Travel & Expense

Errors still show red, after fixing this issue:

It is common with most issues that a red box or flag will still remain after making the correct adjustments after receiving the error. After making adjustments, clicking **Save** will remove the red boxes or flags if the correct adjustments were made to resolve the issue. If the **Save** button is not clicked, the error messages could remain, even though the issue has been resolved.

Travel Authorization Error messages:

A lot of error messages that a TA will produce can be found by clicking the Flag next to a distribution line at the bottom of the TA (*Figure 1*). This will open a window with more explanation of the error (*Figure 2*).

Figure 1:

		Notes	
Details			
	Expense Type ♦		Description \Diamond
►.	Domestic Pay by Employee		

For guidance determining meal per diem estimates visit: U.S. Meals Per Diem Rates. The GSA.gov site can be used as a guide to determine reasonable and customary lodging expenses for an area. Please note: Online booking services such as AirBnB, VRBO, Home Away and other similar type service providers are prohibited.

Figure 2:



Past dates on TA's:

TA's are meant to serve as a documented and approved request to travel **prior to when the travel occurs.** As a result, the system <u>will not</u> allow a TA to have a "Date From" of a date before you are submitted the TA. When initially filling out a TA, a message will clearly appear that a past date cannot be used, as shown in *Figure 1*. However, *Figure 2* shows an example of a TA that was created and sent back during approvals, after start date occurred. As referenced above, clicking the flag will present a pop up window that explains the reason you cannot submit (*Figure 3*).

Figure 1:

< Travel Authorization Search		Travel Authorization		🏫 O	. : @
Report 0100034932 Pending Matthew Vanderkool 🕤				Save	Submit
Travel to international destinations should use the International travel authorizations require approval for International travelers are required to register their its International travel authorizations will not be approve	le International Expense Types below. om the UGA Office of Global Engagement. neraries at throit Join uga calutionnational-travel-authority. d by the Office of Global Engagement unless an interary has been registere	d.			
"Description "Business Purpos Comment Billing Typ Accounting Tap	poing to vegas Out-of-State Travel What happens in vegas. Default Value Accounting Default Notes	Transaction date cannot be a past date.	"Travel From Headquarters Q "Travel To NEVADA, Las Vegas Q "Date From 072202020 "Date To 072202020 "Date To 072202020 Top Duration 1 Day		
				174	Q, 11
Ехрепье Туре 🛇	Description O	Merchant ©	Amou	nt C Accour	ting
Domestic Pay by Employee	test		10.1	00 (DE	
Domestic Direct Bill UGA		•		DE	
International Pay by Employee				(DE	
International Direct Bill UGA				(Die	
For guidance determining meal per diem estimat The GSA.gov site can be used as a guide to dete Please note: Online booking services such as Al	es vials: U.S. Meals Per Diem Rese. mine reasonable and customary lodging expenses for an area. BnB, VRBO. Home Away and other similar type service providers are p	cohibited.		Total 10.00) USD

Figure 2:

Travel Authorization			Travel Authorization					6	
ort 0100034830 Pending ten Holbert⊙								Save	Su
vel to international destinations should use the emational travel authorizations require approval fron emational travelers are required to register their itin emational travel authorizations will not be approved	International Expense Types below, In the UGA Office of Global Engagement, raries at http://oie.uga.edu/international-tr by the Office of Global Engagement unles	avel-authority s an itinerary has been registered.							
*Description	Blanket Travel Authorization			*Travel From	Headquarters C	L			
*Business Purpose	In-State Travel			*Travel To	GEORGIA US, Non High Co				
Comments				*Date From	07/24/2020				
Billing Type	Default Value 🔻			*Date To	06/30/2021	Trip Duration 341 Days			
Accounting Tag	Q, Accounting Default								
	Notes	2							
tails									
								(×	Q
Expense Type O		Description O					Amount O	Accounti	ing
Domestic Pay by Employee		milage					0.01	Űł.	
								Cotal 0.01	

Figure 3:

< Travel Author	Authorization	Travel Authorization	
Report 010003 Kristen Holbert	100034830 Pending olbert (•)		
Travel to inte	Into	Travel Authorization Errors	
International tr International tr International tr	nal t on t Please enter or update the following information:		
	Expense Date Date cannot be in the past.		
Details	5		
•	*		
_			
For guidance The GSA.gov	-gov		
Please note:			

Chartstring errors:

A message like the following will present itself when there is an issue with the chartstring being used on the transaction:

"Combo error for fields ACCOUNT/ PROGRAM_CODE/ BUDGET_REF/ CLASS_FLD/ FUND_CODE/ DEPTID in group EXPC"

The first thing to check for when this appears is to make sure the Bud Ref field has been filled out. The Bud Ref will always be the current open Fiscal Year. If the Bud Ref is included, it is best to work with your business office to insure you are using the correct chartstring desired to fund the transaction.

