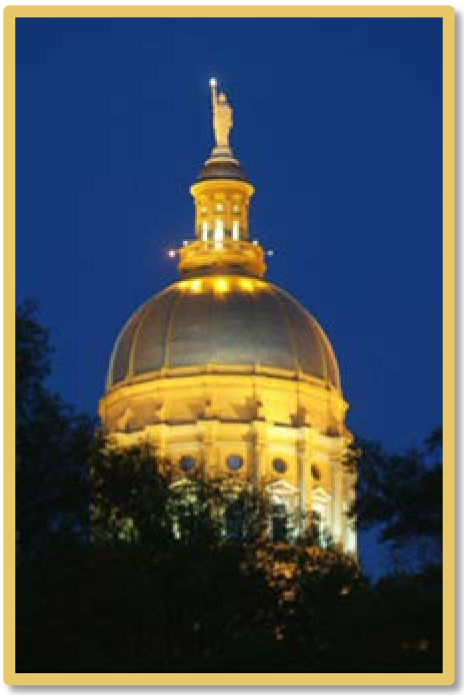
2014

# TTE FAQ Spotlight – May



## Top 5 Support Questions Last Month

1. How do I import Smart Expenses into my Expense Report?
2. How do I allocate expenses?
3. How do I add an additional approver to my workflow?
4. How do I account for a Cash Advance I received in my Expense Report?
5. What if my new supervisor doesn't show up in my approval flow?
6. What's NEW in TTE?

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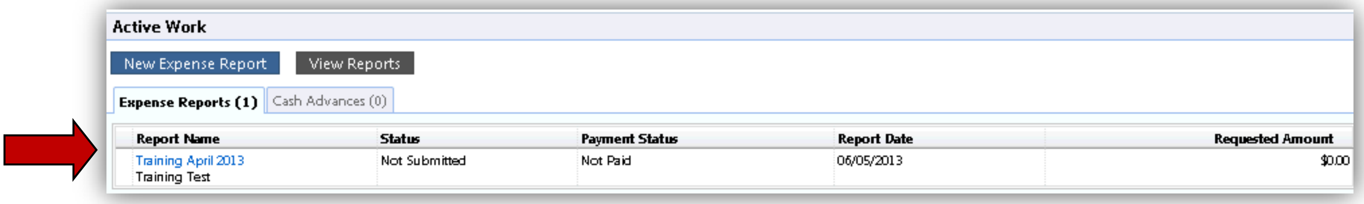
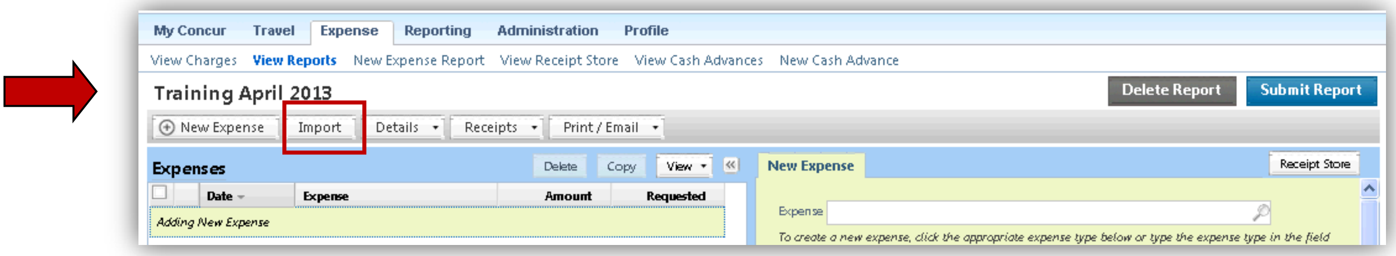
## 1. How do I import Smart Expenses into an Expense Report?

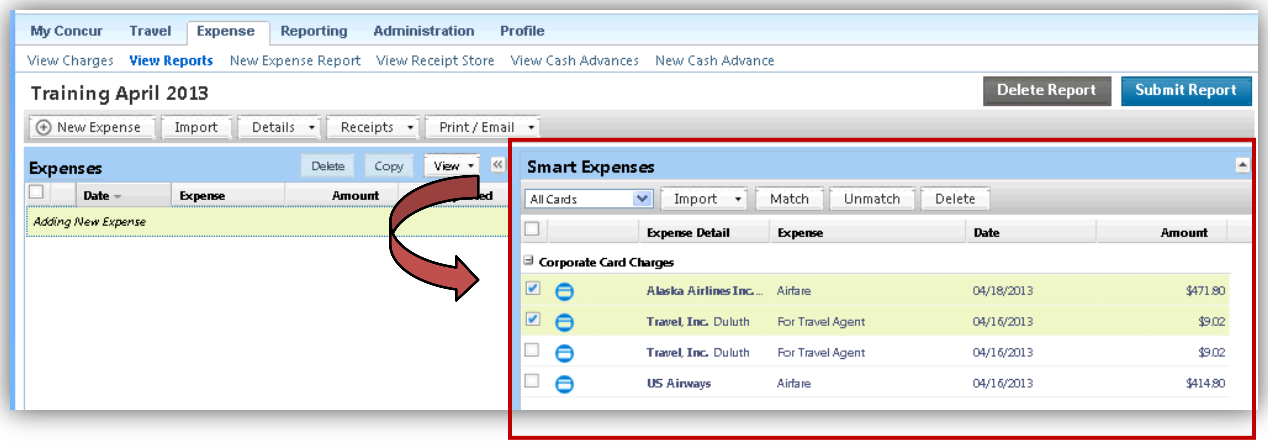
- Use the My Concur tab and the Active Work section or the Expense tab and View Reports.
- Click on an existing Expense Report to open it.




- The Expense Report Opens
- Click on the **Import** tab

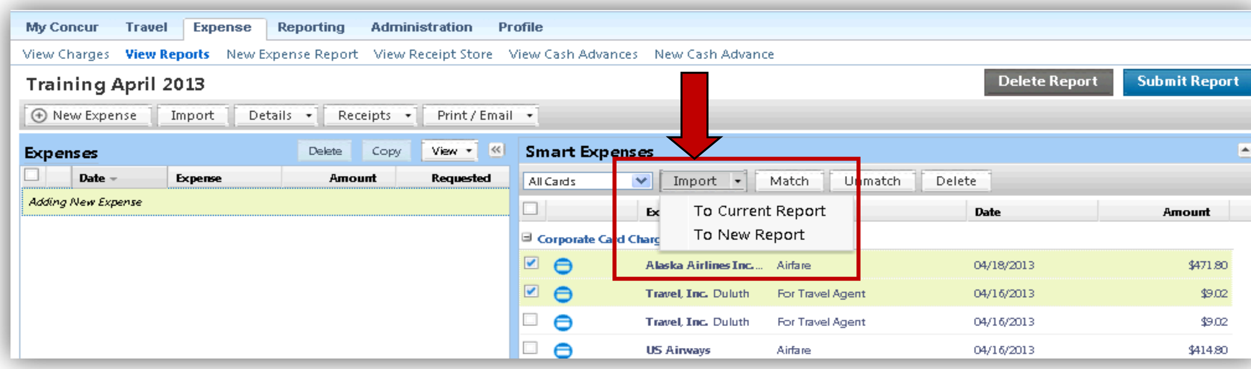



- The ***Smart Expense*** window opens
- Click on the check box next to the expenses you wish to add to this expense report
  - o In our example we are selecting two of the four Smart Expenses

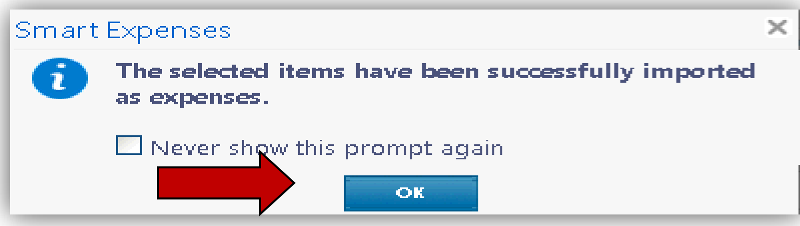



- Click on the **Import** tab in the ***Smart Expenses*** box
  - o If you clicked on the drop down arrow in the Import Tab here you will see two options
    - ▪ To New Report
    - ▪ To Current Report

