

# GOVS SUITE

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Accounts Payable Training

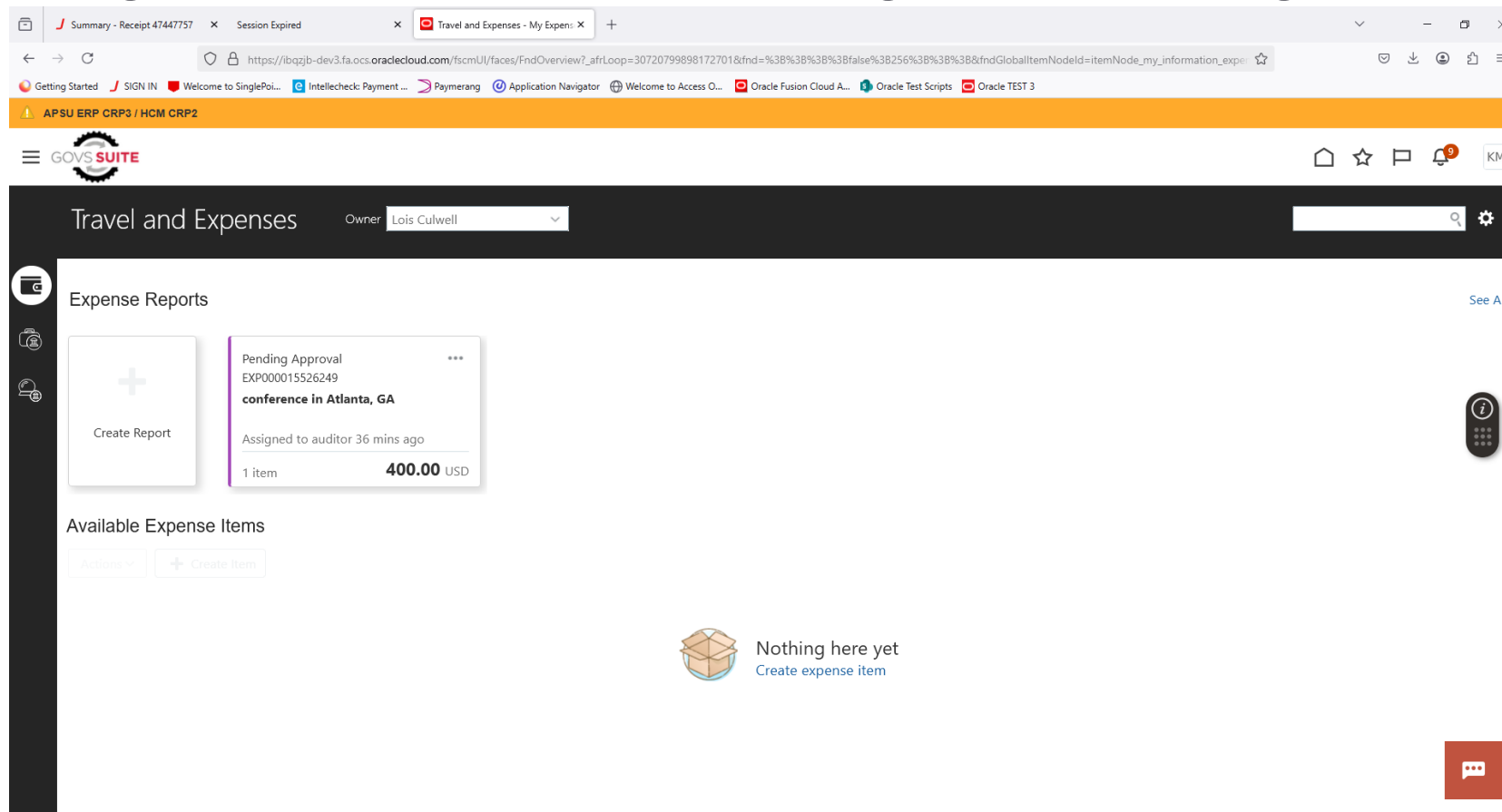
# CREATING A TRAVEL ADVANCE OR EXPENSE REPORT FOR ANOTHER PERSON

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In Govs Suite

# Creating a Travel Advance or Expense Report for Another Person

- If your administrative assistant will be submitting on your behalf, you must first delegate them to do so. Click on the gear on the far right side.



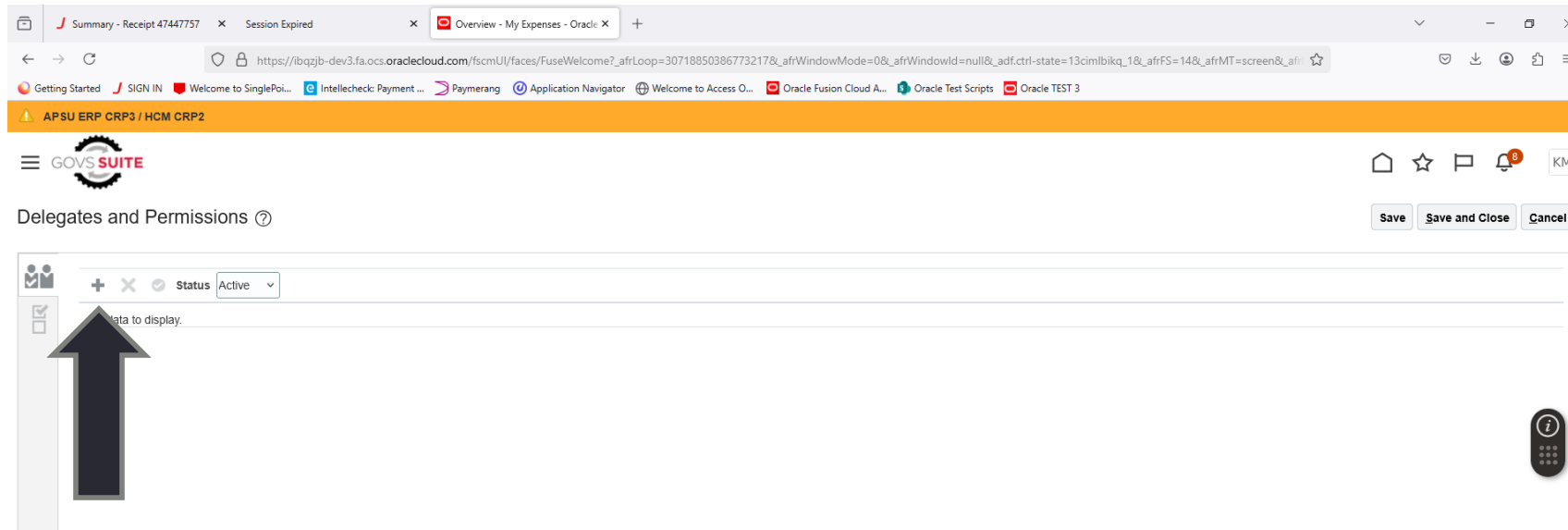
# Creating a Travel Advance or Expense Report for Another Person cont...

- Click on Manage Delegates

The screenshot displays the Oracle Travel and Expenses web application. The browser's address bar shows a URL from oraclecloud.com. The application header includes the 'GOVS SUITE' logo and a navigation menu. The main content area is titled 'Travel and Expenses' and features a sidebar with icons for 'Expense Reports', 'Create Report', and 'Available Expense Items'. A large blue arrow points to a dropdown menu that is open, showing options: 'Advanced Search', 'Manage Bank Accounts', 'Manage Delegates', 'View Cumulative Mileage', 'Create Expense Items in Spreadsheet', and 'Take the Product Tour'. The 'Manage Delegates' option is highlighted. Below the main content area, there is a message 'Nothing here yet' with a link to 'Create expense item'.

# Creating a Travel Advance or Expense Report for Another Person cont...

- Click on the + sign under Delegates and Permissions to add their name.



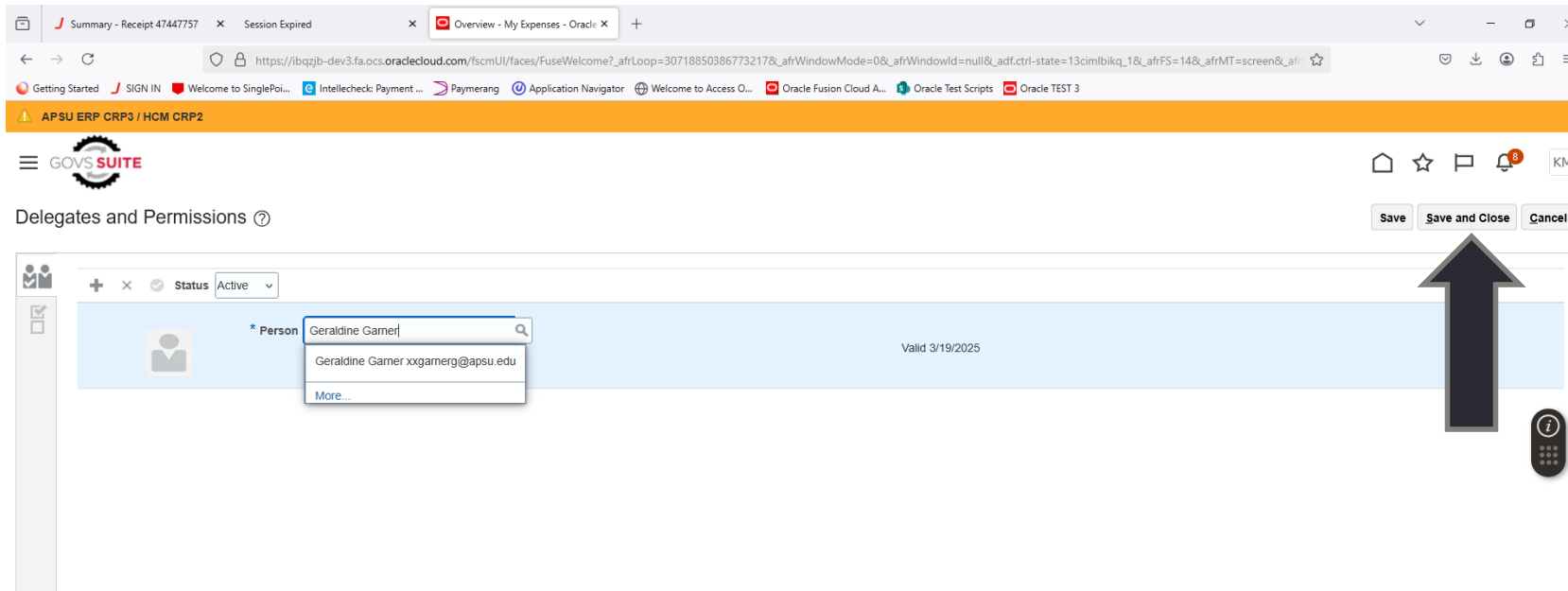
# Creating a Travel Advance or Expense Report for Another Person cont...

- Search for or type in the name you are adding.

The screenshot shows a web browser window with the Oracle Fusion Cloud HCM interface. The browser tabs include 'Summary - Receipt 47447757', 'Session Expired', and 'Overview - My Expenses - Oracle'. The address bar shows a URL from 'https://ibqzjb-dev3.fa.ocs.oraclecloud.com'. The page header includes 'APSU ERP CRP3 / HCM CRP2' and the 'GOVS SUITE' logo. The main section is titled 'Delegates and Permissions'. Below this, there is a search bar with the label '\* Person' and a magnifying glass icon. A large black arrow points to this search bar. To the right of the search bar, the text 'Valid 3/19/2025' is visible. At the bottom right of the interface, there is a red square button with a white speech bubble icon.

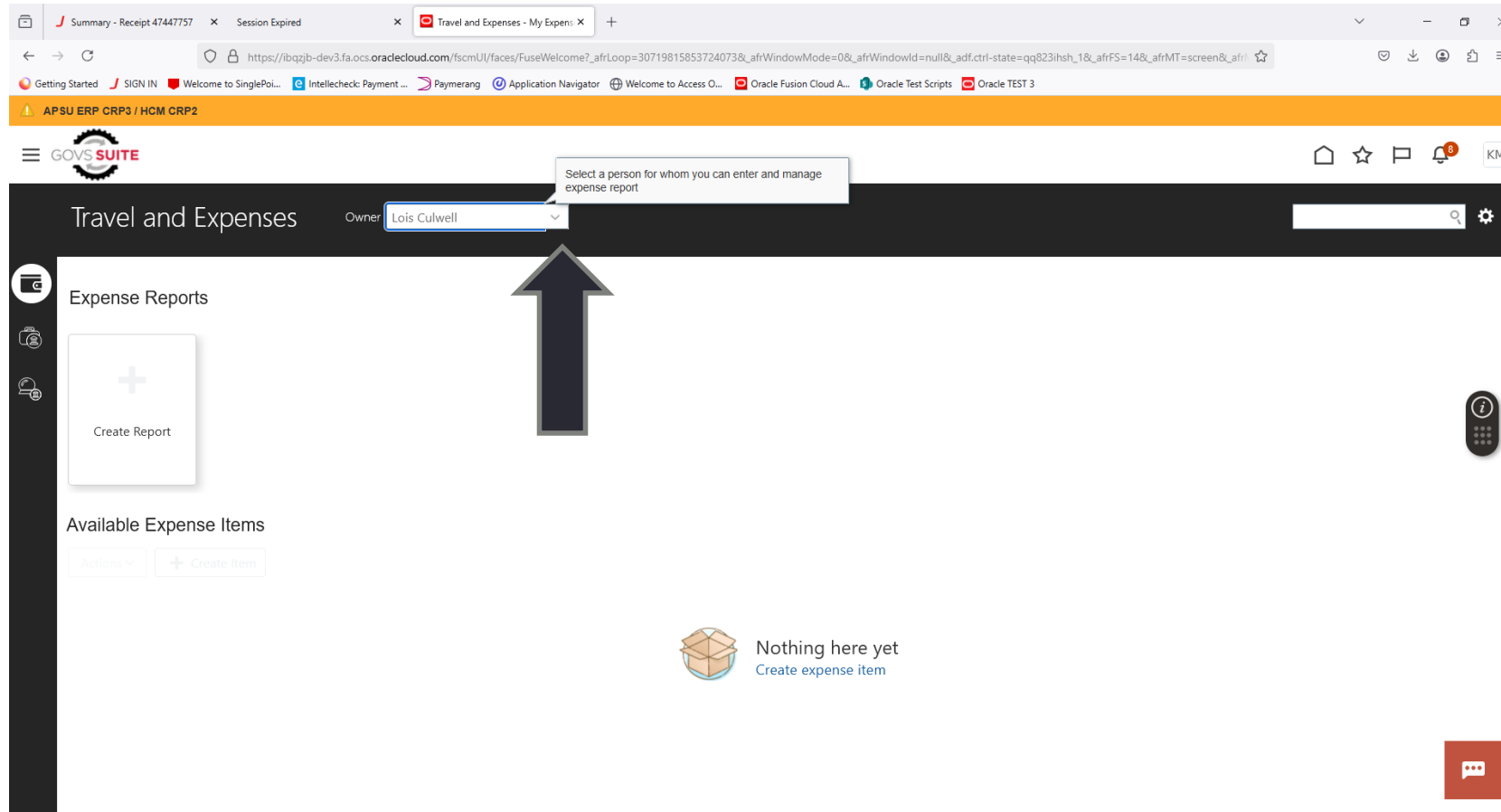
# Creating a Travel Advance or Expense Report for Another Person cont...

