

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.

Employee Self Service > Travel and Expense Center > UM Expense Inquiry

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Employee Travel and Expense Center

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 Create/Modify
 Create Express
 Print
 2 More...

Cash Advances
Create, modify, print, view or delete Cash Advances
 Create/Modify
 Print
 View
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Print Reports
Print any one of your expense transactions.
 Expense Report
 Bar Code Receipt Form
 Time Report
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UM Expense Inquiry
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You can use search criteria such as: EmplID of the traveler, preparer Internet ID, approver Internet ID, RRC, or other search options below.

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Overview | Budget Exceptions | Approval Pending | Outstanding Cash Advances | TAs to be Cancelled

Expense Documents Search Results Summary

Any history date range entered must be within the 24 month period (5/12/2015 to 5/12/2017)

Search Expenses

Empl ID: Name:

SetID: UMFIN Preparer:

RRC: MNEXT Approver:

Date Submitted: To:

Created Date: To:

Expense Date: To:

Report ID begins with: Report Status:

Authorization ID begins with: Travel Auth Status:

Advance ID begins with: Advance Status:

The chartfields in the Accounting Details

Fund Code: DeptID:

Business Unit PC: Project:

Account:

Also list any of the following conditions in the documents searched:

Budget Exceptions
 Approval Pending Documents
 Outstanding Advances
 Unused Travel Auths that can be Cancelled

To prevent unexpected system time-out problems, please provide as many search criteria as possible.

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.

Report ID	Empl ID	Empl Name	RRC	RRC Name	Report Status	Creation Date	Submission Date	Entered By	Report Description	Bus Purpose	Report Total Amt	Total Due Employee	Report Distributions	Travel Auth ID	Emplid	Empl Name	RRC
1 000640630		V...	MNEXT	MN Extension	Paid	06/20/2016	06/21/2016	KOMMED02	Jo... 6/18/2016	OTH	544.00	0.00		0000011596		V...	MNEXT
2 0000704520		V...	MNEXT	MN Extension	Paid	11/10/2016	11/16/2016	KOMMED02	Jo... 000008214-Kenya	OTH	4569.56	0.00		0000011711		V...	MNEXT
3 0000680162		V...	MNEXT	MN Extension	Paid	09/22/2016	09/26/2016	KOMMED02	Jo... 10/1/2016	OTH	8207.50	0.00		0000011706		V...	MNEXT
4 0000679669		V...	MNEXT	MN Extension	Paid	09/22/2016	09/23/2016	KOMMED02	Jo... 1-	OTH	5318.25	0.00		0000011705		V...	MNEXT