Travel and Expense Module

PRODUCTION DegreeWorks

JSU PROD Advising
JSU PROD Admin
JSU PROD Scribe
JSU PROD Transfer Equivalency Self-Service

PRODUCTION Time and Effort/Travel and Expense

JSU PROD Time and Effort
JSU PROD Travel and Expense

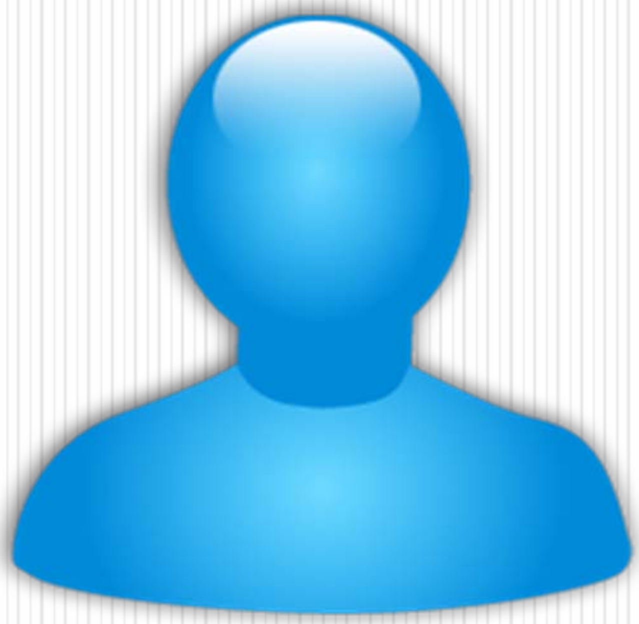
PRODUCTION Banner Workflow

JSU PROD Banner Workflow

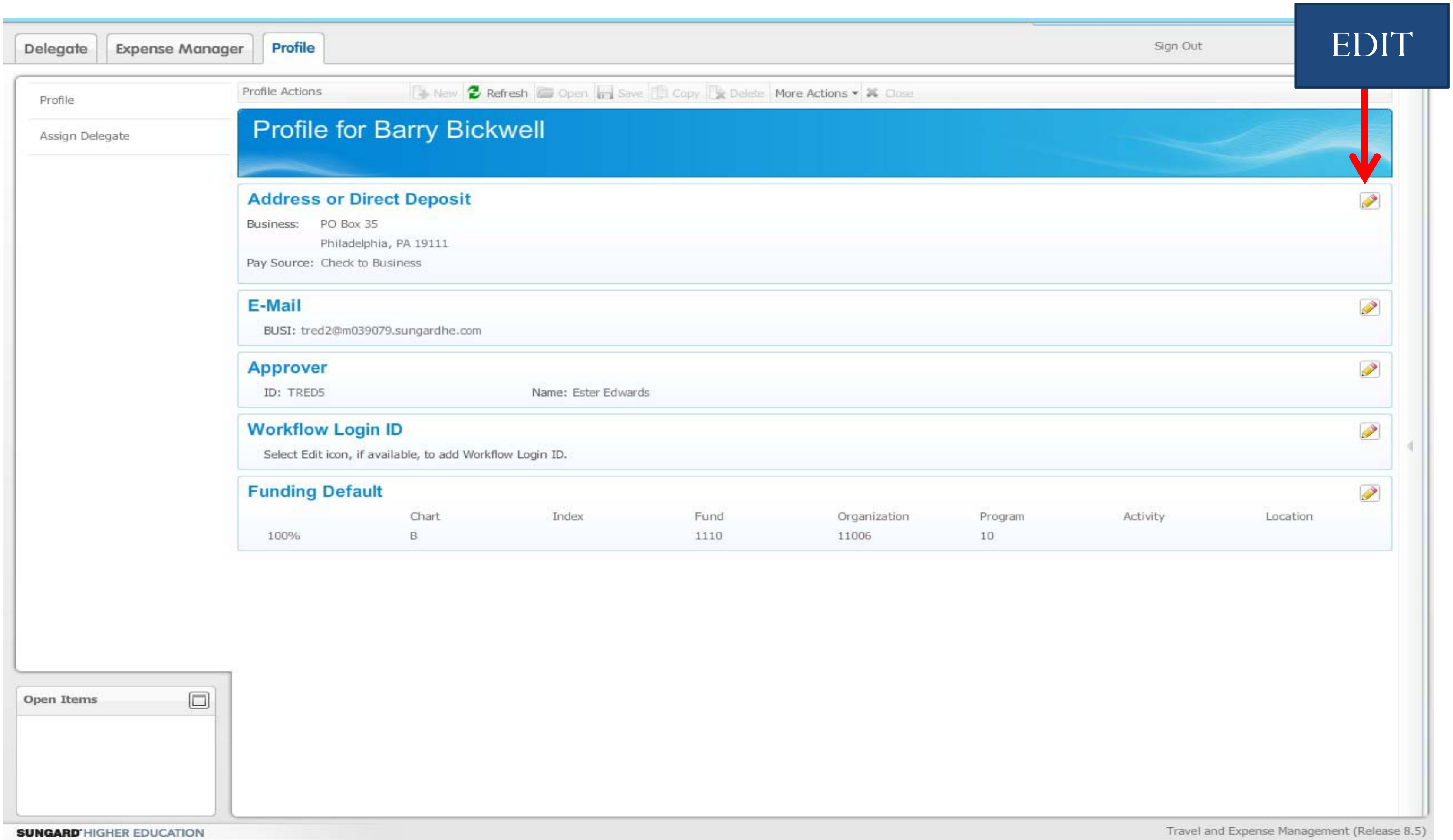
- WWW.JSUMS.EDU/BANNER
- Click JSU PROD Travel and Expense
- User Name: Your J#
- Password: Pin # for JSU PAWS

