Table of Contents

EXPENSE COORDINATORS - The Basics 2
Expense Coordinators 2
Terminated/Retired Employees 2
View an Employee Profile-Employee Information 3
Authorize Expense Users 6
Navigating to Transactions Pending Review and Approval 8
Expense Reports 11
Review an Expense Report 11
Send an Expense Report Back for Revision 32
Approve an Expense Report 36
Send Back an Approved Expense Report 42
View Expense Report 46
Cash Advances 49
Review a Cash Advance 49
Send a Cash Advance Back for Revision 56
Approve a Cash Advance 59
Send Back an Approved Cash Advance 62
Delete a Cash Advance 66
Travel Authorizations 68
Print Travel Authorization 68
Delete a Travel Authorization 72
Cancel an Approved Travel Authorization 75
View a Travel Authorization Not Applied to an Expense Report 78
Review Budget Check Exceptions 79
Review Expense Reports with Budget Check Exceptions 79
Review Travel Authorizations with Budget Check Exceptions 82
Related Queries 85

EXPENSE COORDINATORS - The Basics

Expense Coordinators

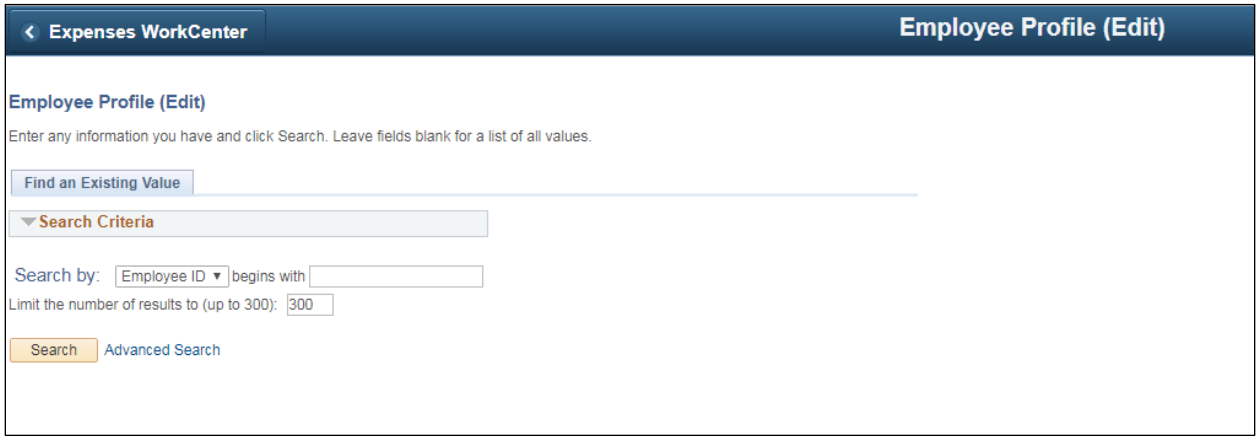
- Expense Coordinators are responsible for being knowledgeable of Bulletin 3.4 and department policies regarding expenses.

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 at Vision.FinHelpdesk@vermont.gov as your access will need to be temporarily updated to allow you to "submit" on behalf on the individual.

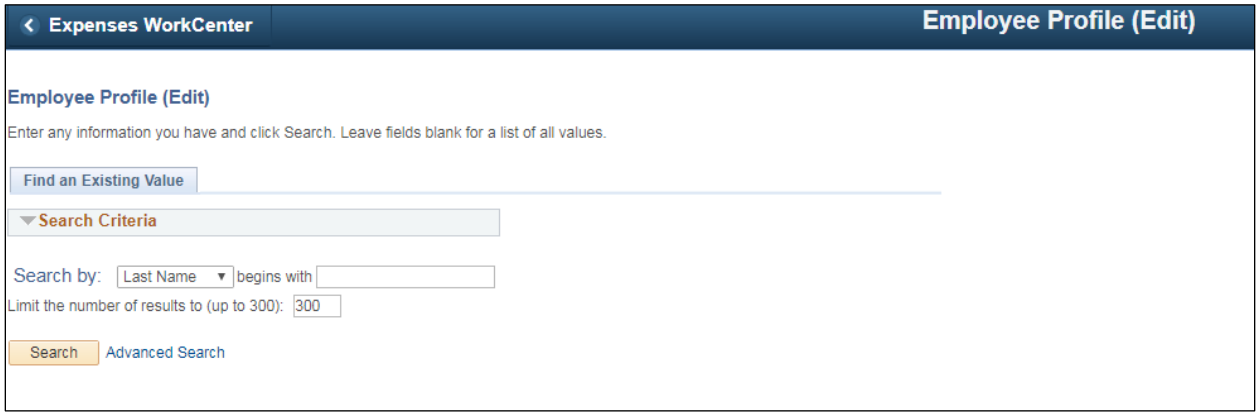
View an Employee Profile-Employee Information

WorkCenter Navigation: EX WorkCenter > Links > Security > Update Profile
Menu Navigation: Travel and Expenses > Manage Employee Information > Update Profile

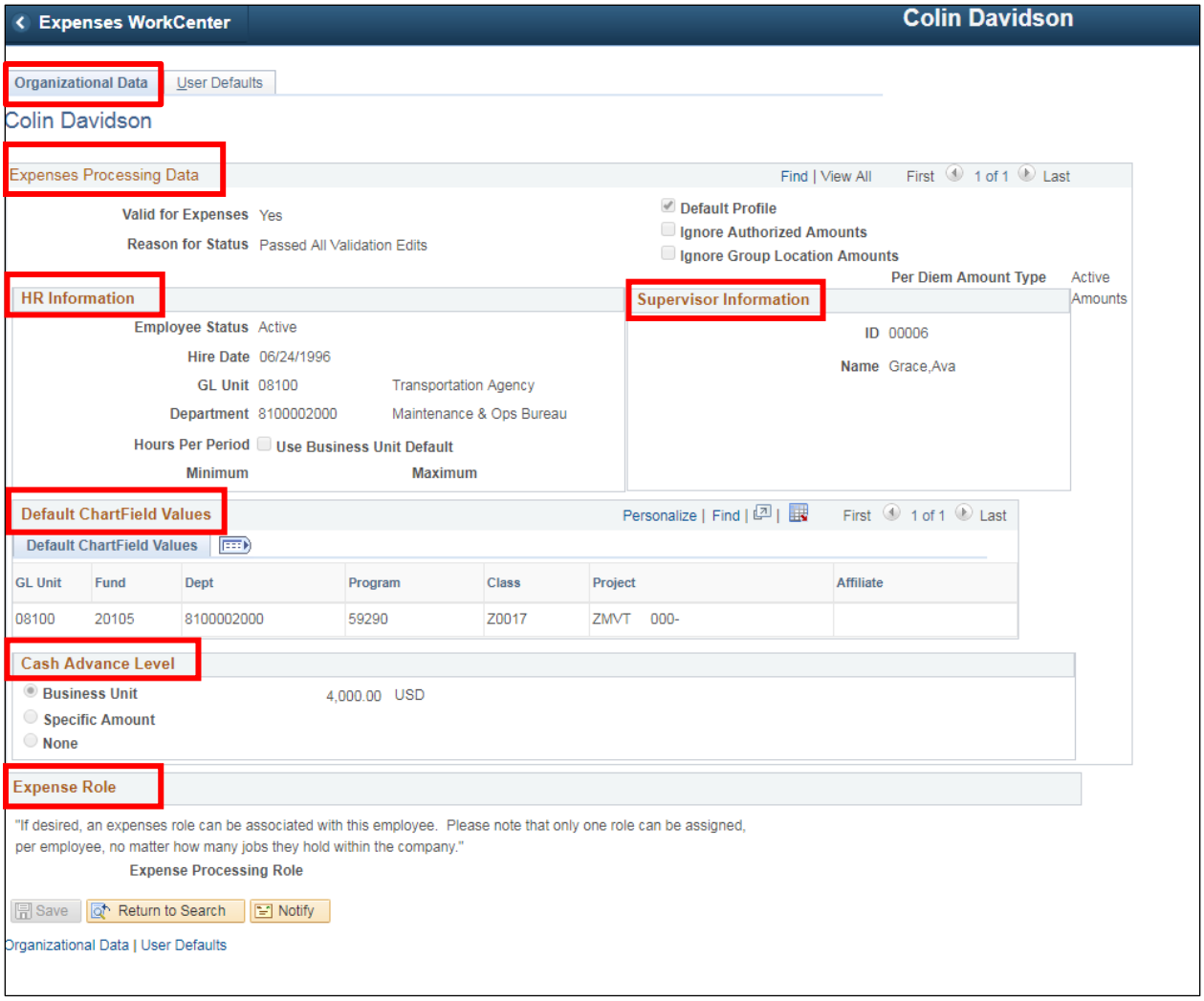


Enter Employee ID # and click Search

You can also search by Last Name, click on the Search by drop down menu and select Last Name

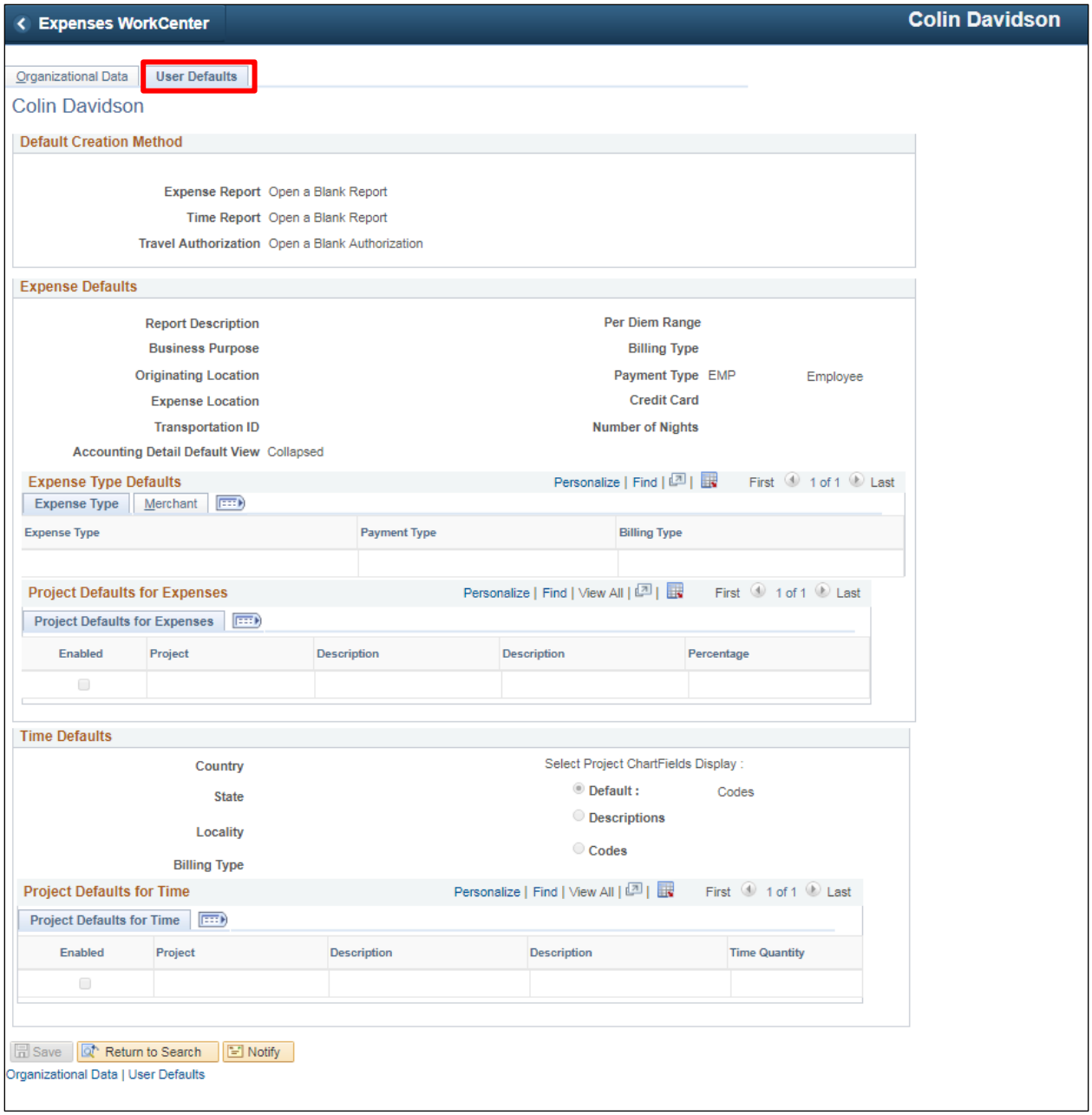


The Organizational Data page will open for the Employee



Under the Organizational Data tab you will see:
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

Click on the User Default tab



Under the User Default tab, you will see the default creation method. Employees can change, 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" one the initial Expense Report has been entered.

View an Employee Profile-Employee Information complete

Authorize Expense Users

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

WorkCenter Navigation: EX WorkCenter > Links > Security > Authorize Expense Users
Navigation: Travel and Expenses > Manage Expenses Security > Authorize Expense Users

The Authorize Expense Users page opens

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

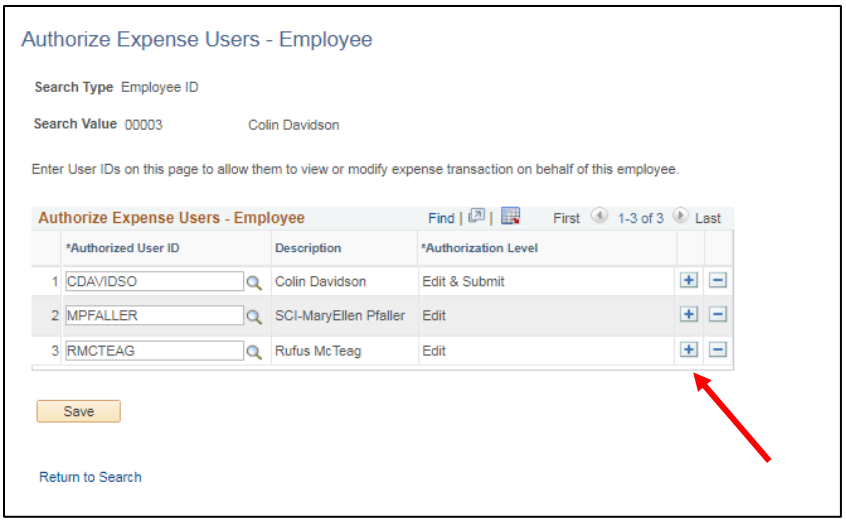
To authorize employees for one user, enter the User ID

For this lesson, we are entering an Employee ID

Click Employee ID, and enter Employee ID in the Search Value field

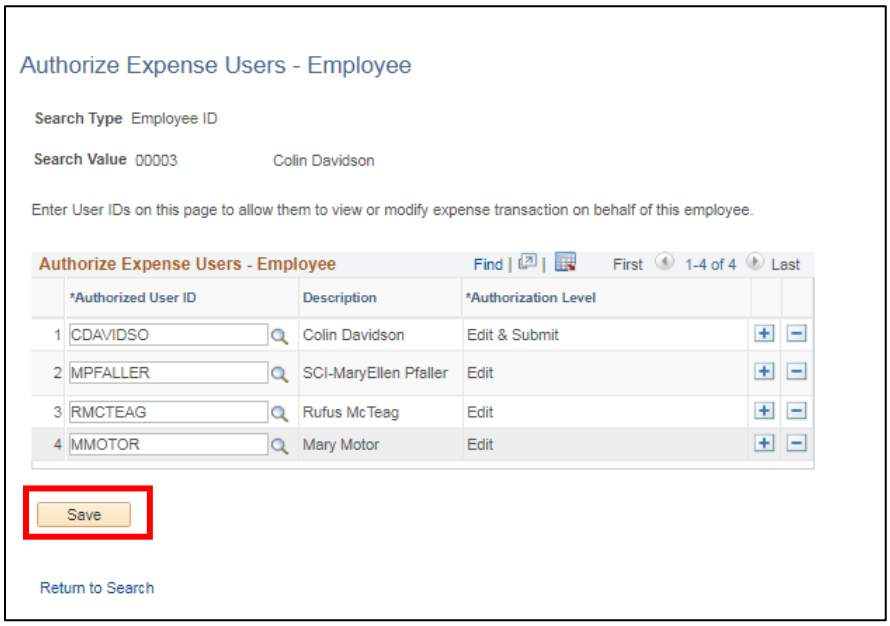
Click Search

The Authorize Expense Users page opens, displaying the Authorized Expense Users for this employee.



To add or delete a user, click on the + or – to add a new row or to delete a row, we are adding Mary Motor as an Authorized User

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



Once you have completed updating Authorized Users click **SAVE**

Authorize Expense Users is training is complete

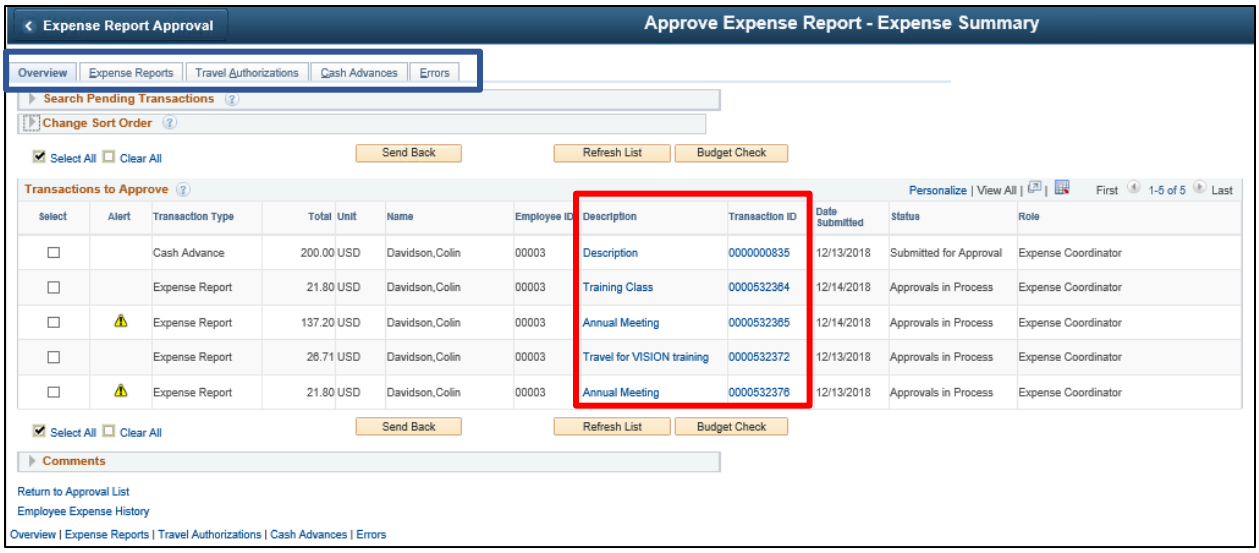
Navigating to Transactions Pending Review and Approval

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 **EX** tile 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 (EX) > Links Pagelet > Approve Transactions > Approve Transactions

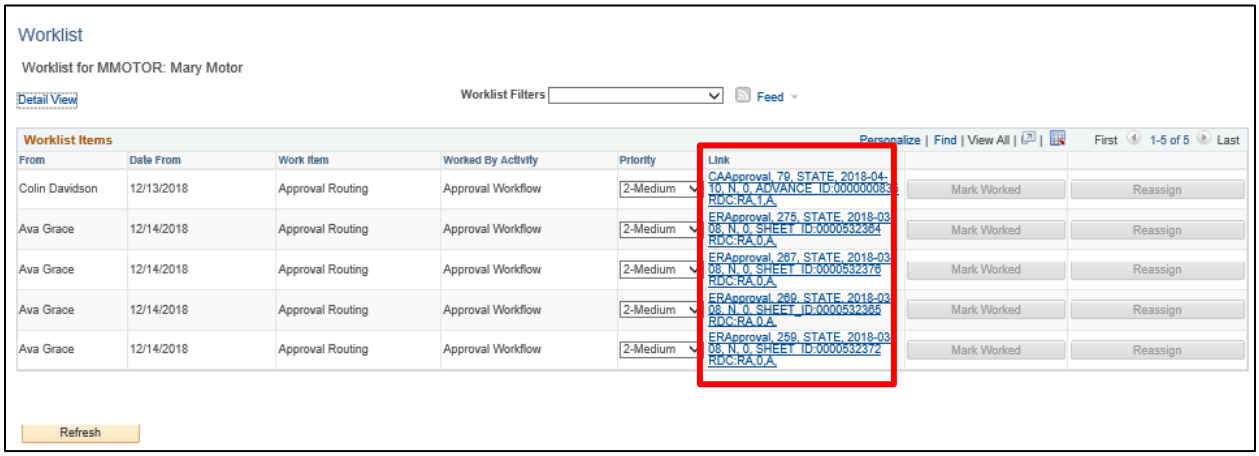
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Approve Transactions



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 (EX) > Links Pagelet > Other Links > Worklist

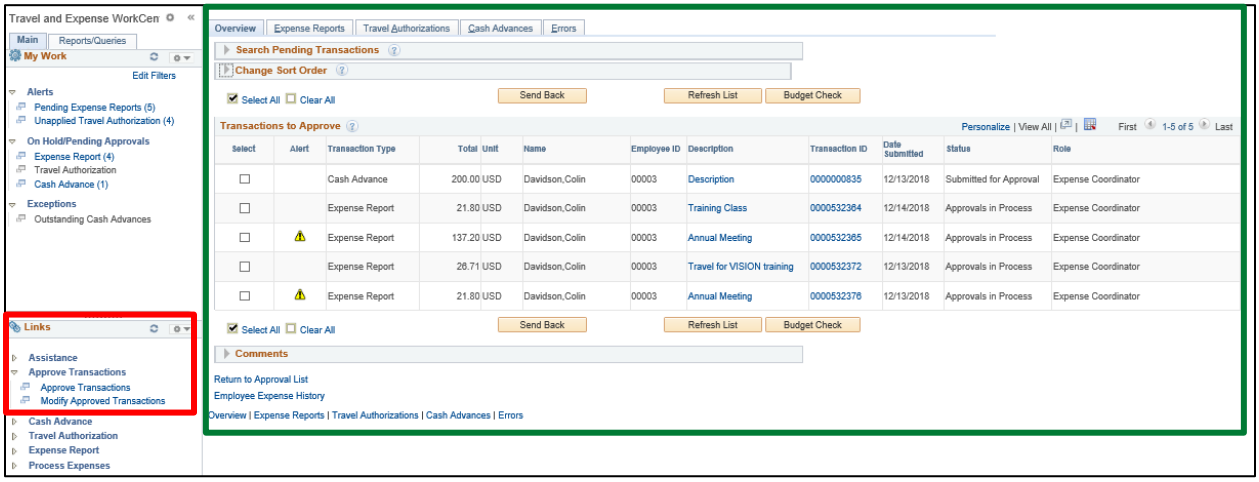
Navigator Menu Navigation: Worklist > Worklist

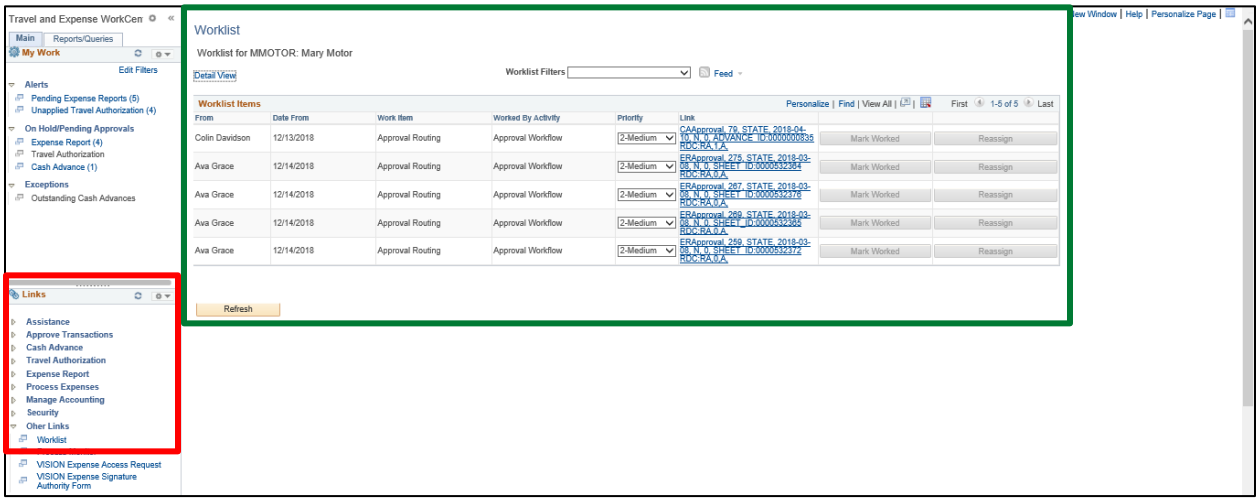


The Worklist displays all transactions pending approval and is not just limited to expense transactions. Clicking a **Link** will bring you to the applicable module's approval page and transaction details. The Worklist does not include the ability to scroll to the next or previous transactions.

WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet > Approve Transactions > Approve Transactions

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





The EX WorkCenter is a collection of links to the commonly used pages within Travel and Expenses and can be used to easily navigate within the application. The Approve Transactions page and the Worklist are included in the available links. Navigation links are grouped and display on the right of the page. Clicking on a link displays the page in the work area.

Expense Reports

Review an Expense Report

The Basics:

Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) 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.

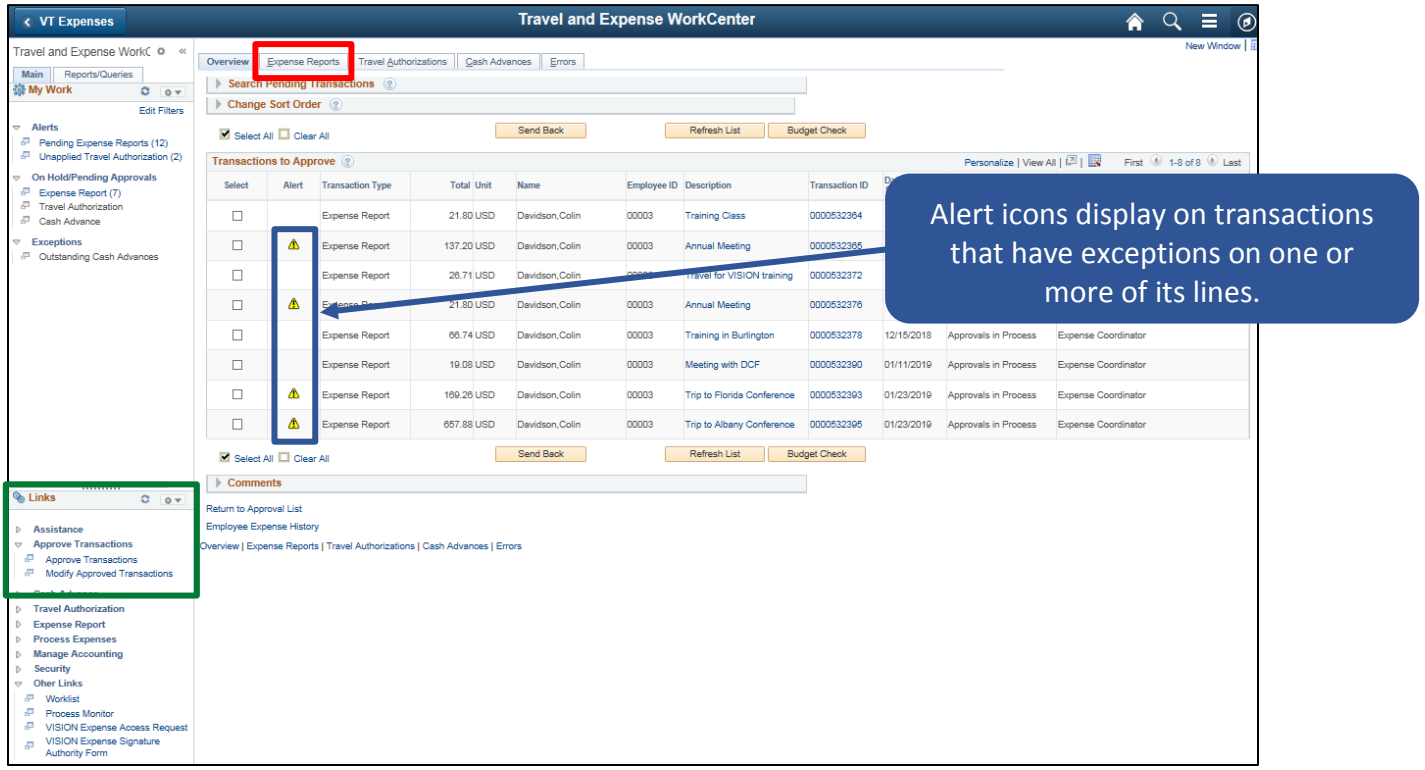
Basic questions to ask prior to approval:

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 (EX) > Links pagelet > Approve Transactions > Approve Transactions

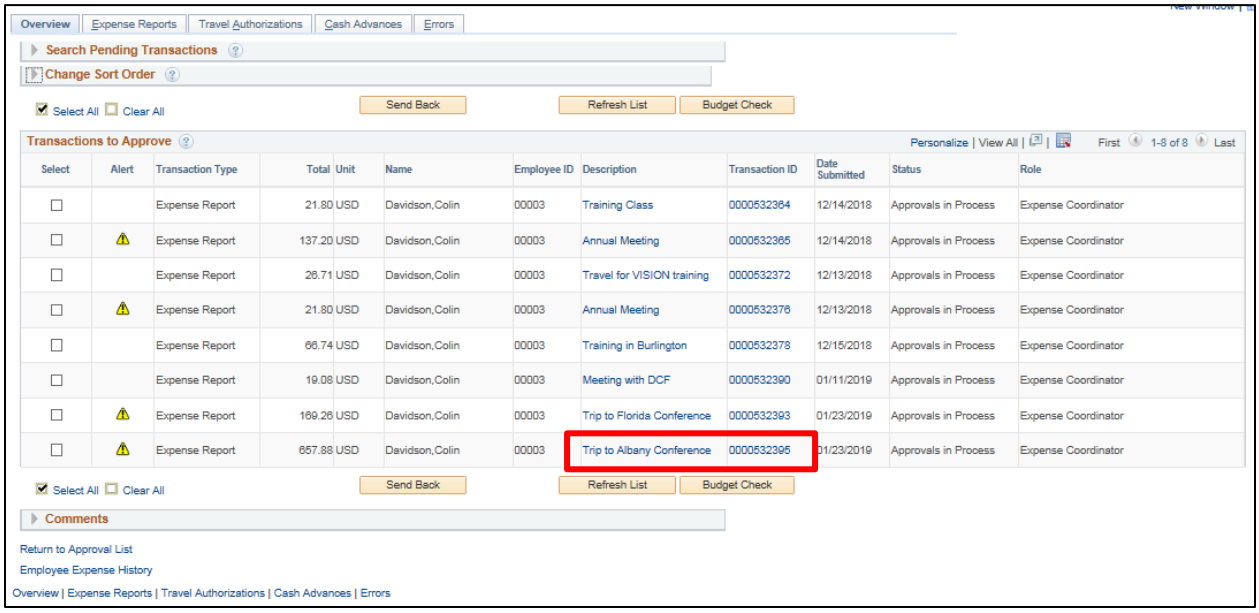
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

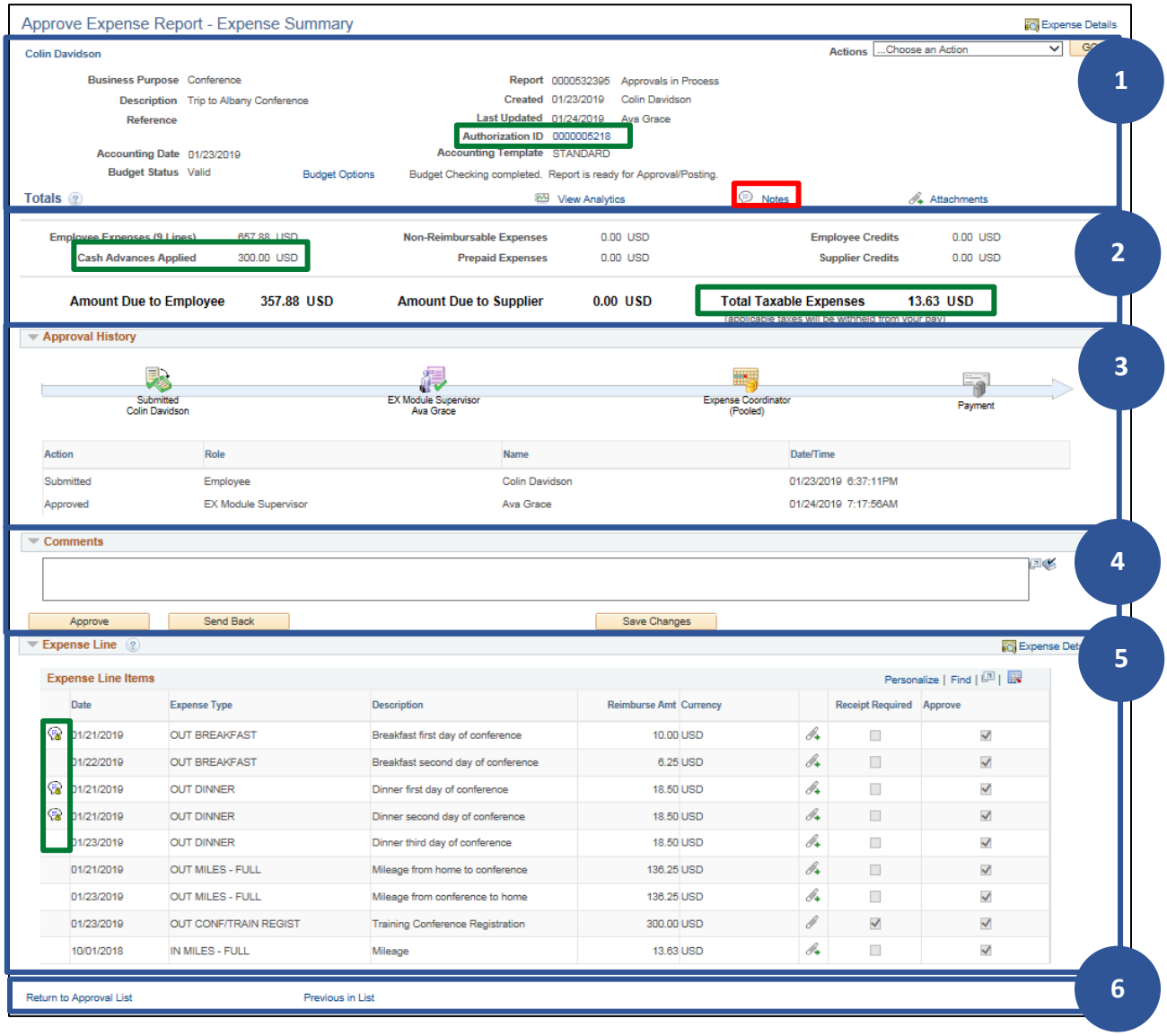
Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review.

