**Expenses (EX) Month End Checklist** – 03/01/2024

If you need assistance with any of the following, please log a Kansas Service Desk ticket with Expense as the Category.

Below, a travel authorization is abbreviated as TA and an expense report is abbreviated as ER.

1. **Identify and correct TAs with budget check exceptions**

Navigation: Expenses > EX Accounting > Budget Checking > Travel Auth Budget Exceptions > [Process Status = ] Errors Exist. Click Search.

TAs with budget check exceptions will progress through the approval process as usual but will not pick up in paycycle for payment until the budget check exceptions are resolved.

1. **Identify and correct ERs with budget check exceptions**

Navigation: Expenses > EX Accounting > Budget Checking > Ex Report Budget Exceptions > [Process Status = ] Errors Exist. Click Search.

ERs with budget check exceptions will progress through the approval process as usual but will not pick up in paycycle for payment until the budget check exceptions are resolved.

1. **Review unprocessed TAs to determine if any action is necessary to process the TAs**

Navigation: Expenses > Ex Utilities > Query Viewer > [Search By] Query Name, [begins with] KS\_EX\_UNPROCESSED\_TRAVEL\_AUTHS > [Run to] HTML or Excel.

For the query parameters, enter the Created Date From, the Created Date To, and the Business Unit. Click View Results.

Query results are sorted by TA Status, Travel From Date, and Travel Auth ID. Query results do not include TAs in Closed or Denied status.

Budget Status: V = valid, E = error, N = not budget checked.

Copied to Expense Report: N = no or Y = yes.

See job aid titled “Statuses on Travel Authorizations and Expense Reports” on SMART Web for discussion of TA statuses and TA processing options.

**Remember…**A TA must be fully approved (in Approved status) and in valid budget status on or before the start date of the travel. A TA in any status can be viewed from Expenses > Travel Authorizations > View.

1. **Review unprocessed ERs to determine if any action is necessary to process the ERs**

Navigation: Expenses > Ex Utilities > Query Viewer > [Search By] Query Name, [begins with] KS\_EX\_UNPROCESSED\_EX\_REPORTS > [Run to] HTML or Excel.

For the query parameters, enter the Created Date From, the Created Date To, and the Business Unit. Click View Results.

Query results are sorted by ER Report Status and Report ID. Query results do not include ERs in Closed, Denied, Approved for Payment, Staged (unless for an employee erroneously set for payment via system check), or Paid status.

Budget Status: V = valid, E = error, N = not budget checked.

See job aid titled “Statuses on Travel Authorizations and Expense Reports” on SMART Web for discussion of ER statuses and ER processing options.

**Remember…**An ER must be fully approved (in Approved for Payment status) and in valid budget to pick up in paycycle for payment. An ER in any status can be viewed from Expenses > Expense Reports > View.