JOSEPH EVE INTACCT GUIDE

TRAVEL ADVANCES

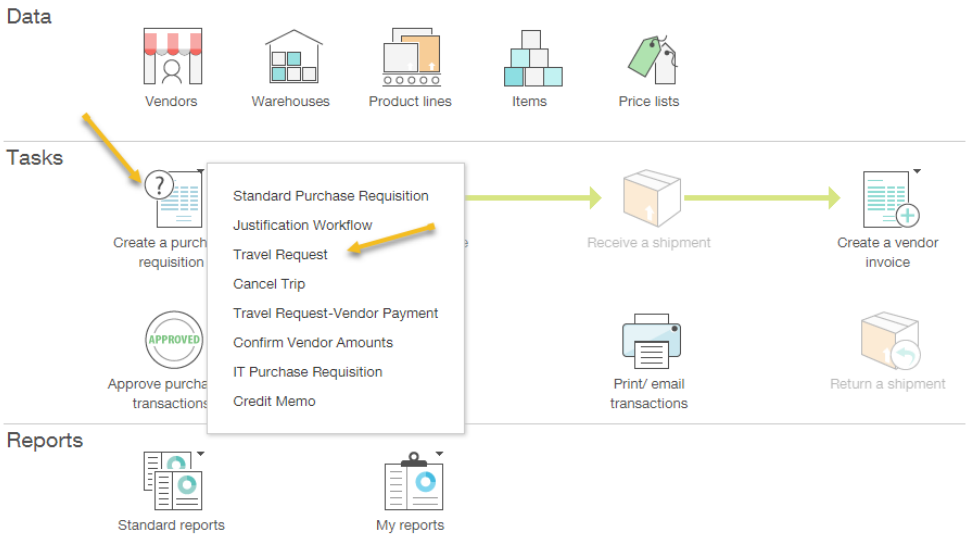
Intacct's travel tracking allows for approval, adjustments, and reconciliations of travel advances for Tribal employees. The travel advance process requires the approval of the Program Manager, the CEO, and the Travel Monitor.

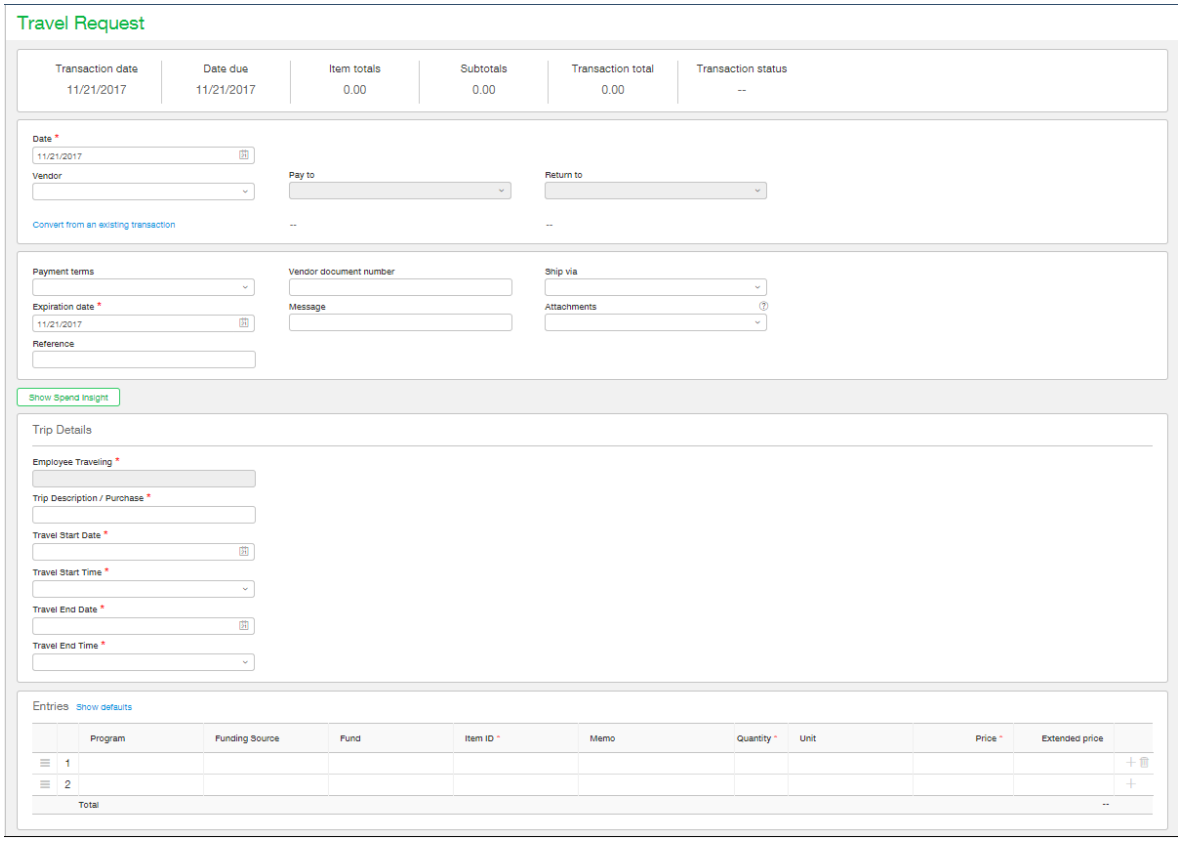
CREATING A TRAVEL REQUEST

The process for requesting a travel advance begins with the submission of a Travel Request. A Travel Request should be submitted for each of the payees/vendors that gets money, including a check to the submitter. If for example you are paying a conference fee directly to the vendor, an airline ticket through Egencia, and requesting an advance for yourself for meals and a rental car, you would be submitting 3 different forms. The payment for the conference and airline ticket would be submitted through a Travel Request-Vendor Payment, which also follow the steps listed below.

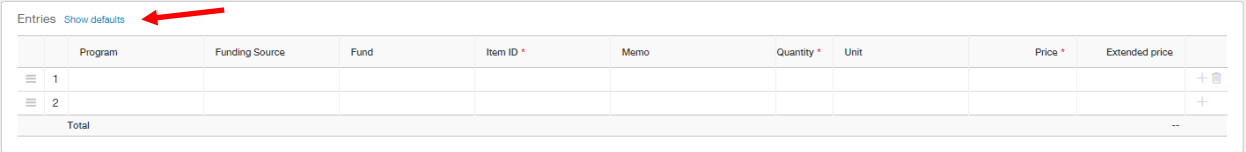
1. Navigate to
    1. **Purchasing**
    2. **Transactions**
    3. **Travel Request (Travel Request-Vendor Payment if you are paying a vendor for items such as an airline ticket)**
    4. Click on the **Add Sign** + or once looking at the list of Travel Requests, click the grey **Add** button.

