TeamWorks
Travel and Expense

With Concur Technologies

TTE System 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

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].

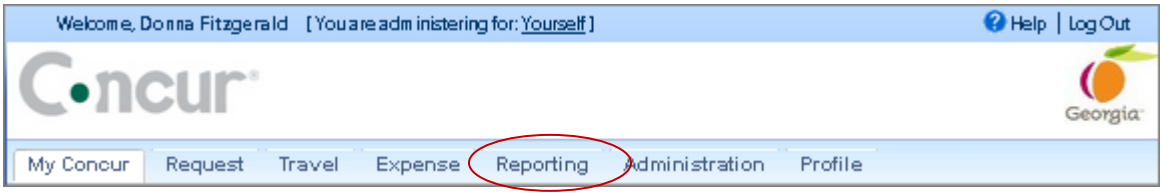
Access is restricted to data for your agency. Agencies cannot create new reports or modify existing reports. Questions, issues or requests for reporting changes should be referred to the Customer Service Center [404-657-3956 Option 9, or 1-888-896-7771 (Option 9) or email sao_travel@sao.ga.gov].

Section 2: Reporting

Accessing the Reporting Tool

The Reporting tool is accessed from My Concur.

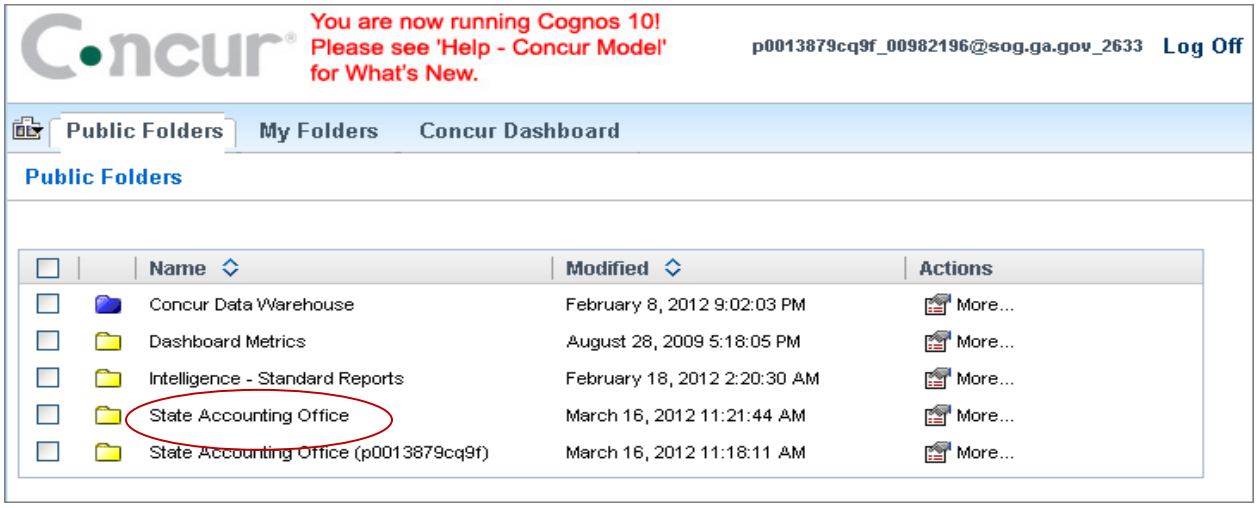
1. Log in to Concur. Click on the **Reporting** tab.



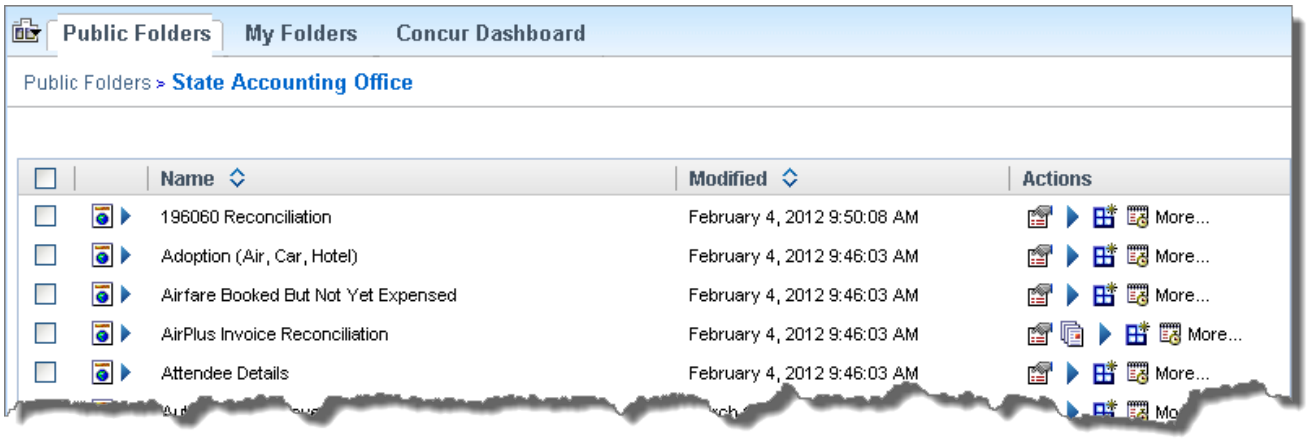
2. The Public Folders tab opens. Click on **State Accounting Office.**

