

# Expenses Update

Shelia Sloan and Kate Smith

March 7, 2013

# Wimba Housekeeping

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- Submit questions via chat function to “Main Room”
- We may hold some questions to the end of the session

# Agenda

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- New User Orientation to Expenses
- Banking Information
- Documentation / Training
- Year End Reminders
- Modifications over the past year
- Q & A

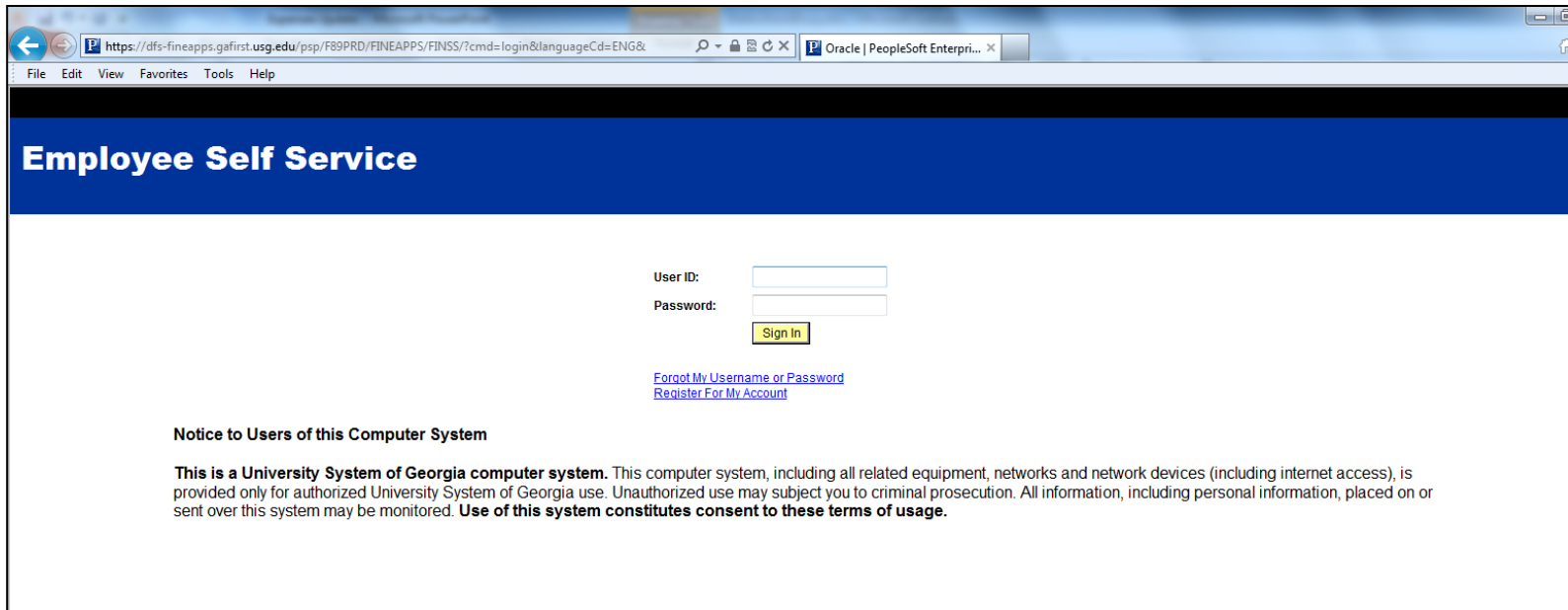
# New User Orientation

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- Registering for a User ID in Financials
- Accessing Expenses via Self Service
- Setting up User Defaults
- Banking Updates
- Entering Cash Advances
- Entering Travel Authorizations
- Entering Expense Reports

# Registering for a User ID

https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/?cmd=log  
in&languageCd=ENG&



The screenshot shows a web browser window with the URL <https://dfs-fineapps.gafirst.usg.edu/psp/F89PRD/FINEAPPS/FINSS/?cmd=login&languageCd=ENG&>. The page title is "Employee Self Service". It features a login form with fields for "User ID:" and "Password:", and a "Sign In" button. Below the form are links for "Forgot My Username or Password" and "Register For My Account". A "Notice to Users of this Computer System" is displayed at the bottom, stating that the system is for authorized University System of Georgia use and that unauthorized use may be subject to criminal prosecution.

**Employee Self Service**

User ID:

Password:

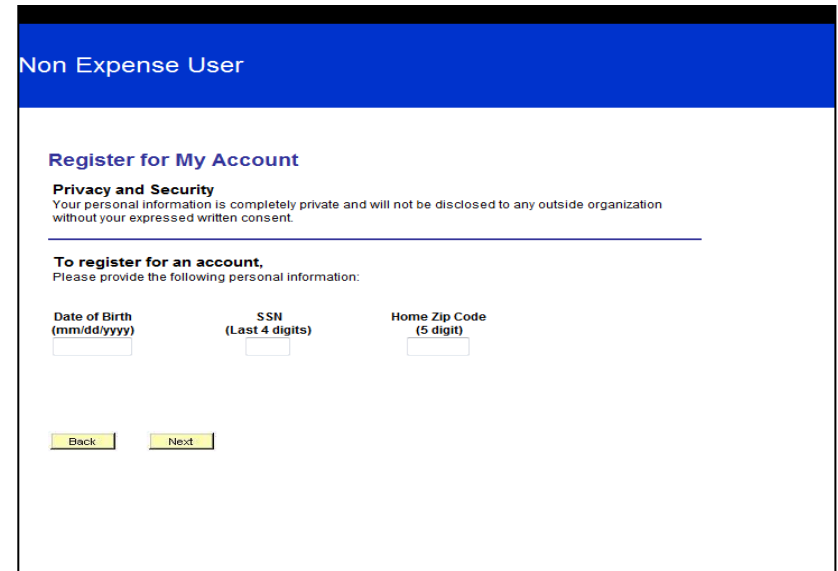
[Forgot My Username or Password](#)  
[Register For My Account](#)

**Notice to Users of this Computer System**

**This is a University System of Georgia computer system.** This computer system, including all related equipment, networks and network devices (including internet access), is provided only for authorized University System of Georgia use. Unauthorized use may subject you to criminal prosecution. All information, including personal information, placed on or sent over this system may be monitored. **Use of this system constitutes consent to these terms of usage.**

# Registering for a User ID

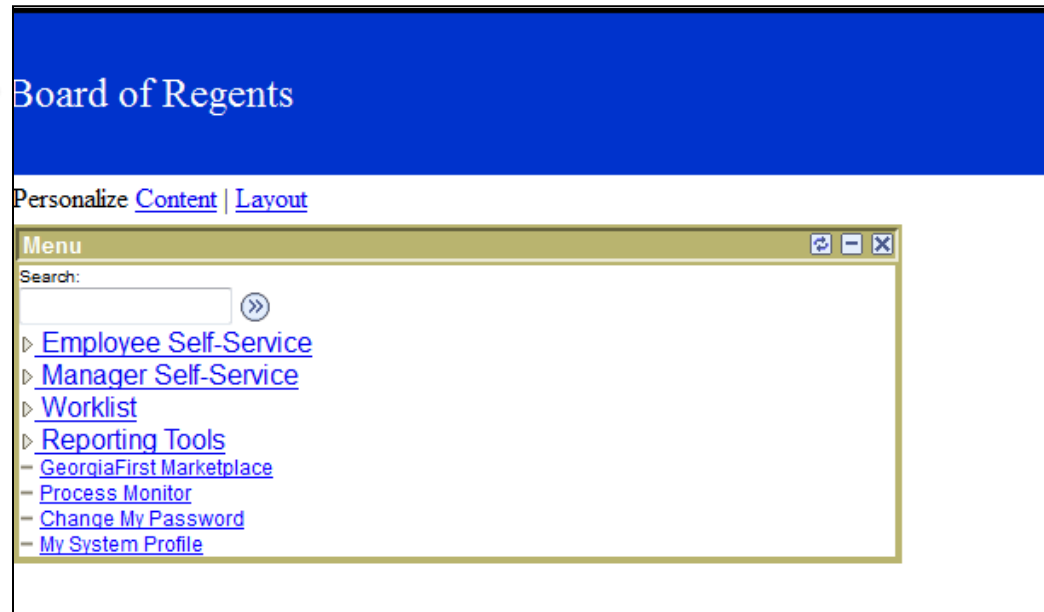
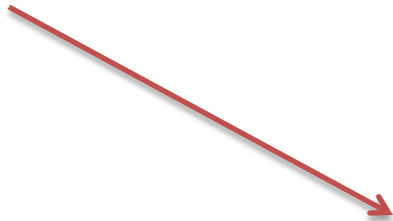
- Click on **Register for My Account** and fill in the required fields.
- It will pull up the job row and ask if you want to create an account for the specified institution.
- Click next and add a user ID.
- Log out after completion, and then log back in with your new user ID.



