



UNIVERSITY
OF ILLINOIS
SYSTEM

TRAVEL AND EXPENSE REPORTING & NON-PO INVOICE

Training on new universes

TRAVEL AND EXPENSE REPORTING UNIVERSE

- Requires Finance Power User access
- Sources Emburse Enterprise (formerly Chrome River) data
- Includes Banner CFOAPAL hierarchy at the Allocation level
- Not all elements from Emburse Enterprise are currently available
- All data in the universe is available to all users
- Data represents previous days activity
- Travel and Expense Reporting.unx
~~EDW – Finance Travel and Expense (TEM)~~

NOT

NON-PO INVOICE UNIVERSE

- Requires Finance Power User access
- Sources Emburse Enterprise data
- Includes Banner CFOAPAL hierarchy at the Invoice Voucher Line
- Not all elements from Emburse Enterprise are currently available
- All data in the universe is available to all users
- Data represents previous days activity
- Represents Non-PO Invoices and One-Time Vendors



TRAVEL AND EXPENSE REPORTING UNIVERSE

- Organized in views to eliminate issues due to context
 - Approvals
 - Compliance
 - Delegation
 - Unattached
 - Charge Code Reviewers (pending)
- Several instances exist that can cause inaccurate dollar amounts
- Check against the source when building reports
- Uses the Procurement Data Model

TRAVEL AND EXPENSE REPORTING UNIVERSE DESIGN

- The universe is designed very similar to the data table layout
 - Approvals includes Expense Report, Expense Line, Expense Transactions attached to Expense Lines, Allocation, and Banner CFOAPAL hierarchy
 - Compliance includes Expense Report, Expense Line and Compliance
 - Delegations includes Person and Delegate
 - Unattached includes Transactions not attached to Expense Lines
 - Charge Code Reviewers will contain data by CFOP

JOINS THAT CAN CREATE MULTIPLE VALUES

- The Expense Header can have multiple Line Items
- Line Items can have a parent record with multiple child records
- Each Line Item has a Transaction record with Vendor Name
- Each Line Item can have multiple Allocations
- Each Allocation can have multiple Approval Steps
- CFOAPAL is tied to the Allocation level

TRAVEL AND EXPENSE REPORTING UNIVERSE DESIGN

Approvals	Compliance	Delegations	Unattached
Type here to filter the tree	Type here to filter the tree	Type here to filter the tree	Type here to filter the tree
- Travel and Expense Reporting [unx] - CFOAP - Fund - Organization - Account - Program - Activity - Location - Expense Report - Expense Line - Expense Transactions - Allocation	- Travel and Expense Reporting [unx] - Expense Report - Expense Line - Compliance	- Travel and Expense Reporting [unx] - Person - Delegate - Dept Card Manager	- Travel and Expense Reporting [unx] - Unattached Transactions - Dept Card Manager

REPORT EXAMPLES

This screenshot shows the SAP Fiori 'Categories' application. The left sidebar lists various categories, with 'Travel Expenses and Invoices' selected at the bottom. The main panel displays a list of reports under the heading 'Corporate Categories / Solution Library'. The reports include:

- ☐ Title
- ☐ UPAY Testing
- ☐ Employee and delegate status
- ☐ Expense - Approvers
- ☐ Expense - Compliance
- ☐ Expense Report (simple)
- ☐ Expense Report (with each step)
- ☐ Expense Report (with each step) 1000+
- ☐ Invoices
- ☐ Pending Transactions
- ☐ Unattached Card Transactions

This screenshot shows the SAP Fiori 'Categories' application with 'UPAY Testing' selected in the left sidebar. The main panel displays a list of reports under the heading 'Corporate Categories / Solution Library'. The reports include:

- ☐ Title
- ☐ Expense - Approvers
- ☐ Expense - Compliance
- ☐ Expense - Departed People
- ☐ Expense - Export Listing
- ☐ Expense - Export Totals
- ☐ Expense - Line Item Analysis
- ☐ Expense - Open Approvals
- ☐ Expense - Report Tracking
- ☐ Expense - Submitted Reports
- ☐ Invoice - Export Listing
- ☐ Invoice - Export Totals
- ☐ Invoice - Header Analysis
- ☐ Invoice - Line Item Analysis
- ☐ Invoice - Open Approvals
- ☐ Invoice - Vendor Process Time
- ☐ Open Cash Advances
- ☐ Reference - Delegate Report
- ☐ Reference - Entity Listing
- ☐ Reference - Expense Types
- ☐ Reference - Person Report
- ☐ Unprocessed Card Transactions

REPORT EXAMPLE – EXPENSE REPORT

Enter value(s) for CoA Code (All values)
Enter value(s) for College Level 3 Code (All values)
Enter value(s) for Dept Level 5 Code (All values)
Enter value(s) for Organization Code (All values)
Enter value(s) for Fund Code (All values)
Enter value(s) for Grant Code (All values)
Enter value(s) for Program Code (All values)
Enter value(s) for Report ID (All values)
Enter value(s) for Expense Owner NetID (All values)
Enter value(s) for Report Status (All values)
Enter Submit Date (Start) (All values)
Enter Submit Date (End) (All values)

REPORT EXAMPLE – EXPENSE REPORT

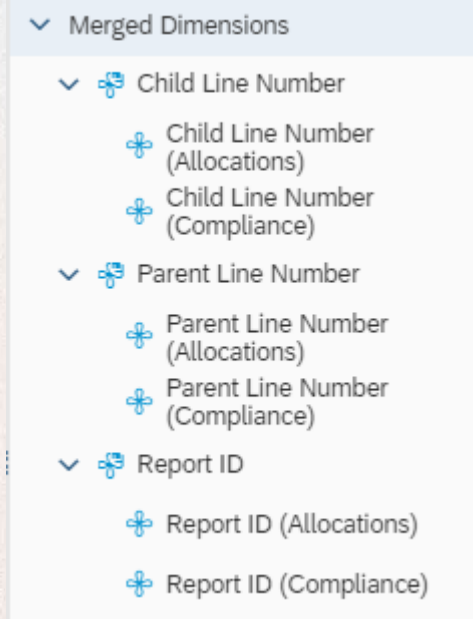
- This report pulls every field available in the universe and displays the data on separate tabs (Allocations, Compliance, and Delegations)
- The first tab, Expense Report displays data elements as they may appear in Emburse Enterprise on an Expense Report.
- The base of the report is using Allocations with Compliance elements added.

REPORT EXAMPLE – EXPENSE REPORT

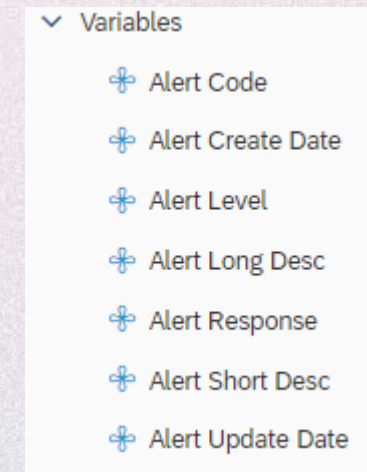
- Compliance data is pulled by passing the Report ID from the first query.
- Delegation data is pulled by passing the Expense Owner UIN from the first query.
- If either results in more than 1,000 records being passed, the report will produce an error.
- Limit the criteria in the prompts to avoid this.

REPORT EXAMPLE – EXPENSE REPORT

- Report ID, Parent and Child Line Numbers need to be merged.



- Variables can then be created to bring in Compliance elements



REPORT EXAMPLE – EXPENSE REPORT

- Variables are worth noting.
 - Header Line AMT and Line AMT are created from the Allocation table down to the CFOAPAL to eliminate duplication.
 - Max Approval Step is incorporated in the Line AMT so as not to duplicate the amount for each step.