Accessing SAO Custom Reports

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

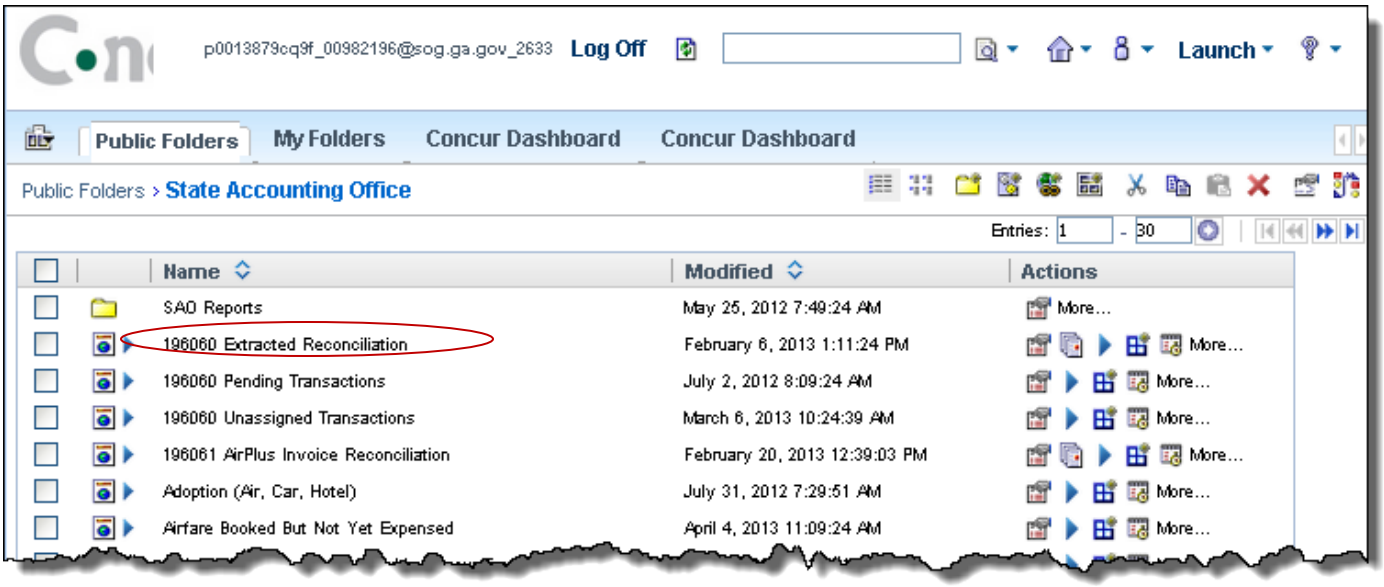


2. A list of reports customized for State of Georgia appears.

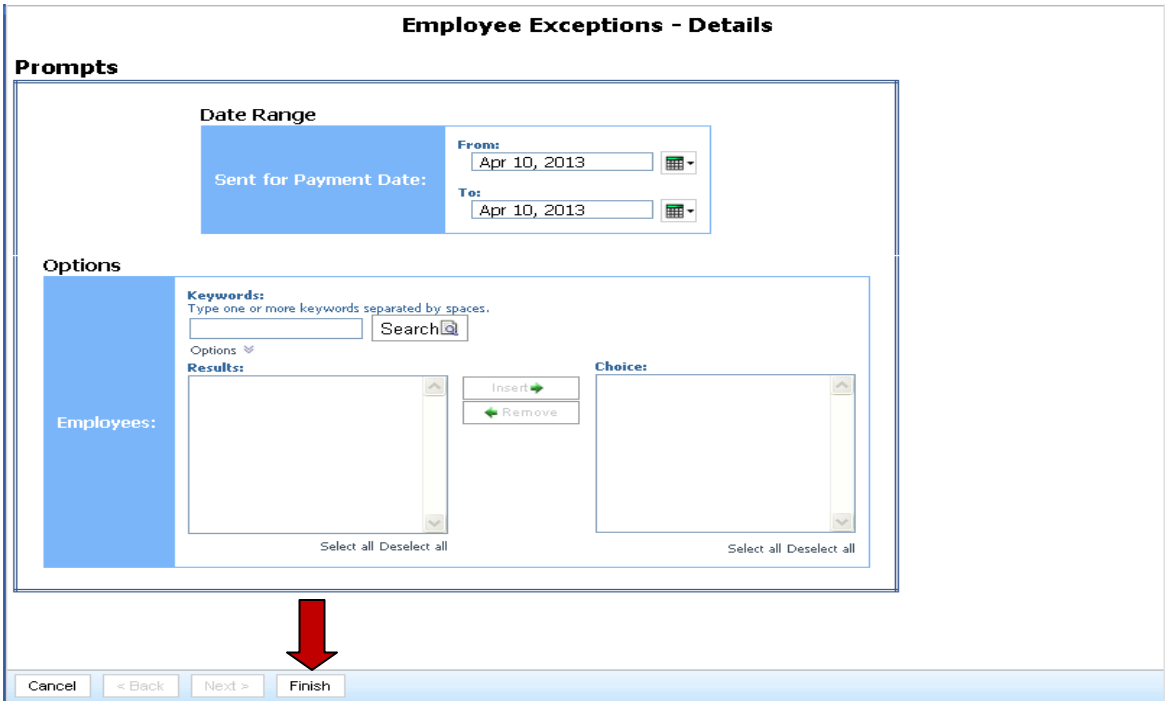


Running SAO Custom Reports

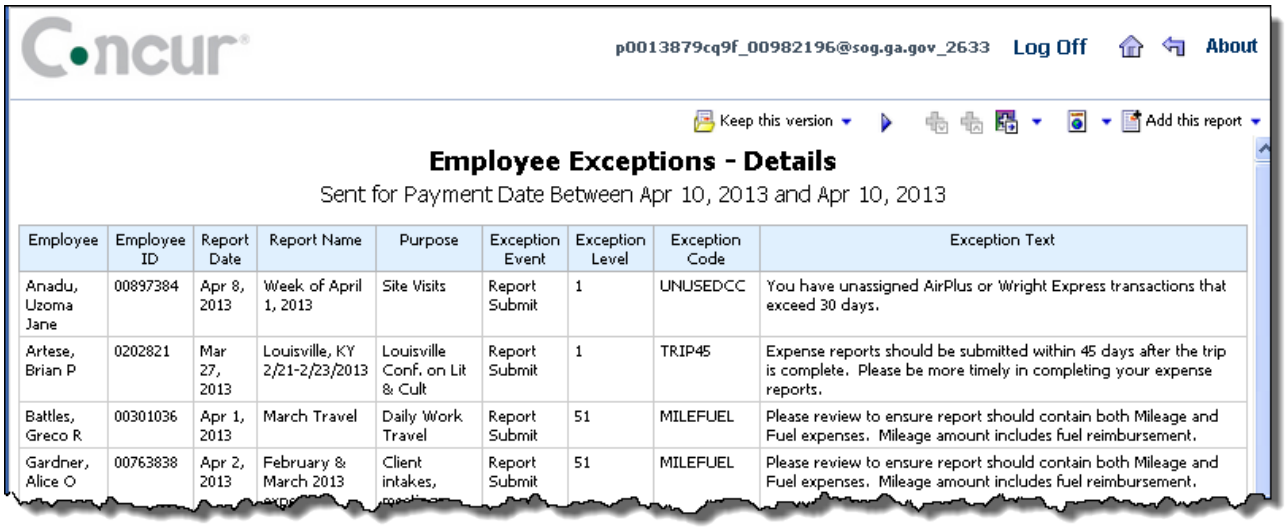
1. Click on the report name listed in the State Accounting Office customized report listing.



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.



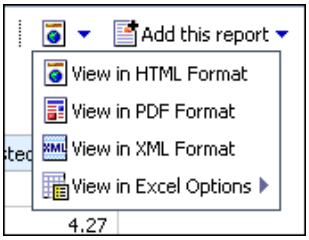
Employee	Employee ID	Report Date	Report Name	Purpose	Exception Event	Exception Level	Exception Code	Exception Text
Anadu, Uzoma Jane	00897384	Apr 8, 2013	Week of April 1, 2013	Site Visits	Report Submit	1	UNUSEDCC	You have unassigned AirPlus or Wright Express transactions that exceed 30 days.
Artese, 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

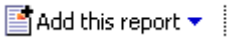
1. With the report open click on the current format icon

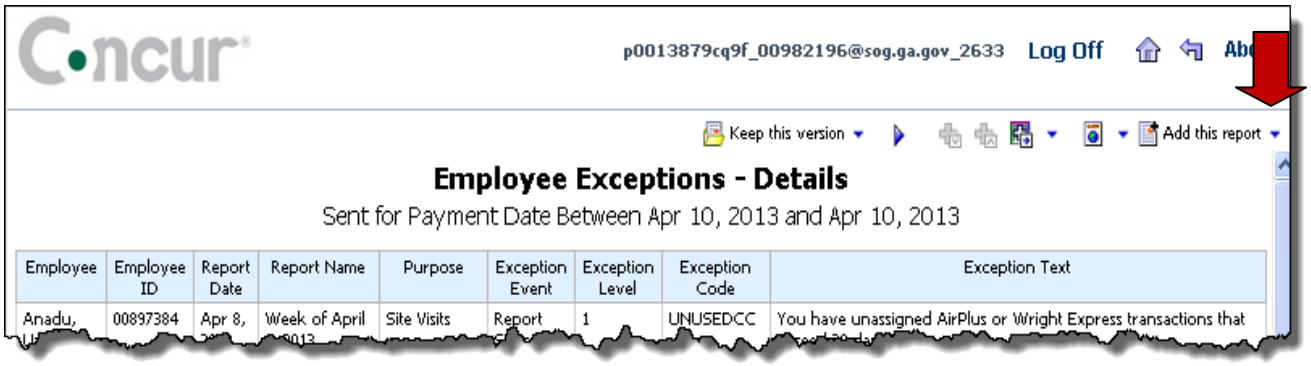
2. Select the new format desired from the drop down list. **Note:** You may have to hold down the **Ctrl** key when opening a report in Excel.



Create a Shortcut to a Report in My Folders

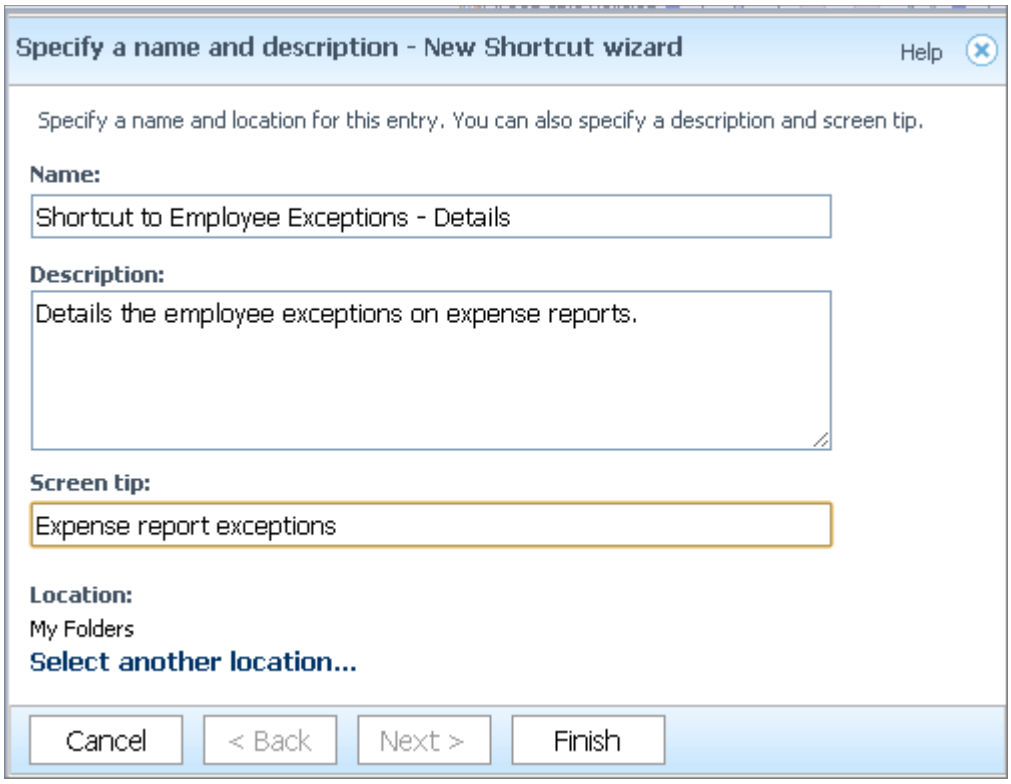
1. With the report open click on the drop down arrow next to the Add this report icon





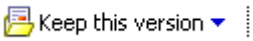
2. Select the Add to My Folders option.

