

Course ID: FIN 215

Course: Travel & Expense: Expense Report

Ground Rules



Be on time



Attendance



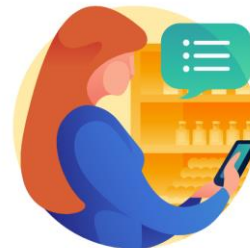
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Course Overview

Course Description	<p>This course provides a comprehensive review of the Exception Processing processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Expense Report• Module 3: Course Summary
Training Audiences	<ul style="list-style-type: none">• Expense Employee• Travel Department Liaison• HR Supervisor• Department Director• Central Expense Processor
Prerequisites	<ul style="list-style-type: none">• FIN 214: Travel & Expense: Travel Authorization
Estimated Duration	<ul style="list-style-type: none">• 2 hours

Module 1: Course Introduction

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Purpose and Benefits of the Business Process

The End-to-End Business Process

Introduction to Demonstrations and Exercises

Course Administration and Logistics



To receive credit for completing this course, Users must record your attendance at the beginning and end of class



Please turn off your cell phones and refrain from checking email and the Internet while in class



Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

Learning Objectives

At the conclusion of this, 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

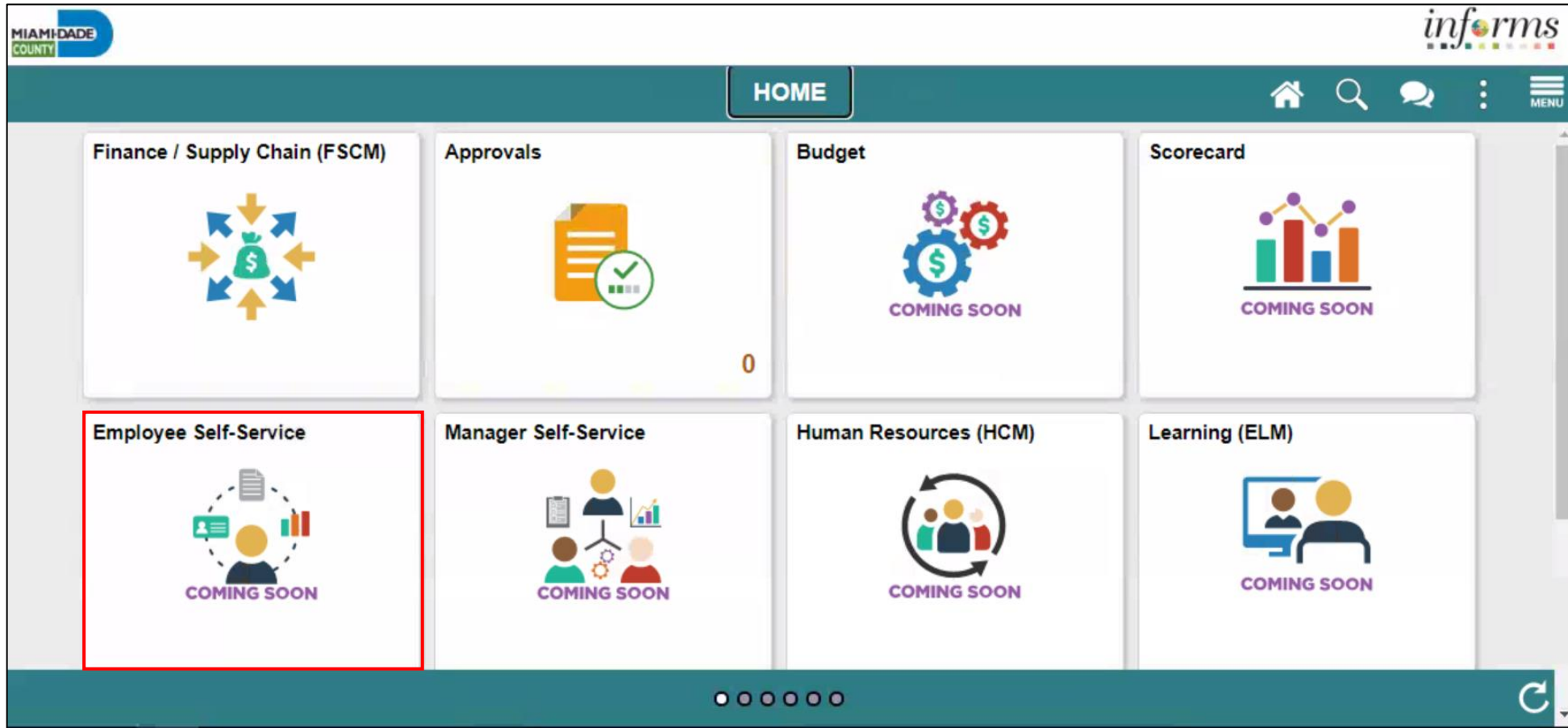
Roles and Responsibilities

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

Role	Responsibilities
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.

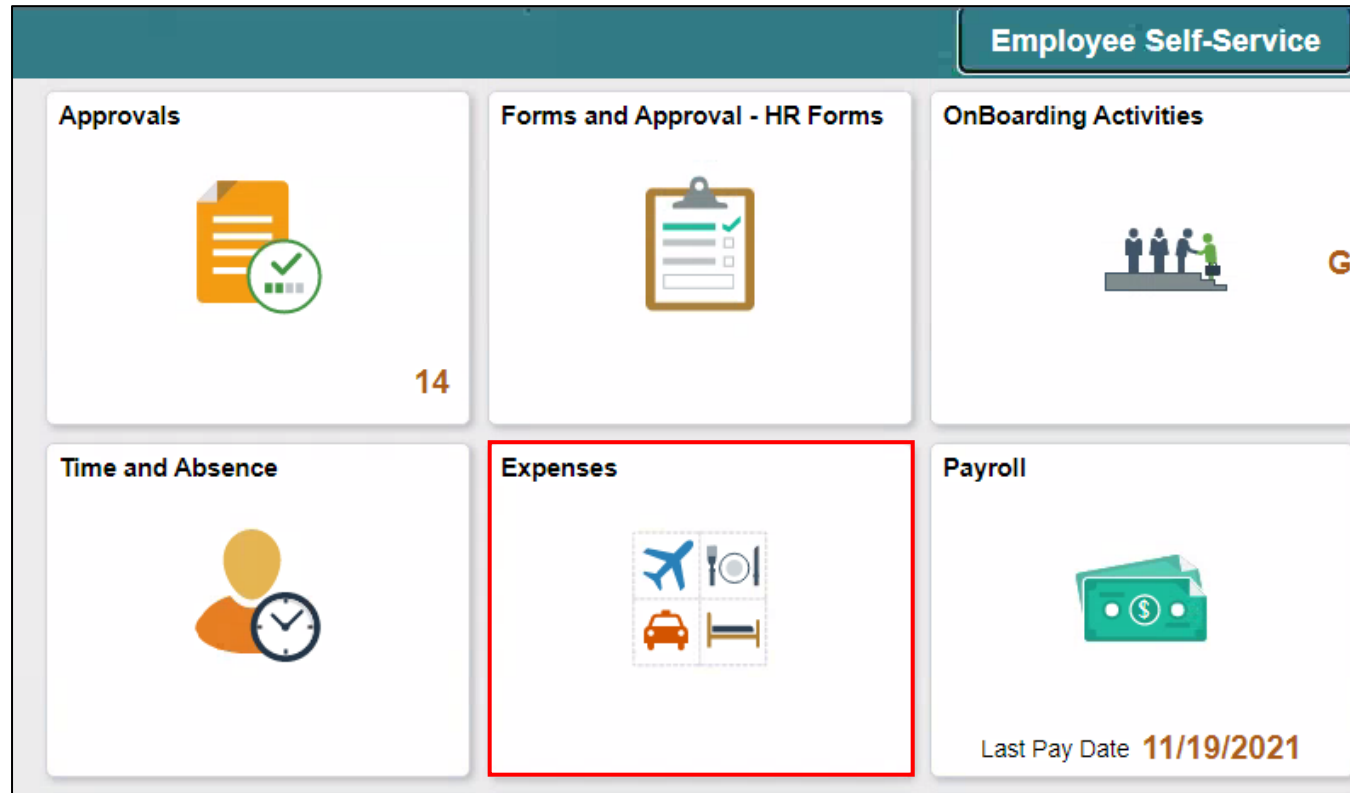
Navigation

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



Navigation, Continued

2. Select **Expenses**.



Purpose and Benefits to Business Process

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

- A Comprehensive understanding of the Reimbursement business processes which include:
 - Creating and submitting an Expense Reports
 - Understanding the Expense report Status (approve, denied, pushback)
- Introducing the Application of INFORMS to end-user

End-to-End Business Process

EXPENSE REPORT BUSINESS PROCESS

Department Employee



Department Employee

The Employee is responsible for preparing and submitting Expense Report.

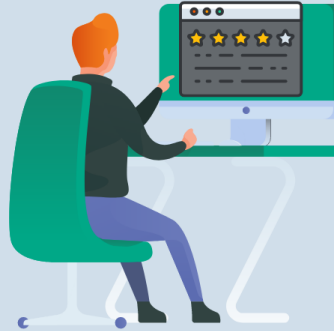
Department Travel Compliance Review



Travel Liaison

Department compliance role responsible for preparing/reviewing, and approving Expense reports. Ensures that Expense report adheres to County Travel Policy and Procedures Manual.

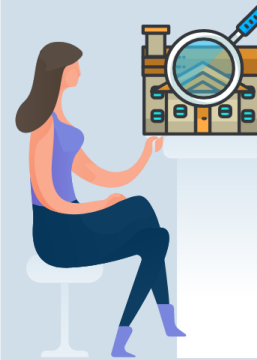
Review/Approve Employee Travel Request



Supervisor

Employee's Direct (Epar) Supervisor responsible for Travel Authorization requests and Expense Reports approval.

Review/Approve Department Travel Request



Department Director

Approver role responsible for reviewing/approving Expense Reports for the Department.