The screenshot shows a web form titled "Non Expense User" with a blue header. Below the header, the section "Register for My Account" is displayed. Under this, a "Privacy and Security" notice states: "Your personal information is completely private and will not be disclosed to any outside organization without your expressed written consent." A horizontal line separates this from the registration instructions: "To register for an account, Please provide the following personal information:". Below this, there are three input fields: "Date of Birth (mm/dd/yyyy)", "SSN (Last 4 digits)", and "Home Zip Code (5 digit)". At the bottom of the form, there are two buttons: "Back" and "Next".

# Accessing Expenses via Self Service

- Institution of Employment



# Setting Up User Defaults

Board of Regents

Search:

Employee Self-Service

Employee T&E Center

Profiles and Preferences

Review/Edit Profile

Review Payments

Other Expense Functions

Expense Report

Travel

Authorization

Manager Self-Service

Worklist

Reporting Tools

GeorgiaFirst Marketplace

Process Monitor

Change My Password

My System Profile

Employee Data

Organizational Data

User Defaults

Bank Accounts

Shelia Sloan

Employee Information

Personnel Status: Employee

Telephone:

Expense Role:

Employee Base

☐ Home Based

☒ Office Based

Send Payments To

☒ Home Address

☐ Mailing Address

Home Address

Country: USA United States

Address 1:

Address 2:

Address 3:

City: Colbert

County: Oglethorpe Postal: 30628

State: GA Georgia

Mailing Address

Country:

Address 1:

Address 2:

Address 3:

City: Colbert

County: Postal: 30628

State: GA Georgia

Save

Return to Search

Employee Data | Organizational Data | User Defaults | Bank Accounts



# Setting Up User Defaults

Employee Data
Organizational Data
**User Defaults**
Bank Accounts

## Shelia Sloan

Expenses Processing Data
Find | View All
First 1 of 1 Last

Valid for Expenses: Yes
Reason for Status: Passed All Validation Edits
☒ Default Profile
☐ Ignore Authorized Amounts

**HR Information**
Employee Status: Active  
Hire Date: 05/06/2002  
GL Unit: 98000 Board of Regents  
Department: 7310000 Administrative Services  
Hours Per Period: ☒ Use Business Unit Default

**Supervisor Information**
Name:  
ID:  
Telephone:

**Default ChartField Values**

GL Unit	Fund	Program	Class	Project	Bud Ref	Dept
98000	10000	16400	11000		2013	7310000

**Cash Advance Level**

☒ Business Unit 10,000.00 USD  
☐ Specific Amount  
☐ None

**Expense Role**
Expense Processing Role:

Save
Return to Search

# Setting Up User Defaults

Employee Data | Organizational Data | **User Defaults** | Bank Accounts

**Shelia Sloan**

**Default Creation Method**

Online	Mobile - Laptop
*Expense Report: Open a Blank Report	Expense Report: Open a Blank Report
*Time Report: Open a Blank Report	Time Report: Open a Blank Report
*Travel Authorization: Open a Blank Authorization	

**Expense Defaults**

Entry Method:		Per Diem Range:	
Report Description:		Billing Type:	
Business Purpose:		Expense Location:	
Originating Location:		Credit Card:	
Payment Type:		Number of Nights:	
Transportation ID:			

**Expense Type Defaults**

Expense Type: Merchant [EDIT]

*Expense Type	Payment Type	Billing Type

**Project Defaults for Expenses**

Enabled	PC Business Unit	Project	Activity	Description	Description

**Time Defaults**

Country:		Select Project ChartFields Display :
State:		
Locality:		
Billing Type:		

☒ Default : Codes  
☐ Descriptions  
☐ Codes

**Project Defaults for Time**

Enabled	PC Business Unit	Project	Activity	Category	Subcategory	Source Type	Description	Description	Time Quantity

# Setting Up User Defaults

[Employee Data](#) [Organizational Data](#) [User Defaults](#) [Bank Accounts](#)

**Shelia Sloan**

Organizational Data

Find | View All First 1 of 1 Last


GL Unit: 98000 Board of Regents ☒ Default Profile ☐ Hold Payment

Department: 7310000 Administrative Services

\*Payment Method: Electronic Funds Transfer ☐ Select to Receive Reimbursement by Check

Bank Account Info Prenote Info

Customize | Find | First 1 of 1 Last

Default	Source	Bank Name	Bank ID	Branch Name	Bank Account #
<input checked="" type="checkbox"/>	 Expenses		061107816		800120543709

EFT Options

Save

Return to Search

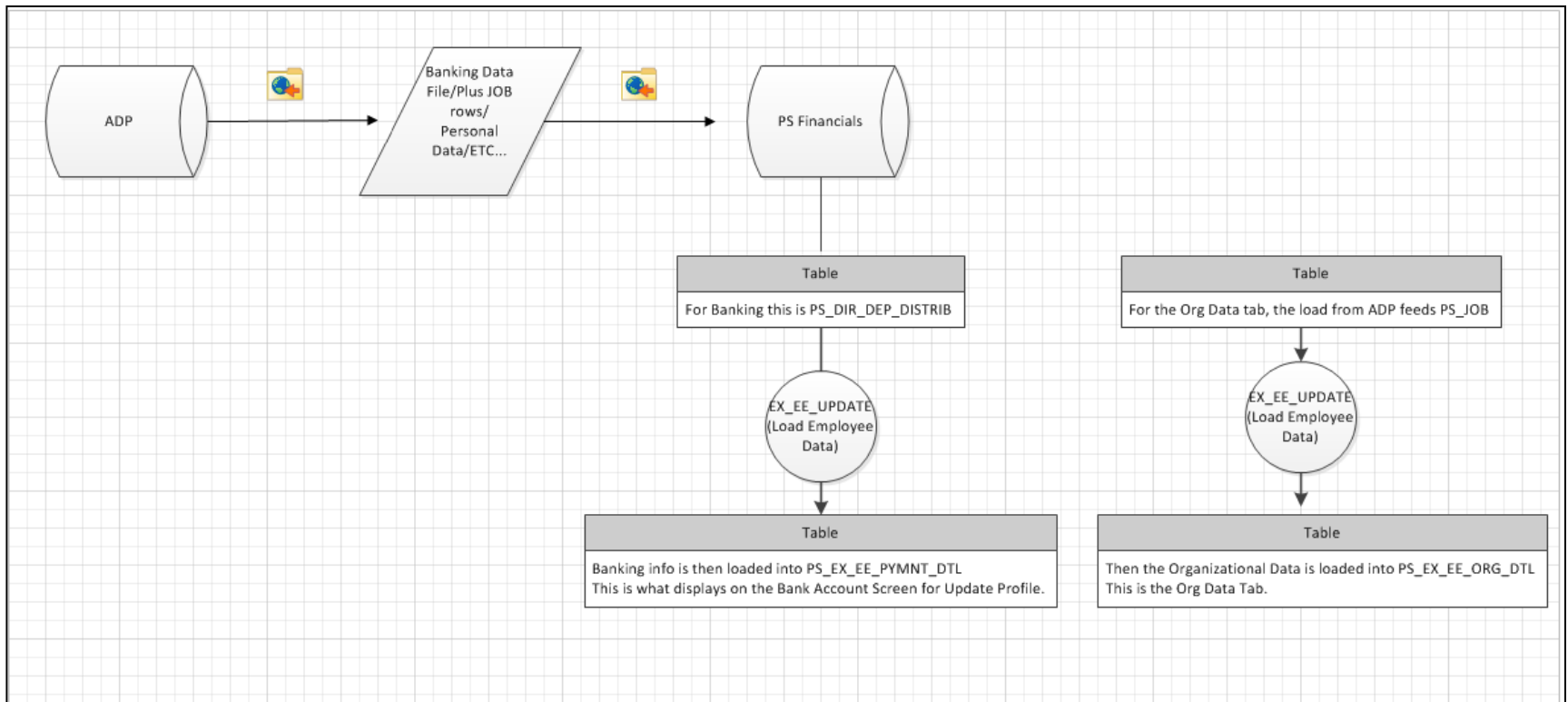
[Employee Data](#) | [Organizational Data](#) | [User Defaults](#) | [Bank Accounts](#)

# Banking Information

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- Feed from ADP
- Updates in PSFIN
- Current Issues

# Feed from ADP



# Feed from ADP

- What feeds to PSFIN?
- This is ADP Self Service for the employee.


Enter your changes and click Save. To remove a direct deposit amount click Delete.

When Reveal is clicked, your transit and/or account numbers are viewable. Because of this we recommend you take precautions to prevent unauthorized viewing of your account details.

