# TeamWorks
# Travel and Expense

**Powered By Concur Technologies**

## TTE Local Admin:

Reporting Handbook

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| Date | Notes / Comments / Changes |
|---|---|
| 05/17/12 | Document Release |
| 06/18/13 | Added How to Edit TTE Vouchers in TeamWorks Financials and updated Custom Report Catalog; updated cover graphics |
| 06/21/13 | Added Generic Year End Procedures |
| 11/08/13 | Added Travel Payments Reconciliation section |
| 11/15/13 | Added Hotel Reconciliation |
| 01/06/14 | Updated GLXXX0902 and APXXX0855 and Detail Report Extracted Reconciliation Report in Section 8; Added Section for Departing Employees; moved Year End Financial information to end of manual and renumbered sections 7-9 for better flow. |
| 1/8/14 | Added a section for Determining Taxability of Employee Expenses including the IRS report and instructions. Made this as section 9 and renumbered General Year End Procedures to Section 10 |
| 1/17/14 | Updated Reconciling Transactions Extracted from TTE into TeamWorks for new Detail Report-Extracted; updated formatting |
| 02/04/14 | Updated doc for name change of Detail Report-Extracted and minor date changes |

# Section 1: Who can Access Reporting

This document presents an overview of reports customized by the State of Georgia Accounting Office.

The primary TTE Local Travel Administrator is granted permission to access TTE System Reports. If the TTE Local Travel Administrator does not have the proper permissions, he/she should contact the GA Travel Global Administrator through the Customer Service Center [404-657-3956 Option 9, or 1-888-896-7771 (Option 9) or email sao_travel@sao.ga.gov].

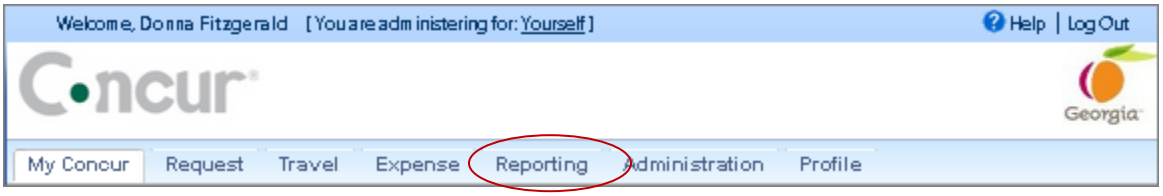
Access is restricted to data for your agency. Agencies cannot create new reports or modify existing reports. Questions, issues or requests for reporting changes should be referred to the Customer Service Center [404-657-3956 Option 9, or 1-888-896-7771 (Option 9) or email sao_travel@sao.ga.gov].

# Section 2: Reporting

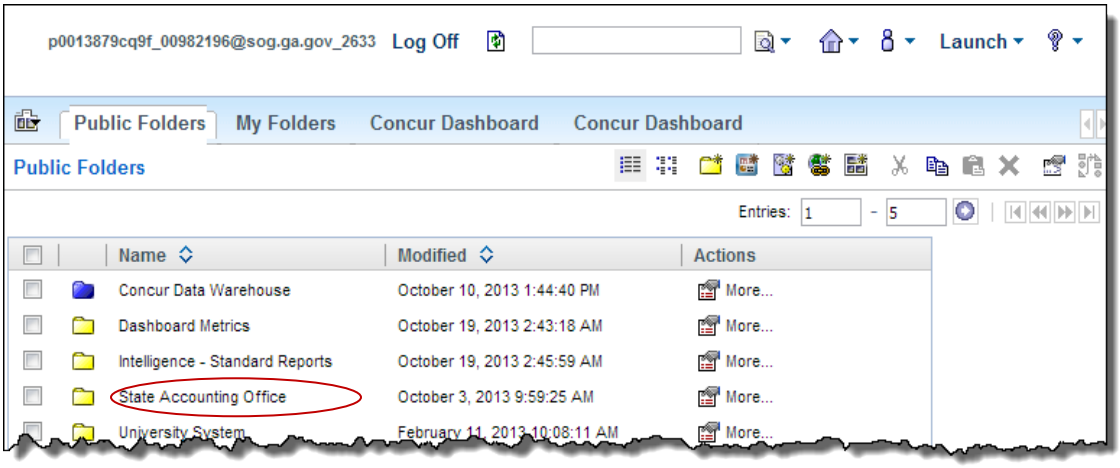
## Accessing the Reporting Tool

The Reporting tool is accessed from My Concur.

1. Log in to Concur. Click on the **Reporting** tab.

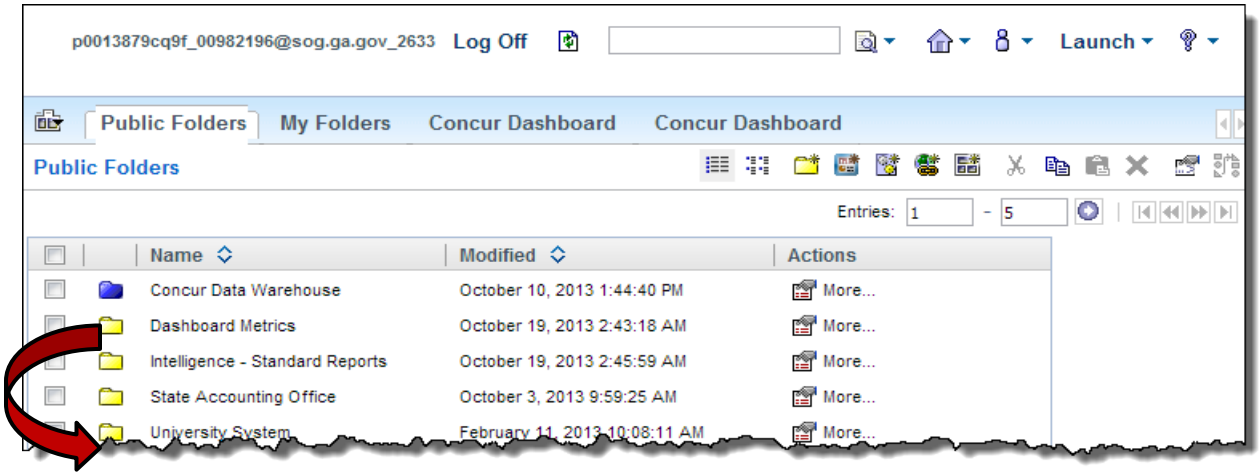



2. The Public Folders tab opens. Click on **State Accounting Office.**

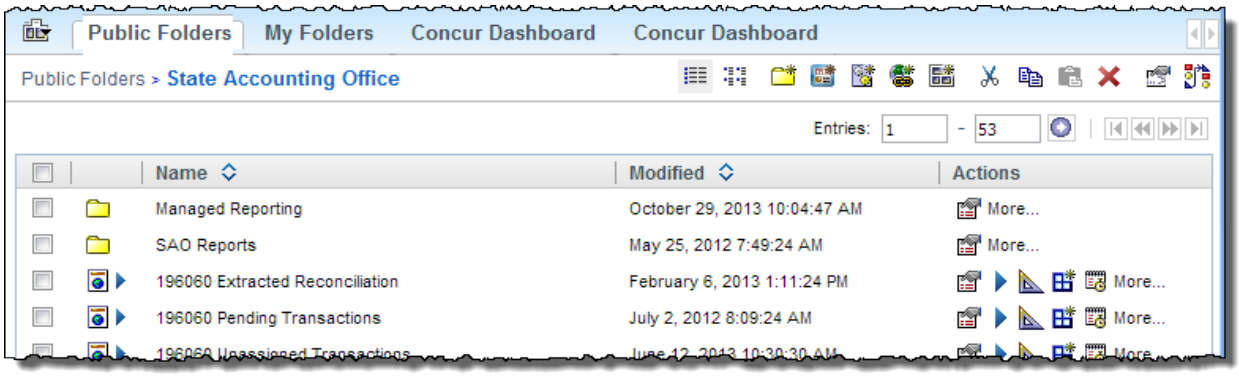



## Accessing SAO Custom Reports

1. Select **State Accounting Office** in the **Public Folders tab.**

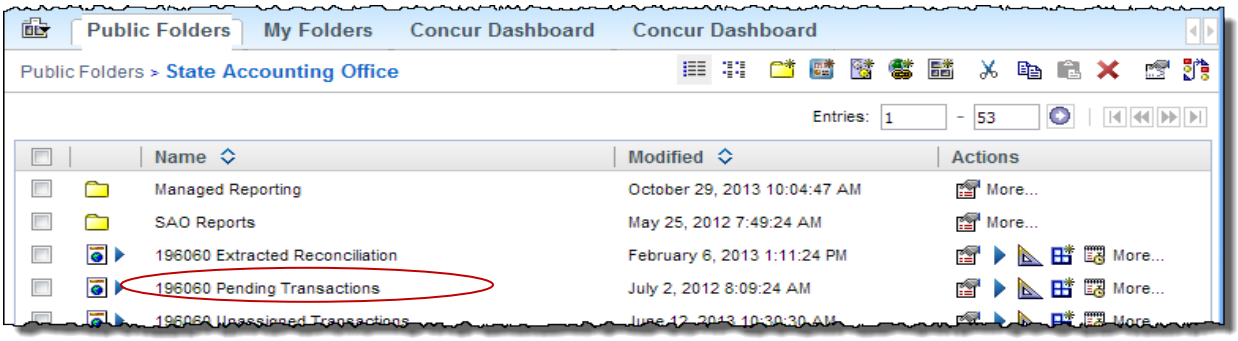



2. A list of reports customized for State of Georgia appears.

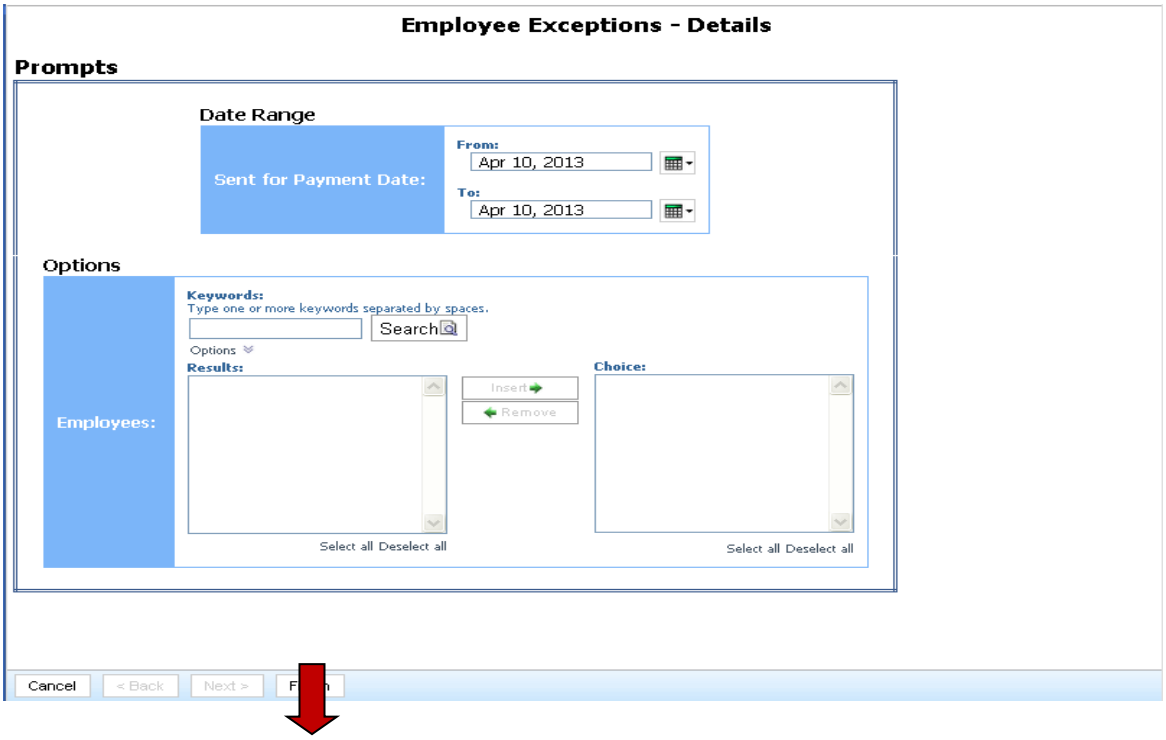



## Running SAO Custom Reports

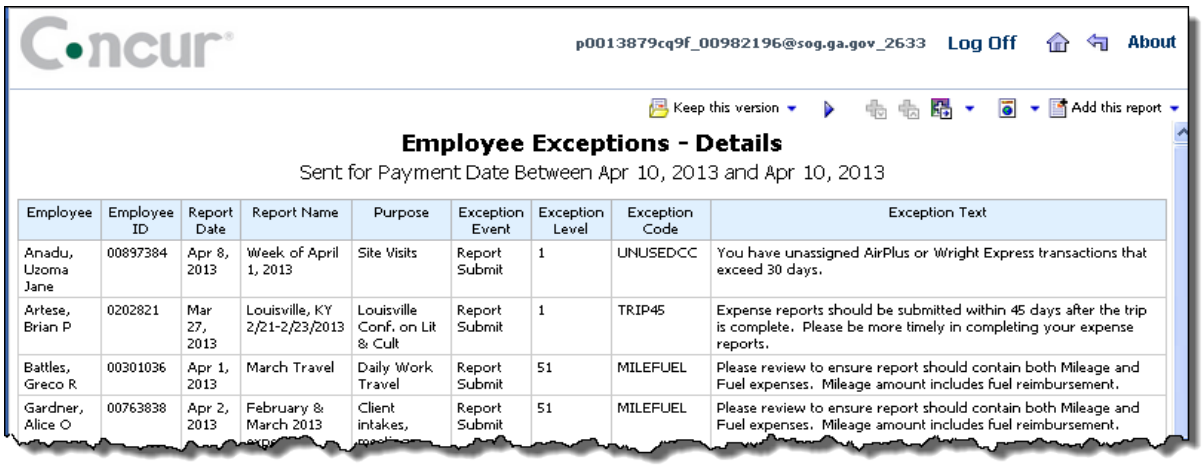
1. Choose a report by clicking on the name listed.




2. Prompts for criteria selection may appear depending on the report selected. Enter the appropriate requested information for the prompts and click **OK** or **Finish**.

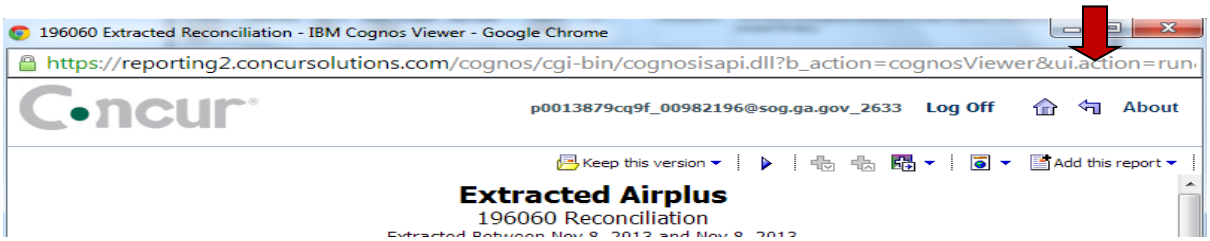



3. The report displays according to the default output selection.




| Employee | Employee ID | Report Date | Report Name | Purpose | Exception Event | Exception Level | Exception Code | Exception Text |
|---|---|---|---|---|---|---|---|---|
| Anadu, Uzoma Jane | 00897384 | Apr 8, 2013 | Week of April 1, 2013 | Site Visits | Report Submit | 1 | UNUSEDCC | You have unassigned AirPlus or Wright Express transactions that exceed 30 days. |
| Artese, Brian P | 0202821 | Mar 27, 2013 | Louisville, KY 2/21-2/23/2013 | Louisville Conf. on Lit & Cult | Report Submit | 1 | TRIP45 | Expense reports should be submitted within 45 days after the trip is complete. Please be more timely in completing your expense reports. |
| Battles, Greco R | 00301036 | Apr 1, 2013 | March Travel | Daily Work Travel | Report Submit | 51 | MILEFUEL | Please review to ensure report should contain both Mileage and Fuel expenses. Mileage amount includes fuel reimbursement. |
| Gardner, Alice O | 00763838 | Apr 2, 2013 | February & March 2013 | Client intakes, | Report Submit | 51 | MILEFUEL | Please review to ensure report should contain both Mileage and Fuel expenses. Mileage amount includes fuel reimbursement. |

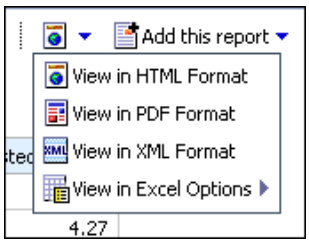
4. Click the icon to return to the Report Listing.



## Changing the output format of an open report

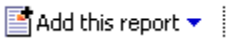
1. With the report open click on the current format icon

2. Select the new format desired from the drop down list. **Note:** You may have to hold down the **Ctrl** key when opening a report in Excel.



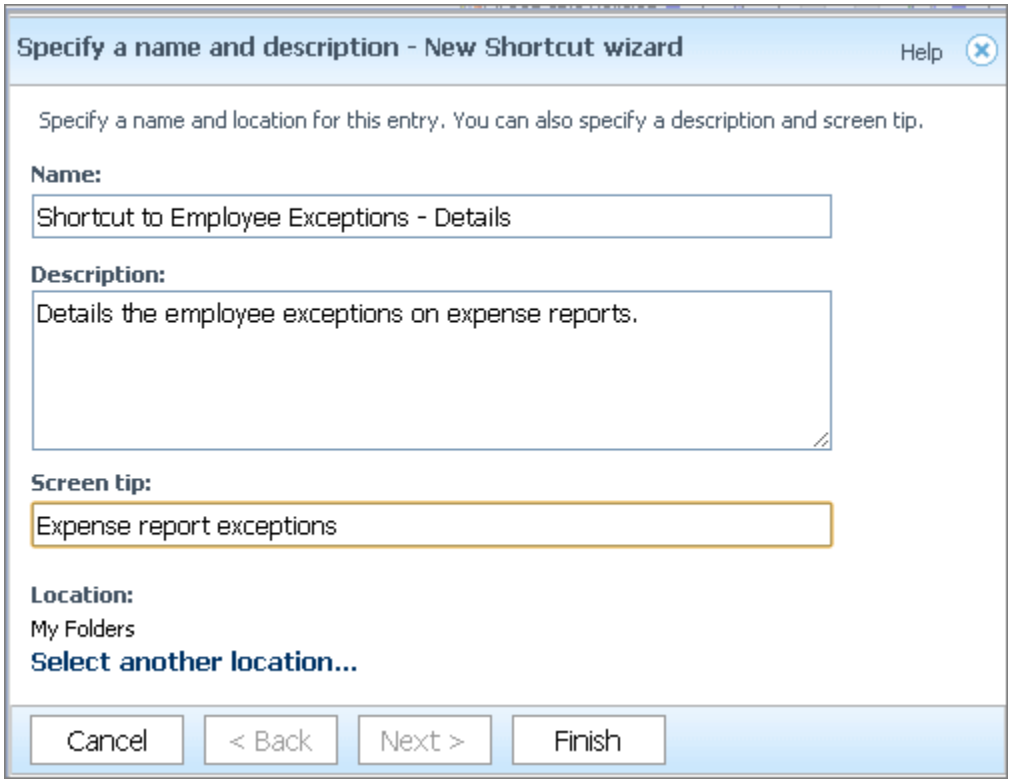

## Create a Shortcut to a Report in My Folders

1. With the report open click on the drop down arrow next to the Add this report icon



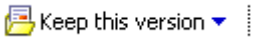
2. Select the **Add to My Folders** option.