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 

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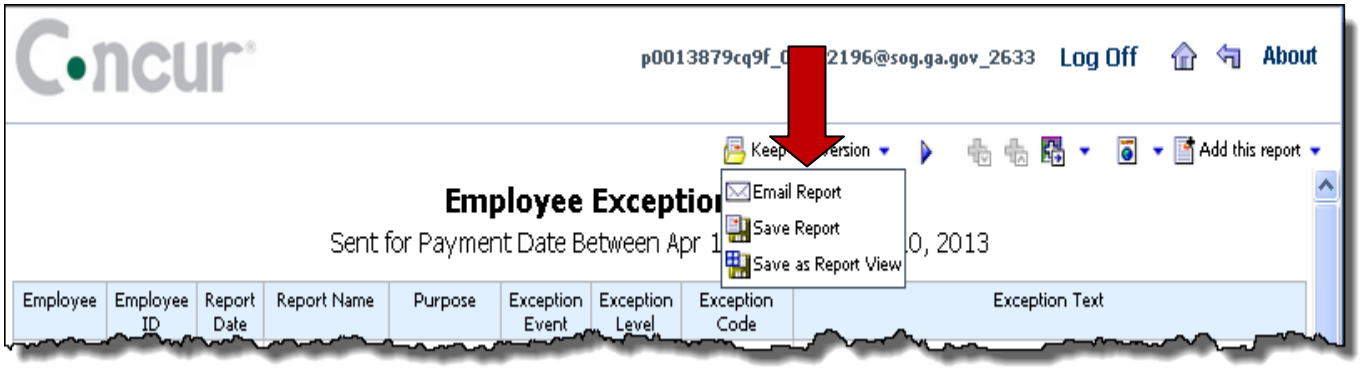
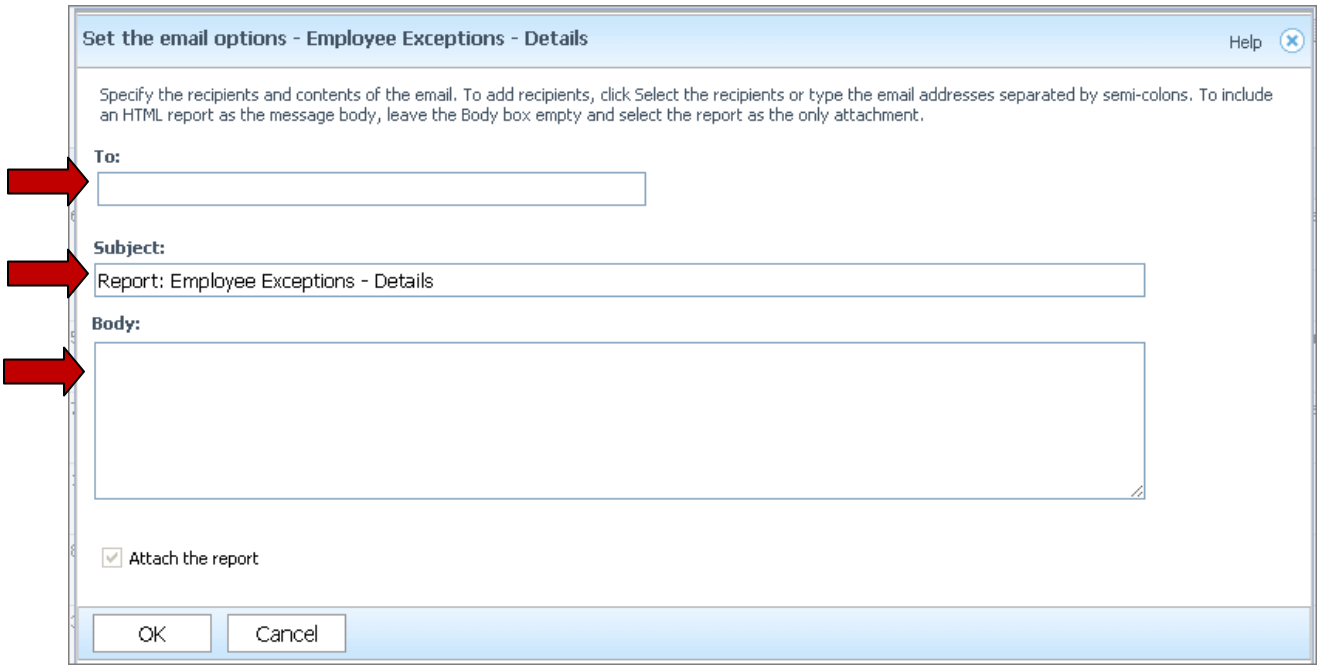
2. Select **Email Report** or **Save as Report View**

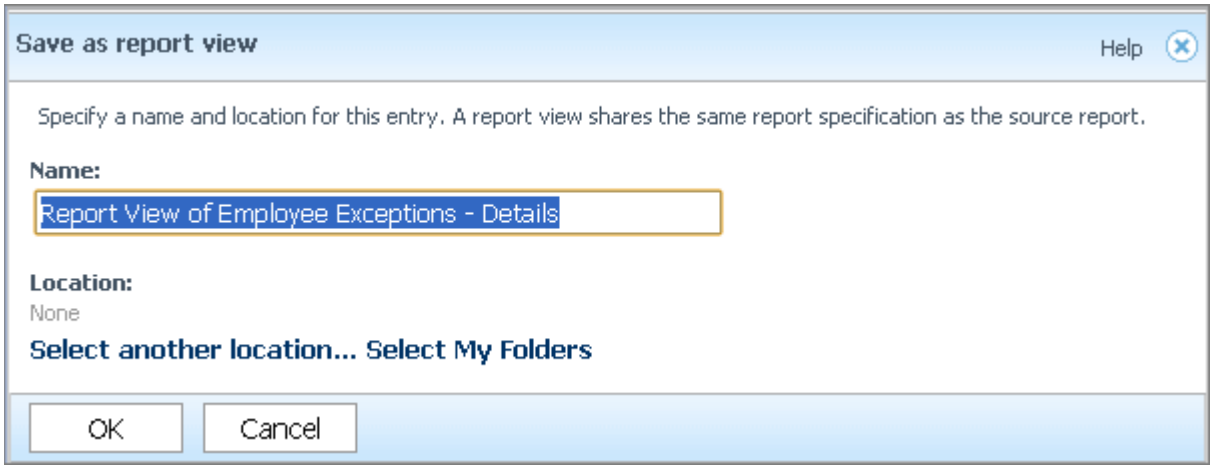


3. If you selected Email Report the **Email Options** dialogue box opens:

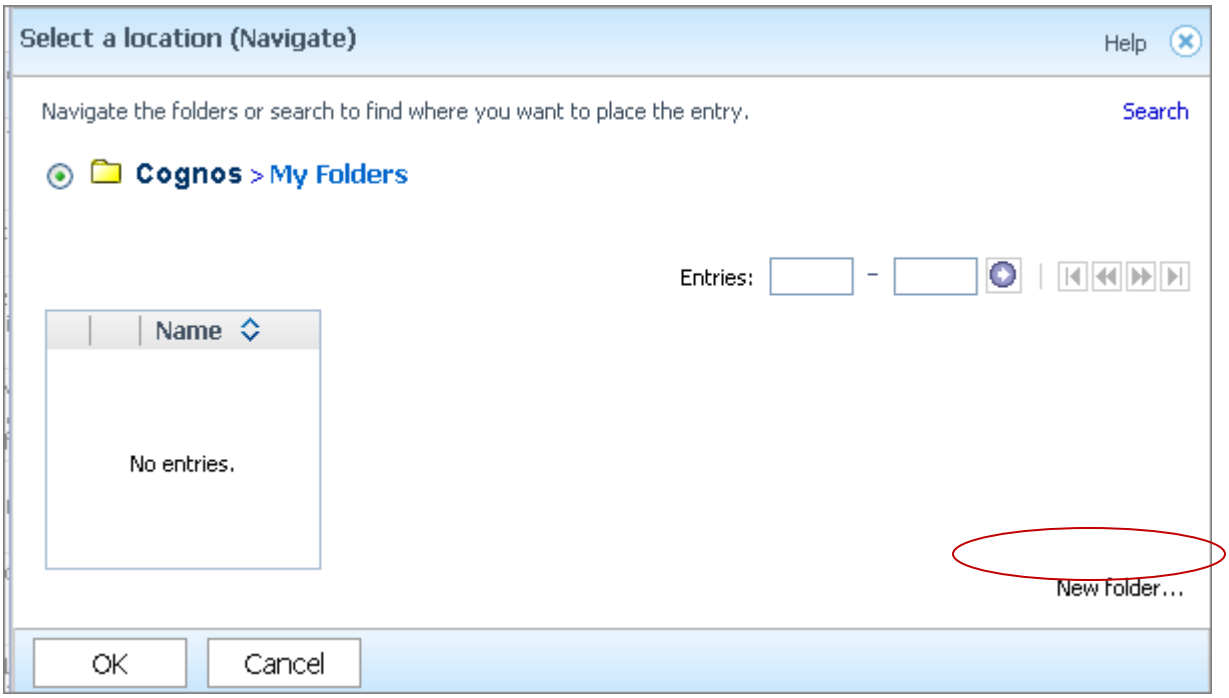


a. Enter the email address of the recipients
b. The subject defaults to the report name.
c. Use the **Body:** section to add a note to the email.
d. Click **OK**.