The Approve Transactions – Expense Reports page displays all the expense reports pending your approval.



Select 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.

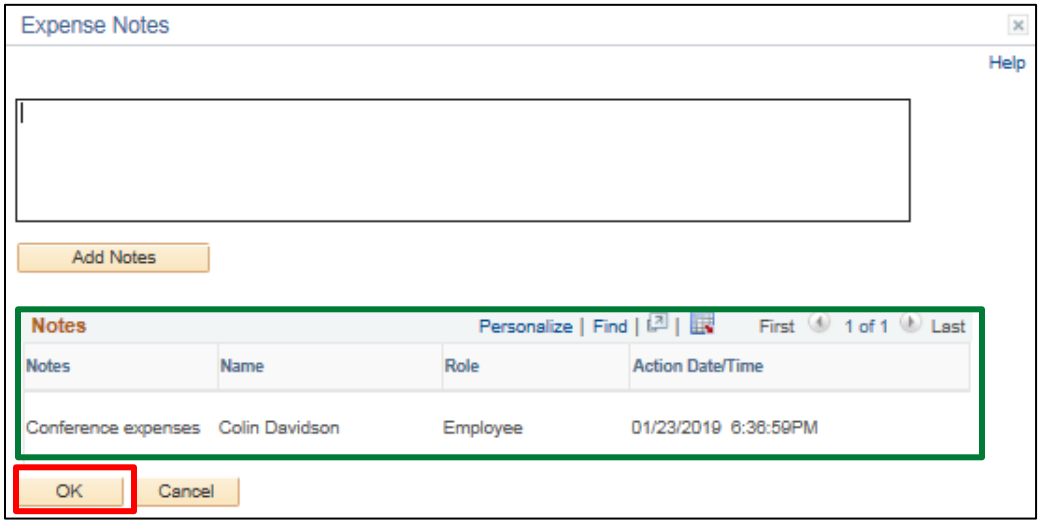
1. General Information includes the Business Purpose, Report ID, Status, Description, Creation and Last Updated Dates, Accounting Date Budget Options link and Budget Status, header Attachments, and Notes. The Authorization ID displays as a link if a travel authorization is associated to the expense report.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.

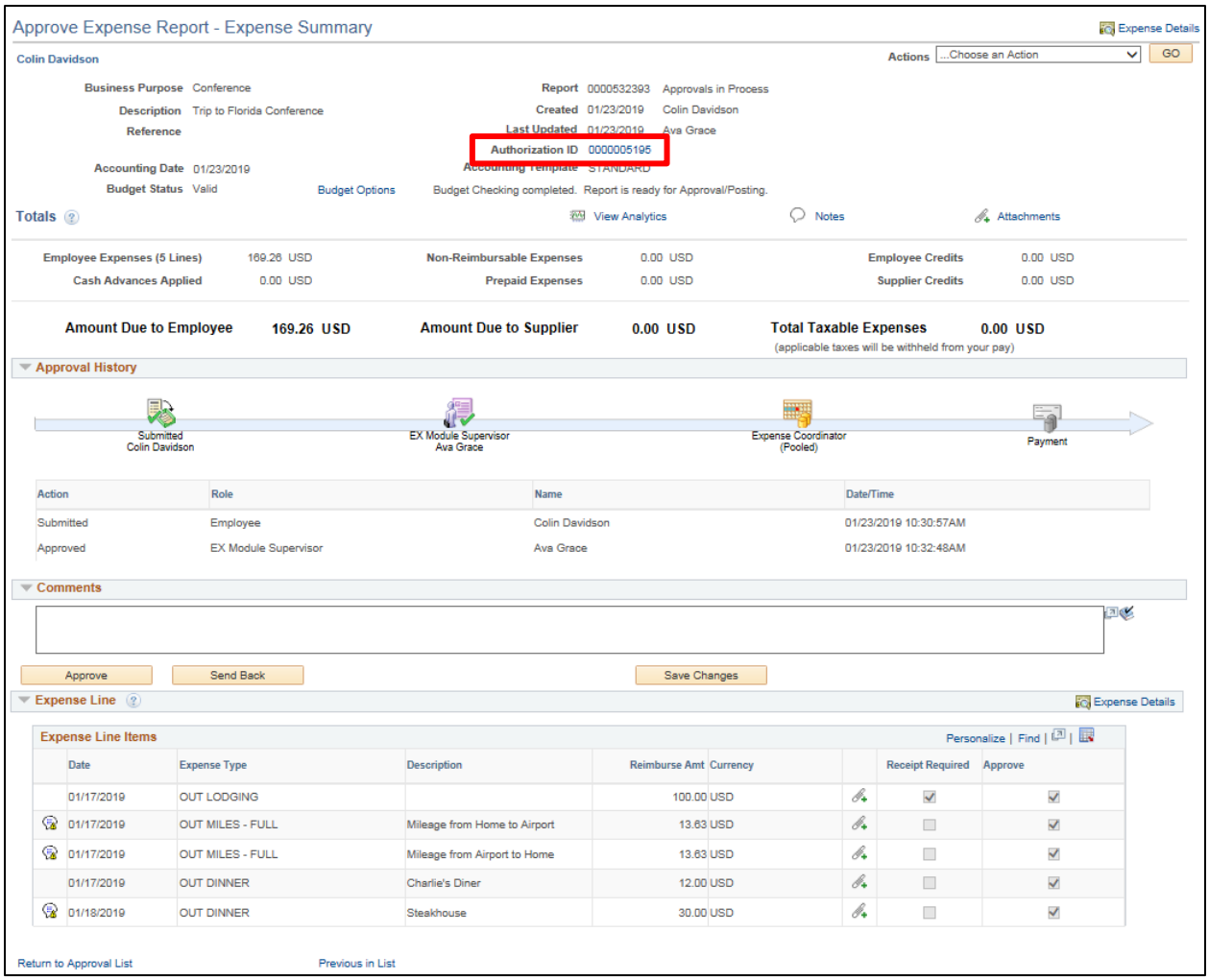
Click the **Notes** link.

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



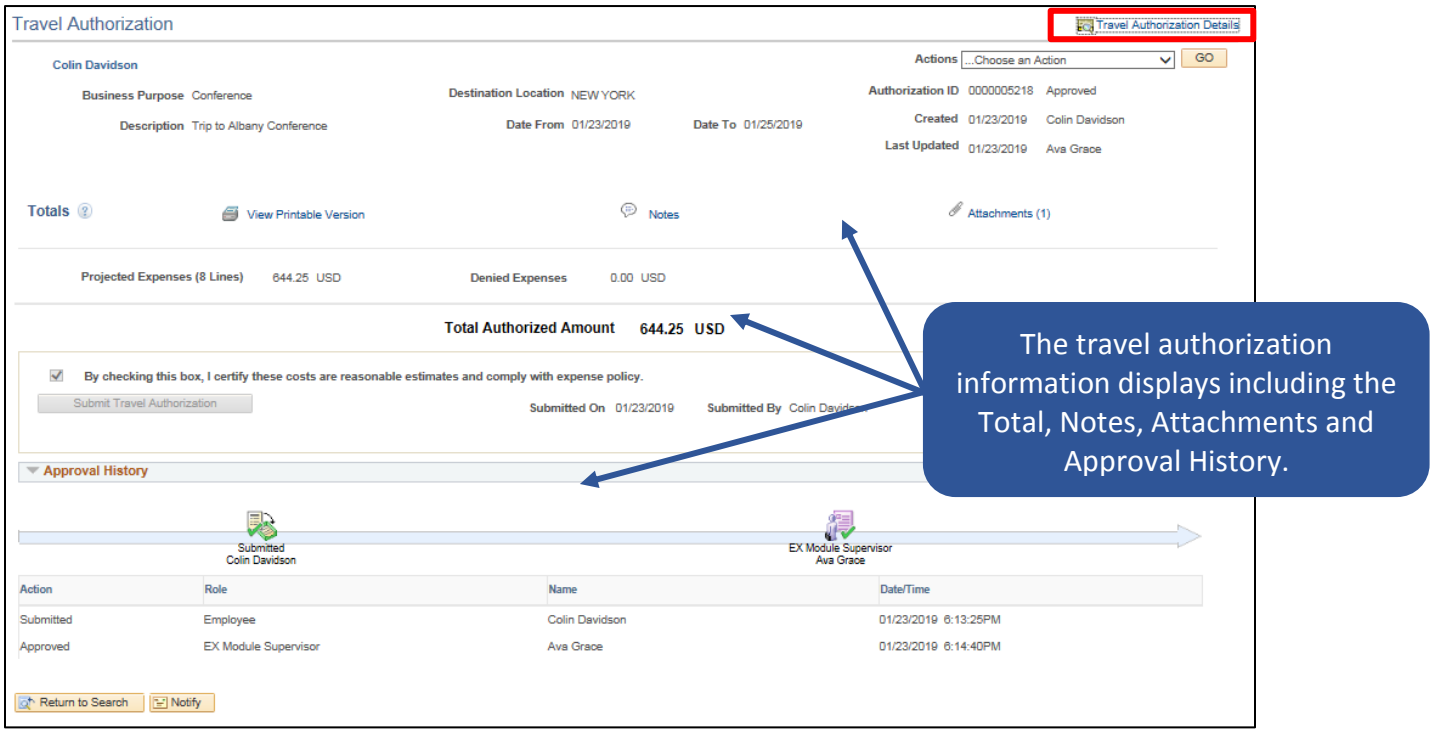
Click the **OK** button.

The Approve Expense Report – Expense Summary page displays.



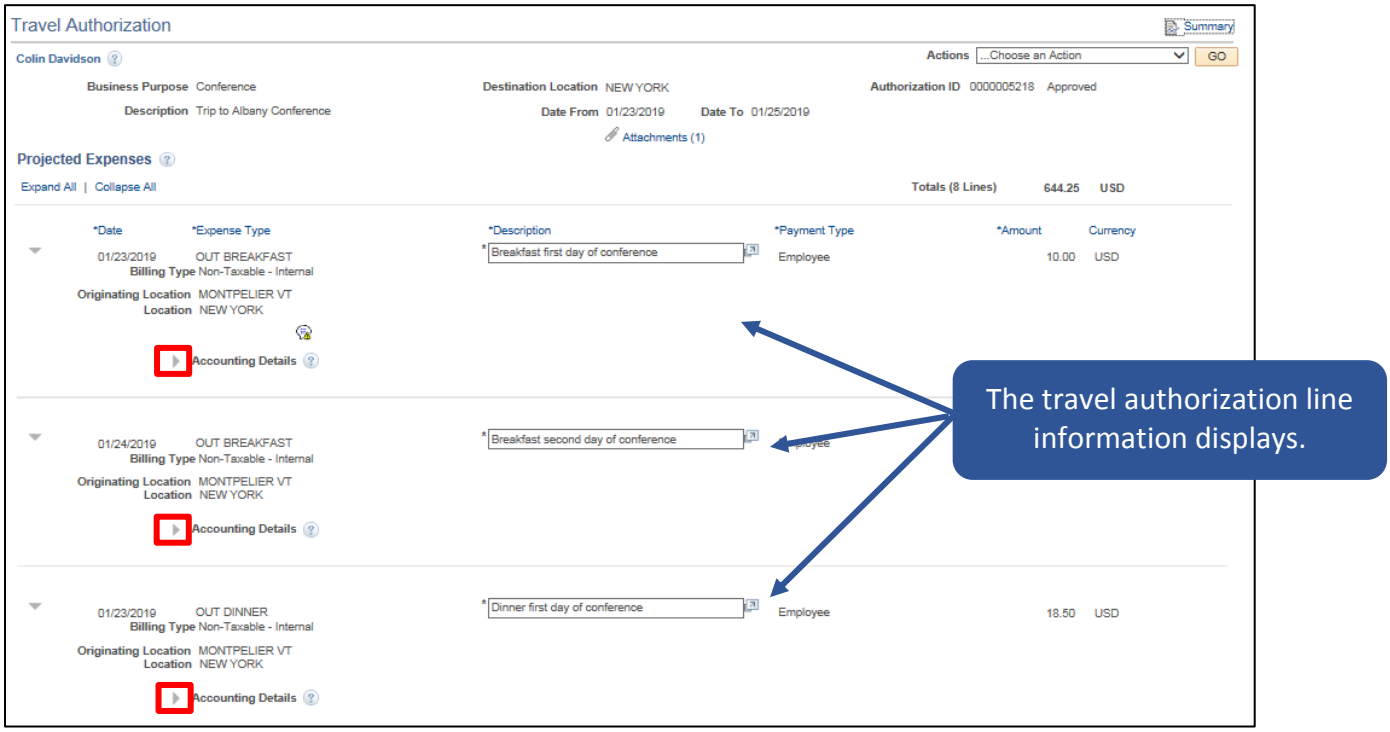
If a travel authorization has been linked to the expense report the Authorization ID field will display. Click the **Authorization ID** link.

The View Travel Authorization – Summary page displays in a new window.



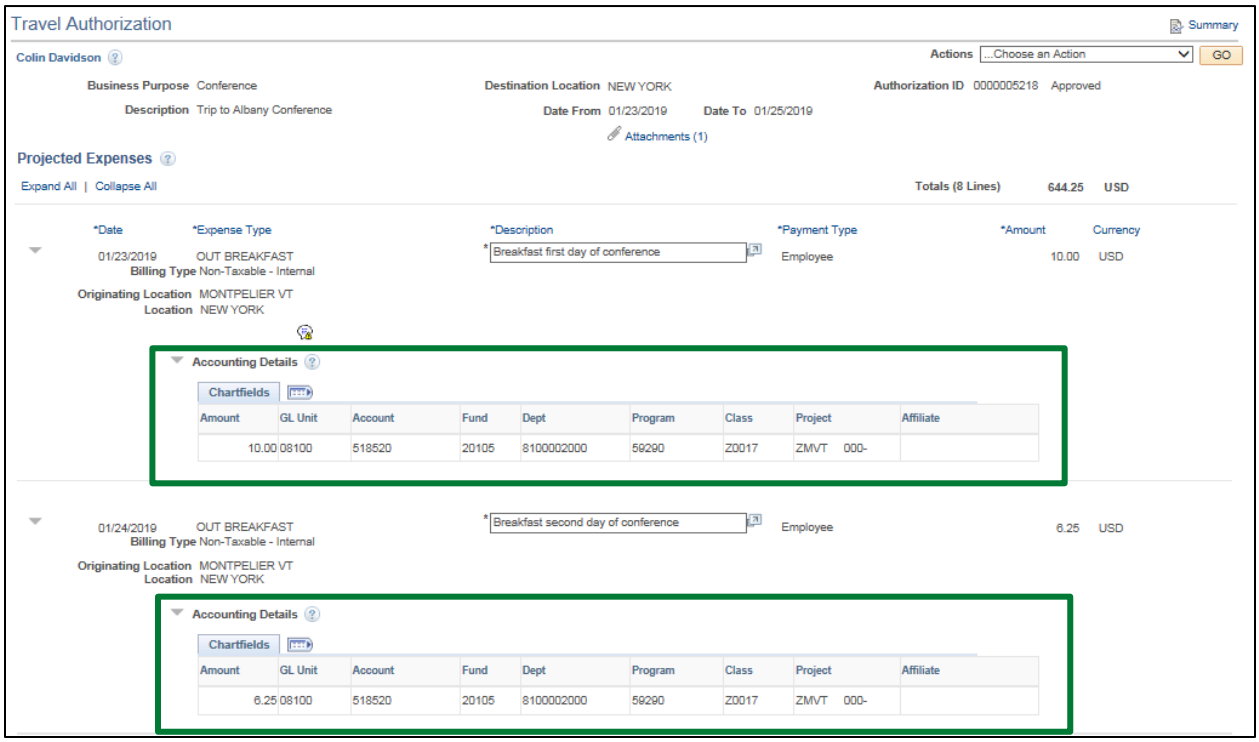
Click the **Travel Authorization Details** link.

The View Travel Authorization – Details page displays.



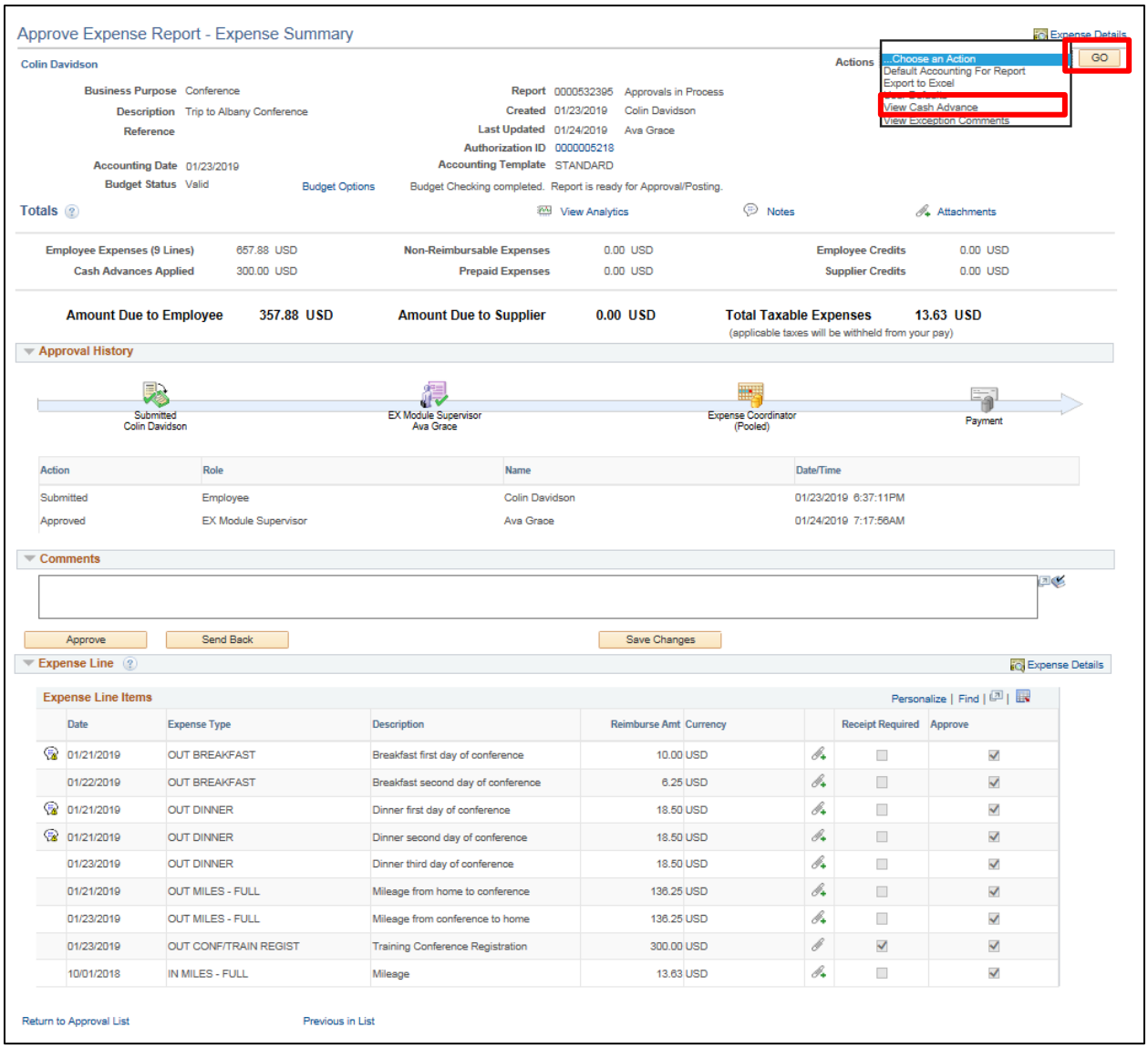
Click the **Expand Accounting Line** icon for each line.

The Accounting Details section expands and displays the ChartField information.



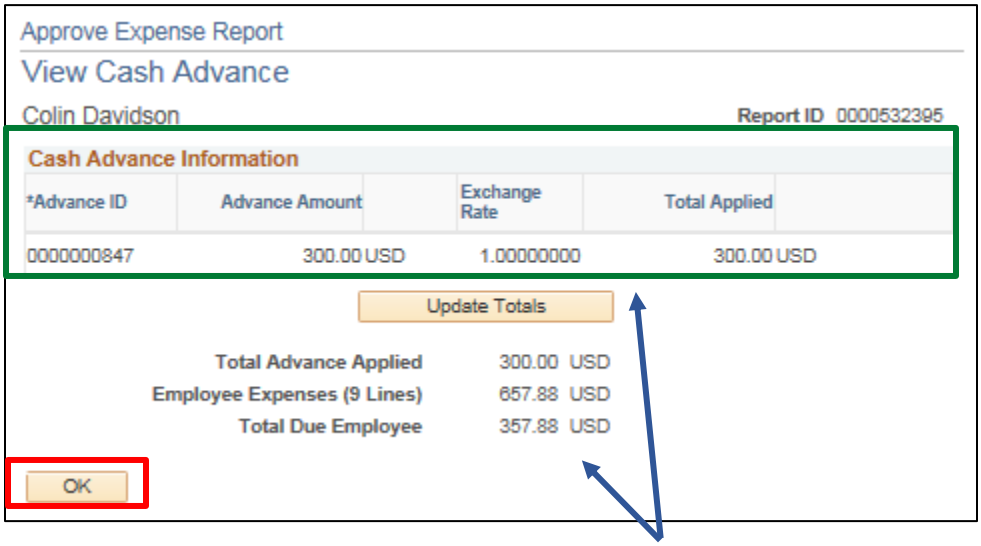
Close the **View a Travel Authorization** window after you have reviewed the travel authorization information and return to the Approve Expense Report – Expense Summary page.

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



Click the **Go** button.

The Approve Expense Report – View Cash Advance page displays the advance information and amount applied to the expense report.

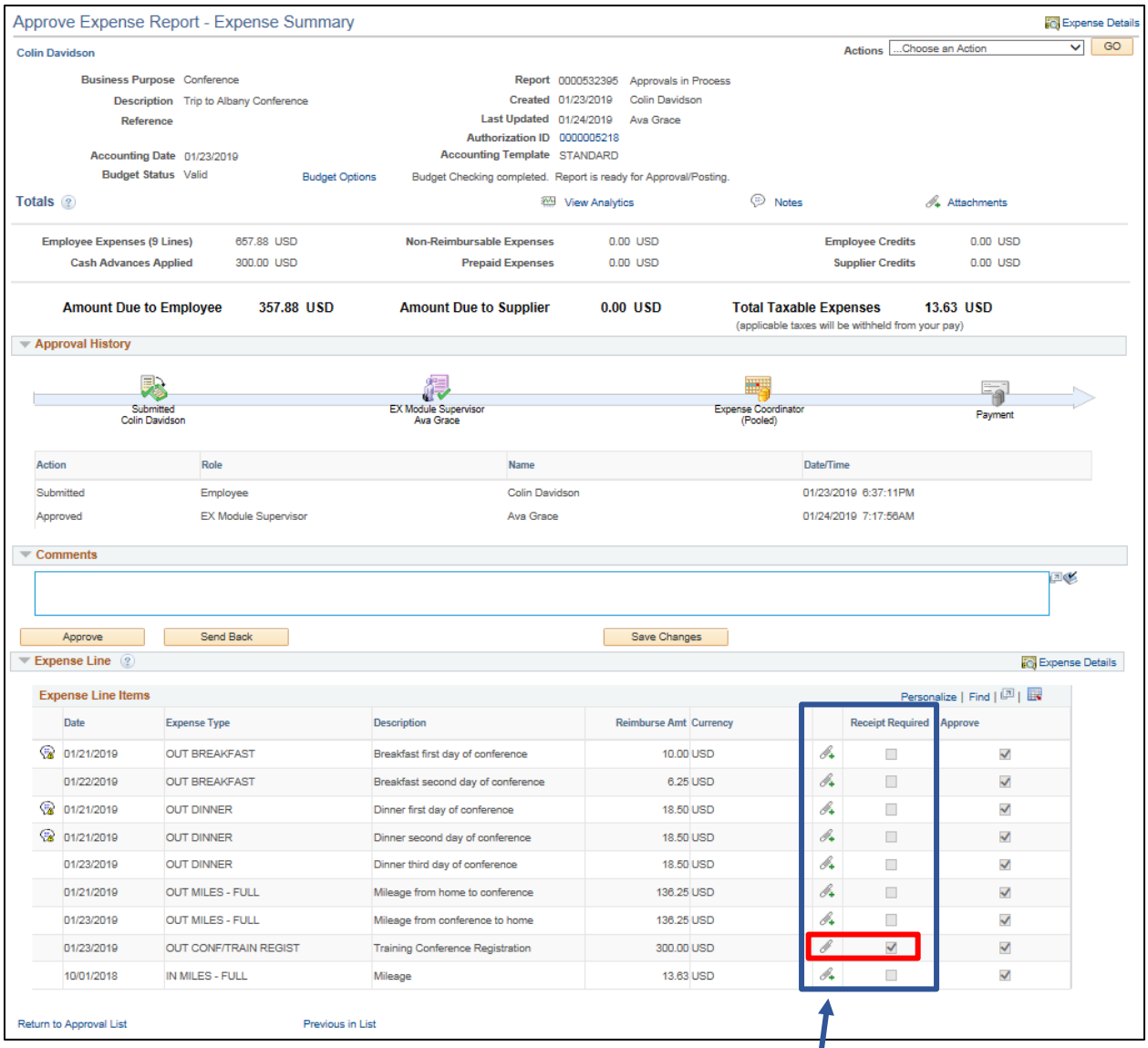


The Total Due Employee amount is the difference between the total amount of the advance applied to the expense report and the total amount of the expense report.

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.

Click the **OK** button.

The Approve Expense Report – Expense Summary page displays.

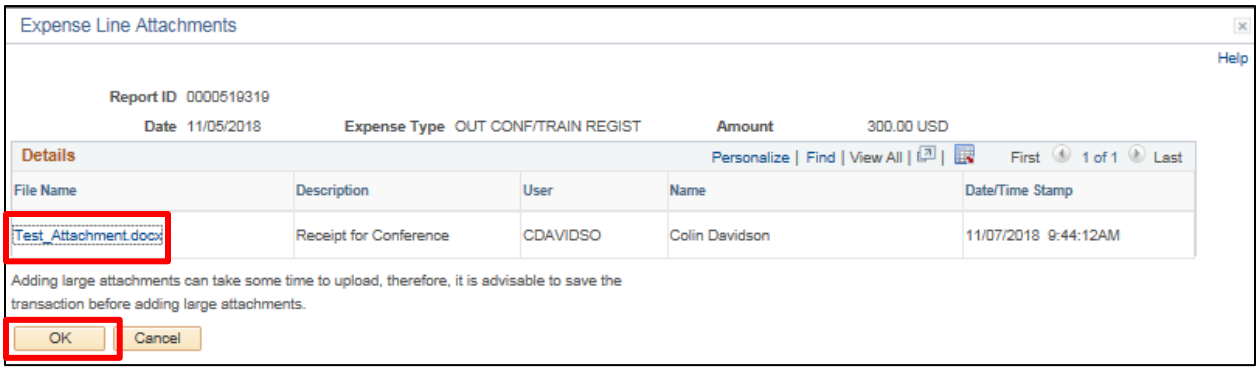


Receipts are required for most expense types but there are some exceptions such as meals, per diems and mileage. The Receipt Required checkbox will be selected when a receipt is required. Employees will attach the receipt to the expense line. The line Attachment icon will display as when an attachment 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.

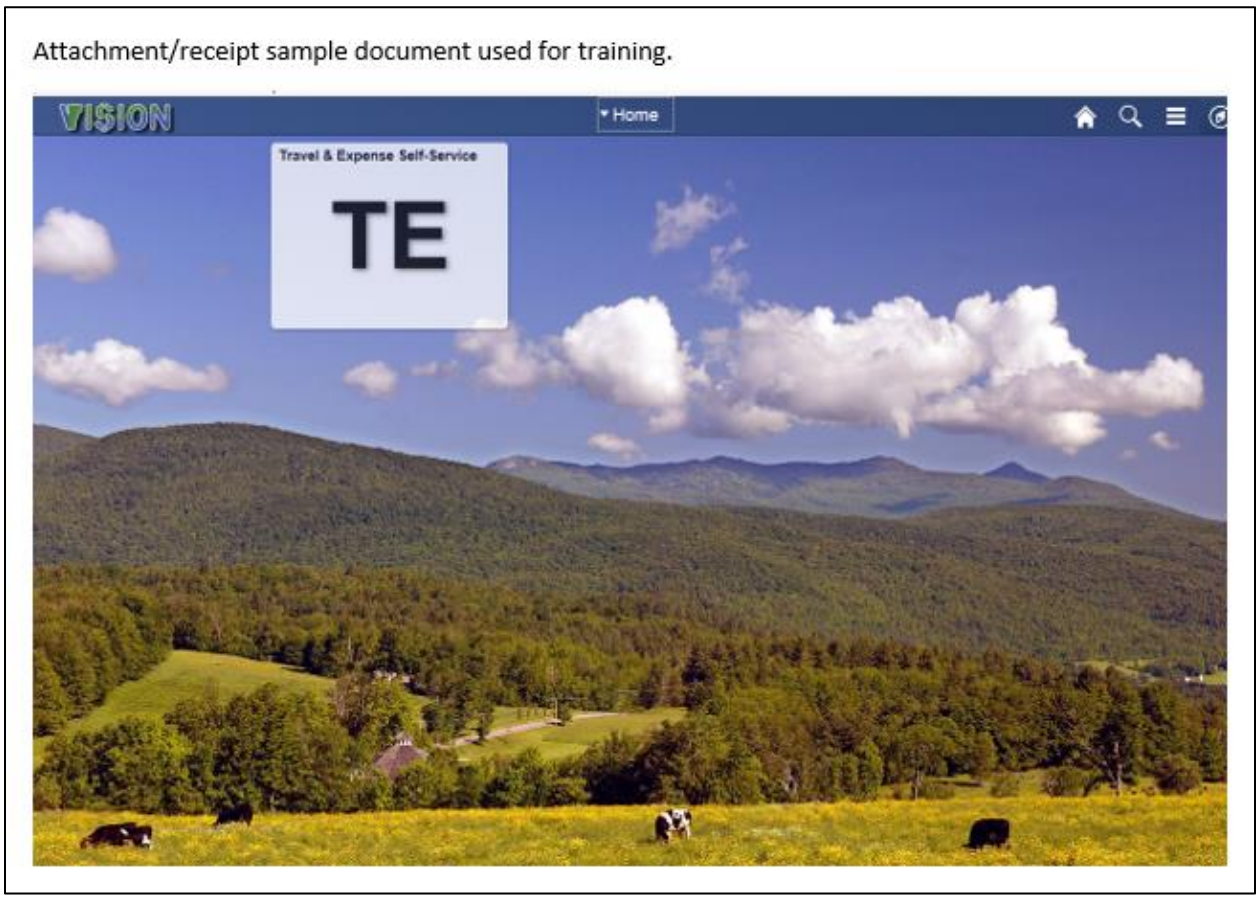
Click the line **Attachment** icon.

The Expense Line Attachments page displays.



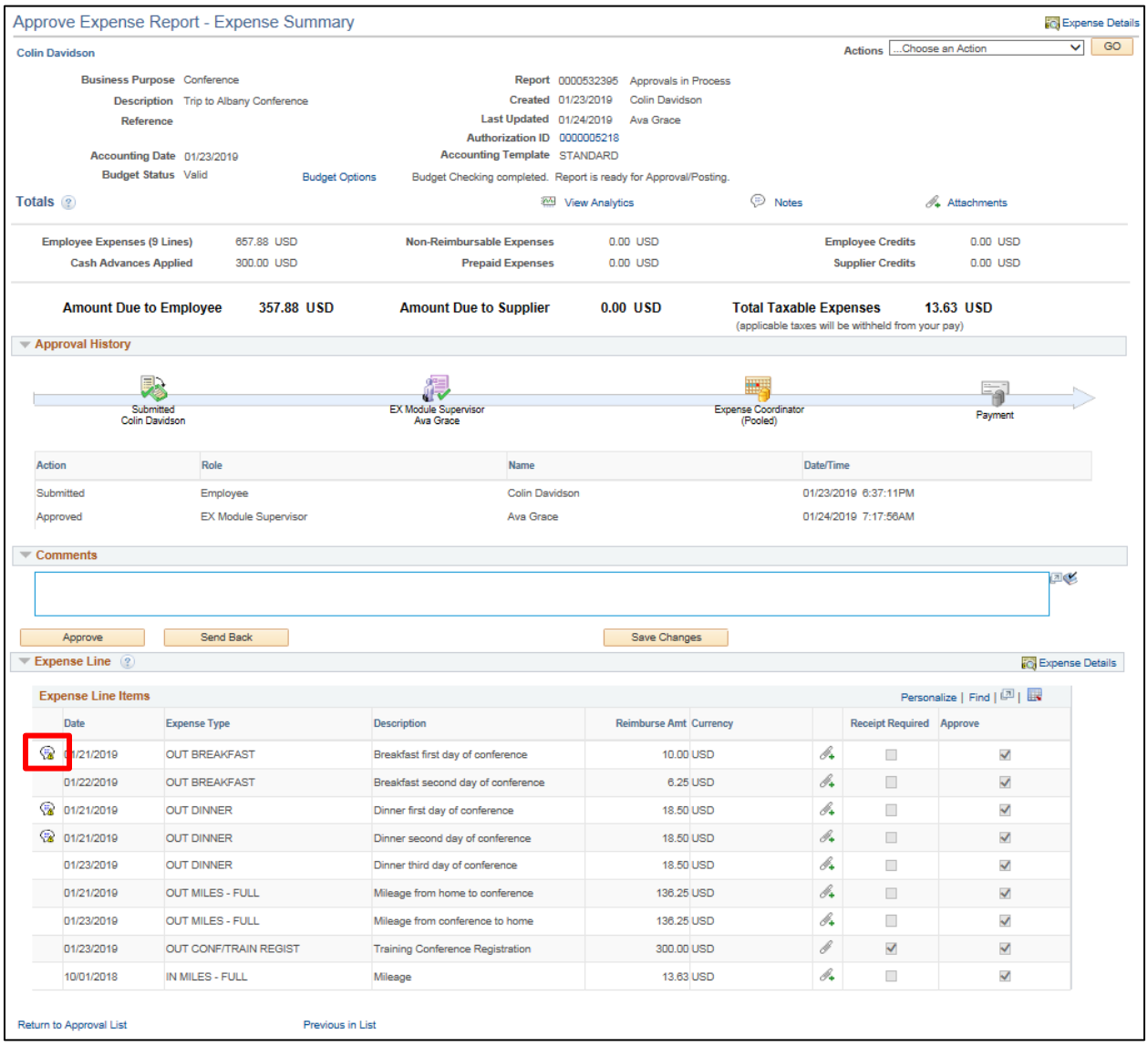
The File Name is a link to the attachment. Approvers can view the attachment, but they cannot add or delete an attachment.