3. Specify a name and description for the shortcut. You can also add information about the report in the **Description** field as well as add a screen tip for this report.



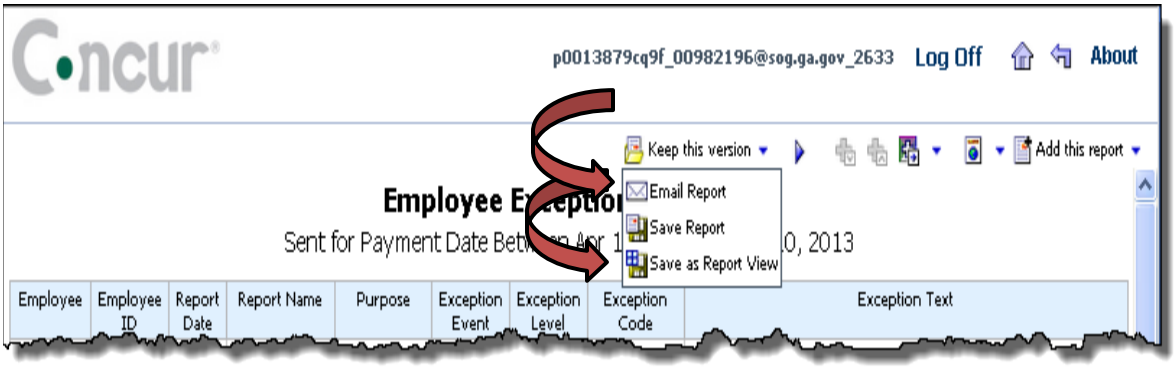

4. Click **Finish**.

## Save Report View or Email Copy of A Report

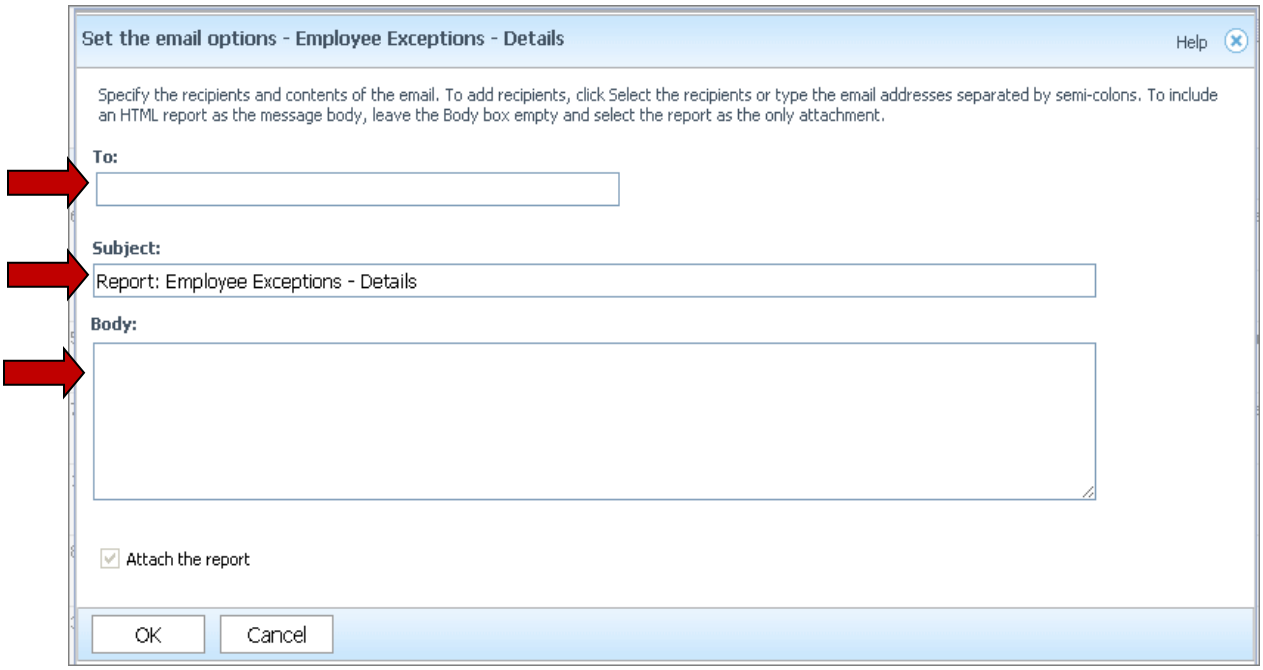
1. With the report open click on the drop down arrow next to the ***Keep this version*** icon 

.

2. Select **Email Report** or **Save as Report View**

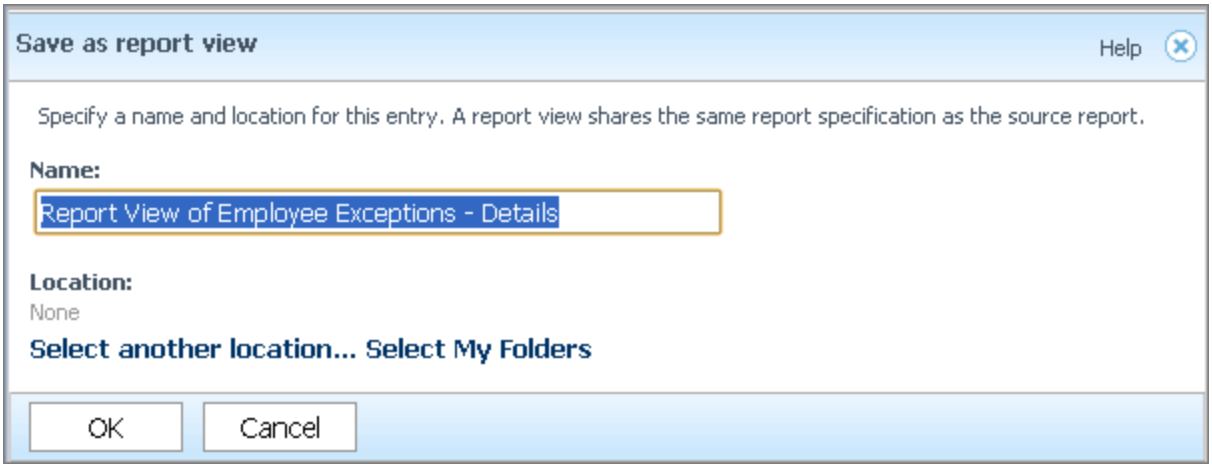



3. If you selected Email Report the **Email Options** dialogue box opens:

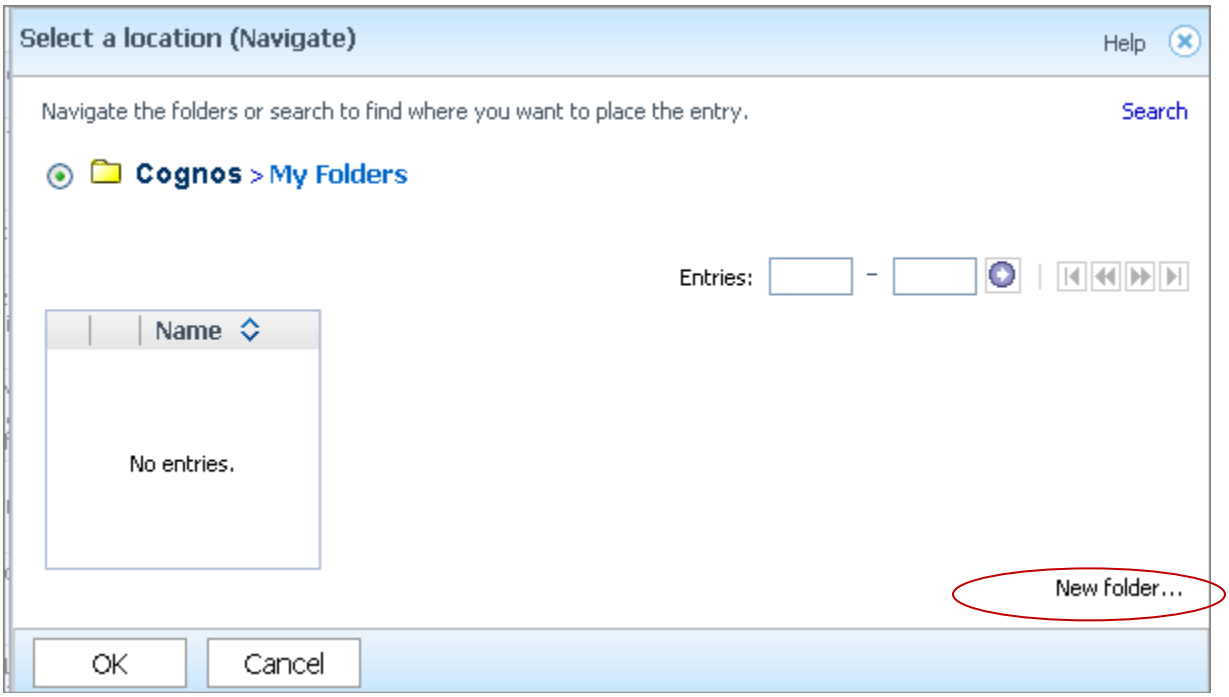



a. Enter the email address of the recipients
b. The subject defaults to the report name.
c. Use the **Body:** section to add a note to the email.
d. Click **OK**.

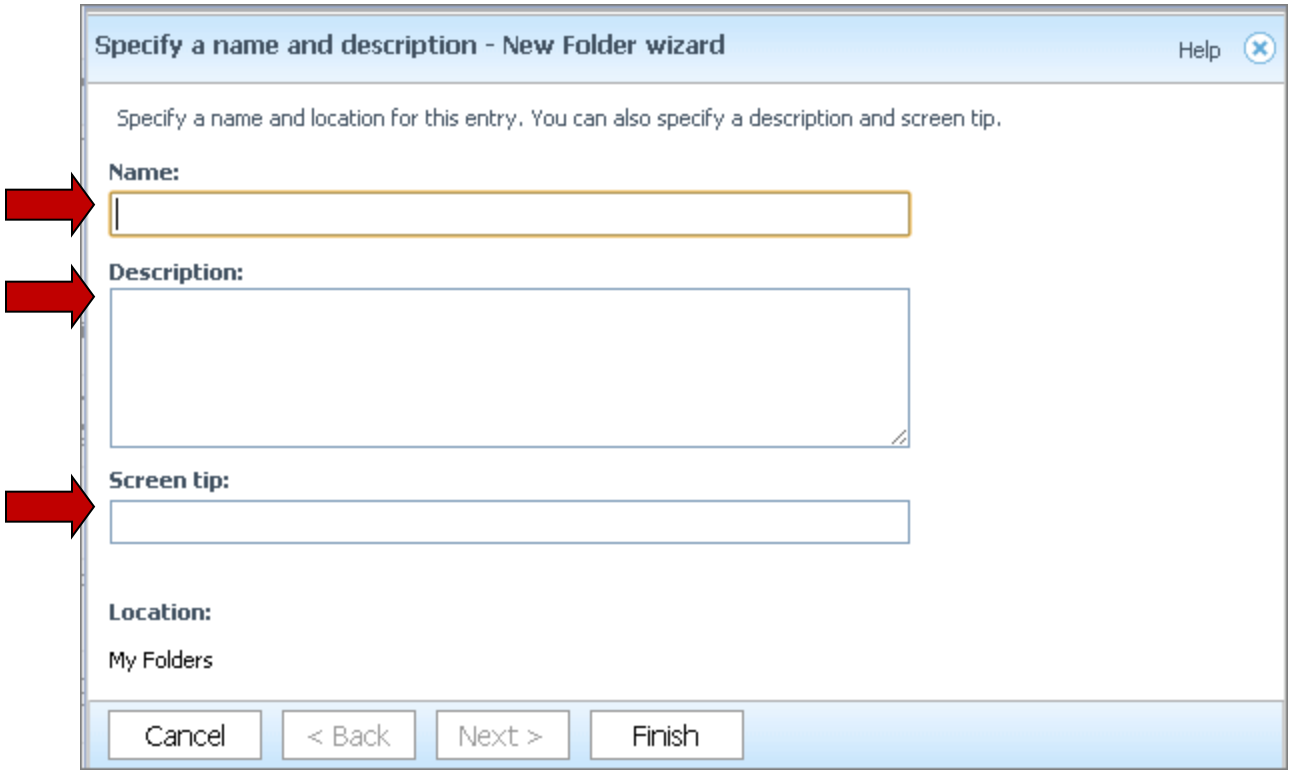
4. If you selected **Save this report as a view** the **Save as a report view** dialog box opens.



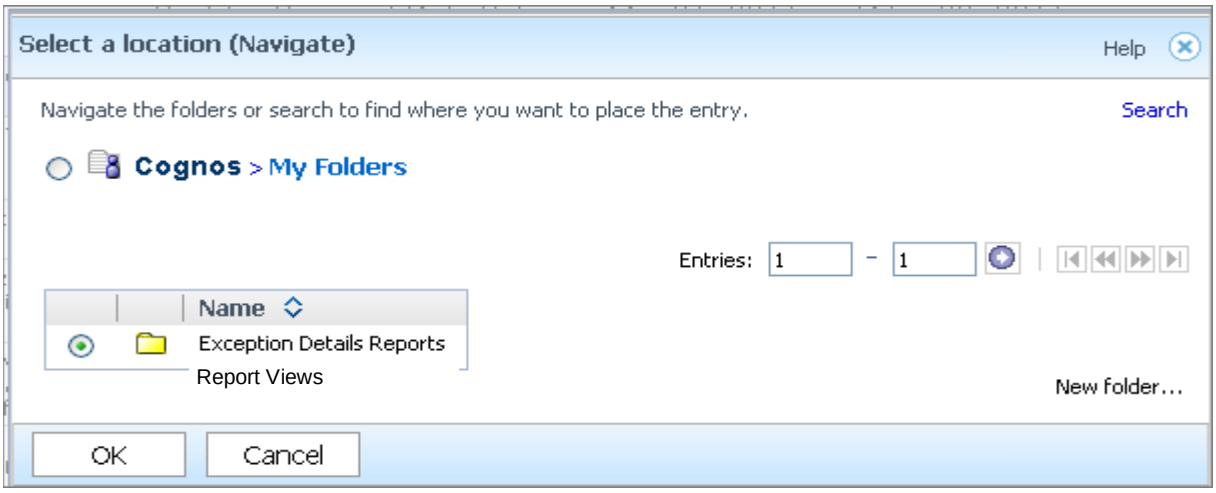

a. Enter a name for the Report View
b. Select a location for the report
   i. Select My Folders to save the Report View to My Folders



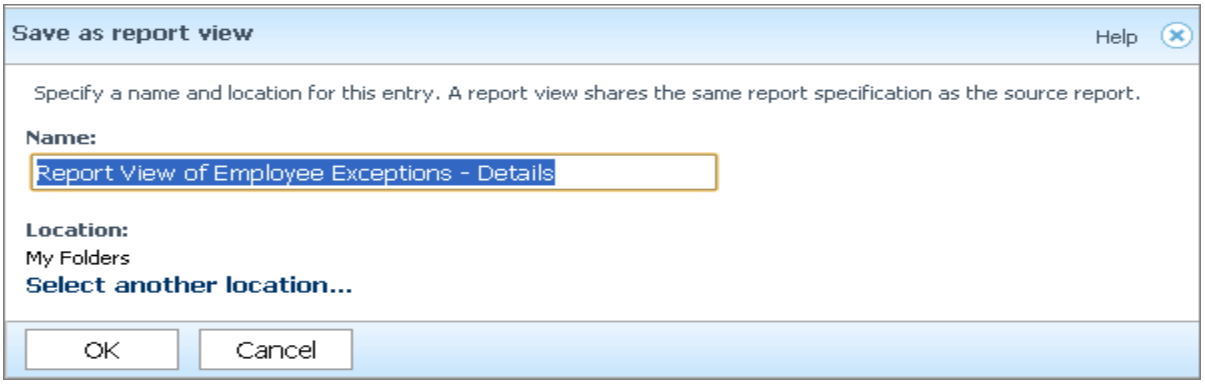

   ii. Click on **New folder** to create a new folder in My Folders.
      a. If locations already exist they will display in the Name box.
   iii. The **New Folder Wizard** opens




iv. Enter a Name, Description (optional) and/or Screen tip for this folder.
v. Click **Finish.**
vi. Now select the location to save the report to.




vii. Click **OK**.



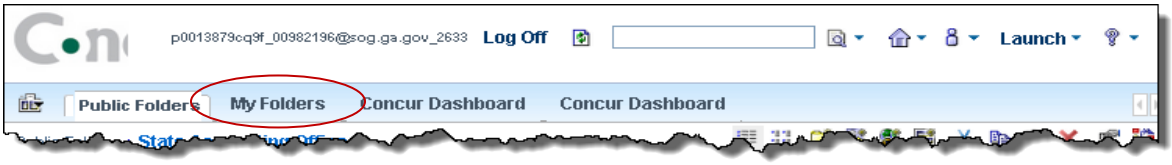

viii. Enter a name for the Report View

ix. To store the Report View in My Folders click on **OK** or to store in a sub-folder click on **Select another location** and click on an existing sub-folder name to save in the Report View there and then click **OK**.

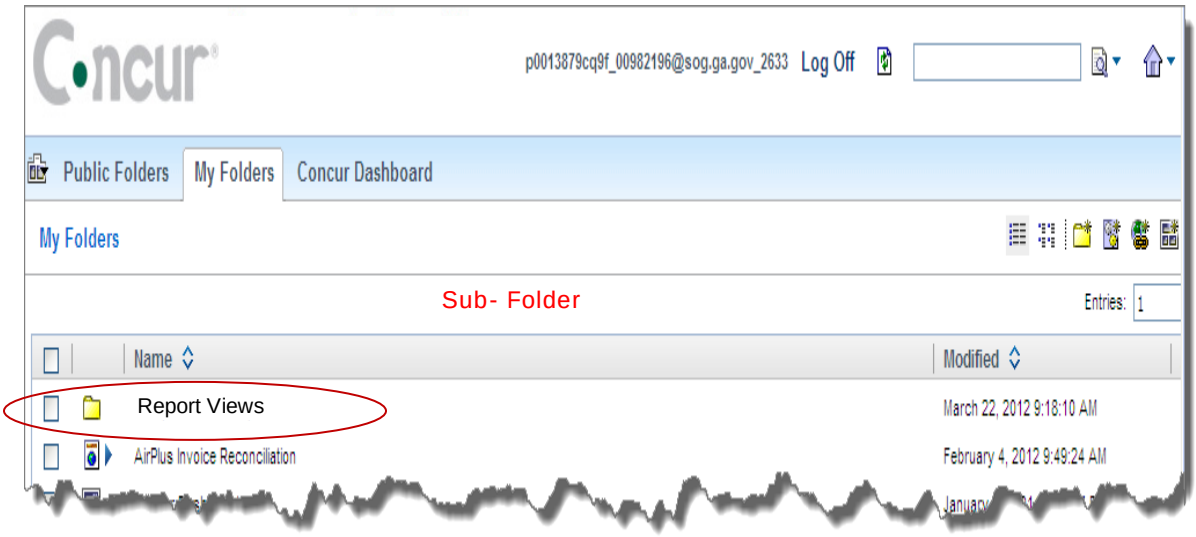
x. Select the Return icon to return to the list of reports.

