

Phoenix End-User Training

SALARY, TRAVEL AND PER DIEM PROCESS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
JULY 2004

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A. Introduction

Salary, Travel and Per Diem Process



Welcome to the Salary, Travel and Per Diem section. This section contains the tools needed to learn the concepts and procedures involved in retrieving, reviewing, correcting and approving salary, travel and per diem data.

This training manual is intended to assist appropriate agency personnel in the identification, correction and approval of the data necessary for the creation of the Department of Audits' Compilation Reports for Salary, Travel and Per Diem.

Goal To acquire the skills and knowledge necessary to perform the actions listed above.

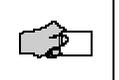
Participant Objectives At the end of this module you will be able to

1. Identify and Retrieve Specific employee or vendor records requiring correction
2. Review and edit Salary and Travel Data
3. Review and edit Per Diem Data
4. Confirm/Approve Data

Prerequisites

1. Basic Knowledge of PeopleSoft Panel Navigation

B. Concepts

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Salary, Travel and Per Diem Reporting Process: The Department of Audits is charged with the responsibility of annually issuing two compilation reports: one listing salary and travel expense of all personnel (OCGA 50-6-27), and one listing accumulated totals of payments of fees and expenses to members of professions (OCGA 45-7-74). Each state organization is required to submit this information in a format prescribed by the Department of Audits.

Because these reports are compilations, the data contained therein is not audited. The data presented is the representation of the management of the organizations. In an effort to facilitate the review and verification of this data prior to its submission to the Department of Audits, the Department of Audits and GTA Financial Systems have partnered to create a new process for State organizations that use the Phoenix PeopleSoft modules for payroll, financials or both. This new process will enable organizations to view their employee and vendor data, to make corrections, as necessary, and to view and approve the data as it will appear in the final report.

Salary Travel Verified:

When an employee **receives travel** reimbursement, but **no salary** is paid during the reporting period, **the event is flagged and the approver must manually verify the travel expense as valid.**

Per Diem Verified:

When an **employee receives per diem** reimbursement, **and salary is paid** during the reporting period, **the event is flagged and the approver must manually verify the per diem expense as valid.**

B. Concepts (con't)

Negative Monetary Amounts Confirmed:

When a record is displayed with a negative monetary amount, the event requires the approver to manually verify that the negative amount is valid.

Non-Numeric FEI:

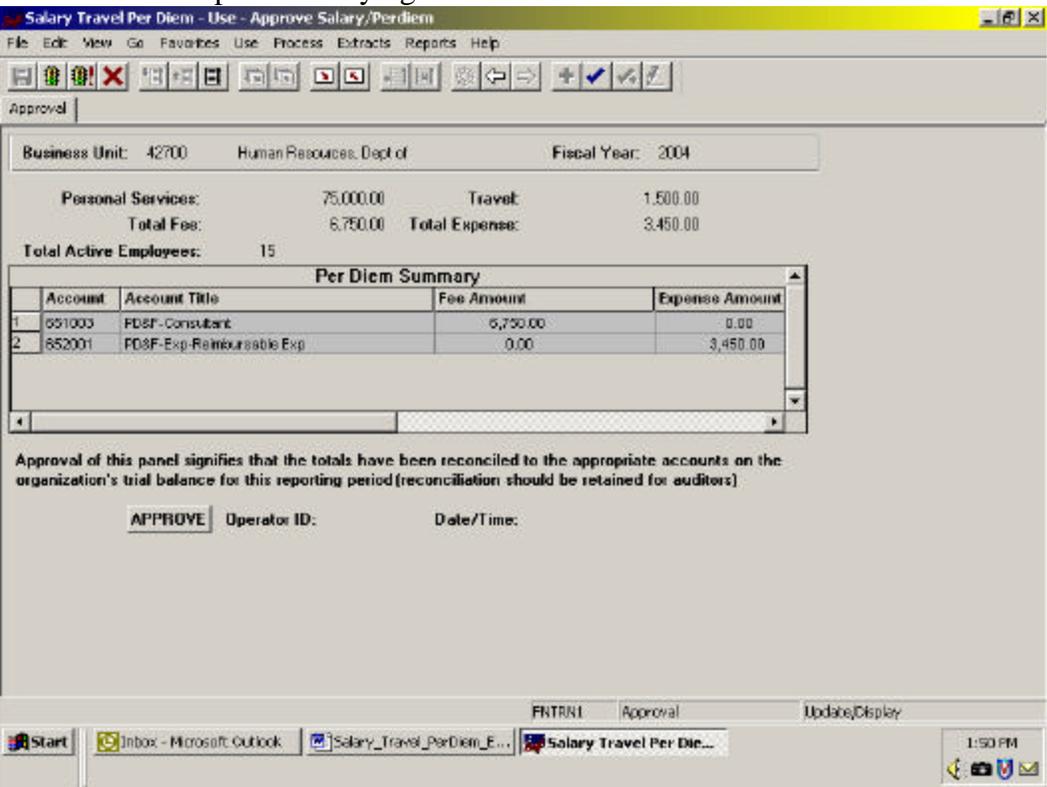
An FEI that contains anything other than a numeric representation. If there is such an FEI present, any associated monetary amounts must be changed to zero in order to approve the organization's data. (i.e. Foreign Vendor or EFT Vendor)

C. Exercises

Exercise 1 – Review Approval Panel

Scenario: It is the time of year for you to submit the annual reports to the Audit Department. You should review the approval panel.

Step 1	Select: Go→Salary Travel Per Diem→Use→Approve Salary/Per Diem
Expected Results:	Dialog box displays with defaulted business unit and current reporting fiscal year.

Step 2	<p>Click OK. Compare identifying information.</p>  <p>Approval of this panel signifies that the totals have been reconciled to the appropriate accounts on the organization's trial balance for this reporting period (reconciliation should be retained for auditors)</p> <p>APPROVE Operator ID: _____ Date/Time: _____</p> <p>Review the following fields:</p> <ul style="list-style-type: none"> ▪ Personal Services ▪ Travel ▪ Total Fee ▪ Total Expense ▪ Per Diem Summary <p>Click “Approve” (Note: It is recommended that the Approval Error Report be obtained first; because if no errors exist in your data the approval will be final).</p> <p>Expected Results: Error Message: “There are employees whose Per Diem has not been verified. Business Unit cannot be approved.”</p>
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Exercise 1 (Cont)

Step 3	Click OK
Expected Results:	<p>Second Error Message appears: “There are employees whose Travel has not been verified. Business Unit cannot be approved.”</p> <p>Note:</p> <p>There are several other possible error messages:</p> <ol style="list-style-type: none"> 1) All Negative Amounts have not been confirmed on the Salary Travel Panel. Business Unit cannot be approved. (0,0) 2) All Negative Fee Amounts have not been confirmed on the Per Diem Panel. Business Unit cannot be approved. (0,0) 3) All Negative Expense Amounts have not been confirmed on the Per Diem Panel. Business Unit cannot be approved. (0,0) 4) There are non numeric emplid's on the salary panel. Business Unit cannot be approved. (0,0) 5) There are non numeric emplid's on the per diem panel. Business Unit cannot be approved. (0,0)

