

## Table of Contents

<b>Expense Coordinators - The Basics .....</b>	<b>2</b>
Expense Coordinators .....	2
Terminated/Retired Employees.....	2
View an Employee Profile - Employee Information.....	2
Authorize Expense Users.....	5
Navigating to Transactions Pending Review and Approval .....	7
<b>Adding Attachments.....</b>	<b>9</b>
<b>Expense Reports.....</b>	<b>11</b>
Review an Expense Report .....	11
Send an Expense Report Back for Revision.....	31
Approve an Expense Report .....	35
Send Back an Approved Expense Report .....	40
View Expense Report .....	41
<b>Cash Advances .....</b>	<b>43</b>
Review a Cash Advance.....	43
Send a Cash Advance Back for Revision.....	49
Approve a Cash Advance.....	52
Send Back an Approved Cash Advance.....	55
Delete a Cash Advance.....	56
<b>Travel Authorizations .....</b>	<b>58</b>
Print Travel Authorization .....	58
Delete a Travel Authorization .....	60
Cancel an Approved Travel Authorization .....	63
View a Travel Authorization Not Applied to an Expense Report .....	66
<b>Review Budget Check Exceptions .....</b>	<b>67</b>
Review Expense Reports with Budget Check Exceptions .....	67
Review Travel Authorizations with Budget Check Exceptions .....	69
<b>VISION Expense Access Request Form.....</b>	<b>71</b>
<b>Related Queries .....</b>	<b>72</b>

## Expense Coordinators - The Basics

### Expense Coordinators

- Expense Coordinators are responsible for being knowledgeable of [Bulletin 3.4](#) and department policies regarding expenses.

### Terminated/Retired Employees

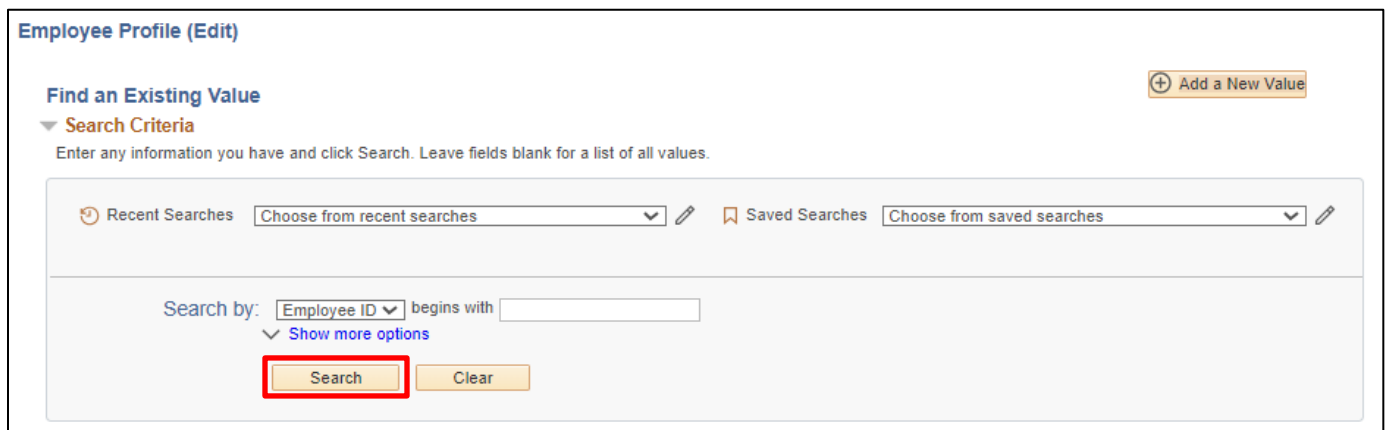
- Expense Coordinators who have Terminated/Retired Employees who did not enter their Expense Report(s) before leaving the state, will have **14 days** from the date of leave to enter the prior employees Expense Report in the system.
- You will need to contact the [Vision Helpdesk](#) to temporarily set your access to “submit” on behalf on the individual.

### View an Employee Profile - Employee Information

**WorkCenter navigation:** Expense Coordinator WorkCenter > Links > Security > Update Profile

**Navigator Menu navigation:** Travel and Expenses > Manage Employee Information > Update Profile

The **Employee Profile (Edit)** search page displays:



- Employee ID** - Enter employee ID number

Note: You can also search on Last Name by using the drop-down menu.

- Click **Search**

The **Organizational Data** page will open for the Employee

Organizational Data
User Defaults

Colin Davidson

Expenses Processing Data

Valid for Expenses Yes
Reason for Status Passed All Validation Edits

☒ Default Profile  
☐ Ignore Authorized Amounts  
☐ Ignore Group Location Amounts

HR Information

Employee Status Active  
Hire Date 06/24/1996  
GL Unit 08100 Transportation Agency  
Department 8100002000 Maintenance & Ops Bureau  
Hours Per Period ☐ Use Business Unit Default  
Minimum Maximum

Supervisor Information

ID 00006  
Name Grace,Ava

Default ChartField Values

Personalize | Find | First 1 of 1 Last

GL Unit	Fund	Dept	Program	Class	Project	Affiliate
08100	20105	8100002000	59290	Z0017	ZMVT 000-	

Cash Advance Level

☒ Business Unit 4,000.00 USD  
☐ Specific Amount  
☐ None

Expense Role

"If desired, an expenses role can be associated with this employee. Please note that only one role can be assigned, per employee, no matter how many jobs they hold within the company."

Expense Processing Role

Save

Return to Search

Notify

**Expenses Processing Data** - Indicating whether they are valid for expenses

**HR Information** - This section shows the employee as Active including their GL Unit and Department defaulted in from VTHR

**Default Chartfield Information**

**Cash Advance Level**

**Expense Role**

**Supervisor Information** - Current Supervisor ID # and Name

3. Click on the **User Default** tab

The **User Defaults** page displays:

[Organizational Data](#)
[User Defaults](#)

Colin Davidson

**Default Creation Method**

Expense Report Open a Blank Report  
Time Report Open a Blank Report  
Travel Authorization Open a Blank Authorization

**Expense Defaults**

Report Description  
Business Purpose  
Originating Location  
Expense Location  
Transportation ID  
Accounting Detail Default View Collapsed

Per Diem Range  
Billing Type  
Payment Type EMP Employee  
Credit Card  
Number of Nights

**Expense Type Defaults**
Personalize | Find | First 1 of 1 Last

Expense Type Merchant

Expense Type	Payment Type	Billing Type

**Project Defaults for Expenses**
Personalize | Find | View All | First 1 of 1 Last

Project Defaults for Expenses

Enabled	Project	Description	Description	Percentage
<input type="checkbox"/>				

**Time Defaults**

Country  
State  
Locality  
Billing Type

Select Project ChartFields Display :  
☒ Default : Codes  
☐ Descriptions  
☐ Codes

**Project Defaults for Time**
Personalize | Find | View All | First 1 of 1 Last

Project Defaults for Time

Enabled	Project	Description	Description	Time Quantity
<input type="checkbox"/>				

Save
 Return to Search
 Notify

Under the **User Default tab**, you will see the default creation method. This can be edited by the employee, for example, if an Employee processes the same kind of Expense Reports for mileage, the Employee could set the default as “Copy from Existing Expense Report” once an initial Expense Report has been entered.

## View an Employee Profile - Employee Information is Complete

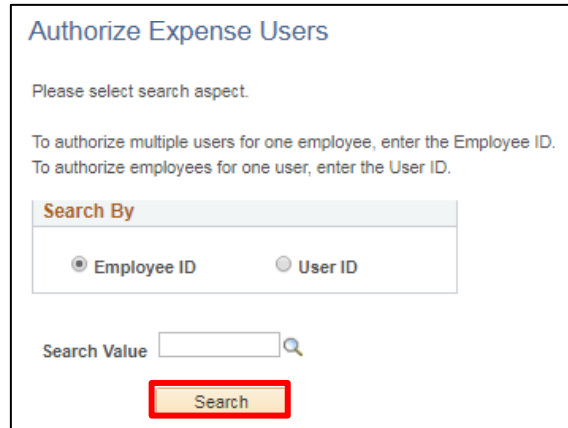
## Authorize Expense Users

As an Expense Coordinator you have authority to set up authorized users but with 'Edit' authority only.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Links > Security > Authorize Expense Users

**Navigator Menu navigation:** Travel and Expenses > Manage Expenses Security > Authorize Expense Users

The **Authorize Expense Users** page displays:



**Authorize Expense Users**

Please select search aspect.

To authorize multiple users for one employee, enter the Employee ID.  
To authorize employees for one user, enter the User ID.

**Search By**

☒ Employee ID ☐ User ID

Search Value

**Search**

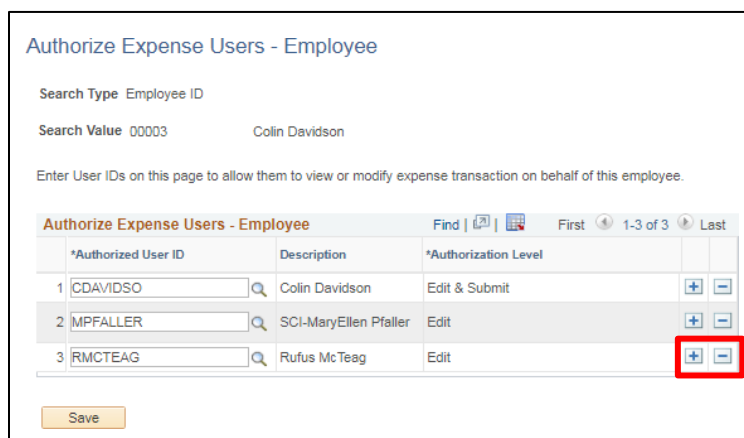
To authorize multiple users for one employee, enter the Employee ID

To authorize employees for one user, enter the User ID

For this lesson, we are entering an Employee ID

1. **Search By** - Select Employee ID
2. **Search Value** - Enter Employee ID
3. Click **Search**

The **Authorize Expense Users** page displays with the Authorized Expense Users for this employee:



**Authorize Expense Users - Employee**

Search Type Employee ID

Search Value 00003 Colin Davidson

Enter User IDs on this page to allow them to view or modify expense transaction on behalf of this employee.

Authorize Expense Users - Employee			Find   [icon]   [icon]	First	1-3 of 3	Last
*Authorized User ID	Description	*Authorization Level				
1 CDAVIDSO	Colin Davidson	Edit & Submit	[+]	[-]		
2 MPFALLER	SCI-MaryEllen Pfaller	Edit	[+]	[-]		
3 RMCTEAG	Rufus McTeag	Edit	[+]	[-]		

Save

4. To add or delete a user, click on **+** or **-** to add a new row or to delete a row, we are adding Mary Motor as an Authorized User















A new row is added:


### Authorize Expense Users - Employee

Search Type Employee ID

Search Value 00003 Colin Davidson

Enter User IDs on this page to allow them to view or modify expense transaction on behalf of this employee.

Authorize Expense Users - Employee			Find      	First	1-4 of 4	Last
	*Authorized User ID	Description	*Authorization Level			
1	<input type="text" value="CDAVIDSO"/> 	Colin Davidson	Edit & Submit			
2	<input type="text" value="MPFALLER"/> 	SCI-MaryEllen Pfaller	Edit			
3	<input type="text" value="RMCTEAG"/> 	Rufus McTeag	Edit			
4	<input type="text" value="MMOTOR"/> 	Mary Motor	Edit			



5. **Authorized User ID** - Enter User ID

6. Click **Save**

**Authorize Expense Users is Complete**

## Navigating to Transactions Pending Review and Approval

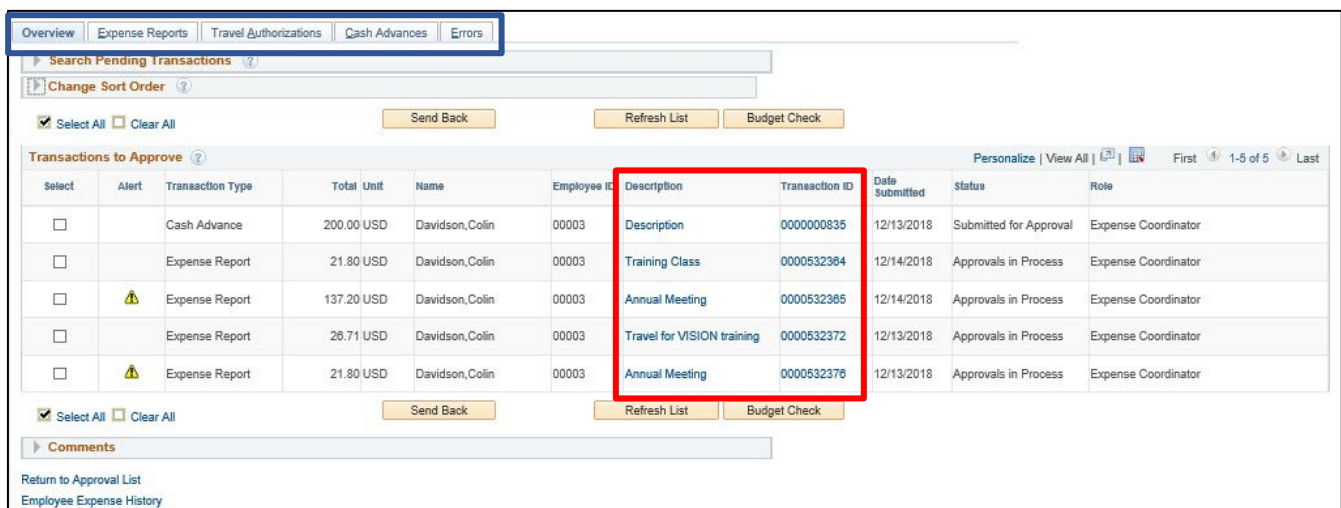
Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers can see expense transactions ready for review and approval by either using their Worklist or by navigating to the Approve Transactions page. The Worklist and Approve Transactions pages can be accessed by navigating through the menu or by selecting the [Expense Coordinator WorkCenter](#) on the Home page.



**Note:** *If there is not an Expense Coordinator in the approval pool, an expense report will route back to the supervisor that just approved the report. In this case, advise the supervisor to send the expense report back to the employee once a security form has been submitted and approved to add an expense coordinator to the approval pool. The employee can resubmit the expense report and it will route for approval as intended.*

**WorkCenter navigation:** Expense Coordinator WorkCenter > Approve Transactions > Approve Transactions

**Navigator Menu navigation:** Travel and Expenses > Approve Transactions > Approve Transactions

The **Approve Transactions** page displays:



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator

The **Approve Transactions** pages consist of an overview page of all expense transactions in an approver's queue and separate pages for expense report and cash advance transaction types. Clicking the [Description](#) or [Transaction ID](#) link will display the transaction details. Using the Approve Transactions pages allows you to easily navigate to the next or previous transaction in your list but is limited to only expense transactions pending your approval.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Links > Other Links > Worklist

**Navigator Menu navigation:** Worklist > Worklist

The **Worklist** displays:

Worklist

Worklist for EHOEFEL: Eric John Hoefel

Detail View

Publish as Feed

Worklist Filters

Worklist Items

<

<

1-4 of 4

>

>

View All

From	Date From	Work Item	Worked By Activity	Priority	Link		
Judith Lauren Thurlow	08/02/2023	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval 56384 VT EXP ACC 1900-01-01 N 0 Vision Expense Access Request Wendy Edwards 11935_add access - 56591</a>	Mark Worked	Reassign
Ansley Bloomer	08/02/2023	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval 56396 VT SEC REQ 1900-01-01 N 0 Vision Module Security Form New User Lisa Crews - 56504</a>	Mark Worked	Reassign
Daniel Dickerson	08/03/2023	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval 56468 VT SEC REQ 1900-01-01 N 0 Vision Module Security Form expanded access for Sarah Clark - 56553</a>	Mark Worked	Reassign
Celine M Edson	08/04/2023	Approval Routing	Approval Workflow	3-Low	<a href="#">FormApproval 56543 VT SEC REQ 1900-01-01 N 0 Vision Module Security Form To add access for new employee Christina Gregoire - 56721</a>	Mark Worked	Reassign

Refresh

The **Worklist** displays all transactions pending approval and is not just limited to expense transactions. Clicking a **Link** will bring you to the applicable module's approval page and transaction details. The **Worklist** does not include the ability to scroll to the next or previous transactions.

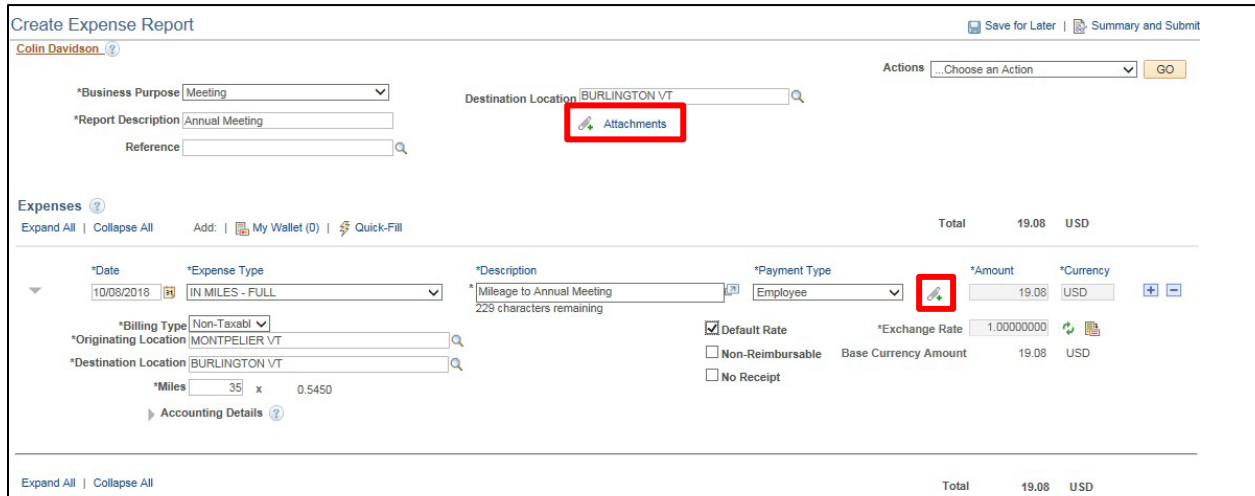
## Navigating to Transactions Pending Review and Approval is Complete




## Adding Attachments

**Note:** You can only add attachments to Expense Reports BEFORE you approve them.

Attachments can be added to the expense report at the header or on the expense line. Attachments that relate to the entire document should be added at the header level. Documents that relate to a specific expense should be added on the line.



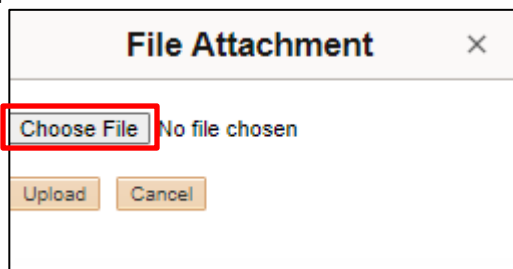
1. Click the  icon on the line to attach a receipt for the expense.

The **Expense Line Attachments** page displays:



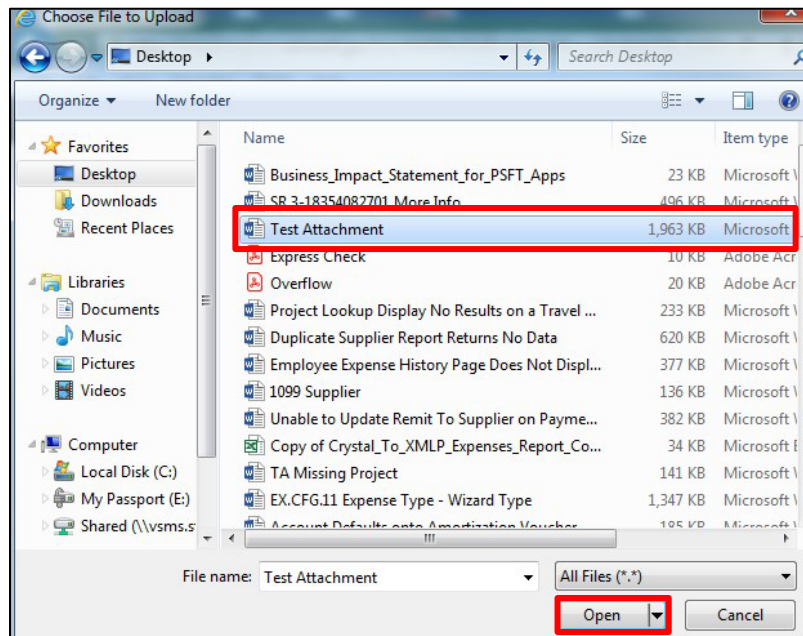
2. Click **Add Attachment**

The **File Attachment** window opens:



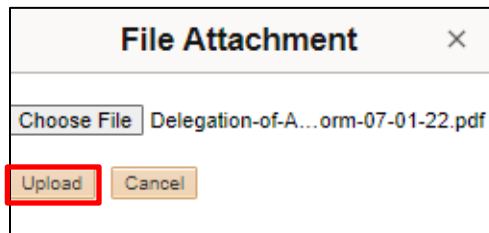
3. Click **Choose File**

The **Choose File to Upload** window opens:



5. Select the file you want to attach and click **Open**

The **File Attachment** page displays with the file path of the document.



