Travel and Expenses: Training Manual

Department of Finance

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A. Overview

Expenses



B. Expense report

Start of Expense report	Different types of expenses	Accounting entries	Upload of source documents	Approval	Report
B1 and B2	B3 to B10	B11 and B12	B13	B14	D

1. How to enter an Expense report for reimbursement of expenses paid by yourself

Step	Action
1.1	For your own Expense click on the Employee Self Service Link. Welcome de Waal,Marietjie (F
	Favorites Main Menu
	Menu 🖾 🗖 🔀
	Search:

Step	Action
1.2	Click on the Travel and Expense Center link. Travel and Expense Center link. Base Navigation Page - Windows Internet Explorer Base Navigation Page - Base Navigation Page
	Welcome de Waal, Marietije (P4132718) to Production (PSFSMPRA) Feventes Main Menu > Employee Self-Service Main Menu > Employee Self-Service
	• • • • • • • • • • • • • • •
1.3	Click on the Expense Report link. Expense Report
1.4	Click on the Create link. Create
1.5	Click in the Description field.
1.6	Enter the desired information into the Description field. Enter " Research visit Hartswater".
1.7	Right-click in the Comment field. Provide a brief description of the expense.
1.8	Depending on the type of expense, proceed to section B3 to B10.

2. How to enter an Expense report for reimbursement of expenses paid on behalf of a fellow employee

Step	Action
2.1	When entering the expense on behalf of another employee, click on the Travel and Expenses link lower down on the Menu tab. Welcome de Waal,Marietjie Favorites Main Menu
	Menu 🛛 🗖 🖾
	Search: Image: Search Sear

Step	Action
2.2	Click on the Travel and Expense Center link.
	Travel and Expense Center
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	Access travel and expenses Access travel and exp
	Approve and molfy expenses transactions. Approve Transactions Ap
	4.More Manage Expenses Security Authorize Expense users and reassign approval work. Authorize Expense Users Expense Freeway Expense Isers Expense Isers Expense Isers Expense Isers Expense Isers Description Expense Processing Up orth Receipts Expense Processing Description Description Description Description Expense Processing Description Description Description Description Description Authorize Expense Expense Processing Description Description </th
	Real-Time Analysis Update expenses pagetel finomation, view predicted expenses summar Update Expenses Pagetel Info Predicted Expenses Pagetel Info Predicted Expenses Widate Expenses Reavery Transaction in Progress
	http://apofomts01.up.ac.za/7003/psp/psfantsajEMPLOVEE/ERP/s/WEBLE PTPP_SCHOMEPAGE.FieldFormula_IScript_AppHPPscname=EP_CENTRA
2.3	Click on the Expense Report link. Expense Report
2.4	Click on the Create link. Create
2.5	Click in the Empl ID field.
	Create - Windows Internet Explorer Control - W
	File Edit Wew Favorites Tools Help
	Welcome Mokodithwa,Paulina (P4290933) to Test (PSFSMTSA)
	Favorites Man Nenu > Travel and Expenses
	Expense Report
	Eind an Existing Value Add a New Value
	Empl ID: Q
	Add
	Find an Existing Value Add a New Value
	● Internet 4 4 100%
2.6	Enter the desired information into the Empl ID field. Enter "01234567". This is your portal ID.
27	Select the required employee
2.7	select the required employee.

Step	Action
2.8	Click on the Add button.
2.9	Click into Description field.
2.11	
2.12	Depending on the type of expense transaction proceed to section B3 – B11.

Step	Action	
3.1	Click on the Business Purpose list.	
		(FT) (F
	Create - Windows Internet Explorer	/ar=AUDIT&POI
	File Edit Wew Favorites Tools Help	
	Favorites B • UP Portal Greate X Melcome Moleoditive Rauling (P/200033) to Test (PSESMISA)	🏠 🔹 🔂 👘 🖃 👘 👻 Page + Safety + Tools +
	Favortes Man Menu > Traveland Expenses	Home Worklist Add to Favorites Sig
		<u>New Window Help Personalize Page </u>
	Create Expense Report	
	Andre van der Vyver User Defaults Report ID: NEXT	
	Quick Start: A Blank Report GO	
	General Information 'Description: Research visit Hartswater Comment: Research visit Hartswater	
	*Business Purpose:	
	General Ad Hoc Purchases *Default Location: General Office Expenses General Office Expenses	
	Staff Recruitment Costs Accounting Defaults Apply Cash Advance(s)	
	Details Personalize Find Vew All (印) 描 First M 1.4 of 4 M Last	
	Select 'Expense Type 'Expense Date 'Amount Spent Currency 'Payment Type 'Billing Type	
	Coov Selected Delete Selected New Exnense V Add Check For Errors	
	Totale	
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3.2	Click on the General travel and related exp list item.	
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3.3	🔆 C Feller = Willouws Internet Explored	/ar=AUDIT&POI
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	▼ General Information	
	*Description: Research visit Hartswater Comment: Research visit Hartswater *Business Purpose: General travel and related exp	
	Reference:	
	Accounting Defaults Apply Cash Advance(s) More Options: Image: Control option Details Personalize Engl Vew All Image: Personalize Personalize Engl Vew All Image: Personalize Engl Vew All Image: Personalize Personalize Personalize Personalize Personalize P	
	VOYETVIEW HEAD Salart Information Tune Information Informatio Information Informatio Informat	
	Copy Selected Delete Selected New Expense Add Check For Errors	
		😜 Internet 🌾 - 🔍 100%
	Click on the Expense Type list	<u>쩐</u> 핏♥세종 망 간[변양 N] ²² 10:2

3. Expense report for the reimbursement of local daily allowance (per diem)

Step	Action	
3.4	Click on the Per Diem list item.	LOTTRPOI • + × P Live Search • • • • • • Page • Safety • Took • Home Workist Add to Favorites Sor New Window Help Personalize Page 1
3.5	Select the relevant date.	LOTTRPCI V (*) Vive Search
	Securities Man yeru > Travel and Expenses Create Expense Report Expense Report Expense Report Entry Andre van der Vyver User Defaults Report ID: NEXT General Information "Oescription: General travel and related exp Comment: Research visit Hartswater "Business Purpose: General travel and related exp Reference: Image: Comment: "Default Location: South Africa Image: Comment: South Africa Accounting Defaults Apply Cash Advant Image: Comment: Image: Comment: Image: Comment: Verview South Africa Image: Comment: South Africa Image: Comment: Image: Commen	Home Worklist Add to Favorites Sac New Window Help Personalize Page

Step	Action
3.6	Click on the Payment Type list.
	Create - Windows Internet Explorer
	File Edt View Favorites Favorites
	Welcome Mokoditiwa, Paulina (P4290933) to Test (PSFSMTSA)
	Pavorites Man Henu > Travel and Expenses
	Create Expense Report
	Expense Report Entry Andre van der Vyver User Defaults Report ID: NEXT
	General Information 'Description: Research visit Hartswater Comment: Research visit Hartswater
	*Business Purpose: General travel and related exp Reference:
	*Default Location: South Africa
	Accounting Defaults Apply Cash Advance(s) More Options: S GO Defaults Peteronalize Eng View Al [22] # First 14 or 4 Last
	"Overview Issail Select "Expense Type "Expense Date "Amount Spent "Currency "Payment Type Select "Expense Type "Billing Type "Billing Type
	Per Diem 2013/03/27 0000 ZAR Intervet Detail East Cash Cesh
	Image: Credit Card Image: Credit Card
	Copy Selected Delete Selected New Expense Add Check For Errors
	Employee Expenses: 0 nn 74R Due Employee: 0 nn 74R One Internet Internet
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3.7	Click on the Credit Card list item. (What was the payment method for the greater portion
	of the expense?)
2.0	Click on the Detail link
5.0	Crick Off the Detail link.
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	🔆 Favorites 🕄 • 🛓 UP Portal 🖉 Create x 🔄 👘 • Page • Safety • Tools •
	Home Workst Add to Favorites Size Favorites Main thenu > Travel and Expenses
	New Window Help Personalize Page 3
	Create Expense Report Expense Detail for Per Diem (Line 1)
	Andre van der Vyver Report ID: NEXT About This Expense
	*Expense Date: 20130327 B Payment Type: Credit Carl No Receipt Non-Reimbursable
	"Per Diem Range: 0 - 990 Days South Africa Q.
	*Description:
	*Amount Spent: 0.00 Refresh Per Diem Amounts *Currency: ZAR Q
	*Exchange Rate: 1.00000000 ↔ 10 million
	Reimbursement Amt 0.00 ZAR Calculated VAT: 0.00 ZAR Calculate VAT Start Wizzard Cuinctide VAT: 0.00 ZAR Calculate VAT Start Wizzard
	In No VAT Receipt
	Accounting Detail Receipt Spilt Per Diem Deductions
	Done Create - Wradows Int
3.9	Click in the Description field
5.5	
3.10	Enter the desired information into the Description field. E.g. Enter "Research visit 26/3 to
	27/3".

Step	Action
3.11	Click on the Start Wizard button. Start Wizard
3.12	Click on the OK button.
3.13	Enter the Arrival Date.
	Arrival Date Departure Date Departure Date Duration of Stay 0 Accomedation Type Commentant inght (family) Meal Selection Meal Selection Result Calculation Result Calculation Commentant Calculation Co
	يwesript:DatePrompt _who('Up_PER_DIEM_UP_ARRIVAL_DT', Up_PER_DIEM_UP_ARRIVAL_DT', Up
3.14	Select your Departure Date.
	Subsistance allowance Exchange Rate at (yyyyimmidd) Location Code 2# Acromodation Type Duration of Stay More than 1 night Pay for 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 15 19 20 21 22 23 24 25 25 27 28 29 30 24 25 25 27 28 29 30 26 Breakfast

 3.15 Select the applicable accommodation: Less than 1 night More than 1 night (Family) – if you stayed over at friends/family More than 1 night (Hotel) For this example we selected More than 1 night (Hotel). 3.16 Select the Meal option (which meals were included in your hotel fare): No Meals Breakfast and Dinner Breakfast, Lunch and Dinner For this example we selected the No Meals option. 3.17 You can view the per diem claim in the Result Calculation box. If there is a limit on the available funds please decrease the subsistence amount before you submit. 3.18 Click on the Accept Allowance and Exit Wizard button. 3.18 Click on the Accept Allowance and Exit Wizard button. 3.18 Click on the accept Allowance were were were were were were were we	Step	Action	
 3.16 Select the Meal option (which meals were included in your hotel fare): No Meals Breakfast Breakfast and Dinner Breakfast, Lunch and Dinner For this example we selected the No Meals option. 3.17 You can view the per diem claim in the Result Calculation box. If there is a limit on the available funds please decrease the subsistence amount before you submit. 3.18 Click on the Accept Allowance and Exit Wizard button. Select the Weight and the available funds please decrease the subsistence amount before you submit. 3.18 Click on the Accept Allowance and Exit Wizard button. Select the Weight and the available funds please decrease the subsistence amount before you submit. 3.18 Click on the Accept Allowance and Exit Wizard button. Select the Weight and the available funds please decrease the subsistence amount before you submit. 3.19 Droged to serie the the televant accounting entries 	3.15	Select the applicable accommodation: Less than 1 night More than 1 night (Family) – if you stayed over at friends/family More than 1 night (Hotel) For this example we selected More than 1 night (Hotel) .	
 3.17 You can view the per diem claim in the Result Calculation box. If there is a limit on the available funds please decrease the subsistence amount before you submit. 3.18 Click on the Accept Allowance and Exit Wizard button. Site for the formation of the available funds please decrease the subsistence amount before you submit. 3.18 Click on the Accept Allowance and Exit Wizard button. Site for the formation of the available funds please decrease the subsistence amount before you submit. 3.18 Click on the Accept Allowance and Exit Wizard button. Site for the formation of the available funds please decrease the subsistence amount before you submit the formation of the formation of	3.16	Select the Meal option (which meals were included in your hotel fare): No Meals Breakfast Breakfast and Dinner Breakfast, Lunch and Dinner For this example we selected the No Meals option.	
3.18 Click on the Accept Allowance and Exit Wizard button. Image: State Stat	3.17	You can view the per diem claim in the Result Calculation box. If there is a limit on the available funds please decrease the subsistence amount before you submit.	
3 19 Proceed to section 11 or 12 (projects) for the relevant accounting entries	3.18	Clock on the Accept Allowance and Exit Wizard button.	
1 3.13 100000 to 300000000000000000000000000000000000	3.19	Proceed to section 11 or 12 (projects) for the relevant accounting entries.	

