Table of Contents

Expense Coordinators - The Basics 2
- 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

Adding Attachments 9

Expense Reports 11
- 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

Cash Advances 43
- 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

Travel Authorizations 58
- 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

Review Budget Check Exceptions 67
- Review Expense Reports with Budget Check Exceptions 67
- Review Travel Authorizations with Budget Check Exceptions 69

VISION Expense Access Request Form 71

Related Queries 72

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

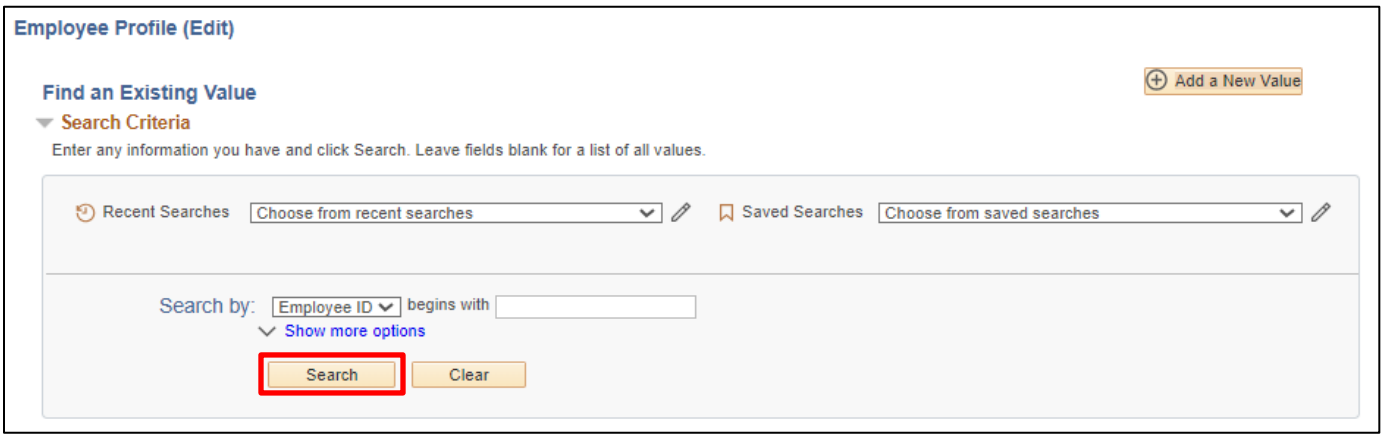
- Expense Coordinators who have Terminated/Retired Employees who did not enter their Expense Report(s) before leaving the state, will have **14 days** from the date of leave to enter the prior employees Expense Report in the system.
- You will need to contact the Vision Helpdesk to temporarily set your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



1. **Employee ID -** Enter employee ID number

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

2. Click **Search**

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

Organizational Data | User Defaults

Colin Davidson

Expenses Processing Data — Find | View All — First 1 of 1 Last

Valid for Expenses Yes
Reason for Status Passed All Validation Edits
Default Profile
Ignore Authorized Amounts
Ignore Group Location Amounts
Per Diem Amount Type Active 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

Default ChartField Values

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

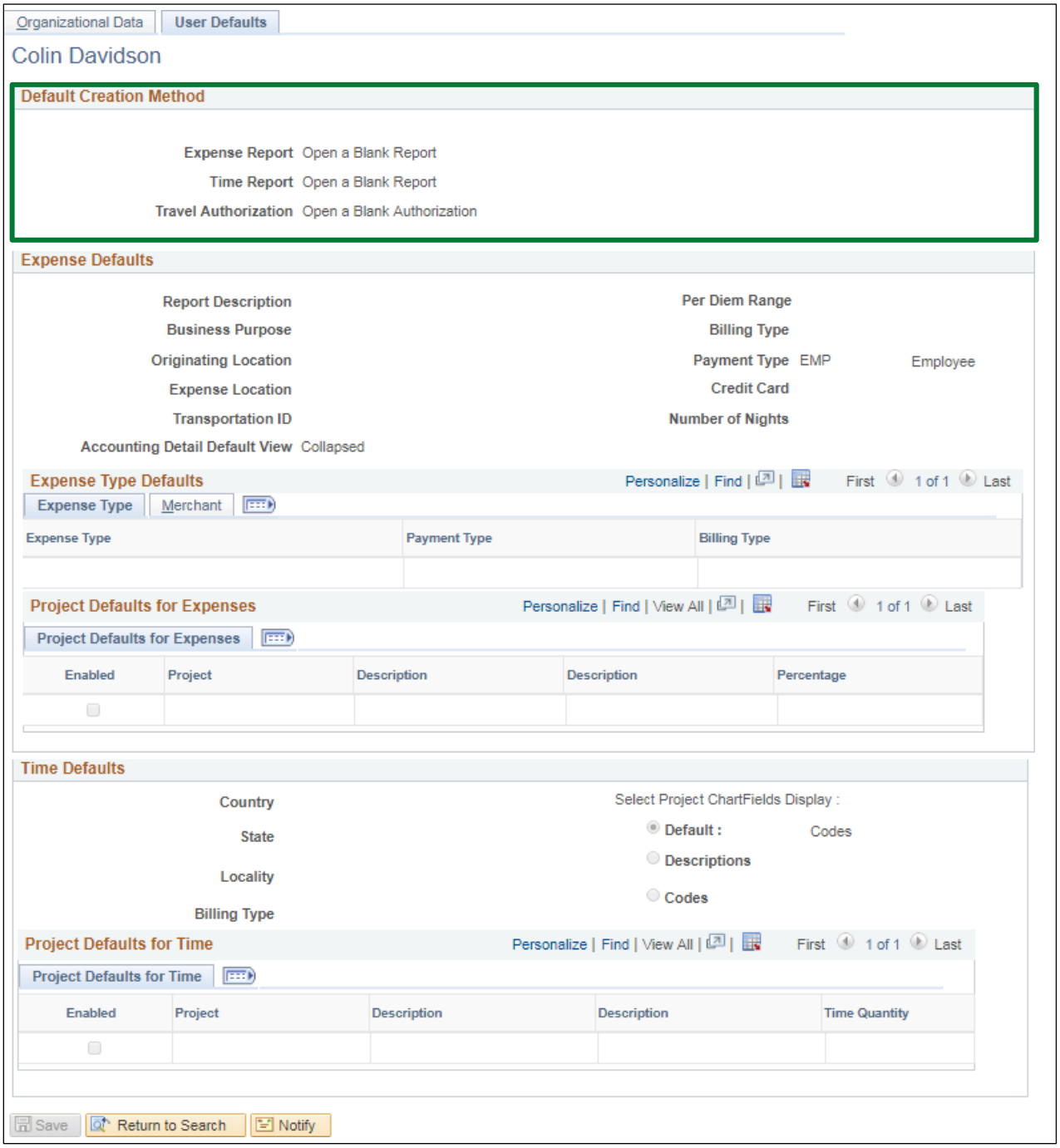
Cash Advance Level

Expense Role

Supervisor Information - Current Supervisor ID # and Name

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

The **User Defaults** page displays:



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

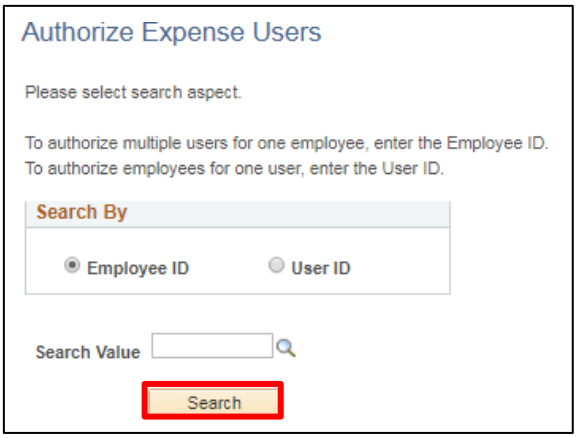
Authorize Expense Users

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:



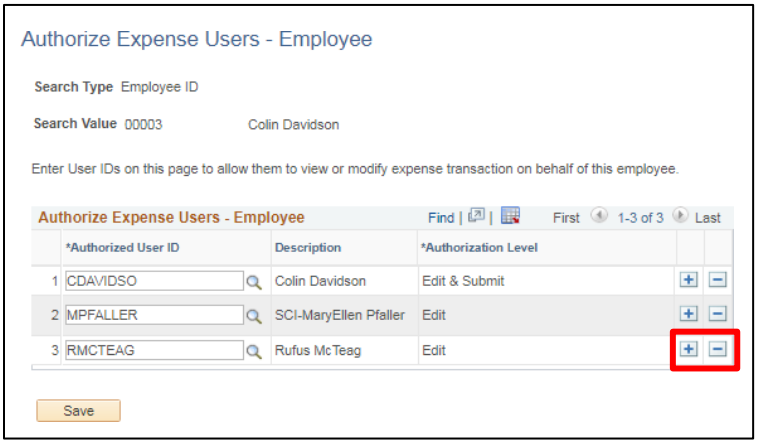
To authorize multiple users for one employee, enter the Employee ID

To authorize employees for one user, enter the User ID

For this lesson, we are entering an Employee ID

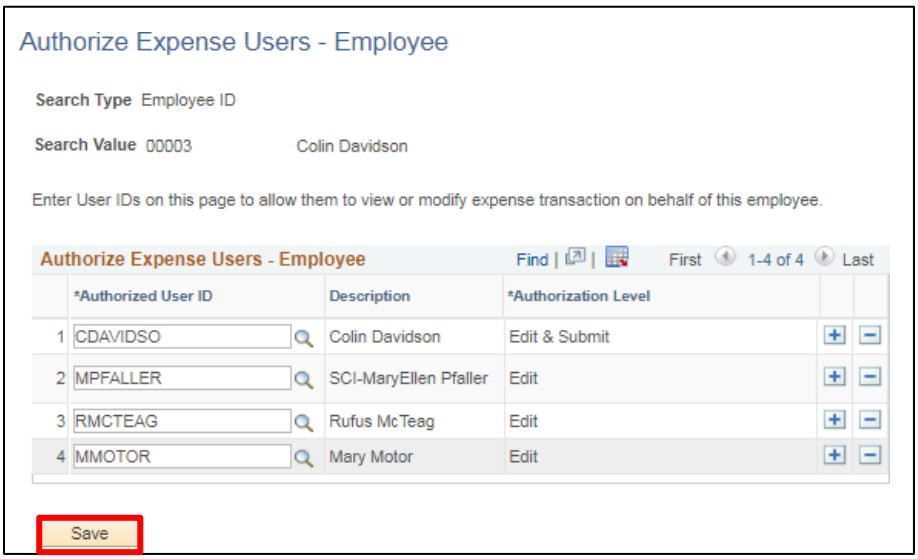
1. **Search By -** Select Employee ID
2. **Search Value -** Enter Employee ID
3. Click **Search**

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



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:



5. **Authorized User ID -** Enter User ID
6. Click **Save**

Authorize Expense Users is Complete

Navigating to Transactions Pending Review and Approval

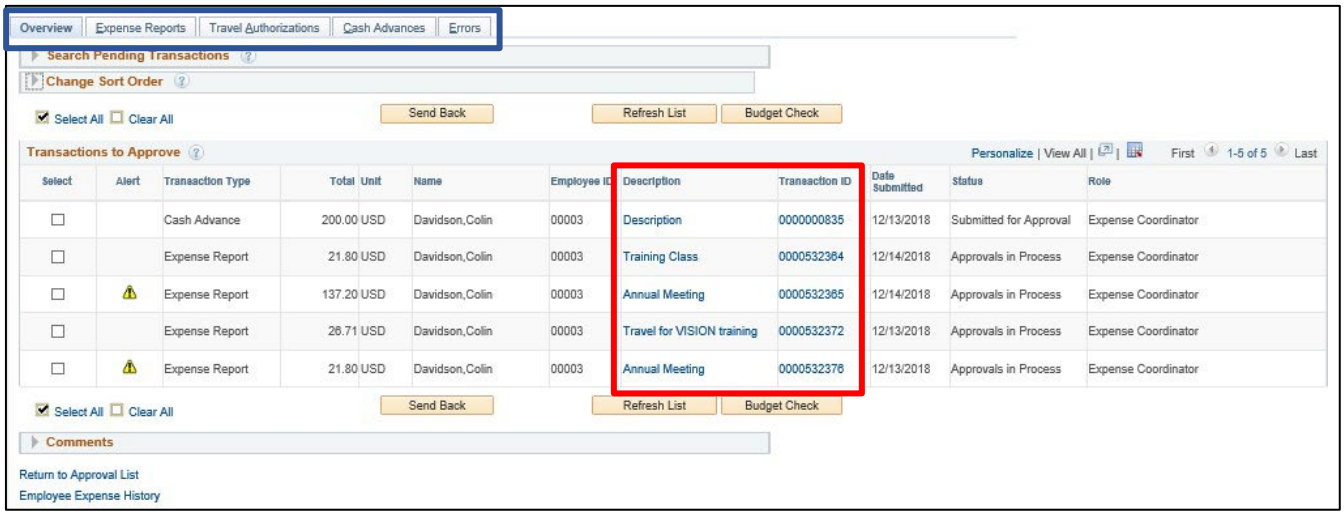
Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers can see expense transactions ready for review and approval by either using their Worklist or by navigating to the Approve Transactions page. The Worklist and Approve Transactions pages can be accessed 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:

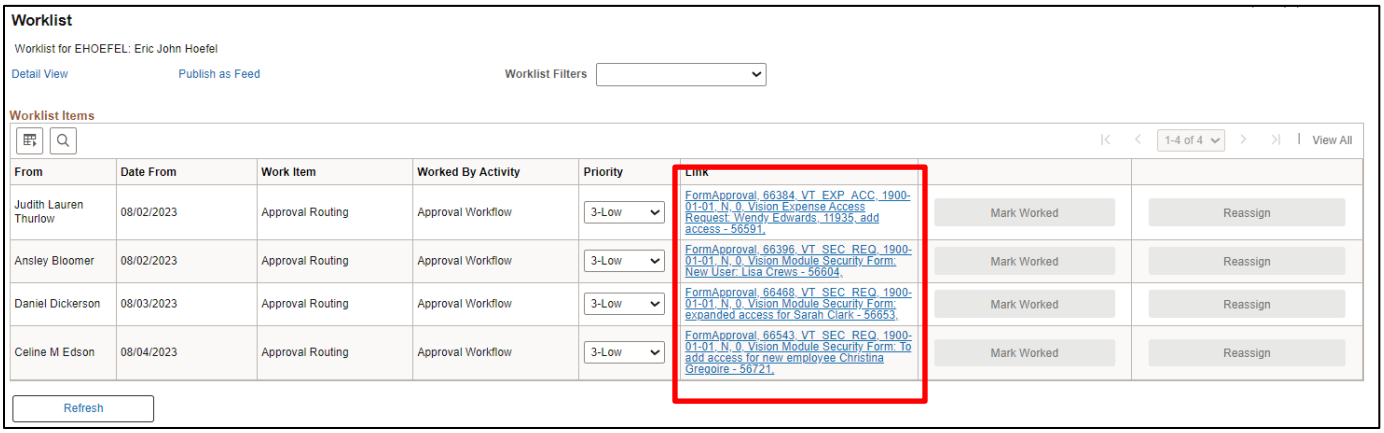


The **Approve Transactions** pages consist of an overview page of all expense transactions in an approver's queue and separate pages for expense report and cash advance transaction types. Clicking the **Description** or **Transaction ID** link will display the transaction details. Using the Approve Transactions 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:



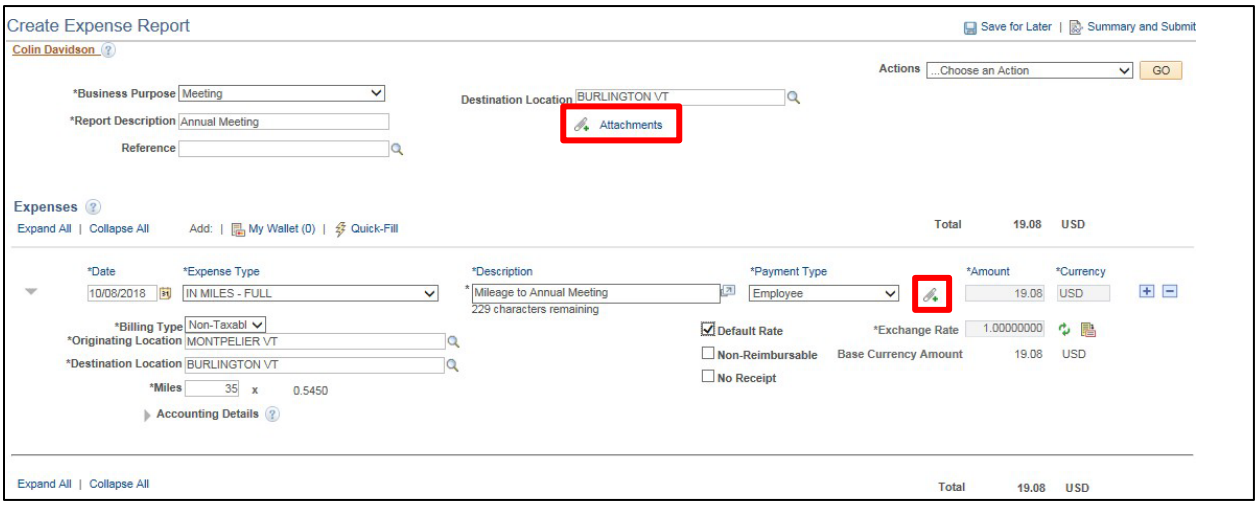
The **Worklist** displays all transactions pending approval and is not just limited to expense transactions. Clicking a **Link** will bring you to the applicable module's approval page and transaction details. The **Worklist** does not include the ability to scroll to the next or previous transactions.

Navigating to Transactions Pending Review and Approval is Complete

Adding Attachments

Note: You can only add attachments to Expense Reports <u>BEFORE</u> 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.

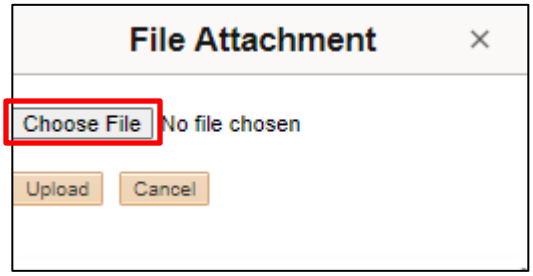


1. Click the icon on the line to attach a receipt for the expense.

The **Expense Line Attachments** page displays:

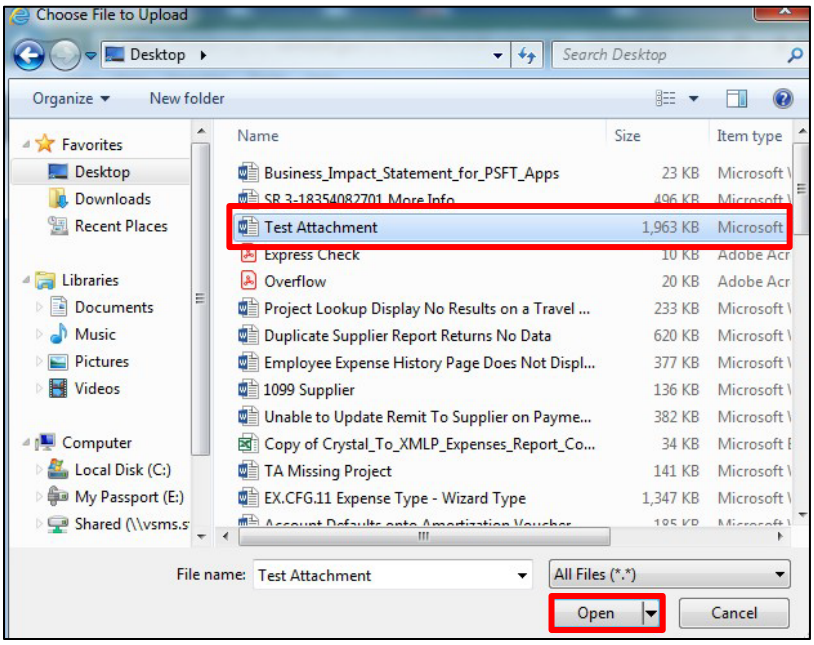
2. Click **Add Attachment**

The **File Attachment** window opens:



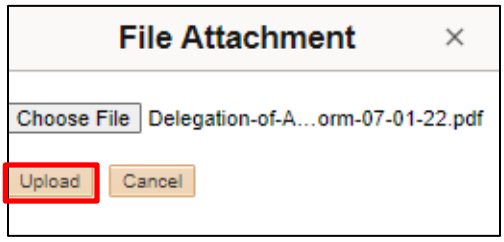
3. Click **Choose File**

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



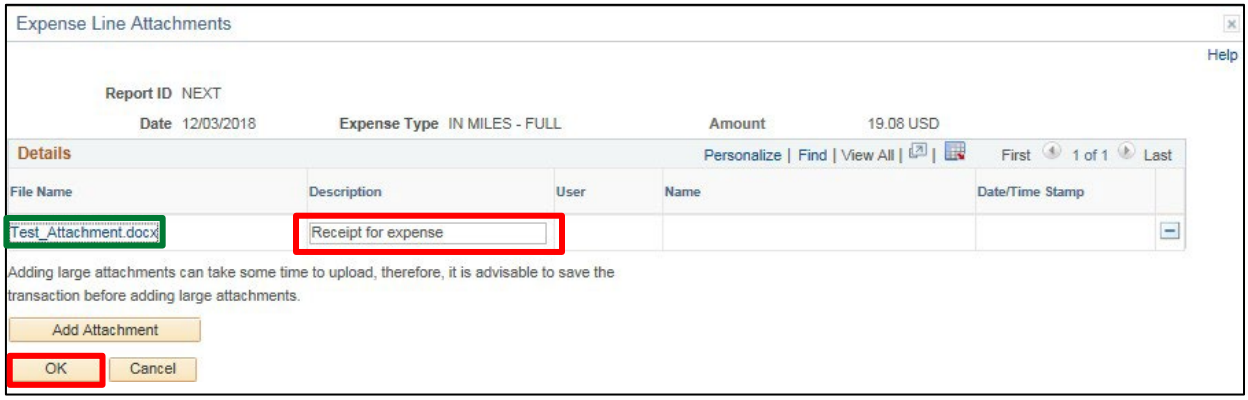
5. Select the file you want to attach and click **Open**

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:



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:

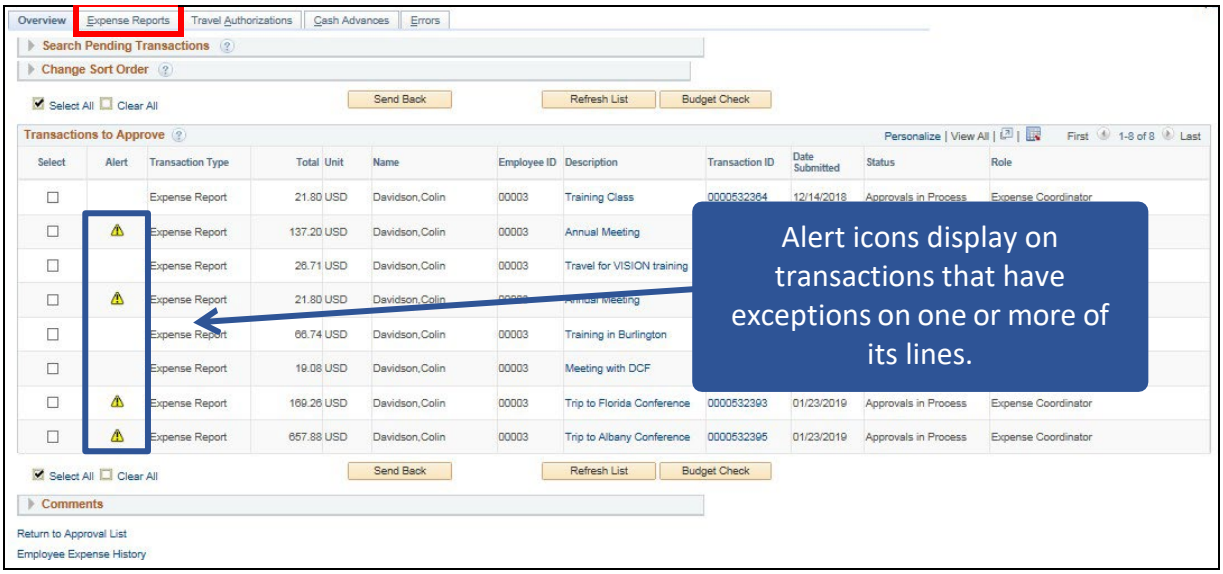
1. Is there a Travel Authorization for this trip?
2. Was the Expense Report created from the Travel Authorization?
3. Was there a Cash Advance for this trip?
4. Was the Cash Advance applied to the Expense Report?
5. Are all items substantiated?
6. Are expense lines charged to the correct ChartFields?
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

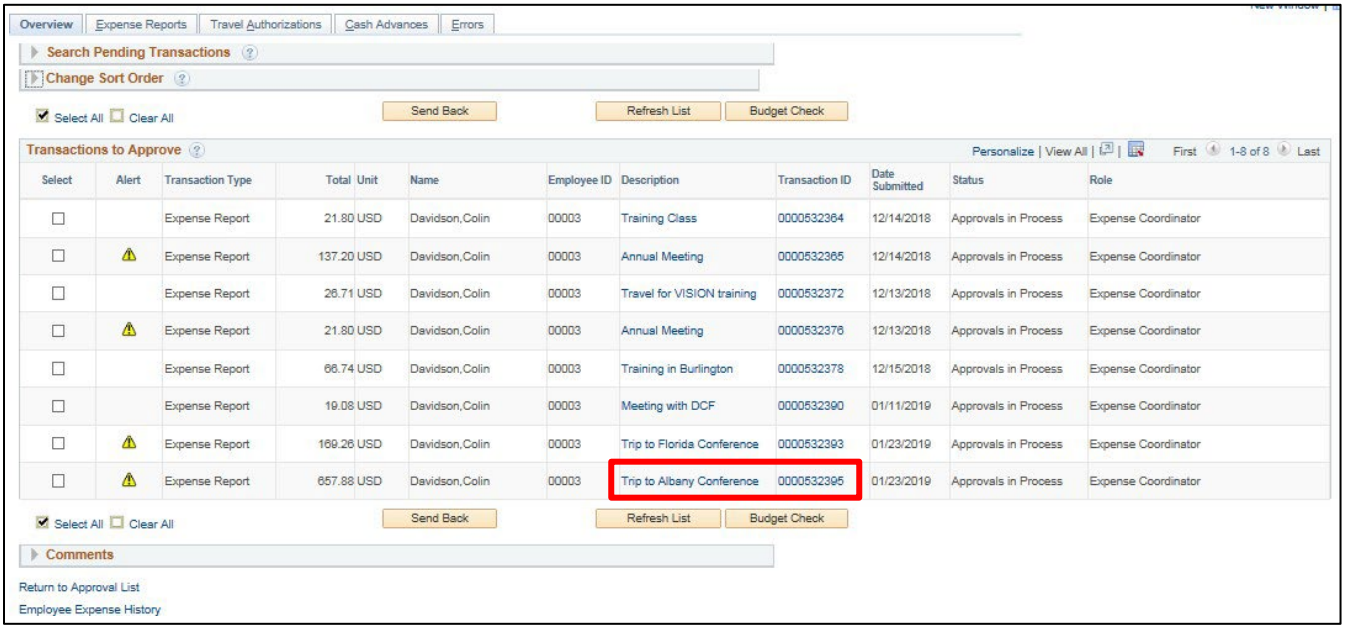
Navigator Menu navigation: Travel and Expenses > Approve Transactions > Approve Transactions