Step 4	Click OK again.
Expected Results:	<p>Click: 'X' to close the panel.</p> <p>The panel is closed. Proceed to the next exercise.</p>

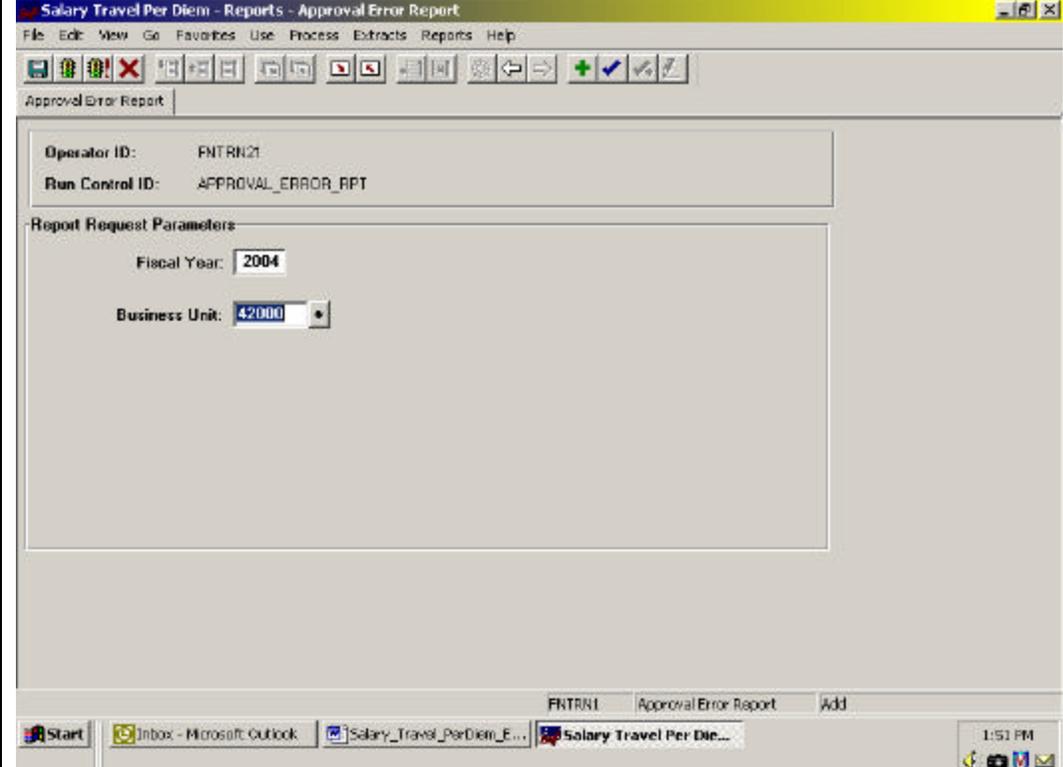
Exercise completed.

Exercise 2 – Request Approval Error Report

Scenario: This report will provide a listing of all the issues that will need to be addressed before a successful Approval can be obtained.

Step 1	Select: Reports → Approval Error Report → Add
Expected Results:	Run control ID dialog box appears.

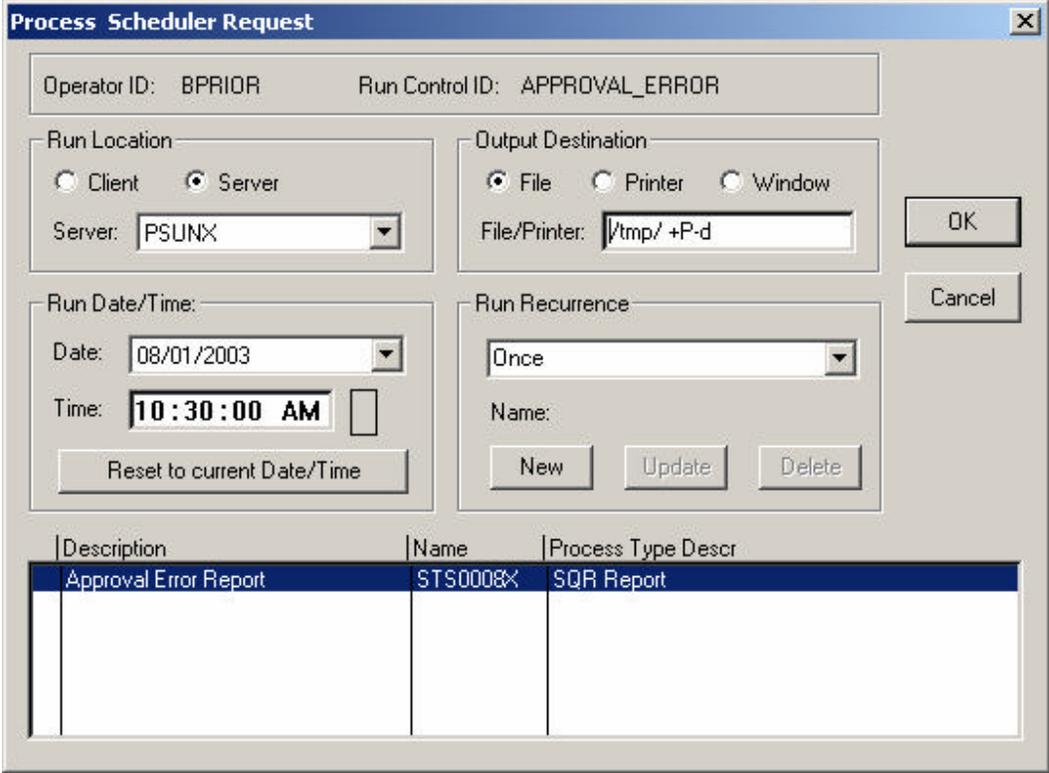
Step 2	Enter the following: Run Control ID: APPROVAL_ERROR_REPORT Click OK
Expected Results:	Report Request Parameters are displayed.

Step 3	<p>Compare identifying information:</p> 
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Exercise 2 (cont)

Step 4

Click:  to open the process scheduler request. Compare identifying information:



Expected Results: The run location must be set on Server PSUNX. If not change setting.
Click OK

Report STSxxx0008, Approval Error Report, may be retrieved through Document Direct.

There are two additional management reports available: The Salary/Travel Detail (STSxxx0006) and the Per Diem Detail (STSxxx0007). Each report is designed to mimic the actual appearance of the published consolidation reports.

