

Travel and Expense User Guide
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Introduction

This module contains information regarding the State of Indiana's Travel and Expense Travel Authorization and Expense Report entry and policies. The Travel and Expense User Guide is divided into three lessons:

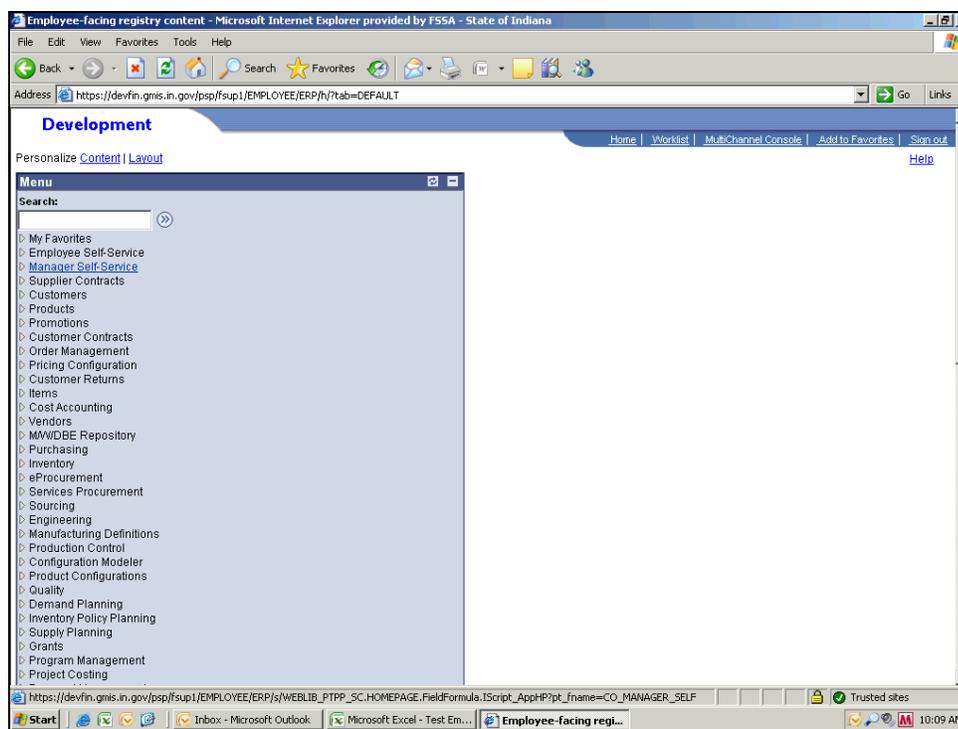
- 1) Travel Authorization (Form G10)
- 2) Expense Report (Travel Voucher)
- 3) Miscellaneous Procedures



Manager Process - ER & TA

Budget Check an Expense Report & Travel Authorization

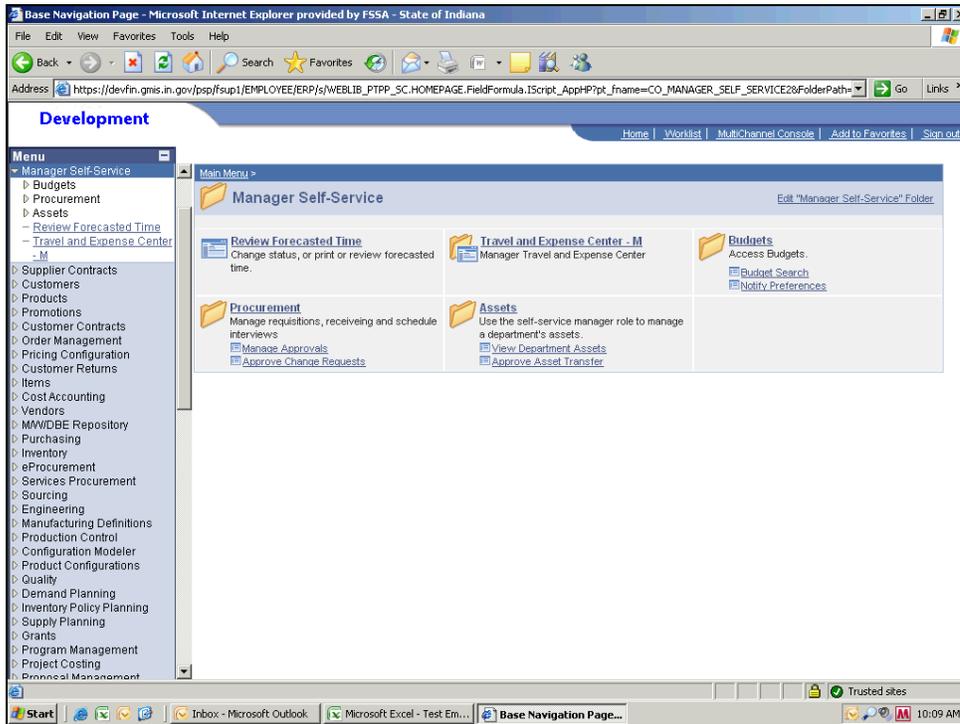
Procedure



Step	Action
1.	From the main menu, click the Manager Self-Service link. ▶ Manager Self-Service

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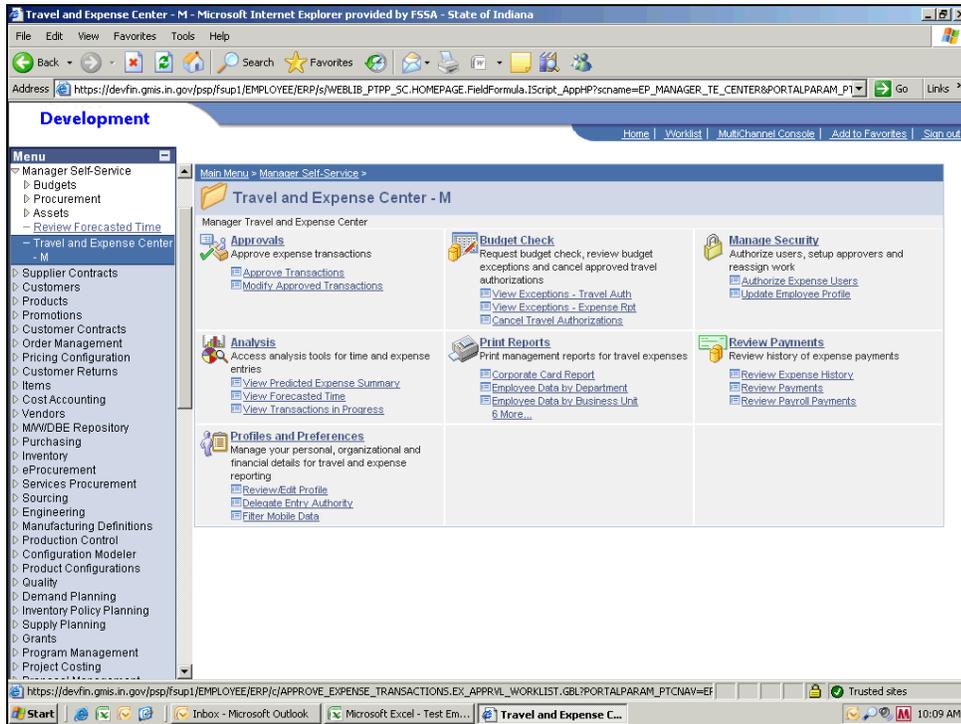


Step	Action
2.	Click the Travel and Expense Center - M link. Travel and Expense Center - M

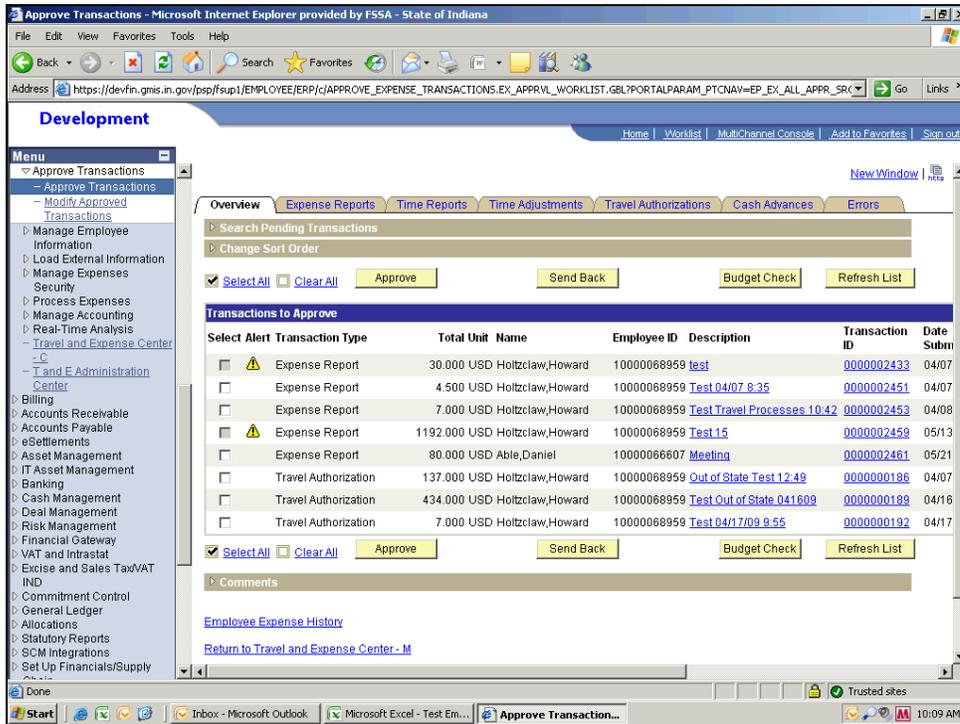


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Step	Action
3.	Click the Approve Transactions link. Approve Transactions

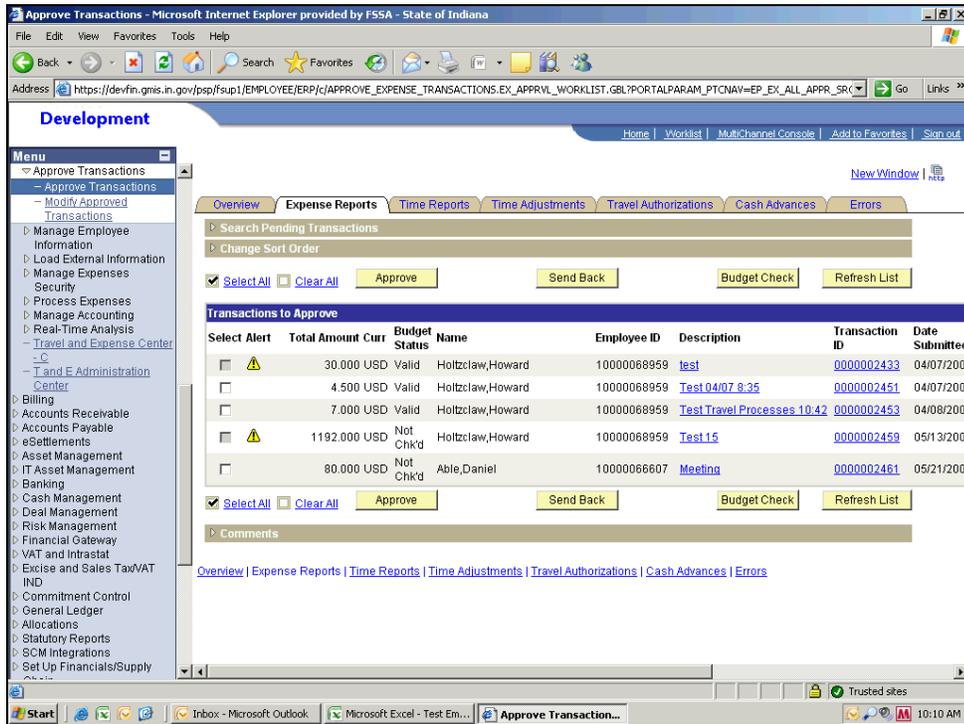


Step	Action
4.	<p>The first approver(s) in the workflow routing is designated to perform the budget check process in conjunction with approval of the document. This reserves funds for upcoming travel (Travel Authorization) or employee reimbursement (Expense Report).</p> <p>Approvers not responsible for the budget check process need only be concerned with reviewing the document as required by the approval role.</p> <p>The Approve Transactions page provides an Overview tab that displays all transactions, while the other tabs organize them according to the transaction type.</p> <p>Click the Expense Reports tab for this example.</p> <p>Expense Reports</p>



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Step	Action
5.	<p>Option 1: BUDGET CHECK FROM OVERVIEW TABS</p> <p>The Budget Check process that reserves funds for the transaction may be run from the Expense Report tab or from the document itself during review/approval. Each transaction must have a valid budget check status <i>before</i> it can be approved.</p> <p>Let's look at Budget Check from the Expense Reports tab first.</p> <p>Click the Select checkbox next to the transaction to be budget checked. Notice the Budget Status column. The status is currently Not Chk'd.</p> <p><input type="checkbox"/></p>

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The screenshot shows the 'Approve Transactions' page in a Microsoft Internet Explorer browser. The page title is 'Approve Transactions - Microsoft Internet Explorer provided by FSSA - State of Indiana'. The address bar shows a URL starting with 'https://devfin.gmis.in.gov/'. The page has a 'Development' header and a navigation menu on the left. The main content area has tabs for 'Overview', 'Expense Reports', 'Time Reports', 'Time Adjustments', 'Travel Authorizations', 'Cash Advances', and 'Errors'. Below the tabs, there are buttons for 'Select All', 'Clear All', 'Approve', 'Send Back', 'Budget Check', and 'Refresh List'. A table titled 'Transactions to Approve' is displayed with the following data:

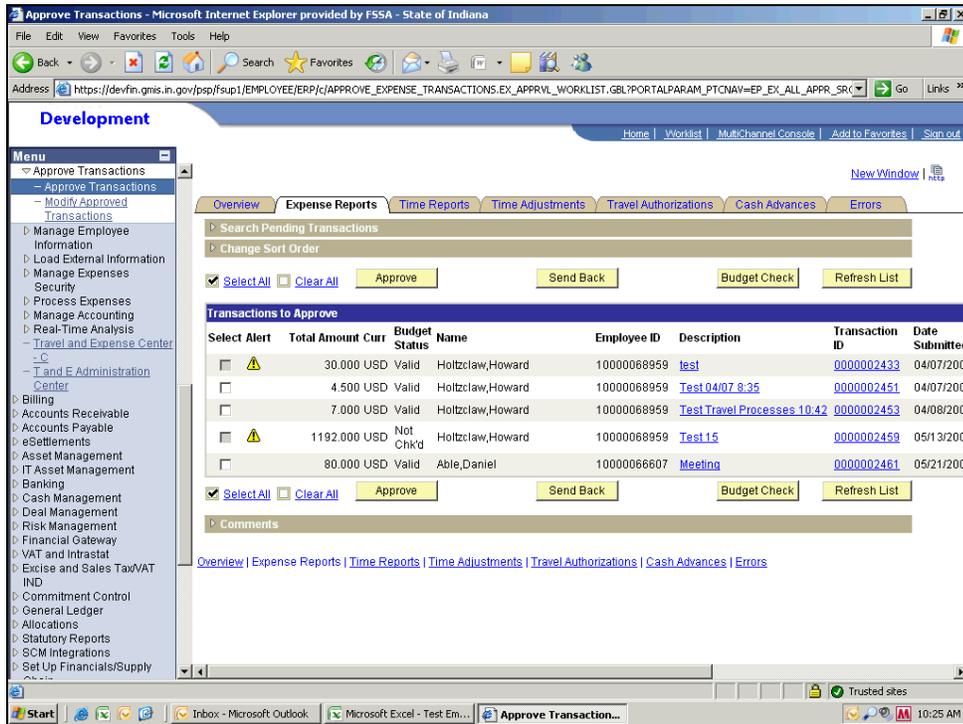
Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted
<input type="checkbox"/>		30.000	USD	Valid	Holtzclaw,Howard	10000068959	test	0000002433	04/07/2008
<input type="checkbox"/>		4.500	USD	Valid	Holtzclaw,Howard	10000068959	Test 04/07 8:35	0000002451	04/07/2008
<input type="checkbox"/>		7.000	USD	Valid	Holtzclaw,Howard	10000068959	Test Travel Processes 10:42	0000002453	04/08/2008
<input type="checkbox"/>		1192.000	USD	Not Chk'd	Holtzclaw,Howard	10000068959	Test 15	0000002459	05/13/2008
<input checked="" type="checkbox"/>		80.000	USD	Not Chk'd	Able,Daniel	10000066607	Meeting	0000002461	05/21/2008

Step	Action
6.	Click the Budget Check button to launch the budget check process.



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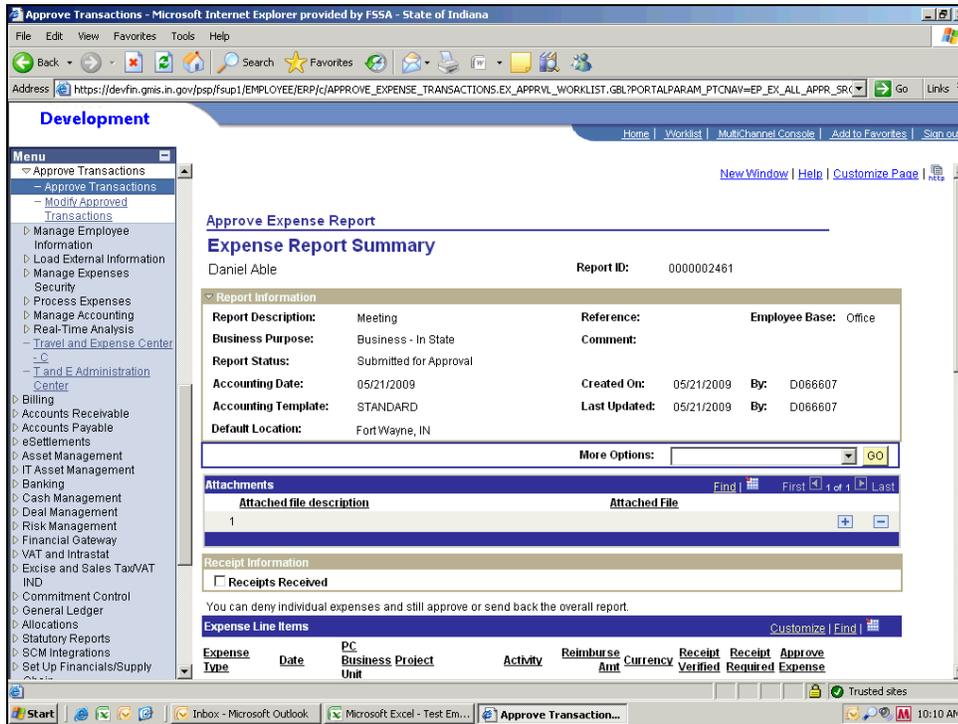


Step	Action
7.	<p>The Expense Report will disappear from the list on the Expense Reports tab until budget checking is complete. Be patient as this may take several minutes.</p> <p>After the process has been launched, click the Refresh List button every 30 seconds or so. When the process is complete, the Expense Report will reappear on the list.</p> <p>If the process is successful, the Budget Status column will indicate Valid.</p> <p>Valid</p>

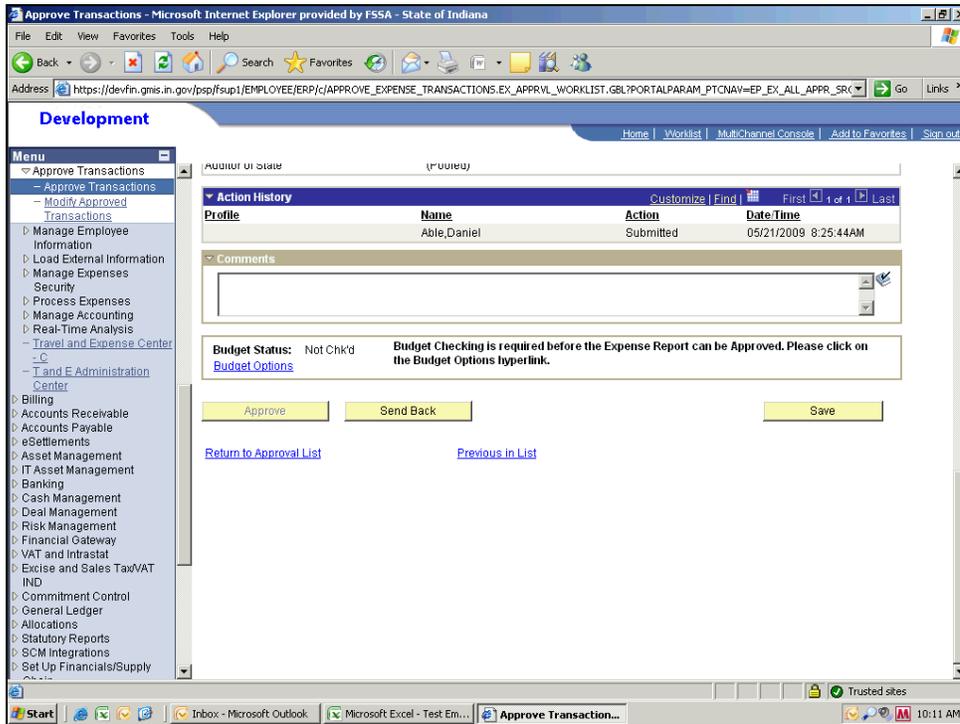


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Step	Action
9.	<p>The link opens a summary view of the Expense Report.</p> <p>Each of the Expense Types listed beneath Expense Line Items is a link that will display more detail about the expense, including the accounting/chartfield information.</p> <p>To run Budget Check, scroll to the bottom of the Expense Report.</p>

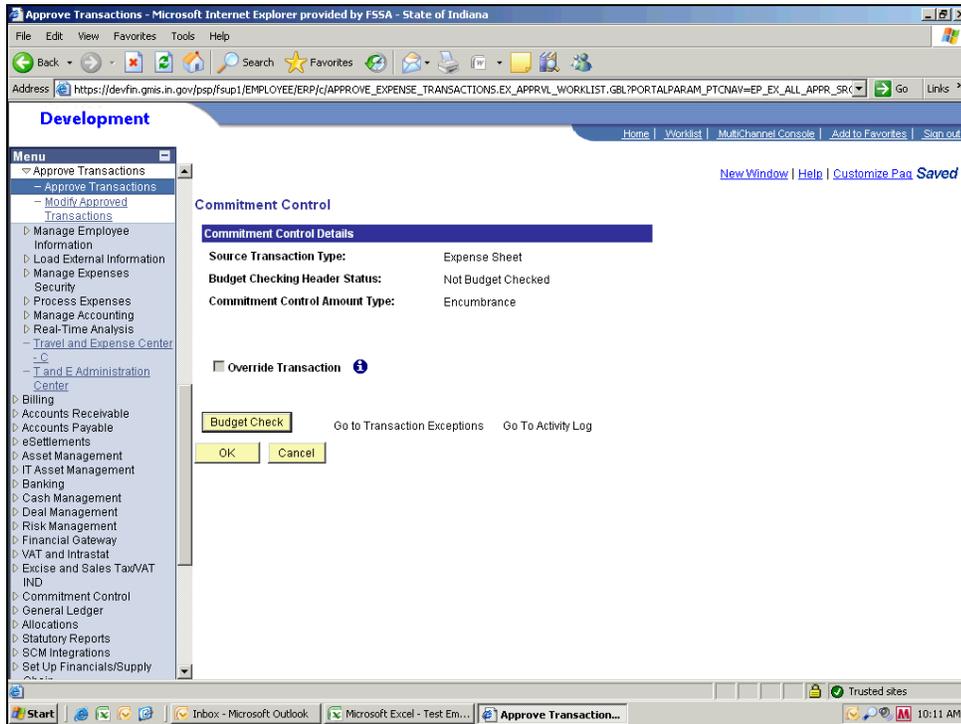


Step	Action
10.	<p>Notice the Budget Status is currently Not Chk'd.</p> <p>An Expense Report cannot be approved until the Budget Status is Valid. Click the Budget Options link.</p> <p>Budget Options</p>

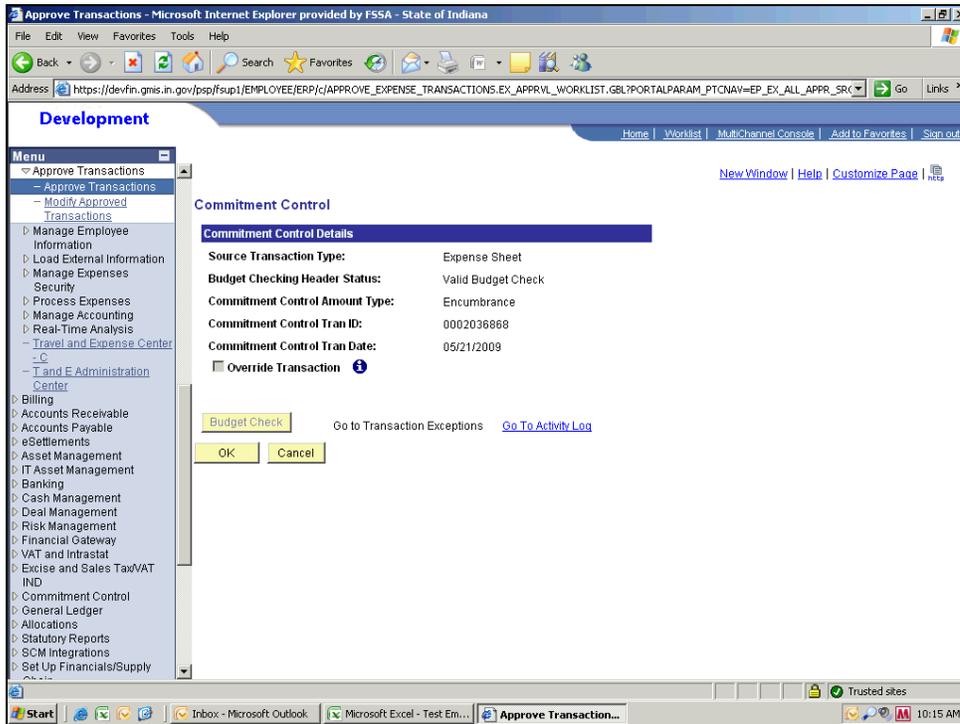


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Step	Action
11.	The Commitment Control page will open. Click the Budget Check button. 



Step	Action
12.	<p>When the process has completed successfully, the Budget Checking Header Status will indicate Valid Budget Check.</p> <p>Click the OK button to return to the Expense Report Summary.</p> <div data-bbox="370 1312 483 1348" style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">OK</div>



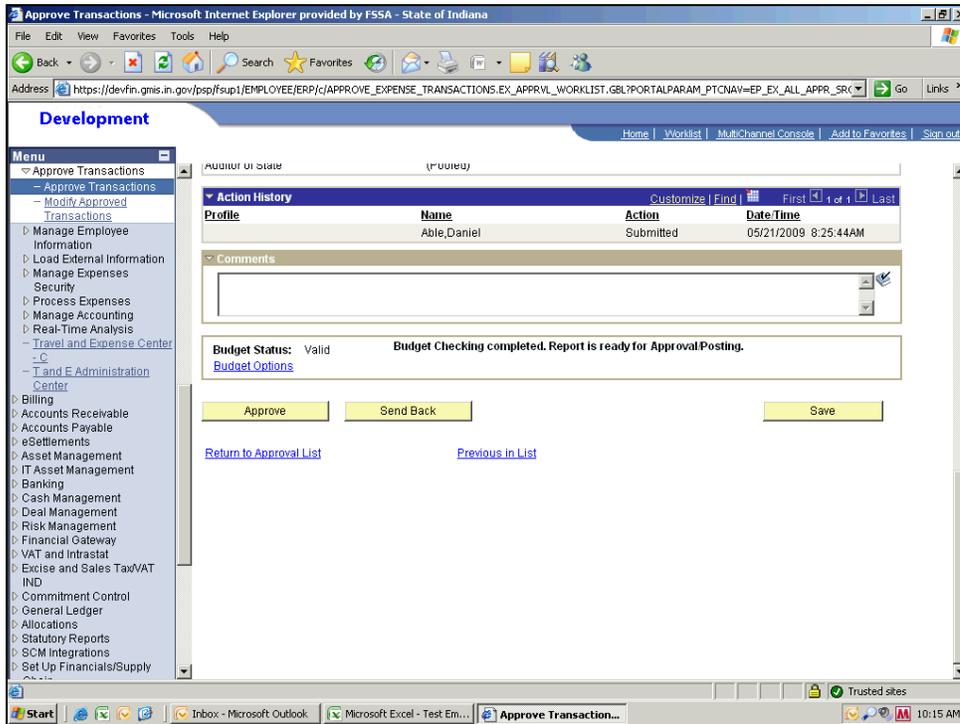
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The screenshot shows the 'Approve Expense Report' page in the ENCOMPASS system. The page title is 'Approve Expense Report' and the subtitle is 'Expense Report Summary'. The user is Daniel Able, and the Report ID is 0000002461. The page is divided into several sections:

- Report Information:**
 - Report Description: Meeting
 - Business Purpose: Business - In State
 - Report Status: Submitted for Approval
 - Accounting Date: 05/21/2009
 - Accounting Template: STANDARD
 - Default Location: Fort Wayne, IN
 - Reference: Employee Base: Office
 - Comment:
 - Created On: 05/21/2009 By: D066607
 - Last Updated: 05/21/2009 By: K229479
- Attachments:** A table with columns 'Attached file description' and 'Attached File'. There is one attachment listed with ID 1.
- Receipt Information:** A section with a checkbox for 'Receipts Received' and a note: 'You can deny individual expenses and still approve or send back the overall report.'
- Expense Line Items:** A table with columns: Expense Type, Date, PC Business Project Unit, Activity, Reimburse Amt, Currency, Receipt Verified, Receipt Required, and Approve Expense.

Step	Action
13.	Scroll to the bottom of the Expense Report.

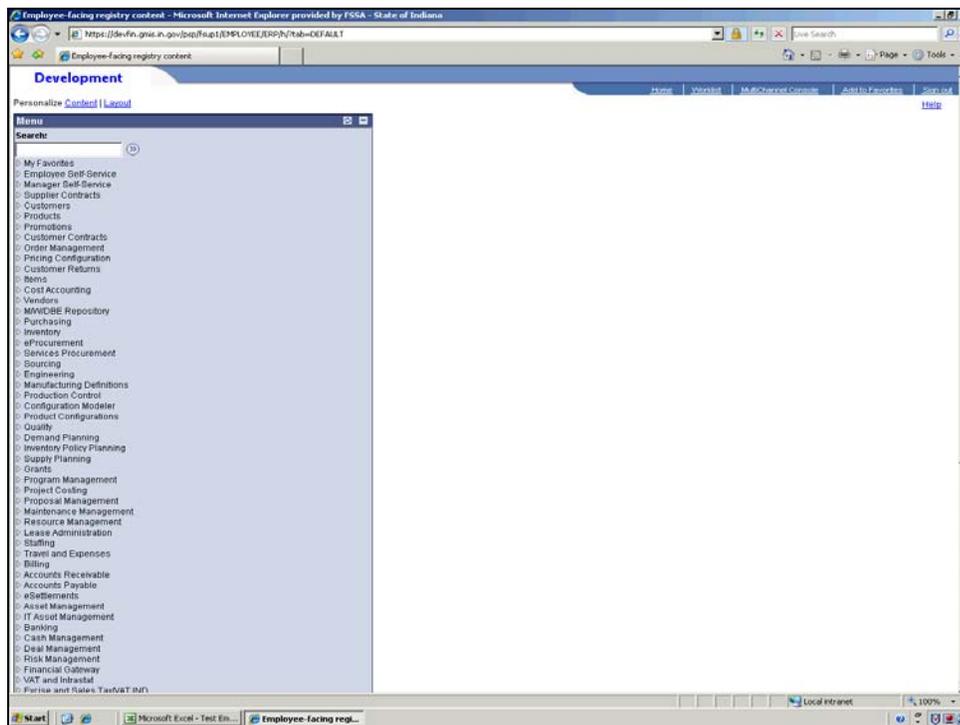


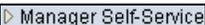
Step	Action
14.	<p>The Budget Status on the Expense Report Is now Valid.</p> <p>Once review of the expenses is complete, the options are Approve or Send Back.</p> <p>Any revisions required must be done by the employee and the transaction resubmitted.</p> <p>If Send Back is selected, an explanation describing the problem and/or what changes are necessary must be entered in the Comments field.</p> <p>Click the Approve or Send Back button. If approved, the document will route to the next designated approver(s).</p> <p>Valid</p>
15.	End of Procedure.



Approve/Send Back an Expense Report

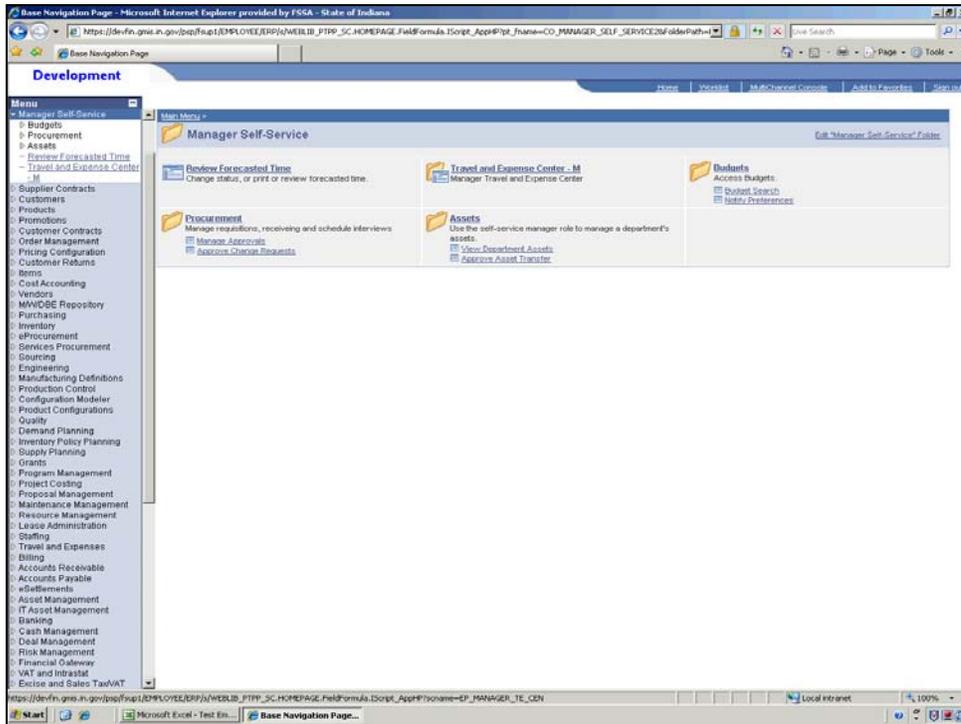
Procedure



Step	Action
1.	From the main menu, click the Manager Self-Service link. 

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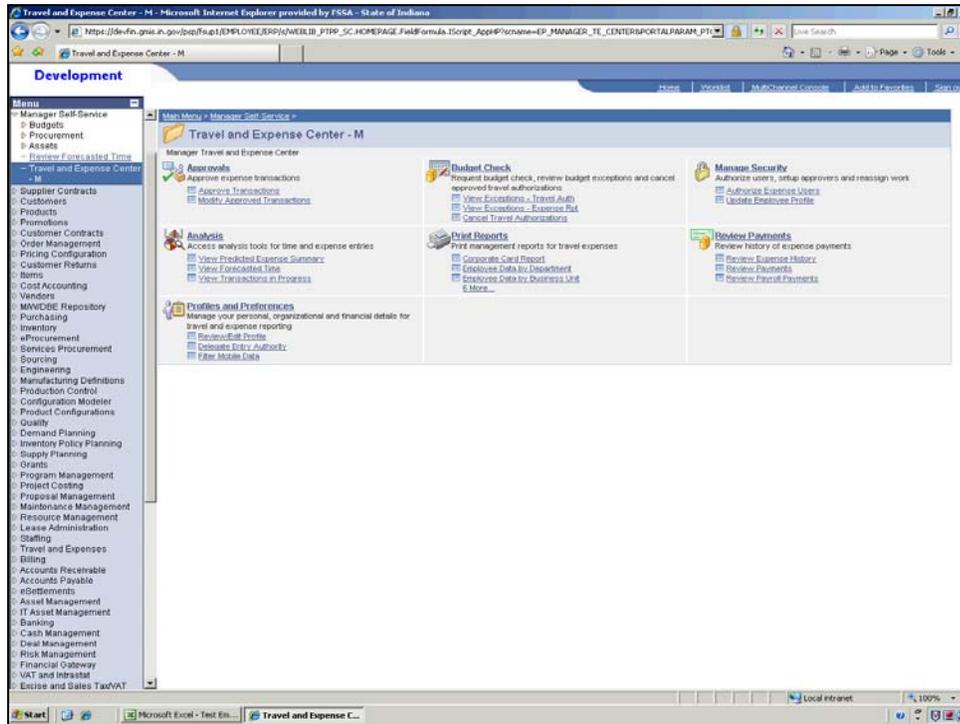


Step	Action
2.	Click the Travel and Expense Center - M link. Travel and Expense Center - M



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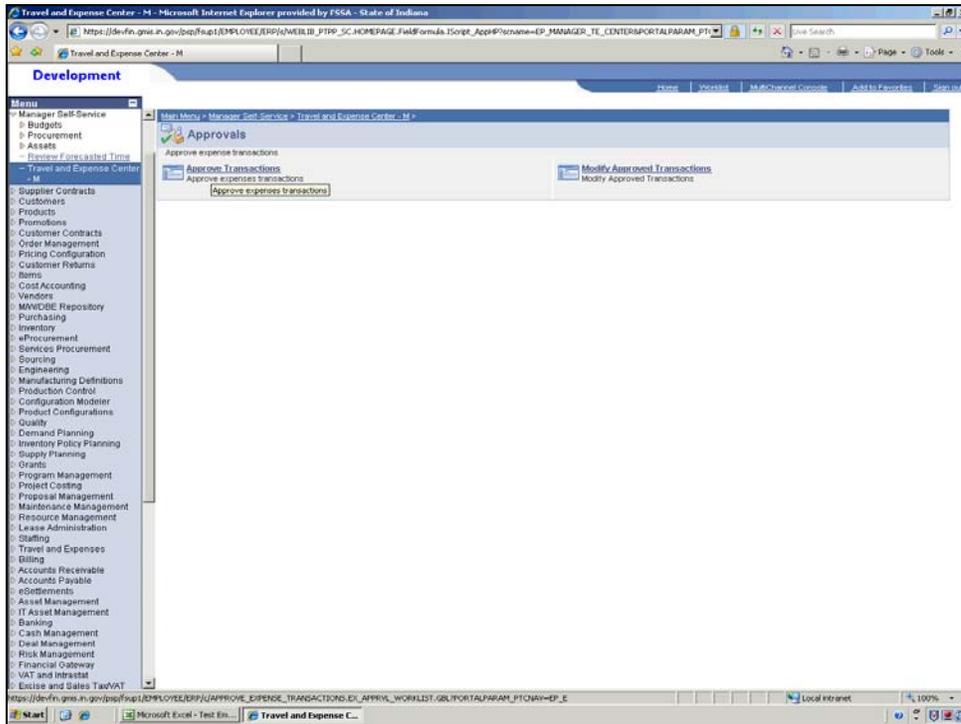
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Step	Action
3.	Click the Approvals link.

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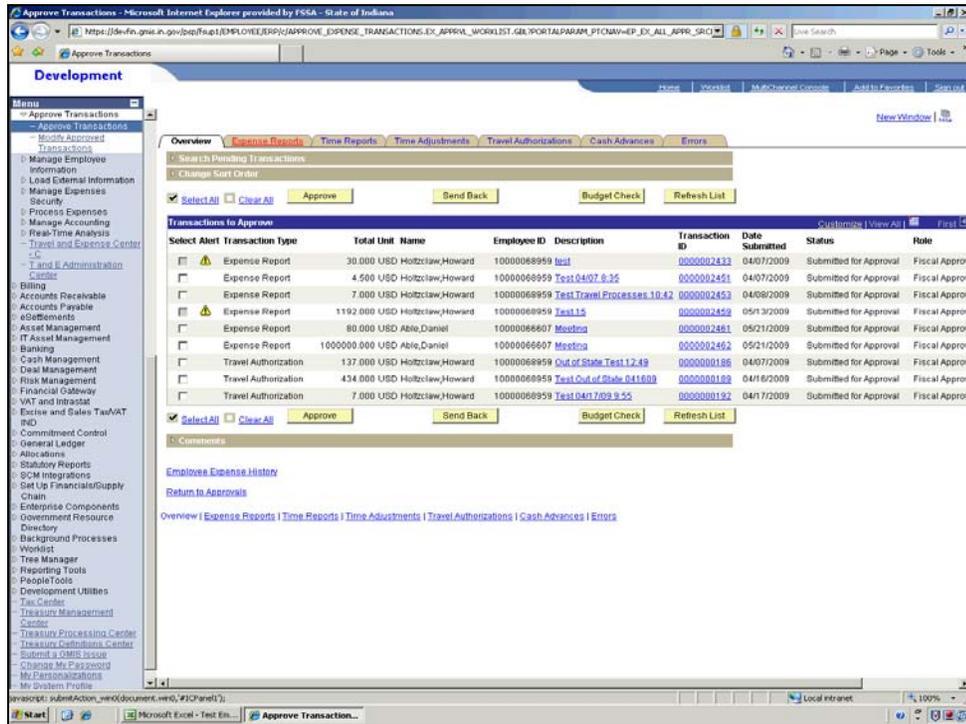


Step	Action
4.	Click the Approve Transactions link. Approve Transactions



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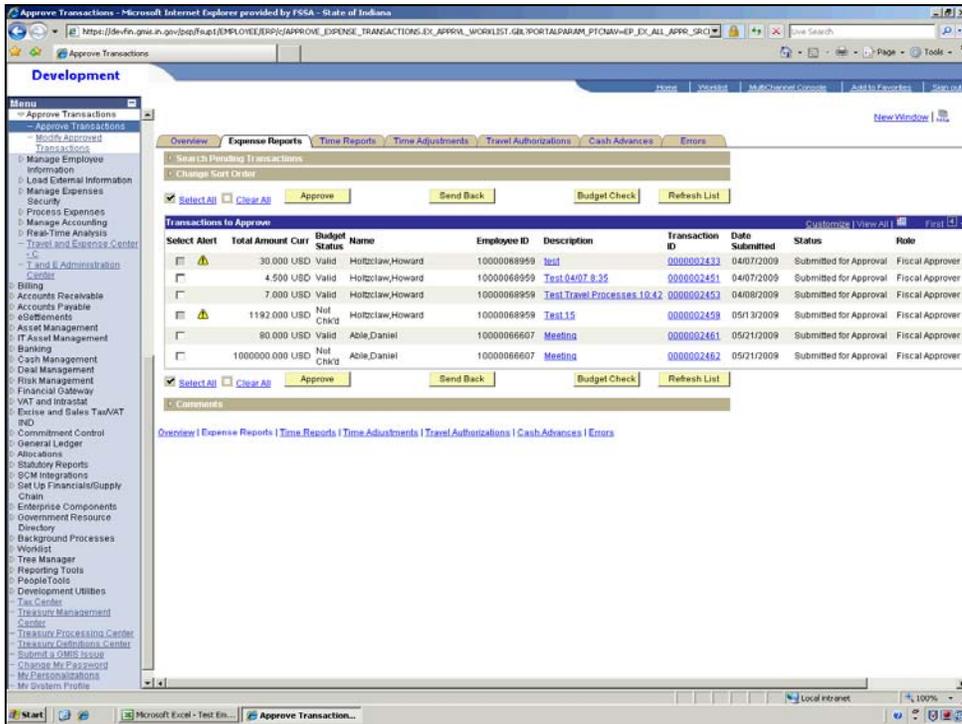
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Step	Action
5.	<p>The Approve Transactions page provides an overview tab that displays all pending transactions, while the other tabs organize them according to the transaction type.</p> <p>Approval of the Travel Authorization and/or the Expense Report is performed using the same process.</p> <p>For this example, click the Expense Reports tab.</p> <p>Expense Reports</p>

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Step	Action
6.	<p>Locate the appropriate transaction in the list of Expense Reports.</p> <p>Click the Description or Transaction ID link to open a summary of the Expense Report and access the details of each expense line item.</p> <p>Meeting</p>



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Approve Expense Report
Expense Report Summary
 Daniel Able Report ID: 0000002461

Report Information

Report Description: Meeting	Reference:	Employee Base: Office
Business Purpose: Business - In State	Comment:	
Report Status: Submitted for Approval		
Accounting Date: 05/21/2009	Created On: 05/21/2009	By: D086607
Accounting Template: STANDARD	Last Updated: 05/21/2009	By: K229479
Default Location: Fort Wayne, IN		

Attachments

Attached file description	Attached File
1	

Receipt Information

Receipts Received

You can deny individual expenses and still approve or send back the overall report

Expense Line Items

Expense Type	Date	PC Business Unit	Product	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve Expense
Lodging/Hotel	05/21/2009	00500	500_PAYROLL_009	DFRADM	80,000	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses:	80,000 USD	Due Employee:	80,000 USD
Non Reimbursable Expenses:	0,000 USD	Due Vendor:	0,000 USD
Prepaid Expenses:	0,000 USD		
Employee Credits:	0,000 USD		
Vendor Credits:	0,000 USD		
Cash Advances Applied:	0,000 USD		

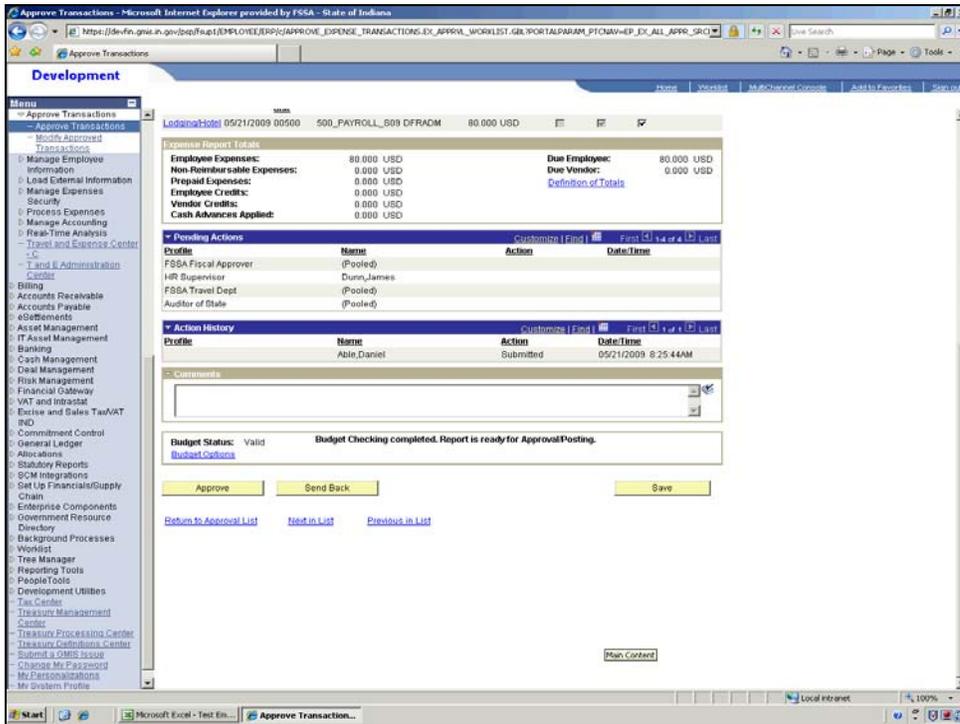
Pending Actions

Officer	Name	Action	Date/Time
	FSSA Fiscal Approver (Pooled)		
	HR Supervisor Dunn,James		
	FSSA Travel Dept (Pooled)		

Step	Action
7.	<p>The Expense Report Summary provides a view of the travel document.</p> <p>Each of the Expense Types listed in the Expense Line Items section is a link that will display more detail about each individual expense including the accounting/chartfield information.</p>

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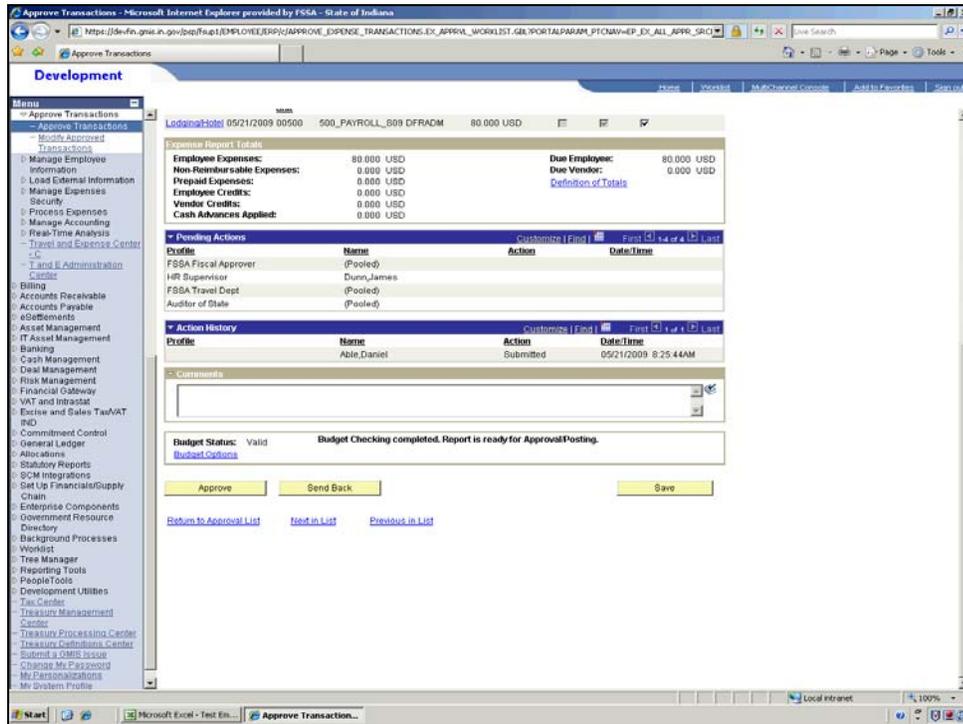


Step	Action
8.	<p>Once review of the expenses is complete, the options are Approve or Send Back.</p> <p>Any revisions required must be done by the employee and the transaction resubmitted.</p> <p>If Send Back is selected, an explanation describing the problem and/or what changes are necessary must be entered in the Comments field.</p> <p>Click the Approve or Send Back button.</p> <div style="text-align: center;">   </div>



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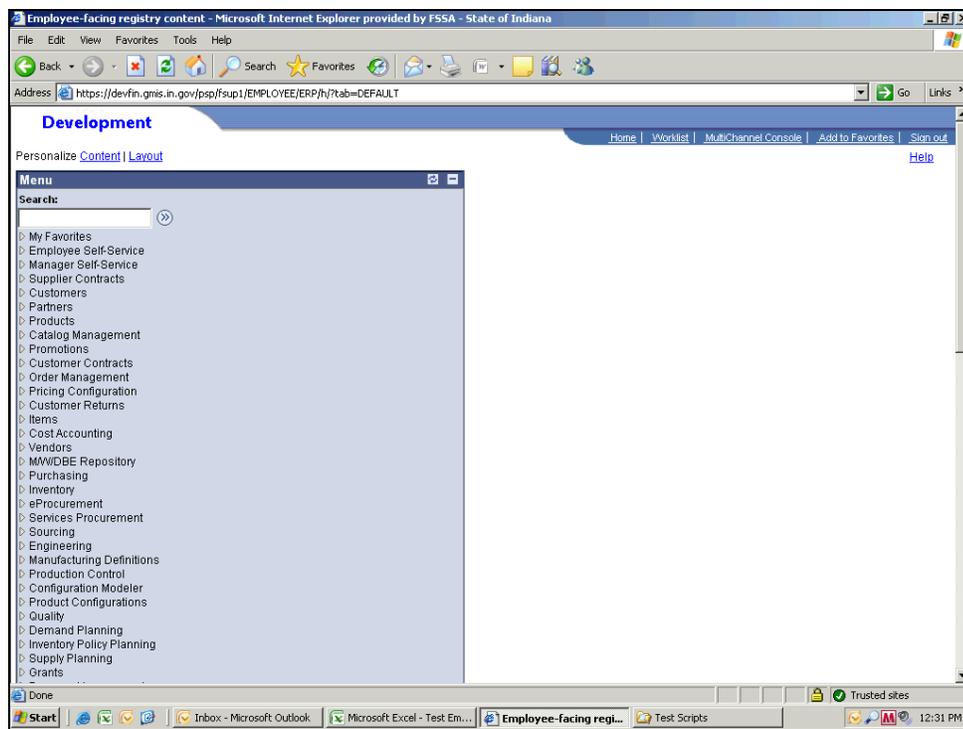
Step	Action
9.	To continue with more approvals, click the Return to Approval List link. Return to Approval List
10.	End of Procedure.



Expense Report

Setting up User Preferences

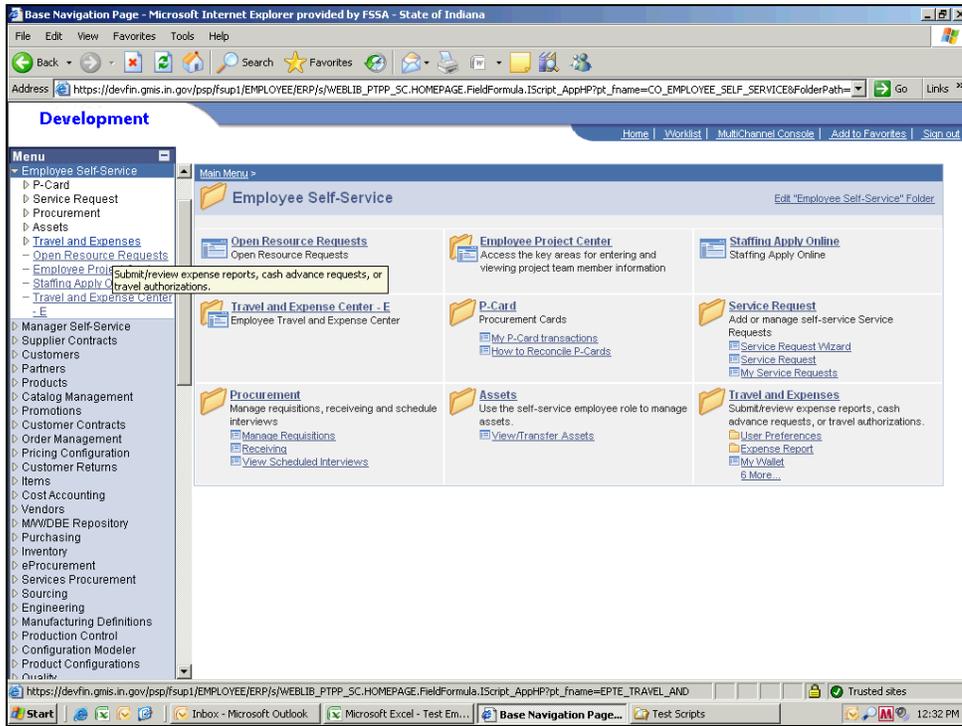
Procedure



Step	Action
1.	From the main menu, click the Employee Self-Service link. 

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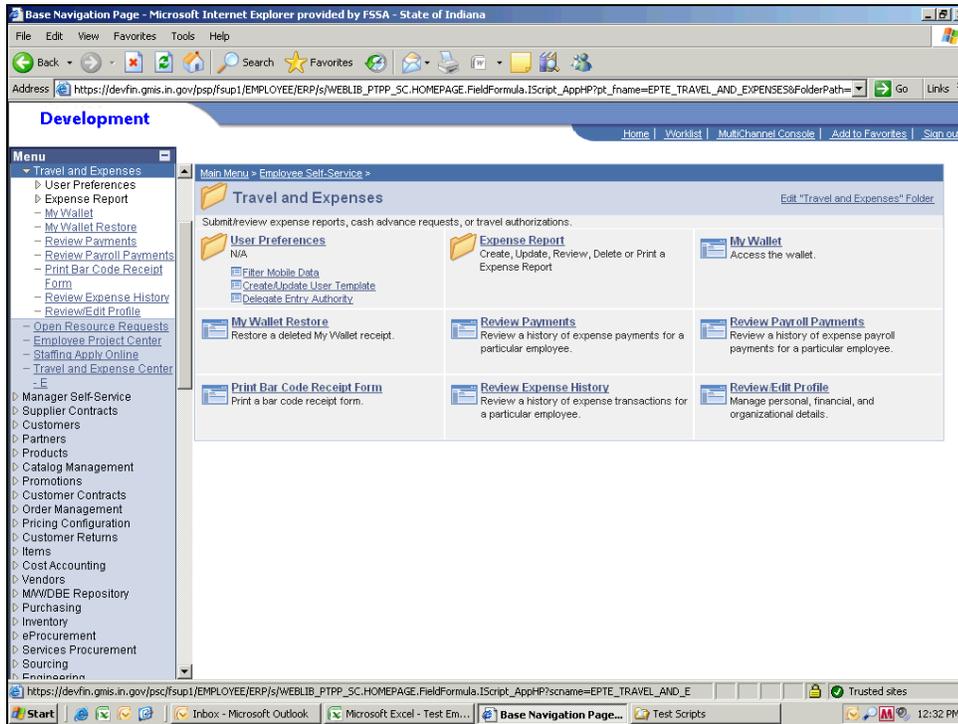


Step	Action
2.	Click the Travel and Expenses link. 

