PeopleSoft Financials v8.9 Business Process/UPK Index

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<td>AP.020.540</td>
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<td>AP.030.050</td>
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#### Inquiries

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### DOAA Reporting

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<td>Running Continuous Audit Totals Reports</td>
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<td>Continuous Audit File Creation</td>
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<td>Continuous Audit Salary Load</td>
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<td>DR.040.012</td>
<td>Continuous Audit Vendor Obligation/Payment Report</td>
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(Formerly GL.040.005A, GL.040.005B, GL.040.005C, GL.040.005D, GL.040.013, GL.040.014, GL.040.012)
eProcurement Business Processes

eProcurement Administration

**ePro Setup**
- EP.020.490 ePro Overview
- EP.010.040 Creating Buyers
- EP.010.050 Creating Requesters
- EP.080.070 Updating BUD REF for all Requesters at Year End

**ePro Workflow and Approver Maintenance**
- EP.010.060 Validating ePro Roles to User IDs
- EP.080.010 Establishing Approver/Supervisor Route Controls
- EP.080.040 Modifying User Email Address for Notifications
- EP.080.020 eProcurement Monitor Approvals for Reassignments
- EP.010.070 Updating Department Manager ID
- EP.010.071 Updating Additional Department Manager ID
- EP.010.080 Updating Project Manager ID
- EP.080.050 Assigning an Alternate Approver

**eProcurement Requisitions**

**Creating and Managing Requisitions**
- EP.020.500 Creating an ePro Requisition
- EP.020.530 Adding a Travel Requisition for Non-Employee
- EP.020.620 Selecting, Adding, and Deleting Favorite Items
- EP.020.610 Creating and User Personal Templates
- EP.010.010 Understanding Requisition Defaults
- EP.020.720 Routing ePro Invoices
- EP.020.540 Managing Requisitions
- EP.020.550 Editing, Saving, and Submitting an ePro Req
- EP.020.560 Canceling ePro Reqs and Deleting Req Lines

**ePro Approver Actions**
- EP.020.660 Approving or Rejecting an ePro Requisition
- EP.020.670 Push-Back an ePro Requisition
- EP.020.680 Delegating Requisition Approval
- EP.020.690 Using Ad Hoc Requisition Routing

**Requisition Processing**
- EP.020.590 Using the Buyer Center
- EP.020.570 Budget Checking Requisitions
- EP.020.760 Expedite Requisitions
- EP.020.600 Purging Staging Tables
- EP.020.650 Using the Requisition Reconciliation Workbench
- EP.020.710 Running Requisition Closing Process
### eProcurement Inquiries

**Inquiries**

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<td>PO.060.110</td>
<td>Reviewing Requisition Activity</td>
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<td>PO.060.070</td>
<td>Reviewing Requisition Accounting Entries</td>
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<td>PO.060.130</td>
<td>Inquiring Requisition Workbench</td>
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<td>EP.060.080</td>
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<td>PO.060.150</td>
<td>Reviewing Requisition Document Status</td>
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# General Ledger Business Processes

## General Ledger – Chartfield Maintenance

### Setup and Chartfield Maintenance

- **GL.010.027** Setting Up and Maintaining GL User Preferences
- **GL.010.009** Adding Departments
- **GL.010.008** Adding Accounts
- **GL.010.015** Adding OpenItem Accounts
- **GL.010.004** Adding Grants (Sponsored Projects)
- **GL.010.006** Adding Projects
- **GL.010.020** Adding a Schedule
- **GL.010.011** Creating and Maintaining SpeedTypes
- **GL.010.013** Inactivating Chartfields
- **GL.010.014** Inactivating Project/Grant Chartfields
- **GL.010.029** Copy/Rename/Delete Combination Rule
- **GL.030.006** Running Build Combination Data
- **GL.030.007** Updating COA_COMBO1_BOR_TABLE

### Trees

- **GL.010.010** Maintaining Trees
- **GL.010.017** Copying a Tree Definition
- **GL.010.018** Deleting a Tree Definition
- **GL.010.019** Auditing a Tree Definition
- **KK.070.005** Running Budgetary Control Tree Audit Report (GLS8007)

## General Ledger – Journals

### Journals

- **GL.020.001** Creating and Posting a Journal Entry
- **GL.020.002** Entering a Journal Using Control Totals
- **GL.020.004** Entering Encumbrance Journals
- **GL.020.003** Creating an Intraunit Journal Entry
- **GL.020.017** Creating a Standard Journals From Spreadsheets

