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## EX.030.501 - Reviewing Total Predicted Expenses

#### Trigger:

#### Concept

This topic demonstrates how to review predicted expenses. The Expenses Module is comprised of transactions that are in various stages. Expenses provides a tool for executives, managers, and auditors to easily identify and track transactions in progress so that they can gain insight into potential problem areas.

**Expense Reports**: Transactions in Process (TIP) data focuses attention on what needs to be resolved with regards to Expense Reports to ensure that your expenses system runs smoothly.

**Travel Authorizations:** Total Predicted Expenses (TPE) data focuses attention on what needs to be resolved with regards to Travel Authorizations to ensure that your expenses system runs smoothly.

**Expenses Pagelets**: Expenses Pagelets are an optional way for interested employees to see Real-Time Analysis figures on their initial log-in page to the Core Application.

The Real-Time Analysis functionality is covered in 6 separate topics.

1. EX.010.040 - Setting up Real-Time Analysis Defaults

2. EX.010.043 - Setting up Transactions in Progress methods

3. EX.010.041 - Setting up Expenses Pagelets

4. EX.030.042 - Running the Update Expenses Pagelet Info Process

5. EX.030.500 - Reviewing Transactions in Progress (Expense Reports)

6. EX.030.501 - Reviewing Total Predicted Expenses (Travel Authorizations)

Steps 1 and 4 from above must be completed before you can review Total Predicted Expenses.

**Topic Objective:**

Upon completion of this topic, you will be able to:

- Review total predicted expenses.

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

For this topic, imagine that you want to review the total predicted expenses for a specific date range. Let's see how this is done.

| Step | Action |
| --- | --- |
|  | The Real-Time Analysis tool, Total Predicted Expenses, allows selected users to view approved travel authorizations based on their search criteria.  This information may be helpful in predicting upcoming Expenses. |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Real-Time Analysis** link. |
|  | Click the **Predicted Expense Summary** link. |
|  | Enter dates to filter on. You can only filter within the dates set by the administrator. If you enter dates outside the range, a message notifies you that it is not a valid date. The date is pre-populated with the date range that the administrator defined in the Administrator page. |
|  | You will not need to enter an Expense Billing Code. |
|  | Click the **Look up GL Business Unit (Alt+5)** button. |
|  | Click an entry in the **Business Unit** column. |
|  | You can specify a particular ChartField to search by.  For this exercise, we will search for ALL travel authorizations without entering any limiting criteria. |
|  | Click the **Go** button. |
|  | Click the **Vertical** scrollbar to navigate to the bottom of the page. |
|  | A listing of travel authorizations which match your search criteria are displayed. |
|  | You can click an entry in the **Travel Authorization ID** column to drill down to a specific travel authorization report for further analysis. |
|  | Click the **Return to Home** link. |
|  | Congratulations. You have just completed the **Reviewing Total Predicted Expenses** topic. Below is the key concept of this lesson:  - The Total Predicted ExpensesSummaryinformation may be helpful in predicting upcoming expenses.  **End of Procedure.** |