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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

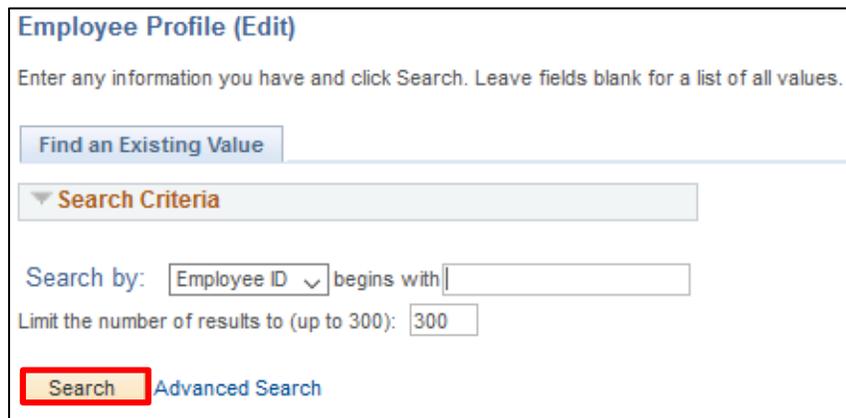
- Expense Coordinators who have Terminated/Retired Employees who did not enter their Expense Report(s) before leaving the state, will have **14 days** from the date of leave to enter the prior employees Expense Report in the system.
- You will need to contact the [Vision Helpdesk](#) to temporarily set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

### View an Employee Profile - Employee Information

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

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

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



**Employee Profile (Edit)**

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:  begins with

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

[Advanced Search](#)

- Employee ID** - Enter employee ID number

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

- Click **Search**

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

Organizational Data User Defaults

Colin Davidson

**Expenses Processing Data** Find | View All First 1 of 1 Last  
 Valid for Expenses  Yes  
 Reason for Status Passed All Validation Edits  
 Default Profile  
 Ignore Authorized Amounts  
 Ignore Group Location Amounts  
Per Diem Amount Type Active Amounts

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

**Supervisor Information**  
 ID 00006  
 Name Grace,Ava

**Default ChartField Values** Personalize | Find | First 1 of 1 Last  

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

**Cash Advance Level**  
 Business Unit 4,000.00 USD  
 Specific Amount  
 None

**Expense Role**  

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

Expense Processing Role

Save Return to Search Notify

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

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

**Default Chartfield Information**

**Cash Advance Level**

**Expense Role**

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

- Click on the **User Default** tab

The **User Defaults** page displays:

Organizational Data
User Defaults

Colin Davidson

**Default Creation Method**

Expense Report    Open a Blank Report

Time Report    Open a Blank Report

Travel Authorization    Open a Blank Authorization

**Expense Defaults**

Report Description	Per Diem Range
Business Purpose	Billing Type
Originating Location	Payment Type    EMP    Employee
Expense Location	Credit Card
Transportation ID	Number of Nights
Accounting Detail Default View    Collapsed	

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

Expense Type	Payment Type	Billing Type
Merchant		

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

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

**Time Defaults**

Country	Select Project ChartFields Display :
State	<input checked="" type="radio"/> Default :    Codes
Locality	<input type="radio"/> Descriptions
Billing Type	<input type="radio"/> Codes

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

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

Save
 Return to Search
 Notify

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

**View an Employee Profile - Employee Information is Complete**

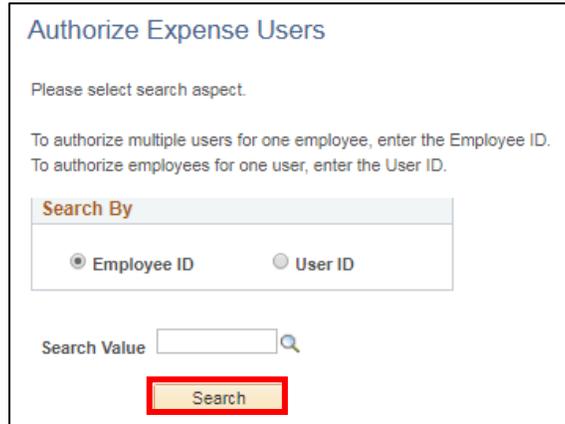
## Authorize Expense Users

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

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

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

The **Authorize Expense Users** page displays:



**Authorize Expense Users**

Please select search aspect.

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

**Search By**

Employee ID     User ID

Search Value  

**Search**

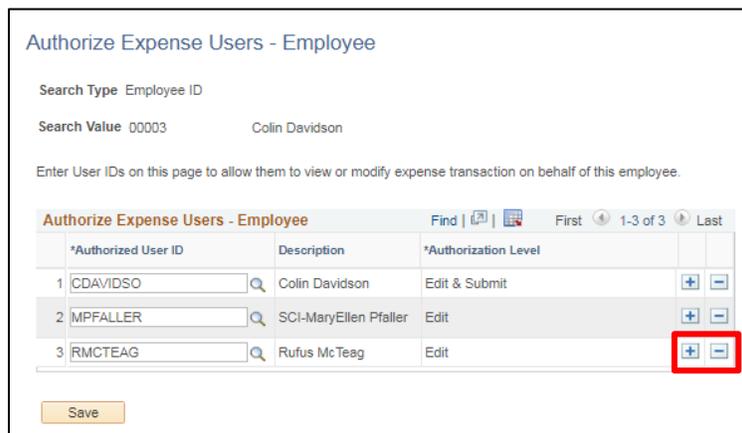
To authorize multiple users for one employee, enter the Employee ID

To authorize employees for one user, enter the User ID

For this lesson, we are entering an Employee ID

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

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



**Authorize Expense Users - Employee**

Search Type Employee ID

Search Value 00003    Colin Davidson

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

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

**Save**

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

A new row is added:

**Authorize Expense Users - Employee**

Search Type Employee ID

Search Value 00003      Colin Davidson

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

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

Save

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

**Authorize Expense Users is Complete**

## Navigating to Transactions Pending Review and Approval

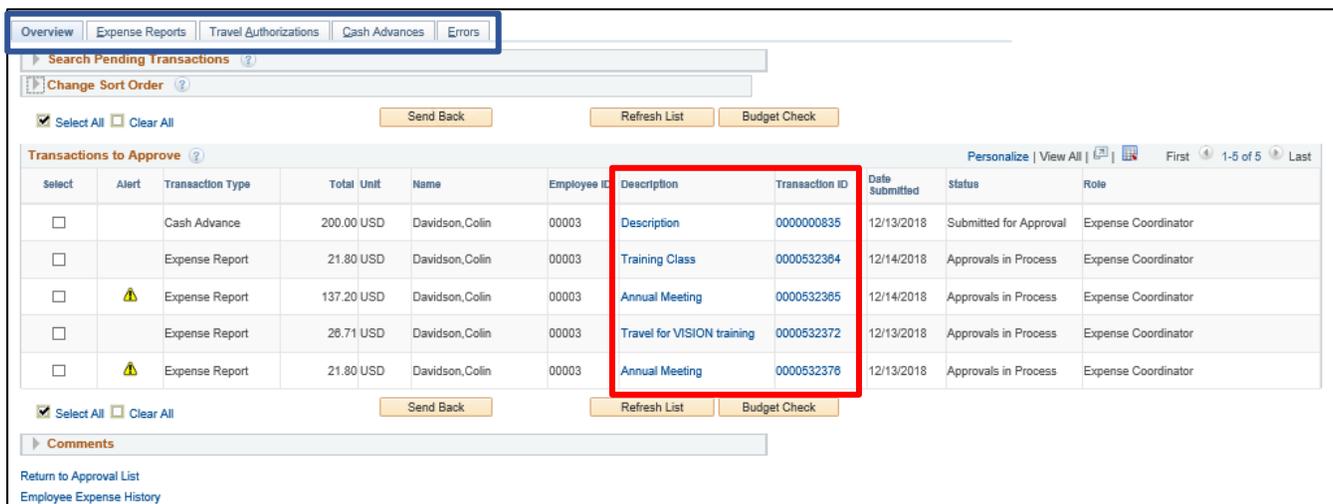
Approvers are responsible for reviewing expense transactions routed to them for approval. Approvers can see expense transactions ready for review and approval by either using their Worklist or by navigating to the Approve Transactions page. The Worklist and Approve Transactions pages can be accessed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

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

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

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

The **Approve Transactions** page displays:



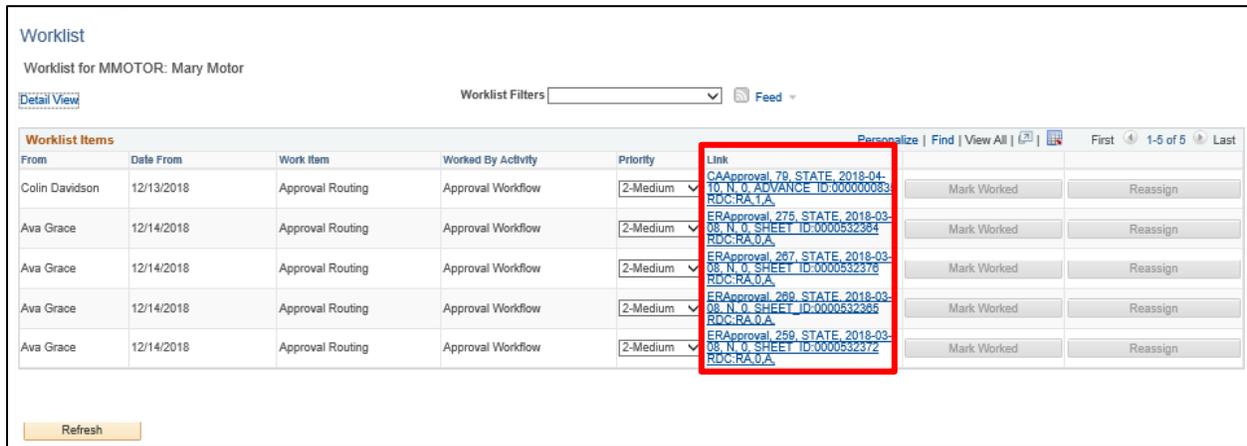
Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report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

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

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

**Navigator Menu navigation:** Worklist > Worklist

The **Worklist** displays:



Worklist  
Worklist for MMOTOR: Mary Motor

Worklist Filters  Feed

Detail View

Worklist Items						Personalize   Find   View All   <input type="text"/>   <input type="text"/>	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	<a href="#">CAApproval, 79, STATE, 2018-04-10, N.O. ADVANCE ID:000000089, RDC:RA U.A.</a>	Mark Worked		Reassign	
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval, 275, STATE, 2018-03-08, N.O. SHEET ID:0000532384, RDC:RA U.A.</a>	Mark Worked		Reassign	
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval, 267, STATE, 2018-03-08, N.O. SHEET ID:0000532376, RDC:RA U.A.</a>	Mark Worked		Reassign	
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval, 269, STATE, 2018-03-08, N.O. SHEET ID:0000532385, RDC:RA U.A.</a>	Mark Worked		Reassign	
Ava Grace	12/14/2018	Approval Routing	Approval Workflow	2-Medium	<a href="#">ERApproval, 269, STATE, 2018-03-08, N.O. SHEET ID:0000532372, RDC:RA U.A.</a>	Mark Worked		Reassign	

Refresh

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

### Navigating to Transactions Pending Review and Approval is Complete

## Adding Attachments

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

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

The screenshot shows the 'Create Expense Report' interface. At the top, there are fields for 'Business Purpose' (Meeting), 'Report Description' (Annual Meeting), and 'Destination Location' (BURLINGTON VT). An 'Attachments' icon is highlighted with a red box. Below this is the 'Expenses' section with a table of expense lines. The first line is highlighted, and its 'Attachments' icon is also highlighted with a red box. The table includes columns for Date, Expense Type, Description, Payment Type, Amount, and Currency.

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

The **Expense Line Attachments** page displays:

The screenshot shows the 'Expense Line Attachments' page. It displays report details: Report ID NEXT, Date 12/03/2018, Expense Type IN MILES - FULL, and Amount 19.08 USD. Below this is a table with columns for File Name, Description, User, Name, and Date/Time Stamp. A message states: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' The 'Add Attachment' button is highlighted with a red box. There are also 'OK' and 'Cancel' buttons at the bottom.

