Travel & Expenses Business Processes

Travel & Expenses – Travelers

Self-Service Setup

EX.010.013	Reviewing My System Profile in Self-Service
EX.010.030	Reviewing Employee Profile and Settings
EX.010.010	Modifying User Defaults
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

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.020.016	Deleting a Travel Authorization
EX.020.200	Canceling an Approved Travel Authorization

Cash Advances

EX.020.050	Creating a Cash Advance
EX.020.051	Modifying a Cash Advance
EX.020.052	Deleting a Cash Advance

Expense Reports

EX.020.100	Creating an Expense Report from Scratch
EX.020.101	Creating an Expense Report from a Template
EX.020.103	Copying an Existing Expense Report
EX.020.102	Creating an Expense Report from a Travel Authorization
EX.020.108	Applying a Cash Advance to an Expense Report
EX.020.107	Applying a Cash Advance & Travel Authorization to an Expense Report
EX.020.106	Creating a Flexible Spending Account Expense Report
EX.020.109	Itemizing a Lodging Bill Using the Hotel Wizard
EX.020.112	Understanding Prepaid Expenses
EX.030.601	Overview of Team Travel for Non-Employees
EX.020.110	Modifying an Expense Report
EX.020.111	Deleting an Expense Report

Employee Reports

EX.070.010	Printing a Travel Authorization Report
EX.070.011	Printing a Cash Advance Report
EX.070.012	Printing an Expense Report

Inquiries

EX.060.014	Viewing a Travel Authorization
EX.060.015	Viewing a Cash Advance
EX.060.016	Viewing an Expense Report

EX.060.023	Reviewing Expense Payment History
EX.060.024	Reviewing Employee Expense History

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.010.014	My System Profile – Alternate User Routing
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 – Administration & Processing

System Setup/Maintenance

EX.010.032	Creating a Public Expense Report Template
EX.010.033	Creating a Public Travel Authorization Template
EX.030.050	Running the Batch Update of Budget Reference

Managing Workflow, Travelers and Approvers

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 (Vacation Routing) for an Approver
EX.010.022	Authorize Users/Delegate Entry Authority (Core)
EX.060.010	Inquiring on an Employee's Profile
EX.010.015	Updating Expense Bank Account Info

Core System Approvals and Receipt Verification

EX.010.014	My System Profile – Alternate User Routing
EX.020.302	Using the Summary Approvals Page in Core
EX.060.500	Using the T&E Center in the Core Application
EX.020.304	Verifying Expense Report Receipts in Mass

Budget Checking Travel Authorizations and Expense Reports

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

Processing Expenses

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 Paycycle
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.030.037	Running the Travel Authorization Encumbrance Interface
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
EX.030.020	Running the Employee Notification Batch Process

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

Travel & Expense Inquiries

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

Travel & Expense Queries

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

Travel & Expense 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