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

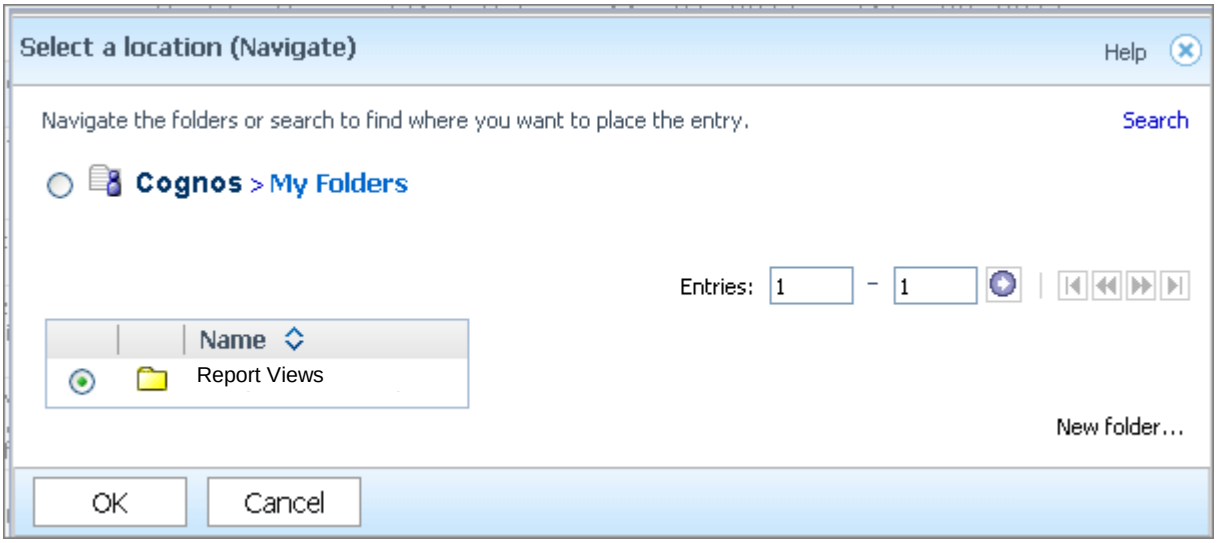


a. Enter a name for the Report View
b. Select a location for the report
   i. Select My Folders to save the Report View to My Folders

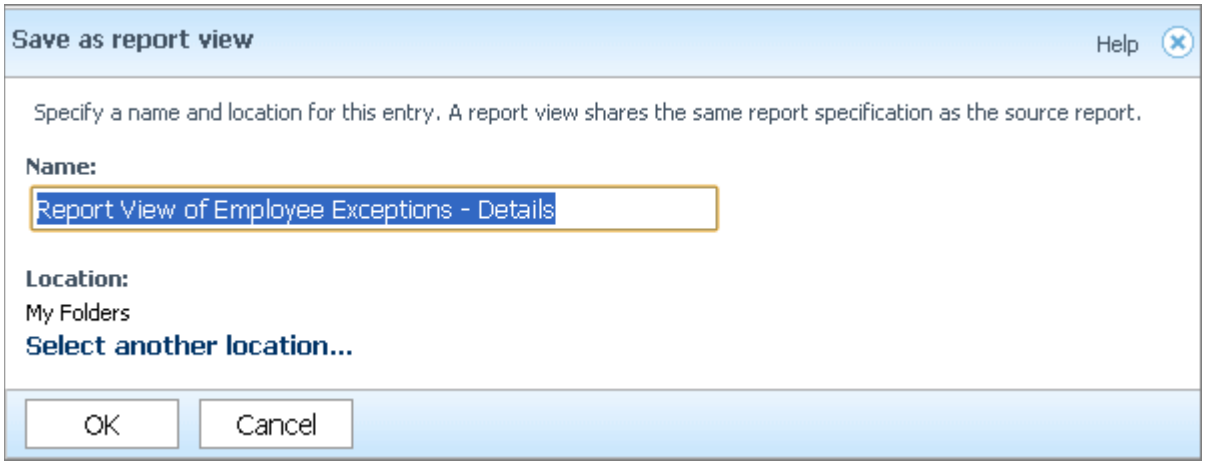


   ii. Click on **New folder** to create a new folder in My Folders.
      a. If locations already exist they will display in the Name box.
   iii. The **New Folder Wizard** opens

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

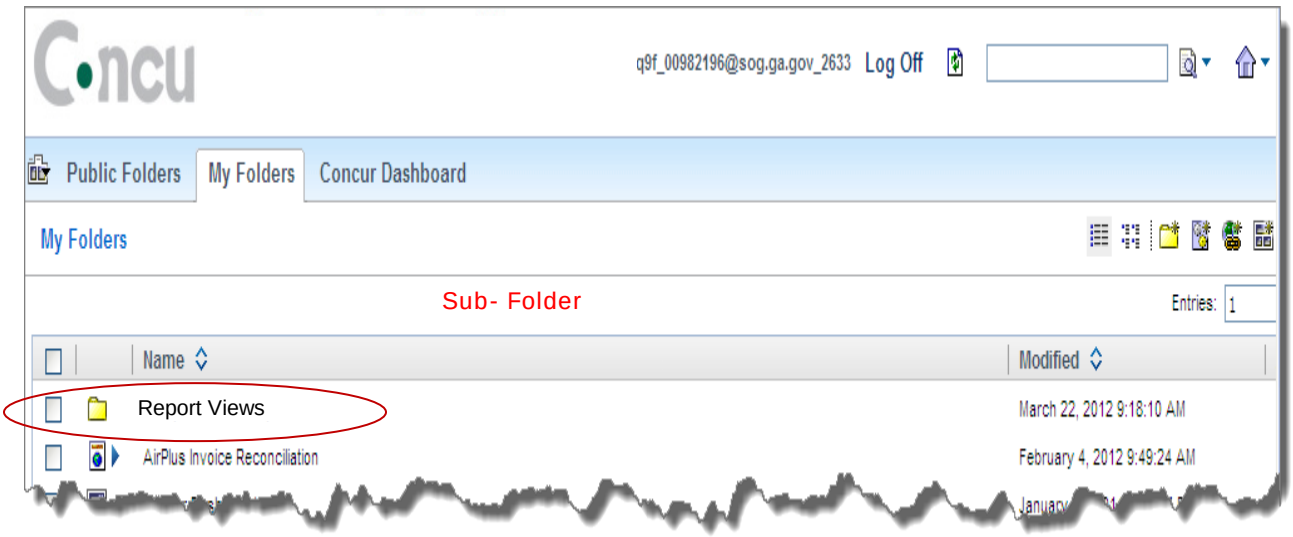
ix. To store the Report View in My Folders click on **OK** or to store in a sub-folder click on **Select another location** and click on an existing sub-folder name to save in the Report View there and then click **OK**.

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

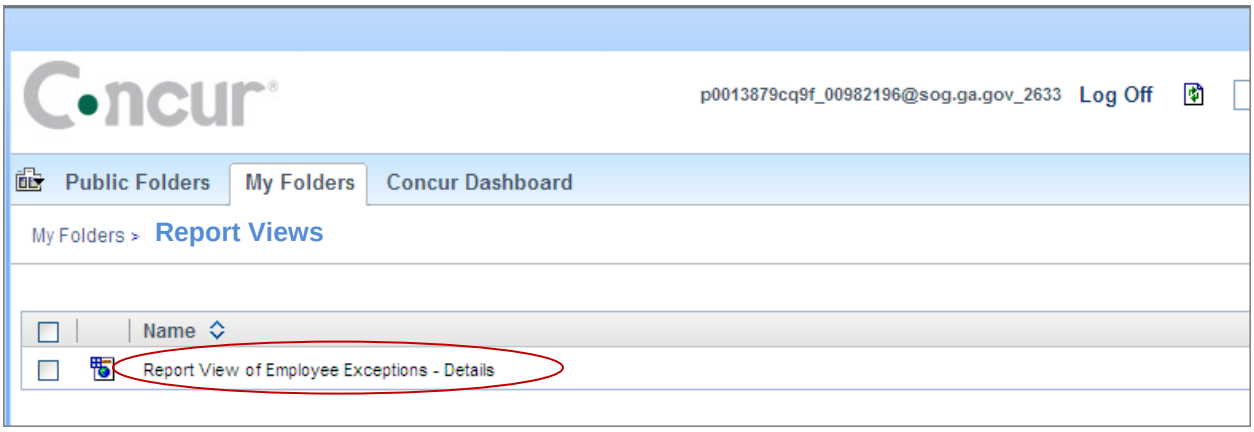
To View Saved Report Views

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

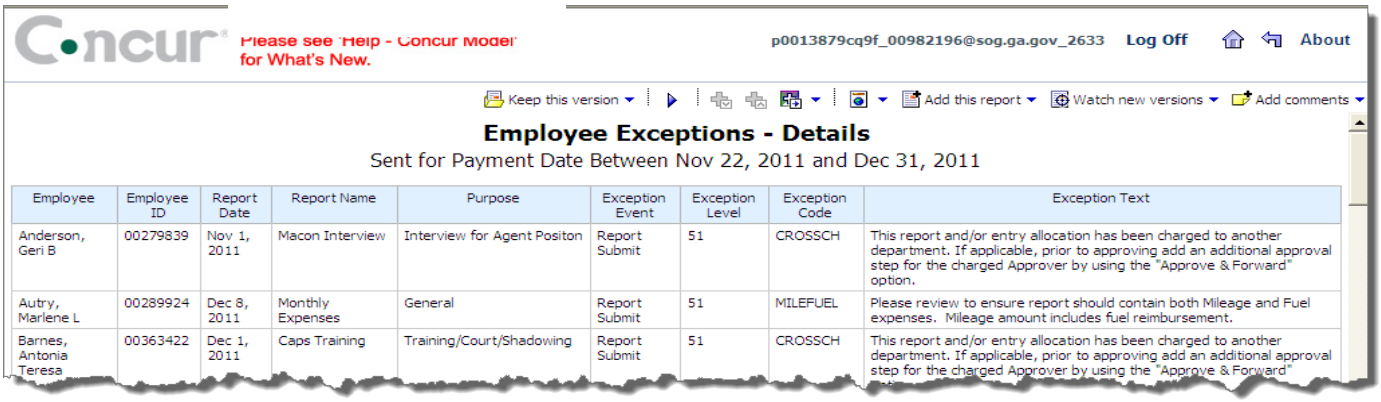
2. Select the Report View or Sub-Folder that contains the Report View you wish to review. In our example we are selecting the sub-folder.