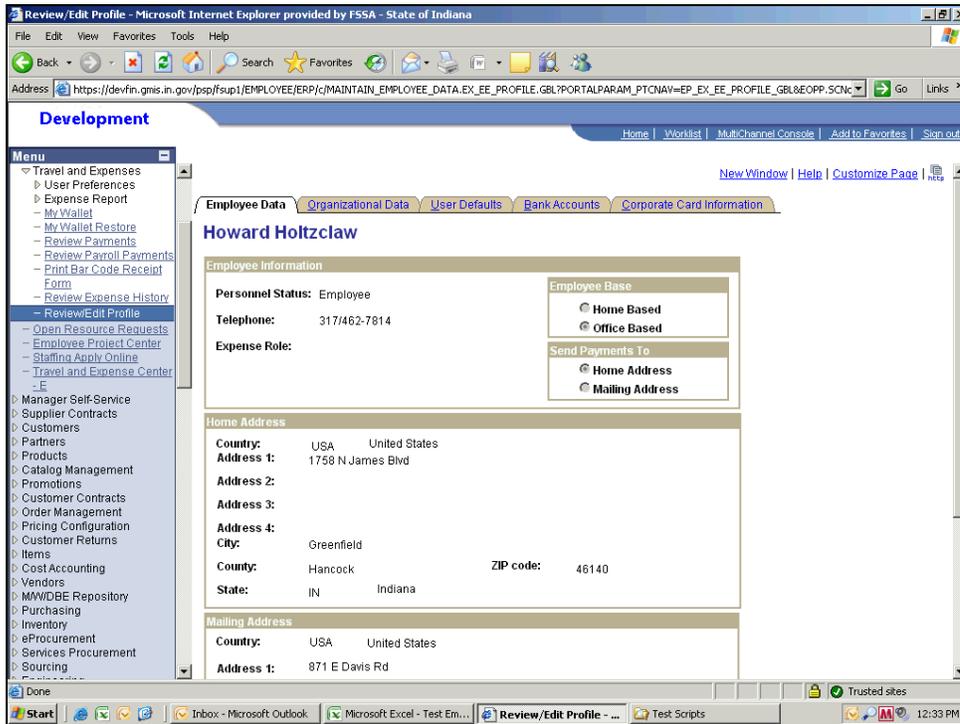


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Step	Action
3.	Click the Review/Edit Profile link. Review/Edit Profile

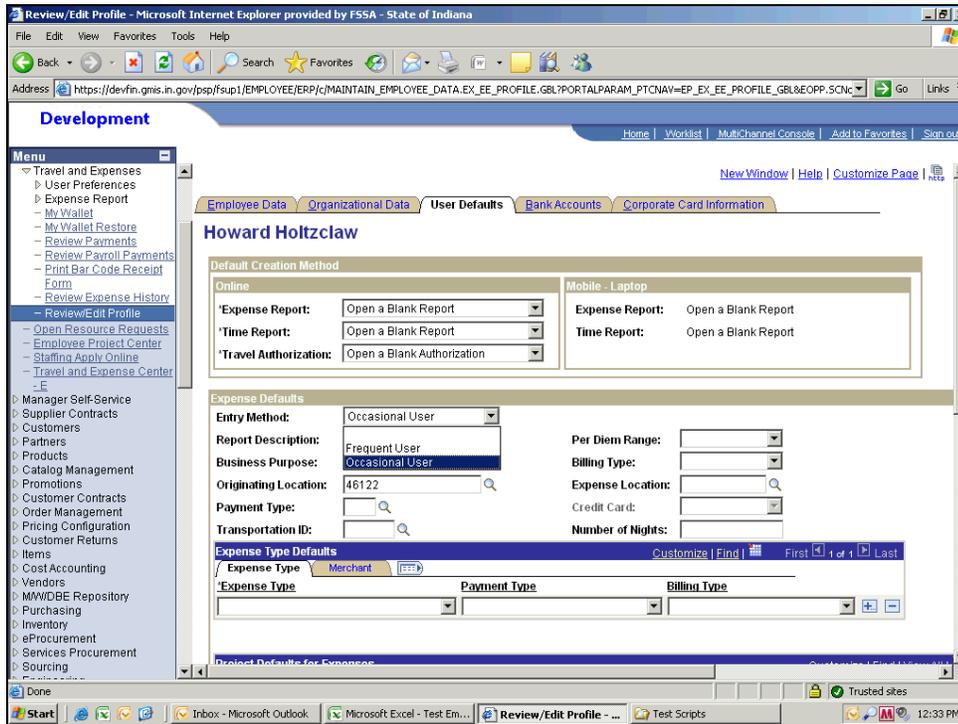


Step	Action
4.	<p>The Employee Profile page will open.</p> <p>Entering information specific to each individual traveler will save time and data entry efforts by populating portions of the Expense Report by default. It may be changed if necessary when the Expense Report is created.</p> <p>Click the User Defaults tab.</p> <p>User Defaults</p>



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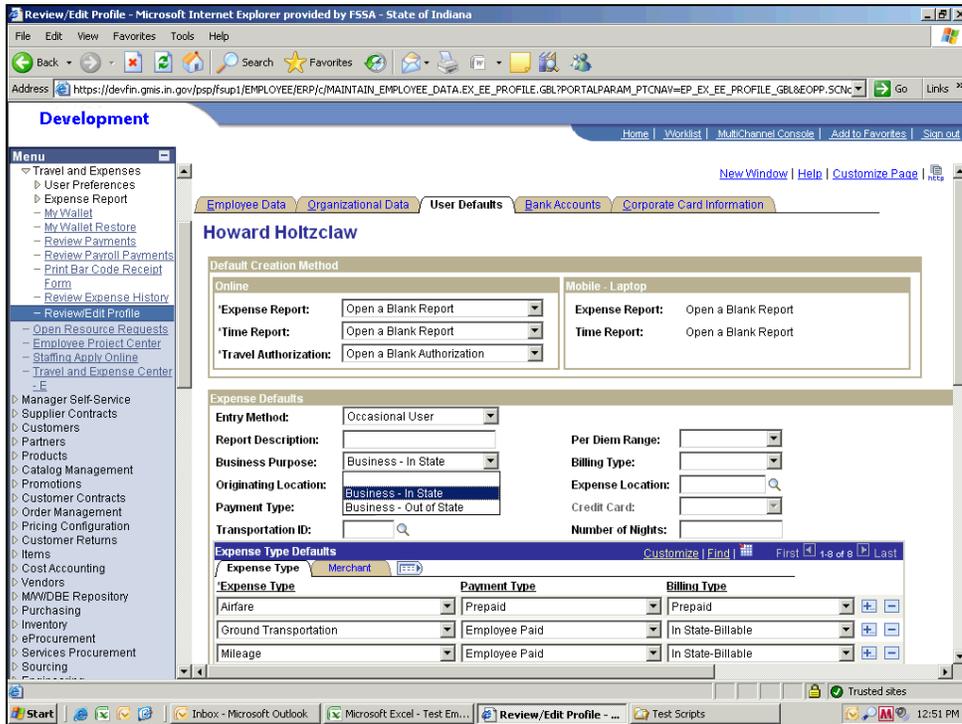
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Step	Action
5.	<p><u>Default Creation Method</u></p> <p>The Online section under this title, the Expense Report, Time Report, and Travel Authorization should be set to "Open a Blank" (report or authorization). The Mobile - Laptop section will also be set to "Open a Blank Report."</p> <p><u>Expense Defaults</u></p> <p>Click the Entry Method list.</p> <p>Select Occasional User.</p> <p><input type="text" value="Occasional User"/></p>
6.	<p>Click the Report Description field.</p> <p>The Report Description field is not currently used and should be left blank.</p> <p><input type="text"/></p>

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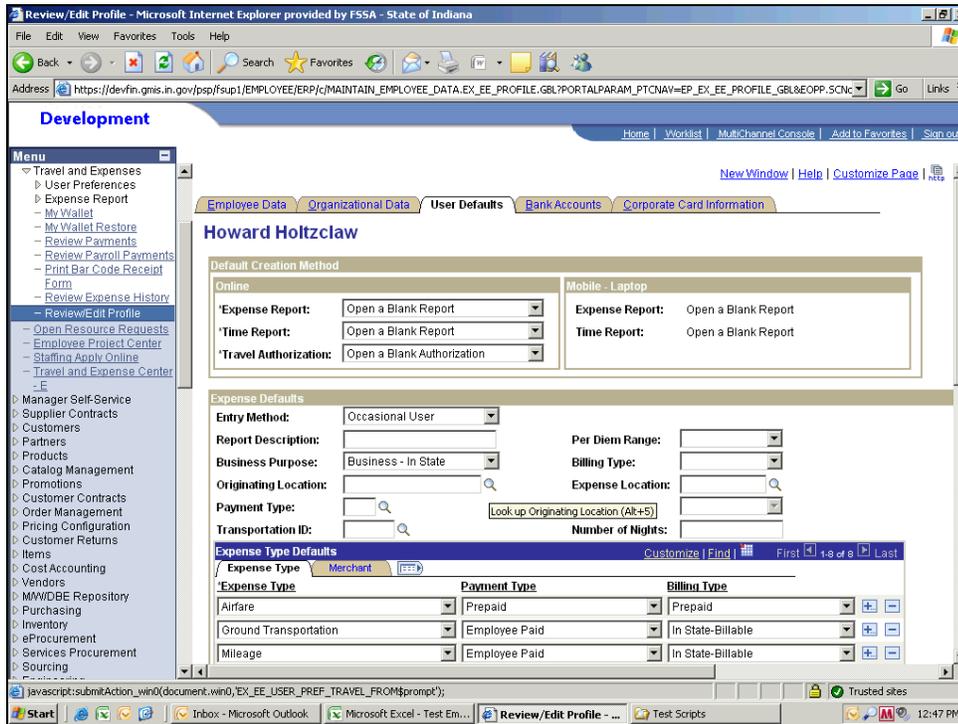


Step	Action
7.	<p>Click the Business Purpose list.</p> <p>Select Business - In State</p> <p>Business - In State</p>

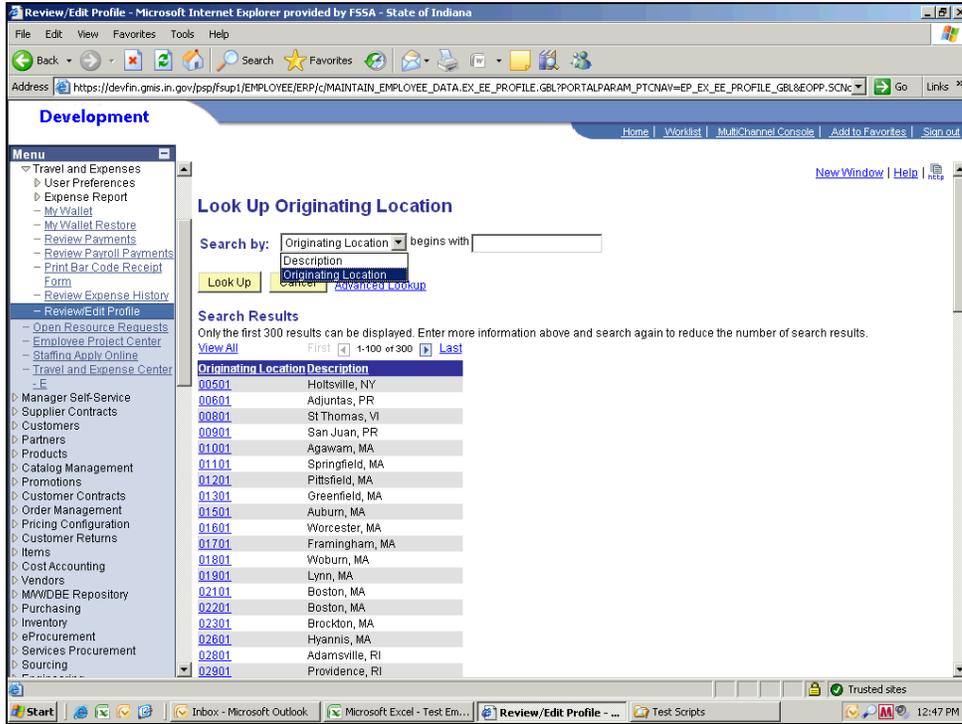


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Step	Action
8.	<p>Click the Originating Location list.</p> <p>The Originating Location field should identify the location from where the traveler <i>typically</i> begins a trip. Locations in Travel and Expenses are organized by zip code.</p> <p>Click the Look Up (magnifying glass) icon to select the Originating Location.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>

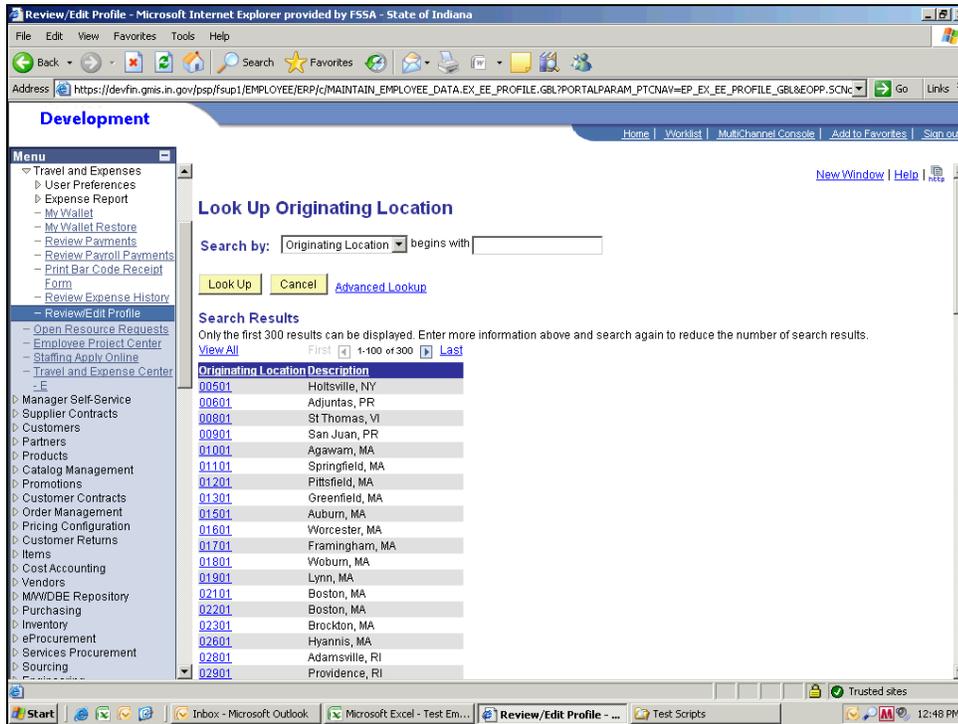


Step	Action
9.	<p>Click the down arrow in the Search By field.</p> <p>The search criteria options are Description (search by city name) or Originating Location (search by zip code).</p> <p>Select either Description or Originating Location, enter the city or zip code, and click the Look Up button.</p> 

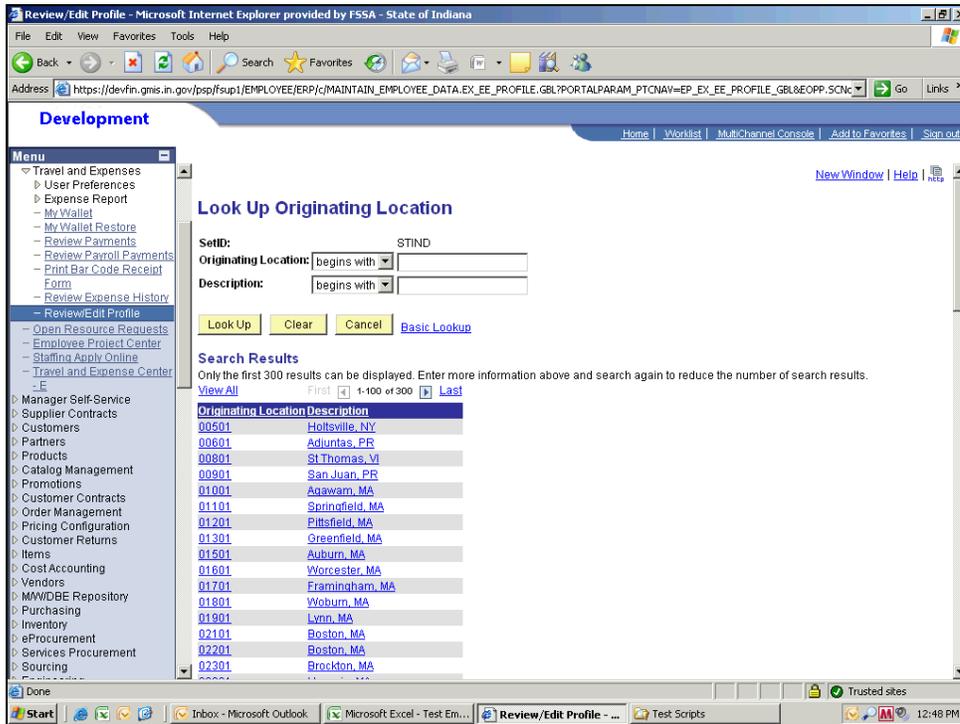


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Step	Action
10.	Using the Advanced Lookup is another option. Click the Advanced Lookup link. Advanced Lookup

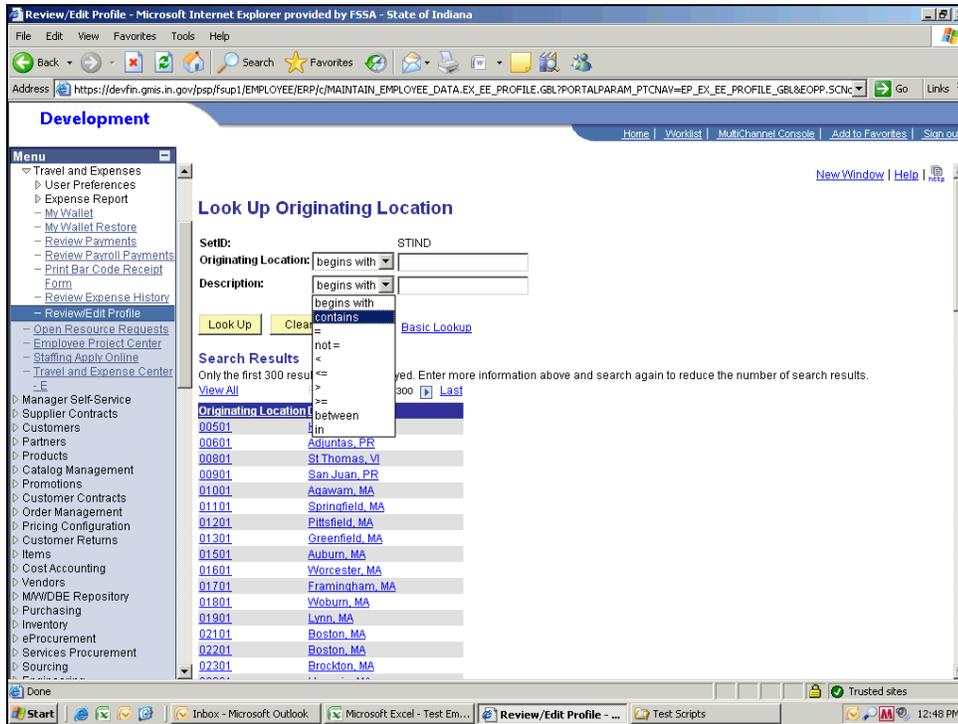


Step	Action
11.	<p>The Advanced Lookup offers the same criteria options as the Basic Lookup, but additionally provides operators to allow searching with less specific information.</p> <p>Click the down arrow in the Description field.</p> <p><input type="text" value="begins with"/></p>

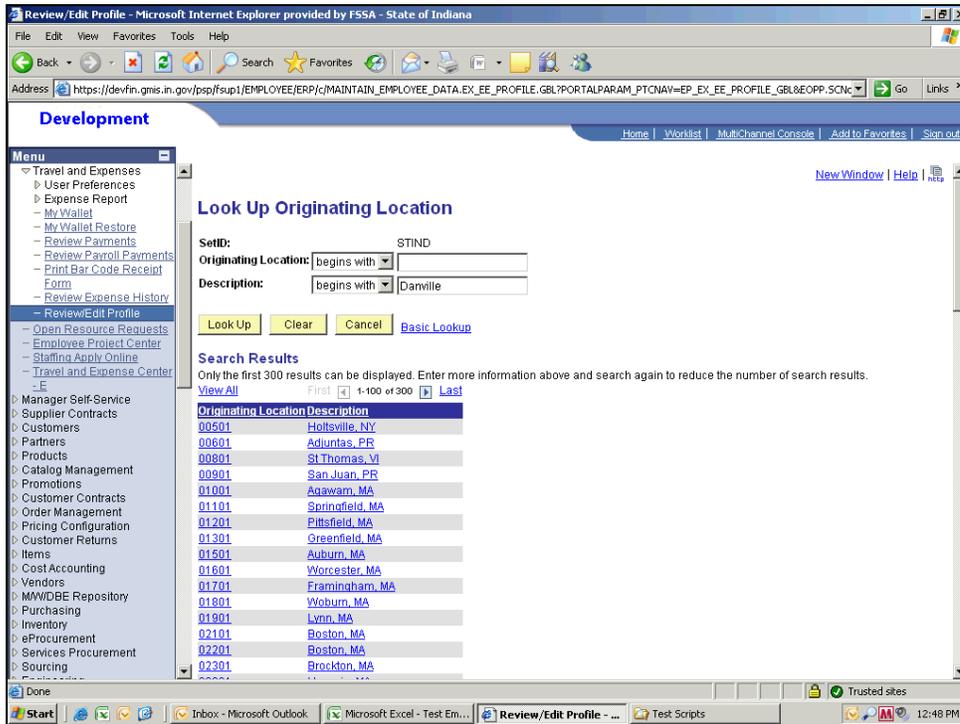


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Step	Action
12.	<p>Select Contains as the operator for the Description search option.</p> <p>Enter the <i>city name</i> in the Description field.</p> <p>For demonstration, enter Danville.</p>

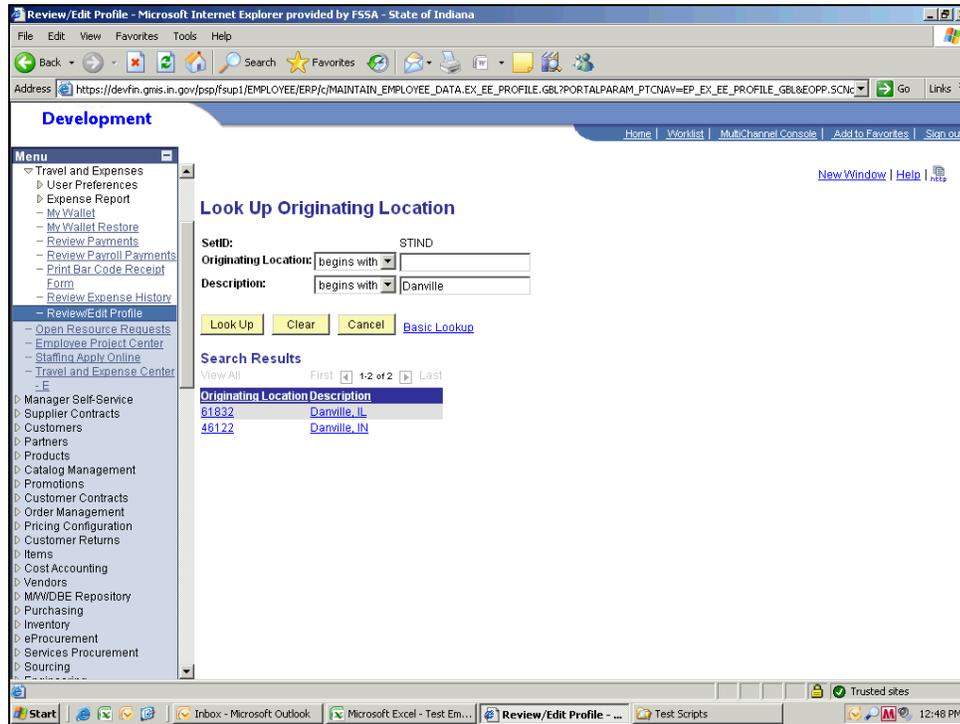


Step	Action
13.	Click the Look Up button. 

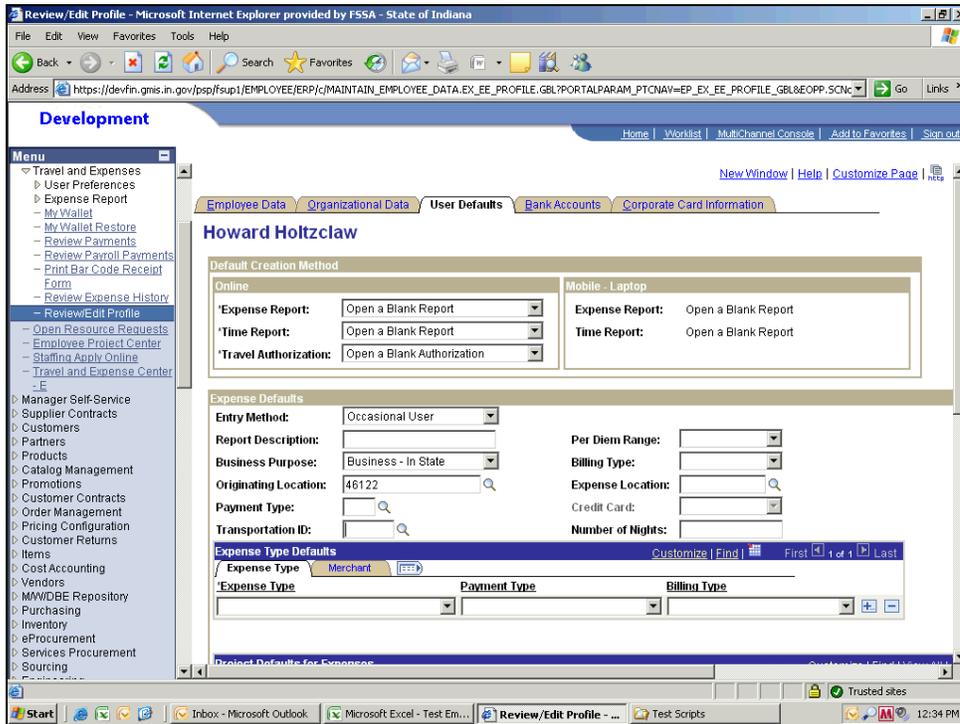


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Step	Action
14.	To select a location from the list of search results, click either the zip code link in the Originating Location column, or the city/state in the Description column. 46122
15.	Click in the Payment Type field. The Payment Type field is not currently used and should be left blank. <input type="text"/>
16.	Click in the Transportation ID field. The Transportation ID field is not currently used and should be left blank. <input type="text"/>

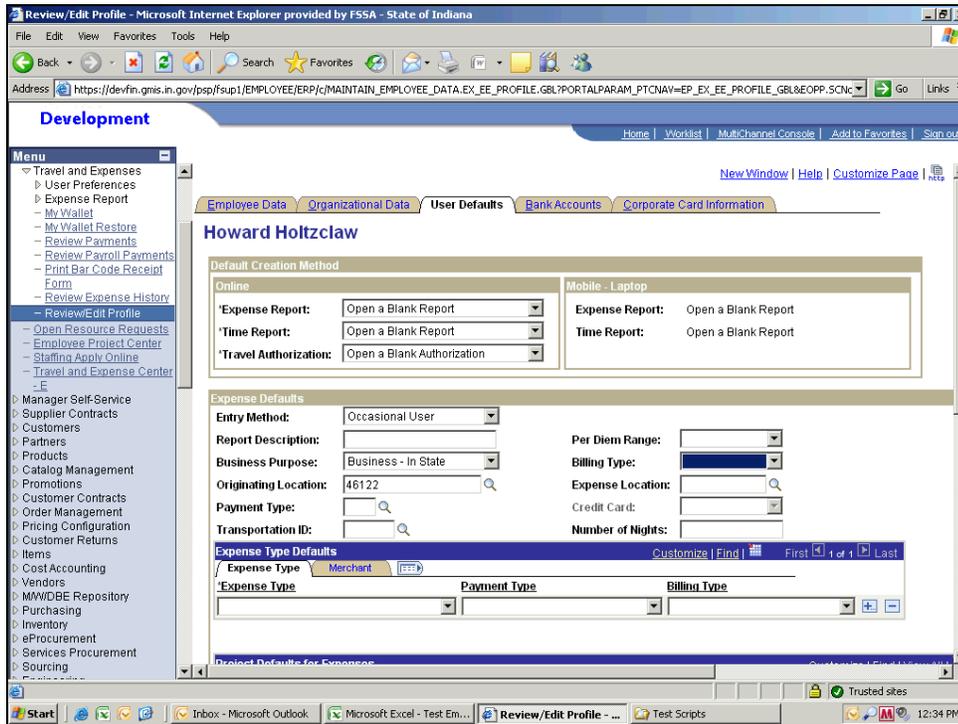


Step	Action
17.	<p>Click the Per Diem Range field.</p> <p>The Per Diem Range field is not currently used and should be left blank.</p> 
18.	<p>Click the Billing Type field.</p> <p>The Billing Type field is not currently used (as a default) and should be left blank.</p> 

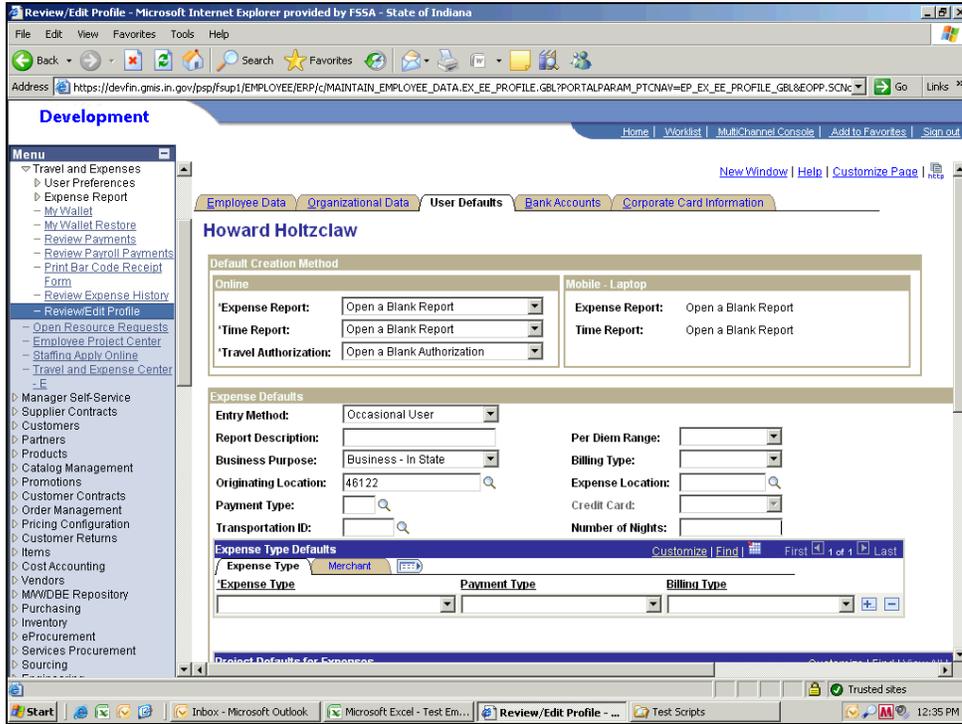


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Step	Action
19.	<p>The Expense Location field is <i>optional</i> and may be left blank, or used to identify a default destination. Use of this default would only be helpful if consistently traveling to the same place.</p> <p>If using this option, click the Look Up (magnifying glass) icon to search for the location needed.</p> <p>Click in the Expense Location field.</p> <input type="text"/>
20.	<p>The Number of Nights field is not currently used and should be left blank.</p> <p>Click in the Number of Nights field.</p> <input type="text"/>

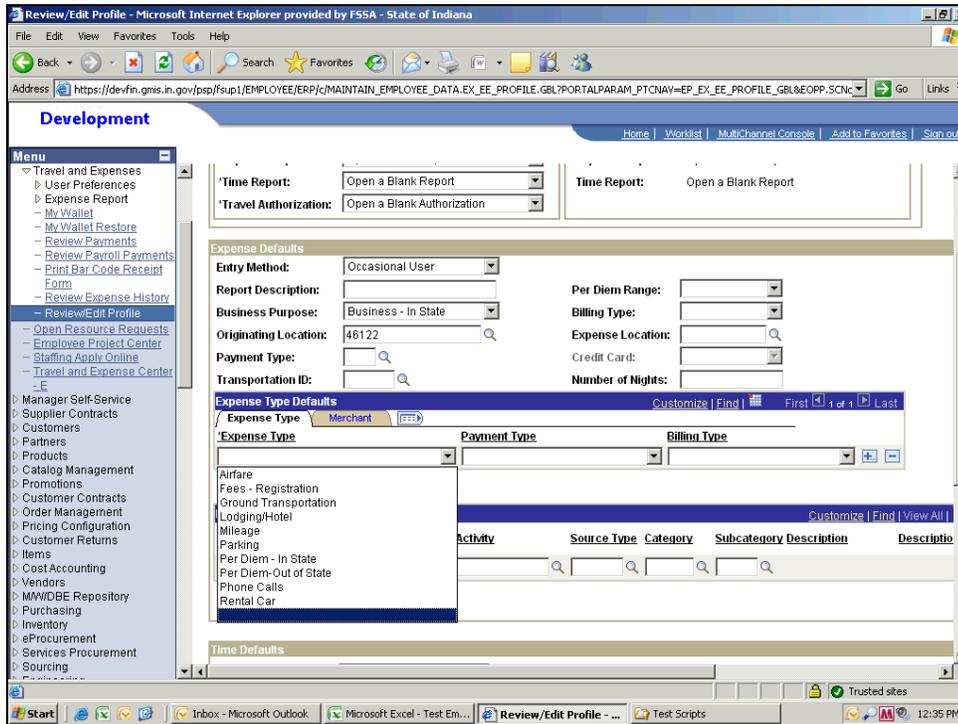


Step	Action
21.	<p>Expense Types define the specific types of costs associated with travel. Each one must be linked to a Payment Type and Billing Type.</p> <p>Click the down arrow in the Expense Type field to view the list of choices.</p> <div data-bbox="370 1310 776 1346" style="border: 1px solid black; padding: 2px;"> <input type="text"/> </div>

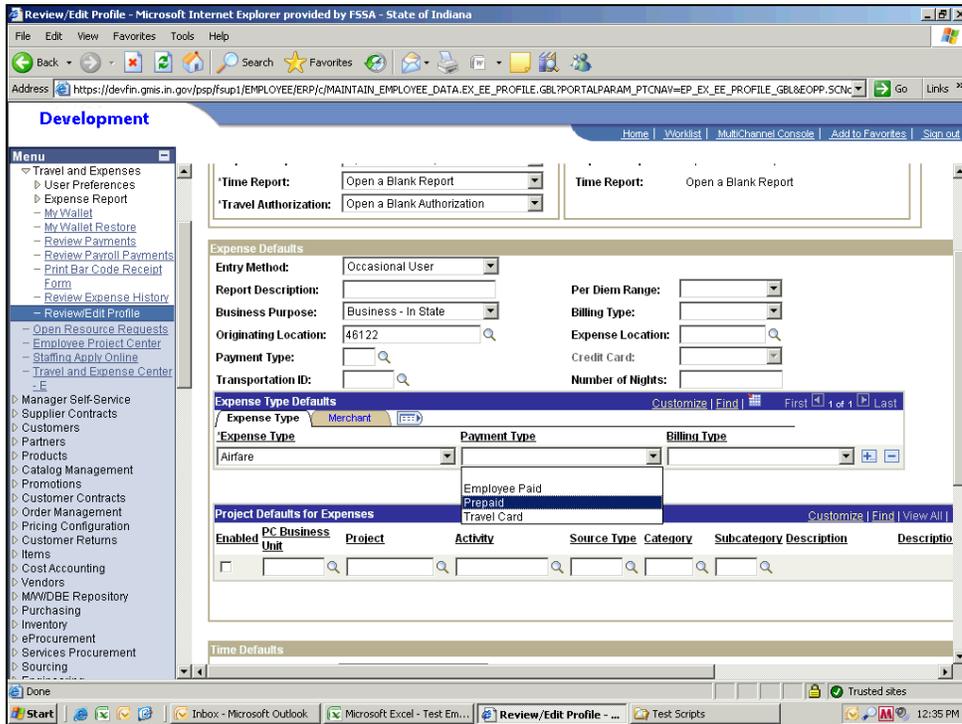


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Step	Action
22.	Click the Expense Type list. Select Airfare . <input data-bbox="467 1276 868 1310" type="text"/>

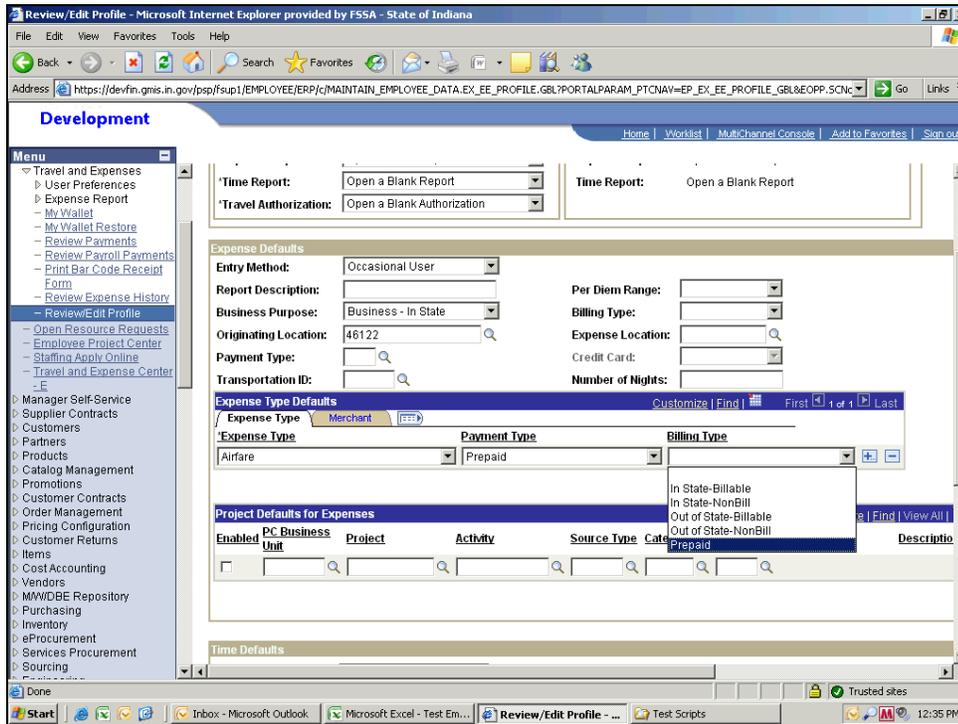


Step	Action
23.	Click the Payment Type list. Select Prepaid . <input data-bbox="370 1276 690 1312" type="text"/>



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Step	Action
24.	<p>Click the Billing Type list.</p> <p>Select Prepaid.</p> <p>Prepaid</p>



Review/Edit Profile - Microsoft Internet Explorer provided by FSSA - State of Indiana

Address: https://devfin.gmis.in.gov/psp/fsup1/EMPLOYEE/ERP/c/MAINTAIN_EMPLOYEE_DATA.EX_EE_PROFILE.GBL?PORTALPARAM_PTCNAV=EP_EX_EE_PROFILE_GBL&OPP_SCNc

Development

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

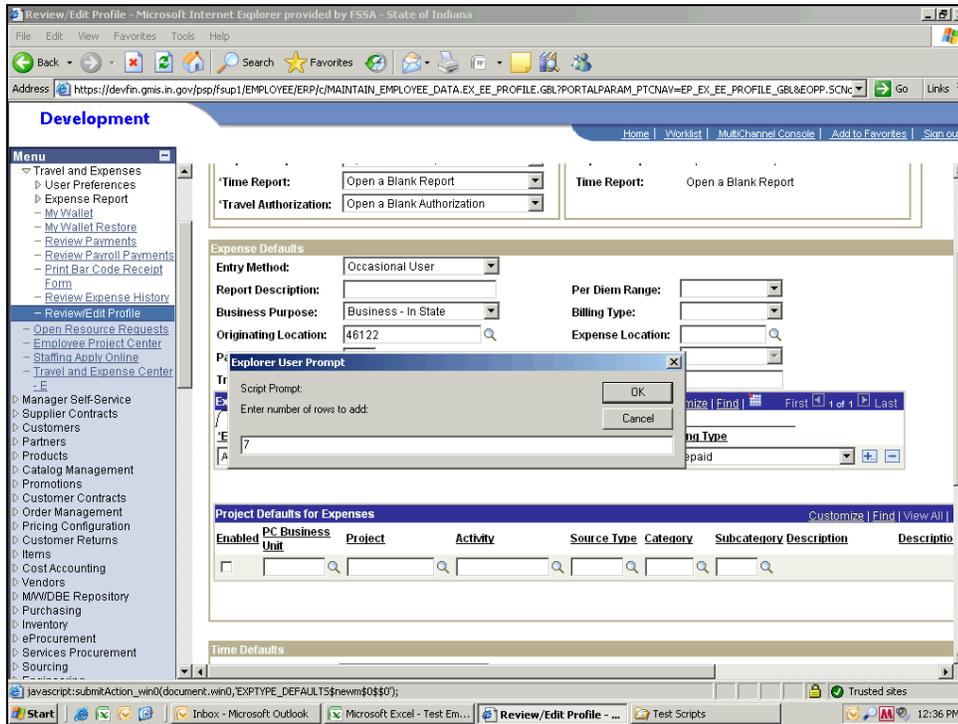
- Travel and Expenses
 - User Preferences
 - Expense Report
 - My Wallet
 - My Wallet Restore
 - Review Payments
 - Review Payroll Payments
 - Print Bar Code Receipt Form
 - Review Expense History
 - Review/Edit Profile
 - Open Resource Requests
 - Employee Project Center
 - Staffing Apply Online
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
- Partners
- Products
- Catalog Management
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- MWDBE Repository
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing

Step	Action
25.	Click the Add a Row ("+") to add additional rows. 

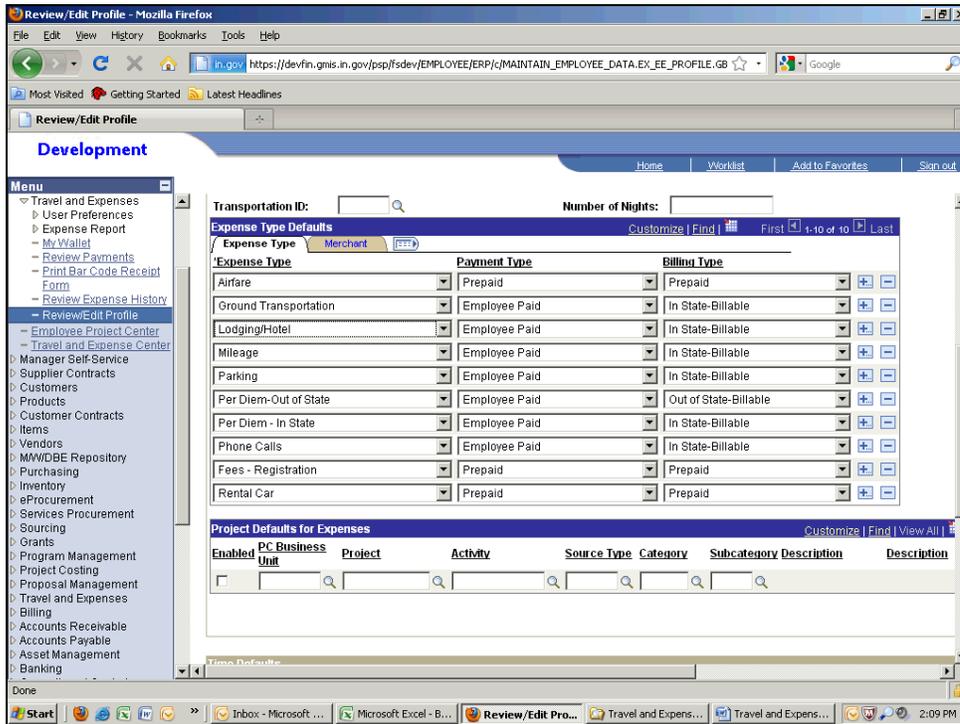


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
26.	Enter 9 as the number of rows to be added.

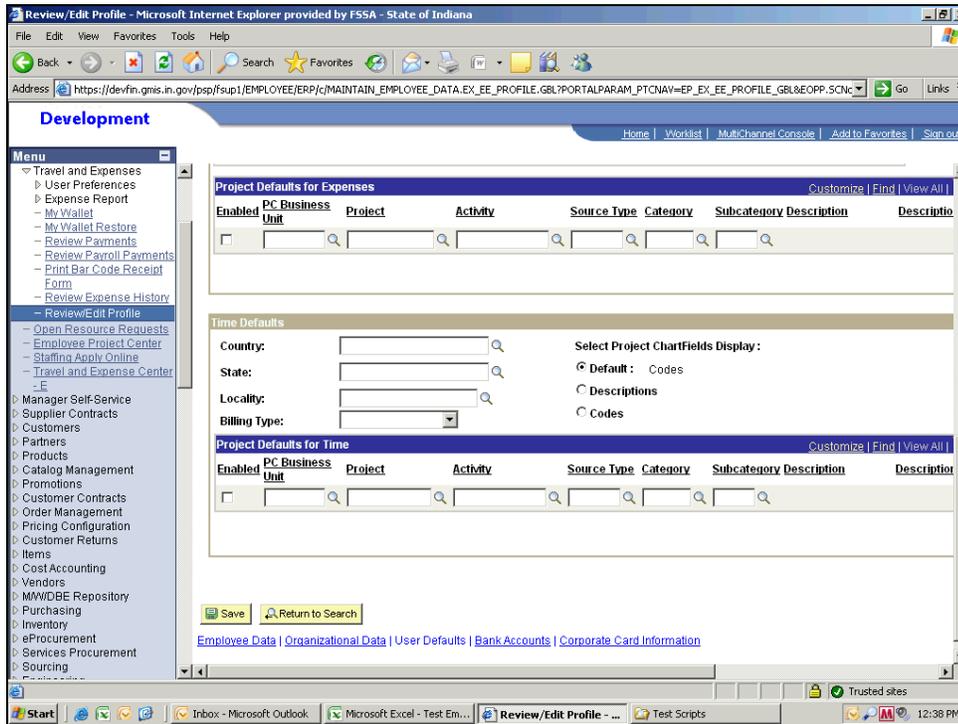


Step	Action
27.	Complete the Expense Type Defaults by selecting the 9 remaining Expense Types, associated Payment Types and Billing Types.



ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
28.	<p>Click the Enabled checkbox option.</p> <p>***IMPORTANT***</p> <p>The Project Defaults for Expenses section should only be enabled/completed if your agency uses Projects information in the chartfield string for travel reimbursements. If not, these fields should be left blank.</p> <p><input type="checkbox"/></p>
29.	<p>Enter the Business Unit into the PC Business Unit field.</p> <p>For demonstration, enter 00500 or your business unit.</p>
30.	<p>Click in the Project field.</p> <p>The Project field should be left blank unless only one project is ever used, or there's one project used the majority of the time.</p> <p><input type="text"/></p>
31.	<p>Click in the Activity field.</p> <p>If a Project was entered, select the Activity.</p> <p><input type="text"/></p>

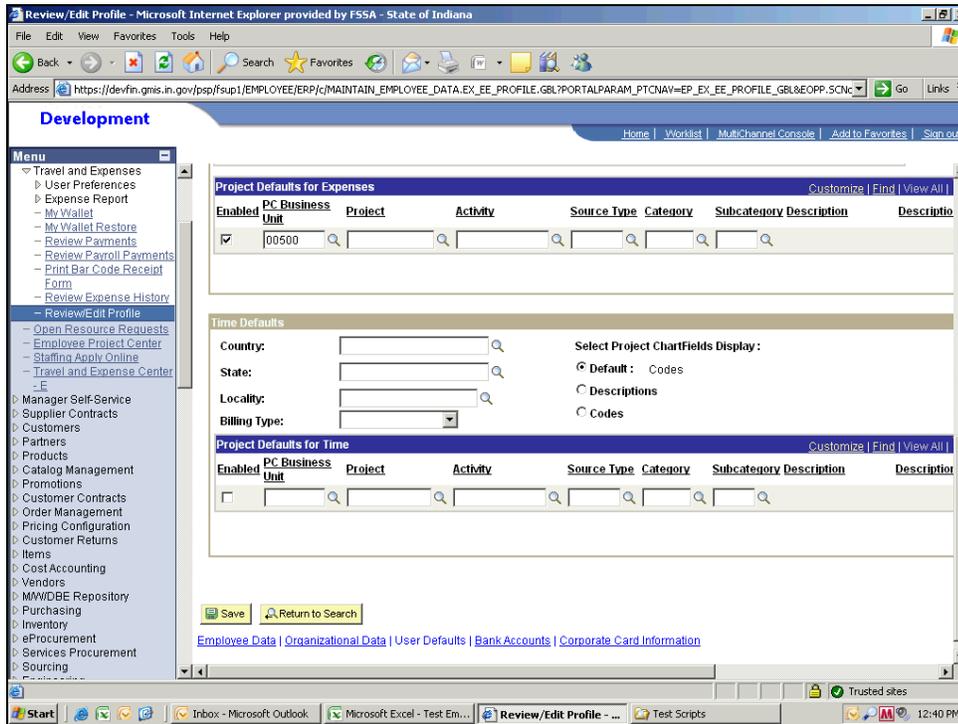


Step	Action
32.	<p>Click in the Source Type field.</p> <p>If a Source Type is applicable with the Project, select it. If not, leave the field blank.</p> <input data-bbox="370 510 462 548" type="text"/>
33.	<p>Click in the Category field.</p> <p>If a Category is applicable with the Project, select it. If not, leave the field blank.</p> <input data-bbox="370 663 462 701" type="text"/>
34.	<p>Click in the Subcategory field.</p> <p>If a Subcategory is applicable with the Project, select it. If not, leave the field blank.</p> <input data-bbox="370 850 462 888" type="text"/>
35.	<p>Scroll to the right to view the rest of the page (if necessary).</p>
36.	<p>Enter 100 into the Percentage field.</p>
37.	<p>***OPTIONAL***</p> <p>If necessary, multiple lines may be added using the Add a Row button to define more than one distribution. The total of all Percentages entered, though, must equal 100%.</p> <p>Click the Add multiple new rows at row 1 (Alt+7) button to add more Project Default lines. Repeat the previous steps to enter the Project information.</p> <input data-bbox="370 1297 407 1329" type="button"/>



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Step	Action
38.	Click the Save button at the bottom of the page. 
39.	Entering User Defaults is complete. Click the Home link at the top of the page. 
40.	End of Procedure.

Delegating Entry Authority

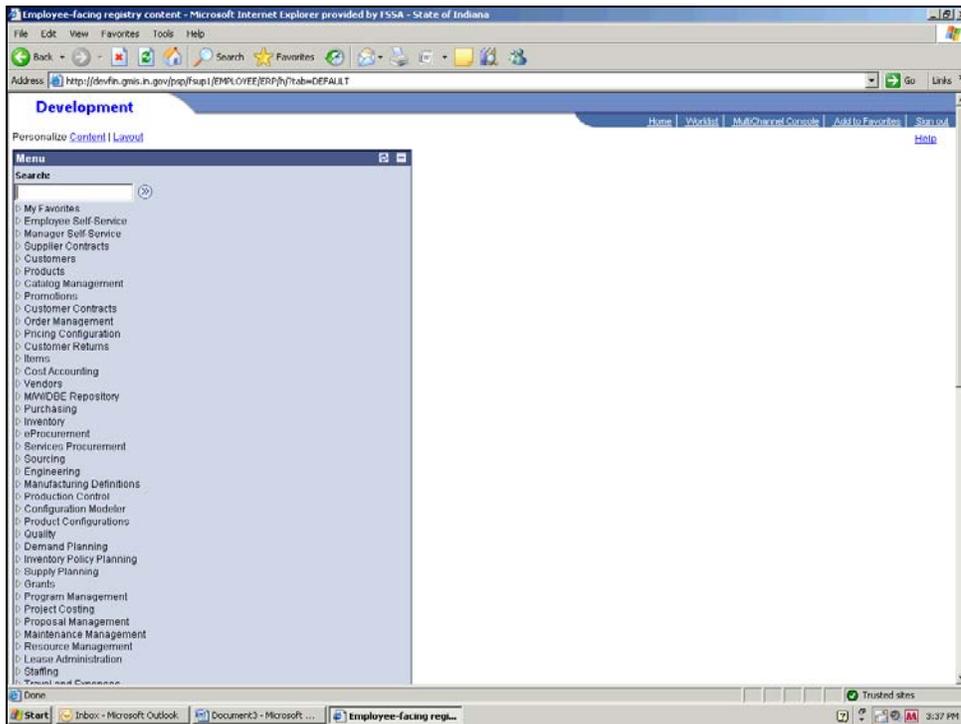
Procedure

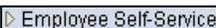
The Travel and Expense module allows a designated user to enter transactions on behalf of another user (the traveler).

The traveler must grant this authority before the designated user will be able to enter transactions on their behalf.

ENCOMPASS Training Guide

Travel and Expense User Guide

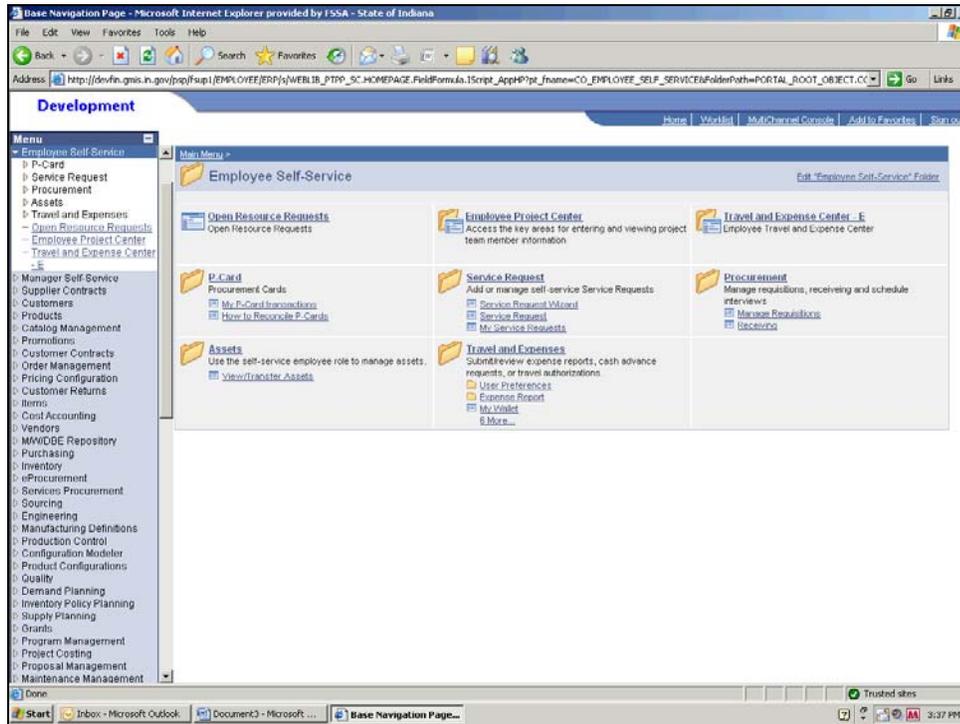


Step	Action
1.	To begin, click the Employee Self-Service link. 



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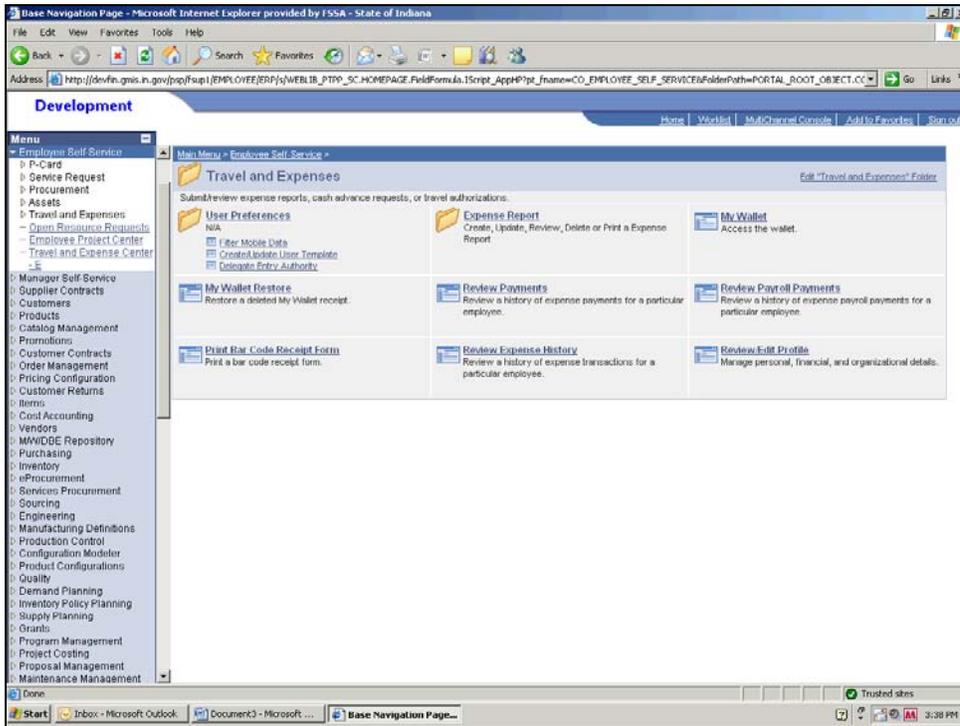
Travel and Expense User Guide



Step	Action
2.	Click the Travel and Expenses link. Travel and Expenses

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Travel and Expense User Guide

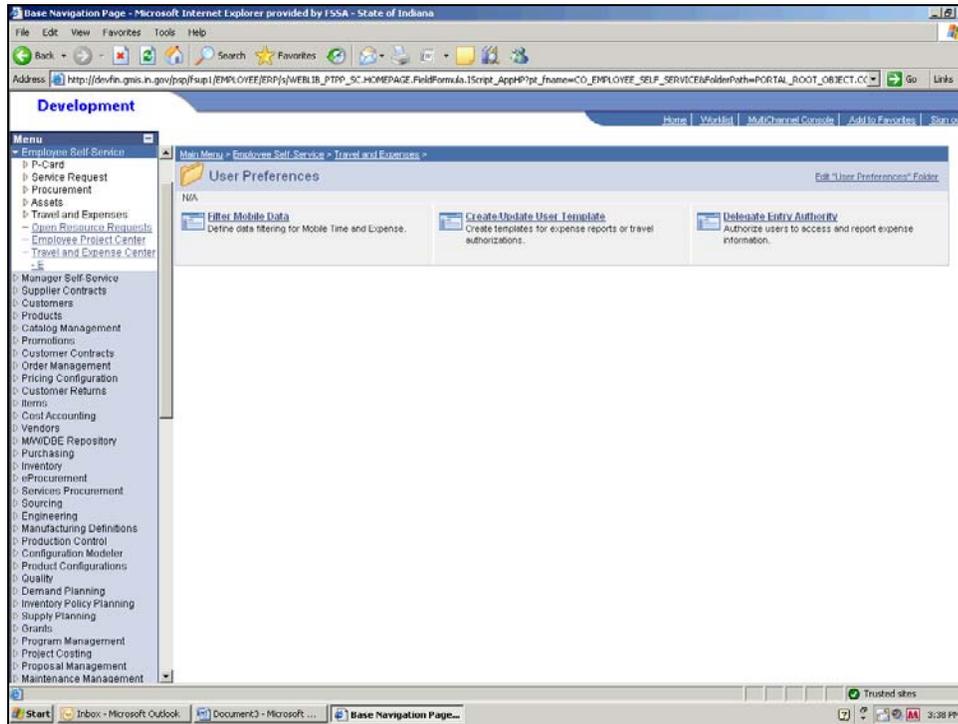


Step	Action
3.	Click the User Preferences link. User Preferences

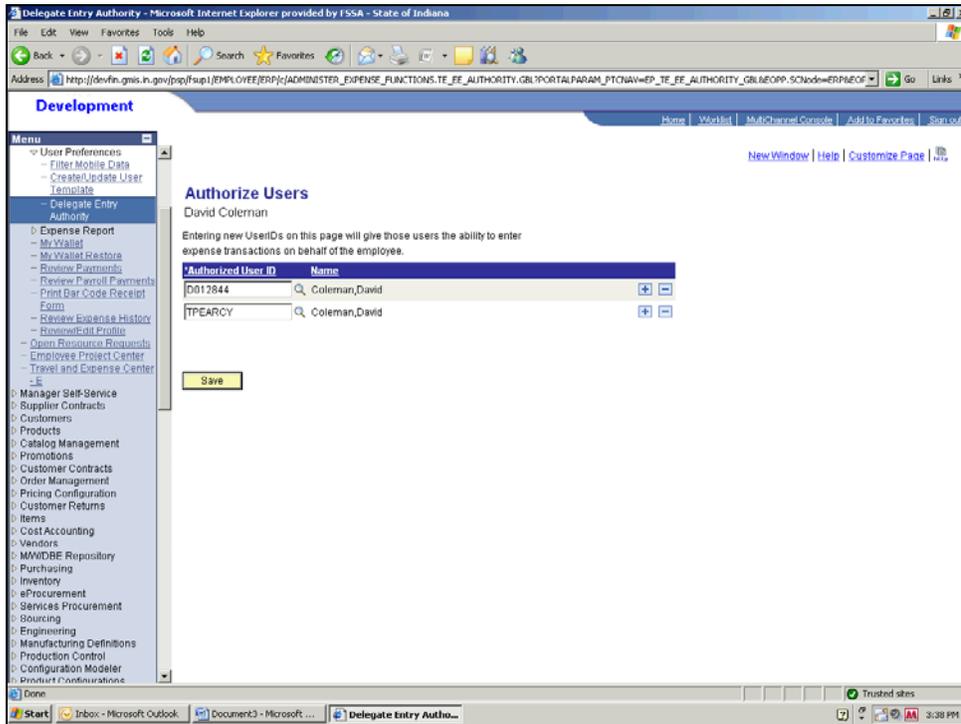


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
4.	Click the Delegate Entry Authority link. Delegate Entry Authority

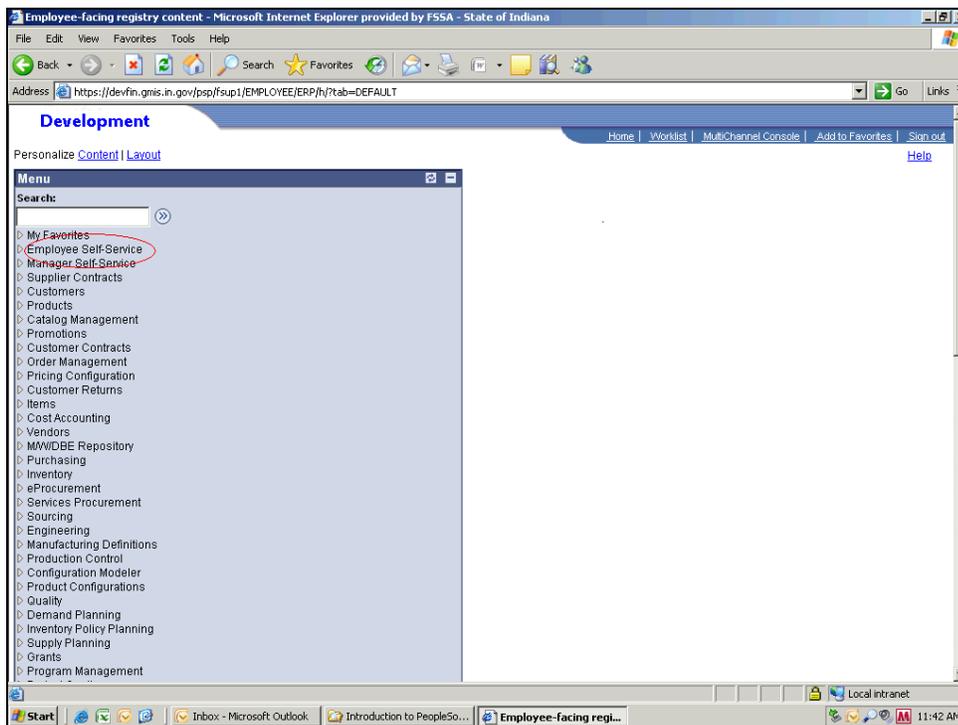


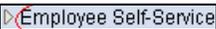
Step	Action
5.	<p>Add or delete authorized users by using the [+] Add and [-] Delete buttons. The PeopleSoft user ID of the person to be authorized must be entered in the Authorized User ID field/column.</p> <p>Click the Save button when additions or revisions are complete.</p> 
6.	<p>Delegate Entry Authority is complete.</p> <p>Click the Home link to return to the home/main menu.</p> 
7.	<p>Congratulations! You have learned how to successfully add/delete authorized users to your account.</p> <p>End of Procedure.</p>



Create an Expense Report from a Blank Form

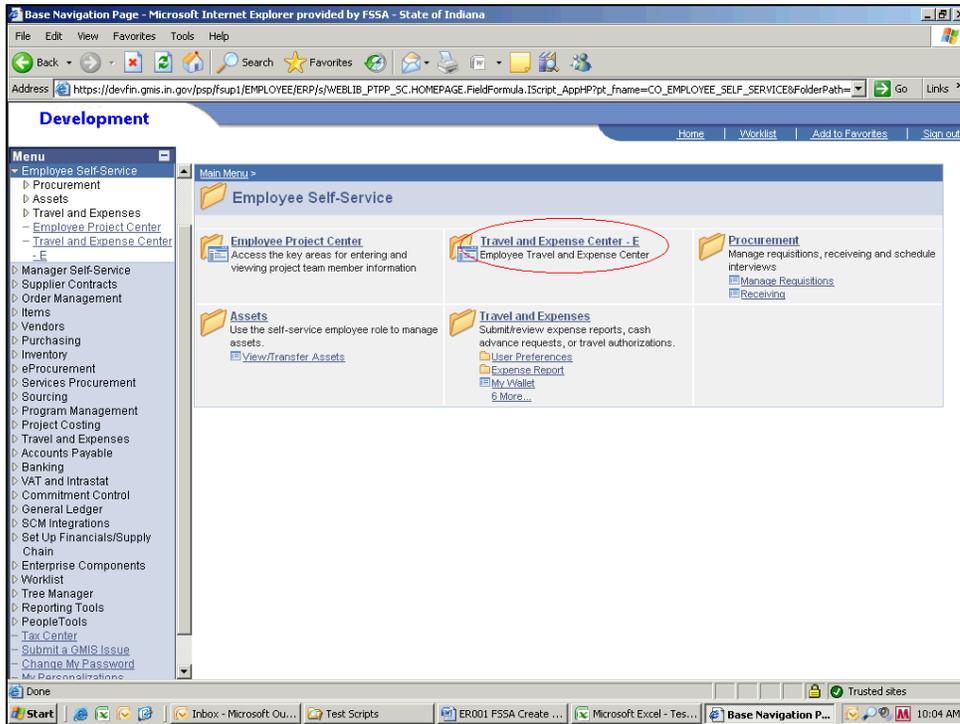
Procedure



Step	Action
1.	Click the Employee Self-Service link. 

ENCOMPASS Training Guide

Travel and Expense User Guide

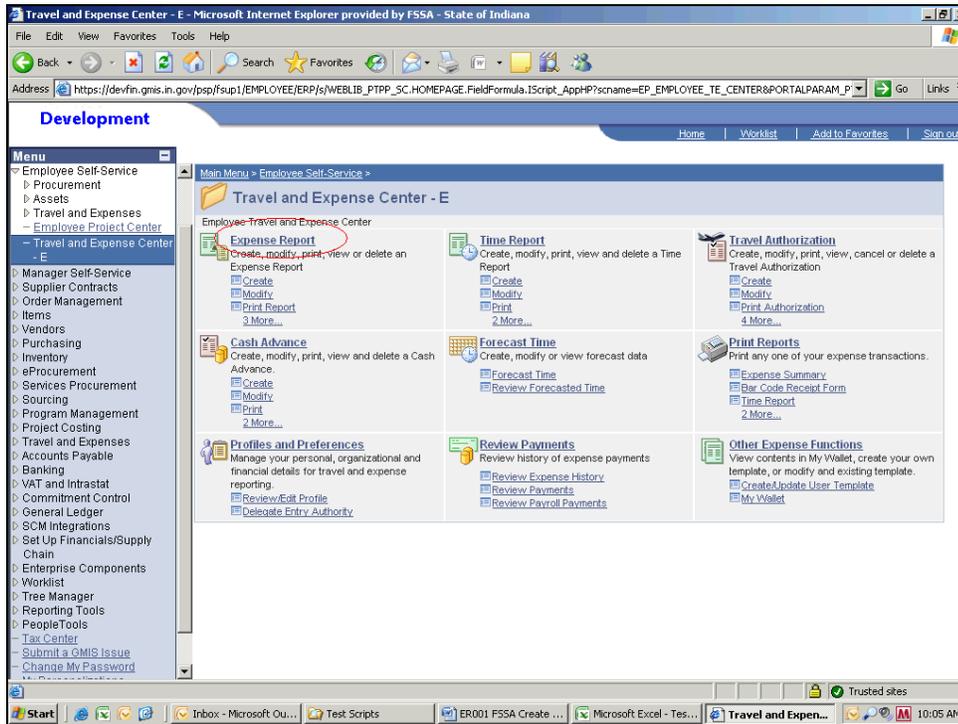


Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E



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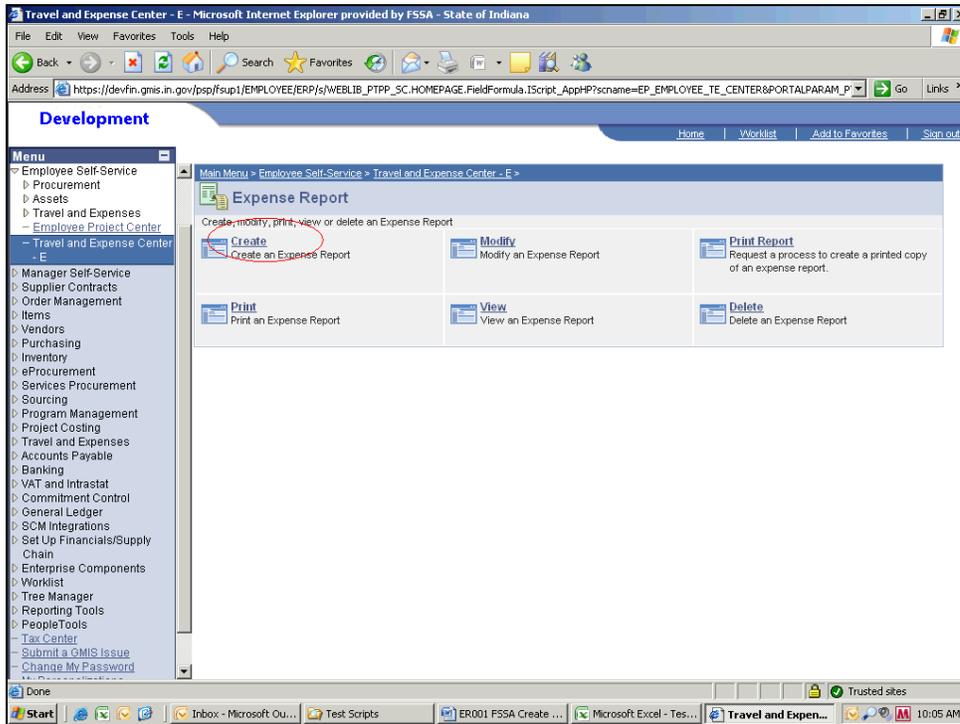
Travel and Expense User Guide



Step	Action
3.	Click the Expense Report link. <u>Expense Report</u>

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Travel and Expense User Guide

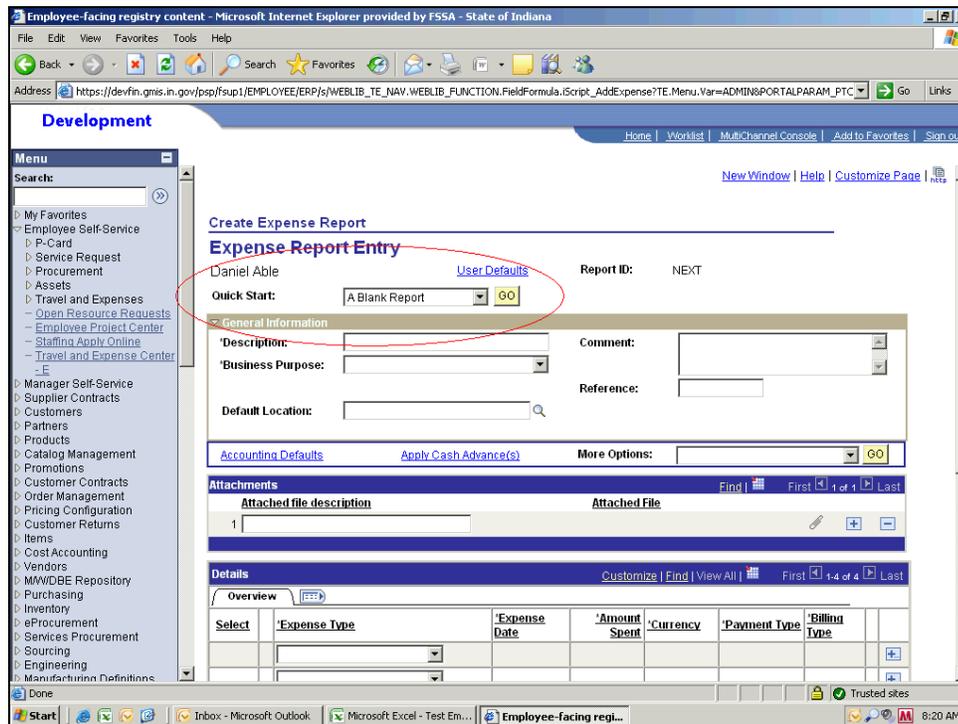


Step	Action
4.	Click the Create link. Create

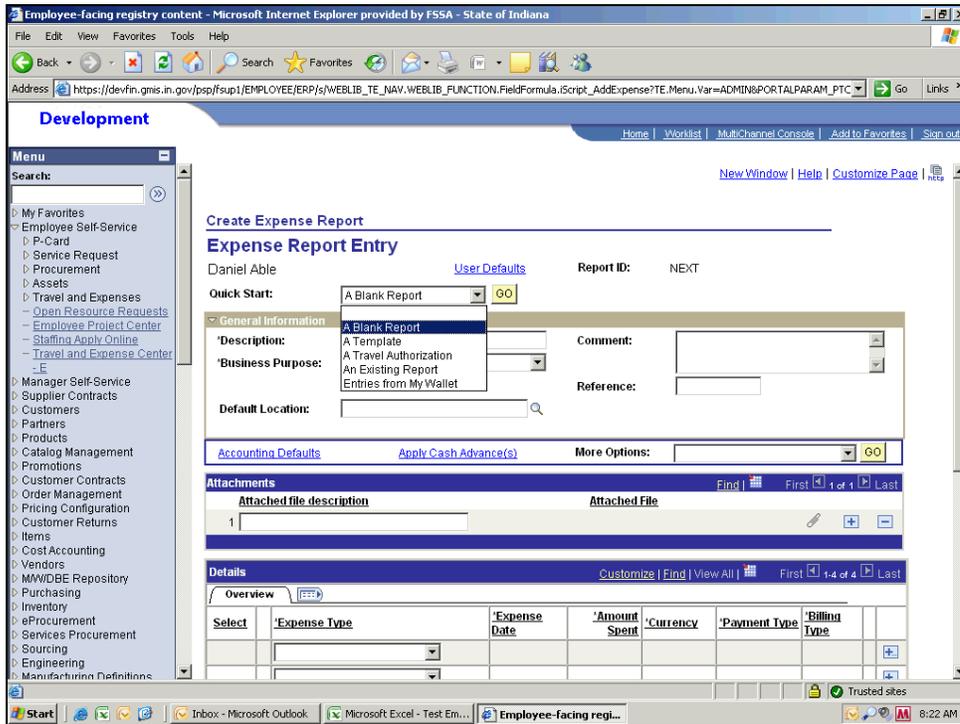


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Step	Action
5.	<p>IMPORTANT INFORMATION</p> <p>When following the instruction outlined in this demonstration, be mindful that this presentation was designed to assist in learning the software application. Although some business process instruction is provided, not all State travel rules, policies, and regulations are addressed. Questions regarding specific information to be included, per diem rates and how they're applied, or other specific State travel requirements should be directed to the agency travel department/travel administrators.</p> <p>Let's Get Started!</p> <p>The Quick Start field will default to A Blank Report. This is the most common method used to create an Expense Report, but other options are available. Click the Quick Start list.</p> <p><input type="text" value="A Blank Report"/></p>