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



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

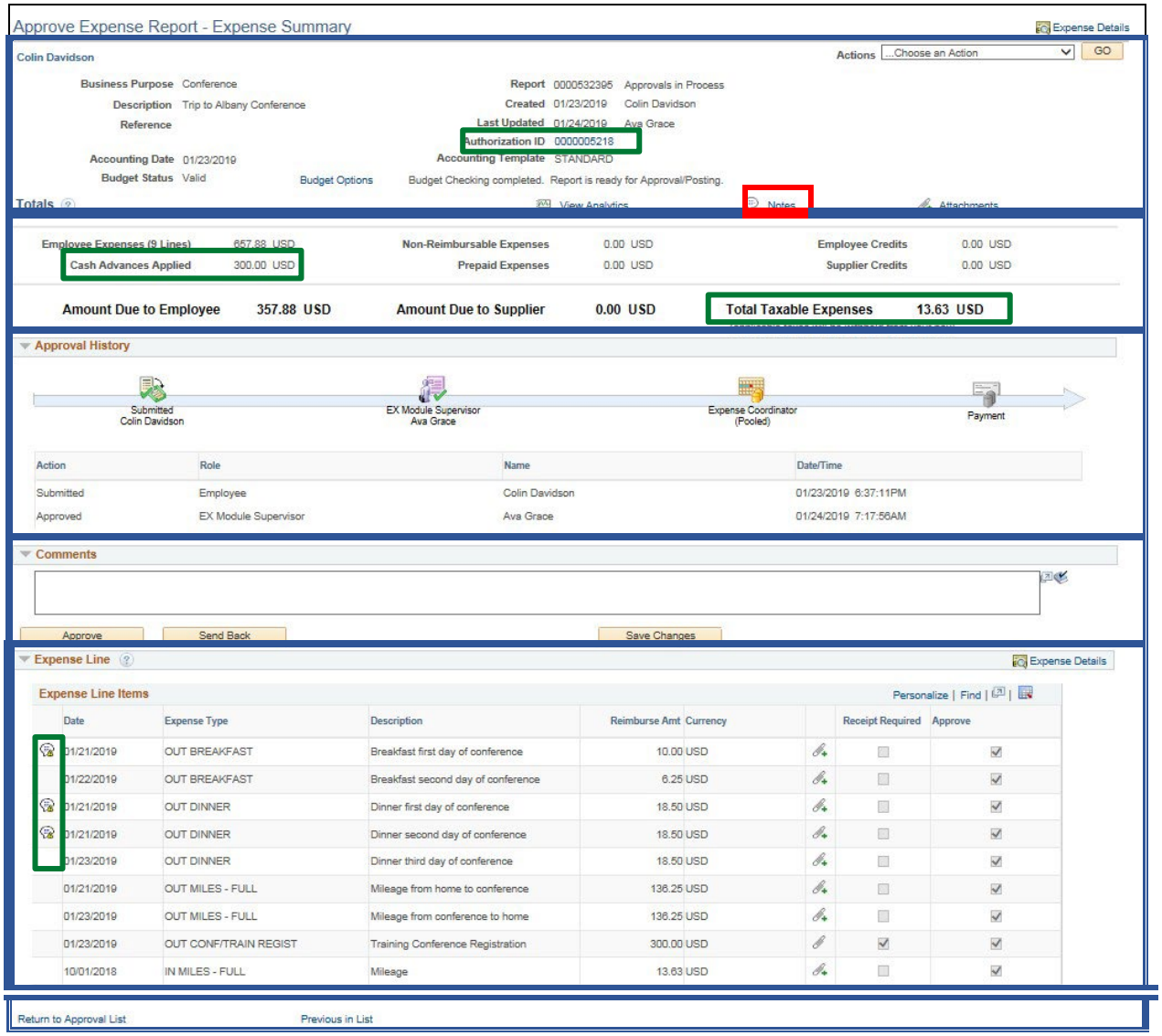
The **Approve Transactions - Expense Reports** page displays all the expense reports pending your approval:



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
☐		Expense Report	21.80	USD	Davidson,Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
☐	⚠	Expense Report	137.20	USD	Davidson,Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
☐		Expense Report	26.71	USD	Davidson,Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
☐	⚠	Expense Report	21.80	USD	Davidson,Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
☐		Expense Report	66.74	USD	Davidson,Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
☐		Expense Report	19.08	USD	Davidson,Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
☐	⚠	Expense Report	169.26	USD	Davidson,Colin	00003	Trip to Florida Conference	0000532393	01/23/2019	Approvals in Process	Expense Coordinator
☐	⚠	Expense Report	657.88	USD	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

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



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

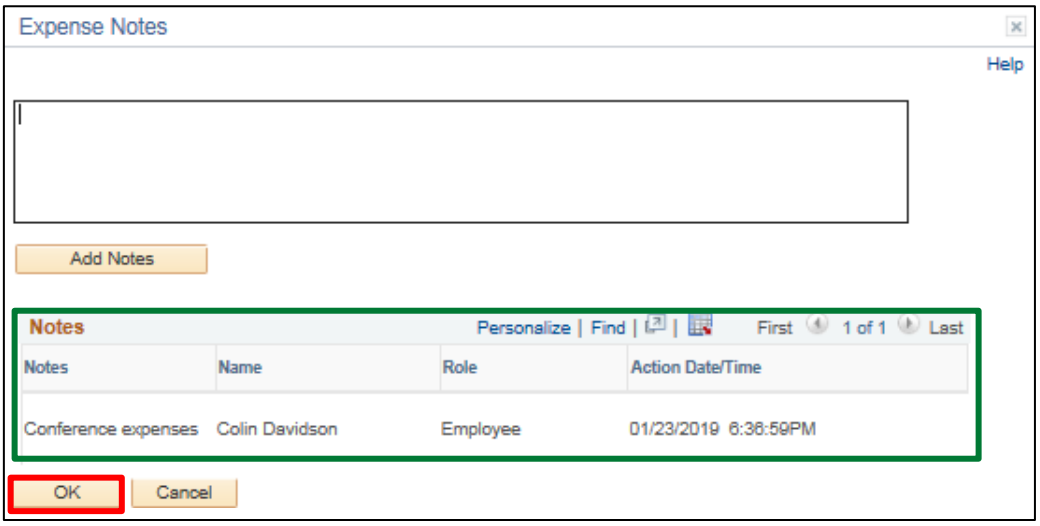
- **General Information** includes the Business Purpose, Report ID, Status, Description, Creation and Last Updated Dates, Accounting Date Budget Options link and Budget Status, header Attachments, and Notes. The Authorization ID displays as a link if a travel authorization is associated to the expense 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 is 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

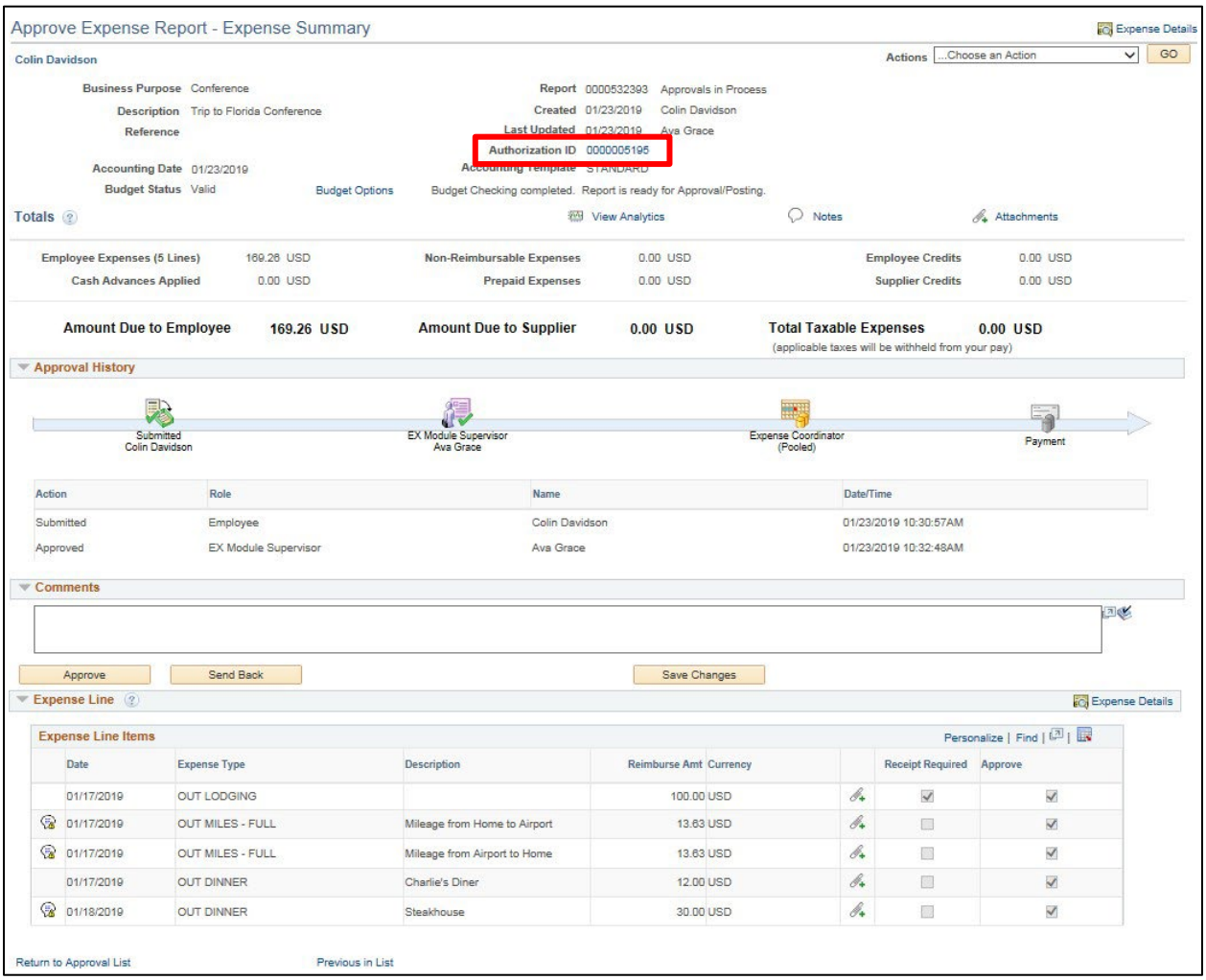
3. Click the **Notes** link

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



4. Click **OK**

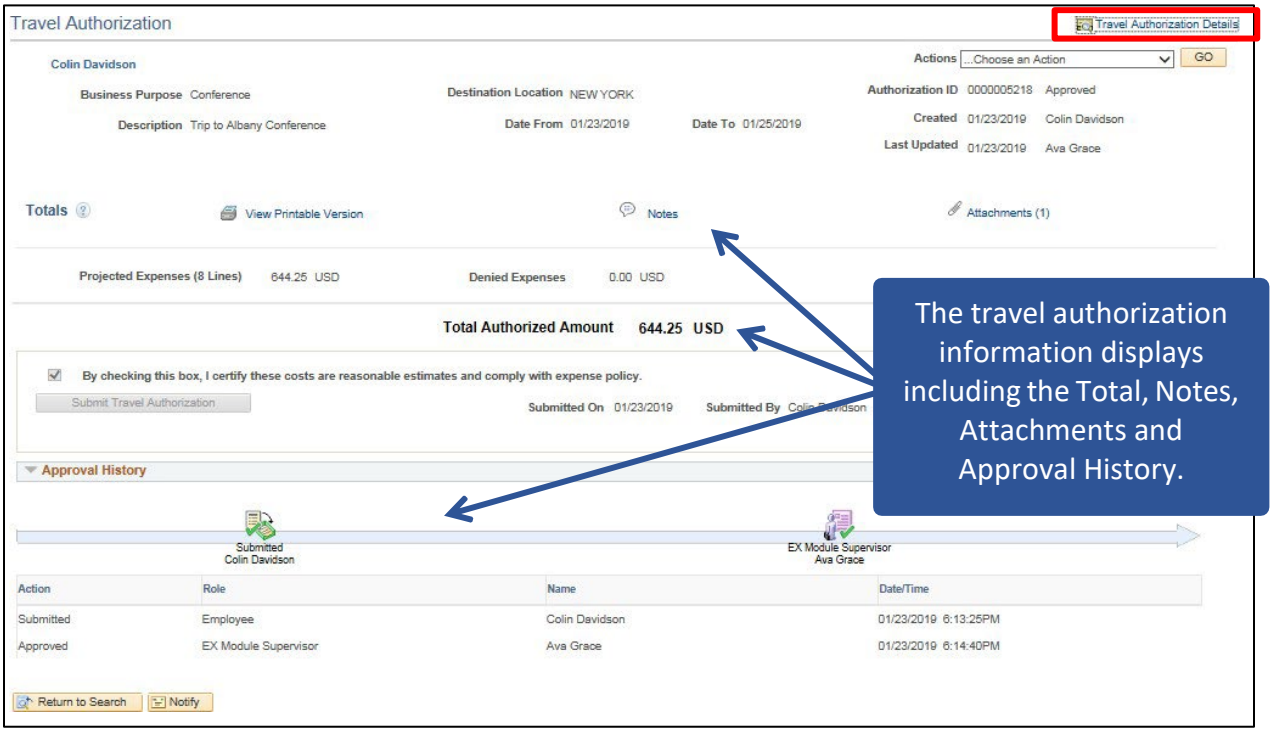
The **Approve Expense Report - Expense Summary** page displays.



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

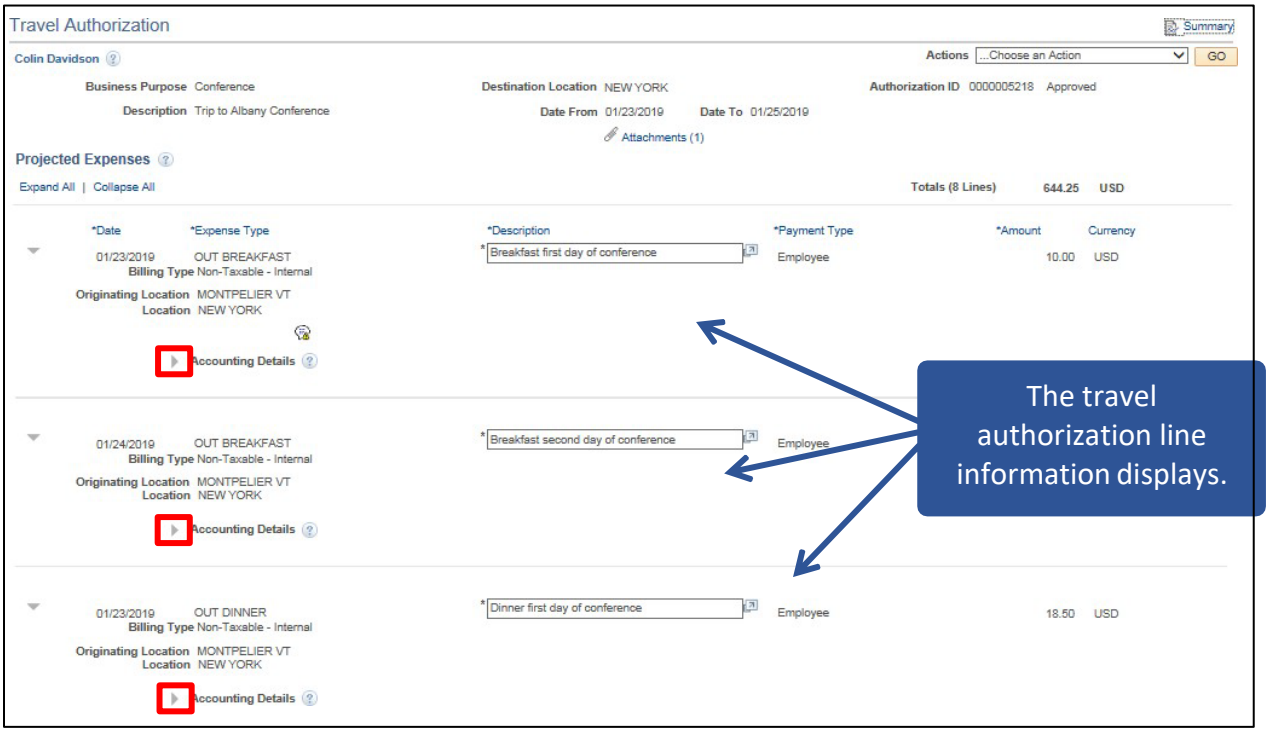
5. Click on the **Authorization ID** link.

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



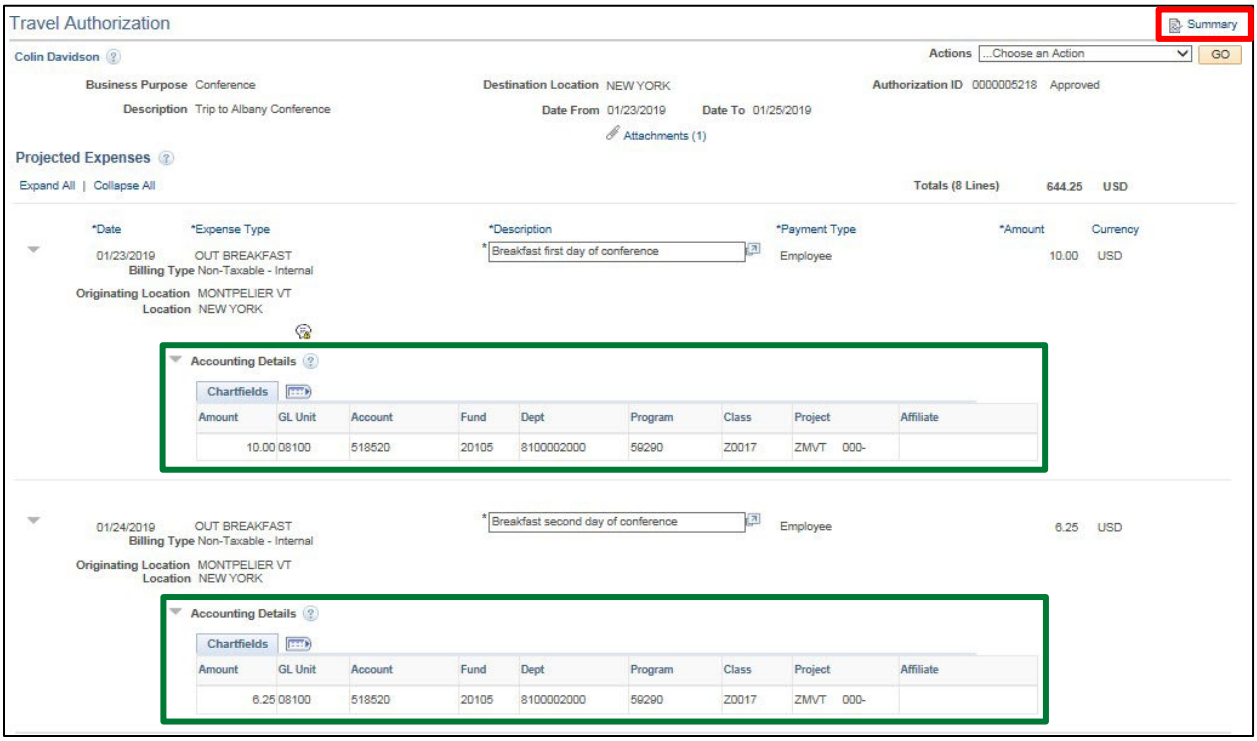
6. Click the **Travel Authorization Details** link

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

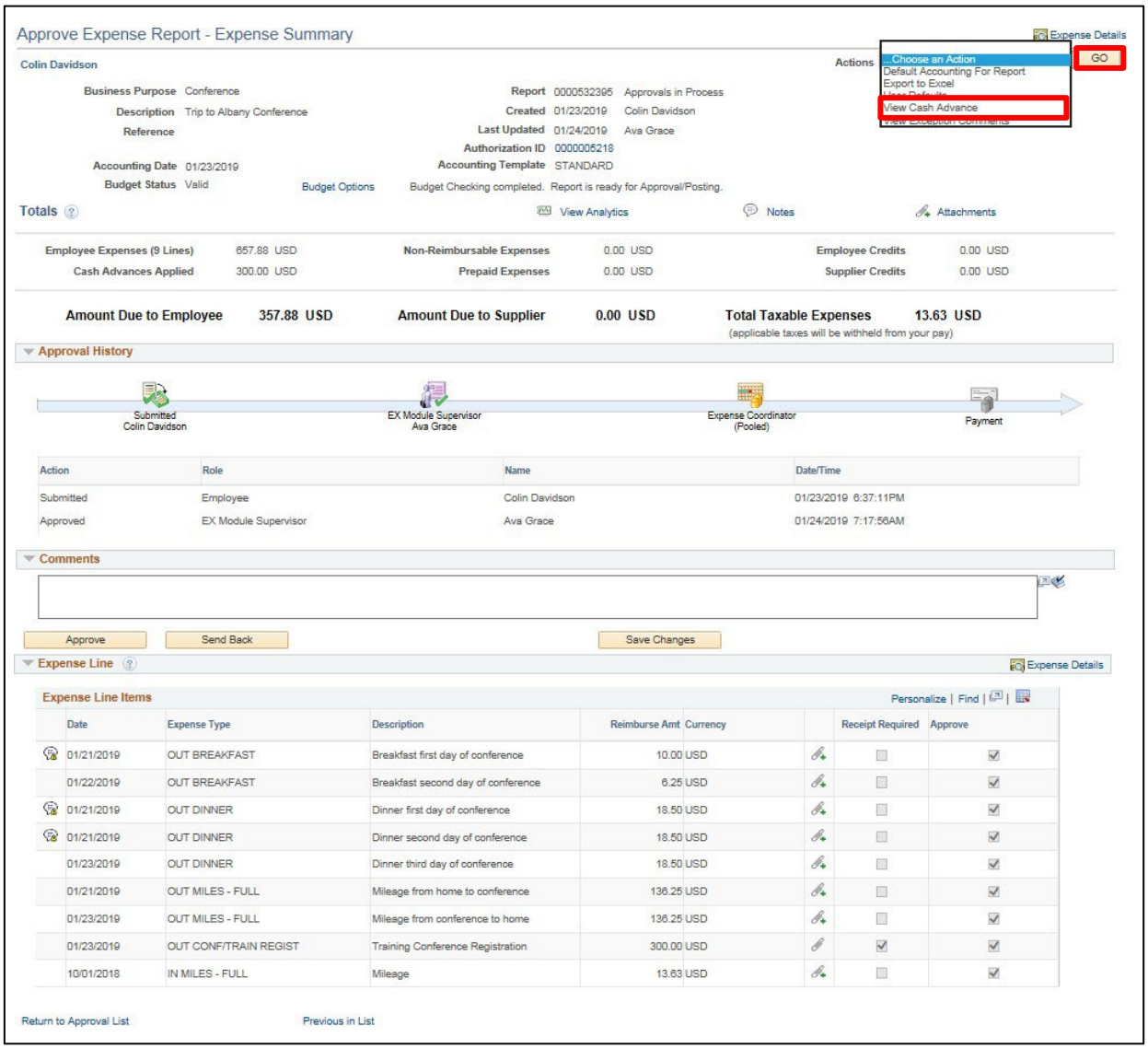


7. Click the **Expand Accounting Line** ▸ icon for each line.

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



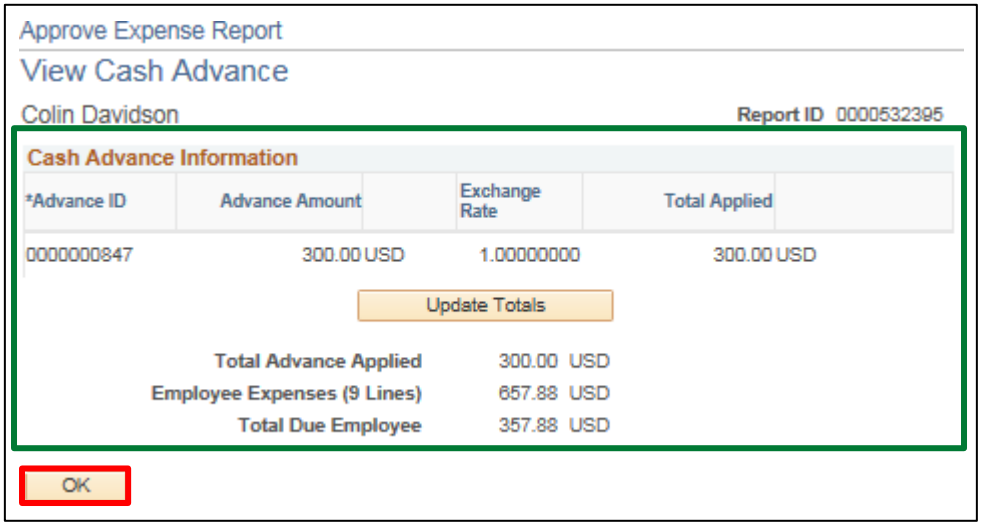
9. Close the **Travel Authorization** window after you have completed your review and return to the **Approve Expense Report - Expense Summary** page



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:

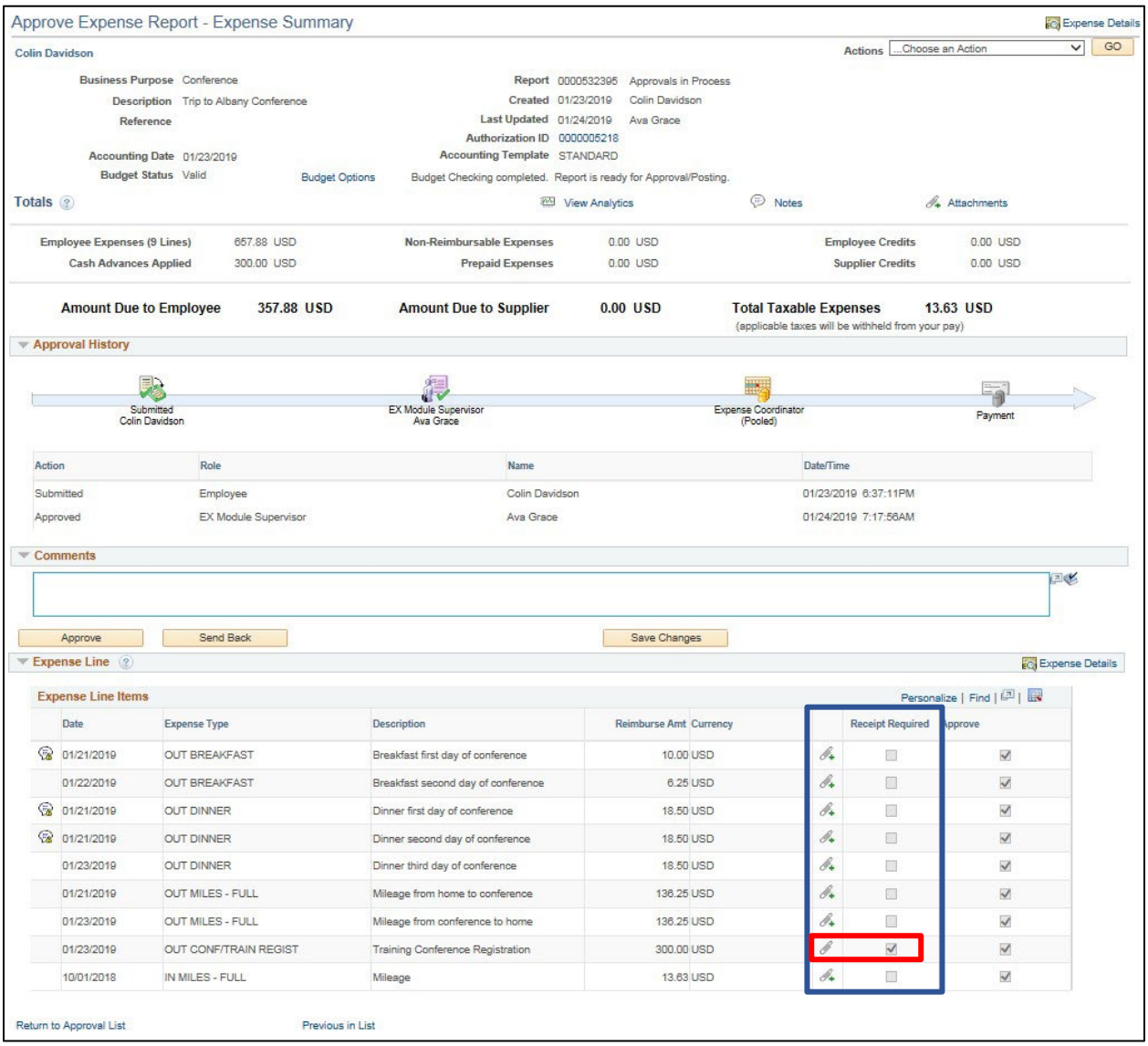


The Total Due Employee amount is the difference between the total amount of the advance applied to the expense report and the total amount of the expense report.

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:



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.**

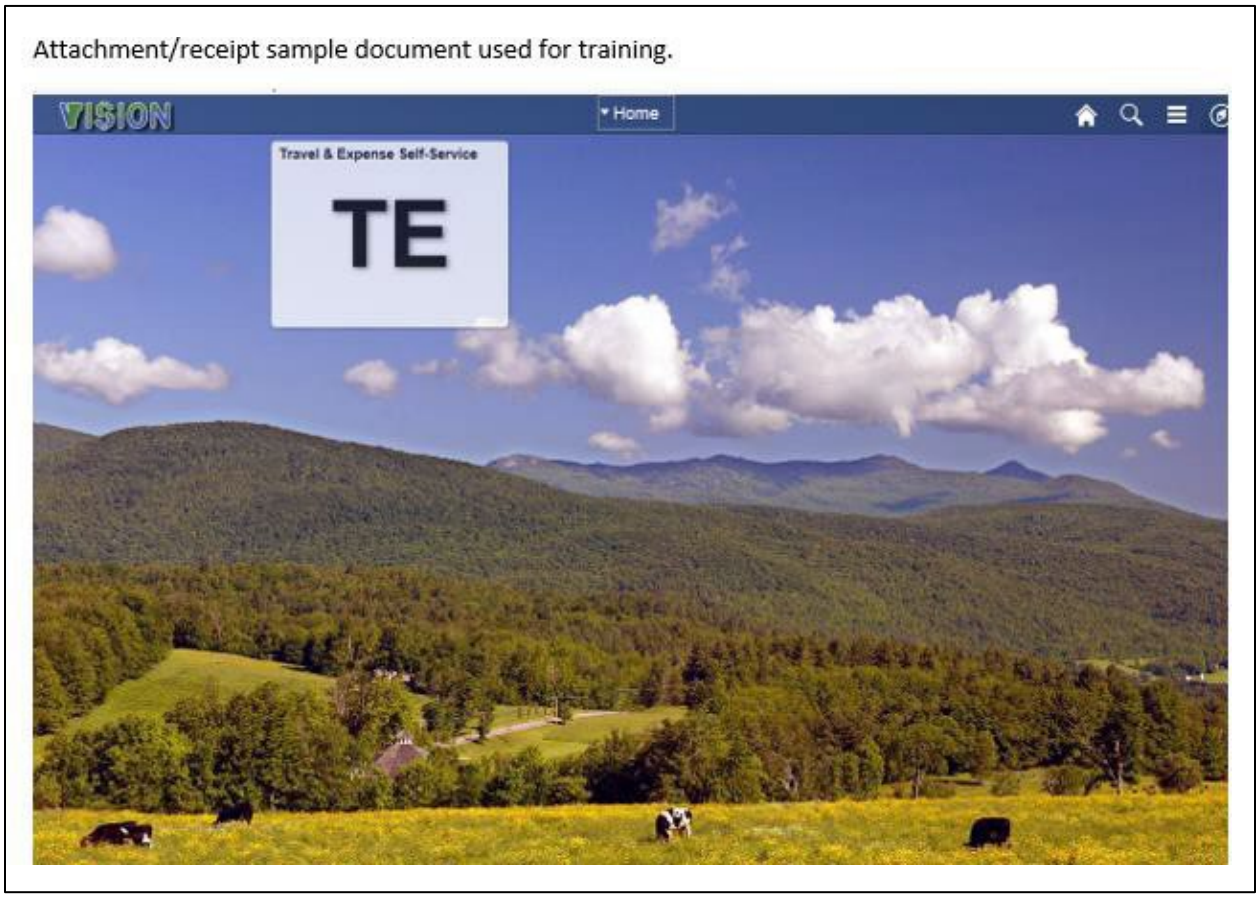
Review the Receipt Required checkbox for each expense line and verify a receipt is attached.

