
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

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
- EX.030.036 Update TAUTH or EXP Rpt Acctg Date to current date

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.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