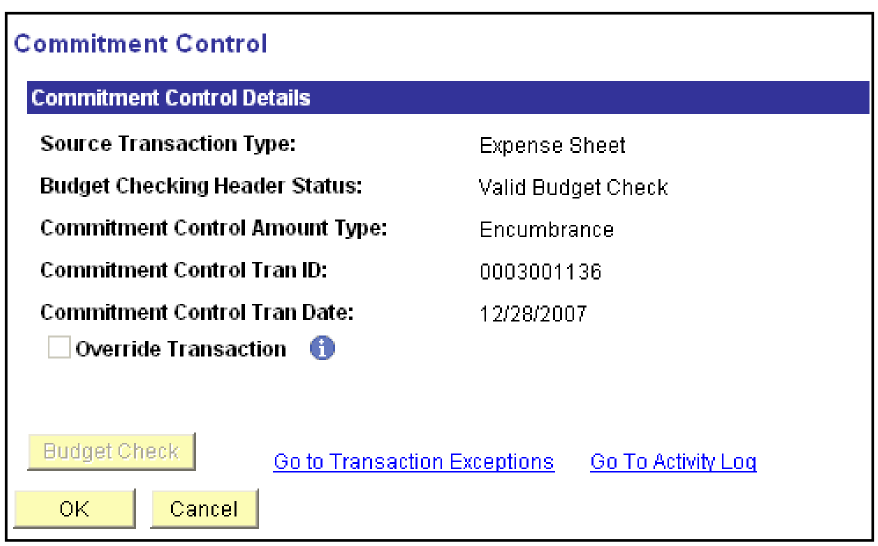

Place an Expense Transaction on Hold

- Helpful if you need more time to make a decision; remains in your Worklist
- Changes status from “Submitted for Approval” to “Approval in Process”
- Updates status on the travel authorization entry form to “On Hold”
- Budget Checking is not required
- “Hold” button

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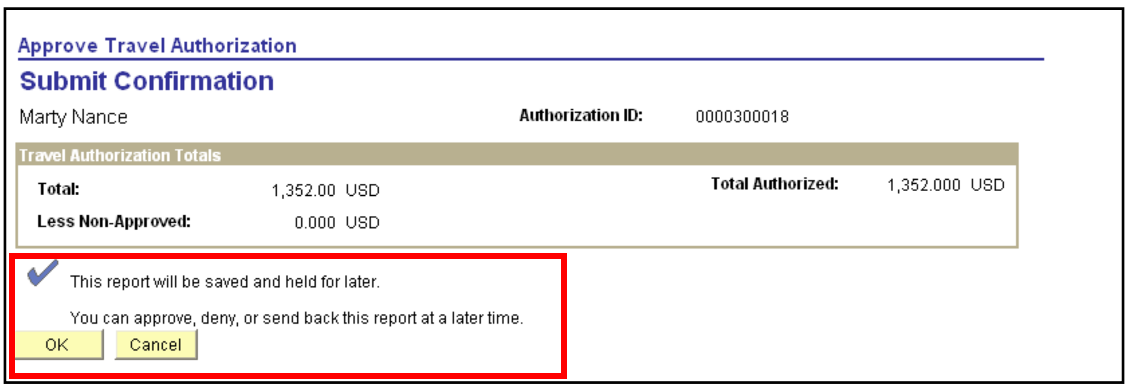

Send Back an Expense Transaction

- Can send back an Expense Transaction to an employee for revision and/or correction
- Employee can then resubmit it
- If a higher approval level sends back a transaction to an employee, the transaction must be routed through the normal approval levels once it is resubmitted

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Send Back an Expense Transaction

- If a transaction is being sent back by the first approver, it is NOT required to be budget checked
- Whenever you send back an expense transaction, you must include an explanation in the Comments section.
- Comments should include a specific explanation as to what needs correction and/or the reason you are sending back the transaction

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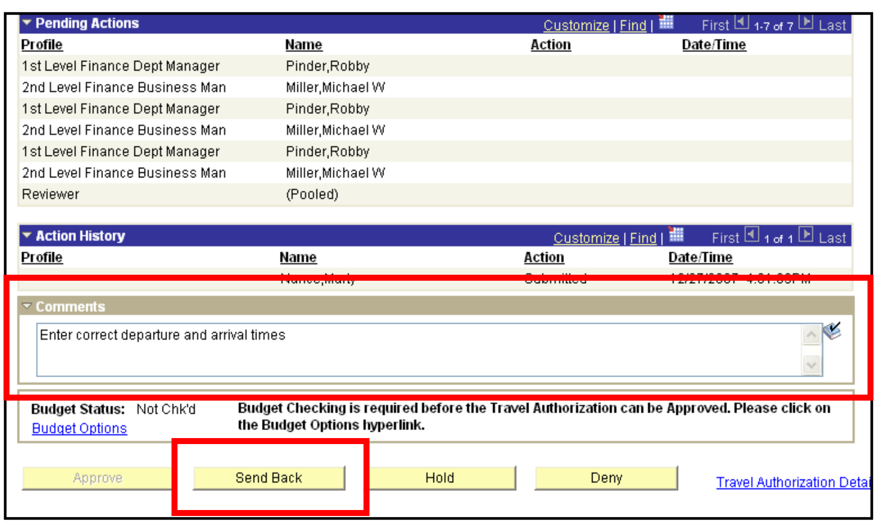

Deny an Expense Transaction

- Can deny an entire transaction, or just a particular line
  - Cash Advances must be denied in whole or sent back for revision
- If entire transaction is denied, employee cannot resubmit it
- If a particular line is denied, use the Send Back function in which the employee has the opportunity to review the denied line
  - Once denied, that line cannot be reactivated

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Deny an Expense Transaction

- Must provide an explanation in the comments section
- If you choose to deny a line, uncheck the Expense checkbox at the bottom of the page and select the appropriate reason
  - Incomplete Information
  - Missing Required/Original Receipt
  - Not within state guidelines
  - Prior travel authorization not received

