

Travel & Expense

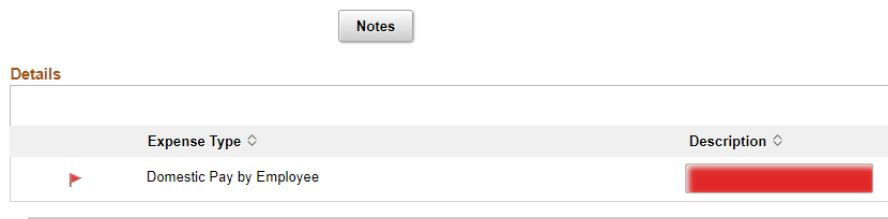
Errors still show red, after fixing this issue:

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:



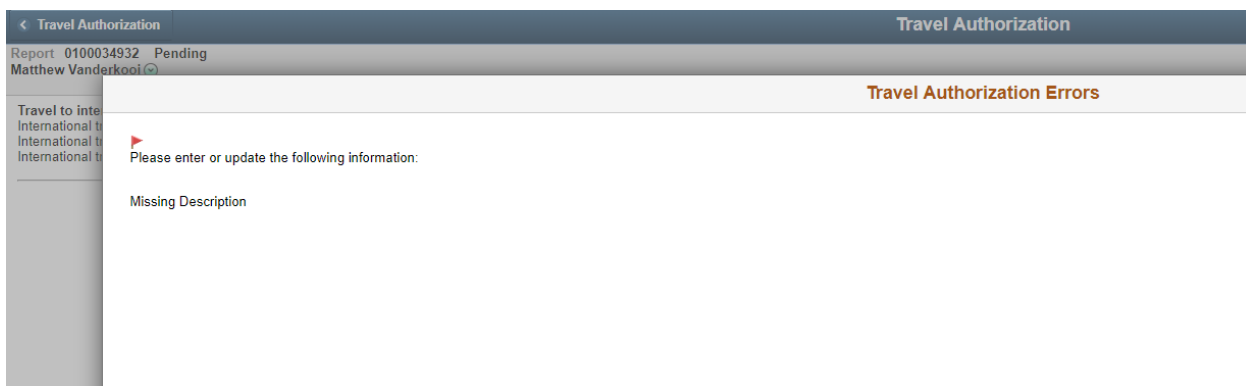
Notes

Details

Expense Type ▾	Description ▾
▶ 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:



Travel Authorization

Report 0100034932 Pending
Matthew Vanderkooi

Travel Authorization Errors

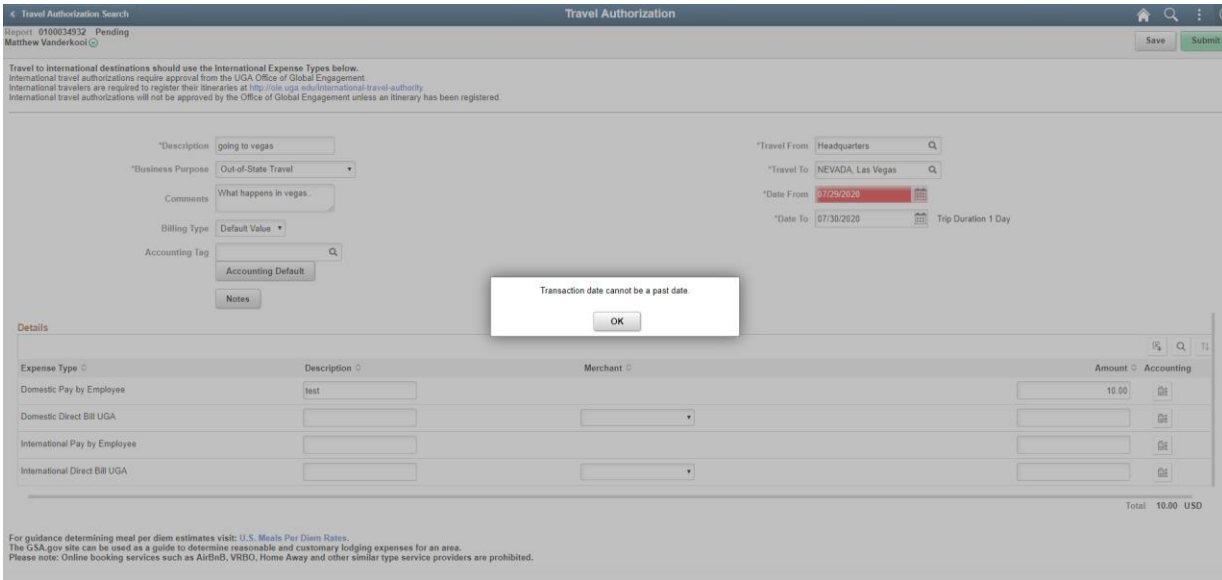
▶ Please enter or update the following information:

Missing Description

Past dates on TA's:

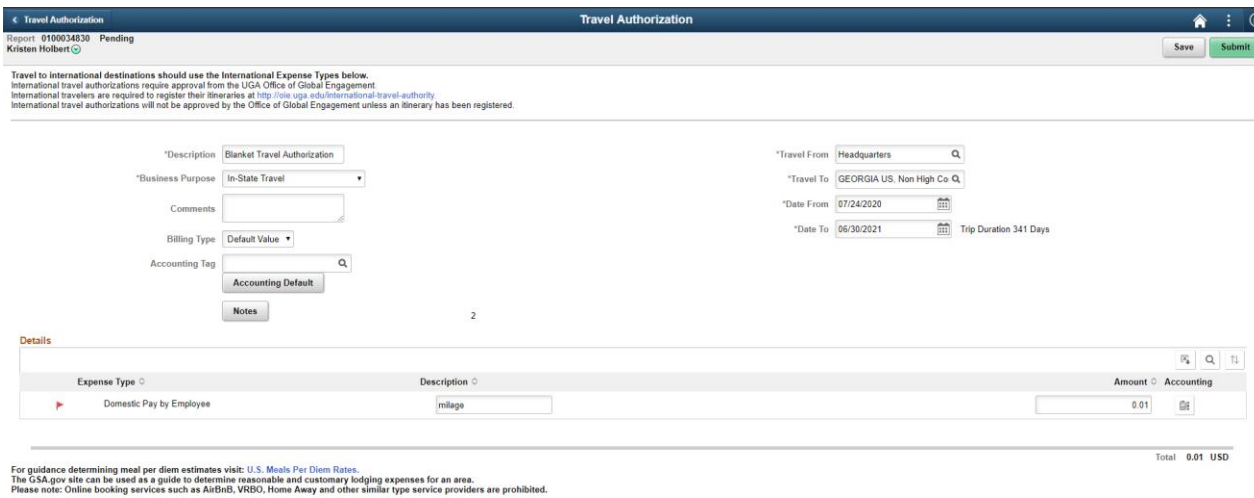
TA's are meant to serve as a documented and approved request to travel **prior to when the travel occurs**. As a result, the system **will not** allow a TA to have a "Date From" of a date before you are submitted the TA. When initially filling out a TA, a message will clearly appear that a past date 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:



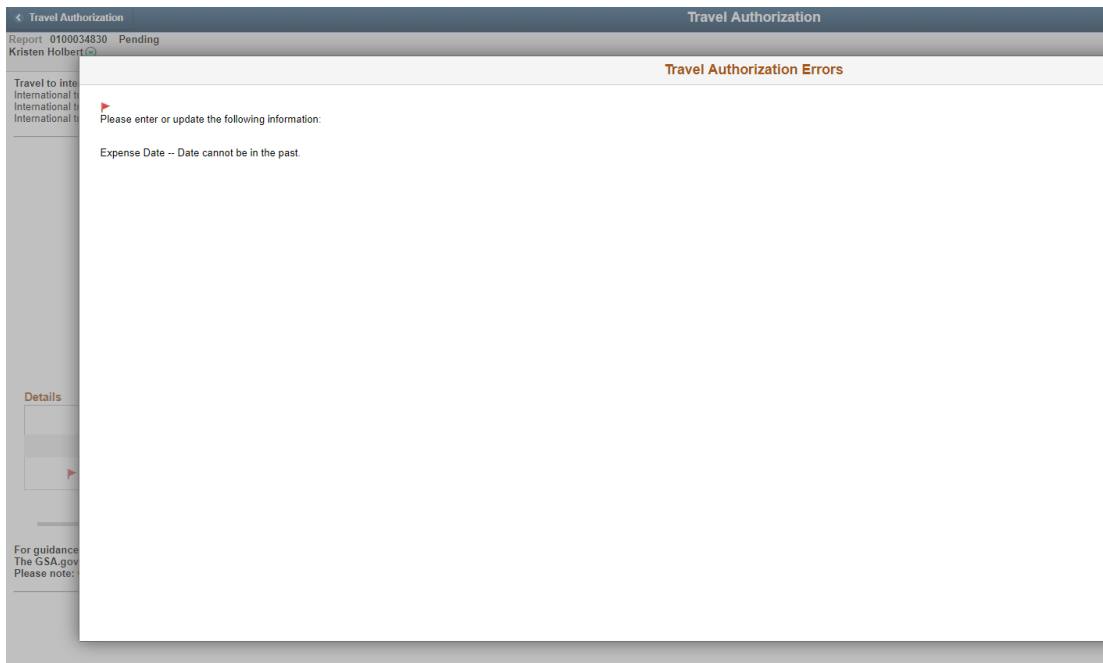
The screenshot shows a "Travel Authorization" form for report 0100034932, pending approval by Matthew Vanderkooi. The form includes fields for Description ("going to vegas"), Business Purpose ("Out-of-State Travel"), Comments ("What happens in vegas"), Billing Type ("Default Value"), and Accounting Tag. The "Date From" field is set to 07/29/2020, which is highlighted in red, and the "Date To" is 07/30/2020. A modal dialog box is displayed in the center with the message "Transaction date cannot be a past date." and an "OK" button. Below the form is a table with columns for Expense Type, Description, Merchant, Amount, and Accounting. The table contains one entry: Domestic Pay by Employee, Description: test, Amount: 10.00. A total of 10.00 USD is shown at the bottom right.

Figure 2:



The screenshot shows a "Travel Authorization" form for report 0100034830, pending approval by Kristen Holbert. The form includes fields for Description ("Blanket Travel Authorization"), Business Purpose ("In-State Travel"), Comments, Billing Type ("Default Value"), and Accounting Tag. The "Date From" field is set to 07/24/2020 and the "Date To" is 06/30/2021. The "Date To" field is highlighted in red. Below the form is a table with columns for Expense Type, Description, Amount, and Accounting. The table contains one entry: Domestic Pay by Employee, Description: mileage, Amount: 0.01. A total of 0.01 USD is shown at the bottom right. A small red flag icon is visible next to the "Domestic Pay by Employee" entry in the table.

Figure 3:



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

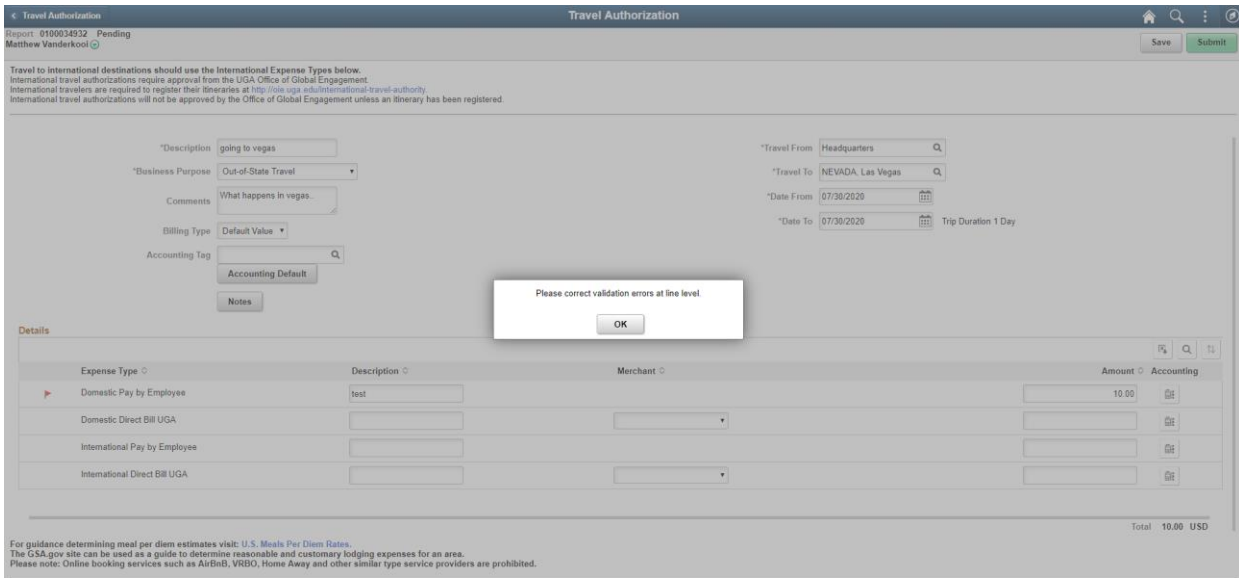
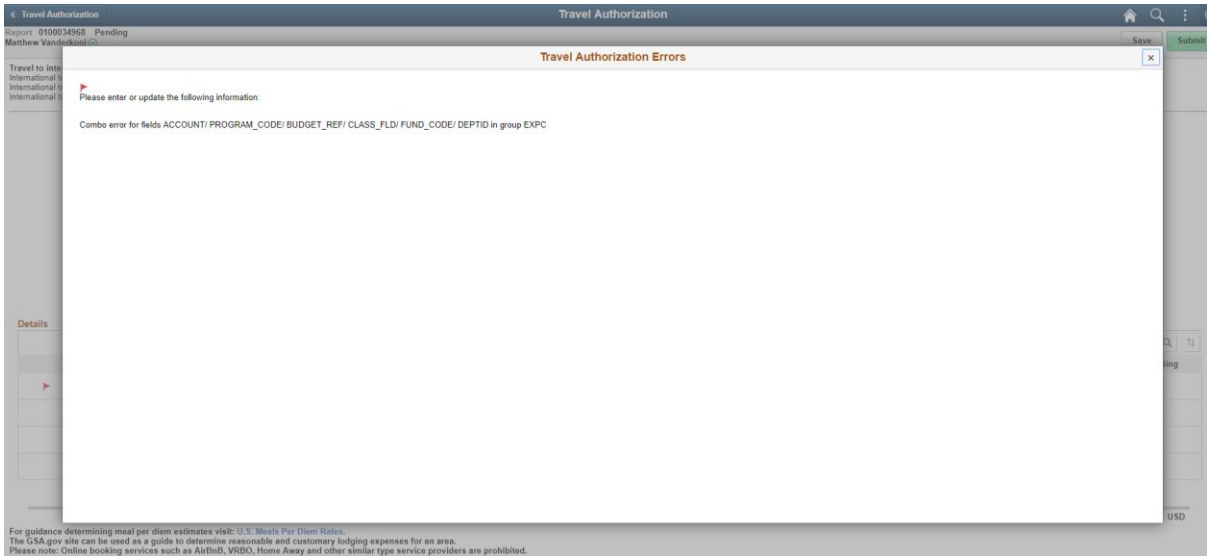


Figure 2



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

My Expense Reports | Expense Entry

test | Matthew Vanderkooi | Save | Review and Submit | Last Saved: 08/03/2020 11:55AM

Total (1 item) 56.00 USD

Monday, August 03, 2020

D-Meals Out of State Full Day 56.00 USD

D-Meals Out of State Full Day - 08/03/2020

Expense Entry Errors

Correct the following errors prior to submission:

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

*Date: 8/03/2020

*Expense Type: D-Meals Out of State Full Da

Description: test

Payment Details

*Payment: Employee Paid

*Amount: 56.00 USD

Additional Information

*Billing Type: Default Value

*Expense Location: NEVADA, Las Vegas

- Per Diem Deductions
- Attach Receipt
- Accounting: 1

Exceptions

Direct Billed to UGA: No

No Receipt: No

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 [as instructed in the Training Library](#), 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