Step	Action				
4.1	For a second expense type, click on the Expense Type list.				
	Commodation				
	rie Cas Air Travel ☆ Favorite/ Assets_Audio/sual Equipme ☆ Favorite/ Equipmer @ Create X & & & & & & & & & & & & & & & & & &				
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	Favorites Books and DVD's Enses				
	Vicid Cell phone expenditure Venture expenditure Venture expenditure Venture expenditure Venture expenditure Venture expenditure				
	*Desci Computer accessories Hartswater Comment: Research visit Hartswater *Busin Consultation Fees and related exp				
	Consumables Reference: Corporate Colohing "Defau Courier Service				
	Currency Conversion fees Duplication costs Accost Entertainment Cash Advance(s) More Options: GO GO				
	Details Gas Comsumables Personalize Find Vew Al [27] # First III 14 of 4 III Last				
	Select Internet 3G and wireless Expense Date Amount Spent Currency Payment Type Ealling Type KMs claimed 2013/03/27 319.00 ZAR Q Credit Card INTERN. V Potali +				
	Copy Selected Delete Selected New Expense Add Check For Errors				
	Totals Employee Expenses: 319.00 ZAR Due Employee: 319.00 ZAR				
	Non-Reimbursable Expenses: 0.00 2AR Due Vendor: 0.00 ZAR Prepaid Expenses: 0.00 ZAR Employee Credits: 0.00 ZAR				
	Vendor Credits: 0.00 ZAR Cash Advances Applied: 0.00 ZAR				
	Done				
4.2	Click on the KMs claimed list item.				
	KMs claimed				
4.3	Repeat steps 3.5 to 3.8.				
4.4	Click in the Kilometers field.				
	C Greate - Windows Internet Explorer C Create - Windows Internet Explorer C Create - Windows Internet Explorer C Create - Windows Internet Explorer C C Create - Windows Internet Explorer C C Create - Windows Internet Explorer C C C C C C C C C C C C C C C C C C C				
	File Edit Wew Favorites Tools Help				
	Welcome Mokodithwa,Paulina (P4290933) to Test (PSFSMTSA)				
	Experies Main Menu > Travel and Expenses				
	Create Expense Report				
	Andre van der Vyver Report ID: NEXT				
	About This Expense "Expense Date: 2013/03/27 1				
	*Payment Type: Credit Card INo Receipt *Billing Type: INTERNAL Non-Reimbursable				
	*Kilometers: X 3.1800				
	*Amount Spent: 0.00				
	*Currency: [ZAR *Exchange Rate: 1.00000000				
	Default Rate Reimbursement Amt: 0.00 ZAR				
	Calculated VAT: 0.00 ZAR Calculate VAT Start W/czard				
	No VAT Receipt				
	Accounting Detail VAT Information				
	Check Expense For Errors Return to Expense Report				
	Done				
4.5	Enter the desired information into the Kilometers field. E.g. Enter "1736".				

4. Expense report for the reimbursement kilometers travelled (local)

Step	Action					
4.6	Click in the Description field.					
4.7	Enter the desired information into the Description field. E.g. Enter "Travel Hartswater".					
4.8	Click on the Start Wizard button. Start Wizard					
4.9	Click on the OK button.					
4.10	Enter your Depart date and the Return date.					
4.11	Indicate on the sheet whether you have a travel allowance or not by selecting the correct block. Favorites Main Menu > Employee Self-Service I have a Travel Allowance. Not have a Travel Allowance. KM to Claim 25.00 Default or KM Selection Range Accept the default tax free km rate of R3.24 per kilometer as prescribed by SARS Select KM from Range					
4.12	 In the next block – Default or KM Selection Range choose your selection. Accept Default KM rate of R3,24 per kilometer as prescribed by SARS (this is the default SARS rate for the reimbursement of Km which will have no tax implications for the claimant), or Select the KM from Range (the rate per km is determined by your vehicle's purchase price and engine capacity). 					
4.13	Favorites Man Menu > Employee Şelf-Service I have a Travel Allowance. *Depart Date 2013/06/14 19 KM to Claim 25 00 Default or KM Selection Range Accept the default tax free km rate of R3.24 per kilometer as prescribed by SARS Select KM from Range					
	Ensemble Ensemble Ensemble Vehicle Purchase Price State Vehicle Purchase Price 51300 1301_1500cc 1601_2000cc 2001_2000cc 3001_4000cc 300_400_40cc 300_40_40cc 300_40_40cc 300_40_40cc 300_40_40cc 300_40_40cc 300_40_40cc 300_40_40cc 300_40_40_40cc 300_40_40_40cc 300_40_40_40ccc					

Step	Action
4.14	Click on the Accept Allowance and Exit Wizard button. Accept Allowance and Exit Wizard
	Create - Windows Internet Explorer Create - Windows Internet - C
	Reference: *Default Location: South Africa Accounting Defaults Apply Cash Advance(s) More Options: ✓ GO Details Personalize End View Al [3] # First # 14 of 4 # Last Overview IEED Fargense Date More Options: ✓ GO Select IEspense Type Fargense Date More Options: ✓ GO Select IEspense Type Texpense Date More Options: ✓ GO Select IEspense Type Texpense Date More Options: ✓ GO Select IEspense Type Texpense Options: ✓ GO KMAs daimed v 2013/03/27 [5] 8.360.16 ZAR Credit Card INTERN- Default (Card) KMAs daimed v 2013/03/27 [5] 8.360.16 ZAR Credit Card INTERN- Default (Card) V V V V V V Verefault (Card) Verefault (Card)
	Copy Selected Delete Selected New Expense Add Check For Errors Totals Employee Expenses: 8,669,16 ZAR Due Employee: 8,669,16 ZAR Prepaid Expenses: 0.00 ZAR Due Vendor: 0.00 ZAR Employee Credits: 0.00 ZAR Cash Advances Applied: 0.00 ZAR Cone Cone Create - Wrodows Int Create - Wrodows Int Stant Stant </th
4.15	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

5. Expense report for the reimbursement of Accommodation expenses

Step	Action						
5.1	To enter the related	d Accommoc	lation	expen	se, click	the E	Expense Type list.
	🖉 Create - Windows Internet Explorer						
		D3/psp/psfsmtsa/EMPLOYEE/ERP/s	WEBLIB_TE_NA	WEBLIB_FUNCTI	DN.FieldFormula.iSc	ript_AddExpens	re?TE.Menu.Var=AUDIT&POI 💌 👉 🗙 🔎 Live Search
	File Edit View Favorites Tools Help						
	🙀 Favorites 🔠 🔹 👲 UP Portal	🏀 Create	x				🐴 🔹 🔝 👘 🖃 🚔 🕈 Page 🖌 Safety 👻 Tools 👻
	🐞 🐘 📈	lcome Mokoditlwa,Pau	lina (P4290	933) to Tes	t (PSFSMTS	A)	
	Favortes Air Travel Assets_Audiovisual Equipme Assets_Computer Equipmen Create Assets_Laboratory Equipmen	es					Home Wootlist Add to Favorites Sign
	Expe Bank Charges Books and DVD's Bus /Taxi /Train/Transport Fe	User Defaults Re	eport ID:	NEXT			
	Generic Cell phone expenditure Cell phone expenditure Teesc Cleaning Material Busin Computer accessories Conference / Registration fee Conference / Registration fee Consultation Fees Tofat Consumbles	artswater Cr nd related exp V R	omment: eference:	Research vis	it Hartswater		
	Corporate Crothing Courier Service	ach Advanco(c) More	Ontions:			GO	
	Duplication costs	aan Auvance(a) more	ersonalize Find		First 🚺 1.4	of 4	
	Vovervi Fuel expense Gas Comsumables Select Gautrain Expenses	Expense Date	nt *Currency *	ayment Type	*Billing Type		
	Groceries Internet, 3G and wireless	2013/03/27 🛐 319.00	ZAR 🔍 🛛	Credit Card	V INTERN/V	<u>*Detail</u>	
	Laboratory Expenses	2013/03/27 🛐 8,350.1	6 ZAR	Credit Card	V INTERN/ V	*Detail 🐮	
						E I	
	Copy Selected Delete Selected	New Expense	~	Add	eck For Errors		
	Totals						
	Employee Expenses: 8 Non-Reimbursable Expenses: Prenaid Expenses:	1,669.16 ZAR E 0.00 ZAR E 0.00 ZAR	lue Employee: lue Vendor:		8,669.16 Z 0.00 Z	AR AR	
	Done			_			😜 Internet 🦙 🗣 100%
	🯄 start 🥂 🧭 🎜 🛱 🐄 📎	🖉 Create	e - Windows Int				<u>≜n</u> , , , , , , , , , , , , , , , , , , ,

Step	Action
5.2	Click on the Accommodation list item.
	Accommodation
5.3	Enter the amount paid for Accommodation into the Amount Spent field. E.g. Enter
	"554".
	E http://appfsmts01.up.ac.za 7003/psp/psfsmtsa/EMPLOYEE/ERP/s/WEBLIB_TE_JAAV. WEBLIB_FLINCTION. FeldFormula. Script_AddE-pense?TE_Menu_Var=AUDITAPCI V 🕤 💬 [X] 🖉 Live Search
	File Edt. View Favorites Tools Help
	Welcome Mokodithwa, Paulina (P4290933) to Test (PSFSMTSA)
	Pavores man themu > travel and Expenses
	Expense Report Entry Andre van der Viver User Defaults Report ID: NEXT
	Yologian Company Company Company Company Company Company Company Company
	Business Purpose: General travel and related exp Padaronae
	*Default Location: South Africa
	Accounting Defaults Apply Cash Advance(s) More Options: Co
	Construct FEEDURALE [TAB] YEW AD [2011] AD [1100] AD [2011] AD [1100] AD [2011] AD [1100] AD [2011] AD [
	Per Diem v 2013/03/27 319.00 ZAR Q. Credit Card INTERN. v Detail € KHs righted v 2013/03/27 B 8360.45 ZAR Q. Credit Card v INTERN. v Detail €
	Accommodation v 2013/03/27 3 300 ZAR Q v INTERN v 2014/
	Copy Selected Delete Selected New Expense Add Check For Errors
	Totals Employee Expenses: 8 669 16 7AR Due Employee: 8 669 16 7AR
	Non-Reimbursable Expenses: 0.00 ZAR Due Vendor: 0.00 ZAR Prenaid Expenses: 0.00 7AR
	J start ● クロ かかう Create - Windows Int Alt で の ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●
5.4	Favorites Main Menu > Employee Self-Service
	*Expense Date: 2013/06/14
	*Payment Type: Credit Card No Receipt
	*Billing Type: INTERNAL Non-Reimbursable
	Location: South Africa
	*Description:
	*Amount Spent: 600.00
	*Currency: ZAR Q
	*Exchange Rate: 1.00000000 🗘 📑
	✓ Default Rate
	Reimbursement Amt: 600.00 ZAR
	Calculated VAT: 0.00 ZAR Calculate VAT
	No VAT Receipt
	Accounting Detail Receipt Split
	VAT Information
	Check Expense For Errors
	Return to Expense Report
	Click on Return to Expense Report
55	Repeat steps 3.5 to 3.12
5.5	Proceed to section 11 or 12 (projects) for the relevant accounting entries
5.0	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