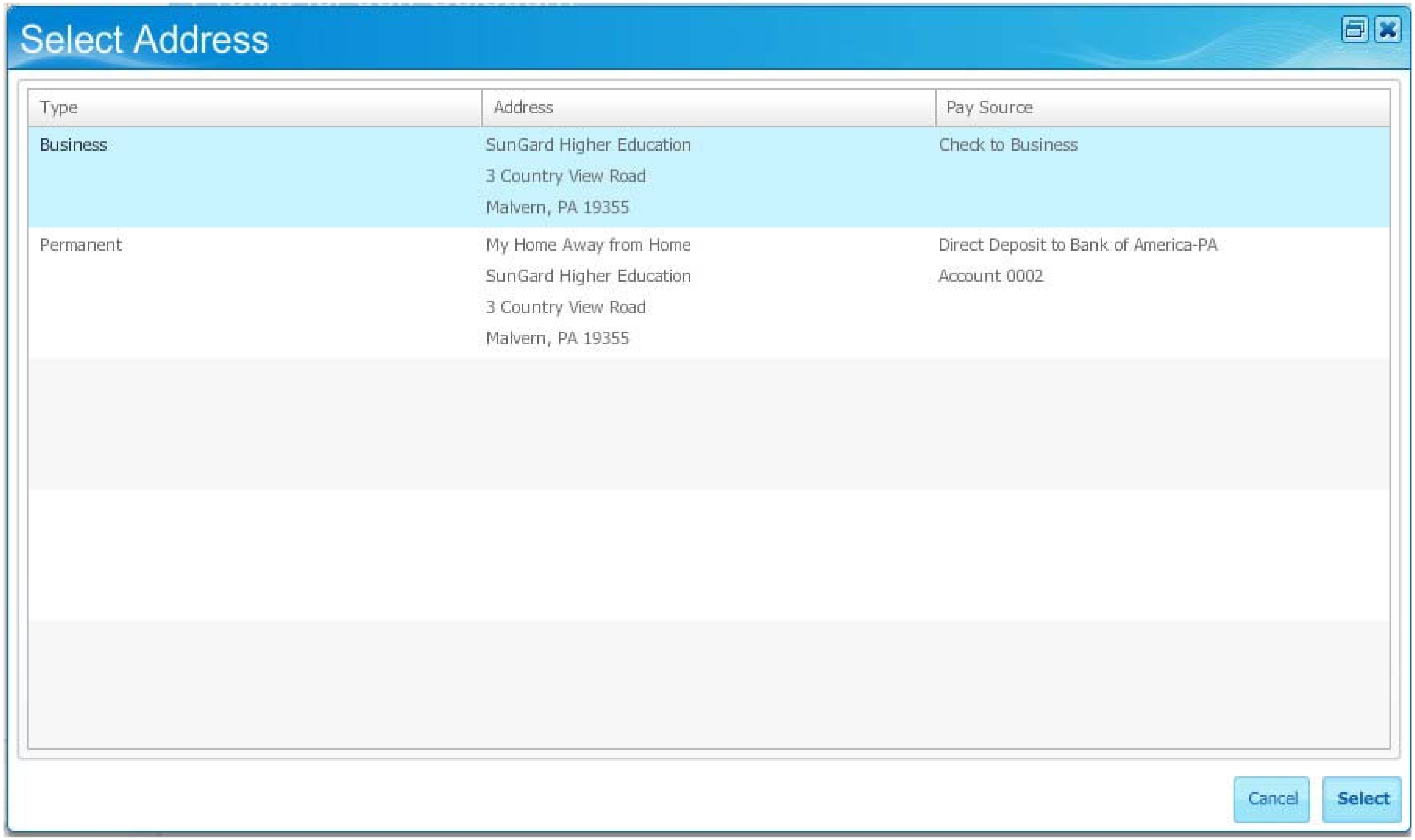
Profile

Travel and Expense



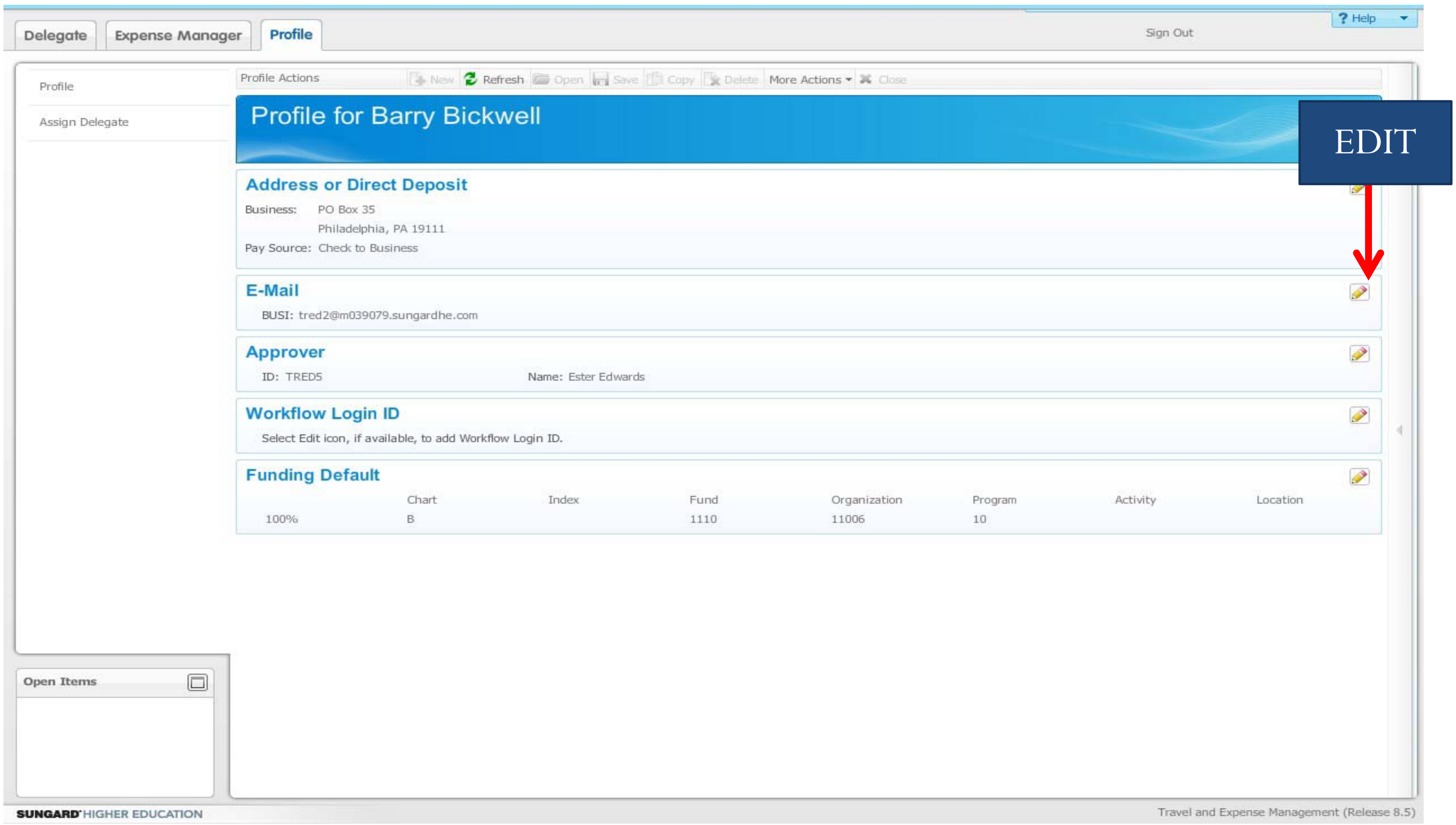
Creating a Profile

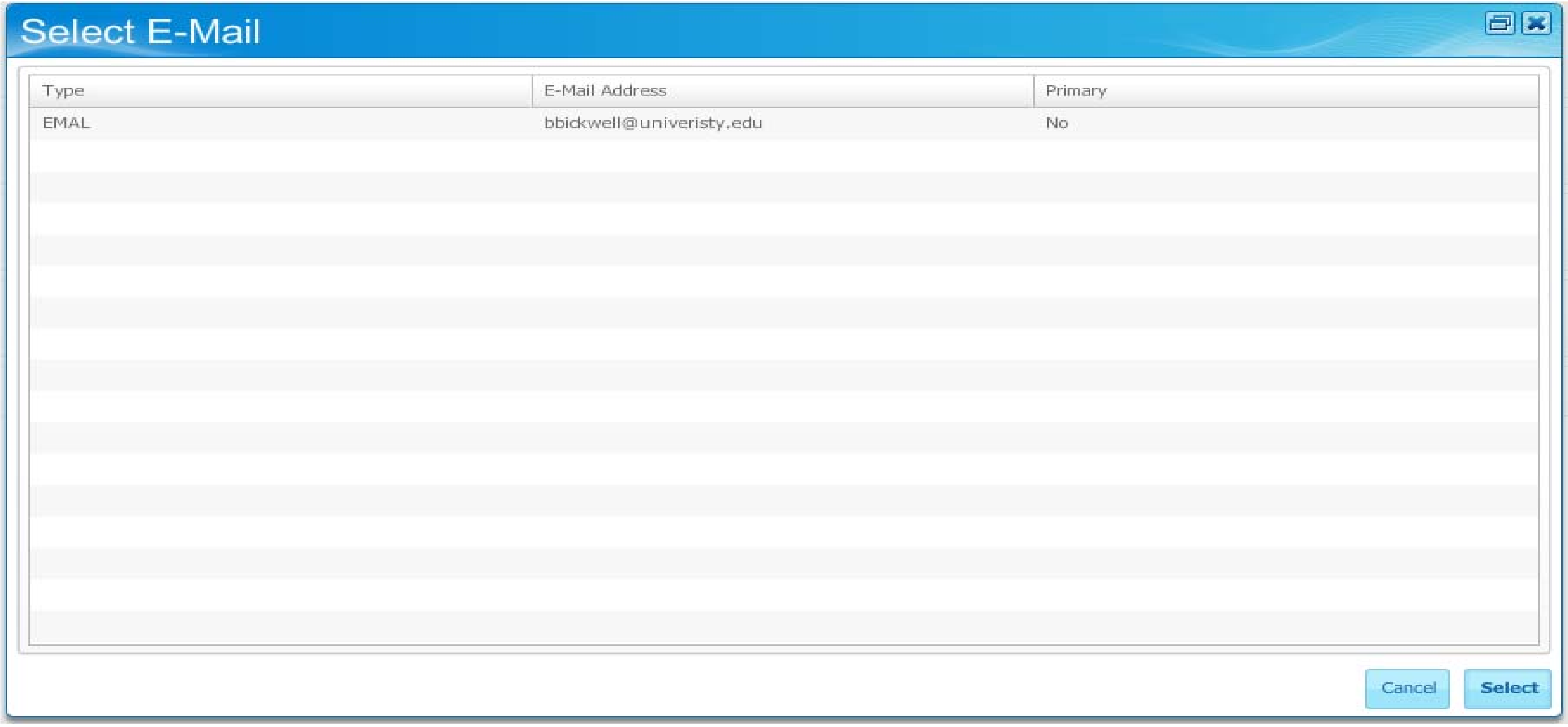




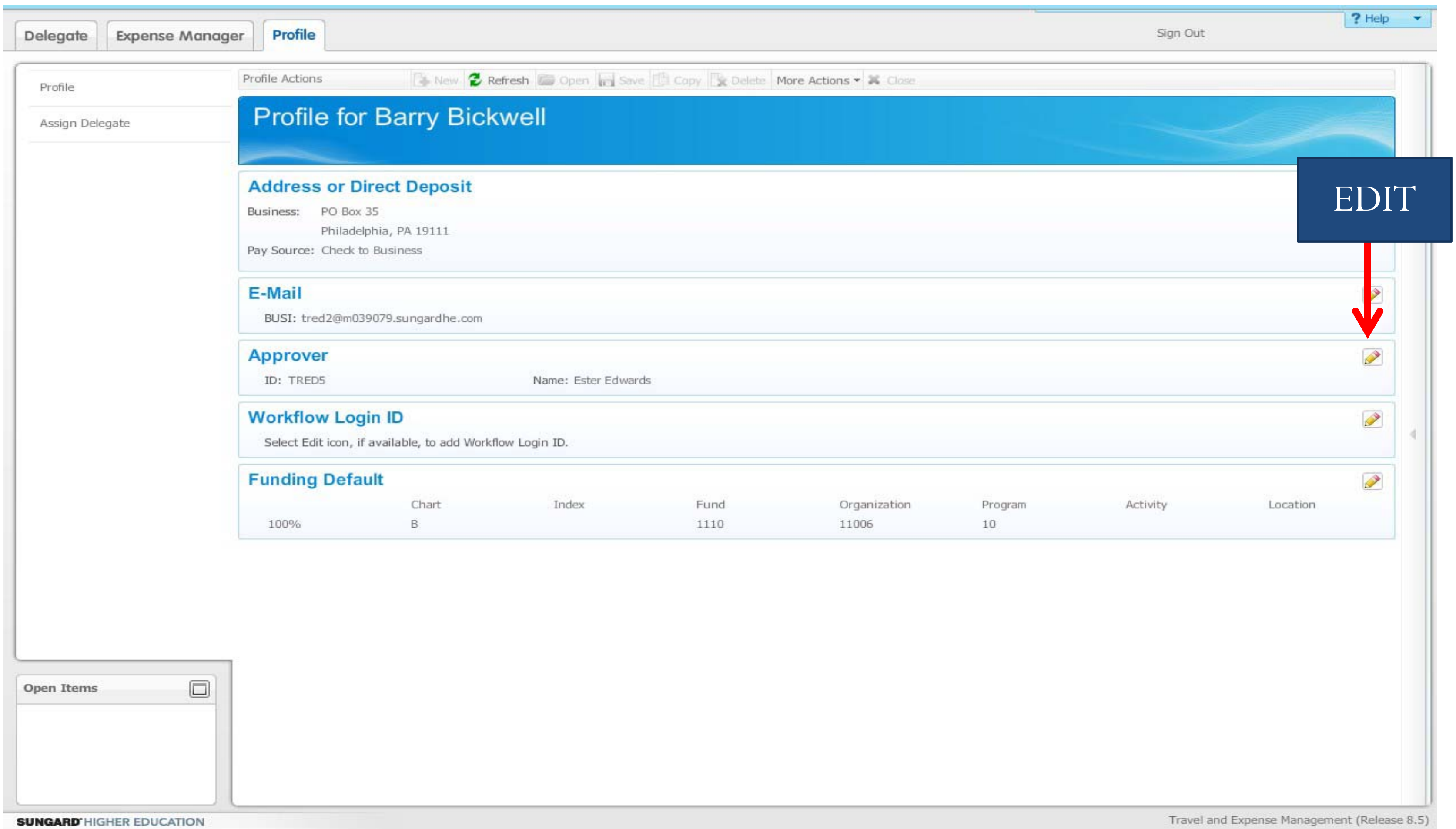
Click the **Profile tab.**

2. Click the **Edit icon for the item you want to change.**
3. Click any item in the list to select that item.
4. Click the **Select button.**


Delegate
Expense Manager
Profile
Help
Sign Out
Profile
Assign Delegate
Profile Actions
New
Refresh
Open
Save
Copy
Delete
More Actions
Close
Profile for Barry Bickwell
EDIT
Address or Direct Deposit
Business: PO Box 35
Philadelphia, PA 19111
Pay Source: Check to Business
E-Mail
BUSI: tred2@m039079.sungardhe.com
Approver
ID: TRED5
Name: Ester Edwards
Workflow Login ID
Select Edit icon, if available, to add Workflow Login ID.
Funding Default
Chart Index Fund Organization Program Activity Location
100% B 1110 11006 10
Open Items
SUNGARD HIGHER EDUCATION
Travel and Expense Management (Release 8.5)



- Click the **Profile** tab.
- Click the **Edit** ( ) icon for the E-Mail
- Click any item in the list to select that item.
- Click the **Select** button.



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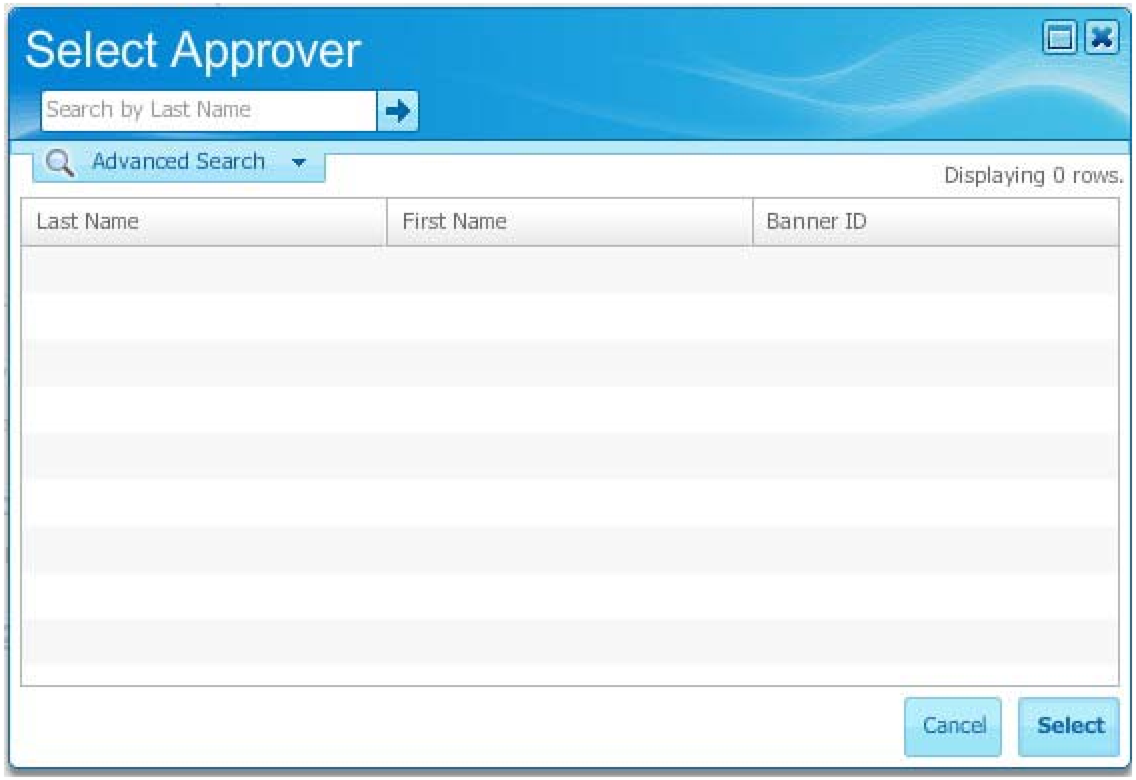
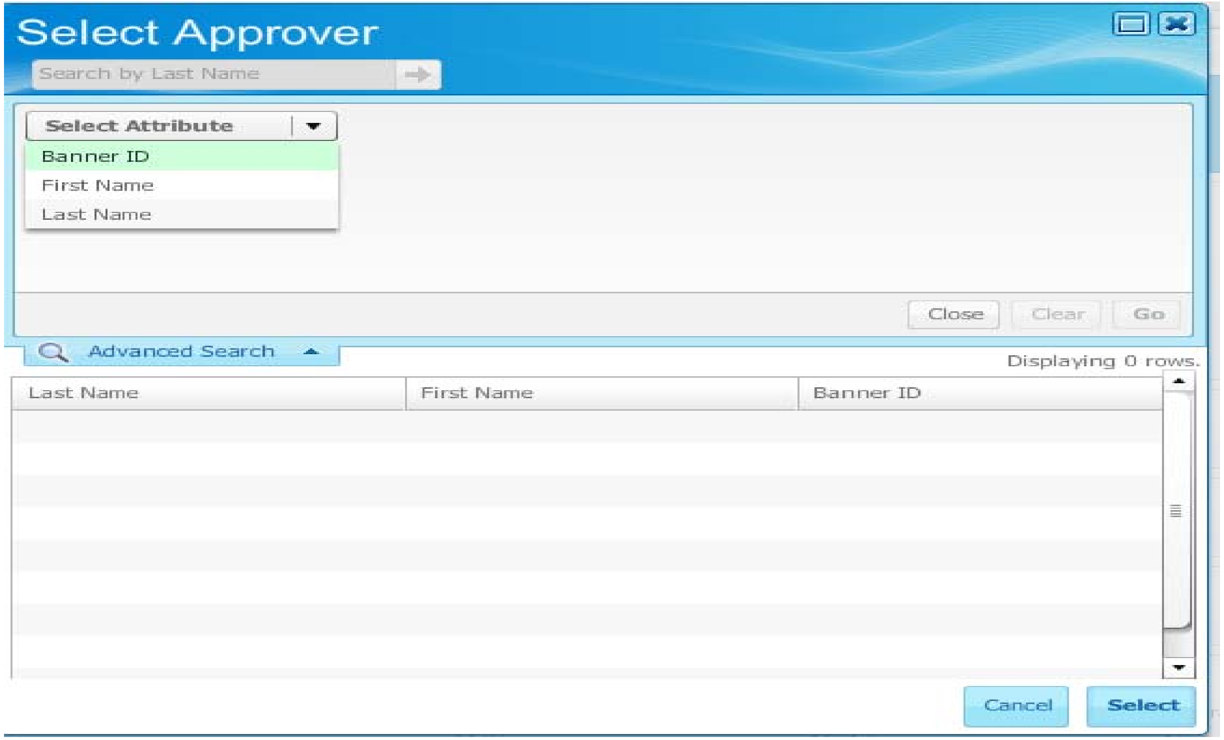


