
End-User Training Guide

Course Code: FIN 215

Course: Travel & Expense: Expense Report

Course Overview

Course Description

This course provides a comprehensive review of the Expense Report processes.

This course consists of the following modules:

- Module 1: Course Introduction
- Module 2: Expense Report
- Module 3: Course Summary

Training Audiences

The following audience(s), by INFORMS Security role(s) are required to complete this course prior to being granted related INFORMS access:

- Expense Employee
- Travel Department Liaison
- HR Supervisor
- Department Director
- Central Expense Processor

Prerequisites

Participants are required to complete the following End-User Training courses prior to starting this course:

- FIN 214: Travel & Expense: Travel Authorization

Delivery Method

This course is intended to be delivered through Instructor-led Training.

Estimated Duration

The total duration of this course, when delivered through Instructor-led Training, is 2 Hours.



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Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits of the Business Process
- The End-to-End Business Process

Module 1: Course Introduction

Course Administration and Logistics

To receive credit for completing this course, which is necessary to be granted INFORMS access for performing related tasks in INFORMS, participants must:

- Actively participate in class, and ask questions as needed
- Please turn off cell phones, and refrain from the use of email and the Internet
- Take breaks as scheduled and return to the classroom promptly

Module 1: Course Introduction

Course Learning Objectives

At the conclusion of this course, participants will be able to:

- Enter work-related expenses into INFORMS
- Create an expense report (Travel Expense Report) and submit it for approval.
- Identify the information required for expense report (Travel Expense Report) approval.
- Create and submit a Mileage reimbursement for traveling within the Tri-County Area

Module 1: Course Introduction

Training Audience: Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

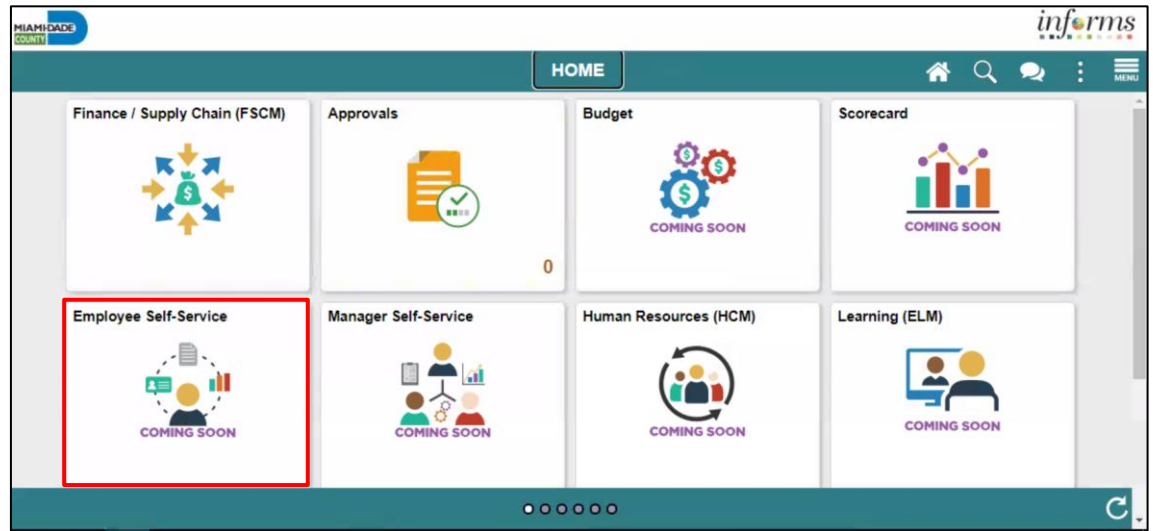
- **Expense Employee:** The Expense Employee is responsible to Create, Modify and Submit Travel Authorization request and Expense Reports.
- **Travel Department Liaison:** The Travel Department Liaison is responsible for preparing/reviewing Travel Authorizations and expense reports. Ensures that the expense report adheres to department's travel policy. This role also has the capability to create "on behalf of" the employee but will not be able to submit.
- **HR Supervisor:** The HR Supervisor is responsible for reviewing and approving employee's Travel Authorization and Expense Reports for the Department.
- **Department Director:** The Department Director is responsible in Reviewing/Approving Travel Authorization and expense report for the Department.
- **Central Expense Processor:** The Central Expense Processor is responsible for reviewing/approving Travel Authorizations and Expense Reports. Ensures that the travel request adheres to County's Travel Policy.

Module 1: Course Introduction

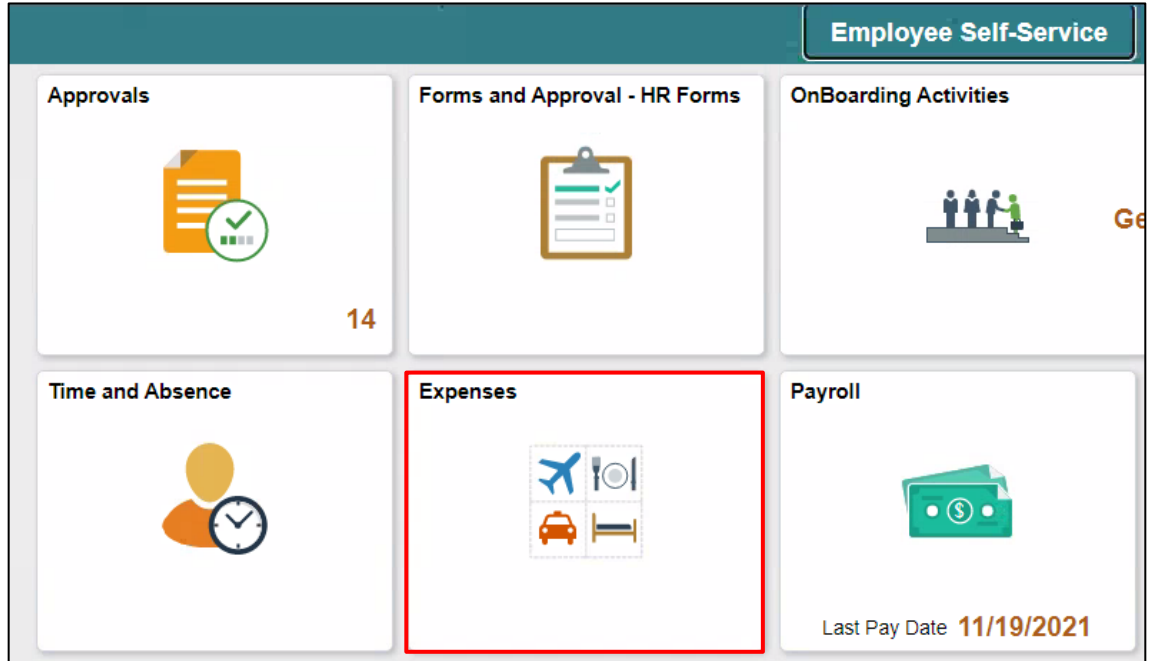
Navigation

Below are the steps to navigate to the Expenses menu, which will be used for navigation in the rest of this course:

1. Login to INFORMS and select **Employee Self-Service** from the home landing page below.



2. Select **Expenses**.



Module 1: Course Introduction

Purpose and Benefits of the Business Process

The purpose and benefits of the Expense Report business process include:

- A comprehensive understanding of the Expense Report business processes which include:
 - Create and submit an Expense Reports.
 - Understanding the Expense report Status (approve, denied, pushback)
- Introducing the Application of INFORMS to end-user.

Module 1: Course Introduction

The End-to-End Business Process

INFORMS Travels and Expenses allows Employees to submit expense reports for their travel activities and reimbursement of their corresponding expenses.

EXPENSE REPORT BUSINESS PROCESS



Module 1: Course Introduction

Introduction to Demonstrations and Exercises

Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities, and Training Exercises. The definitions and descriptions of each are below.

Instructor Demo



Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. Instructors will demonstrate how to perform these activities while users follow along.

Training Activities



Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided, and by using this training guide as a reference.

Training Exercises



The instructor will ask questions related to the lecture content and training activities, which are used to check users' knowledge and understanding of course content.

Module 1: Course Introduction

Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Purpose and Benefits of the Business Process
- The End-to-End Business Process

Module 2: Expense Report

Lessons

This module includes the following lessons:

- Create and Submit Expense Report
- Expense Report Workflow (Process, Approve, Deny, Push Back etc.)

Lesson 1: Create and Submit Expense Report

Lesson 1: Overview

At the conclusion of this lesson, you will be able to:

- Create and submit an expense report
 - View expense report status
 - Update an expense report
 - Delete an expense report

Lesson 1: Create and Submit Expense Report

Lesson 1: Introduction

INFORMS Travel and Expenses page under the Employee Self-Service page provides an interface called Create Expense Report where employees create, update, save, submit and delete expense reports. Expense Department Liaison will be able to create on behalf of the employee but will not be able to submit.

EXPENSE REPORT BUSINESS PROCESS



Lesson 1: Create and Submit Expense Report

Key Terms



The following key terms are used in this module:

Term	Definition
Expense Report	Detailed list of business expenses incurred and submitted for reimbursement.
Travel Authorization	Permission for work related travel that requires prior approval from the supervisor, administrator or applicable department head.
Expense Type	The expense classification, for example, a hotel, flight or meals.
Reference Field	The User selects whether the travel is a Group, International or Legislative related travel.
Location	The city, country, or geographical area where the expenses were incurred.
Payment Type	The way in which the expense type is paid: Check or P-Card.
Billable	A chargeable expense. Default should always be “Internal”.

Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

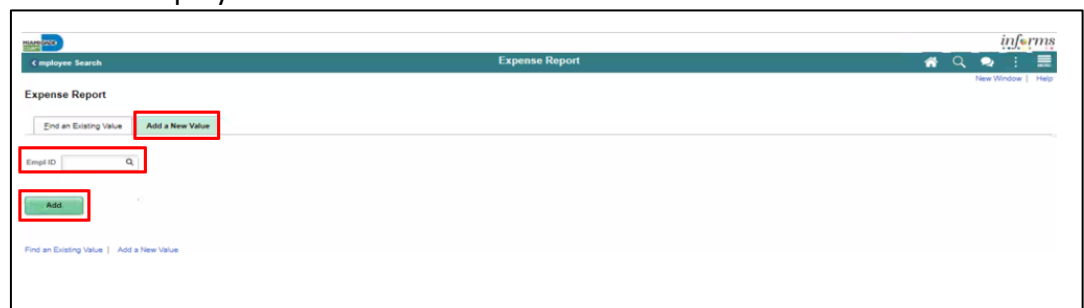
Expense Report page is under the **Employee Self-Service** page in **INFORMS**. Employees need to complete it by itemizing expenditures for their reimbursement request.

Access the **Expense Report** page and create an Expense Report using the following navigation path:

1. From the **Homepage** > **Employee Self-Service** > **Travel and Expenses** > **Create Expense Report**.



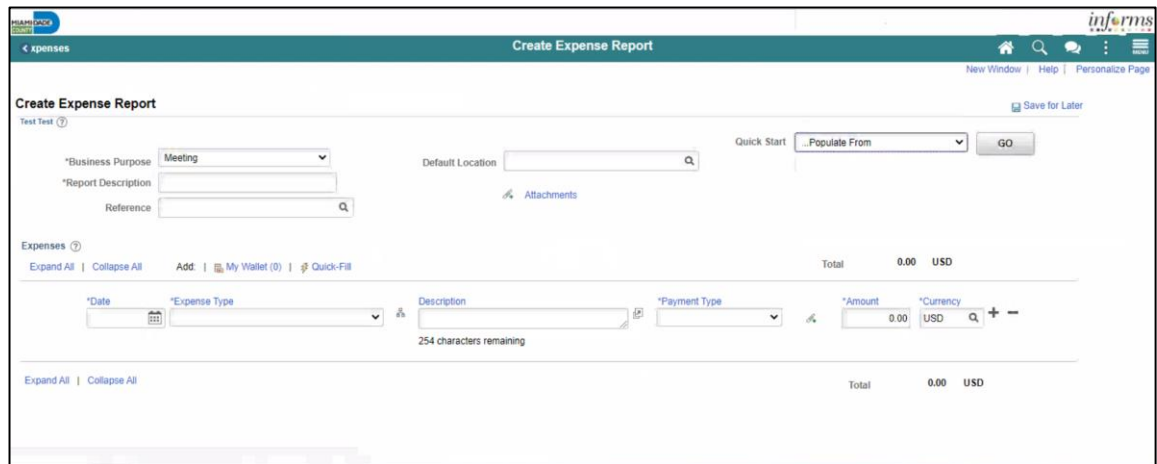
2. On the **Add a New Value** tab, provide the **Employee ID** field or Select **Lookup** Button to search the **Employee's ID** who will submit the expense report.
3. Select an Employee.



Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

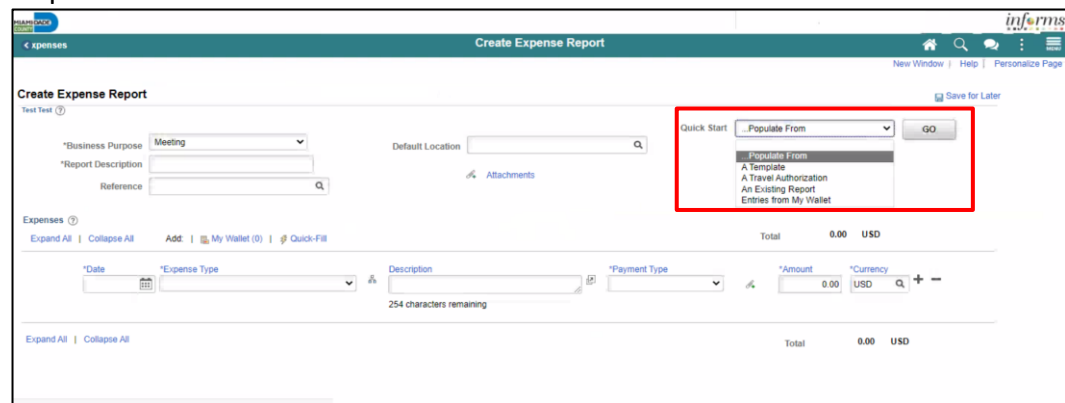
The **Create Expense Report** page is displayed, and it contains fields similar to the **Create Travel Authorization** page. If copying from a **Travel Authorization**, or another **Expense Report**, some fields default based on the source document.



4. From the **Quick Start** drop-down menu choose an option, select **Go**.

- A **Travel Authorization** opens the “**Copy from Approved Travel Authorization**” page which allows copying all data from a **Travel Authorization**, including accounting distributions. Continue to Step 7.
- An **Existing Report** displays the “**Copy From an Existing Expense Report**” page, which allows copying all data from an **Expense Report**, including accounting distributions.

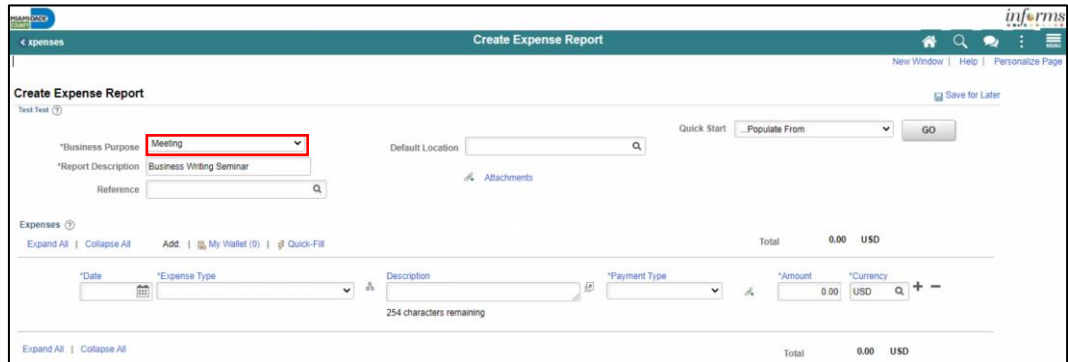
If you **are not** copying from an Approved Travel Authorization, please continue to step 5.



Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

5. Select a **Business Purpose** using the drop-down menu and enter a **Description**.



Create Expense Report

Text Text ⓘ Save for Later

*Business Purpose: Meeting (highlighted with red box) Default Location: [] Quick Start: ...Populate From [] GO

*Report Description: Business Writing Seminar

Reference: [] Attachments

Expenses ⓘ

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

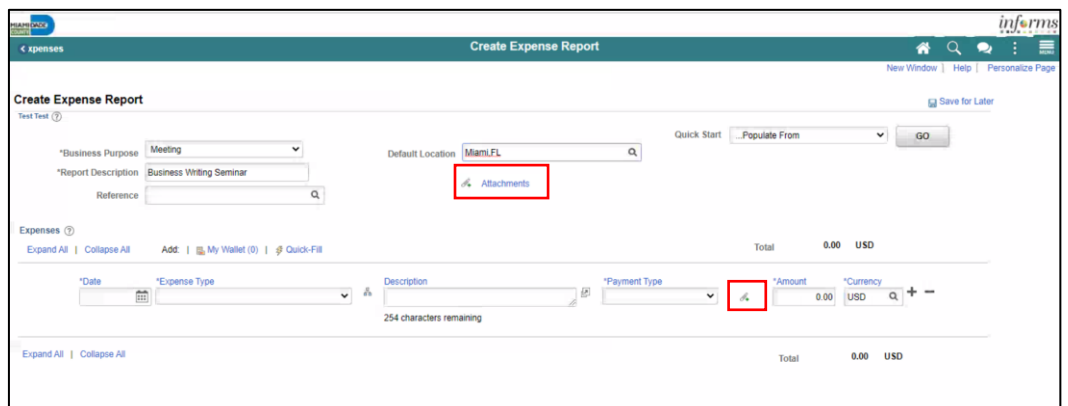
*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency	
				0.00	USD	+ -

254 characters remaining

Expand All | Collapse All

Total 0.00 USD

6. In the **Default Location** field, select a city, country, or geographical area where the expenses were generally incurred. This location is needed for the calculation of the rates for lodging, meals and incidentals, and mileage according to the US General Services Administration.
7. Use the **Attachments** link to attach expense receipts or other related documents to the expense report.



Create Expense Report

Text Text ⓘ Save for Later

*Business Purpose: Meeting Default Location: Miami, FL (highlighted with red box) Quick Start: ...Populate From [] GO

*Report Description: Business Writing Seminar

Reference: [] Attachments (highlighted with red box)

Expenses ⓘ

Expand All | Collapse All Add: | My Wallet (0) | Quick-Fill

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency	
				0.00	USD	+ -

254 characters remaining

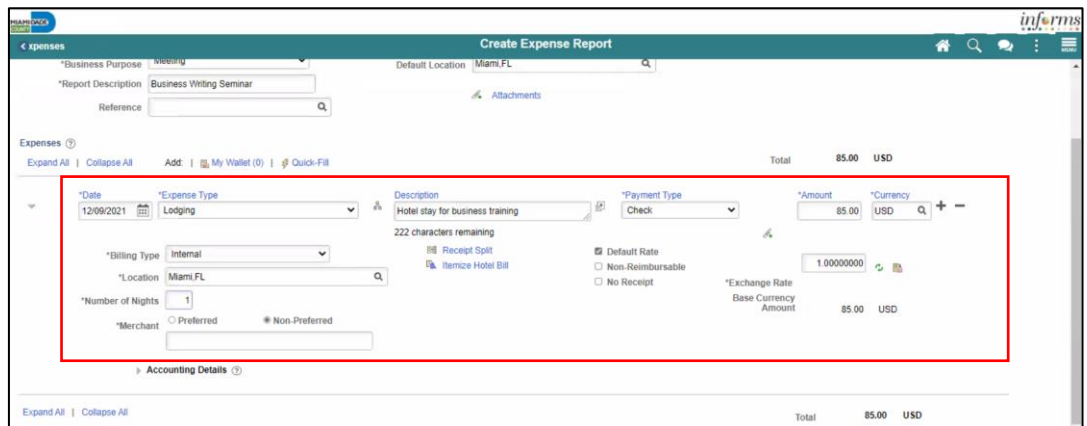
Expand All | Collapse All

Total 0.00 USD

Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

8. Provide the relevant expense details in the **Expenses** section. *If you copied from an approved Travel Authorization this information will be prepopulated.*
 - Enter or select a **Date** when the expense was incurred.
 - Select the **Expense Type**. In this example, select **Lodging**.
 - Provide a **Description** associated with the selected **Expense Type**.
 - Select **Check** as the **Payment Type**.
 - Enter the **Amount** spent for the selected **Expense Type**.
 - **USD** is the default pre-selected **Currency**.
 - **Internal** is the default pre-selected **Billing Type**.
 - **Location** is pre-populated based on the selected **Default Location** in the header section and can be changed as needed. **Note:** A location can manually be provided if there's no **Default Location**. The location is used for **Lodging** to calculate the US General Services Administration Standard lodging rates.
 - **Number or Nights** is the total number for the entire stay.
 - Toggle the **Non-Reimbursable** checkbox if the employee should not be reimbursed for the expense. **Note:** This is for any expense that is directly billed to the county or paid by someone other than the employee.
 - Toggle the **No receipt** checkbox if there is no receipt to substantiate an expense item that requires a receipt.



The screenshot displays the 'Create Expense Report' interface. At the top, there's a header with 'expenses' and 'Create Expense Report'. Below this, there are fields for 'Business Purpose' (Meeting), 'Report Description' (Business Writing Seminar), and 'Reference'. The 'Default Location' is set to 'Miami, FL'. The 'Expenses' section is highlighted with a red box and contains the following fields:

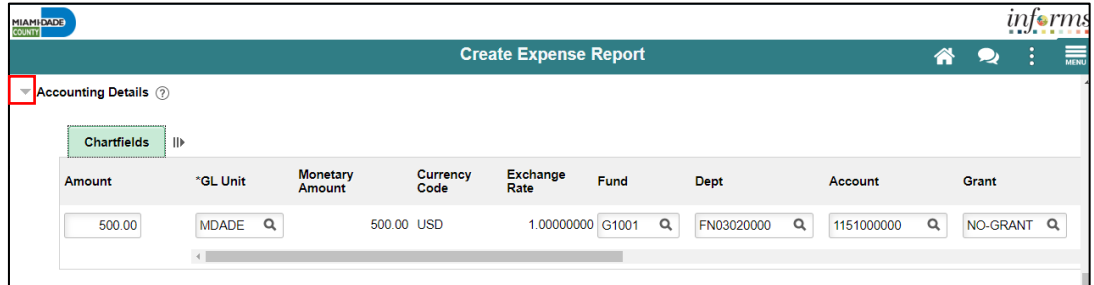
- Date:** 12/09/2021
- Expense Type:** Lodging
- Description:** Hotel stay for business training
- Payment Type:** Check
- Amount:** 85.00
- Currency:** USD
- Billing Type:** Internal
- Location:** Miami, FL
- Number of Nights:** 1
- Merchant:** (Radio buttons for Preferred and Non-Preferred)

Below the 'Expenses' section, there are checkboxes for 'Receipt Split', 'Itemize Hotel Bill', 'Default Rate', 'Non-Reimbursable', and 'No Receipt'. The 'Exchange Rate' is shown as 1.00000000. The total amount is displayed as \$85.00 USD.

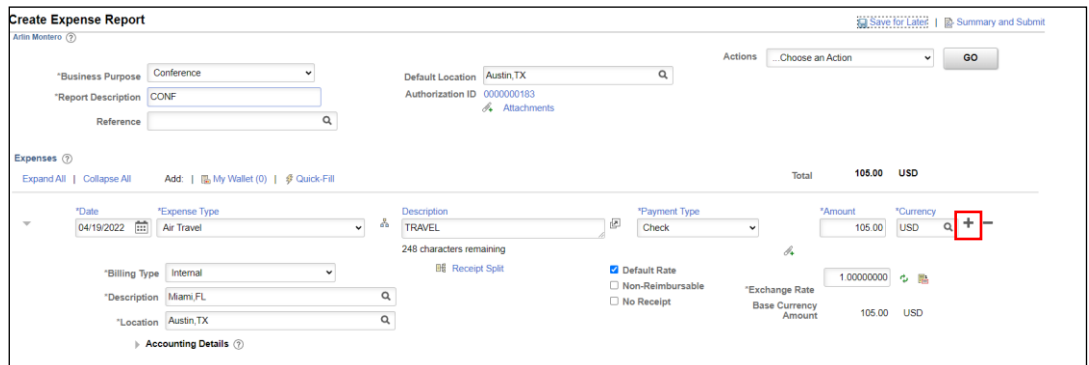
Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

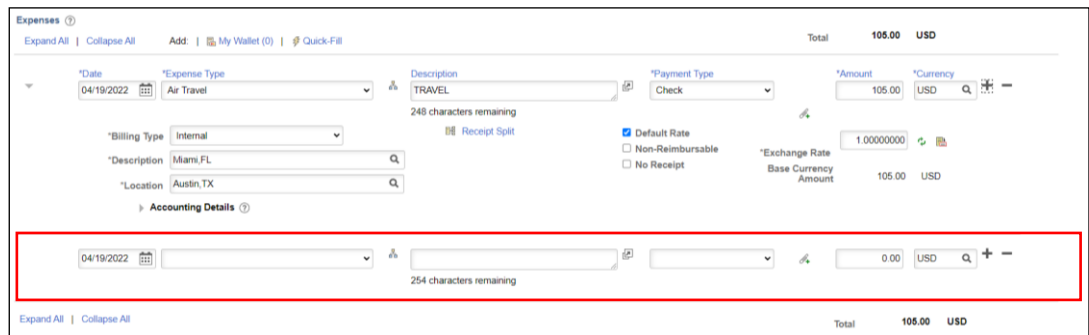
- Expand the **Accounting Details** section to view or edit the **ChartFields**. This is required on each expense line and populates on the Expense Report. You can update them if necessary. The **Account** field defaults based on the **Expense Type** selected on each the expense line.



