



# Expense Module Security

This document provides an overview of Expense security including workflow and notifications.

State of Vermont  
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## Revisions to Manual

### January 2013

- Original

### March 2013

- Changes reflect updated security roles

## Definitions

**User Profile** - A set of attributes for a VISION user including user ID and Password.

**Role** – User designation to allow access to complete assigned VISION functions, such as Expense Approver.

**Permission List** – User designation to associate his or her role to specific pages, such as transactions for a single Business Unit.

**Workflow** - Generic movement of a transaction through a process including the approval process.

**Routing** - The movement of a specific transaction to a particular user.

**Re-route** – The forwarding of a specific transaction based on defined criteria. In this case, an approver has a limited number of days to approve a travel authorization or expense report. After the days have passed, the transaction will be forwarded to the approver's supervisor.

**Notification** – An email generated to communicate that a specific action has been taken, such as approving a transaction or sending it back.

**Work List** – A link on the VISION main page to navigate to transactions that are awaiting a user's review and action. This link is only available to Approver and Expense Coordinator security roles.

## Role Summary

**Employee (Entry)** – The role that records the transaction in the system. Access to:

- Set-up "I forgot my password".
- Update his/her User Defaults.
- Create, modify, delete, print and view Travel Authorizations, Cash Advances, and Expense Reports, including associated chart field information (additional ability to cancel a Travel Authorization).
- Receive notification if he/she has an email address in User Profile and My System Profile.
- View Delegate(s) who can enter transactions on the employee's behalf in User Preferences.

**Supervisor (Approver)** – The role that approves an employee's transaction. Access to:

- Review, Budget Check and Approve Travel Authorizations and Expense Reports.
- Work List link to quickly navigate to transactions needing attention.
- Send back Travel Authorizations and Expense Reports for revision by the employee.

**Expense Coordinator (Pre-Pay Audit)** – The role that approves a Cash Advance or Expense Report before payment. Also, the department's primary contact for expense related questions. Access to:

- Review and Approve Cash Advances and Expense Reports.
- View Travel Authorizations. Print (crystal report) Cash Advance, Travel Authorization and Expense Report.
- Work list link to quickly navigate to transactions needing attention. Link is shared with other Expense Coordinators within the same BU & Dept ID.
- Send back Cash Advances and Expense Reports for revision by the employee.
- Security to account detail to change chart fields for a transaction.
- Security to assign Delegate(s) when needed.
- View employee Organizational Data (employee's supervisor, BU, Dept ID) and User Defaults (employee level accounting defaults).
- Additional responsibilities include assisting supervisor with any Budget Check errors and maintain receipts for audit.

**Ad hoc: Delegate (Entry)** – A specialized employee role assigned as needed. The role that allows entry of transaction on behalf of another. A delegate will log into VISION using his/her User ID and will select the employee who they are entering for at the transaction level. Delegates **DO NOT** login as the employee they are entering for!

- Must have employee security .
- Can be assigned by the Expense Coordinator or by VISION Finance Support.
- Will receive notification similar to the employee (does not include paid or overdue transactions.)
- Cannot be the Approver or Expense Coordinator for a transaction he/she enters.

**Ad hoc: Alternate Approver (Approver)** – A specialized approver role assigned as needed. The role that allows approval of supervisor transactions in the absence of the supervisor.

- Must have approver security
- Can be assigned by the approver for a specific date range, as is the case with a planned absence

## Keys to Success & Things to Know

- ❖ Approver work list items need to be cleared before the approver is transferred (to a different BU or Dept ID) or terminated.
- ❖ All employees need an approver.
- ❖ In the case of assigning a delegate, he/she needs employee security in order to enter a transaction and cannot be in the approval chain for that employee.
- ❖ When designating an alternate approver, he/she needs approver security in order to approve transactions that are re-directed.

## My System Profile & User Defaults

Each VISION user has access to areas of the system where he/she can make changes specific to him/her. There are some sections that are required, and others that should not be touched. Please do **NOT** change anything in the Personalizations or Workflow Attributes sections such as preferred language, current code, etc.

**My System Profile** Navigation: link is on the Main Menu

- **Change or set up forgotten password help:** Each user should set up forgotten password help. This feature allows a user to access his/her account should he/she forget the password. A temporary password is emailed to the user so that the user can sign in.
- **Change Password:** The password to access the system changed by the user (or when necessary by VISION Finance Support.) Every 90 days, the system will prompt a user to change the password.
- **Alternate User:** If you are a supervisor, and need to designate an alternate user for a planned absence, this is the section you would use. This section requires selection of the alternate and the date range for the re-routing. Alternate approver must be of the same or higher organizational level.
- **Miscellaneous User Links – Email:** This is the email address used for the forgotten password functionality and for notification. The Primary Email Account should be selected for user's State email address.