## To View Saved Report Views

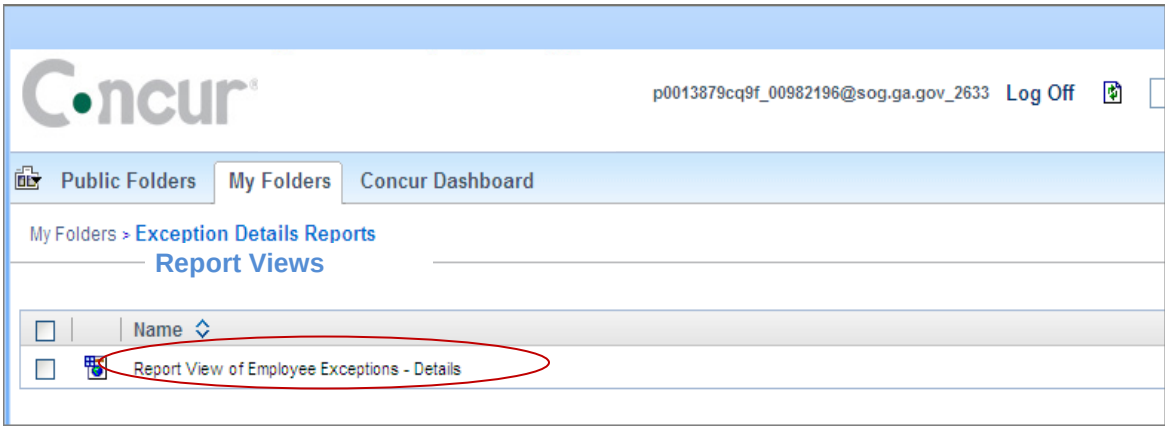
1. Click on the **My Folders** tab.



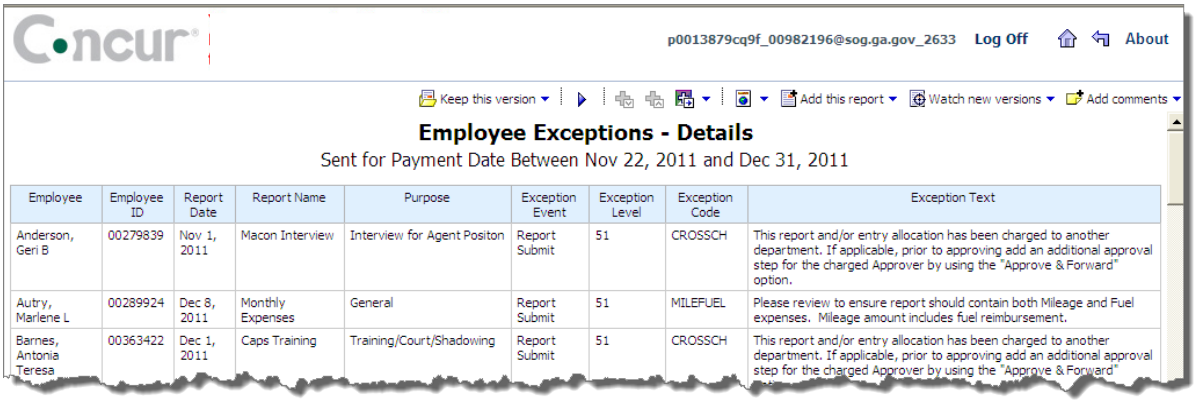

2. Select the Report View or Sub-Folder that contains the Report View you wish to review. In our example we are selecting the sub-folder.




3. Click on the **Report View**

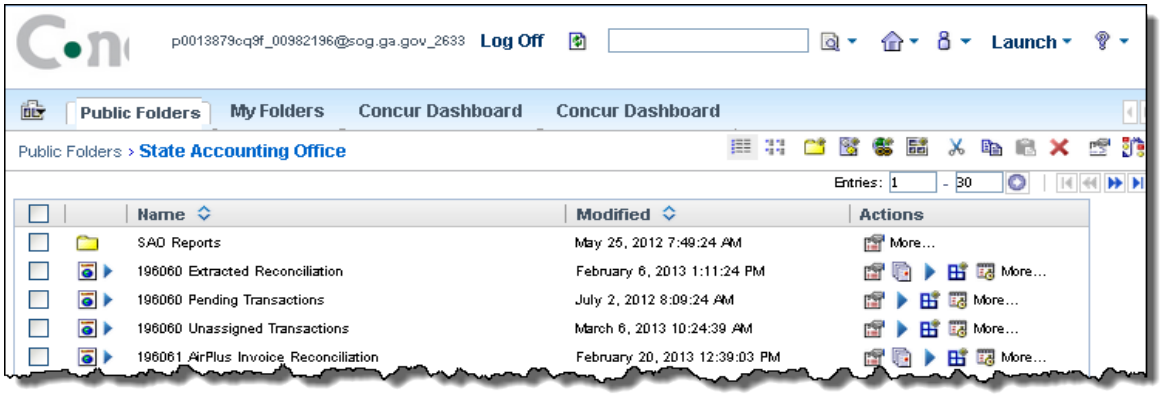



4. The report will display in the format you have defaulted.

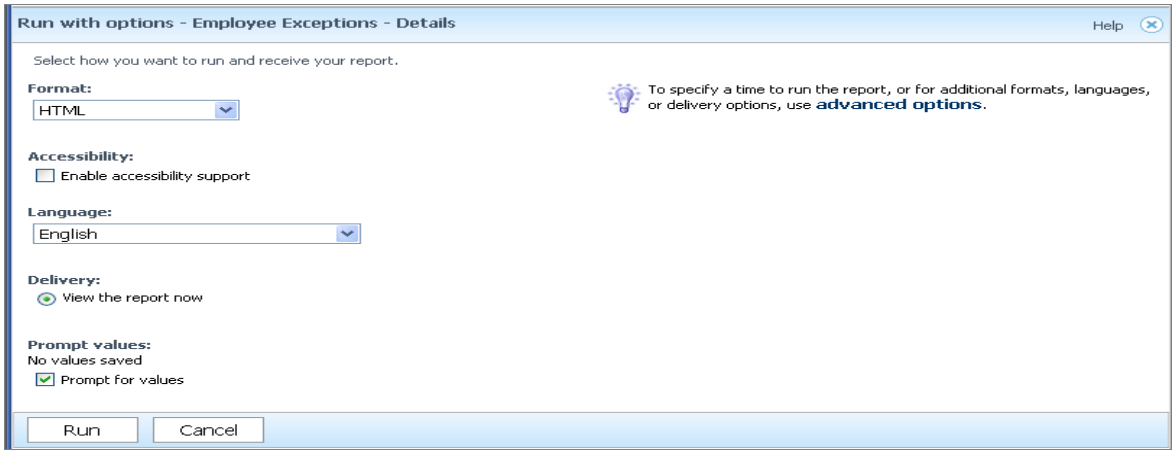



## Creating Excel output from a Concur Report

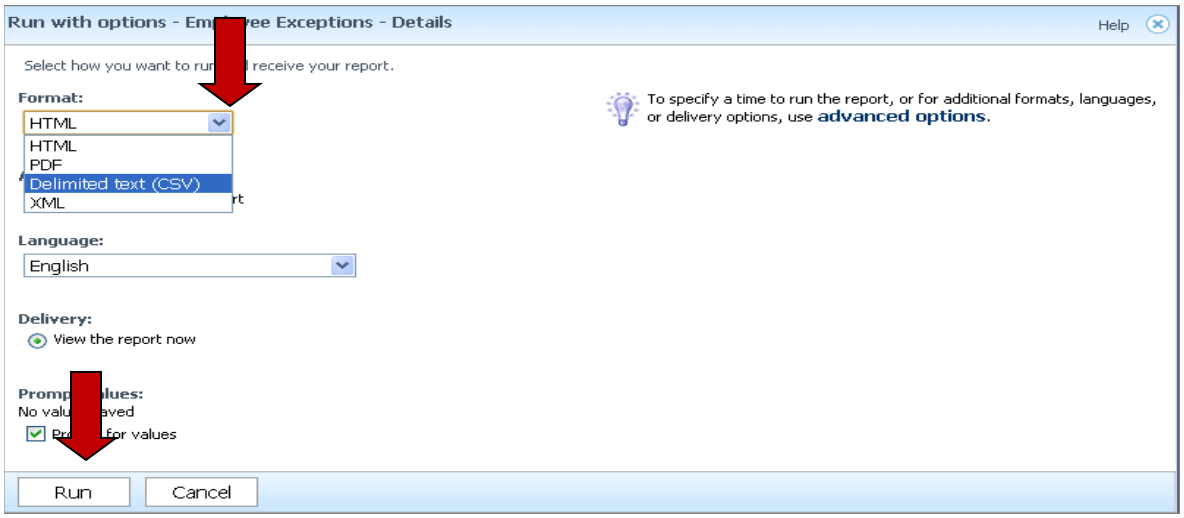
1. Click on the **Run with Options** icon ▶ next to the report you want to run.




2. The **Run with options menu** appears.




3. Click on the dropdown arrow in the **Format** field and select the **Delimited text (CSV)** report format type and click **Run**.

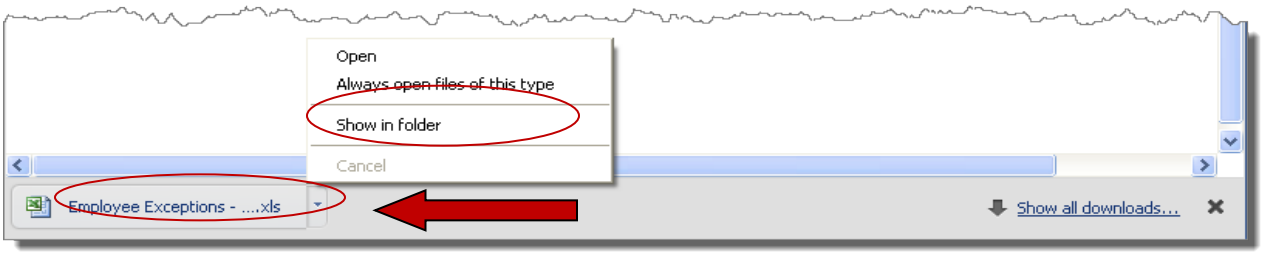



4. Enter any prompts required for the report you have chosen and click on **Enter** or **Finish**.

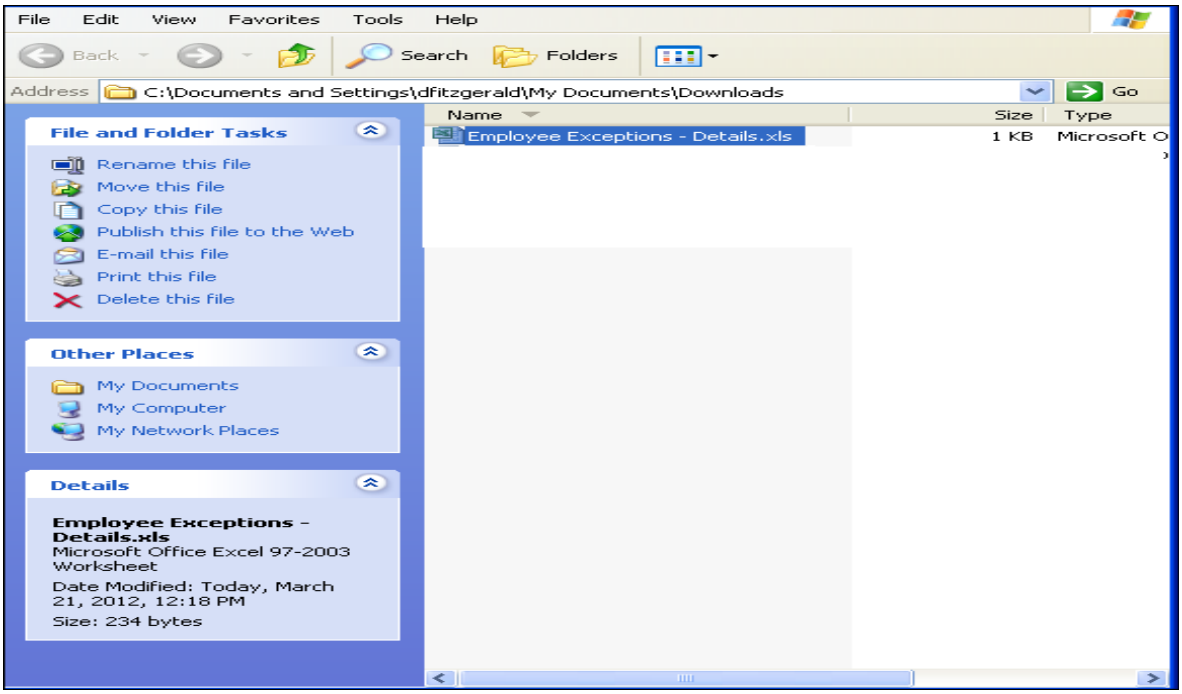
5. The system will provide information on retrieving your report and your browser will give you access to the report.

   a. Click on the Excel report name that displays to open the report in Excel. We used Google Chrome so the report name appears at the bottom; the location of the report on your screen is browser dependent.

   b. Click on the drop down arrow to access additional options



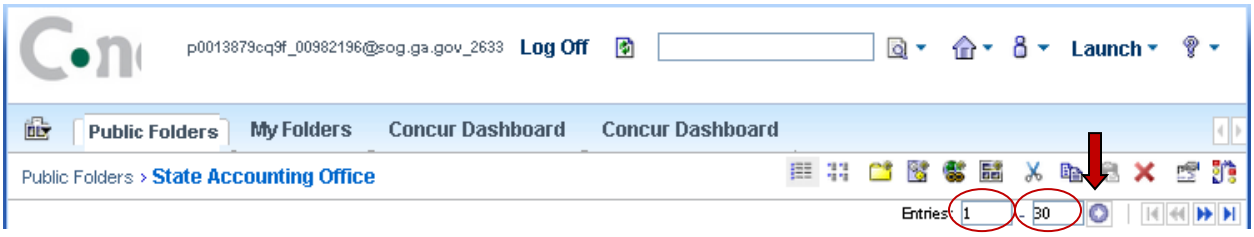
c. Select **Show in folder** to use Windows Explorer to save the report in a location of your choice (outside of TTE-Concur) without opening the file.




# Section 3: Setting Preferences

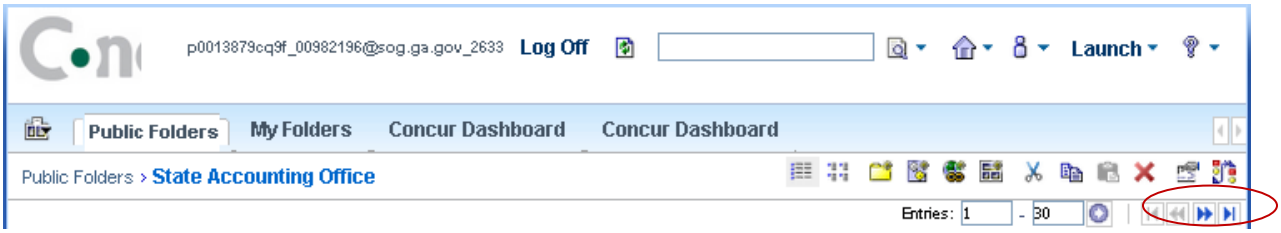
## Override Default Number of Reports in a list View:

1. Log into Concur and select the **Reporting** tab.
2. Select **State Accounting Office**.
3. Scroll to the far right of the window.



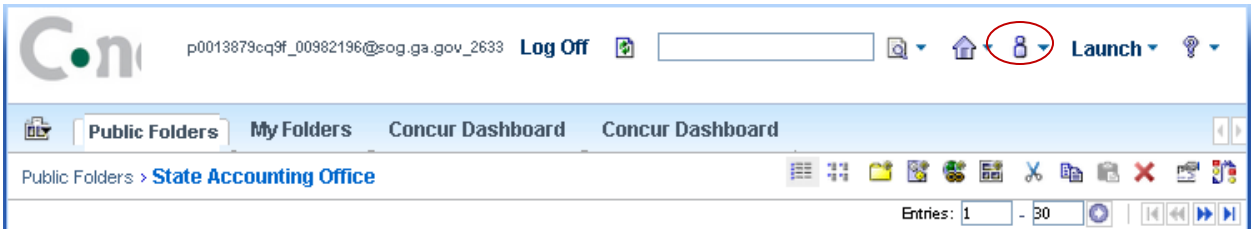

4. In the Entries boxes you can override the default number range of reports you want to display on a single page in list view.
   a. Enter 1 in the first box
   b. Enter a number (i.e., 20) in the second box
   c. Click to make the change.
      i. **NOTE**: If you want to list to always display a specific range of reports such as 3 through 9, enter 3 and then 9 in the second box. Viewing in display mode does not use this field.
   d. To set the default number, see **Set Personal Preferences**.

5. To access any reports in excess of the preferred number use the double arrows to move forward or backward a single page or the arrow and line to go to the first or last page of the list.

