Travel on a Budget:

Integrating Travel & Expense with Commitment Control

Session #26237

March 25, 2009

Anaheim, California

Presenter

- Nora Loyd
  - *Senior ERP Analyst, Florida State University*
    - Commitment Control
    - Travel & Expenses

Florida State University

- Comprehensive, public research university located in the capital city of Tallahassee, Florida
- Enrollment: 39,136
- Annual Operating Budget: $1.1B

FSU and PeopleSoft

- FSU has used Travel & Expenses with Commitment Control since going live with version 8.4 in 2004
- Have been on 8.9 for over 2 years
- Plan to go live with 9.0 MP5 in April 2009

Yikes! That's next month!

FSU and Travel/Budget

- Subject to State of Florida travel regulations, including per diem and meal reimbursements
- Funding from state, auxiliary enterprises, and sponsored research - a variety of budgetary restrictions
- Decentralized entry and approval of travel and expense requests

Overview

- Travel & Expenses is a newer module, and its integration with Commitment Control is maturing
- The association between Travel Auths and Expense Reports is similar to that between POs/Vouchers, but there are some important differences

Overview

- The examples in this presentation are based on 8.9
- Very few changes that we've seen between 8.9 and 9.0

Agenda

- Travel Auths
  - *Encumbrance*
  - *Change example: denying a line*
  - *Two-step liquidation process w/Ex Rpt*
- Expense Reports
  - *Payment cancellation*
  - *Closing ERs*
- Cash Advances - *not budget checked*

Agenda

- Batch Budget Check
- Issues
  - *Deleting documents*
  - *“Ref’d Doc has been Finalized” errors*
- Reconciliations
- Year End
  - *Pre-roll clean up*
  - *TAuth roll*

Travel Auths

- In our set up, TAuths (and ERs) must be checked before they are approved
- During the approvals process, changes can be made that affect commitment control
- TAuths are normally liquidated by Ex Rpt, though they can be cancelled/closed without an Ex Rpt

Travel Auths

- Expenses/Commitment Control Options

Expenses Options

SetID: SHARE FSU Standard SetID

Payment Details

*Rate Type: CRRNT Current Rate

*Bank Code: BOA BANK OF AMERICA - SOF

*Bank Account: CHCK BOA CHECKING

*Payment Method: Electronic Funds Transfer

Accounting Date

Use Current Date

Use Specific Date

Commitment Control Options

You may enforce budget checking prior to approvals and audits for Travel Authorizations and Expense Reports.

Require budget checking prior to approval for Expense Reports

Require budget checking prior to approval for Travel Authorizations

Approval Preferences

After Approval Action:

Proceed to Next Transaction

Return to List

Save | Return to Search | Notify | Add | Update/Display

Travel Auths

- Encumbrance Example
  - *Travel Auth entered*
  - *Submitted*
  - *Budget checked and in Valid Budget Status*
  - *Recorded on Commitment Control*

View Travel Authorization

Travel Authorization Details

Igor User Defaults **Authorization ID:** 0000085677

General Information

Description: Test TAuth **Comment:** Testing Travel/KK Interaction

Business Purpose: Conference or Convention

Status: Submission in Process **Last Updated:** 02/20/2009 **By:** NLOYD

Default Location: ANAHEIM CA

***Date From:** 02/14/2009 **Date To:** 02/19/2009 **Benefit Text Message** Learn about topics

More Options: GO

Details Customize | Find | First 1-6 of 6 Last

*Expense Type	Date	*Amount	Currency	*Payment Type	*Billing Type	
Air Travel	02/14/2009	500.00	USD	Paid by Traveler	Out-State Travel	*Detail
Lodging/Hotel/Motel	02/14/2009	500.00	USD	Paid by Traveler	Out-State Travel	*Detail
Taxi Fares	02/14/2009	30.00	USD	Paid by Traveler	Out-State Travel	*Detail
Lunch, Domestic	02/14/2009	50.00	USD	Paid by Traveler	Out-State Travel	Detail
Dinner, Domestic	02/14/2009	100.00	USD	Paid by Traveler	Out-State Travel	Detail
Air Travel	02/19/2009	500.00	USD	Paid by Traveler	Out-State Travel	*Detail

Totals

Authorized Amount:	1,680.00	USD
Less Non-Approved:	0.00	USD
Due Employee:	1,680.00	USD

Project Summary

Return to Search Notify

Travel Auths

- EX_TAUTH_HDR / EX_TAUTH_LINE
  - *after submission*

Tauth ID	Bd Hdr Stat	Tauth Stat
0000085677	V	SUB

Tauth ID	Line	Dist Ln	Bd Ln Stat	KK Close Flg	EX Ln Stat	Acct	Dept	Fund	Amount
0000085677	1	1	V		SUB	740521	075000	110	500.00
0000085677	2	1	V		SUB	740521	075000	110	500.00
0000085677	3	1	V		SUB	740521	075000	110	30.00
0000085677	4	1	V		SUB	740521	075000	110	50.00
0000085677	5	1	V		SUB	740521	075000	110	100.00
0000085677	6	1	V		SUB	740521	075000	110	500.00

Travel Auths

- KK activity
  - *after submission & budget check*

Tauth ID	Sheet	Line	KK Tran ID	KK Ln	Ledger	Bud Per	FY	Dept	Fund	Proj	Acct	Amount
0000085677		1	0006569929	1	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		2	0006569929	2	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		3	0006569929	3	KK_DTL_ENC	2009	2009	075000	110		740521	30.00
0000085677		4	0006569929	4	KK_DTL_ENC	2009	2009	075000	110		740521	50.00
0000085677		5	0006569929	5	KK_DTL_ENC	2009	2009	075000	110		740521	100.00
0000085677		6	0006569929	6	KK_DTL_ENC	2009	2009	075000	110		740521	500.00

Travel Auths

- Approver denies a line

Details — Customize | Find

Expense Type	Date	PC BU	Project	Activity	Amount	Currency	Approve	
Air Travel	02/14/2009				500.00	USD	☑	
Lodging/Hotel/Motel	02/14/2009				500.00	USD	☑	
Taxi Fares	02/14/2009				30.00	USD	☑	
Lunch, Domestic	02/14/2009				50.00	USD	☐	Not Allowable
Dinner, Domestic	02/14/2009				100.00	USD	☑	
Air Travel	02/19/2009				500.00	USD	☑	

- This requires another budget check

Travel Auths

- EX_TAUTH_HDR / EX_TAUTH_LINE
  - *status changed, denied line in DEN status*

Tauth ID	Bd Hdr Stat	Tauth Stat
0000085677	V	APR

Tauth ID	Line	Dist Ln	Bd Ln Stat	KK Close Flg	EX Ln Stat	Acct	Dept	Fund	Amount
0000085677	1	1	V		APR	740521	075000	110	500.00
0000085677	2	1	V		APR	740521	075000	110	500.00
0000085677	3	1	V		APR	740521	075000	110	30.00
0000085677	4	1	V		DEN	740521	075000	110	50.00
0000085677	5	1	V		APR	740521	075000	110	100.00
0000085677	6	1	V		APR	740521	075000	110	500.00

Travel Auths

- KK Activity
  - *after line denied it is deleted from KK*

Tauth ID	Sheet	Line	KK Tran ID	KK Ln	Ledger	Bud Per	FY	Dept	Fund	Proj	Acct	Amount
0000085677		1	0006569929	1	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		2	0006569929	2	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		3	0006569929	3	KK_DTL_ENC	2009	2009	075000	110		740521	30.00
--> note line 4 is missing since it was denied <--												
0000085677		5	0006569929	5	KK_DTL_ENC	2009	2009	075000	110		740521	100.00
0000085677		6	0006569929	6	KK_DTL_ENC	2009	2009	075000	110		740521	500.00

Travel Auths

- Travel Auth to Expense Report
  - *One-to-one relationship – once a TA is copied to an ER you cannot associate other ERs with the same TA*
  - *Additional ERs for the same trip must be done unencumbered*
  - *Remaining encumbrance on TA can only be relieved by closing and finalizing the TA*

Travel Auths

- Line to Line
  - *While the TAuth ID is recorded on ER distrib lines, the TAuth line number is not recorded*
  - *In most cases, TA lines are matched to ER lines if they share the same line number*
  - *Lines added, changed, or deleted on the ER may lose an association with a TA line*
  - *Line-level remaining encumbrance is not as useful as TAuth remaining encumbrance*

Travel Auths

- Liquidation - two step process
  - *1. Reduced by Ex Rpt where there is a line-to-line match between ER and TA*
  - *2. TA closed and "finalized" – remaining encumbrance is relieved when encumbrance is reduced to match ER liquidation amount*
- You can also cancel a TAuth which does just the second step

