

TRAVEL AND EXPENSE MODULE:

Departments will have the first five working days of each month to finish processing all travel and expense data entered in the month just ended. The following is a list of travel and expense items that need to be completed by the end of this 5-day window.

- I. VT_MER_TAUTH_NOT_APPROVED Query returns no data**
- II. VT_MER_CASH_ADV_NOT_POSTED Query returns no data**
- III. VT_MER_CASH_ADV_NOT_JG Query returns no data**
- IV. VT_MER_EXP_RPT_NOT_POSTED Query returns no data**
- V. VT_MER_EXP_RPT_NOT_JG Query returns no data**

Departments should complete the following items at least monthly for proper travel cash advance management.

- VI. Reconciliation of Open Cash Advances to the General Ledger**
- VII. Collection of Open Cash Advances**
- VIII. Review All Cash Advances for Compliance**

Items **I. through VIII.** have been addressed below with instructions or steps on how each can be accomplished by the department.

NOTE: An Expense Coordinator can add themselves as a delegate to delete an outstanding travel authorization or expense report in order to internally manage expense data for month end closing purposes.

Navigation: Main Menu > Travel and Expenses > Define Security > Authorize Users.

- *Enter Employee ID = Employee ID associated with expense transaction that is required to be deleted*
- *Click Search button*
- *Click '+' to add a new row*
- *Enter Authorized User ID = User ID Acting as Delegate*
- *Click Save button*

I. VT_MER_TAUTH_NOT_APPROVED Query returns no data

1. Run the VT_MER_TAUTH_NOT_APPROVED Query for your GL business unit through the last day of the month. This query will list all travel authorizations that are not approved in the Travel and Expense Module. The travel authorization must have the following statuses to close out the month:

TA Status = **Approved**
Budget Check Status = **Valid or Warning**

2. Review the list of travel authorizations returned by the query.
3. If the travel authorization is valid - take the necessary actions to get the travel authorization to the correct statuses.

<u>TA Status</u>	<u>Budget Check Status</u>	<u>Action Needed</u>
Pending	Not Chk'd	Employee must Submit For Approval
Submitted	Not Chk'd	Supervisor must Budget Check and Approve
Submitted	Error	Budget check error must be resolved - then Supervisor must Budget Check and Approve
Submitted	Valid or Warning	Supervisor must Approve
Partial Approval*	Valid	Highest level approver, which is the supervisor that the TA is currently assigned to, must Approve even if TA has already been Approved by another supervisor.

OR

4. If the travel authorization is not valid, then take the necessary actions to delete the travel authorization.

<u>TA Status</u>	<u>Action Needed</u>
Pending	Employee or Delegate must Delete
Submitted	Supervisor must Send Back for Revision – then Employee <i>or Delegate</i> must Delete
Partial Approval*	Highest level approver, which is the supervisor that the TA is currently assigned to, must Send Back for Revision – then Employee <i>or Delegate</i> must Delete

5. Repeat steps 1 through 4 until the VT_MER_TAUTH_NOT_APPROVED Query returns no data.

**Note: Partial Approval Status - If the TA is not able to be approved by the highest level approver, please contact the VISION Support Team for reassigning the approver's worklist to an available supervisor. Contact VISION Support at 828-6700, option 2, or VISION.FinHelpdesk@vermont.gov*

Note: Run the VT_MER_TAUTH_NOT_APPROVED Query throughout the month, and take

care of any outstanding items immediately. This will help ensure a timely month end closing process.

II. VT_MER_CASH_ADV_NOT_POSTED Query returns no data

1. Run the VT_MER_CASH_ADV_NOT_POSTED Query for your GL business unit through the last day of the month. This query will list all cash advances that are not posted in the Travel and Expense Module. To be posted, the cash advances must have the following status:

Advance Status = **Approved for Payment or Staged**

Post Status = **Not Applied**

2. Review the list of cash advances returned by the query.
3. If the cash advance is valid - take the necessary actions to get the cash advance to the correct status.

<u>Advance Status</u>	<u>Post Status</u>	<u>Action Needed</u>
Pending	Not Applied	Employee must Submit for Approval
Submitted	Not Applied	Exp Coordinator must Approve
Denied by Auditor	Not Applied	Employee <i>or Delegate</i> must Delete
Any	Any status different from Not Applied	Contact the VISION Support Team for assistance at 828-6700, option 2, option 2

OR

4. If the cash advance is not valid - the cash advance must be deleted.

<u>Advance Status</u>	<u>Post Status</u>	<u>Action needed</u>
Pending	Not Applied	Employee <i>or Delegate</i> must Delete
Submitted	Not Applied	Exp Coordinator must Deny Request or Send Back for Revision – then Employee <i>or Delegate</i> must Delete
Denied by Auditor	Not Applied	Employee <i>or Delegate</i> must Delete
Any	Any status different from Not Applied	Contact the VISION Support Team for

		assistance at 828-6700, option 2, option 2
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- Repeat steps 1 through 4 until the VT_MER_CASH_ADV_NOT_POSTED Query returns no data or until all cash advances returned have the required status's to post.