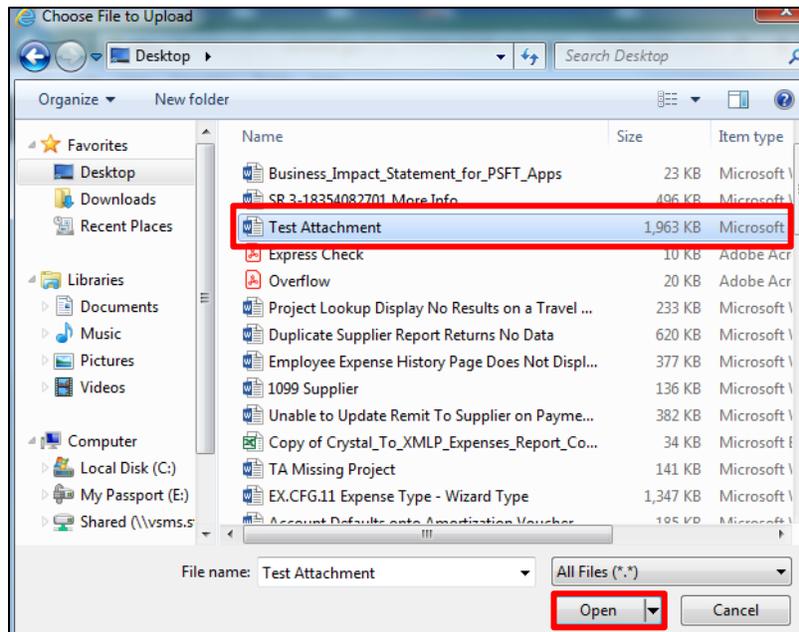
2. Click **Add Attachment**

The **File Attachment** window opens:

The screenshot shows the 'File Attachment' window. It has a title bar with 'File Attachment' and a close button. Below the title bar is a 'Help' link. The main area contains the text 'Choose File' (highlighted with a red box) and 'No file chosen'. There are 'Upload' and 'Cancel' buttons at the bottom.

3. Click **Choose File**

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



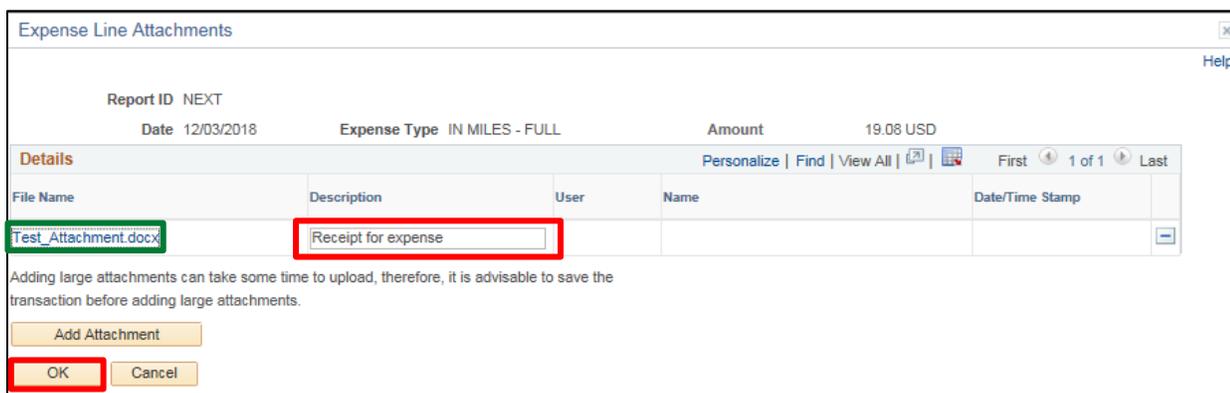
5. Select the file you want to attach and click **Open**

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



6. Click **Upload**

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



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

**Adding an Attachment is Complete**

## Expense Reports

### Review an Expense Report

#### The Basics:

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

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

Basic questions to ask prior to approval:

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

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

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

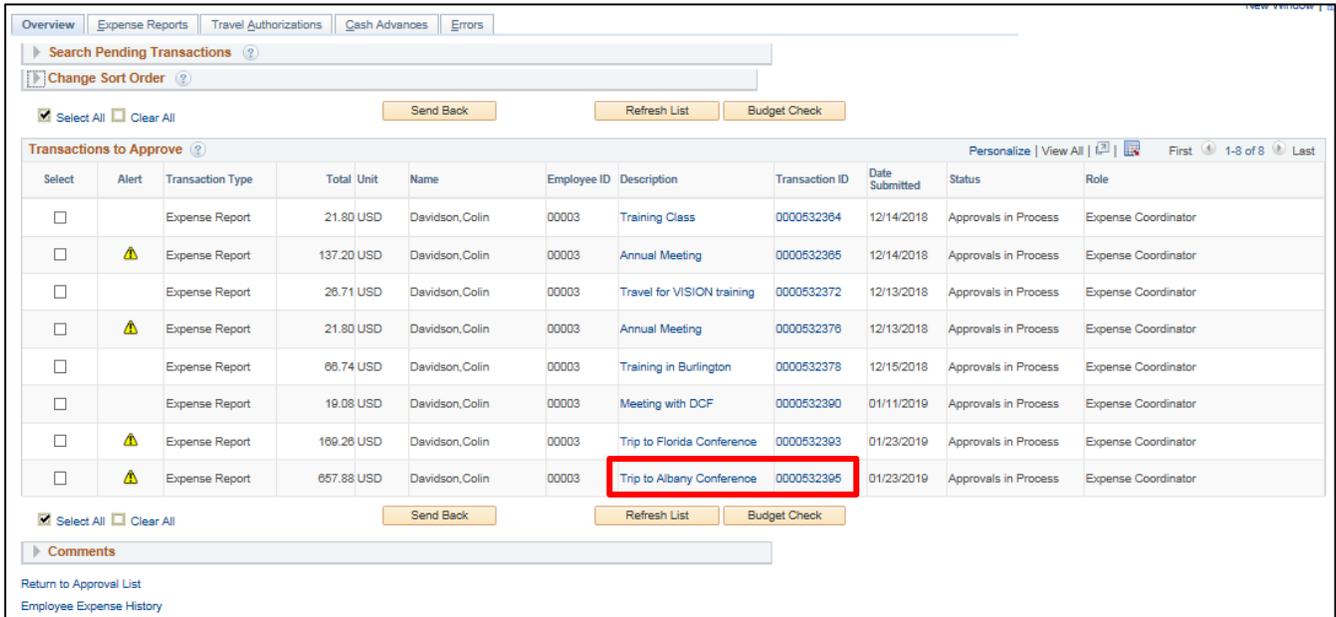
**Navigator Menu navigation:** Travel and Expenses > Approve Transactions > Approve Transactions

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

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				
<input type="checkbox"/>		Expense Report	26.71 USD	Davidson, Colin	00003	Travel for VISION training				
<input type="checkbox"/>	⚠	Expense Report	21.80 USD	Davidson, Colin	00003	Annual Meeting				
<input type="checkbox"/>		Expense Report	66.74 USD	Davidson, Colin	00003	Training in Burlington				
<input type="checkbox"/>		Expense Report	19.08 USD	Davidson, Colin	00003	Meeting with DCF				
<input type="checkbox"/>	⚠	Expense Report	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

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

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



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

Search Pending Transactions

Change Sort Order

Select All  Clear All Send Back Refresh List Budget Check

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

Select All  Clear All Send Back Refresh List Budget Check

Comments

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

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

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

Totals: Employee Expenses (9 Lines) 657.88 USD, Cash Advances Applied 300.00 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) - Approved (EX Module Supervisor Ava Grace) - Expense Coordinator (Pooled) - Payment

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 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"/>

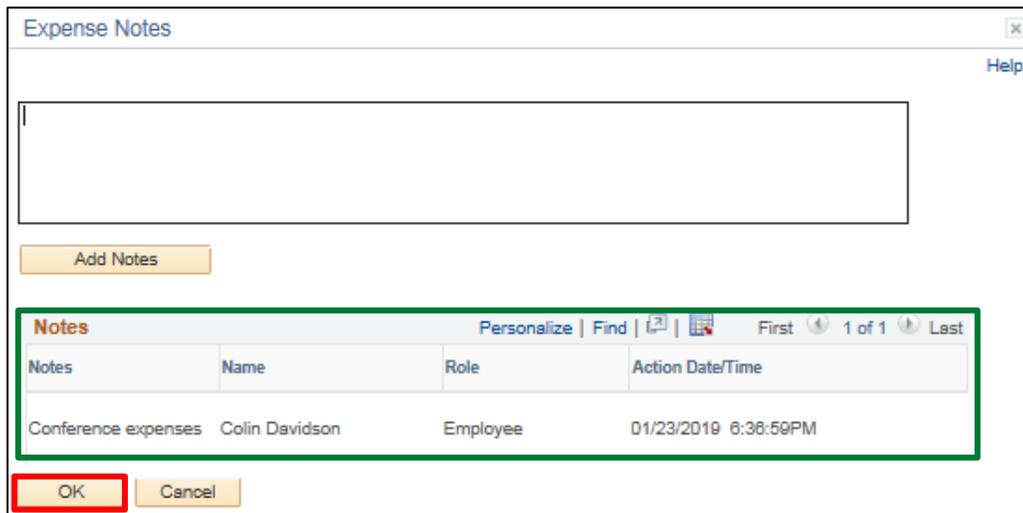
The **Approve Expense Report - Expense Summary** page is broken down into various sections.

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

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

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

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



The dialog box titled "Expense Notes" contains a large text input area at the top. Below it is an "Add Notes" button. At the bottom, there is a table with one row of data. The "OK" button is highlighted with a red box.

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

4. Click **OK**

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

**Approve Expense Report - Expense Summary** Expense Details

Colin Davidson Actions: ...Choose an Action

Business Purpose: Conference Report: 0000532393 Approvals in Process

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

Reference: Last Updated: 01/23/2019 Ava Grace

**Authorization ID: 000005195**

Accounting Date: 01/23/2019 Accounting Template: STANDARD

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

---

**Totals** View Analytics Notes Attachments

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

(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**

---

**Expense Line** Expense Details

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

Return to Approval List Previous in List

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

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

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

**Travel Authorization**

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  
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

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

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

**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

**Projected Expenses** (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
01/24/2019	OUT BREAKFAST	*Breakfast second day of conference	Employee		
01/23/2019	OUT DINNER	*Dinner first day of conference	Employee	18.50	USD

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

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

Travel Authorization
Summary

---

Colin Davidson
Actions: ...Choose an Action GO

Business Purpose: Conference

Description: Trip to Albany Conference

Destination Location: NEW YORK

Date From: 01/23/2019 Date To: 01/25/2019

Attachments (1)

Authorization ID: 0000005218 Approved

---

Projected Expenses
Totals (8 Lines) 644.25 USD

Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency																		
01/23/2019	OUT BREAKFAST Billing Type Non-Taxable - Internal	Breakfast first day of conference	Employee	10.00	USD																		
Originating Location: MONTPELIER VT Location: NEW YORK																							
<div style="border: 2px solid green; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Accounting Details</span> <span>Chartfields</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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>56290</td> <td>Z0017</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	56290	Z0017	ZMVT 000-	
Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
10.00	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-																
01/24/2019	OUT BREAKFAST Billing Type Non-Taxable - Internal	Breakfast second day of conference	Employee	6.25	USD																		
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Amount	GL Unit	Account	Fund	Dept	Program	Class	Project	Affiliate															
6.25	08100	518520	20105	8100002000	56290	Z0017	ZMVT 000-																

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

**Approve Expense Report - Expense Summary** Expense Details

Colin Davidson

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

Report: 0000532395 Approvals in Process  
 Created: 01/23/2019 Colin Davidson  
 Last Updated: 01/24/2019 Ava Grace  
 Authorization ID: 000005218  
 Accounting Template: STANDARD

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

**Totals** View Analytics Notes Attachments

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

(applicable taxes will be withheld from your pay)

**Approval History**

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

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

**Comments**

Approve Send Back Save Changes

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

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

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

11. Click **Go**

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

Approve Expense Report

View Cash Advance

Colin Davidson Report ID 0000532395

**Cash Advance Information**

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

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

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

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

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

The Approve Expense Report - Expense Summary page displays:

**Approve Expense Report - Expense Summary** Expense Details

Colin Davidson Actions: Choose an Action

Business Purpose: Conference	Report: 0000532395	Approvals in Process
Description: Trip to Albany Conference	Created: 01/23/2019	Colin Davidson
Reference:	Last Updated: 01/24/2019	Ava Grace
	Authorization ID: 000005218	
Accounting Date: 01/23/2019	Accounting Template: STANDARD	

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

**Totals** View Analytics    Notes    Attachments

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

**Amount Due to Employee: 357.88 USD      Amount Due to Supplier: 0.00 USD      Total Taxable Expenses: 13.63 USD**  
(applicable taxes will be withheld from your pay)

**Approval History**

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

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

**Comments**

**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 type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner first day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	Dinner second day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	Dinner third day of conference	18.50	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	Mileage from home to conference	136.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	Mileage from conference to home	136.25	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	Training Conference Registration	300.00	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	Mileage	13.63	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