Travel Auth Liquidation

- Example continued
  - *Copy TA to Expense Report*
  - *Make some changes:*
    - Reduce line 1 to $400
    - Split receipts on line 2
    - Delete line 3
    - No change to line 4
    - Increase line 5 to $550
    - Add a new line

Travel Auth Liquidation

- Summary of changes

TAuth 0000085677		Sheet 0000120368		
	Amount		Amount	Difference (TA - ER)
Air Travel	500.00	Air Travel	400.00	100.00
Lodging/Hotel/Motel	500.00	Lodging/Hotel/Motel	480.00	
		Laundry Service	20.00	-
Taxi Fares	30.00	Taxi Fares [deleted]		30.00
Dinner, Domestic	100.00	Dinner, Domestic	100.00	-
Air Travel	500.00	Air Travel	550.00	over
		Taxi Fares [added]	50.00	over
	1,630.00		1,600.00	

Travel Auth Liquidation

- Submit and budget check Ex Report
  - *Note ER is in "Submitted" status*

Sheet ID	TAuth ID	BHS	Sheet Status
0000120368	0000085677	V	SUB

Sheet ID	TAuth ID	Line	Dist Ln	Bd Ln Stat	EX Ln Stat	Acct	Dept	Fund	Amount
0000120368	0000085677	1	1	V	SUB	740521	075000	110	400.00
0000120368	0000085677	2	1	V	SUB	740521	075000	110	480.00
0000120368	0000085677	4	1	V	SUB	740521	075000	110	100.00
0000120368	0000085677	5	1	V	SUB	740521	075000	110	550.00
0000120368	0000085677	9	1	V	SUB	740521	075000	110	20.00
0000120368		10	1	V	SUB	740521	075000	110	50.00

Travel Auth Liquidation

- Step 1: Partial liquidation
  - *Fully liquidated first two lines*
  - *Connected TA line 5 and ER line 4*
  - *Lost connection between TA line 6 / ER line 5*

TAuth 0000085677						Sheet 0000120368					
Line	Dist Ln	Bd Ln Stat	KK Close Flg	EX Ln Stat	Amount	Line	Dist Ln	Bd Ln Stat	EX Ln Stat	Amount	Difference (TA - ER)
1	1	V		APR	500.00	1	1	N	PND	400.00	fully liq.
2	1	V		APR	500.00	2	1	N	PND	480.00	fully liq.
3	1	V		APR	30.00						30.00
5	1	V		APR	100.00	4	1	N	PND	100.00	-
						5	1	N	PND	550.00	no KK link
6	1	V		APR	500.00						500.00
						9	1	N	PND	20.00	no KK link
						10	1	N	PND	50.00	no TA link
					1,630.00					1,600.00	

Travel Auth Liquidation

- KK Activity Log

Encumbrance												
Tauth ID	Sheet	Line	KK Tran ID	KK Ln	Ledger	Bud Per	FY	Dept	Fund	Proj	Acct	Amount
0000085677		1	0006569929	1	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		2	0006569929	2	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		3	0006569929	3	KK_DTL_ENC	2009	2009	075000	110		740521	30.00
0000085677		5	0006569929	5	KK_DTL_ENC	2009	2009	075000	110		740521	100.00
0000085677		6	0006569929	6	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
	0000120368	1	0006569949	1	KK_DTL_ENC	2009	2009	075000	110		740521	(500.00)
	0000120368	2	0006569949	2	KK_DTL_ENC	2009	2009	075000	110		740521	(500.00)
	0000120368	5	0006569949	4	KK_DTL_ENC	2009	2009	075000	110		740521	(100.00)
												530.00
Expense												
Tauth ID	Sheet	Line	KK Tran ID	KK Ln	Ledger	Bud Per	FY	Dept	Fund	Proj	Acct	Amount
	0000120368	1	0006569949	1	KK_DTL_EXP	2009	2009	075000	110		740521	400.00
	0000120368	10	0006569949	6	KK_DTL_EXP	2009	2009	075000	110		740521	50.00
	0000120368	2	0006569949	2	KK_DTL_EXP	2009	2009	075000	110		740521	480.00
	0000120368	4	0006569949	3	KK_DTL_EXP	2009	2009	075000	110		740521	100.00
	0000120368	5	0006569949	4	KK_DTL_EXP	2009	2009	075000	110		740521	550.00
	0000120368	9	0006569949	5	KK_DTL_EXP	2009	2009	075000	110		740521	20.00
												1,600.00

Travel Auth Liquidation

- Liquidation table for the Travel Auth

KK Tran ID	KK Tran Ln	KK Posted Amt (Orig Encumb)	Monetary Amount (Remaining Encumb)
0006569929	1	500.00	-
0006569929	2	500.00	-
0006569929	3	30.00	30.00
0006569929	5	100.00	-
0006569929	6	500.00	500.00
		1,630.00	530.00

Travel Auth Liquidation

- Step 2: When Ex Rpt is budget checked, the associated Travel Auth is updated
  - *Budget Header/Line Status changed to "Not Checked"*
  - *KK Close Flag set to "Y" – this "finalizes" the TAuth*
  - *TAuth Header status is "Closed"*

Travel Auth Liquidation

- Travel Auth after Ex Rpt checked

Tauth ID	Bd Hdr Stat	Tauth Stat
0000085677	N	CLS

Tauth ID	Line	Dist Ln	Bd Ln Stat	KK Close Flg	EX Ln Stat	Acct	Dept	Fund	Amount
0000085677	1	1	N	Y	APR	740521	075000	110	500.00
0000085677	2	1	N	Y	APR	740521	075000	110	500.00
0000085677	3	1	N	Y	APR	740521	075000	110	30.00
0000085677	4	1	N	Y	DEN	740521	075000	110	50.00
0000085677	5	1	N	Y	APR	740521	075000	110	100.00
0000085677	6	1	N	Y	APR	740521	075000	110	500.00

Travel Auth Liquidation

- When TAuth is next budget checked this will liquidate remaining encumbrance
  - *Though the TAuth is automatically updated, it is not automatically budget checked*
  - *The TAuth must be budget checked, either individually or in batch, before it liquidates*

Travel Auth Liquidation

- Liquidation table after final budget check
  - *Encumbrances reduced so that remaining encumbrance is zero*

Before final budget check

KK Tran ID	KK Tran Ln	KK Posted Amt (Orig Encumb)	Monetary Amount (Remaining Encumb)
0006569929	1	500.00	-
0006569929	2	500.00	-
0006569929	3	30.00	30.00
0006569929	5	100.00	-
0006569929	6	500.00	500.00
		1,630.00	530.00

After final budget check

KK Tran ID	KK Tran Ln	KK Posted Amt (Orig Encumb)	Monetary Amount (Remaining Encumb)
0006569929	1	500.00	-
0006569929	2	500.00	-
0006569929	3	-	-
0006569929	5	100.00	-
0006569929	6	-	-
		1,100.00	-

Travel Auth Liquidation

- Net encumbrance after both ER and TA checked

Encumbrance												
Tauth ID	Sheet	Line	KK Tran ID	KK Ln	Ledger	Bud Per	FY	Dept	Fund	Proj	Acct	Amount
0000085677		1	0006569929	1	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		2	0006569929	2	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		3	0006569929	3	KK_DTL_ENC	2009	2009	075000	110		740521	-
0000085677		5	0006569929	5	KK_DTL_ENC	2009	2009	075000	110		740521	100.00
0000085677		6	0006569929	6	KK_DTL_ENC	2009	2009	075000	110		740521	-
	0000120368	1	0006569949	1	KK_DTL_ENC	2009	2009	075000	110		740521	(500.00)
	0000120368	2	0006569949	2	KK_DTL_ENC	2009	2009	075000	110		740521	(500.00)
	0000120368	5	0006569949	4	KK_DTL_ENC	2009	2009	075000	110		740521	(100.00)
											nets to zero	-

Travel Auth Liquidation

- KK Activity Log – reversal detail

KK Tran ID	KK Ln	Bud Per	FY	Acctg Per	Closed Value	Seq Nbr	Rvrsl Flg	Amount	Comment
0006569929	1	2009	2009	8		0		500.00	original encumbrance
0006569929	1	2009	2009	9		1	Y	(500.00)	reversed
0006569929	1	2009	2009	9	Y	1		500.00	re-established in new period
0006569929	2	2009	2009	8		0		500.00	original encumbrance
0006569929	2	2009	2009	9		1	Y	(500.00)	reversed
0006569929	2	2009	2009	9	Y	1		500.00	re-established in new period
0006569929	3	2009	2009	8		0		30.00	original encumbrance
0006569929	3	2009	2009	9		1	Y	(30.00)	reversed
0006569929	3	2009	2009	9	Y	1		-	reduced to zero
0006569929	5	2009	2009	8		0		100.00	original encumbrance
0006569929	5	2009	2009	9		1	Y	(100.00)	reversed
0006569929	5	2009	2009	9	Y	1		100.00	re-established in new period
0006569929	6	2009	2009	8		0		500.00	original encumbrance
0006569929	6	2009	2009	9		1	Y	(500.00)	reversed
0006569929	6	2009	2009	9	Y	1		-	reduced to zero