3. Click on the Report View

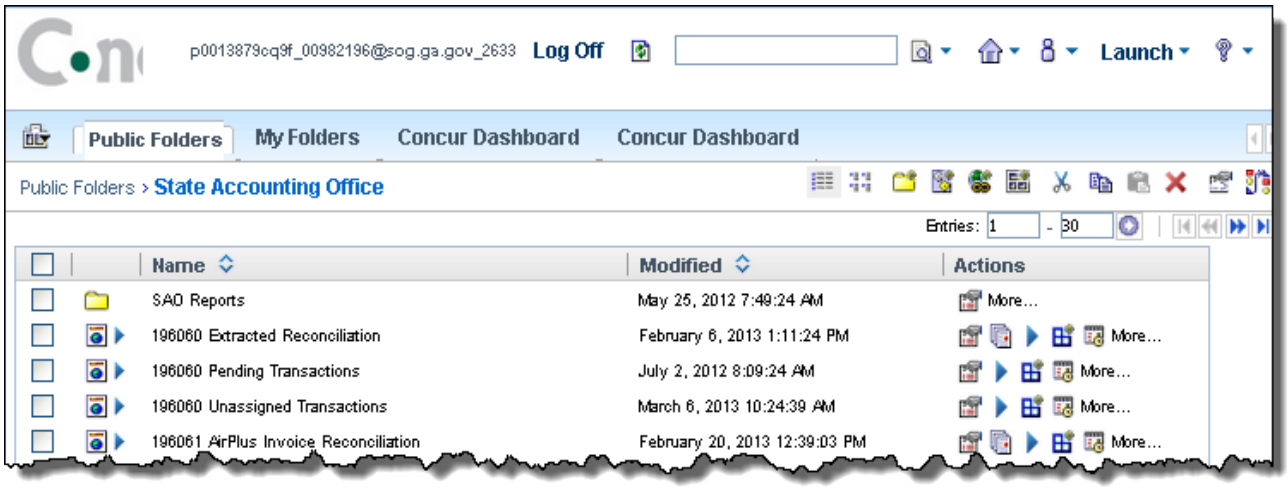


4. The report will display in the format you have defaulted.

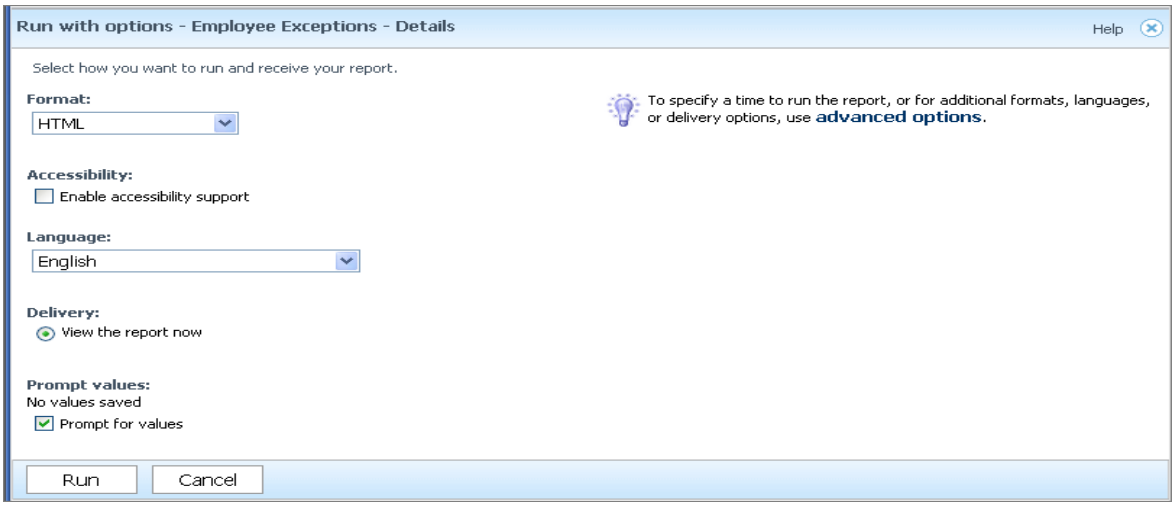


Creating Excel output from a Concur Report

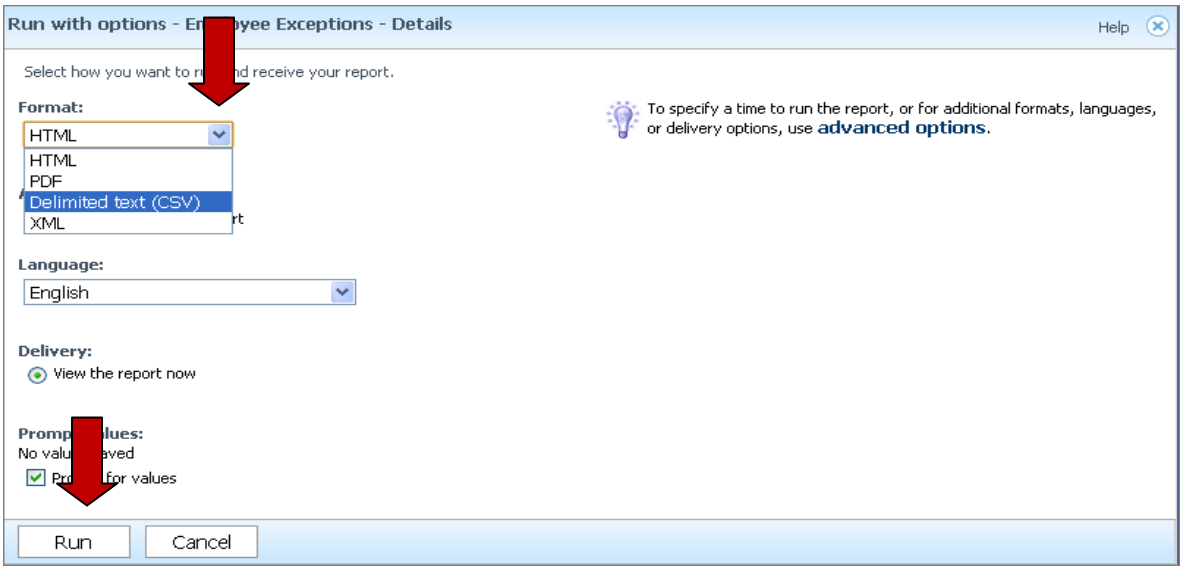
1. Click on the **Run With Options** icon ▶ next to the report you want to run.



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



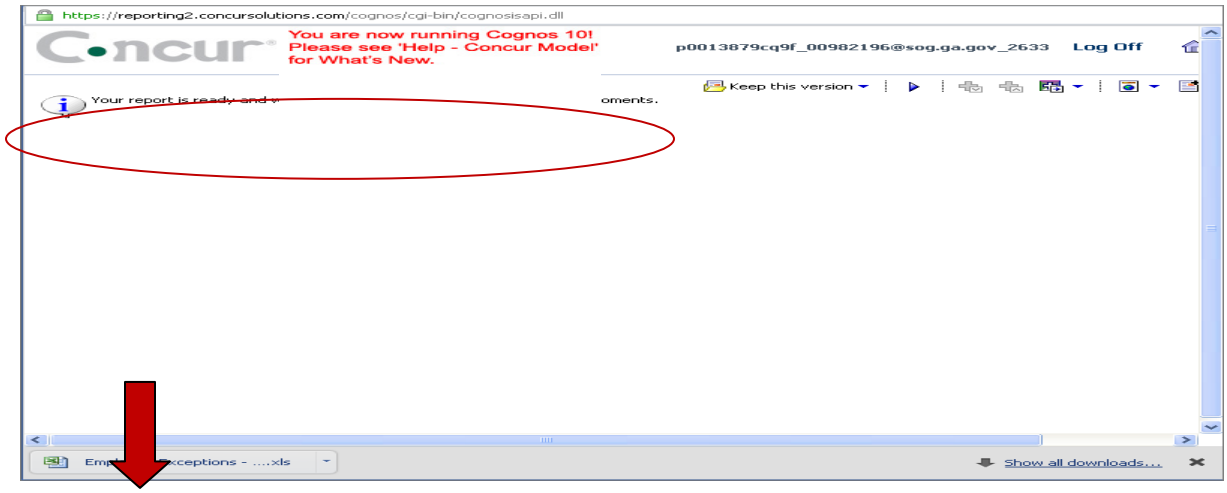
3. Click on the dropdown arrow in the **Format** field and select the **Delimited text (CSV)** report format type and click **Run**.