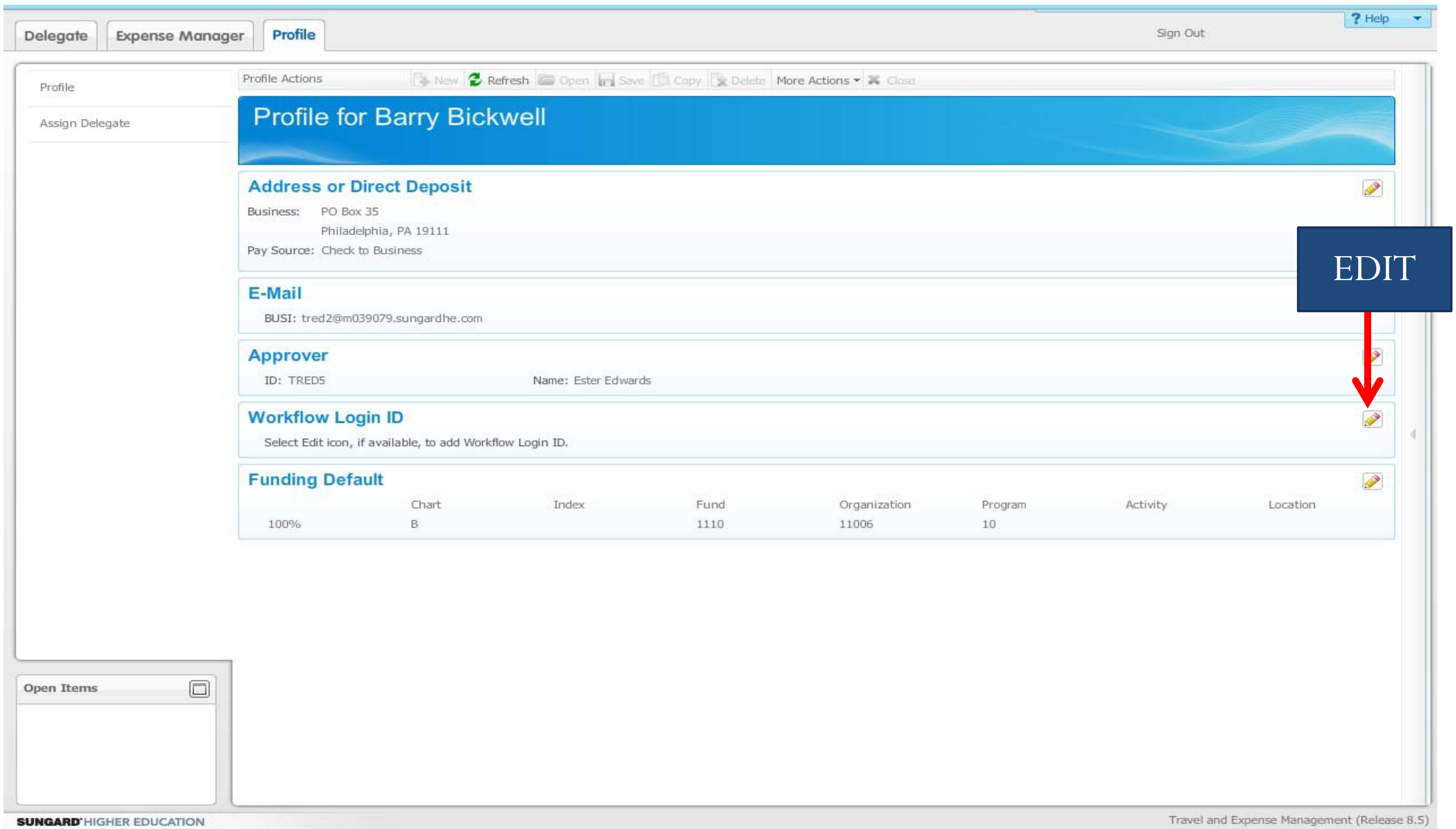
1. Click the **Profile tab.**
2. Click the **Edit ( ) icon for the Approver item.**
3. Enter a name or partial name in the **Search by Last Name field.**

****Note: If you did not know how to spell the name, you could enter the partial name followed by a percent sign (%). The percent sign (%) is Wildcard character.

4. Click the arrow button to start the search.
5. Click any item in the results list to select that item
6. Click the **Select button.**



- Click on the **Advanced Search** tab to expand the window.
- Click on the **Select Attribute** field.
- Select an attribute from the list. (Banner ID = J#)
- Enter the information.
- Click the **Go** button.
- Highlight the approver's name
- Click Select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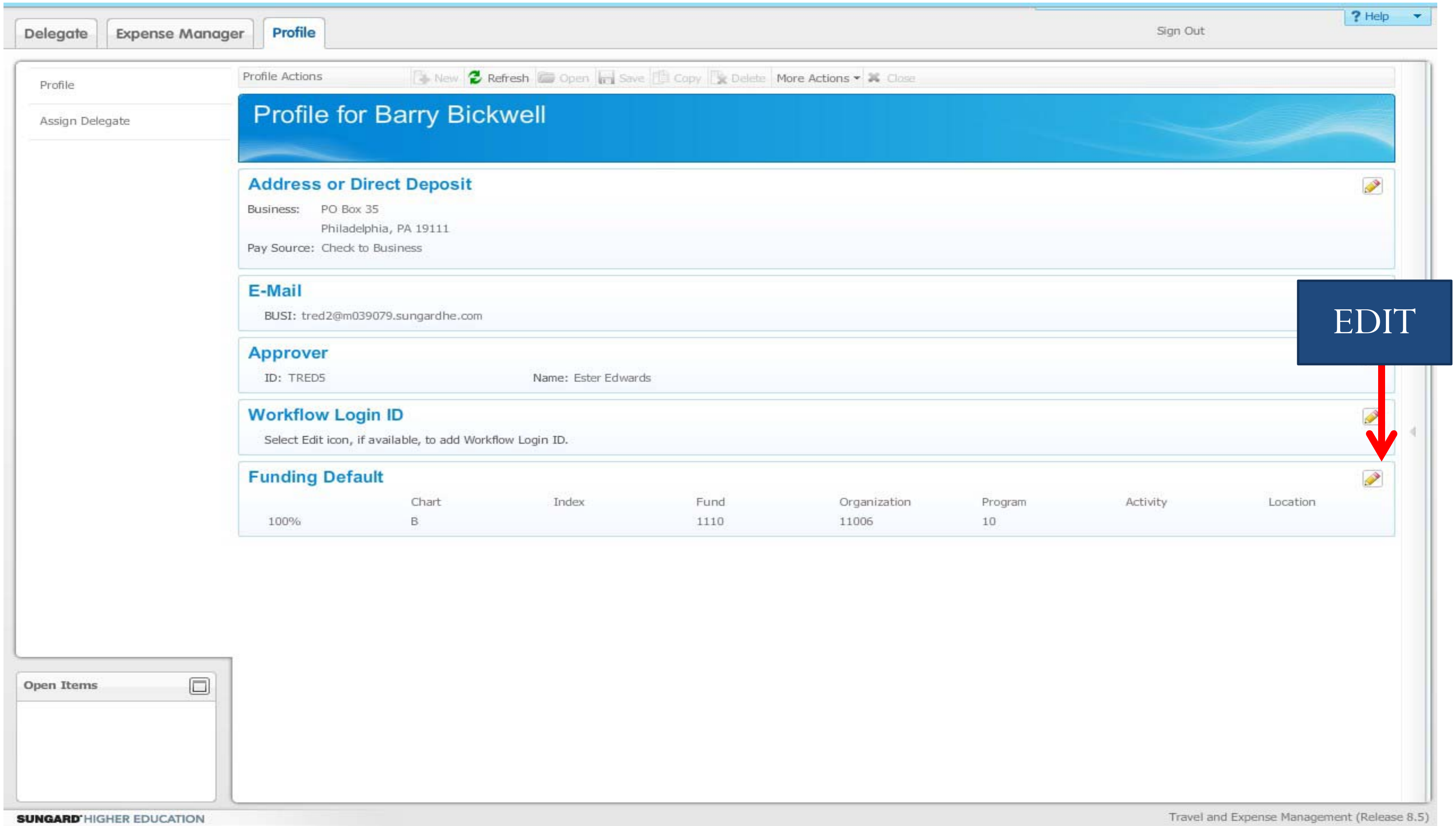
Travel and Expense Management (Release 8.5)
EDIT

- Click the **Profile** tab.
- Click the **Edit** ( ) icon for the Workflow Login ID item. (Workflow Login ID is your J00000000)
- Enter the Workflow ID in the **ID** field. This ID must be set up in Workflow by the Workflow Administrator. You must also be assigned the Workflow Approver role. This is not searchable or validated here but must be valid.
- Click the **Save** button.