Travel Auth Liquidation

- KK Activity Log – reversal detail

Line that was liquidated by Ex Rpt

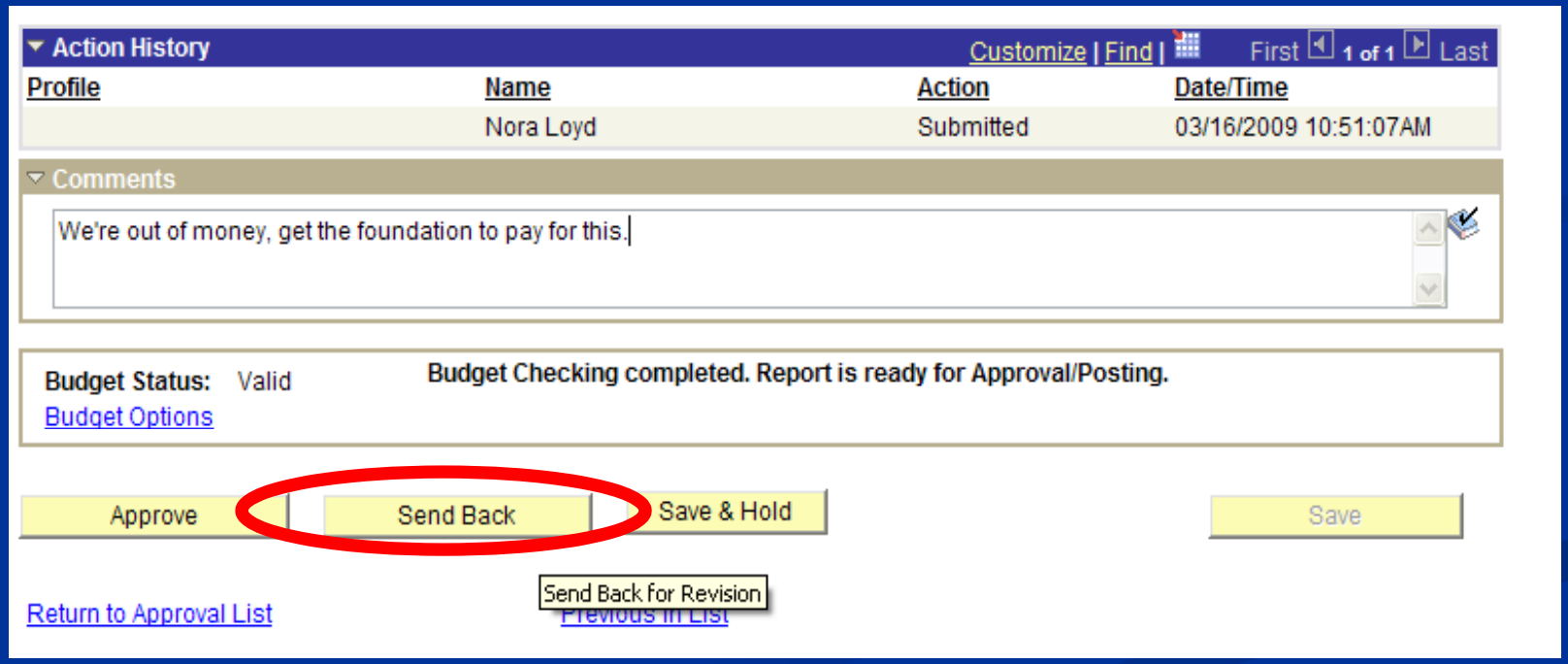
KK Tran ID	KK Ln	Bud Per	FY	Acctg Per	Closed Value	Seq Nbr	Rvrsl Flg	Amount	Comment
0006569929	1	2009	2009	8		0		500.00	original encumbrance
0006569929	1	2009	2009	9		1	Y	(500.00)	reversed
0006569929	1	2009	2009	9	Y	1		500.00	re-established in new period

Line that was not liquidated by Ex Rpt

KK Tran ID	KK Ln	Bud Per	FY	Acctg Per	Closed Value	Seq Nbr	Rvrsl Flg	Amount	Comment
0006569929	3	2009	2009	8		0		30.00	original encumbrance
0006569929	3	2009	2009	9		1	Y	(30.00)	reversed
0006569929	3	2009	2009	9	Y	1		-	reduced to zero

Travel Auth Liquidation

- ER was not yet approved
- Approver decides to “Send Back”



Travel Auth Liquidation

- Confirmation triggers processing...

Approve Expense Report

Submit Confirmation

Igor

Report ID: 0000120368

Expense Report Totals

Employee Expenses:	1,600.00 USD	Due Employee:	1,600.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

This report will be sent back for revision.

OK Cancel

Travel Auth Liquidation

- When ER is sent back
  - *Status changed to "Pending"*
  - *Budget Header Status reverts to "N"*
  - *Removed from Commitment Control*

Sheet ID	TAuth ID	BHS	Sheet Status
0000120368	0000085677	N	PND

Sheet ID	TAuth ID	Line	Dist Ln	Bd Ln Stat	EX Ln Stat	Acct	Dept	Fund	Amount
0000120368	0000085677	1	1	V	PND	740521	075000	110	400.00
0000120368	0000085677	2	1	V	PND	740521	075000	110	480.00
0000120368	0000085677	4	1	V	PND	740521	075000	110	100.00
0000120368	0000085677	5	1	V	PND	740521	075000	110	550.00
0000120368	0000085677	9	1	V	PND	740521	075000	110	20.00
0000120368		10	1	V	PND	740521	075000	110	50.00

Travel Auth Liquidation

- Associated Travel Auth is updated
  - *Status reverts to "Approved" (was "Closed")*
  - *KK Close Flag is reset to "N"*

Tauth ID	Bd Hdr Stat	Tauth Stat
0000085677	V	APR

Tauth ID	Line	Dist Ln	Bd Ln Stat	KK Close Flg	EX Ln Stat	Acct	Dept	Fund	Amount
0000085677	1	1	V	N	APR	740521	075000	110	500.00
0000085677	2	1	V	N	APR	740521	075000	110	500.00
0000085677	3	1	V	N	APR	740521	075000	110	30.00
0000085677	4	1	V	N	DEN	740521	075000	110	50.00
0000085677	5	1	V	N	APR	740521	075000	110	100.00
0000085677	6	1	V	N	APR	740521	075000	110	500.00

Travel Auth Liquidation

- Associated Travel Auth is NOT re-checked
  - *Budget Header Status still "V"alid*
  - *Activity log NOT changed, lines reduced to zero are still zero, though no ER is liquidating*

Tauth ID	Sheet	Line	KK Tran ID	KK Ln	Ledger	Bud Per	FY	Dept	Fund	Proj	Acct	Amount
0000085677		1	0006569929	1	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		2	0006569929	2	KK_DTL_ENC	2009	2009	075000	110		740521	500.00
0000085677		3	0006569929	3	KK_DTL_ENC	2009	2009	075000	110		740521	-
0000085677		5	0006569929	5	KK_DTL_ENC	2009	2009	075000	110		740521	100.00
0000085677		6	0006569929	6	KK_DTL_ENC	2009	2009	075000	110		740521	-
												1,100.00

Travel Auth Liquidation

- KK liquidation/reference tables updated
  - *No Referenced table entry (since ER gone)*
  - *Liquidation table updated to match Act Log*

KK Tran ID	KK Tran Ln	KK Posted Amt (Orig Encumb)	Monetary Amount (Remaining Encumb)
0006569929	1	500.00	500.00
0006569929	2	500.00	500.00
0006569929	3	-	-
0006569929	5	100.00	100.00
0006569929	6	-	-
		1,100.00	1,100.00

Travel Auth Liquidation

- ER is resubmitted and budget checked

Sheet ID	TAuth ID	BHS	Sheet Status
0000120368	0000085677	V	SUB

Sheet ID	TAuth ID	Line	Dist Ln	Bd Ln Stat	EX Ln Stat	Acct	Dept	Fund	Amount
0000120368	0000085677	1	1	V	SUB	740521	075000	110	400.00
0000120368	0000085677	2	1	V	SUB	740521	075000	110	480.00
0000120368	0000085677	4	1	V	SUB	740521	075000	110	100.00
0000120368	0000085677	5	1	V	SUB	740521	075000	110	550.00
0000120368	0000085677	9	1	V	SUB	740521	075000	110	20.00
0000120368		10	1	V	SUB	740521	075000	110	50.00

