



#334541 Help please with P-Card submission - as per screenshot errors

Submitted 22 April 2022 at 10:29 **Received via** Mail **Requester** Jimmy Stephens <jimmy.stephens@terracat.co.nz>

CCs
IT Service Desk <servicedesk@terracat.co.nz>

Status	Type	Priority	Group	Assignee
Open	-	Normal	Service Desk	Matt Osterfield

Category
NAXT

Jimmy Stephens April 22, 2022 at 10:29

Expense reports

enterpriseportal/sites/DynamicsAx/EmployeeServices/ManageExpenses/Enterprise%20Portal/TrvExpenseReportsWorkerListPage.aspx?WMI...

Settings - PasswordsCTM PortalPages - HomeCaterpillar Equipme...SalesLink - Sales Re...Products & Services...Unified FleetZ-Library. The worl...Learner Dashboard

Edit expense report: ERN145457, Jimmy Stephens expenses

PageExpense report

SubmitSave and closeSaveCloseReceiptsExpense reportDistributionsExpense report cover page

CommitAttachmentsPrint

Department ERN is not a valid dimension value in combination with the following dimensions values that are valid:

MainAccount 622124.

The combination was not validated beyond the Department financial dimension.

Dimension values were validated with this account structure: NZ P&L-Direct Expenses (First 4 + ProdGrp + ProjID + ProdID)

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Expense report submit failed

Expense report - hierarchy workflow

Submit

Expense report: ERN145457, Jimmy Stephens

Expense purpose:Jimmy Stephens expenses

Location:BOP Region

Receipts attached:Yes

Description:coffee x2, Muffin x2

Expense report amount paid by company:146.45 NZD

Expense report amount paid by Worker:0.00 NZD

Personal expenses :0.00 NZD

Total expense report amount :146.45 NZD

Show more fields

Expense lines

New expense lineAdd unreconciled expenses (0)CopyEditRemoveItemiseSplit to personalOther

Type here to search

15°C Light rain10:28 am22/04/2022

Jimmy Stephens
Territory Account Manager Rental - The CAT Rental Store

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Jess Beattie April 29, 2022 at 16:02 Internal note

I have the answer for this one, just got to track it down :)

Jess Beattie April 29, 2022 at 16:36 Internal note

Ok, I found my previous ticket on this error <https://itsdterracat.zendesk.com/agent/tickets/334693> however it was to do with using his personal vehicle as opposed to using a company vehicle.

His financial dimensions are:

ERN-1081-21
These pull through to expense claims when they get created

Workers (Unsaved filter) Type to filter										
<input type="checkbox"/> Name	Search name	Personnel number	Telephone	Extension	E-mail	Worker type	Department	CostCentre	Location	SalesPerson
jimmy*s*										
Jimmy Stephens	Jimmy Step...	03090			Jimmy.St...	Employee	ERN	1081	21	03090

This expense claim looks like it is for food, in which it should not be being coded to 622124 - Revenue Vehicles.
I believe it should be 619110 - Staff Domestic

Expense categories (1 -

File New Delete Setup Validation Function Transactions Committed costs Forecast Project control Mileage rate tiers

Category ID	Category name
TAE-115410	Employee Cash Advance
TAE-115410A	Cash Advance Return
TAE-115510	Prepayments
TAE-115530	Training Clearing
TAE-153130	Asset Under Construction
TAE-220110F	Fiordland trip - accrual
TAE-250240	GTNZ Intercompany
TAE-250272	Gough Holdings Intercompany
TAE-485814	Loyalty Prog Points Redemption
TAE-610414	Staff Membership Fees & Subs
TAE-610420	Staff Uniforms
TAE-610430	Staff Benefits - Travel
TAE-610432	Gifts to Staff (not food or drink)
TAE-610710	Recruitment
TAE-610720	Staff Relocation
TAE-613120	Rehabilitation Costs
TAE-613130	Safety Equipment
TAE-613140	Compliance & Wellness Programme Costs
TAE-613160	T & A - H & S - Domestic Travel
TAE-613162	T & A - H & S - International Travel
TAE-616110	External Training Courses
TAE-616120	T & A - Training - Domestic Travel
TAE-616122	T & A - Training - International Travel
TAE-619110	T & A - Staff Domestic
TAE-619112	T & A - Staff International
TAE-619120	T & A - Directors' Domestic
TAE-619122	T & A - Directors' International
TAE-619130	T & A - Servicemen on Loan
TAE-619140	Sales Conference

Category ID: TAE-619110

Category name: T & A - Staff Domestic

Use in Project: ☒

Flat rate: ☐

Project

Identification

Category: TAE-619110

Category group: EXPENSE

Bucket code:

Ledger category:

Description

Category name: T & A - Staff Domestic

Administration

Transaction type: Expense

Item GST group: ALL

Worker: Optional

Cost accounts

Revenue accounts

Expense

Allowed payment methods

Subcategories

Looking at the account structure, if he uses 619110 he should be all good as his financial dimensions are valid against that account number

Configure account structures (1)

File Manage

Edit Activate Validate Restore Duplicate Relationships Advanced rule Budget planning rules Chart of accounts Alias

Maintain New Set up Accounts

(Active)	MainAccount	Department	CostCentre	Location	SalesPerson	ProductGroup	ProjectID	ProductionID
NZ BALSHEET (Trg Ctr) (Active)	611*613180;616300	18 combinations						
NZ BALSHEET-Bank (Active)	6533*	4 combinations						
NZ BALSHEET-Prime Product Inventory (Active)	650232;650252;650252	2 combinations						
NZ BALSHEET-Product Support Inventory (Active)	653200;653299	7 combinations						
NZ BALSHEET-Production Inventory (Active)	616112..616121;6190	14 combinations						
NZ BALSHEET-Production Inventory (Active)	629128	13 combinations						
NZ BALSHEET-Rental Assets (Active)	622124..622179;6221	3 combinations						
NZ BALSHEET-Warranty and Provisions (Active)	619110;623110;6291							
NZ Interunit temp change (Draft)	EEQ	3 combinations						
NZ Inventory - Naxt Trspt Removal (Draft)	EUQ	2 combinations						
NZ Inventory - NAXT removal Trspt (Draft)	EMN	1031	00	<all values>	<all values>	<all values>	<all values>	<all values>
NZ MIGRATION (Draft)	ETR	1041..1050	00	<all values>	<all values>	<all values>	<all values>	<all values>
NZ P&L - GEO & BPL (Active)	EPS	5 combinations						
NZ P&L-Analytical Centre Sales and COS (Active)	ESV	2 combinations						
	EPT	4 combinations						
	EMO	1071..1080	00	<all values>	<all values>	<all values>	<all values>	<all values>
	ERN	1081..1088;1090	00;10;18;19;21;23;26;	<all values>	<all values>	<all values>	<all values>	<all values>
		1089	00	NA	<all values>	<all values>	<all values>	<all values>

Whereas, 622124 that he is trying to use, does not have ERN listed as a valid department

To find the account structure,

- Management Reporter
- Audit trail
 - Base data
 - External
 - Journals
 - Project
 - Reconciliation
 - Transactions

Setup

- General ledger parameters
- General ledger workflows
- Ledger
- Ledger reasons
- Financial calendars
- Currency
- Chart of accounts
 - Chart of accounts
 - Configure account structures
 - Advanced rule structures
 - Main account categories
 - Main account templates
 - Ledger account alias
 - Consolidation account groups
 - Additional consolidation accounts
- Financial statement (traditional)
- Financial dimensions
 - GST
 - Withholding tax
 - Periods
 - Journals
 - Posting
 - Organisation

To know how to find the account, in error messages, it will state the account structure name like "dimension values were validated with this account structure NZ P&L-Direct Expenses (First 4 + ProdGrp + ProjID + ProdID)"

File

Manage

Edit

Activate

Validate

Restore

Delete

Rename

Duplicate

Account structure

Relationships

Advanced

Budget plan

Maintain

New

Set up

NZ BALSHEET (Trg Clr)
(Active)

NZ BALSHEET-Bank
(Active)

NZ BALSHEET-Prime
Product Inventory (Active)

NZ BALSHEET-Product
Support Inventory (Active)

NZ BALSHEET-Production
Inventory (Active)

NZ BALSHEET-Rental
Assets (Active)

NZ BALSHEET-Warranty
and Provisions (Active)

NZ Interunit temp change
(Draft)

NZ Invenotry - Naxt Tsprt
Removal (Draft)

NZ Inventory - NAXT
removal Trspt (Draft)

NZ MIGRATION (Draft)

NZ P&L - GEO & BPL
(Active)

NZ P&L-Analytical Centre
Sales and COS (Active)

NZ P&L-Direct Expenses
(First 4 + ProdGrp + ProjID
+ ProdID) (Active)

NZ P&L-Direct Expenses
(First 4 + ProdGrp +
ProjId) (Active)

NZ P&L-Direct Expenses
(First 4) (Active)

NZ P&L-Finance Income
(Active)

NZ P&L-Other COS
(Active)

NZ P&L-Other Income
(Active)

NZ P&L-Parts Sales and
COS (Active)

^

MainAccount

Departn

<400000

▼

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He needs to change the Expense category to 619110 if he can or if he is unable to, then he may need to create a new expense claim with the correct category :)

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