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.020.052  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 Scratch
EX.020.101  Creating an Expense Report from a Template
EX.020.102  Creating an Expense Report from a Travel Authorization
EX.020.103  Copying an Existing Expense Report
EX.020.108  Applying a Cash Advance to an Expense Report
EX.020.107  Applying a Cash Advance & Travel Authorization to an
EX.020.109  Itemizing a Lodging Bill Using the Hotel Wizard
EX.020.110  Modifying an Expense Report
EX.020.111  Deleting an Expense Report
EX.020.112  Understanding Prepaid Expenses
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
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
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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
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EX.020.156  Resetting Expense Report Accounting Dates
EX.020.204  Closing an Expense Report
EX.020.205  Unposting an Expense Report
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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

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- EX.060.017  Viewing Cash Advance Accounting Entries
- EX.060.018  Viewing Expense Report Accounting Entries
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- EX.010.080  Running the Email Verification Query
- EX.075.001  Running Open Liability Queries for Expenses

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- 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
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- EX.070.005  Running the Expense Type Report
- EX.070.006  Running the Preferred Merchant Report
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- 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
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- 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