

Travel and Expenses: Training Manual

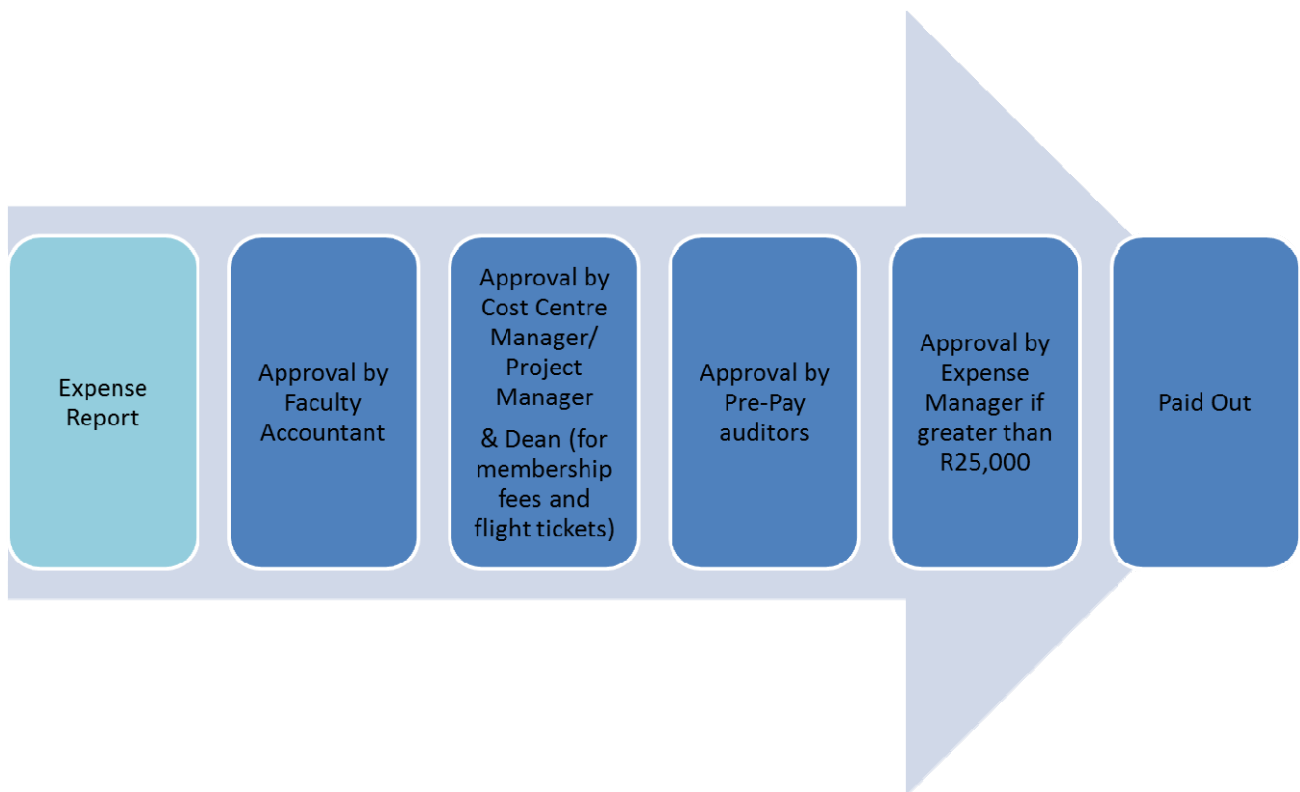
Department of Finance

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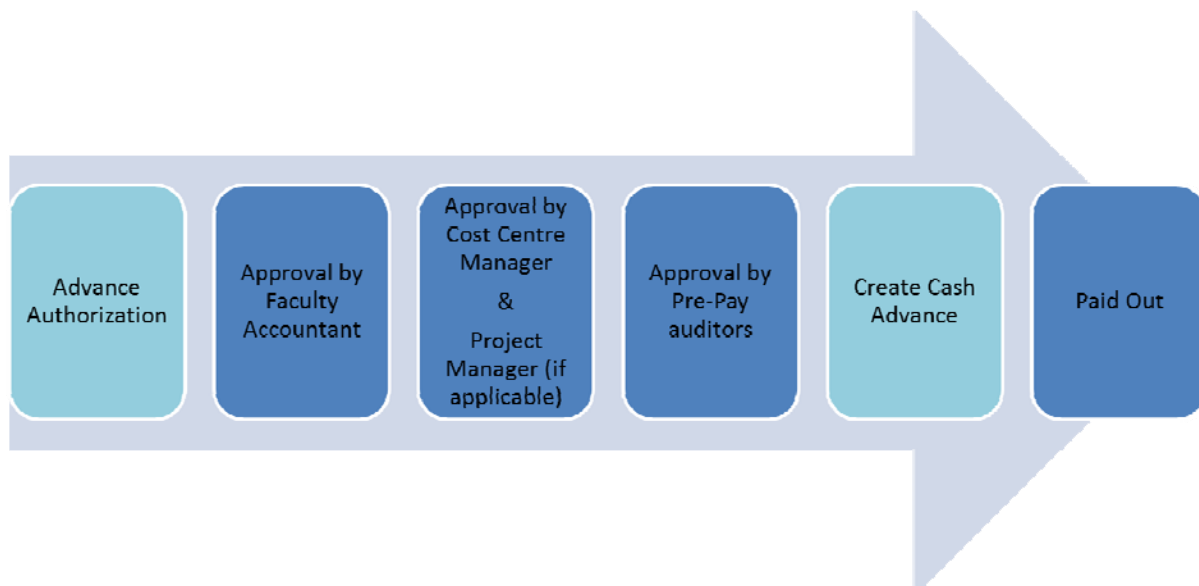
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A. Overview

Expenses



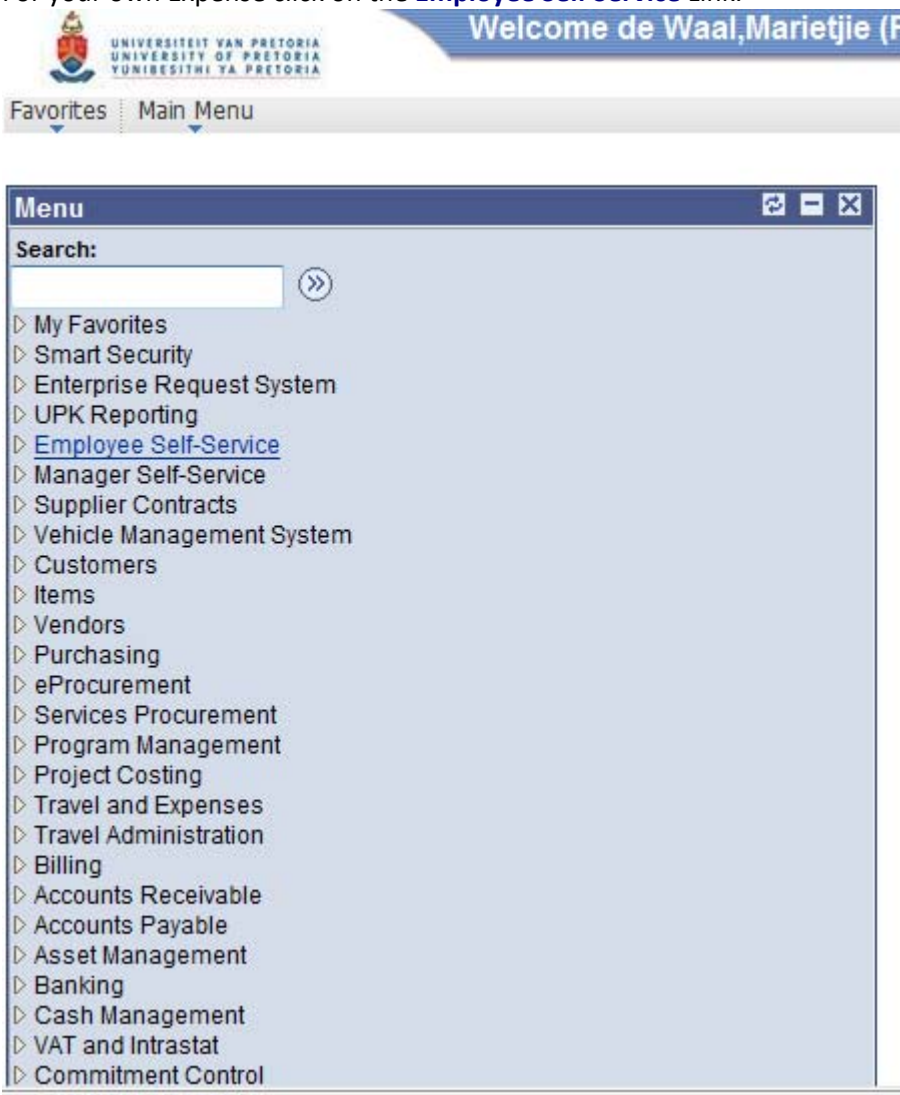
Advances

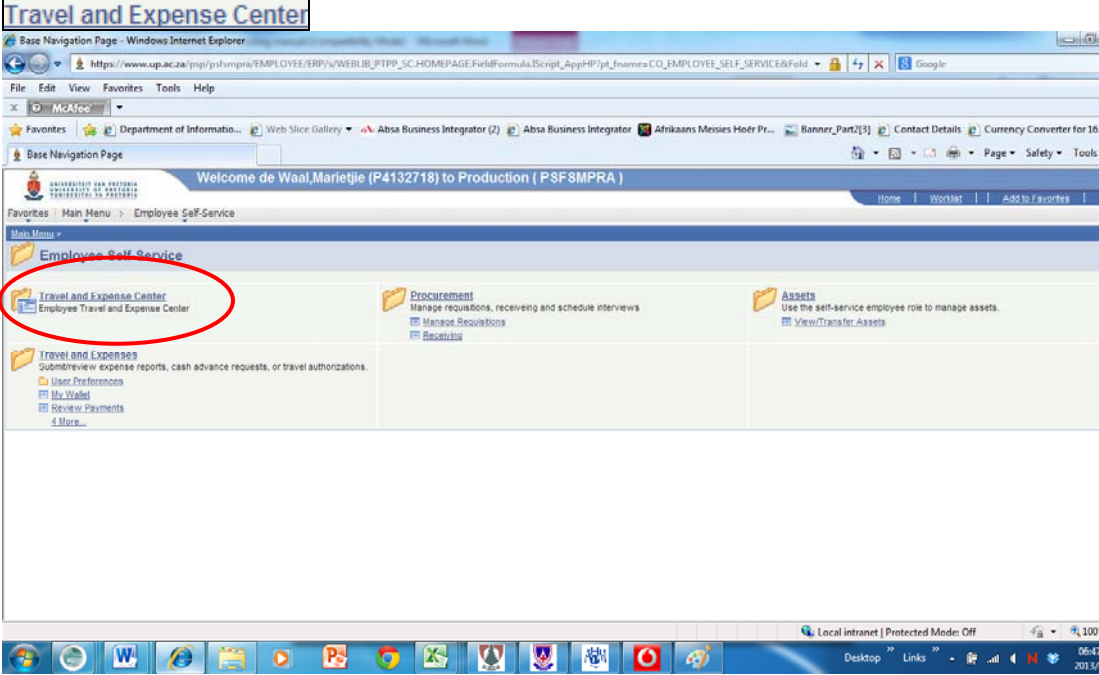
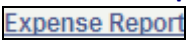
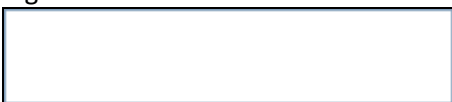


B. Expense report

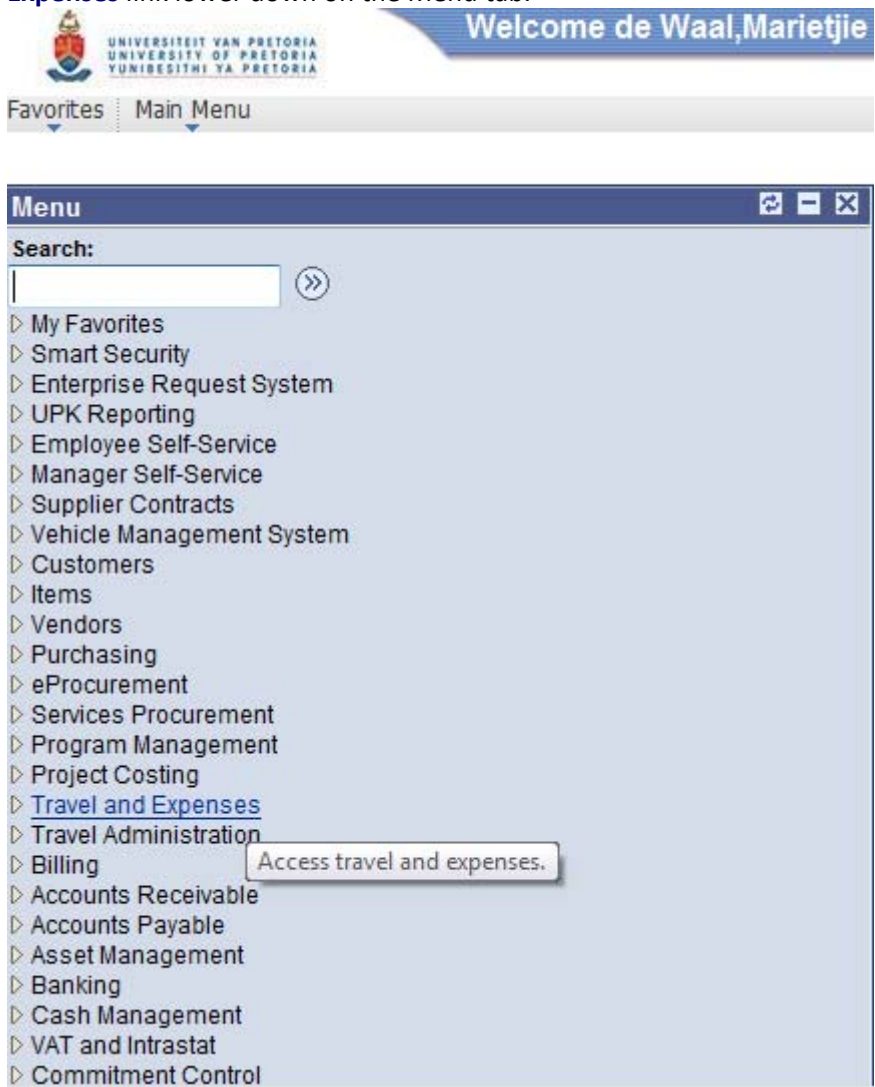
<i>Start of Expense report</i>	<i>Different types of expenses</i>	<i>Accounting entries</i>	<i>Upload of source documents</i>	<i>Approval</i>	<i>Report</i>
<i>B1 and B2</i>	<i>B3 to B10</i>	<i>B11 and B12</i>	<i>B13</i>	<i>B14</i>	<i>D</i>

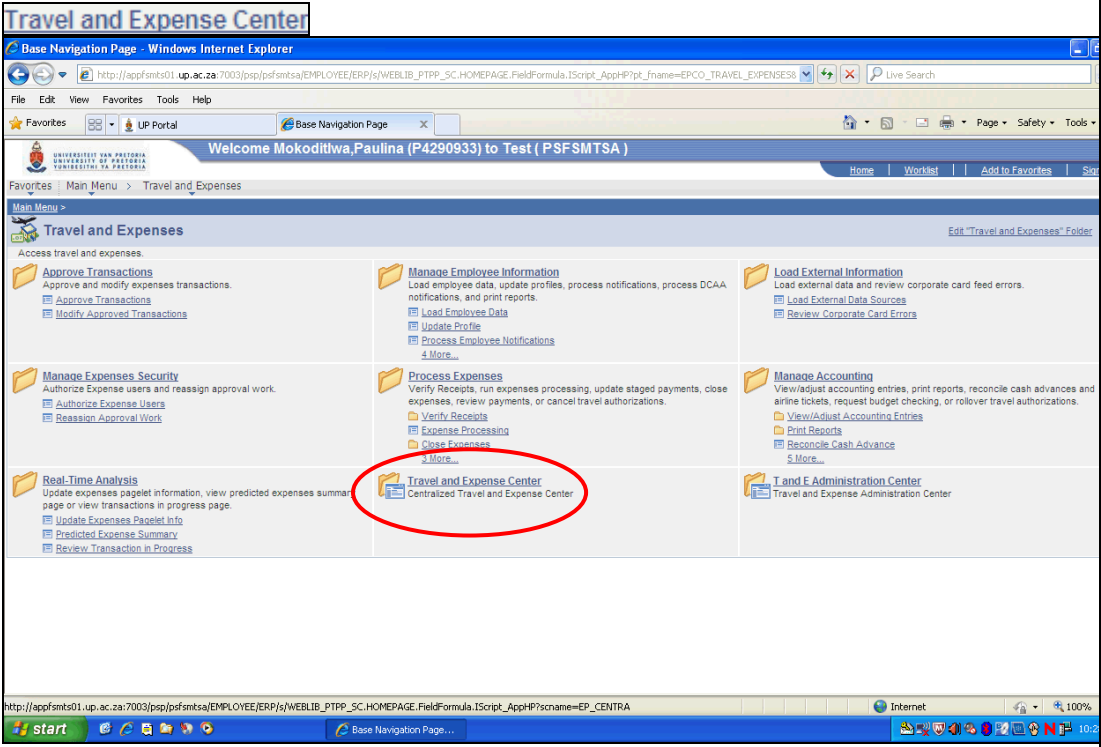
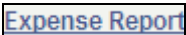
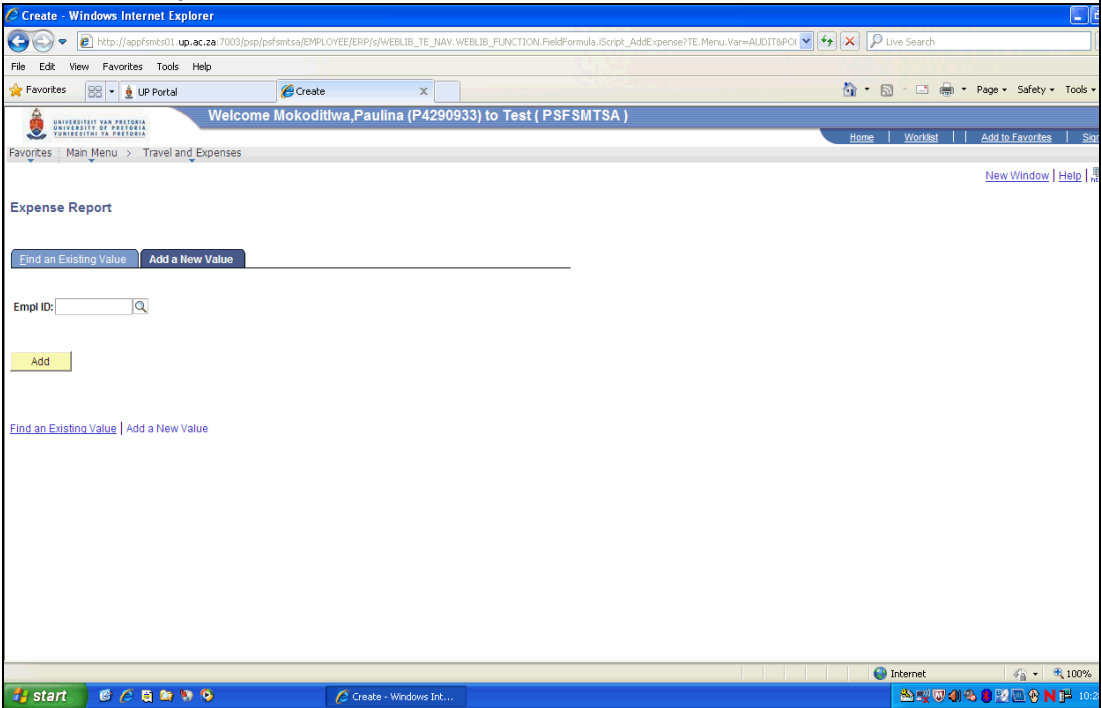
1. How to enter an Expense report for reimbursement of expenses paid by yourself

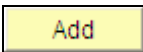
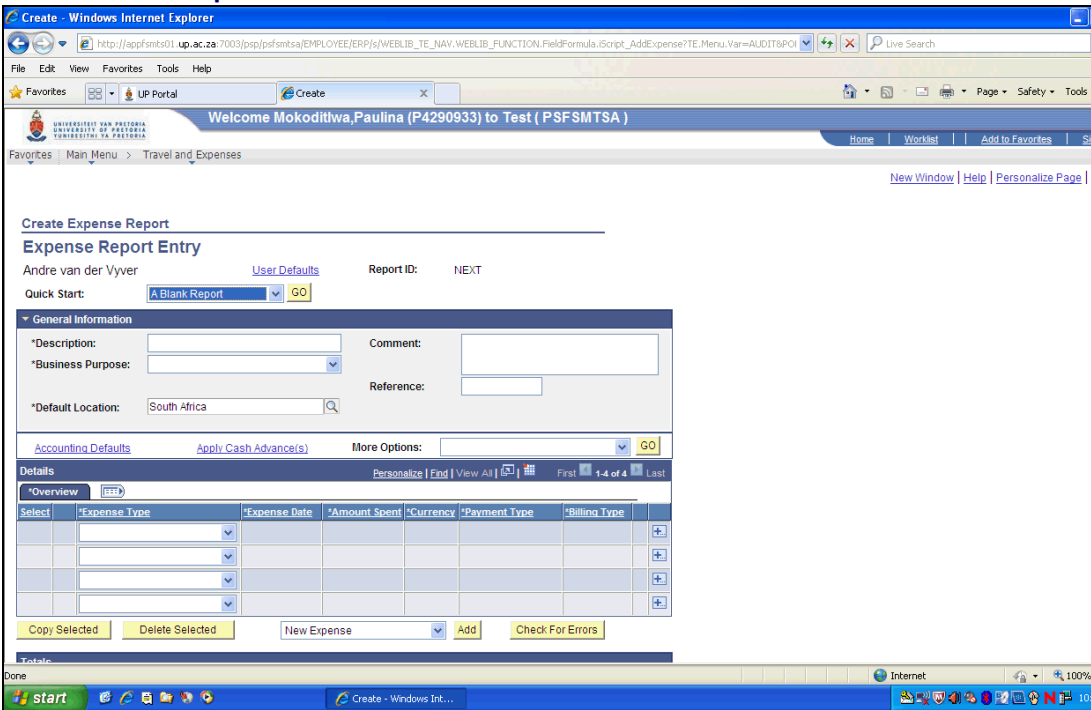
Step	Action
1.1	For your own Expense click on the Employee Self Service Link.  The screenshot shows the University of Pretoria's Employee Self Service portal. At the top, there is a header with the university's name in three languages (Afrikaans, English, and isiZulu) and a welcome message for 'de Waal, Marietjie (F'. Below the header, there is a 'Favorites' and 'Main Menu' section. A 'Menu' window is open, displaying a list of links. The 'Employee Self-Service' link is highlighted in blue. - My Favorites - Smart Security - Enterprise Request System - UPK Reporting Employee Self-Service - Manager Self-Service - Supplier Contracts - Vehicle Management System - Customers - Items - Vendors - Purchasing - eProcurement - Services Procurement - Program Management - Project Costing - Travel and Expenses - Travel Administration - Billing - Accounts Receivable - Accounts Payable - Asset Management - Banking - Cash Management - VAT and Intrastat - Commitment Control

Step	Action
1.2	Click on the Travel and Expense Center link. 
1.3	Click on the Expense Report link. 
1.4	Click on the Create link. 
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.

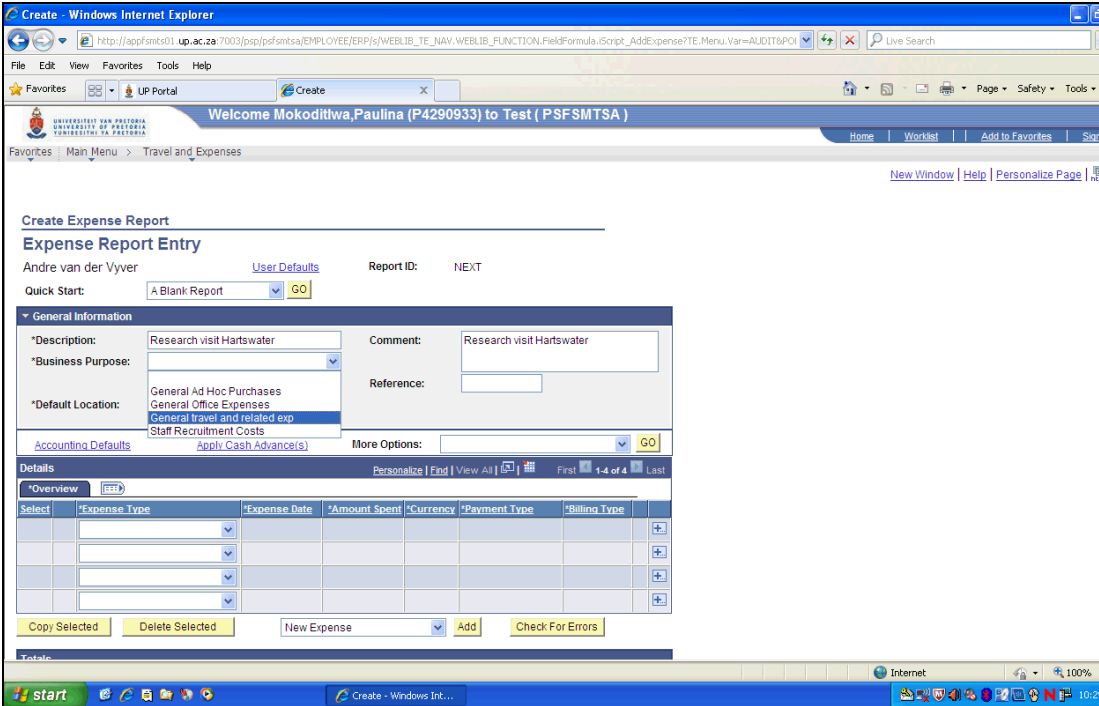
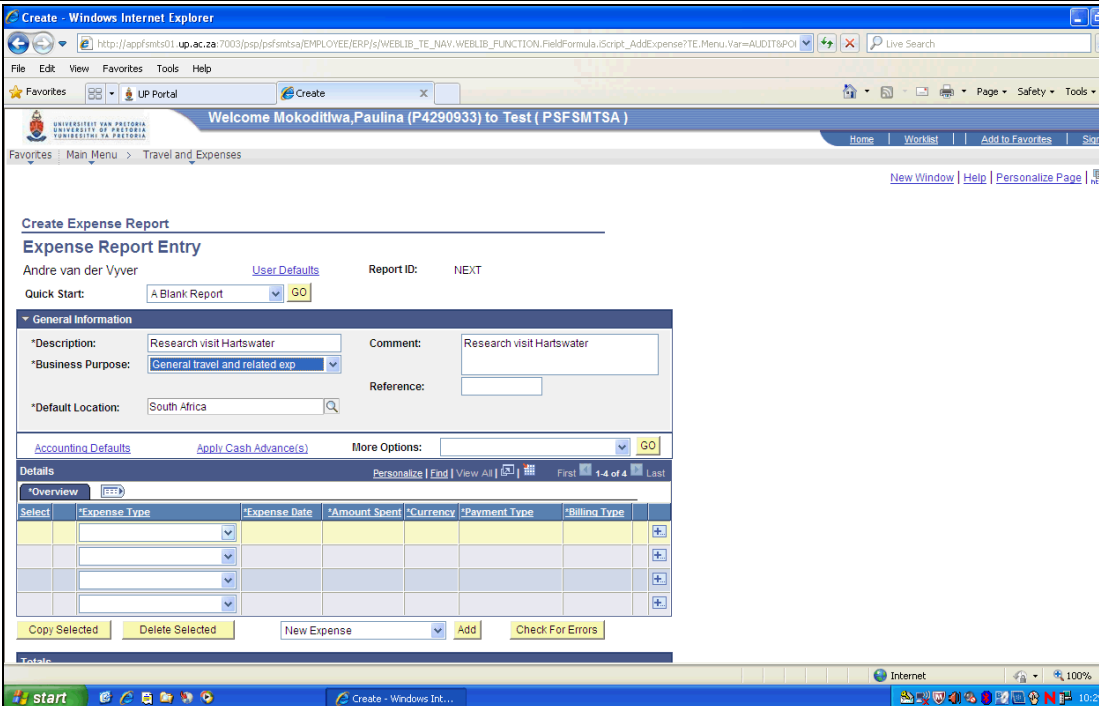
2. How to enter an Expense report for reimbursement of expenses paid on behalf of a fellow employee

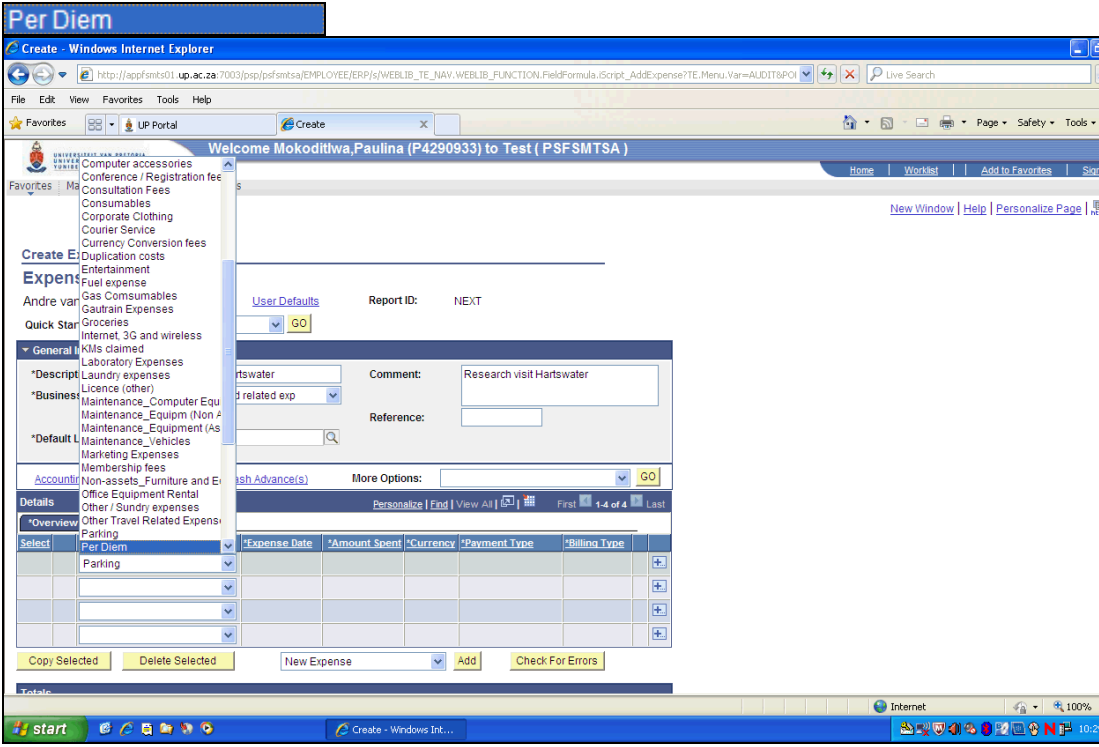
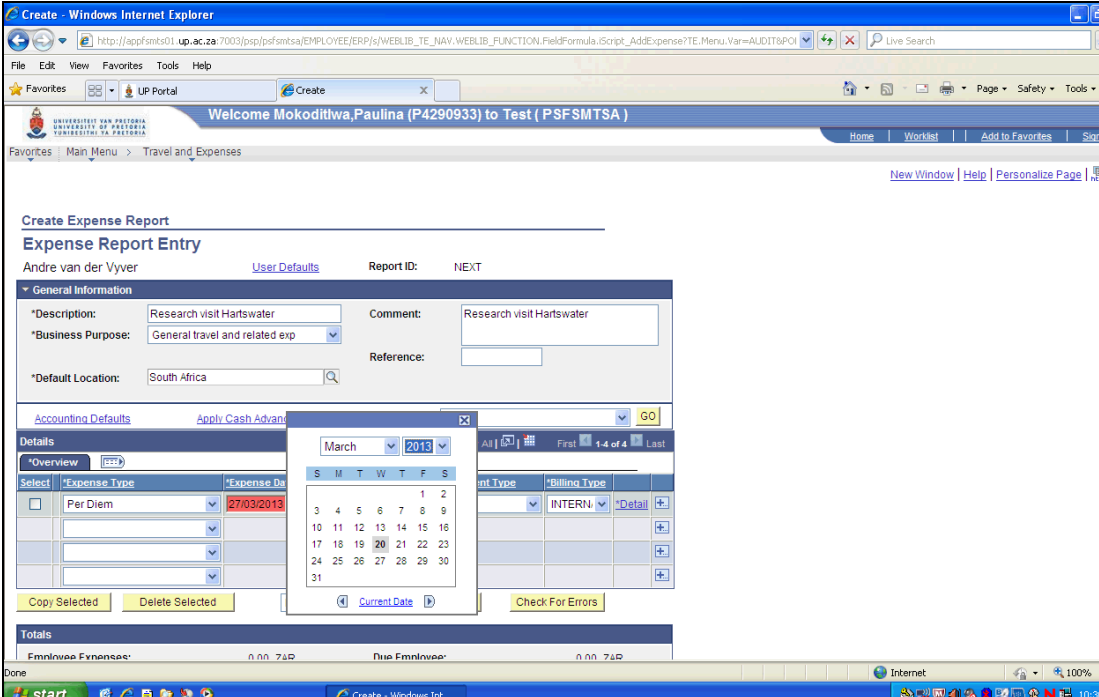
Step	Action
2.1	When entering the expense on behalf of another employee, click on the Travel and Expenses link lower down on the Menu tab.  The screenshot shows the University of Pretoria login page. At the top, there is a logo and the text 'UNIVERSITEIT VAN PRETORIA UNIVERSITY OF PRETORIA YUNIBESITHI YA PRETORIA'. Below this is a welcome message 'Welcome de Waal, Marietjie'. There are two tabs: 'Favorites' and 'Main Menu'. The 'Main Menu' tab is selected, and a dropdown menu is visible. The menu contains a search bar and a list of links. The link 'Travel and Expenses' is highlighted in blue, and a tooltip 'Access travel and expenses.' is displayed over it. The list of links includes: My Favorites, Smart Security, Enterprise Request System, UPK Reporting, Employee Self-Service, Manager Self-Service, Supplier Contracts, Vehicle Management System, Customers, Items, Vendors, Purchasing, eProcurement, Services Procurement, Program Management, Project Costing, Travel and Expenses, Travel Administration, Billing, Accounts Receivable, Accounts Payable, Asset Management, Banking, Cash Management, VAT and Intrastat, and Commitment Control.