6. Click **Upload**

The **Expense Line Attachments** page displays with the File Name as a link to the document:

Expense Line Attachments				
Report ID NEXT				
Date 12/03/2018		Expense Type IN MILES - FULL		Amount 19.08 USD
<a href="#">Test_Attachment.docx</a>				
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.				
<input type="button" value="Add Attachment"/>				
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

7. Enter an explanation of the attachment in the **Description** field  
*Note: You can add additional attachments by clicking on Add Attachment.*
8. Click **OK**

**Adding an Attachment is Complete**

## Expense Reports

### Review an Expense Report

#### The Basics:

Please refer to [Bulletin 3.4](#) and your department's policy regarding Expense Reports.

As an Expense Coordinator (Approver) it is your responsibility to review the Expense Report for accuracy and policy following Bulletin 3.4 and your departments policies. Only if the Expense Report meets the appropriate standards is it ready for approval.

Basic questions to ask prior to approval:

1. Is there a Travel Authorization for this trip?
2. Was the Expense Report created from the Travel Authorization?
3. Was there a Cash Advance for this trip?
4. Was the Cash Advance applied to the Expense Report?
5. Are all items substantiated?
6. Are expense lines charged to the correct ChartFields?
7. Are receipts attached to the expense report lines?
8. Does the report comply with Bulletin 3.4?

**Situations when this function is used:** Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers will use the Approve Transactions pages to identify expense reports pending their review and approval.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Approve Transactions > Approve Transactions

**Navigator Menu navigation:** Travel and Expenses > Approve Transactions > Approve Transactions

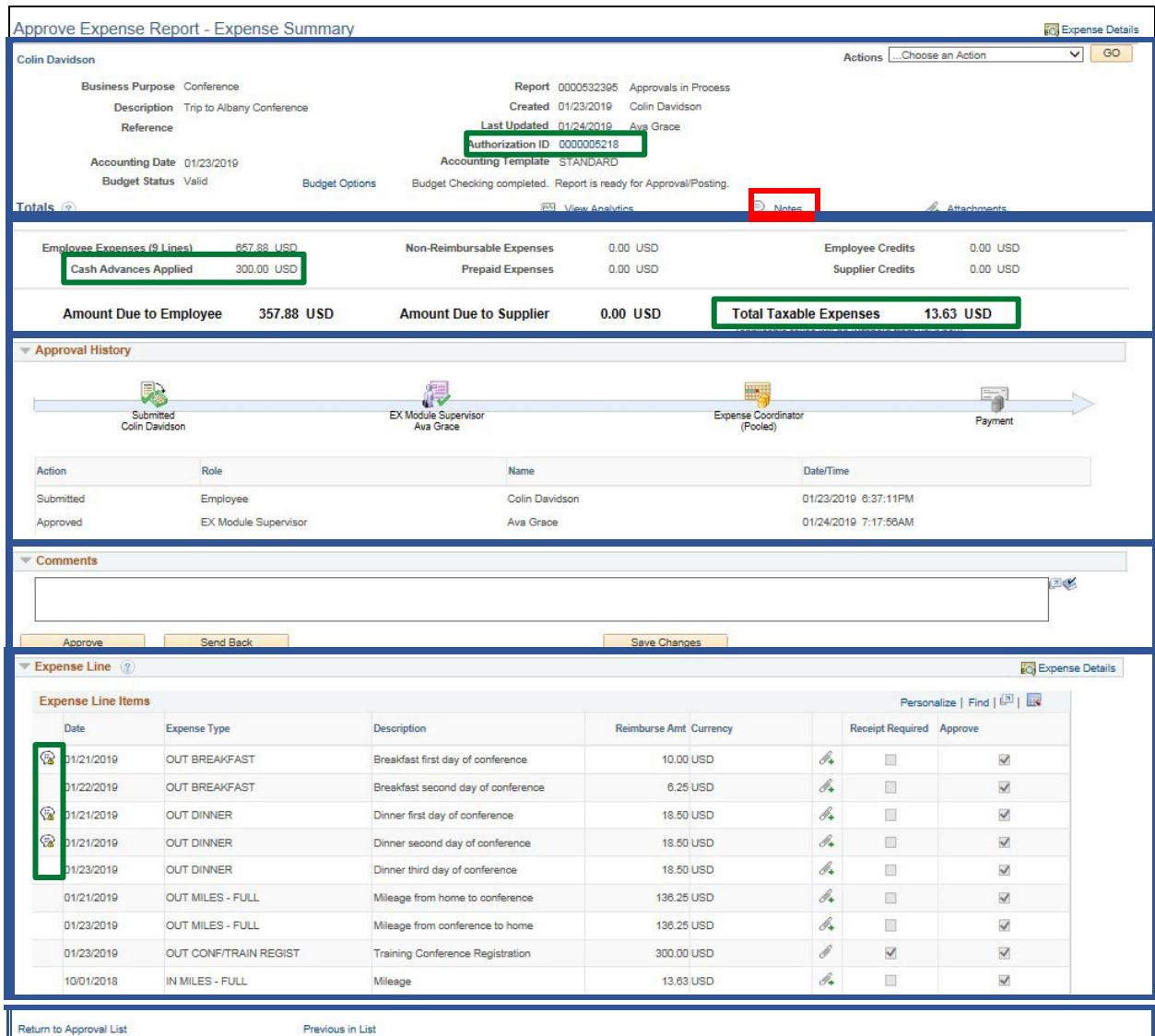
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting				
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training				
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting				
<input type="checkbox"/>		Expense Report	66.74	USD	Davidson, Colin	00003	Training in Burlington				
<input type="checkbox"/>		Expense Report	19.08	USD	Davidson, Colin	00003	Meeting with DCF				
<input type="checkbox"/>	⚠	Expense Report	166.26	USD	Davidson, Colin	00003	Trip to Florida Conference	0000532393	01/23/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	657.88	USD	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

1. Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review



The **Approve Expense Report - Expense Summary** page displays the expense report information for review:



**Approve Expense Report - Expense Summary**

Colin Davidson

Business Purpose: Conference  
 Description: Trip to Albany Conference  
 Reference:  
 Accounting Date: 01/23/2019  
 Budget Status: Valid

Report: 0000532395  
 Created: 01/23/2019  
 Last Updated: 01/24/2019  
 Authorization ID: 0000005218  
 Accounting Template: STANDARD

Approvals in Process: Colin Davidson

Budget Options: Budget Checking completed. Report is ready for Approval/Posting.

**Totals**

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>357.88 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>13.63 USD</b>

**Approval History**

Submitted: Colin Davidson  
 EX Module Supervisor: Ava Grace  
 Expense Coordinator (Pooled):  
 Payment:

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 6:37:11PM
Approved	EX Module Supervisor	Ava Grace	01/24/2019 7:17:56AM

**Comments**

Approve Send Back Save Changes

**Expense Line**


Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner first day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner second day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	Dinner third day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	Mileage	13.63 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Approval List Previous in List

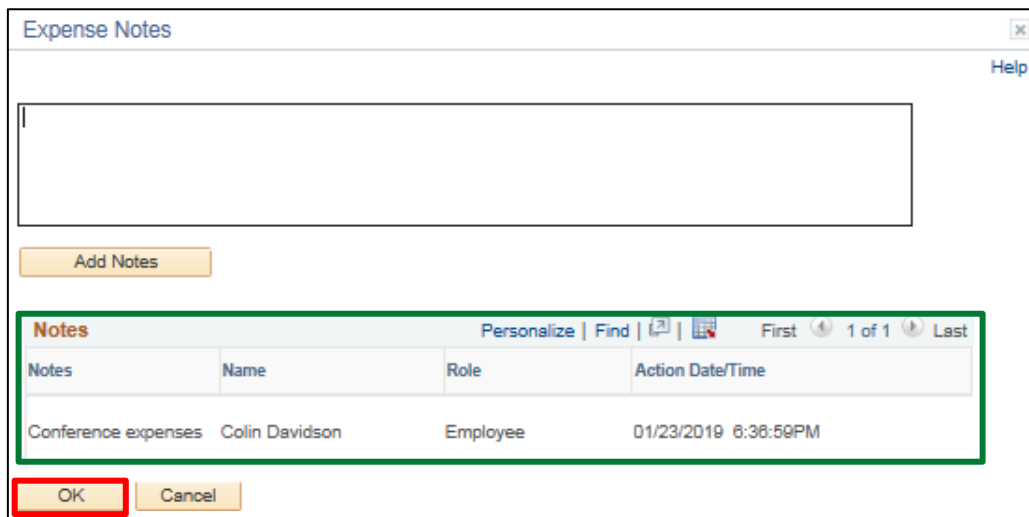
The **Approve Expense Report - Expense Summary** page is broken down into various sections.

- **General Information** includes the Business Purpose, Report ID, Status, Description, Creation and Last Updated Dates, Accounting Date Budget Options link and Budget Status, header Attachments, and Notes. The Authorization ID displays as a link if a travel authorization is associated to the expense report
- The **Totals** section displays the expense report totals including the total Employee Expense amount, Cash Advance Applied amount, Amount Due to Employee and Total Taxable Expense amount
- **Approval History** displays the approval path for the expense report. One or more action will display and can include: Submitted, Sent Back for Revision, Withdrawn, Resubmitted, and Approved. Actions include the Role of the user performing or who performed the action, Name of user performing or who performed the action, the Action performed and Date/Time the action occurred
- The **Comments** text box is used for approval comments and are required when sending a transaction back for revision. The Approve, Send Back and Save Changes buttons display. As an

Expense Coordinator, you have the ability to modify the ChartFields when approving an expense report. The Save Changes button is used to save your changes. Changes to the ChartFields will require the expense report to be budget checked. The Approve button will be disabled if transaction does not have a 'Valid' Budget Status. All other changes should be done by the employee and the transaction should be sent back for revision

- The **Expense Line** section displays a summary of the expense lines including Expense Types, Date, Amount and line Attachments. Exceptions  icons display on transaction lines with an exception. The Receipt Required checkbox identifies lines that require an attached receipt. The most common exceptions are duplicate expense lines or the maximum amount for an expense type is exceeded
  - The **Return to Approval List** link brings you back to the Approve Transactions page. Use the Next in List and the Previous in List links to display the next or previous expense report in your approval list
3. Click the **Notes** link

The **Expense Notes** page displays any comments entered by the employee on the expense report.



The Expense Notes dialog box contains a text area for adding notes, an 'Add Notes' button, a table of existing notes, and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Notes	Name	Role	Action DateTime
Conference expenses	Colin Davidson	Employee	01/23/2019 6:36:59PM

4. Click **OK**



The **Approve Expense Report - Expense Summary** page displays.

Approve Expense Report - Expense Summary

Expense Details

Colin Davidson

Report 0000532393

Approvals in Process

Business Purpose

Conference

Description

Trip to Florida Conference

Reference

Created

01/23/2019

Colin Davidson

Last Updated

01/23/2019

Ava Grace

Authorization ID

000005196

Accounting Date

01/23/2019

Accounting Template

STANDARD

Budget Status

Valid

Budget Options

Budget Checking completed. Report is ready for Approval/Posting.

Totals

View Analytics

Notes

Attachments

Employee Expenses (5 Lines)	169.26 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>169.26 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 10:30:57AM
Approved	EX Module Supervisor	Ava Grace	01/23/2019 10:32:48AM

Comments

Approve

Send Back

Save Changes

Expense Line

Expense Details

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/17/2019	OUT LODGING		100.00 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/17/2019	OUT MILES - FULL	Mileage from Home to Airport	13.83 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/17/2019	OUT MILES - FULL	Mileage from Airport to Home	13.83 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/17/2019	OUT DINNER	Charlie's Diner	12.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/18/2019	OUT DINNER	Steakhouse	30.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

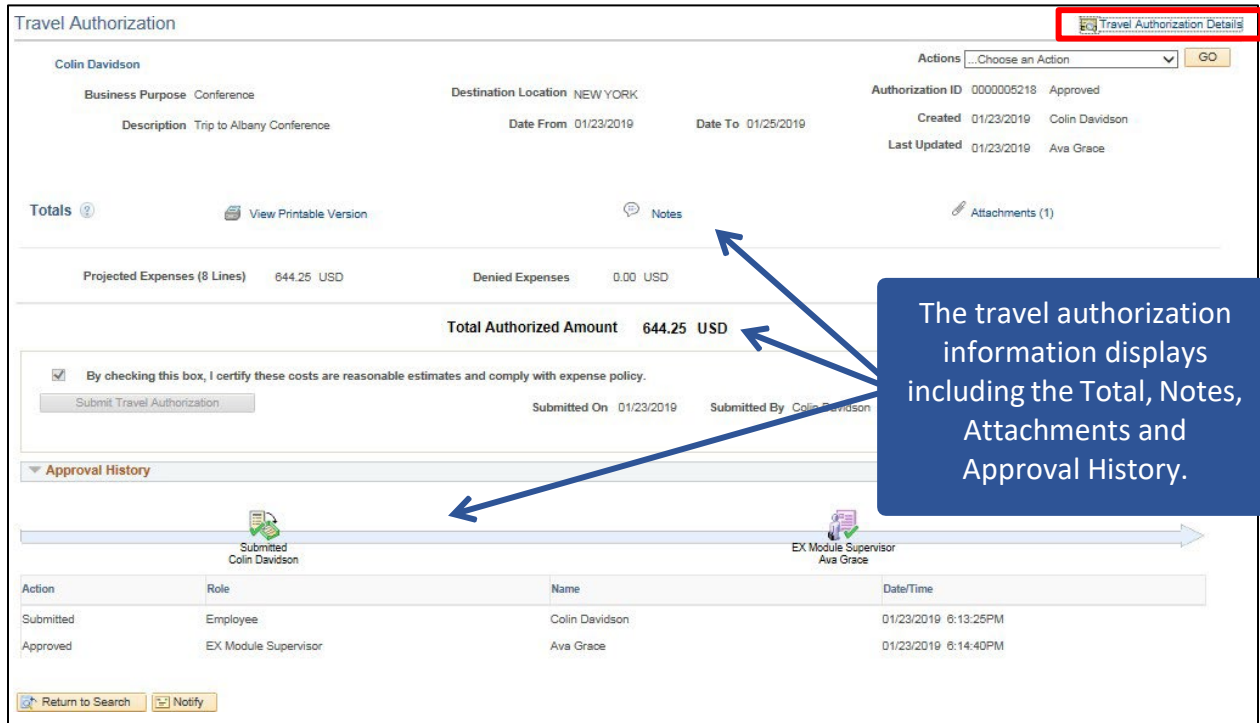
Return to Approval List

Previous in List

If a travel authorization has been linked to the expense report the Authorization ID field will display.

5. Click on the **Authorization ID** link.

The **View Travel Authorization - Summary** page displays in a new window:



**Travel Authorization Summary**

Colin Davidson

Business Purpose: Conference  
Destination Location: NEW YORK  
Description: Trip to Albany Conference  
Date From: 01/23/2019  
Date To: 01/25/2019  
Authorization ID: 0000005218  
Approved  
Created: 01/23/2019  
Last Updated: 01/23/2019  
Submitted By: Colin Davidson

**Totals**  
Projected Expenses (8 Lines): 644.25 USD  
Denied Expenses: 0.00 USD  
**Total Authorized Amount: 644.25 USD**

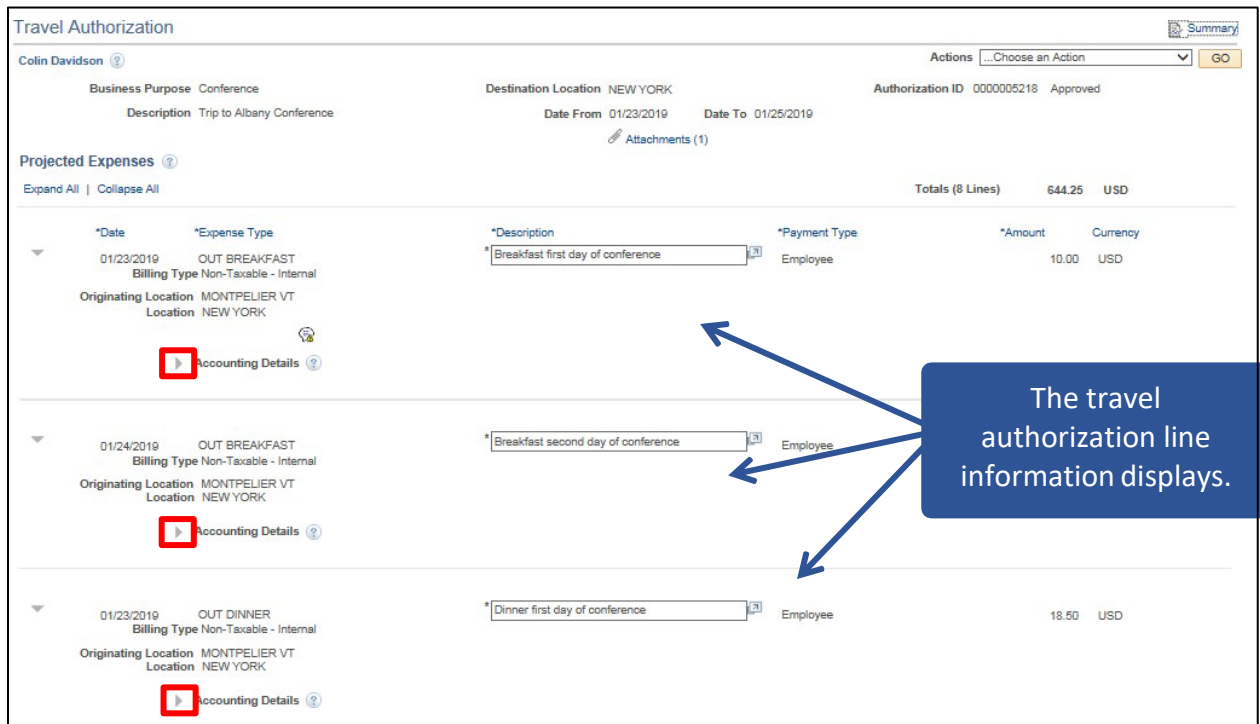
By checking this box, I certify these costs are reasonable estimates and comply with expense policy.  
Submit Travel Authorization  
Submitted On: 01/23/2019  
Submitted By: Colin Davidson

**Approval History**

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 6:13:25PM
Approved	EX Module Supervisor	Ava Grace	01/23/2019 6:14:40PM

6. Click the **Travel Authorization Details** link

The **View Travel Authorization - Details** page displays.



**Travel Authorization Details**

Colin Davidson

Business Purpose: Conference  
Destination Location: NEW YORK  
Description: Trip to Albany Conference  
Date From: 01/23/2019  
Date To: 01/25/2019  
Authorization ID: 0000005218  
Approved

**Projected Expenses**  
Expand All | Collapse All  
Totals (8 Lines): 644.25 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
01/23/2019	OUT BREAKFAST Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	*Breakfast first day of conference	Employee	10.00	USD
01/24/2019	OUT BREAKFAST Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	*Breakfast second day of conference	Employee		
01/23/2019	OUT DINNER Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK	*Dinner first day of conference	Employee	18.50	USD

7. Click the **Expand Accounting Line** icon for each line.



The **Accounting Details** section expands and displays the ChartField information.

Travel Authorization

Colin Davidson

Business Purpose

Conference

Destination Location

NEW YORK

Authorization ID

000005218

Approved

Date From

01/23/2019

Date To

01/25/2019

Attachments (1)

Projected Expenses

Expand All | Collapse All

Totals (8 Lines)

644.25

USD

\*Date

01/23/2019

\*Expense Type

OUT BREAKFAST

\*Description

Breakfast first day of conference

\*Payment Type

Employee

\*Amount

10.00

Currency

USD

Billing Type

Non-Taxable - Internal

Originating Location

MONTPELIER VT

Location

NEW YORK

Accounting Details

Chartfields

Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
10.00	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	

01/24/2019

OUT BREAKFAST

Breakfast second day of conference

Employee

6.25

USD

Billing Type

Non-Taxable - Internal

Originating Location

MONTPELIER VT

Location

NEW YORK

Accounting Details

Chartfields

Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-	

9. Close the **Travel Authorization** window after you have completed your review and return to the **Approve Expense Report - Expense Summary** page

## Approve Expense Report - Expense Summary

Colin Davidson

Business Purpose: Conference

Description: Trip to Albany Conference

Reference:

Accounting Date: 01/23/2019

Budget Status: Valid

Report: 0000532395 Approvals in Process

Created: 01/23/2019 Colin Davidson

Last Updated: 01/24/2019 Ava Grace

Authorization ID: 0000005218

Accounting Template: STANDARD

Budget Options: Budget Checking completed. Report is ready for Approval/Posting.