- If additional expenses are to be added, Select the **Plus (+)** sign on the right-hand side of the existing expense. INFORMS will automatically insert a new blank expense line.



- Enter all necessary information for the new expense.



Note: If the expense report exceeds 110% of the approved travel authorization, INFORMS will prompt a warning. To proceed, it's required to add a justification in the **Notes** section prior to submitting.

Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

11. Once the Expense Report is completed, select **Summary and Submit**.

- If there are errors on the Expense Report, Select the **Error Message(s)** to identify and correct **error(s)** to the expense Report. The **Expense Report Line Errors** pop-up window is displayed indicating the reason for the error(s). After corrections are completed, save or submit the Expense Report.

Note: If you received a Cash Advance, it needs to be applied to the Expense Report prior to submitting. For instructions, How to Apply a Cash Advance please go to Lecture 2.

Lesson 1: Create and Submit Expense Report

Lecture 1: Create and Submit Expense Report

12. Select the checkbox certifying the expenses submitted are accurate and Select **Submit Expense Report**.

13. Select the **OK**.

Note: The **Create Expense Report** page changes to **View Expense Report** page once it's been submitted.

A message is displayed in red at the top of the page indicating the expense report has been submitted for approval. Select the **Refresh Approval Status** to display the approval history.

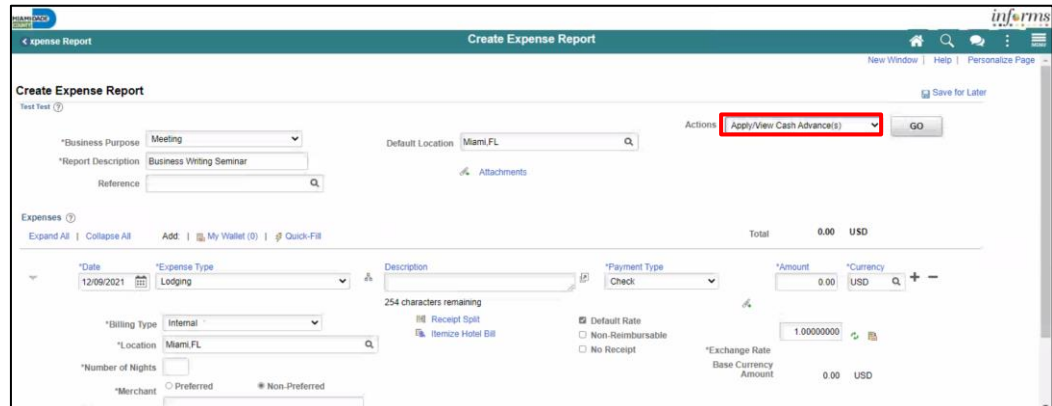
Lesson 1: Create and Submit Expense Report

Lecture 2: Applying a Cash Advance to an Expense Report

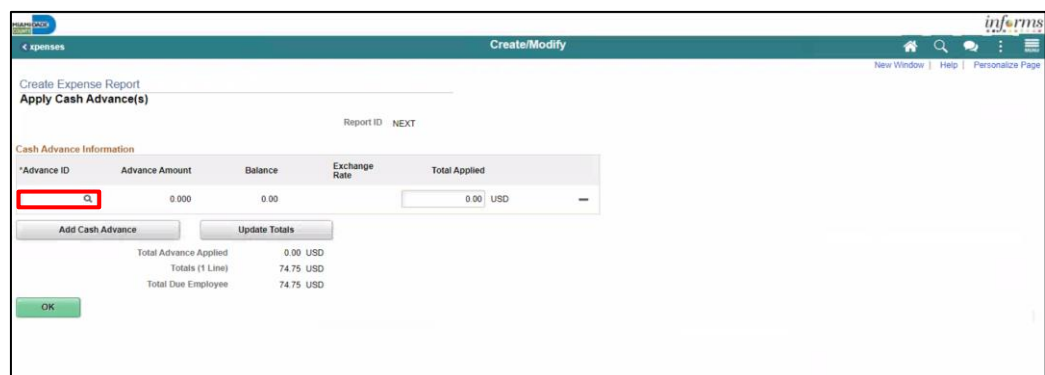
Applying a Cash Advance to an Expense Report

Employees can apply a cash advance to an expense report. The cash advance is added during the initial process of creating an expense report prior to submitting for approval.

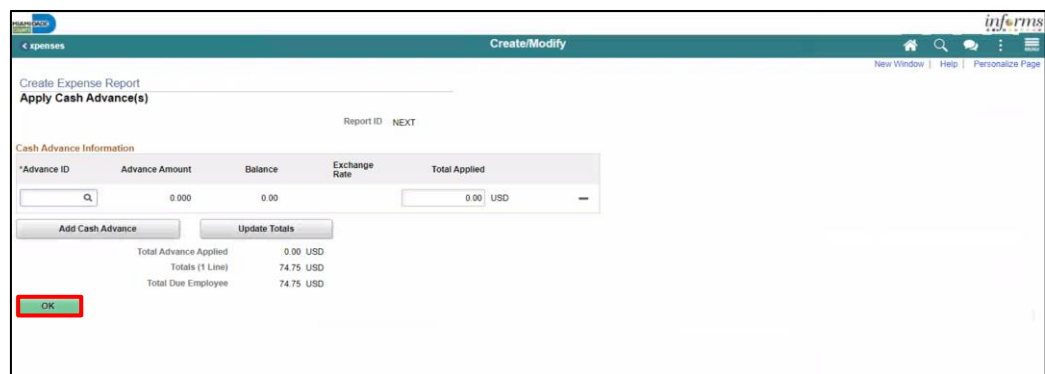
1. From the Actions drop-down, Select **Apply/View Cash Advance(s)** to apply a Cash Advance.



2. Select **Go**.
Note: The **Apply Cash Advance(s)** page is displayed.
3. Enter or look up the **Advance ID**. All other values are auto-calculated.



4. Select the **OK** button.



Note: INFORMS will navigate back to the Expense Report in progress.

Lesson 1: Create and Submit Expense Report

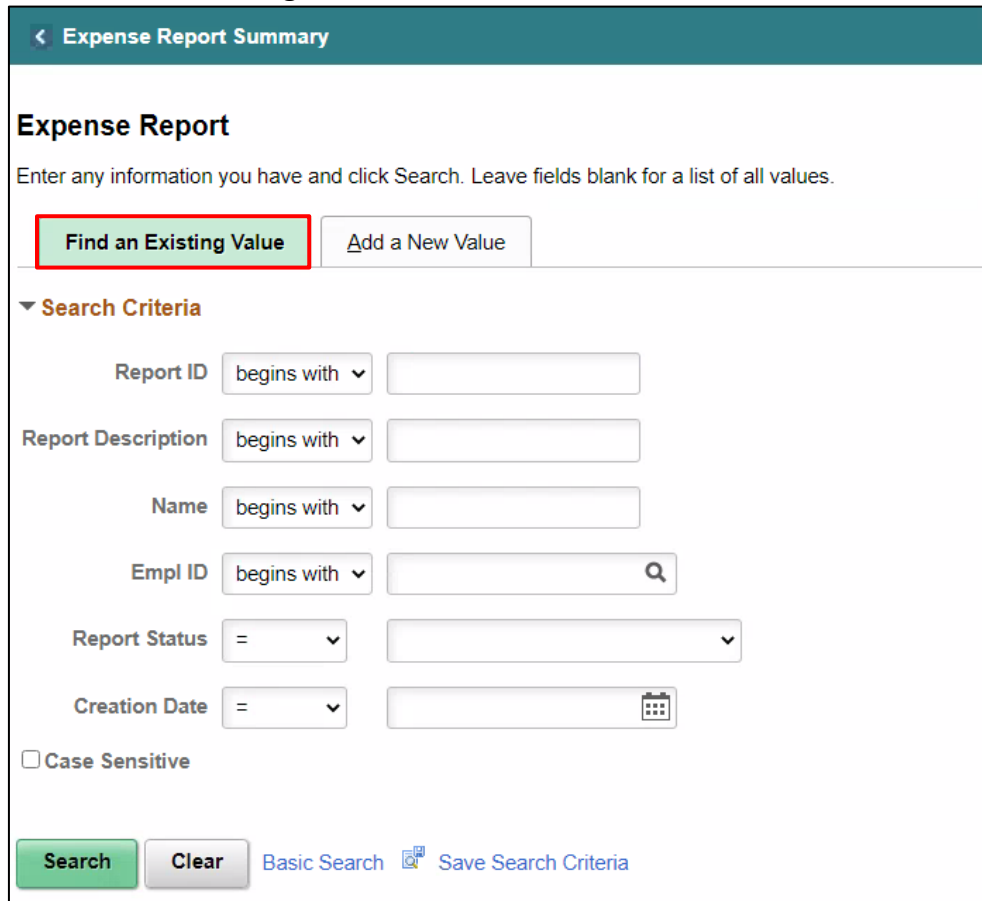
Updating and Deleting an Expense Report

Lecture 3: Updating and Deleting an Expense Report

Expense report can be saved, withdrawn or deleted by an Employee

Navigation: **Navigator > Finance / Supply Chain (FSCM) > Travel and Expenses > Expense Report > Create/Modify.**

1. Select **Find an Existing Value.**



Expense Report Summary

Expense Report

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


Report ID begins with

Report Description begins with


Name begins with

Empl ID begins with 

Report Status =

Creation Date = 

☐ Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

Lesson 1: Create and Submit Expense Report

Updating and Deleting an Expense Report

Lecture 3: Updating and Deleting an Expense Report

2. Enter the search criteria.

Expense Report Summary

Expense Report

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

Report ID
begins with

Report Description
begins with

Name
begins with

Empl ID
begins with

Report Status
=

Creation Date
=

☐ Case Sensitive

[Basic Search](#)

3. Select **Search**.

[Basic Search](#)

Search Results

View All
1-9 of 9

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000000352	UAT-Test-Karen Manjarres	Perez, Yesenia	00088911	Pending	05/04/2022
0000000347	FCCC	Ochoa, Adrian	00012776	Pending	04/22/2022

Lesson 1: Create and Submit Expense Report

Updating and Deleting an Expense Report

Lecture 3: Updating and Deleting an Expense Report

- Review the Expense Report details and make the necessary updates.
- Select **Summary and Submit**.

Modify Expense Report

Arin Montero

*Business Purpose: Meeting
*Report Description: Shakeout UAT
Reference: LEGAL

Report: 0000000306 Pending
Default Location: Los Angeles, CA
Authorization ID: 0000000173

Actions: Choose an Action GO

Expenses

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
04/08/2022	Air Travel	Sprint	Prepaid Expenditure	500.00	USD
04/08/2022	Auto Rental	Enterprise	Check	400.00	USD
04/08/2022	Per Diem-First and Last Day	Meals first day	Check	49.50	USD
04/08/2022	Per Diem-Full Day	Day 1	Check	66.00	USD

Total: 1,999.50 USD

- Select the checkbox of the expense policy disclaimer.
- Select **Submit Expense Report**.

Modify Expense Report

Arin Montero

*Business Purpose: Meeting
*Report Description: Shakeout UAT
Reference: LEGAL

Report: 0000000306 Pending
Created: 04/08/2022 Arin Montero
Last Updated: 04/08/2022 Arin Montero

Actions: Choose an Action GO

Totals

Category	Amount
Employee Expenses (7 Lines)	1,751.50 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	500.00 USD
Employee Credits	0.00 USD
Supplier Credits	0.00 USD
Amount Due to Employee	1,251.50 USD
Amount Due to Supplier	0.00 USD

Warning

Outstanding Cash Advance Balance: 3,577.50 USD
There are available Cash Advances that can be applied to this expense report.
Select the Outstanding Cash Advances link to Apply or View Cash Advances to this expense report.

☐ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submit Expense Report

- Select **OK**.

Expense Report Submit Confirm

Expense Report
Submit Confirmation

Arin Montero

Totals

Category	Amount
Employee Expenses (7 Lines)	1,751.50 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	500.00 USD
Employee Credits	0.00 USD
Supplier Credits	0.00 USD
Amount Due to Employee	1,251.50 USD
Amount Due to Supplier	0.00 USD

OK Cancel

Lesson 1: Create and Submit Expense Report

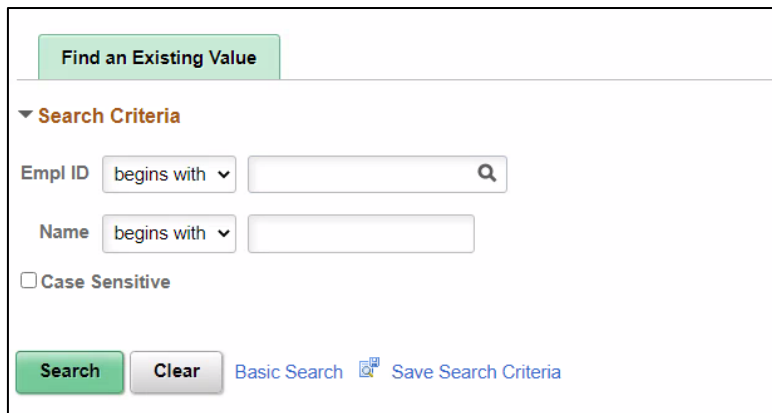
Lecture 3: Updating and Deleting an Expense Report

You can delete an existing expense report if it has not yet been submitted for approval or if it has been returned or denied by the approver.

