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EXPENSE COORDINATORS - The Basics

Expense Coordinators

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

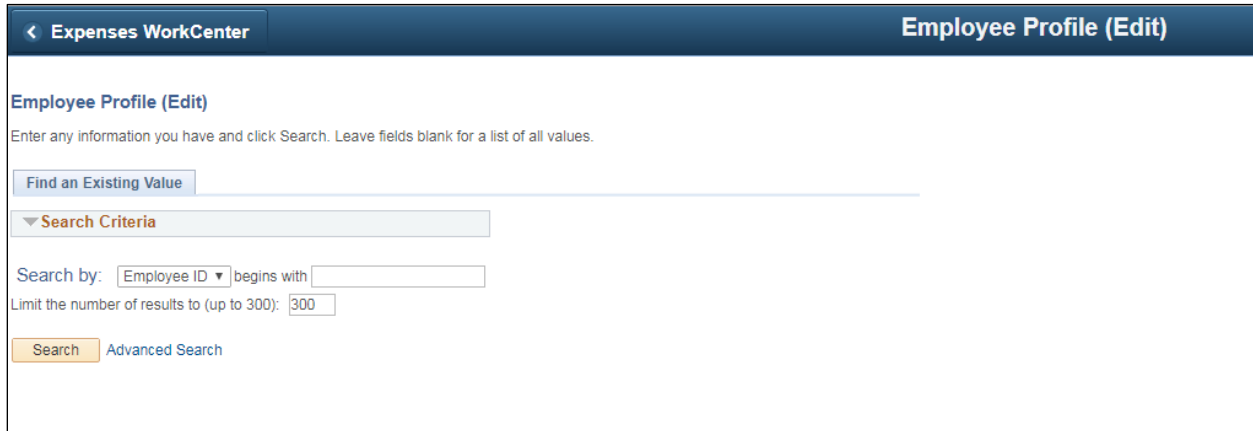
Terminated/Retired Employees

- 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

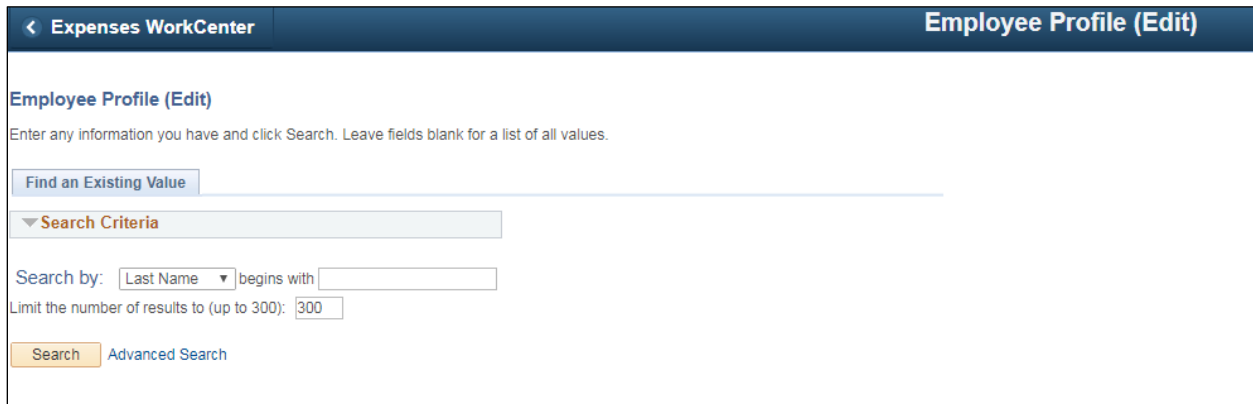
WorkCenter Navigation: EX WorkCenter > Links > Security > Update Profile

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

Expenses WorkCenter
Colin Davidson

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

HR Information
Supervisor 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

ID 00006
Name Grace,Ava

Default ChartField Values
Personalize | Find | 1 of 1 Last

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

Cash Advance Level

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

Expense Role

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

Expense Processing Role

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

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

Expenses WorkCenter
Colin Davidson

Organizational Data

User Defaults

Colin Davidson

Default Creation Method

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

Expense Defaults

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

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

Expense Type Defaults

Personalize Find View All 1 of 1 Last

Expense Type Merchant

Expense Type	Payment Type	Billing Type

Project Defaults for Expenses

Personalize Find View All 1 of 1 Last

Project Defaults for Expenses

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

Time Defaults

Country
State
Locality
Billing Type

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

Project Defaults for Time

Personalize Find View All 1 of 1 Last

Project Defaults for Time

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

Save Return to Search Notify

Organizational Data | User Defaults

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

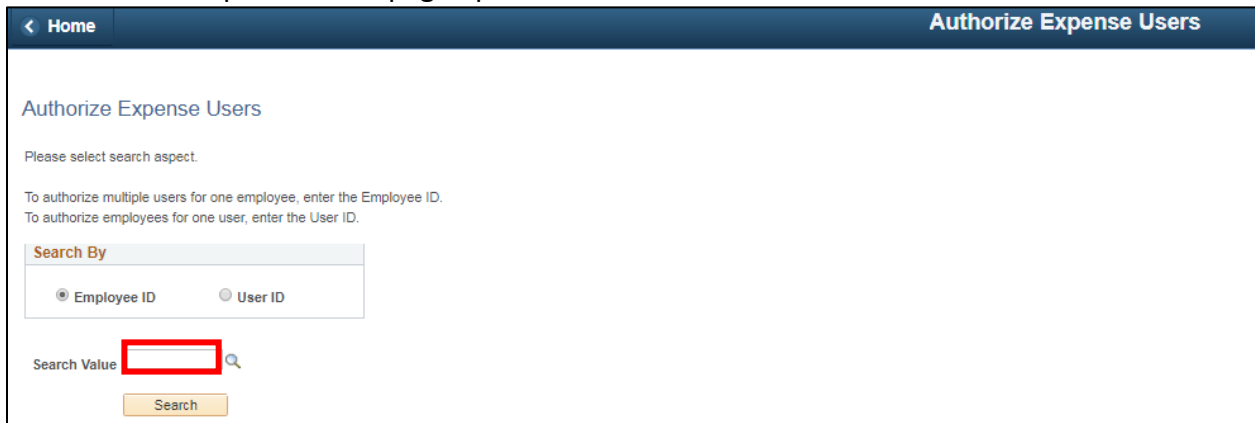
Authorize Expense Users

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.


Authorize Expense Users - Employee

Search Type Employee ID


Search Value 00003 Colin Davidson

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

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



[Return to Search](#)



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.


Authorize Expense Users - Employee

Search Type Employee ID

Search Value 00003 Colin Davidson

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

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



[Return to Search](#)

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

Expense Report Approval Approve Expense Report - Expense Summary

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

Search Pending Transactions [?](#)

Change Sort Order [?](#)

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

Transactions to Approve [?](#) Personalize | View All | [?](#) | [?](#) | First 1-5 of 5 Last

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532384	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532385	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator

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

Comments

[Return to Approval List](#)
[Employee Expense History](#)

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

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

Worklist

Worklist for MMOTOR: Mary Motor

[Detail View](#) Worklist Filters [?](#) Feed [?](#)

Worklist Items Personalize | Find | View All | [?](#) | [?](#) | First 1-5 of 5 Last

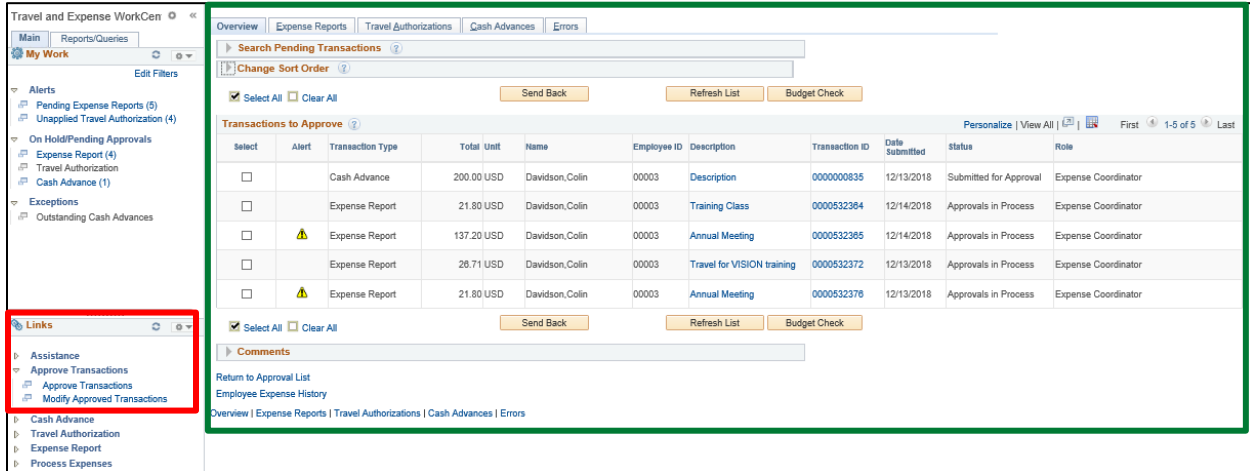
From	Date From	Work Item	Worked By Activity	Priority	Link		
Colin Davidson	12/13/2018	Approval Routing	Approval Workflow	2-Medium	CAApproval 79, STATE, 2018-04-10 N.O. ADVANCE ID:0000000835 RDC-RA 1.A	Mark Worked	Reassign
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 275, STATE, 2018-03-08 N.O. SHEET ID:0000532384 RDC-RA 0.A	Mark Worked	Reassign
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 287, STATE, 2018-03-08 N.O. SHEET ID:0000532376 RDC-RA 0.A	Mark Worked	Reassign
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 289, STATE, 2018-03-08 N.O. SHEET ID:0000532385 RDC-RA 0.A	Mark Worked	Reassign
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 259, STATE, 2018-03-08 N.O. SHEET ID:0000532372 RDC-RA 0.A	Mark Worked	Reassign

[Refresh](#)

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

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

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



Travel and Expense WorkCenter

Links

- Assistance
- Approve Transactions
- Approve Transactions
- Modify Approved Transactions
- Cash Advance
- Travel Authorization
- Expense Report
- Process Expenses

Approve Transactions

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

Search Pending Transactions

Change Sort Order

Select All Clear All Send Back Refresh List Budget Check

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	28.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator

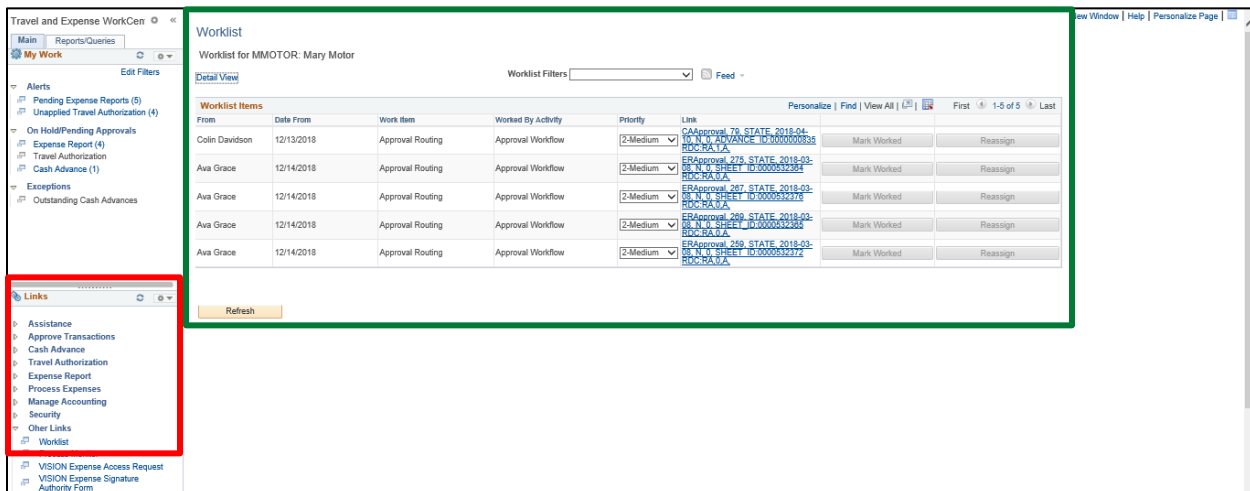
Select All Clear All Send Back Refresh List Budget Check

Comments

Return to Approval List

Employee Expense History

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



Travel and Expense WorkCenter

Links

- Assistance
- Approve Transactions
- Cash Advance
- Travel Authorization
- Expense Report
- Process Expenses
- Manage Accounting
- Security
- Other Links
- Worklist
- VISION Expense Access Request
- VISION Expense Signature Authority Form

Worklist

Worklist for MMOTOR: Mary Motor

Worklist Filters

Detail View

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Colin Davidson	12/13/2018	Approval Routing	Approval Workflow	2-Medium	CAApproval 79 STATE 2018-04-10 N.Y. STATE ID:0000000835 RUC:CA,VA	Mark Worked	Reassign
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 278 STATE 2018-03-08 N.Y. STATE ID:0000532365 RUC:CA,VA	Mark Worked	Reassign
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 287 STATE 2018-03-08 N.Y. STATE ID:0000532372 RUC:CA,VA	Mark Worked	Reassign
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 288 STATE 2018-03-08 N.Y. STATE ID:0000532382 RUC:CA,VA	Mark Worked	Reassign
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	ERApproval 289 STATE 2018-03-08 N.Y. STATE ID:0000532372 RUC:CA,VA	Mark Worked	Reassign

Refresh

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.

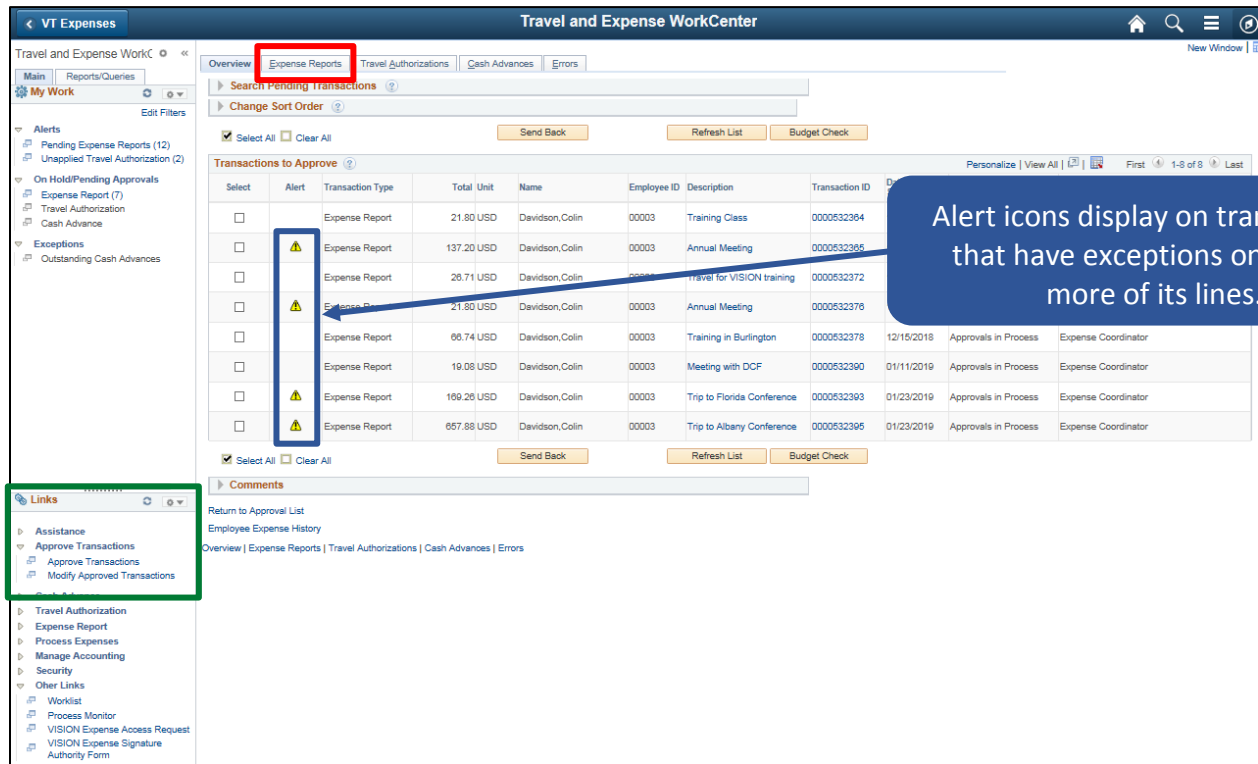
Basic questions to ask prior to approval:

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



VT Expenses Travel and Expense WorkCenter

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

Search Pending Transactions

Change Sort Order

Select All Clear All Send Back Refresh List Budget Check

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

Select All Clear All Send Back Refresh List Budget Check

Comments

Return to Approval List

Employee Expense History

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

Links

- Assistance
- Approve Transactions
- Approve Transactions
- Modify Approved Transactions
- Travel Authorization
- Expense Report
- Process Expenses
- Manage Accounting
- Security
- Other Links
- Worklist
- Process Monitor
- VISION Expense Access Request
- VISION Expense Signature Authority Form

Alert icons display on transactions that have exceptions on one or more of its lines.