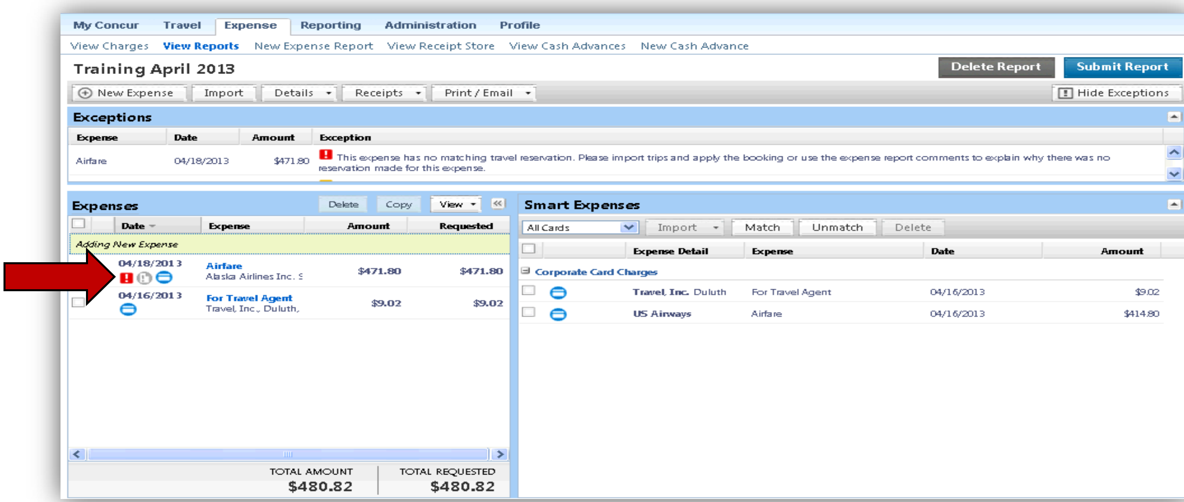
  - Select **To Current Report**
- o If you clicked on the Import Tab without touching the drop down arrow the system will automatically select To Current Report



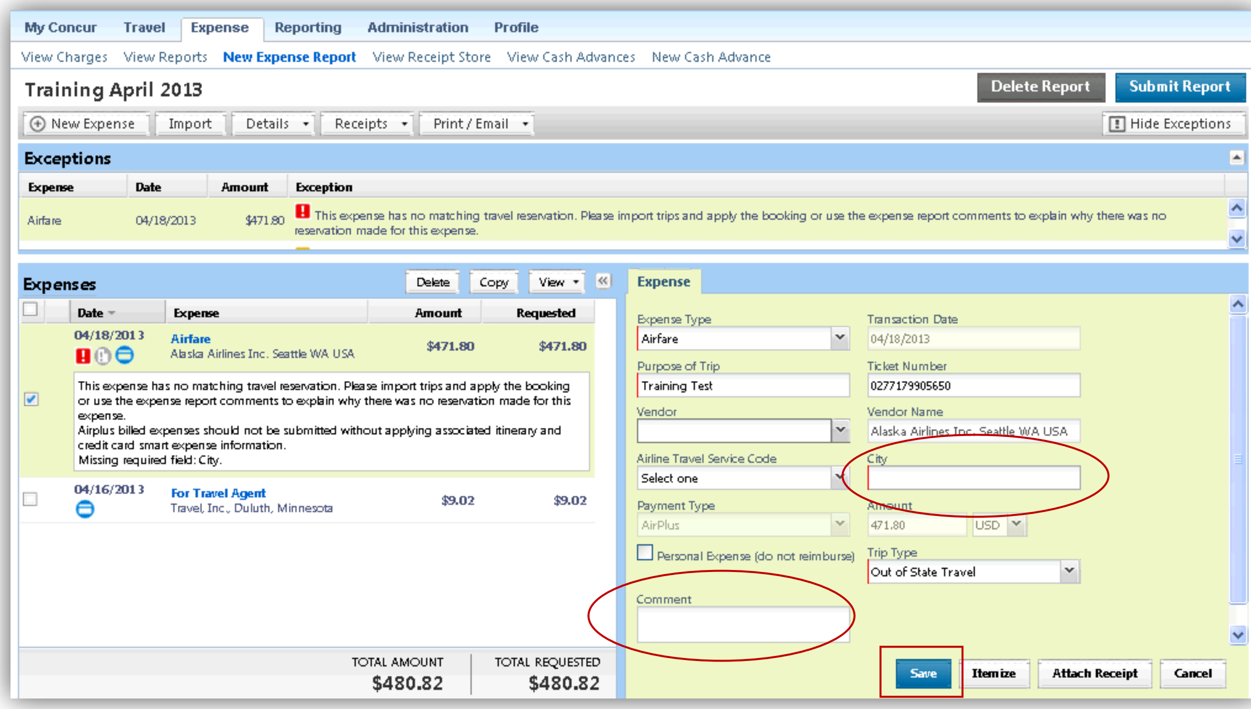

- Click **OK** on the Smart Expenses dialogue box that pops up




- The  selected Smart Expenses are now assigned to this Expense Report
- If you see a Red Exception Flag on any expense, you must resolve the issue or the expense report cannot be submitted
- Click on the item with the  red flag you wish to correct



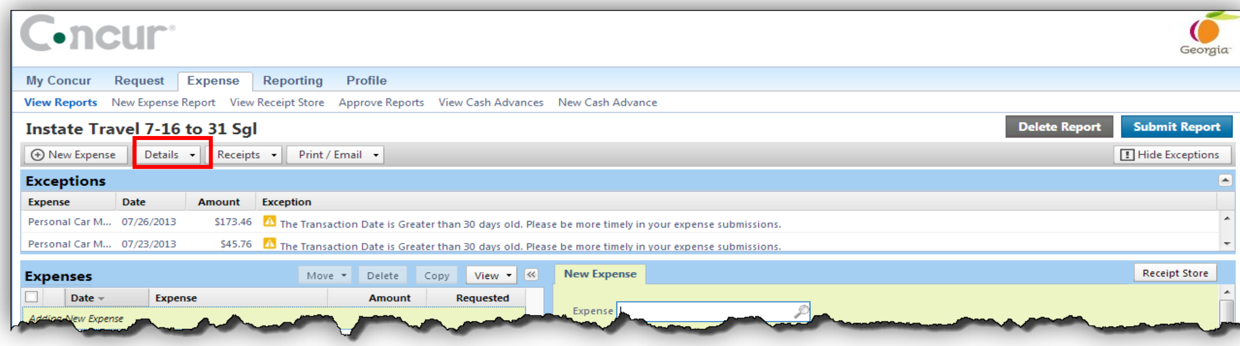
- The Expense data for that item will appear



