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## TRAVEL & EXPENSES BUSINESS PROCESSES

### Travel & Expenses – Traveler Setup

#### **Self-Service Setup**

- 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

#### **Core Setup**

- EX.010.032 Creating a Public Expense Report Template
- EX.010.033 Creating a Public Travel Authorization Template

### Travel & Expenses – 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.020.014 Withdrawing a Travel Authorization
- EX.020.016 Deleting a Travel Authorization
- EX.020.200 Canceling an Approved Travel Authorization
- EX.060.014 Viewing a Travel Authorization
- EX.070.010 Printing a Travel Authorization Report

### Travel & Expenses – Cash Advances

- EX.020.050 Creating a Cash Advance
- EX.020.051 Modifying a Cash Advance
- EX.020.117 Withdrawing a Cash Advance
- EX.020.052 Deleting a Cash Advance
- EX.060.015 Viewing a Cash Advance
- EX.070.011 Printing a Cash Advance

### Travel & Expenses – Expense Reports

- EX.020.100 Creating an Expense Report from a Blank Report
- EX.020.101 Creating an Expense Report from a Template
- EX.020.102 Creating and Submitting an Expense Report from an Approved Travel Authorization
- EX.020.103 Copying an Existing Expense Report
- EX.020.107 Applying a Cash Advance & Travel Authorization to an Expense Report
- EX.020.108 Applying a Cash Advance to an Expense Report
- EX.020.109 Itemizing a Lodging Bill Using the Hotel Wizard
- EX.020.110 Modifying an Expense Report

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EX.020.111	Deleting an Expense Report
EX.020.112	Understanding Prepaid Expenses
EX.020.113	Withdrawing an Expense Report
EX.060.016	Viewing an Expense Report
EX.060.023	Reviewing Expense Payment History
EX.060.024	Reviewing Employee Expense History
EX.070.012	Printing an Expense Report

## **Travel & Expenses – Approvals Through Self-Service Portal**

### ***Managing Approvals***

EX.010.501	Understanding Expenses Workflow for Approvers
EX.020.300	Understanding Approval Methods
EX.020.301	Using the Summary Approvals Page in Self Service
EX.080.106	Reassigning Approval Work in Self Service
EX.010.090	Assigning a Designated Approver

### ***Approving Travel Authorizations***

EX.080.010	Worklist: Approving a Travel Authorization
EX.080.011	Worklist: Denying a Travel Authorization
EX.080.012	Worklist: Sending Back a Travel Authorization
EX.080.013	Worklist: Placing a Travel Authorization on Hold

### ***Approving Cash Advances***

EX.080.050	Worklist: Approving a Cash Advance
EX.080.051	Worklist: Denying a Cash Advance
EX.080.052	Worklist: Sending Back a Cash Advance
EX.080.053	Worklist: Placing a Cash Advance on Hold

### ***Approving Expense Reports***

EX.080.100	Worklist: Approving an Expense Report
EX.080.101	Worklist: Denying an Expense Report
EX.080.102	Worklist: Sending Back an Expense Report
EX.080.103	Worklist: Placing an Expense Report on Hold
EX.020.303	Verifying Expense Report Receipts Online

### ***Budget Checking***

EX.030.013	Budget Checking Expense Transaction Overview
EX.020.150	Budget Checking Travel Authorizations Online
EX.020.151	Budget Checking Expense Reports Online
EX.030.015	Reviewing Budget Exceptions for Expense Reports
EX.030.016	Reviewing Budget Exceptions for Travel Authorizations

### ***Manager Reports***

EX.070.051	Running the Employee Data by Department Report
EX.070.052	Running the Employee Data by Business Unit Report
EX.070.053	Running the Business Purpose Report

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EX.070.054	Running the Expense Type Group Report
EX.070.055	Running the Expense Type Report
EX.070.056	Running the Preferred Merchant Report
EX.070.057	Running the Expense Location Amount Report
EX.070.058	Running the Expense Location Report
EX.070.059	Running the Template Report
EX.070.060	Running the GL Balancing Report
EX.070.061	Running the Expense Transactions by Department Report
EX.070.062	Running the Expense Transactions by Business Unit Report
EX.070.067	Running the Payment Type Report