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.

Overview

Expense Reports

Travel Authorizations

Cash Advances

Errors

Search Pending Transactions

Change Sort Order

Select All

Clear All

Send Back

Refresh List

Budget Check

Transactions to Approve

Personalize

View All

1-8 of 8

First

Last

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

Select All

Clear All

Send Back

Refresh List

Budget Check

Comments

Return to Approval List

Employee Expense History

Overview

Expense Reports

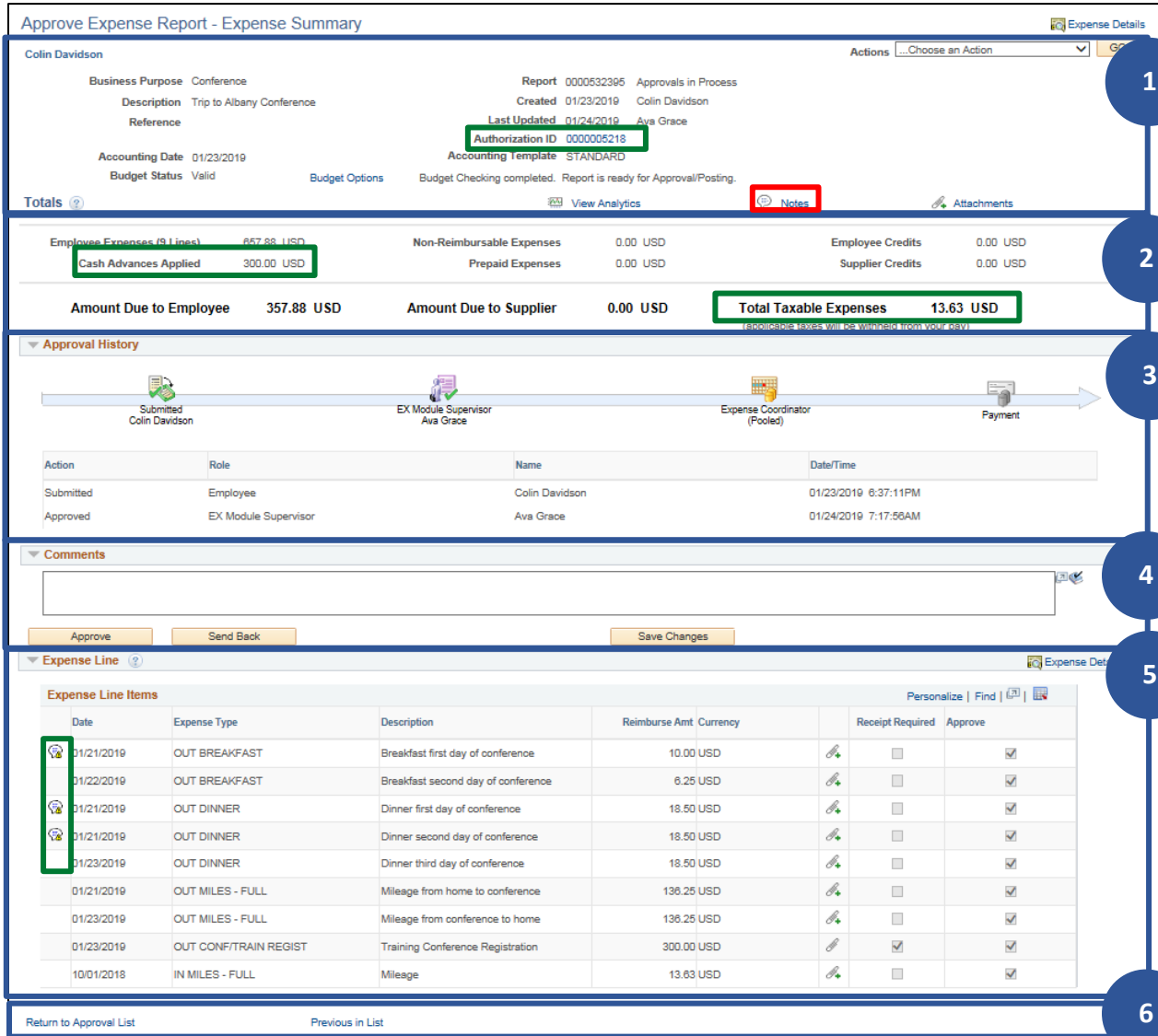
Travel Authorizations

Cash Advances

Errors

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.



Approve Expense Report - Expense Summary

Colin Davidson

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

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

Approvals in Process: Colin Davidson
 Budget Checking completed. Report is ready for Approval/Posting.

Totals: View Analytics, Notes, Attachments

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

Approval History

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

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

Comments

Approve, Send Back, Save Changes

Expense Line


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

Return to Approval List, Previous in List

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

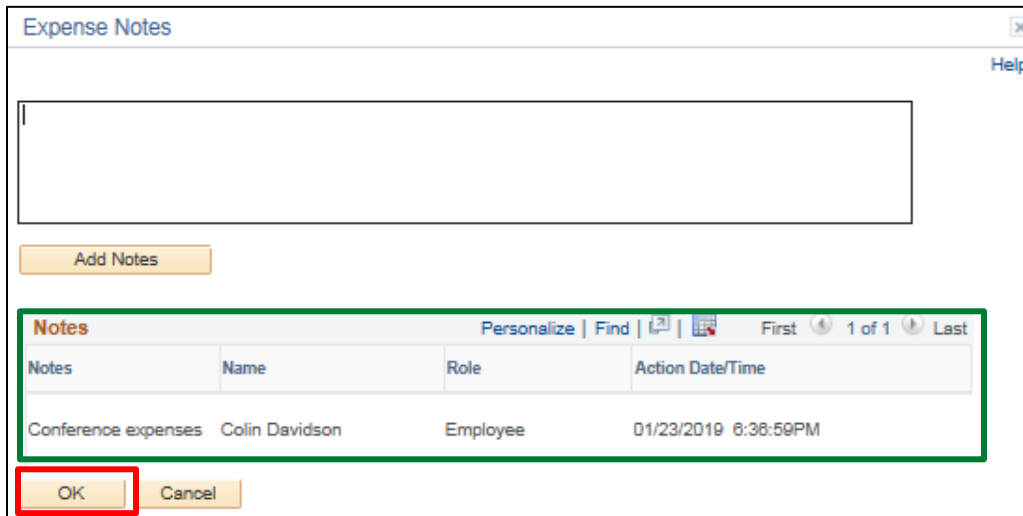
1. General Information includes the Business Purpose, Report ID, Status, Description, Creation and Last Updated Dates, Accounting Date Budget Options link and Budget Status, header Attachments, and Notes. The Authorization ID displays as a link if a travel authorization is associated to the expense report.
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 be disabled if transaction does not have a 'Valid' Budget Status. All other changes should be done by the employee and the transaction should be sent back for revision.
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.



The screenshot shows the 'Expense Notes' window. At the top is a large text area for adding notes, with an 'Add Notes' button below it. Below this is a table titled 'Notes' with columns: Notes, Name, Role, and Action Date/Time. The table contains one entry: 'Conference expenses' by 'Colin Davidson' (Employee) on '01/23/2019 6:38:59PM'. The table has a green border. Below the table are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red border.

Notes	Name	Role	Action Date/Time
Conference expenses	Colin Davidson	Employee	01/23/2019 6:38:59PM

Click the **OK** button.

The Approve Expense Report – Expense Summary page displays.

Approve Expense Report - Expense Summary

[Expense Details](#)

Colin Davidson

Actions
Choose an Action
GO

Business PurposeConference
DescriptionTrip to Florida Conference
Reference

Report0000532393
Created01/23/2019
Colin Davidson

Last Updated01/23/2019
Ava Grace

Authorization ID0000005195

Accounting Date01/23/2019
Accounting TemplateSTANDARD

Budget StatusValid
Budget Options

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

Totals
View Analytics
Notes
Attachments

Employee Expenses (5 Lines)	169.26 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	169.26 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
(applicable taxes will be withheld from your pay)					

Approval History

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

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

Comments

Approve
Send Back
Save Changes

Expense Line

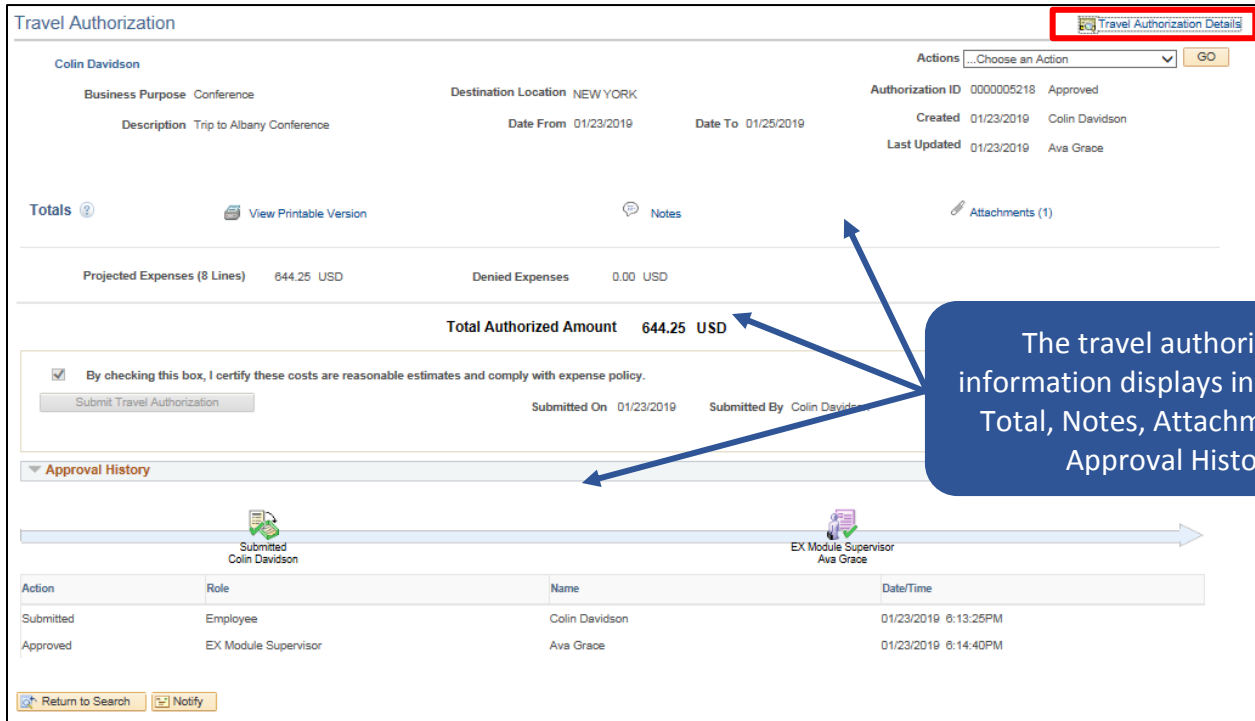
Expense Line Items
Personalize | Find |

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

Return to Approval List
Previous in List

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.



Travel Authorization

Colin Davidson

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

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

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

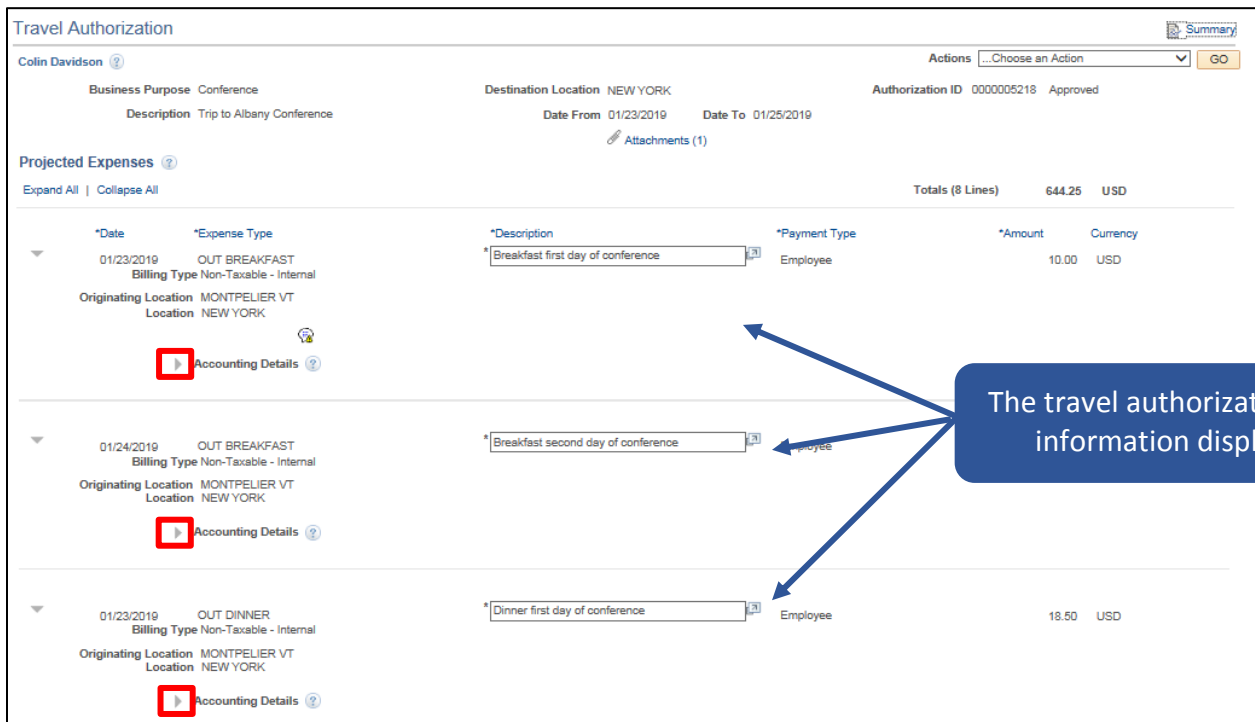
Approval History

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

[Return to Search](#) [Notify](#)

Click the [Travel Authorization Details](#) link.

The View Travel Authorization – Details page displays.



Travel Authorization

Colin Davidson

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

Projected Expenses (8 Lines) 644.25 USD

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

Click the [Expand Accounting Line](#) icon for each line.

The Accounting Details section expands and displays the ChartField information.

Travel Authorization

Colin Davidson

Business Purpose

Conference

Destination Location

NEW YORK

Authorization ID

0000005218

Approved

Description

Trip to Albany Conference

Date From

01/23/2019

Date To

01/25/2019

Attachments (1)

Projected Expenses

Expand All | Collapse All

Totals (8 Lines)

644.25

USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency																		
01/23/2019	OUT BREAKFAST	Breakfast first day of conference	Employee	10.00	USD																		
<div> <div>Billing Type</div> <div>Non-Taxable - Internal</div> </div> <div> <div>Originating Location</div> <div>MONTPELIER VT</div> </div> <div> <div>Location</div> <div>NEW YORK</div> </div>																							
<div>Accounting Details</div> <div> <div>Chartfields</div> <table> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> <th>Affiliate</th> </tr> </thead> <tbody> <tr> <td>10.00</td> <td>08100</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>20017</td> <td>ZMVT 000-</td> <td></td> </tr> </tbody> </table> </div>						Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate	10.00	08100	518520	20105	8100002000	59290	20017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
10.00	08100	518520	20105	8100002000	59290	20017	ZMVT 000-																

01/24/2019	OUT BREAKFAST	Breakfast second day of conference	Employee	6.25	USD																														
Billing Type Non-Taxable - Internal Originating Location MONTPELIER VT Location NEW YORK																																			
Accounting Details Chartfields	Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate		--------	---------	---------	-------	------------	---------	-------	-----------	-----------		6.25	08100	518520	20105	8100002000	59290	20017	ZMVT 000-							

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**.

Approve Expense Report - Expense Summary

Colin Davidson

Business Purpose: Conference

Description: Trip to Albany Conference

Reference

Accounting Date: 01/23/2019

Budget Status: Valid

Report: 0000532395

Created: 01/23/2019

Last Updated: 01/24/2019

Authorization ID: 0000005218

Accounting Template: STANDARD

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

Approvals in Process: Colin Davidson

Ava Grace

Actions

- Choose an Action
- Default Accounting For Report
- Export to Excel
- View Cash Advance**
- View Exception Comments

GO

Totals

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

(applicable taxes will be withheld from your pay)

Approval History

Submitted: Colin Davidson

EX Module Supervisor: Ava Grace

Expense Coordinator (Pooled)

Payment

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

Comments

Approve Send Back Save Changes

Expense Line

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

Return to Approval List Previous in List

Click the **Go** button.

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

Approve Expense Report
Report ID 0000532395

View Cash Advance

Colin Davidson

Cash Advance Information

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

Total Advance Applied

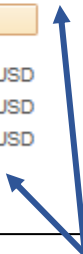
Employee Expenses (9 Lines)

Total Due Employee

300.00 USD

657.88 USD

357.88 USD



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.