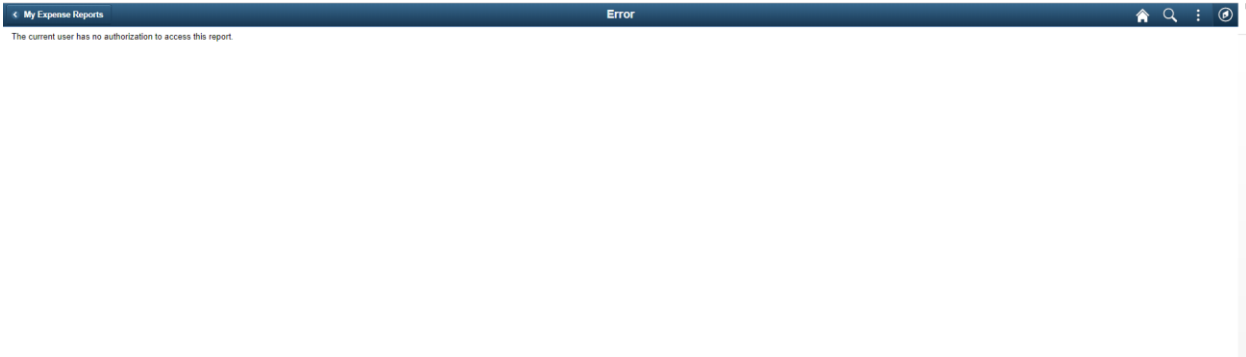
Search Employee

Empl ID	Name
1802367	Lisa Conley
1825859	William Knight
1027815	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:

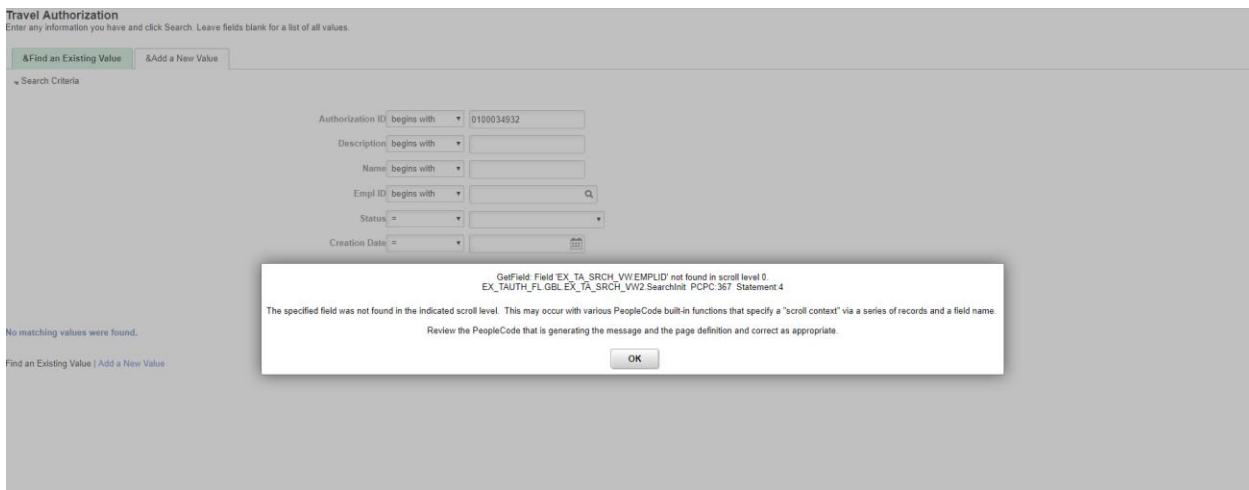
Figure 2:



- 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:

Figure 3:



- 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.

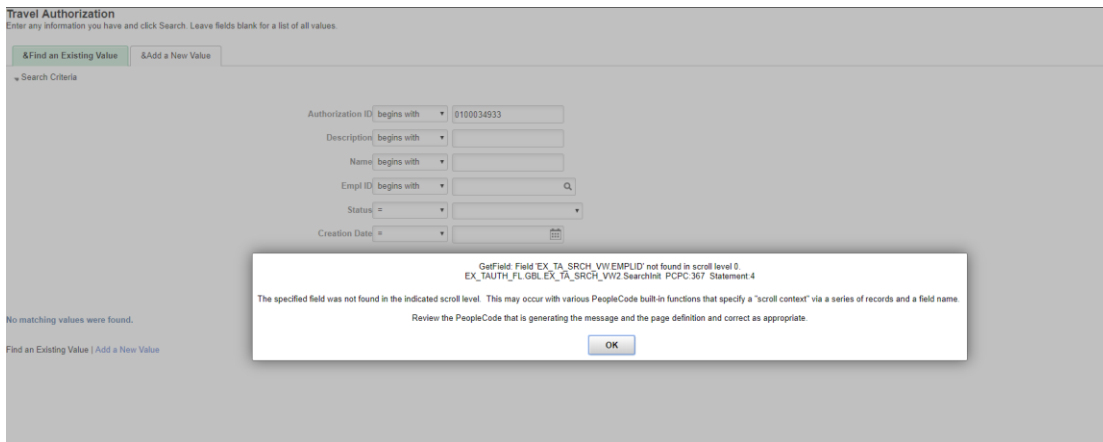
Attempting, as a delegate, to create a TA, when only TE authorization was assigned:

Figure 4:



Empl ID	Name
1802367	Lisa Conley
1825864	Matthew Vanderkooi

Figure 5:

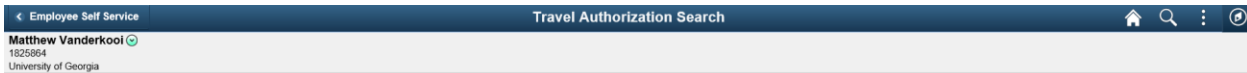


- First the page in *Figure 4* will present itself (same as when an employee is attempting to create an expense themselves after removing their own authority in *Figure 1*). However since the TE authority has been assigned to the delegate, the employee's name will be a selectable option.
- The page to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

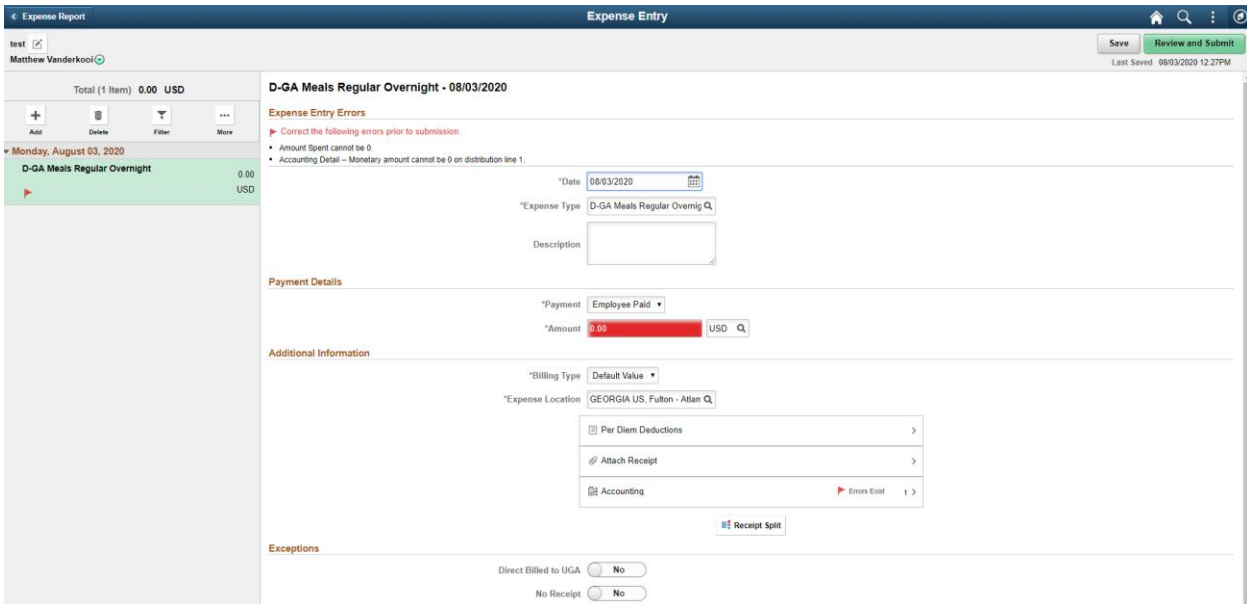
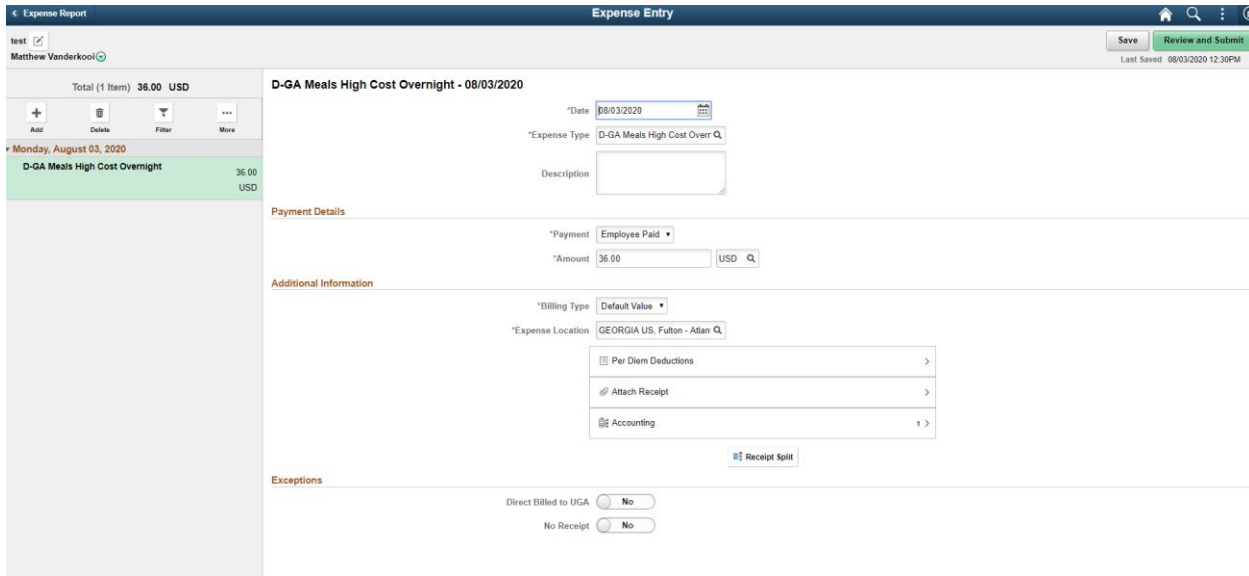


