



## **Expenses Reporting Manual**

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## Expenses

### Expense Reports

VT_EX_ACCRUED_EXP – Expense items accrued	
<b>Purpose</b>	Lists expense reports with basic travel information and related accounting information for a set period of time
<b>Prompts</b>	GL business unit, account, dept ID, fund, program, project, class ( <b>Note: These prompts may use % for all</b> ); range of accounting dates
<b>Columns</b>	GL business unit, journal ID and line #, journal date, report ID and line, distribution line, accounting date, employee ID and name, business purpose, report description, TA ID, travel from, expense location, expense type description, transaction date, all chartfield information, amount, date of approval, date of audit and post status

VT_EX_ALTERNATE_APPROVER - List Users-Alt Appr from Date	
<b>Purpose</b>	Lists current expense report approvers that have an alternate assigned and the effective dates for the alternates authority
<b>Prompts</b>	GL unit (use % for all)
<b>Columns</b>	GL unit, user ID, approver's name and email, alternate's user ID, alternate's name and email, from date and to date

VT_EX_BU_APPRVR_EMPLS - BU Approvers for Employees EX	
<b>Purpose</b>	Lists employees for an expense report approver and business unit
<b>Prompts</b>	GL business unit, approver empl ID (use % for all)
<b>Columns</b>	GL business unit, approver empl ID, approver name, empl ID, employee name

VT_EX_BU_CASH_ADV_DATES_88 – Cash Adv Paid Date Range (accounting dt < 2/1/19)	
VT_EX_BU_CASH_ADV_DATES_92 – Cash Adv Paid Date Range (accounting dt > 1/31/19)	
<b>Purpose</b>	Lists employees that had a cash advance along with applicable travel authorization info during a given date range
<b>Prompts</b>	GL business unit, range of payment dates
<b>Columns</b>	GL business unit, advance ID, employee id and name, submittal date, accounting date, payment date, amount, TA ID, travel from and to, travel location, TA submit date, TA approval user ID, TA date of approval, pay status

VT_EX_BU_CASH_ADV_OPEN_BAL - BU Cash Advance with open bal	
<b>Purpose</b>	Lists employees with an open balance on a cash advance along with accounting and travel information
<b>Prompts</b>	GL business unit
<b>Columns</b>	GL business unit, accounting date, advance ID, empl ID and name, account, dept ID, fund , advance amount, balance, status (PD), TA ID, travel date from, travel date to

<b>VT_EX_BU_MILEAGE_RPT - BU Mileage Rpt for date range</b>	
<b>Purpose</b>	Lists employees that entered mileage reimbursements along with travel and accounting information
<b>Prompts</b>	GL business unit (use % for all), range of journal dates, dept ID
<b>Columns</b>	GL business unit and department, journal ID, date and line #, name and empl ID, report ID and line #, distribution line #, transaction date, amount, miles, expense type description, account, dept ID and description, fund, program, project, class, travel from, travel to, long description, year, period

<b>VT_EX_EE_CF_APPRVS - EE-EX status-CF-Approver</b>	
<b>Purpose</b>	Lists employees of expense users along with their status, default chartfield info and supervisor and expense coordinator information
<b>Prompts</b>	GL business unit (use % for all)
<b>Columns</b>	GL business unit, dept ID, expense coordinator ID, supervisor and name, employee user ID, name and recd #, effective date, status, locked out?, valid for expenses, reason for status, fund, program, project, class, employee email ID

<b>VT_EX_EE_EXP_COORD – Expense Coordinator List</b>	
<b>Purpose</b>	Lists expense coordinators for a specific Business Unit along with the dept ID that they are coordinators for
<b>Prompts</b>	GL business unit (use % for all)
<b>Columns</b>	GL business unit, dept ID, expense coordinator ID

<b>VT_EX_EE_SUP_DEFAULT – Exp Employees with Supervisor</b>	
<b>Purpose</b>	Lists employees of expense users along with their status, default chartfield info and supervisor information
<b>Prompts</b>	GL business unit (use % for all)
<b>Columns</b>	GL business unit, dept ID, supervisor and name, employee user ID, name and recd #, effective date, status, locked out?, valid for expenses, reason for status, fund, program, project, class, employee email ID

