
PSFIN V8.9 Training

Georgia*FIRST* Wimba Training Series

Troubleshooting Expenses

April 6, 2010

Handout

Office of Information and
Instructional Technology
Version 1.0
Last Updated: 04/06/2010

GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
A Project of the University System of Georgia

Agenda

- Wimba Ground Rules
- Review Objectives
- EX Situation #1: We're not using a submitted TAuth...what do we do about it?
- EX Situation #2: How do we check to see if we have any hanging encumbrances?
- EX Situation #3: We need to approve an Expense Report, but the Accounting Date is not in the open period. What do we do?
- EX Situation #4: How do we determine if there are any open liabilities in Expenses?
- EX Situation #5: I cannot figure out where an Expense Report is.
- EX Situation #6: An Approver has worked an Expense Report, but it won't leave his/her Worklist...why?
- EX Situation #7: How is information updated from ADP to PSFIN?
- Year End-Reminders for Expenses
- Q & A

Wimba Ground Rules

- Use chat text box to submit questions
- When submitting questions in the chat box, please submit them to "Main Room"
- May save some questions to end of presentation

Objectives

- Identify how to cancel Travel Authorizations
- Review how to check for and clear up any hanging encumbrances from Travel Authorizations
- Identify how to reset the accounting date on Expense Reports
- Identify the queries available for troubleshooting expenses
- Identify how to resolve open liabilities
- Review how information is updated from ADP to PSFIN
- Review Year-End Reminders for Expenses

EX Situation #1

- “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 Unused TA's is Important

- 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

EX Situation #1A

- “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

EX Situation #1A

- 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

EX Situation #1B

- “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?”

Approve Travel Authorization

Travel Authorization Summary

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

General Information

Description: Collaboration Meeting **Comment:** Attending a meeting at the Museum of Aviation at Robins AFB, GA to discuss congressional funding collaboration

Business Purpose: Attend Meetings

Status: Approvals in Process

***Date From:** 08/20/2009 **To:** 08/20/2009 **Last Updated:** 08/19/2009 **By:** CARTERJ_33

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

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

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

Expense Type	Date	Amount	Currency	Approve
Agency Travel Expense	08/20/2009	1.00	USD	<input checked="" type="checkbox"/>

Totals

Total:	1.00	USD
Less Non-Approved:	0.00	USD
Total Authorized:	1.00	USD

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

Profile	Name	Action	Date/Time
1st Level Finance Dept Manager			

▼ Action History [Customize](#) | [Find](#) | [First](#) | [1-7 of 7](#) | [Last](#)

Profile	Name	Action	Date/Time
	McGhee, Verdell	Submitted	08/19/2009 5:10:21PM

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

EX Situation #1B

- 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.

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					
In Process	Not Chk'd	03/18/2010			<input type="checkbox"/> Process Flag		

Travel Auth Line Details						Find View All	First 1 of 1 Last
Line	Distrib	Expense Type	Account	Accounting Date	Budget Status		
1	1	AGYTRVL	641100	03/18/2010	Not Chk'd	<input type="checkbox"/> Close Flag	

Save
Notify

EX Situation #1B

- 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

EX Situation #1C

- “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.”

EX Situation #1C

- 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

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:	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					
*Expense Type	Date	*Amount	Currency	*Payment Type	*Billing Type
Emp Dinner	02/18/2010	15.00	USD	Cash	Internal
Emp Breakfast	02/19/2010	6.00	USD	Cash	Internal
Emp Lunch	02/19/2010	7.00	USD	Cash	Internal
Emp Breakfast	02/20/2010	6.00	USD	Cash	Internal
Emp Lunch	02/20/2010	7.00	USD	Cash	Internal
Emp Dinner	02/20/2010	15.00	USD	Cash	Internal

Totals	
Authorized Amount:	56.00 USD
Less Non-Approved:	0.00 USD
Due Employee:	56.00 USD

EX Situation #1C

- 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

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

[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	*Detail
Emp Breakfast	02/19/2010	6.00	USD	Cash	Internal	*Detail
Emp Lunch	02/19/2010	7.00	USD	Cash	Internal	*Detail
Emp Breakfast	02/20/2010	6.00	USD	Cash	Internal	*Detail
Emp Lunch	02/20/2010	7.00	USD	Cash	Internal	*Detail
Emp Dinner	02/20/2010	15.00	USD	Cash	Internal	*Detail

Totals

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

Due Employee: 56.00 USD

EX Situation #2

- “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?”