Step Action 6.1 Entertainment expense, click on the Expense Type list. Create Accommodation Ar Travel Assets_Adiovisual Equipmer Assets_Computer Equipmer Assets_Computer Equipmer Assets_Lobratory Equipmer Assets_Lobratory Equipmer Bools and DVD's Bools and DVD's Bools and DVD's Bools and DVD's Car Rental Computer Solvare Acquired Conduct accessories Conduct accessories Conformer of Regulation Free Accord Consumables Consumables Conformer Conting Solvare Consumables Conformer Conting Solvare Consumables Consumables Conformer Conting Solvare Consumables Conformer Conting Solvare Consumables Conformer Conting Conformer AddExpense?TE.Menu.Var=AUDIT&POI 💟 🐓 🗙 🔎 Live Searc 🔄 • 🔝 - 🖃 🖶 • Page • Safety • Tools Create elcome Mokoditlwa,Paulina (P4290933) to Test (PSFSMTSA) Worklist Add to Favorites nses Reference: Q Cash Advance(s) ✓ G0 More Options: Accout Consumables Corporate Clothing Courier Service *Overvi Currency Conversion fees Duplication costs Personalize | Find | View All | 🖾 | 🛗 First 🔟 1-4 of 4 🛄 Last *Overvi Setect Entertainment Fuel expense Gast Comsumables Gautrain Expenses Groceries Internet, 3G and wireless Kills caimed Laboratory Expenses *Expense Date *Amount Spent *Currency *Payment Type *Billing Type 319.00 ZAR Q Credit Card 2013/03/27 🛐 V INTERN/V *Detail 🛨 2013/03/27 🐻 8,350.16 ZAR Credit Card 👻 INTERN 👻 *Detail 🗄 554.00 ZAR Q Credit Card 🗸 INTERN V *Detail 🕂 2013/03/27 🛐 +. Copy Selected Delete Selected New Expense Add Check For Errors Totals Totals Employee Expenses: 9.223.16 ZAR Non-Reimbursable Expenses: 0.00 ZAR Prepaid Expenses: 0.00 ZAR Employee Credits: 0.00 ZAR Employee Credits: 0.00 ZAR Due Employee: Due Vendor: 9,223.16 ZAR Prepaid Expenses: Employee Credits: Vendor Credits: Cash Advances Applied: 0.00 ZAR Update Totals Definition of Totals Save For Later Submit Expense Report Project Summary Return to Expense Report 🐴 🔹 🔍 100% 😜 Internet 🛂 start 👘 🥙 🤌 🛱 🖄 📎 💿 🖉 Create - Windows Int. ≜₩₩₩₩₩₩₩₩₩₩₩₩ 6.2 Click on the Entertainment list item. Entertainment 6.3 Enter the total of the entertainment expense into the Amount Spent field. Create - Windows Internet Explorer 🚱 🕞 🔻 👔 http://appfsmts01.up.ac.za:7003/psp/psfsmtsa/EMPLOYEE/ERP/s/W nse?TE.Menu.Var=AUDIT&POI 💌 🐓 🗙 🔎 Live Search File Edit View Favorites Tools Help 🏠 • 🗟 - 🖃 🌧 • Page • Safety • Tools 🚖 Favorites 🛛 😸 🔹 👲 UP Portal Create Welcome Mokoditlwa,Paulina (P4290933) to Test (PSFSMTSA) UNIVERSITEIT VAN PRETORIA UNIVERSITY OF PRETORIA YUNIVERSITY OF PRETORIA me Worklist Add to Favorites avorites Main Menu > Travel and Expenses Reference: Q *Default Location: South Africa Accounting Defaults Apply Cash Advance(s) More Options: 🖌 GO Personalize | Find | View All | 🖾 | 🛗 First 🖾 1-4 of 4 🔯 Las Details *Overview *Amount Spent *Currency *Pay Select Expense е Тур *Expense Date ent Type 2013/03/27 319.00 ZAR Credit Card INTERNi Detail H 8,350.16 ZAR Credit Card INTERNi Detail H Per Diem KMs claimed 2013/03/27 🕅 8.350.16 ZAR 554.00 ZAR Q Credit Card V INTERN V Detail Accommodation 2013/03/27 🛐 Entertainment 🗸 2013/03/27 🗟 0.000 ZAR 🔍 🗸 VINTERN V Detail 🗄 Copy Selected Delete Selected New Expense Add Check For Errors Totals 9,223.16 ZAR 0.00 ZAR 0.00 ZAR 0.00 ZAR 0.00 ZAR 0.00 ZAR Employee Expenses: Non-Reimbursable Expenses: Prepaid Expenses: Employee Credits: Vendor Credits: Due Employee: Due Vendor: 9,223.16 ZAR 0.00 ZAR Cash Advances Applied: Update Totals Definition of Totals Save For Later Submit Expense Report Project Summary Return to Expense Report 😜 Internet 3 100% **₩₩₩₩₩₩₩₩₩₩** 👪 start 🔰 🥴 🤌 🛱 🛤 🐄 😒 🖉 Create - Windows Int... 6.4 Repeat steps 3.5 to 3.12. 6.5 Proceed to section 11 or 12 (projects) for the relevant accounting entries.

6. Expense report for the reimbursement of entertainment expenses

Step	Action
7.1	Other sundry expenses, click the Expense Type list.
7.2	Double-click on the Expense Type list. Other / Sundry expenses Create - Windows Internet Explorer Welcome Mokodititwa, Paulina (P4290933) to Test (PSFSMTSA) Wortlest Add to Favorites
	Create Expense Report Expense Report Entry Andre van der Vyver User Defaults Report ID: NEXT General Information Comment: "Business Purpose: Ceneral travel and related exp "Default Location: South Africa
	Accounting Defaults Apply Cash Advance(s) More Options: v GO Details Personalize Find View AI (2) # Find I - 16 of 5 Last 'Overview Iffamente Date Jamount Scent Caurence, Date Jamount Scent Caurence, Date Patience, Date Setest Taxense, Type Find I - 16 of 5 Last 'Overview Iffamente Date Jamount Scent Caurence, Date Patience, Date Nils claimed 2013/03/27 B 339.00 ZAR Credit Card INTERNi, 'Datail (*) Accommodation 2013/03/27 B 635.00 ZAR Credit Card INTERNi, 'Datail (*) Internation 2013/03/28 B 660.00 ZAR Credit Card INTERNi, 'Datail (*) Copy Selected Delete Selected New Expense Cash K For Errors Cody Selected Delete Selected New Expense Cash K For Errors
73	Totals Orean carlo Forex Internet Forex
7.4	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

7. Expense report for the reimbursement of a sundry expense (ad-hoc)

Step	Action	
8.1	Per Diem, click on the Expense Type list.	
8.2	Click on the Per Diem list item. Per Diem	
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	Create Expense Report	
	Andre van der Vyver <u>User Defaults</u> Report ID: NEXT	
	General Information 'Description: Research visit Hartswater Comment: Research visit Hartswater	
	*Business Purpose: General travel and related exp Reference:	
	*Default Location: South Africa	
	Accounting Defaults Apply Cash Advance(s) More Options: Image: Control of the second seco	
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8.3	Repeat steps 3.5 to 3.8.	
8.4	Click on the Detail link.	
8.5	Click on the magnifying glass next to Location to select the C	ountry.
	🖉 Create - Windows Internet Explorer	
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8. Expense report for the reimbursement of Foreign Travel

Step	Action			
8.6	Click on the United States of America link. United States of America			
8.7	Provide a brief description in the Description block.			
	Create > Windows Internet Explorer Create > Windows Internet Expl			
	File Edt View Favorites Tools Help			
	Welcome Mokoditiwa, Paulina (P4290933) to Test (PSFSMTSA)			
	Favortes Man Menu > Travel and Expenses			
	Create Expense Report			
	Expense Detail for Per Diem (Line 1) Nisha Sewdass Report ID: NEXT			
	About This Expense "Expense Date: 2013/04/15 [3]			
	*Payment Type: Credit Card IN Receipt *Billing Type: INTERNAL Non-Reimbursable			
	Per Ulem Kange: U-SHS Days Location: United States of America Q			
	*Amount Spent: 0.00 Refresh Per Diem Amounts			
	*Currency: ZAR Q *Exchange Rate: 1.00000000 & 陆			
	Default Rate Reimbursement Amt: 0.00 ZAR			
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	Accounting Detail			
	Receipt Split Per Diem Deductions			
8.8	Click on the Start Wizard button.			
8.9	Click on the OK button.			
8.10	Enter the Arrival and Departure Date.			
	Create - Windows Internet Explorer			
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	Welcome Mokoditiwa,Paulina (P4290933) to Test (PSFSMTSA)			
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8.11	If there is a limit on funds available, decrease the subsistence allowance amount.			
	Click on the Accept Allowance and Exit Wizard button.			
	Accept Allowance and Exit Wizard			
8.12	Proceed to section 11 or 12 (projects) for the relevant accounting entries.			

Step	Action
9.1	Click on the Expense Type list.
9.2	Click on the Assets_Computer Equipment list item. Assets_Computer Equipment
9.3	Repeat steps 3.5 to 3.12.
9.4	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

9. Expense report for the reimbursement of an asset purchase

10.1	Click on the Expense Type list.	
	✓	
10.2	Click on the Bus /Taxi /Train/Transport Fee list item. Bus /Taxi /Train/Transport Fe Create - Windows Internet Explorer Create - Windows Create -	u.Var=ALDIT&POI ♥ ♥ ♥ P Live Search
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10.3	Enter the date of the Expense.	Nu Var=ALDITEPCI V (*) (*) Live Search (*) (*) (*) (*) (*) (*) (*) (*)
	Create Expense Report Expense Report Entry Clifford Matjiane User Defaults Report ID: NEXT General Information General Information Weekend travel for horses Weekend travel for horses Business Purpose: General travel and related exp Weekend travel for horses Reference: "Default Location: South Africa Of Of Accounting Defaults Apply Cash Advance(s) More Options: Og Details Optionality Personalize [Find View All [A] # Find # 1.4 or 4 Setex[Stepense Date Amount Spent "Currency "Payment Type General Bus /Taxi /Train/Transport Fe Go Oue Res INTERN	
	Copy Selected Delete Selected New Expense Add Check For Errors Totals Employee Expenses: 0.00.748 Due Employee: 0.00.749	