Additionally, queries 0CRP001 through 0CRP010 have been created to aid in identifying specific pieces of information such as per diem not verified, travel not verified, employees with adjustments, distinct positions, employee position and status, negative amounts not confirmed, and non-numeric FEI.

Exercise completed.

Exercise 3 - Correct Salary and Travel

Scenario: When the AP419 Travel Report and the Payroll PY18H reports were it was found that an employees data needs to be corrected.

Step 1	Select: Go→Salary Travel Per Diem→Use→Salary Travel
Expected Results:	The Salary Travel dialog box displays.

Step 2	<p>Business Unit: 42700</p> <p>Fiscal Year: Defaults to Current Reporting Year</p> <p>EmplID: Instructor will provide specific employee id for each student.</p> <p>Note: In Production an actual employee id is 8 characters.</p> <p>Click OK</p>
Expected Results:	Salary Travel panel with appropriate record displays.

Step 3	<p>Compare identifying information to the panel shown below:</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Personal Services</th> <th>Travel</th> <th>Employee Status</th> <th>Travel Verified</th> <th>Neg</th> </tr> </thead> <tbody> <tr> <td>1 HR</td> <td>5000.00</td> <td>0.00</td> <td>Employee</td> <td><input checked="" type="checkbox"/></td> <td>N/A</td> </tr> <tr> <td>2 FIN</td> <td>0.00</td> <td>100.00</td> <td>Employee</td> <td><input checked="" type="checkbox"/></td> <td>N/A</td> </tr> <tr> <td>3 ADJ</td> <td>5000.00</td> <td>100.00</td> <td>Employee</td> <td><input checked="" type="checkbox"/></td> <td>N/A</td> </tr> </tbody> </table>	Source	Personal Services	Travel	Employee Status	Travel Verified	Neg	1 HR	5000.00	0.00	Employee	<input checked="" type="checkbox"/>	N/A	2 FIN	0.00	100.00	Employee	<input checked="" type="checkbox"/>	N/A	3 ADJ	5000.00	100.00	Employee	<input checked="" type="checkbox"/>	N/A
Source	Personal Services	Travel	Employee Status	Travel Verified	Neg																				
1 HR	5000.00	0.00	Employee	<input checked="" type="checkbox"/>	N/A																				
2 FIN	0.00	100.00	Employee	<input checked="" type="checkbox"/>	N/A																				
3 ADJ	5000.00	100.00	Employee	<input checked="" type="checkbox"/>	N/A																				
Expected Results:	Panel matches. If these elements do not match, review the steps and consult the Instructor.																								

Exercise 3 (cont)

Step 4	<p>Click in Personal Services Field</p> <p>Clear field. Enter: 4000.00</p> <p>Click in Travel field.</p> <p>Clear field. Enter: -100.00</p> <p>Click “Add Updated Row”</p>
Expected Results:	Error message received: Personal Services or Travel is negative. Negative Amount Confirmed must be Yes (0,0)

Step 5	<p>Click OK</p> <p>Click in the “Negative Amount Confirmed” field.</p> <p>Select “Yes” from drop down.</p> <p>Click Add Updated Row.</p>
Expected Results:	A new “ADJ” row will be added to the history reflecting the changed data, the operator making the change and the date/time change was made.

Exercise 3 (cont)

<p>Step 6</p>	<p>Compare Identifying Information to the panels shown below</p>
<p>Expected Results:</p>	<p>Panels match. If these elements do not match, review the steps and consult the Instructor.</p>

<p>Step 7</p>	<p>Click: 'X' to close the panel.</p>
<p>Expected Results:</p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

Exercise 4 – Select “Travel Verified” Flag

Scenario: When an employee receives a Travel reimbursement but has not received a salary for the period, the travel expense must be manually verified as valid. (ie. An employee has left the agency but there is travel to be reported)

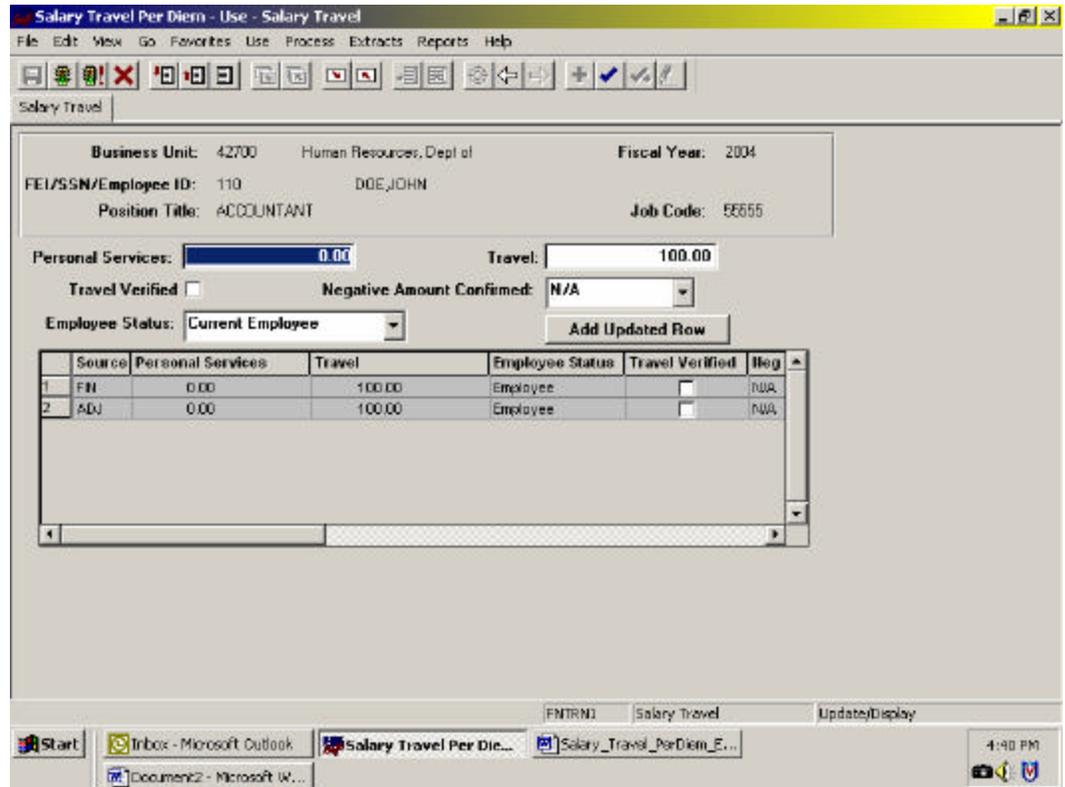
Step 1	Select: Go→Salary Travel Per Diem→Use→Salary Travel
Expected Results:	The Salary Travel dialog box displays.