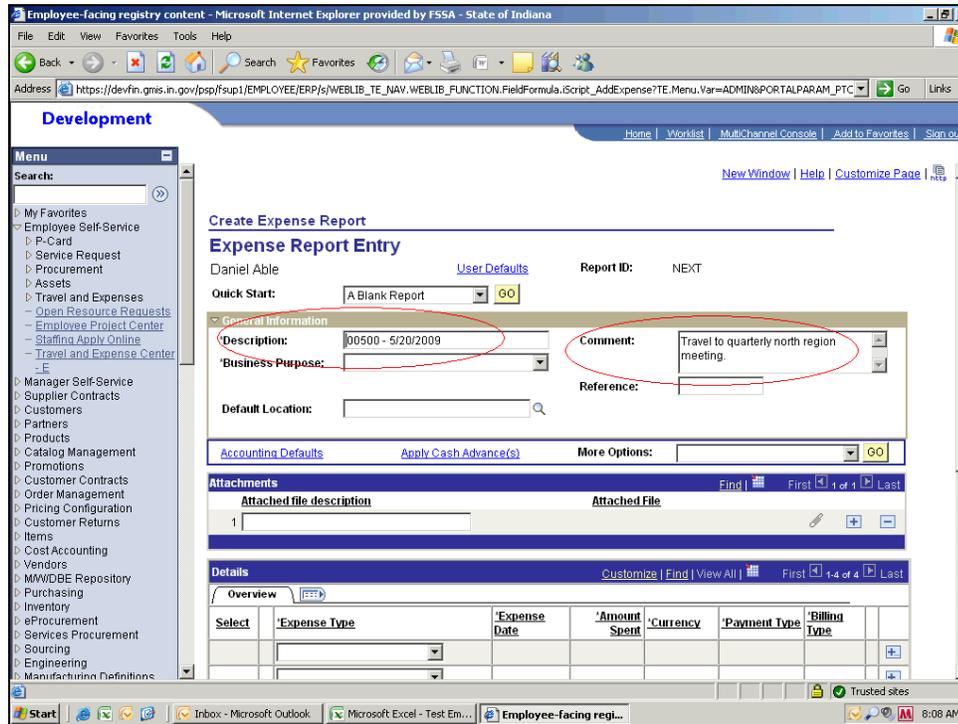


Step	Action
6.	<p>QUICK START OPTIONS</p> <p>If out-of-state travel was approved using a Travel Authorization, the information in that document may be copied into the Expense Report and dates/amounts updated as needed.</p> <p>If the travel expenses to be reported this time are similar to those reported with a previous Expense Report, an existing ER may be copied to a new one. The dates/amounts may then be updated as needed.</p> <p>The Template and Entries from My Wallet options are not currently used.</p> <p>Select A Blank Report to create an Expense Report from scratch.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> A Blank Report </div>

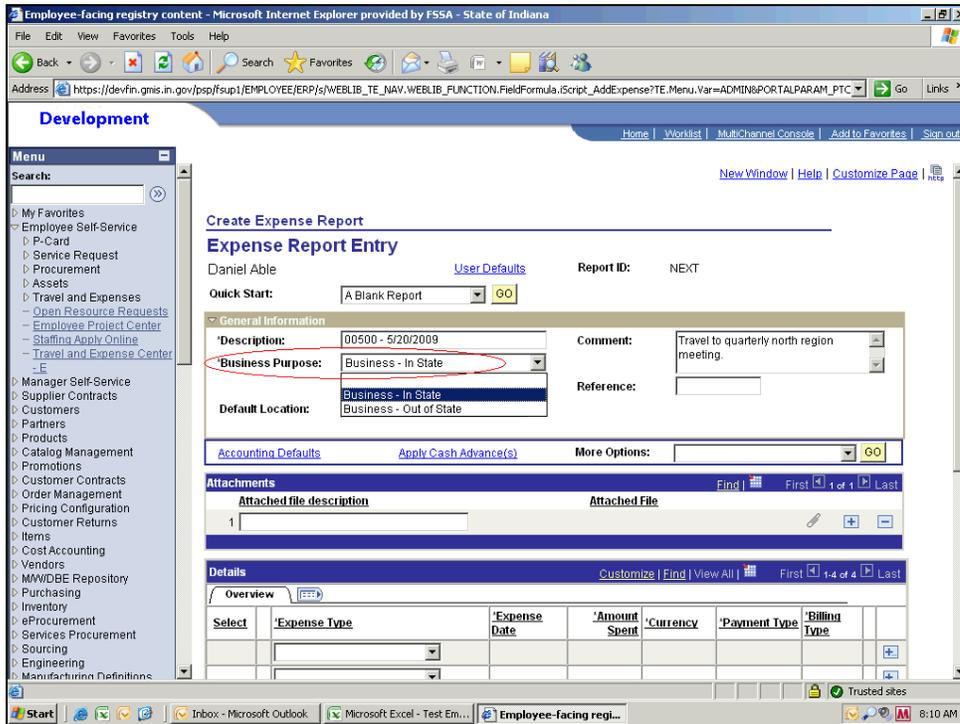


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Travel and Expense User Guide



Step	Action
7.	<p>TRAVEL DESCRIPTION</p> <p>Click inside the Description field.</p> <p>Enter your Business Unit and the From/To dates of travel (FSSA). ***Each agency may decide what information should be entered here to suit their operations. Contact your agency Travel Administrator if you have questions.***</p> <p>Enter a detailed account of the purpose for travel in the Comment field to the right.</p>

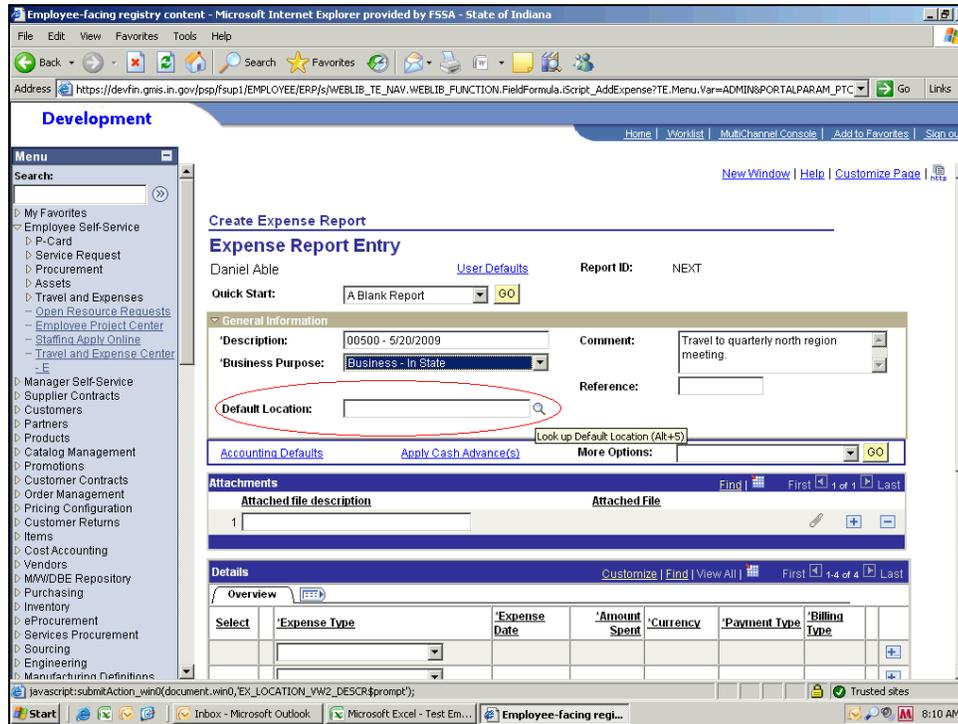


Step	Action
8.	<p>BUSINESS PURPOSE</p> <p>The Business Purpose simply identifies the travel as "in state," or "out-of-state." If user defaults have been previously set, this field should default to Business - In State, as this is most common.</p> <p>Click the Business Purpose list and select the appropriate option.</p> <p>Business - In State</p>



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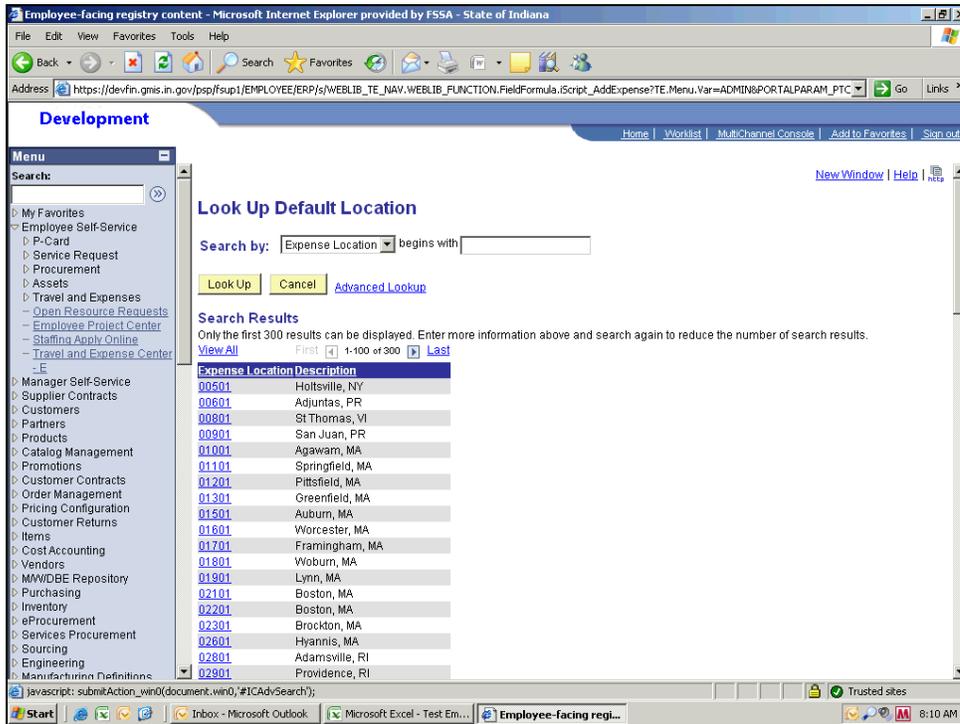
Travel and Expense User Guide



Step	Action
9.	<p>DEFAULT LOCATION</p> <p>The Default Location designates the destination that will be tied to all expenses reported, and it may be changed on any line where it might be different.</p> <p>Choosing a default for the destination is optional, and the field may be left blank. If not entered as a default, the destination location must be entered on each line individually.</p> <p>Click the Look up Default Location (magnifying glass) icon to search for and choose the Default Location.</p> 

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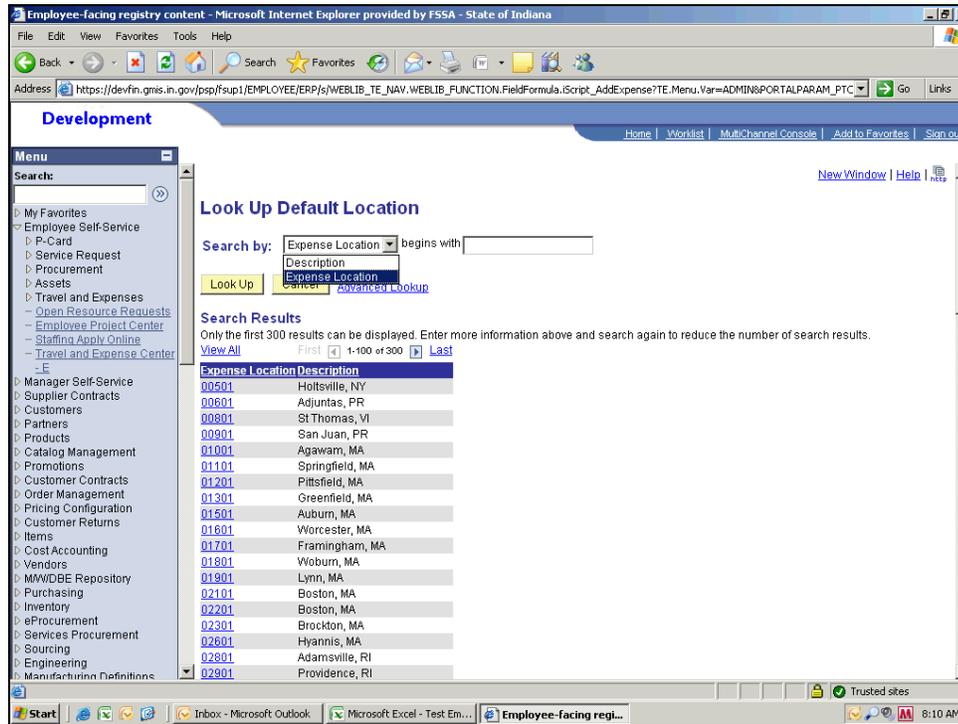


Step	Action
10.	Click the down arrow next to the Search by list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Expense Location ▼</div>



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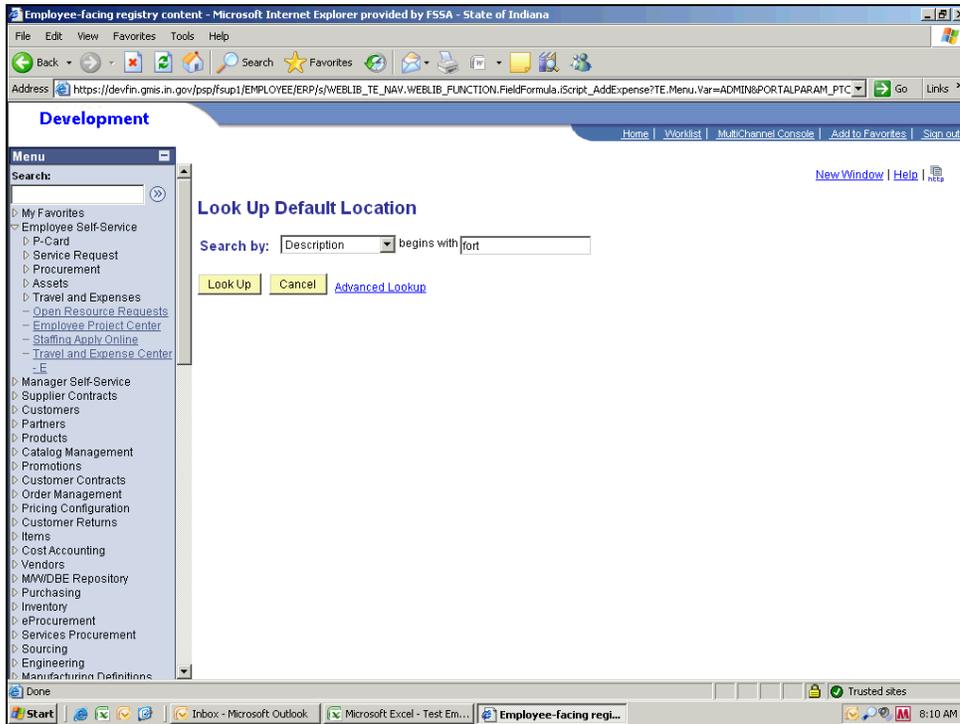
Travel and Expense User Guide



Step	Action
11.	<p>Select either Description or Expense Location as the search operator.</p> <p>The Expense Locations are organized by zip code. If the zip code is known, it is the most efficient search option because there will be an exact match.</p> <p>If the city or zip code needed is not found, contact the agency travel administrator to request that it be added.</p> <p>For this example, select <i>Description</i>.</p> <p>In the blank Begins With field, type fort.</p>

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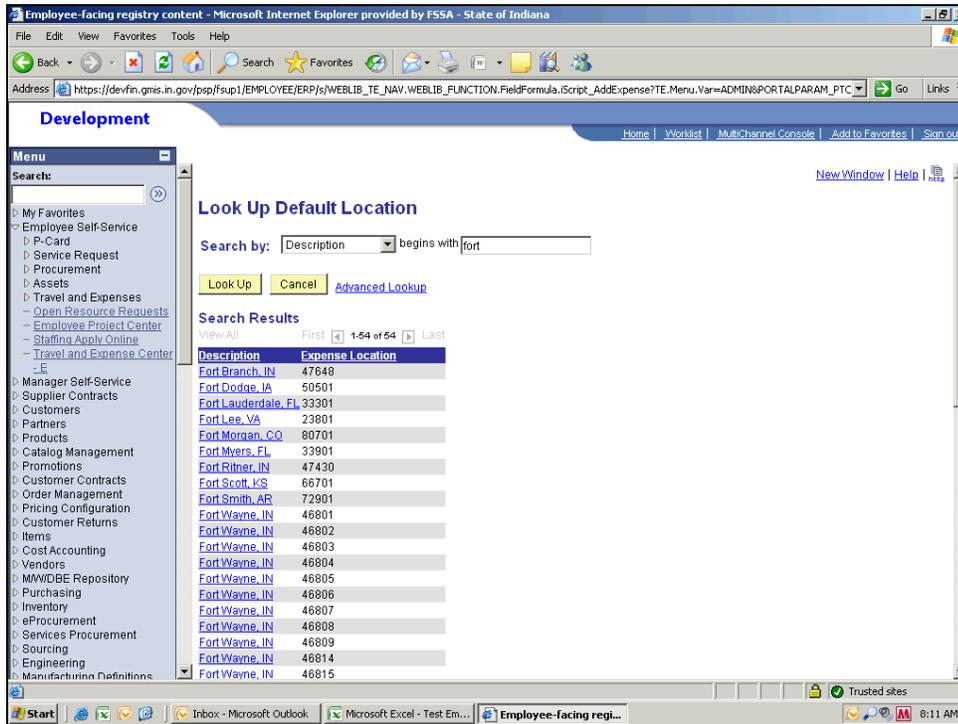


Step	Action
12.	Click the Look Up button. 

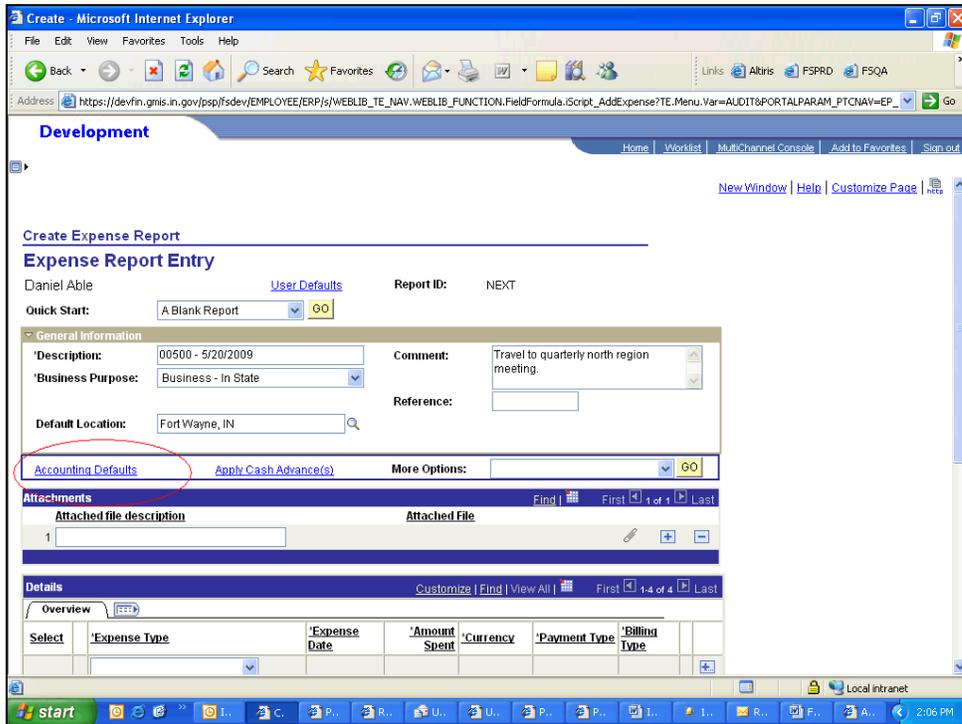


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Step	Action
13.	<p>The search will return a list of Locations that begin with "Fort."</p> <p>Find the appropriate location description and click the link in the Description column.</p> <p>Fort Wayne, IN</p>

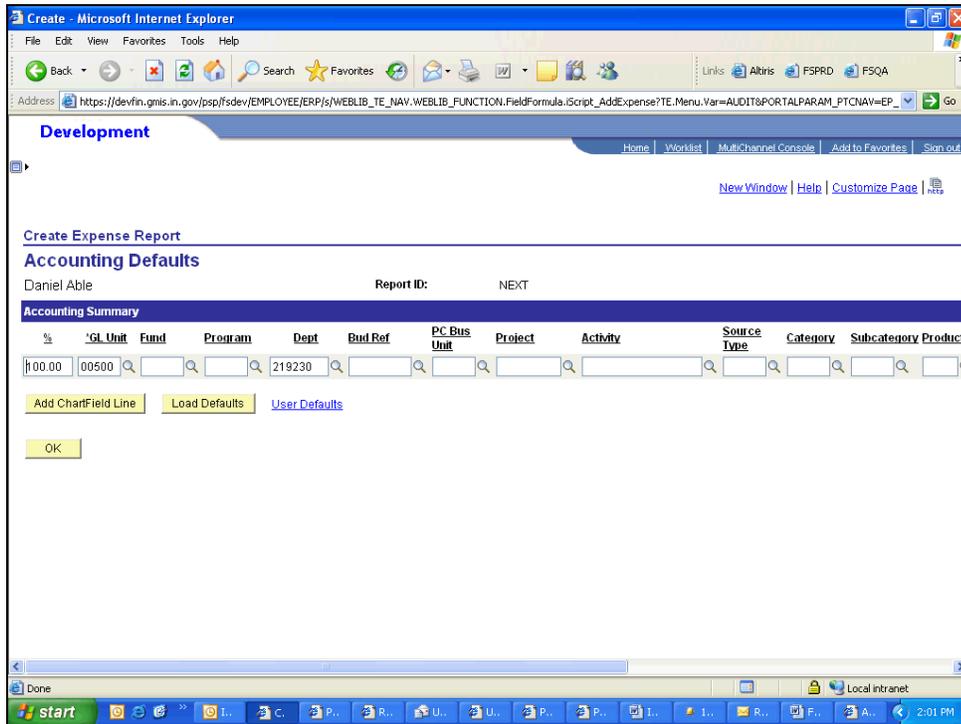


Step	Action
14.	<p>ACCOUNTING DEFAULTS</p> <p>The <i>option</i> to enter default accounting information is helpful by reducing the amount of information that must be entered redundantly for each expense reported.</p> <p>Chartfields entered through Accounting Defaults will be tied to each expense line listed, but may be changed or updated for specific expenses if necessary.</p> <p>Click the Accounting Defaults link.</p> <p>Accounting Defaults</p>

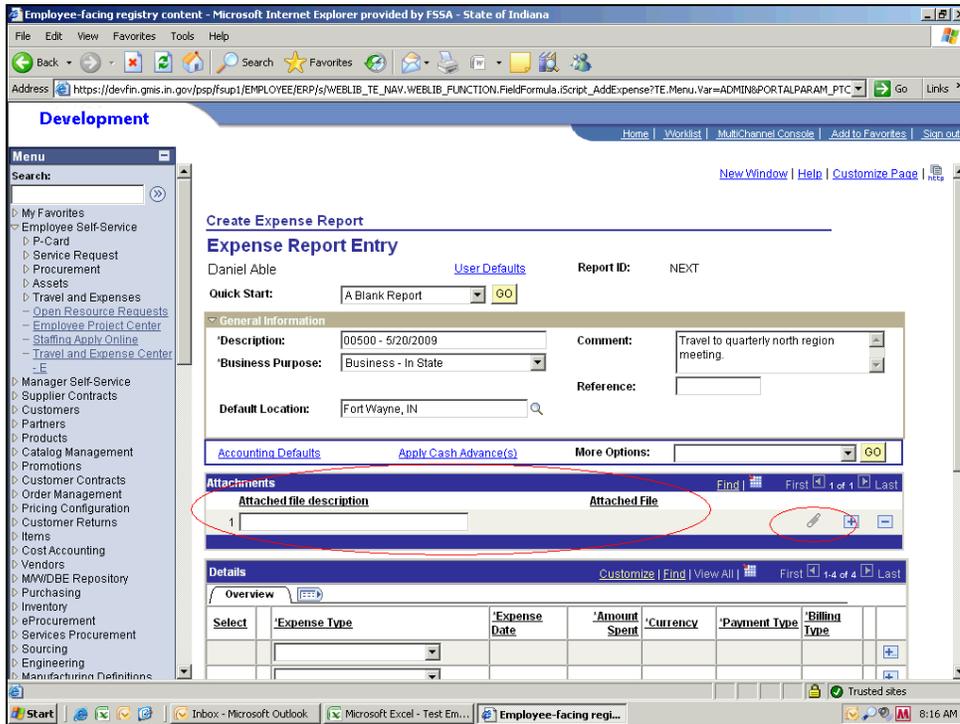


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Step	Action
15.	<p>Accounting information entered on the Accounting Defaults page will be applied to each Expense Report line.</p> <p>The Chartfields required vary by agency. The correct accounting information should be provided by the division controller, accounting department, or manager/supervisor depending on the agency structure.</p> <p>The Account (not shown on this page) will default based on the type of expense.</p> <p>Enter the appropriate accounting information and click the OK button to return to the Expense Report.</p> <p>OK</p>

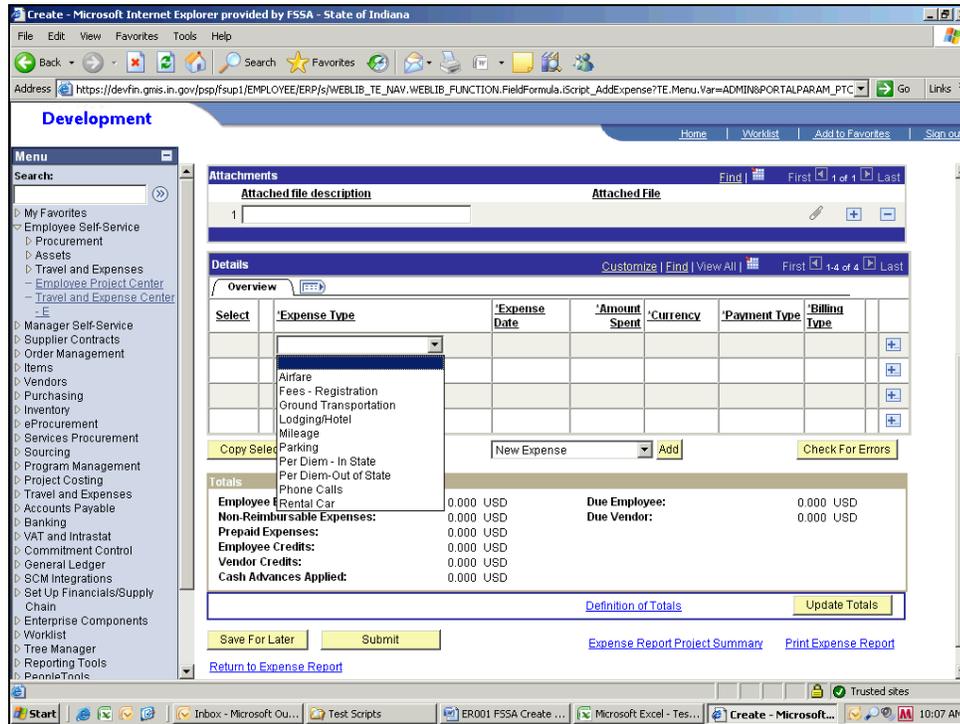


Step	Action
16.	<p>ATTACHMENTS AND DOCUMENTATION</p> <p>Receipts and other required expenses documentation may be scanned and attached to the Expense Report electronically.</p> <p>Click the Paper Clip icon to browse your file directories, locate the documents, and upload them as attachments.</p> <p>Enter a description of the information contained in the attached file.</p> <p>Click the "+" to add rows as needed for additional attachments.</p> 

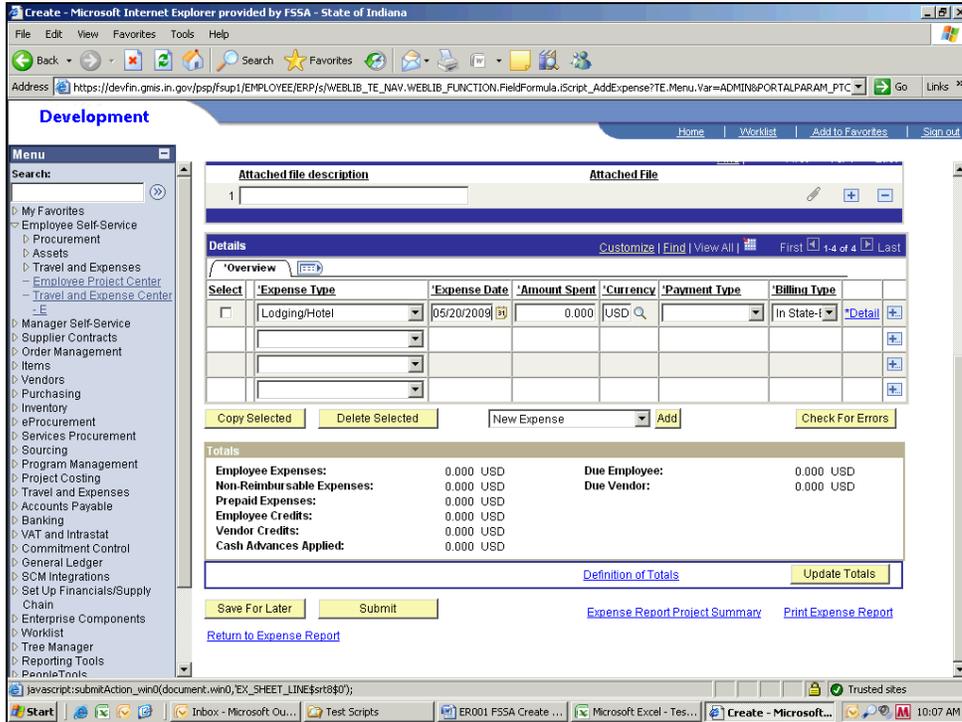


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Step	Action
17.	<p>ENTER TRAVEL EXPENSES</p> <p>To begin listing travel expenses for reimbursement (or to document those that have been pre-paid), click the down arrow on the Expense Type field and select an expense description.</p> <p>All expenses for a travel event including those that were paid for in advance or by a vendor should be listed on the Expense Report. Using the Payment Type and Billing Type of Prepaid for these types of expenses, Travel and Expenses will calculate the amount to be reimbursed to the traveler only.</p> <p>For this example, select Lodging/Hotel.</p>

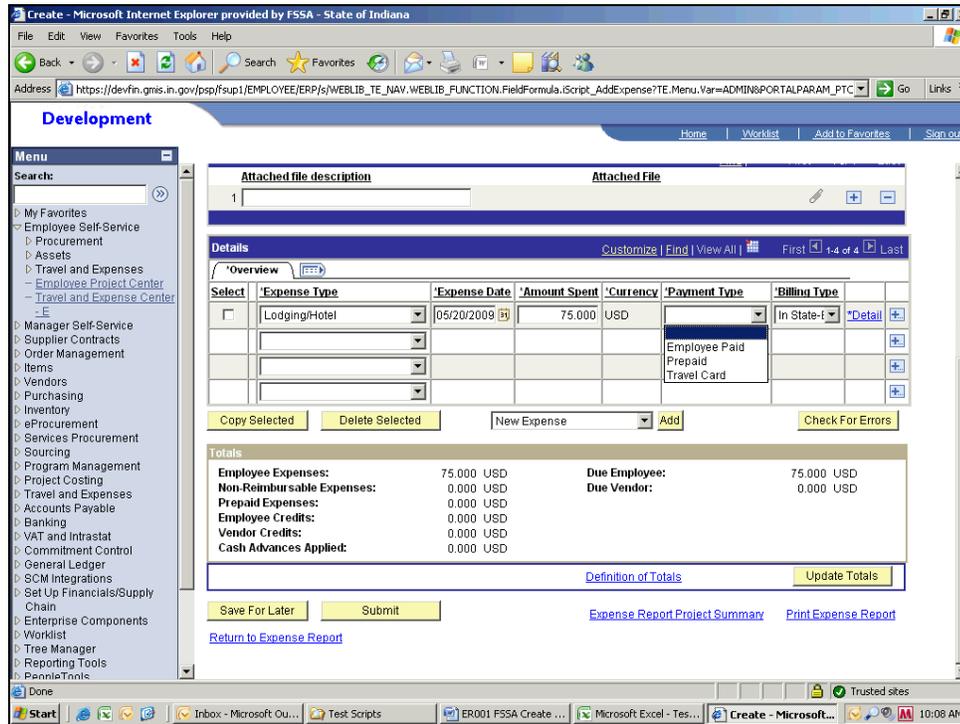


Step	Action
18.	<p>In the Expense Date field, enter the date the expense was incurred.</p> <p>In the Amount Spent field, enter the dollar amount of the expense.</p> <p>The Currency field will remain USD.</p>

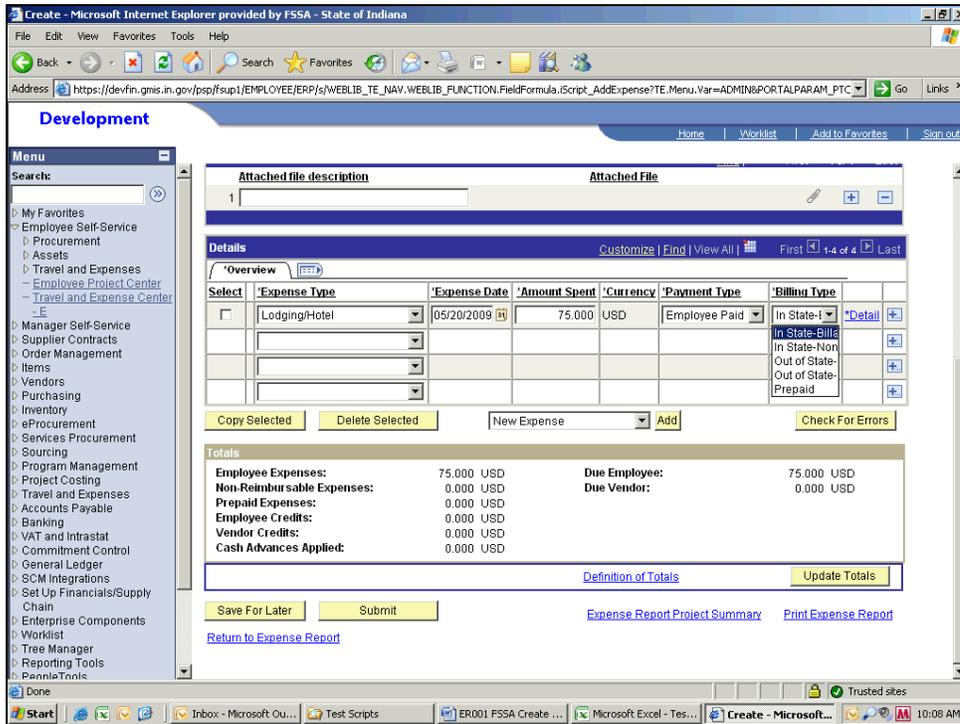


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Step	Action
19.	<p>PAYMENT TYPE</p> <p>Employee Paid should be used for an expense paid by the employee to be reimbursed.</p> <p>Prepaid should be used for an expense which the agency/division has paid in advance, or will be billed for directly.</p> <p>Travel Card should be used for an expense charged to a State-issued travel credit card.</p> <p>Click the Payment Type field down arrow and make a selection from the list.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 20px; display: flex; align-items: center; justify-content: center;"> ▼ </div>

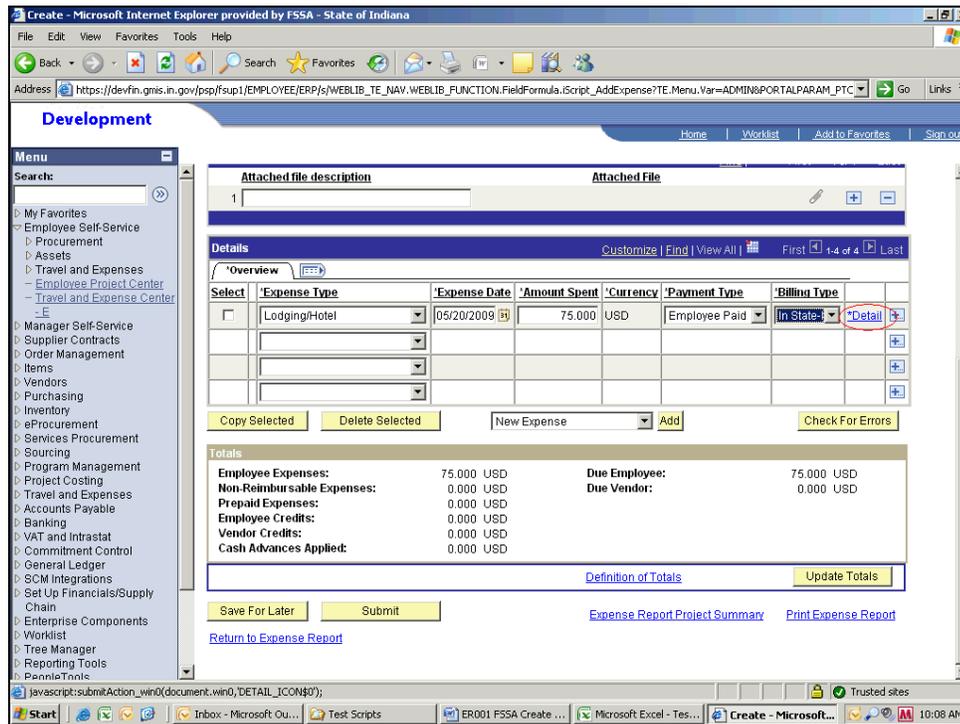


Step	Action
20.	<p>BILLING TYPE</p> <p>In State Billable (most common) In-state travel expense considered billable for federal project purposes.</p> <p>In State NonBillable (less common) In-state travel expense NOT considered billable for federal project purposes.</p> <p>Out of State Billable (most common) Out-of-state travel expense considered billable for federal project purposes.</p> <p>Out of State NonBillable (less common) Out-of-state travel expense NOT considered billable for federal project purposes.</p> <p>Prepaid In-state or out-of-state expense that the agency/division has paid in advance or will be billed for directly.</p> <p>Click the Billing Type field down arrow and make a selection from list.</p> <p><input type="text" value="In State-Billable"/></p>

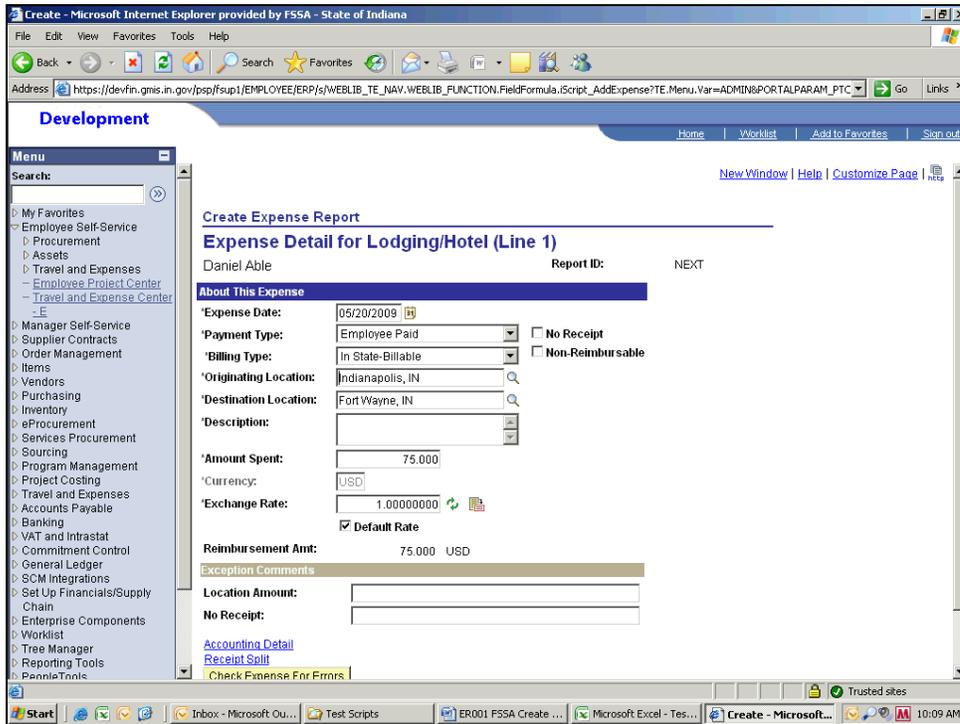


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Step	Action
21.	<p>EXPENSE DETAIL</p> <p>Click the Detail link.</p> <p>The Expense Detail page will open where all required information related to this expense line must be entered.</p> <p>*Detail</p>



Step	Action
22.	<p>Information previously entered will populate some of the fields on this page by default.</p> <p>The Originating Location field should identify from where the trip began.</p> <p>The Destination Location field should identify where this particular expense was incurred.</p> <p><i>The No Receipt and Non-Reimbursable checkboxes should not be used.</i></p> <p>In the Description field, enter a description of the expense; the name of the hotel, the address, and the zip code.</p> <p>For this example, Enter Holiday Inn.</p>



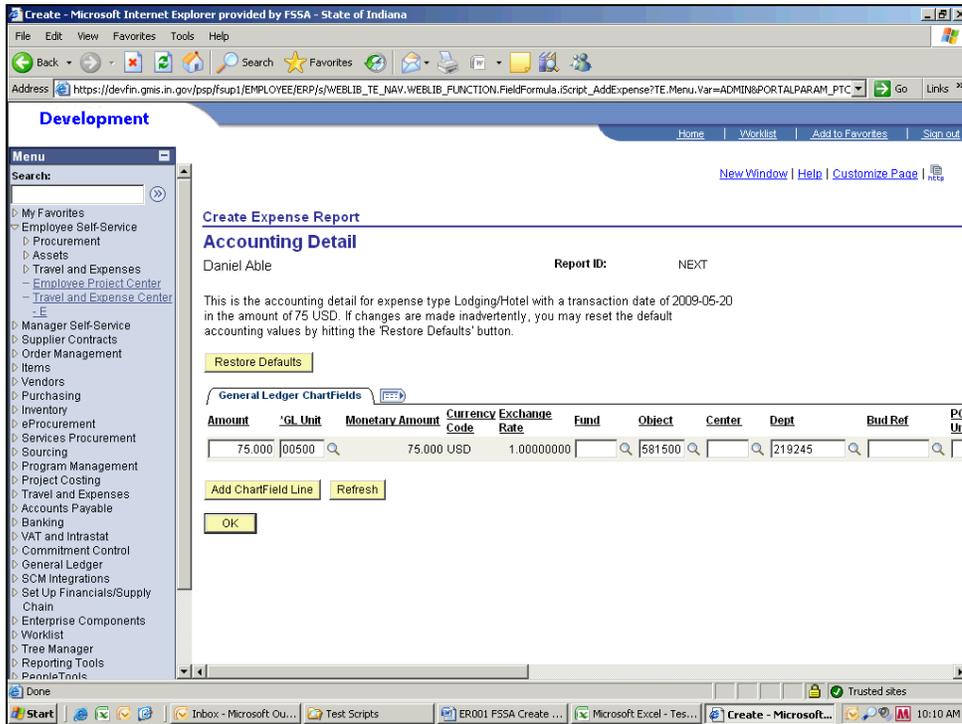
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The screenshot shows a web browser window with the URL: https://devfin.gmis.in.gov/psp/fsup1/EMPLOYEE/ERP/IS/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.Script_AddExpense?TE.Menu.Var=ADMIN&PORTALPARAM_PTC. The page title is 'Create Expense Report' and the sub-header is 'Expense Detail for Lodging/Hotel (Line 1)'. The user is Daniel Able. The form includes the following fields and options:

- Expense Date:** 05/20/2009
- Payment Type:** Employee Paid (with No Receipt)
- Billing Type:** In State-Billable (with Non-Reimbursable)
- Originating Location:** Indianapolis, IN
- Destination Location:** Fort Wayne, IN
- Description:** Holiday Inn
- Amount Spent:** 75,000
- Currency:** USD
- Exchange Rate:** 1.00000000 (with Default Rate)
- Reimbursement Amt:** 75,000 USD
- Exception Comments:** Location Amount: [] No Receipt: []
- Links:** [Accounting Detail](#) (circled in red), [Receipt Split](#), [Check Expense For Errors](#)

Step	Action
23.	<p>The Location Amount and No Receipt fields are not currently used.</p> <p>Enter Accounting Info (if not set as default)</p> <p>Click the Accounting Detail link.</p> <p>Accounting Detail</p>



Step	Action
24.	<p>ACCOUNTING DETAIL</p> <p>If Accounting Defaults have been set-up, the required chartfield information will populate by default. It may be entered manually or changed if necessary.</p> <p>The correct accounting information should be provided by the division controller, accounting department, or manager/supervisor depending on the agency structure.</p>



ENCOMPASS Training Guide

Travel and Expense User Guide

Create Expense Report

Accounting Detail

Daniel Able Report ID: NEXT

This is the accounting detail for expense type Lodging/Hotel with a transaction date of 2009-05-20 in the amount of 75 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

[Restore Defaults](#)

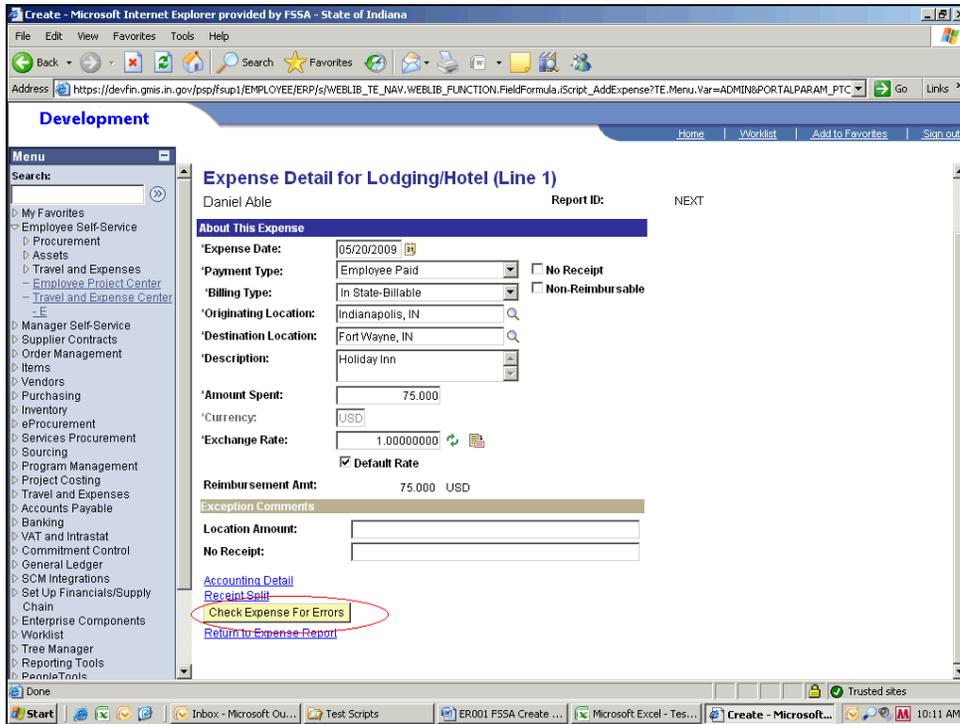
General Ledger ChartFields

Amount	GL Unit	Monetary Amount	Currency Exchange Code	Rate	Fund	Object	Center	Dept	Bud Ref	PC Unit
75.000	00500	75.000 USD	1.000000000		2100	581500	17000	219245	2009	00

[Add ChartField Line](#) [Refresh](#)

[OK](#)

Step	Action
25.	Click the OK button when the required accounting information has been entered/verified.

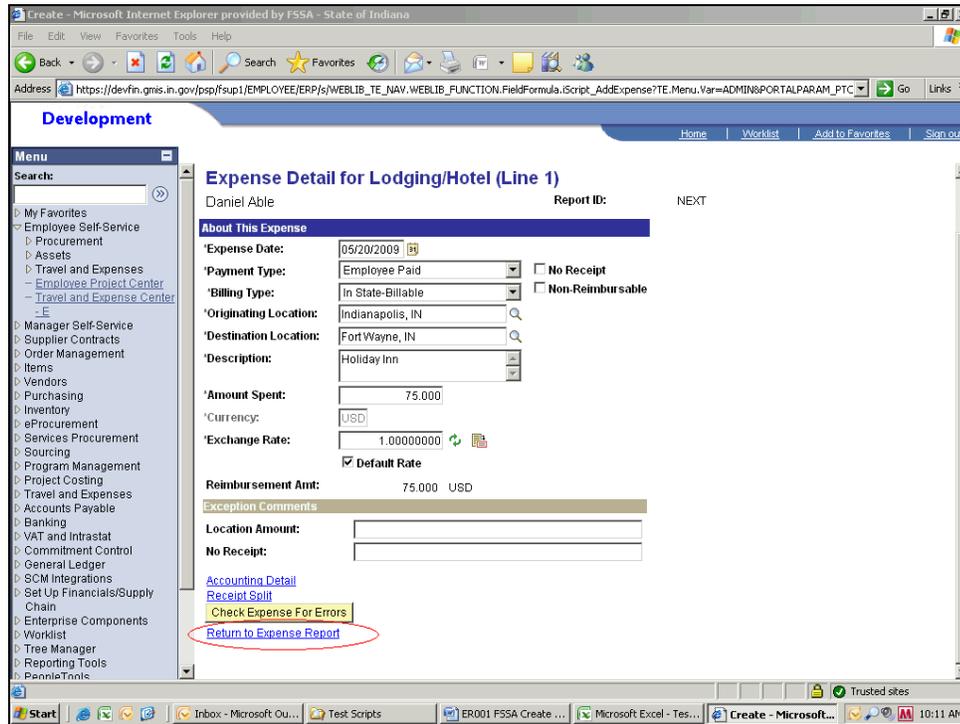


Step	Action
26.	<p>CHECK FOR ERRORS</p> <p>Click the Check Expense for Errors link before returning to the Expense Report (main page).</p> <p>If any information is missing or incorrect, "red flags" will appear at the top of the page describing the exception.</p> <p>Check Expense For Errors</p>

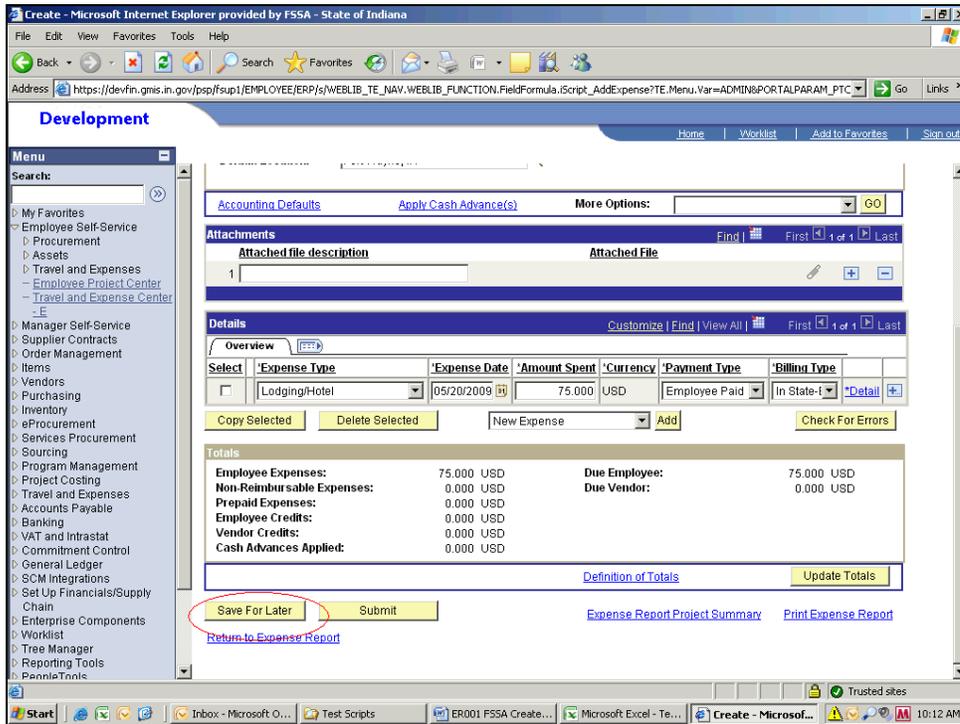


ENCOMPASS Training Guide

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Step	Action
27.	Click the Return to Expense Report link to return to the Expense Report main page. Return to Expense Report

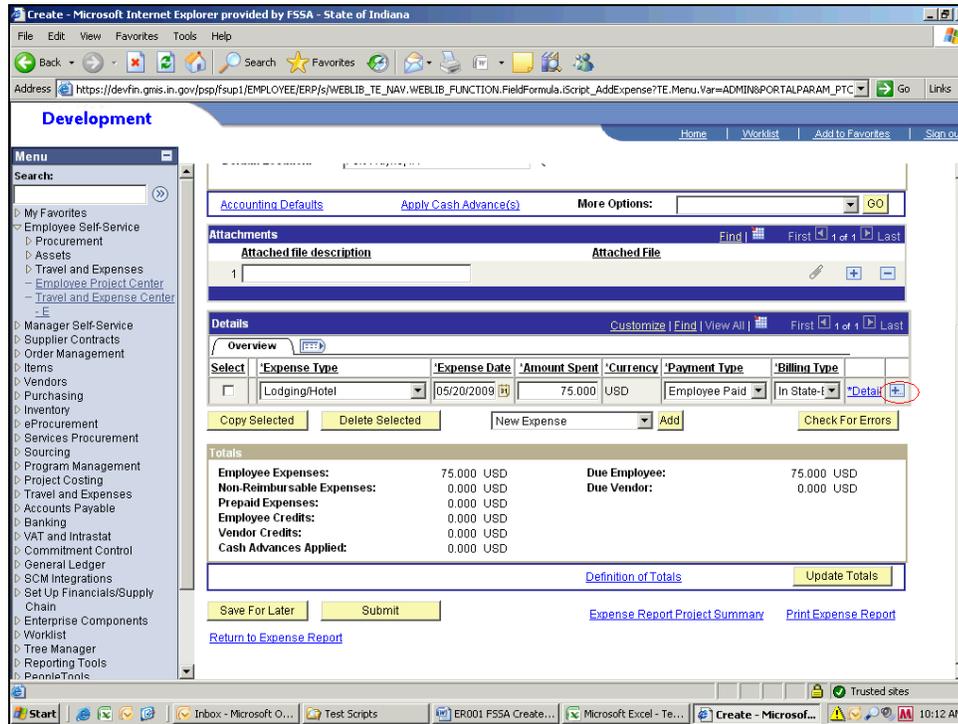


Step	Action
28.	<p>Click the Save for Later button after adding each expense line.</p> <p>After saving, the Expense Report will be assigned the next available number. It will be displayed at the top of the page.</p>

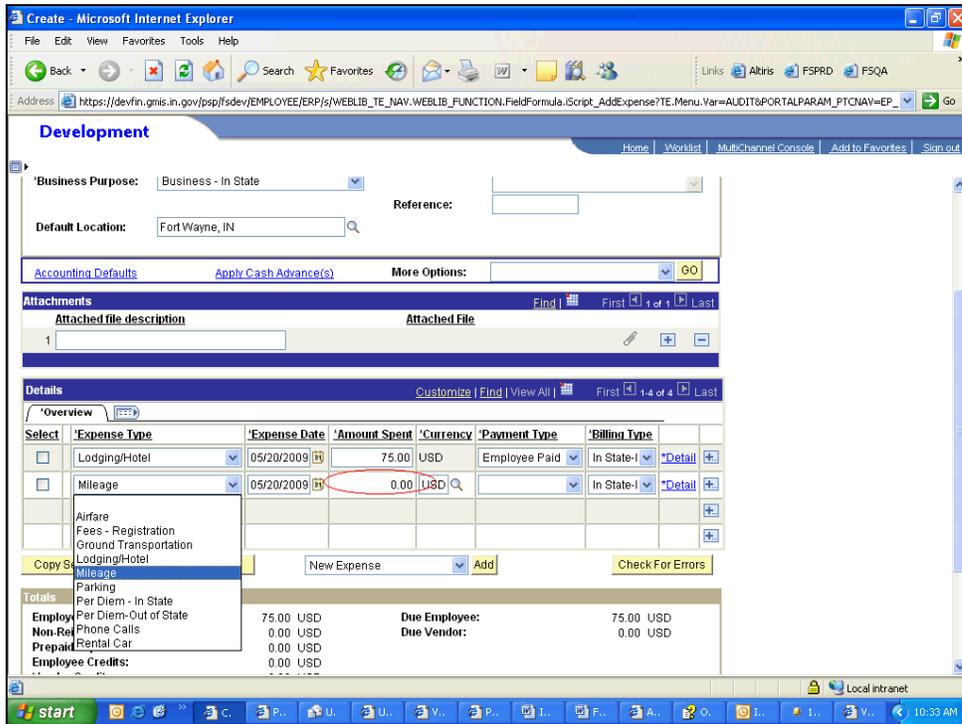


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
29.	<p>LIST ADDITIONAL EXPENSES</p> <p>If there are additional expenses to report and blank lines aren't shown, click the "+" to add lines.</p>



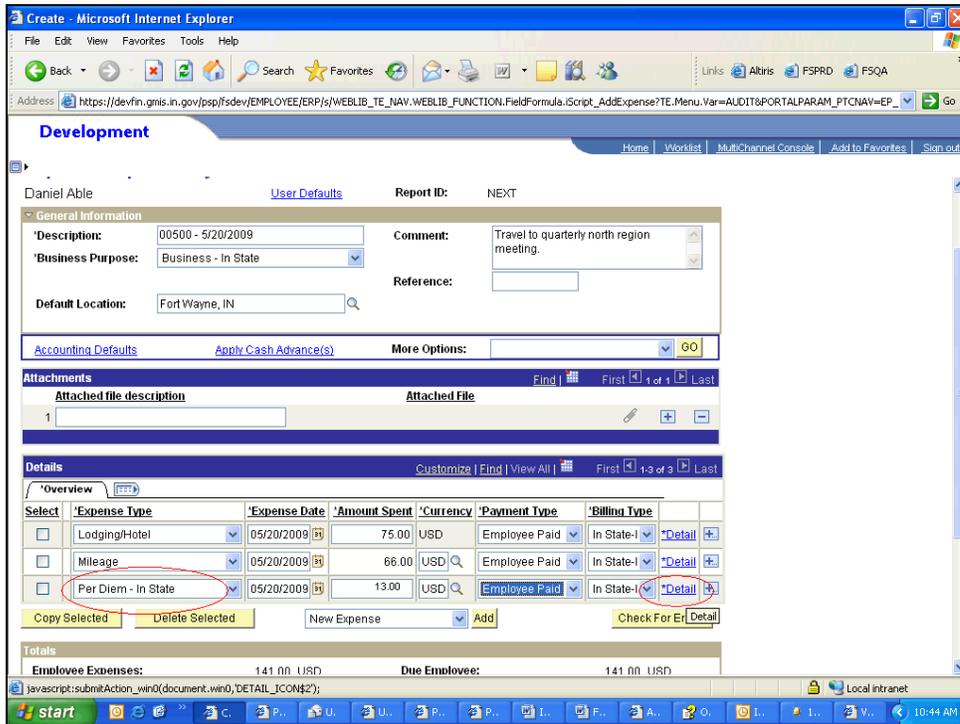
Step	Action
30.	<p>EXPENSE TYPE - MILEAGE</p> <p>When adding mileage expenses, notice that the Amount Spent field is inactive on the main page and a dollar amount cannot be entered.</p> <p>Travel and Expenses will automatically calculate the amount due based on the miles traveled according the State's current mileage allowance.</p> <p>To enter the number of miles being claimed for mileage expense lines, click the Detail link at the end of the row to go to the <i>Expense Detail</i> page (after entering the Payment Type and Billing Type).</p> 



ENCOMPASS Training Guide

Travel and Expense User Guide

Step	Action
31.	<p>Enter the number of miles claimed in the Miles field.</p> <p>When the page refreshes, the dollar amount due will be calculated based on the current allowance and displayed as the Reimbursement Amount on this page and in the Amount field on the main page.</p> <p>Be sure to also complete the other required fields for this expense (Originating/Destination Location, Description, Accounting Detail, etc.) as necessary.</p> <p>Click the Return to Expense Report page to return to the main page.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">150</div>



Step	Action
32.	<p>Expense Type - Per Diem</p> <p>Claims for Per Diem (in-state and/or out-of-state) require that the time parameters of the days travel be specified. The fields to enter the beginning/ending times are located on the Expense Detail page.</p> <p>Enter the Expense Date and the Per Diem amount claimed on the expense line. Be sure that Employee Paid is selected as the Payment Type.</p> <p>Click the Detail link at the end of the row to go to the Expense Detail page.</p>



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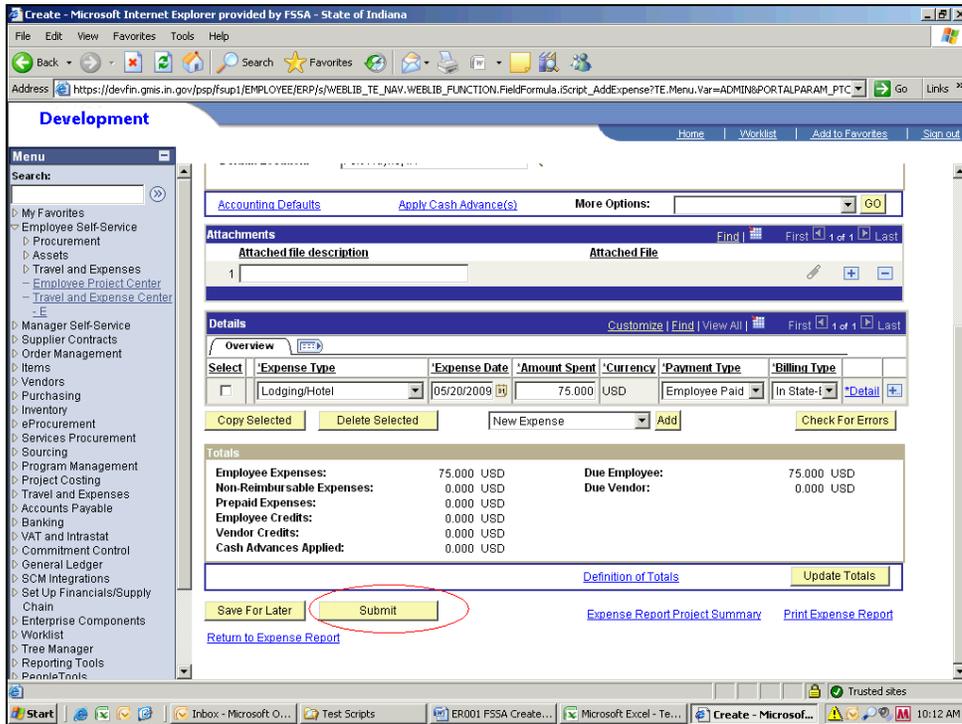
Travel and Expense User Guide

The screenshot shows a web browser window displaying the 'About This Expense' form. The form includes the following fields and values:

- Expense Date: 05/20/2009
- Payment Type: Employee Paid
- Billing Type: In State-Billable
- Start Time (HHMM): 12:00AM (circled in red)
- End Time (HHMM): 11:59PM (circled in red)
- Originating Location: Indianapolis, IN
- Location: Fort Wayne, IN
- Description: Per Diem
- Amount Spent: 13.00
- Currency: USD
- Exchange Rate: 1.00000000
- Reimbursement Amt: 13.00 USD

Buttons and links visible include: 'Refresh Per Diem Amounts', 'Check Expense For Errors', and 'Return to Expense Report'.