- Click Save and Close



# Creating a Travel Advance or Expense Report for Another Person cont...

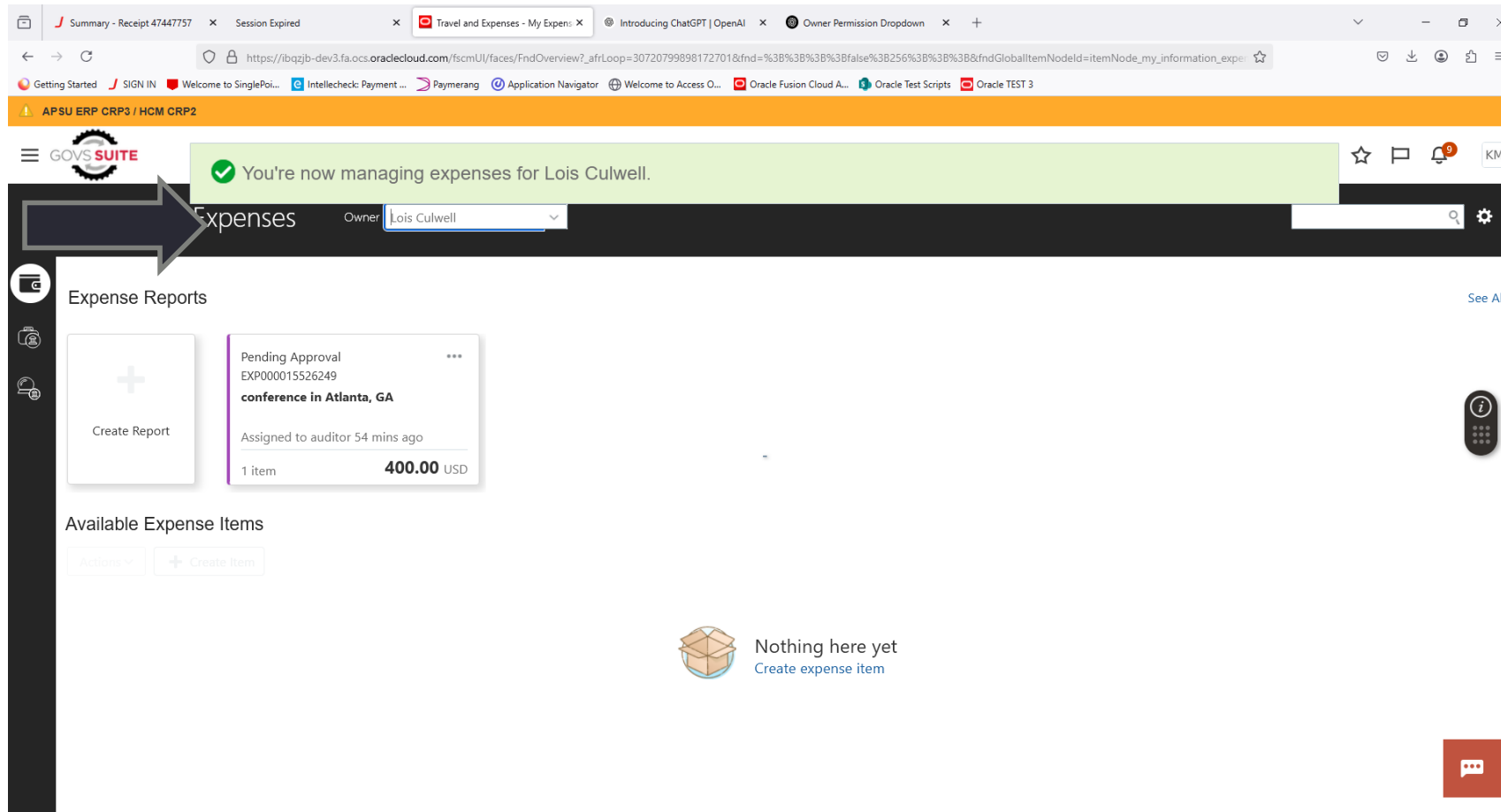
- Click on the drop-down menu next to Owner to view the people you have permission to enter for. Select the person you want to create an expense report for.





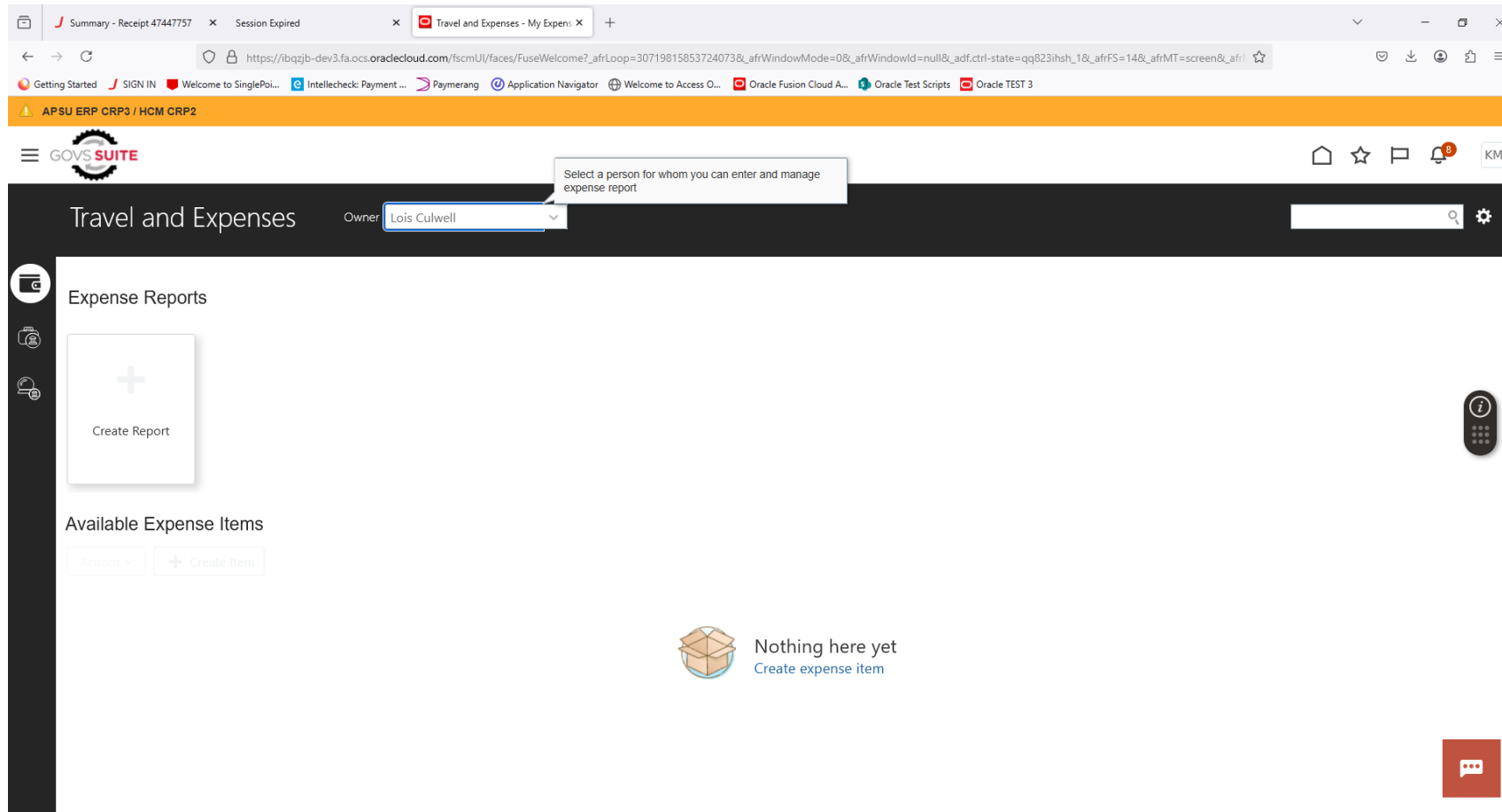
# Creating a Travel Advance or Expense Report for Another Person cont...

- You should get a pop up that you are now managing expenses for “their name”.



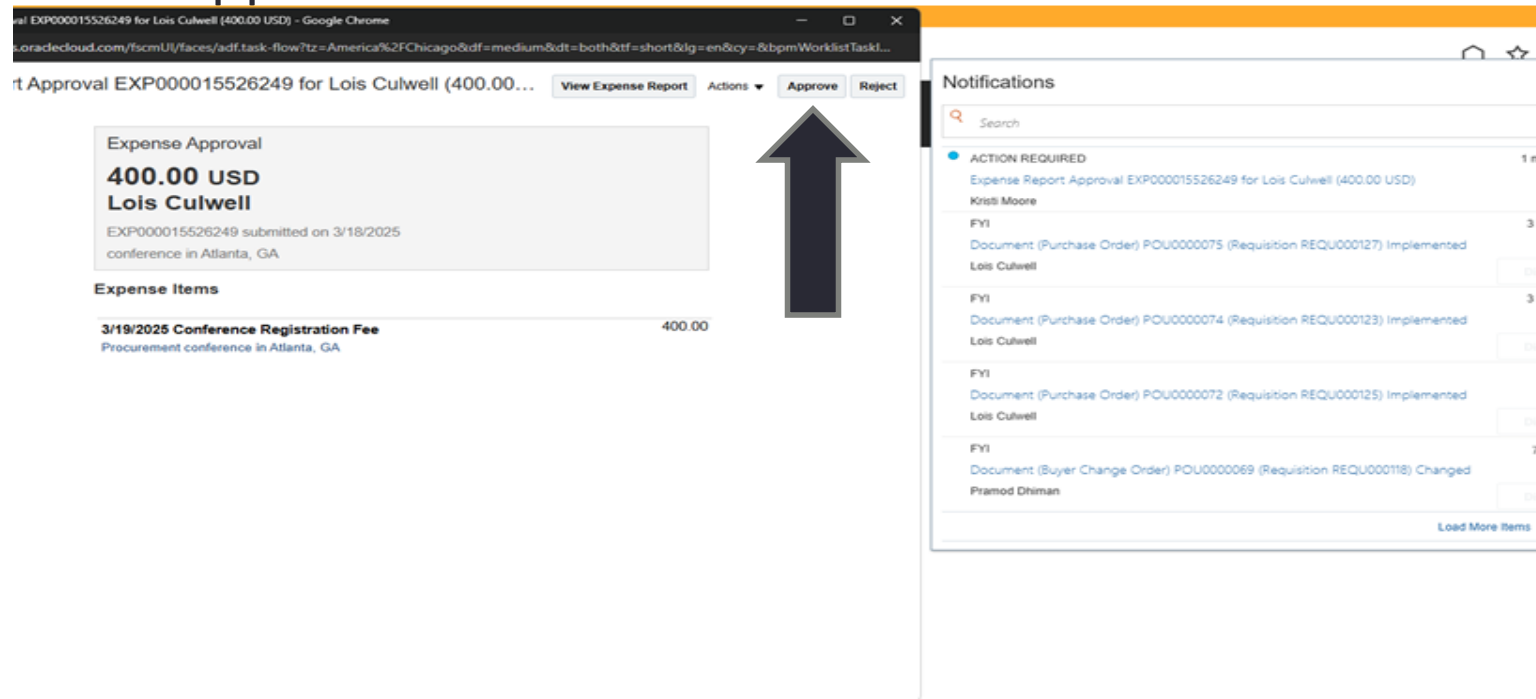
# Creating a Travel Advance or Expense Report for Another Person cont...

- Click on + Create Report to proceed with creating the expense report.



## Creating a Travel Advance or Expense Report for Another Person cont...

- Once you have added all supporting documentation and are finished, click Submit to route your Expense Report for approval. It will go to the person you have created it for to approve first.



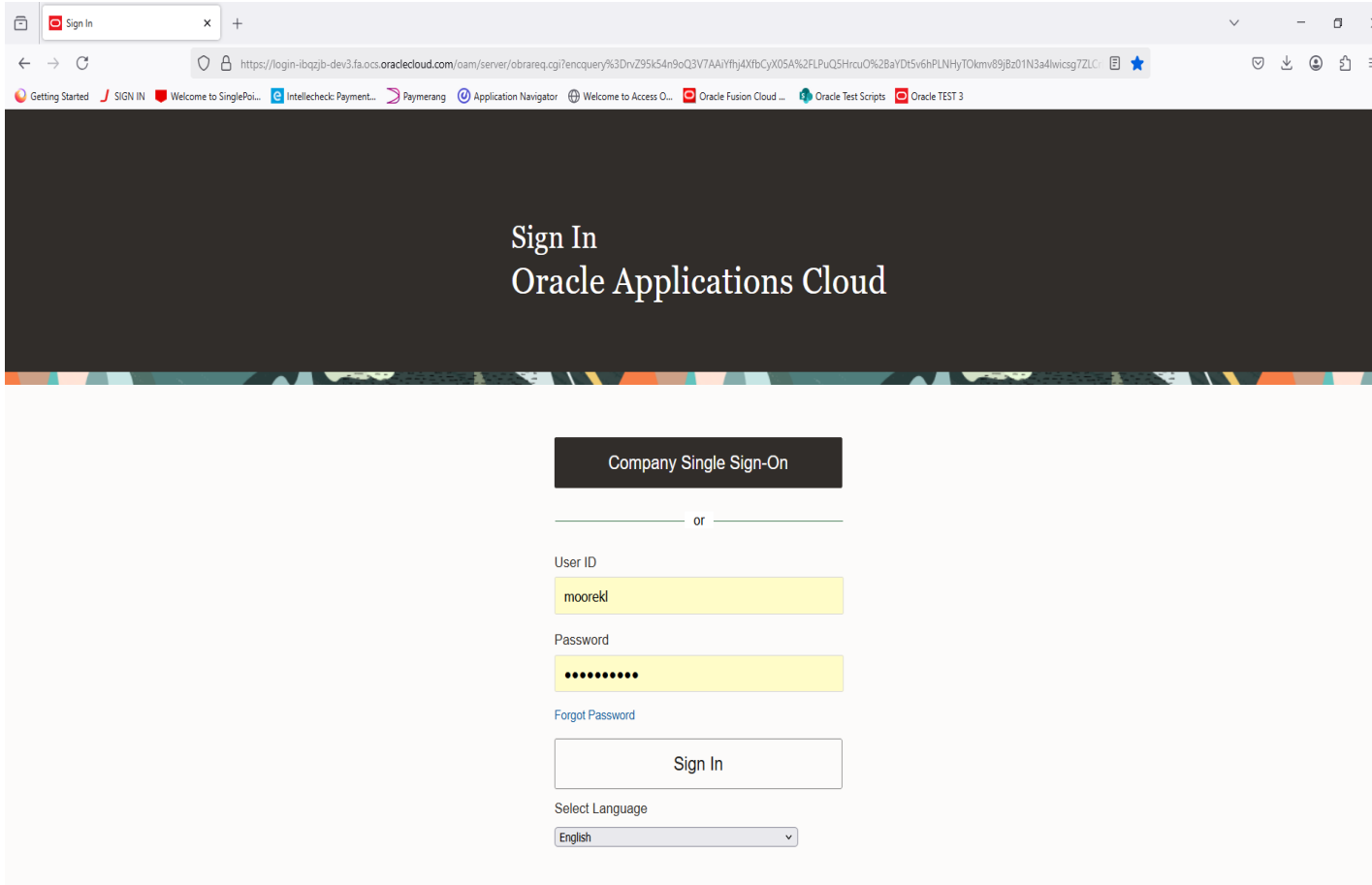
The screenshot shows a web browser window displaying an expense report approval page. The browser's address bar shows a URL from 'loradecloud.com'. The page title is 'Expense Approval' for 'EXP000015526249 for Lois Culwell (400.00 USD)'. Below the title, there are buttons for 'View Expense Report', 'Approve', and 'Reject'. A large black arrow points to the 'Approve' button. The main content area shows the expense report details: 'Expense Approval', '400.00 USD', 'Lois Culwell', and 'EXP000015526249 submitted on 3/18/2025 conference in Atlanta, GA'. Below this, there is a table of 'Expense Items' with one item: '3/19/2025 Conference Registration Fee' for '400.00'. On the right side of the page, there is a 'Notifications' panel with a search bar and a list of notifications. The first notification is 'ACTION REQUIRED' for 'Expense Report Approval EXP000015526249 for Lois Culwell (400.00 USD)' by 'Kristi Moore', with a '1 mi' status. Other notifications include 'FYI' for 'Document (Purchase Order) POU0000075 (Requisition REQU000127) Implemented' by 'Lois Culwell' (3 hi), 'FYI' for 'Document (Purchase Order) POU0000074 (Requisition REQU000123) Implemented' by 'Lois Culwell' (3 hi), 'FYI' for 'Document (Purchase Order) POU0000072 (Requisition REQU000125) Implemented' by 'Lois Culwell' (Vi), and 'FYI' for 'Document (Buyer Change Order) POU0000069 (Requisition REQU000118) Changed' by 'Pramod Dhimian' (7 d). A 'Load More Items' link is at the bottom of the notifications panel.