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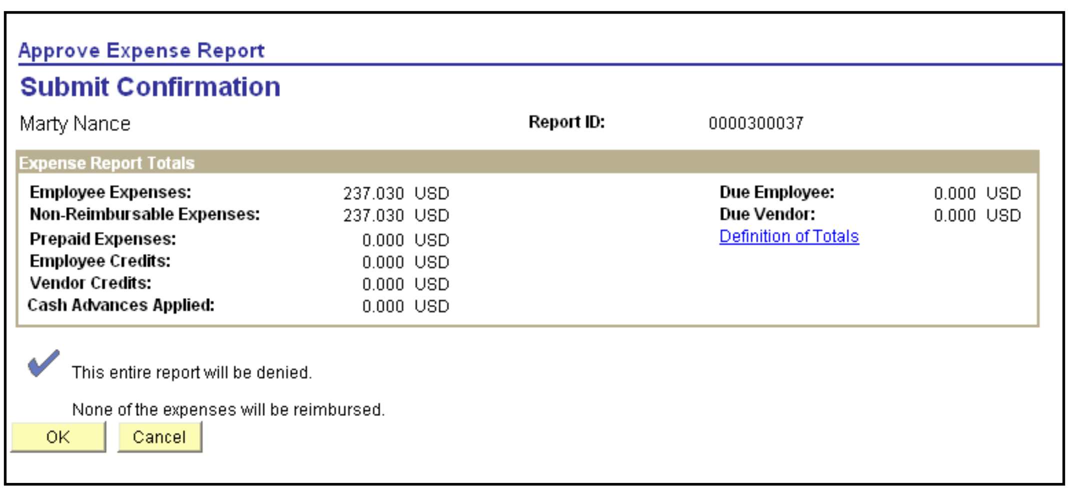

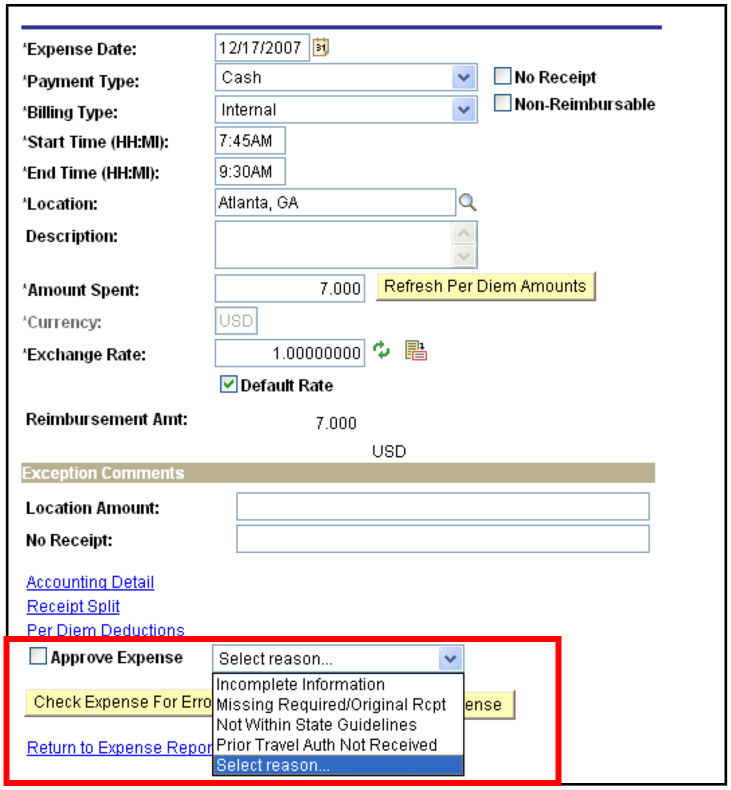

Verify Expense Report Receipts Online

- Georgia Statewide Travel Regulations require that receipts be submitted for select travel expenses (meal costs being the main exception)
- Institution-specific guidelines
- Two methods of verifying Expense Report Receipts

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Verify Expense Report Receipts

- Option 1:
  - Can be individually verified by any Expenses Approver
  - Select a checkbox that confirms the receipts have been verified
- Option 2:
  - Can be verified in mass by any Core Application user (Administrator)
  - Can record that receipts have been verified, without performing any type of approval action

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Verify Expense Report Receipts

- An Expense Report can be completely approved and paid without the 'Verify' checkbox being enabled
- Once enabled, it stays that way through the remainder of the approval process
- Can go through either the Worklist or the Summary Approvals page

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Review Budget Checking Exceptions

- When an Expense Report or Travel Authorization does not pass budget checking, an exception is created
- Even if you are not responsible for resolving budget checking errors, you may be interested in viewing what the exception is

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Review Budget Checking Exceptions

- Must know either the Commitment Control number or the transaction ID to view budget checking exceptions
- Transactions are not filtered by employee
- Exception Type is listed at the top of the page; actual exception is listed in the middle of the page
- Special security access may be needed to view pages through certain links and buttons

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Practice: Approval Actions as Department Manager 1

- Budget Check and Approve a Travel Authorization (EX.080.010)
- Place an Expense Report on Hold (EX.080.103)
- Send back an Expense Report (EX.080.102)
- Deny an Expense Report line (EX.080.101)
- Approve a Cash Advance (EX.080.050)
- Budget check and Approve Expense Reports (EX.080.100)
- Verify expense report receipts (EX.020.303)
- Review budget checking exceptions (EX.030.015)

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Expenses – Approver/Reviewer Tasks in Expenses

Activity: Perform Approval Actions as Dept Manager 1

Topic:	Budget Check and Approve a Travel Authorization Budget Check and Approve an Expense Report Place an Expense Report on Hold Deny an Expense Report Approve a Cash Advance Send Back an Expense Report Using the Summary Approvals Page Verify Expense Report Receipts Online Review Budget Checking Exceptions	Business Process:	EX.080.010 EX.080.100 EX.080.103 EX.080.101 EX.080.050 EX.080.102 EX.020.301 EX.020.303 EX.030.015

Activity

Activity Overview

In this activity you will:

A. Budget check and approve a Travel Authorization.
B. Budget check and approve an Expense Report.
C. Place an Expense Report on hold.
D. Deny an Expense Report line.
E. Approve a Cash Advance.
F. Send Back an Expense Report.
G. Verify Expense Report Receipts Online.
H. Review Budget Checking Exceptions.

Login Information – Portal

1. Log out as APPROVER01.
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 (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EMPL3
Password	password01

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

Topics:	Budget Check and Approve a Travel Authorization	Business Process:	EX.080.010
	Budget Check and Approve an Expense Report		EX.080.100
	Place an Expense Report on Hold		EX.080.103
	Deny an Expense Report		EX.080.101
	Approve a Cash Advance		EX.080.050
	Send Back an Expense Report		EX.080.102
	Using the Summary Approvals Page		EX.020.301
	Verify Expense Report Receipts Online		EX.020.303
	Review Budget Checking Exceptions		EX.030.015

Scenario

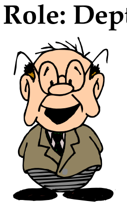
Scenario: Open your Worklist to review the transactions awaiting your approval. As Department Manager 1, you need to act on these transactions before they move forward to the next approver. Here are the transactions that you must complete today:

- Transactions from TRAVELER01:
  - Travel Authorization: TA01 Macon 2 Day Meeting (line #1 on your reference grid)
  - Cash Advance: CA01 Savannah Conference (line #2 on your reference grid)
- Transactions from TRAVELER02:
  - Expense Report: ER08 Orlando Recruiting Trip (line #15 on your reference grid)
  - Expense Report: ER09 Brunswick Conference (line #16 on your reference grid)
- Transaction from TRAVELER03:
  - Expense Report: Columbia Conference (line #13 on your reference grid)
  - i. Expense Report: ER12 Supplies for Meeting (line #19 on your reference grid)
- Transactions from EMPL1:
  - Expense Report: ER01 Athens 1 Day Training (line #7 on your reference grid)
  - Expense Report: ER02 Macon 1 Day Training (line #8 on your reference grid)
- Transactions from EMPL2:
  - Expense Report: ER05 Macon Software Training (line #11 on your reference grid)
  - Expense Report: ER06 Athens 2 Day Training (line #12 on your reference grid)

In addition, you received the receipts from TRAVELER02 for ER09-Conference and need to go ahead and verify that you have received them. Finally, you need to review any budget check exceptions that may have occurred.

