

## EX.010.032 - Creating a Public Expense Report Template

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>                  | <ul style="list-style-type: none"> <li>Identify the reasons for creating a public expense report template.</li> <li>Identify what the effective date should be for public templates.</li> <li>Create a public expense report template.</li> </ul>                                                                                                                                                                  |
| <b>Description</b>              | <p>To reduce time and errors in preparing expense reports, users can create templates that reflect typical combinations of expense items. The system administrator sets up public templates for all employees to use. Employees set up user templates for their own personal use.</p> <p>For instructions on how to set up private expense reports templates, see <a href="#">business process EX.010.031</a>.</p> |
| <b>Security Role</b>            | <b>BOR_EX_SETUP_CONFIG</b>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Dependencies/Constraints</b> | None                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Additional Information</b>   | None                                                                                                                                                                                                                                                                                                                                                                                                               |

## **Procedure**

Below are step-by-step instructions on how to create a public expense report template to include Breakfast, Lunch and Dinner.

| <b>Step</b> | <b>Action</b>                                                                                                                                                                   |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.          | Click the <b>NavBar</b> icon.                                                                                                                                                   |
| 2.          | Click the <b>Menu</b> link.                                                                                                                                                     |
| 3.          | Click the <b>Set Up Financials/Supply Chain</b> link.                                                                                                                           |
| 4.          | Click the <b>Product Related</b> link.                                                                                                                                          |
| 5.          | Click the <b>Expenses</b> link.                                                                                                                                                 |
| 6.          | Click the <b>Management</b> link.                                                                                                                                               |
| 7.          | Click the <b>Template</b> link.                                                                                                                                                 |
| 8.          | To alter an existing public template, search for that template in the <b>Find an Existing Value</b> Tab. To create a new public template, click the <b>Add a New Value</b> tab. |
| 9.          | Click the <b>Add a New Value</b> tab.                                                                                                                                           |
| 10.         | Click the <b>Look up SetID</b> button.                                                                                                                                          |
| 11.         | Select <b>SetID</b> from the list option.                                                                                                                                       |
| 12.         | Enter " <b>MEALS</b> " in the <b>Document Template</b> field.                                                                                                                   |
| 13.         | Click the <b>Template Type</b> list.                                                                                                                                            |
| 14.         | Click the <b>Expense Report</b> list item.                                                                                                                                      |
| 15.         | Click the <b>Add</b> button.                                                                                                                                                    |
| 16.         | The effective date should be changed to 01/01/1901 for consistency purposes. Enter " <b>01/01/1901</b> " in the <b>Effective Date</b> field.                                    |
| 17.         | Enter " <b>Meals Only</b> " in the <b>Description</b> field.                                                                                                                    |
| 18.         | Enter " <b>MEALS</b> " in the <b>Short Description</b> field.                                                                                                                   |
| 19.         | Click the <b>Expense Type</b> list.                                                                                                                                             |
| 20.         | Click the <b>Breakfast</b> list item.                                                                                                                                           |
| 21.         | Click the <b>Add a new row</b> button at the end of the first row.                                                                                                              |
| 22.         | Click the <b>Expense Type</b> list for row 2.                                                                                                                                   |
| 23.         | Click the <b>Lunch</b> list item.                                                                                                                                               |
| 24.         | Click the <b>Add a new row</b> button at the end of row 2.                                                                                                                      |
| 25.         | Click the <b>Expense Type</b> list item for row 3.                                                                                                                              |
| 26.         | Click the <b>Dinner</b> list item.                                                                                                                                              |
| 27.         | Click the <b>Save</b> button.                                                                                                                                                   |