Approve Expense Report - Expense Summary

Colin Davidson

Business Purpose

Conference

Description

Trip to Albany Conference

Reference

Accounting Date

01/23/2019

Budget Status

Valid

Report

0000532395

Created

01/23/2019

Last Updated

01/24/2019

Authorization ID

000005218

Accounting Template

STANDARD

Approvals in Process

Colin Davidson

Ava Grace

Budget Checking completed.

Report is ready for Approval/Posting.

Totals

View Analytics

Notes

Attachments

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

Amount Due to Employee

357.88 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

13.63 USD

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

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

Comments

Approve

Send Back

Save Changes


Expense Line

Expense Details

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

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.

Expense Line Attachments Help

Report ID 0000519319

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

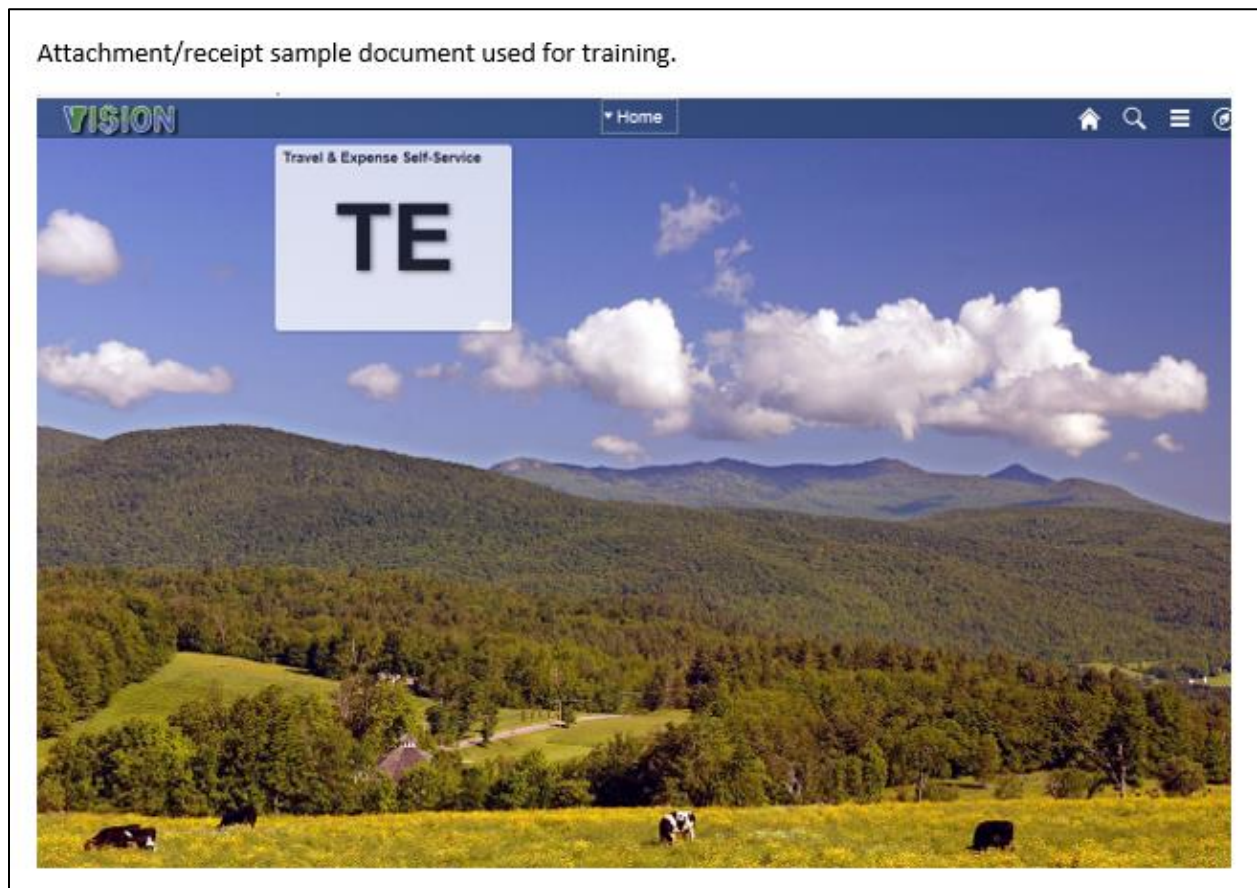
Details Personalize | Find | View All | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
Test Attachment.docx	Receipt for Conference	CDAVIDSO	Colin Davidson	11/07/2018 9:44:12AM


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

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.

Approve Expense Report - Expense Summary

Colin Davidson

[Expense Details](#)

Business Purpose

Conference

Report

0000532395

Approvals in Process

Description

Trip to Albany Conference

Created

01/23/2019

Colin Davidson

Reference

Last Updated

01/24/2019

Ava Grace

Accounting Date

01/23/2019

Authorization ID

0000005218

Accounting Template

STANDARD

Budget Status

Valid

Budget Options

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

Totals

[View Analytics](#)
[Notes](#)
[Attachments](#)

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

Amount Due to Employee

357.88 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

13.63 USD

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

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

Comments

Approve

Send Back

Save Changes













Expense Line

[Expense Details](#)

Expense Line Items

Personalize

Find

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

Return to Approval List

Previous in List

Click the **Exceptions**  icon.

The View Exceptions Comments and Risks page displays.

[Approve Expense Report](#)
[View Exception Comments and Risks](#)
 Colin Davidson Report ID 0000532395

General Information

Report Description Trip to Albany Conference
Business Purpose Conference
Reference

Exception Information

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

[Return To Expense Report](#)

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

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

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

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

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

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

The Approve Expense Report – Expense Summary page displays.

Approve Expense Report - Expense Summary

Colin Davidson

Business Purpose

Conference

Description

Trip to Albany Conference

Reference

Accounting Date

01/23/2019

Budget Status

Valid

Report

0000532395

Created

01/23/2019

Last Updated

01/24/2019

Authorization ID

000005218

Accounting Template

STANDARD

Approvals in Process

Colin Davidson

Ava Grace

Budget Checking completed.

Report is ready for Approval/Posting.

Actions

Choose an Action

GO

Expense Details

Totals

Employee Expenses (9 Lines)

657.88 USD

Non-Reimbursable Expenses

0.00 USD

Employee Credits

0.00 USD

Cash Advances Applied

300.00 USD

Prepaid Expenses

0.00 USD

Supplier Credits

0.00 USD

Amount Due to Employee

357.88 USD

Amount Due to Supplier

0.00 USD

Total Taxable Expenses

13.63 USD

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

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

Comments

Approve

Send Back

Save Changes

Expense Line

Expense Details

Expense Line Items

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

Return to Approval List

Previous in List

Click the **Expense Details** link.

The Approve Expense Report – Expense Details page displays.

Approve Expense Report - Expense Details

[Summary and Approve](#)

Colin Davidson

Actions
Choose an Action
GO

Business Purpose
Conference

Description
Trip to Albany Conference

Reference

Report
0000532395
Approvals in Process

Created
01/23/2019
Colin Davidson

Last Updated
01/24/2019
Ava Grace

Authorization ID
0000005218

Accounting Date
01/23/2019

Accounting Template
STANDARD

Expenses
View Analytics
Notes
Attachments

Expand Lines
Collapse Lines
Expand All
Collapse All

Total
657.88
USD

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

Expand Lines
Collapse Lines
Expand All
Collapse All

Total
657.88
USD

Click the **Expand All** link.

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

Approve Expense Report - Expense Details Summary and Approve

Colin Davidson Actions: Choose an Action GO

Business Purpose: Conference
 Description: Trip to Albany Conference
 Reference:
 Accounting Date: 01/23/2019
 Report: 0000532395
 Created: 01/23/2019
 Last Updated: 01/24/2019
 Authorization ID: 0000005218
 Approvals in Process: Colin Davidson
 Ava Grace
 Accounting Template: STANDARD

Expenses View Analytics Notes Attachments

Expand Lines | Collapse Lines | Expand All | Collapse All Total: 657.88 USD

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve																						
01/21/2019	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	10.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>																						
Payment Type: Employee Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK Exchange Rate: 1.00000000 Base Currency Amount: 10.00 USD Accounting Details: <table border="1"> <thead> <tr> <th>Amount</th> <th>*GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>10.00</td> <td>08100</td> <td>10.00 USD</td> <td></td> <td>1.00000000</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>Z0017</td> <td>ZMVT 000-</td> </tr> </tbody> </table>							Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project	10.00	08100	10.00 USD		1.00000000	518520	20105	8100002000	59290	Z0017	ZMVT 000-
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project																		
10.00	08100	10.00 USD		1.00000000	518520	20105	8100002000	59290	Z0017	ZMVT 000-																		
01/22/2019	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	6.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>																						
Payment Type: Employee Billing Type: Non-Taxable - Internal Originating Location: MONTPELIER VT Location: NEW YORK Exchange Rate: 1.00000000 Base Currency Amount: 6.25 USD Accounting Details: <table border="1"> <thead> <tr> <th>Amount</th> <th>*GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Class</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>6.25</td> <td>08100</td> <td>6.25 USD</td> <td></td> <td>1.00000000</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>Z0017</td> <td>ZMVT 000-</td> </tr> </tbody> </table>							Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project	6.25	08100	6.25 USD		1.00000000	518520	20105	8100002000	59290	Z0017	ZMVT 000-
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project																		
6.25	08100	6.25 USD		1.00000000	518520	20105	8100002000	59290	Z0017	ZMVT 000-																		

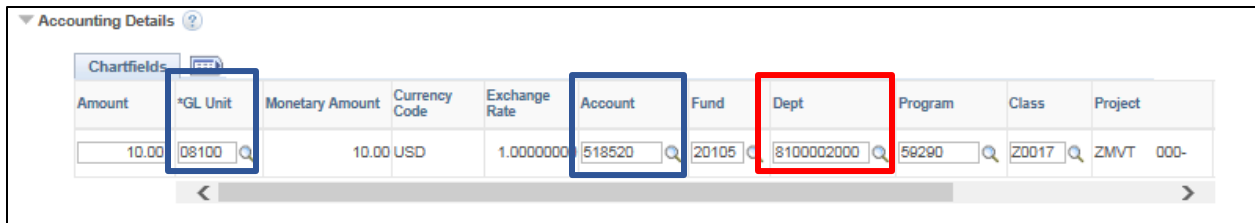
Attachments can be viewed from the Expense Report Expense Detail page as well as from the Expense Report Summary page.

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.

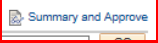


Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project
10.00	08100	10.00	USD	1.00000000	518520	20105	8100002000	56290	20017	ZMVT 000-

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

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

Approve Expense Report - Expense Details



Colin Davidson

Actions
Choose an Action

Business Purpose
Conference

Description
Trip to Albany Conference

Reference

Accounting Date
01/23/2019

Report
0000532395

Created
01/23/2019

Last Updated
01/24/2019

Authorization ID
0000005218

Accounting Template
STANDARD

Approvals in Process
Colin Davidson
Ava Grsoe

Expenses
View Analytics
Notes
Attachments

Expand Lines | Collapse Lines | Expand All | Collapse All

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

Expand Lines | Collapse Lines | Expand All | Collapse All

Total
657.88
USD

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'.

Approve Expense Report - Expense Summary

Colin Davidson

Actions

...Choose an Action

GO

Business Purpose

Conference

Report

0000532365

Approvals in Process

Description

Trip to Albany Conference

Created

01/23/2019

Colin Davidson

Reference

Last Updated

01/24/2019

Ava Grace

Accounting Date

01/23/2019

Authorization ID

0000005218

Accounting Template

STANDARD

Budget Status

Not Budget Checked

Budget Options

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

Totals

View Analytics

Notes

Attachments

Employee Expenses (9 Lines)	657.88 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	300.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	357.88 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	13.63 USD
(applicable taxes will be withheld from your pay)					

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

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

Comments

Approve

Send Back

Save Changes

Expense Line

Expense Details

Expense Line Items

Personalize

Find

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

Return to Approval List

Previous in List

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.

Save Confirmation

Help

Approve Expense Report
Save Confirmation
Colin Davidson
Report ID 0000532395

Totals

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

☒ This report and any changes made will be saved.
You can approve, deny, send back, or hold this report at a later time.

OK

Cancel

Click the **OK** button.

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

Overview
Expense Reports
Travel Authorizations
Cash Advances
Errors

Search Pending Transactions
Change Sort Order

☒ Select All
☐ Clear All

Send Back

Refresh List

Budget Check

Transactions to Approve

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

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

☒ Select All
☐ Clear All

Send Back

Refresh List

Budget Check

Comments

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

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

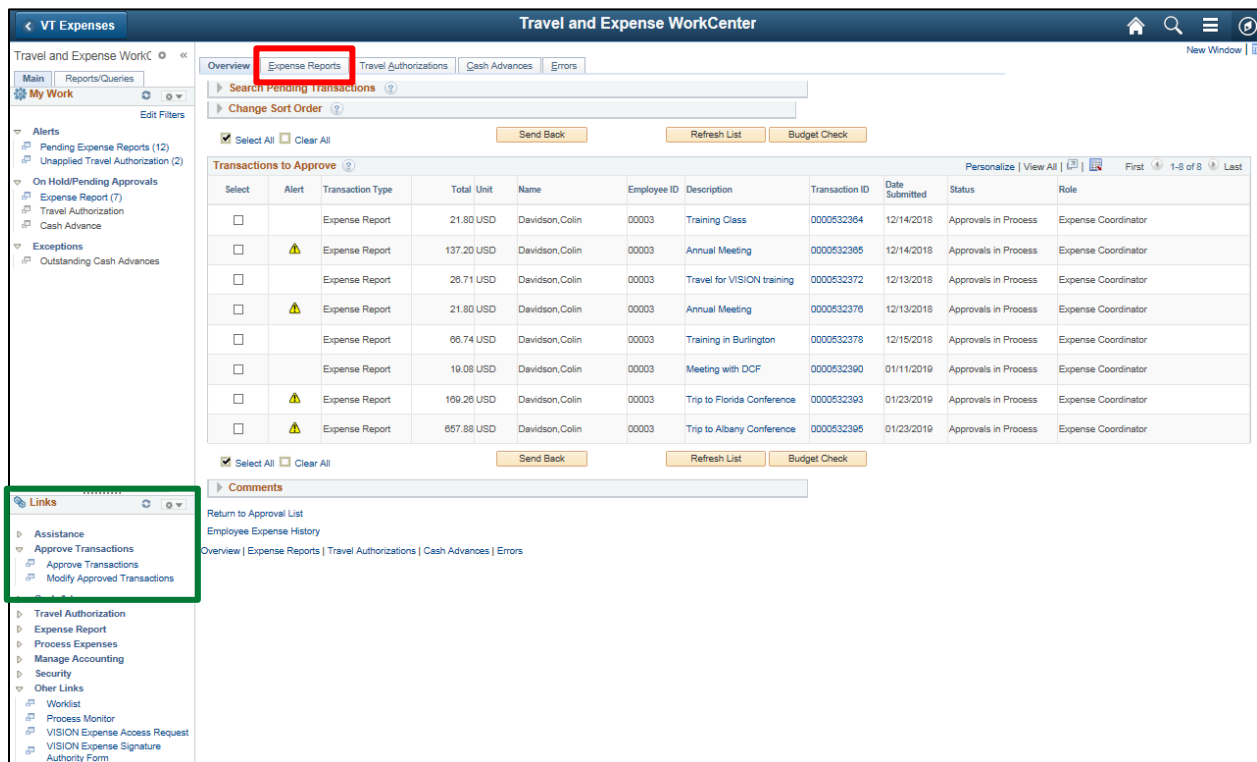
NOTE: If the expense report does not display, click the **Refresh List** button to refresh the page.

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 screenshot displays the 'Travel and Expense WorkCenter' interface. The 'Expense Reports' tab is selected and highlighted with a red box. The left sidebar shows the 'Links' menu with 'Approve Transactions' highlighted in green. The main area shows a table of transactions to approve.

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

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.

[Overview](#) | [Expense Reports](#) | [Travel Authorizations](#) | [Cash Advances](#) | [Errors](#)

[Search Pending Transactions](#)

[Change Sort Order](#)

☒ **Select All** ☐ **Clear All**
[Send Back](#)
[Refresh List](#)
[Budget Check](#)

Transactions to Approve

[Personalize](#) | [View All](#) | [First](#) | [1-8 of 8](#) | [Last](#)

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532385	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	66.74	USD	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	19.08	USD	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	169.28	USD	Davidson, Colin	00003	Trip to Florida Conference	0000532393	01/23/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	657.88	USD	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

☒ **Select All** ☐ **Clear All**
[Send Back](#)
[Refresh List](#)
[Budget Check](#)

[Comments](#)

[Return to Approval List](#)
[Employee Expense History](#)

[Overview](#) | [Expense Reports](#) | [Travel Authorizations](#) | [Cash Advances](#) | [Errors](#)

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

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

Approve Expense Report - Expense Summary

Colin Davidson

Actions
Choose an Action
GO

Business PurposeConference
DescriptionTrip to Florida Conference
Reference

Report0000532393
Created01/23/2019
Last Updated01/23/2019
Authorization ID0000005195
Accounting TemplateSTANDARD

Approvals in Process

Accounting Date01/23/2019
Budget StatusValid
Budget Options
Budget Checking completed. Report is ready for Approval/Posting.