Travel Auth Liquidation

- Recorded on KK again, but has a new KK Tran Id

Tauth ID	Sheet	Line	KK Tran ID	KK Ln	Ledger	Bud Per	FY	Dept	Fund	Proj	Acct	Amount
	0000120368	1	0006569951	1	KK_DTL_ENC	2009	2009	075000	110		740521	(500.00)
	0000120368	1	0006569951	1	KK_DTL_EXP	2009	2009	075000	110		740521	400.00
	0000120368	2	0006569951	2	KK_DTL_ENC	2009	2009	075000	110		740521	(500.00)
	0000120368	2	0006569951	2	KK_DTL_EXP	2009	2009	075000	110		740521	480.00
	0000120368	4	0006569951	3	KK_DTL_EXP	2009	2009	075000	110		740521	100.00
	0000120368	5	0006569951	4	KK_DTL_ENC	2009	2009	075000	110		740521	(100.00)
	0000120368	5	0006569951	4	KK_DTL_EXP	2009	2009	075000	110		740521	550.00
	0000120368	9	0006569951	5	KK_DTL_EXP	2009	2009	075000	110		740521	20.00
	0000120368	10	0006569951	6	KK_DTL_EXP	2009	2009	075000	110		740521	50.00

Travel Auth Liquidation

- TA is updated again (re-finalized)

Tauth ID	Bd Hdr Stat	Tauth Stat
0000085677	N	CLS

Tauth ID	Line	Dist Ln	Bd Ln Stat	KK Close Flg	EX Ln Stat	Acct	Dept	Fund	Amount
0000085677	1	1	N	Y	APR	740521	075000	110	500.00
0000085677	2	1	N	Y	APR	740521	075000	110	500.00
0000085677	3	1	N	Y	APR	740521	075000	110	30.00
0000085677	4	1	N	Y	DEN	740521	075000	110	50.00
0000085677	5	1	N	Y	APR	740521	075000	110	100.00
0000085677	6	1	N	Y	APR	740521	075000	110	500.00

- *at least this is how it should work*

Expense Reports

- The TAuth liquidation showed typical ER budget checking
- Payment cancellation can have an effect on Ex Rpts
  - *Cancelled with reissue*
  - *Cancelled without reissue*
- Closing ERs that will not be paid

Expense Reports

- Payment cancelled and reissued
  - *Should not affect commitment control at all, because doesn't change expense*
  - *However, we unpost and repost the ER so that the new payment can be staged*
  - *This places the ER in a "N"ot budget checked status*
  - *As long as ER is in current budget period/fiscal year we recheck without problem*

Expense Reports

- Payment cancelled and reissued
  - *If ER was in a prior budget period/fiscal year it errors because budget is closed*
  - *We use budget attributes to temporarily reopen budget and re-check so ER is back in Valid budget status*
  - *Should not change KK, since GL expense has not changed (only payment occurs in current period)*

Expense Reports

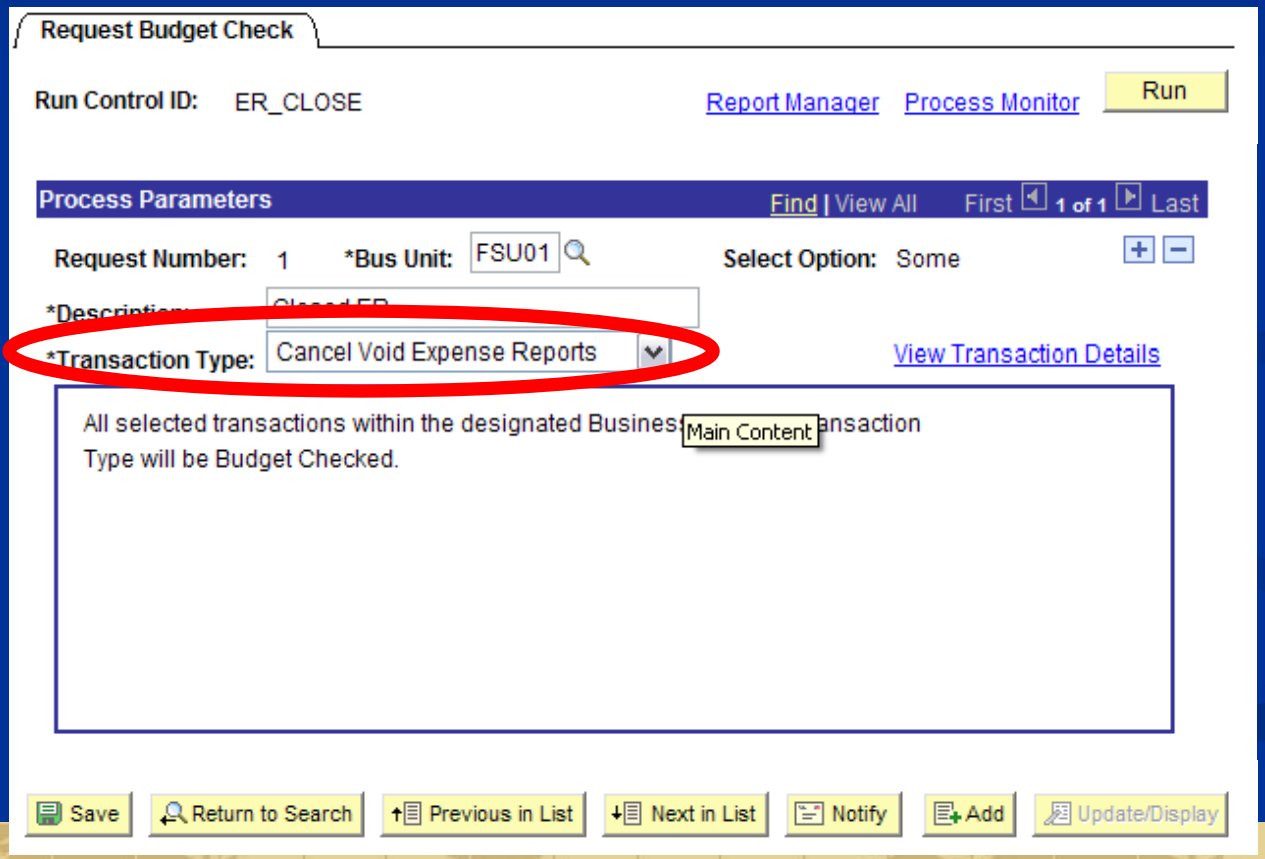
- Payment cancelled without reissue
  - *This does affect expense, thus should affect KK*
  - *Changes the Ex Rpt to "Closed" status (had been "Paid")*
  - *When posted reverses expense entry on EX_ACCTG_LINE and from there to GL*

Expense Reports

- Payment cancelled without reissue
  - *Need to budget check closed ERs using a different KK transaction type (EX_EXCLOSE) than that used for normal ERs (EX_EXSHEET)*
  - *This will create a second KK Tran Id to reverse the original KK entry*

Expense Reports

- Payment cancelled without reissue



Expense Reports

- Payment cancelled without reissue
  - *Example of KK Activity Log*

Sheet	Line	KK Tran ID	KK Ln	Ledger	Bud Per	FY	Dept	Fund	Proj	Acct	Amount
Original encumbrance											
0000120369	1	0006569950	1	KK_DTL_EXP	2009	2009	075000	110		740521	33.38
0000120369	2	0006569950	2	KK_DTL_EXP	2009	2009	075000	110		740521	100.00
0000120369	3	0006569950	3	KK_DTL_EXP	2009	2009	075000	110		740521	19.00
Reversal when closed											
0000120369	1	0006569954	1	KK_DTL_EXP	2009	2009	075000	110		740521	(33.38)
0000120369	2	0006569954	2	KK_DTL_EXP	2009	2009	075000	110		740521	(100.00)
0000120369	3	0006569954	3	KK_DTL_EXP	2009	2009	075000	110		740521	(19.00)

Expense Reports

- Payment cancelled without reissue
  - *Budget check is done based on the Ex Rpt document, not based on EX_ACCTG_LINE*
  - *This means reversal is done using original accounting date/budget date*
  - *This can be a problem if ER was in a prior year and closed in current year – GL entries are in current year but budget tries to update prior year*