Account:	Checking
Priority:	998
Deposit Amount:	<input checked="" type="radio"/> Amount <input type="radio"/> Percent 0.00 <input type="checkbox"/> Allow Partial Deposit
Remaining Net Pay Account:	<input checked="" type="checkbox"/>
Bank Transit Number:	..... <a href="#">Reveal Bank Transit Number</a>
Confirm Bank Transit Number:	.....
Account Number:	..... <a href="#">Reveal Account Number</a>
Confirm Account Number:	.....

Account Number

Bank Transit Number

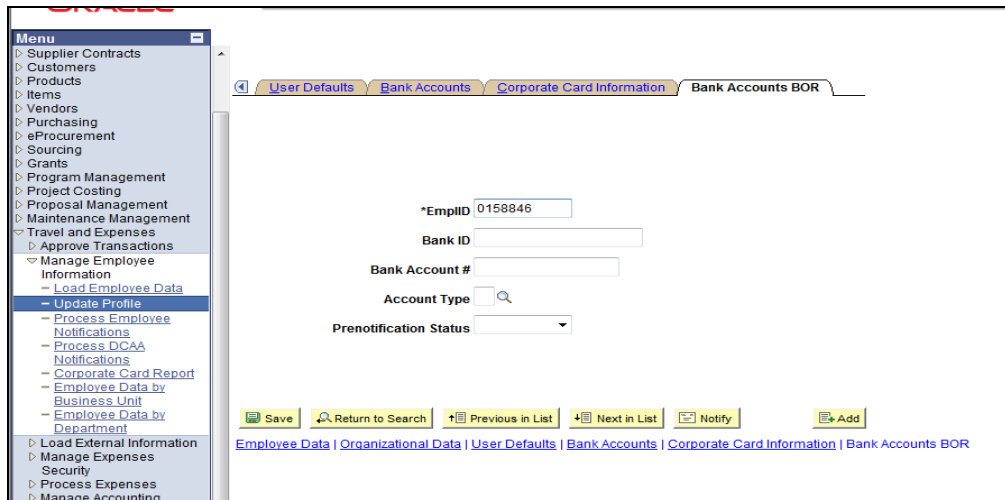


Please agree to the following:

☐ By selecting this check box and clicking Save, you have agreed to the following statement: I authorize my employer, or its service or payroll provider, and the specified bank to deposit my net pay or portion thereof into my account each pay date. If funds to which I am not entitled are deposited into my account, I authorize my employer, or its service or payroll provider, to direct the bank to return said funds to my employer, or its service or payroll provider. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that it is my responsibility to ensure that my wages are being deposited into my account each pay date.

# Feed from ADP

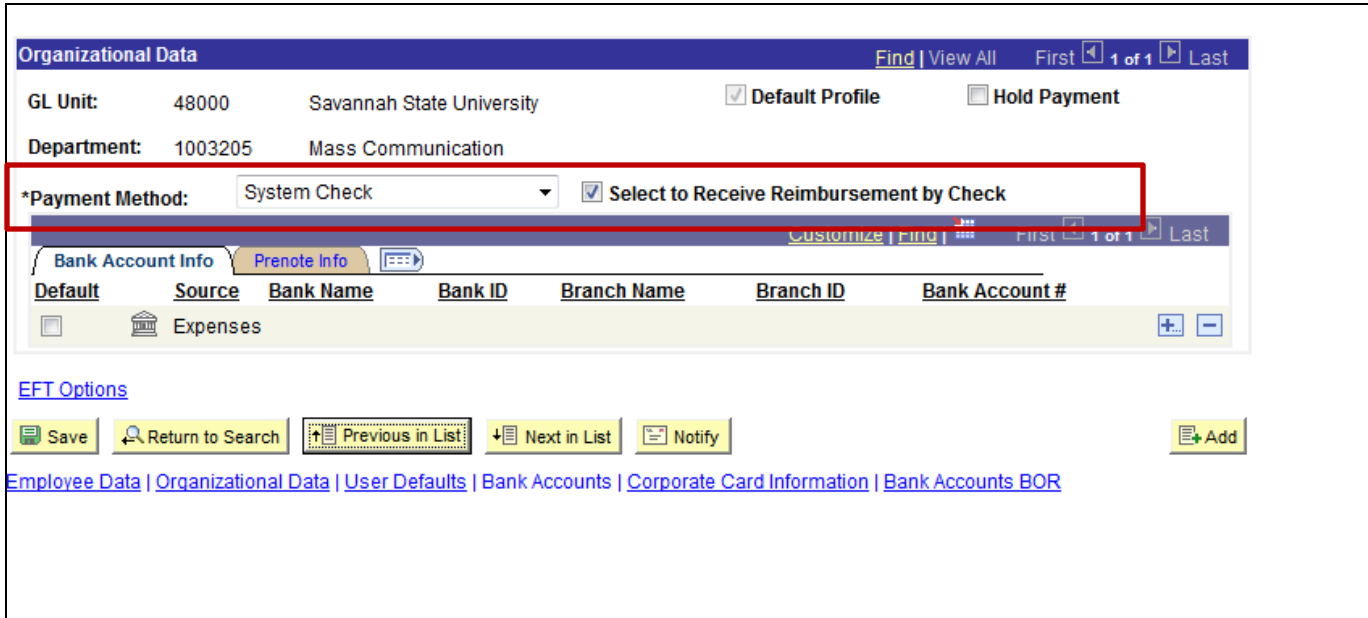
- There are times when the correct banking information doesn't feed over from ADP
- The Bank Accounts BOR tab was created to insert rows into PS\_DIR\_DEP\_DISTRIB just like the feed from ADP does, so that when the employee data load runs, it will update the Bank Account Tab automatically.



The screenshot shows a web application interface with a left-hand menu and a main content area. The menu includes options like Supplier Contracts, Customers, Products, Items, Vendors, Purchasing, eProcurement, Sourcing, Grants, Program Management, Project Costing, Proposal Management, Maintenance Management, Travel and Expenses, Approve Transactions, Manage Employee Information, Load Employee Data, Update Profile, Process Employee Notifications, Process DCAA Notifications, Corporate Card Report, Employee Data by Business Unit, Employee Data by Department, Load External Information, Manage Expenses Security, Process Expenses, and Manage Accounting. The main content area has tabs for User Defaults, Bank Accounts, Corporate Card Information, and Bank Accounts BOR. The Bank Accounts BOR tab is active, showing fields for \*EmpID (0158846), Bank ID, Bank Account #, Account Type (with a search icon), and Prenotification Status (a dropdown menu). At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Add. A breadcrumb trail at the bottom reads: Employee Data | Organizational Data | User Defaults | Bank Accounts | Corporate Card Information | Bank Accounts BOR.

# Feed from ADP

- If an employee wishes to receive their travel reimbursement by check, the box below must be selected, as well as the method of system check. This prevents the employee data load from updating this page with bank account information.




**Organizational Data** Find | View All First 1 of 1 Last

GL Unit: 48000 Savannah State University ☒ Default Profile ☐ Hold Payment

Department: 1003205 Mass Communication

\*Payment Method: System Check ☒ Select to Receive Reimbursement by Check

**Bank Account Info** Prenote Info

Default	Source	Bank Name	Bank ID	Branch Name	Branch ID	Bank Account #
<input type="checkbox"/>		Expenses				

[EFT Options](#)

[Employee Data](#) | [Organizational Data](#) | [User Defaults](#) | [Bank Accounts](#) | [Corporate Card Information](#) | [Bank Accounts BOR](#)



# Entering a Cash Advance

Board of Regents

Search:

- Employee Self-Service
- Employee T&E Center
  - Profiles and Preferences
  - Review Payments
  - Other Expense Functions
  - Expense Report
  - Travel Authorization
  - Cash Advance
    - Create
    - Modify
    - View / Print
    - Delete
- Manager Self-Service
- Worklist
- Reporting Tools
  - GeorgiaFirst Marketplace
  - Process Monitor
  - Change My Password
  - My System Profile

## Travel & Expenses - Cash Advance Report



### Create Cash Advance Report


Shelia Sloan [User Defaults](#) Advance ID: NEXT

**General Information**

\*Description:  Comment:

\*Business Purpose:  Reference:

[Import ATM Advances](#) Business Unit   

Details					Customize   Find   	First 1 of 1 Last
*Source	Description	Accounting Defaults	*Amount	Currency		
Employee Advance EFT Pay ▾	description of trip	<a href="#">Accounting Defaults</a>	500.00	USD	+	-

**Totals**

Advance Amount: 0.00 USD

[Update Totals](#)

[Save For Later](#) [Submit](#)

[Return to Employee Self-Service](#)

# Entering a Travel Authorization

Board of Regents

Search:

- Employee Self-Service
- Employee T&E Center
  - Profiles and Preferences
  - Review Payments
  - Other Expense Functions
  - Expense Report
  - Travel Authorization
    - Create
    - Modify
    - View / Print
    - Delete
    - Travel Auth Budget Exceptions
  - Cash Advance
  - Manager Self-Service
  - Worklist
  - Reporting Tools
  - GeorgiaFirst Marketplace
  - Process Monitor
  - Change My Password
  - My System Profile

