

Commonwealth of the Northern Mariana Islands (CNMI)

Department of Finance

**EMPLOYEE TRAVEL
POLICIES AND PROCEDURES**



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SECTION 1: PURPOSE

This procedure outlines the steps involved in submitting and obtaining approval for Travel Authorization requests sent to the CNMI Financial Services Division by different CNMI Government Departments and Agencies through the Munis-ERP System. The main objective of this procedure is to ensure that all government agencies abide by the CNMI travel regulation and relevant laws. The Director of CNMI Financial Services Division or its designee will thoroughly review and approve all Travel Authorization requests. The Special Assistant to the Administration reviews and approves all inter-island requests and the Governor or designee reviews and approves all off-island travel requests. All Executive Branch shall be subject to the Governor or designee's final approval. This procedure is applicable to all CNMI Government agencies and employees, making it a necessary guideline to follow.

Section 1.1 Applicable Statutes

[Commonwealth Code § 7407](#). Restrictions on Government Paid Travel Outside of the Commonwealth

[CNMI Government Travel Regulations](#)

Section 1.2 Definition and Acronym

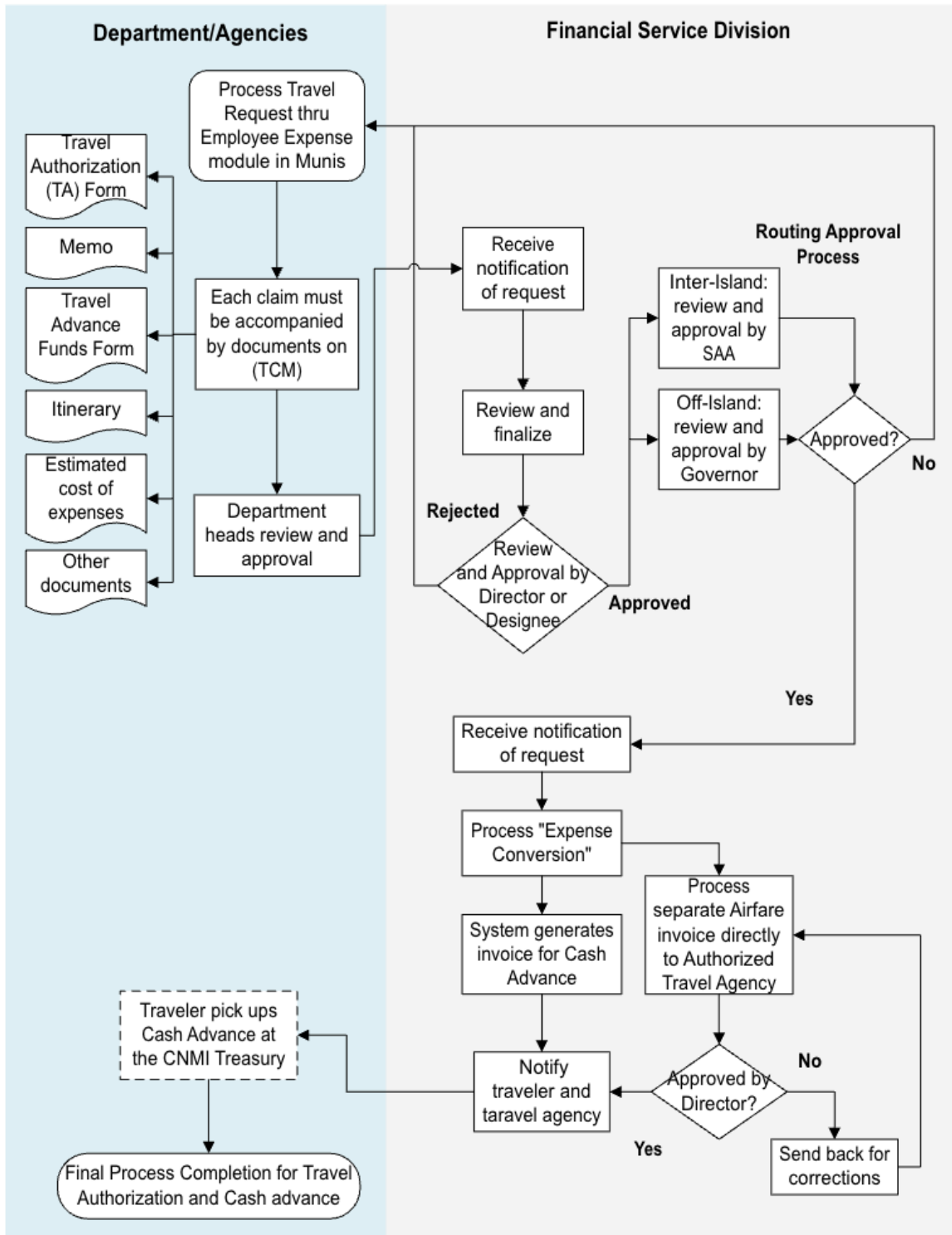
- A. CNMI: stands for the Commonwealth of the Northern Marianas Islands.
- B. Baggage: refers to containers consisting of public property or private property to be used exclusively for official business, and wearing apparel needed by the traveler for the Journey.
- C. Conference: refers to any training, conference, travel fair, symposium, or other activity that is the purpose or partial purpose of the travel.
- D. Conference organized lodging: refers to lodging where a conference is held or lodging whether the conference has entered into an agreement for the purpose of providing a discounted lodging rate and/or to provide additional amenities to conference attendees.
- E. Covered employees: refers to employees, through government contract, that are eligible for overtime pay and other benefits.
- F. Day(s): refers to calendar days, including weekends, and holidays. Each calendar date is a day.
- G. Government: refers to the CNMI Government.
- H. Individual Travel: refers to travel conducted by an individual traveling alone.
- I. Group Travel: refers to travel conducted by a group of two or more persons for the purpose of attending the same official business function.
- J. Incidental expenses: include, but are not limited to, ground transportation, parking fees, tolls, work-related communication expenses, and registration fees.

- K. Inter-island travel: refers to travel between the islands of the Commonwealth.
- L. Traveler: means the person who is traveling for the Government.
- M. Spouse: refers to a person's lawfully married husband or wife.
- N. Per diem: refers to the amount of money the traveler receives to cover the cost of lodging and meals for one day.
- O. Stipend: refers to the amount of money the traveler receives for additional expenses not covered by per diem as stated in § 70-20.3-110 (a).
- P. Subsistence allowance: refers to the amount of money the traveler receives for food.

Section 1.3 Effective Date

The Employee Expense Claim Policy and Procedures will be effective in Fiscal Year 2025 beginning May 22nd, 2025 and the following reserved encumbrance activities will be enforced.

Section 1.4 Flowchart: Employee Expense Process



SECTION 2: EMPLOYEE TRAVEL POLICY

The CNMI Government upholds a clear policy that all official travel must serve the direct interests of the government or fulfill a legitimate and demonstrable obligation under Title 70: Department of Finance. In line with this policy, all executive departments and agencies are directed to exercise discretion in authorizing off-island travel, particularly for seasonal, temporary, or probationary employees. In such cases, a detailed travel justification must accompany the travel request and be submitted to the Governor or their designated representative for approval.

Travel to conferences, conventions, and similar events should be limited and justified in accordance with this policy.

Travelers must obtain written authorization before incurring any travel-related expenses. While each traveler is responsible for staying within their allocated travel budget, the expenditure authority of the account bears the overall responsibility for coordinating, reviewing, and approving travel requests. The final approval authority rests with the Governor or a designated official, as provided in § 70-20.3-105.

Employees are expected to uphold the same level of financial prudence as they would when traveling for personal matters. All personal expenses incurred during official travel must be covered by the traveler using their per diem allowance. Any costs exceeding the authorized travel expenses—whether due to luxury services, voluntary delays, indirect routes, or unjustified expenditures—shall be borne by the traveler and will not be reimbursed by the CNMI Government.

With regard to frequent traveler programs, any benefits or rewards obtained from travel service providers during official government travel may be retained for personal use, provided they were acquired under conditions available to the general public and at no additional cost to the government. Selection of travel service providers must comply with CNMI Procurement Regulations and shall not be influenced by potential frequent traveler benefits.

Section 2.1 Type of Travel Authorization

a. Travels on Official Business

All travel, including those funded by federal agencies, must be approved by the Governor or their designated representative.

If travel begins without proper authorization, the cost will be charged to the traveler or the official who allowed the travel without approval.

This rule also applies to all trips paid for with federal funds.

b. Travel Incident to Recruitment or Termination of Contract

Travel related to recruitment or the end of a contract must follow NMIAC § 120-10-201.

Once the Governor or designee approves the travel request, any changes—such as travel dates or cost—must be submitted again as an amended Travel Authorization (TA) for review and approval.

If the added cost is under \$500, the expenditure authority can approve it. If it's over \$500, the Governor or designee must approve.

The total length of travel, including any approved changes, must not go beyond 60 consecutive days.

Section 2.2 Per Diem Allowances

The per diem amount given to travelers depends on their approved destination. For travel outside the CNMI, rates follow the federal government's guidelines under the Federal Transportation Regulations and the Governor's directive. These rates are reviewed every year by the Department of Finance.

For travel within the CNMI, a separate rate applies as stated in this section. The per diem covers lodging, meals, and other small expenses.

Kindly refer to the CNMI Travel Regulations § 70-20.3-110 for a more detailed understanding of the Per Diem Allowances.

Section 2.3 Travel Authorization

All official government travel must be supported by an approved Travel Authorization (TA). This must be processed before any expenses are incurred, except in emergencies where written justification is required.

Travel requests are submitted using a standard form issued by the Department of Finance. Once received, the Travel Section has up to five working days to process and return the TA.

Requests must be submitted at least 15 working days before travel begins. Emergency travel within or outside the CNMI needs special approval from the Secretary of Finance and the Governor or their designee.

Each request must include the purpose of travel, estimated costs, supporting documents like invitations or agendas, a complete itinerary, and a Travel Advance Request Form. Department heads must approve the request and ensure sufficient funding is available.

All travel must be approved by designated authorities:

- In-CNMI travel: approved by the division and department heads.

- In-CNMI travel for Cabinet members: requires concurrence from the Special Assistant for Administration.
- Off-island travel: requires the department head's approval and the Governor's concurrence.
- The Governor's travel: requires the Lieutenant Governor's concurrence.
- The Lieutenant Governor's travel: requires the Governor's concurrence.

Once reviewed and calculated, the Director of the Travel Section certifies the TA documents, which are then forwarded to the Governor or designee for final approval.

Section 2.4 Travel Voucher

All persons authorized to travel on business for the Government should keep a running log of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred, together with the date, and the information thus accumulated will be available for the proper preparation of travel vouchers. Receipts are the best proof for travel reconciliation and request for reimbursements.

SECTION 3: RETENTION POLICY

The Tyler Content Manager (TCM) is the primary system for storing digital records. It is specifically designed for viewing Munis-related content. TCM efficiently captures, stores, and retrieves a wide range of documents related to Munis data. Content management primarily involves two functions: capturing content and retrieving content. Capturing content refers to the process of adding content such as documents, images, etc. for storage in the system. Retrieving content refers to the process of locating stored content for viewing, updating, distribution, or other purposes. The Tyler Content Manager is the final document repository system for all documents.

* All CNMI Government employees and administrators are expected to adhere to operating procedures.

SECTION 4: PROCESSING EMPLOYEE EXPENSE CLAIM

Section 4.1 Entering Expense Claim

When you choose to process an expense claim, you must enter the claim through the Expense Claim program. This program is designed to either have employee's reimbursement requests entered by a central person within a department or location, or by the employee requesting reimbursement. Once the claim has been entered, it must be converted to an AP invoice.

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- The Employee Expense Settings have been established.
- You have menu access to the Employee Expense programs.
- The employee being reimbursed has an employee number assigned in the Employee Master program of Munis Payroll or in the Employees program of Munis Employee Expense

Section 4.2 Allocating Expense Claim

The Employee Expense Claims program allows you to create and maintain employee expense claims. According to your organization's procedures, you can enter estimated claims, actual claims, or both.

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm that all expense claims have been entered with all the necessary information, including any expense codes, expense events, and at least one expense claim template.

Results

Once you have allocated and released the expense claim, it is available for approval.

Status Change

Once the claim is allocated, the status is Estimated, Allocated or Actual, Allocated. Once the claim is released, the status is Estimated, Released or Actual, Released.

Section 4.3 Approving Expense Claim

The Employee Expense Approvals program provides options for you to review, hold, approve, or reject employee expense claims. This process works for both Estimated and Actual expense claims.

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You are an established approver in the Workflow User Attributes program.
- Business rules are created for EEA—Employee Expense Actual Claim, EEE—Employee Expense Estimated Claim, or both, in the Workflow Business Rules program.

- An employee expense claim has been entered, allocated, and released.

Results

Once you have completed all of the approvals, approved claims are sent to the next approver, rejected claims are sent back to the originator, and held claims remain in the Expense Approvals screen.

Status Change

Once the claim is fully approved, the status is Estimated, Approved or Actual, Approved. If the claim is rejected, its status is Estimated, Rejected or Actual, Rejected.

GL Impact

Approved estimated claims reserve those funds from the allocated accounts.

What's Next?

Approved actual claims must be converted to either an accounts payable invoice or into a payroll, as determined by the selections in the Employee Expense Settings program. Any estimated expense claims must be converted to actual claims once the expenses have occurred.

Section 4.4 Converting an Expense Claim

Once an expense claim is approved, it must be converted in order to reimburse the employee. This can be done using Munis Accounts Payable.

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have a valid Munis user ID.
- You have the appropriate permissions for converting claims.
- The Employee Expense Settings program is complete, noting the following:
 - If the Claim Payment Method is set to Invoices, claims are reimbursed through Munis Accounts Payable.

Section 4.5 Generating an Expense Report

The Employee Expense module is designed to automate employee reimbursements. Clerks or employees submit claims for work-related personal expenses. These claims are passed through the workflow process and approved or denied by designated workflow approvers. Approved claims are converted to either accounts payable invoices or payroll transactions for payment. Both before and after conversion of expense claims, you can use the Expense Report program to view claim information.

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm that expense claims exist in your Munis database to create the reports.

Results

You have created one or more employee expense reports. There is no status change associated with the creation of the reports. This process does not affect the general ledger and there is no impact on other Munis modules as a result of this action.

What's Next?

You can use the generated reports as your organization's business practices require.

Section 4.6 Processing an Overpayment Using Accounts Payable

The Employee Expense module allows your organization to reimburse employee expense claims. This process can flow through Accounts Payable, with centralized or decentralized entry and with or without the use of electronic approvals (workflow). According to the department of finance, financial services procedures, you can enter estimated claims, actual claims, or both. This section describes the process for returning funds through the overpayment process with Accounts Payable.

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have a valid Munis user ID.
- You have the appropriate Employee Expense permissions and menu access granted in Roles.
- The Employee Expense Settings program is complete.
- If you are using Munis Workflow, relevant business rules have been established in the Workflow Business Rules program.

Section 4.7 Processing an Overpayment Using Munis General Billing

The Employee Expense module manages employee expense claims processing. When a cash advance results in an employee overpayment, Munis can use the General Billing program to create a bill for the employee.

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- Appropriate Employee Expense permissions and menu access have been granted to your role in Roles–Employee Expense.
 - In the Employee Expense Settings program, the following must be true:
 - The Use General Billing Invoice checkbox is selected.
 - The AR Code and AR Charge Code boxes are completed. There must be a current year AR charge for General Billing that matches the code entered in this field.
- The Allow Cash Advances checkbox is selected.
- Employee Expense codes have been created in the Expense Codes program and a template for cash advances has been created in Expense Claim Templates.
- Employees have customer records in the Accounts Receivable Customers program.
- Estimated expenses exist in the Employee Expense module and have been paid out as advances to employees.

Results

The program generates the invoice batch report, which will be routed through the appropriate Workflow notification process. Once it is reviewed and approved, it is available for posting.

What's Next?

Once the batch of invoices is entered and released, the invoices are routed for approval.

Section 4.8 General Revenue module – Overpayment Collection Process

GENERAL BILLING – Creating a manual entry for Overpayment on Travel Expenses.

The travel section will compile a list of all overpayments, including those from “TC” travel card expenses and pending claims. Also, this process will be used to generate a billing on authorized transactions for collection.

Section 4.8.1 Recovery of Travel Advances & Reimbursements

To ensure proper handling of travel funds, employees must follow clear guidelines for settling travel advances and reimbursements. After receiving a travel advance, they are required to submit their travel vouchers and receipts on time. If there is any unused amount, it must be returned within **15 days** of returning from the trip.

The Department of Finance shall initiate the recovery of any outstanding travel advances that remain unsettled—either through reimbursement voucher deductions or voluntary refunds—within **35 days** after the traveler's arrival in the CNMI. Recovery shall be carried out through the following means:

1. Salary offset
2. Deduction from retirement credits

3. Withholding from lump sum payments upon separation from service
4. Other legally permissible methods of recovery

Employees who spend more than their travel advance can request reimbursement. The department will review the claim, get the necessary approvals, and process the payment within **14 days**. All travel-related expenses must be supported by proper documents, such as receipts and boarding passes. For mileage reimbursements, a completed mileage log is required.

To keep track of all outstanding travel advances, the **GBI Report (General Billing Invoice)** is used. This process ensures accountability and helps manage travel funds efficiently.

For more details, please refer to the **SOP of Recovery of Travel Advances & Reimbursements** separate document. [Recovery of Travel Advances and Reimbursement 4.8.2025](#)

SECTION 5: FIRST CLASS TRAVEL RESTRICTION POLICY

All official travel should follow the most economical and direct route available to the destination of the official business. Travel using alternative routes may be allowed if officially justified. Government travel must also use unrestricted tickets, unless the trip is sponsored by an external federal agency, organization, or work-related entity.

General Air Travel Guidelines

Air travel expenses shall be based on cost-efficiency. Travelers are expected to use coach or economy class fares for all official travel.

Fare Quotation Requirement

Travelers must obtain at least two quotes from qualified providers to secure the most economical airfare, taking into consideration cost, travel time, and overall convenience.

Traveler Preference for Higher Class

If a traveler chooses to fly in a higher class (e.g., business or first class) than what is authorized, they shall be responsible for paying the fare difference.

Complimentary Airline Upgrades

Upgrades provided by the airline at no additional cost to the CNMI Government are permitted.

Frequent Flyer Miles

The CNMI Government will not reimburse the cost of airline tickets purchased using frequent flyer miles or similar rewards programs.

The government is prohibited from paying for or reimbursing first-class, business-class airfare or any other premium class designation. Only regular economy fares or its equivalent are allowed, and violations will result in a \$1,000 fine.

Read more in the [Commonwealth Code § 7407](#). Restrictions on Government Paid Travel Outside of the Commonwealth.

SECTION 6: DEPARTMENT/AGENCY RESPONSIBILITIES PROCEDURES

Section 6.1 Travel Authorization Requests

1. Initial Review and Documentation:

- The Financial Services Division's Travel Section reviews and approves all travel requests.
- Required documents (e.g., Justification memo, itinerary, cost estimates, and supporting business agenda) must be uploaded to the Munis-ERP System for approval workflow.

2. Special Requirements:

- For travel funded by federal grants, grantor approval or relevant evidence is mandatory.
- Amendments to travel authorizations require justification and approval, with funding-based thresholds:
 - Amendments under \$500 require approval from the expenditure authority.
 - Amendments exceeding \$500 require approval from the Governor or their designee.

3. Zero-Expense Travel:

- Travel sponsored by external organizations requires a "zero travel expense" authorization for administrative leave approval. A stipend may be granted if approved.

Section 6.2 Post-Travel Documentation

- Travelers must submit all receipts and required documents (e.g., boarding passes, transportation receipts, registration fees, trip reports) to update expense claims from "Estimated" to "Actual" in the system.

Section 6.3 Approval Workflow

- Inter-island travel claims are reviewed by the Governor's Special Assistant for Administration (SAA).
- Off-island travel claims are reviewed by the Governor.
- The final approval is conducted by the Financial Services Division Director or designee.

Section 6.4 Expense Reconciliation

1. **Processing Advances and Invoices:**
 - Travel cash advances and airfare invoices are processed and approved through the Financial Services Division.
 - Cash advance checks are issued after invoice approval.
2. **Recovery of Advances:**
 - Travelers must submit travel vouchers within 15 days after returning or before the close of a federal grant.
 - Outstanding advances are recovered via payroll deductions, retirement credits, or other legal methods.
 - Excess funds or unutilized advances must be returned promptly to the CNMI Treasury.
3. **Reimbursements:**
 - Allowable expenses exceeding per diem will be reimbursed within 14 days of voucher posting.

Section 6.5 Emergency and Compliance Guidelines

- Emergency travel requires concurrence from the Secretary of Finance and the Governor.
- Travel documents must be submitted at least 15 working days before travel.
- A travel advance is disbursed 3 days before departure, contingent on timely document submission.