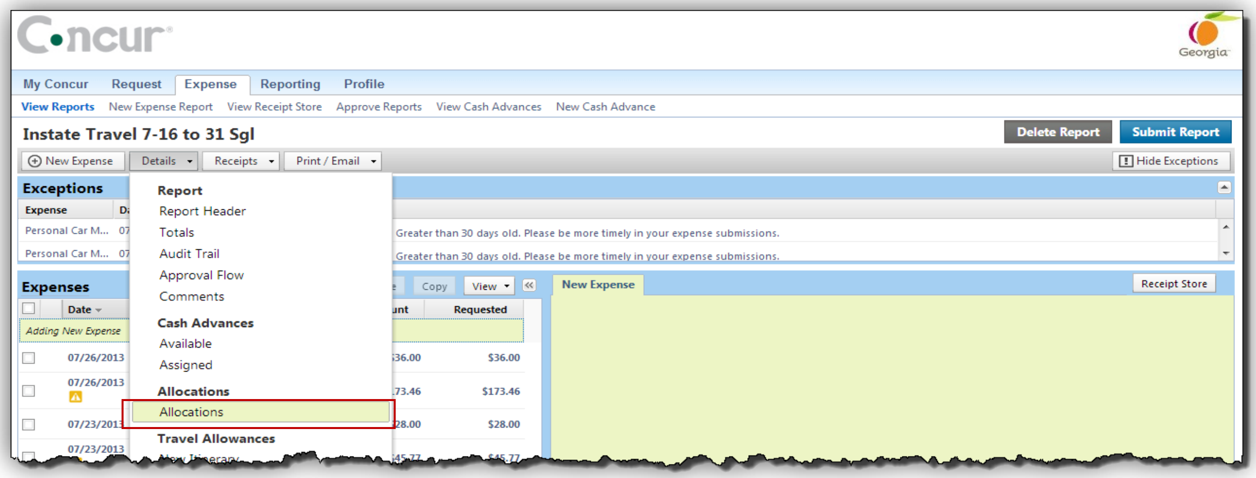

- Enter any missing required data.
  - In our example the City was missing. **City** is a required data field in this example. For this expense it is looking for the city where the flight originated. If it had been a hotel, it would be the city where the hotel is located.
- If you did not have a matching Travel Reservation you **must** enter an explanation why the reservation was not made through TTE.
  - This could be a ticket you purchased at the airport for an unscheduled trip and you had no access to TTE. For a hotel this could be that the only way you could reserve the room and get the special rate was booking directly through the hotel or conference management company.
  - Whatever the reason, be specific in your explanation.
- Attach any required receipts
- Click on **Save** to update the Expense Entry.

## 2. How do I allocate expenses?

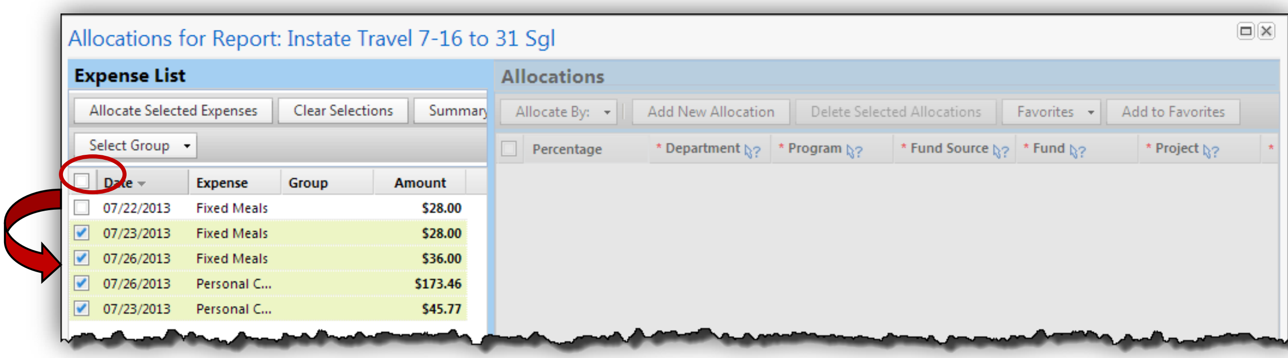
- Open the Expense Report with the items requiring allocation.
- Click on the **Details** tab.



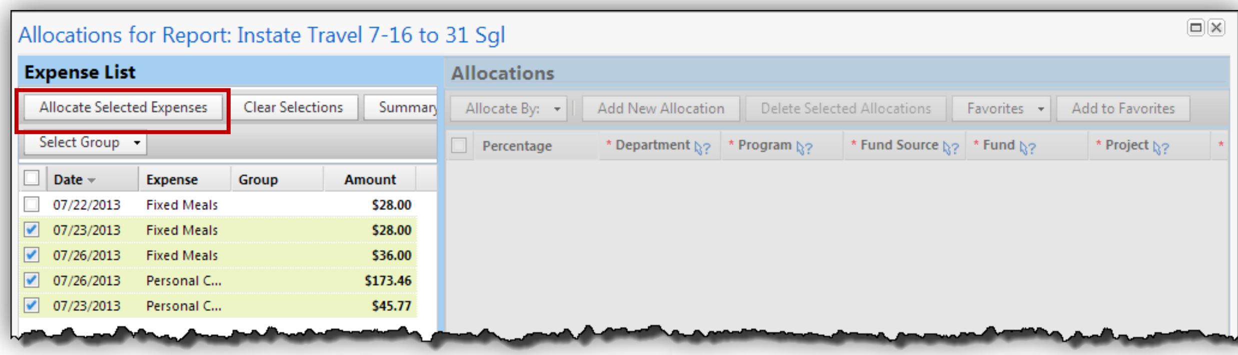

- Select **Allocations**



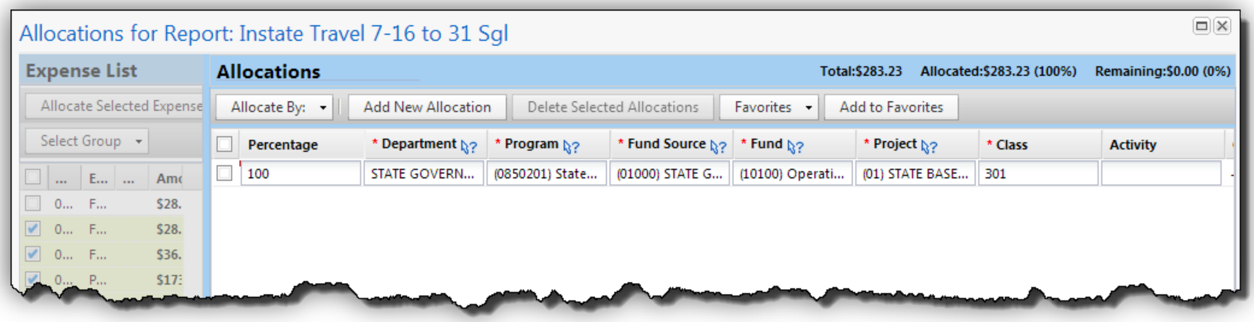

- Select individual expenses or click on the box next to date to select all expenses