# CREATING A TRAVEL AUTHORIZATION REQUEST

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In Govs Suite

# Sign In Oracle Applications Cloud Company Single Sign-On



The screenshot shows a web browser window with the Oracle Applications Cloud sign-in page. The browser's address bar displays a URL starting with 'https://login-ibqzjb-dev3.fa.ocs.oraclecloud.com'. The page has a dark header with the text 'Sign In Oracle Applications Cloud'. Below the header, there is a 'Company Single Sign-On' button. Underneath this button is a horizontal line with the word 'or' in the center. The 'User ID' field contains the text 'moorekl'. The 'Password' field is masked with dots. There is a 'Forgot Password' link below the password field. A 'Sign In' button is located below the password field. At the bottom, there is a 'Select Language' dropdown menu with 'English' selected.

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
moorekl

Password  
••••••••

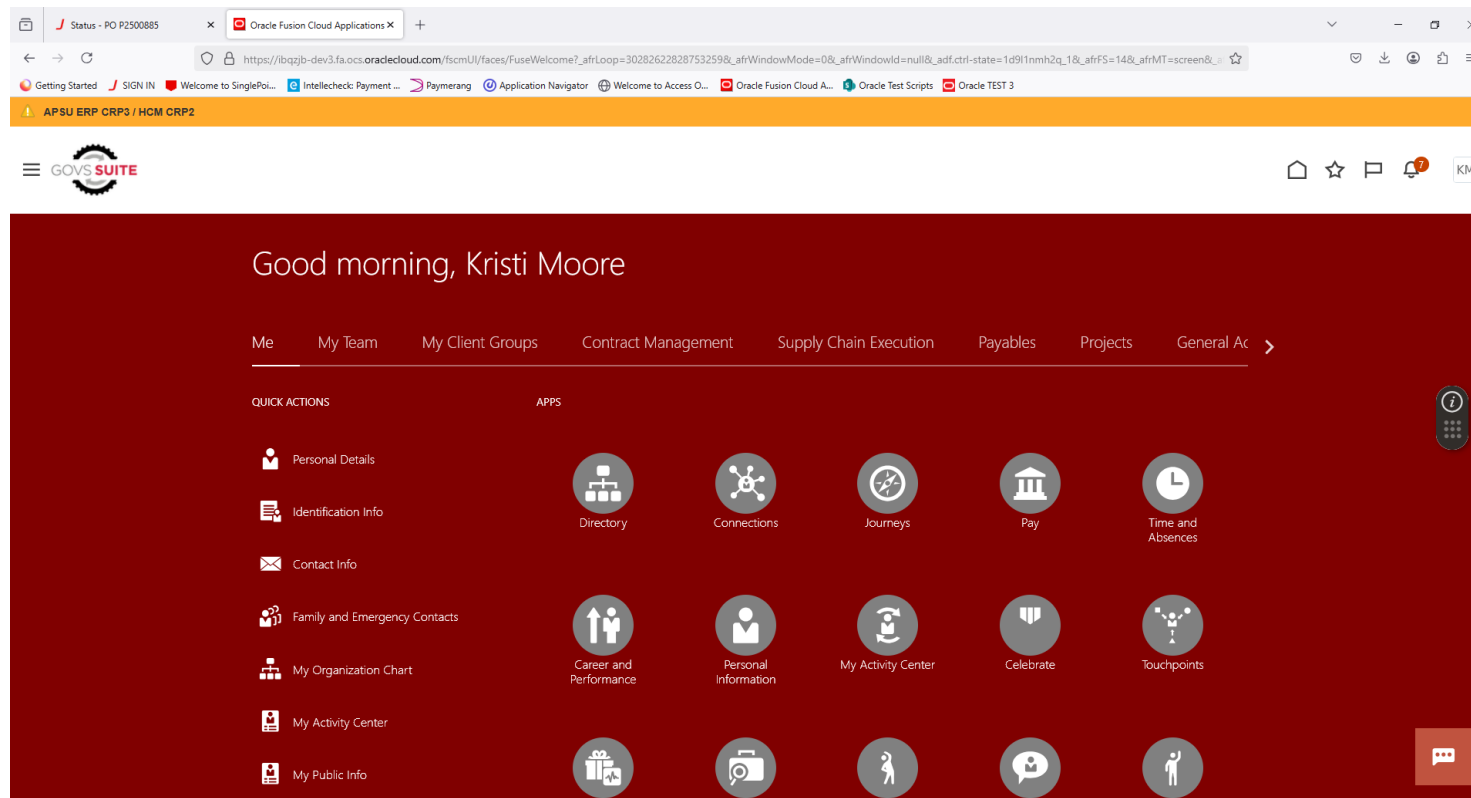
[Forgot Password](#)

Sign In

Select Language  
English

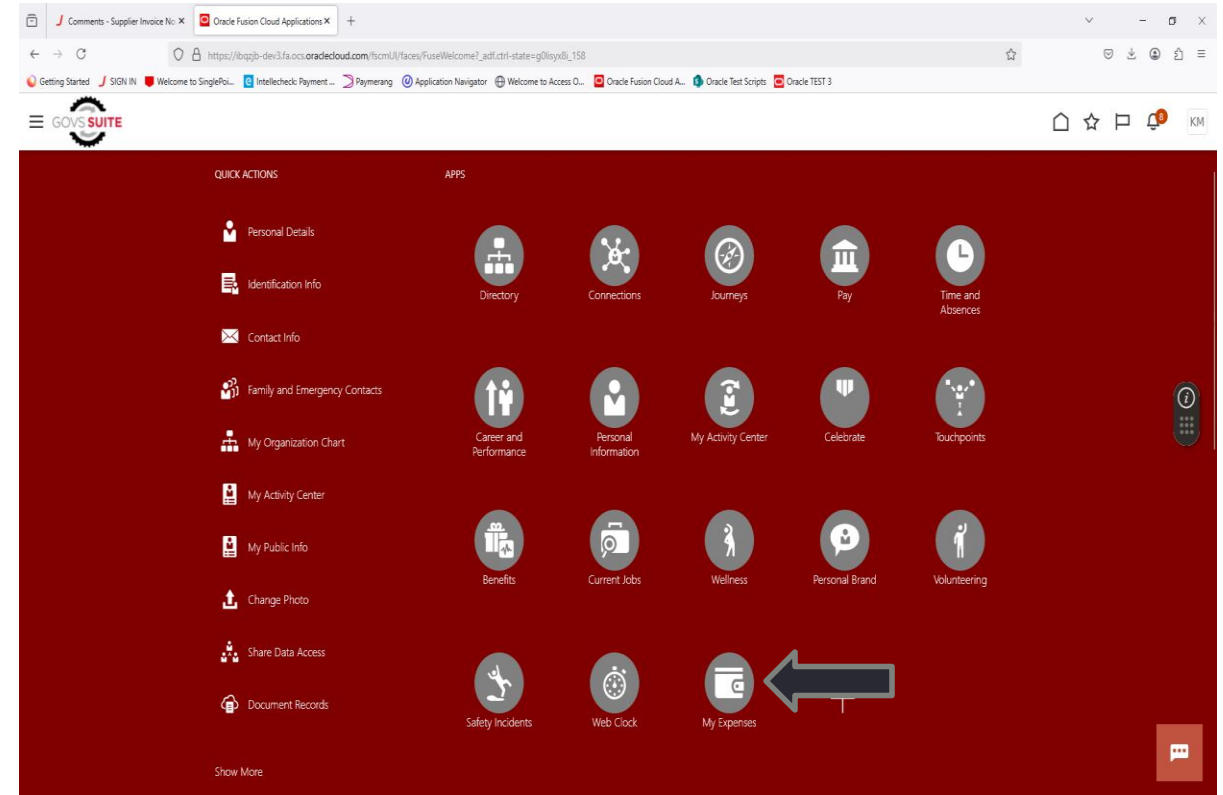
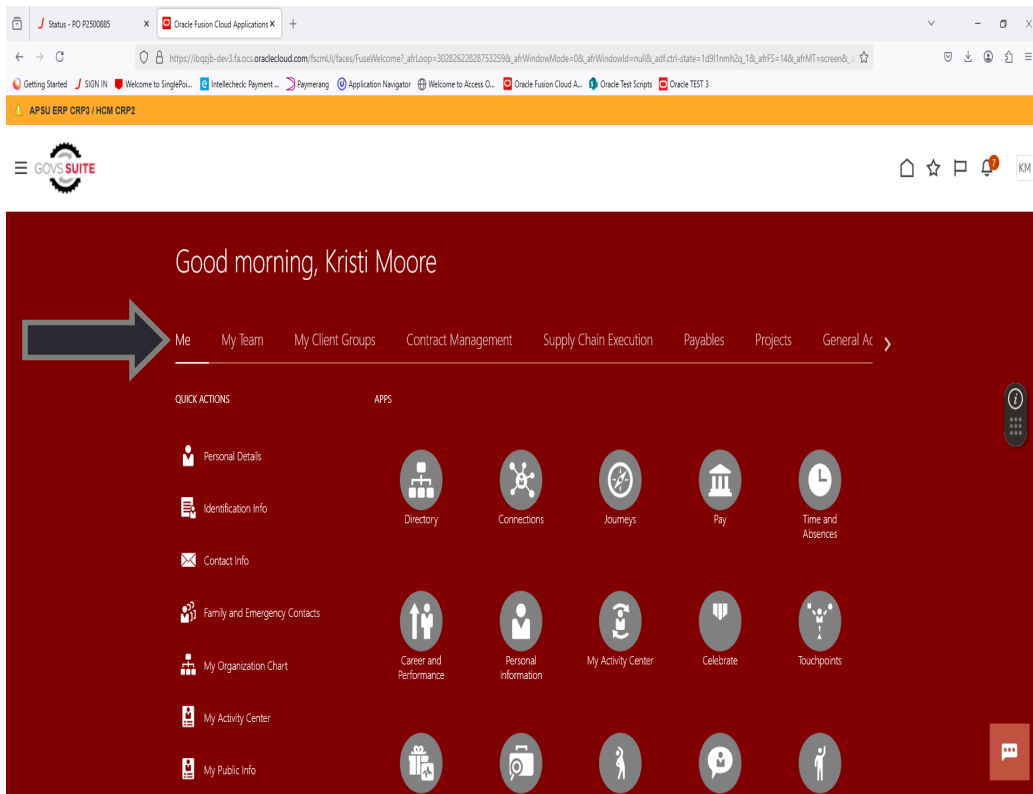
# Creating a Travel Authorization Request in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.



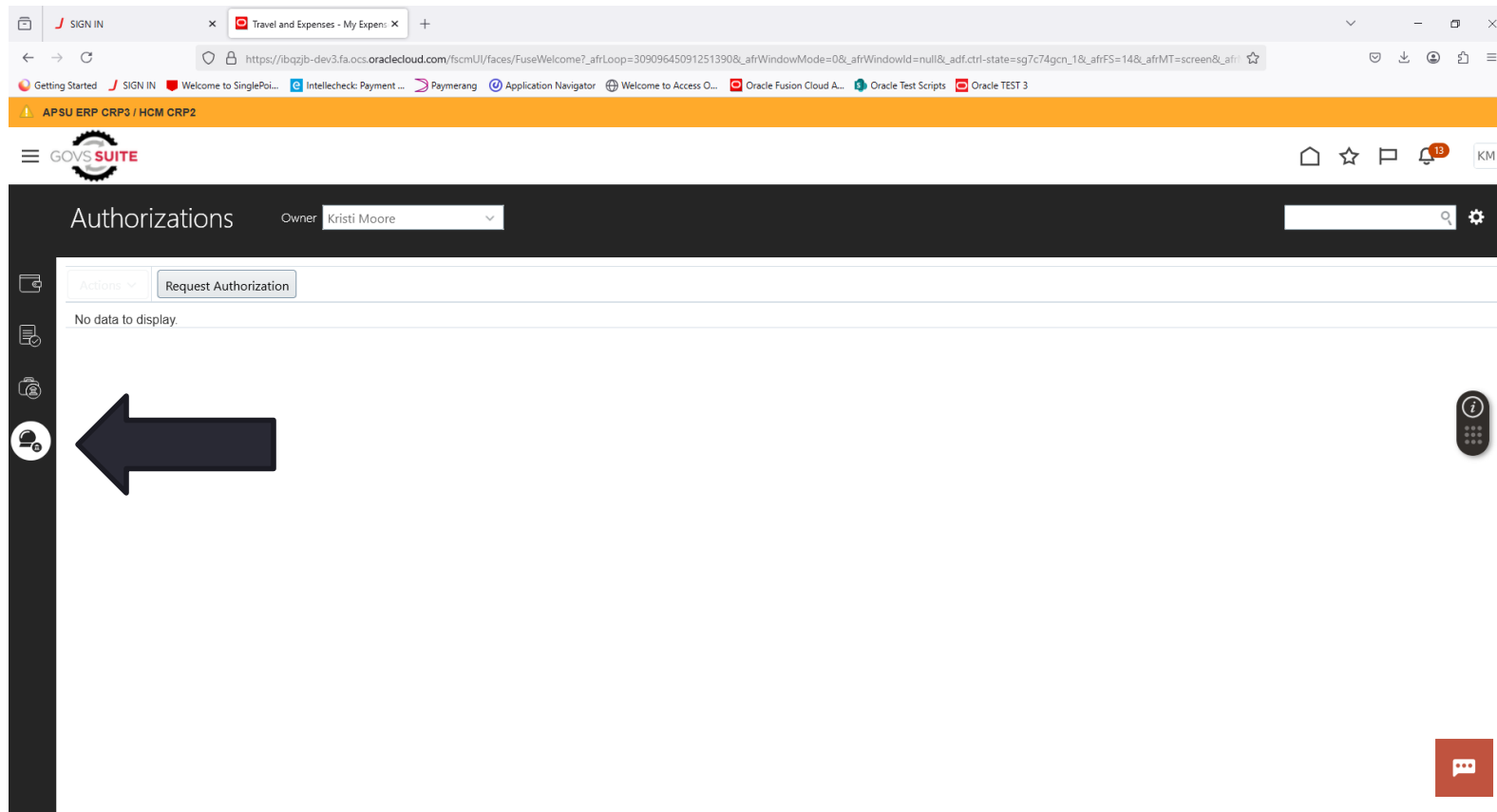
# Navigate to Travel and Expense Landing Page

- Click Me in the ribbon .
- Click My Expenses – The Travel and Expense page should open.



# Creating a Travel Authorization Request in Govs Suite continued...

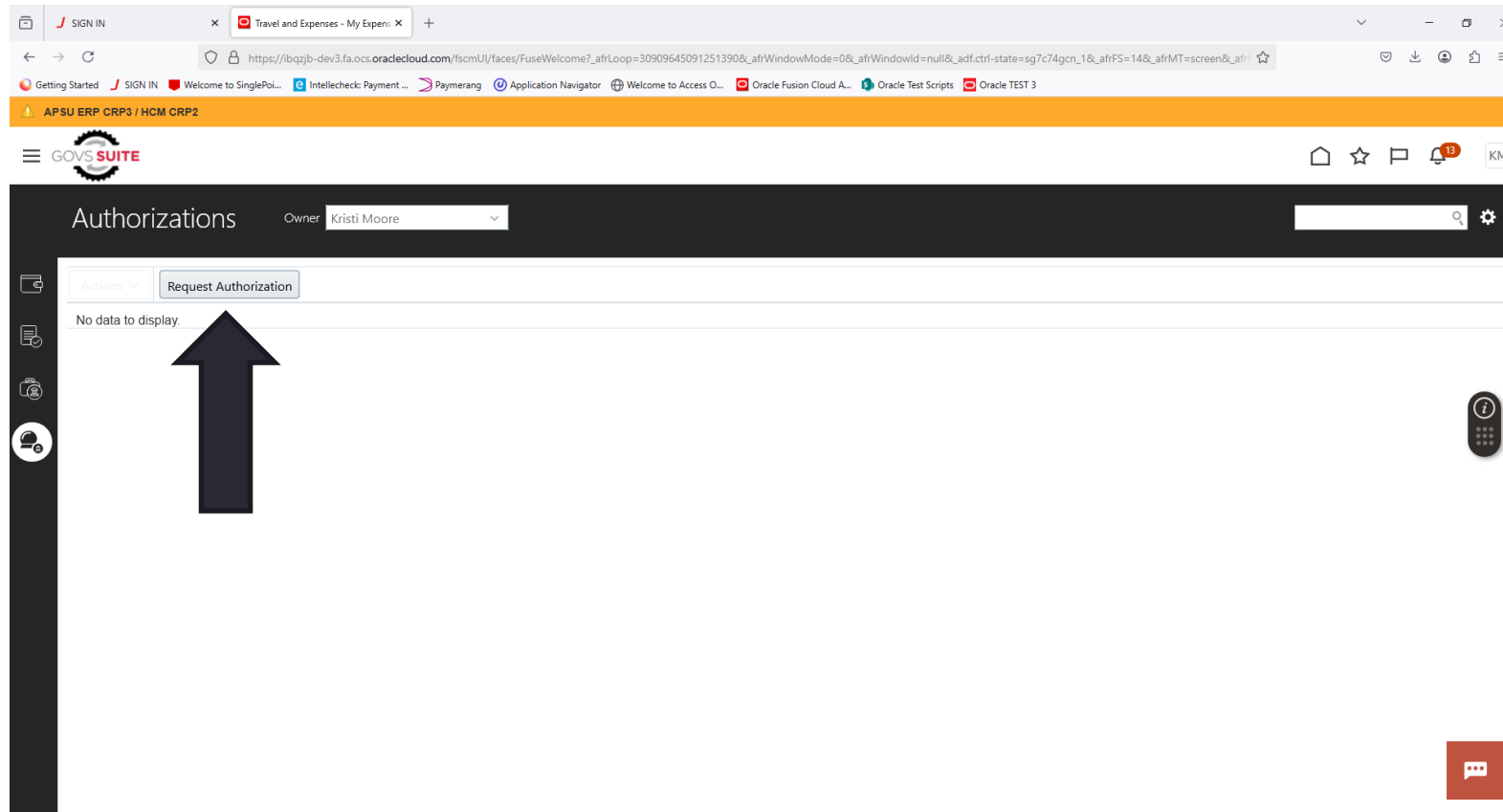
- Click on the Authorization Icon.