Once an expense report has been **Deleted**, employees cannot view the deleted expense report.


Note: An expense report cannot be cancelled.

1. Navigation: **NavBar > Finance / Supply Chain (FSCM) > Travel and Expenses > Expense Report > Delete.**
2. Enter the Search Criteria.




Find an Existing Value

▼ Search Criteria

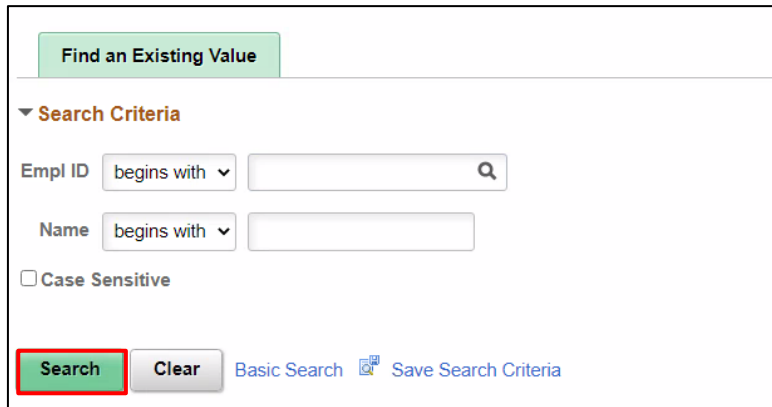
Empl ID begins with 

Name begins with

☐ Case Sensitive


Search Clear Basic Search  Save Search Criteria

3. Select **Search**.




Find an Existing Value

▼ Search Criteria

Empl ID begins with 

Name begins with

☐ Case Sensitive

Search Clear Basic Search  Save Search Criteria

Lesson 1: Create and Submit Expense Report

Lecture 3: Updating and Deleting an Expense Report

4. From the Search Results, Select an Empl ID.

Search Results

View All | 1-7 of 7

Empl ID	Name
000000336	Del Rio, Nieves
00012776	Ochoa, Adrian
00079738	Montero, Arlin A

5. Select an Expense Report.

< HOME Delete

Travel and Expense

Delete an Expense Report

Arlin Montero

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000310	Shakeout UAT	04/08/2022	1749.50	USD
<input checked="" type="checkbox"/>	0000000308	Shakeout UAT	04/08/2022	1999.50	USD

Delete Selected Report(s)

6. Select **Delete Select Report(s)**.

< HOME Delete

Travel and Expense

Delete an Expense Report

Arlin Montero

Delete an Expense Report ?

Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000310	Shakeout UAT	04/08/2022	1749.50	USD
<input checked="" type="checkbox"/>	0000000308	Shakeout UAT	04/08/2022	1999.50	USD

Delete Selected Report(s)

7. Select **OK**.

Travel and Expense

Delete Confirmation

NIEVES DEL RIO

✓ The selected transaction(s) have been deleted.

OK

Lesson 1: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Scenario Employee will create an expense report for Taxi services, meals and hotel stay.

Instructions This activity will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are Instructors in the room to assist if you have questions.

Debrief



- 31

Lesson 1: Lesson Summary

Objectives Achieved



Now that you have completed the Create and Submit Expense Report lesson, you should be able to:

- Create and submit an expense report
 - View expense report status
 - Update an expense report
 - Delete an expense report

Lesson 2: Expense Report Workflow

Lesson 2: Overview

At the conclusion of this lesson, you will be able to:

- Understand the Expense Report Workflow.
 - Approve expense items
 - Deny expense items
 - Send Back expense items
 - Put expense items on hold

Lesson 2: Expense Report Workflow

Lesson 2: Introduction

EXPENSE REPORT BUSINESS PROCESS



Lesson 2: Expense Report Workflow

Key Terms



The following key terms are used in this module:

Term	Definition
Expense Report	A detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
Travel Authorization	Permission for work-related travel, if the trip requires prior approval from a supervisor, administrator, or applicable department head.
Business Purpose	Reason for the expense. The user must select the purpose of the expense from a predefined list.
Reference Field	The user selects whether the travel is a Group, International or Legislative related travel.
Location	The city, country, or geographical area where the expenses were incurred.
Expense Type	The expense classification, for example, a hotel, a flight, or meals.
Payment Type	The way in which funds are paid by the employee. For example, check or P-Card.
Billable	A chargeable expense. Default should always be “Internal”.
Approve	Approve the Expense Report.
Deny	Deny the Expense Report. Expense report can no longer be use
Hold	Hold the Expense Report for future consideration.
Send Back	Send Back the Expense Report for corrections or revisions.

Lesson 2: Expense Report Workflow

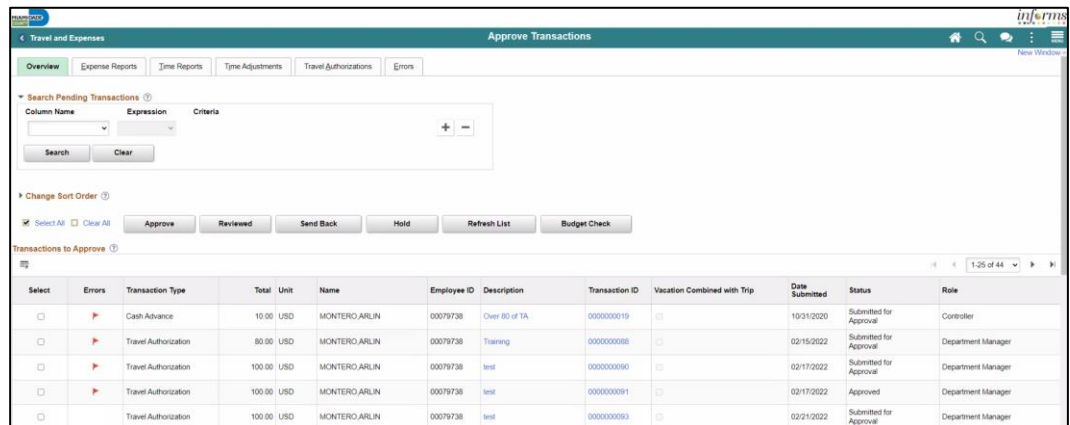
Lecture 1: Expense Report Workflow

Expense Report Approval Steps

The approver can approve an expense report by directly navigating to the Approve Transactions page.

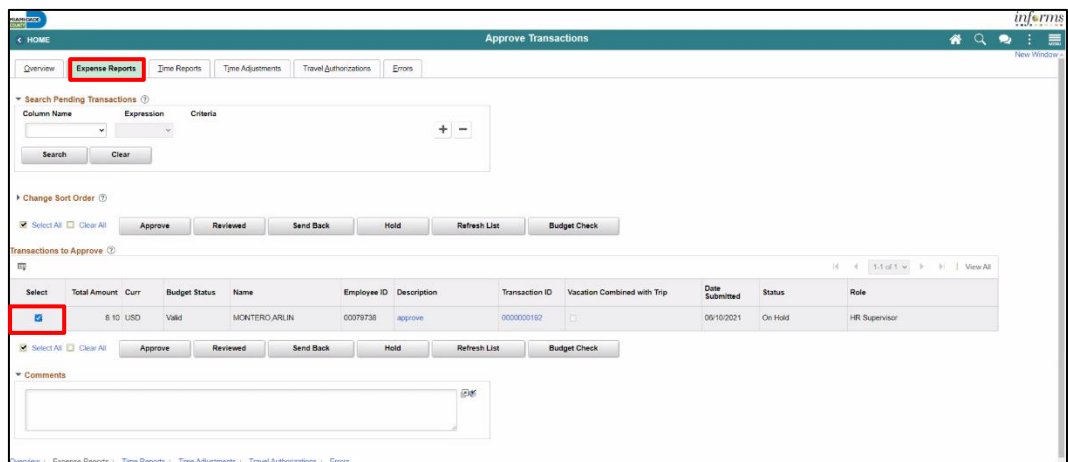
- Additional administrative action may be required if errors are detected.
 - Budget checking is also a part of expense report processing.
 - Expense reports are checked against the budget(s) established for the related accounting entries. If an expense report exceeds the budget, additional administrative action may be required.
 - Approvers also have the option to manually run budget check when reviewing an expense report, and then approve it.

1. Navigation: **NavBar > Finance / Supply Chain > Travel and Expenses > Approve Transactions > Approve Transactions.**



Select	Errors	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Vacation Combined with Trip	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	10.00	USD	MONTERO ARLIN	00079738	Over 80 of 1A	0000000019	<input type="checkbox"/>	10/31/2020	Submitted for Approval	Controller
<input type="checkbox"/>		Travel Authorization	80.00	USD	MONTERO ARLIN	00079738	Training	0000000008	<input type="checkbox"/>	02/15/2022	Submitted for Approval	Department Manager
<input type="checkbox"/>		Travel Authorization	100.00	USD	MONTERO ARLIN	00079738	Intl	0000000090	<input type="checkbox"/>	02/17/2022	Submitted for Approval	Department Manager
<input type="checkbox"/>		Travel Authorization	100.00	USD	MONTERO ARLIN	00079738	Intl	0000000091	<input type="checkbox"/>	02/17/2022	Approved	Department Manager
<input type="checkbox"/>		Travel Authorization	100.00	USD	MONTERO ARLIN	00079738	Intl	0000000093	<input type="checkbox"/>	02/21/2022	Submitted for Approval	Department Manager

2. Select the **Expense Report** tab. Select **Expense report** you want to process by checking the box.



Select	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Vacation Combined with Trip	Date Submitted	Status	Role
<input checked="" type="checkbox"/>	8.10	USD	Valid	MONTERO ARLIN	00079738	approve	0000000192	<input type="checkbox"/>	05/10/2021	On Hold	HR Supervisor

Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

Expense Report Approval Steps, Continued

3. Select on the **Transaction ID** Link or Description Link to open Expense Report Summary page.

The screenshot shows the 'Approve Transactions' interface. At the top, there are tabs for Overview, Expense Reports, Time Reports, Time Adjustments, Travel Authorizations, and Errors. Below these is a search bar for pending transactions. A table titled 'Transactions to Approve' lists transactions with columns: Select, Total Amount, Curr, Budget Status, Name, Employee ID, Description, Transaction ID, Vacation Combined with Trip, Date Submitted, Status, and Role. One transaction is highlighted with a red box around the 'Description' and 'Transaction ID' columns. Below the table are buttons for 'Approve', 'Reviewed', 'Send Back', 'Hold', 'Refresh List', and 'Budget Check'. At the bottom, there is a 'Comments' section with a text area and a 'Post' button.

Approve Expense Report Summary Page

The **Expense Summary** contains detailed information regarding the submitted expense. For example:

- **Employee Name** – an employee who incurred the expense
- **Description** – brief description of the travel and/or expense
- **Business Purpose** – a reason for the expense
- **Report** – ID number automatically assigned to the report in INFORMS
- **Created** – date created and name of the person who created it
- **Last Updated** – date last updated or approved and name of the person who updated or approved it.
- **Budget Status** – The expense status

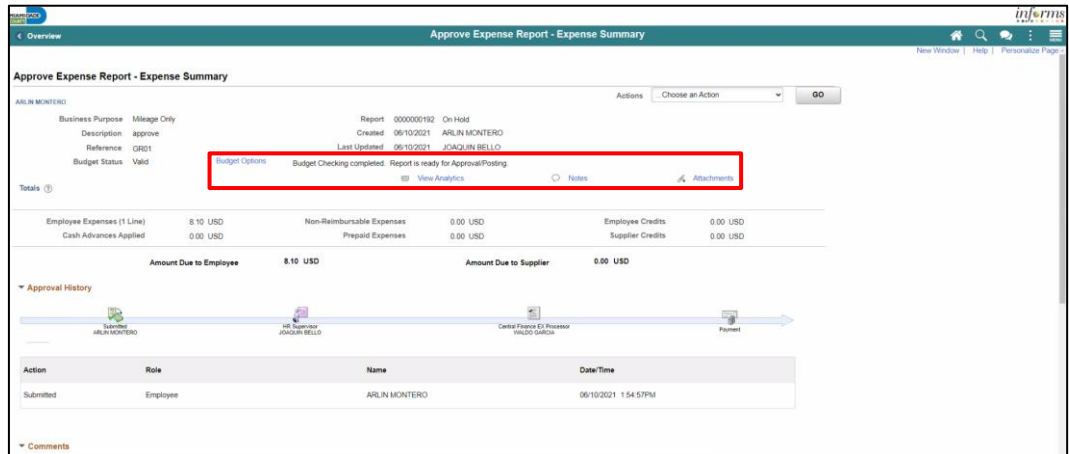
The screenshot shows the 'Approve Expense Report - Expense Summary' page. At the top, there are tabs for Overview, Expense Reports, Time Reports, Time Adjustments, Travel Authorizations, and Errors. Below these is a search bar. The main section is titled 'Approve Expense Report - Expense Summary' and shows details for a specific report. A red box highlights the following information: Business Purpose (Manager Only), Report (000000192), On Hold, Description (approve), Created (06/10/2021), ARLIN MONTERO, Reference (GR01), Last Updated (06/10/2021), JOAQUIN BELLO, Budget Status (Valid), Budget Options, Budget Checking completed, and Report is ready for Approval/Posting. Below this, there is a 'Totals' section with a table showing Employee Expenses (1 Line), Cash Advances Applied, Non-Reimbursable Expenses, Prepaid Expenses, Employee Credits, and Supplier Credits. The 'Amount Due to Employee' is 8.10 USD and the 'Amount Due to Supplier' is 0.00 USD. At the bottom, there is an 'Approval History' section with a timeline showing the report's progress from submission to payment. A table below the timeline shows the action taken by the employee (ARLIN MONTERO) on 06/10/2021 at 1:54:57PM.

Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

Approve Expense Report Summary Page, Continued

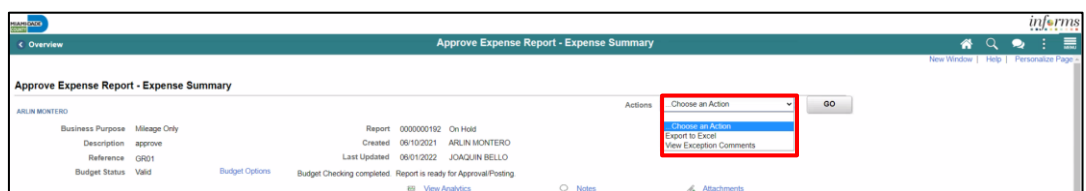
- **Budget Options** – This is used to Run Budget Checking
- **Notes** – displays any notes entered by the processor or previous approver
- **Attachment's link** – additional documentation attached to the report. .



From the Actions dropdown menu, you have the following options available:

- **Download to Excel** – opens a pop-up window with the option to export the expense report information into an Excel spreadsheet (does not include the accounting distribution information)
- **View Exceptions Comment** – Provides a list of Comments and Risk related to the transactions.

Note: In the Exceptions comments page indicates an exception for that line (e.g., duplicate transaction exists, amount over allowable, etc.).

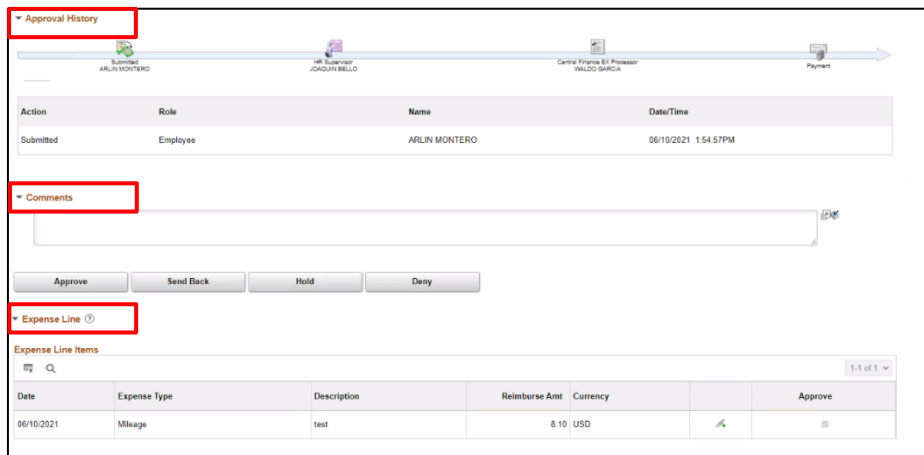


Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

The Expense Summary page contains additional information

- Approval History
- Comments
- Expense Line



The screenshot shows the 'Expense Summary' page with three sections highlighted by red boxes:

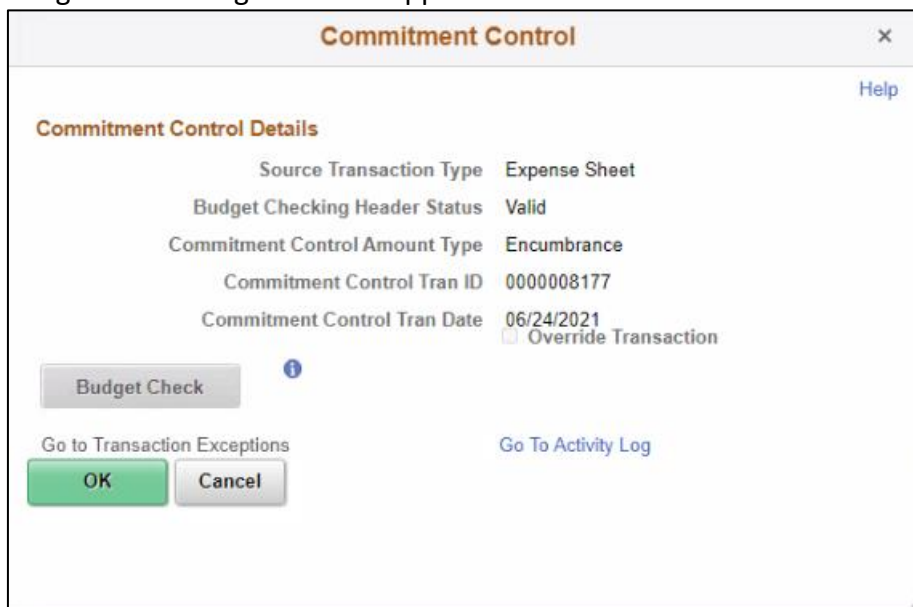
- Approval History:** A table showing the approval process. The first row shows 'Submitted' by 'ARLIN MONTERO' on '06/10/2021 1:54:57PM'.
- Comments:** A text input field for adding comments, with buttons for 'Approve', 'Send Back', 'Hold', and 'Deny' below it.
- Expense Line:** A table of expense items. The first row shows a 'Mileage' expense for '06/10/2021' with a description of 'test', a reimbursement amount of '8.10', and currency 'USD'.

To process the Expense Report as an approver, the following steps are to be taken:

1. If Budget Check is pending, Select the **Budget Options** link. The **Commitment Control** pop-up window is displayed.

Note: Expense Reports require budget checking before it can be approved.

Approvers can manually run the budget check process for an expense report if the batch budget check process has not run. If the approver makes a change to the accounting distribution on an expense report, the expense report will need to be budget checked again before approval.



The 'Commitment Control' pop-up window displays the following details:

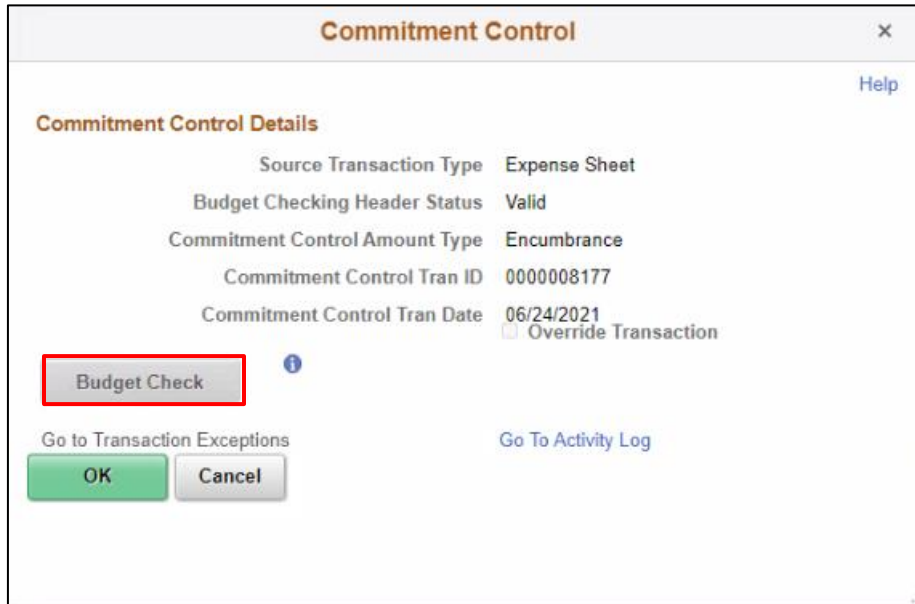
- Source Transaction Type:** Expense Sheet
- Budget Checking Header Status:** Valid
- Commitment Control Amount Type:** Encumbrance
- Commitment Control Tran ID:** 0000008177
- Commitment Control Tran Date:** 06/24/2021
- ☐ **Override Transaction**

At the bottom, there is a 'Budget Check' button, a 'Go to Transaction Exceptions' link, and a 'Go To Activity Log' link. 'OK' and 'Cancel' buttons are also present.

Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

2. Select the **Budget Check** button to run budget checking. **Note:** After the budget check has run, the **Budget Checking Header Status** changes:
 - **Valid** indicates the expense report passed the budget check
 - **Error** indicates the expense report did not pass budget checking.

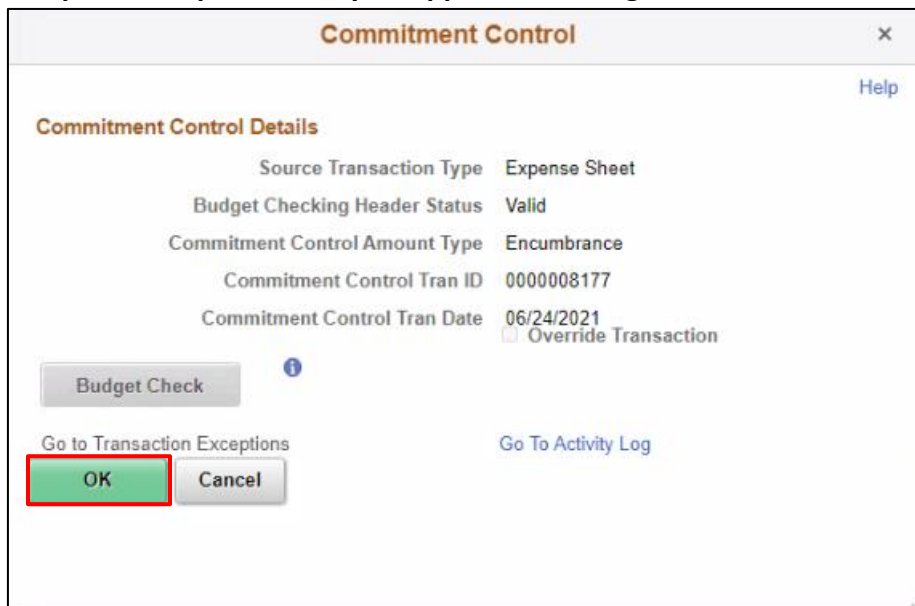


The screenshot shows the "Commitment Control" dialog box. The title bar is "Commitment Control" with a close button (X). A "Help" link is in the top right. Under "Commitment Control Details", the following fields are displayed:

Source Transaction Type	Expense Sheet
Budget Checking Header Status	Valid
Commitment Control Amount Type	Encumbrance
Commitment Control Tran ID	0000008177
Commitment Control Tran Date	06/24/2021
	<input type="checkbox"/> Override Transaction

Below the details, the "Budget Check" button is highlighted with a red box. To its right is an information icon (i). At the bottom, there are two buttons: "OK" (highlighted with a red box) and "Cancel". Above the "OK" button is the text "Go to Transaction Exceptions". To the right of the "OK" button is a link "Go To Activity Log".

3. Select the **OK** button to return to the expense report. **Note:** The Budget Status field displays **Valid** and indicates **Budget Checking completed. Report is ready for Approval/Posting.**



This screenshot is identical to the previous one, showing the "Commitment Control" dialog box with the same details and buttons. The "OK" button is highlighted with a red box, indicating the next step in the workflow.

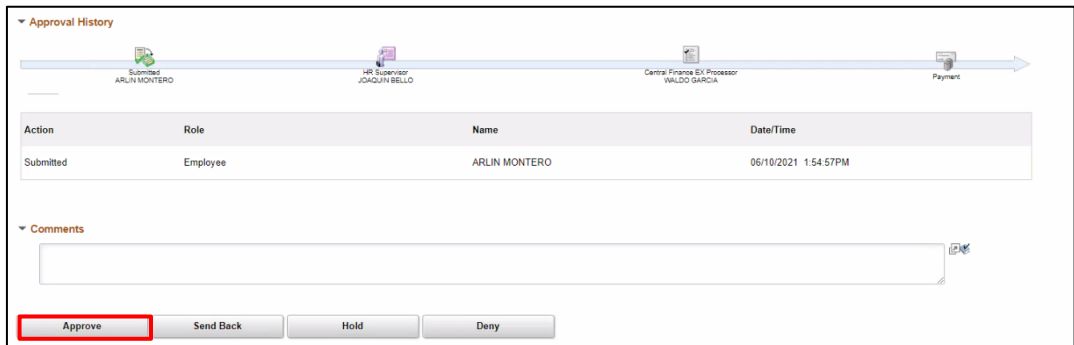
Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

4. Expense Report approval options

a) Select **Approve**.