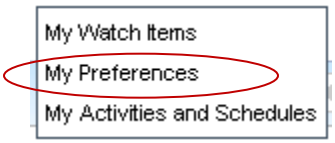



## Set Personal Preferences

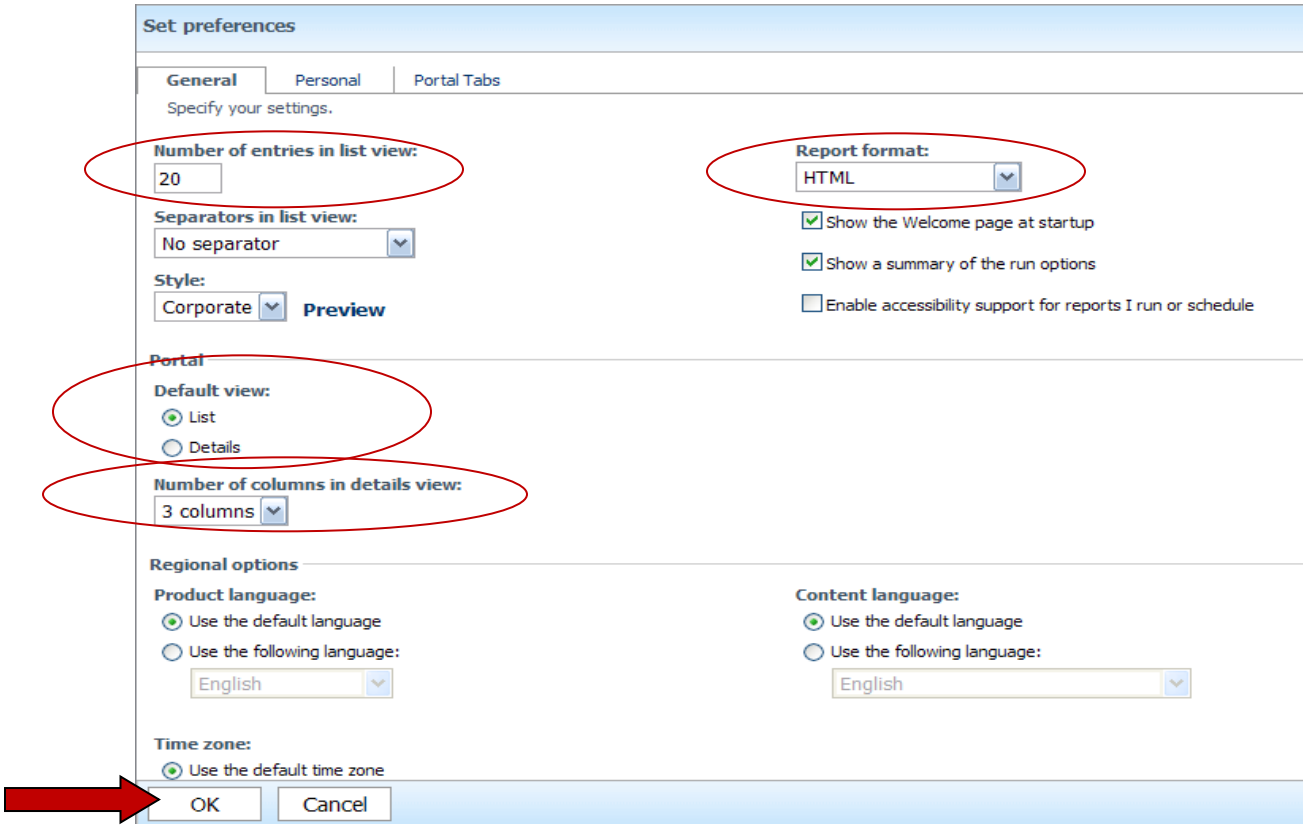
1. Log into Concur and select the **Reporting** tab.
2. Select **State Accounting Office**.
3. Scroll to the far right of the window and click on the down arrow next to the icon.




4. Click on **My Preferences.**




   a. The **General** tab opens to display your default options for the State Accounting Office folder.



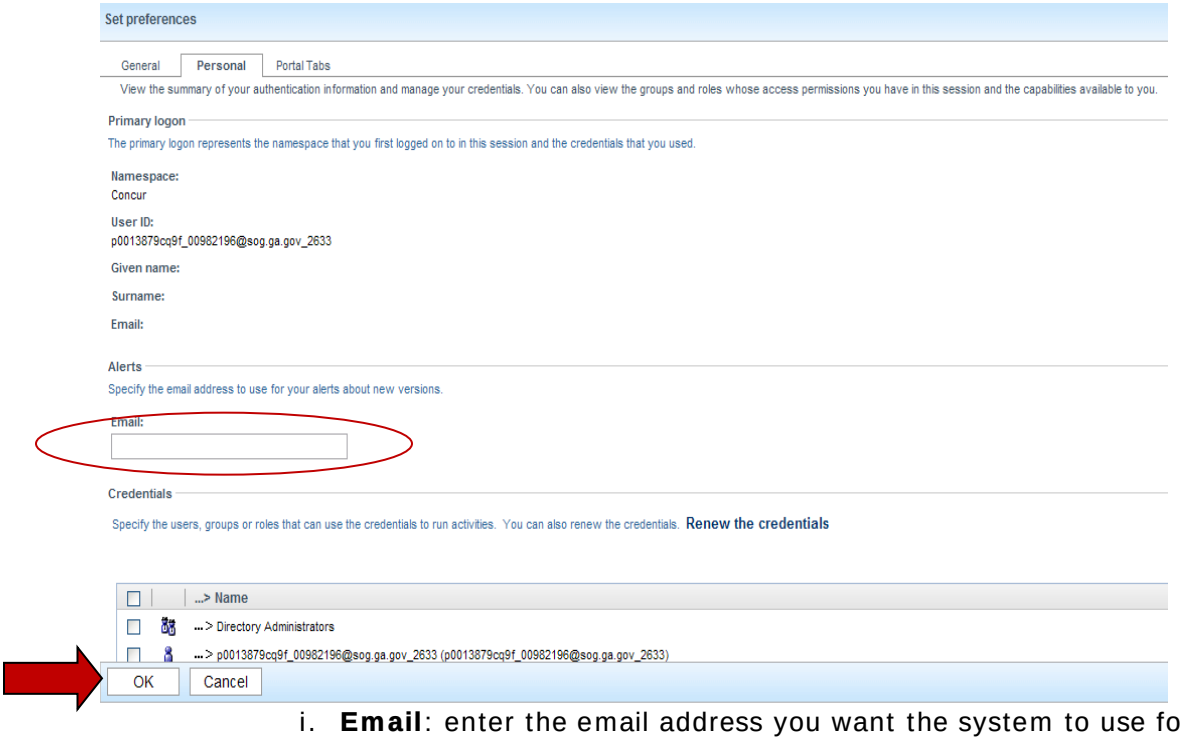

i. **Number of entries in List View**: Set the <u>default</u> number of reports you want to display on a screen when viewing reports in the list view.

ii. **Report Format**: Click on the down arrow and select your default report output preference
   1. **HTML –** display on screen
   2. **PDF –** PDF formatted output
   3. **Excel 2007 –** Excel 2007 formatted output
   4. **Excel 2002 –** Excel 2002 formatted output
   5. **Delimited text** – CSV format output
   6. **XML** – XML formatted output

iii. **Portal:**
   1. **Default view:** Select the view your prefer – list or details
   2. **Number of columns in Detail view:** Click on the down arrow and choose the number of columns you prefer to display the information in.

iv. Click **OK.**

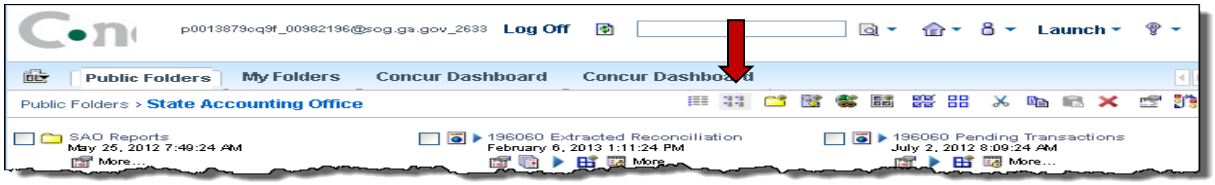
b. Click on the **Personal** tab.




i. **Email**: enter the email address you want the system to use for notification of new versions.
ii. Click **OK**.

## Switch from List to Details view

1. Click on the Details view icon .



# Section 4: Custom Reports Catalog

| Report | Short Description |
|---|---|
| 196060 Extracted Reconciliation | Shows all AirPlus (196060 account) detail extracted to TeamWorks by date range. |
| 196060 Pending Transactions | Shows all AirPlus (196060) detail NOT extracted to TeamWorks. |
| 196060 Unassigned Transactions | Shows transactions with missing data such as a Record Locator Number, Business Unit, Employee which prevent the transaction from processing. |
| 196061 AirPlus Invoice Reconciliation | Gives details on Airfare and Travel Agent fees which are included in the AirPlus bill. For invoice reconciliation. |
| Adoption (Air, Car, Hotel) | Tracks number of Concur booked trips vs. number of trips booked through the agent at a higher fee. |
| Airfare Booked But Not Yet Expensed | Shows users what airline tickets have not yet been expensed. This will allow finance departments to identify liabilities and plan appropriately. |
| Airfare Expensed Not Booked in Concur Travel | Shows users airline expenses not booked through Concur Travel. |
| Approved Travel Requests by Employee | Shows details of approved Requests with some detail , by Employee. |
| Approved Travel Requests by Employee-Details2 | Report in progress. See Global Travel Administrator. |
| Attendee Details | Shows the spending by employees and attendee information for expenses that have associated attendees, typically for meal or entertainment expense types. This report can be run to provide the total picture or for a selected set of expense reports that represent money being spent by an employee to cover expenses for fellow employees or non-employee clients or prospective clients. |
| Authorized Approver List | Shows designated authorized approvers with their agency group. |
| Billed Transaction Reconciliation – Detail (Calendar Month) | Concur transactions by month included deleted expense reports. |
| Car Rental Details | Shows detail of Car Rentals by date range. |
| Car Rental Expensed Not | Shows detail of Car Rental Expenses not booked through Travel. |

| | |
|---|---|
| Booked in Concur Travel | |
| Cash Advance Analysis | Shows the amount and status of cash advances by employee and issue data, including any returned amount. |
| Cash Advance Analysis w/Aging | Shows the amount and status of cash advances by employee and issue data, including any returned amount with days outstanding aged from issue date. |
| Completed Travel Requests Without Expense Reports | Shows Requests not attached to Expense Reports |
| Concur Dashboard | Available but in development. |
| Detail Report - Extracted | For a specified date range, this report includes chart-field details for expense reports extracted to TeamWorks including date release by Back Office and Concur Extract dates. The report runs by Extract date. |
| Detail Report – Extracted (sent for payment date) | For a specified date range, this report includes chart-field details for expense reports extracted to TeamWorks including date release by Back Office and Concur Extract dates. This report runs by Date Submitted for Payment. This report is used for reconciling AP and GL data extracted from TTE into TeamWorks. |
| Detail Report- Non-Extracted | This report includes ALL chart-field details for expense reports NOT extracted to TeamWorks. |
| Detail Report-Submitted (for Concur Bill) | Chart field details by date range for submitted Expense Reports for Concur Invoice Reconciliation. Concur billings cut off is 5 days prior to the last day of the month. |
| Employee Distribution Lines (for Concur Bill) | Provides Chart field details for employee defaults for deleted Expense Reports. (Relates to the Detail Report-Submitted) |
| Employee Emails (Active Users) | List of active employee travelers with Employee ID, names, email and date last expense report was submitted. |
| Employee Exceptions - Details | Id all report level exceptions by employee for date range specified. |
| Expense Entry Analysis | Lists report entry detail grouped by Individual or Expense Type over specified dates. |
| Expense Reports by Business Unit (Concur Invoice Recon) | Includes a listing of reports submitted by individual by day along with the related transaction fee. Developed to be used in Concur invoice reconciliation. This report does not include deleted reports and may not reconcile 100% with Concur bill. |
| Expense Summary by Employee and Year | This report shows summary of expenses by employee and year. |

| | |
|---|---|
| Expense Summary by Expense Type and Year | This report shows summary of expenses by type and year. |
| Extracted Reports | Includes a list of reports extracted to TeamWorks by employee, with total amount and extracted date. |
| Extracted Reports (Employee vs. Company Paid) | Reports extracted to TeamWorks by employee, with total amount and extracted date, grouped and sub-totaled by payment type: AirPlus, Company Paid, and Out of Pocket |
| Extracted Reports (Employee vs. Company Paid) Detail Report 1 | Reports extracted to TeamWorks by employee, with total amount and extracted date, grouped and sub-totaled by payment type: AirPlus, Company Paid, and Out of Pocket with added detail of Record Locator Number and Ticket ID |
| Hotel Stays Expensed Not Booked in Concur Travel | Shows hotel expenses with no matching reservation in Concur Travel. |
| IRS Report | Identifies if employee has any taxable expense reports |
| Mileage over 100 Per Day | Shows reports with average mileage expense reimbursements over 100 miles per day. |
| Report View of 196060 Unassigned Transactions | Shows unassigned credit card transactions. |
| Reports by Approver | List of approved expense reports sorted by approver. |
| Reports by Approver – Delegated | List of approved expense reports processed by a delegate sorted by approver. |
| Shortcut to Detail Report - Extracted | Shows extracted transaction detail by a date range. |
| Top 10 Longest to Approve | Ranks and shows approvers who took the longest to approve transactions by date range |
| Top Spend By Airline | Ranks by airline costs for airline tickets with subtotals by agency in a date range. |
| Top Spend By Rental Car Company | Ranks by rental car company costs rentals with subtotals by agency in a date range. |
| Top Spend by Vendor | Ranks vendors with the highest amount of submitted expenses during a specified timeframe. |
| Top Spenders by Employee | This report lists of employees with the highest amount of posted entries. |

| | |
|---|---|
| Top Spenders by Expense Type | This report lists employees with the highest amount of submitted expenses within expense types during a specified timeframe. |
| Travel Policy Exceptions | Details travel policy exceptions including segment type, booked date, travel date, days booked in advance, exception code and description |
| Unsubmitted Expense Entry Analysis Details (Grouped by Employee) | This report shows a list of expenses grouped by employee that have been entered on expense reports but not submitted during a specified timeframe. |
| Unsubmitted Expense Reports | Sorts the list of unsubmitted expense reports from oldest to newest, with amount. |
| Unsubmitted Expense Reports with Cash Advances | Sorts the list of unsubmitted expense reports from oldest to newest, with amount and any attached Cash Advances |
| User Concur Travel History | Includes a list of travel reservations booked in Concur travel during specified dates. |
| Voided Air Tickets | Shows voided tickets; date range and other options available. |
| Workflow Cycle Times–Details 2 | Options of date range and Manager or Processor to show workflow process details and performance. |

# Section 5: TeamWorks Financial Reports

## GL Reports:

| | | |
|---|---|---|
| **GLXXX0902** | GL Offline Travel Interface Report | The Local Travel Administrators will need to review the GLXXX0901 (GL Offline Interface) report daily to ensure all transactions have posted into TeamWorks. This report will provide General Ledger Journal Entries created for Company Paid transactions that were extracted from Concur. |

## AP Reports

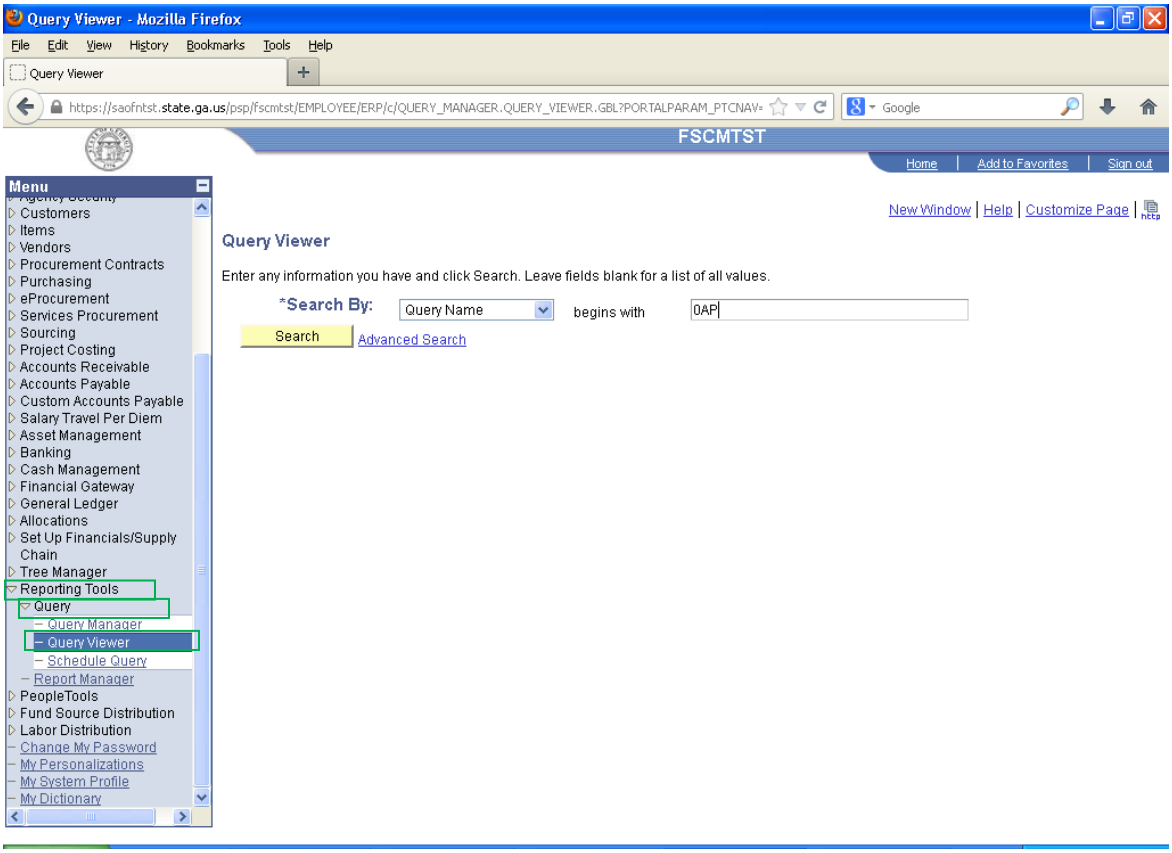
| | | |
|---|---|---|
| **APXXX0401** | Budget Exceptions | This report lists vouchers and provides an error description of each voucher line that did not pass budget checking. |
| **APXXX0402** | Daily Input Report | This report lists vouchers that were processed through AP including regular vouchers, PO vouchers, Labor, Payroll and regular offline transactions. |
| **APXXX0404** | Payables Due Proof Report | This report lists payables selected for payment based on the vouchers scheduled due date. |
| **APXXX0408** | Payment Activity Report | This report lists detailed payment information sorted by Voucher ID for system checks, manual checks, express checks, EFT payments, and wire transfers. |
| **APXXX0419** | Travel Expense Report | This report lists vouchers for Travel Payments. Monthly report will be produced automatically at each month-end close. |
| **APXXX0855** | Offline Travel Voucher Interface Report | This report will provide Accounts Payable vouchers created for employee travel reimbursements that were extracted from Concur. |