Totals
View Analytics
Notes
Attachments

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

Amount Due to Employee169.26 USD
Amount Due to Supplier0.00 USD
Total Taxable Expenses0.00 USD
(applicable taxes will be withheld from your pay)

Approval History

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

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

Comments

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

Approve
Send Back
Save Changes

Expense Line
Expense Details

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

Return to Approval List
Next in List
Previous in List

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'.

Save Confirmation

Approve Expense Report

Submit Confirmation

Colin Davidson

Report ID 0000532393

Totals

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

Amount Due to Employee

169.26 USD

Amount Due to Supplier

0.00 USD

✓

This report will be sent back for revision.

OK

Cancel

Click the **OK** button.

The Approve Transactions – Expense Reports page displays.

Overview

Expense Reports

Travel Authorizations

Cash Advances

Errors

Search Pending Transactions

Change Sort Order

☒ Select All
 ☐ Clear All

Send Back

Refresh List

Budget Check

Transactions to Approve

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

☒ Select All
 ☐ Clear All

Send Back

Refresh List

Budget Check

Comments

Overview

Expense Reports

Travel Authorizations

Cash Advances

Errors

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

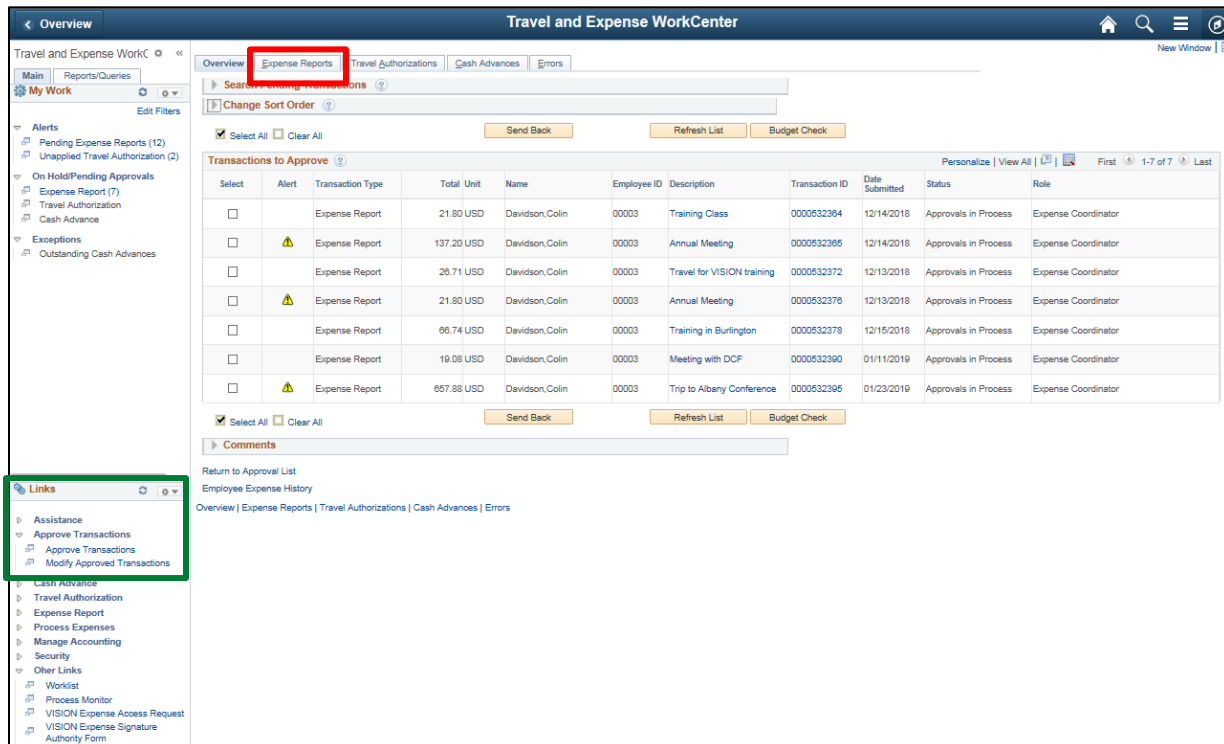
The employee will receive an email notification letting them know the expense report has been sent back for revision.

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



Travel and Expense WorkCenter

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

Search for existing transactions

Change Sort Order

Select All | Clear All | Send Back | Refresh List | Budget Check

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532394	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532395	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	66.74	USD	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	19.08	USD	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	657.88	USD	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

Select All | Clear All | Send Back | Refresh List | Budget Check

Comments

Return to Approval List

Employee Expense History

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

Links

- Assistance
- Approve Transactions
- Approve Transactions
- Modify Approved Transactions
- Cash Advance
- Travel Authorization
- Expense Report
- Process Expenses
- Manage Accounting
- Security
- Other Links
- Worklist
- Process Monitor
- VISION Expense Access Request
- VISION Expense Signature Authority Form

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.

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

Search Pending Transactions ?

Change Sort Order ?

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

Transactions to Approve ? Personalize | View All | [Grid Icon] | [Print Icon] First 1-7 of 7 Last

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

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

Comments

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

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

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

Approve Expense Report - Expense Summary

Colin Davidson

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

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

Approvals in Process: Colin Davidson
Ava Grace

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

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

Totals

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

Approval History

Submitted: Colin Davidson
EX Module Supervisor: Ava Grace

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

Comments

Approve Send Back Save Changes

Expense Line

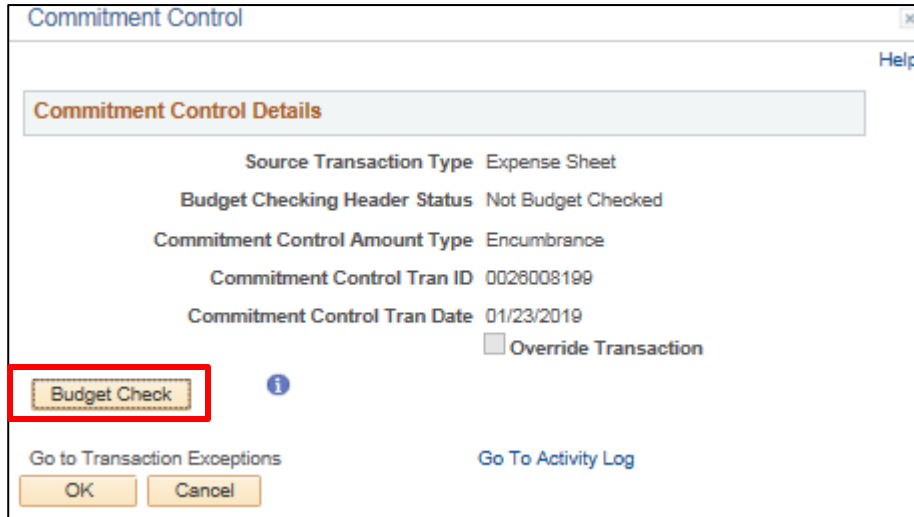
Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00 USD		<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25 USD		<input type="checkbox"/>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

Return to Approval List Previous in List

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

Expense reports with a Budget Status of 'Not Budget Checked' need to be budget checked. If the Budget Status is 'Not Budget Checked', click the **Budget Options** link.

The Commitment Control page displays.



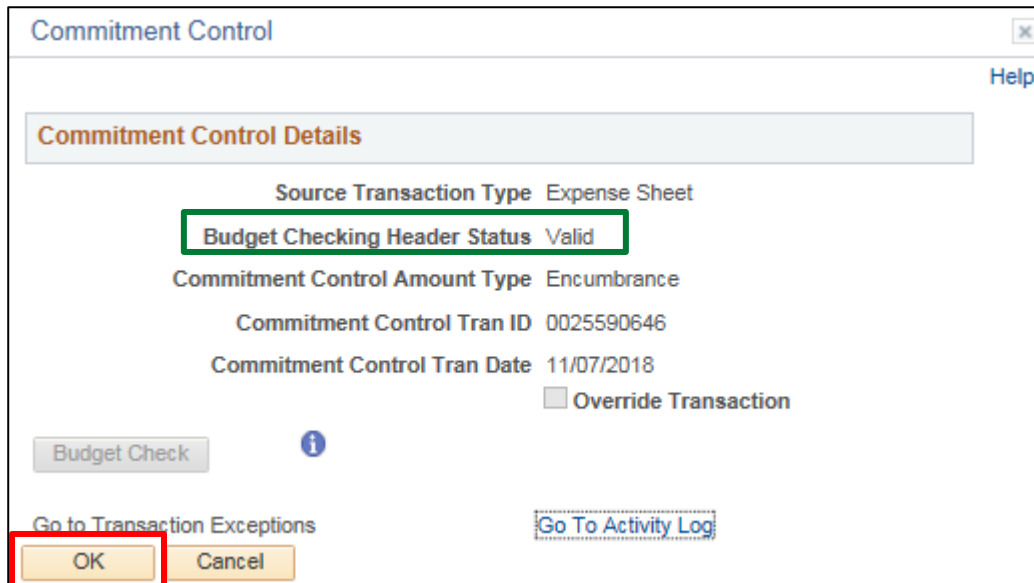
The screenshot shows the 'Commitment Control' window. The 'Commitment Control Details' section displays the following information:

Source Transaction Type	Expense Sheet
Budget Checking Header Status	Not Budget Checked
Commitment Control Amount Type	Encumbrance
Commitment Control Tran ID	0026008199
Commitment Control Tran Date	01/23/2019
<input type="checkbox"/> Override Transaction	

At the bottom left, the 'Budget Check' button is highlighted with a red rectangle. Other buttons include 'Go to Transaction Exceptions', 'OK', 'Cancel', and 'Go To Activity Log'.

Click the **Budget Check** button.

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



The screenshot shows the 'Commitment Control' window after the budget check process. The 'Budget Checking Header Status' is now 'Valid', which is highlighted with a green rectangle. The other details remain the same, but the transaction ID is now 0025590646 and the date is 11/07/2018.

Source Transaction Type	Expense Sheet
Budget Checking Header Status	Valid
Commitment Control Amount Type	Encumbrance
Commitment Control Tran ID	0025590646
Commitment Control Tran Date	11/07/2018
<input type="checkbox"/> Override Transaction	

The 'Budget Check' button is now disabled. The 'OK' button at the bottom left is highlighted with a red rectangle. Other buttons include 'Go to Transaction Exceptions', 'Go To Activity Log', and 'Cancel'.

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.

Approve Expense Report - Expense Summary

Colin Davidson

[Expense Details](#)

Business Purpose

Conference

Report

0000532395

Approvals in Process

Description

Trip to Albany Conference

Created

01/23/2019

Colin Davidson

Reference

Last Updated

01/24/2019

Ava Grace

Accounting Date

01/23/2019

Authorization ID

0000005218

Accounting Template

STANDARD

Budget Status

Valid

Budget Options

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

Totals

[View Analytics](#)
[Notes](#)
[Attachments](#)

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

(applicable taxes will be withheld from your pay)

Approval History

Submitted

Colin Davidson

EX Module Supervisor

Ava Grace

Expense Coordinator (Pooled)

Payment

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

Comments

Approve

Send Back

Save Changes

Expense Line

[Expense Details](#)

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

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

Click the **Approve** button.

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

Save Confirmation

Approve Expense Report

Submit Confirmation

Colin Davidson

Report ID 0000532395

Totals

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

Amount Due to Employee 357.88 USD

Amount Due to Supplier 0.00 USD

☒ This report will be approved.

Click the **OK** button.

The Approve Transactions – Expense Reports page displays.

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

Search Pending Transactions

Change Sort Order

☒ Select All ☐ Clear All

Transactions to Approve

Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80 USD		Valid	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	137.20 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		28.71 USD		Valid	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	21.80 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		66.74 USD		Valid	Davidson, Colin	00003	Training in Burlington	0000532378	12/15/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		19.08 USD		Valid	Davidson, Colin	00003	Meeting with DCF	0000532390	01/11/2019	Approvals in Process	Expense Coordinator

☒ Select All ☐ Clear All

Comments

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

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

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

Send Back an Approved Expense Report

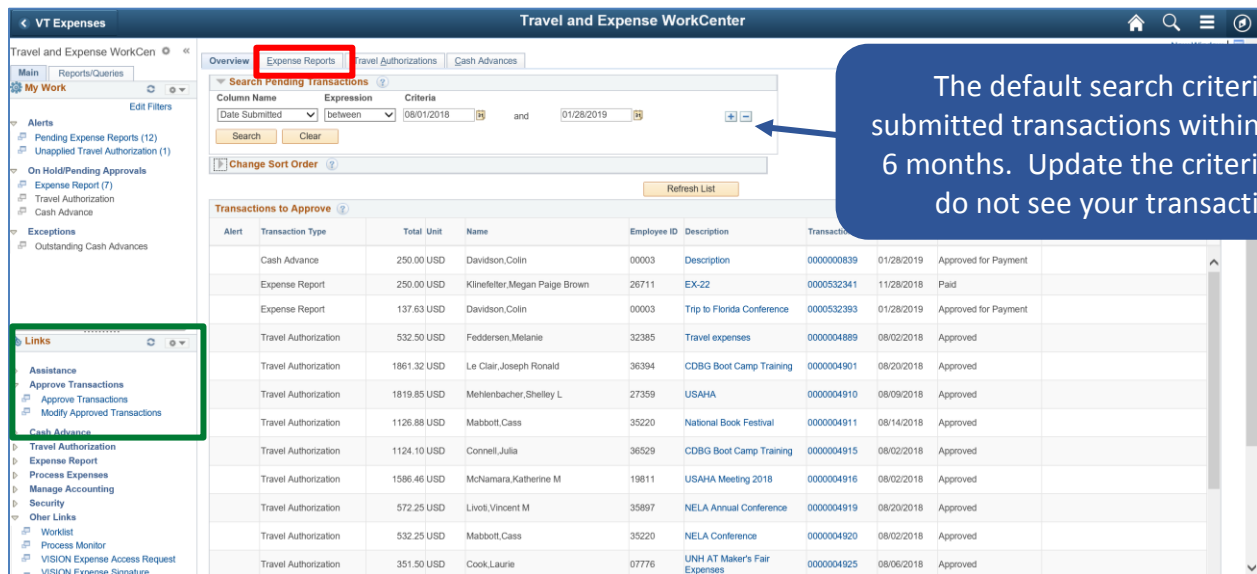
The Basics: Use the Modify Approved Transactions pages to send back expense transactions after they have been approved.

- 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 screenshot shows the 'Travel and Expense WorkCenter' interface. The 'Expense Reports' tab is selected. The search criteria are set to 'Date Submitted' between '08/01/2018' and '01/28/2019'. A callout box points to the search criteria, stating: 'The default search criteria is submitted transactions within the last 6 months. Update the criteria if you do not see your transaction.'

Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date	Status
	Cash Advance	250.00	USD	Davidson, Colin	00003	Description	0000000839	01/28/2019	Approved for Payment
	Expense Report	250.00	USD	Klinefelter, Megan Paige Brown	26711	EX-22	0000532341	11/28/2018	Paid
	Expense Report	137.63	USD	Davidson, Colin	00003	Trip to Florida Conference	0000532393	01/28/2019	Approved for Payment
	Travel Authorization	532.50	USD	Fedderson, Melanie	32385	Travel expenses	0000004889	08/02/2018	Approved
	Travel Authorization	1861.32	USD	Le Clair, Joseph Ronald	36394	CDBG Boot Camp Training	0000004901	08/20/2018	Approved
	Travel Authorization	1819.85	USD	Mehlenbacher, Shelley L	27359	USAHA	0000004910	08/09/2018	Approved
	Travel Authorization	1126.88	USD	Mabbott, Cass	35220	National Book Festival	0000004911	08/14/2018	Approved
	Travel Authorization	1124.10	USD	Connell, Julia	36529	CDBG Boot Camp Training	0000004915	08/02/2018	Approved
	Travel Authorization	1586.46	USD	McNamara, Katherine M	19811	USAHA Meeting 2018	0000004916	08/02/2018	Approved
	Travel Authorization	572.25	USD	Livoli, Vincent M	35897	NELA Annual Conference	0000004919	08/20/2018	Approved
	Travel Authorization	532.25	USD	Mabbott, Cass	35220	NELA Conference	0000004920	08/02/2018	Approved
	Travel Authorization	351.50	USD	Cook, Laurie	07776	UNH AT Maker's Fair Expenses	0000004925	08/06/2018	Approved

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.

[Overview](#) | [Expense Reports](#) | [Travel Authorizations](#) | [Cash Advances](#)

Search Pending Transactions ?