Actions

Choose an Action

Default Accounting For Report

Export to Excel

View Cash Advance

View Expense Details

GO

Totals

Employee Expenses (9 Lines)	857.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>357.88 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>13.63 USD</b>

(applicable taxes will be withheld from your pay)

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 6:37:11PM
Approved	EX Module Supervisor	Ava Grace	01/24/2019 7:17:58AM

Comments

Approve Send Back Save Changes

Expense Line

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner first day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner second day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	Dinner third day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	Mileage	13.63 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Approval List Previous in List

10. Click the drop-down arrow in the **Action** box and select **View Cash Advance**

11. Click **Go**

The **Approve Expense Report - View Cash Advance** page displays the advance information and amount applied to the expense report:

[Approve Expense Report](#)  
[View Cash Advance](#)  
Colin Davidson Report ID: 0000532395

Cash Advance Information			
*Advance ID	Advance Amount	Exchange Rate	Total Applied
0000000847	300.00 USD	1.00000000	300.00 USD

Total Advance Applied	300.00 USD
Employee Expenses (9 Lines)	657.88 USD
<b>Total Due Employee</b>	<b>357.88 USD</b>

The Total Due Employee amount is the difference between the total amount of the advance applied to the expense report and the total amount of the expense report.

If the Advance Amount is more than the Total Applied, the employee will owe the balance. The employee will adjust the applied amount to match the expense report amount when they create the expense report. The Total Due Employee amount will be \$0.00 when the advance amount exceeds the expense report.

**12.** Click **OK**

The **Approve Expense Report - Expense Summary** page displays:

Approve Expense Report - Expense Summary

Expense Details

Colin Davidson

Actions

Choose an Action

GO

Business Purpose

Conference

Report

0000532395

Approvals in Process

Description

Trip to Albany Conference

Created

01/23/2019

Colin Davidson

Reference

Last Updated

01/24/2019

Ava Grace

Accounting Date

01/23/2019

Authorization ID

0000005218

Budget Status

Valid

Accounting Template

STANDARD

Budget Options

Budget Checking completed. Report is ready for Approval/Posting.

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

357.88 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

13.63 USD

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 6:37:11PM
Approved	EX Module Supervisor	Ava Grace	01/24/2019 7:17:56AM

Comments

Approve

Send Back










Save Changes

Expense Line

Expense Details



Expense Line Items

Personalize | Find |

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00	USD	 <input type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25	USD	 <input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner first day of conference	18.50	USD	 <input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner second day of conference	18.50	USD	 <input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	Dinner third day of conference	18.50	USD	 <input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25	USD	 <input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25	USD	 <input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD	 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	Mileage	13.63	USD	 <input type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Approval List

Previous in List

Receipts are required for most expense types but there are some exceptions such as meals, per diems and mileage. The Receipt Required checkbox will be selected when a receipt is required. Employees will attach the receipt to the expense line. The line Attachment icon will display as  when an attachment is added to the line. The icon will display as  when there is no attachment. **Expense reports should be sent back for revision if the line is flagged as Receipt Required and a receipt is not attached.**

Review the Receipt Required checkbox for each expense line and verify a receipt is attached.

**13.** Click the line  icon

The **Expense Line Attachments** page displays:

Expense Line Attachments

Help

Report ID 0000519319  
Date 11/05/2018      Expense Type OUT CONF/TRAIN REGIST      Amount 300.00 USD

Details

Personalize | Find | View All |

First

1 of 1

Last

File Name	Description	User	Name	Date/Time Stamp
<a href="#">Test_Attachment.docx</a>	Receipt for Conference	CDAVIDSO	Colin Davidson	11/07/2018 9:44:12AM

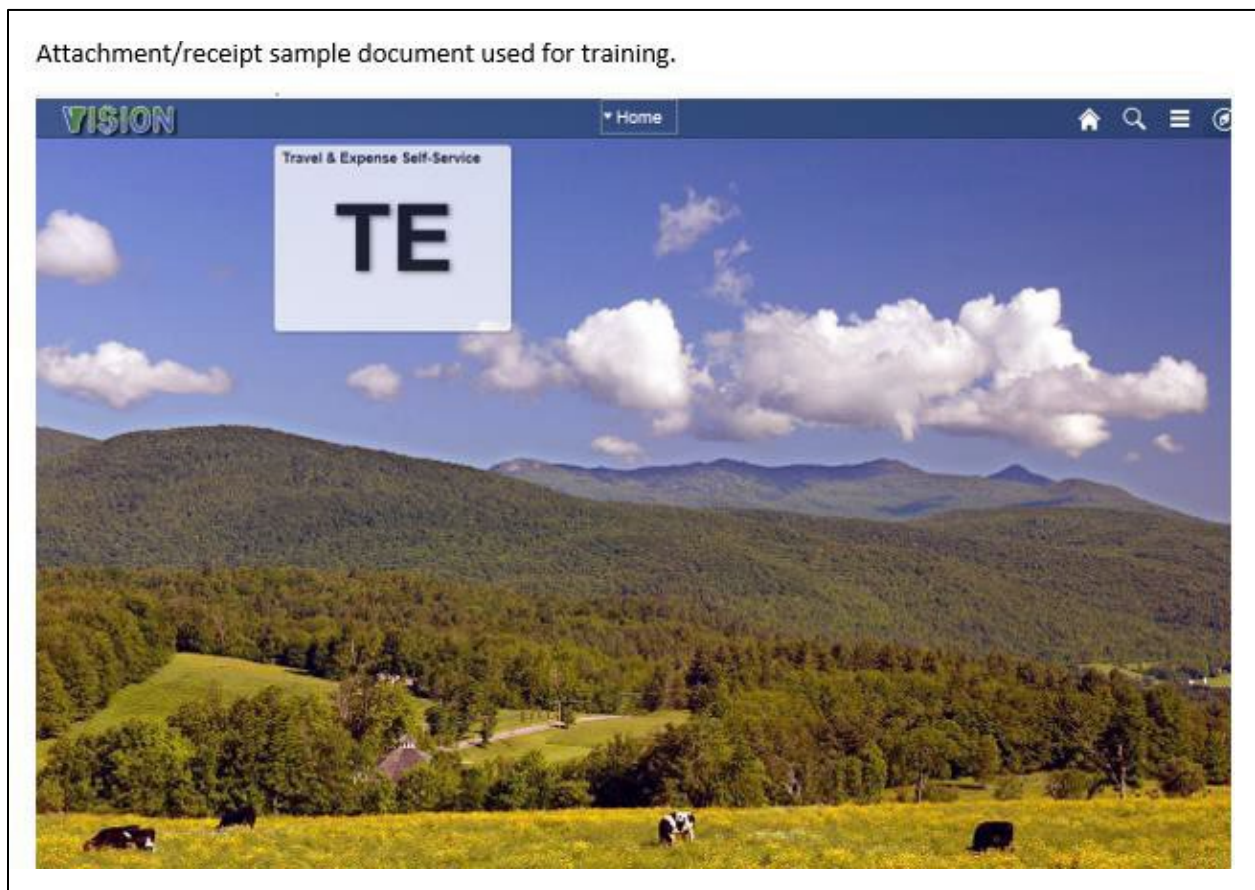
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK

Cancel

The **File Name** is a link to the attachment. Approvers can view the attachment, but they cannot delete it. Approvers can add an attachment **BEFORE** they have approved the transaction.

**14.** Click the **File Name** link to view the attachment:



**15.** Close the attachment and click **OK**



The **Approve Expense Report - Expense Summary** page displays. If the expense report has any exceptions, an  icon will appear:

Approve Expense Report - Expense Summary

Expense Details

Colin Davidson

Actions

Choose an Action

GO

Business Purpose

Conference

Report

0000532395

Approvals in Process

Description

Trip to Albany Conference

Created

01/23/2019

Colin Davidson

Reference

Last Updated

01/24/2019

Ava Grace

Authorization ID

0000005218

Accounting Date

01/23/2019

Accounting Template

STANDARD

Budget Status

Valid

Budget Options

Budget Checking completed. Report is ready for Approval/Posting.

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	357.88 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	13.63 USD

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 6:37:11PM
Approved	EX Module Supervisor	Ava Grace	01/24/2019 7:17:56AM

Comments

Approve


Send Back













Save Changes

Expense Line

Expense Details


Expense Line Items

Personalize | Find | 

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
 01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00	USD		<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25	USD		<input checked="" type="checkbox"/>
 01/21/2019	OUT DINNER	Dinner first day of conference	18.50	USD		<input checked="" type="checkbox"/>
 01/21/2019	OUT DINNER	Dinner second day of conference	18.50	USD		<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	Dinner third day of conference	18.50	USD		<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25	USD		<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25	USD		<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD		<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	Mileage	13.63	USD		<input checked="" type="checkbox"/>

Return to Approval List

Previous in List

16. Click the  icon

The **View Exceptions Comments and Risks** page displays.

[Approve Expense Report](#)
[View Exception Comments and Risks](#)

Colin Davidson
Report ID 0000532395

**General Information**

Report Description Trip to Albany Conference  
Business Purpose Conference  
Reference

**Exception Information**

Line	Exception	Comment
1 OUT BREAKFAST	Amount Exceeded	Breakfast at Hotel
2 OUT BREAKFAST	None	No exceptions associated with this line.
3 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 4, Sheet Id 0000532395. Date 2019-01-21, Amt Spent 18.5 USD.
4 OUT DINNER	Duplicates Exist	Expense line is a duplicate of Line 3, Sheet Id 0000532395. Date 2019-01-21, Amt Spent 18.5 USD.
5 OUT DINNER	None	No exceptions associated with this line.
6 OUT MILES - FULL	None	No exceptions associated with this line.
7 OUT MILES - FULL	None	No exceptions associated with this line.
8 OUT CONF/TRAIN REGIST	None	No exceptions associated with this line.
9 IN MILES - FULL	None	No exceptions associated with this line.

[Return To Expense Report](#)

Employees are required to enter an exception comment on an expense report line to explain why an amount is exceeded.

VISION defaults a comment when a duplicate line exists identifying the expense report ID, line, date and amount that is duplicated.

The **View Exceptions Comments and Risks** page will show all exceptions for the expense report. Below are the most common exceptions and what they mean:

**Duplicates Exist:** The system has found another expense line with the same information. The comment column lists the line and sheet for the other line that has the same information. Verification will need to be done to see if this line is valid.

**Amount Exceeded:** The amount entered for the meal is over the negotiated meal maximum amount. For more information on meal reimbursements please consult "Expenses Reimbursement" and "Meal Reimbursement" in the current Collective Bargaining Agreements, as well as [Bulletin 3.4](#).

17. Click the [Return To Expense Report](#) link

The **Approve Expense Report - Expense Summary** page displays:

Approve Expense Report - Expense Summary

Expense Details

Colin Davidson

Business Purpose

Conference

Report

0000532395

Approvals in Process

Description

Trip to Albany Conference

Created

01/23/2019

Colin Davidson

Reference

Last Updated

01/24/2019

Ava Grace

Accounting Date

01/23/2019

Authorization ID

0000005218

Budget Status

Valid

Accounting Template

STANDARD

Budget Options

Budget Checking completed. Report is ready for Approval/Posting.

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

357.88 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

13.63 USD

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 6:37:11PM
Approved	EX Module Supervisor	Ava Grace	01/24/2019 7:17:56AM

Comments











Approve

Send Back

Save Changes

Expense Line

Expense Details

Expense Line Items						Personalize   Find   	
Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve	
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00	USD		<input checked="" type="checkbox"/>	
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25	USD		<input checked="" type="checkbox"/>	
01/21/2019	OUT DINNER	Dinner first day of conference	18.50	USD		<input checked="" type="checkbox"/>	
01/21/2019	OUT DINNER	Dinner second day of conference	18.50	USD		<input checked="" type="checkbox"/>	
01/23/2019	OUT DINNER	Dinner third day of conference	18.50	USD		<input checked="" type="checkbox"/>	
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25	USD		<input checked="" type="checkbox"/>	
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25	USD		<input checked="" type="checkbox"/>	
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD		<input checked="" type="checkbox"/>	
10/01/2018	IN MILES - FULL	Mileage	13.63	USD		<input checked="" type="checkbox"/>	

Return to Approval List

Previous in List

18. Click the **Expense Details** link



The **Approve Expense Report - Expense Details** page displays:

Approve Expense Report - Expense Details

Colin Davidson

Business Purpose

Conference

Description

Trip to Albany Conference

Reference

Accounting Date

01/23/2019

Report

0000532395

Created

01/23/2019

Last Updated

01/24/2019

Authorization ID

0000005218

Accounting Template

STANDARD

Approvals in Process

Colin Davidson

Ava Grace

Actions

Choose an Action

GO

Expenses

Expand Lines

Collapse Lines

Expand All

Collapse All

View Analytics

Notes

Attachments

Total

657.88

USD

*Date	*Expense Type	*Description	*Amount	*Currency		Receipt Required	Approve
01/21/2019	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	10.00	USD			<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	6.25	USD			<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	*Dinner first day of conference 224 characters remaining	18.50	USD			<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	*Dinner second day of conference 223 characters remaining	18.50	USD			<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	*Dinner third day of conference 224 characters remaining	18.50	USD			<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	*Mileage from home to conference 223 characters remaining	136.25	USD			<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	*Mileage from conference to home 223 characters remaining	136.25	USD			<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	300.00	USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	13.63	USD			<input checked="" type="checkbox"/>

Expand Lines

Collapse Lines

Expand All

Collapse All

Total

657.88

USD

19. Click the **Expand All** link

All the expense lines and accounting details display. Each line detail should be reviewed for accuracy and compliance:

### Approve Expense Report - Expense Details

Colin Davidson

Summary and Approve
GO

Business Purpose: Conference
Report: 0000532395
Approvals in Process

Description: Trip to Albany Conference
Created: 01/23/2019
Colin Davidson

Reference
Last Updated: 01/24/2019
Ava Grace

Accounting Date: 01/23/2019
Authorization ID: 000005218

Accounting Template: STANDARD

Expenses

View Analytics
Notes
Attachments

Total: 657.88 USD

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve																						
01/21/2019	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	10.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>																						
<div> Payment Type: Employee Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK </div> <div> Exchange Rate: 1.00000000 Base Currency Amount: 10.00 USD </div> <div> <input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt </div>																												
<div> Accounting Details </div> <div> <table border="1"> <thead> <tr> <th>Amount</th> <th>*GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>10.00</td> <td>08100</td> <td>10.00 USD</td> <td></td> <td>1.00000000</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>56290</td> <td>20017</td> <td>ZM/VT 000-</td> </tr> </tbody> </table> </div>							Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project	10.00	08100	10.00 USD		1.00000000	518520	20105	8100002000	56290	20017	ZM/VT 000-
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project																		
10.00	08100	10.00 USD		1.00000000	518520	20105	8100002000	56290	20017	ZM/VT 000-																		
01/22/2019	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	6.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>																						
<div> Payment Type: Employee Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK </div> <div> Exchange Rate: 1.00000000 Base Currency Amount: 6.25 USD </div> <div> <input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt </div>																												
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Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program																				
6.25	08100	6.25 USD		1.00000000	518520	20105	8100002000	56290																				

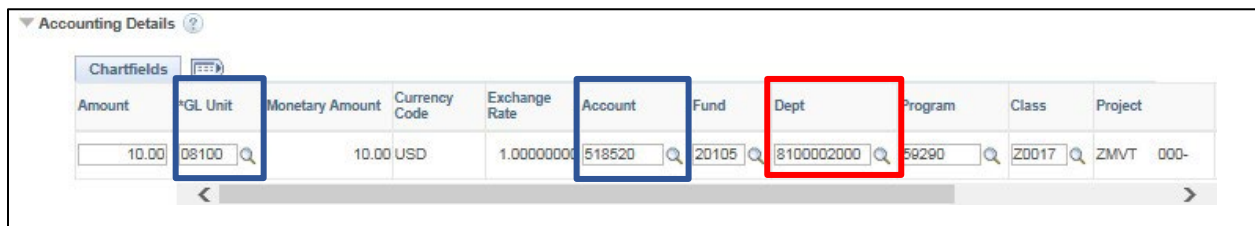
Attachments can be viewed from the Expense Report Expense Detail page as well as from the Expense Report Summary page.

The **Approve Expense Report - Expense Details** page allows you to view detailed information for each expense line including the accounting information. Verify that all expenses submitted comply with [Bulletin 3.4](#). Transaction information is display only except for the ChartFields. As an Expense Coordinator you can update the accounting information, or you can send the expense report back for revision. **We recommend sending the report back to the employee to make any corrections.** If any of the other information is inaccurate or does not comply with [Bulletin 3.4](#), the expense report will need to be sent back to the employee for revision.

Where does the accounting information come from?

- **VTNR:** GL Business Unit and Department ID come from VTNR
- **Employee Defaults:** Expense Coordinators can set a default Fund, Program, Class, and Project for each employee using the VISION Expense Access Request Form
- **Default Accounting for Report:** Employees have the option of setting defaults for a report prior to adding any expense lines
- **Copying a report or lines:** Copying a report or line will copy all the line information including the accounting detail
- **Travel Authorization:** The accounting detail that was used for the TA will copy forward to the Expense Report
- **Manual changes:** Employees can manually change ChartFields for each expense line using the Accounting Detail link when entering an Expense Report
- **Expense Type:** The Account code comes from the Expense Type that is used. If the account code isn't correct, the line will need to be deleted and reentered using the correct Expense Type

**Note:** The *GL Unit* and *Account* should never be changed.



Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project
10.00	08100	10.00	USD	1.00000000	518520	20105	8100002000	59290	Z0017	ZMVT 000-

Update the **Department** in the Accounting Details.

**Note:** Changing a ChartField value will update the Budget Status to 'Not Budget Checked'. You will need to budget check the expense report prior to approving the transaction when ChartFields are changed.

### Approve Expense Report - Expense Details

Colin Davidson

Business Purpose

Conference

Description

Trip to Albany Conference

Reference

Accounting Date

01/23/2019

Report

0000532395

Approvals in Process

Created

01/23/2019

Colin Davidson

Last Updated

01/24/2019

Ava Grace

Authorization ID

0000005218

Accounting Template

STANDARD

Actions

Choose an Action

GO

Summary and Approve

Expenses

View Analytics

Notes

Attachments

Expand Lines

Collapse Lines

Expand All

Collapse All

*Date	*Expense Type	*Description	*Amount	*Currency		Receipt Required	Approve
01/21/2019	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	10.00	USD			
01/22/2019	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	6.25	USD			
01/21/2019	OUT DINNER	*Dinner first day of conference 224 characters remaining	18.50	USD			
01/21/2019	OUT DINNER	*Dinner second day of conference 223 characters remaining	18.50	USD			
01/23/2019	OUT DINNER	*Dinner third day of conference 224 characters remaining	18.50	USD			
01/21/2019	OUT MILES - FULL	*Mileage from home to conference 223 characters remaining	136.25	USD			
01/23/2019	OUT MILES - FULL	*Mileage from conference to home 223 characters remaining	136.25	USD			
01/23/2019	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	300.00	USD			
10/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	13.63	USD			
			Total	657.88	USD		

Expand Lines

Collapse Lines

Expand All

Collapse All

20. Click the **Summary and Approve** link when you have finished verifying all the lines for the transaction

The **Approve Expense Report - Expense Summary** page displays. The Budget Status is updated to 'Not Budget Checked' and the Approve button is disabled:

**Note: The Budget Status will remain 'Valid' and as long as you do not update the ChartFields. The Approve button will be active when the Budget Status is 'Valid'.**

### Approve Expense Report - Expense Summary

Colin Davidson

Expense Details

Business Purpose

Conference

Description

Trip to Albany Conference

Reference

Report

0000532395

Created

01/23/2019

Last Updated

01/24/2019

Authorization ID

0000005218

Accounting Template

STANDARD

Approvals in Process

Colin Davidson

Ava Grace

Accounting Date

01/23/2019

Budget Status

Not Budget Checked

Budget Options

Actions

Choose an Action

GO

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

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>357.88 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>13.63 USD</b>

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 6:37:11PM
Approved	EX Module Supervisor	Ava Grace	01/24/2019 7:17:56AM

Comments

Approve

Send Back

Save Changes

Expense Line

Expense Details

Expense Line Items

Personalize | Find |

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner first day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner second day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	Dinner third day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	Mileage	13.63 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Return to Approval List

Previous in List

21. Click the **Save Changes** button to save any ChartField updates you may have made

The **Approve Expense Report - Save Confirmation** page displays:

Save Confirmation

Approve Expense Report

Save Confirmation

Colin Davidson

Report ID 0000532395

Totals

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

357.88 USD

Amount Due to Supplier

0.00 USD

✓ This report and any changes made will be saved.

You can approve, deny, send back, or hold this report at a later time.

OK

Cancel

## 22. Click **OK**

The **Approve Transactions - Expense Reports** page displays all the expense reports pending your approval:

Overview | Expense Reports | Travel Authorizations | Cash Advances | Errors

Search Pending Transactions

Change Sort Order

Select All Clear All

Send Back

Refresh List

Budget Check

Transactions to Approve

Personalize | View All | First | 1-8 of 8 | Last

Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80 USD		Valid	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	137.20 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		26.71 USD		Valid	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	21.80 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		66.74 USD		Valid	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		19.08 USD		Valid	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	169.26 USD		Valid	Davidson, Colin	00003	Trip to Florida Conference	0000532393	01/23/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	657.88 USD		Not Budget Checked	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

Select All Clear All

Send Back

Refresh List

Budget Check

Comments

Overview | Expense Reports | Travel Authorizations | Cash Advances | Errors

The updated expense report displays with a Budget Status of 'Not Budget Checked'. Expense transactions are budget checked in a nightly batch process or can be processed manually when approving the document.

