

iEXPENSE MODULE

Accounting Services



Topics Covered

- Creating/Viewing Travel Authorizations
- Approving/Send Back/Deny Travel Authorizations
- Creating/Viewing Cash Advances
- Approving/Send Back/Deny Cash Advances
- Creating/Viewing Expense Reports
- Approving/Send Back/Deny Expense Reports



What is a Travel Authorization(TA)?

A Travel Authorization (TA) is the online method of gaining approval for official University travel. It is also the way to encumber funds related to the travel.

Items to note about TA's:

- **Cannot be back dated.** The system will only accept TA's that are future dated. So TA must be **prepared and approved** in advance of trip.
- TA's must go through several levels on online approvals, so please **prepare in enough time** to allow for approvals well before the travel date.



What items require TA?

All trips require a TA from the traveler. However this system is for ASU employees only.

Some items will require a SEPARATE TA:

- **State Motor Pool** since this is not an expense reimbursable to the employee
- **Cash Advances** since these funds will require separate entry
All remaining travel expenses can be entered on one TA.
- Keep in mind that the TA encumbers funds from the budget, so items that will be paid via purchase requisition should not be included on the TA as those funds will be encumbered elsewhere.



TA and Available Budget

- TA's cannot be approved unless there are adequate funds available in the traveler's budget.
- Please check your budget before submitting your TA.
- Please estimate your TA as close to the anticipated costs as possible.
- Please choose the most economical means of travel.



TA and Available Budget

In-State Per Diem:

- Less than 6 hrs. = no meal reimbursement
- 6 to 12 hrs. = \$12.75 meal reimbursement – subject to FICA
- Greater than 12 hrs. = \$34 meal reimbursement – subject to FICA
- \$85 per diem for overnight travel – one night stay (Includes both lodging and meal)
- \$100 per diem for overnight travel – two or more nights stay (Includes both lodging and meal)

Must travel outside of home base (Montgomery) to receive per diem.

Per diem covers meals and lodging - does not include transportation costs

No receipts are required to be submitted upon return.



TA and Available Budget

For Hotel Out of State– use the cost/quotes provided during booking. Be sure to include incidentals such as daily parking.

For Meals Out of State:

Effective October 1, 2022, the University implemented a "\$100 per day allowance" on all out-of-state meal reimbursements related to travel outside the state of Alabama. As such, meal reimbursements will be estimated at \$100 per day for the duration of the trip and will require itemized receipts for each meal.



TA and Available Budget

- ❖ Mileage rate effective as of **January 1, 2023** is **\$.655**.
- ❖ The mileage rate will update annually based on the federal rate. Please consult the Accounting Services Website for the most recent changes in the mileage rate.



Creating/Viewing Travel Authorizations




Creating TA

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Travel Authorization ▾




ORACLE

Home | Work

Main Menu

 **Travel Authorization**

Create, modify, print, view or delete a Travel Authorization

 Create/Modify Create or modify a Travel Authorization	 View View a Travel Authorization	 Cancel
--	---	--

Select
“create/modify
a travel
authorization”
from the TA
menu.



Creating TA

Favorites ▾ Main Menu ▾ > Worklist ▾ > Worklist > Create Travel Authorization

ORACLE

Travel Authorization

Empl ID

[Find an Existing Value](#) | [Add a New Value](#)

A TA is created from the Travel and Expense Center menu.

Enter the employee ID for which the TA is to be created.



Creating TA

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Manage Employee Information ▾ > Update Profile > Create Travel Authorization

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Create Travel Authorization

Copy From an Existing Travel Authorization

Authorization ID NEXT

From Date 04/17/2019

To 08/17/2019

Search

Travel Authorization Information

	Description	Authorization ID	Date From	Date To	Amount	Currency
Select		NEXT			0.000	

Return to Travel Authorization Entry

To begin a travel authorization (TA), one can either copy from an existing TA, enter one manually, or enter from a Template.



Creating TA

Expenses > Travel Authorization > Create/Modify

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Personalize Page

Save | An Existing Authorization | A Template | ...Populate From | Submit

Quick Start

ite Travel

/2021 *Date To 09/03/2021

Reference

Totals (0 Lines) 0.00 USD

*Payment Type	*Amount	Currency
	0.00	USD

If not populating from an existing TA or a template, then one can choose to enter manually.

NOTE: for per-diem travel and state motor pool, USE template created by accounting.