Activity 5.3-1A

Role: Dept Mgr 1



UserID: EMPL3

Scenario: Approve Travel Authorization from TRAVELER01 (TA01 Macon 2Day Meeting). In order to approve the transaction, you must first budget check it.

To budget check and approve a travel authorization:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Travel Authorization for TA01 Macon 2Day Meeting** to select it (retrieve the Travel Authorization ID from line #1 on your reference grid).
2. Review the Travel Authorization details by clicking on the **Travel Authorization Detail** link.
3. Verify that the transaction still needs to be budget checked.

4. Click the **Budget Options** link.
5. Click the **Budget Check** button.
6. Verify the Budget Checking Header Status as **Valid**.
7. Click the **OK** button.
8. Click the **Approve** button.
9. Click the **OK** button.

Activity 5.3-1B

Role: Dept Mgr 1

UserID: EMPL3

Scenario: Approve the Expense Report from John Parker (ER01-1Day Trng – line 7). In order to approve the transaction, you must first budget check it.

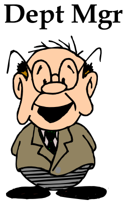
To budget check and approve an expense report:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Expense Report** (ER01-1Day Trng) from John Parker to select it.
2. Note the Expense Report ID here: ________________
3. Review the Expense Report details by clicking on the **Expense Report Detail** link.
4. Verify that the transaction still needs to be budget checked.
5. Click the **Budget Options** link.
6. Click the **Budget Check** button.
7. Verify the Budget Checking Header Status as **Valid**.
8. Click the **OK** button.
9. Click the **Approve** button.
10. Click the **OK** button.

Activity 5.3-1C

Role: Dept Mgr 1



UserID: EMPL3

Scenario: Review the Expense Report from John Parker for his 1 Day Training in Macon (ER02 Macon 1 Day Training – line #8 on your reference grid). He has also listed lunch as an expense for that day. You need to check to make sure this follows policy so you decide to put the transaction on hold for the time being.

To put an expense report on hold:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Expense Report** (ER02 Macon 1 Day Training) from John Parker to select it.
2. Review the Expense Report details by clicking on the **Expense Report Detail** link.
3. Click the **Hold** button.
4. Click the **OK** button.

	Budget Check and Approve a Travel Authorization		EX.080.010
	Budget Check and Approve an Expense Report		EX.080.100
	Place an Expense Report on Hold		EX.080.103
	Deny an Expense Report		EX.080.101
Topics:	Approve a Cash Advance	Business Process:	EX.080.050
	Send Back an Expense Report		EX.080.102
	Using the Summary Approvals Page		EX.020.301
	Verify Expense Report Receipts Online		EX.020.303
	Review Budget Checking Exceptions		EX.030.015

Activity 5.3-1D

Role: Dept Mgr 1

UserID: EMPL3

Scenario: Review the Expense Report from TRAVELER03 (ER12 Supplies for Meeting, line #19 on your reference grid). It is for some office supplies that were recently purchased. You notice that one purchase does not have an accompanying receipt. You need to deny that particular line in the expense report and send it back.

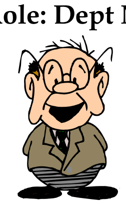
To deny an expense line:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Expense Report** (ER12 Supplies for Meeting) from TRAVELER03 to select it.
2. Select the **second expense line** for supplies ($12) by clicking on its link.
3. Uncheck the **Approve Expense** checkbox.
4. In the **Select reason** drop down box, select **Missing Required/Original Rcpt**.
5. Click the **Return to Expense Report** link.
6. Verify the reason appears on the Expense Report Summary page for the second expense line.
7. In the **Comments** field, enter "***Must have a receipt for this expense to be reimbursed. If you cannot find the receipt, resubmit the expense report without this particular expense***."
8. Click the **Send Back** button.
9. Click the **OK** button.

Activity 5.3-1E

Role: Dept Mgr 1



UserID: EMPL3

Scenario: Approve the Cash Advance from TRAVELER01 (CA01 Savannah Conference, line #2 on your reference grid).

To approve a cash advance:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Cash Advance** (CA01 Savannah Conference) from TRAVELER01 to select it.
2. Review the details of the Cash Advance.
3. Click the **Approve** button.
4. Click the **OK** button.

Topics:	Budget Check and Approve a Travel Authorization	Business Process:	EX.080.010
	Budget Check and Approve an Expense Report		EX.080.100
	Place an Expense Report on Hold		EX.080.103
	Deny an Expense Report		EX.080.101
	Approve a Cash Advance		EX.080.050
	Send Back an Expense Report		EX.080.102
	Using the Summary Approvals Page		EX.020.301
	Verify Expense Report Receipts Online		EX.020.303
	Review Budget Checking Exceptions		EX.030.015

Activity 5.3-1F

Role: Dept Mgr 1

UserID: EMPL3

Scenario: Earlier in Activity 5.3-1C, you put an Expense Report from John Parker on hold to review some policy. You found out that lunch can only be reimbursed if it was part of the scheduled training, and that he did not go offsite on his own for lunch. Send the expense report back to get clarification.

To send back an expense report:

NAVIGATION	**Travel and Expenses Home > Worklist**

1. Click the **Expense Report** (ER02 Macon 1 Day Training, line #8 on your reference grid) from John Parker to select it.
2. In the comments field, enter "***If lunch was scheduled as part of the training, indicate this on the expense report. If you went offsite for your own lunch, this is not reimbursable and needs to be removed from the expense report.***"
3. Click the **Send Back** button.
4. Click the **OK** button.

Activity 5.3-1G

Role: Dept Mgr 1

UserID: EMPL3

Scenario: You need to budget check and approve the remaining Expense Reports:

- Expense Report from EMPL2: ER05 Macon Software Training (line #11)
- Expense Report from EMPL2: ER06 Athens 2 Day Training (line #12)
- Expense Report from TRAVELER03: Columbia Conference (line #13)
- Expense Report from TRAVELER02: ER08 Orlando Recruiting Trip (line #15)

For each expense report, budget check and approve the expense reports through the Summary Approvals page. Remember, transactions should be individually budget checked.