NOTE: You will only need to add your Workflow ID to your profile if you will be approving travel authorizations or travel reimbursements.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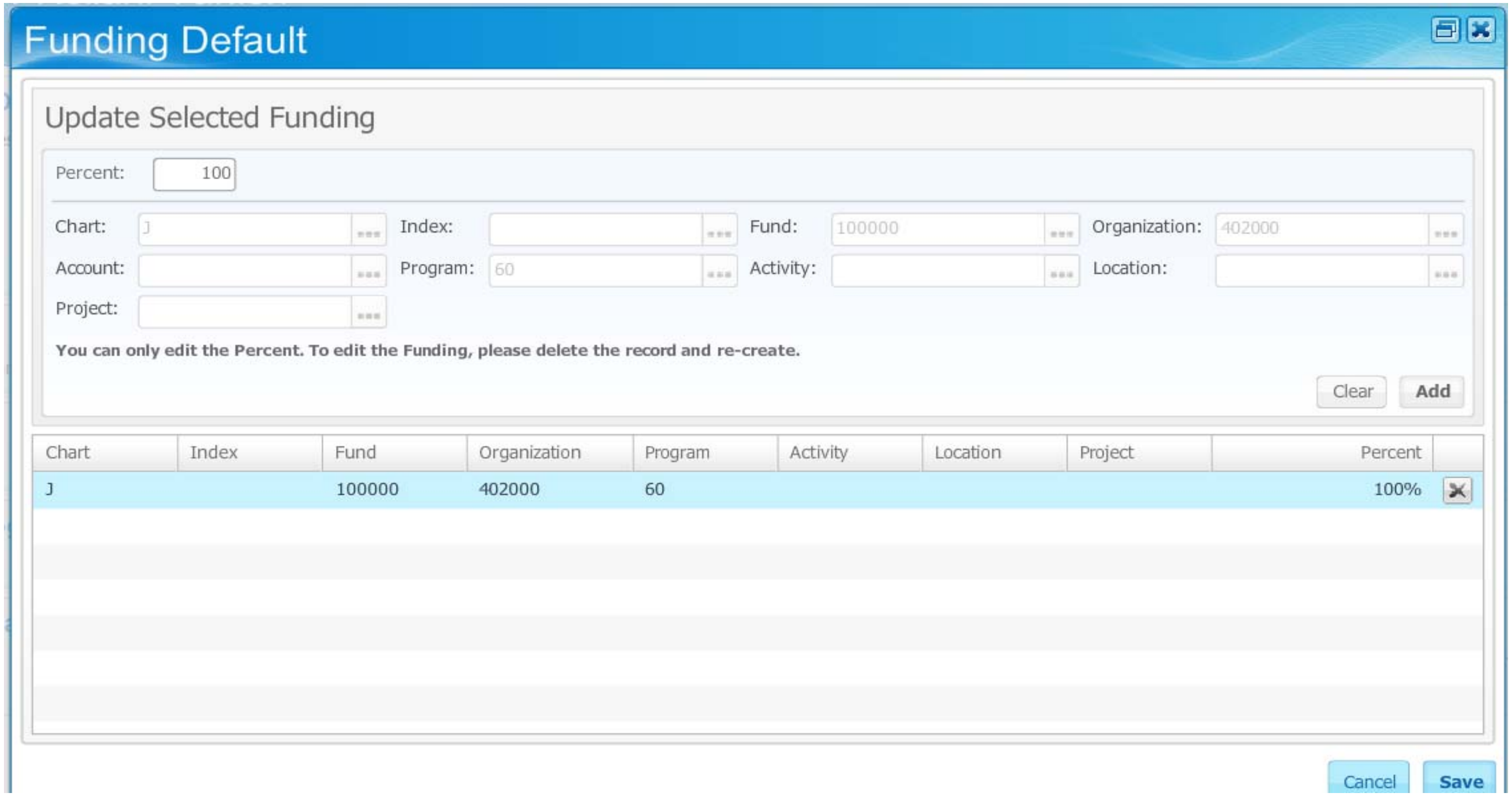
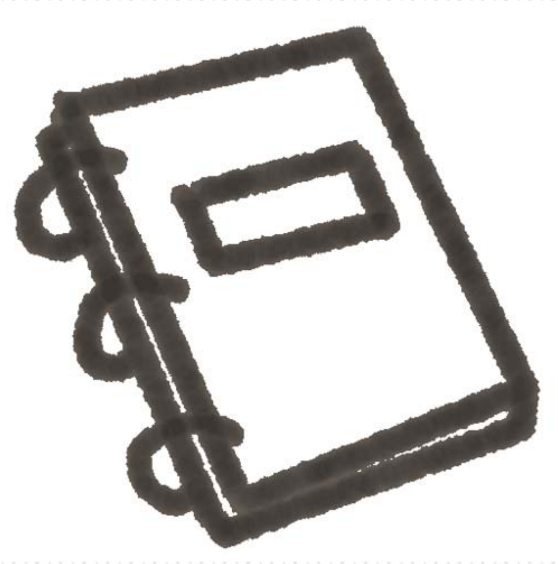


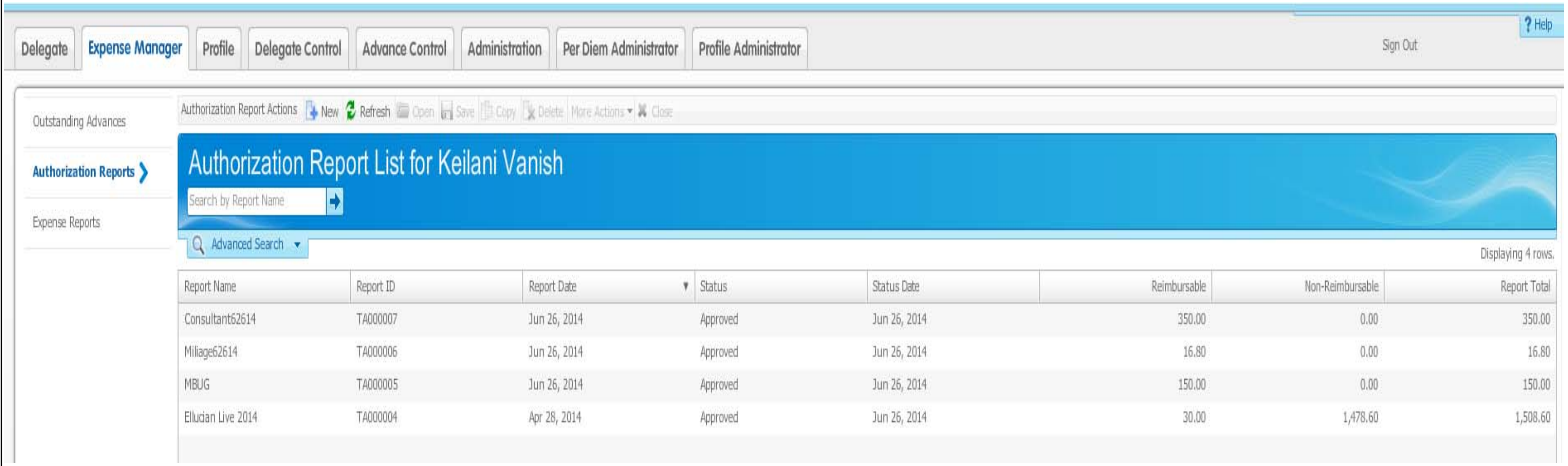
1. Specify the percentage of the funding to be added in the **Percent field. The** total percentages should add up to 100%.
2. Chart is always J
3. Fill in additional fields (such as Index or Fund, Organization, and Program). Note that the Account field is grayed out because it will be filled in by the Expense Type during processing.
4. Click the **Add button to add the funding to your selections.**
5. You may now add additional funding to your selections by repeating steps 1-4 as necessary.
6. If you wish to remove a funding from your selections, click the **Delete** icon in its row.
7. When you are satisfied with your selections, click **Save to save them as the** default funding or **Cancel to exit without saving.**

Authorization report (TA)

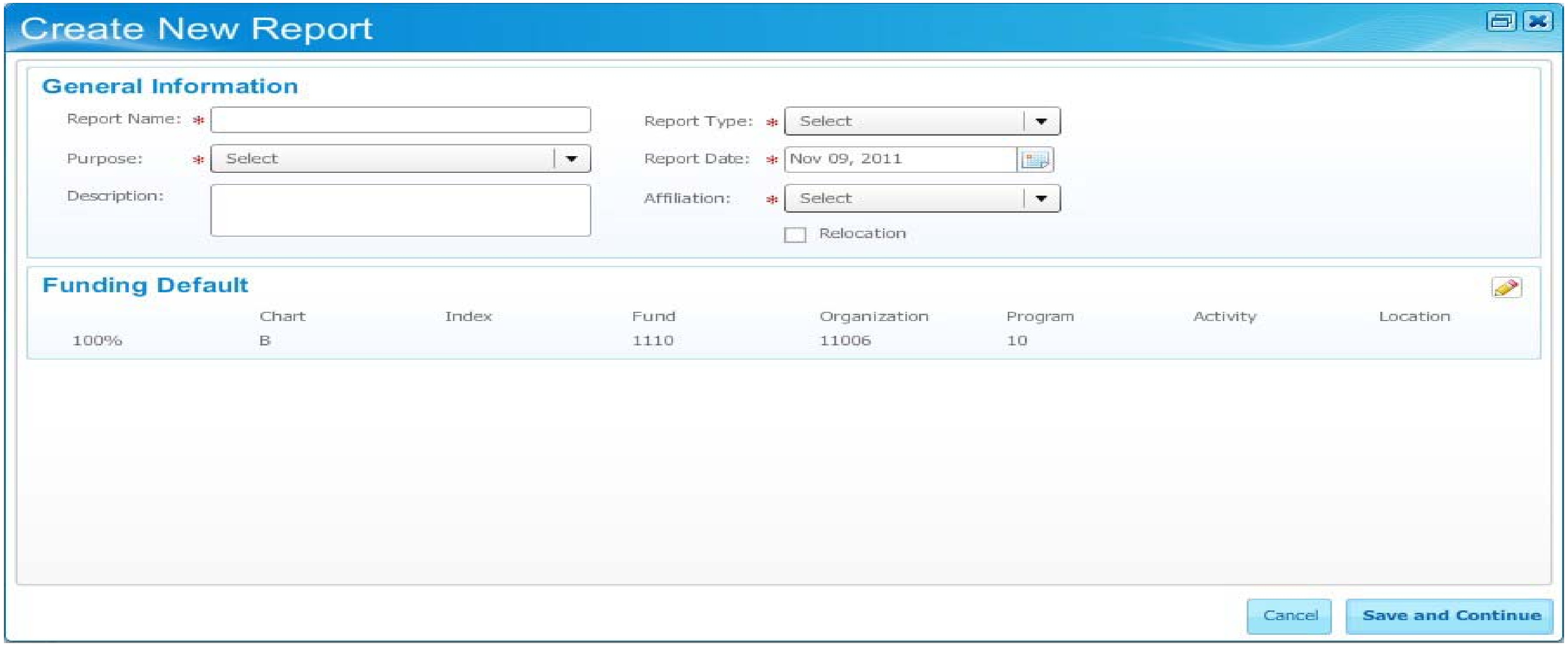
Travel and Expense



Creating Authorization Report



1. Click **on Expense Manager**
2. Click **Authorization Report**
3. Click **New**



1. Enter a unique name in the **Report Name field.**

Note: You may want to include a date in the report name to distinguish this report from another if you make multiple trips to the same city or conference.

2. Select a business purpose, such as *Conference, in the **Purpose field.***

3. Enter a description of the authorization report in the **Description field. (OPTIONAL)**

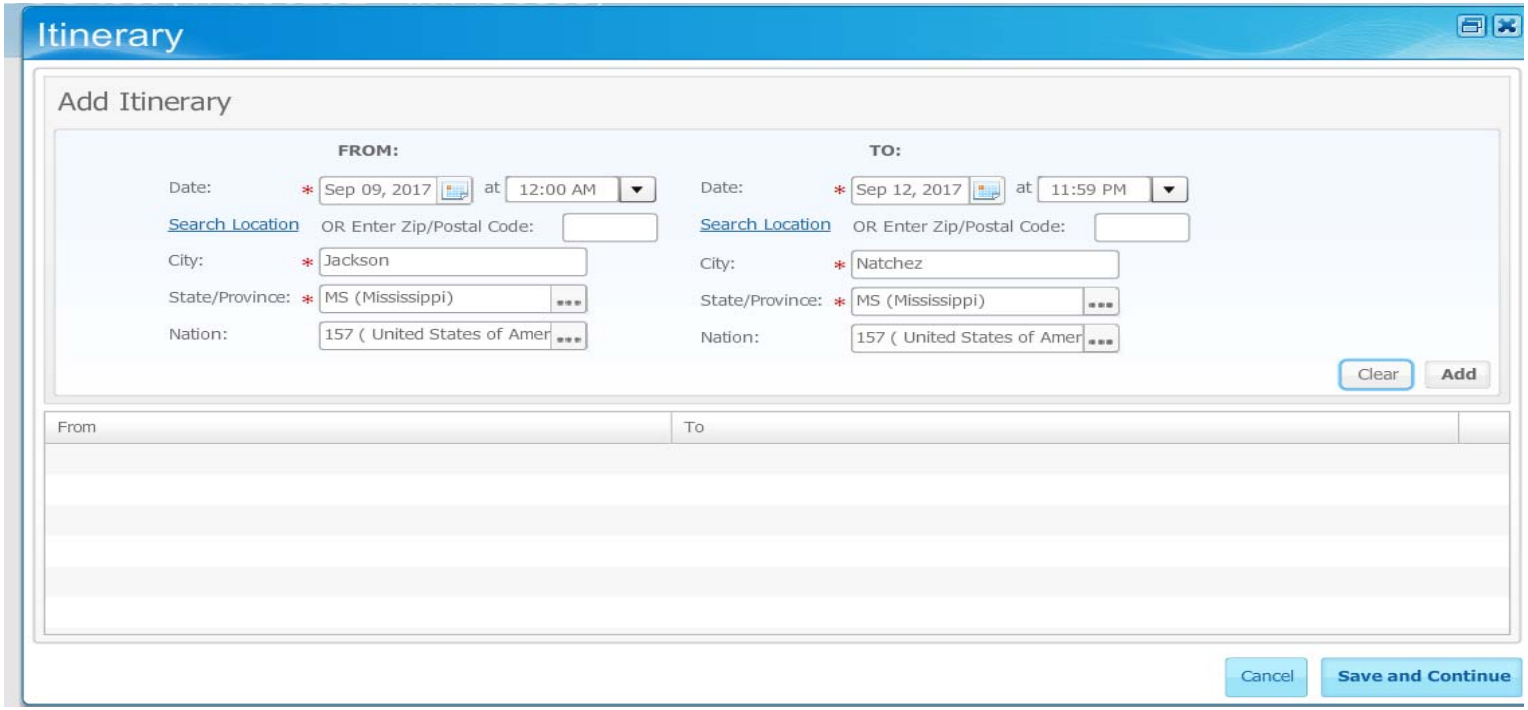
4. Select a report type (such as *travel) as the report type in the **Report Type field.***