Central Travel and Expense Compliance Review



Central Travel and Expense Processor

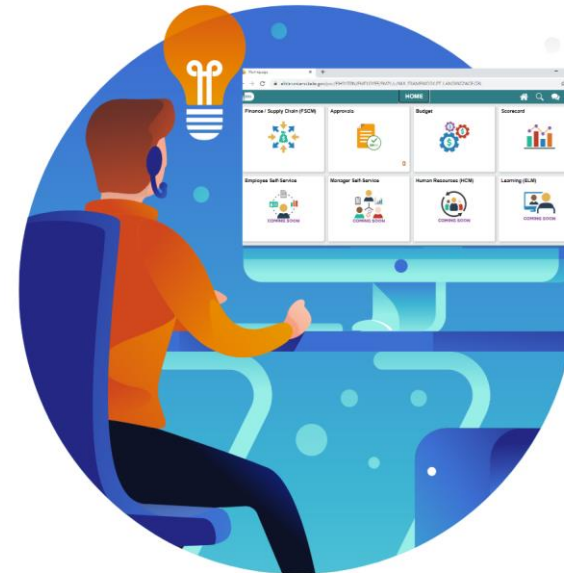
Central compliance role responsible for reviewing and processing Expense Reports. Ensures that Expense Report adheres to County's Travel policy.

Introduction to Activities and Exercises

- You will take part in two types of hands-on learning throughout this course.



Training
Activities



Training
Exercises

Module 1: Course Introduction

Module 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 2: Expense Report

Module Topics

Module Introduction

Lesson 1: Create and Submit Expense Report

Lesson 2: Expense Report Workflow (Process, Approve, Deny, Push Back etc.)

Lesson 1: Create and Submit Expense Report

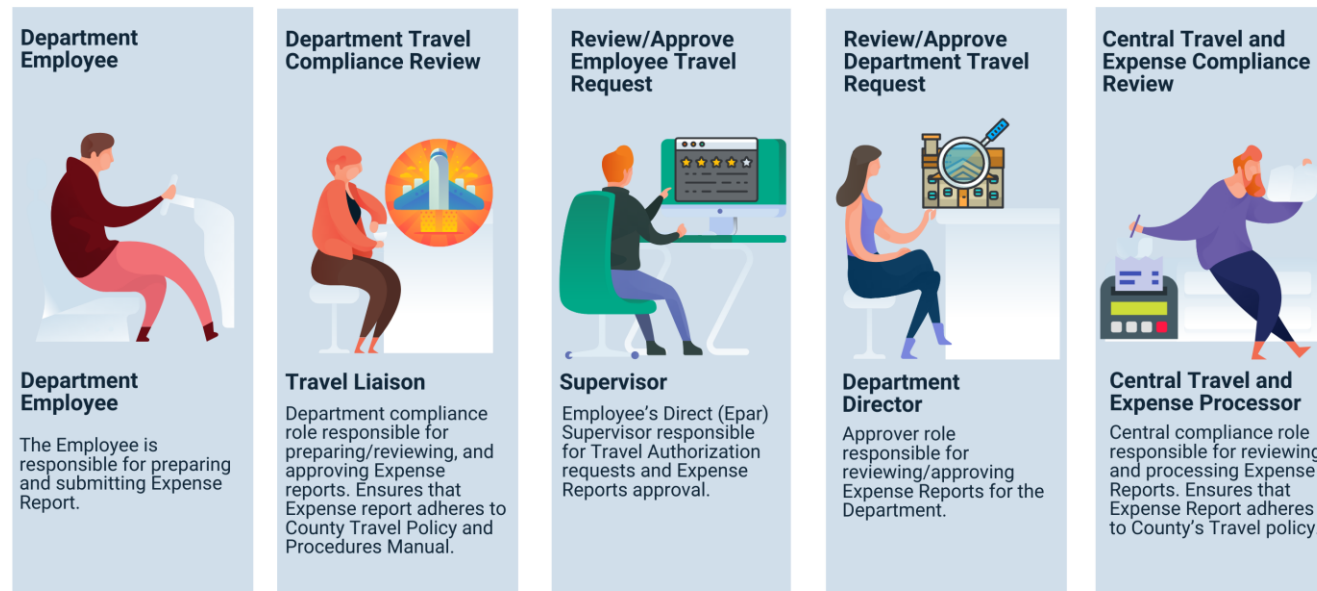
At the conclusion of this lesson, you will be able to:

- 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, Continued

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: Key Terms

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, a 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.

Lesson 1: Create and Submit Expense Report

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



Lesson 1: Create and Submit Expense Report, Continued

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.



The screenshot displays the 'Expense Report' interface. At the top, there is a navigation bar with the 'Expense Report' title and a search icon. Below the navigation bar, the 'Expense Report' section is visible. It contains two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs, there is a search field labeled 'Empl ID' with a magnifying glass icon, also highlighted with a red box. Below the search field, there is a green 'Add' button, also highlighted with a red box. At the bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.

Lesson 1: Create and Submit Expense Report, Continued

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.

The screenshot shows the 'Create Expense Report' page in the 'informs' system. The page has a teal header with the Miami-Dade County logo and the title 'Create Expense Report'. Below the header, there's a 'Test Test' label and a 'Save for Later' button. The main form area includes fields for '*Business Purpose' (set to 'Meeting'), '*Report Description', 'Reference', 'Default Location', and 'Quick Start' (set to '...Populate From'). There's also an 'Attachments' link. Below these fields, there's a section for 'Expenses' with a table. The table has columns for '*Date', '*Expense Type', 'Description', '*Payment Type', '*Amount', and '*Currency'. The first row shows a total of 0.00 USD. The table also has 'Expand All' and 'Collapse All' links. At the bottom, there's another 'Total' row showing 0.00 USD.

Create Expense Report

Test Test ?

*Business Purpose: Meeting

*Report Description:

Reference:

Default Location:

Quick Start: ...Populate From

GO

Attachments

Expenses ?

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total: 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
		254 characters remaining		0.00	USD

Expand All | Collapse All

Total: 0.00 USD

Lesson 1: Create and Submit Expense Report, Continued

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.
 - A **Travel Authorization** opens the **Populate from A Travel Authorization** page which allows copying all data from a **Travel Authorization**, including accounting distributions.
 - 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, Continued

MIAMI-DADE COUNTY

informs

< xpenses

Create Expense Report

Home

Search

Help

Personalize Page

Create Expense Report

Test Test ?

*Business Purpose

Meeting

*Report Description

Reference

Default Location

Attachments

Quick Start

...Populate From

GO

...Populate From

A Template

A Travel Authorization

An Existing Report

Entries from My Wallet

Expenses ?

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

*Date

*Expense Type

Description

254 characters remaining

*Payment Type

*Amount

0.00

*Currency

USD

+

-

Expand All | Collapse All

Total0.00USD

Total0.00USD

Lesson 1: Create and Submit Expense Report, Continued

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

The screenshot shows the 'Create Expense Report' interface. At the top, there's a header with 'MIAMI-DADE COUNTY' and 'informs'. Below the header, the title 'Create Expense Report' is centered. On the right, there are links for 'New Window', 'Help', and 'Personalize Page'. A 'Save for Later' button is also present.

The main form area is titled 'Create Expense Report'. It includes a 'Test Test' link. The 'Quick Start' section has a dropdown menu set to '...Populate From' and a 'GO' button.

The form fields are as follows:

- *Business Purpose: A dropdown menu with 'Meeting' selected.
- *Report Description: A text input field containing 'Business Writing Seminar'.
- Reference: A text input field with a search icon.
- Default Location: A text input field with a search icon.
- Attachments: A link with a plus icon.

Below the form fields, there's an 'Expenses' section. It includes links for 'Expand All' and 'Collapse All', and an 'Add' button with icons for 'My Wallet (0)' and 'Quick-Fill'.

The 'Expenses' table has the following columns:

- *Date: A date picker.
- *Expense Type: A dropdown menu.
- Description: A text input field with a search icon and a note '254 characters remaining'.
- *Payment Type: A dropdown menu.
- *Amount: A text input field with '0.00' entered.
- *Currency: A dropdown menu with 'USD' selected.

At the bottom right, there's a 'Total' row showing '0.00 USD'.

Lesson 1: Create and Submit Expense Report, Continued

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.

The screenshot shows the 'Create Expense Report' interface. At the top, there's a header with 'MIAMI-DADE COUNTY' and 'informs'. The main title is 'Create Expense Report'. Below this, there's a 'Test Test' link and a 'Save for Later' button. The form includes several input fields: '*Business Purpose' (Meeting), '*Report Description' (Business Writing Seminar), and 'Reference'. The 'Default Location' field is set to 'Miami, FL'. A red box highlights the 'Attachments' link. Below the form, there's a section for 'Expenses' with a table. The table has columns for '*Date', '*Expense Type', 'Description', '*Payment Type', '*Amount', and '*Currency'. A red box highlights the attachment icon in the '*Payment Type' column. The total amount is 0.00 USD.

Lesson 1: Create and Submit Expense Report, Continued

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**.

Lesson 1: Create and Submit Expense Report, Continued

8. Provide the relevant expense details in the **Expenses** section, continued.

- **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.

Lesson 1: Create and Submit Expense Report, Continued

MIAMI-DADE COUNTY **informs**

Create Expense Report

*Business Purpose: Meeting Default Location: Miami, FL

*Report Description: Business Writing Seminar

Reference:

Attachments

Expenses ?

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

Total 85.00 USD

*Date: 12/09/2021 *Expense Type: Lodging Description: Hotel stay for business training *Payment Type: Check *Amount: 85.00 *Currency: USD

222 characters remaining

*Billing Type: Internal *Location: Miami, FL *Number of Nights: 1 *Merchant: Preferred Non-Preferred

Receipt Split Itemize Hotel Bill

Default Rate Non-Reimbursable No Receipt

*Exchange Rate: 1.00000000 Base Currency Amount: 85.00 USD

Accounting Details ?

Expand All | Collapse All

Total 85.00 USD

Lesson 1: Create and Submit Expense Report, Continued

9. 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.

MIAMI-DADE COUNTY

informs

Create Expense Report

Accounting Details ?

Chartfields ||>

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Account	Grant
500.00	MDADE	500.00	USD	1.00000000	G1001	FN03020000	1151000000	NO-GRANT

Lesson 1: Create and Submit Expense Report, Continued

10.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.

Create Expense Report

[Save for Later](#) | [Summary and Submit](#)

Arlin Montero ?

*Business PurposeConference

*Report DescriptionCONF

Reference

Default LocationAustin, TX

Authorization ID0000000183

Attachments

Actions

...Choose an Action

GO

Expenses ?

Expand All | Collapse All | Add: | [My Wallet \(0\)](#) | [Quick-Fill](#)

Total105.00USD

*Date04/19/2022

*Expense TypeAir Travel

DescriptionTRAVEL

*Payment TypeCheck

*Amount105.00

*CurrencyUSD

*Billing TypeInternal

*DescriptionMiami, FL

*LocationAustin, TX

Accounting Details ?