10. Expense report for the reimbursement of bus travel (Onderstepoort)

10.4	Click on the Baymont Type list	
10.4	Click on the Payment Type list.	
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		Data Language: English 👻 <u>New Window Hel</u>
	Create Expense Report	
	Expense Detail for Bus / Taxi / Train/ Transport Fee (Line 1)	
	About This Expense	
	*Expense Date: 2013/06/22	
	*Payment Type: No Receipt INTERNAL Non-Reimbursable	
	Location: South Africa	
	*Description:	
	*Amount Spent: 0.00	
	*Currency: ZAR Q	
	*Exchange Rate: 1.00000000 🗘 🛗	
	Reimbursement Amt: 0.0.0 ZAR	
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	Check Expense For Errors	
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10.5	Click on the Cash list item.	
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	*Business Purpose: General travel and related exp 🗸	
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Step	Action
10.11	Enter the Start Date and the End Date.
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10.12	The staff member only travels on Saturdays; because the days are not consecutive you
	The user can use the copy functionality. Remember to also do the accounting entries
	before you start copying.
	Select 'Expense Date 'Amount Spent 'Payment Type 'Billing Type Start Wizard
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	Copy Selected Delete Selected New Expense Add Check For Errors
	Totals Click on the Copy Selected button.
10.13	Select the mode of transport.
	Transportation Start Date
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Step	Action
10.14	Favorites Main Menu > Employee Self-Service
_	Transportation Start Date 2013/06/15 🛐
	Transportation End Date 2013/06/15
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	From Suburb Distance per KM/Day Tariff
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	4 Garankuwa Bus - 54.90 88.00
	5 Hammanskraal Bus - 56.21 90.00
	6 Kleinfontein Bus - 58.17 92.50
	7 Klipgat Bus - 51.96 83.50
	8 Kwa Mhlanga Bus - 74.51 <u>118.50</u>
	9 Kwaggafontein Bus • 97.39 153.50
	10 Kwaggafontein-A Bus - 97.39 153.50
	Search for the correct station from the list, in this example Pankop .
10.15	View the results in the Result Calculation field.
10.16	Click the Accept Allowance and Exit Wizard button.
	Accept Allowance and Exit Wizard
10.17	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

11. Accounting entries: The relevant cost centre from where the expense will be paid

11.1.1 Upon finalization of the Wizard process, click on the Accounting Detail link to provide the required cost centre number. Image: Imag	Step	Action
11.2 Click in the Cost Centre field and enter the relevant cost centre or use the magnifying glass to search for the correct cost centre.	11 .1	Upon finalization of the Wizard process, click on the Accounting Detail link to provide the required cost centre number.
11.2 Click in the Cost Centre field and enter the relevant cost centre or use the magnifying glass to search for the correct cost centre.		C Create - Windows Internet Explorer
11.2 Click in the Cost Centre field and enter the relevant cost centre or use the magnifying glass to search for the correct cost centre.		File Edk View Favorites Tools Help
11.2 Click in the Cost Centre field and enter the relevant cost centre or use the magnifying glass to search for the correct cost centre. If the searcot for the correct cost centre. <th></th> <td>🙀 Fevorites 🔀 • 🛓 UP Portal 🖉 Create X 🔯 • 🔂 • 🖸 👼 • Page • Safety • Tools • 🖓 • 🔯 • Welcome Mokoditiwa,Paulina (P4290933) to Test (PSFSMTSA)</td>		🙀 Fevorites 🔀 • 🛓 UP Portal 🖉 Create X 🔯 • 🔂 • 🖸 👼 • Page • Safety • Tools • 🖓 • 🔯 • Welcome Mokoditiwa,Paulina (P4290933) to Test (PSFSMTSA)
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decontinue that Profession for the correct cost centre incl 11.2 Click in the Cost Centre field and enter the relevant cost centre or use the magnifying glass to search for the correct cost centre. Image: the second seco		Override VAT: ZAR
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Interest Expenses For Enrols Name Expenses		Per Diem Deductions VAT Information
Interest Interes Interes Interes In		Check Expense For Errors Return to Expense Report
Interview of the control top land 11.2 Click in the Cost Centre field and enter the relevant cost centre or use the magnifying glass to search for the correct cost centre. Image: Cost of the correct cost centre. Ima		
Create Expanse Report Accounting Detail Andre van der Vyer Report Restore Defaults Mang Van der Vyer Restore Defaults Mere Vinderer This is the accounting detail for expense type Per Diem with a transaction date of 201303-271 in the amount of 319 2AR. If changes are made inadvertently, you may reset the default accounting details Create Expanse Report Setter Defaults Mang Van der Vyer Restore Defaults Mere Vinderer This is the accounting detail for expense type Per Diem with a transaction date of 201303-271 in the amount of 319 2AR. If changes are made inadvertently, you may reset the default accounting values by hitting the Restore Defaults' button. Restore Defaults Mang Van der Vyer Mang Van der Vye	11.2	Click in the Cost Contro field and enter the relevant cost centre or use the magnifulng glass
Create Expense Report Create Expense Report Create Expense Report Accounting Detail Andre van der Vyver Report D: NEXT This is the accounting detail for expense type Per Diem with a transaction date of 2013-0.327 in the amount of 319 ZAR II changes are made in advertently, you may reset the default accounting values by hitting the "Restore Defaults" button. Restore Defaults Centeral Expense Report Accounting Values Dip Restore Defaults Centeral Expense Report Center Expense Center Expense Center Expense Center Expense Center Expense Center Expen	11.2	to search for the correct cost centre.
Provides Provides Tools (Log Acc. 22 7003/ppop/of writes/BPM2/VEELED_FL_MAV. WEELED_FL_MAV. WEELED_FL_MAV. WEELED_FLAW. WEELED		C Create - Windows Internet Explorer
Fevorites Deportal Control Page Safety - Tools - Welcome Mokoditiva, Paulina (P4290933) to Test (PSFSMTSA) Welcome Mokoditiva, Paulina (P4290933) to Test (PSFSMTSA) Home Workist Add to Favorites Sare Favorites Man Henu > Travel and Expenses Report Backarde Report Accounting Detail Andre van der Vyver Report ID: NEXT This is the accounting detail for expense type Per Diem with a transaction date of 2013-03-27 in the amount of 319 2AR. If changes are made inadvertently, you may reset the default accounting values by hitting the Restore Defaults' button. Restore Defaults General Ledger ChartFields VAT Amounts Exp. Amount Scl. Unit Monetary Amount Correction Eacharde Cost Centre Account PC Bus Unit Protect Activity Source Type Category Substategory Testescher Resp. Of 2013-03-27 and the Resp. Of 2013-03-27 in the amount of 319 2AR. If changes are made inadvertently, you may reset the default accounting values by hitting the Restore Defaults' button. Restore Defaults General Ledger ChartFields VAT Amounts Exp. Amount Scl. Unit Monetary Amount Currents Eacharde Cost Centre Account PC Bus Unit Protect Activity Source Type Category Substategory Testescher Resp. Of 2013-03-27 in the amount of 319.00 2AR 1.0000000 Costs 3 Cost Centre Account PC Bus Unit Protect Activity Source Type Category Substategory Testescher Resp. Of 2013-03-02 Cost Centre Account PC Bus Unit Protect Activity Source Type Category Substategory Testescher Resp. Of 2013-03-02 Cost Centre Account PC Bus Unit Protect Activity Source Type Category Substategory Testescher Resp. Of 2013-03-02 Cost Centre Account PC Bus Unit Protect Activity Source Type Category Substategory Testescher Resp. Of 2010/2010/2010/2010/2010/2010/2010/2010		🔆 🔆 💌 🖻 http://appfsmts01.up.ac.za.7003/psp/psfsmtsajEMPLOYEEJERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION. FieldFormula.iScript_AddExpense?TE_Menu_Yar=AUDITBPOL 👻 🚱 🗙 🔎 Live Search
Welcome Mokoditiva, Paulina (P429093) to Test (PSF-SMTSA) Home Yootkit 4 add to favorites Size Favorites Nam Menu > Travel and Bopenses New Window Help Personalize Page 3 Create Expense Report Accounting Detail Andre van der Vyver NEXT This is the accounting detail for expense type Per Diem with a transaction date of 2013-03-27 in the amount of 319 ZAR. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button. Restore Defaults General Ledger ChartFields VAT Amounts Test Restore Defaults' button. Andio UP000 Q 319.00 UP000 Q 319.00 ZAR 1.00000000 Q 05583 Q Q Q Q 00005 Q Add ChartField Line Refresh Refresh Eaterean Cost Centre Account Project Activity Source Type Category Subcategory		👷 Fevorites 🔀 • 🛓 UP Portal 🖉 Create X 🎽 🖓 • 🔂 - 🗅 🌧 • Page • Safety • Tools •
Add Charffield Line Refresh		Welcome Mokoditiwa,Paulina (P4290933) to Test (PSFSMTSA)
Create Expense Report Accounting Detail Andre van der Vyver Report ID: NEXT This is the accounting detail for expense type Per Diem with a transaction date of 2013-03-27 in the amount of 319 ZAR. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button. Restore Defaults General Ledger ChertFields VAT Amount Cost Centre Account PC Bus tint Project Activity Source Type State Cost Centre Account 2319.00 UP000 319.00 24R 1.00000000 05583 Add ChartField Line Refresh		New Window Help Personalize Page 🐰
Accounting Detail Andre van der Vyver Report ID: NEXT This is the accounting detail for expense type Per Diem with a transaction date of 2013-03-27 in the amount of 319 ZAR. If changes are made inadvertently, you may reset the default accounting values by hitting the "Restore Defaults" button. Restore Defaults Restore Defaults Restore Defaults General Ledger ChartField VAT Amount Cost Centre Account PC Bus Int Protect Activity 319.00 UP000 319.00 ZAR 1.00000000 Q 05583 Q Q Q 00005 Add ChartField Line Refresh Refresh Refresh Refresh Refresh		Create Expense Report
This is the accounting detail for expense type Per Diem with a transaction date of 2013-03-27 in the amount of 319 ZAR. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button. Restore Defaults General Ledger ChartFields VAT Amount Guttenbry Exchanges Cost Centre Account PC Bus Unit Project Activity Source Type Category Subcategory Guttenbry Guttenbry Category Category Subcategory Guttenbry Guttenbry Category C		Accounting Detail Andre van der Vyver Report ID: NEXT
2013-03-27 in the amount of 319 ZAR. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button. Restore Defaults General Ledger ChartFields VAT Amount Category Category Amount Cost Centre Account Protect Activity Source Type Category Subcategory 000 00000 00000 05583 Add ChartField Line Refresh		This is the accounting detail for expense type Per Diem with a transaction date of
Restore Defaults General Ledger ChartFields VAT Amounts IEEE> Amount 'GL Unit Monetary Amount Contents Exchange Cost Centre Activity Source Type Category Subcategory Transaction Respond 319.00 UP000 Q 319.00 ZAR 1.00000000 Q 05583 Q Q Q Q Q 00305 Q Add ChartField Line Refresh		2013-03-27 in the amount of 319 ZAR. It changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.
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319.00 UP000 Q 319.00 ZAR 1.00000000 Q [05583] Q Q Q Q 00305 Q Add CharField Line Refresh		Ceneral Leoger Charriellos VAI Amounts (123) Amount <u>1GL Unit Monetary Amount Code Rate</u> <u>Cost Centre Account</u> <u>PC Bus Unit Project</u> <u>Activity</u> <u>Source Type</u> <u>Category</u> <u>Subcategory</u> <u>OU</u>
Add Chariffield Line Refresh		319.00 UP000 Q 319.00 ZAR 1.00000000 Q 05583 Q Q Q Q Q Q Q 00305 Q
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11.3 Click on the OK button.	11.3	Click on the OK button.