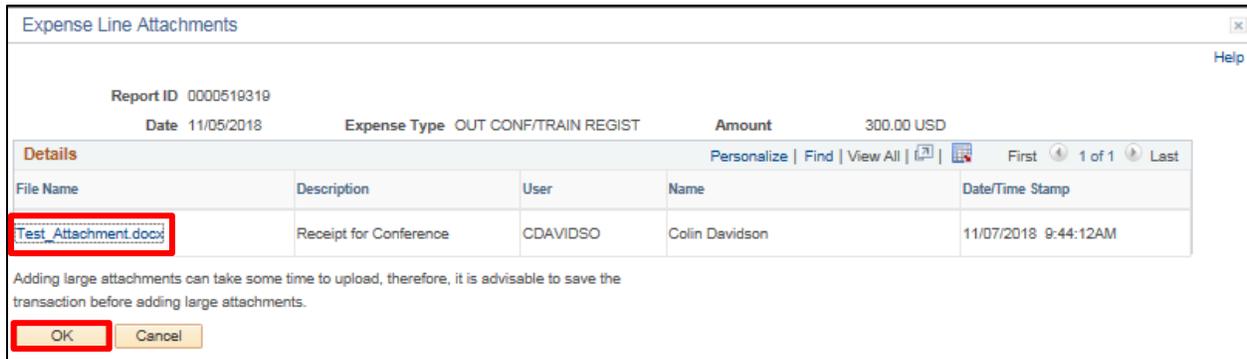
Return to Approval List      Previous in List

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

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

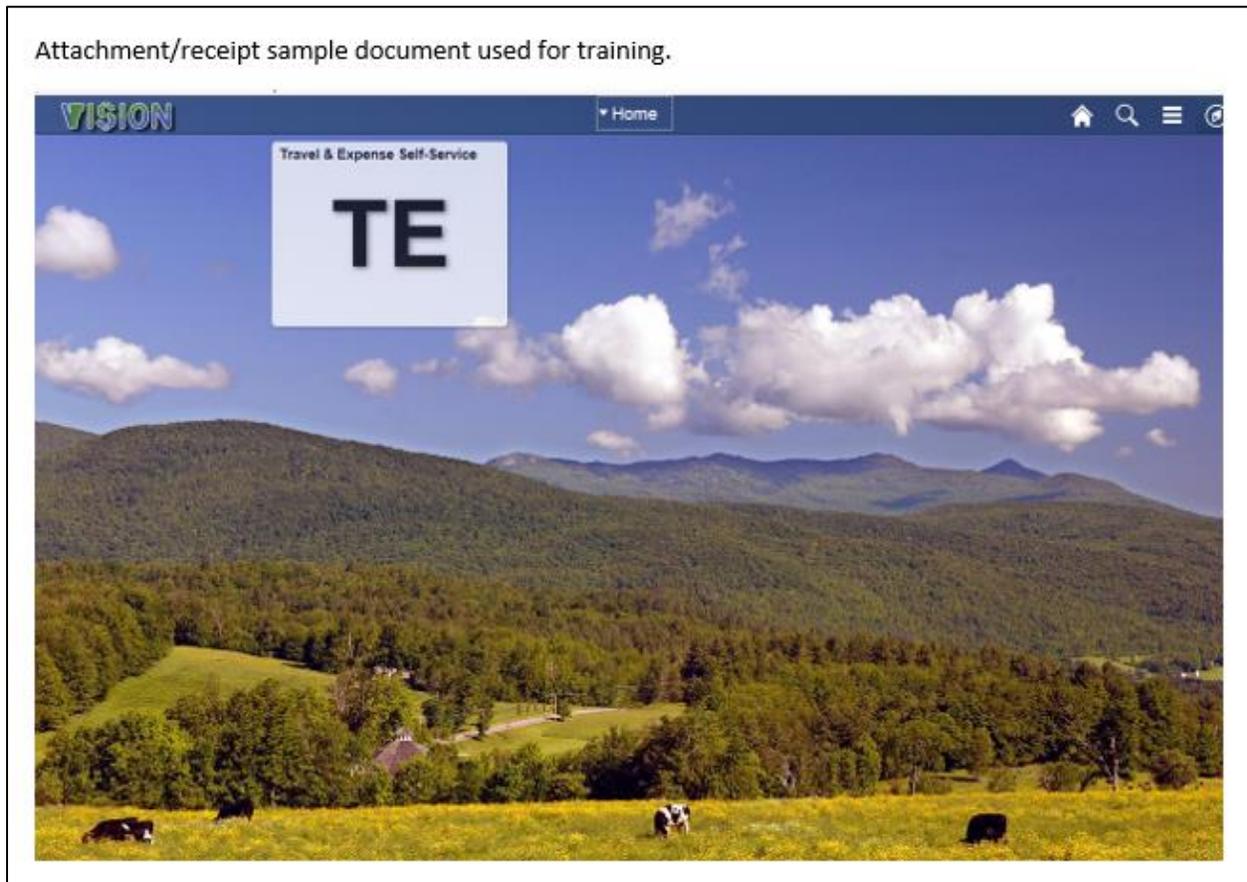
**13.** Click the line icon

The **Expense Line Attachments** page displays:



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

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



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

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

**Approve Expense Report - Expense Summary**  Expense Details

Colin Davidson Actions:

Business Purpose: Conference	Report: 0000532396	Approvals in Process
Description: Trip to Albany Conference	Created: 01/23/2019	Colin Davidson
Reference:	Last Updated: 01/24/2019	Ava Grace
Accounting Date: 01/23/2019	Authorization ID: 0000005218	
Budget Status: Valid	Budget Options:	Accounting Template: STANDARD

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**

**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

16. Click the  icon

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

Approve Expense Report

**View Exception Comments and Risks**

Colin Davidson Report ID 0000532395

---

**General Information**

Report Description Trip to Albany Conference  
 Business Purpose Conference  
 Reference

**Exception Information**

Line	Exception	Comment
1	OUT BREAKFAST	Amount Exceeded
2	OUT BREAKFAST	None
3	OUT DINNER	Duplicates Exist
4	OUT DINNER	Duplicates Exist
5	OUT DINNER	None
6	OUT MILES - FULL	None
7	OUT MILES - FULL	None
8	OUT CONF/TRAIN REGIST	None
9	IN MILES - FULL	None

Return To Expense Report

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

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

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

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

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

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

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

Approve Expense Report - Expense Summary
 Expense Details

Colin Davidson Actions

Business Purpose: Conference	Report: 0000532395	Approvals in Process
Description: Trip to Albany Conference	Created: 01/23/2019	Colin Davidson
Reference:	Last Updated: 01/24/2019	Ava Grace
	Authorization ID: 000005218	
Accounting Date: 01/23/2019	Accounting Template: STANDARD	
Budget Status: Valid	Budget Options: Budget Checking completed. Report is ready for Approval/Posting.	

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

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

(applicable taxes will be withheld from your pay)

**Approval History**

Submitted  
Colin Davidson

EX Module Supervisor  
Ava Grace

Expense Coordinator  
(Pooled)

Payment

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

**Comments**

**Expense Line** [Expense Details](#)

Expense Line Items				Personalize   Find   <input type="text"/>   <input type="button" value="GO"/>			
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](#)

18. Click the **Expense Details** link

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

Approve Expense Report - Expense Details [Summary and Approve](#)

Colin Davidson Actions:

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

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

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

*Date	*Expense Type	*Description	*Amount	*Currency	<input type="checkbox"/> Receipt Required	Approve <input checked="" type="checkbox"/>
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

**19.** Click the **Expand All** link

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

**Approve Expense Report - Expense Details** Summary and Approve

Colin Davidson Actions: Choose an Action

Business Purpose: Conference Report: 0000532395 Approvals in Process  
 Description: Trip to Albany Conference Created: 01/23/2019 Colin Davidson  
 Reference: Last Updated: 01/24/2019 Ava Grace  
 Accounting Date: 01/23/2019 Authorization ID: 000005218  
Accounting Template: STANDARD

**Expenses** View Analytics Notes Attachments

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" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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</td> <td>USD</td> <td>1.00000000</td> <td>518520</td> <td>20105</td> <td>8100002000</td> <td>59290</td> <td>20017</td> <td>ZM/VT 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	20017	ZM/VT 000-
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	Project																		
10.00	08100	10.00	USD	1.00000000	518520	20105	8100002000	59290	20017	ZM/VT 000-																		

*Date	*Expense Type	*Description	*Amount	*Currency	Receipt Required	Approve																		
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																								
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Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program																
6.25	08100	6.25	USD	1.00000000	518520	20105	8100002000	59290																

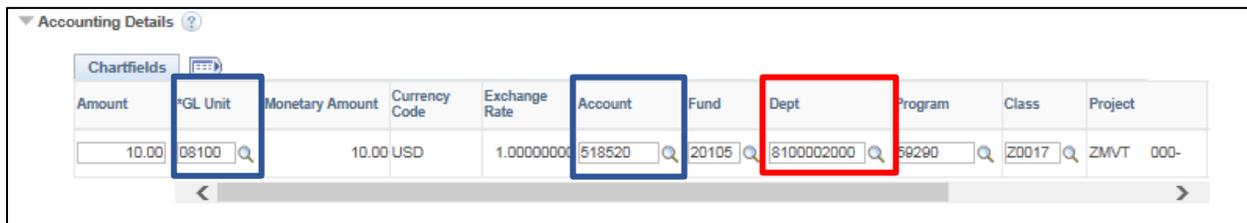
Attachments can be viewed from the Expense Report Expense Detail page as well as from the Expense Report Summary page.

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

Where does the accounting information come from?

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

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



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

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

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

Approve Expense Report - Expense Details [Summary and Approve](#)

Colin Davidson Actions

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	

**Expenses** View Analytics Notes Attachments

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

*Date	*Expense Type	*Description	*Amount	*Currency		Approve
01/21/2019	OUT BREAKFAST	*Breakfast first day of conference 221 characters remaining	10.00	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	*Breakfast second day of conference 220 characters remaining	8.25	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	*Dinner first day of conference 224 characters remaining	18.50	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
01/21/2019	OUT DINNER	*Dinner second day of conference 223 characters remaining	18.50	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
01/23/2019	OUT DINNER	*Dinner third day of conference 224 characters remaining	18.50	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
01/21/2019	OUT MILES - FULL	*Mileage from home to conference 223 characters remaining	136.25	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
01/23/2019	OUT MILES - FULL	*Mileage from conference to home 223 characters remaining	136.25	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
01/23/2019	OUT CONF/TRAIN REGIST	*Training Conference Registration 222 characters remaining	300.00	USD	<input checked="" type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>
10/01/2018	IN MILES - FULL	*Mileage 247 characters remaining	13.63	USD	<input type="checkbox"/> Receipt Required	<input checked="" type="checkbox"/>

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

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

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

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

**Approve Expense Report - Expense Summary** Expense Details

Colin Davidson Actions: Choose an Action

Business Purpose: Conference	Report: 0000532395	Approvals in Process
Description: Trip to Albany Conference	Created: 01/23/2019	Colin Davidson
Reference:	Last Updated: 01/24/2019	Ava Grace
Accounting Date: 01/23/2019	Authorization ID: 000005218	
<b>Budget Status: Not Budget Checked</b>	Accounting Template: STANDARD	

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
<b>Amount Due to Employee: 357.88 USD</b>	<b>Amount Due to Supplier: 0.00 USD</b>	<b>Total Taxable Expenses: 13.63 USD</b>

(applicable taxes will be withheld from your pay)

**Approval History**

Submitted  
Colin Davidson

EX Module Supervisor  
Ava Grace

Expense Coordinator  
(Pooled)

Payment

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

**Comments**

**Expense Line** Expense Details

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

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

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

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

Save Confirmation
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

---

<b>Amount Due to Employee</b>	<b>357.88 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>
-------------------------------	-------------------	-------------------------------	-----------------

---

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

OK
Cancel

**22. Click OK**

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

Overview
Expense Reports
Travel Authorizations
Cash Advances
Errors

Select All  Clear All

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	0000532394	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	137.20 USD		Valid	Davidson, Colin	00003	Annual Meeting	0000532395	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"/>	⚠	199.26 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
 