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



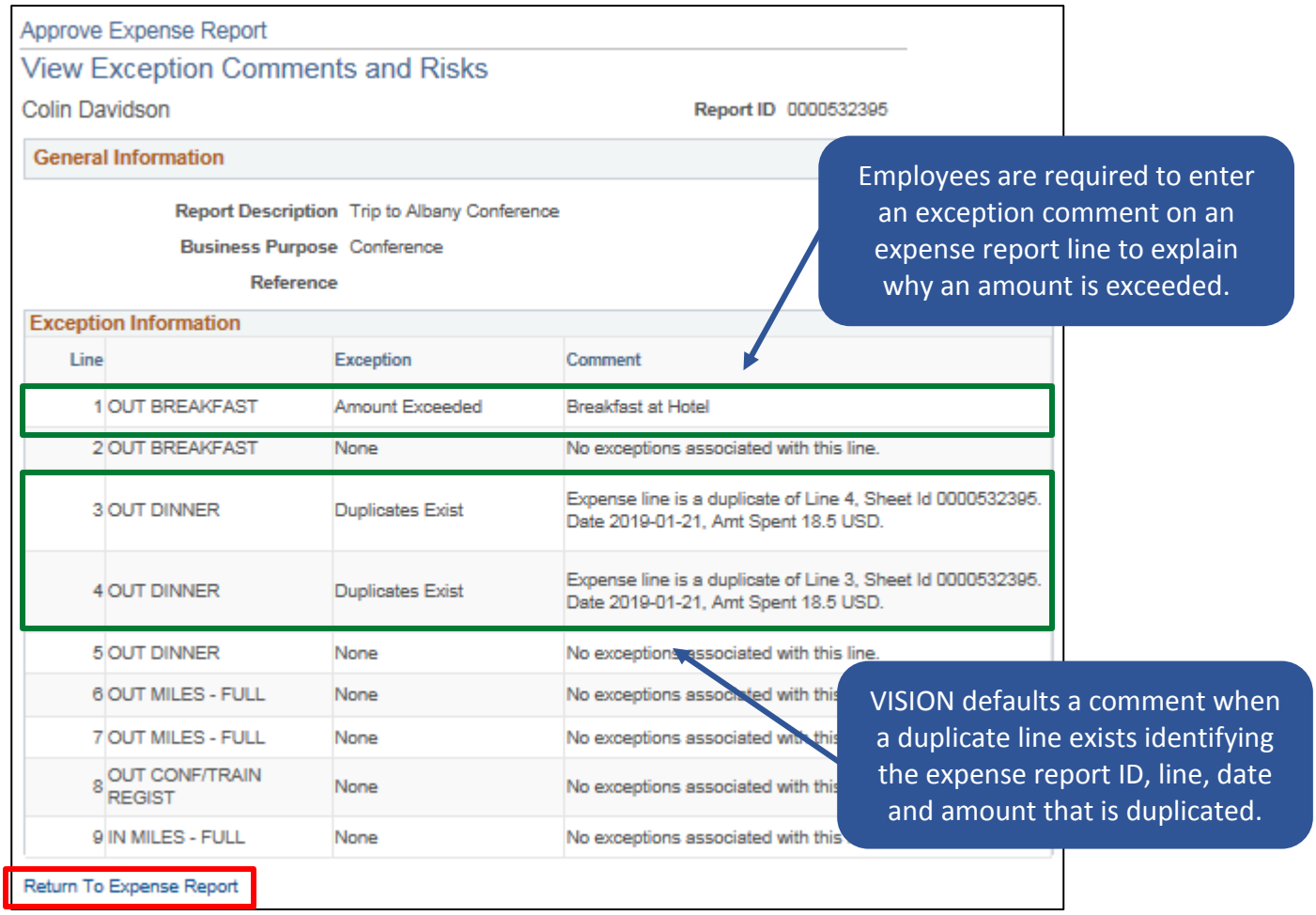
Close the attachment and click the **OK** button on the Expense Line Attachments page.

The Approve Expense Report – Expense Summary page displays. If the expense report has any exceptions, an icon will display.



Click the **Exceptions** icon.

The View Exceptions Comments and Risks page displays.



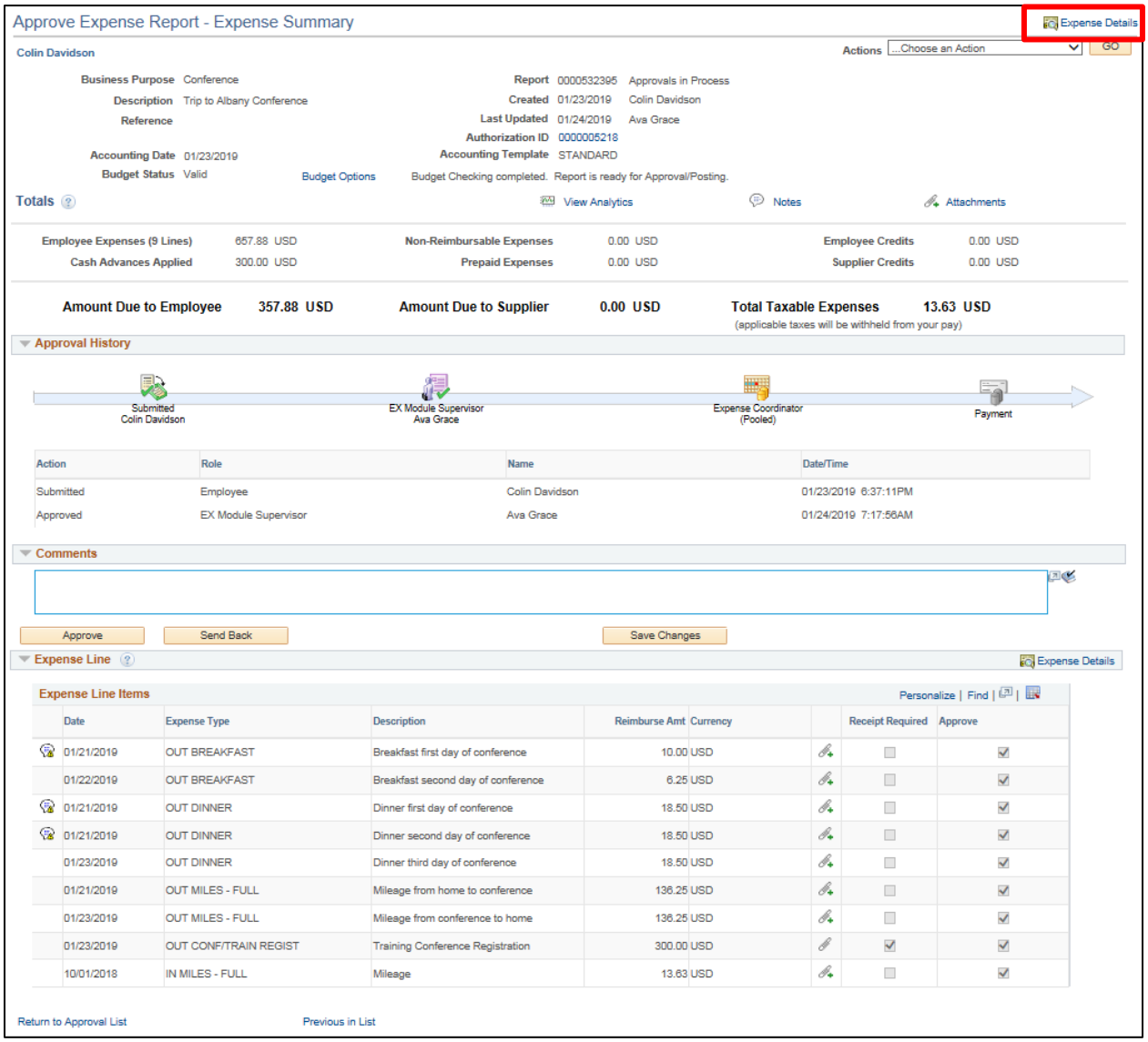
The View Exceptions Comments and Risks page will show all exceptions for the expense report. Below are the most common exceptions and what they mean.

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.

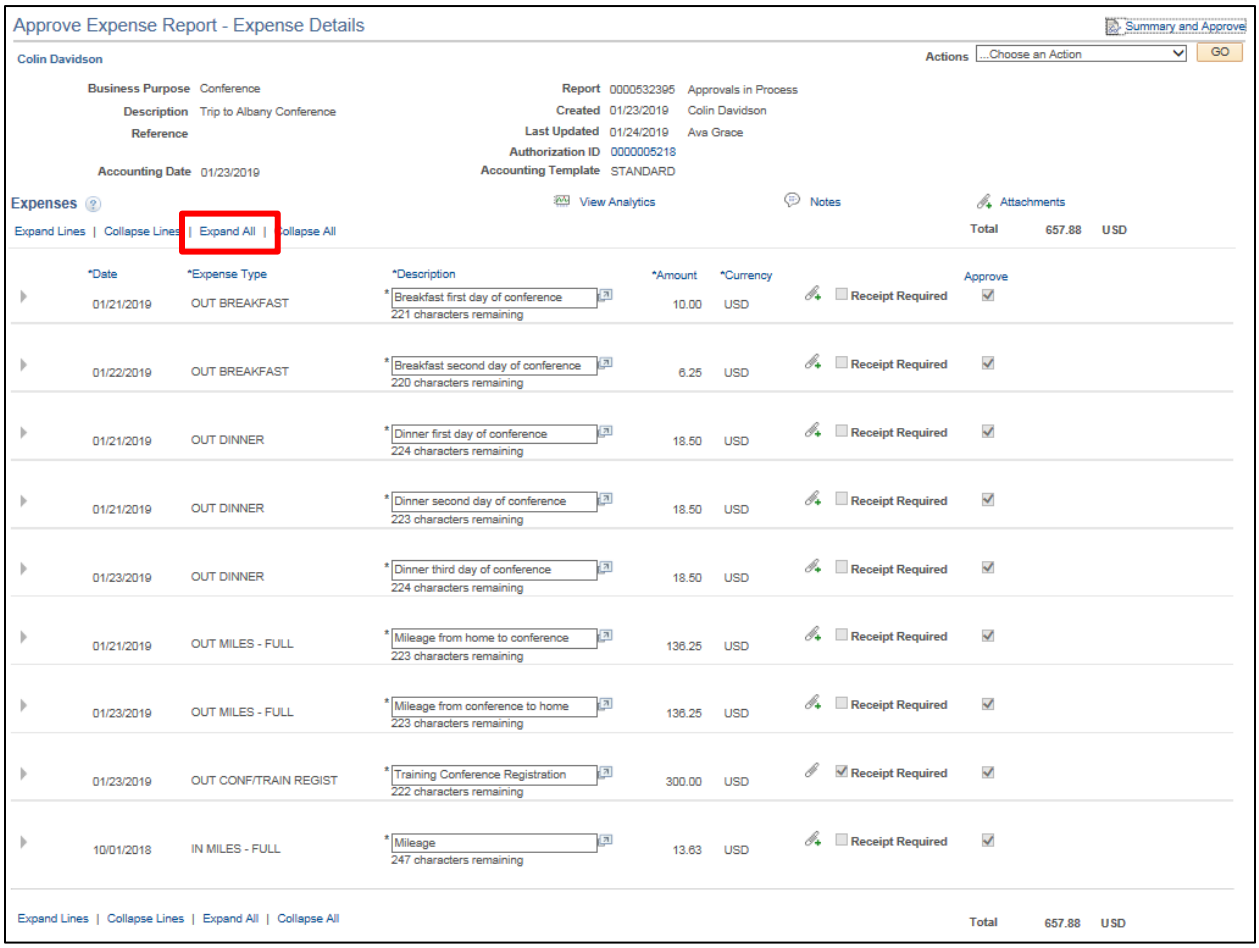
Click the **Return To Expense Report** link.

The Approve Expense Report – Expense Summary page displays.



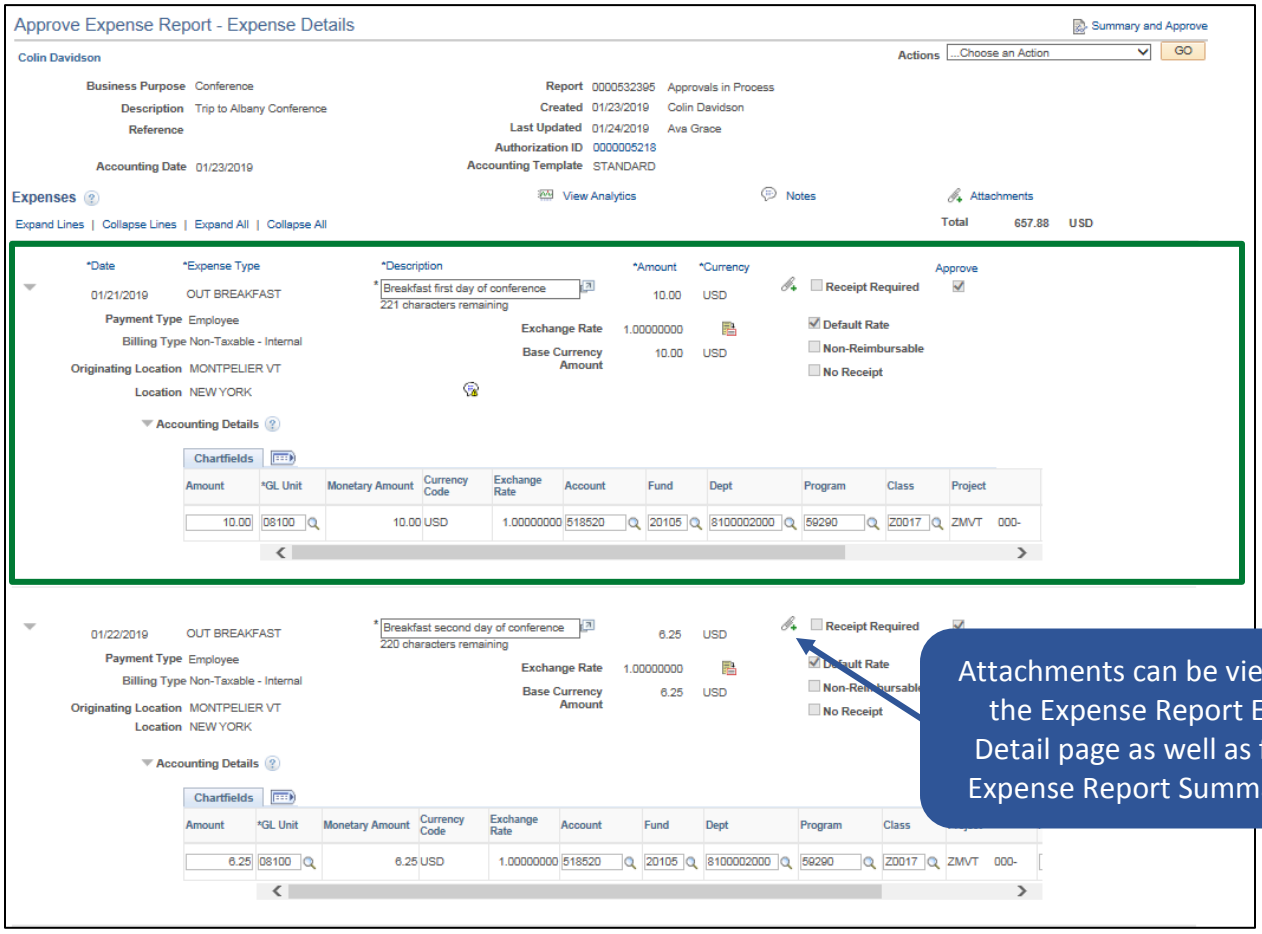
Click the **Expense Details** link.

The Approve Expense Report – Expense Details page displays.



Click the **Expand All** link.

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



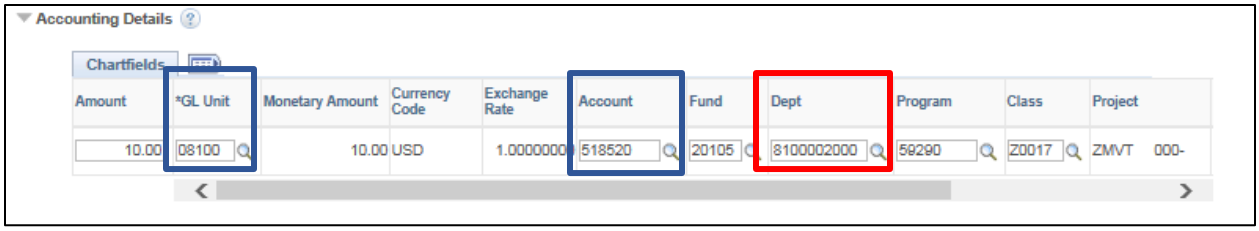
Attachments can be viewed from the Expense Report Expense Detail page as well as from the Expense Report Summary page.

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 have the ability to update the accounting information or you can send the expense report back 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?

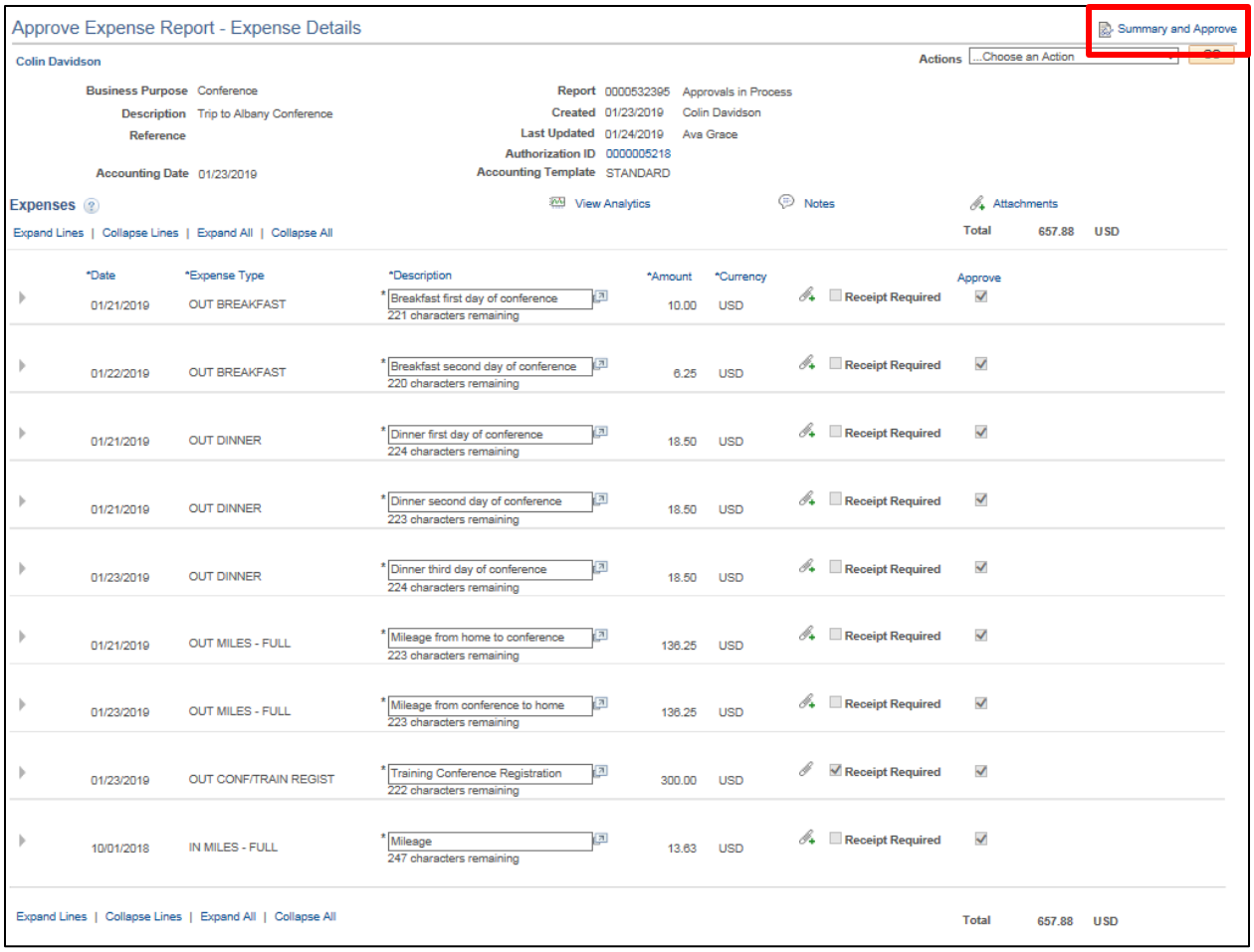
1. **VTHR:** GL Business Unit and Department ID come from VTHR.
2. **Employee Defaults:** Expense Coordinators can set a default Fund Program, Class, and Project for each employee using the VISION Expense Access Request Form.
3. **Default Accounting for Report:** Employees have the option of setting defaults for a particular report prior to adding any expense lines.
4. **Copying a report or lines:** Copying a report or line will copy all the line information including the accounting detail.
5. **Travel Authorization:** The accounting detail that was used for the TA will copy forward to the Expense Report.
6. **Manual changes:** Employees are able to manually change ChartFields for each expense line using the Accounting Detail link when entering an Expense Report.
7. **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.

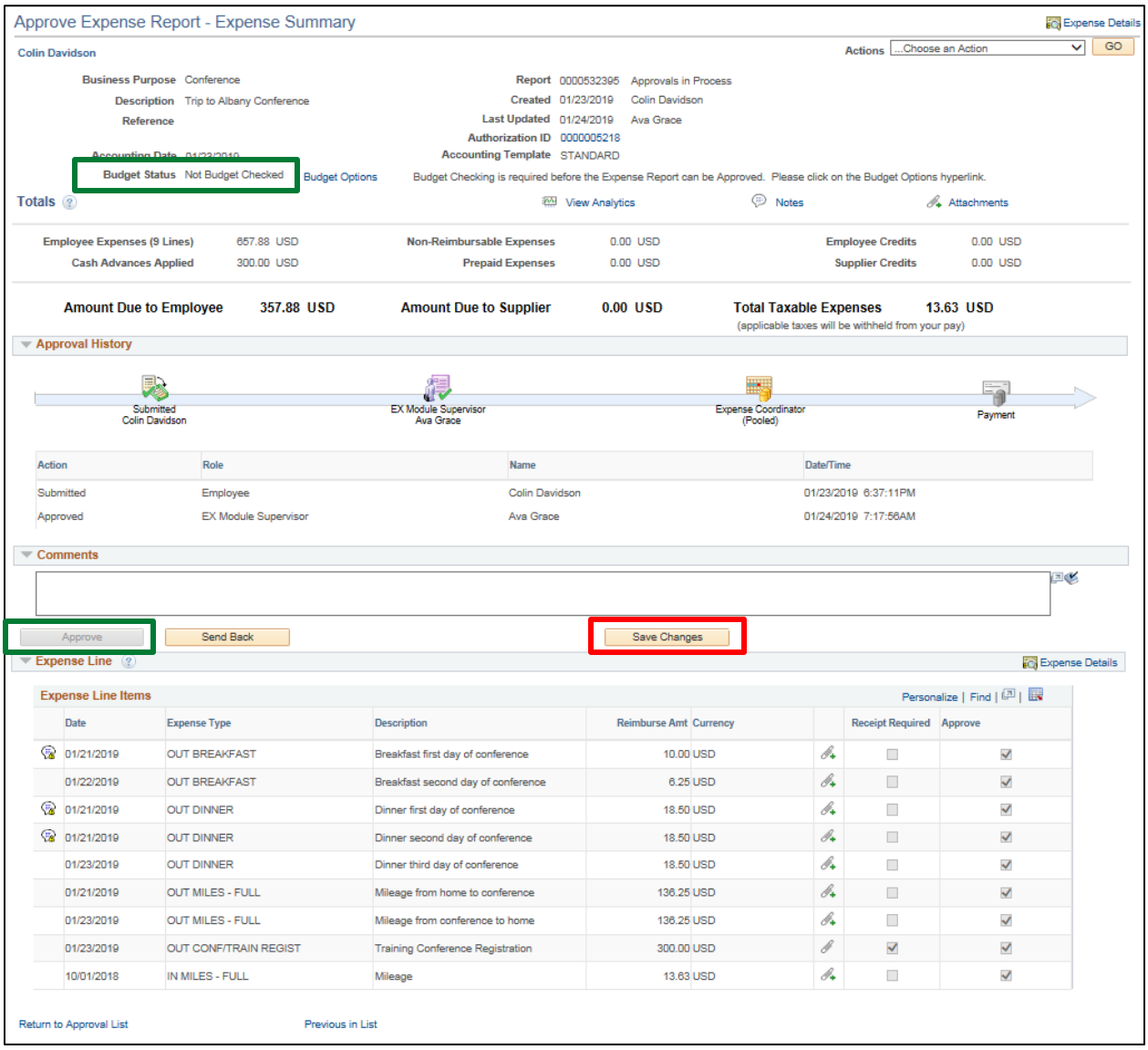
NOTE: Changing a ChartField value will update the Budget Status to 'Not Budget Checked'. You will need to budget check the expense report prior to approving the transaction when ChartFields are changed.



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

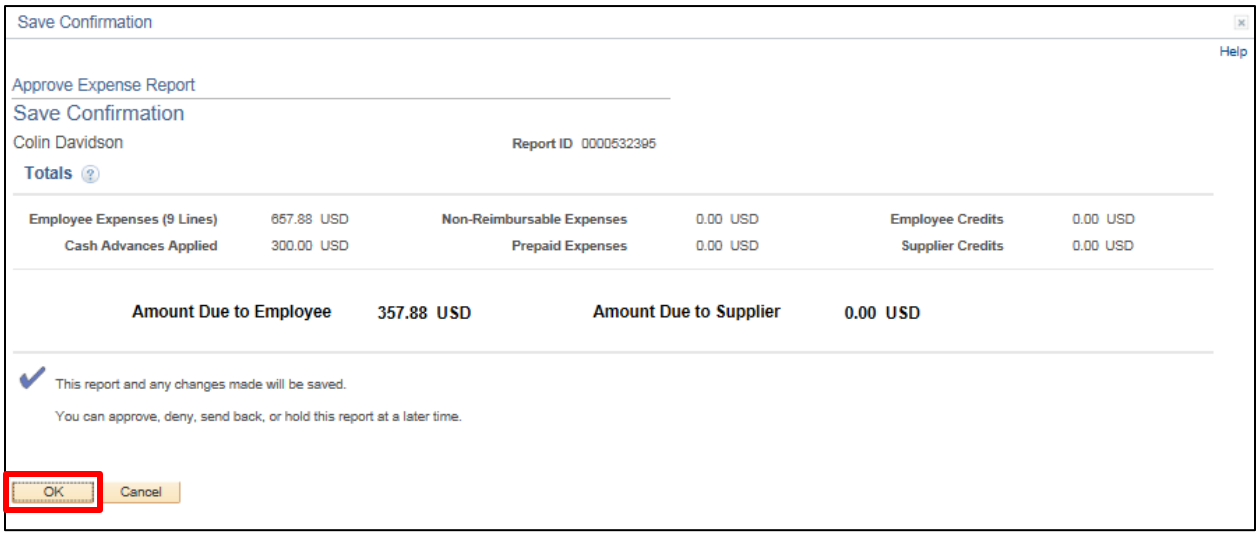
The Approve Expense Report – Expense Summary page displays. The Budget Status is updated to 'Not Budget Checked' and the Approve button is disabled.

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'.



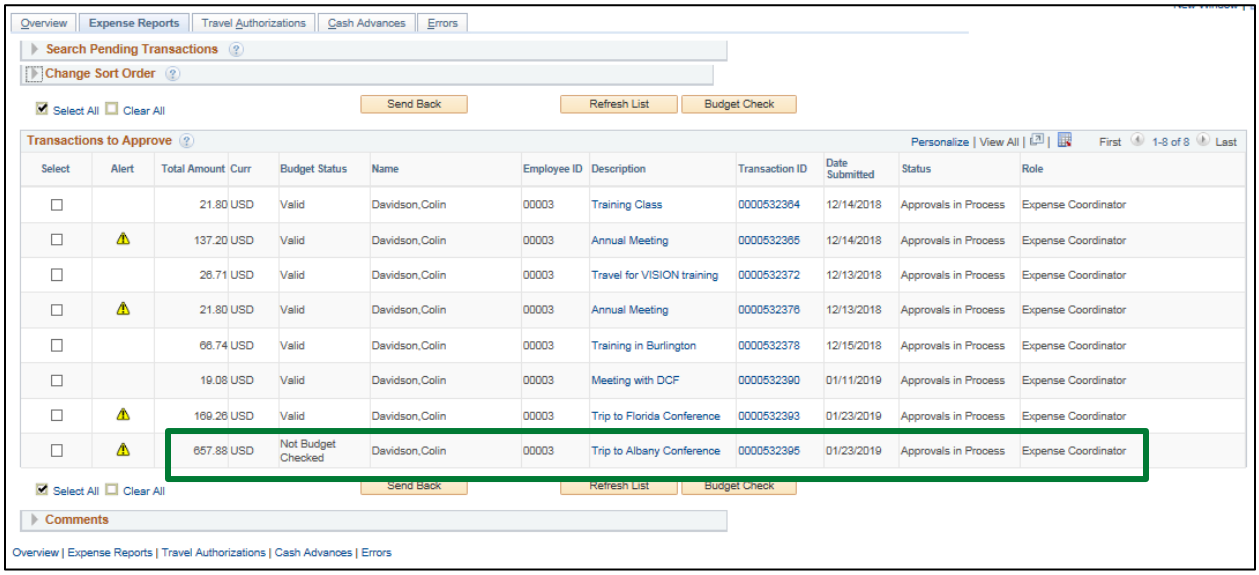
Click the **Save Changes** button to save any ChartField updates. **NOTE:** You do not need to save if you did not change the ChartFields.

The Approve Expense Report - Save Confirmation page displays.



Click the **OK** button.

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.

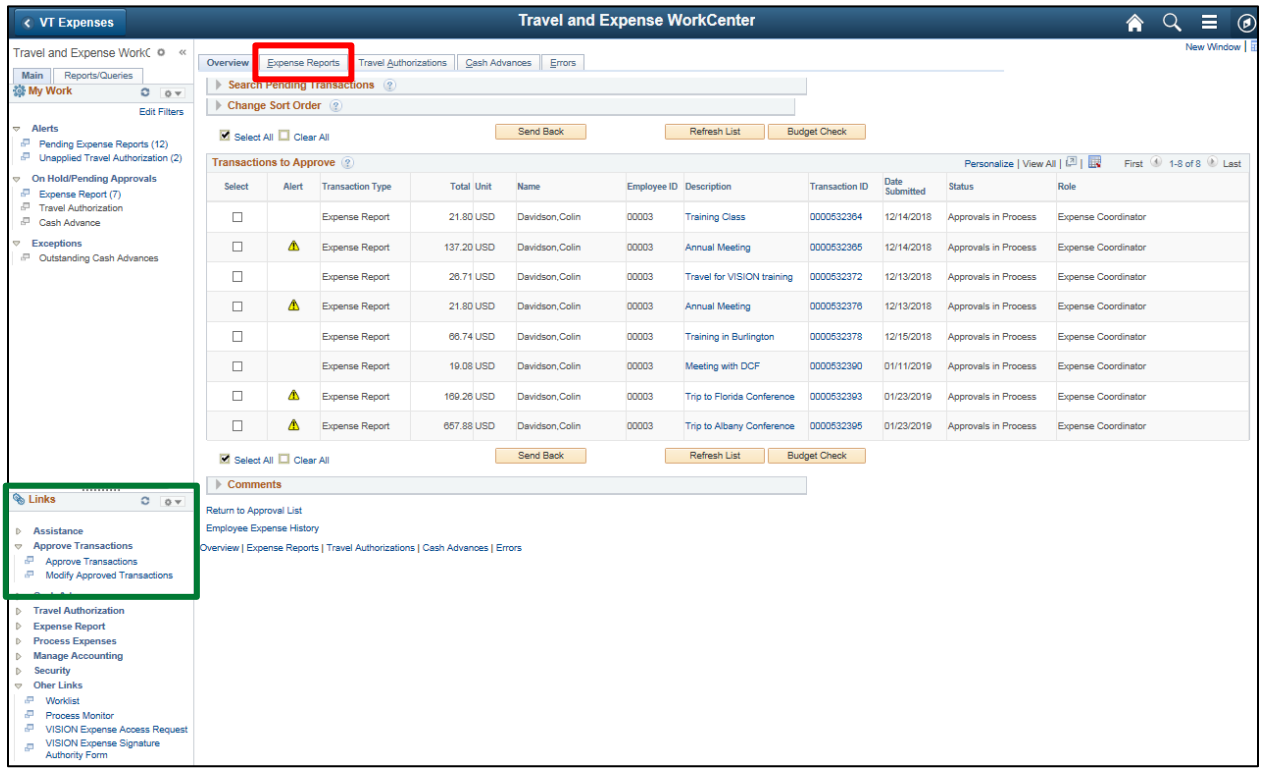
NOTE: If the expense report does not display, click the **Refresh List** button to refresh the page.