Section 6.6 Special Provisions

- For separating employees, all travel obligations must be cleared before finalizing employment actions.
- Cancelled trips necessitate the return of all funds (e.g., per diem, stipends) to the CNMI Treasury.

SECTION 7: OTHER DIVISION RESPONSIBILITIES


Section 7.1 Approval Workflow

- Inter-island travel claims are reviewed by the Governor's Special Assistant for Administration (SAA).
- Off-island travel claims are reviewed by the Governor.

SECTION 8: REVISION/VERSION HISTORY

* This Employee Travel policy and procedure will be periodically reviewed and updated to reflect changes in regulations or organizational requirements.

Revision History

Originator:	Department of Finance, Financial Services Division
Effective Date:	05/22/25
Approved By:	Tracy B. Norita, Secretary of Finance
Approval Signature:	
Procedure Purpose:	To provide clear and structured guidelines for the efficient management of travel-related activities, ensuring compliance with applicable laws and regulations, cost control, risk mitigation, and the promotion of employee well-being.

Version History:

Version Number	Version Date	Description of Change	Point of Contact
Version 1.0	04/09/24	Initial Release	JDLG
Version 2.0	05/22/25	Updated policy and procedures	SOF Team

SECTION 9: APPENDICES

Section 9.1 Forms and Attachments Needed for each Claims

Memorandum (Memo)



FOR SAMPLE ONLY
Office of the Secretary
Department of Finance



P.O. Box 5234 CHR, Saipan MP 96950 TEL: (670) 664-1100 FAX: (670) 664-1115

DATE: February 14, 2025 **SFL2025-075**
TO: Arnold I. Palacios, Governor **FOR SAMPLE ONLY**
FROM: Secretary of Finance
SUBJECT: Travel Authorization Request for Association of Government Accountants (AGA)-
Guam

Dear Governor Palacios,

I am writing to request travel authorization for the following staff members to attend the AGA-Guam Professional Development Conference titled "Leading Change: Empower, Innovate & Excel" hosted by the AGA Guam Chapter. The conference will take place from March 12, 2025, to March 14, 2025, at the Westin Resort Guam, Tumon Guam.

The purpose of attending this conference is to gain valuable insights and training in the areas of leadership, innovation, and excellence, which are crucial for our department's continuous improvement and success. The attendees will have the opportunity to participate in various workshops, keynote sessions, and networking events with industry leaders and peers.

One session of particular importance is the "Government Accounting and Auditing Standards Update," which will provide essential information on current standards that are crucial to our financial operations and reporting. Please find the detailed agenda attached.

The staff members recommended to attend are:

- Tracy B. Norita, Secretary of Finance
- Ryan Camacho, Senior Financial Analyst
- Pamela Marigmen, Senior Financial Analyst
- Natalia Sablan, Internal Auditor
- Kartrinalynn Henriquez, Financial Analyst

Additionally, we will be using the special fund account 9044 to charge the travel expenses for this conference. We kindly request your approval for the travel and participation in this event.

Thank you for your consideration.

Sincerely,

FOR SAMPLE ONLY

Tracy B. Norita
Secretary of Finance

FOR SAMPLE ONLY

Version 1.2
Last Edited: 02/12/2025



2025 GPDC

AGIA
Guam Chapter

GSCPA
Guam Society of Certified Public Accountants

Guam Professional Development Conference

Leading Change: Empower, Innovate & Excel
March 12, 2025 to March 14, 2025
Westin Resort Guam, Tumon Guam

AGENDA

DAY ONE: Wednesday, March 12, 2025

7:00 am – 5:00 pm
Foyer of Somnak Ballroom

Registration

8:00 am – 8:45 am
Somnak Ballroom

Welcoming and Opening Remarks

Llewelyn Terlaje, President, AGA Guam Chapter

The Honorable Lourdes A. Leon Guerrero, Governor of Guam

Frank E. Petersen, III, CGFM, President, AGA National and Deputy Chief Financial Officer, Finance, NASA-Headquarters

8:45 am – 9:50 am
Somnak Ballroom

AM Plenary Session (1 CPE – Personal Development)

Leadership/Organizational Behavior Topic (Tentative)

Frank E. Petersen, III, CGFM, President, AGA National and Chief Inspector General for the State of Florida

9:50 am – 10:10 am

AM Networking Break

10:10 am – 12:00 pm

AM Breakout Sessions (2 CPEs)

Somnak Ballroom

Ethics

Drummond Kahn, MS, CIA, CGFM, CGAP, Faculty, International Institute and Government Audit Training Institute

Unnai 1 & 2

Multi-Method Evaluation of Guam's Financial Performance: Insights into Fiscal Health and Sustainability (Accounting – Governmental)

Doreen Crisostomo-Muna, Ph.D., CGFM, CFE, Professor of Accounting, University of Guam

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Unnai 3

Grants Management (TBD)

Grants Management Presenter (TBD)

12:00 pm – 12:20 pm

Lunch Networking Break

12:20 pm – 1:30 pm
Somnak Ballroom

Lunch Plenary Session (1 CPE – Personal Development)

The State of Public Accountability in Micronesia

Public Accountability Professionals in the Region (Tentative)

1:30 pm – 1:40 pm

PM Networking Break 1

1:40 pm – 3:00 pm

PM Breakout Sessions (1.5 CPEs)

Somnak Ballroom

Municipal Bond Session (Finance)

Frank Perdue-Rossi, Principal, Montague DeRose and Associates

Unnai 1 & 2

Auditing Series: Performance Auditing - Overview (Auditing)

Drummond Kahn, MS, CIA, CGFM, CGAP, Faculty, International Institute and Government Audit Training Institute

3:00 pm – 3:20 pm

PM Networking Break 2

3:20 pm – 5:00 pm
Somnak Ballroom

PM Plenary Session (2 CPEs – Information Technology)

Bridging the Knowledge Gap: What Finance Professionals Need to Know About Cybersecurity

Panel Discussion – Melvyn K. Kwek, CISA, GICSP, Chief Information Technology Officer, Guam Power Authority, Philip Casanova, Principal, SGV Consulting, CISA Panelist (Tentative)

DAY ONE END

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2025 GPDC



Guam Professional Development Conference

Leading Change: Empower, Innovate & Excel
March 12, 2025 to March 14, 2025
Westin Resort Guam, Tumon Guam

AGENDA

DAY TWO: Thursday, March 13, 2025

<p>7:00 am – 5:00 pm Foyer of Somnak Ballroom</p> <p>8:00 am– 9:45 am Somnak Ballroom</p> <p>9:45 am – 10:00 am</p> <p>10:00 am – 11:45 pm Somnak Ballroom</p> <p>Unnai 1 & 2</p> <p>Unnai 3</p>	<p>Registration</p> <p>AM Plenary Session (2 CPEs – Behavioral Ethics) <i>FBI Presenter Topic (Tentative)</i> Topic on Cybersecurity</p> <p>AM Networking Break</p> <p>AM Breakout Sessions (2 CPEs) <i>Government of Guam Retirement Fund Updates (Personnel/Human Resources)</i> Artemio "Ricky" Hernandez, Ph.D., CGFM, AIF, Treasurer and Investment Committee Chairperson, Government of Guam Retirement Fund Board of Trustees</p> <p><i>Auditing Series: Performance Auditing – Planning and Fieldwork (Auditing)</i> Drummond Kahn, MS, CIA, CGFM, CGAP, Faculty, International Institute and Government Audit Training Institute</p> <p><i>CGFM Primer – Pathway to Your CGFM Certification Journey (Personal Development)</i> Maripaz N. Perez, CGFM, CICA, CIA, CFE, Assistant Chief Financial Officer, Guam Power Authority; Jerrick Hernandez, Accountability Auditor III, Office of Public Accountability; Jorizaira Borja; Gladys Sazon; Pilar O. Pangelinan, MBA, CGFM, AFC, CB, Professor, Business & ViscCom Department, Guam Community College.</p>
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FOR SAMPLE ONLY

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<p>11:45 pm – 12:00 pm</p> <p>12:00 pm – 12:20 pm</p> <p>12:20 pm – 1:30 pm Somnak Ballroom</p> <p>1:30 pm – 1:40 pm</p> <p>1:40 pm – 3:00 pm Somnak Ballroom</p> <p>Unnai 1 & 2</p> <p>3:00 pm – 3:20 pm</p> <p>3:20 pm – 5:00 pm Somnak Ballroom</p>	<p>Lunch Networking Break</p> <p>Recognition Ceremony (Tentative)</p> <p>Lunch Plenary Session (1 CPE – Economics) <i>Current Outlook on Tourism Industry and Overall Guam Economy (Economics)</i> <i>Panel Discussion</i> – Representatives from the Guam Visitors Bureau, Guam Economic Development Authority, and the Guam International Airport Authority</p> <p>PM Networking Break 1</p> <p>PM Breakout Sessions (1.5 CPEs) <i>Auditing Series: Enterprise Risks, Internal Controls, and Auditing (Auditing)</i> Drummond Kahn, MS, CIA, CGFM, CGAP, Faculty, International Institute and Government Audit Training Institute</p> <p><i>Tax Updates (Taxes)</i> Martha G. Suez-Sales, DBA, CPA, CGMA, Associate Professor of Accounting, University of Guam</p> <p>PM Networking Break 2</p> <p>PM Plenary Session (2 CPEs – Information Technology) <i>How Can Cybersecurity Transform to Accelerate Value from AI?</i> Philip Casanova, Principal, SGV Consulting</p>
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DAY TWO END

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2025 GPDC

AGA
Guam Chapter

GSCPA
Guam Society of Certified Public Accountants

Guam Professional Development Conference

Leading Change: Empower, Innovate & Excel
March 12, 2025 to March 14, 2025
Westin Resort Guam, Tumon Guam

AGENDA

DAY THREE: Friday, March 14, 2025

<p>7:00 am – 5:00 pm Foyer of Somnak Ballroom</p> <p>8:00 am – 9:50 am Somnak Room</p> <p>9:50 am – 10:10 am</p> <p>10:10 am – 12:00 pm Somnak Ballroom</p> <p>Unnai 1 & 2</p> <p>Unnai 3</p>	<p>Registration</p> <p>AM Plenary Session (2 CPEs – Finance)</p> <p><i>How To Successfully Motivate and Work with a Multi-Generational Workforce (2 CPE – Personal Development)</i></p> <p>Daphne Leon Guerrero, SHRM-SCP, CAPM, Human Resources Director, Atkins Kroll Inc. (Pending)</p> <p>AM Networking Break</p> <p>AM Breakout Sessions (2 CPEs)</p> <p><i>Auditing Series: Efficient Auditing (Auditing)</i> Drummond Kahn, MS, CIA, CGFM, CGAP, Faculty, International Institute and Government Audit Training Institute</p> <p><i>From Ideas to Execution: Step-by-Step Guide on Creating a Business Plan, Identifying KPIs, and Project Management (Business Management & Organization)</i> Jason V. Katigbak, MBA, CPA, CIA, CFE, CGMA, Vice President of Finance, GTA; Jojo B. Guevara III, MBA, CGFM, PMP, Financial Affairs Controller, Port Authority of Guam</p> <p><i>Government Accounting and Auditing Standards Update (Accounting - Governmental)</i> Rizalito Paglingayen, CPA, Partner, Ernst & Young</p>
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FOR SAMPLE ONLY

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Last Edited: 02/12/2025

<p>12:00 pm – 12:20 pm</p> <p>12:20 pm – 1:30 pm Somnak Room</p> <p>1:30 pm – 1:40 pm</p> <p>1:40 pm – 3:00 pm Somnak Ballroom</p> <p>Unnai 1 & 2</p> <p>3:00 pm – 3:20 pm</p> <p>3:20 pm – 5:00 pm Somnak Room</p>	<p>Lunch Networking Break</p> <p>Lunch Plenary Session (1 CPE – Specialized Knowledge)</p> <p><i>Military Projects Update (Tentative)</i></p> <p>NAVFAC Representative</p> <p>PM Networking Break 1</p> <p>PM Breakout Sessions (1.5 CPEs)</p> <p><i>Auditing Series: Auditors (Auditing)</i> Drummond Kahn, MS, CIA, CGFM, CGAP, Faculty, International Institute and Government Audit Training Institute</p> <p><i>Collective Leadership from the Information and Communication Technology (ICT) Sector (Personal Development)</i> James Ji, Ph.D., DBA, Assistant Professor of Management, University of Guam</p> <p>PM Networking Break 2</p> <p>PM Plenary Session (2 CPEs – Personnel/Human Resource)</p> <p><i>What is My Conflict Resolution Style? Managing Teams Through Change</i></p> <p>John J. Rivera, Ph.D., L5, AIF, CFE, CM, SHRM-SCP, SPHRI, KSS, Director of Human Resources and Corporate Development, Citadel Pacific Ltd.</p>
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DAY THREE END

Application and Account for Advance of Funds

CMF A-008-85

APPLICATION AND ACCOUNT FOR ADVANCE OF FUNDS

U.S. _____ _____ (Department or establishment)	Account No. _____ Name _____ _____ (Bureau, division, or office)
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An advance of funds is hereby requested for travel and other expenses to be incurred under authorization No. _____, dated _____. Mail check to _____ _____ _____ _____ Date _____ (Signature of applicant)	FOR USE OF APPLICANT Balance due U.S. from previous advance . . . \$ _____ Amount herein applied for \$ _____ Total \$ _____
Approved: _____ _____ (Date) _____ (Signature of approving officer) _____ (Title)	_____ (Appropriation to be charged)

Remarks: Signature of applicant above authorizes collection of the amount of this advance by payroll deduction if travel voucher is not submitted within 30 days after completion of this travel and for any part of the advance not collected on the travel or by cash payment.

Itinerary

```

ROYAL TRAVEL SAIPAN, INC          BOOKING REF: 55AUF
P.O. BOX 50550                  DATE: 14 FEBRUARY 2025
P.O. BOX 50550
SAIPAN MP 96950
NORTHERN MARIANA ISLANDS
TELEPHONE: 870 234-7923
FAX: 870-234-3692
EMAIL: DIDONUT309@MAIL.COM      SABLAN/MACALIA M

BILLING ADDRESS:
DEPT. OF FINANCE

FLIGHT UA 076 - UNITED AIRLINES TUE 11 MARCH 2025
-----
DEPARTURE: SAIPAN, MP (FRANCISCO C ADA INTL) 11 MAR 09:50A
ARRIVAL: GUAM, GU (A.B WON PAT INTL) 11 MAR 10:35A
FLIGHT BOOKING REF: UA/AL450Q
RESERVATION CONFIRMED, ECONOMY DURATION: 00:45
-----
BAGGAGE ALLOWANCE: 1PC
MEAL: SNACK

FLIGHT UA 174 - UNITED AIRLINES SAT 15 MARCH 2025
-----
DEPARTURE: GUAM, GU (A.B WON PAT INTL) 15 MAR 08:00A
ARRIVAL: SAIPAN, MP (FRANCISCO C ADA INTL) 15 MAR 09:145A
FLIGHT BOOKING REF: UA/AL450Q
RESERVATION CONFIRMED, ECONOMY DURATION: 00:45
-----
BAGGAGE ALLOWANCE: 1PC
MEAL: SNACK

GENERAL INFORMATION
-----
FARE: 5595.00 EACH WAY
*** TICKET DEADLINE: FEBRUARY 29, 2025
    
```

Estimated Cost of Expenses

Expense	Date	Type	Estimated Amount	Cash Advance	Actual Amount	Owed To Employee
PER DIEM	03/11/2025	Per Diem	293.00	293.00	293.00	0.00
PER DIEM	03/12/2025	Per Diem	293.00	293.00	293.00	0.00
PER DIEM	03/13/2025	Per Diem	293.00	293.00	293.00	0.00
PER DIEM	03/14/2025	Per Diem	293.00	293.00	293.00	0.00
PER DIEM	03/15/2025	Per Diem	70.75	70.75	70.75	0.00
AIRFARE	03/11/2025	Unit	595.00	0.00	0.00	0.00
CAR RENTAL	03/15/2025	Unit	280.00	280.00	419.37	139.37

Expense	Date	Type	Estimated Amount	Cash Advance	Actual Amount	Owed To Employee
PER DIEM	03/11/2025	Per Diem	293.00	293.00	293.00	0.00
PER DIEM	03/12/2025	Per Diem	293.00	293.00	293.00	0.00
PER DIEM	03/13/2025	Per Diem	293.00	293.00	293.00	0.00
PER DIEM	03/14/2025	Per Diem	293.00	293.00	293.00	0.00
PER DIEM	03/15/2025	Per Diem	70.75	70.75	70.75	0.00
AIRFARE	03/11/2025	Unit	595.00	0.00	0.00	0.00
CAR RENTAL	03/15/2025	Unit	280.00	280.00	419.37	139.37

Other documents

AGA Advance. Grow. Accelerate.

AGA GUAM CHAPTER
223 W Chalan Santo Paga
PO Box 1124 Hagatna Guam 96932

Receipt No. **PY25 - 005**

OFFICIAL RECEIPT

Received From: **CNMI Department of Finance** Date: **3/14/2025**

Address: **Dollars \$ 3,250.00**

For: **2025 Guam Professional Development Conference**

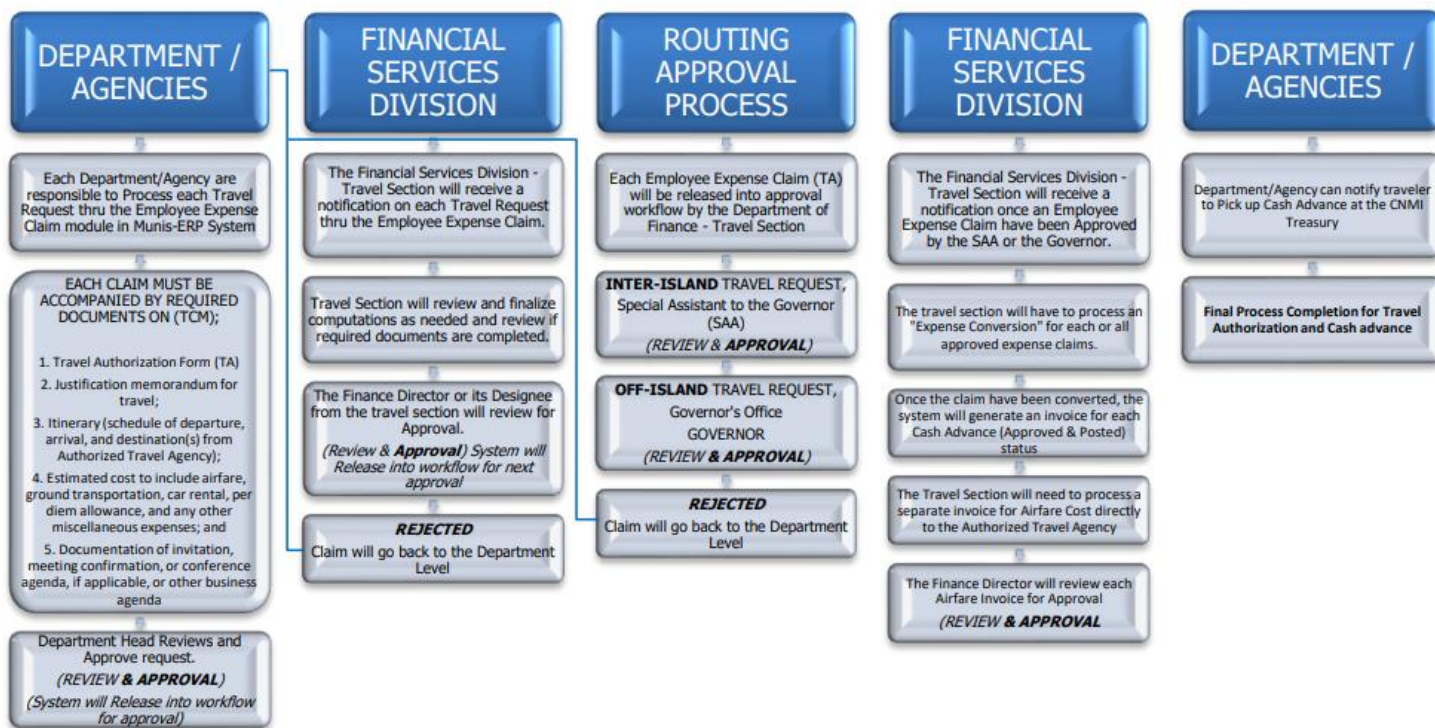
Cash
 Check #632095
 Other

By: **Ched Pollarco, Treasurer**

Thank you for your payment.

Section 9.2 Employee Expense Claim Process

The chart outlines the employee travel expense claim process, as well as the routing approvals. This chart provides a clear and concise overview of the steps involved in managing each expense claim. It will also ensure that all necessary approvals are obtained in a timely manner.