Creating TA

Create Travel Authorization

Select a Template

Authorization ID NEXT

	Template	Description	Template Type
Select	HR PDIEM	Partial Day Per Diem Travel	Public Template
Select	PER_DIEM	Per Diem Travel Authorization	Public Template
Select	MTR_POOL	State Motor Pool	Public Template

[Return to Travel Authorization Entry](#)

Three templates have been created for employee use:

MTR_POOL – for state car

PER_DIEM – for in-state overnight travel

HR PDIEM – for in-state partial day per diem



Creating TA

Default Location

*Date From *Date To

Look Up Default Location

Search by: Expense Location begins with

[Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Expense Location	Description
FRGN	FOREIGN
LOCAL	LOCAL
OUTST	Out of State Travel U.S.A.
STATE	In-State Travel

Important!

Be sure to select the proper location.

Four options:

FRGN – travel outside of the United States

LOCAL – local conference

OUTST – travel outside of Alabama

STATE – travel within Alabama.



Creating TA


Create Travel Authorization

Sarita Strother ?

*Business Purpose ▼

*Description

Default Location

*Date From  *Dat

Projected Expenses ?

Expand All | Collapse All

Add: |  Quick-Fill

Important!

Be sure that header information entered on the TA.



Creating TA

Browser address bar: <https://fin.alasu.edu/psp/fs92prd/EMPLOYEE/ERP/c/AUDIT>

Navigation: Favorites | Main Menu | Travel and Expenses | Travel Authorization | Create/Modify

Buttons: Home | Worklist | Add to Favorites | Sign out

ORACLE

Actions: Save for Later | Home | Summary and

Default Location: In-State Travel

*Date From: 09/01/2021 *Date To: 09/03/2021

Reference: ...Choose an Action
Copy Authorization Lines
Create Cash Advance
Default Accounting
User Defaults

Totals (1 Line) 34.00 USD

*Description	*Payment Type	*Amount	Currency
*Test Per Diem	Employee Paid	34.00	USD

To change the accounting defaults.


Be sure to select **DEFAULT ACCOUNTING**.

This is where the appropriate speedtypes will be entered.



Creating TA

Create Travel Authorization Accounting Defaults

Accounting Summary						
%	*GL Unit		Fund	Dept	PC Bus Unit	Proje
100.00	ALASU		11	27008		

Add ChartField LineLoad Defaults

Notice that all employees will have a default department. However if the default is not the department for which the travel should be charged, then the appropriate speedtype must be entered.

Also note that %'s can be applied to different departments.



Creating TA

ORACLE®



Speed Type Selection

Displayed below are the Speed Type Key values you can choose. Click on the hyperlink description and the chartfield information will populate your line entry.

Operator SpeedTypes				
SpeedType Key		Fund Code	Department	Account
020000	Fund 2 Restricted	21	27009	
025000	Res Fund Payroll	21	27009	
029930	PS_CLEARING	21	27009	
10000	Watkins Leaning Center	11	10000	
10001	Center For Civil Rights	11	10001	
10002	Him Library-T6	11	10002	
10003	OT Library-T6	11	10003	
10004	PT Library-T6	11	10004	
10005	Mac Library-T6	11	10005	
10006	EDU Doctorate Program Library	11	10006	
10007	Education Media Ctr	11	10007	

Select the appropriate speedtype.



Creating TA

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Travel Authorization ▾ > C

ORACLE

Create Travel Authorization

Accounting Defaults

Authorization ID N

Accounting Summary

Set Personalizations

%	*GL Unit		Fund	Dept	Project	Bud Ref	Class
50.00	ALASU	<input type="checkbox"/>	11	27008			600
50.00	ALASU	<input type="checkbox"/>	11	27007			600

Add ChartField Line

Load Defaults

Once speedtype is selected – that is all you need to do. DO NOT change any other fields other than the % field if allocating travel between multiple speedtypes.

Notice in this example the travel is split 50/50 between two departments.



Creating TA

All Add: | ⚡ Quick-Fill

*Expense Type

Create Travel Authorization

Sarita Strother ?

*Business Purpose

*Description

Projected Expenses ?

Expand All | Collapse All

*Date

Expand All | Collapse All

Air Travel
Automobile Mileage
Automobile Rental
Entertainment - Student
Fuel - Auto
Ground Transportation
Honorariums/Lectures
Hotel/Lodging
In-State Overnight PD >2 days
In-State Overnight Per Diem
In-State Per Diem
Meals
Miscellaneous
MISC_NON TRAVEL
Motor Pool
Moving Expenses
Parking
Registratin - Meeting & Conf.
Supplies
SUPPLIES SCIENTIFIC

Default Location In-State

*Date From 09/01

Description

Once returned to the main screen of the TA, notice the expense types that can be selected for the TA. For the following example we will use automobile mileage and per diem as the expense types.