# Creating a Travel Authorization Request in Govs Suite continued...

- Click on Request Authorization. From here, you will be able to enter the information for creating your travel authorization request.



# Creating a Travel Authorization Request in Govs Suite continued...

- Enter your Trip Purpose.

The screenshot shows the Govs Suite web application interface. At the top, there's a navigation bar with the Govs Suite logo and a hamburger menu. Below the navigation bar, the authorization ID 'AUT000015526794' is displayed. The main form area contains the following fields:

- \* Purpose:** A text input field containing 'student group to visit Arlington National Cemetery'. A large black arrow points to this field.
- \* Expense Location:** A dropdown menu showing 'Arlington, Arlington, VA, United States'.
- \* Start Date:** A date picker showing '4/18/2025'.
- \* End Date:** A date picker showing '4/21/2025'.
- Attachments:** A section showing 'None'.
- Status:** A section showing 'Saved'.

To the right of the form, the 'Estimated Total' is displayed as '0.00USD'. At the bottom right of the form, there are buttons for 'Save and Close', 'Submit', and 'Cancel'. The bottom of the page shows a section for 'Estimated Expenses (0)' with a plus icon and the text 'No data to display.'.

# Creating a Travel Authorization Request in Gows Suite continued...

- Enter your Expense Location (Trip Destination) from the drop-down menu – for example, Arlington, VA

Request Authorization ⓘ

Save and Close Submit Cancel

\* Purpose student group to visit Arlington National Cemetery

\* Expense Location Arlington

\* Start Date

\* End Date

Attachments

Estimated Expenses

No data to display.

Estimated Total  
0.00USD

Arlington Heights, Cook, IL, United States  
Arlington Heights, Hamilton, OH, United States  
Arlington Heights, Middlesex, MA, United States  
Arlington, Arlington, VA, United States  
Arlington, Bennington, VT, United States  
Arlington, Brookings, SD, United States  
Arlington, Bureau, IL, United States  
Arlington, Calhoun, GA, United States  
Arlington, Carlisle, KY, United States



# Creating a Travel Authorization Request in Govs Suite continued...

- Click on the calendar icon and enter your trip Start Date – for example, April 11<sup>th</sup>

The screenshot shows the 'Request Authorization' form in the GOVS SUITE application. The form includes fields for Purpose, Expense Location, Start Date, and End Date. A calendar overlay is displayed over the Start Date field, showing the month of April 2025. The date April 11th is highlighted. A large black arrow points from the instruction text to the calendar icon, and another black arrow points from the instruction text to the highlighted date. The 'Estimated Total' is shown as 0.00USD. The 'Attachments' section shows 'None'. The 'Estimated Expenses (0)' section shows 'No data to display.' The browser's address bar shows the URL: https://ibqzjb-dev3.fas.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=31146913232140878&\_afWindowMode=0&\_afWindowId=null&\_adf.ctrl-state=c2ojpfyg5\_1&\_afFS=14&\_afMT=screen&\_afMFW=16648&\_afMFH=7938&\_afMFDW=16648&\_afMFDH=936&\_afMFC=8&\_afMFCI=0&\_afMFM=0&\_afMFR=110&\_afMFG=0&\_afMFS=0&\_afMFO=0#

Request Authorization ?

\* Purpose student group to visit Arlington National Cemetary

\* Expense Location Arlington, Arlington, VA

\* Start Date 4/11/2025

\* End Date m/d/yyyy

Attachments None

Estimated Expenses (0)

No data to display.

Estimated Total 0.00USD

Save and Close Submit Cancel

https://ibqzjb-dev3.fas.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=31146913232140878&\_afWindowMode=0&\_afWindowId=null&\_adf.ctrl-state=c2oj...&\_afFS=14&\_afMT=screen&\_afMFW=16648&\_afMFH=7938&\_afMFDW=16648&\_afMFDH=936&\_afMFC=8&\_afMFCI=0&\_afMFM=0&\_afMFR=110&\_afMFG=0&\_afMFS=0&\_afMFO=0#

# Creating a Travel Authorization Request in Govs Suite continued...

- Click on the calendar icon and enter your trip End Date – for example, April 15<sup>th</sup>

Request Authorization ?

\* Purpose student group to visit Arlington National Cemetery

\* Expense Location Arlington, Arlington, VA

\* Start Date 4/11/2025

\* End Date 4/15/2025

Attachments None +

Estimated Expenses (0)

No data to display.

Estimated Total 0.00USD

Save and Close Submit Cancel

Calendar view showing April 2025. The date 15 is selected.

# Creating a Travel Authorization Request in Govs Suite continued...

- Click on the + to add any supporting documents

The screenshot shows the Govs Suite interface for creating a Travel Authorization Request. The form includes fields for Purpose, Expense Location, Start Date, and End Date. The Estimated Total is 0.00 USD. An Attachments modal is open, showing a table with columns: Type, Category, File Name or URL, Title, Description, and Attached By. The modal also has an 'Attachments' section with a '+ ' button and a 'Rows Selected 1' indicator. A large black arrow points to the '+ ' button in the Attachments section of the main form.

Authorization: AUT000015628876

\* Purpose: student group to visit Arlington National Cemetery

\* Expense Location: Arlington, Arlington, VA, United States

\* Start Date: 4/11/2025

\* End Date: 4/15/2025

Attachments: None +

Estimated Total: 0.00 USD

Estimated Expense: +

No data to display.

**Attachments Modal:**

Type	Category	File Name or URL	Title	Description	Attached By
File	Travel Itinerary	Browse... No file selected.			Kristi Moore

Rows Selected 1

OK Cancel

# Creating a Travel Authorization Request in Govs Suite continued...

- The drop-down menu under Category auto populates to Travel Itinerary. You will always choose Travel Itinerary for all things related to travel.

The screenshot shows the 'Request Authorization' form in the Govs Suite application. The form includes fields for Purpose (test trip), Expense Location (APO, San Francisco, CA, United States), Start Date (4/18/2025), and End Date (4/21/2025). The Estimated Total is 0.00 USD. An 'Attachments' modal is open, displaying a table with columns: Type, Category, File Name or URL, Title, Description, and Attached By. The table has two rows: one for a new attachment (Type: File, Category: Travel Itinerary, File Name or URL: Browse..., Title: , Description: , Attached By: Kristi Moore) and one for an existing attachment (Type: File, Category: Travel Itinerary, File Name or URL: BusMeal Policy 4-010.pdf, Title: BusMeal Policy 4-010.pdf, Description: , Attached By: Kristi Moore). A large black arrow points to the 'Category' dropdown in the first row of the table. The modal also shows 'Rows Selected 1' and 'OK'/'Cancel' buttons.

Type	Category	* File Name or URL	Title	Description	Attached By
File	Travel Itinerary	Browse... No file selected.			Kristi Moore
File	Travel Itinerary	BusMeal Policy 4-010.pdf	BusMeal Policy 4-010.pdf		Kristi Moore

# Creating a Travel Authorization Request in Govs Suite continued...

- Choose the file that you wish to upload. The name of your file auto populates in the Title field. Enter the description of your attachment. Click OK.

The screenshot shows the Govs Suite web application interface. The main form displays the following information:

- Authorization:** AUT000015628876
- \* Purpose:** student group to visit Arlington National Cemetery
- \* Expense Location:** Arlington, Arlington, VA, United States
- \* Start Date:** 4/11/2025
- \* End Date:** 4/15/2025
- Attachments:** None
- Status:** Saved
- Estimated Expenses (0)**

An **Attachments** modal window is open, showing a table with the following data:

Type	Category	* File Name or URL	Title	Description	Attached By
File	Travel Itinerary	73XXX TRAVEL CODES.pdf	73XXX TRAVEL CODES.I	Arlington Itinerary	Kristi Moore

Large black arrows indicate the flow of information: from the 'File Name or URL' field to the 'Title' field, from the 'Title' field to the 'Description' field, and from the 'OK' button back to the main form.



# Creating a Travel Authorization Request in Govs Suite continued...

- Click on the + under Estimated Expenses

The screenshot shows the Oracle Fusion Cloud Applications interface for creating a Travel Authorization Request. The browser address bar displays the URL: [https://fbqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\\_adf.ctrl-state=kpry432y1\\_1&\\_afLoop=31325772010196458&\\_afFS=14&\\_afMT=screen&\\_afMFWD=1664&\\_afMFH=793&\\_afMFDW=16](https://fbqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=kpry432y1_1&_afLoop=31325772010196458&_afFS=14&_afMT=screen&_afMFWD=1664&_afMFH=793&_afMFDW=16). The page header includes the APSU ERP CRP3 / HCM CRP2 notification and the GOVS SUITE logo. The authorization number is AUT000015628876. The form fields are as follows:

- \* Purpose:** student group to visit Arlington National Cemetery
- \* Expense Location:** Arlington, Arlington, VA, United States
- \* Start Date:** 4/11/2025
- \* End Date:** 4/15/2025
- Attachments:** 73XXX TRAVEL CODES.pdf
- Status:** Saved

The Estimated Total is 0.00USD. The bottom section shows "Estimated Expenses (0)" with a plus sign (+) and a large black arrow pointing to it. Below this, it says "No data to display."

# Creating a Travel Authorization Request in Govs Suite continued...

- Click on the drop-down menu to choose the correct Travel Template. For example, Out-Of-State Travel - Group

The screenshot shows the Oracle Fusion Cloud Applications interface for the 'Estimate Expense' form. The 'Template' dropdown menu is open, displaying a list of travel templates. A large black arrow points to the dropdown menu. The 'Out-Of-Country Travel - Group' option is highlighted. The interface includes a top navigation bar with 'GOVSUITE' and a sidebar with 'Estimate Expense'.

* Template	* Type	* Amount
Corporate Card Non Travel	Athletics In-State Group Travel	Athletics Out-Of-State Group Travel
	CL - CRP3 - Test Expense Template	Corporate Card Non Travel
	GG testing	Guest/Candidate In-State
	Guest/Candidate Out-of-State	In-State Recruiting Travel
	In-State Travel - Group	In-State Travel - Group - Grant
	In-State Travel - Individual	In-State Travel - Individual - Grant
	KDTravel Template	Out-of-Country Travel - Group - Grant
	Out-of-Country Travel -Group	Out-of-Country Travel -Individual
	Out-of-Country Travel -Individual - Grant	Out-of-State Recruiting Travel
	Out-of-State Travel -Group	Out-of-State Travel -Group - Grant
	Out-of-State Travel -Individual	Out-of-State Travel -Individual - Grant



# Creating a Travel Authorization Request in Govs Suite continued...

- Click on the drop-down menu to choose the correct Travel Type. For example, Lodging

The screenshot shows the Oracle Fusion Cloud HCM interface for creating a travel authorization request. The browser address bar indicates the URL: [https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\\_afLoop=313310855227292598&\\_afWindowMode=0&\\_afWindowId=gyf98c9358&\\_adf.ctrl-state=vqbt2kimv\\_18&\\_afFS=148&\\_afMT=screel](https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_afLoop=313310855227292598&_afWindowMode=0&_afWindowId=gyf98c9358&_adf.ctrl-state=vqbt2kimv_18&_afFS=148&_afMT=screel). The page title is "Summary - Supplier Invoice No. x" and "My Expenses - Oracle Fusion Cloud HCM". The "Estimate Expense" form is displayed with the following fields:

- Template:** Out-of-State Travel -Group
- Type:** (Dropdown menu open, showing options: Airfare, Breakfast, Car Rental, Conference Registration Fee, Dinner, Incidentals, Lodging, Lodging Conf Rate, Lodging Taxes, Lunch, Other Expenses, Parking/Tolls, Per Diem, Taxi/Ride Share, Train/Bus)
- Amount:** (Field)
- Attachments:** (Field)

A large black arrow points to the "Type" dropdown menu. The "Save and Create Another", "Save and Close", and "Cancel" buttons are visible at the bottom right of the form.



# Creating a Travel Authorization Request in Govs Suite continued...

- Enter the Estimated Expense Amount of your Travel Authorization request.

The screenshot displays the 'Estimate Expense' form within the Oracle Fusion Cloud HCM interface. The form is titled 'Estimate Expense' and includes a 'GOVS SUITE' logo. The 'Amount' field is highlighted with a large black arrow, indicating the estimated expense amount of 1,500.00 USD. Other fields include 'Template' (Out-of-State Travel -Group), 'Type' (Lodging), 'Number of Days' (1), 'Description', 'Attachments' (None), and 'Account' (A-A110001-301002-73410-450-000000).

Summary - Supplier Invoice No. | My Expenses - Oracle Fusion Cl...

https://fbqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=31331085522729259&\_afWindowMode=0&\_afWindowId=gyf98c935&\_adf.ctrl-state=vqbt2kimv\_18&\_afFS=14&\_afMT=scre...

Getting Started | SIGN IN | Welcome to SinglePoi... | Intellicheck Payment ... | Paymerang | Application Navigator | Welcome to Access O... | Oracle Fusion Cloud A... | Oracle Test Scripts | Oracle TEST 3

APSU ERP CRP3 / HCM CRP2

GOVS SUITE

Estimate Expense ?

Save and Create Another | Save and Close | Cancel

\* Template: Out-of-State Travel -Group

\* Type: Lodging

\* Amount: USD - 1,500.00

Number of Days: 1

Description:

Attachments: None

Account: A-A110001-301002-73410-450-000000

# Creating a Travel Authorization Request in Govs Suite continued...

- Enter the Number of Days and Description of your Estimated Expense.

The screenshot shows the 'Estimate Expense' form in the Govs Suite application. The form is titled 'Estimate Expense' and includes a 'GOVS SUITE' logo. The form fields are as follows:

- \* Template: Out-of-State Travel -Group
- \* Type: Lodging
- \* Amount: USD - 1,500.00
- Number of Days: 3
- Description: student lodging for three days
- Attachments: None
- Account: A-A110001-301002-73410-450-000000

Two large black arrows point to the 'Number of Days' and 'Description' fields, indicating the next steps in the process. The form also includes buttons for 'Save and Create Another', 'Save and Close', and 'Cancel'.

# Creating a Travel Authorization Request in Govs Suite continued...

- Click on the + to add any Attachments to support your expense request.

Summary - Supplier Invoice No. | My Expenses - Oracle Fusion Cloud

https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=31331085522729259&\_afWindowMode=0&\_afWindowId=gyf98c935&\_adf.ctrl-state=vqbt2kimv\_1&\_afF5=14&\_afMT=scre...