Section 9.2.1 Routing Process

- Each **Department's** authorized administrative employee will create an employee expense claim in Munis ERP System for review and approval by the department/agency head or secretary.
 - The Department will be responsible for creating an "Expense Claim" Entry in the system for department heads to review and approve.
 - Upon approved, the system will forward the request to the travel section at financial services division for review and approval.
 - Department will be required to attach all required documents that pertain to the travel request in the Tyler Content Manager - TCM.
 - Upon approval by the travel section or the director of financial services division, the system will notify the department that the expense claim has been approved and is on workflow for review and approval by the Governor or its designee. Each Travel Authorization request approval workflow will need to be reviewed and approved by the following offices:
- Financial Services Division** - Travel Section for review and approval.
- Governor's Special Assistant to the Administration (SAA)** for review and approval (Inter-Island Only)
- Governor's Office** – Governor for review and approval (All Off-Island).
- Department of Finance** – Travel Section at Financial Services Division will need to verify all required documents and computations on cash advances before any approvals are finalized.
- The **Munis ERP System** will notify the department that the review and approval process has been completed.

7. **Governor's Office** – Special Assistant to the Administration (SAA) will review each Inter-Island travel request for approval.
8. The **Munis ERP System** will notify the department that the review and approval process has been completed.
9. **Governor's Office** - Governor or it's designee will review each Off-Island travel request for approval.
10. The **Munis ERP System** will notify the department that the review and approval process has been completed.
11. **Department of Finance** – Travel Section at Financial Services Division will receive a notification that the expense claim has completed the approval process.
12. **Department of Finance** – Travel Section at Financial Services Division will process the conversion on expense claim for Cash Advances and Invoice Entry for Airfare Ticket payments.
13. **Department of Finance** – Travel Section at Financial Services Division will notify the department that the Cash Advance has been processed, approved, and payment is ready for pick up at the CNMI Treasury office.
14. **Estimated** – Expense Claim Workflow Approval Process in Munis-ERP System

Section 9.2.2 Workflow Approval Process in Munis-ERP System

- Step 5 - Travel Section - **Approval**
- Step 10 - Department Director - **Approval**
- Step 20 - Department Secretary - **Approval**
- Step 30 - Governor – Off-Island - **Approval**
- Step 30 - Special Assistant to the Governor (SAA) - Inter-Island - **Approval**
- Step 90 - Director of Financial Services – **Approval**

Note: All rejected claims will be forwarded to the department level for activation and necessary corrections before being released back into the approval workflow.

Expense Claim Workflow Approval Process in Munis-ERP System

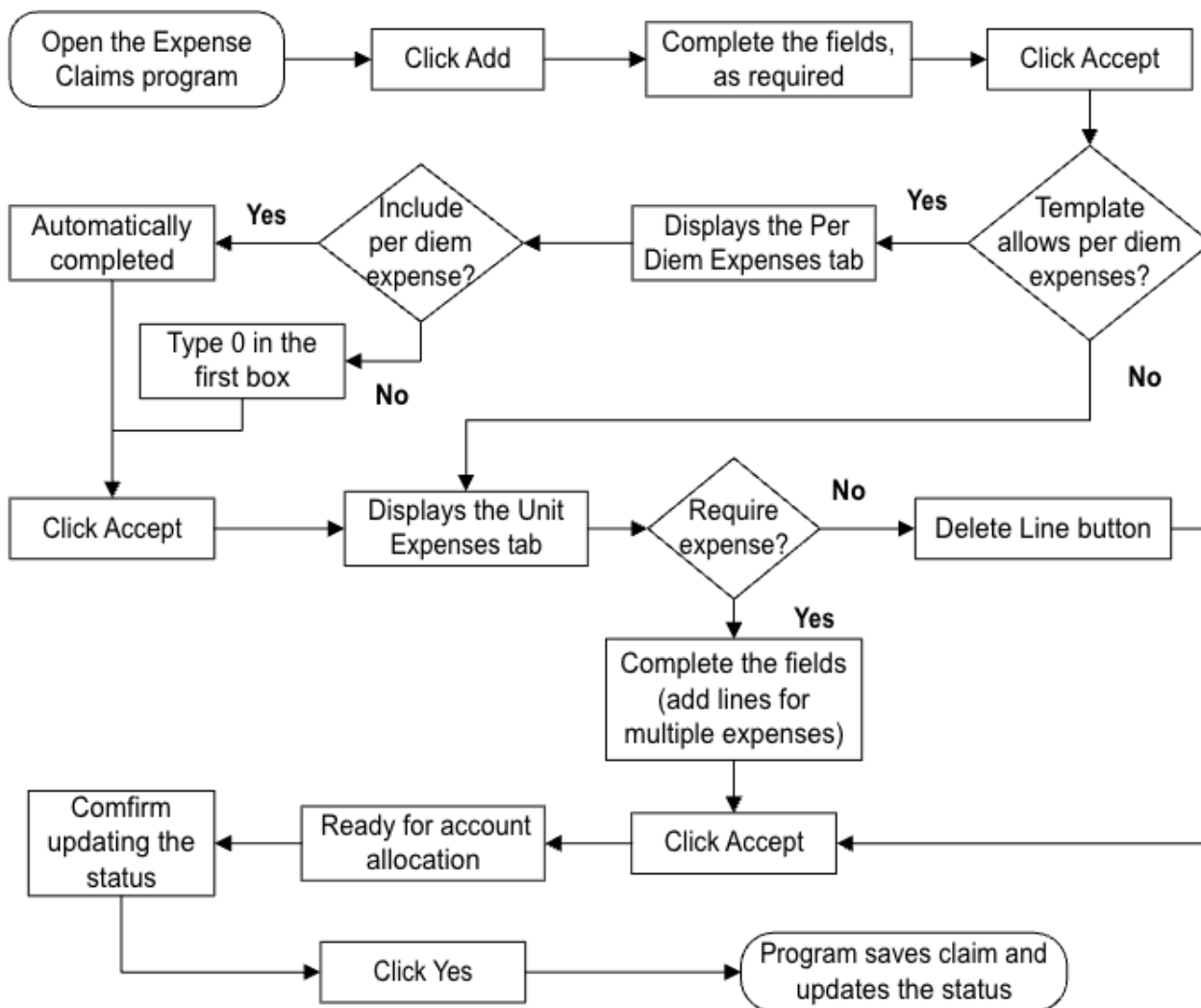
It is the responsibility of each department to ensure that each claim is updated in a timely manner. Additionally, they must provide all the necessary receipts to support the travel expenses incurred during the trip. Failure to provide complete and accurate receipts may result in delayed processing or even denial of the claim. Therefore, it is crucial that every department ensures that their receipts are complete, legible, and submitted on time.

There are some new changes to the approval process on Munis-ERP Employee Expense Claim for all Actual Status Claims. The Division of Financial Services is now the only party responsible for final approval for each Employee Expense Claims to be posted in the Munis-ERP system. Other parties will only receive notifications

that the expense claim has completed the approval process. This change is intended to simplify the overall process and streamline the closing of each claim.

- Step 5 - Travel Section - Approval
- Step 20 - Department Director/Secretary – Notify Only
- Step 30 – Special Assistant to the Governor (SAA) – Inter-Island – Notify Only
- Step 30 – Governor – Off-Island – Notify Only
- Step 90 – Director of Financial Services – Approval (Final Posting to close each travel expense claims)

Section 9.3 Entering an Expense Claim Procedure



Use the following steps to enter an expense claim: Open the Expense Claims program.

Financials > Employee Expense > Expense Claims

EMPLOYEE TRAVEL POLICIES AND PROCEDURES

1. Click **Add**.
2. Complete the fields, as required, referring to the following table for specific field details.

Field	Description	Comments / Action Needed
Claims		
Claim Number	Identifies the expense claim number. The program automatically assigns the next available claim number according to the Employee Expense Settings programs.	AUTO GENERATED
Claim Template	Sets the standard template for the claim. Claim templates are defined in the Expense Claim Templates program. Select the claim template or click the field help button to select one from a list.	USE – THE ADVANCE / REIMBURSEMENTS TEMPLATES
Claim Status	Establishes the status of the expense claim. During creation of a new claim, you may only select 1–Estimated, Entering or 11–Actual, Entering. Other status codes are used after the claim has been created. You cannot delete a claim once it has reached a status of 20– Reimbursed/Closed. Status Codes 1–Estimated, Entering—The estimated claim is being entered.	STATUS: ESTIMATED ENTERING CREATED ALLOCATED RELEASED REJECTED APPROVED STATUS: ACTUAL ENTERING


	<p>2–Estimated, Created—The estimated claim has been saved.</p> <p>4–Estimated, Allocated—The estimated funds have been allocated for reimbursement.</p> <p>5–Estimated, Released—The approval process has started.</p> <p>6–Estimated, Rejected—The approver has rejected the claim.</p> <p>8–Estimated, Approved for CA—A cash advance may be issued.</p> <p>10–Estimated, Approved—The approval process has been completed.</p> <p>11–Actual, Entering—The actual claim is being entered.</p> <p>12–Actual, Created—The actual claim has been saved.</p> <p>14–Actual, Allocated—The actual funds have been allocated.</p> <p>15–Actual, Released—The approval process has started.</p> <p>16–Actual, Rejected—The approver has rejected the claim.</p> <p>18–Actual, Approved—The approval process has been completed.</p> <p>20–Reimbursed/Closed—The claim has been converted to an AP invoice.</p> <p>Note: To review claims that were not successfully reimbursed due to the employee's inactive status, click the Inactive Employee Warning option in the toolbar.</p> <p>Statuses 1–10 are used if estimated expenses are entered and submitted prior to travel or cash advance. Status 8 is used if a cash advance will be issued.</p> <p>Statuses 11–20 are used once the travel has been completed or if estimated expenses are not needed.</p> <p>Statuses 21–30 are used for issuing overpayments.</p>	<p>CREATED ALLOCATED RELEASED REJECTED APPROVED</p> <p>Reimbursed/Closed—The claim has been converted to an AP invoice.</p> <p>Reimbursed/Closed—The claim has been converted to an AP invoice.</p>
Employee Number	Contains the employee number of the submitting employee. Enter the employee number or use the field help to select an employee record.	REQUIRED , use the field help to search Employee Name

EMPLOYEE TRAVEL POLICIES AND PROCEDURES

Customer	Defines an Accounts Receivable customer to include on the invoice when a General Billing invoice is created, such as when processing an overpayment.	REQUIRED, use the field help to search Customer Name
Employee Location	Specifies the location code for the employee. You cannot manually enter this value. The program completes this field according to the employee number entered.	NOT REQUIRED
Entered By	Contains the user ID of the person who created the expense record. The program completes this value when you add a record; this box is only accessible during the Search process.	USER ENTERED BY. System will default to username
Dept	Identifies the department to which the requesting employee belongs. The default value is entered from the employee record, but you can change it, as necessary.	DEFAULTED DEPT CODE, YOU CAN UPDATE FIELD WHEN USING ANOTHER DEPARTMENT ACCOUNT FOR TRAVEL REQUEST AUTHORIZATION
Default Org Default Project	Identify the default org code for the account to which the expense should be applied, along with a default project code, if applicable.	DEFAULTED WHEN DEPT CODE IS UPDATED
Fiscal Year	Identifies the fiscal year for the expense claim. The Current Year or Next Year options indicate whether this is a claim for the current fiscal year or the next fiscal year.	DEFAULT
Event	Specifies an event to which the expense is related. Event codes are defined in the Event Codes program.	NOT REQUIRED
Allocation Code	Contains the allocation code for the claim. The program completes this value if the selected employee is set to be paid using allocation codes.	NOT REQUIRED
Details Tab		
Start/End Date Start/End Time	Define the starting and ending dates and times for the activity that incurred the expense report. These values are used to calculate reimbursement that is awarded on an hourly or daily basis.	REQUIRED, TRAVEL TEAM WILL VERIFY FOR ACCURACY BEFORE RELEASING CLAIM
Destination City/State/Country	Identify the city, state, and country of the travel destination for the claimed expense, if applicable.	REQUIRED, TRAVEL TEAM WILL VERIFY FOR ACCURACY BEFORE RELEASING CLAIM
Comment	Provides space to enter any comments for the claim, such as the reason for the claim.	REQUIRED, TYPE IN REASON FOR TRAVEL

3. Click **Accept**.

If the claim template allows per diem expenses, the program displays the Per Diem Expenses tab.

Expense Claims [COMMONWEALTH NORTHERN MARIANA ISLANDS] > 

Date	HOTELPLUS	PER DIEM	Daily Total	Message
10/18/2023	.00	250.00	250.00	
10/19/2023	.00	250.00	250.00	
10/20/2023	.00	250.00	250.00	

Totals	HOTELPLUS	PER DIEM	Per Diem Total
	.00	750.00	750.00

Cash Advances	HOTELPLUS	PER DIEM	CA Total
	.00	750.00	750.00

Input instructions:

Workflow

My Approvals	Approve	Reject	Forward	Hold	Approvers
--------------	---------	--------	---------	------	-----------

The per diem expenses are automatically completed according to the date range entered. If per diem expenses are not associated with the claim template being used, the program does not complete these fields. If the fields are available but a per diem expense should not be included, type 0 in the first box.

4. Click **Accept**.

The program displays the Unit Expenses tab.

EMPLOYEE TRAVEL POLICIES AND PROCEDURES

Expense Claims [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Per Diem Expenses

Unit Expenses

Item	Quantity	UOM	Unit Amt/Rate	Est Amt	Cash Adv	Date	Comment
MISCELLANEOUS	0.00	EACH	.000	0.00	0.00		
TAXI/RIDESHARE	0.00	EACH	.000	0.00	0.00		
HOTEL	0.00	EACH	.000	0.00	0.00		
STIPEND	0.00	EACH	.000	0.00	0.00		
INCIDENTAL	0.00	EACH	.000	0.00	0.00		
AIRFARE	1.00	FLIGHT	1,500.000	1,500.00	0.00		ROYAL TRAVEL AGENCY
EXCESS BAGGAGE	0.00	FLIGHT	.000	0.00	0.00		
CAR RENTAL	3.00	DAYS	70.000	210.00	210.00		HERTZ CAR RENTAL

Unit expenses totals Estimated Cash advance

Field	Description	Comments / Action Needed
Unit Expenses Tab		
<p><i>The Unit Expenses tab contains fields that display amount totals for unit-based expenses. These values are drawn from the expense codes used on the template assigned to the expense claim.</i></p> <p><i>The Unit Expenses tab may not be visible if the template being used does not include an expense code for unit expenses.</i></p>		
Item	Displays the expense codes established on the expense template being used	REQUIRED – PLEASE SELECT ITEM
Quantity	Identifies the quantity for the item listed	REQUIRED – PLEASE FILL IN INFORMATIONS
UOM	Provides the unit of measure defined for the expense code.	REQUIRED – PLEASE FILL IN INFORMATIONS
Unit Amt/Rate	Specifies the amount to multiply by the quantity for reimbursement. The program may complete this value according to the expense code.	REQUIRED – PLEASE FILL IN INFORMATIONS
Est Amt	Displays an estimated amount that is calculated by multiplying the quantity by the Unit Amt/Rate. You cannot manually update this field.	REQUIRED – PLEASE FILL IN INFORMATIONS
Date	Identifies the date the expense was incurred	REQUIRED – PLEASE FILL IN INFORMATIONS
Comment	Contains comments related to the expense.	REQUIRED – PLEASE FILL IN INFORMATIONS

- If an expense is not required on a claim template, you can delete the line item. Enter your cursor in the line of the item to be deleted and click Delete Line button.

- If an expense can have multiple lines, you can add another item. Enter your cursor in the line of the item to be added and click Add Another Line.

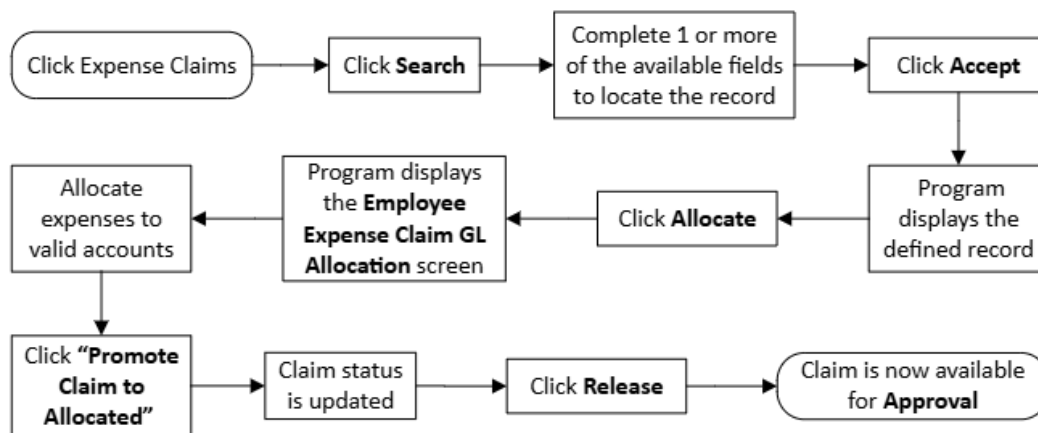
5. Click **Accept**.

The program displays a message that the header and detail fields have been populated and the claim is ready for account allocation. The message prompts you to confirm updating the status of the claim to either Estimated, Created or Actual, Created.

6. Click **Yes**.

The program saves the claim and updates the Claim Status field to either Estimated, Created or Actual, Created.

Section 9.4 Allocating an Expense Claim



1. Click **Expense Claims**.

Financials > Employee Expense > Expense Claims

2. Click **Search**.
3. Complete one or more of the available fields to locate the record.
4. Click **Accept**.

The program displays the defined record.

Note: If you did not enter enough unique information as search criteria, the program may identify more than one claim record. In this case, click Browse to view a list of all records in the active set, and then double-click the claim to allocate.

5. Click **Allocate**.
- The program displays the Employee Expense Claim GL Allocation screen.

Expense Claims [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Close Search Browse Add Update Delete Output Print Display PDF Save Email Schedule Attach Receipts Required GL Allocations Project Summary **Allocate** Related Items Copy Claim Overpayment

Expense Claims [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Claims

Claim number * 6233639

Claim template * R-OFFISLE OFF ISLAND TRAVEL (ADVANC

Claim status * 12 - Actual, Created

Employee number * 1767 NAOMI A TAGABUEL

Customer 3420

Entered by I benavente

Dept * 2607 HOMELAND SECURITY & EMS

Default org * 11260700

Default project

Fiscal year * 2023 Current Year Next Year

Event

Allocation code

Start date * 07/29/2023

Start time 00:00

End date * 08/13/2023

End time 00:00

Destination city PORTLAND/HNL

Destination state

Destination country US

Comment TO ATTEND NTHMP MEETING (PDX) AND PPM MEETING

Per Diem Expenses Unit Expenses

The following options are available:

- **Check Budgets**—Completes the budget code box for default allocation lines that do not yet have a budget code (so you do not have to update all detail lines manually) and shows a browse screen of all accounts with the total amount and available budget for each account.
- **Allocate by Accounts**—Allocates all detail lines using a manually-entered set of accounts. When you select this option, the program displays the following message: “All expense lines will be allocated using a single set of accounts. If a single set of accounts is used, the current GL allocations will be replaced. Are you sure you want to proceed?” The total amount to allocate is the sum of the amount to allocate for each detail line on the claim.
- **Allocate by Code**—Allocates all detail lines using an allocation code. This option is only available to users who have permissions to allocate and when the claim is in a Created status. When you select this option, the program displays the following message: “All expense lines can be allocated with a single allocation code. If an allocation code is used, the current GL allocations will be replaced. Are you sure you want to proceed and use an allocation code?” If you proceed, the program displays a dialog containing a textbox in which you can enter an allocation code. The Allocate by Code option also includes a View Allocation Code Detail button. Use this button to open the Allocation Codes program where you can find and view account distributions for allocation codes.
- **Browse Invalid GL Accounts**—Provides a list of invalid general ledger accounts. This button is only available if invalid allocation accounts exist on the expense claim. Invalid accounts must be corrected before the claim can be promoted to allocated status and subsequently released for approval.

- **Browse Invalid Project Accounts**—Provides a list of invalid project ledger accounts. This button is only available if invalid allocation accounts exist on the expense claim. Invalid accounts must be corrected before the claim can be promoted to allocated status and subsequently released for approval.
6. Once you have allocated the expenses to valid accounts, the **“Promote Claim to Allocated”** option is available. Click this option.
- The program returns to the Expense Claim screen and changes the status to either 4 – Estimated, Allocated or 14 – Actual, Allocated.