Step	Action
33.	<p>The Start Time and End Time fields should document the travel time frame eligible for per diem reimbursement.</p> <p>Questions about per diem allowances and requirements should be directed to the agency travel administrator.</p> <p>Per Diem amounts are not currently calculated automatically and must be entered manually. Do not use the Refresh Per Diem Amounts button or Per Diem Deductions link below.</p> <p>Be sure to also complete the other required fields for this expense (Originating/Destination Location, Description, Accounting Detail, etc.) as necessary.</p> <p>Click the Return to Expense Report page to return to the main page.</p>

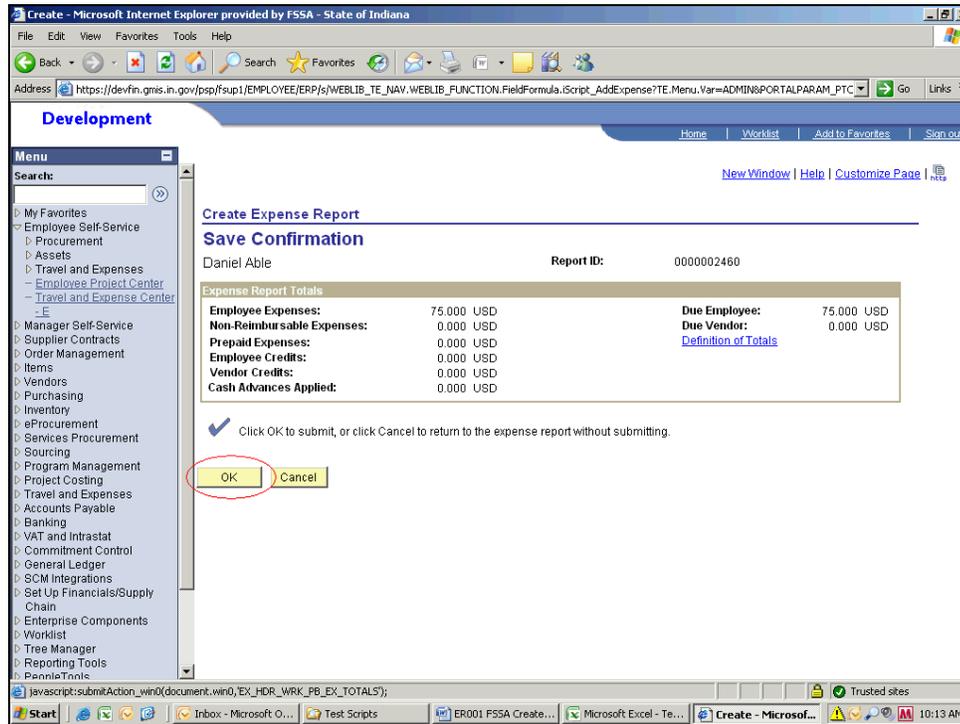


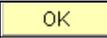
Step	Action
34.	<p data-bbox="365 1178 881 1209">SUBMIT EXPENSES FOR APPROVAL</p> <p data-bbox="365 1245 1065 1276">Continue to add expenses until the information is complete.</p> <p data-bbox="365 1312 1271 1377">Click the Submit button when all expenses have been listed and the Expense Report is ready for approvals.</p> <div data-bbox="370 1377 574 1413" style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #ffff00;">Submit</div>

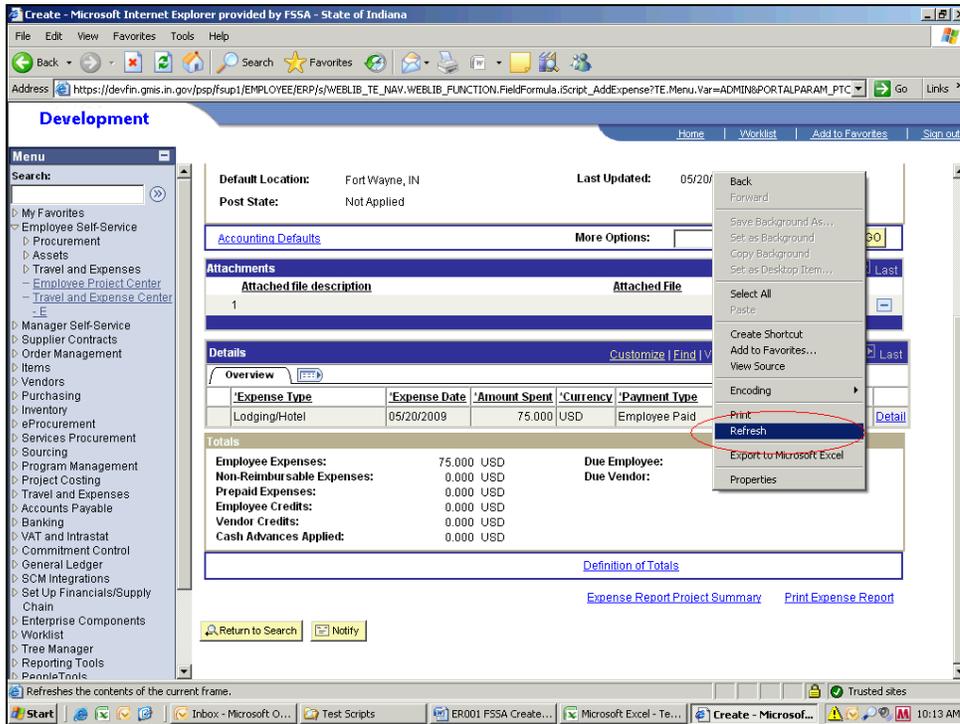


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
35.	<p>SUBMIT CONFIRMATION</p> <p>A confirmation page allows a summary of the Expense Report to be reviewed before it's submitted to approvers.</p> <p>Click the OK button to submit the expense report.</p> <p>Click the Cancel button if changes are needed or it's not ready to submit for any reason.</p> <p></p>

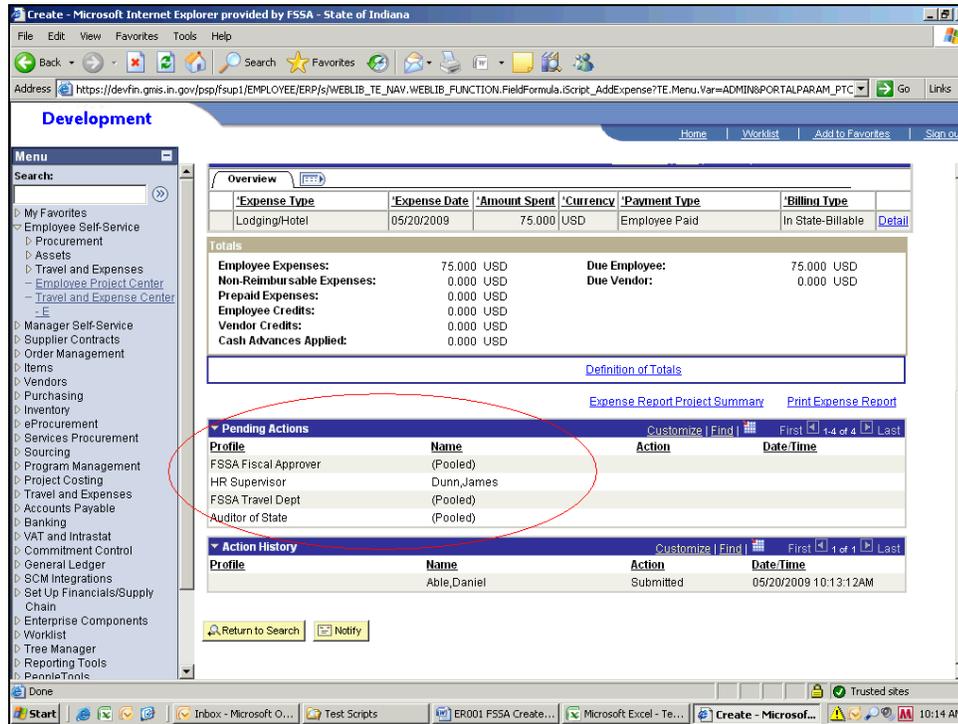


Step	Action
36.	<p>MONITOR PENDING ACTIONS</p> <p>Once submitted for approval, click the RIGHT mouse button anywhere on the Expense Report page.</p> <p>Select Refresh from the pop-up menu.</p>



ENCOMPASS Training Guide

Travel and Expense User Guide

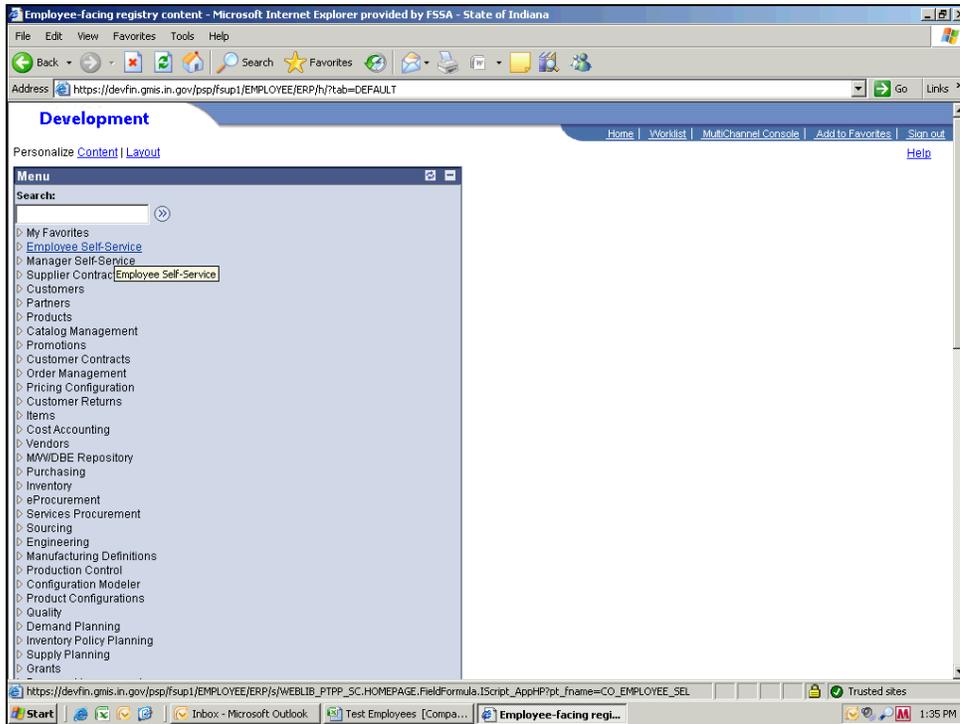


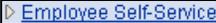
Step	Action
37.	<p>After the page is refreshed, the Pending Actions (approval routing) for the Expense Report will be displayed.</p> <p>It may take up to several minutes for the workflow routing to be visible after submission. If the Pending Actions are not displayed immediately, be patient and click the right mouse button/select refresh again.</p> <p>To monitor the Expense Report through the required approvals, navigate to Employee Self Service>Travel and Expenses Center>Expense Report>View from the main menu. The Pending Actions sections will update as approvals are made.</p>
38.	End of Procedure.

Create an Expense Report from a Travel Authorization Procedure

ENCOMPASS Training Guide

Travel and Expense User Guide

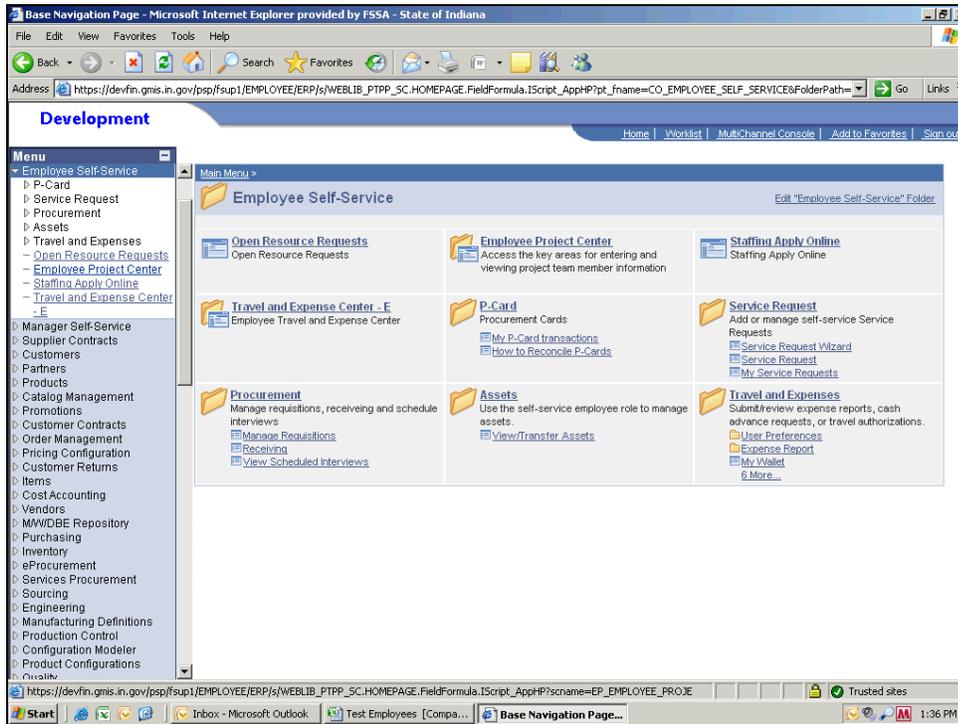


Step	Action
1.	Click the Employee Self-Service link. 



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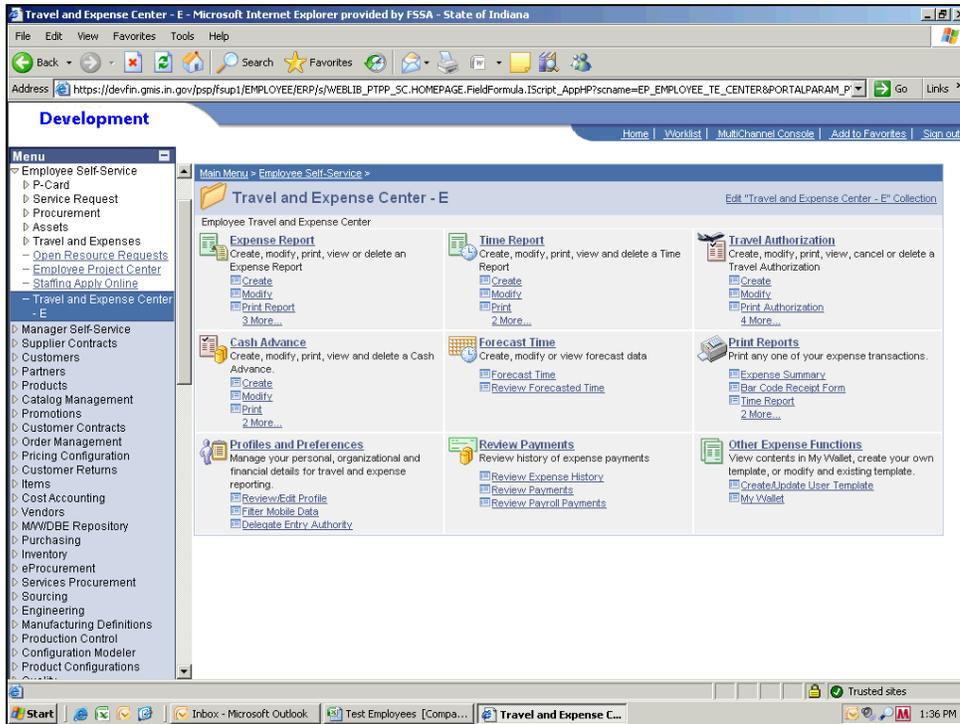
Travel and Expense User Guide



Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E

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Travel and Expense User Guide

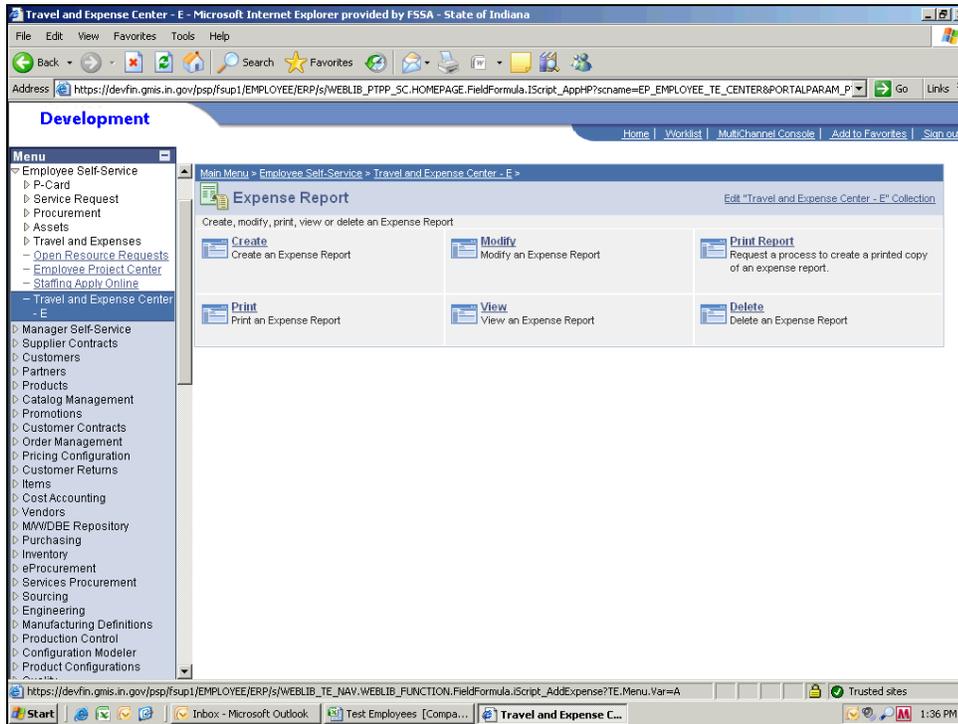


Step	Action
3.	Click the Expense Report link. Expense Report

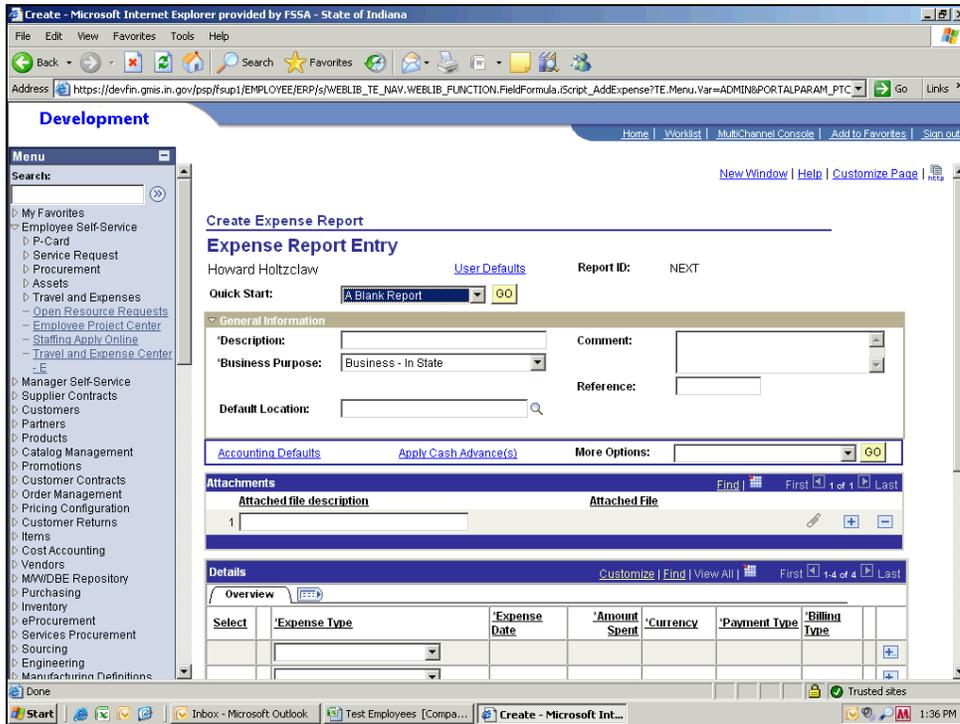


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Travel and Expense User Guide



Step	Action
4.	Click the Create link. 

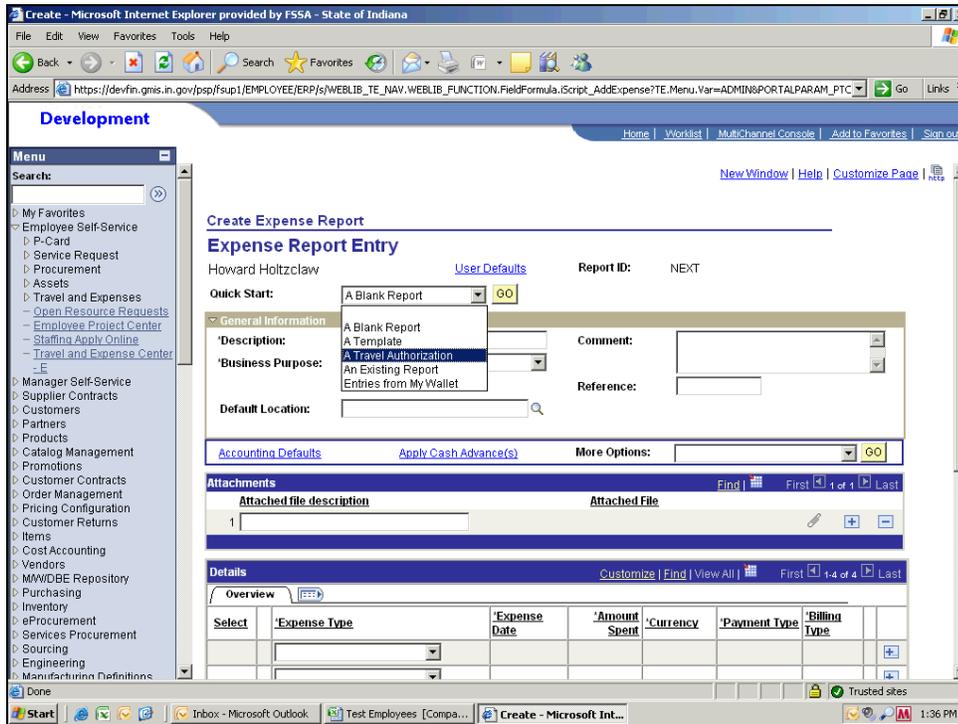


Step	Action
5.	<p>COPY A TRAVEL AUTHORIZATION TO AN EXPENSE REPORT</p> <p>Travel initiated with a Travel Authorization (out-of-state travel only for many agencies) should be copied to an Expense Report. This not only eliminates duplicate data entry, but also relieves funds that were reserved by the Travel Authorization. Additional expenses to be reimbursed may be added to the information copied.</p> <p>Click the down arrow in the Quick Start field.</p> 



ENCOMPASS Training Guide

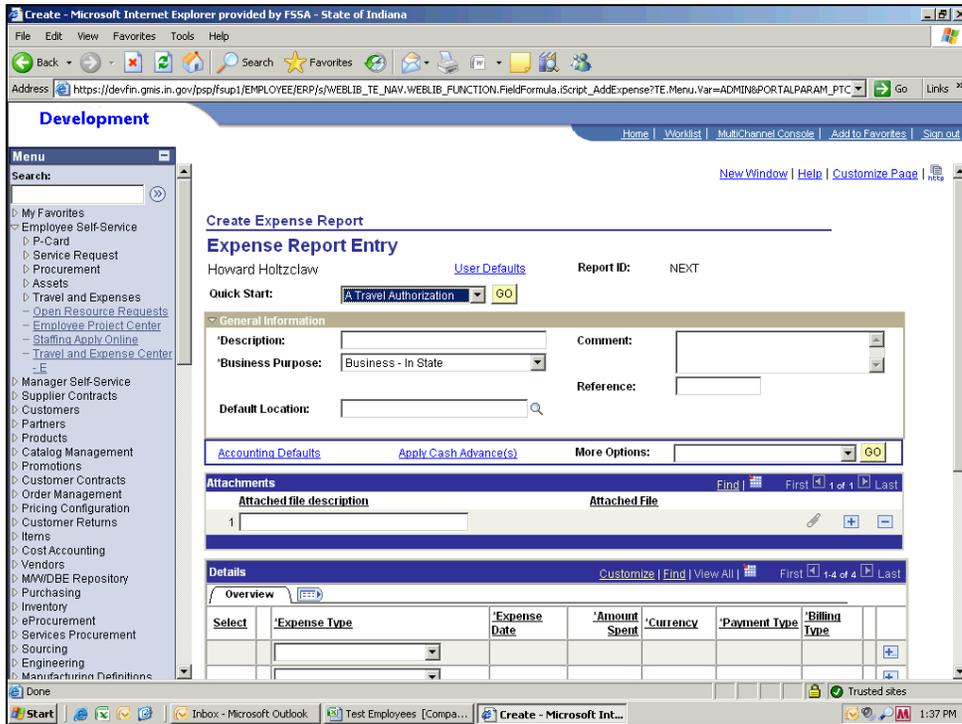
Travel and Expense User Guide



Step	Action
6.	Select A Travel Authorization from the list. 

ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
7.	Click the GO button.



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Travel and Expense User Guide

Create Expense Report

Populate From A Travel Authorization

Howard Holtzclaw Report ID: NEXT

From Date: To:

	Travel Auth Description	Travel Auth ID	Date From	Date To	Amount	Currency
Select	Created by Ashley Collier	0000000209	06/29/2009	06/30/2009	15,000.000	USD
Select	Demo Test 1	0000000208	06/22/2009	06/26/2009	495.000	USD
Select	Trip to Des Moines for Conf	0000000197	06/01/2009	06/04/2009	457.000	USD
Select	Test 15	0000000195	05/13/2009	05/13/2009	1,186.000	USD
Select	Out of State Test 1:27	0000000187	04/07/2009	04/07/2009	137.000	USD
Select	Test TA 040609 12:18	0000000184	04/06/2009	04/06/2009	25.400	USD
Select	Trip to Chicago 033109 3:37	0000000183	03/31/2009	03/31/2009	10.000	USD
Select	Test IDOA Change	0000000179	03/16/2009	03/16/2009	130.000	USD
Select	test	0000000170	03/18/2009	03/18/2009	15.000	USD

[Return to Expense Report Entry](#)

Step	Action
8.	<p>A new page will offer choices of Travel Authorizations eligible to be copied to Expense Reports.</p> <p>The "From and To" dates may be changed to widen or narrow the search results.</p> <p>Always click the Search button to refresh the list.</p>



Development

Menu

Search:

- My Favorites
- Employee Self-Service
 - P-Card
 - Service Request
 - Procurement
 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Staffing Apply Online
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
- Partners
- Products
- Catalog Management
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- MWDBE Repository
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions

Create Expense Report

Populate From A Travel Authorization

Howard Holtzclaw Report ID: NEXT

From Date: 03/08/2009 To: 07/08/2009

	Travel Auth Description	Travel Auth ID	Date From	Date To	Amount	Currency
Select	Created by Ashley Collier	0000000209	06/29/2009	06/30/2009	15,000.000	USD
Select	Demo Test 1	0000000208	06/22/2009	06/26/2009	495.000	USD
Select	Trip to Des Moines for Conf	0000000197	06/01/2009	06/04/2009	457.000	USD
Select	Test 15	0000000195	05/13/2009	05/13/2009	1,186.000	USD
Select	Out of State Test 1:27	0000000187	04/07/2009	04/07/2009	137.000	USD
Select	Test TA 040609 12:18	0000000184	04/06/2009	04/06/2009	25.400	USD
Select	Trip to Chicago 033109 3:37	0000000183	03/31/2009	03/31/2009	10.000	USD
Select	Test IDOA Change	0000000179	03/16/2009	03/16/2009	130.000	USD
Select	test	0000000170	03/18/2009	03/18/2009	15.000	USD

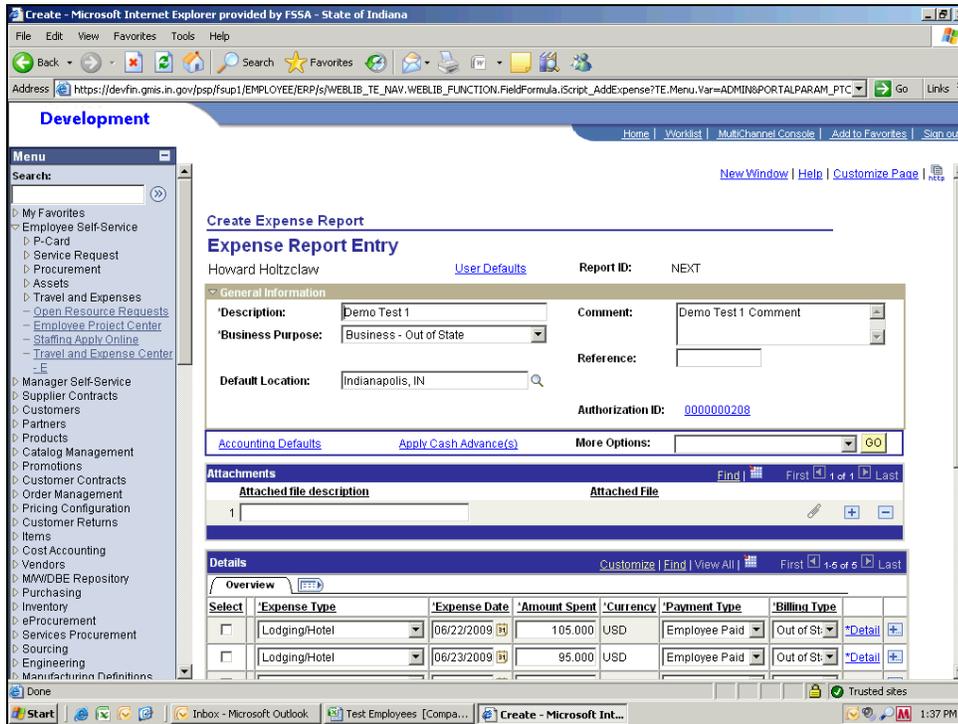
[Return to Expense Report Entry](#)

Step	Action
9.	Locate the Travel Authorization to be copied to an Expense Report and click the Select button.

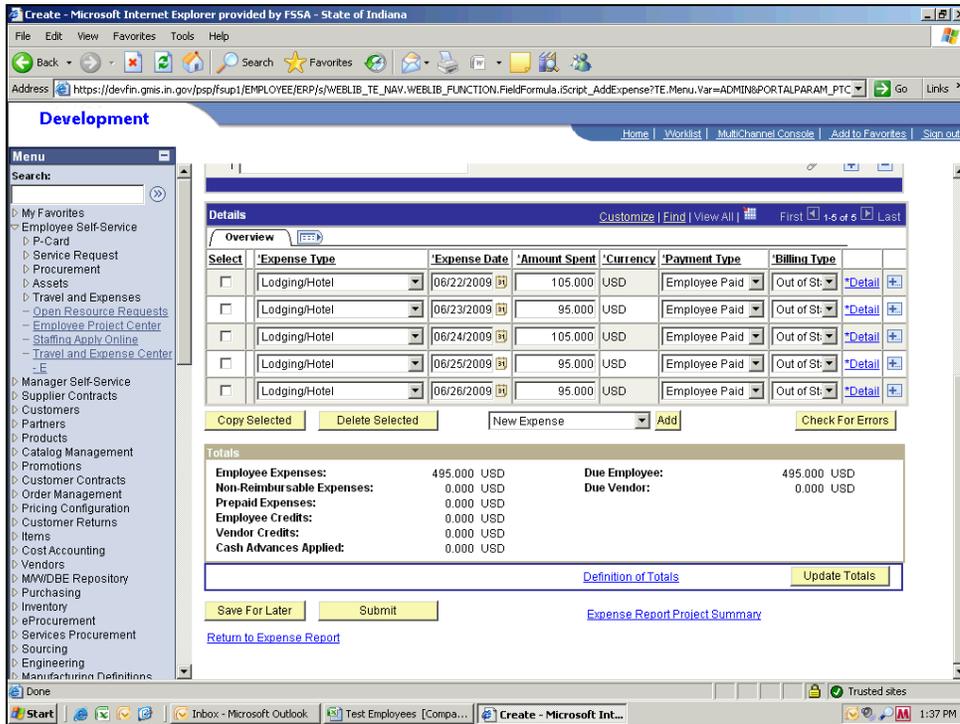


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
10.	All information from the travel authorization is transferred in the expense report. Update estimate amounts to actual amounts (if necessary), add attachments if required, and list any additional expense items to be reimbursed.



Step	Action
11.	<p>Click the Save For Later button. The Expense Report will be assigned the next available number.</p> <p>When all information is complete and ready for approvals, click the Submit button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Save For Later Submit </div>
12.	End of Procedure.

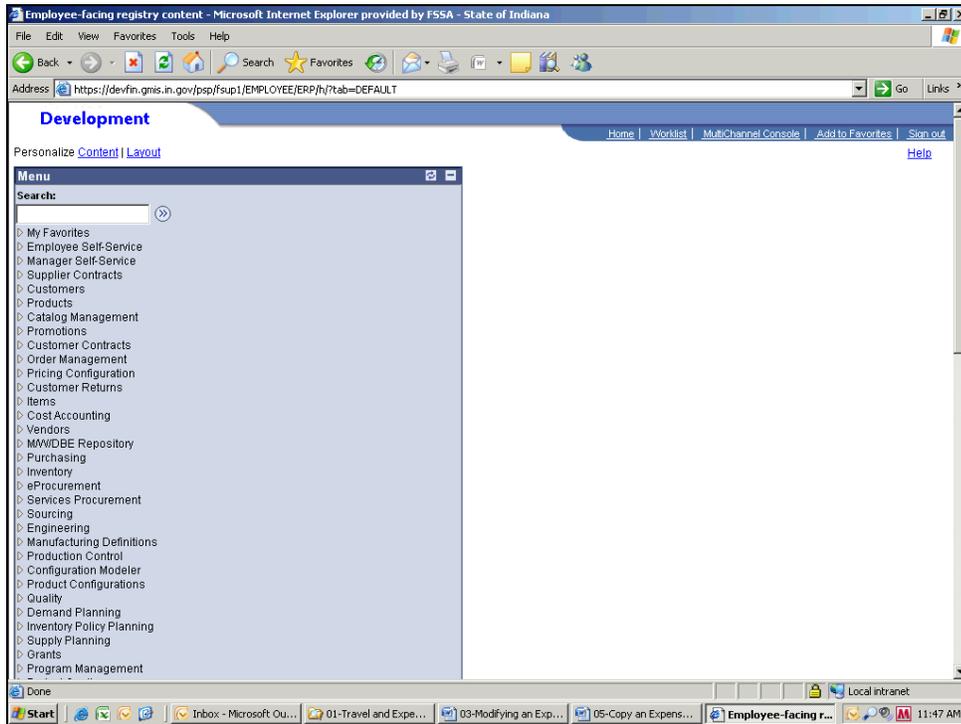
Modifying an Expense Report

Procedure



ENCOMPASS Training Guide

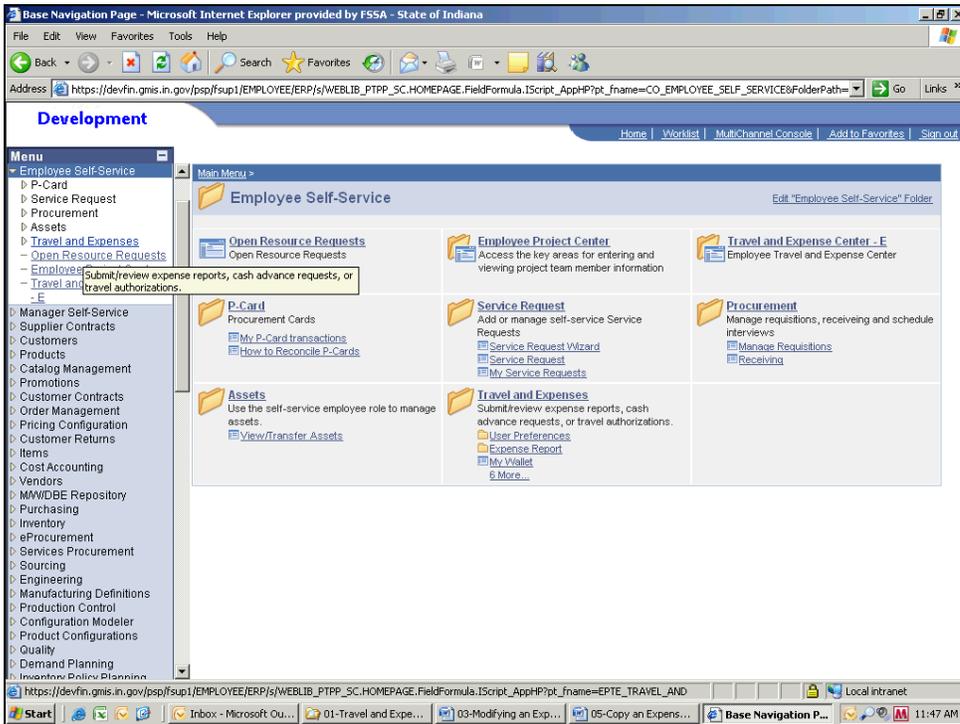
Travel and Expense User Guide



Step	Action
1.	Click the Employee Self-Service link. <input type="text" value="Employee Self-Service"/>

ENCOMPASS Training Guide

Travel and Expense User Guide

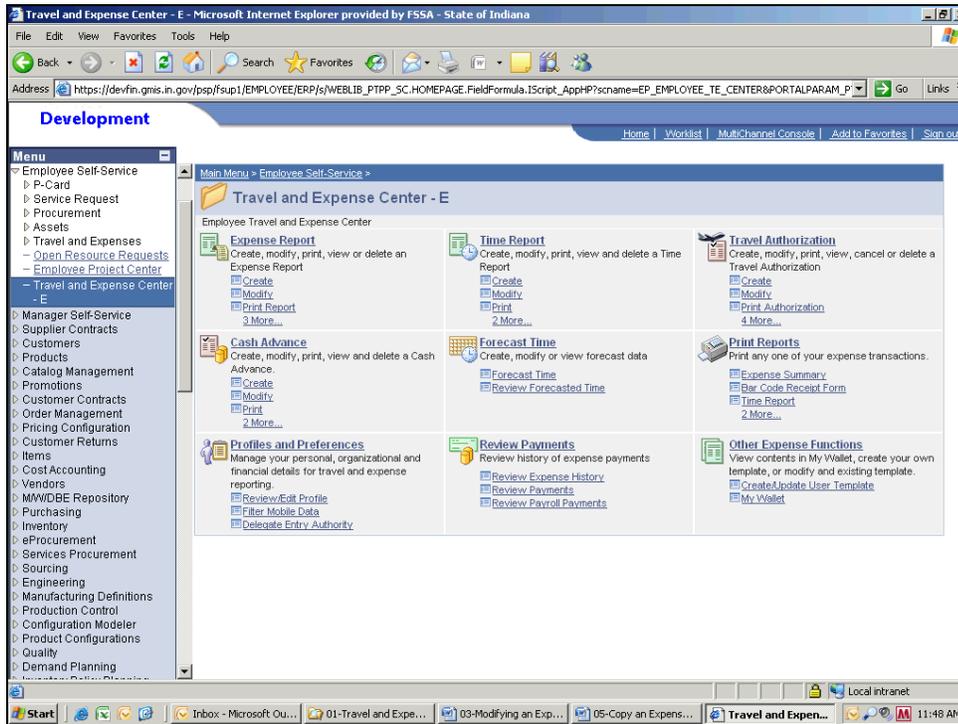


Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E



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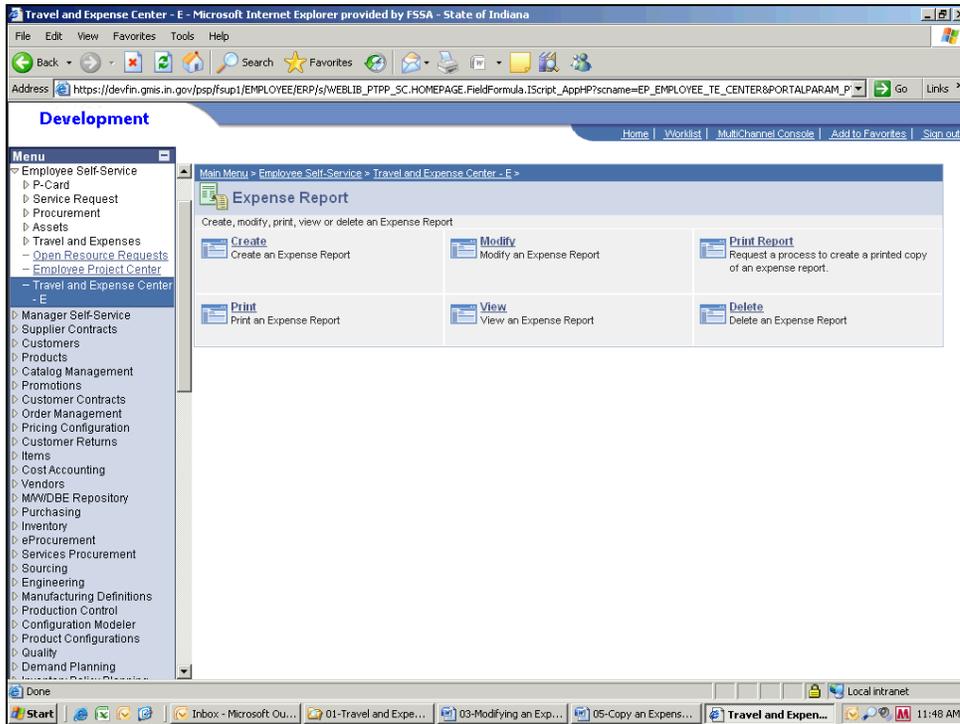
Travel and Expense User Guide



Step	Action
3.	Click the Expense Report link. <u>Expense Report</u>

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Travel and Expense User Guide

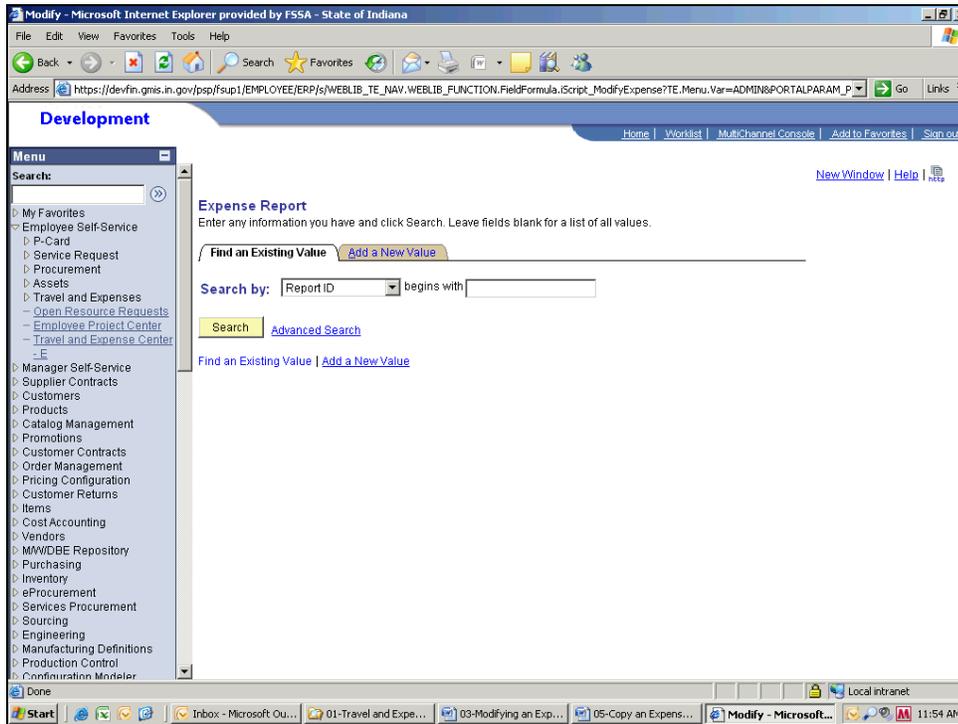


Step	Action
4.	Click the Modify link. 



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Travel and Expense User Guide



Step	Action
5.	<p>The Search By field offers several criteria options for locating the Expense Report to be modified if desired.</p> <p>IT IS IMPORTANT TO REMEMBER THAT ONLY EXPENSE REPORTS IN PENDING STATUS CAN BE MODIFIED. IF THE TRANSACTION IS IN THE PROCESS OF BEING APPROVED, AN ASSIGNED APPROVER MUST BE CONTACTED AND ASKED TO CLICK "SEND BACK" SO THAT CHANGES CAN BE MADE.</p> <p>Enter the Expense Report number and click the Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

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Travel and Expense User Guide



The screenshot shows the 'Expense Report' search results page. The search results table is as follows:

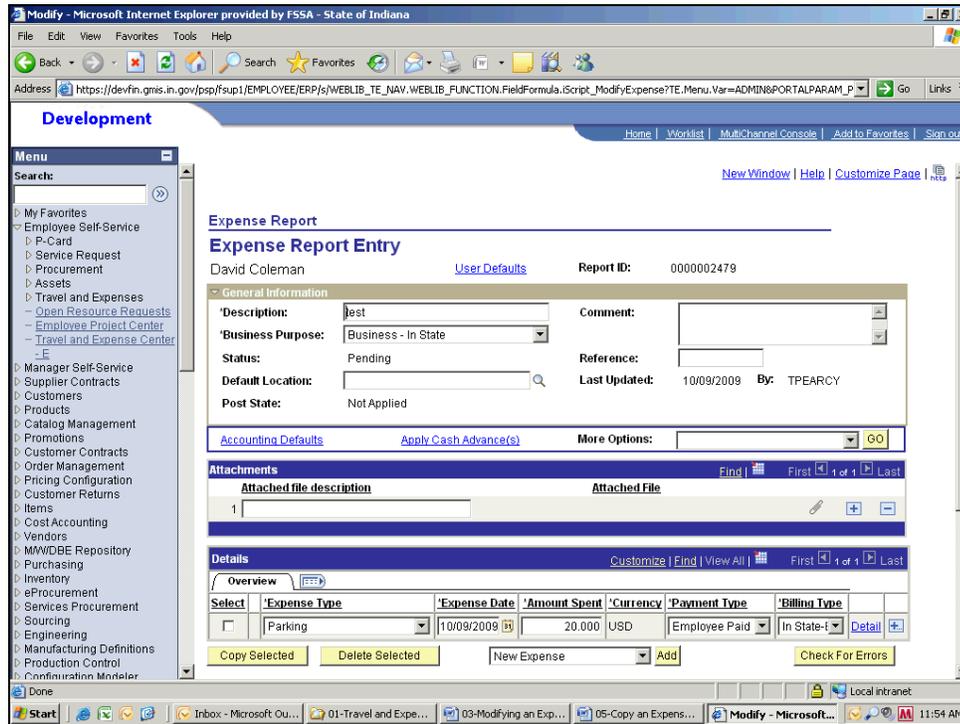
Report ID	Report Description	Name	EmpID	Report Status	Creation Date
0000002479	test	Coleman,David	10000012844	Pending	10/09/2009
0000002343	May 2009 - PeopleSoft Training	Coleman,David	10000012844	Pending	12/11/2008

Step	Action
6.	Select the Expense Report to be modified and click the Report ID link. 0000002479



ENCOMPASS Training Guide

Travel and Expense User Guide



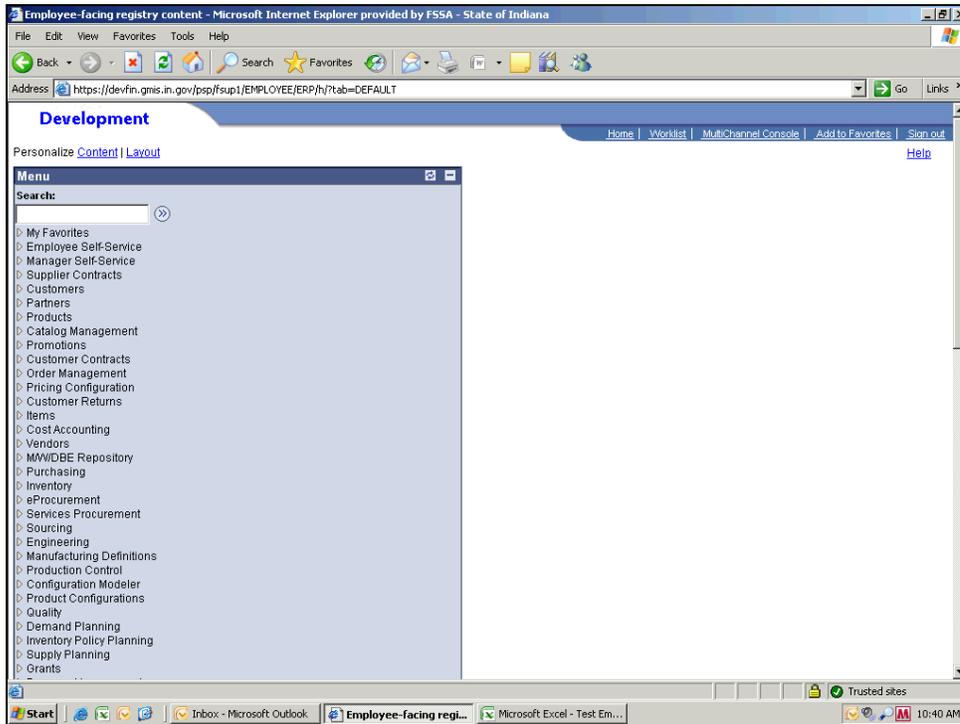
Step	Action
7.	<p>Make the necessary changes to the Expense Report and click the Save For Later button.</p> <p>When complete and ready for approvals, click the Submit button.</p> 
8.	Click the Home link to return to the home/main menu.
9.	End of Procedure.

Print an Expense Report

Procedure

ENCOMPASS Training Guide

Travel and Expense User Guide

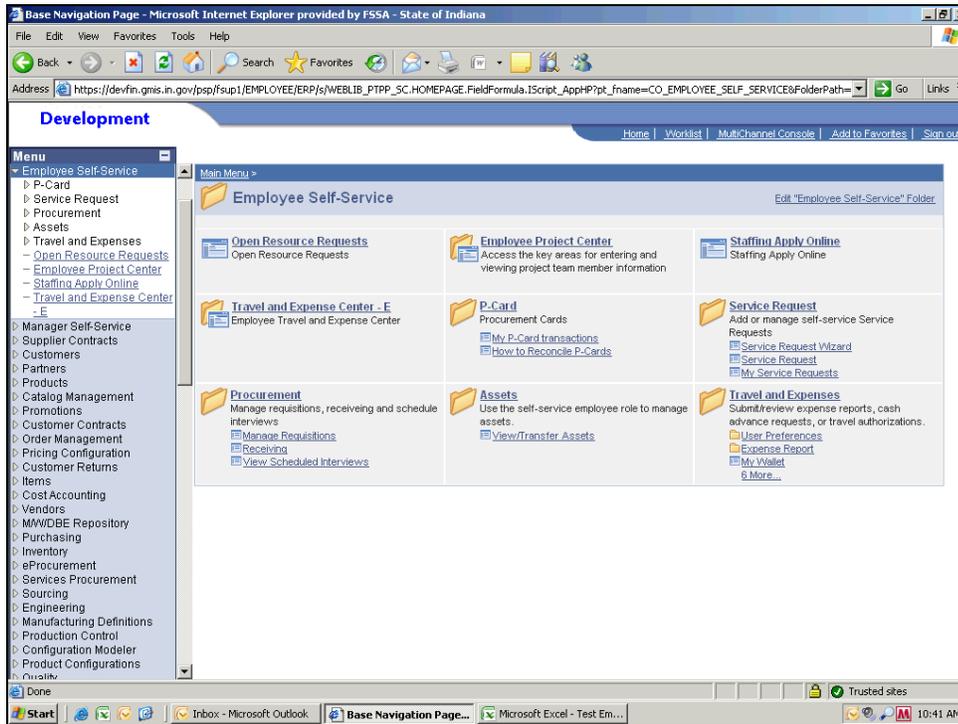


Step	Action
1.	Click the Employee Self-Service link. <input data-bbox="370 1220 586 1243" type="text" value="Employee Self-Service"/>

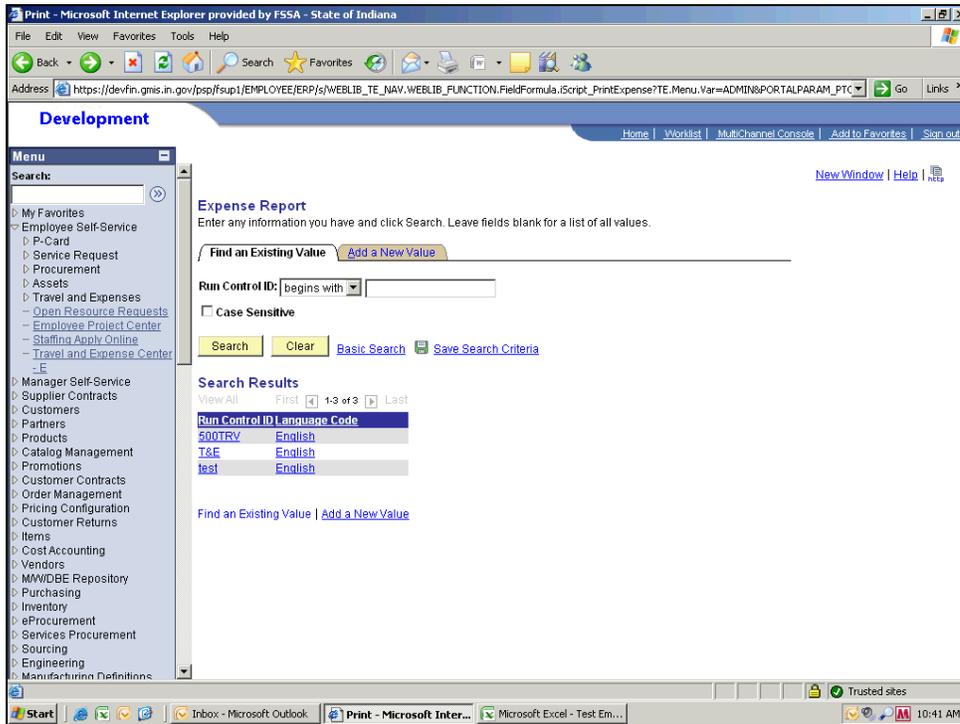


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Expense Report link. Expense Report
4.	Click the Print link. Print

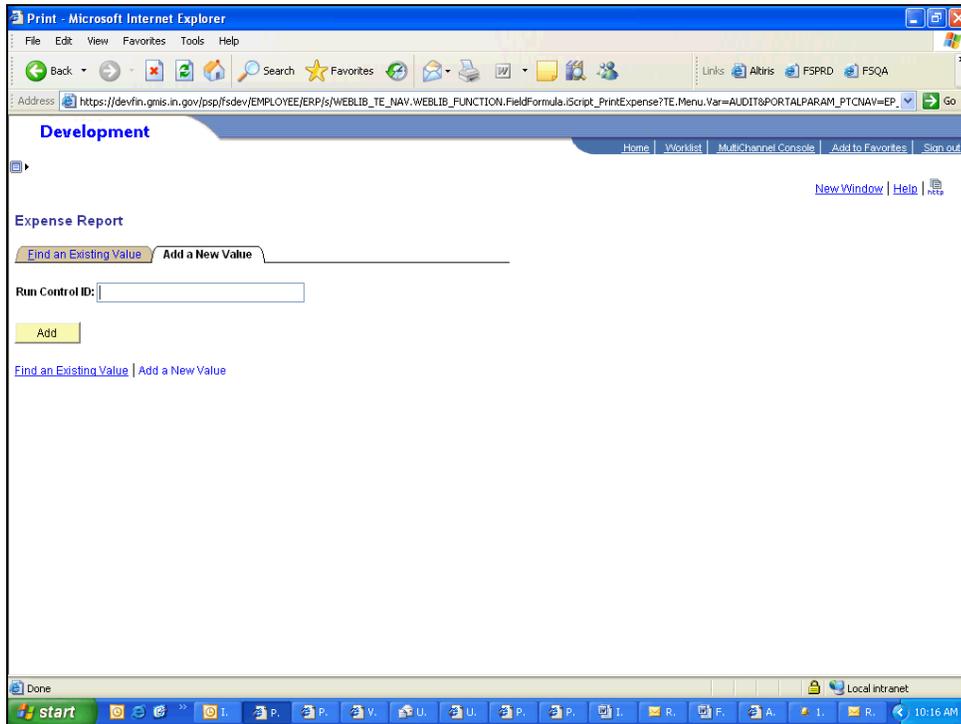


Step	Action
5.	<p>Printing (generating a pdf) requires a Run Control which sets the parameters for the process.</p> <p>EXISTING RUN CONTROL Click the Search button. If the search provides results, Run Controls have been created and may be selected for use. Click one of the Run Control ID links.</p> <p>NEW RUN CONTROL If the search doesn't provide results or a new Run Control is needed, click the Add a New Value tab.</p> <p style="text-align: center;">Search</p>

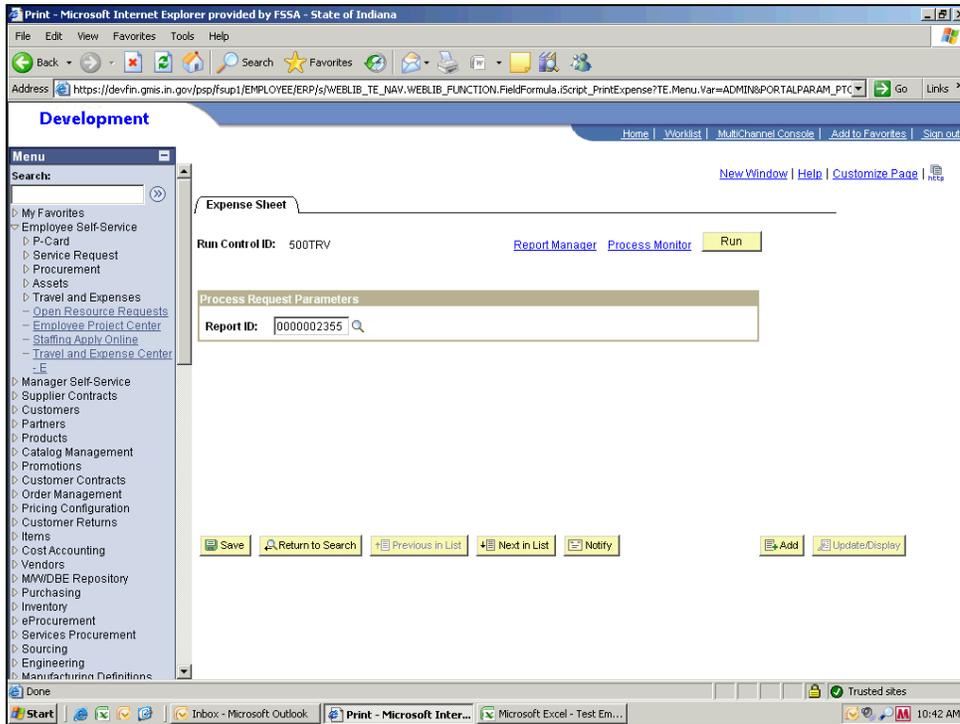


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
6.	<p>When naming a Run Control ID, the title must be entered using all capital letters, and include no spaces or special characters. The title used, though, may be anything that identifies the process.</p> <p>For this example, Enter PRINT_ER in the Run Control ID field. .</p>

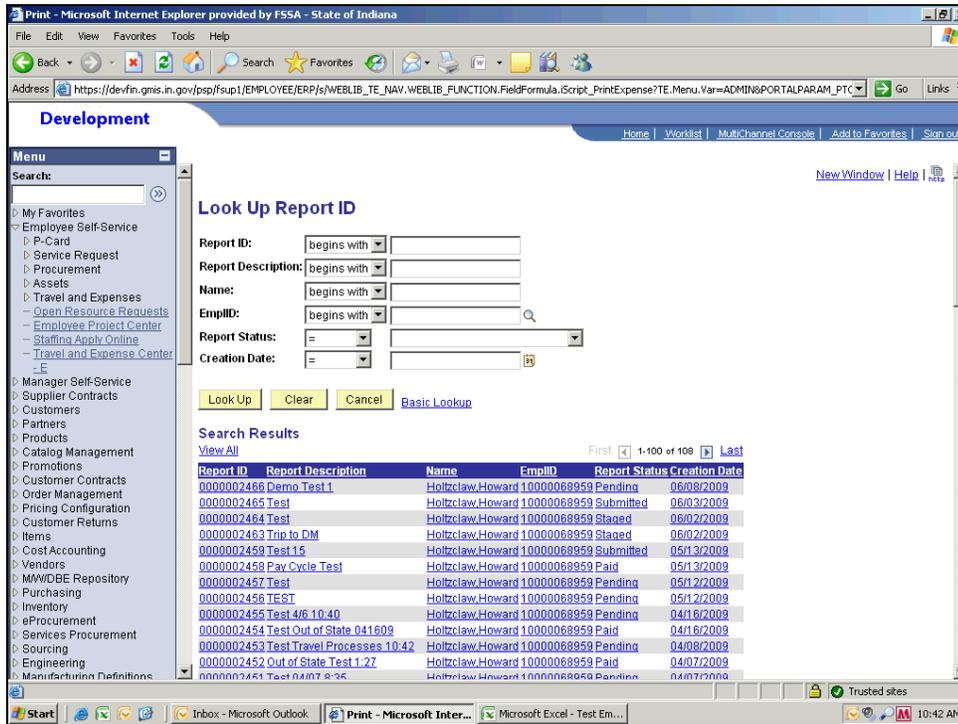


Step	Action
7.	<p>The only information required for this Run Control is the Expense Report ID to be printed.</p> <p>The number may be entered into the Report ID field manually, or located using the Look up Report ID (magnifying glass) icon.</p> 

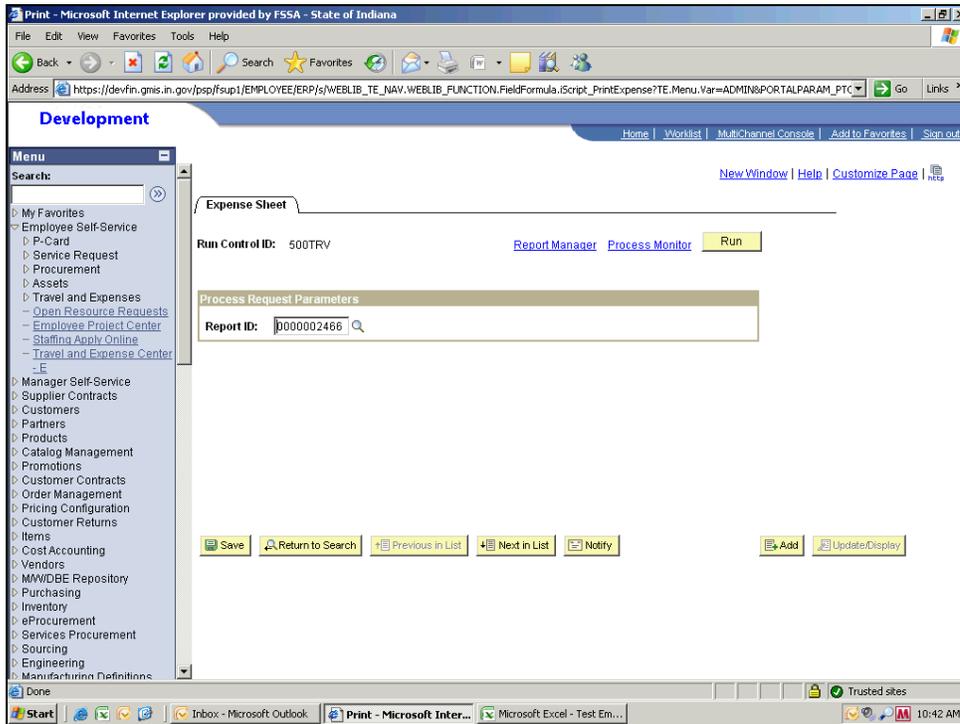


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Travel and Expense User Guide



Step	Action
8.	<p>If using the Look Up feature, search criteria options are available to assist in narrowing the results.</p> <p>Locate the correct Expense Report in the search results provided and click an entry the Report ID link.</p> <p>000002466</p>

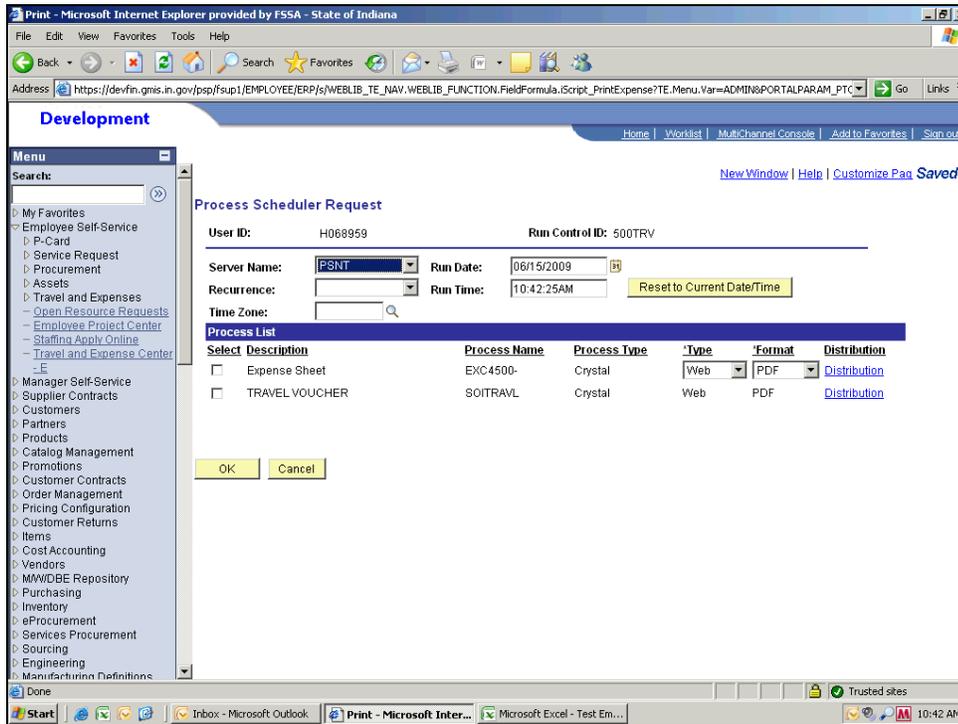


Step	Action
9.	After the Report ID has been entered or selected using the Look Up feature, click the Run button.
	

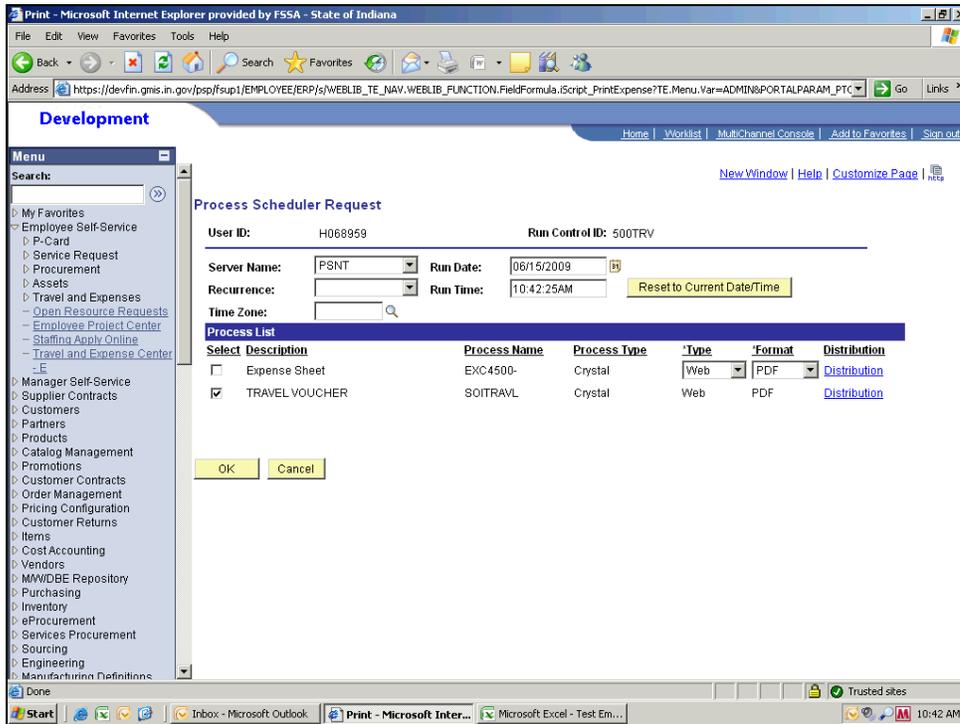


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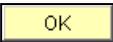
Travel and Expense User Guide



Step	Action
10.	<p>The Process Scheduler Request page will open.</p> <p>The information above the Process List section (dark blue band) should not be changed.</p> <p>It is IMPORTANT to select TRAVEL VOUCHER from the Process List using the checkbox. DO NOT select the Expense Sheet option.</p> <p><input type="checkbox"/></p>



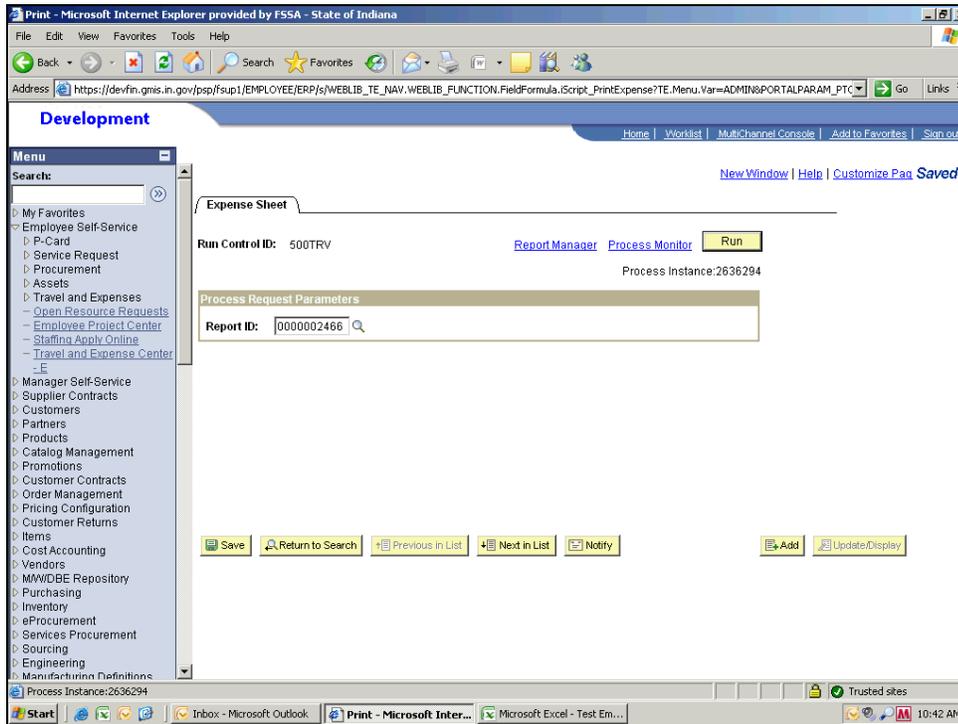
Step	Action
11.	Click the OK button.



