

EX.010.032 - Creating a Public Expense Report Template

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| Purpose | <ul style="list-style-type: none"> • Identify the reasons for creating a public expense report template. • Identify what the effective date should be for public templates. • Create a public expense report template. |
| Description | <p>To reduce time and errors in preparing expense reports, users can create templates that reflect typical combinations of expense items. The system administrator sets up public templates for all employees to use. Employees set up user templates for their own personal use.</p> <p>For instructions on how to set up private expense reports templates, see business process EX.010.031.</p> |
| Security Role | BOR_EX_SETUP_CONFIG |
| Dependencies/ Constraints | None |
| Additional Information | None |

Procedure

Below are step-by-step instructions on how to create a public expense report template to include Breakfast, Lunch and Dinner.

| Step | Action |
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| 1. | Click the NavBar icon. |
| 2. | Click the Menu link. |
| 3. | Click the Set Up Financials/Supply Chain link. |
| 4. | Click the Product Related link. |
| 5. | Click the Expenses link. |
| 6. | Click the Management link. |
| 7. | Click the Template link. |
| 8. | To alter an existing public template, search for that template in the Find an Existing Value Tab. To create a new public template, click the Add a New Value tab. |
| 9. | Click the Add a New Value tab. |
| 10. | Click the Look up SetID button. |
| 11. | Select SetID from the list option. |
| 12. | Enter " MEALS " in the Document Template field. |
| 13. | Click the Template Type list. |
| 14. | Click the Expense Report list item. |
| 15. | Click the Add button. |
| 16. | The effective date should be changed to 01/01/1901 for consistency purposes. Enter " 01/01/1901 " in the Effective Date field. |
| 17. | Enter " Meals Only " in the Description field. |
| 18. | Enter " MEALS " in the Short Description field. |
| 19. | Click the Expense Type list. |
| 20. | Click the Breakfast list item. |
| 21. | Click the Add a new row button at the end of the first row. |
| 22. | Click the Expense Type list for row 2. |
| 23. | Click the Lunch list item. |
| 24. | Click the Add a new row button at the end of row 2. |
| 25. | Click the Expense Type list item for row 3. |
| 26. | Click the Dinner list item. |
| 27. | Click the Save button. |