Expense Claims [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Close Search Browse Add Update Delete Output Print Display PDF

Expense Claims [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Claims

Claim number * 6233639

Claim template * R-OFFISLE OFF ISLAND TRAVEL (ADVANC

Claim status * 14 - Actual, Allocated

Employee number * 1767 NAOMI A TAGABUEL

Customer 3420

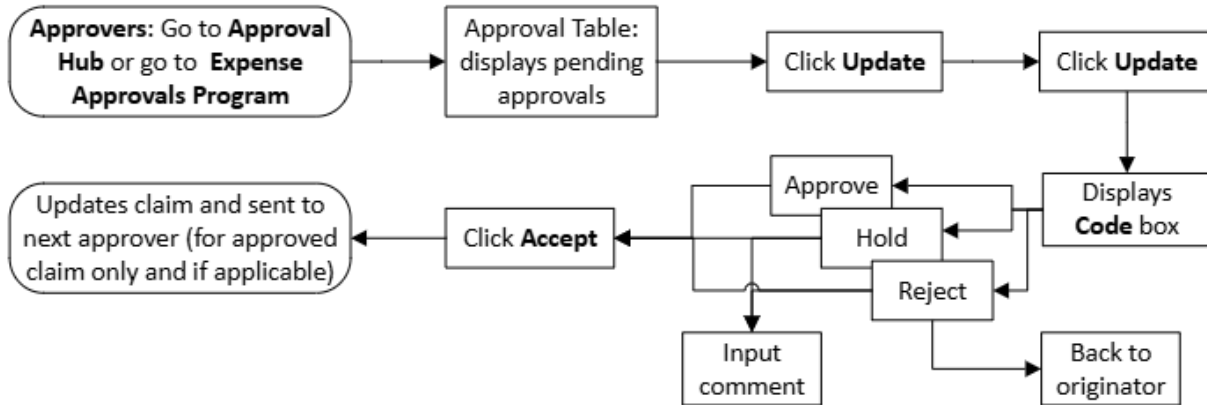
Notes

7. Click Release to release the claim to the appropriate approvals.

Notes:

- The Allocate option is only available on the main Expense Claims screen for claims that have a status of Estimated, Created or Actual, Created.
- The Promote Claim to Allocated option is only available on the Employee Expense Claim GL Allocation screen when all expense lines are fully allocated with valid accounts.
- The amount on the allocation record must match the amount of the detail line and the percentage on the allocation record must total 100.

Section 9.5 Approving an Expense Claim



To approve claims:

1. Approvers can utilize the Approval Hub to view all Approvals

The screenshot shows the 'Approvals' section of a system. At the top, there is a green header with a thumbs-up icon and the number '1,200'. Below this, the 'Approvals' section includes a dropdown for 'All Process Codes', a date filter for 'All Dates', and a 'Refresh' button. A table lists several 'EEA: Employee expense claims pending approval' with amounts and dates. The fourth row is selected. To the right, a detailed view of the selected claim is shown, including fields for 'Created', 'Reason', 'Claim Number', 'Employee', 'Start Date', 'End Date', 'Destination', and 'Comment'. A red box highlights an edit icon in the top right corner of the detailed view. At the bottom of the interface, there are buttons for 'Approve', 'Reject', 'Forward', and 'Hold', with 'Approve' highlighted by a red box.

or you can also utilize

2. The Expense Approvals Program **Financials > Employee Expense > Expense Approvals**

Expense Approvals [TEST DATABASE Oct 4 2023]

Close Search Update Sort Approval Comments Approve All

Expense Approvals [TEST DATABASE Oct 4 2023]

Approvals

Code	Process	Claim	Year	Comment	Employee	Dpt	Entered by	Type	Estimated Amount
EEA		6221521	2023		6006 BARBARA T SABLAN	2608	m.wennio	TEM	1,053.50
EEA		6221522	2023		6010 MELANI T. WENNIO	2608	m.wennio	TEM	2,853.50
EEA		6221522	2023		6010 MELANI T. WENNIO	2608	m.wennio	SOA	2,853.50
EEA		6221523	2023		1228 ALEJANDRO AGULTO	2608	m.wennio	TEM	773.50
EEA		6221655	2023		1873 DAVID ANTHONY M HOSONO	1505	M.Godwin	TEM	5,986.75
EEA		6221655	2023		1873 DAVID ANTHONY M HOSONO	1505	M.Godwin	SOA	5,986.75
EEA		6221700	2023		2378 ZACHARY B WILLIAMS	2629	ma.reyes	TEM	190.00
EEA		6221734	2023		5883 DIANNE MARIE PABLO	2629	ma.reyes	TEM	1,181.00
EEA		6221734	2023		5883 DIANNE MARIE PABLO	2629	ma.reyes	SOA	1,181.00

The program opens with pending approvals displayed in the Approvals table. If no expense claims are awaiting your approval, the program displays a No Approvals message.

3. Click **Update**.

The program resets the screen and makes the Code box accessible for the first approval item.

Expense Approvals [TEST DATABASE Oct 4 2023]

Close Accept Cancel Search View Claims

Expense Approvals [TEST DATABASE Oct 4 2023] > ✎

Approvals

Code	Process	Claim	Year	Comment	Employee	Dpt	Entered by	Type	Estimated Amount
Blank	EEA	6221521	2023		6006 BARBARA T SABLAN	2608	m.wennio	TEM	1,053.50
Hold	EEA	6221522	2023		6010 MELANI T. WENNIO	2608	m.wennio	TEM	2,853.50
Approve	EEA	6221522	2023		6010 MELANI T. WENNIO	2608	m.wennio	SOA	2,853.50
Reject	EEA	6221523	2023		1228 ALEJANDRO AGULTO	2608	m.wennio	TEM	773.50
	EEA	6221655	2023		1873 DAVID ANTHONY M HOSONO	1505	M.Godwin	TEM	5,986.75
	EEA	6221655	2023		1873 DAVID ANTHONY M HOSONO	1505	M.Godwin	SOA	5,986.75

4. Click View Claims to view the selected expense claim in the Expense Claims program, and then click **Back** to return to the Expense Approvals screen.

5. From the Code list, select one of the following:

- Hold—Places the expense claim to approve/reject in the future.
- Reject—Rejects the expense claim back to the originator.
- Approve—Approves the expense claim and sends it to the next approver, if applicable.

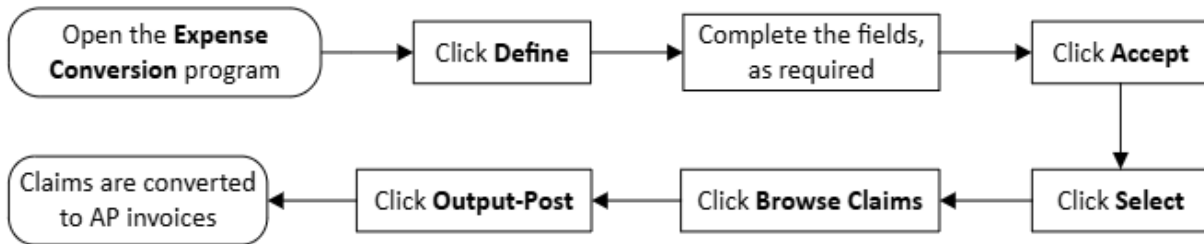
Note: When you select Reject or Hold, the Comment field opens for entry. You must enter a comment to explain why the claim is being rejected or held.

6. When you have assigned a code for each item, click Accept to update the expense claim approvals. The Approvals screen provides the following options for managing the expense approval records:

- Sort—Sorts the claims in the active set of records by:
 - Process, Claim #
 - Dept, Process, Claim #
 - Employee, Process, Claim #
- Approval Comments—Controls the ability to enter comments for claims that are approved.

- Approve All—Approves all active approvals that display in the Approvals table on the screen.

Section 9.6 Converting an Expense Claim



1. Open the **Expense Conversion** program.

Financials > Employee Expense > Expense Conversion

The screenshot shows the 'Expense Conversion' application window. At the top, there are navigation icons and the title 'Expense Conversion'. Below the title bar, there are four buttons: 'Close', 'Define' (highlighted with a red box), 'Select', 'Browse Claims', and 'Output-Post'. The main area is titled 'Conversion Criteria' and contains several fields: 'Payment type *' (set to 'Final Payments'), 'Department *' (set to 'All departments'), 'Batch *', 'Vendor *' (set to '0'), 'Cash account *' (set to '1000' and '1010'), and 'Check Run'. A note at the bottom states 'Defines claims to output-post and pay'.

2. Click **Define**.
3. Complete the fields, as required, using the following table as a guide.

Field	Description	Comments / Action Needed
Conversion Criteria		
Payment Type	Indicates how the payment is to be made: Final Payments Cash Advances If you select Return of Overpayments, the program hides the Batch, Vendor, Cash Account, and Check Run/Warrant fields and instead provides the Overpayment PA Type, PA Account, and Overpayment Account fields.	REQUIRED

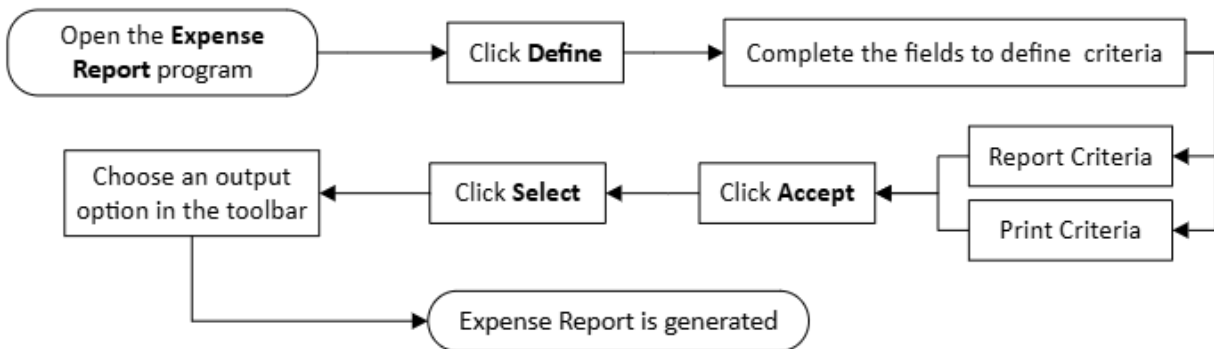
EMPLOYEE TRAVEL POLICIES AND PROCEDURES

Department	Contains the department code of the claims that need to be converted. Leave this box blank to include claims for all departments.	REQUIRED
Batch	Identifies the batch number. The program automatically completes this value with the next available batch number from the Accounts Payable Settings program.	REQUIRED
	This box is not available if you are processing claims using Munis Payroll. This field is hidden if you select Return of Overpayments from the Payment Type list.	
Vendor	Specifies the one-time-pay vendor established in the Expense Settings program. The program automatically completes this value, but you can change this to another one-time-pay vendor. This box is not available if the Use Employees' Vendor Records checkbox is selected in the Employee Expense Settings program. This field is hidden if you are processing claims through Munis Payroll or if you select Return of Overpayments from the Payment Type list.	
Apply 1099s to Applicable Expenses	Directs the program to enter the default 1099 code for a vendor on the invoice created for an expense, when selected. This field is available when the Use Employees' Vendor Records checkbox is selected in the Employee Expense Settings program. This field is hidden if you are processing claims through Munis Payroll.	
Override Claim Year and Period	Directs the program to override the claim year and period. When this checkbox is selected, the program displays the Effective Date and Year/Period fields to update the effective date, year, and period. Note: You must have the appropriate General Ledger permission assigned to your user role to update these fields.	
Effective Date	Indicates the new effective date of the claim. This field is shown only when Override Claim Year and Period is selected.	
Year/Period	Specifies the new year and period of the claim. This field is shown only when Override Claim Year and Period is selected.	
Cash Account	Identify the cash account from the Accounts Payable Settings program. The program automatically completes this value, but you can	REQUIRED

	change it, as necessary. These fields are not available if you are processing claims using Munis Payroll. This field is hidden if you select Return of Overpayments from the Payment Type list.	
Check Run [Warrant]	Contains the warrant or check run number to assign to the AP invoice batch created. The name of this field varies depending on your organization's settings. This box is not available if you are processing claims using Munis Payroll. This field is hidden if you select Return of Overpayments from the Payment Type list.	

4. Click **Accept**.
5. Click **Select**.
The program displays the number of claims to be converted in the status bar.
6. Click **Browse Claims** to view the claims that will be converted.
7. Click **Output-Post** to convert the claims to AP invoices.

Section 9.7 Generating an Expense Report



To create an expense report:

1. Open the **Expense Report** program.
Financials > Employee Expense > Expense Report
2. Click **Define**.
3. Complete the fields to define the report and print criteria, referring to the following table for specific field details. The fields in the Report Criteria group include options to generate basic expense reports that include only the account numbers, descriptions, and amounts. The fields in the Print Criteria group provide options to produce more detailed expense reports.

Expense Report [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Close Browse Output Print Display PDF Save **Define** Select

Expense Report [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Report Criteria

Execute this report: Now

	From	To
Claim number	6223311	6223311
Claim template	TC-OFFISL-REG	TC-OFFISL-REG
Claim status	20 - Reimbursed/Closed	20 - Reimbursed/Closed
Employee number	1739	1739
Dept	2605	2605
Default org		ZZZZZZZZ
Fiscal year	2022	2023
Event		ZZZZZZZZZZ
Total amount	0.00	999,999.99
Cash advance	0.00	999,999.99
Entry date	Within date range	to 08/29/2022
Start date	Within date range	to
End date	Within date range	to

Entered by: _____

Expense code: _____

Destination city: _____

Destination state: _____

Destination country: _____

Print Criteria

Print: Basic claim header Consent text Expense details Group by account

Sort by: First: Employee, Second: Department, Third: _____

Selects claim information for report.
1 claim(s) found.

Field	Description	Comments / Action Needed
Report Criteria		
Execute This Report	Determines when to generate the report when Munis Scheduler is enabled: Now—Creates the report immediately. This option does not use Munis Scheduler; use the output options in the toolbar to view, print, or save the report.	

	<p>In Background (Now)—Opens Munis Scheduler to process the report one time using the event log and email notification features.</p> <p>At a Scheduled Time—Uses Munis Scheduler to establish a specific time to run the report.</p>	
From/To		
Claim Number	Identifies the range of expense claim numbers to include in the report.	
Claim Template	Sets the template to include in the report. Claim templates are defined in the Expense Claim Templates program. Enter the claim template or click the field help button to select the templates from a list.	
Claim Status	<p>Establishes the statuses of the expense claims to include in the report.</p> <p>Status Codes</p> <p>1—Estimated, Entering—The estimated claim is being entered.</p> <p>2—Estimated, Created—The estimated claim has been saved.</p> <p>4—Estimated, Allocated—The estimated funds have been allocated for reimbursement.</p> <p>5—Estimated, Released—The approval process has started.</p> <p>6—Estimated, Rejected—The approver has rejected the claim.</p> <p>8—Estimated, Approved for CA—A cash advance may be issued.</p> <p>10—Estimated, Approved—The approval process has been completed.</p> <p>11—Actual, Entering—The actual claim is being entered.</p> <p>12—Actual, Created—The actual claim has been saved.</p> <p>14—Actual, Allocated—The actual funds have been allocated.</p> <p>15—Actual, Released—The approval process has started.</p> <p>16—Actual, Rejected—The approver has rejected the claim.</p> <p>18—Actual, Approved—The approval process has been completed.</p>	

	<p>20–Reimbursed/Closed—The claim has been converted to an AP invoice.</p> <p>Statuses 1–10 are used if estimated expenses are entered and submitted prior to travel or cash advance. Status 8 is used if a cash advance will be issued.</p> <p>Statuses 11–20 are used once the travel has been completed or if estimated expenses are not needed.</p>	
Employee Number	Contains the range of employee numbers to include in the report. Enter the employee number or use the field help to select an employee record.	
Employee Location	Specifies the range of location codes for the report based on the entered employee numbers.	
Dept	Identifies the range of departments for the report based on the entered employee numbers.	
Default Org	Identifies the range of default org codes for the accounts to which the expenses are applied.	
Fiscal Year	Identifies the range of fiscal years for the expense claims.	
Event	Specifies the range of events to which the expenses are related. Event codes are defined in the Event Codes program.	
Total Amount	Indicates the range of total amounts to include in the expense report.	
Cash Advance	Specifies the range of cash advance amounts to include in the expense report.	
Entry Date	Define the range of expense claim entry dates to include in the expense report.	
Start Date	Define the range of expense claim starting dates to include in the expense report.	
End Date	Define the range of expense claim ending dates to include in the expense report.	
Entered By	Specifies the user ID of the person who created the expense claim. Enter the user ID or click the field help to select it from a list.	
Expense Code	Indicates the expense code for the claim. Enter the expense code or click the field help to select it from a list.	

Destination City	Identifies the city of the travel destination for the claimed expense.	
Destination State	Identifies the two-character state code of the travel destination for the claimed expense.	
Destination Country	Identifies the country of the travel destination for the claimed expense.	
Print Criteria		
Print		
Basic Claim Header	Directs the program to print the basic claim header information, when selected. Each claim prints on a separate page and basic header fields are included for each claim record. The report also includes a Final Totals section and the Report Criteria page. You must select the Basic Claim Header checkbox in order to access any of the other checkboxes in the Print Criteria group.	
Dates	Instructs the program to print dates, when selected.	
Totals	Causes the program to print totals, when selected.	
Payments	Prints payments, when selected.	
Notes	Includes notes in the expense report, when selected.	
Consent Text	Directs the program to print consent text, when selected. The consent text is drawn from the claim template.	
Expense Details	Prints expense detail amounts from the expense claim, when selected.	
Allocation Lines	Instructs the program to print allocation lines, when selected. If the Basic Claim Header checkbox is not selected, the program automatically selects the Allocation Lines checkbox.	
Group by Account	Causes the program to group allocation lines together on the report by account, when selected. The Group by Account checkbox is only available when the Allocation Lines checkbox is selected.	
Sort by		
First Second Third	Defines the criteria to use for the sort order for the report. Up to three different criteria can be entered to provide three levels of sorting.	

4. Click **Accept**.


5. Click **Select**.
The program displays the number of claims that meet your report criteria.
6. Choose an output option in the toolbar to generate the expense report.

Example Expense Report

The selections in the Print Criteria group determine the information included in the expense report.