VARIABLE DEFINITIONS

- Banner Rule Class Code
=If([Transaction Card Indicator] <> "Y";"INN"+If([Allocation Amount]<0;"C";"I");If([Transaction Feed]="MC Procurement Card";"P";"V")+If([Allocation Amount]<0;"C";"I")+If(Left([Fund Type Level 2 Code];1)="1";"S";"L"))
- Header Line AMT
=[Allocation Amount] Where ([Parent Line Indicator] = "Y") In ([Report ID];[Parent Line Number];[Child Line Number];[CFOAP];[Activity Code];[Location Code])Banner Rule Class Code

VARIABLE DEFINITIONS

- Line AMT
=[Allocation Amount] Where ([Parent Line Indicator] = "N" And [Approval Step Order] = [Max Approval Step]) In ([Report ID];[Parent Line Number];[Child Line Number];[CFOAP];[Activity Code];[Location Code])
- Max Approval Step
=Max([Approval Step Order]) In ([Allocations].[Report ID];[Allocations].[Parent Line Number];[Allocations].[Child Line Number])

REPORT EXAMPLE – PENDING TRANSACTIONS

 CoA Code Please select at least one value
Fund Code (All values)
Organization Code (All values)
Account Code (All values)
Program Code (All values)
College Code (All values)
Department Code (All values)

REPORT EXAMPLE – PENDING TRANSACTIONS

- Lists transaction based upon Approval Status and CFOAP prompts
 - Includes link to Emburse Enterprise Expense Report. For the link to work, the user needs to be logged into Emburse Enterprise and have rights to view
 - Includes Report ID and Expense Owner along with other detail
 - Does not include any element outside the Approvals view

REPORT EXAMPLE – PENDING TRANSACTIONS

- This report pulls from the Allocations view.
- The report can be run for any approval status but is designed to run for Pending (PEND) transactions.

REPORT EXAMPLE – UNATTACHED CARD TRANSACTIONS

CoA Code (All values)
College Code (All values)
Department Code (All values)
Organization Code (All values)
NetID (All values)
UIN (All values)
Enter Unattached Transaction Date (Start) (All values)
Enter Unattached Transaction Date (End) (All values)

REPORT EXAMPLE – UNATTACHED CARD TRANSACTIONS

- This report pulls from the Unattached view.
- The report is run to determine card transactions that have not been attached to an expense line in Emburse Enterprise.

REPORT EXAMPLE – EMPLOYEE AND DELEGATE STATUS

 Coa Code
Please select at least one value

College Code
(All values)

Department Code
(All values)

Organization Code
(All values)

REPORT EXAMPLE – EMPLOYEE AND DELEGATE STATUS

- This report pulls from the Delegations view.
- The report is run to determine the status of all employees and delegate assignments within Emburse Enterprise.

JOINING TO BANNER DATA

- Document Number (TE##### or TF#####)
- Report ID (0100#####) will join to Vendor Invoice Number or Invoice Data Origin
- Attempting to join down to the line level is not possible.
- Data can differ between to two systems. For example, a journal voucher processed in Banner will not be reflected in Emburse Enterprise.

The screenshot displays a data comparison interface with two queries joined on 'Document Number' and 'Report ID'. The left pane shows 'Data from Travel and Expense Reporting' and 'Data from Operating Ledger Reporting'. The right pane shows the query structure with 'Query 1' containing 'Document Number' and 'Report ID', and 'Query 2' containing 'Document Number', 'Invoice Data Origin', and 'Vendor Invoice Number'. The 'Merged Dimensions' section shows the joined fields: 'Document Number (Query 1)', 'Document Number (Query 2)', 'Report ID (Query 1)', and 'Vendor Invoice Number (Query 2)'.