Chartstring error on a Travel Authorization:

As referenced above, clicking the flag (*Figure 1*) will present a pop up window that explains the reason you cannot submit (*Figure 2*).

Figure 1

C Travel Auth	orization			Travel Authorization					1	n q : @
Report 010003 Matthew Vande	14932 Pending Irkool 🕤								[Save Submit
Travel to intern International tra International tra International tra	national destinations should use the avel authorizations require approval fro avelers are required to register their itin avel authorizations will not be approved	International Expense Types b in the UGA Office of Global Enga eraries at http://ole.uga.edu/intern by the Office of Global Engagem	elow. Jement ational-travel-authority. ent unless an itinerary has been registered							
	*Description	going to vegas		*Tri	avel From	Headquarters	Q			
	*Business Purpose	Out-of-State Travel	•		*Travel To	NEVADA, Las Vegas	Q			
	Comments	What happens in vegas		75	Date From	07/30/2020	111			
	Dillion Tune	Default Value *			"Date To	07/30/2020	T T	rip Duration 1 Day		
	Accounting Tag									
	, manual cog	Accounting Default								
		Notes		Please correct validation errors at line level.						
Details				ОК						
										F\$ Q 11
	Expense Type O		Description ©	Merchant ©					Amount 0	Accounting
•	Domestic Pay by Employee		test						10.00	<u>GE</u>
	Domestic Direct Bill UGA			*						GIE .
	International Pay by Employee									Ge
	International Direct Bill UGA									68
-									Tota	al 10.00 USD
For guidance	determining meal per diem estimates site can be used as a quide to determ	s visit: U.S. Meals Per Diem Rat	es. Iodging expenses for an area.							
Please note: 0	Online booking services such as AirE	InB, VRBO, Home Away and ot	her similar type service providers are pr	ohibited.						

Figure 2

< Travel Author		A 9	. : (
Report 01000345	68 Pending or on O	Save	Submit
	Travel Authorization Errors	×	
Travel to inte International to International to	Please enter or update the following information:		
	Combo error for fields ACCOUNT/ PROGRAM_CODE/ BUDGET_REF/ CLASS_FLD/ FUND_CODE/ DEPTID in group EXPC		
Details			q .[[11]]
P			ling
			USD
For guidance de The GSA.gov sit Please note: On	armining meal per diam estimates visit: U.S. Meah Par Diam Rates, e can be used as a guide to determine reasonable and customary lodging expenses for an area. Inio booking services such as AltEdb. KyoD, Horne Away and other shmilar type service providers are prohibited.		

Chartstring error on an Expense Report:

When an expense report has chartstring combination errors, the flag will present on the expense pane on the left side of the expense entry page. The error message itself will be presented on the top of the expense's affected:

Figure 3

K My Exper	ase Reports			Expense Entry		🔒 ୍ : 🙆
test 🕑 Matthew Var	nderkooi⊙				S	ave Review and Submit ast Saved 08/03/2020 11:58AM
	Total (1 Item	56.00 USD		D-Meals Out of State Full Day - 08/03/2020		
+		Ŧ		Expense Entry Errors		
Add	Delete	Filter	More	 Combo error for fields ACCOUNT/ PROGRAM_CODE/ BUDGET_REF/ CLASS_FLD/ FUND_CODE/ DEPTID in gro 	up EXPC	
Monday, August 03, 2020 D-Meals Out of State Full Day 56 00 Itest USD		56.00 USD	Payment Details Payment Detail			
				Exceptions Exceptions Exceptions Exceptions Direct Billed to UGA No No Recipt Reci	nns > > 1 >	

Delegation issues:

Removing one's own ability to create/edit TE's and TA's.

If the training material for assigning a delegate is not performed <u>as instructed in the Training Library</u>, employee's sometimes remove their own authority to edit or submit TA's or TE's. They tend to REPLACE themselves, with their delegate, instead of ADDING rows for their delegation. The following are various symptoms of an employee removing this authority.

