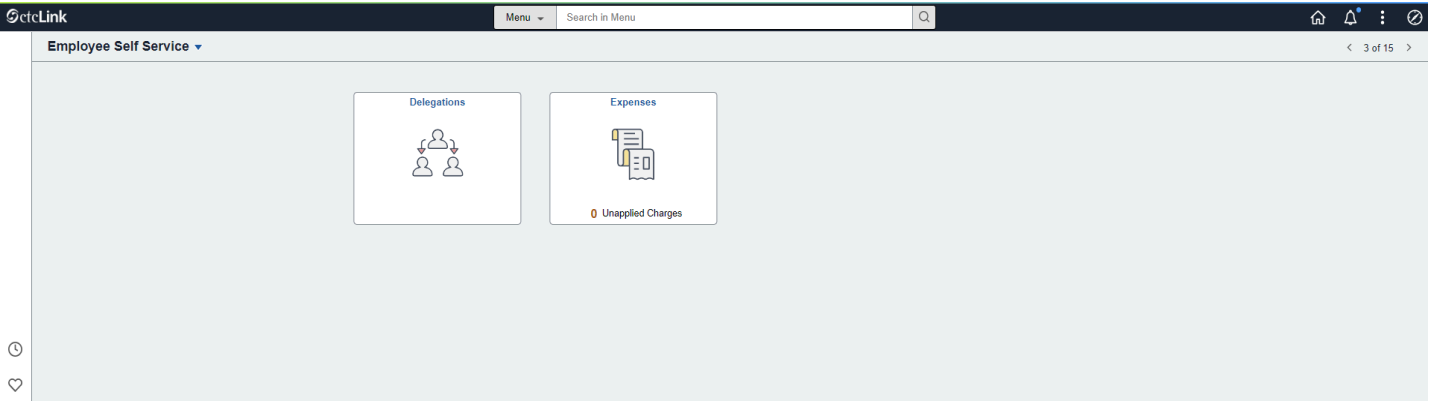


# Financials Employee Self Service Homepage

**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

Delegations

My Delegated Authorities

Home

Search

Alerts

More

Close

ActiveAccepted**Ended**RejectedRevokedSubmitted

AcceptReject

Search

Filter

Transactions	Delegator	Start Date / End Date	Request Status
<div><div></div><div>Cash Advances Approval, Expense Reports Approval, Travel Authorizations Approval</div></div>	Rowan Mitchell	08/10/2021 09/10/2021	Ended

# Expenses

# Notices

Notices	
Expenses	
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	
Expenses	
Jordan Davis	
BUSINESS OPERATIONS DEPARTMENT	
Returned	0
<b>Not Submitted</b>	0
Awaiting Approval	0
Pending Payment	0
View All	0

**Not Submitted**

There are currently no Expense Reports with this status.

Create Expense Report

# 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	000039823	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