Expense Reports

- Payment cancelled without reissue
  - *Also a problem if ER in a closed budget period – will go to budget error*
  - *There is no delivered KK exception page for closed ERs, so if a closed ER goes to error we cannot review it*

Expense Reports

- Payment cancelled without reissue
  - *Our workaround: we use a custom view for the EX_EXCLOSE source transaction type that incorporates accounting date from EX_ACCTG_LINE*
  - *This allows us to force the KK reversals to occur in the same accounting/budget period as the GL reversals*

Expense Reports

- Our EX_EXCLOSE customization

Definition | Fields | Page Transfers | Selection Criteria | Status Fields | Referenced Record Keys

Source Transaction Type: EX_EXCLOSE *Description: Closed Expense Reports

*Commitment Control Amount Type: Actuals and Recognized

Referenced Source Transaction: Expense Sheet

*Header Record: FSU_EXC_HDR_VW

*Line Record: FSU_EX_CLS_VW

*Update Header Record: EX_SHEET_HDR

*Update Line Record: EX_SHEET_DIST

Referenced Record Key Record: FSU_EX_CLS_VW

*Source TAO Record: BP_EX_S_TAO

Delivered: EX_SHEET_HDR and EX_SHT_DIST1_VW

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Definition | Fields | Page Transfers | Selection Criteria | Status Fields | Referenced Record Keys | Page Events | Options

Expense Reports

- Closing ERs that will not be paid
  - *If posted can "Mark Expense Report for Close" to reverse GL entries; this process lets you specify the reversal date*
  - *Then need to budget check using the EX_EXCLOSE transaction type (the same as we did when payment was cancelled and not reissued)*

Expense Reports

- Closing ERs that will not be paid
  - *If not posted just need to put in a status that will remove entries from KK (we usually "Send Back")*
  - *We clean up any unpaid ERs at year end*

Cash Advances

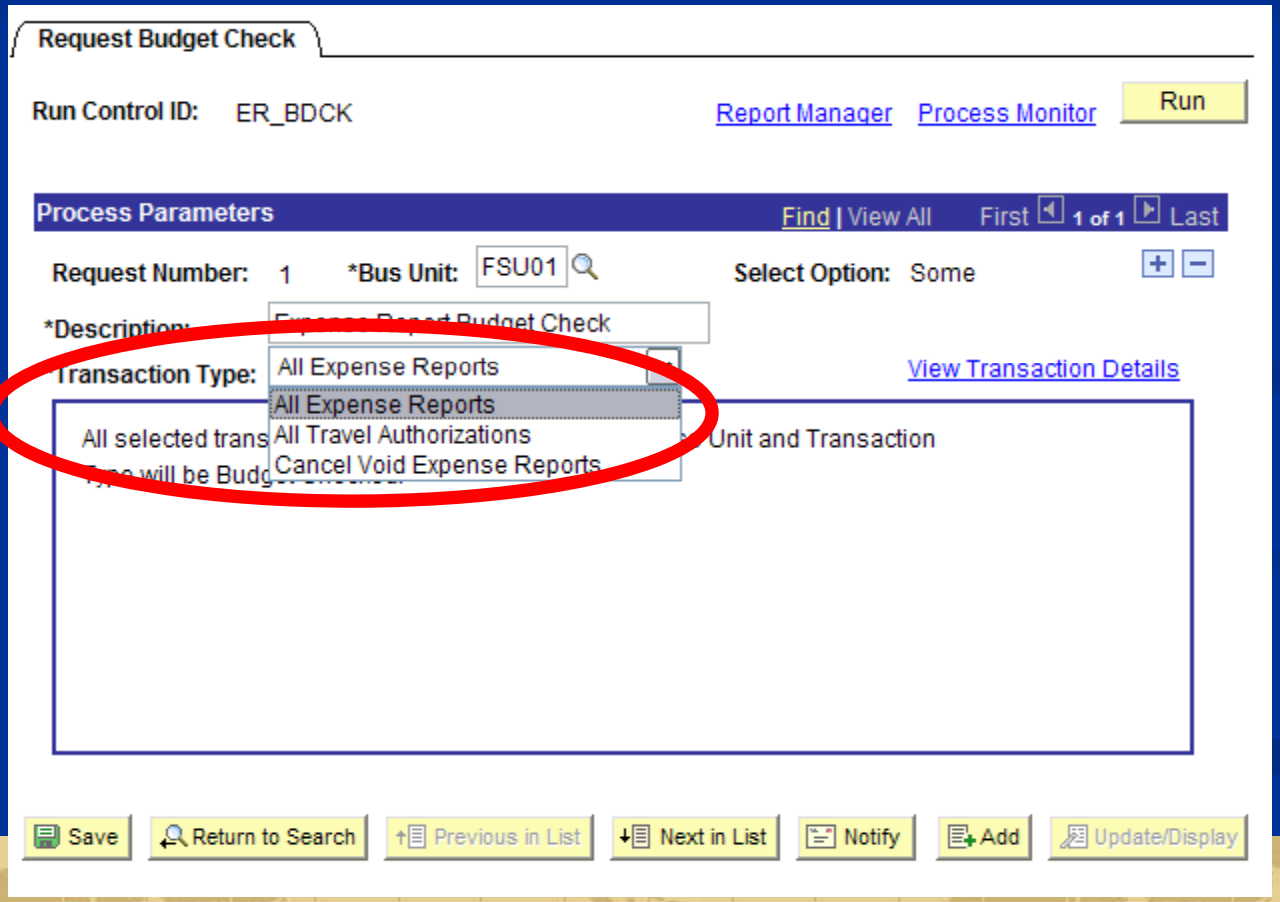
- These are not budget checked
  - *Tables do not have budget status fields that would be necessary to check*
  - *Only an issue if you need to expense them at time of advance and don't have a Travel Auth to encumber funds*
  - *Applying a CA to an ER has no effect on budget checking*

Batch Budget Check

- Online budget checks use the same FS_BP process as other modules
- T&E batch budget check uses a different job, EX_BCHK_ALL
  - *Travel and Expenses > Manage Accounting > Request Budget Checking*
- Cancel and roll uses EX_BCHK_PRCS

