**Expenses (EX) Month End Checklist** – last updated 5/5/2021

If you need assistance with any of the following, please enter a ManageEngine Service Desk ticket.

1. **Review for travel authorizations and expense reports with budget check exceptions:**

* Navigate to *Expenses* *> EX Accounting > Budget Checking…*
  + For travel authorizations: > *Travel Auth Budget Exceptions*
  + For expense reports: > *Ex Report Budget Exceptions*
* For search criteria, select *Errors Exist* for *Process Status =*
* Click *Search*
* Results are sorted by:
  + For travel authorizations: *Authorization ID*
  + For expense reports: *Report* ID
* Review and correct any travel authorizations and expense reports with budget check exceptions. Travel authorizations and expense reports will not fully process until the budget check exceptions are corrected.

1. **Review for travel authorizations and expense reports that are unprocessed:**

* Navigate to *Expenses* *> Utilities > Query Viewer…*
* For *Query Name…*
  + For travel authorizations, enter *KS\_EX\_UNPROCESSED\_TRAVEL\_AUTHS*
  + For expense reports, enter *KS\_EX\_UNPROCESSED\_EX\_REPORTS*
* Click *Search*
* For *Run to…*, click *HTML or Excel*. For expense reports, be sure to click *Run to…* on the *KS\_EX\_UNPROCESSED\_EX\_REPORTS* line, not the *…EX\_REPORTS\_D* line
* For query parameters:
  + For *Created Date From*, select beginning created date (format: mm/dd/yyyy)
  + For *Created Date To*, select ending created date (format: mm/dd/yyyy)
* Click *View Results*
* For travel authorizations, query results do not include those in *Closed* or *Denied* status. Results are sorted by *TA Status, Travel From Date*, and *Travel Auth ID. Budget Status* indicates if the status is *V*=valid, *E*=in error, or *N*=not budget checked. *Copied to Expense Report* indicates if the travel authorization has been associated to an expense report.
* For expense reports, query results do not include those in *Closed*, *Denied*, *Paid, Approved for Payment,* or *Staged* status (unless in *Staged* status because the employee is erroneously set for expenses payment via system check). Results are sorted by *Report Status* and *Report ID. Budget Status* indicates if the status is *V*=valid, *E*=in error, or *N*=not budget checked.
* **Review unprocessed travel authorizations:** 
  + Reminders: A travel authorization must be created, fully approved, and in valid budget status (as such, it will be in *APR/Approved* status) on or before the start date of travel. A travel authorization in any status can be viewed via *Expenses > Travel Authorizations > View.*
  + A travel authorization with a status of…
    - *PND* is in *Pending* status:
      * The travel authorization has not been submitted for approval and has not created encumbrances or the travel authorization has been previously submitted for approval but has been withdrawn or sent back for revision and the previously created encumbrances have been liquidated/unencumbered.
      * A travel authorization must be in *Pending* status to be modified via *Expenses > Travel Authorizations > Create/Modify*.
      * A travel authorization must be in *Pending* status to be deleted via *Expenses > Travel Authorizations > Delete*. A deleted travel authorization does not leave an audit trail and cannot be viewed or processed.
    - *SUB* is in *Submitted for Approval* status:
      * The travel authorization has been submitted for approval. If the travel authorization has a *budget status* of *V*, it has passed budget check and has created encumbrances.
      * A travel authorization in *Submitted for Approval* status that has not yet been approved by any approver can be withdrawn via *Expenses > Travel Authorizations > View*. Withdraw a travel authorization to return it to *Pending* status so it can be modified, deleted, resubmitted for updated approval workflow, or to add or delete notes and attachments.
    - *PAR* is in *Approvals in Process* status:
      * The travel authorization has been approved by one or more approvers and is awaiting approval by one or more approvers.
      * A travel authorization in *Approvals in Process* status can be approved, sent back, or denied by an approver. Send back a travel authorization to return it to *Pending* status so it can be modified, deleted, resubmitted for updated approval workflow, or to add or delete notes and attachments. Deny a travel authorization so it cannot be processed.
    - *APR* is in *Approved* status:
      * The travel authorization has been fully approved and may be associated to an expense report. When a TA is associated to an expense report and the expense report is submitted for approval and passes budget check, the encumbrances are liquidated/unencumbered.
      * A travel authorization must be in *Approved* status to be canceled via *Expenses > Travel Authorizations > Cancel.* A canceled travel can be viewed but cannot be processed. Cancel a travel authorization to unauthorize an employee for business travel and to liquidate/unencumber the encumbrances.
* **Review unprocessed expense reports:** 
  + Reminders: An expense report must be created, fully approved, and in valid budget status (as such, it will be in *APY/Approved for Payment* status) to pick up in paycycle for payment. An expense report in anystatus can be viewed via *Expenses > Expense Reports > View.*
  + An expense report with a status of…
    - *PND* is in *Pending* status:
      * The expense report has not been submitted for approval.
      * An expense report must be in *pending* status to be modified via *Expenses > Expense Reports > Create/Modify*.
      * An expense report must be in *Pending* status to be deleted via *Expenses > Expense Reports > Delete*. A deleted expense report does not leave an audit trail and cannot be viewed or processed.
    - *SUB* is in *Submitted for Approval* status:
      * The expense report has been submitted for approval. If the expense report has a *budget status* of *V*, it has passed budget check and has liquidated/unencumbered any encumbrances.
      * An expense report in *Submitted for Approval* status that has not yet been approved by any approver can be withdrawn via *Expenses > Expense Reports > View*. Withdraw an expense report to return it to *Pending* status so it can be modified, deleted, resubmitted for updated approval workflow, or to add or delete notes and attachments.
    - *PAR* is in *Approvals in Process* status:
      * The expense report has been approved by one or more approvers and is awaiting approval by one or more approvers.
      * An expense report in *Approvals in Process* status can be approved, sent back, or denied by an approver. Send back an expense report to return it to *Pending* status so it can be modified, deleted, resubmitted for updated approval workflow, or to add or delete notes and attachments. Deny an expense report so it cannot be processed.
    - *STG* is in *Staged* status:
      * The expense report has been fully approved but will not pick up in paycycle for payment because the employee’s EX profile is erroneously set for payment via system check.

1. **Review for expense reports with Accounts Payable account codes used for travel expenses:**

* Navigate to *Expenses > Ex Utilities > Query Viewer…*
* For *Query Name*, enter *KS\_EX\_AP\_ACCOUNTS\_IN\_EX*
* Click *Search*
* For *Run to…*, click *HTML or Excel*
* For query parameters:
  + For *Business Unit*, enter your business unit
  + For *Accounting Date From*, enter/select beginning accounting date (format: mm/dd/yyyy)
  + For *Accounting Date To*, enter/select ending accounting date (format: mm/dd/yyyy)
* Click *View Results*
* Query results include both regular and journal expense reports. Results are sorted by *Employee ID, Report ID, Accounting Date, Line Number,* and *Distribution Line Number.*
* Review and correct any expense reports with Accounts Payable accounts used for travel expenses. Corrections should be made in the Expenses module via a journal-expense report unless the expense report has already had a journal-expense report created for it. If the journal-expense report was incorrect or incomplete and the journal-expense report did not affect any accounting, correct the accounts by adding a journal in the GL module. If the journal-expense report was incorrect or incomplete and the journal-expense report did affect accounting, mark the journal-expense report for close and then correct the accounts and make any other corrections that were made on the journal-expense report by adding a journal in the GL module.

(end)