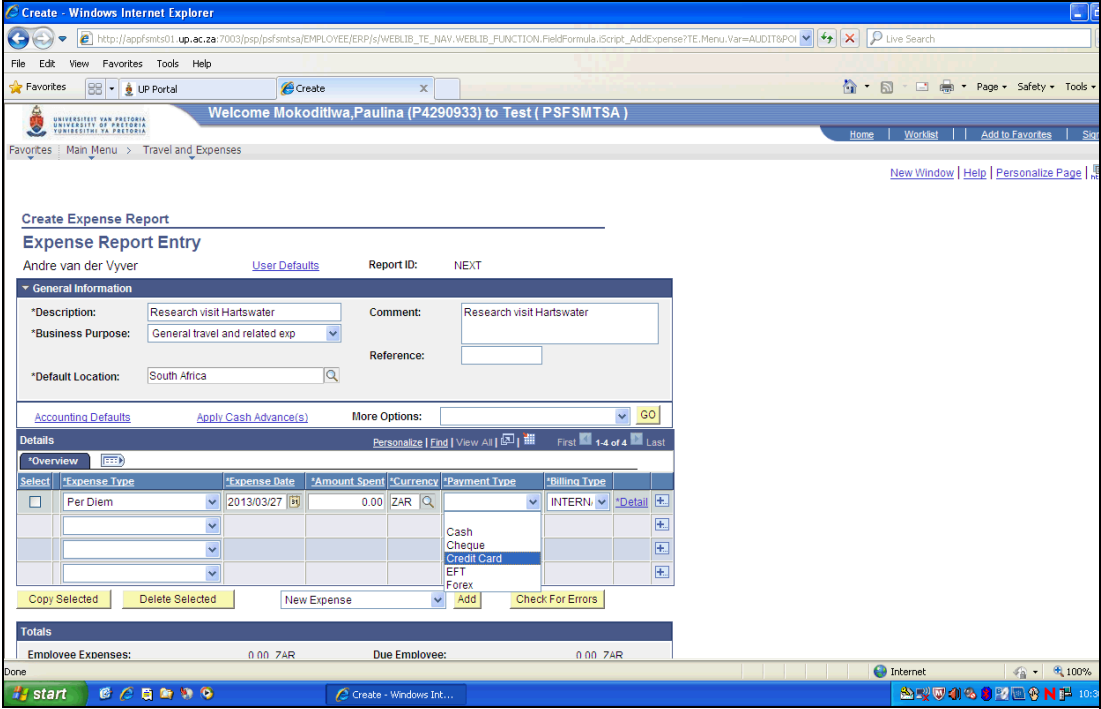
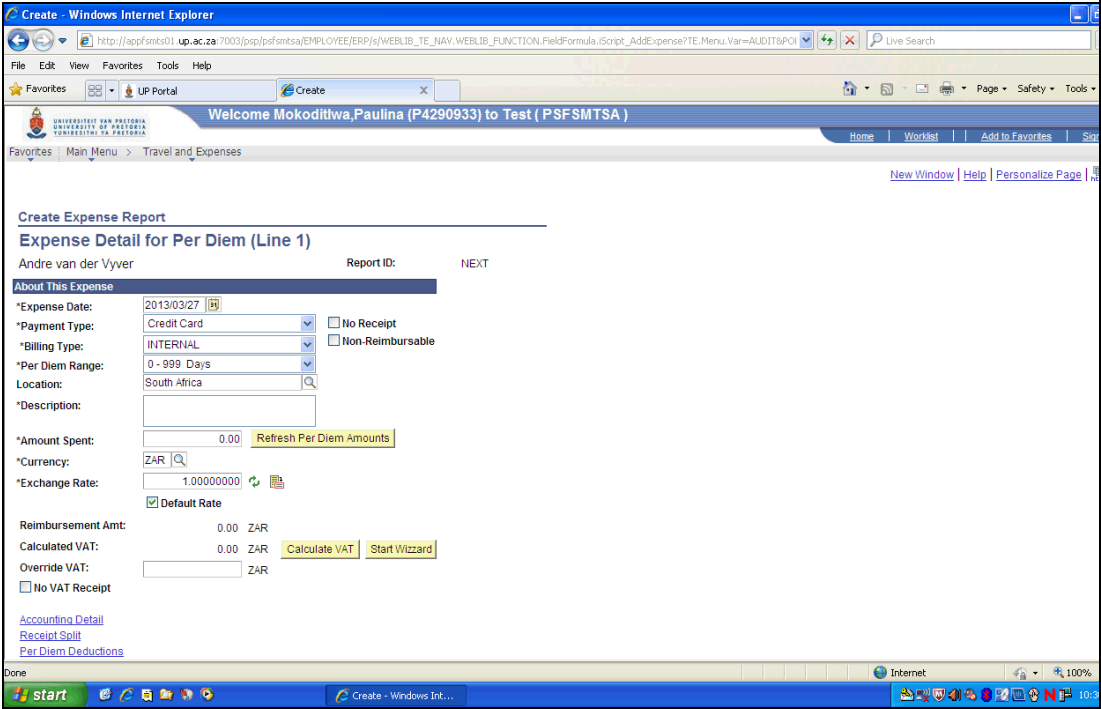
Step	Action
2.2	Click on the Travel and Expense Center link. 
2.3	Click on the Expense Report link. 
2.4	Click on the Create link. 
2.5	Click in the Empl ID field. 
2.6	Enter the desired information into the Empl ID field. Enter "01234567". This is your portal ID.
2.7	Select the required employee.

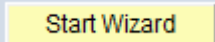
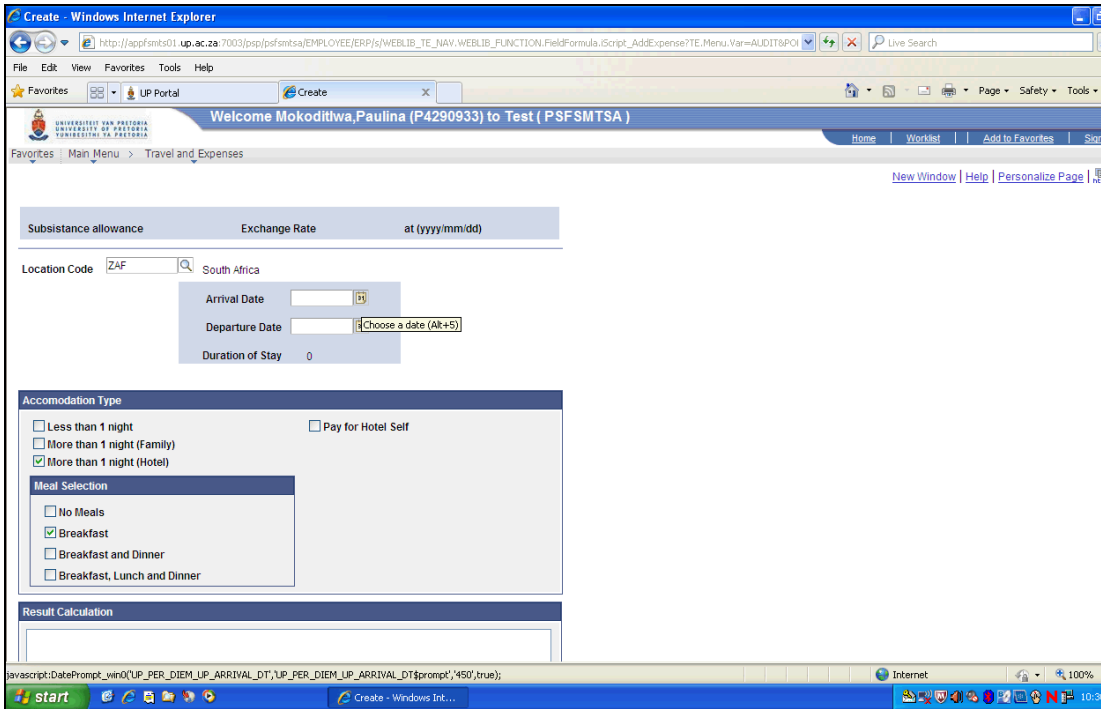
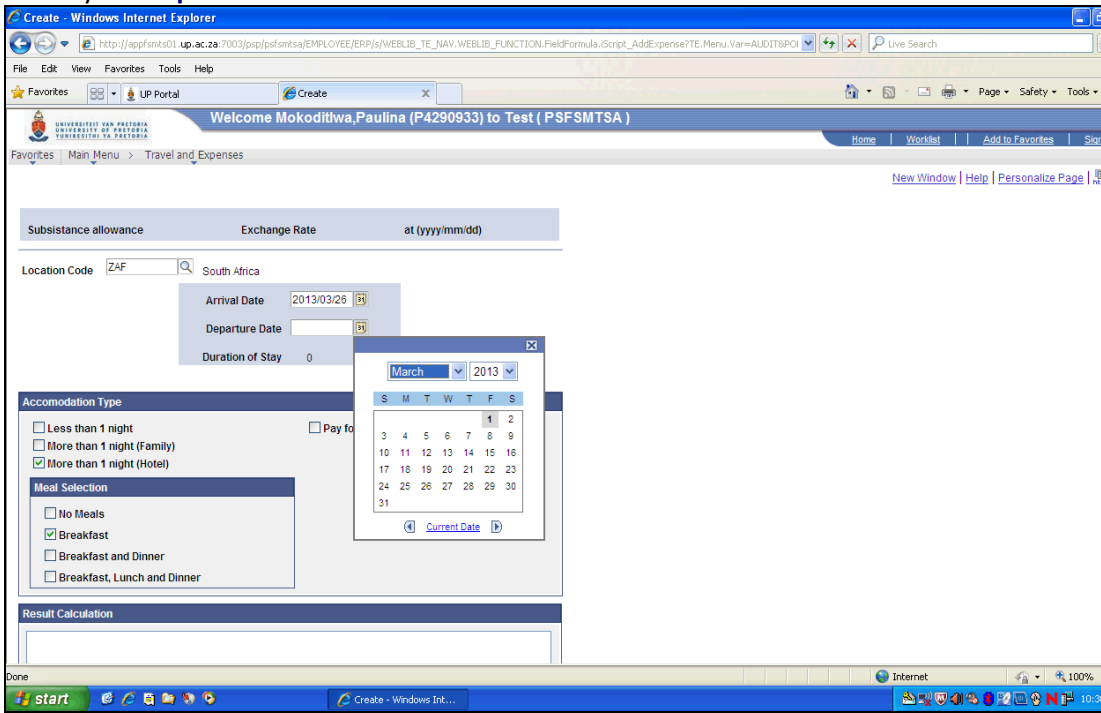
Step	Action
2.8	Click on the Add button. 
2.9	Click in the Description field. 
2.10	Enter the desired information into the Description field. Enter " Research visit Hartswater ".
2.11	Right-click in the Comment field. Provide a brief description of the expense. 
2.12	Depending on the type of expense transaction proceed to section B3 – B11.

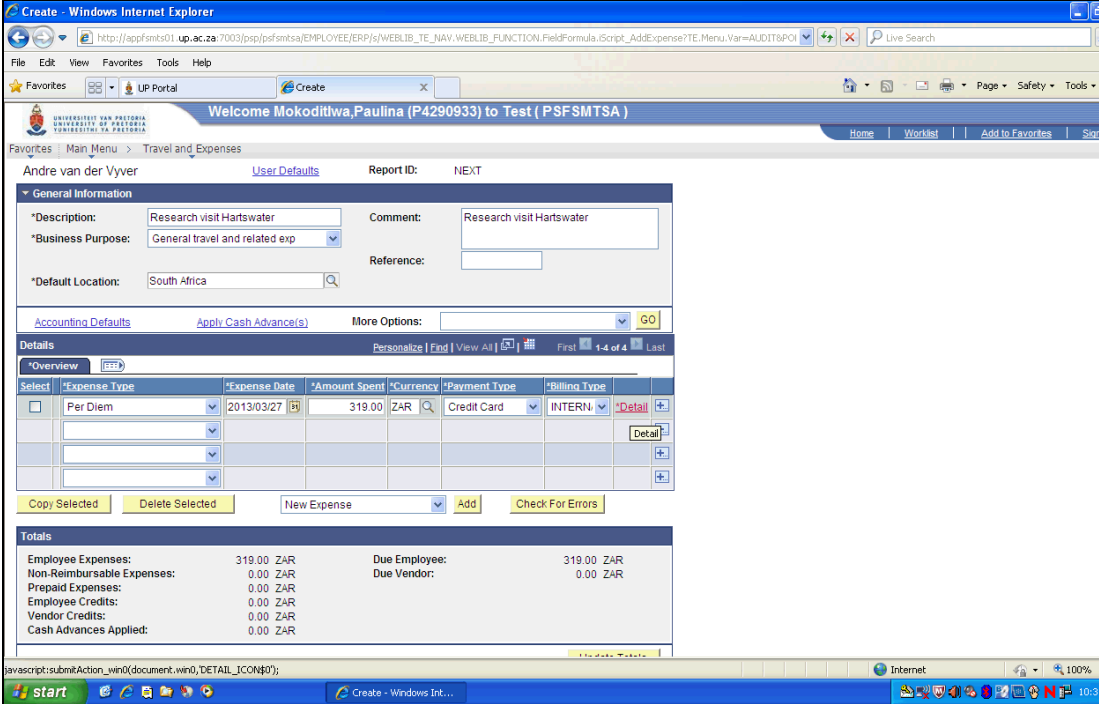
3. Expense report for the reimbursement of local daily allowance (per diem)

Step	Action
3.1	Click on the Business Purpose list. 
3.2	Click on the General travel and related exp list item. General travel and related exp
3.3	 Click on the Expense Type list. 

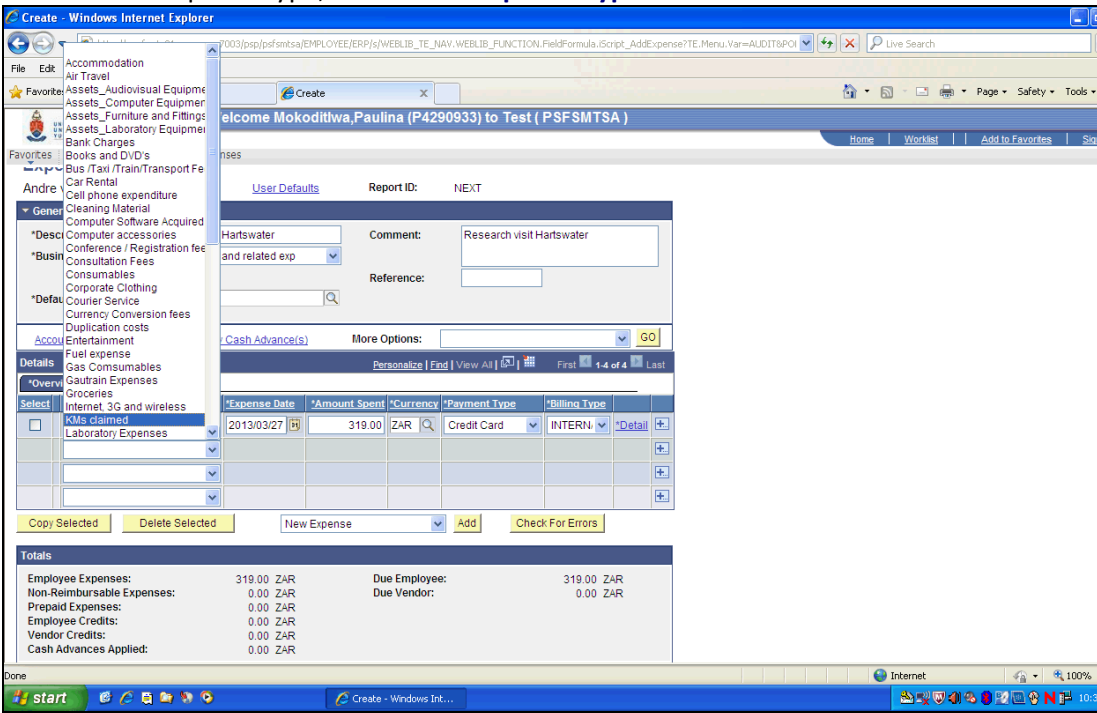
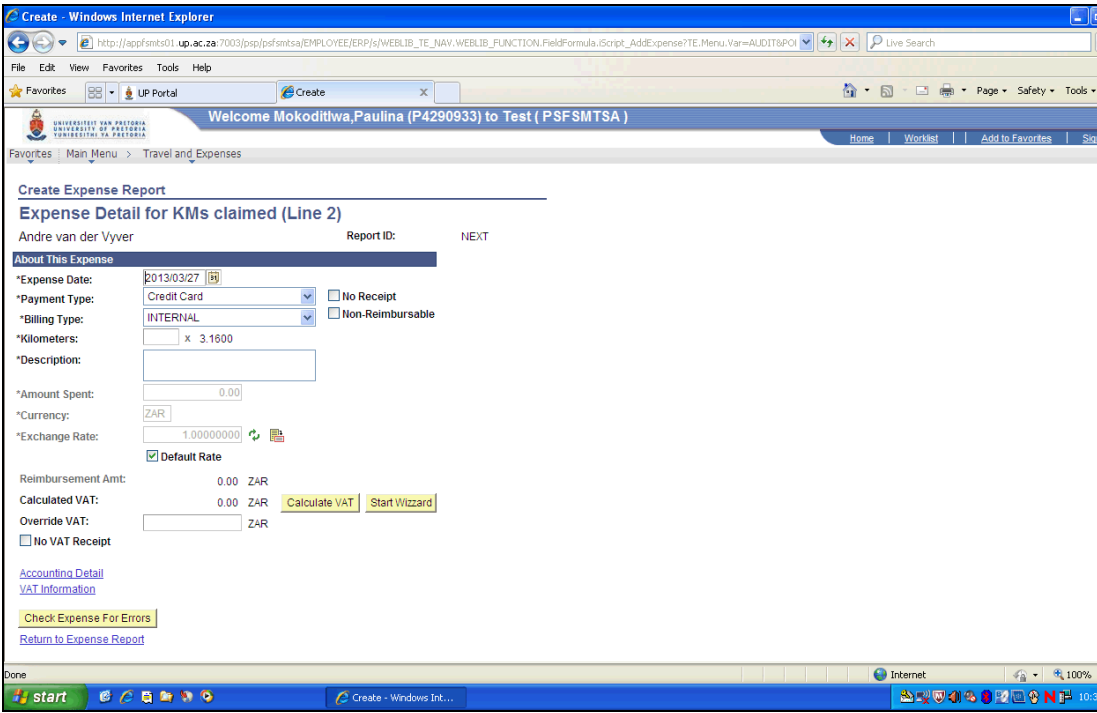
Step	Action
3.4	Click on the Per Diem list item. 
3.5	Select the relevant date. 

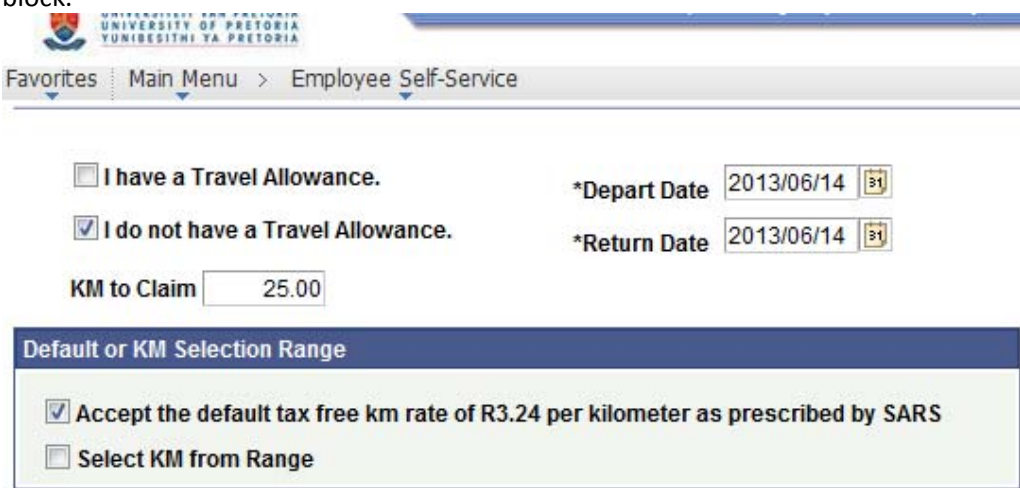
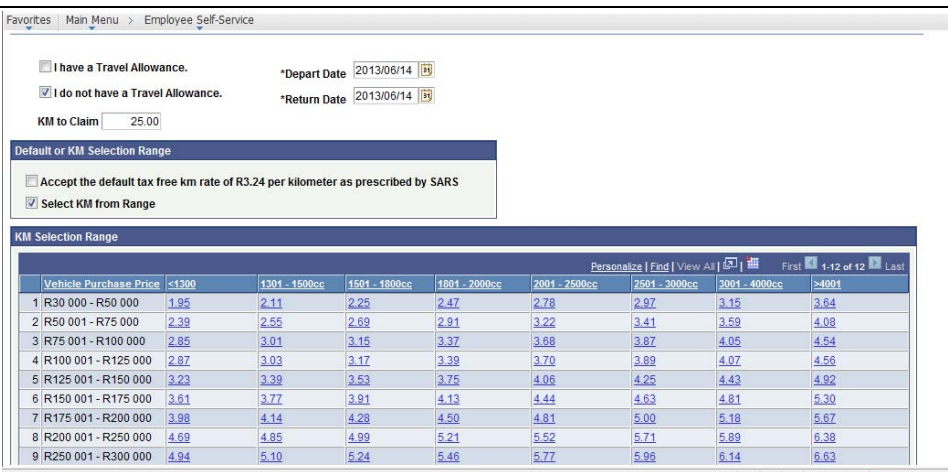
Step	Action
3.6	Click on the Payment Type list. 
3.7	Click on the Credit Card list item. (What was the payment method for the greater portion of the expense?) Credit Card
3.8	Click on the Detail link. 
3.9	Click in the Description field.
3.10	Enter the desired information into the Description field. E.g. Enter "Research visit 26/3 to 27/3".

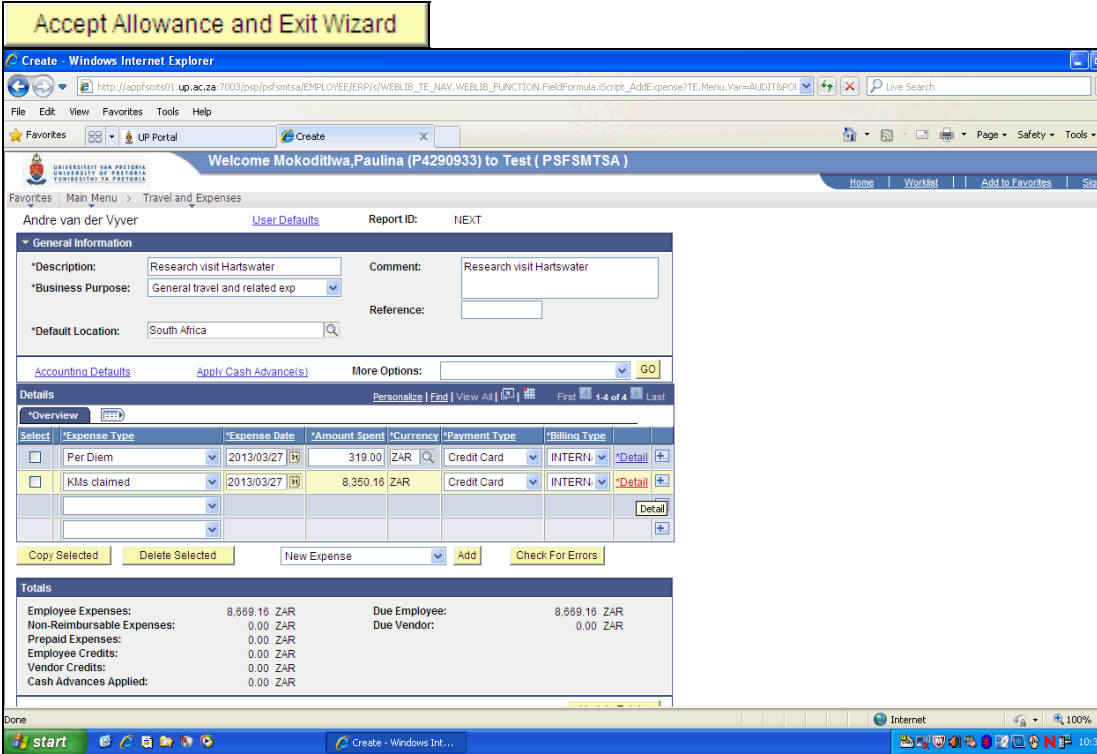
Step	Action
3.11	Click on the Start Wizard button. 
3.12	Click on the OK button.
3.13	Enter the Arrival Date . 
3.14	Select your Departure Date . 

Step	Action
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 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. 
3.19	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

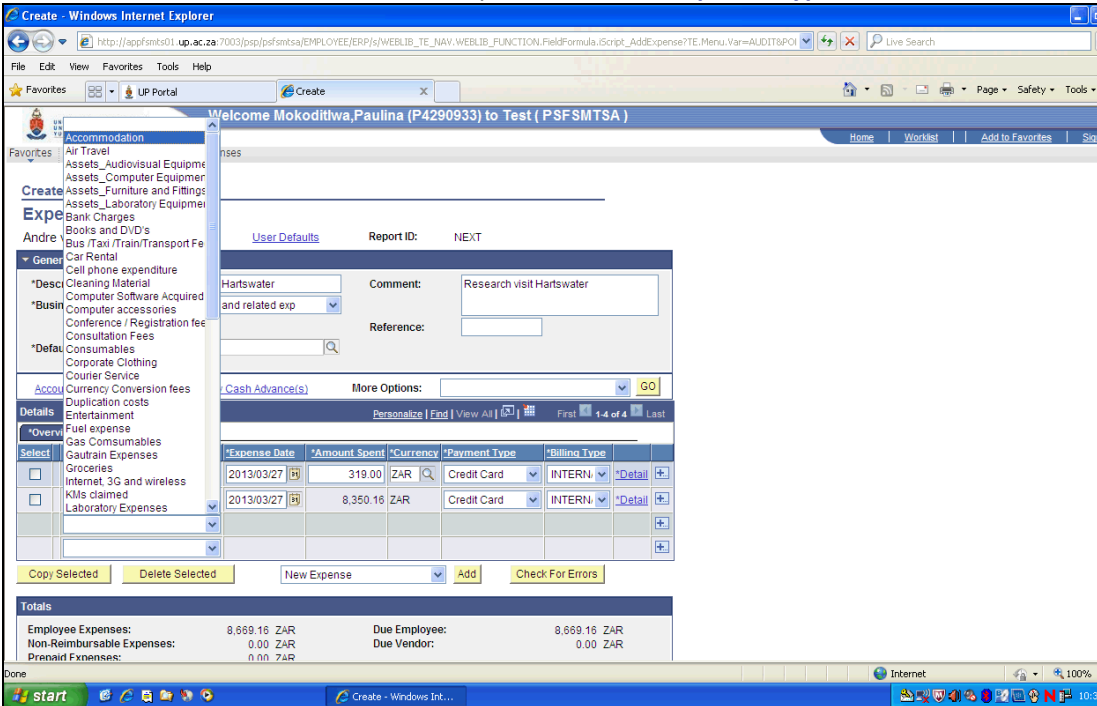
4. Expense report for the reimbursement kilometers travelled (local)

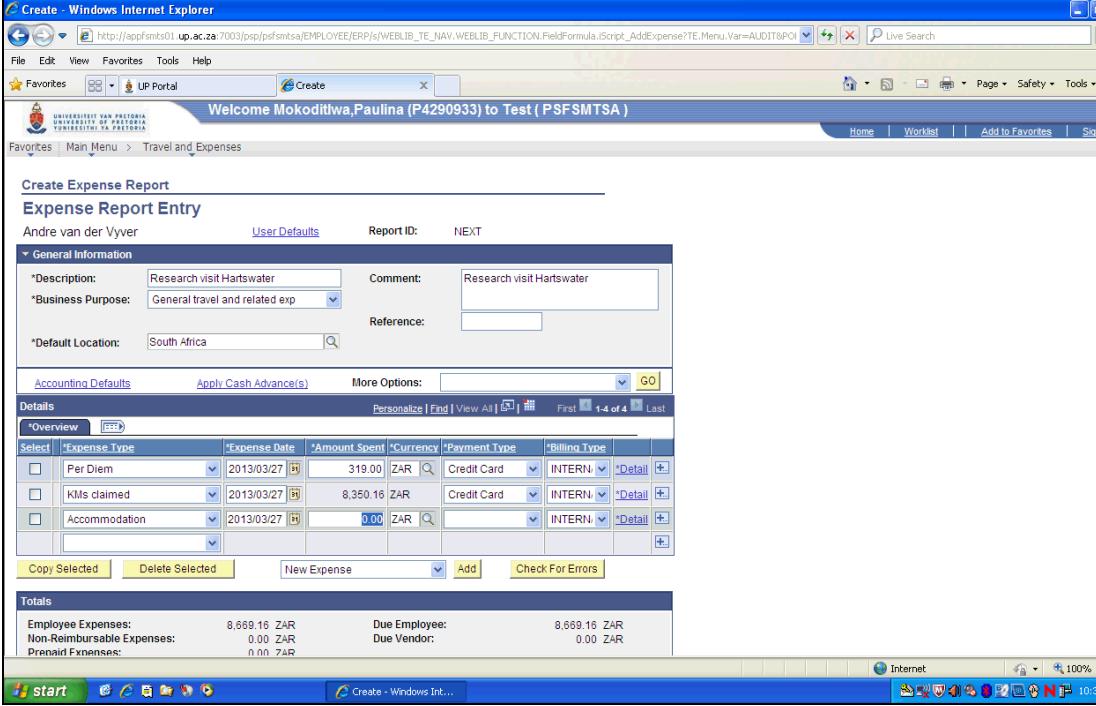
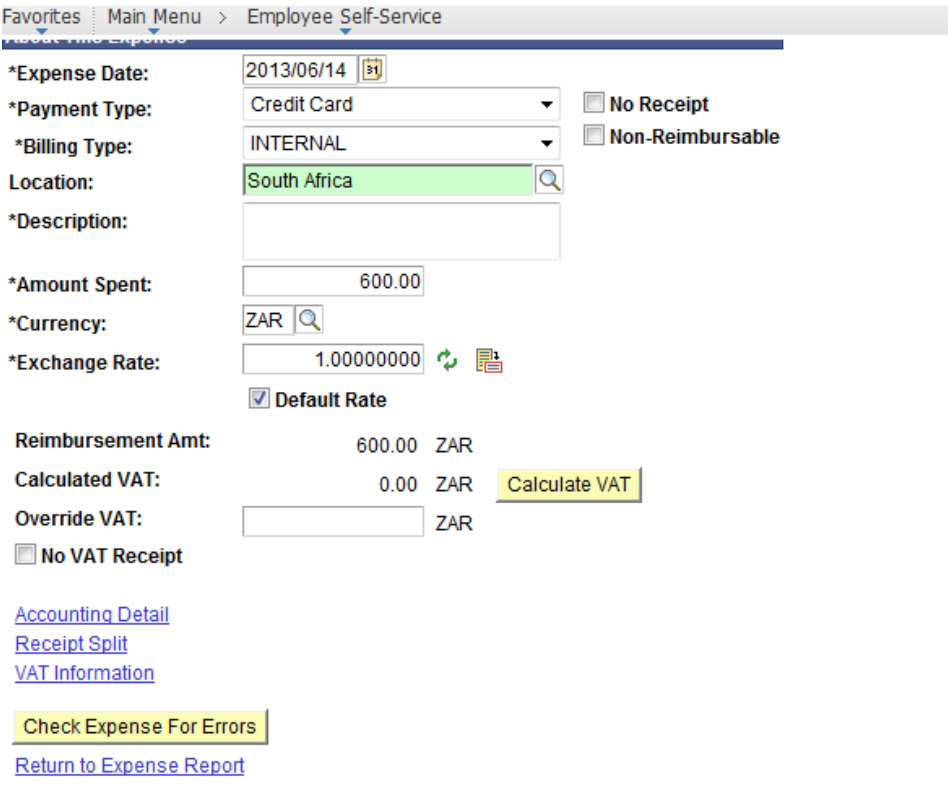
Step	Action
4.1	For a second expense type, click on the Expense Type list. 
4.2	Click on the KMs claimed list item. 
4.3	Repeat steps 3.5 to 3.8.
4.4	Click in the Kilometers field. 
4.5	Enter the desired information into the Kilometers field. E.g. Enter "1736".

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. OK
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. 
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	 For this example click on the 4.81 link.