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 (EX) > Links pagelet > Approve Transactions > Approve Transactions

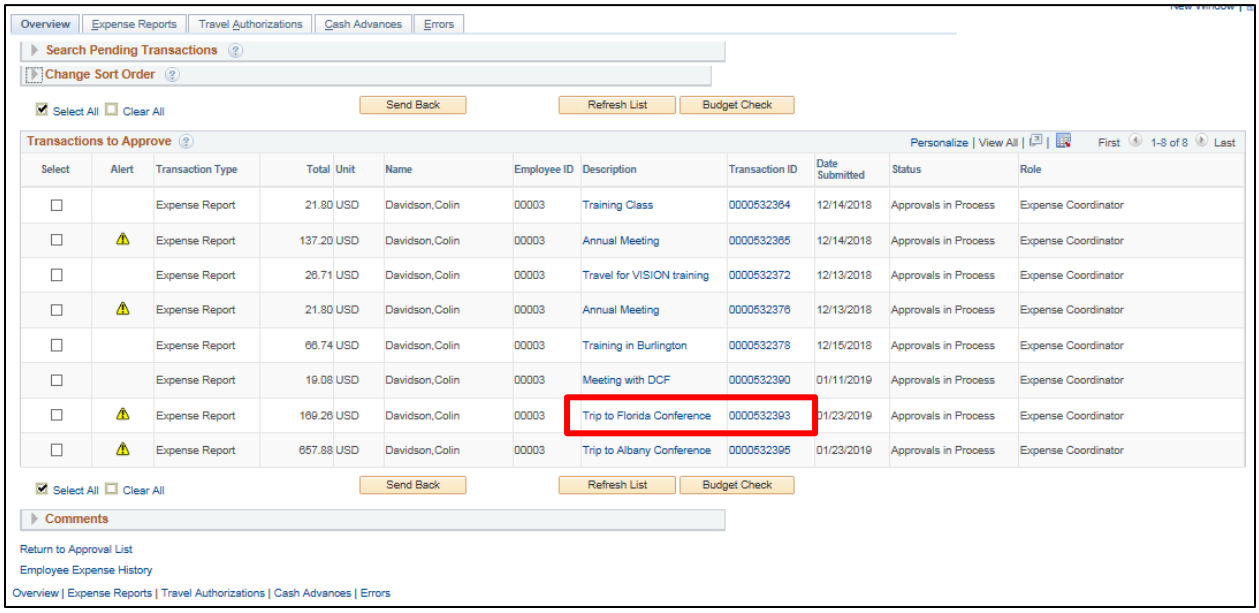
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

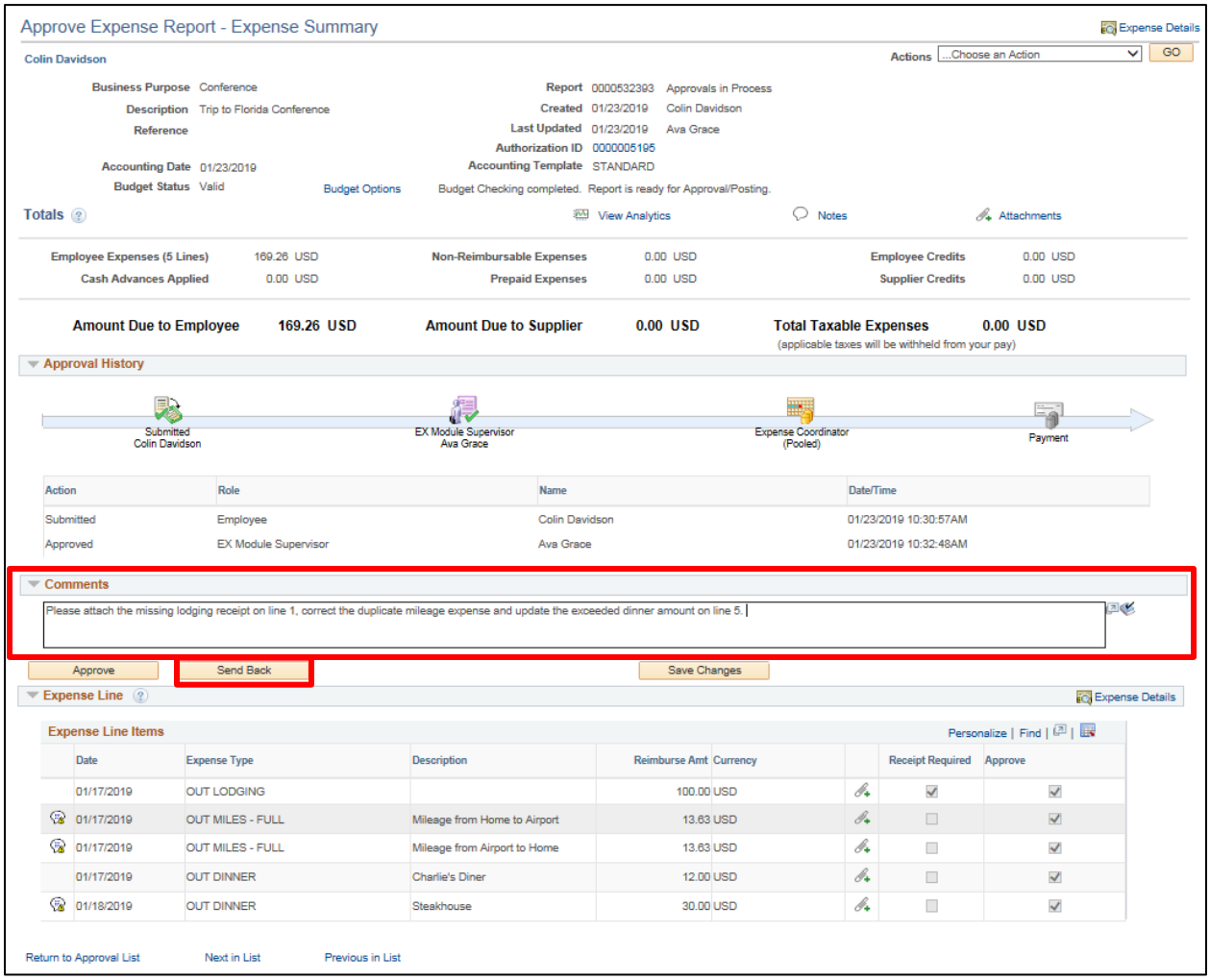
Click on the **Expense Reports** tab to see all expense reports that are available to you for review.

The Approve Transactions – Expense Reports page displays all the expense reports pending your approval.



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

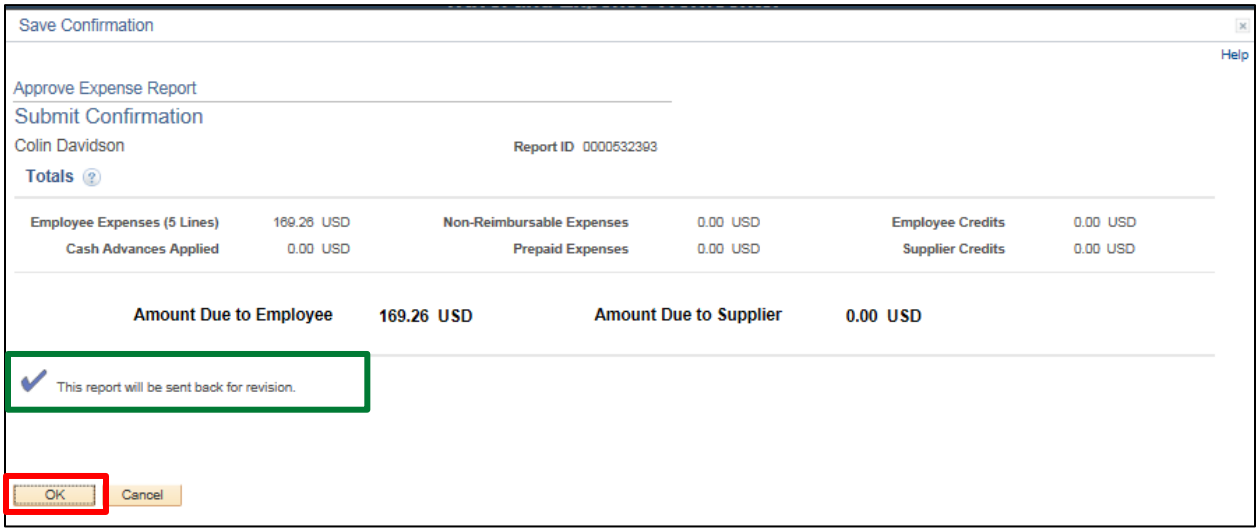
Expense Reports are approved or sent back to the employee for revision from the Approve Expense Report – Expense Summary page.



Enter what revisions need to be made to the expense report into the **Comments** field. To send an expense report back for revision a comment is required.

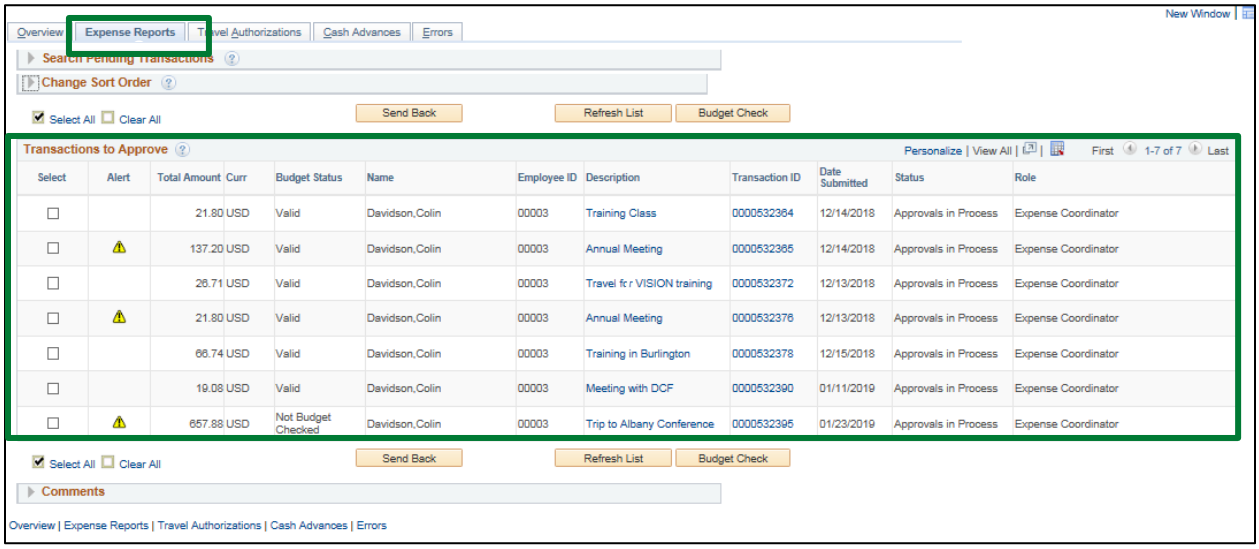
Click the **Send Back** button.

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



Click the **OK** button.

The Approve Transactions – Expense Reports page displays.



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

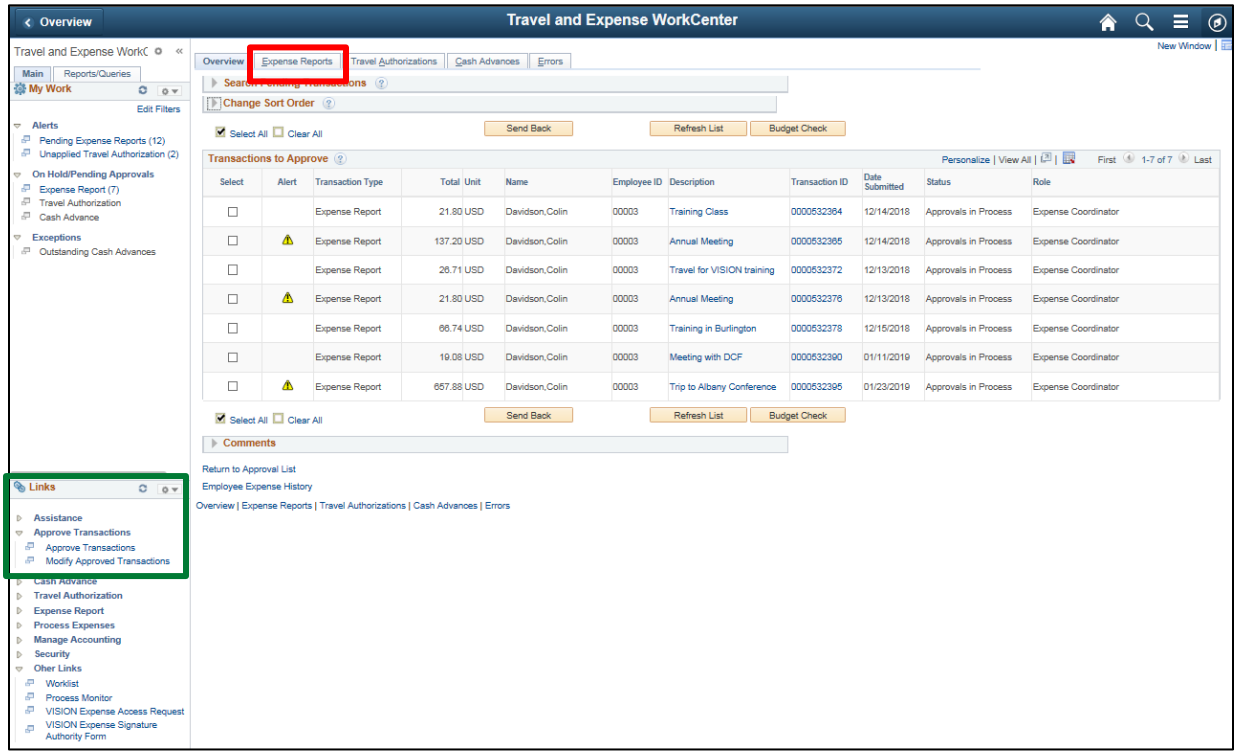
The employee will receive an email notification letting them know the expense report has been sent back for revision.

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 (EX) > Links pagelet > Approve Transactions > Approve Transactions

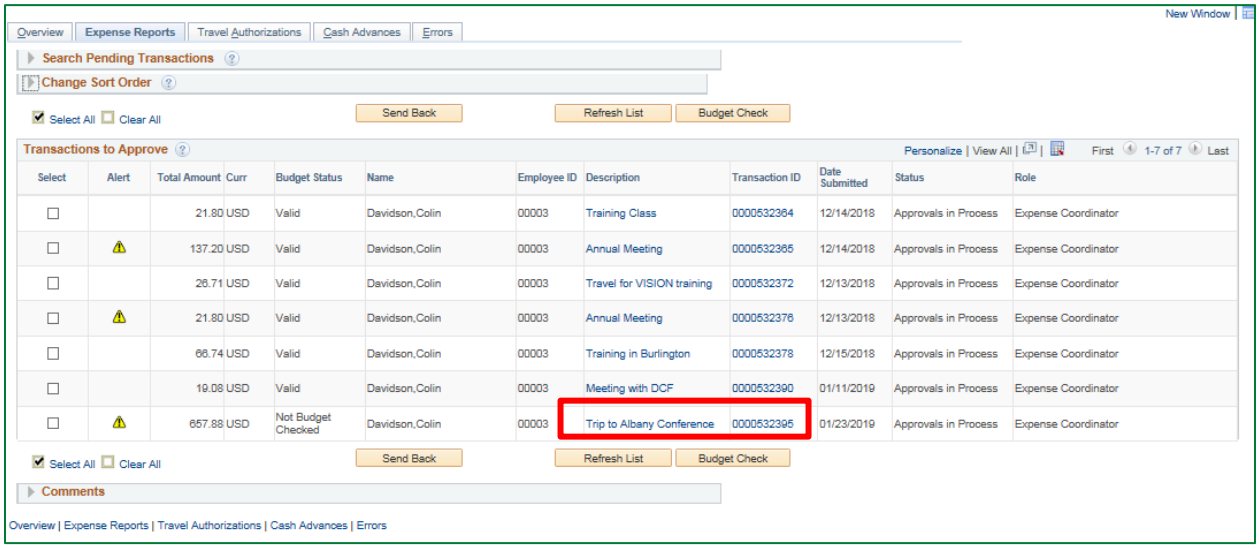
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

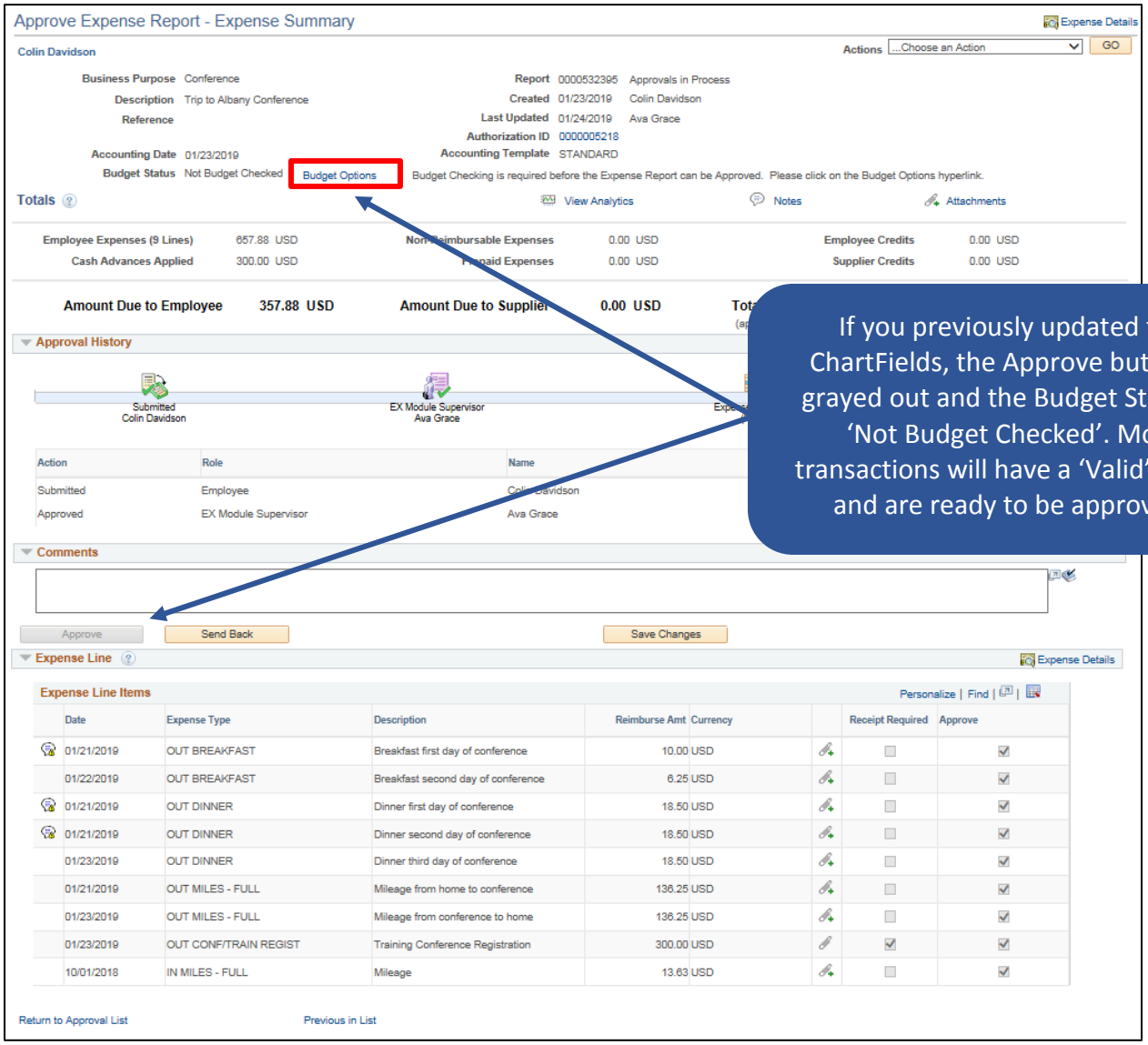
Click on the **Expense Reports** tab to see all Expense Reports that are available to you for review.

The Approve Transactions – Expense Reports page displays all the expense reports pending your approval.



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

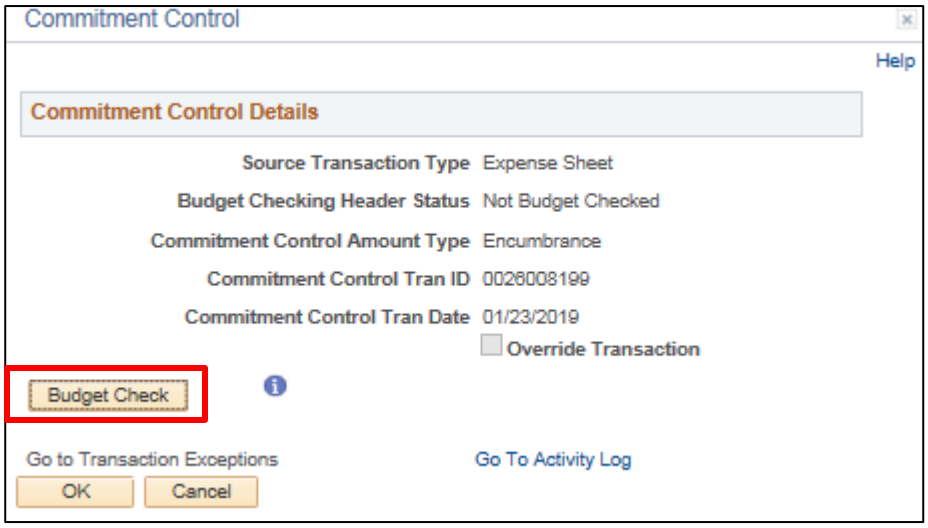
Expense Reports are approved or sent back to the employee for revision from the Approve Expense Report – Expense Summary page.



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

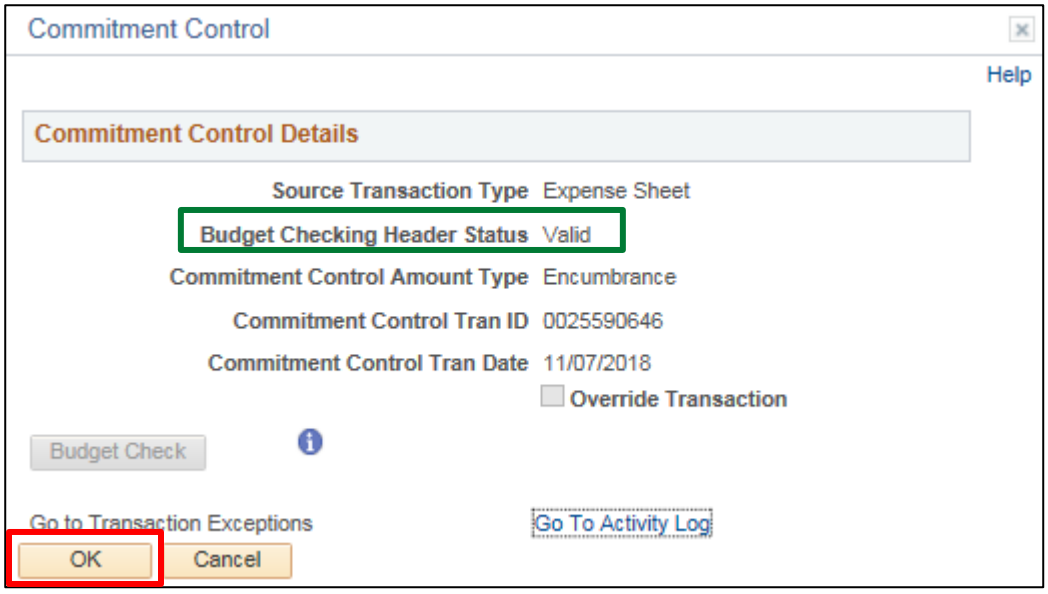
If the Budget Status is 'Not Budget Checked', click the **Budget Options** link.

The Commitment Control page displays.



Click the **Budget Check** button.

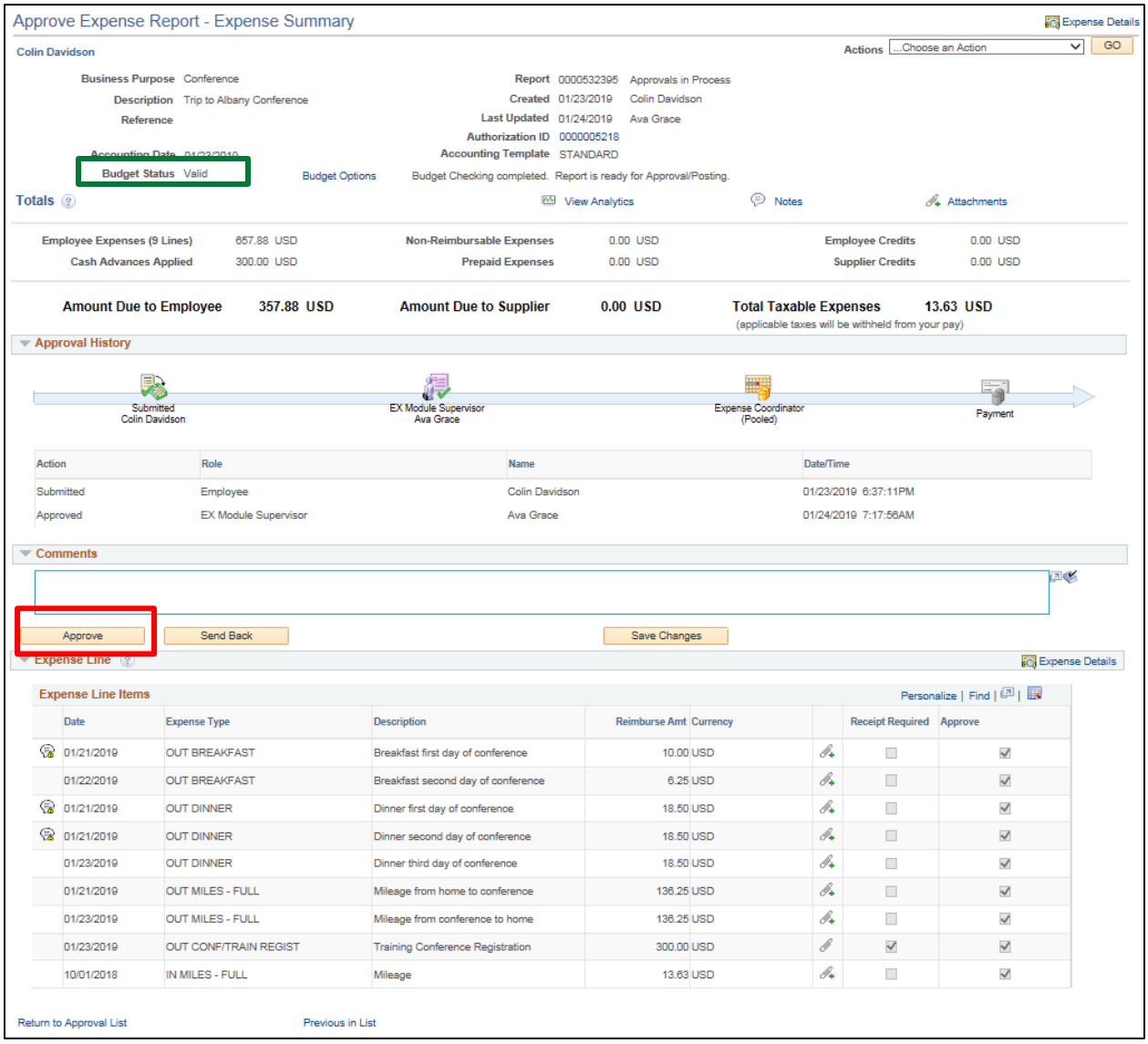
The Budget Checking process is initiated. The Budget Checking Header Status is updated when the process finishes.



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

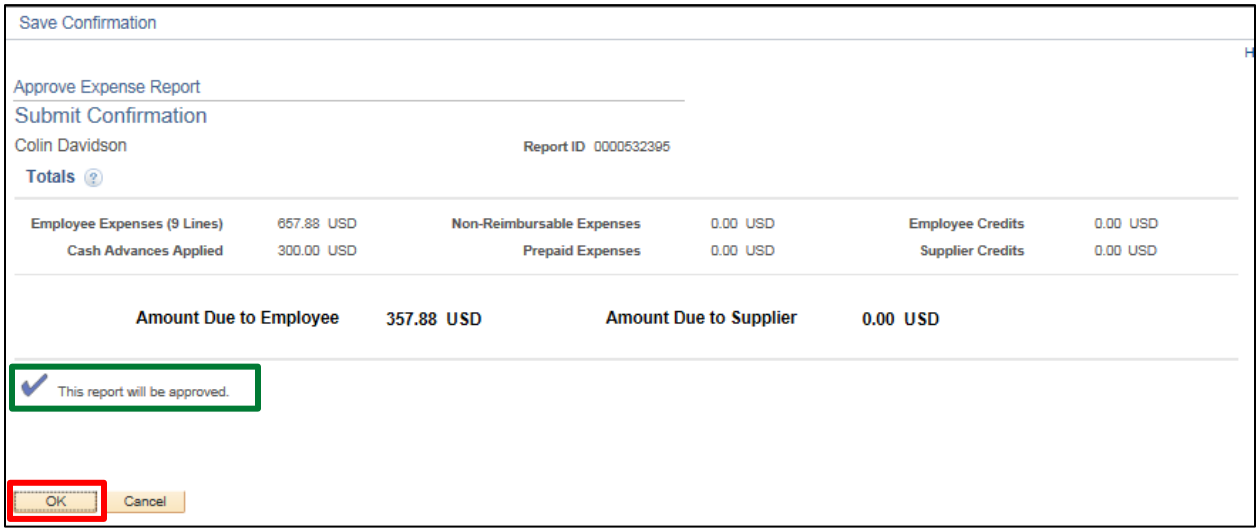
Click the **OK** button.

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



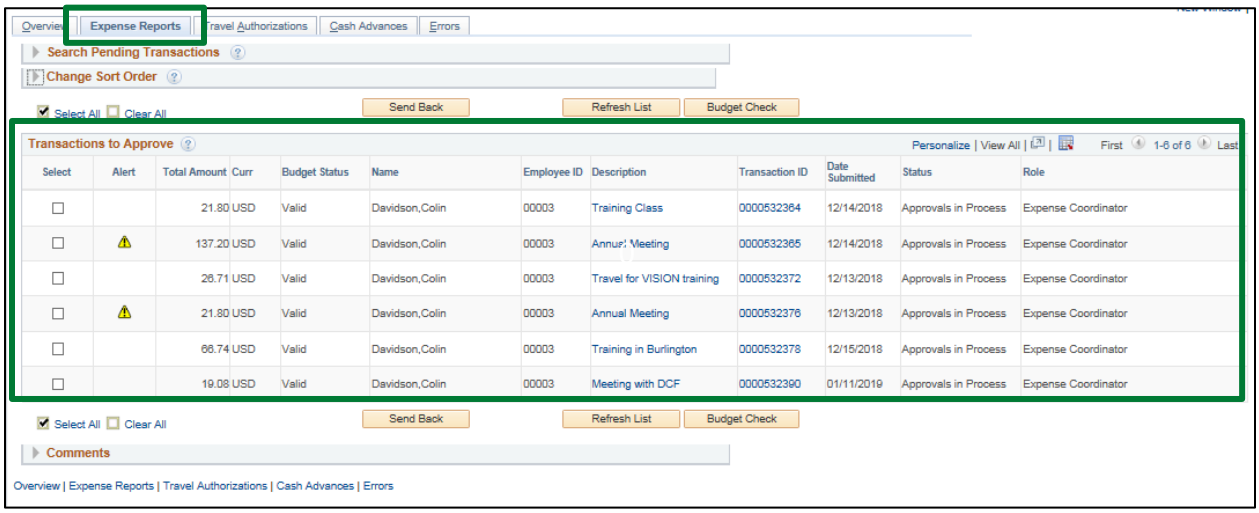
Click the **Approve** button.

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



Click the **OK** button.

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.

Send Back an Approved Expense Report

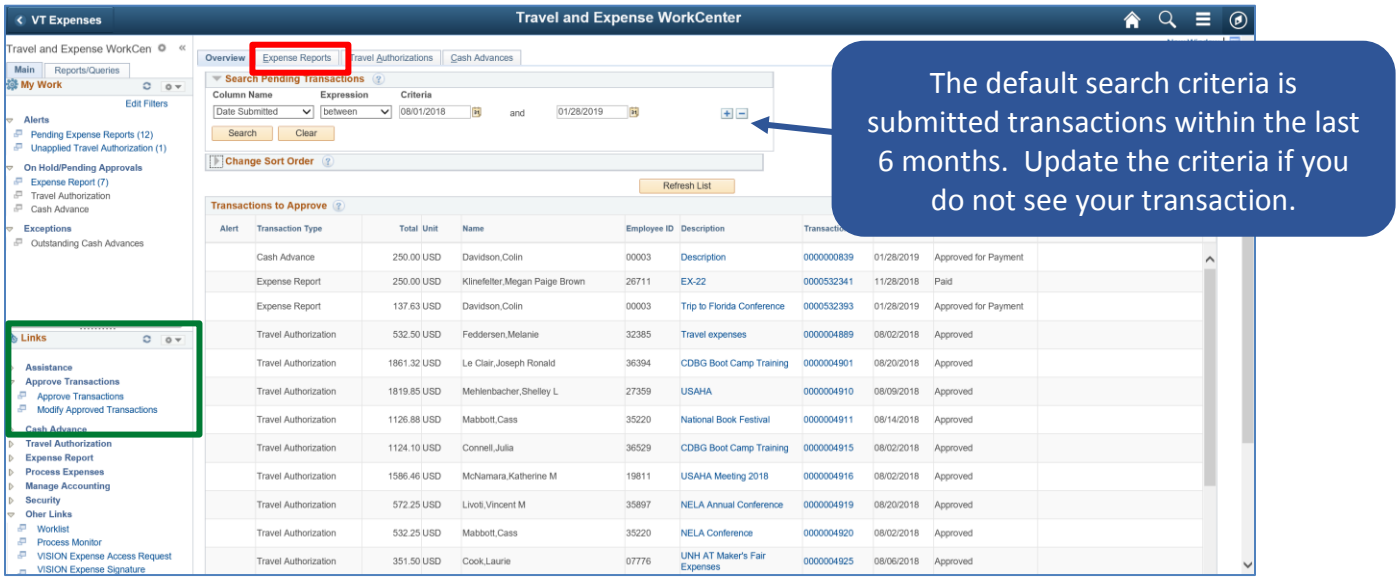
The Basics: Use the Modify Approved Transactions pages to send back expense transactions after they have been approved.

- The Modify Approved Transactions pages only display approved transactions.
- The search criteria help you retrieve transactions for a date range of up to 6 months.
- You can send expense reports back as long as they have a status of 'Approved for Payment'.
- Approved transactions with a status of 'Staged' or 'Paid' cannot be sent back.

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. An approved expense reports is not in compliance or are inaccurate should be sent back for revision.

WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet > Approve Transactions > Modify Approve Transactions

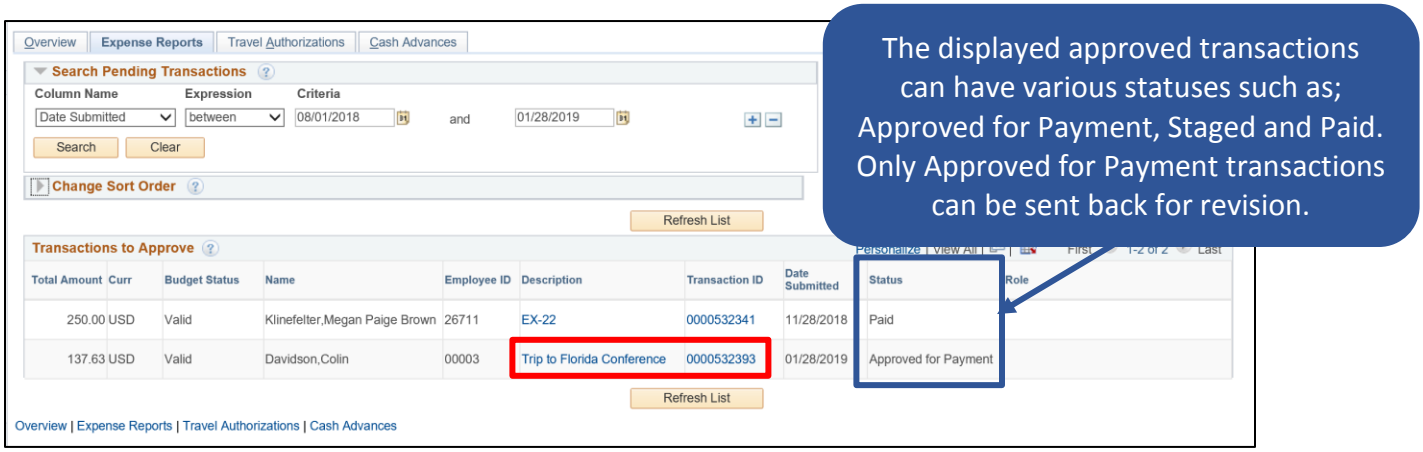
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Modify Approve Transactions



The Modify Approved Transactions – Overview page displays a list of all approved expense transactions for the specified search criteria.

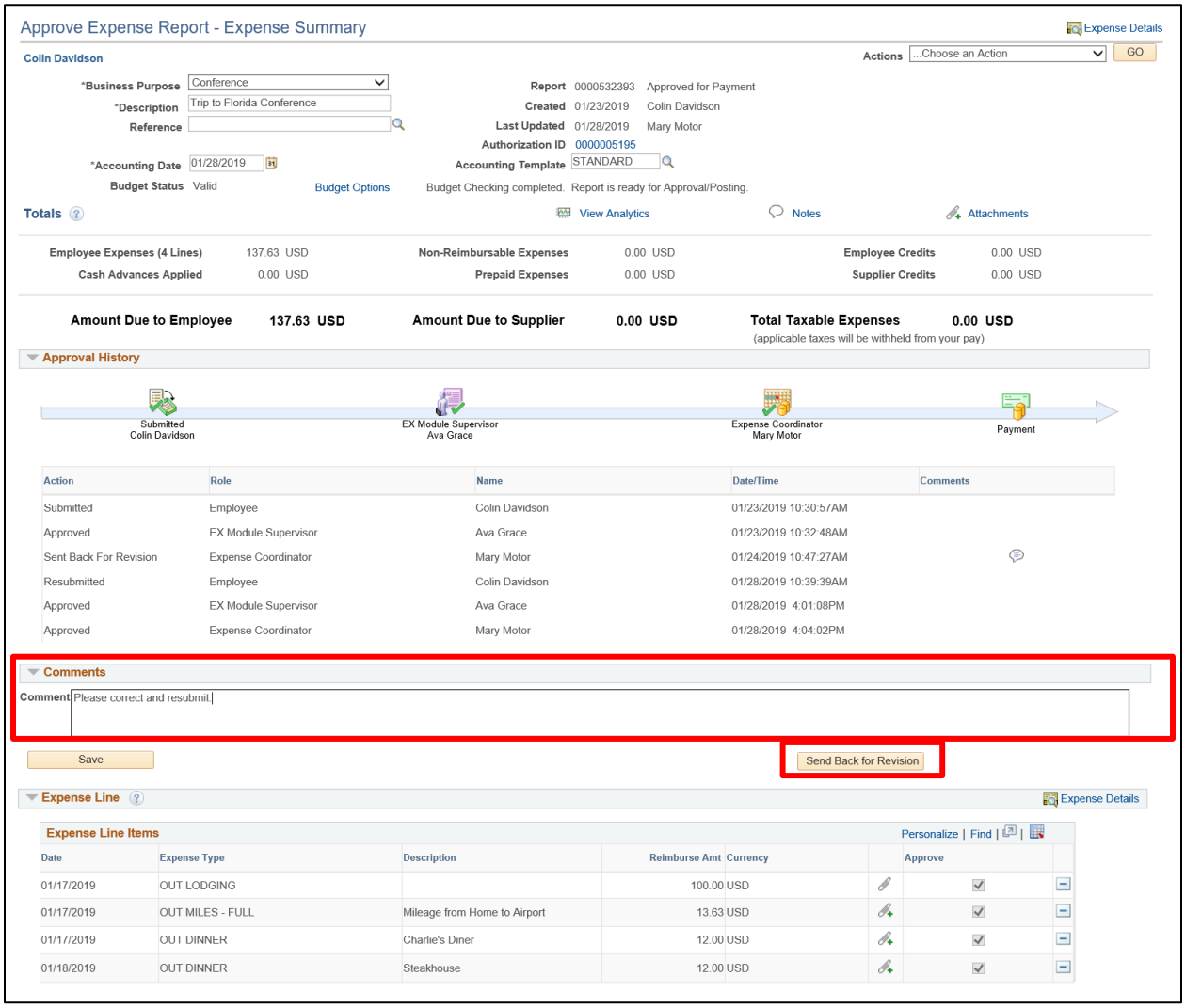
Click on the **Expense Reports** tab to see all the approved expense reports match the search criteria.

The Modify Approved Transactions – Expense Reports page displays.



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

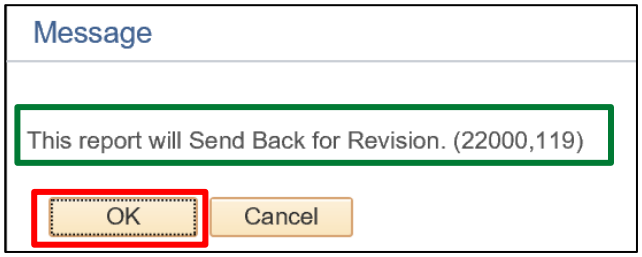
The Approve Expense Report – Expense Summary page displays the expense report information. This is the same page that displays when reviewing, sending back and approving an expense report. The same fields and links are available for review as described in the Review an Expense Report section of this document.



Enter what revisions need to be made to the expense report into the **Comments** field. To send an expense report back for revision a comment is required.

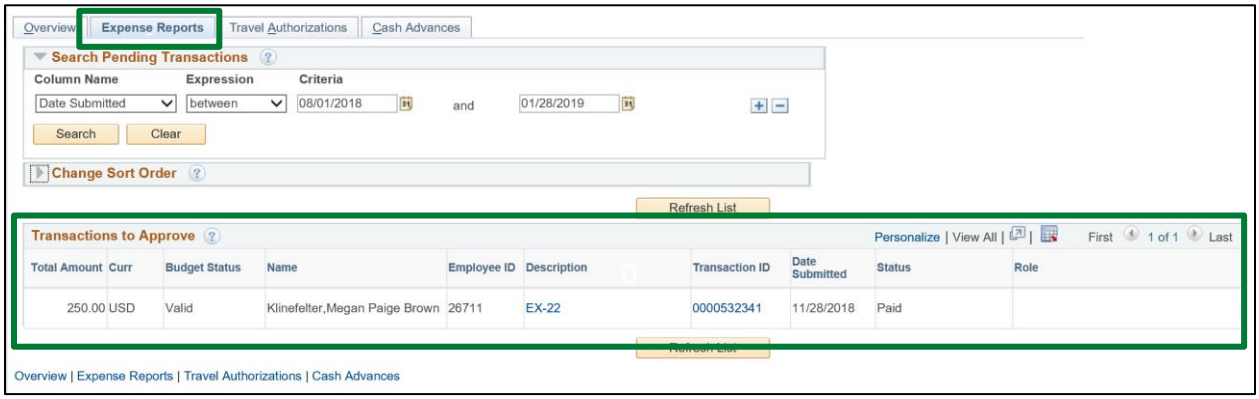
Click the **Send Back for Revision** button.

A message box displays the message: 'This report will be Sent Back for Revision'.



Click the **OK** button.

The Modify Approved Transactions – Expense Reports page displays.



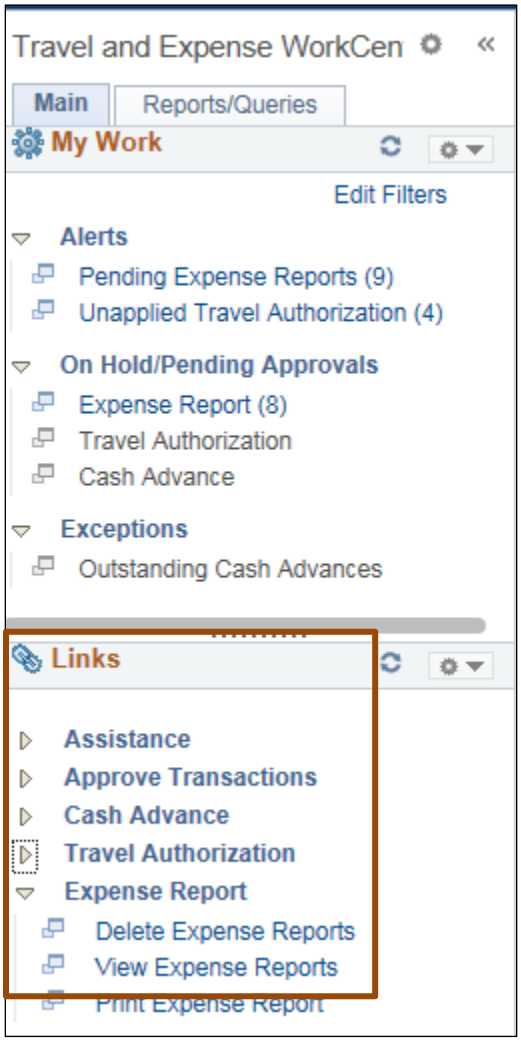
The expense report no longer displays in the list of approved transactions.

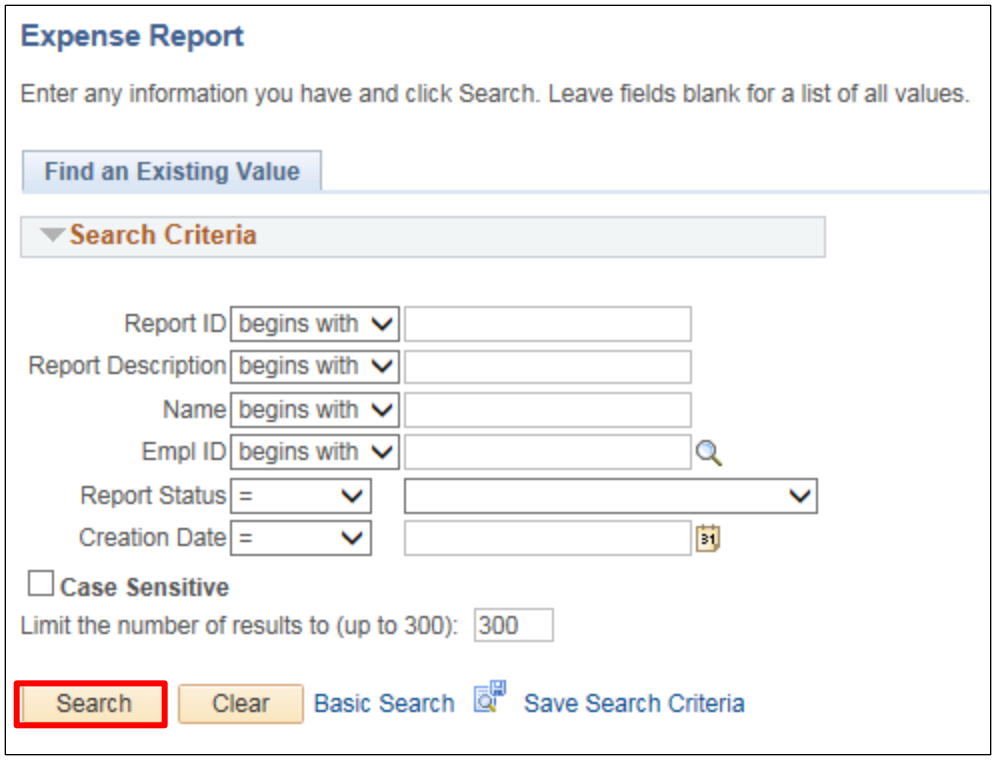
The employee will receive an email notification letting them know the expense report has been sent back for revision.

View Expense Report

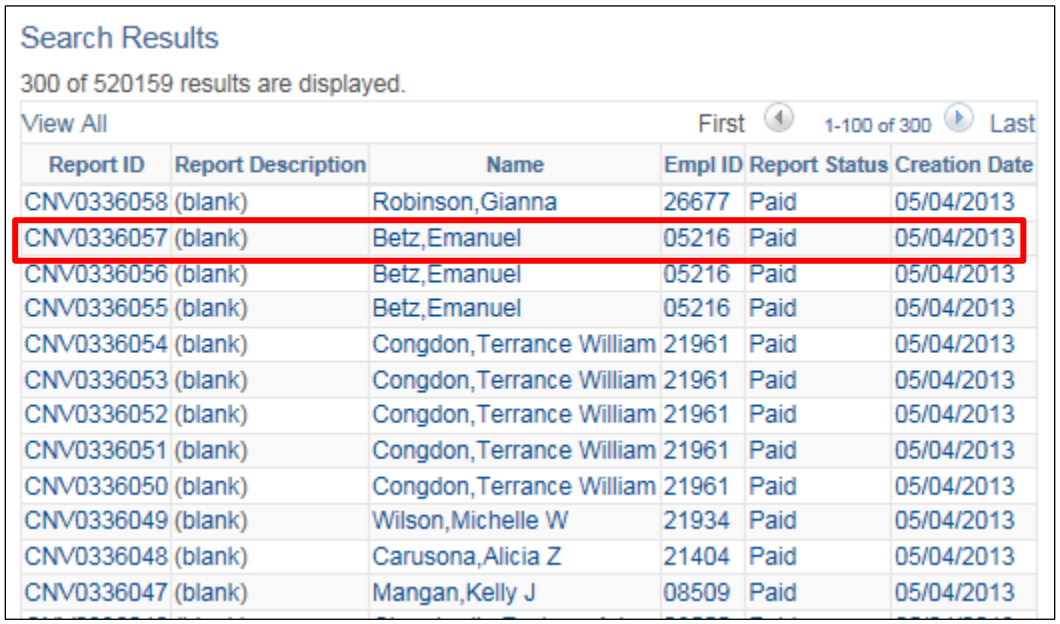
WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet – Expense Report > View Expense Reports

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



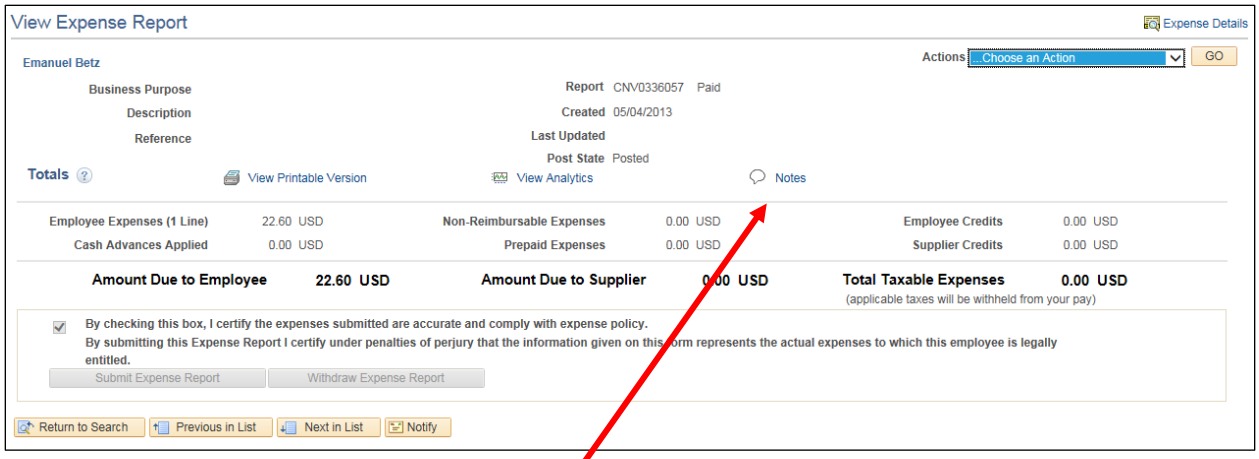


Enter Search Criteria and Click Search



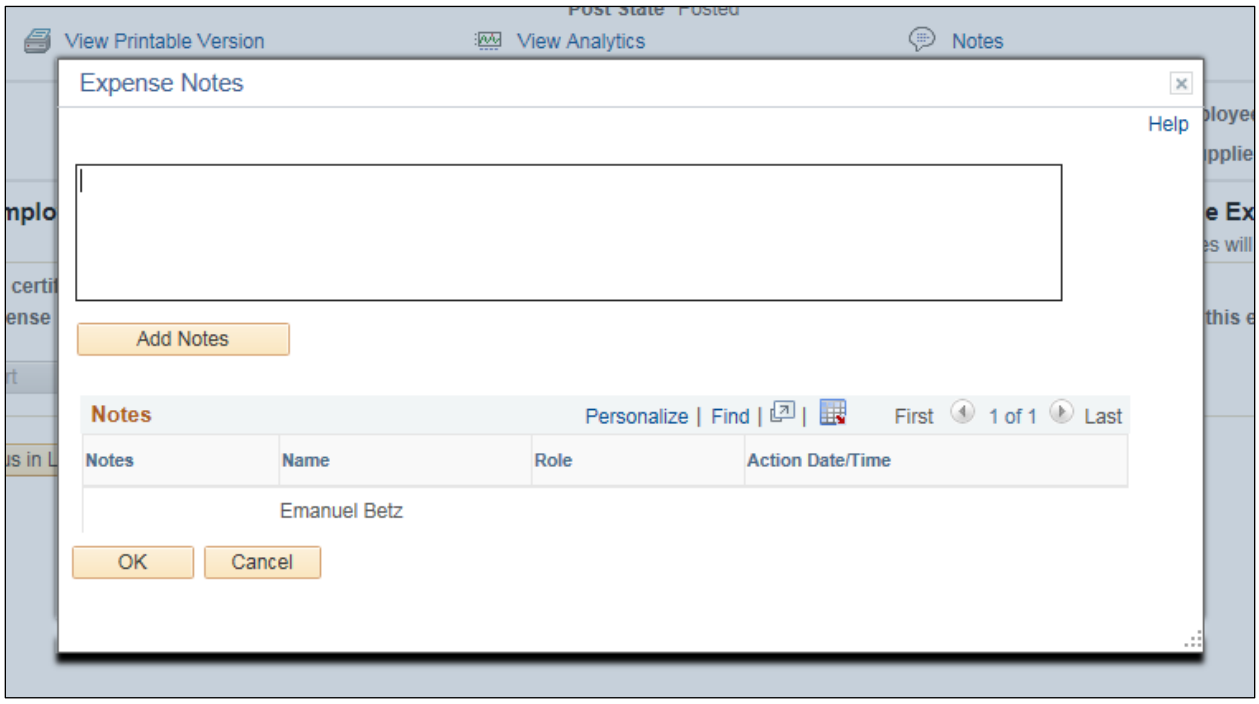
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
CNV0336058	(blank)	Robinson,Gianna	26677	Paid	05/04/2013
CNV0336057	(blank)	Betz,Emanuel	05216	Paid	05/04/2013
CNV0336056	(blank)	Betz,Emanuel	05216	Paid	05/04/2013
CNV0336055	(blank)	Betz,Emanuel	05216	Paid	05/04/2013
CNV0336054	(blank)	Congdon,Terrance William	21961	Paid	05/04/2013
CNV0336053	(blank)	Congdon,Terrance William	21961	Paid	05/04/2013
CNV0336052	(blank)	Congdon,Terrance William	21961	Paid	05/04/2013
CNV0336051	(blank)	Congdon,Terrance William	21961	Paid	05/04/2013
CNV0336050	(blank)	Congdon,Terrance William	21961	Paid	05/04/2013
CNV0336049	(blank)	Wilson,Michelle W	21934	Paid	05/04/2013
CNV0336048	(blank)	Carusona,Alicia Z	21404	Paid	05/04/2013
CNV0336047	(blank)	Mangan,Kelly J	08509	Paid	05/04/2013

Select the Expense Report you would like to View



The Expense Report information loads.

To View Notes, Click the link to the Notes link.



If there are any notes for an Expense Report, the information would be here.

You have completed the View Expense Report exercise.

Cash Advances

Review a Cash Advance

The Basics:

Please refer to **Bulletin 3.4** (http://aoa.vermont.gov/bulletins) 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.

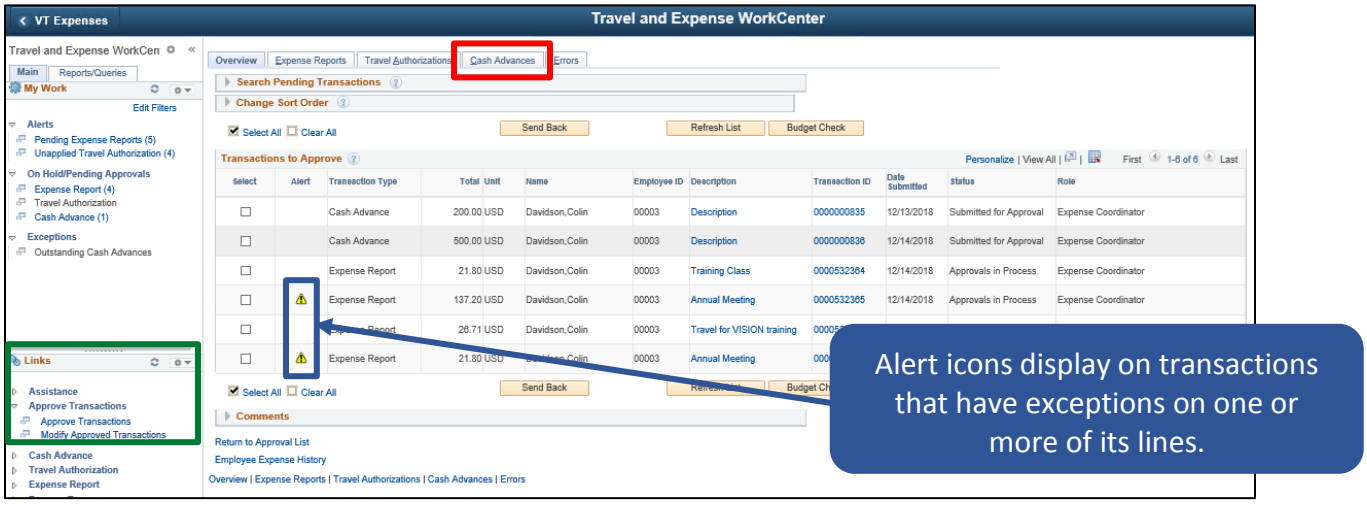
Basic questions to ask prior to approval:

1. Does the Cash Advance include a Travel Authorization?
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 (EX) > Links pagelet > Approve Transactions > Approve Transactions

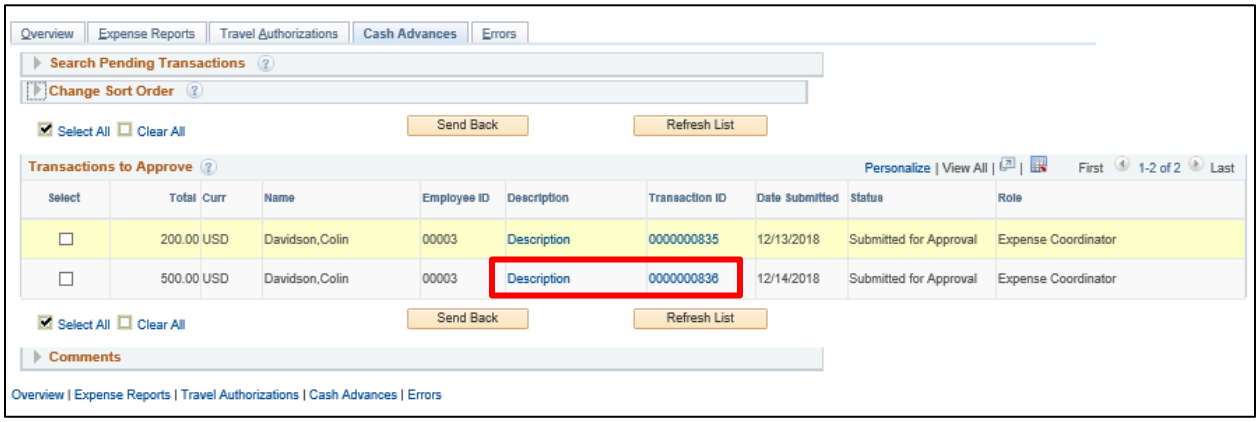
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

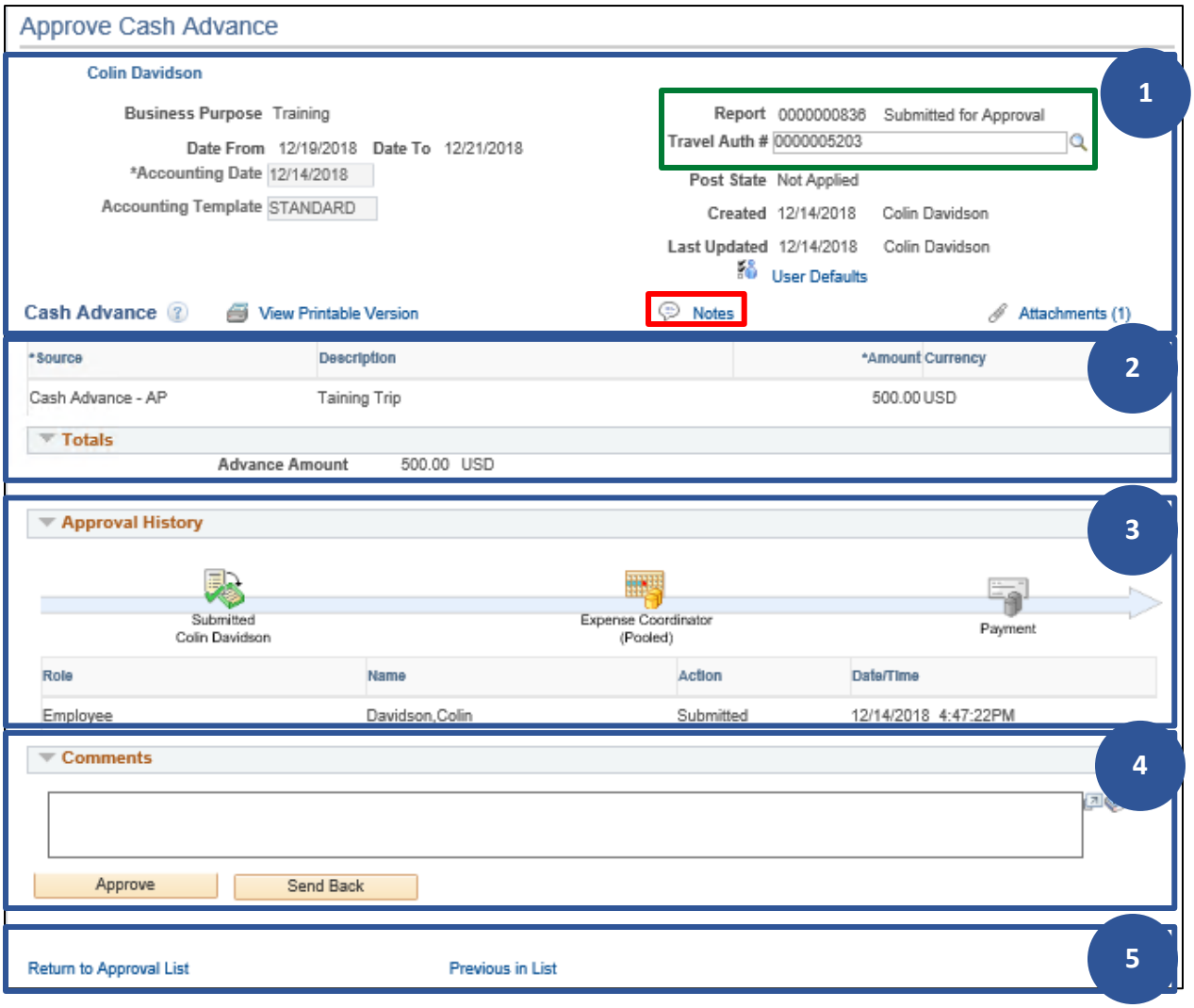
Click on the **Cash Advances** tab to see all cash advances that are available to you for review.

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.



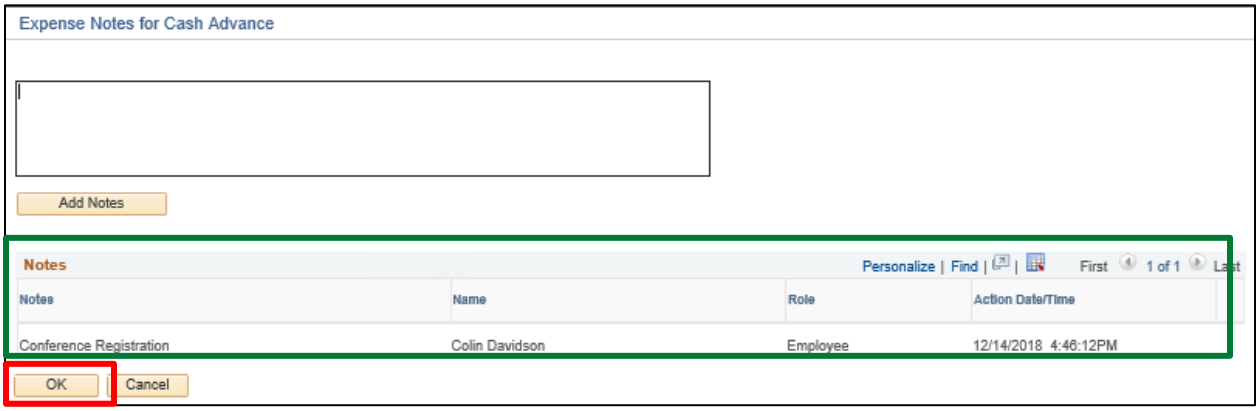
The Approve Cash Advance page is broken down into various sections.

1. 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.
2. The Details and Totals section displays the cash advance Description and Advance Amount.
3. 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.
4. The Comments text box is used for approval comments and are required when sending a transaction back for revision.

5. 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.

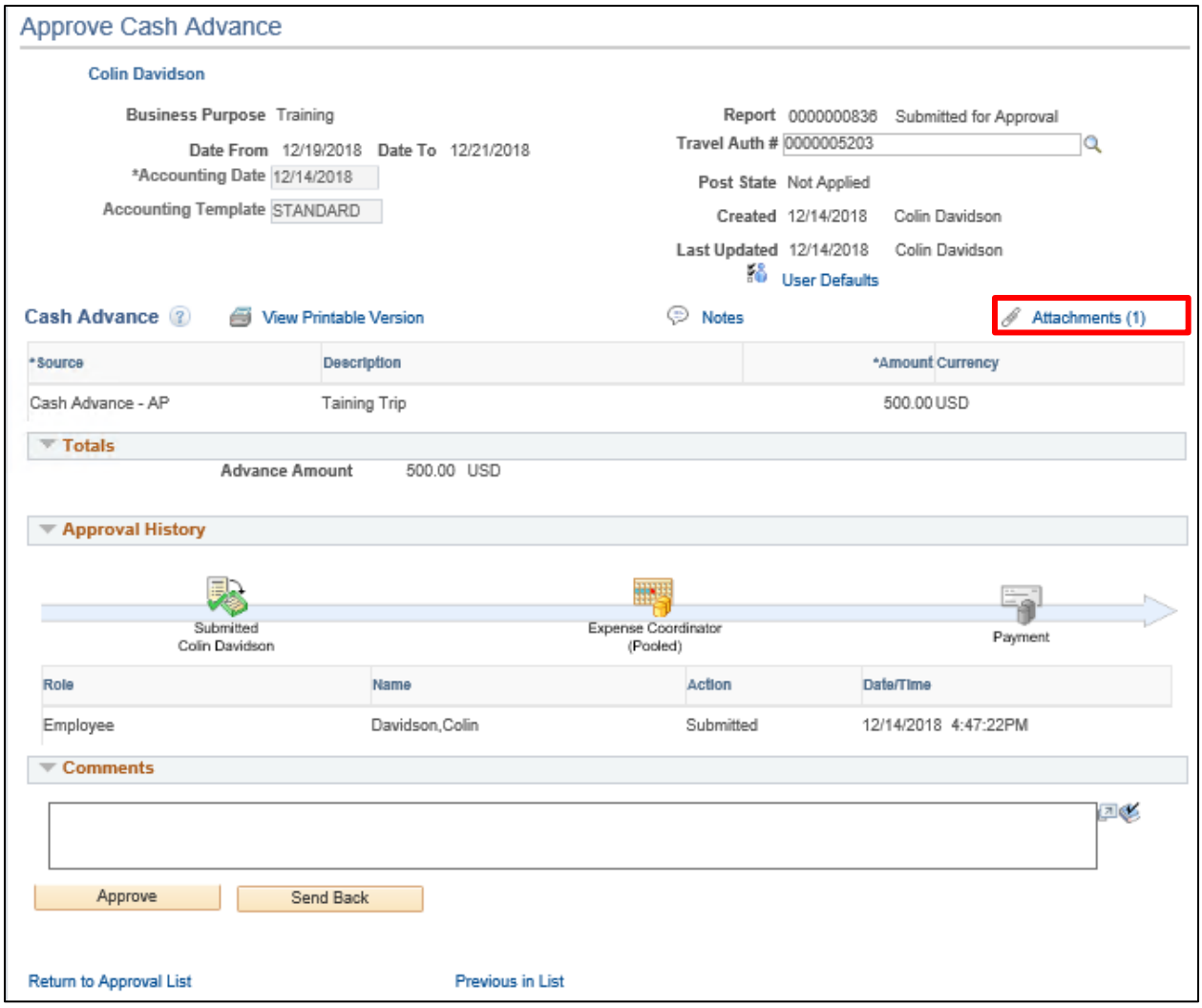
Click the **Notes** link.