Getting Started | SIGN IN | Welcome to SinglePoi... | Intellicheck: Payment ... | Paymerang | Application Navigator | Welcome to Access O... | Oracle Fusion Cloud A... | Oracle Test Scripts | Oracle TEST 3

APSU ERP CRP3 / HCM CRP2

GOVS SUITE

Estimate Expense ?

Save and Create Another | Save and Close | Cancel

\* Template: Out-of-State Travel -Group

\* Type: Lodging

\* Amount: USD - 1,500.00

Number of Days: 3

Description: student lodging for three days

Attachments: None +

Account: 1002-73410-450-000000

# Creating a Travel Authorization Request in Govs Suite continued...

- If different than what auto populates, click on the magnifying glass to choose your FOAP.

Summary - Supplier Invoice No. x My Expenses - Oracle Fusion Clc. x

https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=313310855227292598&\_afWindowMode=0&\_afWindowId=gyf98c9358&\_adf.ctrl-state=vqbt2kimv\_18&\_afFS=148&\_afMT=scre...

Getting Started SIGN IN Welcome to SinglePoi... Intellicheck: Payment ... Paymerang Application Navigator Welcome to Access O... Oracle Fusion Cloud A... Oracle Test Scripts Oracle TEST 3

APSU ERP CRP3 / HCM CRP2

GOVS SUITE

Estimate Expense ?

Save and Create Another Save and Close Cancel

\* Template Out-of-State Travel -Group

\* Type Lodging

\* Amount USD - 1,500.00

Number of Days 3

Description student lodging for three days

Attachments None +

Account A-A110001-301002-73410-450-000000



# Creating a Travel Authorization Request in Govs Suite continued...

- We now have a field for Alias. You can search, using the % sign as your wild card to see your saved Alias. If you click on it, it will auto populate everything for you, except the account number.

Account

Hide Segments

Alias: %A11%

Entity: A Austin Peay State University

Fund: A110001 Undesignated E and G

Organization: 301002 Accounting Services

Account: 73210 Outstate Fac Staff Stu

Program: 450 Institutional Support

Activity: 000000 Default Activity

PPM\_Project: 00000000 Default Project

InterFund: 000000 Default Interfund

Future: 000000 Default Future Value

Search Reset OK Cancel

Search

Basic

Alias: %hous%

Search Reset

Alias	Combination	Description
304002-Warehouse	A-A110001-304002-500-000000-00000000-000000...	Warehouse

OK Cancel



# Creating a Travel Authorization Request in Govs Suite continued...

- Once you have entered all Account segments, click OK.

The screenshot displays the Oracle Fusion Cloud HCM interface. The main page is titled 'Estimate Expense' and features a 'GOVS SUITE' logo. A modal dialog box titled 'Account' is open, allowing users to select account segments. The dialog includes a 'Hide Segments' checkbox and a list of segments with their corresponding values and descriptions. The segments are: Entity (A - Austin Peay State University), Fund (A110001 - Undesignated E and G), Organization (301002 - Accounting Services), Account (73410 - Teams and Grps Out of State), Program (450 - Institutional Support), Activity (000000 - Default Activity), PPM\_Project (00000000 - Default Project), InterFund (000000 - Default Interfund), and Future (000000 - Default Future Value). The dialog also includes 'Search', 'Reset', 'OK', and 'Cancel' buttons. The background interface shows a navigation bar with various links and a top right corner with a user profile icon and a notification bell.

Segment	Value	Description
Entity	A	Austin Peay State University
Fund	A110001	Undesignated E and G
Organization	301002	Accounting Services
Account	73410	Teams and Grps Out of State
Program	450	Institutional Support
Activity	000000	Default Activity
PPM_Project	00000000	Default Project
InterFund	000000	Default Interfund
Future	000000	Default Future Value

# Creating a Travel Authorization Request in Govs Suite continued...

- Once you have entered everything, click Save and Close.

The screenshot displays the 'Estimate Expense' form in the Oracle Fusion Cloud HCM interface. The form is titled 'Estimate Expense' and includes the following fields:

- Template:** Out-of-State Travel -Group
- Type:** Lodging
- Amount:** USD - 1,500.00
- Number of Days:** 3
- Description:** student lodging for three days
- Attachments:** None
- Account:** A-A110001-301002-73410-450-000000

In the top right corner, there are three buttons: 'Save and Create Another', 'Save and Close', and 'Cancel'. A large blue arrow points to the 'Save and Close' button, indicating the next step in the process.

# Creating a Travel Authorization Request in Govs Suite continued...

- You will see your Authorization number and details for your request. If everything looks correct, click on Submit.

Summary - Supplier Invoice No. | My Expenses - Oracle Fusion Clc

https://ibqzjb-dev3.f.a.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=313310855227292598&\_afWindowMode=08&\_afWindowId=gyf98c9358&\_adf.ctrl-state=vqbt2kimv\_18&\_afFS=148&\_afMT=scre...

Getting Started | SIGN IN | Welcome to SinglePoi... | Intellicheck: Payment ... | Paymerang | Application Navigator | Welcome to Access O... | Oracle Fusion Cloud A... | Oracle Test Scripts | Oracle TEST 3

APSU ERP CRP3 / HCM CRP2

GOVS SUITE

Authorization: AUT000015628876 ?

\* Purpose student group to visit Arlington National Cemetery

\* Expense Location Arlington, Arlington, VA, United States

\* Start Date 4/11/2025

\* End Date 4/15/2025

Attachments None

Status Saved

Estimated Total  
1,500.00USD

Save and Close Submit Cancel

Estimated Expenses (1)

Lodging	A-A110001-301002-73410-450-000000-00000000-000000-000000	1,500.00 USD
student lodging for three days		



# Creating a Travel Authorization Request in Govs Suite continued...

- You will see a pop up that your authorization request was submitted for approval.

The screenshot displays the Oracle GOSUITE web application. At the top, a navigation bar includes the 'GOVSUITE' logo and a notification banner stating 'Your authorization request was submitted for approval.' with a close button. Below this, the 'Authorizations' section is visible, showing a list of requests. The first request is for a group trip to Arlington, VA, with a total cost of 200.00 USD. The second request is for a student group to visit Arlington National Cemetery, with a total cost of 1,500.00 USD. Both requests are pending manager approval. A large black arrow points to the notification banner.

Request ID	Description	Items	Total Cost	Status
AUT000015629259	group trip Arlington, Arlington, VA, United States Pending manager approval	1 item	200.00 USD	Pending
AUT000015628876	student group to visit Arlington National Cemetery Arlington, Arlington, VA, United States Pending manager approval	1 item	1,500.00 USD	Pending

https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=31331085522729259&\_afWindowMode=0&\_afWindowId=gyf98c935&\_adf.ctrl-state=vqbt2kimv\_1&\_afFS=14&\_afMT=screen&\_afMFW=1664&\_afMFH=793&\_afMFDW=1664&\_afMFDH=936&\_afMFC=8&\_afMFCI=0&\_afMFM=0&\_afMFR=110&\_afMFG=0&\_afMFS=0&\_afMFO=0#

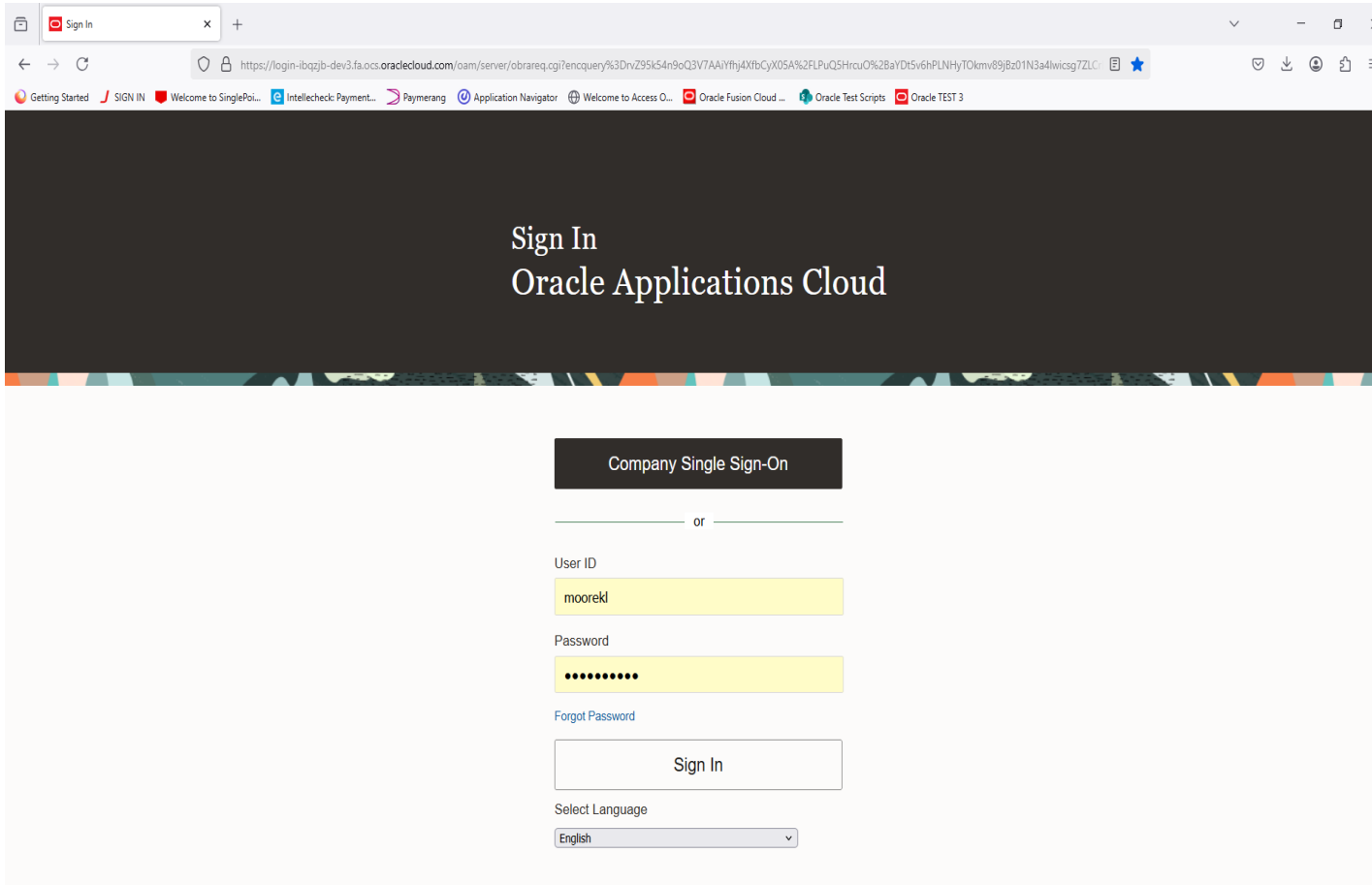


# CREATING A CASH ADVANCE FOR TRAVEL

---

In Govs Suite

# Sign In Oracle Applications Cloud Company Single Sign-On



The screenshot shows a web browser window with the Oracle Applications Cloud sign-in page. The browser's address bar displays a URL starting with `https://login-ibqzjb-dev3.fa.ocs.oraclecloud.com/`. The page features a dark header with the text "Sign In Oracle Applications Cloud". Below this, a form titled "Company Single Sign-On" is centered. The form includes a "User ID" field with the value "moorekl", a "Password" field masked with dots, a "Forgot Password" link, a "Sign In" button, and a "Select Language" dropdown menu currently set to "English".

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
moorekl

Password  
••••••••

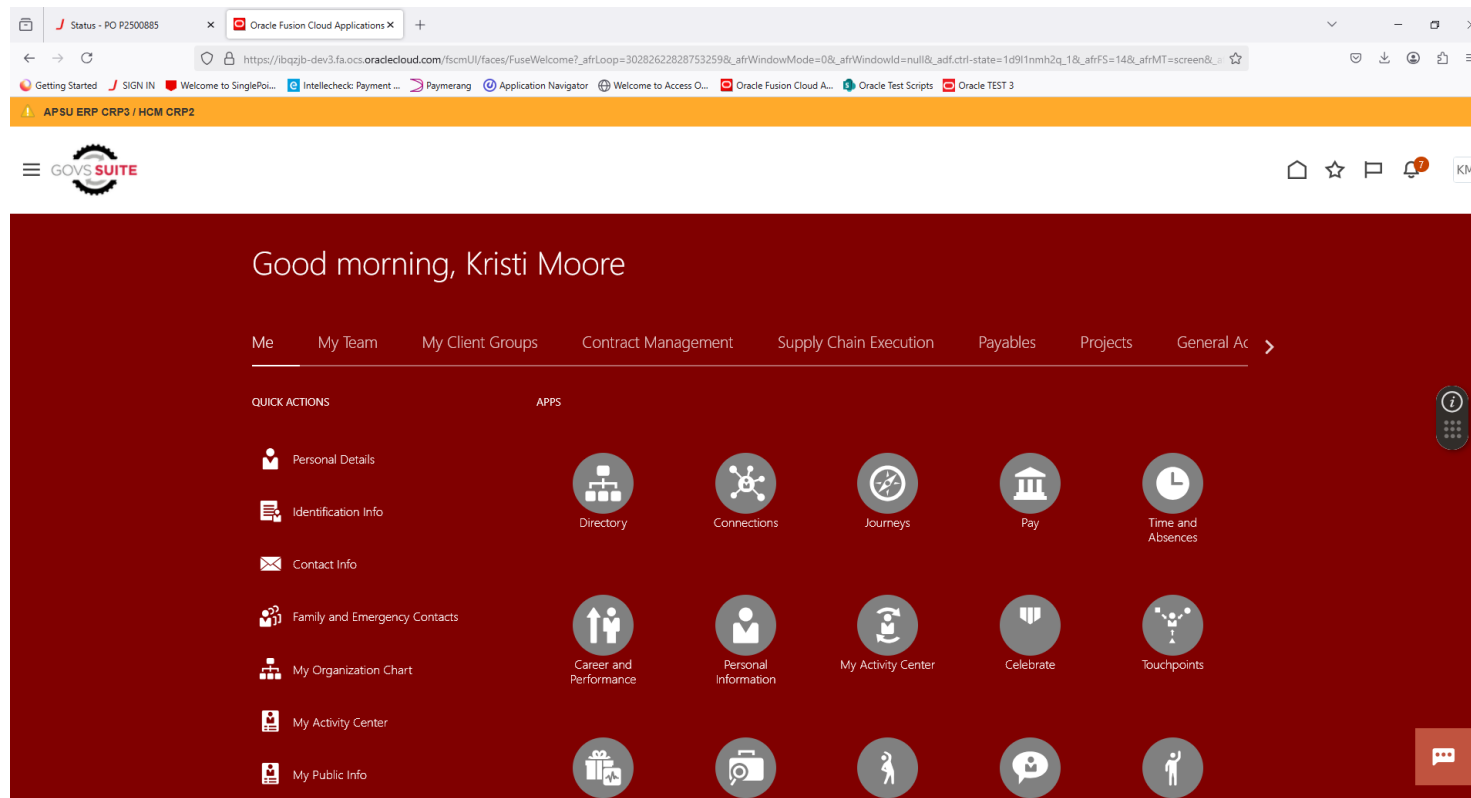
[Forgot Password](#)