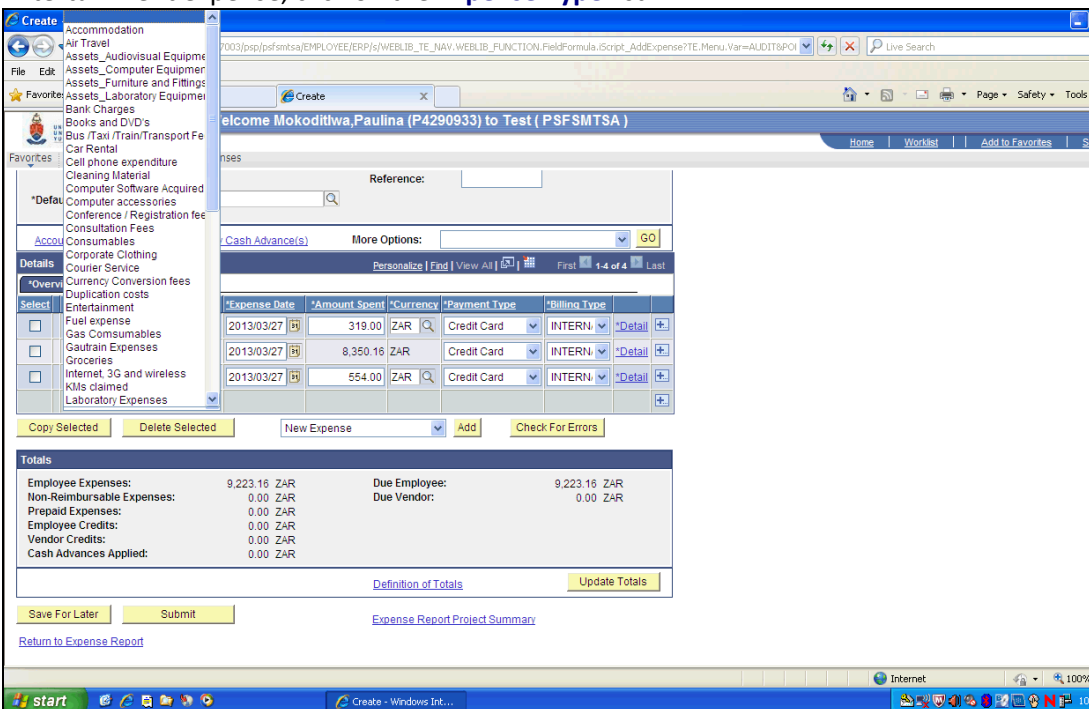
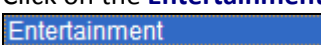
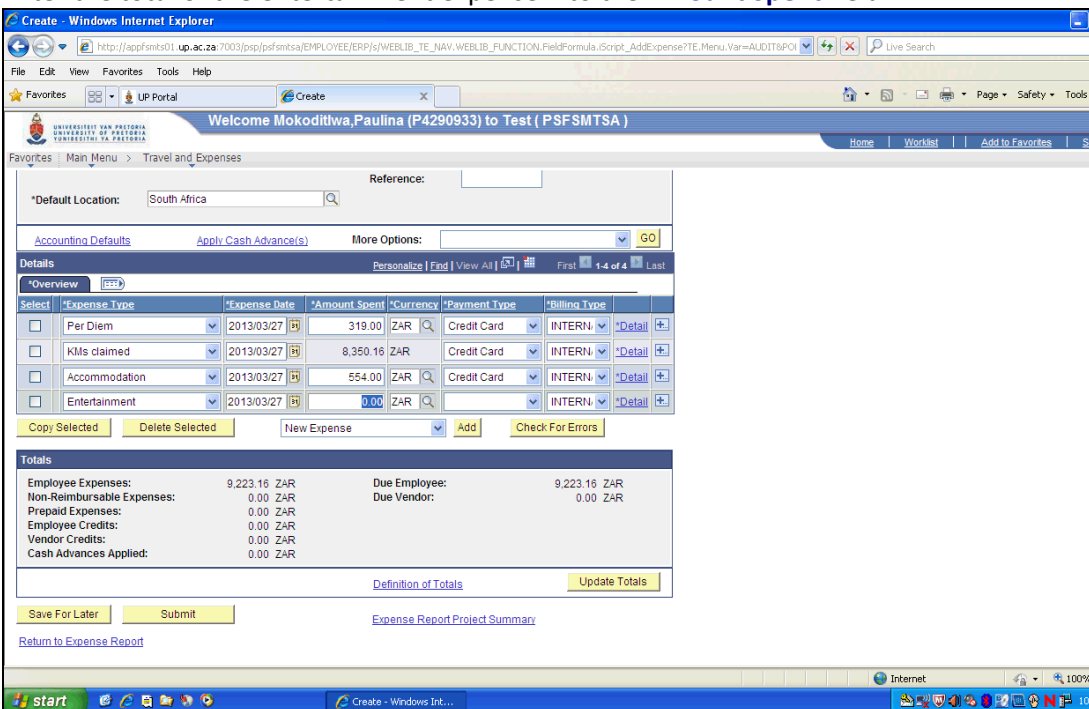
Step	Action
4.14	Click on the Accept Allowance and Exit Wizard button. 
4.15	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

5. Expense report for the reimbursement of Accommodation expenses

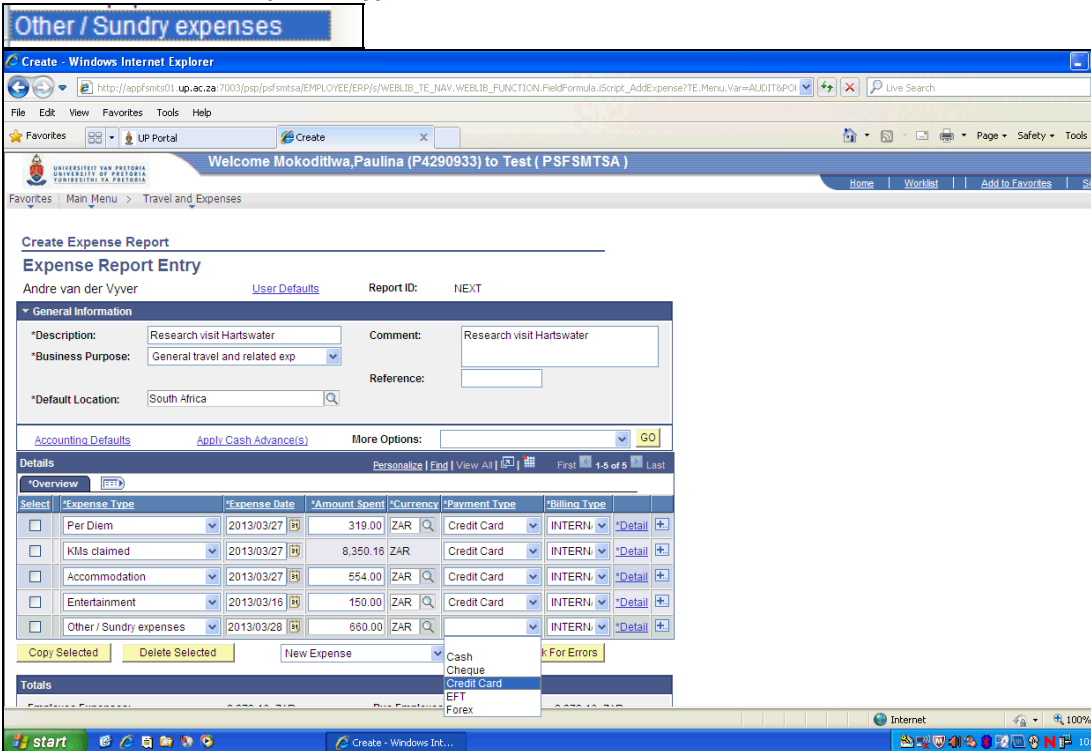
Step	Action
5.1	To enter the related Accommodation expense, click the Expense Type list. 

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". 
5.4	 Click on Return to Expense Report
5.5	Repeat steps 3.5 to 3.12.
5.6	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

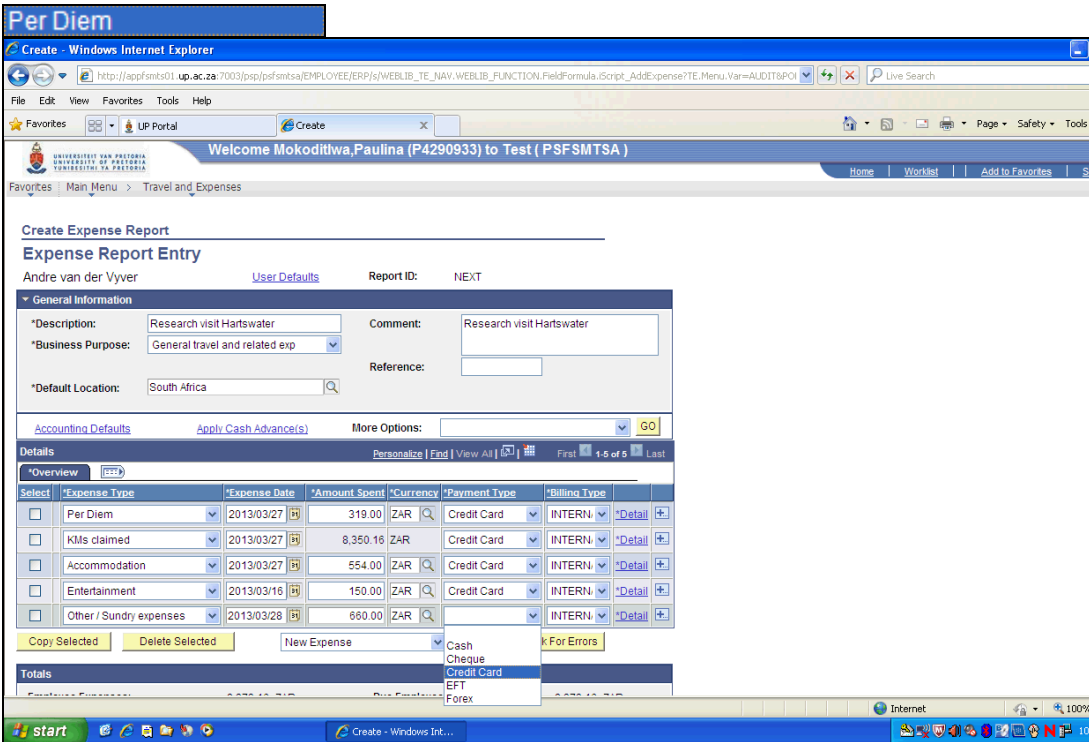
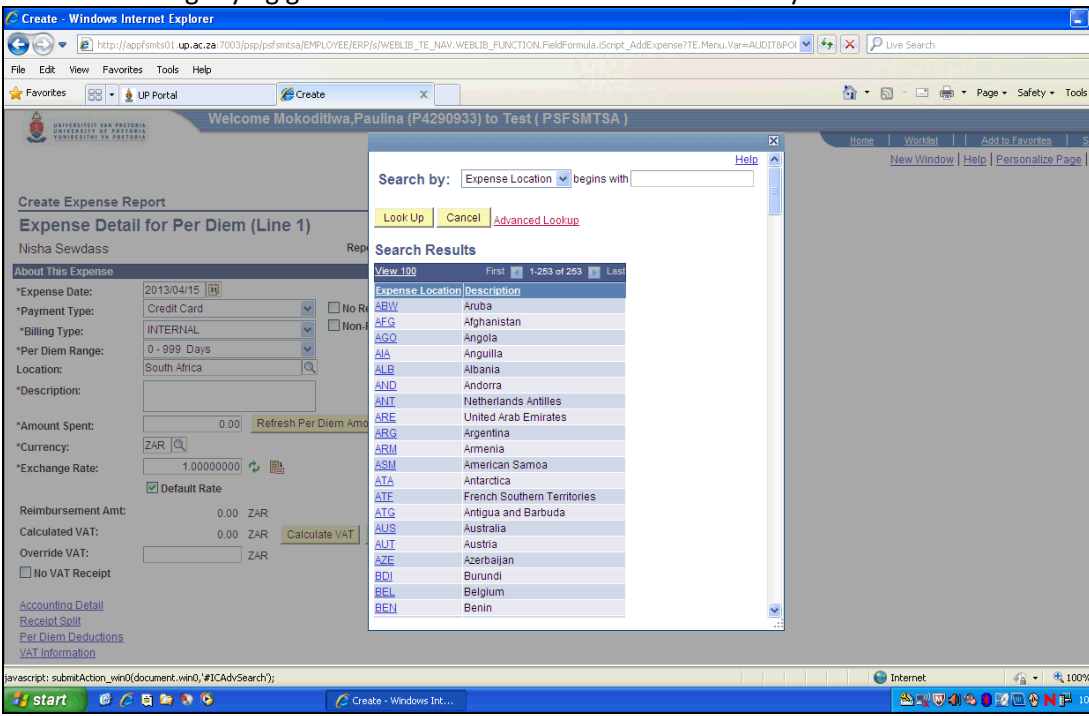
6. Expense report for the reimbursement of entertainment expenses

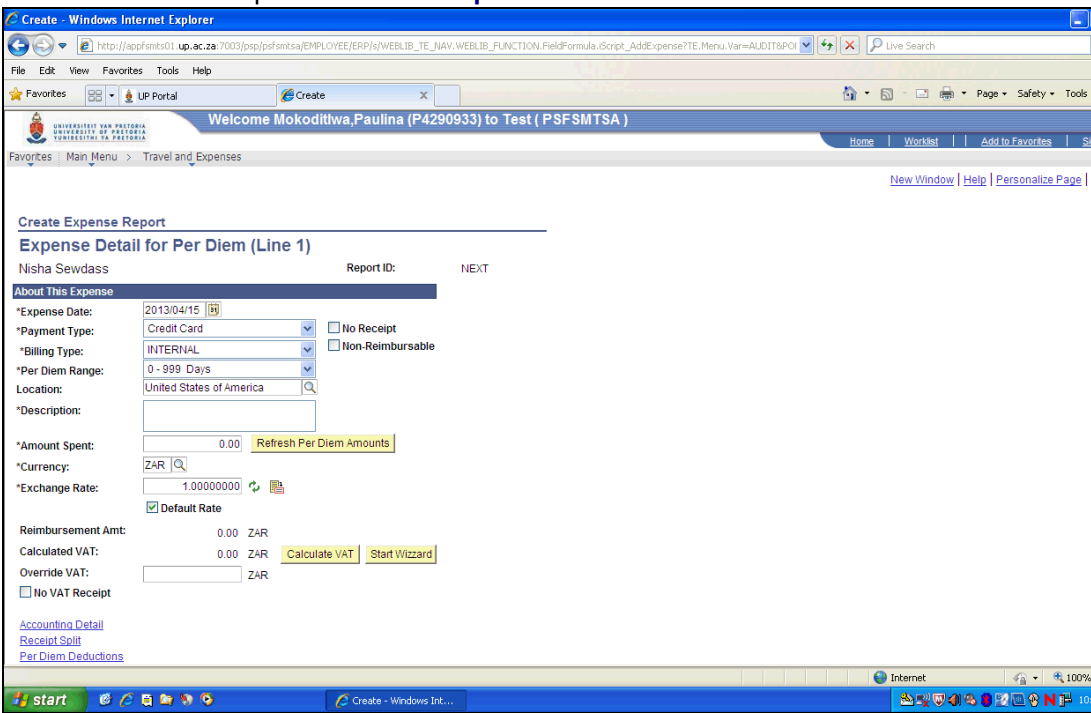
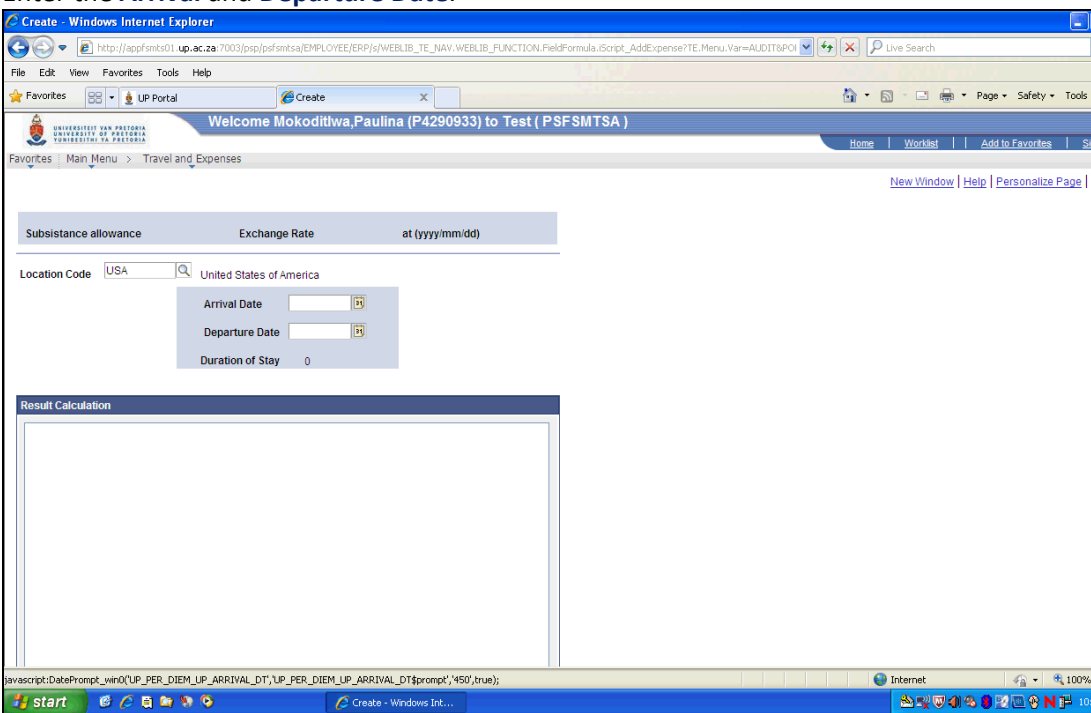
Step	Action
6.1	Entertainment expense, click on the Expense Type list. 
6.2	Click on the Entertainment list item. 
6.3	Enter the total of the entertainment expense into the Amount Spent field. 
6.4	Repeat steps 3.5 to 3.12.
6.5	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

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

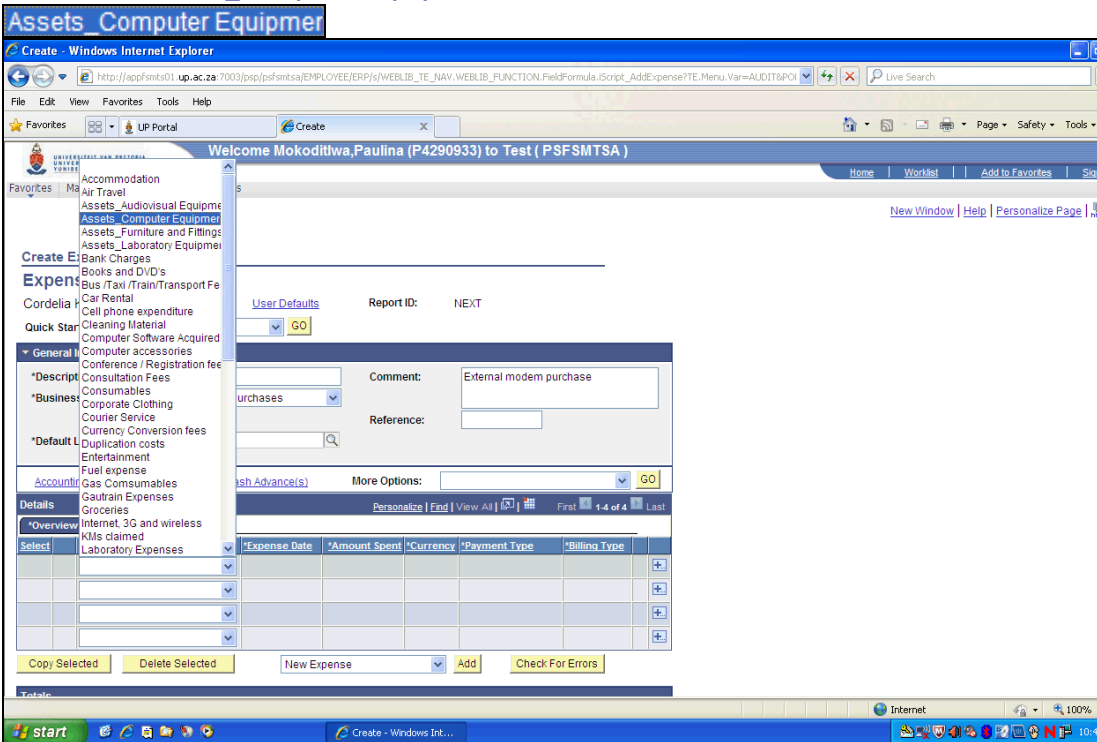
Step	Action
7.1	Other sundry expenses, click the Expense Type list. 
7.2	Double-click on the Expense Type list. 
7.3	Repeat steps 3.5 to 3.12.
7.4	Proceed to section 11 or 12 (projects) for the relevant accounting entries.

8. Expense report for the reimbursement of Foreign Travel

Step	Action
8.1	Per Diem, click on the Expense Type list.
8.2	Click on the Per Diem list item. 
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 Country. 

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. 
8.8	Click on the Start Wizard button.
8.9	Click on the OK button.
8.10	Enter the Arrival and Departure Date . 
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.

9. Expense report for the reimbursement of an asset purchase

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

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

10.1

Click on the **Expense Type** list.

10.2

Click on the **Bus /Taxi /Train/Transport Fee** list item.

10.3

Enter the date of the **Expense**.

10.4

Click on the **Payment Type** list.

Welcome de Waal, Marietjie (P4132718) to Production (PSFSMPRA)

Home | Worklist | Help

Favorites | Main Menu | Travel and Expenses

Data Language: English | New Window | Help

Create Expense Report

Expense Detail for Bus /Taxi /Train/Transport Fee (Line 1)

Maria de Waal Report ID: NEXT

About This Expense

*Expense Date: 2013/06/22

*Payment Type: INTERNAL

*Billing Type: INTERNAL

Location: South Africa

*Description:

*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 Wizard](#)

Override VAT: ZAR

☐ No VAT Receipt

[Accounting Detail](#)

[Receipt Split](#)

[VAT Information](#)

[Check Expense For Errors](#)

[Return to Expense Report](#)

Done

Local intranet | Protected Mode: Off

10.5

Click on the **Cash** list item.

Create - Windows Internet Explorer

http://appfsmt01.up.ac.za:7003/psfsmtsa/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.Script_AddExpense?TE.Menu.Var=AUDIT&POI

File Edit View Favorites Tools Help

Home | Worklist | Add to Favorites | Sign

Favorites | Main Menu | Travel and Expenses

New Window | Help | Personalize Page

Create Expense Report

Expense Report Entry

Clifford Matjane User Defaults Report ID: NEXT

General Information

*Description: Weekend travel for horses

*Business Purpose: General travel and related exp

*Default Location: South Africa

Comment: Weekend travel for horses

Reference:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#) More Options: [GO](#)

Details

Personalize | Find | View All | First | 1-4 of 4 | Last

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	Detail
☐	Bus /Taxi /Train/Transport Fee	2013/05/01	0.00	ZAR	Cash	INTERN	Detail
☐							Detail
☐							Detail

[Copy Selected](#) [Delete Selected](#) [New Expense](#) [Add](#) [Check For Errors](#)

Totals

Employee Expenses: 0.00 ZAR Due Employee: 0.00 ZAR

JavaScript: submitAction_win0(document.win0,'DETAIL_ICON0');

start Create - Windows Int...

Internet 100%

10.6

Click on the **Detail** link.

Create - Windows Internet Explorer

http://appfsmtsa01.up.ac.za:7003/ppp/pfsmtsa/EMPLOYEE/ERP/s?WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula:Script_AddExpense?TE.Menu.Var=AUDIT&Poi

Welcome Mokoditlwa,Paulina (P4290933) to Test (PSFSMTSA)

Home | Worklist | Add to Favorites | Sign Out

Travel and Expenses

New Window | Help | Personalize Page

Create Expense Report

Expense Detail for Bus /Taxi /Train/Transport Fee (Line 1)

Clifford Matjiane Report ID: NEXT

About This Expense

*Expense Date: 2013/05/01

*Payment Type: Cash ☐ No Receipt

*Billing Type: INTERNAL ☐ Non-Reimbursable

Location: South Africa

*Description:

*Amount Spent: 0.00

*Currency: ZAR

*Exchange Rate: 1.00000000

☒ Default Rate

Reimbursement Amt: 0.00 ZAR

Calculated VAT: 0.00 ZAR

Override VAT: ZAR

☐ No VAT Receipt

[Accounting Detail](#)
[Receipt Split](#)
[VAT Information](#)

10.7

Click in the **Description** field.

10.8

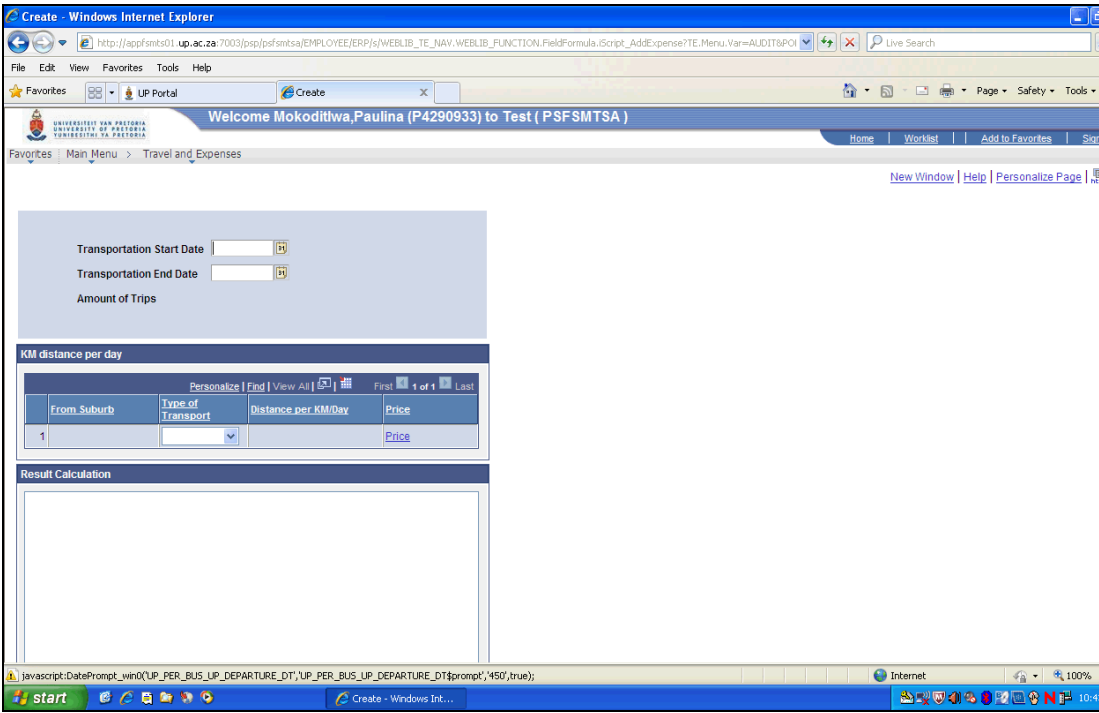
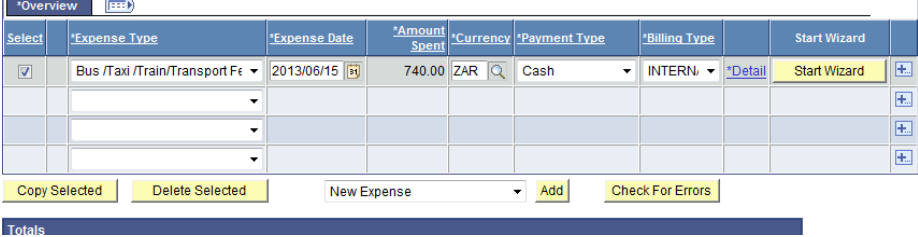
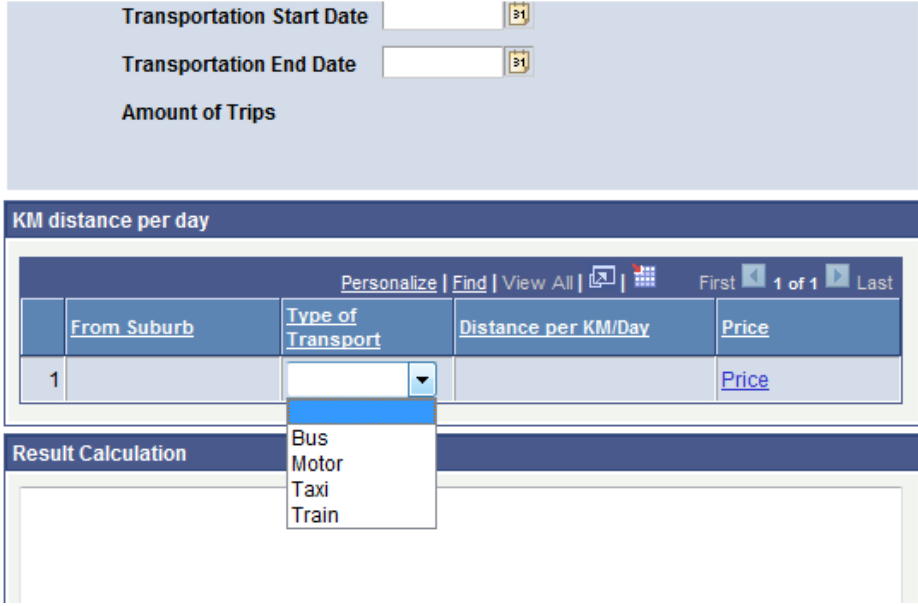
Enter the desired information into the **Description** field. E.g. Enter "**Weekend travel horses**".

10.9

Click on the **Start Wizard** button.

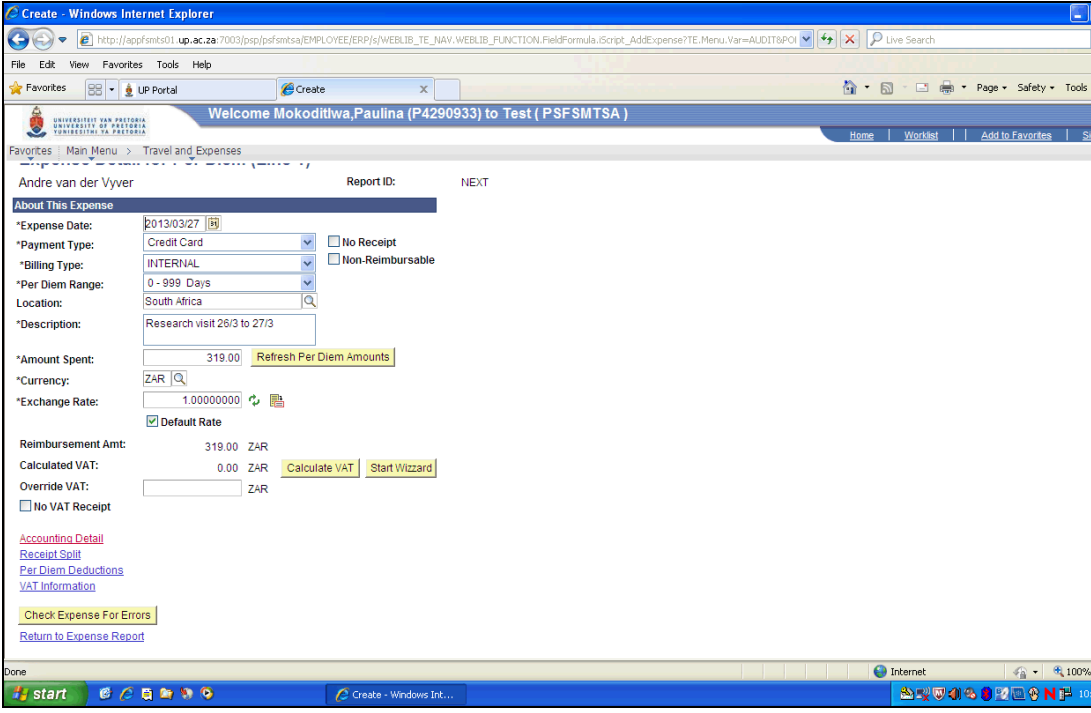
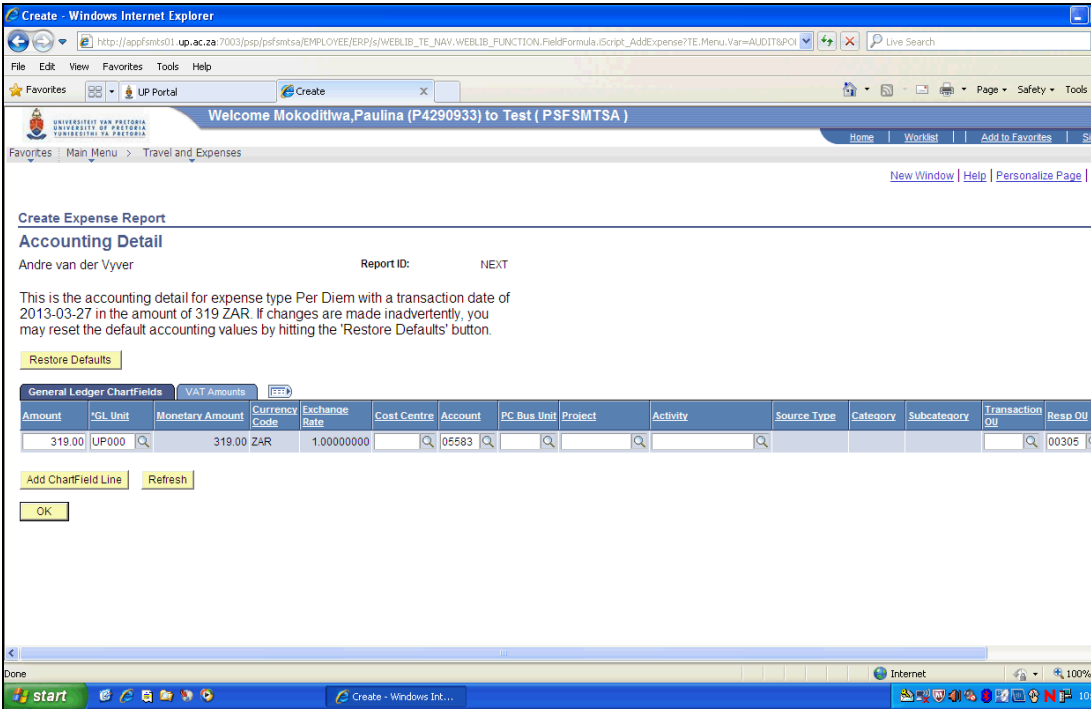
10.10

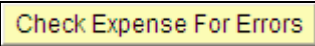
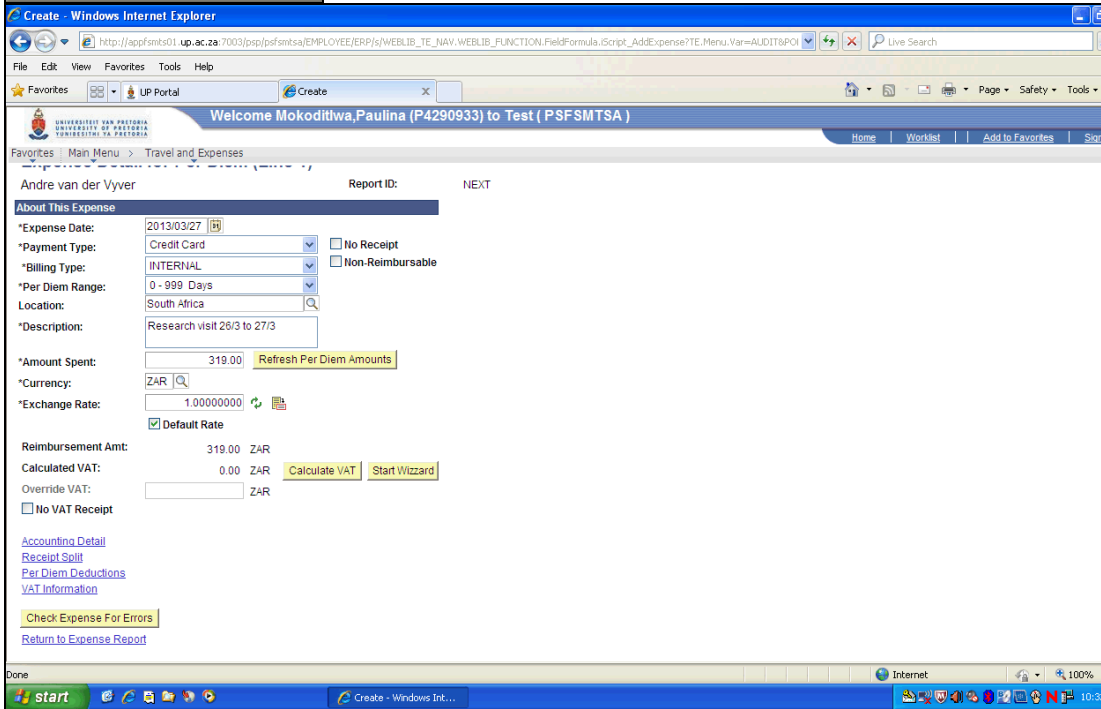
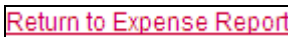
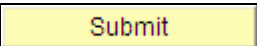
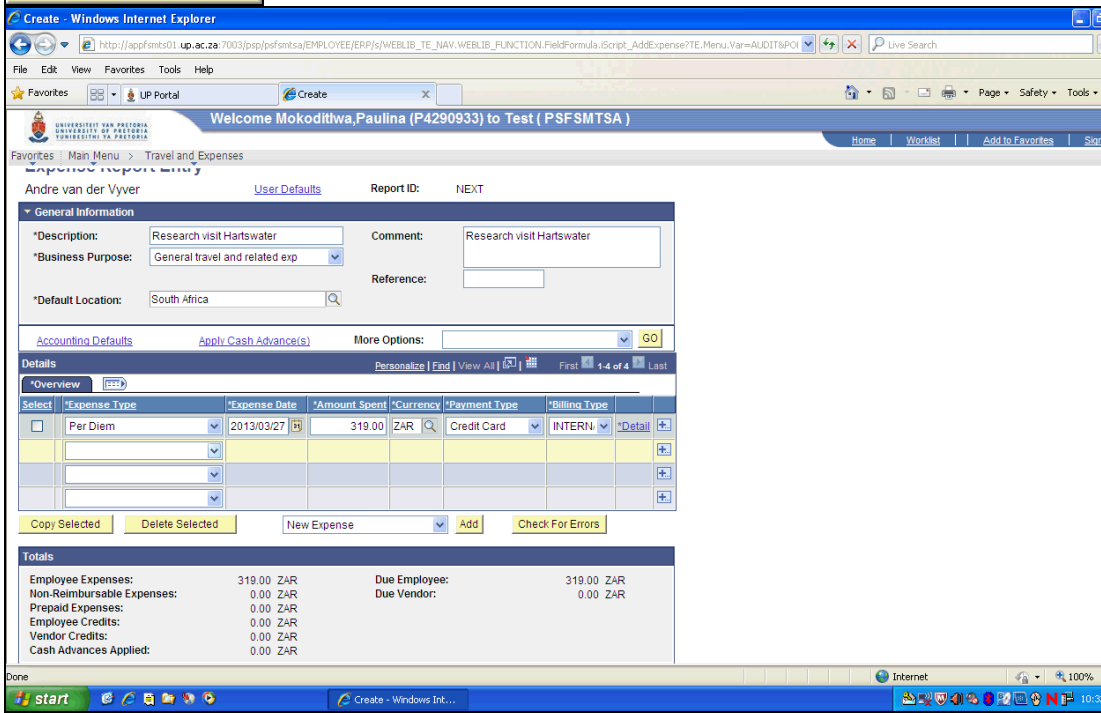
Click on the **OK** button.