# Section 6: How to Edit TTE Vouchers in TeamWorks Financials

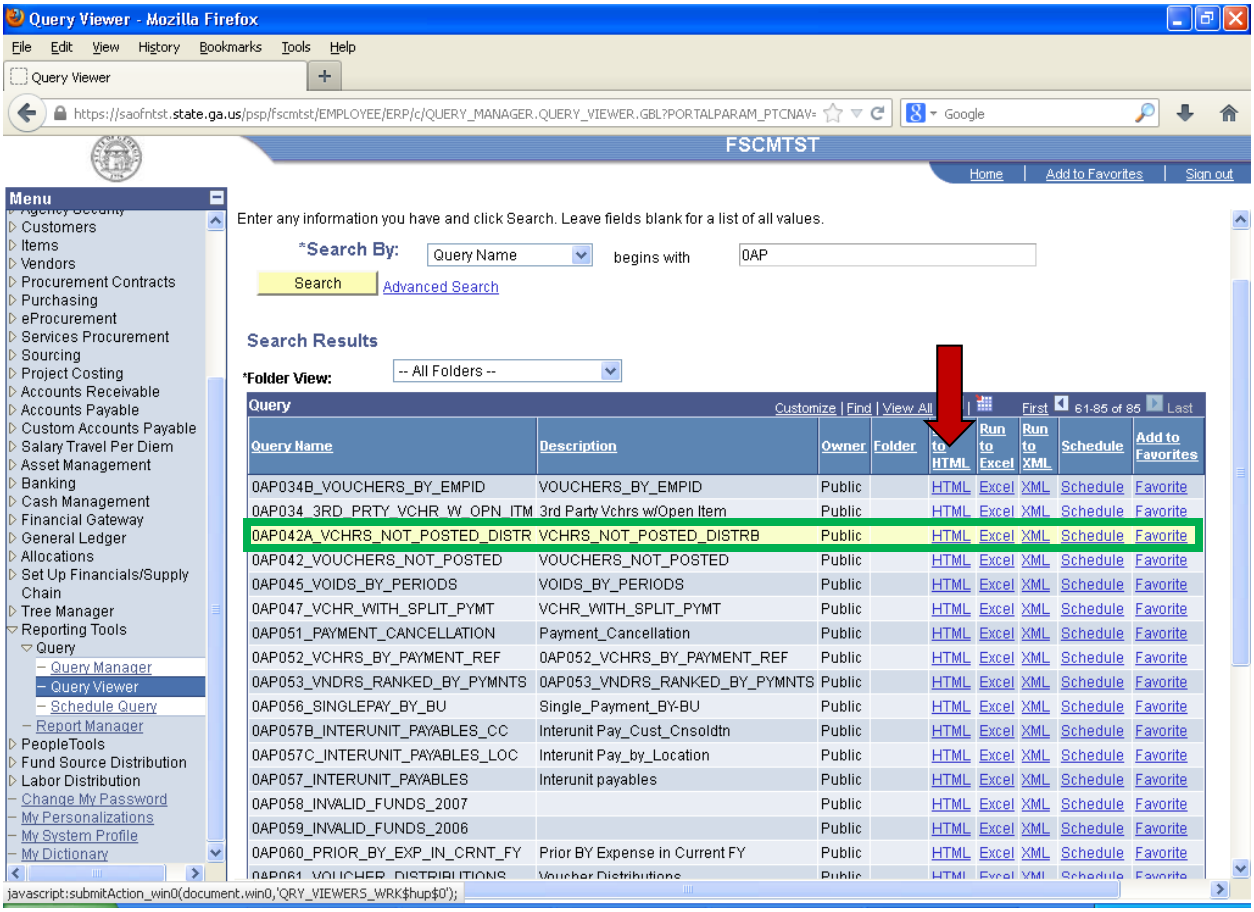
After the nightly data extract from TTE and the file is import into TeamWorks completes, the system runs a Voucher Build. On that day you have the ability to edit the vouchers created from TTE transactions.

## Step 1: Access the Query Viewer

**TW Navigation:** *Reporting Tools> Query>Query Viewer*

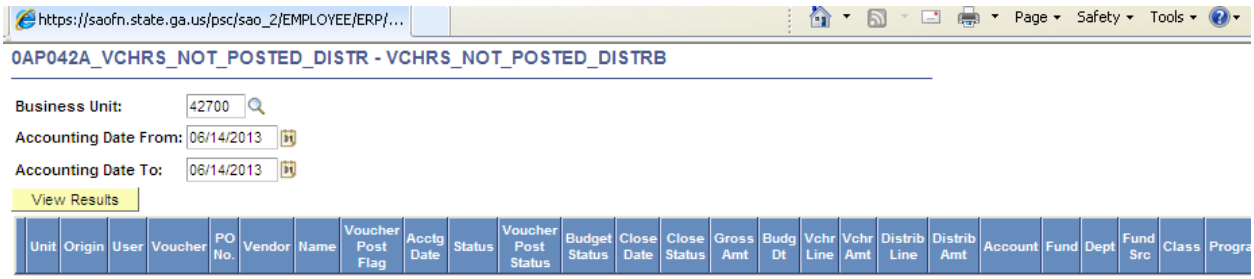



**Step 2:** Run **Query 0AP042A_VCHRS_NOT_POSTED_DISTR** in TeamWorks Financials (This query will show all transactions extracted from TTE on the prior day)




**Step 3:**
Enter the **Agency's Business Unit**.
Enter the **Accounting Date From** = day after extraction from TTE
Enter **Accounting Date To** = date after extraction from TTE

***For our Example:*** *TTE transaction extracted for business day 06/13/13; Extract processed in TW 06/14/13*
Agency Business Unit: 42700
Accounting Date From: 06/14/2013
Accounting Date To: 06/14/2013



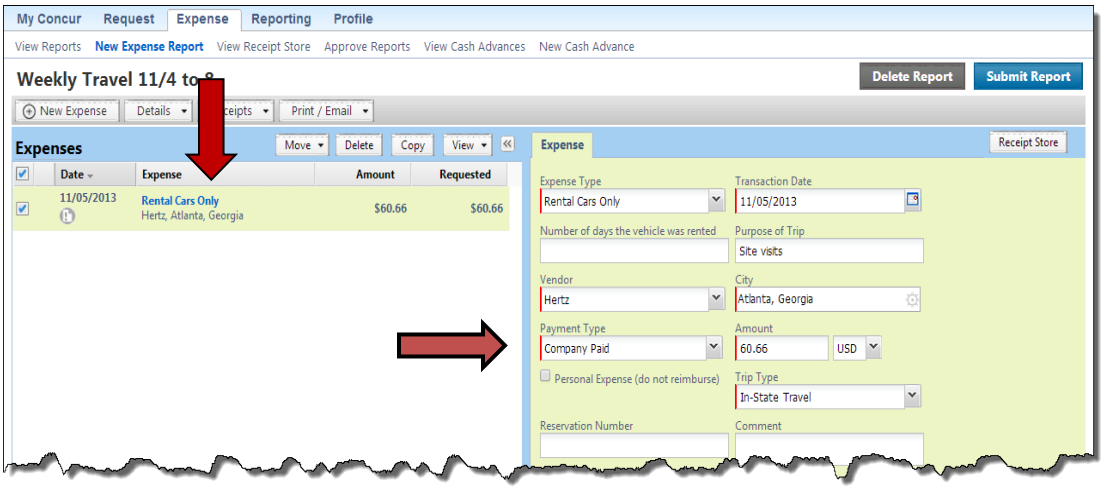

**Step 4:**
Once the query runs in Excel, filer: **Origin** "TRV". The query will show all travel payments extracted the <u>prior</u> day.

Agencies may review any of the vouchers listed and edit invoice information, payment information, or place vouchers on hold.

# Section 7: Travel Payments and Reconciliation

## Rental Cars

When a traveler books a rental car using TTE, the payment type for the car rental defaults to “company paid” and no out of pocket expense is incurred by the employee. However, the employee is required to include this expense on his/her travel expense statement in TTE even though the employee is not being reimbursed for the charge.




When the travel expense statement is approved and extracted to TeamWorks nightly, the following accounting entries occur in the General Ledger module:

Debit 640XXX – Travel – Rental Car

- 640006 Travel – In State Rental Car
- 640025 Travel – Out of State Rental Car
- 640039 Travel – International Rental Car

Credit 200006 – Travel Clearing Account - Direct Bill (Rental Car/Hotel).

Each agency receives an invoice from the rental car company directly. (Hertz and Enterprise are the current State contracted vendors). When the agency pays the invoice in TeamWorks, the agency should use the following as the expense account for payment:

Debit 200006 – Travel Clearing Account - Direct Bill (Rental Car/Hotel)

In the above scenario, the expense is properly recorded and the clearing account balance is zero. Each agency should be monitoring their rental car expenditures and reconciling their clearing account quarterly (at a minimum) to ensure that:

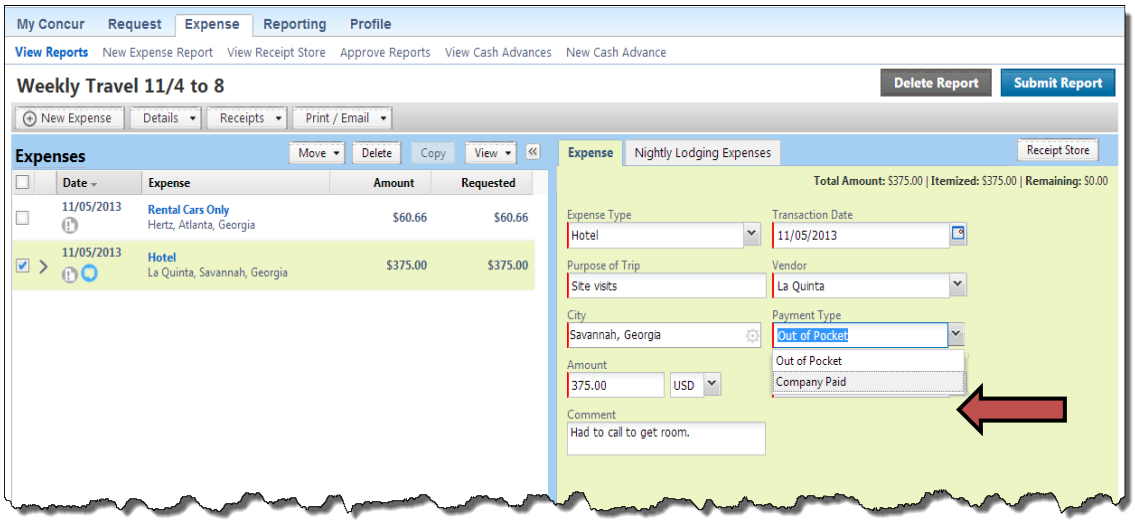
- Employees are filing their expense reports for rental cars timely

- All invoices being paid are coded properly
- Balances in the clearing account are justified

Please note that any reservations made outside the TTE system will not follow the same accounting entries as what is described above. Reservations made outside the TTE system will result in the invoice being coded to the appropriate travel account, directly, and not the 200006 account.

## Direct Bill Hotels

When a traveler enters an expense for a direct billed hotel in TTE, the payment type for the hotel needs to be adjusted to "Company Paid" as no out of pocket expense has been incurred by the employee. The employee is required to include this expense on his/her travel expense statement in TTE even though the employee is not being reimbursed for the charge and did not make the reservation through the TTE system.




When the travel expense statement is approved and extracted to TeamWorks nightly, the following accounting entries occur in the General Ledger module:

Debit 640XXX – Travel – Hotel
- 640003 Travel – In State Hotel
- 640022 Travel – Out of State Hotel
- 640036 Travel – International Hotel

Credit 200006 – Travel Clearing Account - Direct Bill (Rental Car/Hotel)

Each agency receives an invoice from the hotel directly. When the agency pays the invoice in TeamWorks, the agency should use the following as the expense account for payment:

Debit 200006 – Travel Clearing Account - Direct Bill (Rental Car/Hotel)

In the above scenario, the expense is properly recorded and the clearing account balance is zero. Each agency should be monitoring their direct bill hotel expenditures and reconciling their clearing account quarterly (at a minimum) to ensure that:

- Employees are filing their expense reports for direct bill hotels timely
- All invoices being paid are coded properly
- Balances in the clearing account are justified

Please note that any reservations made outside the TTE system will not follow the same accounting entries as what is described above. Reservations made outside the TTE system will result in the invoice being coded to the appropriate travel account, directly, and not the 200006 account.

## AirPlus (Airfare)

When a traveler books airfare using TTE, the payment type for the airfare is "company paid." The employee is required to include this expense on his/her travel expense statement in TTE even though the employee is not being reimbursed for the charge.

When the travel expense statement is extracted to TeamWorks nightly, the following accounting entries occur in the General Ledger module:

Debit 640XXX – Travel – Commercial Transportation

- 640005 Travel – In State Commercial Transportation
- 640024 Travel – Out of State Commercial Transportation
- 640038 Travel – International Commercial Transportation

Credit 196060 – Travel Clearing Account (Distributed)

The State Accounting Office (SAO) receives a consolidated invoice from AirPlus and is responsible for paying AirPlus on behalf of the TTE agencies. The AirPlus invoice includes charges for airfare, as well as all fees assessed by the travel agency (Travel Incorporated) for any reservation made using the TTE system. When SAO pays the invoice in TeamWorks, A/P vouchers are set up for each impacted agency and A/P vouchers are coded as follows:

Debit 196061 – Travel Clearing Account (Undistributed)

SAO uses default chart field information including Department, Program, Fund, Funding Source, and Project that is supplied by the agency during the TTE onboarding process.

Each impacted agency receives a copy of the AirPlus invoice, along with supporting documentation for their files.

In the above scenario, the expense is properly recorded and the clearing accounts (196060 and 196061) should net to zero. Each agency should be monitoring their airfare expenditures and reconciling their clearing accounts quarterly (at a minimum) to ensure that:

- Employees are filing their expense reports for airfare timely
- Balances in the clearing accounts can be justified

## TTE/Concur

SAO receives a consolidated invoice from Concur monthly and is responsible for paying Concur on behalf of the TTE agencies. The Concur invoice includes charges for all travel expense reports that have been submitted in Concur. When SAO pays the invoice in TeamWorks, A/P vouchers are set up for each impacted agency and A/P vouchers are coded as follows:

Debit 651010 – Per Diem & Fees – Other Fees

SAO uses default chart field information including Department, Program, Fund, Funding Source, and Project that is supplied by the agency during the TTE onboarding process. Agencies are authorized to enter Adjustment Vouchers, as needed, if an agency desires to reallocate expenditures for Concur.

Each impacted agency receives a copy of the Concur invoice, along with supporting documentation for their files.

## Queries and Reports

Agencies can run the following queries in TeamWorks to assist with the reconciliation process:

- 0AP005 – VERIFY_EXP
- 0GL076 – 4092X GG REPORT

Agencies can run the following report in Concur to assist with the reconciliation process:

- 196060 Extracted Reconciliation

Agencies can also use the AirPlus and Concur supporting documentation (provided by SAO) to assist with the reconciliation process.

## Reconciling Transactions Extracted from TTE into TeamWorks

Document Direct Reports and the TTE Detail Report – Extracted (sent for payment date) to Reconcile Accounts

1. **Run the Detail Report- Extracted (sent for payment date) from Reporting in Concur.**

Enter the business date or date range you want to reconcile. The Date Sent for Payment is the date the Back Office releases the items for payment. The Extracted Date is the date TTE/Concur extracted the data to make it available for processing into TeamWorks.

TTE Entries cut off at 6pm daily. Any transaction after 6pm will not be extracted by TTE until the next business day.

The report date shown in Document Direct represents the date the items were processed by SAO and not the date the transactions were released or extracted from TTE. Most times there is a one business day lag between the Date Extracted in TTE and the Document Direct report date. There can be exceptions.

- Although TTE extracts data daily, SAO does not process any data on holidays or weekends
    - The SAO process for Document Direct documents runs between 7am and 10am Monday through Friday except for Holidays.
- The Sent for Payment Date and the Extracted Date may not be the same in the Detail Report-Extracted (sent for payment date).
- The Document Direct report date will generally be the next business day after the Extracted Date in the TTE Detail Report-Extracted (sent for payment date) if no holiday was involved.

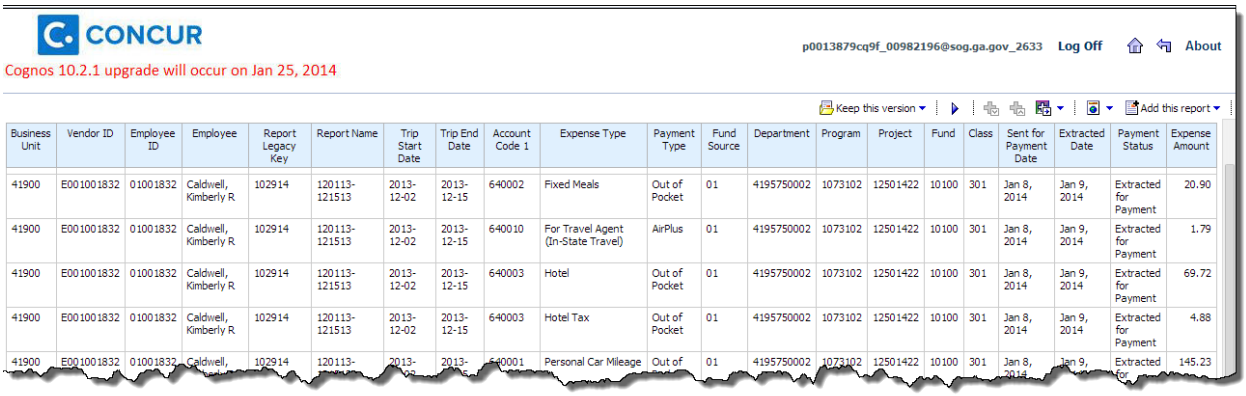
- TTE data from Friday's activity would usually have a Monday date in Document Direct as long as Monday was not a holiday and would also contain any Saturday through Sunday data extracted by TTE.

- Data from Friday, when Monday is a holiday, would have a Tuesday report date in Document Direct and would also contain any Saturday through Monday TTE data extracted by TTE.

- IF SAO is closed for any reason during the normal work week data is processed the next business day and reports would have that business date.

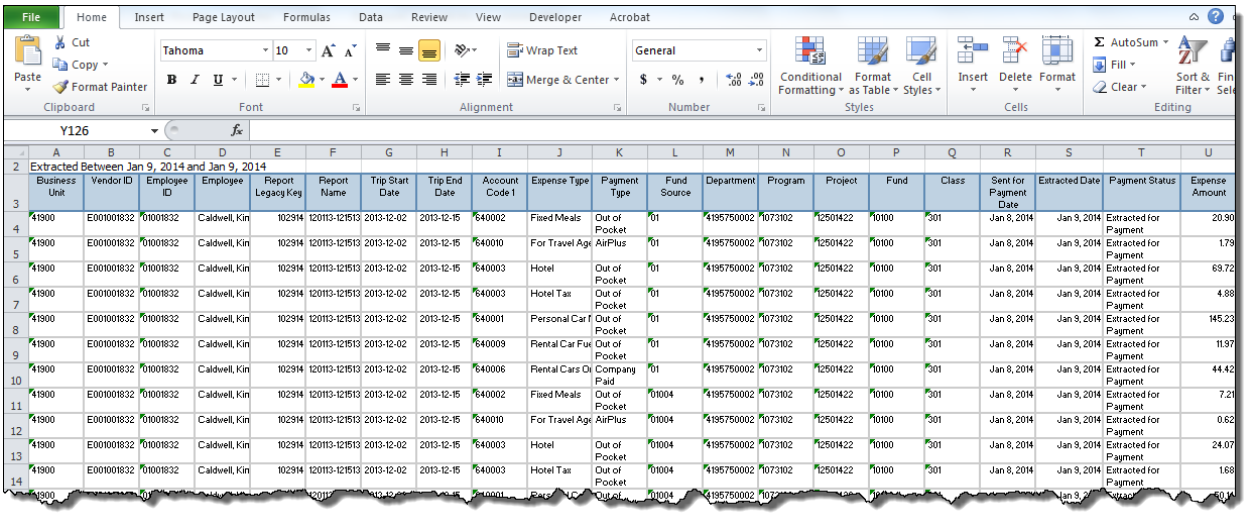
- On very rare occasions the Document Direct report date can be the same as the Extracted Date in the TTE report.

