

# **PSFIN V8.9 Upgrade Training**

## **Expenses Participant Guide – Part 3**

**Office of Information and  
Instructional Technology**

**Version 1.1  
07/21/2008**

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## PSFIN 8.9 Expenses Course Overview

### **Lessons:**

- Lesson 1: Introduction to Expenses
- Lesson 2: System Setup
- Lesson 3: Employee Individual Setup in Self-Service Portal
- Lesson 4: Traveler Tasks in Expenses
- Lesson 5: Approver/Reviewer Tasks in Expenses
- Lesson 6: Administrator Tasks in Expenses
- Lesson 7: Queries and Reports
- Lesson 8: Comprehensive Activities

### **Schedule Day 1:**

- 9:00 – 10:00: Introduction to Expenses
- 10:00 – 10:15: AM Break
- 10:15 – 11:00: Introduction to Expenses Workflow/EX Integration
- 11:00 – 12:00: System Setup
- 12:00 – 1:15: Lunch
- 1:30 – 2:15: Employee Individual Setup in Self-Service Portal
- 2:15 – 3:30: Traveler Tasks – Pre-Travel Actions
- 3:30 – 3:15: PM Break
- 3:15 – 5:00: Traveler Tasks – Post-Travel Actions

### **Schedule Day 2:**

- 9:00 – 9:15: Day 1 Recap
- 9:15 – 10:00: Traveler Tasks – Non-Travel Expenses
- 10:00 – 10:45: Traveler Tasks – Other Traveler Functions
- 10:45 – 11:00: AM Break
- 11:00 – 11:30: Quiz – Lessons 1 – 4
- 11:30 – 12:00: Approver Tasks – Workflow and Approvals
- 12:00 – 1:15: Lunch
- 1:30 – 2:00: Approver/Reviewer Tasks and Responsibilities
- 2:00 – 3:00: Approver/Reviewer Actions
- 3:00 – 3:15: PM Break
- 3:15 – 5:00: Approver/Reviewer Actions (continued)

### **Schedule Day 3:**

- 9:00 – 9:15: Day 2 Recap
- 9:15 – 9:45: Quiz – Lesson 5
- 9:45 – 10:30: Administrator Tasks to Assist Travelers/Approvers
- 10:30 – 10:45: AM Break
- 10:45 – 12:30: Administrator Tasks – Standard Expense Processing
- 12:30 – 1:45: Lunch
- 2:00 – 3:30: Administrator Tasks – Atypical Expense Processing
- 3:30 – 3:45: PM Break
- 3:45 – 5:00: Administrator Tasks – Reconciling Cash Advances

### **Schedule Day 4:**

- 9:00 – 9:15: Day 3 Recap
- 9:15 – 10:00: Administrator Tasks – Reconciliations
- 10:00 – 11:00: Administrator Tasks – Real-Time Analysis
- 11:00 – 11:15: AM Break
- 11:15 – 11:45: Quiz – Lesson 6
- 11:45 – 1:00: Lunch
- 1:15 – 2:15: Queries and Reports
- 2:15 – 2:30: PM Break
- 2:30 – 4:45: Comprehensive Activities
- 4:45 – 5:00: End of Course Summary and Evaluation

## **Lesson 6.0: Administrator Tasks in Expenses**

### **Lesson 6.0 Objectives:**


- Identify the tasks that Administrators may need to perform to assist Travelers and Approvers.
- Identify the tasks involved in Routine Expense Processing.
- Identify expense processing tasks designed to modify, correct, or cancel Expense transactions.
- Identify the purpose and requirements for reconciling cash advances.
- Identify the reconciliation queries to use for Commitment Control and Continuous Audit.
- Identify the purpose of Real-Time Analysis.

### **Lesson 6.0 Components:**

- Lesson 6.1 – Administrative Tasks to Assist Travelers/Approvers
- Lesson 6.2 – Standard Expense Processing
- Lesson 6.3 – Atypical Expense Processing
- Lesson 6.4 – Reconciling Cash Advances
- Lesson 6.5 – Reconciliations
- Lesson 6.6 – Real-Time Analysis
- Lesson 6 Quiz

## Lesson 6.1 – Administrative Tasks to Assist Travelers and Approvers

<div data-bbox="261 317 354 401" data-label="Image"> </div> <h3>Lesson 6.1: Administrative Tasks to Assist Travelers and Approvers</h3> <ul style="list-style-type: none"> <li>• Identify how to inquire on an employee's profile through the Core system.</li> <li>• Identify the purpose for using the T&amp;E Center in the Core system.</li> <li>• Assign Alternate User Routing through the Core system for an absent approver.</li> <li>• Reassign Approval Work.</li> <li>• Update mileage reimbursement rates.</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 852 354 936" data-label="Image"> </div> <h3>Inquiring on an Employee's Profile Through the Core System</h3> <ul style="list-style-type: none"> <li>• Much of the viewable data in the profile comes from HRMS</li> <li>• Through the Core system, you can update many of the fields in the employee's profile</li> <li>• However, the next time an employee changes the same field in the HRMS module, the change on the HRMS side will overwrite any previous changes on the Core FIN side</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 1388 354 1472" data-label="Image"> </div> <h3>Use the T&amp;E Center in the Core Application</h3> <ul style="list-style-type: none"> <li>• Allows Expense Administrators to access virtually the same components that are available in Employee Self-Service</li> <li>• Can create/modify/view/print on behalf of any employee</li> <li>• Gives great flexibility to monitor employee transactions and payments on an institutional level</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



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- Reporting Tools
- PeopleTools
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  - [My Personalizations](#)
  - [My System Profile](#)

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### Travel and Expense Center

Travel and Expense Center for all travel and expense related tasks.


<div> <b>Expense Report</b> <p>Create, modify, print, view or delete an Expense Report</p> <p> <a href="#">Create</a>  <a href="#">Modify</a>  <a href="#">Print</a>  <a href="#">2 More...</a> </p> </div>	<div> <b>Travel Authorization</b> <p>Create, modify, print, view or delete a Travel Authorization</p> <p> <a href="#">Create</a>  <a href="#">Modify</a>  <a href="#">Print</a>  <a href="#">3 More...</a> </p> </div>	<div> <b>Cash Advance</b> <p>Create, modify, print, view or delete a Cash Advance</p> <p> <a href="#">Create</a>  <a href="#">Modify</a>  <a href="#">Print</a>  <a href="#">2 More...</a> </p> </div>
<div> <b>Review Payments</b> <p>Review history of expense payments.</p> <p> <a href="#">Review Expense History</a>  <a href="#">Review Payments</a> </p> </div>	<div> <b>Other Expense Functions</b> <p>You can view contents in My Wallet, create your own template, or modify an existing template</p> <p> <a href="#">Create/Update User Template</a> </p> </div>	

Topics:	Inquire on an Employee's Profile through the	Business Processes:	EX.060.010
	Core system		EX.060.500
	Use the T&E Center in the Core Application		

## Expenses – Administrator Tasks in Expenses

### Activity: Administrative Tasks to Assist Travelers & Approvers Part 1

Topics:	Inquire on an Employee's Profile Through the Core System	Business	EX.060.010
	Use the T&E Center in the Core Application	Processes:	EX.060.500

Activity													
<b>Activity Overview</b>	<p>In this activity you will:</p> <ol style="list-style-type: none"> <li>Inquire on an Employee's Profile Through the Core System.</li> <li>Use the T&amp;E Center in the Core Application.</li> </ol>												
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You are now going to log into the Core System as EXADMIN01.</li> <li>Log out as EMPL1.</li> <li>Clear the cache and cookies for your browser:                             <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <th>NAVIGATION</th><th>Core System (F400)</th></tr> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</li> </ol> <table border="1"> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> </td></tr> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	Core System (F400)	<ol style="list-style-type: none"> <li>Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</li> </ol> <table border="1"> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table>		FIELD	VALUE or STATUS	User ID	EXADMIN01	Password	password01	<ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>	
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User ID	EXADMIN01												
Password	password01												
<ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>													
<b>Activity 6.1-1A</b>  <b>Role:</b> <b>Administrator</b>    <b>UserID:</b> <b>EXADMIN01</b>	<p><i>Scenario:</i> You received a call from Susan Meyer who wants to verify that she is set up for EFT Payment and her computer is currently out of commission. You need to review Susan Meyers's employee profile and determine her payment method. Her User ID is EMPL2.</p> <p>To inquire on an Employee's Profile:</p> <table border="1"> <tr> <th>NAVIGATION</th><th>Travel and Expenses &gt; Manage Employee Information &gt; Update Profile</th></tr> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Click the <b>Search</b> button.</li> <li>Select User ID EMPL2 for Susan Myers.</li> <li>Review the data on all pages.</li> <li>Note the following:</li> <li>What is the Cash Advance Level for this employee? _____</li> <li>What is this employee's default creation method for Travel Authorizations? _____</li> <li>What payment method is set up for this employee? _____</li> <li>Click the <b>Return to Search</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	Travel and Expenses > Manage Employee Information > Update Profile	<ol style="list-style-type: none"> <li>Click the <b>Search</b> button.</li> <li>Select User ID EMPL2 for Susan Myers.</li> <li>Review the data on all pages.</li> <li>Note the following:</li> <li>What is the Cash Advance Level for this employee? _____</li> <li>What is this employee's default creation method for Travel Authorizations? _____</li> <li>What payment method is set up for this employee? _____</li> <li>Click the <b>Return to Search</b> button.</li> </ol>									
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Topics:	Inquire on an Employee's Profile through the Core system Use the T&E Center in the Core Application	Business Processes: EX.060.010 EX.060.500
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### Activity 6.1-1B

**Role:**  
**Administrator**





**UserID:**  
**EXADMIN01**

*Scenario:* You just received a call from the Department Head's administrative assistant. She needs a printout of an Expense Report, but her printer just died and she asked if you would print the report for her so she could come pick it up. The Expense Report ID's description is ER08 Orlando Recruiting Trip (line #14 on your reference grid) for User ID TRAVELER02.

To use the T&E Center in the Core Application:

NAVIGATION	Travel and Expenses Home > Travel and Expense Center > Expense Report > Print
<ol style="list-style-type: none"> <li>1. Click the <b>Add a New Value</b> tab.</li> <li>2. Enter a <i>Run Control ID</i>.</li> <li>3. Click the <b>Add</b> button.</li> <li>4. Click the <b>Look up Report ID</b> button.</li> <li>5. Select the expense report with the description <b>ER08 Orlando Recruiting Trip</b>.</li> <li>6. Click the <b>Save</b> button.</li> <li>7. Click the <b>Run</b> button.</li> <li>8. Verify the Type is Window and the Format is PDF.</li> <li>9. Click the <b>OK</b> button.</li> <li>10. Review the report and click the <b>Print</b> icon.</li> <li>11. Click the <b>Close</b> button.</li> </ol>	

<div data-bbox="261 317 354 405">  </div> <h3 data-bbox="370 338 795 394">Assign Alternate User Routing Through Core for an Absent Approver</h3> <ul data-bbox="285 422 755 640" style="list-style-type: none"> <li>• As an Administrator, you can assign an Alternate User on behalf of an employee</li> <li>• Alternate User must have adequate security rights</li> <li>• System only sends Workflow routings to the immediate alternate User ID</li> </ul> <p data-bbox="574 688 755 703"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 856 354 945">  </div> <h3 data-bbox="370 877 795 934">Assign Alternate User Routing Through Core for an Absent Approver</h3> <ul data-bbox="285 961 755 1159" style="list-style-type: none"> <li>• Affects Expenses and ePro approval actions</li> <li>• Cannot adjust anything on the General tab</li> <li>• Reroutes any new transactions during the time specified</li> </ul> <p data-bbox="574 1222 755 1236"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

GeneralWorkflow

User ID: 003998

Description: Andrea Harder

Workflow Attributes

Alternate User ID:

From Date:  [31]

To Date:  [31]

Supervising User ID:

Routing Preferences

☒ Worklist User  
☒ Email User

Reassign Work

☐ Reassign Work To:

Total Pending Worklist Entries: 11

Save

Return to Search


Previous in List

Next in List

General | Workflow

<div data-bbox="263 283 349 367" data-label="Image"> </div> <div data-bbox="362 310 686 350" data-label="Section-Header"> <h3>Reassign Approval Work</h3> </div> <ul data-bbox="279 380 756 615" style="list-style-type: none"> <li>• Administrators can use the Reassign Approval Work function in Core to move transactions between EX Approver's queues</li> <li>• May be necessary if an approver is on leave, but has not defined an alternate approver</li> <li>• Can be used to reroute a transaction that was sent to the wrong approver</li> <li>• Can reassign transactions from any approver's Worklist</li> </ul> <p data-bbox="570 648 755 665"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 821 349 905" data-label="Image"> </div> <div data-bbox="362 846 686 886" data-label="Section-Header"> <h3>Reassign Approval Work</h3> </div> <ul data-bbox="279 917 735 1037" style="list-style-type: none"> <li>• When you use the Define Security – Reassign Work page to reassign work from one approver to another, EX validates User IDs and transactions</li> </ul> <p data-bbox="570 1182 755 1199"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1358 349 1442" data-label="Image"> </div> <div data-bbox="362 1383 686 1423" data-label="Section-Header"> <h3>Reassign Approval Work</h3> </div> <ul data-bbox="279 1453 743 1661" style="list-style-type: none"> <li>• EX generates an error and terminates the 'reassign' operation if you enter the same approver in the 'Reassign Work To' field on the Define Security – Reassign Work page             <ul style="list-style-type: none"> <li>– Cannot reassign work from TJONES to TJONES</li> </ul> </li> </ul> <p data-bbox="570 1717 755 1734"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367" data-label="Image"> </div> <div data-bbox="362 310 686 348" data-label="Section-Header"> <h3>Reassign Approval Work</h3> </div> <ul style="list-style-type: none"> <li>• If the originator of an EX transaction is the same as the reassigned approver, EX performs the reassignment.</li> <li>• When the new approver attempts to perform an approval action, they will receive a message indicating they are not authorized to approve the transaction</li> </ul> <p data-bbox="570 646 755 663"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 819 349 903" data-label="Image"> </div> <div data-bbox="362 846 686 884" data-label="Section-Header"> <h3>Reassign Approval Work</h3> </div> <ul style="list-style-type: none"> <li>• If an escalation process picks up a transaction for rerouting (not worked within 5 days), and the approver who is designated as the target for rerouting is the same person as the submitter, the system routes the transaction to the approver's supervisor (if one is listed on the User Profile page)</li> </ul> <p data-bbox="570 1182 755 1199"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1354 349 1438" data-label="Image"> </div> <div data-bbox="362 1381 686 1419" data-label="Section-Header"> <h3>Reassign Approval Work</h3> </div> <ul style="list-style-type: none"> <li>• If the rerouting process picks up a transaction for rerouting and the approver who is designated as the target for rerouting is the same person as the submitter, the system routes the transaction to them, but does not enable them to take any transaction approval action</li> </ul> <p data-bbox="570 1717 755 1734"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h2 style="margin: 0;">Reassign Approval Work</h2> </div> </div> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <ul style="list-style-type: none"> <li>If you reassign a transaction to an approver who has already approved the transaction, the system will not route the transaction to that approver again</li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Topics: Assign Alternate User Routing Through the  
 Core System  
 Reassign Approval Work


Business Process: EX.020.400  
 EX.080.105

## Expenses – Administrator Tasks in Expenses

### Activity: Administrative Tasks to Assist Travelers & Approvers Part 2

Topics: Assign Alternate User Routing Through the Core System  
 Reassign Approval Work

Business Processes: EX.020.400  
 EX.080.105

Activity													
<b>Activity Overview</b>	<p>In this activity you will:</p> <ol style="list-style-type: none"> <li>Assign Alternate User Routing for an Approver.</li> <li>Reassign Approval Work.</li> </ol>												
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser:                             <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <th>NAVIGATION</th><th>Core System (F4009)</th></tr> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</li> </ol> <table border="1"> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> </td></tr> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	Core System (F4009)	<ol style="list-style-type: none"> <li>Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</li> </ol> <table border="1"> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table>		FIELD	VALUE or STATUS	User ID	EXADMIN01	Password	password01	<ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>	
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Password	password01												
<ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>													
<b>Activity 6.1-2A</b>  <b>Role:</b> <b>Administrator</b>    <b>UserID:</b> <b>EXADMIN01</b>	<p><i>Scenario:</i> You just received a call from Chelle White (APPROVER01). She is an approver and must be out of the office unexpectedly for the next two days. She asked you to route all of her transactions that are currently in her Worklist, as well as any future items that come in, to Blake Simpson. First, assign alternate user routing for this employee to last for the next two days. Second, reassign his current Worklist items, if she has any.</p> <p>To assign alternate user routing:</p> <table border="1"> <tr> <th>NAVIGATION</th><th>PeopleTools &gt; Security &gt; User Profiles &gt; Distributed User Profiles</th></tr> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Click the <b>Search</b> button.</li> <li>Select User ID <b>APPROVER01</b>.</li> <li>Click the <b>Workflow</b> tab.</li> <li>Click the <b>Look up Alternate User ID</b> button.</li> <li>Select User ID <b>EMPL3</b> for Blake Simpson.</li> <li>Enter today's date in the <b>From Date</b> field.</li> <li>Enter a date two days from now in the <b>To Date</b> field.</li> <li>Click the <b>Save</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	PeopleTools > Security > User Profiles > Distributed User Profiles	<ol style="list-style-type: none"> <li>Click the <b>Search</b> button.</li> <li>Select User ID <b>APPROVER01</b>.</li> <li>Click the <b>Workflow</b> tab.</li> <li>Click the <b>Look up Alternate User ID</b> button.</li> <li>Select User ID <b>EMPL3</b> for Blake Simpson.</li> <li>Enter today's date in the <b>From Date</b> field.</li> <li>Enter a date two days from now in the <b>To Date</b> field.</li> <li>Click the <b>Save</b> button.</li> </ol>									
NAVIGATION	PeopleTools > Security > User Profiles > Distributed User Profiles												
<ol style="list-style-type: none"> <li>Click the <b>Search</b> button.</li> <li>Select User ID <b>APPROVER01</b>.</li> <li>Click the <b>Workflow</b> tab.</li> <li>Click the <b>Look up Alternate User ID</b> button.</li> <li>Select User ID <b>EMPL3</b> for Blake Simpson.</li> <li>Enter today's date in the <b>From Date</b> field.</li> <li>Enter a date two days from now in the <b>To Date</b> field.</li> <li>Click the <b>Save</b> button.</li> </ol>													

Topics: Assign Alternate User Routing Through the  
 Core System  
 Reassign Approval Work

Business Process: EX.020.400  
 EX.080.105

### Activity 6.1-2B

Role:  
 Administrator






UserID:  
 EXADMIN01

To reassign approval work:



#### NAVIGATION

Travel and Expenses > Manage Expenses Security > Reassign Approval Work

1. Click the **Search** button.
2. Select User ID **APPROVER01**.
3. Review the pending transactions, if any.
4. Click the **Select All** link.
5. Click the **Look up Reassign Work To** button.
6. Select User ID **EMPL3** for Blake Simpson.
7. Click the **Reassign** button.

<div style="display: flex; align-items: center;">  <div> <p><b>Update Mileage Reimbursement Rates</b></p> <hr/> <ul style="list-style-type: none"> <li>• Changes to the mileage reimbursement rates are communicated from the Executive Director for Business and Financial Affairs</li> <li>• Traditionally, mileage updates take place on October 1<sup>st</sup></li> <li>• State Accounting Office uses three tiers for mileage reimbursements</li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center;">  <div> <p><b>Update Mileage Reimbursement Rates</b></p> <hr/> <ul style="list-style-type: none"> <li>• Tier 1 Rate: Determined that a personal motor vehicle is the most advantageous form of travel                             <ul style="list-style-type: none"> <li>– Employee is reimbursed for business miles based on type of vehicle used                                     <ul style="list-style-type: none"> <li>• Automobile</li> <li>• Motorcycle</li> <li>• Aircraft</li> </ul> </li> </ul> </li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center;">  <div> <p><b>Update Mileage Reimbursement Rates</b></p> <hr/> <ul style="list-style-type: none"> <li>• Tier 2 Rate: If a government-owned (agency-owned) vehicle is available, and its use is determined to be the most advantageous to the state, OR                             <ul style="list-style-type: none"> <li>– If it is determined that a rental vehicle is the recommended vehicle of travel, BUT</li> <li>– A personal motor vehicle is used</li> <li>– Employee is reimbursed at the Tier 2 rate</li> </ul> </li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Update Mileage Reimbursement Rates</h3> </div> </div> <ul style="list-style-type: none"> <li>Tier 3 Rate: When a government-owned vehicle is assigned directly to an employee, but that employee utilizes a personal motor vehicle, the employee will be reimbursed for business miles at this rate</li> </ul> <p style="text-align: right; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Update Mileage Reimbursement Rates</h3> </div> </div> <ul style="list-style-type: none"> <li>When SAO publishes changes to mileage reimbursement rates, new rates are made effective as of a particular date</li> <li>EX uses effective-dated rows to accommodate this</li> <li>Listing of 5 rows with various mileage expense types</li> <li>Recommendation: Even if all mileage expense types are not updated, insert a new effective row for each type so that you can track the various policy announcements easily in the system</li> </ul> <p style="text-align: right; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

#### Distance Rate

---

**SetID:** 36000  
**Expense Type:** MILEAGE Mileage  
**Country:** USA

Find | View All
First 1 of 2 Last

**Effective Date:** 03/24/2008 B1
**Status:** Active + -

**Distance Type:** ☐ Kilometers ☒ Miles

**Distance Rate Type:** ☒ Standard Rate ☐ Varied Rate ☐ Split Rate

**Standard Distance Rate:** 0.4850 **Currency:** USD 🔍

#### Varied Distance Rates

Transportation Type	Description	From Distance	Through Distance	Distance Rate	Rate Adjustment Factor
<input style="width: 80%;" type="text"/>		0	0		+ -

Topic: Update Mileage Reimbursement Rates

Business Process: EX.040.030

## Expenses – Administrator Tasks in Expenses

### Activity: Updating Mileage Reimbursement Rates

Topic: Update Mileage Reimbursement Rates

Business Process: EX.040.030

#### Activity

##### Activity Overview

In this activity you will:

##### A. Update Mileage Reimbursement Rates

##### Login Information – Core System

1. You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
2. Log out.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

##### NAVIGATION

##### Core System (F400)

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

##### FIELD

##### VALUE or STATUS

User ID

EXADMIN01

Password

password01

5. Click the **Sign In** button.

##### Activity 6.1-3A

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* You just received a letter from the Executive Director for Business and Financial Affairs regarding increases in mileage reimbursement rates. On 11/1/2008, the rates will update as follows:

- Tier 1 – Automobile – 0.550
- Tier 1 – Aircraft – 1.0700
- Tier 1 – Motorcycle – 0.3550
- Tier 2 – 0.2900
- Tier 3 – 0.1250

To update mileage reimbursement rates:

##### NAVIGATION

##### Set Up Financials/Supply Chain > Product Related > Expenses > Management > Distance Rate

1. On the Find an Existing Value tab, enter **40000** for the SetID.
2. Click the **Search** button.
3. Click the first entry in the Expense Type column, “**Mileage.**”
4. Click the **Add a new row at row 1 (+)** button.

