

Business Unit Verification for TAs & ERs to Ensure Correct Warrant Info Print

Version 2.0 | May 3, 2018

The purpose of this job aid is to assist in checking a Travel Authorization (TA) or an Expense Report (ER) that has been entered for an employee with multiple active positions, to ensure that the correct GL Unit is designated on the TA or ER so that the correct LEA is printed on the warrant.

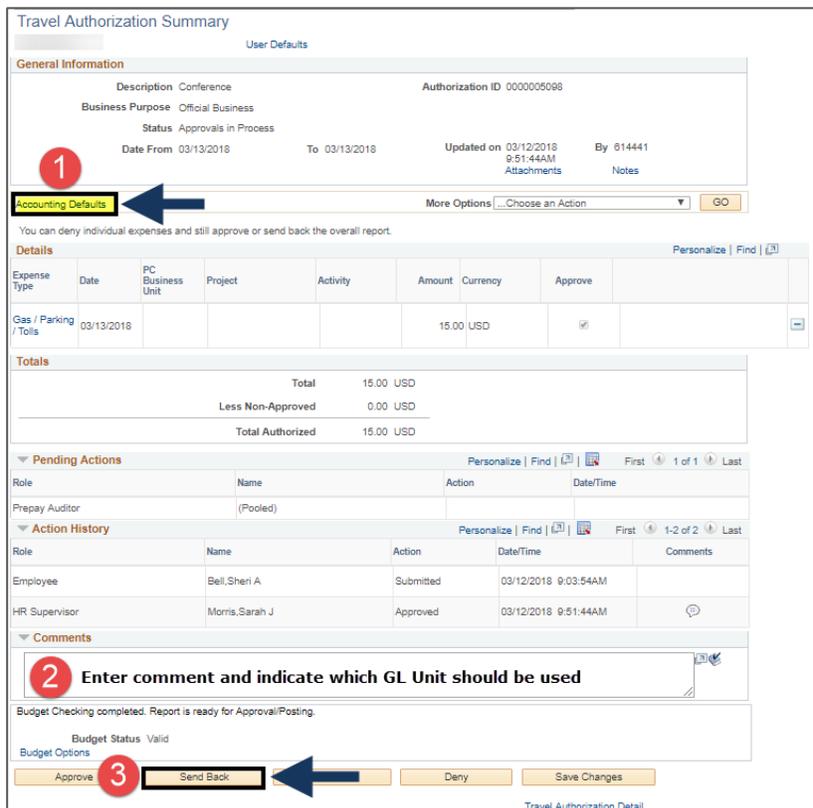
When a TA or ER is entered for an employee that has multiple active positions, the T&E module will default to the GL Unit of any active position on record for the employee. If an employee is employed at multiple LEA's, and travel is being funded by a specific LEA, it is important to verify that the employee's profile reflects the correct LEA selection for the TA or ER.

For Travel Authorizations

To verify which GL Unit the employee is defaulting to, you will need to view the TA.

Navigate to: Menu > Travel and Expense > Approve Transactions > Approve Transactions > ER Tab > Select the TA that you want to view.

1. Click on the Accounting Defaults Link to view the GL Unit being used. This will open the Accounting Defaults Page and you will be able to view the GL Unit for this TA. Click OK to return to the Summary page.



Travel Authorization Summary

User Defaults

General Information

Description: Conference
 Business Purpose: Official Business
 Authorization ID: 000005098
 Status: Approvals in Process
 Date From: 03/13/2018 To: 03/13/2018
 Updated on: 03/12/2018 9:51:44AM By: 614441

Accounting Defaults (Annotated with '1' and arrow)

Details

Expense Type	Date	PC Business Unit	Project	Activity	Amount	Currency	Approve
Gas / Parking / Tolls	03/13/2018				15.00	USD	<input checked="" type="checkbox"/>

Totals

Total	15.00	USD
Less Non-Approved	0.00	USD
Total Authorized	15.00	USD

Pending Actions

Role	Name	Action	Date/Time
Prepay Auditor	(Pooled)		

Action History

Role	Name	Action	Date/Time	Comments
Employee	Bell, Sheri A	Submitted	03/12/2018 9:03:54AM	
HR Supervisor	Morris, Sarah J	Approved	03/12/2018 9:51:44AM	