EX 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

Data Grid

Data Grid

Auto Trace

DBMS Output (disabled)

Query Viewer

Explain Plan

Script Output

<

EX 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

Data Grid

Data Grid

Auto Trace

DBMS Output (disabled)

Query Viewer

Explain Plan

Script Output

<

EX 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

EX Situation #3A

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

Approve Expense Report

Expense Report Summary


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


Report Information

Report Description: Univ of Texas/Austin Tourn **Reference:** **Employee Base:** Office


Business Purpose: Attend Meetings **Comment:** Attend the University of Texas at Austin Debate Tournament

Report Status: Submitted for Approval

***Accounting Date:** 02/17/2010  **Created On:** 02/15/2010 **By:** pjiles

***Accounting Template:** STANDARD  **Last Updated:** 02/17/2010 **By:** pjiles


Default Location: AUSTIN








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

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	
Emp Lodging	02/05/2010	483.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Non Employee Lodging	02/05/2010	457.80	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emp Parking	02/05/2010	60.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emp Parking	02/07/2010	4.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emp Parking	02/07/2010	12.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emp Parking	02/07/2010	12.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emp Parking	02/07/2010	48.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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EX 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

EX 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

Reset Expense Report

Report ID: 0000407988 Hannaford,Joey A [View Expense Report](#)

Expense Report Header Details					Find View All	First	1 of 1	Last
Report Status	Budget Status	Accounting Date						
In Process	Not Chk'd	03/19/2010			<input type="checkbox"/>	Process Flag		

Expense Report Line Details					Find View All	First	1-2 of 4	Last
Line	Distrib	Expense Type	Account	Budget Status				
1	1	ELODG	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

EX 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](#)

Customize Find View All First 1-15 of 26 Last							
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

Joey Hannatord
[User Defaults](#)
Report ID: 0000407988


Report Information





Report Description: SECAC Conference Reference: Employee Base: Office
Business Purpose: Presentation / Lecture/Speech Comment:
Report Status: Approvals in Process
*Accounting Date: 03/19/2010  Created On: 11/30/2009 By: jhannafo
*Accounting Template: STANDARD  Last Updated: 01/14/2010 By: asaunder
Default Location: OTHER

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

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	
Emp Lodging	10/21/2009	600.22	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emp Rental Car	10/21/2009	242.69	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Emp Parking	10/21/2009	48.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Registration	10/21/2009	170.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Expense Report Totals

Employee Expenses:	1,060.91	USD	Due Employee:	1,060.91	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD	Definition of Totals		
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

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

Profile	Name	Action	Date/Time
AP Payment Approval - Rcpt Ver	(Pooled)	On Hold	

Action History

Comments

Budget Status: Not Chkd
[Budget Options](#)

Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

EX 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

EX Situation #4A

- “We have run the BOR_EX_OPEN_LIABILITY_IN_EX query and have open liabilities listed here. What do we do?”

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	Metcalfe,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

View Expense Report

Expense Report Detail

George Hale
 [User Defaults](#)
 Report ID: 0000410503

General Information

Description: Travel to Newnan Center
 Comment: UWG to Newnan Center to UWG to teach BIOL1010

Business Purpose: Campus Visits / Satellite Locs
 Reference:

Status: Staged
 Last Updated: 02/26/2010 **By:** asaunder

Default Location: CARROLL COUNTY
 Business Unit: 54000

Post State: 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	Detail
Emp Mileage	01/12/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail
Emp Mileage	01/14/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail
Emp Mileage	01/19/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail
Emp Mileage	01/21/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail
Emp Mileage	01/26/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail
Emp Mileage	01/28/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail
Emp Mileage	02/02/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail
Emp Mileage	02/04/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail
Emp Mileage	02/09/2010	30.00	USD	N/A (e.g. Mileage)	Internal	Detail

EX Situation #4A

- 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?

EX Situation #4B

- “We have run the BOR_EX_OPEN_LIABILITY_NOT_FND query, and there is an Expense Report listed on it. What do we do?”

RecordsQueryExpressionsPromptsFieldsCriteriaHavingView SQLRun

Fiscal year = 2010,Accounting Period=12

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

First1-3 of 3Last

	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,Louency	0116214

EX Situation #4B

- 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

Data Grid																		
Data Grid Auto Trace DBMS Output (disabled) Query Viewer Explain Plan Script Output																		
Cancel																		
BUSI...	JOURNAL_ID	JOURNAL...	U...	JOUR...	LEDGER	OPEN_I...	OPENI...	OPE...	OPEN_DT	CLOSED_DT	ACC...	DEPTID	P..	FUN...	CLA...	PRO...	BUD...	MONETARY_AMOUNT
54000	0000473001	2/18/2010	0	2	ACTUALS	0212626	2798	C	2/18/2010	2/18/2010	132160	1005110		10000	11000	11100	2010	164.2
54000	0000473001	2/18/2010	0	3	ACTUALS	0212626	2794	C	2/18/2010	2/18/2010	641120	1005110		10000	11000	11100	2010	-214.2
54000	0000473001	2/18/2010	0	4	ACTUALS	0212626	2796	C	2/18/2010	2/18/2010	641130	1005110		10000	11000	11100	2010	-125
54000	0000473001	2/18/2010	0	5	ACTUALS	0212626	2795	C	2/18/2010	2/18/2010	641140	1005110		10000	11000	11100	2010	-464.01
54000	0000473001	2/18/2010	0	6	ACTUALS	0212626	2797	C	2/18/2010	2/18/2010	641150	1005110		10000	11000	11100	2010	-139
54000	0000473001	2/18/2010	0	7	ACTUALS	0212626	2799	C	2/18/2010	2/18/2010	641170	1005110		10000	11000	11100	2010	-33
54000	0000473001	2/18/2010	0	8	ACTUALS	0212626	2800	C	2/18/2010	2/18/2010	641510	1005110		10000	11000	11100	2010	-60.5

EX Situation #4C

- “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?”