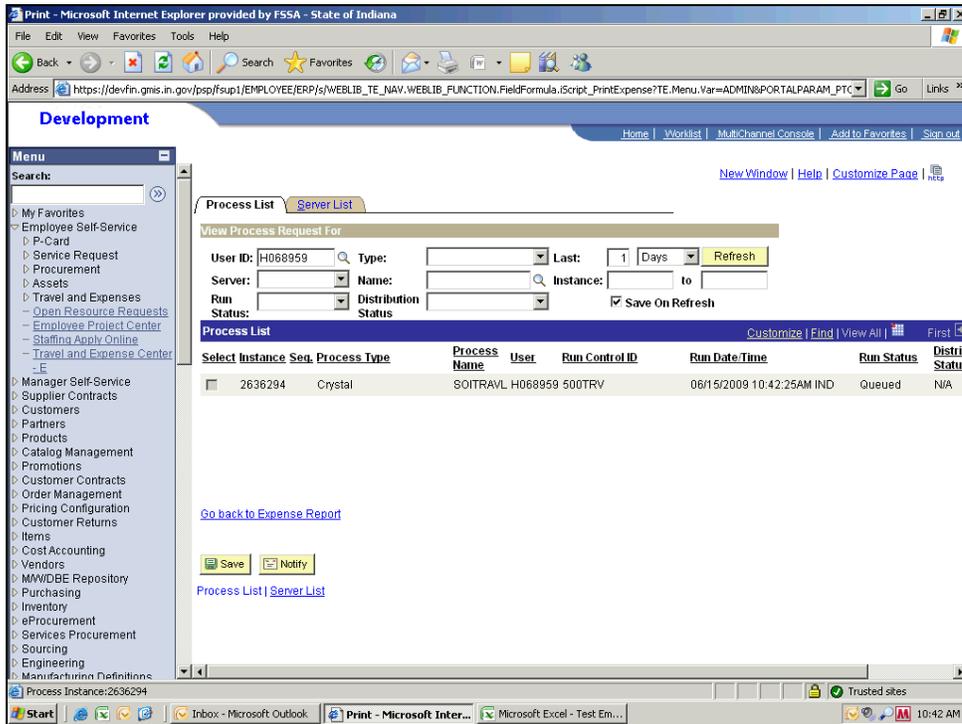


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
12.	<p>When the process is launched, it will be assigned a Process Instance number.</p> <p>To follow the progress of the process, click the Process Monitor link.</p> <p>Process Monitor</p>

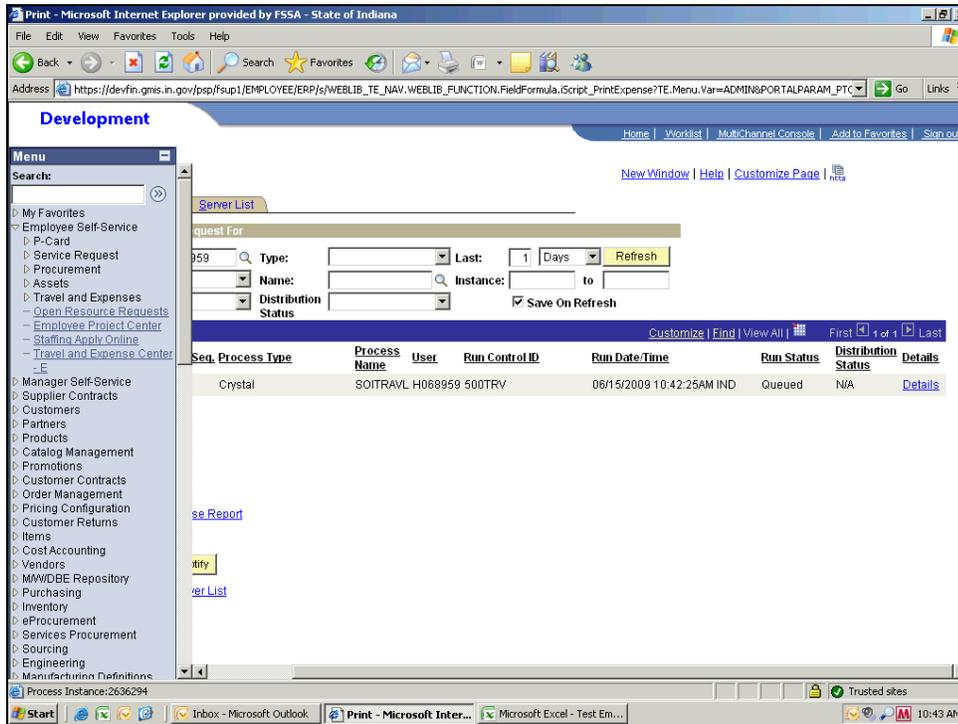


Step	Action
13.	<p>The Process Monitor page will display the most current process at the top of the Process List.</p> <p>The Run Status and Distribution Status columns will indicate when the process is finished and the pdf is available.</p>



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Step	Action
14.	<p>The page will not automatically update as the process runs.</p> <p>Click the Refresh button every 15 - 30 seconds until the Run Status column displays Success, and the Distribution Status displays Posted.</p> <p>Refresh</p>

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Travel and Expense User Guide



The screenshot shows a web application interface. On the left is a 'Menu' with various options like 'Employee Self-Service', 'Travel and Expenses', and 'Manager Self-Service'. The main area contains a search bar and a table. The table has the following data row:

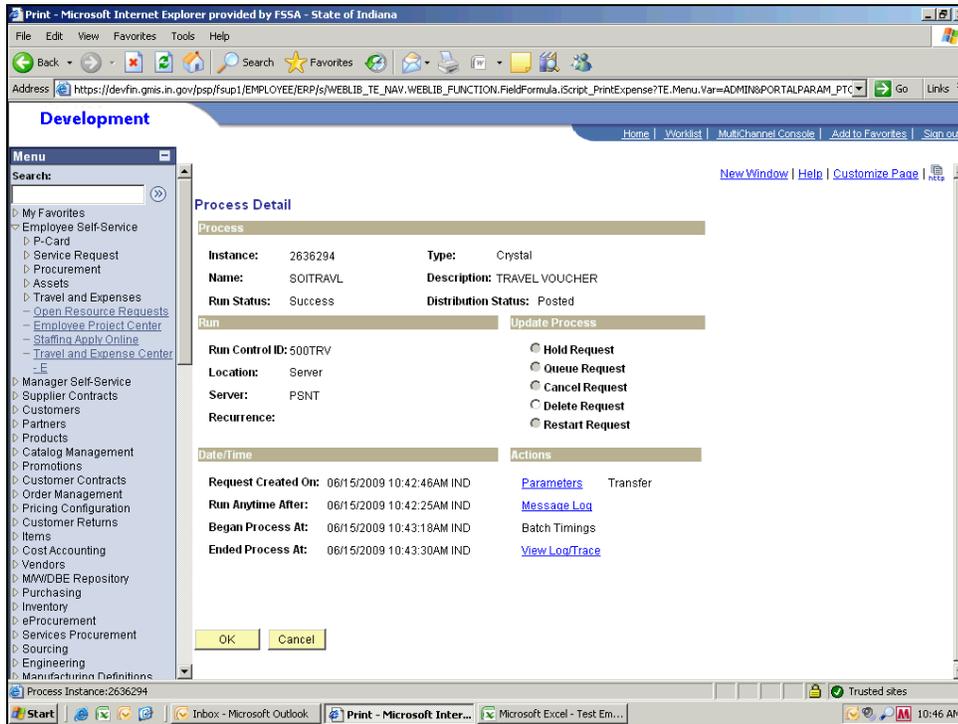
Seq	Process Type	Process Name	User	Run Control ID	Run Date/Time	Run Status	Distribution Status	details
	Crystal	SOITRAVL	H068959	500TRV	08/15/2009 10:42:25AM IND	Success	Posted	Details

Step	Action
15.	To access the pdf to be printed, click the Details link. Details



ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
16.	Click the View Log/Trace link. View Log/Trace

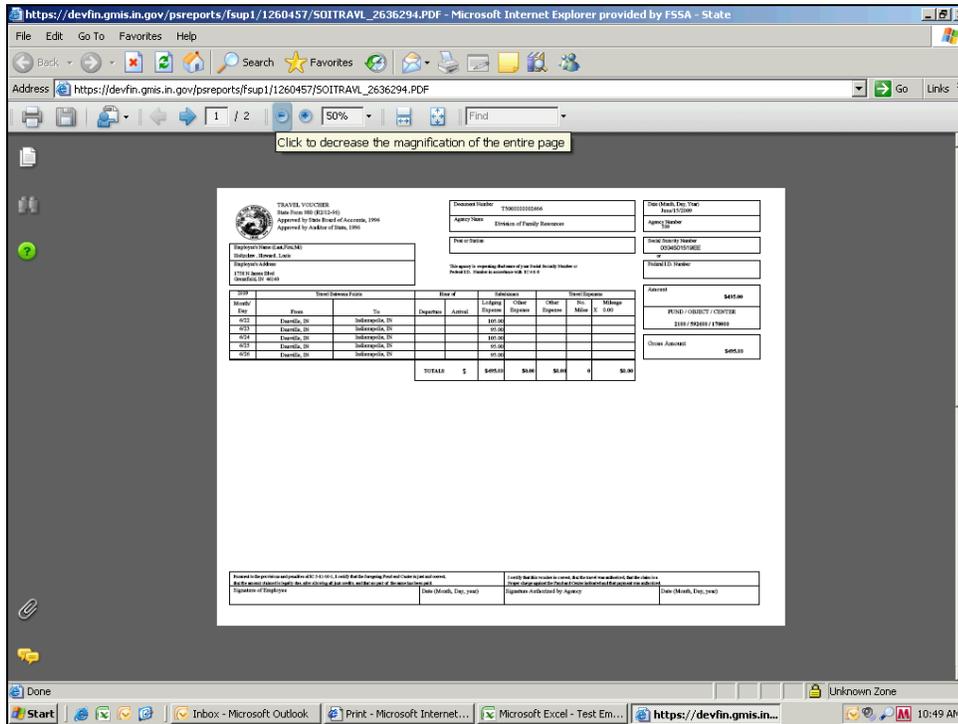


Step	Action
17.	<p>Click the PDF link.</p> <p>A new window will pop up displaying the Expense Report in pdf format.</p> <p>SOITRAVL_2636294.PDF</p>



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Travel and Expense User Guide



Step	Action
18.	<p>Click the Save button (if desired) to save a copy of the file.</p> <p>Click the Print button to print the file/hard copy.</p> <p>Close the pop-up window when finished.</p> 



The screenshot shows a web browser window displaying the 'View Log/Trace' page. The page title is 'View Log/Trace' and it contains the following information:

- Report ID:** 1260457
- Process Instance:** 2636294
- Name:** SOITRAVL
- Process Type:** Crystal
- Run Status:** Success
- TRAVEL VOUCHER**
- Distribution Details:**
 - Distribution Node:** HTTP
 - Expiration Date:** 06/22/2009
- File List:**

Name	File Size (bytes)	Datetime Created
CRW_SOITRAVL_2636294.log	0	06/15/2009 10:43:30.633000AM IND
SOITRAVL_2636294.PDF	93,955	06/15/2009 10:43:30.633000AM IND
pssnltrace.trc	500	06/15/2009 10:43:30.633000AM IND
- Distribute To:**

Distribution ID Type	Distribution ID
User	H068959

A yellow 'Return' button is located at the bottom of the page.

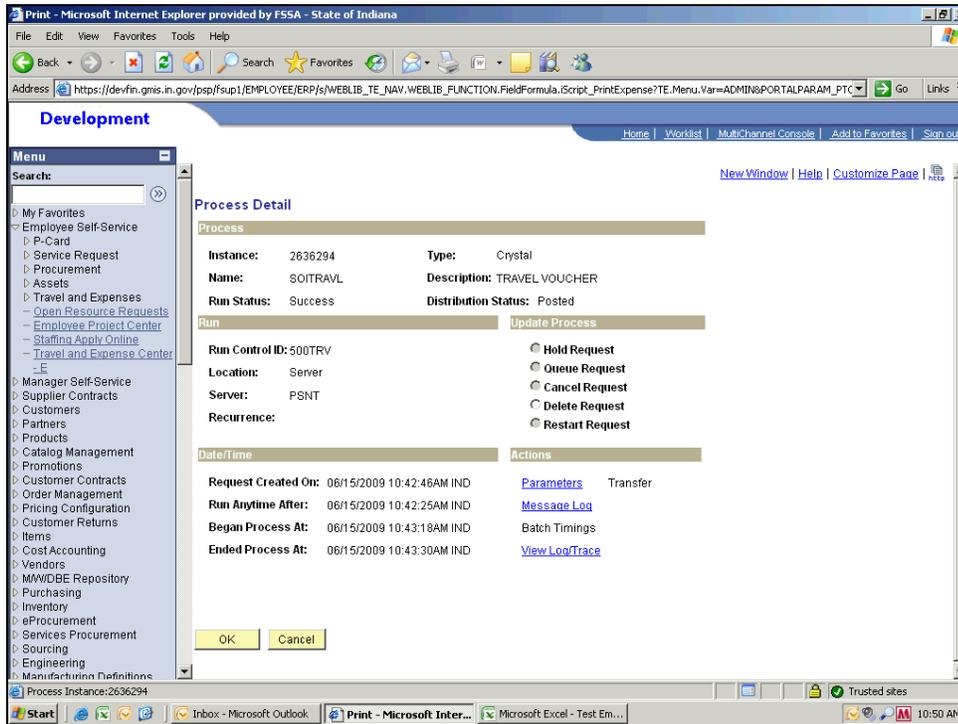
Step	Action
19.	Click the Return button to leave the View Log/Trace page.



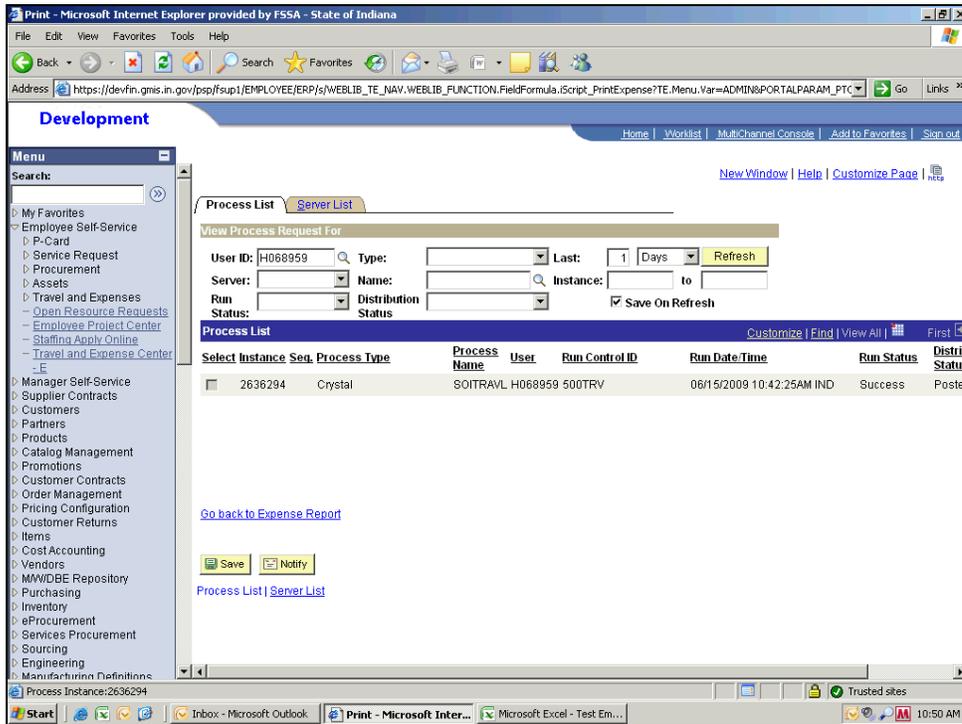


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
20.	Click the OK button to leave the Process Detail page.



Step	Action
21.	Click the Go back to Expense Report link to return to the Run Control page, or if finished, use the main menu for navigation or sign out of the application. Go back to Expense Report
22.	End of Procedure.

Copy an Expense report

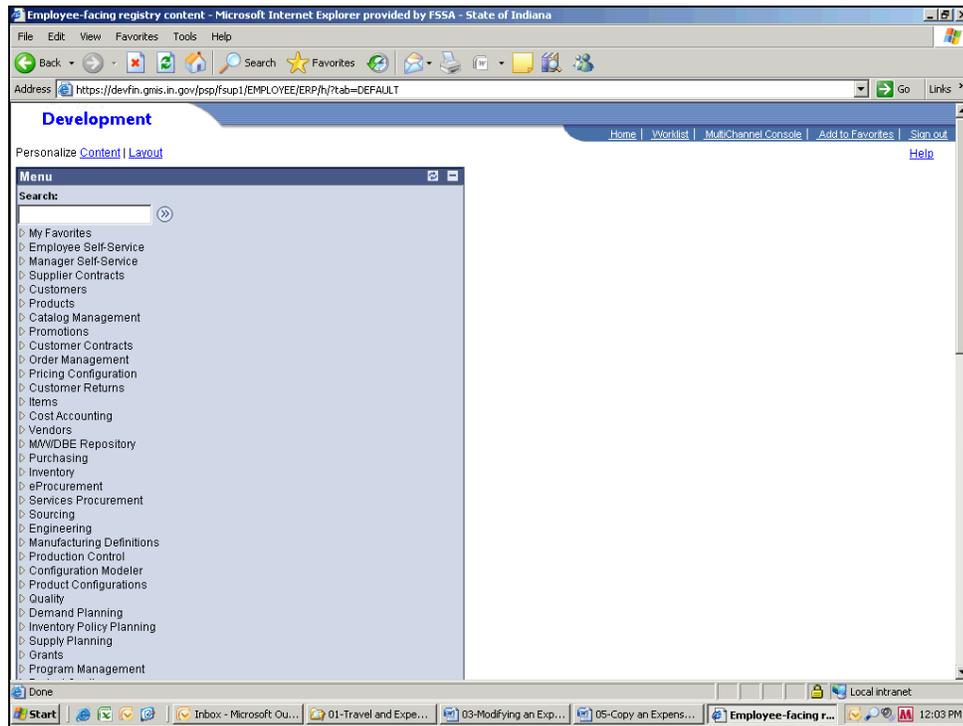
Procedure

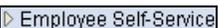
Step	Action
1.	Copy Expense Report The ability to copy an existing Expense Report is useful when the travel expenses to be reported are very similar to those on a previous document. The information from the previous ER may be copied into a new document and the dates, amounts, locations, etc., updated as necessary.



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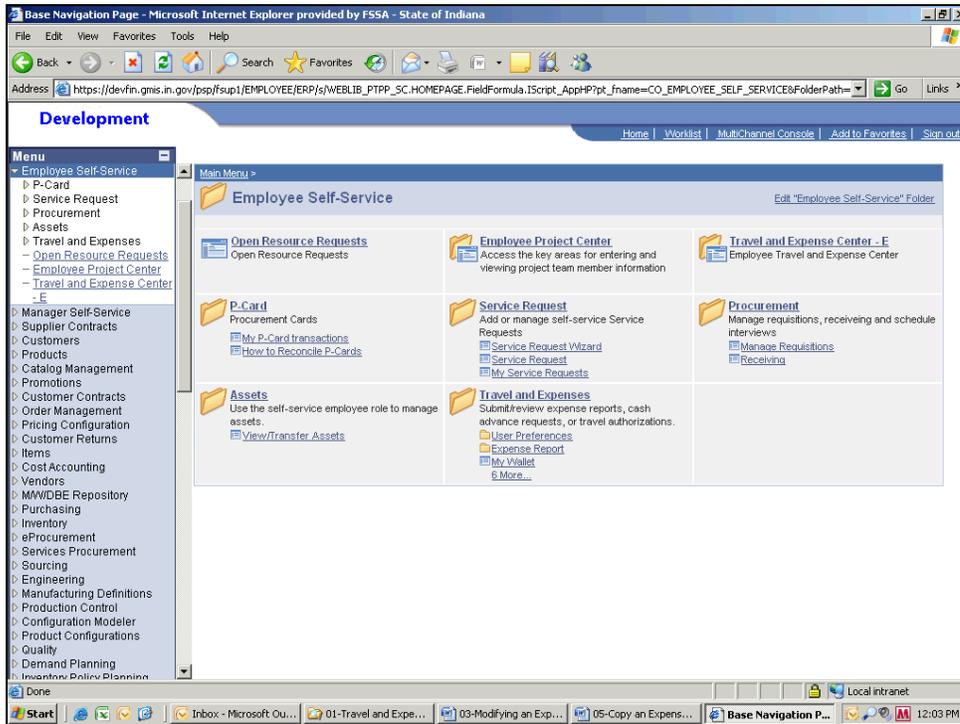
Travel and Expense User Guide



Step	Action
2.	Click the Employee Self-Service link. 

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Travel and Expense User Guide

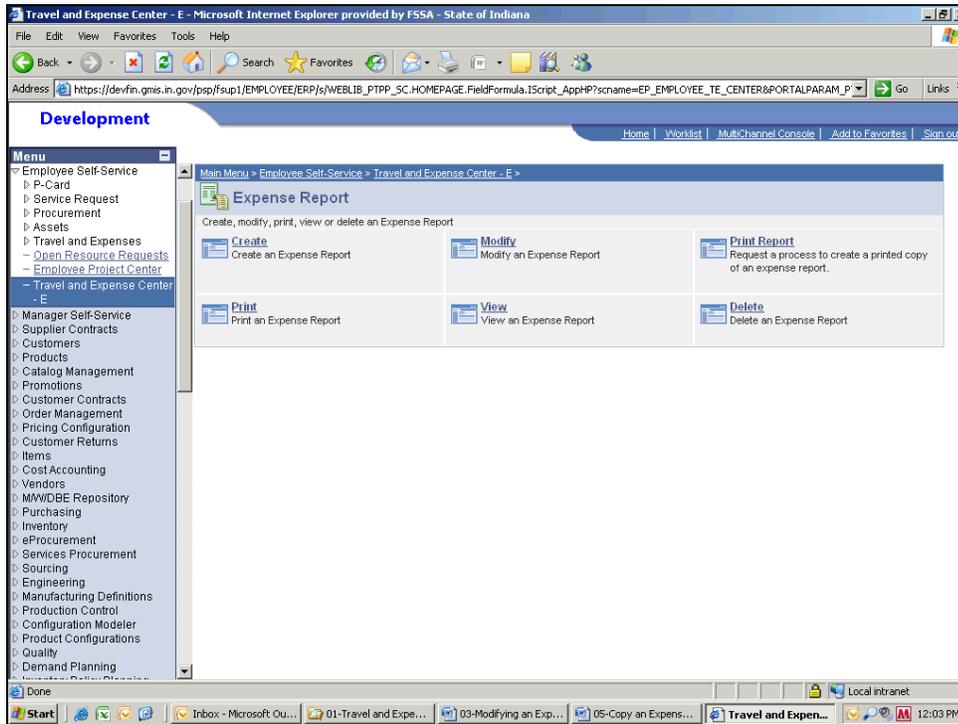


Step	Action
3.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
4.	Click the Expense Report link. Expense Report

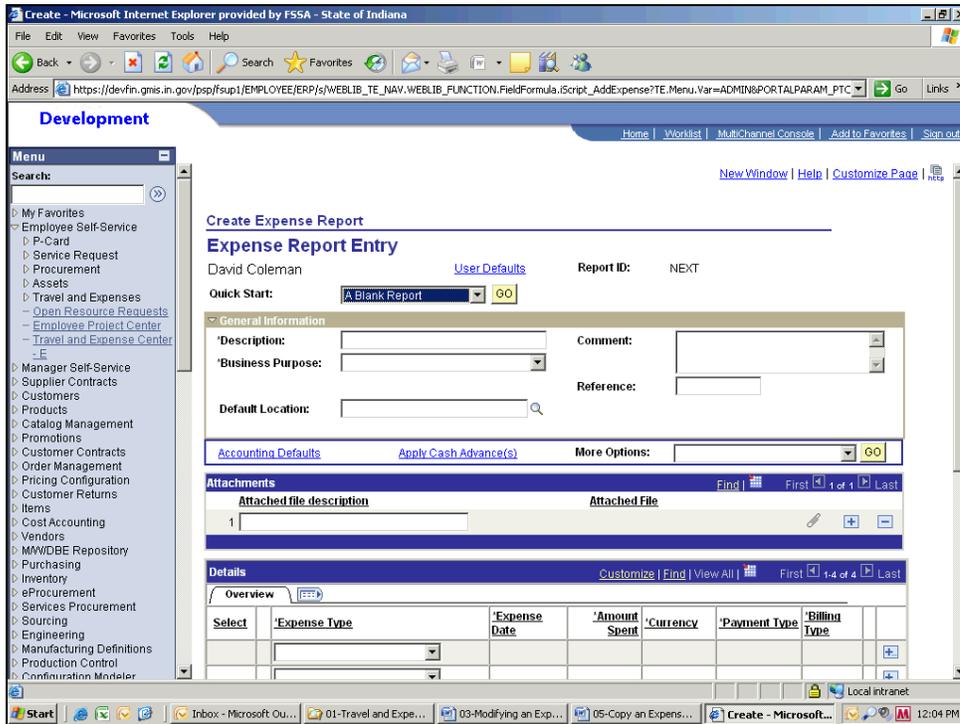


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Travel and Expense User Guide



Step	Action
5.	Click the Create link. 

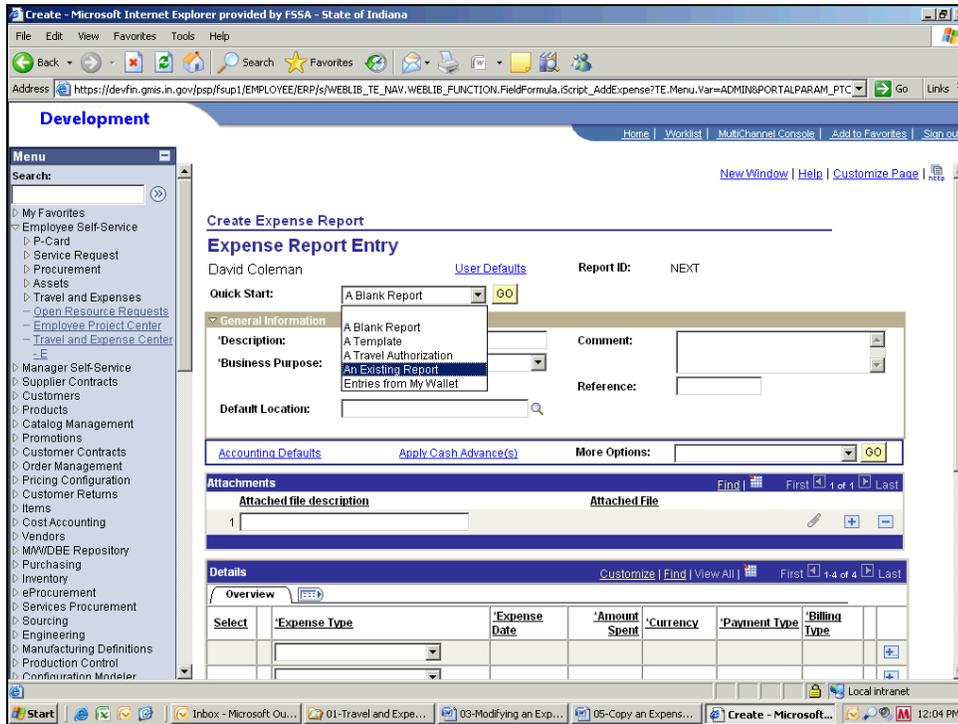


Step	Action
6.	Click the down arrow next to the Quick Start field. 

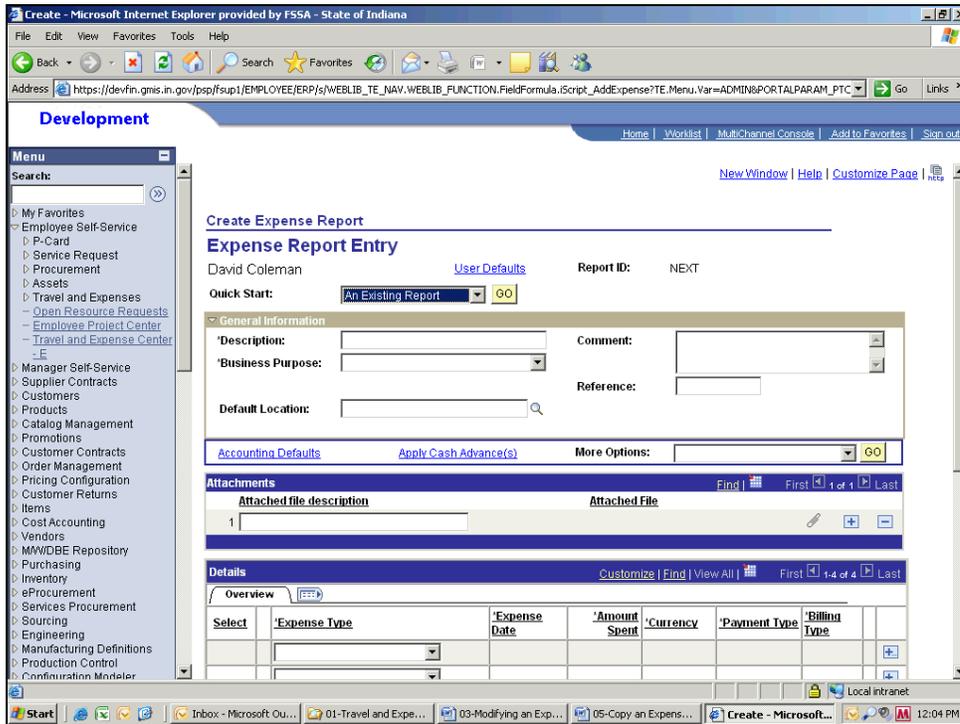


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
7.	Select An Existing Report from the drop down list.

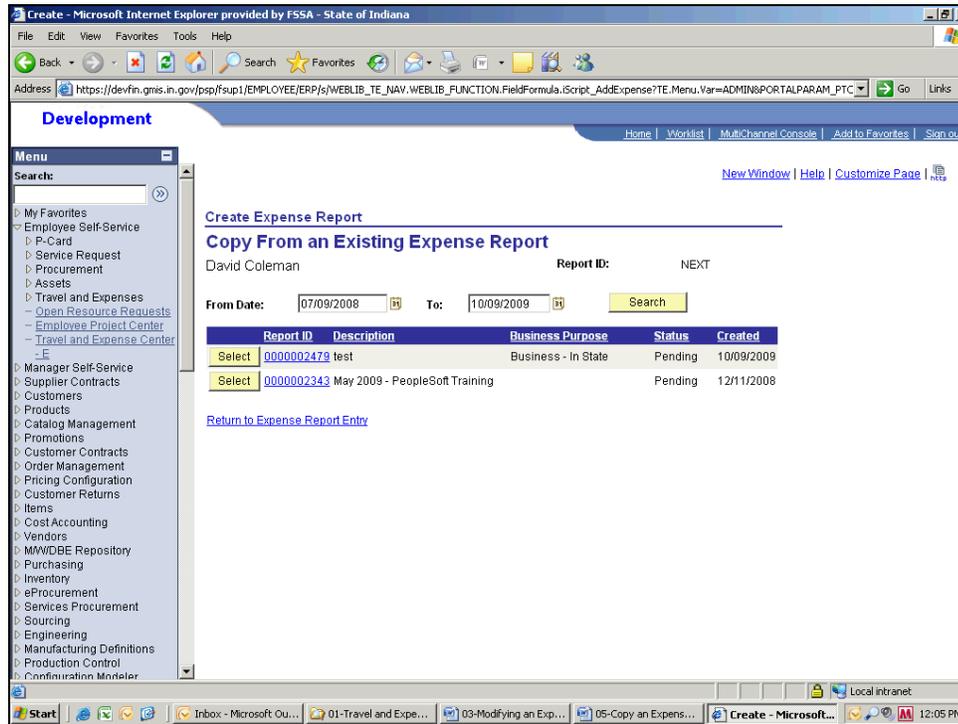


Step	Action
8.	Click the GO button.

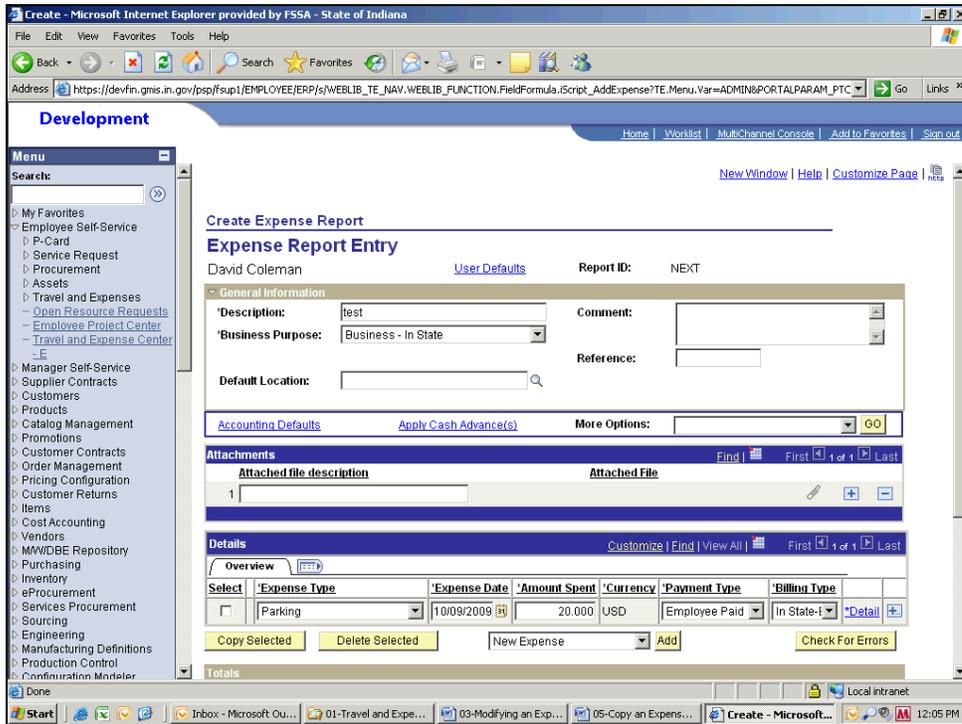


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Step	Action
9.	<p>The Copy From page offers date range fields as search criteria for locating the existing ER to be copied. Adjust the dates as necessary and click the Search button to update the list.</p> <p>Locate the Report ID to be copied in the search results.</p> <p>To review the document from this page before copying, click the link in the Report ID column.</p> <p>Click the Select button to copy the existing document.</p> <p>Select</p>

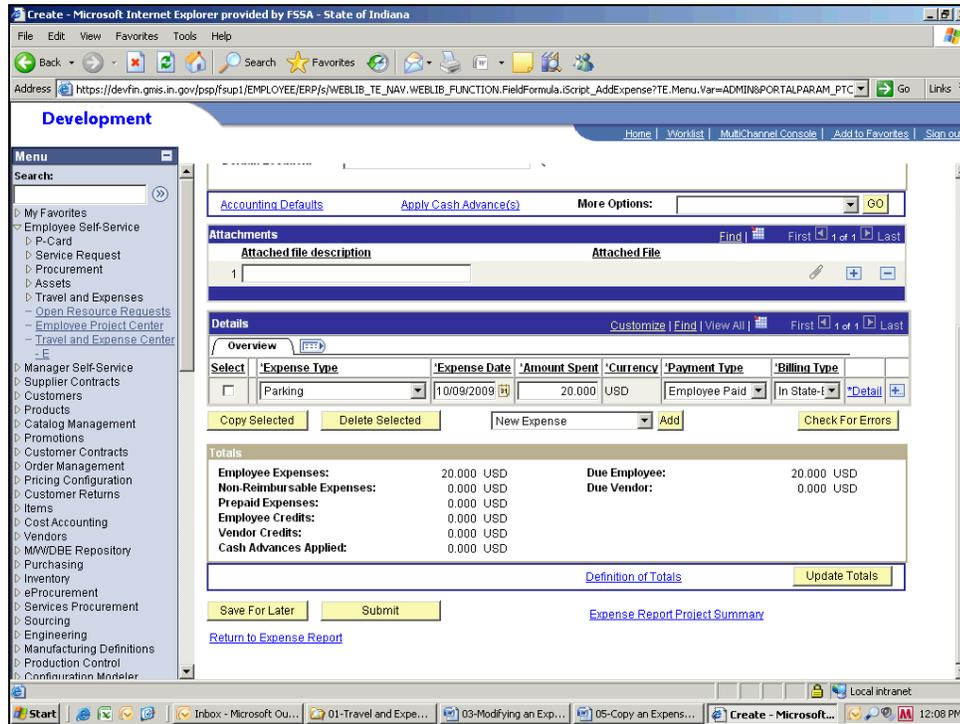


Step	Action
10.	<p>The Expense Report selected will be copied into a new document.</p> <p>Revise the description and update all other fields as necessary. Also, be sure to update/revise the Detail section for each expense line.</p> <div data-bbox="370 1312 418 1360" style="border: 1px solid black; width: 30px; height: 23px; margin-left: 20px;"></div>



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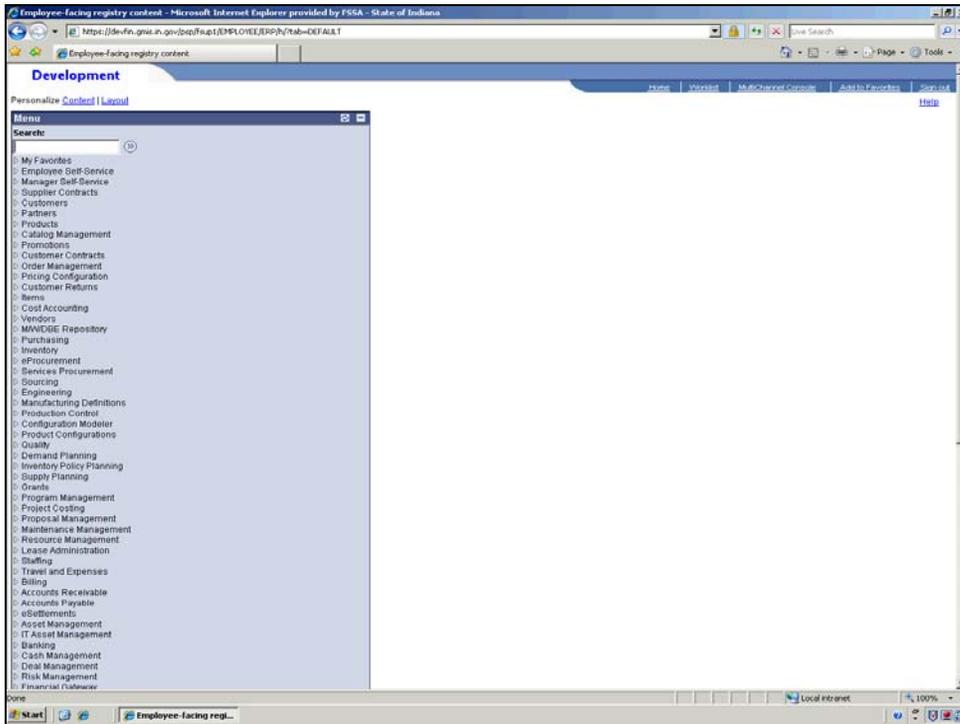


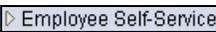
Step	Action
11.	<p>Click the Save For Later button to save the new expense report. A number will be assigned.</p> <p>When complete and ready for approvals, click the Submit button.</p> <div style="text-align: center;">   </div>
12.	End of Procedure.

Review Expense Report Procedure

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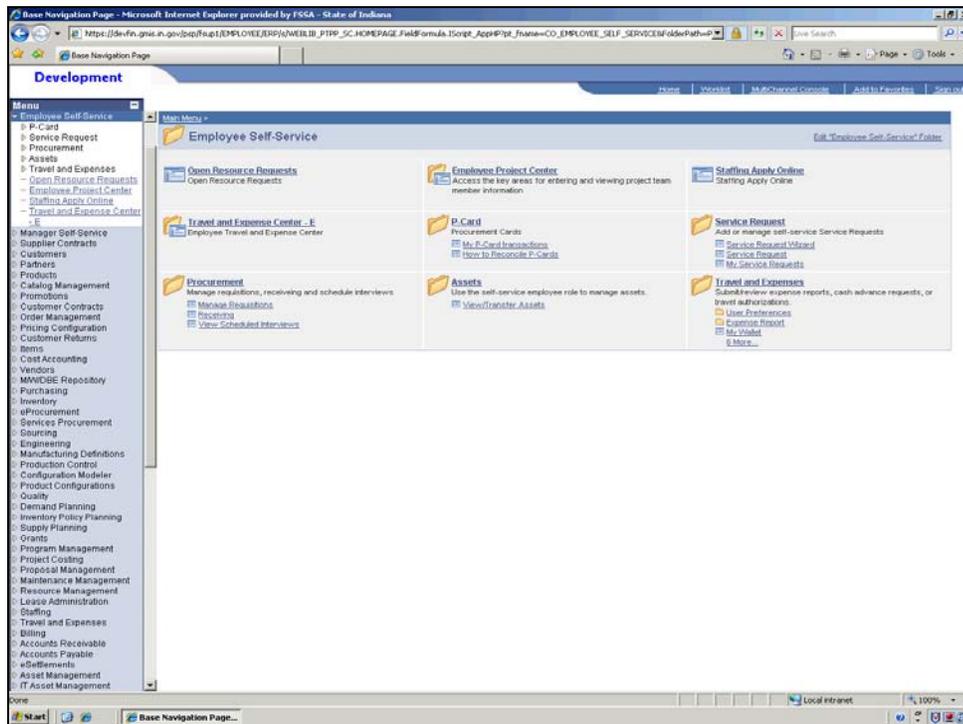


Step	Action
1.	Click the Employee Self-Service link. 



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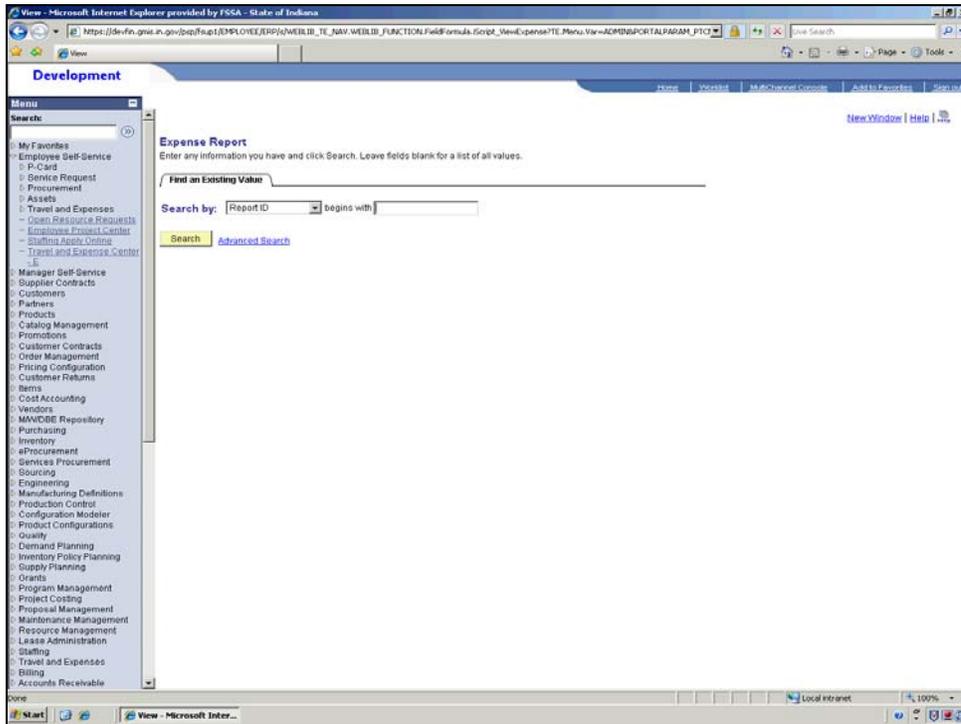
Travel and Expense User Guide

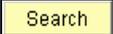


Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Expense Report link. Expense Report
4.	Click the View link. View

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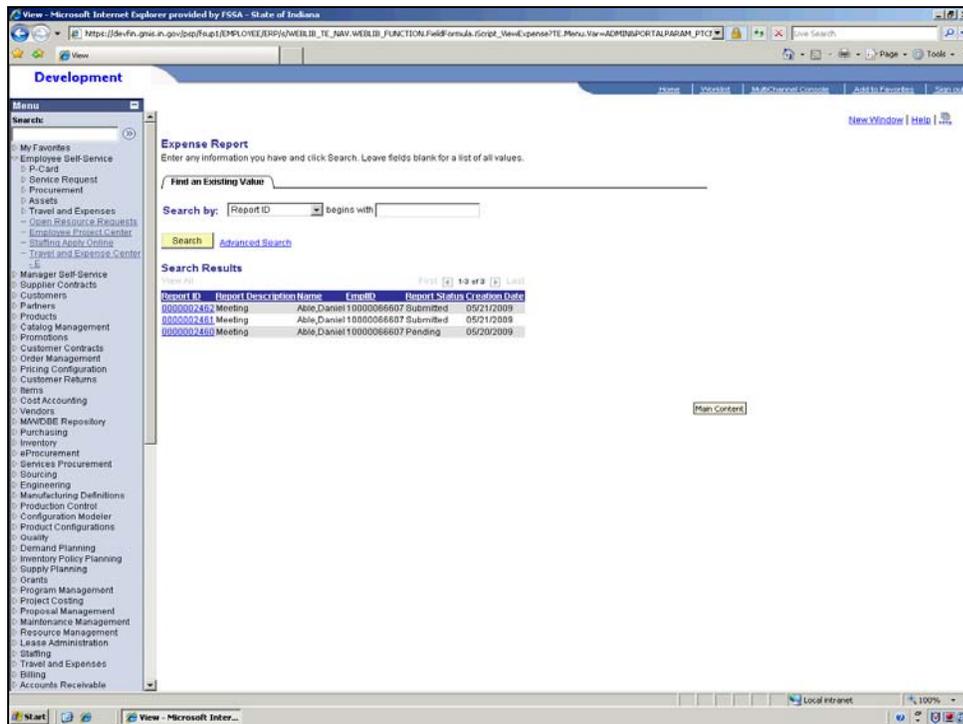


Step	Action
5.	<p>Enter the Expense Report ID or use the available search options to locate the correct document.</p> <p>Click the Search button.</p> 



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Step	Action
6.	If the search options used provided a list of results, select the correct document and click an entry in the Report ID column. 0000002461

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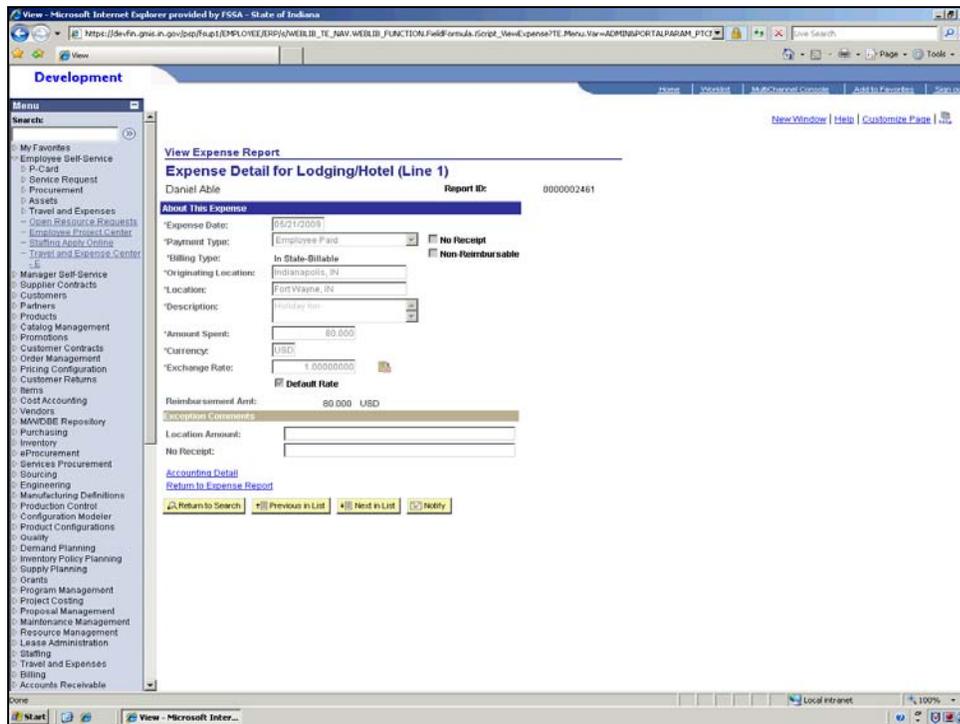


Step	Action
7.	To review more information about each expense line, click the Detail link.



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Step	Action
8.	To review the accounting information, click the Accounting Detail link.

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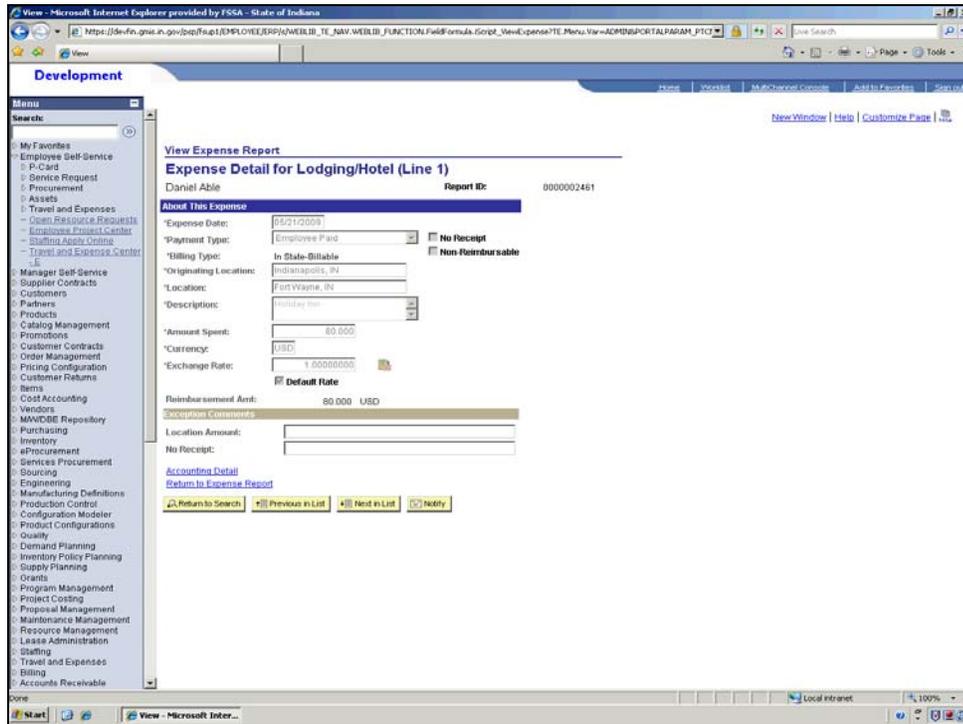


Step	Action
9.	After reviewing the charfields, click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



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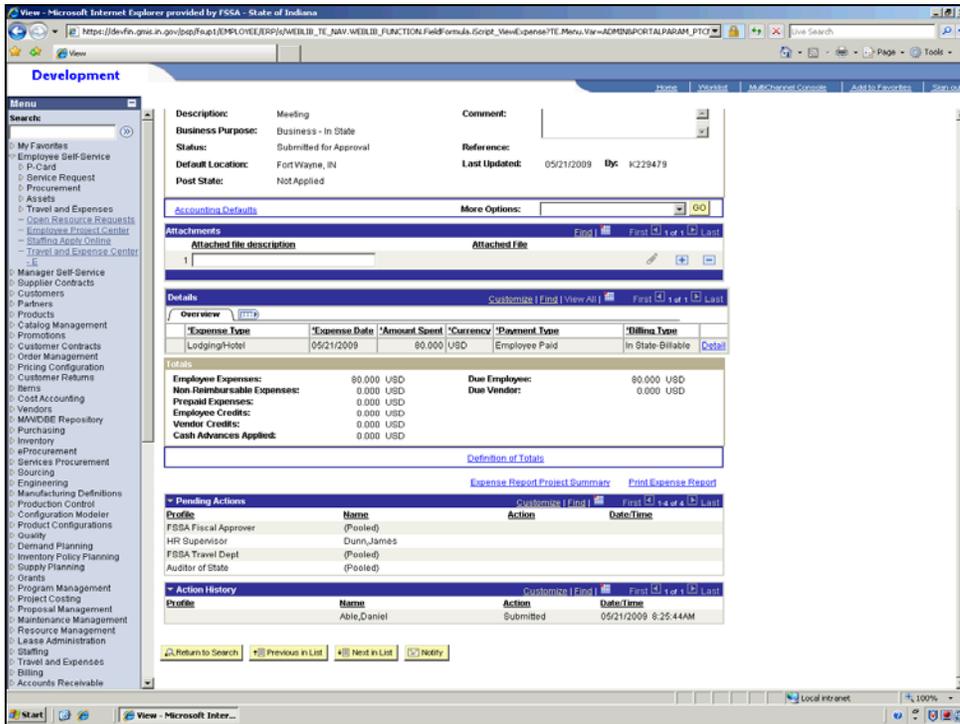
Travel and Expense User Guide



Step	Action
10.	Click the Return to Expense Report link. Return to Expense Report

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Step	Action
11.	Click the Return to Search button to review another Expense Report. 
12.	End of Procedure.

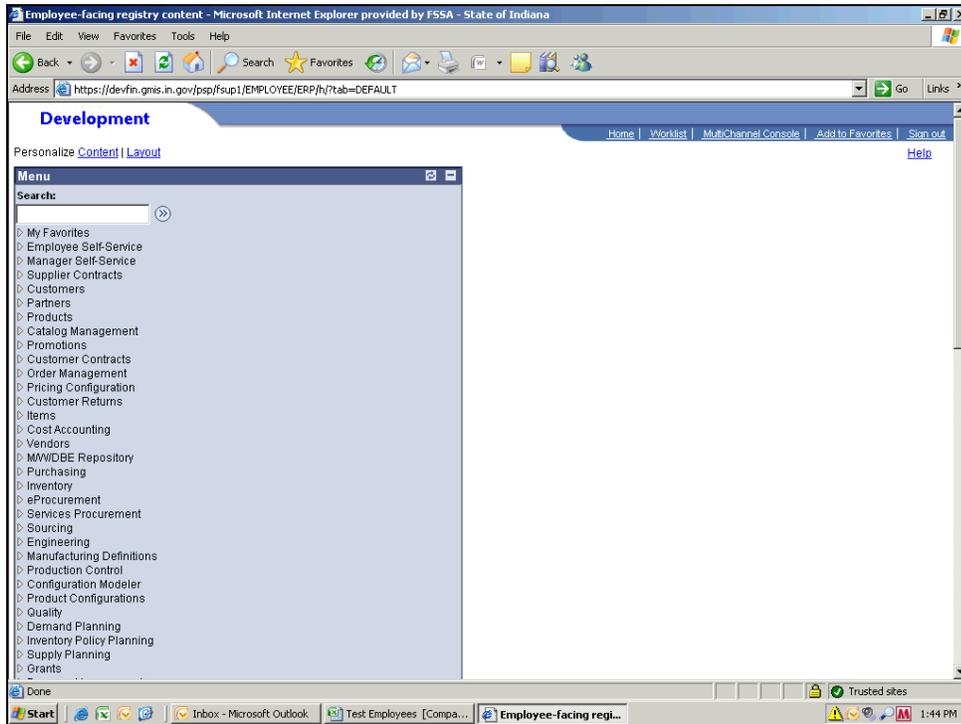
Delete an Expense Report

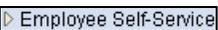
Procedure



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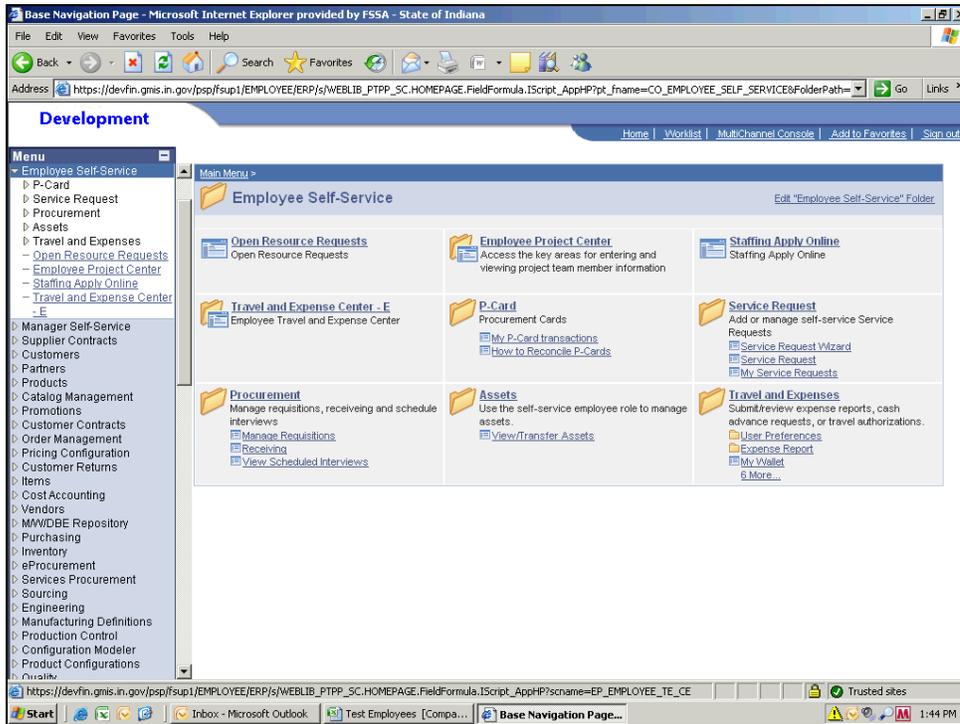
Travel and Expense User Guide



Step	Action
1.	Click the Employee Self-Service link. 

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Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Expense Report link. Expense Report
4.	Click the Delete link. Delete



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Travel and Expense User Guide

Development

Menu

Search:

- My Favorites
- Employee Self-Service
 - P-Card
 - Service Request
 - Procurement
 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Staffing Apply Online
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
- Customers
- Partners
- Products
- Catalog Management
- Promotions
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Vendors
- MWDBE Repository
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions

Travel and Expense

Delete an Expense Report

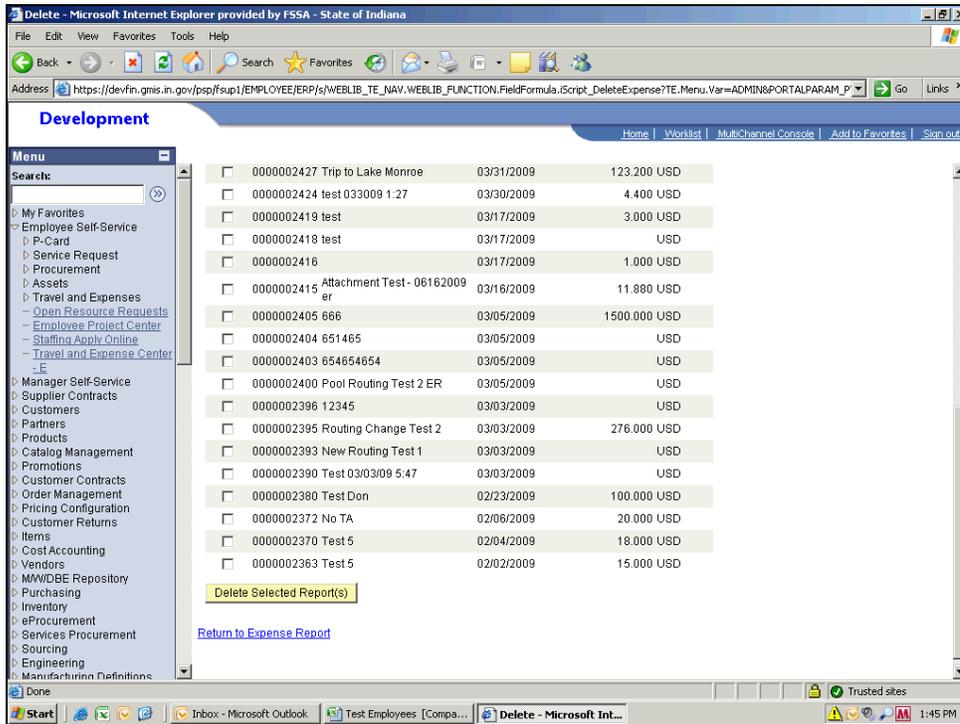
Howard Holtzclaw

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000002466	Demo Test 1	06/08/2009	495.000	USD
<input type="checkbox"/>	0000002457	Test	05/12/2009	25.000	USD
<input type="checkbox"/>	0000002466	TEST	05/12/2009	5.000	USD
<input type="checkbox"/>	0000002455	Test 4/6 10:40	04/16/2009	40.000	USD
<input type="checkbox"/>	0000002453	Test Travel Processes 10:42	04/08/2009	7.000	USD
<input type="checkbox"/>	0000002451	Test 04/07 8:35	04/07/2009	4.500	USD
<input type="checkbox"/>	0000002437	test er 2:47	04/06/2009	2.200	USD
<input type="checkbox"/>	0000002436	Test ER	04/06/2009	41.650	USD
<input type="checkbox"/>	0000002434		03/31/2009	30.000	USD
<input type="checkbox"/>	0000002432	test	03/31/2009	30.000	USD
<input type="checkbox"/>	0000002431	test	03/31/2009	2.000	USD
<input type="checkbox"/>	0000002430	Trip to Lake Monroe	03/31/2009	120.200	USD
<input type="checkbox"/>	0000002429	Trip to Lake Monroe	03/31/2009	120.200	USD
<input type="checkbox"/>	0000002428	test	03/31/2009	2.000	USD
<input type="checkbox"/>	0000002427	Trip to Lake Monroe	03/31/2009	123.200	USD
<input type="checkbox"/>	0000002424	test 033009 1:27	03/30/2009	4.400	USD
<input type="checkbox"/>	0000002419	test	03/17/2009	3.000	USD

Step	Action
5.	Select the Expense Report(s) to delete from the list of those that are eligible.

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Travel and Expense User Guide

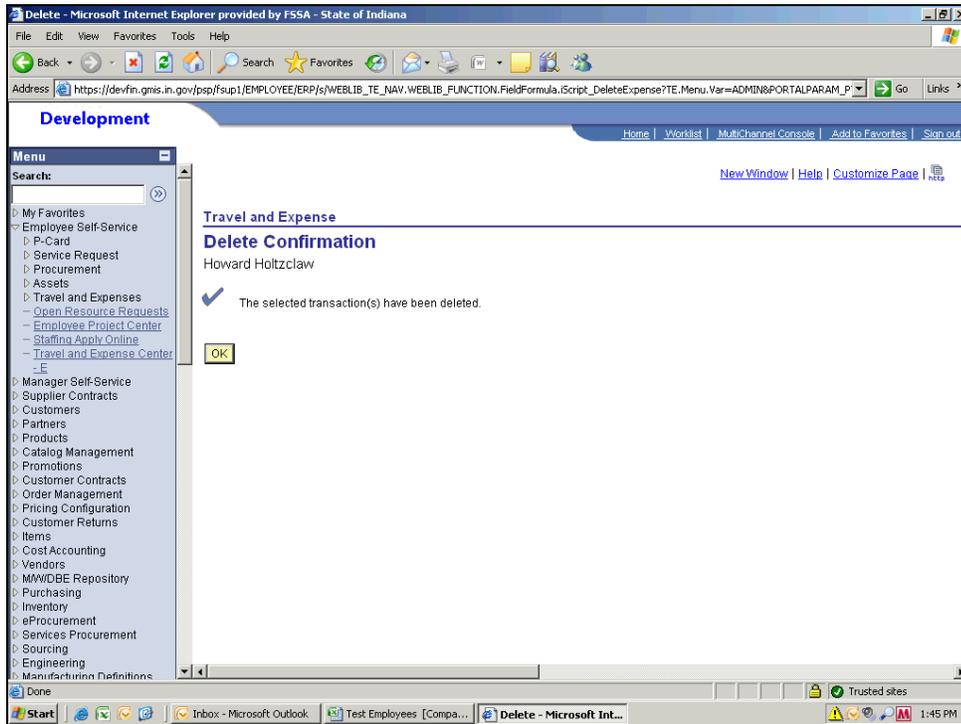


Step	Action
6.	Click the Delete Selected Report(s) button. 



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Step	Action
7.	A new page will confirm that the action has been completed. Click the OK button.

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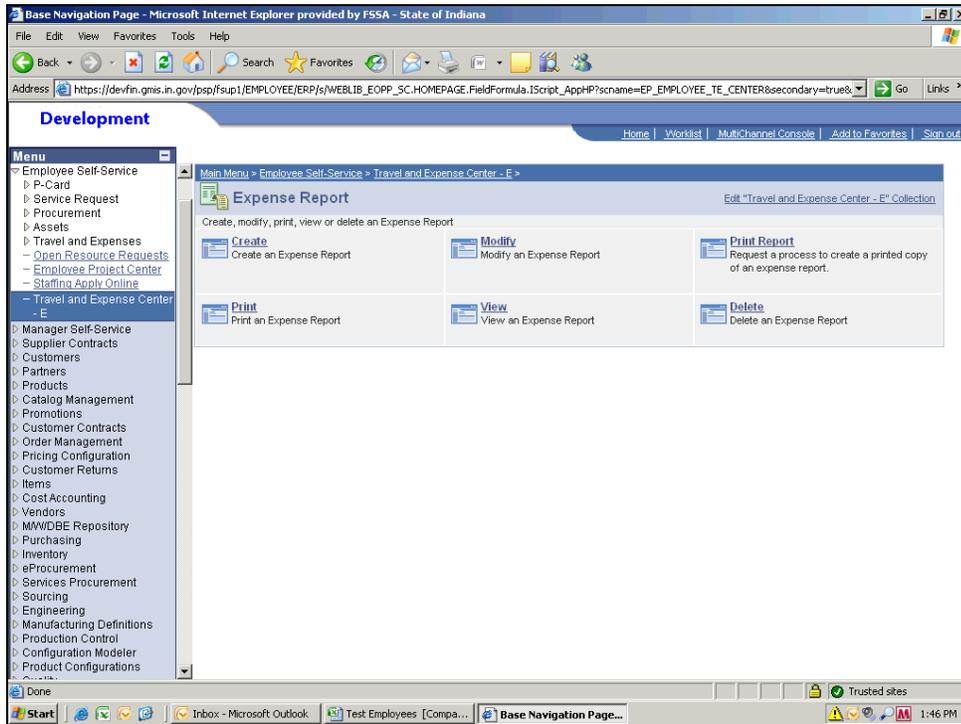
Expense Report ID	Description	Date	Amount (USD)
0000002427	Trip to Lake Monroe	03/31/2009	123,200 USD
0000002424	test 033009 1:27	03/30/2009	4,400 USD
0000002419	test	03/17/2009	3,000 USD
0000002418	test	03/17/2009	USD
0000002416		03/17/2009	1,000 USD
0000002415	Attachment Test - 06162009 er	03/16/2009	11,880 USD
0000002405	666	03/05/2009	1500,000 USD
0000002404	651465	03/05/2009	USD
0000002403	654654654	03/05/2009	USD
0000002400	Pool Routing Test 2 ER	03/05/2009	USD
0000002398	12345	03/03/2009	USD
0000002395	Routing Change Test 2	03/03/2009	276,000 USD
0000002393	New Routing Test 1	03/03/2009	USD
0000002390	Test 03/03/09 5:47	03/03/2009	USD
0000002380	Test Don	02/23/2009	100,000 USD
0000002372	No TA	02/06/2009	20,000 USD
0000002370	Test 5	02/04/2009	18,000 USD

Step	Action
8.	Click the Return to Expense Report link. Return to Expense Report



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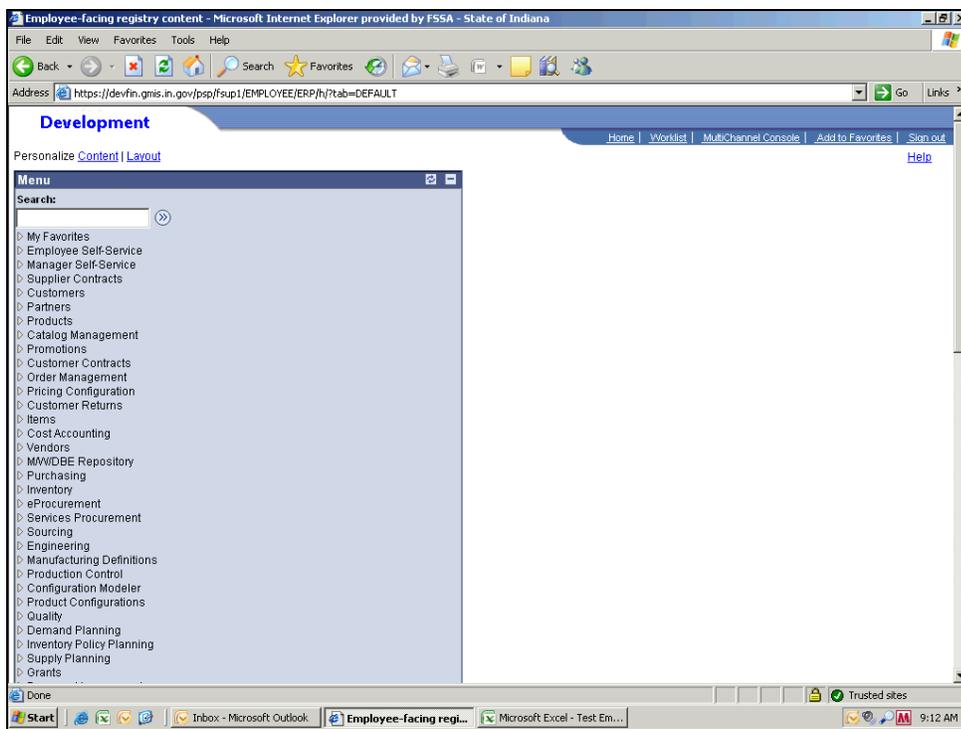
Step	Action
9.	Click the Home link or sign out of the application. Home
10.	End of Procedure.