Creating TA

Expand All | Collapse All

Add: | ⚡ Quick-Fill

*Date

09/01/2021



*Expense Type

In-State Per Diem



*Desc

*

*Billing Type

Faculty/Sta



*Originating Location



*Location

In-State Travel



*Start Time (HH:MI)

12:00AM

*End Time (HH:MI)

11:59PM



Accounting Details



Notice that the detail input screen for per-diem requires a location description as well as start and end times.



Creating TA

*Date 31

*Expense Type

*Billing Type

*Originating Location

*Location

Number of Nights



*Nightly Rate


▶ Accounting Details ?


If selecting overnight per diem, be sure to select the correct per diem expense type based on the number of nights stay.




Creating TA

***Date**  ***Expense Type**  *



***Billing Type** 

***Originating Location** 

***Location** 

Number of Nights

***Nightly Rate**

 **Accounting Details** 

Be sure to select the correct overnight per diem expense type based on the number of nights stay.



Creating TA

Browser address bar: <https://fin.alasu.edu/psp/ps92prd/EMPLOYEE/ERP/c/AUDIT...>

Navigation: Favorites | Main Menu | Travel and Expenses | Travel Authorization | Create/Modify

Home | Worklist | Add to Favorites | Sign out

ORACLE

*Date: 09/01/2021

*Expense Type: **Faculty/Staff Domestic** (selected from dropdown)

*Description: Test Per Diem

*Billing Type: (indicated by a red arrow)

*Originating Location: Food

*Location: HONORARIUMS/LECTURES

*Start Time (HH:MI): 11:59PM

Expand All | Collapse All

Taskbar: Windows, Edge, Firefox, File Explorer, Calculator, Word, PowerPoint, Teams, OneDrive, Excel, 7:19 PM 8/7/2021

Be sure to select the correct billing type. There are six billing types:

Faculty/Staff Domestic – 54110

Faculty/Staff Foreign – 54120

Recruiting – 54130

Student Domestic – 54210

Student Foreign – 54220

Other - 54150



Creating TA

Be sure to select the correct billing type. There Be sure to select the appropriate payment type. There are four types:

Employee Paid – Used for all travel expenses expected to be reimbursed to the employee

Motor Pool– Used only for the **separate TA** created for Motor Pool expense.

Purchase Card – Used for the expense items to be paid through use of ASU purchasing card.



Creating TA

[Home](#)[Worklist](#)[Add to Favorites](#)[Sign](#)

*Payment Type

*Amount

Currency

Employee Paid



34.00

USD



To add another expense line, click the plus (+) button.



Creating TA

09/01/2021 Automobile Mileage * Test Mileage

*Billing Type Faculty/Stai

*Destination Location In-State Travel

*Miles 180.00 x 0.5600

▼ Accounting Details

Chartfields

Amount	*GL Unit		Account	Fund	Dept
100.80	ALASU		54110	11	27008

When entering a mileage expense line, enter the mileage and the system automatically calculates the amount.

Notice also the accounting details reflect the default accounting on this TA.



Creating TA

 Save for Later |  Home |  Summary and Submit

Actions

...Choose an Action



GO

Reference



Totals (2 Lines)


134.80



USD


Notice that for any TA, the traveler can save and return to complete entry later – or if complete can submit to approver.




Creating TA

Default Location 

*Date From  *Date To 

Reference 

 [Notes](#)

Denied Expenses 0.00 USD

Total Authorized Amount 134.80 USD

Once select summary and submit, take advantage of the notes section of the TA to communicate information to the reviewer.



Creating TA

Travel Authorization Notes

Add Notes

Notes

Notes	Name
This is a Test TA	Sarita Strother
OK	Cancel

Can type
multiple notes if
needed.



Creating TA

Projected Expenses (2 Lines) 134.80 USD



By checking this box, I certify these costs are reasonable estimates

Submit Travel Authorization

Once select summary and submit, it brings to a summary page. Check the certification box and click submit.




Viewing TA

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Travel Authorization ▾




Home | Work

ORACLE

Main Menu

 **Travel Authorization**

Create, modify, print, view or delete a Travel Authorization

 Create/Modify Create or modify a Travel Authorization	 View View a Travel Authorization	 Cancel
---	---	---

In the Travel Authorization Menu select view TA.



Viewing TA

▼ Search Criteria

Authorization ID	begins with ▼	NEXT
Authorization Name	begins with ▼	
Name	begins with ▼	
Empl ID	begins with ▼	010025510 🔍
Status	= ▼	▼
Creation Date	= ▼	📅 31

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Enter search criteria by entering employee ID or name and click search.