Step	Action
10.11	Enter the Start Date and the End Date. 
10.12	The staff member only travels on Saturdays; because the days are not consecutive you have to add a line for each of the days. The user can use the copy functionality. Remember to also do the accounting entries before you start copying.  Click on the Copy Selected button.
10.13	Select the mode of transport. 

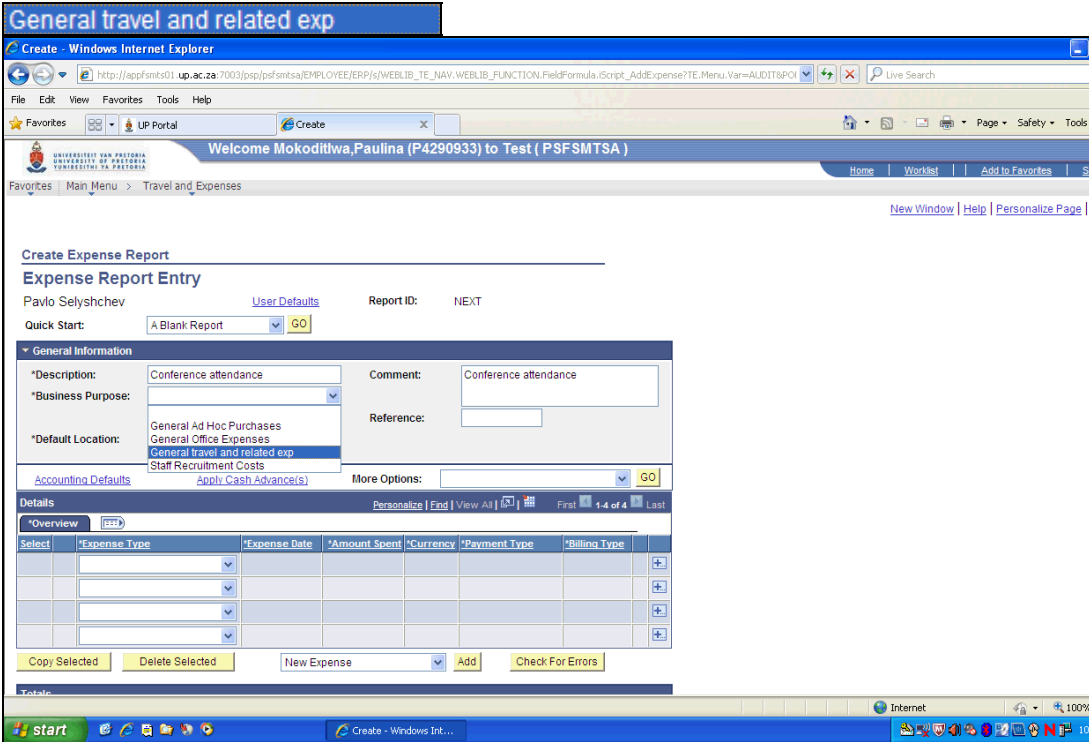
Step	Action																																																							
10.14	Favorites Main Menu > Employee Self-Service Transportation Start Date2013/06/15 Transportation End Date2013/06/15 Amount of Trips1 KM distance per day Personalize Find View All First1-25 of 25Last <table><thead><tr><th></th><th>From Suburb</th><th>Type of Transport</th><th>Distance per KM/Day</th><th>Tariff</th></tr></thead><tbody><tr><td>1</td><td>Brits</td><td>Bus</td><td>55.56</td><td>89.00</td></tr><tr><td>2</td><td>Bronkhorst. Distrik</td><td>Bus</td><td>77.78</td><td>123.00</td></tr><tr><td>3</td><td>Erasmus</td><td>Bus</td><td>57.52</td><td>92.50</td></tr><tr><td>4</td><td>Garankuwa</td><td>Bus</td><td>54.90</td><td>88.00</td></tr><tr><td>5</td><td>Hammanskraal</td><td>Bus</td><td>56.21</td><td>90.00</td></tr><tr><td>6</td><td>Kleinfontein</td><td>Bus</td><td>58.17</td><td>92.50</td></tr><tr><td>7</td><td>Klipgat</td><td>Bus</td><td>51.96</td><td>83.50</td></tr><tr><td>8</td><td>Kwa Mhlanga</td><td>Bus</td><td>74.51</td><td>118.50</td></tr><tr><td>9</td><td>Kwaggafontein</td><td>Bus</td><td>97.39</td><td>153.50</td></tr><tr><td>10</td><td>Kwaggafontein-A</td><td>Bus</td><td>97.39</td><td>153.50</td></tr></tbody></table> Search for the correct station from the list, in this example Pankop.		From Suburb	Type of Transport	Distance per KM/Day	Tariff	1	Brits	Bus	55.56	89.00	2	Bronkhorst. Distrik	Bus	77.78	123.00	3	Erasmus	Bus	57.52	92.50	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	118.50	9	Kwaggafontein	Bus	97.39	153.50	10	Kwaggafontein-A	Bus	97.39	153.50
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10	Kwaggafontein-A	Bus	97.39	153.50																																																				
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.																																																							

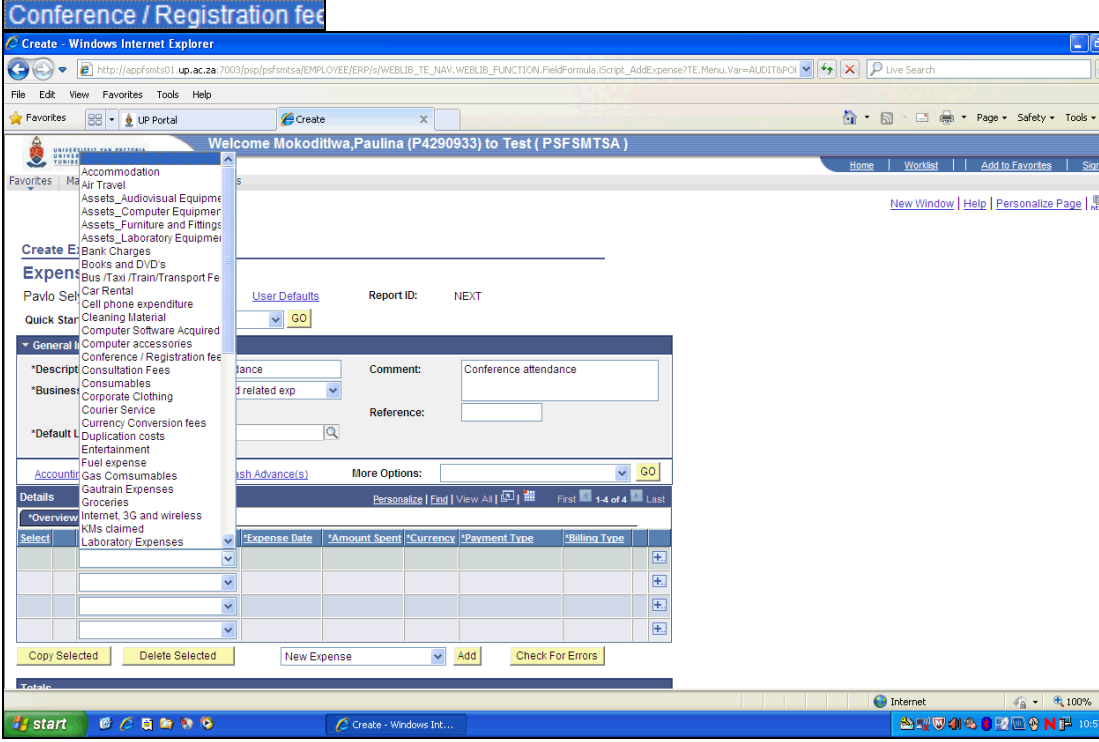
11. Accounting entries: The relevant cost centre from where the expense will be paid

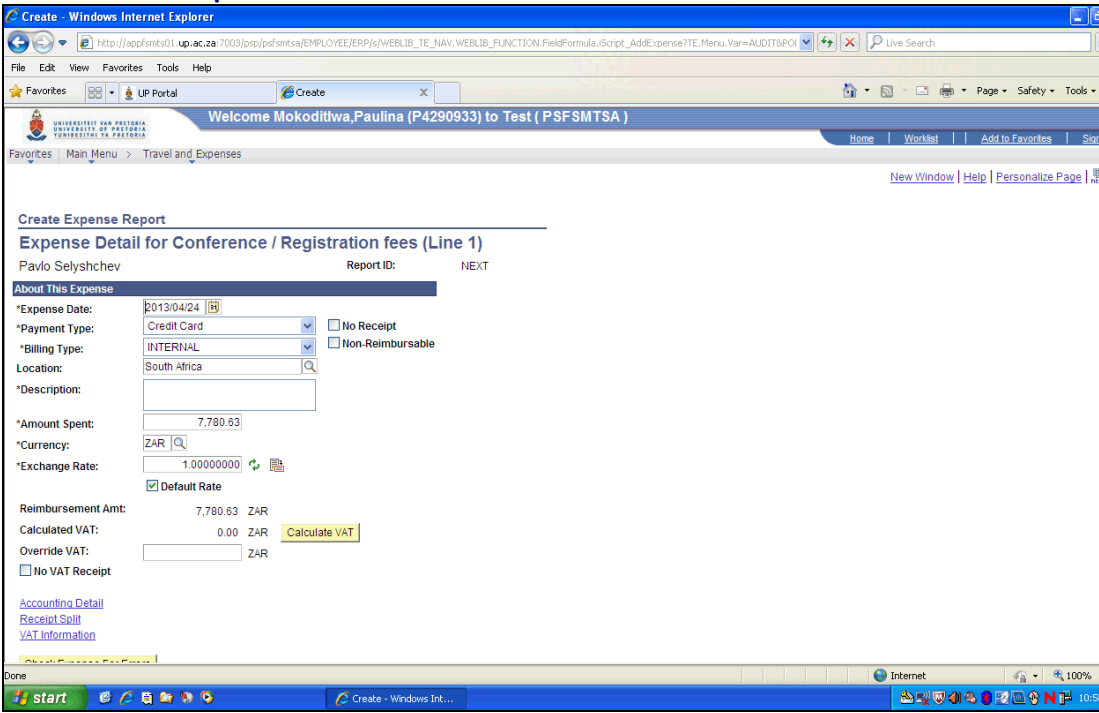
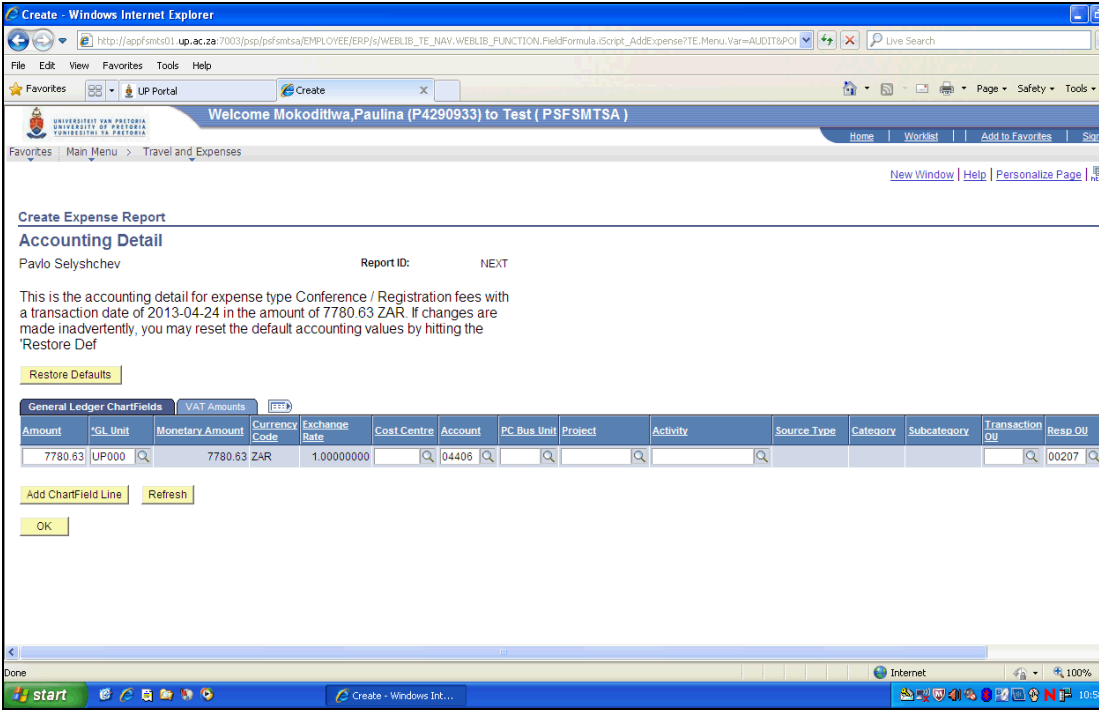
Step	Action
11.1	Upon finalization of the Wizard process, click on the Accounting Detail link to provide the required cost centre number. 
11.2	Click in the Cost Centre field and enter the relevant cost centre or use the magnifying glass to search for the correct cost centre. 
11.3	Click on the OK button.

Step	Action
11.4	Click on the Check Expense For Errors button.  
11.5	Click on the Return to Expense Report link. 
11.6	Click on the Submit button or Save button for use at a later stage.  

12. Accounting entries where a project is involved

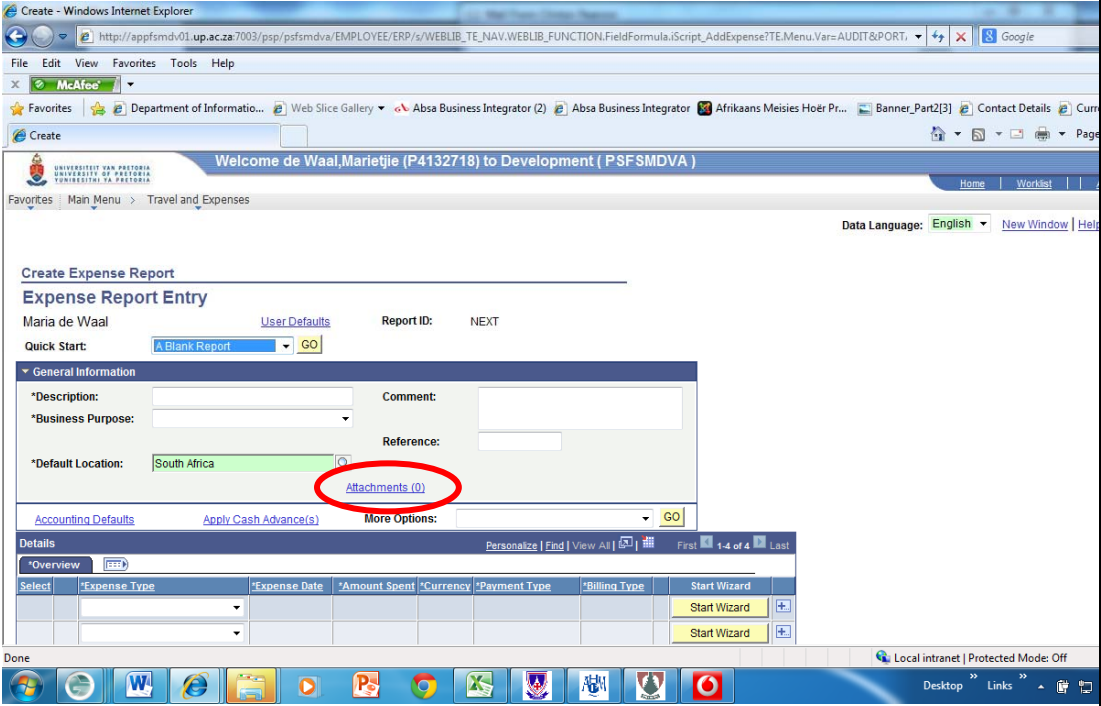
Step	Action
12.1	Click in the Description field.
12.2	Enter the desired information into the Description field. E.g. Enter " Conference attendance ".
12.3	Click in the Comment field and complete detail on the expense.
12.4	Click on the Business Purpose list.
12.5	Click on the General travel and related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

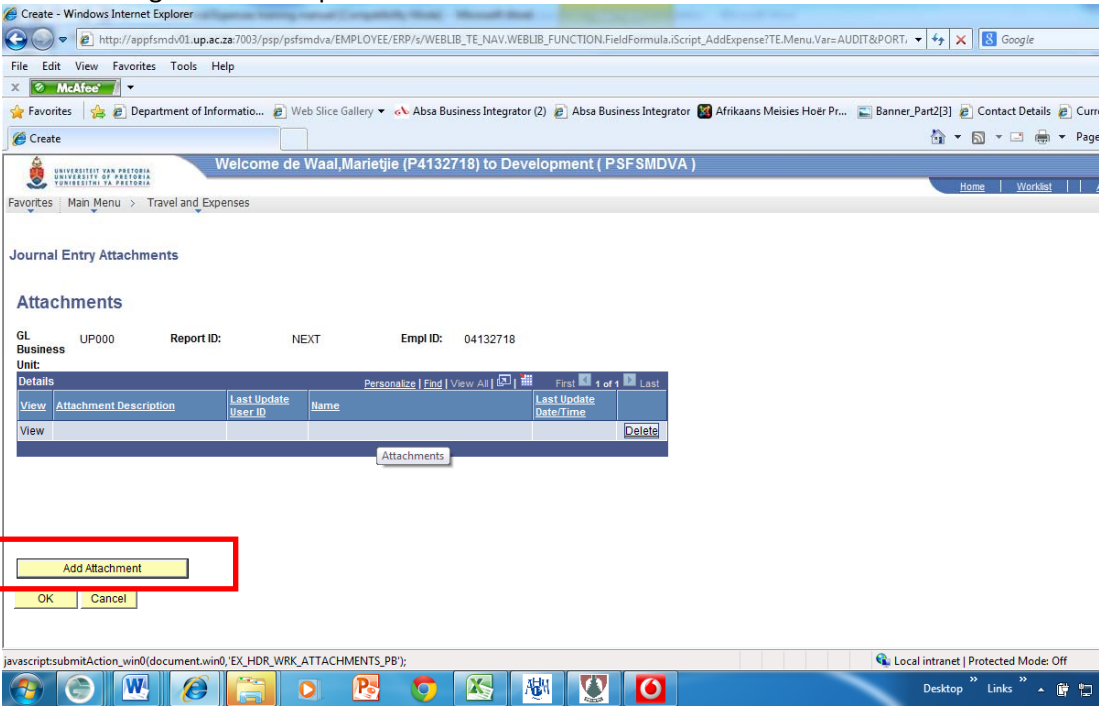
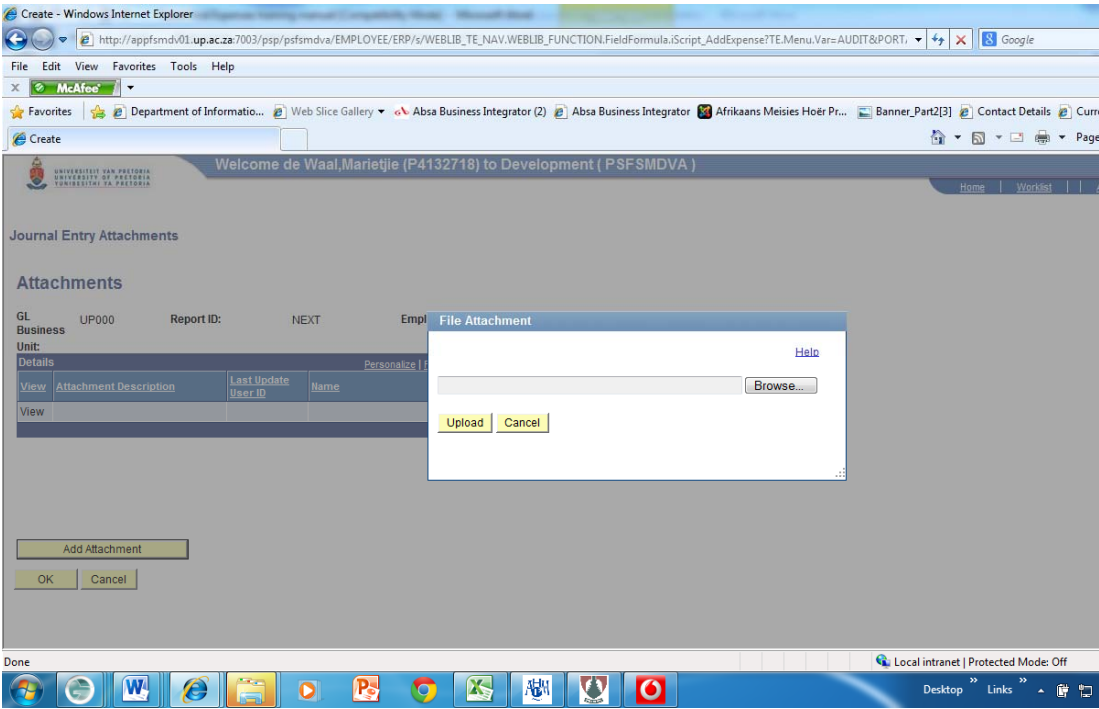
Step	Action
12.7	Click on the Conference / Registration fees list item. 
12.8.	Repeat steps 3.5 to 3.7.
12.9.	Enter the total fee in the Amount Spent field. E.g. For this example enter " 650 ".
12.10	If you do not have the rand value, you can change the currency by clicking on the Currency field and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

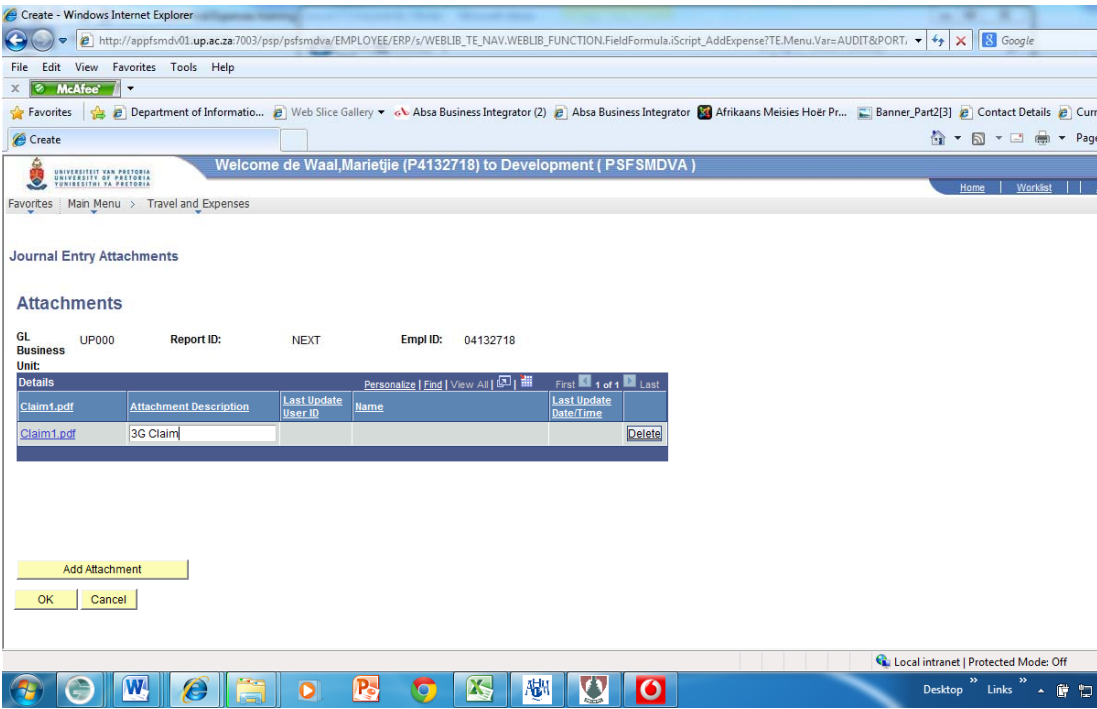
Step	Action
12.12	Click in the Description field. 
12.13	Enter the desired information into the Description field. E.g. Enter " IEEE ".
12.14	Click on the Accounting Detail link. <u>Accounting Detail</u>
12.15	Enter the relevant cost centre number or click on the magnifying glass to search for the cost centre. 
12.16	Click in the PC Bus Unit field. The PC Bus Unit is always UP000.
12.17	Click in the Project field. Enter the desired information into the Project field.
12.18	Click in the Activity field.

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. OK
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

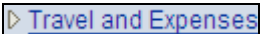
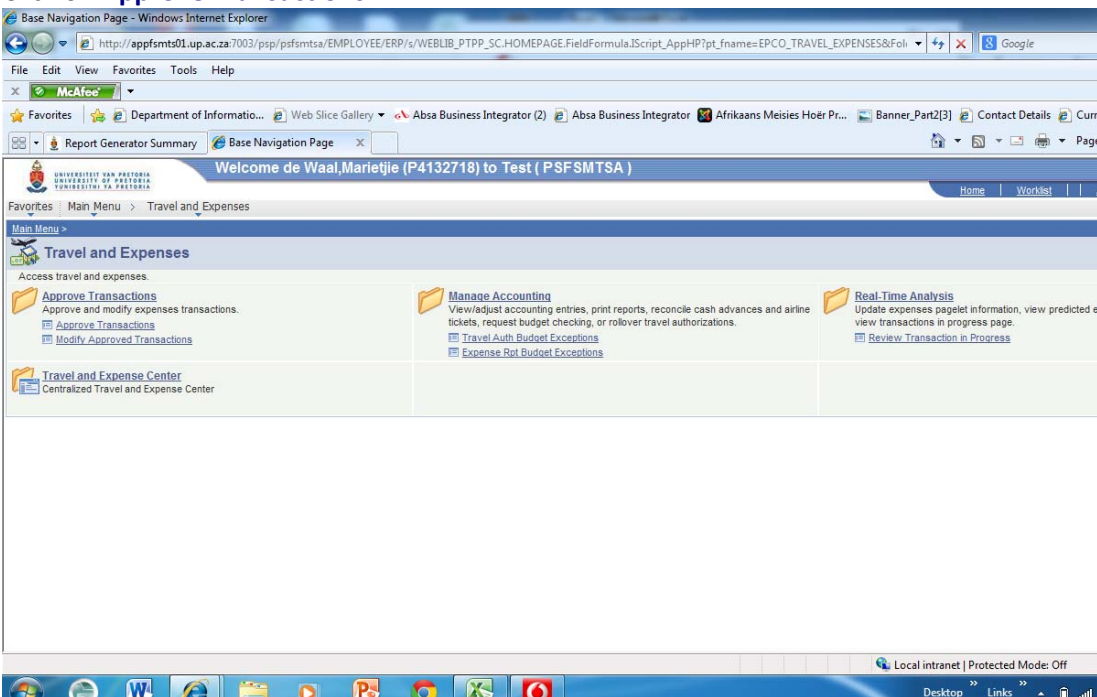
13. How to upload your source documents to the Expense Report

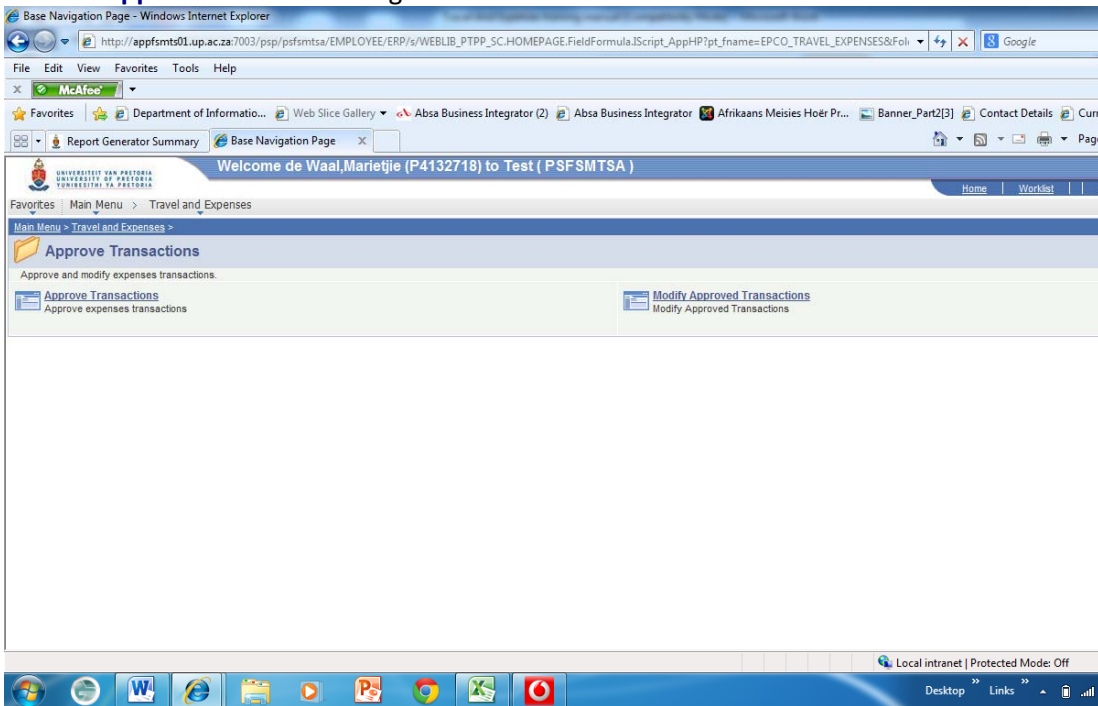
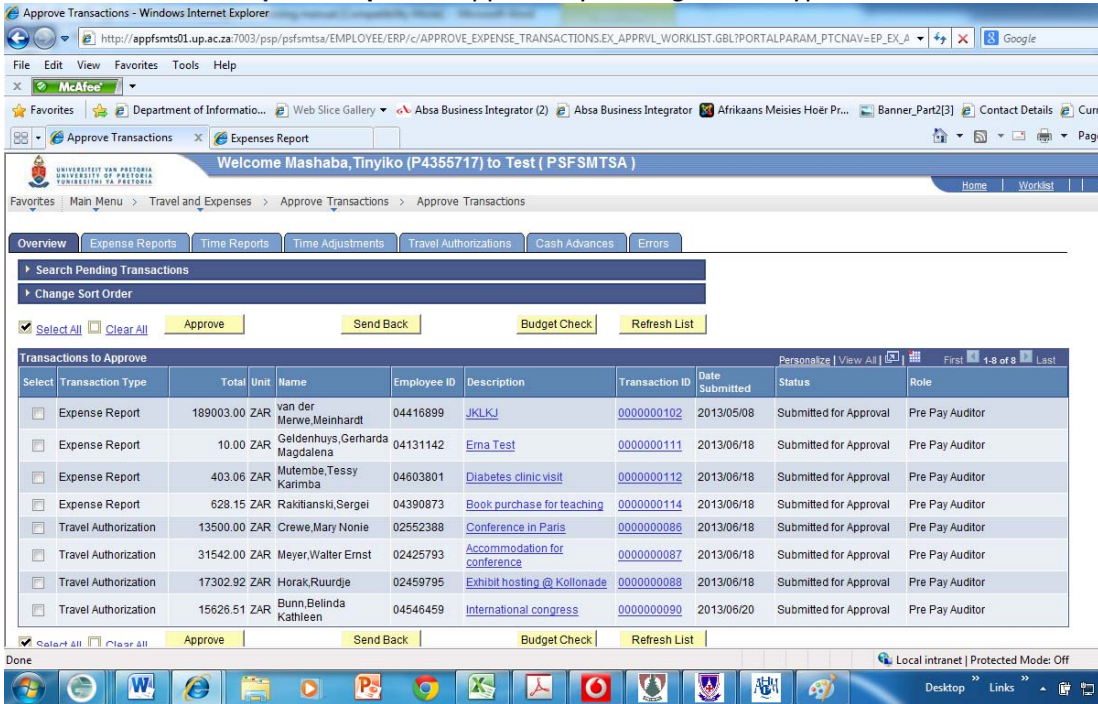
Step	Action
13.1	On the expense report you will find a hyperlink Attachments. Click on the attachment link. 