248 characters remaining

Receipt Split

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate1.00000000

Base Currency Amount105.00 USD

29

MIAMI-DADE
COUNTY

Lesson 1: Create and Submit Expense Report, Continued

- Enter all necessary information for the new expense.

Expenses ?

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

Total 105.00 USD

*Date: 04/19/2022 *Expense Type: Air Travel Description: TRAVEL *Payment Type: Check *Amount: 105.00 *Currency: USD -

248 characters remaining Receipt Split ☒ Default Rate *Exchange Rate: 1.00000000

*Billing Type: Internal *Description: Miami, FL Base Currency Amount: 105.00 USD

*Location: Austin, TX Accounting Details ?

04/19/2022 0.00 USD + -

254 characters remaining

Expand All | Collapse All

Total 105.00 USD

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, Continued

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

Create Expense Report

Save for LaterSummary and Submit

Arlin Montero ?

*Business PurposeConference

*Report DescriptionCONF

Reference

Default LocationAustin, TX

Authorization ID0000000183

Attachments

Actions...Choose an Action

GO

Expenses ?

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total105.00USD

*Date04/19/2022

*Expense TypeAir Travel

DescriptionTRAVEL

*Payment TypeCheck

*Amount105.00

*CurrencyUSD

Billing TypeInternal

DescriptionMiami, FL

LocationAustin, TX

Accounting Details ?

248 characters remaining

Receipt Split

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate

Base Currency Amount

1.00000000

105.00

USD

Lesson 1: Create and Submit Expense Report, Continued

- 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 Update Screenshot.

Modify Expense Report

***Date** 12/09/2021 ***Expense Type** Lodging **Description** ***Payment Type** Check ***Amount** 10,000.00 ***Currency** USD

***Billing Type** Internal ***Location** Miami, FL ***Number of Nights** 1 ***Merchant** Preferred Non-Preferred

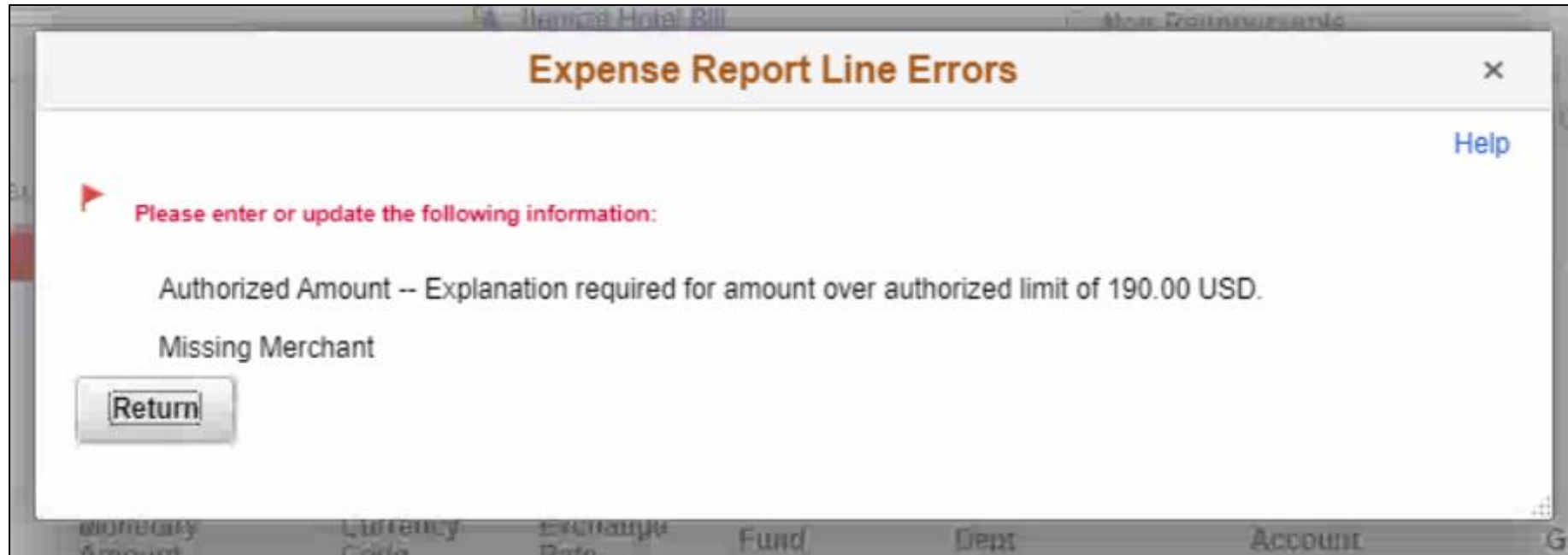
***Exchange Rate** 1.00000000 **Base Currency Amount** 10,000.00 USD

Accounting Details

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Fund	Dept	Account	Grant	PC Bus Unit	Project
10000.00	MDADE	10000.00	USD	1.00000000	G1001	AD02030000	5312100000	NO-GRANT		

Total 10,000.00 USD

Lesson 1: Create and Submit Expense Report, Continued



The image shows a screenshot of a software window titled "Expense Report Line Errors". The window has a close button (X) in the top right corner and a "Help" link. Inside the window, there is a red triangle icon followed by the text "Please enter or update the following information:". Below this, there are two error messages: "Authorized Amount -- Explanation required for amount over authorized limit of 190.00 USD." and "Missing Merchant". At the bottom left of the window, there is a "Return" button. The background of the window shows a table with columns: Monetary Amount, Currency Code, Exchange Rate, Fund, Dept, Account, and Gr.

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, Continued

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

Create Expense Report

Actions: ...Choose an Action **GO**

*Business Purpose: Conference

*Description: CONF

Reference: [Search]

[View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments](#)

Employee Expenses (1 Line)	105.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 105.00 USD Amount Due to Supplier: 0.00 USD

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

Submit Expense Report

Lesson 1: Create and Submit Expense Report, Continued

13. Select **OK**.

Expense Report Submit Confirm

Create Expense Report
Submit Confirmation

Totals ?

Employee Expenses (1 Line)	105.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 105.00 USD Amount Due to Supplier 0.00 USD

OK Cancel

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

Lesson 1: Create and Submit Expense Report, Continued

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.

View Expense Report

Expense Details

Actions

...Choose an Action

GO

Your expense report 0000000306 has been submitted for approval.

Business Purpose

Conference

Report

0000000306

Submission in Process

Description

CONF

Created

05/31/2022

Last Updated

05/31/2022

Post State

Not Applied

Reference

View Printable Version

View Analytics

Notes

Totals ?

Employee Expenses (1 Line)	105.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

105.00 USD

Amount Due to Supplier

0.00 USD

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

Submit Expense Report

Refresh Approval Status

Return to Search

Notify

Lesson 1: Create and Submit Expense Report, Continued

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.

The screenshot displays the 'Create Expense Report' interface in the 'informs' system. The top navigation bar includes the 'informs' logo and links for 'New Window', 'Help', and 'Personalize Page'. The main heading is 'Create Expense Report'. Below this, there's a 'Test Test' link and a 'Save for Later' button. The form is divided into several sections: 'Business Purpose' (Meeting), 'Report Description' (Business Writing Seminar), 'Default Location' (Miami, FL), and 'Reference'. The 'Actions' dropdown menu is highlighted with a red box, showing 'Apply/View Cash Advance(s)' as the selected option. Below this, there's a 'GO' button. The 'Expenses' section is expanded, showing a table with columns for Date, Expense Type, Description, Payment Type, Amount, and Currency. The table contains one row with the following details: Date: 12/09/2021, Expense Type: Lodging, Description: (empty), Payment Type: Check, Amount: 0.00, Currency: USD. There are also links for 'Receipt Split' and 'Itemize Hotel Bill'. The 'Total' amount is 0.00 USD. The 'Exchange Rate' is 1.00000000. The 'Base Currency Amount' is 0.00 USD. The 'Billing Type' is Internal, 'Location' is Miami, FL, 'Number of Nights' is 0, and 'Merchant' is Non-Preferred.

Lesson 1: Create and Submit Expense Report, Continued

Applying a Cash Advance to an Expense Report

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.

MIAMI DADE COUNTY informs

< xpenses Create/Modify

Create Expense Report

Apply Cash Advance(s)

Report ID NEXT

Cash Advance Information

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		<input type="text"/> 0.00 USD

Add Cash Advance Update Totals

Total Advance Applied 0.00 USD

Totals (1 Line) 74.75 USD

Total Due Employee 74.75 USD

OK

Lesson 1: Create and Submit Expense Report, Continued

Applying a Cash Advance to an Expense Report

4. Select **OK** button.

The screenshot displays the 'Create Expense Report' interface with the 'Apply Cash Advance(s)' sub-section. At the top, there's a navigation bar with 'xpress' and 'Create/Modify' options. The main content area shows a 'Report ID' field and a 'NEXT' button. Below this is the 'Cash Advance Information' section, which contains a table with the following data:

*Advance ID	Advance Amount	Balance	Exchange Rate	Total Applied
<input type="text"/>	0.000	0.00		<input type="text"/> 0.00 USD

Below the table are two buttons: 'Add Cash Advance' and 'Update Totals'. Underneath these buttons, a summary is provided:

- Total Advance Applied: 0.00 USD
- Totals (1 Line): 74.75 USD
- Total Due Employee: 74.75 USD

An 'OK' button is located at the bottom left of the form, highlighted with a red box.

