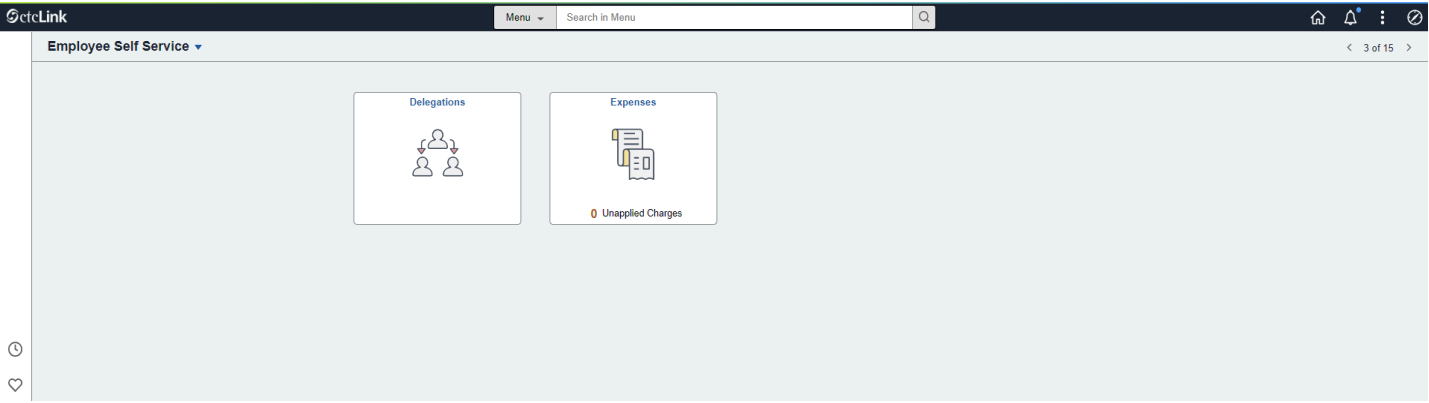


Financials Employee Self Service Homepage

Purpose: Use this document to become acquainted with the various tiles associated with the FSCM Finance Employee Self-Service Homepage.

Audience: All Staff



Delegations

Create Delegation Request

Delegation Request

1

Delegation Dates

2

Proxies

3

Transactions

4

Review and Submit

Next

Step 1 of 4: Delegation Dates

*Start Date

07/10/2023

End Date

Leave blank for open-ended delegations

*Comment

My Delegates

Delegations

My Delegates

Active

Accepted

Ended

Rejected

Revoked

Submitted

My Delegated Authorities

My Delegated Authorities			
<div>ActiveAcceptedEndedRejectedRevokedSubmitted</div>			
<div>AcceptReject<div>Q↻</div></div>			
Transactions	Delegator	Start Date / End Date	Request Status
<div><input type="checkbox"/>Cash Advances Approval, Expense Reports Approval, Travel Authorizations Approval</div>	Rowan Mitchell	08/10/2021 09/10/2021	Ended <div>></div>

Expenses

Notices

Notices	
<div>Expenses</div>	
Title	Title

Create Expense Report

Expenses

Expense Report

Report NEXT
Jordan Davis

General Information

*Business Purpose

*Description

Default Location

Reference

Attach Receipt

>

Accounting Defaults

>

Creation Date 07/10/2023 Jordan Davis
Updated on 07/10/2023

Expense Details

Expense Report Action

My Expense Reports

My Expense Reports	
<div>Expenses</div> <div>Jordan Davis</div> <div>BUSINESS OPERATIONS DEPARTMENT</div>	
<div>Returned<div>0</div></div> <div>Not Submitted<div>0</div></div> <div>Awaiting Approval<div>0</div></div> <div>Pending Payment<div>0</div></div> <div>View All<div>0</div></div>	<div>Not Submitted</div> <div>There are currently no Expense Reports with this status.</div> <div>Create Expense Report</div>

Expense History

Expenses

Jordan Davis

Expense Report History

Home

Search

Alerts

More

Refresh

BUSINESS OPERATIONS DEPARTMENT

Expense Report History

1

My Wallet History

0

Expense Report History

Create Expense Report

Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	HEUG Alliance	Conference	0000039823	Paid	03/15/2023	1,282.25 USD

Expenses

Jordan Davis

My Wallet History

Home

Search

Alerts

More

Refresh

BUSINESS OPERATIONS DEPARTMENT

Expense Report History

1

My Wallet History

0

My Wallet History

No wallet history found. Search parameters can be adjusted in My Preferences.

Add Expense

Expense Report History

Expenses

Jordan Davis

Expense Report History

Home

Search

Alerts

More

Refresh

BUSINESS OPERATIONS DEPARTMENT

Expense Report History

1

Expense Report History

Create Expense Report

Actions	Description	Business Purpose	Report ID	Status	Updated Date	Amount
	HEUG Alliance	Conference	0000039823	Paid	03/15/2023	1,282.25 USD

Travel Authorizations

Expenses

Jordan Davis

Travel Authorization Search

Home

Search

Alerts

More

Refresh

BUSINESS OPERATIONS DEPARTMENT

Returned

0

Denied

0

Pending

0

Submitted

0

Approved

0

View All

1

View All Authorizations

Add Travel Authorization

Action	Description	Status	Authorization ID	Business Purpose	Trip Date	Location	Amount
	Heug Alliance	Closed	0000012710	Conference	02/25/2023	St. Louis	1,622.50 USD