Creating a new Expense Report or Travel Authorization:

Figure 1:

€ Expenses	Employee Search	^ Q :
Search Employee		2
		5 Q 1
Empl ID 0	Name O	
1802367	Lisa Conley	
1825859	William Knight	
1827815	Joshua Haynes	

• After clicking Create Expense Report, the system will take them to a page to choose from those that have delegated TO them, instead of allowing to create one for themselves (*Figure 1*).

Editing/submitting an *Expense Report* created by a Delegate:

K My Expense Reports	Error	🏫 🔍 E 🕖
The current user has no authorization to access this report.		

• If an employee attempts to access an Expense Report created by a delegate, without their own delegation authority assigned, the message in *Figure 2* will present itself.

Editing/ submitting a *Travel Authorization* created by a Delegate:

nter any information you have and click Search. Leave field	is blank for a list of all values.			
&Find an Existing Value &Add a New Value				
w Search Criteria				
	Authorization ID begins with	•	0100034932	
	Description begins with			
	Name begins with			
	Empl ID begins with	*	a	3
	Status =			*
	Creation Date =	٠	(iii)	
to matching values were found.	The specified field was not found in the indic	ated sc wiew th	GetField: Field EX_TA_S EX_TAUTH_FL.GBL.EX_TA roll level. This may occur with va e PeopleCode that is generating	SRCH_VVEXEMPLD net found in scrull level 0. _SRCH_VVS_Seathin PCPC SR' Statement 4 arlous PeopleCode built-in functions that specify a "scroll context" via a series of records and a field nam the message and the page definition and correct as appropriate.
				OK

• If an employee attempts to access a TA created by a delegate, without their own delegation authority assigned, the message in *Figure 3* will present itself.

Assigning only Expense delegation authority when the intent was to assign both.

Employee's occasionally only assign expense delegation, and the intent was to assign authority for both TA's and TE's. The following are various symptoms a delegate will receive of an employee only assigning delegation for TE's.

Attempting, as a delegate, to create a TA, when only TE authorization was assigned:

Figure 4:

< Travel Authorization Search	Employee Search	A . : @
Search Employee		» 2 rows
		R ₄ Q, ↑↓
Empl ID 0	Name O	
1802367	Lisa Conley	
1825864	Matthew Vanderkool	

Figure 5:

Travel Authorization Enter any information you have and click Search Leave fields blan	k for a list of all values				
Line of y another of you have and such courter. Loure note both	in for a not of an failable.				
&Find an Existing Value &Add a New Value					
* Search Criteria					
	Authorization ID	begins with 🔹	0100034933		
	Description	begins with 🔹			
	Name	begins with 🔹			
	Empl ID	begins with 🔹		Q	
	Status	= ¥		*	
	Creation Date	а т		1	
			EX_TAUTH_FL.GBL.EX_T	TA_SRCH_VW2.SearchInit_PCPC:367_Statement.4	
	The specified field was not foun	d in the indicated so	roll level. This may occur with	various PeopleCode built-in functions that specify a "scroll context" via a series of records and a field name.	
No matching values were found		Review th	e PeopleCode that is generatin	no the message and the page definition and correct as appropriate	
No matching values were found.					
Find an Existing Value Add a New Value				ок	

- First the page in *Figure 4* will present itself (same as when an employee is attempting to create an expense themselves after removing their own authority in *Figure 1*). However since the TE authority has been assigned to the delegate, the employee's name will be a selectable option.
- The page to fill out the TA will then appear, HOWEVER once the delegate attempts to save, the message in will *Figure 5* appear.
- *Figure 5* will also appear when a delegate attempts to access an already saved TA in the employee's name.

TA screen blank (using IE):

For this release of UGA Financials, Internet Explorer (IE) is not supported when using the Expense Module. When navigating to the Travel Authorization page in IE, a blank page will present itself (*Figure 1*). Switching to another browser will fix this issue.

Figure 1:



Choosing the wrong Expense Type:

Some expense calculations are made based on the expense type chosen *Figure 1* shows an example where the *D-GA Meals Regular Overnight* expense type was chosen, however the expense location is in Fulton, which has a high cost per diem rate. Switching the expense to *D-GA Meals High Cost Overnight* in this example corrected the error (*Figure 2*).