Sign In

Select Language  
English

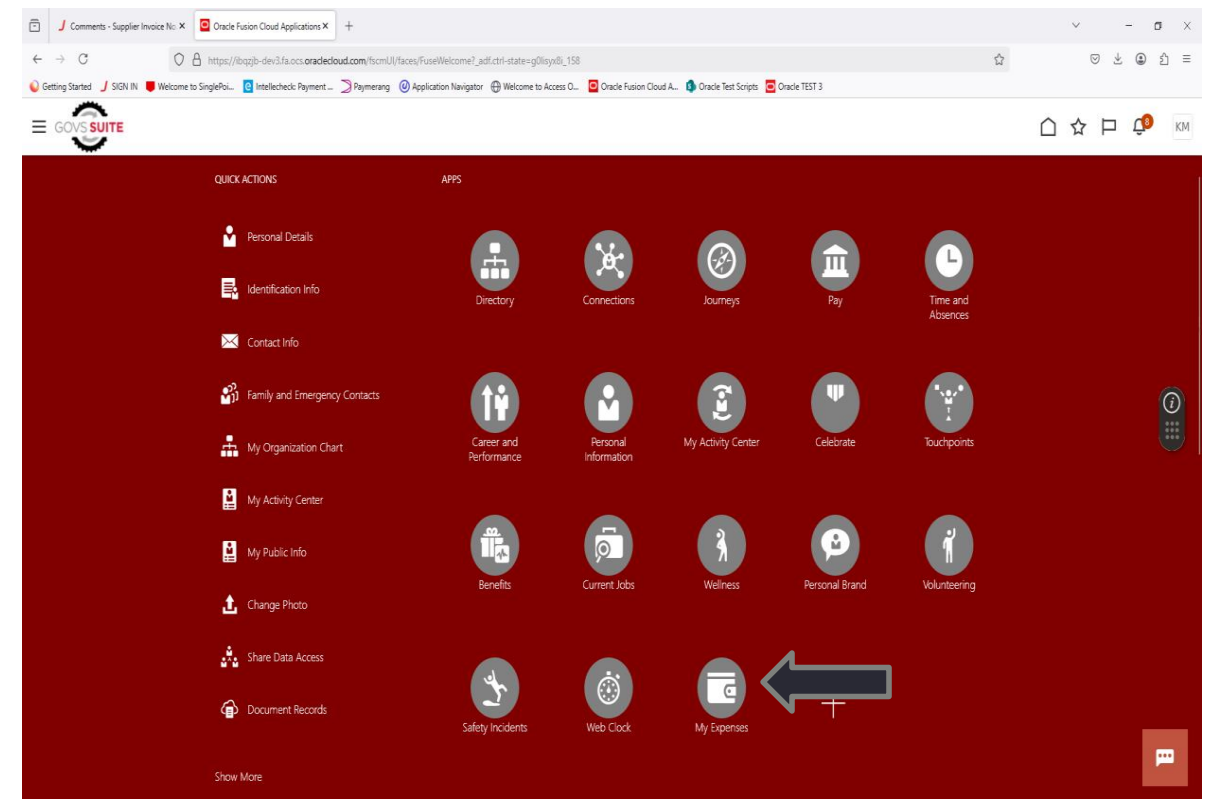
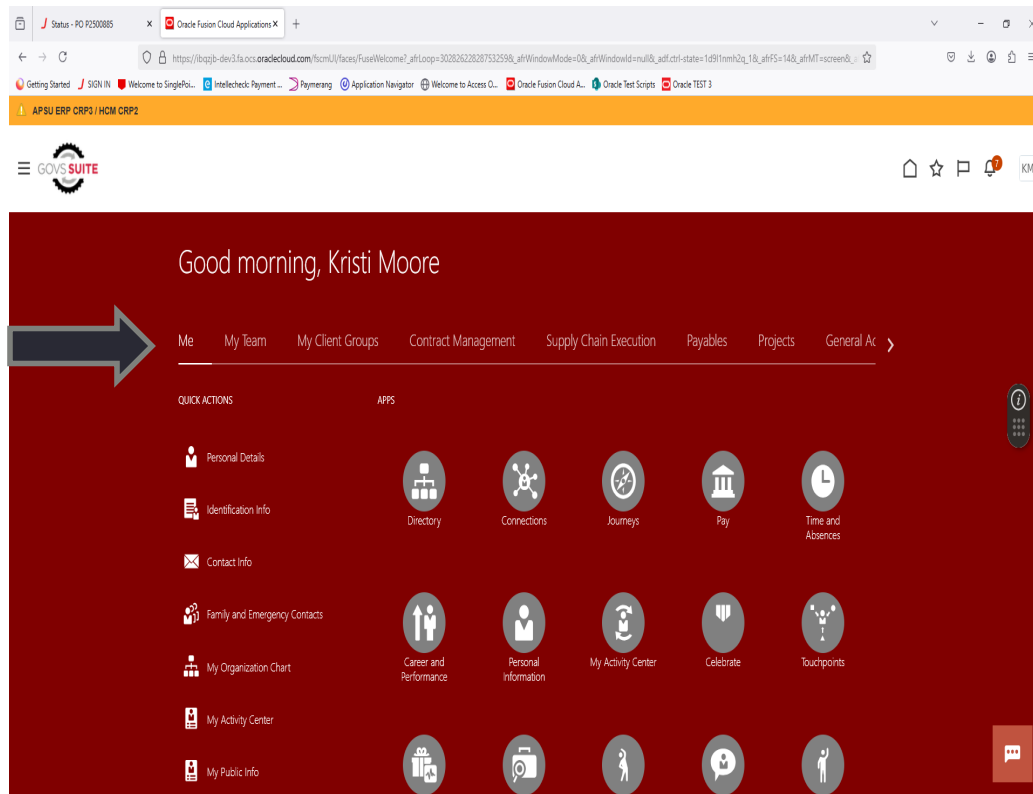
# Creating a Cash Advance for Travel in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.



# Navigate to Travel and Expense Landing Page

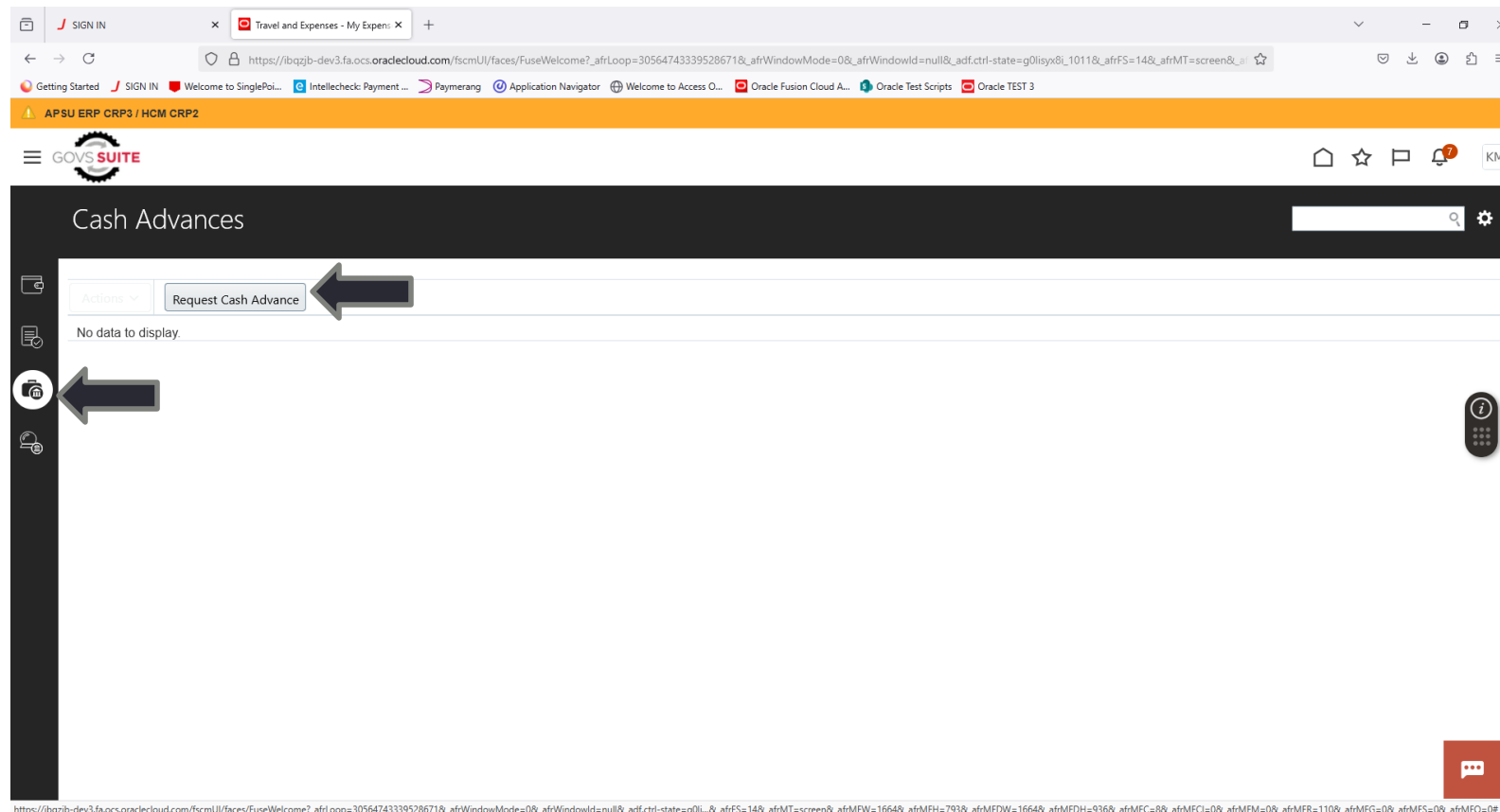
- Click Me in the ribbon.
- Click My Expenses – The Travel and Expense page should open.





# Creating a Cash Advance Request for Travel in Govs Suite

- Click on the Cash Advance Icon on the far left.
- Click on the Request Cash Advance button.



# Creating a Cash Advance for Travel in Govs Suite cont...

You should see the following page displayed:

The screenshot displays the 'Request Cash Advance' page in the Govs Suite application. The page is titled 'Request Cash Advance' and features a form with the following fields:

- \* Advance Amount:** A text input field with a dropdown menu set to 'USD - US Dollar'.
- Payment Method:** A dropdown menu set to 'Electronic'.
- \* Purpose:** A text input field.
- Advance Type:** A dropdown menu set to 'Travel'.
- Trip Start Date:** A date input field with a calendar icon, showing 'm/d/yyyy'.
- Trip End Date:** A date input field with a calendar icon, showing 'm/d/yyyy'.
- Attachment:** A dropdown menu set to 'None'.

At the top right of the page, there are navigation icons (home, star, flag, bell) and a user profile icon labeled 'KM'. Below these icons are buttons for 'Save', 'Submit', and 'Cancel'. A vertical toolbar on the right side of the page contains an information icon and a keyboard icon. A red chat bubble icon is located at the bottom right of the page.

# Creating a Cash Advance for Travel in Govs Suite cont...

Once you have added your Advance Amount, click on the drop-down menu by Payment Method. Click on your preferred payment method from check, electronic, F-expense check, F-expense electronic.

**F-Expense Check and F-Expense Electronic are for Foundation FOAPs only.**

The screenshot shows the 'Request Cash Advance' form in the Govs Suite application. The form includes the following fields:

- \* Advance Amount:** 500.00 USD - US Dollar
- Payment Method:** A dropdown menu currently showing 'Electronic'. A large black arrow points to this dropdown.
- \* Purpose:** A dropdown menu with options: 'Check', 'Electronic', 'F-EXPENSE CHECK', 'F-EXPENSE ELECTRONIC', 'State Paid', and 'Wire'. A smaller black arrow points to the 'F-EXPENSE ELECTRONIC' option.
- Attachment:** A search field.

The form also features a 'Save' button, a 'Submit' button, and a 'Cancel' button at the top right. The Govs Suite logo and 'Request Cash Advance' text are visible on the left side of the form.

# Creating a Cash Advance for Travel in Govs Suite cont...

Enter your Purpose, Advance Type, Trip Start Date and Trip End Date.

The screenshot shows the 'Request Cash Advance' form in the Govs Suite application. The form is titled 'Request Cash Advance' and includes the following fields:

- \* Advance Amount:** 500.00 USD - US Dollar
- Payment Method:** Electronic
- \* Purpose:** travel to Daytona Beach for work conference
- Advance Type:** Travel
- Trip Start Date:** 8/15/2025
- Trip End Date:** 8/22/2025
- Attachment:** None

Arrows point to the Purpose, Advance Type, and Trip End Date fields, indicating the required information for this step. The form also includes 'Save', 'Submit', and 'Cancel' buttons at the top right.

# Creating a Cash Advance for Travel in Govs Suite cont...

Attachments: Attach your Travel Authorization request here.

The screenshot shows the 'Request Cash Advance' form in the Govs Suite application. The form is titled 'Request Cash Advance' and includes the following fields:

- \* Advance Amount:** 500.00 USD - US Dollar
- Payment Method:** Electronic
- \* Purpose:** travel to Daytona Beach for work conference
- Advance Type:** Travel
- Trip Start Date:** 8/15/2025
- Trip End Date:** 8/22/2025
- Attachment:** None

A large blue arrow points to the 'Attachment' field, indicating where to attach the Travel Authorization request.

# Creating a Cash Advance for Travel in Govs Suite cont...

Click on Submit.

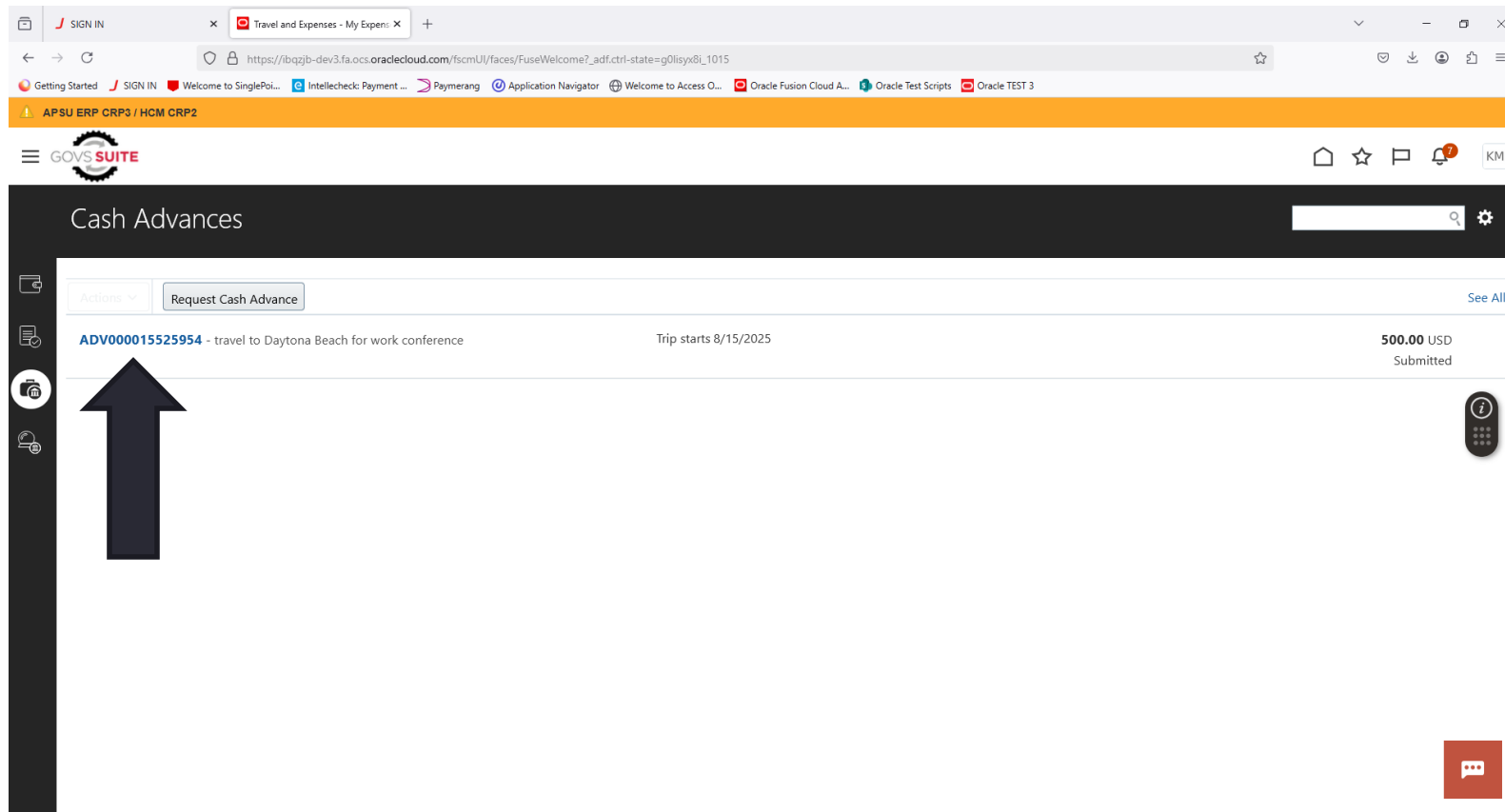
The screenshot shows a web browser window with the Govs Suite application. The page title is "Request Cash Advance". The form contains the following fields:

- \* Advance Amount: 500.00 USD - US Dollar
- Payment Method: Electronic
- \* Purpose: travel to Daytona Beach for work conference
- Advance Type: Travel
- Trip Start Date: 8/15/2025
- Trip End Date: 8/22/2025
- Attachment: None

At the top right of the form, there are three buttons: "Save", "Submit", and "Cancel". A large blue arrow points directly to the "Submit" button. The browser's address bar shows the URL: [https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome7\\_adf.ctrl.state=g0lisyx8l\\_1015](https://ibqzjb-dev3.fa.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome7_adf.ctrl.state=g0lisyx8l_1015). The browser tabs include "SIGN IN", "Overview - My Expenses - Oracle", and several Oracle-related test scripts.