COMMONWEALTH NORTHERN MARIANA ISLANDS

EMPLOYEE EXPENSE REPORT



NUMBER: 6223311 STATUS: Reimbursed/Closed TYPE: TC-OFFISL-REG - OFF-ISLAND TRAVEL (TRAVEL CARD)
 EMPLOYEE: 1739 DONALD C. CAMACHO LOCATION/DEPT: 2605 ENTERED BY: D.Camacho
 YEAR/PER: 2022 12 Current Year DEFAULT ORG: 11260500 - GF: OFFICE OF PLANNING & DEVEL
 EVENT: -
 DESTINATION: OKLAHOMA CITY, OK
 COMMENT: ATTENDING THE IEDC CONFERENCE IN OKLAHOMA CITY, OK ON ECONOMIC DEVELOPMENT

START DATE/TIME: 09/16/2022 09:50 AM END DATE/TIME: 09/24/2022 08: AM CASH ADVANCE:
 ESTIMATED DATES: ENTRY 09/01/2022 APPROVAL: 09/06/2022 REJECTION: FINAL PAYMENT: 10/14/2022
 ACTUAL DATES: ENTRY APPROVAL: 10/13/2022 REJECTION:

CASH ADVANCE VENDOR/DOCUMENT: 0 /
 FINAL PAYMENT VENDOR/DOCUMENT: 1739 / 79814

ESTIMATED TOTAL: 6739.51 APPROVED ESTIMATED AMOUNT: 6739.52 CASH ADVANCE: 0.00 ACTUAL TOTAL: 5716.78

[2022-09-06 15:59:28 b.cabrera]: AS PER ED (TRAVEL LINES) A/T IS 2795.00 9/06/22
 WE ARE GOING ON THIS TRIP TO: work through unprecedented challenges and build bold solutions for the future. Learn invaluable industry insight from the experts about today's most pressing topics, including economic reinvention, community innovation, and disaster recovery and resiliency.
 [2022-08-25 11:26:58 mr.igleacias]:

DETAIL INFORMATION

UNIT EXPENSES	DATE	QUANTITY	UOM	UNIT AMT/RATE	EST AMOUNT	ADV AMOUNT	ACT AMOUNT
PER DIEM RECONC	09/16/2022	1.00	DOLLARS	162.65	0.01	0.00	162.65

ACCOUNT	PERCENT	ACT AMOUNT
11260500-64800- TRAVEL EXPENSES	100.000	162.65

INFORMATIONAL LINES

ITEM	COMMENT
(NR) MISCELLANY	REGISTRATION FEE \$1149 PLUS \$455 MEMBERSHIP

INFORMATIONAL LINES

ITEM	COMMENT
(NR) TAXI/RIDES	5 DAYS RIDE SHARE (\$30/DAY)

INFORMATIONAL LINES

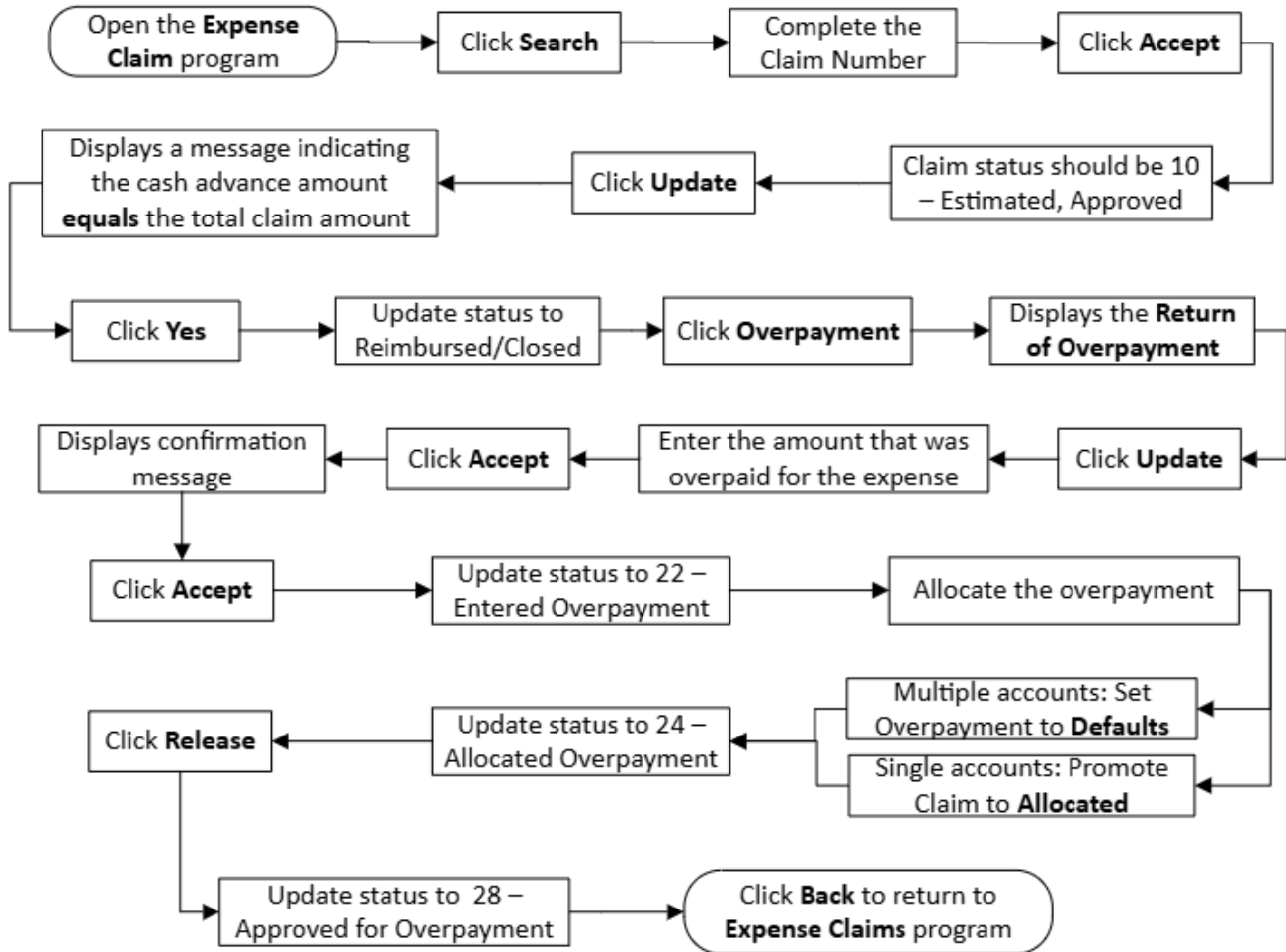
ITEM	COMMENT
(NR) PER DIEM	TOTAL PER DIEM PLUS LAYOVER AND AIR TIME

Report generated: 06/02/2023 13:02
User: D.Camacho
Program ID: eereport

Page 1

Section 9.8 Processing an Overpayment

Section 9.8.1 Using Accounts Payable



Use the following steps to process an overpayment through Munis “Accounts Payable” module:

1. Open the **Expense Claims** program.
Financials > Employee Expense > Expense Claims

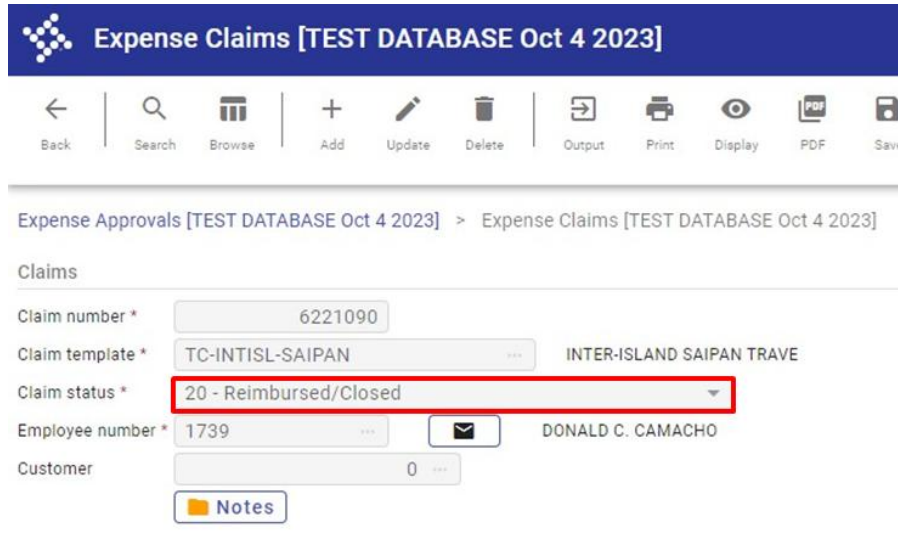
- Click **Search**, complete the Claim Number field, and click Accept to locate the original expense claim record. The claim status should be 10 – Estimated, Approved, even though an AP check has already been issued and the Cash Disbursement Journal has been posted.

- Click **Update**.

The program displays a message indicating the cash advance amount equals the total claim amount and asks you to confirm promoting the claim to a status of Reimbursed/Closed, effectively closing the claim.

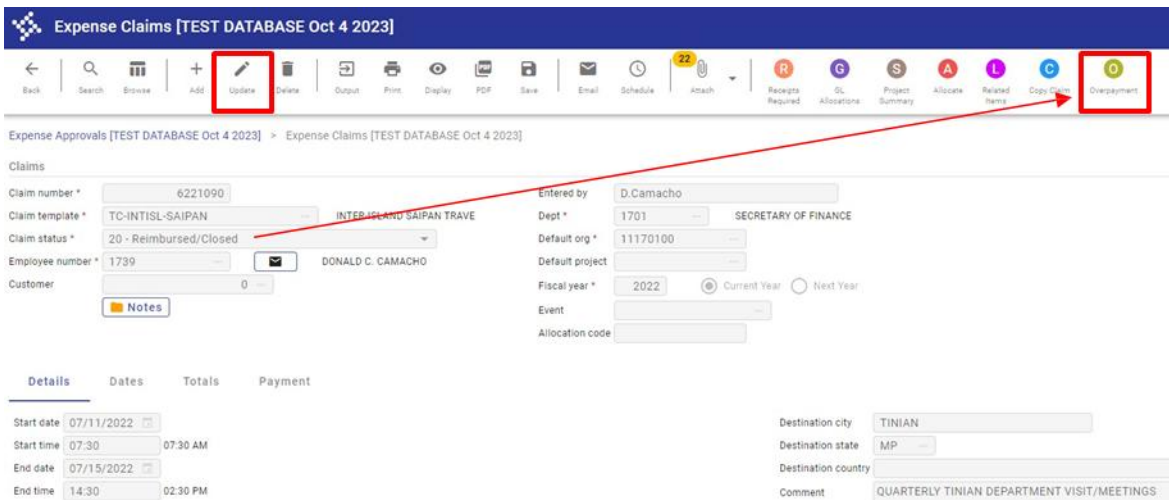
4. Click **Yes** to proceed.

The program changes the claim status to 20 – Reimbursed/Closed. (A claim must have a status of 20 or higher before overpayment activity can commence.)



5. Click **Overpayment** in the toolbar.

The program displays the Return of Overpayment screen.



6. On the Return of Overpayment screen, click **Update**.

The program makes the Overpayment Amount fields in the Expense Detail group accessible.

Note: No other fields can be updated

7. Enter the amount that was overpaid for the expense. Press the **Tab** key to complete any additional expense status lines as applicable.
8. Click **Accept** to save the changes.

The program displays a confirmation message asking if you want to update the claim status to 22 – Entered Overpayment.

9. Click **Yes**.

The Return of Overpayment screen refreshes, updating the status of the claim to 22 – Entered Overpayment and providing the Set Overpayment to Defaults and Promote Claim to Allocated toolbar options.

10. To allocate the overpayment, use either the Set Overpayment to Defaults option or the Promote Claim to Allocated option, depending on the accounts that were used.

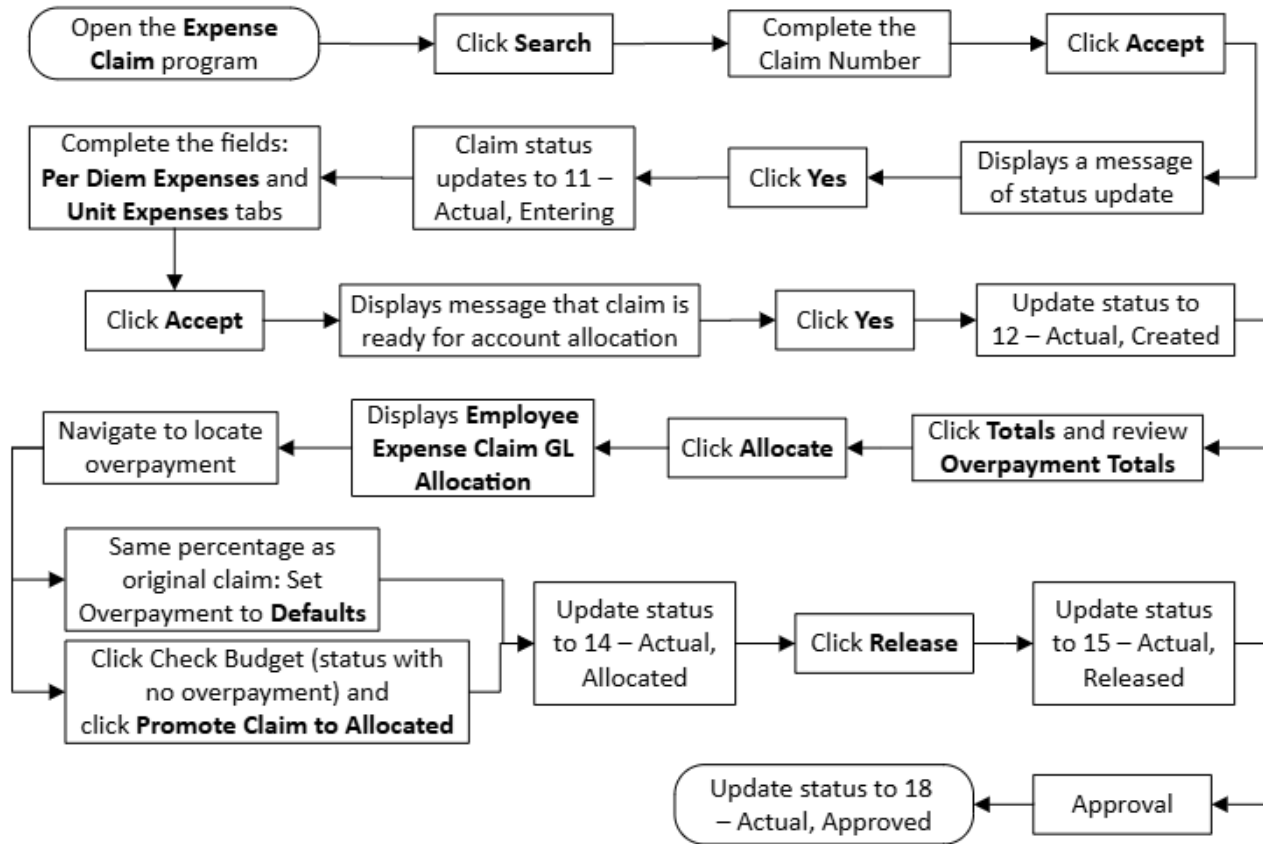
- If multiple accounts were used to dispense the money initially, click the Set Overpayment to Defaults option. This directs Munis to properly credit the expense accounts that were used. For example, if a \$20 overpayment needs to credit one account for \$15 and another account for \$5.
- If a single account was used for all expenses, click the Promote Claim to Allocated option. This option impacts all of the expense lines in the claim that have been updated.

11. If you click **Promote Claim to Allocated**, the screen refreshes and updates the claim status to 24 – Allocated Overpayment.

12. Click **Release** to submit the record into the workflow. (This step is required whether your organization uses workflow or not.) The claim status updates to 28 – Approved for Overpayment.

13. Click **Back** to return to the main screen of the Expense Claims program. Processing a Cash Advance Overpayment Through General Billing.

Section 9.8.2 Using Munis General Billing



1. Open the **Expense Claims** program.
Financials > Employee Expense > Expense Claims
2. Click **Search**, complete the Claim Number field, and click **Accept** to locate the original expense claim record.
3. Click **Update**.
The program displays a message indicating the status of the claim will update to 11 – Actual, Entering if it is updated, and prompts you to confirm proceeding with the status change and update.
4. Click **Yes** to continue.
The status of the claim changes to 11 – Actual, Entering.
5. Complete the fields on the Per Diem Expenses and Unit Expenses tabs. In this case, the total of the actuals will be less than the advance payment, resulting in an overpayment to the employee.

EMPLOYEE TRAVEL POLICIES AND PROCEDURES

Per Diem Expenses		Unit Expenses	
Date	HOTELPLUS	PER DIEM	Daily Total
07/20/2022	.00	137.00	137.00
07/21/2022	.00	274.00	274.00
07/22/2022	.00	274.00	274.00
07/23/2022	.00	274.00	274.00
07/24/2022	.00	274.00	274.00
07/25/2022	.00	274.00	274.00
07/26/2022	.00	137.00	137.00

Totals	HOTELPLUS	PER DIEM	Per Diem Total
	.00	1,644.00	1,644.00

Cash Advances	HOTELPLUS	PER DIEM	CA Total
	.00	1,918.00	1,918.00

Per Diem Expenses		Unit Expenses						
Item	Quantity	UOM	Unit Amt/Rate	Est Amt	Cash Adv	Actual Amt	Date	Comment
AIRFARE	1.00	FLIGHT	256.500	261.00	261.00	256.50	07/20/2022	ROYCE M. HOCOG, ROTA-Saipan 7/20-26/2022, STAR MARIANAS AIR
CAR RENTAL	6.00	DAYS	70.000	420.00	420.00	420.00	07/20/2022	ISLANDER RENT-A-CAR

6. Click **Accept**.

The program provides a message indicating the claim is ready for account allocation and asks you to confirm updating the status to 12 – Actual, Created.

7. Click **Yes** to continue.

The program updates the status of the expense claim record to 12 – Actual, Created.

8. To view the total amount of the overpayment, click the **Totals** tab and review the amount in the Overpayment Total field.

DETAILS	DATES	TOTALS	PAYMENT
Estimated per diem expense total		198.00	Actual per diem expense total
Estimated unit expense total		1332.26	Actual unit expense total
Estimated informational expense total		500.00	Actual info expense total
Estimated expense total		2030.26	Actual expense total
Approved estimated amount		2030.26	Overpayment total
			250.00

9. Click **Allocate** to allocate the overpayment.

The program displays the Employee Expense Claim GL Allocation screen.

10. Use the navigation arrows to locate the expense with the overpayment amount.

11. To allocate the overpayment in the same percentages as the original claim, click the Set Overpayment to Defaults option in the toolbar. Otherwise, you can reallocate each line of the overpayment by updating each overpaid line. Overpaid lines are indicated by **"**Expense Line Is In Overpayment Status**"** in red text.

Overpayment amount	<input type="text" value="250.00"/>	**Expense Line Is In Overpayment Status**		
Payment Type	PA Type	Project Account	Org	Obj
Cash Advance			11135000	5209

12. Click **Promote Claim to Allocated**.

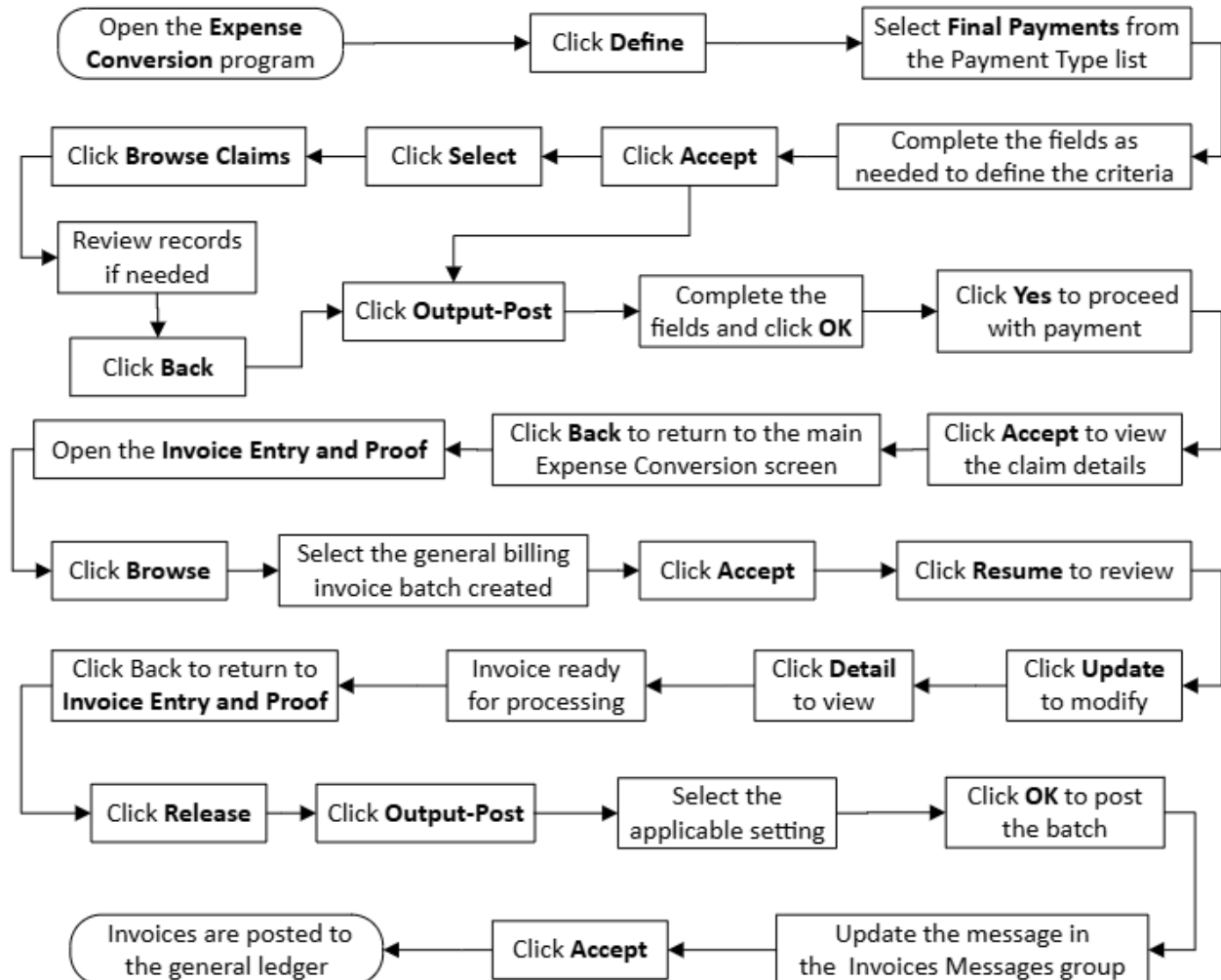
Note: You must click Check Budget on at least one of the lines that is not in an overpayment status to display the Promote Claim to Allocated option.

The status of the claim changes to 14 – Actual, Allocated.

13. Click **Release** to submit the claim into the workflow.

The status changes to 15 – Actual, Released. Once the claim is approved, the status changes to 18 – Actual, Approved.