Viewing TA

Search Results

View All		First 1-50 of 50 Last			
Authorization ID	Authorization Name	Name	Empl ID	Status	Creation Date
0000030162	NACUBO Annual Meeting	Strother, Sarita	010025510	Closed	02/17/2020
0000030000	NACUBO 2020 Conference	Strother, Sarita	010025510	Closed	02/06/2020
0000029928	NACUBO Annual Meeting	Strother, Sarita	010025510	Closed	02/03/2020
0000029587	Alliance 2020 Conference	Strother, Sarita	010025510	Closed	01/13/2020
0000029448	2020 Alliance Conference	Strother, Sarita	010025510	Closed	12/12/2019
0000027195	ASCPA Course	Strother, Sarita	010025510	Closed	05/22/2019

Select the appropriate TA.



Viewing TA

Travel Authorization

Sarita Strother ?

Actions

Business Purpose General Travel and Expense

Default Location Out of State Travel U.S.A.

Authorization ID 0000030162 Closed

Description NACUBO Annual Meeting

Date From 07/11/2020

Date To 07/15/2020

Reference

Projected Expenses ?

Expand All | Collapse All

Totals (1 Line) 1,200.00 USD

*Date

*Expense Type

*Description

*Payment Type

*Amount

Currency

07/11/2020

Hotel/Lodging

* Lodging during the 2020 NACUBO Annual

Purchase Card

1,200.00 USD

Billing Type Faculty/Staff Domestic

Location Out of State Travel U.S.A.

Number of Nights 4

*Nightly Rate 300.00

Accounting Details ?

Notice the detail of the TA and the status is closed.



Viewing TA

Travel Authorization

Sarita Strother ?

Actions

Business Purpose General Travel and Expense

Default Location Out of State Travel U.S.A.

Authorization ID 0000030162 Closed

Description NACUBO Annual Meeting

Date From 07/11/2020

Date To 07/15/2020

Reference

Projected Expenses ?

Expand All | Collapse All

Totals (1 Line) 1,200.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
07/11/2020	Hotel/Lodging	Lodging during the 2020 NACUBO Annual	Purchase Card	1,200.00	USD
	Billing Type Faculty/Staff Domestic				
	Location Out of State Travel U.S.A.				
Number of Nights	4				
*Nightly Rate	300.00				

Accounting Details ?

The traveler can view the status of a TA at any time. Notice the status of the below TA's.

Pending – requires some action by the traveler before submission.

Submitted – TA has been submitted by the traveler for approval.

In-Process – At least one level of workflow approval has occurred but has not reached final approval stage.

Approved – TA has been approved at all levels.

Denied – TA was denied at one of the approval levels.

Closed – TA has been processed against an expense report.



Approve/Send Back/Deny TA



Approving TA

ASU FS91TST					
Favorites Main Menu > Worklist > Worklist					
Willie C Carlisle	09/20/2011	Approval Routing	Approval Workflow	2-Medium	TRAVEL AUTH ID:0000000116 RDC:RA 1.A
Willie C Carlisle	10/18/2011	Approval Routing	Approval Workflow	2-Medium	TAApapproval, 1241, ALASU, 1901-01-06, N.O. TRAVEL AUTH ID:0000000141 RDC:RA 1.A
Willie C Carlisle	10/18/2011	Approval Routing	Approval Workflow	2-Medium	TAApapproval, 1251, ALASU, 1901-01-06, N.O. TRAVEL AUTH ID:0000000142 RDC:RA 1.A
Willie C Carlisle	10/18/2011	Approval Routing	Approval Workflow	2-Medium	TAApapproval, 1261, ALASU, 1901-01-06, N.O. TRAVEL AUTH ID:0000000143 RDC:RA 1.A
Willie C Carlisle	10/18/2011	Approval Routing	Approval Workflow	2-Medium	TAApapproval, 1271, ALASU, 1901-01-06, N.O. TRAVEL AUTH ID:0000000144 RDC:RA 1.A

The approvers will have notifications of pending actions in their worklists.

In addition to the worklists, approvers will receive pending action notifications via email.



Approving TA

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Approve Transactions ▾ > Approve Transactions

ORACLE Home | Wo

Overview Expense Reports Time Reports Time Adjustments Travel Authorizations Cash Advances Errors

► Search Pending Transactions ?

► Change Sort Order ?

☒ Select All ☐ Clear All Approve Reviewed Send Back Refresh List

Transactions to Approve ?

Select	Transaction Type	Total	Unit	Name	Employee ID	Description
<input type="checkbox"/>	Travel Authorization	0.01	USD	Black, Kimberly	010036975	Black - Payroll Taxes ASCPA

☒ Select All ☐ Clear All Approve Reviewed Send Back Refresh List

► Comments

Or the approver can access through the Travel and Expense menu. This menu provides all items pending approval similar to the worklist.