The Detail Report-Extracted (sent for payment) as displayed in TTE Reporting does not have subtotals or grand totals.




| Business Unit | Vendor ID | Employee ID | Employee | Report Legacy Key | Report Name | Trip Start Date | Trip End Date | Account Code 1 | Expense Type | Payment Type | Fund Source | Department | Program | Project | Fund | Class | Sent for Payment Date | Extracted Date | Payment Status | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 41900 | E001001832 | 01001832 | Caldwell, Kimberly R | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640002 | Fixed Meals | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 20.90 |
| 41900 | E001001832 | 01001832 | Caldwell, Kimberly R | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640010 | For Travel Agent (In-State Travel) | AirPlus | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 1.79 |
| 41900 | E001001832 | 01001832 | Caldwell, Kimberly R | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 69.72 |
| 41900 | E001001832 | 01001832 | Caldwell, Kimberly R | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel Tax | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 4.88 |
| 41900 | E001001832 | 01001832 | Caldwell, | 102914 | 120113- | 2013- | 2013- | 640001 | Personal Car Mileage | Out of | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, | Jan 9, | Extracted for | 145.23 |

View the report in Excel by clicking on the icon and selecting the appropriate Excel options.




| Business Unit | Vendor ID | Employee ID | Employee | Report Legacy Key | Report Name | Trip Start Date | Trip End Date | Account Code 1 | Expense Type | Payment Type | Fund Source | Department | Program | Project | Fund | Class | Sent for Payment Date | Extracted Date | Payment Status | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640002 | Fixed Meals | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 20.90 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640010 | For Travel Age | AirPlus | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 1.79 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 69.72 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel Tax | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 4.88 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640001 | Personal Car I | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 145.23 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640009 | Rental Car Fu | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 11.97 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640006 | Rental Cars Or | Company Paid | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 44.42 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640002 | Fixed Meals | Out of Pocket | 01004 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 7.21 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640010 | For Travel Age | AirPlus | 01004 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 0.62 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel | Out of Pocket | 01004 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 24.07 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel Tax | Out of Pocket | 01004 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 1.68 |
| 41900 | | | | | 120 | | | 640001 | Pers | Out of | 01004 | 4195750002 | 107 | | | | | Jan 9, | | 50.1 |

Save the report to your PC or Laptop with the appropriate date.

## 2. Obtain Document Direct GLXXX0902 and APXXX0855 reports

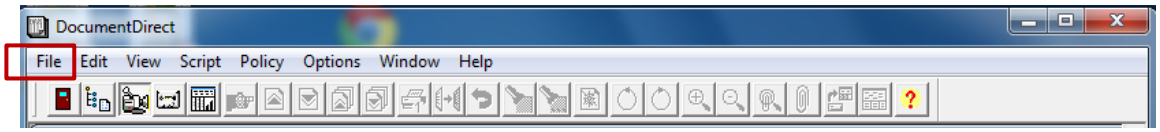
Open the **GLXXX0902** (GL Offline Travel Interface-General Ledger Report) for a specific date from Document Direct.

Print or export the report. Then do the same with the **APXXX0855** (Offline Travel Voucher Interface – Accounts Payable Report).

**Note:** XXX=Agency Business unit number, 404, 419, 427, etc.

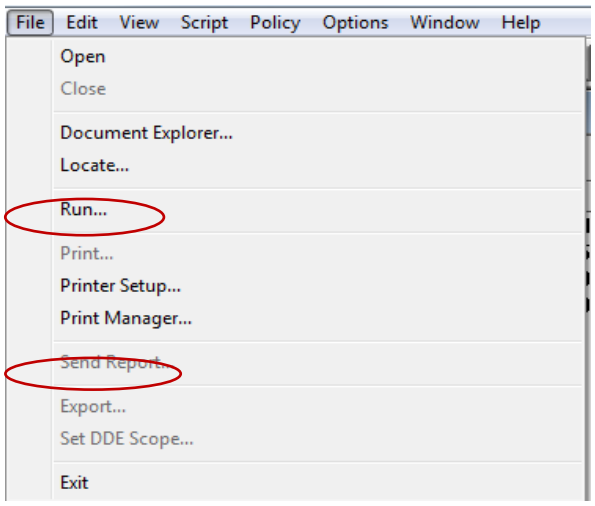
You may Print or Export these reports in Document Direct by selecting **File.**

**Note:** Generally the Print function should be fine.



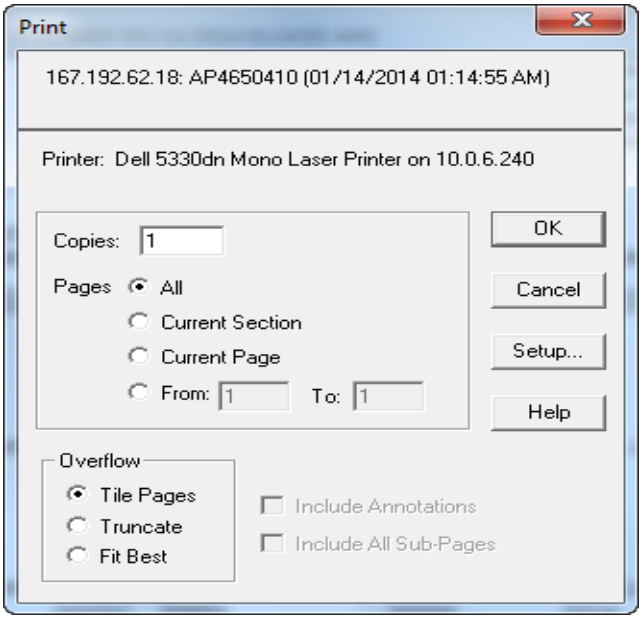

**Document Direct - Print or Export option**

- Select the Print or Export Option

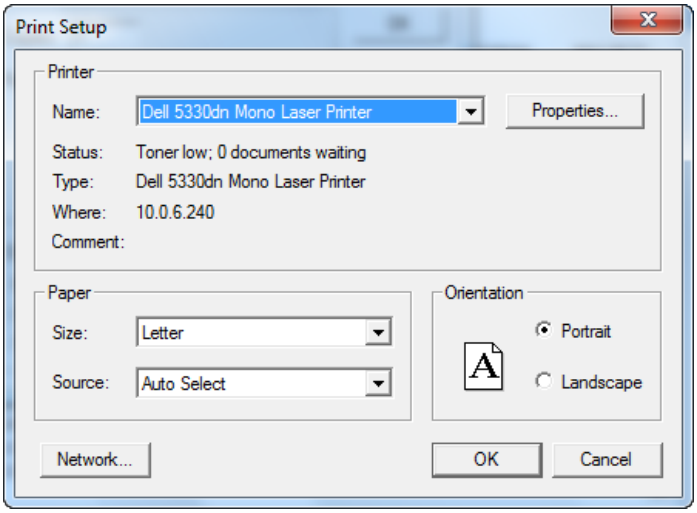



**Note:** A document must be open or the Print and Export functions are grayed out and not available.

- To Print the report:
  - Select **Print**
  - Verify the **Copies** and **Pages** options

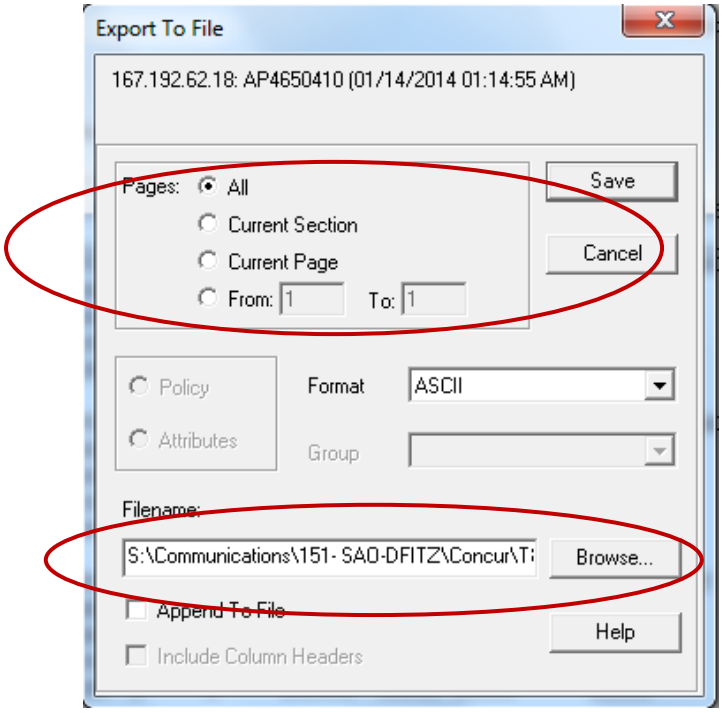



- Click **OK** or select **Setup** to use a different printer




- Choose the desired printer
- Click **OK**
- Click **OK** again to print

o To Export the report:
  - Select **Export**
  - Verify the **Pages** option. If in doubt, select **All** to ensure you export the entire report.
  - Specify the location to export to in **Filename:** and alter the name of the document if desired.

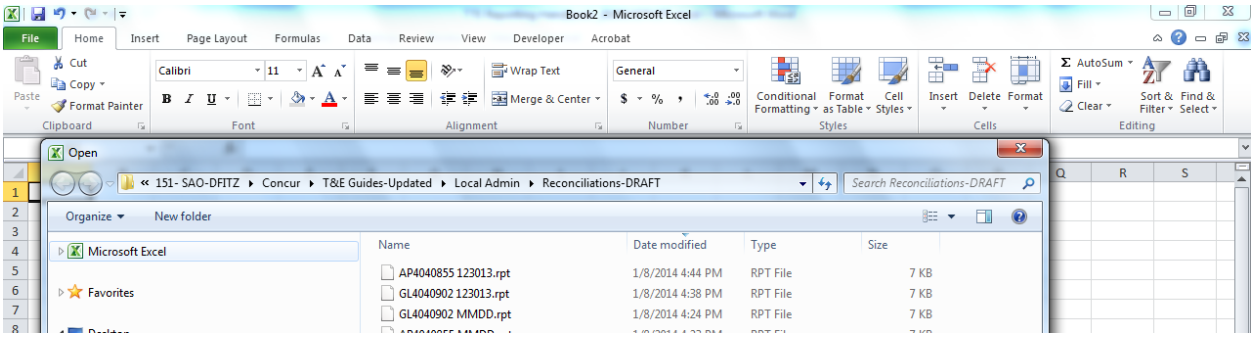



**Note:** Document Direct exports documents with the file extension .RPT

**To manipulate the exported data, import it into Excel.**

- Open Excel and then select the GLXXX0902.rpt or APXXX0855.rpt report from the saved location.

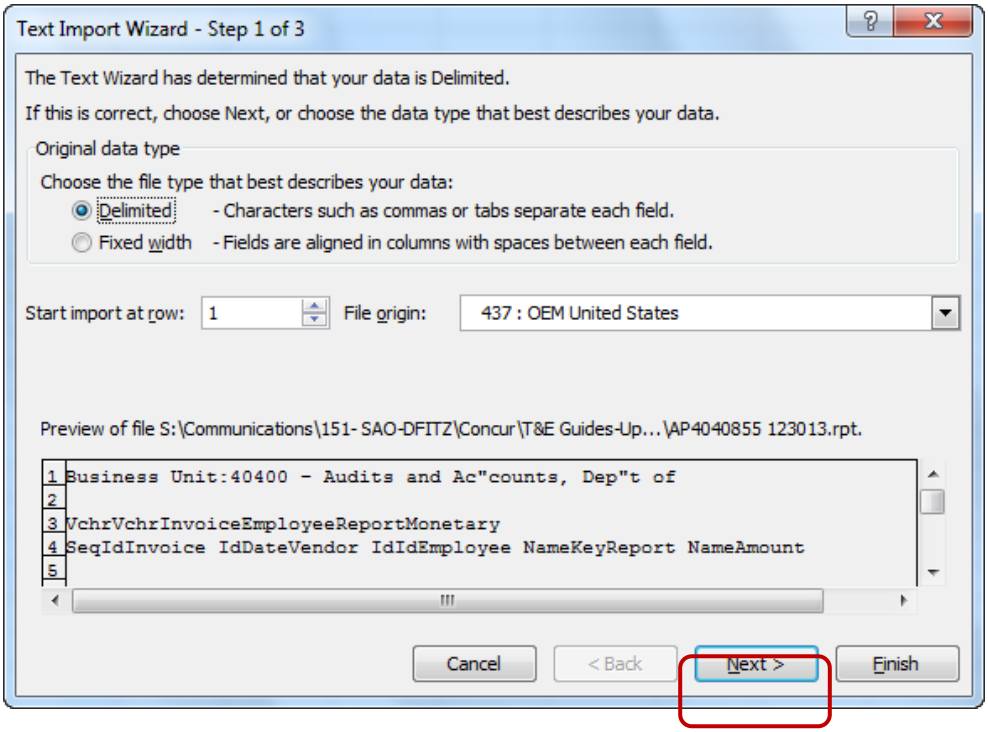
  Note: XXX= Agency Business Unit Number 404, 419, 427, etc.



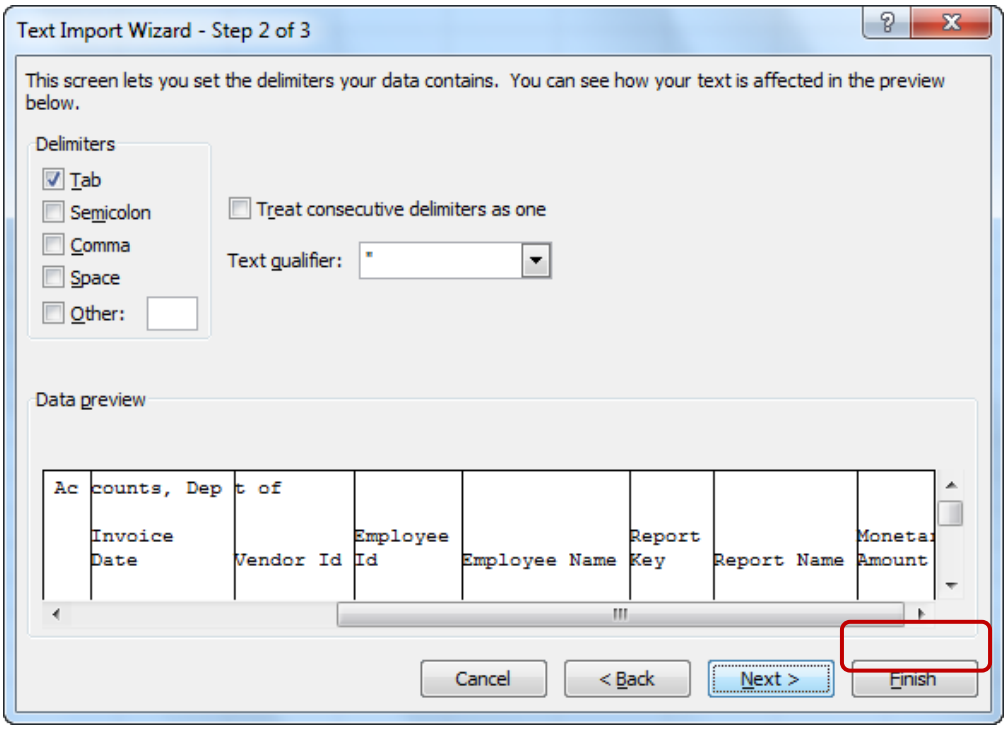

- The documents exported from Document Direct will have an extension of RPT.

**Example Excel Import process when APXXX0855.rpt (Offline Travel Voucher Interface – Accounts Payable) is selected**

- Click on the report to open the Text Import Wizard




- Click **Next**




- Click **Finish**.

The data imports into Excel and you can manipulate the data as you need. You have the full functionality of Excel once the report is in Excel.

> **Note:** If there is a large amount of data you will see sections for page headers, you can simply delete these lines in Excel to make working with the data easier.