To budget check and approve expense reports through the Summary Approvals page:

NAVIGATION	**Travel and Expenses Home > Manager Self-Service > Approve Transactions > Approve Transactions > Expense Reports Tab**

1. Click the **Expense Report** in the Report ID column to select it.
2. Review the Expense Report details by clicking on the **Expense Report Detail** link.
3. Verify that the transaction still needs to be budget checked.
4. Click the **Budget Options** link.
5. Click the **Budget Check** button.
6. Verify the Budget Checking Header Status as **Valid**.
7. Click the **OK** button.

8. Click the **Save** button.
9. Click the **Return to Approval List** link.
10. Repeat steps 1 through 9 for all transactions listed in this scenario.
11. Select all four Expense Reports by using the checkboxes.
12. Click the **Approve** button.
13. Click the **OK** button.
14. Notice how those four expense reports no longer appear on the Summary Approvals page.

Activity 5.3-1H

Role: Dept Mgr 1

UserID: EMPL3

Scenario: You received the receipts from TRAVELER02 for Expense Report ER09 Brunswick Conference (line #16 on your reference grid), and want to go ahead and verify the expense report receipts in the system. Then budget check and approve the expense report.

To verify expense report receipts:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Expense Report** (ER09 Brunswick Conference) from TRAVELER02 to select it.
2. Compare the amounts in the expense report to the amounts on the receipt. Click on the **Expense Report Detail** link for more information.
3. Click the **Receipts Received** checkbox.
4. Verify that the transaction still needs to be budget checked.
5. Click the **Budget Options** link.
6. Click the **Budget Check** button.
7. Verify the Budget Checking Header Status as **Valid**.
8. Click the **OK** button.
9. Click the **Approve** button.
10. Click the **OK** button.

Topics:		Business Process:
	Budget Check and Approve a Travel Authorization	EX.080.010
	Budget Check and Approve an Expense Report	EX.080.100
	Place an Expense Report on Hold	EX.080.103
	Deny an Expense Report	EX.080.101
	Approve a Cash Advance	EX.080.050
	Send Back an Expense Report	EX.080.102
	Using the Summary Approvals Page	EX.020.301
	Verify Expense Report Receipts Online	EX.020.303
	Review Budget Checking Exceptions	EX.030.015

Activity 5.3-1I

Role: Dept Mgr 1

UserID: EMPL3

Scenario: You need to review any budget checking exceptions for both expense reports and travel authorizations.

To review budget check exceptions for expense reports:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Expense Report > Expense Rpt Budget Exceptions

1. Click the **Search** button to bring up all budget exceptions.
2. Pull up an expense report to view the actual exception.
    a. Note the Report ID: ______________________________
    b. Note the Exception Type: _________________________
    c. Note the Exception: ______________________________
3. Click the **magnifying glass** next to the business unit to review the Chartfields.
4. Click the **OK** button.
5. Click the **Return to Search** button.

To review budget check exceptions for travel authorizations:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Travel Authorization > Travel Auth Budget Exceptions

6. Click the **Search** button to bring up all budget exceptions.
7. Pull up a travel authorization to view the actual exception.
    a. Note the Authorization ID: ______________________________
    b. Note the Exception Type: ________________________________
    c. Note the Exception: ____________________________________
8. Click the **magnifying glass** next to the business unit to review the Chartfields.
9. Click the **OK** button.
10. Click the **Return to Search** button.

Additional Activities: Depending on the amount of additional activities you completed in Lesson 4, you may have additional transactions ready to be acted upon as Department Manager 1. Practice using different approval options with these additional transactions.

Practice: Approval Actions as Department Manager 2

- Should be the same look and feel as the Department Manager 1
- On one Expense Report, you will reassign the transaction to another approver

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Practice: Approval Actions as Department Manager 2

- Approve a Travel Authorization (EX.080.010)
- Approve an Expense Report (EX.080.100)
- Reassign an Expense Report (EX.080.106)
- Approve a Cash Advance (EX.080.050)

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Expenses – Approver/Reviewer Tasks in Expenses

Activity: Perform Approval Actions as Dept Manager 2

Topics:	Approve a Travel Authorization Approve an Expense Report Reassign an Expense Report Approve a Cash Advance	Business Processes:	EX.080.010 EX.080.100 EX.080.106 EX.080.050

Activity

Activity Overview

In this activity you will:

A. Approve a Travel Authorization
B. Approve an Expense Report
C. Reassign an Expense Report
D. Approve a Cash Advance

Login Information – Portal

1. You now need to log in as Paul Blevins, EMPL2, Department Manager 2 Approval Level.
2. Log out as EMPL3.
3. 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

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

FIELD	VALUE or STATUS
User ID	EMPL4
Password	password01

5. Click the **Sign In** button.

Scenario

Scenario: Open your Worklist to review the transactions awaiting your approval. As Department Manager 2, you need to act on these transactions before they move forward to the next approver. Here are the transactions that you must complete today:

- Transactions from TRAVELER01:
  - Travel Authorization: TA01 Macon 2 Day Meeting (line #1 on your reference grid)
  - Cash Advance: CA01 Savannah Conference (line #2 on your reference grid)
- Transactions from TRAVELER02:
  - Expense Report: ER08 Orlando Recruiting Trip (line #15 on your reference grid)
  - Expense Report: ER09 Brunswick Conference (line #16 on your reference grid)

- Transaction from TRAVELER03:
  - Expense Report: Columbia Conference (line #13 on your reference grid)
- Transactions from EMPL1:
  - Expense Report: ER01 Athens 1 Day Training (line #7 on your reference grid)
- Transactions from EMPL2:
  - Expense Report: ER05 Macon Software Training (line #11 on your reference grid)
  - Expense Report: ER06 Athens 2 Day Training (line #12 on your reference grid)

Activity 5.3-2A

Role: Dept Mgr 2

UserID: EMPL4

Scenario: Approve Travel Authorization from TRAVELER01, TA01 Macon 2 Day Meeting (line #1).

To budget check and approve a travel authorization:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Travel Authorization** (TA01 Macon 2 Day Meeting) to select it.
2. Review the Travel Authorization details by clicking on the **Travel Authorization Detail** link.
3. Click the **Approve** button.
4. Click the **OK** button.

Activity 5.3-2B

Role: Dept Mgr 2

UserID: EMPL4

Scenario: Approve the Cash Advance from TRAVELER01, CA01 Savannah Conference (line #2 on your reference grid).

To approve a cash advance:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Cash Advance** (CA01 Savannah Conference) from TRAVELER01 to select it.
2. Review the details of the Cash Advance.
3. Click the **Approve** button.
4. Click the **OK** button.