Approving TA

Role	Name	Action	Date/Time
Grant Accounting	(Pooled)		
Executive Review	Ross,Quinton		
Executive Review	Hopper,William		

▼ Action History

Personalize | Find | First 1-4 of 4 Last

Role	Name	Action	Date/Time
Employee	Lucas,Lashaundria	Submitted	08/07/2019 10:24:57AM
Department Manager	Singh,Shree	Approved	08/07/2019 12:40:46PM
Department Head Approval	Singh,Shree	Approved	08/07/2019 12:52:43PM
VP or Dean	Hunt-Jackson,Eulys	Approved	08/07/2019 1:55:30PM

▼ Comments

Budget Checking completed. Report is ready for Approval/Posting.

Budget Status Valid

Budget Options

Approve

Send Back

Deny

Save Changes

Return to Approval List

Next in List

Previous in List

Once the TA is selected from the worklist or approval list, approver may notice that the approval tab is grayed in. The first approver of the TA must BUDGET CHECK the TA. If the status says Valid, then the TA has already been budget checked.



Approving TA

Commitment Control

Commitment Control Details

Source Transaction Type Travel Authorization

Budget Checking Header Status **Valid**

Commitment Control Amount Type Encumbrance

Commitment Control Tran ID 0000396544

Commitment Control Tran Date 08/07/2019

☐ Override Transaction

Budget Check



Go to Transaction Exceptions

OK

Cancel

[Go To Activity Log](#)

Once the approver selects budget check, the system will indicate the budget status. In this case, the budget is valid and an encumbrance is created.

Reminder that the TA has not been approved yet, so the approver must return to the main page and approve.



Approving TA

Role	Name	Action	Date/Time
Grant Accounting	(Pooled)		
Executive Review	Ross,Quinton		
Executive Review	Hopper,William		

▼ Action History

Personalize | Find | First 1-4 of 4 Last

Role	Name	Action	Date/Time
Employee	Lucas,Lashaundria	Submitted	08/07/2019 10:24:57AM
Department Manager	Singh,Shree	Approved	08/07/2019 12:40:46PM
Department Head Approval	Singh,Shree	Approved	08/07/2019 12:52:43PM
VP or Dean	Hunt-Jackson,Eulys	Approved	08/07/2019 1:55:30PM

▼ Comments

Budget Checking completed. Report is ready for Approval/Posting.

Budget Status Valid

Budget Options

Approve

Send Back

Deny

Save Changes

Return to Approval List

Next in List

Previous in List

Notice now how the budget status is valid and the approve button can be selected.

Also note that in addition to approve there are two additional options:

Send Back – this allows the approver to send TA back to the traveler to make changes. The TA will be able to be resubmitted back to the approver.

Deny – this allows the approver to send the TA back to preparer; however the transactions becomes void and the traveler will not be able to modify or resubmit the TA.



Send Back/Deny TA

Department Head Approval	Singh, Shree	Approved	08/07/2019 12:52:43PM
VP or Dean	Hunt-Jackson, Eulys	Approved	08/07/2019 1:55:30PM

▼ Comments

Trip Denied due to Budget Constraints

Budget Checking completed. Report is ready for Approval/Posting.

Budget Status Valid

Budget Options

Approve

Send Back

Deny

Save Changes

[Return to Approval List](#) [Next in List](#) [Previous in List](#)

In order to **deny** or **send back** the TA a reason for the denial must be typed in to the comment field.



What is a Cash Advance(CA)?

The online CA is the method for requesting funds for a trip that is to be taken in the future.

Items to note about CA's:

- Online CA's are ONLY applicable for those cash advances that are payable to the employee.
- Cash advances to vendors, such as hotel CANNOT be processed through this module.
- Hotel and registration prepayments MUST be processed via requisition.



What is a Cash Advance(CA)?

- Funds CANNOT be advanced for in-state per diem. Per diem must be requested upon return from trip.
- **Three (3) workdays after completion of the trip** a reconciliation of all receipts for cash advance expenses must be submitted to Accounts Payable.
- Accounts Payable will review the trip reconciliation and receipts. If the traveler spent less than the amount advanced, the difference should be deposited with the Bursar and deposit receipt submitted to Accounts Payable.
- If the traveler spent more than the advance amount, the difference can be reimbursed to the traveler through submission of an expense report.



Creating/Viewing Cash Advances




Creating or Viewing a CA



Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Cash Advance ▾

ORACLE

Main Menu

 **Cash Advance**

Create, modify, print, view or delete a Cash Advance

 Create/Modify Create or modify a Cash Advance	 View View a Cash Advance
---	--

Select
“create/modify
a cash advance”
from the CA
menu.