Figure 2:



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:

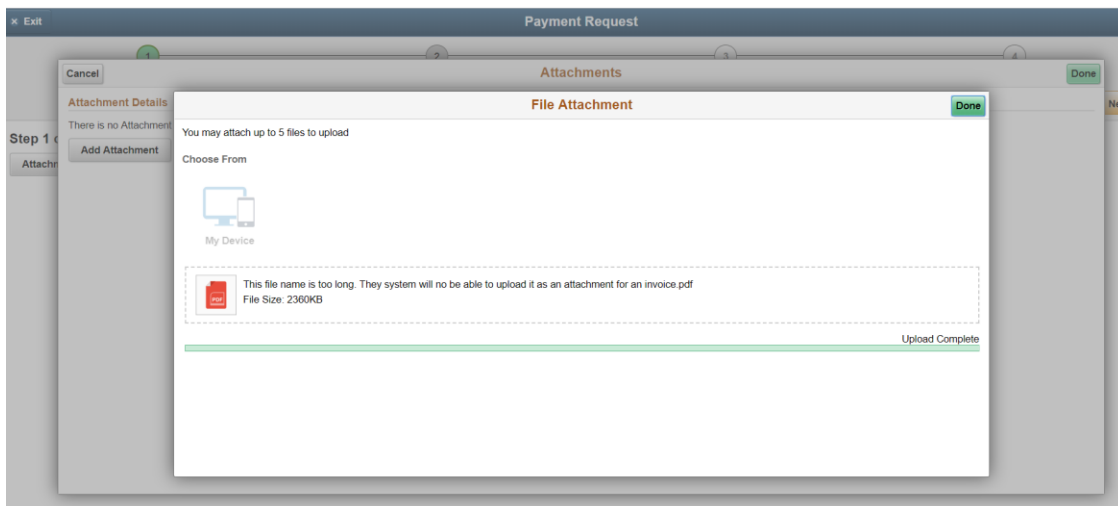
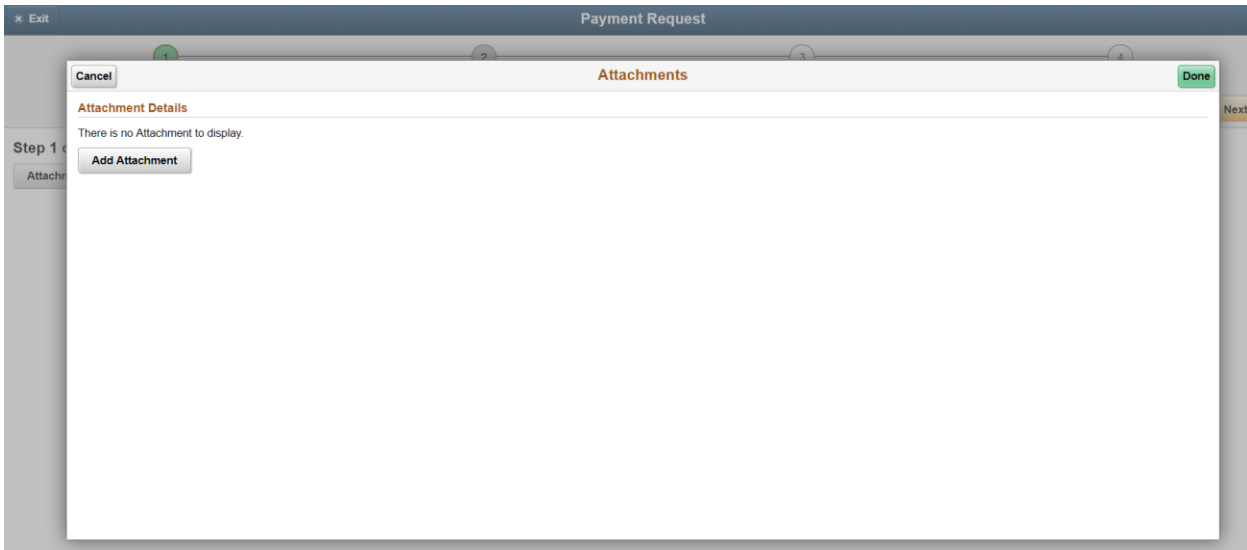