<b>VT_EX_EXP_RPT_BUD_ERR - Expense Rpt in Bud Check Error</b>	
<b>Purpose</b>	Lists expense reimbursements in budget error status along with identifying information
<b>Prompts</b>	GL business unit, (not greater than) budget date
<b>Columns</b>	GL business unit, report ID, accounting date, empl ID and name, status, budget status (E), line, distribution line, line budget status, budget date, account, dept ID, fund, program, project, class, amount

<b>VT_EX_EXP_RPT_DTL_88 - Expense Report Details (accounting dt &lt; 2/1/19)</b>	
<b>VT_EX_EXP_RPT_DTL_92 - Expense Report Details (accounting dt &gt; 1/31/19)</b>	
<b>Purpose</b>	Lists all expense reimbursements along with its basic information
<b>Prompts</b>	GL business unit, range of accounting dates
<b>Columns</b>	GL business unit, journal ID, date and line #, report ID, description and status, business purpose, expense report comment, empl ID and name, accounting date, entered by ID, submitted date, resubmitted date (if any), date of approval, expense coordinator approval date, expense coordinator user ID, payment date, paid amount, advance amount applied, TA ID, travel from, travel to location, transaction date, expense type description, line, distribution line, account, dept ID and description, fund, program, project, class, amount, billing type, tax implication (Y or N)

<b>VT_EX_EXP_RPT_DTL_CMNTS_88 - Exp Report Details w Comments (accounting dt &lt; 2/1/19)</b>	
<b>VT_EX_EXP_RPT_DTL_CMNTS_92 - Exp Report Details w Comments (accounting dt &gt; 1/31/19)</b>	
<b>Purpose</b>	Lists all expense reimbursements along with its basic information with additional comment fields
<b>Prompts</b>	GL business unit, range of accounting dates, account, dept ID, fund, program, project, class ( <b>Note: may use % for all in the chartfield prompts</b> )
<b>Columns</b>	GL business unit, journal ID, date and line #, report ID, description and status, business purpose, expense report comment, empl ID and name, accounting date, entered by ID, submitted date, resubmitted date (if any), date of approval, expense coordinator approval date, expense coordinator user ID, payment date, paid amount, advance amount applied, TA ID, travel from, travel to, transaction date, expense type description, line, distribution line, account, dept ID, fund, program, project, class, amount, tax implication (Y or N), amount exceeded (Y or N), comment, duplicates (Y or N), comment

<b>VT_EX_EXP_RPT_NO_BUDCK - Expense Rpt not Budget Checked</b>	
<b>Purpose</b>	Lists expense reports that are not budget checked and includes basic accounting information
<b>Prompts</b>	GL business unit, (not greater than) budget date
<b>Columns</b>	GL business unit, report ID, accounting date, empl ID, status, post status, budget header status, line, distribution line, line budget status, budget date, account, dept ID, fund, program, project, class, amount

<b>VT_EX_EXPENSE_SHEET_DELEGATE - Exp Rpt entered by Delegate</b>	
<b>Purpose</b>	Lists expense reports for an individual that was created by a delegate
<b>Prompts</b>	Range of created dates, GL business unit (use % for all)
<b>Columns</b>	Report ID, empl ID, status, employee user ID and name, entered by user ID and name, GL unit, created date

<b>VT_EX_OVER_SIXTY_DAYS</b>	
<b>Purpose</b>	Lists expense reports with expenses submitted over 60 days from transaction date
<b>Prompts</b>	Range of submitted dates, GL business unit (use % for all)

<b>Columns</b>	Empl ID and name, report id, report status, submit date, transaction date, GL unit, amount, expense type
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<b>VT_EX_PAID_EXP - Paid expenses</b>	
<b>Purpose</b>	Lists paid expenses reports along with expense and accounting information
<b>Prompts</b>	GL unit, empl ID (use % for all), range of payment dates
<b>Columns</b>	GL unit, business purpose, empl ID and name, report ID, line and distribution line, accounting date, submitted date, date of approval, payment date, payment ID and amount, advance ID, advance amount applied, transaction date, distance, expense type description, start time, end time, long description, account, dept ID, fund, program, project, class, amount