5. Today's date will default in the **Report Date field.**

6. Select an affiliation in the **Affiliation field.**

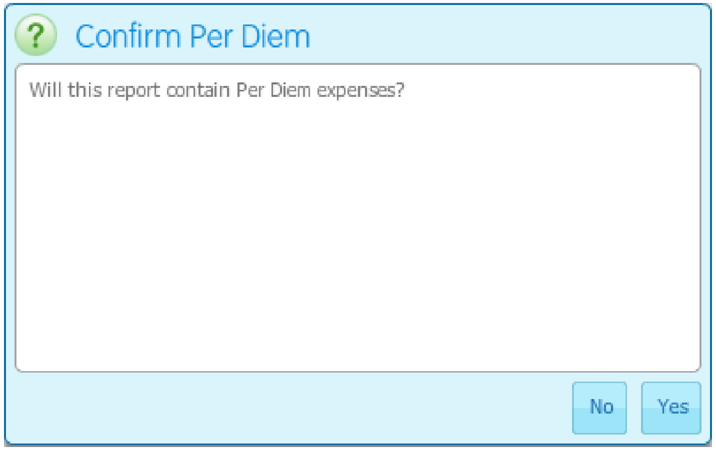
7. Notice that the Funding Default is populated from your **Profile tab entry, if one** exists. If you wish to change this funding, click on the edit icon, make changes, and click save

8. **Save and Continue in the next step.**

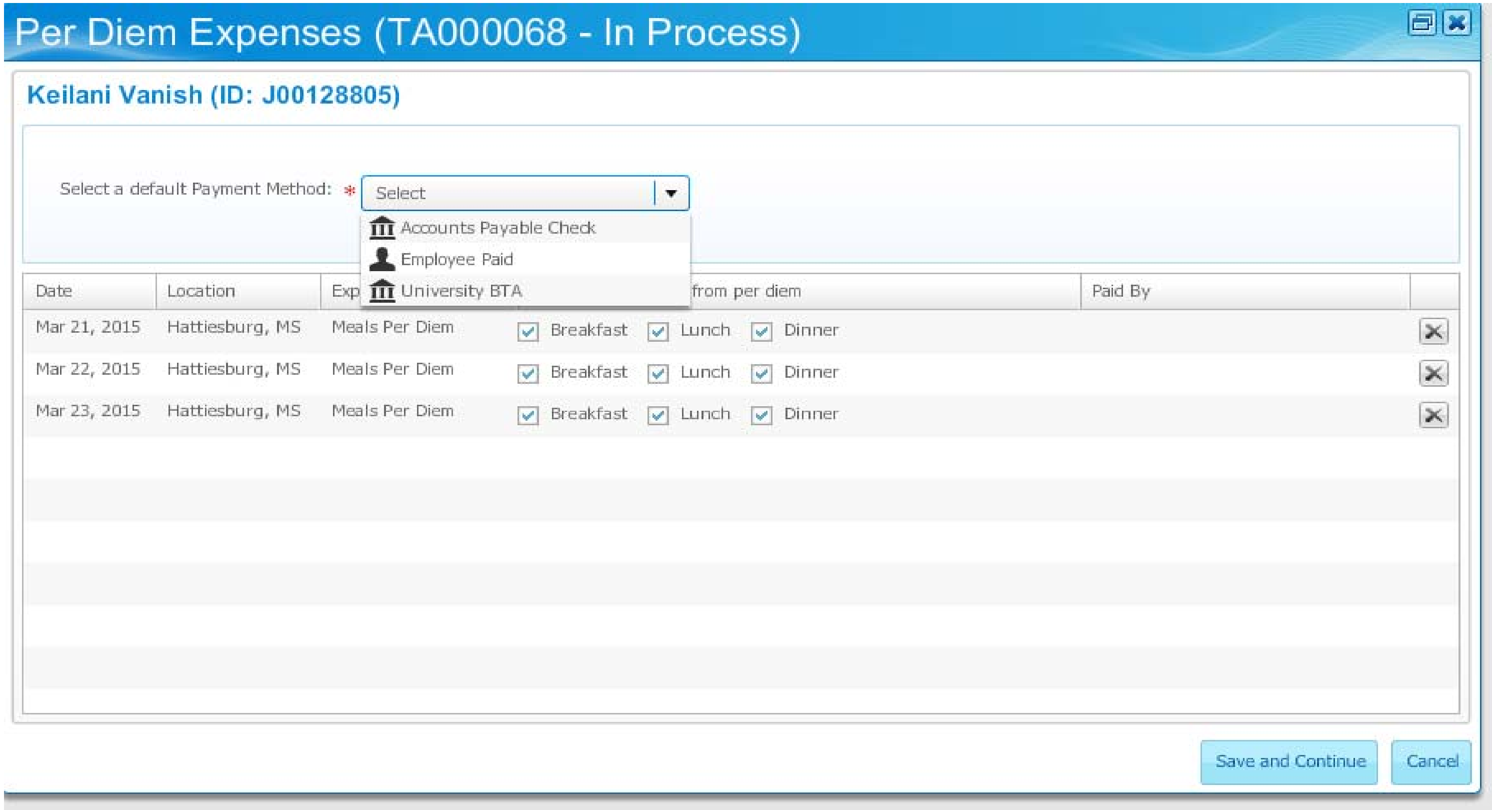


1. Click the **Calendar icon in the From:** Date field to select a starting date.
2. Click on **Select Location Enter the proper city name. Use the Search Location** if that helps.
3. Click the **Calendar icon in the To:** Date field to select an arrival date.
4. Click the **Time field drop-down arrow to select an arrival time in half-hour** increments.
5. Click on **Select Location.** Enter the destination city name.
6. Click the **Add button** to add the first portion of the trip to the itinerary.
7. Click the **Save and Continue** button to go to the next window.

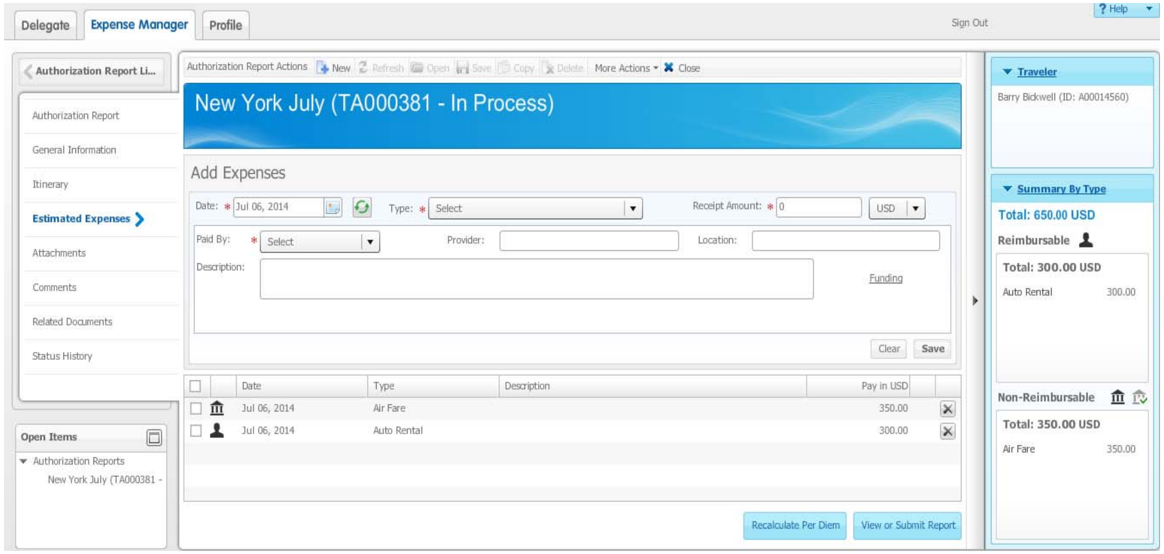
Repeat steps 1-7 for the addition of other cities that will be visited on the same trip



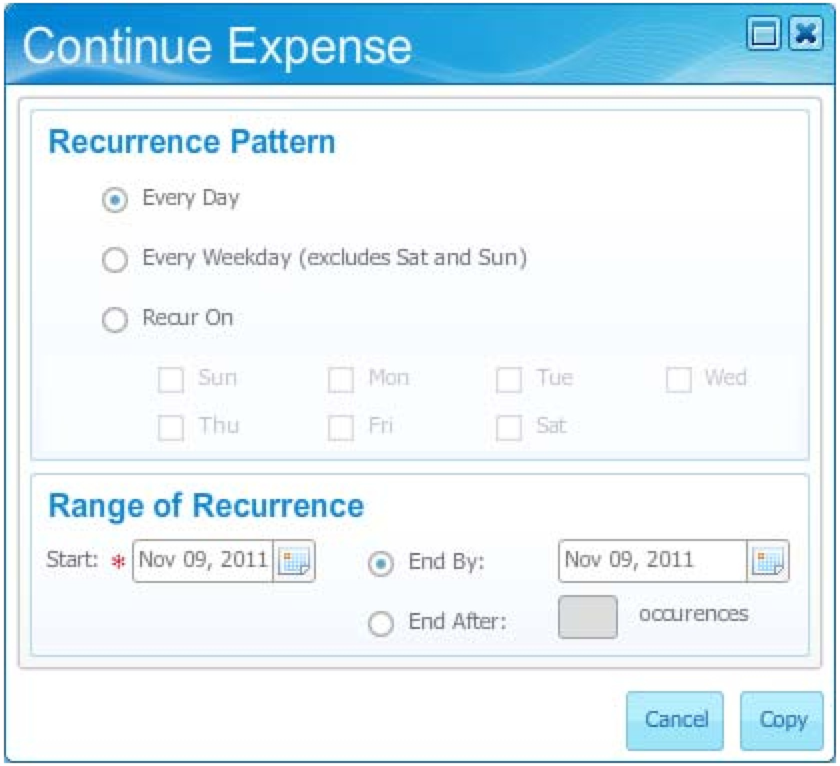
Click YES/NO if your report will contain Per Diem expenses for meals.



- Select Employee Paid
- Deselect any meals that will be provided by the conference



- From an open authorization report, click the Estimated **Expenses** link, if needed.
- Select the date the expense is expected to occur using the **Calendar** icon in the **Date** field.
- Select the expense type in the **Type** field.
- Enter the amount of the expense in the **Receipt Amount** field.
- Note: If you selected a calculated amount type such as *Mileage* in the **Type** field, you will not be able to enter an actual amount in the **Receipt Amount** field.
- Select how the expense will be paid in the **Paid By** field.
- Make sure every field with and * is filled in
- Click the **Save** button to save the expense.