Figure 2:



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:

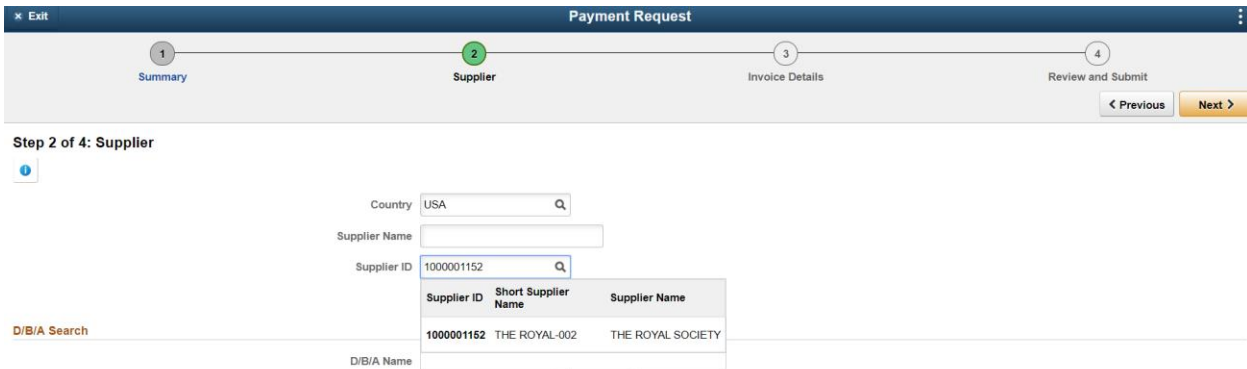


Figure 2



Step 2 of 4: Supplier

[Enter New Supplier](#)

Country

Supplier Name

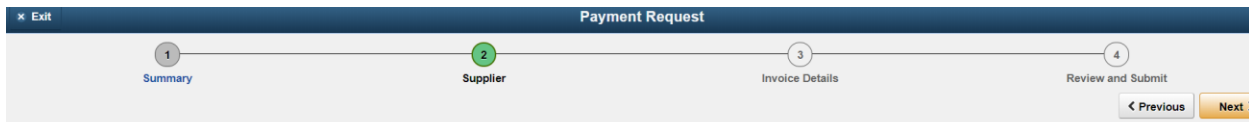
Supplier ID

No Suppliers Found

D/B/A Search

D/B/A Name

Figure 3:



Step 2 of 4: Supplier

[Enter New Supplier](#)

Country

Supplier Name

Supplier ID

Search Results

Supplier ID	Name	Address	City	State	Country	Details
100001152	THE ROYAL SOCIETY	6-9 CARLTON HOUSE TERRACE	LONDON		GBR	<input type="button" value="Details"/>

D/B/A Search

D/B/A Name