<b>VT_EX_PD_RPTS_LIAB_NOT_POSTED - Expense Sheet Paid Unposted</b>	
<b>Purpose</b>	Lists paid expense reports that have not yet posted
<b>Prompts</b>	GL business unit
<b>Columns</b>	Report ID, empl ID, report status, post status, sequence, reversal date

<b>VT_EX_POSTED_GL - Expenses posted to GL</b>	
<b>Purpose</b>	Lists posted expense reports along with accounting information
<b>Prompts</b>	GL business unit, range of journal dates, account, department, fund, program, project ( <b>Note: may use % for all on the chartfield prompts</b> )
<b>Columns</b>	GL business unit, document type, ID, line and distribution line, type, template, sequence, empl ID, accounting date, period, year, journal ID, date and line #, status, ledger, amount, account, dept ID, fund, class, program

<b>VT_EX_PROMPT_RPT_ID_88 - One Exp Rpt Detail w Comments (accounting dt &lt; 2/1/19) VT_EX_PROMPT_RPT_ID_92 - One Exp Rpt Detail w Comments (accounting dt &gt; 1/31/19)</b>	
<b>Purpose</b>	Gives detailed information on a requested expense reimbursement including its basic information with additional comment fields
<b>Prompts</b>	GL business unit, report ID
<b>Columns</b>	GL business unit, journal ID, date and line #, report ID and description, report status, business purpose, header comment, empl ID and name, accounting date, entered by, submitted date, resubmitted date, date of approval, expense coordinator approval date, expense coordinator user ID, payment date, paid amount, advance amount applied, TA ID, travel from, travel to, transaction date, expense description, line #, distribution line, account, dept ID, fund, program, project, class, line amount, tax implication (Y or N), amount exceeded (Y or N), comment, duplicates (Y or N), comment

<b>VT_EX_SHEETS_NOT_APPROVED</b>	
<b>Purpose</b>	Lists expense reports that have not been approved
<b>Prompts</b>	GL business unit (use % for all)
<b>Columns</b>	GL business unit, report ID and description, employee name & ID, supervisor name and ID, submit date, resubmit date, updated date, updated by user ID, last workflow action user ID, action, last update, report status

<b>VT_EX_SHEETS_NOT_PAID</b>	
<b>Purpose</b>	Lists expense reports that have not been paid
<b>Prompts</b>	GL business unit (use % for all)
<b>Columns</b>	GL business unit, report ID, empl ID, report status, accounting date, date of approval, submitted date

<b>VT_EX_SUPERV_APPROVED_STATUS_88 - Exp Rpts Status SuprvApproved (accounting dt &lt; 2/1/19)</b>	
<b>VT_EX_SUPERV_APPROVED_STATUS_92 - Exp Rpts Status SuprvApproved (accounting dt &gt; 1/3/19)</b>	
<b>Purpose</b>	Lists all expense reimbursements in approved status along with its basic information with additional comment fields
<b>Prompts</b>	GL business unit
<b>Columns</b>	GL business unit, report ID and description, report status, budget status, business purpose, header comment, empl ID, accounting date, advance amount applied, TA ID, travel from, location, expense date, expense description, line, distribution line, account, dept ID, fund, program, project, class, billing type, tax implication (Y or N), amount exceeded (Y or N), location amount comment, duplicates (Y or N), duplicate comment, entered by, submit by, submit date, resubmit date, approval user ID, date/time, approver comment

<b>VT_EX_LOCATIONS – List of Expense Locations</b>	
<b>Purpose</b>	Lists all locations and its information to be used for expense reporting
<b>Prompts</b>	None
<b>Columns</b>	Set ID, location, effective date, status, location group, description, short description, country, state