Step	Action
13.2	The following screen will open:  Click on “Add Attachment”.
13.3	Click “Choose File”. Preferably upload pdf files; you can open them directly in PeopleSoft.  Select the file you want to upload from where you have saved the scanned document. Requirements for the upload file are: • 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. 

14. Approval of an Expense Report

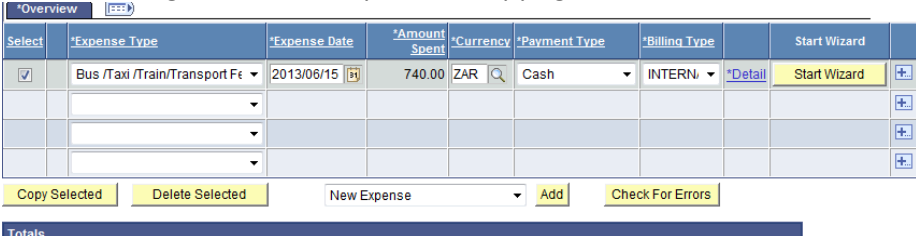
Step	Action
14.1	You will receive an email notification of an Expense Report to be approved. Click on the hyperlink provided, or on the main menu. Click on the Travel and Expenses link. 
14.2	Click on Approve Transactions. 

Step	Action																																																																																																			
14.3	Click on Approve Transactions again. 																																																																																																			
14.4	The following screen will open with the following tabs: Overview, Expense reports, Time reports, Time adjustments and Travel authorisations. Click on the tab Expense reports. Select the relevant Expense report to approve by clicking on the hyperlink.  <table><tr><th>Select</th><th>Transaction Type</th><th>Total</th><th>Unit</th><th>Name</th><th>Employee ID</th><th>Description</th><th>Transaction ID</th><th>Date Submitted</th><th>Status</th><th>Role</th></tr><tr><td>☐</td><td>Expense Report</td><td>189003.00</td><td>ZAR</td><td>van der Merwe, Meinhardt</td><td>04416899</td><td>JKLKJ</td><td>0000000102</td><td>2013/05/08</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>Expense Report</td><td>10.00</td><td>ZAR</td><td>Geldenhuis, Gerhards Magdalena</td><td>04131142</td><td>Erna Test</td><td>0000000111</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>Expense Report</td><td>403.06</td><td>ZAR</td><td>Mutemba, Tessy Karimba</td><td>04603801</td><td>Diabetes clinic visit</td><td>0000000112</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>Expense Report</td><td>628.15</td><td>ZAR</td><td>Rakitianski, Sergei</td><td>04390873</td><td>Book purchase for teaching</td><td>0000000114</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>Travel Authorization</td><td>13500.00</td><td>ZAR</td><td>Crewe, Mary Nonie</td><td>02552388</td><td>Conference in Paris</td><td>0000000086</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>Travel Authorization</td><td>31542.00</td><td>ZAR</td><td>Meyer, Walter Ernst</td><td>02425793</td><td>Accommodation for conference</td><td>0000000087</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>Travel Authorization</td><td>17302.92</td><td>ZAR</td><td>Horak, Ruurdje</td><td>02459795</td><td>Exhibit hosting @ Kollonade</td><td>0000000088</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>Travel Authorization</td><td>15626.51</td><td>ZAR</td><td>Bunn, Belinda Kathleen</td><td>04546459</td><td>International congress</td><td>0000000090</td><td>2013/06/20</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr></table>	Select	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	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	ZAR	Geldenhuis, Gerhards Magdalena	04131142	Erna Test	0000000111	2013/06/18	Submitted for Approval	Pre Pay Auditor	☐	Expense Report	403.06	ZAR	Mutemba, Tessy Karimba	04603801	Diabetes clinic visit	0000000112	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	0000000086	2013/06/18	Submitted for Approval	Pre Pay Auditor	☐	Travel Authorization	31542.00	ZAR	Meyer, Walter Ernst	02425793	Accommodation for conference	0000000087	2013/06/18	Submitted for Approval	Pre Pay Auditor	☐	Travel Authorization	17302.92	ZAR	Horak, Ruurdje	02459795	Exhibit hosting @ Kollonade	0000000088	2013/06/18	Submitted for Approval	Pre Pay Auditor	☐	Travel Authorization	15626.51	ZAR	Bunn, Belinda Kathleen	04546459	International congress	0000000090	2013/06/20	Submitted for Approval	Pre Pay Auditor
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Step	Action
14.5	You now have to select the relevant button.  Approve Click to approve the Expense Report. This action changes the status to Approved for Payment. The expense report is ready for payment processing Send Back 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. Deny 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 in the Comments field. The system does not route denied expense transactions to subsequent approvers and the employee cannot resubmit it. The employee will have to create a new Expense Report. Save Changes Click to save any modifications that were made to the Expense Report.
14.6	 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:  Click OK.

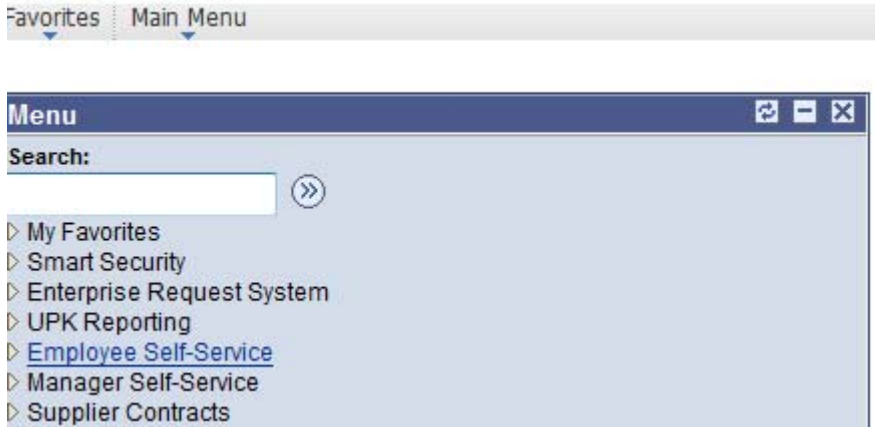
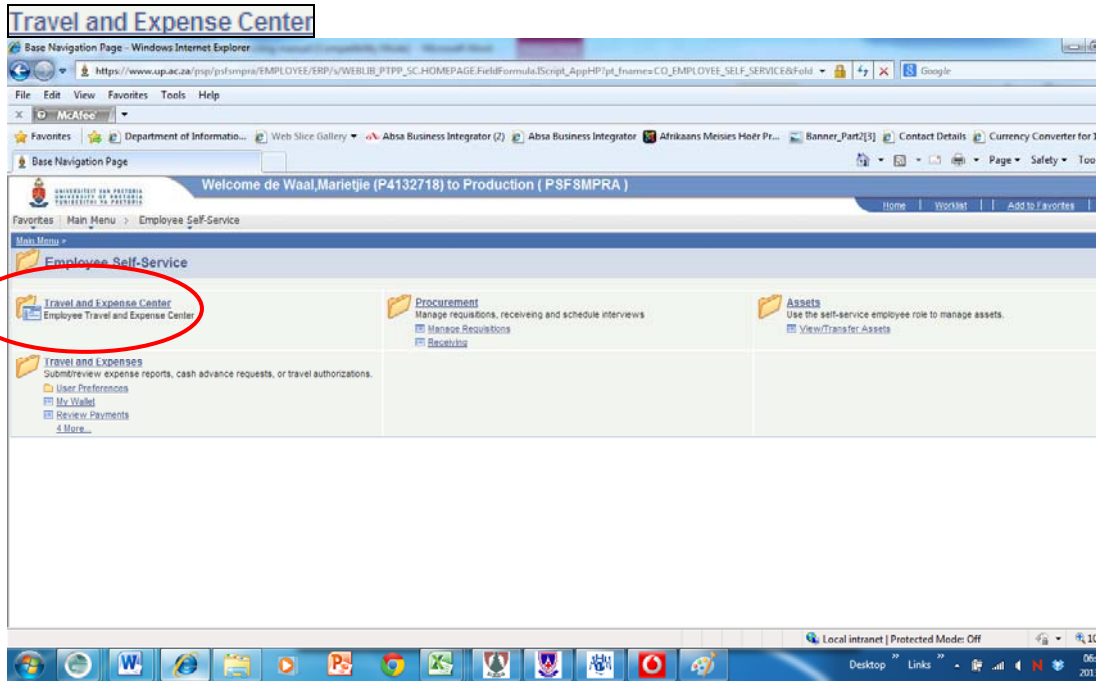
15. Useful hints – copying of recurring expense transactions

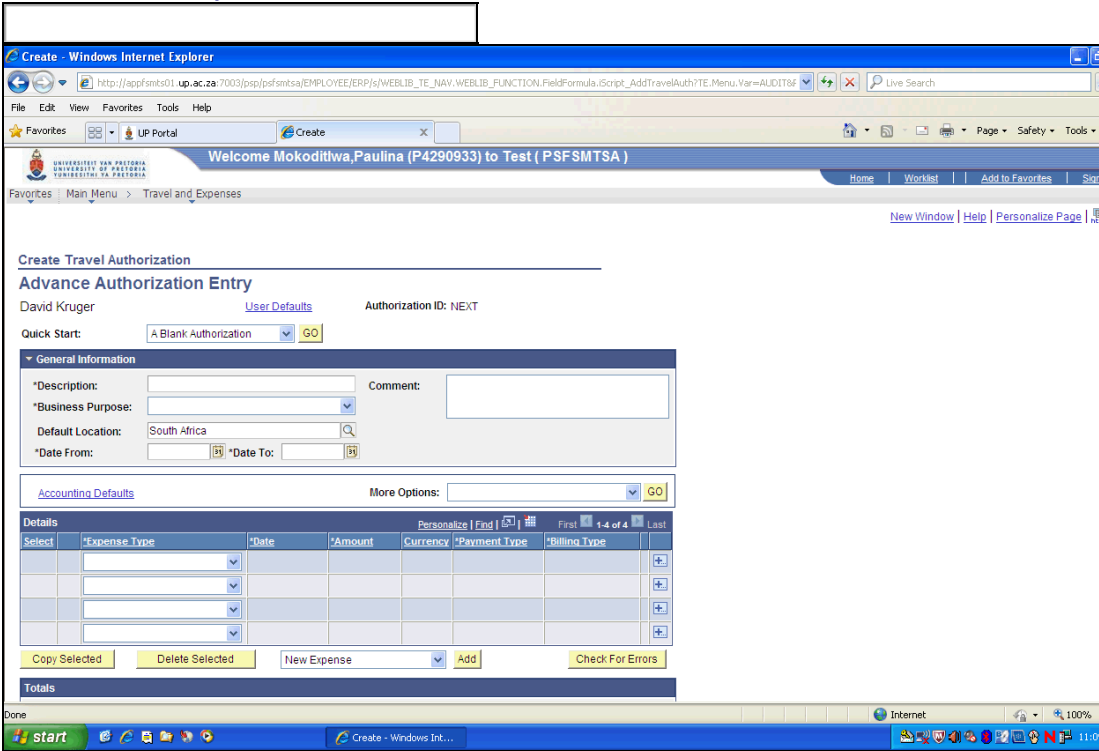
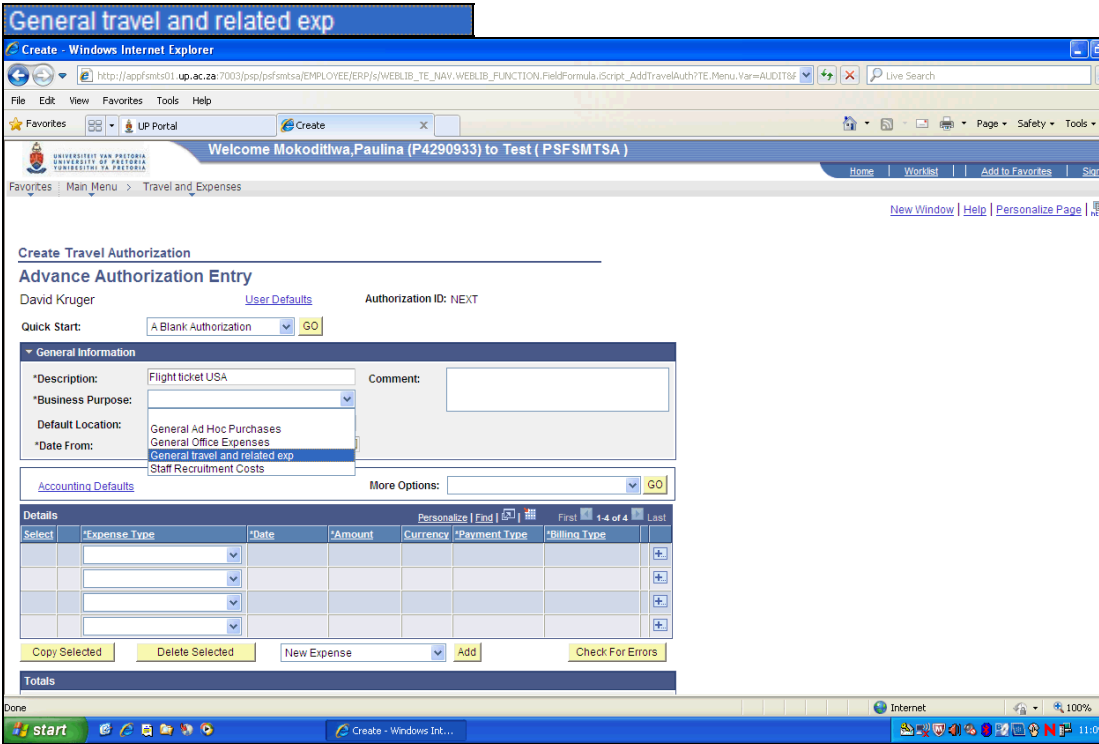
15.1	The user can use the copy functionality to copy expense line items. Remember to also do the accounting entries before you start copying.  Click on the Copy Selected button.
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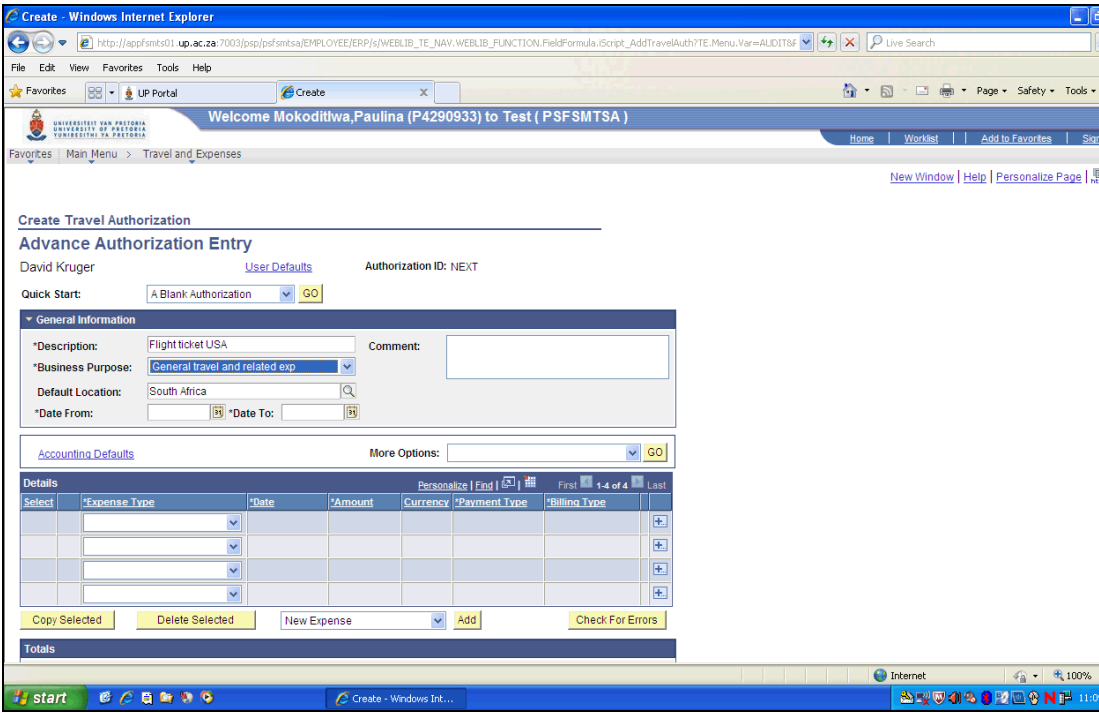
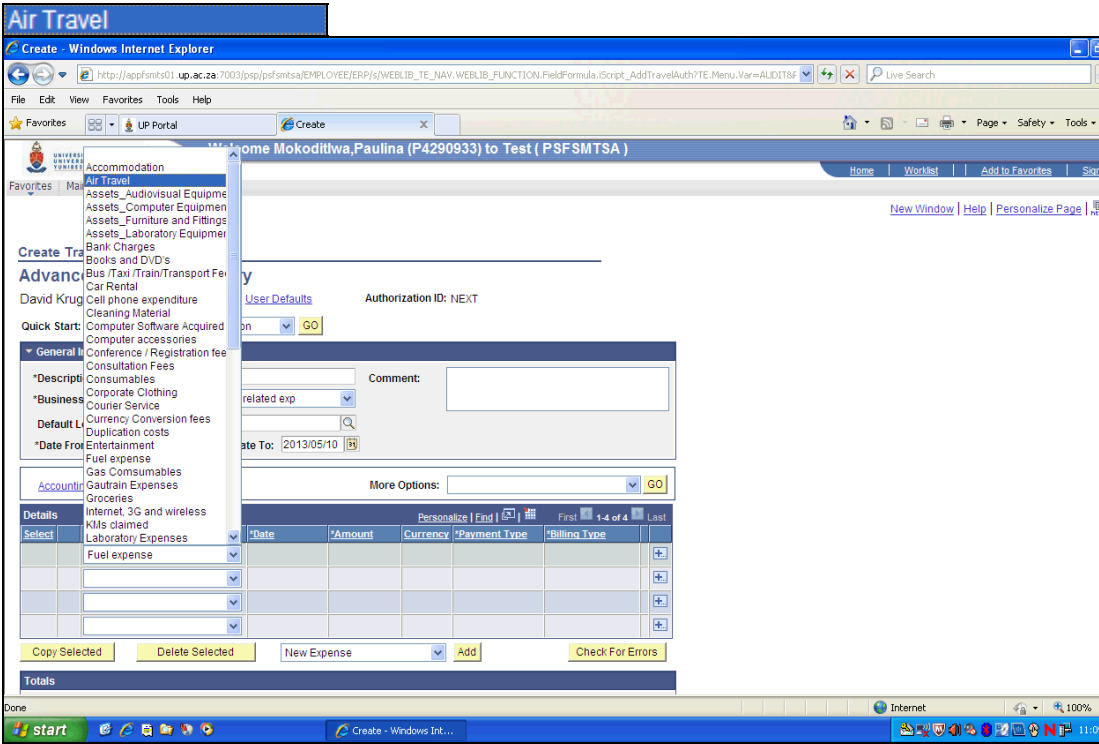
C. Advances

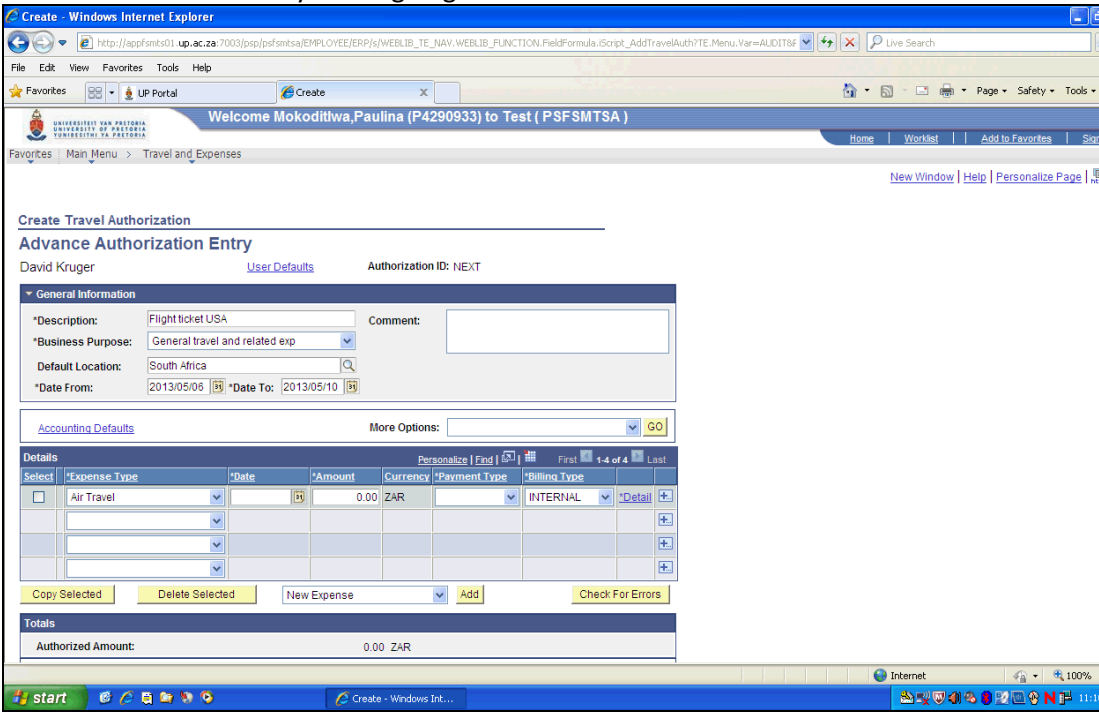
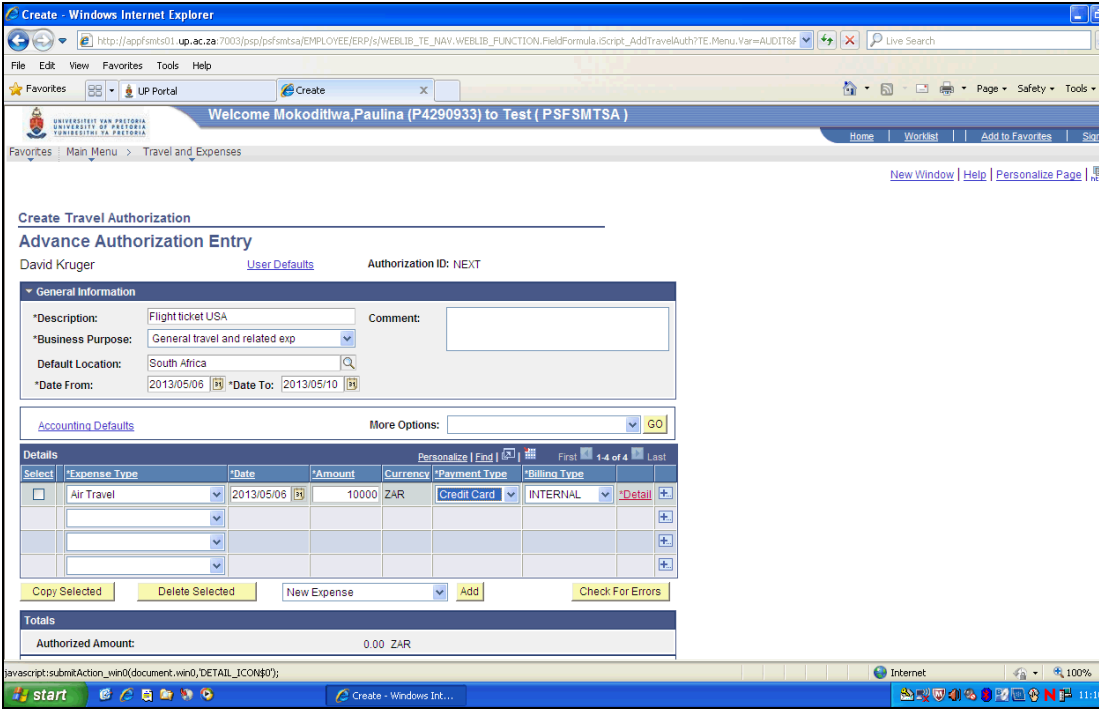
<i>Start of an Advance request</i>	<i>Approval</i>	<i>Approved advance to cash advance</i>	<i>Settlement of an Advance</i>	<i>Report</i>
<i>C1 and C2</i>	<i>C3</i>	<i>C4</i>	<i>C5</i>	<i>D</i>

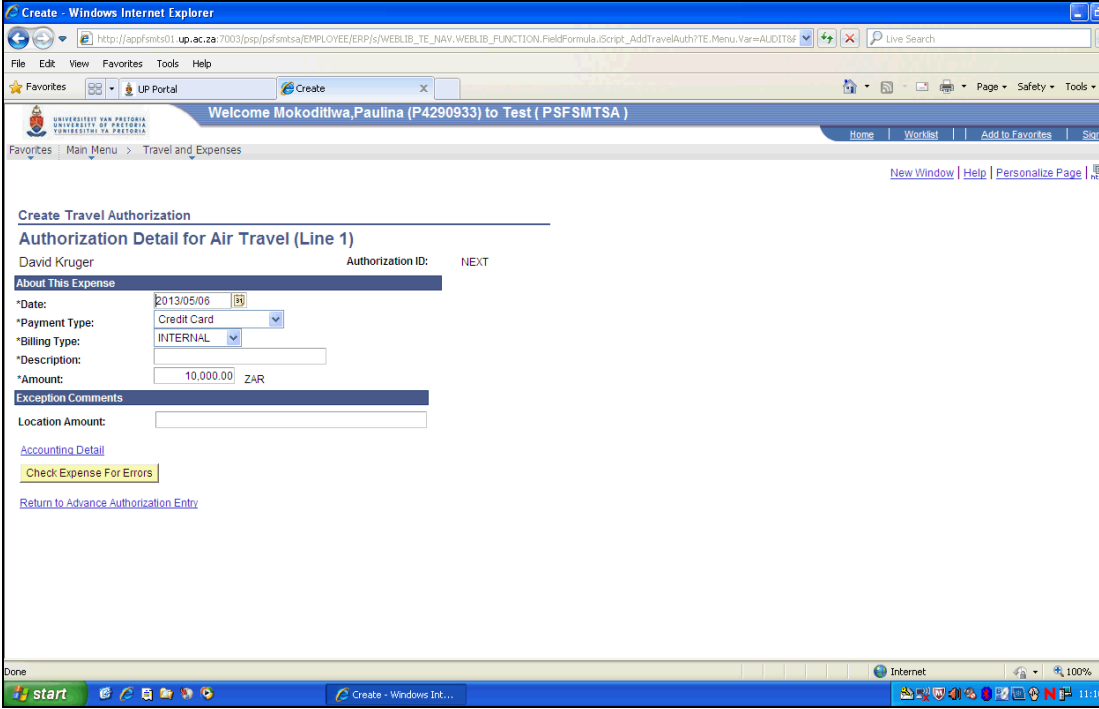
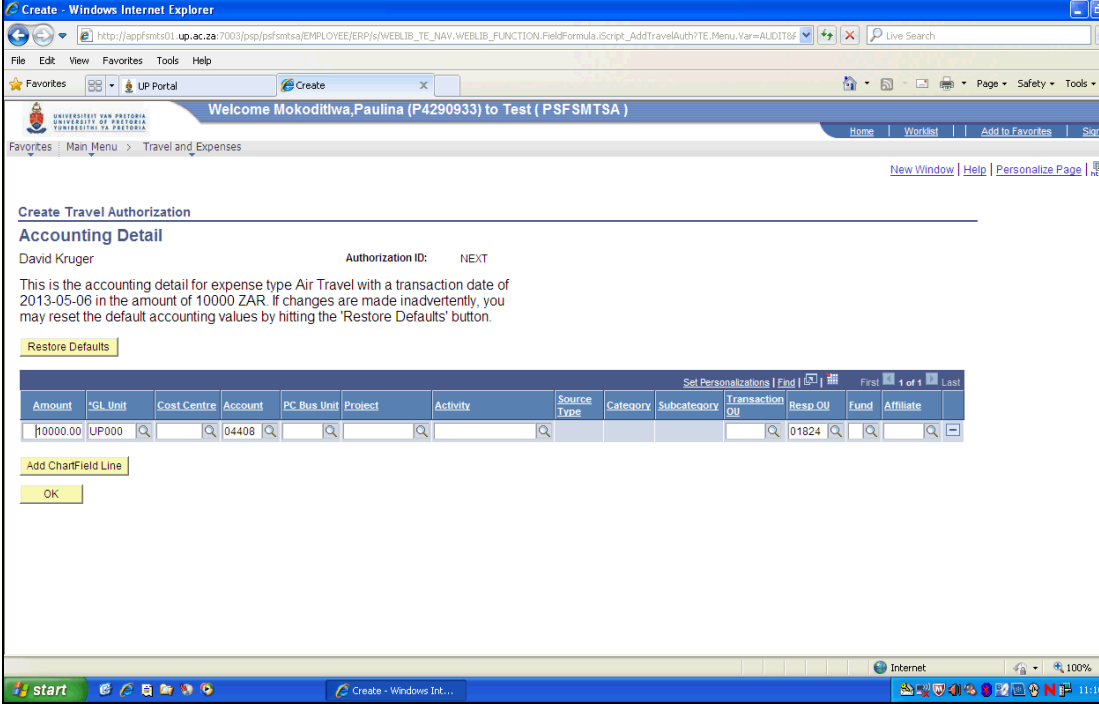
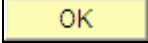
1. Create an Advance request/Advance Authorisation for yourself

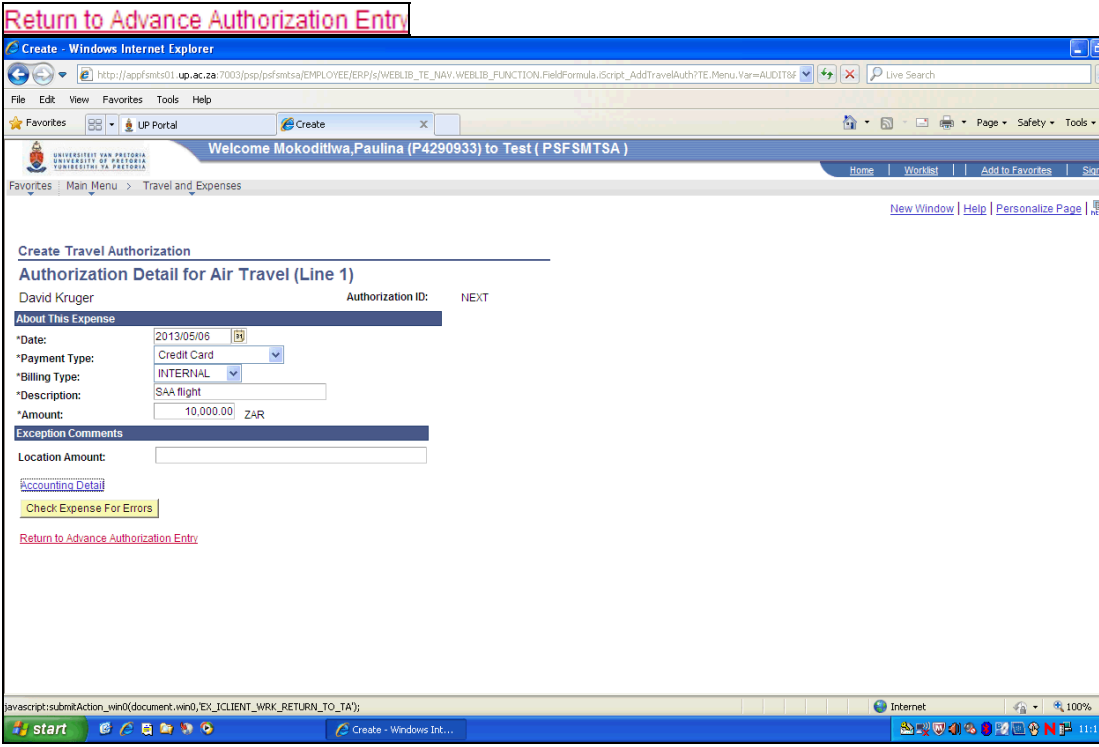
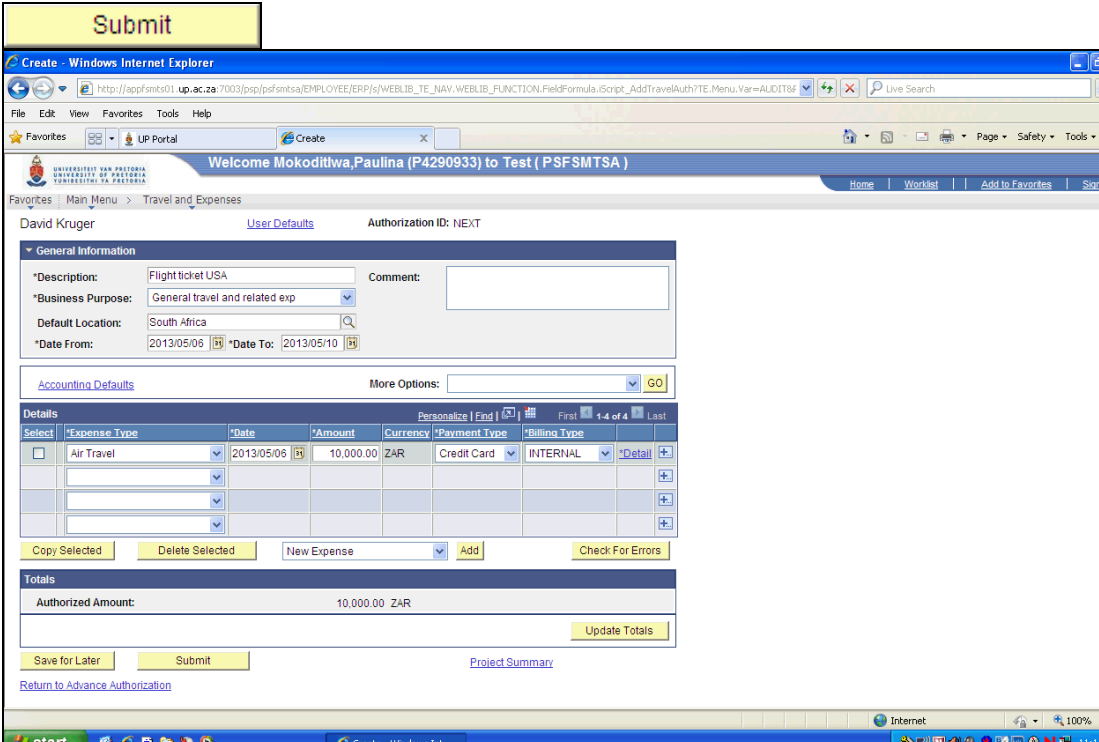
Step	Action
1.1	For your own Advance request, click on the Employee Self Service link. 
1.2	Click on the Travel and Expense Center link. 
1.3	Click on the Advance Authorization link. 
1.4	Click on the Create link. 