Activity 5.3-2C

Role: Dept Mgr 2

UserID: EMPL4

Scenario: You need to reassign Expense Report from EMPL1, ER01 Athens 1 Day Training (line #7), to Kelsey Brewer, UATUSER1. This training was more in support of UATPRJ1 than anything else, and you wish Kelsey to actually make the call on it.

To reassign an expense report:

NAVIGATION	**Travel and Expenses Home > Manager Self-Service > Manage Expenses Security > Reassign Approval Work**

1. Select the **Expense Report** from John Parker (EMPL1) for ER01 Athens 1 Day Training (line #7 on your reference grid).
2. Click the **Look up** button next to the **Reassign Work To** field.
3. Enter ***UA*** in the **Search By** field, since Kelsey's User ID is UATUSER1.
4. Click the **Look Up** button and select **UATUSER1**.
5. Verify the Expense Report is still selected and click the **Reassign** button.
6. Verify the Expense Report is no longer listed.
7. Click the **Home** link.

Activity 5.3-2D

Role: Dept Mgr 2

UserID: EMPL4

Scenario: You need to approve the remaining Expense Reports:

- Expense Report from EMPL2: ER05 Macon Software Training (line #11)
- Expense Report from EMPL2: ER06 – Athens 2 Day Training (line #12)
- Expense Report: Columbia Conference (line #13 on your reference grid)
- Expense Report from TRAVELER02: ER08 Orlando Recruiting Trip (line #15)
- Expense Report from TRAVELER02: ER09 Brunswick Conference (line #16)

To approve each expense report:

NAVIGATION	**Travel and Expenses Home > Worklist**

1. Click the **Expense Report** to select it.
2. Click the **Approve** button.
3. Click the **OK** button.

OR, you can approve the expense reports via the Summary Approvals page:

NAVIGATION	**Travel and Expenses Home > Manager Self-Service > Approve Transactions > Approve Transactions > Expense Reports Tab**

1. Click the **Expense Report** in either the Description column or Report ID column to select it.
2. Review the Expense Report details by clicking on the **Expense Report Detail** link.
3. Select all four Expense Reports by using the checkboxes.
4. Click the **Approve** button and then click the **OK** button.

Practice: Approval Actions as Project/Grant Approver

- Same look as the other approval levels
- Will only get transactions that are charged to a project or grant
- Will not receive any cash advances

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Practice: Approval Actions as Project/Grant Approver

- Approve an Expense Report (EX.080.010)
- Approve a Reassigned Expense Report (EX.080.010)

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Expenses – Approver/Reviewer Tasks in Expenses

Activity: Perform Approval Actions as a Project/Grant Approver

Topic:	Approve an Expense Report	Business Process:	EX.080.100

Activity

Activity Overview

In this activity you will:

A. Approve an Expense Report
B. Approve a Reassigned Expense Report

Login Information – Portal

1. You now need to log in as Kelsey Brewer, UATUSER1, the Project/Grant Approval Level.
2. Log out as EMPL4.
3. 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

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

FIELD	VALUE or STATUS
User ID	UATUSER1
Password	password01

5. Click the **Sign In** button.

Activity 5.3-3A

Role: Project/Grant Approver

UserID: UATUSER1

Scenario: Open your Worklist to review the transactions awaiting your approval. As a Project/Grant approver, you need to act on these transactions charged to your project before they move forward to the next approver. Here is the transaction that you must complete today:

- Expense Report from EMPL2: ER06 – Athens 2 Day Training (line #12)

In addition, Paul Blevins called you earlier to let you know that he was reassigning one of his expense reports to you because he felt you had more knowledge on the actual training that took place. Therefore you also need to approve:

- Expense Report from EMPL1: ER01 Athens 1 Day Training (line #7)

To approve each expense report:

NAVIGATION	Travel and Expenses Home > Worklist

1. Click the **Expense Report** to select it.
2. Click the **Approve** button.
3. Click the **OK** button.

Or, you can approve the expense reports via the Summary Approvals page:

NAVIGATION	**Travel and Expenses Home > Manager Self-Service > Approve Transactions > Approve Transactions > Expense Reports Tab**

1. Click the **Expense Report** in either the Description column or Report ID column to select it.
2. Review the Expense Report details by clicking on the **Expense Report Detail** link.
3. Select all four Expense Reports by using the checkboxes.
4. Click the **Approve** button.
5. Click the **OK** button.
6. Notice how those four expense reports no longer appear on the Summary Approvals page.

Practice: Approval Actions as Reviewer

- Same look as the other approval levels
- May be a pooled position

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Practice: Approval Actions as Reviewer

- Approve a Travel Authorization (EX.080.010)
- Approve an Expense Report (EX.080.100)
- Approve a Cash Advance (EX.080.050)

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Expenses – Approver/Reviewer Tasks in Expenses

Activity: Perform Approval Actions as a Reviewer

Topics:	Approve a Travel Authorization Approve an Expense Report Approve a Cash Advance	Business Processes:	EX.080.010 EX.080.100 EX.080.050

Activity

Activity Overview

In this activity you will:

A. Approve a Travel Authorization
B. Approve Expense Reports
C. Approve a Cash Advance

Login Information – Portal

1. You now need to log in as Glen Davis, EMPL5, the Reviewer Approval Level.
2. Log out as UATUSER1.
3. 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

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

FIELD	VALUE or STATUS
User ID	EMPL5
Password	password01

5. Click the **Sign In** button.

Scenario

Scenario: Open your Worklist to review the transactions awaiting your approval. As the Reviewer, you need to act on these transactions before they move forward to the next approver (there are currently no other Reviewers assigned to your department). Here are the transactions that you must complete today:

- Transactions from TRAVELER01:
  - Travel Authorization: TA01 Macon 2 Day Meeting (line #1 on your reference grid)
  - Cash Advance: CA01 Savannah Conference (line #2 on your reference grid)
- Transactions from TRAVELER02:
  - Expense Report: ER08 Orlando Recruiting Trip (line #15 on your reference grid)
  - Expense Report: ER09 Brunswick Conference (line #16 on your reference grid)
- Transaction from TRAVELER03:
  - Expense Report: Columbia Conference (line #13 on your reference grid)

- Transactions from EMPL1:
  - Expense Report: ER01 Athens 1 Day Training (line #7 on your reference grid)
- Transactions from EMPL2:
  - Expense Report: ER05 Macon Software Training (line #11 on your reference grid)
  - Expense Report: ER06 Athens 2 Day Training (line #12 on your reference grid)

Activity 5.3-4A

Role: Reviewer

UserID: EMPL5

To review each expense transaction:

NAVIGATION	**Travel and Expenses Home > Worklist**

1. Click the **Expense Report** to select it.
2. Click the **Review** button.
3. Click the **OK** button.

OR, you can review the transactions via the Summary Approvals page:

NAVIGATION	**Travel and Expenses Home > Manager Self-Service > Approve Transactions > Approve Transactions**

1. Click the **transaction** in either the Description column or Transaction ID column to select it.
2. Review the transaction details by clicking on the Transaction **Detail** link.
3. Select all transactions by using the checkboxes.
4. Click the **Review** button.
5. Click the **OK** button.
6. Notice how those transaction no longer appear on the Summary Approvals page.