Travel Authorization

Create a Travel Authorization from a Blank Form

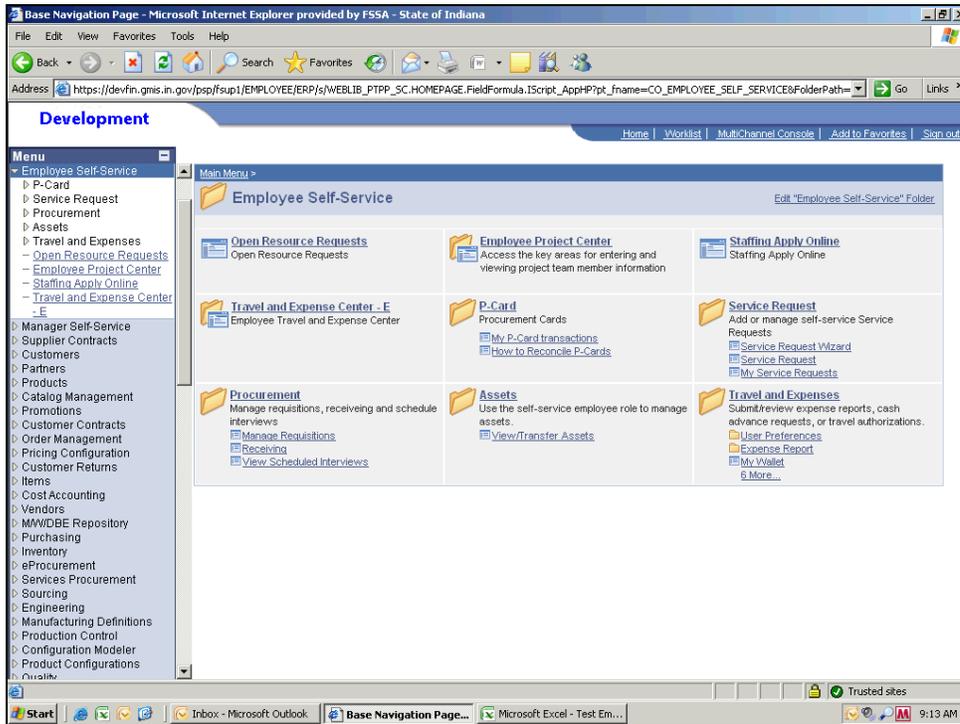
Procedure



Step	Action
1.	Click the Employee Self-Service link.

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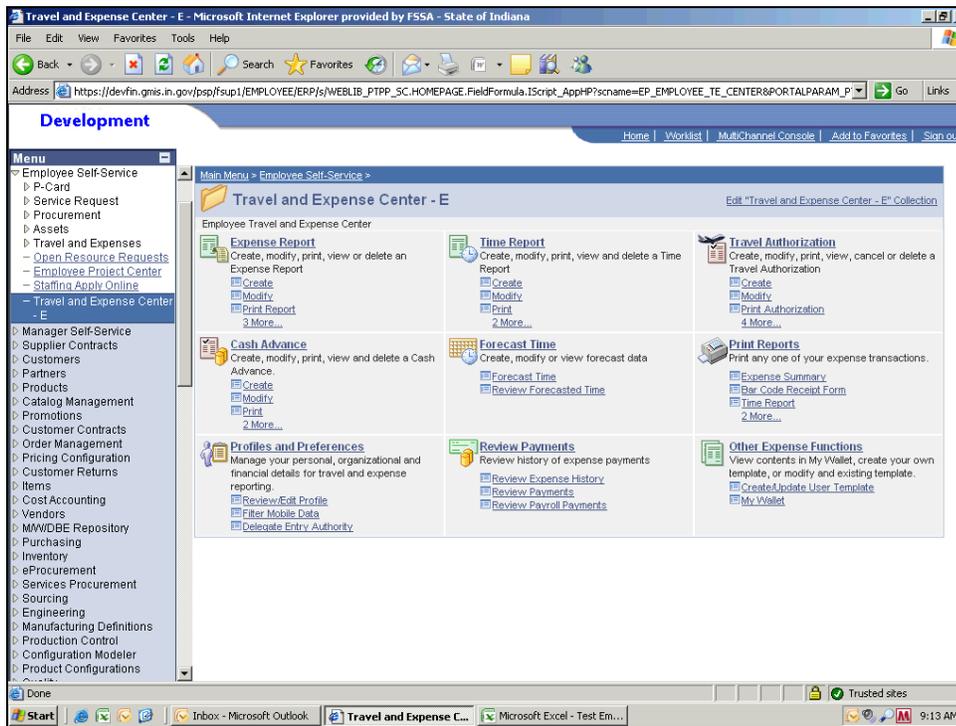


Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E



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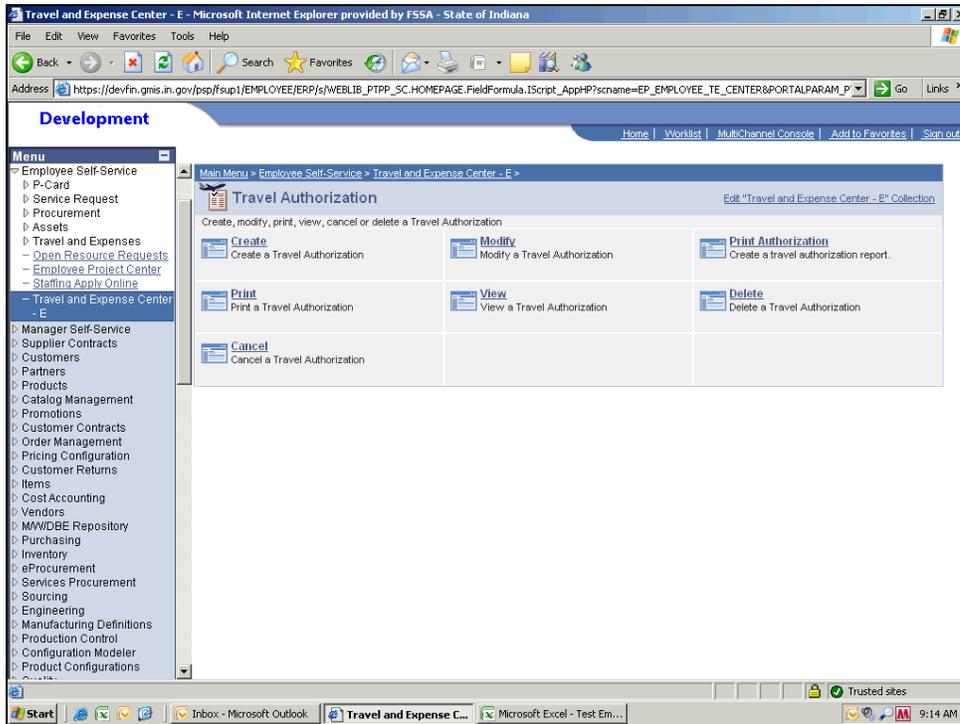
Travel and Expense User Guide



Step	Action
3.	Click the Travel Authorization link.

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Step	Action
4.	Click the Create link. 



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The screenshot shows a web browser window titled "Create - Microsoft Internet Explorer provided by FSSA - State of Indiana". The address bar shows a URL starting with "https://devfin.gmis.in.gov/psp/fsup1/EMPLOYEE/ERP/S/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddTravelAuth?TE.Menu.Var=ADMIN&PORTALPARAM_P". The page content includes a "Development" header, a "Menu" sidebar on the left, and a main form titled "Create Travel Authorization" with the subtitle "Travel Authorization Entry".

The form is for user "Howard Holtzclaw" with "Authorization ID: NEXT". It features a "Quick Start" section with a dropdown menu set to "A Blank Authorization" and a "GO" button. Below this is a "General Information" section with fields for "Description" (dropdown: "A Blank Authorization"), "Business Purpose" (dropdown: "An Existing Authorization"), "Comment" (text area), "Default Location" (text field with search icon), "Date From" and "Date To" (date pickers), and "Departure Time" and "Return Time" (text fields).

An "Attachments" section contains a table with one row: "1" in the "Attached file description" column and an empty "Attached File" column. Below the table are "Accounting Defaults" and "More Options" (dropdown) with a "GO" button.

At the bottom, there are two checkboxes: "Is any of this time Personal Time or Weekend?" and "Is this trip necessary to fulfill job duties?". The "Personal Time or Weekend?" checkbox has sub-fields for "Start Date" and "End Date". The "Is this for Conference attendance?" checkbox is also present.

The browser's taskbar at the bottom shows the Start button, several icons, and open applications: "Inbox - Microsoft Outlook", "Create - Microsoft Int...", and "Microsoft Excel - Test Em...". The system clock shows "9:14 AM".

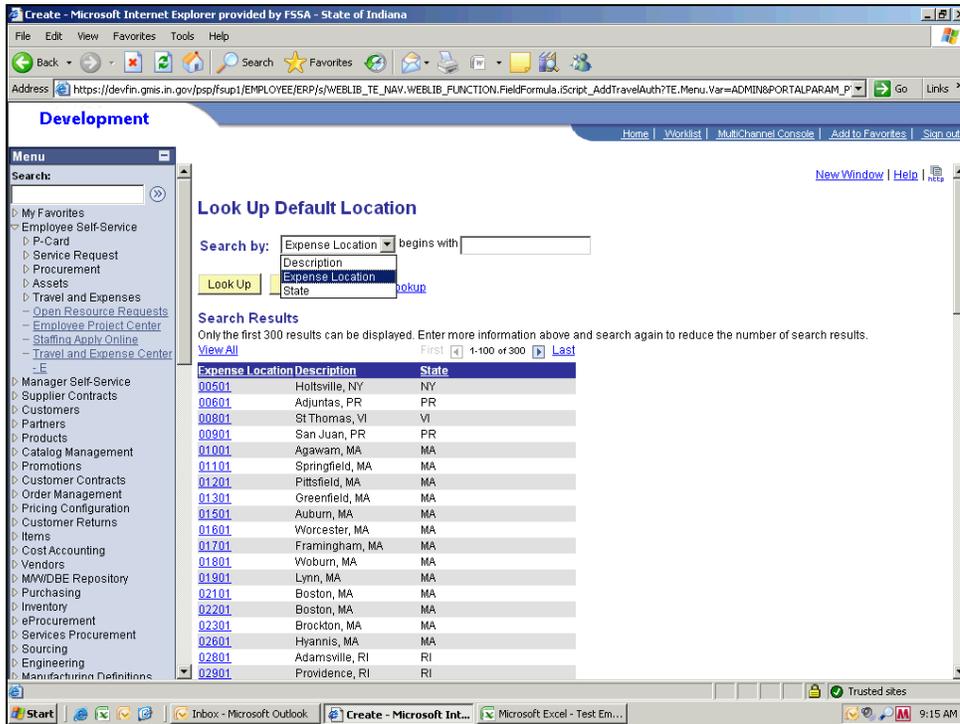


Step	Action
5.	<p>IMPORTANT INFORMATION</p> <p>When following the instruction outlined in this demonstration, be mindful that this presentation was designed to assist in learning the software application. Although some business process instruction is provided, not all State travel rules, policies, and regulations are addressed. Questions regarding specific information to be included, per diem rates and how they're applied, or other specific State travel requirements should be directed to the agency travel department/travel administrators.</p> <p>QUICK START OPTIONS</p> <p>The Quick Start field will default to A Blank Authorization. This is the most comment method used to create a Travel Authorization, but other options are available.</p> <p>If the travel request being created is similar to a previous Travel Authorization, and existing TA may be copied to a new one. The dates, amounts, and other information may then be updated as needed. (See <i>Copy a Travel Authorization</i> for details.)</p> <p>The Template option is not currently used.</p> <p>Select A Blank Authorization to create a Travel Authorization from scratch.</p> <p>A Blank Authorization</p>
6.	<p>TRAVEL DESCRIPTION</p> <p>Click inside the Description field.</p> <p>Enter a brief description of the travel request. ***Each agency may dictate what information should be entered here to suit their operation. Contact your agency Travel Administrator is you have questions.***</p> <p>Enter a detailed justification/account of the purpose for travel in the Comment field to the right.</p> <p>Enter "Travel for TA".</p>



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Step	Action
7.	<p>BUSINESS PURPOSE</p> <p>The Business Purpose simply identifies the travel as "in state" or "out-of-state." It is important to make the correct selection so that the Travel Authorization routes for approval correctly.</p> <p>Click the down arrow next to the Business Purpose field and select Business - Out of State</p> 
8.	<p>DEFAULT LOCATION</p> <p>The Default Location designates the destination that will be tied to all expenses reported, and it may be changed on any line where it might be different.</p> <p>Choosing a default for the destination is optional, and the field may be left blank. If not entered as a default, the destination location must be entered on each line individually.</p> <p>Click the Look up Default Location (Alt+5) button (magnifying glass) to search for and choose the Default Location.</p> 

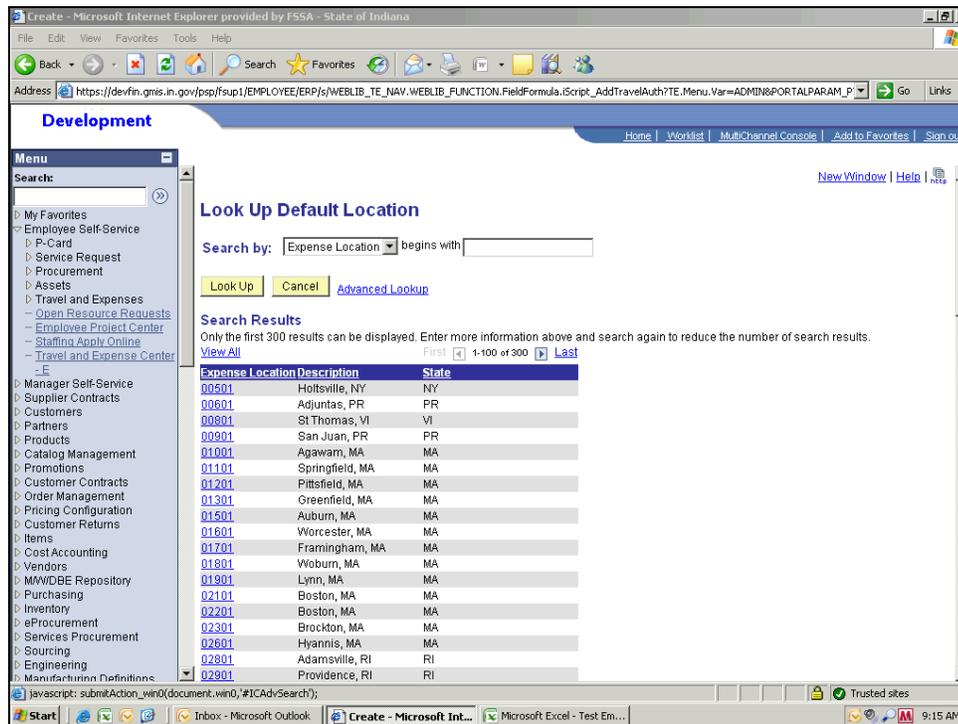


Step	Action
9.	<p>Click the down arrow next to the Search by list.</p> <p>Select Description, Expense Location, or State as the search option.</p> <p>Expense Locations are organized by zip code. If Expense Location is used as the search option, enter the zip code (or first few digits).</p> <p>Click the Look Up button.</p> <p>Click the zip code link in the Expense Location column to select a location. If the city or zip code needed is not found in the search results, contact the agency travel administrator to request that it be added.</p> <p>▼</p>



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Step	Action
10.	<p>The Advanced Lookup feature offers more search options to narrow the results.</p> <p>Click the Advanced Lookup link.</p> <p>Advanced Lookup</p>
11.	<p>Click the down arrow next to the Description field.</p> <p>Each of the search options offers many different operators to assist in finding a location.</p> <p>For this example, select Contains.</p> <p>Enter "Atlanta" in the description field.</p>
12.	<p>Click the Look Up button.</p> <p>Look Up</p>
13.	<p>Select the Expense Location from the search results.</p> <p>If the city or zip code needed is not found in the search results, contact the agency travel administrator to request that it be added.</p> <p>30301</p>



Step	Action
14.	<p>DATES AND TIMES</p> <p>The Date From and Date To fields should identify the dates that the trip begins and ends.</p> <p>Click the Choose a date (Alt+5) (calendar) icon next to the Date From field and select the date that the trip will begin.</p> 
15.	<p>Click the Choose a date (Alt+5) (calendar) icon next to the Date To field and select the date that the trip will end.</p> <p>Also enter the Departure Time and Return Time in the respective fields.</p> 
16.	<p>ATTACHMENTS AND DOCUMENTATION</p> <p>Required supporting documentation in electronic format or that has been scanned can be added in the Attachments section.</p> <p>Click the Paper Clip icon to browse file directories, locate documents, and upload them as attachments.</p>
17.	<p>Enter a description of the information in the attached file in the Attached Filed Description field.</p> <p>Click the "+" to add rows as needed for additional attachments.</p> 
18.	<p>NON-BUSINESS TIME</p> <p>If adding personal time (including weekends), check Yes. If the Yes box is checked dates must be listed.</p> <p>If the time required is being used for official business only, do NOT select the checkbox.</p> <input data-bbox="370 1522 399 1554" type="checkbox"/>

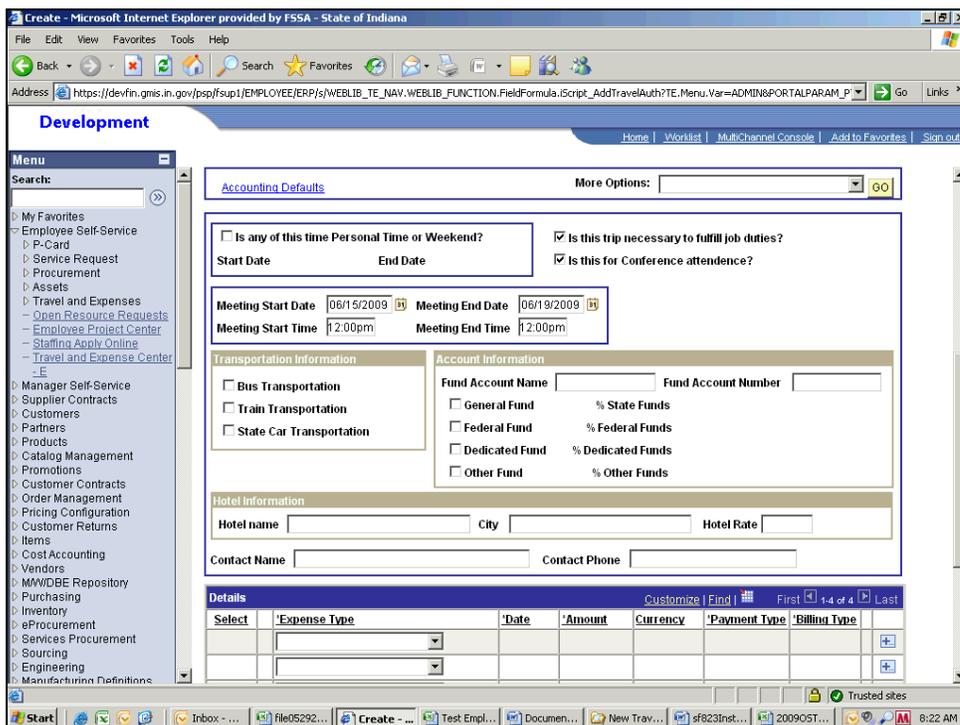


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Step	Action
19.	<p>TRAVEL PURPOSE</p> <p>Is this trip necessary to fulfill job duties? Check this box if the travel requested is essential to performance of job duties.</p> <p>Is this for Conference attendance? If supporting documentation indicates travel involves a conference, this box must be checked.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> Is this trip necessary to fulfill job duties? <input type="checkbox"/> Is this for Conference attendance? </div>
20.	<p>START DATES AND TIMES</p> <p>Enter the exact date/time of departure.</p> <p><i>Example:</i> If a flight departs at 10:00a.m., at least 1.5 hours prior to departure time is needed for check-in. 8:30a.m. should be entered as the Meeting Start Time. (i.e. 7/21/09 - 8:30a.m.)</p> <p>OR...</p> <p>The exact time or estimated time the travelers attendance is required in any meeting, conference, or other official business.</p> <p><i>Example:</i> If a conference starts 7/20/09 at 8:00a.m. but the part of the traveler's attendance isn't required until 7/21/09 at noon, 7/21/09 should be entered as the Meeting Start Date, and 12:00p.m. as the Meeting Start Time.</p>
21.	<p>END DATES AND TIMES</p> <p>Enter the exact date and time the traveler is to return to their originating location.</p> <p>Specify the exact time the traveler's required attendance in any meeting, conference, or other official business ends.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Meeting End Date <input style="width: 80px;" type="text"/> </p> <p>Meeting End Time <input style="width: 80px;" type="text"/></p> </div>
22.	<p>TRANSPORTATION INFORMATION</p> <p>All modes of transportation to be utilized are to be checked and the estimated costs included on the Travel Authorization.</p> <p>Estimated airfare can be obtained online or through the contracted travel agency and should be listed in as expense lines in the Detail section below.</p>



Step	Action
23.	<p>ACCOUNT INFORMATION</p> <p>Fund Account Name: Actual name of account; example: a grant name or other.</p> <p>Fund Account Number: Actual Account Number; example: 0000/000000</p> <p>Percentage breakdowns are required! Check the box or boxes that apply and enter the percentage breakdown .</p> <p>If Other Source is marked, enter the name of other source in the line below.</p>
24.	<p>HOTEL INFORMATION</p> <p>Enter the name and location (city) of the hotel. The estimated per day rate must include the tax rate.</p>





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Step	Action
25.	<p>CONTACT INFORMATION</p> <p>Contact Name Enter the name of the agency travel contact.</p> <p>Contact Phone Enter the agency travel contact's phone number.</p>

The screenshot shows the 'Development' page in a Microsoft Internet Explorer browser. The page title is 'Create - Microsoft Internet Explorer provided by FSSA - State of Indiana'. The address bar shows a URL starting with 'https://devfin.gmis.in.gov/'.

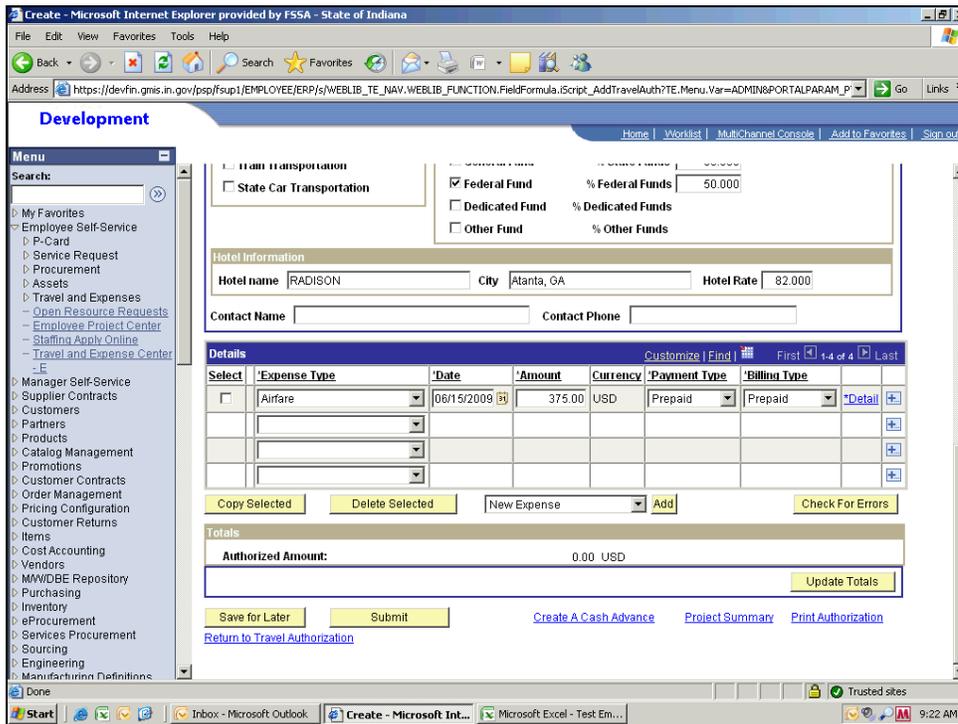
The main content area is titled 'Development' and includes a 'Menu' on the left with a search bar. The menu items include: My Favorites, Employee Self-Service, P-Card, Service Request, Procurement, Assets, Travel and Expenses, Open Resource Requests, Employee Project Center, Staffing Apply Online, Travel and Expense Center, Manager Self-Service, Supplier Contracts, Customers, Partners, Products, Catalog Management, Promotions, Customer Contracts, Order Management, Pricing Configuration, Customer Returns, Items, Cost Accounting, Vendors, MWDBE Repository, Purchasing, Inventory, eProcurement, Services Procurement, Sourcing, Engineering, and Manufacturing Definitions.

The main form area has a 'Search' bar and a 'Development' header. Below the header, there are several sections:

- Transportation:** Includes checkboxes for 'Train transportation', 'State Car Transportation', 'General Fund', 'Federal Fund', 'Dedicated Fund', and 'Other Fund'. The 'Federal Fund' checkbox is checked, and the '% Federal Funds' field is set to '50.000'.
- Hotel Information:** Includes fields for 'Hotel name' (Radison), 'City' (Atlanta, GA), and 'Hotel Rate' (82.00). There are also fields for 'Contact Name' and 'Contact Phone'.
- Details:** A table with columns: Select, Expense Type, Date, Amount, Currency, Payment Type, and Billing Type. The table is currently empty. Below the table, there are buttons for 'Copy Select', 'New Expense', 'Add', and 'Check For Errors'.
- Totals:** A section showing 'Authorize' with a value of '0.00 USD' and an 'Update Totals' button.
- Buttons:** 'Save for Later', 'Submit', 'Create A Cash Advance', 'Project Summary', and 'Print Authorization'.
- Footer:** A 'Return to Travel Authorization' link.



Step	Action
26.	<p>EXPENSE TYPE - AIRFARE</p> <p>Click the down arrow next to the Expense Type field.</p> <p>All expenses (exact or estimated) for a travel event should be listed on the Travel Authorization, including those to be paid for in advance or by a vendor.</p> <p>Select the Expense to be listed.</p> <p>Select Airfare.</p>

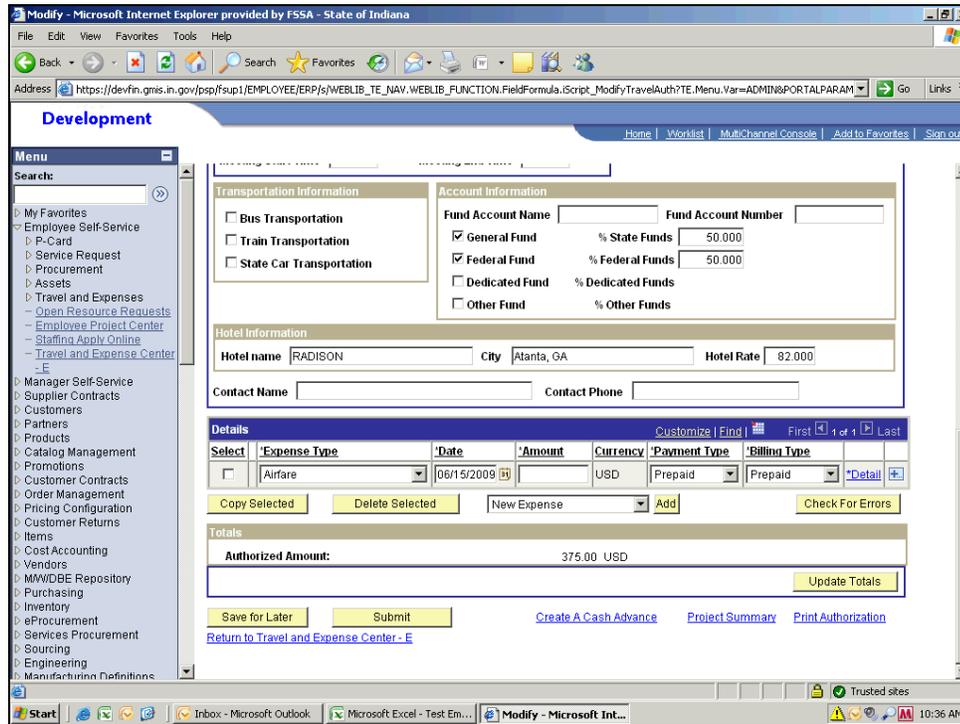


Step	Action
27.	<p>Enter the date of the expense in the Date field.</p> <p>Enter "06/15/2009".</p>



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Step	Action
28.	Enter the cost of the airfare in the Amount field. Enter " 375.00 ".
29.	Click the down arrow next to the Payment Type field. Select the option Prepaid . Prepaid should be used as the Payment Type for expenses to be paid for by the agency and not the employee. 
30.	Click the down arrow next to the Billing Type field. Select the option Prepaid . Select Prepaid as the Billing Type when Prepaid is selected as the Payment Type. 



The screenshot shows the 'Expense Detail' form in the ENCOMPASS system. The form is divided into several sections:

- Transportation Information:** Includes checkboxes for Bus, Train, and State Car Transportation.
- Account Information:** Includes fields for Fund Account Name and Fund Account Number, and checkboxes for General Fund, Federal Fund, Dedicated Fund, and Other Fund, each with a percentage field.
- Hotel Information:** Includes fields for Hotel name (RADISON), City (Atlanta, GA), and Hotel Rate (82.000).
- Contact Information:** Includes fields for Contact Name and Contact Phone.
- Details Table:** A table with columns for Select, Expense Type, Date, Amount, Currency, Payment Type, and Billing Type. The first row shows an Airfare expense for 06/15/2009 for 375.00 USD, with a 'Detail' link in the Billing Type column.
- Totals:** A section showing the Authorized Amount of 375.00 USD.

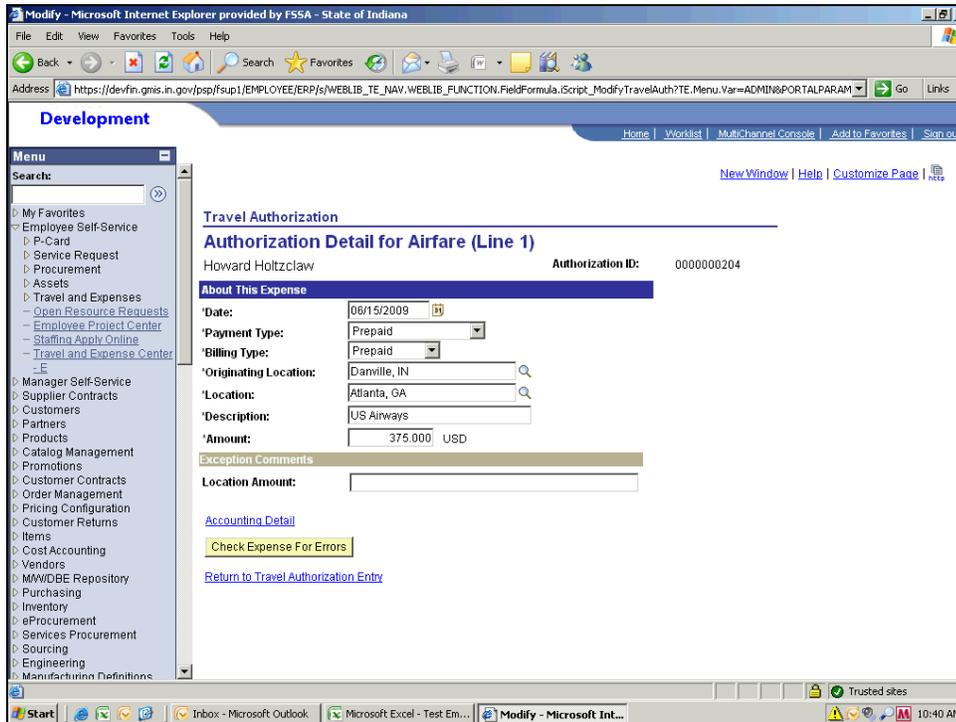
At the bottom of the form, there are buttons for 'Save for Later', 'Submit', and 'Update Totals', along with links for 'Create A Cash Advance', 'Project Summary', 'Print Authorization', and 'Return to Travel and Expense Center - E'.

Step	Action
31.	EXPENSE DETAIL Click the Detail link.

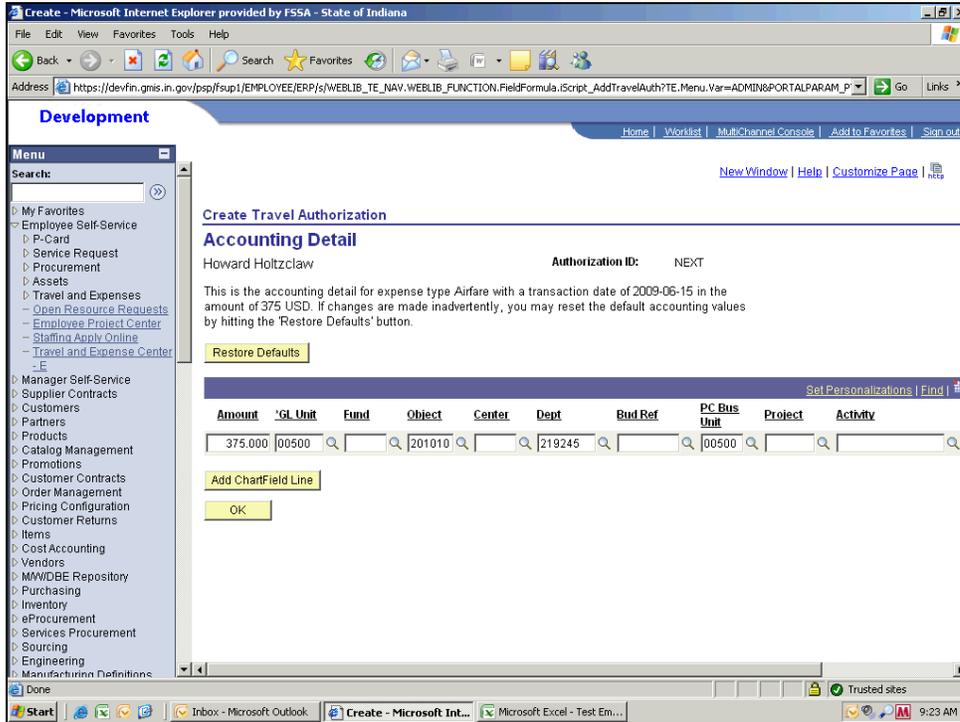


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Travel and Expense User Guide



Step	Action
32.	<p>The Authorization Detail page will open where all required information related to this particular expense line must be entered.</p> <p>Using the Look Up (magnifying glass) button, select the Originating Location. This should identify from where the trip began.</p> <p>Enter the name of the airline in the Description field. For this example, enter "US Airways". <i>Description is a required field.</i></p> <p>The Payment Type, Billing Type, and Amount will be populated by default from the information entered on the previous page.</p> <p>The Location Amount field is not currently used.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">US Airways</div>
33.	<p>ENTER ACCOUNTING DETAIL</p> <p>Click the Accounting Detail link.</p> <p>Accounting Detail</p>



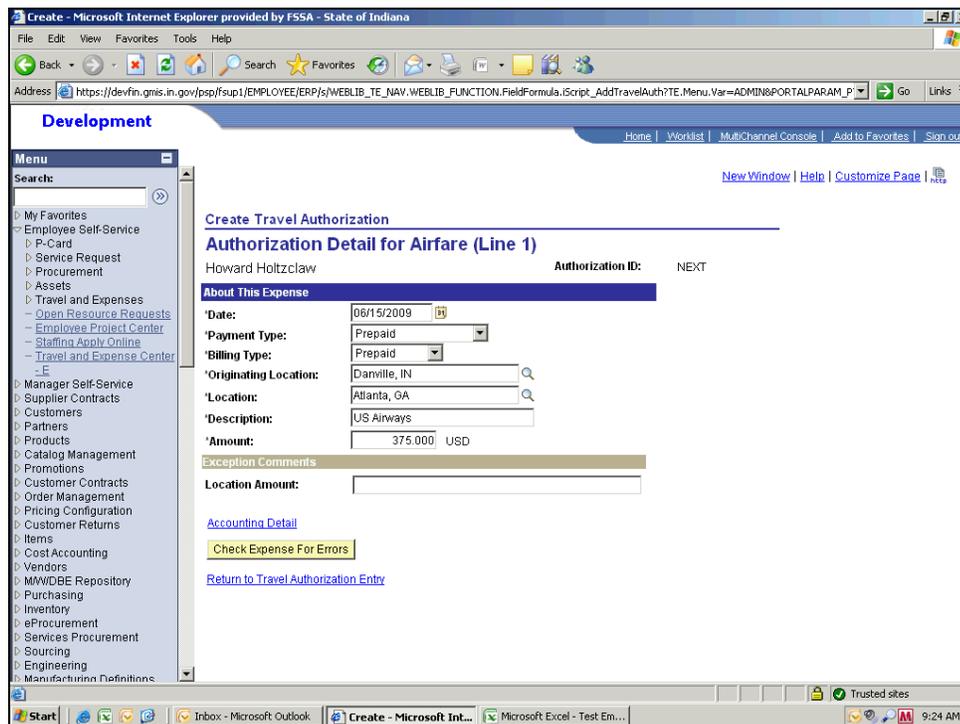
Step	Action
34.	<p>ACCOUNTING DETAIL</p> <p>If Accounting Defaults have been set-up, the required chartfield information will be populated by default. Any of the fields may be entered manually or changed if necessary.</p> <p>If Accounting Defaults were NOT set-up, enter the required chartfield information.</p> <p>The correct accounting information should be provided by controller, accounting department, or manager/supervisor depending on the agency structure.</p>
35.	<p>PROJECTS</p> <p>If the agency uses Project information, The Project, Activity, Category, Class, and Product fields may be required.</p> <p>The information may be entered manually. Each field also offers a Look Up (magnifying glass) feature to search for valid selections.</p> 



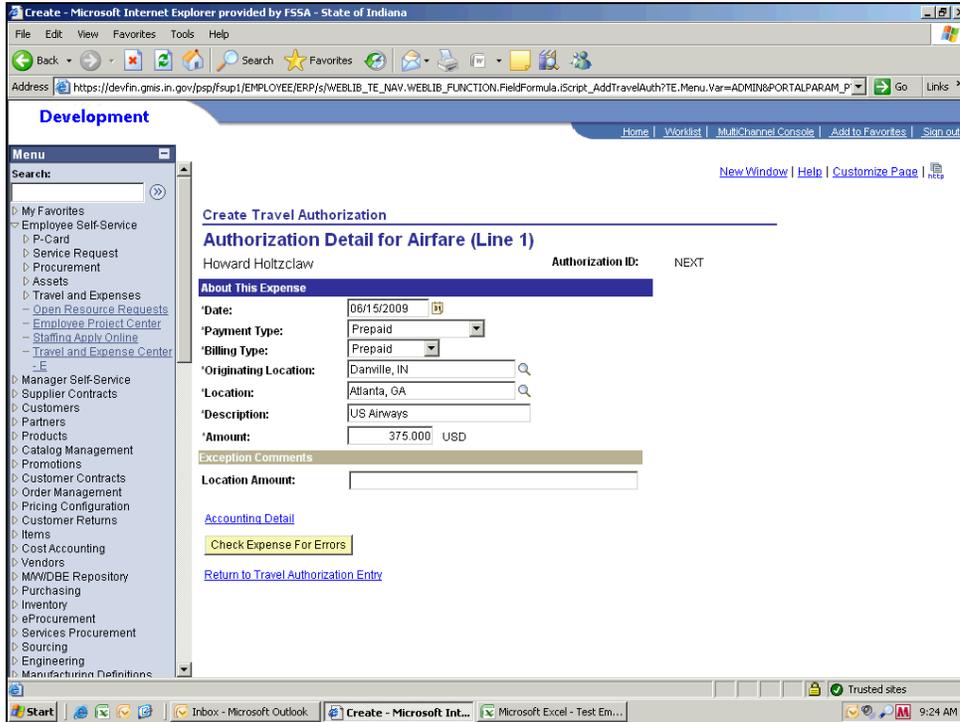
ENCOMPASS Training Guide

Travel and Expense User Guide

Step	Action
36.	Click the OK button when the required accounting information has been entered/verified. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>



Step	Action
37.	<p>CHECK FOR ERRORS</p> <p>Click the Check Expense For Errors button.</p> <p>If there are errors or warnings, a red flag will appear at the top of the page describing the exception.</p> <p>Make any necessary corrections or revisions and click the Check Expense for Errors again.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Check Expense For Errors</div>

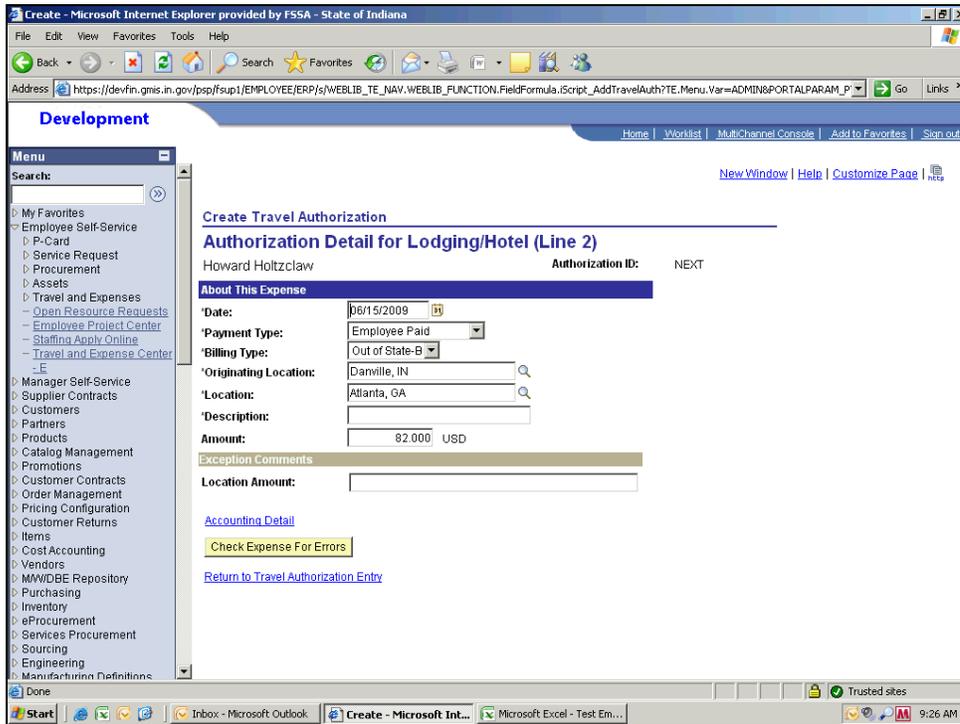


Step	Action
38.	Click the Return to Travel Authorization Entry link. Return to Travel Authorization Entry
39.	Click the SAVE FOR LATER button after entering each expense line to eliminate the risk of losing information entered. After saving, the Travel Authorization will be assigned the next available number. It will be displayed at the top of the page. 
40.	EXPENSE TYPE - LODGING/HOTEL Click the down arrow next to the Expense Type field to add the next expense. Select Lodging/Hotel . 
41.	Enter the date of the expense in the Date field. 
42.	Enter the cost associated with this expense in the Amount field. Enter " 82.00 ".



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Step	Action
43.	<p>Click the down arrow next to the Payment Type field.</p> <p>If the traveler is paying for this expense, select Employee Paid.</p> <p><i>If User Defaults have been set-up, the default settings will be displayed.</i></p> <p>*FSSA users must never select the Travel Card option.</p> <p><input type="button" value="▼"/></p>
44.	<p>Click the down arrow next to the Billing Type field.</p> <p>Select Out of State-Billable.</p> <p><i>Billing Type Prepaid may not be used with Payment Type Employee Paid.</i></p> <p>*FSSA users should never select In State-NonBillable or Out of State-NonBillable.</p> <p><input type="button" value="▼"/></p>
45.	<p>EXPENSE DETAIL</p> <p>Click the Detail link.</p> <p>*Detail</p>

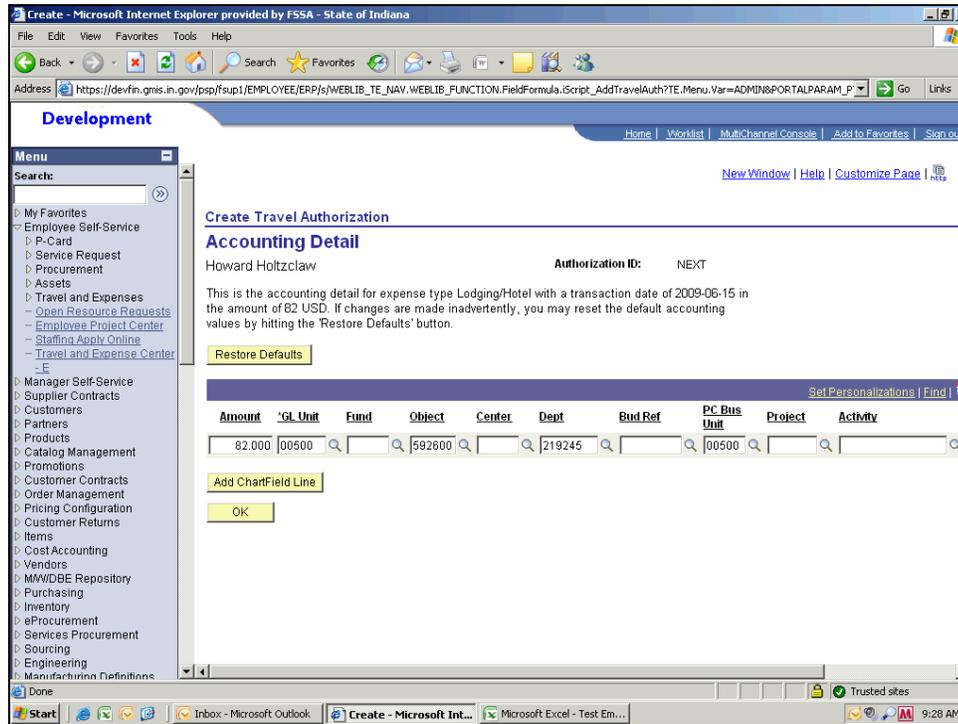


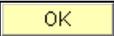
Step	Action
46.	<p>Select the Originating Location (from where the trip began).</p> <p>Enter the name of the hotel (for Expense Type Lodging/Hotel) in the Description field.</p> <p>For this example, enter "Radisson".</p> <p><i>Description is a required field.</i></p>
47.	<p>Click the Accounting Detail link.</p> <p>Accounting Detail</p>

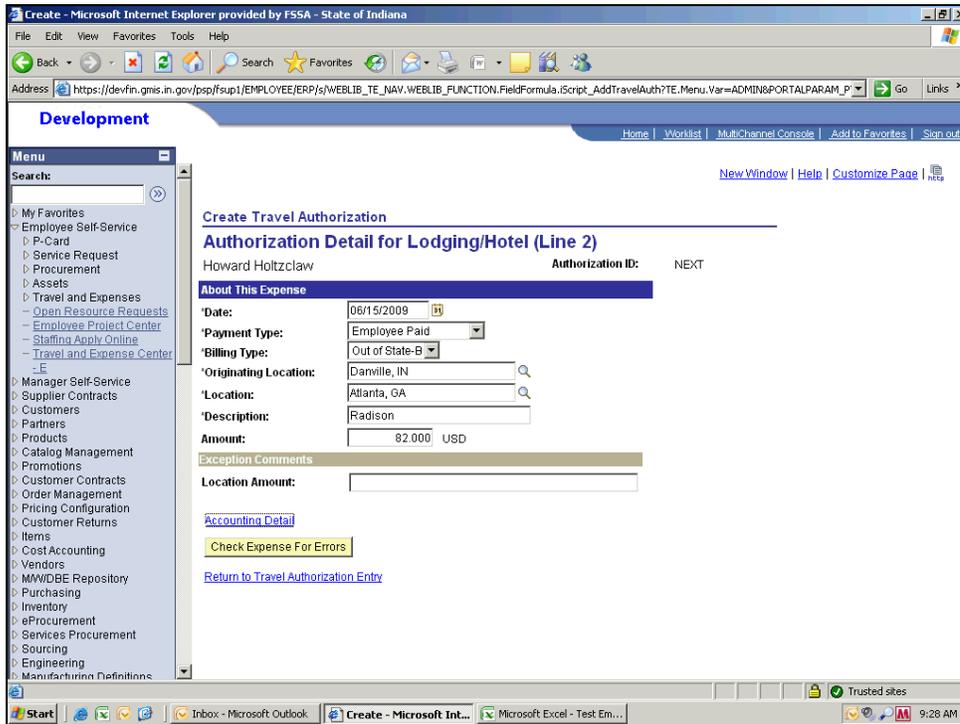


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Step	Action
48.	<p>ACCOUNTING DETAIL</p> <p>Enter/verify the accounting information for this expense item.</p> <p>Remember that each field offers the Look Up (magnifying glass) feature to search for valid entries.</p>
49.	<p>Click the OK button when the required accounting information has been entered/verified.</p> <p></p>

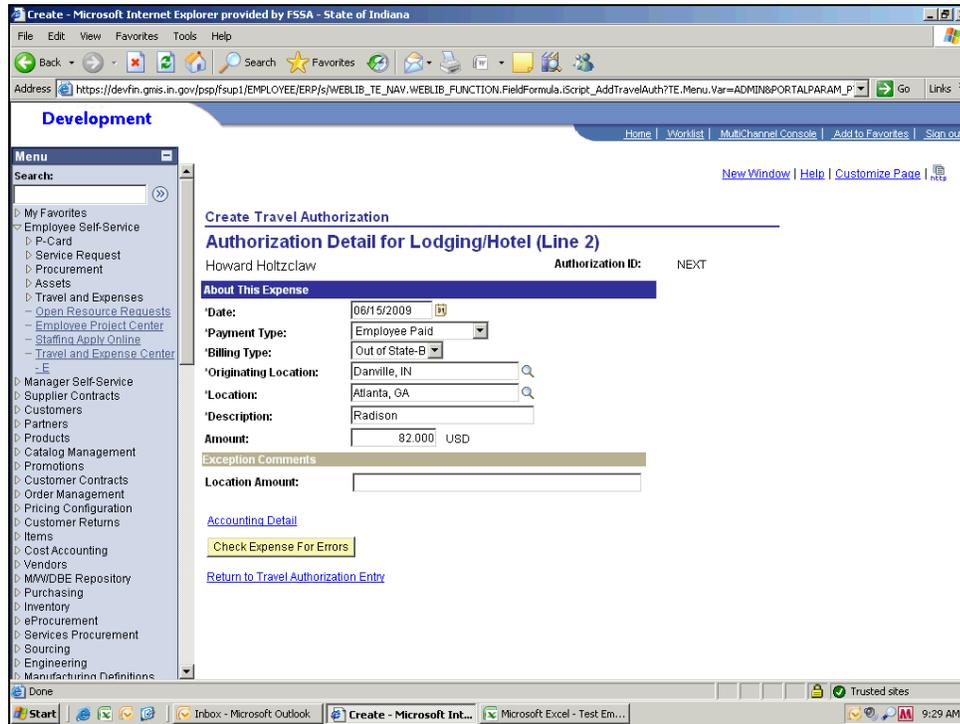


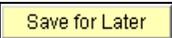
Step	Action
50.	<p>CHECK FOR ERRORS</p> <p>Click the Check Expense For Errors button.</p> <p>If there are errors or warnings, a red flag will appear at the top of the page describing the exception.</p> <p>Make any necessary corrections or revisions and click the Check Expense for Errors again.</p> <p>Check Expense For Errors</p>



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Step	Action
51.	Click the Return to Travel Authorization Entry .
52.	Click the Save For Later button. 
53.	<p>COPY AN EXPENSE LINE</p> <p>Expense lines that are similar and will be listed multiple times may be copied to save data entry requirements.</p> <p>Click the Select checkbox next to the expense to be copied.</p> <input type="checkbox"/>

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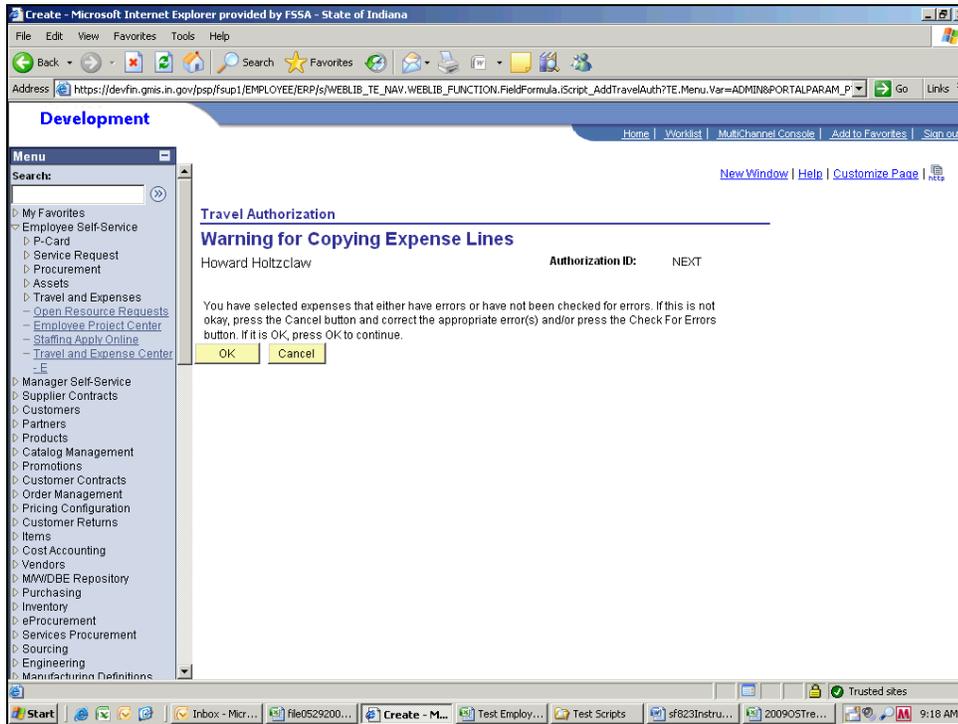
Step	Action
54.	Click the Copy Selected button.



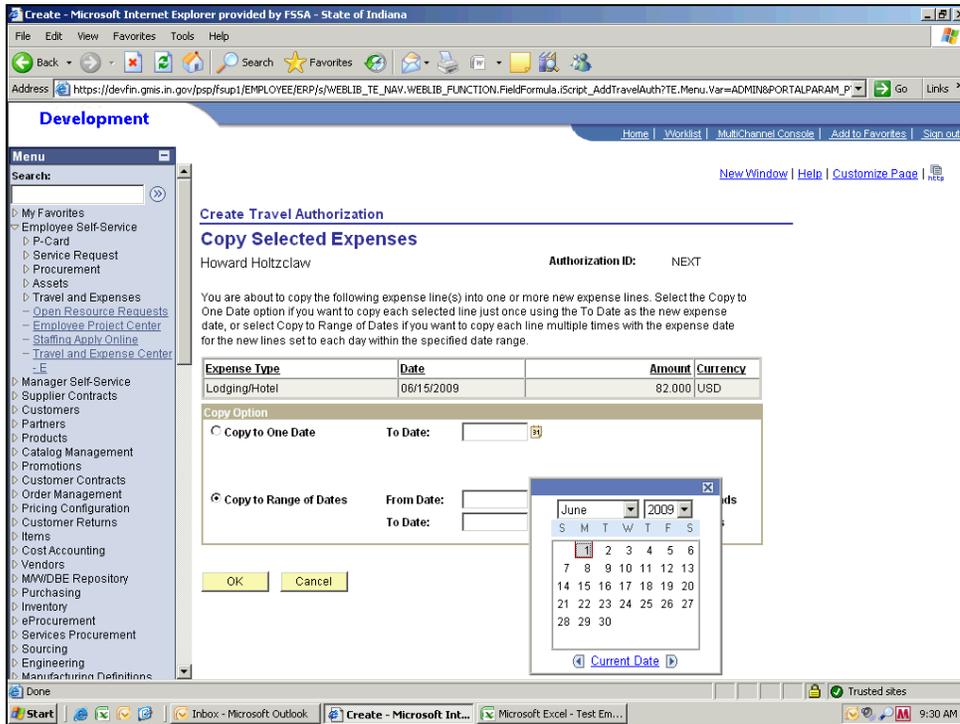


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Travel and Expense User Guide



Step	Action
55.	<p>If the expense to be copied has not been checked for errors in a previous step, a warning will be displayed. This is an alert only and will not prevent the action from continuing.</p> <p>Click the OK button.</p> <div data-bbox="467 1346 586 1390" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>



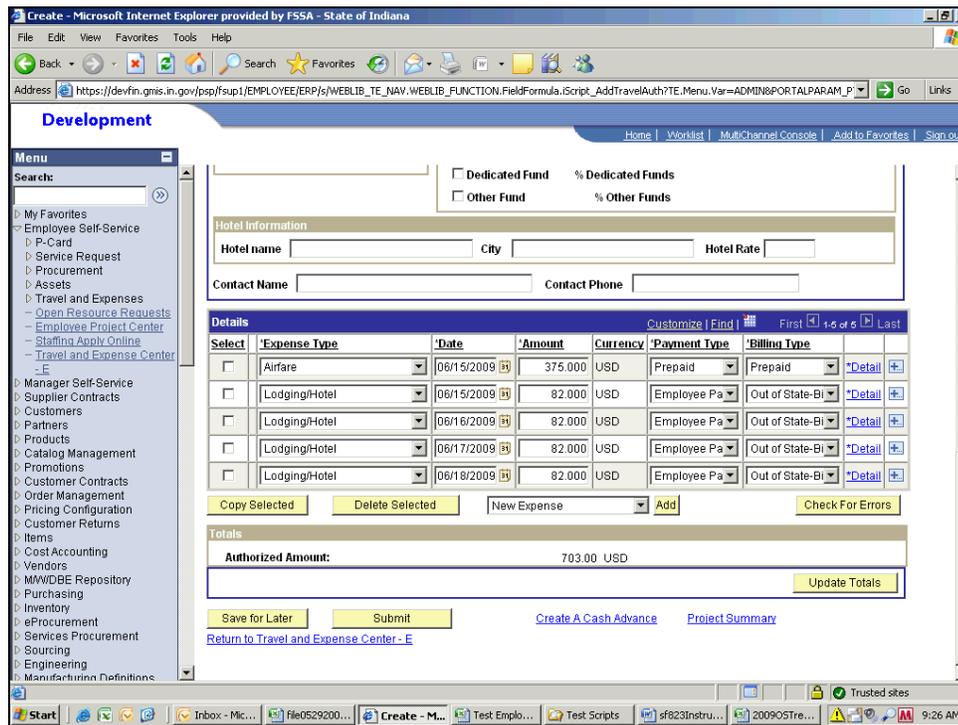
Step	Action
56.	<p>Using the Copy Option section choices, the expense may copied for each date in a range or a single specific date.</p> <p>Each day's expense must be listed with the corresponding date.</p> <p>For this example, select Copy to Range of Dates.</p> <p>Using the Calendar icon (or enter the dates manually), identify the date range for the expense to be copied in the From Date and To Date fields.</p> <p>Select June 16, 2009 as the From Date for this example.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">16</div>
57.	<p>Select June 18, 2009 as the To Date.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">18</div>



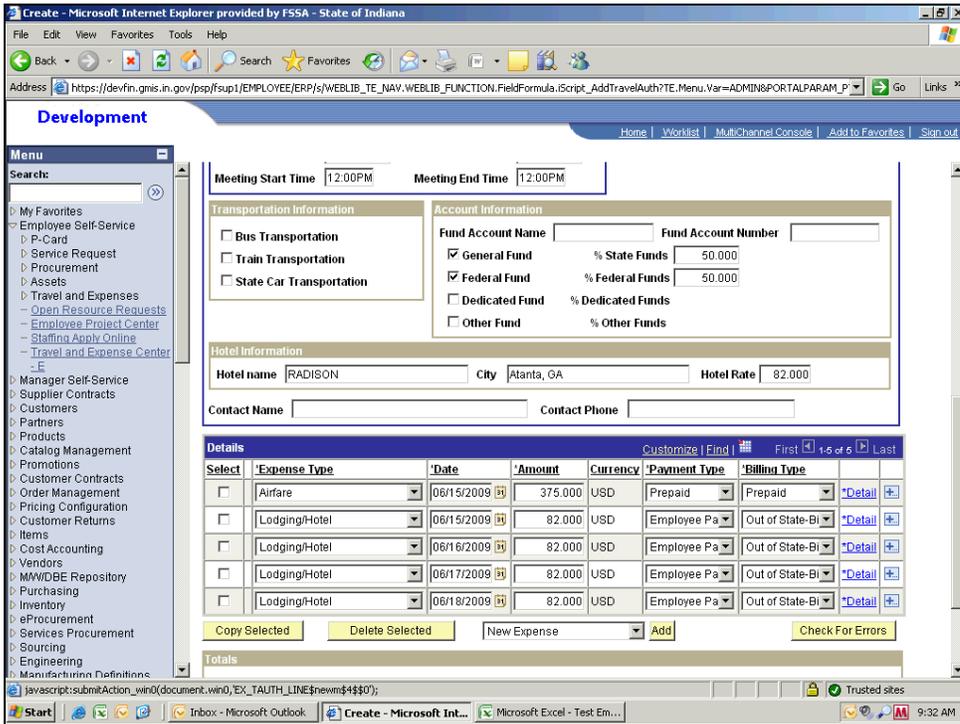
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Step	Action
58.	<p>The Include Weekends and/or Include Holidays checkboxes allow these types of days to be included in the date range specified if applicable for this trip.</p> <p>Do not check them if they don't apply.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <input type="checkbox"/> Include Weekends <input type="checkbox"/> Include Holidays </div>
59.	<p>Click the OK button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> OK </div>



Step	Action
60.	<p>The expense selected will be copied to the Travel Authorization for the dates specified.</p> <p>The information may be updated if necessary.</p>
61.	<p>Click the Save for Later button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> Save for Later </div>

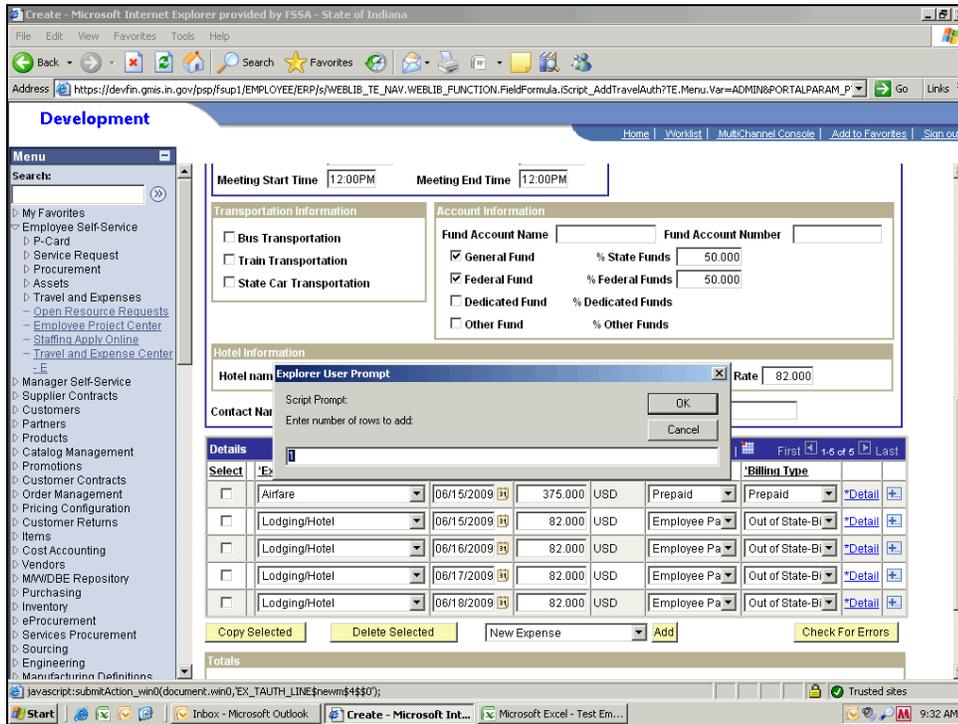


Step	Action
62.	<p>ADDING ROWS</p> <p>For more rows to list additional expenses, click the Add multiple new rows at row 5 (Alt+7) "+" button.</p> 

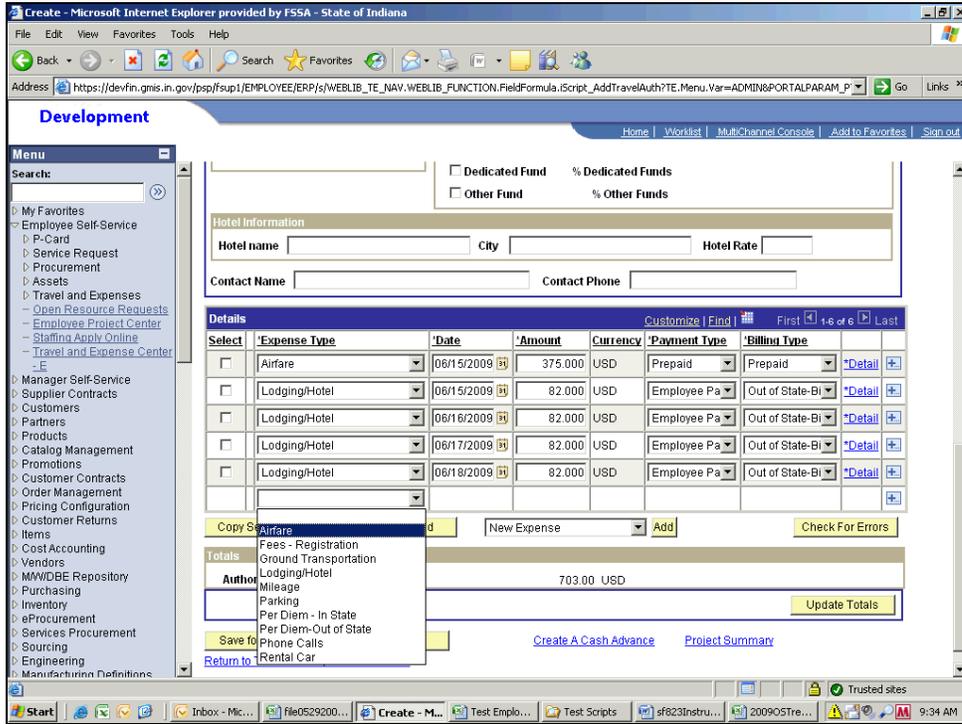


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Step	Action
63.	<p>A pop-up message will ask for the number of rows that should be added.</p> <p>Enter Number of rows to add.</p> <p>Click the OK button</p> <div style="text-align: center;">  </div>



Step	Action
64.	<p>EXPENSE TYPE - PER DIEM</p> <p>Click the down arrow next to the Expense Type field and select Per Diem-Out of State.</p> <p><input type="text" value="Per Diem-Out of State"/></p>



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Development

Menu

Search:

My Favorites

Employee Self-Service

P-Card

Service Request

Procurement

Assets

Travel and Expenses

Open Resource Requests

Employee Project Center

Staffing Apply Online

Travel and Expense Center

Manager Self-Service

Supplier Contracts

Customers

Partners

Products

Catalog Management

Promotions

Customer Contracts

Order Management

Pricing Configuration

Customer Returns

Items

Cost Accounting

Vendors

MWDBE Repository

Purchasing

Inventory

eProcurement

Services Procurement

Sourcing

Engineering

Manufacturing Definitions

Bus Transportation
 Train Transportation
 State Car Transportation

Fund Account Name: _____ Fund Account Number: _____
 General Fund % State Funds 50.000
 Federal Fund % Federal Funds 50.000
 Dedicated Fund % Dedicated Funds
 Other Fund % Other Funds

Hotel Information
 Hotel name: RADISON City: Atlanta, GA Hotel Rate: 82.000
 Contact Name: _____ Contact Phone: _____

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Airfare	06/15/2009	375.000	USD	Prepaid	Prepaid
<input type="checkbox"/>	Lodging/Hotel	06/15/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/16/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/17/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/18/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/18/2009	32	USD	Employee Pa	Out of State-Bi

Copy Selected Delete Selected New Expense Add Check For Errors

Totals
 Authorized Amount: 703.00 USD

Step	Action
65.	<p>Enter the date of the expense in the Date field.</p> <p>For this example, enter "06/15/2009"</p>
66.	<p>Enter the Per Diem dollar amount in the Amount field.</p> <p>The daily amount allowed is \$32.00 multiplied by the total number of days the traveler is eligible for reimbursement (based on the State's travel policies) minus any meals provided.</p> <p>Amounts for portions of a day are calculated differently. Questions about per diem allowances should be directed to the travel administrator/travel department.</p> <p><input type="text" value="32.000"/></p>

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The screenshot shows the 'Details' section of the ENCOMPASS web application. The table below represents the data shown in the interface:

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Airfare	06/15/2009	375.000	USD	Prepaid	Prepaid
<input type="checkbox"/>	Lodging/Hotel	06/15/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/16/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/17/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/18/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/15/2009	32.000	USD	Employee Pa	Out of State-Bi

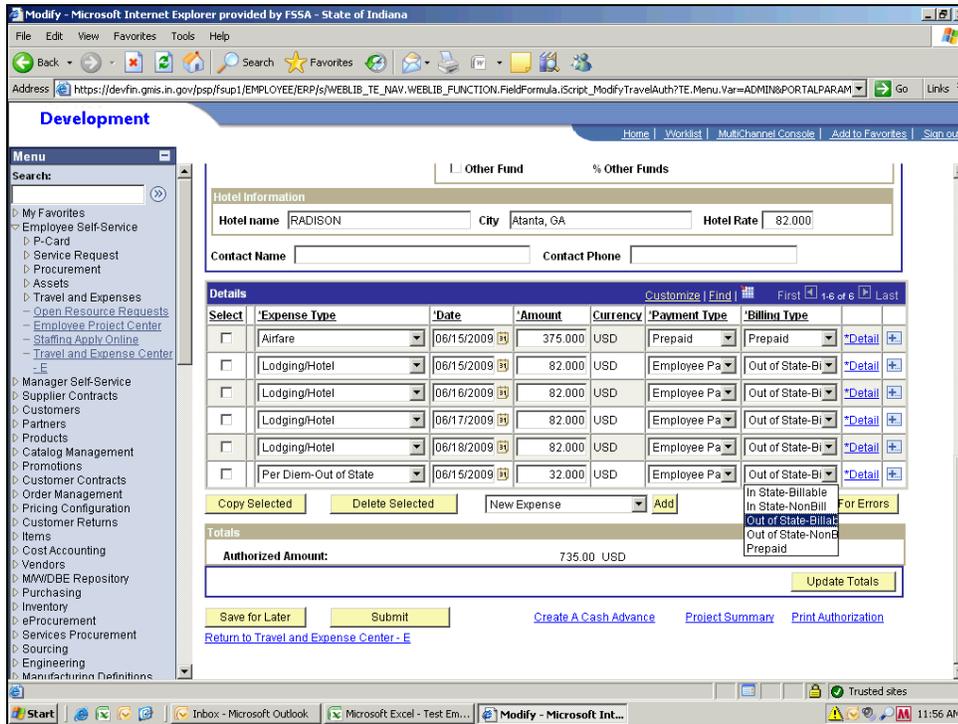
The 'Payment Type' dropdown menu is open, showing the following options: Employee Paid (selected), Prepaid, and Travel Card. The 'Authorized Amount' is 735.00 USD.

