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

## EX.010.043 - Setting Up Transactions in Progress Methods

#### Trigger:

#### Concept

This topic demonstrates how to set up Transactions in Progress methods. 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. This is the Real-Time Analysis functionality.

This tool provides the following types of information and data:

**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 six separate topics:

1. EX.010.040 – Setting Up Real-Time Analysis Defaults (Admin function that is performed once per institution)

2. EX.010.043 – Setting Up Transactions in Progress methods (Must be performed once by each user who wishes to view Transactions in Progress)

3. EX.010.041 – Setting Up Expenses Pagelets (Must be performed once by each User who wishes to have pagelet information on their “Home” page)

4. EX.030.042 – Running the Update Expenses Pagelet Info Process (should be run at least daily)

5. EX.030.500 – Reviewing Transactions in Progress (Expense Reports) (used to review information as needed)

6. EX.030.501 – Reviewing Total Predicted Expenses (Travel Authorizations) (used to review information as needed)

This topic, Setting Up Transactions in Progress Methods (EX.010.043), enables you to indicate the expense stages for which you want to provide real-time analysis. The step must be completed after the first step, but before steps 3 – 6 can be performed.

**Topic Objectives:**

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

- Identify what must be completed before setting up Transactions in Progress methods.

- Identify the three Transactions in Progress methods used to populate Real-Time Analysis data for Expense reports.

- Set up Transactions in Progress Methods.

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

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

#### Additional Information

#### Procedure

For this topic, we need to set up the three Transactions in Progress Methods for Expense Reports. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Real-Time Analysis** link. |
|  | Click the **Review Transaction in Progress** link. |
|  | We need to set up the three TIP methods which are used to populate the Real-Time Analysis data for Expense Reports.  EXAPRNP  EXESTNE  EXERCNA |
|  | Click the **Add a New Value** tab. |
|  | Click the **Look up Transactions In Progress (Alt+5)** button. |
|  | Click the **EXAPRNP** entry in the **Transactions In Progress** column. |
|  | Click the **Add** button. |
|  | Click the **Look up GL Business Unit (Alt+5)** button. |
|  | Click an entry in the **Business Unit** column. |
|  | Click the **Save** button. |
|  | Click the **Add** button. |
|  | Click the **Look up Transactions In Progress (Alt+5)** button. |
|  | Click the **EXESTNE** entry in the **Transactions In Progress** column. |
|  | Click the **Add** button. |
|  | Click the **Look up GL Business Unit (Alt+5)** button. |
|  | Click an entry in the **Business Unit** column. |
|  | Click the **Save** button. |
|  | Click the **Add** button. |
|  | Click the **Look up Transactions In Progress (Alt+5)** button. |
|  | Click the **EXRECNA** entry in the **Transactions In Progress** column. |
|  | Click the **Add** button. |
|  | Click the **Look up GL Business Unit (Alt+5)** button. |
|  | Click an entry in the **Business Unit** column. |
|  | Click the **Save** button. |
|  | Now we need to make sure that the three required TIP methods were created successfully. |
|  | Click the **Update/Display** button. |
|  | Click the **Search** button on the **Find an Existing Value** tab to return your TIP methods. |
|  | You should have three TIP methods listed.  EXAPRNP  EXESTNE  EXRECNA |
|  | Congratulations. You have just completed the **Setting Up Transactions in Progress Methods** topic. Below is a summary of the key concepts of this topic:  - Before setting up Transactions in Progress methods, Real-Time Analysis Defaults must first be setup.  - There are three Transactions in Progress methods used to populate Real-Time Analysis data for Expense Reports.  - EXAPRNP = Expenses approved/not reimbursed-paid  - EXESTNE = Expenses estimated but actual expenses not entered (past due)  - EXERCNA = Expenses recorded/not approved  **End of Procedure.** |