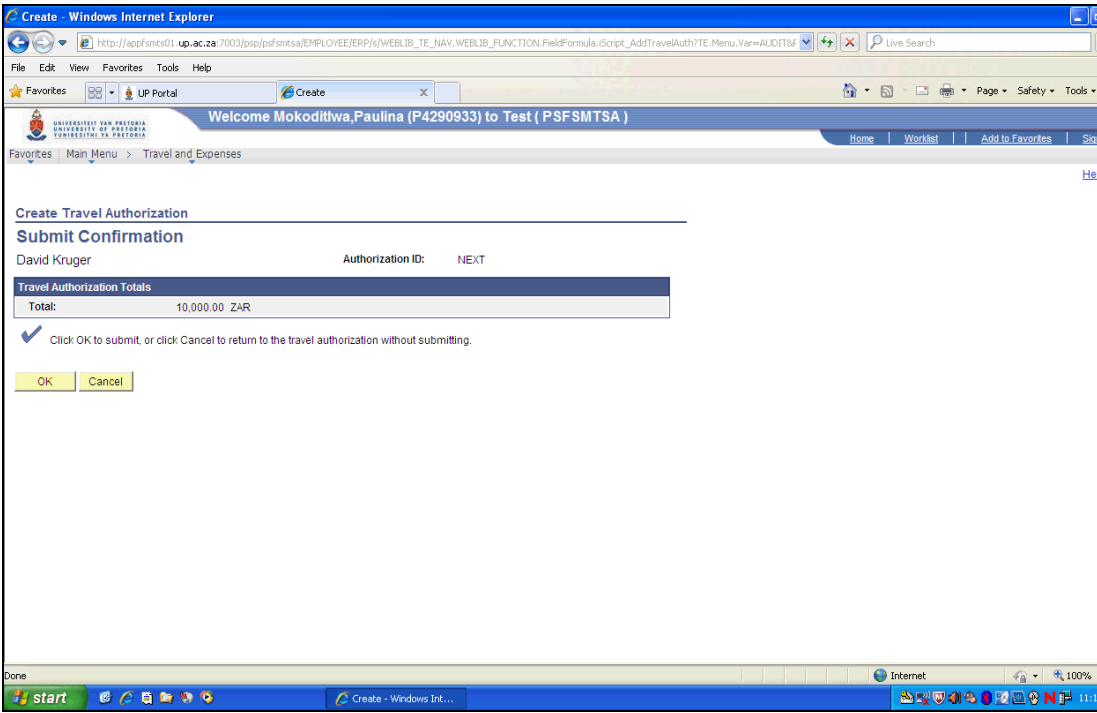
Step	Action
1.5	Click in the Description field. 
1.6	Enter the desired information in the Description field. E.g.Enter " Flight ticket USA ".
1.7	Click on the Business Purpose list.
1.8	Click on the General travel and related exp list item. 

Step	Action
1.9	Click in the Default Location field. 
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. 

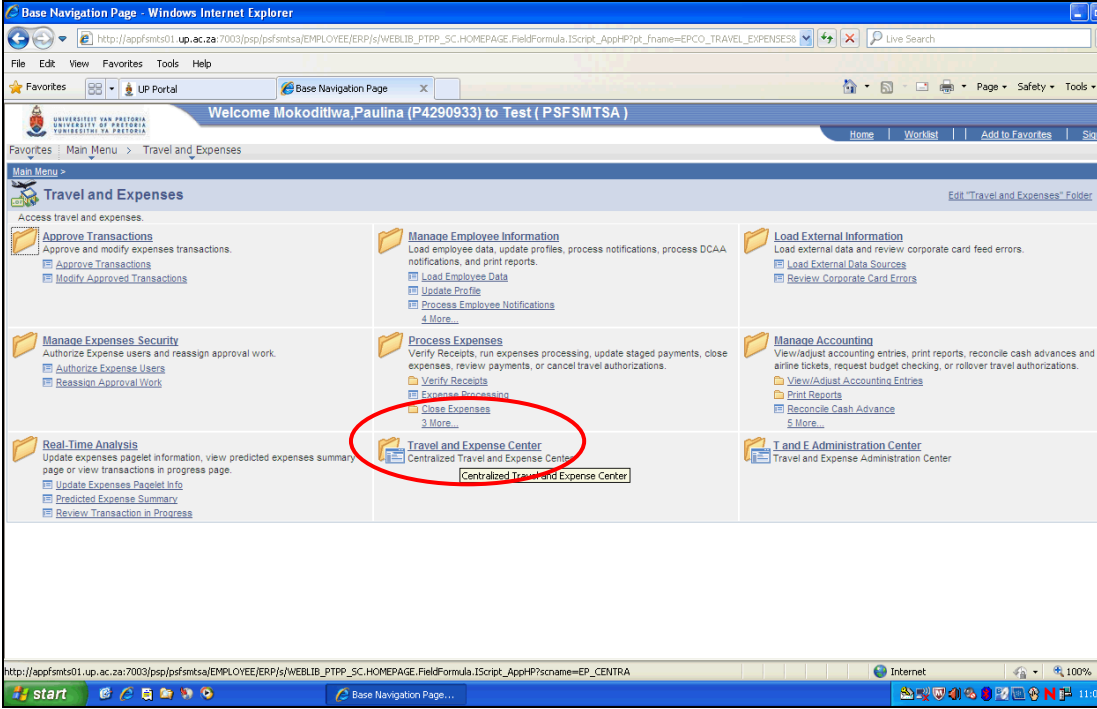
Step	Action
1.13	Enter the date on which you are going to travel. 
1.14	Enter the total cost of the flight into the Amount field. E.g. Enter "10000".
1.15	Click on the Payment Type list. Select the payment method for the expense. 
1.16	Click on the Detail link. 

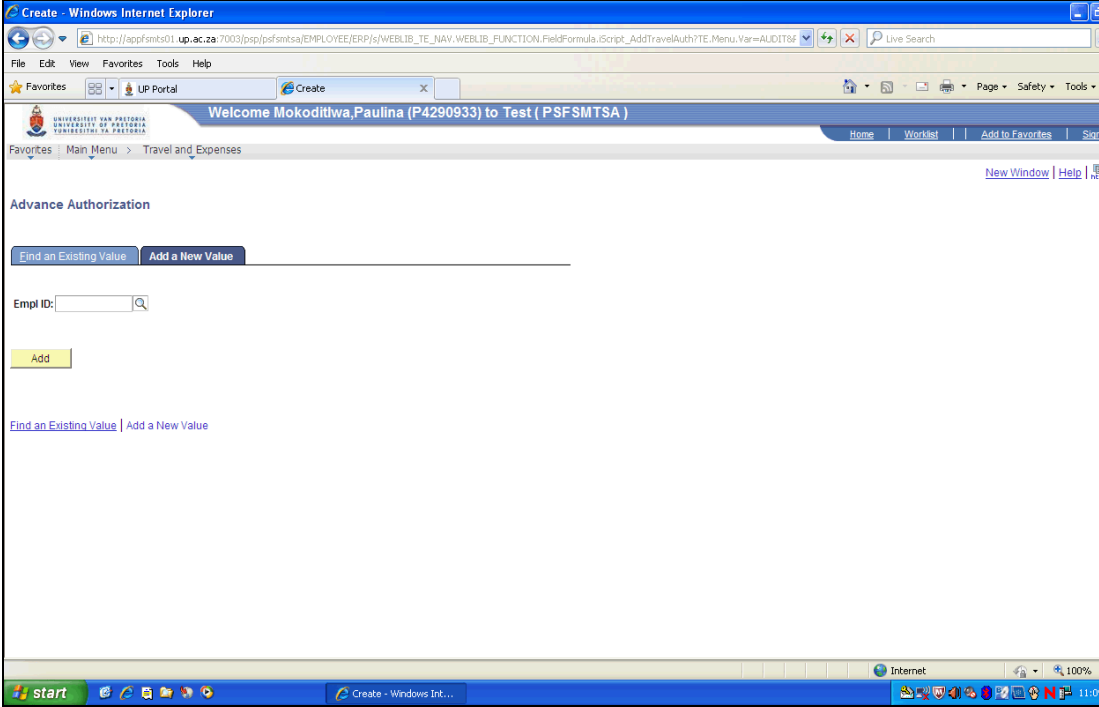
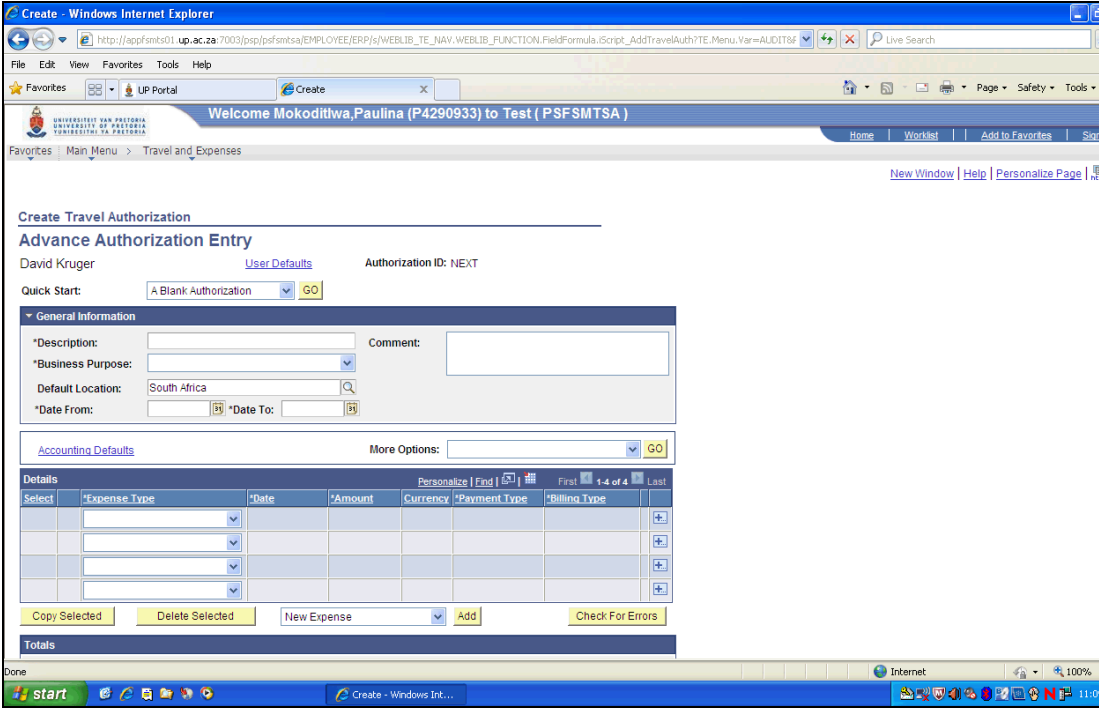
Step	Action
1.17	Click in the Description field. 
1.18	Enter the desired information into the Description field. E.g. Enter " SAA flight ".
1.19	Click on the Accounting Detail link. Accounting Detail
1.20	Click in the Cost Centre field. 
1.21	Enter the desired information into the Cost Centre field, or use the magnifying glass to select the required cost centre.
1.22	Click the OK button. 

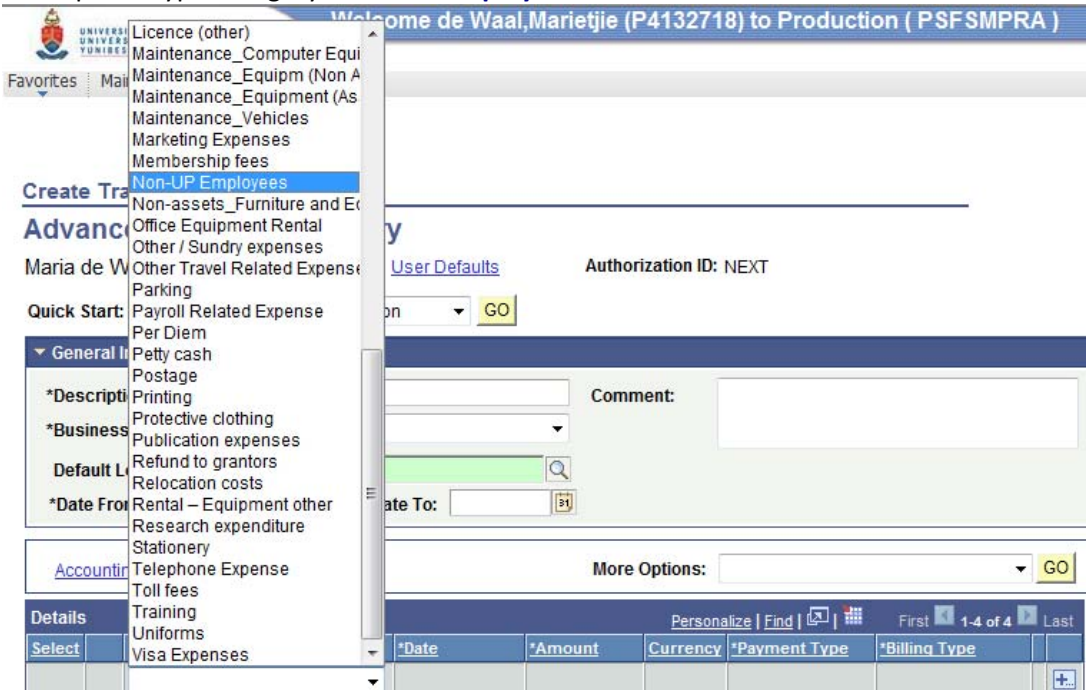
Step	Action
1.23	Click on the Return to Advance Authorization Entry link. 
1.24	Click the Submit button or Save button for use at a later stage. 

Step	Action
1.25	Click on the OK button. 
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 Convert the approved Travel Authorisation to a Cash Advance.

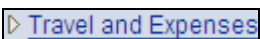
2. Create an Advance request/Advance Authorisation on behalf of another employee

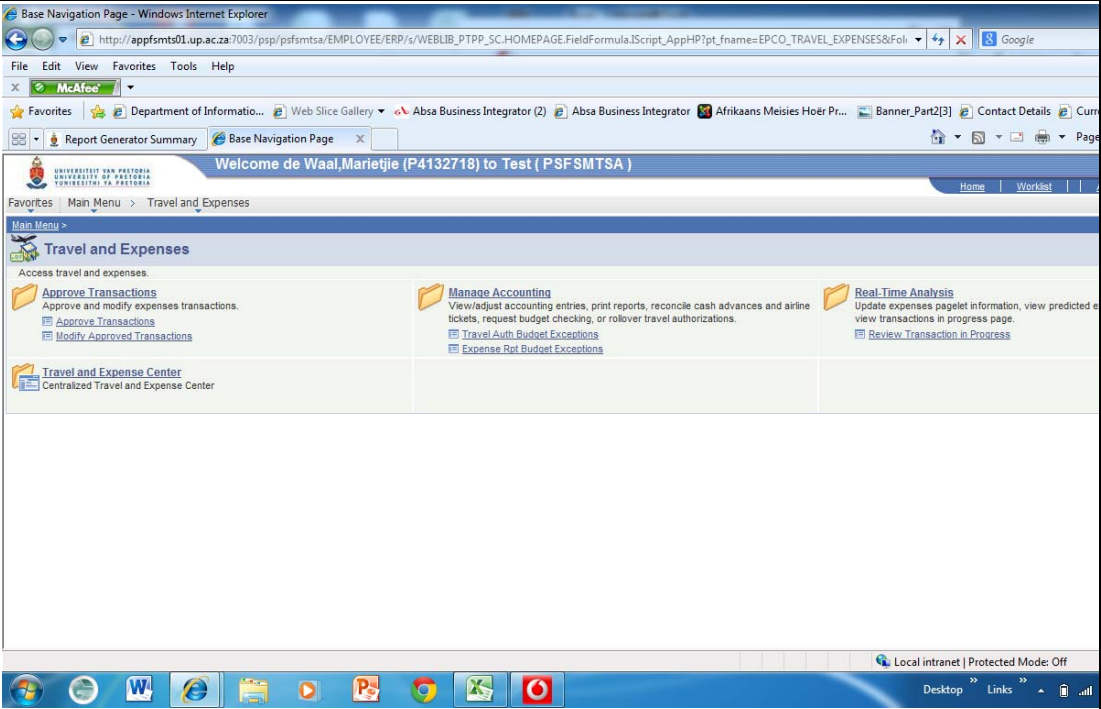
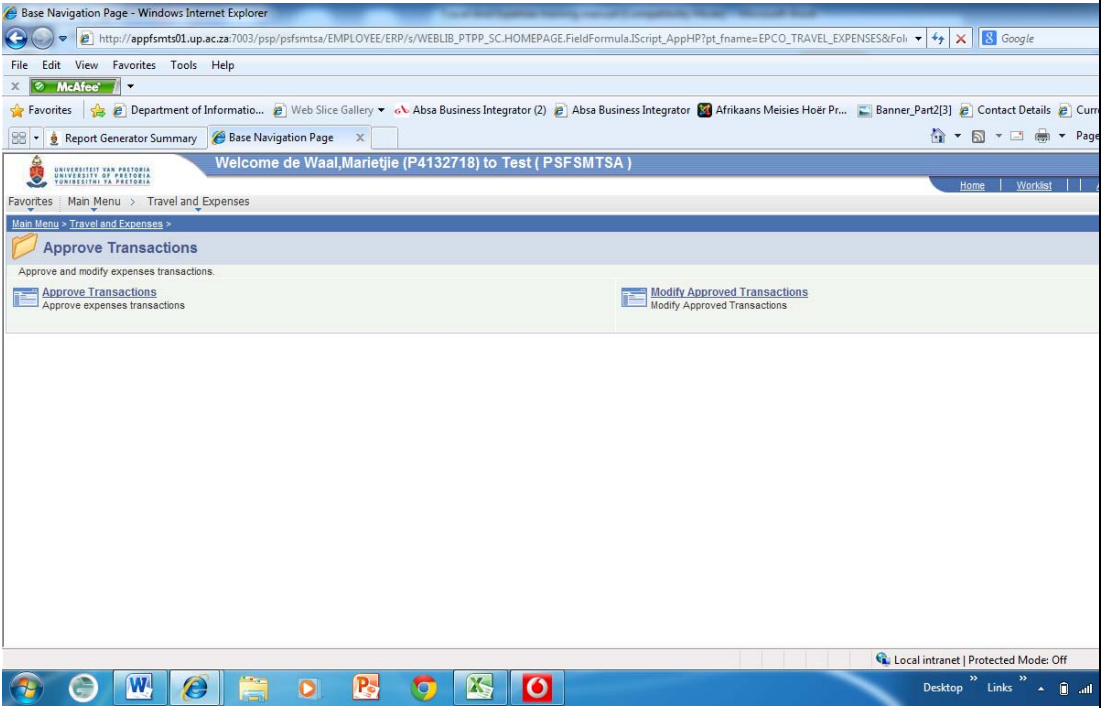
Step	Action
2.1	Click the Travel and Expenses link on your left hand menu. Select the Travel and Expense Centre link. 

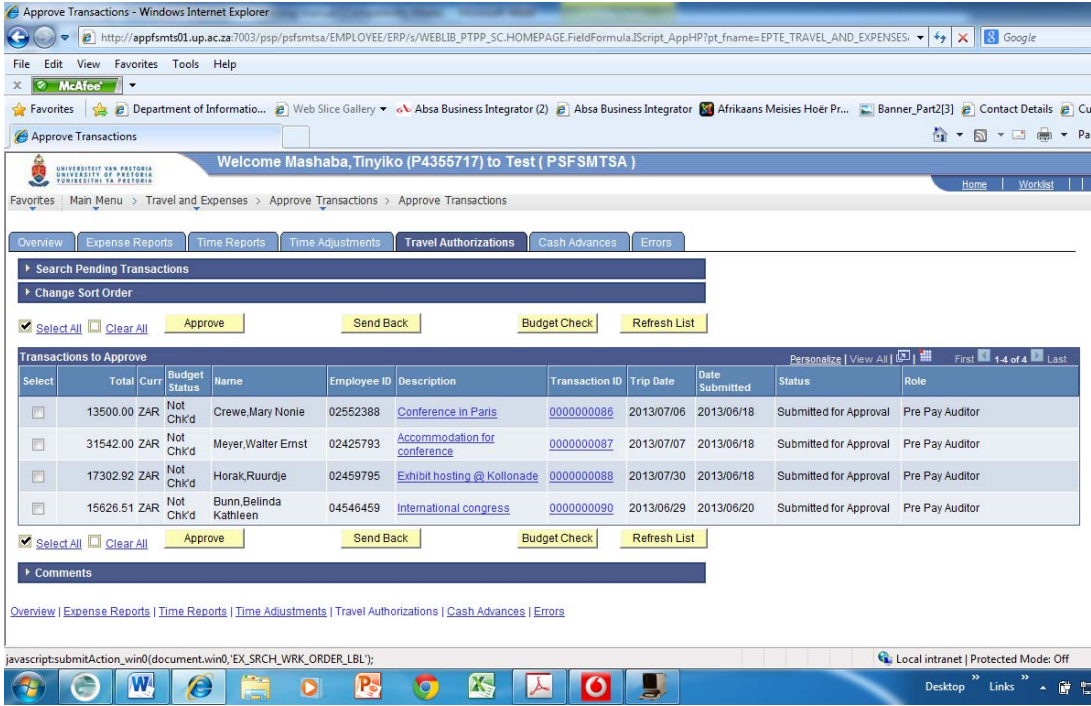
Step	Action
2.2	Click on the Advance Authorization link. Advance Authorization
2.3	Click on the Create link. Create
2.4	Click in the Empl ID field. 
2.5	Enter the desired information into the Empl ID field. E.g. Enter " 01269224 ".
2.6	Select the employee.
2.7	Click the Add button. 

Step	Action
2.8	Repeat steps 1.9 to 1.30.
2.9	If you are entering an Advance request on behalf of a Non-UP employee or student, select the Expense type Category - Non-UP Employees. 

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. 

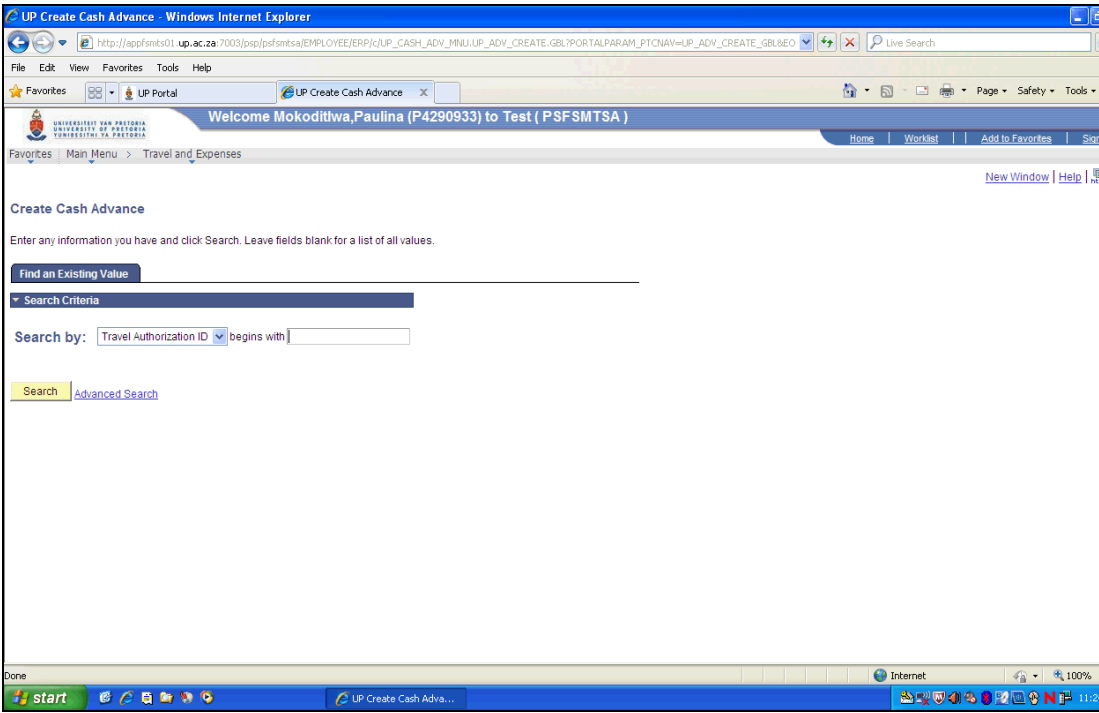
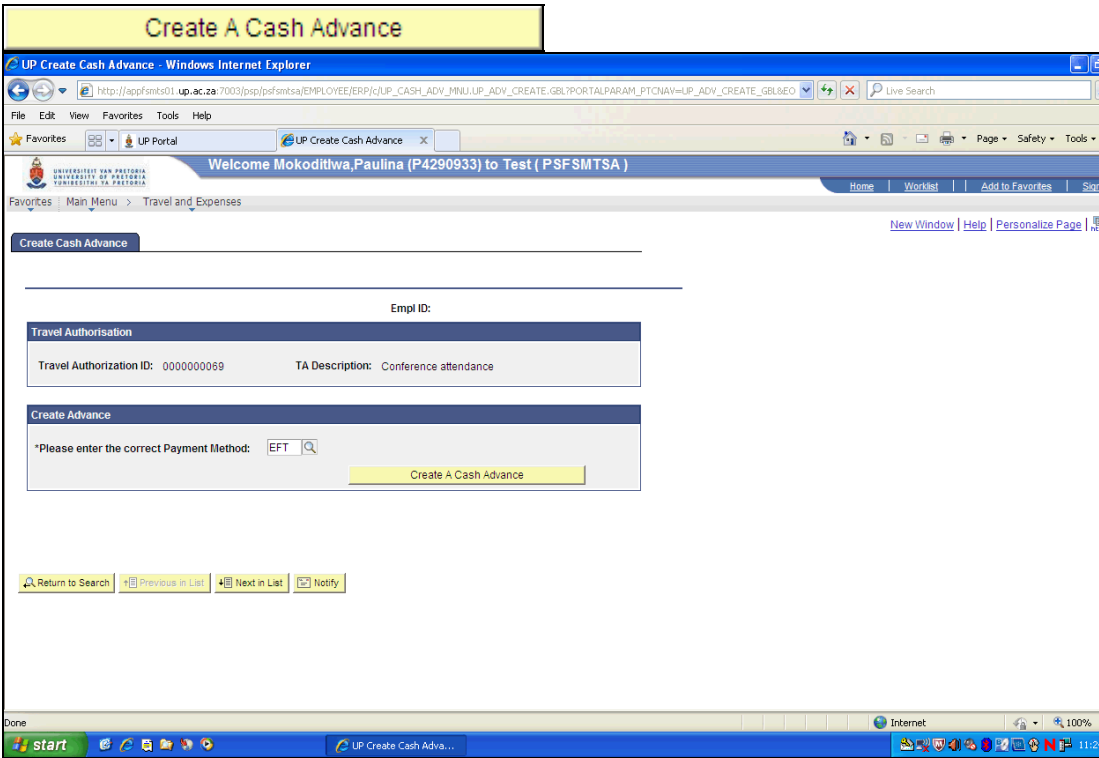
Step	Action
3.2	 Click on Approve Transactions.
3.3	 Click on Approve Transactions again.

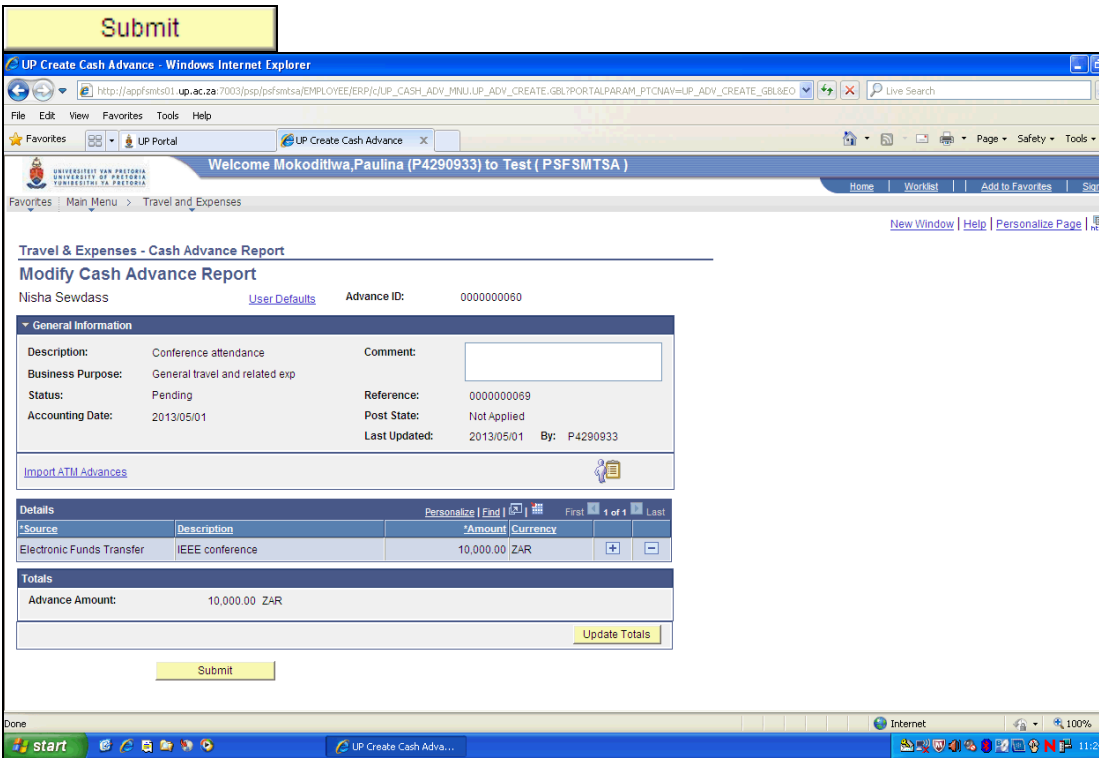
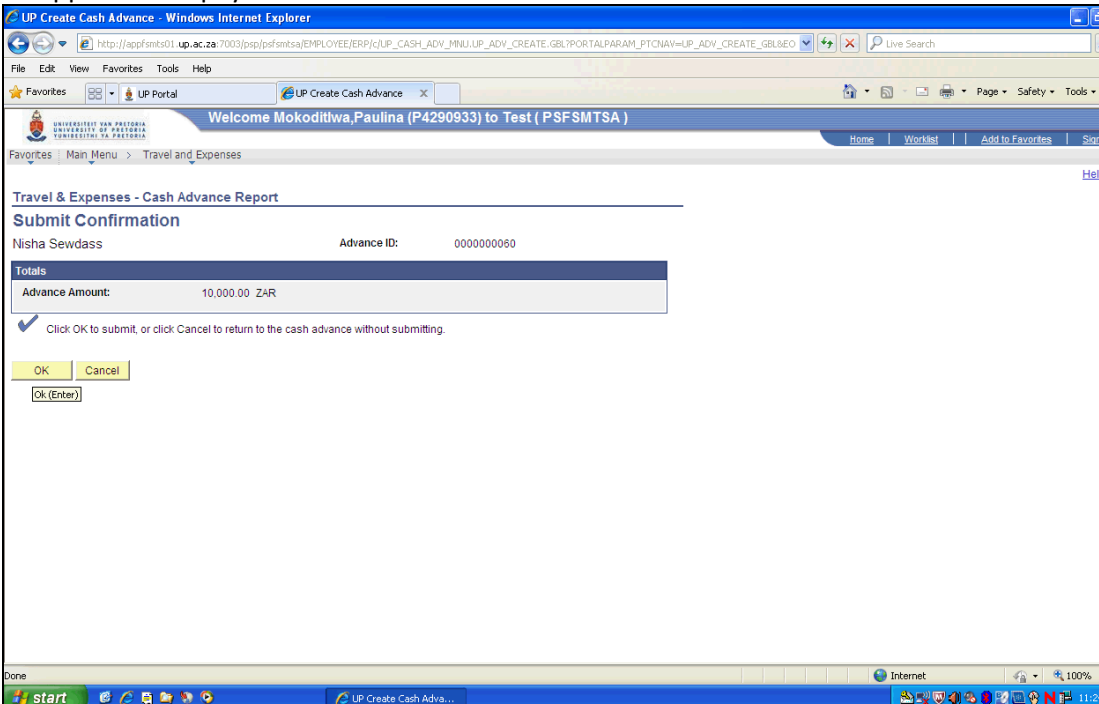
Step	Action																																																												
3.4	The following screen will open with the following tabs: Overview, Expense reports, Time reports, Time Adjustments and Travel Authorisations. Click on the tab Travel Authorisations. Select the relevant Travel Advance to approve by clicking on the hyperlink.  Approve Transactions - Windows Internet Explorer http://appsfmts01.up.ac.za/7003/psp/psfmtsa/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=EPTC_TRAVEL_AND_EXPENSES File Edit View Favorites Tools Help McAfee Department of Information... Web Slice Gallery Absa Business Integrator (2) Absa Business Integrator Afrikaans Meisies Hoër Pr... Banner_Part2[3] Contact Details Cur... Approve Transactions Welcome Mashaba, Tinyiko (P4355717) to Test (PSFSMTSA) Home Worklist Favorites Main Menu Travel and Expenses Approve Transactions Approve Transactions Overview Expense Reports Time 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 <table><tr><th>Select</th><th>Total</th><th>Curr</th><th>Budget Status</th><th>Name</th><th>Employee ID</th><th>Description</th><th>Transaction ID</th><th>Trip Date</th><th>Date Submitted</th><th>Status</th><th>Role</th></tr><tr><td>☒</td><td>13500.00</td><td>ZAR</td><td>Not Chkd</td><td>Crewe, Mary Nonie</td><td>02552388</td><td>Conference in Paris</td><td>0000000086</td><td>2013/07/06</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>31542.00</td><td>ZAR</td><td>Not Chkd</td><td>Meyer, Walter Ernst</td><td>02425793</td><td>Accommodation for conference</td><td>0000000087</td><td>2013/07/07</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>17302.92</td><td>ZAR</td><td>Not Chkd</td><td>Horak, Ruurdje</td><td>02459795</td><td>Exhibit hosting @ Kollonade</td><td>0000000088</td><td>2013/07/30</td><td>2013/06/18</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr><tr><td>☐</td><td>15626.51</td><td>ZAR</td><td>Not Chkd</td><td>Bunn, Belinda Kathleen</td><td>04546459</td><td>International congress</td><td>0000000090</td><td>2013/06/29</td><td>2013/06/20</td><td>Submitted for Approval</td><td>Pre Pay Auditor</td></tr></table> ☒ Select All ☐ Clear All Approve Send Back Budget Check Refresh List Comments Overview Expense Reports Time Reports Time Adjustments Travel Authorizations Cash Advances Errors javascript:submitAction_win0(document.win0,'EX_SRCH_WRK_ORDER_LBL'); Local intranet Protected Mode: Off Desktop Links	Select	Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role	☒	13500.00	ZAR	Not Chkd	Crewe, Mary Nonie	02552388	Conference in Paris	0000000086	2013/07/06	2013/06/18	Submitted for Approval	Pre Pay Auditor	☐	31542.00	ZAR	Not Chkd	Meyer, Walter Ernst	02425793	Accommodation for conference	0000000087	2013/07/07	2013/06/18	Submitted for Approval	Pre Pay Auditor	☐	17302.92	ZAR	Not Chkd	Horak, Ruurdje	02459795	Exhibit hosting @ Kollonade	0000000088	2013/07/30	2013/06/18	Submitted for Approval	Pre Pay Auditor	☐	15626.51	ZAR	Not Chkd	Bunn, Belinda Kathleen	04546459	International congress	0000000090	2013/06/29	2013/06/20	Submitted for Approval	Pre Pay Auditor
Select	Total	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Trip Date	Date Submitted	Status	Role																																																		
☒	13500.00	ZAR	Not Chkd	Crewe, Mary Nonie	02552388	Conference in Paris	0000000086	2013/07/06	2013/06/18	Submitted for Approval	Pre Pay Auditor																																																		
☐	31542.00	ZAR	Not Chkd	Meyer, Walter Ernst	02425793	Accommodation for conference	0000000087	2013/07/07	2013/06/18	Submitted for Approval	Pre Pay Auditor																																																		
☐	17302.92	ZAR	Not Chkd	Horak, Ruurdje	02459795	Exhibit hosting @ Kollonade	0000000088	2013/07/30	2013/06/18	Submitted for Approval	Pre Pay Auditor																																																		
☐	15626.51	ZAR	Not Chkd	Bunn, Belinda Kathleen	04546459	International congress	0000000090	2013/06/29	2013/06/20	Submitted for Approval	Pre Pay Auditor																																																		
3.5	Follow the same steps as in B13.5 to B13.7																																																												

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. <u>Travel and Expense Center</u>
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. 
4.6	Select the required travel authorization which you would like to be paid out. In this example, click on the 0000000069 link.
4.7	Click on the Create A Cash Advance button. 