### Journals From Spreadsheets

- **GL.020.031** Setting Up Spreadsheet Journal Preferences
- **GL.020.005** Entering Journals from a Spreadsheet
- **GL.020.029** Copying Spreadsheet Journals
- **GL.020.030** Deleting a Spreadsheet Journal
- **GL.020.033** Batch Spreadsheet Journal Import
- **GL.020.032** Online Import Spreadsheet Journals

### Other Journal Processing Options

- **GL.020.010** Viewing Journal Entry Errors
- **GL.020.028** Journals Not Posted to GL
- **GL.020.008** Copying a Journal
| GL.020.009 | Deleting a Journal |
| GL.030.008 | Batch Journal Editing |
| GL.030.009 | Batch Journal Budget Check |
| GL.030.012 | Unlocking a Journal in Process |
| GL.020.015 | Marking a Journal for Posting |
| GL.020.016 | Marking a Journal for Unposting |
| GL.020.037 | Mark Journals to Override |
| GL.030.010 | Batch Journal Post |
| GL.030.001 | Running Journal Generator |
| GL.020.025 | Selecting Journal Entry Template |
| GL.020.006 | Defining Standard Journal Entries – Recurring |
| GL.020.007 | Defining Standard Journal Entries – Template |
| GL.030.019 | Open Item Reconciliation Request |

**General Ledger – Interfaces**

*Interfaces*

| GL.040.001 | Running the Payroll to General Ledger Interface |
| GL.040.002 | Running the Benefits Billing to GL Interface |
| GL.040.003 | Running the Payroll Encumbrance Projection to GL Interface |
| GL.040.004 | Running the DOAS Phone Bill Interface |
| GL.040.006 | Running the Purchasing Card Interface |
| GL.010.012 | Updating the Phone Bill Table |
| GL.010.016 | Updating the Fringe Table |
| GL.040.011 | Purging Third Party Transactions |

**General Ledger – FSA**

*Flexible Spending Accounts (FSA)*

| GL.060.007 | Reviewing FSA Balances |
| GL.020.019 | Running FSA Rollfoward Process |
| GL.020.012 | Closing Out FSA Balances |

**General Ledger – Period End Processes**

*Month End Processes and Queries*

| GL.070.002 | Building Subledger Reconciliation Table |
| GL.070.004 | Running the Recon by Chartfield Report – FIN5005 |
| GL.030.005 | Creating EOM AM Accounting Entries |
| GL.030.018 | Reversing Posted AM Accounting Entries |
| GL.100.001 | Closing Period Depreciation |
| GL.100.003 | Mass Updating Open/Close Accounting Periods |
| GL.030.002 | Running Allocations – Plant Suspense |
| GL.030.003 | Running Allocations – Grant Revenue |

*Fiscal Year End Processes and Queries*

| GL.020.024 | Processing Year End Closing |
| GL.020.018 | Closing Asset Accounting Period |
GL.020.041  Update Allocation Step
GL.020.035  Defining Chartfield Value Sets (Tree Node)
GL.020.034  Defining Chartfield Value Sets (Selected Detail)
GL.070.051  Running Footnote 7 – Deferred Revenue Report (BORRG028)
GL.070.050  Running Footnote 8 – LT Liabilities Report (BORRG031)
GL.070.042  Running GASB Aux Statement Net Assets (nVision) Report
GL.070.041  Running GASB Aux Statement Net Assets (nVision) Report
GL.070.040  Running GASB Cash Flow Statement (nVision) Report
GL.070.039  Running GASB Natural vs. Functional (nVision) Report
GL.070.038  Running GASB Restricted Expendable Net Assets (nVision) Report
GL.070.037  Running GASB SRECNA (nVision) Report
GL.070.036  Running GASB Statement of Net Assets (nVision) Report
GL.070.035  Running GASB Unrestricted Net Assets (nVision) Report
GL.070.071  Running GASB Capital Asset Disclosure (nVision) Report

General Ledger – Inquiries

Inquiries
GL.060.001  Inquiring on Journals
GL.060.002  Inquiring on Journal Status
GL.060.003  Inquiring on Standard Journals
GL.060.004  Inquiring on Ledgers
GL.060.008  Reviewing Open Items
GL.060.009  Reviewing Standard Journals