5. Enter the following information for the **MILEAGE Distance Rate**:

FIELD	VALUE or STATUS
Effective Date	11/1/2008
Standard Distance Rate	0.550

6. Click the **Save** button.

7. Click the **Next in List** button.

8. Click the **Add a new row at row 1 (+)** button.

9. Enter the following information for the **MILGAIR Distance Rate**:

FIELD	VALUE or STATUS
Effective Date	11/1/2008
Standard Distance Rate	1.0700

10. Click the **Save** button.

11. Click the **Next in List** button.

12. Click the **Add a new row at row 1 (+)** button.

13. Enter the following information for the **MILGMCY Distance Rate**:

FIELD	VALUE or STATUS
Effective Date	11/1/2008
Standard Distance Rate	0.355

14. Click the **Save** button.

15. Click the **Next in List** button.

16. Click the **Add a new row at row 1 (+)** button.

17. Enter the following information for the **MILGT2 Distance Rate**:

FIELD	VALUE or STATUS
Effective Date	11/1/2008
Standard Distance Rate	0.2900

18. Click the **Save** button.

19. Click the **Next in List** button.

20. Click the **Add a new row at row 1 (+)** button.

21. Enter the following information for the **MILGT3 Distance Rate**:

FIELD	VALUE or STATUS
Effective Date	11/1/2008
Standard Distance Rate	0.1250

22. Click the **Save** button.

---

Topic: Update Mileage Reimbursement Rates

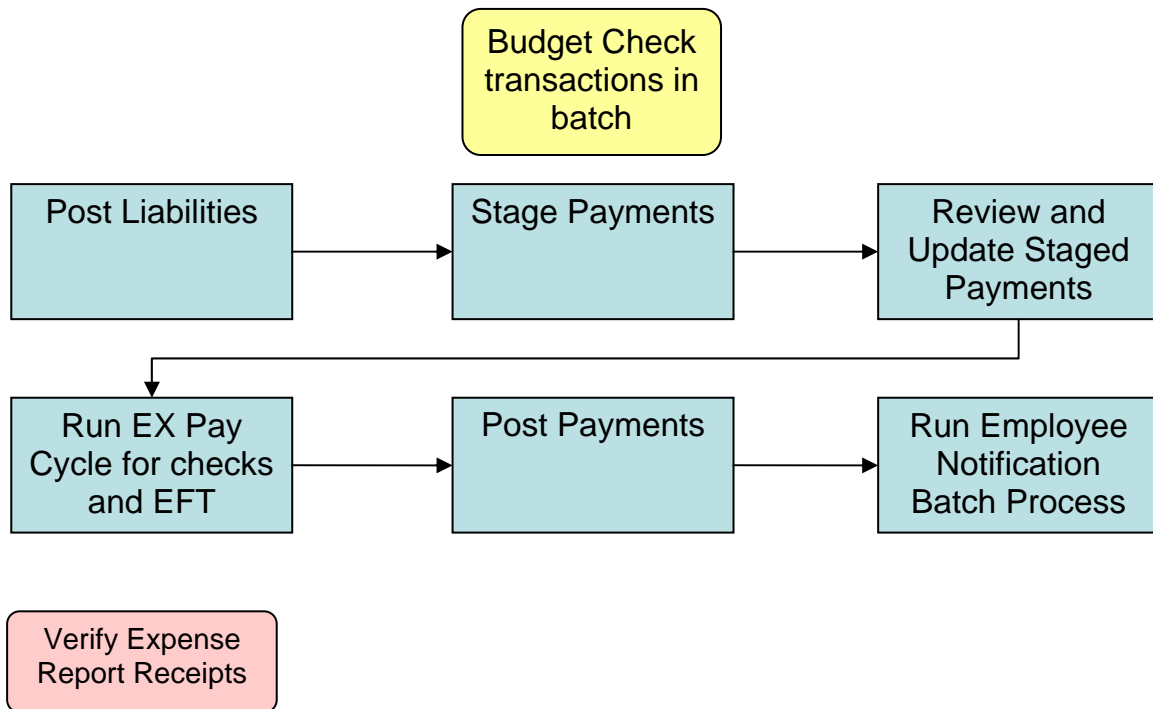
Business Process: EX.040.030


---

- |  |
|--|
| <ul style="list-style-type: none"><li>23. Click the <b>Return to Search</b> button.</li><li>24. Verify the new rates. Select <b>MILEAGE</b> and click the <b>View All</b> link.</li><li>25. Verify the new rate for the Effective Date of 11/1/2008.</li><li>26. Click the <b>Return to Search</b> button.</li></ul> |
|--|
-

## Lesson 6.2 – Standard Expense Processing

<div data-bbox="263 321 349 405" data-label="Image"> </div> <p>Lesson 6.2: Standard Expense Processing</p> <ul style="list-style-type: none"> <li>• Identify the regular process flow for standard expense processing.</li> <li>• Budget check transactions in batch.</li> <li>• Verify receipts in mass.</li> <li>• Post liabilities.</li> <li>• Stage payments.</li> <li>• Review and update staged payments.</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 856 349 940" data-label="Image"> </div> <p>Lesson 6.2: Standard Expense Processing</p> <ul style="list-style-type: none"> <li>• Identify how the Expense Pay Cycle is run.</li> <li>• Post Payments.</li> <li>• Run the Employee Notification batch process.</li> <li>• View Accounting Entries.</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



<div style="display: flex; align-items: center;">  <div> <h3>Budget Check Transactions in Batch</h3> <ul style="list-style-type: none"> <li>Use the Request Budget Check page to run budget checking for travel authorizations, expense reports, and journal expense reports</li> </ul> </div> </div> <div style="text-align: center; margin-top: 20px; font-size: small;">             "Creating A More Educated Georgia"         </div>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
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Request Budget Check
Transaction Details

**Run Control ID:** Budget\_Chk\_Exp

[Report Manager](#)
[Process Monitor](#)
Run

**Process Parameters**
Find | View All    First ◀ 1 of 1 ▶ Last

**Request Number:** 1    **Bus Unit:**

**Select Option:** Some
 

+ -

**Description:**

**Transaction Type:**

▼

All Expense Reports

All Travel Authorizations

Cancel Void Expense Reports

[View Transaction Details](#)

<div data-bbox="263 317 349 401" data-label="Image"> </div> <div data-bbox="362 331 711 390" data-label="Section-Header"> <h3>Budget Check Transactions in Batch</h3> </div> <ul style="list-style-type: none"> <li>• For Transaction Type, you can select: <ul style="list-style-type: none"> <li>– All Expense Reports</li> <li>– All Travel Authorizations</li> <li>– Cancel Void Expense Reports: budget check voided expense reports (payment is voided and not reissued)</li> </ul> </li> <li>• Can view Transaction Details to select a date range or specific transactions to be budget checked</li> </ul> <p data-bbox="573 682 755 699"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 854 349 938" data-label="Image"> </div> <div data-bbox="362 869 711 928" data-label="Section-Header"> <h3>Budget Check Transactions in Batch</h3> </div> <ul style="list-style-type: none"> <li>• Reminders: <ul style="list-style-type: none"> <li>– Select what type of transactions to budget check</li> <li>– After process is run, you can go back to the Request Budget Checking page &gt; Transaction Details tab to view the Budget Status for each transaction you just budget checked</li> </ul> </li> </ul> <p data-bbox="573 1220 755 1236"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1392 349 1476" data-label="Image"> </div> <div data-bbox="362 1407 670 1465" data-label="Section-Header"> <h3>Verify Receipts in Mass</h3> </div> <ul style="list-style-type: none"> <li>• This is the second option for verifying receipts.</li> <li>• First was to verify online for each individual transaction</li> <li>• You can pull up all Expense Reports that need verification</li> <li>• Any Expense Report that has already had its receipts verified lists the date of verification</li> </ul> <p data-bbox="573 1753 755 1770"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Topics: Budget Check Transactions in Batch  
Verify Receipts in Mass

Business Processes: EX.030.011  
EX.020.304

## Expenses – Administrator Tasks in Expenses

Activity: Batch Budget Checking and Receipt Verification in Mass

Topics: Budget Check Transactions in Batch  
Verify Receipts in Mass

Business Processes: EX.030.011  
EX.020.304

### Activity

#### Activity Overview

- In this activity you will:
- Budget Check Transactions in Batch.
  - Verify Receipts

#### Login Information – Core System

- You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
- Log out.
- Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

#### NAVIGATION

#### Core System (FTRN89)

- Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

- Click the **Sign In** button.

#### Activity 6.2-1A

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* Budget check all expense reports in batch.

To budget check transactions in batch:

#### NAVIGATION

#### Travel and Expenses > Manage Accounting > Request Budget Checking >

- Click the **Add a New Value** tab.
- Enter a **Run Control ID**.
- Click the **Add** button.
- Enter the following information in the Process Parameters:

FIELD	VALUE or STATUS
Bus Unit	40000
Description	Budget Check Expense Reports
Transaction Type	All Expense Reports

- Click the **View Transaction Details** link.
- Review the Expense Reports ready to be budget checked.
- Click the **Select All** button.

Topics: Budget Check Transactions in Batch  
Verify Receipts in Mass

Business Processes: EX.030.011  
EX.020.304

8. Click the **Save** button.
9. Click the **Run** button.
10. Ensure the process **EX\_BCHK\_ALL** process is selected.
11. Click the **OK** button.
12. Click the **Report Manager** link.
13. Click the **Administration** tab.
14. **Refresh** the Report List until the Status shows Posted.
15. Click the **Budget Check Expense Requests** link.
16. Note the Run Status: \_\_\_\_\_
17. Click the **OK** button.
18. Click the **Go back to Budget Check Transactions** link.
19. Click the **Cancel** button if you get a warning about unsaved data.
20. Click the **Budget** tab.
21. Review the Budget Status for each Expense Report.

#### Activity 6.2-1B

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* You need to verify receipts for two expense reports. The first one is from Susan Meyers (EMPL2) and it has the description "ER06 Athens 2 Day Training," which is line 12 on your reference grid. The second one is from TRAVELER02, and it has the description "ER08 Orlando Recruiting Trip," which is line 14 on your reference grid.

To verify receipts in mass:

#### NAVIGATION

**Travel and Expenses > Travel and Expense Center > Verify Receipts > Validate Against Expenses**

1. Click the **Search** button to bring up all expense reports.
2. Locate the expense report **ER06 Athens 2 Day Training** (line #12).
3. Notice that the receipts for this report have not yet been verified, since there is an "N" in the Receipts Received column.
4. Select **ER06 Athens 2 Day Training** by clicking on the link.
5. Compare the receipt with what is listed in the Expense line items.
6. Click the **Receipts Received** checkbox.
7. Click the **Save** button.
8. Click the **OK** button.
9. Click the **Return to Search** button.
10. Clear the ID number listed in the Report ID field, under Finding an Existing Value.
11. Click the **Search** button.
12. Verify that **ER06 Athens 2 Day Training** has a "Y" in the Receipts Received column, along with the Received Date.
13. Perform steps 4 - 12 again for expense report **ER08 Orlando Recruiting Trip**.

<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <h3>Post Liabilities</h3> </div> </div> <ul style="list-style-type: none"> <li>Creates accounting lines for EX transactions that are used to generate journals for posting to GL</li> <li>Uses defaults during implementation to generate balanced accounting entries for the appropriate accounting period in GL</li> <li>Uses the EXACCRUAL Journal Template, defined in the Business Unit 2 tab for Expenses Business Unit Definition</li> </ul> <p style="text-align: right; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <h3>Post Liabilities</h3> </div> </div> <ul style="list-style-type: none"> <li>All transactions must have a Valid budget status in order to be eligible for the Post Liabilities process</li> <li>If you post liabilities for an Expense Report and then discover you need to change the accounting entries, you can unpost the Expense Report</li> </ul> <p style="text-align: right; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Expense Processes
Selected Business Units




Run Control ID: Post\_Liabilities




[Report Manager](#)
[Process Monitor](#)
Run




Select All
Deselect All
Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Expense Reports		Cash Advances	Payments	Time Reports	
<input type="checkbox"/> Stage Payments	0	0	7	<input type="checkbox"/> Stage Time to Project Costing or <input type="checkbox"/> Publish Elapsed Time	0
<input type="checkbox"/> Publish to Payroll			0		
<input type="checkbox"/> Post Liabilities	0	0		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0				
<input type="checkbox"/> Cancel Payments			0	<input type="checkbox"/> Unstage Payments	7
<input type="checkbox"/> Close Liability	0	0		<input type="checkbox"/> Update Paid Statuses	0

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3>Post Liabilities</h3> <hr/> <ul style="list-style-type: none"> <li>One main page used to process expense transactions</li> <li>May choose to run more than one process at a time                             <ul style="list-style-type: none"> <li>– Exception: Do not run Stage Payments process at same time as the Unstage Payments process</li> </ul> </li> <li>Refresh – used to populate counts</li> </ul> <p style="text-align: right; font-size: small; margin-top: 10px;">"Creating A More Educated Georgia"</p> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>												
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3>Post Liabilities</h3> <hr/> <ul style="list-style-type: none"> <li>When posting Expense Report liabilities:                             <ul style="list-style-type: none"> <li>– System debits actual expenses to the Chartfields designated on the Expense Report – Accounting Detail page</li> <li>– System generates offsetting credit to the expenses accrual account that is specified in the Accounting Entry template</li> </ul> </li> </ul> <p style="text-align: right; font-size: small; margin-top: 10px;">"Creating A More Educated Georgia"</p> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>												
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Account	Debit	Credit											
Airfare	450												
Hotel	100												
Expenses Accrual		550											

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Post Liabilities</h3> </div> </div> <ul style="list-style-type: none"> <li>When posting liabilities for a Cash Advance paid from a Cash Advance source that generates a payment:                         <ul style="list-style-type: none"> <li>– System debits the advance to the employee advance account</li> <li>– System credits the expenses accrual account</li> <li>– Both accounts are specified in the Accounting Entry Template</li> </ul> </li> </ul> <p style="text-align: right; font-size: small;"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>									
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Post Liabilities</h3> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Account</th> <th style="text-align: center;">Debit</th> <th style="text-align: center;">Credit</th> </tr> </thead> <tbody> <tr> <td>Employee Advances</td> <td style="text-align: center;">500</td> <td></td> </tr> <tr> <td>Expenses Accrual</td> <td></td> <td style="text-align: center;">500</td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;"><i>"Creating A More Educated Georgia"</i></p>	Account	Debit	Credit	Employee Advances	500		Expenses Accrual		500	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Account	Debit	Credit								
Employee Advances	500									
Expenses Accrual		500								
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Post Liabilities</h3> </div> </div> <ul style="list-style-type: none"> <li>When posting liabilities for a cash advance from a cash advance source that does not generate a payment                         <ul style="list-style-type: none"> <li>– System debits the advance to the Employee Advances account designated in the Accounting Entry template</li> <li>– System creates an offsetting credit to the Chartfields that were selected when the cash advance source was created</li> </ul> </li> </ul> <p style="text-align: right; font-size: small;"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>									

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Post Liabilities</h3> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">Account</th> <th style="width: 30%;">Debit</th> <th style="width: 30%;">Credit</th> </tr> </thead> <tbody> <tr> <td>Employee Advances</td> <td style="text-align: center;">500</td> <td></td> </tr> <tr> <td>Traveler's Checks Payable</td> <td></td> <td style="text-align: center;">500</td> </tr> </tbody> </table> <p style="text-align: center; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	Account	Debit	Credit	Employee Advances	500		Traveler's Checks Payable		500	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Account	Debit	Credit								
Employee Advances	500									
Traveler's Checks Payable		500								
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Post Liabilities</h3> </div> </div> <ul style="list-style-type: none"> <li>Generates new accounting entries when an employee pays an outstanding cash advance balance</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;">Account</th> <th style="width: 30%;">Debit</th> <th style="width: 30%;">Credit</th> </tr> </thead> <tbody> <tr> <td>Reconciled Cash Advance</td> <td style="text-align: center;">500</td> <td></td> </tr> <tr> <td>System Check</td> <td></td> <td style="text-align: center;">500</td> </tr> </tbody> </table> <p style="text-align: center; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	Account	Debit	Credit	Reconciled Cash Advance	500		System Check		500	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Account	Debit	Credit								
Reconciled Cash Advance	500									
System Check		500								
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Post Liabilities</h3> </div> </div> <ul style="list-style-type: none"> <li>Reminders:                         <ul style="list-style-type: none"> <li>– Refresh to update counts</li> <li>– Select EX_TRAN_PRCS</li> <li>– If Post Liabilities process ran successfully, there should be zeros in both the Expense Reports and Cash Advances columns for Post Liabilities</li> </ul> </li> </ul> <p style="text-align: center; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>									

<div data-bbox="263 281 349 365" data-label="Image"> </div> <h3 data-bbox="370 310 578 344">Stage Payments</h3> <ul data-bbox="284 384 743 625" style="list-style-type: none"> <li>• First step is to execute staging process that selects payments with a status of "Approved for Payment"</li> <li>• Loads approved payments into: <ul style="list-style-type: none"> <li>– Cash Advance Staging Table (EX_ADVANCE_PYMNT)</li> <li>– Expense Report Staging Table (EX_SHEET_PYMNT)</li> </ul> </li> </ul> <p data-bbox="574 648 753 663"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 816 349 900" data-label="Image"> </div> <h3 data-bbox="370 846 578 879">Stage Payments</h3> <ul data-bbox="284 919 756 1161" style="list-style-type: none"> <li>• Staging process will not select an employee payment if the Hold Payments checkbox is selected on the Employee Profile – Bank Accounts page</li> <li>• After staging payments, you will have one other opportunity to place a payment on hold or review it before it is paid</li> </ul> <p data-bbox="574 1184 753 1199"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1352 349 1436" data-label="Image"> </div> <h3 data-bbox="370 1381 578 1415">Stage Payments</h3> <ul data-bbox="284 1455 756 1682" style="list-style-type: none"> <li>• Can unstage payments through the optional Unstage Payments process</li> <li>• Do not run the Stage Payments process at the same time as the Unstage Payments process</li> <li>• AP Pay Cycle picks up the transactions from the staging tables when the EX pay cycle is run</li> </ul> <p data-bbox="574 1717 753 1732"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>


Expense Processes
Selected Business Units

Run Control ID: Staging\_Pymts
[Report Manager](#)
[Process Monitor](#)
Run

Select All
Deselect All
Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Expense Reports		Cash Advances	Payments	Time Reports	
<input checked="" type="checkbox"/> Stage Payments	0	0	7	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	0	2		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Unstage Payments	7
<input type="checkbox"/> Cancel Payments			0	<input type="checkbox"/> Update Paid Statuses	0
<input type="checkbox"/> Close Liability	0	0			



### Review and Update Staged Payments

- Once transactions have been staged for payment in EX, there is an optional step where you can review the transactions that have been staged for payment before the pay cycle is run
- Can also place a payment on hold and/or change bank information (payment method)

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<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Review and Update Staged Payments</h3> </div> </div> <ul style="list-style-type: none"> <li>If you select to hold a payment, the transaction will not be selected for payment until the next Stage Payments Process is run, or until you return to this page and manually uncheck the Hold Payment box.</li> <li>Can change payment method only in bank information</li> </ul> <p style="text-align: right; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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**Expense Sheet Payments**

Nance, Marty
ID: 000834 


**Bank Information**

**\*Bank Code:**




Wachovia Bank

**\*Bank Account:**




New Wachovia Account Number



**\*Payment Method:**



Electronic Funds Transfer

**Expense Report Detail**

[Customize](#) | 
 [Find](#) | 
 

First 
1-4 of 4 
Last

Report ID	Reimbursable Amount	Hold Payment
<a href="#">0000300007</a>	20.370 USD	<input checked="" type="checkbox"/>
<a href="#">0000300010</a>	5.000 USD	<input type="checkbox"/>
<a href="#">0000300029</a>	444.000 USD	<input type="checkbox"/>
<a href="#">0000300033</a>	285.180 USD	<input type="checkbox"/>

**Payment Total:** 754.550 USD

Topics:	Post Liabilities	Business Processes:	EX.030.031
	Stage Payments		EX.030.030
	Review and Update Staged Payments		EX.030.032

## Expenses – Administrator Tasks in Expenses

### Activity: Posting Liabilities, Staging Payments, and Reviewing/Updating Staged Payments

Topics:	Post Liabilities	Business Processes:	EX.030.031
	Stage Payments		EX.030.030
	Review and Update Staged Payments		EX.030.032

#### Activity

##### Activity Overview

In this activity you will:

- Post Liabilities for Expenses.
- Stage Expense Payments.
- Review and Update Staged Expense Payments.

##### Login Information – Core System

- You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
- Log out.
- Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

##### NAVIGATION

##### Core System (FTRN89)

- Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

- Click the **Sign In** button.

##### Activity 6.2-2A

##### Role: Administrator



UserID:  
EXADMIN01

*Scenario:* In preparation for running pay cycle, you need to post liabilities and stage all approved cash advances and expense reports for payment. Instead of running these processes separately, you are going to run them at the same time.

To post liabilities and stage payments:

##### NAVIGATION

##### Travel and Expenses > Process Expenses > Expense Processing

- Click the **Add a New Value** tab.
- Enter a **Run Control ID**.
- Click the **Add** button.
- Select the **Post Liabilities** checkbox.
- Select the **Stage Payments** checkbox.
- Click the **Save** button.
- Click the **Refresh** button to populate the page.

Topics:	Post Liabilities	Business Processes:	EX.030.031
	Stage Payments		EX.030.030
	Review and Update Staged Payments		EX.030.032

8. Note the number of liabilities to be posted: EX \_\_\_\_\_; CA \_\_\_\_\_
9. Note the number of payments to be staged: EX \_\_\_\_\_; CA \_\_\_\_\_. Click the **Run** button.
10. Ensure the process **EX\_TRAN\_PRC** is selected.
11. Click the **OK** button.
12. Click the **Process Monitor** link.
13. Note the Process Instance: \_\_\_\_\_.
14. **Refresh** the Process Monitor until your process has run successfully and is posted.
15. Click the **Go back to Expense Transactions** link.
16. Note the number of payments that were staged: \_\_\_\_\_
17. Note the number of liabilities that were posted: \_\_\_\_\_

### Activity 6.2-2B

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* Now that you have run the Staging process, you wish to review which transactions have actually been staged for payment. You also received a request from John Parker (EMPL1) that his expense reports be paid via check instead of EFT.

To review and update staged payments:

#### NAVIGATION

**Travel and Expenses > Process Expenses > Update Staged Payments > Expense Report Payments**

1. Click the **Search** button.
2. Locate **John Parker** and click on his name.
3. In the Payment Method, enter **CHK**.
4. Click the **Save** button.
5. Click the **Return to Search** button.
6. Review any other payments.

<div data-bbox="263 315 349 399" data-label="Image"> </div> <div data-bbox="362 344 636 384" data-label="Section-Header"> <h2>Expenses Pay Cycle</h2> </div> <div data-bbox="277 413 758 514" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Pay cycles are run through AP</li> <li>• Walk through running an EX Check Pay Cycle together</li> </ul> </div> <div data-bbox="568 678 758 699" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Topic:	Payment Selection Criteria	Business Processes:	AP.020.500
	Running Check Pay Cycle		AP.020.501
	Locate Pay Cycle files in Report Manager		AP.020.506

## Expenses – Administrator Tasks in Expenses

### Activity: Pay Cycle Walk Through

Topics:	Payment Selection Criteria	Business Processes:	AP.020.500
	Running Check Pay Cycle		AP.020.501
	Locate Pay Cycle files in Report Manager		AP.020.506

#### Activity

##### Activity Overview

In this activity you will:

- A. Choose payment selection criteria for a pay cycle.
- B. Run the check pay cycle for expenses.
- C. Locate the pay cycle files in the Report Manager.

##### Login Information – Core System

1. You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
2. Log out.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

##### NAVIGATION

##### Core System (FTRN89)

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

5. Click the **Sign In** button.

##### Activity 6.2-3A



*Scenario:* You have just finished posting liabilities and staging all approved cash advances and expense reports for payment. Run the pay cycle for all expense check payments.

To enter payment selection criteria for a pay cycle:




##### NAVIGATION


##### Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria

1. Click the **Look up Pay Cycle** button.
2. Select the **EXCHK** link.
3. Click the **Search** button.
4. Use the dates as indicated on the board.
5. Verify data on other tabs.
6. Click the **Save** button.

Topic:	Payment Selection Criteria	AP.020.500
	Running Check Pay Cycle	Business Processes: AP.020.501
	Locate Pay Cycle files in Report Manager	AP.020.506

Activity 6.2-3B	To run the EXCHK pay cycle:	
	NAVIGATION	Accounts Payable > Payments > Pay Cycle Processing > Pay Cycle Manager
	<ol style="list-style-type: none"><li>1. Click the <b>Look up Pay Cycle</b> button.</li><li>2. Select the <b>EXCHK</b> link.</li><li>3. Click the <b>Search</b> button.</li><li>4. Ensure that the Server is <b>PSUNX</b> for both Payment Selection and Payment Selection &amp; Creation.</li><li>5. Click the <b>Process</b> button next to Payment Selection (initiates the pay cycle and determines expenses available for payment based on your payment selection criteria).</li><li>6. Click the <b>Refresh</b> button until the status is 'Selected.'</li><li>7. Click the <b>Process</b> button next to Payment Creation.</li><li>8. Click the <b>Refresh</b> button until the Status shows Approved.</li><li>9. In the Pay Cycle Results box, select <b>Web</b> as the Output type for the first process "<b>BOR Print Checks.</b>"</li><li>10. Click the <b>Process</b> button next to BOR Print Checks.</li><li>11. Go to the Process Monitor and confirm that BORIF030 ran to Success.</li><li>12. Click the <b>Refresh</b> button in the Pay Cycle Status box.</li><li>13. Select <b>Web</b> as the Output Type for the second process "<b>BOR Print File Copy</b>".</li><li>14. Click the <b>Process Monitor</b> and confirm that BORIF030 ran to success.</li><li>15. Click the <b>Refresh</b> button under the Pay Cycle Status box.</li><li>16. Verify the status is <b>Completed</b>.</li></ol>	
Activity 6.2-3C	To locate your pay cycle files in Report Manager:	
	NAVIGATION	Reporting Tools > Report Manager
	<ol style="list-style-type: none"><li>1. Click the file name that begins with <b>APCHK</b>.</li><li>2. The check file should open in a SwiftView window.</li><li>3. File copies can be retrieved through the Process Scheduler.</li></ol>	

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3>Post Payments</h3> <hr/> <ul style="list-style-type: none"> <li>• Generates the accounting entries to cash accounts to record payments and updates the expense transaction from staged (STG) to paid (PD) status</li> <li>• These accounting entries are used to generate journals for the GL</li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;"><i>"Creating A More Educated Georgia"</i></p> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>									
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3>Post Payments</h3> <hr/> <ul style="list-style-type: none"> <li>• In posting expense payments:                             <ul style="list-style-type: none"> <li>– System credits cash account you indicate in an external account when you define banks</li> <li>– System generates an offsetting debit to the Expenses Accrual account that you specified in the Accounting Entry Template</li> </ul> </li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;"><i>"Creating A More Educated Georgia"</i></p> </div> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>									
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Account	Debit	Credit								
Expenses Accrual	500									
Cash		500								

<div style="display: flex; align-items: center;">  <div> <h2 style="margin: 0;">Post Payments</h2> <ul style="list-style-type: none"> <li>Populates the EX_ACCTG_LINE table with data staged for posting to GL</li> <li>When running Post Payments process, also select the Update Paid Statuses selection</li> </ul> </div> </div> <p style="text-align: center; font-size: small; margin-top: 20px;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Expense Processes
Selected Business Units

Run Control ID: Post\_Pay



[Report Manager](#)
[Process Monitor](#)
Run

Select All
Deselect All
Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters					
	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	0	0	6	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	0	0			<b>Reconciliations</b>
<input checked="" type="checkbox"/> Post Payments	3	4		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Cancel Payments			0		<b>Payments</b>
<input type="checkbox"/> Close Liability	0	0		<input type="checkbox"/> Unstage Payments	6
				<input checked="" type="checkbox"/> Update Paid Statuses	6