13. Click the line icon

The **Expense Line Attachments** page displays:

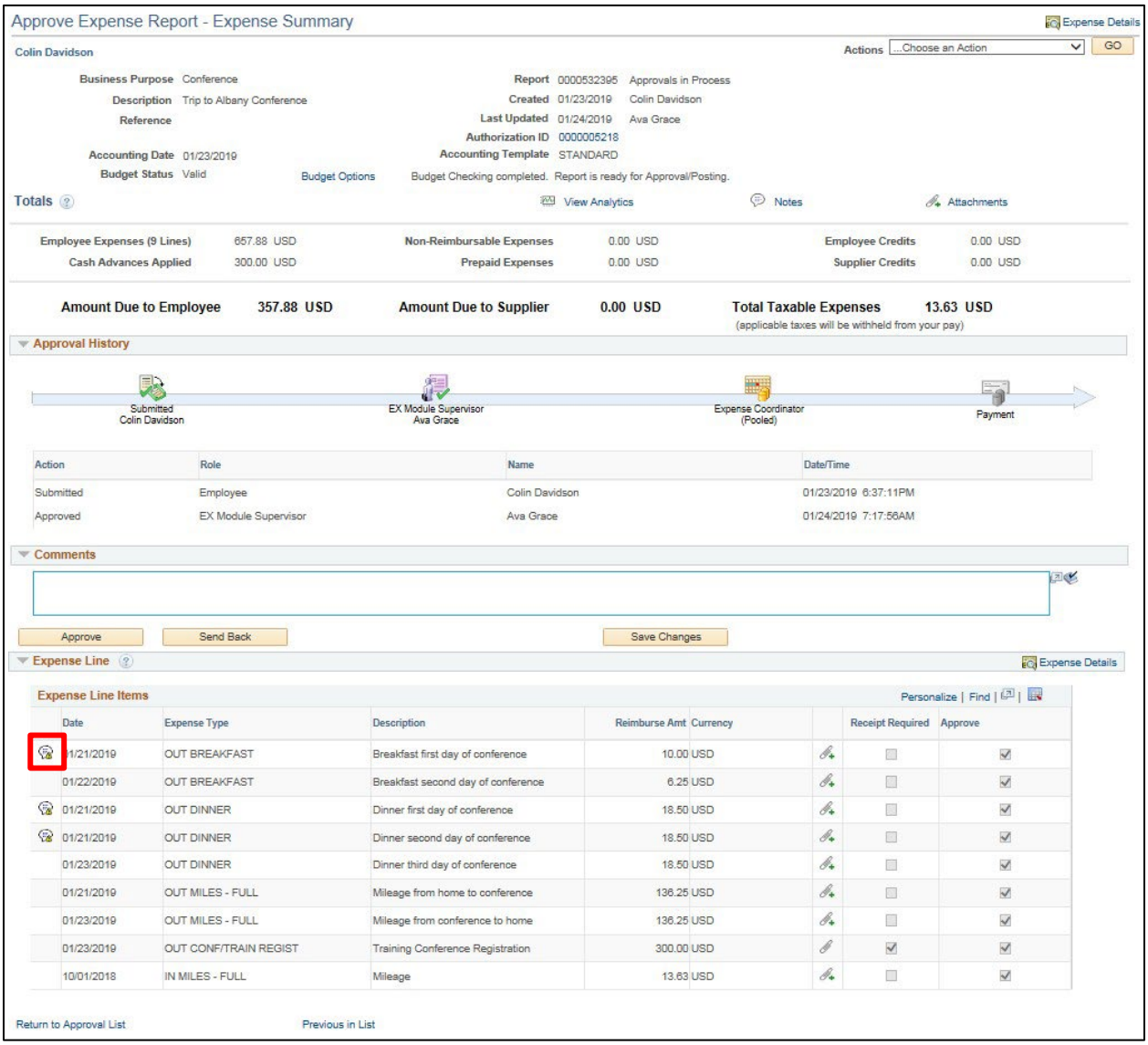
The **File Name** is a link to the attachment. Approvers can view the attachment, but they cannot delete it. Approvers can add an attachment **BEFORE** they have approved the transaction.

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



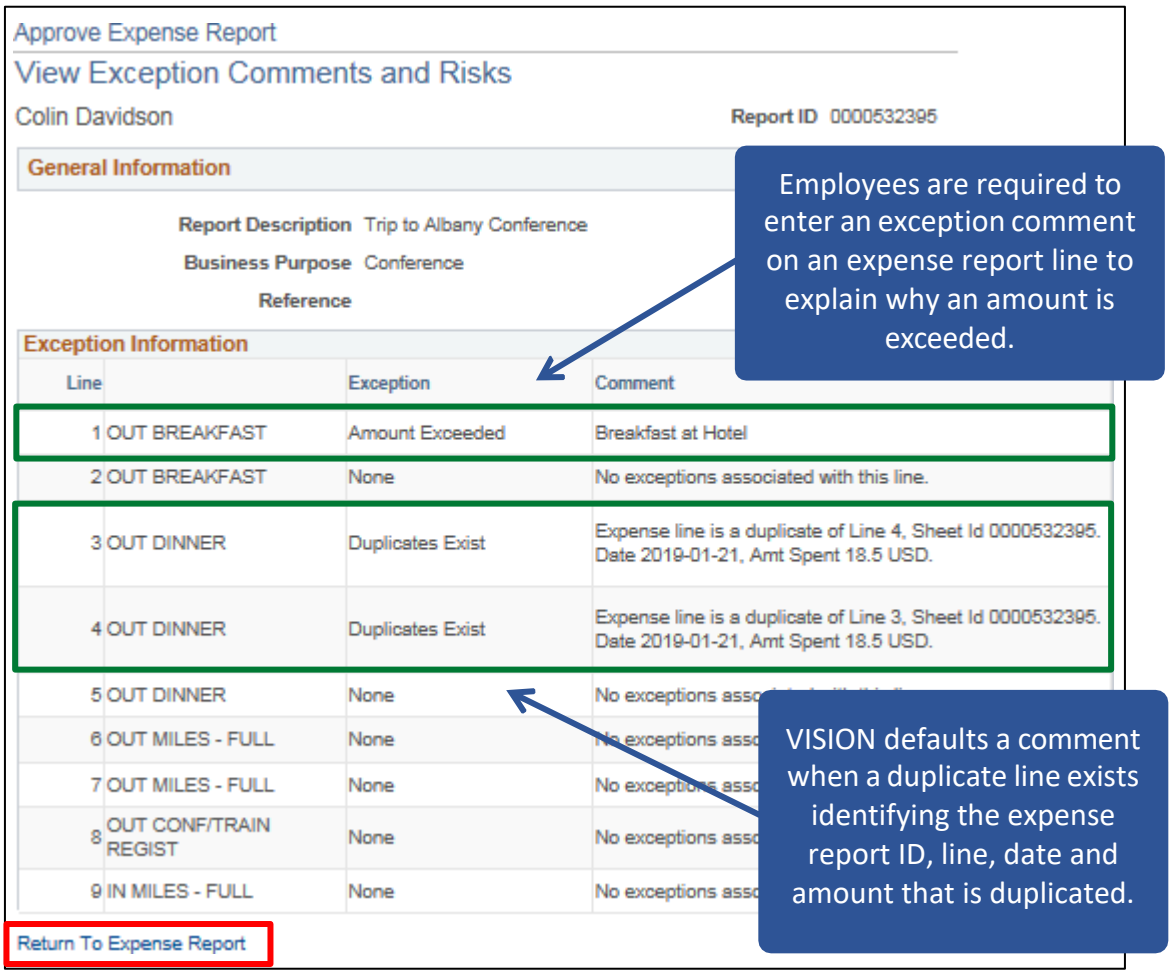
15. Close the attachment and click **OK**

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



16. Click the icon

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



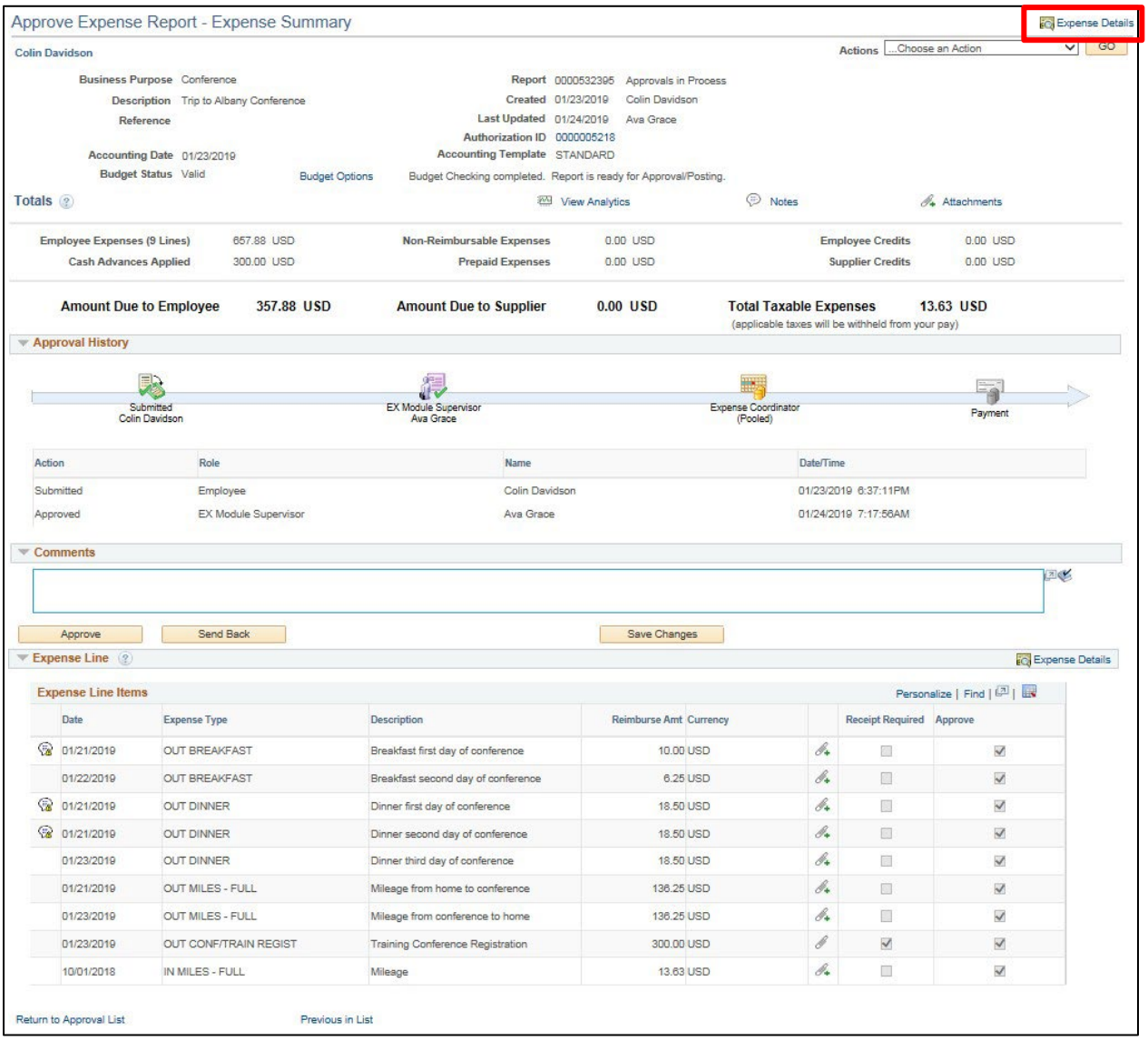
The **View Exceptions Comments and Risks** page will show all exceptions for the expense report. Below are the most common exceptions and what they mean:

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.

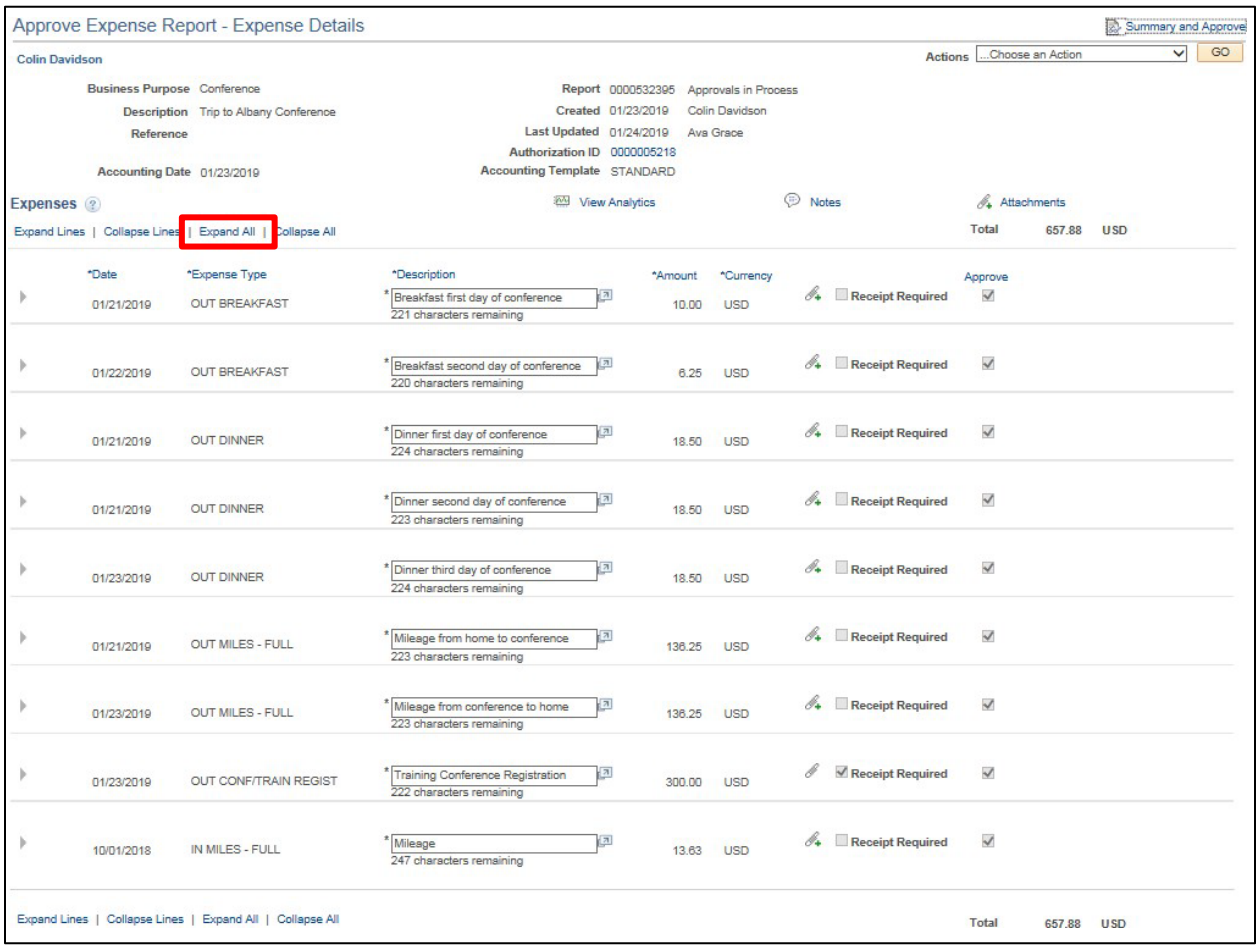
17. Click the **Return To Expense Report** link

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



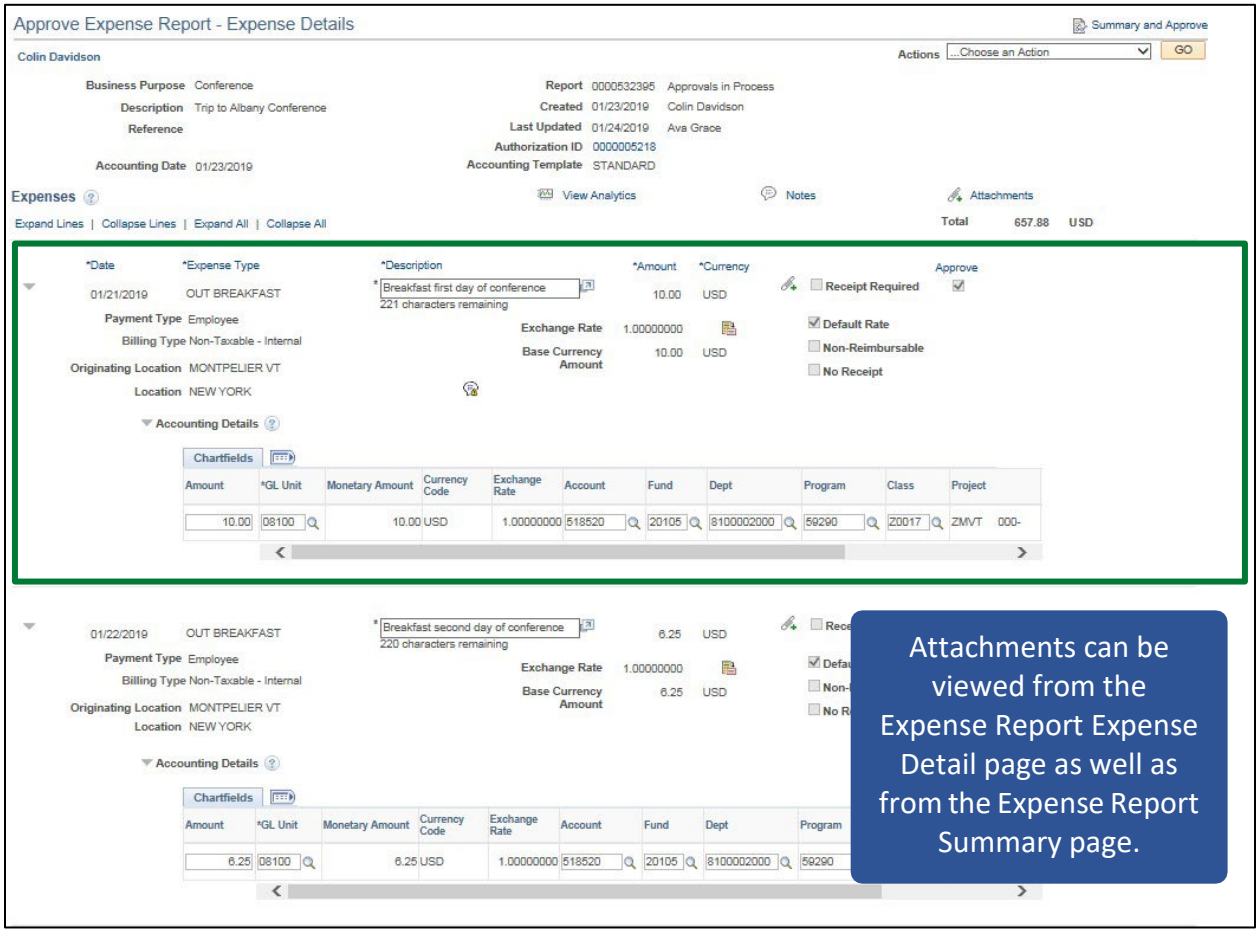
18. Click the **Expense Details** link

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



19. Click the **Expand All** link

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

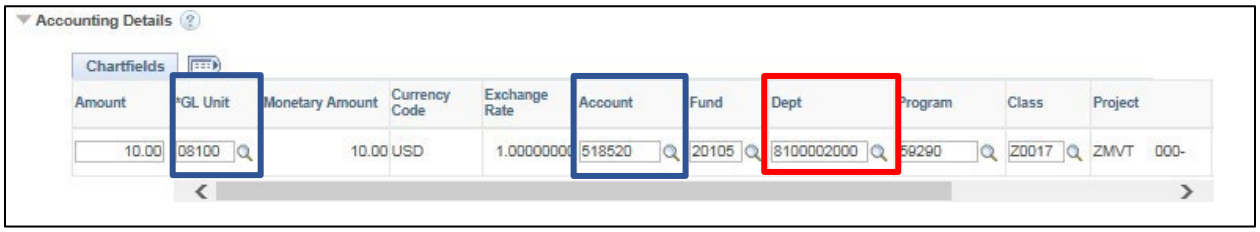


The **Approve Expense Report - Expense Details** page allows you to view detailed information for each expense line including the accounting information. Verify that all expenses submitted comply with Bulletin 3.4. Transaction information is display only except for the ChartFields. As an Expense Coordinator 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?

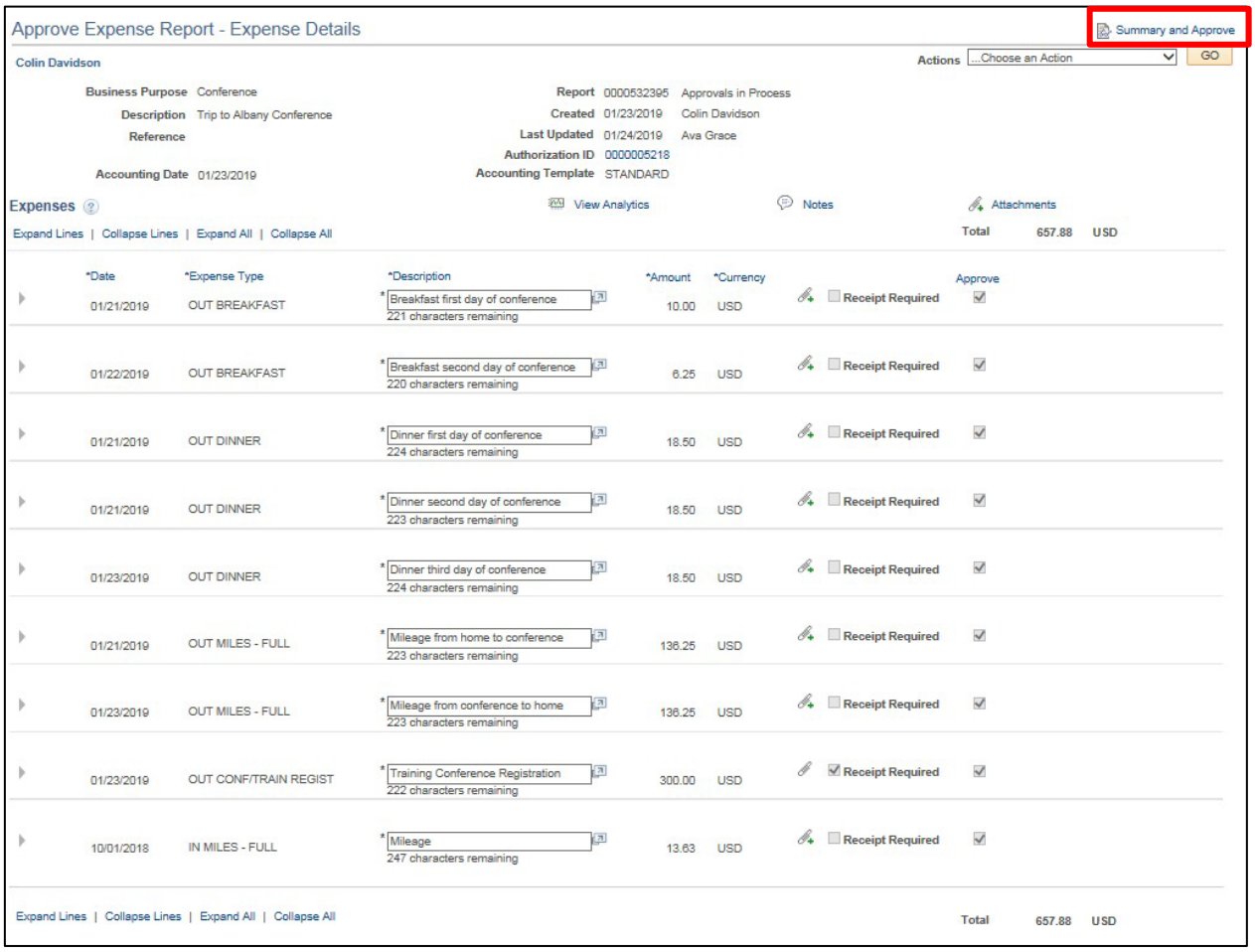
- **VTHR:** GL Business Unit and Department ID come from VTHR
- **Employee Defaults:** Expense Coordinators can set a default Fund, Program, Class, and Project for each employee using the VISION Expense Access Request Form
- **Default Accounting for Report:** Employees have the option of setting defaults 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.



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

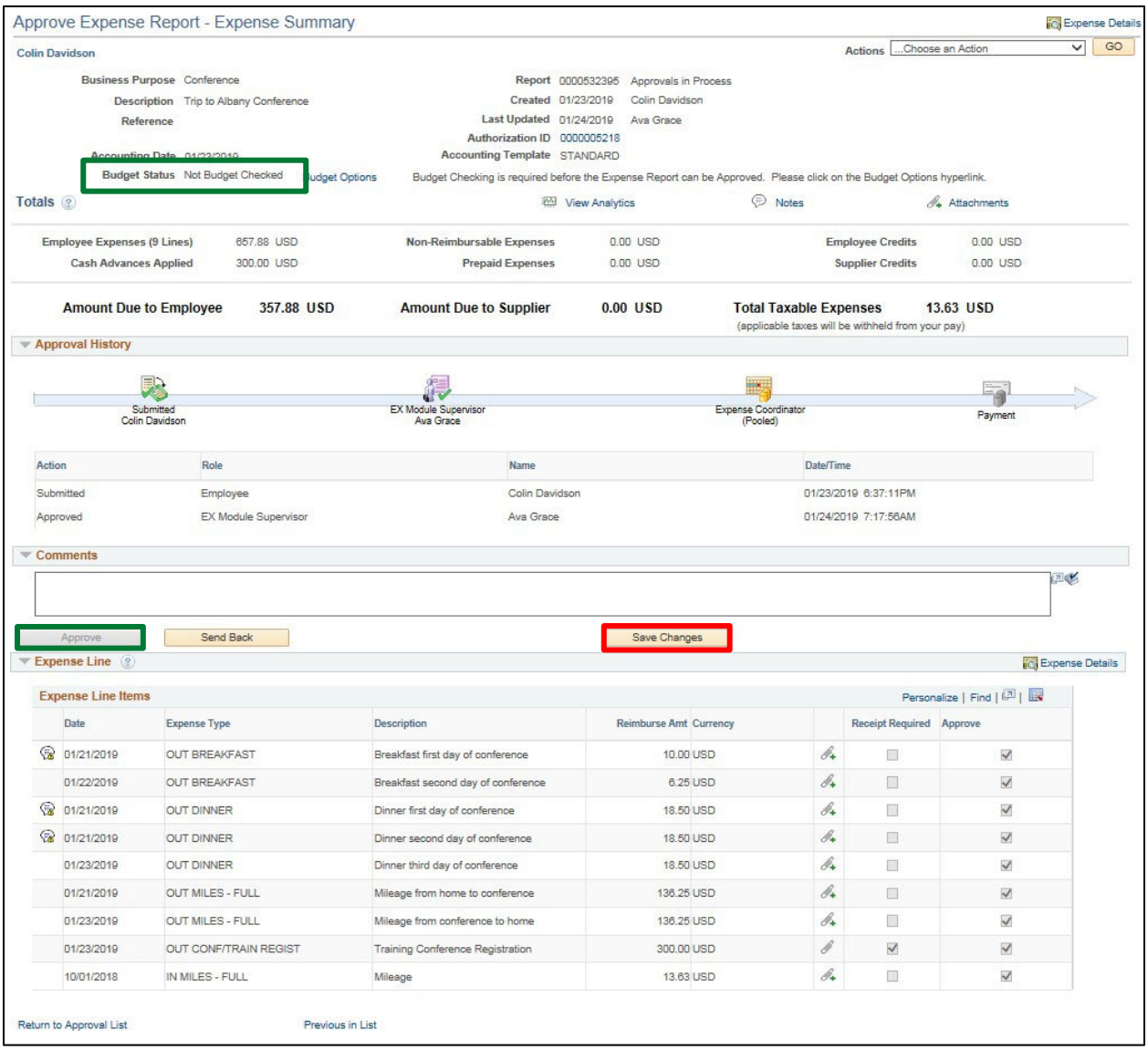
Note: Changing a ChartField value will update the Budget Status to 'Not Budget Checked'. You will need to budget check the expense report prior to approving the transaction when ChartFields are changed.