General Ledger – Queries

Queries
GL.050.021  Running BOR_KK_LEDGER_BALANCES
GL.050.031  Running BOR_GL_ACT_BAL
GL.070.072  Running BOR_BSA_NO_TIN
GL.070.073  Running BOR_BSA_SUMMARY
GL.070.074  Running BOR_BSA_SUMMARY_CF
GL.070.075  Running BOR_BSA_SUMMARY_PD
GL.070.076  Running BOR_BSA_TIN_DRILLDOWN
GL.070.078  Running BOR_JE_NOTINGL
GL.070.079  Running BOR_JE_NOTINGL_CASH
GL.070.080  Running BOR_JE_SUBSEQUENT
GL.070.081  Running BOR_POSTCLOSE_JE
GL.070.082  Running BOR_POSTCLOSE_JE_AP
GL.070.083  Running BOR_POSTCLOSE_JE_EX
GL.070.086  Running BOR_FSA_BAL
GL.070.087  Running BOR_FSA_ROLLFW_JE
GL.070.088  Running BOR_GL_ACT_BAL
GL.070.090  Running BOR_LEDGER
GL.070.091  Running BOR_OI_ACCOUNT_ID
GL.070.092  Running BOR_OI_ACCOUNT_TIN
GL.070.093  Running BOR_OI_CHART_ID
GL.070.094  Running BOR_OI_TRANS_ID
GL.070.095  Running BOR_BC_PENDING
GL.070.096  Running BOR_JE_PENDING
GL.070.101  Running BOR_FIND_BEGIN_BAL
GL.075.001  Running BOR_BR_AP_EX_OSC
GL.075.002  Running BOR_SALARY_CONT_AUDIT_RECON
GL.075.003  Running BOR_TRAVEL_CONT_AUDIT_RECON
GL.075.004  Running BOR_PERDIEM_CONT_AUDIT_RECON
GL.075.005  Running BOR_BR_AP_NOTINGL
GL.075.006  Running BOR_BR_AP_RECON
GL.075.007  Running BOR_BR_AP_RECON_B4ACCDT
GL.075.008  Running BOR_BR_AP_CANCEL_CUR
GL.075.009  Running BOR_BR_AP_CANCEL_PRIOR
GL.075.010  Running BOR_BR_GLCAP
GL.075.011  Running BOR_BR_GL_FUNDBAL
GL.075.012  Running BOR_BR_GL_BNR
GL.075.013  Running BOR_BR_GL_OTHER
GL.075.014  Running BOR_BR_GL_JE_DELAYPOST_CASH
GL.075.015  Running BOR_BR_AP_ISSUE
GL.075.016  Running BOR_BR_UNMATCHED_AUTO
GL.075.017  Running BOR_BR_UNMATCHED_MAN_AP
GL.075.018  Running BOR_BR_UNMATCHED_MAN_STMT