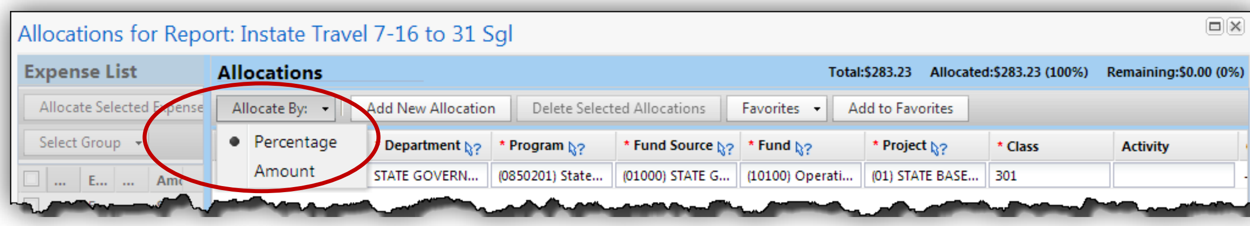

- Click on **Allocate Selected Expenses**



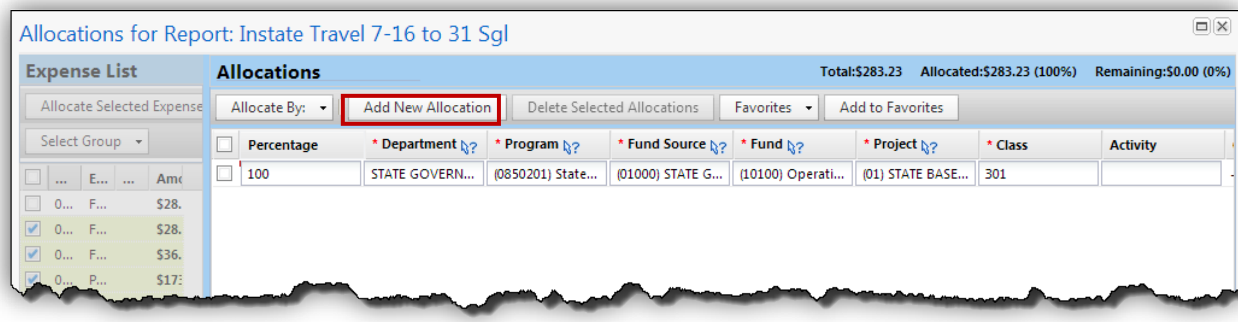

- The Allocations area opens



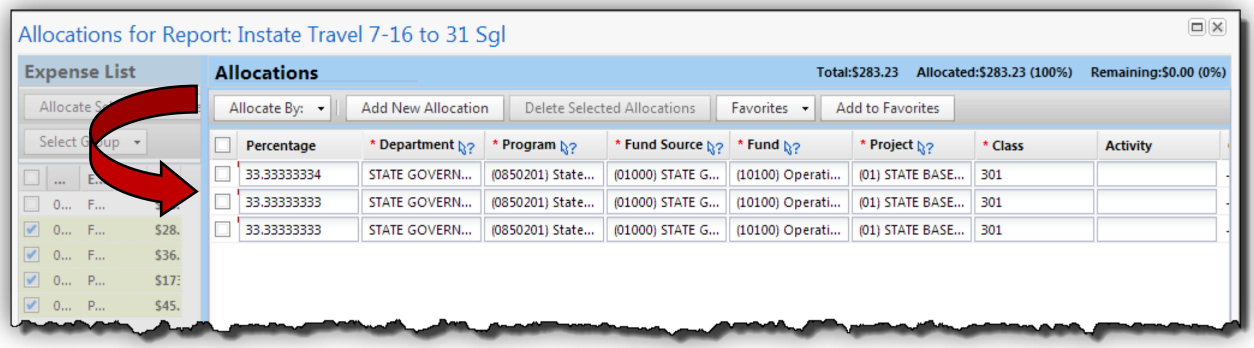

- The default allocation type is Percentage. To allocate by amount click on the **Allocate By** tab and select **Amount**.



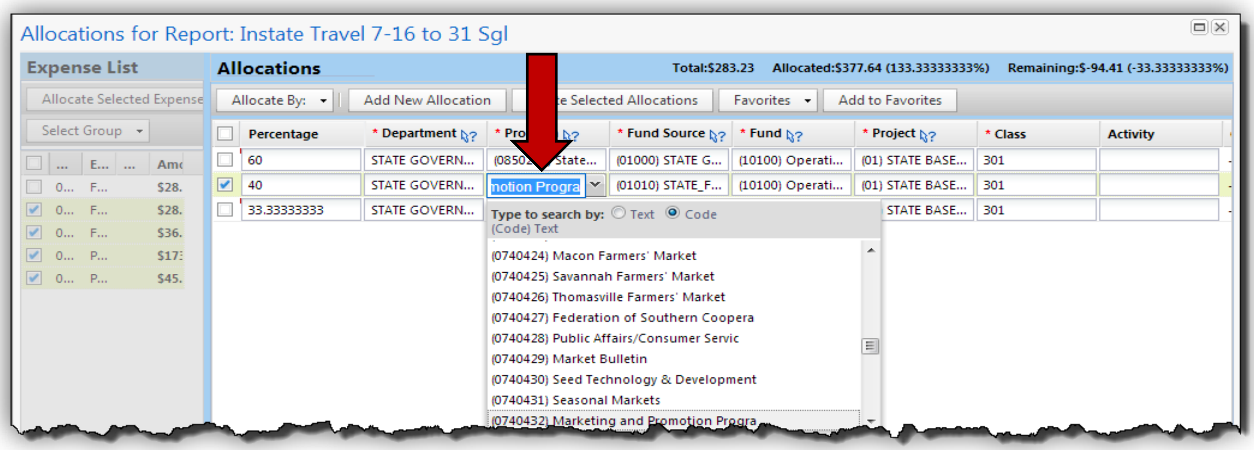

- The line that appears represents the default department, program, etc. of the person creating the Expense Report. This information comes from the HCM system. To add one or more additional lines create allocations click on the **Add New Allocation**



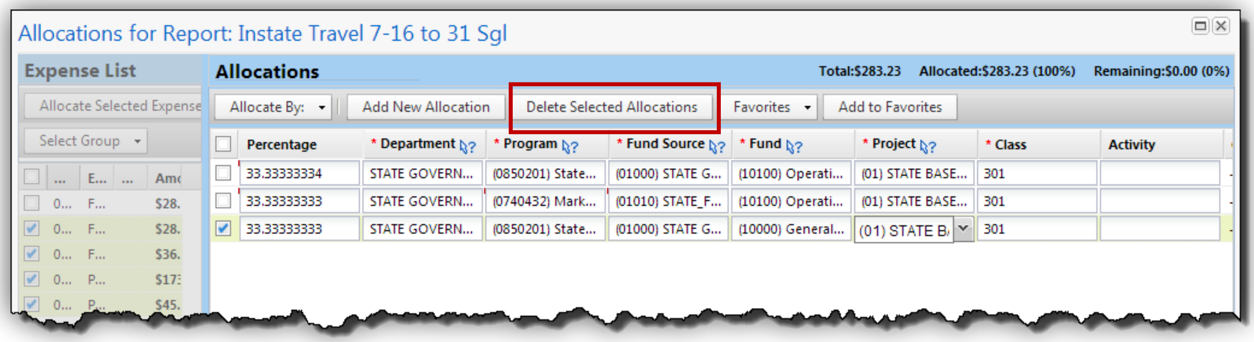

- Each time you click on **Add New Allocation** a new line appears and the percentage automatically adjusts.
- You may enter the desired percentage amount in the percentage field.

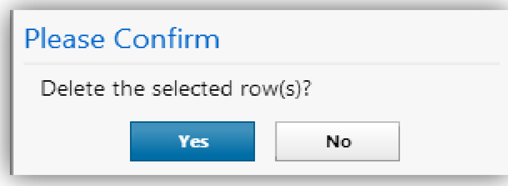



- To change any of the available fields, click on the field in the row you wish to make a change.
- Select the appropriate choice from the dropdown
- You may also type the item, such as department, fund source, etc. directly in the field

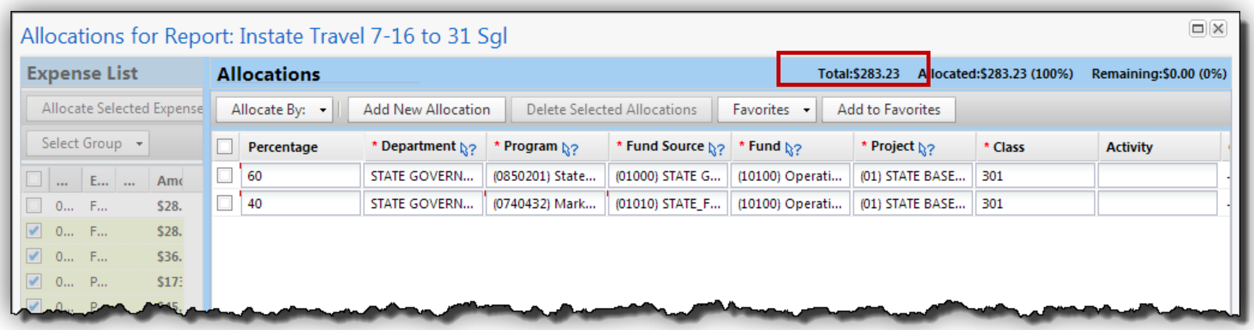


- If you need to delete an allocation row, click in the checkbox next to that row and select **Delete Selected Allocations**