Step	Action
67.	Click the down arrow next to the Payment Type field and select Employee Paid .



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Step	Action
68.	Click the down arrow next to the Billing Type field and select Out of State Billable . Out of State-Billable
69.	EXPENSE DETAILS Click the Detail link . Detail



The screenshot shows a web browser window with the URL: https://devfin.gmis.in.gov/pspp/fsup1/EMPLOYEE/ERP/s/WEBLIB_FUNCTION.FieldFormula.iScript_AddTravelAuth?TE.Menu.Var=ADMIN&PORTALPARAM_P

Development

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Create Travel Authorization

Authorization Detail for Per Diem-Out of State (Line 6)

Howard Holtzclaw Authorization ID: NEXT

About This Expense

'Date: 06/15/2009

'Payment Type: Employee Paid

'Billing Type: Out of State-B

'Originating Location: Danville, IN

'Location: Atlanta, GA

'Description: Per Diem

Amount: 32,000 USD Refresh Per Diem Amounts

Exception Comments

Location Amount:

[Accounting Detail](#)

[Check Expense For Errors](#)

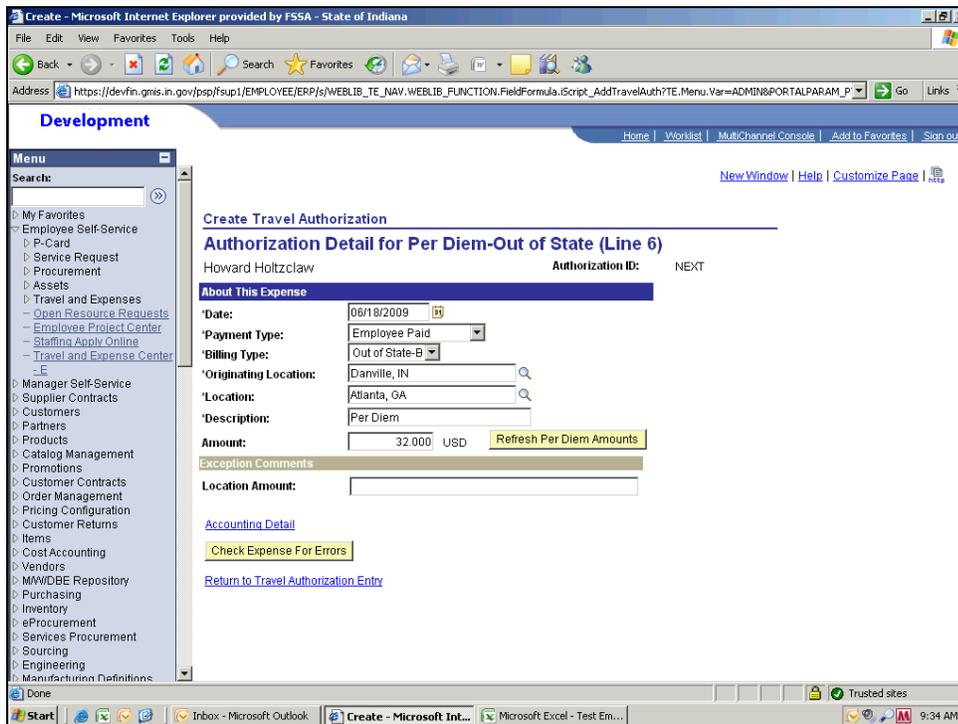
[Return to Travel Authorization Entry](#)

Step	Action
70.	<p>In the Description field, enter Per Diem for this expense.</p> <p><i>The Description field is required.</i></p> <p>Per Diem</p>

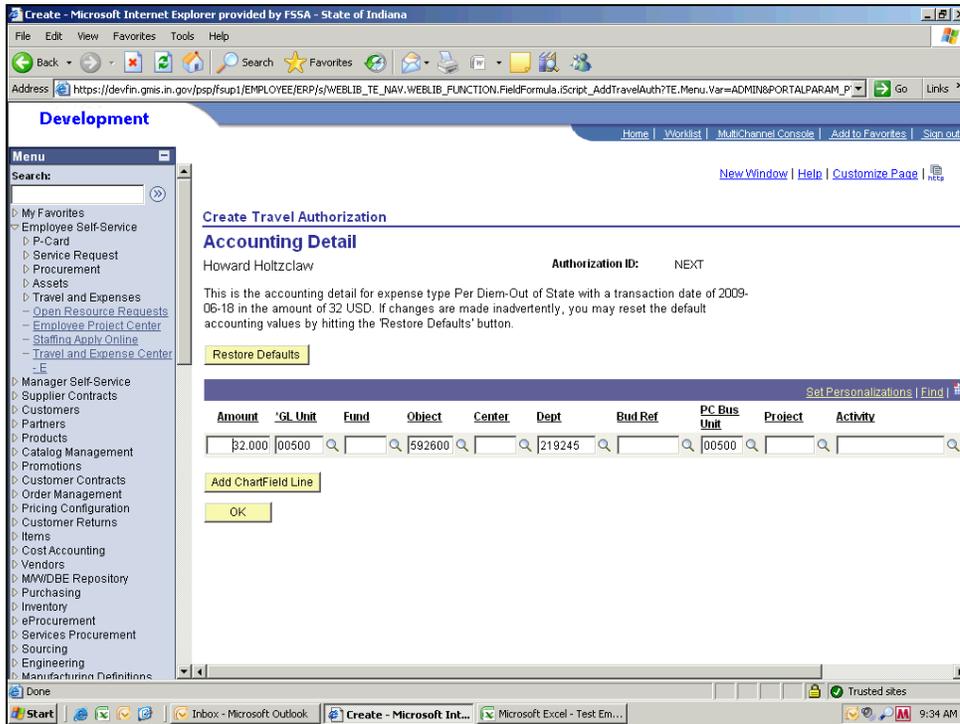


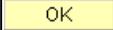
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Step	Action
71.	Click the Accounting Detail link. Accounting Detail

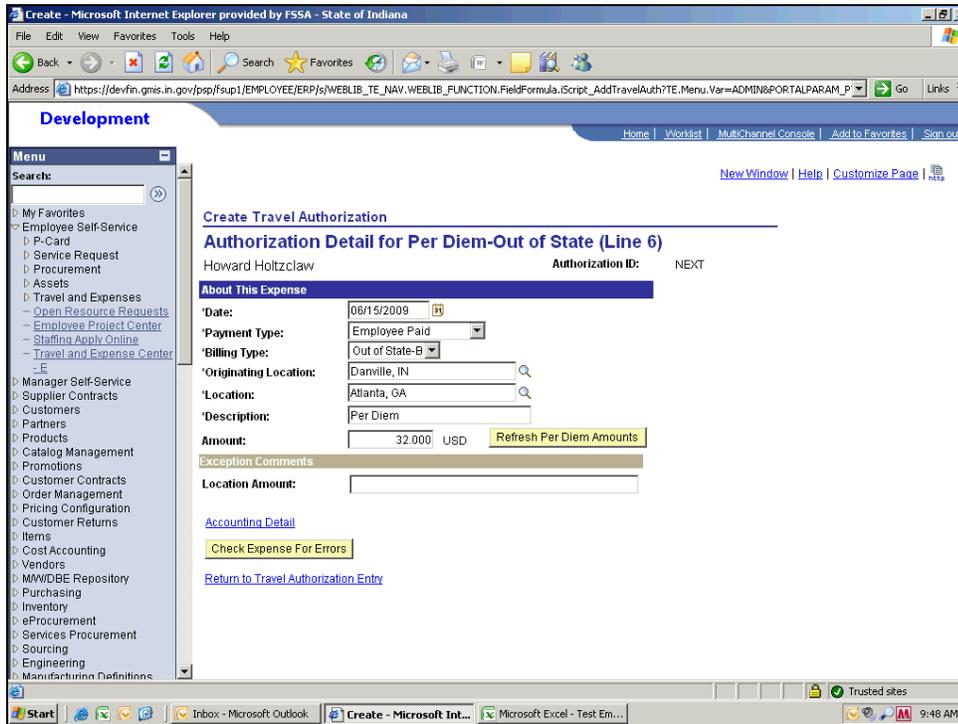


Step	Action
72.	<p>ACCOUNTING DETAIL</p> <p>Enter/verify the accounting information for this expense item.</p> <p>Remember that each field offers the Look Up (magnifying glass) feature to search for valid entries.</p>
73.	<p>Click the OK button.</p> <p></p>

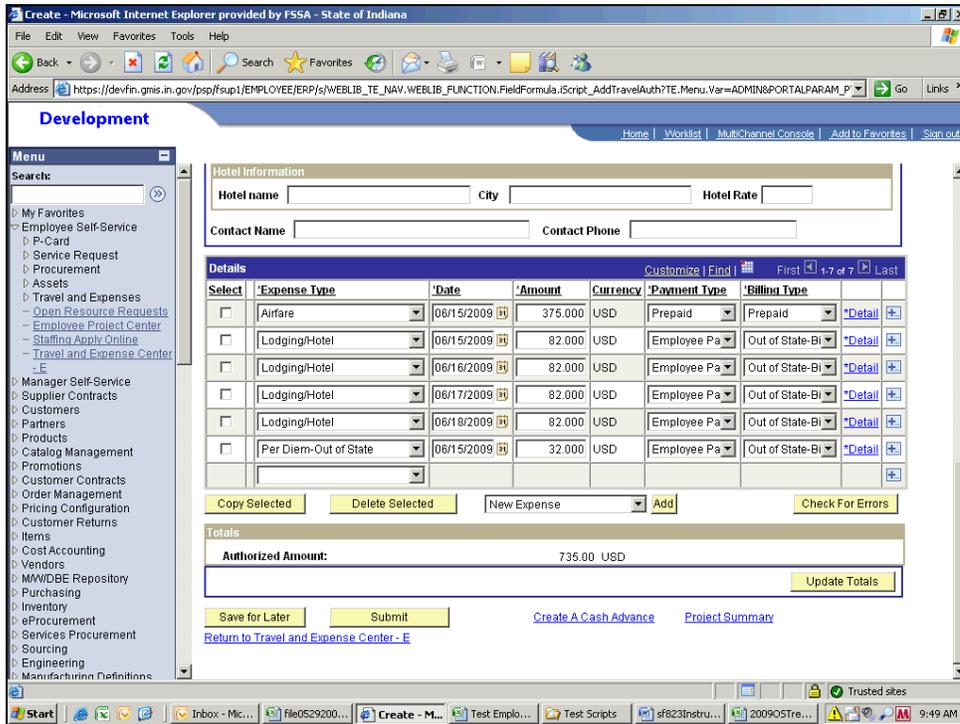


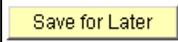
ENCOMPASS Training Guide

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Step	Action
74.	<p>CHECK FOR ERRORS</p> <p>Click the Check Expense For Errors button.</p> <p>If there are errors or warnings, a red flag will appear at the top of the page describing the exception.</p> <p>Make any necessary corrections or revisions and click the Check Expense for Errors again.</p> <p>Check Expense For Errors</p>
75.	<p>Click the Return to Travel Authorization Entry link.</p> <p>Return to Travel Authorization Entry</p>

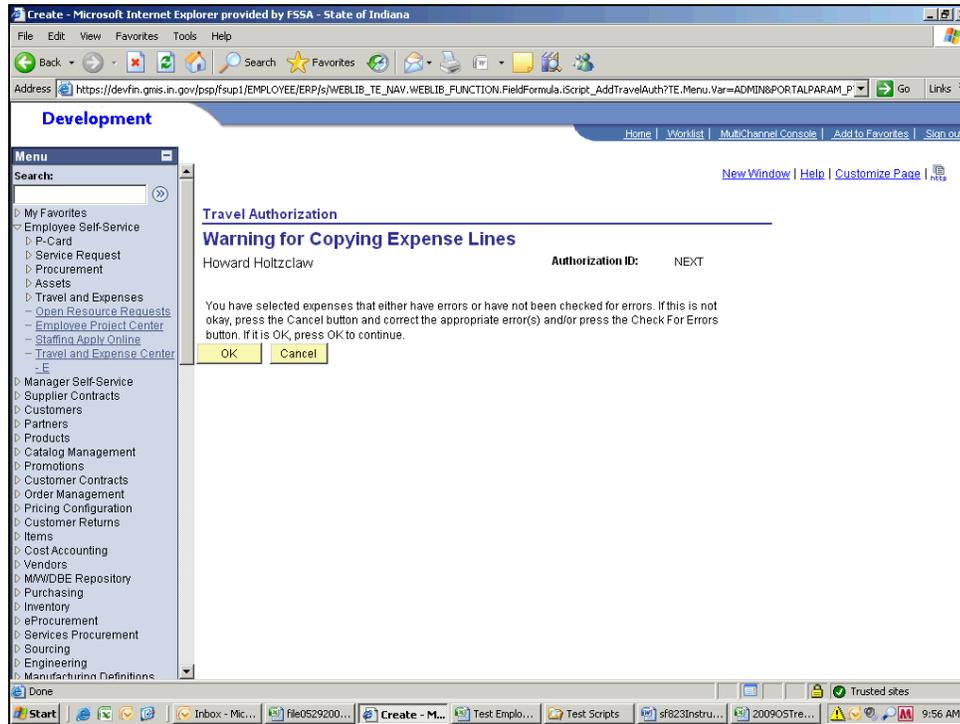


Step	Action
76.	Click the Save for Later button. 
77.	COPY AN EXPENSE LINE Expense lines that are similar and will be listed multiple times may be copied to save data entry requirements. Click the Select checkbox next to the expense to be copied. <input type="checkbox"/>
78.	Click the Copy Selected button. 

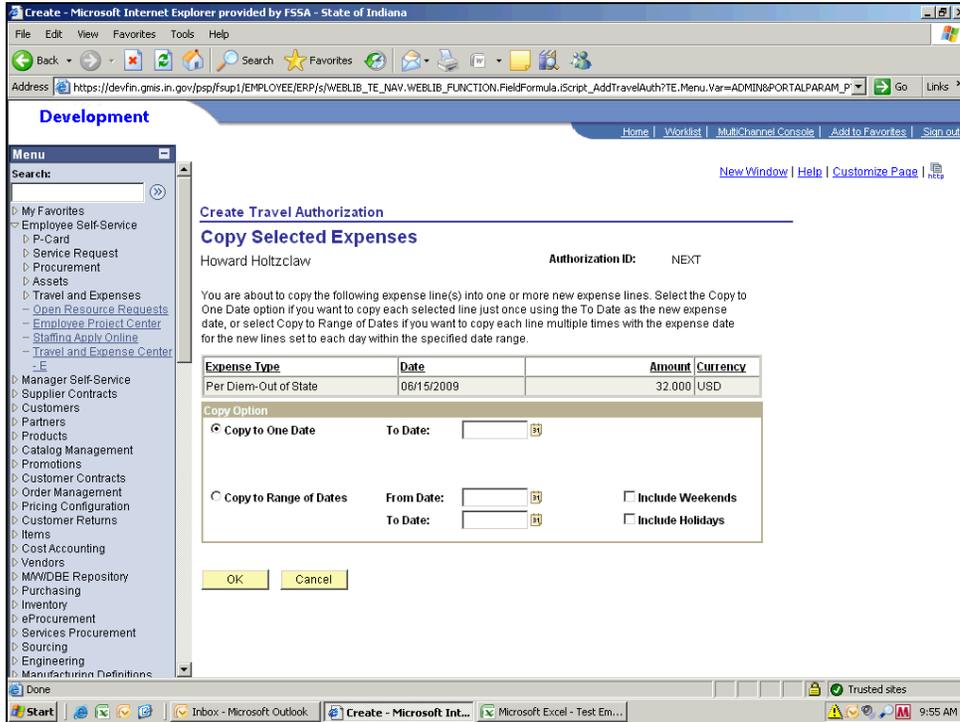


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Step	Action
79.	<p>If the expense to be copied has not been checked for errors in a previous step, a warning will be displayed. This is an alert only and will not prevent the action from continuing.</p> <p>Click the OK button.</p> <div data-bbox="464 1346 589 1392" style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>

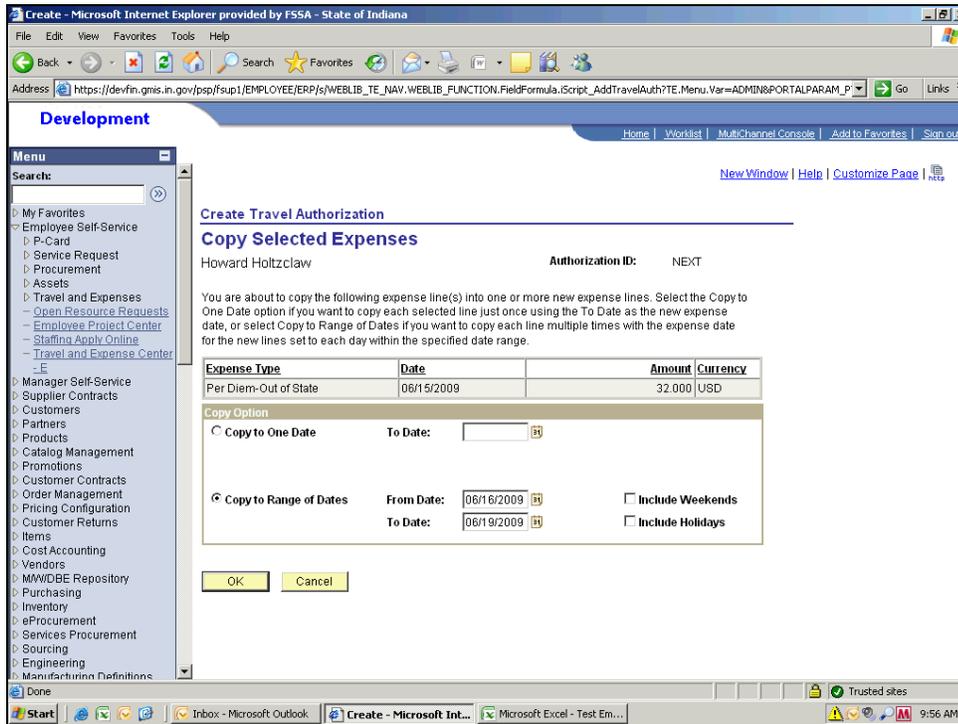


Step	Action
80.	<p>Using the Copy Option section choices, the expense may copied for each date in a range or a single specific date.</p> <p>Each day's expense must be listed with the corresponding date.</p> <p>For this example, select Copy to Range of Dates.</p> 
81.	<p>Using the Calendar icon (or enter the dates manually), identify the date range for the expense to be copied in the From Date and To Date fields.</p> <p>For this example, select June 16, 2009 as the From Date and June 19, 2009 as the To Date.</p>

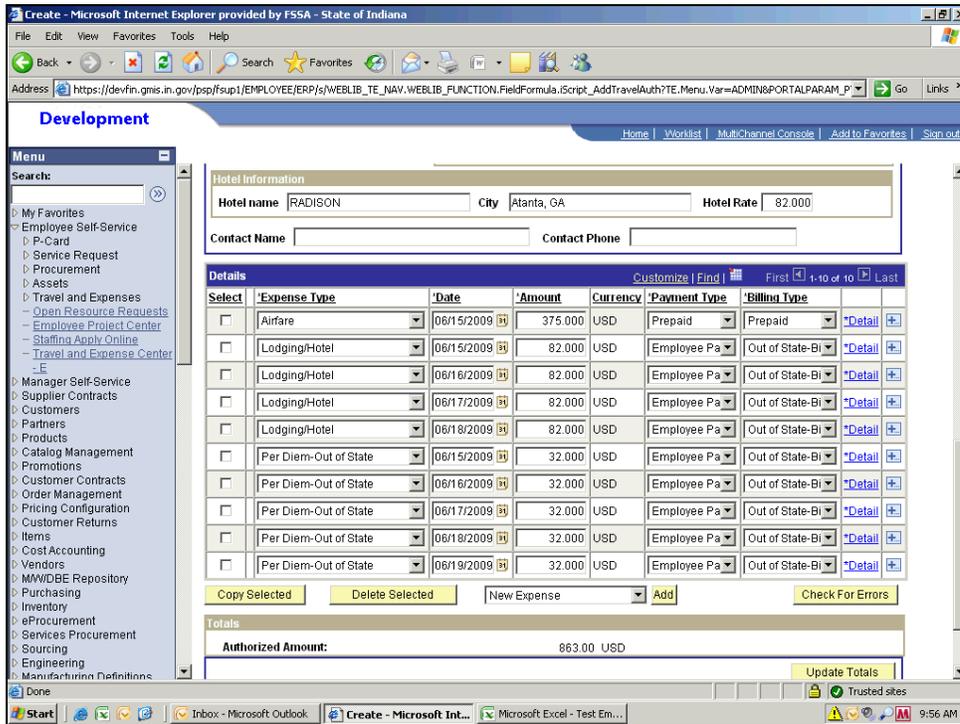


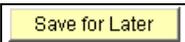
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Travel and Expense User Guide



Step	Action
82.	<p>The Include Weekends and/or Include Holidays checkboxes allow these types of days to be included in the date range specified if applicable for this trip.</p> <p>Do not check them if they don't apply.</p> <p>Click the OK button.</p>



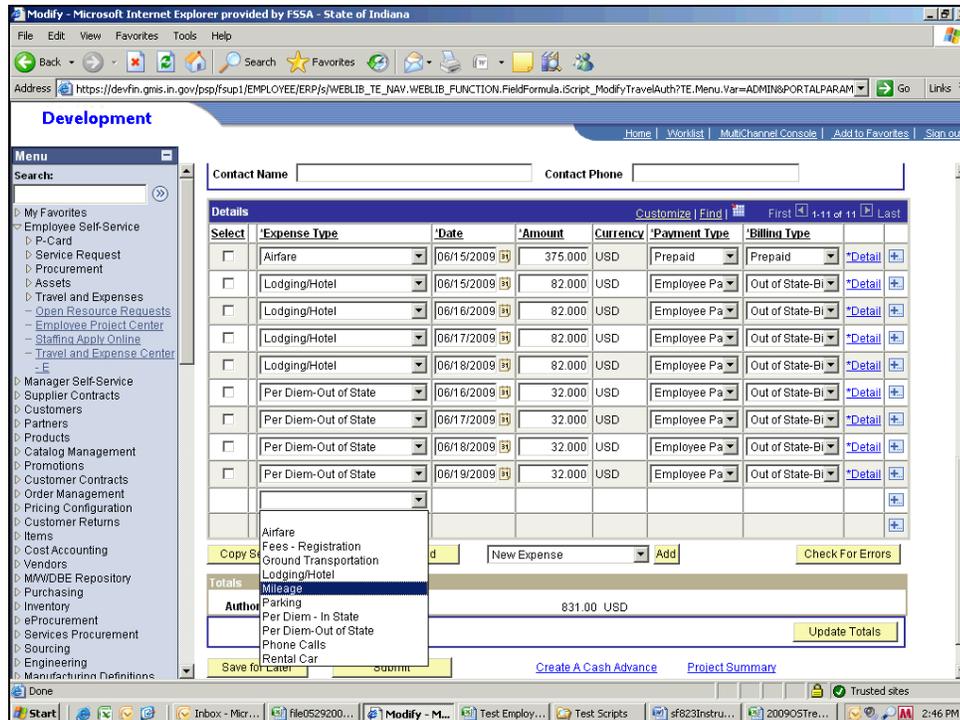
Step	Action
83.	<p>The expense selected will be copied to the Travel Authorization for the dates specified.</p> <p>The information may be updated if necessary.</p>
84.	<p>Click the Save for Later button.</p> 
85.	<p>ADDING ROWS</p> <p>For more rows to list additional expenses, click the Add multiple new rows at row 5 (Alt+7) "+" button.</p> 
86.	<p>A pop-up message will ask for the number of rows that should be added.</p> <p>Enter Number of rows to add.</p> <p>Click the OK button</p> <p>For this example, enter "2".</p>



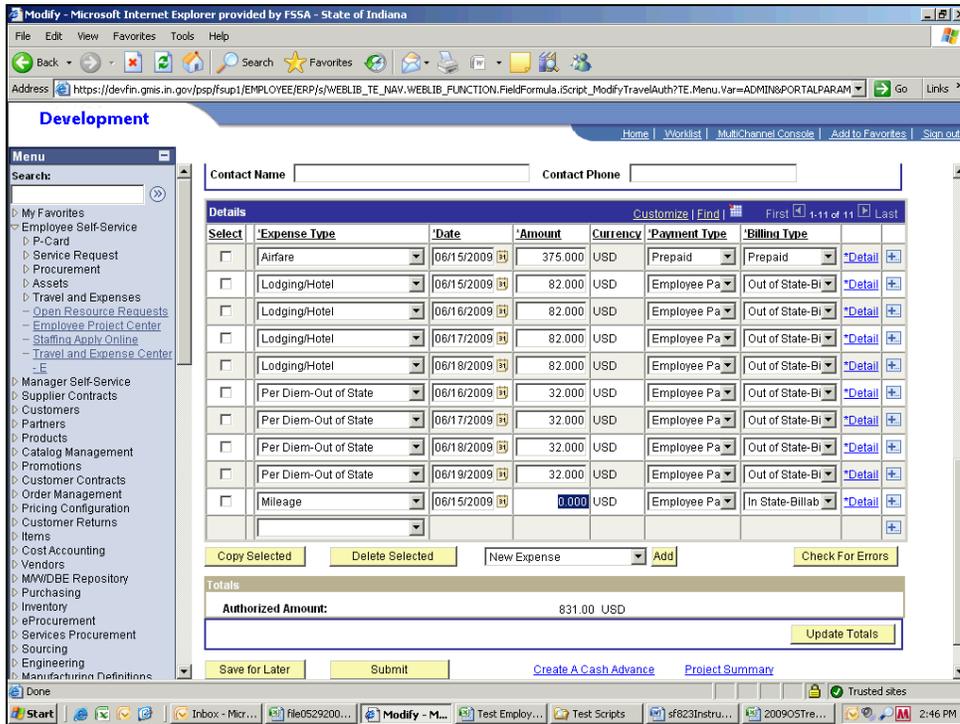
ENCOMPASS Training Guide

Travel and Expense User Guide

Step	Action
87.	Click the OK button <div style="border: 1px solid black; padding: 2px; display: inline-block;">OK</div>



Step	Action
88.	EXPENSE TYPE - MILEAGE Click the down arrow next to the Expense Type field. Select Mileage .
89.	Enter the date the expense is to be incurred.



Step	Action
90.	<p>Notice that the Amount field is inactive (grayed out).</p> <p>When the number of miles is entered on the Expense Details page, the dollar amount will be calculated based on the State's current mileage allowance.</p> <p><input type="text" value="0.000"/></p>
91.	<p>Click the down arrow next to the Payment Type field.</p> <p>Select Employee Paid.</p>
92.	<p>Click the down arrow next to the Billing Type field.</p> <p>Select Out of State-Billable.</p> <p><input type="text" value="Out of State-Billab"/></p>



ENCOMPASS Training Guide

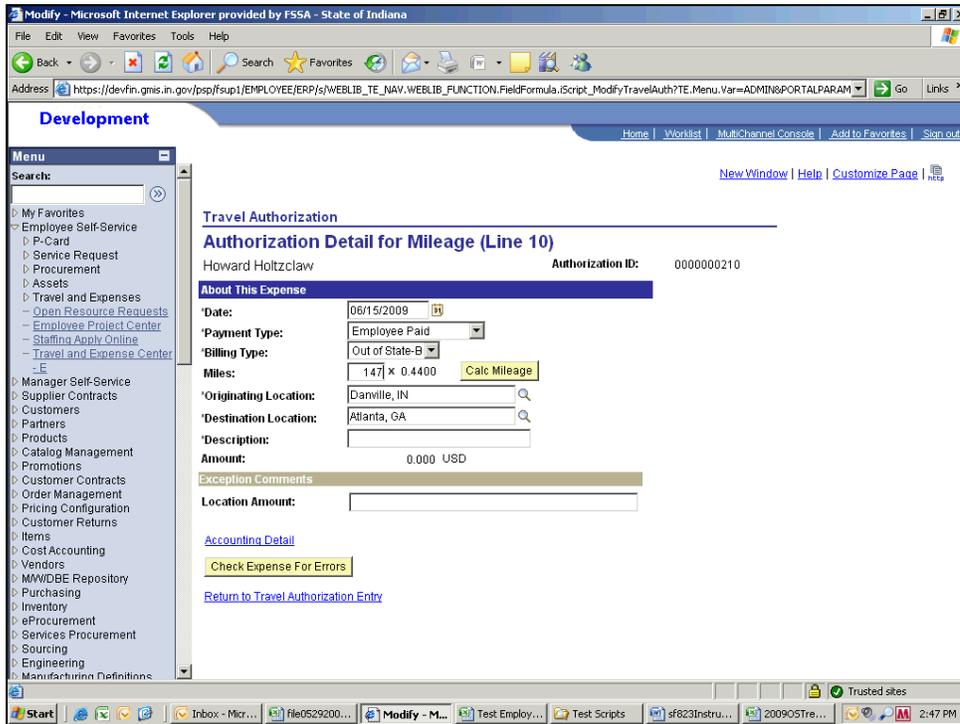
Travel and Expense User Guide

The screenshot shows a web browser window displaying the ENCOMPASS application. The main content area is titled 'Details' and contains a table of expense entries. The table has the following columns: Select, Expense Type, Date, Amount, Currency, Payment Type, and Billing Type. The entries include Airfare, Lodging/Hotel, and Per Diem-Out of State. At the bottom of the table, there is a 'Totals' section showing an 'Authorized Amount' of 831.00 USD. The interface also includes a left-hand menu, a top navigation bar, and a status bar at the bottom.

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Airfare	06/15/2009	375.000	USD	Prepaid	Prepaid
<input type="checkbox"/>	Lodging/Hotel	06/15/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/17/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/18/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/16/2009	32.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/17/2009	32.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/18/2009	32.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/19/2009	32.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Mileage	06/15/2009	0.000	USD	Employee Pa	Out of State-Bi

Totals
Authorized Amount: 831.00 USD

Step	Action
93.	Click the Detail link. *Detail
94.	In the Miles field, enter the estimated number of miles to be driven. For this example, enter " 147 ".

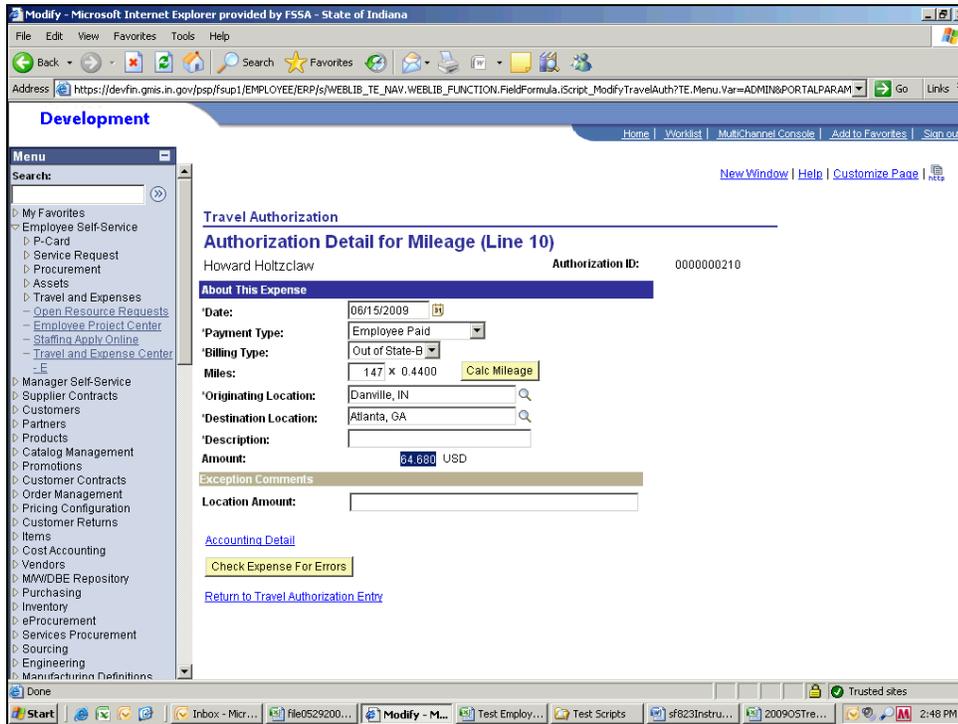


Step	Action
95.	Click the Calc Mileage button.

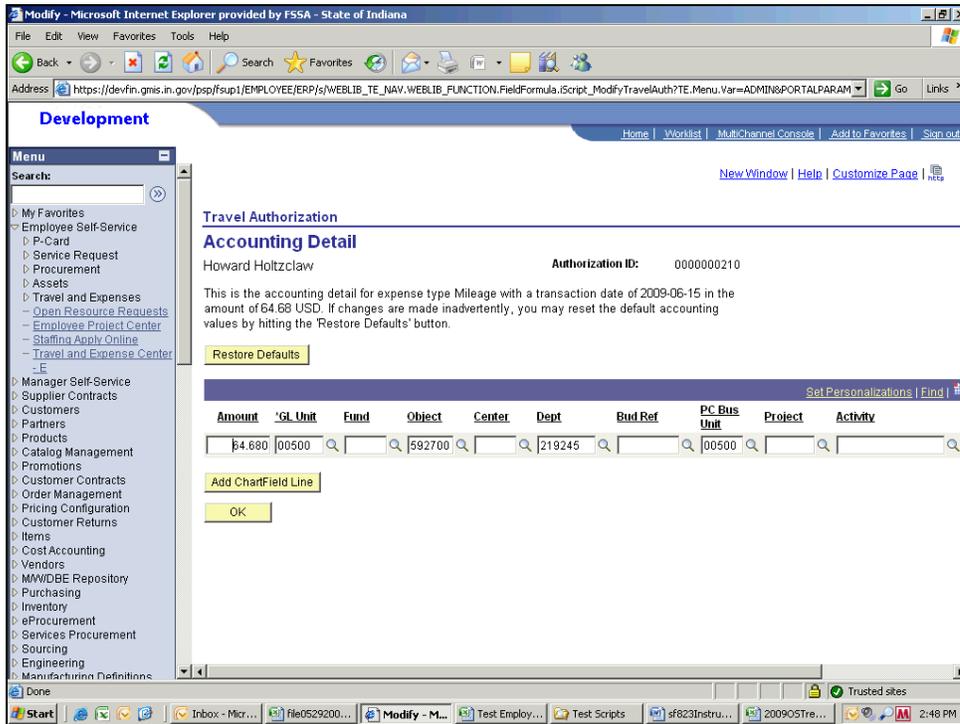


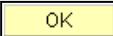
ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
96.	The Amount field will populate with the dollar amount based on the number of miles to be driven multiplied by the State's current mileage allowance.
97.	Click the Accounting Detail link. Accounting Detail

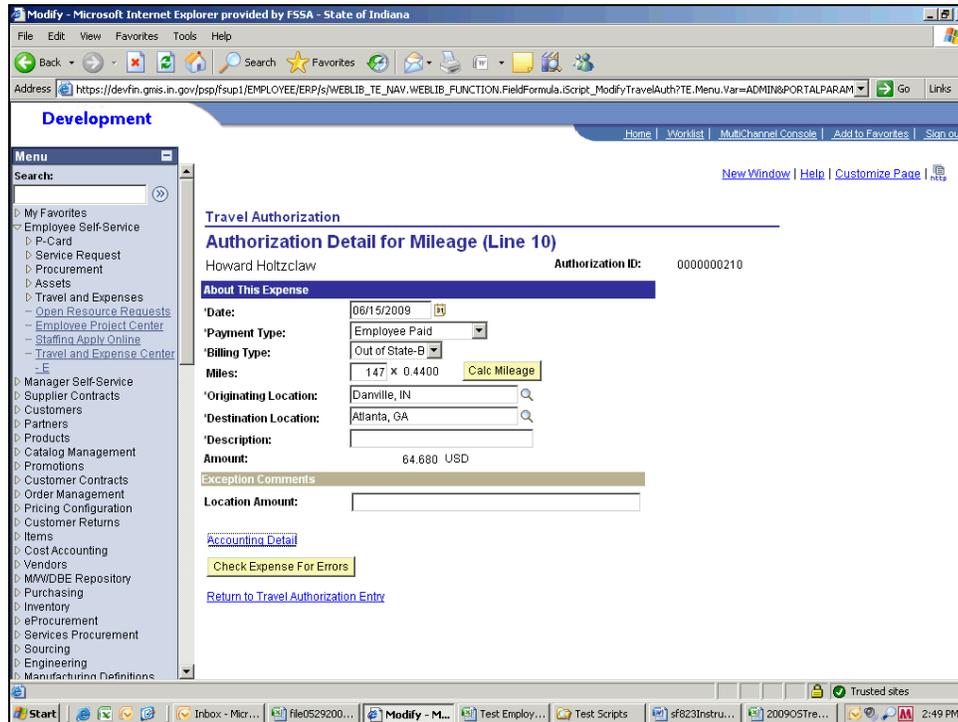


Step	Action
98.	<p>ACCOUNTING DETAIL</p> <p>Enter/verify the accounting information for this expense item.</p> <p>Remember that each field offers the Look Up (magnifying glass) feature to search for valid entries.</p>
99.	<p>Click the OK button.</p> <p></p>

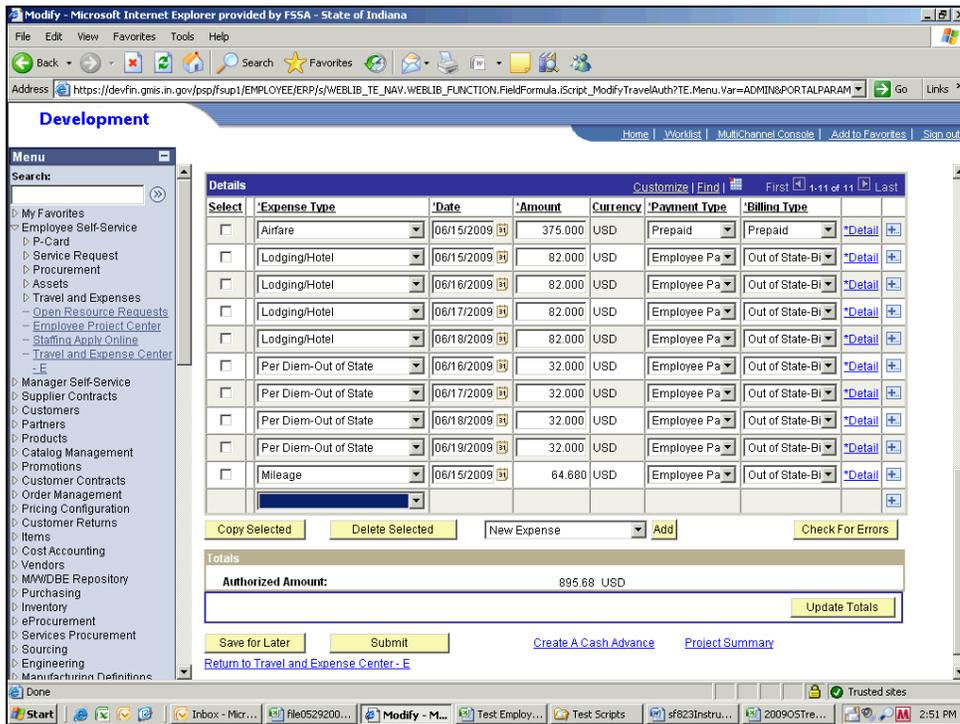


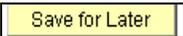
ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
100.	<p>CHECK FOR ERRORS</p> <p>Click the Check Expense For Errors button.</p> <p>If there are errors or warnings, a red flag will appear at the top of the page describing the exception.</p> <p>Make any necessary corrections or revisions and click the Check Expense for Errors again.</p> <p>Check Expense For Errors</p>
101.	<p>The Description field was left blank, and this is a required field.</p> <p>For this example, enter "Drive in Atlanta".</p> <p>The Location Amount field is not currently used.</p>
102.	<p>Click the Check Expense For Errors button.</p> <p>Check Expense For Errors</p>
103.	<p>When all warnings are cleared, click the Return to Travel Authorization Entry link.</p> <p>Return to Travel Authorization Entry</p>



Step	Action
104.	Click the Save for Later button. 
105.	EXPENSE TYPE - RENTAL CAR Click the down arrow next to the Expense Type field. Select Rental Car .
106.	Enter the date that the expense will be incurred. 
107.	Enter the estimated cost in the Amount field. for this example, enter " 87.000 ".



ENCOMPASS Training Guide

Travel and Expense User Guide

The screenshot shows a web browser window displaying the ENCOMPASS application. The main content area contains a table with the following columns: Select, Expense Type, Date, Amount, Currency, Payment Type, and Billing Type. The table lists several expense entries, including Airfare, Lodging/Hotel, Per Diem-Out of State, Mileage, and Rental Car. The 'Payment Type' dropdown menu is open, showing the following options: Employee Paid, Prepaid, and Travel Card. The 'Authorized Amount' is displayed as 895.68 USD.

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Airfare	06/15/2009	375.000	USD	Prepaid	Prepaid
<input type="checkbox"/>	Lodging/Hotel	06/15/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/16/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/17/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Lodging/Hotel	06/18/2009	82.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/16/2009	32.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/17/2009	32.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/18/2009	32.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Per Diem-Out of State	06/19/2009	32.000	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Mileage	06/15/2009	64.680	USD	Employee Pa	Out of State-Bi
<input type="checkbox"/>	Rental Car	06/16/2009	87.000	USD	Prepaid	Prepaid

Totals
Authorized Amount: 895.68 USD

Buttons: Copy Selected, Delete Selected, New Expense, Check For Errors, Save for Later, Submit, Create A Cash Advance, Project Summary, Return to Travel and Expense Center - E, Update Totals

Step	Action
108.	Click the down arrow next to the Payment Type field. Select Employee Paid .

ENCOMPASS Training Guide

Travel and Expense User Guide



The screenshot shows a web browser window displaying the ENCOMPASS application. The main content area contains a table with the following columns: Select, Expense Type, Date, Amount, Currency, Payment Type, and Billing Type. The table lists various expense entries with their respective amounts and dates. A dropdown menu is open for the 'Billing Type' field of the last row, showing options: Prepaid, In State-Billable, Out of State-Billable, Out of State-NonBillable, and Prepaid. The 'Detail' link is highlighted in the dropdown.

Select	Expense Type	Date	Amount	Currency	Payment Type	Billing Type
<input type="checkbox"/>	Airfare	06/15/2009	375.000	USD	Prepaid	Prepaid *Detail
<input type="checkbox"/>	Lodging/Hotel	06/15/2009	82.000	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Lodging/Hotel	06/16/2009	82.000	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Lodging/Hotel	06/17/2009	82.000	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Lodging/Hotel	06/18/2009	82.000	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Per Diem-Out of State	06/16/2009	32.000	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Per Diem-Out of State	06/17/2009	32.000	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Per Diem-Out of State	06/18/2009	32.000	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Per Diem-Out of State	06/19/2009	32.000	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Mileage	06/15/2009	64.680	USD	Employee Pa	Out of State-Bi *Detail
<input type="checkbox"/>	Rental Car	06/16/2009	87.000	USD	Employee Pa	Prepaid *Detail

Totals
Authorized Amount: 895.68 USD
 Update Totals

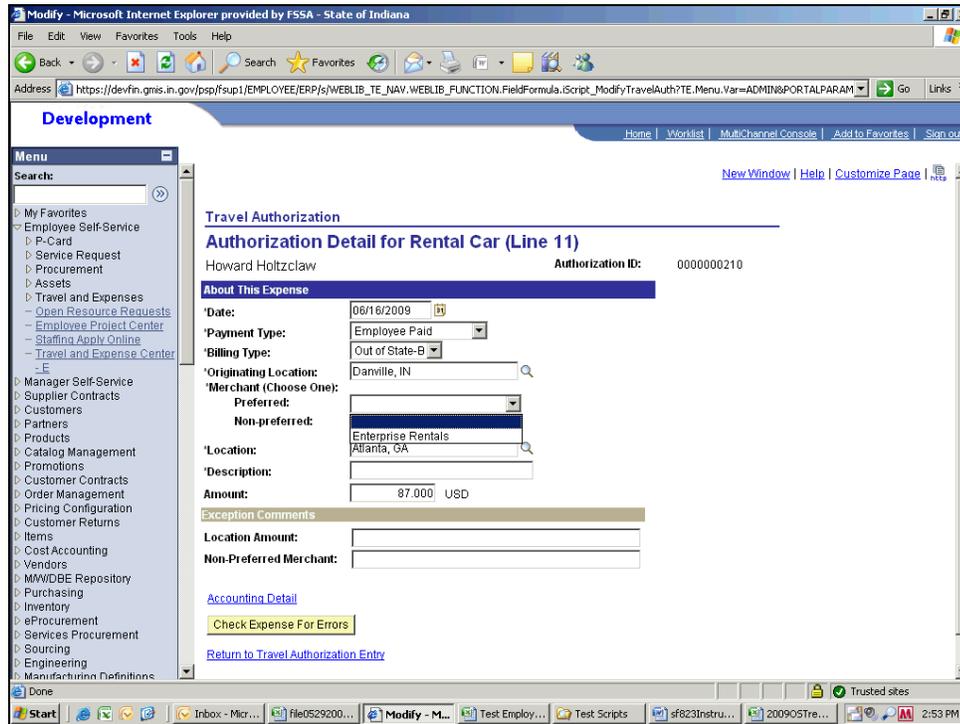
Save for Later Submit Create A Cash Advance Project Summary
 Return to Travel and Expense Center - E

Step	Action
109.	Click the down arrow next to the Billing Type field. Select Out of State-Billable .
110.	Click the Detail link. *Detail



ENCOMPASS Training Guide

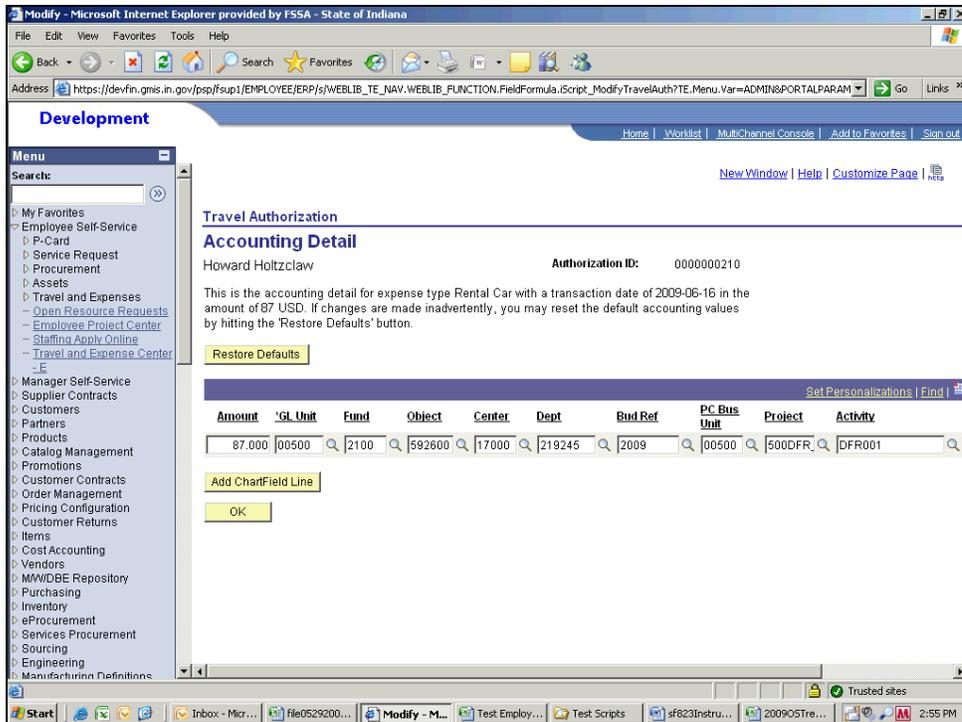
Travel and Expense User Guide



Step	Action
111.	Click the down arrow next to the Merchant Preferred field. If using any of the preferred merchants, select the merchant name from the list.
112.	If NOT using a Preferred Merchant , manually type the name of the merchant being used in the Non-preferred Merchant field. <input type="text"/>
113.	If a preferred merchant isn't used, enter a justification in the (Exception Comments section) Non-Preferred Merchant field. "Enterprise rentals not available in this area," for example. <input type="text"/>
114.	Click the Accounting Detail link. Accounting Detail



Step	Action
115.	<p>ACCOUNTING DETAIL</p> <p>Enter/verify the accounting information for this expense item.</p> <p>Remember that each field offers the Look Up (magnifying glass) feature to search for valid entries.</p> <p>□</p>

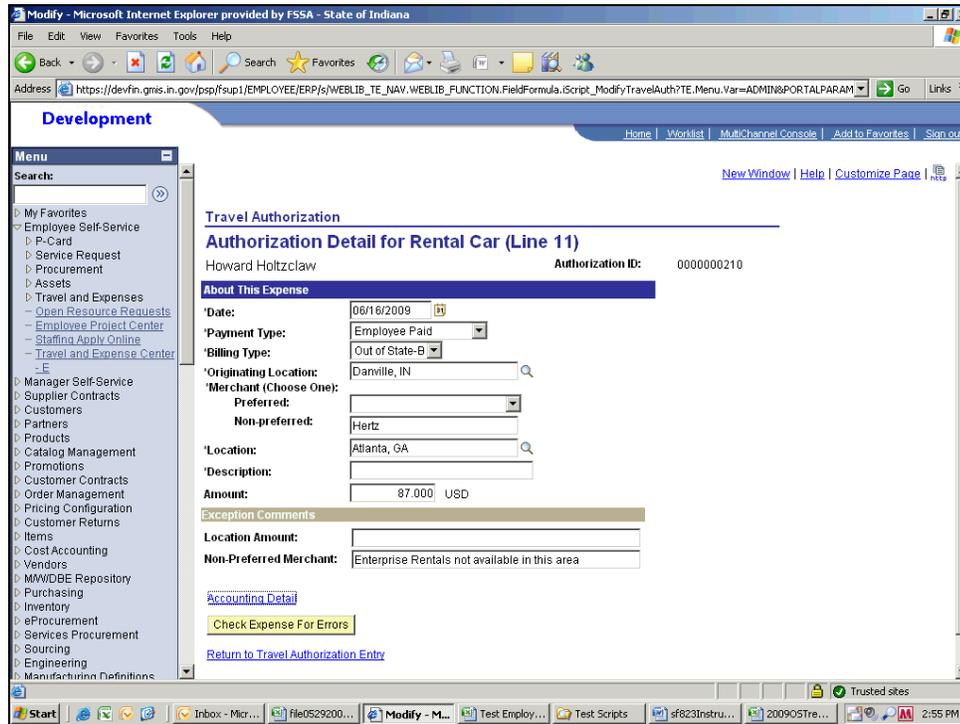


Step	Action
116.	<p>Click the OK button.</p> <p>OK</p>

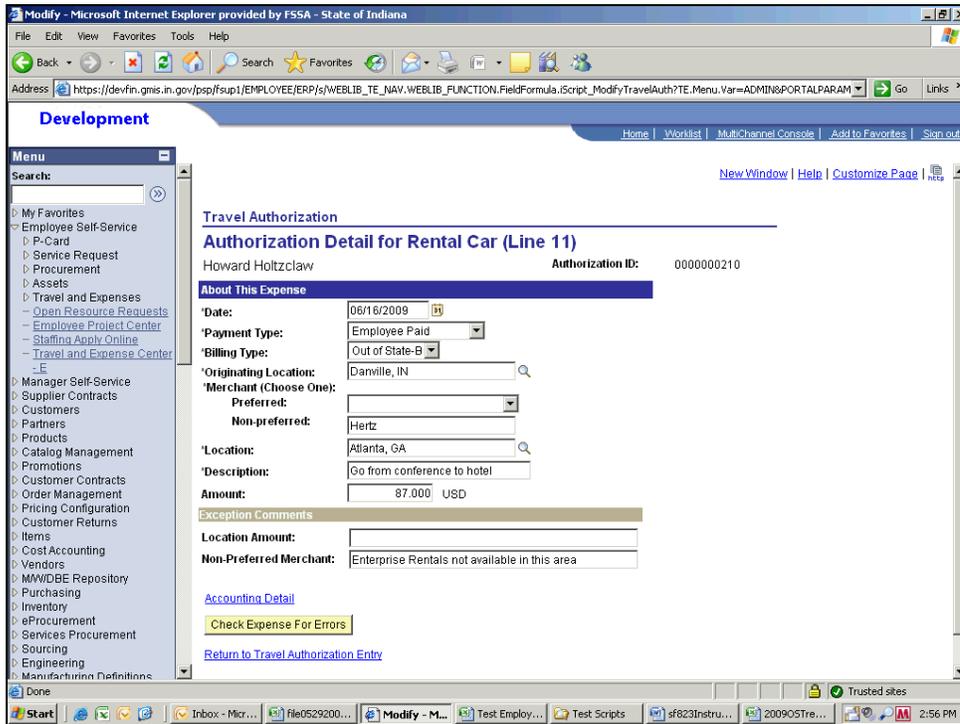


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
117.	Click the Check Expense for Errors button.
118.	<p>The Description field was left blank, and this is a required field.</p> <p>Click in the Description field and enter a description for this expense.</p> <p>For this example, enter "Go from conference to hotel."</p> <p>Go from conference to hotel</p>
119.	Click the Check Expense for Errors button again to make sure all warnings have been cleared.



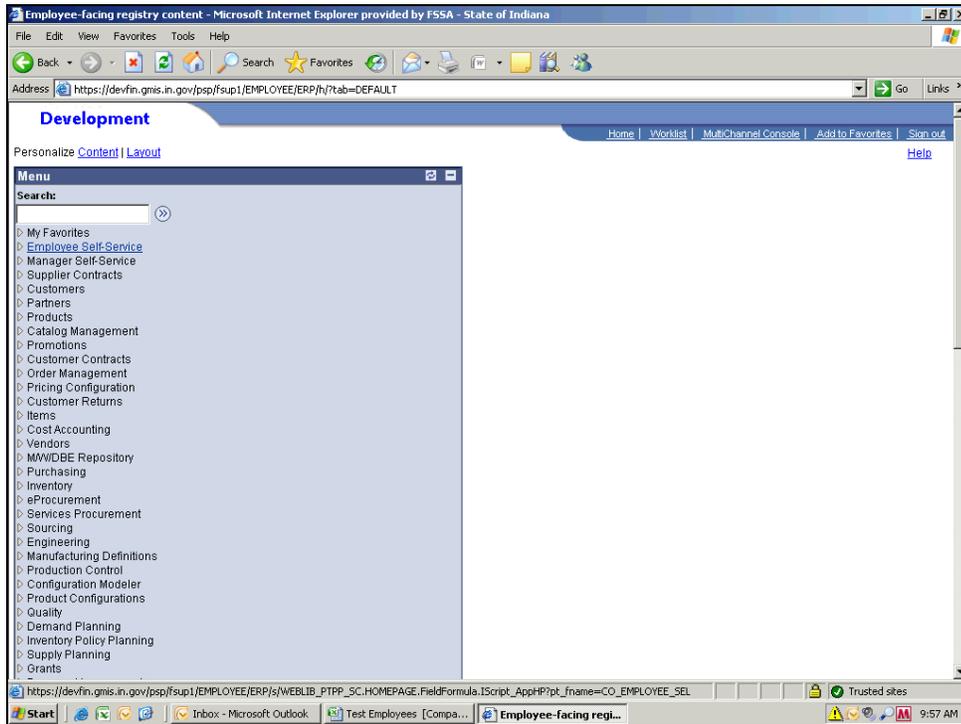
Step	Action
120.	Click the Return to Travel Authorization Entry link when all warnings have been cleared.
121.	Click the Save for Later button. When the Travel Authorization is complete, click the Submit button to route the document for approval.
122.	End of Procedure.

Modify a Travel Authorization Procedure



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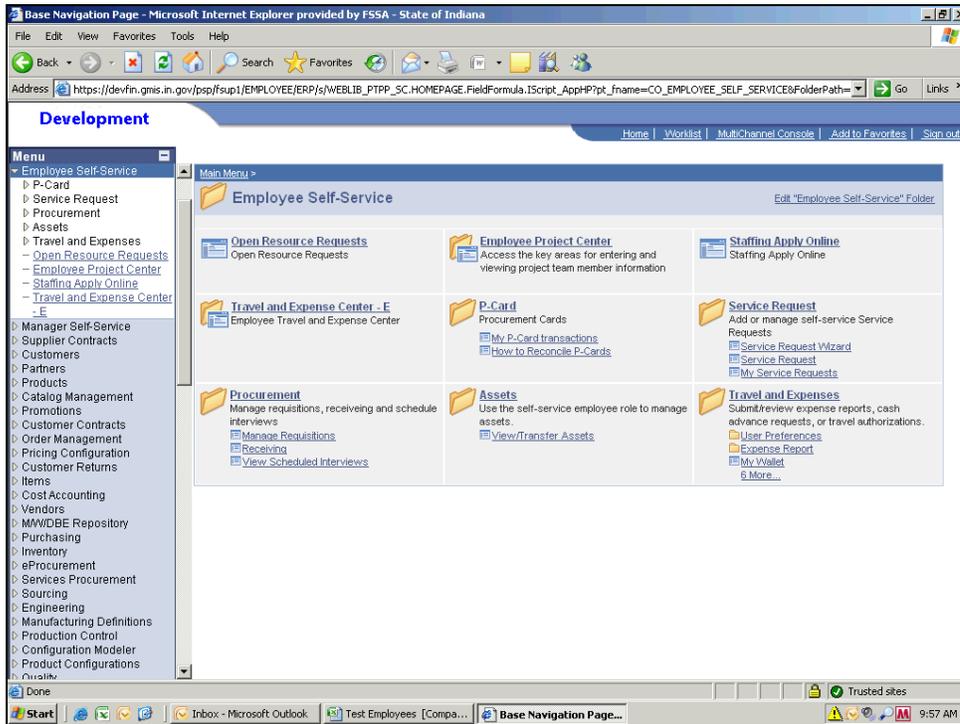
Travel and Expense User Guide



Step	Action
1.	Click the Employee Self-Service link. 

ENCOMPASS Training Guide

Travel and Expense User Guide

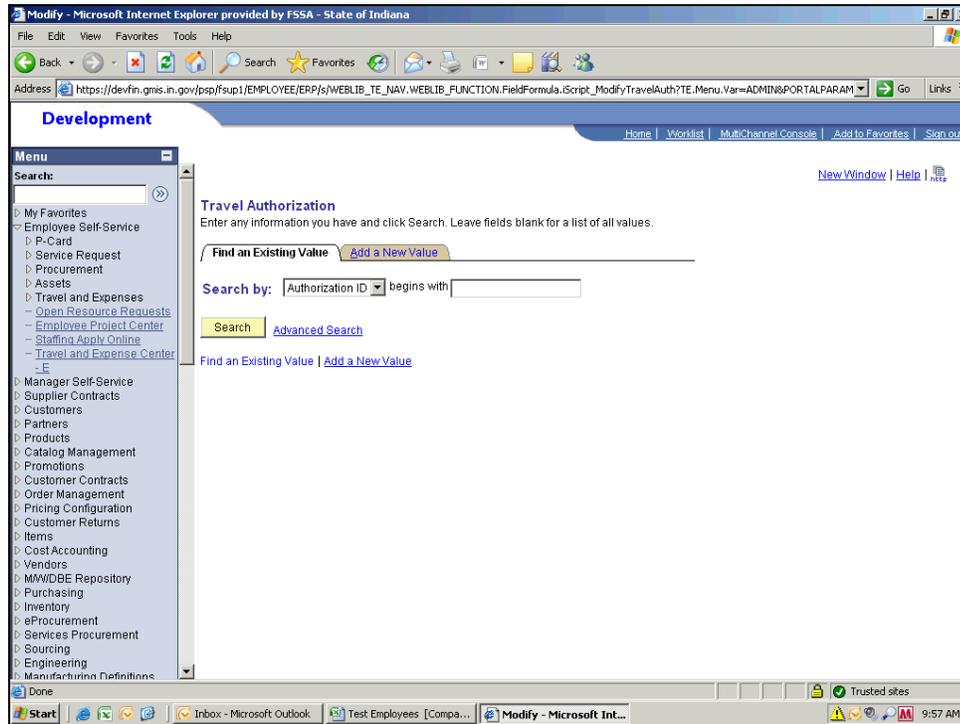


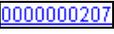
Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Travel Authorization link. Travel Authorization
4.	Click the Modify link. Modify

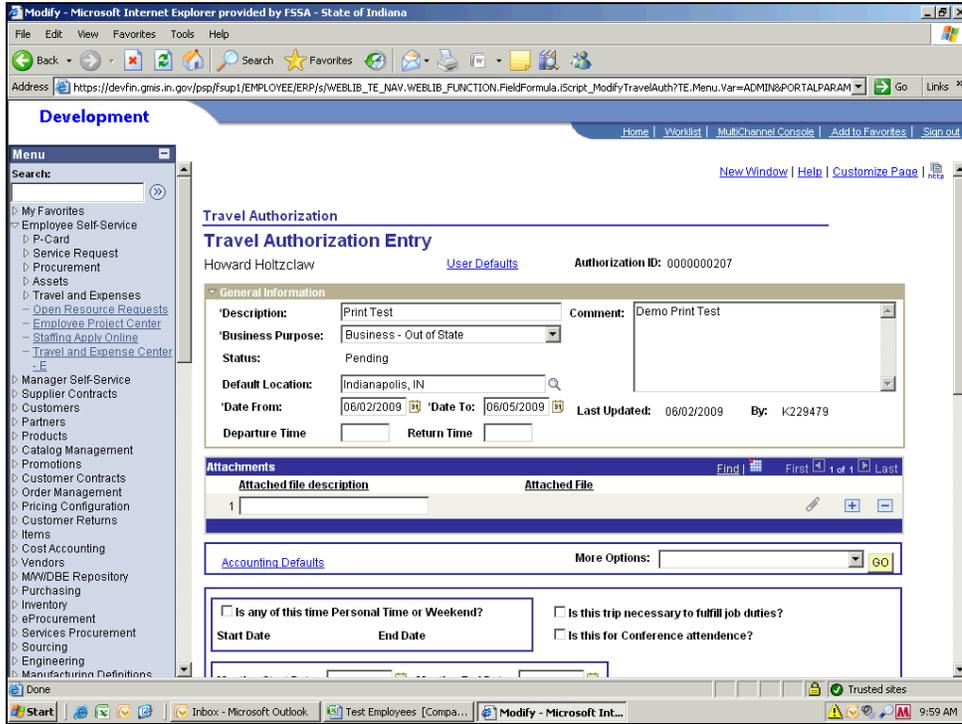


ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
5.	Click the Search by list. 
6.	Click the Advanced Search link. You can search for a TA by any of these data elements. OR
7.	Click the Advanced Search link. 
8.	You can use the Advanced search with more details to find the TA you are looking for.
9.	Release the mouse button. For most of your searches, the basic search will be enough. Select Authorization ID .
10.	Click the Search button
11.	Click an entry in the Authorization ID column. Make a selection from the search results of TA's. 



