



Expenses Reporting Manual

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Expenses

Expense Reports

VT_EX_ACCRUED_EXP – Expense items accrued	
Purpose	Lists expense reports with basic travel information and related accounting information for a set period of time
Prompts	GL business unit, account, dept ID, fund, program, project, class (Note: These prompts may use % for all); range of accounting dates
Columns	GL business unit, journal ID and line #, journal date, report ID and line, distribution line, accounting date, employee ID and name, business purpose, report description, TA ID, travel from, expense location, expense type description, transaction date, all chartfield information, amount, date of approval, date of audit and post status

VT_EX_ALTERNATE_APPROVER - List Users-Alt Appr from Date	
Purpose	Lists current expense report approvers that have an alternate assigned and the effective dates for the alternates authority
Prompts	GL unit (use % for all)
Columns	GL unit, user ID, approver's name and email, alternate's user ID, alternate's name and email, from date and to date

VT_EX_BU_APPRVR_EMPLS - BU Approvers for Employees EX	
Purpose	Lists employees for an expense report approver and business unit
Prompts	GL business unit, approver empl ID (use % for all)
Columns	GL business unit, approver empl ID, approver name, empl ID, employee name

VT_EX_BU_CASH_ADV_DATES – Cash Adv Paid Date Range	
Purpose	Lists employees that had a cash advance along with applicable travel authorization info during a given date range
Prompts	GL business unit, range of payment dates
Columns	GL business unit, advance ID, employee id and name, submittal date, accounting date, payment date, amount, TA ID, travel from and to, travel location, TA submit date, TA approval user ID, TA date of approval, pay status

VT_EX_BU_CASH_ADV_OPEN_BAL - BU Cash Advance with open bal	
Purpose	Lists employees with an open balance on a cash advance along with accounting and travel information
Prompts	GL business unit
Columns	GL business unit, accounting date, advance ID, empl ID and name, account, dept ID, fund, advance amount, balance, status (PD), TA ID, travel date from, travel date to

VT_EX_BU_MILEAGE_RPT - BU Mileage Rpt for date range	
Purpose	Lists employees that entered mileage reimbursements along with travel and accounting information
Prompts	GL business unit (use % for all), range of journal dates, dept ID
Columns	GL business unit and department, journal ID, date and line #, name and empl ID, report ID and line #, distribution line #, transaction date, amount, miles, expense type description, account, dept ID and description, fund, program, project, class, travel from, travel to, long description, year, period

VT_EX_EE_CF_APPRVS - EE-EX status-CF-Approver	
Purpose	Lists employees of expense users along with their status, default chartfield info and supervisor and expense coordinator information
Prompts	GL business unit (use % for all)
Columns	GL business unit, dept ID, expense coordinator ID, supervisor and name, employee user ID, name and recd #, effective date, status, locked out?, valid for expenses, reason for status, fund, program, project, class, employee email ID

VT_EX_EXP_RPT_BUD_ERR - Expense Rpt in Bud Check Error	
Purpose	Lists expense reimbursements in budget error status along with identifying information
Prompts	GL business unit, (not greater than) budget date
Columns	GL business unit, report ID, accounting date, empl ID and name, status, budget status (E), line, distribution line, line budget status, budget date, account, dept ID, fund, program, project, class, amount

VT_EX_EXP_RPT_DTL - Expense Report Details	
Purpose	Lists all expense reimbursements along with its basic information
Prompts	GL business unit, range of accounting dates, account, dept ID, fund, program, project, class (Note: may use % for all in the chartfield prompts)
Columns	GL business unit, journal ID, date and line #, report ID, description and status, business purpose, expense report comment, empl ID and name, accounting date, entered by ID, submitted date, resubmitted date (if any), date of approval, approval user ID, approver comment, expense coordinator approval date, expense coordinator user ID, payment date, paid amount, advance amount applied, TA ID, travel from, location, transaction date, expense type description, line, distribution line, account, dept ID, fund, program, project, class, amount, tax implication (Y or N)

VT_EX_EXP_RPT_DTL_CMNTS - Exp Report Details w Comments

Purpose	Lists all expense reimbursements along with its basic information with additional comment fields
Prompts	GL business unit, range of accounting dates, account, dept ID, fund, program, project, class (Note: may use % for all in the chartfield prompts)
Columns	GL business unit, journal ID, date and line #, report ID, description and status, business purpose, expense report comment, empl ID and name, accounting date, entered by ID, submitted date, resubmitted date (if any), date of approval, approval user ID, approver comment, expense coordinator approval date, expense coordinator user ID, payment date, paid amount, advance amount applied, TA ID, travel from, location, transaction date, expense type description, line, distribution line, account, dept ID, fund, program, project, class, amount, tax implication (Y or N), amount exceeded (Y or N), comment, duplicates (Y or N), comment