**Note:** If the expense report does not display, click the **Refresh List** button to refresh the page.

## Review an Expense Report is Complete



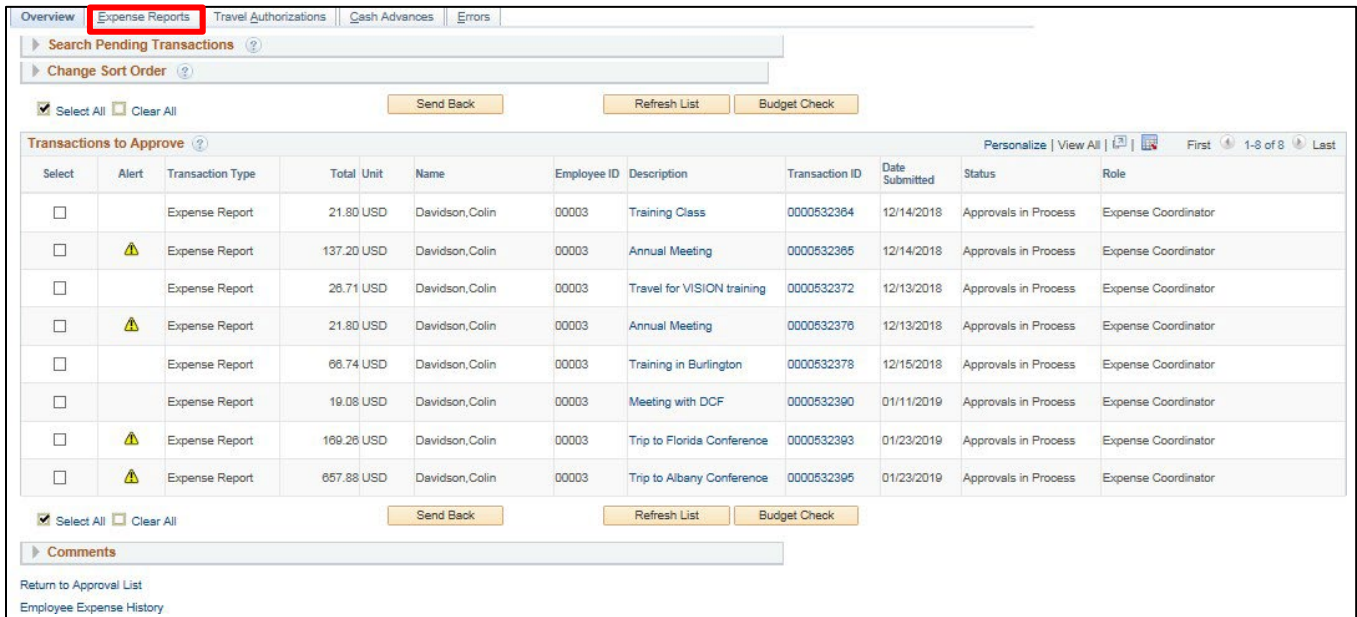
## Send an Expense Report Back for Revision

**Situations when this function is used:** The approver has reviewed the expense report and determined the transaction needs to be revised or needs to be deleted. Expense reports not in compliance or are inaccurate should be sent back for revision.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Approve Transactions > Approve Transactions

**Navigator Menu navigation:** Travel and Expenses > Approve Transactions > Approve Transactions

The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	66.74	USD	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	19.08	USD	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	166.26	USD	Davidson, Colin	00003	Trip to Florida Conference	0000532393	01/23/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	657.88	USD	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

1. Click on the **Expense Reports** tab to see all expense reports that are available to you for review

The **Approve Transactions - Expense Reports** page displays all the expense reports pending your approval:

Overview

Expense Reports

Travel Authorizations

Cash Advances

Errors

Search Pending Transactions

Change Sort Order

Select All

Clear All

Send Back

Refresh List

Budget Check

Transactions to Approve

Personalize | View All | 1-8 of 8 | First | 1-8 of 8 | Last

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	28.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532378	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	66.74	USD	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	19.08	USD	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	169.26	USD	Davidson, Colin	00003	Trip to Florida Conference	0000532393	01/23/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	657.88	USD	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

Select All

Clear All

Send Back

Refresh List

Budget Check

Comments

Return to Approval List

Employee Expense History

2. Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review



Expense Reports are approved or sent back to the employee for revision from the **Approve Expense Report - Expense Summary** page:

### Approve Expense Report - Expense Summary

Colin Davidson

Business Purpose

Conference

Description

Trip to Florida Conference

Reference

Accounting Date

01/23/2019

Budget Status

Valid

Budget Options

Report

0000532393

Approvals in Process

Created

01/23/2019

Colin Davidson

Last Updated

01/23/2019

Ava Grace

Authorization ID

0000005195

Accounting Template

STANDARD

Budget Checking completed.

Report is ready for Approval/Posting.

Actions

Choose an Action

GO

Totals

Employee Expenses (5 Lines)

169.26 USD

Non-Reimbursable Expenses

0.00 USD

Employee Credits

0.00 USD

Cash Advances Applied

0.00 USD

Prepaid Expenses

0.00 USD

Supplier Credits

0.00 USD

Amount Due to Employee

169.26 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

0.00 USD

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 10:30:57AM
Approved	EX Module Supervisor	Ava Grace	01/23/2019 10:32:48AM

Comments

Please attach the missing lodging receipt on line 1, correct the duplicate mileage expense and update the exceeded dinner amount on line 5.

Approve

Send Back

Save Changes

Expense Line

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/17/2019	OUT LODGING		100.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
01/17/2019	OUT MILES - FULL	Mileage from Home to Airport	13.63	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/17/2019	OUT MILES - FULL	Mileage from Airport to Home	13.63	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/17/2019	OUT DINNER	Charlie's Diner	12.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/18/2019	OUT DINNER	Steakhouse	30.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Enter what revisions need to be made to the expense report into the **Comments** field. A comment is required when sending an expense report back for revision
- Click **Send Back**

The **Approve Expense Report - Submit Confirmation** page displays the expense report totals and the message: 'This report will be sent back for revision':

Save Confirmation

Approve Expense Report

Submit Confirmation

Colin Davidson

Report ID 0000532393

Totals

Employee Expenses (5 Lines)	169.26 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		169.26 USD	Amount Due to Supplier		0.00 USD

✓ This report will be sent back for revision.

OK

Cancel

5. Click **OK**

The **Approve Transactions - Expense Reports** page displays:

Overview

Expense Reports

Travel Authorizations

Cash Advances

Errors

Search Pending Transactions

Change Sort Order

☒ Select All
 ☐ Clear All

Send Back

Refresh List

Budget Check

Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80 USD		Valid	Davidson, Colin	00003	Training Class	0000532384	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	137.20 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532385	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		26.71 USD		Valid	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	21.80 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		66.74 USD		Valid	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		19.08 USD		Valid	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	657.88 USD		Not Budget Checked	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

☒ Select All
 ☐ Clear All

Send Back

Refresh List

Budget Check

Comments

Overview

Expense Reports

Travel Authorizations

Cash Advances

Errors

The expense report no longer displays in the list of transactions to approve.

The employee will receive an email notification letting them know the expense report has been sent back for revision.

## Send an Expense Report Back for Revision is Complete

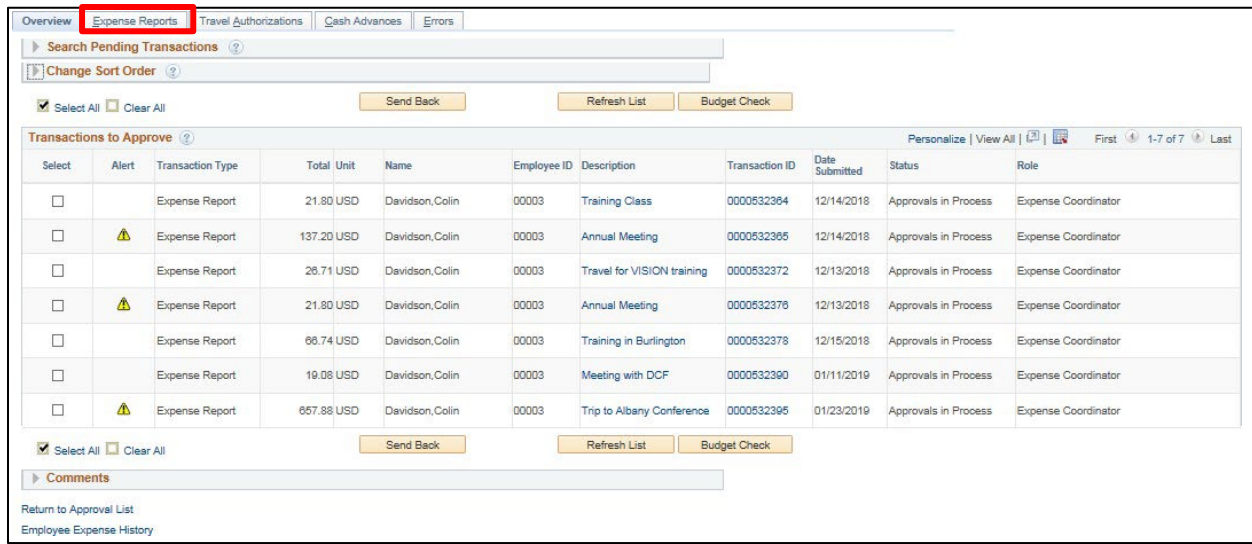
## Approve an Expense Report

**Situations when this function is used:** The expense report has been reviewed and is ready to be approved.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Approve Transactions > Approve Transactions

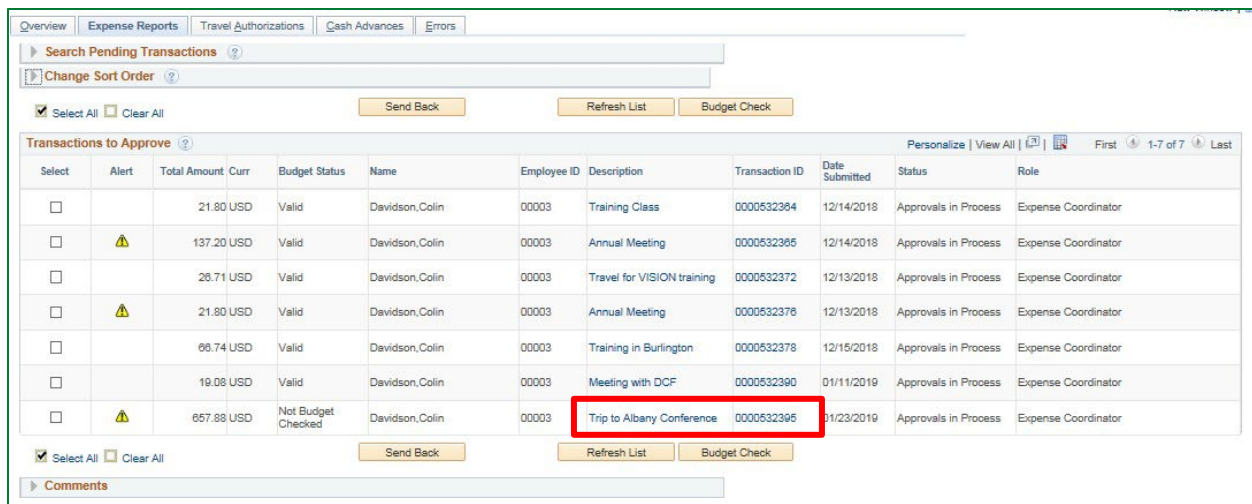
**Navigator Menu navigation:** Travel and Expenses > Approve Transactions > Approve Transactions

The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	66.74	USD	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	19.08	USD	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	657.88	USD	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

1. Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review  
The **Approve Transactions - Expense Reports** page displays all the expense reports pending your approval:



Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80	USD	Valid	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	137.20	USD	Valid	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		26.71	USD	Valid	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	21.80	USD	Valid	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		66.74	USD	Valid	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		19.08	USD	Valid	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	657.88	USD	Not Budget Checked	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

2. Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review

Expense Reports are approved or sent back to the employee for revision from the **Approve Expense Report - Expense Summary** page:

**Approve Expense Report - Expense Summary**

Colin Davidson

Business Purpose: Conference  
 Description: Trip to Albany Conference  
 Reference:

Report: 0000532365 Approvals in Process  
 Created: 01/23/2019 Colin Davidson  
 Last Updated: 01/24/2019 Ava Grace  
 Authorization ID: 0000005218  
 Accounting Template: STANDARD

Accounting Date: 01/23/2019  
 Budget Status: Not Budget Checked **Budget Options**

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

**Totals**

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>357.88 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>		

**Approval History**

Submitted: Colin Davidson  
 EX Module Supervisor: Ava Grace

Action	Role	Name
Submitted	Employee	Colin Davidson
Approved	EX Module Supervisor	Ava Grace

**Comments**

Approve Send Back Save Changes

**Expense Line**

Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner first day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner second day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	Dinner third day of conference	18.50 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00 USD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	Mileage	13.63 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>

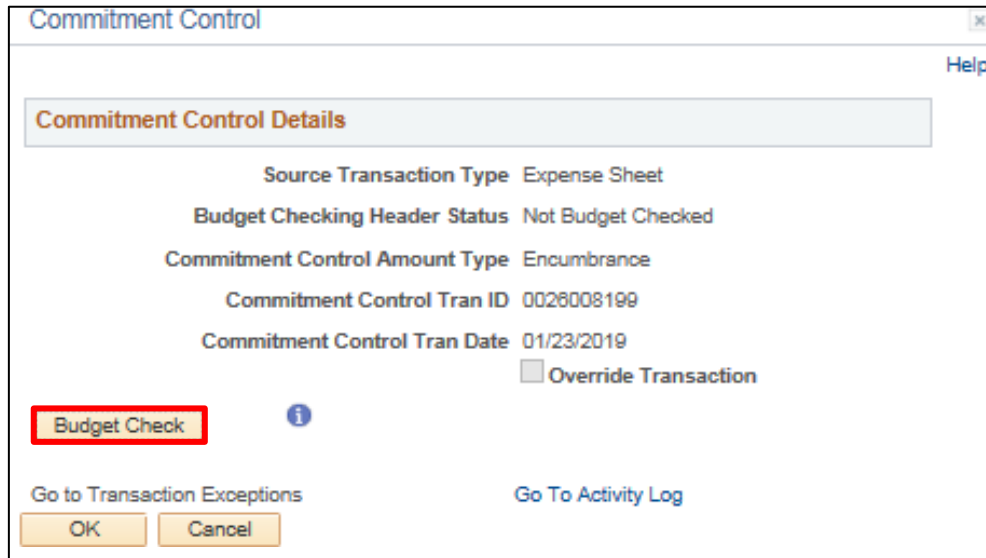
Return to Approval List Previous in List

If you previously updated the ChartFields, the Approve button is grayed out and the Budget Status is 'Not Budget Checked'. Most transactions will have a 'Valid' status and are ready to be approved.

Expense reports with a Budget Status of 'Not Budget Checked' need to be budget checked.

- Click the **Budget Options** link If the Budget Status is 'Not Budget Checked' – otherwise skip to step 6

The **Commitment Control** page displays:



**Commitment Control** [X] [Help]

**Commitment Control Details**

Source Transaction Type Expense Sheet

Budget Checking Header Status Not Budget Checked

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0026008199

Commitment Control Tran Date 01/23/2019

☐ Override Transaction

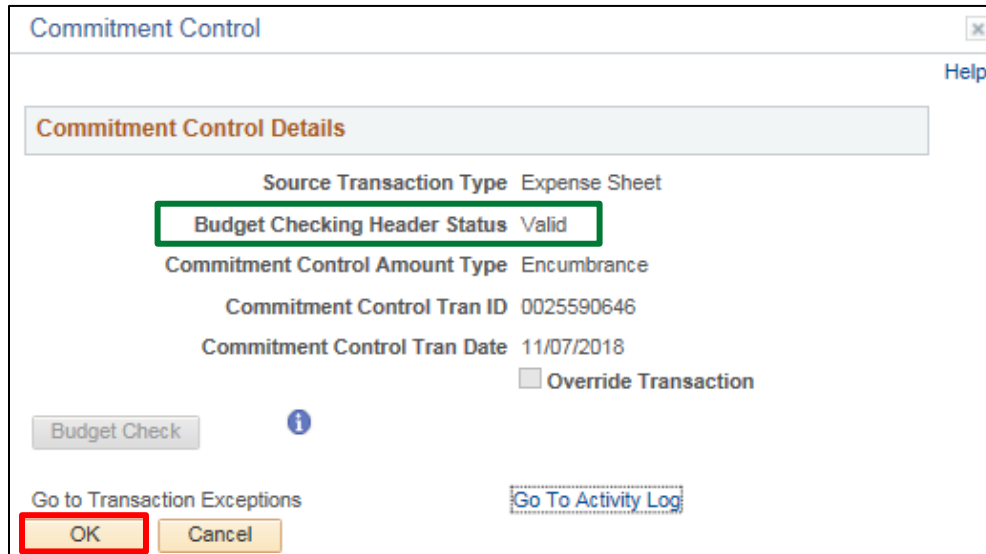
**Budget Check** ⓘ

Go to Transaction Exceptions Go To Activity Log

OK Cancel

#### 4. Click **Budget Check**

The Budget Checking process is initiated. The **Budget Checking Header Status** is updated when the process finishes:



**Commitment Control** [X] [Help]

**Commitment Control Details**

Source Transaction Type Expense Sheet

**Budget Checking Header Status Valid**

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0025590646

Commitment Control Tran Date 11/07/2018

☐ Override Transaction

Budget Check ⓘ

Go to Transaction Exceptions Go To Activity Log

**OK** Cancel

The expense report should now have a 'Valid' status. If not, you will need to resolve any budget checking errors prior to approval.

#### 5. Click **OK**



The **Approve Expense Report - Expense Summary** page displays and the Approve button is enabled.

Approve Expense Report - Expense Summary

Expense Details

Colin Davidson

Business Purpose

Conference

Report

0000532395

Approvals in Process

Description

Trip to Albany Conference

Created

01/23/2019

Colin Davidson

Reference

Last Updated

01/24/2019

Ava Grace

Authorization ID

0000005218

Accounting Template

STANDARD

Accounting Date

01/23/2019

Budget Status

Valid

Budget Options

Budget Checking completed.

Report is ready for Approval/Posting.

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

357.88 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

13.63 USD

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/23/2019 6:37:11PM
Approved	EX Module Supervisor	Ava Grace	01/24/2019 7:17:56AM

Comments











Approve

Send Back

Save Changes

Expense Line

Expense Details

Expense Line Items						Personalize   Find   	
Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve	
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00	USD		<input checked="" type="checkbox"/>	
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25	USD		<input checked="" type="checkbox"/>	
01/21/2019	OUT DINNER	Dinner first day of conference	18.50	USD		<input checked="" type="checkbox"/>	
01/21/2019	OUT DINNER	Dinner second day of conference	18.50	USD		<input checked="" type="checkbox"/>	
01/23/2019	OUT DINNER	Dinner third day of conference	18.50	USD		<input checked="" type="checkbox"/>	
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25	USD		<input checked="" type="checkbox"/>	
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25	USD		<input checked="" type="checkbox"/>	
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD		<input checked="" type="checkbox"/>	
10/01/2018	IN MILES - FULL	Mileage	13.63	USD		<input checked="" type="checkbox"/>	

Return to Approval List

Previous in List

6. Click **Approve**

The **Approve Expense Report - Submit Confirmation** page displays the expense report totals and the message - 'This report will be approved':


Save Confirmation

Approve Expense Report  
Submit Confirmation  
Colin Davidson
Report ID 0000532395

**Totals**

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 357.88 USD
Amount Due to Supplier 0.00 USD

 This report will be approved.

OK Cancel



## 7. Click **OK**

The **Approve Transactions - Expense Reports** page displays.

Overview
Expense Reports
Travel Authorizations
Cash Advances
Errors

Search Pending Transactions
Change Sort Order

☒ Select All
☐ Clear All
Send Back
Refresh List
Budget Check

Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80 USD		Valid	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		137.20 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		26.71 USD		Valid	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		21.80 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		66.74 USD		Valid	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		19.08 USD		Valid	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator

☒ Select All
☐ Clear All
Send Back
Refresh List
Budget Check

Comments

The expense report no longer displays in the list of transactions to approve.

The employee will receive an email notification letting them know the expense report has been approved.

## Approve an Expense Report is Complete

## Send Back an Approved Expense Report

**Situations when this function is used:** An expense report has been approved in error and needs to be sent back to the employee for revision or deletion. Approved expense reports are not in compliance or are inaccurate should be sent back for revision.

***Note: You can send expense reports back only if they have a status of Approved for Payment. Expense reports with a status of Staged or Paid cannot be sent back.***

Contact the [VISION Helpdesk](#) if you need to have an approved expense report sent back to an employee.