Column Name	Expression	Criteria
Date Submitted	between	08/01/2018 and 01/28/2019

Search

Clear

Change Sort Order ?

Refresh List

Transactions to Approve ?

Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
250.00 USD		Valid	Klinefelter, Megan Paige Brown	26711	EX-22	0000532341	11/28/2018	Paid	
137.63 USD		Valid	Davidson, Colin	00003	Trip to Florida Conference	0000532393	01/28/2019	Approved for Payment	

Refresh List

Overview | Expense Reports | Travel Authorizations | Cash Advances

The displayed approved transactions can have various statuses such as; Approved for Payment, Staged and Paid. Only Approved for Payment transactions can be sent back for revision.

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.

Approve Expense Report - Expense Summary

Colin Davidson

Expense Details

Business Purpose
Conference

Description
Trip to Florida Conference

Reference

Accounting Date
01/28/2019

Budget Status
Valid

Report
0000532393

Created
01/23/2019

Last Updated
01/28/2019

Authorization ID
0000005195

Accounting Template
STANDARD

Approved for Payment

Colin Davidson

Mary Motor

Budget Checking completed.

Report is ready for Approval/Posting.

Tots

View Analytics

Notes

Attachments

Employee Expenses (4 Lines)	137.63 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	137.63 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD

Approval History

Submitted
Colin Davidson

EX Module Supervisor
Ava Grace

Expense Coordinator
Mary Motor

Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee	Colin Davidson	01/23/2019 10:30:57AM	
Approved	EX Module Supervisor	Ava Grace	01/23/2019 10:32:48AM	
Sent Back For Revision	Expense Coordinator	Mary Motor	01/24/2019 10:47:27AM	
Resubmitted	Employee	Colin Davidson	01/28/2019 10:39:39AM	
Approved	EX Module Supervisor	Ava Grace	01/28/2019 4:01:08PM	
Approved	Expense Coordinator	Mary Motor	01/28/2019 4:04:02PM	

Comments

Comment
Please correct and resubmit

Save

Send Back for Revision

Expense Line

Expense Line Items

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

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'.

Message

This report will Send Back for Revision. (22000,119)

OK Cancel

Click the **OK** button.

The Modify Approved Transactions – Expense Reports page displays.

Overview **Expense Reports** Travel Authorizations Cash Advances

Search Pending Transactions

Column Name Expression Criteria

Date Submitted between 08/01/2018 and 01/28/2019

Search Clear

Change Sort Order

Refresh List

Transactions to Approve									
Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
250.00	USD	Valid	Klinefelter, Megan Paige Brown	26711	EX-22	0000532341	11/28/2018	Paid	

Refresh List

Overview | Expense Reports | Travel Authorizations | Cash Advances

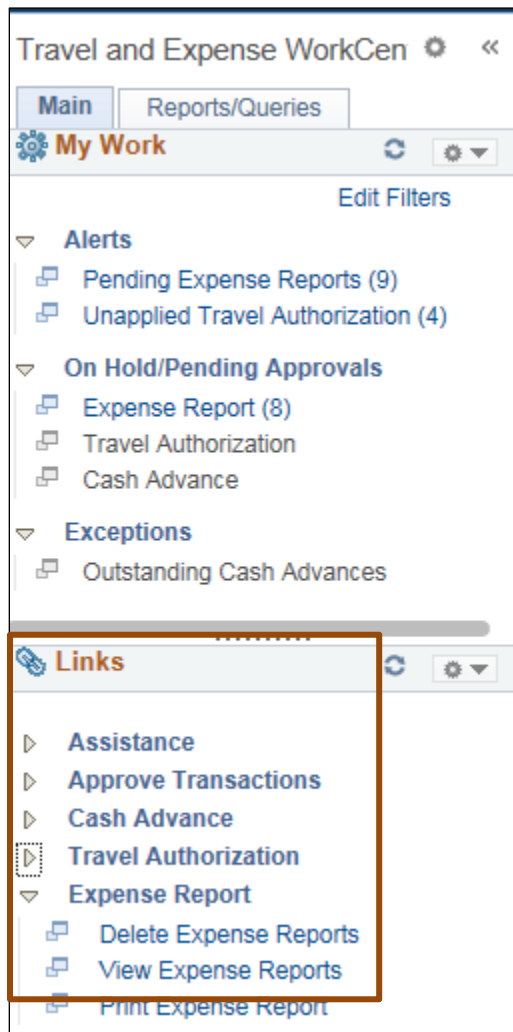
The expense report no longer displays in the list of approved transactions.

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



Expense Report

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

[Find an Existing Value](#)

▼ **Search Criteria**

Report ID

Report Description

Name

Empl ID

Report Status

Creation Date

☐ Case Sensitive

Limit the number of results to (up to 300):

Search [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Enter Search Criteria and Click Search

Search Results

300 of 520159 results are displayed.

[View All](#) First 1-100 of 300 Last

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

View Expense Report Expense Details

Emanuel Betz Report CNV0336057 Paid Actions Choose an Action GO

Business Purpose Created 05/04/2013

Description Last Updated

Reference Post State Posted

Totals View Printable Version View Analytics Notes

Employee Expenses (1 Line)	22.60 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	22.60 USD	Amount Due to Supplier	0.00 USD	Total Taxable Expenses	0.00 USD
<small>(applicable taxes will be withheld from your pay)</small>					

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

The Expense Report information loads.

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

View Printable Version View Analytics Notes

Expense Notes Help

Notes Personalize | Find | | | First 1 of 1 Last

Notes	Name	Role	Action Date/Time
	Emanuel Betz		

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.

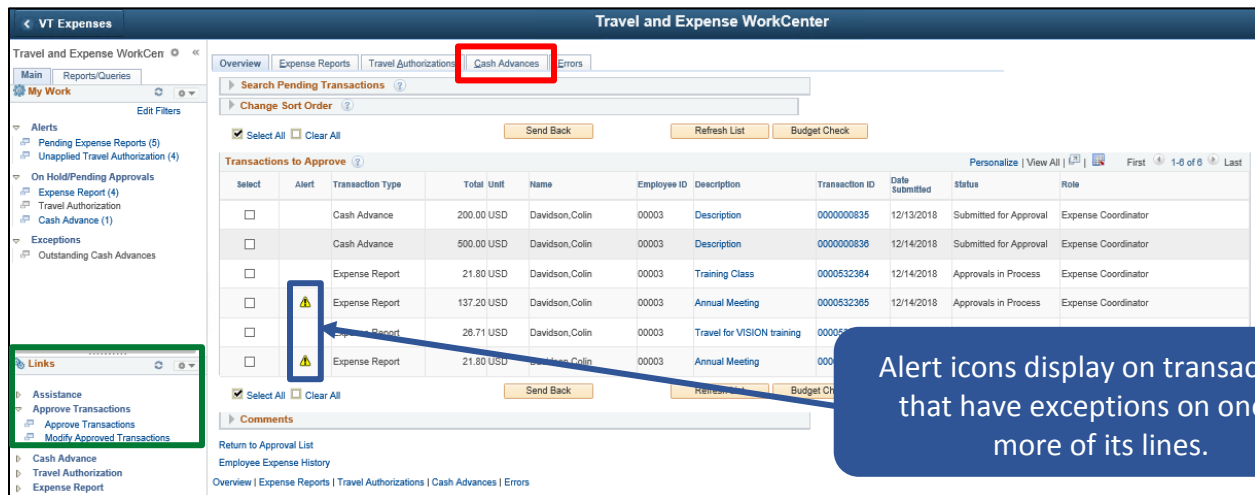
Basic questions to ask prior to approval:

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



Travel and Expense WorkCenter

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

Search Pending Transactions

Change Sort Order

Select All Clear All Send Back Refresh List Budget Check

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Cash Advance	500.00	USD	Davidson, Colin	00003	Description	0000000836	12/14/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532366	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532367	12/14/2018	Approvals in Process	Expense Coordinator

Select All Clear All Send Back Refresh List Budget Check

Comments

Return to Approval List

Employee Expense History

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

Links

- Assistance
- Approve Transactions
- Approve Transactions
- Approve Transactions
- Modify Approved Transactions
- Cash Advance
- Travel Authorization
- Expense Report

Alerts

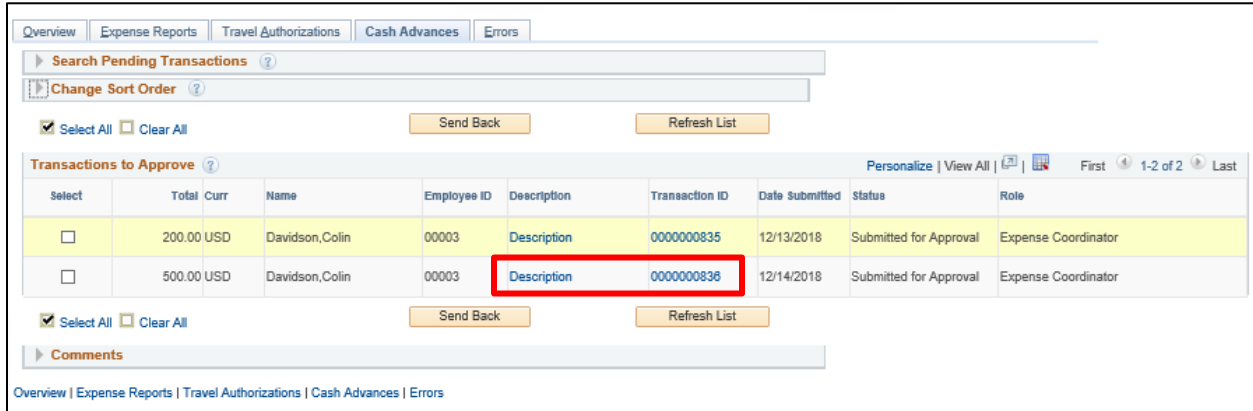
- Pending Expense Reports (5)
- Unapplied Travel Authorization (4)
- On Hold/Pending Approvals
- Expense Report (4)
- Travel Authorization
- Cash Advance (1)
- Exceptions
- Outstanding Cash Advances

Alert icons display on transactions that have exceptions on one or more of its lines.

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.



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

Search Pending Transactions ?

Change Sort Order ?

☒ Select All ☐ Clear All Send Back Refresh List

Transactions to Approve ? Personalize | View All | [PDF] [Print] First 1-2 of 2 Last

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

☒ Select All ☐ Clear All Send Back Refresh List

Comments

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

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

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

Approve Cash Advance

Colin Davidson

Business Purpose Training

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

*Accounting Date 12/14/2018

Accounting Template STANDARD

Report 0000000836 Submitted for Approval

Travel Auth # 0000005203

Post State Not Applied

Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Colin Davidson


User Defaults

Cash Advance ? View Printable Version

Notes Attachments (1)

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

Approval History



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

Comments

Approve Send Back

Return to Approval List Previous in List

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

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.

- 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.

Expense Notes for Cash Advance

Add Notes

Notes

Personalize | Find |   First 1 of 1 Last

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

OK

Cancel

Click the **OK** button.

The Approve Cash Advance page displays.

Approve Cash Advance

Colin Davidson

Business Purpose Training

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

*Accounting Date 12/14/2018

Accounting Template STANDARD

Report 0000000836 Submitted for Approval

Travel Auth # 0000005203

Post State Not Applied

Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Colin Davidson

User Defaults

Cash Advance ? View Printable Version

Notes

Attachments (1)

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

Approval History

Submitted
Colin Davidson

Expense Coordinator
(Pooled)

Payment

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

Comments

Approve

Send Back

[Return to Approval List](#)

[Previous in List](#)

Click the **Attachments** link.

The Cash Advance Attachments page displays.

Cash Advance Attachments
Help

Advance ID 0000000836

Details

Personalize | Find | View All |

First 1 of 1 Last

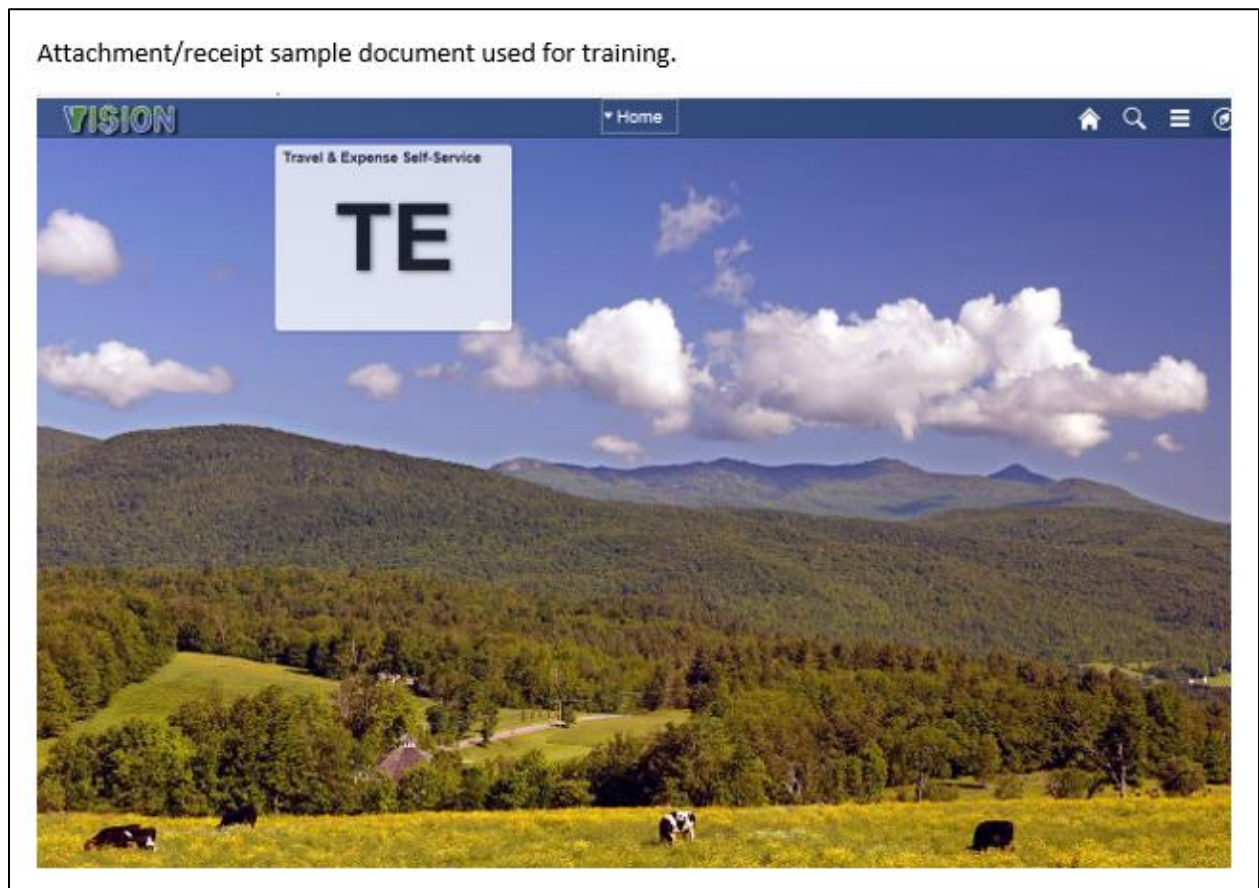
File Name	Description	User	Name	Date/Time Stamp
Test Attachment.docx	Training Materials	CDAVIDSO	Colin Davidson	12/14/2018 4:47:21PM

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

OK
Cancel

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

Approve Cash Advance

Colin Davidson

Business Purpose Training

Report 0000000836 Submitted for Approval

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

Travel Auth # 0000005203

*Accounting Date 12/14/2018

Post State Not Applied

Accounting Template STANDARD

Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Colin Davidson

User Defaults

Cash Advance ? View Printable Version Notes Attachments (1)

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

Approval History

Submitted Colin Davidson Expense Coordinator (Pooled) Payment

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

Comments

Approve Send Back

Return to Approval List Previous in List

Review the cash advance for compliance with Bulletin 3.4:

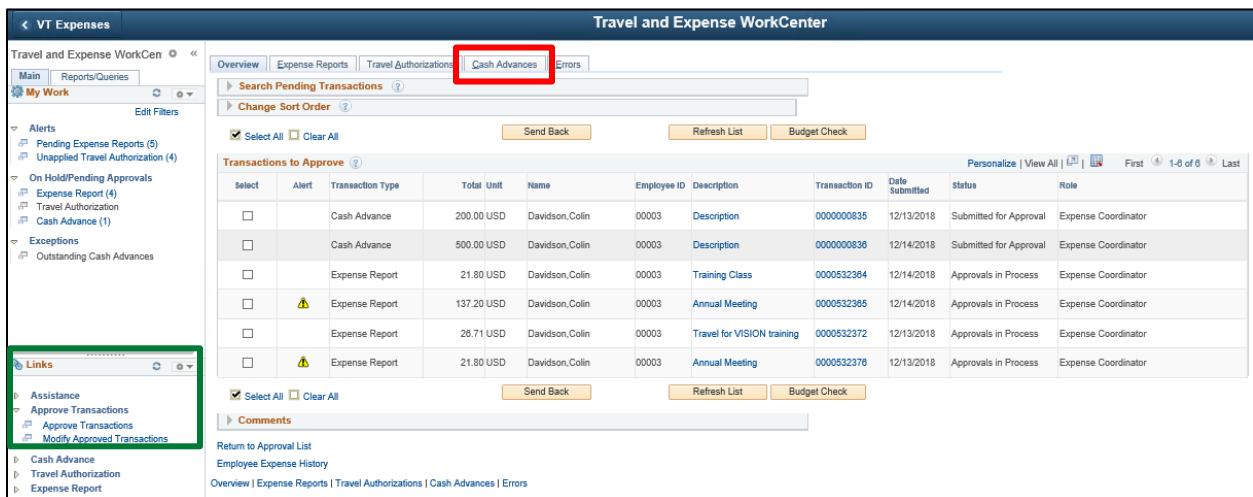
1. The Date From and Date To range includes an overnight stay and the advance will not be issued more than 30 days prior to trip start date.
2. A travel authorization is linked to the cash advance.
3. The advance amount is for at least \$200 and does not exceed the travel authorization amount.

