

TeamWorks

Travel and Expense



**What's New in
TeamWorks Travel
& Expense 2012**



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What's New in TTE – Sept. through Dec. 2012

Section 1: Overview

The following features are available on the TTE system as now

- **Receipt Images: Allow More Than One Image for Expense Entry**
More than one image can now be associated at the expense entry level of the expense report.
- **Login: View Login History**
You can now view the history of your logins to TTE.
- **Expense: Personal Mileage – Mileage Calculator**
You can now view the history of your logins to TTE!
- **Expense: Select and Change Multiple Custom Fields in a Single Action**
Custom fields shared across forms as a common Custom field can now be selected and changed to a different value in a single action.
- **Expense: Most Recently Used List for Expense Types**
A Most Recently User (MRU) function lets you choose your expense type from a list of those you have used in the recent past.
- **Expense: New Summary View Shows Subtotal for all Allocations in a Report**
A new Summary button lets a user open a window that displays a summary of subtotals for all allocation records across all expenses (including the system allocation records) in the expense report.
- **Delegate Notify Employee Enhancements**
The Notify Employee function used by delegates to "preview" a report and notify the employee the report is ready now includes new functionality for this release.

Section 2: TTE Expense System

Log In: View individual login history

How It Works

The login status line now includes the date you last logged in and access to login history.

Business Purpose

This enhancement provides historical login data for users.

- Click on the **History** hyperlink



- The Login History displays

Login Time	IP Address	Network Location*
12/06/2012 10:40 AM	167.192.89.2	Douglasville, GA, US
12/05/2012 12:27 PM	167.192.89.2	Douglasville, GA, US
11/19/2012 8:46 AM	167.192.89.2	Douglasville, GA, US
11/08/2012 9:15 AM	167.192.89.2	Douglasville, GA, US
10/23/2012 12:00 PM	167.192.89.2	Douglasville, GA, US
10/17/2012 12:46 PM	167.192.89.2	Douglasville, GA, US
10/17/2012 8:01 AM	167.192.89.2	Douglasville, GA, US
10/16/2012 3:33 PM	167.192.89.2	Douglasville, GA, US
10/16/2012 8:52 AM	167.192.89.2	Douglasville, GA, US
10/09/2012 11:10 AM	167.192.89.2	Douglasville, GA, US
09/21/2012 3:56 PM	167.192.89.2	Douglasville, GA, US
09/21/2012 12:34 PM	167.192.89.2	Douglasville, GA, US
09/21/2012 12:27 PM	167.192.89.2	Douglasville, GA, US
09/21/2012 12:25 PM	167.192.89.2	Douglasville, GA, US
09/21/2012 12:24 PM	167.192.89.2	Douglasville, GA, US

* - Reported Network Location may be different from the user actual location

Click on the **X** in the upper right hand corner of the box to exit History.

Expense: Attach More Than One Image to an Expense Entry

Overview

The restriction allowing one receipt image for each expense entry is now removed, and the employee can now append as many receipt images as

Business Purpose

This enhancement improves usability for users.

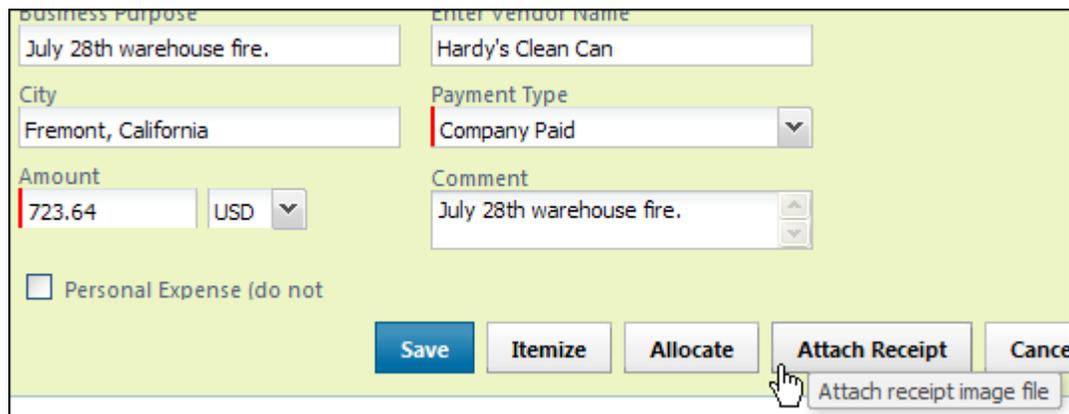
required to substantiate their expenses at the expense entry level.

How It Works

Appending an additional image works exactly the same as attaching the initial (first) image, except that the system will ask if you want to append an additional image along with the existing image(s). Note that you must add each receipt image separately.

Example

The employee creates the expense report and, with the entry open, attaches the initial image using the **Attach Receipt** button:

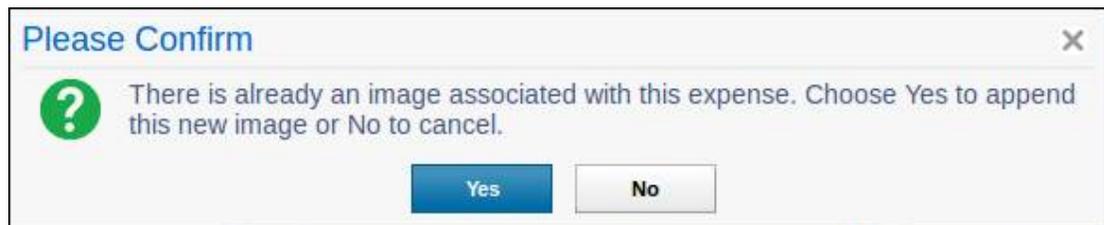


The screenshot shows an expense entry form with the following fields and buttons:

- Business Purpose:** July 28th warehouse fire.
- Enter Vendor Name:** Hardy's Clean Can
- City:** Fremont, California
- Payment Type:** Company Paid
- Amount:** 723.64 USD
- Comment:** July 28th warehouse fire.
- Personal Expense (do not
- Buttons:** Save, Itemize, Allocate, Attach Receipt, Cancel

A mouse cursor is hovering over the **Attach Receipt** button, which has a small dropdown menu labeled "Attach receipt image file" visible below it.