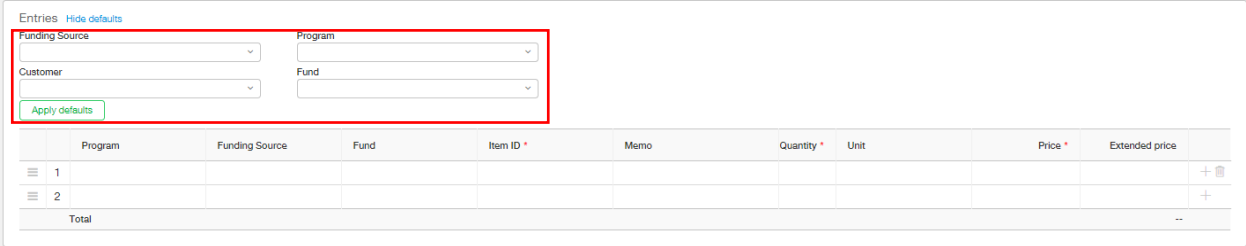
    5. Alternatively, you can navigate to the Overview menu and click on "**Create a Purchase Requisition**" and **Travel Request**





2. If you know the request is going to have several lines going to the same funding source, click **Show Defaults** to apply the same dimension values to all new line items. A new section pops up. Make your selections and click **Apply Defaults** and then **Hide Defaults**.





3. Fill out the Travel Request with all required information just as you used to on paper. The required information has not changed at all, including attachments. If you have a conference agenda or the like, you must attach it in the request window.

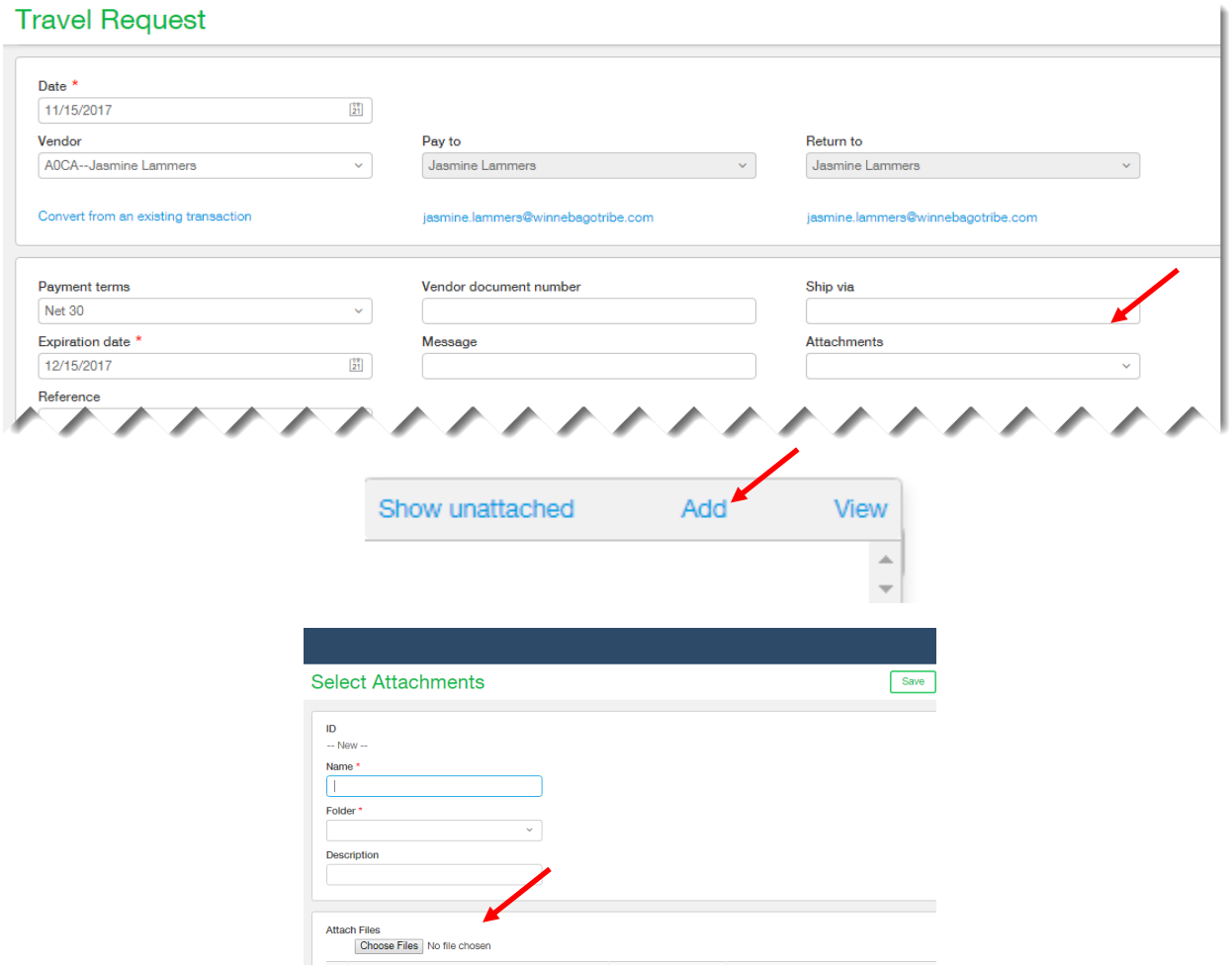
   When you are filling out the item line all travel items will start with the number 5200 and then be proceeded by a dash. Example 5200-1 Travel-Per Diem, 60100-2 Client Meals etc. For travel request all line items should begin with the 5200 number.350

   If you entered a line item that was by mistake or ended up not being needed the trash can at the end of the line can be used to remove that line. The use of the trash can to delete lines should only be used on the Travel Request page and not on the Travel Reconciliation.

   When you are submitting a Travel Request-Vendor Payment and the vendor is not present in the system you can click on the link at the bottom called **Can't find your vendor in the list? Request a new vendor** which when clicked on will walk you through the process to request the vendor be added to the system. This should only be done to request to add a new outside vendor if the employee is missing from the vendor drop down please speak with your system administrator to have them added.

4. To add a new attachment, click in the down arrow

in the **Attachments** field, and then click **Add.** Name the attachment if different from the name of the file, then browse for the attachment. You can browse out for multiple attachments.



5. Once you have completed the header, line items and attachments, click **Submit**.

Note: The document will now be routed through the approval process of:

1. Program Director
2. CEO
3. Travel Monitor

Once fully approved, the amount of the requisition will be automatically encumbered, and then can be converted to an *Approved Travel Advance* and into a *Paid Travel Advance*. These steps will be completed by the Travel Department.

Finally, once the check has been printed the traveler must sign the Travel Authorization document, which acknowledges that if they do not reconcile their travel, they will receive a payroll deduction before picking up their check.