**Create Travel Authorization**

**Travel Authorization Entry**

Shelia Sloan [User Defaults](#) Authorization ID: NEXT

**General Information**

\*Description:  description of trip  Comment:

\*Business Purpose:  Attend Training

Destination Location:  ATHENS

\*Date From:  05/01/2013 \*Date To:  05/02/2013 Business Unit:  98000

[Accounting Defaults](#) [More Options:](#)

Select	*Expense Type	*Date	*Amount	Currency	*Payment Type	*Billing Type	*Detail
<input type="checkbox"/>	Emp Lodging	05/01/2013	120.00	USD	American Exp	Internal	<input type="button" value="Detail"/> <input type="button" value="+"/>
<input type="checkbox"/>	Emp Dinner	05/01/2013	15.00	USD	American Exp	Internal	<input type="button" value="Detail"/> <input type="button" value="+"/>

**Totals**

Authorized Amount: 135.00 USD

[Create A Cash Advance](#) [Printable View](#)

[Return to Employee Self-Service](#)

Search:

- Employee Self-Service
- Employee T&E Center
  - Profiles and Preferences
  - Review Payments
  - Other Expense Functions
  - Expense Report
  - Travel Authorization
    - Create
    - Modify
    - View / Print
    - Delete
    - Travel Auth Budget Exceptions
  - Cash Advance
  - Manager Self-Service
  - Worklist
  - Reporting Tools
  - GeorgiaFirst Marketplace
  - Process Monitor
  - Change My Password
  - My System Profile

**Create Travel Authorization**

**Authorization Detail for Emp Lodging (Line 1)**

Shelia Sloan [Authorization ID:](#) NEXT

**About This Expense**

\*Date:  05/01/2013

\*Payment Type:  American Express

\*Billing Type:  Internal

\*Number of Nights:  1

\*Destination Location:  ATHENS

\*Nightly Rate:  120.00 USD

\*Total Amount:  120.00 USD

**Exception Comments**

Location Amount:

[Accounting Detail](#)

[Return to Travel Authorization Entry](#)

# Entering Expense Reports

Board of Regents

Search: [ ]

Employee Self-Service  
 Employee T&E Center  
 Profiles and Preferences  
 Review Payments  
 Other Expense Functions  
 Expense Report  
 Create  
 Modify  
 View / Print  
 Delete  
 Expense Not Budget Exceptions  
 Travel Authorization  
 Cash Advance  
 Manager Self-Service  
 Worklist  
 Reporting Tools  
 GeorgiaFirst Marketplace  
 Process Monitor  
 Change My Password  
 My System Profile

**Create Expense Report**  
**Expense Report Entry**  
 Sheila Sloan [User Defaults](#) Report ID: NEXT

**General Information**

\*Description: [description of trip] Comment: [ ]  
 \*Business Purpose: Attend Conference Reference: [ ]  
 Destination Location: ATHENS [ ] Business Unit: 99000 [ ]

[Accounting Defaults](#) [Apply Cash Advances\(s\)](#) More Options: [ ] [GO](#)

**Details** [Customize](#) | [Find](#) | [View All](#) | First 1 of 4 Last

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input checked="" type="checkbox"/>	Emp Breakfast	02/01/2013 [ ]	6.00	USD [ ]	American Expre: [ ]	Internal [ ]	<a href="#">Detail</a> [ ]
<input type="checkbox"/>	Emp Lodging	02/01/2013 [ ]	120.00	USD	Prepaid Hotel (A [ ]	Internal [ ]	<a href="#">Detail</a> [ ]

[Copy Selected](#) [Delete Selected](#) New Expense [Add](#) [Check For Errors](#)

**Totals**

Employee Expenses:	126.00 USD	Due Employee:	6.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	120.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#) [Update Totals](#)

[Save For Later](#) [Submit](#) [Printable View](#)

[Return to Expense Report](#)

## Create Expense Report

### Expense Detail for Emp Breakfast (Line 1)

Sheila Sloan

Report ID:

NEXT

# Documentation & Training

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- Online Expenses Training

[www.usg.edu/gafirst-fin/training/online\\_expense](http://www.usg.edu/gafirst-fin/training/online_expense)

- Archived Expenses Presentations

[www.usg.edu/gafirst-fin/training/archives](http://www.usg.edu/gafirst-fin/training/archives)

- Travel and Expenses Guides & Documentation

[www.usg.edu/gafirst-fin/documentation/category/travel\\_and\\_expenses](http://www.usg.edu/gafirst-fin/documentation/category/travel_and_expenses)

# Expenses Situations

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“I have a Travel Authorization that we need to get rid of...”

- 1A: TA is still in the traveler’s possession
- 1B: TA is still in an approver’s Worklist & status is not yet ‘Approved’, but travel date (accounting date) has passed
- 1C: TA has been fully approved and is waiting to be applied to an Expense Report

# Why Removing the Travel Auth Is Important

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- If the TAuth will not be used, you need to remove it from the system:
  - As soon as the TAuth is submitted & budget checked, it creates an encumbrance
  - Typically, the encumbrance is relieved when the TAuth is applied to the Expense Report
  - If the TAuth is not applied to an Expense Report, you must remove it from the system in order to remove the encumbrance

# Expenses Situation 1A

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“The traveler has created (but not yet submitted) a TAuth for a conference that was cancelled. How is it removed from the system?”

- Traveler/Traveler’s Delegate can delete the TAuth
- Can delete:
  - If it has been created but not yet submitted or
  - If it has been submitted and the approver has sent it back to the traveler

# Expenses Situation 1A

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## Can the Approver delete the Travel Authorization?

- No...only the Traveler or Traveler's Delegate can delete a TAuth
- Instead, the Approver can:
  - Close out the TAuth by denying it or
  - Sending the TAuth back to the Traveler so that the he/she can delete it



# Expenses Situation 1B

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- “An approver has a Travel Authorization in their Worklist that needs to be denied since the trip was cancelled. However, the accounting date has passed and he cannot work the transaction. What do we do?”

# Expenses Situation 1B

**Approve Travel Authorization**

---

**Travel Authorization Summary**

Jackie Hodges [User Defaults](#) Authorization ID: 0000400290

General Information			
<b>Description:</b>	Collaboration Meeting	<b>Comment:</b>	Attending a meeting at the Museum of Aviation at Robins AFB, GA to discuss congressional funding collaboration
<b>Business Purpose:</b>	Attend Meetings		
<b>Status:</b>	Approvals in Process		
<b>*Date From:</b>	08/20/2009	<b>To:</b> 08/20/2009	<b>Last Updated:</b> 08/19/2009 <b>By:</b> CARTERJ_33

[Accounting Defaults](#) **More Options:**

You can deny individual expenses and still approve or send back the overall report.

Details <a href="#">Customize</a>   <a href="#">Find</a>			
Expense Type	Date	Amount Currency	Approve
<a href="#">Agency Travel Expense</a>	08/20/2009	1.00 USD	<input checked="" type="checkbox"/>

Totals	
<b>Total:</b>	1.00 USD
<b>Less Non-Approved:</b>	0.00 USD
<b>Total Authorized:</b>	1.00 USD

▼ Pending Actions <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">First</a>   <a href="#">1 of 1</a>   <a href="#">Last</a>			
Profile	Name	Action	Date/Time
1st Level Finance Dept Manager			

▼ Action History <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">First</a>   <a href="#">1-7 of 7</a>   <a href="#">Last</a>			
Profile	Name	Action	Date/Time
	McGhee, Verdell	Submitted	08/19/2009 5:10:21PM

# Expenses Situation 1B

## Approve Travel Authorization

### Accounting Detail

Jackie Hodges

Authorization ID: 0000400290

This is the accounting detail for expense type Agency Travel Expense with a transaction date of 2009-08-20 in the amount of 1 USD.

Set Personalizations   Find   First 1 of 1 Last								
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Bud Ref
1.00	33000	641100	20000	1015000	12100	64000	516	2010

OK


# Expenses Situation 1B

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- To Reset the TAuth Accounting Date:
  - BOR Menus > BOR Expenses > BOR EX Month End > Reset Travel Authorization
  - Search by TAuth ID
  - Once you pull up the TAuth in the Reset Travel Authorization page, 'save' the page to reset the Accounting Date to the Current Date

# Expenses Situation 1B

**Reset Travel Authorization**



Travel Authorization ID 0000400290  Hodges,Jackie

**Travel Auth Header Details** Find | View All First 1 of 1 Last

TA Status	Budget Status	Acctg Date	<input type="checkbox"/> Process Flag
In Process	Not Chk'd	03/18/2010	

**Travel Auth Line Details** Find | View All First 1 of 1 Last

Line	Distrib	Expense Type	Account	Accounting Date	Budget Status	<input type="checkbox"/> Close Flag
1	1	AGYTRVL	641100	03/18/2010	Not Chk'd	

 Save  Notify

# Expenses Situation 1B

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- After resetting the Travel Authorization accounting date, have the approver deny the travel authorization
- Must be done in the open period or you will have to reset again
- Once the Travel Authorization has been denied, you can run budget checking on it to remove the encumbrance

# Expenses Situation 1C

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- “We have a fully approved TAuth for future travel, but the trip has now been canceled. How do we remove it from the system to remove the encumbrance?”
- “We have a fully approved TAuth for a trip that happened last month. The traveler forgot to apply the TAuth to the Expense Report, so the original encumbrance is still out there.”

