

# 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<br>(*required field)                              |
|---|---|--|
| <p align="center"><b>BOR_EX_ALTUSER</b></p>         | <p>List of Users that have entered Alternate Users on My System Profile and the date range they were entered for.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• Primary Permission List, User ID, Description (Name), Worklist, Email, Forms User, Employee ID, Alternate User ID, Supervisor, From Date, To Date</li> </ul> | <ul style="list-style-type: none"> <li>• None</li> </ul>     |
| <p align="center"><b>BOR_EX_ALTUSER_EXPIRED</b></p> | <p>List of Users that have entered Alternate Users on My System Profile and the date range has Expired.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• User ID, Description (Name), Worklist, Email, Forms User, Employee ID, Alternate User ID, Supervisor, From Date, To Date</li> </ul>                                    | <ul style="list-style-type: none"> <li>• To Date*</li> </ul> |

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| <p><b>BOR_EX_APPROVED_TAUTHS</b></p> | <p>List of Approved Travel Authorizations.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul> | <ul style="list-style-type: none"> <li>• GL Unit*</li> <li>• Bud Ref*</li> </ul> |
| <p><b>BOR_EX_CASHADV_AGING</b></p>   | <p>Lists Cash Advances that have been Paid but not reconciled.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• GL Unit, Employee ID, Name, Advance ID, Description, Department, Date, Amount, Days Outstanding</li> </ul>   | <ul style="list-style-type: none"> <li>• General Ledger Unit*</li> </ul>         |
| <p><b>BOR_EX_CASHADV_APPLIED</b></p> | <p>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.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• GL Unit, Employee ID, Advance ID, Account, Department, Class, Fund, Program, Budget Reference, Project, Advance Amount, Applied, Advance ID,</li> </ul>                | <ul style="list-style-type: none"> <li>• Empl ID*</li> </ul>                     |

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|------------------------------------|---|--|
|                                    | Employee ID, Report ID, Due from Employee, Advance Status   |  |
| <b>BOR_EX_CASHADV_REIMB</b>        | <p>Lists Cash Advances Issued &amp; Reimbursed.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• GL Unit, Employee ID, Advance ID, Account, Department, Class, Fund, Program, Budget Reference, Project, Advance Amount, Reimbursement Amount, Check Number, Date, Unreimbursable Balance, Cash Advance Status</li> </ul> | <ul style="list-style-type: none"> <li>• Empl ID*</li> </ul>       |
| <b>BOR_EX_DESIGNATED_APPROVERS</b> | <p>Lists all employees and their Designated Approvers.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• Employee ID, Operator ID, Employee Name, Designated Approver</li> </ul>   | <ul style="list-style-type: none"> <li>• Business Unit*</li> </ul> |
| <b>BOR_EX_DUE</b>                  | <p>Lists Approved Expense Reports and Cash Advances that have not yet been Paid.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• Employee Name, Employee ID, Payment Method, On Hold status, Created Date, Advance Amount, Advance ID, Date Receipts Verified, Verified User ID, Post State,</li> </ul>                  | <ul style="list-style-type: none"> <li>• Business Unit*</li> </ul> |

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|--------------------------------------|--|--|
|                                      | <p>Travel Auth ID,<br/>Budget Status,<br/>Transaction Total,<br/>Status, Due<br/>Employee Amount</p>   |  |
| <b>BOR_EX_EMPLOYEE_DELEGATES</b>     | <p>List of Delegates that are authorized to enter expenses for an employee.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>Employee ID,<br/>Employee Name,<br/>Authorizes ID,<br/>Description,<br/>Business Unit</li> </ul>  | <ul style="list-style-type: none"> <li>Business Unit*</li> </ul>   |
| <b>BOR_EX_EXPENSE_ADJUSTMENTS</b>    | <p>List of all Journal Expense Reports that were created using Adjust Paid Expenses.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>Journal Report ID,<br/>Report ID, Line Number, Distribution Line, GL Unit, Account, Fund, Department, Program, Project, Class, Budget Reference, Employee ID, Report Status, Line Status, Budget Status, Budget Line Status</li> </ul> | <ul style="list-style-type: none"> <li>Business Unit*</li> </ul>   |
| <b>BOR_EX_EXRPTS_BY_EXP_TYPE_SS1</b> | <p>Lists Expense Report Transactions by Expense Type.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>Report ID, Employee ID, Amount, Expense Type, Status, Location, Account, Department, Fund, Class, Program, Budget Reference,</li> </ul>   | <ul style="list-style-type: none"> <li>GL Unit</li> <li>From Acctg Date</li> <li>To Acctg Date</li> <li>Empl ID</li> <li>Expense Type</li> </ul> |