# Creating a Cash Advance for Travel in Govs Suite cont...

You should get a confirmation message that your Cash Advance Request for Travel has been submitted for approval.



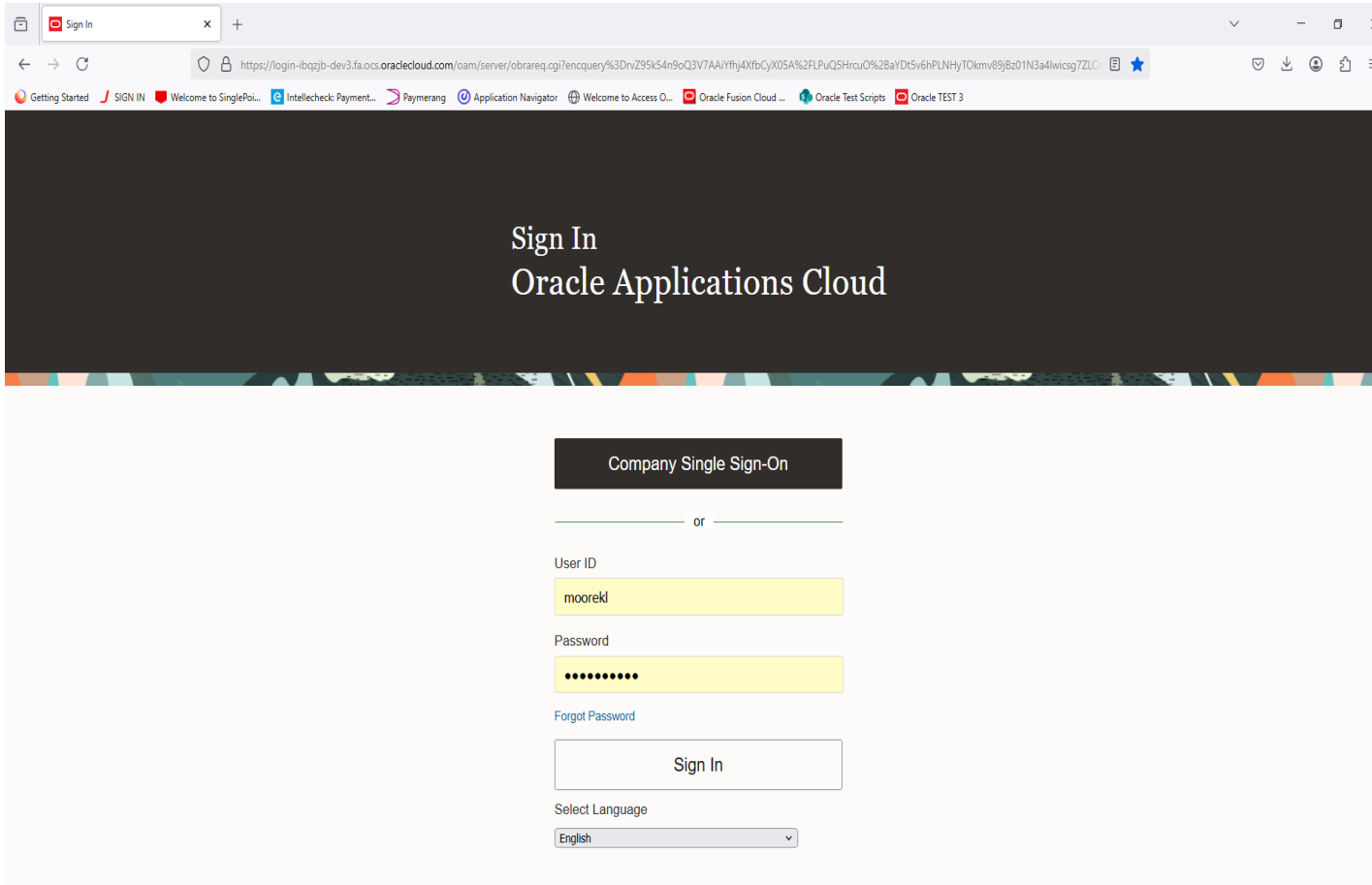
# CREATING AN EXPENSE REPORT

---

In Govs Suite



# Sign In Oracle Applications Cloud Company Single Sign-On



The screenshot shows a web browser window with the Oracle Applications Cloud sign-in page. The browser's address bar displays a long URL starting with `https://login-ibqzjb-dev3.fa.ocs.oraclecloud.com/`. The page has a dark header with the text "Sign In Oracle Applications Cloud". Below the header, there is a "Company Single Sign-On" button. Underneath this button is a horizontal line with the word "or" in the center. The "User ID" field contains the text "moorekl". The "Password" field is masked with dots. Below the password field is a link that says "Forgot Password". A "Sign In" button is located below the password field. At the bottom, there is a "Select Language" dropdown menu with "English" selected.

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
moorekl

Password  
••••••••

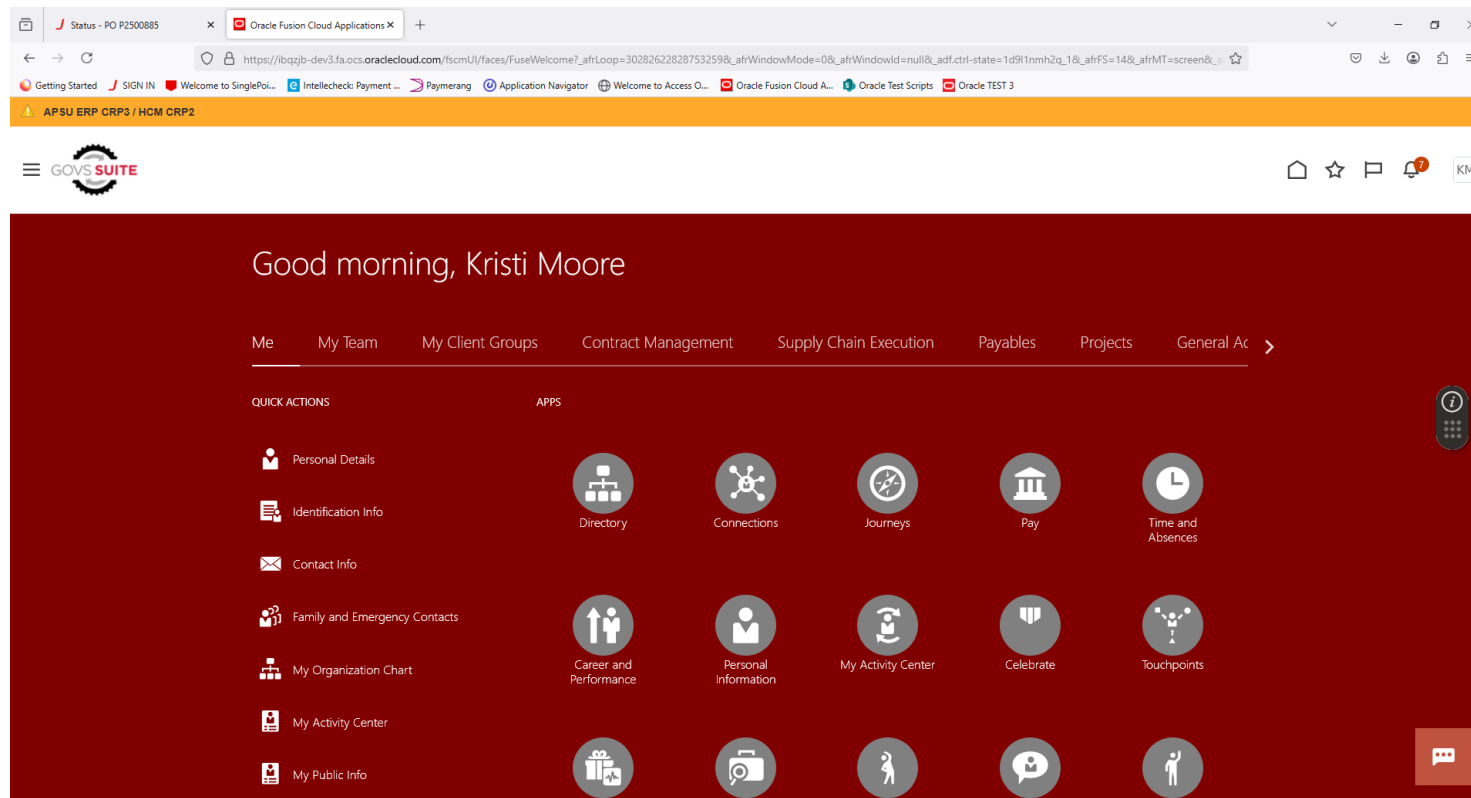
[Forgot Password](#)

Sign In

Select Language  
English

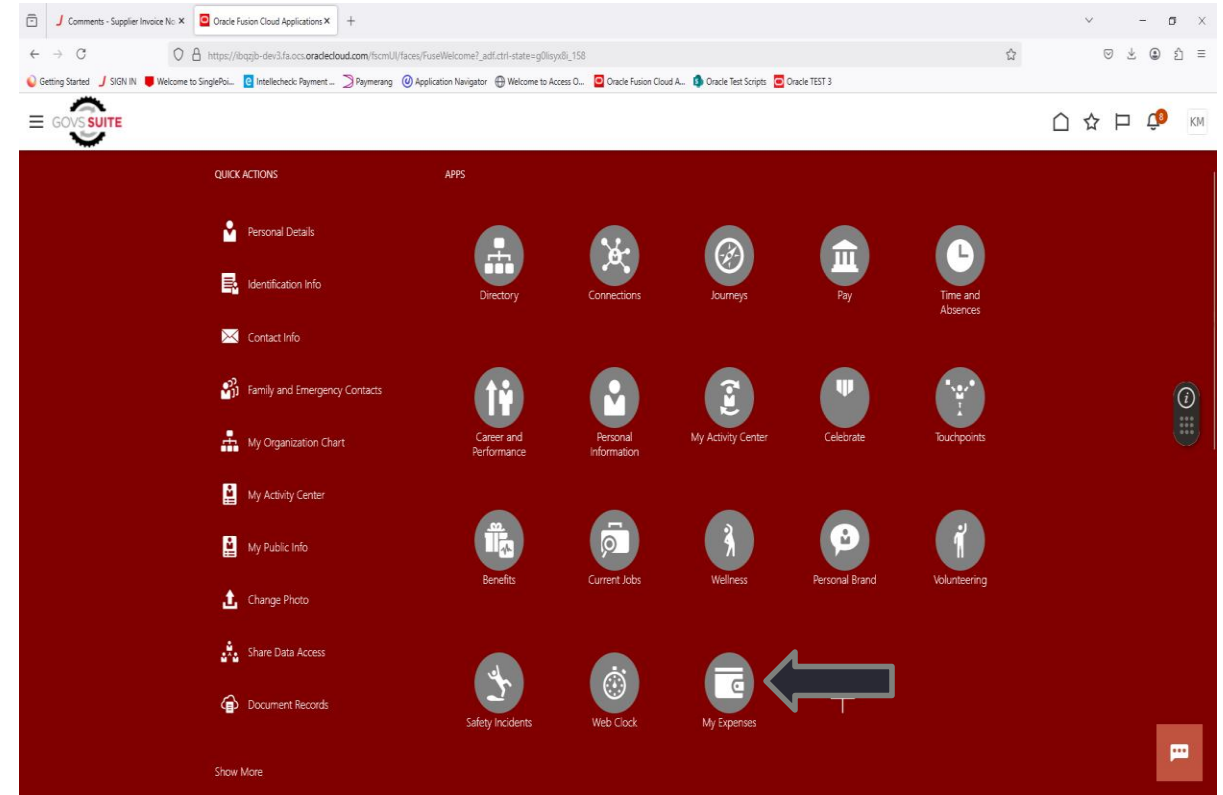
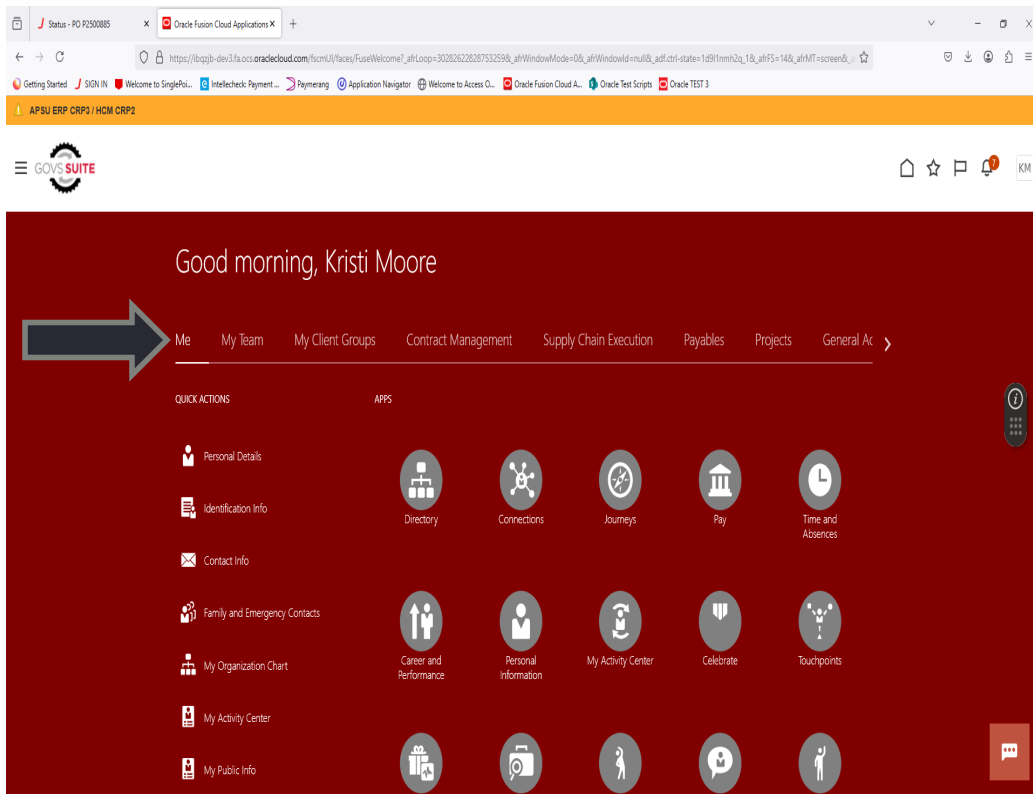
# Creating an Expense Report in Govs Suite

- After logging in, you should see the Govs Suite Home Page displayed.



