






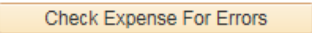

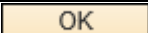












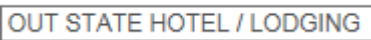

Creating Travel Authorizations

Step	Action
1.	Begin by navigating to the Main Menu > Financials > Employee Self-Service > Travel and Expenses > Travel Authorizations > Create/Modify.
2.	Your EMPL ID will default, however, you can click the Look up Empl ID (Alt+5) button to select someone for whom you are assigned to prepare a Travel Authorization. 
3.	Click the Add button. 
4.	Quick Start: Open a Blank Authorization: Expenses displays the Travel Authorization Entry page.
5.	Enter the desired information into the Description field. Example: ERP Conference
6.	Click the Business Purpose list. <input type="text" value="CONFERENCE"/>
7.	Click the Look up Default Location (Alt+5) button.  Example: Miami
8.	Click the BOSTN link.
9.	Click the Date From (Alt+5) button.  Example: Leaving to Conference
10.	Click the Date To (Alt+5) button.  Example: Return from Conference
11.	Click the Expense Type , click the OUT DISTRICT HOTEL list item. <input type="text" value="OUT DISTRICT HOTEL / I"/>
12.	Click the Date (Alt+5) field. 
13.	Click the Payment Type list. Example: PERSONAL CREDIT CARD
14.	Click the BILLABLE list item. Usually, the Internal option will be selected. You can Select Billable, Nonbillable, or Internal for the Billing Type . If you use Project Costing, billing codes are required to identify expense items that are both billable and charged to Project Costing ChartFields.
15.	Click the Detail link.  . Use the Authorization Detail page to populate the required fields.
16.	Click on the 
17.	Click the Accounting Detail link. 
18.	Click in the Oper Unit field. Enter " HM01 ".
19.	Click in the Fund field. Enter " 101 ".
20.	Click in the ICS field. Enter " 5601000 "- Dept. field will auto populate
21.	The Dept. field will auto populate when ICS field is entered.
22.	Enter the desired information into the Campus/Ctr field. Enter a valid value e.g. " 2000 ".
23.	The Account field must be populated. Enter " 14507002 "
24.	Enter the desired information into the Bud Ref field. Enter a valid value e.g. " 2015-16 ".
25.	Click the OK button. 
26.	Click on the  link





Creating Travel Authorizations

Step	Action
27.	Click the Save for Later button. 
28.	Click the check box in the field “ I certify that this travel authorization form is a fair estimate option”. <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="checkbox"/> I certify that this travel authorization form is a fair estimate for necessary expenses in the performance of my official duties and that they will conform in every aspect with the requirements of the policies adopted by the Board of Trustees, Miami Dade College </div>
29.	Click the Submit button.  A save confirmation message will prompt you and provide an Authorization ID number.
30.	Click the OK button. 
31.	You have successfully created a travel authorization. End of Procedure.

Creating Expense Reports

Step	Action
1.	Begin by navigating to the Main Menu > Financials > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify.
2.	Your EMPL ID will default, however, you can click the Look up Empl ID (Alt+5) button to select someone for whom you are assigned to prepare an Expense Report. 
3.	Click the Add button. 
4.	Use the Quick Start , field (top right) select A Travel Authorization and click on the  icon. These setting are determined on the Employee Profile - User Defaults page. Default values include: Business Purpose, Location, Report Description, Payment Type , and so on.
5.	Click the Business Purpose list. Enter: Conference
6.	Click in the Report Description field. Enter: A Brief Description
7.	Click on the Reference Enter: BUS_REQD
8.	In the Default Location field, select a city, country, or geographical area where the expenses were generally incurred. Click the BOSTN link.
9.	Click the Attachments link. 
10.	Click the OK button. 
11.	Use the Quick-Fill button (or link) to select multiple expense types.
12.	Click the Choose a date 
13.	Click the Expense Type , select from the drop down- 
14.	Click the Description . Enter: A Brief Description
15.	Click the Payment Type list.
16.	Click in the Amount field. Enter: the amount for the total expense type.
17.	Click the Billing Type and select the Internal list item.
18.	Click the Merchant list. Click on the radio button Non-Preferred .
19.	Enter 2 in the Number of Nights field
20.	Enter Holiday Inn in the comment box.
21.	The Reimbursement Amt displays the amount in the employee's base currency.
22.	Click the Expand Accounting Details button. 
23.	Click in the Oper Unit field. Enter: Enter HM01
24.	Click in the Fund field. Enter " 101 ".
25.	Click in the ICS field. Enter " 5601000 ".
26.	Click in the Dept field. Enter " 150170 ".
27.	Click in the Campus\Ctr field. Enter " 5000 ".
28.	The Account field should be populated from the expense type chosen. Enter " 14507002 ".
29.	Click the Bud Ref field. Enter " 2015-16 ".

Creating Expense Reports

Step	Action
30.	Click the Save for Later link.  (top right), or
31.	Click the Summary and Submit link. 
32.	<p>After reviewing the project total information, select the Certification check box to indicate that you agree with the certification statement.</p> <p>After you select this check box, the Submit Expense Report button becomes active.</p> <p>Click the Submit Checkbox option. </p> <p>Note: After you submit an expense report you cannot modify it.</p>
33.	Click the OK button. 
34.	You have successfully created and submitted an expense report. End of Procedure.