Step	Action
4.8	Click on the Submit button. 
4.9	Click on the OK button. The cash advance workflows to the claims division, where it will be approved for payment. 

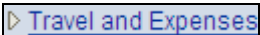
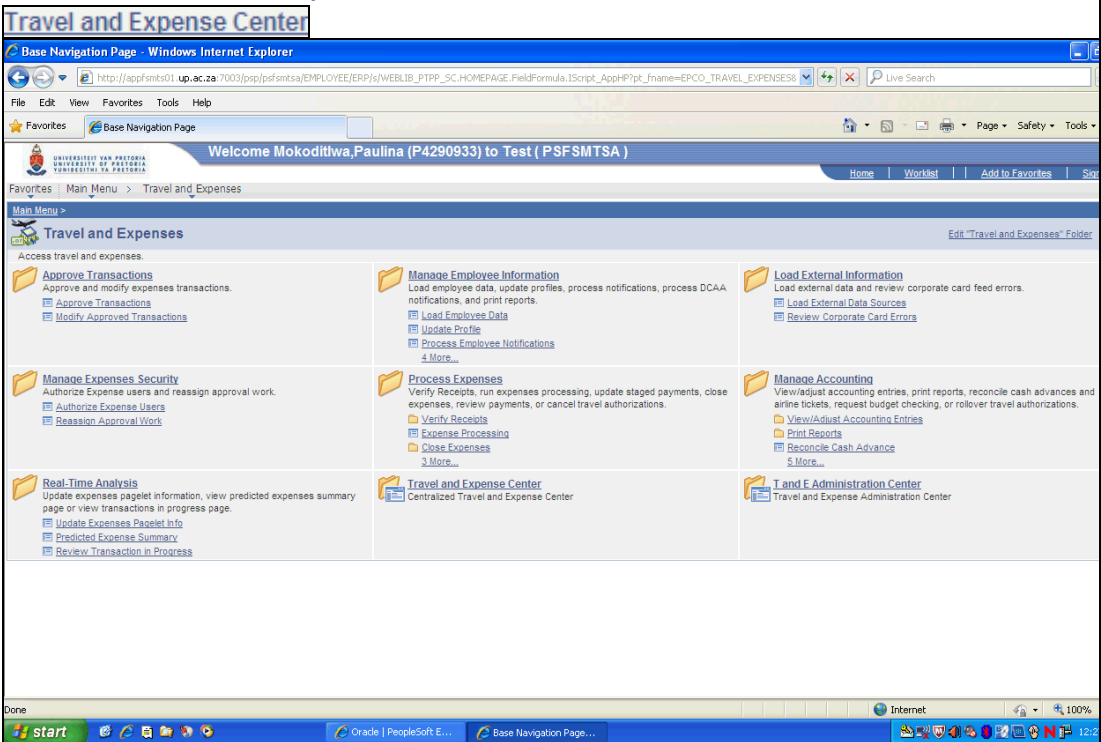
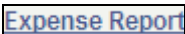
5. Settlement of an Advance

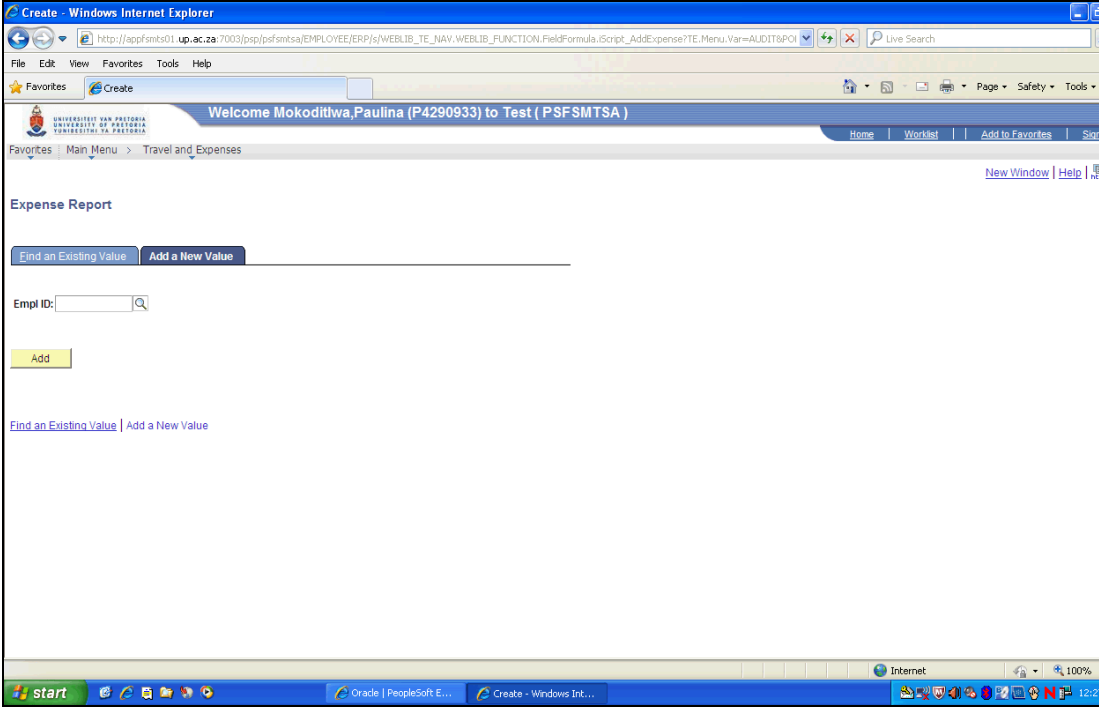
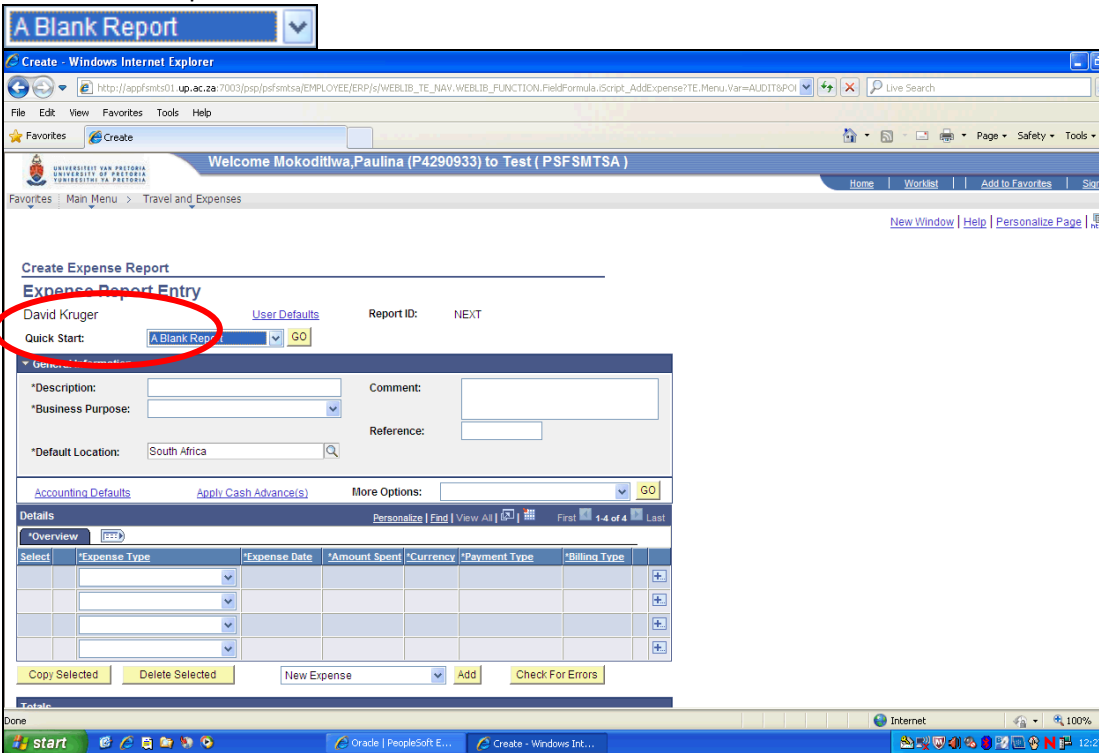
There are 3 examples in this training module:

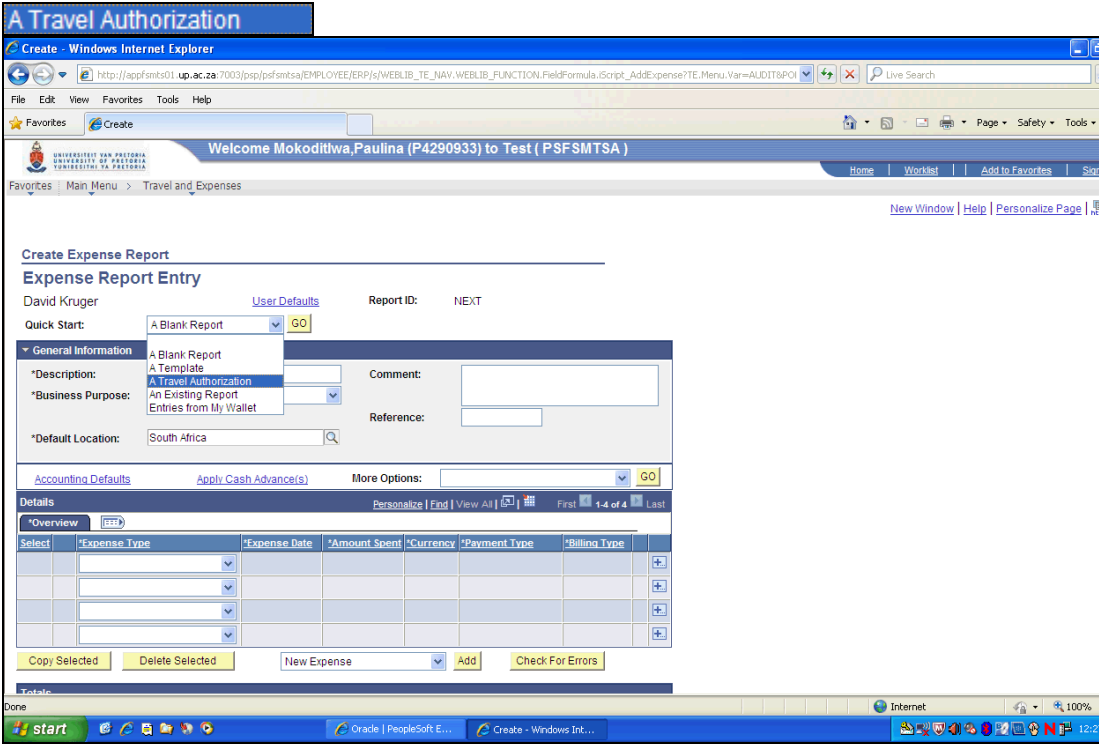
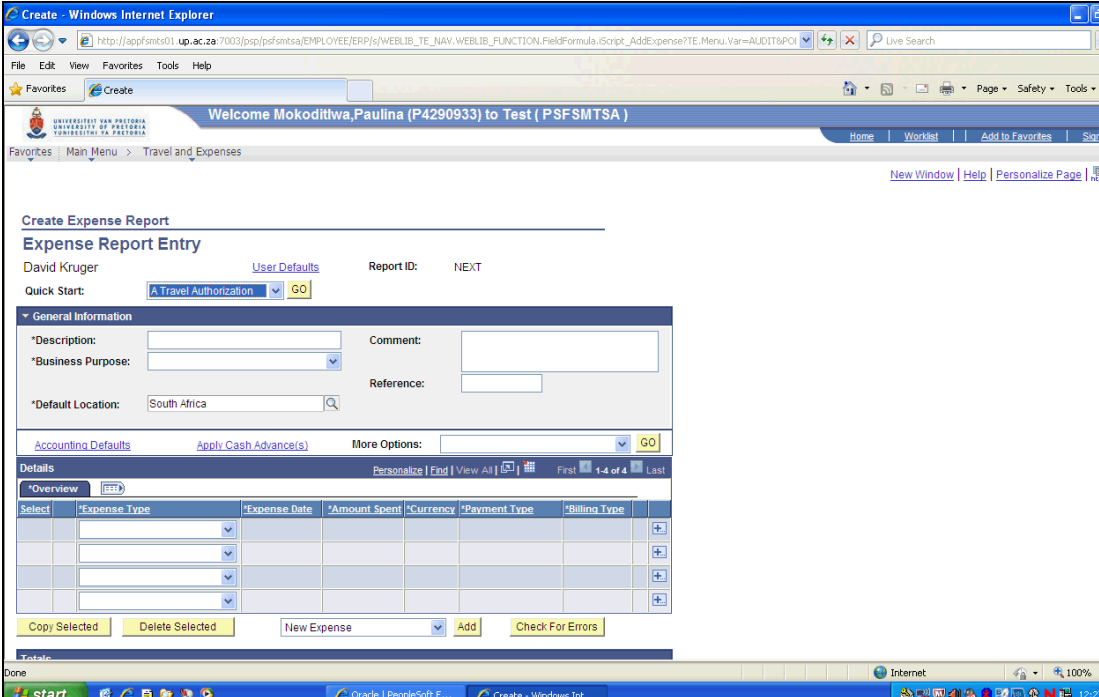
- Where the settlement is equal to the advance received (a)
- Where the settlement is less than the advance received (b)
- Where the settlement is more than the advance received (c)

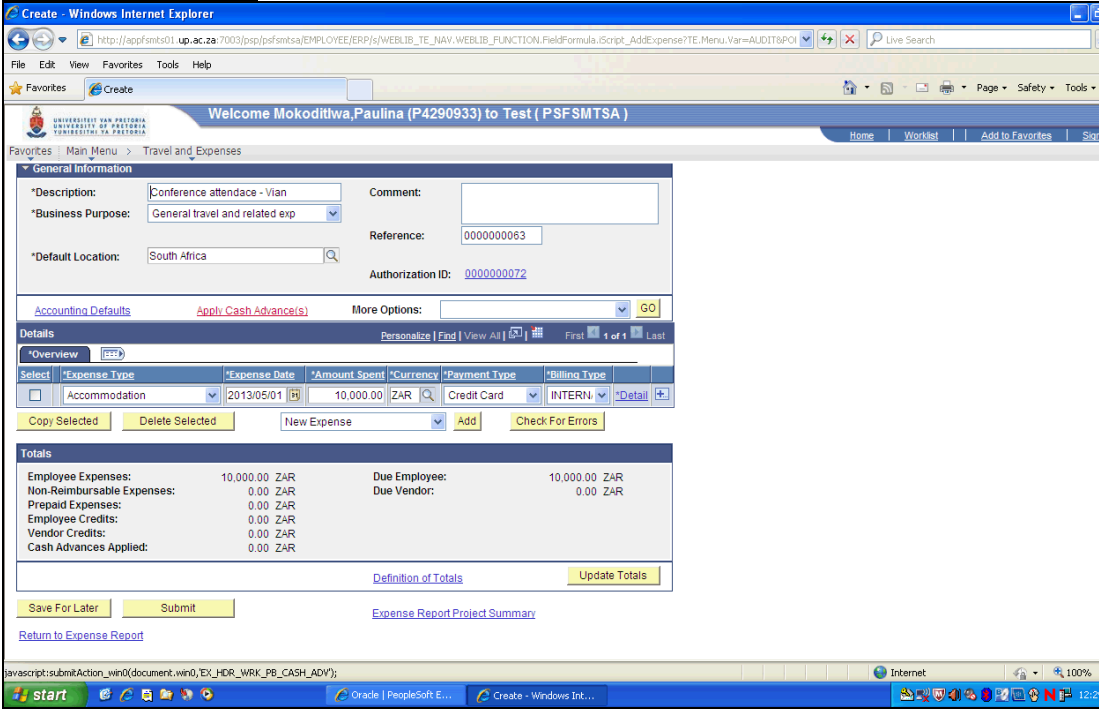
5a. Settlement Equals the Advance

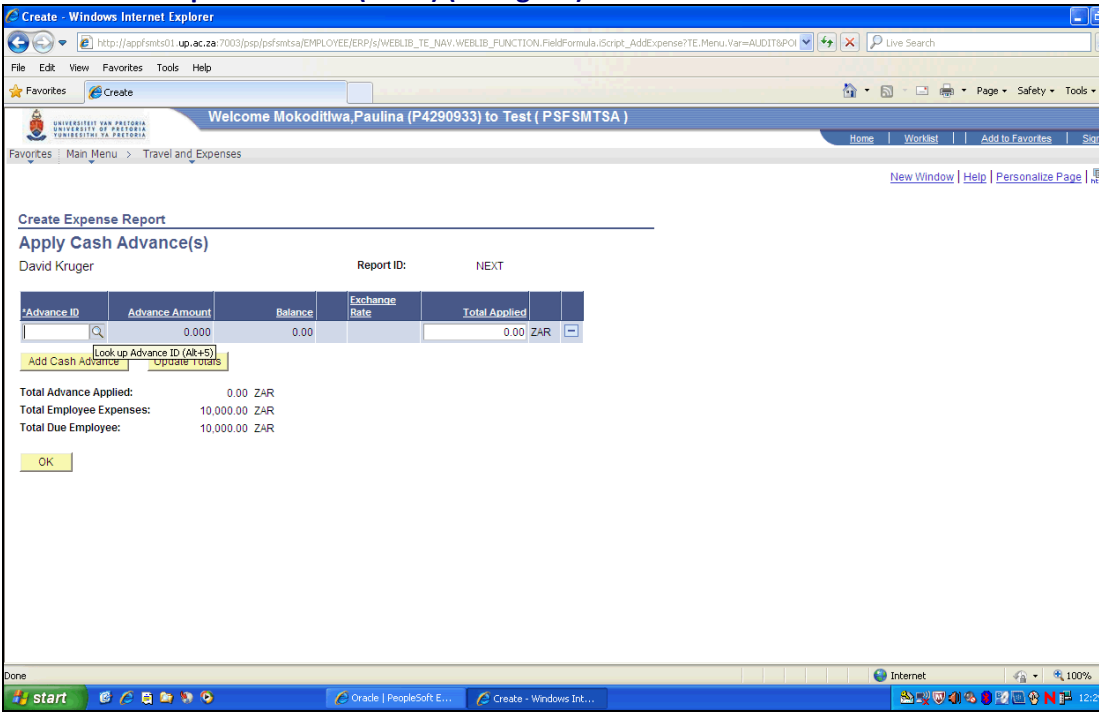
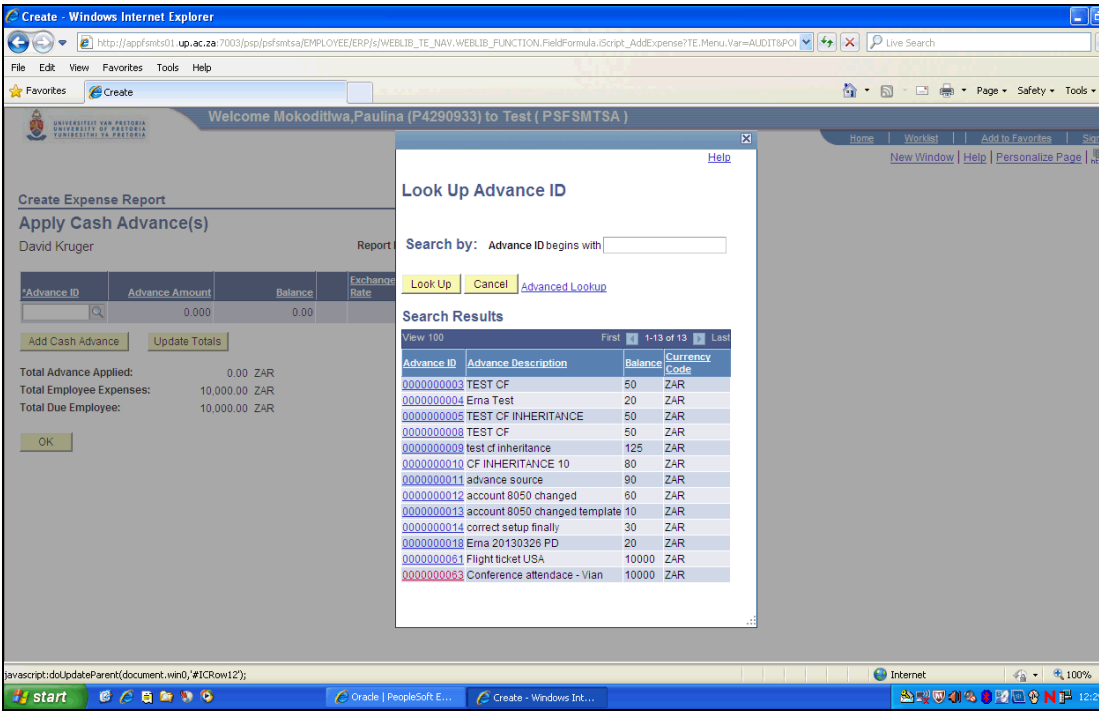
An example of an advance authorisation where the expenses of the claimant are the same amount as the advance received.

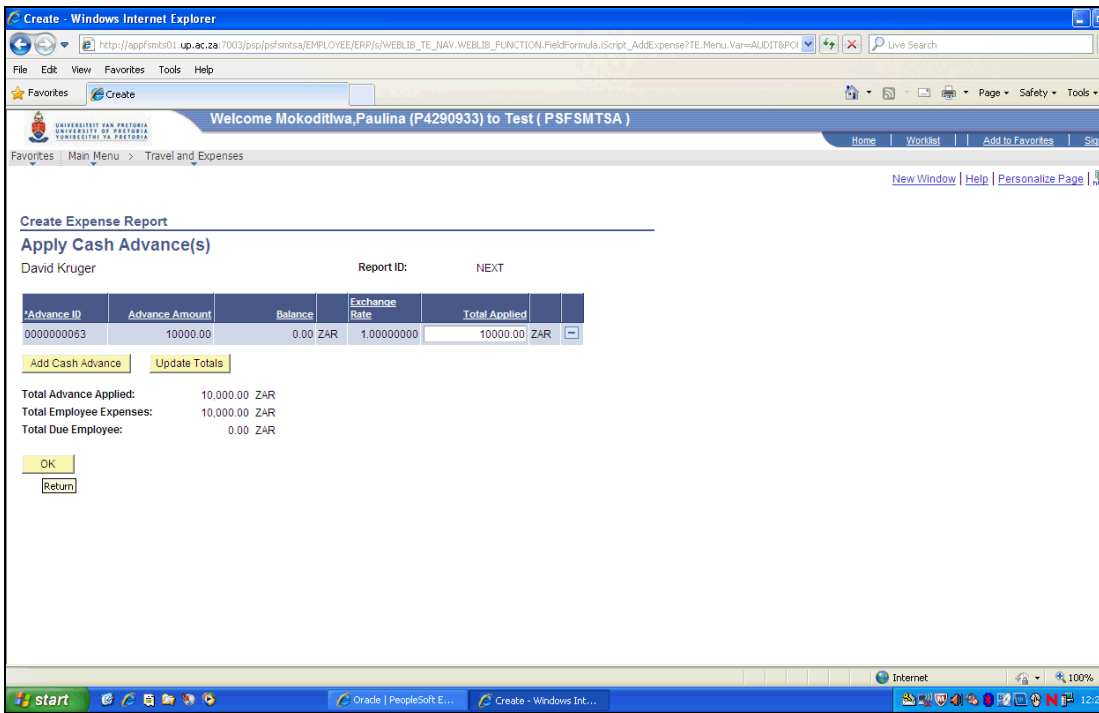
Step	Action
5a.1	Click on the Travel and Expenses link. 
5a.2	Click on the Travel and Expense Center link. 
5a.3	Click on the Expense Report link. 

Step	Action
5a.4	Click on the Create link. Enter the Empl Id and click on the Add button. 
5a.5	Click on the drop down arrow next to Quick Start. 

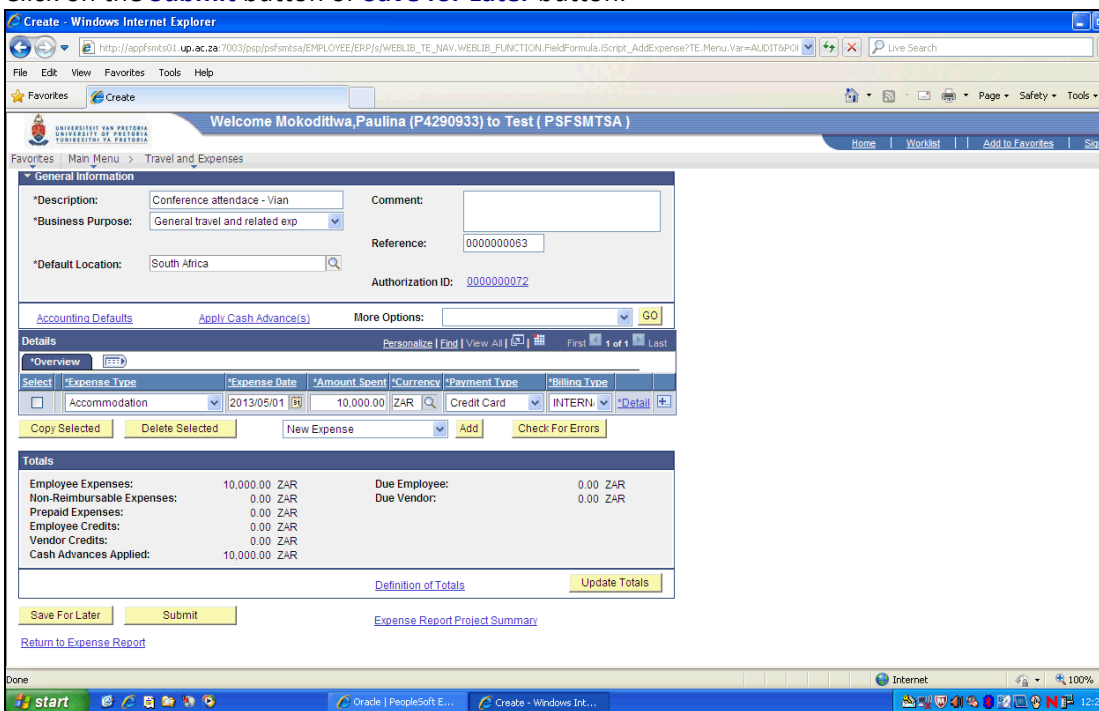
Step	Action
5a.6	Click on the A Travel Authorization list item. 
5a.7	Click on the GO button. 

Step	Action
5a.8	Select the relevant Travel Authorisation which you want to settle. 
5a.9	In this example the amount of the expense equals the amount of the Settlement and therefore you can proceed to click on the Apply Cash Advance(s) link. 

Step	Action
5a.10	Click the Look up Advance ID (Alt+5) (Hourglass) button. 
5a.11	Click on the relevant travel authorization. 

Step	Action
5a.12	Click on the OK button. 

Step	Action
5a.13	Click on the Submit button or Save for Later button.



Create - Windows Internet Explorer

http://appfsmtsa01.up.ac.za:7003/psp/psfsmtsa/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula/Script_AddExpense?TE.Menu.Var=AUDIT&POI

Live Search

File Edit View Favorites Tools Help

Favorites Create

University of Pretoria
UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Welcome Mokoditlwa,Paulina (P4290933) to Test (PSFSMTSA)

Home Worklist Add to Favorites Sign Out

Favorites Main Menu Travel and Expenses

General Information

*Description: Conference attendance - Vian

*Business Purpose: General travel and related exp

*Default Location: South Africa

Comment:

Reference: 0000000063

Authorization ID: 0000000072

Accounting Defaults Apply Cash Advance(s) More Options: GO

Details Personalize Find View All First 1 of 1 Last

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
☐	Accommodation	2013/05/01	10,000.00	ZAR	Credit Card	INTERN

Copy Selected Delete Selected New Expense Add Check For Errors

Totals

Employee Expenses:	10,000.00	ZAR	Due Employee:	0.00	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			

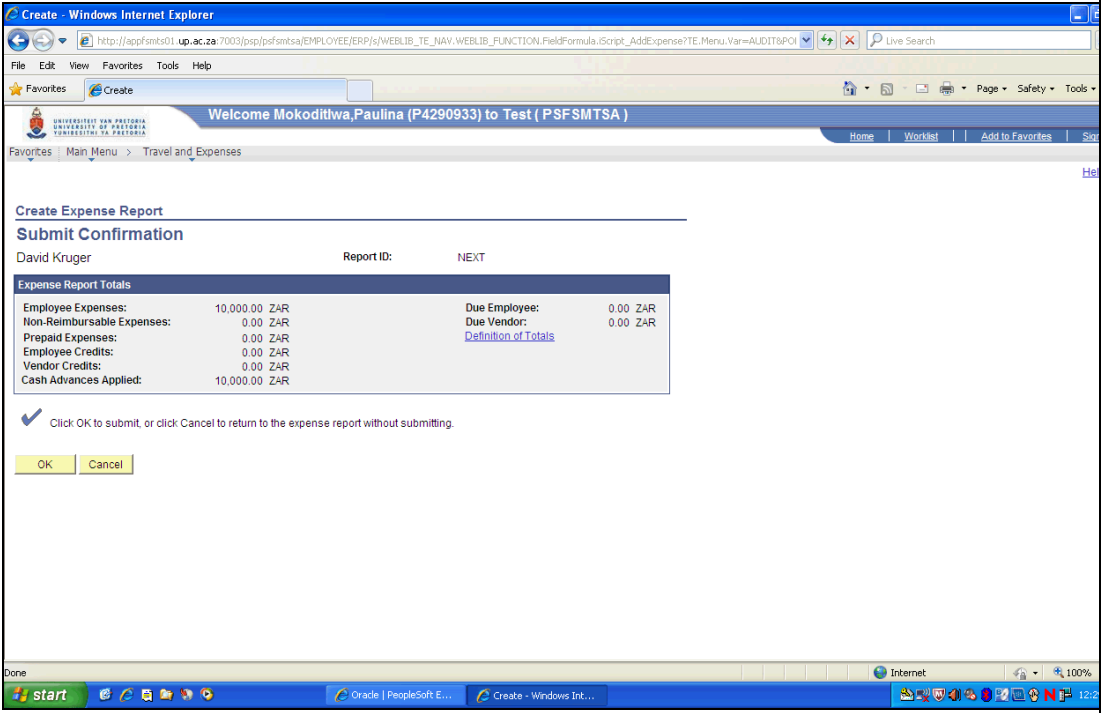
Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary

Return to Expense Report

Oracle | PeopleSoft E... Create - Windows Int...