Figure 1:

C Expense R	eport			Expense Entry	A . E 🛛			
test 🔄 Matthew Vand	lerkooi 🕢				Save Review and Submit Last Saved 08/03/2020 12:27PM			
	Total (1 Item)	0.00 USD		D-GA Meals Regular Overnight - 08/03/2020	i			
+	8	Ŧ		Expense Entry Errors				
Ad Delete Filter More * Monday, August 03, 2020 D-GA Meals Regular Overnight 0.00		More 0.00	Control the following entropy port to submission: Annount ligher framework to end Annount ligher framework to end distribution line 1. Accounting Datail – Monetary amount cannot be 0 end distribution line 1.					
•			USD	"Date 08/03/2020				
				C-SA Mean Regular Overing 4. Description				
				Payment Details				
				"Payment Employee Paid • "Amount 0.00 USD Q,				
			Additional Information					
				"Billing Type Default Value • "Expense Locatio GEORGIA US, Fution - Atlan Q				
				Per Diem Deductions				
				∅ Attach Receipt >				
				🕼 Accounting 🕨 Errors Exist 👔 >				
				III Receipt Split				
				Exceptions				
				Direct Billed to UGA No No Receipt No	I			

Figure 2:

 € Expense Report 		Expense Entry	🏫 Q, E @
test [ℤ] Matthew Vanderkooi⊙			Save Review and Submit Last Saved 08/03/2020 12:30PM
Total (1 Item) 36.00 USD	D-GA Meals High Cost Overnight - 08/03/2020		
Add Deloise Filter More	"Date "Expense Type	D-GA Meals High Cost Overr Q	
D-GA Meals High Cost Overnight 36.00 USD	Description		
	Payment Details Payment Details Payment Payment Payment Payment Payment Additional Information 'Billing Type 'Expense Location 'Exceptions Direct Billed to UGA No Raceipt	Employee Paid	

Accounts Payable

Attachment not uploading to payment request

Files should have a total file name length of 64 characters maximum, inclusive of the file type extension. For example: *abcd.png* has a file name length of 8 characters (4 for *abcd*, 4 for *.png*). When uploading a file with a name that is too long to a payment request, the file attachment screen will indicate the attachment upload is complete (*Figure 1*). However, since the name is too long, after clicking **Done**, the *Attachments* page will not have anything attached (*Figure 2*).

Figure 1:



Figure 2:

× Exit		Payment Request	
	Cancel	Attachments	Done
Stop 1 /	Attachment Details		Next
	There is no Attachment to display.		
Attachr	Add Attachment		
			_

Supplier not showing results in supplier lookup

When selecting a supplier, you must ensure you have selected the supplier's Country in the Country field. *Figure 1* shows an example where the system reflects that supplier *1000001152- The Royal Society* is a registered supplier. However since they are registered as a United Kingdom company, clicking search will not present results (*Figure 2*). In this example, selecting GBR in the country field will bring up this supplier (*Figure 3*).

Figure 1:

× Exit	Pa	yment Request		
1 Summary	2 Supplier		3 Invoice Details	4 Review and Submit
				< Previous Next >
Step 2 of 4: Supplier				
0				
Country	USA Q			
Supplier Name				
Supplier ID	1000001152 Q			
	Supplier ID Short Supplier Name	Supplier Name		
D/B/A Search	1000001152 THE ROYAL-002	THE ROYAL SOCIETY		
D/B/A Name				

Figure 2

× Exit	Payment I	Request
1 Summary	2 Supplier	3 Invoice Details
Step 2 of 4: Supplier Enter New Supplier		
Countr Supplier Nam	y USA Q	
Supplier I	2 1000001152 Q Search	
D/B/A Search	No Suppliers Found	
D/B/A Nam	e Search	

Figure 3:

× Exit		Payment Requ	est			
1 Summ) ary	2 Supplier	3 Invoice Details		4 Review and Submit	
					< Previous	Next >
Step 2 of 4: Supplier						
	Country	GBR Q				
	Supplier Name					
	Supplier ID	1000001152 Q				
		Search				
Search Results						11
					$[X_{\phi}]$	Q 1:
Supplier ID \Diamond	Name 🗘	Address 🛇	City 🗘	State O Coun	try O	Details
1000001152	THE ROYAL SOCIETY	6-9 CARLTON HOUSE TERRACE	LONDON	GBR		E
D/B/A Search						
	D/B/A Name	Search				