Step 2	<p>Business Unit: 42700</p> <p>Fiscal Year: Defaulted to Current Reporting Year</p> <p>EmplID: Click down arrow and select ID provided by instructor.</p> <p>Click OK</p>
Expected Results:	Salary Travel panel with matching employee record displays.

Exercise 4 (cont)

Step 3

Compare identifying information to the panel shown below:

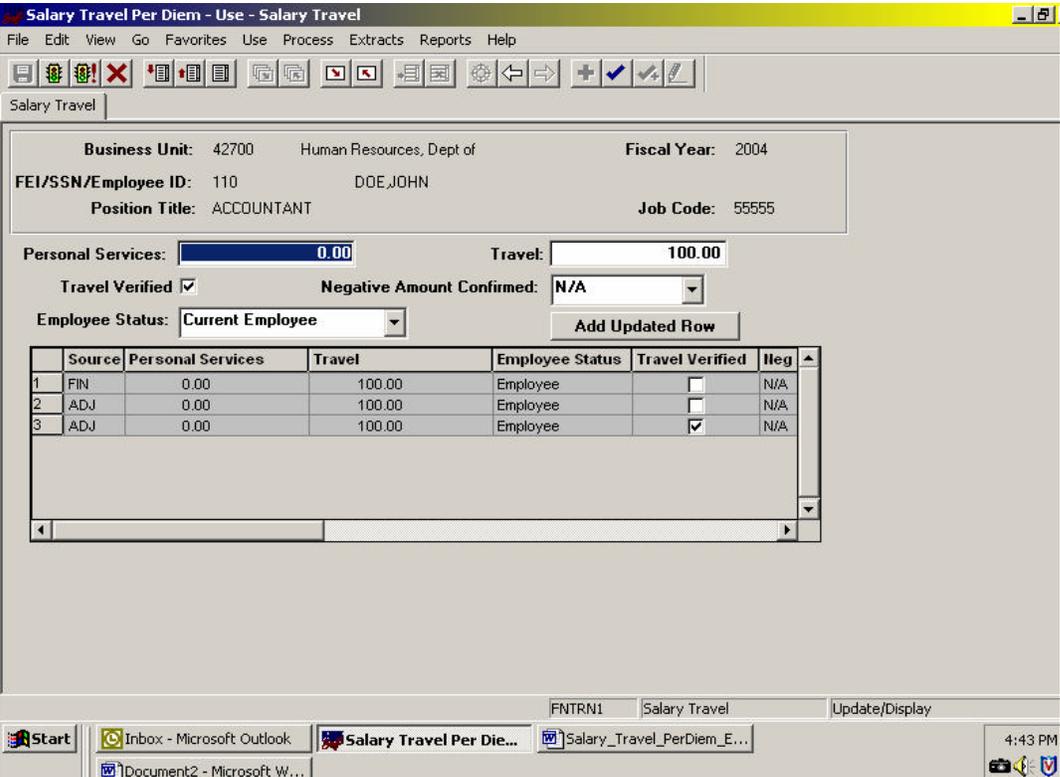


Expected Results:

Panel matches. If these elements do not match, review the steps and consult the Instructor.

Exercise 4 (cont)

<p>Step 4</p> <p>Expected Results:</p>	<p>Review Personal Services and Travel fields.</p> <p>Click the “Travel Verified” checkbox, then Click “Add Updated Row”</p> <p>A new “ADJ” row will be added to the history reflecting the change in the “Travel Verified” column.</p>
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<p>Step 5</p> <p>Expected Results:</p>	<p>Compare your Salary Travel panel to the one shown below:</p>  <p>Expected Results:</p> <p>A new “ADJ” row will be added to the history reflecting the change in the “Travel Verified” column.</p>
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<p>Step 5 (cont)</p>	<p>Compare your Salary Travel panel to the one shown below:</p>
<p>Expected Results:</p>	<p>A new “ADJ” row will be added to the history reflecting the change in the “Travel Verified” column.</p>

<p>Step 6</p>	<p>Click: 'X' to close the panel.</p>
<p>Expected Results:</p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise Completed.

Exercise 5 – Correct Per Diem Fees & Expenses

Scenario: To correct a Per Diem fee amount and account that has been entered and charged to the wrong expense account.

Note: Entries do not net against each other.

Step 1	Select: Go→Salary Travel Per Diem→Use→Per Diem
Expected Results:	The Per Diem dialog box displays.

Step 2	Business Unit: 42700 Fiscal Year: Defaulted to Current Reporting Year EmplID/FEI: Click down arrow and select employee id provided by your instructor
Expected Results:	Click OK Per Diem panel with appropriate record displays

Exercise 5 (Cont)

Step 3

Compare identifying information to the panel shown below:

Expected Results:

Panel matches. If these elements do not match, review the steps and consult the Instructor.

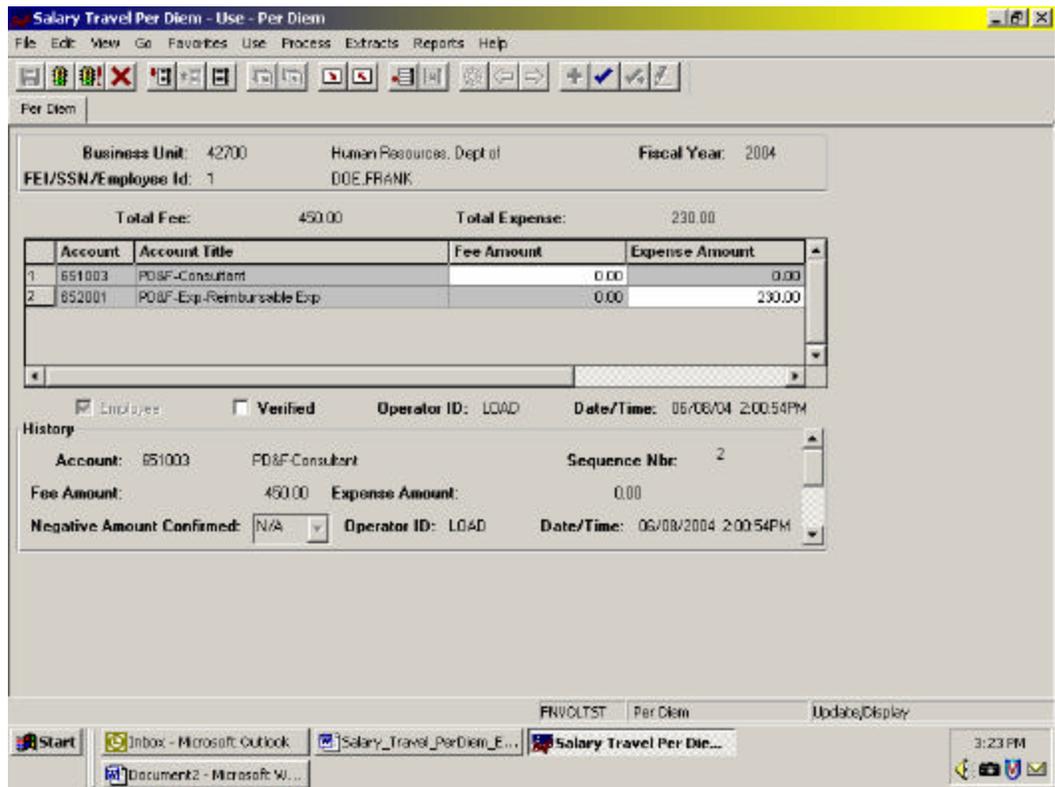
Exercise 5 (cont)