Note about advance payments made to vendors (i.e. airline tickets):

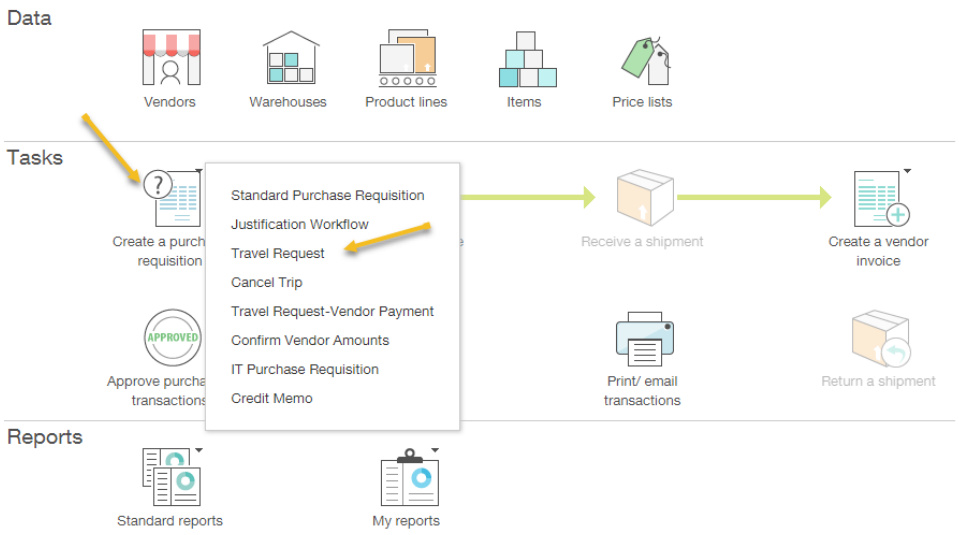
These types of payments will need to be submitted as a **Travel Request-Vendor Payments**. Once submitted, they follow that same workflow and approval steps as regular travel advances, except for after it is approved it must be **finalized** before it can be converted to an *Approved Travel Advance* to be paid to the vendor. This step allows the exact price of the airline ticket, which is likely to be different from the time the request was submitted to the time it was approved, to become the travel advance amount. To complete this step, the *Travel Request-Vendor Payments* will be converted to a *Confirm Vendor Amounts* step. In the background this step allows for the initial encumbrance to be released and a new encumbrance for the exact airline ticket price to be encumbered.

$0 TRAVEL REQUEST FOR TRAVEL PREAUTHORIZATION

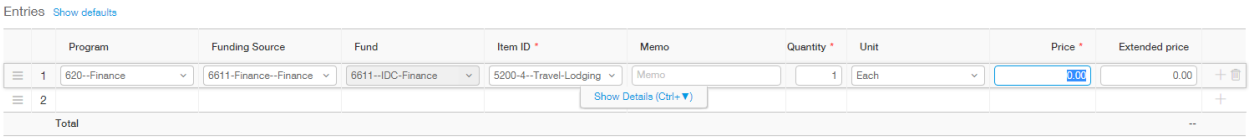
The process for requesting preauthorization for travel begins with the submission of a Travel Request. A Travel Request should be submitted for each of the payees/vendors that gets money, including yourself. The $0 Travel Request will allow you to receive travel preauthorization and allow you to reconcile travel on return for reimbursement. One Travel Request must be filled out for each person that needs to have travel preauthorization.

1. Navigate to
    1. **Purchasing**
    2. **Quote**
    3. **Travel Request**
    4. Click on the **Add Sign** + or once looking at the list of Travel Requests click the blue **Add** button.

    5. Alternatively, you can navigate to the Overview menu and click on "**Create a Purchase Requisition**" and **Travel Request**



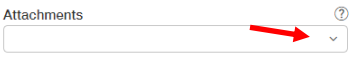
2. On the Entries line you will want to fill out all your information including your Program, Funding Source, and Fund. Then you will want to add the item that you will be needing reimbursed for at the end of the travel and finally put a 0 in the quantity and price.



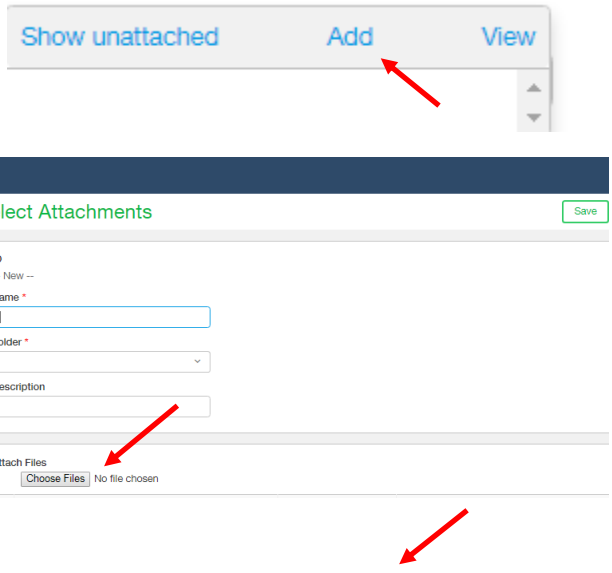
3. When you are filling out the item line all travel items will start with the number 5200 and then be proceeded by a dash. Example 5200-1 Travel-Per Diem, 60100-2 Client Meals etc. For travel request all line items should begin with the 5200 number.

   If you entered a line item that was by mistake or ended up not being needed the trash can at the end of the line can be used to remove that line. The use of the trash can to delete lines should only be used on the Travel Request page and not on the Travel Recondition.

4. Fill out the Travel Request with all remaining required information just as you used to on paper. The required information has not changed at all, including attachments. If you have a conference agenda or the like, you must attach it in the request window.

5. To add a new attachment, click in the down arrow 

in the **Attachments** field, and then click **Add.** Name the attachment if different from the name of the file, then browse for the attachment. You can browse out for multiple attachments.



6. Once you have completed the header, line items and attachments, click **Submit**.

Note: The document will now be routed through the approval process of:

1. Program Director
2. CEO

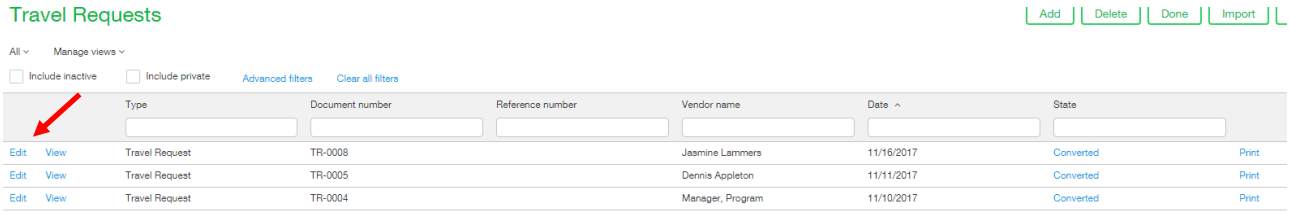
3. Travel Monitor

Once fully approved the amount of the can be converted to an *Approved Travel Advance.* This step will be completed by the Travel Department and will allow you to reconcile the travel upon your return and receive a reimbursement.