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

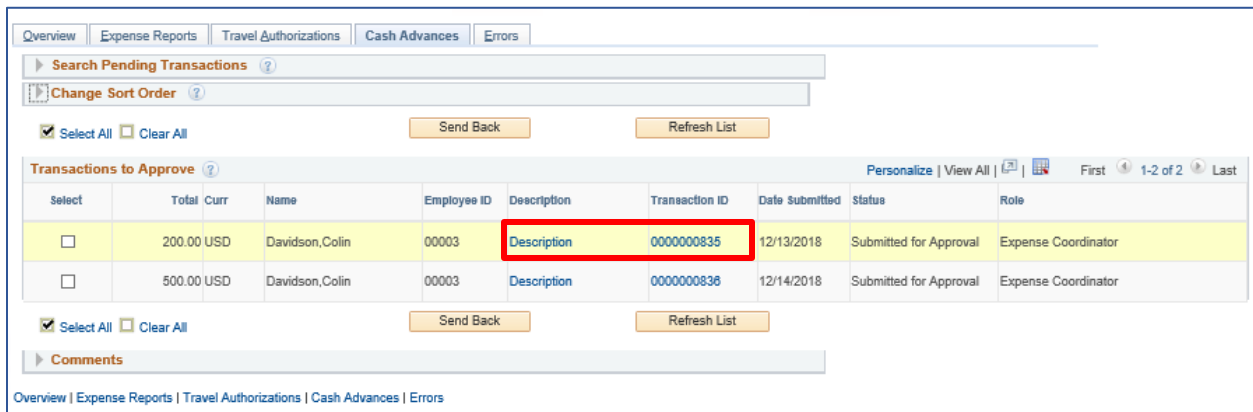


Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Cash Advance	500.00	USD	Davidson, Colin	00003	Description	0000000836	12/14/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	28.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator

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

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.

Approve Cash Advance

Colin Davidson

Business Purpose Training

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

*Accounting Date 12/14/2018

Accounting Template STANDARD

Report 0000000835 Submitted for Approval

Travel Auth # 0000005199

Post State Not Applied

Created 12/13/2018 Colin Davidson

Last Updated 12/13/2018 Colin Davidson

User Defaults

Cash Advance ? [View Printable Version](#) [Notes](#) [Attachments](#)

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

Approval History

Submitted
Colin Davidson

Expense Coordinator
(Pooled)

Payment

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

Comments

Please update amount and include attachment.

Approve

Send Back

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

Enter what revisions need to be made to the cash advance into the [Comments](#) field. To send a cash advance back for revision a comment is required.

Click 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'.

Save Confirmation

Travel & Expenses - Cash Advance Report

Submit Confirmation

Colin Davidson

Advance ID 0000000835

Totals

Advance Amount	200.00	USD
----------------	--------	-----

☒ This report will be sent back for revision.

OK

Cancel

Click the **OK** button.

The Approve Transactions – Cash Advances page displays.

Overview

Expense Reports

Travel Authorizations

Cash Advances

Errors

Search Pending Transactions

Change Sort Order

☒ Select All
 ☐ Clear All

Send Back

Refresh List

Transactions to Approve

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

☒ Select All
 ☐ Clear All

Send Back

Refresh List

Comments

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

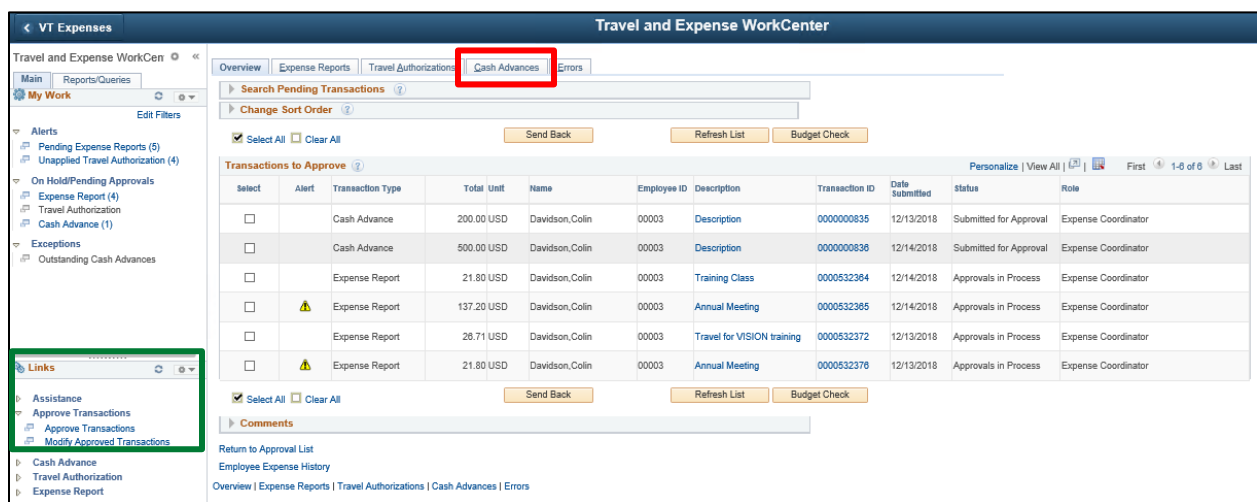
The employee will receive an email notification letting them know the cash advance has been sent back for revision.

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



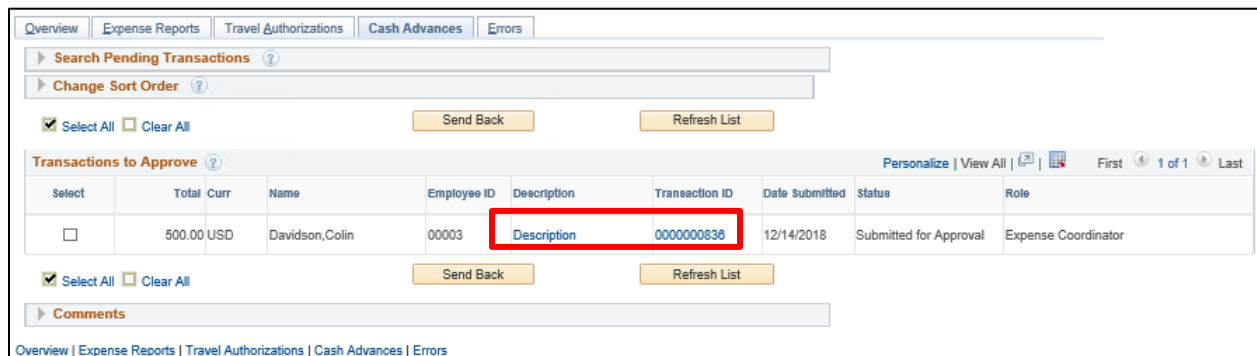
The screenshot shows the 'Travel and Expense WorkCenter' interface. The top navigation bar has tabs for Overview, Expense Reports, Travel Authorizations, **Cash Advances** (highlighted with a red box), and Errors. On the left, the 'Links' pagelet is expanded, showing 'Approve Transactions' (highlighted with a green box). The main area displays a table of transactions pending approval.

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

The Approve Transactions – 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.



This screenshot shows the 'Cash Advances' tab selected in the top navigation bar. The main area displays a single transaction pending approval.

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

Select 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.

Approve Cash Advance

Colin Davidson

Business Purpose Training

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

*Accounting Date 12/14/2018

Accounting Template STANDARD

Report 0000000836 Submitted for Approval

Travel Auth # 0000005203

Post State Not Applied

Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Colin Davidson

[User Defaults](#)

Cash Advance [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

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

Approval History

Submitted
Colin Davidson

Expense Coordinator
(Pooled)

Payment

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

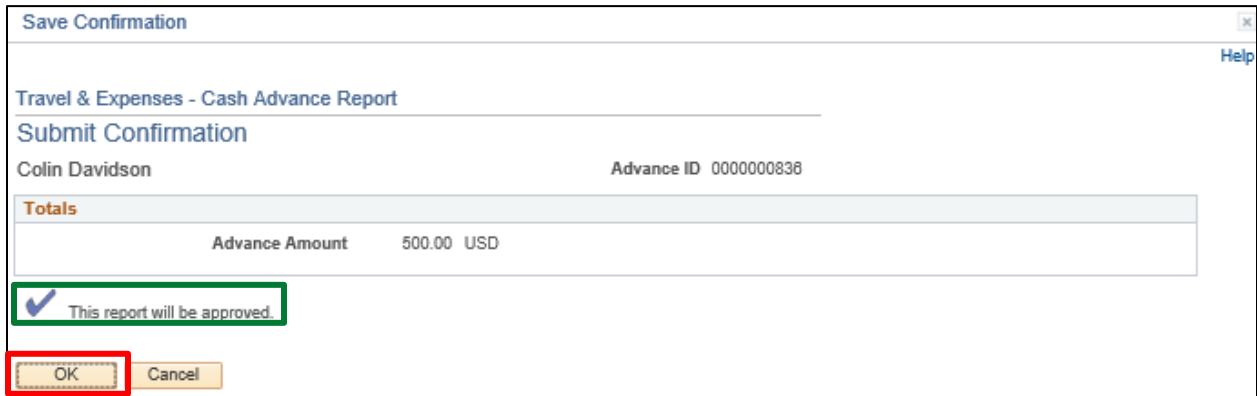
Comments

Approve

Send Back

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'.



Save Confirmation

Travel & Expenses - Cash Advance Report

Submit Confirmation

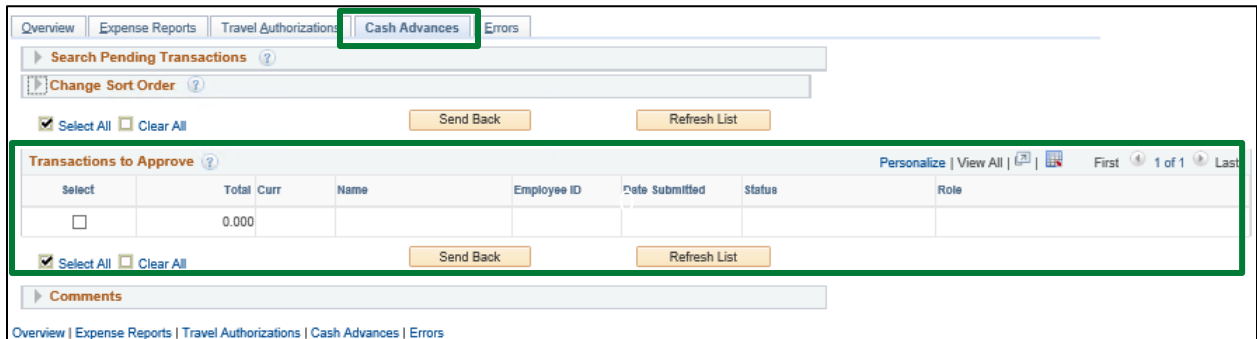
Colin Davidson Advance ID 0000000836

Totals	
Advance Amount	500.00 USD

☒ This report will be approved.

Click the **OK** button.

The Approve Transactions – Cash Advances page displays.



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

Search Pending Transactions ?

Change Sort Order ?

☒ Select All ☐ Clear All

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

☒ Select All ☐ Clear All

Comments

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

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

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

Send Back an Approved Cash Advance

The Basics:

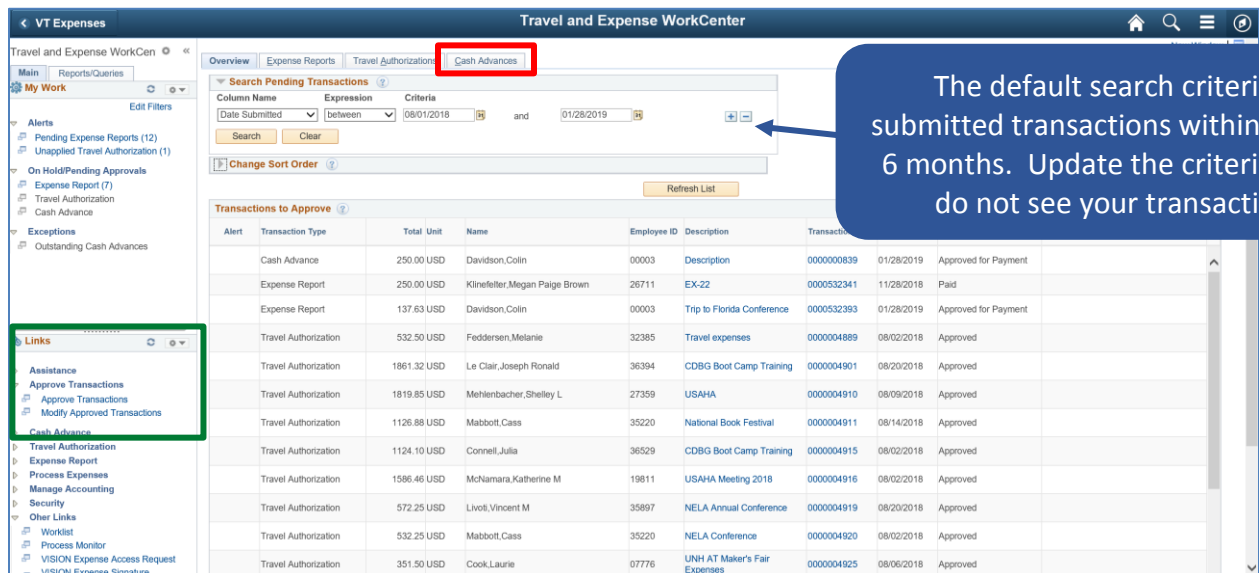
Use the Modify Approved Transactions pages to send back expense transactions after they have been approved.

- 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



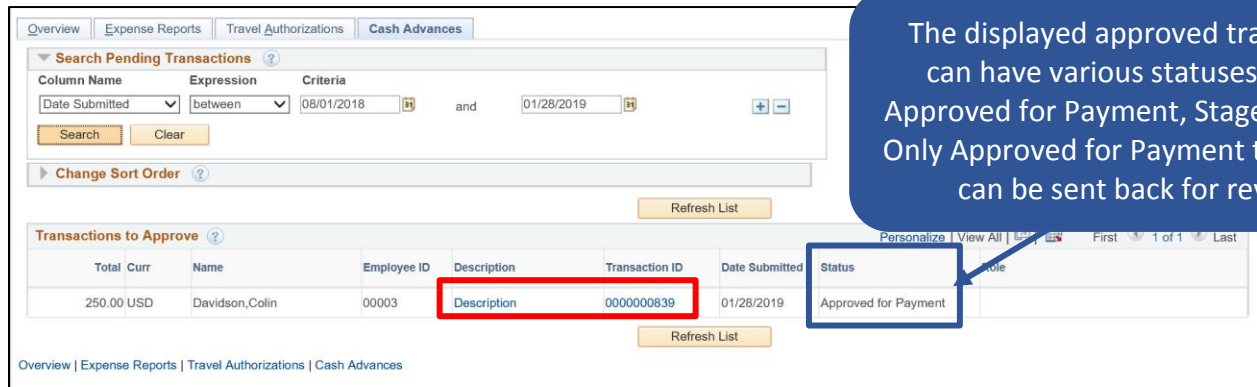
The screenshot shows the 'Travel and Expense WorkCenter' interface. The 'Cash Advances' tab is highlighted in the top navigation bar. The 'Search Pending Transactions' section shows search criteria for 'Date Submitted' between '08/01/2018' and '01/28/2019'. A blue callout box points to the search criteria, stating: 'The default search criteria is submitted transactions within the last 6 months. Update the criteria if you do not see your transaction.' The 'Links' menu on the left is also highlighted, showing 'Approve Transactions' and 'Modify Approved Transactions' under the 'Cash Advances' section. The main table displays a list of transactions with columns: Alert, Transaction Type, Total, Unit, Name, Employee ID, Description, Transaction ID, Date, and Status.

Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date	Status
	Cash Advance	250.00	USD	Davidson, Colin	00003	Description	0000000839	01/28/2019	Approved for Payment
	Expense Report	250.00	USD	Klinefelter, Megan Paige Brown	26711	EX-22	0000532341	11/28/2018	Paid
	Expense Report	137.63	USD	Davidson, Colin	00003	Trip to Florida Conference	0000532393	01/28/2019	Approved for Payment
	Travel Authorization	532.50	USD	Fedderson, Melanie	32385	Travel expenses	0000004889	08/02/2018	Approved
	Travel Authorization	1861.32	USD	Le Clair, Joseph Ronald	36394	CDBG Boot Camp Training	0000004901	08/20/2018	Approved
	Travel Authorization	1819.85	USD	Mehlenbacher, Shelley L	27359	USAHA	0000004910	08/09/2018	Approved
	Travel Authorization	1126.88	USD	Mabbott, Cass	35220	National Book Festival	0000004911	08/14/2018	Approved
	Travel Authorization	1124.10	USD	Connell, Julia	36529	CDBG Boot Camp Training	0000004915	08/02/2018	Approved
	Travel Authorization	1586.46	USD	McNamara, Katherine M	19811	USAHA Meeting 2018	0000004916	08/02/2018	Approved
	Travel Authorization	572.25	USD	Livott, Vincent M	35897	NELA Annual Conference	0000004919	08/20/2018	Approved
	Travel Authorization	532.25	USD	Mabbott, Cass	35220	NELA Conference	0000004920	08/02/2018	Approved
	Travel Authorization	351.50	USD	Cook, Laurie	07776	UNH AT Maker's Fair Expenses	0000004925	08/06/2018	Approved

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.



The displayed approved transactions can have various statuses such as; Approved for Payment, Staged and Paid. Only Approved for Payment transactions can be sent back for revision.

Total	Curr	Name	Employee ID	Description	Transaction ID	Date Submitted	Status
250.00	USD	Davidson, Colin	00003	Description	0000000839	01/28/2019	Approved for Payment

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.

Approve Cash Advance

Colin Davidson

Business Purpose Conference

Date From 12/12/2018 **Date To** 12/13/2018

***Accounting Date** 01/28/2019

Accounting Template STANDARD

Report 000000839 Approved for Payment

Travel Auth # 0000005199

Post State Not Applied

Created 01/07/2019 Colin Davidson

Last Updated 01/28/2019 Mary Motor

User Defaults

Cash Advance ? [View Printable Version](#) [Notes](#) [Attachments \(1\)](#)

*Source	Description	*Amount	Currency	Apply Tax
Cash Advance - AP	Health conference	250.00	USD	<input type="checkbox"/>
Totals Advance Amount 250.00 USD				

Approval History

Submitted
Colin Davidson

Expense Coordinator
Mary Motor

Payment

Role	Name	Action	Date/Time	Comments
Employee	Davidson, Colin	Submitted	01/07/2019 5:16:11PM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	01/07/2019 5:20:13PM	
Employee	Davidson, Colin	Resubmitted	01/08/2019 9:00:40AM	
Expense Coordinator	Motor, Mary	Sent Back For Revision	01/11/2019 2:08:00PM	
Employee	Davidson, Colin	Resubmitted	01/28/2019 3:54:35PM	
Expense Coordinator	Motor, Mary	Approved	01/28/2019 3:55:32PM	

Comment

Please make recommended revisions and resubmit.

Save Send Back for Revision

[Return to Approval List](#)

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'.

Message

This report will Send Back for Revision. (22000,119)

OK Cancel

Click the **OK** button.

The Modify Approved Transactions – Cash Advances page displays.

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

▼ Search Pending Transactions ?

Column Name Expression Criteria

Date Submitted between 08/01/2018 and 01/28/2019

Search Clear

Change Sort Order ?

Refresh List

Transactions to Approve ?

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

Total	Curr	Name	Employee ID	Date Submitted	Status	Role
0.000						

Refresh List

Overview | Expense Reports | Travel Authorizations | Cash Advances

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 an 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

[Home](#)
Delete Cash Advance

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

Cash Advance Information

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

Delete Selected Advance(s)

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.

[Home](#)
Delete Cash Advance

Travel & Expenses - Cash Advance Report
Delete Confirmation
Colin Davidson

☒ The selected transaction(s) have been deleted.

OK

Click OK

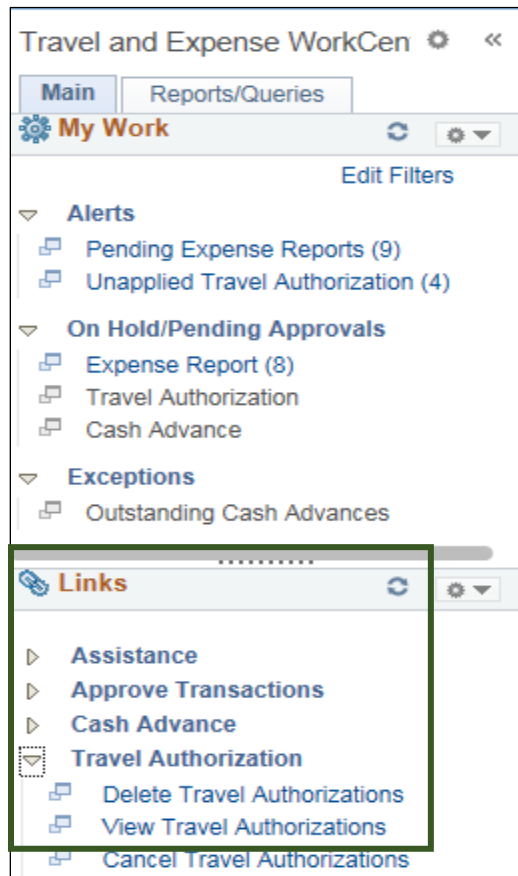
Delete a Cash Advance complete

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



Travel Authorization

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

Find an Existing Value

▼ Search Criteria

Search by: Authorization ID ▼ begins with

Limit the number of results to (up to 300):

Search

[Advanced Search](#)

Click Search

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

Select the Travel Authorization that you want to print

Travel Authorization
[Travel Authorization Details](#)

Colin Davidson

Actions
Choose an Action
GO

Business Purpose
Training

Destination Location
BURLINGTON VT

Authorization ID
0000005220
Approved

Description
VISION Training

Date From
01/29/2019

Date To
01/29/2019

Created
01/29/2019
Colin Davidson

Last Updated
01/29/2019
Ava Grace

Totals
View Printable Version
Notes

Projected Expenses (2 Lines)
54.51 USD

Denied Expenses
0.00 USD

Total Authorized Amount
54.51 USD

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

Submit Travel Authorization
Submitted On
01/29/2019
Submitted By
Colin Davidson

Approval History


Submitted
Colin Davidson

EX Module Supervisor
Ava Grace

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

Return to Search
Previous in List
Next in List
Notify

Click on the View Printable Version


Travel Authorization

Colin Davidson

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

Authorization ID 0000005220
Description VISION Training
Business Purpose Training
Date From 01/29/2019 **To** 01/29/2019
Comment

Employee ID 00003
Status Approved

<u>Date</u>	<u>Expense Type</u>	<u>Merchant</u>	<u>Amount</u>	<u>Location</u>
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.

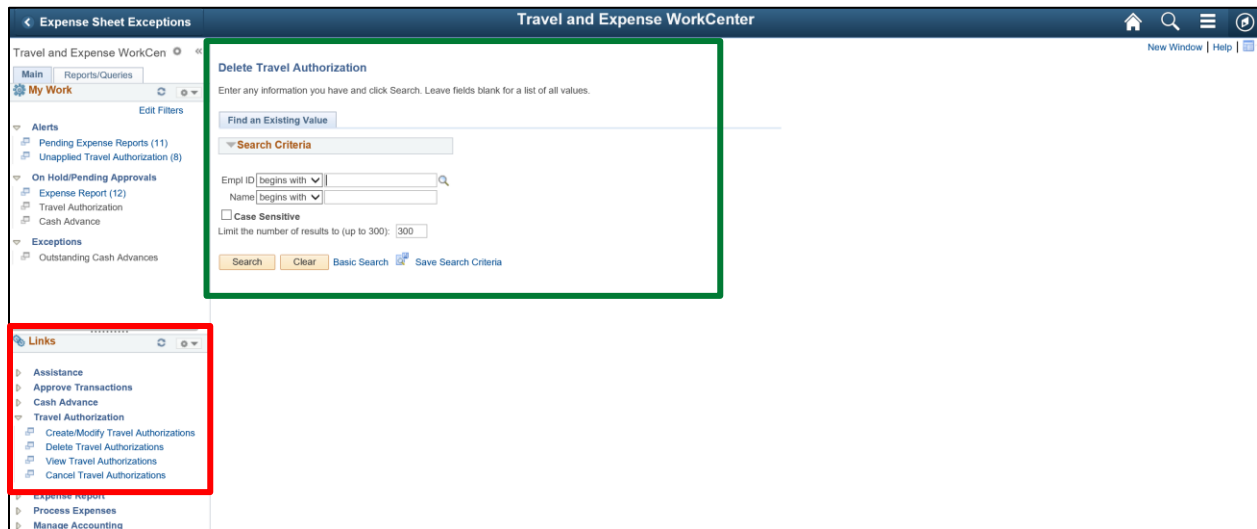
Delete a Travel Authorization

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 screenshot displays the 'Travel and Expense WorkCenter' interface. On the left, a 'Links' menu is highlighted with a red box, showing options like 'Assistance', 'Approve Transactions', 'Cash Advance', 'Travel Authorization', and 'Delete Travel Authorizations'. The main area shows a 'Delete Travel Authorization' dialog box with a search criteria section. The search criteria section includes a 'Find an Existing Value' button, a 'Search Criteria' dropdown, and input fields for 'Empl ID' and 'Name'. There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to 300. The dialog box has 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

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

Delete Travel Authorization

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

[Find an Existing Value](#)


▼ **Search Criteria**

Empl ID begins with ▼

Name begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

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.

Travel and Expense

Delete a Travel Authorization

Colin Davidson

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

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.

Travel and Expense
Delete a Travel Authorization
Colin Davidson


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

Delete Selected Authorization(s)

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

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

Travel and Expense
Delete Confirmation
Colin Davidson


The selected transaction(s) have been deleted.

OK

Click the **OK** button.

The Travel and Expense – Delete a Travel Authorization page displays.

Travel and Expense
Delete a Travel Authorization
Colin Davidson

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

Delete Selected Authorization(s)

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

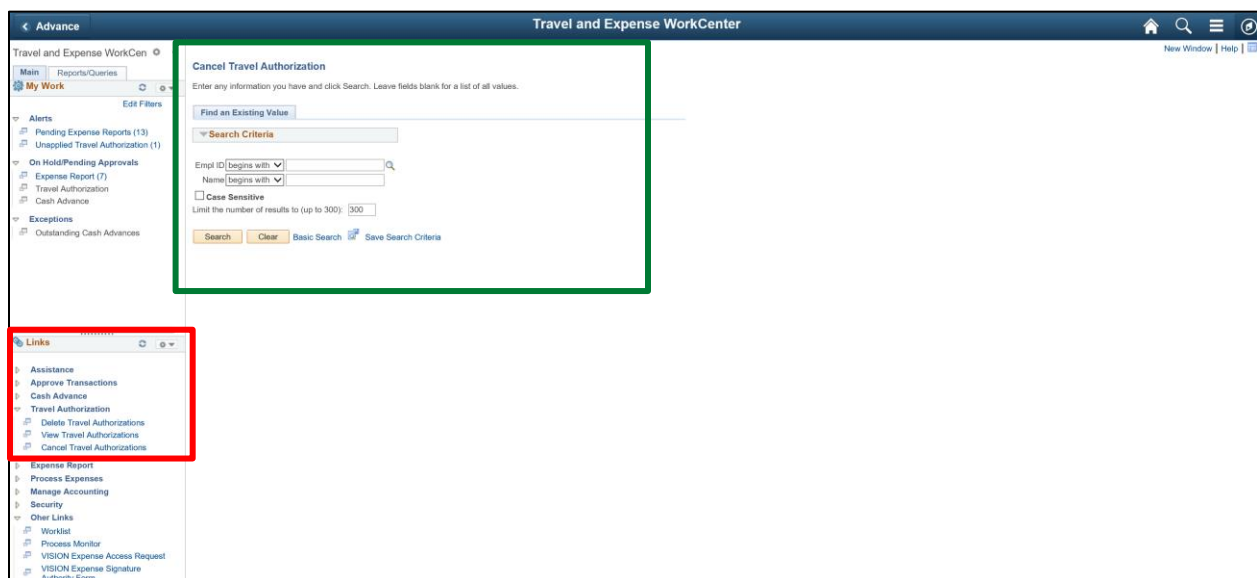
Cancel an Approved Travel Authorization

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.

Cancel Travel Authorization

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

Find an Existing Value

▼ Search Criteria

Empl ID begins with ▼ 00003

Name begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search

Clear

Basic Search

Save Search Criteria

No matching values were found.

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.

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

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

Cancel Selected Travel Authorization(s)

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.

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

Travel Authorization Information

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

Cancel Selected Travel Authorization(s)

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

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

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

☒ The selected transaction(s) have been cancelled.

OK

Click the **OK** button.

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

Travel and Expense

Cancel Approved Travel Authorization

Colin Davidson

Travel Authorization Information

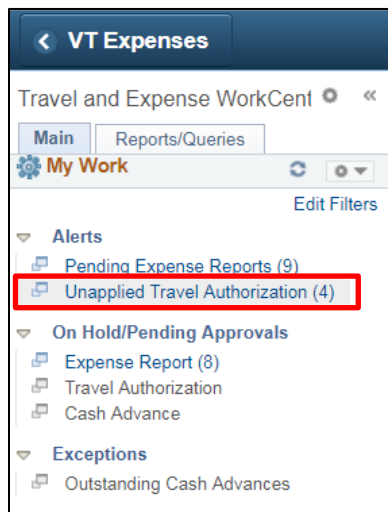
Select	Description	Authorization ID	Date From	Date To	Amount	Currency
<input type="checkbox"/>	Training Out of Country	0000004750	11/12/2018	11/16/2018	1,300.00 USD	

Cancel Selected Travel Authorization(s)

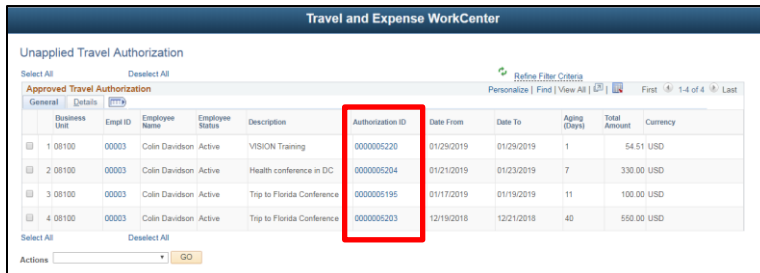
The cancelled travel authorization no longer displays and should now be in a 'Closed' status.

View a Travel Authorization Not Applied to an Expense Report

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



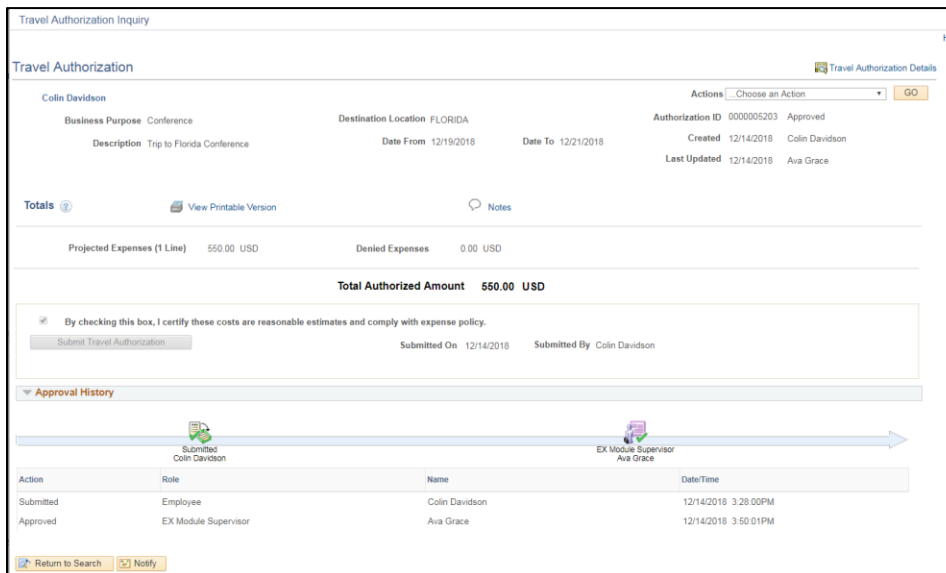
A list appears displaying all the Unapplied TA's the EX Coordinator is an authorized user for.



The screenshot shows a table titled 'Unapplied Travel Authorization'. The first row is highlighted with a red box. The table columns are: Business Unit, Emp ID, Employee Name, Employee Status, Description, Authorization ID, Date From, Date To, Aging (Days), Total Amount, and Currency.