Practice: Approval Actions as an AP Auditor

- Same look as the other approval levels
- Will not receive travel authorizations
- May be a pooled position

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Practice: Approval Actions as an AP Auditor

- Approve an Expense Report (EX.080.100)
- Approve a Cash Advance (EX.080.050)
- Approve an FSA Expense Report (EX.080.100)

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Expenses – Approver/Reviewer Tasks in Expenses

Activity: Perform Approval Actions as an AP Auditor

Topics:	Approve an Expense Report Approve a Cash Advance Approve an FSA Expense Report	Business Processes:	EX.080.100 EX.080.050

Activity

Activity Overview

In this activity you will:

A. Approve an Expense Report
B. Approve a Cash Advance
C. Approve an FSA Expense Report

Login Information – Portal

1. You now need to log in as Diane Watkins, EMPL6, the AP Auditor Approval Level.
2. Log out as EMPL5.
3. 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

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

FIELD	VALUE or STATUS
User ID	EMPL6
Password	password01

5. Click the **Sign In** button.

Scenario

Scenario: Open your Worklist to review the transactions awaiting your approval. As the AP Auditor, you need to act on these transactions in order for them to be paid (there are no other AP Auditors currently assigned to this department. Here are the transactions that you must complete today:

- Transactions from TRAVELER01:
  - Cash Advance: CA01 Savannah Conference (line #2 on your reference grid)
- Transactions from TRAVELER02:
  - Expense Report: ER08 Orlando Recruiting Trip (line #15 on your reference grid)
  - Expense Report: ER09 Brunswick Conference (line #16 on your reference grid)
- Transaction from TRAVELER03:
  i. Expense Report: ER11 FSA Dependent Care (line #18)
  - Expense Report: Columbia Conference (line #13 on your reference grid)
- Transactions from EMPL1:
  - Expense Report: ER01 Athens 1 Day Training (line #7 on your reference grid)

- Transactions from EMPL2:
  - Expense Report: ER05 Macon Software Training (line #11 on your reference grid)
  - Expense Report: ER06 Athens 2 Day Training (line #12 on your reference grid)

Activity 5.3-5

Role: AP Auditor

UserID: EMPL6

To approve each expense transaction:

NAVIGATION	**Travel and Expenses Home > Worklist**

1. Click the **Expense Report** to select it.
2. Click the **Approve** button.
3. Click the **OK** button.

OR, you can approve the transactions via the Summary Approvals page:

NAVIGATION	**Travel and Expenses Home > Manager Self-Service > Approve Transactions > Approve Transactions**

1. Click the **transaction** in either the Description column or Transaction ID column to select it.
2. Review the transaction details by clicking on the Transaction **Detail** link.
3. Select all transactions by using the checkboxes.
4. Click the **Approve** button.
5. Click the **OK** button.
6. Notice how those transactions no longer appear on the Summary Approvals page.

Review: Lesson 5

1. Which of the following is **NOT** an option to take on an expense transaction for an approver/reviewer?
    a. Hold
    b. Recycle
    c. Approve
    d. Send Back
    e. Budget Check

2. Which method allows an approver/reviewer to process multiple expense transactions at one time?
    a. Workflow
    b. Email Notification
    c. Summary Approval Page
    d. Transaction Approval Page

3. What must the Budget Status be for a Travel Authorization before it can be approved?
    a. Valid
    b. Checked
    c. Approved
    d. Not Checked

4. Which of the following approver options allow the employee who submitted the expense transaction to revise and/or correct it, and then resubmit it for approval?
    a. Hold
    b. Deny
    c. Send Back
    d. Budget Check

5. When denying an Expense Report, you must deny the entire Expense Report.
    a. True
    b. False

6. Which of the following approver options allows the approver to have additional time to gather more information for a decision?
    a. Hold
    b. Deny
    c. Send Back
    d. Budget Check

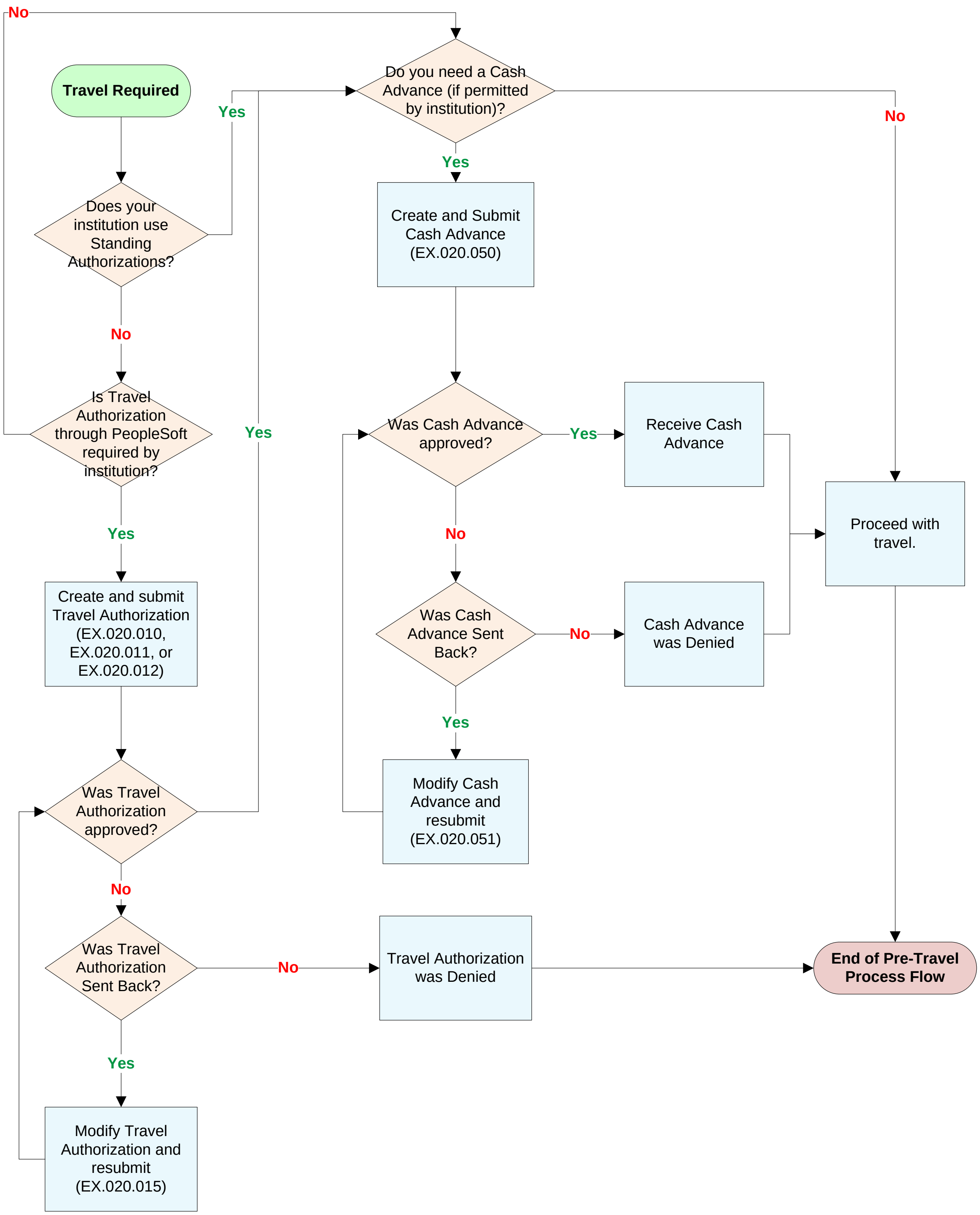
7. When denying an expense transaction, you must provide an explanation in the Comments section.
    a. True
    b. False