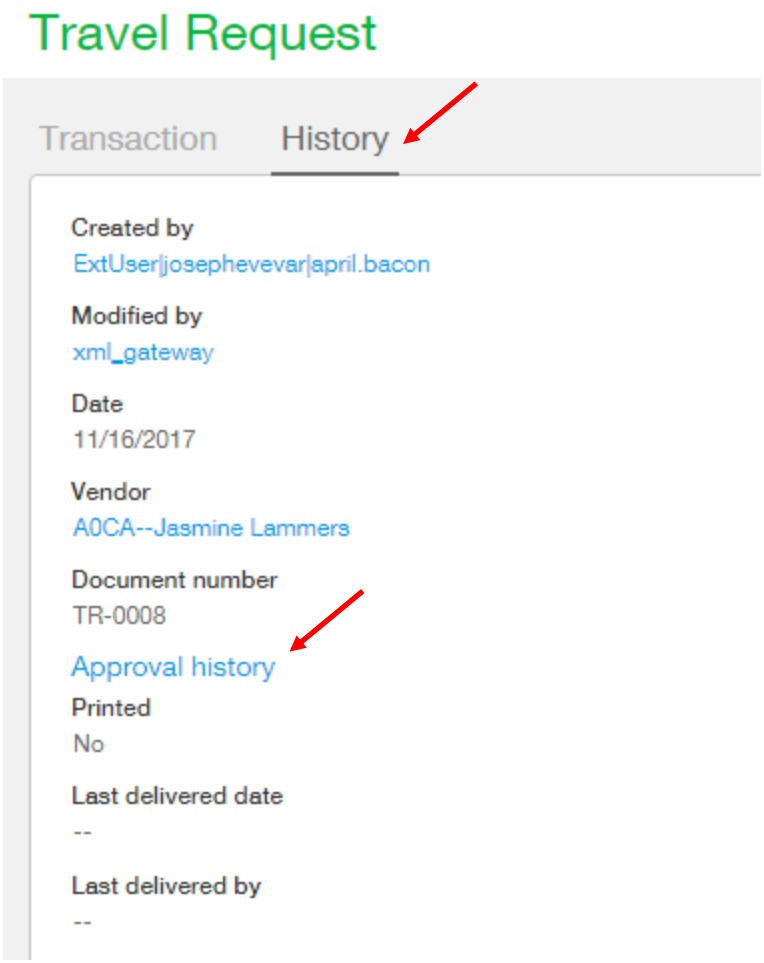
DECLINED TRAVEL REQUEST

If a Travel Request is declined the following steps can be taken to resubmit the request for approval.

1. Navigate to
    1. **Purchasing**
    2. **Quote**
    3. **Travel Request**
    4. Locate the Travel Request you submitted and was declined click **Edit**

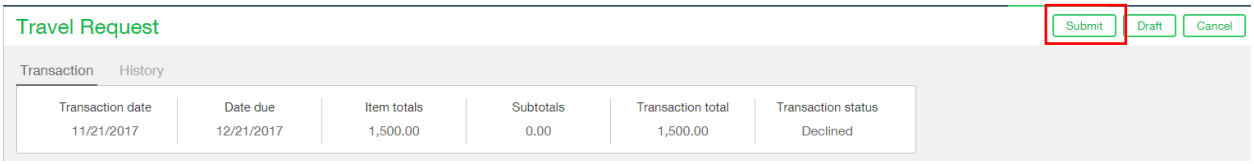


2. Click on the **History** tab
3. Click **Approval History**
    1. This will display who declined the travel advance and any comments they left



Approval Step	Rule Type	Approval Level	Approver Number	Subject	Subject Manager	Approver	Is Delegate	Original Approver	Approved/Declined By	Event Date	State	Comments
1	Transaction Department Approval	1	1	620	Department Manager	apost			ExtUser|josephevevar|april.bacon	11/16/2017	Approved	Approved By ExtUser|josephevevar|april.bacon, 11/16/2017
2	User Level	1	1			sharon.frenchman			ExtUser|josephevevar|april.bacon	11/16/2017	Approved	Approved By ExtUser|josephevevar|april.bacon, 11/16/2017
3	User Level	1	1			annette.bass			ExtUser|josephevevar|april.bacon	11/16/2017	Approved	Approved By ExtUser|josephevevar|april.bacon, 11/16/2017

4. Click on the **Transaction** tab and correct the issues that were identified

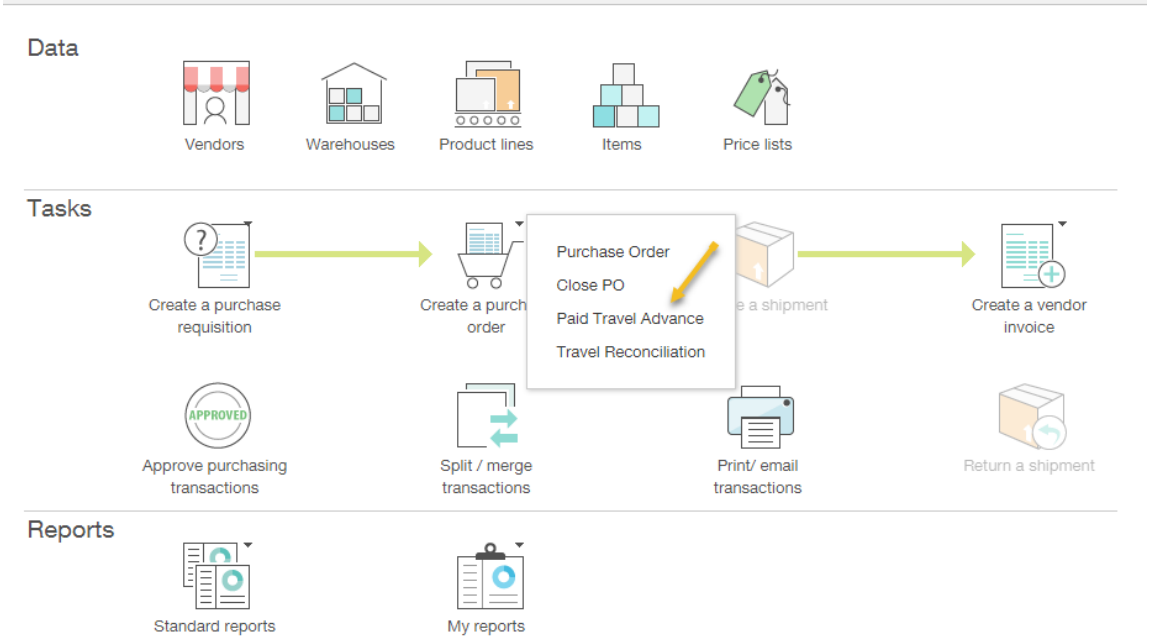


5. Click **Submit** to resubmit the Travel Request for approval. After clicking submit the Travel Request will be rerouted through the approval process starting at the being. To see more information about the approval process and steps please refer the beginning section of this document labeled **Creating a Travel Request.**