Creating a CA

Expenses > Travel Authorization > Create/Modify

Home | Worklist | Add to Favorites | Sign out

Save for Later | Summary and Submit

Actions: ...Choose an Action, Copy Authorization Lines, Create Cash Advance, Default Accounting, User Defaults

Reference

GO

ite Travel

/2021 *Date To 09/03/2021

Totals (1 Line) 170.00 USD

*Payment Type Employee Paid *Amount 170.00 Currency USD

Alternatively a cash advance could have been created in the Travel Authorization Screen.



Creating a CA

Create Cash Advance

Save for Later

Sarita Strother

*Business Purpose

*Reference

*Advance Description

User Defaults

Import ATM Advances

Cash Advance

View Printable Version

Notes

*Source	Description	*Amount	Currency
<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="USD"/>

Note that the TA associated with the Cash Advance **MUST be entered into the reference field.**

Also just like TA's Cash Advances have a section to provide notes.



Creating a CA

Create Cash Advance

Save for Later |

Sarita Strother

*Business Purpose

*Reference

*Advance Description



User Defaults



Import ATM Advances

Cash Advance

View Printable Version



Notes

*Source	Description	*Amount	Currency
<input type="text" value="System Check"/>	<input type="text" value="Meals and Incidentals Georgia"/>	<input type="text" value="132.00"/>	<input type="text" value="USD"/>

► Accounting Details

▼ Totals

Advance Amount 132.00 USD

☐ By checking this box, I certify the advances submitted are accurate and comply with expense policy.

Also note that the traveler must enter the source (always “system check”), a line description, and dollar amount.

Next to the submit button is an agreement by the employee to follow University Guidelines with respect to cash advances.




Viewing a CA



Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Cash Advance ▾

ORACLE

Main Menu

 **Cash Advance**

Create, modify, print, view or delete a Cash Advance

 Create/Modify Create or modify a Cash Advance	 View View a Cash Advance
---	--

Select “view” a cash advance” from the CA menu.



Viewing a CA

Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of all v:

Find an Existing Value

▼ Search Criteria

Search by: ▼ begins with

Search

Advanced Search

Select Advanced Search to enter more specific criteria.



Viewing a CA

Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value

▼ Search Criteria

Advance ID begins with ▼

Advance Description begins with ▼

Name begins with ▼

Empl ID begins with ▼ 

Advance Status = ▼ ▼

Creation Date = ▼ 

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Enter ID or name and
select enter.



Viewing a CA

Cash Advance

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value

▼ Search Criteria

Advance ID begins with ▼

Advance Description begins with ▼

Name begins with ▼

Empl ID begins with ▼ 🔍

Advance Status = ▼ ▼

Creation Date = ▼ 📅

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Enter ID or name and
select enter.



Viewing a CA

Find an Existing Value

▼ Search Criteria

Advance ID

Advance Description

Name

Empl ID

Advance Status

Creation Date

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All		First		1-3 of 3	Last
Advance ID	Advance Description	Name	Empl ID	Advance Status	Creation Date
0000100188	test	Hendrick,John	200036935	Pending	11/01/2012

Select the appropriate Cash Advance.



Viewing a CA

View Cash Advance

John Hendrick

Sent Back For Revision

By: Grant,Stephanie

STALE DATED

Business Purpose General Travel and Expense

Report 0000100188 Pending

Advance Description test

Reference TA123

Accounting Date 11/01/2012

Post State Not Applied

Created 11/01/2012 Willie Carlisle

Last Updated 11/01/2012 Willie Carlisle

 User Defaults

Cash Advance ?

 View Printable Version

 Notes

*Source	Description	*Amount	Currency
System Check 	test	30.00	USD

Traveler can see the status of the cash advance.



Viewing a CA

The traveler can view the status of a CA at any time. Notice the status of the below CA's.

Pending – requires some action by the traveler before submission.

Submitted – CA has been submitted by the traveler for approval.

In-Process – At least one level of workflow approval has occurred but has not reached final approval stage.

Approved – CA has been approved at all levels.

Denied – CA was denied at one of the approval levels.

Staged – CA has been sent to Accounts Payable for payment.

Paid – CA has been sent to Accounts Payable for payment.

Reconciled – CA has been applied against an expense report.

View Cash Advance

John Hendrick

Sent Back For Revision

By: Grant,Stephanie

STALE DATED

Business Purpose General Travel and Expense

Report 0000100188 **Pending**

Advance Description test

Reference TA123

Accounting Date 11/01/2012

Post State Not Applied

Created 11/01/2012 Willie Carlisle


Last Updated 11/01/2012 Willie Carlisle

 [User Defaults](#)

Cash Advance ?

 [View Printable Version](#)

 [Notes](#)

*Source	Description	*Amount	Currency
System Check 	test	30.00	USD



Approve/Send Back/Deny CA



Approving CA

Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Approve Transactions ▾ > Approve Transactions

ORACLE Home | Wo

Overview Expense Reports Time Reports Time Adjustments Travel Authorizations Cash Advances Errors

► Search Pending Transactions ?