Step 4

To remove amount from incorrect expense account:

Click in the **Fee Amount** field.
Clear Amount. Enter: Zero “0”
Scroll to end of line 1. Click “Update”
Message will be received "Verified must be checked"
Select "Verified", then click Update

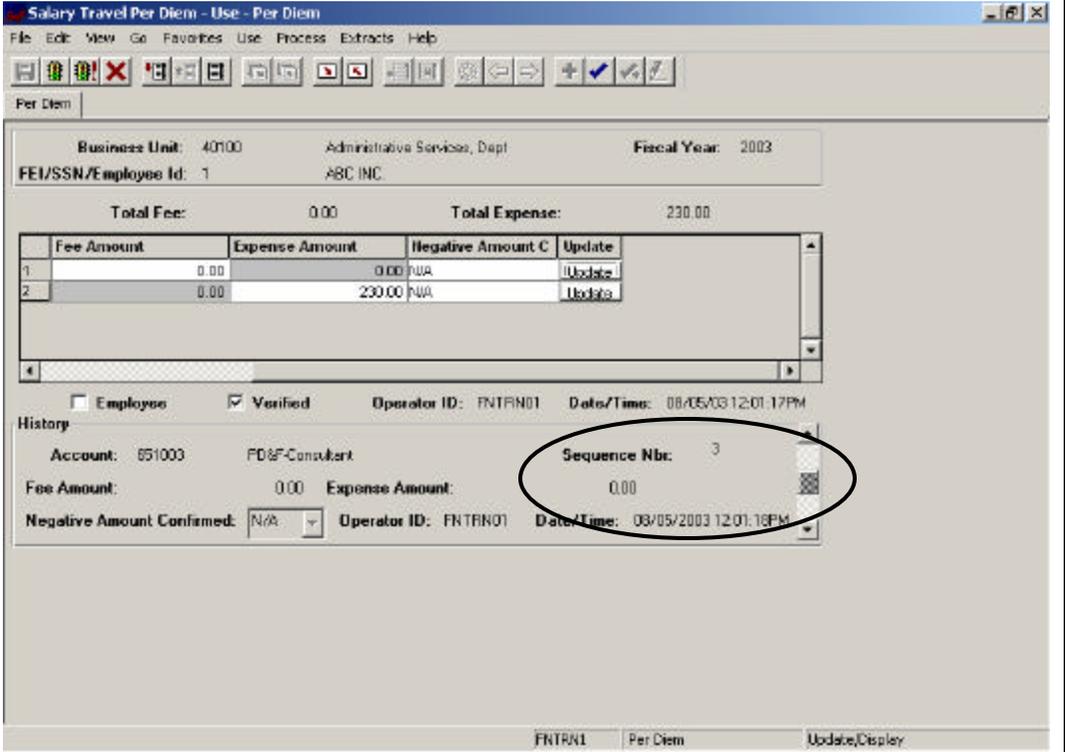
Compare identifying information to the panel shown below.



Expected Results:

Panel matches. If these elements do not match, review the steps and consult the Instructor.

Exercise 5 (cont)

<p>Step 5</p>	<p>Click side scroll bar to Sequence Nbr: 3 to see the change history. Compare to panel below:</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Business Unit: 40100, Administrative Services, Dept Fiscal Year: 2003 FEI/SSN/Employee Id: 1, ABC INC Total Fee: 0.00, Total Expense: 230.00 Table with columns: Fee Amount, Expense Amount, Negative Amount C, Update History section with fields: Account (651003), PD&F-Consultant, Fee Amount (0.00), Expense Amount (0.00), Negative Amount Confirmed (N/A), Operator ID (FNTRN01), Date/Time (08/05/2003 12:01:18PM) The 'Sequence Nbr.' field in the history section is circled in red and contains the value '3'.
<p>Expected Results:</p>	<p>Panel matches. If these elements do not match, review the steps and consult the Instructor.</p>

<p>Step 6</p>	<p>Click inside the Fee Amount field.</p> <p>Click the Insert Row icon  on the panel's toolbar.</p>
<p>Expected Results:</p>	<p>A new row will appear</p>

<p>Step 7</p>	<p>Click inside the account field and enter: 651002</p> <p>Tab to the Fee Field and enter \$450.00</p>
<p>Expected Results:</p>	<p>New line with corrected expense account with amount to be reported.</p>

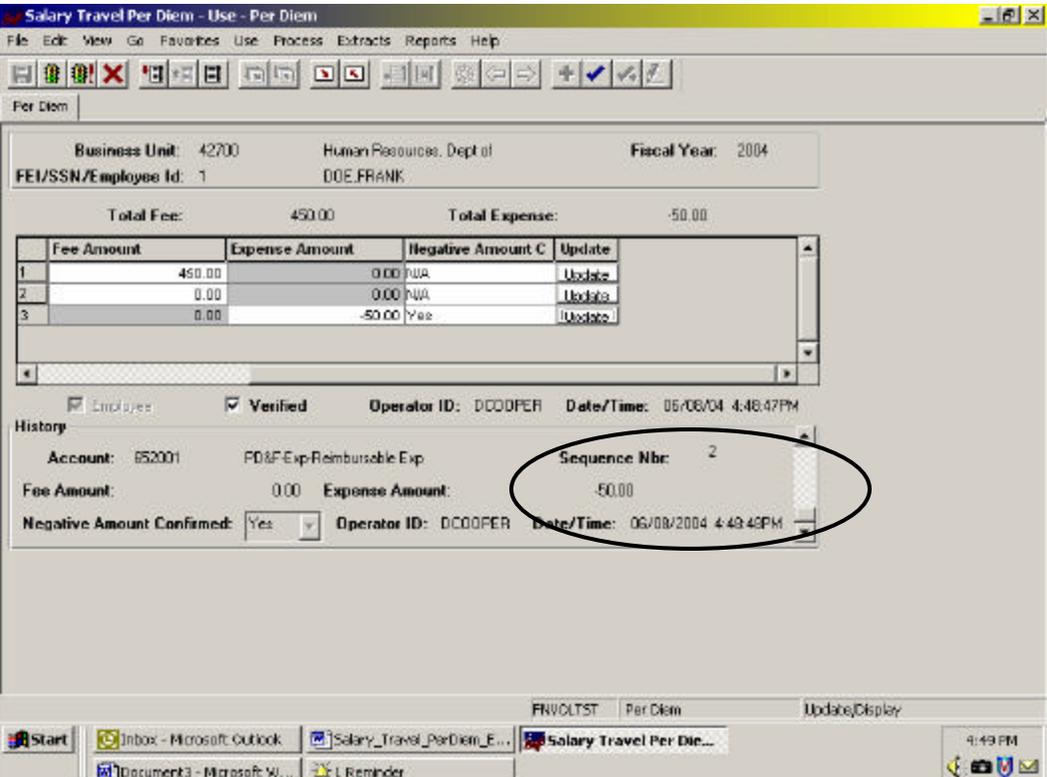
Exercise 5 (cont)