Data from Travel and Expense Reporting		Data from Operating Ledger Reporting		
Document Number	Report ID	Document Number	Vendor Invoice Number	Invoice Data Origin
TE546723	010035198911	TE546723	010035198911	010035198911
TE546724	010035299695	TE546724	010035299695	010035299695
TE546725	010035299633	TE546725	010035299633	010035299633
TE546726	010035079755	TE546726	010035079755	010035079755
TE546727	010034661355	TE546727	010034661355	010034661355
TE546728	010035127572	TE546728	010035127572	010035127572
TE546729	010035127843	TE546729	010035127843	010035127843
TE546730	010035127241	TE546730	010035127241	010035127241
TE546731	010035127094	TE546731	010035127094	010035127094
TE546732	010035129884	TE546732	010035129884	010035129884
TE546733	010035130069	TE546733	010035130069	010035130069
TE546734	010035131360	TE546734	010035131360	010035131360
TE546735	010035138272	TE546735	010035138272	010035138272

NOTES & REPORT EXAMPLES

- Fiscal Year and Period prompts are not available as there are 20+ different date fields.
- Amounts can be in foreign denominations

☐ Expense Line

- ☐ Transaction Date
- ☐ Expense Line Create Date
- ☐ Expense Line Update Date
- ☐ Expense Line Date
- ☐ Export Date
- ☐ Start Date
- ☐ End Date
- ☐ Air Depart Date
- ☐ Car Rental Date
- ☐ Car Return Date
- ☐ Hotel Check-in Date
- ☐ Hotel Check-Out Date

☐ Expense Transactions

- ☐ Transaction Statement Date
- ☐ Transaction Update Date
- ☐ Transaction Create Date

☐ Allocation

- ☐ Allocation Create Date
- ☐ Allocation Update Date
- ☐ Allocation Export Date

☒ Approvals

- ☐ Approval Create Date
- ☐ Approval Update Date

NON-PO INVOICE UNIVERSE

- Only one view
- Several instances exist that can cause inaccurate dollar amounts
 - Approvals are at the header level
 - CFOAPAL data ties to the line level
- Check against the source when building reports
- Uses the Procurement Data Model

REPORT EXAMPLE – INVOICES

CoA Code (All values)
Fund Code (All values)
College Code (All values)
Organization Code (All values)
Account Code (All values)
Program Code (All values)
Department Code (All values)
✓ Chrome River Transaction Date (Start) (1) 9/14/2022 12:00:00 AM
Chrome River Transaction Date (End) (All values)
✓ Banner Transaction Date (Start) (1) 9/14/2022 12:00:00 AM
Banner Transaction Date (End) (All values)

REPORT EXAMPLE – INVOICES

- This report pulls every field available in the universe and displays the data on five tabs
- Banner data via the Operating Ledger Reporting is also displayed
- The first tab represent Non-PO Invoices, the second One-Time Vendors
- The other three tabs are to show data available
- This report was created before Invoice Data Origin was available in Operating Ledger Reporting.

REPORT EXAMPLE – INVOICES

- Banner data via the Operating Ledger Reporting is also displayed
- The first tab represent Non-PO Invoices, the second One-Time Vendors
- The other three tabs are to show data sources
- A Non-PO invoice will be reflected in Banner as a Document Number TE% or TF% and Invoice Data Origin 0500%
- A One-Time Vendor will be reflected in Banner as User Name 9OBFSCR% and Invoice Data Origin 0500%

REPORT EXAMPLE – INVOICES

- Matching on Invoice Number is also possible noting Emburse Enterprise and Banner format them differently.
 - Non-PO Inv No formatted =Left(Upper([Invoice Number]);15)
 - One-Time Inv No formatted =Upper([Invoice Number])
- Merging on CFOAPAL can increase chances of matching to the line level.

REPORT EXAMPLE – UPAY TESTING

- These report are being created to replicate the Standard Reports currently available in Emburse Enterprise.
- Emburse Enterprise will discontinue the reports within the system.
- Please report any issues and desired enhancements.
- New reports data elements will be added working with UPAY, UAFR, SOSS, and more.

RESOURCES

- OBFS – Emburse Enterprise
 - <https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=illinois.edu>
- AITS Resources
 - [AITS - Reports & Data](#)
 - [EDDIE/Web Intelligence](#)
 - [Contact AITS](#)
 - jdmyers6@uillinois.edu