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

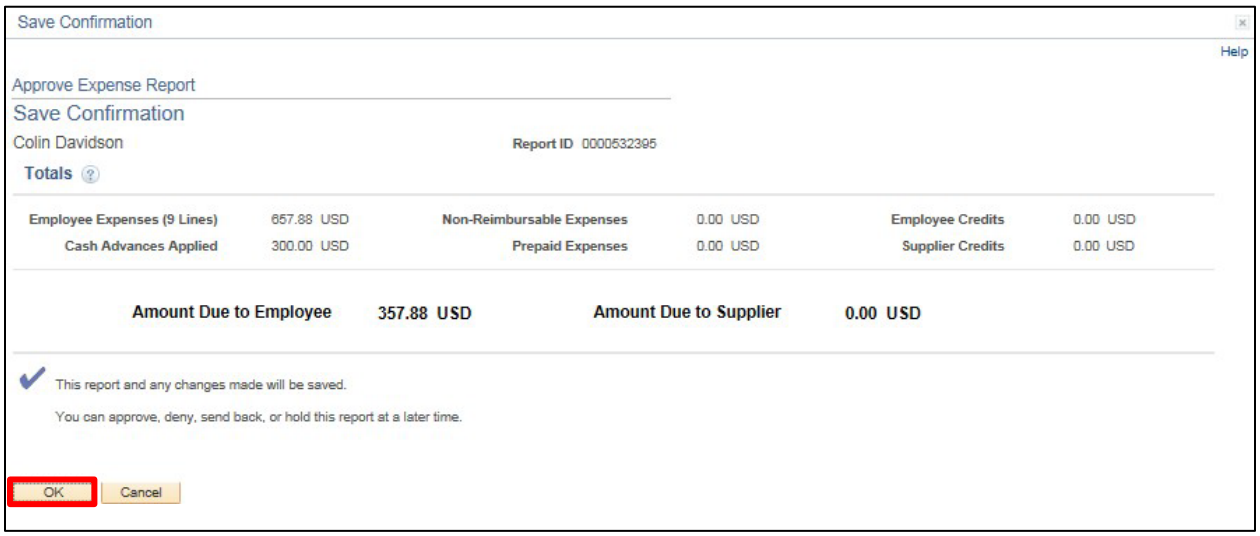
The **Approve Expense Report - Expense Summary** page displays. The Budget Status is updated to 'Not Budget Checked' and the Approve button is disabled:

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'.



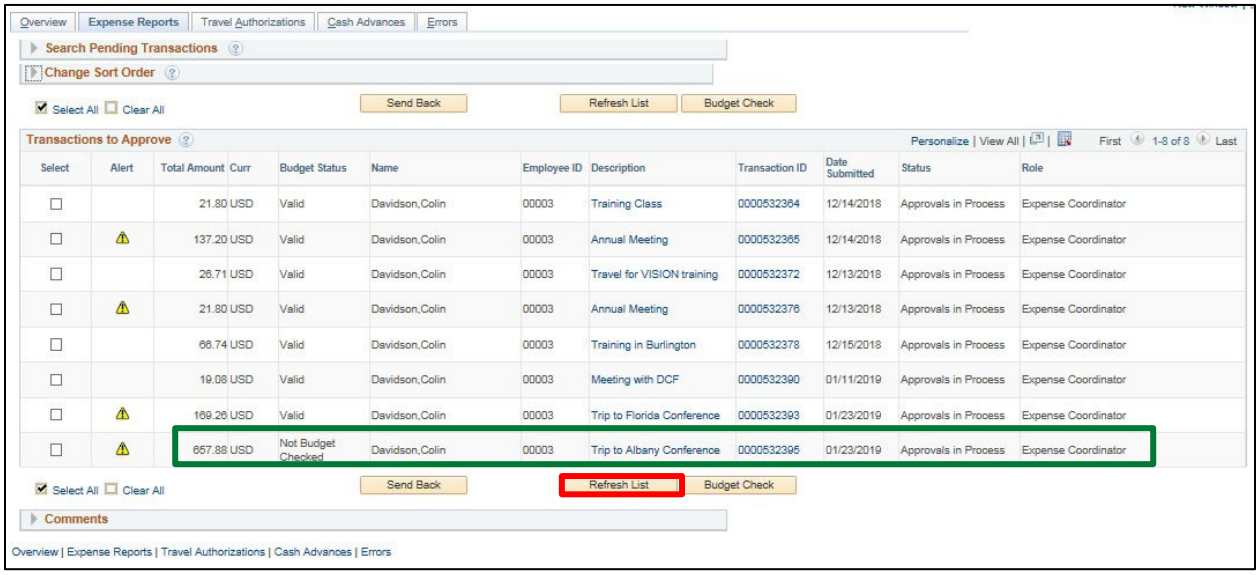
21. Click the **Save Changes** button to save any ChartField updates you may have made

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



22. Click **OK**

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



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

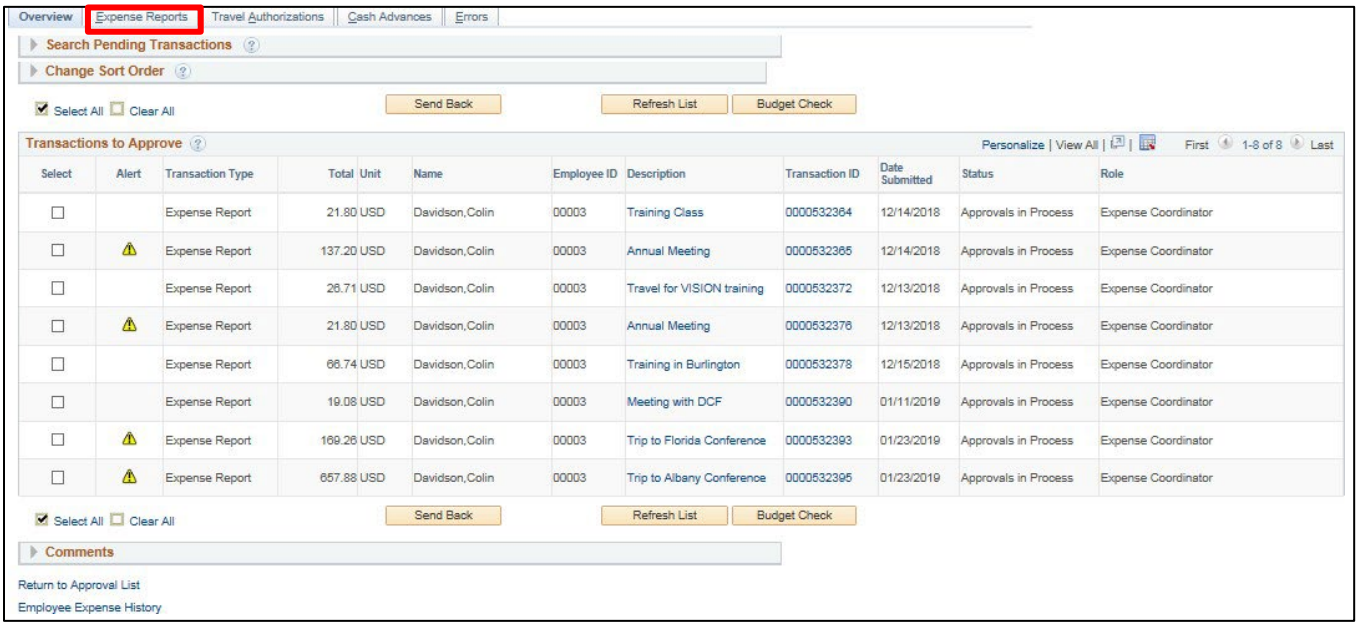
Send an Expense Report Back for Revision

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

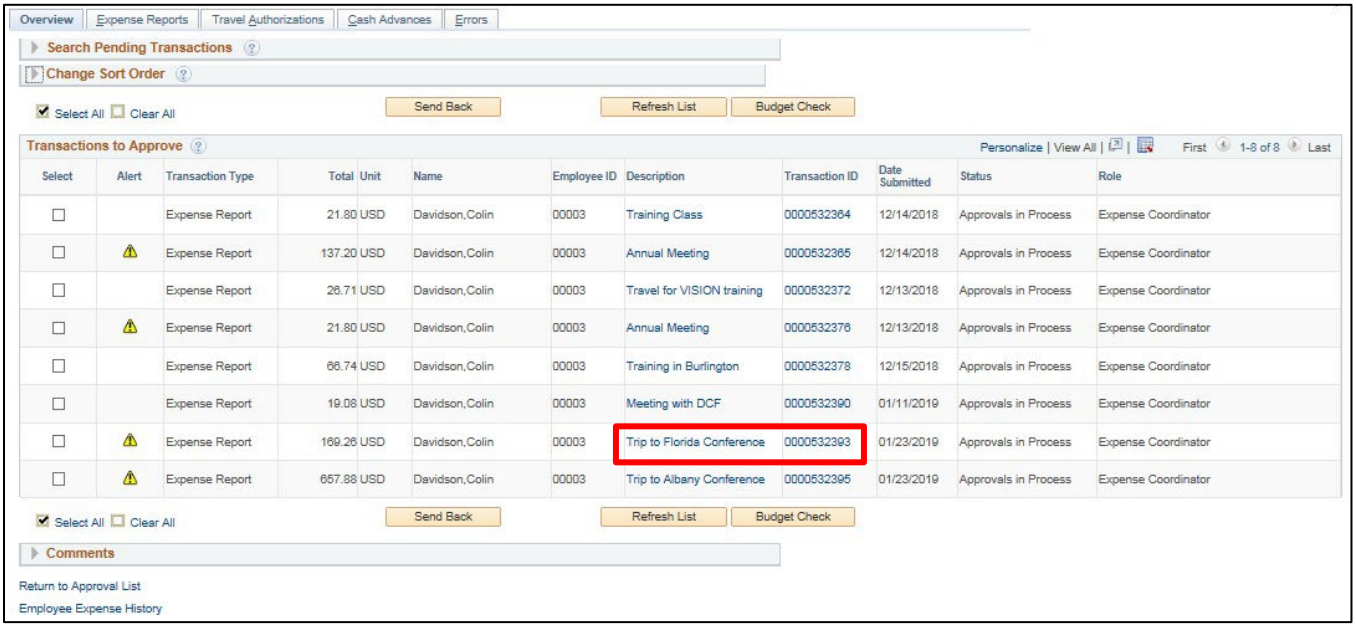
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
☐		Expense Report	21.80	USD	Davidson,Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
☐	⚠	Expense Report	137.20	USD	Davidson,Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
☐		Expense Report	26.71	USD	Davidson,Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
☐	⚠	Expense Report	21.80	USD	Davidson,Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
☐		Expense Report	66.74	USD	Davidson,Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
☐		Expense Report	19.08	USD	Davidson,Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
☐	⚠	Expense Report	169.26	USD	Davidson,Colin	00003	Trip to Florida Conference	0000532393	01/23/2019	Approvals in Process	Expense Coordinator
☐	⚠	Expense Report	657.88	USD	Davidson,Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

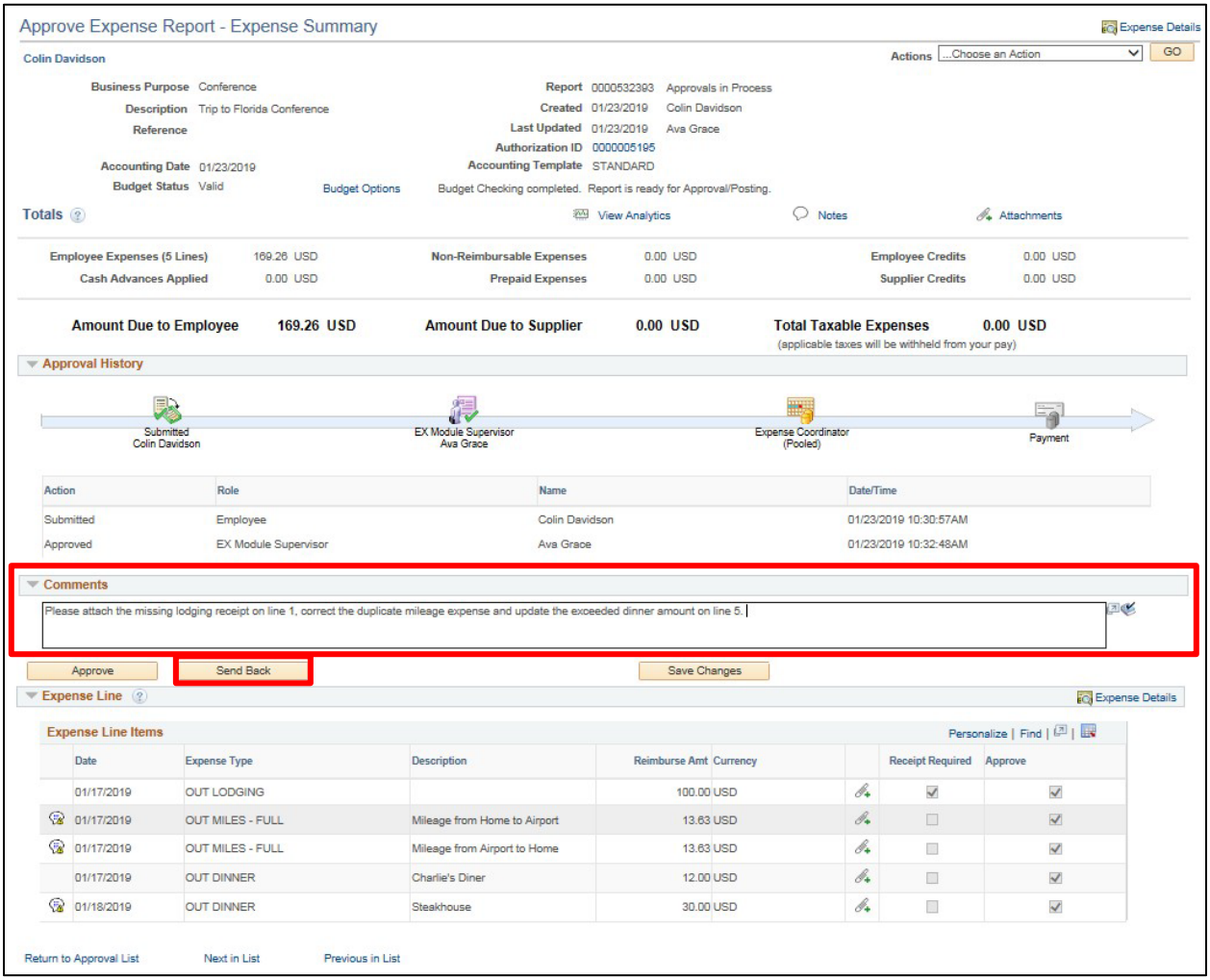
1. Click on the **Expense Reports** tab to see all expense reports that are available to you for review

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



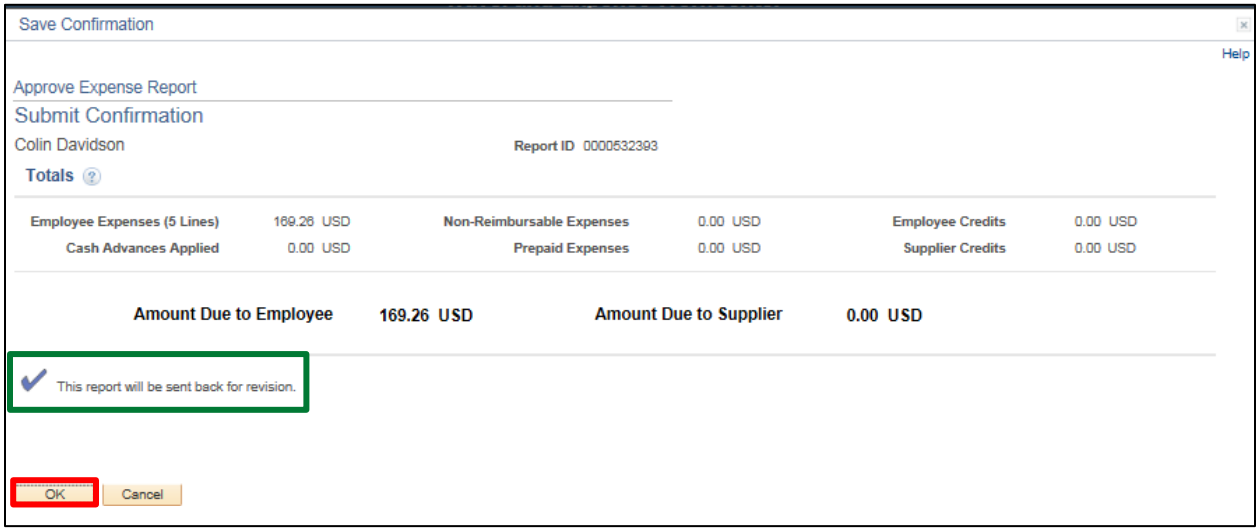
2. Select the **Description** or **Transaction ID** link to drill down into the transaction details for the expense report you would like to review

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



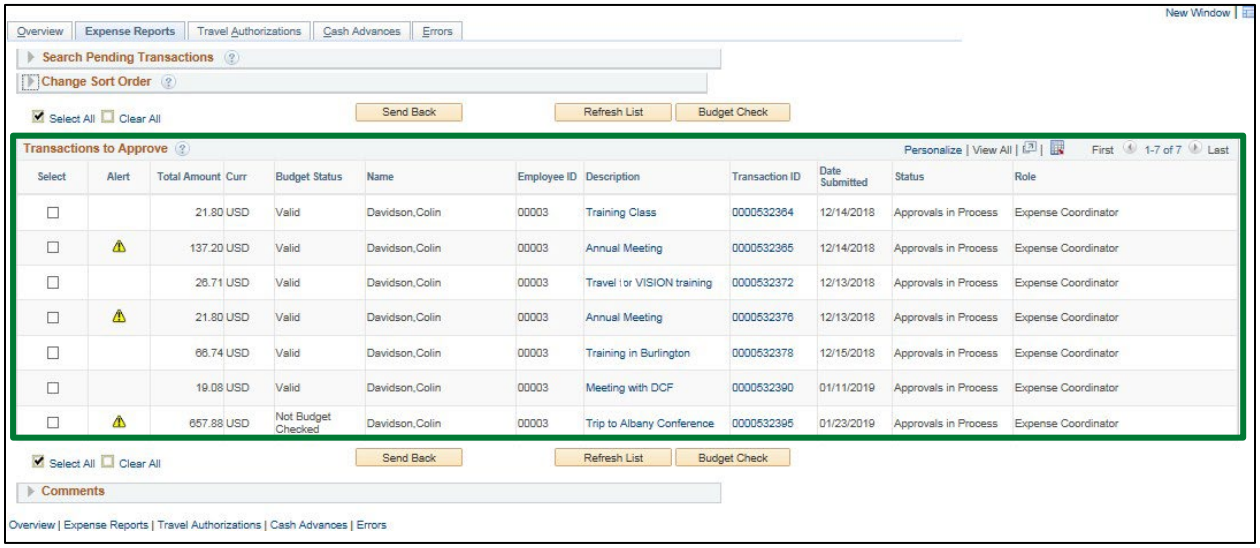
3. Enter what revisions need to be made to the expense report into the **Comments** field. A comment is required when sending an expense report back for revision
4. Click **Send Back**

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



5. Click **OK**

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



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

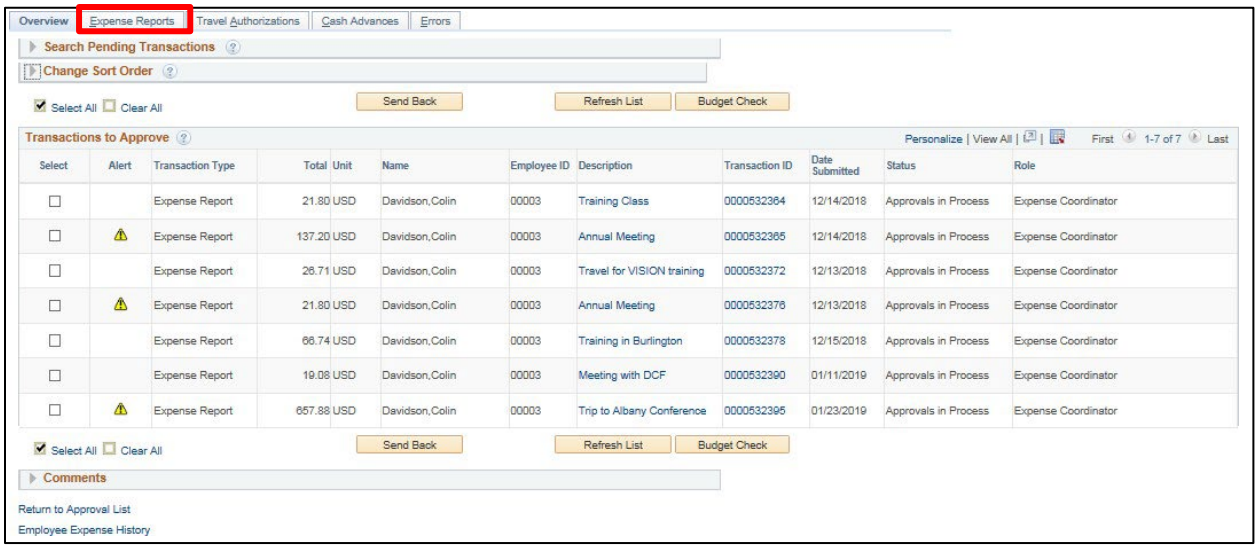
Approve an Expense Report

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

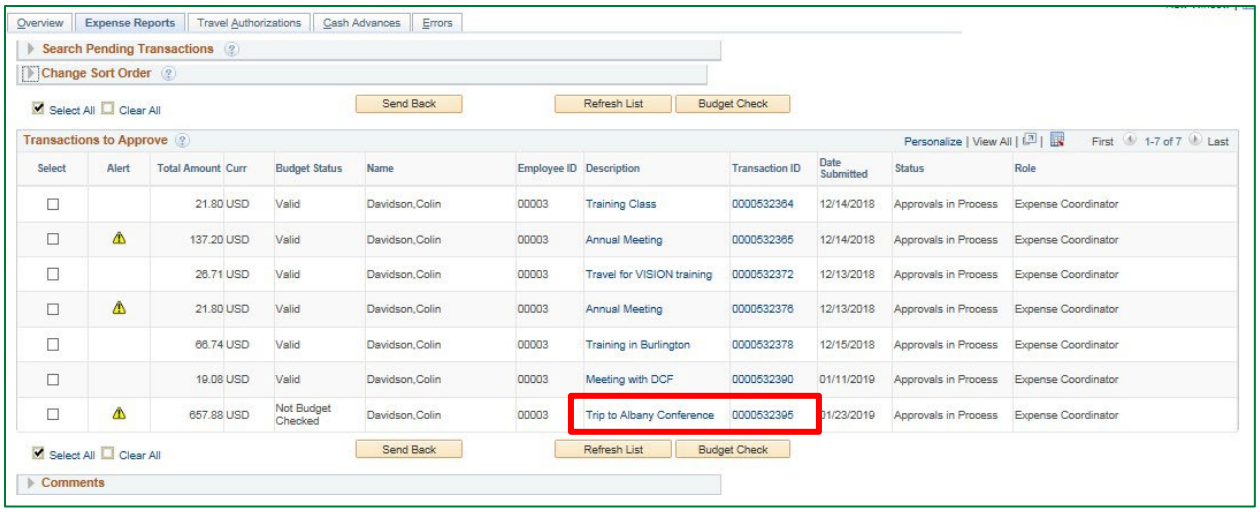
Navigator Menu navigation: Travel and Expenses > Approve Transactions > Approve Transactions

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



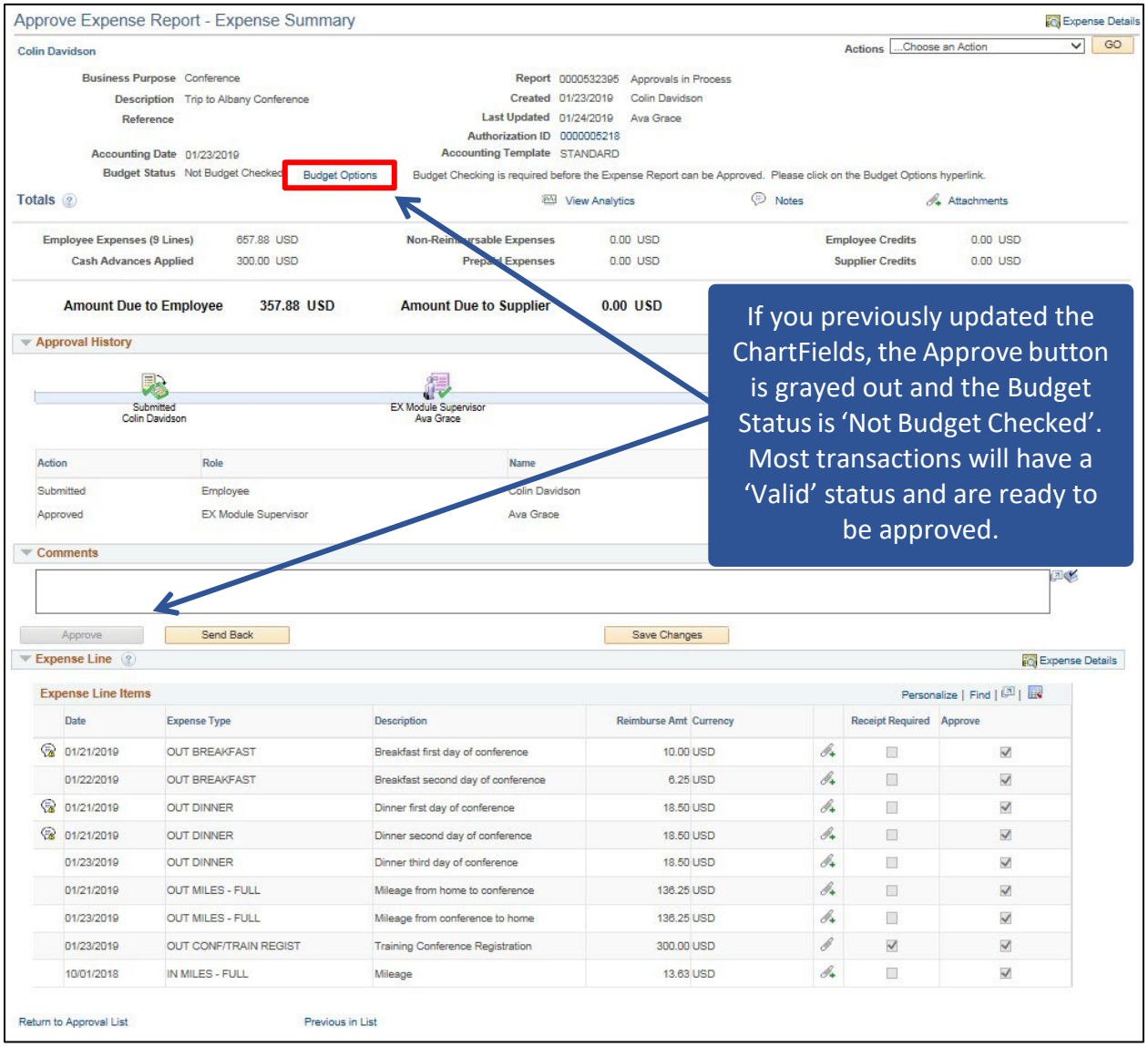
1. Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review

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



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

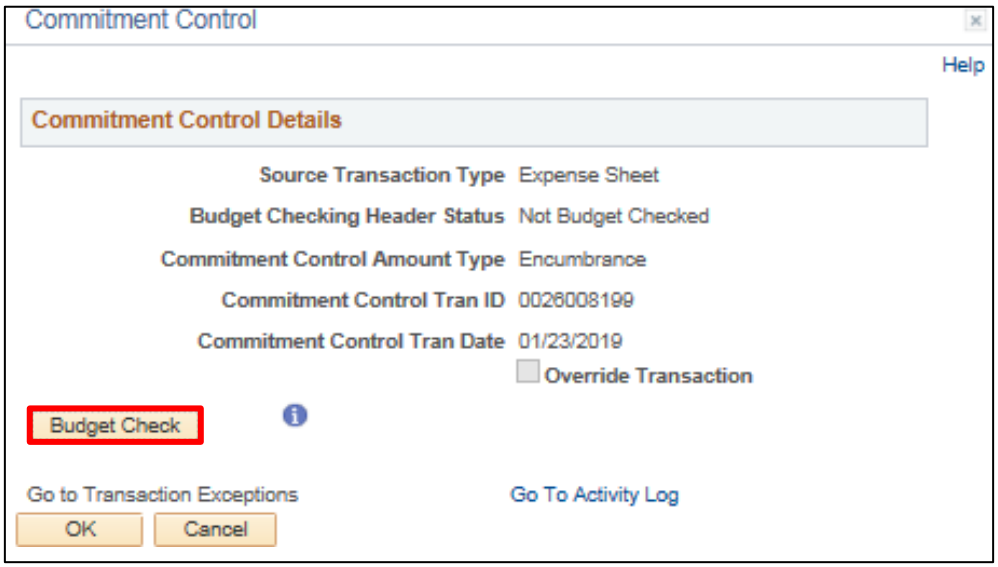
Expense Reports are approved or sent back to the employee for revision from the **Approve Expense Report - Expense Summary** page:



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

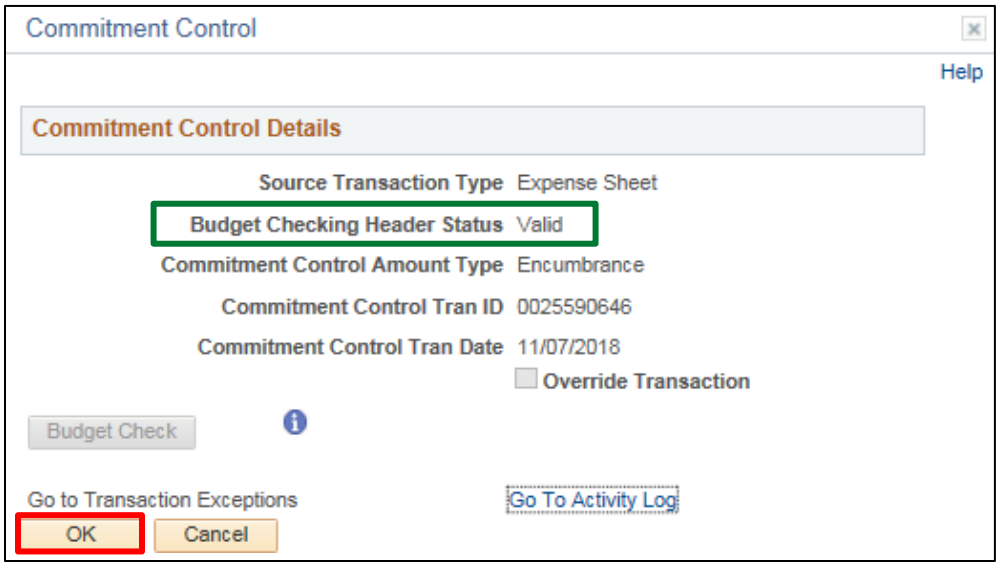
3. Click the **Budget Options** link If the Budget Status is 'Not Budget Checked' – otherwise skip to step 6

The **Commitment Control** page displays:



4. Click **Budget Check**

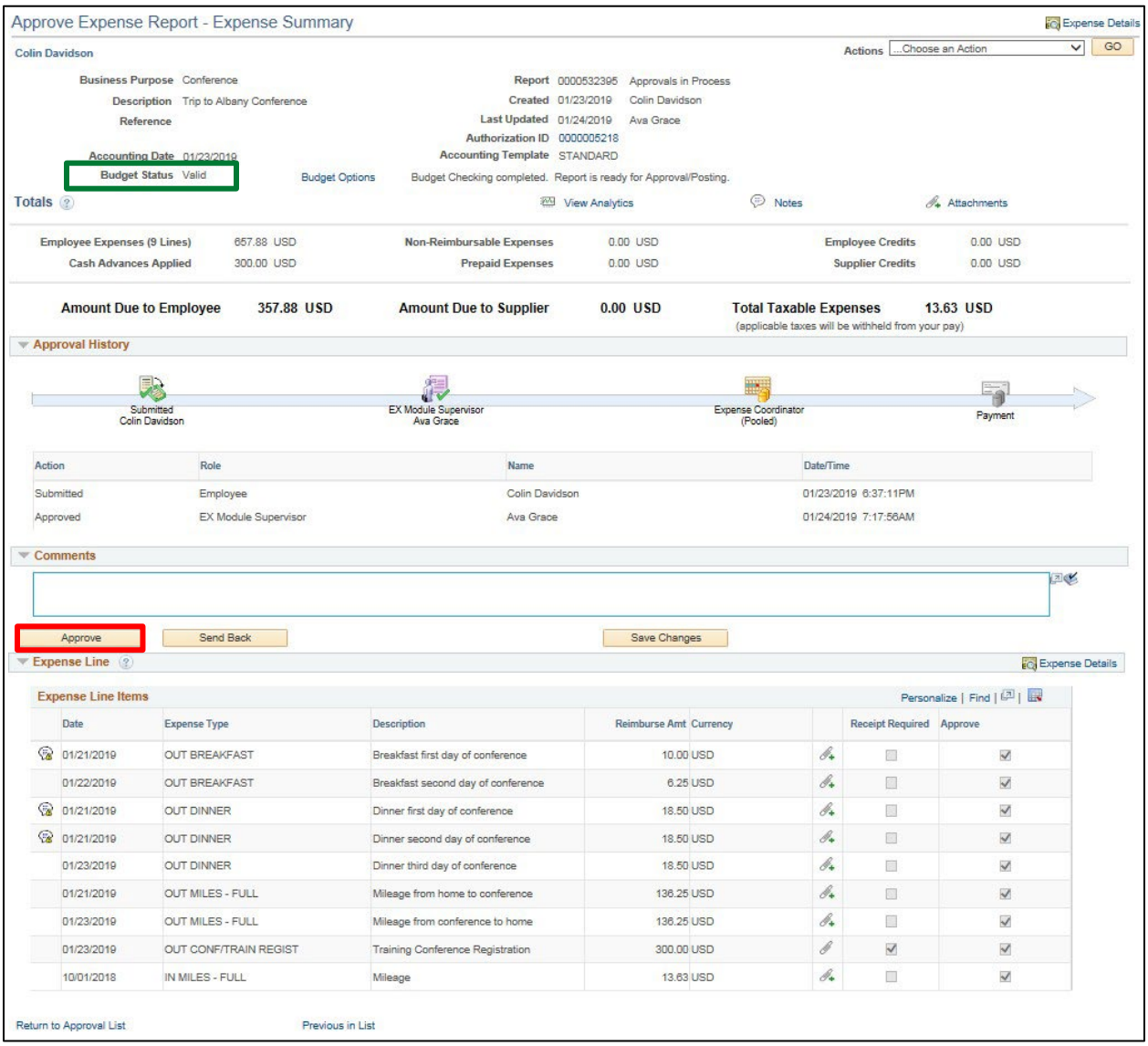
The Budget Checking process is initiated. The **Budget Checking Header Status** is updated when the process finishes:



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

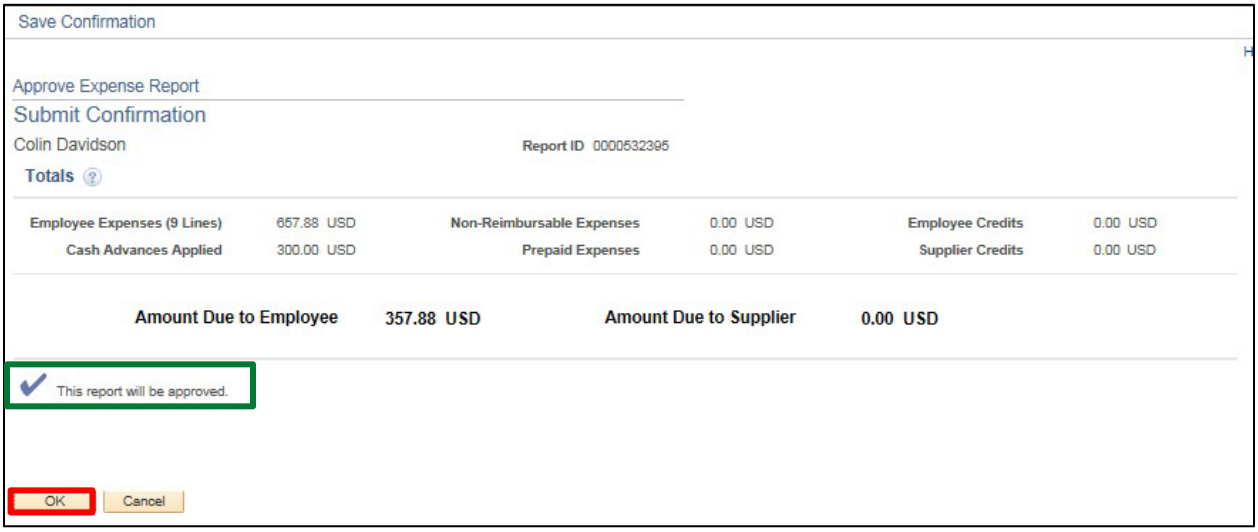
5. Click **OK**

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



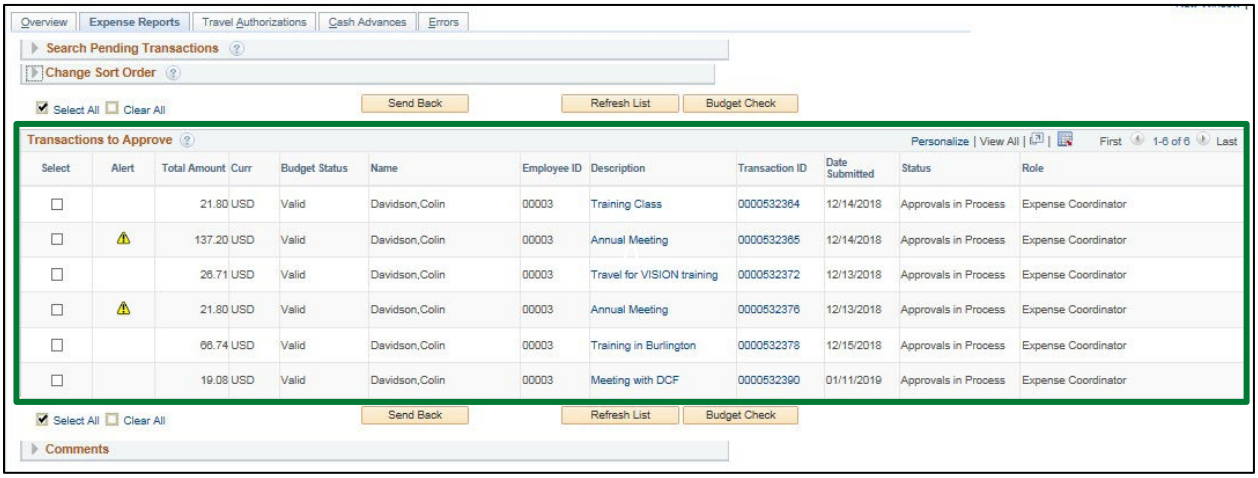
6. Click **Approve**

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



7. Click **OK**

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



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.

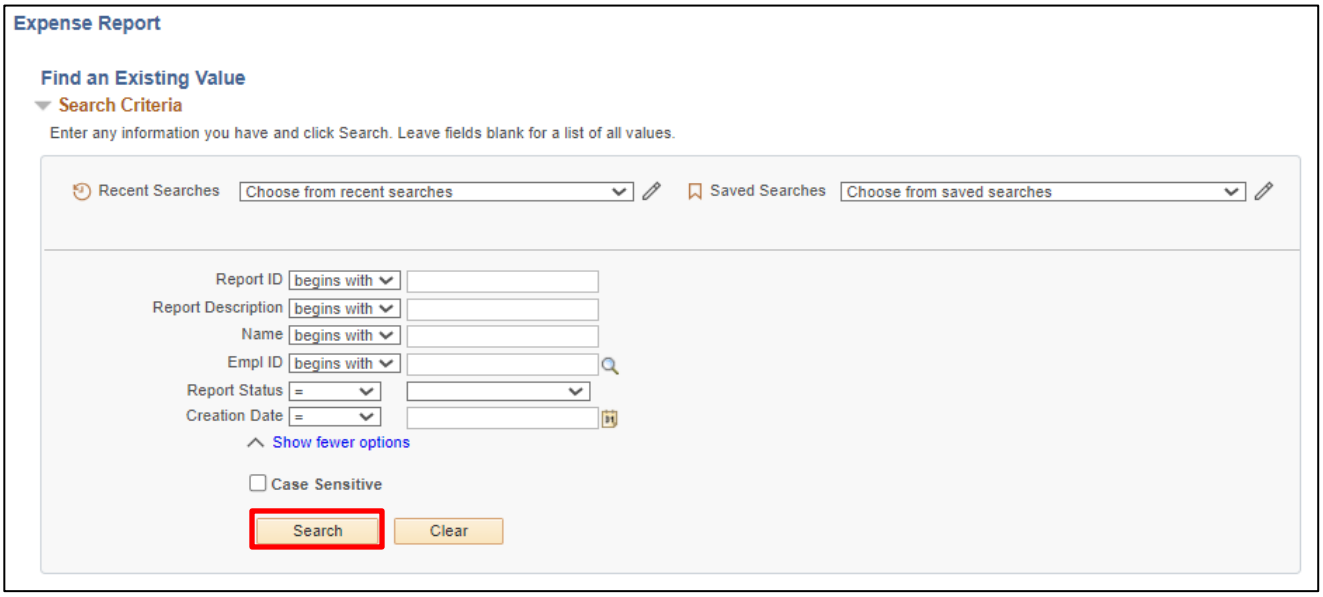
Contact the VISION Helpdesk if you need to have an approved expense report sent back to an employee.

View Expense Report

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

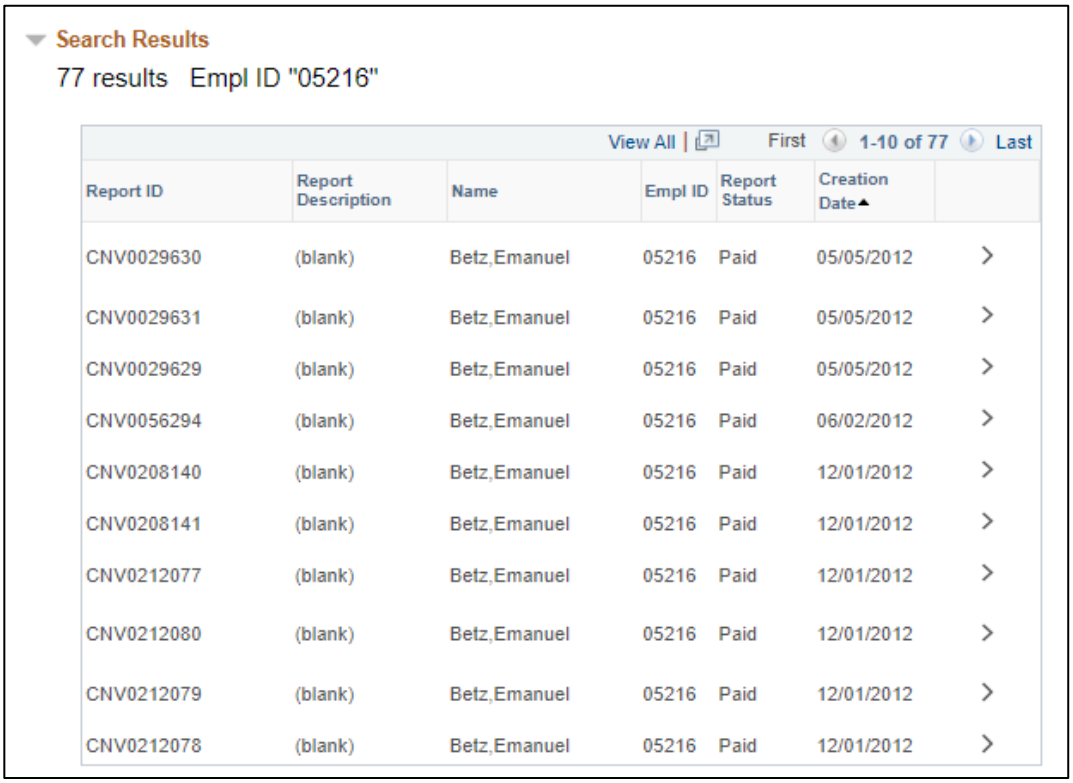
Navigator Menu navigation: Travel and Expenses > Expense Report > View

The **Expense Report** search page displays:



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

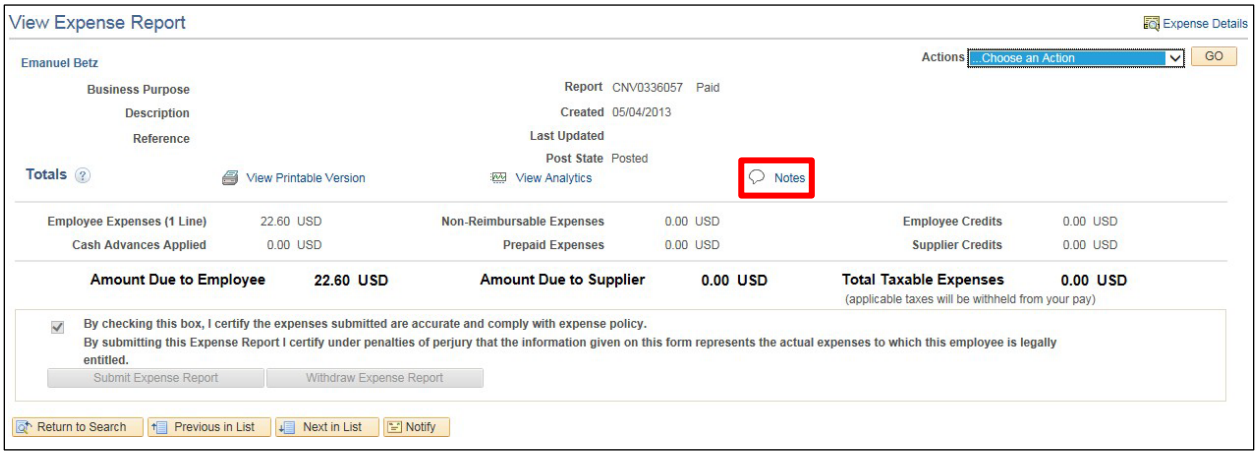
Search results display:



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

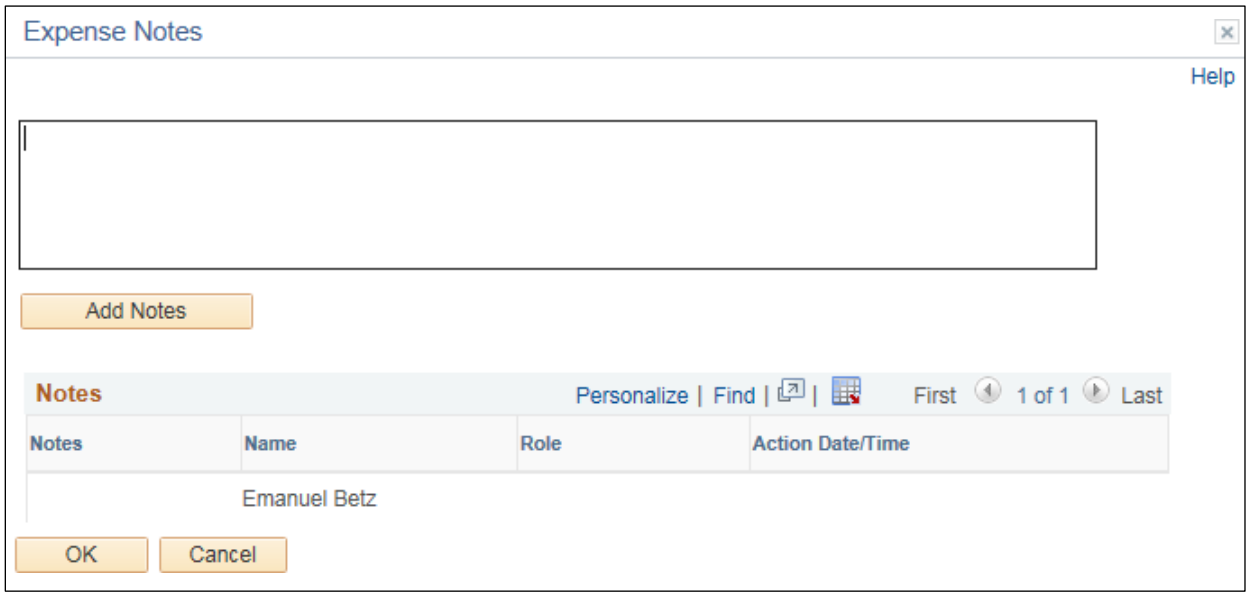
3. Select the Expense Report you would like to view by clicking on the link

The **View Expense Report** page displays:



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

The **Expense Notes** window opens:



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:

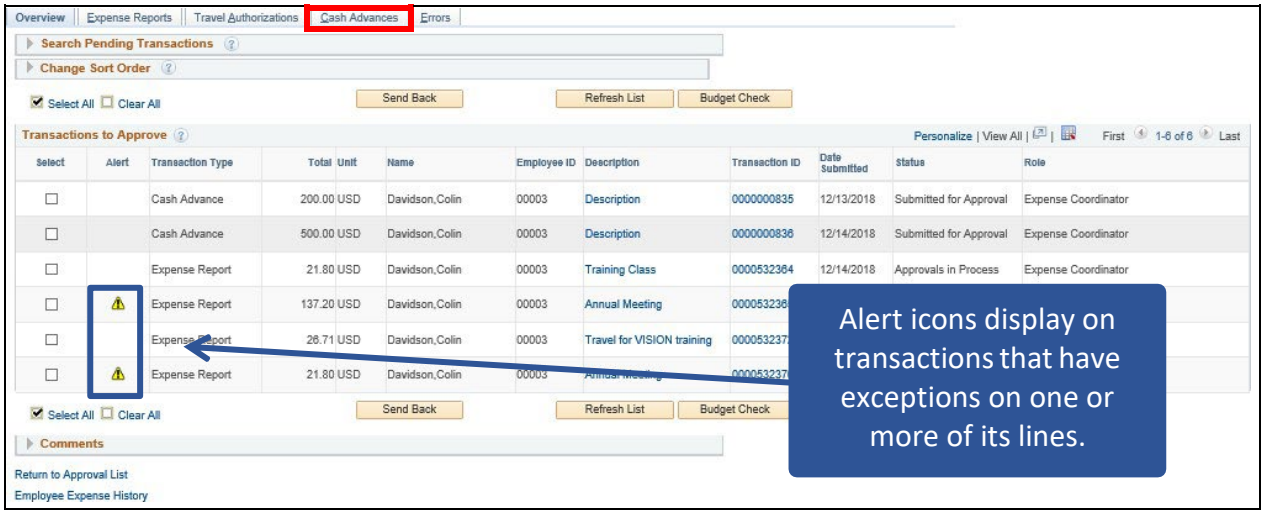
1. Does the Cash Advance include an approved Travel Authorization in VISION?
2. Is the Cash Advance amount for at least $200?
3. Is the amount of the Cash Advance less than or equal to the Travel Authorization amount?
4. Does the Cash Advance include an overnight stay?
5. Is the trip start date within 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

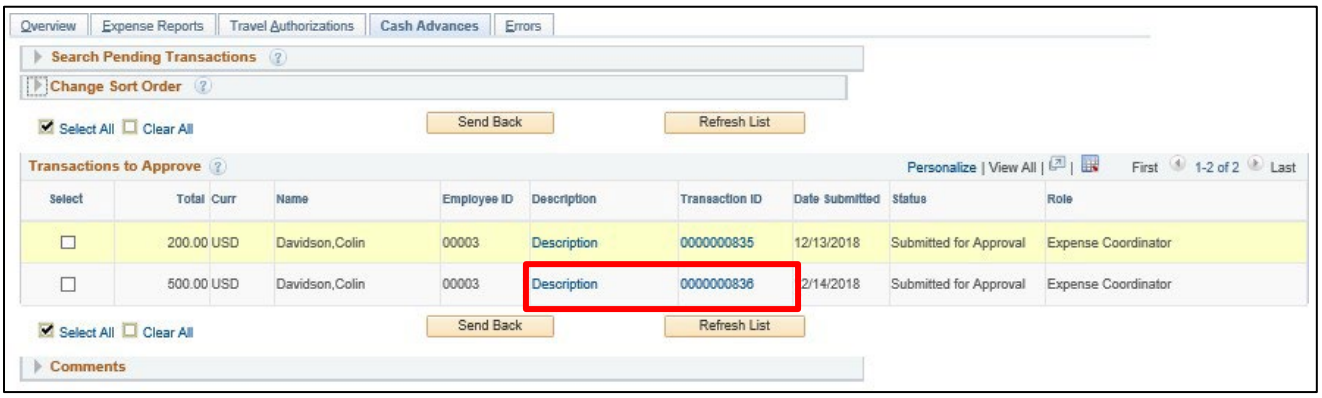
Navigator Menu navigation: Travel and Expenses > Approve Transactions > Approve Transactions

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



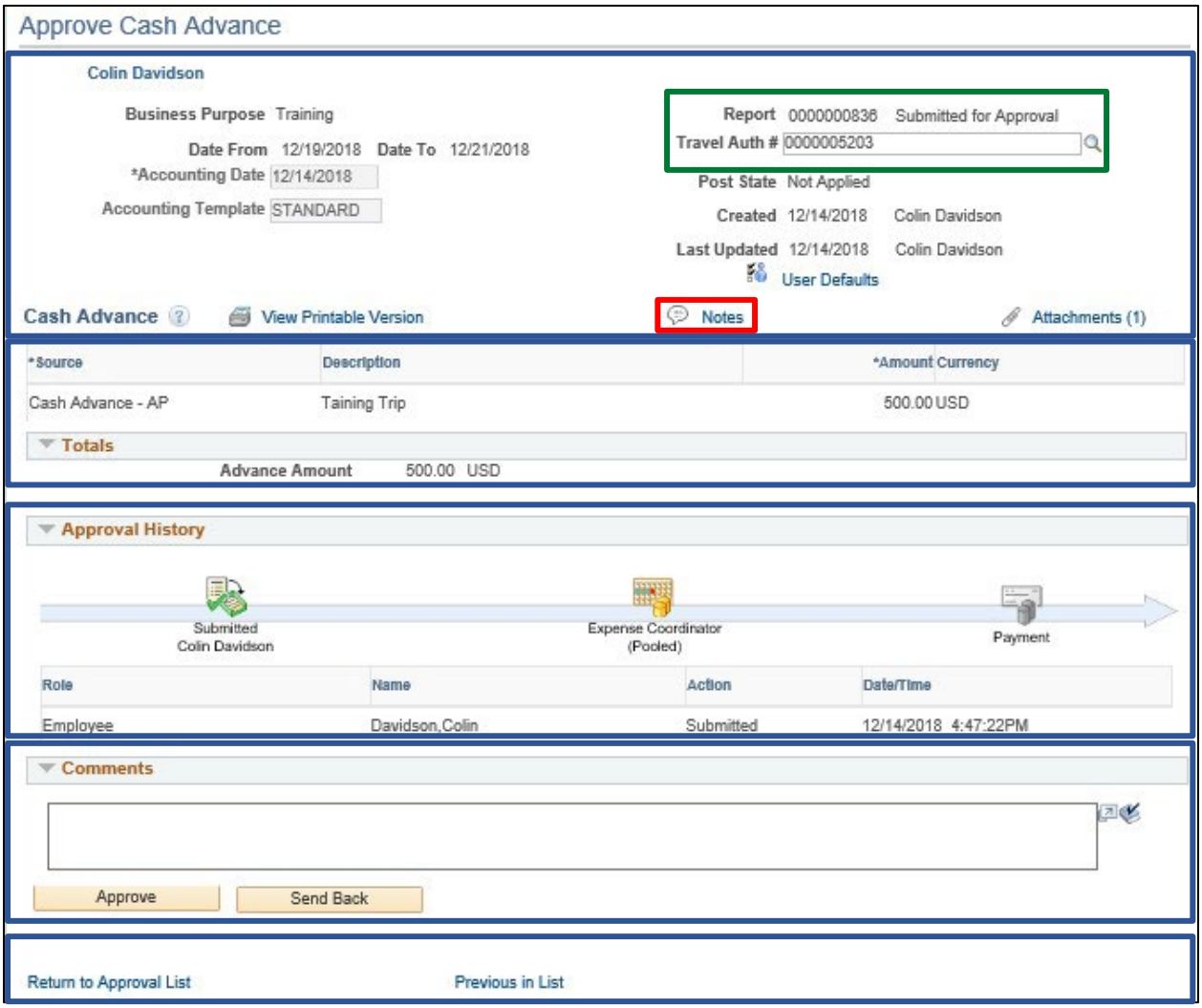
1. Click on the **Cash Advances** tab to see all cash advances that are available to you for review

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



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.

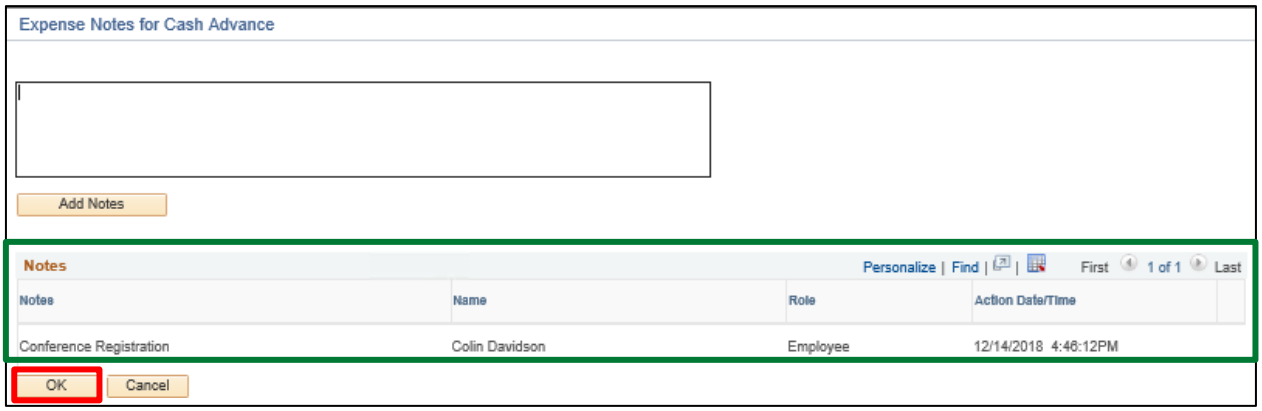


The Approve Cash Advance page is broken down into various sections.