Batch Budget Check

- One run control for all source tran types

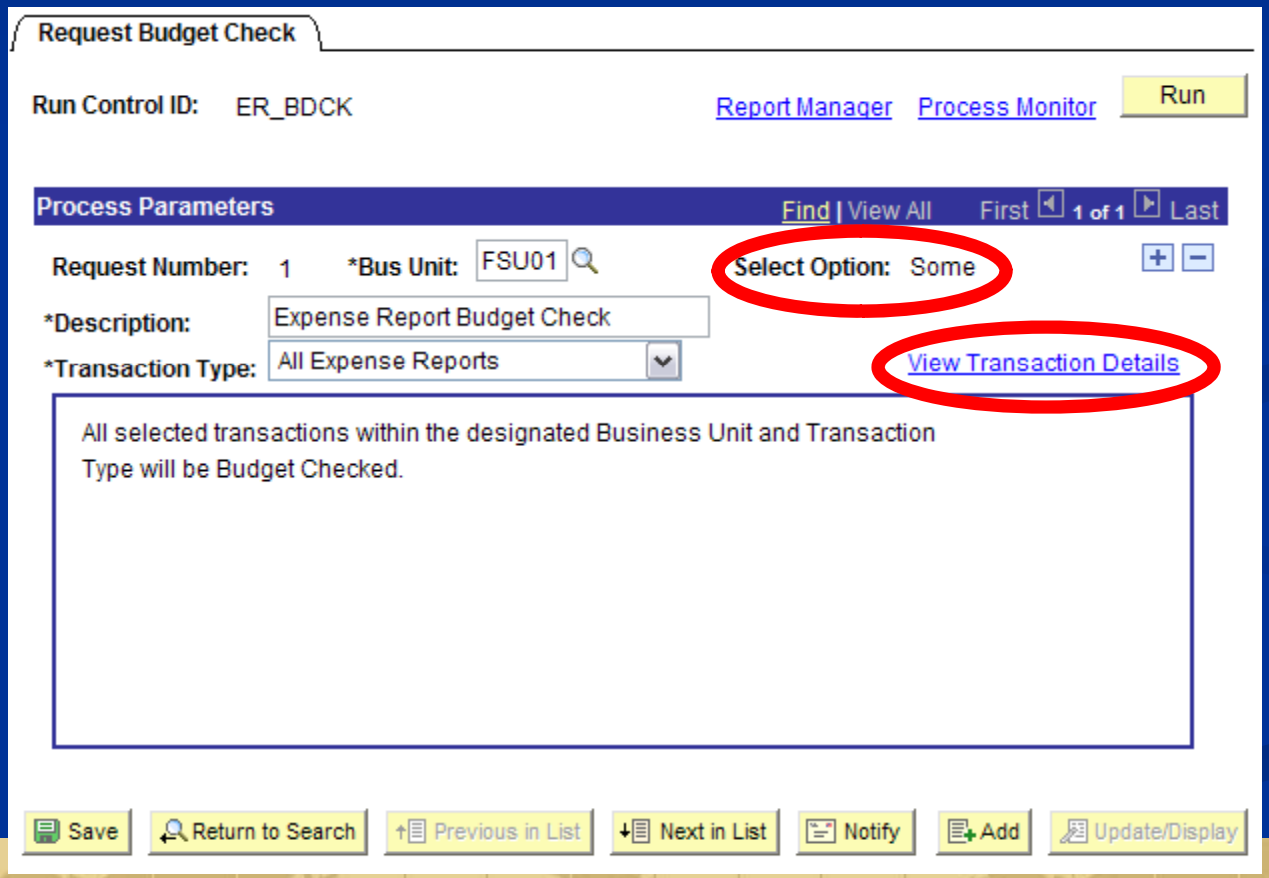


Batch Budget Check

- The three transaction types:
  - *All Expense Reports (EX_EXSHEET)*
  - *All Travel Authorizations (EX_TRVAUTH)*
  - *Cancel Void Expense Reports (EX_EXCLOSE)*

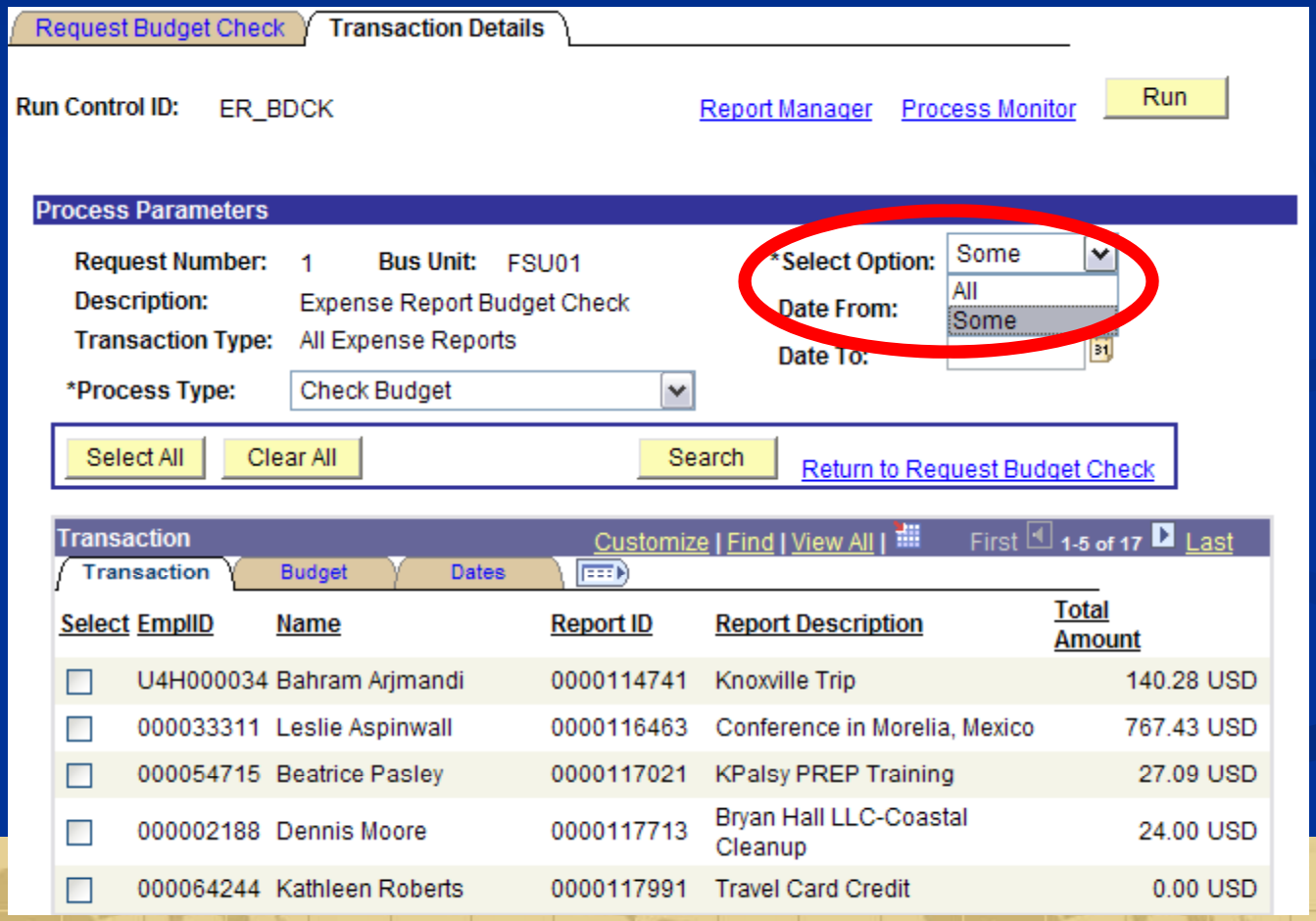
Batch Budget Check

- Can go to details to select documents



Batch Budget Check

- Can select “All” or “Some”

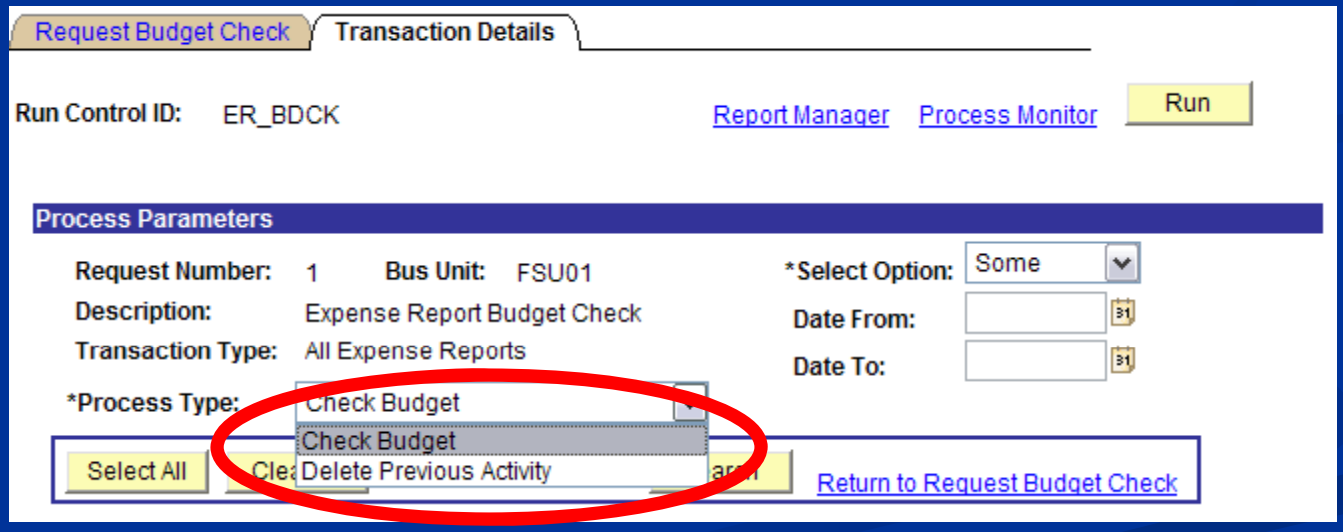


Batch Budget Check

- If select “Some” have to individually pick from the list of eligible documents
  - *Cannot select by date range (can search by date but then have to select individually)*
  - *Cannot select by document ID range*
  - *Cannot select by document status*

Batch Budget Check

- If select “Some” can “Delete Previous Activity” as well as do a regular budget check



Issues

- Deleting documents
- “Ref’d Doc has been Finalized” errors

Issues

- Deleting documents
  - *If a Travel Auth or Ex Report is Pending or Denied, it can be deleted*
  - *This is a true deletion from the EX% tables*
  - *Before deleting a document need to be sure it is not recorded on KK (these shouldn't be)*
  - *Can budget check using the "Delete Previous Activity" option to remove any KK entries – Budget Hdr Status must be "N"*

Issues

Request Budget Check | Transaction Details

Run Control ID: ER_DELETE

Report Manager | Process Monitor | Run

Process Parameters

Request Number: 1 Bus Unit: FSU01

Description: Delete ER Activity

Transaction Type: All Expense Reports

*Process Type: Delete Previous Activity

*Select Option: Some

Date From:

Date To:

Select All | Clear All | Search | Return to Request Budget Check

Transaction Customize | Find | View All | First 1 of 1 Last

Transaction | Budget | Dates

Select	EmplID	Name	Report ID	Report Description	Total Amount
☑	000007684	Nora Loyd			0.000

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Request Budget Check | Transaction Details

Issues

- Deleting documents
  - *If the underlying T&E document is deleted before KK activity is deleted clean up can be ugly!*

Issues

- TA finalized before ER budget checked
  - *Can happen when Ex Rpt is sent back – sometimes the TAuth does not get reset but remains finalized*
  - *When ER is budget checked again results in "Ref'd Doc has been Finalized" error*
  - *Workaround: SQL to un-finalize TAuth, recheck to re-establish encumbrance, recheck ER, then recheck TAuth to finalize*

Reconciliations

- We have a pair of custom SQRs (TA and ER) that run nightly
- Compare what we expect should be on KK based on the document and its status to what is on KK Activity Log

Reconciliations

- Sample TAuth recon report

FLORIDA STATE UNIVERSITY

REPORT OF TRAVEL AUTHORIZATIONS NOT UPDATING KK

TAuth	ACCT_DT	Last_Updt	ACCT	FUND	DEPT	PROJECT	BDRF	Stat	BHS	CopyTA	ExRPT	ER_Stat	ER_BHS	DOC_AMT	KK_AMT	DIFF
0000082216	2009-03-04	2008-09-14	740521	520	186000	010109		APR	V	Y	0000115912	PND	N	4,047.750	0.000	4,047.750
0000082250	2009-03-04	2008-09-15	740521	520	186000	010109		APR	V	Y	0000115927	PND	N	2,138.770	0.000	2,138.770
0000091630	2009-03-06	2009-03-06	740501	110	123006			CLS	V	Y	0000129969	STG	V	0.000	2.670	-2.670
0000092060	2009-03-16	2009-03-16	740501	630	006042			APR	V	N				9,488.000	0.000	9,488.000

Reconciliations

- If a document shows up on the report because it is not recorded on KK as expected, and it is in “V”alid budget status:
  - *The SQR updates budget status to “N”*
  - *The documents are rechecked in next nightly batch*
  - *Re-checking resolves most errors*
  - *If the same document shows up repeatedly we have to investigate further*

Reconciliations

- If a document shows up on the report because it is recorded on KK but budget header status is “N”
  - *May simply be in process*
  - *May be a deleted document and we need to clean up from KK*

Reconciliations

- If a document shows up on the report because it is recorded on KK but budget header status is “E”
  - *Not usually a problem because it will be rechecked*
  - *It is a problem if it is an Ex Rpt that has been paid! These are usually prior year documents where payment has been reissued*

Year End

- Clean up – prepare for roll
  - *The most important factor in having a successful roll is to clean up transactions first*
  - *Because only Approved/Valid TAuths are eligible to roll set any other TAuths to a status were they cannot be updated*
  - *We also clean up ERs and Cash Advs to prevent them from crossing years*

Year End

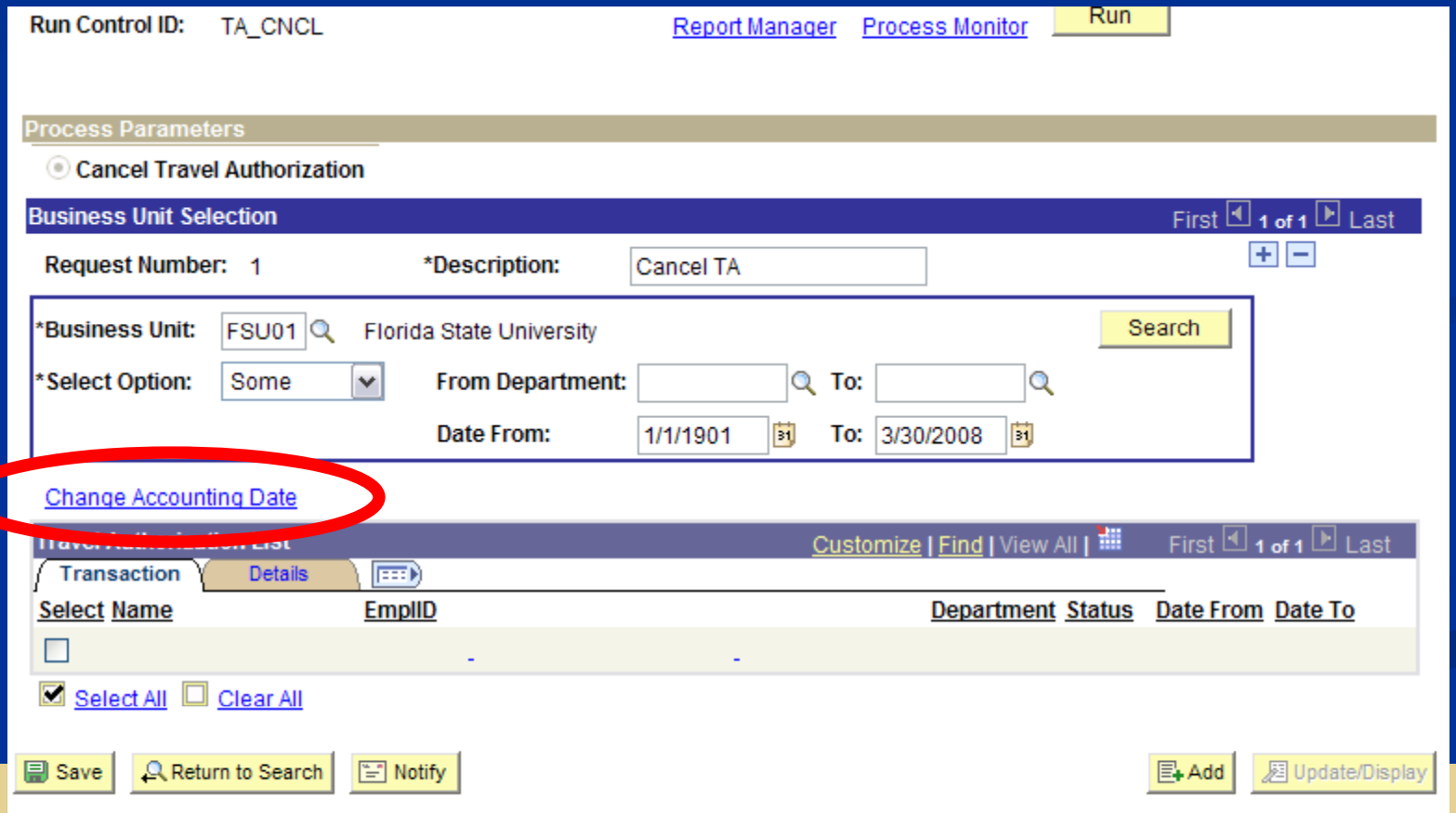
- FSU's Expense Report clean up
  - *Delete Ex Rpts not in Paid, Approved, Closed, or Staged status*
  - *Update associated TAuths to be sure they are in Approved status (so can roll and new ER can be done next year)*
  - *Reset Cash Advance amounts associated with deleted ERs*

Year End

- FSU's Travel Auth clean up
  - *Cancel all "old" TAuths in Approved status*
    - This is a delivered process that closes TAs
    - Can select by date range (we cancel anything prior to April 1 for June 30 EOY)
    - Click hyperlink to Change Accounting Date to ensure that reversals are done in present accounting period