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

Lesson 1: Create and Submit Expense Report, Continued

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**

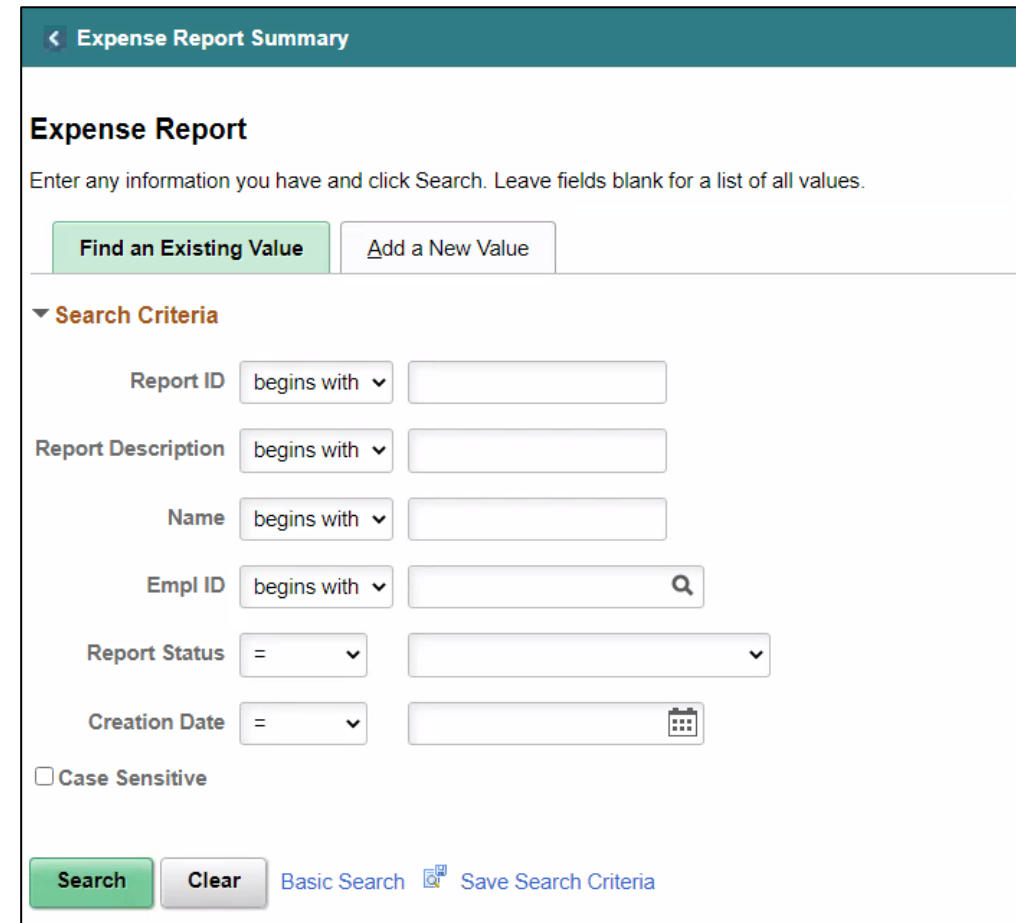
The screenshot displays the 'Expense Report Summary' interface. At the top, there's a teal header with a back arrow and the title 'Expense Report Summary'. Below this, the section 'Expense Report' is shown, followed by a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Two buttons are present: 'Find an Existing Value' (highlighted with a red border) and 'Add a New Value'. Under the 'Search Criteria' section, several search fields are listed: 'Report ID' (dropdown: 'begins with', text input), 'Report Description' (dropdown: 'begins with', text input), 'Name' (dropdown: 'begins with', text input), 'Empl ID' (dropdown: 'begins with', text input with a search icon), 'Report Status' (dropdown: '=', dropdown menu), and 'Creation Date' (dropdown: '=', text input with a calendar icon). A checkbox for 'Case Sensitive' is located below these fields. At the bottom, there are buttons for 'Search' (green), 'Clear' (grey), and links for 'Basic Search' and 'Save Search Criteria'.

Lesson 1: Create and Submit Expense Report, Continued

Updating and Deleting an Expense Report

2. Enter the search criteria.

3. Select **Search**.



The image shows a screenshot of a web application interface titled "Expense Report Summary". Below the title is a section labeled "Expense Report" with the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" (highlighted in green) and "Add a New Value". Below these is a section titled "Search Criteria" with a dropdown arrow. It contains several search fields: "Report ID" with a "begins with" dropdown and a text input; "Report Description" with a "begins with" dropdown and a text input; "Name" with a "begins with" dropdown and a text input; "Empl ID" with a "begins with" dropdown, a text input, and a magnifying glass icon; "Report Status" with an equals sign dropdown, a text input, and another dropdown; and "Creation Date" with an equals sign dropdown, a text input, and a calendar icon. At the bottom left is a checkbox labeled "Case Sensitive". At the bottom are two buttons: "Search" (highlighted in green) and "Clear". To the right of these buttons are the links "Basic Search" and "Save Search Criteria".

Lesson 1: Create and Submit Expense Report, Continued

Updating and Deleting an Expense Report

4. Review the Expense Report details and make the necessary updates.

5. Select **Summary and Submit**.

Travel and Expenses **Modify Expense Report** [New Window](#)

Modify Expense Report [Save for Later](#) **Summary and Submit**

Artin Montero ?

*Business Purpose: Meeting

*Report Description: Shakeout UAT

Reference: LEGAL

Report: 0000000306 Pending

Default Location: Los Angeles, CA

Authorization ID: 0000000173

[Attachments](#)

Actions: ...Choose an Action **GO**

Expenses ?

Expand All | Collapse All Add: | [My Wallet \(0\)](#) | [Quick-Fill](#) Total: 1,999.50 USD

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

Lesson 1: Create and Submit Expense Report, Continued

Updating and Deleting an Expense Report

6. Select the checkbox of the expense policy disclaimer.

7. Select **Submit Expense Report**.

Modify Expense Report

Travel and Expenses

Arin Montero

*Business Purpose: Meeting

*Description: Shakeout UAT

Reference: LEGAL

Report: 000000306 Pending

Created: 04/08/2022 Arin Montero

Last Updated: 04/08/2022 Arin Montero

Post State: Not Applied

Totals

Employee Expenses (7 Lines)	1,751.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	500.00 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: 3,577.60 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

Lesson 1: Create and Submit Expense Report, Continued

Updating and Deleting an Expense Report

8. Select **OK**.

Expense Report Submit Confirm

Help

Expense Report
Submit Confirmation

Arlin Montero

Totals ?

Employee Expenses (7 Lines)	1,751.50 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	500.00 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, Continued

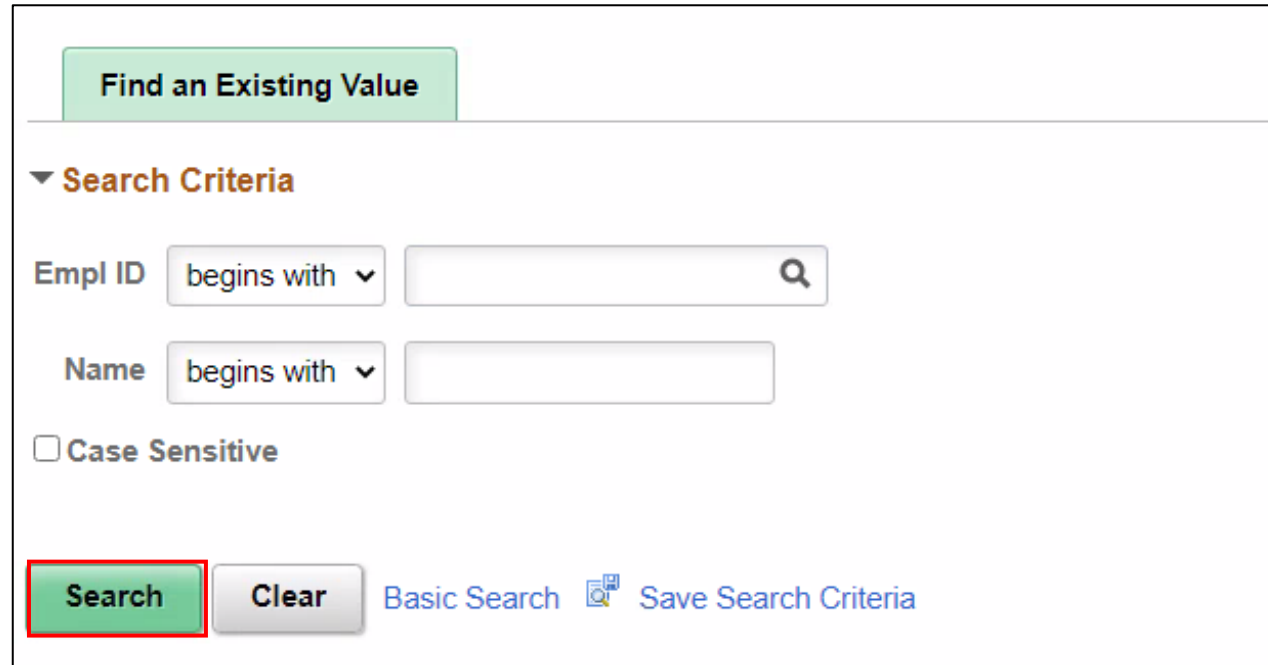
You can delete an existing expense report if it has not yet been submitted for approval or if it has been returned or denied by the approver.

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

Note: An expense report cannot be cancelled.

Lesson 1: Create and Submit Expense Report, Continued

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



The screenshot shows a web interface for finding an existing value. At the top is a green button labeled "Find an Existing Value". Below it is a section titled "Search Criteria" with a dropdown arrow. Under "Search Criteria", there are two rows of input fields. The first row is for "Empl ID" with a dropdown menu set to "begins with" and an empty text box with a magnifying glass icon. The second row is for "Name" with a dropdown menu set to "begins with" and an empty text box. Below these is a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom, there is a green "Search" button (highlighted with a red border), a grey "Clear" button, and two blue links: "Basic Search" and "Save Search Criteria".