► Change Sort Order ?

☒ Select All ☐ Clear All Approve Reviewed Send Back Refresh List

Transactions to Approve ?

Select	Transaction Type	Total	Unit	Name	Employee ID	Description
<input type="checkbox"/>	Travel Authorization	0.01	USD	Black, Kimberly	010036975	Black - Payroll Taxes ASCPA

☒ Select All ☐ Clear All Approve Reviewed Send Back Refresh List

► Comments

This menu provides all items pending approval similar to the worklist.



Send Back/Deny CA

100

By: Richardson,Gail

Trip has already occurred.

Purpose General Travel and Expense

Report 0000102054 Denied

Description Blumen Training in Houston, tx

Reference 23695

Original Date 08/15/2018

Post State Not Applied

Created 08/15/2018 Lashunda Ware

Last Updated 08/27/2018 Gail Richardson

 User Defaults

 View Printable Version

 Notes

Description	*Amount	Currency
<input type="checkbox"/> Training inTexas 08/19-22,2018	334.00	USD

**Just like with TA,
a CA can be
either sent back
or denied but
must have a
comment
entered. This is
an example of a
denied Cash
Advance.**



What is an Expense Report(ER)?

An Expense Report (ER) is the online method for an employee to be reimbursed for out-of-pocket costs related to travel.

Items to note about ER's:

- **Represent Actual Expenses:** Unlike the TA, ER must be modified to adjust the estimated amounts on the TA to the actual amounts per itemized receipts or actual per diem amounts.
- TA's should be linked to the ER so that the preparer does not have lines to key – only amounts to change.



What is an Expense Report(ER)?

- Itemized receipts must accompany the ER unless it is an in-state per diem ER.
- Mapquest or a similar distance calculator must accompany mileage ER.
- Gratuity should be limited to 20%. Anything in excess of 20% will not be reimbursed.
- Daily meal expenses in excess of the CONUS per diem rate will not be reimbursed.



What is an Expense Report(ER)?

- Air travel will be reimbursed at the lowest logical standard or discounted rate for the period of business travel.
- ER are for employees only. Other individuals (for example interview candidate) must go through the requisition process.
- All ER's along with supporting documentation must be presented to Accounting Office or Grants Accounting.



Creating/Viewing Expense Reports




Creating or Viewing an ER

Navigation bar: Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾




Home | Worklist | Add t

ORACLE

Main Menu

 **Expense Report**

Create, modify, print, view or delete an Expense Report

 Create/Modify Create or modify an Expense Report	 Print Print an Expense Report	 View View an Expense Report
---	--	--

**Select
“create/modify
an expense
report” from
the ER menu.**



Creating an ER

Favorites ▾ | Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾ > Create/Modify

ORACLE

Home | Worklist | Add f

New Window | H

Copy from Approved Travel Authorization

From Date 05/07/2021 × 31 To 09/07/2021 31 Search

Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
				0.000	

Return

An ER is to be created from an approved TA. Therefore the option should be to copy from a travel authorization.



Creating an ER

View Expense Report

Sarita Strother ?

Business Purpose General Travel and Expense

Report 0000207727 Paid

Report Description Alliance 2019 Conference

Authorization ID 0000025426

Reference

Expenses ?

Expand All | Collapse All

*Date	*Expense Type	*Description	*Payment Type
03/03/2019	Meals	* Meal Expenses for 2019 Alliance 197 characters remaining	Employee Paid
03/03/2019	Parking	* Airport Parking at Birmingham, AL 224 characters remaining	Employee Paid

In this example the ER was populated from TA#25426.

As such, all of the applicable lines from the TA were pulled into the ER.













Creating an ER

*Description	*Payment Type	*Amount	*Currency
* Meal Expenses for 2019 Alliance 197 characters remaining	Employee Paid	33.06	USD
* Airport Parking at Birmingham, AL 221 characters remaining	Employee Paid	40.00	USD
* Round Trip Mileage from ASU to the 196 characters remaining	Employee Paid	111.36	USD

The traveler must change each line to reflect the **actual expenses** incurred, rather than the estimated that was included on the TA.



Creating an ER

*Date	*Expense Type	*Descrip
09/01/2021 	In-State Per Diem 	*TEST 250 cha 
*Billing Type	Faculty/Staff Domestic 	
*Originating Location		
*Location	In-State Travel 	
*Start Time (HH:MI)	12:00AM	*End Time (HH:MI) 11:59PM 
 Accounting Details 		

Notice for per diem expenses, the traveler selects the applicable per diem type. If In-state per diem is selected, notice that it requires the times of travel to be input.