<p>Step 8</p>	<p align="center">Compare identifying information to the panel shown below.</p>
<p>Expected Results:</p>	<p>Panel matches. If these elements do not match, review the steps and consult the Instructor.</p>

<p>Step 9</p>	<p>To Correct Expense Amount: Click in the Expense Amount field. Clear Field. Enter: -50.00 (Negative fifty dollars) Scroll to end of line 2. Click "Update"</p>
<p>Expected Results:</p>	<p>Error Message: "Negative Amount Confirmed must be Yes".</p>

Exercise 5 (cont)

<p>Step 10</p>	<p>Click OK.</p> <p>Click in the Negative Amount Confirmed field for line 2. A drop down will become available. Select “Yes” and click “Update” again.</p>
<p>Expected Results:</p>	<p>Panel updates.</p>

<p>Step 11</p>	<p>Click side scroll bar to Sequence Nbr: 2 to see the change history. Compare to panel below:</p> 
<p>Expected Results:</p>	<p>Panel matches. If these elements do not match, review the steps and consult the Instructor.</p>

Exercise 5 (cont)

Step 12	Click: 'X' to close the panel.
Expected Results:	The panel is closed. Proceed to the next exercise.

Exercise Completed.

Exercise 6 – Correct Per Diem Verified Flag

Scenario: During the reporting period a consultant working for the agency becomes an employee and thus will be classified as an employee with Per Diem. When this occurs the Per Diem must be verified.

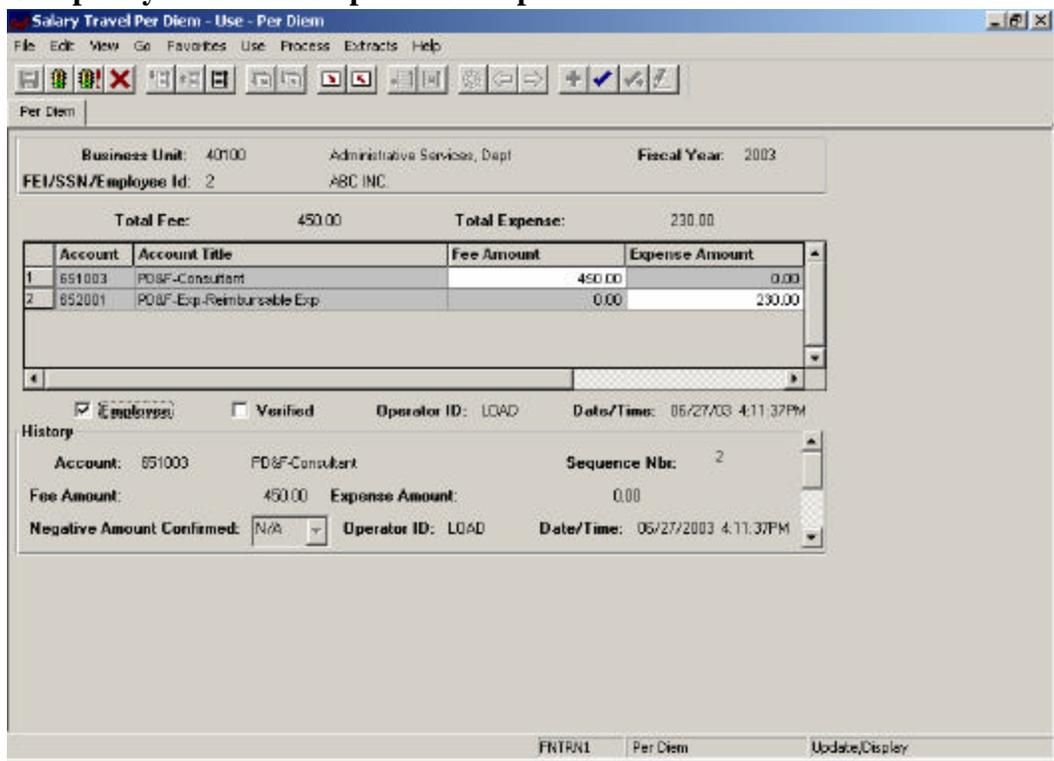
)8Tj 5788078 UID 06 (UIDE)2Tj 4885.562805

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Exercise 6 (cont)

<p>Step 3</p>	<p>Compare your Per Diem panel to the panel shown below:</p> 
<p>Expected Results:</p>	<p>Panel matches. If these elements do not match, review the steps and consult the Instructor.</p> <p>Note: If Employee field and checkbox are grayed it is because the person is classified as an employee, but active employees should NOT get Per Diem. However, if a consultant becomes an employee there should be 2 records: One under Salary/Travel and the other here under Per Diem; in this case Verified should be selected and an audit note kept as back-up documentation.</p>

<p>Step 4</p>	<p>Review the Fee and Expense fields.</p> <p>Click the “Verified” checkbox.</p> <p>Click:  to save</p>
<p>Expected Results:</p>	<p>The operator ID and date/time stamp will update.</p>

Exercise 6 (cont)