Step	Action
11.4	Click on the Check Expense For Errors button.
	Check Expense For Errors
	File Edk View Favorites Tools Help
	🚖 Favorites 🔯 • 🛓 UP Portal 🖉 Create x 🕼 • 🔊 - 🖸 👼 • Page • Safety • Tools •
	Rome Workst Add to Favorites Sq Favorites Main Menu > Travel and Expenses
	Andre van der Vyver Report ID: NEXT
	About This Expense *Expense Date: 2013/03/27 [1]
	*Payment Type: Credit Card Image: No Receipt *Billing Type: INTERNAL Image: Non-Reimbursable
	*Per Diem Range: 0 - 999 Days Location: South Africa
	*Description: Research visit 26/3 to 27/3
	*Amount Spent: 319.00 Refresh Per Diem Amounts *Currency: ZAR Q
	*Exchange Rate: 1.00000000 ゆ 職
	Reimbursement Amt: 319.00 ZAR Calculated VAT: 0.00 ZAR Calculate VAT Start Wizzard
	Override VAT: ZAR ZAR
	Accounting Detail
	Necentrismi Per Diem Deductions VAT Information
	Check Expense For Errors
	Otree Internet + 3 + 4 100% If start Ø Ø Ø Ø I 103
11.5	Click on the Return to Expense Report link.
	Return to Expense Report
11.6	Click on the Submit button or Save button for use at a later stage.
	Submit
	File Edk View Favorites Tools Help
	🚖 Favorites 🔀 • 🛓 UP Portal 🖉 Create x 🖄 • 🔂 • 🖸 🖷 • Page • Safety • Tools •
	Home Worklast Addite Exvertes Sign Favorites Main Menu > Travel and Expenses
	Andre van der Vyver <u>User Defaults</u> Report ID: NEXT
	General Information 'Description: Research visit Hartswater Comment: Research visit Hartswater
	*Business Purpose: General travel and related exp 💌
	*Default Location: South Africa
	Accounting Defaults Apply Cash Advance(s) More Options:
	Declarities Personalize Find Vew Ail Item Find Item *Overview Imit Find Loss Loss Loss Loss
	Select Papense type Depense bate Amount Spent Currency Payment Type Per Diem 2013/03/27 319.00 ZAR Credit Card INTERN v Detail
	Copy selected Delete Selected New Expense Add Check For Errors Totals
	Employee Expenses: 319.00 ZAR Due Employee: 319.00 ZAR Non-Reimbursable Expenses: 0.00 ZAR Due Vendor: 0.00 ZAR
	Prepaid Expenses: 0.00 ZAR Employee Credits: 0.00 ZAR Vendor Credits: 0.00 ZAR
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12. Accounting entries where a project is involved

Step	Action
12.1	Click in the Description field.
12.2	Enter the desired information into the Description field. E.g. Enter "Conference attendance".
12.3	Click in the Comment field and complete detail on the expense.
12.4	Click on the Business Purpose list.
12.5	Click on the General travel and related exp list item.
12.6	Click on the Expense Type list.

Step	Action
12.7	Click on the Conference / Registration fees list item.
	Start Ø C Greate - Windows Int Auguration (Construction of the construction of the constr
12.8.	Repeat steps 3.5 to 3.7.
12.9.	Enter the total fee in the Amount Spent field. E.g. For this example enter "650".
12.10	If you do not have the rand value, you can change the currency by clicking on the Currency field and changing the currency to the required currency for e.g. Euro . EUR
12.11	Click on the Detail link. *Detail

Step	Action
12.12	Click in the Description field.
	Create - Windows Internet Explorer Create - Windows Internet Exp
	File Edit View Favorites Tools Help
	Welcome Mokoditiwa,Paulina (P4290933) to Test (PSFSMTSA)
	Favorites Man Menu > Travel and Expenses
	Create Expense Report
	Expense Detail for Conference / Registration fees (Line 1) Pavlo Selyshchev Report ID: NEXT
	About This Expense *Expense Date: 2013/04/24 19 Townse Turg: Cfeff Card No. 100 Receipt
	*Billing Type: INTERNAL INNoReimbursable
	*Description:
	*Amount Spent: 7,700.03 *Currency: ZAR Q *Sectement 244 (2) *Sectement
	Exchange rate:
	Calculated VAT: 0.00 ZAR Calculate VAT Override VAT: ZAR ZAR
	Accounting Ustall Receipt Solid VAT Information
	Done
12.12	
12.13	Enter the desired information into the Description field. E.g. Enter TEEE .
12.14	Click on the Accounting Detail link. Accounting Detail
12.15	Enter the relevant cost centre number or click on the magnifying glass to search for the
	cost centre.
	Create - Windows Internet Explorer
	File Edit View Favorites Tools Help
	Welcome Mokoditiwa, Paulina (P4290933) to Test (PSFSMTSA)
	Favorites Man Menu > Travel and Expenses New Window Help Personalize Page]
	Create Expense Report
	Accounting Detail Pavlo Selyshchev Report ID: NEXT
	This is the accounting detail for expense type Conference / Registration fees with a transaction date of 2013-04-24 in the amount of 7780 63 ZAR. If changes are and a production was used to be default accounting to be bit the default of the def
	Restore Def
	General Ledger ChartFrields VAT Amounts [FFF]
	Amount "GL Unit Monetary Amount Exchange Code Cost Centre Account PC Bus Unit Project Activity Source Type Category Substategory Itemascion QU Resp QU 7750.63 UP000 Q 7780.63 ZAR 1.00000000 Q 0446 Q Q Q Q 00207
	Add ChartField Line Refresh
	OK
12.16	Click in the DC Rue Unit field. The DC Rue Unit is always UD000
12.10	Click in the Project field. Enter the desired information into the Project field.
12.17	Click in the Project field. Enter the desired information into the Project field.
12.18	Click in the Activity field.
1	

Step	Action
12.19	Enter the desired information into the Activity field. The activity would typically be Run_Expns. Click on the RUN_EXPNS object. RUN_EXPNS
12.20	Click on the OK button.
12.21	Click on the Check Expense For Errors button. Check Expense For Errors
12.22	Click on the Return to Expense Report link. Return to Expense Report
12.23	Click on the Submit button or Save button for use at a later stage. Submit

13. How to upload your source documents to the Expense Report

Step	Action
13.1	On the expense report you will find a hyperlink Attachments. Click on the attachment link.
	Create - Windows Internet Explorer
	Interprivation of the second secon
	File Edit View Foories Tools Help
	😵 Pevontes 🧏 2 Department of Informatio 2 Web Slice Galley 👻 📣 Absa Business Integrator (2) 2 Absa Business Integrator 🖼 Atrikaans Mesies Hoef Pr 🚡 Banner Part (2) 2 Contact Details 2 Curri
	Create Sit ×
	Welcome de Waal, Marietjie (P4132718) to Development (PSFSMDVA)
	Ravortes Main Menu > Travel and Expenses
	Data Language: English New Window Heig
	Create Expense Report
	Expense Report Entry
	Maria de Waal User Defaults Report ID: NEXT
	Quick Start: A Blank Report O
	General Information
	*Description: Comment:
	*Business Purpose:
	Reference:
	*Default Location: South Africa D
	Attachments (0)
	Accounting Defaults Apply Cash Advance(s) More Options:
	Details Personalize Find View AR 🖾 🗰 First 🛄 +4 of 4 🛄 Last
	Voveniew IIII)
	Selest "Expense Type Expense Date 'Amount Spent' Currency 'Payment Type 'Billing Type Start Waard

Step	Action
13.2	The following screen will open:
	🥐 Create - Windows Internet Explorer 🕑 😡 🗢 👔 http://appfsmd/v01.up.ac.za.7003/psp/psfsmd/va/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpense?TE.Menu.Var=AUDIT&PORT, 🔻 🙀 🗙 🔀 Google
	File Edit View Fevorites Tools Help X Image: A state of the state of
	👷 Favorites 🎼 😰 Department of Informatio 🖻 Web Slice Gallery 🔻 📣 Absa Business Integrator (2) 🗿 Absa Business Integrator (2) 🍘 Afrikaans Meisies Hoër Pr 🖺 Banner, Part2[3] 🗿 Contact Details 🍘 Curre 🎯 Create
	Welcome de Waal, Marietjie (P4132718) to Development (PSFSMDVA)
	Favorres Man wenu > Travel and Expenses
	Journal Entry Attachments
	Attachments GL UP000 ReportID: NEXT EmpliD: 04132718
	Business Unit Details Personalize End View Ali [55] # First ■ 1 of 1 ■ Last
	View Attachment Description Last Update User ID Last Update Item Date Time View Delete Delete Delete
	Attachments
	Add Attachment
	OK Cancel
	javascriptsubmitAction_win0(document.win0; EX_HDR_WRK_ATTACHMENTS_PB');
	Click on "Add Attachment"
13.3	Click "Choose File". Preferably upload pdf files; you can open them directly in PeopleSoft.
	Create - Windows Internet Explorer
	🚱 🔍 🖻 http://appfsmd/01.up.ac.za7003/psp/psfsmd/va/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iScript_AddExpense?TE_Menu.Var=AUDIT&PORT, 🔻 47 🗙 🔯 Google File Edit View Favorites Tools Help
	🗙 🧑 McAfee 👔 🕶
	🍘 Create 🕼 👻 🗟 👻 🖬 👻 🕮 🗢 Page 🏠 Surgeon to Strain the Alignment (PSFSMDVA)
	tone Workst .
	Journal Entry Attachments
	Attachments
	Business Previous reported the Atlactment
	View Attachment Description Last Update Name Browse
	Upload Cancel
	Add Attachment
	OK Cancel
	Done 😵 Local intranet Protected Mode: Off
	Select the file you want to upload from where you have saved the scanned document.
	• The upload should be a .pdf file.
	• The name of the file is restricted to 10 characters.
	 An attachment should not contain more than 10 pages.

Step	Action
13.4	Select upload. Select OK.
	Create - Windows Internet Explorer Comparison of the Edit View Favorites Tools Help Create - Windows Internet of Informatio Web Slice Gallery Create - Welcome de Waal,Marietjie (P4132718) to Development (PSFSMDVA) Werkest - Worksst - Worksst - Worksst -
	Attachments GL UP000 Report ID: NEXT Empl ID: 04132718 Business Unit: Details Personalze [Find Vew All [C] # First K 1 of 1 D Last Details Last Update Date:Time Detected Claimt.odf Attachment Description User.ID Detected Add Attachment OK Cancel Cancel
	Cocal intranet Protected Mode: Off

14. Approval of an Expense Report

Step	Action
14.1	You will receive an email notification of an Expense Report to be approved. Click on the hyperlink provided, or on the main menu. Click on the Travel and Expenses link.
14.2	Click on Agencies Degreve Transactions.
	Carl intranet Protected Mode: Off