Business Unit	Emp 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	

Click on any Authorization ID to “view” the Travel Authorization.



The screenshot shows the 'Travel Authorization Inquiry' page for Colin Davidson. The 'Authorization ID' field is highlighted with a red box. The page displays details about the authorization, including the business purpose, destination location, date from, date to, and total amount. It also shows a timeline of the authorization process, from submission to approval.

Travel Authorization Details

Colin Davidson

Business Purpose: Conference
Destination Location: FLORIDA
Description: Trip to Florida Conference
Date From: 12/19/2018
Date To: 12/21/2018
Authorization ID: 0000005203
Created: 12/14/2018
Last Updated: 12/14/2018

Totals

Projected Expenses (1 Line): 550.00 USD
Denied Expenses: 0.00 USD
Total Authorized Amount: 550.00 USD

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

Submitted Travel Authorization
Submitted On: 12/14/2018
Submitted By: Colin Davidson

Approval History

Submitted: Colin Davidson
EX Module Supervisor: Ava Grace

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

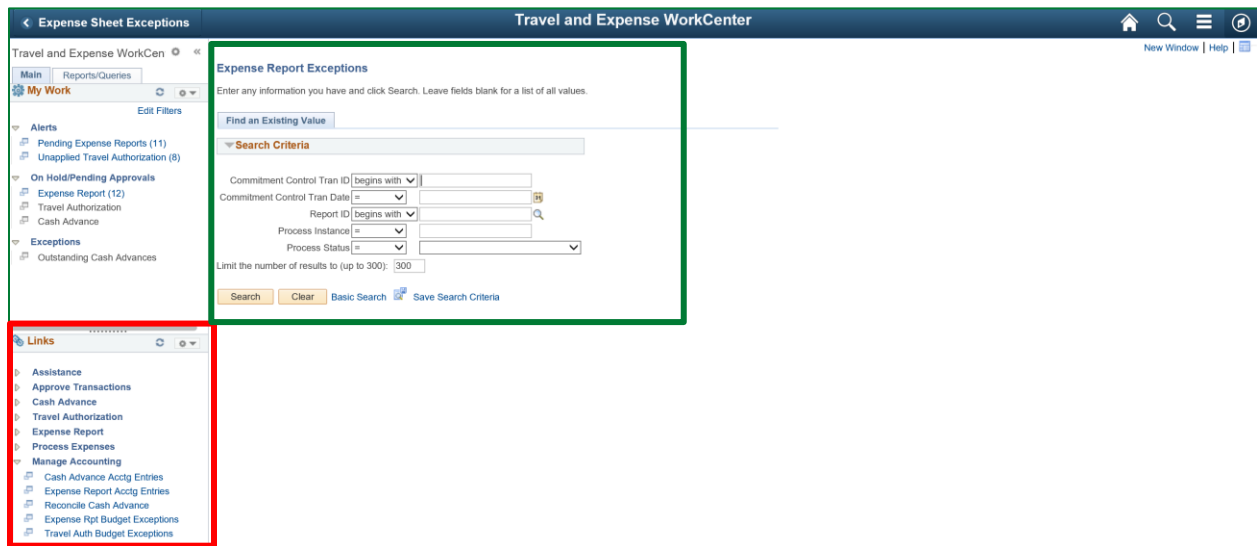
Review Budget Check Exceptions

Review Expense Reports with Budget Check Exceptions

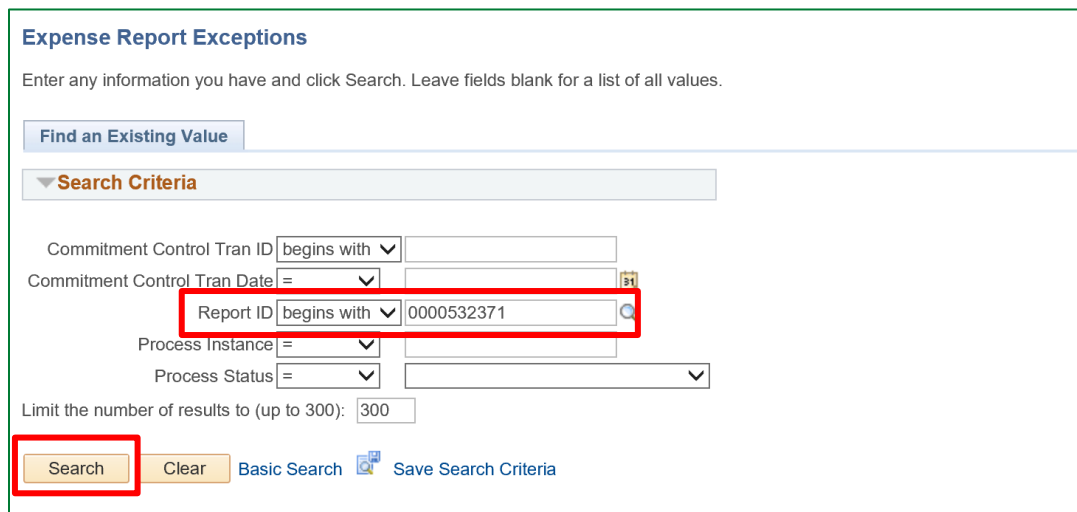
Situations when this function is used: Review an expense report with a budget check error.

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



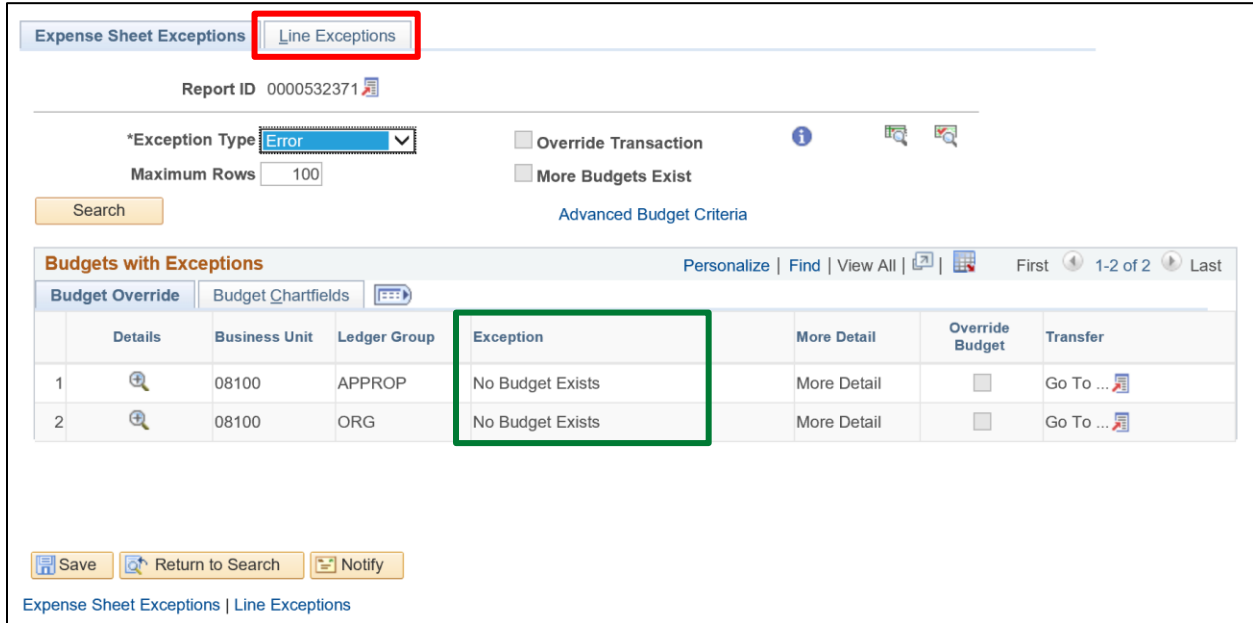
The Expense Report Exceptions search page displays in the work area.



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'.



Expense Sheet Exceptions | **Line Exceptions**

Report ID 0000532371

*Exception Type: **Error** | ☐ Override Transaction | ☐ More Budgets Exist

Maximum Rows: 100

[Search](#) | [Advanced Budget Criteria](#)

Budgets with Exceptions | [Personalize](#) | [Find](#) | [View All](#) | [First](#) | [1-2 of 2](#) | [Last](#)

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

[Save](#) | [Return to Search](#) | [Notify](#)

[Expense Sheet Exceptions](#) | [Line Exceptions](#)

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.

Expense Sheet Exceptions
Line Exceptions

Report ID 0000532371

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

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

Line Values **Line Chartfields** Line Amount

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

Save
Return to Search
Notify

Expense Sheet Exceptions | Line Exceptions

Click the **Line ChartFields** tab.

Expense Sheet Exceptions
Line Exceptions

Report ID 0000532371

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

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

Line Values **Line Chartfields** Line Amount

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

Save
Return to Search
Notify

Expense Sheet Exceptions | Line Exceptions

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.

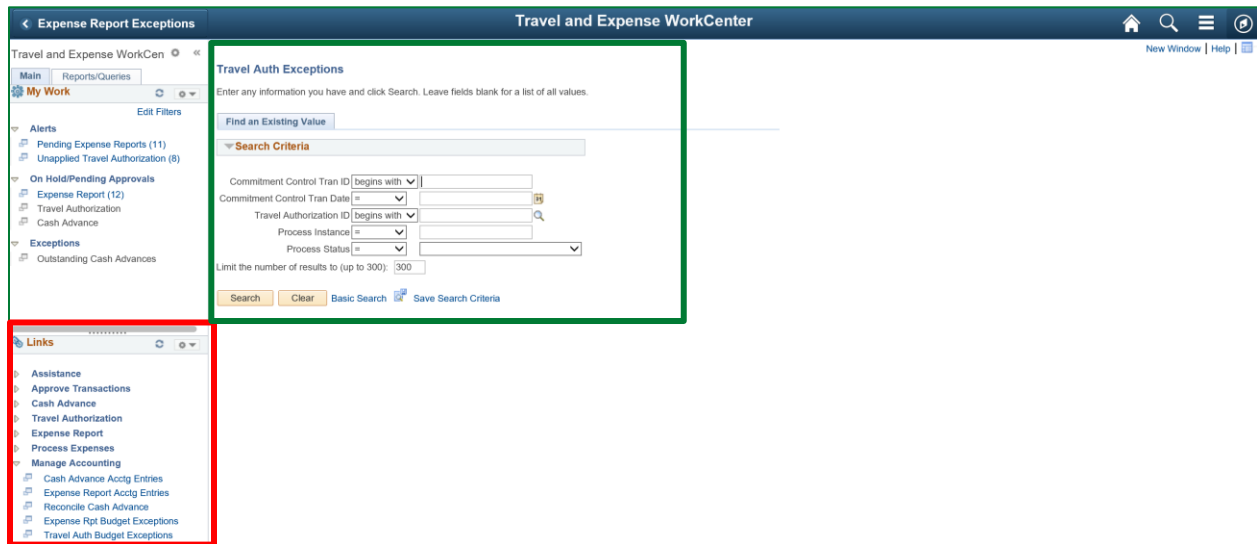
At this point the expense report should be sent back for revision. The employee will need to modify the expense report and enter a correct ChartField combination.

Review Travel Authorizations with Budget Check Exceptions

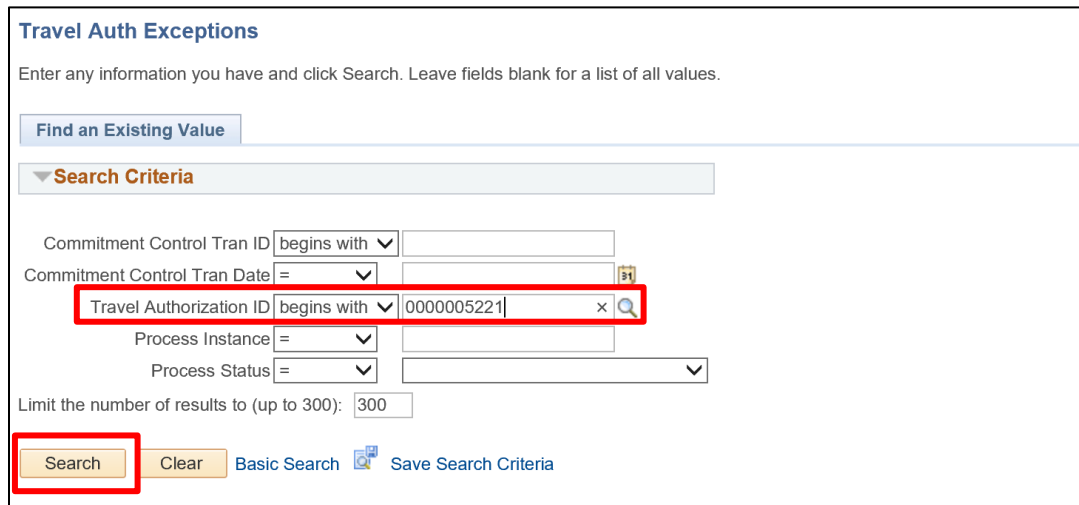
Situations when this function is used: Review a travel authorization with a budget check error.

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



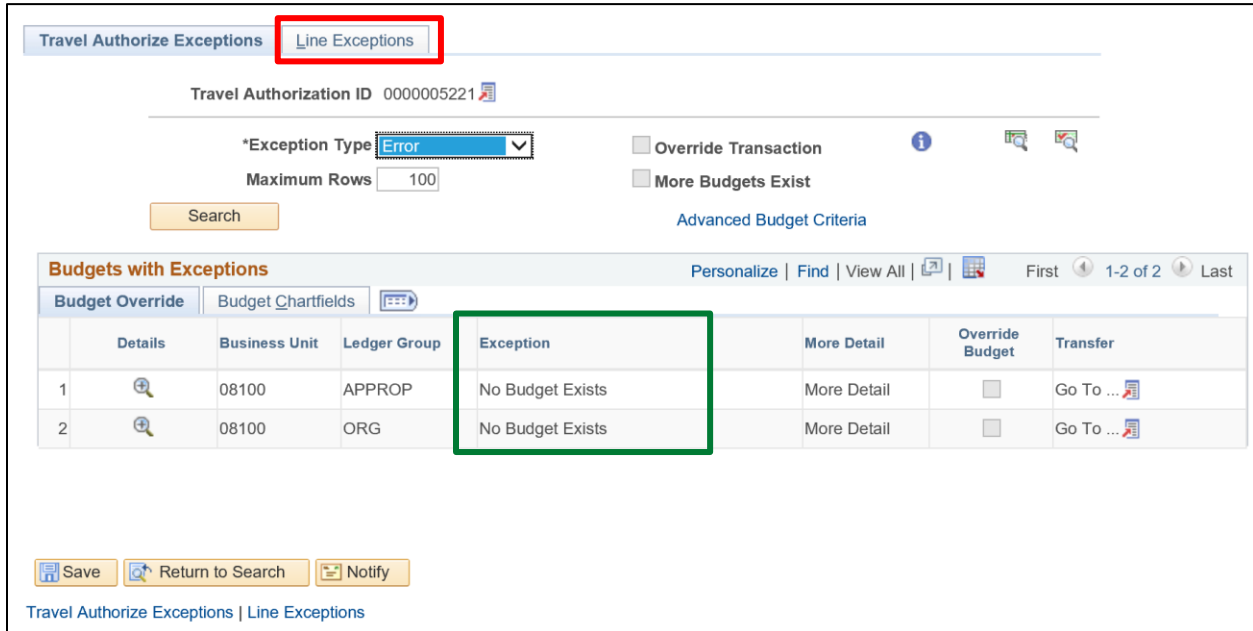
The Travel Auth Exceptions search page displays in the work area.



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'.



Travel Authorize Exceptions | **Line Exceptions**

Travel Authorization ID 0000005221

*Exception Type **Error** ☐ Override Transaction ☐ More Budgets Exist

Maximum Rows 100

Search Advanced Budget Criteria

Budgets with Exceptions Personalize | Find | View All | First 1-2 of 2 Last

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

Save Return to Search Notify

Travel Authorize Exceptions | Line Exceptions

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.

Travel Authorize Exceptions
Line Exceptions

Travel Authorization ID 0000005221

*Line Status **Error**
☐ Override Transaction
☐ More Lines Exist

Maximum Rows 100

Line From Line Thru

Search

Transaction Lines with Budget Exceptions
Personalize Find View All

Line Values **Line ChartFields** Line Amount

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

Save Return to Search Notify

Travel Authorize Exceptions | Line Exceptions

Click the **Line ChartFields** tab.

Travel Authorize Exceptions
Line Exceptions

Travel Authorization ID 0000005221

*Line Status **Error**
☐ Override Transaction
☐ More Lines Exist

Maximum Rows 100

Line From Line Thru

Search

Transaction Lines with Budget Exceptions
Personalize Find View All

Line Values **Line ChartFields** Line Amount

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

Save Return to Search Notify

Travel Authorize Exceptions | Line Exceptions

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>