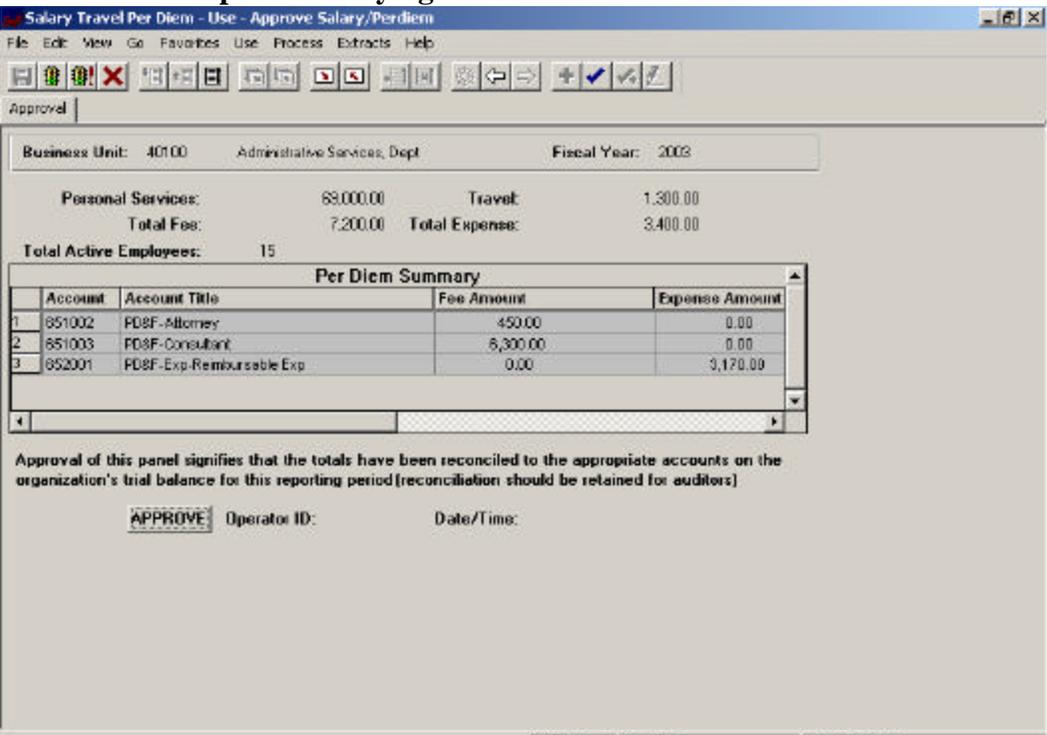
Step 5	Click: 'X' to close the panel.
Expected Results:	The panel is closed. Proceed to the next exercise.

Exercise Completed.

Exercise 7 – Approve Agency Data

Scenario: You have been instructed to Approve your agencies data.

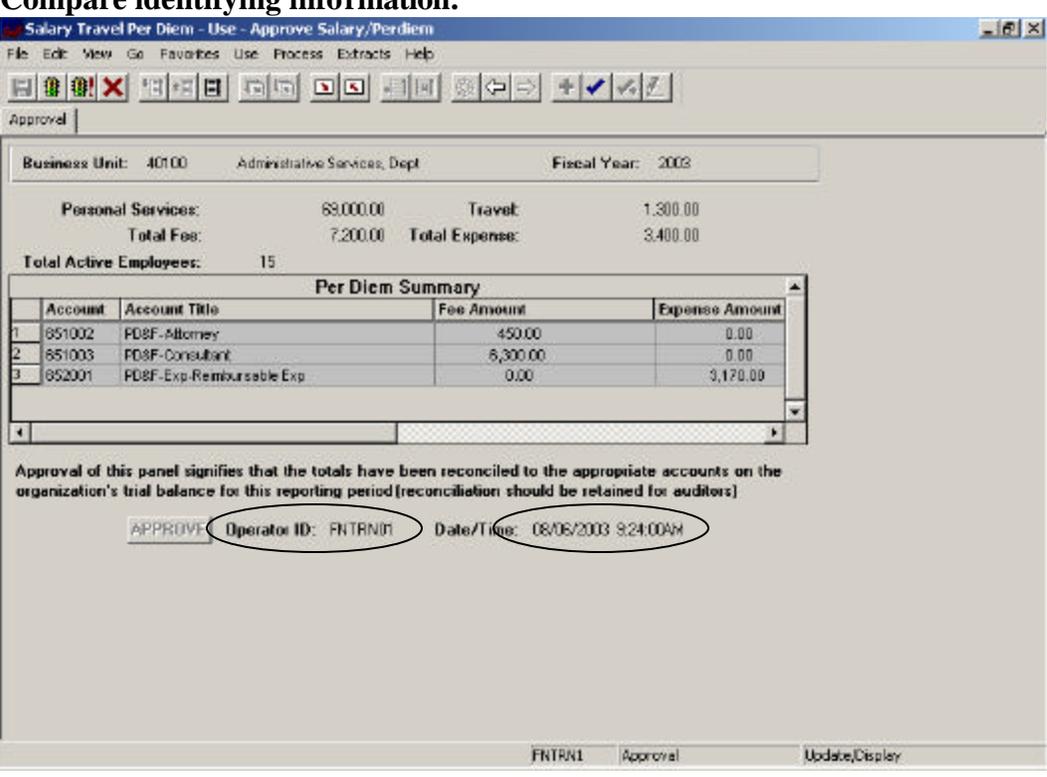
Step 1	Select: Go →Salary Travel Per Diem→Use→Approve Salary/Per Diem
Expected Results:	Dialog box displays with defaulted business unit and current reporting fiscal year.

Step 2	<p>Click OK. Compare identifying information.</p> 
Expected Results:	Approval panel displays. Note that the Approve button is available and the Operator ID and Date/Time is not populated.

Step 3	Click Approve
Expected Results:	<p>Message: Are you sure?</p> <p>Note: This message appears only in the Training Database. The message that will display in production states: “Approval is final and will prevent further editing of data. Commit final approval now (0,0)”</p>

Exercise 7 (cont)

Step 4	Click OK
Expected Results:	Operator ID and date/time are now populated.

Step 5	<p>Compare identifying information:</p>  <p>Expected Results: Operator ID and date/time are now populated and the Approve button is grayed out.</p>
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Step 6	Click: 'X' to close the panel.
Expected Results:	The panel is closed. Exercise is complete.

Exercise completed

D. Balancing to the General Ledger

When agency representatives approve the data displayed in the Salary, Travel and Per Diem panels, they are agreeing to the statement displayed at the bottom of the Approval Panel:

“Approval of this panel signifies that the totals have been reconciled to the appropriate accounts on the organization’s trial balance for this reporting period (reconciliation should be retained for auditors.)”

Agencies should be balancing on a monthly basis, and these reconciliation instructions are simply provided as an additional tool to aid in balancing back to the general ledger totals.

How the salary data is selected and extracted for the PeopleSoft Panels:

Data is extracted once a year after fiscal year end (last payroll confirm with a 6/30 end date). The data is compiled based on “as earned” versus “as paid”. Data will be for pay period **end dates** from 7/1 previous year through 6/30 of current year. This includes Special Off-Cycle Calendars of the year, **BUT NOT** previous fiscal years.

All earnings codes except those indicated with "PENSION" or 'N/A' (GL Account # Expense field on Earnings Table 3 panel), BMA, RLN and RLT will be included.

Report totals are to be used to gather year-to-date totals.

- Use company totals from **Pay Check Summary** section to get **gross earnings** and
- Use Company totals from **Other Earnings Summary** to see if any excluded amounts were paid.

Careful attention must be used for lag payrolls and special off-cycle calendars to ensure proper ones are subtracted out for the fiscal year being balanced.