Note: Run the VT_MER_CASH_ADV_NOT_POSTED Query throughout the month, and take care of any outstanding items immediately. This will help ensure a timely month end closing process.

III. VT_MER_CASH_ADV_NOT_JG Query returns no data

- Run the VT_MER_CASH_ADV_NOT_JG Query for your GL business unit through the last date of the month. This query will return all cash advances that have posted in the Travel and Expense Module but have not journal generated to the general ledger.
- Review the cash advances returned by the query and contact Financial Operations with the list. Financial Operations will manually run journal generator for the cash advances as needed.
- Repeat steps 1 and 2 until the VT_MER_CASH_ADV_NOT_JG Query returns no data.

Note: Run the VT_MER_CASH_ADV_NOT_JG Query throughout the month, and take care of any outstanding items immediately. This will help ensure a timely month end closing process.

IV. VT_MER_EXP_RPT_NOT_POSTED Query returns no data

- Run the VT_MER_EXP_RPT_NOT_POSTED Query for your GL business unit through the last day of the month. This query will list all expense reports that are not posted in the Travel and Expense Module. To be posted, the expense report must have the following statuses:

Exp Report Status = **Approved for Payment or Staged**
 Budget Check Status = **Valid or Warning**
 Post Status = **Not Applied**

- Review the list of expense reports returned by the query.
- If the expense report is valid - take the necessary actions to get the expense reports to the correct statuses.

<u>Exp Report Status</u>	<u>Budget Check Status</u>	<u>Post Status</u>	<u>Action needed</u>
Pending	Not Chk'd	Not Applied	Employee must Submit for Approval

Submitted	Not Chk'd	Not Applied	Supervisor must Budget Check and Approve
Submitted	Error	Not Applied	Budget check error must be resolved - then Supervisor must Budget Check and Approve
Submitted	Valid or Warning	Not Applied	Supervisor must Approve
Approved	Not Chk'd	Not Applied	Exp Coordinator must Budget Check and Approve
Approved	Error	Not Applied	Budget check error must be resolved - then Exp Coordinator must Budget Check and Approve
Approved	Valid or Warning	Not Applied	Exp Coordinator must Approve
Partial Approval*	Valid	Not Applied	Highest level approver, which is the supervisor that the ER is currently assigned to, must Approve even if ER has already been Approved by another supervisor.
On Hold, with Approver - <i>Please note that an ER should never be placed on Hold</i>	Not Chk'd	Not Applied	Supervisor must Send Back for Revision - then Employee must Resubmit for Approval
On Hold, with Approver - <i>Please note that an ER should never be placed on Hold</i>	Valid	Not Applied	Supervisor may Approve or Send Back for Revision.
On Hold, with Auditor - <i>Please note that an ER</i>	Any	Not Applied	Exp Coordinator must Send Back for Revision - then Employee must

<i>should never be placed on Hold</i>			Resubmit for Approval.
Denied by Auditor	Any	Not Applied	Employee <i>or Delegate</i> must Delete
Any	Any	Any status that is different than Not Applied	Contact the VISION Support Team for assistance at 828-6700, option 2, option 2

OR

4. If the expense report is not valid – the expense report must be deleted.

<u>Exp Report Status</u>	<u>Budget Check Status</u>	<u>Post Status</u>	<u>Action needed</u>
Pending	Not Chk'd	Not Applied	Employee <i>or Delegate</i> must Delete
Submitted	Any	Not Applied	Supervisor must Send Back for Revision – then Employee <i>or Delegate</i> must Delete
Approved	Any	Not Applied	Exp Coordinator must Send Back for Revision – then Employee <i>or Delegate</i> must Delete
Partial Approval*	Any	Not Applied	Highest level approver, which is the supervisor that the ER is currently assigned to, must Send Back for Revision – then Employee <i>or Delegate</i> must Delete
On Hold, with Approver – <i>Please note that an ER should never be placed on Hold</i>	Any	Any	Supervisor must Send Back for Revision – then Employee <i>or</i>

			Delegate must Delete
On Hold, with Auditor - Please note that an ER should never be placed on Hold	Any	Any	Exp Coordinator must Send Back for Revision – then Employee or Delegate must Delete
Denied by Auditor	Any	Not Applied	Employee or Delegate must Delete
Any	Any	Any status different from Not Applied	Contact the VISION Support Team for assistance at 828-6700, option 2, option 2

5. Repeat steps 1 through 4 until the VT_MER_EXP_RPT_NOT_POSTED Query returns no data until all expense reports returned have the required status's to post.

**Note: Partial Approval Status - If the Exp Rpt is not able to be approved by the highest level approver, please contact the VISION Support Team for reassigning the approver's worklist to an available supervisor. Contact VISION Support at 828-6700, option 2 or at VISION.FinHelpdesk@vermont.gov*

Note: Run the VT_MER_EXP_RPT_NOT_POSTED Query throughout the month, and take care of any outstanding items immediately. This will help ensure a timely month end closing process.