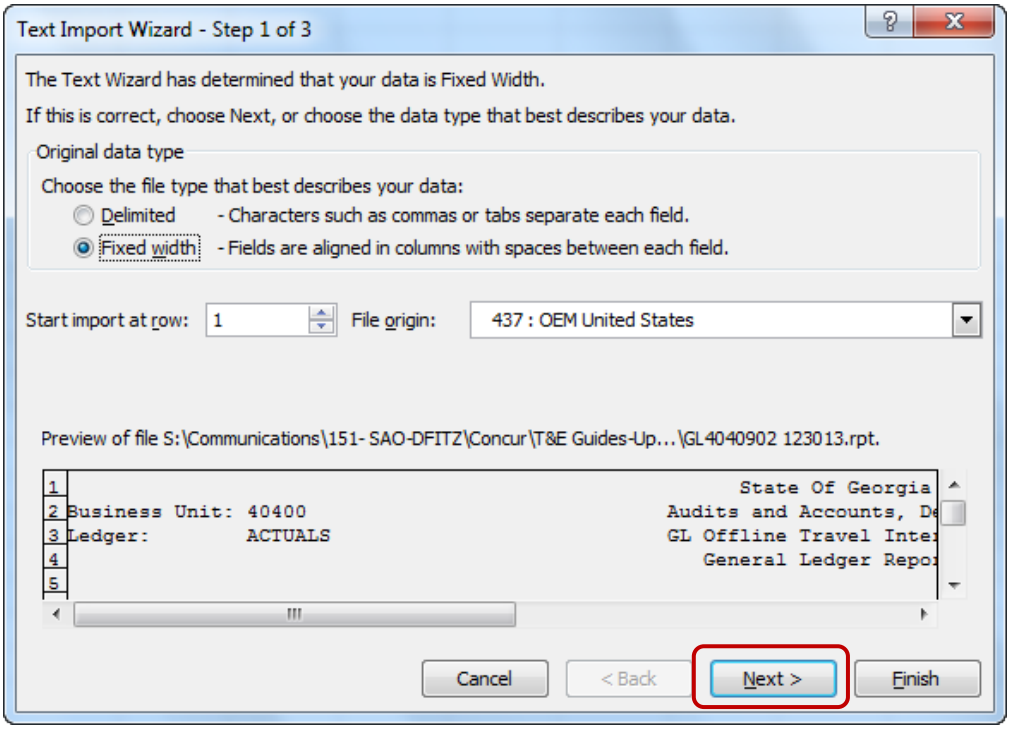
A1 fx Busine

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Busine | ss Unit: | 40400 - Au | counts, Dep | t of | | | | | |
| 2 | | | | | | | | | | |
| 3 | Vchr | Vchr | | Invoice | | Employee | | Report | | Monetary |
| 4 | Seq | Id | Invoice Id | Date | Vendor Id | Id | Employee | Key | Report Na | Amount |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | 105788 | NEXT | 105788 11 | 11/7/2013 | 339835 | 885578 | Bibby,Am | 105788 | Augusta | 409.28 |
| 8 | 105791 | NEXT | 105791 11 | 11/15/2013 | 339835 | 885578 | Bibby,Am | 105791 | Milledgev | 54.24 |
| 9 | 104221 | NEXT | 104221 12 | 12/11/2013 | 482675 | 970942 | Schuenem | 104221 | Towns Co | 100.4 |
| 10 | 104288 | NEXT | 104288 12 | 12/12/2013 | 522437 | 995448 | Morton,Je | 104288 | Atlanta Pu | 10 |
| 11 | 105846 | NEXT | 105846 12 | 12/19/2013 | E00101128 | 1011288 | Bruder,Eri | 105846 | KRISHNA | 491.5 |
| 12 | 105807 | NEXT | 105807 12 | 12/19/2013 | E00101128 | 1011289 | Lam,Victo | 105807 | COAM AU | 442.75 |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | ==== | ========== |
| 15 | | | | | Total Mo | netary Am | ount for a | Vouchers | = | 1,508.17 |
| 16 | | | | | St | ate Of Ge | orgia | | | |
| 17 | | | | | Audits an | d Account | s, Dept of | | Report ID: | AP4040855 |
| 18 | | | | | Offline Tr | vel Vouch | er Interface | | Print Date | 1/6/2014 |
| 19 | | | | | Account | s Payable | s Report | | Page: | 2 |
| 20 | | | | | | | | | PS ID: | APS8055X |
| 21 | | | | | | | | | | |
| 22 | Busine | ss Unit: | 40400 - Au | counts, Dep | t of | | | | | |
| 23 | | | | | | | | | | |
| 24 | Vchr | Vchr | | Invoice | | Employee | | Report | | Monetary |
| 25 | Seq | Id | Invoice Id | Date | Vendor Id | Id | Employee | Key | Report Na | Amount |
| 26 | | | | | | | | | | |
| 27 | | | | | | | | | | |
| 28 | | | | | | | | | | |
| 29 | ====== | ======== | ========== | | | | | | | |
| 30 | 4040 | 0 TRANSA | CTION TOTALS | | | | | | | |
| 31 | ====== | ======== | ========== | | | | | | | |
| 32 | | | | | | | | | | |
| 33 | Total | Number C | f Voucher | essed: | 6 | | | | | |
| 34 | Total | Number C | f Lines Processed: | | 6 | | | | | |
| 35 | Total | Number C | f Distribut | rocessed: | 54 | | | | | |
| 36 | | | | | | | | | | |
| 37 | Total | Number C | f Voucher | rted: | 6 | | | | | |
| 38 | Total | Number C | f Lines Inserted: | | 6 | | | | | |

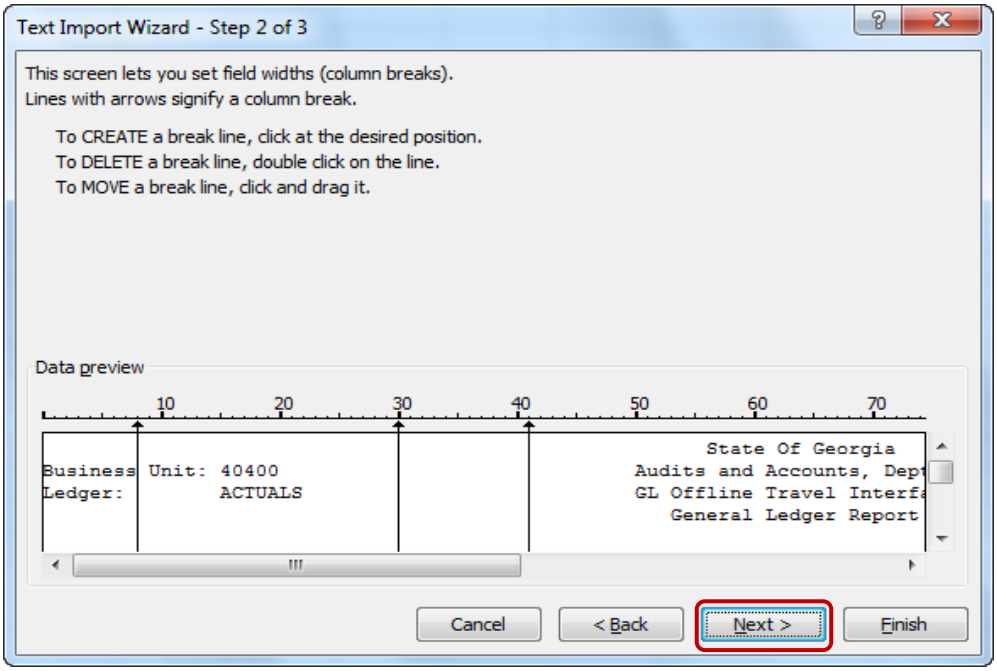
Note the Total of the vouchers created. In this example it is $1,508.17 which represents the total of the AP Vouchers created from the TTE/Concur Extract.

**Example Excel Import process when GLXXX0902 - GL Offline Travel Interface/General Ledger Report is selected:**

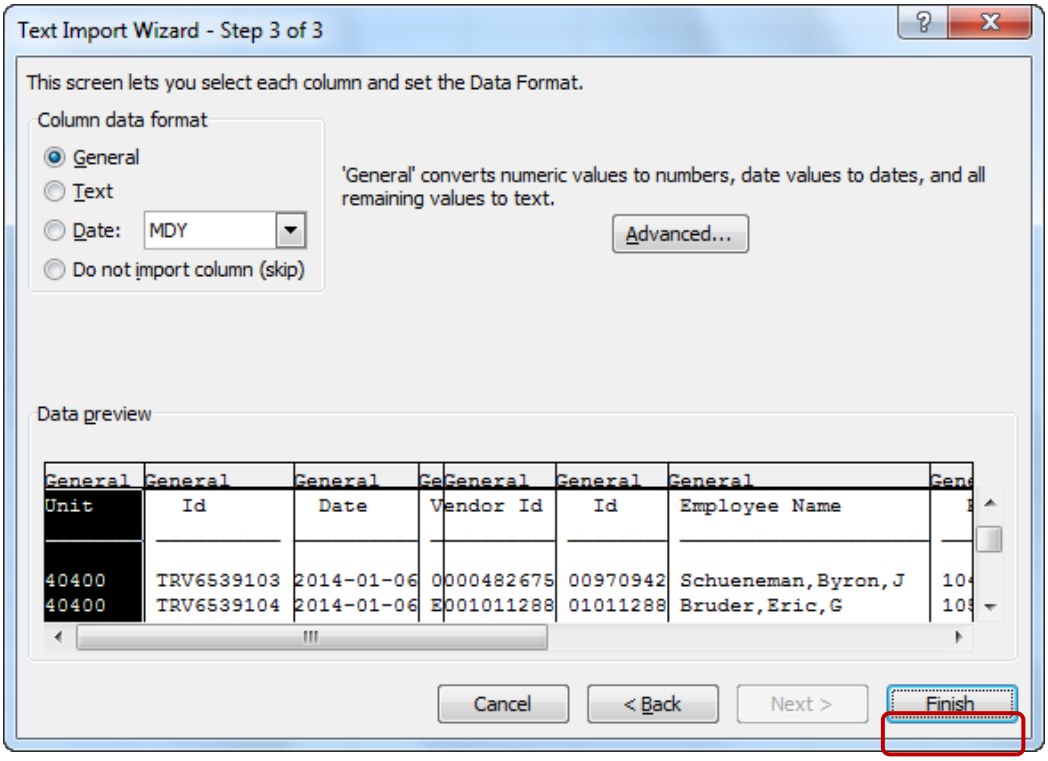
- The Text Import Wizard – Step 1 opens.




- You can start the import at row 1 or a lower row to bypass the report header information if you choose.
- Click **Next**




- Scroll down past the header information and a cross to verify that the columns are correct. You can add, delete or move (change) a column as detailed in the Text Import Wizard – Step 2.
- We suggest adding a column between **ID** and **Date**, between **ID** and **Employee name**, and between **Employee Name** and **Key**.
- Click **Next**
- Step 3 of the Text Import Wizard appears




Click **Finish**

The data is now in Excel and you can manipulate it using any of the Excel functionality as needed.

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | State Of Ga | | | | | |
| 2 | Business | Unit: 40400 | | | | Audits and | Dept of | | Report ID: | GL4040902 | |
| 3 | Ledger: | ACTUA | LS | | | GL Offline | erface | | Print Date | 1/6/2014 | |
| 4 | | | | | | General Le | ort | | Page: | 1 | |
| 5 | | | | | | | | | PS ID: | GLS9002X | |
| 6 | | | | | | | | | | | |
| 7 | Bus | Journal | Journal | | Employee | | Report | | | | |
| 8 | Unit | Id | Date | Vendor Id | Id | Employee | Key | Report Na | Monetary Amount | | |
| 9 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | | |
| 10 | | | | | | | | | | | |
| 11 | 40400 | TRV65391 | 1/6/2014 | 482675 | 970942 | Schuenem | 104221 | Towns Co | 4.27 | | |
| 12 | 40400 | TRV65391 | 1/6/2014 | E00101128 | 1011288 | Bruder,Eri | 105846 | KRISHNA | 4.27 | | |
| 13 | 40400 | TRV65391 | 1/6/2014 | E00101128 | 1011288 | Bruder,Eri | 105846 | KRISHNA | 4.27 | | |
| 14 | 40400 | TRV65391 | 1/6/2014 | E00101128 | 1011289 | Lam,Victo | 105807 | COAM AU | 4.27 | | |
| 15 | 40400 | TRV65391 | 1/6/2014 | E00101128 | 1011289 | Lam,Victo | 105807 | COAM AU | 4.27 | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | ========== | | |
| 18 | | | | | | Total Mon | t for all | Passed Jo | 21.35 | | |
| 19 | | | | | | State Of Gia | | | | | |
| 20 | Business | Unit: 40400 | | | | Audits and | Dept of | | Report ID: | GL4040902 | |
| 21 | Ledger: | ACTUA | LS | | | GL Offline | erface | | Print Date | 1/6/2014 | |
| 22 | | | | | | General Le | ort | | Page: | 2 | |
| 23 | | | | | | | | | PS ID: | GLS9002X | |
| 24 | | | | | | | | | | | |
| 25 | Bus | Journal | Journal | | Employee | | Report | | | | |
| 26 | Unit | Id | Date | Vendor Id | Id | Employee | Key | Report Na | Monetary Amount | | |
| 27 | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | | |
| 28 | | | | | | | | | | | |
| 29 | | | | | | | | | | | |
| 30 | | | | | | | | | | | |
| 31 | ======== | ========= | ======== | | | | | | | | |
| 32 | 40400 | TRANSAC | TOTALS | | | | | | | | |
| 33 | ======== | ========= | ======== | | | | | | | | |
| 34 | Journal | Headers = | 5 | | | | | | | | |
| 35 | Journal | Lines = | 3 | | | | | | | | |
| 36 | Journal | Unknown | 0 | | | | | | | | |
| 37 | | -- | -------- | | | | | | | | |
| 38 | Total Re | cords = | 8 | | | | | | | | |

Note the total of the GL Entries made. In this example it is $21.35. This represents Cash Advance Returns, Air Plus and Company Paid Payment Type items on the expense reports extracted from TTE/Concur.

### 3. Open the Excel report you created in #1

After you export the Detail Report-Extracted (sent for payment) into Excel you can add a couple of totals that will make reconciliation of transactions from TTE into TeamWorks relatively easy.

Sample of TTE data viewed in Excel with helpful totals added:

Extracted Between Jan 9, 2014 and Jan 9, 2014

| Business Unit | Vendor ID | Employee ID | Employee | Report Legacy Key | Report Name | Trip Start Date | Trip End Date | Account Code 1 | Expense Type | Payment Type | Fund Source | Department | Program | Project | Fund | Class | Sent for Payment Date | Extracted Date | Payment Status | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | A | B | C | D | E | F | G | H |
| | | | | | | | | | | | | | Expense Amount Column TOTAL | Air Plus Payment Type TOTAL | Company Paid Payment Type TOTAL | Cash Advance Return Payment Type TOTAL | Total GL on TTE Rpt (B+C+D) | TL 0902 RPT from Document Direct | Net TTE RPT - AP (A-E) | TL 0855 RPT from Document Direct |
| | | | | | | | | | | | | | 5769.94 | 25.62 | 463.42 | 0.00 | 489.04 | 489.04 | 5280.90 | 5280.90 |

State Of Georgia
Business Unit: 41900 — Community Health, Dept. of
Ledger: ACTUALS — GL Offline Travel Interface
General Ledger Report

Report ID: GL4190902
Print Date: 01/09/2014
Page: 1
PS ID: GLS9002X

| Bus Unit | Journal Id | Journal Date | Vendor Id | Employee Id | Employee Name | Report Key | Report Name | Monetary Amount |
|---|---|---|---|---|---|---|---|---|
| 41900 | TRV6539144 | 2014-01-09 | 0000421059 | 00256965 | Delk,Deborah,M | 102687 | Gwinette & Summitrid | 99.22 |
| 41900 | TRV6539145 | 2014-01-09 | 0000024411 | 00312387 | Mathews,Jodie,R | 97612 | Duluth, Augusta, Mar | 15.08 |
| 41900 | TRV6539146 | 2014-01-09 | 0000024411 | 00312387 | Mathews,Jodie,R | 97612 | Duluth, Augusta, Mar | 247.64 |
| 41900 | TRV6539147 | 2014-01-09 | E000844158 | 00844158 | Love,Angela,P | 105917 | Soperton / Dublin | 0.62 |
| 41900 | TRV6539148 | 2014-01-09 | E000844158 | 00844158 | Love,Angela,P | 105917 | Soperton / Dublin | 7.92 |
| 41900 | TRV6539149 | 2014-01-09 | E000894919 | 00894919 | Steele,Dana,A | 103423 | Ft. Valley | 0.62 |
| 41900 | TRV6539150 | 2014-01-09 | E000894919 | 00894919 | Steele,Dana,A | 103423 | Ft. Valley | 7.92 |
| 41900 | TRV6539151 | 2014-01-09 | E001001832 | 01001832 | Caldwell,Kimberly,R | 102914 | 120113-121513 | 0.62 |
| 41900 | TRV6539152 | 2014-01-09 | E001001832 | 01001832 | Caldwell,Kimberly,R | 102914 | 120113-121513 | 109.40 |

Total Monetary Amount for all Passed Journals = 489.04

F

State Of Georgia
Community Health, Dept. of
Offline Travel Voucher Interface
Accounts Payables Report

Report ID: AP4190855
Print Date: 01/09/2014
Page: 1
PS ID: APS8055X

Business Unit: 41900 - Community Health, Dept. of

| Vchr Seq | Vchr Id | Invoice Id | Invoice Date | Vendor Id | Employee Id | Employee Name | Report Key | Report Name | Monetary Amount |
|---|---|---|---|---|---|---|---|---|---|
| 102687 | NEXT | 102687 120313-121813 | 12/18/2013 | 0000421059 | 00256965 | Delk,Deborah,M | 102687 | Gwinette & Summ | 223.76 |
| 97612 | NEXT | 97612 110413-121813 | 12/18/2013 | 0000024411 | 00312387 | Mathews,Jodie,R | 97612 | Duluth, Augusta | 498.16 |
| 100005 | NEXT | 100005 110413-111413 | 11/14/2013 | 0000252559 | 00835346 | Smith,Debra,E | 100005 | Travel Expense | 328.85 |
| 105585 | NEXT | 105585 111813-121013 | 12/10/2013 | 0000252559 | 00835346 | Smith,Debra,E | 105585 | EXPENSE REPORT | 638.48 |
| 106093 | NEXT | 106093 122613-122613 | 12/26/2013 | 0000252559 | 00835346 | Smith,Debra,E | 106093 | EXPENSE REPORT | 114.70 |
| 105917 | NEXT | 105917 111813-120513 | 12/05/2013 | E000844158 | 00844158 | Love,Angela,P | 105917 | Soperton / Dubl | 1,194.22 |
| 103423 | NEXT | 103423 120913-121913 | 12/19/2013 | E000894919 | 00894919 | Steele,Dana,A | 103423 | Ft. Valley | 1,213.88 |
| 105925 | NEXT | 105925 120213-121113 | 12/31/2013 | E000894919 | 00894919 | Steele,Dana,A | 105925 | Montezuma | 293.14 |
| 106120 | NEXT | 106120 121613-123113 | 12/31/2013 | 0000494828 | 00977558 | Floyd,LaShika,O | 106120 | Metro ATL | 174.03 |
| 102914 | NEXT | 102914 120213-121513 | 12/15/2013 | E001001832 | 01001832 | Caldwell,Kimberly,R | 102914 | 120113-121513 | 601.66 |

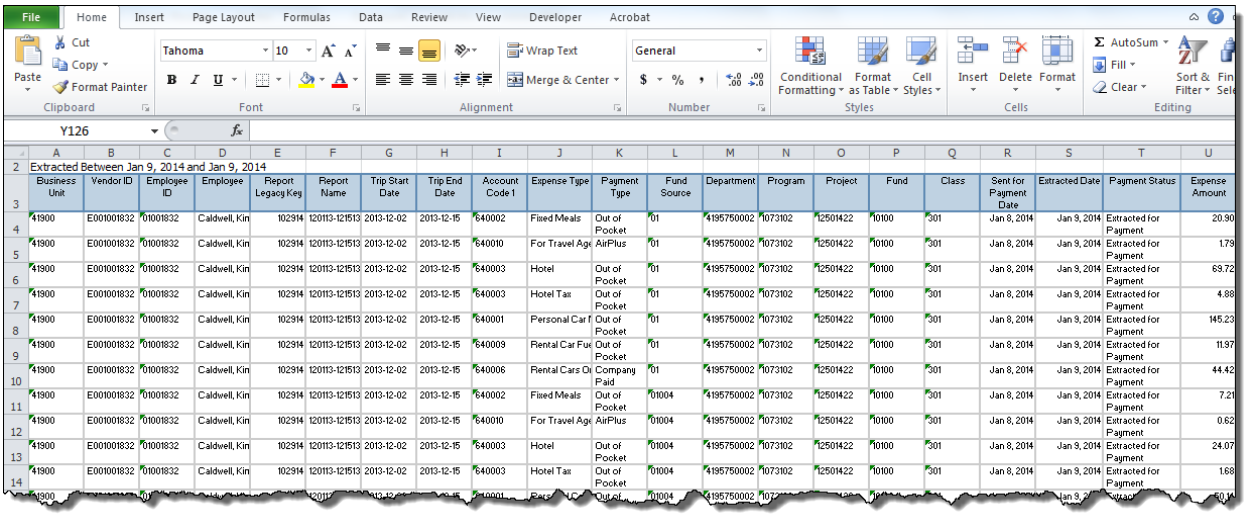
Total Monetary Amount for all Passed Vouchers = 5,280.90