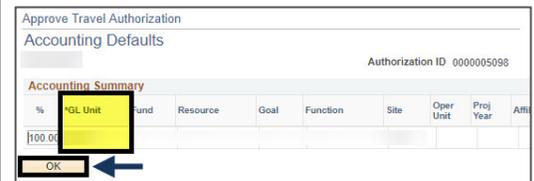
Comments

2 Enter comment and indicate which GL Unit should be used (Annotated with '2')

Budget Checking completed. Report is ready for Approval/Posting.
 Budget Status: Valid

Budget Options

3 (Annotated with '3' and arrow)



Approve Travel Authorization

Accounting Defaults

Authorization ID: 000005098

Accounting Summary

%	GL Unit	Fund	Resource	Goal	Function	Site	Oper Unit	Proj Year	Amnt
100.00									

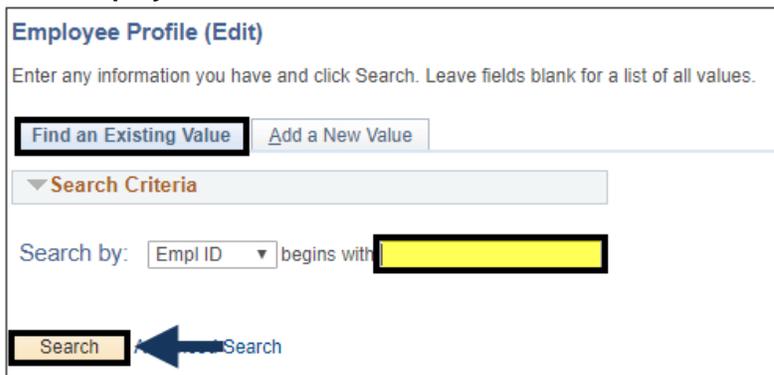
OK (Annotated with arrow)

2. If the TA has multiple expense type lines, you may want to click on each expense type to verify the correct GL unit is designated in addition to checking the Accounting Defaults. If the GL Unit entered is not correct, enter a comment indicating which GL Unit should be used in the accounting default for the TA.
3. Send the TA back for revision.
4. Next, you will need to check, and change if necessary, the default selection on the employee's profile page. This selection will dictate which LEA will print on the warrant.

Note: This process should be done by an authorized person (i.e. supervisor/manager).

5. **Navigate to:** Menu > Travel and Expense > Manage Employee Information > Update Profile

Enter **employee ID** and click **Search**.



Employee Profile (Edit)
Enter any information you have and click Search. Leave fields blank for a list of all values.

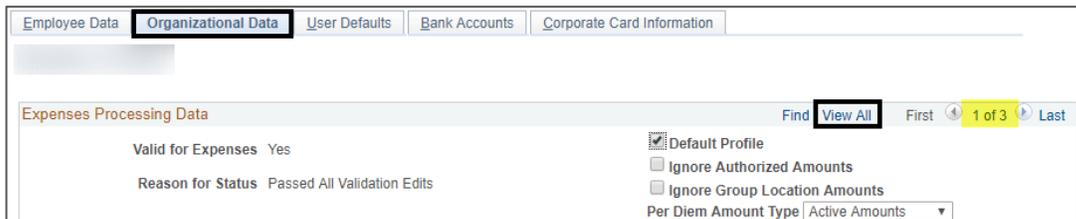
Find an Existing Value | **Add a New Value**

▼ **Search Criteria**

Search by: begins with

Search | Search

6. Click on the **Organizational Data** tab.
7. Click on **View All** if more than one record shows. On the example below, there are 3 records.



Employee Data | **Organizational Data** | User Defaults | Bank Accounts | Corporate Card Information