## **Travel & Expenses – Expense Administrator Management & Processing**

### ***Managing Workflow***

EX.010.012	Establishing Approver Assignments
EX.030.410	Updating Worklist Entry Statuses
EX.080.105	Reassigning Approval Work
EX.020.400	Assigning an Alternate User for Workflow
EX.010.022	Authorize Users/Delegate Entry Authority (Core)
EX.060.010	Inquiring on an Employee's Profile

### ***Approvals and Receipt Verification***

EX.010.014	My System Profile – Alternate User Routing
EX.060.500	Using the T&E Center in the Core Application
EX.020.304	Verifying Expense Report Receipts in Mass

### ***Budget Checking***

EX.030.012	Budget Checking Expense Transaction Overview
EX.030.010	Budget Checking Travel Authorizations in Batch
EX.030.011	Budget Checking Expense Reports in Batch
EX.060.020	Reviewing Budget Checking Exceptions

### ***Expense Processing***

EX.030.030	Processing Expenses: Staging Payments
EX.030.032	Reviewing and Updating Staged Payments
EX.030.035	Resetting Expense Transactions Not Selected in Reset
EX.030.031	Processing Expenses: Posting Liabilities
EX.030.033	Processing Expenses: Posting Payments

### ***Managing Expense Transactions***

EX.020.155	Resetting Travel Authorization Accounting Date
EX.020.156	Resetting Expense Report Accounting Dates
EX.020.204	Closing an Expense Report
EX.020.205	Unposting an Expense Report
EX.020.206	Updating an Unposted Expense Report
EX.020.208	Unstaging Payments
EX.020.203	Canceling Expense Payments

- EX.020.207 Adjusting Paid Expenses
- EX.080.104 Modifying Approved Expense Transactions
- EX.020.209 Canceling Approved Travel Authorizations in Core
- EX.020.201 Closing a Cash Advance
- EX.020.202 Reconciling Cash Advances

***Real-Time Analysis Functionality***

- EX.010.040 Setting Up Real-Time Analysis Functionality
- EX.010.043 Setting Up Transactions in Progress Methods
- EX.010.041 Setting Up Expense Pagelets
- EX.030.042 Running the Expenses Pagelets Process
- EX.030.500 Reviewing Transactions in Progress
- EX.030.501 Reviewing Total Predicted Expenses

***Accounting Entries***

- EX.060.017 Viewing Cash Advance Accounting Entries
- EX.060.018 Viewing Expense Report Accounting Entries
- EX.060.300 Viewing Expense Report Journal Entries

***Queries***

- EX.010.080 Running the Email Verification Query
- EX.075.001 Running Open Liability Queries for Expenses

***Reports***

- EX.070.001 Running the Employee Data by Department Report
- EX.070.002 Running the Employee Data by Business Unit Report
- EX.070.003 Running the Business Purpose Report
- EX.070.004 Running the Expense Type Group Report
- EX.070.005 Running the Expense Type Report
- EX.070.006 Running the Preferred Merchant Report
- EX.070.007 Running the Expense Location Amount Report
- EX.070.008 Running the Expense Location Report
- EX.070.009 Running the Reimbursement Action Code Report
- EX.070.013 Running the Template Report
- EX.070.014 Running the Wizard Type Report
- EX.070.015 Running the GL Balancing Report
- EX.070.016 Running the Expense Transactions by Department Report
- EX.070.017 Running the Expense Transactions by Unit Report
- EX.070.019 Running the Cash Advances by Department Report
- EX.070.020 Running the Cash Advances by Business Unit Report
- EX.070.021 Running the Cash Advance Aging by Department Report
- EX.070.022 Running the Cash Advance Aging by Business Unit Report
- EX.070.023 Running the Payment Type Report
- EX.070.024 Running the Standard Distance Rates Report
- EX.070.025 Running the Cash Advance Source Report