Step	Action
14.3	Click on Approve Transactions again.
	File Edit View Favorites Tools Help X 🕐 McAfoo 🗍 🗸 😭 Favorites 🎪 🖻 Department of Informatio 🖻 Web Slice Gallery 🔻 📣 Absa Business Integrator (2) 🖉 Absa Business Integrator 🔀 Afrikaans Meisies Hoër Pr 📰 Banner, Part2[3] 🖉 Contact Details 👰 Curr
	W < 1 Report Generator Summary
	Man Menu > Travel and Expenses >
	Approve and modify expenses transactions. Modify Approve Transactions Modify Approved Transactions Modify Approved Transactions
	Cocal intranet Protected Mode: Off
14.4	Overview, Expense reports, Time reports, Time adjustments and Travel authorisations. Click on the tab Expense reports.
	Approve Transactions - Windows Internet Explorer Approve Transactions - Mindows Internet Explorer Approve Transactions - Mind
	File Edit View Favorites Tools Help X ② McAfee ③
	Approvites Approve Transactions X Kepenses Report X Xepenses Report Xepenses Xepenses Report Xepenses Xepense
	Welcome Mashaba, Imyrko (P4355717) to Test (PSFSMTSA) Home Workist Favgrites Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions
	Overview Expense Reports Time Adjustments Travel Authorizations Cash Advances Errors > Search Pending Transactions
	Change Sort Order Select All Clear All Approve Send Back Budget Check Refresh List
	Personalize View All [20] # First 10 1-9 of 8 10 Last Select Transaction Type Total Unit Name Employee ID Description Transaction 10 Date Submitted Status Role
	Expense Report 189003.00 ZAR Van der Merwe Meinhardt 04416899 JKLKJ 0000000102 2013/05/08 Submitted for Approval Pre Pay Auditor
	Expense Report 10.00 ZAK Magdalena 04131142 Erra Test 000000111 2013/06/18 Submitted for Approval Pre Pay Auditor
	Expense Report 628.15 ZAR Rakitianski,Sergei 04390873 Book purchase for teaching 0000000114 2013/06/18 Submitted for Approval Pre Pay Auditor
	Travel Authorization 13500.00 ZAR Crewe Mary Nonie 02552388 Conference in Paris 000000008 2013/06/18 Submitted for Approval Pre Pay Auditor
	Iravel Authorization 31542.00 ZAR Meyer, Water Ernst 02425/93 conference 0000000087 2013/06/18 Submitted for Approval Pre Pay Auditor Travel Authorization 17302.92 ZAR Horak, Ruurdie 02459795 Exhibit hosting @ Kollonade 000000088 2013/06/18 Submitted for Approval Pre Pay Auditor
	Travel Authorization 15626.51 ZAR Bunn, Belinda Kathleen 04546459 International congress 00000000090 2013/06/20 Submitted for Approval Pre Pay Auditor
	Selart All Clear All Approve Send Back Budget Check Refresh List
	uone 🔍 Local intranet Protected Mode: Off

Step	Action
14.5	You now have to select the relevant button.
	Approve Transactions - Windows Internet Explorer Approve Transactions
	File Edit View Favorites Tools Help
	🕆 🔽 maaroo 👔 V 🔆 Favorites 🍓 🖉 Department of Informatio 🖉 Web Slice Gallery 🔻 📣 Absa Business Integrator (2) 🖉 Absa Business Integrator (2) 🖉 Absa Business Integrator (2) 🖉 Contact Details 🖉 Curre
	😢 🗸 🍘 Approve Transactions 🗙 🍘 Expenses Report 👘 👻 🖓 🕆 🗔 👘 👻 Page
	Kome Workist 2 Favorites Main Menu > Traveland Expenses > Approve Transactions > Approve Transactions
	Expense Report Totals
	Employee Expenses: 753.00 ZAR Due Employee: 753.00 ZAR Non-Reimbursable Expenses: 0.00 ZAR Due Vendor: 0.00 ZAR
	Prepara Expenses: 0.00 ZAR Definition of Lotals Employee Credits: 0.00 ZAR Vendor Credits: 0.00 ZAR
	Cash Advances Applied: 0.00 ZAR Pending Actions Personalize End ₽ # First ■ 1 or 1 ■ Last
	Profile Name Action Date/Time Prepay Auditor (Pooled)
	Submitted 2013/05/08 8:16:33AM Comments
	e e e e e e e e e e e e e e e e e e e
	Budget Statue: Valid Budget Checking completed, Report is ready for Approval/Posting.
	Budget Options
	Approve Send Back Hold Deny Save Changes
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	Click to approve the Expense Report. This action changes the status to
	Approved for Payment. The expense report is ready for payment processing
	Send Click to send the expense report to the employee for correction or revision.
	This action changes the status to Pending . If you send the expense report back
	to the employee, you must also provide an explanation in the Comments field.
	Hold This option will not be used by the University of Pretoria.
	Click to deny the entire expense report. This action changes the status to
	Denied . If you deny the Expense Report, you must also provide an explanation
	Deny In the Comments field. The system does not route denied expense transactions to subsequent approvers and the amplevee cannot resubmit it. The amplevee
	will have to create a new Expense Report
	Save
	Click to save any modifications that were made to the Expense Report.
14.6	Budget Status: Valid Budget Checking completed. Report is ready for Approval/Posting.
	Approve Send Back Hold Deny Save Changes
	Return to Approval List Next in List
	To review the list of expense reports, click on the Return to Approval List hyperlink or
	proceed to the next Expense Report by clicking on the Next in List hyperlink.

Step	Action
14.7	On approval, the following message will be displayed: Approve Transactions - Windows Internet Explorer Querties Querties - Windows Internet Explorer Querties Querties - Windows Internet Explorer Querties Querties - Vindows Internet Explorer Parorites Querties - Vindows Tools Help X Medice Querties - Vindows - Vindows Internet Of Information. Approve Transactions - Windows Tools Help X Medice Querties - Vindows Tools Help X Approve Transactions Approve Transactions Web Slice Gallery Web Slice
	Weicome Mashaba, Intylko (P4355/17) to Test (PSF-SMTISA) Home Worksal Favorites Main Menu > Travel and Expenses > Approve Transactions > Approve Transactions Approve Expense Report Submit Confirmation Meinhardt van der Merwe Report ID: 0000000102
	Expense Report Totals Employee Expenses: 753.00 ZAR Due Employee: 753.00 ZAR Non-Reimbursable Expenses: 0.00 ZAR Due Vendor: 0.00 ZAR Prepaid Expenses: 0.00 ZAR Definition of Totals Employee Credits: 0.00 ZAR Vendor Credits: 0.00 ZAR Cash Advances Applied: 0.00 ZAR
	OK Cancel
	Click OK.

15. Useful hints – copying of recurring expense transactions

15.1	The the	user can use the c accounting entries	opy fund before	tionali you sta	ty to (irt cop	copy expe oying.	nse line	iten	ns. Reme	mbo	er to also do
	Select	<u>*Expense Type</u>	<u>*Expense Date</u>	<u>*Amount</u> Spent	<u>*Currency</u>	<u>*Payment Type</u>	*Billing Type		Start Wizard		
		Bus /Taxi /Train/Transport F 💌	2013/06/15 🛐	740.00	ZAR 🔍	Cash	INTERN/ -	<u>*Detail</u>	Start Wizard	.	
		-								+	
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		-								+.	
	Сору	Selected Delete Selected	New E	xpense		- Add Ch	eck For Errors				
	Totals Clic	< on the Copy Sele	cted but	ton.							

C. Advances

Start of an Advance request	Approval	Approved advance to cash advance	Settlement of an Advance	Report
C1 and C2	С3	С4	С5	D

1. Create an Advance request/Advance Authorisation for yourself

Step	Action
1.1	For your own Advance request, click on the Employee Self Service link.
	Favorites Main Menu
	Menu 🛛 🗖 🖾
	Search:
	D My Favorites
	▷ Smart Security ▷ Enterprise Request System
	D UPK Reporting
	Employee Self-Service Manager Self-Service
	▷ Supplier Contracts
1.2	Click on the Travel and Expense Center link.
	Base Navigation Page - Windows Internet Explorer
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	Currency Converter for 18 Reservoires Reservoires
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	Favortas / Mah Menu > Employee Self-Service Unit Kimi / Service Unit Kimi / Service
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	If Manager, Broukstons If Manager, Broukstons If Manager, Broukstons If Recentling
	Submittinkew expense reports, cash advance requests, or travel authorizations. Coll care Professiones The VValid THe VValid THe Verse Parentits
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1.3	Click on the Advance Authorization link. Advance Authorization
1.4	Click on the Create link.

Step	Action	
1.5	Click in the Description field.	
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		<u>New Window Help Personalize Page 🦷</u>
	Create Travel Authorization Advance Authorization Entry	
	David Kruger User Defaults Authorization ID: NEXT	
	Quick Start: A Blank Authorization GO Ceneral Information GO	
	*Description: Comment:	
	Default Location: South Africa	
	*Date From: Bi *Date To: Bi	
	Accounting Defaults More Options: Constraints Constrai	
	Select Expense Type Date Amount Currency Payment Type (Billing Type)	
	Copy Selected Delete Selected New Expense Add Check For Errors	
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	🛃 start 🖉 🖉 🔄 🔄 🔍 💿 🧷 🖉 Greate - Windows Int	<u>8500069209N7</u> 110
1.6	Enter the desired information in the Description field. E.g.En	nter "Flight ticket USA".
1.7	Click on the Business Purpose list.	
1.8	Click on the General travel and related exp list item.	
	General travel and related exp	
	C LTeate - Windows Internet Explorer	nu.Var=AUDIT8f 💌 🄄 🗶 D Live Search
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	Create Travel Authorization Advance Authorization Entry	
	David Kruger User Defaults Authorization ID: NEXT	
	Concerning Advancements and a second and as second and a	
	*Description: Flight ticket USA Comment: *Business Purpose:	
	Default Location: General Ad Hoc Purchases	
	General travel and related exp Staff Recruitment Costs	
	Accounting Defaults More Options: Image: GO	
	Select 'Expense Type 'Date 'Amount Currency 'Payment Type 'Billing Type	
	Copy Selected Delete Selected New Expense Add Check For Errors	
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Step	Action	
1.9	Click in the Default Location field. Create - Windows Internet Explorer Comparison of the state	r=ALDITSF (4) (4) (4) (4) (4) (4)
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	Favortes Man JMenu > Travel and Expenses	<u>New Window Help Personalize Page </u>
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1.10	Complete the Date from and Date to fields.	
1.11	Click on the Expense Type list.	
1.12	Click on the Air Travel list item. Air Travel Create - Windows Internet Explorer Create - Windows I	
	the second data and t	
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	Done	😜 Internet 🏤 - 🔍 100%

Step	Action	
1.13	Enter the date on which you are going to travel. Create Windows Internet Explorer Create Windows Internet Explorer Create Windows Internet Explorer Create Windows Internet Explorer	nu.Var=AUDIT& Y 😽 🗙 👂 Live Search
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	Favorites Man Menu > Travel and Expenses	New Window Help Personalize Page
	Create Travel Authorization Advance Authorization Entry David Kruger User Defaults Authorization ID: NEXT General Information Default Location: South Africa	
	*Date From: 2013/05/06 🛐 *Date To: 2013/05/10 🛐	
	Accounting Defaults More Options:	
	Select State	
	Totals Authorized Amount: 0.00 ZAR	
		● Internet 《 + 代 100% 参示型図創会 ■ 27 回 例 N 世 11:11
1.14	Enter the total cost of the flight into the Amount field. E.g. E	inter "10000".
1.15	Click on the Payment Type list. Select the payment method	for the expense
	C Create - Windows Internet Explorer	
	Edk View Favorites Tools Help	nu.Var=AUDIT& 🛛 🥗 🔀 D Live Search
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	Favorites Main Menu > Travel and Expenses	Home Worklist Add to Favorites Sign
		<u>New Window Help Personalize Page </u>
	Create Travel Authorization	
	David Kruger User Defaults Authorization ID: NEXT	
	General Information Prescription: Flightlicket USA Comment	
	*Business Purpose: General travel and related exp	
	Default Location: South Arrica Image: Comparison of the south and the s	
	Accounting Defaults More Options:	
	Details Setect "Expense Type "Date "Amount Currency "Payment Type "Eliling Type Air Travel 2013/05/08 10000 ZAR Credit Card INTERNAL "Other the set of	
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1.16	Click on the Detail link. *Detail	