Note: If more than one approver is required, the status changes to **Approval in Process** until the last authorized approver completes the approval of the expense report. After the last approval, the status changes to **Approved for Payment** and the employee expense report is ready for payment processing.



Action	Role	Name	Date/Time
Submitted	Employee	ARLIN MONTERO	06/10/2021 1:54:57PM

Comments

Approve Send Back Hold Deny

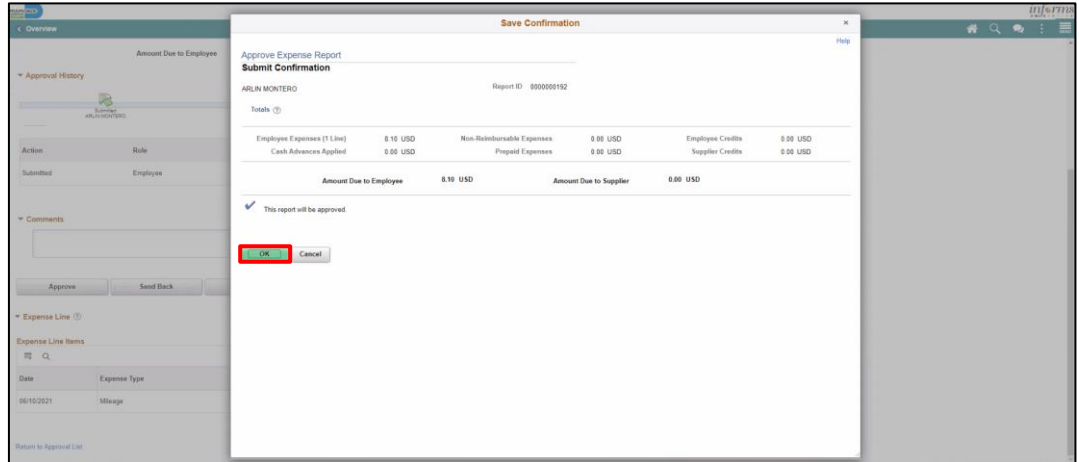
- b) Select the **Send Back** button to send the expense transaction back to the Employee for correction or revision. This action changes the status to **Pending**. If you send back an expense report, you must provide an explanation in the **Comments field**. INFORMS sends an e-mail and worklist notification to the originator indicating that the expense report was sent back.
- c) Select the **Hold** button to place an expense transaction on hold. This changes the status to **On Hold**. Placing a transaction on hold reserves it for later action related to approval. The hold feature also allows you to prevent other approvers from taking action on the item.
- d) Select the **Deny** button to deny the expense transaction. This changes the status to **Denied** and INFORMS sends an email to the originator indicating that the expense was denied.

Note: If you deny a transaction, you should provide an explanation in the **Comments field**. The originator cannot correct and re-submit the expense if denied. They must delete it.

Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

5. Confirm the Expense Report prior to finalizing the approval. Select **OK**.



The screenshot shows the 'Approve Expense Report' dialog box in the Informs system. The dialog box is titled 'Approve Expense Report' and 'Submit Confirmation'. It displays the report ID '000000192' and the employee name 'ARLIN MONTERO'. The dialog box contains a table with the following data:

Totals			
Employee Expenses (1 Line)	8.10 USD	Non-Stationable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD
Employee Credits	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	8.10 USD	Amount Due to Supplier	0.00 USD

Below the table, there is a checkbox labeled 'This report will be approved.' which is checked. At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

Note: INFORMS will navigate back to the Approve Transaction page once the Expense has been approved.

Lesson 2: Expense Report Workflow

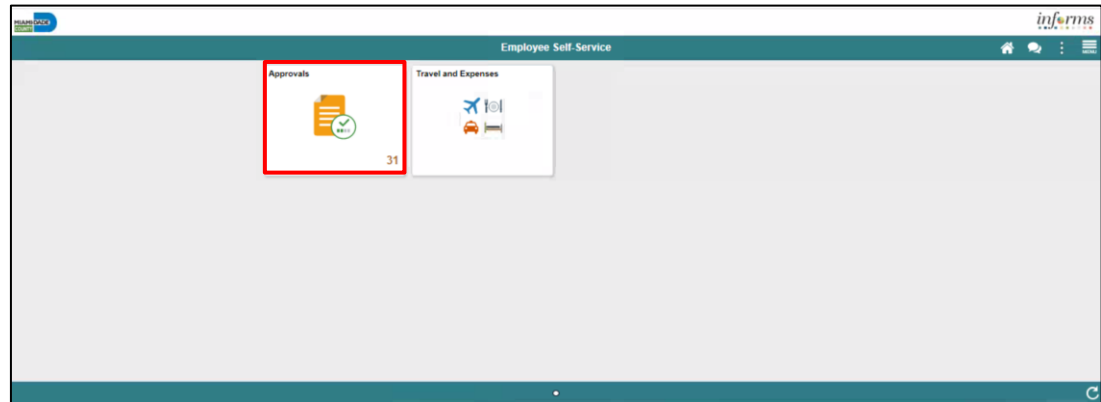
Lecture 1: Expense Report Workflow

Expense Report Approvals via Direct Navigation

You can also approve an expense report by directly navigating to the **Approvals** page using the path below.

Note: If the Approval Tile is used, the level of details is limited. We suggest using the navigation on the steps above.

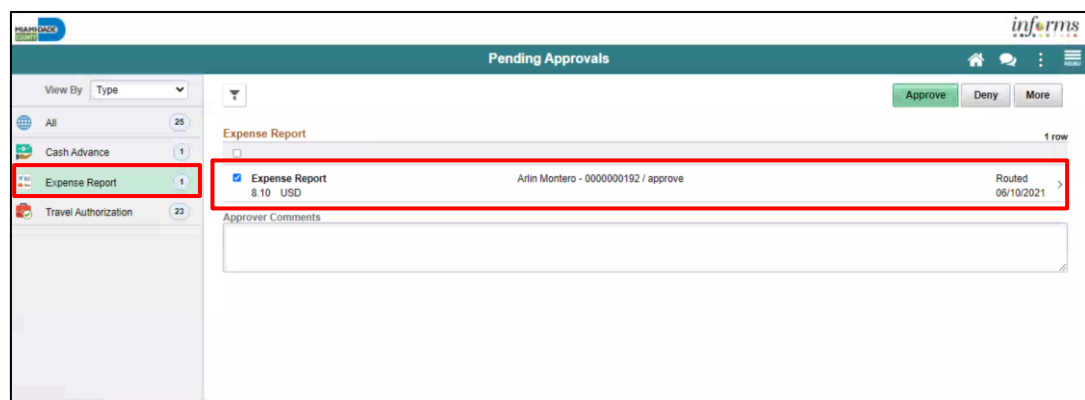
1. Main Menu > Travel and Expenses > Approvals



This opens the **Approve Transactions' Overview** tab. This tab provides a list of all the pending transactions that require approval.

Use the tabs at the top to specify a list by **Expense Report**, **Travel Authorization**, or **Cash Advance** expense type.

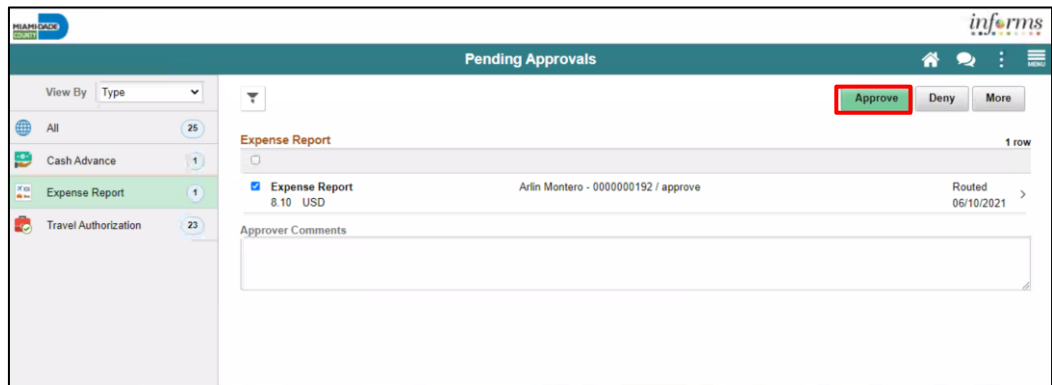
Select the **Description** or **Transaction ID** link for the item you want to approve once the expense report is open.



Lesson 2: Expense Report Workflow

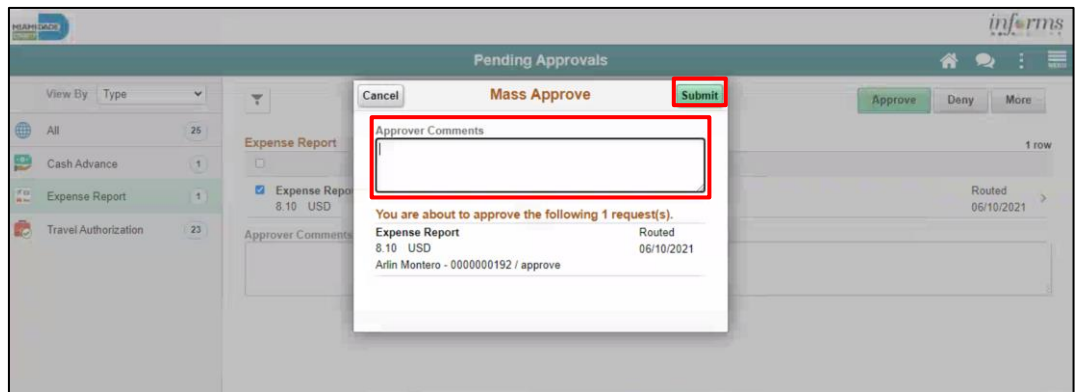
Lecture 1: Expense Report Workflow

2. Select the **Approve** button to approve the expense transaction



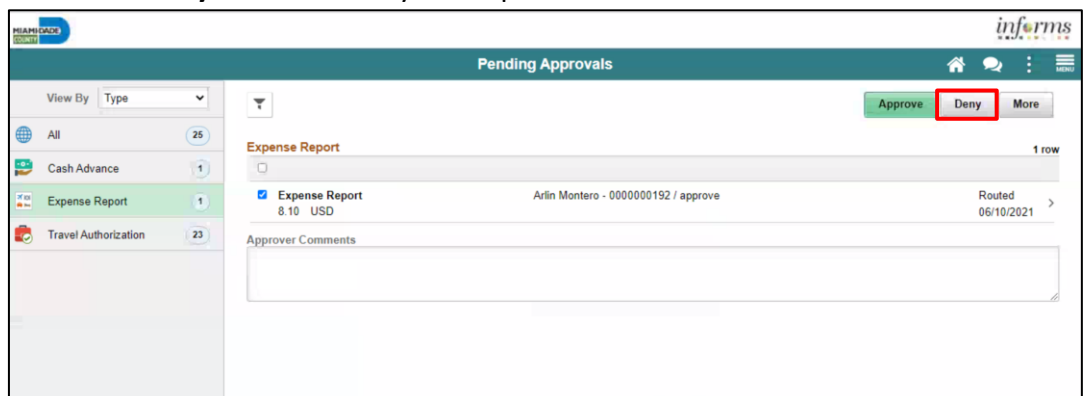
The screenshot shows the 'Pending Approvals' interface. On the left, a sidebar lists 'All' (25), 'Cash Advance' (1), 'Expense Report' (1), and 'Travel Authorization' (23). The main area displays a table with one row: 'Expense Report' (8.10 USD) by 'Arlin Montero - 0000000192 / approve', routed on '06/10/2021'. Above the table, the 'Approve' button is highlighted with a red box. Below the table is an 'Approver Comments' text area.

3. Provide an explanation in the **Comments** field. Select the **Submit** button.



The screenshot shows the 'Pending Approvals' interface with a 'Mass Approve' dialog box open. The dialog has 'Cancel', 'Mass Approve', and 'Submit' buttons. The 'Submit' button is highlighted with a red box. Inside the dialog, there is an 'Approver Comments' text area (also highlighted with a red box) and a summary: 'You are about to approve the following 1 request(s). Expense Report 8.10 USD Routed 06/10/2021 Arlin Montero - 0000000192 / approve'.