|                                  | Project, Travel Authorization ID, Start Time, End Time  |   |
|----------------------------------|---|---|
| <b>BOR_EX_MISSING_CHARTFIELD</b> | <p>Lists Expense Profiles with missing Default Chartfield Values.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>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</li> </ul> | <ul style="list-style-type: none"> <li>Business Unit*</li> </ul>  |
| <b>BOR_EX_OPEN_CASHADV_BAL</b>   | <p>Lists Account 132300 Recon by Employee ID.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>Business Unit, Open Item Key (Employee ID), Employee Name, Account, Description, Sum Amount</li> </ul>   | <ul style="list-style-type: none"> <li>Business Unit*</li> <li>As of Date*</li> </ul>                           |
| <b>BOR_EX_OPEN_LIABILITY</b>     | <p>Lists Open Balances in 211500 Account.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>Business Unit, Document Type, Sheet ID Number, Account, Fund, Department,</li> </ul>   | <ul style="list-style-type: none"> <li>Fiscal Year</li> <li>Accounting Period</li> <li>Business Unit</li> </ul> |

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|------------------------------------|---|--|
|                                    | Program, Class, Project, Budget Reference, Sum Amount, Name, Employee ID, Status  |  |
| <b>BOR_EX_OPEN_PREPAID_BAL</b>     | <p>Lists Account 132160 (Employee Prepaid Travel) Recon by Employee ID.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• Business Unit, Open Item Key (Employee ID), Employee Name, Account, Description, Sum Amount</li> </ul>                             | <ul style="list-style-type: none"> <li>• As of Date*</li> </ul>                |
| <b>BOR_EX_OPEN_TAUTHS</b>          | Identify open Travel Authorizations in statuses of 'Pending', 'Submitted', 'Approvals in Process', 'Hold', or 'Approved'.   | <ul style="list-style-type: none"> <li>• GL Unit</li> <li>• Bud Ref</li> </ul> |
| <b>BOR_EX_PAYMENT_METHOD_CHECK</b> | <p>Lists Expense Users with Payment Method of System Check on the Bank Accounts tab of the Expense Profile.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• Employee ID, Default Profile, GL Unit, Payment Method, Name Description, Locked Out</li> </ul> | <ul style="list-style-type: none"> <li>• Business Unit*</li> </ul>             |
| <b>BOR_EX_PRIOR_BUD_REF</b>        | <p>Returns a list of transactions with Budget Reference and Budget Date mismatches.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• Business Unit, Report ID</li> </ul>  | <ul style="list-style-type: none"> <li>• None</li> </ul>                       |

|                                 |   |   |
|---------------------------------|---|---|
|                                 | (Transaction ID),<br>Transaction Type,<br>Bud Ref on EX<br>Trans, Current Fiscal<br>Year  |   |
| <b>BOR_EX_SUBMITTED_BY</b>      | <p>Lists Expense Transactions Submitted by Delegate instead of Traveler.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>Transaction ID,</li> <li>Report Type (Transaction Type),</li> <li>Submitted By,</li> <li>Submitted For,</li> <li>Action</li> </ul>  | <ul style="list-style-type: none"> <li>None</li> </ul>  |
| <b>BOR_EX_UNPOSTED_ACCRUALS</b> | <p>Lists Unposted Expense Accruals from the PS_EX_SHEET_DIST record.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>Business Unit,</li> <li>Report ID,</li> <li>Transaction Type,</li> <li>Employee ID, Status,</li> <li>Created Date, Acctg Date, Budget Hdr Status, Entered By,</li> <li>Post State, Travel Auth ID, Line Number, Account, Department, Fund, Class, Program, Bud Ref, Amount, Type</li> <li>Budget Line Status</li> </ul> | <ul style="list-style-type: none"> <li>From Date</li> <li>To Date</li> <li>Business Unit</li> </ul> |
| <b>BOR_EX_UNPOSTED_PYMNTS</b>   | <p>Lists Unposted Expense Payments.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>Set ID, Account, Check #, Payment Date, Amount, Payment Method, Pay Status, Cancel</li> </ul>  | <ul style="list-style-type: none"> <li>Bank SetID*</li> </ul>                                       |