Expenses Processing Data | Find | **View All** | First | 1 of 3 | Last

Valid for Expenses Yes

Reason for Status Passed All Validation Edits

Default Profile

Ignore Authorized Amounts

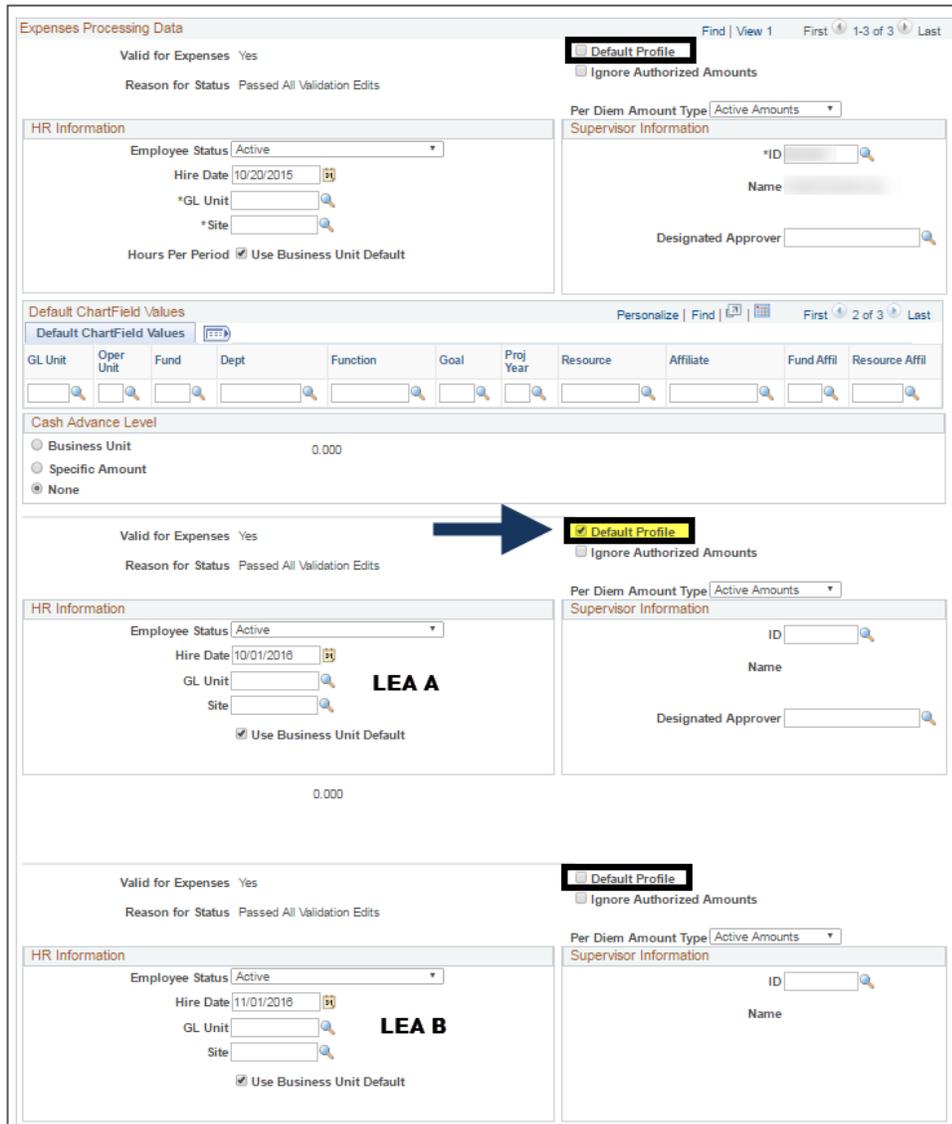
Ignore Group Location Amounts

Per Diem Amount Type Active Amounts

In the example below, the 2nd hire line default profile box is checked. If this is incorrect, you will check the appropriate default profile box to select the correct LEA that is funding the TA or ER.

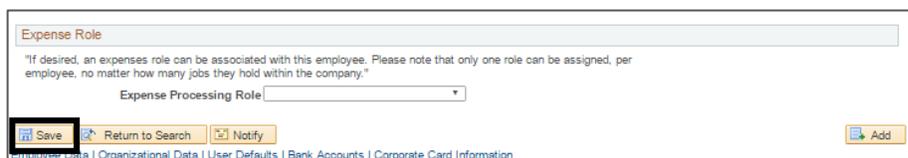
Note: Individuals with multiple assignments will have current overlapping hire dates. For example, employee X was hired at LEA A on 10/01/2016. They were also hired at LEA B on 11/1/2016. Both employee statuses are “Active”. The default profile you choose will be dependent on which LEA is paying for the travel. If LEA B is paying, you will uncheck the Default Profile box for LEA A and check it for LEA B.

It is important that you contact CRC for assistance regarding this step if you have any questions).



The screenshot displays three employee records in a list view. Each record has a 'Default Profile' checkbox. The first record has it checked. The second record, labeled 'LEA A', has it checked, and a blue arrow points to this checkbox. The third record, labeled 'LEA B', has it unchecked. The interface includes sections for 'Expenses Processing Data', 'HR Information', and 'Default ChartField Values'.