## View Expense Report

**WorkCenter navigation:** Expense Coordinator WorkCenter > Expense Report > View Expense Reports

**Navigator Menu navigation:** Travel and Expenses > Expense Report > View

The **Expense Report** search page displays:

### Expense Report

**Find an Existing Value**

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches
Saved Searches
Choose from saved searches

Report ID
begins with
Report Description
begins with
Name
begins with
Empl ID
begins with
Report Status
=
Creation Date
=

^ Show fewer options

☐ Case Sensitive

Search
Clear

1. Enter Search Criteria
2. Click **Search**

Search results display:

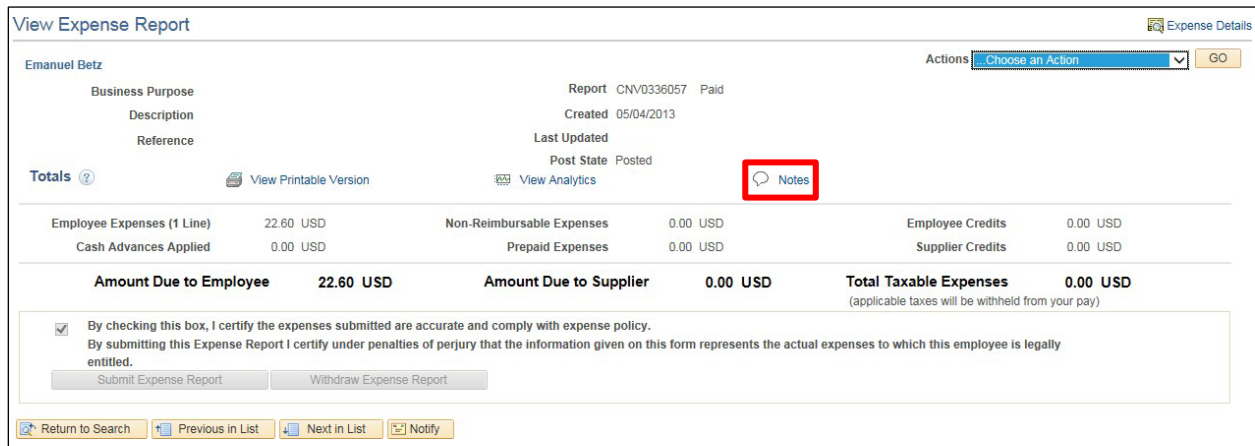
▼ **Search Results**

77 results Empl ID "05216"

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date▲	
CNV0029630	(blank)	Betz,Emanuel	05216	Paid	05/05/2012	>
CNV0029631	(blank)	Betz,Emanuel	05216	Paid	05/05/2012	>
CNV0029629	(blank)	Betz,Emanuel	05216	Paid	05/05/2012	>
CNV0056294	(blank)	Betz,Emanuel	05216	Paid	06/02/2012	>
CNV0208140	(blank)	Betz,Emanuel	05216	Paid	12/01/2012	>
CNV0208141	(blank)	Betz,Emanuel	05216	Paid	12/01/2012	>
CNV0212077	(blank)	Betz,Emanuel	05216	Paid	12/01/2012	>
CNV0212080	(blank)	Betz,Emanuel	05216	Paid	12/01/2012	>
CNV0212079	(blank)	Betz,Emanuel	05216	Paid	12/01/2012	>
CNV0212078	(blank)	Betz,Emanuel	05216	Paid	12/01/2012	>

3. Select the Expense Report you would like to view by clicking on the link

The **View Expense Report** page displays:



**View Expense Report** Expense Details

Emanuel Betz Actions: [Choose an Action](#) [GO](#)

Business Purpose: Report CNV0336057 Paid  
 Description: Created 05/04/2013  
 Reference: Last Updated  
 Post State Posted

**Totals** [View Printable Version](#) [View Analytics](#) [Notes](#)

Employee Expenses (1 Line)	22.60 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>22.60 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>	<b>0.00 USD</b>

(applicable taxes will be withheld from your pay)

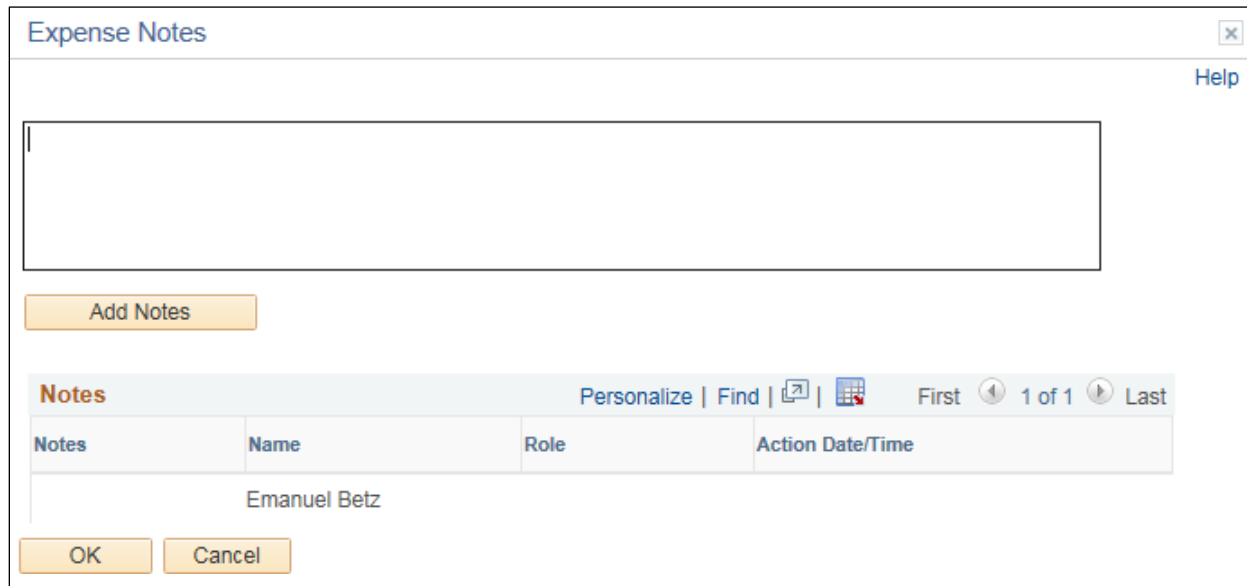
☒ By checking this box, I certify the expenses submitted are accurate and comply with expense policy.  
 By submitting this Expense Report I certify under penalties of perjury that the information given on this form represents the actual expenses to which this employee is legally entitled.

[Submit Expense Report](#) [Withdraw Expense Report](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

1. Click on the **Notes** link to view notes

The **Expense Notes** window opens:



**Expense Notes** Help

[Add Notes](#)

**Notes** [Personalize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

Notes	Name	Role	Action Date/Time
	Emanuel Betz		

[OK](#) [Cancel](#)

All information in the expense report is greyed out and cannot be changed.

**View Expense Report is Complete**

## Cash Advances

### Review a Cash Advance

#### The Basics:

Please refer to [Bulletin 3.4](#) and your department's policy regarding Cash Advances.

As an Expense Coordinator (Approver) it is your responsibility to review the Cash Advance for accuracy and policy following Bulletin 3.4. Only if the Cash Advance meets the appropriate standards is it ready for approval.

Basic questions to ask prior to approval:

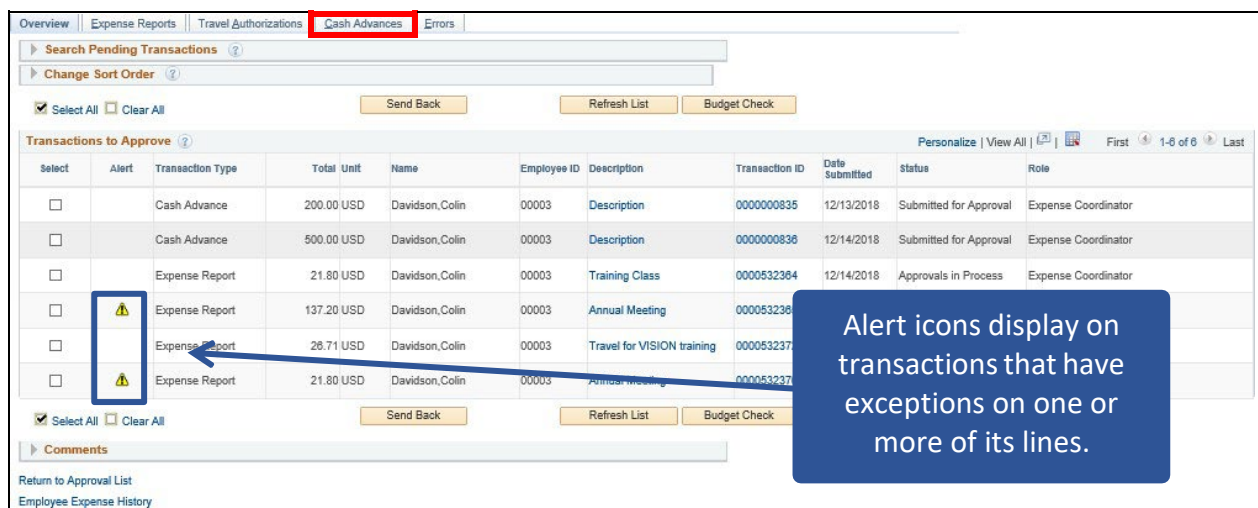
1. Does the Cash Advance include an approved Travel Authorization in VISION?
2. Is the Cash Advance amount for at least \$200?
3. Is the amount of the Cash Advance less than or equal to the Travel Authorization amount?
4. Does the Cash Advance include an overnight stay?
5. Is the trip start date within the next 30 days?
6. Does the report comply with Bulletin 3.4?

**Situations when this function is used:** Approvers are responsible for reviewing cash advances routed to them for approval. Approvers will use the Approve Transactions pages to identify cash advances pending their review and approval.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Approve Transactions > Approve Transactions

**Navigator Menu navigation:** Travel and Expenses > Approve Transactions > Approve Transactions

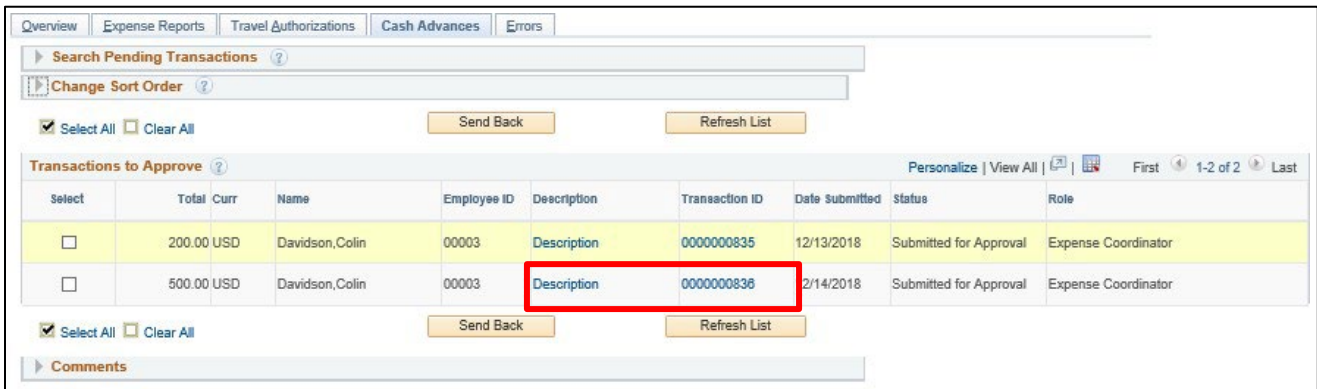
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Cash Advance	500.00	USD	Davidson, Colin	00003	Description	0000000836	12/14/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365			
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532371			
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532372			

1. Click on the **Cash Advances** tab to see all cash advances that are available to you for review

The **Approve Transactions - Cash Advances** page displays all the cash advances pending your approval:



Overview | Expense Reports | Travel Authorizations | **Cash Advances** | Errors

Search Pending Transactions ?

Change Sort Order ?

☒ Select All ☐ Clear All Send Back Refresh List

**Transactions to Approve** ? Personalize | View All | First 1-2 of 2 Last

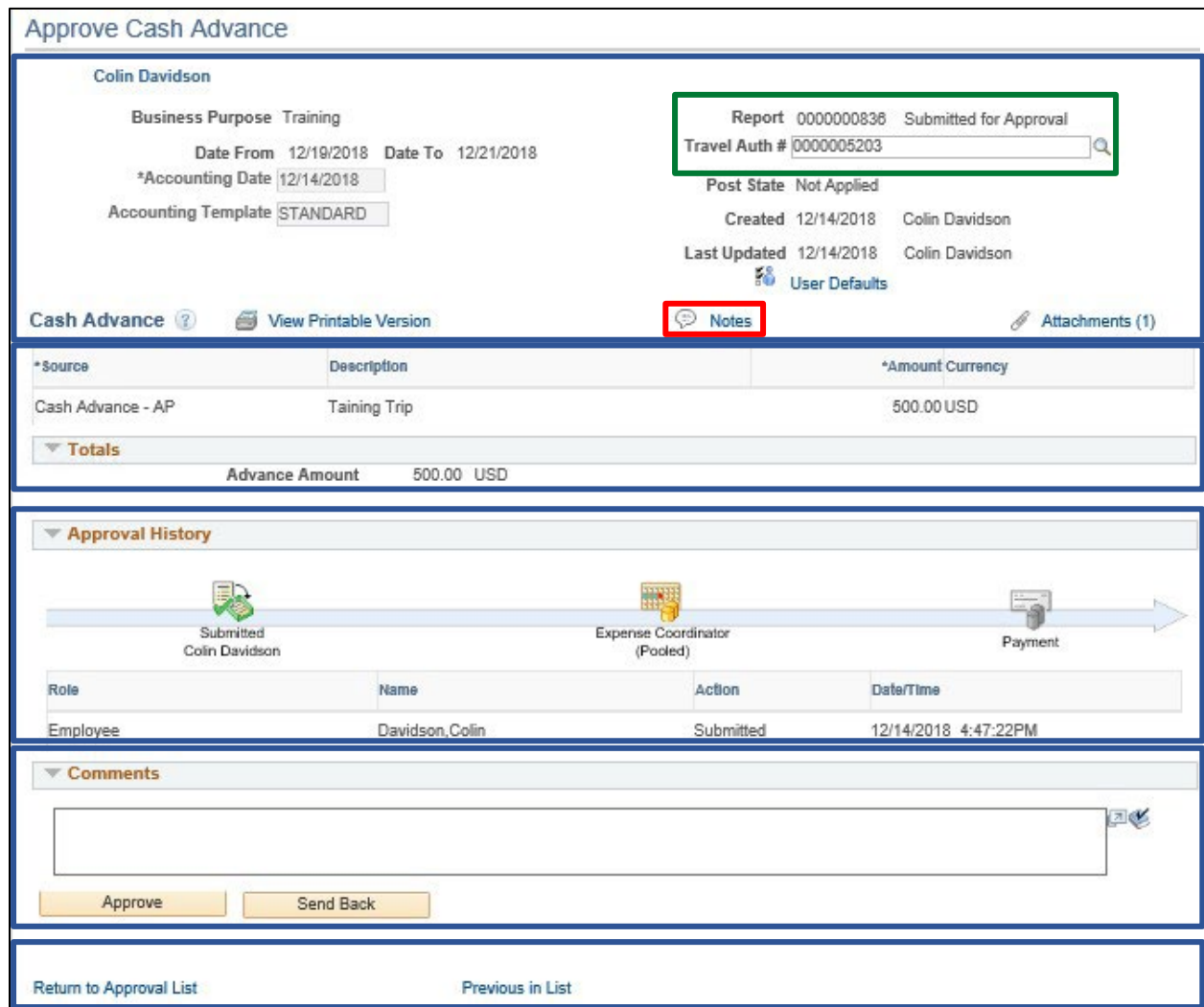
Select	Total	Curr	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>	500.00	USD	Davidson, Colin	00003	Description	0000000836	2/14/2018	Submitted for Approval	Expense Coordinator

☒ Select All ☐ Clear All Send Back Refresh List

Comments

Select the **Description** or **Transaction ID** link to drill down into the transaction details for the cash advance you would like to review.

The **Approve Cash Advance** page displays the cash advance information for review.



## Approve Cash Advance

**Colin Davidson**

Business Purpose Training

Date From 12/19/2018 Date To 12/21/2018

\*Accounting Date 12/14/2018

Accounting Template STANDARD

Report 0000000836 Submitted for Approval

Travel Auth # 0000005203

Post State Not Applied

Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Colin Davidson

User Defaults

**Cash Advance** ? View Printable Version Notes Attachments (1)

*Source	Description	*Amount	Currency
Cash Advance - AP	Taining Trip	500.00	USD

**Totals**

Advance Amount 500.00 USD

**Approval History**

Submitted Colin Davidson

Expense Coordinator (Pooled)

Payment

Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	12/14/2018 4:47:22PM

**Comments**

Approve Send Back

[Return to Approval List](#) [Previous in List](#)

The Approve Cash Advance page is broken down into various sections.

- The **Header** includes the Business Purpose, Report ID, Status, Travel Auth #, Date From and Date To, Accounting Date, Created and Last Updated Dates, Attachments, and Notes.
- The **Details and Totals** section displays the cash advance Description and Advance Amount.
- **Approval History** displays the approval path for the cash advance. One or more action will display and can include; Submitted, Sent Back for Revision, Withdrawn, Resubmitted, and Approved. Actions include the Role of the user performing or who performed the action, Name of user performing or who performed the action, the Action performed and Date/Time the action occurred.
- The **Comments** text box is used for approval comments and are required when sending a transaction back for revision.
- The **Return to Approval List** link brings you back to the Approve Transactions page. Use the **Next in List** and the **Previous in List** links to display the next or previous cash advance in your approval list.

2. Click the **Notes** link

The **Expense Notes for Cash Advance** page displays any comments entered by the employee on the cash advance:

Expense Notes for Cash Advance

Add Notes

Notes			
Notes	Name	Role	Action Date/Time
Conference Registration	Colin Davidson	Employee	12/14/2018 4:46:12PM

OK

Cancel

3. Click **OK**

The **Approve Cash Advance** page displays.

### Approve Cash Advance

Colin Davidson

Business Purpose Training

Date From 12/19/2018 Date To 12/21/2018

\*Accounting Date 12/14/2018

Accounting Template STANDARD

Report 0000000836 Submitted for Approval

Travel Auth # 0000005203

Post State Not Applied

Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Colin Davidson

User Defaults

Cash Advance ? View Printable Version Notes **Attachments (1)**

*Source	Description	*Amount	Currency
Cash Advance - AP	Taining Trip	500.00	USD

**Totals**

Advance Amount 500.00 USD

**Approval History**

Submitted Colin Davidson Expense Coordinator (Pooled) Payment

Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	12/14/2018 4:47:22PM

**Comments**

Approve Send Back

Return to Approval List Previous in List

- Click the **Attachments** link

The **Cash Advance Attachments** page displays:

### Cash Advance Attachments

Advance ID 0000000836

Details Personalize Find View All First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
<b>Test Attachment.docx</b>	Training Materials	CDAVIDSO	Colin Davidson	12/14/2018 4:47:21PM

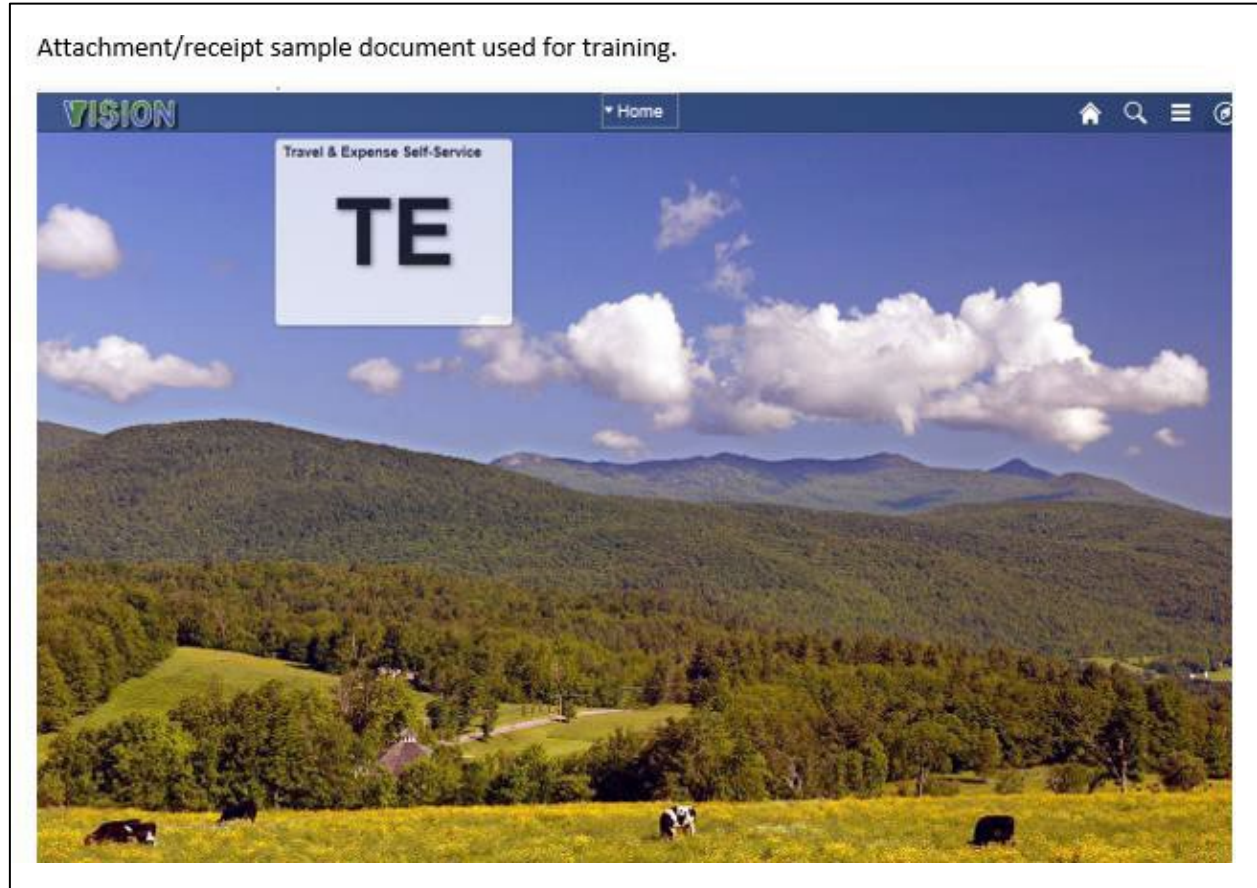
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

OK Cancel

The File Name is a link to the attachment. Approvers can view the attachment, but they cannot delete an attachment. Approvers can add an attachment **BEFORE** they have approved it.

