|  |  |
| --- | --- |
| Security Role | **BOR\_EX\_SETUP\_CONFIG** |
| Responsibility/Role |  |
| File Name |  |
| Version |  |
| Document Generation Date | **12/15/2010** |
| Date Modified | **12/15/2010** |
| Last Changed by |  |
| Status |  |

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

#### Trigger:

#### Concept

This topic demonstrates how to create a public expense report template. To reduce time and errors in preparing expense reports, you 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.

For instructions on how to set up private expense reports templates, see business process EX.010.031.

**Topic Objectives:**

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

- Identify the reasons for creating a public expense report template.

- Identify what the effective date should be for public templates.

- Create a public expense report template.

|  |
| --- |
| Assumptions |
|  |

|  |
| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, create a Public Expense Report Template for Meal Expenses, to include Breakfast, Lunch and Dinner. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Set Up Financials/Supply Chain** link. |
|  | Click the **Product Related** link. |
|  | Click the **Expenses** link. |
|  | Click the **Management** link. |
|  | Click the **Template** link. |
|  | If you wish to alter an existing public template, you can search for that template in the **Find an Existing Value** Tab. If you wish to create a new public template, you will need to click the **Add a New Value** tab. |
|  | Click the **Add a New Value** tab. |
|  | Click the **Look up SetID** button. |
|  | Select your **SetID** from the list option. |
|  | Enter "**MEALS**" in the **Document Template** field. |
|  | Click the **Template Type** list. |
|  | Click the **Expense Report** list item. |
|  | Click the **Add** button. |
|  | The effective date should be changed to 01/01/1901 for consistency purposes.  Enter "**01/01/1901**" in the **Effective Date** field. |
|  | Enter "**Meals Only**" in the **Description** field. |
|  | Enter "**MEALS**" in the **Short Description** field. |
|  | Click the **Expense Type** list. |
|  | Click the **Breakfast** list item. |
|  | Click the **Add a new row** button at the end of the first row. |
|  | Click the **Expense Type** list for row 2. |
|  | Click the **Lunch** list item. |
|  | Click the **Add a new row** button at the end of row 2. |
|  | Click the **Expense Type** list item for row 3. |
|  | Click the **Dinner** list item. |
|  | Click the **Save** button. |
|  | Congratulations. You have just completed the **Creating a Public Expense Report Template** topic. Below is a summary of the key concepts of this topic:  - By creating Public Expense Report Templates, you can reduce the amount of time and errors created when preparing expense reports.  - When creating a public expense report template, the effective date should be 1/1/1901 for consistency purposes.  - See business process EX.010.031 for instructions on setting up personal expense report templates.  **End of Procedure.** |