<div data-bbox="261 315 349 399">  </div> <h3 data-bbox="370 346 560 378">Post Payments</h3> <ul data-bbox="284 409 755 630" style="list-style-type: none"> <li>• Reminders:                     <ul style="list-style-type: none"> <li>– Refresh to update counts</li> <li>– Also select Update Paid Statuses</li> <li>– Select EX_TRAN_PRCs</li> <li>– If Post Payments process ran successfully, there should be no transaction counts listed in the Post Payments row</li> </ul> </li> </ul> <p data-bbox="576 682 755 703"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 850 349 934">  </div> <h3 data-bbox="370 871 706 924">Run the Employee Notification Batch Process</h3> <ul data-bbox="284 955 755 1197" style="list-style-type: none"> <li>• Notifies employees that payments have been processed based on the employees' submitted cash advances and/or expense reports</li> <li>• Also a separate process that can be run to notify when employees have outstanding cash advances that have not been reconciled within a defined period of time (default of 10 days delivered by GeorgiaFIRST)</li> </ul> <p data-bbox="576 1218 755 1239"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div>  <b>Subject:</b> Expenses Payment Notification  <b>From:</b> <a href="mailto:PeopleSoft@peoplesoft.com">PeopleSoft@peoplesoft.com</a>  <b>Date:</b> 6/29/2007 7:38 PM  <b>To:</b> <a href="mailto:abi.okunsanya@usg.edu">abi.okunsanya@usg.edu</a> </div>	
Name.....:	Abi Okunsanya
Payment Amount.....:	5.00 USD
Payment Date.....:	2007-05-15
Payment Method.....:	Automated Clearing House
<p>The Deposit Date listed above reflects the date the deposit was transmitted or the check was issued.</p>	

**Subject: You have overdue advances**

**From:** [FTST01@usq.edu](mailto:FTST01@usq.edu)

**Date:** 4:24 PM

**To:** [abi.okunsanya.usq.edu](mailto:abi.okunsanya.usq.edu)

This is to inform you that you have overdue advances ready to process:

Number of advances = 3

Total Amount = 275



### Run Employee Notification Batch Process

- Reminders:

- Select either Employee Payments or Overdue Advances
- Ensure EX\_EMPNOTIFY process is selected
- Should be run daily

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Topics: Post Payments  
 Run Employee Notification Batch Process


Business Processes: EX.030.033  
 EX.030.020

## Expenses – Administrator Tasks in Expenses

Activity: Posting Payments and Running the Employee Notification Batch Process

Topics: Post Payments  
 Run Employee Notification Batch Process

Business Processes: EX.030.033  
 EX.030.020

Activity											
<b>Activity Overview</b>	In this activity you will: <ol style="list-style-type: none"> <li>Post Expense Payments.</li> <li>Run the Employee Notification Batch Process.</li> </ol>										
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser:                             <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <th>NAVIGATION</th><th>Core System (FTRN89)</th></tr> <tr> <td colspan="2">                             4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):                         </td></tr> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>	NAVIGATION	Core System (FTRN89)	4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):		FIELD	VALUE or STATUS	User ID	EXADMIN01	Password	password01
NAVIGATION	Core System (FTRN89)										
4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):											
FIELD	VALUE or STATUS										
User ID	EXADMIN01										
Password	password01										
<b>Activity 6.2-4A</b>  <b>Role:</b> <b>Administrator</b>    <b>UserID:</b> <b>EXADMIN01</b>	<p><i>Scenario:</i> Post the payments that were staged and picked up in the last EX pay cycle.</p> <p>To post payments:</p> <table border="1"> <tr> <th>NAVIGATION</th><th>Travel and Expenses &gt; Process Expenses &gt; Expense Processing</th></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Add a New Value</b> tab.</li> <li>Enter a <b>Run Control ID</b>.</li> <li>Click the <b>Add</b> button.</li> <li>Select the <b>Post Payments</b> checkbox.</li> <li>Select the <b>Update Paid Statuses</b> checkbox.</li> <li>Click the <b>Save</b> button.</li> <li>Click the <b>Refresh</b> button to populate the page.</li> <li>Note the number of payments to be posted: EX _____; CA _____</li> <li>Click the <b>Run</b> button.</li> <li>Ensure the process <b>EX_TRAN_PRCs</b> is selected.</li> <li>Click the <b>OK</b> button.</li> </ol>	NAVIGATION	Travel and Expenses > Process Expenses > Expense Processing								
NAVIGATION	Travel and Expenses > Process Expenses > Expense Processing										

**Topics:** Post Payments  
 Run Employee Notification Batch Process

**Business Processes:** EX.030.033  
 EX.030.020

12. Click the **Process Monitor** link.
13. Note the Process Instance: \_\_\_\_\_.
14. **Refresh** the Process Monitor until your process has run successfully and is posted.
15. Click the **Go back to Expense Transactions** link.
16. Click the **Refresh** button.
17. Note the number of payments that still need to be posted: \_\_\_\_\_

**Activity 6.2-4B**

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**


*Scenario:* Run the Employee Notification Batch process to inform employees that payments were processed.

To run the Employee Notification Batch process:

**NAVIGATION**

**Travel and Expenses > Manage Employee Information > Process Employee Notifications**

1. Click the **Add a New Value** tab.
2. Enter a **Run Control ID**.
3. Click the **Add** button.
4. Select **Employee Payments** as the Employee Notification type.
5. Click the **Run** button.
6. Ensure the process **EX\_EMPNOTIFY** is selected.
7. Click the **OK** button.
8. Note the process instance: \_\_\_\_\_
9. Click the **Process Monitor** link.
10. **Refresh** the Process Monitor until your process has run successfully and is posted.



## View Accounting Entries

- Can view Cash Advance and Expense Report accounting entries
- Go through View/Accounting Entries
- Chartfields, currency details, and journal information

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Cash Advance Acctg Entries

Howard, Terence
ID: 999003
Advance ID: 0000000009

[Find](#) | [View 1](#) | First | 1-2 of 2 | Last

**Journal Template:** EXACCRUAL
**Distribution Status:** None

Cash Advance Journal Lines

[Set Personalizations](#) | [Find](#) | [View All](#)
First | 1-3 of 3 | Last

ChartFields
Currency
Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
0	0	Employee Advances	27000	132300						
0	1	Expenses Accrual	27000	211500	10000	1013250	11100	11981		2007
0	1	Employee Advances	27000	132300	10000	1013250	11100	11981		2007

**Journal Template:** EXPAYMENT
**Distribution Status:** None

Cash Advance Journal Lines

[Set Personalizations](#) | [Find](#) | [View All](#)
First | 1-2 of 2 | Last

ChartFields
Currency
Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
0	1	Cash Distribution	27000	118100	10000	1013250	11100	11981		2007
0	1	Expenses Accrual	27000	211500	10000	1013250	11100	11981		2007

Topic: View Accounting Entries for Expense Reports


Business Process: EX.060.018

## Expenses – Administrator Tasks in Expenses

Activity: View Expense Report Accounting Entries

Topic: View Expense Report Accounting Entries

Business Process: EX.060.018

Activity																	
<b>Activity Overview</b>	<p>In this activity you will:</p> <p>A. View Expense Report Accounting Entries.</p>																
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser: <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <thead> <tr> <th>NAVIGATION</th><th>Core System (F400)</th></tr> </thead> <tbody> <tr> <td colspan="2">4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</td></tr> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </tbody> </table> <ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>	NAVIGATION	Core System (F400)	4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):		FIELD	VALUE or STATUS	User ID	EXADMIN01	Password	password01						
NAVIGATION	Core System (F400)																
4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):																	
FIELD	VALUE or STATUS																
User ID	EXADMIN01																
Password	password01																
<b>Activity 6.2-5A</b>  <b>Role:</b> <b>Administrator</b>    <b>UserID:</b> <b>EXADMIN01</b>	<p><i>Scenario:</i> You need to view the Accounting Entries for all expense reports that have been posted.</p> <p>To view Expense Report Accounting Entries:</p> <table border="1"> <thead> <tr> <th>NAVIGATION</th><th>Travel and Expenses &gt; Manage Accounting &gt; View/Adjust Accounting Entries &gt; Expense Report Acctg Entries</th></tr> </thead> <tbody> <tr> <td colspan="2">1. Click the <b>Search</b> button.</td></tr> <tr> <td colspan="2">2. Select a Report ID.</td></tr> <tr> <td colspan="2">3. Click the Employee Profile button next to the User ID in the ID field to display an employee's profile (depending upon security access).</td></tr> <tr> <td colspan="2">4. Click the Expense Report Detail button next to the transaction number in the Report ID field to display the expense report (depending upon security access).</td></tr> <tr> <td colspan="2">5. Click the <b>View All</b> link to view all Expense Report Journal Lines.</td></tr> <tr> <td colspan="2">6. Click the <b>Show All</b> columns button.</td></tr> <tr> <td colspan="2">7. Review the information found through this page.</td></tr> </tbody> </table>	NAVIGATION	Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries	1. Click the <b>Search</b> button.		2. Select a Report ID.		3. Click the Employee Profile button next to the User ID in the ID field to display an employee's profile (depending upon security access).		4. Click the Expense Report Detail button next to the transaction number in the Report ID field to display the expense report (depending upon security access).		5. Click the <b>View All</b> link to view all Expense Report Journal Lines.		6. Click the <b>Show All</b> columns button.		7. Review the information found through this page.	
NAVIGATION	Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Expense Report Acctg Entries																
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5. Click the <b>View All</b> link to view all Expense Report Journal Lines.																	
6. Click the <b>Show All</b> columns button.																	
7. Review the information found through this page.																	

## Lesson 6.3 – Atypical Expense Processing

<div data-bbox="263 317 349 401" data-label="Image"> </div> <p><b>Lesson 6.3: Atypical Expense Processing</b></p> <ul style="list-style-type: none"> <li>• Unstage expense payments.</li> <li>• Cancel an expense payment.</li> <li>• Unpost an expense report.</li> <li>• Update an unposted expense report.</li> <li>• Close an expense report.</li> <li>• Adjust paid expenses.</li> <li>• Modify approved expense transactions.</li> <li>• Close a cash advance.</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 852 349 936" data-label="Image"> </div> <p><b>Unstage Expense Payments</b></p> <ul style="list-style-type: none"> <li>• For all previously staged payments that have not been selected for payment, Unstage Process             <ul style="list-style-type: none"> <li>– Resets the Approved for Payment flag</li> <li>– Changes the header and lines status back to APY (Approved for Payment)</li> </ul> </li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1388 349 1472" data-label="Image"> </div> <p><b>Unstage Expense Payments</b></p> <ul style="list-style-type: none"> <li>• Process inserts a row on a new table for Unstaging, then deletes the row from EX_SHEET_PYMNT or EX_ADVANCE_PYMNT</li> <li>• When Staging process is run again, it picks up these unstaged payments and restages them with current information</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Expense Processes

Selected Business Units

Run Control ID: UNSTAGE
[Report Manager](#)
[Process Monitor](#)

Run


Select All

Deselect All

Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Process Request Parameters					
	Expense Reports	Cash Advances	Payments		Time Reports
<input type="checkbox"/> Stage Payments	0	0	30	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	0	0			
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Cancel Payments			0		
<input type="checkbox"/> Close Liability	0	0		<input checked="" type="checkbox"/> Unstage Payments	30
				<input type="checkbox"/> Update Paid Statuses	0



Unstage Expense Payments

- Reminders:
  - Do not run this process at the same time as the Stage Payments process
  - Refresh to update counts
  - Select process EX\_TRAN\_PRCS
  - If completed successfully, counts under Expense Reports and Cash Advances should populate and Payments should be "0" in the Stage Payments row

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<div data-bbox="261 317 350 401" data-label="Image"> </div> <div data-bbox="362 346 742 382" data-label="Section-Header"> <h3>Cancel an Expense Payment</h3> </div> <div data-bbox="250 413 737 672" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Payments sometimes need to be stopped:             <ul style="list-style-type: none"> <li>– Lost in the mail</li> <li>– Can void a check still under your control</li> </ul> </li> <li>• To be canceled, a payment must have already posted</li> <li>• You cannot undo a canceled payment once posting occurs</li> <li>• Wait for bank confirmation that a payment has been stopped</li> </ul> </div> <div data-bbox="568 680 756 699" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 854 350 938" data-label="Image"> </div> <div data-bbox="362 882 742 917" data-label="Section-Header"> <h3>Cancel an Expense Payment</h3> </div> <div data-bbox="277 949 758 1186" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Cancel the payment in AP first             <ul style="list-style-type: none"> <li>– Updates payment tables so that the correct accounting entries can occur</li> </ul> </li> <li>• Then cancel the payment in EX             <ul style="list-style-type: none"> <li>– EX generates the correct accounting entries associated with canceling the payment based upon the action you selected in AP</li> </ul> </li> </ul> </div> <div data-bbox="568 1215 756 1234" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Cancel Payment			
Enter Cancel Payment			
<b>Bank Set ID:</b>	27000	<b>Reference ID:</b>	219093
<b>Bank:</b>	MOPER	Wachovia Bank, N.A.	<b>Creation Date:</b> 07/12/2006
<b>Account:</b>	MOPR	2000126933224	<b>Payment Date:</b> 07/12/2006
<b>Payment Method:</b>	System Check		<b>Payment Amount:</b> 168.000 USD
<b>Remit Vendor:</b>	0000006869	Pollock Office Machine Co	<b>Cancel Post Status:</b> Not Applicable
			<b>Settle by:</b> Pay Cycle
			<b>Settlement Status:</b> None
<b>Date Cancelled:</b> 05/21/2007 			
<b>Payment Status:</b> <input type="radio"/> Void <input checked="" type="radio"/> Stop <input type="radio"/> Undo Cancel			
<b>Cancel Action:</b> <input checked="" type="radio"/> Re-Open Voucher(s)/Re-Issue <input type="radio"/> Re-Open Voucher(s)/Put on Hold <input type="radio"/> Do Not Reissue/Close Liability		<b>Hold Reason:</b> 	
<b>Description:</b> Vendor never received check. Stop payment and reissue per vendors request. 			

<div style="text-align: center;">  <h3>Cancel an Expense Payment</h3> </div> <ul style="list-style-type: none"> <li>• Do Not Reissue/Close Liability                             <ul style="list-style-type: none"> <li>– Option selected in AP</li> <li>– Cancel Payments function in EX performs the 'close liability' step and reverses the amounts; also reverses accounting entries for payments canceled in AP</li> <li>– Must run budget checking on the Request Budget Check page and select 'Cancel Void Expense Reports' as the transaction type</li> </ul> </li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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<div data-bbox="263 281 349 365" data-label="Image"> </div> <div data-bbox="362 308 742 344" data-label="Section-Header"> <h3>Cancel an Expense Payment</h3> </div> <div data-bbox="279 380 758 611" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Re-Open Voucher(s)/Re-Issue             <ul style="list-style-type: none"> <li>– Option selected in AP</li> <li>– Cancel payments process in EX will not perform the 'close liability' step; also reverses accounting entries for payments canceled in AP</li> <li>– Payment can be reissued; must go through payment posting process</li> </ul> </li> </ul> </div> <div data-bbox="570 644 756 661" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 816 349 900" data-label="Image"> </div> <div data-bbox="362 844 742 879" data-label="Section-Header"> <h3>Cancel an Expense Payment</h3> </div> <div data-bbox="279 915 662 1041" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Reminders:             <ul style="list-style-type: none"> <li>– Cancel payment in AP first</li> <li>– Refresh to update counts</li> <li>– Select process EX_TRAN_PRCs</li> </ul> </li> </ul> </div> <div data-bbox="570 1180 756 1197" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Topics: Unstage Expense Payments  
 Cancel an Expense Payment

Business Processes: EX.020.208  
 EX.020.203

## Expenses – Administrator Tasks in Expenses

Activity: Unstaging Expense Payments and Canceling Expense Payments

Topics: Unstage Expense Payments  
 Cancel an Expense Payment

Business Processes: EX.020.208  
 EX.020.203

### Activity

#### Activity Overview

In this activity you will:

- A. Unstage Expense Payments.
- B. Cancel an Expense Payment.

#### Login Information – Core System

1. You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
2. Log out.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

#### NAVIGATION

Core System (F400)

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

5. Click the **Sign In** button.

#### Activity 6.3-1A

Role:  
 Administrator



UserID:  
 EXADMIN01

*Scenario:* You need to cancel one of the EFT payments that were staged earlier, but not yet run through the pay cycle. Before doing anything else, first unstage the payment.

To unstage payments:

#### NAVIGATION

Travel and Expenses > Process Expenses > Expense Processing

1. Click the **Add a New Value** tab.
2. Enter a **Run Control ID**.
3. Click the **Add** button.
4. Select the **Unstage Payments** checkbox.
5. Click the **Save** button.
6. Click the **Refresh** button.
7. Note the number of payments to be unstaged: \_\_\_\_\_.
8. Click the **Run** button.
9. Ensure the process **EX\_TRAN\_PRCs** is selected.
10. Click the **OK** button.

**Topics:** Unstage Expense Payments  
 Cancel an Expense Payment

**Business Processes:** EX.020.208  
 EX.020.203

11. Note the Process Instance: \_\_\_\_\_
12. Click the **Process Monitor** link.
13. **Refresh** the Process Monitor until your process has run successfully and is posted.

### Activity 6.3-1B

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* You received notice that TRAVELER02 never received his reimbursement check from Expense Report ER08 Orlando Recruiting Trip. He asked that you reissue the check. You contacted your bank and confirmed that the check has not cleared and requested them to stop payment. You now need to cancel the payment in PeopleSoft so that the check can be reissued. Then you need to cancel the payment in Expenses.

To cancel the payment in AP first (AP.020.540):

NAVIGATION	Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation
------------	---

1. Enter the following information:

FIELD	VALUE or STATUS
Bank SetID	40000
Bank Code	MOPER
Bank Account	MOPR
Payment Method	Check

2. Click the **Search** button.
3. Locate TRAVELER02's payment and select it by clicking on the payment reference link.
4. For Payment Status, select the **Stop** option.
5. For Cancel Action, select the **Re-Open Voucher(s)/Re-Issue** option.
6. In the Description, enter "**Vendor never received check. Stop payment and reissue per vendor's request.**"
7. Click the **Save** button.
8. Verify that the Cancel Post Status is **Pending**, since payment cancellation requires posting the payment to complete the cancellation process.
9. Now you need to cancel the expense payment in the expenses system.

To cancel expense payments in EX:

NAVIGATION	Travel and Expenses > Process Expenses > Expense Processing
------------	---

1. Click the **Add a New Value** tab.
2. Enter a **Run Control ID**.
3. Click the **Add** button.
4. Select the **Cancel Payments** checkbox.
5. Click the **Save** button.
6. Click the **Refresh** button to populate the page.
7. Click the **Run** button.

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Topics:      Unstage Expense Payments  
                 Cancel an Expense Payment

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Business Processes:    EX.020.208  
                                 EX.020.203

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- |  |   |
|--|---|
|  | <ol style="list-style-type: none"><li>8.    Ensure the process <b>EX_TRAN_PRC</b>S is selected.</li><li>9.    Click the <b>OK</b> button.</li><li>10. Click the <b>Process Monitor</b> link.</li><li>11. Note the Process Instance: _____.</li><li>12. <b>Refresh</b> the Process Monitor until your process has run successfully and is posted.</li><li>13. Click the <b>Go back to Expense Transactions</b> link.</li></ol> |
|--|---|
-

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Unpost an Expense Report</h3> </div> </div> <ul style="list-style-type: none"> <li>If you post the liabilities for an Expense Report and need to change the accounting entries, you can:             <ul style="list-style-type: none"> <li>– Unpost it</li> <li>– Update the unposted expense report</li> <li>– Post liabilities</li> </ul> </li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <h3>Unpost an Expense Report</h3> </div> </div> <ul style="list-style-type: none"> <li>Two-step process to unpost an Expense Report             <ul style="list-style-type: none"> <li>– Mark the Expense Reports that you wish to unpost</li> <li>– Run EX_TRAN_PRCs process to reverse the accounting liability entries and make the Expense Report available for Chartfield editing</li> <li>– Must also budget check the transaction</li> </ul> </li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

### Mark Expense Report For Unpost

Terence Howard
**Advance ID:** 0000000021

**Report Description:** Kiev Solar Conference

**Creation Date:** 06/29/2007

**GL Unit:** 27000 Peachtree University

**Report Status:** Paid

**Business Purpose:** Attend Conference

**Amount:** 1,140.000 USD

**Reversal Date**

☐ Use Current Date
 ☒ Use Specific Date



Expense Processes
Selected Business Units

Run Control ID: Unpost\_Expense\_Report
[Report Manager](#)
[Process Monitor](#)
Run

Select All
Deselect All
Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Expense Reports		Cash Advances	Payments	Time Reports	
<input type="checkbox"/> Stage Payments	0	0	2	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	0	0		<b>Reconciliations</b>	
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	1			<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Cancel Payments			0	<b>Payments</b>	
<input type="checkbox"/> Close Liability	0	0		<input type="checkbox"/> Unstage Payments	2
				<input type="checkbox"/> Update Paid Statuses	0

<div>  <b>Update an Unposted Expense Report</b> </div> <ul style="list-style-type: none"> <li>Can only modify the Chartfields for individual expense items</li> <li>All other fields are display-only</li> <li>Status does not change when you unpost the Expense Report <ul style="list-style-type: none"> <li>Cannot deny or reapprove the Expense Report</li> </ul> </li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div>  <b>Update an Unposted Expense Report</b> </div> <ul style="list-style-type: none"> <li>By saving your changes, you can post the revised Expense Report liabilities the next time you run the Post Liabilities process</li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>




Topics: Unpost an Expense Report  
 Update an Unposted Expense Report

Business Processes: EX.020.205  
 EX.020.206

## Expenses – Administrator Tasks in Expenses

Activity: Unpost and then Update an Expense Report

Topics: Unpost an Expense Report Business EX.020.205  
 Update an Unposted Expense Report Processes: EX.020.206

Activity									
<b>Activity Overview</b>	In this activity you will: <ol style="list-style-type: none"> <li>Unpost an Expense Report.</li> <li>Update an Unposted Expense Report.</li> </ol>								
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser:                             <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Core System (F400)</b></td></tr> </table> <ol style="list-style-type: none"> <li>Enter the following login information (if you are still signed in, proceed to the navigation before step 3):                             <table border="1"> <tr> <td><b>FIELD</b></td><td><b>VALUE or STATUS</b></td></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> </li> <li>Click the <b>Sign In</b> button.</li> </ol>	<b>NAVIGATION</b>	<b>Core System (F400)</b>	<b>FIELD</b>	<b>VALUE or STATUS</b>	User ID	EXADMIN01	Password	password01
<b>NAVIGATION</b>	<b>Core System (F400)</b>								
<b>FIELD</b>	<b>VALUE or STATUS</b>								
User ID	EXADMIN01								
Password	password01								
<b>Activity 6.3-2A</b>  <b>Role:</b> <b>Administrator</b>    <b>UserID:</b> <b>EXADMIN01</b>	<p><i>Scenario:</i> You need to make changes to the accounting entries for Expense Report ER05 Macon Software Training (line #11 on your reference grid), but it has already posted. Unpost the expense report and then update it with the following information:</p> <p>To unpost an Expense Report:</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Travel and Expenses &gt; Manage Accounting &gt; View/Adjust Accounting Entries &gt; Mark Expense Report for Unpost</b></td></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Search</b> button.</li> <li>Select Expense Report <b>ER05 Macon Software Training</b>.</li> <li>For the Reversal Date, enter the original creation date of the expense report.</li> <li>Click the <b>Unpost</b> button.</li> <li>Click the <b>OK</b> button.</li> </ol> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Travel and Expenses &gt; Process Expenses &gt; Expense Processing</b></td></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Add a New Value</b> tab.</li> <li>Enter a <b>Run Control ID</b>.</li> <li>Click the <b>Add</b> button.</li> </ol>	<b>NAVIGATION</b>	<b>Travel and Expenses &gt; Manage Accounting &gt; View/Adjust Accounting Entries &gt; Mark Expense Report for Unpost</b>	<b>NAVIGATION</b>	<b>Travel and Expenses &gt; Process Expenses &gt; Expense Processing</b>				
<b>NAVIGATION</b>	<b>Travel and Expenses &gt; Manage Accounting &gt; View/Adjust Accounting Entries &gt; Mark Expense Report for Unpost</b>								
<b>NAVIGATION</b>	<b>Travel and Expenses &gt; Process Expenses &gt; Expense Processing</b>								

**Topics:** Unpost an Expense Report  
 Update an Unposted Expense Report

**Business Processes:** EX.020.205  
 EX.020.206

9. Select the **Unpost Expense Report** checkbox.
10. Click the **Save** button.
11. Click the **Refresh** button to populate the page.
12. Click the **Run** button.
13. Ensure the process **EX\_TRAN\_PRC**S is selected.
14. Click the **OK** button.
15. Click the **Process Monitor** link.
16. Note the Process Instance: \_\_\_\_\_.
17. **Refresh** the Process Monitor until your process has run successfully and is posted.

**Activity 6.3-2B**

**Role:**  
 Administrator





**UserID:**  
 EXADMIN01

To update the unposted Expense Report:

**NAVIGATION**

**Travel and Expenses > Manage Accounting > View/Adjust  
 Accounting Entries > Update Unposted Expense Report**

1. Click the **Search** button.
2. Select Expense Report ID **ER05 Macon Software Training**.
3. Click the Expense Type entry **Mileage** to select it.
4. Click the **Update Accounting Detail** link.
5. Change the Department to **UATDPT3**.
6. Click the **OK** button.
7. Click the **Return to Expense Report** link.
8. Click the **Save** button.
9. Click the **OK** button.
10. Now this expense report is ready for reposting and restaging.