- Click the **File Name** link to view the attachment





6. Close the attachment and click the **OK** button on the Expense Line Attachments page

The **Approve Cash Advance** page displays.

## Approve Cash Advance

Colin Davidson

Business Purpose Training

Date From 12/19/2018
Date To 12/21/2018

Report 0000000836 Submitted for Approval

Travel Auth # 0000005203

\*Accounting Date 12/14/2018
Accounting Template STANDARD

Post State Not Applied
Created 12/14/2018 Colin Davidson
Last Updated 12/14/2018 Colin Davidson
User Defaults

Cash Advance ?
View Printable Version
Notes
Attachments (1)

*Source	Description	*Amount Currency
Cash Advance - AP	Taining Trip	500.00 USD

Totals

Advance Amount 500.00 USD

Approval History

Submitted Colin Davidson

Expense Coordinator (Pooled)

Payment

Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	12/14/2018 4:47:22PM

Comments

Approve
Send Back

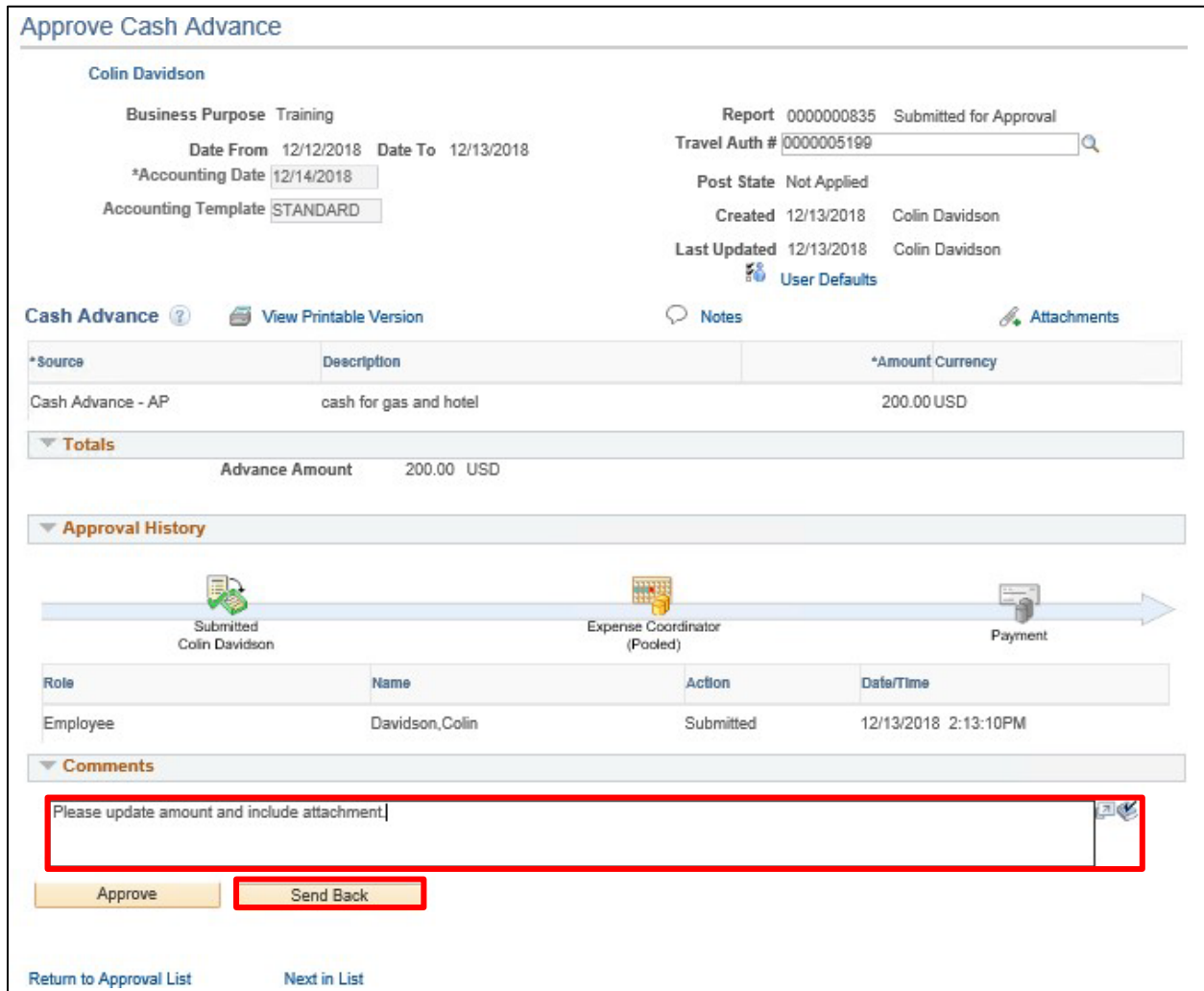
Return to Approval List
Previous in List

## 7. Review the cash advance for compliance with Bulletin 3.4:

- The **Date From** and **Date To** range includes an overnight stay and the advance will not be issued more than 30 days prior to trip start date
- A travel authorization is linked to the cash advance
- The advance amount is for at least \$200 and does not exceed the travel authorization amount



Cash advances are approved or sent back to the employee for revision from the **Approve Cash Advance** page:



**Approve Cash Advance**

Colin Davidson

Business Purpose: Training

Date From: 12/12/2018 Date To: 12/13/2018

\*Accounting Date: 12/14/2018

Accounting Template: STANDARD

Report: 0000000835 Submitted for Approval

Travel Auth #: 0000005199

Post State: Not Applied

Created: 12/13/2018 Colin Davidson

Last Updated: 12/13/2018 Colin Davidson

User Defaults

**Cash Advance** View Printable Version Notes Attachments

*Source	Description	*Amount	Currency
Cash Advance - AP	cash for gas and hotel	200.00	USD

**Totals**

Advance Amount 200.00 USD

**Approval History**

Submitted Colin Davidson Expense Coordinator (Pooled) Payment

Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	12/13/2018 2:13:10PM

**Comments**

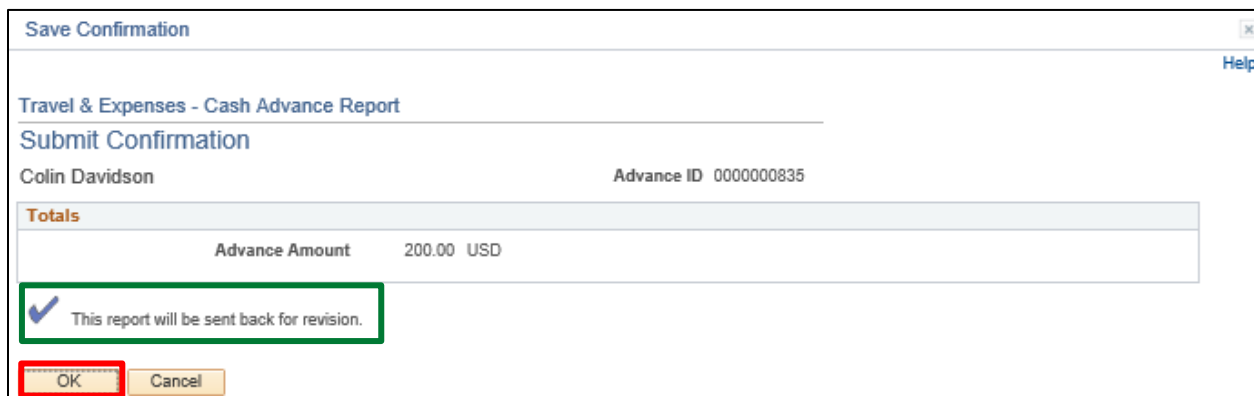
Please update amount and include attachment.

Approve Send Back

Return to Approval List Next in List

- Enter what revisions need to be made to the cash advance into the **Comments** field. To send a cash advance back for revision a comment is required
- Click **Send Back**

The **Travel & Expenses - Cash Advance Report - Submit Confirmation** page displays the advance totals and the message - 'This report will be sent back for revision':



**Save Confirmation**

Travel & Expenses - Cash Advance Report

**Submit Confirmation**

Colin Davidson Advance ID: 0000000835

**Totals**

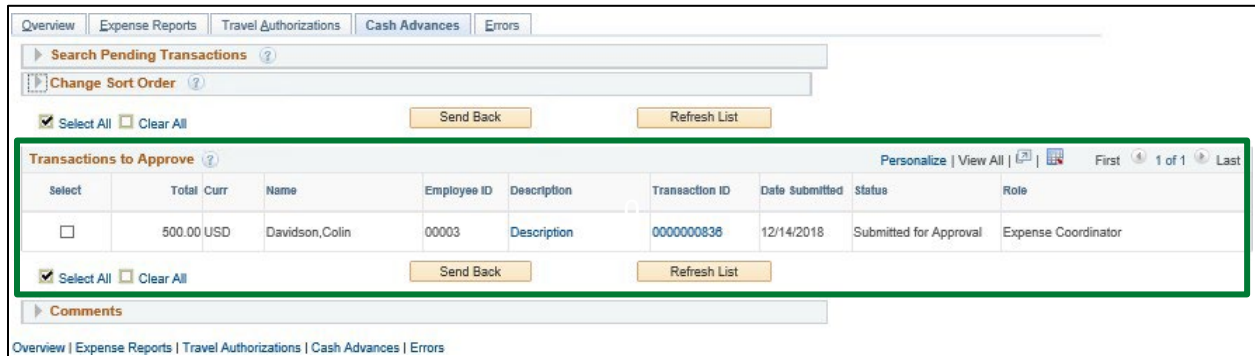
Advance Amount 200.00 USD

✓ This report will be sent back for revision.

OK Cancel

5. Click **OK**

The **Approve Transactions - Cash Advances** page displays.



Overview | Expense Reports | Travel Authorizations | **Cash Advances** | Errors

Search Pending Transactions ?

Change Sort Order ?

☒ Select All ☐ Clear All Send Back Refresh List

Transactions to Approve ?							Personalize   View All   [?]   First 1 of 1 Last		
Select	Total	Curr	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	500.00	USD	Davidson, Colin	00003	Description	0000000836	12/14/2018	Submitted for Approval	Expense Coordinator

☒ Select All ☐ Clear All Send Back Refresh List

Comments

Overview | Expense Reports | Travel Authorizations | **Cash Advances** | Errors

The cash advance no longer displays in the list of transactions to approve.

The employee will receive an email notification letting them know the cash advance has been sent back for revision.

**Send a Cash Advance Back for Revision is Complete**

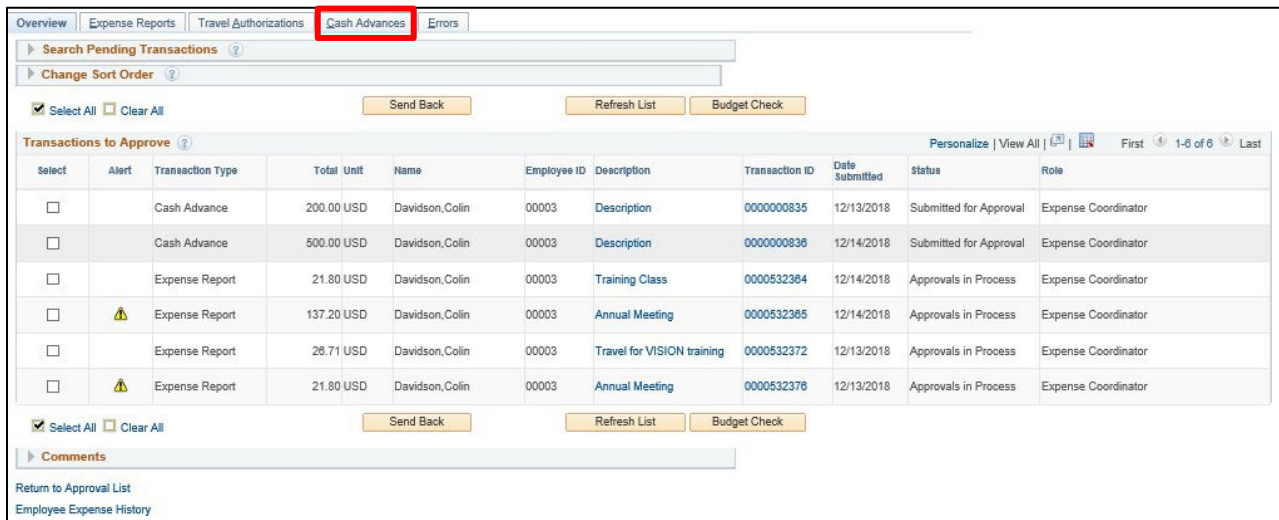
## Approve a Cash Advance

**Situations when this function is used:** The cash advance has been reviewed and ready to be approved.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Approve Transactions > Approve Transactions

**Navigator Menu navigation:** Travel and Expenses > Approve Transactions > Approve Transactions

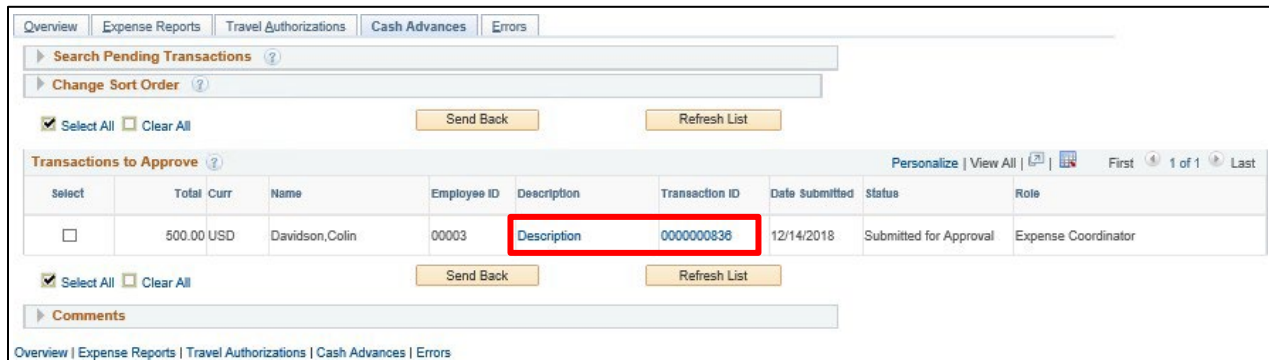
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	<a href="#">Description</a>	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Cash Advance	500.00	USD	Davidson, Colin	00003	<a href="#">Description</a>	0000000836	12/14/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator

1. Click on the **Cash Advance** tab to see all cash advances that are available to you for review

The **Approve Transactions - Cash Advances** page displays all the cash advances pending your approval:



Select	Total	Curr	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	500.00	USD	Davidson, Colin	00003	<a href="#">Description</a>	0000000836	12/14/2018	Submitted for Approval	Expense Coordinator

2. Select the **Description** or **Transaction ID** link to drill down into the transaction details for the cash advance you would like to review



The **Approve Cash Advance** page displays:

Colin Davidson

Business Purpose Training

Date From 12/19/2018
Date To 12/21/2018

\*Accounting Date 12/14/2018

Accounting Template STANDARD

Report 0000000836 Submitted for Approval

Travel Auth # 0000005203

Post State Not Applied

Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Colin Davidson

User Defaults

Cash Advance ?

View Printable Version

Notes

Attachments (1)

*Source	Description	*Amount Currency
Cash Advance - AP	Taining Trip	500.00 USD

Totals

Advance Amount 500.00 USD

Approval History

Submitted Colin Davidson

Expense Coordinator (Pooled)

Payment

Role	Name	Action	Date/Time
Employee	Davidson, Colin	Submitted	12/14/2018 4:47:22PM

Comments

Approve

Send Back

3. Click **Approve**

The **Travel & Expense - Cash Advance Report - Submit Confirmation** page displays the advance totals and the message - 'This report will be approved':

Save Confirmation

Help

Travel & Expenses - Cash Advance Report

Submit Confirmation

Colin Davidson

Advance ID 0000000836

Totals
Advance Amount 500.00 USD

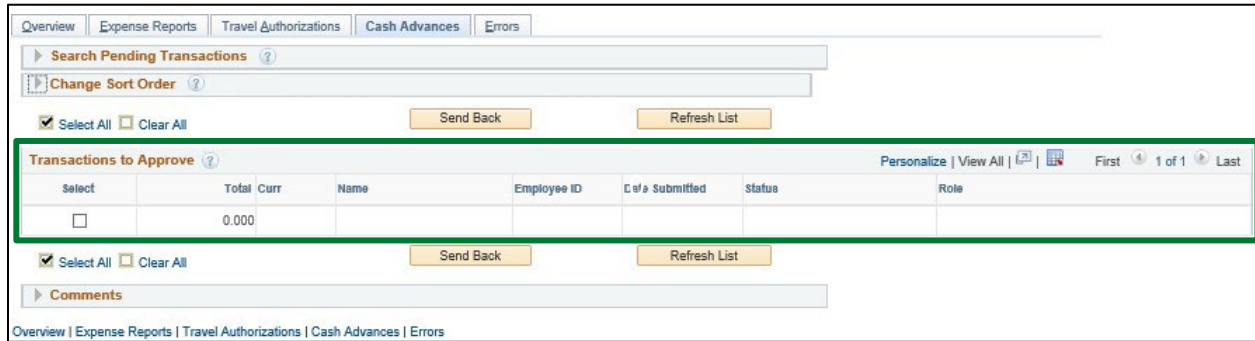
✓ This report will be approved.

OK

Cancel

4. Click **OK**

The **Approve Transactions - Cash Advances** page displays:



Overview | Expense Reports | Travel Authorizations | **Cash Advances** | Errors

Search Pending Transactions ?

Change Sort Order ?

☒ Select All ☐ Clear All Send Back Refresh List

**Transactions to Approve** ? Personalize | View All | 2 | First 1 of 1 Last

Select	Total	Curr	Name	Employee ID	Date Submitted	Status	Role
<input type="checkbox"/>	0.000						

☒ Select All ☐ Clear All Send Back Refresh List

Comments

Overview | Expense Reports | Travel Authorizations | Cash Advances | Errors

The cash advance no longer displays in the list of transactions to approve.

The employee will receive an email notification letting them know the cash advance has been approved.

## Approve a Cash Advance is Complete

## Send Back an Approved Cash Advance

**Situations when this function is used:** A cash advance has been approved in error and needs to be sent back to the employee for revision or deletion. An approved cash advance is not in compliance or are inaccurate should be sent back for revision.

Contact the [VISION Helpdesk](#) if you need to have an approved cash advance sent back.

## Delete a Cash Advance

**The Basics:** Whenever possible, employees should be deleting their own Cash Advances. Authorized User security, with 'Edit and Submit' access, will need to be set up prior to deleting. As an Expense Coordinator you have authority to set up authorized users but with 'Edit' authority only. You will need to contact the [Vision Helpdesk](#) and request 'Edit and Submit' authorization if you need to delete a Cash Advance as an authorized user.

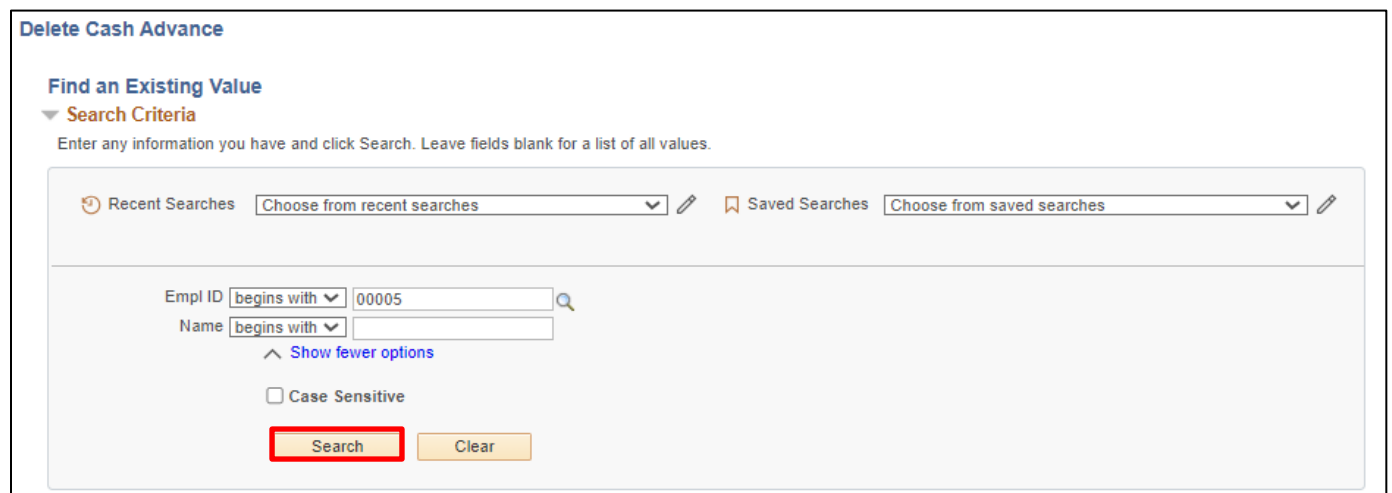
**Situations when this function is used:** A Cash Advance might need to be deleted when it is a duplicate or is no longer needed. Cash Advances can only be deleted when they are in a pending status. If the Cash Advance has been submitted, it will need to be sent back for revision.