VT_EX_EXP_RPT_NO_BUDCK - Expense Rpt not Budget Checked

Purpose	Lists expense reports that are not budget checked and includes basic accounting information
Prompts	GL business unit, (not greater than) budget date
Columns	GL business unit, report ID, accounting date, empl ID, status, post status, budget header status, line, distribution line, line budget status, budget date, account, dept ID, fund, program, project, class, amount

VT_EX_EXPENSE_SHEET_DELEGATE - Exp Rpt entered by Delegate

Purpose	Lists expense reports for an individual that was created by a delegate
Prompts	Range of created dates, GL business unit (use % for all)
Columns	Report ID, empl ID, status, employee user ID and name, entered by user ID and name, GL unit, created date

VT_EX_OVER_SIXTY_DAYS

Purpose	Lists expense reports with expenses submitted over 60 days from transaction date
Prompts	Range of submitted dates
Columns	Empl ID and name, report id, report status, submit date, transaction date, GL unit, dept ID, amount, expense type

VT_EX_PAID_EXP - Paid expenses

Purpose	Lists paid expenses reports along with expense and accounting information
Prompts	GL unit, empl ID (use % for all), range of payment dates
Columns	GL unit, business purpose, empl ID and name, report ID, line and distribution line, accounting date, submitted date, date of approval, payment date, payment ID and amount, advance ID, advance amount applied, transaction date, distance, expense type description, start time, end time, long description, account, dept ID, fund, program, project, class, amount

VT_EX_PD_RPTS_LIAB_NOT_POSTED - Expense Sheet Paid Unposted

Purpose	Lists paid expense reports that have not yet posted
Prompts	GL business unit
Columns	Report ID, empl ID, report status, post status, sequence, reversal date

VT_EX_POSTED_GL - Expenses posted to GL	
Purpose	Lists posted expense reports along with accounting information
Prompts	GL business unit, range of journal dates, account, department, fund, program, project (Note: may use % for all on the chartfield prompts)
Columns	GL business unit, document type, ID, line and distribution line, type, template, sequence, empl ID, accounting date, period, year, journal ID, date and line #, status, ledger, amount, account, dept ID, fund, class, program

VT_EX_PROMPT_RPT_ID - One Exp Rpt Detail w Comments	
Purpose	Gives detailed information on a requested expense reimbursement including its basic information with additional comment fields
Prompts	GL business unit, report ID
Columns	Report ID and description, report status, business purpose, header comment, empl ID and name, accounting date, TA ID, advance amount applied, line, travel from, travel to, transaction date, expense description, amount, distance, start of shift, end of shift, merchant, line description, distribution line, account, dept ID, fund, program, project, class, line amount, tax implication (Y or N), amount exceeded (Y or N), comment, duplicates (Y or N), comment, entered by, submit date, submit by, resubmit date, resubmit by, date of approval, approval user ID, approver comment, exp coordinator user ID, payment date and amount

VT_EX_RPT_APPROVER_COMMENTS - Exp Rpt Approver Ids & Comments	
Purpose	Lists expense reports submitted along with approver information, status and comments
Prompts	GL business unit, range of accounting dates, report ID (use % for all)
Columns	GL business unit, dept ID, report ID, empl ID and name, report status and comment, accounting date, submitter operator ID, resubmitted operator ID, approver sequence number, approver user ID, status, date of approval, type of approver, approver comment

VT_EX_SHEETS_NOT_APPROVED	
Purpose	Lists expense reports that have not been approved
Prompts	GL business unit (use % for all)
Columns	GL business unit, report ID and description, empl ID, submit date, resubmit date, updated date, updated by user ID, report status

VT_EX_SHEETS_NOT_PAID	
Purpose	Lists expense reports that have not been paid
Prompts	GL business unit (use % for all)
Columns	GL business unit, report ID, empl ID, report status, accounting date, date of approval, submitted date

VT_EX_SUBMIT_NOT_EE - submit not employee	
Purpose	Lists expense reports submitted by someone other than the individual requesting reimbursement
Prompts	GL business unit (use % for all), dept ID (use % for all), range of accounting dates
Columns	GL business unit, dept ID, accounting date, report ID, status, empl ID and employee name, entered by user ID, submitted by user ID, resubmitted by user ID, approver user ID, audit user ID