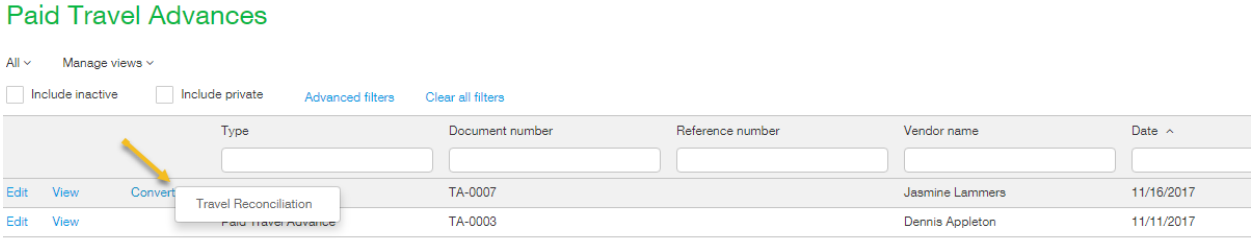
RECONCILING TRAVEL

Once the employee has returned from travel the following steps will reconcile and book their actual travel expenses. This is also the step that releases the encumbrance amount and books actual expense amounts to the general ledger.

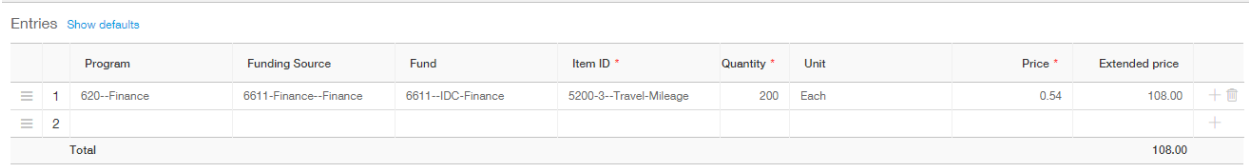
1. Navigate to
    a. **Purchasing**
    b. **Order**
    c. **Paid Travel Advance**



2. Locate the Travel Advance you would like to reconcile
    a. Click **Convert**
    b. **Travel Reconciliation**



3. Enter the actual expense information for the trip and upload all receipts as attachments using the attachment process described before.
4. If a line item should be $0 because the employee didn't actually spend money on that type of expense, **do not delete the line item,** instead change the amount to $0 and add any additional line items to represent what was actually spent.
5. Click **Submit.**



Entries Show defaults

		Program	Funding Source	Fund	Item ID *	Quantity *	Unit	Price *	Extended price	
≡	1	620--Finance	6611-Finance--Finance	6611--IDC-Finance	5200-3--Travel-Mileage	200	Each	0.54	108.00	+ 🗑
≡	2									+
		Total							108.00	

The approval for the travel reconciliation will go to

1. Travel Monitor
2. Assistant Controller in charge of travel

If additional payments are due to the employee upon the completion of their reconciliation, the additional amounts will be routed through the following approvals before final payment.

1. Program Director
2. CEO
3. Travel Monitor

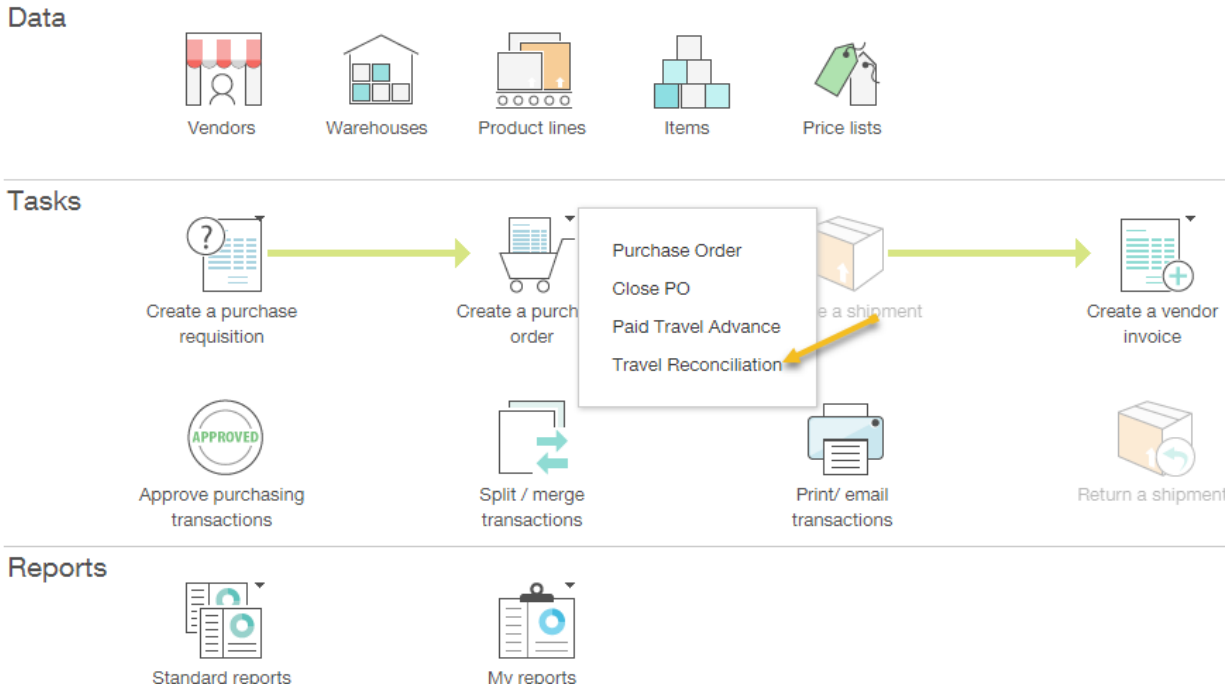
Note: This step updates the travel advance record and also creates travel expense purchasing record which relieves the encumbrance and books the actual expense to the GL. Additionally, if the employee books more travel than was advanced a check can be cut to the employee, but the additional expense amount must first run through the regular approval process before the expense will be available to print as a check.

If a balance is due to the tribe, reimbursement will be through a payroll deduction. Please see **Payroll Deduction Requested But Not Yet Confirmed** section at the end of this document to view what the travel advance will look like when a payroll deduction has been requested.