H

- Add a total for the **Expense Amount** column (See A above)
- Use the Excel **SUMIF** function to create totals for AirPlus (See **B** above), Company Paid (See **C** above) and Cash Advance Return (See **D** above) transactions in the Payment Type column (column **K**) in the report.
  - Sumif (Kx:Kxxx,"AirPlus", Ux:Uxx
  - Sumif (Kx:Kxxx,"Company Paid", Ux:Uxx
  - Sumif (Kx:Kxxx,"Cash Advance Return", Ux:Uxx

  **Note:** xx= line numbers in Excel Report

- Create a total for **B,C,D** only (See **E** above)
  - This should be the same total that appears on the GLXXX0902 report from Document Direct (See **F** above)
  - I created a place to enter the Document Direct total (See **E** above)
  - Total E (See E above)and F (See **F** above) should be the same
- Create a total to net the GL totals (See **E** above) from the Expense Amount Column Total (See A above)
  - Subtract **E** (See **E** above) from **A** (See **A** above) to create the total (See **G** above)
  - This total should equal the APXXX0855 total (See **H** above)
  - I created a place to enter the Document Direct total (See **H** above)
- The GL Total (See **F** above) in the Detail Report – Extracted (sent for payment) and the total on the GLXXX and the AP totals



Extracted Between Jan 9, 2014 and Jan 9, 2014

| Business Unit | Vendor ID | Employee ID | Employee | Report Legacy Key | Report Name | Trip Start Date | Trip End Date | Account Code 1 | Expense Type | Payment Type | Fund Source | Department | Program | Project | Fund | Class | Sent for Payment Date | Extracted Date | Payment Status | Expense Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640002 | Fixed Meals | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 20.90 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640010 | For Travel Age | AirPlus | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 1.79 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 69.72 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel Tax | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 4.88 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640001 | Personal Car F | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 145.23 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640009 | Rental Car Fue | Out of Pocket | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 11.97 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640006 | Rental Cars Ou | Company Paid | 01 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 44.42 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640002 | Fixed Meals | Out of Pocket | 01004 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 7.21 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640010 | For Travel Age | AirPlus | 01004 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 0.62 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel | Out of Pocket | 01004 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 24.07 |
| 41900 | E001001832 | 01001832 | Caldwell, Kin | 102914 | 120113-121513 | 2013-12-02 | 2013-12-15 | 640003 | Hotel Tax | Out of Pocket | 01004 | 4195750002 | 1073102 | 12501422 | 10100 | 301 | Jan 8, 2014 | Jan 9, 2014 | Extracted for Payment | 1.68 |

## What Do I Do If My Balances Do Not Tie?

Reporting imbalances between AP/GL report totals and the TTE Detail Report-Extracted (sent for payment) report is simple:

- Identify the issue using the TTE Detail Report – Extracted (sent for payment) from TTE and the GLXXX0902 and APXXX0855 Reports from Document Direct. You must document the transactions that did not appear in the GLXXX0902 or APXXX0855 report but were on the TTE Detailed Report-Extracted.
- Contact SAO Customer Care via phone at 404-657-3956 (Option 9) or 888-896-7771 (Option 9) or email to sao_travel@sao.ga.gov.
- Have the TTE and Document Direct Reports and the detailed documentation of the issue ready to transmit to SAO immediately when requested or include with the email if issue emailed to SAO Travel.

Once SAO TTE Support receives this detailed information, they will investigate and advise you of any corrective action necessary.

# Section 8: Important Information to Consider for Departing Employees

**Per the Statewide Travel Policy,** travel expenses and advances must be reconciled within the TTE system as soon as possible, but no later than 45 calendar days after the completion of the trip or event. If your agency allows travel advances, any portion of an advance that was not used must be returned to the State, via check, within this same timeframe.

For agencies using the TTE System, travelers must submit all expenses in the TTE system, "matching" the expenses to the approved advance. Refer to the State's TTE System User Reference Guide for detailed procedures. To remain compliant with the Statewide Travel Policy regarding both expenses and travel advances TeamWorks Travel and Expense agencies have some important considerations to make before any full or part time employee leaves their agency.

In order to ensure accurate expense reconciliations, reimbursements of possible travel advances and to avoid unexpected budget impact, the TTE team recommends the following:

- Encourage Managers and/or HR to notify the TTE administrator before the employee leaves, when possible.
- Notify Managers and HR that TTE expense submissions **must** be made before the employee leaves or transfers out of your agency.
- Consider adding this reminder to your agency exit checklist.
- Run the following reports to identify outstanding expenses and unreconciled travel fees as well as cash advance balances (if applicable) which may be due.

  - ✓ **196060 Unassigned Transactions** - Detail of all AirPlus transactions not extracted into TeamWorks.
  - ✓ **Unsubmitted Expense Reports -** Detail of expense reports started but not submitted (no cash advances included).
  - ✓ **Cash Advance Analysis** - Identifies outstanding cash advance balances.
  - ✓ **Unsubmitted Expense Reports with Cash Advances -** Detail of expense reports with cash advances attached but not submitted.
  - ✓ **IRS Report –** Identifies if employee has any taxable expense reports.

# Section 9: Determining Potential Taxability of Employee Expenses

## Statewide Travel Policy Reference

Pursuant to Section 7: Reimbursement for Travel Expenses of the policy effective 07/01/13:

### 7.1 General

Employees are expected to exercise good stewardship of funds when traveling on official business. Any expenditure disallowed by the State is the responsibility of the employee.

### 7.2 Expense Reimbursement Timing

Travelers should submit all expenses for reimbursement and reconciliation within 10 days of the completion of the event or trip but **no later than 45 calendar days**. However, a reimbursement request will preferably be held (not entered into the TTE system) until an amount of at least $10 is due.

IRS regulations state the traveler must adequately account to the employer and submit travel expense reimbursement requests within 60 days of the end of the trip. Such expenses, if reimbursed after 60 days, become taxable income to the traveler.

All expense reimbursement requests must be submitted as soon as possible, in conjunction with an employee's last day of employment, when applicable, but no later than 45 calendar days after the last day of employment. Outstanding requests not submitted after this time period will not subsequently be reimbursed. The Office

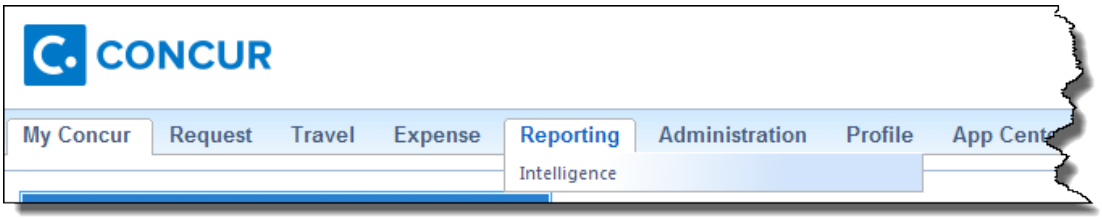
of Planning and Budget *OPB Policy Memorandum No. 1 (Revision 5, May 2013)* provides further guidance for recovering unrecovered Travel Advances, post-employment.

## TTE IRS Report

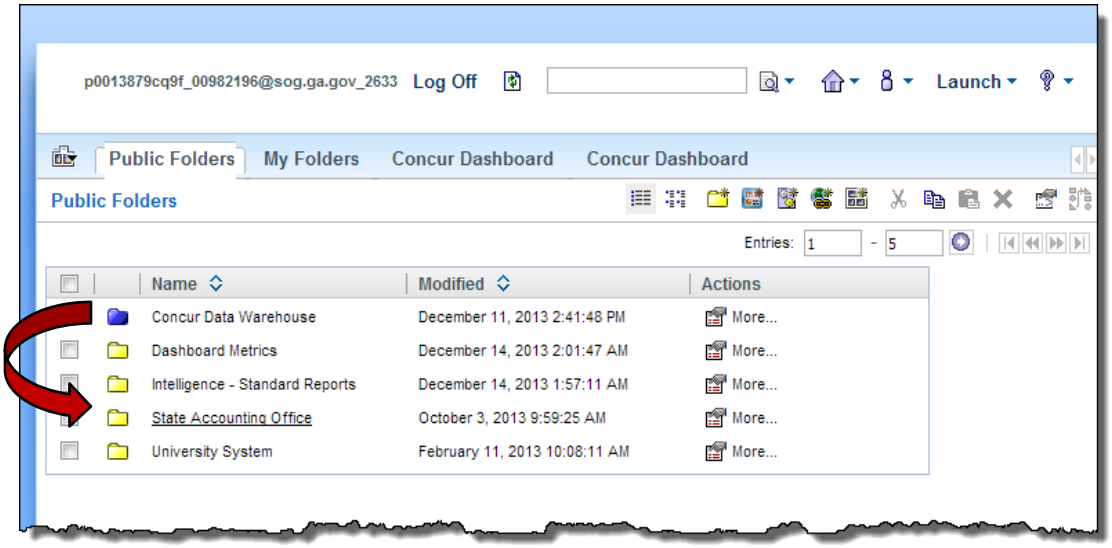
The Local Travel Administrator can determine expenses submitted in excess of 60 days from the completion of the trip by running and evaluating the TTE **IRS Report**. This report should be run weekly. Also, consider running this report if someone is leaving the agency as well.

Local Travel Administrators with reporting access to the TTE System should run the IRS Report weekly as follows:

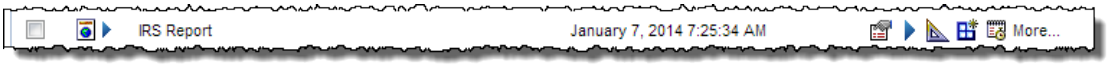
Log in to Concur and click on the Reporting tab




Select the State Accounting Office Folder

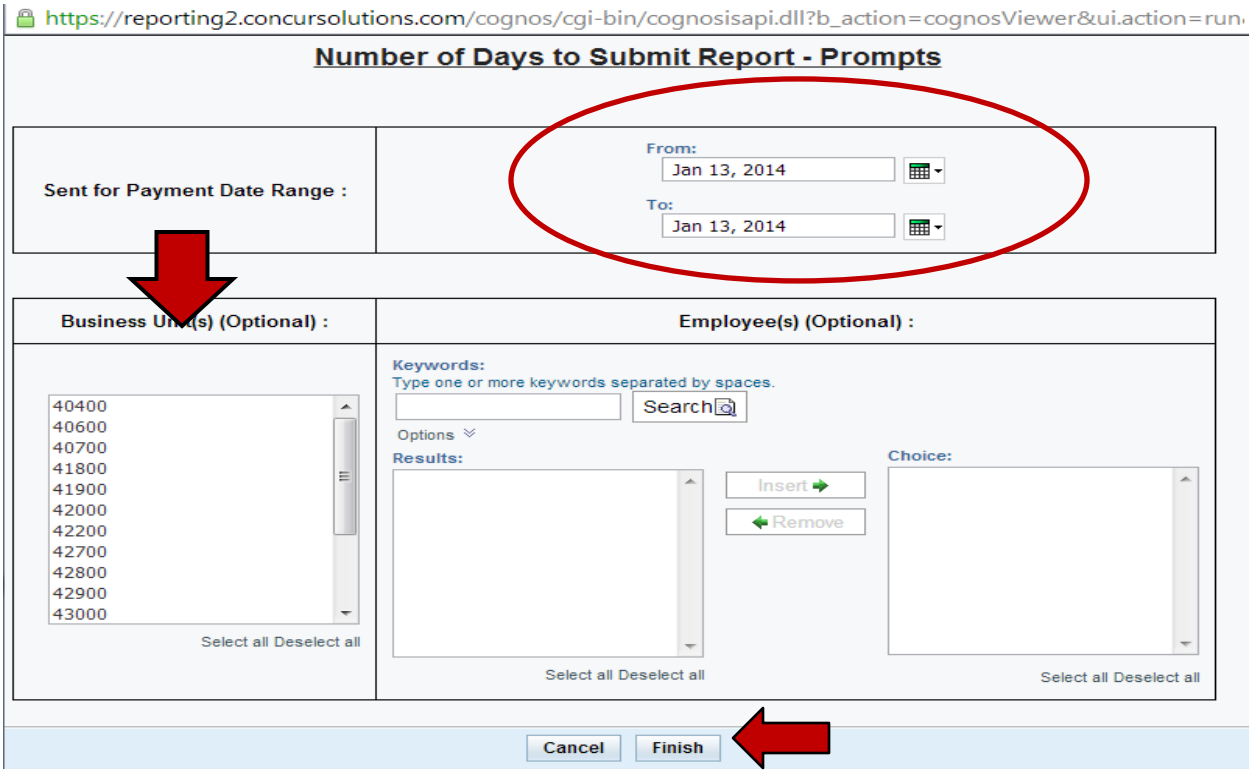



Scroll down to the IRS Report:




From the IRS (Number of Days to Submit Report) Prompt window:

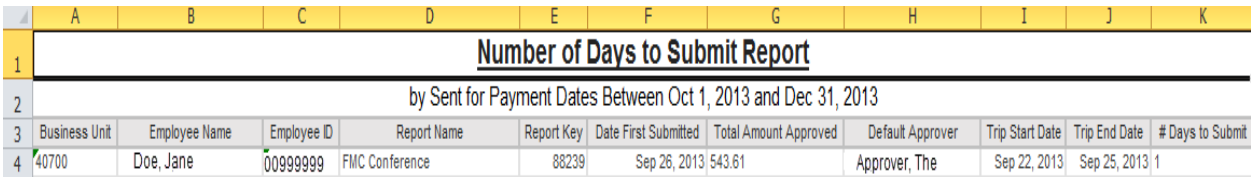
- Enter the date range to be reviewed
- Select the Business unit
- Click **Finish**




You can view the report:

To view this report in Excel, click the alternate view icon , select **View in Excel Options** and then select the Excel format desired and then open the report. Where the report appears to open depends on the browser you are using.

The report will export to Excel and you will have the full functionality of Excel to sort or manipulate the report data as needed. Sorting the data to include the # days to submit will bring potentially taxable instances to attention.



| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Number of Days to Submit Report | | | | | | | | | | |
| 2 | by Sent for Payment Dates Between Oct 1, 2013 and Dec 31, 2013 | | | | | | | | | | |
| 3 | Business Unit | Employee Name | Employee ID | Report Name | Report Key | Date First Submitted | Total Amount Approved | Default Approver | Trip Start Date | Trip End Date | # Days to Submit |
| 4 | 40700 | Doe, Jane | 00999999 | FMC Conference | 88239 | Sep 26, 2013 | 543.61 | Approver, The | Sep 22, 2013 | Sep 25, 2013 | 1 |

It is recommended that you evaluate the trip dates and submit dates. The employee may have made an error which resulted in a negative number or a HUGE number in the # days to submit field. Examples would be entering an incorrect year in the start or end dates or submitting the report before the end date of the expense report which would create a negative number.

Once you determine that there are one or more taxable expense reports (60 days or greater listed in the days to submit field), provide a copy of the report to your HR/Payroll office as soon as possible. The HR/Payroll office will handle the process from this point.

HR/Payroll enters the total amount of the expense report on the employee's payline in TeamWorks HCM, using earnings code TAI. The information will be added to the employee's payline during the normal "on-cycle" process. The "on-cycle" process depends on the pay cycle the agency is using – semi-monthly, weekly, or monthly.

# Section 10: General Year End Procedures

## Reports Agencies can run in TTE

Agencies on TTE are encouraged to run and monitor any of the following reports below in Cognos Reporting to determine outstanding travel expense reports. These reports should be reviewed prior to year-end close out to ensure all current year travel reports are processed in the current fiscal year.

- ***Unsubmitted Expense Reports:*** Detail of unsubmitted expense reports with amounts.
- ***Unsubmitted Expense Reports with Cash Advances:*** Detail of unsubmitted expense reports with amounts and cash advances.
- ***196060 Pending Transactions*:** Detail of AirPlus transactions (196060) NOT extracted to TeamWorks.
- ***Cash Advance Analysis*:** Shows the status of cash advance by employee.
- ***IRS Report:*** Identifies any employees with taxable expense reports.

## Processing Travel Reports When Two Accounting Periods are open

In order to facilitate year-end processing, the 'trip end date' in TeamWorks Travel & Expense (TTE) will be used to determine the accounting period in TeamWorks for travel expenses.

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| **All expense reports that are submitted between June 1st and July 10th , 2014** (Dates will vary depending on the fiscal year) | Should have a June or July 'trip end date' to determine the appropriate accounting period in TeamWorks. |
| **Employees submitting reports with expenses prior to June** | Need to change the 'trip end date' to a June date on the report header, before the report can be submitted. |
| **From July 1-11** (Dates may vary for each fiscal year) | Agencies will need to determine the appropriate accounting period and revise |

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| | the 'trip end date' accordingly. |

**NOTE**: To ensure that expense reports are approved and extracted before TeamWorks year-end processing, no travel expense reports should be submitted by employees after July 10, 2014**.** The date depends on the fiscal year. The dates shown are for Fiscal 2014.

***What Do Agencies Need to Do if Users Receive the Audit Rule Below?***

SAO has created an audit rule specifically for year-end processing. The audit rule does not trigger until the traveler has "submitted" their expense report. If an approver or back office processor receives an expense report with the following audit rule:

*"Expense reports submitted or extracted in July must have trip end date in June or July to determine the correct fiscal year. Please modify the trip end date in report header and resubmit."*

Please return the report to the employee so that the 'trip end date' can be changed to an open period (either June or July).

## Company Paid Reconciliation for Car Rental and Direct Bill Hotel

Please review account 200006 (Company Paid Car Rental/Hotel) to ensure that the account has a zero balance at year-end. If a balance exists, the agency should prepare a reconciliation between TeamWorks and Concur using existing queries in TeamWorks and reports in Cognos reporting.

**Note**: The Detail Report – Extracted (sent for payment date) and the Detail Report-Not Extracted would be helpful here.

## General Procedures for Control/Clearing Accounts

1. As stated in the Accounting Policy for Control/Clearing Accounts on the SAO website, "*Travel clearing accounts may have balances in each individual account if, at the fund type level, the activity will offset over time by agency… At year-end, the balances are not required to net to zero by agency or fund type level."*

2. For BCR/CAFR reporting, the SWAR group will reclassify the net balance for air travel and the net balance for hotel activity to the appropriate prepaid asset, expenditure/expense, or accrued liability, at the consolidated fund type level. NOTE - If your agency prepares separate financial reports (e.g. CPA audited organizations), you will need to make these reclassifications in your financial statements.

## Tips for Reconciling Clearing Accounts

To reconcile your clearing accounts, agencies can use the following:

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| **Existing queries in TeamWorks** | Queries can be used to review general ledger journals created from the extract from Concur to TeamWorks (196060 account) and used to review payment activity to AirPlus (196061 account) |
| **TTE Reporting** | Used to run the report for unsubmitted expense reports |

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| | (196060 Extracted Reconciliation, 196060 Pending Transactions, 196060 Unassigned Transactions) and Detail Reports – Extracted (sent for payment date) and Detail Report -Not Extracted |
| **TTE AirPlus payment detail reports** | Used to identify payment detail for payments made to AirPlus (196061 Air Plus Reconciliation) |