Expense Module - Quick Reference Guide – October 2013

Top Tips for Expense Entry – Six things every user should know!

1. Clear cache

Web browsers, particularly Internet Explorer, easily get confused. To maintain error free use, delete temporary files and cookies by pressing Ctrl + Shift + Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.

2. Save for later

After entering a few lines on your expense report, click the "Save for Later" button. Saving frequently will prevent the "data inconsistent with database" error message that requires closing the expense report without saving. Save assigns a report ID that can be used to retrieve your expense report if you need to come back to the report later.

3. Returned

Transactions that are Sent Back for Revision generate an email with the subject "Expense Report Returned". Log in to see the comments that explain why. Below the Report ID and above the Report Information there will be red underlined text. Clicking on this text brings you to the bottom of the page to Approval Detail. Full comments are in Approval Detail

4. Taxable over 60 days

Any item that is past 60 days is required to have a "Taxable" Billing Type. The Total Taxable Expenses amount appears in the Expense Report Totals box. All expense reports that have items over 60 days are required to submit the Explanation of Late Filing form which is located on the [Department of Finance & Management Forms](#) page under VISION Expense Forms.

5. Current approval status

The Current Approval Status can be used to determine the stage of a request and is located at the bottom of the transaction. The information in this box indicates what steps have been completed in the approval process. "In Process" indicates that the Originator has **not** submitted the transaction. If there is more than one Approver, the highest number Approver MUST approve.

6. Month end

VISION is the system of record for the State's financial reports. To produce timely and accurate reports, month end procedures are in place. Monitor the Report Status in the Report Information section. All expense reports must be in either a "Paid", "Approved for Payment" or "Staged" status by your department's deadline or you will need to reenter the report.

 # 1 – ABCs for Clearing Cache

A. Click on Tools > Delete Browsing History or Press Ctrl +Shift + Delete

B. Make sure the first 4 boxes are checked
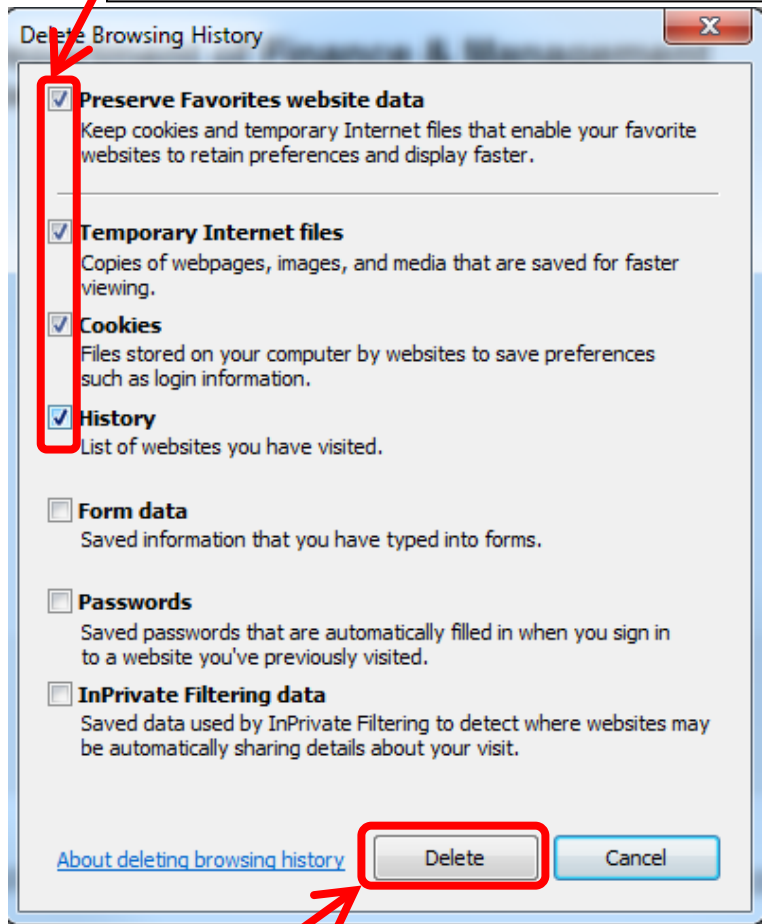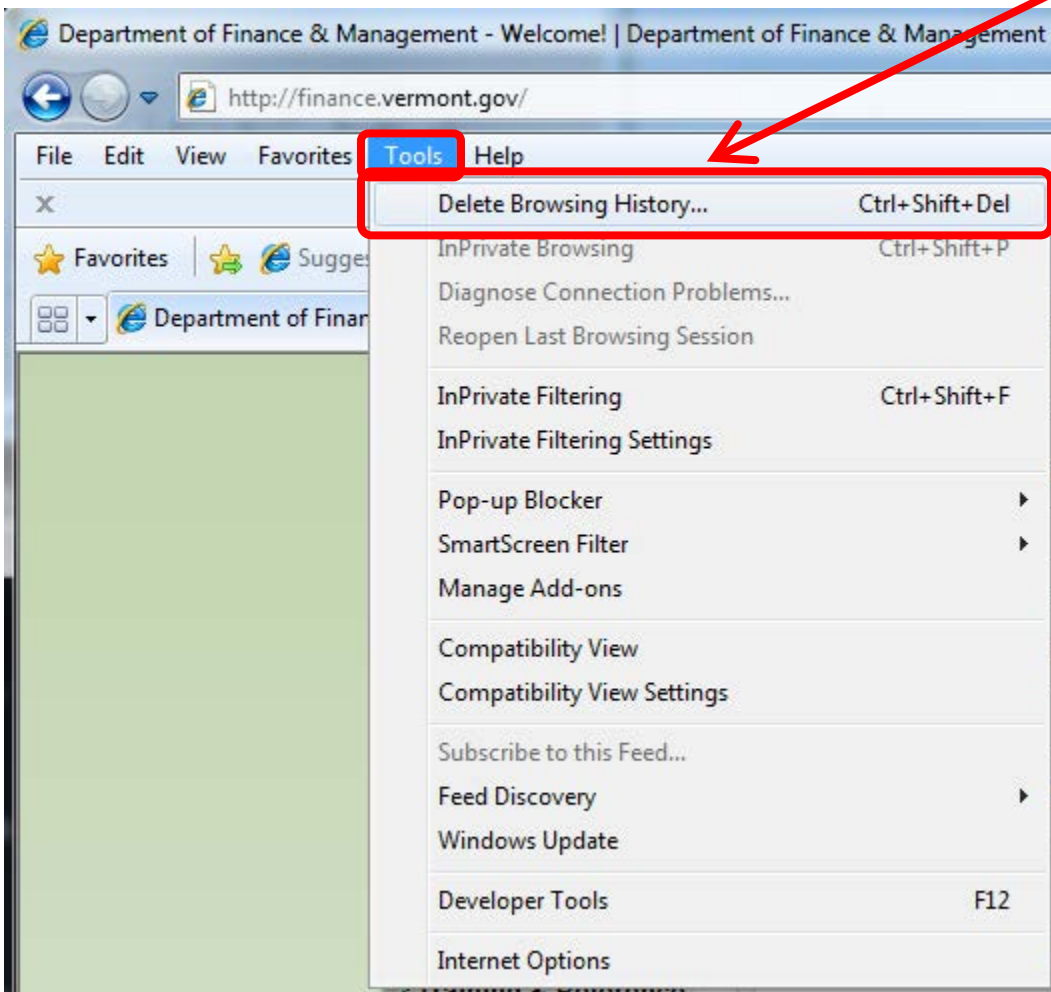
C. Click Delete