Step	Action
1.17	Click in the Description field.
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	Create Travel Authorization Authorization Detail for Air Travel (Line 1)
	David Kruger Authorization ID: NEXT About This Expense
	*Date: 201305/06 *Payment Type: Credit Card *Elitera Tuno: INITERNAL
	bining type: bining type: *0secription:
	Exception Comments Location Amount:
	Accounting Detail Check Expense For Errors
	Return to Advance Authorization Entry
	Date - Windows Int
1.18	Enter the desired information into the Description field. E.g. Enter "SAA flight".
1.19	Click on the Accounting Detail link. Accounting Detail
1.20	Click in the Cost Centre field.
	Create - Windows Internet Explorer C C Create - Windows Internet Explorer C C C C C C C C C C C C C C C C C C C
	File Edit View Favorites Tools Help
	Welcome Mokoditlwa,Paulina (P4290933) to Test (PSFSMTSA)
	Pavorces Man (venu >) Traveland Expenses
	Create Travel Authorization
	David Kruger Authorization ID: NEXT This is the accounting detail for expense type Air Travel with a transaction date of
	2013-05-06 in the amount of 10000 ZAR. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.
	Amount <u>SQLUnit</u> <u>Cost Centre</u> Account <u>PC Bus Unit</u> Project Activity <u>Source</u> <u>Category</u> Subcategory <u>Dubategory</u> <u>Fund</u> Affiliate
	Add ChartField Line
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1.21	Enter the desired information into the Cost Centre field, or use the magnifying glass to
	select the required cost centre.
1.22	Click the OK button.
	OK

Step	Action	
1.23	Click on the Return to Advance Authorization Entry link.	
	Return to Advance Authorization Entry	
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	Create Travel Authorization	
	Authorization Detail for Air Travel (Line 1)	
	About This Expense	
	*Date: 2013/05/06 [tg] *Payment Type: Credit Card v	
	*Billing Type: INTERNAL *Description: SAA flight	
	*Amount: 10.000.00 ZAR Exception Comments	
	Location Amount:	
	Accounting Detail Check Expense For Errors	
	Return to Advance Authorization Entry	
	javascript:submitAction_win0(document.win0)EX_JCLIENT_WRK_RETURN_TO_TA');	🕒 Internet 🦓 - 🔍 100%
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1.24	Click the Submit button or Save button for use at a later stage	2.
	Submit	
	Create - Windows Internet Explorer	
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	Favorites Main Menu > Travel and Expenses David Kruger <u>User Defaults</u> Authorization ID: NEXT	
	General Information	
	*Description: Flight ticket USA Comment: *Business Purpose: General travel and related exp V	
	Default Location: South Africa	
	*Date From: 2013/05/06 🔁 *Date To: 2013/05/10 🔁	
	Accounting Defaults More Options:	
	Details Personalice [Fm] [52] ## First # 1-4 of 4 Last Select !Expense Type !Mmount Currency !Payment Type Image: Select in the s	
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Step	Action
1.25	Click on the OK button.
	Constraints of the search
	Item interval Authorization Submit Confirmation David Kruger Authorization ID: NEXT Travel Authorization Totals Total: 10,000.00 ZAR OK Cancel
	Done Internet 🖧 - ¹⁰ , 100% Start & C a & O C reste - Windows Int
1.26	The advance will now workflow to the relevant faculty accountant and cost centre owner. When the cost centre owner has approved the advance, you have to convert the approved authorization to a Cash advance. Please see <u>Convert the approved Travel Authorisation to</u> <u>a Cash Advance</u> .

2. Create an Advance request/Advance Authorisation on behalf of another employee

Step	Action	
2.1	Click the Travel and Expenses link on your left hand menu. Se Centre link.	lect the Travel and Expense
	🖉 Base Navigation Page - Windows Internet Explorer	
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	Main Menu >	
	Iravel and Expenses	Edit "Travel and Expenses" Folder
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Step	Action	
2.2	Click on the Advance Authorization link.	
	Advance Authorization	
2.3	Click on the Create link.	
	Create	
2.4	Click in the Empl ID field.	
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	Advance Authorization	
	Eind an Existing Value Add a New Value	
	Empl ID:	
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	Find an Eviden Value I Add a New Value	
	The at reality take had a teat rate	
	Start CASES OF A Greate - Windows Int	🕒 Internet 🦓 - 代 100%
2.5	Enter the desired information into the Empl ID field. E.g. En	ter " 01269224 ".
2.6	Select the employee.	
2.7	Click the Add button.	
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	General Information Description: Comment:	
	*Business Purpose: Default Location: South Africa	
	*Date From: 19 *Date To: 19	
	Accounting Defaults More Options: Image: Constraint of the second secon	
	Select 'Expense Type 'Date 'Amount Currency 'Payment Type 'Billing Type	
	Copy Selected Delete Selected New Expense V Add Check For Errors	
	Totals	

Step	Action		
2.8	Repeat steps 1.9 to 1.30.		
2.8 2.9	Repeat steps 1.9 to 1.30. If you are entering an Advance request on behalf of a Non-UP employee or student, select the Expense type Category - Non-UP Employees. If you are entering an Advance request on behalf of a Non-UP employee or student, select the Expense type Category - Non-UP Employees. If you are entering an Advance request on behalf of a Non-UP employee or student, select the Expense type Category - Non-UP Employees. If you are entering an Advance request on behalf of a Non-UP employee or student, select the Expense Create Trr Non-assets - Furniture and Ec Advance Office Equipment Rental Office requipment Rental Office requi		
	Research expenditure Stationery More Options: Accountin Telephone Expense Toll fees Training GO Details Training Visa Expenses * Date * Date * Amount Currency * Payment Type * Billing Type		

3. Approval of an Advance

Step	Action
3.1	You will receive an email notification of an advance request to be approved. Click on the hyperlink provided, or on the main menu. Click on the Travel and Expenses link.

Step	Action		
3.2	Base Navigation Page - Windows Internet Explore Base Navigation Page - Windows Internet Page Base Navigation Page - Windows		
	Favortes Man tenu > Travel and Expenses		
	Travel and Expenses Access travel and expenses. Approve Transactions Paperove and modify expenses transactions. Expanse Approved Transactions Image Accounting Vewidajust accounting entries, print reports, reconcile cash advances and airine tokets, request tudget checking, or roliver travel authorizations. Image Accounting entries, print reports, reconcile cash advances and airine tokets, request tudget checking, or roliver travel authorizations. Image Accounting entries, print reports, reconcile cash advances and airine tokets, request tudget checking. Image Accounting entries, print reports, reconcile cash advances and airine tokets, request tudget checking. Image Accounting entries, print reports, reconcile cash advances and airine tokets, request tudget checking. Image Accounting entries, print reports, reconcile cash advances and airine tokets, groups advances and airine tokets, request tudget checking. Image Accounting entries, print reports, reconcile cash advances and airine tokets, groups advances and airine tokets, groups advances advances and airine tokets. Image Accounting entries, print reports, reconcile cash advances and airine tokets. Image Accounting entries, print reports, reconcile cash advances and airine tokets. Image Accounting entries, print reports. Image Accounting entries, print reports. Image Accounting entries, print reports. Image Accounting entries, pr		
	Travel and Expense Center		
	Cocal intranet Protected Mode: Off		
	Click on Approve Transactions.		
3.3	Base Navigation Page - Windows Internet Explorer Description Page - Page Descr		
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	Favorites Main Menu > Travel and Expenses Main Menu > Travel and Expenses Main Menu > Travel and Expenses		
	Approve Transactions Approve Transactions Approve and modify expenses transactions Approve expenses transactions Modify Approved Transactions Modify Approved Transactions		
	Local intranet Protected Mode: Off		
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	Click on Approve Transactions again.		



4. Convert the approved Travel Authorisation to a Cash Advance

Change an Advance Authorisation to a Cash Advance in order for it to be paid.

Step	Action
4.1	Click on the Travel and Expenses link or Self service link.
4.2	Click on the Travel and Expense Center link. Travel and Expense Center
4.3	Click on the Cash Advance link. <u>Cash Advance</u>
4.4	Click on the UP Create Cash Advance link. <u>UP Create Cash Advance</u>

Step	Action	
4.5	Click on the Search button.	CREATE_GBL&EO 💌 🖘 🄀 Live Search
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	Search by. Traver-outonication to group with group with group and group with	
	Search Advanced Search	
	Done 	ان الدور المراجع ا
4.6	Select the required travel authorization which you would like example, click on the 0000000069 link.	e to be paid out. In this
4.7	Click on the Create A Cash Advance button.	
	Create A Cash Advance	
	C UP Create Cash Advance - Windows Internet Explorer	CREATE GRUSEO V 🔶 X D Live Search
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	Favortes Main Menu > Travel and Expenses	New Window Help Personalize Page
	Create Cash Advance	
	Empl ID:	
	Travel Authorisation Travel Authorization ID: 000000069 TA Description: Conference attendance	
	Create Advance	
	*Please enter the correct Payment Method: EFT Q	
	Create A Cash Advance	
	A Return to Search rEPrevious in List rE Notify	
	Done Start & C S > O C UP Create Cash Adva	© Internet

Step	Action	
4.8	Click on the Submit button.	
	Submit	
	C UP Create Cash Advance - Windows Internet Explorer	
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	Travel & Expenses - Cash Advance Report	
	Nisha Sewdass User Defaults Advance ID: 0000000060	
	▼ General Information	
	Description: Conference attendance Comment: Business Purpose: Ceneral travel and related exp	
	Status: Pending Reference: 0000000089	
	Accounting Date: 2013/05/01 Post State: Not Applied Last Updated: 2013/05/01 By: P4290933	
	Imond ATM Advances	
	Defails Personalize Find 62-1 ## First Mill 1 of 1 Mill Last <u>"Source</u> Description "Amount Currency	
	Electronic Funds Transfer IEEE conference 10,000.00 ZAR 🛨 🖃	
	Totals Advance Amount: 10,000.00 ZAR	
	Update Totals	
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	C UP Create Cash Adva	
4.9	Click on the OK button. The cash advance workflows to the cla	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the clabe approved for payment.	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the clabe approved for payment.	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the clabe approved for payment.	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the clab be approved for payment. UP Create Cash Advance - Windows Internet Explorer C UP Create Cash Advance - Windows Internet Explorer C C C C C C C C C C C C C C C C C C C	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the clash abance workflows to the clash abance workflows to the clash abance approved for payment.	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the class be approved for payment. UP Create Cash Advance - Windows Internet Explorer Clip Create Cash Advance - Windows Internet Explorer Clip Create Cash Advance - Windows Internet Explorer File Eak View Favorites Tools Help File Eak View Favorites Tools Help File Cash Advance × Welcome Mokoditiwa,Paulina (P4290933) to Test (PSFSMTSA) Favorites Man Jenu > Travel and Expenses	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the clabe approved for payment.	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the class be approved for payment. UP Create Cash Advance - Windows Internet Explorer We Create Cash Advance - Windows Internet Explorer Welcome Mokoditilwa,Paulina (P4290933) to Test (PSFSMTSA) Evortes Man Menu > Travel and Expenses Travel & Expenses - Cash Advance Report Submit Confirmation Nisha Sewdass	aims division, where it will
4.9	Click on the OK button. The cash advance workflows to the clast be approved for payment. UP Create Cash Advance - Windows Internet Explorer We Create Cash Advance - Windows Internet Explorer We Create Cash Advance - Windows Internet Explorer We Create Cash Advance - Windows Internet Explorer Welcome Mokoditiwa,Paulina (P4290933) to Test (PSFSMTSA) Favorites Main Menu > Travel and Expenses Travel & Expenses - Cash Advance Report Submit Confirmation Nisha Sewdass Advance ID: 000000060	aims division, where it will
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5. Settlement of an Advance

There are 3 examples in this training module:

- Where the settlement is equal to the advance received (a)
- Where the settlement is less than the advance received (b)
- Where the settlement is more than the advance received (c)

5a. Settlement Equals the Advance

An example of an advance authorisation where the expenses of the claimant are the same amount as the advance received.