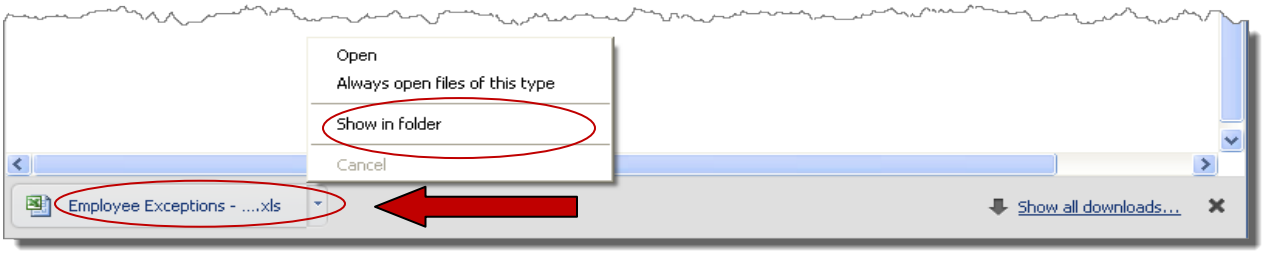
4. Enter any prompts required for the report you have chosen and click on **Enter** or **Finish**.

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

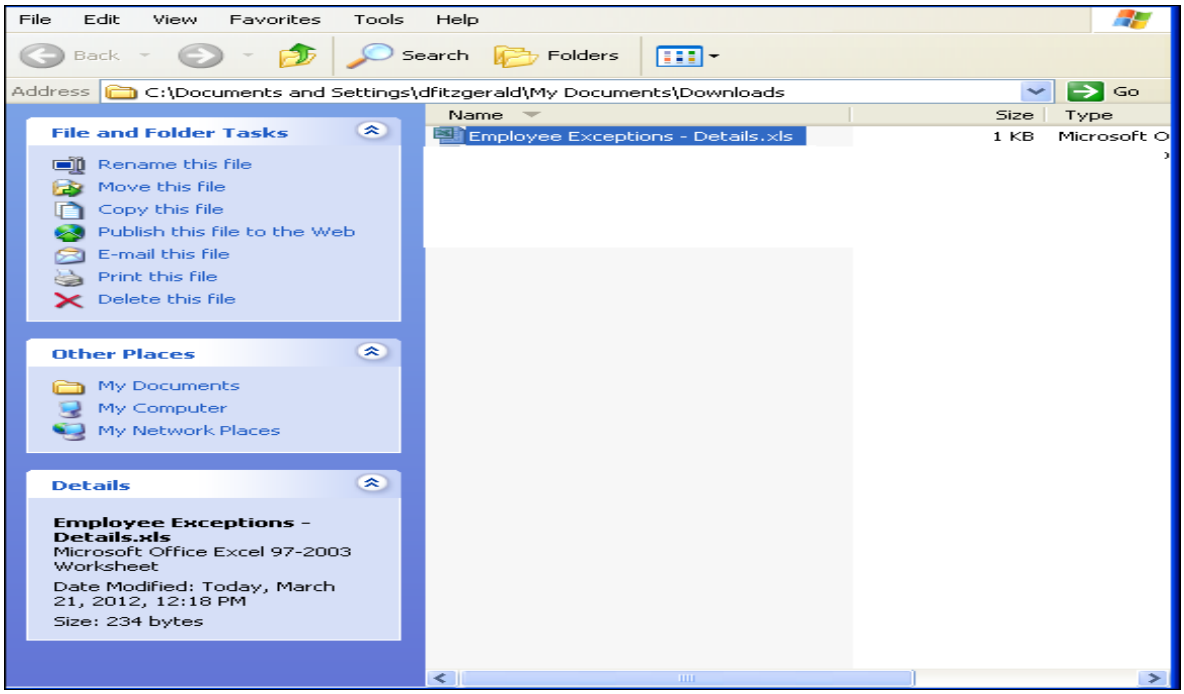
   a. Click on the Excel report name that displays to open the report in Excel. We used Google Chrome so the report name appears at the bottom; the location of the report on your screen is browser dependent.



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



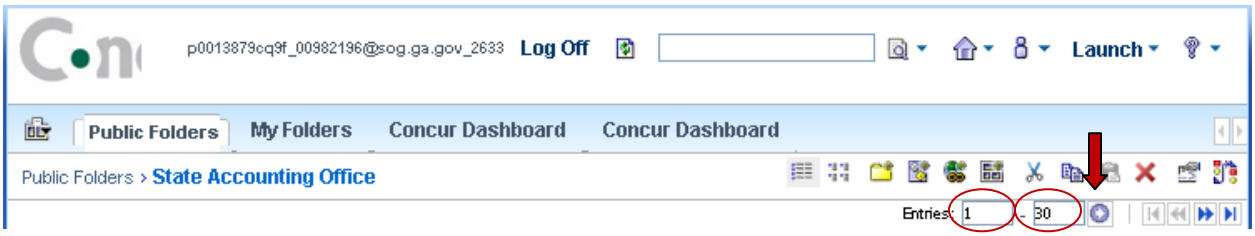
i. Select **Show in folder** to use Windows Explorer to save the report in a location of your choice (outside of TTE-Concur) without opening the file.



Section 3: Setting Preferences

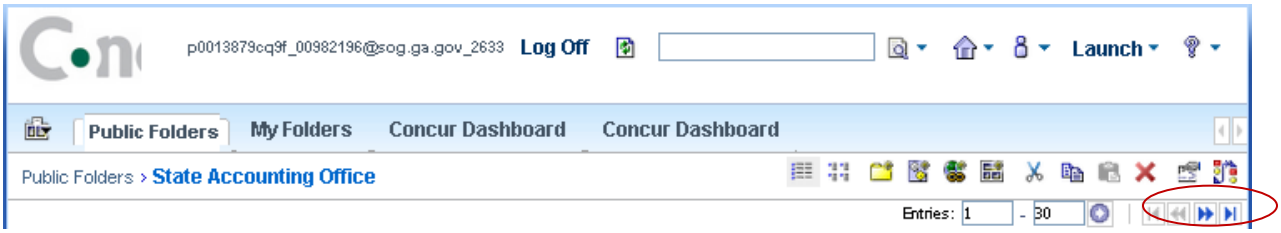
Override Default Number of Reports in a list View:

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



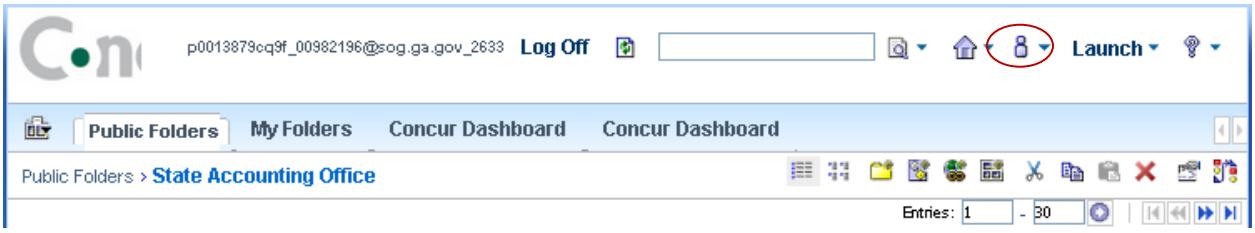
4. In the Entries boxes you can override the default number range of reports you want to display on a single page in list view.
   a. Enter 1 in the first box
   b. Enter a number (i.e., 20) in the second box
   c. Click to make the change.
      i. **NOTE**: If you want to list to always display a specific 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.