# Expenses Situation 1C

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## Canceling a Travel Authorization

- In order to cancel a TAuth, it must have an “Approved” status
- Verify the TAuth status by viewing it
  - Travel and Expenses > Travel and Expense Center > Travel Authorization > View



# Expenses Situation 1C

**View Travel Authorization**

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**Travel Authorization Details**

Cathy Lee [User Defaults](#) Authorization ID: 0000402855

**General Information**

Description: STEM Conference Comment: Hotel lodging, registration fee and mileage will be compensated by STEM.

Business Purpose: Presentation / Lecture/Speech

Status: Approved Last Updated: 02/19/2010 By: JUSTINW

Destination Location: CARROLL COUNTY

\*Date From: 02/18/2010 Date To: 02/20/2010 Business Unit: 76000

**Details** [Customize](#) | [Find](#) |  First ☐ 1-6 of 6 ☐ Last

*Expense Type	Date	*Amount	Currency	*Payment Type	*Billing Type	
Emp Dinner	02/18/2010	15.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Breakfast	02/19/2010	6.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Lunch	02/19/2010	7.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Breakfast	02/20/2010	6.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Lunch	02/20/2010	7.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Dinner	02/20/2010	15.00	USD	Cash	Internal	<a href="#">*Detail</a>

**Totals**

Authorized Amount: 56.00 USD

Less Non-Approved: 0.00 USD

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Due Employee: 56.00 USD

# Expenses Situation 1C

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Run the Cancel Travel Authorization process

- Travel and Expenses > Process Expenses > Cancel Travel Authorization
- Add/Select a Run Control ID
- Search for the TAuth that needs to be canceled

# Expenses Situation 1C

<input type="checkbox"/>	Jeramey Jones	0056302	<a href="#">Wrestling Tournament</a>	<a href="#">0000402560</a>	9101600	Active	02/12/2010	02/13/2010
<input type="checkbox"/>	Richard Baskin	0149151	<a href="#">ELI Jobshadowing</a>	<a href="#">0000402596</a>	1102200	Active	02/24/2010	02/24/2010
<input type="checkbox"/>	Theresa Buchanan	0149686	<a href="#">Nurse educator seminar</a>	<a href="#">0000402629</a>	1104300	Active	02/08/2010	02/08/2010
<input type="checkbox"/>	Karen McCarron	0033113	<a href="#">travel to GAAE, 2.5.2010</a>	<a href="#">0000402660</a>	1101300	Active	02/05/2010	02/05/2010
<input type="checkbox"/>	Richard Tsou	0017525	<a href="#">conference presentation</a>	<a href="#">0000402671</a>	1103400	Active	02/28/2010	03/01/2010
<input type="checkbox"/>	Kristina Henderson	0148689	<a href="#">DSP meeting</a>	<a href="#">0000402718</a>	1541000	Active	03/26/2010	03/26/2010
<input type="checkbox"/>	Kristina Henderson	0148689	<a href="#">BOR ACLD committee meeting</a>	<a href="#">0000402720</a>	1541000	Active	04/07/2010	04/07/2010
<input type="checkbox"/>	Cathy Lee	0135221	<a href="#">International Journal of Scien</a>	<a href="#">0000402775</a>	1103400	Active	02/28/2010	03/01/2010
<input type="checkbox"/>	Alan Burstein	0148749	<a href="#">RACEA</a>	<a href="#">0000402799</a>	1101200	Active	02/18/2010	02/19/2010
<input type="checkbox"/>	Thomas Hill-Aiello	0149599	<a href="#">Regents Academic Accred. Hist.</a>	<a href="#">0000402814</a>	1101300	Active	02/18/2010	02/19/2010
<input type="checkbox"/>	John Campbell	0149948	<a href="#">coaching clinic</a>	<a href="#">0000402827</a>	5718000	Active	07/11/2010	07/17/2010
<input type="checkbox"/>	Kimberly Morris	0019180	<a href="#">GAVCO Conference</a>	<a href="#">0000402838</a>	1553000	Active	03/28/2010	03/30/2010
<input checked="" type="checkbox"/>	Cathy Lee	0135221	<a href="#">STEM Conference</a>	<a href="#">0000402855</a>	1103400	Active	02/18/2010	02/20/2010
<input type="checkbox"/>	Michael Borders	0148205	<a href="#">CEC Presentation</a>	<a href="#">0000402921</a>	1107300	Active	02/25/2010	02/26/2010
<input type="checkbox"/>	Dana Jackson	0149962	<a href="#">Wallace Dothan</a>	<a href="#">0000402925</a>	5712000	Active	03/21/2010	03/21/2010
<input type="checkbox"/>	Teresa Betkowski	0148000	<a href="#">Nat. Cent. Acad. Trans. Conf</a>	<a href="#">0000402933</a>	1103500	Active	03/27/2010	03/30/2010
<input type="checkbox"/>	Nancy Anderson	0148078	<a href="#">RACL</a>	<a href="#">0000402935</a>	1430000	Active	03/05/2010	03/05/2010
<input type="checkbox"/>	Kristi Mulling	0148886	<a href="#">TAC Training</a>	<a href="#">0000402962</a>	1635700	Active	03/23/2010	03/25/2010
<input type="checkbox"/>	Teresa Betkowski	0148000	<a href="#">Learning Support Task Force</a>	<a href="#">0000402968</a>	1103500	Active	03/22/2010	03/22/2010
<input type="checkbox"/>	Teresa Betkowski	0148000	<a href="#">Learning Support Task Force</a>	<a href="#">0000402969</a>	1103500	Active	04/12/2010	04/12/2010
<input type="checkbox"/>	Teresa Betkowski	0148000	<a href="#">Ron Clark Academy</a>	<a href="#">0000402970</a>	1103500	Active	05/24/2010	05/24/2010
<input type="checkbox"/>	Daniel McKinley	0148870	<a href="#">GAPPA 2010 Conference</a>	<a href="#">0000402982</a>	1910000	Active	05/28/2010	06/02/2010
<input type="checkbox"/>	Beike Jia	0149939	<a href="#">USG Chemistry Academic Advisor</a>	<a href="#">0000403005</a>	1103400	Active	03/05/2010	03/05/2010

# Expenses Situation 1C

**View Travel Authorization**

---

**Travel Authorization Details**

Cathy Lee [User Defaults](#) Authorization ID: 0000402855

**General Information**

**Description:** STEM Conference **Comment:** Hotel lodging, registration fee and mileage will be compensated by STEM.  
**Business Purpose:** Presentation / Lecture/Speech  
**Status:** Closed **Last Updated:** 02/19/2010 **By:** JUSTINW  
**Destination Location:** CARROLL COUNTY  
**\*Date From:** 02/18/2010 **Date To:** 02/20/2010 **Business Unit:** 76000

**Details** [Customize](#) | [Find](#) | [First](#) | [1-6 of 6](#) | [Last](#)

*Expense Type	Date	*Amount	Currency	*Payment Type	*Billing Type	
Emp Dinner	02/18/2010	15.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Breakfast	02/19/2010	6.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Lunch	02/19/2010	7.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Breakfast	02/20/2010	6.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Lunch	02/20/2010	7.00	USD	Cash	Internal	<a href="#">*Detail</a>
Emp Dinner	02/20/2010	15.00	USD	Cash	Internal	<a href="#">*Detail</a>

**Totals**

**Authorized Amount:** 56.00 USD  
**Less Non-Approved:** 0.00 USD  


---

**Due Employee:** 56.00 USD

## Expenses Situation 2

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- “How do I check to see if there are any hanging encumbrances from Travel Authorizations? And if we have some, how do we clear these up?”