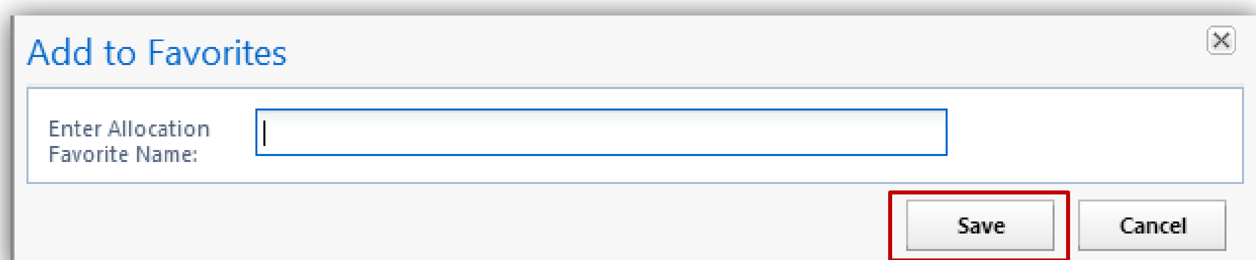


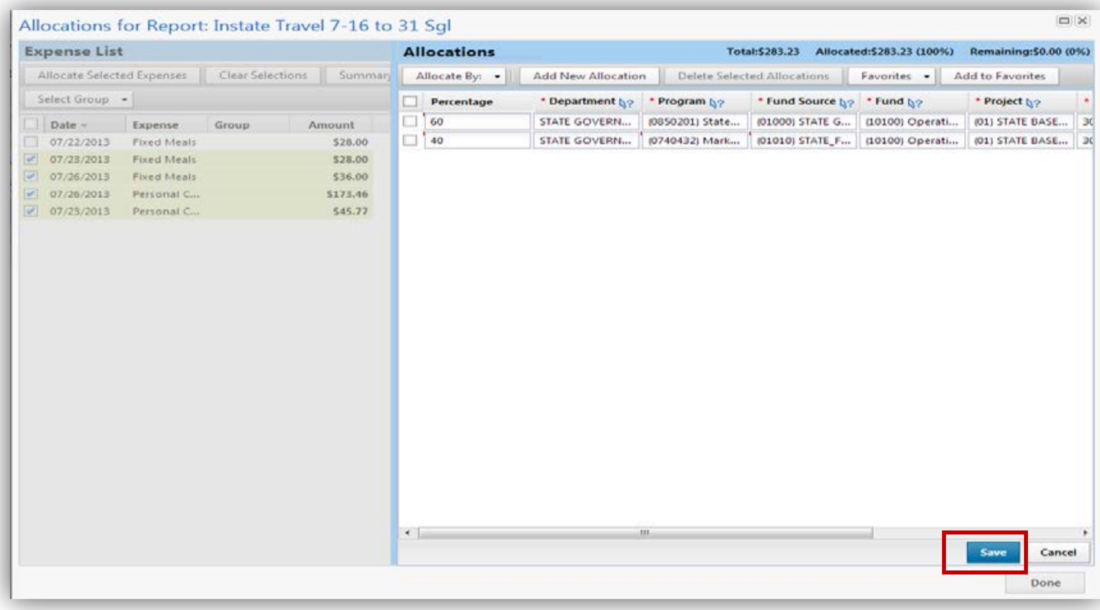

- Click **Yes** in the pop up window
- If this allocation is going to be used repeatedly on other expenses or expense reports, click on **Add to Favorites**



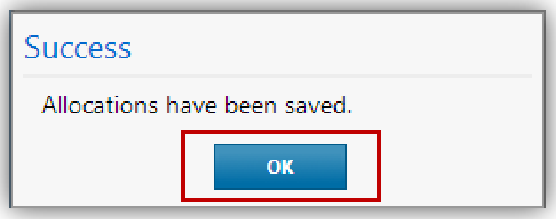

- Enter a unique name for this allocation and click **Save**.



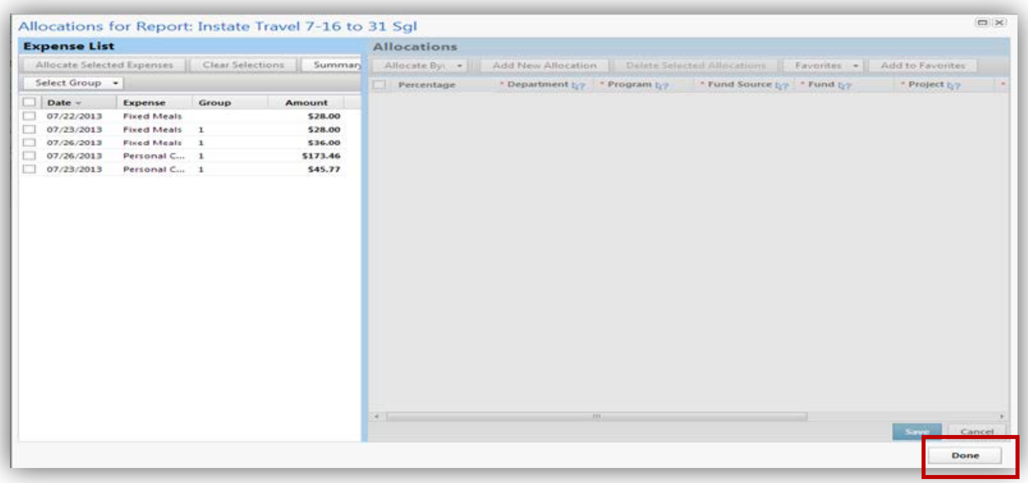
- Click **Save**



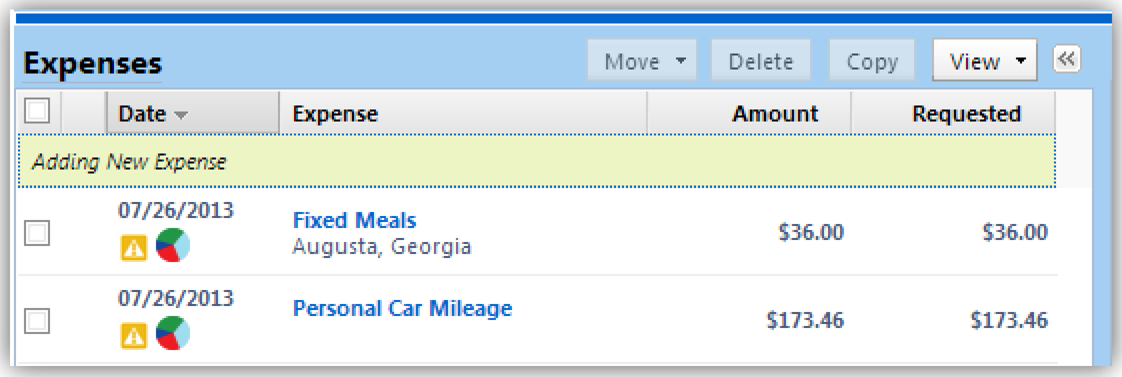

- Click **OK** in the dialogue box.




- Click **Done**

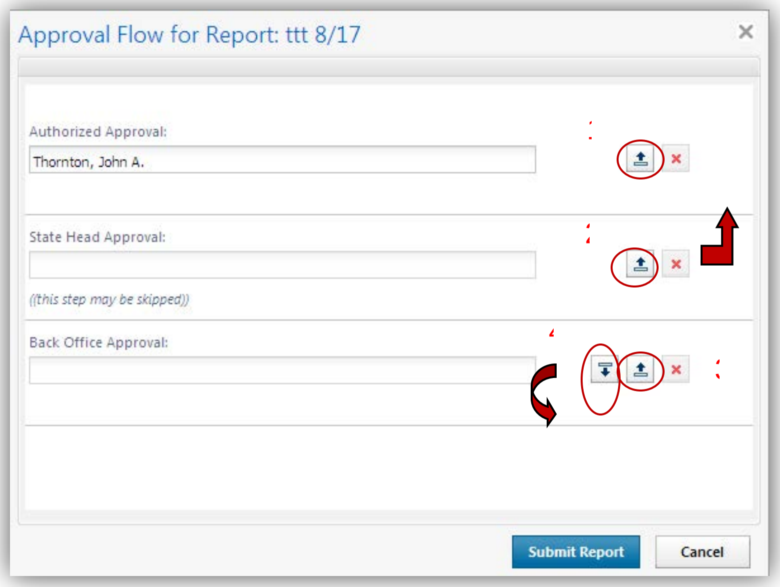


- Any items that have been allocated will display a pie shaped icon in the Expense Report. Hover over the icon with the mouse to view the allocations for that item.