Refresh List

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

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

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

**Review an Expense Report is Complete**

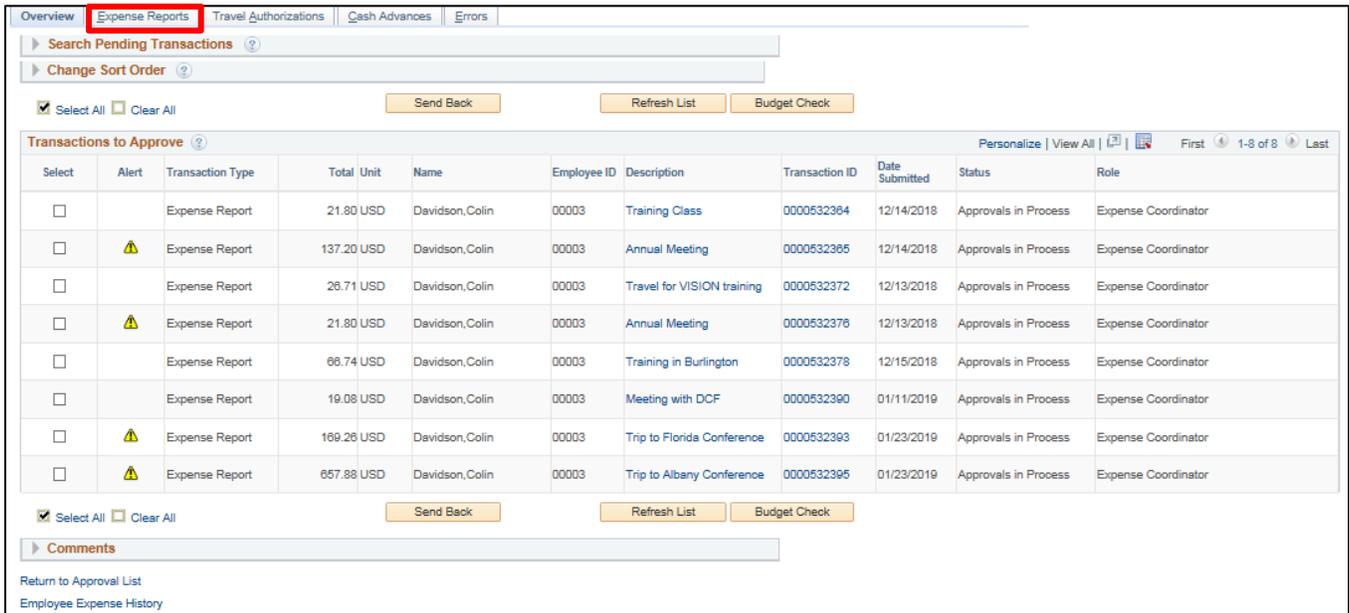
## Send an Expense Report Back for Revision

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

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

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

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



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 | [?] [x] First 1-8 of 8 Last

Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	0000532365	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	28.71	USD	Davidson, Colin	00003	Travel for VISION training	0000532372	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	0000532376	12/13/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>		Expense Report	68.74	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](#)

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

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

<a href="#">Overview</a>   <a href="#">Expense Reports</a>   <a href="#">Travel Authorizations</a>   <a href="#">Cash Advances</a>   <a href="#">Errors</a>											
<a href="#">Search Pending Transactions</a>											
<a href="#">Change Sort Order</a>											
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All <span style="float: right;"> <a href="#">Send Back</a> <a href="#">Refresh List</a> <a href="#">Budget Check</a> </span>											
<a href="#">Transactions to Approve</a>											<a href="#">Personalize</a>   <a href="#">View All</a>
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	<a href="#">Trip to Florida Conference</a>	0000532393	01/23/2019	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	657.88	USD	Davidson, Colin	00003	<a href="#">Trip to Albany Conference</a>	0000532395	01/23/2019	Approvals in Process	Expense Coordinator
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All <span style="float: right;"> <a href="#">Send Back</a> <a href="#">Refresh List</a> <a href="#">Budget Check</a> </span>											
<a href="#">Comments</a>											
<a href="#">Return to Approval List</a> <a href="#">Employee Expense History</a>											

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

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

Approve Expense Report - Expense Summary Expense Details

Colin Davidson Actions: Choose an Action

Business Purpose: Conference	Report: 0000532393 Approvals in Process
Description: Trip to Florida Conference	Created: 01/23/2019 Colin Davidson
Reference:	Last Updated: 01/23/2019 Ava Grace
Accounting Date: 01/23/2019	Authorization ID: 0000005195
Budget Status: Valid	Accounting Template: STANDARD

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

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

Expense Line Expense Details

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

Return to Approval List    Next in List    Previous in List

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

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

Save Confirmation Help

---

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	
<b>Amount Due to Employee</b>		<b>169.26 USD</b>		<b>Amount Due to Supplier</b>		<b>0.00 USD</b>

This report will be sent back for revision.

OK Cancel

5. Click **OK**

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

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

Search Pending Transactions ?

Change Sort Order ?

Select All  Clear All Send Back Refresh List Budget Check

Select	Alert	Total Amount	Curr	Budget Status	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		21.80 USD		Valid	Davidson, Colin	00003	Training Class	0000532394	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"/>		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
<input type="checkbox"/>		657.88 USD		Not Budget Checked	Davidson, Colin	00003	Trip to Albany Conference	0000532395	01/23/2019	Approvals in Process	Expense Coordinator

Select All  Clear All Send Back Refresh List Budget Check

Comments

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

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

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

### Send an Expense Report Back for Revision is Complete

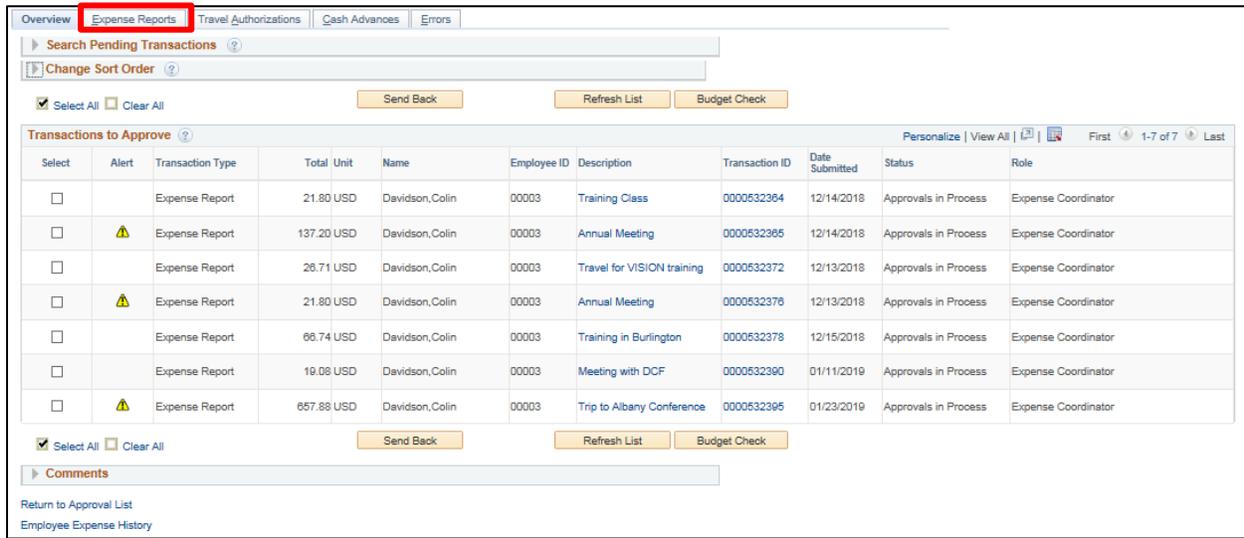
## Approve an Expense Report

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

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

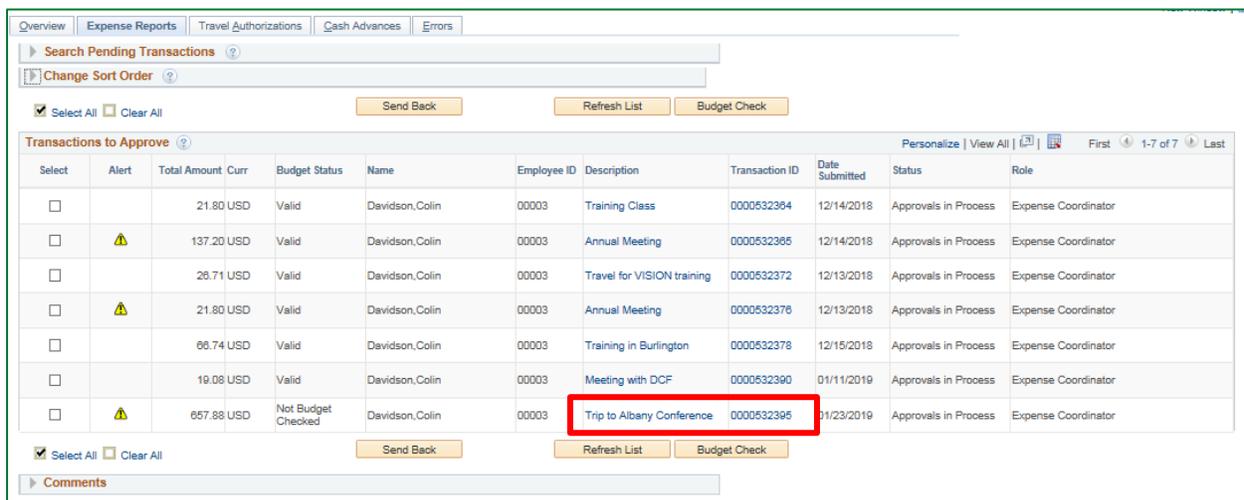
**Navigator Menu navigation:** Travel and Expenses > Approve Transactions > Approve Transactions

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



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

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



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

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

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

**Approve Expense Report - Expense Summary**

Colin Davidson

Business Purpose: Conference  
 Description: Trip to Albany Conference  
 Reference: [Blank]  
 Accounting Date: 01/23/2019  
 Budget Status: Not Budget Checked

Report: 0000532365  
 Created: 01/23/2019  
 Last Updated: 01/24/2019  
 Authorization ID: 000005218  
 Accounting Template: STANDARD

Approvals in Process: Colin Davidson  
 Ava Grace

**Budget Options** (highlighted in red)

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

**Totals**

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

**Approval History**

- Submitted: Colin Davidson (Employee)
- Approved: Ava Grace (EX Module Supervisor)

**Comments**

Approve (grayed out) | Send Back | Save Changes

**Expense Line**

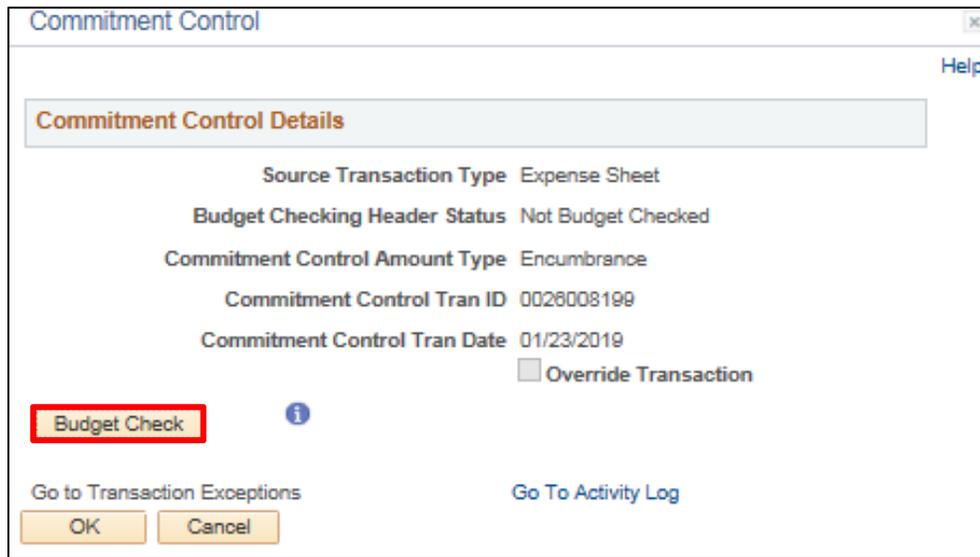
Date	Expense Type	Description	Reimburse Amt	Currency	Receipt Required	Approve
01/21/2019	OUT BREAKFAST	Breakfast first day of conference	10.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>
01/22/2019	OUT BREAKFAST	Breakfast second day of conference	6.25	USD	<input type="checkbox"/>	<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	13.83	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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.