Lesson 1: Create and Submit Expense Report, Continued

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

Search Results	
View All < < 1-7 of 7 > >	
Empl ID	Name
00000336	Del Rio,Nieves
00012776	Ochoa,Adrian
00079738	Montero,Arlin A

Lesson 1: Create and Submit Expense Report, Continued

5. Select an Expense Report.

< HOMEDelete

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)

Lesson 1: Create and Submit Expense Report, Continued

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

< HOMEDelete

Travel and Expense

Delete an Expense Report

Arlin Montero

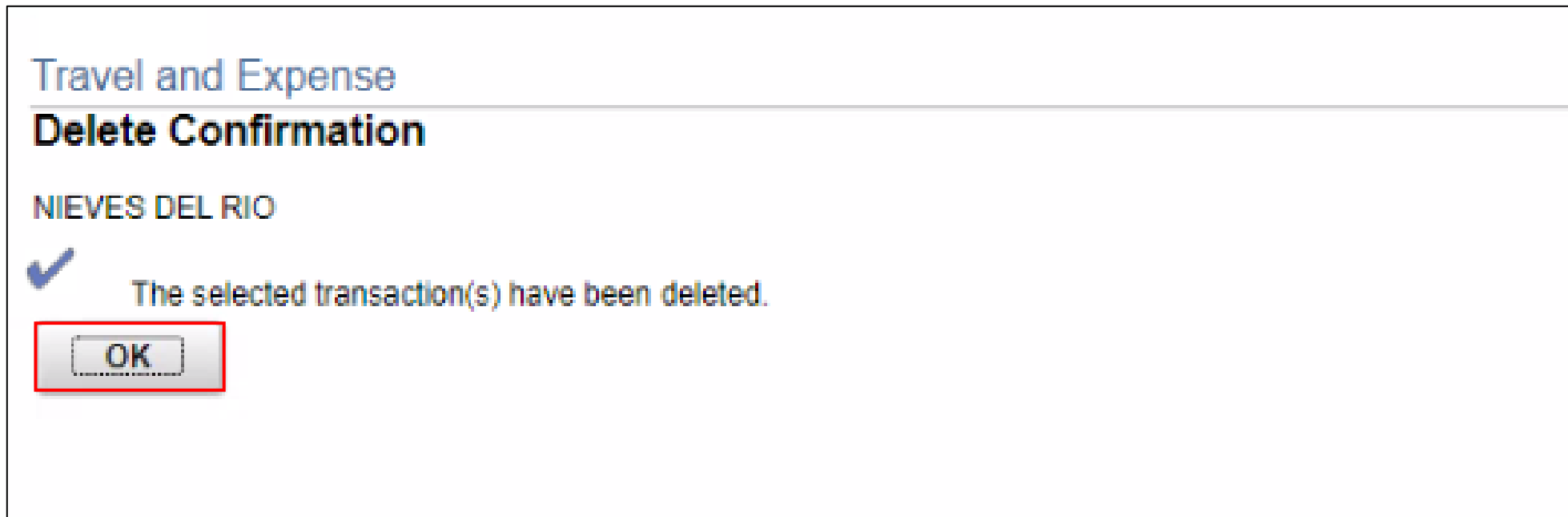
Delete an Expense Report ?

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

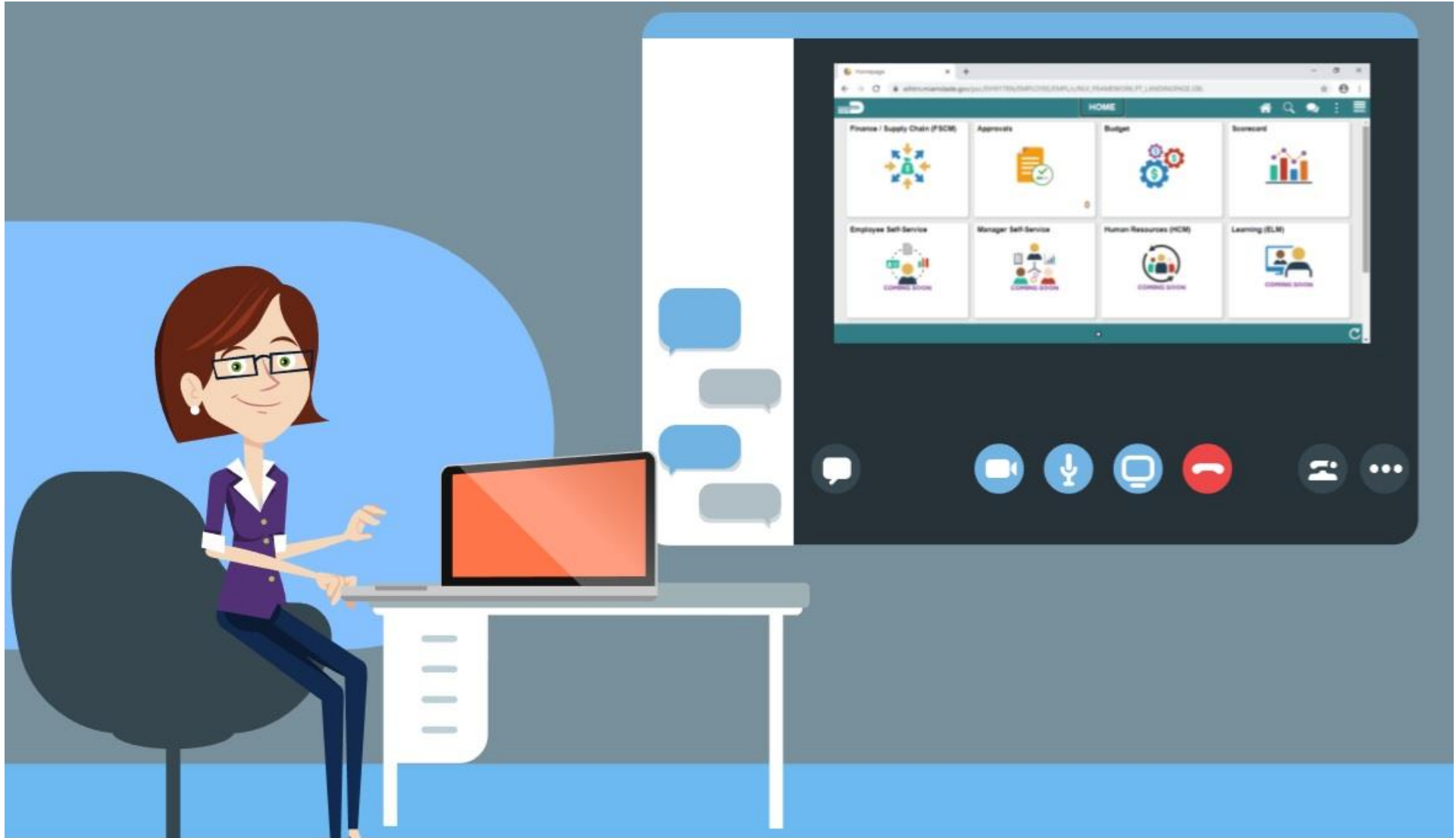
Delete Selected Report(s)

Lesson 1: Create and Submit Expense Report, Continued

7. Select **OK**.



Lesson 1: Activities and Exercises



Lesson 1: Lesson Summary

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

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, Continued

EXPENSE REPORT BUSINESS PROCESS

Department Employee



Department Employee

The Employee is responsible for preparing and submitting Expense Report.

Department Travel Compliance Review



Travel Liaison

Department compliance role responsible for preparing/reviewing, and approving Expense reports. Ensures that Expense report adheres to County Travel Policy and Procedures Manual.

Review/Approve Employee Travel Request



HR Supervisor

Employee's Direct (Epar) Supervisor responsible for Travel Authorization requests and Expense Reports approval.

Review/Approve Department Travel Request



Department Director

Approver role responsible for reviewing/approving Expense Reports for the Department.

Central Travel and Expense Compliance Review



Central Travel and Expense Processor

Central compliance role responsible for reviewing and processing Expense Reports. Ensures that Expense Report adheres to County's Travel policy.

Lesson 2: Key Terms

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.
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.

Lesson 2: Key Terms, Continued

Term	Definition
Payment Type	The way in which funds are reimbursed to the employee. For example, payroll or P-Card.
Billable	A chargeable expense. Defaulted to 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

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.

Lesson 2: Expense Report Workflow, Continued

1. Navigation: **NavBar > Finance / Supply Chain > Travel and Expenses > Approve Transactions > Approve Transactions.**
2. Select the **Expense Report** tab. Select **Expense report** you want to process by checking the box.

The screenshot shows the 'Approve Transactions' interface. At the top, there's a navigation bar with 'HOME' and 'Approve Transactions'. Below this, a series of tabs are visible: 'Overview', 'Expense Reports' (highlighted with a red box), 'Time Reports', 'Time Adjustments', 'Travel Authorizations', and 'Errors'. Under the 'Expense Reports' tab, there's a 'Search Pending Transactions' section with a search bar and a 'Search' button. Below that, there's a 'Change Sort Order' section with a 'Select All' checkbox and a 'Clear All' button. The main section is titled 'Transactions to Approve' and contains a table with the following columns: 'Select', 'Total Amount', 'Curr', 'Budget Status', 'Name', 'Employee ID', 'Description', 'Transaction ID', 'Vacation Combined with Trip', 'Date Submitted', 'Status', and 'Role'. The first row of the table is highlighted with a red box around the 'Select' checkbox. The data for this row is: '8.10', 'USD', 'Valid', 'MONTERO, ARLIN', '00079738', 'approve', '0000000192', '06/10/2021', 'On Hold', and 'HR Supervisor'. Below the table, there's a 'Comments' section with a text area and a 'Send' button. At the bottom, there's a footer with navigation links: 'Overview', 'Expense Reports', 'Time Reports', 'Time Adjustments', 'Travel Authorizations', and 'Errors'.

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		06/10/2021	On Hold	HR Supervisor

Lesson 2: Expense Report Workflow, Continued

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

The screenshot displays the 'Approve Transactions' page in the 'informs' system. The page includes a navigation bar with tabs for Overview, Expense Reports, Time Reports, Time Adjustments, Travel Authorizations, and Errors. Below the navigation bar is a search section for pending transactions, followed by a section to change sort order. The main section, 'Transactions to Approve', contains a table with the following data:

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		06/10/2021	On Hold	HR Supervisor

Below the table, there are buttons for 'Select All', 'Clear All', 'Approve', 'Reviewed', 'Send Back', 'Hold', 'Refresh List', and 'Budget Check'. At the bottom, there is a 'Comments' section with a text area and a 'Send' button.

Lesson 2: Expense Report Workflow, Continued

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

Lesson 2: Expense Report Workflow, Continued

MIAMI-DADE COUNTY

informs

[Overview](#)

Approve Expense Report - Expense Summary

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

Approve Expense Report - Expense Summary

ARLIN MONTERO

Actions

Business Purpose	Mileage Only	Report	0000000192	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. Report is ready for Approval/Posting.		

[View Analytics](#) [Notes](#) [Attachments](#)

Totals [?](#)

Employee Expenses (1 Line)	8.10 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee	8.10 USD	Amount Due to Supplier	0.00 USD
------------------------	----------	------------------------	----------

Approval History

Submitted
ARLIN MONTERO

HR Supervisor
JOAQUIN BELLO

Central Finance EX Processor
WALDO GARCIA

Payment

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

Comments

Lesson 2: Expense Report Workflow, Continued

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

Approve Expense Report - Expense Summary

ARLIN MONTERO

Business Purpose: Mileage Only
Description: approve
Reference: GR01
Budget Status: Valid

Report: 000000192 On Hold
Created: 06/10/2021 ARLIN MONTERO
Last Updated: 06/10/2021 JOAQUIN BELLO

Budget Options Budget Checking completed. Report is ready for Approval/Posting.

View Analytics Notes Attachments

Totals

Employee Expenses (1 Line)	8.10 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee: 8.10 USD Amount Due to Supplier: 0.00 USD

Approval History

Submitted ARLIN MONTERO → HR Supervisor JOAQUIN BELLO → Central Finance EX Processor VALDO GARCIA → Payment

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

Comments

Lesson 2: Expense Report Workflow, Continued

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.)