## 3. How do I add an additional approver to my workflow?

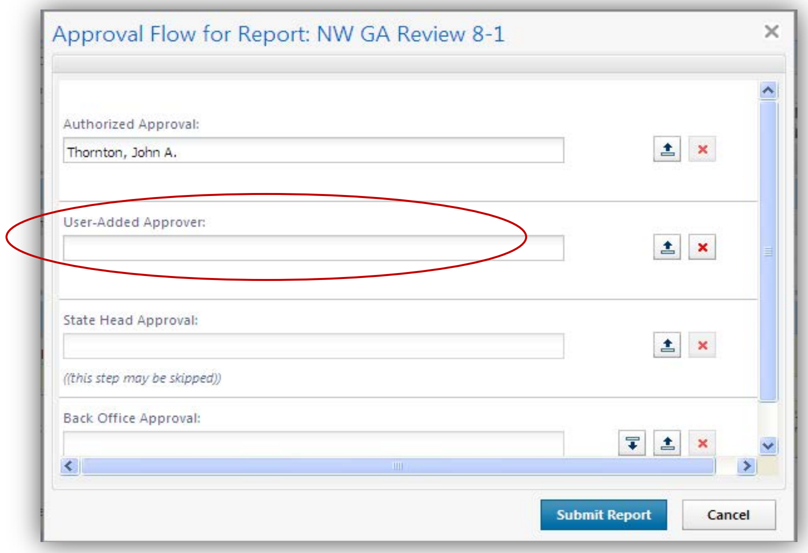
- After you click **Submit Report** and **Accept & Submit** a screen similar to the following will appear showing your default Authorized Approver.
  - ✓ **Note:** Your Approval form may appear different depending on the configuration for your Agency.



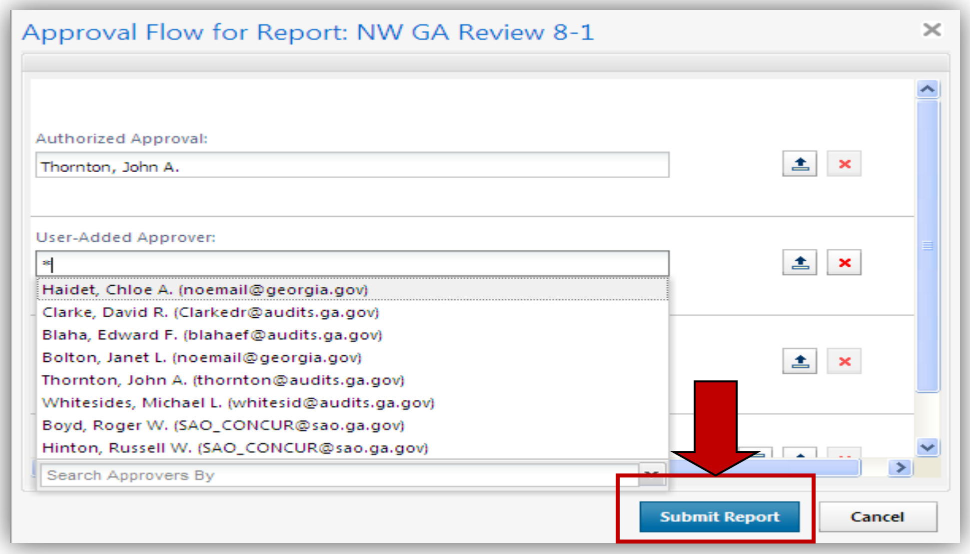

- Note the blue arrows available for each level of approval.
  - o Clicking an up arrow will insert an additional approver <u>before</u> that normal level of approval.
  - o Clicking a down arrow will insert an additional approver <u>after</u> that normal level of approval.

- Examples:
  - **#1** Click on the blue up arrow in #1 to add an approver *before* #1.
  - **#2** Click on the blue up arrow in #2 to add an approver *after* #1 but *before* #2.
    - ❖ In our example we have clicked on the up arrow in #2
  - **#3** Click on the blue up arrow in #3 to add an approver *after* #2 but *before* #3.
  - **#4** Click on the down arrow in #3 to add an approver *after* #3.

- Once you select an arrow a new section called **User-Added Approver** appears.

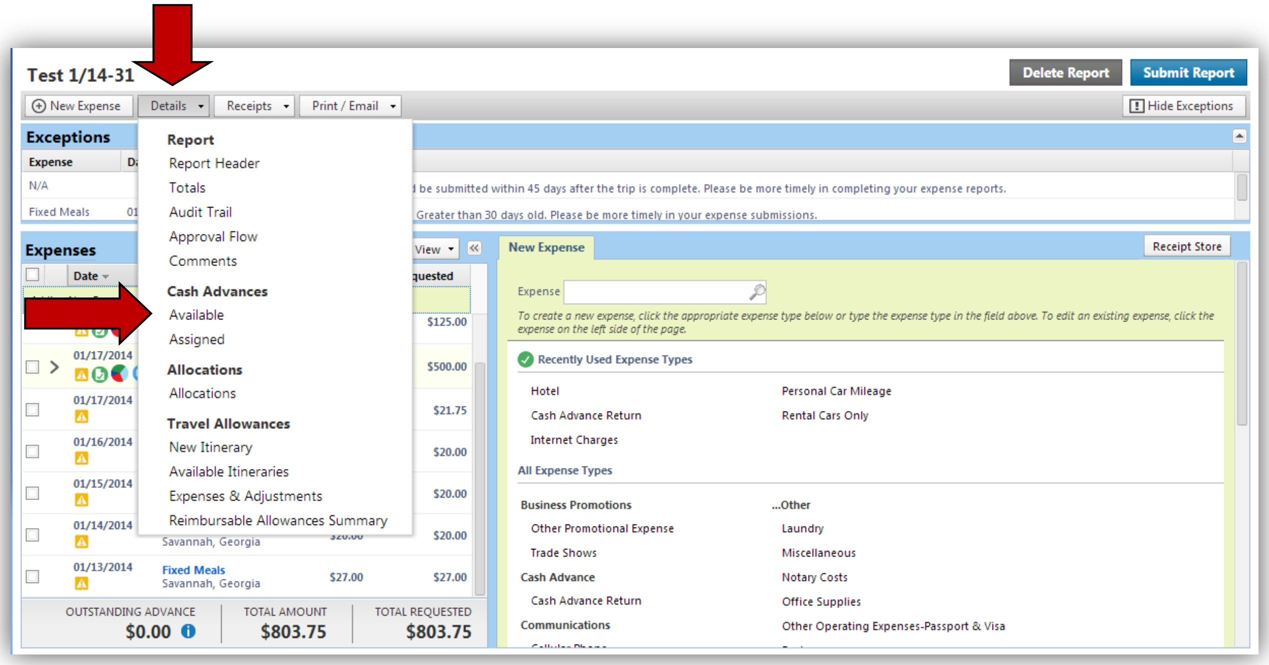



- If you know the approver's name: Type in the last name of the approver you want to send the report to.
  - Select that approver from the list that appears and click **Submit Report**.
- If you don't know the approver's name: Type in an *. A list of ALL the approvers in your agency will appear.
  - Select the correct person from the list and click **Submit Report**.

