Expense Processing

Year End

Travel Authorities

The budget for 2020 will be loaded and available for use on travel authorities beginning mid-June.

If you have a TA that is going to involve funding from two fiscal years (i.e. user needs to submit a TA now so airfare can be direct billed in FY19 but the travel doesn’t occur until FY20) and it cannot wait until the FY20 budget is loaded, create a TA with a FY19 budget reference. Users can make a note on the TA that FY20 funding will also be used and provide an estimate for the FY20 portion to eliminate having to create multiple TA’s for the same trip.

Expense Reports

June 26-All expense reports referencing BUDGET REFERENCE 2019 have to be submitted and workflow completed all the way to Accounts Payable. There can be no exceptions.

**If workflow is not completed and expense report is not all the way through to Accounts Payable, the expense report will have to be pushed back and the budget reference year will have to be updated to 2020.

June 27-All expense reports created will be dated July 1 to process to the General Ledger after year end. All expense reports created must use Budget Reference 2020. 2019 will no longer be allowed for use.

**If you have an expense report where funding will be split across the fiscal years, you will need to submit the FY19 portion for expenses already incurred prior the June 26th cutoff. You will not be able to use the FY19 Budget Reference anymore in the Expenses module after June 26th. You may submit the FY20 portion on June 27th or later.

Expense Processing Standards

Inactive transactions should be cleaned up and/or deleted in a timely manner

- Delete Expense Reimbursements that are "Pending" and not submitted into workflow

- If an expense report is returned for correction, it should be corrected and re-submitted within 5 days.

- If an expense report will not be reimbursed, it should be deleted within 3 days of being returned.
These unsubmitted expense reports can be monitored using query:
UGA_TE_ER_PENDING_SUBMISSION (Entry-Pending User Submission in Business Management Workcenter)

Approvers:
-Once an approval notification is received, the expense report should be approved or pushed back within 3 days.

Continued Monitoring:
UGA_TE_ER_PENDING_SUBMISSION (Expense Reports not yet submitted into workflow)
UGA_TE_ER_WORKFLOW_PENDING (Expense Reports with Approvals in Process)
UGA_TE_DEPARTMENT_REPORT (Travel Transactions by Department)
UGA_TE_EXPENSE_REPORT_STATUS (status by expense report)

UPK’s:
How to delete an expense report:
https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=9504dc29-9161-4e61-8de8-fb43d175c80c

Steps for deleting an expense report also are provided below. Please note: Expense reports will have to be deleted by the payee or a delegate for him/her that has edit rights for expense reports for that individual.

Log in to the OneSource Financial Management System. From the Employee Self Service page, click on the Expenses tile
From the Expenses menu, click on My Expense Reports.

Depending on the current status, you will need to select one of the options on the left. If you know the expense report has not yet been submitted, click on Not Submitted (as we will use for this demo purpose.) If you do not know the status, click on the View All Option on the left.

Once the category is selected, locate the expense report on the right and click the aqua colored circle for the Actions to display. Once the box displays, click on Delete Report.

The user should receive a notification to verify that a delete is wanted. Users should click Yes.
This completes the deletion of an expense report.