Step	Action
12.	Make whatever changes you need to make.
13.	Don't forget to click the Save for Later or Submit button when you have completed your changes.
	<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid black; padding: 2px 10px; background-color: #ffffcc;">Save for Later</div> <div style="border: 1px solid black; padding: 2px 10px; background-color: #ffffcc;">Submit</div> </div>
14.	End of Procedure.

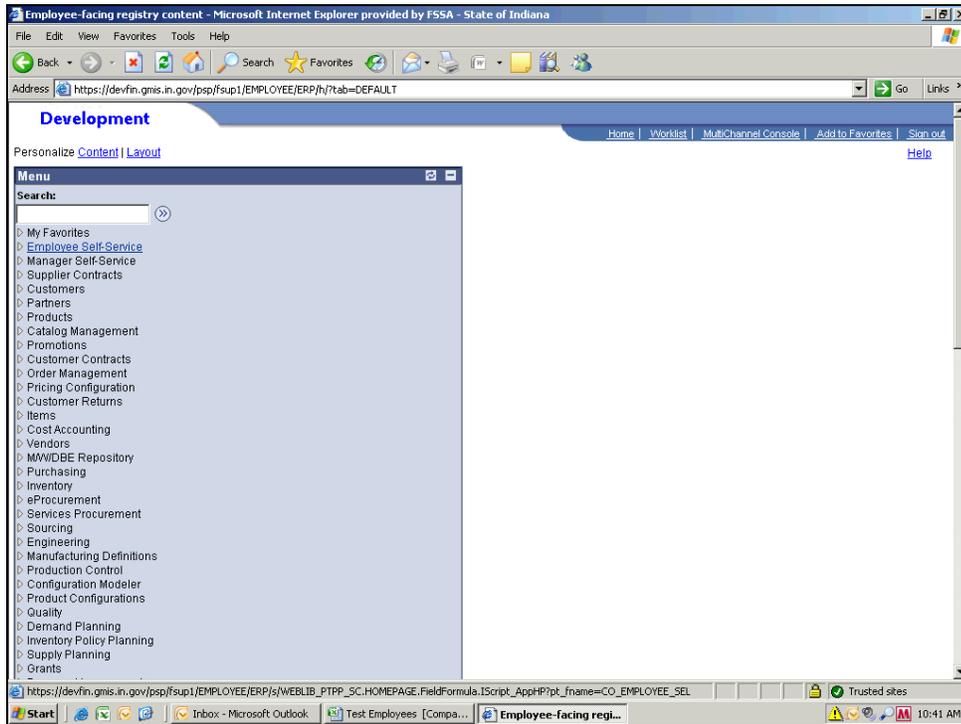
Print a Travel Authorization

Procedure



ENCOMPASS Training Guide

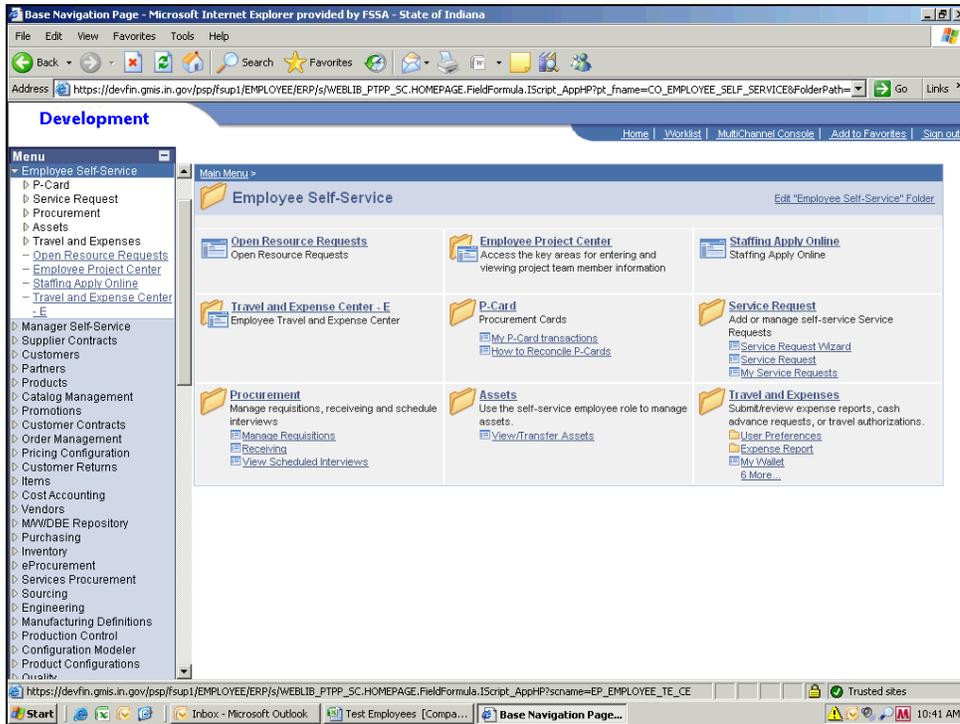
Travel and Expense User Guide



Step	Action
1.	Click the Employee Self-Service link. 

ENCOMPASS Training Guide

Travel and Expense User Guide

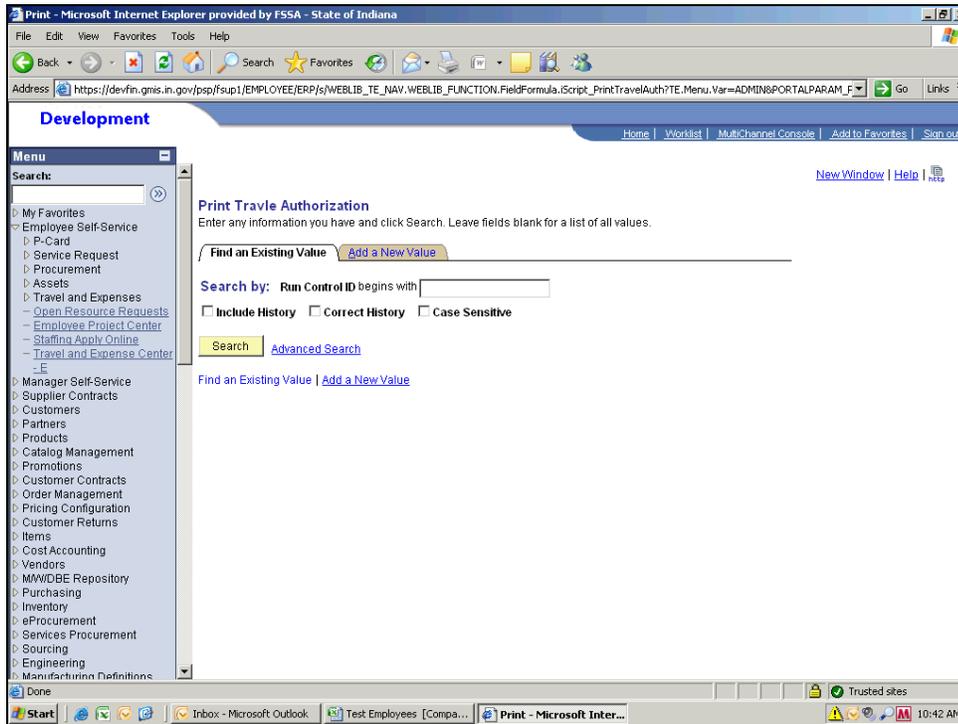


Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Travel Authorization link. Travel Authorization
4.	Click the Print link. Print



ENCOMPASS Training Guide

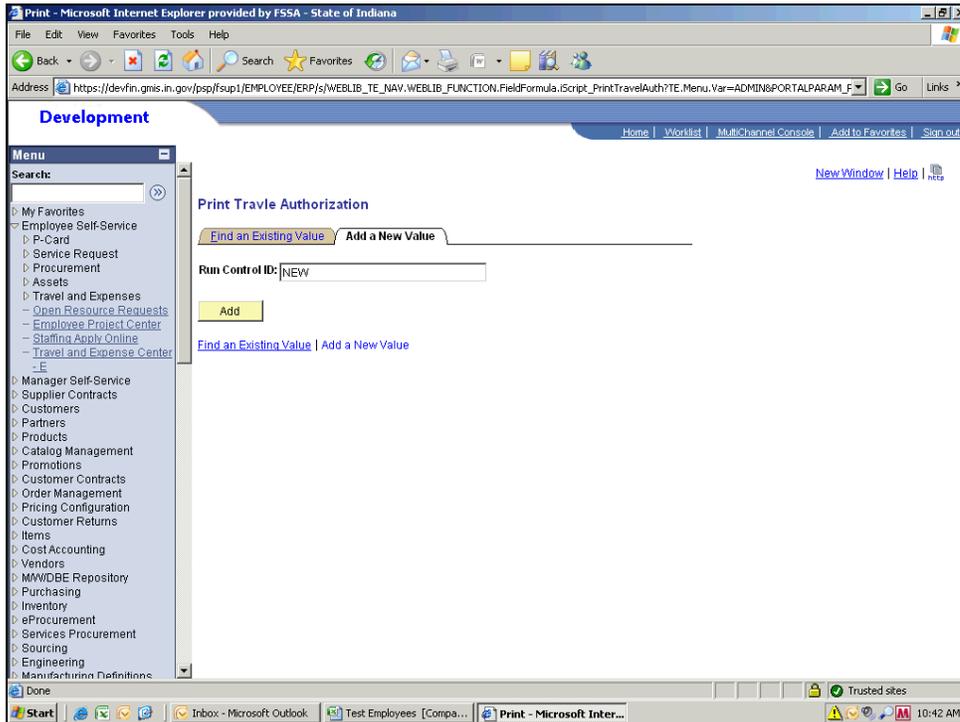
Travel and Expense User Guide



Step	Action
5.	<p>Run Control - Print Travel Authorization</p> <p>Processes like printing documents require a Run Control to define the process parameters. Once it is set-up, it may be used repeatedly.</p> <p>From the Find an Existing Value tab, click the Search button for a list of existing run controls.</p> <p>Search</p>
6.	<p>Click an entry in the Run Control ID column to select an existing Run Control.</p> <p>600TRV</p>
7.	<p>If the Existing Values search DOES NOT return results, click the Add a New Value tab.</p> <p>Add a New Value</p>



Step	Action
8.	<p>Enter a title for the process in the Run Control ID field.</p> <p>The name used is at the user's discretion. Most choose something that identifies the particular process. PRINT_TA, for example.</p> <p>When entering the Run Control name, spaces or special characters will not be accepted.</p> <p>Enter "NEW".</p>



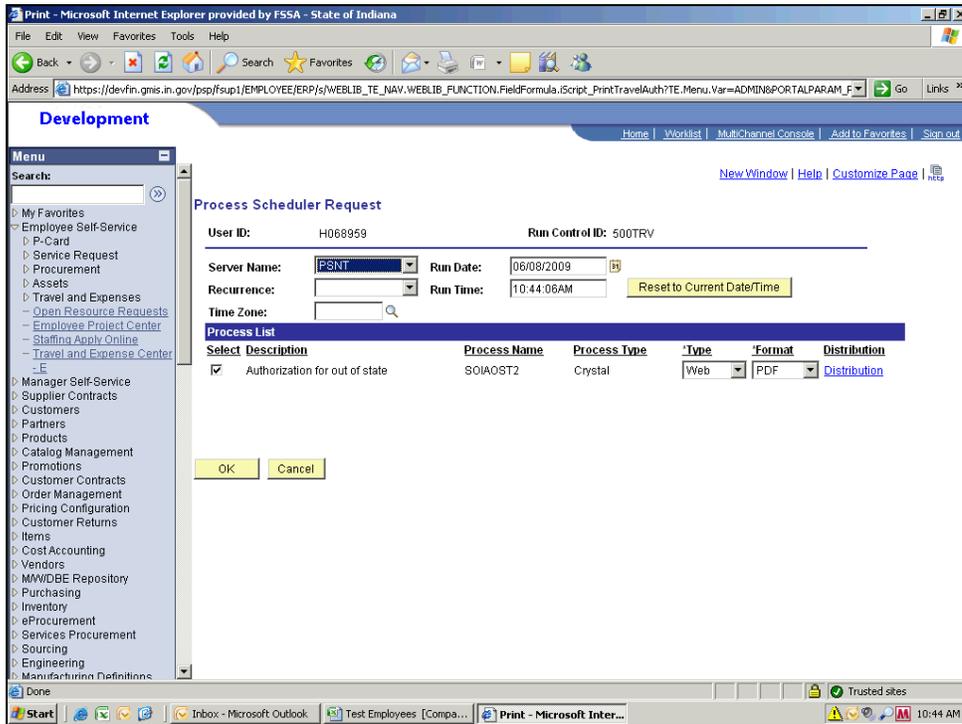
Step	Action
9.	When the Run Control ID has been entered, click the Add button.
10.	<p>In the Process Request Parameters, enter the Travel Authorization number in the Travel Authorization ID field.</p> <p>The Look Up icon (magnifying glass) may be used to search for Travel Authorization ID if needed.</p> 



ENCOMPASS Training Guide

Travel and Expense User Guide

Step	Action
11.	<p><i>Using the Look Up</i></p> <p>Click the down arrow next to the Search By field (currently displaying Authorization ID.)</p> <p>Select the desired search operator.</p> 
12.	<p><i>Using the Look Up</i></p> <p>To narrow the search results further and/or define other parameters, click the Advanced Lookup link.</p> 
13.	<p><i>Using the Look Up</i></p> <p>Using the available search fields, enter information to define the desired results.</p> <p>Click the Lookup button.</p>
14.	<p><i>Using the Look Up</i></p> <p>From the search results returned, click an entry in the Authorization ID column to select a document.</p> 
15.	<p>When the Travel Authorization ID has been entered (or selected), click the Run button.</p> 

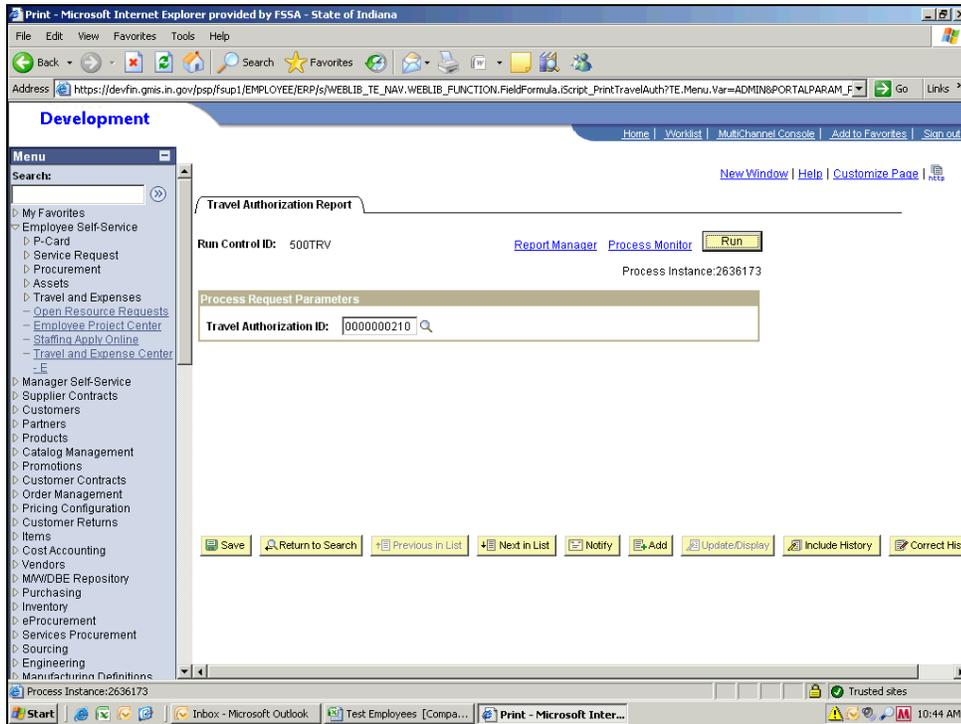


Step	Action
16.	<p>The Process Scheduler Request page will display the <i>Authorization for out of state</i> as the process to be run. Make sure the Select checkbox is checked.</p> <p>Click the OK button.</p> <div data-bbox="370 1312 483 1348" style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">OK</div>



ENCOMPASS Training Guide

Travel and Expense User Guide



Step	Action
17.	<p>When the process is launched, the Run Control page will return and an assigned Process Instance will be displayed in the top right corner.</p> <p>To monitor the progress, click on the Process Monitor link.</p>
18.	<p>The page will not automatically update as the process runs.</p> <p>Click the Refresh button every 15 - 30 seconds until the Run Status column displays Success, and the Distribution Status displays Posted.</p> <p></p>
19.	<p>Once the Run Status changes to Success and the Distribution Status changes to Posted, click the Details link.</p> <p></p>



The screenshot shows a web browser window with the following content:

- Browser Title:** Print - Microsoft Internet Explorer provided by FSSA - State of Indiana
- Address Bar:** https://devfin.gmis.in.gov/psp/fsup1/EMPLOYEE/ERP/S/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_PrintTravelAuth?TE.Menu.Var=ADMIN8PORTALPARAM_F
- Page Header:** Development | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
- Menu (Left):** My Favorites, Employee Self-Service, P-Card, Service Request, Procurement, Assets, Travel and Expenses, Open Resource Requests, Employee Project Center, Staffing Apply Online, Travel and Expense Center, Manager Self-Service, Supplier Contracts, Customers, Partners, Products, Catalog Management, Promotions, Customer Contracts, Order Management, Pricing Configuration, Customer Returns, Items, Cost Accounting, Vendors, M/W/DBE Repository, Purchasing, Inventory, eProcurement, Services Procurement, Sourcing, Engineering, Manufacturing Definitions.
- Search:** [Search box]
- Process Detail:**
 - Process:** Instance: 2636173, Type: Crystal, Name: SOIAOST2, Description: Authorization for out of state, Run Status: Success, Distribution Status: Posting.
 - Run:** Run Control ID: 500TRV, Location: Server, Server: PSNT, Recurrence: [None].
 - Date/Time:** Request Created On: 06/08/2009 10:44:27AM IND, Run Anytime After: 06/08/2009 10:44:06AM IND, Began Process At: 06/08/2009 10:44:59AM IND, Ended Process At: 06/08/2009 10:45:09AM IND.
 - Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace.
- Buttons:** OK, Cancel.
- Taskbar:** Start button, Taskbar with icons for Outlook, Test Employees, and Print - Microsoft Inter...

Step	Action
20.	Click the View Log/Trace link. View Log/Trace



ENCOMPASS Training Guide

Travel and Expense User Guide

Development

Home | Worklist | MultiChannel Console | Add To Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Feedback](#)

View Log/Trace

Report

Report ID: 1260344 **Process Instance:** 2636173 [Message Log](#)

Name: SOIAOST2 **Process Type:** Crystal

Run Status: Success

Authorization for out of state

Distribution Details

Distribution Node: HTTP **Expiration Date:** 06/15/2009

File List

Name	File Size (bytes)	Datetime Created
CRW_SOIAOST2_2636173.log	0	06/08/2009 10:45:09.073000AM IND
SOIAOST2_2636173.PDF	95,550	06/08/2009 10:45:09.073000AM IND
pssntrace.trc	500	06/08/2009 10:45:09.073000AM IND

Distribute To

Distribution ID Type	Distribution ID
User	H088959

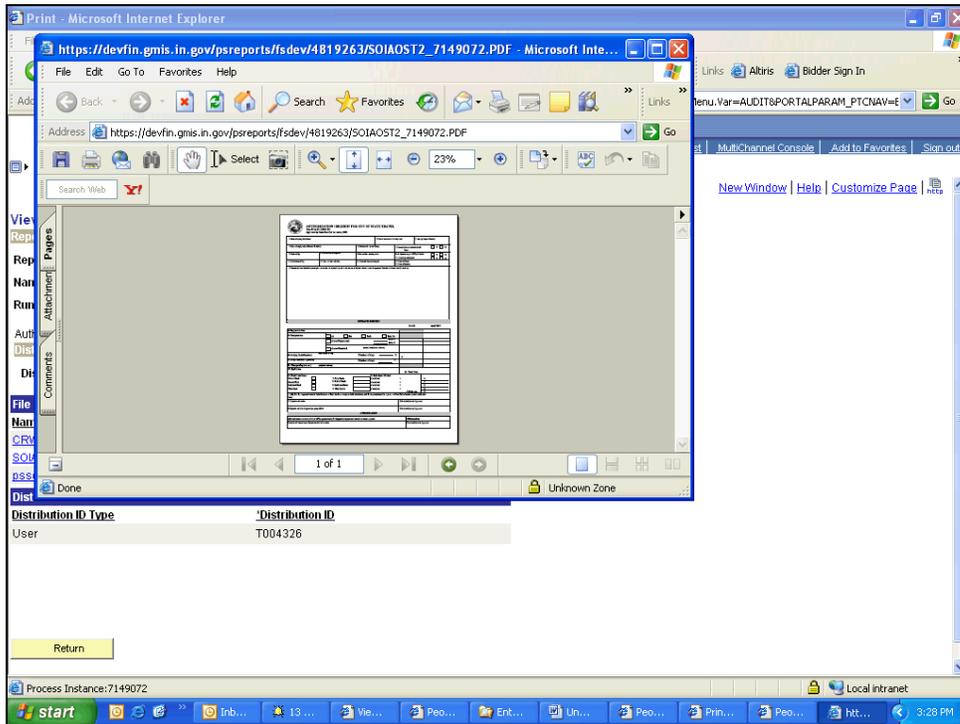
[Return](#)

Process Instance:2636173

Trusted sites

Start | Inboxes - Microsoft Outlook | Test Employees [Compa... | Print - Microsoft Inter... | 10:45 AM

Step	Action
21.	Click the link under the File List section that ends in .PDF.

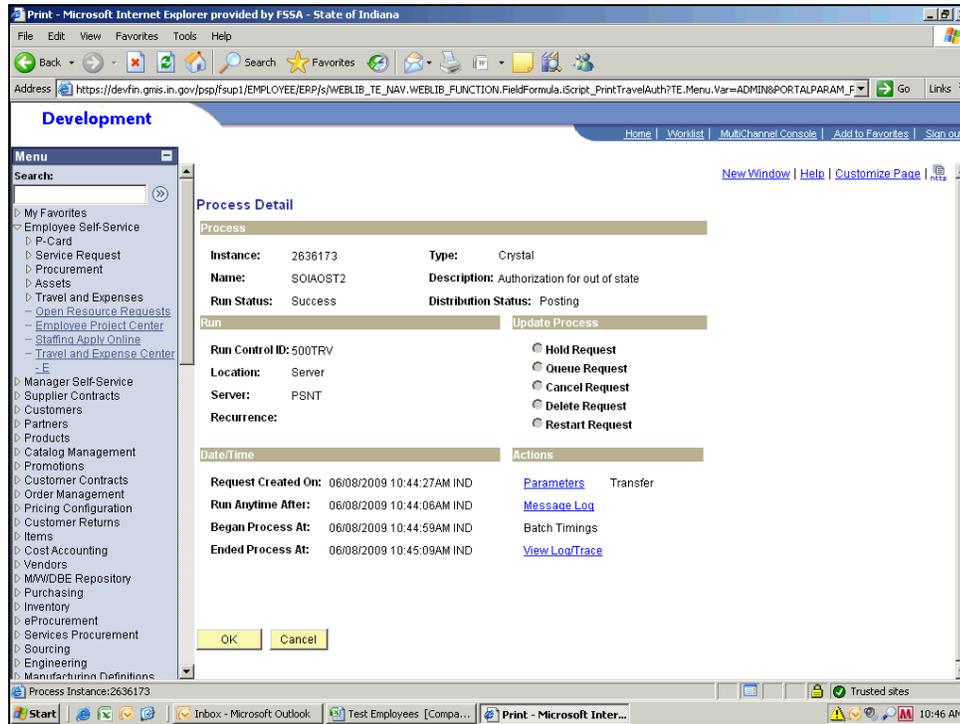


Step	Action
22.	<p>A pop-up window will open displaying the hard copy Travel Authorization document.</p> <p>Click File on the menu bar.</p> <p>Select Save As (if desired) to save a copy of the file. (The Save icon on the tool bar also performs the same function.)</p> <p>Select Print to print the file/hard copy. (The Print icon on the tool bar also performs the same function.)</p> <p>Close the pop-up window when finished.</p> <div data-bbox="370 1583 423 1612" style="border: 1px solid black; padding: 2px; display: inline-block;">File</div>
23.	<p>Click the Return button to go back to the Process Detail page.</p> <div data-bbox="370 1661 548 1703" style="border: 1px solid black; padding: 2px; display: inline-block;">Return</div>



ENCOMPASS Training Guide

Travel and Expense User Guide

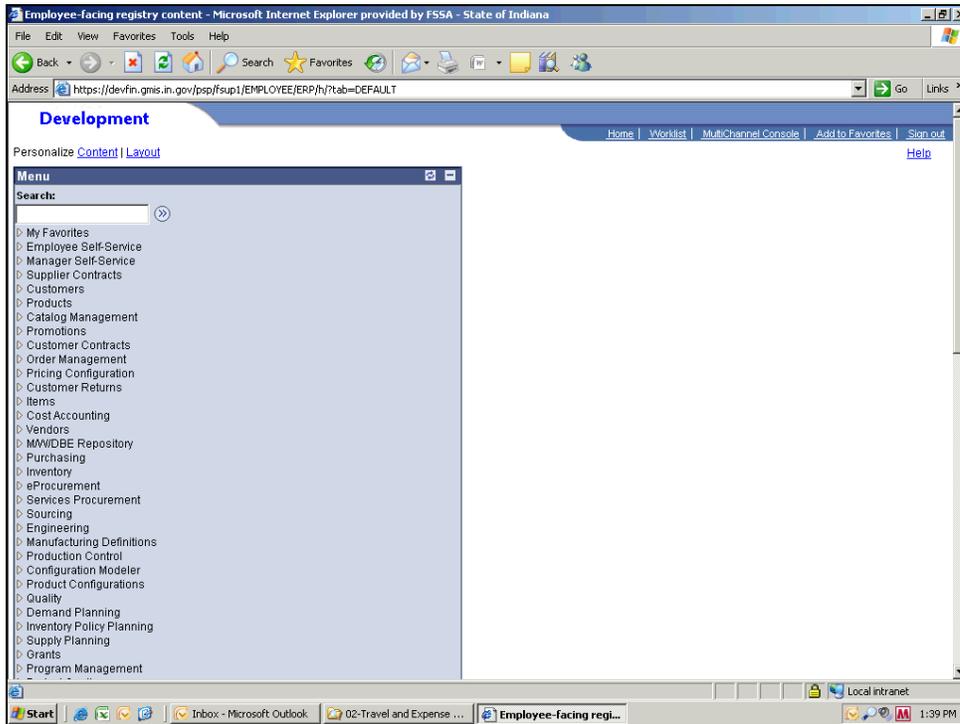


Step	Action
24.	Click the OK button to return to the Process List page.
25.	Click the Go back to Print Travel Authorization link to return to the Run Control. Go back to Print Travel Authorization
26.	End of Procedure.

Copy A Travel Authorization Procedure

ENCOMPASS Training Guide

Travel and Expense User Guide

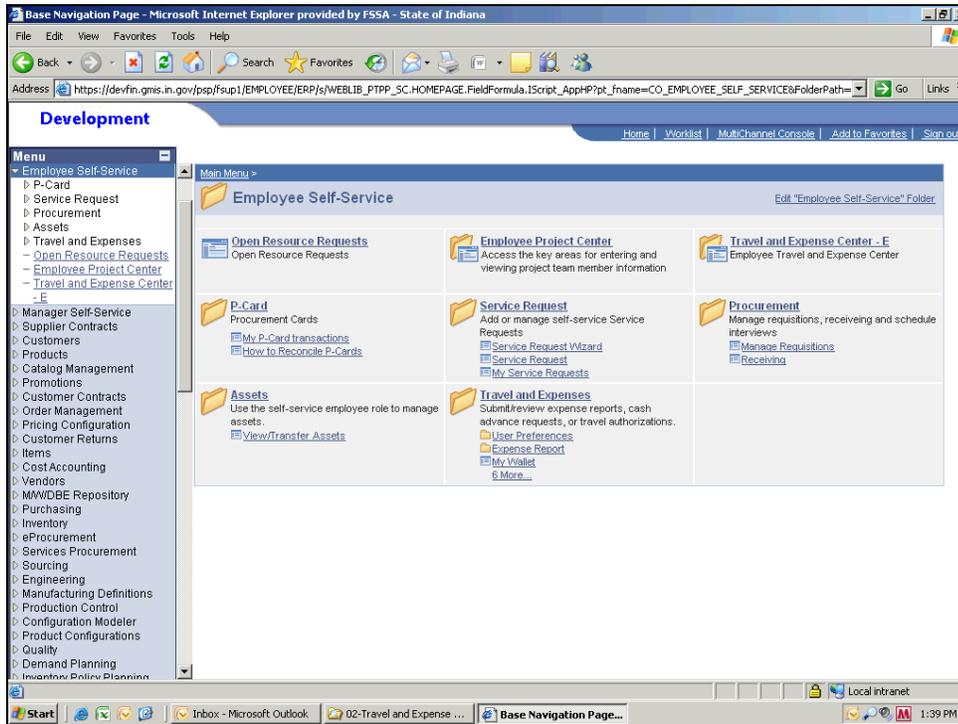


Step	Action
1.	Click the Employee Self-Service link. <input data-bbox="370 1220 586 1243" type="text" value="Employee Self-Service"/>



ENCOMPASS Training Guide

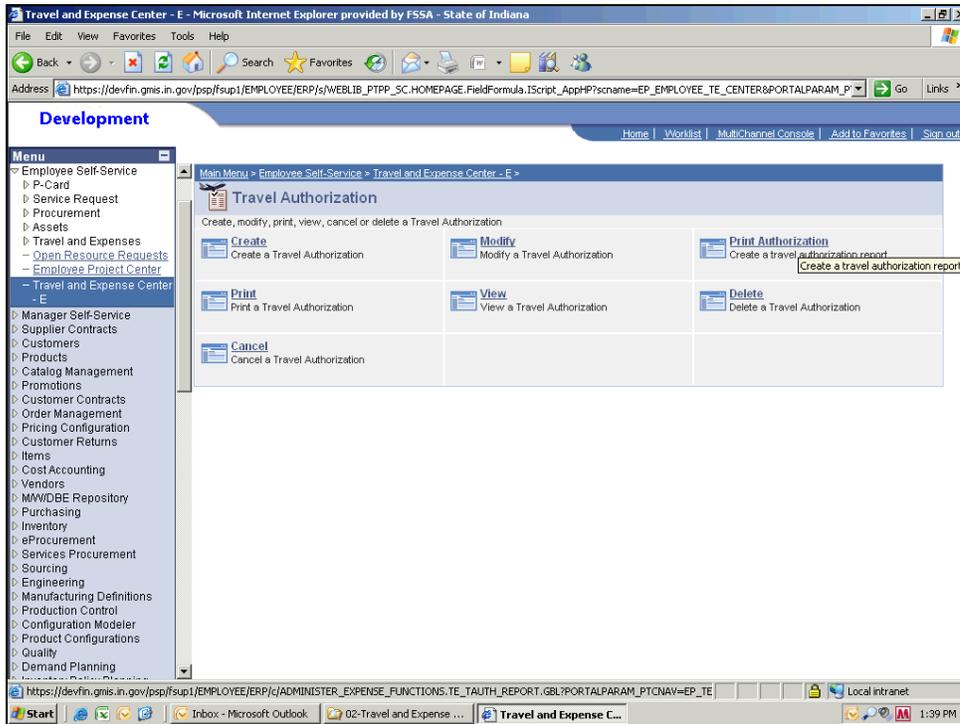
Travel and Expense User Guide



Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Travel Authorization link. Travel Authorization

ENCOMPASS Training Guide

Travel and Expense User Guide

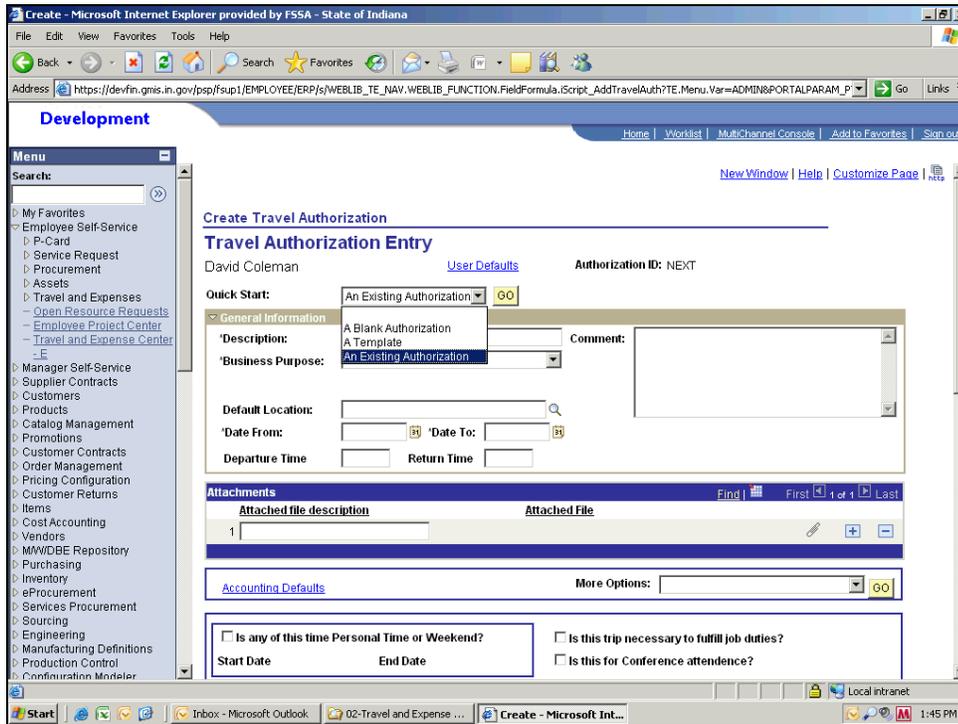


Step	Action
4.	Click the Create link. 



ENCOMPASS Training Guide

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Step	Action
5.	<p>A new Travel Authorization may be created from a previously entered document. If the travel request is similar to one processed in the past, this option can save time and data entry.</p> <p>When using this feature, be sure to update the copied information as needed.</p> <p>Click the down arrow next to the Quick Start field and select An Existing Authorization.</p> <p>An Existing Authorization</p>
6.	<p>Click the GO button.</p> <p>GO</p>
7.	<p>Using the "From and To" date fields, enter a date range to use as search criteria for locating the Travel Authorization to be copied.</p> <p>Click the Search button.</p> <p>Search</p>



Step	Action
8.	<p>Locate the Travel Authorization to copy in the search results.</p> <p>To review an existing Travel Authorization from this page before copying, click the link in the Description column.</p> <p>To copy the Travel Authorization, click the Select button.</p> 
9.	<p>The Travel Authorization selected will be copied to a new document.</p> <p>Be sure to update the description, date fields, expenses, location, etc, to reflect the information for the new request.</p> <p>Click in the Comment field.</p>
10.	End of Procedure.

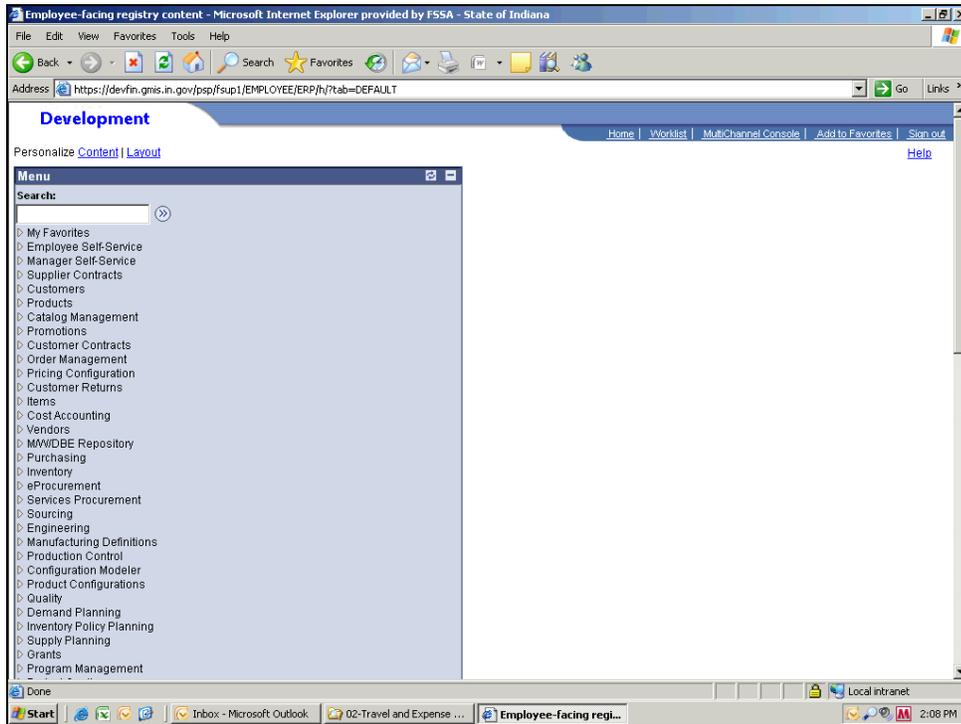
View A Travel Authorization

Procedure



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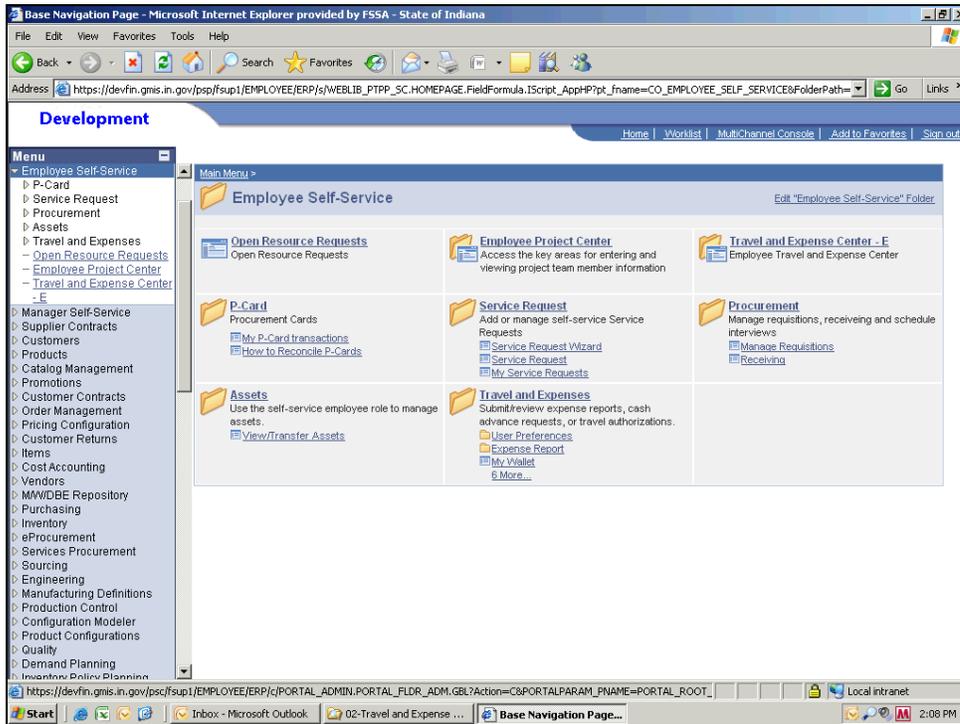
Travel and Expense User Guide



Step	Action
1.	Click the Employee Self-Service link. <input type="text" value="Employee Self-Service"/>

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Travel and Expense User Guide

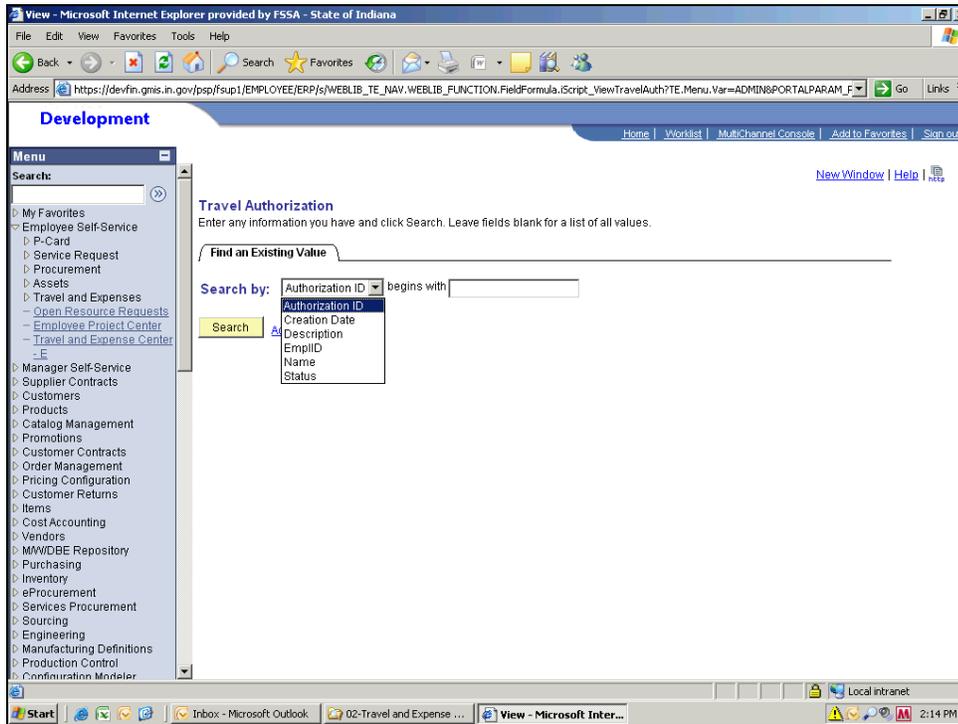


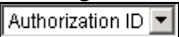
Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Travel Authorization link. Travel Authorization
4.	Click the View link. View

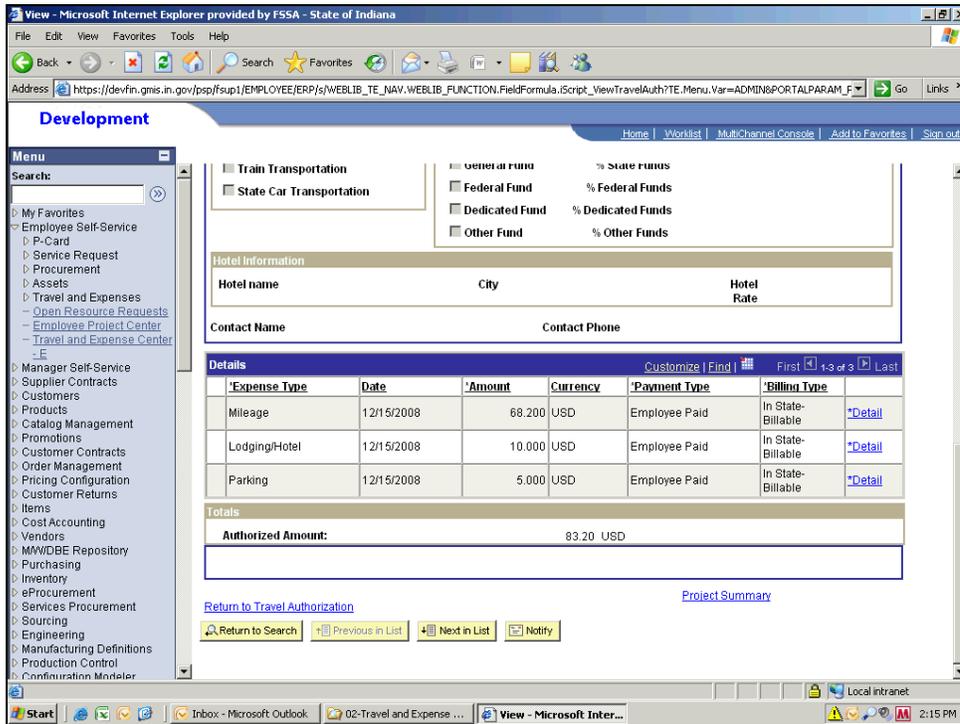


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Travel and Expense User Guide



Step	Action
5.	<p>The search page offers options for locating the document to be reviewed.</p> <p>The Search By field will default the criterion Authorization ID. If the document ID is known, enter it in the Begins With field and click the Search button.</p> <p>Many other search criteria are available, as well as an Advanced Search link offering more specific options.</p> <p></p>
6.	<p>When the Travel Authorization is located, the view option displays all information on the document, but no changes can be made.</p>



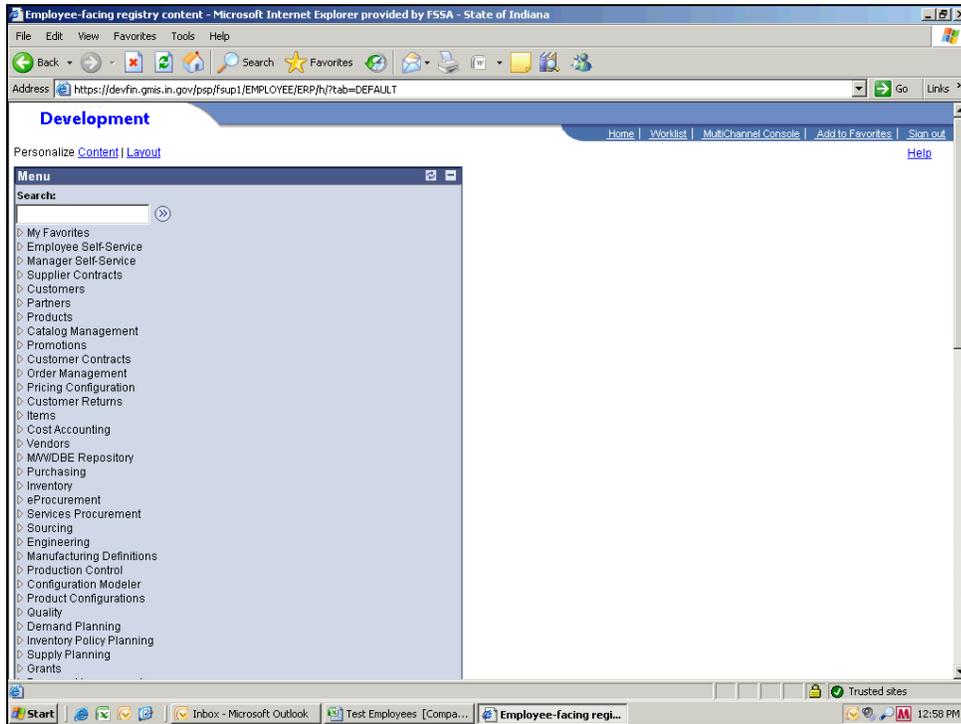
Step	Action
7.	After reviewing the Travel Authorization, click the Return to Search button to return to the search page. 
8.	End of Procedure.

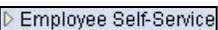
Cancel an Approved Travel Authorization Procedure



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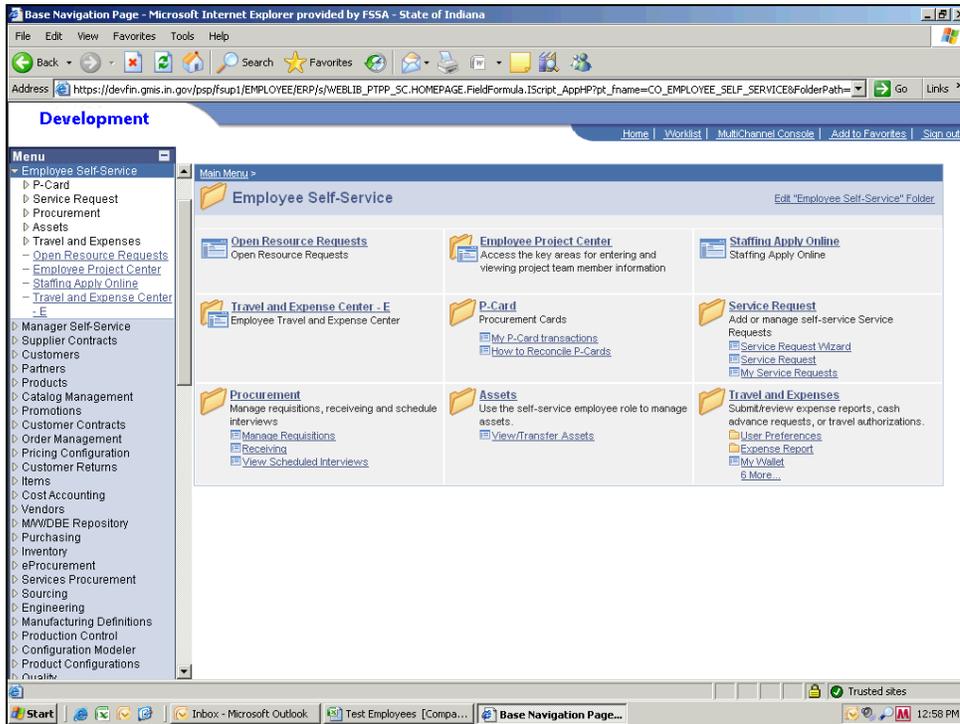
Travel and Expense User Guide



Step	Action
1.	Click the Employee Self-Service link. 

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Travel and Expense User Guide



Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Travel Authorization link. Travel Authorization
4.	Click the Cancel link. Cancel



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Travel and Expense User Guide

Development

Menu

- My Favorites
- Employee Self-Service
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 - Assets
 - Travel and Expenses
 - Open Resource Requests
 - Employee Project Center
 - Staffing Apply Online
 - Travel and Expense Center
- Manager Self-Service
- Supplier Contracts
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- Partners
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- Catalog Management
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- Customer Contracts
- Order Management
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- Customer Returns
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- Cost Accounting
- Vendors
- MWDBE Repository
- Purchasing
- Inventory
- eProcurement
- Services Procurement
- Sourcing
- Engineering
- Manufacturing Definitions

Travel and Expense

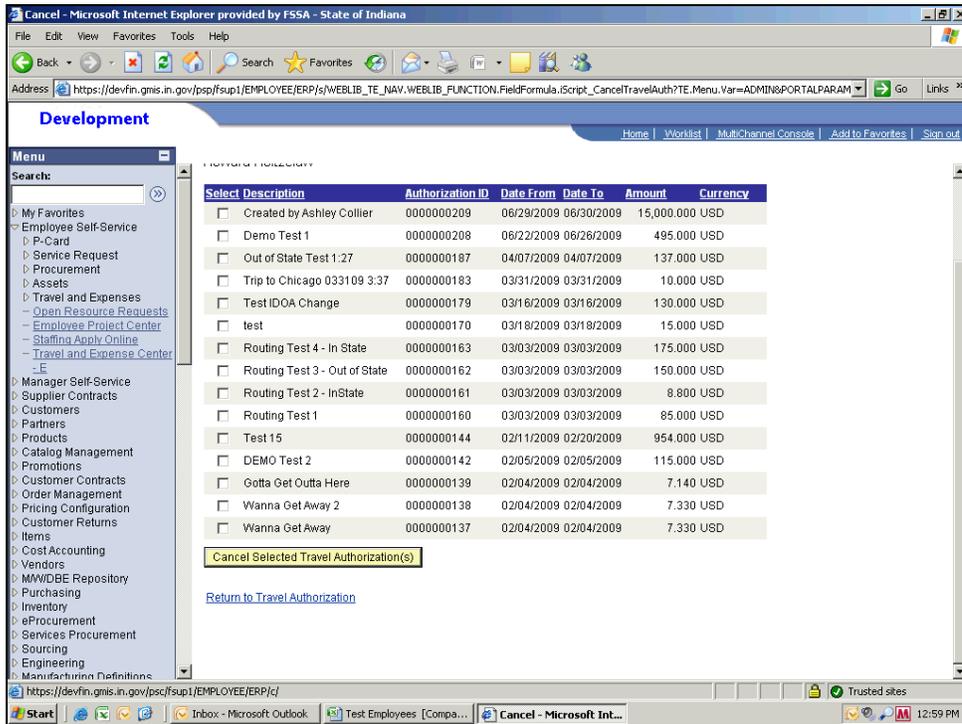
Cancel Approved Travel Authorization

Howard Holtzclaw

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Created by Ashley Collier	0000000209	06/29/2009	06/30/2009	15,000.000	USD
<input type="checkbox"/>	Demo Test 1	0000000208	06/22/2009	06/26/2009	495.000	USD
<input type="checkbox"/>	Out of State Test 1:27	0000000187	04/07/2009	04/07/2009	137.000	USD
<input type="checkbox"/>	Trip to Chicago 033109 3:37	0000000183	03/31/2009	03/31/2009	10.000	USD
<input type="checkbox"/>	Test IDOA Change	0000000179	03/16/2009	03/16/2009	130.000	USD
<input type="checkbox"/>	test	0000000170	03/18/2009	03/18/2009	15.000	USD
<input type="checkbox"/>	Routing Test 4 - In State	0000000163	03/03/2009	03/03/2009	175.000	USD
<input type="checkbox"/>	Routing Test 3 - Out of State	0000000162	03/03/2009	03/03/2009	150.000	USD
<input type="checkbox"/>	Routing Test 2 - InState	0000000161	03/03/2009	03/03/2009	8.800	USD
<input type="checkbox"/>	Routing Test 1	0000000160	03/03/2009	03/03/2009	85.000	USD
<input type="checkbox"/>	Test 15	0000000144	02/11/2009	02/20/2009	954.000	USD
<input type="checkbox"/>	DEMO Test 2	0000000142	02/05/2009	02/05/2009	115.000	USD
<input type="checkbox"/>	Gotta Get Outta Here	0000000139	02/04/2009	02/04/2009	7.140	USD
<input type="checkbox"/>	Wanna Get Away 2	0000000138	02/04/2009	02/04/2009	7.330	USD
<input type="checkbox"/>	Wanna Get Away	0000000137	02/04/2009	02/04/2009	7.330	USD

Cancel Selected Travel Authorization(s)

Step	Action
5.	<p>The Cancel Approved Travel Authorization will display documents eligible to be canceled.</p> <p>Using the checkboxes in the Select column, identify the Travel Authorization(s) to be cancelled.</p>
6.	<p>Click the Cancel Selected Travel Authorization(s) button.</p> <p>Cancel Selected Travel Authorization(s)</p>



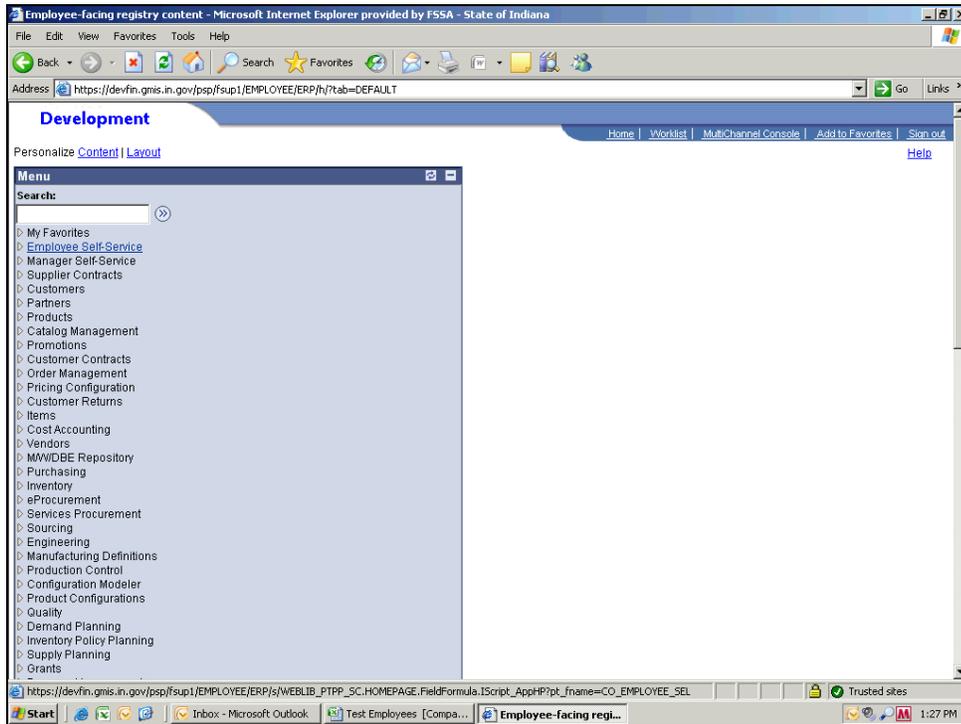
Step	Action
7.	Click the Return to Travel Authorization link. Return to Travel Authorization
8.	End of Procedure.

Delete a Travel Authorization Procedure



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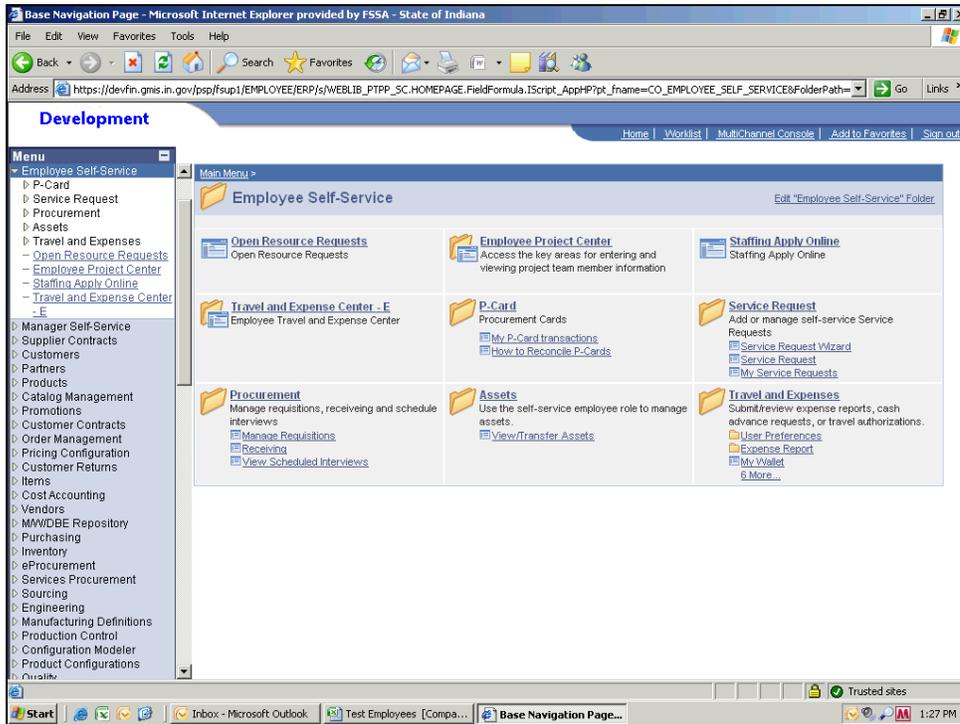
Travel and Expense User Guide



Step	Action
1.	Click the Employee Self-Service link. Employee Self-Service

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Travel and Expense User Guide

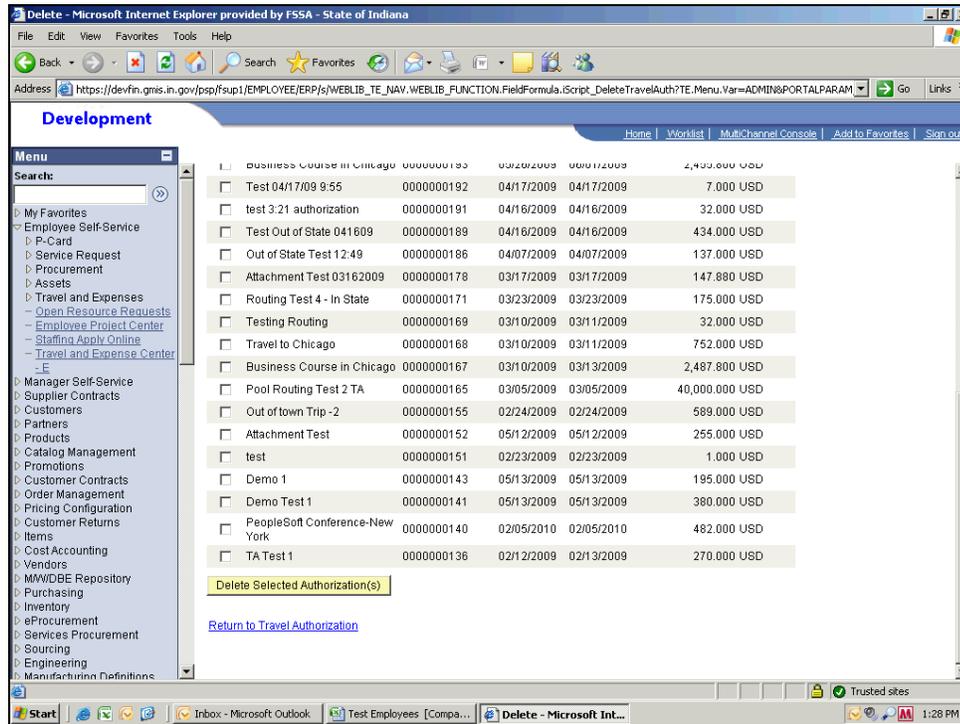


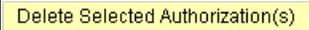
Step	Action
2.	Click the Travel and Expense Center - E link. Travel and Expense Center - E
3.	Click the Travel Authorization link. Travel Authorization
4.	Click the Delete link. Delete

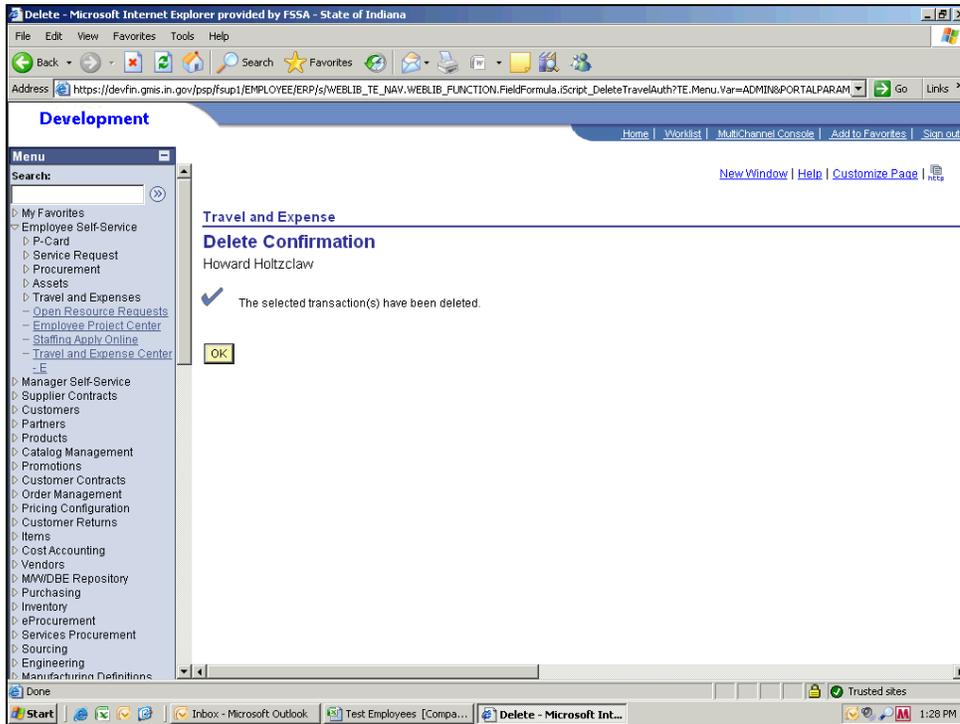


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Travel and Expense User Guide



Step	Action
5.	A page will open displaying Travel Authorization documents that are eligible to close. Select the document(s) to delete and click the inside the checkbox.
6.	Click the Delete Selected Authorization(s) button. 

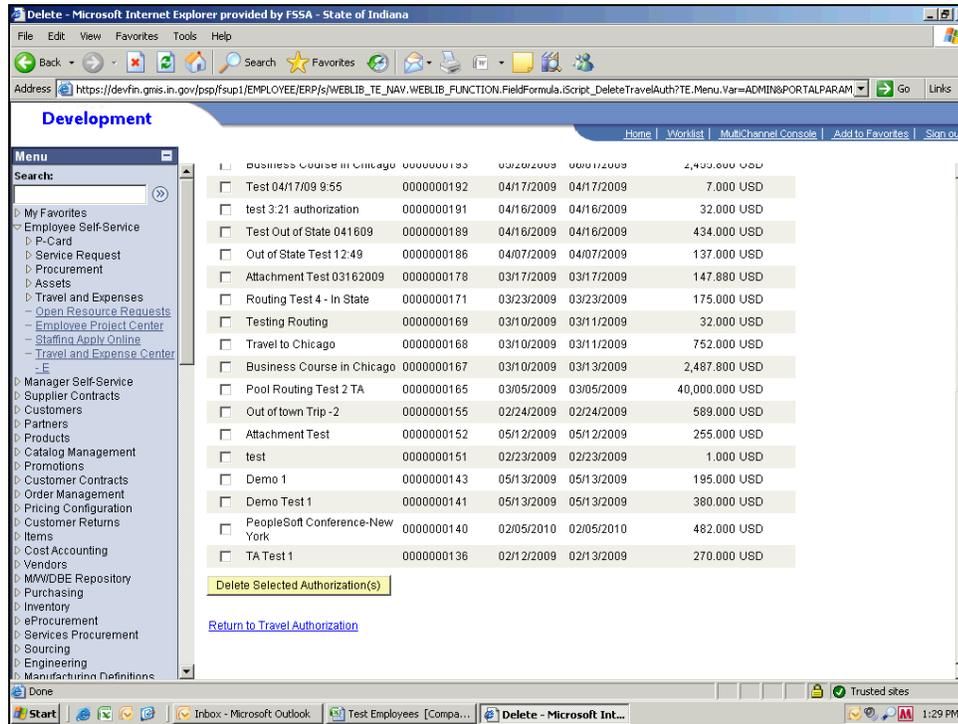


Step	Action
7.	<p>The Delete Confirmation page will confirm that the action was successful.</p> <p>Click the OK button.</p> 



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Step	Action
8.	Click the Return to Travel Authorization link. Return to Travel Authorization
9.	End of Procedure.