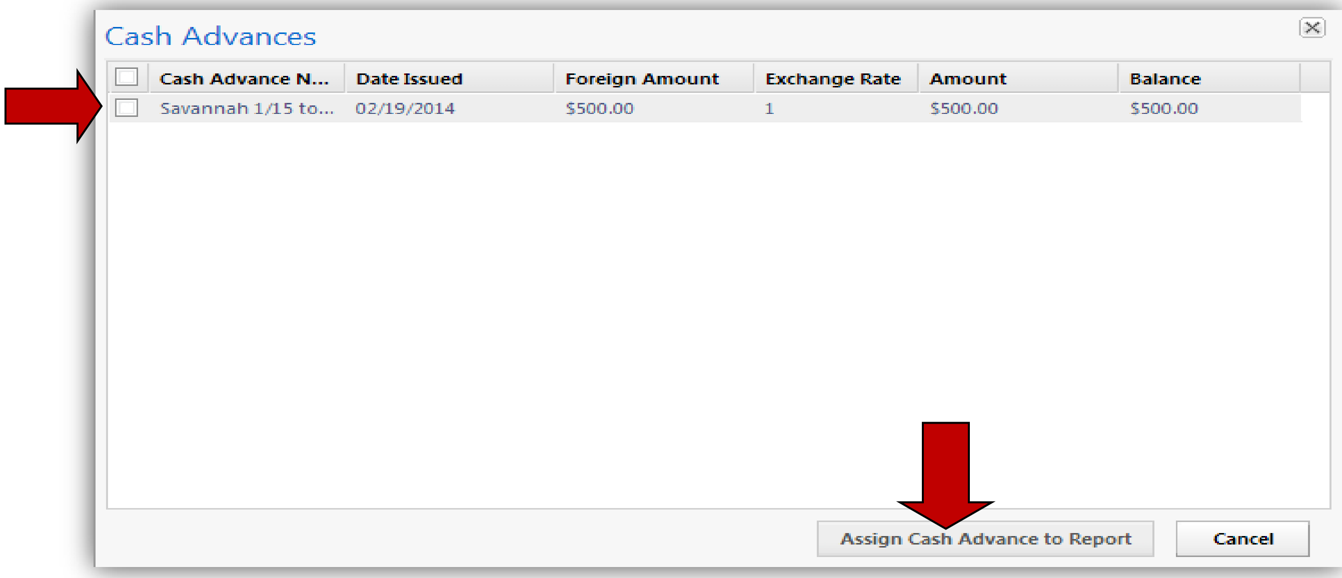



## 4. How do I account for a Cash Advance I received in my Expense Report?

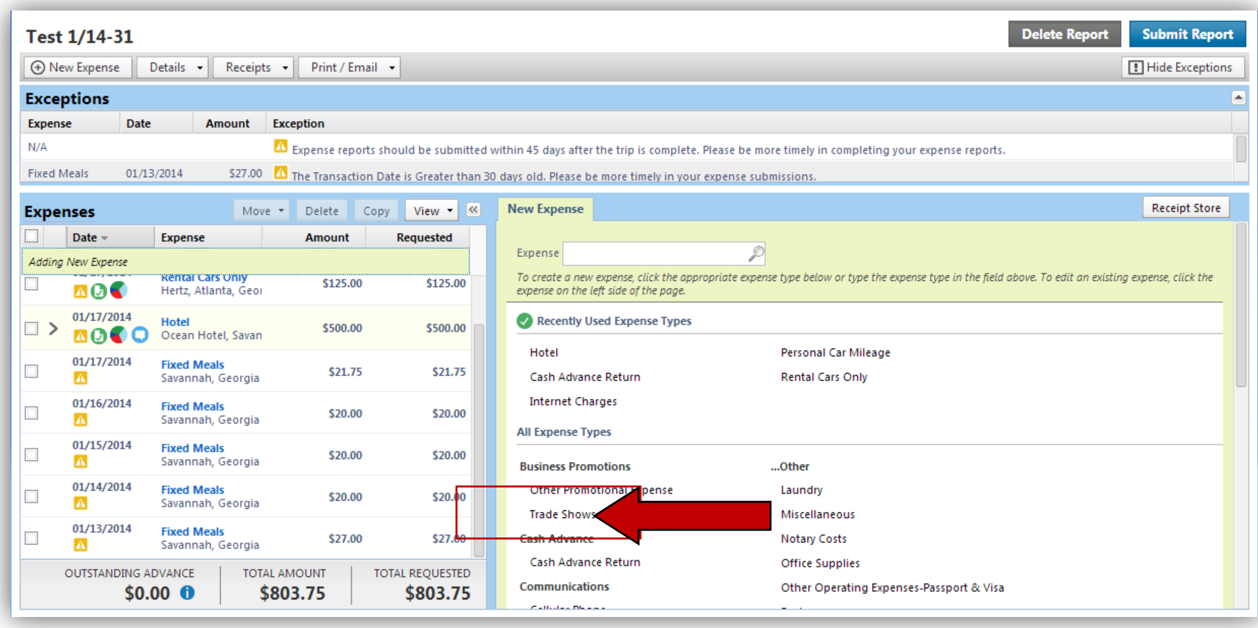
- Open the expense report with the applicable expenses and click on the **Details** tab
- Click on **Available** under **Cash Advances** to display a list of available Cash Advances (Travel Advances)



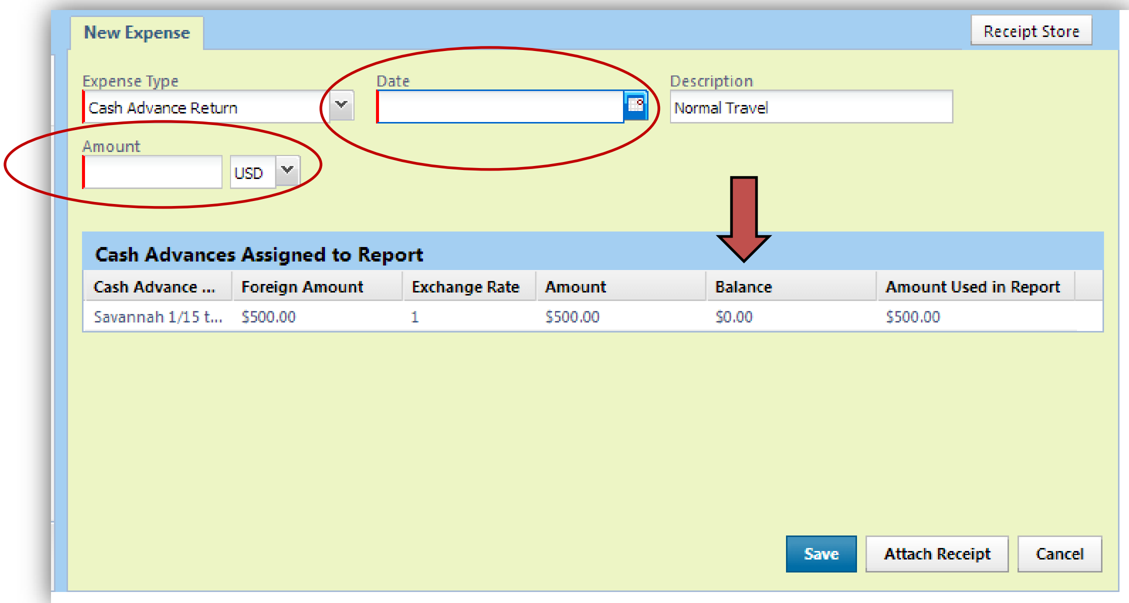
- Click on the checkbox next to the **Cash Advance** you wish to attach to the Expense Report
- Click on **Assign Cash Advance to Report**