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



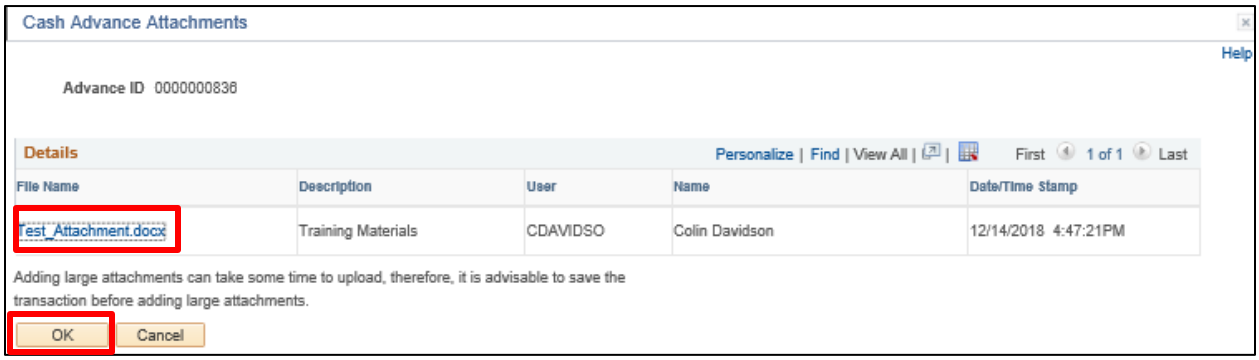
Click the **OK** button.

The Approve Cash Advance page displays.



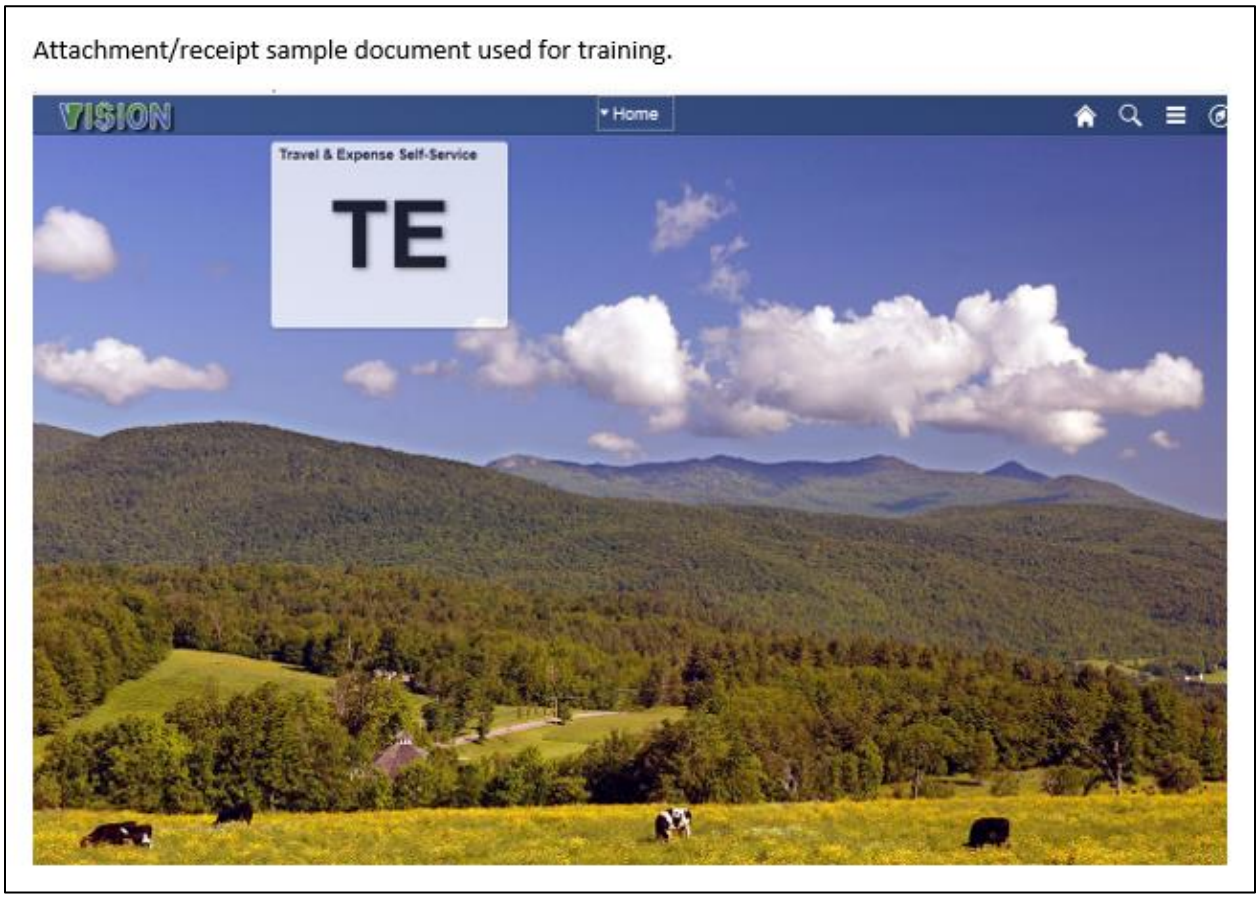
Click the **Attachments** link.

The Cash Advance Attachments page displays.



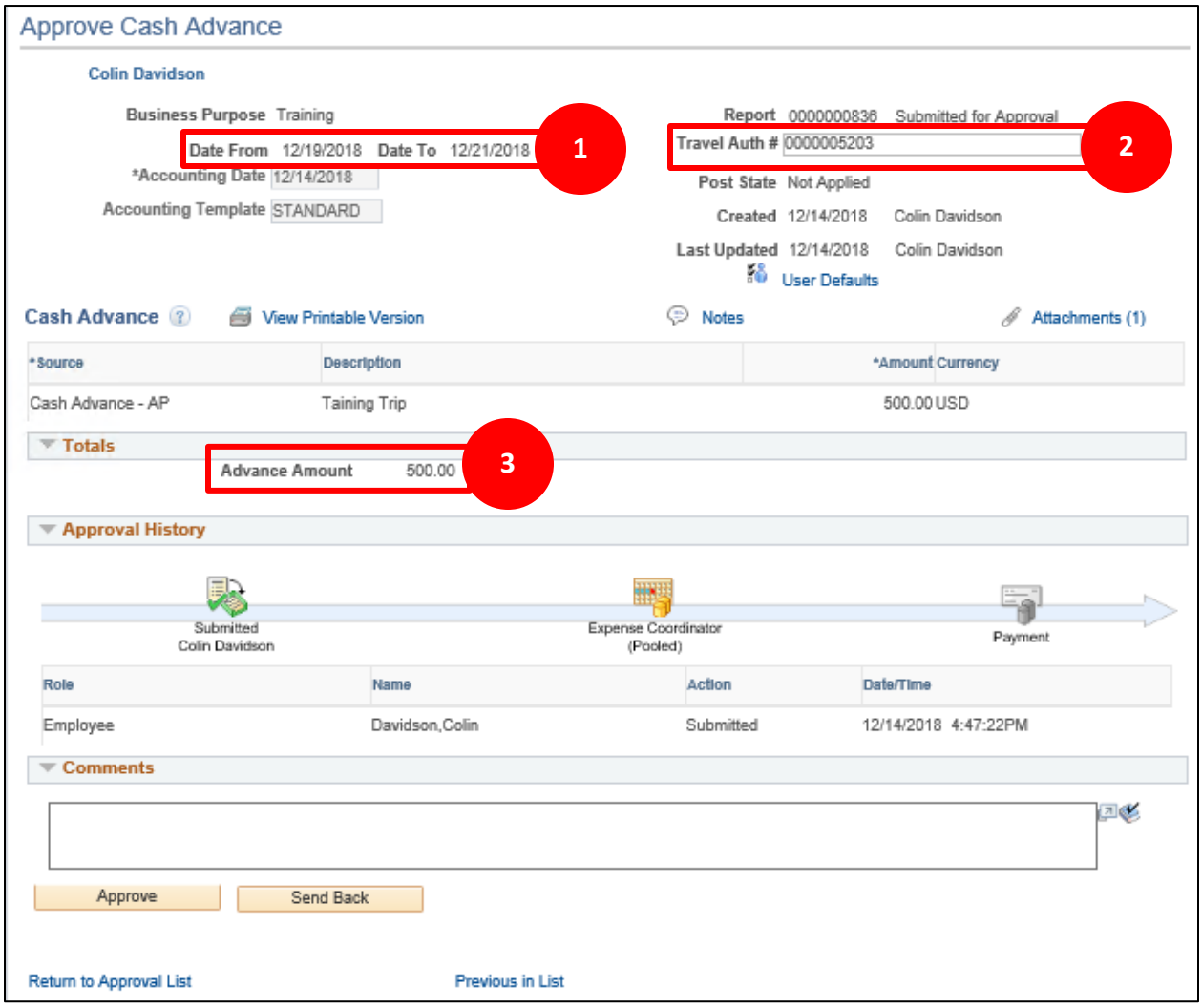
The File Name is a link to the attachment. Approvers can view the attachment, but they cannot add or delete an attachment.

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



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

The Approve Cash Advance page displays.



Review the cash advance for compliance with Bulletin 3.4:

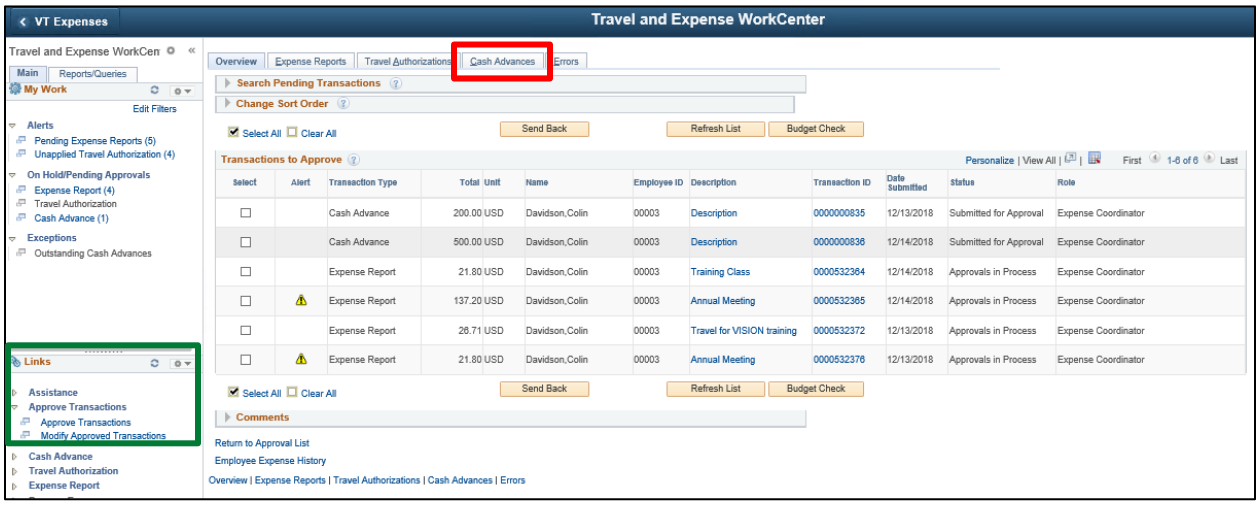
1. The Date From and Date To range includes an overnight stay and the advance will not be issued more than 30 days prior to trip start date.
2. A travel authorization is linked to the cash advance.
3. The advance amount is for at least $200 and does not exceed the travel authorization amount.

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 (EX) > Links pagelet > Approve Transactions > Approve Transactions

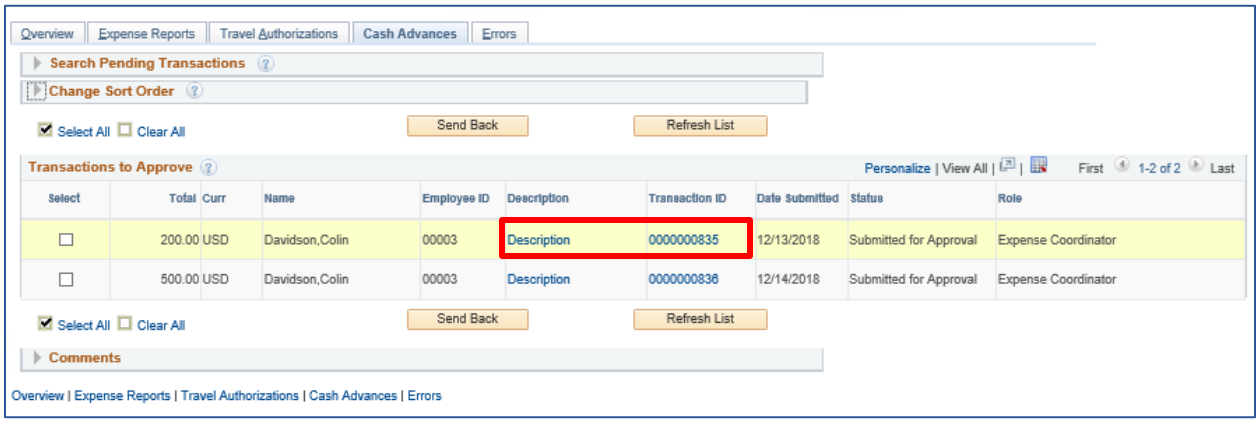
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

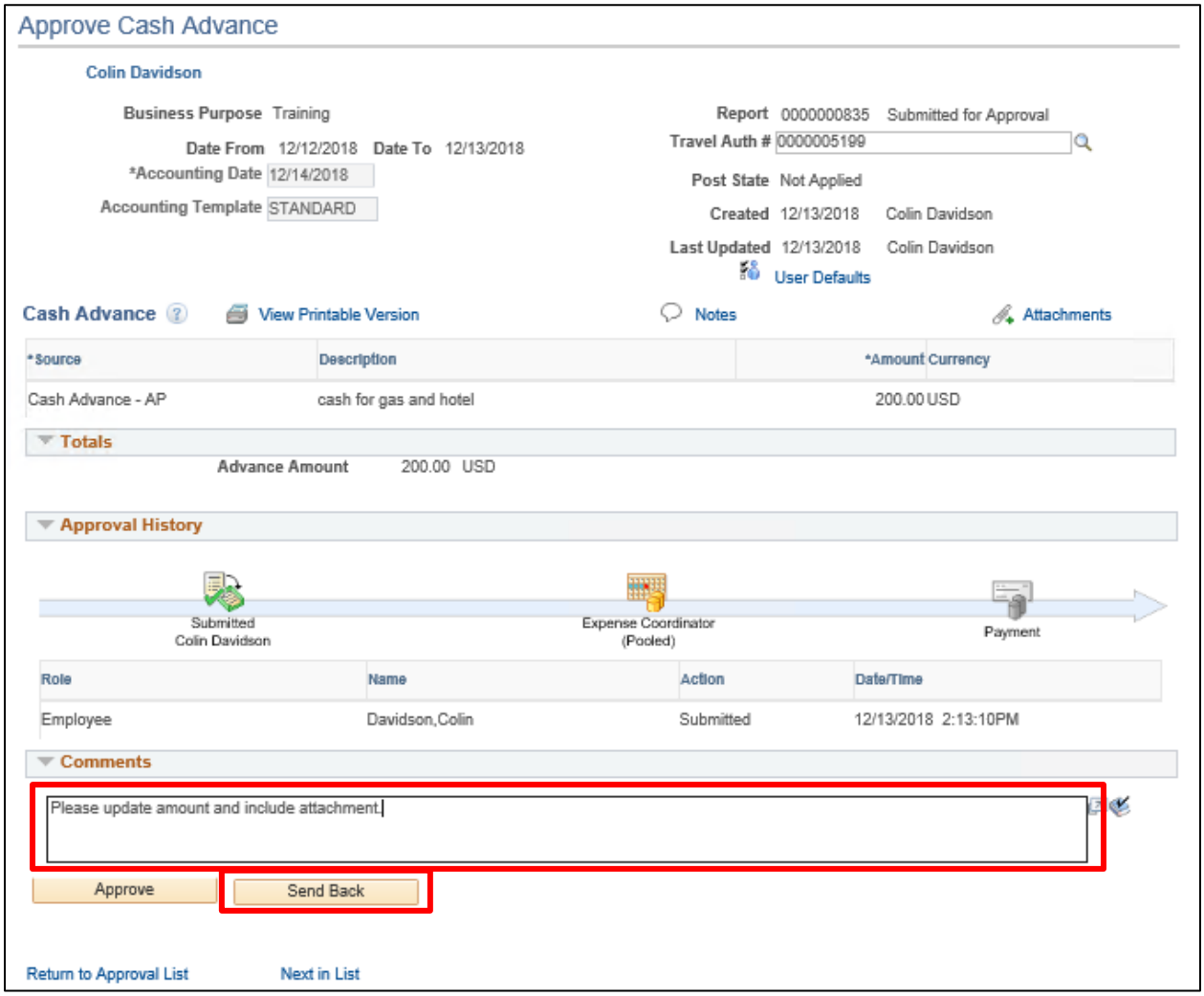
Click on the **Cash Advance** tab to see all cash advances that are available to you for review.

The Approve Transactions – Cash Advances page displays all the cash advances pending your approval.



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

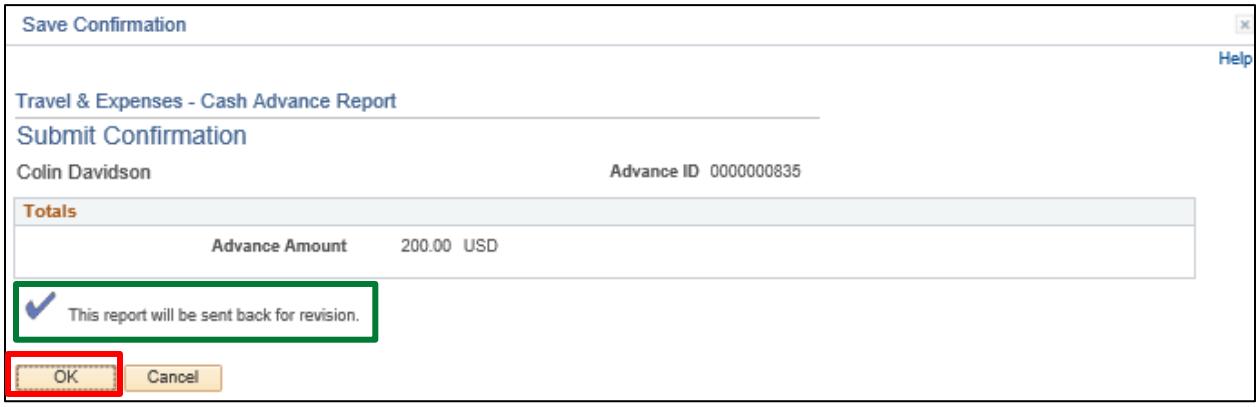
Cash advances are approved or sent back to the employee for revision from the Approve Cash Advance page.



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.

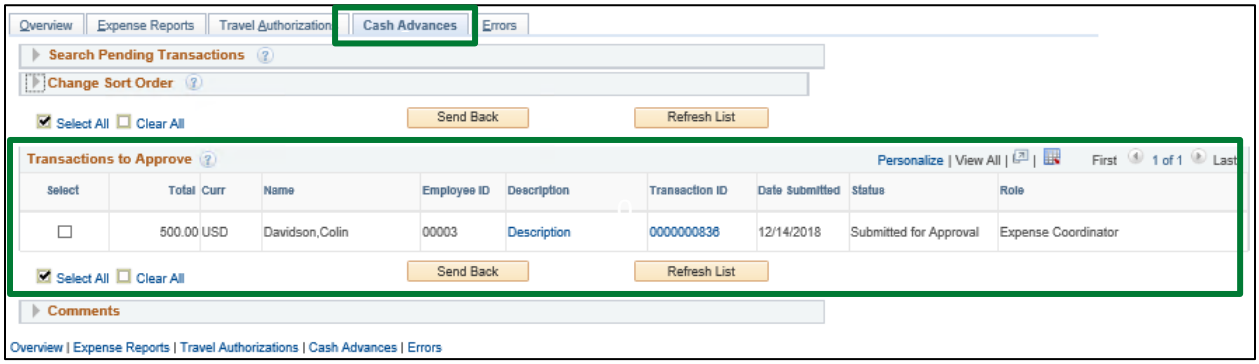
Click the **Send Back** button.

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



Click the **OK** button.

The Approve Transactions – Cash Advances page displays.



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

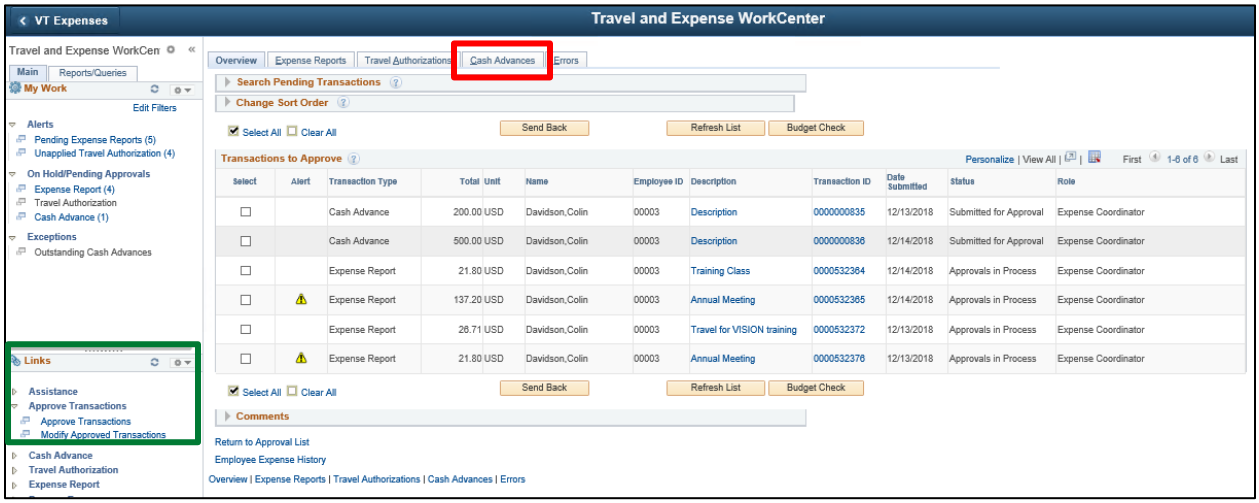
The employee will receive an email notification letting them know the cash advance has been sent back for revision.

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 (EX) > Links pagelet > Approve Transactions > Approve Transactions

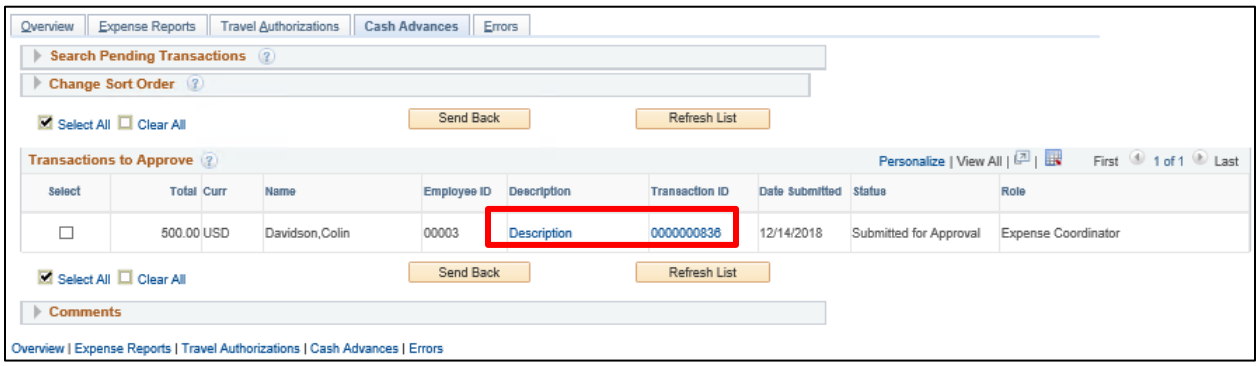
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Approve Transactions



The Approve Transactions – Overview page displays a worklist of all expense transactions routed to the approver.

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

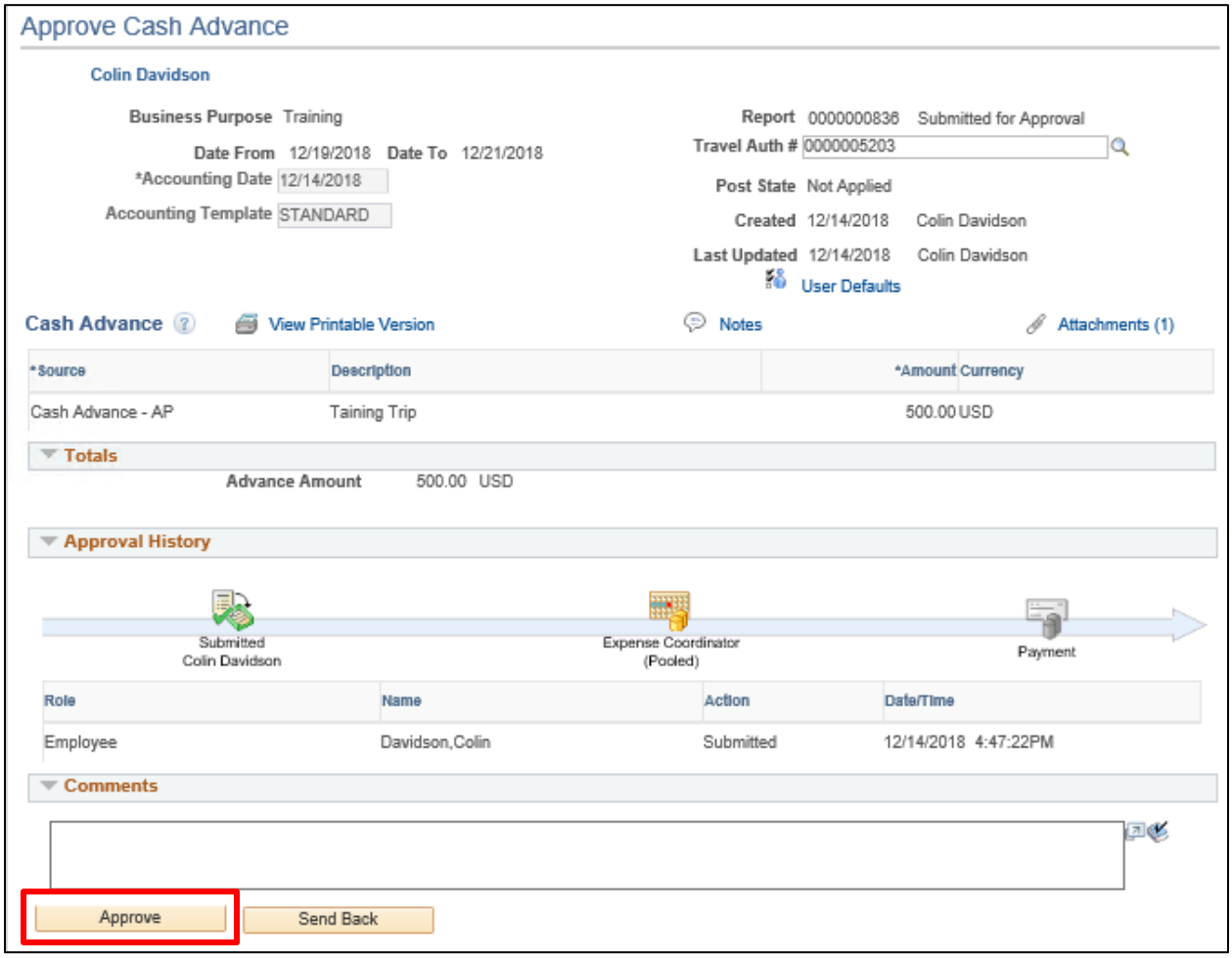
The Approve Transactions – Cash Advances page displays all the cash advances pending your approval.



Select 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.

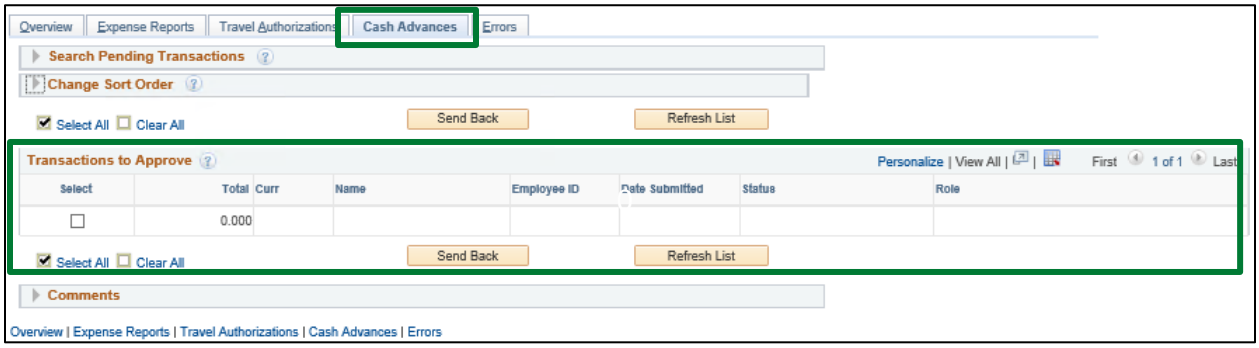


Click the **Approve** button.

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

Click the **OK** button.

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.

Send Back an Approved Cash Advance

The Basics:

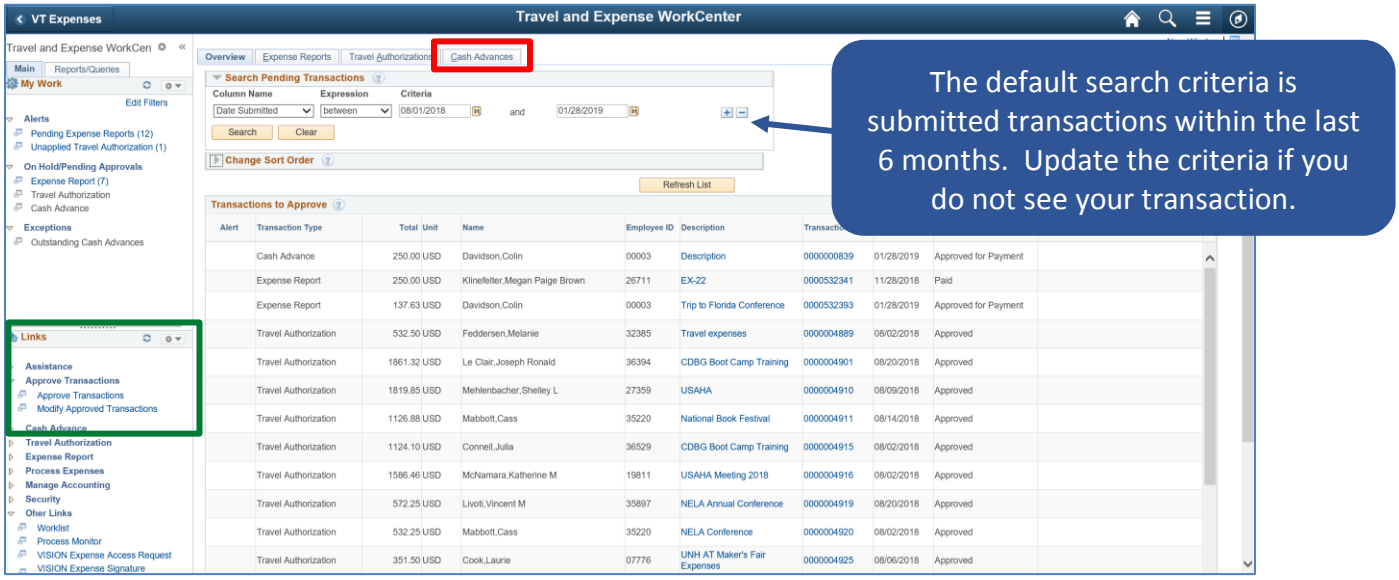
Use the Modify Approved Transactions pages to send back expense transactions after they have been approved.

- The Modify Approved Transactions pages only display approved transactions.
- The search criteria help you retrieve transactions for a date range of up to 6 months.
- You can send cash advance transactions back as long as they have a status of 'Approved for Payment'.
- Approved transactions with a status of 'Staged' or 'Paid' cannot be sent back.

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.

WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet > Modify Approve Transactions > Approve Transactions

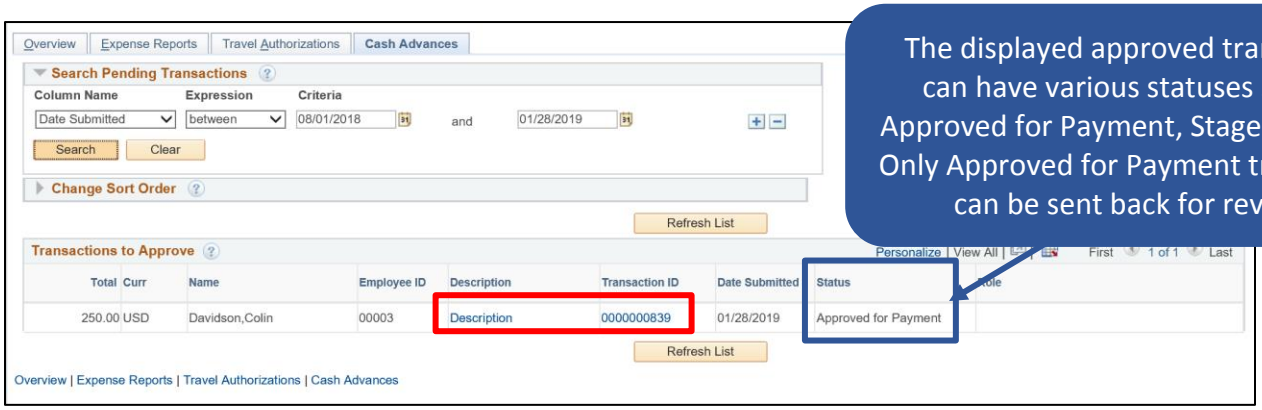
Navigator Menu Navigation: Travel and Expenses > Approve Transactions > Modify Approve Transactions



The Modify Approved Transactions – Overview page displays a list of all approved expense transactions for the specified search criteria.