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

The **Commitment Control** page displays:



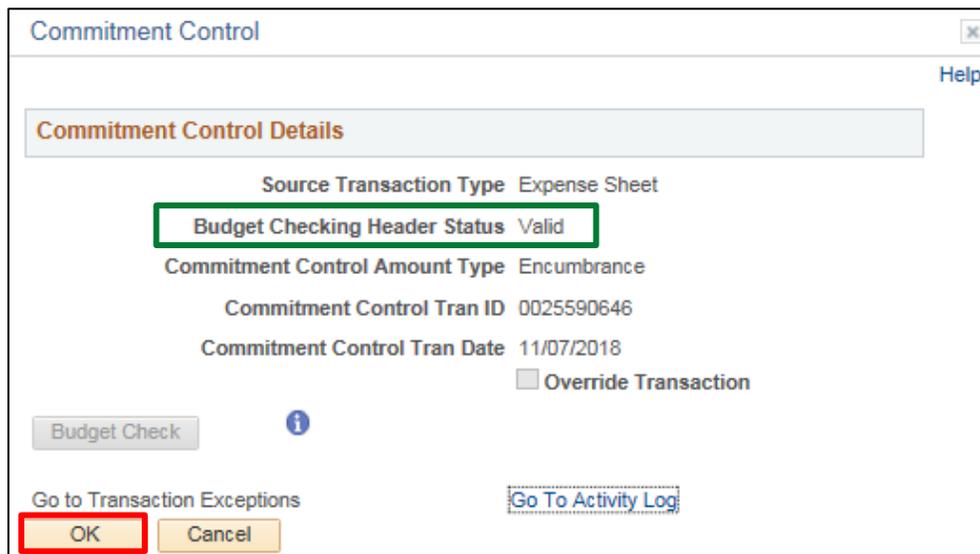
The screenshot shows the 'Commitment Control' window with the following details:

- Source Transaction Type: Expense Sheet
- Budget Checking Header Status: Not Budget Checked
- Commitment Control Amount Type: Encumbrance
- Commitment Control Tran ID: 0026008199
- Commitment Control Tran Date: 01/23/2019
- Override Transaction

A red box highlights the 'Budget Check' button. At the bottom, there are 'OK' and 'Cancel' buttons, and a 'Go To Activity Log' link.

4. Click **Budget Check**

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



The screenshot shows the 'Commitment Control' window with the following details:

- Source Transaction Type: Expense Sheet
- Budget Checking Header Status: Valid
- Commitment Control Amount Type: Encumbrance
- Commitment Control Tran ID: 0025590646
- Commitment Control Tran Date: 11/07/2018
- Override Transaction

The 'Budget Check' button is now disabled. A red box highlights the 'OK' button at the bottom. The 'Go To Activity Log' link is also visible.

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

5. Click **OK**

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

**Approve Expense Report - Expense Summary** Expense Details

Colin Davidson Actions:

Business Purpose: Conference	Report: 0000532395	Approvals in Process
Description: Trip to Albany Conference	Created: 01/23/2019	Colin Davidson
Reference:	Last Updated: 01/24/2019	Ava Grace
Accounting Date: 01/23/2019	Authorization ID: 000005218	
<b>Budget Status: Valid</b>	Accounting Template: STANDARD	

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

**Totals** View Analytics | Notes | Attachments

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

<b>Amount Due to Employee: 357.88 USD</b>	<b>Amount Due to Supplier: 0.00 USD</b>	<b>Total Taxable Expenses: 13.63 USD</b>
---	---	--

(applicable taxes will be withheld from your pay)

**Approval History**

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

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

**Comments**

**Expense Line** Expense Details

Expense Line Items						Personalize   Find   <input type="text"/>   <input type="button" value=""/>	
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

## 6. Click **Approve**

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

Save Confirmation

---

Approve Expense Report  
Submit Confirmation

Colin Davidson Report ID 0000532395

**Totals** ?

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

✓ This report will be approved.

OK Cancel

7. Click **OK**

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

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

Search Pending Transactions ?

Change Sort Order ?

Select All  Clear All Send Back Refresh List Budget Check

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

Select All  Clear All Send Back Refresh List Budget Check

Comments

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

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

**Approve an Expense Report is Complete**

## Send Back an Approved Expense Report

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

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

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

## View Expense Report

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

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

The **Expense Report** search page displays:

**Expense Report**

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](#)

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

Search results display:

**Search Results**

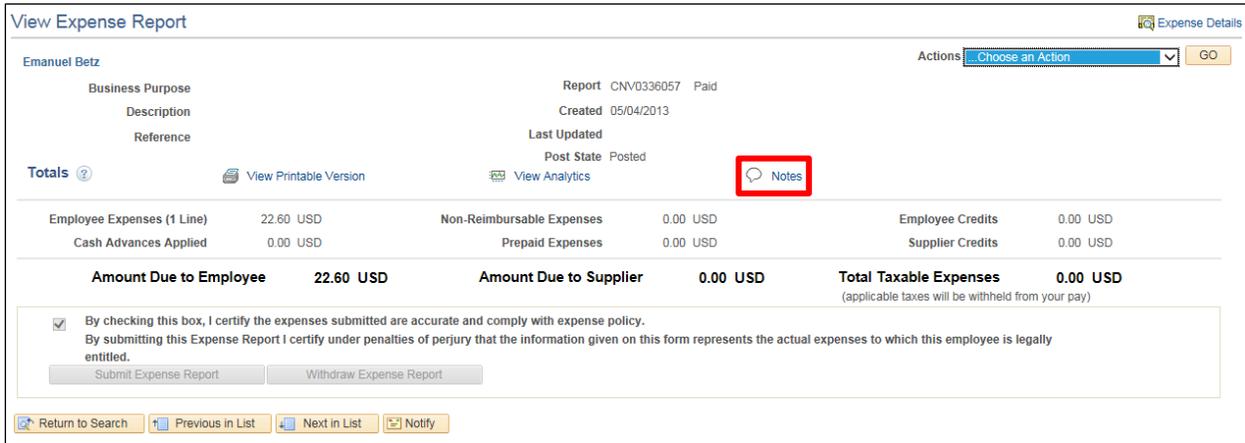
300 of 520159 results are displayed.

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

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

The **View Expense Report** page displays:



**View Expense Report** Expense Details

Emanuel Betz Actions: Choose an Action

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

Totals View Printable Version View Analytics Notes

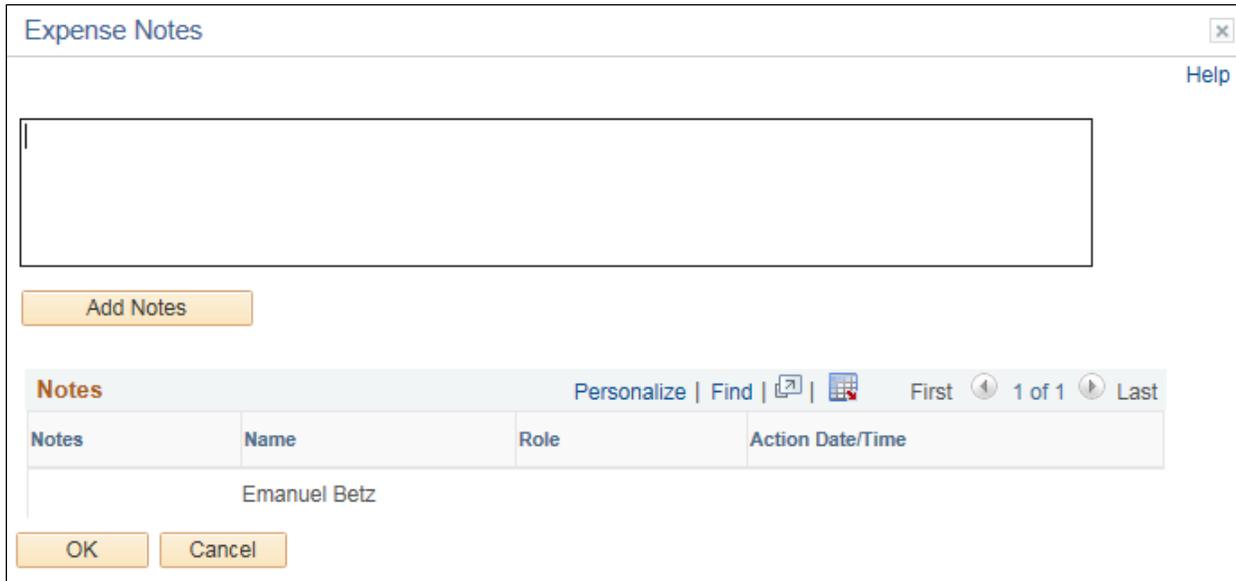
Employee Expenses (1 Line)	22.60 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
<b>Amount Due to Employee</b>	<b>22.60 USD</b>	<b>Amount Due to Supplier</b>	<b>0.00 USD</b>	<b>Total Taxable Expenses</b>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

(applicable taxes will be withheld from your pay)

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

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

The **Expense Notes** window opens:



**Expense Notes** Help

Notes	Name	Role	Action Date/Time
	Emanuel Betz		

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

**View Expense Report is Complete**

## Cash Advances

### Review a Cash Advance

#### The Basics:

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

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

Basic questions to ask prior to approval:

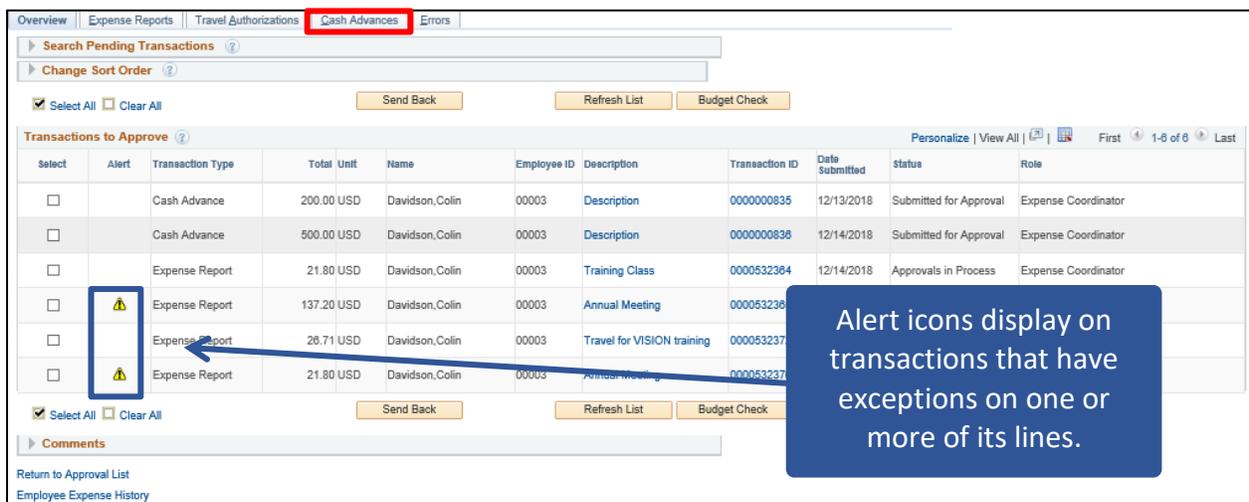
1. Does the Cash Advance include an approved Travel Authorization in VISION?
2. Is the Cash Advance amount for at least \$200?
3. Is the amount of the Cash Advance less than or equal to the Travel Authorization amount?
4. Does the Cash Advance include an overnight stay?
5. Is the trip start date within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

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

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

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

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



Select	Alert	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Cash Advance	200.00	USD	Davidson, Colin	00003	Description	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Cash Advance	500.00	USD	Davidson, Colin	00003	Description	0000000836	12/14/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>		Expense Report	21.80	USD	Davidson, Colin	00003	Training Class	0000532364	12/14/2018	Approvals in Process	Expense Coordinator
<input type="checkbox"/>	⚠	Expense Report	137.20	USD	Davidson, Colin	00003	Annual Meeting	000053236			
<input type="checkbox"/>	⚠	Expense Report	26.71	USD	Davidson, Colin	00003	Travel for VISION training	000053237			
<input type="checkbox"/>	⚠	Expense Report	21.80	USD	Davidson, Colin	00003	Annual Meeting	000053237			

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

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

<a href="#">Overview</a>   <a href="#">Expense Reports</a>   <a href="#">Travel Authorizations</a>   <a href="#">Cash Advances</a>   <a href="#">Errors</a>									
<input type="text" value="Search Pending Transactions"/>									
<input type="button" value="Change Sort Order"/>									
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All		<input type="button" value="Send Back"/>		<input type="button" value="Refresh List"/>					
Transactions to Approve									
Select	Total	Curr	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	200.00	USD	Davidson, Colin	00003	<a href="#">Description</a>	000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>	500.00	USD	Davidson, Colin	00003	<a href="#">Description</a>	000000836	2/14/2018	Submitted for Approval	Expense Coordinator
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All		<input type="button" value="Send Back"/>		<input type="button" value="Refresh List"/>					
<input type="button" value="Comments"/>									

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

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

### Approve Cash Advance

**Colin Davidson**

Business Purpose: Training

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

\*Accounting Date: 12/14/2018

Accounting Template: STANDARD

Report: 000000836 Submitted for Approval  
 Travel Auth #: 0000005203

Post State: Not Applied

Created: 12/14/2018 Colin Davidson

Last Updated: 12/14/2018 Colin Davidson

**Cash Advance**

*Source	Description	*Amount Currency
Cash Advance - AP	Taining Trip	500.00 USD
<b>Totals</b>		
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**

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

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

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

2. Click the **Notes** link

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

[Expense Notes for Cash Advance](#)

Notes <span style="float: right;">Personalize   Find    First 1 of 1 Last</span>			
Notes	Name	Role	Action Date/Time
Conference Registration	Colin Davidson	Employee	12/14/2018 4:46:12PM

3. Click **OK**

The **Approve Cash Advance** page displays.