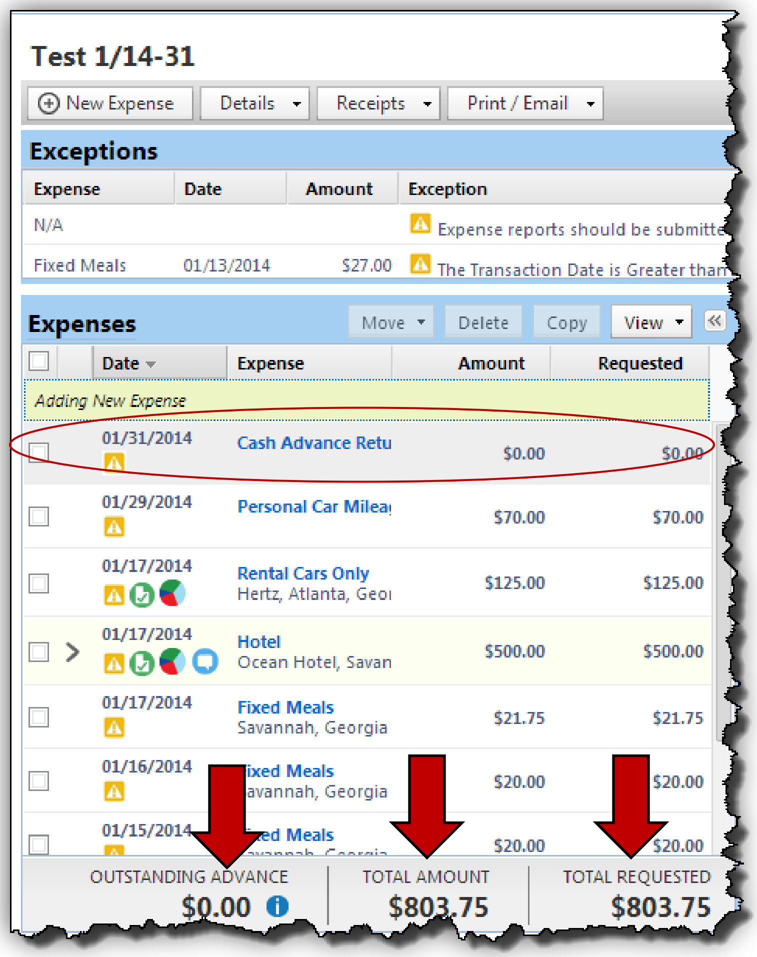

  - The Cash Advance is attached to the header, but nothing will appear in the body of the Expenses Report
- Once you have attached a Cash Advance to the expense report, an expense type **Cash Advance Return** appears under ***Cash Advances***. Select it.



- The **Cash Advance Return** expense type opens:




- Review the information in the **Cash Advances Assigned to Report** section
  - If an amount appears in the **Balance** column, this needs to be returned to your Agency per the OPB Travel Advances Policy.
- Enter the amount of the balance due in the **Amount** field. If there is no balance due, enter 0.00 in the **Amount** field.
- Enter the date you returned any funds due to your Agency or the Expense Report date if there is no balance due in the **Date** field.
- Attach a copy of any receipt of the returned funds attach it to the item by clicking on **Attach Receipt.** This is the same as attaching a receipt to any item.
- Click **Save**
- The **Cash Advance Return** now shows on the Expense Report.
  - The **Total Amount** displayed is the amount of the Cash Advance return plus the expenses reported and the **Total Requested** is the total of the Expenses reported on this Expense Report.
    - ❖ In our example, there was no cash due back to the Agency so the **Total Amount** and **Total Requested** are the same. If money had been due back to the Agency they would not match.




- When you are ready to submit the Expense Report, click on **Submit Report**,

## 5. What if my new supervisor doesn't show up in my approval flow?

Until your agency makes the change in Payroll, the system will reflect the old supervisor. In the interim, you may change the supervisor in the submitting process by selecting your supervisor from the drop down list in the Approver field.

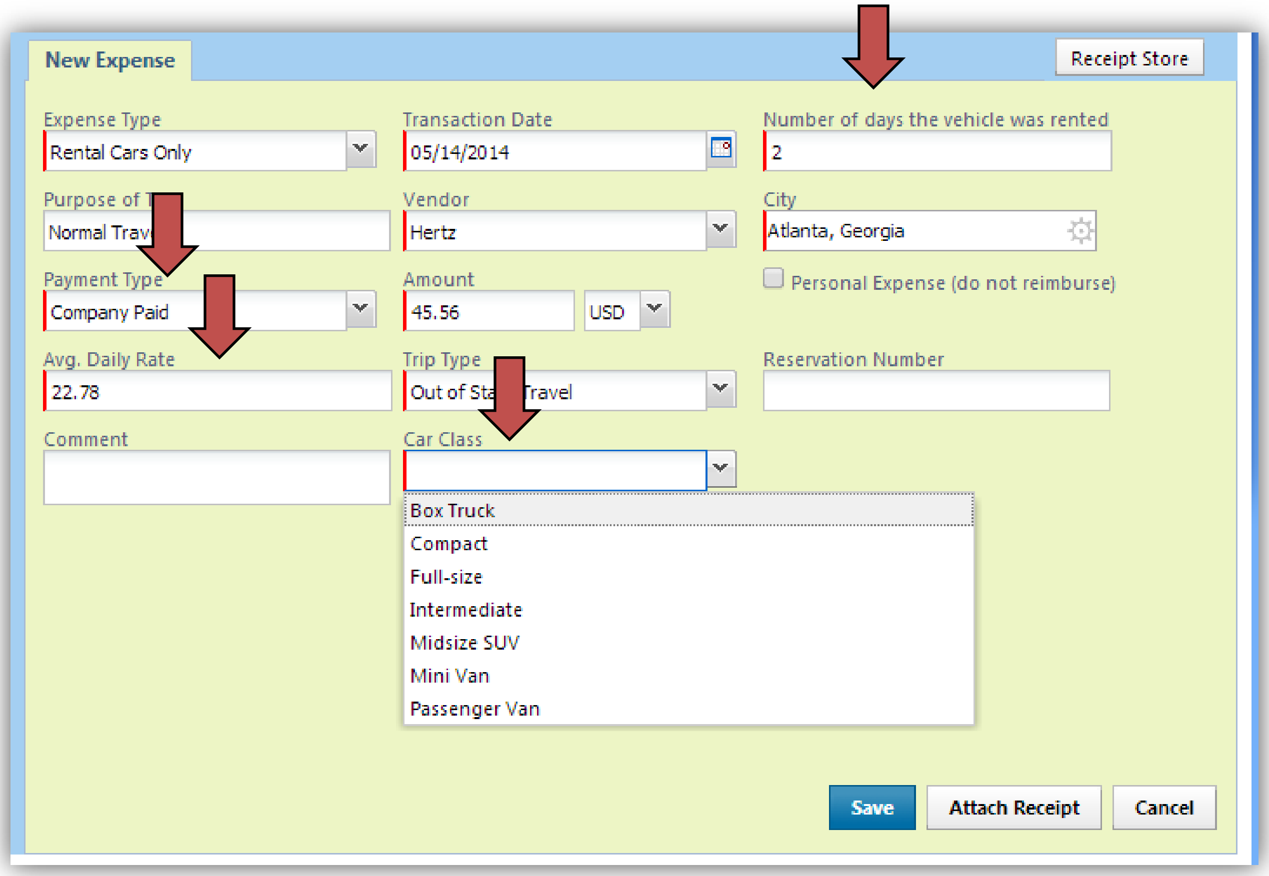
## 6. What's New in TTE?

### Rental Cars Only Expense

Three new required fields have been added to the Rental Cars Only expense type and the default payment type is now Company Paid:

- Number of days the vehicle was rented – enter the number of days

- Avg. Daily Rate – divide the Amount by the number of days the vehicle was renter and enter in Avg. Daily Rate
- Car Class – select the car class you rented from the drop down
- Payment Type defaults to company paid




**Approver Enhancement**
**Two** new navigational buttons – Next Report and Previous Report – appear at the bottom of the approver's view of the expense report page. These buttons appear for all previously approved reports, when the approver is reviewing historical data. They do not appear for reports pending review, where the approver needs to take action to approve or return the report.