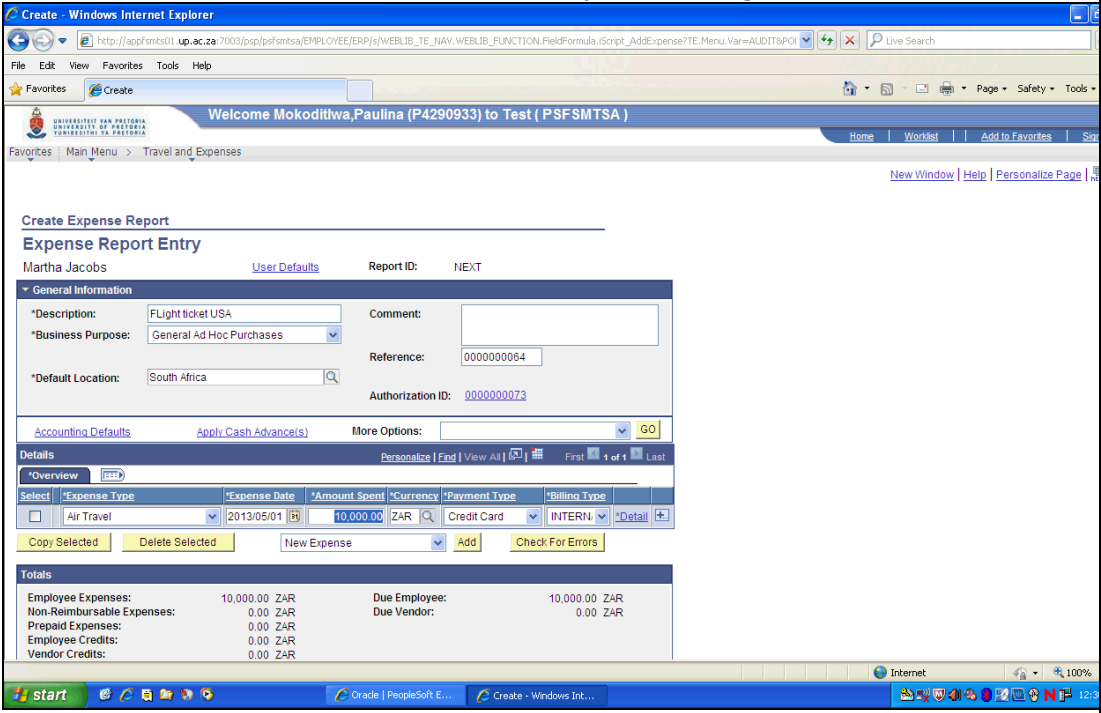
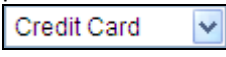
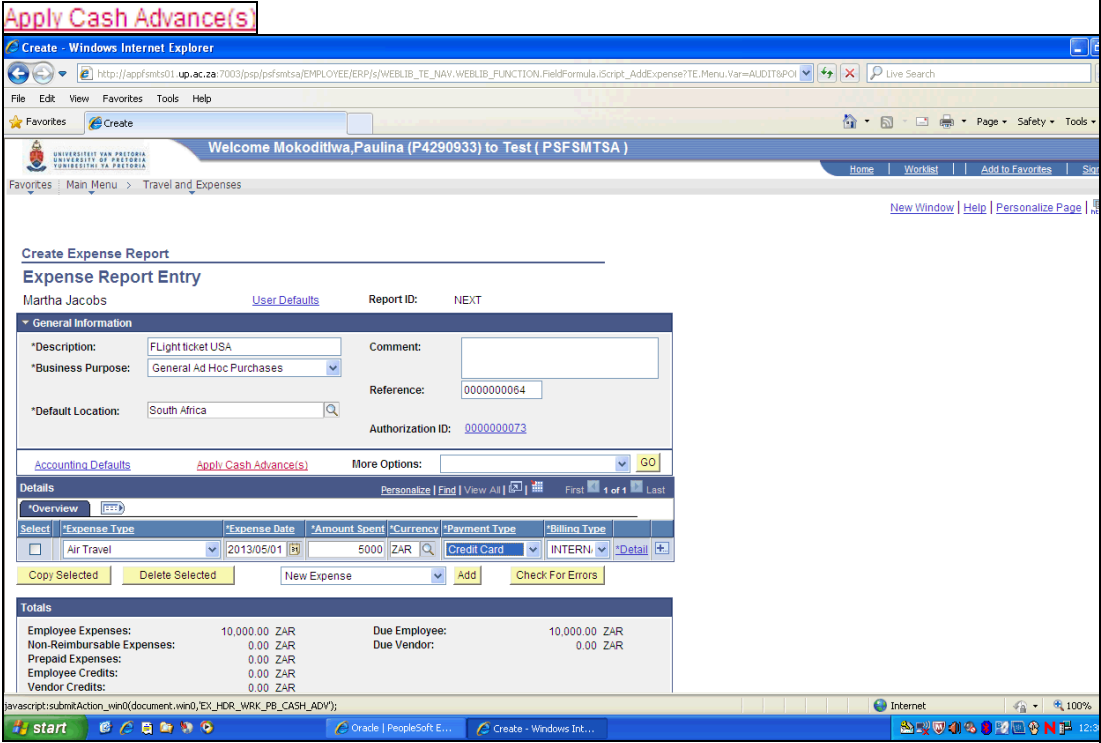
Internet 100%

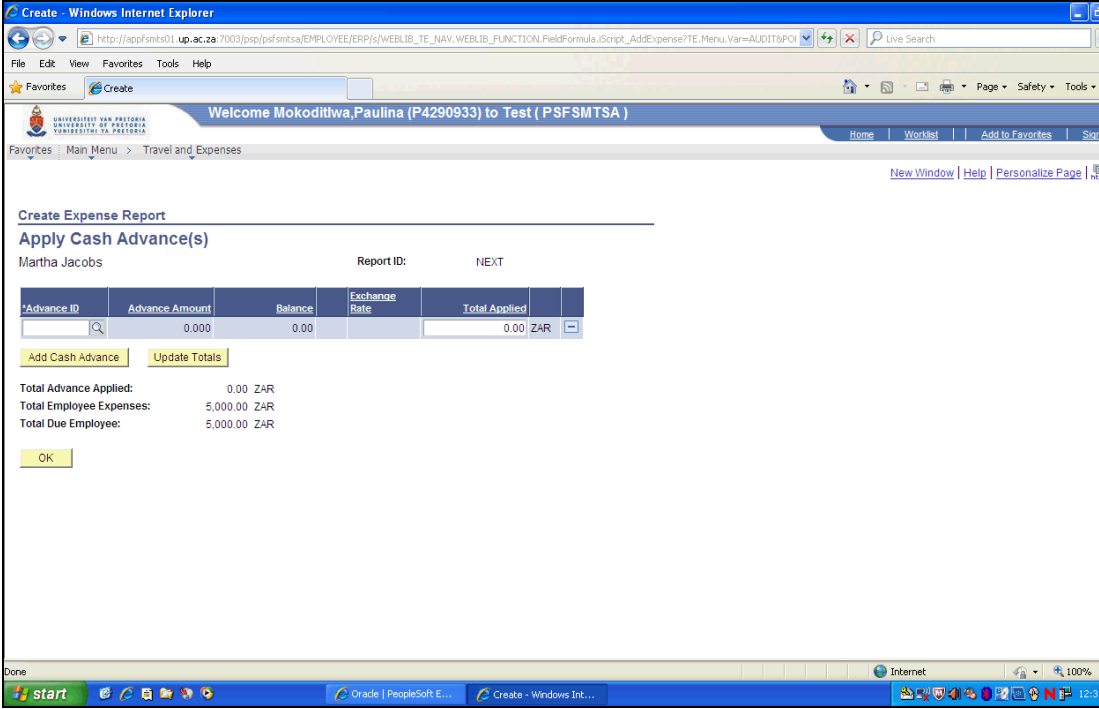
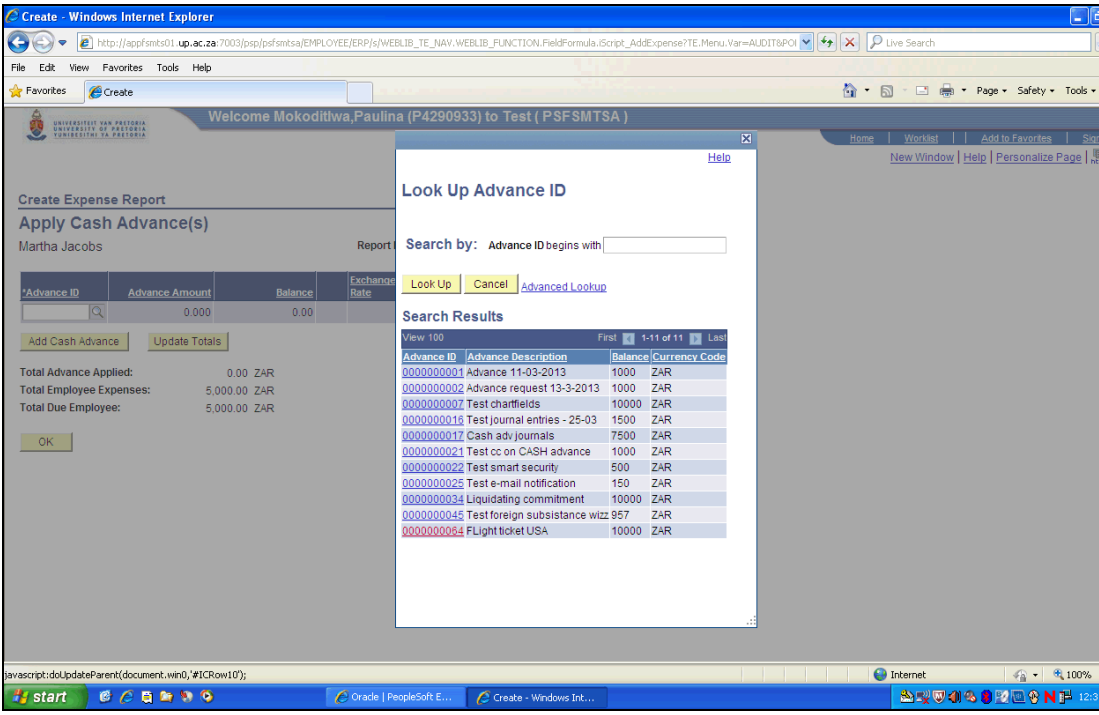
Step	Action
5a.14	You can see in the totals field that there is no amount outstanding or owing. Click on the OK button. 

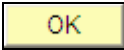
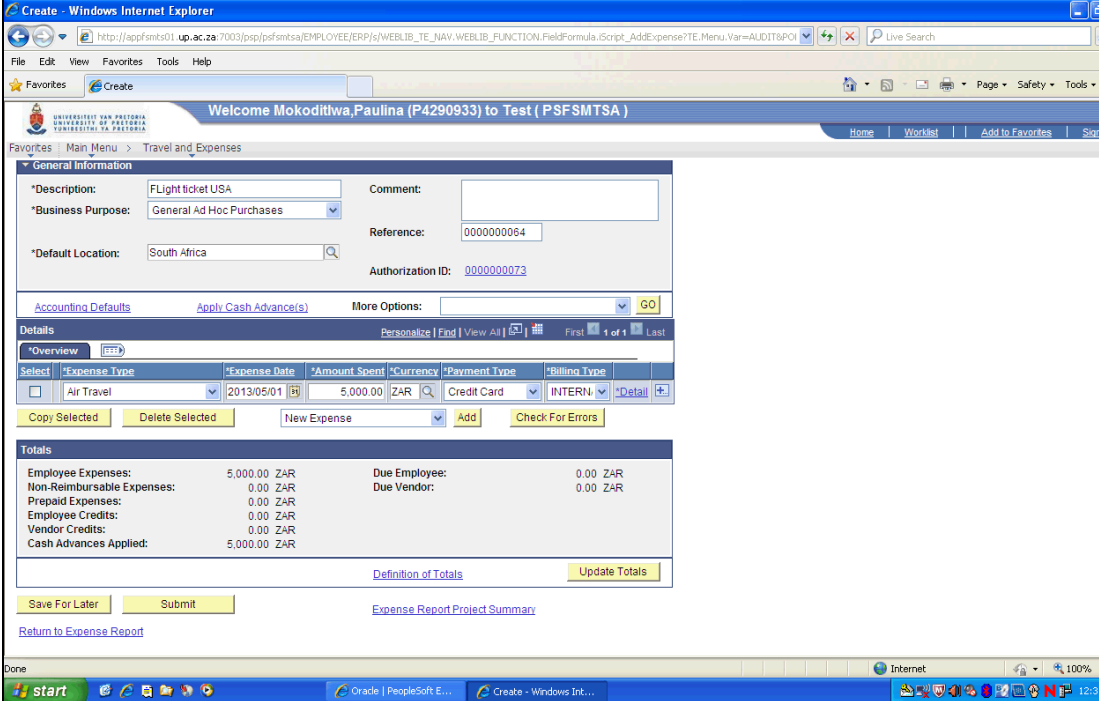
5b. Settlement is less than the advance

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 received with the advance. Enter the desired information into the Amount Spent field. E.g. Enter "5000". 
5b.3	Click on the Payment Type list. Select the payment method by which the expense was paid. 
5b.4	Click on the Apply Cash Advance(s) link. 

Step	Action
5b.5	Click on the Look up Advance ID (Alt+5) button. 
5b.6	Select the relevant travel authorization. 

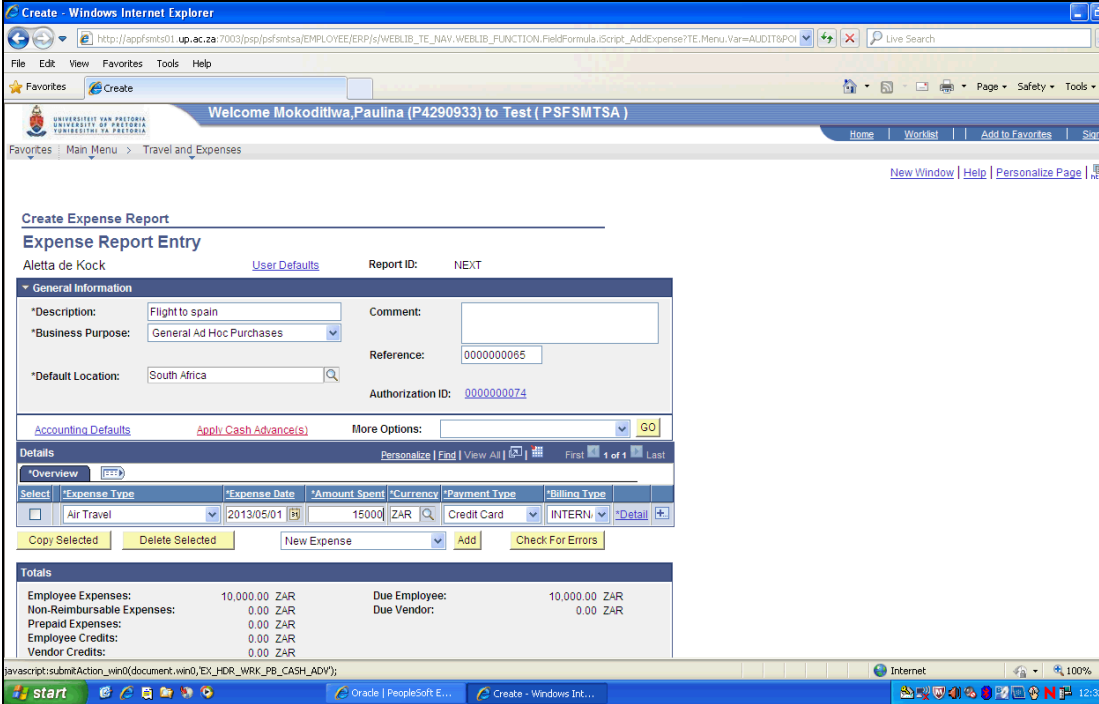
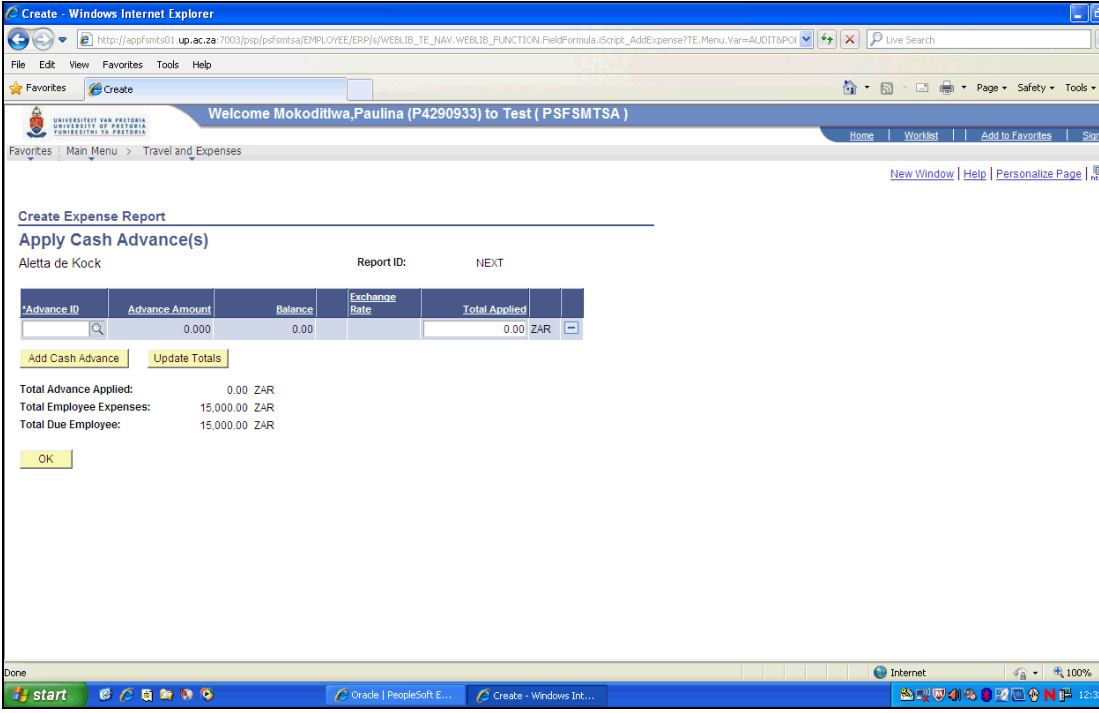
Step	Action
5b.7	Change the amount in the column Total Applied to R5 000 (the actual expense). The report indicates that R5 000 is due to UP. Then, upload your proof of payment to the expense report. 
5b.8	Click on the OK button. 
5b.9	Click on the Submit button or Save for Later button. 

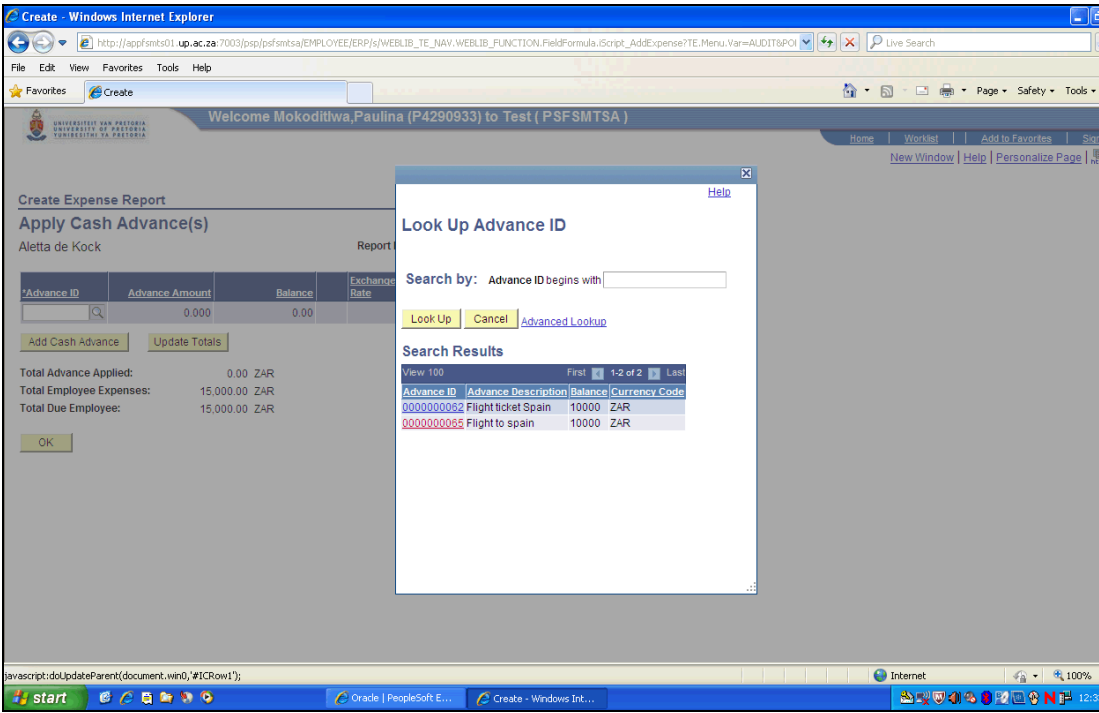
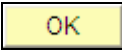
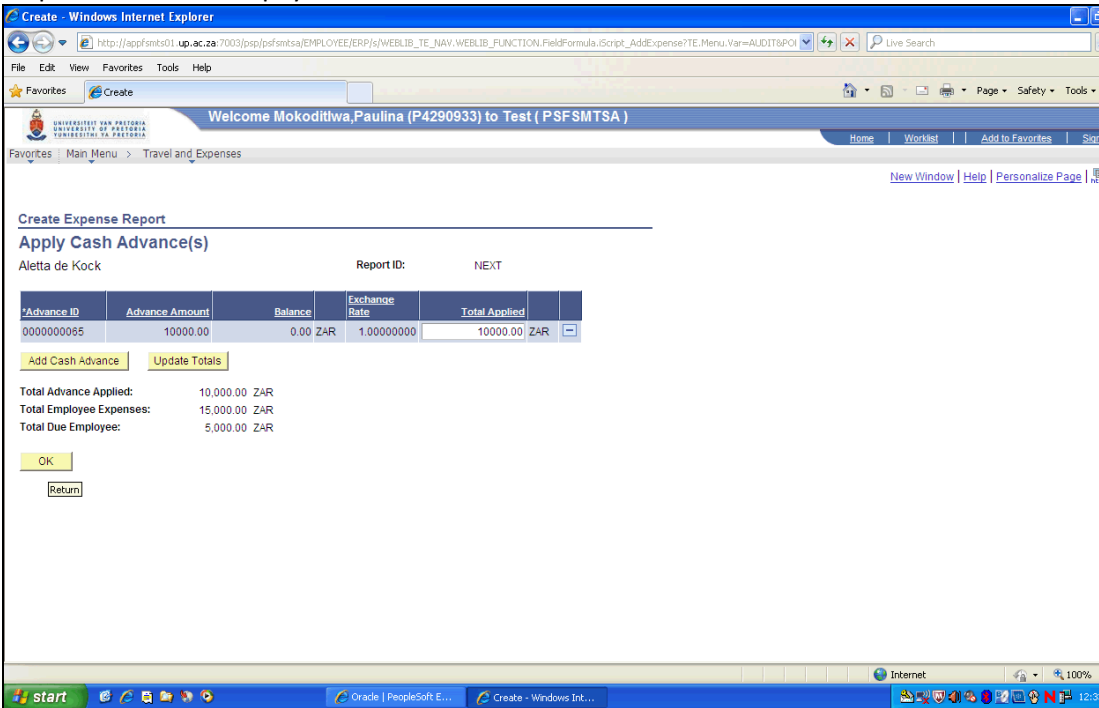
Step	Action
5b.10	Click on the OK button. 

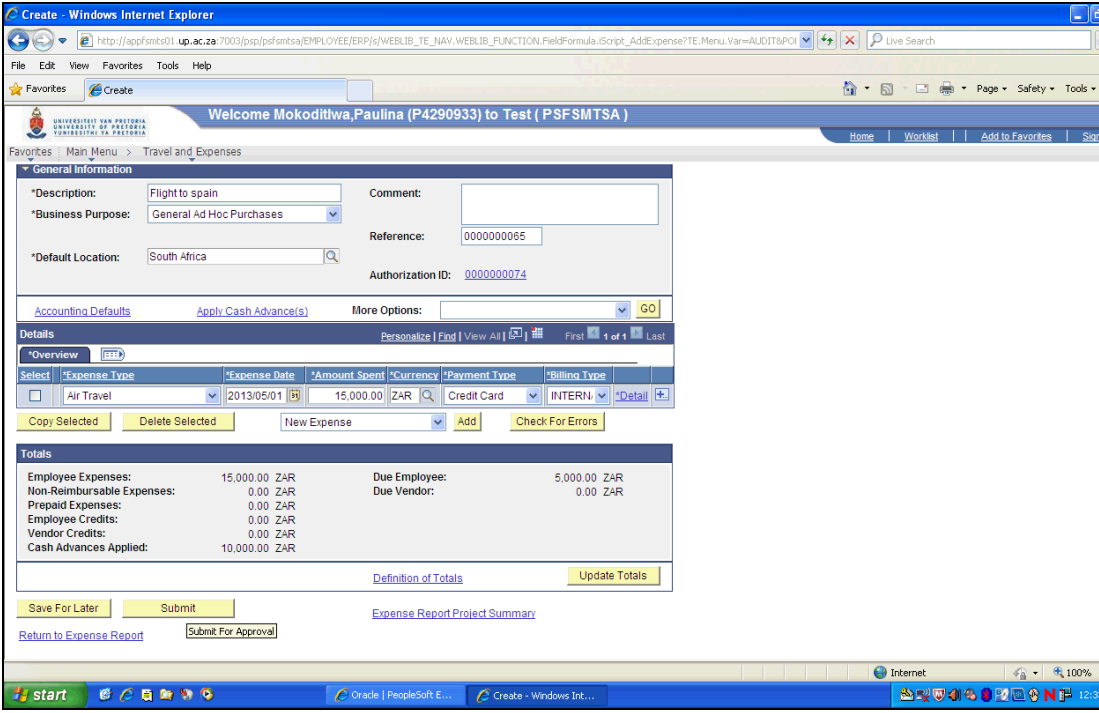
5c. Settlement which is more than the advance

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.

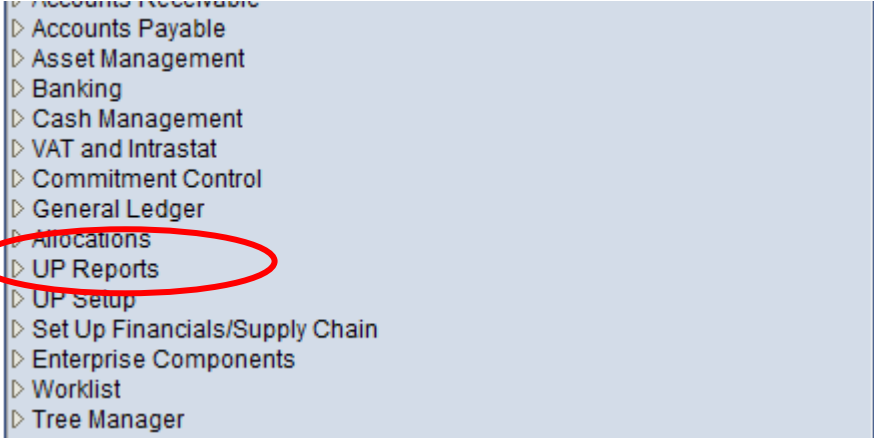
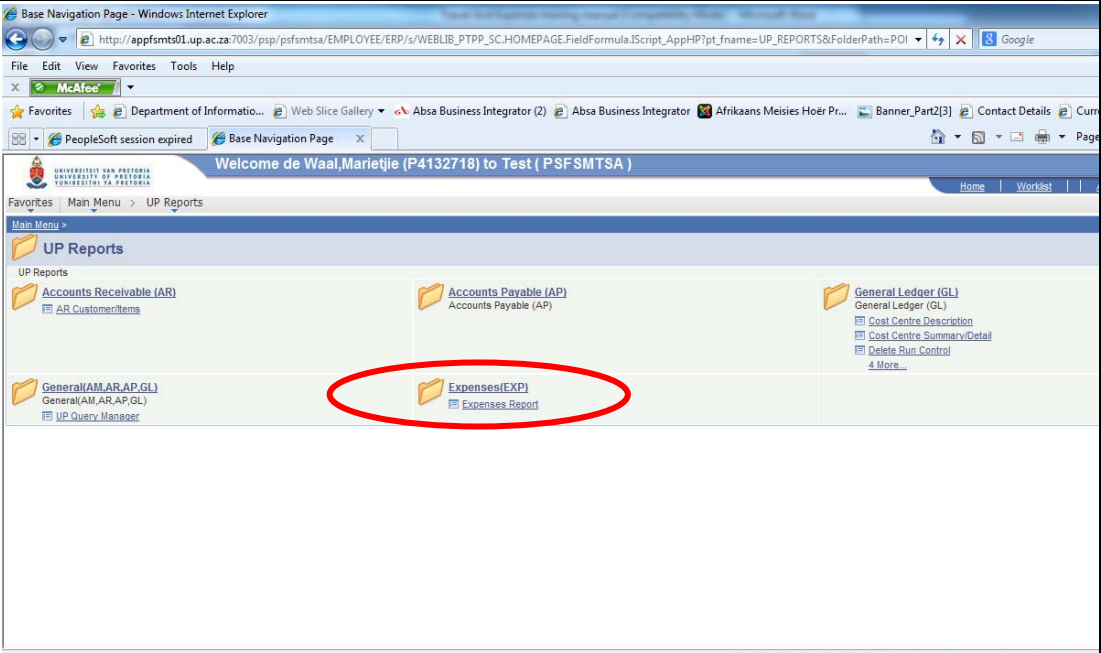
Step	Action
5c.2	In this example the total expenses are more than the Advance. Enter the total of the expense in the Amount Spent column. Click on the Apply Cash Advance(s) link. Apply Cash Advance(s) 
5c.3	Click on the magnifying glass button. 

Step	Action
5c.4	Select the relevant advance.  The screenshot shows a web browser window with the URL <code>http://appfsmts01.up.ac.za:7003/psf/psfsmtsa/EMPLOYEE/ERP/s/WEBLIB_FUNCTION.FieldFormula.Script_AddExpense?TE.Menu.Var=AUDIT&POI</code>. The page title is 'Welcome Mokoditlwa,Paulina (P4290933) to Test (PSFSMTSA)'. The main content area is titled 'Create Expense Report' and 'Apply Cash Advance(s)'. A modal dialog box titled 'Look Up Advance ID' is open, showing search results for 'Flight to Spain' with an advance ID of 0000000055. The background shows a table with columns: Advance ID, Advance Amount, Balance, Exchange Rate, and Total Applied. The table contains one row with the following values: 0000000055, 10000.00, 0.00 ZAR, 1.000000000, and 10000.00 ZAR. Below the table are buttons for 'Add Cash Advance', 'Update Totals', 'OK', and 'Return'.
5c.5	Click on the OK button. . An amount of R5 000 is due to the employee and will be paid with the next pay run.  The screenshot shows the same web browser window as in step 5c.4. The modal dialog box is no longer present. The background screen shows the 'Apply Cash Advance(s)' screen with the same table as in step 5c.4. The 'Total Applied' column now shows 10000.00 ZAR. The 'Total Due Employee' is now 5,000.00 ZAR. The 'OK' button is highlighted.

Step	Action
5c.6	The summary will show that an amount is due to the Employer. Click the Submit button or Save button for later use. 
5c.7	Click on the OK button. 

D. Travel and Expense Reports

1. How can you view your Advance or Expense Report

Step	Action
D1.1	 Click on UP Reports on your main menu.
D1.2	 Select Expense Report.

Step

Action

D1.5

Expenses Report - Windows Internet Explorer

http://appfsmts01.up.ac.za:7003/psp/psfsmtsa/EMPLOYEE/ERP/c/UP_EXP_MINU.UP_EXPREP1_CMP.GBL?PORTALPARAM_PTCNAV=UP_EXPREP1_CMP_GBL&EOPP.SCN

File Edit View Favorites Tools Help

McAfee

Favorites Department of Informatio... Web Slice Gallery Absa Business Integrator (2) Absa Business Integrator Afrikaans Meisies Hoër Pr... Banner_Part2[3] Contact Details Cur...

Expenses Report

Welcome Nieuwoudt, Gretha (P4308581) to Test (PSFSMTSA)

Favorites Main Menu > UP Reports > Expenses(EXP) > Expenses Report

Expense Summary Expense Detail

User ID P4308581

Run Control ID 1

Business Unit UP000

Empl ID 02471930 All Last All

Payment Date 2013/01/01 to

Advance ID %

Report ID %

Travel Authority or Expense All

Pay Cycle EXPNS

Pay Cycle Sequence Number 0

Load Data

Business Unit	Empl ID	Empl Name	Country	Payment Advice Number	Pay Cycle	Pay Cycle Sequence Number	Payment Method	Document ID	Source Transaction	Payment Date	Email ID	Payme
1												0.00

Done Local intranet | Protected Mode: Off

Desktop Links

Press **Load Data**.

Step	Action																																																																																																																																								
D1.6	For more detail on the related expenses, click on the amount (hyperlink). <table><tr><th>Payment Method</th><th>Document ID</th><th>Source TXN</th><th>Payment Number</th><th>Status</th><th>Payment Date</th><th>Creation Date</th><th>Accounting Date</th><th>Document Description</th><th>Responsible OU</th><th>Cost Centre</th><th>Project</th><th>Account</th><th>Monetary Amount</th></tr><tr><td>Check</td><td>0000000034</td><td>Expense</td><td>0000078219</td><td>PD</td><td>2013/04/15</td><td>2013/04/15</td><td>2013/04/15</td><td>Onderstepoort - Klipgat</td><td>00038</td><td>A0J162</td><td></td><td>04408</td><td>83.50</td></tr><tr><td>Check</td><td>0000000034</td><td>Expense</td><td>0000078219</td><td>PD</td><td>2013/04/15</td><td>2013/04/15</td><td>2013/04/15</td><td>Hatfield to Onderstepoort</td><td>00038</td><td>A0J162</td><td></td><td>05584</td><td>454.50</td></tr><tr><td>Check</td><td>0000000034</td><td>Expense</td><td>0000078219</td><td>PD</td><td>2013/04/15</td><td>2013/04/15</td><td>2013/04/15</td><td>Per diem CTN</td><td>00038</td><td>A0J162</td><td></td><td>05583</td><td>251.00</td></tr><tr><td colspan="13">0000000034 Total</td><td>789.00</td></tr><tr><td colspan="13">Expense Total</td><td>789.00</td></tr><tr><td colspan="13">Grand Total</td><td>789.00</td></tr></table> A list of advances and expenses issued against you Employee number will be generated. Status abbreviation descriptions are as follows: <table><tr><td>ADJ</td><td>Adjusted</td></tr><tr><td>APR</td><td>Approved</td></tr><tr><td>APY</td><td>Approved for Payment</td></tr><tr><td>CLS</td><td>Closed</td></tr><tr><td>DEN</td><td>Denied</td></tr><tr><td>DNA</td><td>Denied by Approver</td></tr><tr><td>DNU</td><td>Denied by Auditor</td></tr><tr><td>HDA</td><td>On Hold by Approver</td></tr><tr><td>HDU</td><td>On Hold by Auditor</td></tr><tr><td>HLD</td><td>Hold</td></tr><tr><td>MFS</td><td>Marked For Submit</td></tr><tr><td>PD</td><td>Paid</td></tr><tr><td>PND</td><td>Pending</td></tr><tr><td>PRO</td><td>In Process</td></tr><tr><td>RAP</td><td>Approved</td></tr><tr><td>RCN</td><td>Reconciled</td></tr><tr><td>STG</td><td>Staged</td></tr><tr><td>SUB</td><td>Submitted</td></tr><tr><td>XML</td><td>Submitted, Pending Validation</td></tr></table> The payment date, document description, Cost centre and account are reflected on the report.	Payment Method	Document ID	Source TXN	Payment Number	Status	Payment Date	Creation Date	Accounting Date	Document Description	Responsible OU	Cost Centre	Project	Account	Monetary Amount	Check	0000000034	Expense	0000078219	PD	2013/04/15	2013/04/15	2013/04/15	Onderstepoort - Klipgat	00038	A0J162		04408	83.50	Check	0000000034	Expense	0000078219	PD	2013/04/15	2013/04/15	2013/04/15	Hatfield to Onderstepoort	00038	A0J162		05584	454.50	Check	0000000034	Expense	0000078219	PD	2013/04/15	2013/04/15	2013/04/15	Per diem CTN	00038	A0J162		05583	251.00	0000000034 Total													789.00	Expense Total													789.00	Grand Total													789.00	ADJ	Adjusted	APR	Approved	APY	Approved for Payment	CLS	Closed	DEN	Denied	DNA	Denied by Approver	DNU	Denied by Auditor	HDA	On Hold by Approver	HDU	On Hold by Auditor	HLD	Hold	MFS	Marked For Submit	PD	Paid	PND	Pending	PRO	In Process	RAP	Approved	RCN	Reconciled	STG	Staged	SUB	Submitted	XML	Submitted, Pending Validation
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