### Approve Cash Advance

**Colin Davidson**

Business Purpose: Training  
 Date From: 12/19/2018 Date To: 12/21/2018  
 \*Accounting Date: 12/14/2018  
 Accounting Template: STANDARD

Report: 0000000836 Submitted for Approval  
 Travel Auth #: 0000005203  
 Post State: Not Applied  
 Created: 12/14/2018 Colin Davidson  
 Last Updated: 12/14/2018 Colin Davidson  
[User Defaults](#)

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

*Source	Description	*Amount	Currency
Cash Advance - AP	Taining Trip	500.00	USD
<b>Totals</b>			
	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**

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

- Click the **Attachments** link

The **Cash Advance Attachments** page displays:

### Cash Advance Attachments

Advance ID: 0000000836

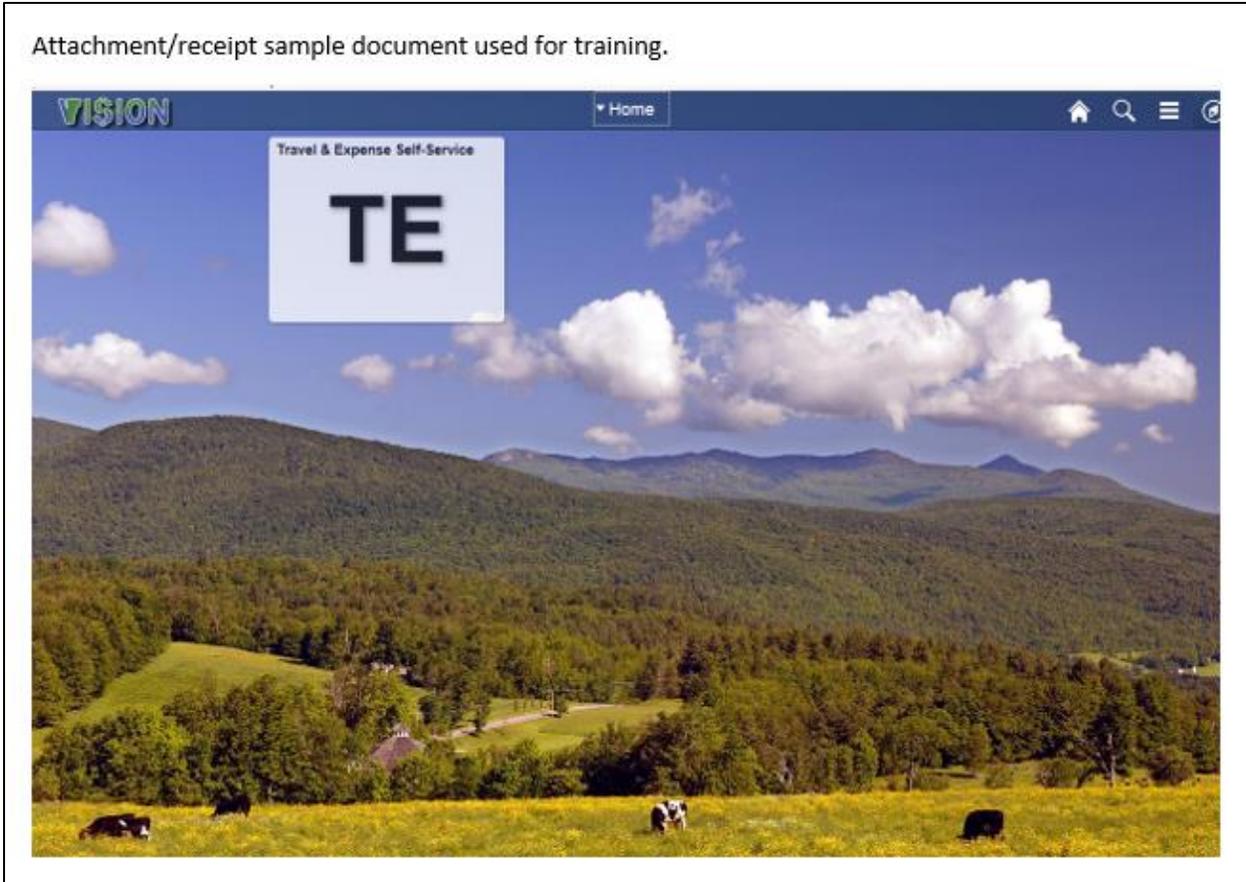
**Details** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Full Screen](#) | First 1 of 1 Last

File Name	Description	User	Name	Date/Time Stamp
<a href="#">Test_Attachment.docx</a>	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.

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

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



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

The **Approve Cash Advance** page displays.

### Approve Cash Advance

**Colin Davidson**

Business Purpose Training

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

\*Accounting Date 12/14/2018

Accounting Template STANDARD

Report 000000836 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**

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

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

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

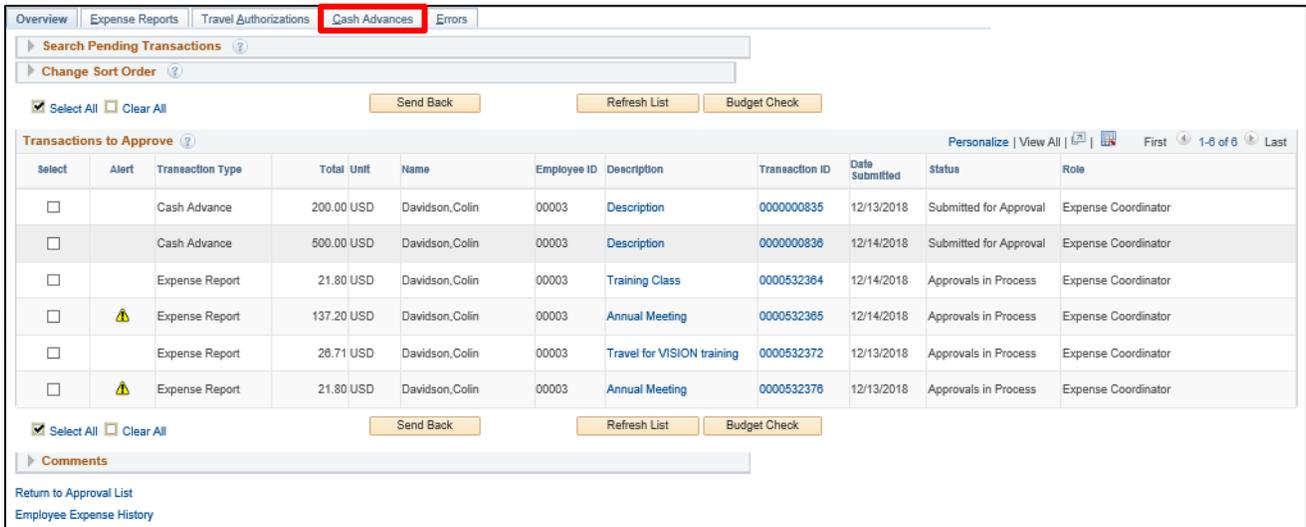
## Send a Cash Advance Back for Revision

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

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

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

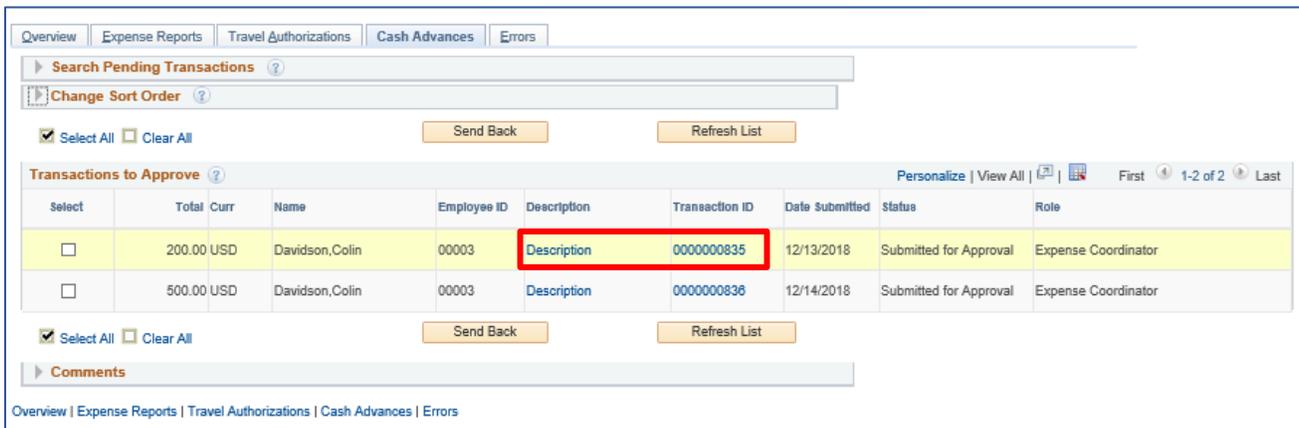
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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

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

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



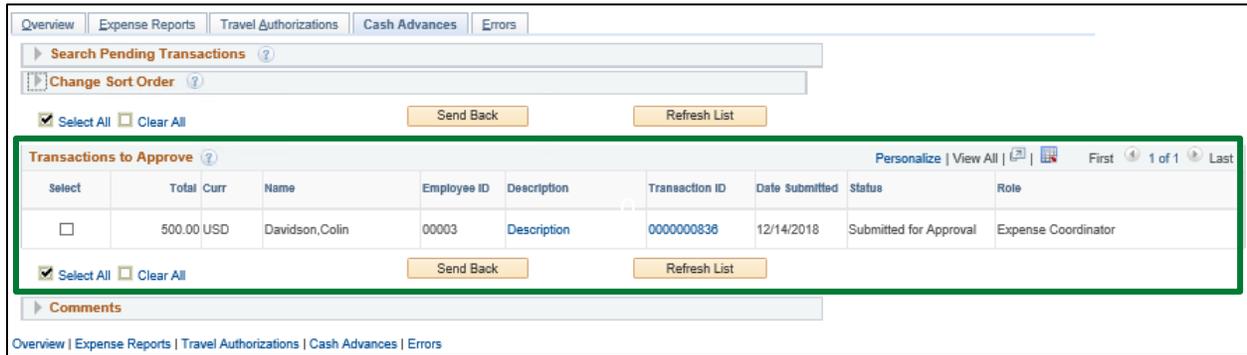
Select	Total	Curr	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>	200.00	USD	Davidson, Colin	00003	<a href="#">Description</a>	0000000835	12/13/2018	Submitted for Approval	Expense Coordinator
<input type="checkbox"/>	500.00	USD	Davidson, Colin	00003	<a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

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



**5. Click OK**

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



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

Search Pending Transactions ?

Change Sort Order ?