8. Which of the following transactions do **NOT** require budget checking?
    a. Cash Advance
    b. Expense Report
    c. Travel Authorization
    d. All require budget checking
    e. None require budget checking

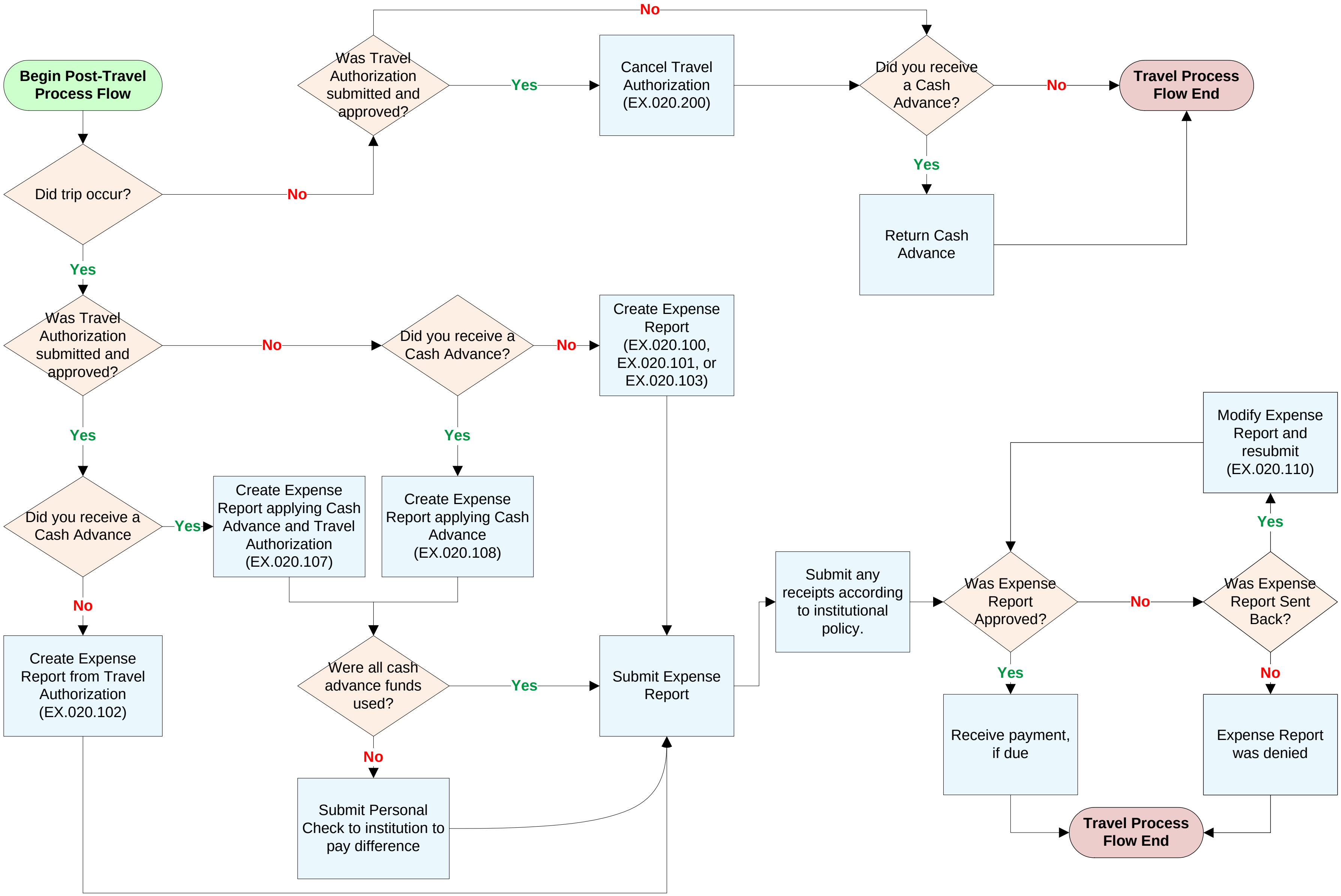
9. Expenses Workflow can be divided into five areas. As an approver, which area (or areas) do you have control over (circle all that apply)?
    a. Reassign
    b. Alternate Approver
    c. Designated Approver
    d. Approval Assignment
    e. Workflow System Configuration

10. Which of the following transactions do **NOT** get routed to the AP Auditor?
    a. Cash Advances
    b. Expense Reports
    c. Travel Authorizations
    d. FSA Expense Reports
    e. All transactions are routed to the AP Auditor