General Ledger – Reports

Reports

GL.050.001  Running Journal Edit Errors Report (GLS7011)
GL.050.004  Running Step Report (GLS6000)
GL.050.008  Running Project Expiration Report (GLC8043)
GL.050.015  Running Schedules Report (GLS4000)
GL.050.016  Running Actual Closing Rule Report (GLS1002)
GL.050.019  Running Standard Journal Status Report (GLS7001)
GL.050.020  Running Ledger Balances by FY and AP
GL.050.022  Running Journal Entry Detail Report (FIN2001)
GL.050.023  Running Budget Checking Status Report (GLC8530)
GL.050.026  Running Journal Posting Summary Report (GLS7009)
GL.070.005  Running Closing Trial Balance Report (GLS1003)
GL.070.006  Running FSA Balances Report (BOR3000)
GL.070.007  Running Budgets/Actuals Reconcile Report (GLS8010)
GL.070.008  Running Trial Balance – Fund Report (GLS7012)
GL.070.010  Running Journal vs. Accounting Entry Report (GLS8012)
GL.070.011  Running Ledger vs. Journal Integrity Report (GLS7010)
GL.070.013  Running Balance Sheet by Fund Report (BORRG018)
GL.070.014  Running Grant Bill Report (BORRG005)
GL.070.015  Running Surplus/Deficit Report (BORRG024)
GL.070.024  Running Combination Group Report (GLS4003)
GL.070.031  Running Summary of Revenue (nVision) Report
GL.070.032  Running Schedule of Operating Expenses (nVision) Report
GL.070.033  Running Combination Rule Report (GLS4002)
GL.070.043  Running Summary of Expenditures (nVision) Report
GL.070.046  Running Fund Balance by Fiscal Year (nVision) Report
GL.070.044  Running Schedule of Personal Services (nVision) Report
GL.070.052  Running Schedule Ops of Student Activity Report (BORRG030)
GL.070.053  Running Restricted Funds Report (BORRG051)
GL.070.054  Running Statement Op Int Athletics Report (BORRG032)
GL.070.055  Running Agency Funds Report (BORRG027)
GL.070.060  Running Profit and Loss Statement (BORRG017)
GL.070.061  Running Expenditures Free Balance Report (BORRG033)
GL.070.063  Running Grant Indirect Revenue Report (BORRG006)
GL.070.065  Running Ledger History Report – Beginning Balances (BORRG038)
GL.070.066  Running Ledger History Report – Summary (BORRG21A)
GL.070.067  Running Ledger History Report (BORRG021)
GL.070.068  Running General Ledger Summary Report (GLS7003)
GL.070.070  Running Trial Balance all Ledgers (nVision) Report
GL.070.097  Running Interunit Activity Report (GLS3001)
KK.070.020  Running Grant Reconciliation Report (BORRG016)
KK.070.023  Running Budget Transaction Review Report (BORRG011)
KK.070.032  Running Rev Est Budget Progress Report (BORRG037)
Purchasing Business Processes

Purchasing – Setup

*Purchasing Setup*

- PO.020.001  Purchasing Overview
- EP.010.040  Creating Buyers
- EP.010.050  Creating Requesters
- PO.010.020  Setting Up User Preferences
- PO.020.290  Adding Speedcharts
- PO.020.790  Adding/Maintaining Locations
- PO.020.800  Adding/Maintaining Ship To Locations

Purchasing – Requisitions

*Requisition Creation*

- PO.020.870  Creating a Purchasing Requisition
- PO.020.880  Creating a Requisition Using Multiple Speedcharts
- PO.020.890  Creating an Asset Requisition
- PO.020.900  Creating a Trade-In Asset Requisition
- PO.020.910  Creating a Requisition by Copying a Requisition

*Change Requests*

- PO.020.840  Creating a Requisition Change Order
- PO.020.850  Reviewing Requisition Change Request History

*Requisition Maintenance*

- PO.020.920  Approving a Purchasing Requisition
- PO.020.950  Deleting and Canceling Requisition Lines
- PO.050.030  Overriding Requisition Budget Check Errors

*Requisition Processes*

- PO.020.930  Budget Checking a Requisition Online
- PO.020.960  Requisition Reconciliation
- PO.020.480  Finalizing a Requisition
- PO.030.190  Budget Checking Requisitions (Batch Process)

Purchasing – Purchase Orders

*Purchase Order Creation*

- PO.020.100  Adding/Updating a PO Online
- PO.020.110  Adding/Updating an Express PO
- PO.020.140  Creating a PO or Amount-Only PO
- PO.020.120  Creating a PO by Copying a Requisition
- PO.020.130  Creating a PO Using Multiple Speedcharts
- PO.020.860  Creating an Asset Purchase Order
- PO.020.770  Creating an Express PO
- PO.020.400  Creating a PO for Trade-In Asset
PO.020.780   Adding Master Contracts

**Purchase Order Maintenance**

- PO.020.260   Canceling a PO/PO Lines
- PO.020.070   Reserving PO IDs
- PO.020.220   Creating PO Change Orders
- PO.020.160   Approving a PO
- PO.020.310   Maintaining PO Distributions
- PO.020.270   Deleting PO/PO Line(s)
- PO.050.010   Overriding Document Tolerance Error on PO
- PO.050.020   Overriding Budget Checking Error on PO

**Purchase Order Processes**

- PO.020.280   Using PO Reconciliation Workbench
- PO.020.150   Budget Checking a PO (online)
- PO.020.200   Dispatching a PO (online)
- PO.020.390   Running PO Close Process
- PO.030.010   Dispatching Purchase Orders (Batch Process)
- PO.030.020   Using Sourcing Workbench for Req Select, PO Calc & PO Create
- PO.030.030   Budget Checking POs (Batch Process)