- 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.

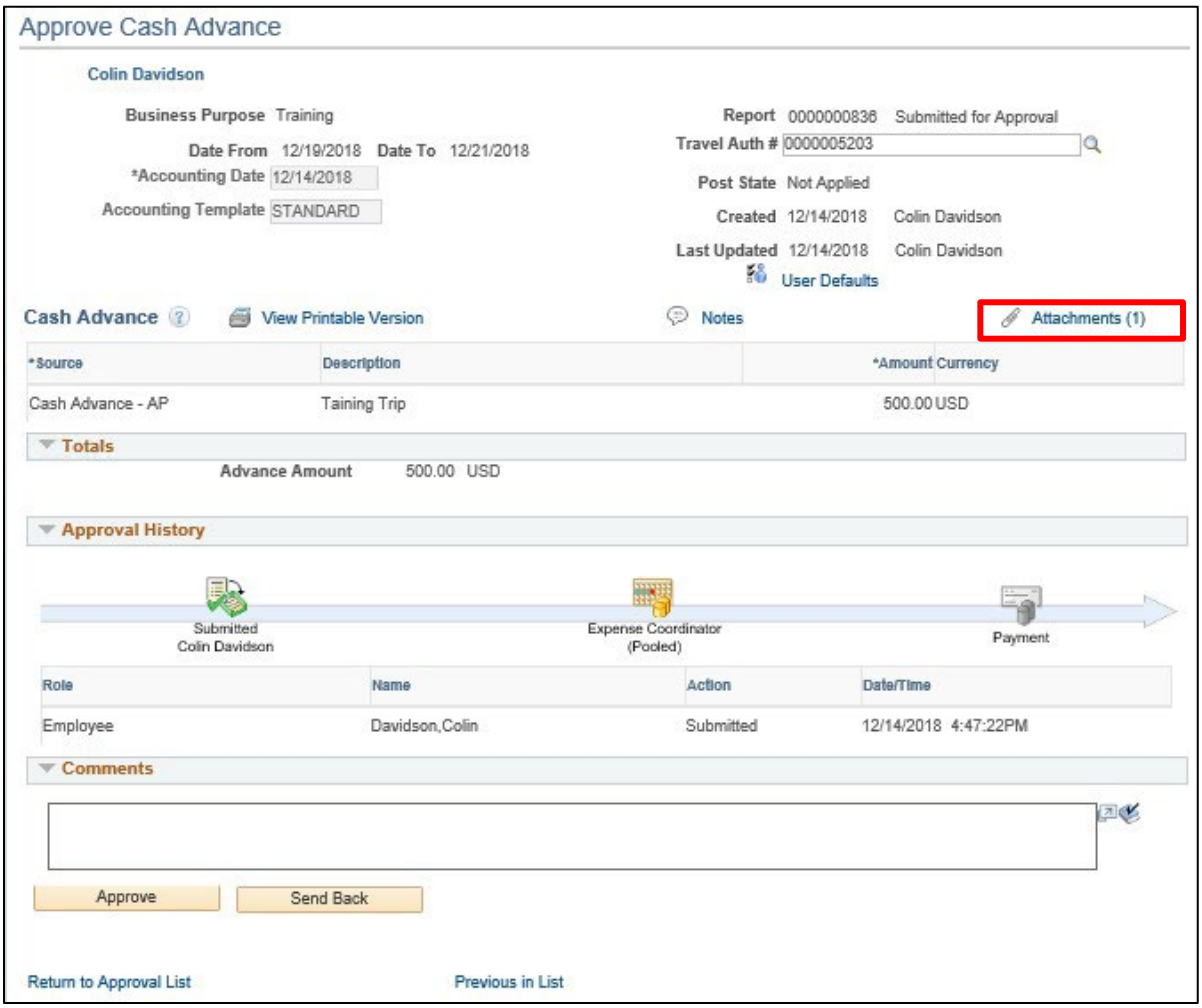
2. Click the **Notes** link

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



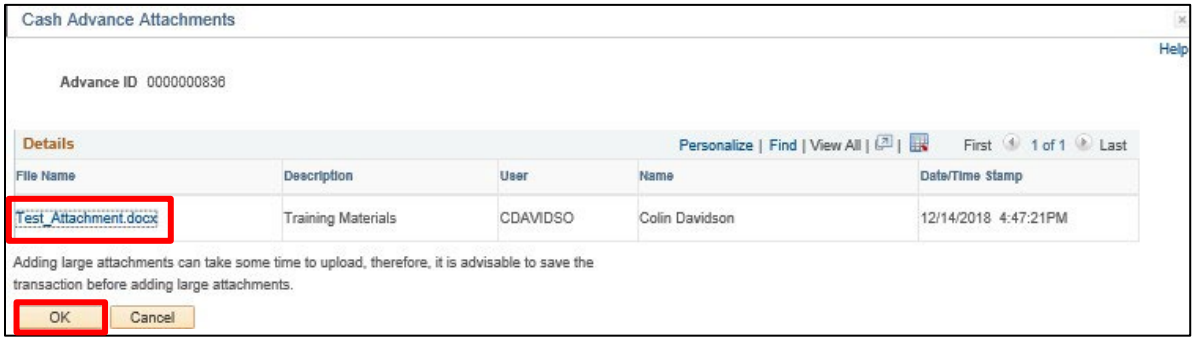
3. Click **OK**

The **Approve Cash Advance** page displays.



4. Click the **Attachments** link

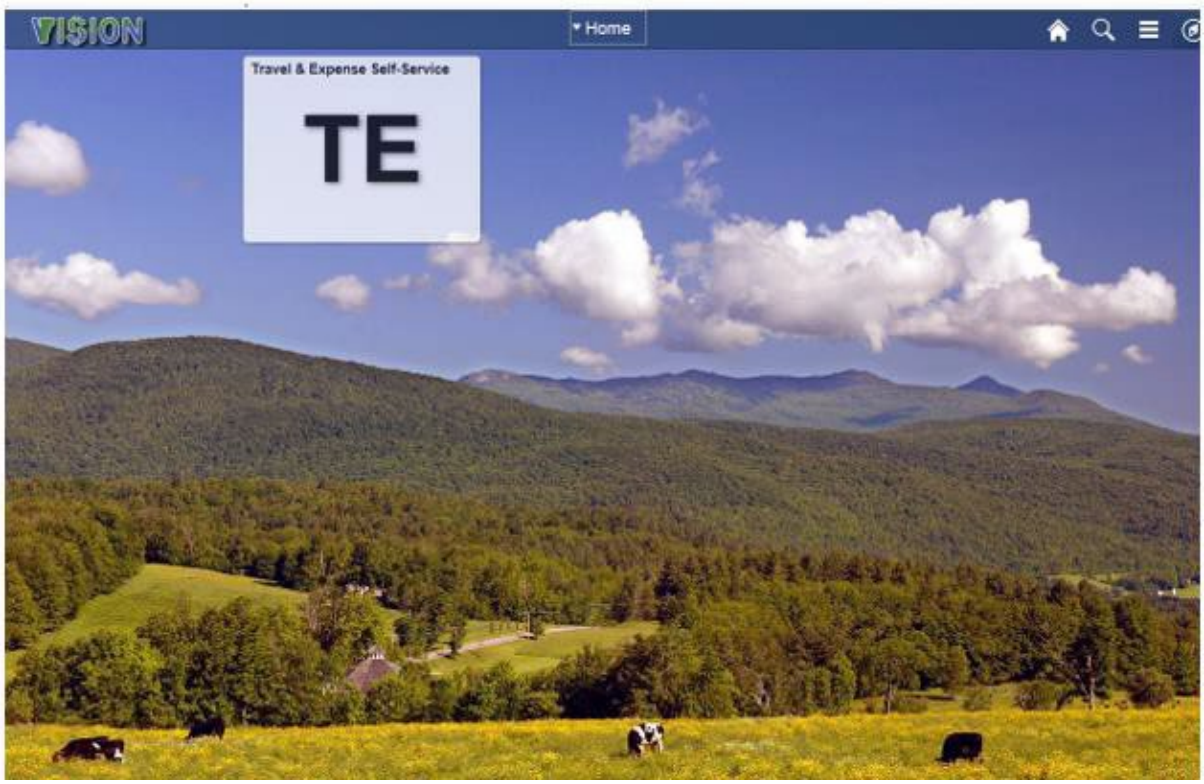
The **Cash Advance Attachments** page displays:



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.

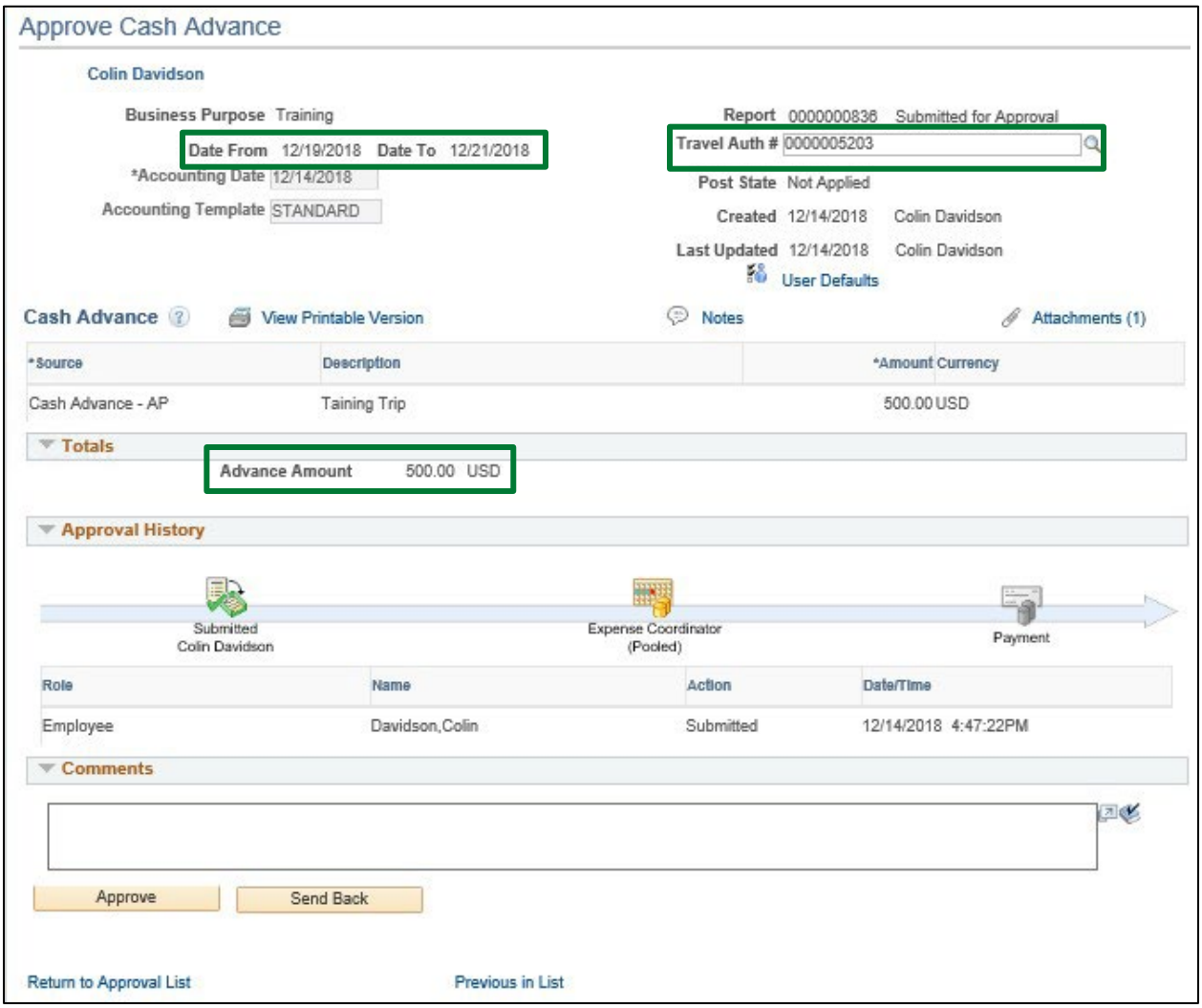
5. Click the **File Name** link to view the attachment

Attachment/receipt sample document used for training.



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

The **Approve Cash Advance** page displays.



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

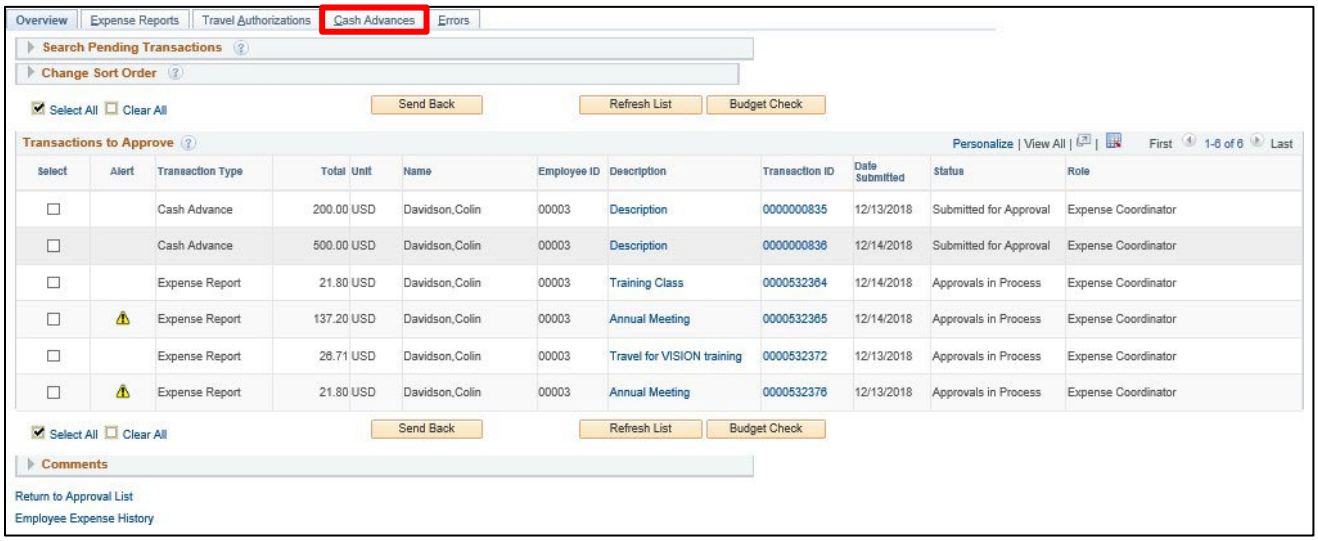
Send a Cash Advance Back for Revision

Situations when this function is used: The approver has reviewed the cash advance and determined the transaction needs to be revised or needs to be deleted. Cash advances not in compliance or that are inaccurate should be sent back for revision.

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

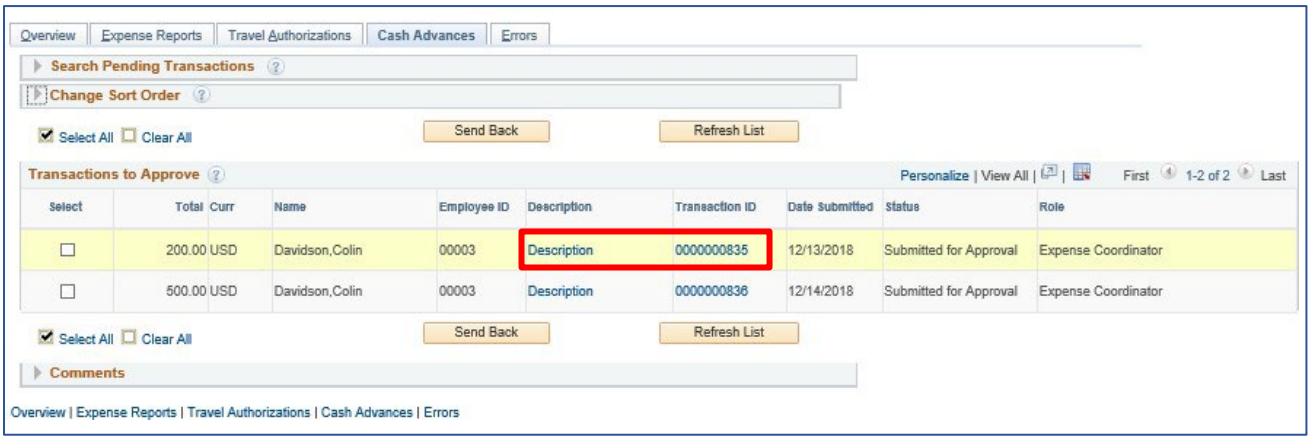
Navigator Menu navigation: Travel and Expenses > Approve Transactions > Approve Transactions

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



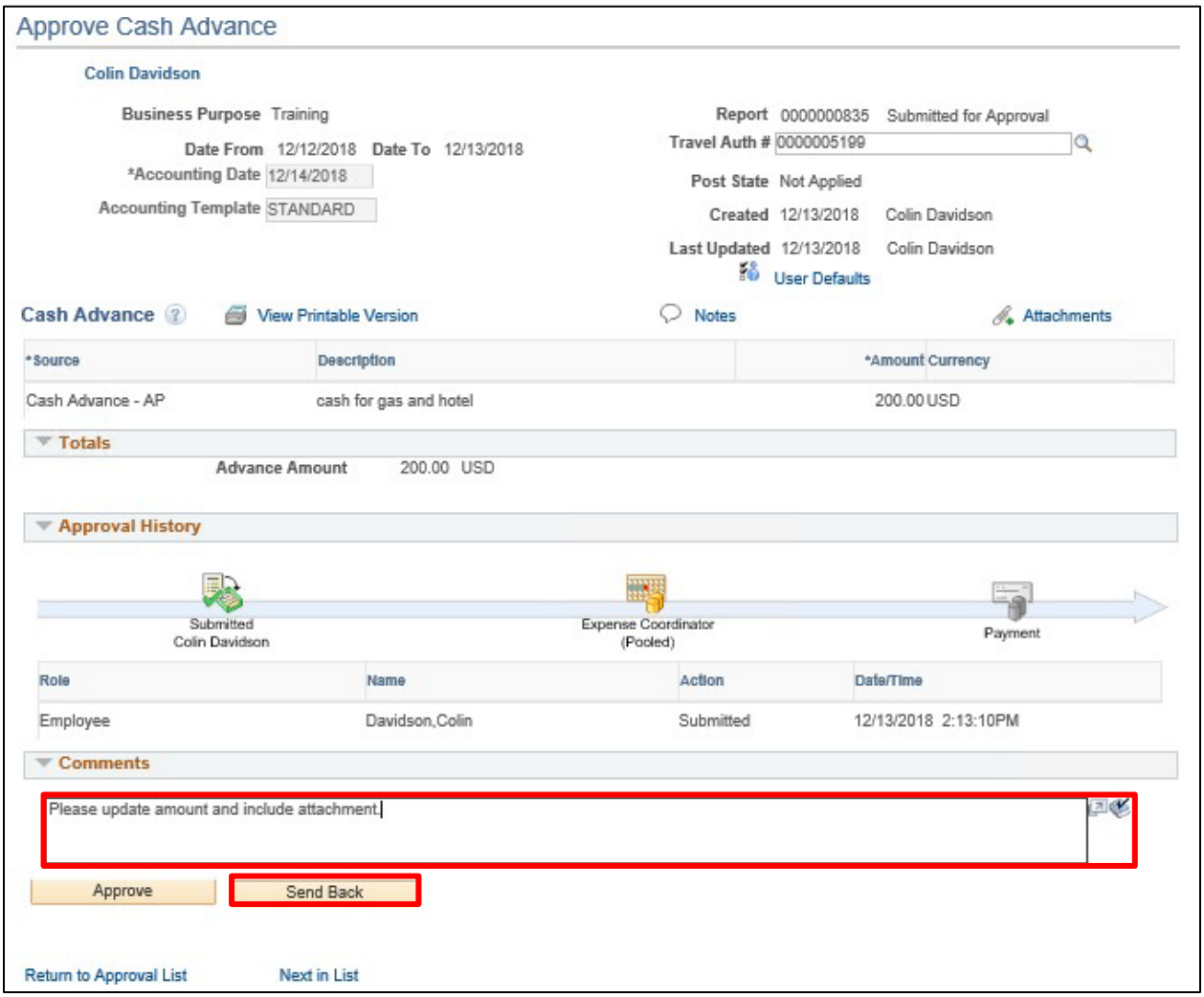
1. Click on the **Cash Advance** tab to see all cash advances that are available to you for review

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



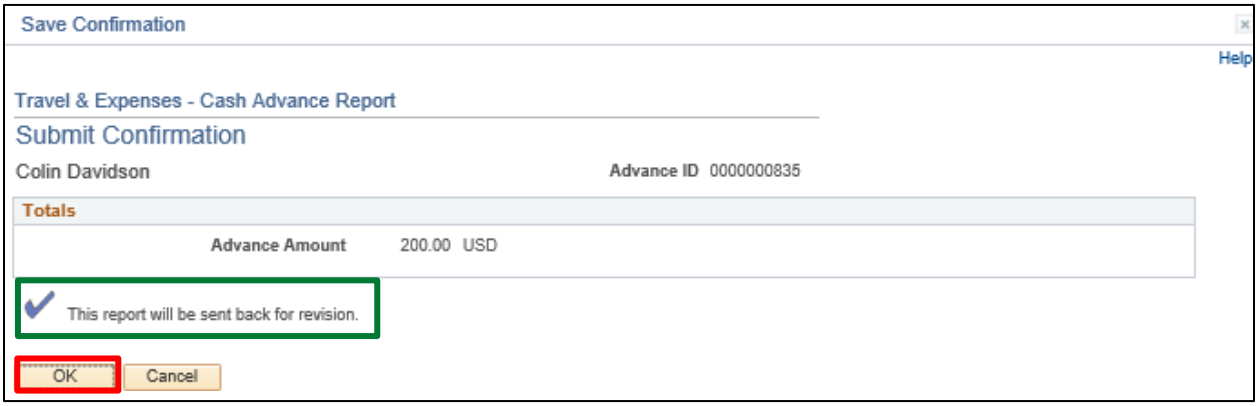
2. Select the **Description** or **Transaction ID** link to drill down into the transaction details for the cash advance you would like to review

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



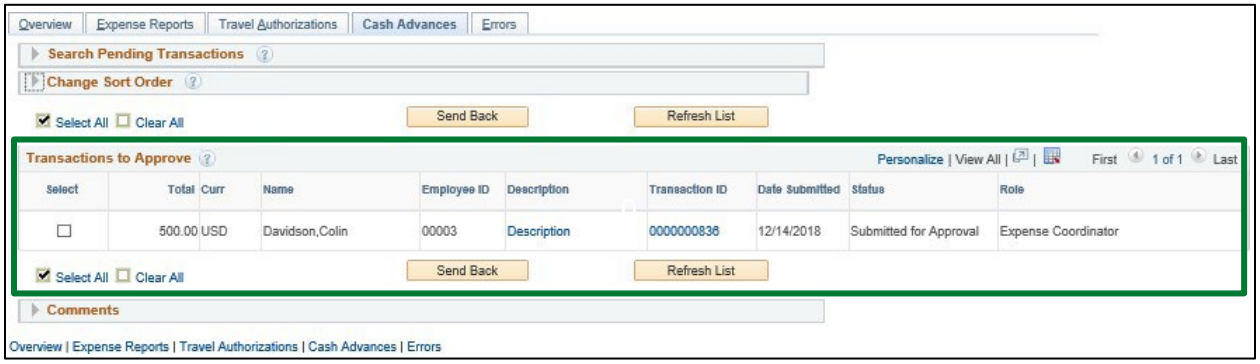
3. Enter what revisions need to be made to the cash advance into the **Comments** field. To send a cash advance back for revision a comment is required
4. Click **Send Back**

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



5. Click **OK**

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



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

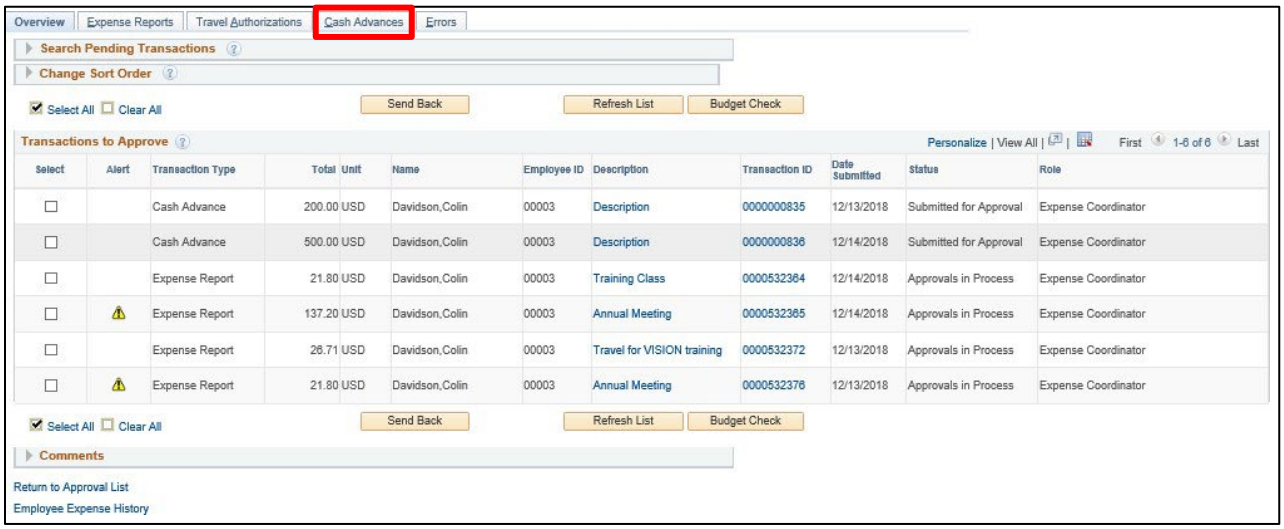
Approve a Cash Advance

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

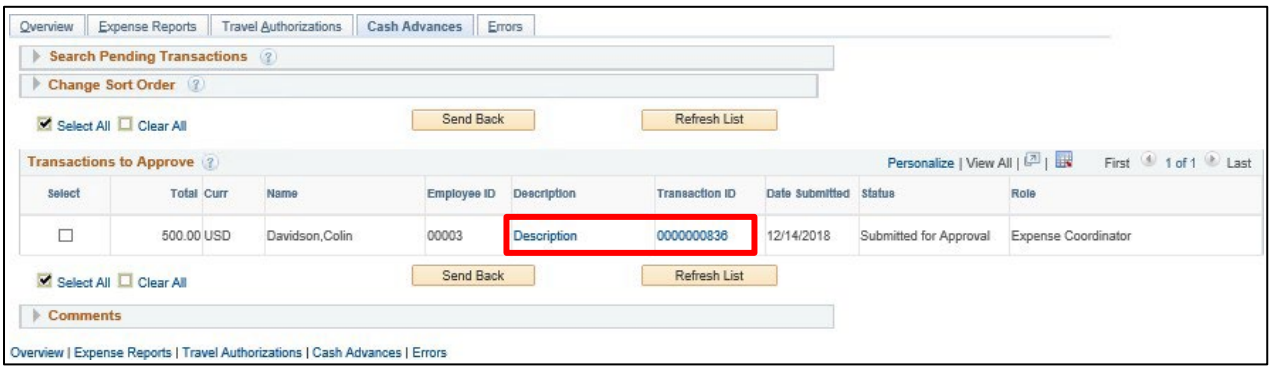
Navigator Menu navigation: Travel and Expenses > Approve Transactions > Approve Transactions

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



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

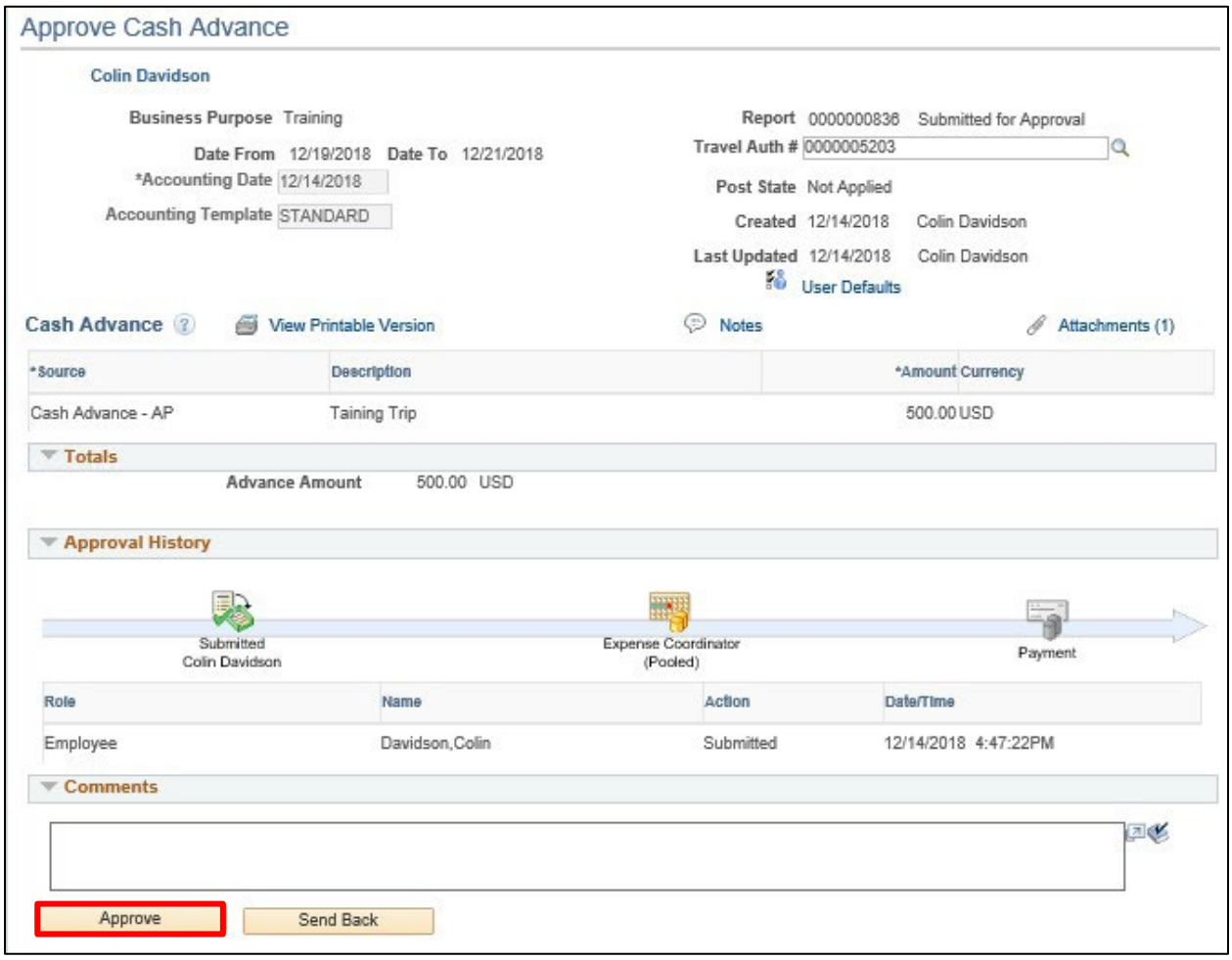
The **Approve Transactions - Cash Advances** page displays all the cash advances pending your approval:



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:

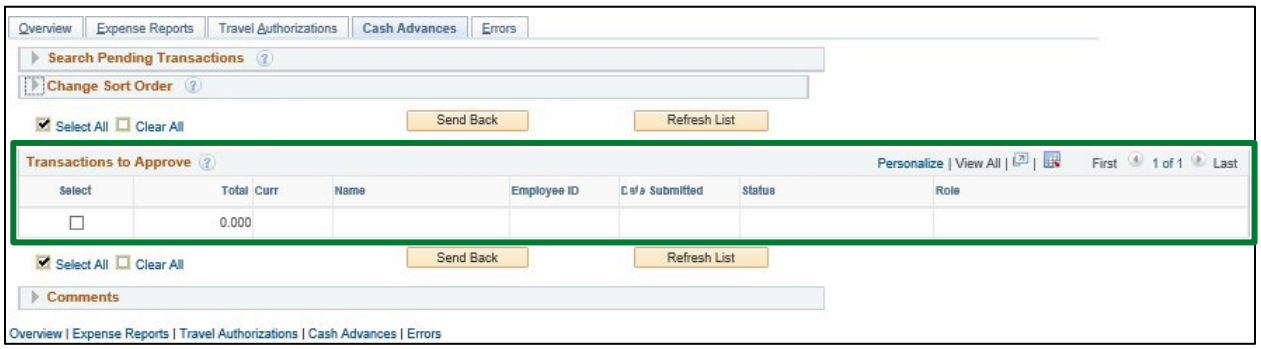


3. Click **Approve**

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

4. Click **OK**

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



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.