V. VT_MER_EXP_RPT_NOT_JG Query returns no data

1. Run the VT_MER_EXP_RPT_NOT_JG Query for your GL business unit through the last date of the month. This query will return all expense reports that have posted in the Travel and Expense Module but have not journal generated to the general ledger.
2. Review the expense reports returned by the query and contact Financial Operations with the list. Financial Operations will manually run journal generator for the expense reports as needed.
3. Repeat steps 1 and 2 until the VT_MER_EXP_RPT_NOT_JG Query returns no data.

Note: Run the VT_MER_EXP_RPT_NOT_JG Query throughout the month, and take care of any outstanding items immediately. This will help ensure a timely month end closing process.

VI. Reconciliation of Open Cash Advances to the General Ledger

At the end of each month, you must confirm that the travel advances receivable general ledger account (110003) is equal to the open cash advances in the Expense Module.

Run the VT_MER_OPEN_CASH_ADVANCE Query. This report lists all cash advances in the expense module that have been paid but not fully used in an expense report and are still open.

1. Enter your general ledger business unit. You may also run this query for multiple business units by entering part of the business unit id and % - i.e. 011% for all BU's starting with "011".
2. Run the query to excel and sum the "Balance" column. This is the total amount that is open on cash advances.
3. Run a trial balance for your GL business unit and for the current fiscal year and current period. (See General Ledger section V. in the Month End Closing Instructions for more information on running this report.)
4. The Travel Advance Receivable account (110003) balance on the trial balance report should equal the total of the "Balance" column on the VT_MER_OPEN_CASH_ADVANCE Query results.

If the reports do not match you must reconcile the reports.

1. If the open cash advance amount is more than the general ledger amount:
 - a. Look for journal entries with a source other than EX crediting account 110003, by running the VT_JOURNAL_DETAIL_NO_ENC Query for your business unit and account 110003.
 - b. If journals with source AR exist – has an employee paid back an unused cash advance? Has the Department of Finance and Management been notified so that they can close the cash advance? See VISION Procedure 9 for how to provide this information to the Department of Finance and Management.
 - c. If there are journals with any other source types – Are they valid? No journals should be entered to account 110003 without instructions from the Department of Finance and Management. Reverse any ONL journals that should not have been entered. Contact the Department of Finance and Management for help with journals other than ONL.
2. If the open cash advance amount is less than the general ledger amount:
 - a. Review the cash advance balance amounts for each cash advance listed. If there are any with a \$0 amount, check to see if an expense report entered for the cash advance is in a status other than Paid or Closed. If this is the case, the open amount on the cash advance has

been adjusted, but since the expense report has not posted yet, no entry to the 110003 account balance has occurred yet in the GL.

- b. If there are no zero amounts, look for partial balances – the same situation may still apply but the expense report is for less than the cash advance.
- c. Look for journal entries with a source other than EX debiting account 110003, by running the VT_JOURNAL_DETAIL_NO_ENC Query for your business unit and account 110003. No journals should be entered to account 110003 without instructions from the Department of Finance and Management. Reverse any ONL journals that should not have been entered. Contact the Department of Finance and Management for help with journals other than ONL.

If there is a difference between the 2 reports that you cannot identify or you are unsure if the difference is OK, contact the Department of Finance and Management at ruthellen.doyon@vermont.gov

VII. Collection of Open Cash Advances

Review the VT_MER_OPEN_CASH_ADVANCE Query (please see above for how to run the report or use the same one used in the reconciliation above.) This report should be reviewed at least monthly for the following:

Review the “120 days” column – are there any dates in this column that are in the near future?

1. Per Bulletin 3.4, if the balance on the cash advance is not collected prior to this date (120 days after expenses are incurred/paid), the balance will become taxable income to the employee and department.
2. In addition, the Department of Finance and Management will relieve the receivable of the cash advance balance by booking the expense to the Department.
3. To avoid this from happening – collect the balance from the employee prior to the date in this column.
4. Please see VISION procedure 9 for more information on this process.

VII. Review All Cash Advances For Compliance

Run the VT_MER_CASH_ADVANCE_LIST query. This query lists all of the cash advances paid within a certain time period. This query must be reviewed at least monthly

to look for compliance with Bulletin 3.4 requirements for requesting a travel cash advance in VISION.

1. Enter your general ledger business unit. You may also run this query for multiple business units by entering part of the business unit id and % - i.e. 011% for all BU's starting with "011".
2. Enter the begin date of the period you are reviewing.
3. Enter the end date of the period you are reviewing.
4. Review the "Advance Amount" column – are any of these amounts under \$200? Bulletin 3.4 indicates that only amounts over \$200 may be advanced to employees for travel expenses.
5. Compare the "Paid Date" column with the "Begin Travel Date" column for each cash advance – are any of the paid dates more than 30 days prior than the beginning travel dates for a cash advance? Bulletin 3.4 indicates that amounts may not be advanced more than 30 days prior to travel.
6. Review the "Travel Auth ID" column – are there any cash advances listed without a travel authorization? Bulletin 3.4 indicates that all cash advances must have an approved Travel Authorization in VISION.

If any of the above are found for 4, 5 and 6 above – notify the offending parties and make sure that they are aware of the requirements for cash advances per Bulletin 3.4 and that no cash advance should be approved in VISION if they do not meet the requirements in 4, 5, and 6 above.