Section 9.8.3 Convert Approved Claim to Final Payment



1. To convert the approved claim to a final payment, open the Expense Conversion program.

Financials > Employee Expense > Expense Conversion

2. Click **Define**
3. Select **Final Payments** from the Payment Type list.
4. Complete the fields as needed to define the criteria. Complete the Department field if you are processing the conversion for a specific department or leave it blank to include all departments.
5. Click **Accept**.
6. Click **Select**.
The program selects the records that match the criteria and displays the number of claim records found in the status bar.
7. Click **Browse Claims** to review the records, if needed.
8. Click **Back** to return to the main screen.
9. Click **Output-Post**.
The program presents the Output dialog box.
Because the posting affects the general ledger, the process results in a journal report that you can save to My Saved Reports and review.
10. Complete the fields and click **OK**.
The program presents a confirmation message to continue with the payment.
11. Click **Yes** to proceed; click **No** to cancel.
When the posting completes, the program provides a summary screen showing the claim details.
12. Click **Accept** to view the claim details, if needed.
13. Click **Back** to return to the main Expense Conversion screen, which provides a message in the status bar indicating the number of invoices that were created for final payments.

14. Open the **Invoice Entry and Proof** program in the General Revenues module.

General Revenues > General Billing > Invoice Processing > Invoice Entry and Proof

15. Click Browse, select the general billing invoice batch that was created, and click Accept.

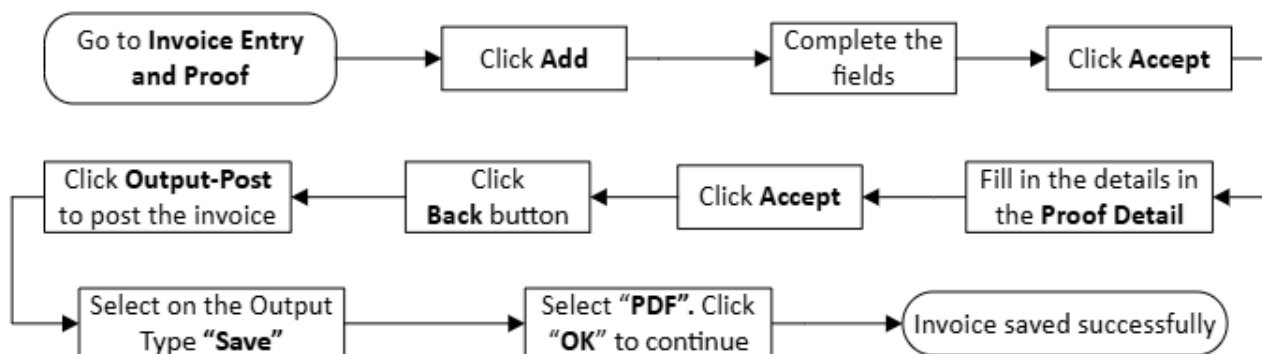
16. Click Resume to review the invoices.

The program displays the Proof Header screen with the invoice details.

17. Click **Update** to modify the header information as needed.
 - Note:** The For/Location field includes the text “eeconvrt” to indicate that the GB invoice was created through the Employee Expense module. Use this field box to enter the Expense Claim Number. This will help identify each billing.
18. Click **Detail** to view the detail lines of the invoice on the Proof Detail screen.
19. Once the invoice batch is ready to be processed, click **Back** until you return to the main Invoice Entry and Proof screen.
20. Click **Release** to release the invoice batch into the workflow process. The program displays a confirmation message.
21. Click **OK** to continue.
22. Click **Output-Post** on the toolbar. The program displays the Output dialog box.
23. Select the applicable output settings for the Invoice Entry Proof List report.
24. Click **OK**.
25. Review the report.
 - If processing errors are found in the proof report, or if the proof review indicates changes are needed, resume the batch, and make the necessary changes.
 - If there are no changes, click OK to post the batch. The program displays a message allowing you to change the message for invoices in the batch.
26. Click **Yes** to change the invoice message; click No to leave the invoice message as it is. If you click **Yes**, the program returns to the Invoice Entry and Proof screen.
27. In the Invoices Messages group, update the message.
28. Click **Accept**. The program posts the invoices to the general ledger.

Section 9.9 General Revenue module – Overpayment Collection Process

(Only Use this process to Collect Overpayment from Travel Card Expenses (TC-Expense Claims) and for other Unauthorized Expense Transactions on PCards)



How to process a manual entry using general billing:

1. On Tyler Menu – Go to:

General Revenues>General Billing>Invoice Processing>Invoice Entry and Proof

2. Invoice Entry and Proof

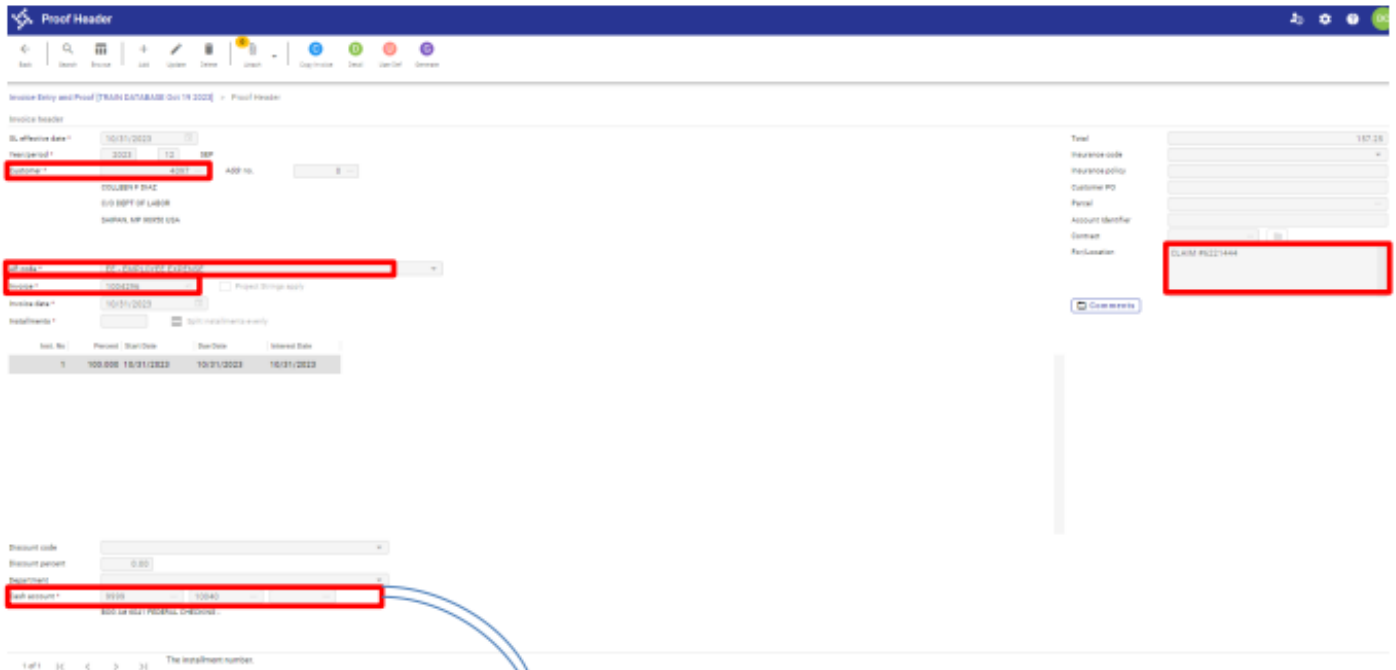
Click on the “Add” button to create a batch.

3. Complete the default invoice date & GL effective date fields and click **Accept**. The Year/Period field will be defaulted.

The Proof header will need to be updated using the Employee Customer ID number. You can find the customer ID number using the customers module or the employee expense file. If claim is for a former Gov’t employee, you do not need to fill in department while entering in proof header. Use the tab button to navigate to the next field

- **Customer ID:** Use the field help button to search for name of employee
- **AR Code:** use the drop-down menu to select the “EE – Employee Expense” as the AR Code.
- **Invoice:** Use the “Expense Claim” number or just click on the “+” plus sign to have the system generate the next invoice number.
- **Installments:** Do Not put a number on this field. Skip to the next field.

- **Cash Account:** Verify the Cash Account if it is for General Fund or Federal Fund account. You may update the field when needed. It is imperative that the account is accurate.



The Cash Account will have to be manually updated when needed. Verify if travel claim allocation is a General Fund or Federal Fund account.

- For General Fund – Cash Account should be 9999-10000
- For Federal Fund – Cash Account should be 9999-10040

Proof Detail

Use the tab button to navigate thru the module and select:

- **Charge Code** - by using the drop-down menu to select the appropriate code to use for this expense.
- **Quantity** – System Default (do not change)
- **UOM** – System Default (do not change)
- **Price** – Enter Overpayment Amount
- Click **Accept**
- Click **GL Detail** button
- **Accounts** – The system will default to Org 1000 with Object code 12600. Description “Pre-Paid Expenses. This needs to be changed to the expense account on original expense claim.
- If a project, click on the following:

Accounts Installments

Line	P	Project String	Org	Obj	Proj	Description	Total Amount
1			4000	12600		PRE-PAID EXPENSES	4,046.90

- Click in “P” field and enter an “E” for expense

- Tab and click on the field help
- At the bottom, click on the filter and enter the project number and an * (ie.1701210001*)
- Tab and use drop down menu to select project string
- Click on “go” button
- Select the operating string
- Click **Accept**
- Tab to “**Object**” to and enter “**64800**” (travel expense)
- Note: DO NOT CHANGE THE “ORG” and the “PROJECT”.
- Click **Accept** button
- Click the **back** button
- Click on the **Output-Post** to post the invoice
- **Installments** – Click on the “**installment**” and you will see the set amount of payment plan per month.
- Click on the “**Accept**” button

Proof Detail

Invoice Entry and Proof [TRAIN DATABASE Oct 19 2023] > Proof Header > Proof Detail

Invoice header

Year: 2023 Invoice Total: 157.25

Invoice: 1004296

Customer: 4097 COLLEEN F DIAZ

Invoice detail

Line: REFED - EMPLOYEE EXPENSE FEDERAL FUND CLAIM #6221444

Quantity: 1.00 UOM: EACH

Price: 157.250000

Discount amount: 0.00

Bill amount: 157.25

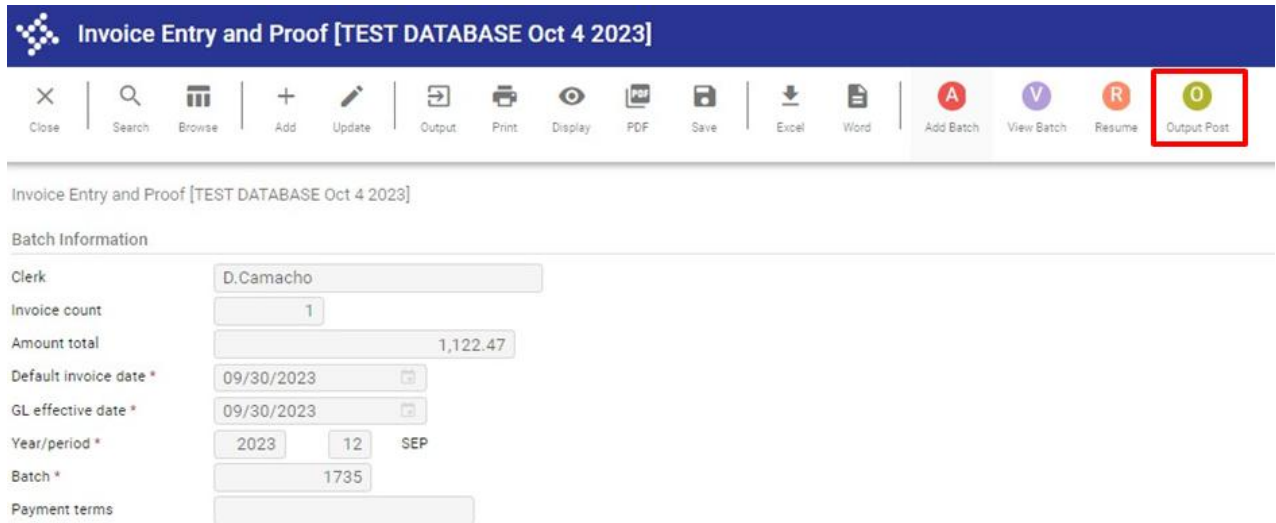
Recipient:

Line	Org	Obj	Proj	Description	Total Amount
1	4000	12625		TRAVEL RECEIVABLES	157.25

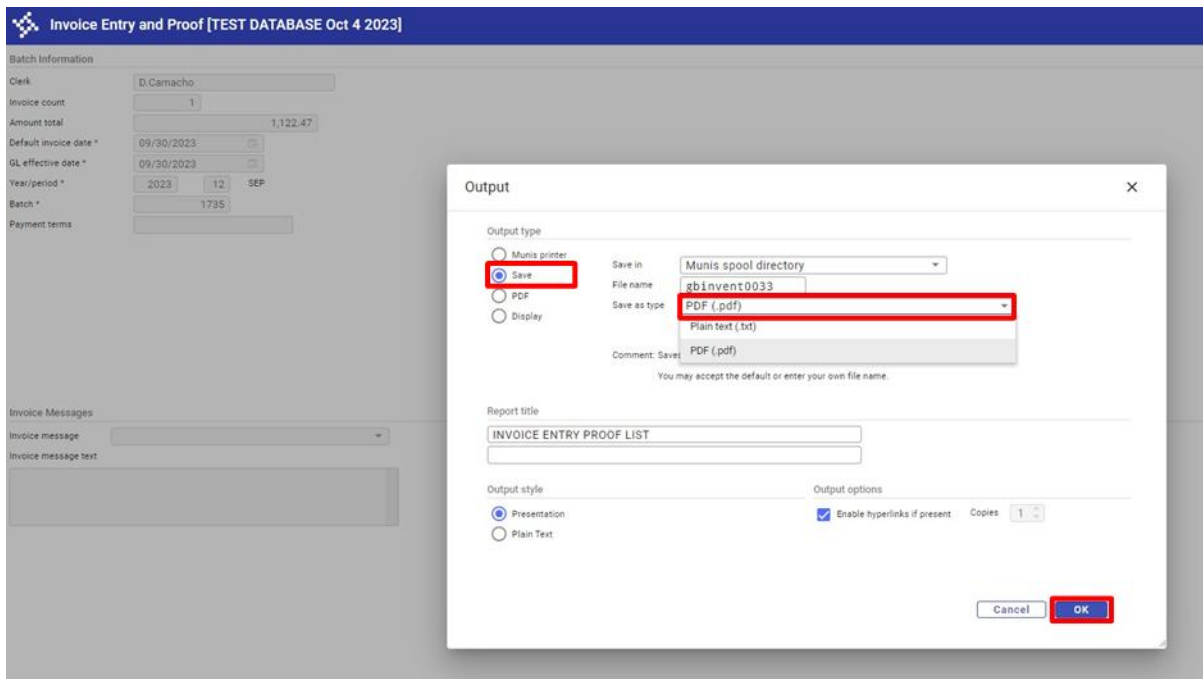
Totals

Total allocation: 157.25

4. Click on the **Back** button. It will bring you back to the Proof Header module.
5. Click on the “**Back**” button and it will bring you back to the Invoice Entry and Proof module. Click on the “**Output Post**” button to Post the invoice.

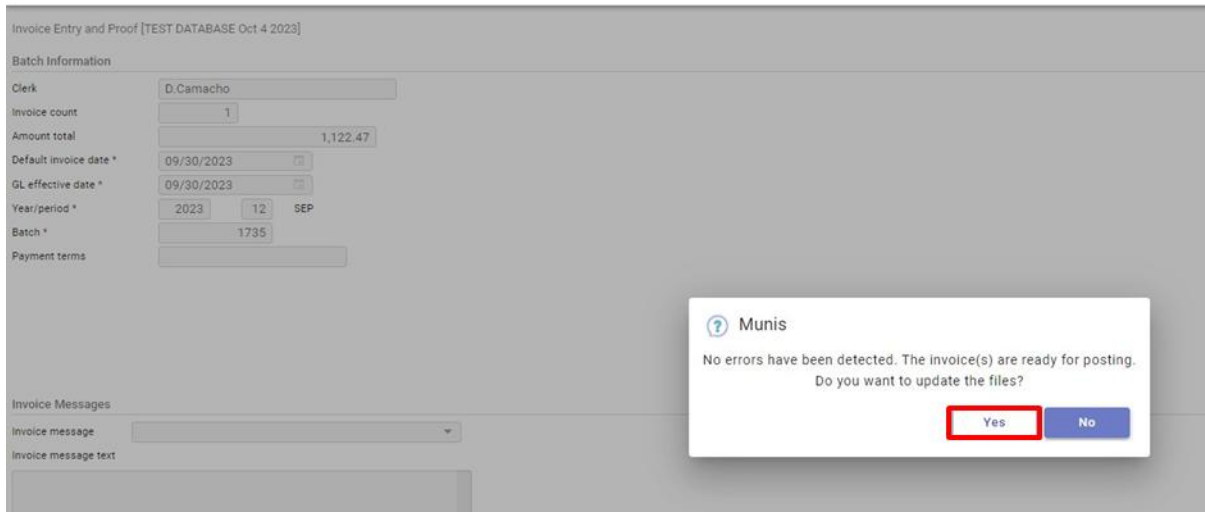


- Select on the Output Type “**Save**”. Use the tab key to go to “**Save as type**” and use the drop-down menu and select “**PDF**”. Click “**OK**” to continue.



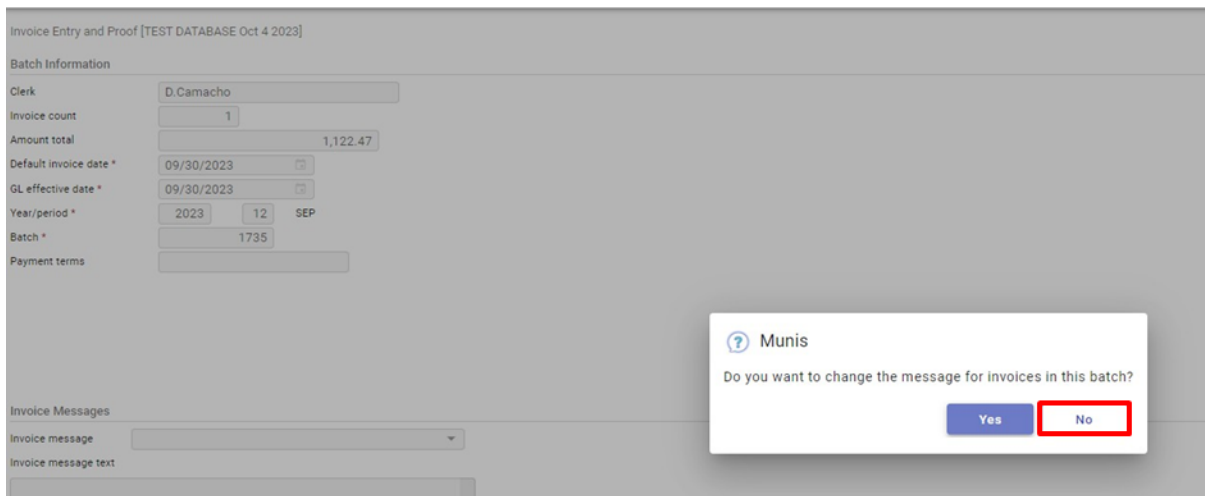
- The system will prompt you that the invoice is ready for posting. Click “**Yes**” to continue.