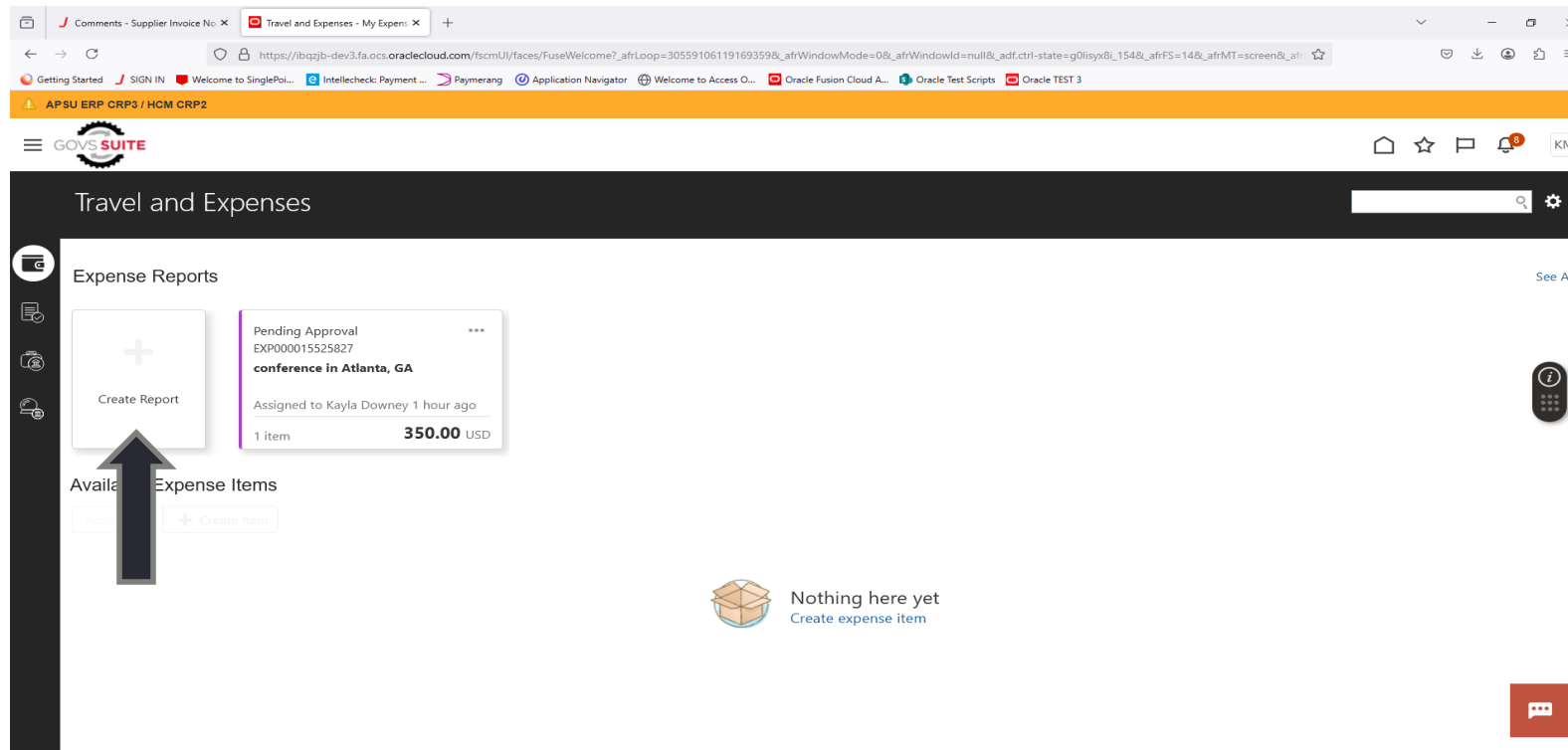
# Navigate to Travel and Expense Landing Page

- Click Me in the ribbon .
- Click My Expenses – The Travel and Expense page should open.



# Create Expense Report continued...

- Click on + Create Report tab.
- From here, you will be able to enter the information for creating your expense report.



# Create Expense Report continued...

- Enter the purpose for your expense.

The screenshot shows the Oracle Fusion Cloud Expense Report creation interface. The 'Purpose' field is highlighted with a black arrow and contains the text 'conference in Atlanta, GA'. The 'Report Total' section shows '0.00 USD'. The 'Expense Items' section is empty with a 'No data to display' message. The interface includes a top navigation bar with 'GOVS SUITE' and a right sidebar with 'Save', 'Submit', and 'Cancel' buttons.

# Create Expense Report continued...

- Once you have added your expense purpose, click on the drop-down menu by Payment Method. Click on your preferred payment method from check, electronic, F-expense check, F-expense electronic.
- **F-Expense Check and F-Expense Electronic are for Foundation FOAPs only.**

The screenshot displays the 'Create Expense Report' interface in Oracle Fusion Cloud. The 'Purpose' field is populated with 'conference in Atlanta, GA'. The 'Payment Method' dropdown menu is open, showing options including 'Check', 'Electronic', 'F-EXPENSE CHECK', 'F-EXPENSE ELECTRONIC', 'State Paid', and 'Wire'. The 'Employer Pays You' amount is shown as '0.00 usd'. The 'Expense Items' section at the bottom includes buttons for 'Create Item', 'Add Existing', 'Apply Project', 'Apply Account', and 'Split Allocation'. The page also features a top navigation bar with 'GOVSUITE' and various application links, and a right sidebar with 'Save', 'Submit', and 'Cancel' buttons.

# Create Expense Report continued...

- You must click on the box to indicate you understand the travel and expense policies. If you are unsure, you can click on ([I have read and accept the corporate travel and expense policies](#)) to view the current travel policy page.

APSU ERP CRP3 / HCM CRP2

GOVS SUITE

Create Expense Report ?

\* Purpose conference in Atlanta, GA

Attachments AER submission fee.pdf

Report Total

Payment Method Electronic

Employer Pays You 0.00 USD

0.00USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items

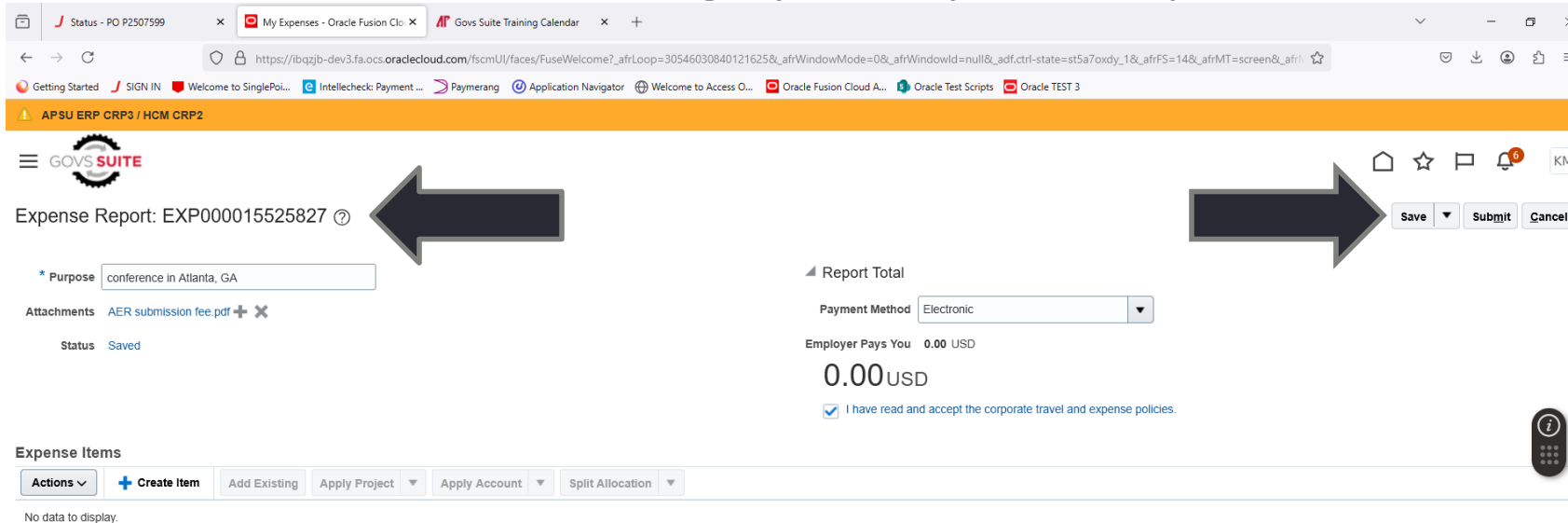
Actions + Create item Add Existing Apply Project Apply Account Split Allocation

No data to display.



# Create Expense Report continued...

- Click on Save. This will assign your Expense Report number.



The screenshot displays the Oracle Fusion Cloud Expenses interface. At the top, the browser address bar shows the URL: [https://ibqzjb-dev3.fas.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?\\_afLoop=30546030840121625&\\_afWindowMode=0&\\_afWindowId=null&\\_adf.ctrl-state=st5a7oxdy\\_1&\\_afF5=14&\\_afMT=screen&\\_afri](https://ibqzjb-dev3.fas.ocs.oraclecloud.com/fscmUI/faces/FuseWelcome?_afLoop=30546030840121625&_afWindowMode=0&_afWindowId=null&_adf.ctrl-state=st5a7oxdy_1&_afF5=14&_afMT=screen&_afri). The page header includes the 'GOVS SUITE' logo and the text 'Expense Report: EXP000015525827'. A large black arrow points from the 'Save' button to the report number. The 'Save' button is located in the top right corner of the form, next to 'Submit' and 'Cancel' buttons. Below the report number, the 'Purpose' field contains 'conference in Atlanta, GA'. The 'Attachments' section shows 'AER submission fee.pdf'. The 'Status' is 'Saved'. The 'Report Total' section shows 'Payment Method' as 'Electronic', 'Employer Pays You' as '0.00 USD', and the total amount as '0.00USD'. A checkbox indicates 'I have read and accept the corporate travel and expense policies.' The 'Expense Items' section at the bottom has a 'No data to display' message.

Expense Report: EXP000015525827

\* Purpose conference in Atlanta, GA

Attachments AER submission fee.pdf

Status Saved

Report Total

Payment Method Electronic

Employer Pays You 0.00 USD

0.00USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items

Actions Create Item Add Existing Apply Project Apply Account Split Allocation

No data to display.





# Create Expense Report continued...

- Under Expense Items, click on + Create Item. Here is where you will enter specifics about your travel expenses.

# Create Expense Report continued...

- Date: Enter the beginning date of your trip.
- Template: From the drop-down menu, choose the type of travel. For example, Out of State Travel – Individual

Create Expense Item ?

\* Date 2/14/2025

\* Template Corporate Card Non Travel

\* Type Athletics In-State Group Travel

\* Amount CL - CRP3 - Test Expense Template

Reimbursable Amount

Corporate Card Non Travel

GG testing

Guest/Candidate In-State

Guest/Candidate Out-of-State

In-State Recruiting Travel

In-State Travel - Group

In-State Travel - Group - Grant

In-State Travel - Individual

In-State Travel - Individual - Grant

KDTravel Template

Out-of-Country Travel - Group - Grant

Out-of-Country Travel -Group

Out-of-Country Travel -Individual

Out-of-Country Travel -Individual - Grant

Out-of-State Recruiting Travel

Out-of-State Travel -Group

Out-of-State Travel -Group - Grant

Out-of-State Travel -Individual

Out-of-State Travel -Individual - Grant

Create Another Save and Close Cancel

# Create Expense Report continued...

- Type: From the drop-down menu, choose the type of expense. For example, Conference Registration Fee

The screenshot displays the 'Create Expense Item' form in the Oracle Fusion Cloud Applications interface. The 'Type' dropdown menu is open, showing a list of expense categories. A large black arrow points to the 'Conference Registration Fee' option, which is highlighted. The form includes the following fields and options:

- Date:** 2/14/2025
- Template:** Out-of-State Travel -Individual
- Type:** Conference Registration Fee (selected)
- Amount:** (empty field)
- Reimbursable Amount:** 0.00 USD
- Attachments:** Drag files here or click to add attachment

The top navigation bar shows the user is logged in as 'GOVS SUITE' and the page title is 'Create Expense Item'.

# Create Expense Report continued...

- Amount: Enter the amount of your expense.
- Description: Enter the description of your expense item.

The screenshot shows the 'Create Expense Item' form in the Oracle Fusion Cloud Applications interface. The form is titled 'Create Expense Item' and includes the following fields:

- Date:** 2/14/2025
- Template:** Out-of-State Travel -Individual
- Type:** Conference Registration Fee
- Amount:** USD 350.00
- Description:** Evisions conference in Atlanta, GA
- Reimbursable Amount:** 350.00 USD
- Attachments:** Drag files here or click to add attachment
- Authorization:** None
- Account:** A-A110001-301002-73210-450-000000

Two large black arrows point to the 'Amount' and 'Description' fields, indicating where the user should enter the expense details.

# Create Expense Report continued...

- Attachments: Attach the receipts and supporting documentation for your expenses.

APSU ERP CRP3 / HCM CRP2

GOVS SUITE

Create Expense Item ?

\* Date: 2/14/2025

\* Template: Out-of-State Travel -Individual

\* Type: Conference Registration Fee

\* Amount: USD 350.00

Description: Exvisions conference in Atlanta, GA

Reimbursable Amount: 350.00 USD

Attachments: Drag files here or click to add attachment

Authorization: None

Account: A-A110001-301002-73210-450-000000

Create Another Save and Close Cancel

# Create Expense Report continued...

- You will see your documents attached. Click on the magnifying glass beside Account.

APSU ERP CRP3 / HCM CRP2

GOVSUITE

Create Expense Item ?

Reimbursable Amount 350.00 USD

Attachments

Drag files here or click to add attachment

AER submission fee.pdf (158.92 KB)

Authorization None

Account A-A110001-301002-73210-450-000000

\* Date 2/14/2025

\* Template Out-of-State Travel -Individual

\* Type Conference Registration Fee

\* Amount USD 350.00

Description Evisions conference in Atlanta, GA



# Create Expense Report continued...

- Enter your departmental FOAP from the drop-down menu.
- Entity: A – University OR  
F – Foundation
- Fund
- Organization
- Account
- Program
- Enter Activity, PPM\_Project (grant #)
- InterFund and Future – defaults to zeros unless you have one assigned

\*You will have to enter each expense that is using a different FOAP as a separate line on your expense report. For example, I have a \$100 charge being split 50/50 I would enter one expense line for \$50 and another for \$50 with the additional FOAP.

\*You can also no longer mix A and F charts, so you will do an expense report for everything on A chart, then another for everything using a Foundation FOAP.

The screenshot shows the 'Create Expense Item' form in the Oracle Fusion Cloud Applications interface. A large blue arrow points to the 'Account' pop-up window. The main form includes fields for Date (2/14/2025), Template (Out-of-State Travel - Individual), Type (Conference Registration Fee), Amount (USD 350.00), and Description (Evisions conference in Atlanta, GA). The 'Account' pop-up window displays a tree structure for selecting an account, with the following values selected: Entity (A - Austin Peay State University), Fund (A110001 - Undesignated E and G), Organization (301002 - Accounting Services), Account (73210 - Outstate Fac Staff Stu), Program (450 - Institutional Support), Activity (000000 - Default Activity), PPM\_Project (00000000 - Default Project), InterFund (000000 - Default Interfund), and Future (000000 - Default Future Value). The pop-up window also has Search, Reset, OK, and Cancel buttons.

# Create Expense Report continued...

- Click on Save and Close.

The screenshot shows the 'Create Expense Item' form in the Oracle Fusion Cloud Applications interface. The form is titled 'Create Expense Item' and includes the following fields:

- Date:** 2/14/2025
- Template:** Out-of-State Travel -Individual
- Type:** Conference Registration Fee
- Amount:** USD 350.00
- Description:** Evisions conference in Atlanta, GA
- Reimbursable Amount:** 350.00 USD
- Attachments:** AER submission fee.pdf (158.92 KB)
- Authorization:** None
- Account:** A-A110001-301002-73210-450-000000

A large blue arrow points to the 'Save and Close' button in the top right corner of the form.



# Create Expense Report continued...

- If you have additional expenses to enter for the same trip, go back to **+ Create Item** to add another expense type.

Expense Report: EXP000015525827

\* Purpose: conference in Atlanta, GA

Attachments: AER submission fee.pdf

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 350.00 USD

350.00 USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items (1)

Date	Type	Amount	Merchant	Location	Description	Attachments
2/14/2025	Conference Registration Fee	350.00 USD			Evisions conference in Atlanta, GA	(1)

# Create Expense Report continued...

- Once you have added all supporting documentation and are finished, click Submit to route your Expense Report to your approver.

Expense Report: EXP000015525827

\* Purpose: conference in Atlanta, GA

Attachments: AER submission fee.pdf

Status: Saved

Report Total

Payment Method: Electronic

Employer Pays You: 350.00 USD

350.00 USD

☒ I have read and accept the corporate travel and expense policies.

Expense Items (1)

Date	Type	Amount	Merchant	Location	Description	Attachments
2/14/2025	Conference Registration Fee	350.00 USD			Evisions conference in Atlanta, GA	(1)