**Purchasing – Receiving**

**Managing Receipts**

- PO.020.230   Adding and Updating Receipts
- PO.020.250   Receiving an Asset
- PO.020.240   Receiving a Single Asset with Multiple Distributions
- PO.020.300   Maintaining Receipt Chartfields

**Purchasing – Inquiries**

**Requisition Inquiries**

- PO.060.070   Reviewing Requisition Accounting Entries
- PO.060.100   Reviewing Requisition Change History
- PO.060.110   Reviewing Requisition Activity
- PO.060.130   Inquiring Requisition Workbench
- PO.060.140   Reviewing Requisition Budget Checking Errors
- PO.060.150   Reviewing Requisition Document Status

**PO Inquiries**

- PO.060.010   Inquiring on PO Change Order History
- PO.060.020   Inquiring on PO Activity Summary
- PO.060.040   Inquiring on PO Document Tolerance History
- PO.060.050   Inquiring on PO Document Status
- PO.060.060   Inquiring on PO Accounting Entries
Purchasing – Queries

Requisition Queries

PO.075.170  Running BOR_REQ_OPEN_AMOUNT_1
PO.075.180  Running BOR_REQ_OPEN_AMOUNT_2
PO.075.190  Running BOR_REQ_PRE_ENC_AND_REV_1
PO.075.200  Running BOR_REQ_PRE_ENC_AND_REV_2
PO.075.210  Running BOR_REQ_PRE_ENC_AND_REV_3
PO.075.330  Running BOR_OPR_REQ_AUTHORITY
PO.075.380  Running BOR_REQ_OPEN_AMOUNT_ALL
PO.075.381  Running BOR_REQ_OPEN_AMOUNT_3
PO.075.382  Running BOR_REQ_OPEN_AMOUNT_4
PO.075.383  Running BOR_REQ_OPEN_PREENCS_KK
PO.075.384  Running BOR_KK_PRENC_RECON
PO.075.385  Running BOR_KK_PRENCNP_RECON

Purchasing Queries

PO.075.010  Running BOR_OPEN_AMOUNT_PO
PO.075.020  Running BOR_PO_CHGERR
PO.075.030  Running BOR_PO_ENC_AND_ENC_REV_1
PO.075.040  Running BOR_PO_ENC_AND_ENC_REV_2
PO.075.050  Running BOR_PO_ENC_AND_ENC_REV_3
PO.075.060  Running BOR_PO_ENC_AND_VCHR
PO.075.070  Running BOR_PO_NOT_COMPLETE
PO.075.080  Running BOR_PO_NOT_RECEIVED
PO.075.090  Running BOR_PO_OPEN_AMOUNT_1
PO.075.100  Running BOR_PO_OPEN_AMOUNT_2
PO.075.110  Running BOR_PO_OPEN_AMOUNT_3
PO.075.120  Running BOR_PO_OPEN_AMOUNT_4
PO.075.130  Running BOR_PO_OPEN_AMOUNT_ALL
PO.075.140  Running BOR_PO_OPEN_AMT_NO_FINAL
PO.075.150  Running BOR_PO_PARTIAL_RECEIVED
PO.075.160  Running BOR_PO_STATE_CONTRACTS
PO.075.220  Running BORQP006_BIDS_BY_BUYER
PO.075.240  Running POY1100_REQ_TO_PO_XREF_REPORT
PO.075.250  Running POY5030_RECEIVER_TRAVELLER
PO.075.260  Running BOR_POAP_BUDERR
PO.075.270  Running BOR_POAP_CFERR
PO.075.280  Running BOR_POAP_DISCOUNTS
PO.075.290  Running BOR_MIN_VEND_EXCLU_GOV2
PO.075.310  Running BOR_OPR_PO_AUTHORITY
PO.075.320  Running BOR_OPR_RECEIVER
PO.075.340  Running BOR_OPR_BUYER_AUTHORITY
PO.075.350  Running BOR_PCARD_COA
PO.075.360  Running BOR_SURPLUS
PO.075.370  Running BOR_PO_UNRECON
## Purchasing