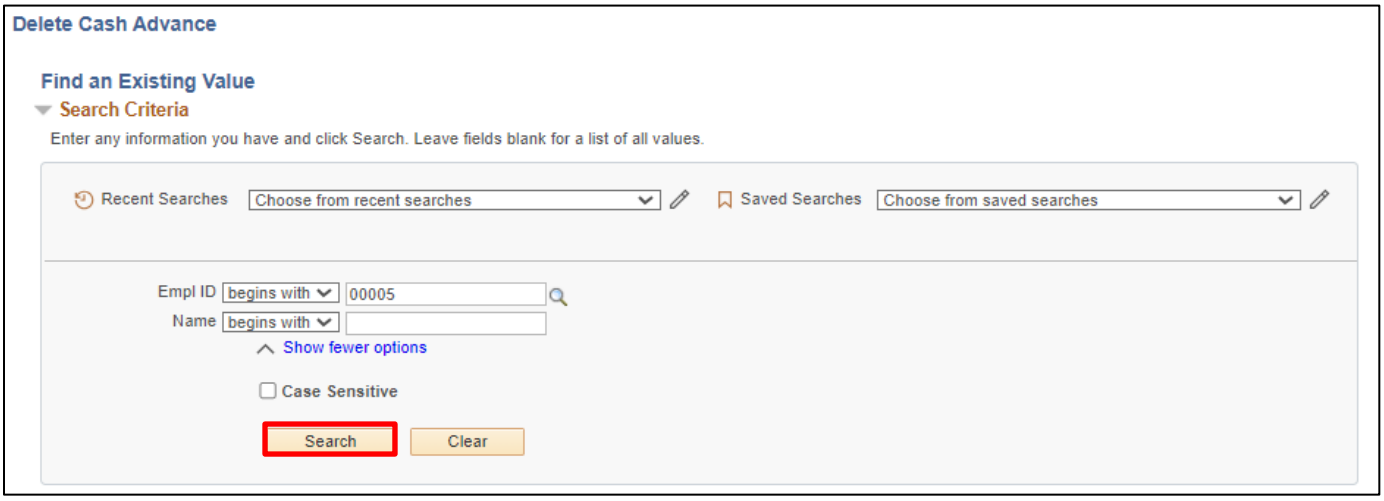
Situations when this function is used: A Cash Advance might need to be deleted when it is a duplicate or is no longer needed. Cash Advances can only be deleted when they are in a pending status. If the Cash Advance has been submitted, it will need to be sent back for revision.

As an Expense Coordinator you have access to edit.

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

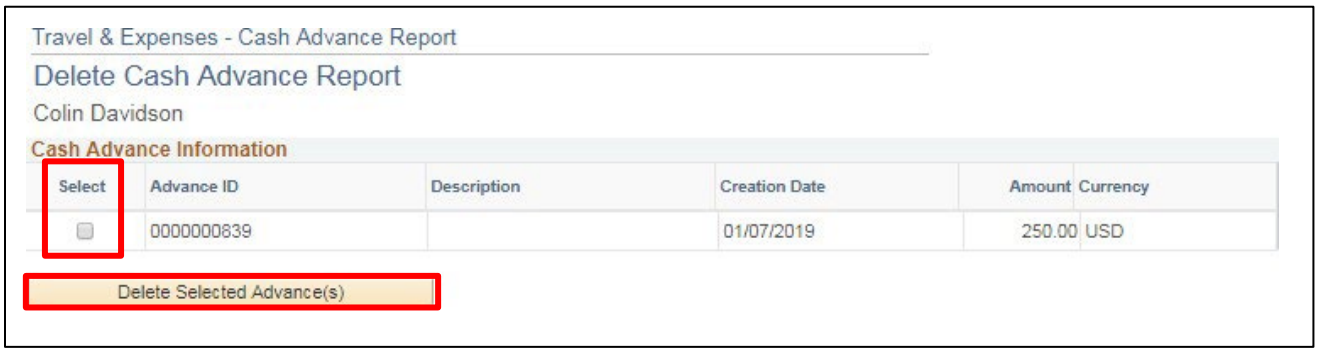
Navigator Menu navigation: Employee Self-Service > Travel and Expenses > Cash Advance > Delete

The **Delete Cash Advance** page displays:



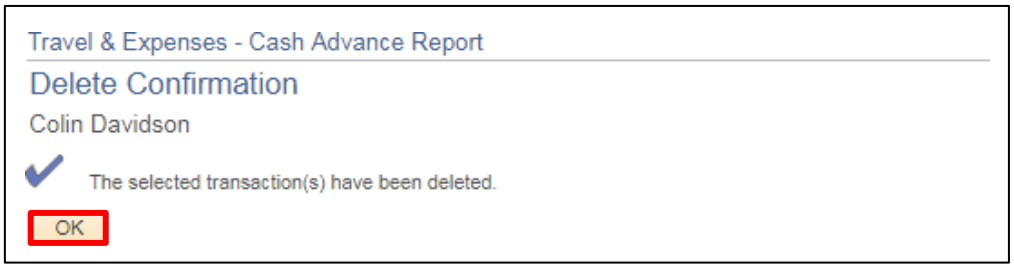
1. Enter the employee ID for the Employee that has the cash advance that needs to be deleted or click the magnify glass and choose the employee.
2. Click **Search**

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



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

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



5. Click **OK**

Delete a Cash Advance is Complete

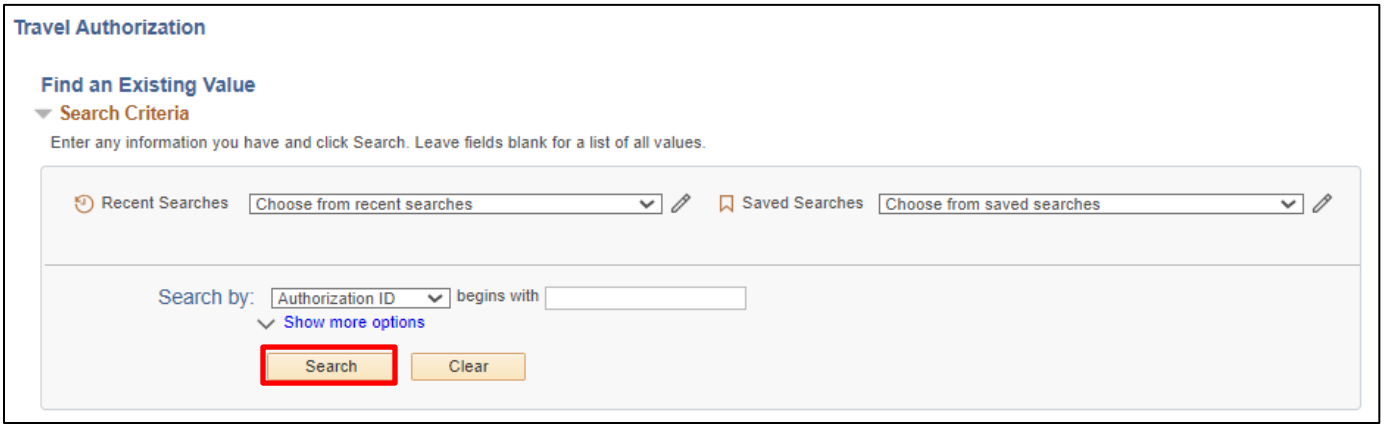
Travel Authorizations

Print Travel Authorization

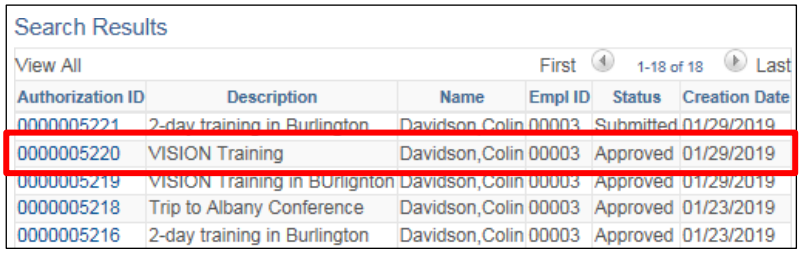
WorkCenter navigation: Expense Coordinator WorkCenter > Travel Authorization > View Travel Authorizations

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

The **Travel Authorization** search page displays:

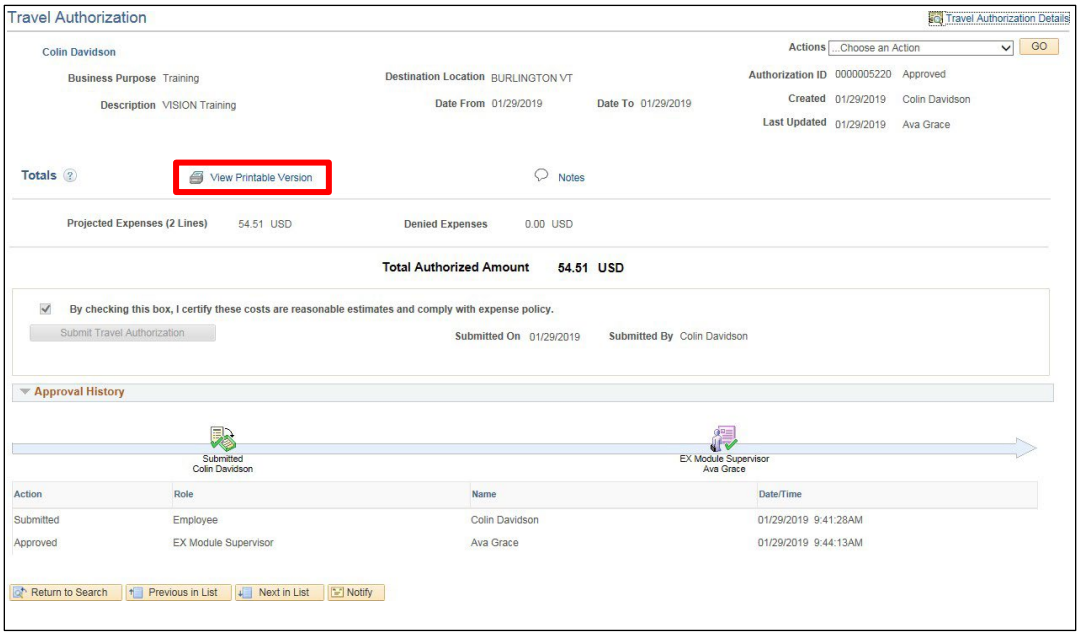


1. Click **Search**

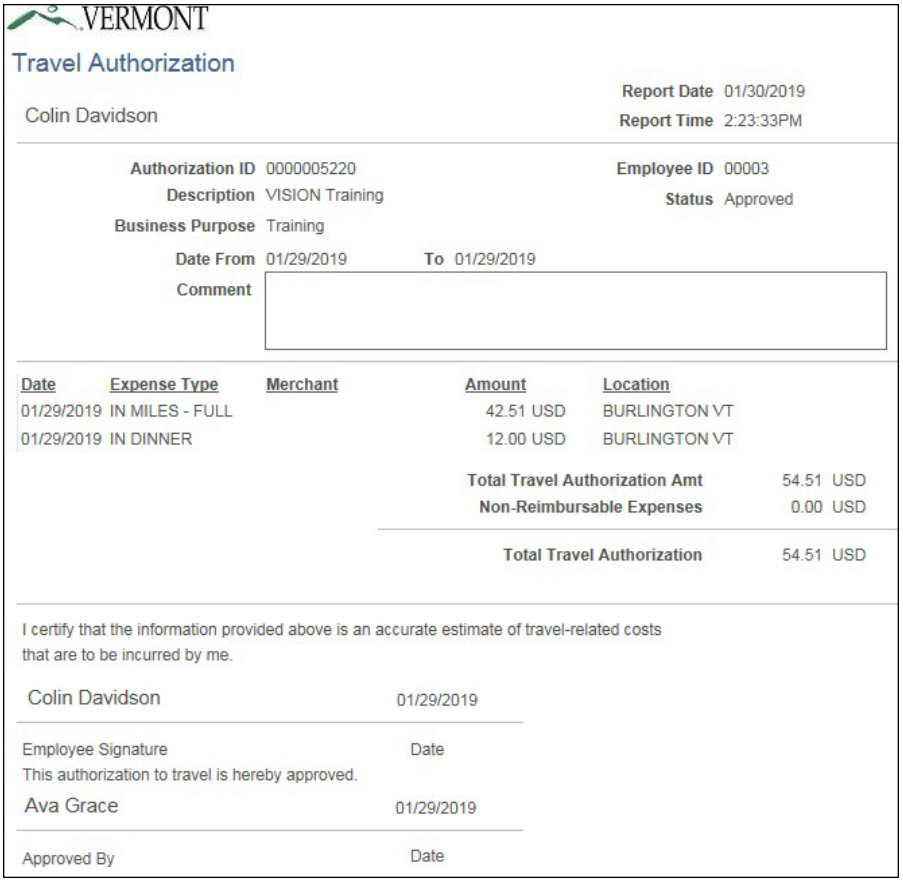


2. Select the Travel Authorization that you want to print

The **Travel Authorization** displays:



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



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

Print a Travel Authorization is Complete

Delete a Travel Authorization

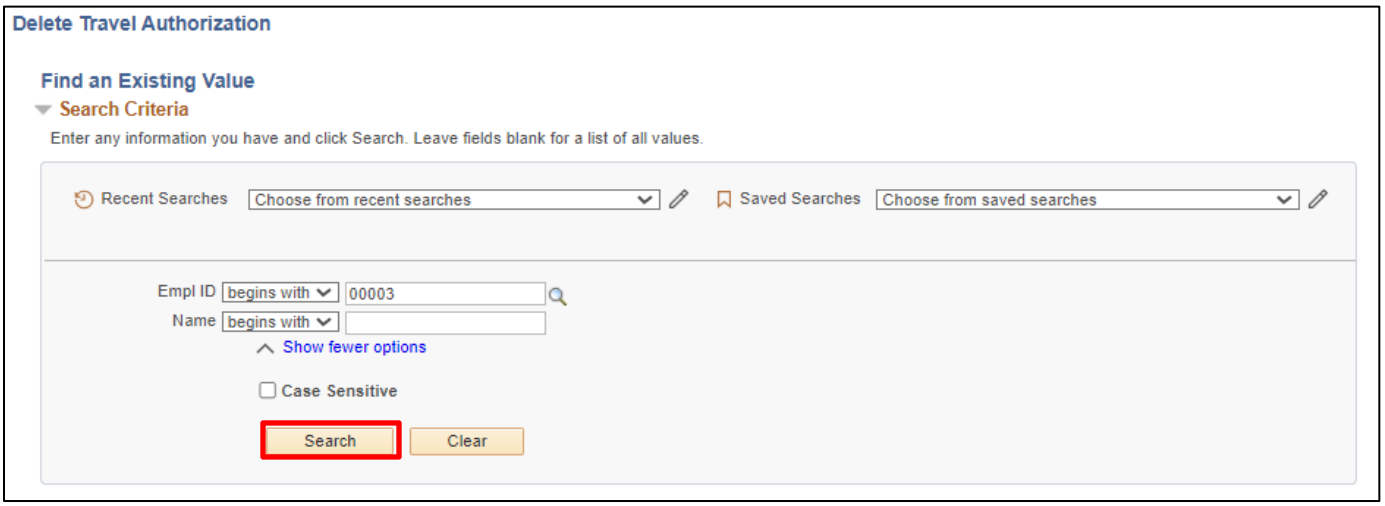
The Basics: Whenever possible, employees should be deleting their own travel authorizations. Authorize User security, with 'Edit and Submit' access, will need to be set up prior to deleting. As an Expense Coordinator you have authority to set up authorized users but with 'Edit' authority only. You will 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:

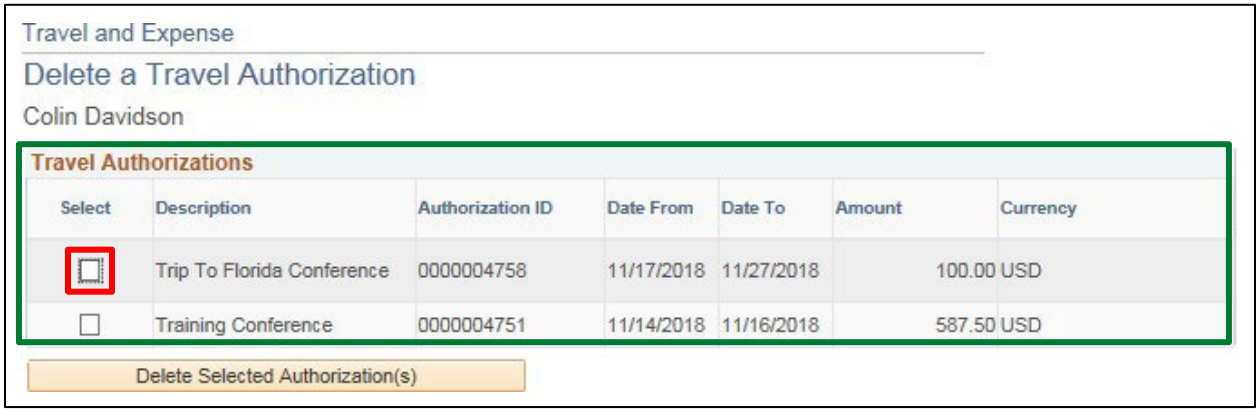


1. **Empl ID** - The Empl ID may default to your employee ID. Enter/change the **Empl ID** to the ID of the employee whose travel authorization you want to delete

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

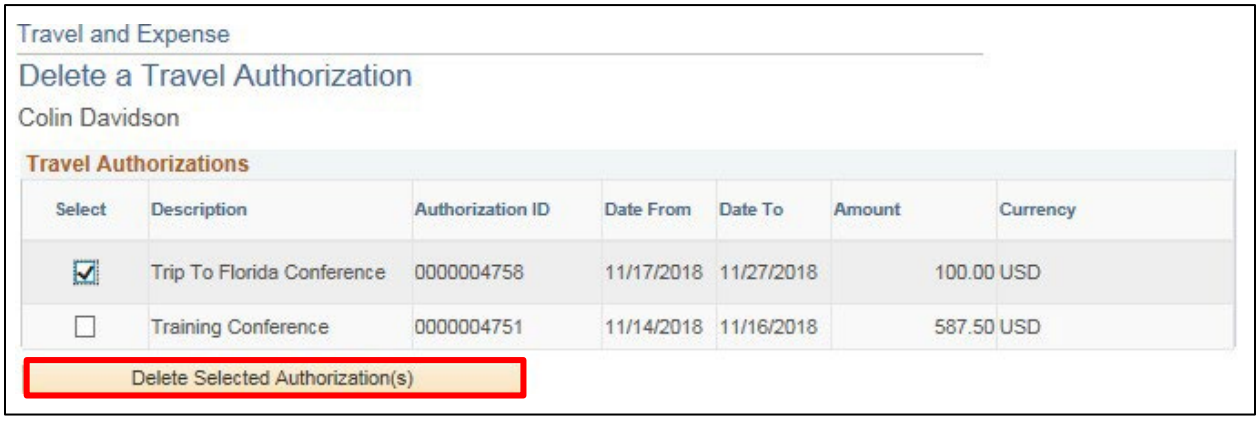
2. Click **Search**

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:



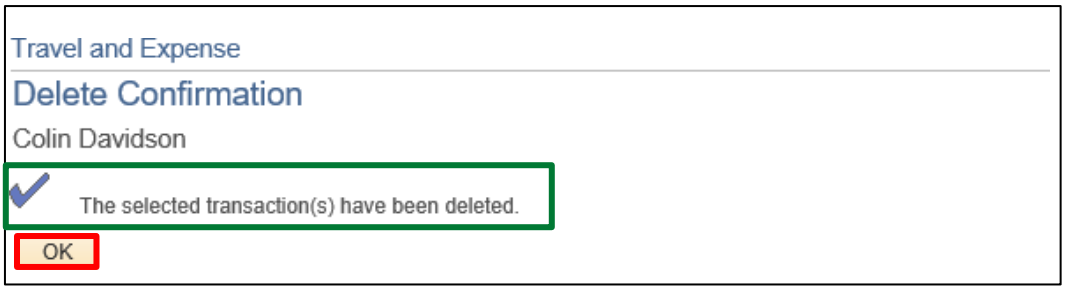
If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.

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



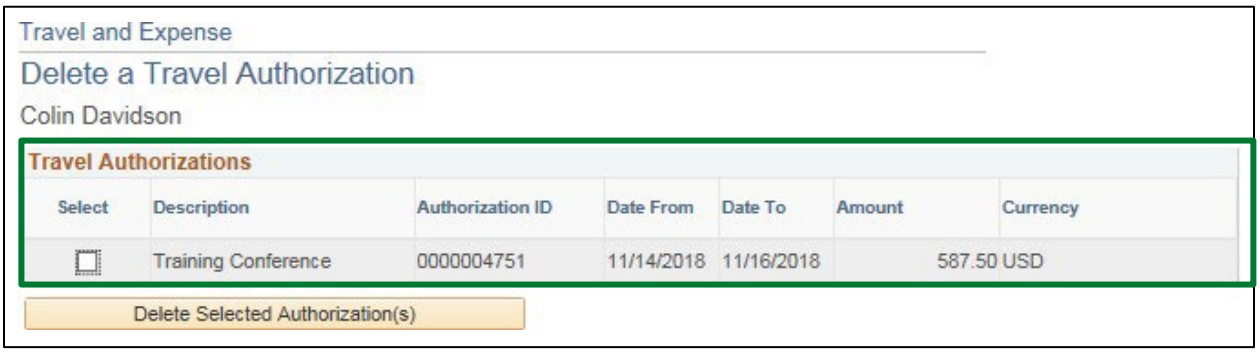
4. Click **Delete Selected Authorization(s)**

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



5. Click **OK**

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



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

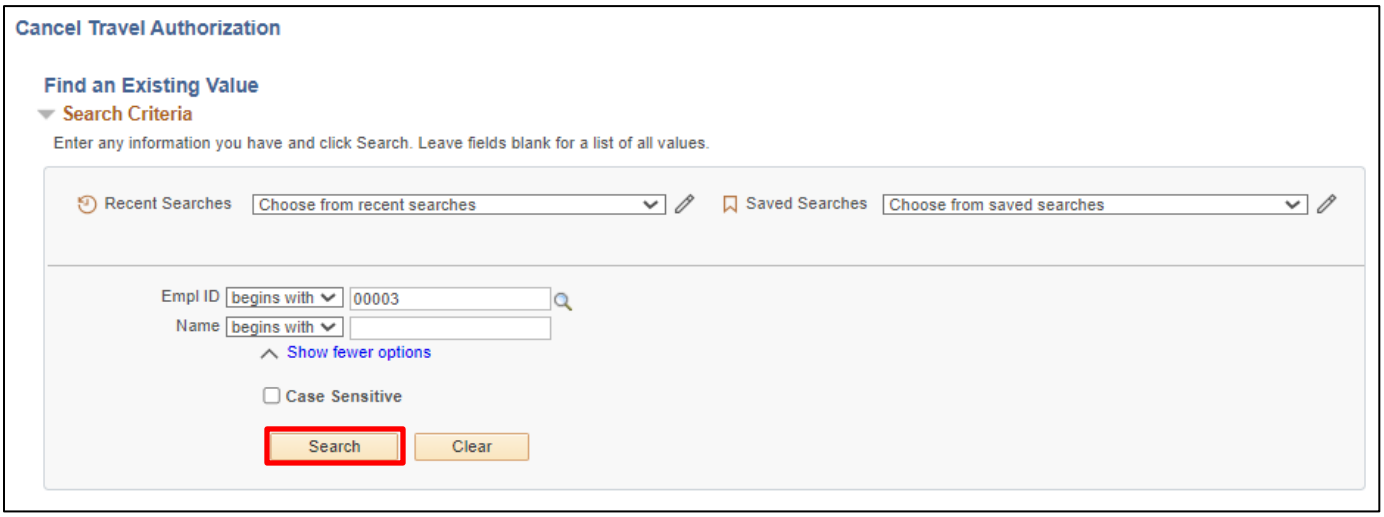
The Basics: Expense Coordinators should only cancel a travel authorization if the employee is not available to do so themselves. Authorized User security is not required when cancelling a travel authorization. Once a travel authorization is cancelled it will no longer be able to be used for an expense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

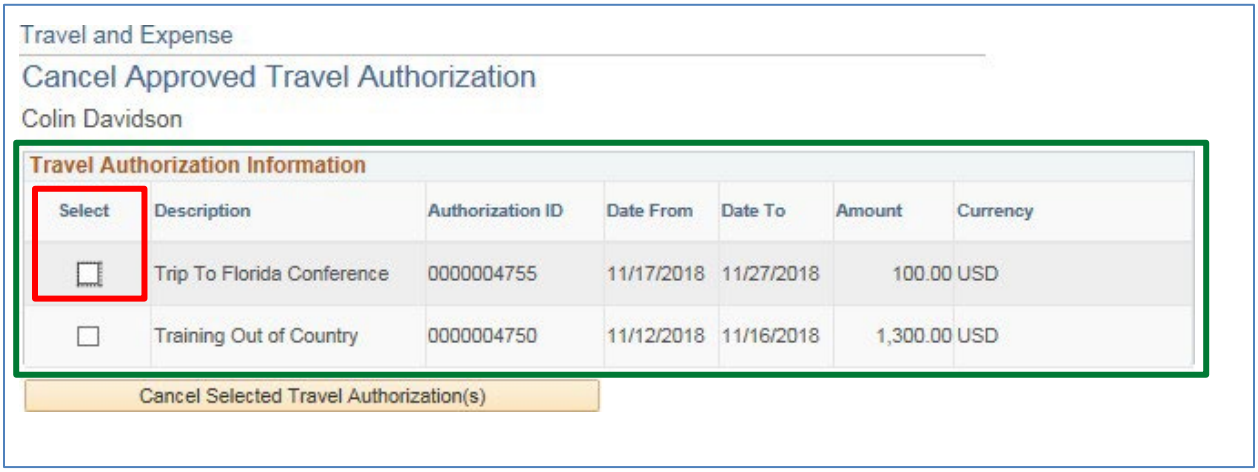
Navigator Menu navigation: Travel and Expenses > Travel Authorization > Cancel

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



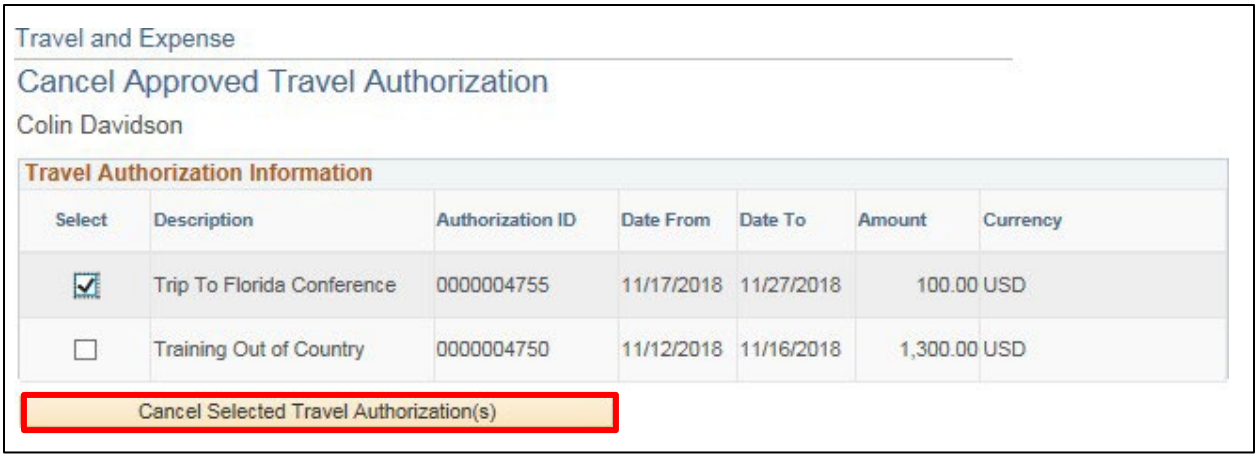
1. **Empl ID -** The Empl ID may default to your employee ID. Enter/change the Empl ID to the ID of the employee whose travel authorization you want to cancel
2. Click **Search**

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



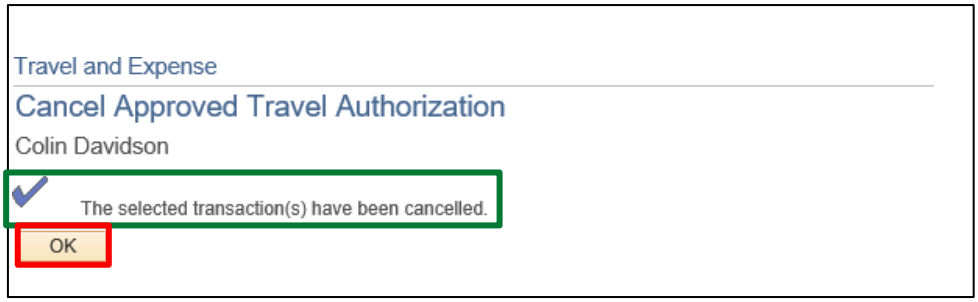
If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved.

