Travel & Expenses v9.2 Queries and Reports

Travel and Expenses Queries

To access a BOR predefined query:
Query Viewer : Main Menu > Reporting Tools > Query > Query Viewer
Query Manager : Main Menu > Reporting Tools > Query > Query Manager

Enter the Query Name in the "begins with" field. Click Search.

You can add any query to a My Favorites list. It will appear under My Favorite Queries on both the Query Viewer and Query Manager pages.

Query Name	Description	Parameters (*required field)
BOR_EX_ALTUSER	List of Users that have entered Alternate Users on My System Profile and the date range they were entered for. Returns the following: Primary Permission	x None

BOR_EX_APPROVED_TAUTHS	List of Approved Travel Authorizations. Returns the following: Travel Authorization ID, Employee ID, Travel Authorization Status, Travel Authorization Description, From Date, To Date, Copy Travel Authorization (Y if applied to an Expense Report. N if not applied to an Expense Report), Total Amount, Name, Budget Reference	GL Unit* Bud Ref*
BOR_EX_CASHADV_ AGING	Lists Cash Advances that have been Paid but not reconciled. Returns the following: GL Unit, Employee ID, Name, Advance ID, Description, Department, Date, Amount, Days Outstanding	General Ledger Unit*
BOR_EX_CASHADV_APPLIED	Lists all Cash Advances Issued for employee, their status, if they were applied to an Expense Report and if an amount was/is due from employee. Returns the following: GL Unit, Employee ID, Advance ID, Account, Department, Class, Fund, Program, Budget Reference, Project, Advance Amount, Applied, Advance ID,	Empl ID*

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		Project, Travel Authorization ID, Start Time, End Time	
BOR_EX_MISSING_CHARTFIELD	Lists Expense Profiles with missing Default Chartfield Values. Returns the following: Employee ID, Employee Record Number, Default Profile, GL Unit, Department, Fund, Class, Program, Budget Reference, Adv Level, Project, Advance Max Amount, Currency, Valid, Reason, Ignore Auth Amount, Payment Method, On Hold, Disable DCAA, Use BU Def, Min. Hrs per Prd, Max Hrs Per Prd, Approver OPRID, Per Diem, User ID, Name Description	Business Unit*	
BOR_EX_OPEN_CASHADV_BAL	Lists Account 132300 Recon by Employee ID. Returns the following: Business Unit, Open Item Key (Employee ID), Employee Name, Account, Description, Sum Amount	Business Unit* As of Date*	
BOR_EX_OPEN_LIABILITY	Lists Open Balances in 211500 Account. Returns the following: Business Unit, Document Type, Sheet ID Number, Account, Fund, Department,	Fiscal Year Accounting Period Business Unit	

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	Line, Account, Fund, Department, Program, Class, Project, Budget Reference, Sum Total Amount, Sum Posted Amount, Sum Variance Amount	

Travel and Expenses Reports

Reports can be viewed in either the Report Manager or the Process Monitor . When running a report, you can select how you want the report to be displayed, e.g., HTML, PDF. You can also choose to run your report to the Web or to a separate window.

Report Name	Description	Navigation	Parameters
GL Balancing Report EXC3500	Provides a summary of Expense transactions with accounting entries on EX_ACCTG_LINE for a specific date range.	Travel and Expenses > Manage Accounting > Print Reports > GL Balancing Report	GL Unit From Date Through Date

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Employee Average Expenses EX_AVEM_XRPT	Provides Total Number of Expense Report lines, Total Monetary Amount, and Average Monetary Amount by Employee ID for a specific department and a specific date range.	Travel and Expenses > Manage Accounting > Print Reports > Employee Average Expenses	GL Business Unit Department Employee ID GL BusineL B(Xï°/

Job Aid: Travel & Expenses Queries and Reports

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