

EXPENSE REPORT (ER) FY2016 YEAR-END PROCESSES

TASK 1: Run Query WI_EX_BU_STATUS_FY2016

This query will list the number of ER transactions, by BU, coded to FY16 for each status. Those ER listed with a status of Approved, Closed, Denied, Paid or Staged do not need to be analyzed. All other statuses will require some analysis to determine what steps are necessary to complete these transactions for FY16.

- Based on the status of the ER in the WI_EX_BU_STATUS_FY2016 query, you will need to take the following actions
- Staged - Agency does not need to be responsible for these transactions as STAR will need to get the status changed by Friday when we close the periods.
- On Hold - Agency needs to approve or deny these expense reports by EOD 7/21.
- Approved - These transaction should be good to go to Payroll.
- Submitted - Agency needs to Approve or Deny these transactions by EOD 7/21.
- In Process - Agency needs to Approve or Deny these transactions by EOD 7/21.

TASK 2: Run Query WI_EX_BU_STATUS_FY2016_DTL

This query will give you detail information on the data provided in Task 1 (such as ER#)

Select status of: Approvals in Process

Submitted for Approval

- Submitted - Agency needs to Approve or Deny these transactions by EOD 7/21.
- In Process - Agency needs to Approve or Deny these transactions by EOD 7/21.

TASK 3: Run Query WI_EX_PEND_RPTS_WBUDGET

This query will show the list of pending ERs that have a budget linked to them, and the ER passed budget check. THESE ARE THE PENDING TRANSACTIONS THAT NEED TO BE RESOLVED BY EOD 7/21. If the ER will not be approved and recorded as a FY16 transaction by 7/21 then the ER should be resubmitted & denied by the supervisor. This process will result in the reversal of the budget reservation in the KK ledger in FY16 and the denied ER can be copied and resubmitted by the employee as a FY17 transaction

- Deny – pending transactions that were previously sent back (already reserved budget authority) that (your) Agency feel need to be part of/posted to FY2017 should be resubmitted and Denied by the Supervisor by 7/21. This process will remove the budget reservation in FY2016.

TASK 4: Run Query WI_EX_PENDING_EXP_RPTS_BY_BU

Filter by: Tran ID

- Approve - all pending transactions that (your) Agency feel need to be part of FY2016 should be approved by 7/21.
- Delete - only transactions that have NO budget linked to them should be deleted by 7/22. (there is a bug which does not delete the budget as it should/will after the image updates) We would like these deleted by 7/22.
 - There is a job aid to assist with the delete process as a delegated user (Deleting Expense Report as a Delegated User)

Any ER in pending status that did not pass budget check (no Tran ID) can be deleted by the employee or authorized user because no reservation of budget has occurred in the KK ledger.

Please Note: Deleting ERs that have passed budget check will NOT remove the budget reservation in the KK ledger

Updated 7/20/2016