Select All  Clear All Send Back Refresh List

**Transactions to Approve** ? Personalize | View All | [2] | [4] | First 1 of 1 Last

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

Select All  Clear All Send Back Refresh List

Comments

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

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

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

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

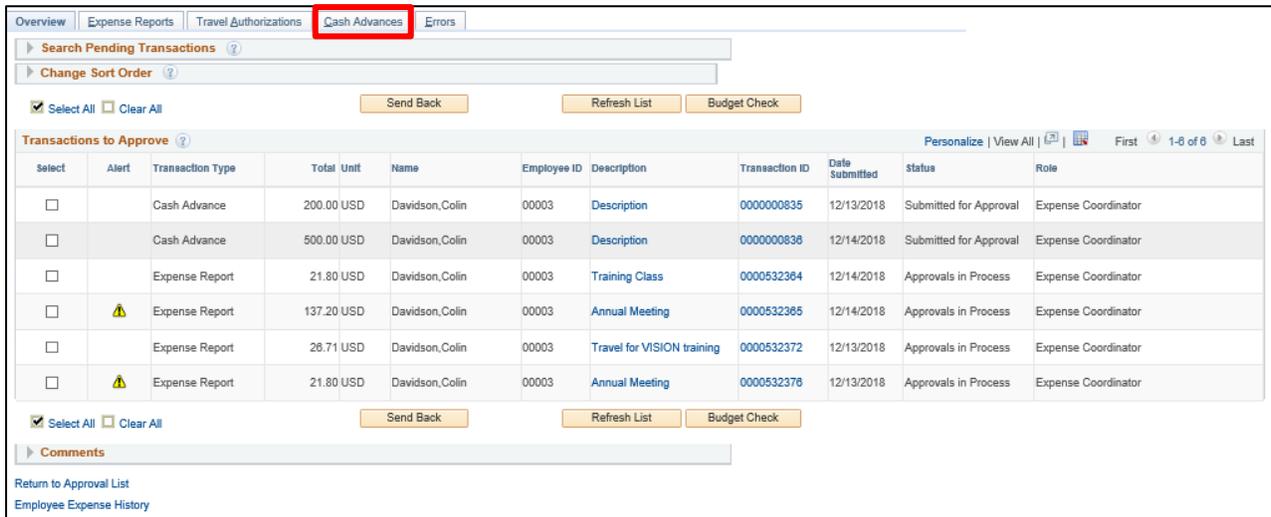
## Approve a Cash Advance

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

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

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

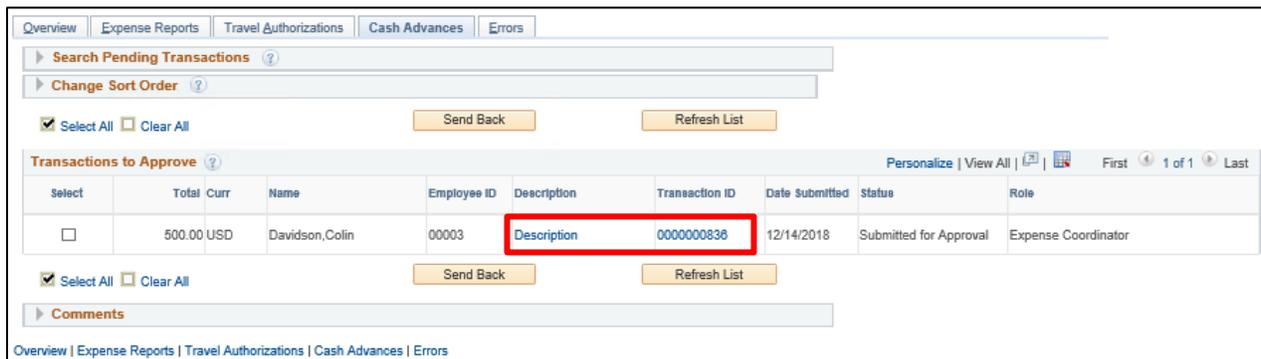
The **Approve Transactions - Overview** page displays a worklist of all expense transactions routed to the approver:



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

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

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



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

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

The **Approve Cash Advance** page displays:

### Approve Cash Advance

**Colin Davidson**

Business Purpose: Training  
 Report: 0000000836 Submitted for Approval  
 Date From: 12/19/2018 Date To: 12/21/2018  
 \*Accounting Date: 12/14/2018  
 Accounting Template: STANDARD  
 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
<b>Totals</b>			
	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**

**3. Click Approve**

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

### Save Confirmation

Travel & Expenses - Cash Advance Report

#### Submit Confirmation

Colin Davidson Advance ID 0000000836

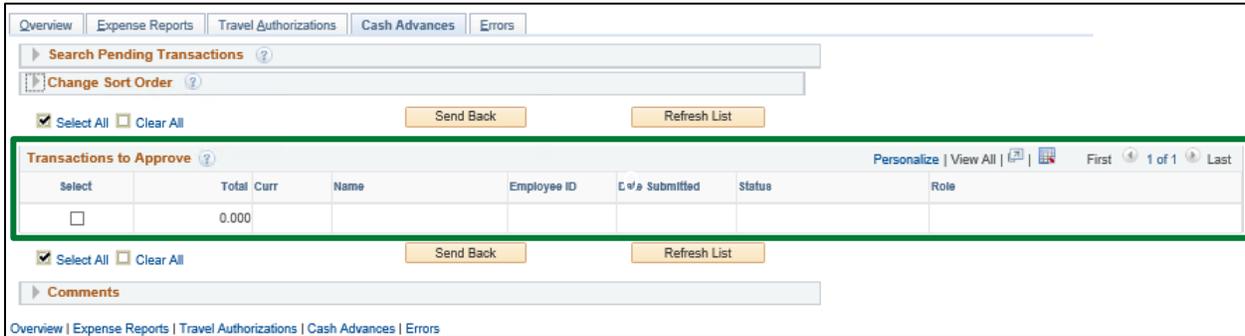
<b>Totals</b>			
	Advance Amount	500.00	USD

This report will be approved.

**OK** **Cancel**

**4. Click OK**

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



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

Search Pending Transactions ?

Change Sort Order ?

Select All  Clear All

**Transactions to Approve** ? Personalize | View All | [2] | [4] First 1 of 1 Last

select	Total Curr	Name	Employee ID	C/A 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.

### Approve a Cash Advance is Complete

### **Send Back an Approved Cash Advance**

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

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

## Delete a Cash Advance

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

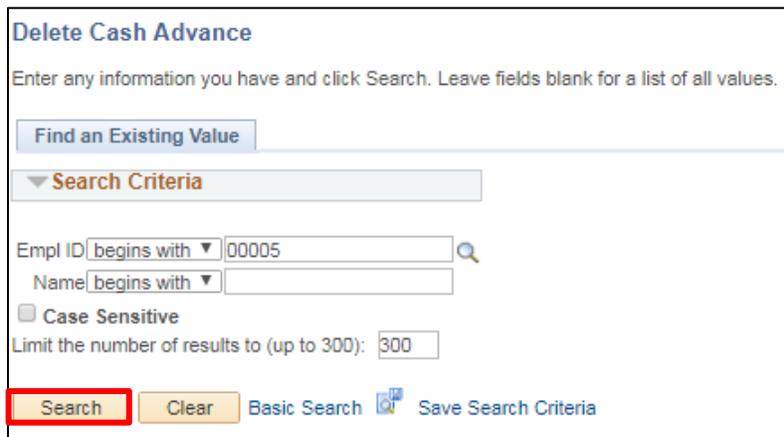
**Situations when this function is used:** A Cash Advance might need to be deleted when it is a duplicate or is no longer needed. Cash Advances can only be deleted when they are in a pending status. If the Cash Advance has been submitted, it will need to be sent back for revision.

As an Expense Coordinator you have access to edit.

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

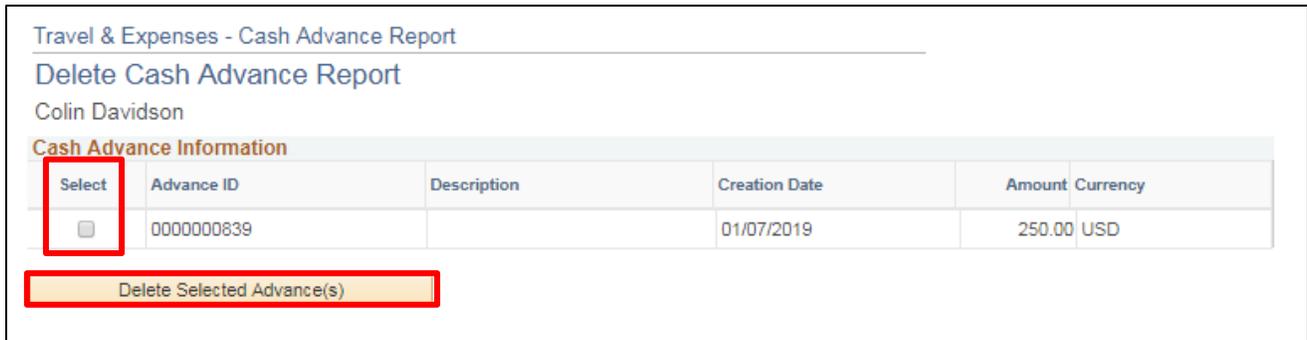
**Navigator Menu navigation:** Employee Self-Service > Travel and Expenses > Cash Advance > Delete

The **Delete Cash Advance** page displays:



1. Enter the employee ID for the Employee that has the cash advance that needs to be deleted or click the magnify glass and choose the employee. For this exercise we are using Employee ID 00005
2. Click [Search](#)

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

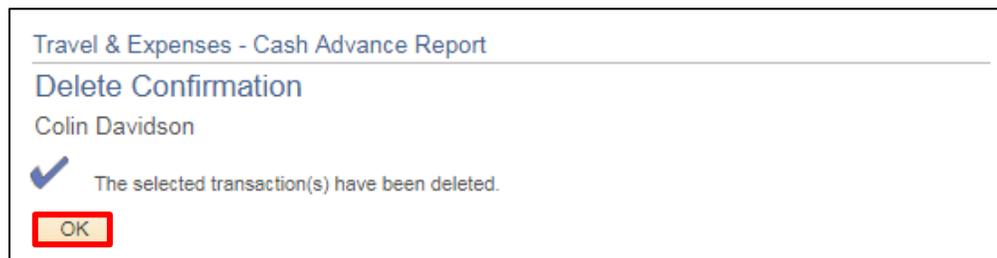


Select	Advance ID	Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000839		01/07/2019	250.00	USD

Delete Selected Advance(s)

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

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



The selected transaction(s) have been deleted.

OK

5. Click **OK**

**Delete a Cash Advance is Complete**

## Travel Authorizations

### Print Travel Authorization

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

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

The **Travel Authorization** search page displays:

**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](#)

1. Click **Search**

**Search Results**

View All First 1-18 of 18 Last

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

2. Select the Travel Authorization that you want to print

The **Travel Authorization** displays:

**Travel Authorization** [Travel Authorization Details](#)

Colin Davidson Actions Choose an Action

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.

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](#)

3. Click on the **View Printable Version** link

A printable version of the Travel Authorization opens:

VERMONT				
Travel Authorization				
Colin Davidson			Report Date	01/30/2019
			Report Time	2:23:33PM
Authorization ID	0000005220		Employee ID	00003
Description	VISION Training		Status	Approved
Business Purpose	Training			
Date From	01/29/2019	To	01/29/2019	
Comment	<input type="text"/>			
<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
			<b>Total Travel Authorization Amt</b>	54.51 USD
			<b>Non-Reimbursable Expenses</b>	0.00 USD
			<b>Total Travel Authorization</b>	54.51 USD
I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.				
Colin Davidson		01/29/2019		
Employee Signature		Date		
This authorization to travel is hereby approved.				
Ava Grace		01/29/2019		
Approved By		Date		

- Use your browser's print feature to print the report

**Print a Travel Authorization is Complete**

## Delete a Travel Authorization

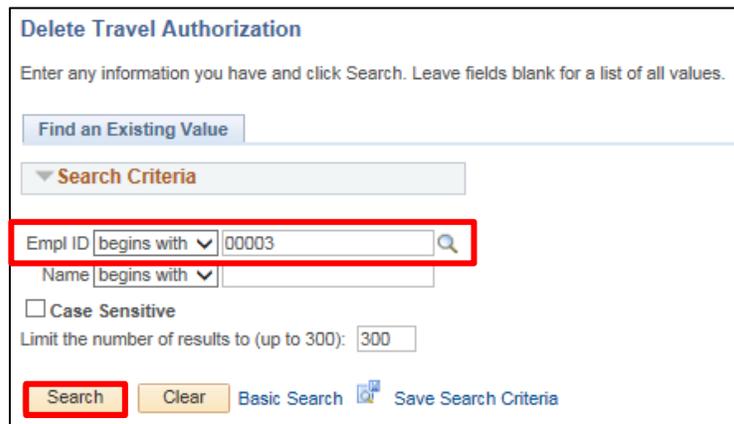
**The Basics:** Whenever possible, employees should be deleting their own travel authorizations. Authorize User security, with 'Edit and Submit' access, will need to be set up prior to deleting. As an Expense Coordinator you have authority to set up authorized users but with 'Edit' authority only. You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

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

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

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

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



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

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

2. Click [Search](#)

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

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.

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

Travel and Expense

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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

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

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

Travel and Expense

---

Delete Confirmation

Colin Davidson

The selected transaction(s) have been deleted.