Creating an ER

Employee Expenses (USD)

0.00 USD

Cash Advances Applied

0.00 USD

Amount Due to Employee



By checking this box, I certify the expenses submitted

Submit Expense Report

Check box and select submit to submit expense report to the approver.




Viewing an ER

Navigation bar: Favorites ▾ Main Menu ▾ > Travel and Expenses ▾ > Expense Report ▾




Home | Worklist | Add t

ORACLE

Main Menu

 **Expense Report**

Create, modify, print, view or delete an Expense Report

 Create/Modify Create or modify an Expense Report	 Print Print an Expense Report	 View View an Expense Report
---	--	--

Select “view an expense report” from the ER menu.



Viewing an ER

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of :

Find an Existing Value

▼ Search Criteria

Report ID	begins with ▼	<input type="text"/>
Report Description	begins with ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Empl ID	begins with ▼	<input type="text" value="010025510"/> 🔍
Report Status	= ▼	<input type="text"/> ▼
Creation Date	= ▼	<input type="text"/> 📅

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Enter employee ID or name and select search.



Viewing an ER

Search Results

View All		First		1-11 of 11	Last
Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000208921	ASCPA Dues - Strother	Strother, Sarita	010025510	Paid	05/21/2021
0000208787	ASCPA Dues	Strother, Sarita	010025510	Paid	06/25/2020
0000208060	ASCPA Dues - S. Strother	Strother, Sarita	010025510	Paid	07/01/2019
0000207727	Alliance 2019 Conference	Strother, Sarita	010025510	Paid	03/08/2019
0000206943	ASCPA Dues	Strother, Sarita	010025510	Paid	05/30/2018
0000205730	ASCPA Dues	Strother, Sarita	010025510	Paid	05/01/2017
0000204862	ASCPA Dues 2016	Strother, Sarita	010025510	Paid	06/03/2016

Select the appropriate ER.



Viewing an ER

| [New vvin](#)

View Expense Report

Sarita Strother

Business Purpose General Travel and Expense

Description Alliance 2019 Conference

Reference

Report 0000207727 **Paid**

Created 03/08/2019 Sarita Strother

Last Updated 03/26/2019 Alondrea Pritchett

Post State Posted

Totals ?

 [View Printable Version](#)

 [View Analytics](#)

 [Notes](#)

Employee Expenses (6 Lines) 275.13 USD

Cash Advances Applied 0.00 USD

Non-Reimbursable Expenses 0.00 USD

Prepaid Expenses 0.00 USD

Amount Due to Employee 275.13 USD

Amount Due to Supplier

Review the details and status of the ER.



Viewing an ER

| [New Window](#)

View Expense Report

Sarita Strother

Business Purpose General Travel and Expense

Description Alliance 2019 Conference

Reference

Report 0000207727 **Paid**

Created 03/08/2019 Sarita Strother

Last Updated 03/26/2019 Alondrea Pritchett

Post State Posted

Totals ?

[View Printable Version](#)

[View Analytics](#)

[Notes](#)

Employee Expenses (6 Lines)	275.13 USD	Non-Reimbursable Expenses	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD

Amount Due to Employee 275.13 USD

Amount Due to Supplier

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Approve/Send Back/Deny ER



Approving ER

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ORACLE Home | Wo

Overview Expense Reports Time Reports Time Adjustments Travel Authorizations Cash Advances Errors

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Approving ER

Worklist - Windows Internet Explorer

http://pawstd.alasu.edu:8170/psp/fs91tst/EMPLOYEE/ERP/w/WORKLIST?Action=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST

File Edit View Favorites Tools Help

Wilson Price Barranco Worklist

ASU FS91TST

Home Worklist MultiChannel Console Add to Favorites Sign out

Favorites Main Menu > Worklist > Worklist

Cash Advances Applied: 0.00 USD

Pending Actions

Profile	Name	Action	Date/Time
Expense Approval	Cobb,Larry		
HR Supervisor	Grant,Stephanie N		
Prepay Auditor	Pritchett,Alondrea J		

Action History

Profile	Name	Action	Date/Time
	Carlisle,Willie C	Submitted	11/22/2011 12:27:56PM

Comments

Budget Status: Not Budget Checked

Budget Checking is required before the Expense Report can be Approved. Please click on the [Budget Options](#) hyperlink.

Approve Send Back Deny Save Changes

Just like with TA's and CA's, as the traveler submits an ER, it routes to the immediate supervisor for approval.

The supervisor **MUST** budget check the expense report prior to approval – notice the approval tab is grayed in.



Contacts

- Call Accounting Services – Lisa Shipman
229-8392 for questions related to General Fund travel.
- Call Grants and Contracts Accounting – Camera Hinton
- 229-4733 for questions related to Grant/Agency Fund travel.