8. Click **save**.



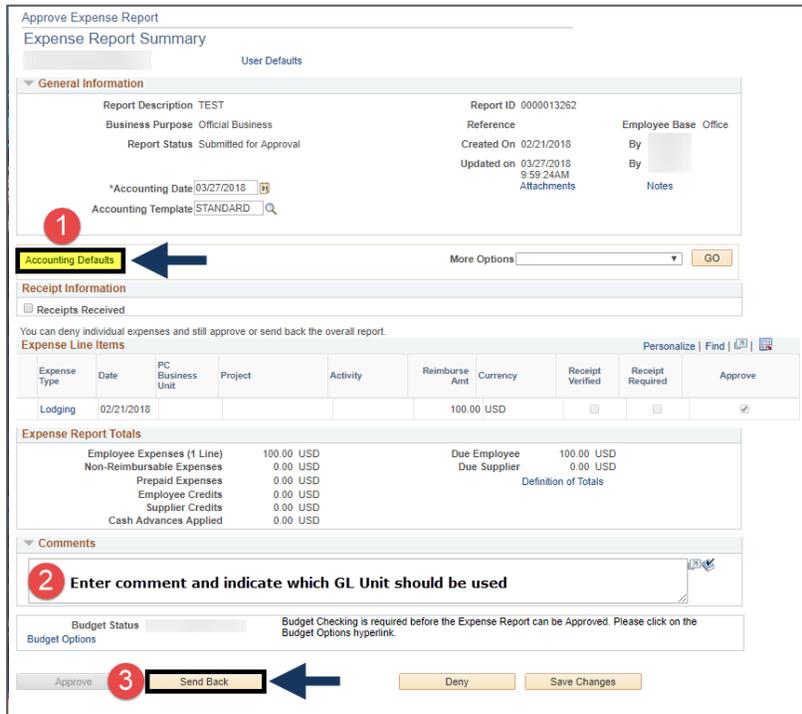
The 'Expense Role' form contains a dropdown menu for 'Expense Processing Role' with 'None' selected. Below the dropdown are buttons for 'Save', 'Return to Search', 'Notify', and 'Add'. The 'Save' button is highlighted with a red box.

For Expense Reports

To verify which GL Unit the employee is defaulting to, you will need to view the ER.

Navigate to: Menu > Travel and Expense > Approve Transactions > Approve Transactions > ER Tab > Select the ER that you want to view.

1. Click on the Accounting Defaults Link to view the GL Unit being used. This will open the Accounting Defaults Page and you will be able to view the GL Unit for this ER. Click OK to return to the Summary page.



Approve Expense Report
Expense Report Summary

Report Description TEST Report ID 0000013262
Business Purpose Official Business Reference
Report Status Submitted for Approval Created On 02/21/2018 By
Updated on 03/27/2018 9:59:24AM By
*Accounting Date 03/27/2018 Attachments Notes
Accounting Template STANDARD

1 Accounting Defaults

Receipt Information
Receipts Received

You can deny individual expenses and still approve or send back the overall report.

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
Lodging	02/21/2018				100.00	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses (1 Line)	100.00	USD	Due Employee	100.00	USD
Non-Reimbursable Expenses	0.00	USD	Due Supplier	0.00	USD
Prepaid Expenses	0.00	USD	Definition of Totals		
Employee Credits	0.00	USD			
Supplier Credits	0.00	USD			
Cash Advances Applied	0.00	USD			

2 Enter comment and indicate which GL Unit should be used

Budget Status Budget Checking is required before the Expense Report can be Approved. Please click on the Budget Options hyperlink.

3 Send Back



Approve Expense Report
Accounting Defaults

Report ID 0000013262

%	GL Unit	Fund	Resource	Goal	Function	Site	Oper Unit	Proj Year	Affiliate
100.00									

2 OK

2. If the ER has multiple expense type lines, you may want to click on each expense type to verify the correct GL unit is designated in addition to checking the Accounting Defaults. If the GL Unit entered is not correct, enter a comment indicating which GL Unit should be used in the accounting default for the ER.
3. Send the ER back for revision.
4. Next, you will need to check, and change if necessary, the default selection on the employee's profile page. This selection will dictate which LEA will print on the warrant.

Note: This process should be done by an authorized person (i.e. supervisor/manager).

**Please refer to Step 5 in the TA section for instruction on how to access the employee's profile. The steps are identical for the ER process.*