# Expenses Situation 2

---

## Hanging Encumbrances

- Run query BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS
- Run the Travel Authorization Encumbrance Interface
- Rerun budget checking for Travel Authorizations
- Rerun query BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS to verify the remaining encumbrance is zero



# Expenses Situation 2

Data Grid

Data Grid

Auto Trace

DBMS Output (disabled)

Query Viewer

Explain Plan

Script Output

# Expenses Situation 2

---

- Travel Authorization Encumbrance Interface
  - BOR Menus > BOR Expenses > BOR EX Interfaces > TA Encumbrance Interface
  - Enter/Select Run Control ID
  - Enter/Select Business Unit
  - Once process runs to success, run Budget Checking on Travel Authorization
    - Verify the TAuth in question will be budget checked
  - Rerun BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS query



# Expenses Situation 2

Data Grid															
Data Grid   Auto Trace   DBMS Output (disabled)   Query Viewer   Explain Plan   Script Output															
Cancel															
TRAVEL_AU...	SHEET_ID	TR...	E..	NAME	ACC...	FUN...	DEPTID	PRO...	CLA...	BU...	PROJE...	SUM(A.KK_PO...	SUM(A.ACTIVITY)	SUM(A.MONETARY_AMOUNT)	TC
0000402263	0000410238	CLS	00:	Kannan, Govind	641170	20000	1017000	12100	61000	2010	1065	45	13		0 20
3300301270	3300300894	CLS	00:	Kannan, Govind	640500	20000	1017000	12100	61000	2009	0119	143	107.8		0 20
3300300360	3300300413	CLS	00:	Madison, Eddie	640500	20000	1018000	13100	61000	2009	2219	50.9	50.9		0 20
0000401347	0000405271	CLS	00:	Allgood, Celeste	641130	20000	1019000	13200	61000	2010	332463	13	13		0 20
0000402832	0000412569	CLS	00:	Carter, Melody	641510	20000	1053000	16500	61000	2010	332078	14	14		0 20
3300300744	3300300502	CLS	00:	Kincy, Otha	640100	10500	1040000	15500	11000	2009		7	7		0 20
0000400503	0000403108	CLS	00:	Shaik, Shafi Ahmed	641140	20000	1017000	12100	61000	2010	1065	270	146.16		0 20
0000402534	0000413596	CLS	00:	Johnson, Violet W	641130	10500	1005102	11100	11000	2010		83	20		63 20
0000401323	0000407360	CLS	02:	Morgan Sr, Kenneth	641130	10600	1051000	16300	11000	2010		268	797		0 20
0000401169	0000407712	CLS	02:	Watson, Davine	727110	10500	1005102	11100	11000	2010		250	250		0 20
0000402757	0000412620	CLS	00:	Latimore Jr, Mark	641140	20000	1019000	13200	61000	2010	332463	0	0		0 20
3300300298	3300300313	CLS	00:	Allgood, Celeste	640100	10000	1062100	16700	11000	2009		1145.14	961.89		0 20
0000400457	0000404317	CLS	00:	Crumbly, Isaac J.	641170	20000	1015000	12100	64000	2010	516	27	27		0 20
43:08 mins Row 11 of 500 fetched so far (more rows exist) SYSADM@FPRC03 Modified															

## Expenses Situation 3

---

“We need to complete approval work on an Expense Report, but the accounting date is not in the open period.”

- 3A: Expense Report is still in Approver's Worklist
- 3B: Original approver has been on vacation for past two weeks and Expense Report needs to be reassigned to another approver's Worklist

# Expenses Situation 3A

---

- Approvers can change the Accounting Date on an Expense Report while it is still in their Worklist



# Expenses Situation 3A

**Approve Expense Report**

**Expense Report Summary**

Michael Hester [User Defaults](#) Report ID: 0000411836

**Report Information**


<b>Report Description:</b>	Univ of Texas/Austin Tour	<b>Reference:</b>	<b>Employee Base:</b> Office
<b>Business Purpose:</b>	Attend Meetings	<b>Comment:</b>	Attend the University of Texas at Austin Debate Tournament
<b>Report Status:</b>	Submitted for Approval		
<b>*Accounting Date:</b>	02/17/2010 	<b>Created On:</b>	02/15/2010 By: pjiles
<b>*Accounting Template:</b>	STANDARD 	<b>Last Updated:</b>	02/17/2010 By: pjiles
<b>Default Location:</b>	AUSTIN		

[Accounting Defaults](#) [View Cash Advance](#) More Options:

**Receipt Information**

☐ Receipts Received

You can deny individual expenses and still approve or send back the overall report.

**Expense Line Items** [Customize](#) | [Find](#) 

Expense Type	Date	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve Expense	
<a href="#">Emp Lodging</a>	02/05/2010	483.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
<a href="#">Non Employee Lodging</a>	02/05/2010	457.80	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
<a href="#">Emp Parking</a>	02/05/2010	60.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
<a href="#">Emp Parking</a>	02/07/2010	4.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
<a href="#">Emp Parking</a>	02/07/2010	12.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
<a href="#">Emp Parking</a>	02/07/2010	12.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
<a href="#">Emp Parking</a>	02/07/2010	48.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>

## Expenses Situation 3B

---

“We have an Expense Report that needs to be reassigned to another Approver, but the accounting date is not in the open period.”

- Reset Expense Report
- Reassign Expense Report

# Expenses Situation 3B

---

- Reset Expense Report
  - BOR Menus > BOR Expenses > BOR EX Month End > Reset Expense Report
  - Search for/Select the Expense Report (status should be 'In Process')
  - Once the Reset Expense Report page is displayed for that Expense Report, 'save' the page
    - Changes Budget Status to "Not Chk'd"
    - Updates the Accounting Date to the current date

# Expenses Situation 3B

**Reset Expense Report**

Report ID0000407988Hannaford,Joey A

[View Expense Report](#)

Expense Report Header Details

Find | View AllFirst1 of 1Last

Report Status	Budget Status	Accounting Date	<input type="checkbox"/> Process Flag
In Process	Not Chk'd	03/19/2010	

Expense Report Line Details

Find | View AllFirst1-2 of 4Last

Line	Distrib	Expense Type	Account	Budget Status
1	1	ELOGD	641140	Not Chk'd
Line	Distrib	Expense Type	Account	Budget Status
2	1	ERN TLC	641160	Not Chk'd

Save

Return to Search

Previous in List

Next in List

# Expenses Situation 3B

- Reassign Expense Report
  - Travel and Expenses > Manage Expenses Security > Reassign Approval Work

**Define Security**

**Reassign Work**

Approver: asaunder      Saunders, Anita L

Reassign Work To: pdurroug      Durrough, Patricia S      [Main Content](#)

☒ Select All  
 ☐ Deselect All  
 [Reassign](#)

Select	Transaction Type	Total Amount	Name	EmplID	Report ID	Submission Date	Role
<input checked="" type="checkbox"/>	Expense Report	1060.91 USD	Hannaford, Joey A	0115680	0000407988	11/30/2009	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	60.00 USD	Schmelzer, Bethany	0220985	0000412179	02/19/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	378.00 USD	Jackson, Frances L	0108837	0000412180	02/19/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	22.00 USD	Manson, Valerie Lowe	0202951	0000411936	02/22/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	12.87 USD	Sansbury, Amanda J	0114866	0000412305	02/23/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	527.17 USD	Zot, Henry G.	0113044	0000412591	02/25/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	47.65 USD	Young, Andrew Brendan	0111662	0000407663	02/25/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	322.43 USD	Kawulich, Barbara B	0112226	0000412390	02/23/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	696.15 USD	Horn, Michael R	0113427	0000412034	02/23/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	199.00 USD	Harkins, Donna M	0106780	0000412339	02/22/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	64.00 USD	Bethea, Irongila	0110391	0000412565	02/24/2010	AP Receipt Verifier
<input type="checkbox"/>	Expense Report	639.00 USD	Carter, Kathy	0174256	0000411294	02/22/2010	AP Receipt Verifier



## Expenses Situation 4

---

- “How do we determine if there are any open liabilities in Expenses?”
  - BOR\_EX\_OPEN\_LIABILITY\_IN\_EX
    - Lists transactions with open liabilities and the EX transaction still exists in the EX records
  - BOR\_EX\_OPEN\_LIABILITY\_NOT\_FND
    - Lists transactions with open liabilities, but the original EX transaction no longer exists in the EX records

# Expenses Situation 4

---

- “We have run the BOR\_EX\_OPEN\_LIABILITY\_IN\_EX query and have open liabilities listed here. What do we do?”