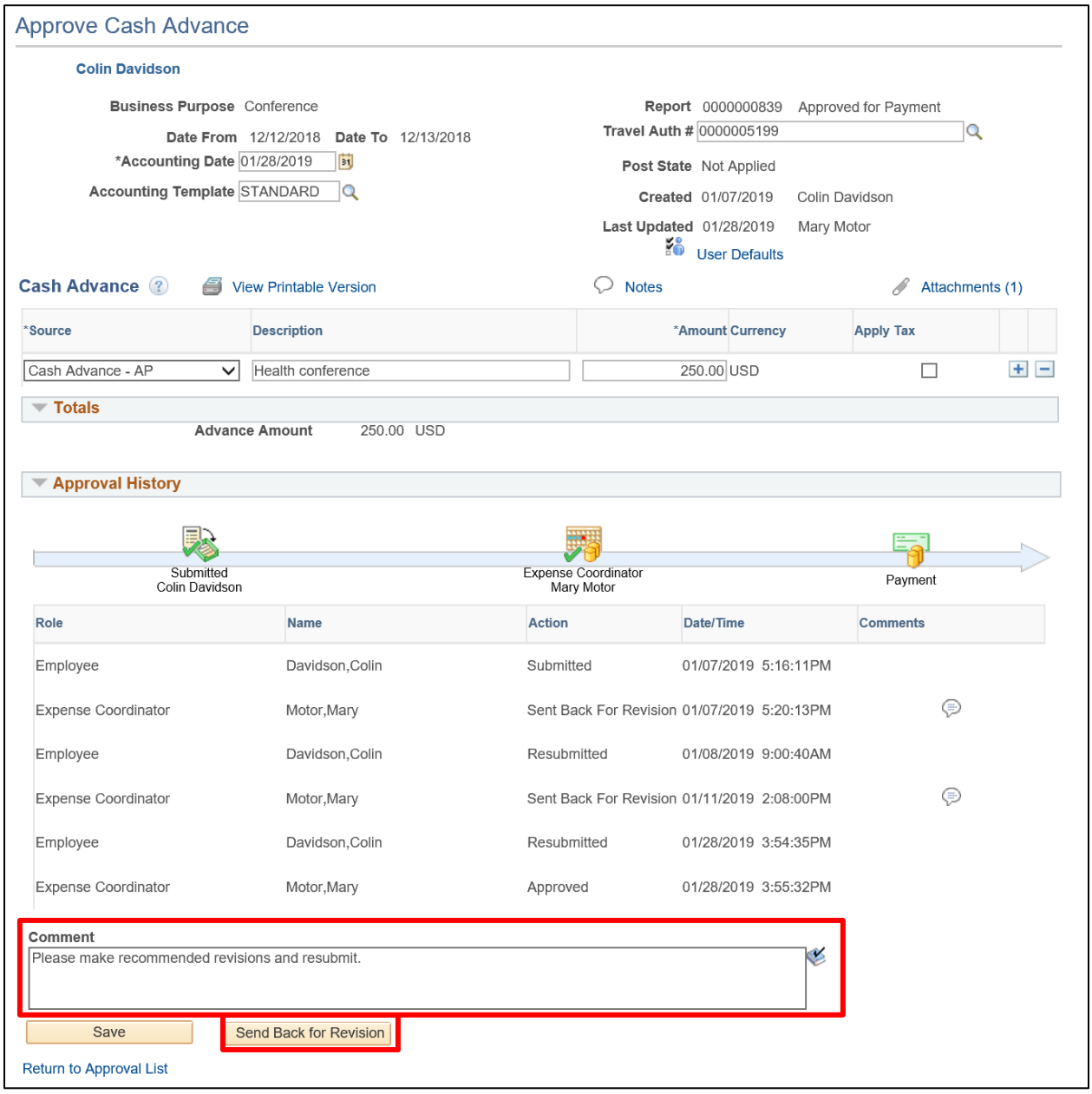
Click on the **Cash Advances** tab to see all the approved advances match the search criteria.

The Modify Approved Transactions – Cash Advances page displays.



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

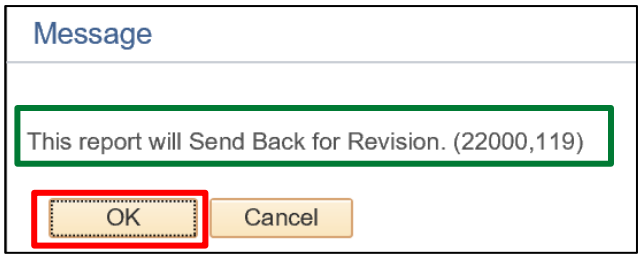
The Approve Cash Advance page displays the advance information. This is the same page that displays when reviewing, sending back and approving a cash advance. The same fields and links are available for review as described in the Review a Cash Advance section of this document.



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

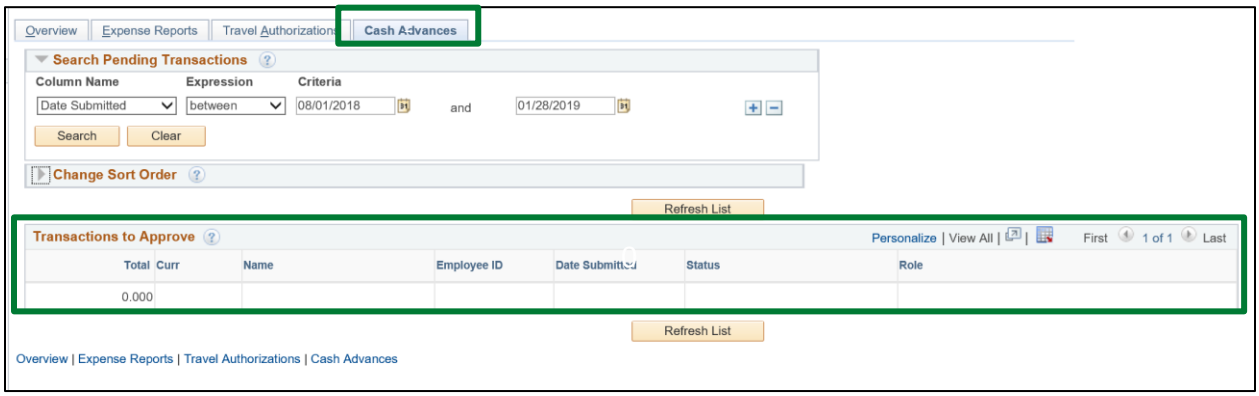
Click the **Send Back for Revision** button.

A message box displays the message: 'This report will be Sent Back for Revision'.



Click the **OK** button.

The Modify Approved Transactions – Cash Advances page displays.



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

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

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 at Vision.FinHelpdesk@vermont.gov 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.

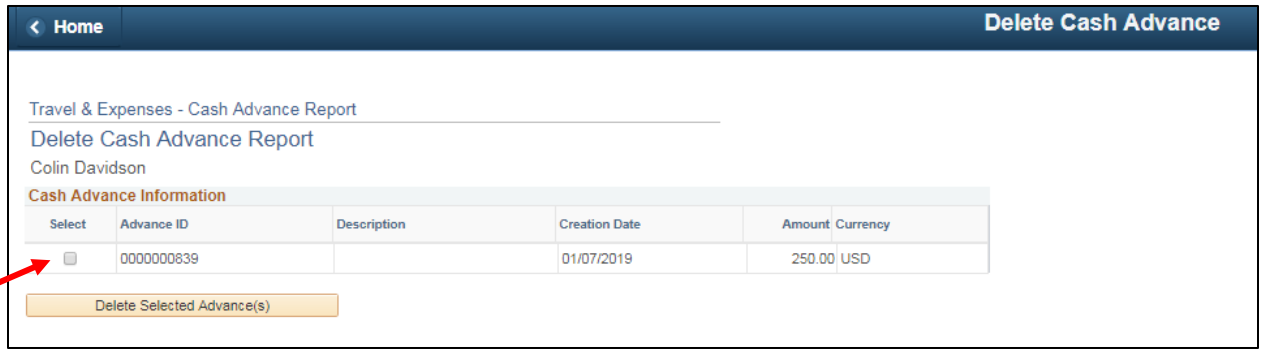
As and Expense Coordinator you have access to edit.

WorkCenter Navigation: Travel & Expense Self-Service WorkCenter (TE) > Links Pagelet - Cash Advance > Delete Cash Advance
Navigation: Employee Self-Service > Travel and Expenses > Cash Advance > Delete

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. For this exercise we are using Employee ID 00003

Click Search

The Travel & Expenses – Cash Advance Report page opens



Choose the Cash Advance that needs to be deleted. **Click the Select option.**

Click on **Delete Selected Advances**

The Delete Confirmation page will open indicating The selected transaction(s) have been deleted.

Click OK

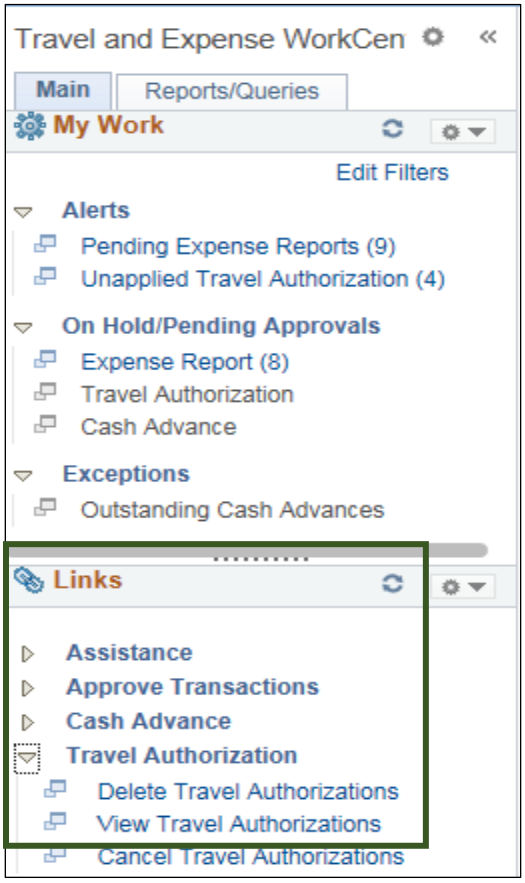
Delete a Cash Advance complete

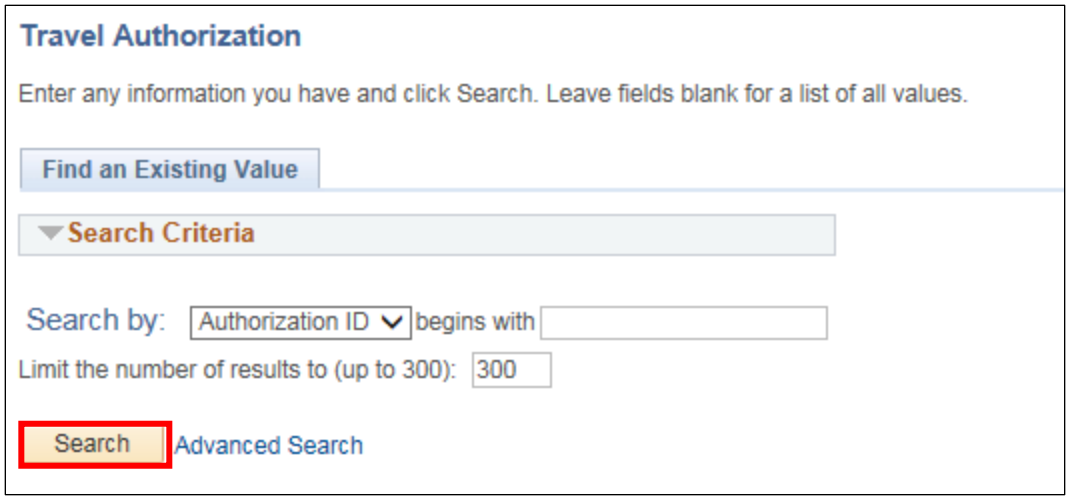
Travel Authorizations

Print Travel Authorization

WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet – Travel Authorization > View Travel Authorizations

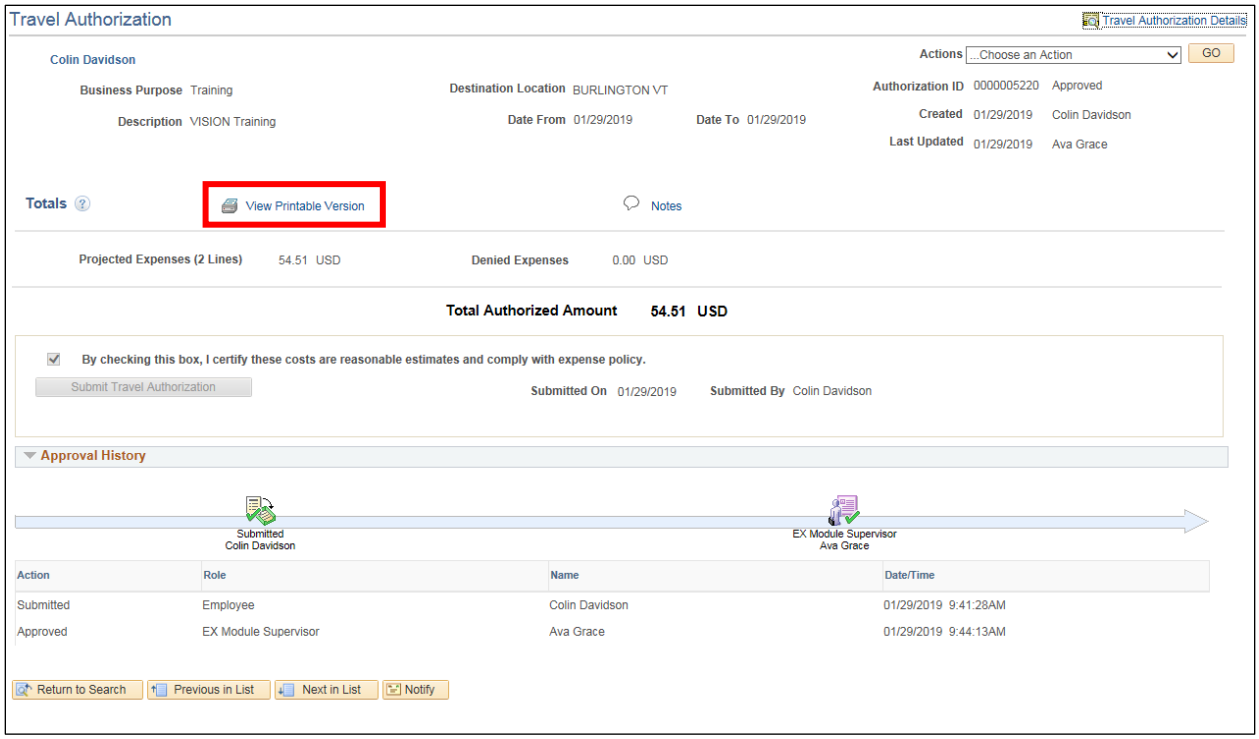
Navigator Menu Navigation: Travel and Expenses > Travel Authorization > View



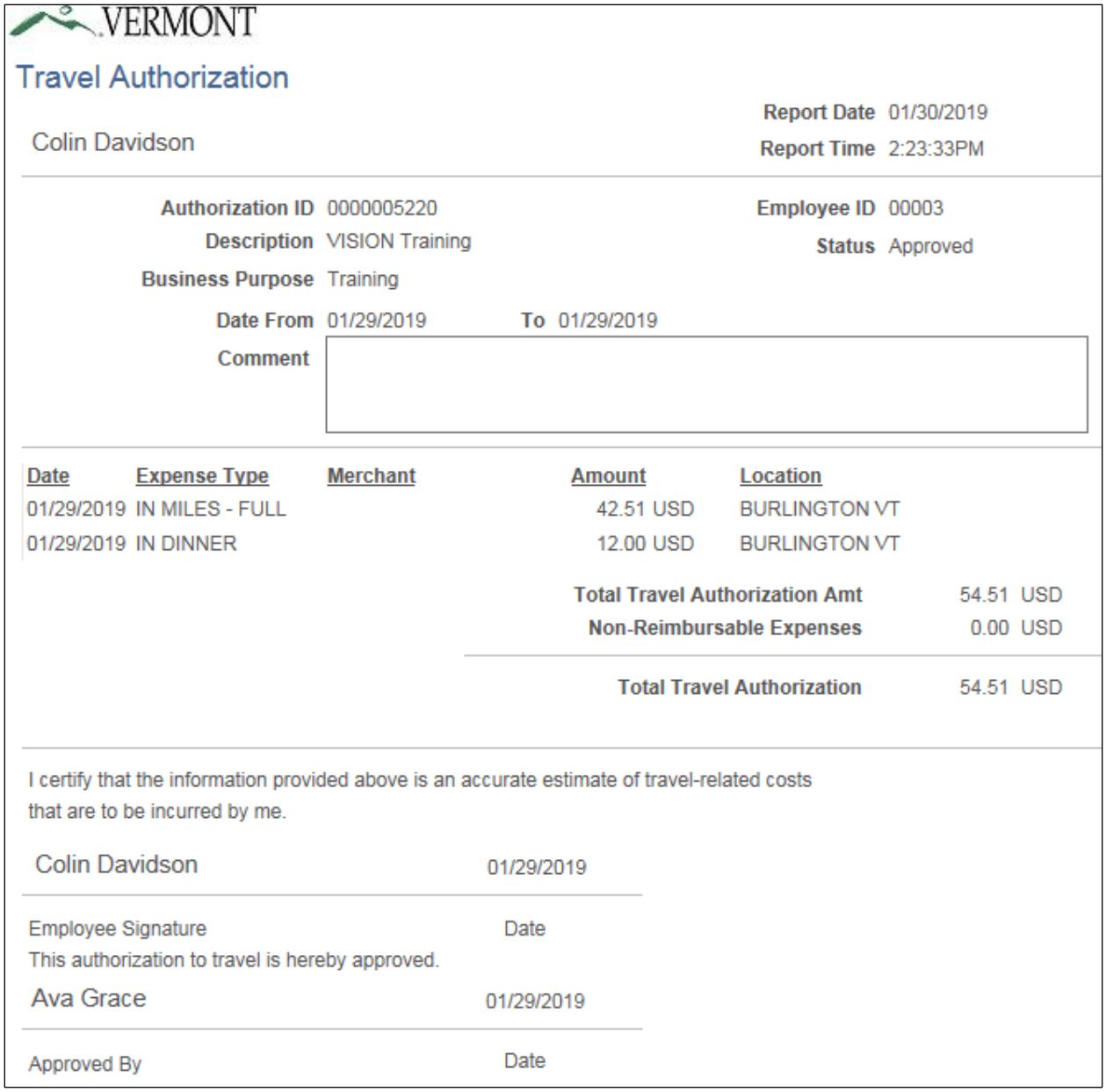


Click Search

Select the Travel Authorization that you want to print



Click on the View Printable Version



VERMONT

Travel Authorization

Colin Davidson

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

Authorization ID 0000005220
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

Total Travel Authorization Amt 54.51 USD
Non-Reimbursable Expenses 0.00 USD
Total Travel Authorization 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

To print this report, use your browser's print feature.

You have completed the Print a Travel Authorization exercise.

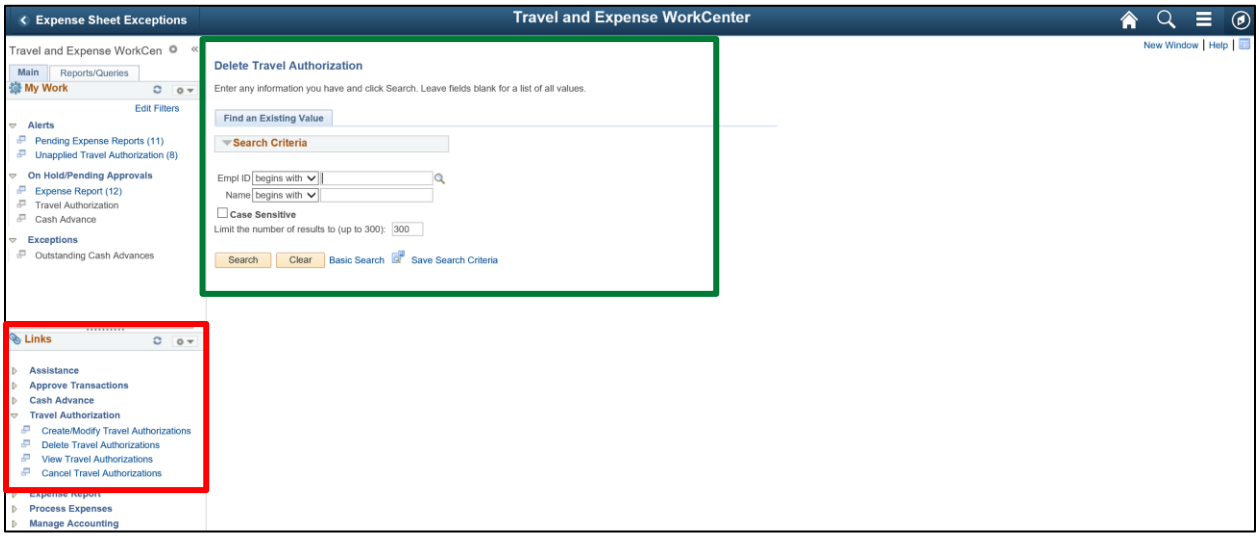
Delete a Travel Authorization

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 at Vision.FinHelpdesk@vermont.gov and request 'Edit and Submit' authorization if you need to delete a travel authorization as an authorized user.

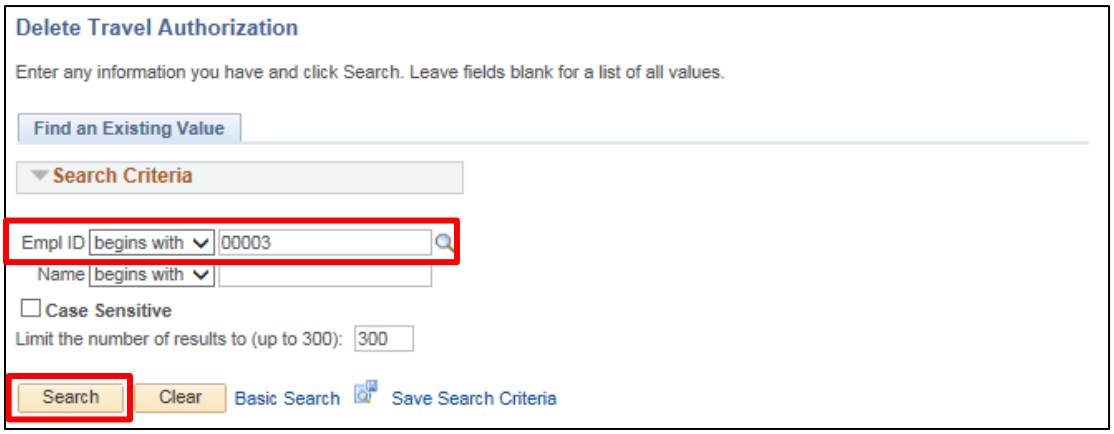
Situations when this function is used: Travel authorizations might need to be deleted when it is a duplicate or is no longer needed. Travel authorizations can only be deleted when they are in a pending status. If the travel authorization has been submitted, it will need to be sent back for revision.

WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet > Travel Authorization > Delete Travel Authorizations

Navigator Menu Navigation: Travel and Expenses > Travel Authorization > Delete



The Delete Travel Authorization search page displays in the work area.

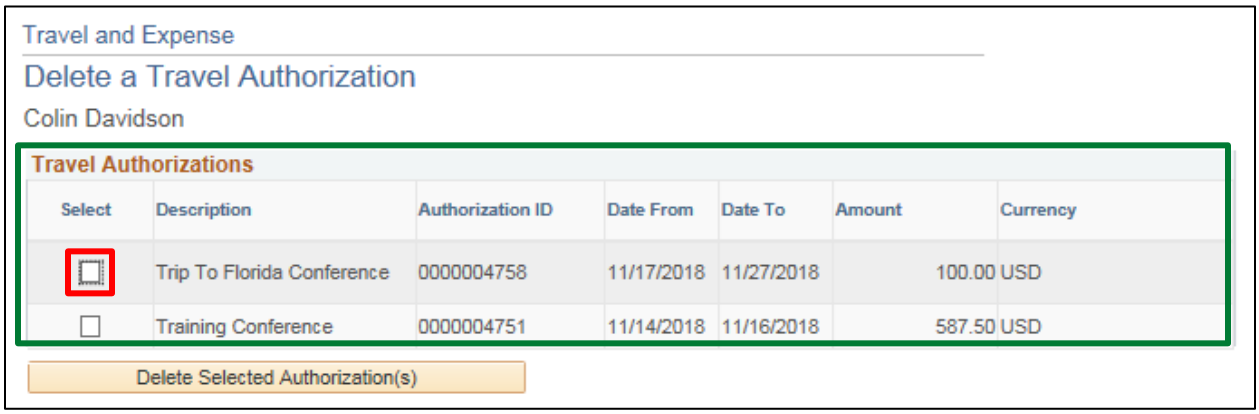


The Empl ID may default to your employee ID. Enter/change the **Empl ID** to the ID of the employee whose travel authorization you want to delete.

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

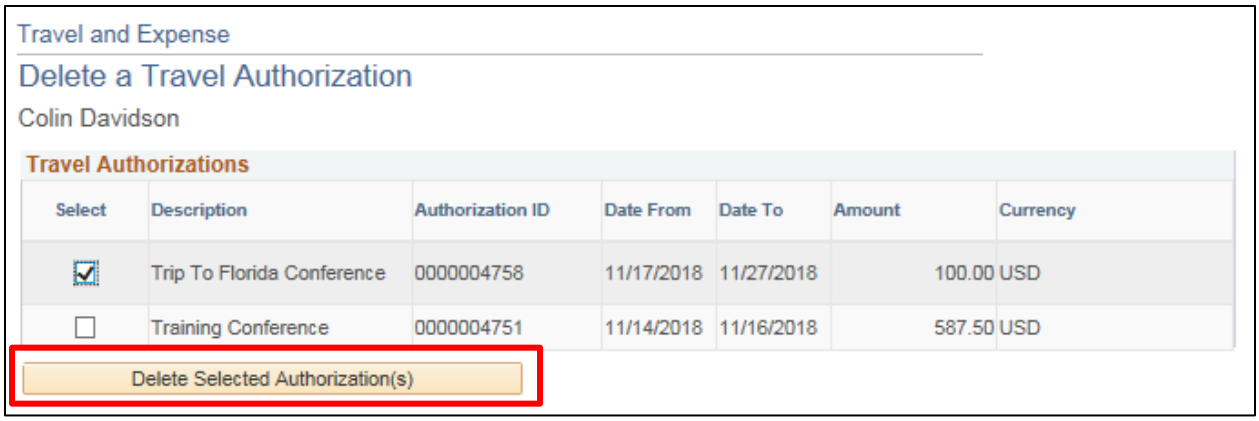
Click the **Search** button.

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.



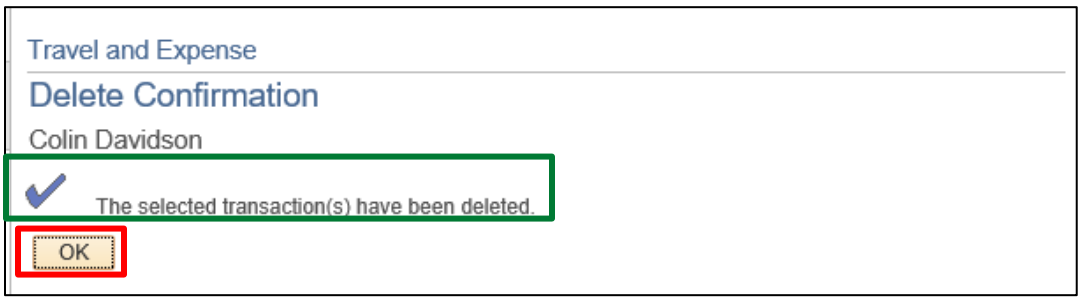
If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.

Select the travel authorization you want to delete, by clicking the **Select** checkbox. You can delete multiple travel authorizations by selecting multiple checkboxes.



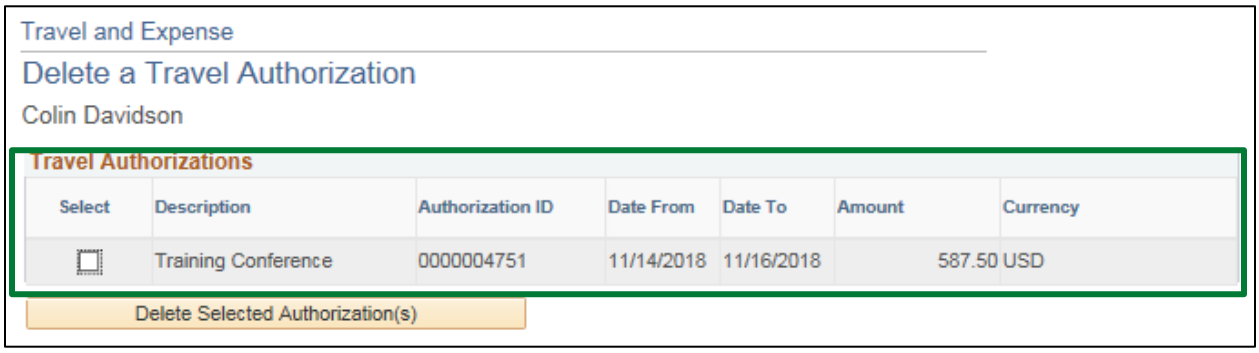
Click the **Delete Selected Authorization(s)** button.

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



Click the **OK** button.

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.

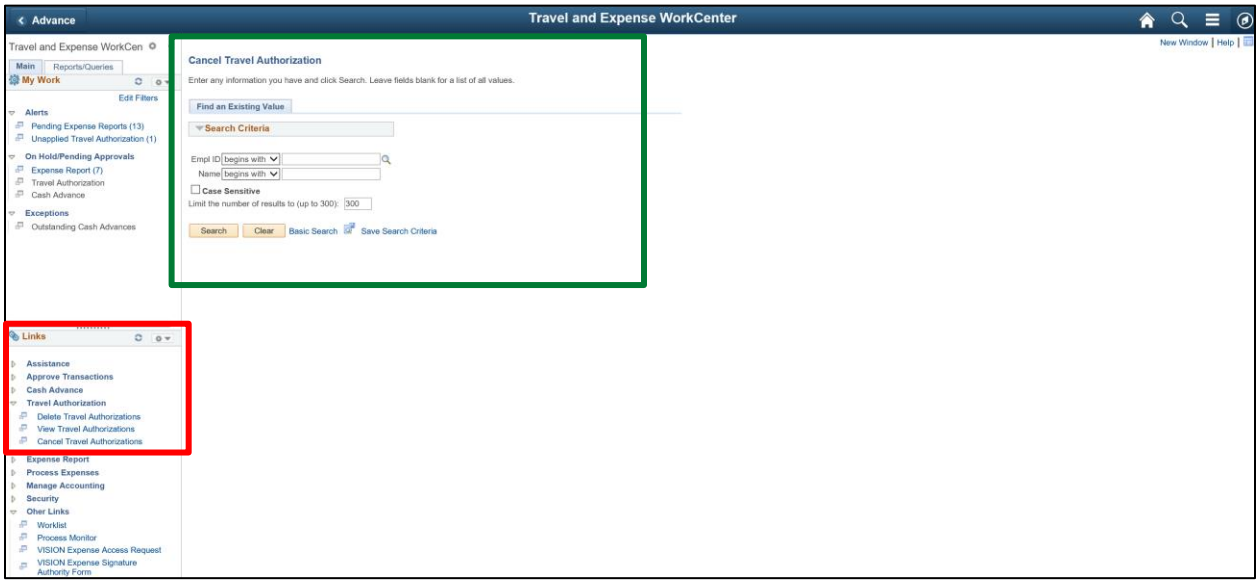
Cancel an Approved Travel Authorization

The Basics: Expense Coordinators should only cancel 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.

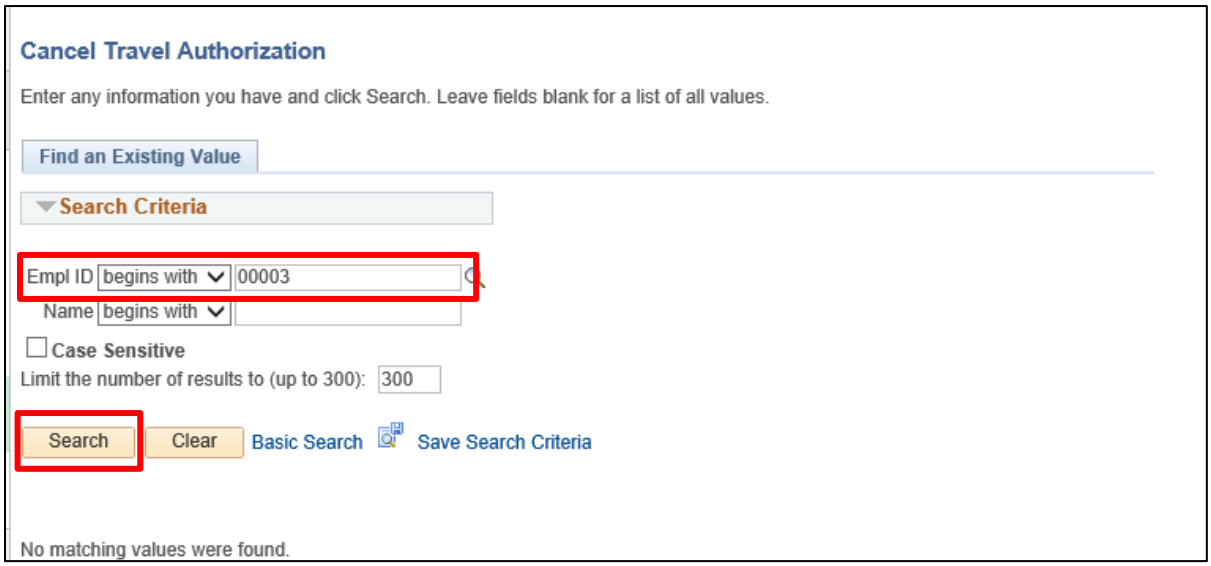
Situations when this function is used: Travel Authorizations can only be cancelled when they are in an approved status. Travel Authorizations will need to be cancelled if the trip has been cancelled or the Authorization is no longer needed.

WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet > Travel Authorization > Cancel Travel Authorizations

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



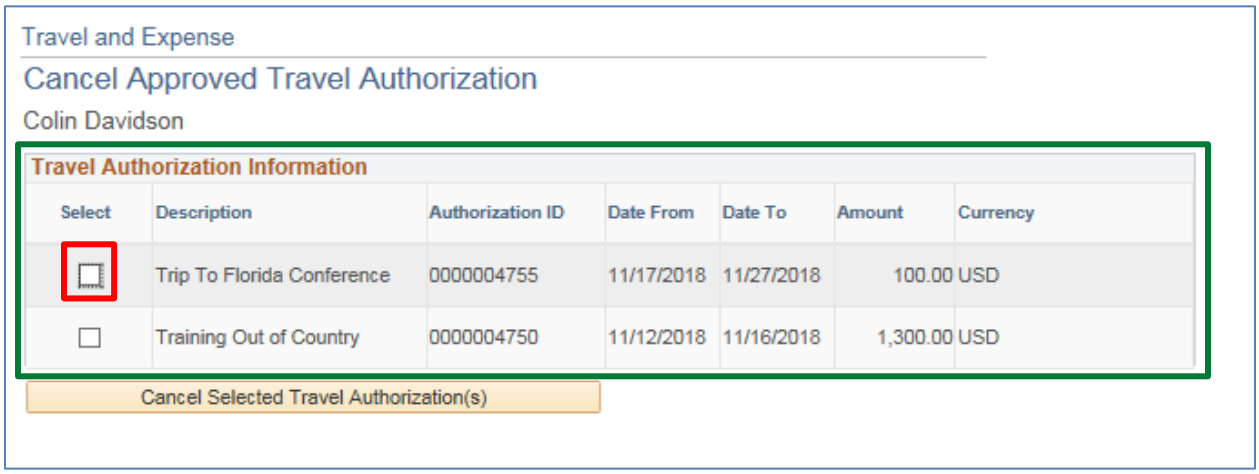
The Cancel Travel Authorization search page displays in the work area.



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.

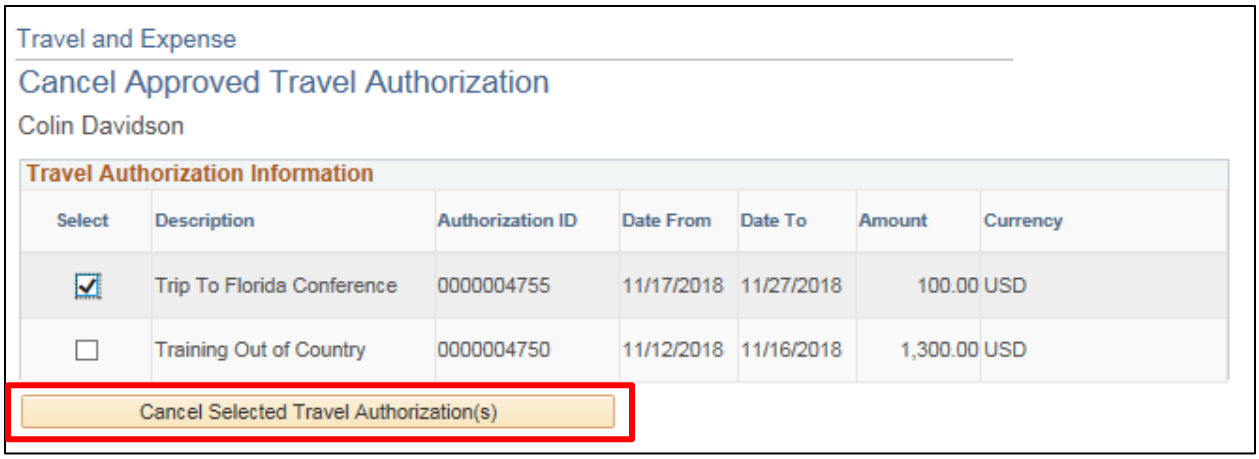
Click the **Search** button.

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



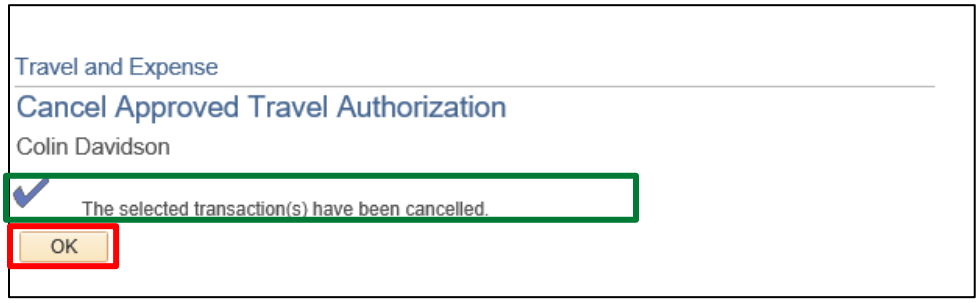
If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved.

Select the travel authorization you want to cancel, by clicking the **Select** checkbox.



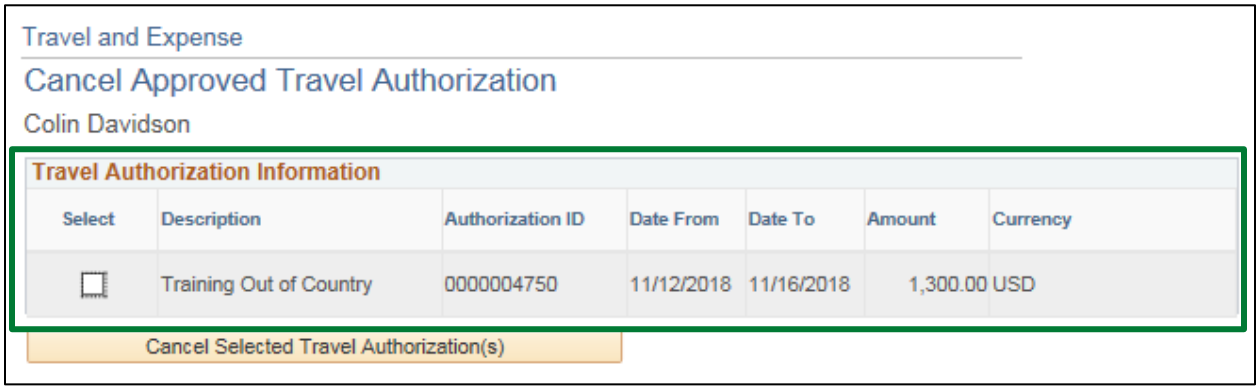
Click the **Cancel Selected Authorization(s)** button.

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



Click the **OK** button.

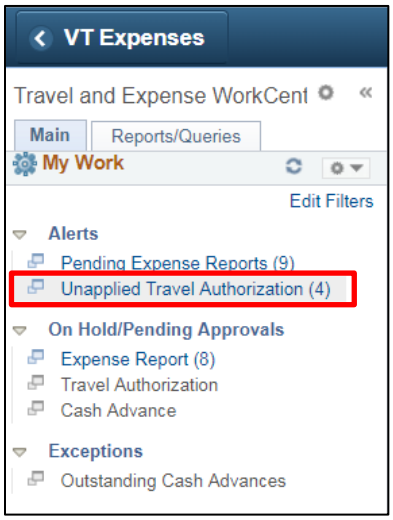
The Travel and Expense – Cancel Approved Travel Authorization page displays.



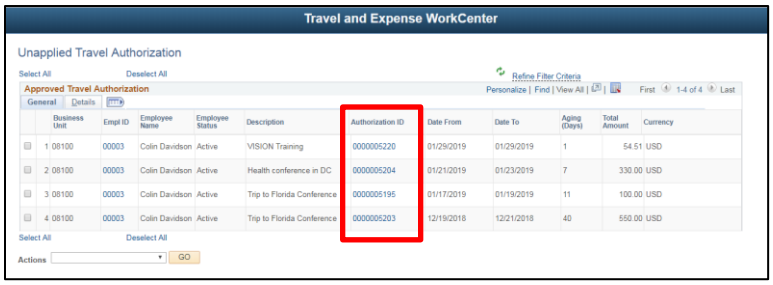
The cancelled travel authorization no longer displays and should now be in a 'Closed' status.

View a Travel Authorization Not Applied to an Expense Report

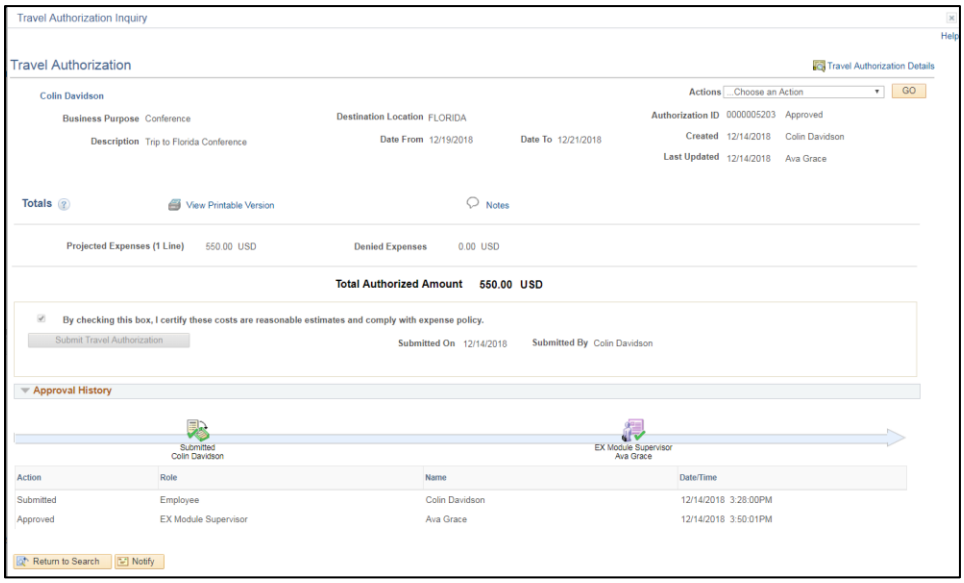
Navigation: Expense Coordinator WorkCenter (EX) > My Work > Unapplied Travel Authorization



A list appears displaying s all the Unapplied TA's the EX Coordinator is an authorized user for.



Click on any Authorization ID to "view" the Travel Authorization.



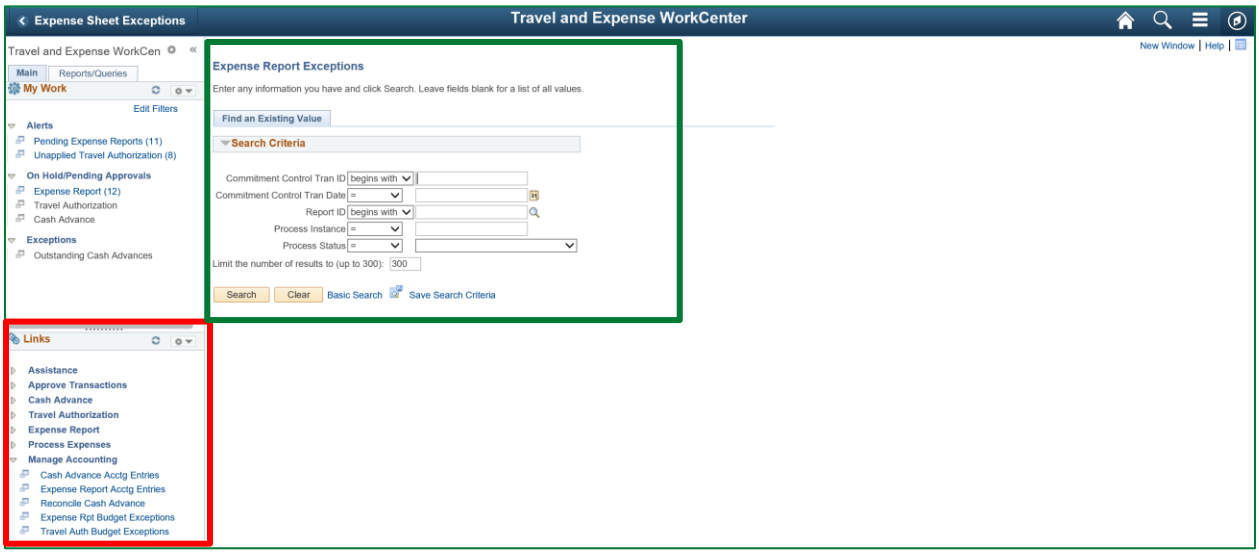
Review Budget Check Exceptions

Review Expense Reports with Budget Check Exceptions

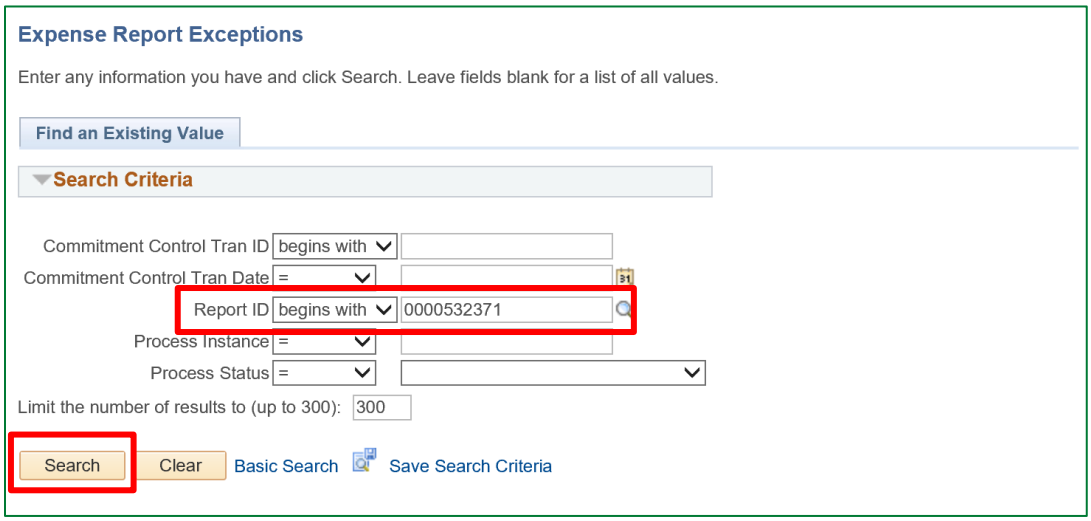
Situations when this function is used: Review an expense report with a budget check error.

WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet > Manage Accounting > Expense Rpt Budget Exceptions

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



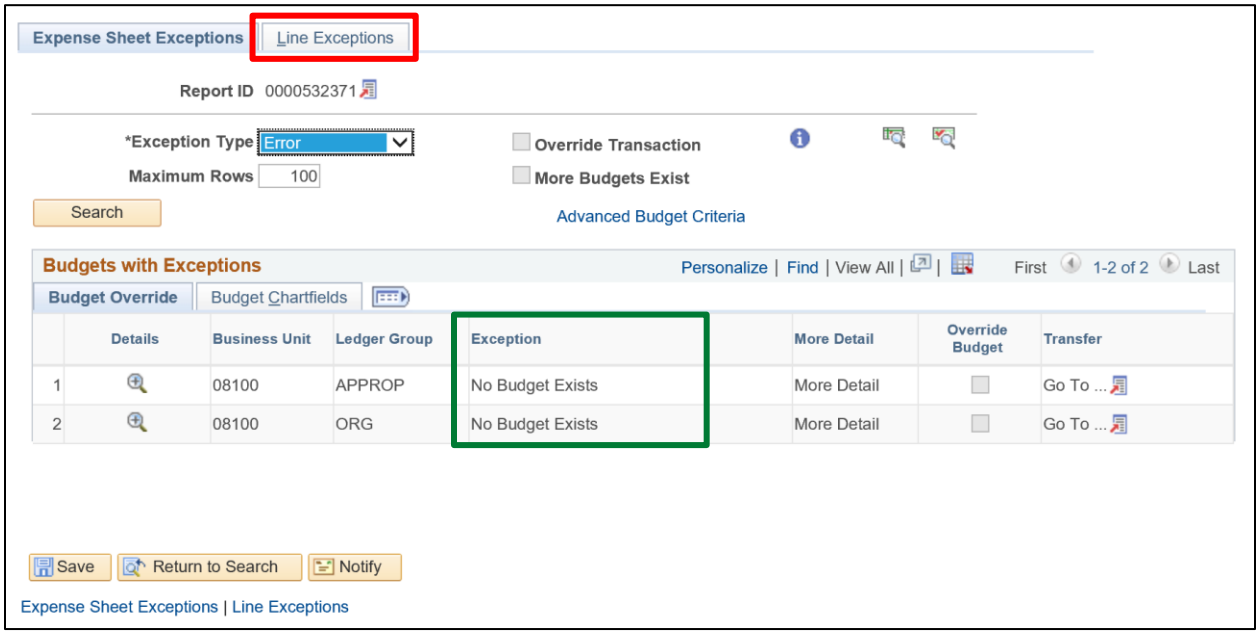
The Expense Report Exceptions search page displays in the work area.



Enter the **Report ID** for the expense report in budget check error.

Click the **Search** button.

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



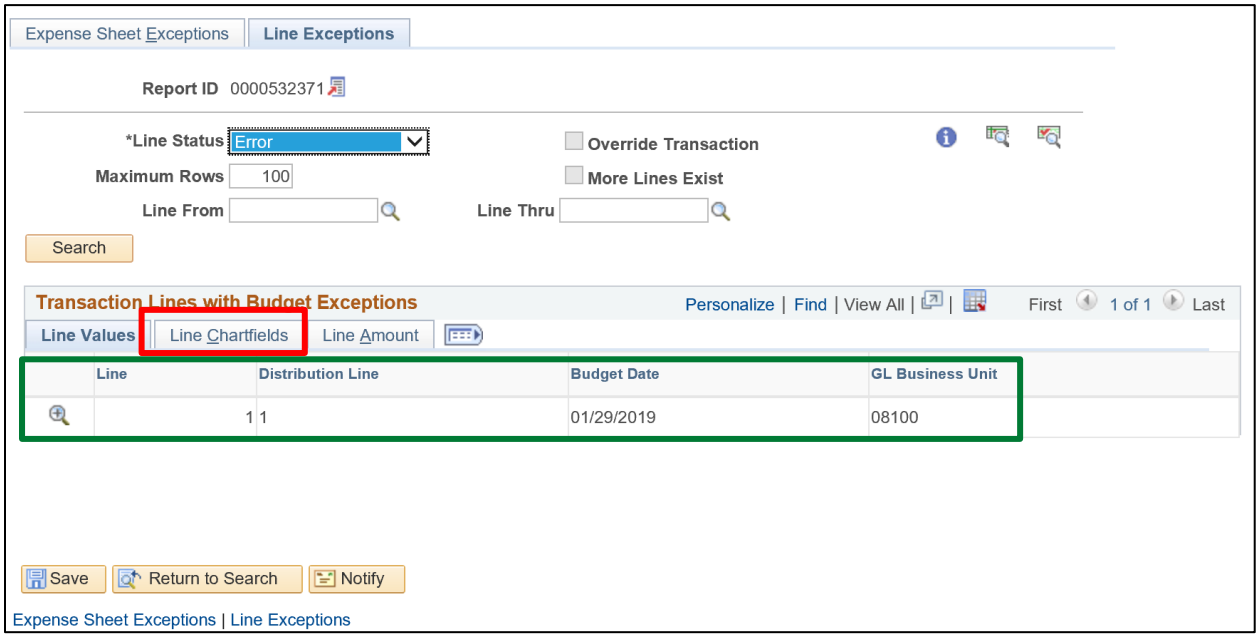
Common exceptions include: 'No Budget Exists' or 'Exceeds Budget Tolerance'.

For this particular expense report, the exception is 'No Budget Exists'. This exception can relate to a few scenarios:

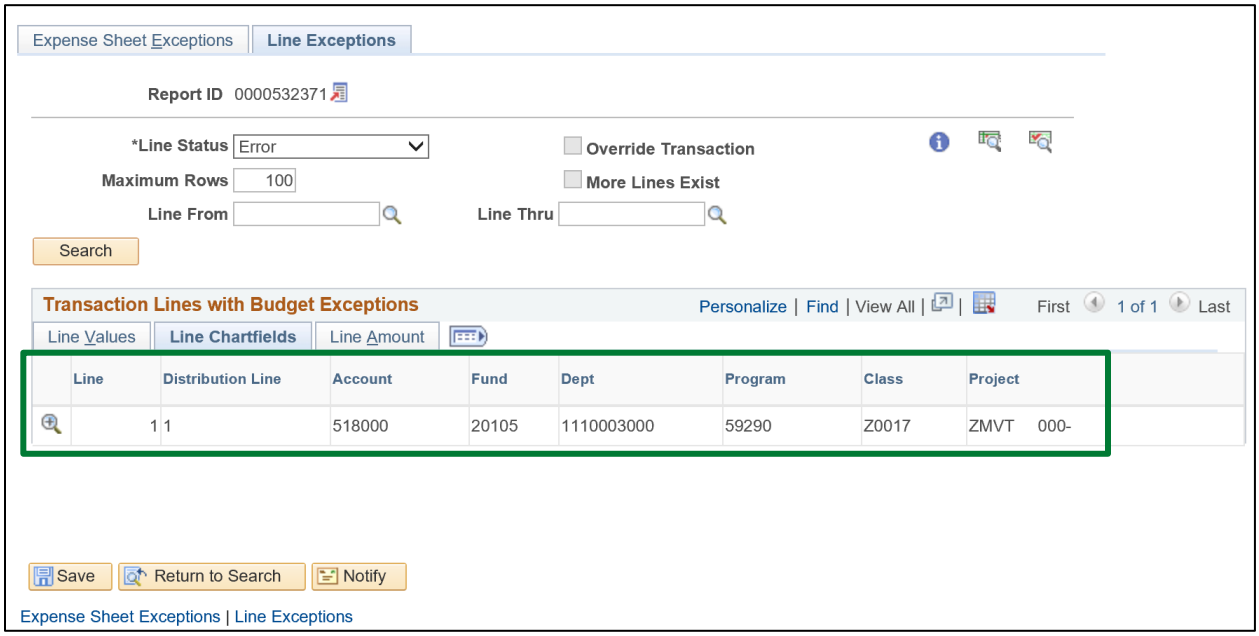
1. There was no budget journal entered for the Business Unit, Account, Fund and Dept combination used on the expense report.
2. The accounting details are missing a required field. This scenario should rarely occur since combination edits requires a Fund and Dept on all expense transactions.

Click 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.



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.

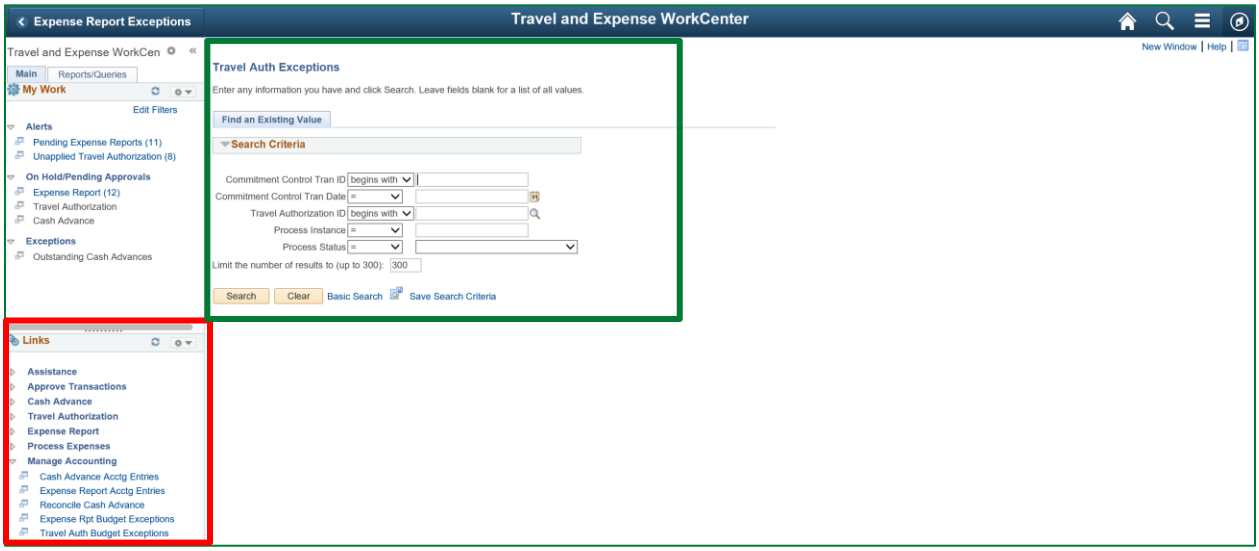
At this point the expense report should be sent back for revision. The employee will need to modify the expense report and enter a correct ChartField combination.

Review Travel Authorizations with Budget Check Exceptions

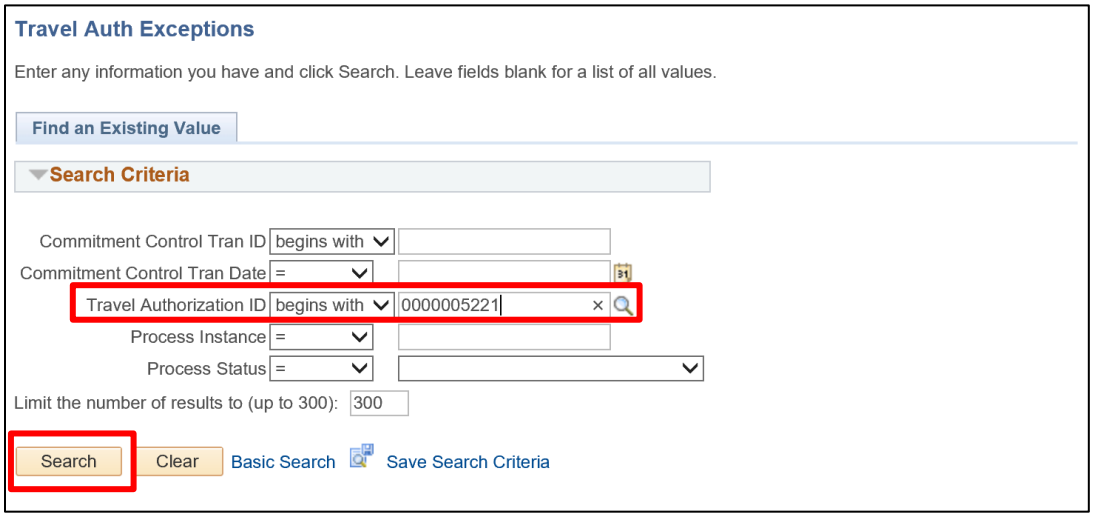
Situations when this function is used: Review a travel authorization with a budget check error.

WorkCenter Navigation: Expense Coordinator WorkCenter (EX) > Links pagelet > Manage Accounting > Travel Auth Budget Exceptions

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



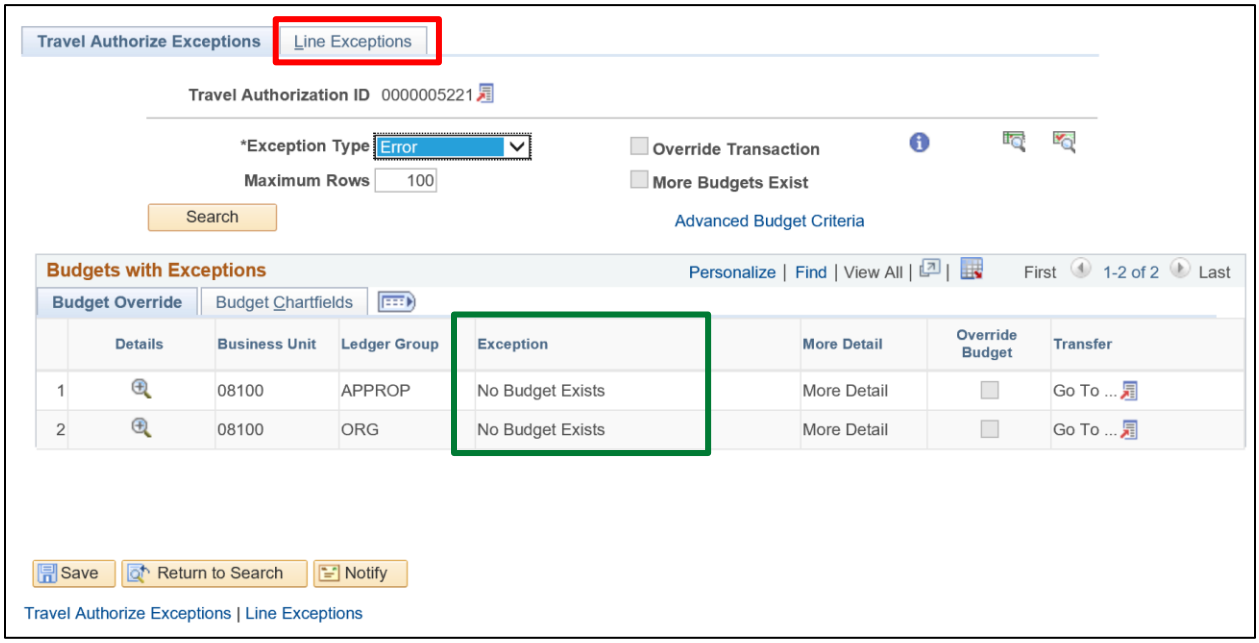
The Travel Auth Exceptions search page displays in the work area.



Enter the **Travel Authorization ID** for the travel authorization in budget check error.

Click the **Search** button.

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



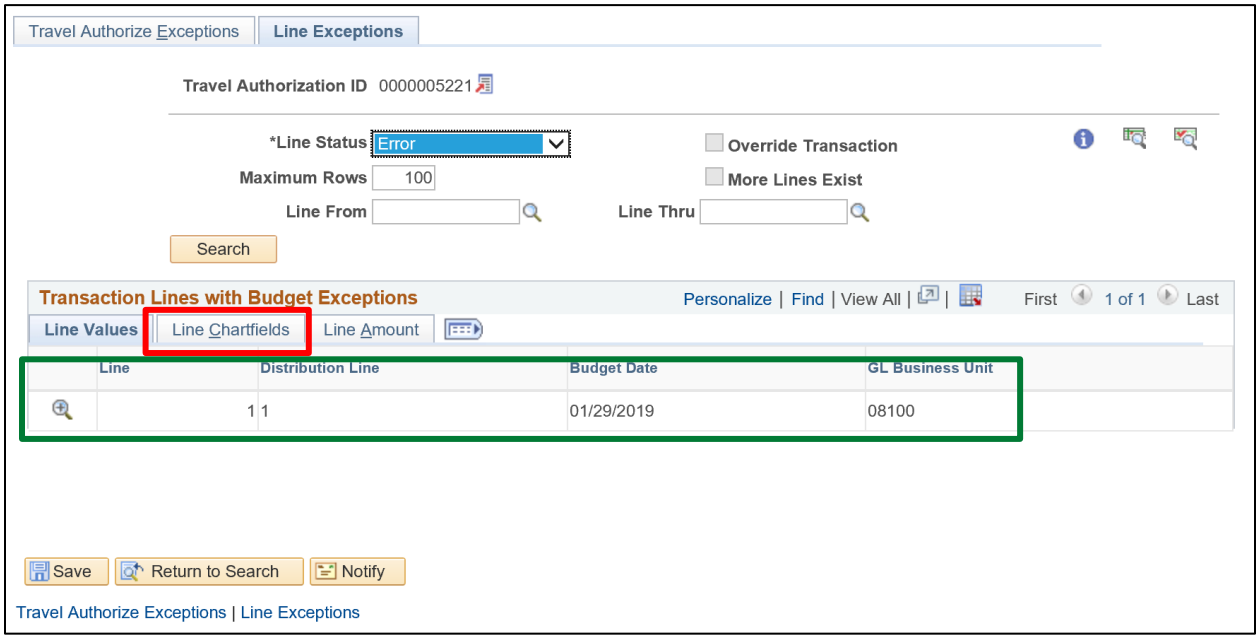
Common exceptions include: 'No Budget Exists' or 'Exceeds Budget Tolerance'.

For this particular travel authorization, the exception is 'No Budget Exists'. This exception can relate to a few scenarios:

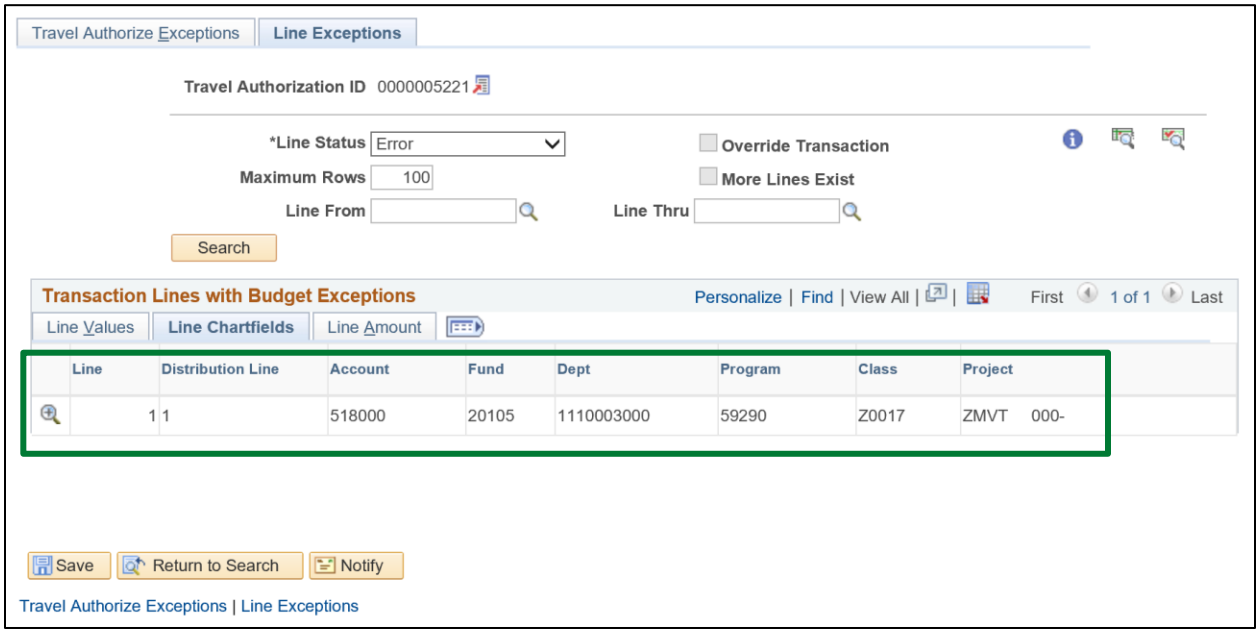
1. There was no budget journal entered for the Business Unit, Account, Fund and Dept combination used on the travel authorization.
2. The accounting details are missing a required field. This scenario should rarely occur since combination edits requires a Fund and Dept on all expense transactions.

Click 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.



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

Related Queries

The list of queries below can be run to aid in the review and approval of expense transactions. Refer to EX 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.

Reports and Queries – Reports and Queries for the Expense Module can be found on the Finance and Management website at https://finance.vermont.gov/training-and-support/vision-manuals/reporting-manual