<div data-bbox="261 315 349 399">  </div> <h3 data-bbox="370 346 695 388">Close an Expense Report</h3> <ul data-bbox="284 409 738 640" style="list-style-type: none"> <li>• When an Expense Report has been approved for payment processing, you may find out that you need to cancel it after you have already posted its liabilities</li> <li>• Can close the Expense Report if you have not staged payments for it</li> </ul> <p data-bbox="576 682 755 703"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 850 349 934">  </div> <h3 data-bbox="370 882 695 924">Close an Expense Report</h3> <ul data-bbox="284 945 738 1134" style="list-style-type: none"> <li>• Two-part process                             <ul style="list-style-type: none"> <li>– Mark the Expense Report you want to close</li> <li>– Run the EX_TRAN_PRCs process, which creates the correct accounting entries to close the Expense Report</li> </ul> </li> </ul> <p data-bbox="576 1218 755 1239"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Expense Report Close

Crowe,Russell

ID: 999001

Report ID: 0000000015

Report Description:

London Cambridge Conference

Accounting Date

06/28/2007

GL Unit:

27000 Peachtree University

Report Status:

Approved for Payment

Business Purpose:

Attend Conference

Amount:

1,560.000 USD

Reversal Date

☒ Use Current Date
 ☐ Use Specific Date

Close


Expense Processes
Selected Business Units

Run Control ID: Close\_Expense\_Reports
[Report Manager](#)
[Process Monitor](#)
Run

Select All
Deselect All
Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Expense Reports		Cash Advances	Payments	Time Reports	
<input type="checkbox"/> Stage Payments	2	0	0	<input type="checkbox"/> Stage Time to Project Costing or	0
<input type="checkbox"/> Publish to Payroll			0	<input type="checkbox"/> Publish Elapsed Time	
<input type="checkbox"/> Post Liabilities	0	0		Reconciliations	
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0			<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Cancel Payments			0	Payments	
<input type="checkbox"/> Close Liability	1	0		<input type="checkbox"/> Unstage Payments	0
				<input type="checkbox"/> Update Paid Statuses	0



## Adjust Paid Expenses

- If errors are discovered after the system issues a payment, you can make adjustments using journal expense reports
- Journal Expense Reports are not associated with changes to monetary amounts, nor do they correct any payments
- Process Journal Expense Report to correct accounting entries that have already been recorded in the General Ledger

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<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h3 style="margin: 0;">Adjust Paid Expenses</h3> </div> </div> <ul style="list-style-type: none"> <li>By performing the adjustment through the EX module, you can keep the detail transactions synchronized with the balances in the General Ledger</li> <li>You will also need to budget check the journal expense report to reflect the same changes in the Commitment Control ledgers</li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;">"Creating A More Educated Georgia"</p>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
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## Journal Expense Report

### Modify Journal Entries for An Expense Report

Russell Crowe
**Report ID:**
NEXT

**General Information**

To create a Journal Expense Report, select an Expense Report to copy from.

**\*Journal Report ID:**

**\*Report Description:**

1) Use the Check Box to select lines for posting. Lines that are not selected will not be posted.  
 2) Click on Expense Type to modify the accounting.  
 3) When it is ready for posting, press Submit for Posting.

Select	Expense Type	Date	Merchant	Amount	Currency	
<input checked="" type="checkbox"/>	<a href="#">Air Travel</a>	05/19/2007	SWC for Airfare	965.000	USD	Prepaid

**Comments:**

Submit For Posting

## Journal Expense Report

### Accounting Detail

Russell Crowe

Report ID:

NEXT

A reversing entry has been automatically created for each distribution, from the original expense report. The adjusting entries (i.e. amount greater than zero) may have any of their accounting values modified. All of the distribution amounts added together must equal zero for this expense line.

[General Ledger ChartFields](#)

Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project	Bud Ref
-965.000	27000	-965.000	USD	1.00000000	640100	10000	1011011	11100	11000	007	2007
965.000	27000	965.000	USD	1.00000000	640100	10000	1011011	11100	11000	009	2007

Add

Add additional adjusting entries.

OK



### Adjust Paid Expenses

- Reminders:

- Use the EmplID to pull up the Journal Expense Report
- Enter the original Expense Report ID for adjustment
- Click on the Expense Type to access the Journal Expense Report – Accounting Detail page
- Submit for Posting and Budget check the Journal Expense Report
- Go to the Expense Processes page to process the Journal Expense Reports

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Topics: Close an Expense Report  
Adjust Paid Expenses

Business Processes: EX.020.204  
EX.020.207

## Expenses – Administrator Tasks in Expenses

### Activity: Closing an Expense Report and Adjusting Paid Expenses

Topics: Close an Expense Report  
Adjust Paid Expenses

Business Processes: EX.020.204  
EX.020.207

#### Activity

##### Activity Overview

In this activity you will:

- A. Close an Expense Report.
- B. Adjust Paid Expenses.

##### Login Information – Core System

1. You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
2. Log out.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

##### NAVIGATION

**Core System (F400)**

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

##### FIELD

##### VALUE or STATUS

User ID

EXADMIN01

Password

password01

5. Click the **Sign In** button.

##### Activity 6.3-3A

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* Expense Report ER06 Athens 2 Day Training (line #12 on your reference grid) has been approved for payment processing and you have already posted its liabilities. It has not been staged for payment yet. You were asked to close the Expense Report.

To close an Expense Report:

##### NAVIGATION

**Travel and Expenses > Process Expenses > Close Expenses > Mark Expense Report for Close**

1. Click the **Search** button.
2. Select Expense Report **ER06 Athens 2 Day Training**.
  - a. If you do not see this expense report, you will need to first unstage it. If you do see it, skip to step #3.

##### NAVIGATION

**Travel and Expenses > Process Expenses > Expense Processing**

- b. Click the **Add a New Value** tab.
- c. Enter a **Run Control ID**.
- d. Click the **Add** button.
- e. Select the **Unstage Payments** checkbox.

Topics: Close an Expense Report  
Adjust Paid Expenses

Business Processes: EX.020.204  
EX.020.207

- f. Click the **Save** button.
  - g. Click the **Refresh** button.
  - h. Note the number of payments to be unstaged: \_\_\_\_\_.
  - i. Click the **Run** button.
  - j. Ensure the process **EX\_TRAN\_PRC** is selected.
  - k. Click the **OK** button.
  - l. Note the Process Instance: \_\_\_\_\_
  - m. Click the **Process Monitor** link.
  - n. **Refresh** the Process Monitor until your process has run successfully and is posted.
  - o. Go back to the navigation before step 1.
3. Enter today's date for the reversal date.
  4. Click the **Close** button.
  5. Click the **OK** button.

**NAVIGATION**

**Travel and Expenses > Process Expenses > Expense Processing**

6. Click the **Add a New Value** tab.
7. Enter a *Run Control ID*.
8. Click the **Add** button.
9. Select the **Close Liability** checkbox.
10. Click the **Save** button.
11. Click the **Refresh** button to populate the page.
12. Click the **Run** button.
13. Ensure the process **EX\_TRAN\_PRC** is selected.
14. Click the **OK** button.
15. Click the **Process Monitor** link.
16. Note the Process Instance: \_\_\_\_\_.
17. **Refresh** the Process Monitor until your process has run successfully and is posted.



**Topics:** Close an Expense Report  
 Adjust Paid Expenses

**Business Processes:** EX.020.204  
 EX.020.207

**Activity 6.3-3B**

**Role:**  
**Administrator**






**UserID:**  
**EXADMIN01**

*Scenario:* You need to adjust Expense Report ER09 Brunswick Conference (line #15 on your reference grid) for TRAVELER02. The wrong Department was recorded for all expense lines and needs to be changed to UATDPT3.

To adjust paid expenses:

NAVIGATION	Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Adjust Paid Expenses
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1. Enter TRAVELER02 in the EmplID field.
2. Click the **Add** button.
3. Click the **Look up Journal Report ID** button next to the Journal Report ID field.
4. Select Expense Report **ER09 BrunswickConference**.
5. Enter '*Expenses Journal Voucher*' in the description.
6. Click the **Select** checkbox next to the Expense Type you need to adjust.
7. Click the **Expense Type** entry link.
8. In the reversing entry, change the Department to '**UATDPT3**'.
9. Click the **OK** button.
10. Select all other expense types and perform steps 6 – 9 for each expense type.
11. Click the **Submit for Posting** button.

<div data-bbox="263 319 354 405">  </div> <div data-bbox="363 336 667 394"> <h3>Modify Approved Expense Transactions</h3> </div> <hr/> <ul style="list-style-type: none"> <li>• Allows modification of transactions that have been completely through the approval process, but not yet staged for payment, paid, nor had their liabilities posted</li> <li>• Can edit: <ul style="list-style-type: none"> <li>– Descriptive info</li> <li>– Expense Report line items</li> <li>– Chartfield values</li> <li>– Amounts</li> </ul> </li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 854 354 940">  </div> <div data-bbox="363 871 667 930"> <h3>Modify Approved Expense Transactions</h3> </div> <hr/> <ul style="list-style-type: none"> <li>• This component creates significant risk since it allows users the opportunity to change notable aspects of a transaction without an audit trail</li> <li>• Institutions may restrict access to this component completely</li> <li>• When finished modifying the transaction, it is then available for processing</li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1390 354 1476">  </div> <div data-bbox="363 1417 660 1451"> <h3>Close a Cash Advance</h3> </div> <hr/> <ul style="list-style-type: none"> <li>• When a Cash Advance has been approved for payment processing, you can cancel it after you have posted its liabilities</li> <li>• You can close the Cash Advance if you have not staged payments for it</li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367" data-label="Image"> </div> <div data-bbox="360 310 662 348" data-label="Section-Header"> <h2>Close a Cash Advance</h2> </div> <div data-bbox="277 384 738 560" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Two-Step Process             <ul style="list-style-type: none"> <li>– First, mark the cash advance you want to close</li> <li>– Second, run the Close Liability process from the Expense Processing page to reverse the accounting liability entries</li> </ul> </li> </ul> </div> <div data-bbox="566 646 756 667" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Topics: Modify Approved Expense Transactions  
Close a Cash Advance

Business Processes: EX.080.104  
EX.020.201

## Expenses – Administrator Tasks in Expenses

Activity: Modify Approved Expense Transactions and Close a Cash Advance

Topics: Modify Approved Expense Transactions Business EX.080.104  
Close a Cash Advance Processes: EX.020.201

Activity									
<b>Activity Overview</b>	<p>In this activity you will:</p> <ol style="list-style-type: none"> <li>Modify an approved expense transaction.</li> <li>Close a cash advance.</li> </ol>								
<b>Login Information – Portal</b>	<ol style="list-style-type: none"> <li>To begin this activity, you must first approve some additional cash advances as the AP Auditor.</li> <li>Sign out of the core system.</li> <li>Clear the cache and cookies for your browser:                             <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>HRMS Self-Service Link</b></td></tr> </table> <ol style="list-style-type: none"> <li>Enter the following login information (if you are still signed in, proceed to the navigation before step 3):                             <table border="1"> <tr> <td><b>FIELD</b></td><td><b>VALUE or STATUS</b></td></tr> <tr> <td>User ID</td><td>EMPL5</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> </li> <li>Click the <b>Sign In</b> button.</li> </ol>	<b>NAVIGATION</b>	<b>HRMS Self-Service Link</b>	<b>FIELD</b>	<b>VALUE or STATUS</b>	User ID	EMPL5	Password	password01
<b>NAVIGATION</b>	<b>HRMS Self-Service Link</b>								
<b>FIELD</b>	<b>VALUE or STATUS</b>								
User ID	EMPL5								
Password	password01								
<b>Activity 6.3-4A</b>  <b>Role: AP Auditor</b>   <b>UserID: EMPL6</b>	<p><i>Scenario:</i> You need to approve two cash advances. One is from TRAVELER02 and is named CADV-MODIFY1 (Cash Advance #0000300004), and the other is from TRAVELER03 and is named CADV-CLOSE1 (Cash Advance #0000300003).</p> <p>To approve each Cash Advance:</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Travel and Expenses Home &gt; Worklist</b></td></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Cash Advances #0000300004 &amp; #0000300003</b> to select it.</li> <li>Click the <b>Approve</b> button.</li> <li>Click the <b>OK</b> button.</li> </ol>	<b>NAVIGATION</b>	<b>Travel and Expenses Home &gt; Worklist</b>						
<b>NAVIGATION</b>	<b>Travel and Expenses Home &gt; Worklist</b>								

**Topics:** Modify Approved Expense Transactions  
 Close a Cash Advance

**Business Processes:** EX.080.104  
 EX.020.201

**Login  
 Information –  
 Core System**

- Now, you need to log back in as EXADMIN01.
- Log out of the self-service portal.
- Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	Core System (F400)
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- Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

- Click the **Sign In** button.

**Activity 6.3-4B**

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* TRAVELER02 submitted Cash Advance CADV-MODIFY1 (Cash Adv #0000300004), which as been completely approved, but not yet staged for payment or had its liabilities posted. You were notified that the employee miscalculated the lodging estimate and will only need \$250 for the Cash Advance.

To modify an approved expense transaction:

NAVIGATION	Travel and Expenses > Approve Transactions > Modify Approved Transactions
------------	---

- Select Transaction ID with the description **CADV-MODIFY1**, Cash Advance #0000300004.
- Enter **250.000** in the amount field.
- Click the **Update Totals** button.
- Click the **Save** button.
- Click the **OK** button.

**Activity 6.3-4C**

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* Post the liabilities from both of these cash advances.

To post liabilities:

NAVIGATION	Travel and Expenses > Process Expenses > Expense Processing
------------	---

- Click the **Add a New Value** tab.
- Enter a **Run Control ID**.
- Click the **Add** button.
- Select the **Post Liabilities** checkbox.
- Click the **Save** button.
- Click the **Refresh** button to populate the page.
- Note the number of liabilities to be posted: EX \_\_\_\_\_; CA \_\_\_\_\_

**Topics:** Modify Approved Expense Transactions  
 Close a Cash Advance

**Business Processes:** EX.080.104  
 EX.020.201

8. Click the **Run** button.
9. Ensure the process **EX\_TRAN\_PRC**S is selected.
10. Click the **OK** button.
11. Click the **Process Monitor** link.
12. Note the Process Instance: \_\_\_\_\_.
13. **Refresh** the Process Monitor until your process has run successfully and is posted.
14. Click the **Go back to Expense Transactions** link.
15. Note the number of liabilities that were posted: \_\_\_\_\_.

### Activity 6.3-4D

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

Scenario: You received a request from TRAVELER03 concerning a cash advance he submitted (CADV\_CLOSE1 – Cash Advance ID 0000300003). His trip was canceled, but the advance had just been approved. It had not been paid yet though, however, you just posted its liabilities. You need to close this cash advance. Use the current date as the reversal date.

To close a cash advance:

NAVIGATION	Travel and Expenses > Process Expenses > Close Expenses > Mark Cash Advance for Close
------------	---


1. Click the **Search** button.
2. Select Cash Advance **CADV-CLOSE1**, Cash Advance #0000300003
3. Click the **Close** button.
4. Click the **OK** button.

NAVIGATION	Travel and Expenses > Process Expenses > Expense Processing
------------	---

5. Click the **Add a New Value** tab.
6. Enter a **Run Control ID**.
7. Click the **Add** button.
8. Select the **Close Liability** checkbox.
9. Click the **Save** button.
10. Click the **Refresh** button.
11. Click the **Run** button.
12. Ensure that process **EX\_TRAN\_PRC**S is selected.
13. Click the **OK** button.
16. Click the **Process Monitor** link.
17. Note the Process Instance: \_\_\_\_\_.
14. **Refresh** the Process Monitor until your process has run successfully and is posted.

## Lesson 6.4 – Reconciling Cash Advances

<div data-bbox="263 317 349 401" data-label="Image"> </div> <p data-bbox="370 338 706 394"><b>Lesson 6.4: Reconciling Cash Advances</b></p> <ul data-bbox="284 422 695 579" style="list-style-type: none"> <li>• Reconcile Cash Advances.</li> <li>• Review Cash Advance Accounting Entries.</li> <li>• Run Cash Advance Reports and Queries.</li> </ul> <p data-bbox="574 684 755 699"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 852 349 936" data-label="Image"> </div> <p data-bbox="370 884 703 915"><b>Reconcile Cash Advances</b></p> <ul data-bbox="266 955 779 1199" style="list-style-type: none"> <li>• 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 employees submits on the expense report</li> <li>• If you do not reconcile the cash advances, your institution may incorrectly reimburse more than the expense the employee incurs</li> </ul> <p data-bbox="574 1220 755 1234"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1388 349 1472" data-label="Image"> </div> <p data-bbox="370 1419 703 1451"><b>Reconcile Cash Advances</b></p> <ul data-bbox="284 1491 758 1734" style="list-style-type: none"> <li>• When employees prepare Expense Reports, they should designated the associated Cash Advance ID from a link on the entry page</li> <li>• The selected cash advance items become part of the expense report calculations that determine how much to reimburse the employees</li> </ul> <p data-bbox="574 1755 755 1770"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div style="display: flex; align-items: center; margin-bottom: 10px;">  <div> <h2 style="margin: 0;">Reconcile Cash Advances</h2> </div> </div> <ul style="list-style-type: none"> <li>EX tracks the remaining balance due to the institution and identifies on the Reconcile Cash Advance Report page the Expense Report IDs that employees applied the Cash Advance Amount to</li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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**Travel & Expenses - Cash Advance Report**

**Reconcile Cash Advance Report**

Terence Howard
**Advance ID:** 0000000009

**General Information**

<b>Description:</b>	Kiev Solar Energy Conference	<b>Comment:</b>	Yearly Solar Energy conference - 3 days
<b>Business Purpose:</b>	Foreign Travel	<b>Reference:</b>	
<b>Status:</b>	Paid	<b>Post State:</b>	Posted
<b>*Accounting Date:</b>	06/29/2007	<b>Last Updated:</b>	06/29/2007 By: EMPLOY6
<b>Accounting Template:</b>	STANDARD		

**Associated Expense Reports**
Customize | Find | View All | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000000021	06/29/2007	Paid	560.000	USD

**Payments**
Customize | Find | First 1 of 1 Last

*Date	*Number	*Amount	Currency
06/29/2007		0.000	USD

**Totals**

<b>Advance Amount:</b>	1,000.000 USD	<b>Report Balance</b>	
<b>Applied To Expense Reports:</b>	560.000 USD	<b>Due Company:</b>	440.000 USD
<b>Payments Received:</b>	0.000 USD		

Update Totals

Save for Later
Reconcile



<div data-bbox="263 317 350 401" data-label="Image"> </div> <h3 data-bbox="370 348 703 380">Reconcile Cash Advances</h3> <ul data-bbox="263 420 760 653" style="list-style-type: none"> <li>• If an employee received a cash advance but did not take the planned trip or did not use the entire portion of the cash advance:             <ul style="list-style-type: none"> <li>– The employee can submit a personal check to offset the balance due to the institution</li> <li>– You can enter payments received from employees on this Reconcile Cash Advance Report page</li> </ul> </li> </ul> <p data-bbox="574 684 755 699"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 854 350 938" data-label="Image"> </div> <h3 data-bbox="370 886 703 917">Reconcile Cash Advances</h3> <ul data-bbox="284 955 748 1207" style="list-style-type: none"> <li>• Process the payment from the employee in Banner or Accounts Receivable first</li> <li>• To reconcile a cash advance, it must have a status of 'Paid' and the total due to the institution is greater than \$0</li> <li>• When you reconcile a cash advance, EX changes the status to 'Reconciled'</li> </ul> <p data-bbox="574 1220 755 1234"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1392 350 1476" data-label="Image"> </div> <h3 data-bbox="370 1423 703 1455">Reconcile Cash Advances</h3> <ul data-bbox="284 1493 738 1640" style="list-style-type: none"> <li>• If the Cash Advance is associated with an Expense Report, the 'Associated Expense Reports' section displays the Report ID, Creation Date, Report Status, and Amount Applied</li> </ul> <p data-bbox="574 1757 755 1772"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <h3>Reconcile Cash Advances</h3> </div> </div> <ul style="list-style-type: none"> <li>If the Cash Advance is not associated with an Expense Report, you can still reconcile it</li> <li>The Cash Advance can be reconciled by the employee writing a check to your institution for the total displayed in the 'Due Company' field</li> </ul> <p style="text-align: right; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <h3>Reconcile Cash Advances</h3> </div> </div> <ul style="list-style-type: none"> <li>In the Payments section:                         <ul style="list-style-type: none"> <li>– Enter check number</li> <li>– Enter check amount</li> <li>– Insert additional rows if there is more than one check payment</li> </ul> </li> </ul> <p style="text-align: right; font-size: small; color: gray;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Associated Expense Reports				Customize	Find	View All	First	1 of 1	Last
Report ID	Creation Date	Report Status	Amount Applied	Currency					
0000000021	06/29/2007	Paid	560.000	USD					

Payments					Customize	Find	First	1 of 1	Last
*Date	*Number		*Amount	Currency					
06/29/2007	CHECK 2075		440.000	USD					



## Reconcile Cash Advances

- The 'Reconcile' button validates that the amounts in the "Applied to Expense Reports" and "Payments Received" fields equal the amount in the "Advance Amount" field.
- If these amounts are not equal, an error message is displayed.

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### Travel & Expenses - Cash Advance Report

#### Reconcile Cash Advance Report

Terence Howard

**Advance ID:** 0000000009

##### General Information

<b>Description:</b>	Kiev Solar Energy Conference	<b>Comment:</b>	Yearly Solar Energy conference - 3 days
<b>Business Purpose:</b>	Foreign Travel	<b>Reference:</b>	
<b>Status:</b>	Reconciled	<b>Post State:</b>	Posted
<b>*Accounting Date:</b>	06/29/2007	<b>Last Updated:</b>	06/29/2007
<b>Accounting Template:</b>	STANDARD	<b>By:</b>	EMPLOY6

##### Associated Expense Reports

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Report ID	Creation Date	Report Status	Amount Applied	Currency
0000000021	06/29/2007	Paid	560.000	USD

##### Payments

[Customize](#) | [Find](#) | First 1 of 1 Last

*Date	*Number	*Amount	Currency
06/29/2007	CHECK 2075	440.000	USD

##### Totals

<b>Advance Amount:</b>	1,000.000 USD	<b>Report Balance</b>	
<b>Applied To Expense Reports:</b>	560.000 USD	<b>Due Company:</b>	0.000 USD
<b>Payments Received:</b>	440.000 USD		

[Update Totals](#)

[Save for Later](#)

[Reconcile](#)

<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <h3 style="margin: 0;">Reconcile Cash Advances</h3> </div> </div> <ul style="list-style-type: none"> <li>The next step is to post Advance Reconciliation entries through the Expense Processing page</li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div> <h3 style="margin: 0;">Reconcile Cash Advances</h3> </div> </div> <ul style="list-style-type: none"> <li>Select Post Liabilities                         <ul style="list-style-type: none"> <li>– Creates rows in the EX_ACCTG_LINE table for the journal generator to send to GL to post liabilities</li> <li>– Process generates accounting entries for Expense Reports, Cash Advances, and Reconciled Cash Advances</li> </ul> </li> <li>Also select Advance Reconciliation                         <ul style="list-style-type: none"> <li>– Updates expense tables to indicate that Cash Advances are reconciled against corresponding Expense Reports</li> </ul> </li> </ul> <p style="text-align: right; font-size: small; margin-top: 20px;">"Creating A More Educated Georgia"</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Expense Processes
Selected Business Units

Run Control ID: Post\_Reconciled\_Advances

[Report Manager](#)
[Process Monitor](#)
Run

Select All
Deselect All
Refresh

If the run control id is new, hit 'Save' first and then 'Refresh' to update the transaction counts. [Transfer To Pay Cycle Process](#)

Expense Reports		Cash Advances	Payments	Time Reports	
<input type="checkbox"/> Stage Payments	0	0	1	<input type="checkbox"/> Stage Time to Project Costing or <input type="checkbox"/> Publish Elapsed Time	0
<input type="checkbox"/> Publish to Payroll			0		
<input checked="" type="checkbox"/> Post Liabilities	0	1		<input checked="" type="checkbox"/> Advance Reconciliation	0
<input type="checkbox"/> Post Payments	0	0		<input type="checkbox"/> Airline Ticket Reconciliation	0
<input type="checkbox"/> Unpost Expense Report	0				
<input type="checkbox"/> Cancel Payments			0	<input type="checkbox"/> Unstage Payments	1
<input type="checkbox"/> Close Liability	0	0		<input type="checkbox"/> Update Paid Statuses	0

Topic: Reconcile Cash Advances

Business Process: EX.020.202

## Expenses – Administrator Tasks in Expenses

### Activity: Reconciling Cash Advances

Topic: Reconcile Cash Advances

Business Process: EX.020.202

#### Activity

##### Activity Overview

In this activity you will:

- A. Reconcile Cash Advances

##### Login Information – Core System

1. You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
2. Log out.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

##### NAVIGATION

##### Core System (F400)

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

5. Click the **Sign In** button.

##### Scenario



*Scenario:* You need to reconcile three Cash Advances. Here are the details of the three advances:

Cash Adv	Employee	Cash Adv Amt	Amount Used	Difference & Check #
CAID#0000300007 (CADV-REC01)	TRAVELER03	\$400	\$370	\$30 – Check #4798
CAID#0000300005 (CADV-REC02)	EMPL2	\$500	\$0 (trip was canceled)	\$500 – Check #564
CAID#0000300006 (CADV-REC03)	EMPL3	\$1000	\$859	\$141 – Check #6872

Reconcile each of these cash advances and then post the advance reconciliation entries.

**Activity 6.4-1A**

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

To reconcile a cash advance:

NAVIGATION	Travel and Expenses > Manage Accounting > Reconcile Cash Advance
------------	--

1. Click the **Search** button.
2. Select Cash Advance ID **0000300007**.
3. Enter the following information in the **Payments** box.