As an Expense Coordinator you have access to edit.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Cash Advance > Delete Cash Advance

**Navigator Menu navigation:** Employee Self-Service > Travel and Expenses > Cash Advance > Delete

The **Delete Cash Advance** page displays:



1. Enter the employee ID for the Employee that has the cash advance that needs to be deleted or click the magnify glass and choose the employee.
2. Click **Search**

The **Travel & Expenses - Cash Advance Report** page opens

Travel & Expenses - Cash Advance Report
Delete Cash Advance Report
Colin Davidson

**Cash Advance Information**


Select	Advance ID	Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000839		01/07/2019	250.00	USD

Delete Selected Advance(s)

- Click the **Select** option to choose the Cash Advance that needs to be deleted
- Click on **Delete Selected Advances**

The **Delete Confirmation** page will open indicating that the selected transaction(s) have been deleted:

Travel & Expenses - Cash Advance Report
Delete Confirmation
Colin Davidson


The selected transaction(s) have been deleted.

OK

- Click **OK**

**Delete a Cash Advance is Complete**

## Travel Authorizations

### Print Travel Authorization

**WorkCenter navigation:** Expense Coordinator WorkCenter > Travel Authorization > View Travel Authorizations

**Navigator Menu navigation:** Travel and Expenses > Travel Authorization > View

The **Travel Authorization** search page displays:

#### Travel Authorization

**Find an Existing Value**

**Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches

Saved Searches
Choose from saved searches

Search by:
Authorization ID
begins with

Show more options

Search
Clear

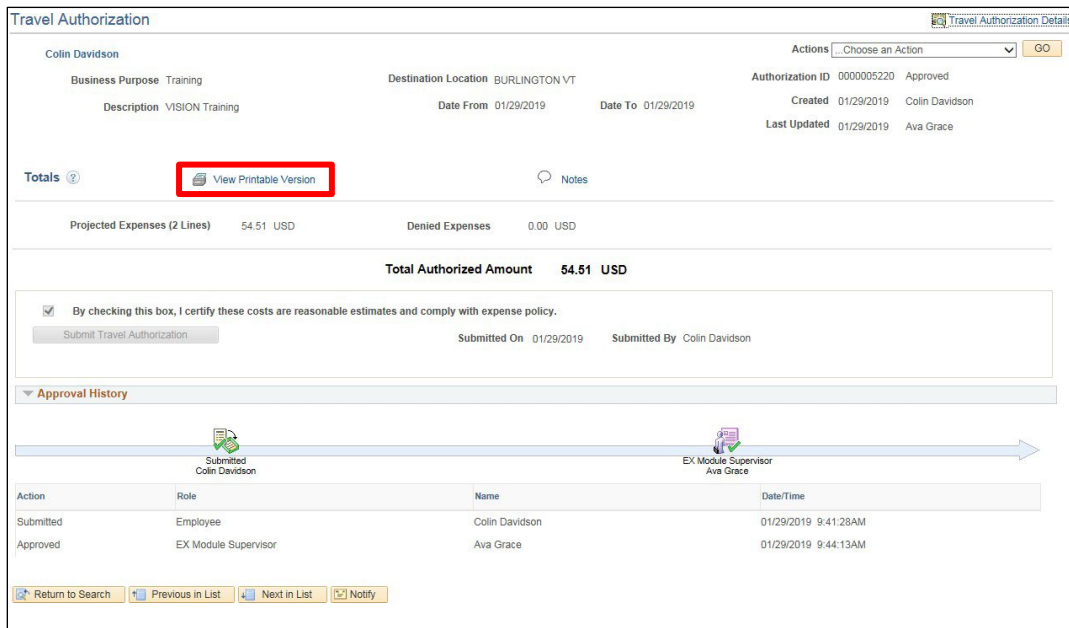
#### 1. Click **Search**

Search Results					
View All		First 1-18 of 18 Last			
Authorization ID	Description	Name	Empl ID	Status	Creation Date
0000005221	2-day training in Burlington	Davidson, Colin	00003	Submitted	01/29/2019
0000005220	VISION Training	Davidson, Colin	00003	Approved	01/29/2019
0000005219	VISION Training in Burlington	Davidson, Colin	00003	Approved	01/29/2019
0000005218	Trip to Albany Conference	Davidson, Colin	00003	Approved	01/23/2019
0000005216	2-day training in Burlington	Davidson, Colin	00003	Approved	01/23/2019

#### 2. Select the Travel Authorization that you want to print



The **Travel Authorization** displays:



**Travel Authorization**

Colin Davidson

Business Purpose: Training  
Description: VISION Training  
Destination Location: BURLINGTON VT  
Date From: 01/29/2019  
Date To: 01/29/2019  
Authorization ID: 000005220  
Approved  
Created: 01/29/2019  
Colin Davidson  
Last Updated: 01/29/2019  
Ava Grace

**Totals** [View Printable Version](#) [Notes](#)

Projected Expenses (2 Lines): 54.51 USD  
Denied Expenses: 0.00 USD  
**Total Authorized Amount: 54.51 USD**

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.  
Submit Travel Authorization  
Submitted On: 01/29/2019  
Submitted By: Colin Davidson

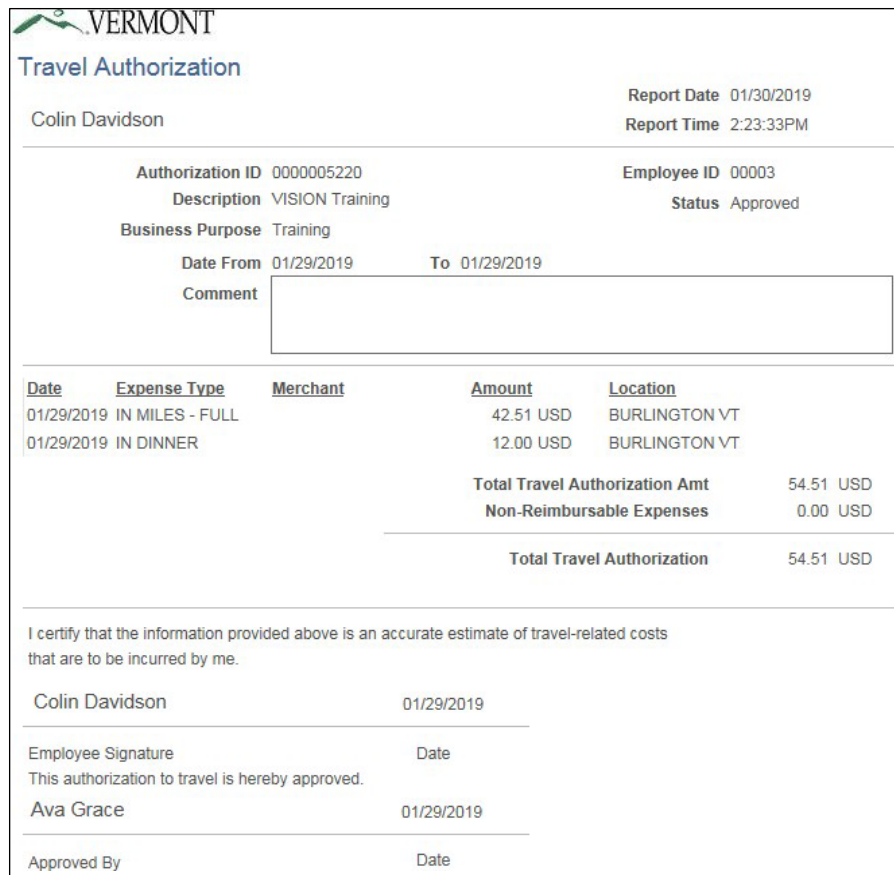
**Approval History**

Submitted: Colin Davidson  
Approved: EX Module Supervisor, Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	01/29/2019 9:41:28AM
Approved	EX Module Supervisor	Ava Grace	01/29/2019 9:44:13AM

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

3. Click on the **View Printable Version** linkA printable version of the Travel Authorization opens:



**VERMONT**  
**Travel Authorization**

Colin Davidson

Report Date: 01/30/2019  
Report Time: 2:23:33PM

Authorization ID: 000005220  
Employee ID: 00003  
Description: VISION Training  
Status: Approved  
Business Purpose: Training  
Date From: 01/29/2019 To: 01/29/2019  
Comment:

Date	Expense Type	Merchant	Amount	Location
01/29/2019	IN MILES - FULL		42.51 USD	BURLINGTON VT
01/29/2019	IN DINNER		12.00 USD	BURLINGTON VT
<b>Total Travel Authorization Amt</b>			54.51 USD	
<b>Non-Reimbursable Expenses</b>			0.00 USD	
<b>Total Travel Authorization</b>			54.51 USD	

I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.

Colin Davidson 01/29/2019

Employee Signature Date  
This authorization to travel is hereby approved.

Ava Grace 01/29/2019

Approved By Date

4. Use your browser's print feature to print the report

**Print a Travel Authorization is Complete**

## Delete a Travel Authorization

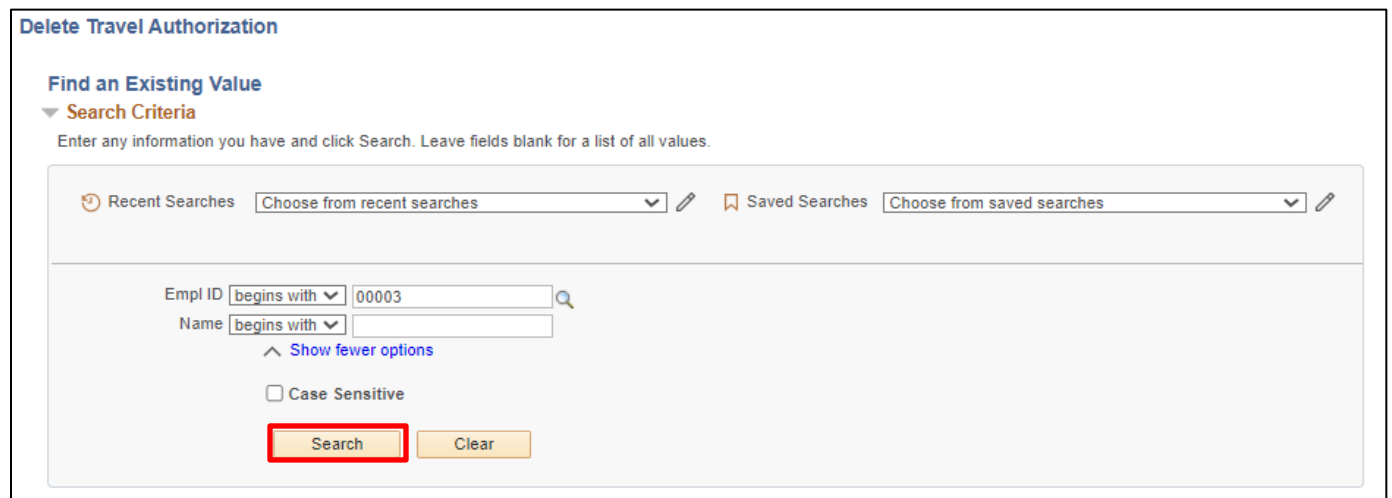
**The Basics:** Whenever possible, employees should be deleting their own travel authorizations. Authorize User security, with 'Edit and Submit' access, will need to be set up prior to deleting. As an Expense Coordinator you have authority to set up authorized users but with 'Edit' authority only. You will need to contact the [Vision Helpdesk](#) and request 'Edit and Submit' authorization if you need to delete a travel authorization as an authorized user.

**Situations when this function is used:** Travel authorizations might need to be deleted when it is a duplicate or is no longer needed. Travel authorizations can only be deleted when they are in a pending status. If the travel authorization has been submitted, it will need to be sent back for revision.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Travel Authorization > Delete Travel Authorizations

**Navigator Menu navigation:** Travel and Expenses > Travel Authorization > Delete

The **Delete Travel Authorization** search page displays:



**Delete Travel Authorization**

**Find an Existing Value**

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with 00003

Name begins with

^ Show fewer options

☐ Case Sensitive

**Search** Clear

- Empl ID** - The Empl ID may default to your employee ID. Enter/change the **Empl ID** to the ID of the employee whose travel authorization you want to delete

**Remember:** You will need to be granted 'Edit & Submit' access to delete a travel authorization as an Authorized User for another employee.

- Click **Search**

The **Travel and Expense - Delete a Travel Authorization** page displays. Any travel authorization with a 'Pending' status will display and is eligible to be deleted:

Travel and Expense  
Delete a Travel Authorization  
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Trip To Florida Conference	0000004758	11/17/2018	11/27/2018	100.00 USD	
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50 USD	

Delete Selected Authorization(s)

If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.

- Click the **Select** checkbox to select the travel authorization you want to delete. You can delete multiple travel authorizations by selecting multiple checkboxes

Travel and Expense  
Delete a Travel Authorization  
Colin Davidson


Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004758	11/17/2018	11/27/2018	100.00 USD	
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50 USD	

Delete Selected Authorization(s)

- Click **Delete Selected Authorization(s)**

A **Delete Confirmation** page displays informing you that the selected authorization has been deleted:

Travel and Expense  
Delete Confirmation  
Colin Davidson


The selected transaction(s) have been deleted.

OK

- Click **OK**

The **Travel and Expense - Delete a Travel Authorization** page displays:

Travel and Expense  
Delete a Travel Authorization  
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Conference	0000004751	11/14/2018	11/16/2018	587.50	USD

Delete Selected Authorization(s)

The deleted travel authorization no longer displays and will not be available to view, modify, or print.

**Delete a Travel Authorization is Complete**

## Cancel an Approved Travel Authorization

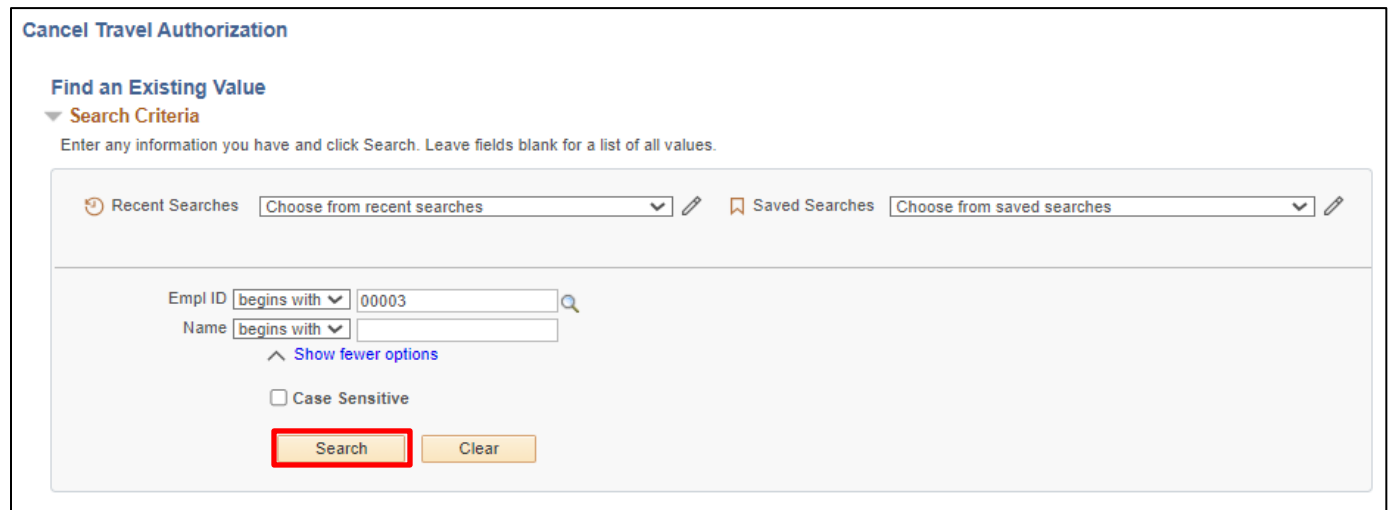
**The Basics:** Expense Coordinators should only cancel a travel authorization if the employee is not available to do so themselves. Authorized User security is not required when cancelling a travel authorization. Once a travel authorization is cancelled it will no longer be able to be used for an expense report.

**Situations when this function is used:** Travel Authorizations can only be cancelled when they are in an approved status. Travel Authorizations will need to be cancelled if the trip has been cancelled or the Authorization is no longer needed.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Travel Authorization > Cancel Travel Authorizations

**Navigator Menu navigation:** Travel and Expenses > Travel Authorization > Cancel

The **Cancel Travel Authorization** search page displays:



1. **Empl ID** - The Empl ID may default to your employee ID. Enter/change the Empl ID to the ID of the employee whose travel authorization you want to cancel
2. Click [Search](#)

The **Travel and Expense - Cancel Approved Travel Authorization** page displays. All the approved travel authorizations that are not completed will be listed:

Travel and Expense  
Cancel Approved Travel Authorization  
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Trip To Florida Conference	0000004755	11/17/2018	11/27/2018	100.00 USD	
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00 USD	

Cancel Selected Travel Authorization(s)

If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved.

- Click the **Select** checkbox to select the travel authorization you want to cancel

Travel and Expense  
Cancel Approved Travel Authorization  
Colin Davidson

Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input checked="" type="checkbox"/>	Trip To Florida Conference	0000004755	11/17/2018	11/27/2018	100.00 USD	
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00 USD	

Cancel Selected Travel Authorization(s)

- Click **Cancel Selected Authorization(s)**

A **Cancel Approved Travel Authorization** page displays informing you that the selected travel authorization has been cancelled.

Travel and Expense  
Cancel Approved Travel Authorization  
Colin Davidson

☒ The selected transaction(s) have been cancelled.

OK

- Click **OK**



The **Travel and Expense - Cancel Approved Travel Authorization** page displays:

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

Travel Authorization Information						
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00	USD

Cancel Selected Travel Authorization(s)

The cancelled travel authorization no longer displays and should now be in a 'Closed' status.