VT_EX_SUBMIT_STATUS - Exp Rpts Submit not Approved	
Purpose	Lists all expense reimbursements awaiting approval along with its basic information with additional comment fields
Prompts	GL business unit, approver user ID (use % for all)
Columns	Report ID and description, report status, business purpose, header comment, empl ID and name, accounting date, TA ID, advance amount applied, line, travel from, travel to, transaction date, expense description, amount, distance, start of shift, end of shift, merchant, line description, distribution line, GL business unit, account, dept ID, fund, program, project, class, line amount, tax implication (Y or N), amount exceeded (Y or N), comment, duplicates (Y or N), duplicate comment, entered by, submit date, submit by, resubmit date, resubmit by, date of approval, approval user ID, approver comment

VT_EX_SUPERV_APPROVED_STATUS - Exp Rpts Status SuprvApproved	
Purpose	Lists all expense reimbursements in approved status along with its basic information with additional comment fields
Prompts	GL business unit
Columns	Report ID and description, report status, business purpose, header comment, empl ID and name, accounting date, TA ID, advance amount applied, line, originating location, destination location, expense date, expense description, amount, miles, start of shift, end of shift, merchant, line description, distribution line, GL business unit, account, dept ID, fund, program, project, class, line amount, tax implication (Y or N), amount exceeded (Y or N), location amount comment, duplicates (Y or N), duplicate comment, entered by, submit date, submit by, resubmit date, resubmit by, date of approval, approval user ID, approver comment

VT_EX_LOCATIONS – List of Expense Locations	
Purpose	Lists all locations and its information to be used for expense reporting
Prompts	None
Columns	Set ID, location, effective date, status, location group, description, short description, country, state, sync ID, sync date and time

VT_EX_TYPES_LIST– Valid Expense Types	
Purpose	Lists all expense types associated with a specified account
Prompts	Account (use % for all)
Columns	Type, expense type description, account, account description

VT_YYYY_PY_EXP_RPT_DTL– PY Expense Report Details	
Purpose	This report is used in year-end CAFR reporting. A new version of this query is created each year and the YYYY is replaced with the current year. It lists all expense reports with a transaction date in the prior year for a business unit and a set of chartfield prompts.
Prompts	GL business unit, range of accounting dates, account, dept ID, fund, program, project, class (chartfield prompts may use % for all)
Columns	GL unit, journal ID and date, line#, report ID, report description, report status, business purpose, expense report header comment, employee ID and name, accounting date, entered by, submit date, resubmit date, date of approval, approval user ID, approver comment, expense coordinator approval date, expense coordinator user ID, payment date, paid amount, advance applied amount, travel authorization ID, travel from, location, transaction date, expense type description, line, distribution line, account, dept ID, fund, program, project, class, amount, tax implication

Travel Authorizations

VT_EX_TA_DELEGATE_ENTRY - Travel Auth not entered by Emp	
Purpose	Lists travel authorizations entered by someone other than the employee requesting travel
Prompts	Range of created dates, GL business unit (use % for all)
Columns	TA ID, empl ID and name, entered by user ID and name, GL unit, dept ID and created date

VT_EX_TA_STATUS_APPROVED - TA with Approved status	
Purpose	Lists travel authorizations in approved status along with travel and accounting information
Prompts	GL business unit, TA ID (use % for all)
Columns	GL business unit, TA ID, TA status, accounting date, empl ID and name, description, date from, date to, purpose, line, exp description, travel from, expense location, distance, transaction date, merchant, distribution line, account, dept ID, fund, program, project, class, amount, date of approval, approval user ID, approver comment

VT_EX_TRAVEL_AUTH_DETAIL - TA Detail for date range	
Purpose	Lists all travel authorizations along with travel and accounting information for a set time period
Prompts	GL business unit, range of accounting dates
Columns	GL business unit, TA ID, TA status, name and empl ID, accounting date, TA description, TA comment, travel from date, travel to date, purpose, line, expense description, travel from, expense location, transaction date, distance, merchant, distribution line, account, dept ID, fund, program, project, class, amount, creation date, submission date, resubmission date, date of approval, approver user ID, approval status, approver comment

VT_EX_TRVL_AUTH_BUD_ERR - Travel Auth in Bud Check Error	
Purpose	Lists travel authorizations with a budget header status in error
Prompts	GL business unit, through budget date
Columns	GL unit, TA ID, accounting date, empl ID, TA status, budget header status (E), budget date, line, distribution line, budget line status, account, dept ID, fund, program, project, class, amount

VT_TRVL_AUTH_NO_BUDCK - Travel Auth not Budget Chk	
Purpose	Lists travel authorizations that have not been budget checked and includes accounting information
Prompts	GL business unit, through accounting date
Columns	GL unit, TA ID, accounting date, empl ID, TA status, budget header status, budget date, line, distribution line, budget line status, account, dept, fund, program, project, class, amount