4. Select the **Deny** button to deny the expense transaction.

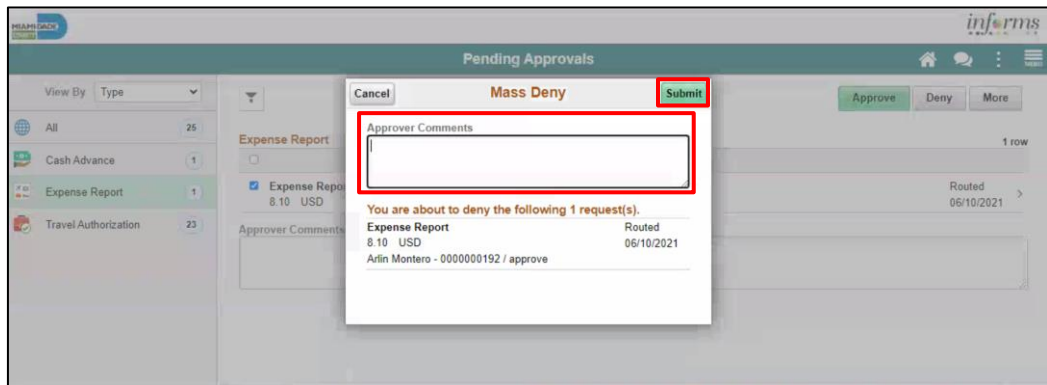


The screenshot shows the 'Pending Approvals' interface. The 'Deny' button is highlighted with a red box. The table below it shows the same 'Expense Report' transaction as in the previous screenshots.

Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

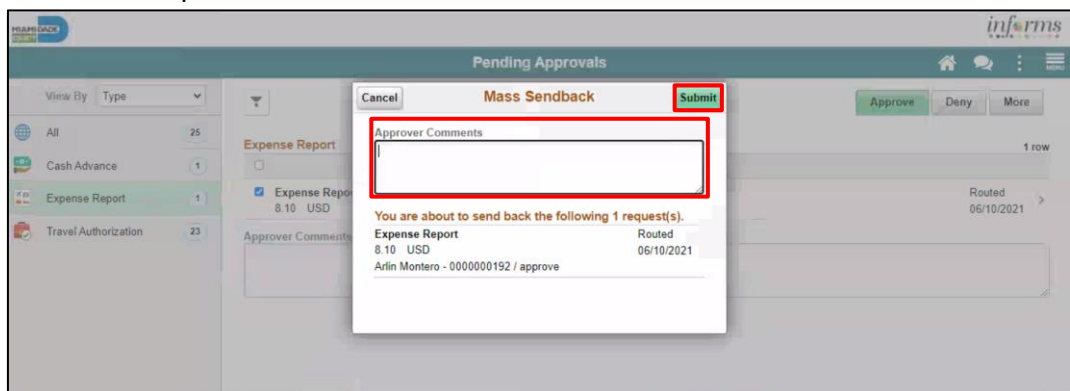
5. Provide an explanation in the **Comments** field. Select **Submit** button.



6. Select **More** Option and Select the **Send Back** button to send the expense transaction back.



7. Provide an explanation in the **Comments** field. Select the **Submit** button.



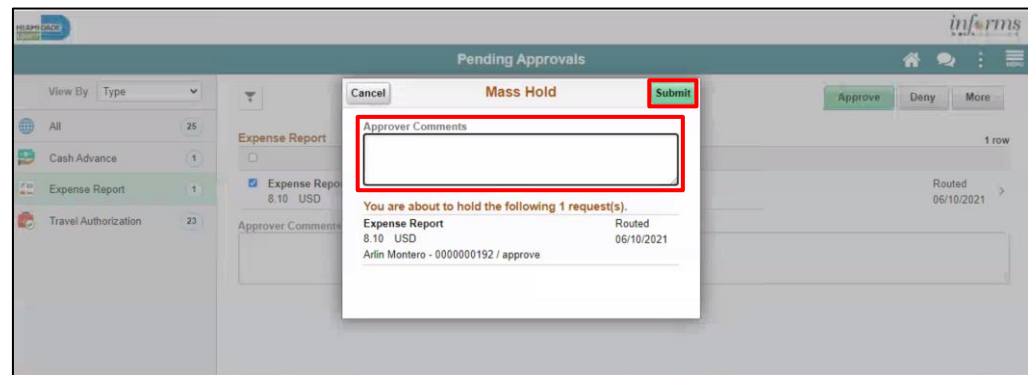
Lesson 2: Expense Report Workflow

Lecture 1: Expense Report Workflow

8. Select the **Hold** button to place an expense transaction on hold.



9. Provide an explanation in the **Comments** field. Select **Submit** button.



Lesson 2: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

- Scenario**
- An employee request reimbursement for expenses regarding a conference they attended. The Expense Report requires Manager approval.
 - Manager reviews Expense Report and decides that the request should be denied.

Instructions

This activity is will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are Instructors in the room to assist if you have questions.

Debrief



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Lesson 2: Lesson Summary

Objectives Achieved



Now that you have completed the Expense Report Workflow lesson, you should be able to:

- Learn the process of Expense report workflow
 - Approve expense report
 - Deny expense report
 - Send Back expense report
 - Put expense report on hold

Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Lesson 3: Overview

At the conclusion of this lesson, you will be able to:

- Create and submit a Mileage reimbursement for traveling within the Tri-County Area

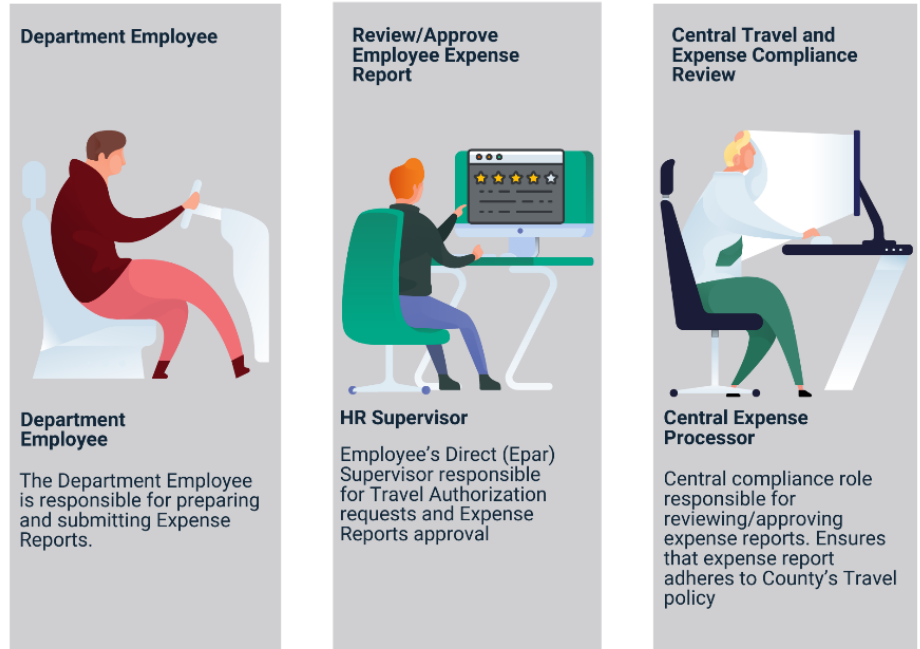
Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Lesson 3: Introduction

INFORMS Travels and Expenses allows Employees to submit expense reports for mileage reimbursement for their travel activities within the tri-county area.

EXPENSE REPORT BUSINESS PROCESS

MILEAGE REIMBURSEMENT - TRI-COUNTY AREA ONLY



Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Key Terms



The following key terms are used in this Lesson.

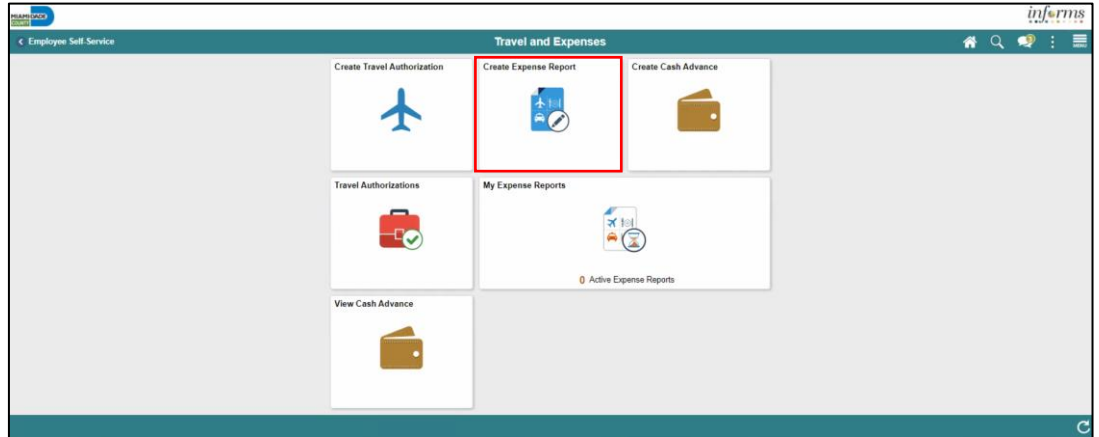
Term	Definition
Expense Report	A detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
Travel Authorization	Permission for work-related travel, if the trip requires prior approval from a supervisor, administrator, or applicable department head.
Business Purpose	Reason for the expense. The user must select the purpose of the expense from a predefined list.
Reference Field	The user selects whether the travel is a Group, International or Legislative related travel.
Location	The city, country, or geographical area where the expenses were incurred.
Expense Type	The expense classification, for example, a hotel, a flight, or meals.
Payment Type	The way in which funds are paid by the employee. For example, check or P-Card.
Billable	A chargeable expense. Default should always be “Internal”.

Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

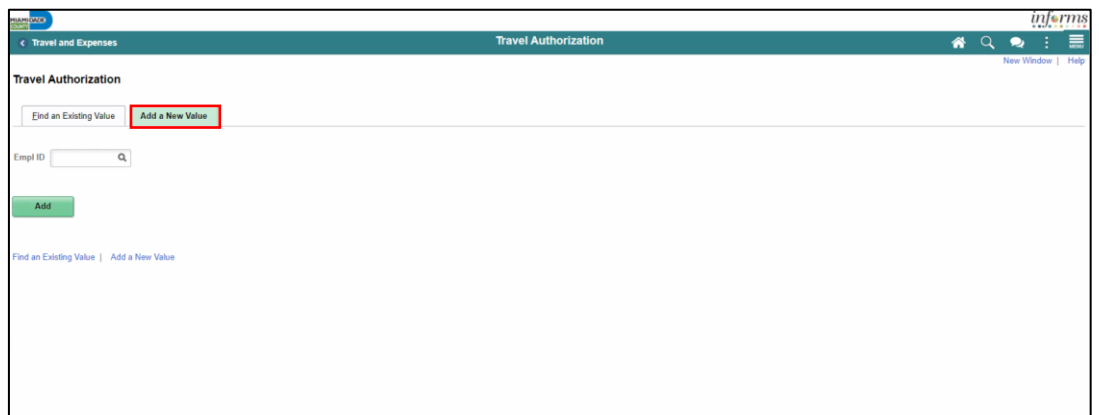
Lecture 1: Create and Submit Expense Report – Mileage only

To Create and Submit a mileage reimbursement for traveling within the Tri- County Area take the following steps below:

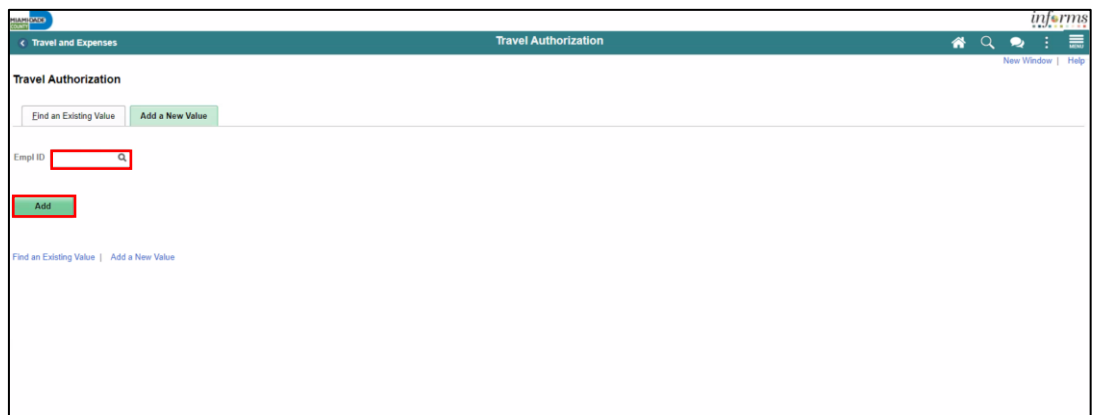
1. Navigate to **Employee Self Service > Travel and Expense > Create Expense Report.**