**User Preferences** Navigation: Menu > Employee Self-Service > Travel and Expenses

- **Authorize User:** This is the area where you can view employee(s) who have been given access to enter expenses on your behalf.

## Employee Security Overview

1. The Employee role is needed to enter transactions *AND* to have transactions entered on his/her behalf.
2. The employee's supervisor must be specified as workflow requires this.
3. Security is requested by expense coordinator (or Appointing Authority).
4. Must have a default fund at the employee's User Defaults.
5. Can specify a single distribution default chart field(s) at the employee level, including, program, etc. (not BU & Dept ID). (Cannot specify a split.)
  - a. The user default will be used for Travel Authorizations and Expense Reports and can be changed when a transaction is created or modified.
  - b. Beyond user level defaults, each Expense Report can have a chart field specified for that particular report.
6. Will receive email notification; this **MUST** be the employee's email address as it is used for "I forgot my password".
7. VISION Finance Support maintenance is required when job data changes in HCM, supervisor changes, employee transfers Dept ID or BU, any user defaults chart field changes.

## Delegate Security Overview

1. This is not a designated security role per se; it is assigned at the Expense Coordinator level or can be assigned by VISION Finance Support at the request of the expense coordinator.
2. To be used as the exception as all employees are expected to enter transactions for his or her self.
3. Documentation is required for all transactions entered on the behalf of an employee. The maintenance of this documentation is the responsibility of the delegate and must be available for audit.
4. Cannot be in the approval chain for transactions that he /she enters, (cannot serve as the supervisor or expense coordinator).

## Supervisor Security Overview

1. This role is needed to approve travel authorizations and expense reports.
2. Security is requested by expense coordinator (or Appointing Authority).
3. When a transaction is submitted for approval by an employee, the supervisor is notified by email and the transaction also appears on the supervisor's work list.
4. The supervisor has access to on-line budget checking.
5. A transaction is not able to be approved until it has a valid budget check. (The supervisor will contact the Expense Coordinator if there is a Budget Check error.)

## Alternate Approver Security Overview

1. This is not a designated security role per se; it is assigned by a supervisor level.
2. To be used as the exception as all supervisors are expected to approve transactions for his or her self.
3. Approver can delegate his/her approval for planned absences and must specify a date range when alternate approver is in effect.
4. When approval is assigned to an alternate, any transaction awaiting approval is **not** re-routed to the alternate. (However, it is automatically re-routed after four calendar days). Only transactions that are submitted during the designated date range are routed to the alternate.
5. The designated alternate must have supervisor security in order to approve transactions. Specifying an alternate does not grant that person security.

## Expense Coordinator Security Overview

1. The person who has this role is the "go-to" for the department.
2. This role is approval for cash advances and final approval for expense reports, the approvals are the last stop before payment.
3. Also, this role is for reconciling various transactions and completing month-end close.
4. Security for an Expense Coordinator is requested by the department's Appointing Authority.
5. Transactions waiting approval appear in a "shared" work list. All Expense Coordinators in same BU and Dept ID have access to the work list.

6. During training, supervisors will be instructed to contact the Expense Coordinator if a transaction is in budget check error. (Transactions need to have a valid budget check in order to be approved.)
7. Additional responsibilities of the Expense Coordinator are:
  - a. Expert knowledge of Bulletin 3.4
  - b. Maintain documentation for audit
  - c. Assign a delegate for employee(s)
  - d. Request and monitor security (E.g., make sure employee role has a supervisors (reports to), enforce limited use of delegates, etc.)

### **Security Process for Go-Live**

We will distribute a list of employees to you and ask that you identify which ones need security.

**NOTE:** Don't forget about employees that are currently reimbursed through accounts payable

### **Security Process for Post-Go-Live**

Will need to submit request similar to other VISION modules, Bulletin 3.3 does apply.

## Notification Summary by Module

X indicates when that an email is generated. Receiving notification requires an email address marked as primary in user profile.

		Employee	Delegate	Approver	Alternate Approver
<b>Travel Authorization</b>	Request for approval			X	X
	Approved	X	X		
	Sent Back	X	X		
	Re-Routed	X	X	X	
<b>Cash Advance</b>	Approved	X	X		
	Sent Back	X	X		
	Paid	X			
	Overdue	X			
<b>Expense Report</b>	Request for approval			X	X
	Approved	X	X		
	Sent Back	X	X		
	Re-Routed	X	X	X	
	Paid	X			