MIAMI-DADE COUNTY

Overview

Approve Expense Report - Expense Summary

informs

New Window | Help | Personalize Page

Approve Expense Report - Expense Summary

ARLIN MONTERO

Business Purpose Mileage Only

Description approve

Reference GR01

Budget Status Valid

Budget Options

Report 0000000192 On Hold

Created 06/10/2021 ARLIN MONTERO

Last Updated 06/01/2022 JOAQUIN BELLO

Budget Checking completed. Report is ready for Approval/Posting.

View Analytics

Notes

Attachments

Actions

...Choose an Action

...Choose an Action

Export to Excel

View Exception Comments

GO

Lesson 2: Expense Report Workflow, Continued

The Expense Summary page contains additional information

- Approval History
- Comments
- Expense Line

Approval History

Submitted
ARLIN MONTERO

HR Supervisor
JOAQUIN BELLO

Central Finance EX Processor
WALDO GARCIA

Payment

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

Comments

Approve

Send Back

Hold

Deny

Expense Line ?

Expense Line Items

1-1 of 1

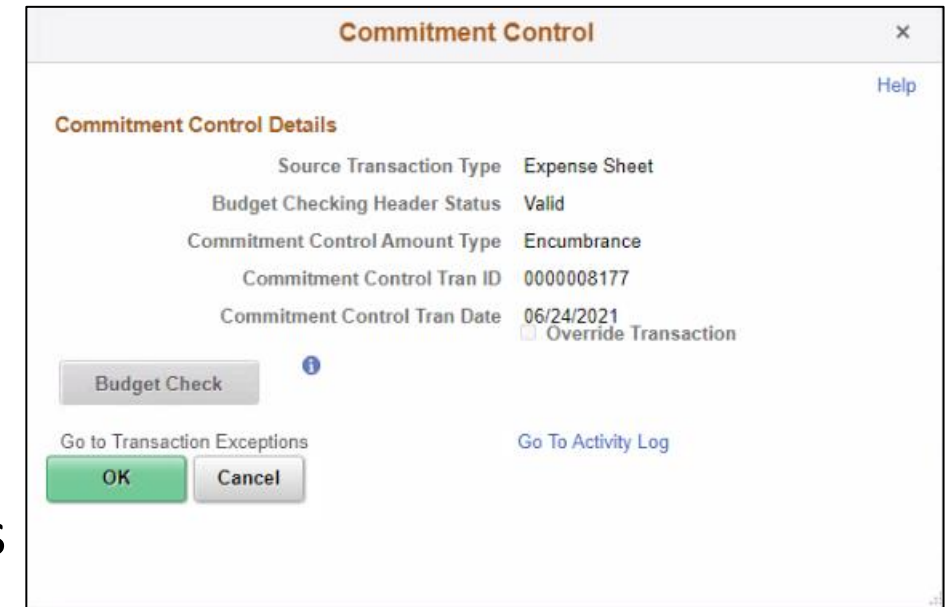
Date	Expense Type	Description	Reimburse Amt	Currency		Approve
06/10/2021	Mileage	test	8.10	USD		

Lesson 2: Expense Report Workflow, Continued

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 screenshot shows a 'Commitment Control' window with a title bar containing a close button (X) and a 'Help' link. The window is divided into two main sections. The top section, titled 'Commitment Control Details', contains a table with the following information:

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 table, there is a 'Budget Check' button with an information icon (i) to its right. At the bottom of the window, there are two buttons: 'Go to Transaction Exceptions' (with 'OK' and 'Cancel' sub-buttons) and 'Go To Activity Log'.

Lesson 2: Expense Report Workflow, Continued

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.

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 or Approval/Posting.**

The screenshot shows a 'Commitment Control' dialog box with a title bar containing a close button (X) and a 'Help' link. The main content area is titled 'Commitment Control Details' and contains the following information:

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, there is a 'Budget Check' button, an information icon (i), and two links: 'Go to Transaction Exceptions' and 'Go To Activity Log'. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangular border.

Lesson 2: Expense Report Workflow, Continued

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 approves the expense report. After the last approval, the status changes to **Approved for Payment** and the employee expense report is ready for payment processing.

Approval History

Submitted
ARLIN MONTERO

HR Supervisor
JOAQUIN BELLO

Central Finance EX Processor
WALDO GARCIA

Payment

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

Comments

Approve

Send Back

Hold

Deny

Lesson 2: Expense Report Workflow, Continued

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.

Lesson 2: Expense Report Workflow, Continued

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

The screenshot shows the 'Save Confirmation' dialog box in the INFORMS system. The dialog is titled 'Save Confirmation' and contains the following information:

- Approve Expense Report**
- Submit Confirmation**
- Report ID: 000000192
- ARLIN MONTERO
- Totals (with a help icon):

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

Below the table, there is a checked checkbox and the text: 'This report will be approved.'

At the bottom of the dialog, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

The background shows the 'Overview' page of the system, with sections for 'Approval History', 'Comments', and 'Expense Line'. The 'Expense Line' section shows a single item: 'Mileage' for the date '06/10/2021'.

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

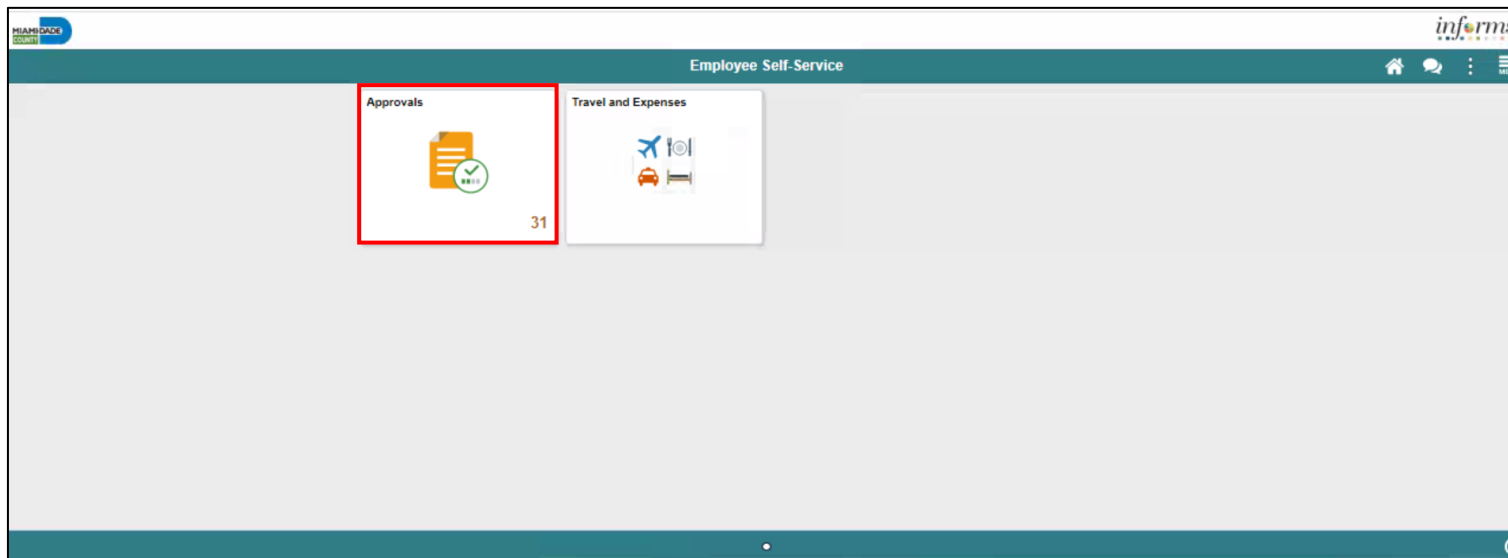
Lesson 2: Expense Report Workflow, Continued

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 are limited. We suggest to use the navigation on the steps above

1. Employee Self Service > Travel and Expenses > Approvals.



Lesson 2: Expense Report Workflow, Continued

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.

The screenshot shows the 'Pending Approvals' interface in the informs system. The sidebar on the left has a 'View By' dropdown set to 'Type'. Below it are three filter options: 'All' (25), 'Cash Advance' (1), and 'Expense Report' (1). The 'Expense Report' filter is highlighted with a red box. The main area displays a table with one row: 'Expense Report' (8.10 USD) by Arlin Montero - 0000000192 / approve. The row is highlighted with a red box. The status is 'Routed' and the date is '06/10/2021'. There are 'Approve', 'Deny', and 'More' buttons at the top right. Below the table is an 'Approver Comments' section.

Expense Report	Transaction ID	Status	Date
Expense Report	8.10 USD	Routed	06/10/2021

Lesson 2: Expense Report Workflow, Continued

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

MIAMI-DADE COUNTY

informs

Pending Approvals

View By Type

All 25

Cash Advance 1

Expense Report 1

Travel Authorization 23

Expense Report 1 row

☐ Expense Report 8.10 USD Arlin Montero - 0000000192 / approve Routed 06/10/2021

Approver Comments

Approve Deny More

Lesson 2: Expense Report Workflow, Continued

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

The screenshot displays the 'Pending Approvals' interface. On the left, a sidebar lists approval types: 'All' (25), 'Cash Advance' (1), 'Expense Report' (1), and 'Travel Authorization' (23). The 'Expense Report' is selected. The main area shows a 'Mass Approve' dialog box with a 'Submit' button highlighted in red. The dialog box contains a text area for 'Approver Comments' and a summary of the request(s) to be approved.

You are about to approve the following 1 request(s).	
Expense Report	Routed
8.10 USD	06/10/2021
Arlin Montero - 0000000192 / approve	

Lesson 2: Expense Report Workflow, Continued

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

Pending Approvals

View By: Type

- All (25)
- Cash Advance (1)
- Expense Report (1)**
- Travel Authorization (23)

Expense Report 1 row

<input checked="" type="checkbox"/>	Expense Report 8.10 USD	Arlin Montero - 0000000192 / approve	Routed 06/10/2021
-------------------------------------	-----------------------------------	--------------------------------------	----------------------

Approver Comments

Buttons: Approve, **Deny**, More

Lesson 2: Expense Report Workflow, Continued

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

The screenshot displays the 'Pending Approvals' section of the 'informs' system. A 'Mass Deny' modal is open, allowing the user to deny multiple requests. The modal features a 'Cancel' button, a 'Submit' button (highlighted with a red box), and a text area for 'Approver Comments' (also highlighted with a red box). The background shows a list of pending requests, including an 'Expense Report' for 8.10 USD.