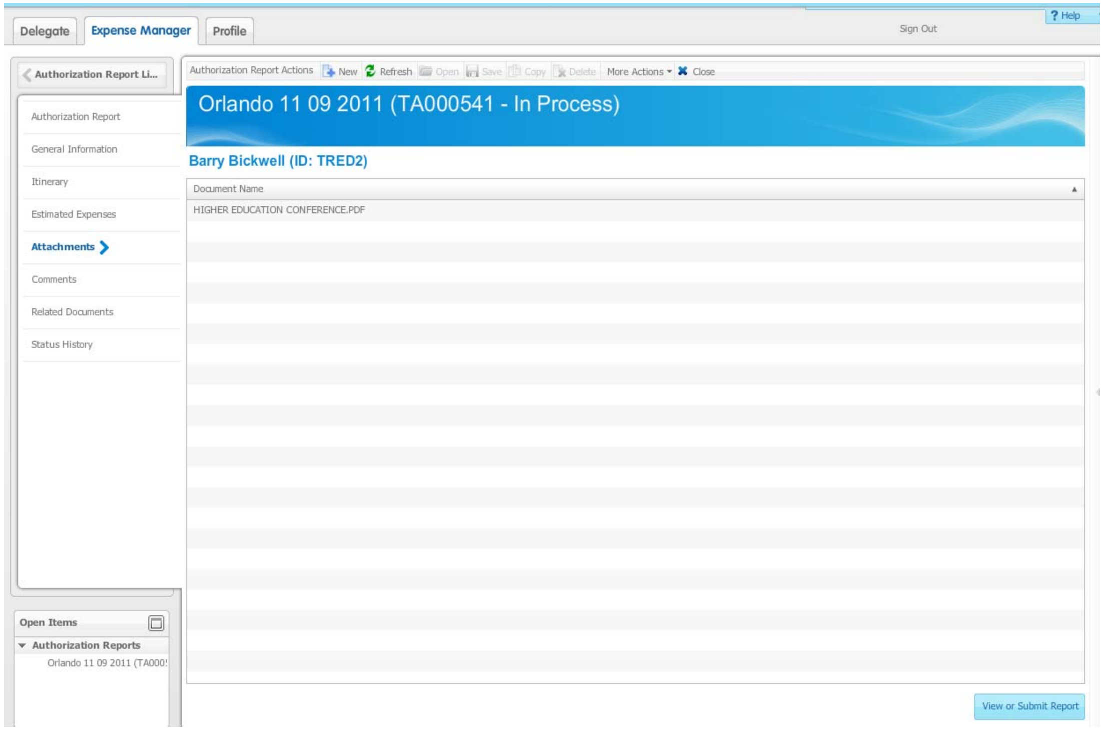


- Note: For repeating expenses, you can click the **Recurring** icon before or after entering the Expense Type and Amount. The resulting window gives you several options for showing how many consecutive days a charge was made.
- **Examples of repeating expenses…hotel charges, car rental fees, per diem, etc**

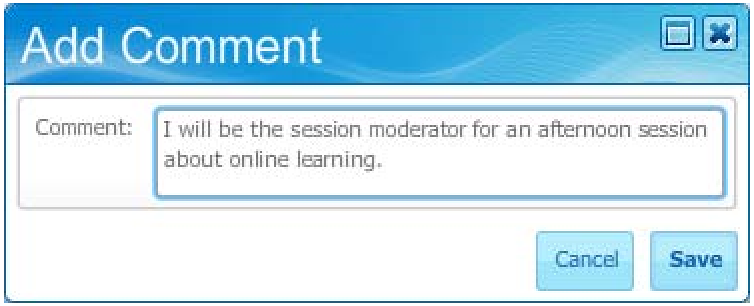
Paid By Options

What will happen with each "Pay By Option"

- Accounts Payable Check – a requisition MUST be completed and a PO assigned before an Accounts Payable Check can be issued
- Employee Paid – employee will pay for the expenses and get reimbursed with a completions of a travel reimbursement report
- University BTA – the travel agent will pay for the expenses with the University's credit card.
- Departmental Transfer – mostly used for JSU Vehicle

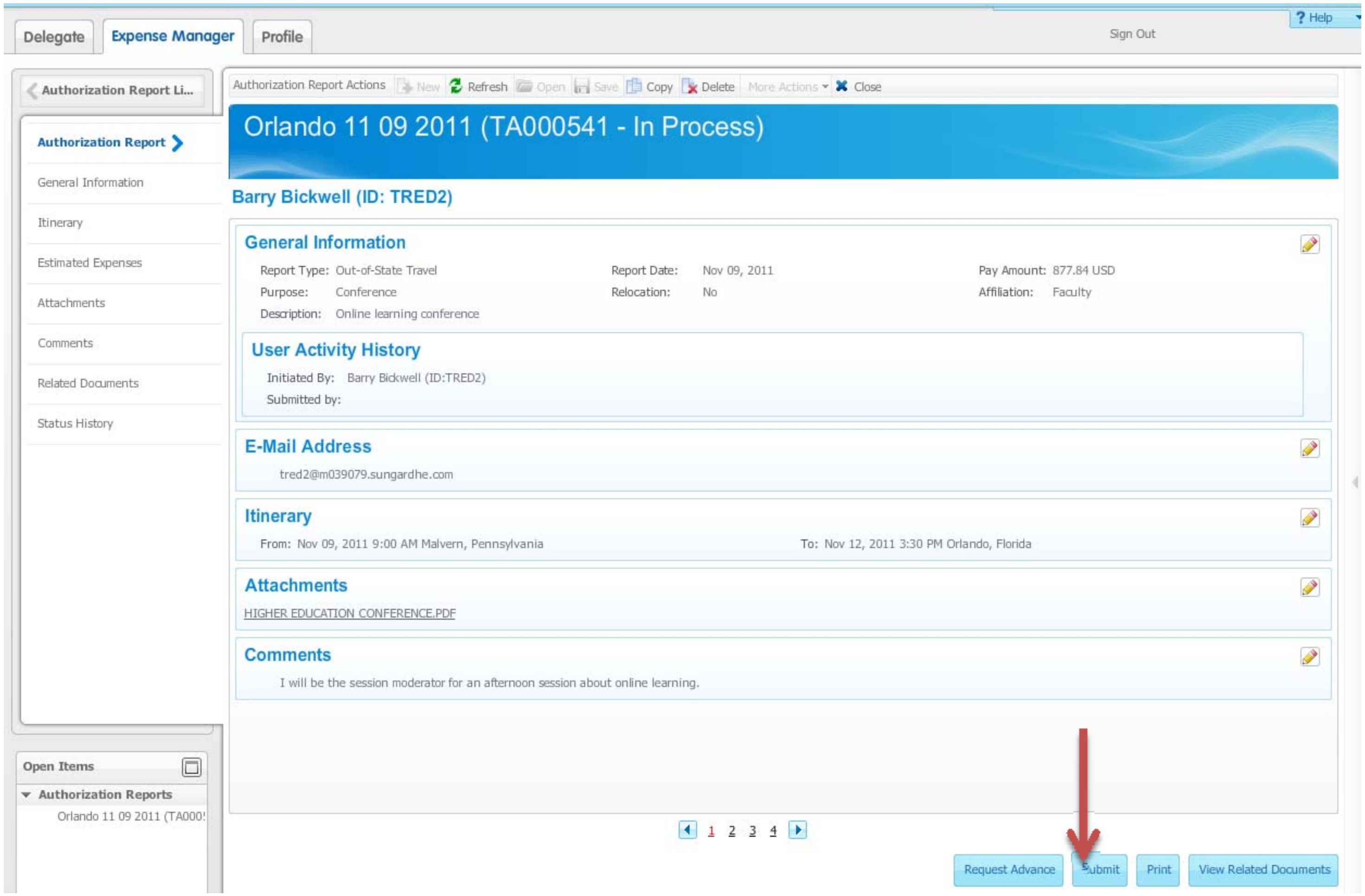


- Save the documents on your computer first
- From an open authorization report, click the **Attachments** link.
- Click the **New** icon to add an attachment.
- Click the **Browse** button to navigate to the file you want to attach.
- Click the **Attach** button. The following box will appear if the upload is successful.



Follow these steps to add a comment to an authorization report.

- From an open authorization report, click the **Comment** link.
- Click the **New** icon to add a comment.
- Enter the comment in the **Comment** field.
- Click the **Save** button.



Delegate
Expense Manager
Profile
Sign Out
? Help
Authorization Report Li...
Authorization Report Actions
New
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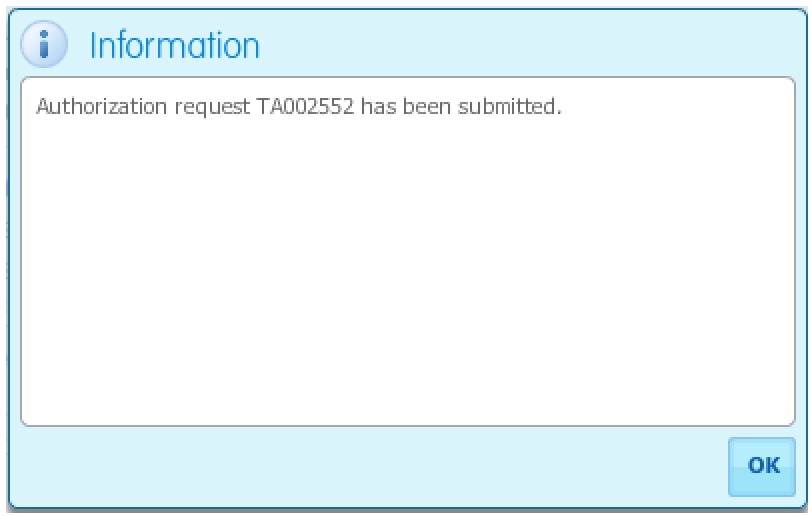
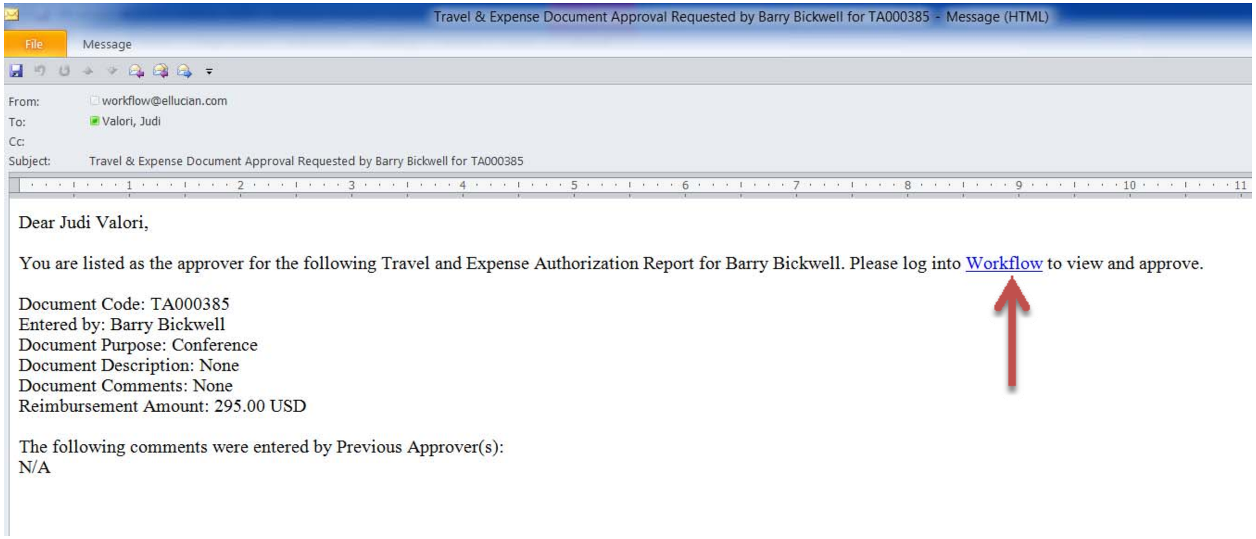
Delete
More Actions
Close
Orlando 11 09 2011 (TA000541 - In Process)
Barry Bickwell (ID: TRED2)
Authorization Report
General Information
Itinerary
Estimated Expenses
Attachments
Comments
Related Documents
Status History
General Information
Report Type: Out-of-State Travel
Purpose: Conference
Description: Online learning conference
Report Date: Nov 09, 2011
Relocation: No
Pay Amount: 877.84 USD
Affiliation: Faculty
User Activity History
Initiated By: Barry Bickwell (ID:TRED2)
Submitted by:
E-Mail Address
tred2@m039079.sungardhe.com
Itinerary
From: Nov 09, 2011 9:00 AM Malvern, Pennsylvania
To: Nov 12, 2011 3:30 PM Orlando, Florida
Attachments
HIGHER EDUCATION CONFERENCE.PDF
Comments
I will be the session moderator for an afternoon session about online learning.
Open Items
Authorization Reports
Orlando 11 09 2011 (TA000!
1 2 3 4
Request Advance
Submit
Print
View Related Documents


Information
Authorization request TA002552 has been submitted.
OK

Approving travel authorization

Travel and Expense



If you are the Approver for an Authorization or Expense Report, you will receive an email similar to the example above indicating you have something to Approve.