Salary and supplements are based on **WHEN EARNED**, not WHEN PAID.

Step 1: Salary Reconciliation

1. Utilizing the US Payroll Summary (Confirmed) PYxxx0018H Report, list on a monthly basis:
 - Gross Earnings
 - Other Earnings (Non Personal Services):
 - i. Board Member Allowance (BMA – SCOA 640008)
 - ii. Relocation Non-taxable (RLN – SCOA 627006)
 - iii. Relocation Taxable (RLT – SCOA 627006)

2. Deduct BMA, RLN and RLT from Gross Earnings total for YTD. The BMA travel will later be added to the travel totals received from the APxxx0419 report.
3. Deduct prior year lag from 7/15 confirm.
4. Add current year lag from 7/15 confirm.
5. This should agree with the total Personal Services from the Salary, Travel and Per Diem approval panel.

Tools for Use in Balancing Payroll

- PYxxx0018H Report – US Payroll Summary Report – Confirmed
- LDxxx024O – Labor Expense Detail by Organization (FY to Date)
- LDxxx021O – Labor Expense Detail by Organization (Pay End Date)
- Public Query OPY015_Emp_With_Oth_Pay can be used to locate employees that have had excluded earnings for the year being reconciled. These amounts will need to be subtracted from the employee gross earnings to ensure the employee is correct in the file.

Step 2: Travel Reconciliation

1. Run report APxxx0419 period 1 through 998. List total Travel Expense. Total is derived by adding all the 640xxx accounts from the last page of this report.
2. Add the BMA (640008) total from the PYxxx0018H (run previously for the salary reconciliation), to the APxxx0419 total.
3. Total should agree with the Travel amount shown on the approval panel.

Step 3: Per Diem (Total Fee and Total Expense) Reconciliation

1. Run report APxxx0420 period 1 through 998.
2. Add all 651xxx accounts from account summary page.
3. Total should agree with Total Fee from the Per Diem panel.
4. Add all 652xxx accounts from account summary page.
5. Total should agree with total Expense from the Per Diem panel.

E. Worksheets

Sample Salary Travel Worksheet

Salary Travel SAMPLE Reconciliation Worksheet

Report: PY000018H (US Payroll Summary Report-Confirmed)

Period Date	Gross Earnings	Board Member Mileage Allowance 'BMA'	Relocation Non-Taxable 'RLN'	Relocation Taxable 'RLT'
(Monthly) (In 7/15 Confirm)	(12,345.25)	0.00		
	425,678.25	158.50		
	465,789.52	0.00		
	15,467.21	251.63		
Calendar 12/23/2001 (previous)	(1,000.00)	0.00		
	340,254.21	0.00		
	222,489.57	0.00	250.00	
7/15/03 (Date's combined for purposes only)	3,214,567.53	0.00		125.00
	198,963.80	0.00		
(Monthly) (In 7/15 Confirm)	12,923.76	0.00		
		410.13	250.00	125.00
Adjustments:				
BMA	410.13			
RLN	250.00			
RLT	(125.00)			
	4,882,003.47			
62-18 Travel Expenses Total			44,350.00	

Adding BMA to AP Travel route sum to Approval Date travel total.

6) Per Svcs Account Detail from G/L Trial Balance		Travel Account Detail from G/L Trial Balance	
(List Additional Accts if Necessary)		(Travel Accounts 640xxx)	
510001	4,447,003.47		
510002	105,000.00	640008	410.13
510003	120,000.00	640001	12,900.00
511001	108,000.00	640003	19,890.00
512001	0.00	640005	11,749.87
513001	102,000.00		
7) Year-End Trial Balance Totals	4,882,003.47		44,350.00
8) Reconciliation Entries			
(Each Entry Requires a Description)			

Sample Per Diem Worksheet

① Use APXXX0420 Per Diem & Expense Total Report			
② Per Diem Total FEES (From Approval panel)			
③ Per Diem Total EXPENSES (From Approval panel)			
④ Trial Balance Account Detail			
Fees		Expenses	
651001		652001	
651002		652002	
651003		652003	
651004		652004	
651005		652005	
651006			
651007			
651008			
651009			
651010			
651011			
651012			
651013			
651014			
651015			
651016			
651017			
651018			
651050			
651051			
651052			
651053			
651054			
651055			
651056			
651080			
651081			
651082			
651225			
651300			
651325			
651326			
⑤ Totals			
	Fees		Expenses
⑥ Year-End G/L Trial Balance			
⑦ Reconciliation Entries (Each Entry Requires a Description)			

Salary & Travel Reconciliation Worksheet Instructions

1)	Use Report PYxxx0018H - US Payroll Summary Report - Confirmed
2)	List by pay end date the Gross Earnings, BMA, RLN or RLT for each period of the reporting year. Add all gross earnings.
3)	Deduct any BMA, RLN or RLT adjustments from gross earnings and derive total.
4)	Run the APxxx0419 Travel Expense Total Report. Enter total for periods 1 through 998 under the Travel column. Add total from BMA to derive total travel.
5)	Enter the Personal Services total from the Approval Panel. This should agree with the total from the salary reconciliation (#3). Enter the Travel total from the Approval Panel. This should agree with the total of the APxxx0419 plus BMA amount.
6)	Run the Trial Balance Report or G/L Combined Detail Output Report (GLxxx04GG). List detail by account and total.
7)	Compare totals. They should agree with totals from the approval panels as shown in step #5.
8)	All totals should agree. If not, list reconciliation entries with description.

Per Diem Reconciliation Worksheet Instructions

1)	Use APXXX0420 Per Diem & Expense Total Report
2)	Enter Per Diem total Fees from Approval Panel
3)	Enter Per Diem total Expenses from Approval Panel
4)	Enter detail by account for all 651xxx and 652xxx ranges.
5)	Total Each column.
6)	Enter total Fees and total Expense from the G/L Trial Balance. Totals from approval panel and trial balance should agree.
7)	If totals do not balance, list reconciling entries.

F. Summary and Review

Objectives review:

1. Identify Areas to Correct – Run Reports
2. Utilize Available Queries
3. Review approval panel
4. Edit Salary and Travel Data
5. Correct Travel Verified Flag
6. Edit Per Diem Data
7. Correct Per Diem Verified Flag
8. Approve Data

Discuss the following questions:

1. What does the Salary *travel verified flag* mean?
2. When is it necessary to *check the travel verified flag*?
3. Who can edit data? Who can approve data? What determines this authority?
4. What does the Per Diem *verified flag* mean?
5. When is it necessary to check the Per Diem *verified flag*?
6. What does the *Negative Amount Confirmed* field mean? When should it be changed?
7. What does the *Employee Status* field represent?
8. What is the meaning of the *Add Updated Row* and when should it be used?