FIELD	VALUE or STATUS
Number	Check 4798
Amount	30.00

4. Click the **Update Totals** button.
5. Note the Totals box. How much is due the institution? \_\_\_\_\_
6. Click the **Reconcile** button.
7. Click the **Return to Search** button.
8. Repeat steps 2 – 7 for **CA0000300005** and **CA0000300006**, using the information provided in the scenario.

**Activity 6.4-1B**

**Role:**  
**Administrator**




**UserID:**  
**EXADMIN01**

Scenario: Now that the cash advances are reconciled, you can post the advance reconciliation entries.

To post the advance reconciliation entries:

NAVIGATION	Travel and Expenses > Process Expenses > Expense Processing
------------	---

1. Click the **Add a New Value** tab.
2. Enter a **Run Control ID**.
3. Click the **Add** button.
4. Click the **Save** button.
5. Click the **Refresh** button.
6. Select the **Post Liabilities** checkbox.
7. Select the **Advance Reconciliation** checkbox.
8. Click the **Run** button.
9. Ensure the process **EX\_TRAN\_PRC** is selected.
10. Click the **OK** button.
11. Note the Process Instance: \_\_\_\_\_
12. Click the **Process Monitor** link.
13. **Refresh** the Process Monitor until your process has run to success.



### View Cash Advance Accounting Entries

- Same procedure as viewing Expense Report Accounting entries
- You can view Chartfields, currency details, and journal information. In addition, if you have the right security access, you may be able to view the Employee Profile of the person who submitted the transaction.

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Cash Advance Acctg Entries

Howard,Terence

ID: 999003

Advance ID: 0000000009

Find

View All

Journal Template: EXACCRUAL

Distribution Status: None

Cash Advance Journal Lines

Set Personalizations | Find | View All |

First 1-3 of 3 Last

ChartFields

Currency

Journal Information

UnPost Sequence	Line	Long Name	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
0	0	Employee Advances	27000	132300						
0	1	Expenses Accrual	27000	211500	10000	1013250	11100	11981		2007
0	1	Employee Advances	27000	132300	10000	1013250	11100	11981		2007

Topics: View Cash Advance Accounting Entries


Business Processes: EX.060.017

## Expenses – Administrator Tasks in Expenses

Activity: Viewing Cash Advance Accounting Entries

Topics: View Cash Advance Accounting Entries

Business Processes: EX.060.017

Activity											
<b>Activity Overview</b>	<p>In this activity you will:</p> <ol style="list-style-type: none"> <li>View Cash Advance Accounting Entries.</li> </ol>										
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser:                             <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <th>NAVIGATION</th><th>Core System (FTRN89)</th></tr> <tr> <td colspan="2">4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</td></tr> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>	NAVIGATION	Core System (FTRN89)	4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):		FIELD	VALUE or STATUS	User ID	EXADMIN01	Password	password01
NAVIGATION	Core System (FTRN89)										
4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):											
FIELD	VALUE or STATUS										
User ID	EXADMIN01										
Password	password01										
<b>Activity 6.4_2A</b>  <b>Role: Administrator</b>  	<p><i>Scenario:</i> View Cash Advance Accounting Entries.</p> <p>To view Cash Advance Accounting Entries:</p> <table border="1"> <tr> <th>NAVIGATION</th><th>Travel and Expenses &gt; Manage Accounting &gt; View/Adjust Accounting Entries &gt; Cash Advance Acctg Entries</th></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Search</b> button.</li> <li>Select an Advance ID.</li> <li>Click the <b>View All</b> link to view all Cash Advance Journal Lines.</li> <li>Click the <b>Show All columns</b> button.</li> <li>Review the information found through this page.</li> </ol>	NAVIGATION	Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Cash Advance Acctg Entries								
NAVIGATION	Travel and Expenses > Manage Accounting > View/Adjust Accounting Entries > Cash Advance Acctg Entries										

UserID:  
EXADMIN01



<div data-bbox="263 321 350 405" data-label="Image"> </div> <div data-bbox="362 348 665 386" data-label="Section-Header"> <h3>Cash Advance Reports</h3> </div> <ul style="list-style-type: none"> <li>• <b>Cash Advances by Department or Unit Report:</b> <ul style="list-style-type: none"> <li>– Lists all cash advances billed to a department or to a business unit</li> </ul> </li> <li>• <b>Cash Advance Aging by Department or Unit Report:</b> <ul style="list-style-type: none"> <li>– Lists all outstanding cash advances by department</li> </ul> </li> </ul> <p data-bbox="570 684 755 703"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 856 350 940" data-label="Image"> </div> <div data-bbox="362 884 665 919" data-label="Section-Header"> <h3>Cash Advance Queries</h3> </div> <ul style="list-style-type: none"> <li>• <b>BOR_EX_CASHADV_APPLIED</b> <ul style="list-style-type: none"> <li>– Provides detailed information related to cash advances issued and applied to expense reports by employee</li> </ul> </li> <li>• <b>BOR_EX_OPEN_CASHADV_BAL</b> <ul style="list-style-type: none"> <li>– Lists employees with open balances in GL for the 132300 (Cash Advance account)</li> </ul> </li> </ul> <p data-bbox="570 1220 755 1239"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>


Topics:	Run Cash Advance by Unit Report	Business Processes: EX.060.018
	Run Cash Advance by Department Report	
	Run Cash Advance Aging by Unit Report	
	Run Cash Advance Aging by Department Rpt	
	Run BOR_EX_CASHADV_APPLIED Query	
	Run BOR_EX_CASHADV_REIMB Query	
	Run BOR_EX_OPEN_CASHADV_BAL Query	

## Expenses – Administrator Tasks in Expenses

### Activity: Running Cash Advance Reports and Queries

Topics:	Run Cash Advance by Department Report	Business Processes:	EX.070.019
	Run Cash Advance by Unit Report		EX.070.020
	Run Cash Advance Aging by Department Report		EX.070.021
	Run Cash Advance Aging by Unit Rpt		EX.070.022
	Run BOR_EX_CASHADV_APPLIED Query		
	Run BOR_EX_CASHADV_REIMB Query		
	Run BOR_EX_OPEN_CASHADV_BAL Query		

### Activity

<b>Activity Overview</b>	In this activity you will: A. Run reports and queries to assist in Cash Advance Reconciliations.								
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser: <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Core System (F400)</b></td></tr> </table> <ol style="list-style-type: none"> <li>Enter the following login information (if you are still signed in, proceed to the navigation before step 3): <table border="1"> <tr> <td><b>FIELD</b></td><td><b>VALUE or STATUS</b></td></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> </li> <li>Click the <b>Sign In</b> button.</li> </ol>	<b>NAVIGATION</b>	<b>Core System (F400)</b>	<b>FIELD</b>	<b>VALUE or STATUS</b>	User ID	EXADMIN01	Password	password01
<b>NAVIGATION</b>	<b>Core System (F400)</b>								
<b>FIELD</b>	<b>VALUE or STATUS</b>								
User ID	EXADMIN01								
Password	password01								
<b>Activity 6.4-3A</b>  <b>Role: Administrator</b>    <b>UserID: EXADMIN01</b>	<p><i>Scenario:</i> Run the Cash Advances by Department Report for Department UATDPT1.</p> <p>To run the Cash Advances by Department Report:</p> <table border="1"> <tr> <td><b>NAVIGATION</b></td><td><b>Travel and Expenses &gt; Manage Accounting &gt; Print Reports &gt; Cash Advances by Dept</b></td></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Add a New Value</b> tab.</li> <li>Enter a <b>Run Control ID</b>.</li> <li>Click the <b>Add</b> button.</li> <li>Enter <b>40000</b> for the GL Unit.</li> <li>Enter <b>UATDPT1</b> for the Department.</li> </ol>	<b>NAVIGATION</b>	<b>Travel and Expenses &gt; Manage Accounting &gt; Print Reports &gt; Cash Advances by Dept</b>						
<b>NAVIGATION</b>	<b>Travel and Expenses &gt; Manage Accounting &gt; Print Reports &gt; Cash Advances by Dept</b>								

Topics:	Run Cash Advance by Unit Report Run Cash Advance by Department Report Run Cash Advance Aging by Unit Report Run Cash Advance Aging by Department Rpt Run BOR_EX_CASHADV_APPLIED Query Run BOR_EX_CASHADV_REIMB Query Run BOR_EX_OPEN_CASHADV_BAL Query	Business Processes: EX.060.018
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6. Click the **Save** button.
7. Click the **Run** button.
8. Ensure **Web** is selected as Type and **PDF** is selected as Format.
9. Click the **OK** button.
10. Note the Process Instance: \_\_\_\_\_
11. Click the **Process Monitor** link.
12. Click the **Refresh** button periodically until the Run Status shows **Success** and the Distribution Status shows **Posted**.
13. Click the **Details** link.
14. Click the **View Log/Trace** link.
15. Click the **pdf** file to open the report in a new window.
16. Close the report.

#### Activity 6.4\_3B

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* Run the Cash Advances by Unit Report for Business Unit 40000.

To run the Cash Advances by Unit Report:

#### NAVIGATION

**Travel and Expenses > Manage Accounting > Print Reports > Cash Advances by Bus Unit**

1. Click the **Add a New Value** tab.
2. Enter a **Run Control ID**.
3. Click the **Add** button.
4. Enter **40000** for the GL Unit.
5. Click the **Save** button
6. Click the **Run** button.
7. Ensure **Web** is selected as Type and **PDF** is selected as Format.
8. Click the **OK** button.
9. Note the Process Instance: \_\_\_\_\_
10. Click the **Process Monitor** link.
11. Click the **Refresh** button periodically until the Run Status shows **Success** and the Distribution Status shows **Posted**.
12. Click the **Details** link.
13. Click the **View Log/Trace** link.
14. Click the **pdf** file to open the report in a new window.
15. Close the report.

Topics:	Run Cash Advance by Unit Report	Business Processes: EX.060.018
	Run Cash Advance by Department Report	
	Run Cash Advance Aging by Unit Report	
	Run Cash Advance Aging by Department Rpt	
	Run BOR_EX_CASHADV_APPLIED Query	
	Run BOR_EX_CASHADV_REIMB Query	
	Run BOR_EX_OPEN_CASHADV_BAL Query	

#### Activity 6.4\_3C

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* Run the Cash Advance Aging by Department Report for Department UATDPT1.

To run the Cash Advance Aging by Department Report:

NAVIGATION	Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Dept
1. Click the <b>Add a New Value</b> tab.	
2. Enter a <b>Run Control ID</b> .	
3. Click the <b>Add</b> button.	
4. Enter <b>40000</b> for the GL Unit.	
5. Enter <b>UATDPT1</b> for the Department.	
6. Click the <b>Save</b> button	
7. Click the <b>Run</b> button.	
8. Ensure <b>Web</b> is selected as Type and <b>PDF</b> is selected as Format.	
9. Click the <b>OK</b> button.	
10. Note the Process Instance: _____	
11. Click the <b>Process Monitor</b> link.	
12. Click the <b>Refresh</b> button periodically until the Run Status shows <b>Success</b> and the Distribution Status shows <b>Posted</b> .	
13. Click the <b>Details</b> link.	
14. Click the <b>View Log/Trace</b> link.	
15. Click the <b>pdf</b> file to open the report in a new window.	
16. Close the report.	

#### Activity 6.4\_3D

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* Run the Cash Advance Aging by Unit Report for Business Unit 40000.

To run the Cash Advances by Unit Report:

NAVIGATION	Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Bus Unit
1. Click the <b>Add a New Value</b> tab.	
2. Enter a <b>Run Control ID</b> .	
3. Click the <b>Add</b> button.	
4. Enter <b>40000</b> for the GL Unit.	
5. Click the <b>Save</b> button	
6. Click the <b>Run</b> button.	
7. Ensure <b>Web</b> is selected as Type and <b>PDF</b> is selected as Format.	

Topics:	Run Cash Advance by Unit Report Run Cash Advance by Department Report Run Cash Advance Aging by Unit Report Run Cash Advance Aging by Department Rpt Run BOR_EX_CASHADV_APPLIED Query Run BOR_EX_CASHADV_REIMB Query Run BOR_EX_OPEN_CASHADV_BAL Query	Business Processes: EX.060.018
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8. Click the **OK** button.
9. Note the Process Instance: \_\_\_\_\_
10. Click the **Process Monitor** link.
11. Click the **Refresh** button periodically until the Run Status shows **Success** and the Distribution Status shows **Posted**.
12. Click the **Details** link.
13. Click the **View Log/Trace** link.
14. Click the **pdf** file to open the report in a new window.
15. Close the report.

#### Activity 6.4\_3E

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* Run the BOR\_EX\_CASHADV\_APPLIED query.

To run a pre-defined query:

<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>
-------------------	---

1. Enter BOR\_EX\_CASHADV\_APPLIED in the begins with field.
2. Click the Search button.
3. Click the HTML link.
4. The query should open in a new window. Review the results and then close the query window.

#### Activity 6.4\_3F

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* Run the BOR\_EX\_CASHADV\_REIMB query.

To run a pre-defined query:

<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>
-------------------	---

1. Enter BOR\_EX\_CASHADV\_REIMB in the begins with field.
2. Click the Search button.
3. Click the HTML link.
4. The query should open in a new window. Review the results and then close the query window.

Topics:	Run Cash Advance by Unit Report	Business Processes: EX.060.018
	Run Cash Advance by Department Report	
	Run Cash Advance Aging by Unit Report	
	Run Cash Advance Aging by Department Rpt	
	Run BOR_EX_CASHADV_APPLIED Query	
	Run BOR_EX_CASHADV_REIMB Query	
	Run BOR_EX_OPEN_CASHADV_BAL Query	

#### Activity 6.4\_3G

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* Run the BOR\_EX\_OPEN\_CASHADV\_BAL query.

To run a pre-defined query:

#### NAVIGATION

**Reporting Tools > Query > Query Viewer**

1. Enter BOR\_EX\_OPEN\_CASHADV\_BAL in the begins with field.
2. Click the Search button.
3. Click the HTML link.
4. The query should open in a new window. Review the results and then close the query window.

### Review: Lessons 6.1 through 6.4




1. Which of the following allows administrators to move approval transactions from one approver's queue to another?
  - a. Load employee data.
  - b. Assign alternate users.
  - c. Reassign approval work.
  - d. Delegate entry authority.
2. Which of the following is a correct statement regarding delegating entry authority?
  - a. Managers can delegate entry authority for all User IDs.
  - b. Administrators can delegate entry authority for all User IDs.
  - c. Employees can delegate entry authority for their User ID only.
  - d. All of the above.
  - e. Both B & C.
3. Which of the following **CANNOT** be viewed through an Employee's Profile?
  - a. User Defaults
  - b. Bank Accounts
  - c. Employee Data
  - d. Security Settings
  - e. Organizational Data
4. What does the Staging Payments Process accomplish?
  - a. Loads approved payments into the cash advance staging table.
  - b. Loads approved payments into the expense report staging table.
  - c. Loads approved payments into the travel authorization staging table.
  - d. All of the above.
  - e. Both A & B.
5. What budget status must all transactions have in order to be eligible for the Post Liabilities process?
  - a. Error
  - b. Valid
  - c. Posted
  - d. Warning




6. What process generates the accounting entries to cash accounts to record payments, and updates the expense transaction status from staged to paid status?
  - a. Staging Payments
  - b. Posting Liabilities
  - c. Posting Payments
  - d. All of the above
  
7. Which process resets the Approved for Payment flag and changes the header and lines status back to Approved for Payment (APY)?
  - a. Canceling Payments
  - b. Unstaging Payments
  - c. Adjusting Paid Expenses
  - d. Unposting an Expense Report
  
8. When updating an unposted Expense Report, which of the following **CANNOT** be modified?
  - a. Class
  - b. Amount
  - c. Account
  - d. Department
  
9. To adjust paid expenses and correct accounting entries that have already been recorded in the General Ledger, which of the following do you use?
  - a. Audit Expense Report
  - b. Journal Expense Report
  - c. No-Payment Expense Report
  - d. None of the above
  
10. What condition(s) must a transaction meet in order for it to be available for the Modify Approved Expense Transaction process?
  - a. Transaction must not have been paid.
  - b. Transaction must be completely approved.
  - c. Transaction must not have been staged for payment.
  - d. Transaction must not have had their liabilities posted.
  - e. All of the above.




11. What are the requirements for reconciling a cash advance?
- a. Cash advance must have a status of “Paid.”
  - b. Cash advance must have a status of “Hold.”
  - c. Total due to the institution is greater than \$0.
  - d. Both A & C.
  - e. Both B & C.
12. In order to reconcile a Cash Advance, it must be associated with an Expense Report.
- a. True
  - b. False

## Lesson 6.5 – Reconciliations

<div data-bbox="261 317 350 401">  </div> <h3>Lesson 6.5: Reconciliations</h3> <ul style="list-style-type: none"> <li>• Run Commitment Control and GL Reconciliation Queries.</li> <li>• Identify Continuous Audit requirements for Expenses.</li> <li>• Run other pre-defined BOR queries using the query viewer.</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 852 350 936">  </div> <h3>Commitment Control Reconciliations</h3> <ul style="list-style-type: none"> <li>• Commitment Control module is responsible for budget checking source transactions and updating corresponding detail ledgers and ledger groups</li> <li>• When you budget check a transaction, the system creates activity lines and stores them in the activity log</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 1388 350 1472">  </div> <h3>Commitment Control Reconciliations</h3> <ul style="list-style-type: none"> <li>• Activity lines are identified by a:             <ul style="list-style-type: none"> <li>– Commitment Control transaction ID</li> <li>– Commitment Control transaction date, and</li> <li>– Commitment Control line number for each transaction line</li> </ul> </li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367">  </div> <div data-bbox="365 300 604 359"> <p><b>Commitment Control Reconciliations</b></p> </div> <hr/> <ul style="list-style-type: none"> <li>• Purpose of month-end reconciliation queries:                             <ul style="list-style-type: none"> <li>– Ensure all budget-checked source transactions are being recorded correctly in order to ensure the integrity of the Commitment Control ledgers</li> </ul> </li> </ul> <p style="text-align: right;"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 821 349 905">  </div> <div data-bbox="365 835 604 894"> <p><b>Commitment Control Reconciliations</b></p> </div> <hr/> <ul style="list-style-type: none"> <li>• BOR_EX_TA_KK_RECON                             <ul style="list-style-type: none"> <li>– Identifies differences between Expenses and Commitment Control tables for valid budget check travel authorizations</li> </ul> </li> <li>• BOR_EX_ER_KK_RECON                             <ul style="list-style-type: none"> <li>– Identifies differences between Expenses and Commitment Control tables for valid budget checked expense reports</li> </ul> </li> </ul> <p style="text-align: right;"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1358 349 1442">  </div> <div data-bbox="365 1383 735 1417"> <p><b>Other Reconciliation Queries</b></p> </div> <hr/> <ul style="list-style-type: none"> <li>• BOR_EX_GL_RECON                             <ul style="list-style-type: none"> <li>– Identifies differences between Expenses and General Ledger tables for journal generated expense report and cash advance transactions</li> </ul> </li> <li>• BOR_EX_TA_ER_CA_RECON                             <ul style="list-style-type: none"> <li>– Provides a consolidated view of travel authorizations, expense reports, and applied cash advances by employee</li> </ul> </li> </ul> <p style="text-align: right;"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>


<div data-bbox="263 283 349 367">  </div> <div data-bbox="362 310 737 348"> <h3>Other Reconciliation Queries</h3> </div> <hr/> <ul style="list-style-type: none"> <li>• BOR_BR_EX_NOTINGL                             <ul style="list-style-type: none"> <li>– Lists posted expense transactions not journal generated</li> </ul> </li> </ul> <div data-bbox="568 646 756 667"> <small>"Creating A More Educated Georgia"</small> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Topics:	Run BOR_EX_TA_KK_RECON	Business Processes:
	Run BOR_EX_ER_KK_RECON	
	Run BOR_EX_GL_RECON	
	Run BOR_EX_TA_ER_CA_RECON	
	Run BOR_BR_EX_NOTINGL	

## Expenses – Administrator Tasks in Expenses




### Activity: Running Reconciliation Queries

Topics:	Run BOR_EX_TA_KK_RECON	Business Processes:
	Run BOR_EX_ER_KK_RECON	
	Run BOR_EX_GL_RECON	
	Run BOR_EX_TA_ER_CA_RECON	
	Run BOR_BR_EX_NOTINGL	

Activity											
<b>Activity Overview</b>	In this activity you will: A. Run Reconciliation queries.										
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser: <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <th>NAVIGATION</th><th>Core System (F400)</th></tr> <tr> <td colspan="2">4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</td></tr> <tr> <td><b>FIELD</b></td><td><b>VALUE or STATUS</b></td></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>	NAVIGATION	Core System (F400)	4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):		<b>FIELD</b>	<b>VALUE or STATUS</b>	User ID	EXADMIN01	Password	password01
NAVIGATION	Core System (F400)										
4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):											
<b>FIELD</b>	<b>VALUE or STATUS</b>										
User ID	EXADMIN01										
Password	password01										
<b>Activity 6.5-1A</b>  <b>Role: Administrator</b>    <b>UserID: EXADMIN01</b>	<p><i>Scenario:</i> You need to run the EX reconciliation queries.</p> <p>To run BOR_EX_TA_KK_RECON query:</p> <table border="1"> <tr> <th>NAVIGATION</th><th>Reporting Tools &gt; Query &gt; Query Viewer</th></tr> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Enter “<b>BOR_EX_TA_KK_RECON</b>” in the ‘begins with field’.</li> <li>Click the <b>Search</b> button.</li> <li>Click the <b>HTML</b> link.</li> <li>Review the query results and then close the query window.</li> </ol> </td></tr> </table>	NAVIGATION	Reporting Tools > Query > Query Viewer	<ol style="list-style-type: none"> <li>Enter “<b>BOR_EX_TA_KK_RECON</b>” in the ‘begins with field’.</li> <li>Click the <b>Search</b> button.</li> <li>Click the <b>HTML</b> link.</li> <li>Review the query results and then close the query window.</li> </ol>							
NAVIGATION	Reporting Tools > Query > Query Viewer										
<ol style="list-style-type: none"> <li>Enter “<b>BOR_EX_TA_KK_RECON</b>” in the ‘begins with field’.</li> <li>Click the <b>Search</b> button.</li> <li>Click the <b>HTML</b> link.</li> <li>Review the query results and then close the query window.</li> </ol>											

Topics:	Run BOR_EX_TA_KK_RECON	Business Processes:
	Run BOR_EX_ER_KK_RECON	
	Run BOR_EX_GL_RECON	
	Run BOR_EX_TA_ER_CA_RECON	
	Run BOR_BR_EX_NOTINGL	

<b>Activity 6.5_1B</b>  <b>Role:</b> <b>Administrator</b>  <b>UserID:</b> <b>EXADMIN01</b>	To run BOR_EX_ER_KK_RECON query:	
	<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>
	1. Enter “ <b>BOR_EX_ER_KK_RECON</b> ” in the ‘begins with field’. 2. Click the <b>Search</b> button. 3. Click the <b>HTML</b> link. 4. Review the query results and then close the query window.	
<b>Activity 6.5_1C</b>  <b>Role:</b> <b>Administrator</b>  <b>UserID:</b> <b>EXADMIN01</b>	To run BOR_EX_GL_RECON query:	
	<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>
	1. Enter “ <b>BOR_EX_GL_RECON</b> ” in the ‘begins with field’. 2. Click the <b>Search</b> button. 3. Click the <b>HTML</b> link. 4. Review the query results and then close the query window.	
<b>Activity 6.5_1D</b>  <b>Role:</b> <b>Administrator</b>  <b>UserID:</b> <b>EXADMIN01</b>	To run BOR_EX_TA_ER_CA_RECON query:	
	<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>
	1. Enter “ <b>BOR_EX_TA_ER_CA_RECON</b> ” in the ‘begins with field’. 2. Click the <b>Search</b> button. 3. Click the <b>HTML</b> link. 4. Enter a <b>User ID</b> (EMPL1 – EMPL3, TRAVELER01 – 03). 5. Click the <b>View Results</b> button. 6. Review the query results and then close the query window.	
<b>Activity 6.5_1E</b>  <b>Role:</b> <b>Administrator</b>  <b>UserID:</b> <b>EXADMIN01</b>	To run BOR_BR_EX_NOTINGL query:	
	<b>NAVIGATION</b>	<b>Reporting Tools &gt; Query &gt; Query Viewer</b>
	1. Enter “ <b>BOR_BR_EX_NOTINGL</b> ” in the ‘begins with field’. 2. Click the <b>Search</b> button. 3. Click the <b>HTML</b> link. 4. Review the query results and then close the query window.	