Invoice Entry and Proof [TEST DATABASE Oct 4 2023]

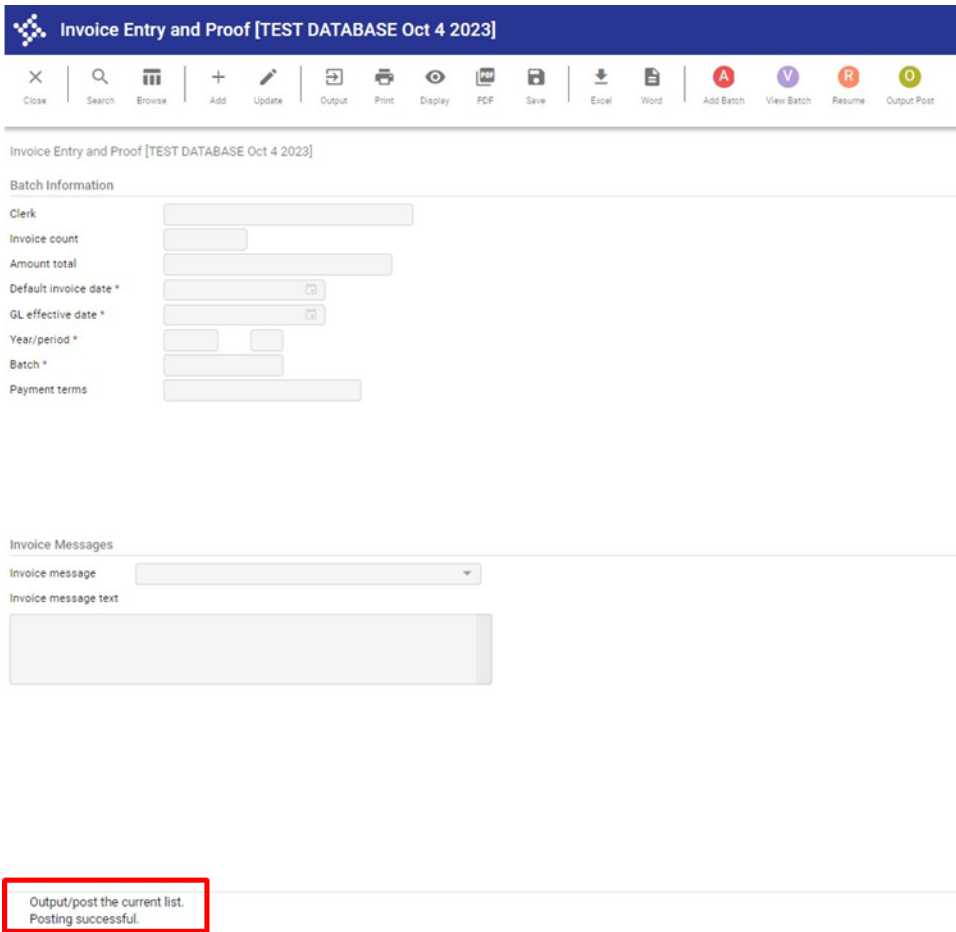


- 8. The system will prompt you if you want to change the message for invoice in this batch. Click **“No”** to continue.

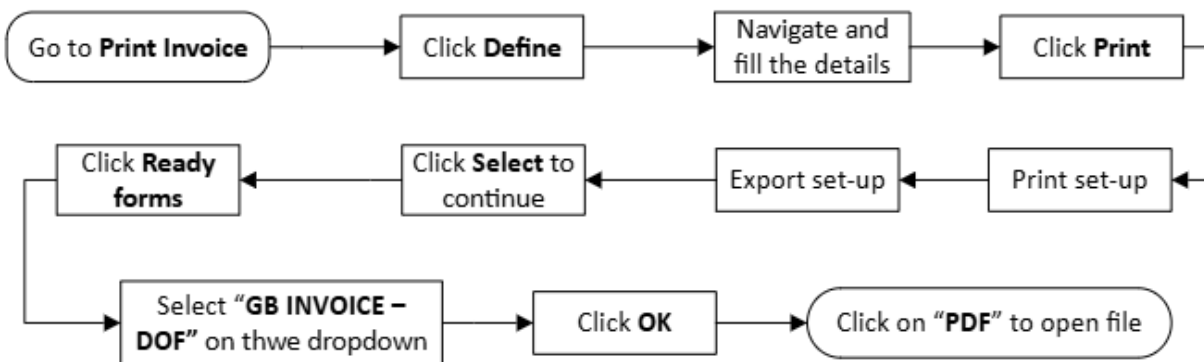
Invoice Entry and Proof [TEST DATABASE Oct 4 2023]



- 9. From here the system will indicate on the bottom screen that the invoice was posted successfully.



Section 9.9.1 Reports



PRINT INVOICE

1. General Revenues>General Billing>Invoice Processing>Print Invoices
2. Click on the "Define" button.

3. Use the tab button to navigate thru the module and select:

- **Date range** - by using the drop-down menu to select the appropriate category to use for the dates **from & to**
- **Invoice Year** – Use the drop-down menu and select **“All”**.
- **Invoice range** – **“0”** to **“9999999”**
- **AR Code range** – Use the drop-down menu to select **“EE-EMPLOYEE EXPENSE”** to **“EE- EMPLOYEE EXPENSE”**
- Batch number range - **“0”** to **“9999999”**
- Customer number range - **“0”** to **“9999999”**
- **Print setup** – Click on the **“Print”**, select the **“include last payment date and amount”** and **“Include account balance and past due”**
- **Export setup** – Click on the **“Create report file”**, select the **“XML”** and the **“Installment with lines”**
- Click **Accept**

Print Invoices [TRAIN DATABASE Oct 19 2023]

Close Accept Cancel

Print Invoices [TRAIN DATABASE Oct 19 2023] > /

Scheduling

Execute this report: Now

Invoices

Date range * Specific date 09/30/2023 to 09/30/2023

Customer number range 0 to 99999999

Invoice year * All

Special condition restrictions Selected (0)

Invoice range 0 to 99999999

AR effective date 09/30/2023

AR code range EE - EMPLOYEE EXPENSE to EE - EMPLOYEE EXPENSE

Include invoice balance over

Batch number range 0 to 99999999

Only include invoices that are

Print

Run type Print Reprint

Sort option Invoice

Include scan line on the invoice

Include last payment date and amount

Include account balance and past due

Include "Duplicate Invoice" on reprinted invoices

Skip invoices with medical/ins. information

Print on plain paper

Double space detail lines

Print General Ledger summary

Override invoice messages

Round unit price

Export

Enter the ending batch number.

Export

Create export file

File format Flat file XML

Export detail Installment Installment with lines

Export file name

Customization

Payment terms

Invoice message

Results

Selected

Printed

Exported

Enter the ending batch number.

- Click **"Select"** to continue, you will see on the bottom of the screen that there are results on invoices for the date range.

Print Invoices [TEST DATABASE Oct 4 2023]

Close Output Print Display PDF Save Ready Forms Ready Forms Delivery Definitions Notify Define **Ready Forms** Export Align

Print Invoices [TEST DATABASE Oct 4 2023]

Execute this report: Now

Invoices

Date range: Specific date 09/30/2023 to 09/30/2023
 Invoice year: All 2024
 Invoice range: 0 to 99999999
 AR code range: EE - EMPLOYEE EXPENSE to EE - EMPLOYEE EXPENSE
 Batch number range: 0 to 99999999

Customer number range: 0 to 99999999
 Special condition restrictions: Selected (0)
 AR effective date: 09/30/2023
 Include invoice balance over:
 Only include invoices that are:

Print

Run type: Print Reprint
 Sort option: Invoice
 Skip invoices with medical/ins. information
 Print on plain paper
 Include scan line on the invoice
 Double space detail lines
 Include last payment date and amount
 Print General Ledger summary
 Include account balance and past due
 Override invoice messages
 Include 'Duplicate Invoice' on reprinted invoices
 Round unit price

Export

Create export file
 File format: Flat file XML
 Export detail: Installment Installment with lines
 Export file name:

Customization

Payment terms:
 Invoice message:

Results
 Selected: 2
 Printed:
 Exported:

5. Click **“Ready forms”** to continue, the system will then open the Output to Ready Forms.

Print Invoices [TEST DATABASE Oct 4 2023]

Close Output Print Display PDF Save **Ready Forms** Ready Forms Delivery Definitions Notify Define Select Export Align

6. Use the drop-down menu on the Delivery Definition and select the **“GB INVOICE – DOF”**

7. Click on the **“Ok”** button to continue

Output

Output to ReadyForms

Delivery Definition

- GB INVOICE - DFW PERMIT (R)
- GB INVOICE - DFW PERMIT (S)
- GB INVOICE - DFW PERMIT (T)
- GB INVOICE - DFW SCM
- GB INVOICE - DFW TRANSIENT DOCK
- GB INVOICE - DPL
- GB INVOICE - JUDICIARY
- GB INVOICE - TREASURY

Comment General display

Output style

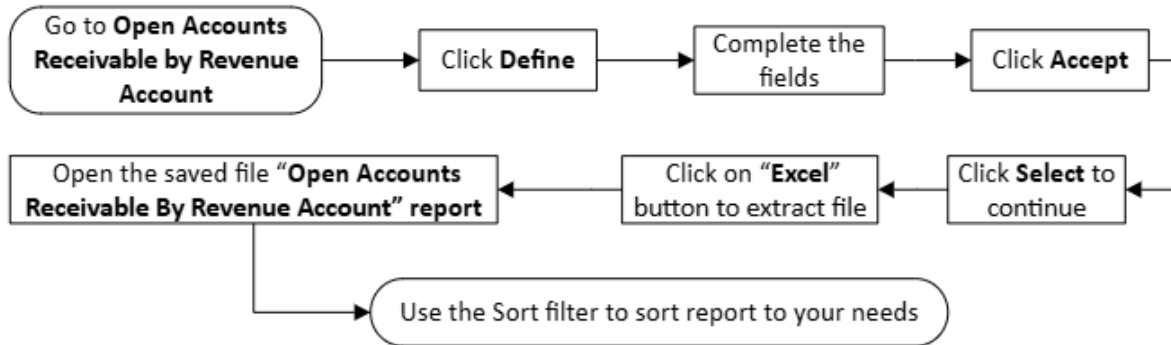
Presentation
 Plain Text

Cancel **OK**

8. Click on the **“PDF”** button to open the file.

Section 9.10 General Revenue module – Inquiries & Reports Process

General Revenue>General Billing>Inquiries & Reports>Open Accounts Receivable by Revenue Account



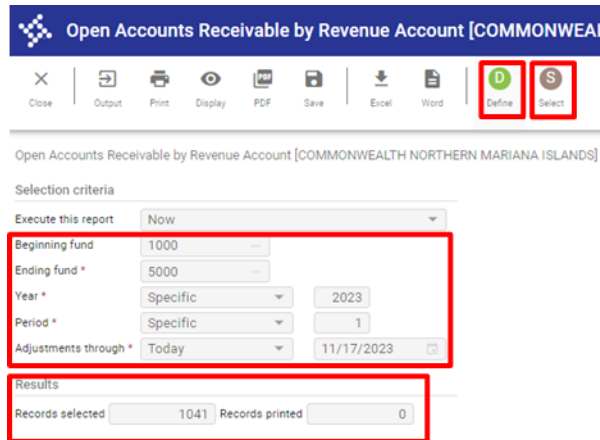
Open Accounts Receivable by Revenue Account

Use the tab button to navigate thru the module and select:

1. Click on **Define**
2. Beginning Fund – Click on the **field help button** to open the Seg Code Help and select the appropriate code
3. Ending Fund - Click on the **field help button** to open the Seg Code Help and select the appropriate code

Seg Code	Segment Description
1000	GENERAL FUND
2000	DEPARTMENT OF PUBLIC LANDS
3000	CAPITAL ASSET FUND
4000	FEDERAL FUND
5000	SPECIAL FUND
8888	delete fund
9999	TREASURY FUND

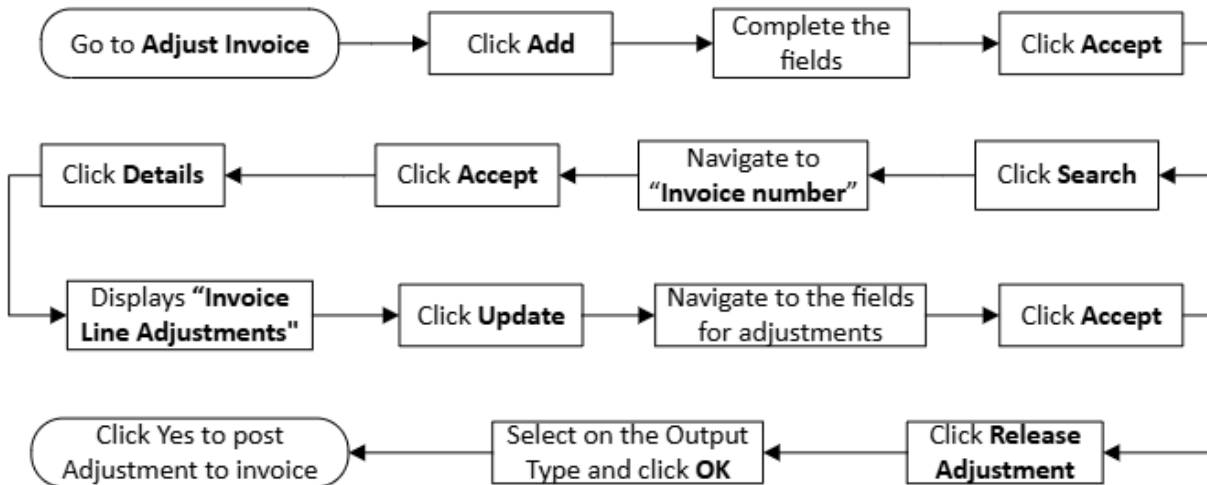
4. Year – Use the drop-down menu and select **"Specific"**
5. Period - Use the drop-down menu and select **"Specific"**
6. Adjustments through - Use the drop-down menu and select **"Today"**
7. Click **Accept**
8. Click **Select** to continue
9. You will be able to see the results on the bottom of the screen



10. Click on the “Excel” button to extract file.
11. Open the saved file “*Open Accounts Receivable By Revenue Account*” report.
12. Use the Sort filter to sort report to your needs.

Section 9.10.1 General Revenue module – Adjust Invoice Process

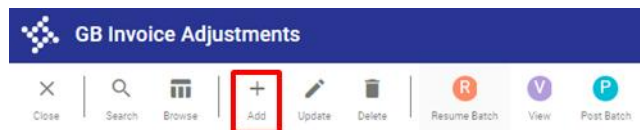
General Revenue>General Billing>Invoice Processing>Adjust invoice



Adjust Invoice Steps

Use the tab button to navigate thru the module and select:

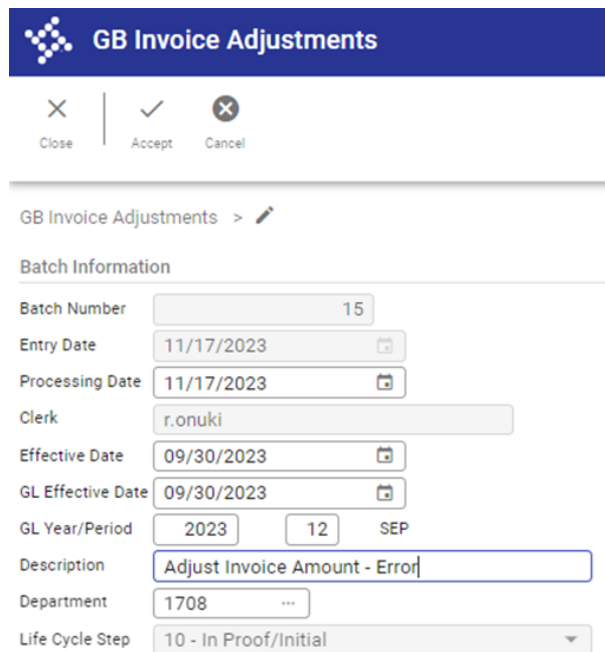
1. Click on Add



- Batch Number – System will generate the next batch number
- Entry Date – System will default to date of transaction

- Processing Date – System will use the transaction date
- Clerk – The system will default username of whom created and posted expense claim
- Effective Date – **Enter a date**
- GL Effective Date – **Enter a date**
- Description – Sample “**Adjust Invoice Amount**”
- Department – Use the field help button to select department code or you can just leave it blank.
- **Life Cycle Step** – Use the drop-down menu to select the appropriate category

2. Click **Accept** to continue



GB Invoice Adjustments

Close Accept Cancel

GB Invoice Adjustments >

Batch Information

Batch Number 15

Entry Date 11/17/2023

Processing Date 11/17/2023

Clerk r.onuki

Effective Date 09/30/2023

GL Effective Date 09/30/2023

GL Year/Period 2023 12 SEP

Description Adjust Invoice Amount - Error

Department 1708

Life Cycle Step 10 - In Proof/Initial

3. On the Adjust Invoice module, Click on the “**Search**” button.
4. Navigate to the “**Invoice number**” and enter the invoice number from the expense claims>general billing.
5. Click on the “**Accept**” button to continue.

EMPLOYEE TRAVEL POLICIES AND PROCEDURES

Adjust Invoices > 🔍

Adjustment

Adjustment * Batch

Eff. Date * Reason *

Adj. Amount

Journal Desc.

Invoice Amounts

Invoice Total

Billed Adjusted

Due Paid

Invoice Header

Year/Period

Customer Addr No.

Insurance Code

Insurance Policy

Customer PO

Parcel

Account Identifier

Contract

For/Location

AR Code

Invoice 1004110 Project Strings apply

Invoice Date

Installments

Inst. No	Start Date	Due Date	Interest Date
0 of 0			

Invoice number.

Adjust Invoices

Close Search Browse Update Delete Output Print Display PDF Save Attach **Detail** History Audits Transfer Credit Mass Credit Rebuild User Def. Find User Def. Edit Release Adjustment Cancel Adjustment

Adjust Invoices

Invoice Header

Year/Period 2023 12 SEP

Customer 3675 Addr No. 0

RAMON C DELA CRUZ
C/O MAYOR SAIPAN
SAIPAN, MP 96950 USA

Insurance Code

Insurance Policy

Customer PO

Parcel

Account Identifier

Contract

For/Location EE Claim #6221624

AR Code EE EMPLOYEE EXPENSE

Invoice 1004110 Project Strings apply

Invoice Date 09/23/2023

Installments 1

Inst. No	Start Date	Due Date	Interest Date
1	09/23/2023	09/23/2023	09/23/2023

Discount Code

Discount Percent 0.00

Department

Cash Account 9999 10000

1 of 1 |< >| The installment number.

6. Click on the **“Detail”** button to continue.
7. From here a new screen will appear **“Invoice Line Adjustments”**
8. Click on the **“Update”** button to continue.

Invoice Line Adjustments

Adjust Invoices > Invoice Line Adjustments

Invoice Header

Year * 2023 Invoice * 1004110
 Customer 3675 RAMON C DELA CRUZ
 Invoice Total 1,728.50

Adjustment Header

Adjustment * [] Batch []
 Adj. Amount 0.00

Invoice Detail

Line 1
 Charge Code EEFED - EMPLOYEE EXPENSE FEDERAL FUND
 Quantity 1.00 UOM EACH
 Price 1,728.500000
 Discount Amount 0.00
 Recipient []

Claim #6221624

Billed Amount	1,728.50	Total Amount	1,728.50
Adjusted Amount	.00	Paid Amount	.00
Diff. Amount	.00	Due Amount	1,728.50

Accounts | Installments

Org	Obj	Proj	Description	Amount
1 of 1			Enter the project string type (Expense or Funding Source). The action has been canceled as requested.	

9. A new screen will appear **“Create New Adjustment”**, navigate to **Adjustment Reason**.
10. Use the field help drop-down menu to select reason **“CANCELLED TRIP”**
11. Journal Desc.: Use your used ID: sample **“DCC.”**
12. Click on the **“Accept”** button to continue.