Pending Approvals

View By Type

- All 25
- Cash Advance 1
- Expense Report 1
- Travel Authorization 23

Expense Report

- ☐ Expense Report 8.10 USD
- ☒ Expense Report 8.10 USD

Approver Comments

Mass Deny

Submit

Approver Comments

You are about to deny the following 1 request(s).

Expense Report	Routed
8.10 USD	06/10/2021
Arlin Montero - 0000000192 / approve	

Lesson 2: Expense Report Workflow, Continued

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



The screenshot displays the 'Pending Approvals' section of the 'informs' system. On the left, a sidebar lists transaction types: 'All' (25), 'Cash Advance' (1), 'Expense Report' (1), and 'Travel Authorization' (23). The 'Expense Report' is selected. The main area shows a table with one entry: 'Expense Report' for 'Arlin Montero - 0000000192 / approve' with a value of '8.10 USD'. Above the table are buttons for 'Approve', 'Deny', and 'More'. The 'More' button is highlighted with a red box, and a dropdown menu is open showing 'Sendback' and 'Hold' options. The 'Sendback' option is also highlighted with a red box. Below the table is a section for 'Approver Comments'.

Lesson 2: Expense Report Workflow, Continued

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

The screenshot displays the 'Pending Approvals' section of the 'informs' system. A 'Mass Sendback' modal is open, allowing the user to send back one or more requests. The modal features a 'Cancel' button, a 'Submit' button (highlighted with a red box), and a text area for 'Approver Comments' (also highlighted with a red box). The background shows a sidebar with 'Expense Report' selected and a table of pending requests.

View By	Type	Count
All		25
Cash Advance		1
Expense Report		1
Travel Authorization		23

Expense Report

- ☒ Expense Report 8.10 USD

Approver Comments

Mass Sendback

Submit

Approver Comments

You are about to send back the following 1 request(s).

Request	Status	Date
Expense Report 8.10 USD	Routed	06/10/2021

Arlin Montero - 0000000192 / approve

Lesson 2: Expense Report Workflow, Continued

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

The screenshot displays the 'Pending Approvals' section of the inform system. On the left, a sidebar lists transaction types: 'All' (25), 'Cash Advance' (1), 'Expense Report' (1), and 'Travel Authorization' (23). The 'Expense Report' item is selected. The main panel shows details for an 'Expense Report' transaction: a checked checkbox, the text 'Expense Report 8.10 USD', and the user 'Arlin Montero - 0000000192 / approve'. Below this is a section for 'Approver Comments'. On the right, there are buttons for 'Approve', 'Deny', and 'More'. The 'More' button is clicked, opening a dropdown menu with 'Sendback' and 'Hold' options. The 'Hold' button is highlighted with a red rectangular box.

Lesson 2: Expense Report Workflow, Continued

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

Pending Approvals

View By Type

- All (25)
- Cash Advance (1)
- Expense Report (1)
- Travel Authorization (23)

Expense Report

☐ Expense Report 8.10 USD

Approver Comments

Mass Hold

Approver Comments

You are about to hold the following 1 request(s).

Expense Report	Routed
8.10 USD	06/10/2021
Arlin Montero - 0000000192 / approve	

1 row

Routed 06/10/2021

Lesson 2: Activities and Exercises



Lesson 2: Lesson Summary

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)

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), Continued

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

Department Employee



Department Employee

The Department Employee is responsible for preparing and submitting Expense Reports.

Review/Approve Employee Expense Report



HR Supervisor

Employee's Direct (Epar) Supervisor responsible for Travel Authorization requests and Expense Reports approval

Central Travel and Expense Compliance Review



Central Expense Processor

Central compliance role responsible for reviewing/approving expense reports. Ensures that expense report adheres to County's Travel policy

Lesson 3: Key Terms

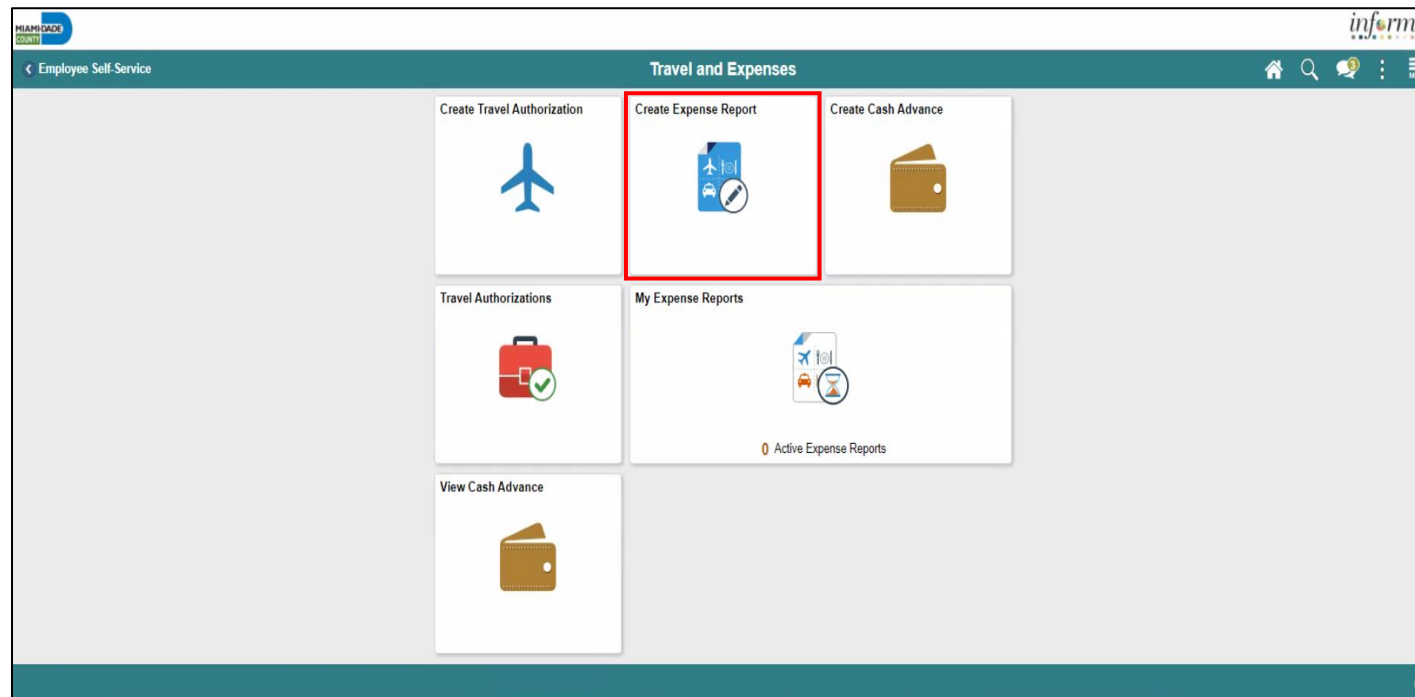
Term	Definition
Expense Report	Detailed list of business expenses incurred and submitted for reimbursement.
Cash Advance	When an employee uses a cash advance for business purposes and submits an expense report, the advance offsets some or all of the expenses the employee submits on the expense report.
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.
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 reimbursed to the employee. For example, payroll or P-Card.
Billable	A chargeable expense. Defaulted to Internal.

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

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:

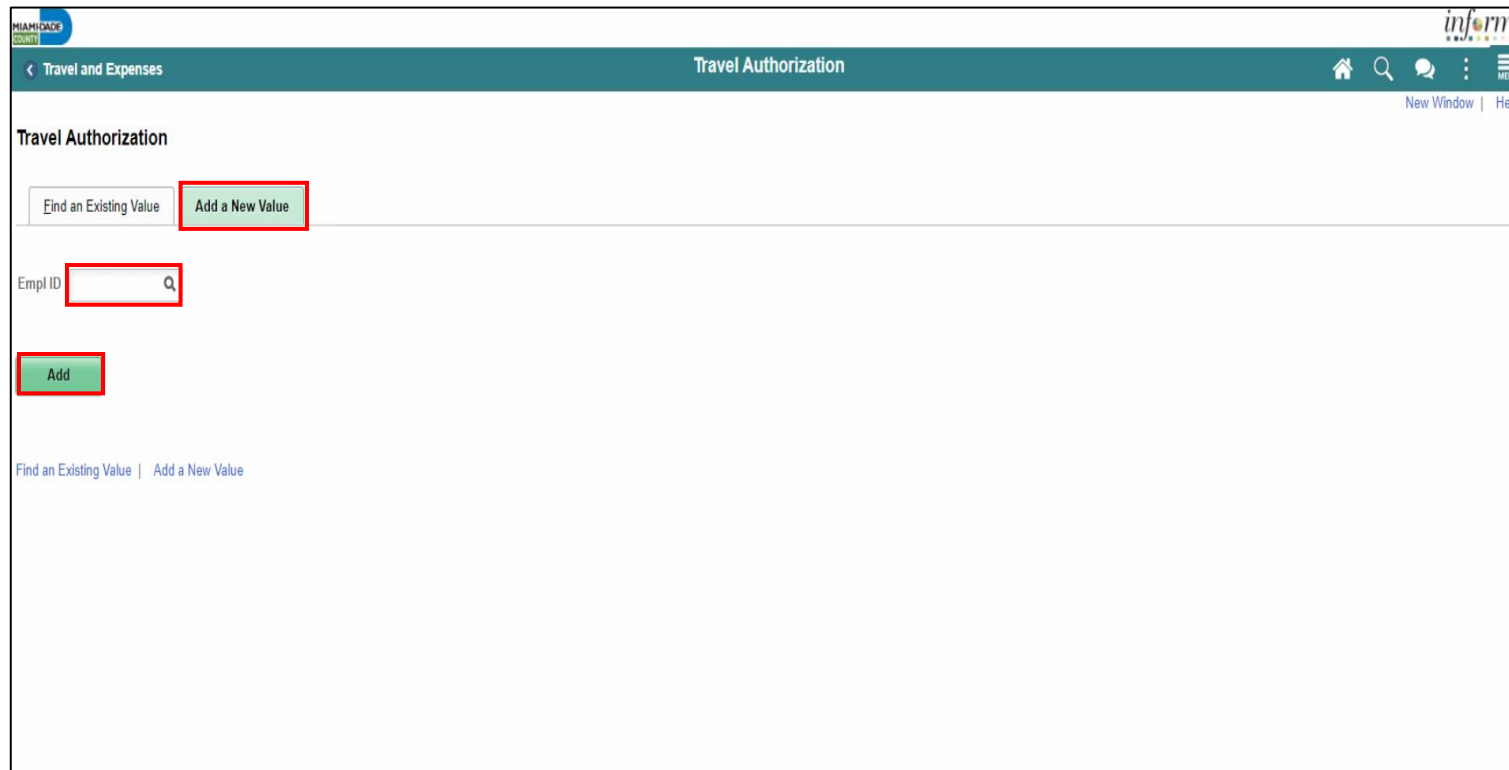
1. Navigate to **Employee Self Service > Travel and Expense > Create Expense Report.**



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

Create and Submit Expense Report – Mileage Only

2. Select **Add a New Value**.
3. Search Employee ID and Select **Add**.



The screenshot shows the 'Travel Authorization' form in the 'informs' system. The form is titled 'Travel Authorization' and has a header bar with the 'informs' logo and navigation icons. Below the header, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box. Below these buttons, there is a text input field labeled 'Empl ID' with a search icon (magnifying glass) to its right. The input field is also highlighted with a red box. Below the input field, there is a green button labeled 'Add', which is also highlighted with a red box. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

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

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

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

Create and Submit Expense Report – Mileage Only

MIAMI-DADE COUNTY **inform**

[Travel and Expenses](#) **Create Expense Report** [New Window](#) [Help](#) [Personalize Page](#)

Create Expense Report [Save for Later](#) [Summary and Submit](#)

ARLIN MONTERO (?)