- Click on the Workflow link in the email to take you to the Workflow Login Page.
- Log into Workflow and you will be taken directly to the approval page.

Travel and Expense Approval

Your approval is being requested for the following Travel & Expense Authorization Report.

Traveler:	Harry Kim
Affiliation:	Administration
Entered by:	Gary Rindone
Relocation:	No
Report Type:	Out of State Travel
Document Code:	TA000320
Report Date:	25-OCT-2013
Document Purpose:	Conference
Document Description:	None
Document Comments:	None
Expense Amount:	1,617.00 USD
Per Diem Amount:	298.00 USD
Reimbursable Amount:	1,915.00 USD
Non-Reimbursable Amount:	564.65 USD
Total Amount:	2,479.65 USD
Budget Available for Reimbursable Expenses:	No
Previous Approver Comments:	N/A

Please select an approval status and enter any appropriate comments.

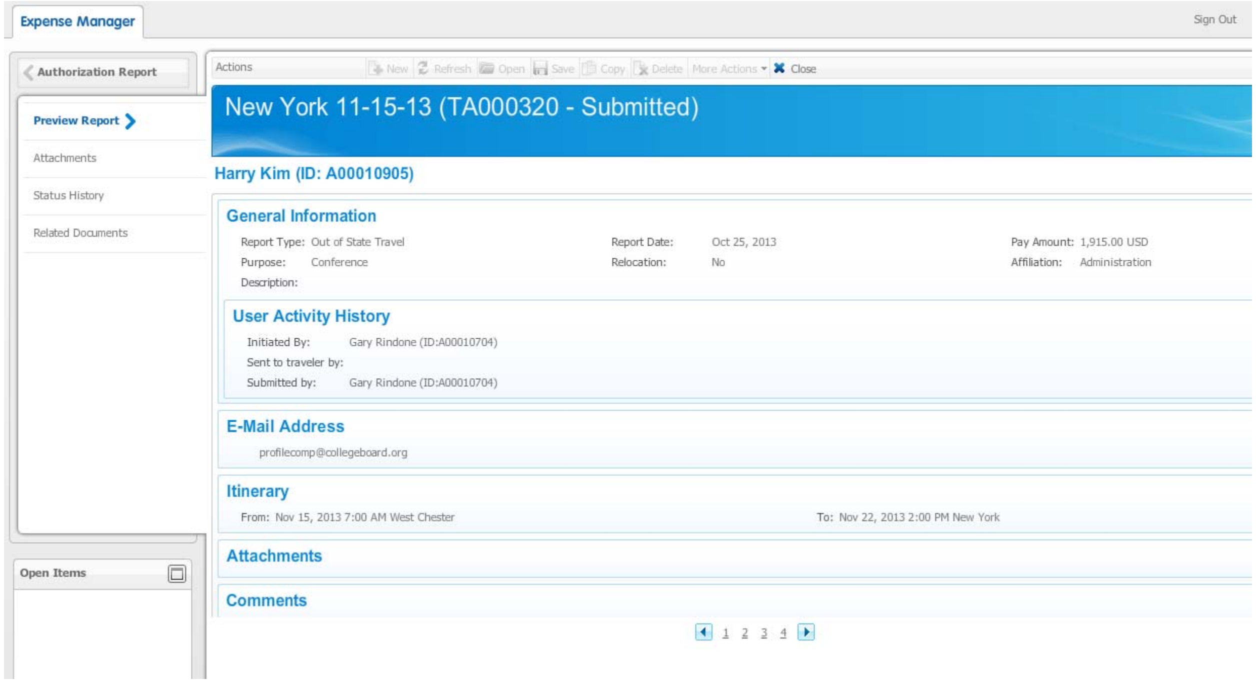
* Approval Status

- Approve (Final)
- Approve & Add Approver (Enter the approver's Workflow Login ID in the Additional Approver field below.)
- Deny
- Return for Correction

Approver Comments:

Additional Approver:

Additional Approver J# is J00087162



- Click on the Travel and Expense Page link on the Workflow page to take you to the report in Travel and Expense Management. You can navigate through this report just like the creator but you cannot modify it except to add attachments and comments. Exit back to your Workflow page to select your approval decision.

Approval Decisions

- Approve (Final) – **NEVER select this option**
- Approve Authorization but Not Advance
- Approve and Add Approver (enter approver's J00087162)
- Deny
- Return for correction (If the report is returned for correction, you must enter a comment to let the traveler know what needs to be changed.)
- Click the **Complete** button to complete your approval process.

Email to the Traveler

Email Indicating Document Has Been Forwarded to Another Approver

Dear Gary,

The following Travel & Expense document has been forwarded for an additional approval.

Document Code: TA000025
Document Purpose: Conference
Document Description: None
Document Comments:
Reimbursement Amount: 631.25

The following comments were entered:
This is okay by me, how about you?

Regards,
John Miller

Email to the Traveler

Email Indicating Document Had Final Approval

Dear Gary,

The following Travel & Expense document has been approved by Mark Sanders.

Document Code: TA000025
Document Purpose: City Sight
Document Description: None
Document Comments:
Reimbursement Amount: 631.25

The following comments were entered:
Good to Go!

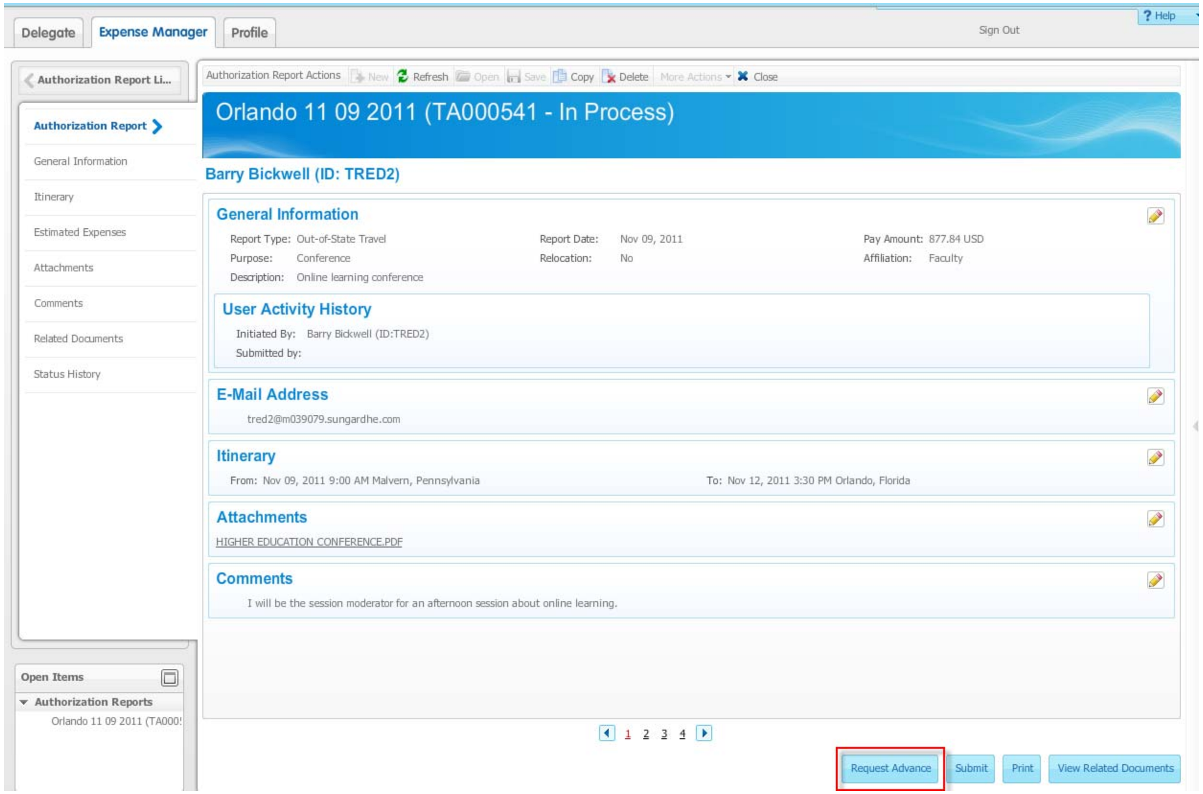
Regards,
Mark Sanders

Travel Advance

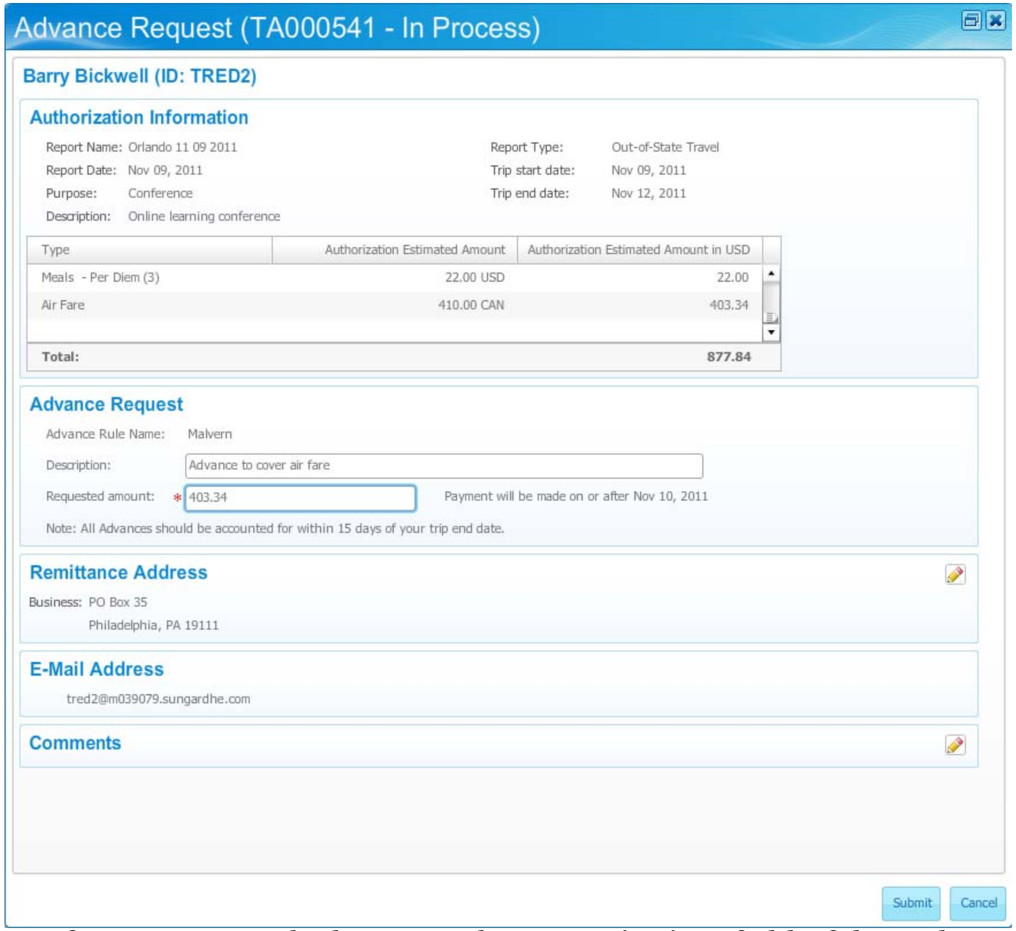
Travel and Expense

Advance Rules

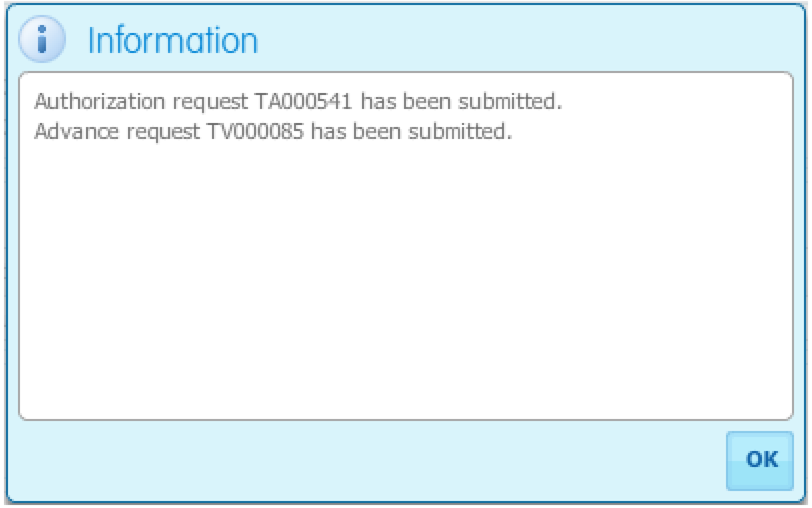
- Advance is based on the Employee Paid payment option
- Advance must be requested at least 14 days prior to the schedule trip start date
- Advance will be paid within 7 days prior to the schedule trip start date
- Advance reconciliation must be no more that 14 days after the trip end
- NO advances will be allowed after the trip begin



- Note that if an advance is to accompany the authorization report it must be requested prior to submission of the authorization report. If the **Request Advance** button is clicked on a Submitted report that has not yet been approved, an error message will be displayed.
- An advance request can also be made on an authorization report after the Authorization has been approved and posted.