<div data-bbox="263 357 349 441">  </div> <div data-bbox="370 373 609 436"> <p>Continuous Audit EX Requirements</p> </div> <hr/> <ul style="list-style-type: none"> <li>• Almost everything you do in Travel and Expenses has a bearing on Continuous Audit</li> <li>• Required to provide a listing of Personal Services and Travel Expenses paid to the personnel of units of the University System of Georgia, along with other state entities</li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 892 349 976">  </div> <div data-bbox="370 909 609 972"> <p>Continuous Audit EX Requirements</p> </div> <hr/> <ul style="list-style-type: none"> <li>• Three steps to the continuous audit process (Financial side):                         <ul style="list-style-type: none"> <li>– BORIF01A.sqr: Compiles the temporary table records for Employee Travel from AP and EX (TRAVEL_TMP_BOR) and produces a travel error report</li> </ul> </li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1428 349 1512">  </div> <div data-bbox="370 1444 609 1507"> <p>Continuous Audit EX Requirements</p> </div> <hr/> <ul style="list-style-type: none"> <li>• BORIF01B.sqr: Compiles the temporary table records for Per Diem (PERDIEM_TMP_BOR) and produces a per diem error report</li> <li>• BORIF01C.sqr: Prepares two electronic files for DOAA submission and produces printed reports showing transactions and totals in the electronic files</li> </ul> <p style="text-align: right;"><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367" data-label="Image"> </div> <div data-bbox="362 298 609 361" data-label="Section-Header"> <h3>Continuous Audit EX Requirements</h3> </div> <ul data-bbox="280 384 758 606" style="list-style-type: none"> <li>• Those working with GL will generally run this report as part of month-end processing</li> <li>• BOR requires quarterly reconciliation for continuous audit</li> <li>• EX concentrates specifically on the first part (BORIF01A)</li> </ul> <div data-bbox="568 646 755 665" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 819 349 903" data-label="Image"> </div> <div data-bbox="362 846 737 879" data-label="Section-Header"> <h3>Other Pre-Defined BOR Queries</h3> </div> <ul data-bbox="280 917 756 1117" style="list-style-type: none"> <li>• See the participant guide for a grid of all pre-defined BOR Queries</li> <li>• Use the Query Viewer</li> <li>• To edit a BOR-defined query, save it under a different name</li> <li>• Can add to a Favorites list</li> </ul> <div data-bbox="568 1180 755 1201" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



Topics: Run various pre-defined queries


Business Processes:

## Expenses – Administrator Tasks in Expenses

Activity: Running Pre-Defined Queries

Topics: Pre-Defined Queries

Business  
Processes:

Activity											
<b>Activity Overview</b>	In this activity you will: A. Run pre-defined queries.										
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser: <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <tr> <th>NAVIGATION</th><th>Core System (F400)</th></tr> <tr> <td colspan="2">4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</td></tr> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </table> <ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>	NAVIGATION	Core System (F400)	4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):		FIELD	VALUE or STATUS	User ID	EXADMIN01	Password	password01
NAVIGATION	Core System (F400)										
4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):											
FIELD	VALUE or STATUS										
User ID	EXADMIN01										
Password	password01										
<b>Activity 6.5-2A</b>  <b>Role:</b> <b>Administrator</b>    <b>UserID:</b> <b>EXADMIN01</b>	<p><i>Scenario:</i> Use this time to run other pre-defined queries for expenses. Use the Pre-Defined Queries grid for the query names. Also, save a pre-defined query under a different name and save it to your favorites list.</p> <p>To run a predefined query:</p> <table border="1"> <tr> <th>NAVIGATION</th><th>Reporting Tools &gt; Query &gt; Query Viewer</th></tr> <tr> <td colspan="2"> <ol style="list-style-type: none"> <li>Enter the query name in the 'begins with field'.</li> <li>Click the <b>Search</b> button.</li> <li>Click the <b>HTML</b> link.</li> <li>Enter any parameters as needed and click the <b>View Results</b> button.</li> <li>Review the query and then click the <b>Close</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	Reporting Tools > Query > Query Viewer	<ol style="list-style-type: none"> <li>Enter the query name in the 'begins with field'.</li> <li>Click the <b>Search</b> button.</li> <li>Click the <b>HTML</b> link.</li> <li>Enter any parameters as needed and click the <b>View Results</b> button.</li> <li>Review the query and then click the <b>Close</b> button.</li> </ol>							
NAVIGATION	Reporting Tools > Query > Query Viewer										
<ol style="list-style-type: none"> <li>Enter the query name in the 'begins with field'.</li> <li>Click the <b>Search</b> button.</li> <li>Click the <b>HTML</b> link.</li> <li>Enter any parameters as needed and click the <b>View Results</b> button.</li> <li>Review the query and then click the <b>Close</b> button.</li> </ol>											

Topics: Run various pre-defined queries

Business Processes:

**Activity 6.5-2B**

**Role:**  
Administrator

**UserID:**  
EXADMIN01




To save a predefined query under a different name and add it to your favorites list:

**NAVIGATION**




**Reporting Tools > Query > Query Manager**

1. Enter the query name in the 'begins with field'.
2. Click the **Search** button.
3. Click the **Edit** button.
4. Click the **Save As** link.
5. Enter a new name in the **Query** field (i.e., your initials+query1)
6. Change the **Owner** to **Private**.
7. Click the **OK** button.
8. Click the **Query Viewer** link in the main menu.
9. Enter the query you just renamed in step 5 and click the **Search** button.
10. Click the **Favorite** link.
11. Notice that your renamed query is now in your "**My Favorite Queries**" section.

## Lesson 6.6 – Real-Time Analysis

<div data-bbox="263 321 350 407">  </div> <h3>6.6: Real-Time Analysis</h3> <ul style="list-style-type: none"> <li>• Identify the purpose of Real-Time Analysis.</li> <li>• Identify the steps and sequence required for setting up Real-Time Analysis.</li> <li>• Set up Real-Time Analysis defaults.</li> <li>• Run the Expenses Pagelet Process.</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 856 350 942">  </div> <h3>6.6: Real-Time Analysis</h3> <ul style="list-style-type: none"> <li>• Set up Expenses pagelets.</li> <li>• Review Transactions in Progress.</li> <li>• Review Total Predicted Expenses.</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1392 350 1478">  </div> <h3>Real-Time Analysis</h3> <ul style="list-style-type: none"> <li>• EX module is comprised of transactions in various stages</li> <li>• Real-Time Analysis is a tool for executives, managers, administrators, and auditors to easily identify and track transactions in progress so that they can gain insight into potential problem areas</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367" data-label="Image"> </div> <div data-bbox="362 310 618 348" data-label="Section-Header"> <h3>Real-Time Analysis</h3> </div> <hr/> <div data-bbox="277 382 737 564" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Expense Reports: Transactions in Progress (TIP) data focuses attention on what needs to be resolved with regards to Expense Reports to ensure that your expenses system runs smoothly</li> </ul> </div> <div data-bbox="568 646 756 665" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 819 349 903" data-label="Image"> </div> <div data-bbox="362 846 618 884" data-label="Section-Header"> <h3>Real-Time Analysis</h3> </div> <hr/> <div data-bbox="277 917 750 1100" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Travel Authorizations: Total Predicted Expenses (TPE) data focuses attention on what needs to be resolved with regards to Travel Authorizations to ensure that your expenses system runs smoothly</li> </ul> </div> <div data-bbox="568 1180 756 1201" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1354 349 1438" data-label="Image"> </div> <div data-bbox="362 1381 618 1419" data-label="Section-Header"> <h3>Real-Time Analysis</h3> </div> <hr/> <div data-bbox="277 1453 734 1604" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Expenses Pagelets: These are an optional way for interested employees to see Real-Time Analysis figures on their initial log-in page to the Core Application</li> </ul> </div> <div data-bbox="568 1715 756 1736" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367">  </div> <div data-bbox="365 300 662 361"> <h3>Real-Time Analysis Setup Sequence</h3> </div> <ol style="list-style-type: none"> <li>1. Set up Real Time Analysis Defaults</li> <li>2. Set up Transactions in Progress Methods</li> <li>3. Run the Update Expenses Pagelet Info Process</li> <li>4. Set up Expenses Pagelets</li> <li>5. Review Transactions in Progress Review Total Predicted Expenses</li> </ol> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 821 349 905">  </div> <div data-bbox="365 835 662 896"> <h3>Setup Real-Time Analysis Defaults</h3> </div> <ul style="list-style-type: none"> <li>• Administrator's function performed once</li> <li>• One-time setup that must be performed before any of the other Real-Time Analysis tools can be used</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1358 349 1442">  </div> <div data-bbox="365 1373 669 1434"> <h3>Set up Real Time Analysis Defaults</h3> </div> <ul style="list-style-type: none"> <li>• Reminders:             <ul style="list-style-type: none"> <li>– Must be done first</li> <li>– Select Top 5 Issues in Portal Pack Defaults</li> <li>– Select User Preferences</li> <li>– For Total Predicted Expenses, select BUDGET_PERIOD ALL_YEARS</li> <li>– Can choose to view transactions either by Bar or Pie Graph</li> </ul> </li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367" data-label="Image"> </div> <div data-bbox="362 298 732 359" data-label="Section-Header"> <h3>Set up Transactions in Progress Methods</h3> </div> <ul data-bbox="280 380 743 640" style="list-style-type: none"> <li>• Must be performed once by each user who wishes to view Transactions in Progress</li> <li>• Enables you to indicate the expense stages that you want to provide real-time analysis for</li> <li>• Must be done after Real-Time Analysis Defaults have been setup, but before any remaining steps</li> </ul> <div data-bbox="570 646 755 665" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 819 349 903" data-label="Image"> </div> <div data-bbox="362 833 732 894" data-label="Section-Header"> <h3>Set up Transactions in Progress Methods</h3> </div> <ul data-bbox="280 915 751 1155" style="list-style-type: none"> <li>• Three Transactions in Progress Methods that you can set up                         <ul style="list-style-type: none"> <li>– EXAPRNP: Expenses approved but not reimbursed</li> <li>– EXESTNE: Expenses estimated but actual expenses not entered</li> <li>– EXERCNA: Expenses recorded, but not approved</li> </ul> </li> </ul> <div data-bbox="570 1180 755 1201" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1354 349 1438" data-label="Image"> </div> <div data-bbox="362 1369 667 1430" data-label="Section-Header"> <h3>Run the Update Expenses Pagelet Info Process</h3> </div> <ul data-bbox="280 1451 760 1640" style="list-style-type: none"> <li>• Populates the Real-Time Analysis tools (TIP, TPE, and Expenses Pagelets) with current information</li> <li>• Should be set up to run on a daily basis so that Real-Time Analysis information is accurately displayed</li> </ul> <div data-bbox="570 1715 755 1734" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Topics:	Set up Real-Time Analysis Defaults	Business Processes:	EX.010.040
	Set up Transactions in Progress Methods		EX.010.043
	Run the Expenses Pagelets Process		EX.030.042

## Expenses – Administrator Tasks in Expenses

### Activity: Setting Up Real-Time Analysis

Topics:	Set up Real-Time Analysis Defaults	Business Processes:	EX.010.040
	Set up Transactions in Progress Methods		EX.010.043
	Run the Expenses Pagelets Process		EX.030.042

#### Activity

##### Activity Overview

In this activity you will:

- A. Set up Real-Time Analysis Defaults.
- B. Set up Transactions in Progress Methods.
- C. Run the Expenses Pagelets Process.

##### Login Information – Core System

1. You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
2. Log out.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

##### NAVIGATION

##### Core System (F400)

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

5. Click the **Sign In** button.

### Activity 6.6-1A

#### Role: Administrator



UserID:  
EXADMIN01

*Scenario:* You need to set up the Real-Time Analysis functionality for your institution. Start by setting up the Real-Time Analysis Defaults and then set up Transactions in Progress methods. Finally, run the Expenses Pagelets process.

To set up Real-Time Analysis Defaults:

##### NAVIGATION

##### Set Up Financials/Supply Chain > Pagelets > Enterprise Service Automation > Portal Pack Defaults

1. Under Operational Summary, click the **Top 5 Issues** link.
2. Ensure **User Preferences** are selected under Business Unit.
3. Click the **Save** button.
4. Click the **Return to ESA Portal Pack Default Admin** link.
5. Under Operational Summary, click the **Total Predicted Expenses** link.

Topics:	Set up Real-Time Analysis Defaults	EX.010.040
	Set up Transactions in Progress Methods	Business Processes: EX.010.043
	Run the Expenses Pagelets Process	EX.030.042

6. Enter the following information for **Number of Future Periods**:

FIELD	VALUE or STATUS
Calendar ID	BUDGET_PERIOD ALL_YEARS
Number of Future Periods	12

7. Click the **Save** button.
8. Click the **Return to ESA Portal Pack Default Admin** link.
9. Under Operational Threshold Alerts, click the **Total Expense Costs** link.
10. Enter the following information for **Number of Past Periods**:

FIELD	VALUE or STATUS
Calendar ID	Fiscal Year
Number of Future Periods	12

11. Click the **Save** button.
12. Click the **Return to ESA Portal Pack Default Admin** link.
13. Under Transactions in Progress, click the **Expense Report TIP** link.
14. Select **Bar Graph** as the selection for Pagelet Format.
15. Click the **Save** button.
16. Click the **Return to ESA Portal Pack Default Admin** link.

#### Activity 6.6-1B

Role:  
Administrator



UserID:  
EXADMIN01

To set up Transactions in Progress Methods:

NAVIGATION	Travel and Expenses > Real-Time Analysis > Review Transaction in Progress
------------	---

1. Click the **Add a New Value** tab.
2. Click the **Look up Transactions in Progress** button.
3. Click the **EXAPRNP** link.
4. Click the **Add** button.
5. For GL Business Unit, enter **40000**.
6. Click the **Save** button.
7. Click the **Add** button.
8. Under the Add a New Value tab, click the **Look up Transactions in Progress** button.
9. Click the **EXESTNE** link.
10. Click the **Add** button.
11. For GL Business Unit, enter **40000**.
12. Click the **Save** button.
13. Click the **Add** button.
14. Under the Add a New Value tab, click the **Look up Transactions in Progress** button.
15. Click the **EXRECNA** link.



Topics:	Set up Real-Time Analysis Defaults	EX.010.040
	Set up Transactions in Progress Methods	Business Processes: EX.010.043
	Run the Expenses Pagelets Process	EX.030.042

16. Click the **Add** button.
17. For GL Business Unit, enter **40000**. Click the **Save** button.
18. Click the **Update/Display** button.
19. Under the Find an Existing Value tab, click the **Search** button.
20. Are all three TIP methods listed? \_\_\_\_\_

#### Activity 6.6-1C

Role:  
Administrator



UserID:  
EXADMIN01

To run the Expenses Pagelets Process:

#### NAVIGATION

**Travel and Expenses > Real-Time Analysis > Update Expenses  
Pagelet Info**

1. Click the **Add a New Value** tab.
2. Enter a **Run Control ID**.
3. Click the **Add** button.
4. Click the **Run** button.
5. Ensure the process **EX\_PAGELET** is selected.
6. Click the **OK** button.
7. Note the Process Instance: \_\_\_\_\_
8. Click the **Process Monitor** link.
9. **Refresh** the Process Monitor until the Run Status is Success and the Distribution Status is Posted.

<div data-bbox="263 317 349 401" data-label="Image"> </div> <div data-bbox="363 346 711 382" data-label="Section-Header"> <h3>Set Up Expenses Pagelets</h3> </div> <div data-bbox="279 413 747 646" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Must be done once by each User who wishes to have pagelet information on their Home page</li> <li>• The following steps must be completed before setting up EX pagelets             <ul style="list-style-type: none"> <li>– Set up Real-Time Analysis Defaults</li> <li>– Set up Transactions in Progress Methods</li> <li>– Run the Expenses Pagelet Process</li> </ul> </li> </ul> </div> <div data-bbox="568 680 756 699" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 854 349 938" data-label="Image"> </div> <div data-bbox="363 882 711 917" data-label="Section-Header"> <h3>Set Up Expenses Pagelets</h3> </div> <div data-bbox="279 949 732 1182" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Can add four Travel and Expenses Pagelets to your Home page:             <ul style="list-style-type: none"> <li>– Total Predicted Expenses: Travel Authorizations which have been fully approved</li> <li>– Expenses Not Submitted: Expense Reports which have been entered in the system, but not yet submitted (EXSTNE)</li> </ul> </li> </ul> </div> <div data-bbox="568 1215 756 1234" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1392 349 1476" data-label="Image"> </div> <div data-bbox="363 1419 711 1455" data-label="Section-Header"> <h3>Set Up Expenses Pagelets</h3> </div> <div data-bbox="305 1486 730 1705" data-label="List-Group"> <ul style="list-style-type: none"> <li>– Expenses Approved/Not Paid: Expense Reports that have been submitted, but have not received their final approval for payment (EXRECNA)</li> <li>– Expenses Approved/Not Paid: Expense Reports that have received their final approval for payment, but have not yet been paid (EXAPRNP)</li> </ul> </div> <div data-bbox="568 1751 756 1770" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367" data-label="Image"> </div> <div data-bbox="362 310 711 348" data-label="Section-Header"> <h3>Set Up Expenses Pagelets</h3> </div> <ul style="list-style-type: none"> <li>Once you save your selections, the pagelets will be added to your home page</li> <li>Use the Layout link to organize your home page</li> <li>The last date the Update Expenses Pagelet Info process was run appears in each pagelet so you can determine how current the information is</li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 821 349 905" data-label="Image"> </div> <div data-bbox="362 833 667 896" data-label="Section-Header"> <h3>Reviewing Transactions in Progress</h3> </div> <ul style="list-style-type: none"> <li>Expenses Approved/Not Paid: Expense Reports that have been submitted, but have not received their final approval for payment (EXRECNA) <ul style="list-style-type: none"> <li>Traveler has submitted the transaction for approval, but the AP Auditor has not yet approved it</li> </ul> </li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1358 349 1442" data-label="Image"> </div> <div data-bbox="362 1369 667 1432" data-label="Section-Header"> <h3>Reviewing Transactions in Progress</h3> </div> <ul style="list-style-type: none"> <li>Expenses Not Submitted: Expense Reports which have been entered in the system, but not yet submitted (EXSTNE) <ul style="list-style-type: none"> <li>Transactions have been entered in the system, but have a status of 'Pending'</li> <li>'Pending' occurs when a transaction has been "saved for later" and not submitted, or when the transaction has been sent back to the traveler from an approver</li> </ul> </li> </ul> <p><small>"Creating A More Educated Georgia"</small></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>


<div data-bbox="261 281 349 365" data-label="Image"> </div> <div data-bbox="362 296 669 357" data-label="Section-Header"> <h3>Reviewing Transactions in Progress</h3> </div> <div data-bbox="277 380 753 611" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Expenses Approved/Not Paid: Expense Reports that have received their final approval for payment, but have not yet been paid (EXAPRNP)             <ul style="list-style-type: none"> <li>– Transactions have been approved for payment by the AP Auditor, but have not been picked up by the AP Pay Cycle for payment yet</li> </ul> </li> </ul> </div> <div data-bbox="570 644 756 661" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 814 349 898" data-label="Image"> </div> <div data-bbox="362 829 665 896" data-label="Section-Header"> <h3>Review Total Predicted Expenses</h3> </div> <div data-bbox="277 915 760 1077" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Can view a predicted expense summary for travel authorization analysis</li> <li>• Can only filter within the dates set by the administrator</li> <li>• Can also search by Chartfield</li> </ul> </div> <div data-bbox="570 1180 756 1197" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Topics:	Set up Expenses Pagelets	Business Processes:	EX.010.041
	Review Transactions in Progress		EX.030.500
	Review Total Predicted Expenses		EX.030.501

## Expenses – Administrator Tasks in Expenses

### Activity: Using Real-Time Analysis

Topics:	Set up Expenses Pagelets	Business Processes:	EX.010.041
	Review Transactions in Progress		EX.030.500
	Review Total Predicted Expenses		EX.030.501

Activity											
<b>Activity Overview</b>	<p>In this activity you will:</p> <ol style="list-style-type: none"> <li>Set up Expense Pagelets.</li> <li>Review Transactions in Progress.</li> <li>Review Total Predicted Expenses.</li> </ol>										
<b>Login Information – Core System</b>	<ol style="list-style-type: none"> <li>You should still be logged in as EXADMIN01. If not complete steps 2 – 5.</li> <li>Log out.</li> <li>Clear the cache and cookies for your browser:                             <ul style="list-style-type: none"> <li>Tools &gt; Internet Options &gt; General Tab &gt; (Temporary Internet Files) Delete Files and Delete Cookies</li> </ul> </li> </ol> <table border="1"> <thead> <tr> <th>NAVIGATION</th><th>Core System (F400)</th></tr> </thead> <tbody> <tr> <td colspan="2">4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):</td></tr> <tr> <th>FIELD</th><th>VALUE or STATUS</th></tr> <tr> <td>User ID</td><td>EXADMIN01</td></tr> <tr> <td>Password</td><td>password01</td></tr> </tbody> </table> <ol style="list-style-type: none"> <li>Click the <b>Sign In</b> button.</li> </ol>	NAVIGATION	Core System (F400)	4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):		FIELD	VALUE or STATUS	User ID	EXADMIN01	Password	password01
NAVIGATION	Core System (F400)										
4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):											
FIELD	VALUE or STATUS										
User ID	EXADMIN01										
Password	password01										
<b>Activity 6.6-2A</b>  <b>Role: Administrator</b>    <b>UserID: EXADMIN01</b>	<p><i>Scenario:</i> You have just set up Real-Time Analysis Defaults for your institution and are now ready to add this functionality to your home page. Add all four T&amp;E pagelets to your home page.</p> <p>To set up Expense Pagelets:</p> <table border="1"> <thead> <tr> <th>NAVIGATION</th><th>Homepage</th></tr> </thead> <tbody> <tr> <td colspan="2">1. Click the <b>Content</b> link.</td></tr> <tr> <td colspan="2">2. Select the following checkboxes:                             <ol style="list-style-type: none"> <li>Total Predicted Expenses</li> <li>Expenses Not Submitted</li> <li>Expenses Recorded/not Approved</li> <li>Expenses Approved/not paid</li> </ol> </td></tr> <tr> <td colspan="2">3. Click the <b>Save</b> button.</td></tr> <tr> <td colspan="2">4. From the homepage, click the <b>Layout</b> link.</td></tr> </tbody> </table>	NAVIGATION	Homepage	1. Click the <b>Content</b> link.		2. Select the following checkboxes: <ol style="list-style-type: none"> <li>Total Predicted Expenses</li> <li>Expenses Not Submitted</li> <li>Expenses Recorded/not Approved</li> <li>Expenses Approved/not paid</li> </ol>		3. Click the <b>Save</b> button.		4. From the homepage, click the <b>Layout</b> link.	
NAVIGATION	Homepage										
1. Click the <b>Content</b> link.											
2. Select the following checkboxes: <ol style="list-style-type: none"> <li>Total Predicted Expenses</li> <li>Expenses Not Submitted</li> <li>Expenses Recorded/not Approved</li> <li>Expenses Approved/not paid</li> </ol>											
3. Click the <b>Save</b> button.											
4. From the homepage, click the <b>Layout</b> link.											

Topics:	Set up Expenses Pagelets		EX.010.041
	Review Transactions in Progress	Business Processes:	EX.030.500
	Review Total Predicted Expenses		EX.030.501

5. Select whether you want the two-column or three-column setup.
6. Move pagelets by clicking on it and then the appropriate navigation arrow.
7. Click the **Save** button.
8. Review the pagelets on your home page.

#### Activity 6.6-2B

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* You want to review the transactions in each of the three different Transactions in Progress (TIP) stages.

To review Transactions in Progress:

NAVIGATION	Travel and Expenses > Real-Time Analysis > Review Transaction in Progress
<ol style="list-style-type: none"> <li>1. Click the <b>Search</b> button.</li> <li>2. Select the <b>EXAPRNP</b> link to view those Expenses that are approved, but have not been paid.</li> <li>3. Enter any specific Search criteria you want to include.</li> <li>4. Click the <b>Search</b> button.</li> <li>5. Note the Report Status, Date of Last update, and Days Inactive (which is the last approval date or the submission date).</li> <li>6. Click the <b>Review Transaction in Progress</b> link in the menu.</li> <li>7. Click the <b>Search</b> button.</li> <li>8. Select the <b>EXESTNE</b> link to view the expenses estimated, but the actual expenses have not been entered (status is pending).</li> <li>9. Enter any specific Search criteria you want to include.</li> <li>10. Click the <b>Search</b> button.</li> <li>11. Note the Report Status, Date of Last Update, and Days Inactive (calculated by using the creation date) fields.</li> <li>12. Click the <b>Review Transaction in Progress</b> link in the menu.</li> <li>13. Click the <b>Search</b> button.</li> <li>14. Click the <b>EXRECNA</b> link to view those expenses recorded, but not approved by the final approver yet.</li> <li>15. Enter any specific Search criteria you want to include.</li> <li>16. Click the <b>Search</b> button.</li> <li>17. Note the Report Status, Date of Last Update, and Days Inactive (calculated by using the submission date) fields.</li> <li>18. Click the <b>Graphical View</b> link.</li> <li>19. Click the <b>Detail View</b> link to return.</li> </ol>	

Topics:	Set up Expenses Pagelets	Business Processes:	EX.010.041
	Review Transactions in Progress		EX.030.500
	Review Total Predicted Expenses		EX.030.501

### Activity 6.6-2C

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* You want to review the total predicted expenses.

To review Transactions in Progress:

NAVIGATION	Travel and Expenses > Real-Time Analysis > Predicted Expense Summary
------------	--

1. Enter **40000** in the GL Business Unit.
2. Click the **Go** button.
3. Review the details of the Total Predicted Expenses.
4. What is the total amount listed? \_\_\_\_\_
5. Click the **Return to Home** button.