<b>VT_EX_TYPES_LIST– Valid Expense Types</b>	
<b>Purpose</b>	Lists all expense types associated with a specified account
<b>Prompts</b>	Account (use % for all)
<b>Columns</b>	Type, expense type description, account, account description

<b>VT_YYYY_PY_EXP_RPT_DTL– PY Expense Report Details</b>	
<b>Purpose</b>	This report is used in year-end CAFR reporting. A new version of this query is created each year and the YYYY is replaced with the current year. It is mostly useful for Finance & Management staff and departments with Proprietary funds. It lists all expense reports with a transaction date in the prior year for a business unit and a set of chartfield prompts.
<b>Prompts</b>	GL business unit, range of accounting dates, account, dept ID, fund, program, project, class (chartfield prompts may use % for all)
<b>Columns</b>	GL unit, journal ID and date, line#, report ID, report description, report status, business purpose, expense report header comment, employee ID and name, accounting date, entered by, submit date, resubmit date, date of approval, expense coordinator approval date, expense coordinator user ID, payment date, paid amount, advance applied amount, travel authorization ID, travel from, location, transaction date, expense type description, line, distribution line, account, dept ID, fund, program, project, class, amount, billing type, tax implication

**Travel Authorizations**

<b>VT_EX_TA_DELEGATE_ENTRY - Travel Auth not entered by Emp</b>	
<b>Purpose</b>	Lists travel authorizations entered by someone other than the employee requesting travel
<b>Prompts</b>	Range of created dates, GL business unit (use % for all)
<b>Columns</b>	TA ID, empl ID and name, entered by user ID and name, GL unit, dept ID and created date

<b>VT_EX_TA_STATUS_APPROVED_88 - TA with Approved status (accounting dt &lt;2/1/19) VT_EX_TA_STATUS_APPROVED_92 - TA with Approved status (accounting dt &gt;1/31/19)</b>	
<b>Purpose</b>	Lists travel authorizations in approved status along with travel and accounting information
<b>Prompts</b>	GL business unit, TA ID (use % for all)
<b>Columns</b>	GL business unit, TA ID, TA status, name and empl ID, accounting date, description, comment, date from, date to, purpose, line, exp description, travel from, expense location, transaction date, distance, merchant, description, distribution line, account, dept ID, fund, program, project, class, amount, date of creation, submit date, resubmit date, date of approval, approval user ID, sec AoA approval user ID

<b>VT_EX_TRAVEL_AUTH_DETAIL_88 – TA Detail for a date range (accounting dt &lt; 2/1/19) VT_EX_TRAVEL_AUTH_DETAIL_92 – TA Detail for a date range (accounting dt &gt; 1/31/19)</b>	
<b>Purpose</b>	Lists travel authorizations for a date range
<b>Prompts</b>	GL business unit, accounting date range
<b>Columns</b>	GL unit, TA ID, TA status, Name, empl ID, accounting date, TA description, TA comments, travel date from, travel date to, business purpose, line, exp type, travel from, expense location, transaction date, distance, merchant, CF distrib line, account, dept ID, fund, program, project, class, amount, creation date, submission date, resub date, approver user id, date of approval, approver comment, approval status

<b>VT_EX_TRVL_AUTH_BUD_ERR - Travel Auth in Bud Check Error</b>	
<b>Purpose</b>	Lists travel authorizations with a budget header status in error
<b>Prompts</b>	GL business unit, through budget date
<b>Columns</b>	GL unit, TA ID, accounting date, empl ID, TA status, budget header status (E), budget date, line, distribution line, budget line status, account, dept ID, fund, program, project, class, amount

<b>VT_TRVL_AUTH_NO_BUDCK - Travel Auth not Budget Chk</b>	
<b>Purpose</b>	Lists travel authorizations that have not been budget checked and includes accounting information
<b>Prompts</b>	GL business unit, through accounting date
<b>Columns</b>	GL unit, TA ID, accounting date, empl ID, TA status, budget header status, budget date, line, distribution line, budget line status, account, dept, fund, program, project, class, amount