# Expenses Situation 4

29	54000	Exp Report	0000409923	211500	12280	5071101	28100	43000		2010	-4200.000	Roden, John	0108985
30	54000	Exp Report	0000409923	211500	12280	5071116	28100	43000		2010	4200.000	Roden, John	0108985
31	54000	Exp Report	0000410057	211500	12280	5072104	28100	43000		2010	-5040.000	Young, Andrew Brendan	0111662
32	54000	Exp Report	0000410057	211500	12280	5073110	28100	43000		2010	5040.000	Young, Andrew Brendan	0111662
33	54000	Exp Report	0000410384	211500	14000	1422101	13100	41500		2010	-1410.330	Metcalf, Kim	0114687
34	54000	Exp Report	0000410492	211500	13000	1004103	15920	11000		2010	2680.210	Holbrook, Sarah	0111485
35	54000	Exp Report	0000410492	211500	13000	9534000	15920	11000		2010	-2680.210	Holbrook, Sarah	0111485
36	54000	Exp Report	0000410503	211500	10500	1004110	11100	11000		2010	-390.000	Hale, George	0113438
37	54000	Exp Report	0000411262	211500	12280	5071116	28100	43000		2010	-107.340	Horn, Michael R	0113427
38	54000	Exp Report	0000411601	211500	12280	5073107	28100	43000		2010	-498.220	Brown, Jonathan S	0115635
39	54000	Exp Report	0000411601	211500	12280	5073110	28100	43000		2010	498.220	Brown, Jonathan S	0115635
40	54000	Exp Report	0000411988	211500	10500	1022101	14600	11000		2010	-851.510	Mertler, Craig A	0212626
41	54000	Exp Report	0000412021	211500	12280	5073110	28100	43000		2010	-149.980	Cooke, Matthew	0213985

# Expenses Situation 4

**View Expense Report**  
**Expense Report Detail**  
 George Hale [User Defaults](#) Report ID: 0000410503

**General Information**  

<b>Description:</b>	Travel to Newnan Center	<b>Comment:</b>	UWG to Newnan Center to UWG to teach BIOL1010
<b>Business Purpose:</b>	Campus Visits / Satellite Locs	<b>Reference:</b>	
<b>Status:</b>	Staged	<b>Last Updated:</b>	02/26/2010 By: asaunder
<b>Default Location:</b>	CARROLL COUNTY	<b>Business Unit:</b>	54000
<b>Post State:</b>	Posted		

[Accounting Defaults](#)

**Details** [Customize](#) | [Find](#) | [View All](#) | First 1-13 of 13 Last

**Overview**

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
Emp Mileage	01/07/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	01/12/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	01/14/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	01/19/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	01/21/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	01/26/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	01/28/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	02/02/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	02/04/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>
Emp Mileage	02/09/2010	30.00	USD	N/A (e.g. Mileage)	Internal	<a href="#">Detail</a>

# Expenses Situation 4

---

- Once an Expense Report is paid and the payment is posted & journal generated, it will fall off the query
- For items with open liabilities on the BOR\_EX\_OPEN\_LIABILITY\_IN\_EX Query:
  - Has the expense report been paid?
  - Have the payments been posted and journal generated?
  - Was the payment voided for reissue but not paid again?

# Expenses Situation 4

---

- “We have run the BOR\_EX\_OPEN\_LIABILITY\_NOT\_FND query, and there is an Expense Report listed on it. What do we do?”

# Expenses Situation 4

Records

Query

Expressions

Prompts

Fields

Criteria

Having

View SQL

Run

Fiscal year = 2010,Accounting Period=12

View All | [Rerun Query](#) | [Download to Excel](#)

First 1-3 of 3 Last

	Unit	Doc Type	ID	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Amount	Name	ID
1	54000	Advance	0000400833	211500	13000	1027000	15920	11000		2010	-571.550	Teitelbaum,Emily M	0211944
2	54000	Exp Report	0000405047	211500	10000	1005110	11100	11000		2010	-871.510	Mertler,Craig A	0212626
3	54000	Exp Report	0000405056	211500	10500	1043000	16100	11000		2010	-418.360	Kaba,Lounceny	0116214

## Expenses Situation 4

---

- First, verify that the expense report does not exist in the EX records
- Once verified, enter a journal to clear the liability
  - Open Item Key in the journal entry should match the Employee ID of the traveler in the original Expense Report
  - The Expense Report will always remain on the query, so document this for auditors



# Expenses Situation 4

Data Grid

Data Grid

Auto Trace

DBMS Output (disabled)

Query Viewer

Explain Plan

Script Output

## Expenses Situation 4

---

- “We have run the BOR\_EX\_OPEN\_LIABILITY\_NOT\_FND query and there is a Cash Advance listed on it. Is there anything we need to do?”

# Expenses Situation 4

Records

Query

Expressions

Prompts

Fields

Criteria

Having

View SQL

Run

Fiscal year = 2010,Accounting Period=12

View All | [Rerun Query](#) | [Download to Excel](#)

First 1-3 of 3 Last

	Unit	Doc Type	ID	Account	Fund	Dept	Program	Class	Project	Bud Ref	Sum Amount	Name	ID
1	54000	Advance	0000400833	211500	13000	1027000	15920	11000		2010	-571.550	Teitelbaum,Emily M	0211944
2	54000	Exp Report	0000405047	211500	10000	1005110	11100	11000		2010	-871.510	Mertler,Craig A	0212626
3	54000	Exp Report	0000405056	211500	10500	1043000	16100	11000		2010	-418.360	Kaba,Lounceny	0116214

# Expenses Situation 5

---

- “I cannot figure out where an Expense Report is.”
  - Use BOR\_WF\_BLACK\_HOLE query to determine where it is
  - If the system does not know where to send a transaction, it goes to WFADMIN queue
  - If transaction sits in approver’s Worklist queue for over 8 days, it will reassign to WFADMIN queue
  - If in WFADMIN queue, transaction will need to be reassigned

# Expenses Situation 5

[View All](#) | [Rerun Query](#) | [Download to Excel](#) First  1-100 of 130  Last

	User Id	Report ID	Type	Dept	Project	Unit	ID	Name	Status	Submit Dt	Total	Approver Type	Budget Status
1	mhester	0000400832	CA	1004103		54000	0111485	Holbrook,Sarah	SUB	02/26/2010	716.000	EXAPPRVER	V
2	lthrash	0000401340	ER	1041103		54000	0109221	SchanieI,William C	PAR	02/02/2010	82.000	PREPAYAUD	V
3	pdurroug	0000404806	ER	1039000		54000	0107898	Shooks,Erma D	DEN	10/29/2009	65.790	PREPAYAUD	V
4	acline	0000406585	ER	1001125		54000	0107405	Chowns,Timothy	SUB	02/25/2010	256.400	EXAPPRVER	V
5	asaunder	0000407663	ER	5072104		54000	0111662	Young,Andrew Brendan	PAR	02/25/2010	47.650	PREPAYAUD	V
6	lthrash	0000407663	ER	5072104		54000	0111662	Young,Andrew Brendan	PAR	02/25/2010	47.650	PREPAYAUD	V
7	rcmiller	0000407663	ER	5072104		54000	0111662	Young,Andrew Brendan	PAR	02/25/2010	47.650	PREPAYAUD	V
8	cwright_54	0000408863	ER	1004110		54000	0110498	Cao,Li	PAR	02/23/2010	14.850	EXAPPRVER	V
9	lthrash	0000409024	ER	1022101		54000	0115632	Bucholz,Jessica L	PAR	12/11/2009	50.920	PREPAYAUD	V
10	jdonohoe	0000409736	ER	1001137		54000	0018243	Lane,Robert E	SUB	02/09/2010	645.080	EXAPPRVER	E
11	asaunder	0000410999	ER	1061000		54000	0116192	Janis,James A	PAR	02/01/2010	7.000	PREPAYAUD	V
12	sstone_54_APPVR_54	0000411031	ER	1020101		54000	0211628	Kieh Jr,George K	SUB	02/22/2010	1784.270	EXAPPRVER	V
13	JerryHall	0000411067	ER	1031000		54000	0109516	Sandlin,Cathryn N	SUB	02/09/2010	508.340	EXAPPRVER	V
14	lthrash	0000411160	ER	9543000		54000	0112238	Overmier,Douglas R	PAR	02/03/2010	698.250	PREPAYAUD	V
15	asaunder	0000411294	ER	1005128		54000	0174256	Carter,Kathy	PAR	02/22/2010	639.000	PREPAYAUD	V
16	lthrash	0000411294	ER	1005128		54000	0174256	Carter,Kathy	PAR	02/22/2010	639.000	PREPAYAUD	V
17	rcmiller	0000411294	ER	1005128		54000	0174256	Carter,Kathy	PAR	02/22/2010	639.000	PREPAYAUD	V
18	asaunder	0000411444	ER	1004101		54000	0106843	Hart,Mary M	PAR	02/22/2010	833.260	PREPAYAUD	V
19	asaunder	0000411444	ER	1022101		54000	0106843	Hart,Mary M	PAR	02/22/2010	833.260	PREPAYAUD	V

# Expenses Situation 6

---

- “One of our approver’s has already worked an Expense Report, but it won’t leave his Worklist.”
  - 6a: Some of the Expense Report lines may be in another approver’s Worklist
  - 6b: Sometimes the Worklist status doesn’t update correctly