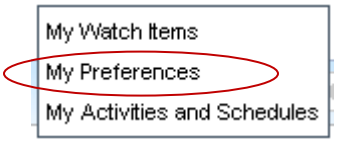


Set Personal Preferences

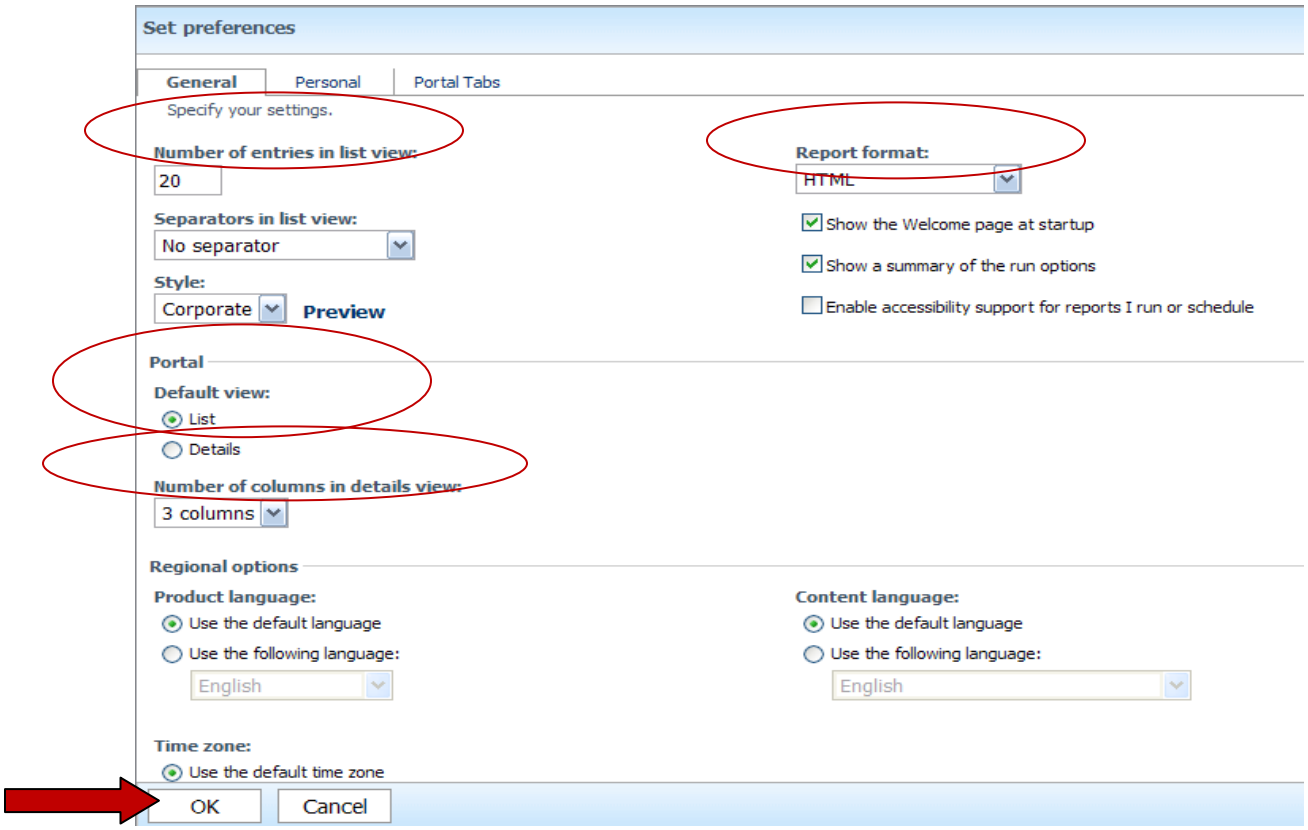
1. Log into Concur and select the **Reporting** tab.
2. Select **State Accounting Office**.
3. Scroll to the far right of the window and click on the down arrow next to the icon.



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

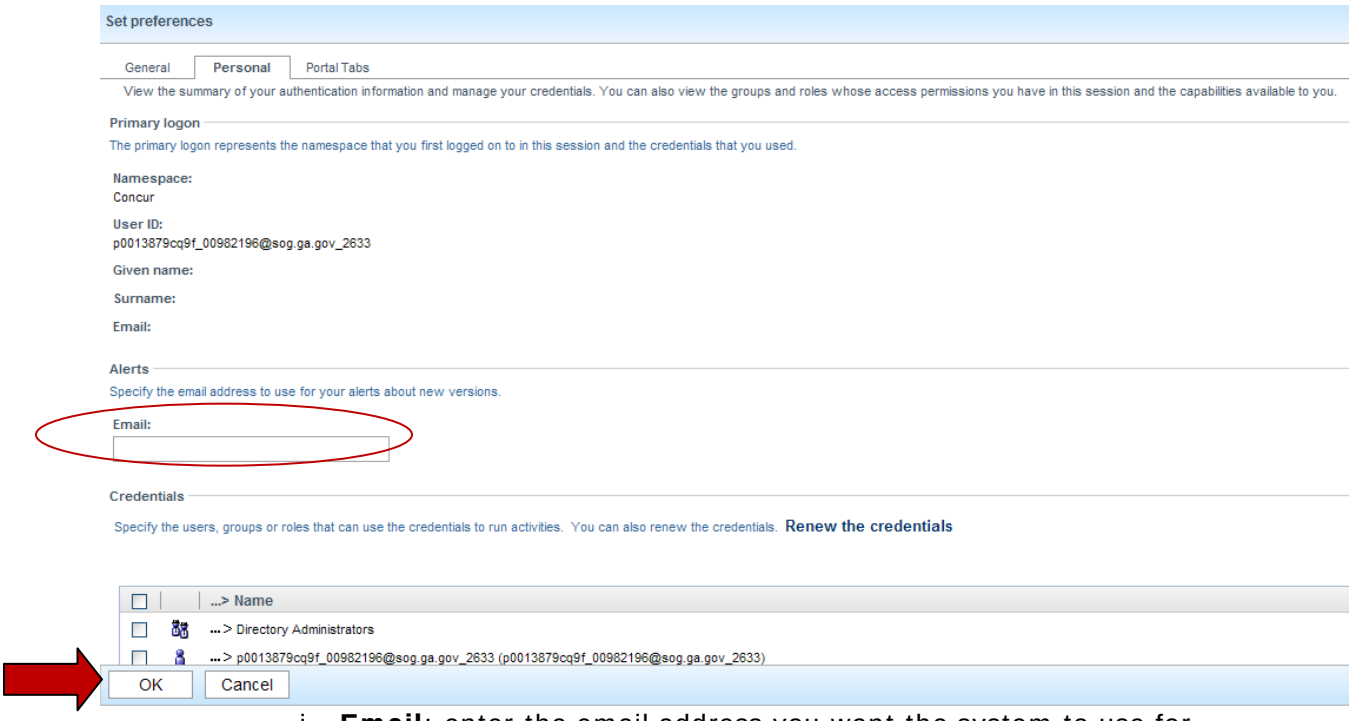
3. **Excel 2007 –** Excel 2007 formatted output
4. **Excel 2002 –** Excel 2002 formatted output
5. **Delimited text** – CSV format output
6. **XML** – XMl formatted output

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.

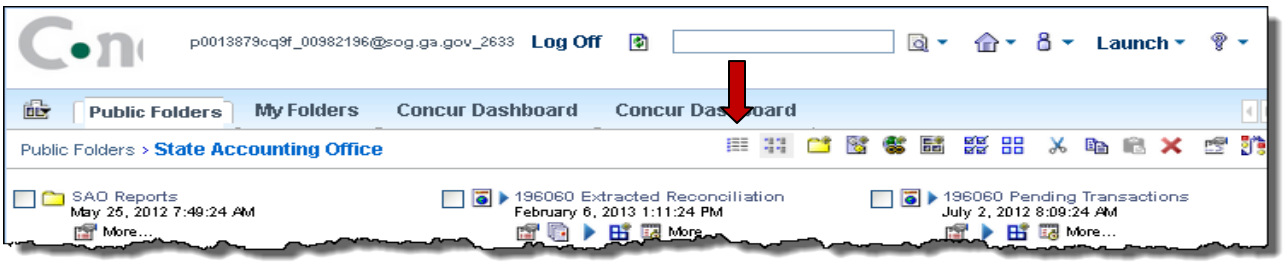


i. **Email**: enter the email address you want the system to use for notification of new versions.

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 Pending Transactions	Shows all AirPlus (196060) detail NOT extracted to PeopleSoft.
196060 Extracted Reconciliation	Shows all AirPlus (196060 account) detail extracted to PeopleSoft by date range.
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 Booked in Concur Travel	Shows detail of Car Rental Expenses not booked through 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 PeopleSoft.
Detail Report- Non-Extracted	This report includes ALL chart-field details for expense reports NOT extracted to PeopleSoft.
Detail Report-Submitted (for Concur Bill)	Chartfield 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 Chartfield 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	This report shows summary of expenses by employee and year.

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 PeopleSoft by employee, with total amount and extracted date.
Extracted Reports (Employee vs. Company Paid)	Reports extracted to PeopleSoft 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 PeopleSoft 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.
Mileage over 100 Per Day	Shows reports with average mileage expense reimbursements over 100 miles per day.
Reports to 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.
Report View of 196060 Unassigned Transactions	Shows unassigned credit card transactions.
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 un-submitted expense reports from oldest to newest, with amount.
Unsubmitted Expense Reports with Cash Advances	Sorts the list of un-submitted 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: PeopleSoft Reports

GL Reports:

GLS9001 Report: The Local Administrators will need to review the GLS9001 report daily to ensure all transactions have posted into PeopleSoft. This report will include any off line GL transactions posted in PeopleSoft. If there are any transactions missing, or not posted, the agency Local Administrator will need to contact the SAO Customer Service Center, specifically the "PeopleSoft Financial" group to resolve the issue.