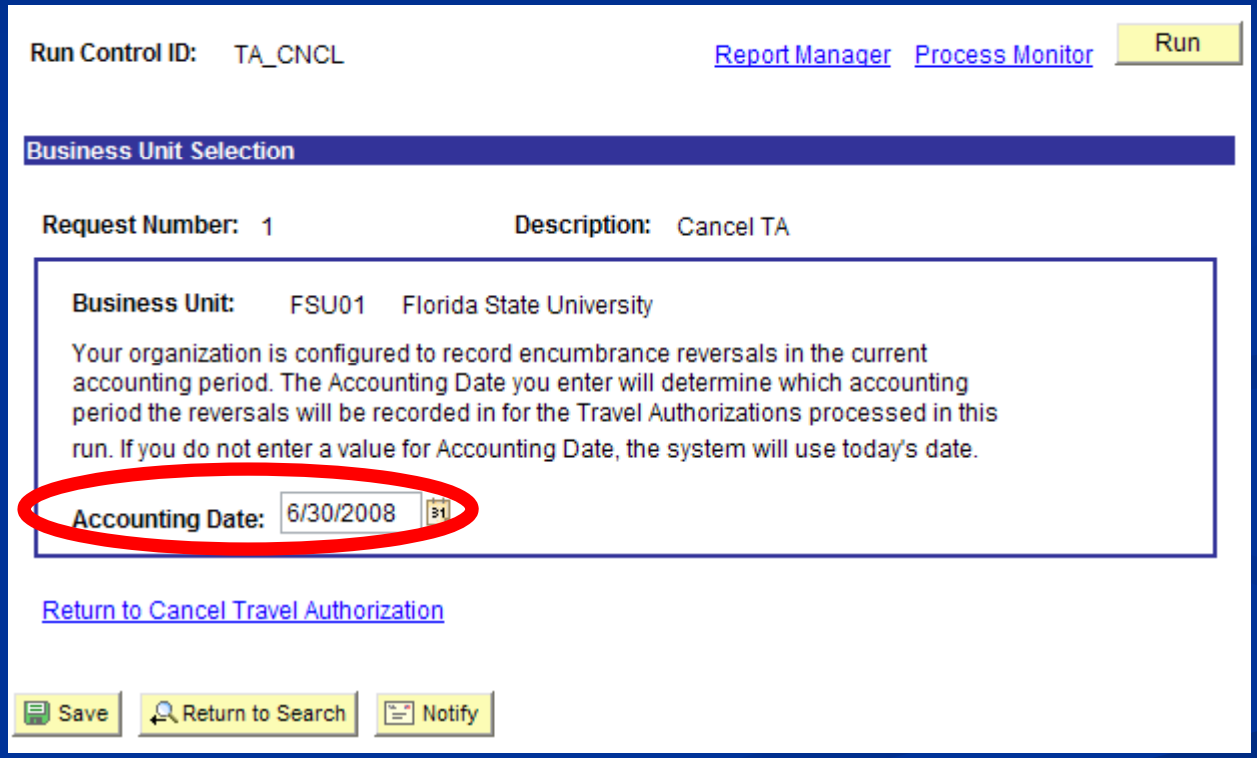
Year End

- Travel Auth clean up



Year End

- Travel Auth clean up



Year End

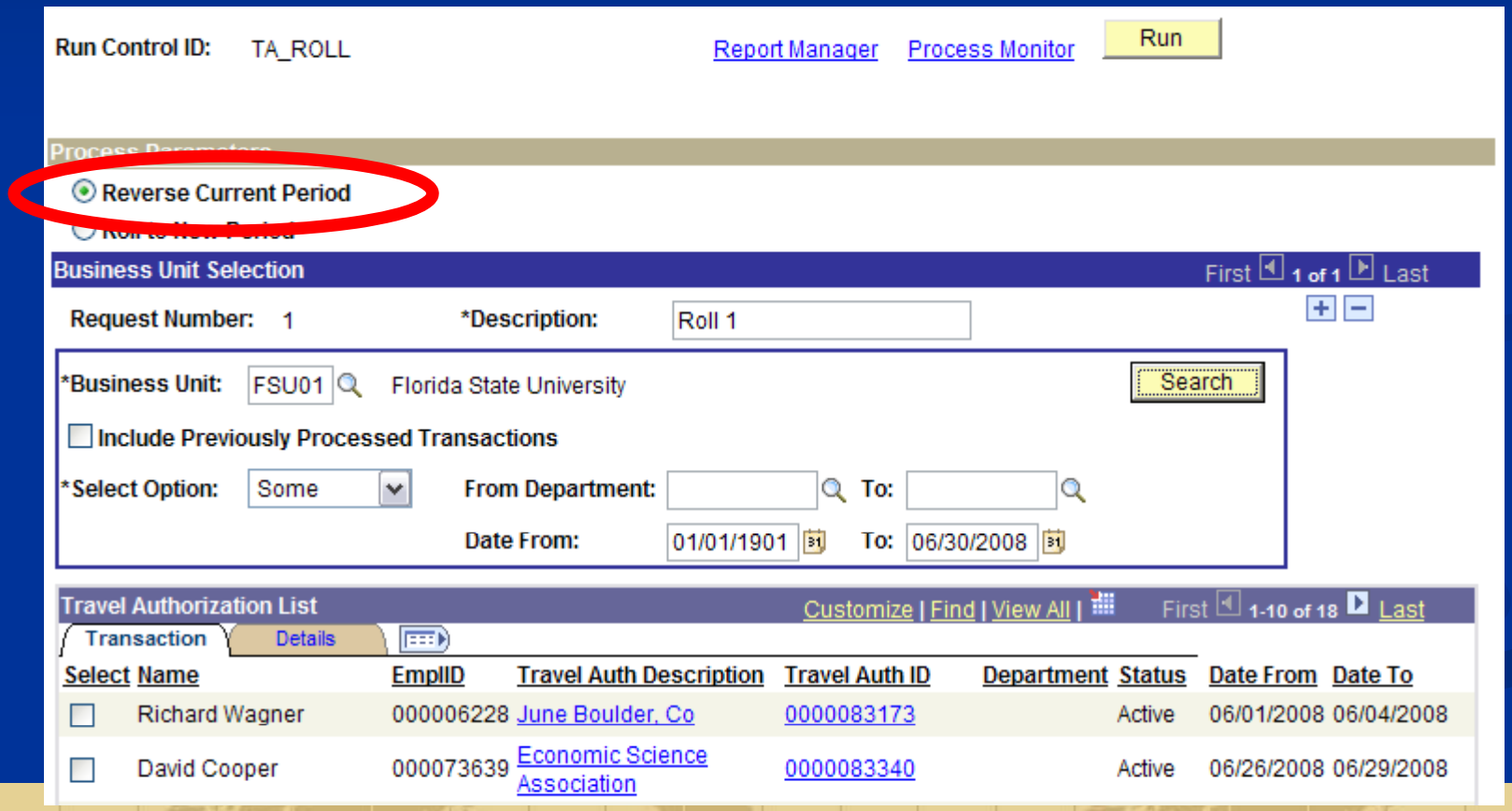
- FSU's Travel Auth clean up
  - *Set Submitted and Partially approved TAuths to Denied status (through SQL update)*
  - *Delete KK activity then delete TAs not in Approved or Closed status*
  - *Un-finalize any TAs that are Approved so they will be fully encumbered before roll*
    - Update KK Close Flag
    - Re-budget check

Year End

- TAuth roll
  - *After clean up is done all TAuths should be either Closed or Approved and eligible for roll*
  - *Two step process*
    - Step 1: Reverse encumbrances in prior period
    - Step 2: Re-establish encumbrances in new period

Year End

- TAuth roll – Step 1



Year End

- TAuth roll – Step 1
  - *Reverses encumbrances in prior year*
  - *We have found works best in batches of about 500 rows; use date ranges to limit batch size*
  - *Run the process EX_BCHK_AUTH*

Year End

- TAuth roll – Step 2

Run Control ID: TA_ROLL Report Manager Process Monitor Run

Process Parameters

Roll to New Period

First 1 of 1 Last

Request Number: 1 *Description: Roll 2

*Business Unit: FSU01 Florida State University Search

*Select Option: Some From Department: To:

Date From: 01/01/1901 To: 06/30/2008

*Change Accounting Date To: 03/17/2009 Change Budget Date To:

Travel Authorization List Customize | Find | View All | First 1 of 1 Last

Transaction Details

Select	Name	EmplID	Travel Auth Description	Travel Auth ID	Department	Status	Date From	Date To
			-	-				

Select All Clear All

Save Notify Add Update/Display

Year End

- TAuth roll – Step 2
  - *Re-establishes encumbrances in new year*
  - *Allows you to specify the new accounting date – TAuths will be changed to this date*
  - *Also option to specify budget date if you want it to be something other than accounting date*
  - *Don't need to limit by dates since only TAuths reversed in step 1 are eligible for step 2*

Year End

- TAuth roll – results on activity log
  - *Retains same KK Tran ID*
  - *Prior year set to zero*
  - *Re-established in new year*

Tauth ID	Line	KK Tran ID	KK Ln	Bud Per	FY	Acctg Per	Closed Value	Seq Nbr	Rvrsl Flg	Amount	Comment
0000074289	1	0005615406	1	2008	2008	9	Y	0		-	prior year reduced to zero
0000074289	1	0005615406	1	2009	2009	1	Y	1	Y	-	
0000074289	1	0005615406	1	2009	2009	1		1		550.00	re-established in new year

Questions?

Contacts

- Nora Loyd
  - *Commitment Control*
  - *nloyd@admin.fsu.edu*
- Debi Williams
  - *Travel and Expenses*
  - *dewilliams@admin.fsu.edu*

This presentation and all Alliance 2009 presentations are available for download from the Conference Site

Presentations from previous meetings are also available