Step	Action
5a.1	Click on the Travel and Expenses link. D Travel and Expenses
5a.2	Click on the Travel and Expense Center link. Travel and Expense Center Base Navigation Page - Windows Internet Explorer Base Navigation Page - Vindows - Travel Internet Explorer Base Navigation Page - Vindows - Travel Internet Explorer Base Navigation Page - Vindows - Travel Internet Explorer Base Navigation Page - Vindows - Travel Internet Explorer Base Navigation Page - Vindows - Travel Internet Explorer Base Navigation Page - Vindows - Travel Internet Explorer Base Navigation Page - Vindows - Travel Internet Explorer Base Navigation Page - Vindows - Travel Internet Page - Vindows - Travel Internet Page - Vindows - Vindows - Vi
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5a.3	Click on the Expense Report link. Expense Report

Step	Action	
5a.4	Click on the Create link.	
	Enter the Empl Id and click on the Add button	
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Step	Action	
5a.6	Click on the A Travel Authorization list item.	
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5a.7	Click on the GO button.	
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Step	Action	
5a.8	Select the relevant Travel Authorisation which you want	to settle.
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Step	Action	
5a.10	Click the Look up Advance ID (Alt+5) (Hourglass) button.	
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	Total Due Employee: 10,000.00 ZAR	
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Step	Action	
5a.12	Click on the OK button.	
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Step	Action	
5a.13	Click on the Submit button or Save for Later button.	
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Step	Action	
5a.14	You can see in the totals field that there is no amount outstandir	ng or owing.
	Click on the OK button.	
	Create - Windows Internet Explorer	
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	Submit Confirmation	
	David Kruger Report ID: NEXT	
	Expense Report Totals	
	Employee Expenses: 10,000.00 ZAR Due Employee: 0.00 ZAR	
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	Employee Credits: 0.00 ZAR Vendor Credits: 0.00 ZAR	
	Cash Advances Applied: 10,000.00 ZAR	
	Click OK to submit, or click Cancel to return to the expense report without submitting.	
	OK Cancel	
	Done	😜 Internet 🦓 🗝 🔍 100%
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5b. Settlement is less than the advance

An example of an advance authorisation where the expenses of the claimant are less than the advance received.

Step	Action
5b.1	Repeat steps 5a.1 to 5a.12.

Step	Action	
5b.2	The total expenses add up to R5 000 and not the R10 000 as re	ceived with the advance.
	Enter the desired information into the Amount Spent field. E.g.	g. Enter "5000 ".
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	File Edit View Favorites Tools Help	🏠 • 🗟 - 🗖 🖨 • Page • Sefety • Took •
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	*Business Purpose: General Ad Hoc Purchases Reference: 0000000064	
	*Default Location: South Africa Q Authorization ID: 0000000073	
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	Employee Credits: 0.00 ZAR Vendor Credits: 0.00 ZAR	
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5b.3	Click on the Payment Type list. Select the payment method by	which the expense was
	paid.	
	Credit Card 🗸	
5b.4	Click on the Apply Cash Advance(s) link.	
	Apply Cash Advance(s)	
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	Reference: 0000000064 *Default Location: South Africa Q	
	Authorization ID: 0000000073	
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	Copy Selected Delete Selected New Expense Add Check For Errors	
	Employee Expenses: 10,000.00 ZAR Due Employee: 10,000.00 ZAR Non-Reimbursable Expenses: 0.00 ZAR Due Vendor: 0.00 ZAR	
	Prepaid Expenses: 0.00 ZAR 0.00 ZAR Employee Credits: 0.00 ZAR	
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Step	Action
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	Add Cash Advance Update Totals Total Advance Applied: 0.00 ZAR Total Employee Eveneses: 5.00.00 ZAR
	Total Due Employee: 5,000.00 ZAR
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5b.6	Select the relevant travel authorization.
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Step	Action	
5b.7	Change the amount in the column Total Applied to R5 000 (treport indicates that R5 000 is due to UP. Then, upload your expense report.	he actual expense). The proof of payment to the
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	Add Cash Advance Update Totals	
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	Total Due Company: 5,000.00 ZAR	
	Control RenderSoft F. Control Wedaw Int	Onternet One On
гьо	Click on the OK button	
50.8		
5b.9	Click on the Submit button or Save for Later button.	
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	Favorites Main Menu > Travel and Expenses	Home Worklist Add to Favorites Sign
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	*Business Purpose: General Ad Hoc Purchases Y Reference: 0000000064	
	*Default Location: South Africa Q Authorization ID: 000000073	
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Step	Action			
5b.10	Click on the OK button.			
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	Click OK to submit, or click Cancel to return to the expense i	report without submitting.		
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5c. Settlement which is more than the advance

An example of an advance authorisation where the expenses of the claimant are more than the advance received.

Step	Action
5c.1	Repeat steps 5a.1 to 5a.12.

5c.2In this example the total expenses are more than the Advance. Enter the total or expense in the Amount Spend column. Click on the Apply Cash Advance(s) link.Apply Cash Advance(s)	
expense in the Amount S pend column. Click on the Apply Cash Advance(s) link. Apply Cash Advance(s)	f the
Apply Cash Advance(s)	
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Create Expense Report	
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General Information	
"Description: Flight to spain Comment: "Business Purpose: General Ad Hoc Purchases	
Reference: 0000000065 *Default Location: South Africa Q	
Authorization ID: 000000074	
Accounting Defaults Apply Cash Advance(s) More Options:	
Air Travel 2013/05/01 B 15000 ZAR Q Credit Card V INTERN V Detail +	
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Vendor Credits: 0.00 ZAR javascript:submitAction, win0(document.win0, EX_HDR_WRK_PB_CASH_ADV');	👍 🕶 🔍 100%
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5c.3 Click on the magnifying glass button.	
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Step	Action	
5c.6	The summary will show that an amount is due to the Empl	oyer. Click the Submit button
	or Save button for later use.	
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	*Description: Flight to spain Comment: *Business Purpose: General Ad Hoc Purchases	
	Reference: 000000065 *Default Location: South Africa	
	Authorization ID: 000000074	
	Accounting Defaults Apply Cash Advance(s) More Options:	
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	Select 'Expense Type 'Expense Date 'Amount Spent 'Currency 'Parment Type 'Billing Type Image: Air Travel 2013/05/01 15,000.00 ZAR Credit Card INTERN *Detail *Exercised	
	Copy Selected Delete Selected New Expense Add Check For Errors	
	Totals	
	Employee Expenses: 15,000,00 ZAR Due Employee: 5,000,00 ZAR Non-Reimbursable Expenses: 0,00 ZAR Due Vendor: 0,00 ZAR Prepaid Expenses: 0,00 ZAR	
	Employee Credits: 0.00 ZAR Vendor Credits: 0.00 ZAR	
	Cash Advances Applied: 10,000.00 ZAR Definition of Totals Update Totals	
	Save For Later Submit Excense Report Project Summary	
	Return to Expense Report Submit For Approval	
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5c.7	Click on the OK button	
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	Employee Credits: 0.00 ZAR Vendor Credits: 0.00 ZAR	
	Cash advances Applied: 10,000.00 ZAR	
	Click OK to submit, or click Cancel to return to the expense report without submitting.	
	OK Cancel	
	Done Start 0 C C C C C C C C C C C C C C C C C C	● Internet 《 ~ 代 100% 登録で創め ● 2 回 0 N 円 12:3

D. Travel and Expense Reports

1. How can you view your Advance or Expense Report

Step	Action
D1.1	 Accounts Payable Asset Management Banking Cash Management VAT and Intrastat Commitment Control General Ledger Anrocations UP Reports OP Setup Set Up Financials/Supply Chain Enterprise Components Worklist Tree Manager Click on UP Reports on your main menu.
D1 2	Base Navigation Page - Windows Internet Explorer
D1.2	Original Second Secon
	😪 Local intranet Protected Mode: Off
	Select Expense Report.

Step	Action
D1.3	Comparison of the set of the
	Ø Expenses Report B ▼ □ ● ▼ Page Welcome Nieuwoudt Gretha (P4308581) to Test (PSESMTSA.)
	With the second se
	Expense Reporting Enter any information you have and click Search. Leave fields blank for a list of all values.
	Find an Existing Value Add a New Value
	✓ Search Criteria
	UserID: begins with + P4308581 Run Control ID: begins with + 1
	Case Sensitive
	Search Clear Basic Search 🗐 Save Search Oriteria
	No matching values were found.
	Find an Existing Value Add a New Value
	😵 Local intranet Protected Mode: Off
	Click on Add
D1.4	Expenses Report - Windows Internet Explorer
	Lette View Favorites Tools Help Help
	🗴 🧑 McAfeor 🖡 👻
	Ø Expenses Report
	Eventses Main Menu > UP Reports > Expenses (EXP) > Expenses Report
	New Window Help
	User ID P4308581
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	Business Unit LIBOOL Load Data
	Payment Date 2013/01/01 B to B
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	Travel Authority or Expense All Pay Cycle EXPNS Q
	Pay Cycle Sequence Number 0 Q
	Business Unit Empl Name Country Parcel Addres Parc Crole Satisfies Parcent Method Document ID Source Transaction Parter Fmail ID Parment
	Done 🗣 Local intranet Protected Mode: Off
	Enter your Employee number in the required field, and the wild chart % in the Advance ID
	and Report ID field. Enter the payment from and to date.

Step	Action
D1.5	Kpenses Report - Windows Internet Explorer Description Desc
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	Eavortes Main Menu > UP Reports > Expenses Report
	Expense Summary Expense Detail User ID P4308581 Run Control ID 1 1 Business Unit UP000 Empl ID 02471930 All Last All Name Name Payment Date 201301/01 201301/01 10 Report ID % Yes Xes Pay Cycle EXPNS Pay Cycle Sequence Number 0Q
	Personalize [End] Vew Al [I] # Frst [Business linit Empl ID Empl Idame Country Advise Mumber Pay Cycle Sament Method Document ID France In Transaction Payment Payment 1 0<

Step	Action													
D1.6	For more detail on the related expenses, click on the amount (hyperlink).													
	Payment Method	Document ID	Source TXN	Payment Number	<u>Status</u>	<u>Payment</u> Date	Creation Date	Accounting Date	Document Description	Responsible OU	e <u>Cost</u> <u>Centre</u>	Project	Account	Monetary Amour
	Check	000000034	Expense	0000078219	PD PD	2013/04/15	2013/04/15	2013/04/15	Onderstepoort - Klipgat Hatfield to Onderstepoort	00038	A0J162		04408	83.50 454.50
	Check	000000034	Expense	0000078219	PD	2013/04/15	2013/04/15	2013/04/15	Per diem CTN	00038	A0J162		05583	251.00
		0000000034 Total Expense Total												789.00
		Grand Total												789.00
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	MFS	Marke	d For	Submi	t									
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	The payment date, document description, Cost centre and account are reflected on the												he	
	report.		,	ment	400	- put	, ec			Joant	arer		a on t	