Create New Adjustment

Back | Accept | Cancel

Adjust Invoices > Invoice Line Adjustments > Create New Adjustment >

Adjustment

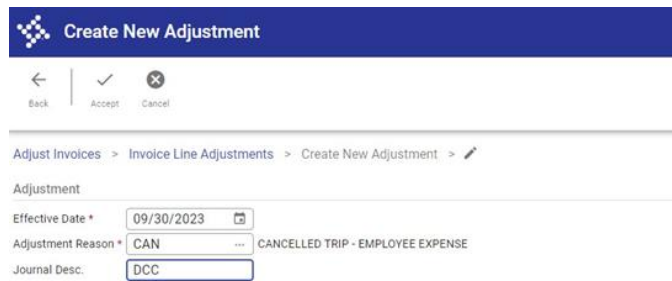
Effective Date * 09/30/2023
 Adjustment Reason * []
 Journal Desc. Adjust Inv

Adjustment Reason Help

Back | Accept | Cancel | Output | Print | Display | PDF | Save | Excel | Word

Adjust Invoices > Invoice Line Adjustments > Create New Adjustment > Adjustment Reason I

Reason Code	Description
CAN	CANCELLED TRIP - EMPLOYEE EXPENSE
DIS	DISCOUNT
ERR	ERROR

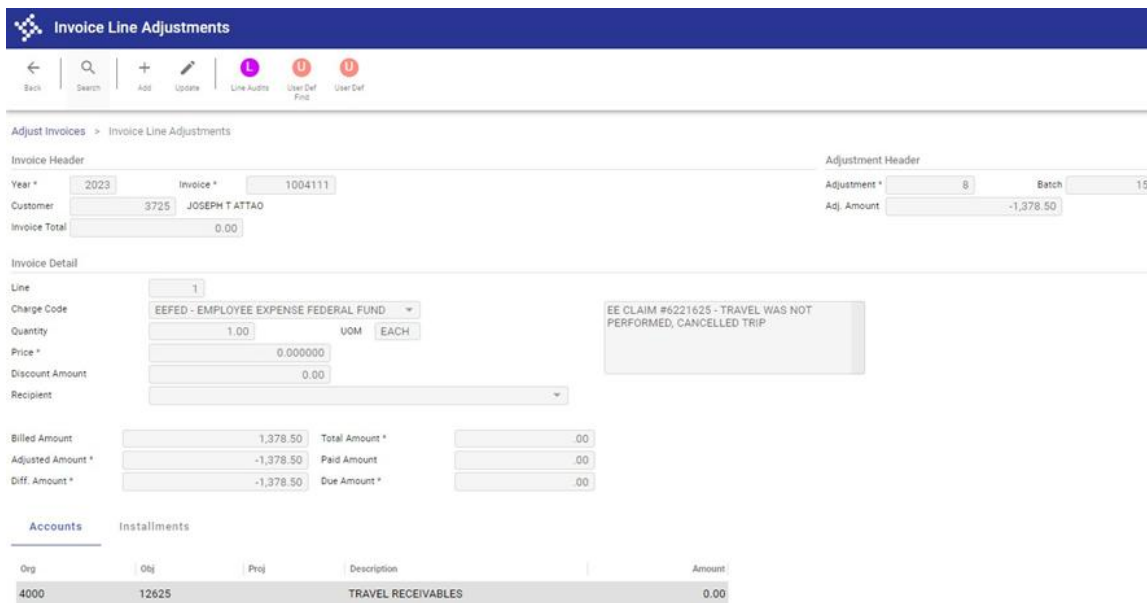


13. A new screen will appear **“Invoice Line Adjustments”**.

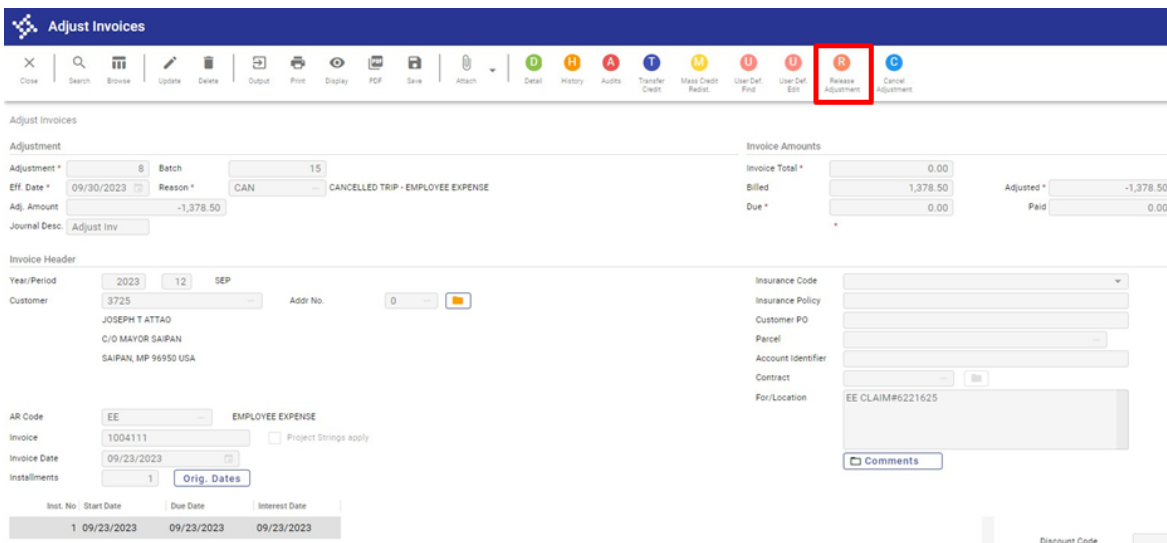
14. Navigate down to the **“Price”** field and make the adjustments to ZERO **\$0.0** amount. **DO NOT UPDATE THE ACCOUNTS**

15. Click on the **“Accept”** button to continue.

16. Click the **“Back”** button to continue back to the **“Adjust Invoice”** module.



17. Click on the **“Release Adjustment”** button to continue.



18. Select on the Output Type **“Save”** and on the Save as Type **“PDF”** and click on the **“OK”** button to continue.

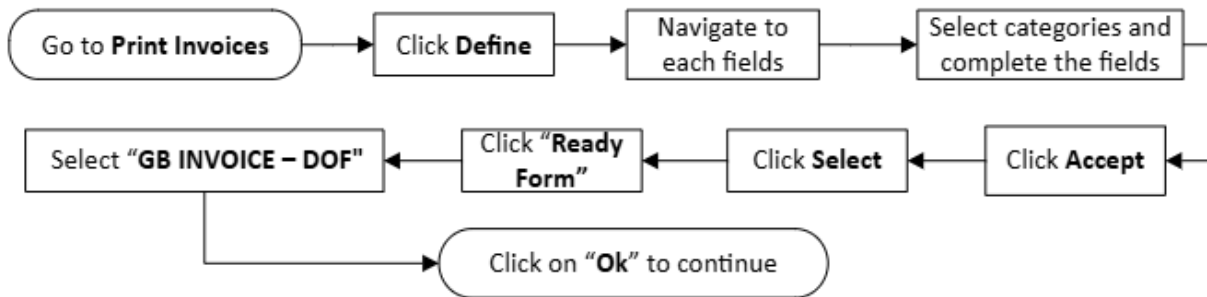
The screenshot shows a dialog box titled "Output" with a close button (X) in the top right corner. Under "Output type", there are three radio buttons: "Munis printer", "Save" (which is selected and highlighted with a red box), "PDF", and "Display". To the right of these are fields for "Save in" (Munis spool directory), "File name" (gbinvmt0017), and "Save as type" (PDF (.pdf), which is also highlighted with a red box). Below these fields is a comment: "Comment: Saves to a file retrievable from the Saved Reports program. You may accept the default or enter your own file name." Under "Report title", there are two text input fields, the first containing "INVOICE ADJUSTMENTS". At the bottom, there are two sections: "Output style" with "Presentation" selected and "Plain Text" unselected; and "Output options" with "Enable hyperlinks if present" checked and "Copies" set to 1. At the very bottom, the "OK" button is highlighted with a red box, next to a "Cancel" button.

19. System will prompt you if you would like to Release Adjustments? Click on the **“Yes”** button to continue.

The screenshot shows a dialog box with a blue exclamation mark icon and the text "Release Adjustment?". Below this is the question "Would you like to post the current Adjustment to the Invoice?". At the bottom, there are two buttons: "Yes" (highlighted with a red box) and "No".

Section 9.11 Print Invoice

General Revenues>General Billing>Invoice Processing>Print Invoices



1. Click on the **“Define”** button on the dashboard. The system will open the module for you to Enter the following information a highlighted in each field below. Use the tab key to navigate through each field on Invoice and Print. Use the drop-down menu to select each category. Once you have selected and completed the required fields, click **“Accept”** and then click on the **“Select”** button to continue.

EMPLOYEE TRAVEL POLICIES AND PROCEDURES

Print Invoices [TRAIN DATABASE Oct 19 2023]

Close Output Print Display PDF Save ReadyForms ReadyForms Delivery Definitions Notify **Define** Select Align

Print Invoices [TRAIN DATABASE Oct 19 2023]

Scheduling

Execute this report

Invoices

Date range *	<input type="text"/>	to	<input type="text"/>	Customer number range	<input type="text"/>	to	<input type="text"/>
Invoice year *	<input type="text"/>			Special condition restrictions	<input type="text"/>		Selected (0)
Invoice range	<input type="text"/>	to	<input type="text"/>	AR effective date	<input type="text"/>		
AR code range	<input type="text"/>	to	<input type="text"/>	Include invoice balance over	<input type="text"/>		
Batch number range	<input type="text"/>	to	<input type="text"/>	Only include invoices that are	<input type="text"/>		

Print

Run type	<input type="radio"/> Print <input type="radio"/> Reprint	<input type="checkbox"/> Skip invoices with medical/ins. information
Sort option	<input type="text"/>	<input type="checkbox"/> Print on plain paper
<input type="checkbox"/> Include scan line on the invoice		<input type="checkbox"/> Double space detail lines
<input type="checkbox"/> Include last payment date and amount		<input type="checkbox"/> Print General Ledger summary
<input type="checkbox"/> Include account balance and past due		<input type="checkbox"/> Override invoice messages
<input type="checkbox"/> Include "Duplicate Invoice" on reprinted invoices		<input type="checkbox"/> Round unit price

Export

Create export file

File format Flat file XML

Export detail Installment Installment with lines

Export file name

Customization

Payment terms

Invoice message

EMPLOYEE TRAVEL POLICIES AND PROCEDURES

Print Invoices [TRAIN DATABASE Oct 19 2023]

Close Accept Cancel

Print Invoices [TRAIN DATABASE Oct 19 2023] > ✎

Scheduling

Execute this report

Invoices

Date range * 09/30/2023 to 09/30/2023

Invoice year *

Invoice range to

AR code range to

Batch number range to

Customer number range to

Special condition restrictions

AR effective date

Include invoice balance over

Only include invoices that are

Print

Run type Print Reprint

Sort option

Include scan line on the invoice

Include last payment date and amount

Include account balance and past due

Include "Duplicate Invoice" on reprinted invoices

Skip invoices with medical/ins. information

Print on plain paper

Double space detail lines

Print General Ledger summary

Override invoice messages

Round unit price

Export

Enter the ending batch number.

Export

Create export file

File format Flat file XML

Export detail Installment Installment with lines

Export file name

Customization

Payment terms

Invoice message

Results

Selected

Printed

Exported

Enter the ending batch number.

Print Invoices [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Close | Output | Print | Display | PDF | Save | **ReadyForms** | ReadyForms Delivery Definitions | Define | **Select** | Export | Align

Print Invoices [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Invoices

Date range * 09/30/2023 to 09/30/2023 Customer number range to
 Invoice year * 2023 Special condition restrictions
 Invoice range to AR effective date
 AR code range to Include invoice balance over
 Batch number range to Only include invoices that are

Print

Run type Print Reprint Skip invoices with medical/ins. information
 Sort option Print on plain paper
 Include scan line on the invoice Double space detail lines
 Include last payment date and amount Print General Ledger summary
 Include account balance and past due Override invoice messages
 Include "Duplicate Invoice" on reprinted invoices Round unit price

Export

Create export file
 File format Flat file XML
 Export detail Installment Installment with lines
 Export file name

Customization

Payment terms
 Invoice message

Results

Selected
 Printed
 Exported

Select the invoices.

- Click on the **“Ready Form”** icon on the dashboard and use the drop-down menu from the Output to Ready Forms to Select **“GB INVOICE – DOF”** and Click on the **“OK”** button to continue.

Output ×

Output to ReadyForms

Delivery Definition ▼ ■

- GB INVOICE - DFW PERMIT (R)
- GB INVOICE - DFW PERMIT (S)
- GB INVOICE - DFW PERMIT (T)
- GB INVOICE - DFW SCM
- GB INVOICE - DFW TRANSIENT DOCK
- GB INVOICE - DPL
- GB INVOICE - JUDICIARY
- GB INVOICE - TREASURY

Comment: Generates ReadyForms documents and optionally displays a PDF preview.

Output style

Presentation

Plain Text

OK Cancel

Output ×

Output to ReadyForms

Delivery Definition GB INVOICE - TREASURY ▼ ■

Preview Documents

Comment: Generates ReadyForms documents and optionally displays a PDF preview.

Output style

Presentation

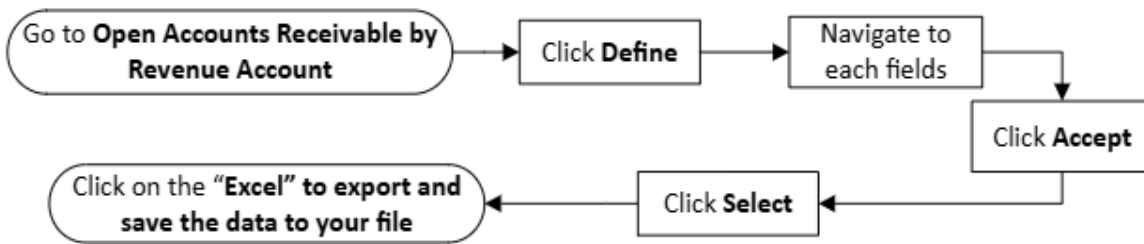
Plain Text

OK Cancel

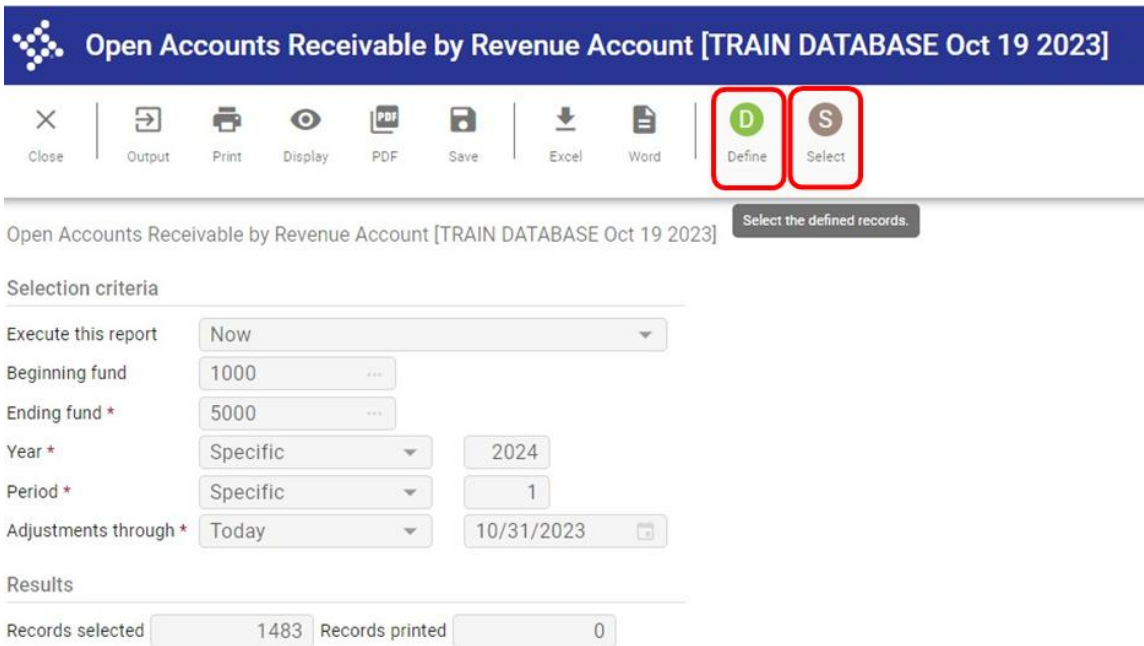
Section 9.12 Open Invoice Report

Section 9.12.1 Open Accounts Receivable by Revenue Account

General Revenues>General Billing>Inquiries & Reports>Open Accounts Receivable by Revenue Account



1. Click on the “**Define**” field and fill in each required field. Use the tab key to navigate to each field and click on the “**Accept**” button to continue.
2. Then click on the “**Select**” button.

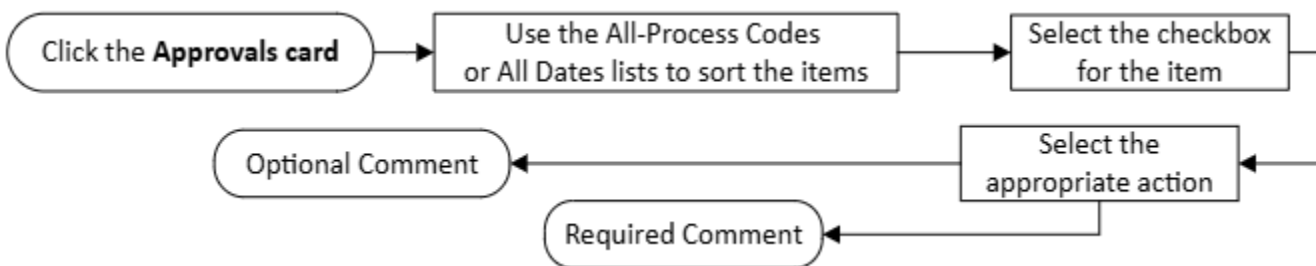


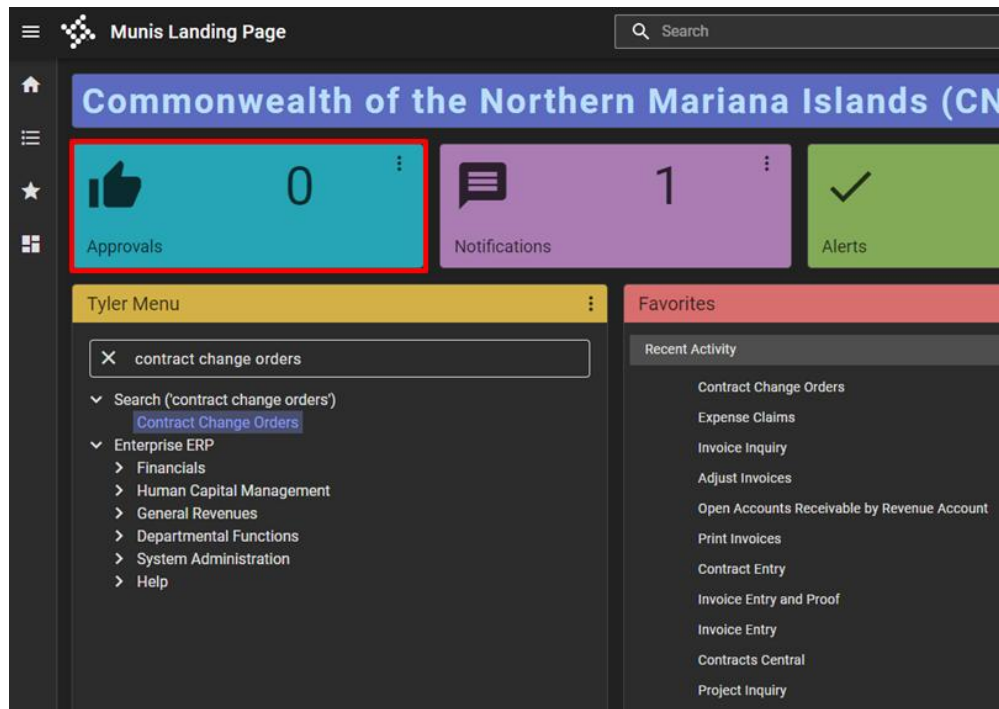
3. Click on the “**Excel**” button to export and save the data to your file. Open the data on file to sort.

Section 9.13 Workflow Approval Hub

Munis Workflow Approvals

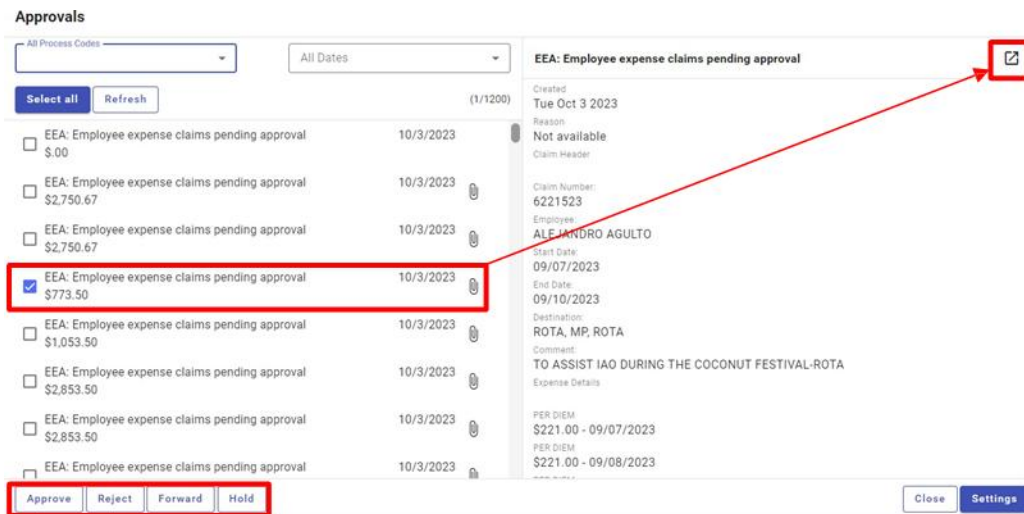
Munis Workflow transactions are approved using the Approvals card on Tyler Hub.





To approve an item:

1. Click the Approvals card to list all items currently awaiting approval. Use the All-Process Codes or All Dates lists to sort the items.



2. Review the items awaiting approval and locate the item to approve. The right pane of the Approvals card displays basic details about the currently selected (shaded) record.
3. To view the record in the applicable Employee Expense program, click the Launch button.

- To approve the item from the Approvals card, select the checkbox for the item to display the Workflow options, and then select the appropriate action.

Note: In this example, the item is currently held (as indicated by the hand icon beside the date). Clicking Remove Hold provides a comment box for justifying the removal of the hold.



After entering a brief justification and clicking **Submit**, the program removes the hold and provides the standard Workflow approval options.

When you select Accept, Reject, Forward, or Hold, the Approvals card provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.