Expense Transactions: Preparing for Year-End

To assist you in preparing for year-end, several enhancements and fixes have been made to the Expense Inquiry screen including new reports that list outstanding transactions which need to be acted upon and resolved. These new reports (Budget Exceptions, Approval Pending Documents, Outstanding Advances, Unused Travel Authorizations that should be Cancelled, and Travel Authorizations needing Budgets set up in the New Fiscal Year) are replacing the reports previously provided to departments by Disbursement Services to support year-end cleanup efforts and provide a tool to help Expenses module users process and manage their Expenses transactions.

Enhancements:

1) Search for transactions by the RRC and Approver ID - The association of an employee to an RRC is based on the default DeptID from the employee’s profile.

2) The Cash Advance Applied Amount to an Expense Report is now included in the search result.

3) For performance reasons, search dates must be within the 24-month period from today’s date.

4) New reports have been added:
   - Budget Exception
   - Approval Pending Document
   - Outstanding Advances
   - Unused Travel Authorizations to be Cancelled
   - Travel Authorizations Needing Budgets for the New Fiscal Year

Expenses preparers, approvers, and administrators can use these reports to produce action items that need to be resolved. These reports should be used frequently and are especially important in the month of June when the departments need to process Expenses documents before the year-end cutoff.

Report Information:

✓ The Budget Exception report provides a listing of the Expense Reports and Travel Authorizations with budget errors. The erred ChartField strings are displayed along with the error messages. Any documents listed should be sent back by the approvers. The ChartField string errors should be corrected before resubmission.

✓ The Approval Pending report provides a listing of the documents that are still in approval pending statuses. By the Expenses year-end cutoff, no Expenses documents should be in pending statuses – they will be sent back unless the approvers act on them. Departments can use the listing to remind approvers to act or to request reassignment to other approvers if necessary.

✓ The Outstanding Advances report provides a listing of the Cash Advances that were paid to the employees and have yet to be reconciled (outstanding).

✓ The Travel Authorizations To Be Cancelled report provides a listing of TAs that have Cash Advances but no Expense Reports to which funds from the Cash Advances were applied. If Cash Advance funds were applied to Expense Reports without them being created from the TA, the TA needs to be cancelled in order to relieve encumbrances.

✓ The Travel Authorizations Needing Budgets in the Next Fiscal Year report is only available in the month of June. It provides a listing of TAs whose budgets need to be set up in order for their encumbrances to be rolled over to the new fiscal year at the end of June. Departments can use this report to ensure that budgets for the TAs listed are included in the budget load process.

Disbursement Services, Controller’s Office

May 22, 2013
Employee Self Service > Travel and Expense Center > UM Expense Inquiry

You can use search criteria such as: EmplID of the traveler, preparer Internet ID, approver Internet ID, RRC, or other search options below.

This example shows MNEXT (Extension) will all the options checked: Budget Exceptions, Approval Pending, etc.

Once you get results, also check the Budget Exceptions, Approval Pending, Outstanding Advances, and TAs to be Cancelled links too.