AP Reports

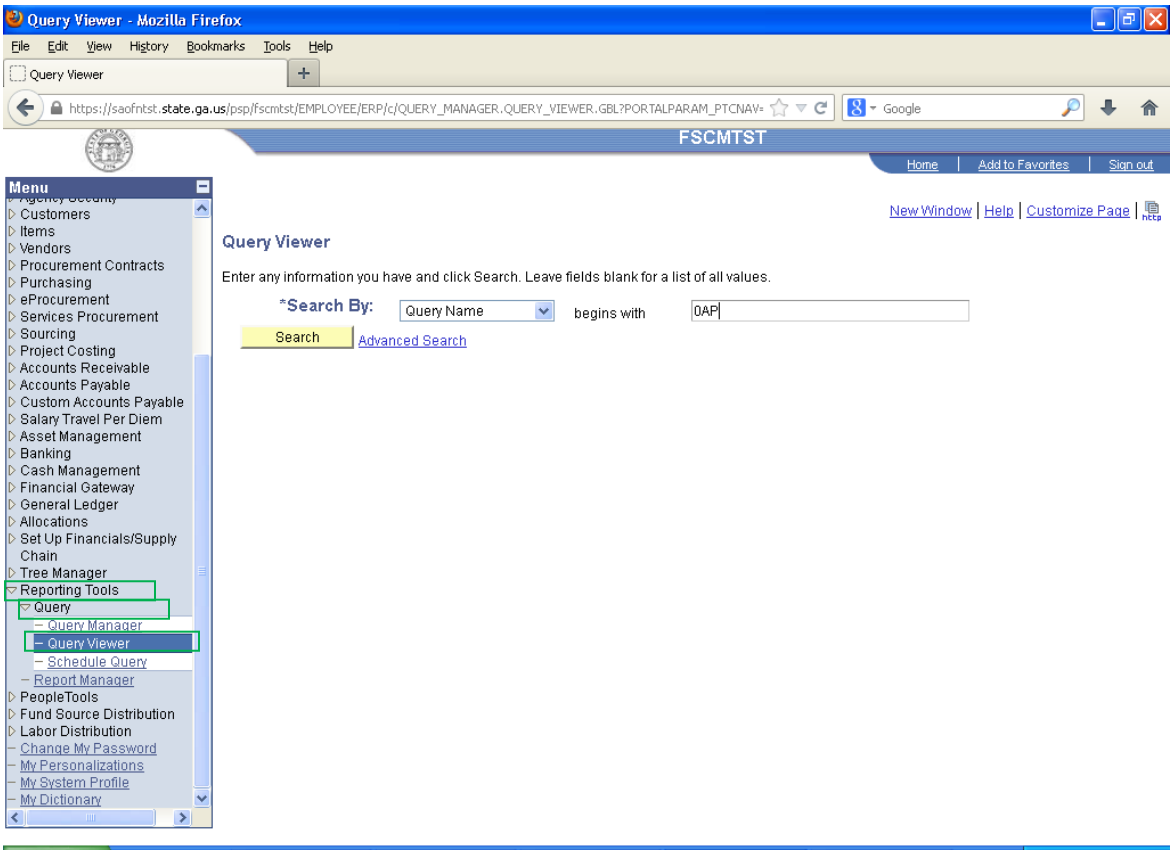
APXXX0402	Daily Input Report	This report lists vouchers that were processed through AP including regular vouchers, PO vouchers, Labor, Payroll and regular offlines.
APXXX0408	Payment Activity Report	This report lists detailed payment information sorted by Voucher ID for system checks, manual checks, express checks, EFT payments, and wire transfers.
APXXX0404	Payables Due Proof Report	This report lists payables selected for payment based on the vouchers scheduled due date.
APXXX0850	Offline Interface Report	This report lists fatal errors that prevent vouchers from loading to PeopleSoft.
APXXX0401	Budget Exceptions	This report lists vouchers and provides an error description of each voucher line that did not pass budget checking.
APXXX0419	Travel Expense Report	This report lists vouchers for Travel Payments. Monthly report will be produced automatically at each month-end close.

How to Edit TTE Vouchers in TeamWorks Financials

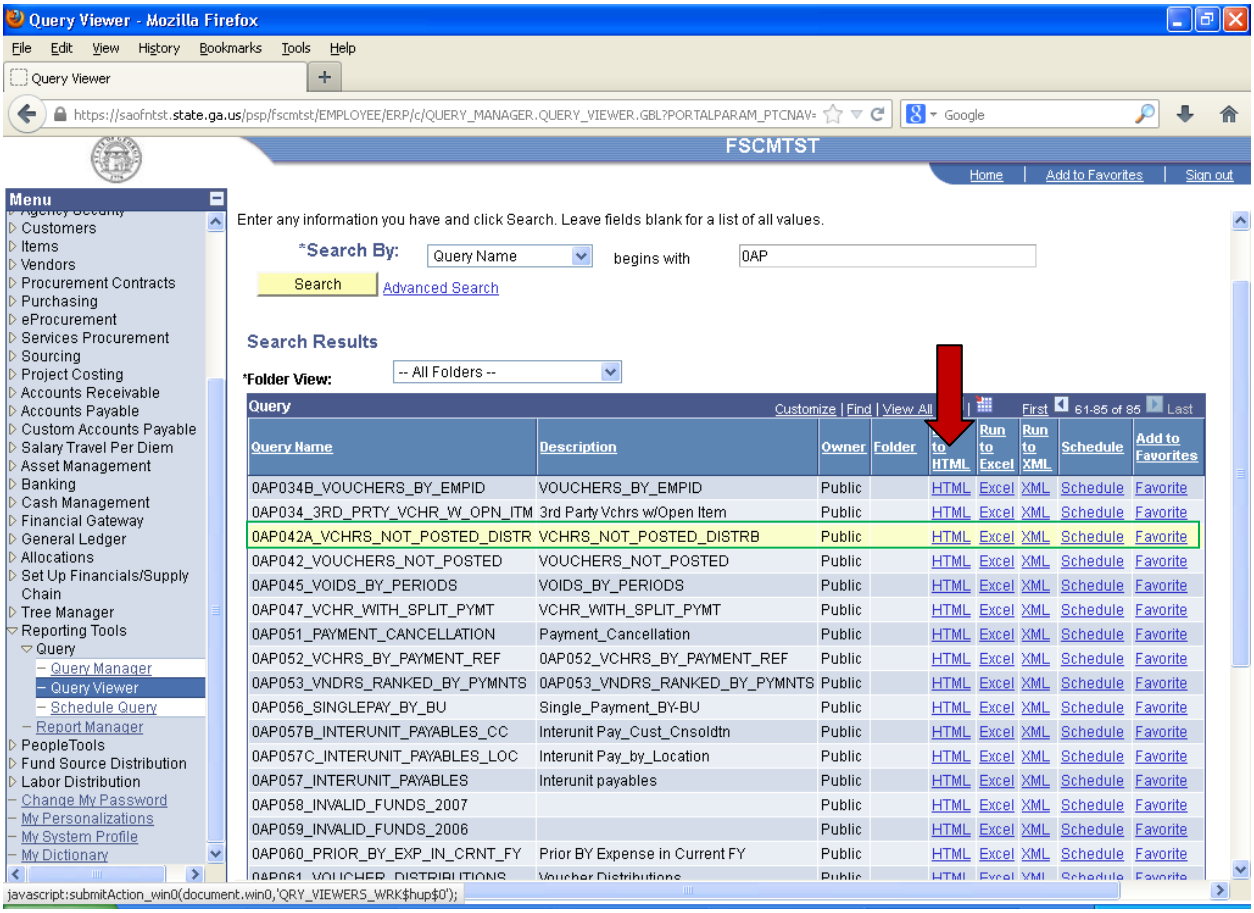
After the nightly data extract from TTE and the file is import into TeamWorks completes, the system runs a Voucher Build. On that day you have the ability to edit the vouchers created from TTE transactions.

Step 1: Access the Query Viewer

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

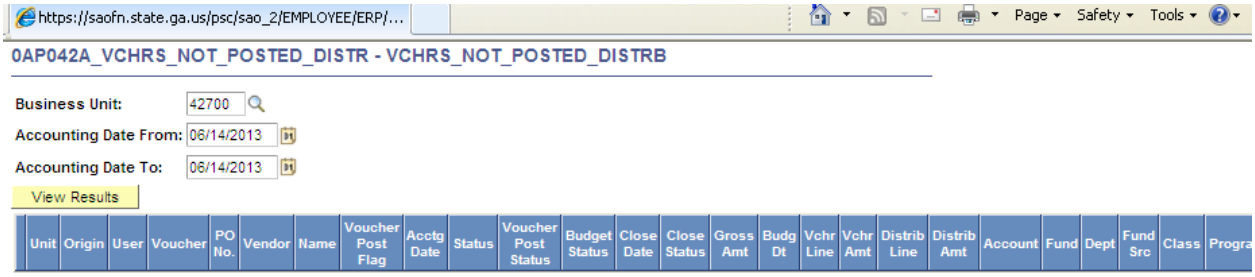


Step 2: Run **Query 0AP042A_VCHRS_NOT_POSTED_DISTR** in TeamWorks Financials (This query will show all transactions extracted from TTE on the prior day)



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 prior day.

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

Section 6: 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:*** Provides a list of unsubmitted expense reports with amounts
- ***196060 Pending Transactions*:** Shows all Airplus transactions (196060) NOT extracted to TeamWorks
- ***Cash Advance Analysis*:** Shows the status of cash advance by employee

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.

All expense reports that are submitted between June 1st and July 11th, 2013 (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 1-12 (Dates may vary for each fiscal year)	Agencies will need to determine the appropriate accounting period and revise 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 11, 2013**.** The date depends on the fiscal year. The dates shown are for Fiscal 2013.

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

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

General Procedures for Control 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:

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)
Cognos Reporting	Used to run the report for unsubmitted expense reports (196060 account)
AirPlus payment detail reports	Used to identify payment detail for payments made to AirPlus (196061)