

Year-End Travel Queries

- <https://oir.uga.edu/data/oper/financials/metrics/agingpendingexpense/>
- **This report will show Pending Expense Reports not yet submitted into workflow.**
- Search by department number. This will show your employees with pending reports.
- Please run this report now and encourage your travelers to submit their reimbursement requests.
- For the final two weeks in June, the query should be ran daily.
- **All Expense Reports for FY23 must be approved to the Accounts Payable level by the close of business, June 27, 2023 or they will be deleted from the system to facilitate year-end closeout.**

Year-End Travel Queries

- Query: UGA_TE_EXP_REP_SUBMIT_5DAYS
 - Search by department number. **This query will show expense reports that have been submitted into workflow by the employee yet have aged beyond 5 days with no action taken by the employee's HR Supervisor.**
 - Please run this report now and resolve issues.
 - For the final two weeks in June, the query should be ran daily.
- Please follow up with HR Supervisors for action. If expense report should be reassigned to another individual, please submit a ticket to onesource@uga.edu for the security team, referencing the expense report number and who it should be reassigned to.

Year-End Travel Queries

- Query: UGA_TE_ER_WORKFLOW_PENDING
 - Search by department number. **This query will show you expense reports that have been submitted into workflow by the traveler and are awaiting review/action by approvers.**
 - Expense Report Status:
 - Submitted for Approval: Report has been submitted into the system and has not had action by HR Supervisor.
 - Approvals in Process: Report is at the Expense Manager or AP approval level. Please view the expense report using the Classic Version to see which level the report is currently at. To review in Classic Version, navigate to Main Menu-Travel and Expense-Expense Report-View, then search by Expense Report ID.
- Expense reports aged beyond 5 days at any approval level should be followed up on to determine why the report has stalled.
- Please run this report now and resolve any issues.
- For the final two weeks in June, the query should be ran daily.

Year-End Expense Report Processing

- As a reminder, we encourage all Expense Managers to utilize the Approver Checklists on the UGA Travel website at https://busfin.uga.edu/accounts_payable/travel/. Using these checklists will help reduce the amount of expense reports that have to be returned for correction.
- All Expense Reports for FY23 must be approved to the Accounts Payable level by the close of business, June 27, 2023. Any Expense Report that does not reach Accounts Payable by the close of business June 27th will be deleted from the system to facilitate year end closeout.

Year-End Processing of Travel Authorizations

- Paying for airfare in FY23, remainder of expenses in FY24:
 - Do not do multiple TA's. Submit one TA now for the trip. Your chart string should show FY23 for the funding source. Make a "NOTE" on the TA that the remaining expenses for the trip will be reimbursed with FY24 funding in FY24. When you submit any reimbursement related to this trip (in FY23 or FY24, you will use this same TA number)
- Trip begins in June, ends in July:
 - Submit TA prior to the trip in the current fiscal year using current budget reference. Please add a note in the Notes section of the TA indicating that expenses will also be submitted using budget reference 2023. The portion of the trip from June 19th through June 26th should have expenses submitted against the FY23 budget as to report the transactions in the appropriate fiscal year. Expenses for June 27th-July 7th should be submitted when the travel concludes using FY24 funding. The reimbursement for the FY23 portion of expenses that have been incurred must be approved to and at the AP approval level by 5:00 pm on June 27th.

Year-End Processing of Travel Authorizations

- Submitting TA for travel in FY24 and all expenses being reimbursed in FY24:
 - These TA's can be submitted beginning July 1 once the July 2024 Accounting Period is opened. With all expenses being reimbursed in FY24, there is no need to submit prior to July 1.
- Submitting TA for travel that begins July 1, 2024:
 - You will not be allowed to submit a TA using a FY24 chartstring until the July Accounting Period is open on July 1. If you have travel that starts on July 1, you will need to keep a record of the approval outside of the system and submit a TA on July 2nd or 3rd for the remainder of the trip so that you will have a TA to associate when filing for reimbursement. Make sure your HR Supervisors and Expense Managers take action quickly during the first few weeks of July so you don't get TA's stuck due to the travel dates being in the past.

Alternate Approvers

- Requesting a Temporary Alternate Approver:
<https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=150269>
- When an approver (HR Supervisor, Spend Approver, etc.) is going to be out of the office for a period of time, they can designate an "alternate approver" for that period of time.
- **The Alternate needs to already have the roles required to approve-
assigning an alternate does not assign roles.**
- Past issues have occurred after school lets out and over summer when approvers were not available to approve. Not having an alternate set up slows down the approval for the reimbursements, etc.

Payment Requests with Budget Errors

- Budget checking does not exist on a payment request. Approvers should manually execute the applicable query to determine budget availability:
 - UGA_KK_CTL_DPT_BAL_SUM (funds 10000-11390, 11600-16000, 20400)
 - UGA_KK_CTL_CLASS_BAL_SUM_GT (Funds 20200, 20300, 20500)
 - UGA_KK_PROJECT_BAL_SUM_GT (Funds 20000, 213xx)
 - [Budget Check Errors Quick Reference Guide](#)
- As year end approaches and funds begin to be depleted, please review budget balances when reviewing payment requests to resolve errors prior to submitting to Accounts Payable.
- Query: UGA_AP_PR_BUDGET_ERRORS
 - Search by department number. This query will show you Payment Requests that were submitted to Accounts Payable with budget exceptions. These payment requests have been vouchered and cannot pay until the error(s) are resolved.

Journal Vouchers

- Query: UGA_AP_JV_BUDGET_ERRORS
 - Search by department number. This query will show you Accounts Payable Journal Vouchers that have budget errors that need immediate resolution.
 - This query should be ran daily for the final two weeks in June.
- Query: UGA_AP_JV_WORKFLOW_PENDING
 - Search by department number. This query will show you Accounts Payable Journal Vouchers that have submitted into workflow but have not completed the workflow cycle. Click on the voucher number in column B to retrieve the voucher. On the voucher, click on Approval History to see where the voucher is stopped in workflow.
 - This query should be ran daily for the final two weeks in June.
- All Journal Vouchers for FY23 must be approved to the Accounts Payable level by the close of business, June 27, 2023. Any Journal Voucher that does not reach Accounts Payable by the close of business June 27th will be deleted from the system to facilitate year end closeout.
- JV's submitted to Accounts Payable on July 1 or after should only be for FY24 charges. AP journal vouchers should not be submitted to correct FY23 charges on or after July 1.