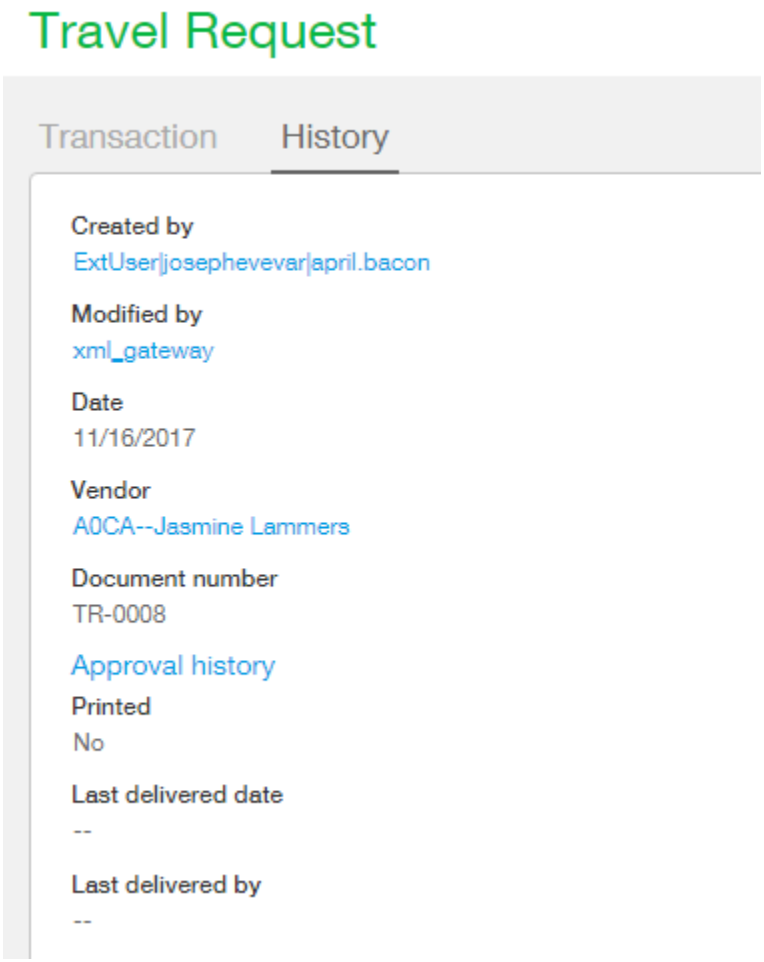
DECLINED TRAVEL RECONCILIATION

If a Travel Reconciliation is declined the following steps can be taken to resubmit the reconciliation for approval.

1. Navigate to
    1. **Purchasing**
    2. **Order**
    3. **Travel Reconciliation**
    4. Locate the Travel Reconciliation you submitted and was declined click **Edit**



2. Click on the **History** tab
3. Click **Approval History**
    1. This will display who declined the travel reconciliation and any comments they left

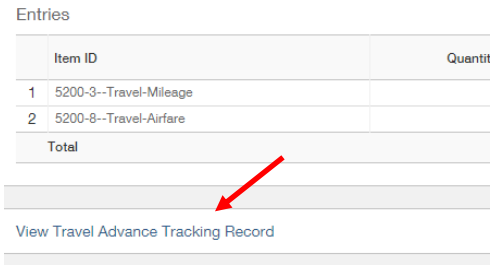


4. Click **Submit** to resubmit the Travel Request for approval.
5. After clicking submit the Travel Reconciliation will be rerouted through the approval process starting at the being. To see more information about the approval process and steps please refer the beginning section of this document labeled **Reconciling Travel.**

CHECKING THE STATUS OF YOUR TRAVEL ADVANCE

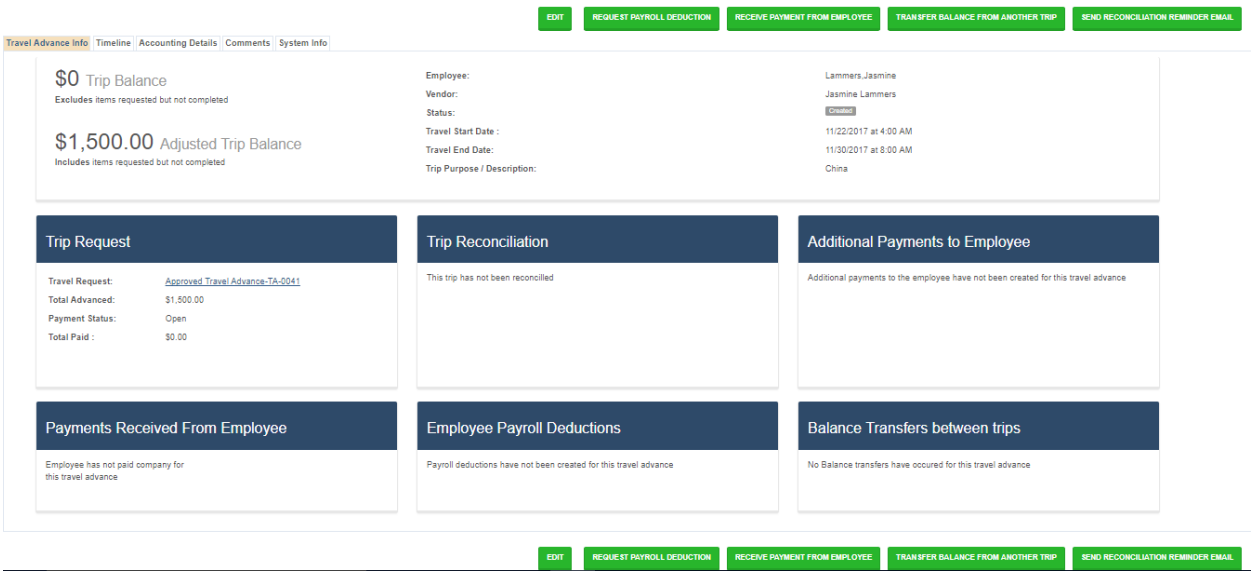
Once you've received your advance, Intacct will hold that advance as a Paid Travel Advance, waiting for you to reconcile your trip. To check on the status of that advance or reconciliation follow these steps.

1. Navigate to
    a. **Purchasing**
    b. **Transactions**
    c. **Paid Travel Advance**
2. Find your advance and click **View.**
3. At the bottom under the entries portion, there is a link to **View Travel Advance Tracking Record**.
4. This screen gives you a synopsis of your advance and what its status is.