## Review: Lesson 6.6


1. The purpose of Real-Time Analysis Functionality is to allow executives, managers, and auditors to easily identify and track transactions in progress so that they can gain insight into potential problem areas.
  - a. True
  - b. False
2. Which step of the Real-Time Analysis Functionality enables users to indicate the expense stages they want to provide real-time analysis?
  - a. Set up Expenses Pagelets
  - b. Review Total Predicted Expenses
  - c. Set up Real Time Analysis Defaults
  - d. Set up Transactions in Progress methods
3. Which of the following is NOT a pagelet that can be set up for the Travel and Expenses module and added to your home page?
  - a. Expenses Not Submitted
  - b. Total Predicted Expenses
  - c. Expenses Approved/Not Paid
  - d. Travel Authorization Summary
  - e. Expenses Recorded/Not Approved
4. Expense Reports which have not been paid can be tracked using the three Transactions in Progress (TIP) stages. Which of the following is NOT one of the three TIP stages?
  - a. Expense Reports that have been entered in the system, but have not been submitted.
  - b. Expense Reports that have not been entered in the system, and have not been submitted.
  - c. Expense Reports that have received their final approval for payment, but have not been paid.
  - d. Expense Reports that have been submitted, but have not received their final approval for payment.
5. Which step of the Real-Time Analysis Functionality enables users to view a predicted expense summary for travel authorization analysis?
  - a. Set up Expenses Pagelets
  - b. Review Total Predicted Expenses
  - c. Set up Real Time Analysis Defaults
  - d. Set up Transactions in Progress



6. Which step of the Real-Time Analysis Functionality must be performed first?
  - a. Set up Expenses Pagelets
  - b. Set up Real-Time Analysis Defaults
  - c. Set up Transactions in Progress methods
  - d. Run the Update Expense Pagelet Info Process
  
7. Which step of the Real-Time Analysis Functionality populates the Real Time Analysis tools (Transactions in Progress, Total Predicted Expenses, and Expenses Pagelets) with current information?
  - a. Review Total Predicted Expenses
  - b. Set up Real-Time Analysis Defaults
  - c. Set up Transactions in Progress methods
  - d. Run the Update Expense Pagelet Info Process

## Lesson 7.0 – Queries and Reports

<div data-bbox="263 340 349 424">  </div> <h3>Objectives</h3> <ul style="list-style-type: none"> <li>• Build simple queries.</li> <li>• Use Report Manager and Process Scheduler to display reports.</li> </ul> <p style="text-align: right;"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 871 349 955">  </div> <h3>Creating Simple Queries</h3> <ul style="list-style-type: none"> <li>• Select Record</li> <li>• Add fields to query</li> <li>• Run Query</li> <li>• Save Query</li> </ul> <p style="text-align: right;"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="263 1407 349 1491">  </div> <h3>Reports</h3> <ul style="list-style-type: none"> <li>• Report Manager                         <ul style="list-style-type: none"> <li>– Presents reports in folder view</li> <li>– Scope variables can be used to organize reports in explorer view</li> <li>– Administration feature will allow user to delete unneeded reports</li> <li>– Stores reports for a period of time</li> <li>– Automated purge process cleans up old reports on a daily basis</li> <li>– HTML or Excel</li> </ul> </li> </ul> <p style="text-align: right;"><i>"Creating A More Educated Georgia"</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<div data-bbox="263 283 349 367">  </div> <div data-bbox="365 310 472 348"> <h2>Reports</h2> </div> <hr/> <ul style="list-style-type: none"> <li>• Process Monitor                             <ul style="list-style-type: none"> <li>– Can be found through PeopleTools &gt; Process Scheduler &gt; Process Monitor</li> <li>– View Log/Trace</li> </ul> </li> </ul> <div data-bbox="570 646 756 665"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Topics: Build a Simple Query  
Run Various Expenses Reports

Business Processes: EX.070.XXX

## Expenses – Queries and Reports

Activity: Building simple queries and running various Expenses Reports

Topics: Build a Simple Query  
Run Various Expense Reports

Business Processes: EX.070.xxx

### Activity

#### Activity Overview

In this activity you will:

- A. Build a simple query
- B. Run various EX reports.

#### Login Information – Core System

1. You should still be logged in as EXADMIN01. If not complete steps 2 – 5.
2. Log out.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

#### NAVIGATION

#### Core System (F400)

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

5. Click the **Sign In** button.

#### Activity 7.0-1A

Role:  
Administrator



UserID:  
EXADMIN01

*Scenario:* You want to find out the payment references, payment statuses, and employee IDs for cash advances. Build a simple query using the record EX\_ADVANCE\_PYMNT. Include the fields ADVANCE\_ID, PYMNT\_ID\_REF, PYMNT\_STATUS, and EMPLID.

To build a simple query:

#### NAVIGATION

#### Reporting Tools > Query > Query Manager

1. Click the **Create New Query** link.
2. Enter **EX\_ADVANCE\_PYMNT** in the begins with field and click the **Search** button.
3. Click the **Add Record** link.
4. Select the following checkboxes:
  - p. ADVANCE\_ID
  - q. PYMNT\_ID\_REF
  - r. PYMNT\_STATUS
  - s. EMPLID
5. Click the **Fields** tab to verify that all your choices are there.

**Topics:** Build a Simple Query  
 Run Various Expenses Reports

**Business Processes:** EX.070.XXX

6. Click the **Run** tab to run the query.
7. Click the **Records** tab to save the query.
8. Practice building other simple queries.

**Activity 7.0-1B**

**Role:**  
**Administrator**



**UserID:**  
**EXADMIN01**

*Scenario:* Use the Expenses Administrator Reports Grid to run various reports. The navigation and any required parameters are listed on the grid located in the appendix of this participant guide.

## Lesson 8.0 – Comprehensive Activities

<div data-bbox="261 338 349 422" data-label="Image"> </div> <div data-bbox="363 367 506 403" data-label="Section-Header"> <h3>Objectives</h3> </div> <div data-bbox="279 436 729 632" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Complete a Travel Authorization from creation through full approval.</li> <li>• Complete a Cash Advance from creation through payment staging.</li> <li>• Complete an Expense Report from creation through payment staging.</li> </ul> </div> <div data-bbox="568 701 756 720" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div data-bbox="261 873 349 957" data-label="Image"> </div> <div data-bbox="363 888 756 949" data-label="Section-Header"> <h3>Reminders as you complete these activities...</h3> </div> <div data-bbox="279 970 748 1201" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Remember to clear the cache when before logging into the system as a different role</li> <li>• You can use the Worklist or the Summary Approvals page</li> <li>• Objective is for you to see how a single transaction is handled from start to finish</li> </ul> </div> <div data-bbox="568 1236 756 1255" data-label="Text"> <p><i>"Creating A More Educated Georgia"</i></p> </div>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Topic: Travel Authorizations

Business Processes: EX.020.010  
EX.080.010

## Expenses – Comprehensive Activity 1

Activity: Travel Authorizations

Topics:	Create a Travel Authorization	Business	EX.020.010
	Approve the Travel Authorization as Dept Mgr 1, Dept Mgr 2, and Reviewer	Processes:	EX.080.010

### Activity

#### Activity Overview

In this activity you will you will create a travel authorization and then approve it through each of the required levels. Here are the User IDs and passwords for you to use:

Role	UserID	Password	Log in
Traveler	EMPL2	password01	Portal
Dept Mgr1	EMPL3	password01	Portal
Dept Mgr2	EMPL4	password01	Portal
Reviewer	EMPL5	password01	Portal

Important: When switching between roles, make sure that you clear the cache:

- Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

#### Scenario

*Scenario:* As the traveler Susan Meyers (EMPL2), create a travel authorization to attend a conference from 11/17/2008 through 11/21/2008. The conference will be held at Jekyll Island and she will be driving there. The approximate mileage each way is 325 miles. The conference will be providing lunch, but she will have to pay for her breakfasts and dinners. Her night hotel rate is \$149 per night for four nights. She does not need to pay a registration fee, since it is being paid for her in advance.

Approve this travel authorization as Department Manager 1, Department Manager 2, and Reviewer (remember to clear the cache in between).

The following page has the detailed steps of this activity.

**Login  
Information -  
Portal**

1. You need to log into the Self-Service Portal as a different traveler.
2. Log out of the system.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	HRMS Self-Service Link
------------	------------------------

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EMPL2
Password	password01

5. Click the **Sign In** button.



**Activity 8.0-1A**

**Role: Traveler**

**UserID: EMPL2**

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Travel Authorization > Create
------------	--

1. Click the **Return to Travel Authorization Entry** link. The Blank Authorization page should appear.
2. Enter the following in the General Information fields:

FIELD	VALUE or STATUS
Description	Jekyll Island Conference
Business Purpose	Attend Conference
Default Location	Jekyll Island, GA
Date From	11/17/2008
Date To	11/21/2008

3. In the first expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Automobile Mileage
Date	11/17/2008
Payment Type	Not Applicable

4. Click the **Detail** link.
5. Enter **325** in the Miles field and ensure the Originating and Destination locations are correct.
6. Click the **Return to Travel Authorization** link.
7. In the second expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Breakfast
Date	11/18/2008
Payment Type	American Express

8. Click the **Detail** link and verify the location is Jekyll Island.



9. Click the **Return to Travel Authorization** link.

10. In the third expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Dinner
Date	11/17/2008
Payment Type	American Express

11. Click the **Detail** link and verify the location is Jekyll Island.

12. Click the **Return to Travel Authorization** link.

13. In the fourth expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Lodging
Date	11/17/2008
Payment Type	American Express

14. Click the **Detail** link and enter the following information:

FIELD	VALUE or STATUS
Number of Nights	4
Merchant	Comfort Inn (non-preferred)
Nightly Rate	\$149.00

15. Click the **Return to Travel Authorization** link.

16. Select the expense row for the Breakfast Expense type and click the **Copy Selected** button. Click the **OK** button to clear the warning that may appear.

17. Select the **Copy to Range of Dates** option.

18. Enter the following information:

FIELD	VALUE or STATUS
From Date	11/19/2008
To Date	11/21/2008
End Time	5:00PM

19. Click the **OK** button.

20. Select the expense row for the Dinner Expense type and click the **Copy Selected** button. Click the **OK** button to clear the warning that may appear.

21. Select the **Copy to Range of Dates** option.

22. Enter the following information:

FIELD	VALUE or STATUS
From Date	11/18/2008
To Date	11/20/2008
End Time	11:59PM

23. Click the **OK** button.

24. In the last expense row, enter the following information:

FIELD	VALUE or STATUS
Expense Type	Automobile Mileage
Date	11/21/2008
Payment Type	Not Applicable

25. Click the **Detail** link.

26. Enter **325** in the Miles field and ensure the Originating and Destination locations are correct.

27. Click the **Return to Travel Authorization** link.

28. Click the **Check for Errors** button.

29. Click the **Submit** button.

30. Note the Travel Authorization ID for this Travel Authorization.

#### Activity 8.0-1B



**Role:**  
**Dept**  
**Mgr 1**

**UserID: EMPL3**

#### NAVIGATION

#### Travel and Expenses Home > Worklist

- Click the **Travel Authorization** (Jekyll Island Conference) to select it.
- Review the Travel Authorization details by clicking on the **Travel Authorization Detail** link.
- Verify that the transaction still needs to be budget checked.
- Click the **Budget Options** link.
- Click the **Budget Check** button.
- Verify the Budget Checking Header Status as **Valid**.
- Click the **OK** button.
- Click the **Approve** button.
- Click the **OK** button.

#### Activity 8.0-1C



**Role:**  
**Dept**  
**Mgr 2**

**EMPL4**

#### NAVIGATION

#### Travel and Expenses Home > Worklist

- Click the **Travel Authorization** (Jekyll Island Conference) to select it.
- Review the Travel Authorization details by clicking on the **Travel Authorization Detail** link.
- Click the **Approve** button.
- Click the **OK** button.



**Activity 8.0-1D**  
**Role: Reviewer**  
**EMPL5**

#### NAVIGATION

#### Travel and Expenses Home > Worklist

- Click the **Travel Authorization** (Jekyll Island Conference) to select it.
- Review the Travel Authorization details by clicking on the **Travel Authorization Detail** link.
- Click the **Approve** button.
- Click the **OK** button.

Topic: Cash Advances

Business Processes: EX.020.050  
EX.080.050  
EX.030.031  
EX.030.030

## Expenses – Comprehensive Activity 2

Activity: Cash Advances

Topics:	Create a Cash Advance	Business Processes:	EX.020.050
	Approve the Cash Advance as Dept Mgr 1, Dept Mgr 2, and Reviewer		EX.080.050
	Post Cash Advance Liabilities		EX.030.031
	Stage Cash Advance Payments		EX.030.030

### Activity

#### Activity Overview

In this activity you will you will create a cash advance and then approve it through each of the required levels. You also need to post liabilities and stage payments. Here are the User IDs and passwords for you to use:

Role	UserID	Password	Log in
Traveler	EMPL2	password01	Portal
Dept Mgr1	EMPL3	password01	Portal
Dept Mgr2	EMPL4	password01	Portal
Reviewer	EMPL5	password01	Portal
AP Auditor	EMPL6	password01	Portal
EX Admin	EXADMIN01	password01	Core

Important: When switching between roles, make sure that you clear the cache:

- Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

#### Scenario

*Scenario:* As the traveler Susan Meyers (EMPL2), you have just created a travel authorization to attend a conference from 11/17/2008 through 11/21/2008. You now need to request a cash advance to cover the cost of lodging and meals. You anticipate that your lodging costs (at \$149 per night) will be \$596, and that your meal costs will be \$108. Therefore, you need a cash advance for \$706.00.

Approve this cash advance as Department Manager 1, Department Manager 2, and Reviewer (remember to clear the cache in between).

The following page has the detailed steps of this activity.

Topic: Cash Advances

Business Processes: EX.020.050  
 EX.080.050  
 EX.030.031  
 EX.030.030

**Login Information - Portal**

1. You need to log into the Self-Service Portal as a different traveler.
2. Log out of the system.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	HRMS Self-Service Link
------------	------------------------

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EMPL2
Password	password01

5. Click the **Sign In** button.

**Activity 8.0-2A**

Role: Traveler



UserID: EMPL2

To create a Cash Advance:

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Cash Advance > Create
------------	--

1. Enter **EMPL2** in the Employee ID field.
2. Click the **Add** button.
3. When you get the Warning about fund codes, click the **OK** button.
4. Enter **10500** in the Fund Chartfield on the Organizational Data tab.
5. Click the **Save** button.
6. Click the **Home** link at the top of the screen.

NAVIGATION	Travel and Expenses Home > Employee Self-Service > Cash Advance > Create
------------	--

7. Enter **EMPL2** in the Employee ID field.
8. Click the **Add** button.
9. Enter the following information:

FIELD	VALUE or STATUS
Description	Jekyll Island Conference
Business Purpose	Attend Conference





10. In the **Details** section, enter the following information:

FIELD	VALUE or STATUS
Source	Employee Advance Check Payments
Description	4 night hotel lodging and meals advance
Amount	706

11. Click the **Update Totals** button.
12. Click the **Submit** button.
13. Note the Cash Advance ID here: \_\_\_\_\_.
14. Click the **OK** button.

Topic: Cash Advances

Business Processes: EX.020.050  
 EX.080.050  
 EX.030.031  
 EX.030.030

<p>Activity 8.0-2B</p>  <p>Role: Dept Mgr 1 UserID: EMPL3</p>	<table border="1"> <tr> <th data-bbox="358 352 665 399">NAVIGATION</th><th data-bbox="665 352 1507 399">Travel and Expenses Home &gt; Worklist</th></tr> <tr> <td colspan="2" data-bbox="358 399 665 669"> <ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	Travel and Expenses Home > Worklist	<ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol>	
NAVIGATION	Travel and Expenses Home > Worklist				
<ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol>					
 <p>Activity 8.0-2C Role: Dept Mgr 2  UserID: EMPL4</p>	<table border="1"> <tr> <th data-bbox="358 674 665 720">NAVIGATION</th><th data-bbox="665 674 1507 720">Travel and Expenses Home &gt; Worklist</th></tr> <tr> <td colspan="2" data-bbox="358 720 665 1037"> <ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	Travel and Expenses Home > Worklist	<ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol>	
NAVIGATION	Travel and Expenses Home > Worklist				
<ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol>					
 <p>Activity 8.0-2D Role: Reviewer  UserID: EMPL5</p>	<table border="1"> <tr> <th data-bbox="358 1041 665 1087">NAVIGATION</th><th data-bbox="665 1041 1507 1087">Travel and Expenses Home &gt; Worklist</th></tr> <tr> <td colspan="2" data-bbox="358 1087 665 1394"> <ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	Travel and Expenses Home > Worklist	<ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol>	
NAVIGATION	Travel and Expenses Home > Worklist				
<ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol>					
 <p>Activity 8.0-2E Role: AP Auditor UserID: EMPL6</p>	<table border="1"> <tr> <th data-bbox="358 1398 665 1444">NAVIGATION</th><th data-bbox="665 1398 1507 1444">Travel and Expenses Home &gt; Worklist</th></tr> <tr> <td colspan="2" data-bbox="358 1444 665 1736"> <ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol> </td></tr> </table>	NAVIGATION	Travel and Expenses Home > Worklist	<ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol>	
NAVIGATION	Travel and Expenses Home > Worklist				
<ol style="list-style-type: none"> <li>1. Click the <b>Cash Advance</b> (Jekyll Island Conference) from EMPL2 to select it.</li> <li>2. Review the details of the Cash Advance.</li> <li>3. Click the <b>Approve</b> button.</li> <li>4. Click the <b>OK</b> button.</li> </ol>					

Topic: Cash Advances

Business Processes:

EX.020.050  
 EX.080.050  
 EX.030.031  
 EX.030.030

**Login  
Information –  
Core**

1. You need to log into the Self-Service Portal.
2. Log out of the system.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	Core System (F400)
------------	--------------------

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

5. Click the **Sign In** button.



**Activity 8.0\_2F**

**Role:  
Administrator**

**UserID:  
EXADMIN01**

To post liabilities and stage payments:

NAVIGATION	Travel and Expenses > Process Expenses > Expense Processing
------------	---

1. Click the **Add a New Value** tab.
2. Enter a **Run Control ID**.
3. Click the **Add** button.
4. Select the **Post Liabilities** checkbox.
5. Select the **Stage Payments** checkbox.
6. Click the **Save** button.
7. Click the **Refresh** button to populate the page.
8. Note the number of liabilities to be posted: EX \_\_\_\_\_; CA \_\_\_\_\_
9. Note the number of payments to be staged: EX \_\_\_\_\_; CA \_\_\_\_\_
10. Click the **Run** button.
11. Ensure the process **EX\_TRAN\_PRC** is selected.
12. Click the **OK** button.
13. Click the **Process Monitor** link.
14. Note the Process Instance: \_\_\_\_\_.
15. **Refresh** the Process Monitor until your process has run successfully and is posted.
16. Click the **Go back to Expense Transactions** link.
17. Note the number of payments that were staged: \_\_\_\_\_
18. Note the number of liabilities that were posted: \_\_\_\_\_

Topic: Expense Reports

Business Processes: EX.020.100  
EX.080.100  
EX.020.303  
EX.030.031  
EX.030.030

## Expenses – Comprehensive Activity 3

### Activity: Expense Reports

Topics:	Create an Expense Report	Business Processes:	EX.020.100
	Approve the Expense Report as Dept Mgr 1, Dept Mgr 2, Reviewer, and AP Auditor		EX.080.100
	Verify Expense Report Receipts		EX.020.303
	Post Expense Report Liabilities		EX.030.031
	Stage Expense Report Payments		EX.030.030

### Activity

#### Activity Overview

In this activity you will you will create a cash advance and then approve it through each of the required levels. You also need to verify the expense report receipts and then post liabilities and stage payments. Here are the User IDs and passwords for you to use:

Role	UserID	Password	Log in
Traveler	EMPL1	password01	Portal
Dept Mgr1	EMPL3	password01	Portal
Dept Mgr2	EMPL4	password01	Portal
Reviewer	EMPL5	password01	Portal
AP Auditor	EMPL6	password01	Portal
EX Admin	EXADMIN01	password01	Core

Important: When switching between roles, make sure that you clear the cache:

- Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

#### Activity Steps

*Scenario:* As the traveler John Parker (EMPL1), you have just returned from a week-long conference in Columbus, GA. You had to drive your own car since there were no institutional vehicles available. Here are the details of your trip:

- Beginning Date/Time: 7/21/2008 – 9:00 AM
- Ending Date/Time: 7/25/2008 – 6:00 PM
- Lodging: 4 nights lodging at \$119 per night at Marriott Courtyard.
- Beginning and Ending Mileage 7/21/2008: 5781 to 5891 (no personal miles)
- Beginning and Ending Mileage 7/25/2008: 5905 to 6015 (no personal miles)
- Breakfast on 7/22, 7/23, 7/24, and 7/25 at \$6 each.
- Lunch was provided by the conference.
- Dinner on 7/21, 7/22, 7/23, and 7/24 at \$20 each.

Approve this cash advance as Department Manager 1, Department Manager 2, and Reviewer (remember to clear the cache in between).

The following pages have the detailed steps of this activity.

Topic: Expense Reports

Business Processes:

EX.020.100  
 EX.080.100  
 EX.020.303  
 EX.030.031  
 EX.030.030

### Login Information - Portal

1. You need to log into the Self-Service Portal as a different traveler.
2. Log out of the system.
3. Clear the cache and cookies for your browser:

- Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

#### NAVIGATION

#### HRMS Self-Service Link

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EMPL1
Password	password01

5. Click the **Sign In** button.



### Activity 8.0-3A

Role: Traveler

UserID: EMPL1

To create an Expense Report:

#### NAVIGATION

#### Travel and Expenses Home > Employee Self-Service > Expense Reports > Create

1. Click the **Return to Expense Report Entry** link.
2. Ensure '**A Blank Report**' is in the Quick Start field.
3. Enter the following information:

FIELD	VALUE or STATUS
Description	Columbus Conference
Business Purpose	Attend Conference
Default Location	Columbus, GA

4. In the **Details** section, enter the following information for Row 1:

FIELD	VALUE or STATUS
Expense Type	Mileage
Expense Date	7/21/2008
Payment Type	Not Applicable

5. Click the **Detail** link.

6. Enter the following information for **Expense Detail for Automobile Mileage** (Line 1):

FIELD	VALUE or STATUS
Begin Mileage	5781
End Mileage	5891
Commute Miles	0
Personal Miles	0
Originating Location	Atlanta, GA
Destination Location	Columbus, GA

7. Click the **Return to Expense Report** link.



Topic: Expense Reports

Business Processes:

EX.020.100  
 EX.080.100  
 EX.020.303  
 EX.030.031  
 EX.030.030

8. In the **Details** section, enter the following information for Row 2:

FIELD	VALUE or STATUS
Expense Type	Mileage
Expense Date	7/25/2008
Payment Type	Not Applicable

9. Click the **Detail** link.

10. Enter the following information for **Expense Detail for Automobile Mileage** (Line 1):

FIELD	VALUE or STATUS
Begin Mileage	5905
End Mileage	6015
Commute Miles	0
Personal Miles	0
Originating Location	Columbus, GA
Destination Location	Atlanta, GA

11. Click the **Return to Expense Report** link.

12. On the third expense line, enter the following:

FIELD	VALUE or STATUS
Expense Type	Breakfast
Expense Date	7/22/2008
Payment Type	Visa

13. Click the **Detail** link.

14. Enter the following information for **Expense Detail for Breakfast** (Line 3):

FIELD	VALUE or STATUS
Expense Date	7/22/2008
Start Time	12:00AM
End Time	11:59PM
Location	Columbus, GA
Amount Spent	6.00

15. Click the **Return to Expense Report** link.

16. On the fourth expense line, enter the following:

FIELD	VALUE or STATUS
Expense Type	Dinner
Expense Date	7/21/2008
Payment Type	Visa

17. Click the **Detail** link.

Topic: Expense Reports

Business Processes:

EX.020.100  
 EX.080.100  
 EX.020.303  
 EX.030.031  
 EX.030.030

18. Enter the following information for Expense Detail for Dinner (Line 4):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Start Time	9:00AM
End Time	11:59PM
Location	Columbus, GA
Amount Spent	20.00

19. Click the **Return to Expense Report** link.

20. Enter the following information for **Expense Detail for Lodging** (Line 5):

FIELD	VALUE or STATUS
Expense Date	7/21/2008
Number of Nights	4
Merchant	Marriott Courtyard
Location	Columbus, GA
Amount Spent	119.00

21. Click the **Return to Expense Report** link.

22. Copy the Breakfast expense line for the following dates: 7/23, 7/24, and 7/25.

23. Copy the Dinner expense line for the following dates: 7/22, 7/23, and 7/24.

24. Click the **Check for Errors** button.

25. Click the **Submit** button.



Activity 8.0-3B

Role: Dept Mgr 1




UserID: EMPL3

NAVIGATION	Travel and Expenses Home > Worklist
------------	-------------------------------------

1. Click the **Expense Report** (Columbus Conference) from John Parker to select it.
2. Note the Expense Report ID here: \_\_\_\_\_
3. Review the Expense Report details by clicking on the **Expense Report Detail** link.
4. Verify that the transaction still needs to be budget checked.
5. Click the **Budget Options** link.
6. Click the **Budget Check** button.
7. Verify the Budget Checking Header Status as **Valid**.
8. Click the **OK** button.
9. Click the **Approve** button.
10. Click the **OK** button.