2. Select **Add a New Value.**



3. Search Employee ID and Select **Add.**

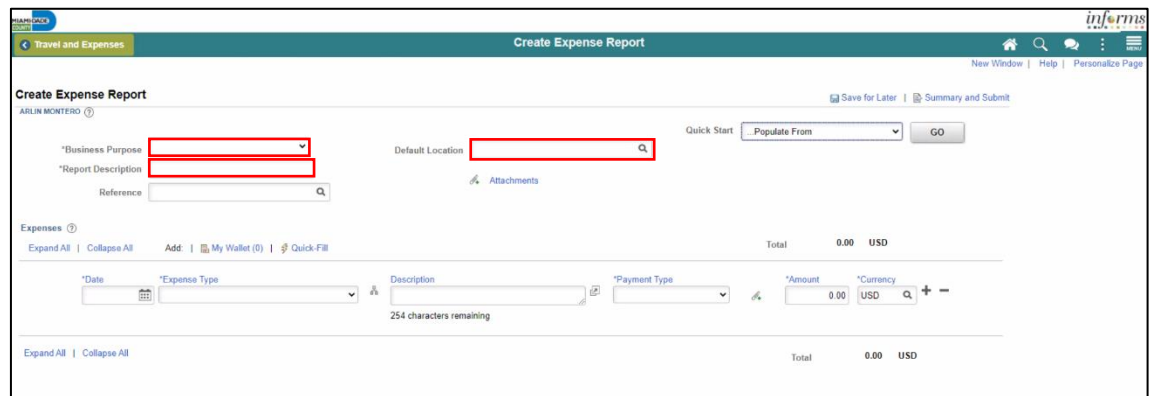


Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Lecture 1: Create and Submit Expense Report – Mileage only

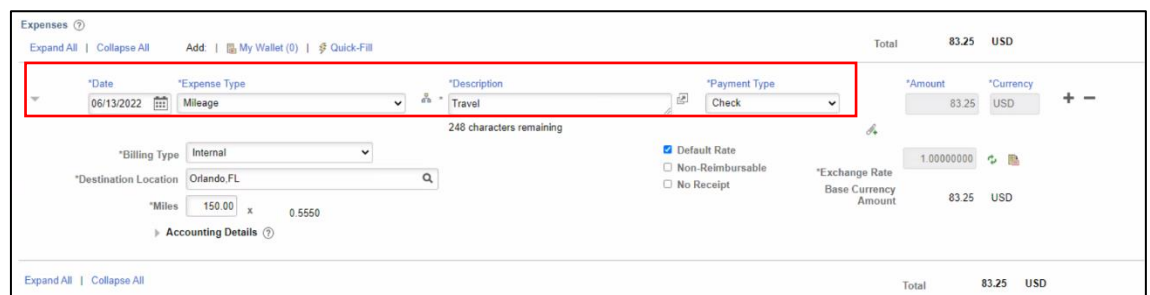
4. In the Expense Report Header Section, enter the following:
 - Business Purpose* **“Mileage only” must be selected**
 - Report Description*
 - Default Location

Note: All fields with asterisk (*) are required fields



5. In the Expenses Section enter the following:
 - Date*
 - Expense Type*
 - Description
 - Payment Type*
 - Billing Type*
 - Destination Location*
 - Miles*

Note: All fields with asterisk (*) are required fields



Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

Lecture 1: Create and Submit Expense Report – Mileage only

6. Select **Accounting Details** and Enter the correct Chartfields.

The screenshot shows the 'Expenses' form with the following details:

- Date:** 06/13/2022
- Expense Type:** Mileage
- Description:** Travel
- Payment Type:** Check
- Amount:** 83.25 USD
- Billing Type:** Internal
- Destination Location:** Orlando FL
- Miles:** 150.00 x 0.5550
- Accounting Details:** (highlighted with a red box)

7. Select the attachment icon to add attachments.

The screenshot shows the 'Expenses' form with the attachment icon (a small document icon) highlighted with a red box.

8. Select **Add Attachment**.

The screenshot shows the 'Expense Line Attachments' dialog box with the following details:

- Report ID:** NEXT
- Date:** 06/13/2022
- Expense Type:** Mileage
- Amount:** 83.25 USD
- Add Attachment:** (highlighted with a red box)

9. Select a file and enter a description in the **Description** field.

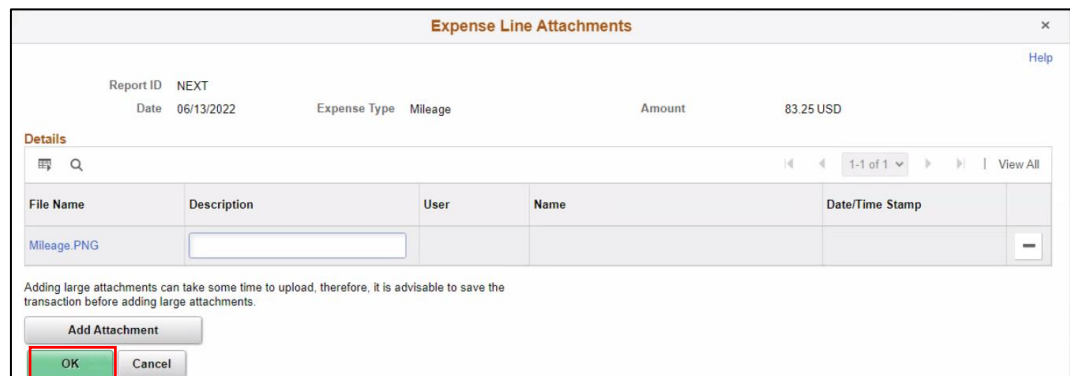
The screenshot shows the 'Expense Line Attachments' dialog box with the following details:

- Report ID:** NEXT
- Date:** 06/13/2022
- Expense Type:** Mileage
- Amount:** 83.25 USD
- Description:** (highlighted with a red box)

Lesson 3: Expense Report – Mileage Reimbursement (Tri-County Area only)

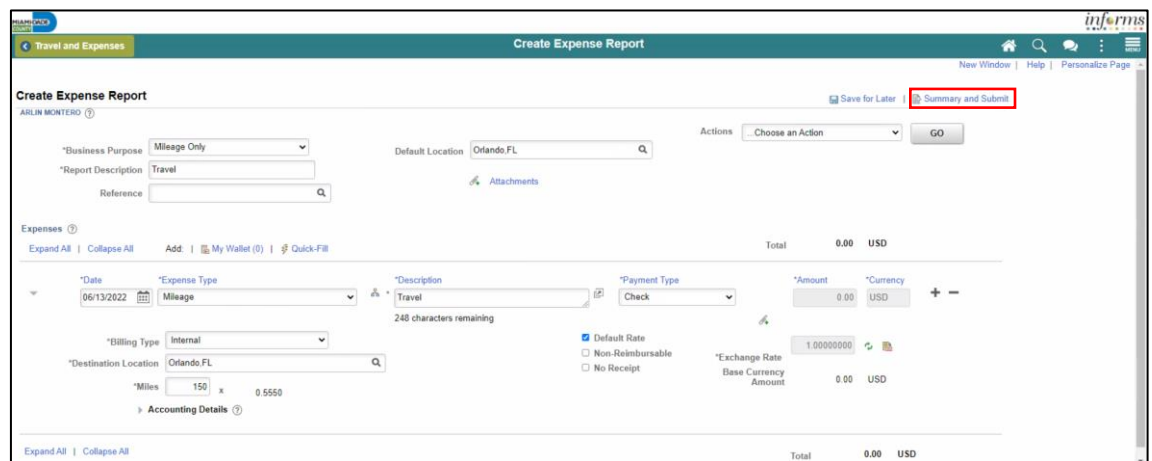
Lecture 1: Create and Submit Expense Report – Mileage only

10. Select **OK**.



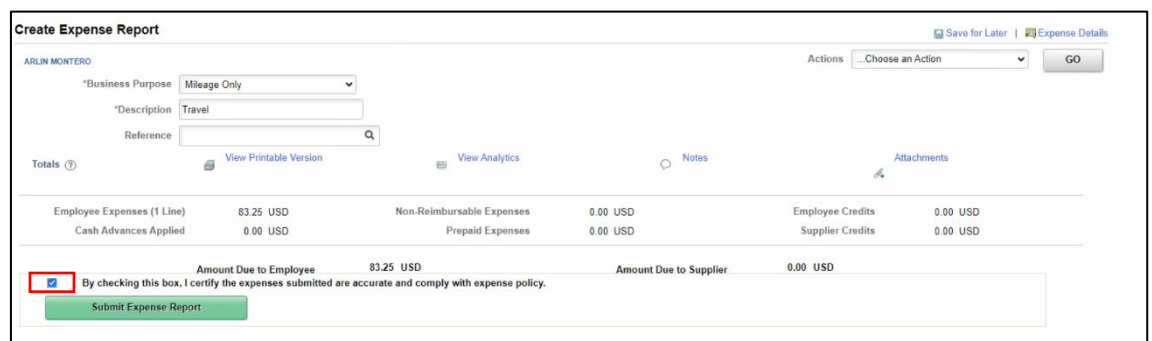
The screenshot shows the 'Expense Line Attachments' window. At the top, it displays 'Report ID NEXT', 'Date 06/13/2022', 'Expense Type Mileage', and 'Amount 83.25 USD'. Below this is a 'Details' section with a search bar and a table. The table has columns: File Name, Description, User, Name, and Date/Time Stamp. One row is visible with 'Mileage.PNG' in the File Name column. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom, there are three buttons: 'Add Attachment', 'OK' (highlighted with a red box), and 'Cancel'.

11. Select **Summary and Submit**.



The screenshot shows the 'Create Expense Report' window. At the top, there is a 'Summary and Submit' button highlighted with a red box. Below this, there are fields for 'Business Purpose' (Mileage Only), 'Report Description' (Travel), and 'Default Location' (Orlando, FL). There is also a 'Reference' field. Below these fields, there is a section for 'Expenses' with a table. The table has columns: Date, Expense Type, Description, Payment Type, Amount, and Currency. One row is visible with '06/13/2022', 'Mileage', 'Travel', 'Check', '0.00', and 'USD'. Below the table, there are fields for 'Billing Type' (Internal), 'Destination Location' (Orlando, FL), and 'Miles' (150). There is also a 'Quick-Fill' button. At the bottom, there is a 'Total' row showing '0.00 USD'.

12. Select the checkbox next to the expense statement and select **Submit Expense Report**.



The screenshot shows the 'Create Expense Report' window. At the top, there is a 'Submit Expense Report' button highlighted with a red box. Below this, there is a table with columns: Employee Expenses (1 Line), Cash Advances Applied, Non-Reimbursable Expenses, Prepaid Expenses, Employee Credits, and Supplier Credits. The table shows values: '83.25 USD', '0.00 USD', '0.00 USD', '0.00 USD', '0.00 USD', and '0.00 USD'. Below the table, there is a section for 'Totals' with a 'Submit Expense Report' button highlighted with a red box. There is also a checkbox next to the 'Submit Expense Report' button.

13. Select **OK**.

Lesson 3: Training Activity 1

Demonstration The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Scenario Create an Expense report for mileage in the Tri-County Area and submit for approval.

Instructions This activity is will be performed individually; you must complete it on your classroom workstation using the INFORMS training environment. Your Instructor will tell you how to log into INFORMS.

You will determine how to perform the activity by following the data sheet, and by using the training materials as reference tools.

There are Instructors in the room to assist if you have questions.

Lesson 3: Training Exercise

Debrief



1. The Expense Report – Mileage Reimbursement (Tri-County Area only) can be used to request mileage reimbursement for travel to Orlando?
A) True
B) False

2. Is a Travel Authorization required to submit a The Expense Report – Mileage Reimbursement (Tri-County Area only)?
A) Yes
B) No

Lesson 3: Lesson Summary

Objectives Achieved



Now that you have completed the Expense Report – Mileage Reimbursement (Tri-County Area only) lesson, you should be able to:

- Create and submit a Mileage reimbursement for traveling within the Tri-County Area

Module 3: Course Summary

Objectives Achieved



Congratulations! You have completed the Reimbursement Request course. You now should be able to:

- Enter work-related expenses into INFORMS
- Create an expense report (Travel Expense Report) and submit it for approval.
- Identify the information required for expense report (Travel Expense Report) approval.
- Create and submit a Mileage reimbursement for traveling within the Tri-County Area

Next Steps

Now that you have completed the course, please make sure to complete the following tasks:

- Course assessment (tests your knowledge of the content)
- Course evaluation (collects course feedback)
- Log off your workstation

Reference Materials

Reference Materials



If you have further questions about any of the topics presented in this course, use the following resources:

User Productivity Kits

- Create and Submit Expense Report
- Apply Cash Advance to an Expense Report
- Updating and Deleting an Expense Report
- Approve an Expense Report
- Deny an Expense Report
- Send Back an Expense Report
- Expense Report Approval via direct Navigation
- Create and Submit Mileage Reimbursement for Travels within the Tri-County Areas.

For additional Information: www.miamidade.gov/informs

Glossary

Key Terms



The following key terms are used in this course:

Term	Definition
Expense Report	Detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
Travel Authorization	Permission for work related travel, if the trip requires prior approval from a supervisor, administrator, or applicable department head.
Business Purpose	Reason for the expense. The user must select the purpose of the expense from a predefined list. This field is required because tax laws require a business purpose for business expenses.
Reference Field	The user selects a reference to help identify and track expense reports.
Location	The city, country, or geographical area where the expenses were incurred.
Expense Type	The expense classification, for example, a hotel, a flight, or meals. .
Payment Type	The way in which funds are reimbursed to the employee. For example, payroll or P-Card.
Billable	A chargeable expense.