|                             | Action, Post Status, Remit To, Pay Cycle, Employee ID   |   |
|-----------------------------|---|---|
| <b>BOR_EX_WF_BLACK_HOLE</b> | <p>Lists Expense Transactions Currently in Workflow.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• User ID, Report ID, Transaction Type, Department, Project, Business Unit, Employee ID, Name, Status, Submit Date, Total, Approver Type, Budget Status</li> </ul>  | <ul style="list-style-type: none"> <li>• Business Unit*</li> </ul>  |
| <b>BOR_KK_EXCLOSE_RECON</b> | <p>Lists Variances Between Expenses and Commitment Control for Expense Closure accounting entries.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• Business Unit, Report ID, Transaction Type, Line Number, Distribution Line, Account, Fund, Department, Program, Class, Project, Budget Reference, Sum Total Amount, Sum Posted Amount, Sum Variance Amount</li> </ul> | <ul style="list-style-type: none"> <li>• Business Unit*</li> <li>• Submit Date From</li> <li>• Submit Date To</li> </ul>  |
| <b>BOR_KK_EXSHEET_RECON</b> | <p>Lists Variances Between Expenses and Commitment Control for Expense Sheet accounting entries.</p> <p>Returns the following:</p> <ul style="list-style-type: none"> <li>• Business Unit, Report ID, Transaction Type, Line, Distribution</li> </ul>   | <ul style="list-style-type: none"> <li>• Business Unit</li> <li>• Report ID</li> <li>• Fund Code</li> <li>• Account</li> <li>• Department</li> <li>• Project</li> <li>• Budget Reference</li> </ul> |



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|  | Line, Account, Fund, Department, Program, Class, Project, Budget Reference, Sum Total Amount, Sum Posted Amount, Sum Variance Amount |  |
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## 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   |
|---|---|---|--|
| <b>GL Balancing Report</b><br>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         | <ul style="list-style-type: none"> <li>GL Unit</li> <li>From Date</li> <li>Through Date</li> </ul>                     |
| <b>Cash Advances by Department</b><br>EXC5600       | Lists Cash Advances charged to a specific Department.   | Travel and Expenses > Manage Accounting > Print Reports > Cash Advances by Dept       | <ul style="list-style-type: none"> <li>GL Unit</li> <li>Department</li> </ul>  |
| <b>Cash Advance Aging by Department</b><br>EXC5700  | Lists Cash Advances by Department that have been Paid but have not been applied to an Expense Report or Reconciled. | Travel and Expenses > Manage Accounting > Print Reports > Cash Advance Aging by Dept  | <ul style="list-style-type: none"> <li>GL Unit</li> <li>Department</li> </ul>  |
| <b>Expense Transaction by Department</b><br>EXC4600 | Lists Expense Report Transactions by Department for a specific date range.  | Travel and Expenses > Manage Accounting > Print Reports > Expense Transaction by Dept | <ul style="list-style-type: none"> <li>GL Unit</li> <li>Department</li> <li>From Date</li> <li>Through Date</li> </ul> |

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|--|---|---|--|
| <p><b>Employee Average Expenses</b><br/>EX_AVEM_XRPT</p> | <p>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.</p>  | <p>Travel and Expenses &gt; Manage Accounting &gt; Print Reports &gt; Employee Average Expenses</p> | <ul style="list-style-type: none"> <li>• GL Business Unit</li> <li>• Department</li> <li>• Employee ID</li> <li>• From Date</li> <li>• Through Date</li> </ul> |
| <p><b>Employee Trends</b><br/>EX_ETRD_XRPT</p>           | <p>Provides employee trends in expenses over a specified period of time, providing Current Number of Expense Lines, Previous Number of Expenses Lines, Current Monetary Amount, Previous Monetary Amount, and % Change Over Period.</p> | <p>Travel and Expenses &gt; Manage Accounting &gt; Print Reports &gt; Employee Trends</p>           | <ul style="list-style-type: none"> <li>• GL Business Unit</li> <li>• Department</li> <li>• Employee ID</li> <li>• From Date</li> <li>• Through Date</li> </ul> |
| <p><b>Employee Top Spenders</b><br/>EX_ESPD_XRPT</p>     | <p>Lists top spenders, Total Number of Expense Lines, and Total Monetary Amount for a specific department and specific date range.</p>  | <p>Travel and Expenses &gt; Manage Accounting &gt; Print Reports &gt; Employee Top Spenders</p>     | <ul style="list-style-type: none"> <li>• GL Business Unit</li> <li>• Department</li> <li>• From Date</li> <li>• Through Date</li> </ul>                        |