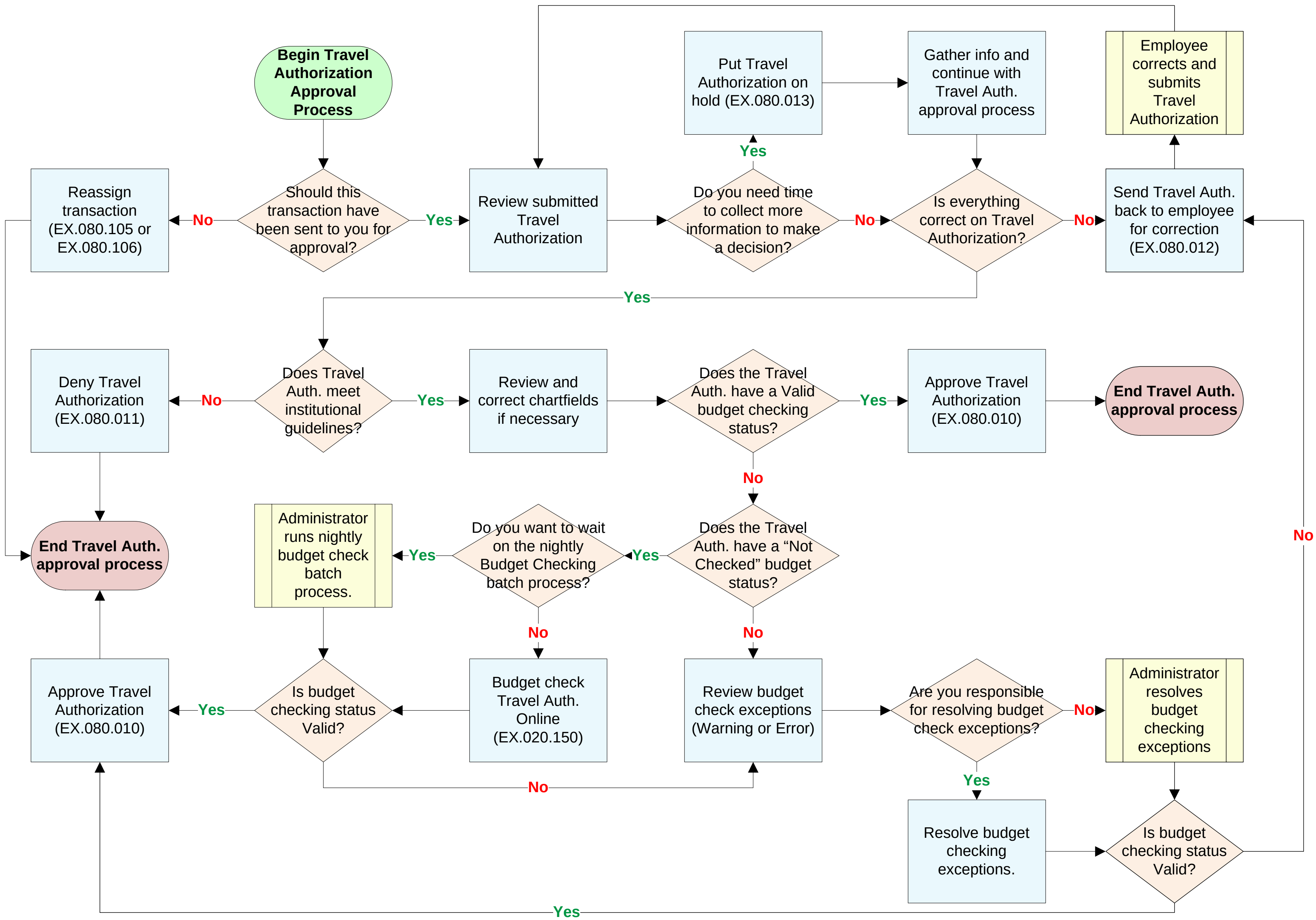
Appendix A: Expenses Pre-Travel Process Flow



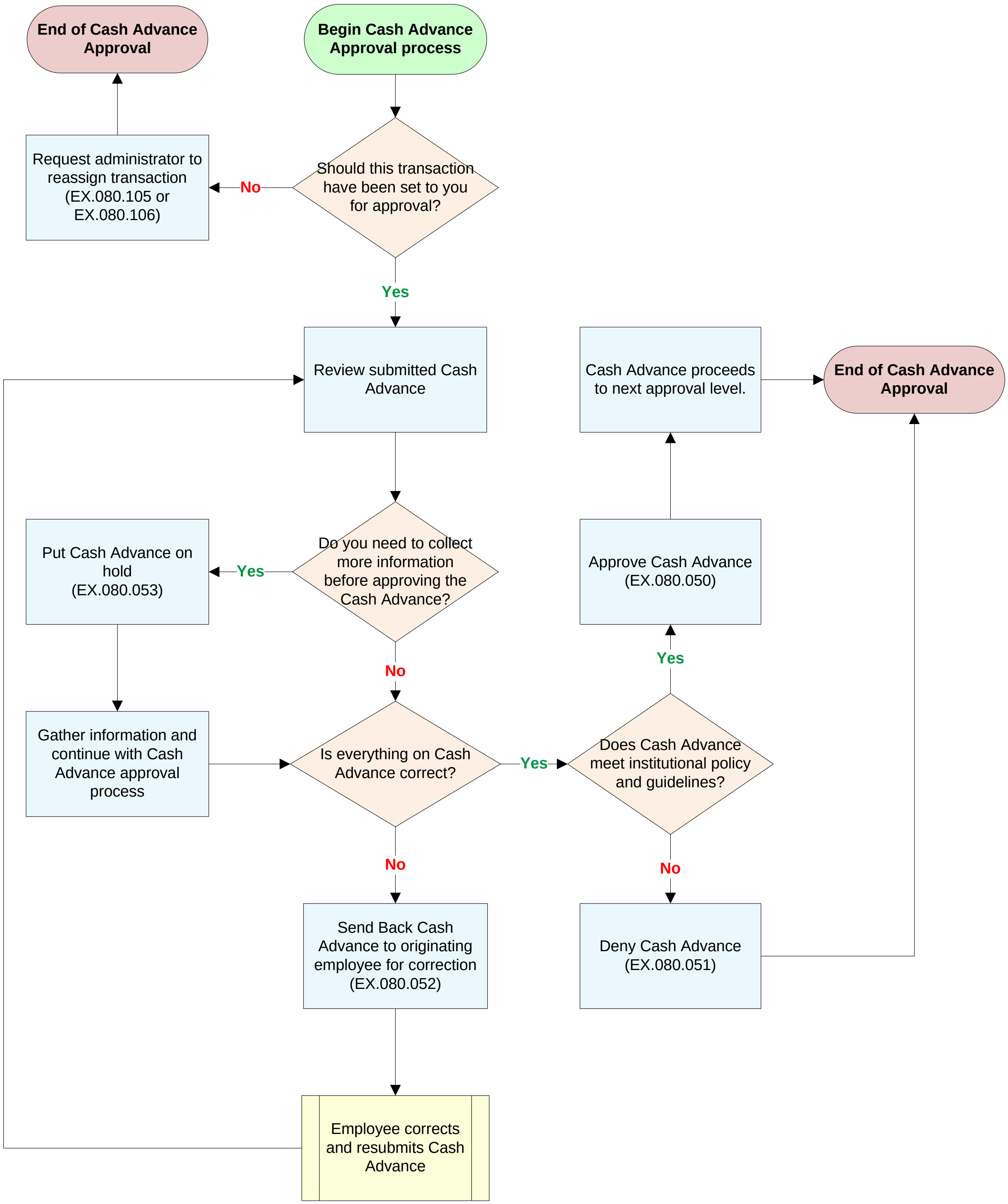
Appendix B: Expenses Post-Travel Process Flow



Appendix C: Travel Authorization Approval Process



Appendix D: Cash Advance Approval Process



Appendix E: Expense Report Approval Process