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



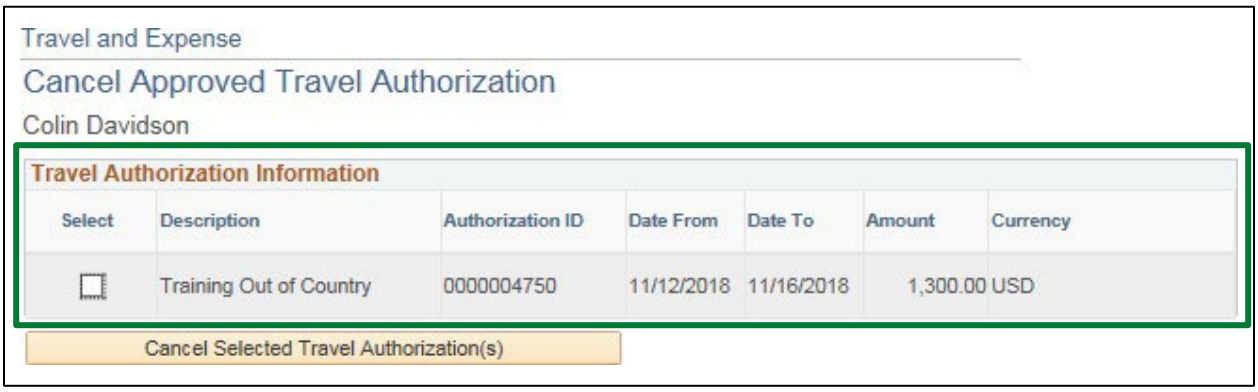
4. Click **Cancel Selected Authorization(s)**

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



5. Click **OK**

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



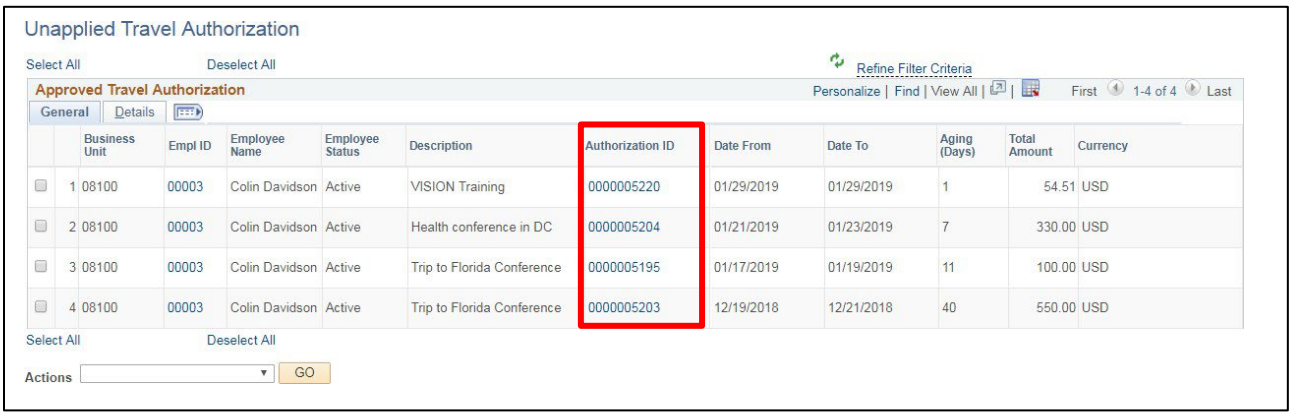
The cancelled travel authorization no longer displays and should now be in a 'Closed' status.

Cancel an Approved Travel Authorization is Complete

View a Travel Authorization Not Applied to an Expense Report

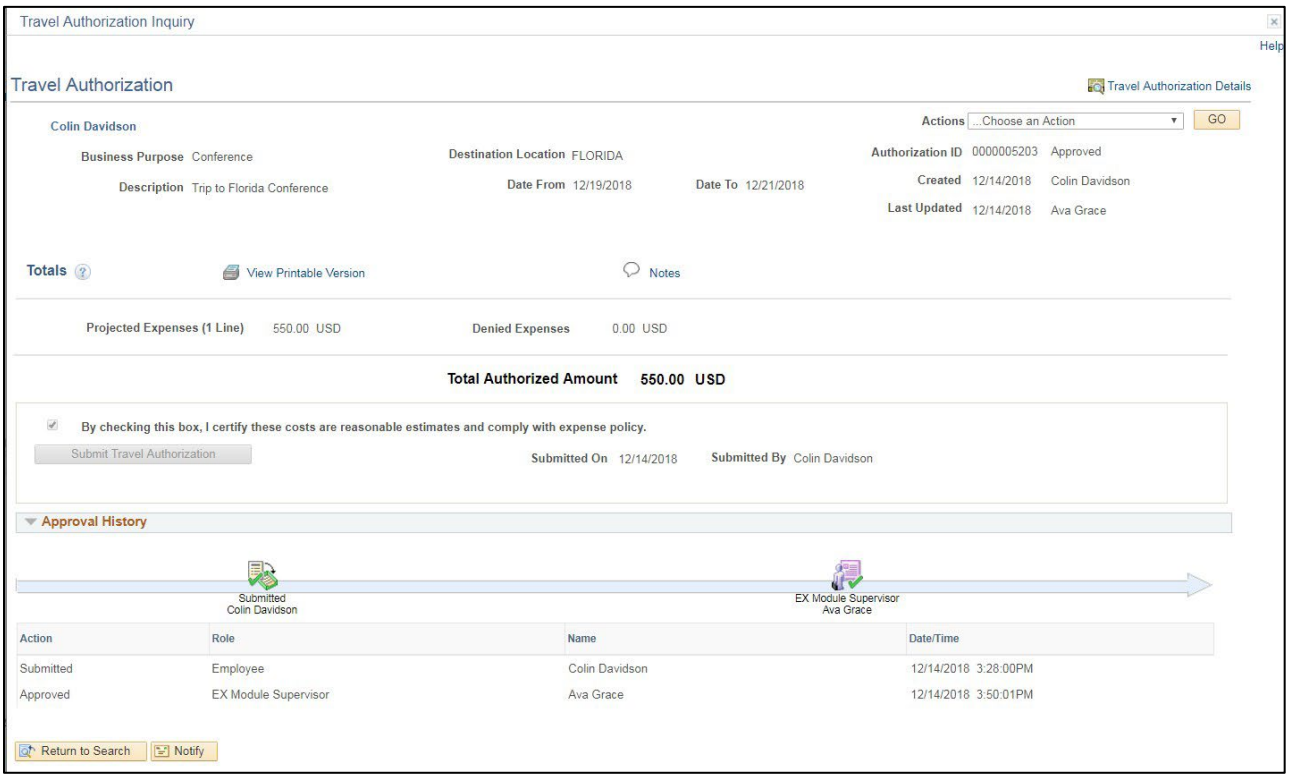
WorkCenter navigation*:* Expense Coordinator WorkCenter > Unapplied Travel Authorization

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



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

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



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

Review Budget Check Exceptions

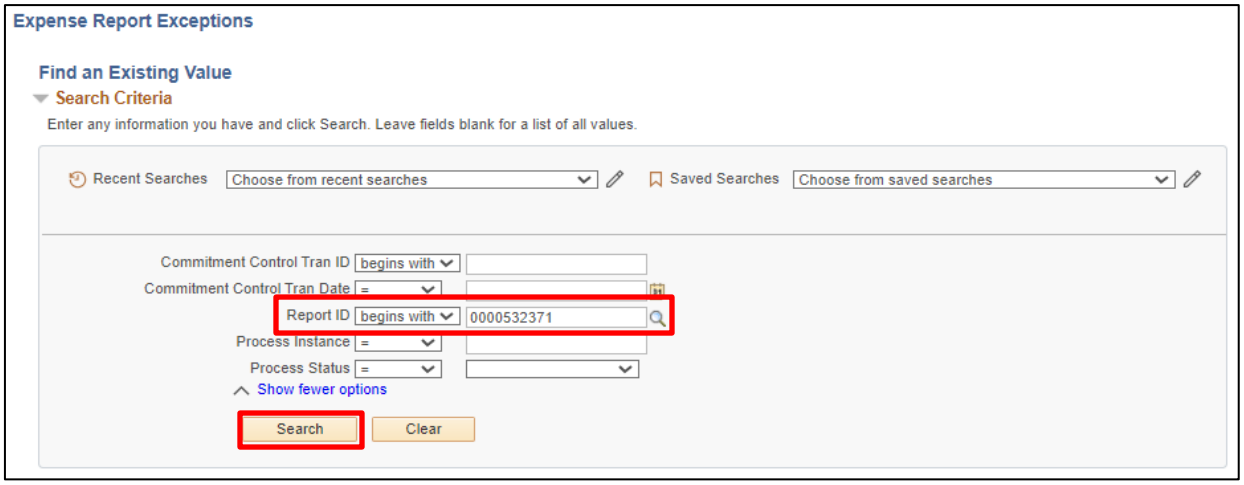
Review Expense Reports with Budget Check Exceptions

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

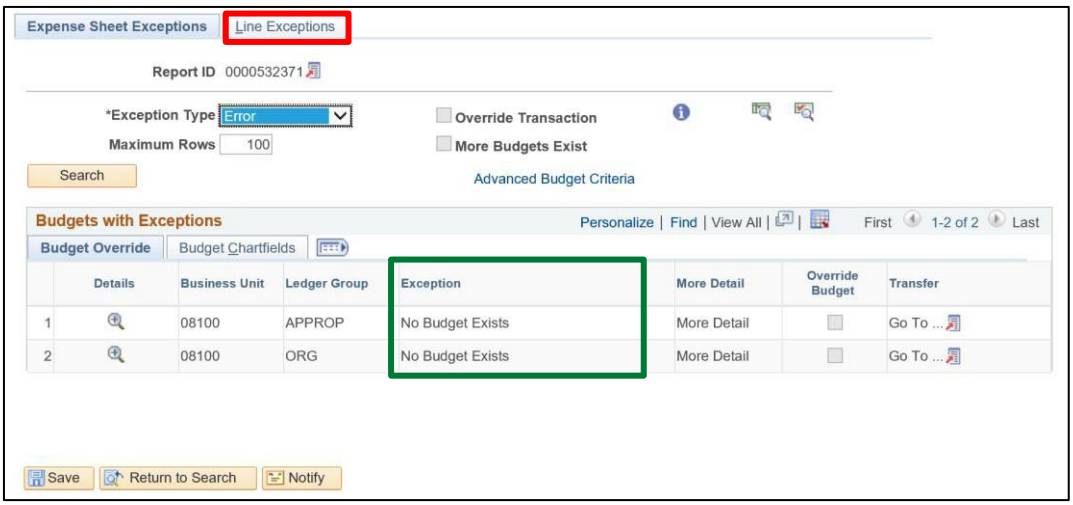
Navigator Menu navigation: Travel and Expenses > Manage Accounting > Expense Rpt Budget Exceptions

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



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':

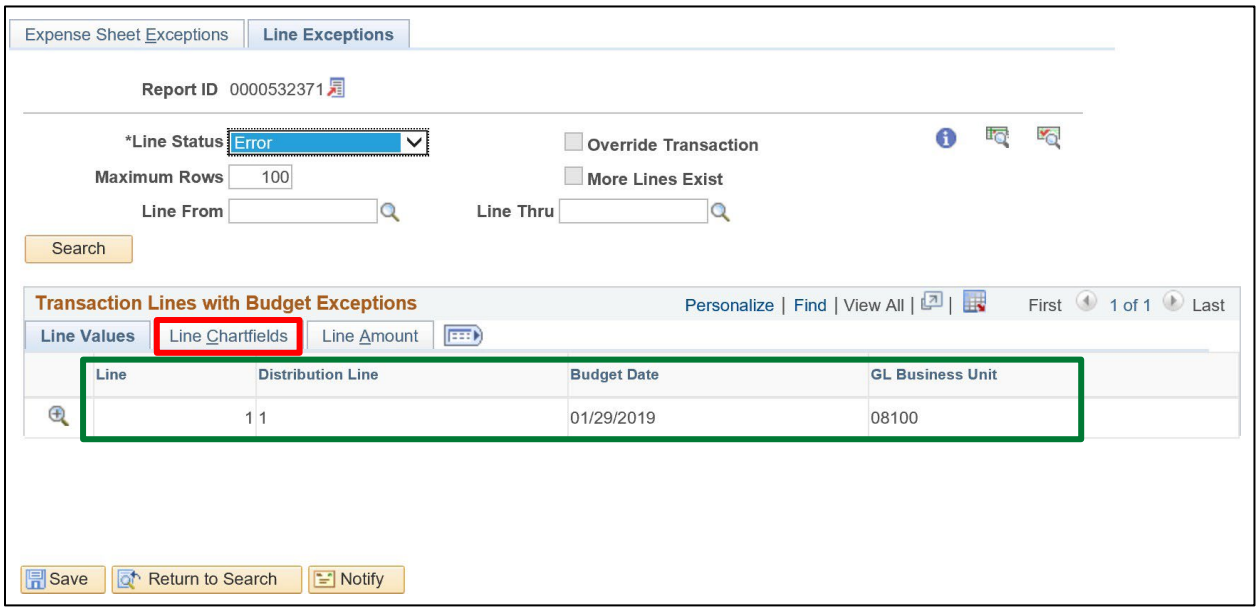


Common exceptions include: 'No Budget Exists' or 'Exceeds Budget Tolerance'. For this expense report, the exception is 'No Budget Exists'. This exception can relate to a few scenarios:

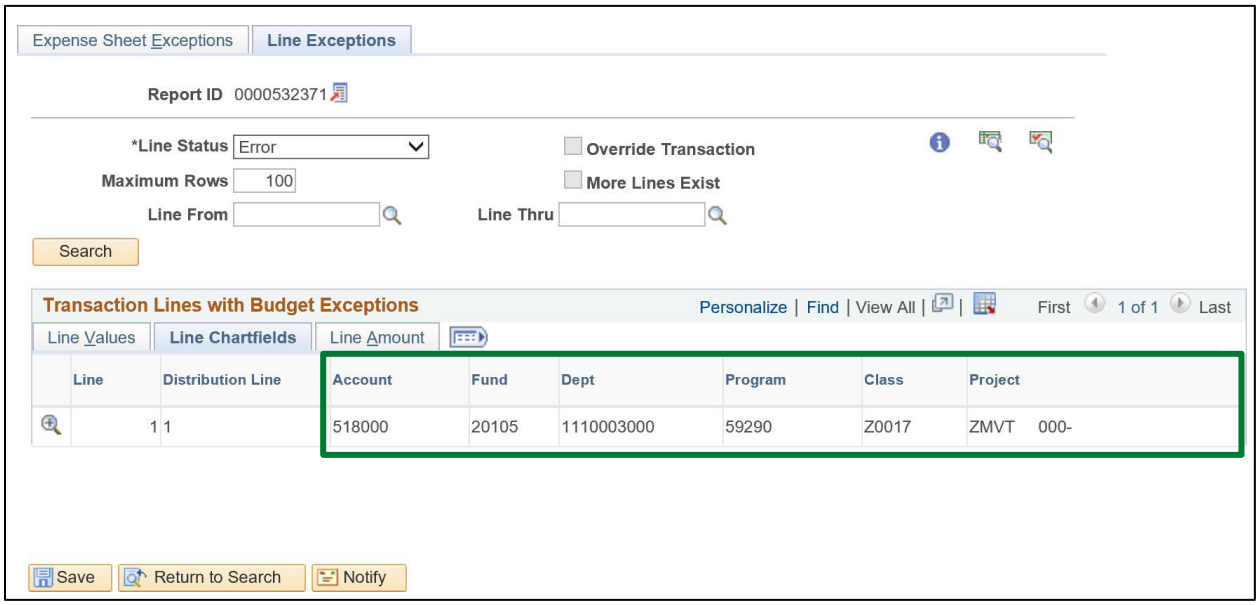
There was no budget journal entered for the Business Unit, Account, Fund and Dept combination used on the expense report **<u>or</u>** the accounting details are missing a required field. The latter scenario should rarely occur since combination edits requires a Fund and Dept on all expense transactions.

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:



4. Click the **Line ChartFields** tab



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.

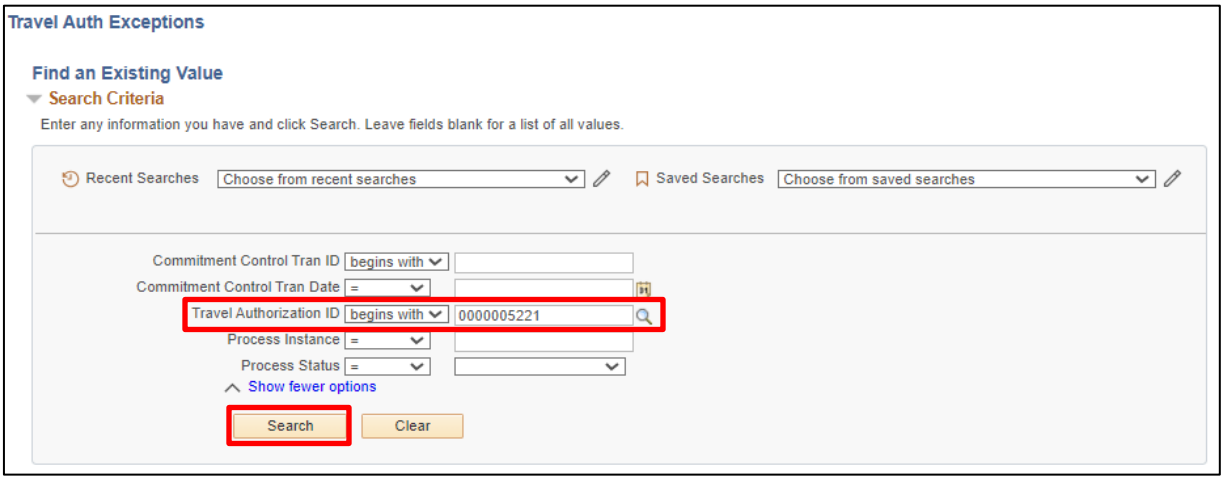
At this point the expense report should be sent back for revision. The employee will need to modify the expense report and enter a correct ChartField combination.

Review Expense Reports with Budget Check Exceptions is Complete

Review Travel Authorizations with Budget Check Exceptions

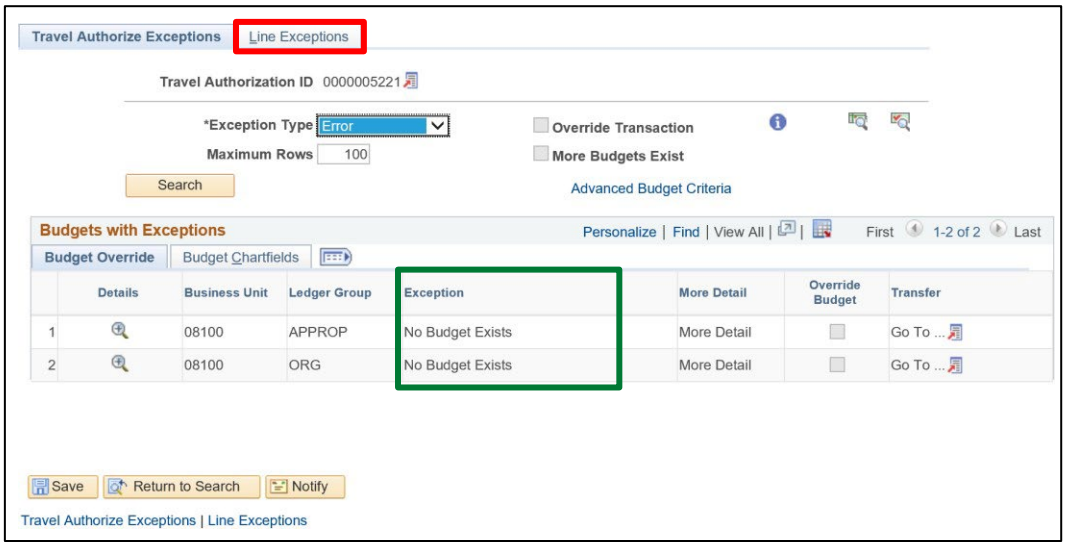
Situations when this function is used: Review a travel authorization with a budget check error.
WorkCenter navigation: Expense Coordinator WorkCenter > Manage Accounting > Travel Auth Budget Exceptions

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**

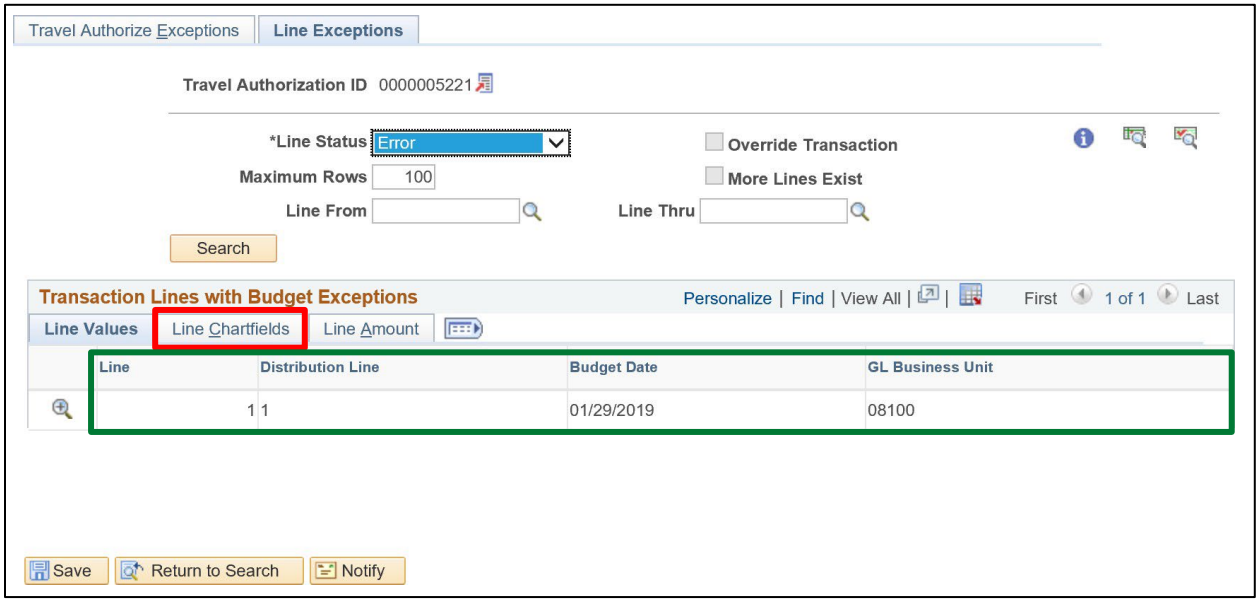
The **Travel Authorize Exceptions** page displays. The Exception column describes why the travel authorization has a Budget Status of 'Error in Budget Check'.



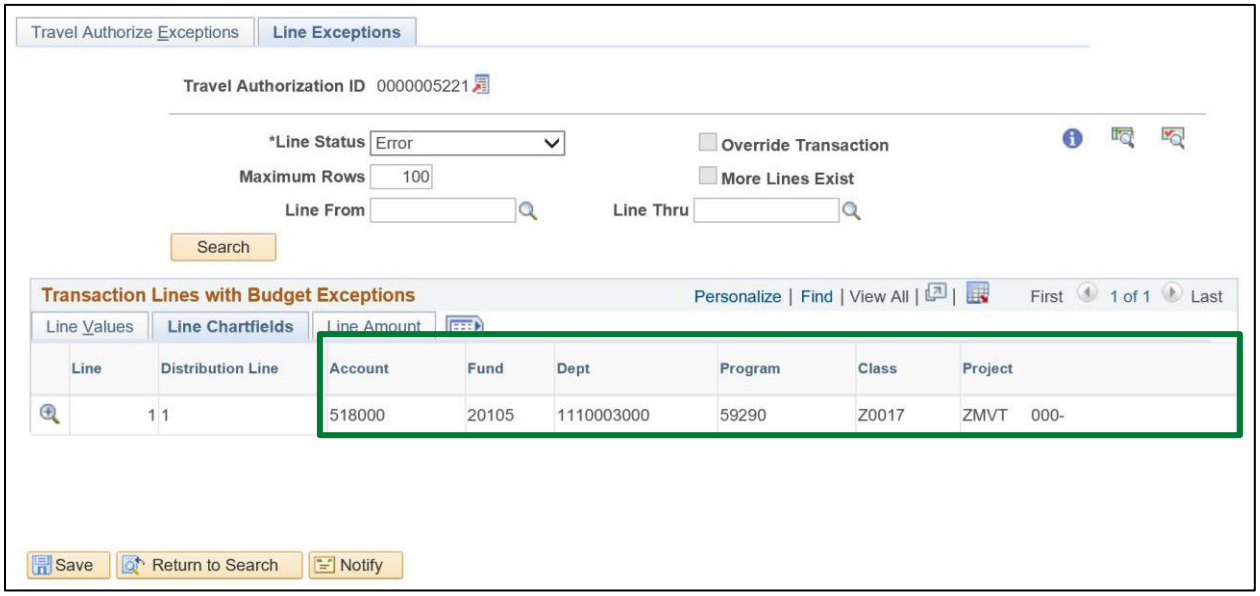
Common exceptions include: 'No Budget Exists' or 'Exceeds Budget Tolerance'. For this travel authorization, the exception is 'No Budget Exists'. This exception can relate to a few scenarios: There was no budget journal entered for the Business Unit, Account, Fund and Dept combination used on the travel authorization **<u>or</u>** 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.



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



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.