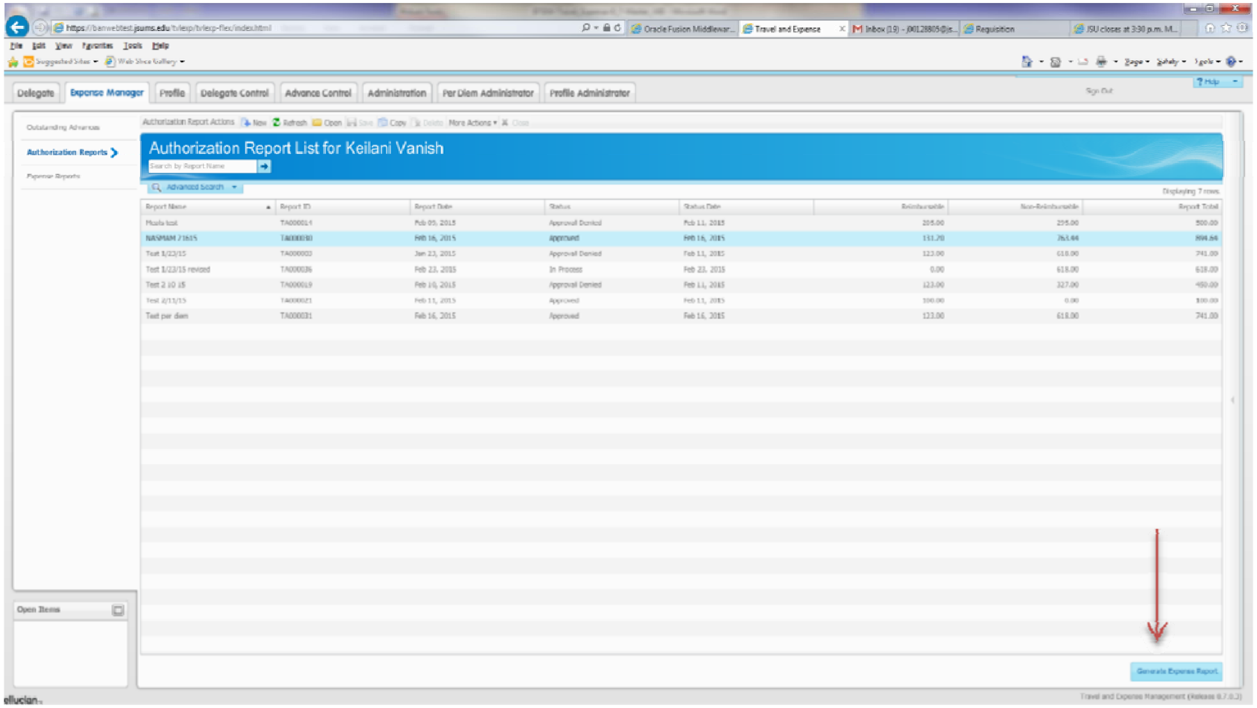
- Enter a description of your requested advance in the **Description** field, if desired.
- Enter an amount for your advance request in the **Requested amount** field.
- Add comments, if desired, by clicking the **Edit** icon for the Comments block.
- Click the **Submit** button to submit your authorization report and your advance request. You cannot return to the authorization after entering advance requests.
- **Note: If the authorization is returned for correction, the advance is cancelled and must be requested again after correcting the authorization.**



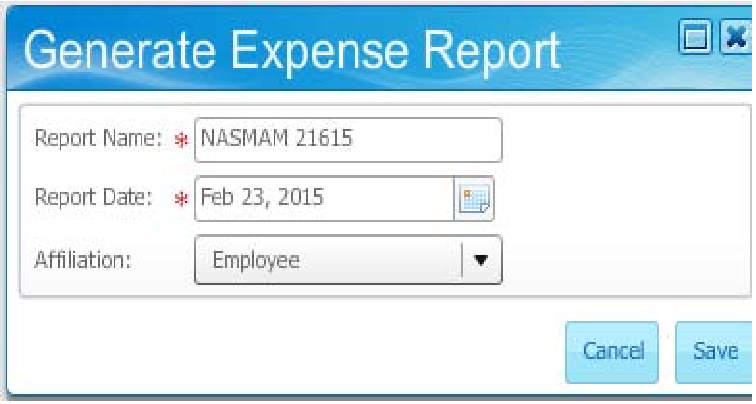
- If the submission is successful, this message will display.

Expense Report

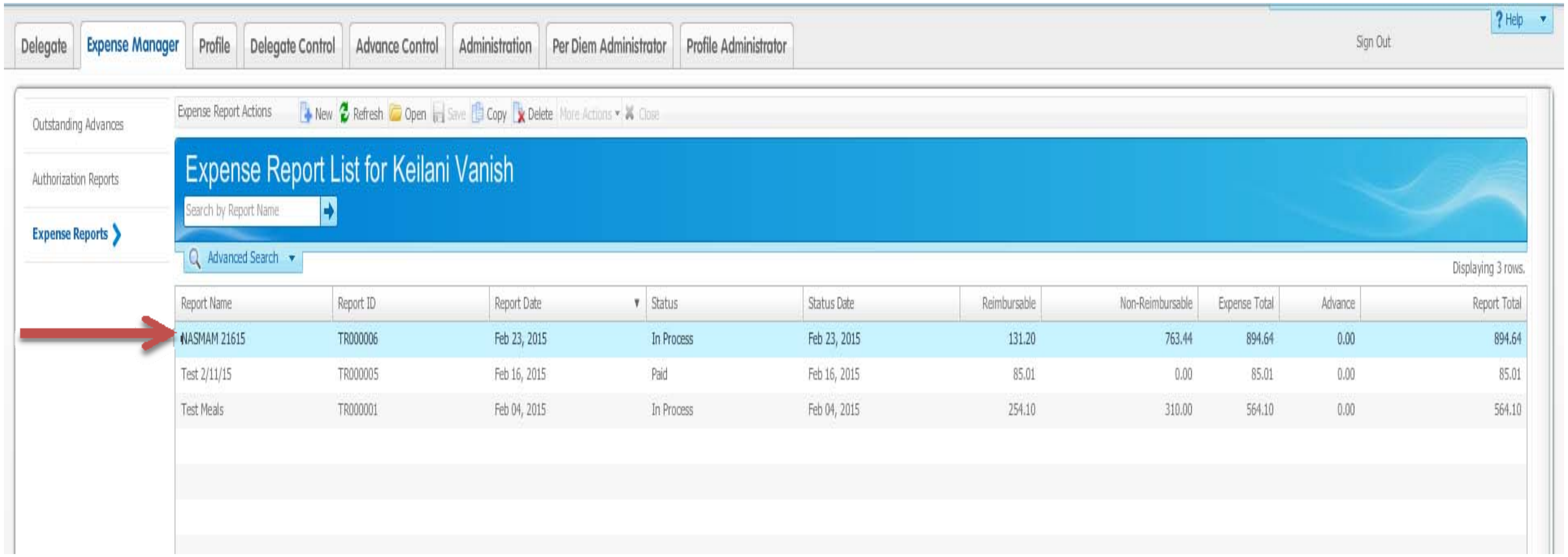
Travel and Expense



- Go to the Authorization tab and highlight the travel authorization that you want to be reimbursed.
- Click "Generate Expense Report"



- Verify the name on the report
- Verify the report date
- Click save



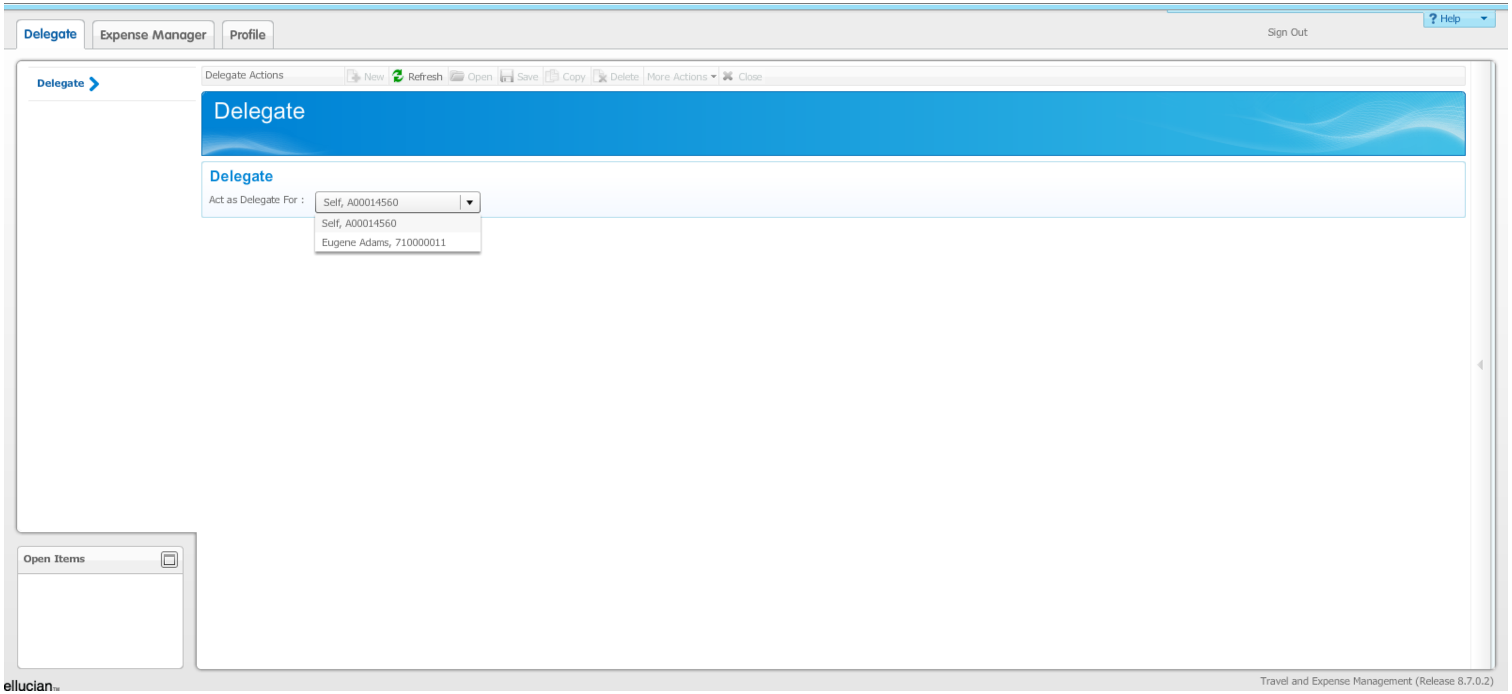
- Double click to open
- Totals from the TA transferred over. Verify totals and make corrections if necessary.
- Attach any supporting documentation such as receipts from hotel or transportation

Delegates

Travel and Expense

Acting as a Delegate

- Indicate on the System Access Authorization for Travel and Expenses Management form (under the TEM Delegate Authorization List) include the names and J#'s of the people you will be a delegate for.



- At the "Act as Delegate For" field, select the travelers name
- Proceed with the completing the travel authorization or travel reimbursement as if you were the traveler.

Questions/Concerns/Complaints

- Stephanie Weekly, Travel Coordinator
  - 601-979-0699
  - Stephanie.weekly@jsums.edu
- Kizmet Davis-Esco, Travel Coordinator
  - 601-979-0869
  - kizmet.k.davis-esco@jsums.edu

This has concluded the Travel & Expense training workshop

Happy Traveling