### PO Reports

- **PO.070.030** POY1100 REQ to PO XREF Report
- **PO.070.270** POS8002 Requisition Budgetary Activity Report
- **PO.070.300** PORQ009 Close Requisition Report
- **PO.070.310** PORQ010 Requisition Print
- **PO.070.330** APY1090 Match Exceptions Report
- **PO.070.010** POY4005 Expediting Report
- **PO.070.020** APY3001 Vendor Summary Listing Report
- **PO.070.060** POY4100 PO to REQ XREF Report
- **PO.070.070** POY4010 PO Listing Report
- **PO.070.080** POY4012 PO Listing by Buyer
- **PO.070.090** POY4013 PO Listing by Status
- **PO.070.100** POY4020 PO Status Listings by Vendor
- **PO.070.110** POY4030 PO Detail Listing by PO Date
- **PO.070.120** POY4032 PO Detail Listing by Buyer
- **PO.070.130** POY4042 PO Schedule Listings by Buyer
- **PO.070.140** POY4040 PO Schedule Listings by PO Date
- **PO.070.150** POY4041 PO Schedule Listings by Vendor
- **PO.070.200** BORRP008 Minority Vendor Report
- **PO.070.220** BORRP009 PO Statistics
- **PO.070.230** BORRP012 PO Surplus Analysis
- **PO.070.240** POPO005 Purchase Order Print
- **PO.070.250** POS8001 Procurement Budgetary Activity Report
- **PO.070.280** POPO008 PO Reconciliation Report
- **PO.070.290** POROL001 Open Purchase Order
- **PO.070.320** POY8050 Purchase Summary by Vendor
- **PO.070.340** APY3215 Duplicate Vendor Report
- **PO.070.350** BORRP014 PO Open Enc as of Acctg Period
- **PO.075.230** BORRP013_RECYCLED_PAPER_REPORT

### Receiving Reports

- **PO.070.160** POY5001 Receiver Summary Report
- **PO.070.170** POY5010 Receiver Ship To Detail Report
- **PO.070.180** POY5020 Receiver Account Detail
- **PO.070.190** POY5030 Receipt Delivery Report
## Security Business Processes

### Security – Security Administration

**Security Administration**

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<td>Adding User Profiles – Contractors &amp; Multi-Campus</td>
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<td>SC.080.101</td>
<td>Maintaining User Profiles</td>
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<td>SC.080.102</td>
<td>Removing User Profiles</td>
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<td>SC.080.105</td>
<td>Adding User Profiles for Multi-Campus Approvers</td>
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<td>SC.080.106</td>
<td>Managing Terminated User Access</td>
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<td>SC.080.110</td>
<td>Adding and Updating User Preferences</td>
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<td>SC.080.120</td>
<td>Searching and Viewing Security Roles</td>
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<td>Searching and Viewing Security Permission Lists</td>
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<td>Running Security Access Reports</td>
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<td>Viewing Password Controls</td>
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Travel & Expenses Business Processes

Travel & Expenses – Travelers

Self-Service Setup
EX.010.013  Reviewing My System Profile in Self-Service
EX.010.030  Reviewing Employee Profile and Settings
EX.010.010  Modifying User Defaults
EX.010.035  Creating a Travel Authorization Template
EX.010.031  Creating a Private Expense Report Template
EX.010.500  Understanding Expenses Workflow for Travelers

Travel Authorizations
EX.020.010  Creating a Travel Authorization from Scratch
EX.020.011  Creating a Travel Authorization Using a Template
EX.020.012  Copying an Existing Travel Authorization
EX.020.015  Modifying a Travel Authorization
EX.020.016  Deleting a Travel Authorization
EX.020.200  Canceling an Approved Travel Authorization

Cash Advances
EX.020.050  Creating a Cash Advance
EX.020.051  Modifying a Cash Advance
EX.020.052  Deleting a Cash Advance

Expense Reports
EX.020.100  Creating an Expense Report from Scratch
EX.020.101  Creating an Expense Report from a Template
EX.020.103  Copying an Existing Expense Report
EX.020.102  Creating an Expense Report from a Travel Authorization
EX.020.108  Applying a Cash Advance to an Expense Report
EX.020.107  Applying a Cash Advance & Travel Authorization to an Expense Report
EX.020.106  Creating a Flexible Spending Account Expense Report
EX.020.109  Itemizing a Lodging Bill Using the Hotel Wizard
EX.020.112  Understanding Prepaid Expenses
EX.030.601  Overview of Team Travel for Non-Employees
EX.020.110  Modifying an Expense Report
EX.020.111  Deleting an Expense Report

Employee Reports
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EX.070.011  Printing a Cash Advance Report
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