# Expenses Situation 6A

---

- If the Expense Report has lines assigned to another Approver, use the BOR\_WF\_BLACK\_HOLE query to verify
- Once the entire report is approved at that level, it should leave all approvers' Worklists



# Expenses Situation 6B

---

- Another cause of a transaction not leaving an approver's Worklist is due to the Worklist status not updating correctly
  - EX.030.410 – Updating Worklist Entry Statuses
  - PeopleTools > Workflow > Monitor Worklist > Review Work Items



# Expenses Situation 6B


Search Criteria

Worklist Entries


Worklist Search Criteria

☐ Bus Proc / WL

Business Process Name:



Work List Name:




☐ WL Datetime Range

From Datetime:

To Datetime:


☒ User Assigned

User ID:




☐ Originator

Originator OperID:



☐ WL Status

Instance Status:




☐ WL Instance ID

Instance ID:

Search

Count of Records: 19

 Notify

[Search Criteria](#) | [Worklist Entries](#)

# Expenses Situation 6B

Search Criteria		Worklist Entries						
						1 to 19 of 19		
Worklist Entries						Find   View 8	First 1-19 of 19	Last
Bus Proc:	Work List:	Inst ID:	Status:	Oprid:				
SAC_APPROVALS	Approval Routing	1350	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1353	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1361	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1363	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1365	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1367	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1369	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1373	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1375	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1448	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1473	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1477	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1491	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1502	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1504	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1510	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1512	Selected	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1514	Worked	JHARRIS	C	T	U	
SAC_APPROVALS	Approval Routing	1524	Available	JHARRIS	C	T	U	

# Expenses Situation 6B

Search Criteria

Worklist Entries

1 to 19 of 19

Worklist Entries

Find | View 8

First 1-19 of 19 Last

Bus Proc:	Work List:	Inst ID:	Status:	Oprid:			
SAC_APPROVALS	Approval Routing	1350	Worked	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1353	Worked	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1361	Worked	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1363	Worked	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1365	Worked	JHARRIS	C	T	U
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SAC_APPROVALS	Approval Routing	1448	Worked	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1473	Worked	JHARRIS	C	T	U
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SAC_APPROVALS	Approval Routing	1504	Worked	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1510	Worked	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1512	Selected	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1514	Worked	JHARRIS	C	T	U
SAC_APPROVALS	Approval Routing	1524	Available	JHARRIS	C	T	U

WL Context:

BUSPROCNAME: SAC\_APPROVALS ACTIVITYNAME: SAC\_AW\_ROUTE EVENTNAME: Route WORKLISTNAME: Approval Routing INSTANCEID: 1512 TRANSACTIONID: 1512 AWPRCS\_ID: ERApproval AWDESCR: SHEET\_ID:0000300185

# Expenses Situation 6B

Update

Bus Proc:

SAC\_APPROVALS

Work List Name:

Approval Routing

Activity Name:

SAC\_AW\_ROUTE

Instance ID:

1512

Originator UserID:

jhutcheson

User Assigned:

JHARRIS

Comment:

Available Dttm:

01/29/2009 9:08:07AM

Selected Dttm:

01/29/09 9:26:49AM

Worked Dttm:

Worklist Status

☐ Available

☐ Selected

☒ Worked

☐ Cancelled

Save

Return to Search

Notify

# Expenses Processing Reminders

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- CONUS/OCONUS per diem loads
  - Reminder that ITS loads this file one time per year. These files are updated by the federal government monthly. Any updates that are made during the year will not be recorded within Expenses. Therefore it is the responsibility of the AP Auditor to review the per diem rates for out of state and overseas travels for their employees.

# Expenses Processing Reminders

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- Expenses Close Liability
  - **When running the close liability process on the Expenses Processing screen, ENSURE that you do not have any other checkboxes checked while running this process. Please check all of your run controls.**

# Year End Reminders

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- Year End Manual available at  
[http://www.usg.edu/gafirst-fin/documentation/category/fiscal\\_year\\_end](http://www.usg.edu/gafirst-fin/documentation/category/fiscal_year_end)
- Reconcile Monthly
- Year End Cutoff Dates/Process

# Year End Reminders

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- USO sets the cutoff date for year end
  - There should be no open travel authorizations
    - Should all be closed and reentered for 2014, once 2014 is open
- Complete Expense Processing
  - Budget Check
  - Post Liabilities
  - Post Payments
  - Journal Generate
  - Close Liabilities
  - Reconcile Cash Advances



# Year End Reminders

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- Confirm all transactions have been successfully processed
  - Cash Advances
    - BOR\_EX\_OPEN\_CASHADV\_BAL
    - Cash Advance Aging Report
  - Travel Authorizations
    - BOR\_KK\_OPEN\_TAUTH\_ENC: Close unused TAuth to relieve encumbrances
    - BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS: Closed but still have hanging encumbrance

# Year End Reminders

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- Confirm all transactions have been successfully processed
  - Expense Reports
    - BOR\_EX\_DUE: Shows EX transactions ready to be paid
    - BOR\_EX\_OPEN\_LIABILITY\_IN\_EX:  
BOR\_EX\_OPEN\_LIABILITY\_IN\_EX\_NOT\_FND:
  - Commitment Control
    - BOR\_KK\_EXSHEET\_RECON
    - BOR\_KK\_TRVAUTH\_RECON

# Expenses Modifications

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Workflow Notifications	<p>Navigation: PeopleTools &gt; Workflow &gt; Notifications &gt; Generic Templates</p> <p>Modifications were made to the workflow notifications template table for Cash Advances and Travel Authorizations send back. When a cash advance and travel authorization were sent back to the travelers, the wording that said “Navigate to your worklist” was misleading to the travelers since they do not use a worklist. The wording was changed to notify them to login to PeopleSoft and modify their reports.</p>
Self Registration	<p>When a user self registers using self service, the system automatically assigns a Base PeopleSoft Role to that user. Now that there are three base roles, the system has been modified to assign the correct base role to the users based on the institution. For example, if your school has chosen to use expenses but not travel authorizations, then your users when they self register will get the base role that contains expenses without travel authorizations.</p>

# Expenses Modifications

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BOR_EX_DUE	The BOR_EX_DUE Query was modified to add the Payment Method field so that the EFT or CHK will be visible.
EX_EE_BNK_LD Prenote Update on Employee Profile	The bank load process for expenses was updated to correct a PeopleSoft bug on the Prenote status. Previously, the prenote status was not updating to be confirmed. With the application of Release 2.50, the prenote status should now be updated to confirmed.
Update Employee Profile (System Check Option)	<p>Previously, if a user wanted to be paid for his or her travel by system check, the expenses administrator would update their employee profile to system check. This would prevent the ADP load from loading their banking information and overwriting it to EFT.</p> <p>After Release 2.50, there is now a checkbox on the page that will have to be checked in order for the employee to be paid via system check. If the employee later decides to be paid by EFT, the expenses administrator can go in and uncheck the box, and the next time the load process runs, it will update the banking information automatically.</p> <p>The system check/EFT will not auto update, so that will need to be manually changed to EFT. However, the bank account information will load.</p>

# Expenses Modifications

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## New Travel 75% Policy for Overnight Travel

With the changes in the regulations for travel for meals, the expense entry was modified to include a checkbox on the details page. This Checkbox is entitled First/Last or Single Day of Travel. If it is a multiple day trip, then on the employee breakfast, lunch and dinner line, the employee will need to click this box on the first and last day of travel for all meals.

If it is a single day trip and more than 12 hours and qualifies on the new travel regulation, then the employee must check the box. If the employee forgets, the approvers can update it for them.

There was also a new Expense type entered into the system for Incidentals for out of state travel. The employee will be responsible for updating the amount to \$5.00.

# Expenses Modifications

Expense Report Required Field Change	<p>Employee Self Service &gt; Travel and Expenses &gt; Expense Report &gt; Create</p> <p>Due to State of Georgia Travel policy changes, the Start and End times for Per diem expenses are no longer required. The Start Time and End Time fields are now defaulted in as Start Time: 12:00 AM and End Time: 11:59 PM. However, these default times can be overridden and actual Start/End times entered if your institution still requires this information.</p>
Expense Report Budget Checking Updates	<p>Travel and Expenses &gt; Travel and Expense Center &gt; Expense Report</p> <p>A PeopleSoft fix was applied to resolve issues that caused Expenses and Commitment Control to be out of sync:</p> <ul style="list-style-type: none"><li>• If a traveler submitted an expense report containing mileage</li><li>• The first approver budget checked the Expense Report</li><li>• The second approver then changed the mileage</li><li>• Expenses was not triggering the Expense Report to be re-budget checked</li></ul> <p>This modification will require that any mileage change trigger a re-budget check of the Expense Report which will keep Expenses and Commitment Control in sync.</p>

# Q & A

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- Please submit questions via the Wimba chat

# Wrap Up

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- Archive
- Follow-Up Survey
- Thank you for participating!