

EX.030.500 – REVIEWING TRANSACTIONS IN PROGRESS

Purpose	<ul style="list-style-type: none"> • To review Transactions in Progress. • To identify the three TIP stages.
Description	<p>The Expenses Module is comprised of transactions that are in various stages. Expenses provides a tool for executives, managers, and auditors to easily identify and track transactions in progress so that they can gain insight into potential problem areas.</p> <p>Expense Reports: Transactions in Process (TIP) data focuses attention on what needs to be resolved with regards to Expense Reports to ensure that your expenses system runs smoothly.</p> <p>Travel Authorizations: Total Predicted Expenses (TPE) data focuses attention on what needs to be resolved with regards to Travel Authorizations to ensure that your expenses system runs smoothly.</p> <p>Expenses Pagelets: Expenses Pagelets are an optional way for interested employees to see Real-Time Analysis figures on their initial log-in page to the Core Application.</p> <p>There are three Transactions in Progress (TIP) stages:</p> <ul style="list-style-type: none"> • EXAPRNP - Expense Reports that have received their final approval for payment, but have not been paid • EXSTNE - Expense Reports which have been entered in the system, but have not been submitted • EXRECNA - Expense Reports that have been submitted, but have not received their final approval for payment
Security Role	BOR_EX_ADMINISTRATION
Dependencies/ Constraints	None
Additional Information	None

Procedure

Expense Reports which have not been paid can be tracked using the three Transactions in Progress (TIP) stages.

EXAPRNP - Expense Reports that have received their final approval for payment, but have not been paid.

EXSTNE - Expense Reports which have been entered in the system, but have not been submitted.

EXRECNA - Expense Reports that have been submitted, but have not received their final approval for payment.

Below are instructions on how to review transactions in progress.

For this topic, imagine that you want to review transactions in each of the 3 different Transactions in Progress (TIP) stages.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu link.
3.	Click the Travel and Expenses link.
4.	Click the Real-Time Analysis link.
5.	Click the Review Transaction in Progress link.
6.	Click the Search button to select which TIP method you wish to use.
7.	Review the Descriptions above for each of the three different methods for reviewing transactions in process. The following pages will discuss each of these options in more detail.
8.	Click the EXAPRNP entry in the Transactions In Progress column.
9.	EXAPRNP - Expenses approved but not paid or reimbursed The EXAPRNP stage identifies expense reports in the approved for payment status that have not yet been paid. Thus, the transactions have been approved for payment by the AP Auditor, but the transactions have not been picked up by the AP Paycycle for payment.
10.	For each of the three TIP stages, this page is displayed and can be updated to limit the search criteria.

Step	Action
11.	<p>You can search by the number of days a transaction has been inactive.</p> <ul style="list-style-type: none"> • All days • < 31 days • 31 – 60 days • 61 – 90 days • > 90 days
12.	You can search by Employee
13.	You can specify a particular ChartField to search by.
14.	For this exercise, we will search for ALL expense transactions that are in the EXAPRNP category without entering any limiting criteria.
15.	Click the Search button. The Transactions section is populated with the expense reports that satisfy the criteria you selected.
16.	The Transactions section is populated with the expense reports that satisfy the criteria you selected.
17.	<p>The "days inactive" listing for transactions in this category is calculated as the last approval date or the submission date.</p> <p>It is important that the Update Expenses Pagelet Info process be run so that the Days Inactive Status is displayed correctly.</p>
18.	Click the Review Transaction in Progress link to use a different TIP method.
19.	Click the Search button.
20.	Select the EXESTNE entry in the Transactions In Progress column.
21.	<p>EXSTNE - Expenses estimated, but actual expenses not submitted.</p> <p>The EXSTNE stage identifies expenses that have been entered into the system, but have a status of pending. A status of pending occurs when a transaction has been "Saved for Later" and not submitted, or when the transaction has been sent back to the traveler from an approver.</p>
22.	<p>The same fields are available for you to specify your search criteria.</p> <p>For this exercise, we will search for ALL expense transactions that are in the EXSTNE category without entering any limiting criteria.</p>
23.	Click the Search button.
24.	Navigate to the bottom of the page.

Step	Action
25.	<p>The "days inactive" listing for transactions in this category is calculated by using the creation date.</p> <p>It is important that the Update Expenses Pagelet Info process be run (see EX.030.042) so that the Days Inactive Status is displayed correctly.</p>
26.	Click the Review Transaction in Progress link to use a different TIP method.
27.	Click the Search button.
28.	Click the EXRECNA entry in the Transactions In Progress column.
29.	<p>EXRECNA - Expenses recorded that have not been approved.</p> <p>The EXRECNA stage identifies expense reports with a status of submitted, partially approved, and approved. Thus a transaction in this stage has been submitted by the traveler, but not approved by the final approver, the AP Auditor.</p>
30.	<p>The same fields are available for you to specify your search criteria.</p> <p>For this exercise, we will search for ALL expense transactions that are in the EXRECNA category without entering any limiting criteria.</p>
31.	Click the Search button.
32.	Click the Graphical View link. This page provides an optional graphical view of the number of transactions in this stage and how long they have been inactive.
33.	Click the Detail View link to return to the search page.
34.	Navigate to the bottom of the page.
35.	<p>The "days inactive" listing for transactions in this category is calculated by using the submission date.</p> <p>It is important that the Update Expenses Pagelet Info process be run so that the Days Inactive Status is displayed correctly.</p>