*Business Purpose Default Location Quick Start

*Report Description

Reference [Attachments](#)

Expenses (?) [Expand All](#) [Collapse All](#) [Add:](#) [My Wallet \(0\)](#) [Quick-Fill](#) **Total** **0.00** **USD**

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/> 254 characters remaining	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

[Expand All](#) [Collapse All](#) **Total** **0.00** **USD**

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

Create and Submit Expense Report – Mileage Only

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), Continued

Create and Submit Expense Report – Mileage Only

Expenses ?

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total83.25USD

*Date06/13/2022

*Expense TypeMileage

*DescriptionTravel

*Payment TypeCheck

248 characters remaining

*Amount83.25

*CurrencyUSD

+ -

*Billing TypeInternal

*Destination LocationOrlando,FL

*Miles150.00 x 0.5550

*Exchange Rate1.00000000

Base Currency Amount83.25 USD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

> Accounting Details ?

Expand All | Collapse All

Total83.25USD

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

Create and Submit Expense Report – Mileage Only

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

Expenses ?

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

Total 83.25 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	+ -
06/13/2022	Mileage	Travel 248 characters remaining	Check	83.25	USD	
*Billing Type Internal		<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt		1.00000000		
*Destination Location Orlando, FL		*Exchange Rate		Base Currency Amount	83.25 USD	
*Miles 150.00 x 0.5550						
Accounting Details ?						

Expand All | Collapse All

Total 83.25 USD

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

Create and Submit Expense Report – Mileage Only

7. Select the attachment icon to add attachments.

Expenses ?

Expand All | Collapse All

Add: | My Wallet (0) | Quick-Fill

Total83.25USD

*Date06/13/2022

*Expense TypeMileage

*DescriptionTravel

*Payment TypeCheck

*Amount83.25

*CurrencyUSD

+ -

248 characters remaining

*Billing TypeInternal

*Destination LocationOrlando, FL

*Miles150.00 x 0.5550

Accounting Details ?

☒ Default Rate

☐ Non-Reimbursable

☐ No Receipt

*Exchange Rate1.00000000

Base Currency Amount83.25 USD

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

Create and Submit Expense Report – Mileage Only

8. Select **Add Attachment**.

The screenshot shows the 'Create Expense Report' interface for a Mileage report. A modal titled 'Expense Line Attachments' is open, displaying details for a report with ID 'NEXT', Date '06/13/2022', Expense Type 'Mileage', and Amount '83.25 USD'. The modal includes a 'Details' section with a table showing one attachment. Below the table, a message states: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' The 'Add Attachment' button is highlighted with a red box. The background interface shows various input fields for the expense report, including Business Purpose, Report Description, Date, Miles, and Accounting information.

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK Cancel

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

Create and Submit Expense Report – Mileage Only

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

Expense Line Attachments

Report IDNEXT

Date06/13/2022

Expense TypeMileage

Amount83.25 USD

Details

1-1 of 1

View All

File Name	Description	User	Name	Date/Time Stamp	
Mileage.PNG					

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

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

Create and Submit Expense Report – Mileage Only

10. Select **OK**.

Expense Line Attachments

Report IDNEXT

Date06/13/2022

Expense TypeMileage

Amount83.25 USD

Details

1-1 of 1

View All

File Name	Description	User	Name	Date/Time Stamp	
Mileage.PNG					

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

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

Create and Submit Expense Report – Mileage Only

11. Select Summary and Submit.

MIAMI-DADE COUNTY **inform**

Create Expense Report

ARLIN MONTERO ?

Create Expense Report [Save for Later](#) **Summary and Submit**

***Business Purpose** Mileage Only **Default Location** Orlando,FL **Actions** ...Choose an Action **GO**

***Report Description** Travel **Attachments**

Reference

Expenses ?

[Expand All](#) | [Collapse All](#) **Add:** | [My Wallet \(0\)](#) | [Quick-Fill](#) **Total** 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency	
06/13/2022	Mileage	Travel	Check	0.00	USD	+ -
248 characters remaining						
*Billing Type Internal						
*Destination Location Orlando,FL						
*Miles 150 x 0.5550						
Accounting Details ?						
*Exchange Rate 1.00000000 Refresh Download						
Base Currency Amount 0.00 USD						
Total 0.00 USD						

[Expand All](#) | [Collapse All](#)

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

Create and Submit Expense Report – Mileage Only

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

13. Select **OK**.

Create Expense Report

Save for Later | Expense Details

ARLIN MONTERO

Actions ...Choose an Action GO

*Business Purpose Mileage Only

*Description Travel

Reference

Totals ? View Printable Version View Analytics Notes Attachments

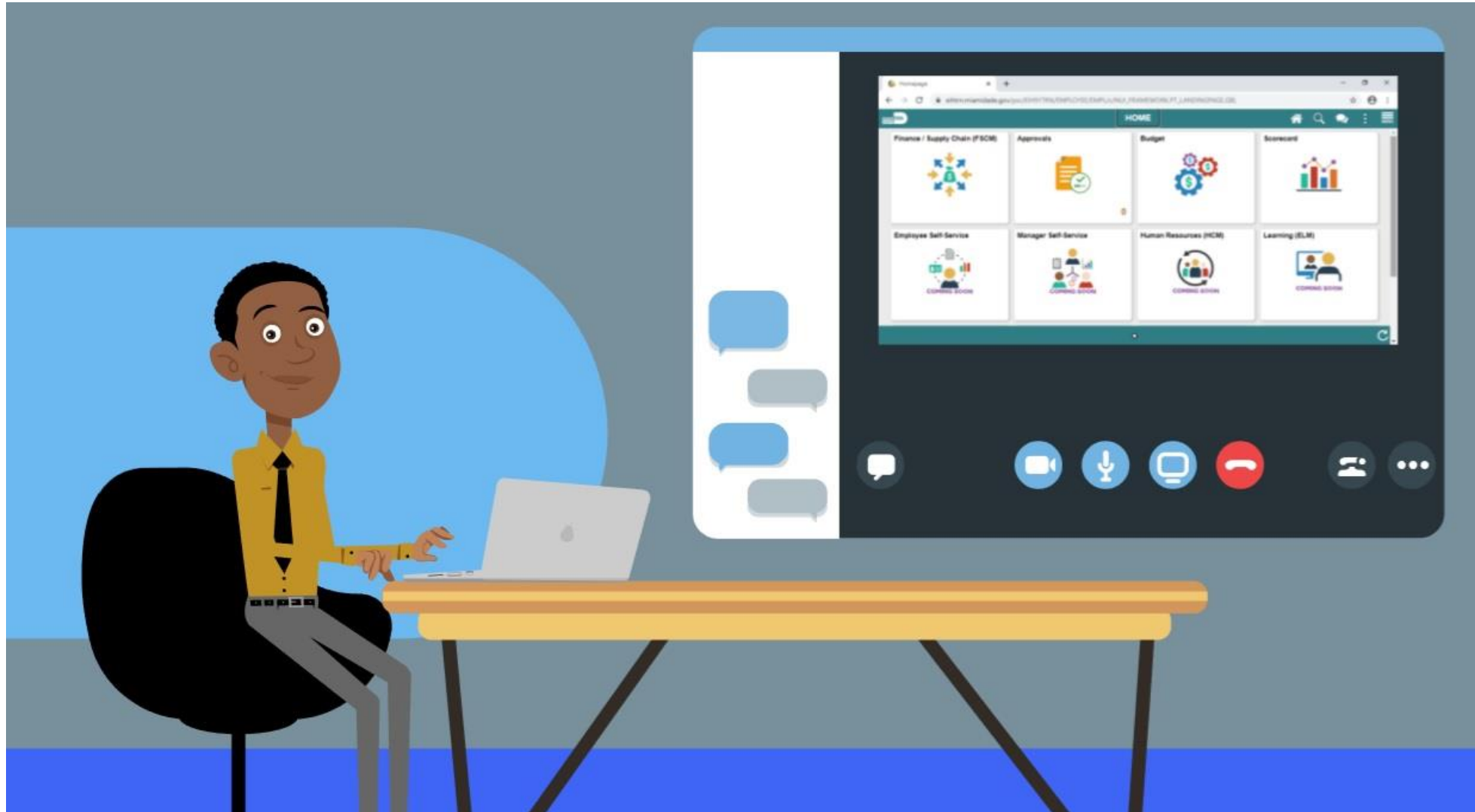
Employee Expenses (1 Line)	83.25 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 83.25 USD Amount Due to Supplier 0.00 USD

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

Submit Expense Report

Lesson 3: Activities and Exercises



Lesson 3: Lesson Summary

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

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

Module 3: Course Summary

Module Topics

Course Content Summary

Additional Training and Job Aids

Course Summary

Course Content Summary

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

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

For more information on INFORMS, please visit www.miamidade.gov/informs

Additional Training and Job Aids

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, be sure to visit:

- www.miamidade.gov/informs



Congratulations on successfully completing the Expense Report course!

FIN 215: Travel & Expense: Expense Report