Create Expense Report

Expense Report Entry

User Defaults

Travel Authorization?
Start Your Report with a Travel Authorization

Start Your Report With: A Travel Authorization ▼ GO

▼ **Enter Report Information**

*Report Description: [_____]   Reference:

*Business Purpose: [_____] ▼   Comment:

Default Location: [_____] 🔍

Cash Advance?
Start with a Travel Authorization then click Apply Cash Advance

Default Accounting For Report   Apply Cash Advance(s)   **More Options:** [_____] ▼ GO

Enter Expense Lines   Customize | Find | View All | 🔲 | 🔳   First ◀ 1-4 of 4 ▶ Last

*Overview	📝▶						
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
☐	▼						⊞
	▼						⊞
	▼						⊞
	▼						⊞

Shortcut!
Select the lines to either copy or delete and click the appropriate button

Need more lines?
Select the Expense Type and click OK

Add: New Expense ▼ OK   Copy Selected Expense(s)...   Delete Selected Expense(s)

Check For Errors

Expense Report Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD	Definition of Totals	Update Totals
Vendor Credits:	0.00 USD	Total Taxable Expenses:	0.00 USD
Cash Advances Applied:	0.00 USD	(applicable taxes will be withheld from your pay)	

 # 2 Save For Later!

Save For Later   Finish and Submit   Printable View

IMPORTANT!!!
Save your work often!

Login page: https://finance.peoplesoft.state.vt.us/psp/FMPRD/?cmd=login&languageCd=ENG&   3

▼ Enter Report Information

Report Status
Pending (not submitted), Submitted, Approved, Partial Approval, Approved for Payment, Staged, Paid

 # 6 Month end

			Reference:	
			Comment:	Fleet vehicle use direct billed
Report Status:	Approved for Payment		Created On:	09/05/2013 **By:** TPESEK
Post Status:	Not Applied		Last Updated:	09/05/2013 **By:** SFULLER
Accounting Date:	09/05/2013		Travel Auth ID:	0000000418

Default Accounting For Report   View Cash Advance

Quick links
This report was created from a Travel Authorization, click to view it or the Advance

Enter Expense Lines

*Overview

*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
OUT LODGING	09/05/2013	400.00	USD	Employee	Non-Taxable - Internal	Detail
		6.00	USD	Employee	Non-Taxable - Internal	Detail
		6.00	USD	Employee	Non-Taxable - Internal	Detail

How much?
Expense Report Totals provide the total amount of expenses (Employee Expenses, the amount Due Employee, the amount of any Cash Advance Applied and the Total Taxable Expenses

Expense Report Totals

Employee Expenses:	412.00 USD		Due Employee:	12.00 USD
Non-Reimbursable Expenses:	0.00 USD		Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD			
Employee Credits:	0.00 USD		Definition of Totals	
Vendor Credits:	0.00 USD		Total Taxable Expenses:	0.00 USD
Cash Advances Applied:	400.00 USD		(applicable taxes will be withheld from your pay)	

Who did what when?
Current Approval Status provides names and dates

Printable View

Need to print?
Includes a page that can be used for receipts

 # 5 Approval Status

Current Approval Status

Routing	Name	Status	Date
Originator	Pesek,Victoria	Resubmitted	09/05/2013
Approver 1	Zeller,Susan A	Approved	09/05/2013
Pre-Pay Auditor	Fuller,Stephanie L	Approved	09/05/2013

Approval Detail   Find | View All   First ◀ 1 of 1 ▶ Last

Name:

Comment: While the source and destination are now correct, the mileage still reflects roundtrip to Barre Town.

 # 3 Returned comments