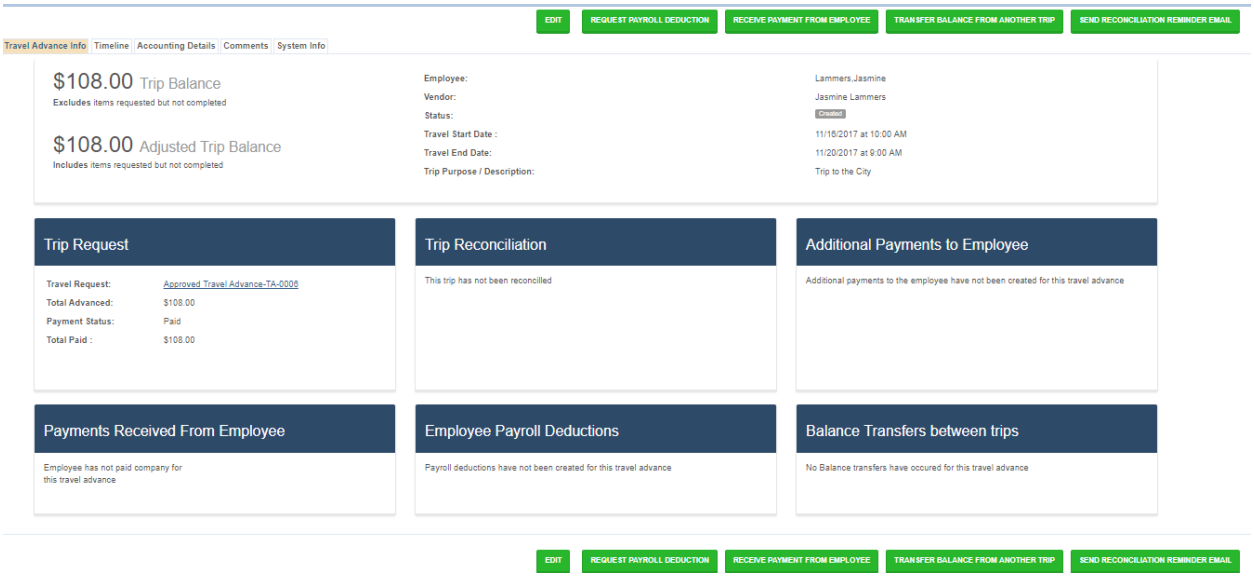
Travel Advance Processed but a Check Has Not Been Printed

When the *Trip Balance* indicates a zero (0) balance, and the *Adjusted Trip Balance* indicates a positive (+) amount this indicates that the travel request has been approved and converted to an *Approved Travel Advance*, but the travel advance check has not yet been printed for the employee. To correct this the check for employee needs to be printed which will cause the travel advance to look like the next section.



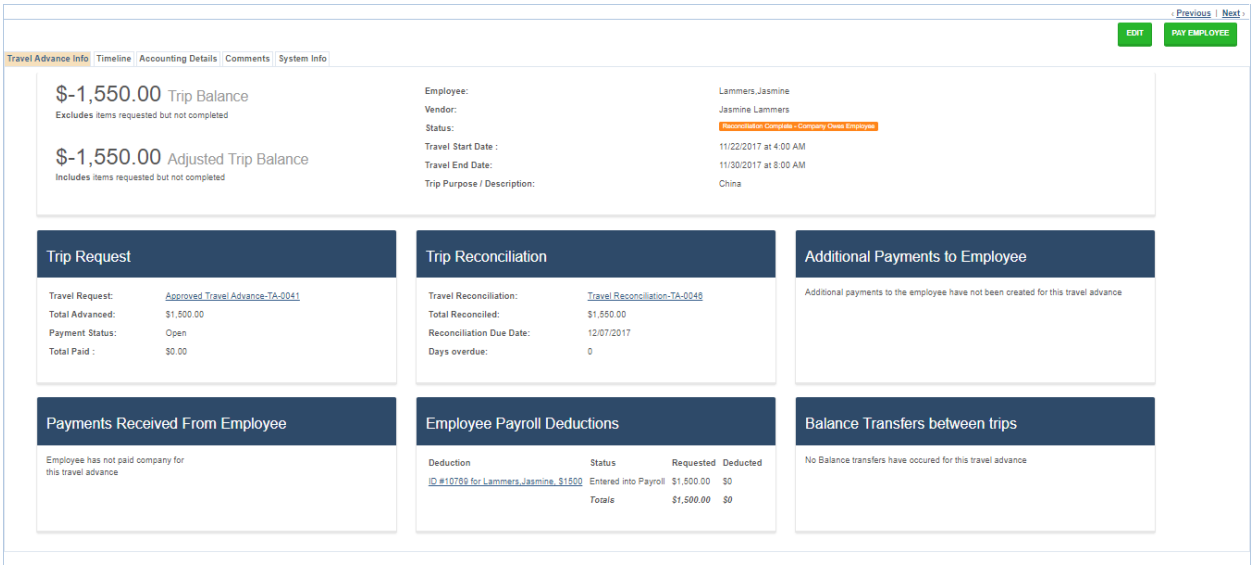
Travel Advance Paid to Employee and Not Reconciled

When the *Trip Balance* and the *Adjusted Trip Balance* both indicate an equal positive (+) amount this indicates that the travel advance for that employee has been paid and is waiting to be reconciled. After the reconciliation is complete the advance will change to look like either a *Travel Reconciliation Larger Than Advance* or a *Travel Reconciliation Smaller Than Advance*.



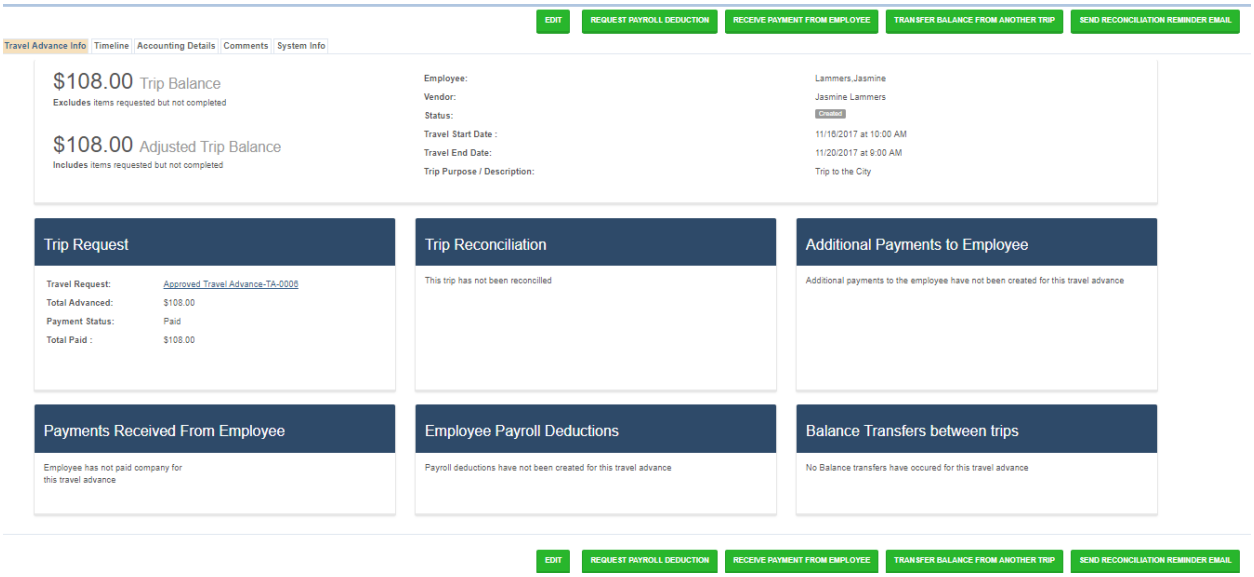
Travel Reconciliation Larger Than Advance

When the *Trip Balance* and the *Adjusted Trip Balance* both indicate a negative (-) amount this indicates that the travel advance for that employee has been reconciled and the reconciled amount is larger than the initial requested amount. To correct this, select the Pay Employee and enter the appropriate amount to reimburse the employee. This will change the travel advance to look like an *Employee Reimbursement Requested but Not Paid*.