- Click **OK**

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

Travel and Expense

---

Delete a Travel Authorization

Colin Davidson

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

Delete Selected Authorization(s)

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

**Delete a Travel Authorization is Complete**

## Cancel an Approved Travel Authorization

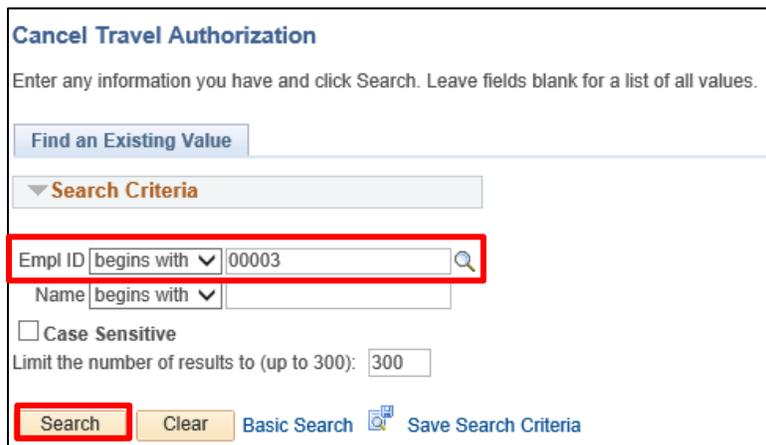
**The Basics:** Expense Coordinators should only cancel a travel authorization if the employee is not available to do so themselves. Authorized User security is not required when cancelling a travel authorization. Once a travel authorization is cancelled it will no longer be able to be used for an expense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

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

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

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

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



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

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

Travel and Expense

---

**Cancel Approved Travel Authorization**

Colin Davidson

**Travel Authorization Information**

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

Cancel Selected Travel Authorization(s)

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

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

Travel and Expense

---

**Cancel Approved Travel Authorization**

Colin Davidson

**Travel Authorization Information**

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

Cancel Selected Travel Authorization(s)

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

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

Travel and Expense

---

**Cancel Approved Travel Authorization**

Colin Davidson

The selected transaction(s) have been cancelled.

OK

- Click **OK**

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

Travel and Expense

---

Cancel Approved Travel Authorization

Colin Davidson

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

Cancel Selected Travel Authorization(s)

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

**Cancel an Approved Travel Authorization is Complete**

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

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

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

Unapplied Travel Authorization

Select All      Deselect All      [Refine Filter Criteria](#)

**Approved Travel Authorization**      Personalize | Find | View All | |      First 1-4 of 4 Last

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

Select All      Deselect All

Actions

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

Travel Authorization Inquiry

Travel Authorization [Travel Authorization Details](#)

**Colin Davidson**      Actions

Business Purpose Conference      Destination Location FLORIDA      Authorization ID 0000005203 Approved

Description Trip to Florida Conference      Date From 12/19/2018      Date To 12/21/2018      Created 12/14/2018 Colin Davidson

Last Updated 12/14/2018 Ava Grace

**Totals**

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 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

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

## Review Budget Check Exceptions

### Review Expense Reports with Budget Check Exceptions

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

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

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

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

The form is titled "Expense Report Exceptions" and includes a search criteria section. The "Report ID" field is highlighted with a red box and contains the value "0000532371". The "Search" button is also highlighted with a red box.

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

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

The table is titled "Budgets with Exceptions" and shows two rows of budget overrides. The "Exception" column for both rows is highlighted with a green box and contains the text "No Budget Exists".

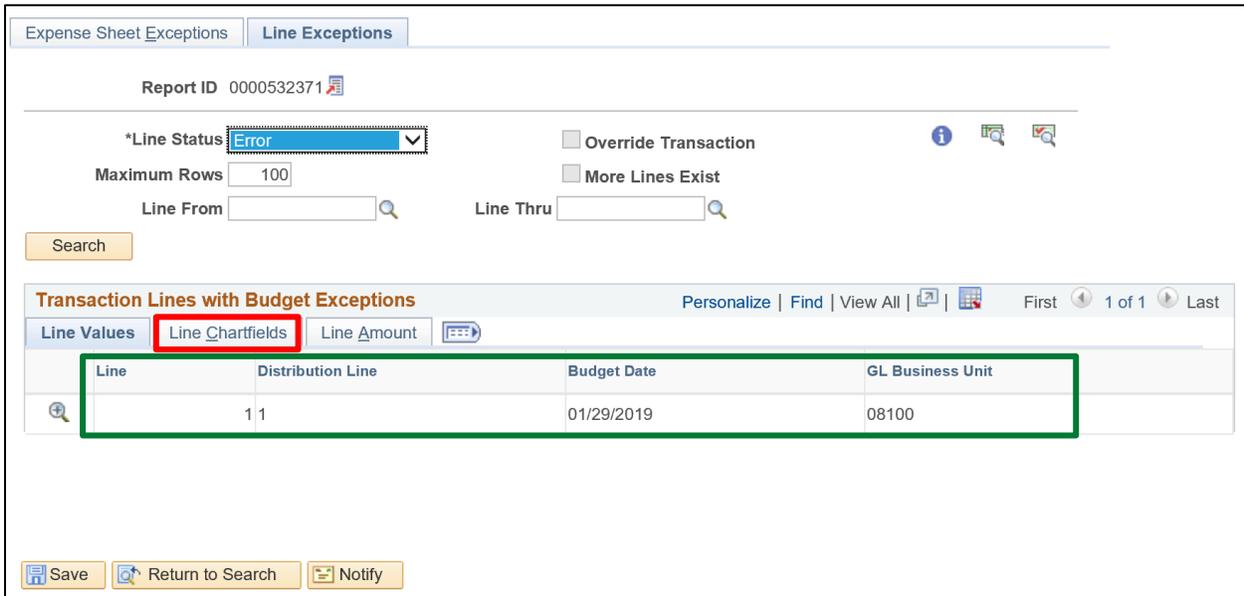
Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	08100	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2	08100	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

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

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

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

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



Expense Sheet Exceptions | **Line Exceptions**

Report ID 0000532371

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

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

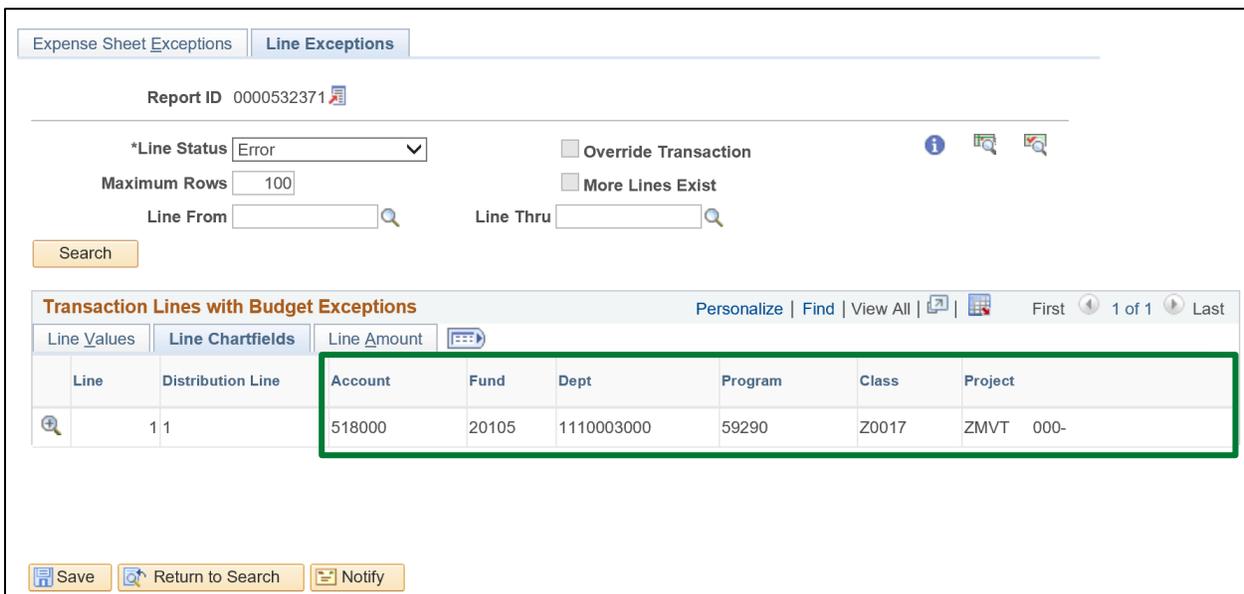
**Transaction Lines with Budget Exceptions** | Personalize | Find | View All | First 1 of 1 Last

Line Values | **Line ChartFields** | Line Amount

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

Save | Return to Search | Notify

**4. Click the Line ChartFields tab**



Expense Sheet Exceptions | **Line Exceptions**

Report ID 0000532371

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

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

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

Line Values | **Line ChartFields** | Line Amount

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

Save | Return to Search | Notify

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

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

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

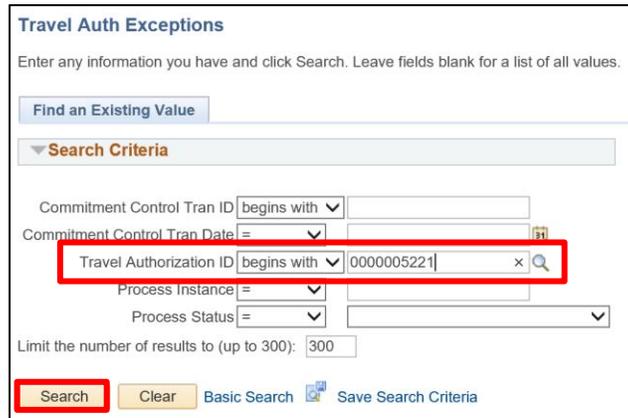
## Review Travel Authorizations with Budget Check Exceptions

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

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

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

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



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

[Find an Existing Value](#)

**Search Criteria**

Commitment Control Tran ID begins with

Commitment Control Tran Date =

**Travel Authorization ID** begins with

Process Instance =

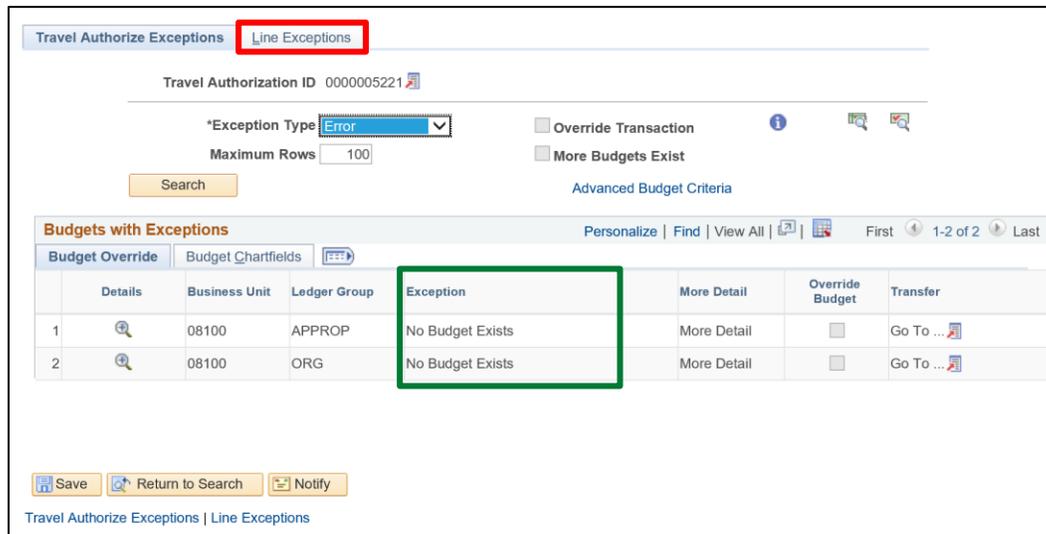
Process Status =

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

[Basic Search](#)

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

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



**Travel Authorize Exceptions** **Line Exceptions**

Travel Authorization ID 0000005221

\*Exception Type   Override Transaction  More Budgets Exist

Maximum Rows  [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	<input type="button" value="Q"/>	08100	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ... <input type="button" value="Q"/>
2	<input type="button" value="Q"/>	08100	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ... <input type="button" value="Q"/>

Travel Authorize Exceptions | Line Exceptions

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

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

- Click on the **Line Exceptions** tab

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

Travel Authorize Exceptions | **Line Exceptions**

Travel Authorization ID 0000005221

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

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

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

Line Values	<b>Line ChartFields</b>	Line Amount	
Line	Distribution Line	Budget Date	GL Business Unit
	1 1	01/29/2019	08100

Save | Return to Search | Notify

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

Travel Authorize Exceptions | **Line Exceptions**

Travel Authorization ID 0000005221

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

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

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

Line Values	<b>Line ChartFields</b>	Line Amount					
Line	Distribution Line	Account	Fund	Dept	Program	Class	Project
	1 1	518000	20105	1110003000	59290	Z0017	ZMVT 000-

Save | Return to Search | Notify

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

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

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

## VISION Expense Access Request Form

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

## Related Queries

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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