RecordsQueryExpressionsPromptsFieldsCriteriaHavingView SQLRun

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

EX 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

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	Schaniel,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

EX 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

EX 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

EX 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

Search Criteria
[Worklist Entries](#)

Worklist Search Criteria

☐ Bus Proc / WL
Business Process Name:

☐ WL Datetime Range
From Datetime:

☒ User Assigned
User ID:

☐ Originator
Originator OperID:

☐ WL Status
Instance Status:

☐ WL Instance ID
Instance ID:

Count of Records: 0

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

Search Criteria
[Worklist Entries](#)

Worklist Search Criteria

☐ Bus Proc / WL
Business Process Name:

☐ WL Datetime Range
From Datetime:

☒ User Assigned
User ID:


☐ Originator
Originator OperID:

☐ WL Status
Instance Status:

☐ WL Instance ID
Instance ID:

Count of Records: 19

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

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

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	

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

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

EX Situation #7

- “How does the information from ADP update PSFIN?”
 - Flat files of information from ADP received on a daily basis that is loaded into Financials
 - Bank account information for Expenses is updated in ADP
 - The account where ‘Sweep Excess Funds’ is checked
 - Personal data and employment information is also loaded via a flat file daily into PSFIN

Review Questions

1. If a Travel Authorization is never applied to an Expense Report, it must be removed in order to remove the encumbrance from the budget.
 - a. True
 - b. False
2. In order for the EX Administrator to be able to cancel a Travel Authorization, what must the status of the Travel Authorization be?
 - a. Submitted
 - b. Approved
 - c. Pending Approval
 - d. Approvals in Process
3. After running the Travel Authorization Encumbrance Interface, what else must be done to remove a hanging encumbrance from a travel authorization?
 - a. Deny it
 - b. Approve it
 - c. Budget Check it
 - d. Nothing, the interface takes care of everything
4. Can an Expense Approver reset the Accounting Date on an Expense Report that is still in his/her Worklist?
 - a. Yes
 - b. No
5. What query do you use to figure out whose Worklist an Expense Report is in?
 - a. BOR_WF_FIND_TRANS
 - b. BOR_WF_BLACK_HOLE
 - c. BOR_KK_OPEN_TAUTH_ENC_CLS

Answers to Review Questions

1. If a Travel Authorization is never applied to an Expense Report, it must be removed in order to remove the encumbrance from the budget.
 - a. **True**
 - b. ~~False~~
2. In order for the EX Administrator to be able to cancel a Travel Authorization, what must the status of the Travel Authorization be?
 - a. ~~Submitted~~
 - b. **Approved**
 - c. ~~Pending Approval~~
 - d. ~~Approvals in Process~~
3. After running the Travel Authorization Encumbrance Interface, what else must be done to remove a hanging encumbrance from a travel authorization?
 - a. ~~Deny it~~
 - b. ~~Approve it~~
 - c. **Budget Check it**
 - d. ~~Nothing, the interface takes care of everything~~
4. Can an Expense Approver reset the Accounting Date on an Expense Report that is still in his/her Worklist?
 - a. **Yes**
 - b. ~~No~~
5. What query do you use to figure out whose Worklist an Expense Report is in?
 - a. ~~BOR_WF_FIND_TRANS~~
 - b. **BOR_WF_BLACK_HOLE**
 - c. ~~BOR_KK_OPEN_TAUTH_ENC_CLS~~

Year End Reminders for Expenses

- Set a cutoff date for year end
 - There should be no open travel authorizations
 - Should all be closed and reentered for 2011, once 2011 is open
 - Complete Expense Processing
 - Budget Check
 - Post Liabilities
 - Post Payments
 - Journal Generate
 - Close Liabilities
 - Reconcile Cash Advances

Year End Reminders for Expenses

- 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: For hanging encumbrances, see situation #2

Year End Reminders for Expenses

- 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: Situation #4A
 - BOR_EX_OPEN_LIABILITY_IN_EX_NOT_FND: Situation #4B
 - Commitment Control
 - BOR_KK_EXSHEET_RECON
 - BOR_KK_TRVAUTH_RECON

Objectives

- Identified how to cancel Travel Authorizations
- Reviewed how to check for and clear up any hanging encumbrances from Travel Authorizations
- Identified how to reset the accounting date on Expense Reports
- Identified the queries available for troubleshooting expenses
- Identified how to resolve open liabilities
- Reviewed how information is updated from ADP to PSFIN
- Reviewed Year-End Reminders for Expenses

Archive

- The archive for this Wimba Training Session will be available no later than end of day, April 9, 2010.
- The archive and training materials will be posted to the GeorgiaFIRST website:
<http://www.usg.edu/gafirst-fin/training/archives/>