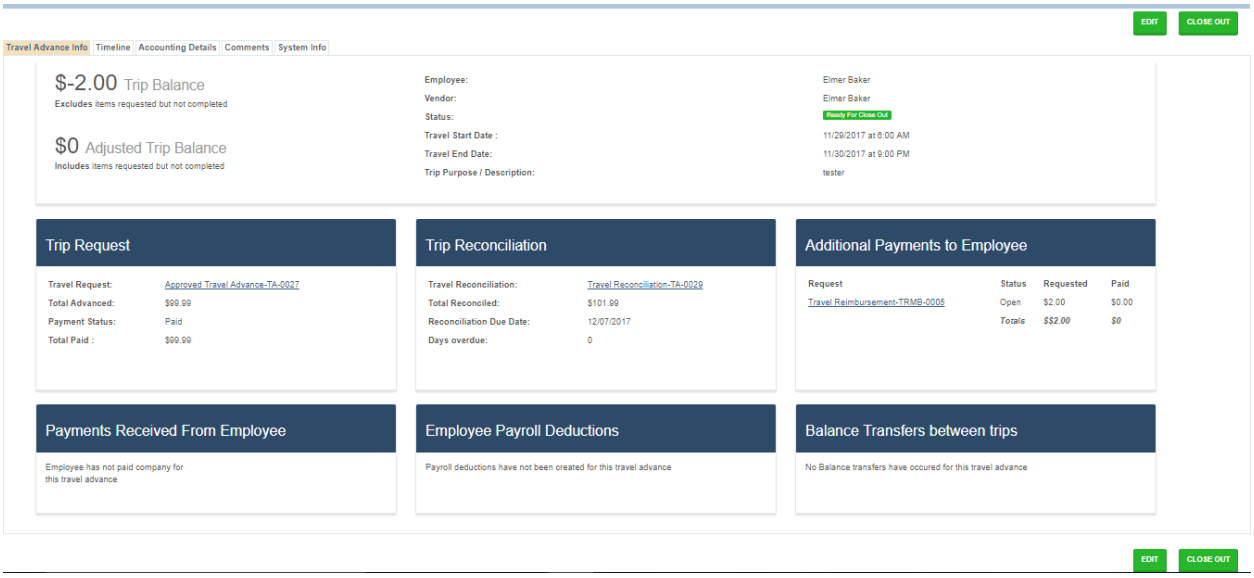
Travel Reconciliation Smaller Than Advance

When the *Trip Balance* and the *Adjusted Trip Balance* both indicate a positive (+) amount this indicates that the travel advance for that employee has been reconciled and the reconciled amount is smaller than the initial requested amount. To correct this, select either the *Request Payroll Deduction* or *Receive Payment from Employee* and enter the appropriate amount to request from the employee. This will change the travel advance to look like a *Payroll Deduction Requested but Not Yet Confirmed*.



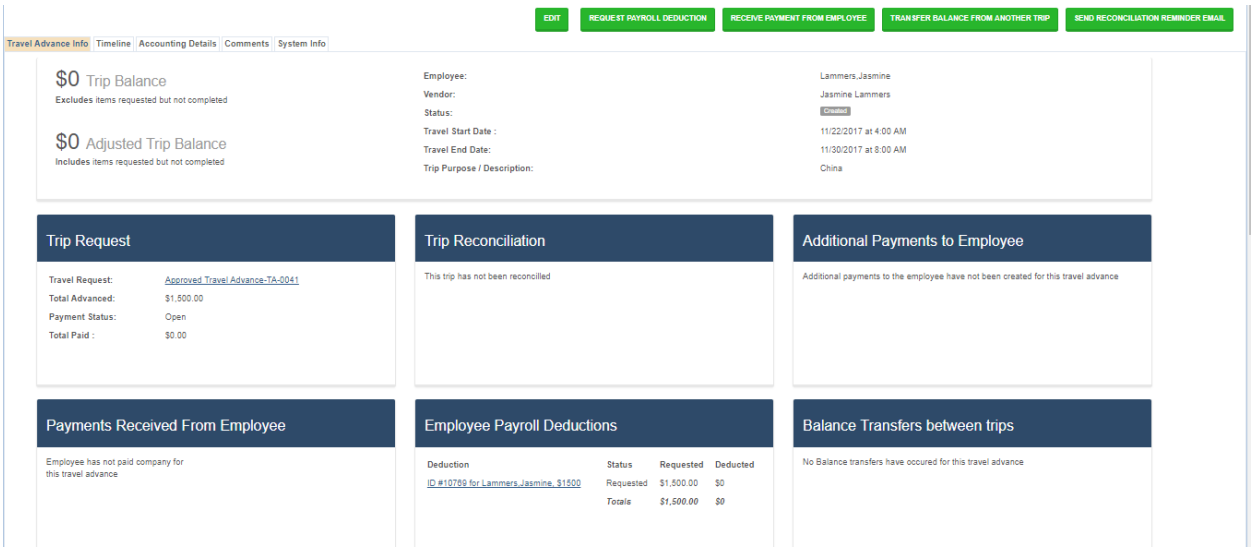
Employee Reimbursement Requested But Not Paid

When the *Trip Balance* indicates a negative (-) balance and the *Adjusted Trip Balance* indicates a zero (0) balance this indicates that the travel advance for that employee has been reconciled and the reconciled amount is larger than the initial requested amount, and an *Additional Payment to Employee* has been requested. Once the payment has been made and confirmed the travel advance will zero out and be *Ready for Close Out*.



Payroll Deduction Requested But Not Yet Confirmed

When the *Trip Balance* indicates a positive (+) balance and the *Adjusted Trip Balance* indicates a zero (0) balance this indicates that the travel advance for that employee has been reconciled and the reconciled amount is smaller than the initial requested amount, and *a Request Payroll Deduction* has been requested from the employee. Once a payroll deduction has been confirmed or a payment has been received from the employee the travel advance will zero out and be *Ready for Close Out*.

Ready For Close Out

When the *Trip Balance* and the *Adjusted Trip Balance* both indicate a zero (0) amount this indicates that the travel advance for that employee has been reconciled and any payment to or from the employee have been made to zero out the travel balance. The very last step in the process is to click on the *Close Out* button.