### Cancel an Approved Travel Authorization is Complete

## View a Travel Authorization Not Applied to an Expense Report

**WorkCenter navigation:** Expense Coordinator WorkCenter > Unapplied Travel Authorization

A list appears displaying all the Unapplied Travel Authorizations s the Expense Coordinator is an authorized approver for:

Unapplied Travel Authorization

Select AllDeselect All

Refine Filter Criteria

Approved Travel Authorization

PersonalizeFindView All1234First1-4 of 4Last

GeneralDetailsPDF

	Business Unit	Empl ID	Employee Name	Employee Status	Description	Authorization ID	Date From	Date To	Aging (Days)	Total Amount	Currency
<input type="checkbox"/>	1 08100	00003	Colin Davidson	Active	VISION Training	0000005220	01/29/2019	01/29/2019	1	54.51	USD
<input type="checkbox"/>	2 08100	00003	Colin Davidson	Active	Health conference in DC	0000005204	01/21/2019	01/23/2019	7	330.00	USD
<input type="checkbox"/>	3 08100	00003	Colin Davidson	Active	Trip to Florida Conference	0000005195	01/17/2019	01/19/2019	11	100.00	USD
<input type="checkbox"/>	4 08100	00003	Colin Davidson	Active	Trip to Florida Conference	0000005203	12/19/2018	12/21/2018	40	550.00	USD

Select AllDeselect All

ActionsGO

1. Click on any **Authorization ID** to view the Travel Authorization:

Travel Authorization Inquiry

Travel Authorization

Colin Davidson

Business Purpose Conference

Destination Location FLORIDA

Authorization ID 0000005203 Approved

Description Trip to Florida Conference

Date From 12/19/2018

Date To 12/21/2018

Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Ava Grace

Totals

View Printable Version

Notes

Projected Expenses (1 Line) 550.00 USD

Denied Expenses 0.00 USD

Total Authorized Amount 550.00 USD

☒ By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submit Travel Authorization

Submitted On 12/14/2018

Submitted By Colin Davidson

Approval History

Submitted Colin Davidson

EX Module Supervisor Ava Grace

Action	Role	Name	Date/Time
Submitted	Employee	Colin Davidson	12/14/2018 3:28:00PM
Approved	EX Module Supervisor	Ava Grace	12/14/2018 3:50:01PM

Return to Search

Notify

**View a Travel Authorization Not Applied to an Expense Report is Complete**

## Review Budget Check Exceptions

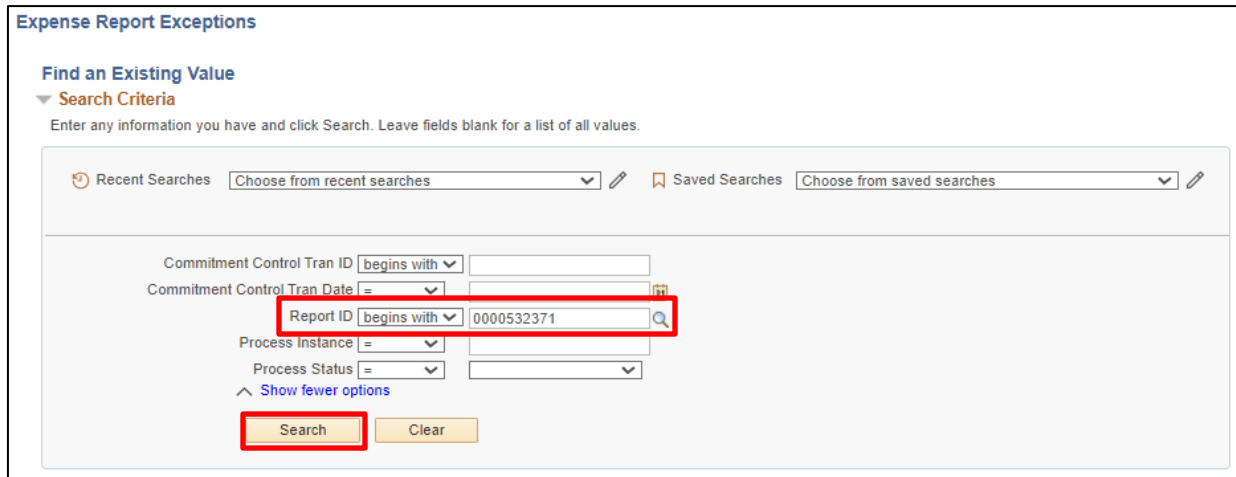
### Review Expense Reports with Budget Check Exceptions

**Situations when this function is used:** Review an expense report with a budget check error.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Manage Accounting > Expense Rpt Budget Exceptions

**Navigator Menu navigation:** Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

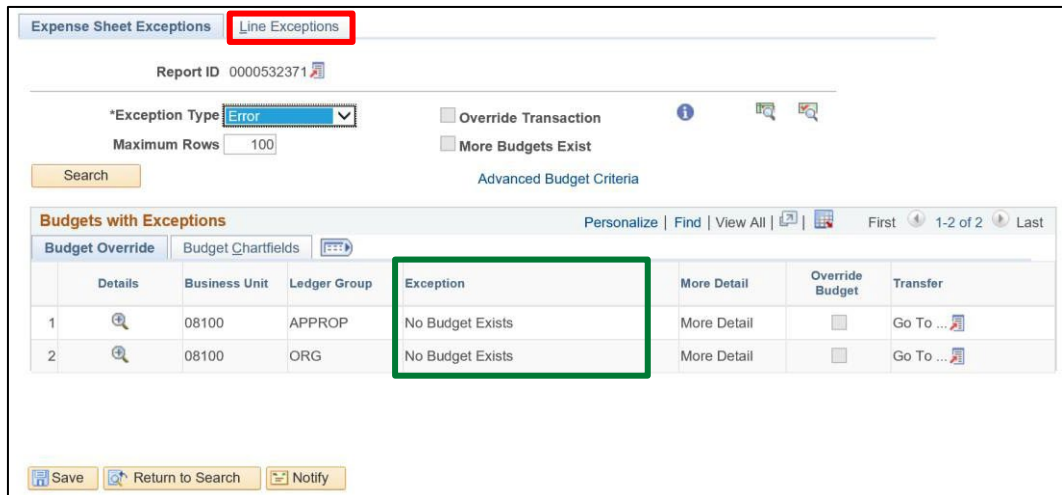
The **Expense Report Exceptions** search page displays:



The screenshot shows the 'Expense Report Exceptions' search page. It includes a 'Find an Existing Value' section with 'Search Criteria'. Below this, there are fields for 'Commitment Control Tran ID' (beginning with), 'Commitment Control Tran Date', 'Report ID' (beginning with 0000532371), 'Process Instance', and 'Process Status'. A red box highlights the 'Report ID' field and the 'Search' button. There are also 'Recent Searches' and 'Saved Searches' dropdowns at the top.

1. **Report ID** - Enter the ID for the expense report in budget check error.
2. Click **Search**

The **Expense Sheet Exceptions** page displays. The Exception column describes why the expense report has a Budget Status of 'Error in Budget Check':



The screenshot shows the 'Expense Sheet Exceptions' page. It has tabs for 'Line Exceptions' (highlighted with a red box) and 'Summary'. The 'Line Exceptions' tab shows a table with columns: Budget Override, Budget Chartfields, Exception, More Detail, Override Budget, and Transfer. The 'Exception' column is highlighted with a green box. The table shows two rows, both with the exception 'No Budget Exists'.

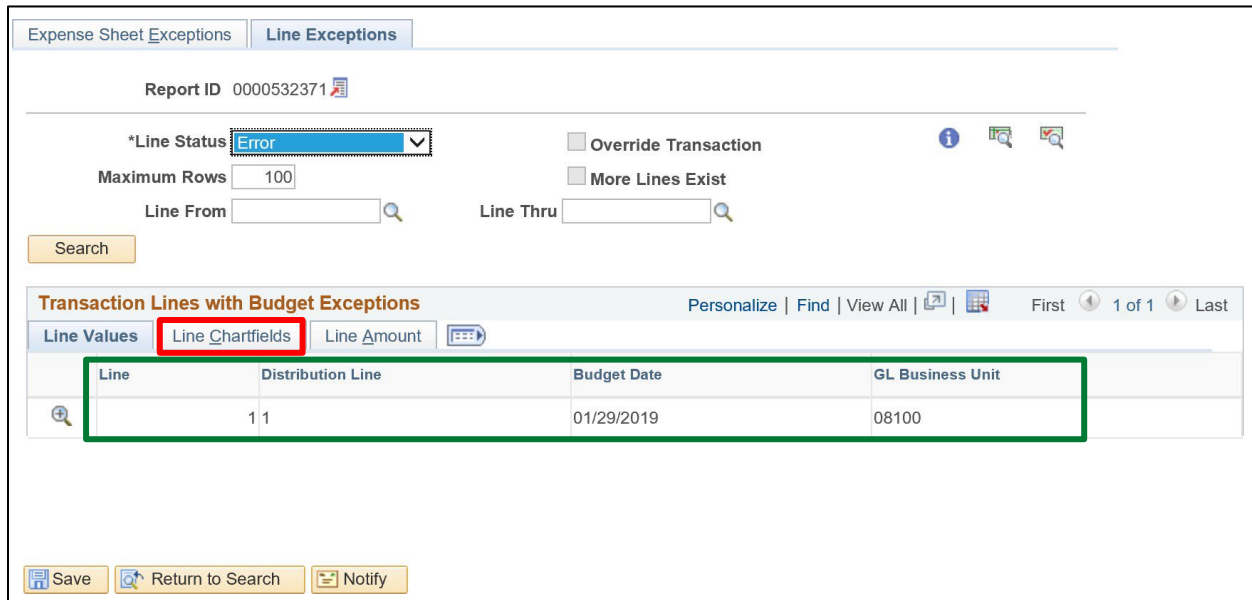
Budget Override	Budget Chartfields	Exception	More Detail	Override Budget	Transfer
1	08100 APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	08100 ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Common exceptions include: 'No Budget Exists' or 'Exceeds Budget Tolerance'. For this expense report, the exception is 'No Budget Exists'. This exception can relate to a few scenarios:

There was no budget journal entered for the Business Unit, Account, Fund and Dept combination used on the expense report or the accounting details are missing a required field. The latter scenario should rarely occur since combination edits requires a Fund and Dept on all expense transactions.

3. Click on the **Line Exceptions** tab

The **Line Exceptions** page displays the expense report line number and distribution line number in error along with the GL Business Unit on the distribution line:



Expense Sheet Exceptions | **Line Exceptions**

Report ID 0000532371

\*Line Status: **Error** | ☐ Override Transaction | ☐ More Lines Exist

Maximum Rows: 100 | Line From: | Line Thru: | Search

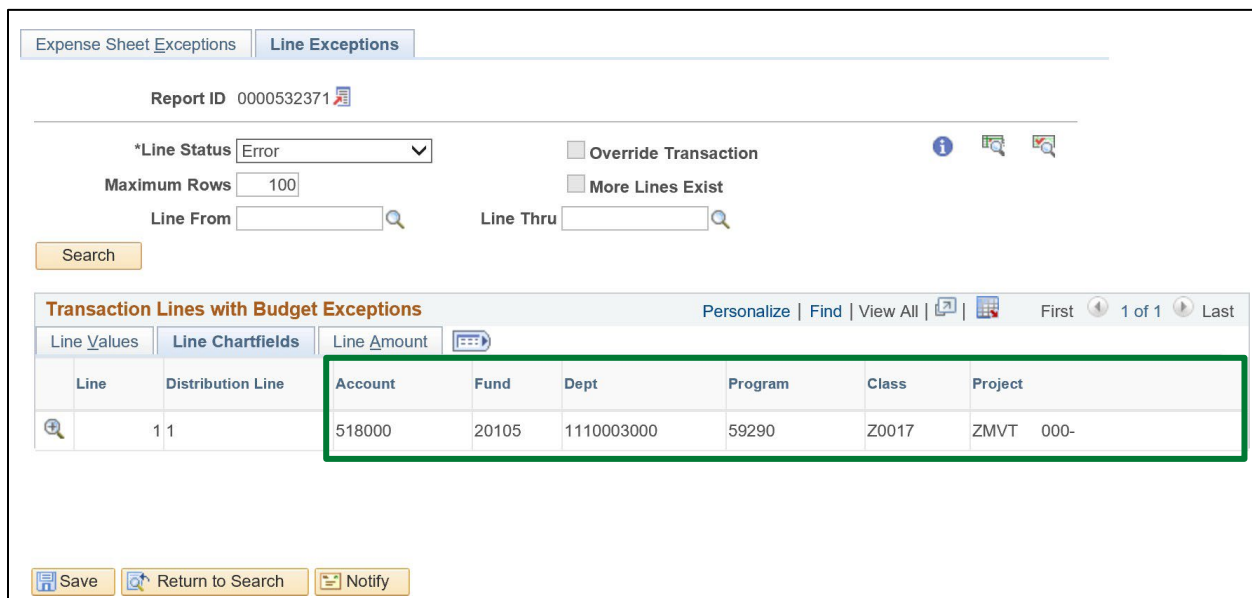
**Transaction Lines with Budget Exceptions** | Personalize | Find | View All | First | 1 of 1 | Last

Line Values | **Line Chartfields** | Line Amount

Line	Distribution Line	Budget Date	GL Business Unit
1	1	01/29/2019	08100

Save | Return to Search | Notify

#### 4. Click the **Line ChartFields** tab



Expense Sheet Exceptions | **Line Exceptions**

Report ID 0000532371

\*Line Status: **Error** | ☐ Override Transaction | ☐ More Lines Exist

Maximum Rows: 100 | Line From: | Line Thru: | Search

**Transaction Lines with Budget Exceptions** | Personalize | Find | View All | First | 1 of 1 | Last

Line Values | **Line Chartfields** | Line Amount

Line	Distribution Line	Account	Fund	Dept	Program	Class	Project
1	1	518000	20105	1110003000	59290	Z0017	ZMVT 000-

Save | Return to Search | Notify

The ChartFields for the distribution line in error display. Review the ChartField information. Verify the required Account, Fund and Dept ChartFields are defined. In this scenario the Dept is incorrect for the GL Business Unit and a budget was not defined for the GL Business Unit, Account, Fund and Dept combination.

At this point the expense report should be sent back for revision. The employee will need to modify the expense report and enter a correct ChartField combination.

### Review Expense Reports with Budget Check Exceptions is Complete

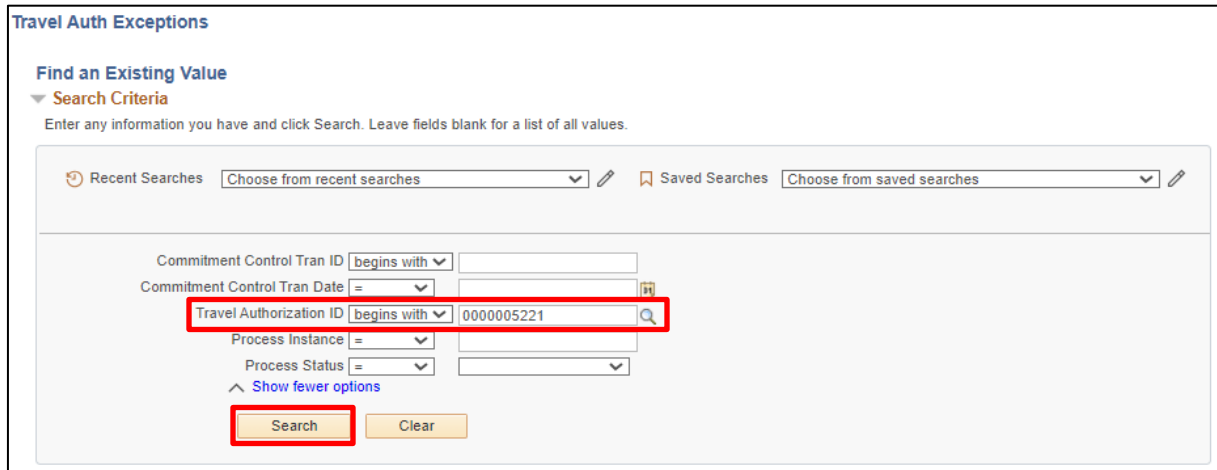
## Review Travel Authorizations with Budget Check Exceptions

**Situations when this function is used:** Review a travel authorization with a budget check error.

**WorkCenter navigation:** Expense Coordinator WorkCenter > Manage Accounting > Travel Auth Budget Exceptions

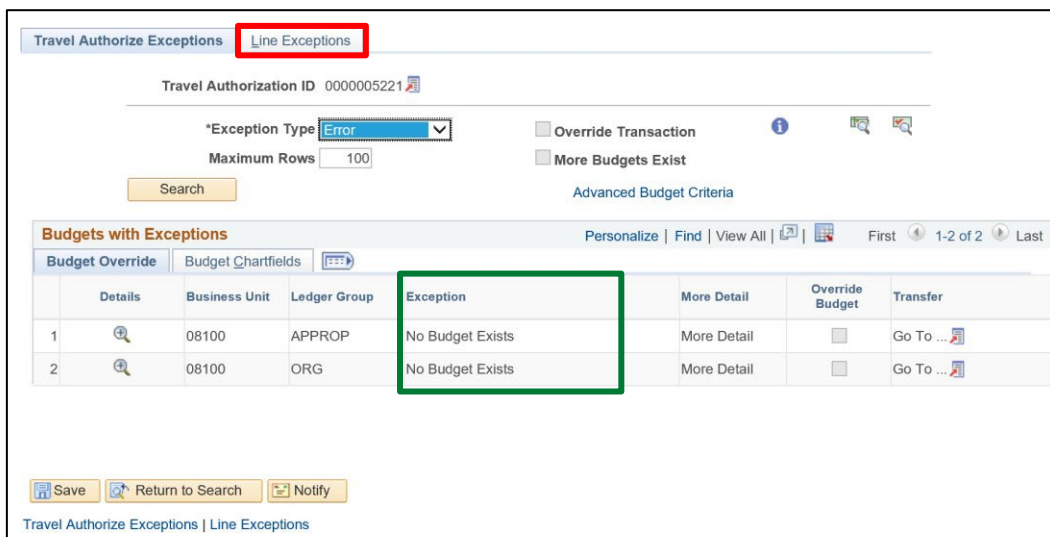
**Navigator Menu navigation:** Travel and Expenses > Manage Accounting > Travel Auth Budget Exceptions

The **Travel Auth Exceptions** search page displays:



1. **Travel Authorization ID** - Enter the ID for the travel authorization in budget check error
2. Click **Search**

The **Travel Authorize Exceptions** page displays. The Exception column describes why the travel authorization has a Budget Status of 'Error in Budget Check'.



Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	08100	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	08100	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Common exceptions include: 'No Budget Exists' or 'Exceeds Budget Tolerance'. For this travel authorization, the exception is 'No Budget Exists'. This exception can relate to a few scenarios: There was no budget journal entered for the Business Unit, Account, Fund and Dept combination used on the travel authorization or the accounting details are missing a required field. The latter scenario should rarely occur since combination edits requires a Fund and Dept on all expense transactions.

3. Click on the **Line Exceptions** tab

The **Line Exceptions** page displays the travel authorization line number and distribution line number in error along with the GL Business Unit on the distribution line.

Travel Authorize Exceptions
Line Exceptions

Travel Authorization ID 0000005221

\*Line Status Error
Maximum Rows 100
Line From
Line Thru
Search
Override Transaction
More Lines Exist

**Transaction Lines with Budget Exceptions**
Personalize Find View All
First 1 of 1 Last

Line Values	Line Chartfields	Line Amount	
Line	Distribution Line	Budget Date	GL Business Unit
1	1	01/29/2019	08100

Save
Return to Search
Notify

#### 4. Click on the **Line ChartFields** tab

Travel Authorize Exceptions
Line Exceptions

Travel Authorization ID 0000005221

\*Line Status Error
Maximum Rows 100
Line From
Line Thru
Search
Override Transaction
More Lines Exist

**Transaction Lines with Budget Exceptions**
Personalize Find View All
First 1 of 1 Last

Line Values	Line Chartfields	Line Amount					
Line	Distribution Line	Account	Fund	Dept	Program	Class	Project
1	1	518000	20105	1110003000	59290	Z0017	ZMVT 000-

Save
Return to Search
Notify

The ChartFields for the distribution line in error display. Review the ChartField information. Verify the required Account, Fund and Dept ChartFields are defined. In this scenario the Dept is incorrect for the GL Business Unit and a budget was not defined for the GL Business Unit, Account, Fund and Dept combination.

At this point the travel authorization should be sent back for revision. The employee will need to modify the travel authorization and enter a correct ChartField combination.

**Review Travel Authorizations with Budget Check Exceptions is Complete**

**VISION Expense Access Request Form**

See the [VISION expense Access Request Form Guide](#) for instructions on how submit and track the form.



## Related Queries

The list of queries below can be run to aid in the review and approval of expense transactions. Refer to [Expense Reporting Manual](#) for a complete list of Travel and Expense queries and reports and instructions for running the queries/reports.

### VT\_MER\_TAUTH\_NOT\_APPROVED

- Identifies travel authorizations that have not been approved yet. It should be run to check the status of the travel authorization prior to deletion. Only travel authorizations with a 'Pending' status can be deleted.
- The query can be run from Query Viewer or from the Reports/Queries tab of EX WorkCenter.

### VT\_MER\_TA\_OPEN\_ENC

- Identifies all travel authorizations for business unit with open encumbrances and includes ChartField information.
- The query can be run from Query Viewer only. The query does **not** exist on the Reports/Queries tab of EX WorkCenter.

### VT\_EX\_SUPERV\_APPROVED\_STATUS

- Identifies line details for expense reports that have been approved by the Supervisor and are waiting for approval by the Expense Coordinator. Run this query to review all lines of a report before approving.
- The query can be run from Query Viewer only. The query does **not** exist on the Reports/Queries tab of EX WorkCenter.

### VT\_MER\_EXP\_RPT\_NOT\_POSTED

- Identifies expense reports that are aging, in budget error, in partial approval status, pending employee submittal and awaiting supervisor approval.
- The query can be run from Query Viewer or from the Reports/Queries tab of EX WorkCenter.

### VT\_MER\_EXP\_RPT\_NOT\_JG

- Identifies expense reports that have been posted but not journal generated. The posted accounting entries are not in the general ledger.
- The query can be run from Query Viewer or from the Reports/Queries tab of EX WorkCenter.

### VT\_MER\_CASH\_ADV\_NOT\_POSTED

- Identifies all cash advances in the Travel and Expenses module that are not posted. To be posted, the cash advance must have an Advance Status of 'Approved for Payment' or 'Staged' and a Post Status of 'Not Applied'.
- The query can be run from Query Viewer or from the Reports/Queries tab of EX WorkCenter.

**VT\_MER\_CASH\_ADV\_NOT\_JG**

- Identifies cash advances that have been posted but not journal generated. The posted accounting entries are not in the general ledger.
- The query can be run from Query Viewer or from the Reports/Queries tab of EX WorkCenter.

**VT\_MER\_OPEN\_CASH\_ADVANCE**

- Identifies outstanding balances on cash advances and aging advances.
- The query can be run from Query Viewer or from the Reports/Queries tab of EX WorkCenter.

**VT\_MER\_CASH\_ADVANCE\_LIST**

- Identifies cash advances paid within a certain time period. It should be run at a minimum monthly to verify compliance with Bulletin 3.4 requirements for requesting a travel cash advance in VISION.
- The query can be run from Query Viewer or from the Reports/Queries tab of EX WorkCenter.