
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

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 a Blank Report
- 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.020.114 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
- 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.020.151	Budget Checking Expense Reports Online
EX.030.015	Reviewing Budget Exceptions for Expense Reports

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 Expense Transactions
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.030.011 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 Paycycle

- EX.030.031 Processing Expenses: Posting Liabilities
- EX.030.033 Processing Expenses: Posting Payments

Fiscal Year-End

- EX.030.050 Updating the Budget Reference at Fiscal Year-End

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