Topic: Expense Reports

Business Processes: EX.020.100  
 EX.080.100  
 EX.020.303  
 EX.030.031  
 EX.030.030

 <p> <b>Activity 8.0-3C</b>  <b>Role: Dept Mgr 2</b>  <b>UserID: EMPL4</b> </p>	<table border="1"> <thead> <tr> <th>NAVIGATION</th><th>Travel and Expenses Home &gt; Worklist</th></tr> </thead> <tbody> <tr> <td>1. Click the <b>Expense Report</b> to select it.</td><td></td></tr> <tr> <td>2. Click the <b>Approve</b> button.</td><td></td></tr> <tr> <td>3. Click the <b>OK</b> button.</td><td></td></tr> </tbody> </table>	NAVIGATION	Travel and Expenses Home > Worklist	1. Click the <b>Expense Report</b> to select it.		2. Click the <b>Approve</b> button.		3. Click the <b>OK</b> button.					
NAVIGATION	Travel and Expenses Home > Worklist												
1. Click the <b>Expense Report</b> to select it.													
2. Click the <b>Approve</b> button.													
3. Click the <b>OK</b> button.													
 <p> <b>Activity 8.0-3D</b>  <b>Role: Reviewer</b>  <b>UserID: EMPL5</b> </p>	<table border="1"> <thead> <tr> <th>NAVIGATION</th><th>Travel and Expenses Home &gt; Worklist</th></tr> </thead> <tbody> <tr> <td>1. Click the <b>Expense Report</b> to select it.</td><td></td></tr> <tr> <td>2. Click the <b>Approve</b> button.</td><td></td></tr> <tr> <td>3. Click the <b>OK</b> button.</td><td></td></tr> </tbody> </table>	NAVIGATION	Travel and Expenses Home > Worklist	1. Click the <b>Expense Report</b> to select it.		2. Click the <b>Approve</b> button.		3. Click the <b>OK</b> button.					
NAVIGATION	Travel and Expenses Home > Worklist												
1. Click the <b>Expense Report</b> to select it.													
2. Click the <b>Approve</b> button.													
3. Click the <b>OK</b> button.													
 <p> <b>Activity 8.0-3E</b>  <b>Role: AP Auditor</b>  <b>UserID: EMPL6</b> </p>	<table border="1"> <thead> <tr> <th>NAVIGATION</th><th>Travel and Expenses Home &gt; Worklist</th></tr> </thead> <tbody> <tr> <td>1. Click the <b>Expense Report</b> from to select it.</td><td></td></tr> <tr> <td>2. Compare the amounts in the expense report to the amounts on the receipt. Click on the <b>Expense Report Detail</b> link for more information.</td><td></td></tr> <tr> <td>3. Click the <b>Receipts Received</b> checkbox.</td><td></td></tr> <tr> <td>4. Click the <b>Approve</b> button.</td><td></td></tr> <tr> <td>5. Click the <b>OK</b> button.</td><td></td></tr> </tbody> </table>	NAVIGATION	Travel and Expenses Home > Worklist	1. Click the <b>Expense Report</b> from to select it.		2. Compare the amounts in the expense report to the amounts on the receipt. Click on the <b>Expense Report Detail</b> link for more information.		3. Click the <b>Receipts Received</b> checkbox.		4. Click the <b>Approve</b> button.		5. Click the <b>OK</b> button.	
NAVIGATION	Travel and Expenses Home > Worklist												
1. Click the <b>Expense Report</b> from to select it.													
2. Compare the amounts in the expense report to the amounts on the receipt. Click on the <b>Expense Report Detail</b> link for more information.													
3. Click the <b>Receipts Received</b> checkbox.													
4. Click the <b>Approve</b> button.													
5. Click the <b>OK</b> button.													

Topic: Expense Reports

Business Processes:

EX.020.100  
 EX.080.100  
 EX.020.303  
 EX.030.031  
 EX.030.030

**Login  
Information –  
Core**

1. You need to log into the Self-Service Portal as a different traveler.
2. Log out of the system.
3. Clear the cache and cookies for your browser:
  - Tools > Internet Options > General Tab > (Temporary Internet Files) Delete Files and Delete Cookies

NAVIGATION	Core System (F400)
------------	--------------------

4. Enter the following login information (if you are still signed in, proceed to the navigation before step 3):

FIELD	VALUE or STATUS
User ID	EXADMIN01
Password	password01

5. Click the **Sign In** button.



**Activity 8.0-3F**

**Role:  
Administrator**

**UserID:  
EXADMIN01**

To post liabilities and stage payments:

NAVIGATION	Travel and Expenses > Process Expenses > Expense Processing
------------	---

1. Click the **Add a New Value** tab.
2. Enter a *Run Control ID*.
3. Click the **Add** button.
4. Select the **Post Liabilities** checkbox.
5. Select the **Stage Payments** checkbox.
6. Click the **Save** button.
7. Click the **Refresh** button to populate the page.
8. Note the number of liabilities to be posted: EX \_\_\_\_\_; CA \_\_\_\_\_
9. Note the number of payments to be staged: EX \_\_\_\_\_; CA \_\_\_\_\_
10. Click the **Run** button.
11. Ensure the process **EX\_TRAN\_PRC**S is selected.
12. Click the **OK** button.
13. Click the **Process Monitor** link.
14. Note the Process Instance: \_\_\_\_\_.
15. **Refresh** the Process Monitor until your process has run successfully and is posted.
16. Click the **Go back to Expense Transactions** link.
17. Note the number of payments that were staged: \_\_\_\_\_
18. Note the number of liabilities that were posted: \_\_\_\_\_

## Appendix A: Expenses Pre-Defined Queries Grid

Query Name	Description	Parameters
BOR_EX_TA_ER_CA_RECON	<ul style="list-style-type: none"> <li>Provides a consolidated view of travel authorizations, expense reports, and applied cash advance by employee</li> </ul>	<ul style="list-style-type: none"> <li>EmplID</li> </ul>
BOR_EX_CASHADV_REIMB	<ul style="list-style-type: none"> <li>Provides detailed information related to cash advances issued and reimbursed by employee</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_EX_CASHADV_APPLIED	<ul style="list-style-type: none"> <li>Provides detailed information related to cash advances issued and applied to expense reports by employee</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_EX_TA_KK_RECON	<ul style="list-style-type: none"> <li>Identifies differences between EX and KK tables for valid budget checked travel authorizations</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_EX_ER_KK_RECON	<ul style="list-style-type: none"> <li>Identifies differences between EX and KK tables for valid budget checked expense reports</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_EX_EXRPTS_BY_EXP_TYPE	<ul style="list-style-type: none"> <li>Lists expense report activity for an employee by expense type</li> <li>Includes location information also</li> </ul>	<ul style="list-style-type: none"> <li>EmplID</li> <li>From Acctg Date</li> <li>To Acctg Date</li> <li>SetID</li> <li>Expense Type</li> </ul>
BOR_EX_OPEN_LIABILITY	<ul style="list-style-type: none"> <li>Lists expense reports and cash advances not paid and/or with outstanding amounts in the 211500 account</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Year</li> <li>Accounting Period</li> </ul>
BOR_EX_GL_RECON	<ul style="list-style-type: none"> <li>Identifies differences between EX and GL tables for journal generated expense report and cash advance transactions</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
BOR_EX_ACCTG_NVS	<ul style="list-style-type: none"> <li>nVision drill down to Expense transactions</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_EX_DUE	<ul style="list-style-type: none"> <li>Lists approved expense report and cash advance transactions not paid</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_BR_EX_ISSUE	<ul style="list-style-type: none"> <li>Lists payments for expense report and cash advance transactions, sorted by check number</li> </ul>	<ul style="list-style-type: none"> <li>Beginning Date</li> <li>Ending Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>
BOR_BR_EX_CANCEL_CUR	<ul style="list-style-type: none"> <li>Lists payments for expense report and cash advance transactions that were cancelled in the current accounting period</li> </ul>	<ul style="list-style-type: none"> <li>Beginning Date</li> <li>Ending Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>
BOR_BR_EX_CANCEL_PRIOR	<ul style="list-style-type: none"> <li>Lists payments for expense report and cash advance transactions that were cancelled in the current accounting period</li> </ul>	<ul style="list-style-type: none"> <li>Beginning Date</li> <li>Ending Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>
BOR_BR_EX_OSCK	<ul style="list-style-type: none"> <li>Lists unreconciled payments for expense report and cash advance transactions</li> </ul>	<ul style="list-style-type: none"> <li>As of Date</li> <li>Bank Code</li> <li>Bank Account</li> </ul>

Query Name	Description	Parameters
BOR_EX_UNPOSTED_ACCRUAL	<ul style="list-style-type: none"> <li>Lists expense reports and cash advances transactions where the accrual has not been successfully posted</li> </ul>	<ul style="list-style-type: none"> <li>From Date</li> <li>To Date</li> </ul>
BOR_EX_UNPOSTED_PYMNTS	<ul style="list-style-type: none"> <li>Lists expense reports and cash advances transactions where the payment has not been successfully posted</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_BR_GLCEX	<ul style="list-style-type: none"> <li>Lists expense reports and cash advances transactions journal generated to the GL, which "hit" the cash accounts</li> </ul>	<ul style="list-style-type: none"> <li>Accounting Period</li> <li>Fiscal Year</li> </ul>
BOR_BR_GLC_BNR	<ul style="list-style-type: none"> <li>Lists Banner transactions journal generated to the GL, which "hit" the cash accounts</li> </ul>	<ul style="list-style-type: none"> <li>Accounting Period</li> <li>Fiscal Year</li> </ul>
BOR_AUD_EX_OUTSTANDING	<ul style="list-style-type: none"> <li>Lists expense reports and cash advance transactions not "reconciled" (not paid and posted)</li> </ul>	<ul style="list-style-type: none"> <li>From Account</li> <li>To Account</li> <li>Fiscal Year</li> <li>Fund</li> </ul>
BOR_EX_PYMNT_BY_EXP_TYPE	<ul style="list-style-type: none"> <li>Lists expense reports payments for a specific expense type and EmplID</li> <li>Useful for checking FSA payments</li> </ul>	<ul style="list-style-type: none"> <li>SetID</li> <li>Expense Type</li> <li>EmplID</li> </ul>
BOR_EX_OPEN_PREPAID_BAL	<ul style="list-style-type: none"> <li>Lists employees (based on Open Item Key) with open balances in GL for the 132160 (Pre-Paid) Account</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_EX_OPEN_CASHADV_BAL	<ul style="list-style-type: none"> <li>Lists employees (based on Open Item Key) with open balances in GL for the 132300 (Cash Advance) Account</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_EX_OPEN_FSAMED_BAL	<ul style="list-style-type: none"> <li>Lists employees (based on Open Item Key) with open balances in GL for the 2132xx (FSA Medical Care) Account</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
BOR_EX_OPEN_EMPL_BAL	<ul style="list-style-type: none"> <li>Lists employees with amounts outstanding in the 211500 Account</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Year</li> <li>Accounting Period</li> </ul>
BOR_EX_ALTUSERS	<ul style="list-style-type: none"> <li>Lists users who have an alternate user defined for a period of time</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
BOR_EX_ALTUSER_EXPIRED	<ul style="list-style-type: none"> <li>Lists users who have an alternate user defined where the end time has expired as of a certain date</li> </ul>	<ul style="list-style-type: none"> <li>To Date</li> </ul>
BOR_BR_EX_NOTINGL	<ul style="list-style-type: none"> <li>Lists posted expense transactions not journal generated</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

## Appendix B: Expenses Administrator Report Grid

Report Name	Description	Navigation	Parameters
Employee Data by Department Report <ul style="list-style-type: none"> <li>EXC2500</li> <li>EX.070.001</li> </ul>	<ul style="list-style-type: none"> <li>Lists personal and organizational data by department</li> <li>Includes Employee ID, Name, Status, Business Unit, Advance Level, and Max Advance Amount</li> </ul>	Travel and Expenses > Manage Employee Information > Employee Data by Department	<ul style="list-style-type: none"> <li>GL Unit</li> <li>Department</li> </ul>
Employee Data by Unit Report <ul style="list-style-type: none"> <li>EXC2501</li> <li>EX.070.002</li> </ul>	<ul style="list-style-type: none"> <li>Lists personal and organizational data by business unit</li> <li>Includes Employee ID, Name, Status, Department, Advance Level, and Max Advance Amount</li> </ul>	Travel and Expenses > Manage Employee Information > Employee Data by Unit Report	<ul style="list-style-type: none"> <li>GL Unit</li> </ul>
Business Purpose Report <ul style="list-style-type: none"> <li>EXC2510</li> <li>EX.070.003</li> </ul>	<ul style="list-style-type: none"> <li>Lists business purposes</li> <li>Includes Business Purpose ID and descriptions</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Business Purpose	<ul style="list-style-type: none"> <li>SetID</li> </ul>
Expense Type Group Report <ul style="list-style-type: none"> <li>EXC2521</li> <li>EX.070.004</li> </ul>	<ul style="list-style-type: none"> <li>Lists expense type groups</li> <li>Includes Type Group ID, Descriptions, Billing Action, and Account Number</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Expense Type Group	<ul style="list-style-type: none"> <li>SetID</li> </ul>
Expense Type Report <ul style="list-style-type: none"> <li>EXC2522</li> <li>EX.070.005</li> </ul>	<ul style="list-style-type: none"> <li>Lists expense types</li> <li>Includes Expense Type, Required Fields, Expense Type Group, Billing Action, and Account Number for those types billed at this level</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Expense Type	<ul style="list-style-type: none"> <li>SetID</li> </ul>
Preferred Merchant Report <ul style="list-style-type: none"> <li>EXC2525</li> <li>EX.070.006</li> </ul>	<ul style="list-style-type: none"> <li>Lists preferred merchants</li> <li>Includes Merchant Code and descriptions</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Preferred Merchant	<ul style="list-style-type: none"> <li>SetID</li> </ul>
Expense Location Amount Report <ul style="list-style-type: none"> <li>EXC2529</li> <li>EX.070.007</li> </ul>	<ul style="list-style-type: none"> <li>Lists expense location amounts</li> <li>Includes Location Code, Expense Types, and Authorized Amounts</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Expense Location Amount	<ul style="list-style-type: none"> <li>SetID</li> </ul>
Expense Location Report <ul style="list-style-type: none"> <li>EXC2530</li> <li>EX.070.008</li> </ul>	<ul style="list-style-type: none"> <li>Lists expense locations</li> <li>Includes Location Code, Description, and Location Group.</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Expense Location	<ul style="list-style-type: none"> <li>SetID</li> </ul>

Report Name	Description	Navigation	Parameters
Reimbursement Action Code Report <ul style="list-style-type: none"> <li>• EXC2540</li> <li>• EX.070.009</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Lists reimbursement action codes</li> <li>• Includes reimbursement action codes and descriptions</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Reimbursement Action Code	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
Template Report <ul style="list-style-type: none"> <li>• EXC2596</li> <li>• EX.070.013</li> </ul>	<ul style="list-style-type: none"> <li>• List of travel authorization and expense report templates</li> <li>• Includes Template Type, Template, Description, Expense Type and Description</li> </ul>	Set Up Financials/Supply Chain > Product Related > Reports > Template	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
Wizard Type Report <ul style="list-style-type: none"> <li>• EXC2597</li> <li>• EX.070.014</li> </ul>	<ul style="list-style-type: none"> <li>• Lists wizard types</li> <li>• Includes Wizard types and Expense types</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Wizard Type	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
GL Balancing Report <ul style="list-style-type: none"> <li>• EXC3500</li> <li>• EX.070.015</li> </ul>	<ul style="list-style-type: none"> <li>• List transaction balances for General Ledger entries</li> <li>• Includes Document ID and Type, Journal Template, Accounting Entry Type, Account Date, Document, Employee ID/Name, and Amount</li> </ul>	Travel and Expenses > Manage Accounting > Print Reports > GL Balancing Report	<ul style="list-style-type: none"> <li>• GL Unit</li> <li>• From Accounting Date</li> <li>• Through Accounting Date</li> </ul>
Expense Transactions by Department Report <ul style="list-style-type: none"> <li>• EXC4600</li> <li>• EX.070.016</li> </ul>	<ul style="list-style-type: none"> <li>• List of all expense transactions billed to a department</li> <li>• Includes Employee ID/Name, Sheet ID, Business Purpose, Account, Project ID, and Amount</li> </ul>	Travel and Expenses > Manage Accounting > Print Reports > Expense Transaction by Dept	<ul style="list-style-type: none"> <li>• GL Unit</li> <li>• Department</li> <li>• From Submission Date</li> <li>• Through Submission Date</li> </ul>
Expense Transactions by Business Unit Report <ul style="list-style-type: none"> <li>• EXC4601</li> <li>• EX.070.017</li> </ul>	<ul style="list-style-type: none"> <li>• List of all expense transactions by business unit</li> <li>• Includes Employee ID/Name, Sheet ID, Business Purpose, Department, Account, Project ID, and Amount</li> </ul>	Travel and Expenses > Manage Accounting > Print Reports > Expense Trans by Bus Unit	<ul style="list-style-type: none"> <li>• GL Unit</li> <li>• From Submission Date</li> <li>• Through Submission Date</li> </ul>
Cash Advances by Department Report <ul style="list-style-type: none"> <li>• EXC5600</li> <li>• EX.070.019</li> </ul>	<ul style="list-style-type: none"> <li>• Lists all cash advances billed to a department</li> <li>• Includes Employee ID/Name, Advance ID, Business Purpose, Source, Amount, Project ID, and Amount</li> </ul>	Travel and Expenses > Manage Accounting > Print Reports > Cash Advances by Dept	<ul style="list-style-type: none"> <li>• GL Unit</li> <li>• Department</li> </ul>



Report Name	Description	Navigation	Parameters
<b>Cash Advances by Unit Report</b> <ul style="list-style-type: none"> <li>EXC5601</li> <li>EX.070.020</li> </ul>	<ul style="list-style-type: none"> <li>Lists all cash advances billed to a business unit</li> <li>Includes Employee ID/Name, Advance ID, Business Purpose, Source, Dept, Amount, Project ID, and Amount</li> </ul>	Travel and Expenses > Manage Accounting > Print Reports > Cash Advances by Bus Unit	<ul style="list-style-type: none"> <li>GL Unit</li> </ul>
<b>Cash Advance Aging by Dept Report</b> <ul style="list-style-type: none"> <li>EXC5700</li> <li>EX.070.021</li> </ul>	<ul style="list-style-type: none"> <li>Lists all outstanding cash advances by department</li> <li>Includes Employee ID/Name, Advance ID, Business Purpose, Payment Date, Advance Amount, and Days Outstanding</li> </ul>	Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Dept	<ul style="list-style-type: none"> <li>GL Unit</li> <li>Department</li> </ul>
<b>Cash Advance Aging by Unit Report</b> <ul style="list-style-type: none"> <li>EXC5701</li> <li>EX.070.022</li> </ul>	<ul style="list-style-type: none"> <li>Lists all outstanding cash advances by business unit</li> <li>Includes Employee ID/Name, Advance ID, Business Purpose, Department, Payment Date, Advance Amount, and Days Outstanding</li> </ul>	Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Bus Unit	<ul style="list-style-type: none"> <li>GL Unit</li> </ul>
<b>Payment Type Report</b> <ul style="list-style-type: none"> <li>EXC2561</li> <li>EX.070.023</li> </ul>	<ul style="list-style-type: none"> <li>List of payment types</li> <li>Includes Payment Type, Description, and Payment Type Edit</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Payment Type	<ul style="list-style-type: none"> <li>SetID</li> </ul>
<b>Standard Distance Rates Report</b> <ul style="list-style-type: none"> <li>EXC2570</li> <li>EX.070.024</li> </ul>	<ul style="list-style-type: none"> <li>Lists the standard distance rates for auto mileage</li> <li>Includes Type, Description, Distance Type, and Rate</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Standard Distance Rates	<ul style="list-style-type: none"> <li>SetID</li> </ul>
<b>Cash Advance Source Report</b> <ul style="list-style-type: none"> <li>EXC2581</li> <li>EX.070.025</li> </ul>	<ul style="list-style-type: none"> <li>Lists cash advance sources</li> <li>Includes Cash Advance Source, Description, Payment Type, and Generate Payment</li> </ul>	Set Up Financials/Supply Chain > Product Related > Expenses > Reports > Cash Advance Source	<ul style="list-style-type: none"> <li>SetID</li> </ul>

## Appendix C: Expenses Managers Reports Grid for Approver and Reviewers

Report Name	Description	Navigation	Parameters
Employee Data by Department Report <ul style="list-style-type: none"> <li>• EXC2500</li> <li>• EX.070.051</li> </ul>	<ul style="list-style-type: none"> <li>• Lists personal and organizational data by department</li> <li>• Includes Employee ID, Name, Status, Business Unit, Advance Level, and Max Advance Amount</li> </ul>	Manager Self Service > Print Reports > Employee Data by Department	<ul style="list-style-type: none"> <li>• GL Unit</li> <li>• Department</li> </ul>
Employee Data by Unit Report <ul style="list-style-type: none"> <li>• EXC2501</li> <li>• EX.070.052</li> </ul>	<ul style="list-style-type: none"> <li>• Lists personal and organizational data by business unit</li> <li>• Includes Employee ID, Name, Status, Department, Advance Level, and Max Advance Amount</li> </ul>	Manager Self Service > Print Reports > Employee Data by Unit Report	<ul style="list-style-type: none"> <li>• GL Unit</li> </ul>
Business Purpose Report <ul style="list-style-type: none"> <li>• EXC2510</li> <li>• EX.070.053</li> </ul>	<ul style="list-style-type: none"> <li>• Lists business purposes</li> <li>• Includes Business Purpose ID and descriptions</li> </ul>	Manager Self Service > Print Reports > Business Purpose	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
Expense Type Group Report <ul style="list-style-type: none"> <li>• EXC2521</li> <li>• EX.070.054</li> </ul>	<ul style="list-style-type: none"> <li>• Lists expense type groups</li> <li>• Includes Type Group ID, Descriptions, Billing Action, and Account Number</li> </ul>	Manager Self Service > Print Reports > Expense Type Group	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
Expense Type Report <ul style="list-style-type: none"> <li>• EXC2522</li> <li>• EX.070.055</li> </ul>	<ul style="list-style-type: none"> <li>• Lists expense types</li> <li>• Includes Expense Type, Required Fields, Expense Type Group, Billing Action, and Account Number for those types billed at this level</li> </ul>	Manager Self Service > Print Reports > Expense Type	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
Preferred Merchant Report <ul style="list-style-type: none"> <li>• EXC2525</li> <li>• EX.070.056</li> </ul>	<ul style="list-style-type: none"> <li>• Lists preferred merchants</li> <li>• Includes Merchant Code and descriptions</li> </ul>	Manager Self Service > Print Reports > Preferred Merchant	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
Expense Location Amount Report <ul style="list-style-type: none"> <li>• EXC2529</li> <li>• EX.070.057</li> </ul>	<ul style="list-style-type: none"> <li>• Lists expense location amounts</li> <li>• Includes Location Code, Expense Types, and Authorized Amounts</li> </ul>	Manager Self Service > Print Reports > Expense Location Amount	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
Expense Location Report <ul style="list-style-type: none"> <li>• EXC2530</li> <li>• EX.070.058</li> </ul>	<ul style="list-style-type: none"> <li>• Lists expense locations</li> <li>• Includes Location Code, Description, and Location Group.</li> </ul>	Manager Self Service > Print Reports > Expense Location	<ul style="list-style-type: none"> <li>• SetID</li> </ul>

Report Name	Description	Navigation	Parameters
Template Report <ul style="list-style-type: none"> <li>• EXC2530</li> <li>• EX.070.059</li> </ul>	<ul style="list-style-type: none"> <li>• List of travel authorization and expense report templates</li> <li>• Includes Template Type, Template, Description, Expense Type and Description</li> </ul>	Manager Self Service > Print Reports > Template	<ul style="list-style-type: none"> <li>• SetID</li> </ul>
GL Balancing Report <ul style="list-style-type: none"> <li>• EXC3500</li> <li>• EX.070.060</li> </ul>	<ul style="list-style-type: none"> <li>• List transaction balances for General Ledger entries</li> <li>• Includes Document ID and Type, Journal Template, Accounting Entry Type, Account Date, Document, Employee ID/Name, and Amount</li> </ul>	Manager Self Service > Print Reports > GL Balancing Report	<ul style="list-style-type: none"> <li>• GL Unit</li> <li>• From Accounting Date</li> <li>• Through Accounting Date</li> </ul>
Expense Transactions by Department Report <ul style="list-style-type: none"> <li>• EXC4600</li> <li>• EX.070.061</li> </ul>	<ul style="list-style-type: none"> <li>• List of all expense transactions billed to a department</li> <li>• Includes Employee ID/Name, Sheet ID, Business Purpose, Account, Project ID, and Amount</li> </ul>	Manager Self Service > Print Reports > Expense Transaction by Dept	<ul style="list-style-type: none"> <li>• GL Unit</li> <li>• Department</li> <li>• From Submission Date</li> <li>• Through Submission Date</li> </ul>
Expense Transactions by Business Unit Report <ul style="list-style-type: none"> <li>• EXC4601</li> <li>• EX.070.062</li> </ul>	<ul style="list-style-type: none"> <li>• List of all expense transactions by business unit</li> <li>• Includes Employee ID/Name, Sheet ID, Business Purpose, Department, Account, Project ID, and Amount</li> </ul>	Manager Self Service > Print Reports > Expense Trans by Bus Unit	<ul style="list-style-type: none"> <li>• GL Unit</li> <li>• From Submission Date</li> <li>• Through Submission Date</li> </ul>
Payment Type Report <ul style="list-style-type: none"> <li>• EXC2561</li> <li>• EX.070.061</li> </ul>	<ul style="list-style-type: none"> <li>• List of payment types</li> <li>• Includes Payment Type, Description, and Payment Type Edit</li> </ul>	Manager Self Service > Print Reports > Payment Type	<ul style="list-style-type: none"> <li>• SetID</li> </ul>

## Appendix D: List of Business Processes Used in Super User Training

BP Number	BP Name
EX.030.400	Loading Employee Data
EX.010.080	Running the Email Verification Query
EX.040.020	Creating an Expense Type
EX.040.021	Creating an Expense Type Group
EX.010.032	Creating a Public Template for an Expense Report
EX.010.033	Creating a Public Template for a Travel Authorization
EX.010.013	Review My System Profile
EX.010.011	Enable the T&E Home Pagelet
EX.010.030	Review Employee Profile & Settings
EX.010.021	Delegate Entry Authority
EX.010.010	Modify User Defaults
EX.010.035	Create a Private Travel Authorization Template
EX.020.011	Create a Travel Authorization from a Template
EX.070.010	Print a Travel Authorization
EX.020.050	Create a Cash Advance
EX.070.011	Print a Cash Advance
EX.020.012	Copying an Existing Travel Authorization
EX.020.010	Create a Travel Authorization from a Blank Report
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