When the user elects to add a second image, the **Attach Receipt** button is again used; however, the following message appears, allowing the user to decide if they wish to add an additional receipt image (Yes), or cancel the action (No):



The dialog box is titled "Please Confirm" and contains the following text:

There is already an image associated with this expense. Choose Yes to append this new image or No to cancel.

Buttons: Yes, No

Once the image is appended to the existing (prior) image(s), all images are merged together and cannot be separated.

If the user wants to replace the image attached to the expense with a different one, the process has not changed. The user must first detach the existing image from the entry and then attach the new image.

To delete an image, the user uses the following existing options:

- Click the **Receipt Image** tab, then click **Detach From Entry**
- Hover over the receipt image icon, then click **Detach From Entry**

After detaching the image, it is moved to Receipt Store for use later, or deletion if you prefer. Note that, if multiple images were added to an expense entry, all are detached, and are retained in Receipt Store.

Expense: Personal Mileage – Mileage Calculator

Business Purpose

This enhancement provides historical login data for users.

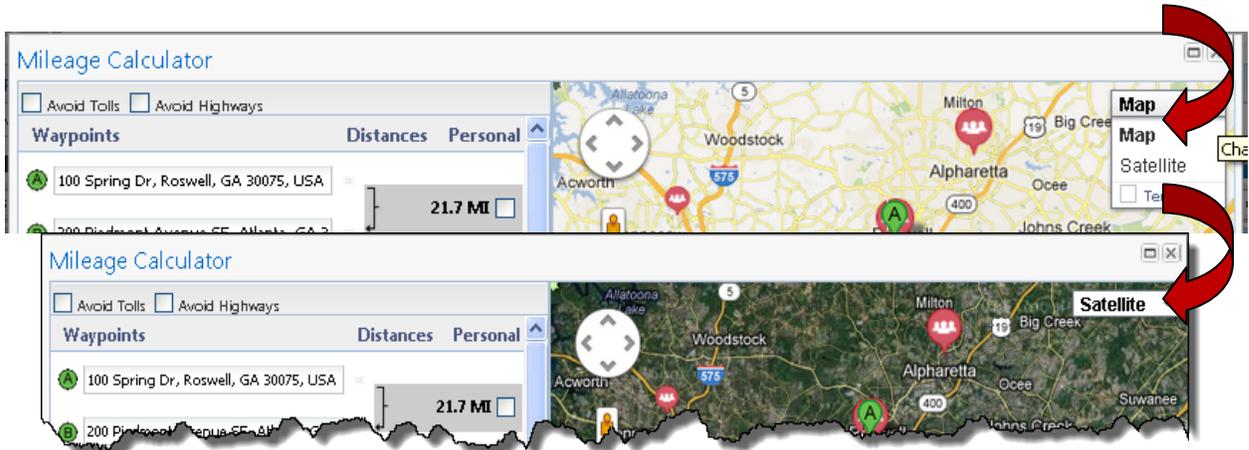
How It Works

New options went into effect to make tracking your Personal Mileage easier:

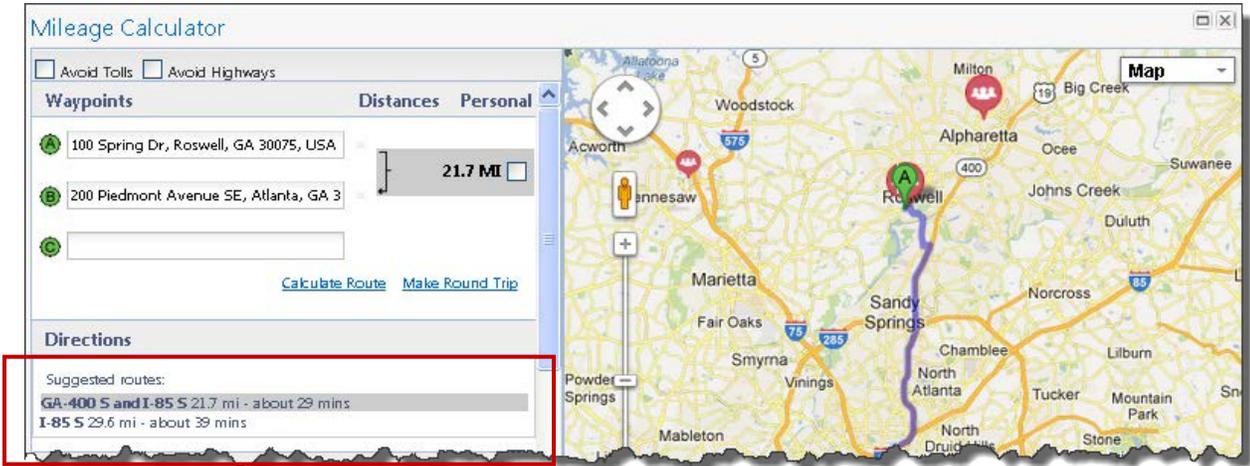
- Avoid Tolls and or Highways – simply click the box and the system will modify how it chooses your route



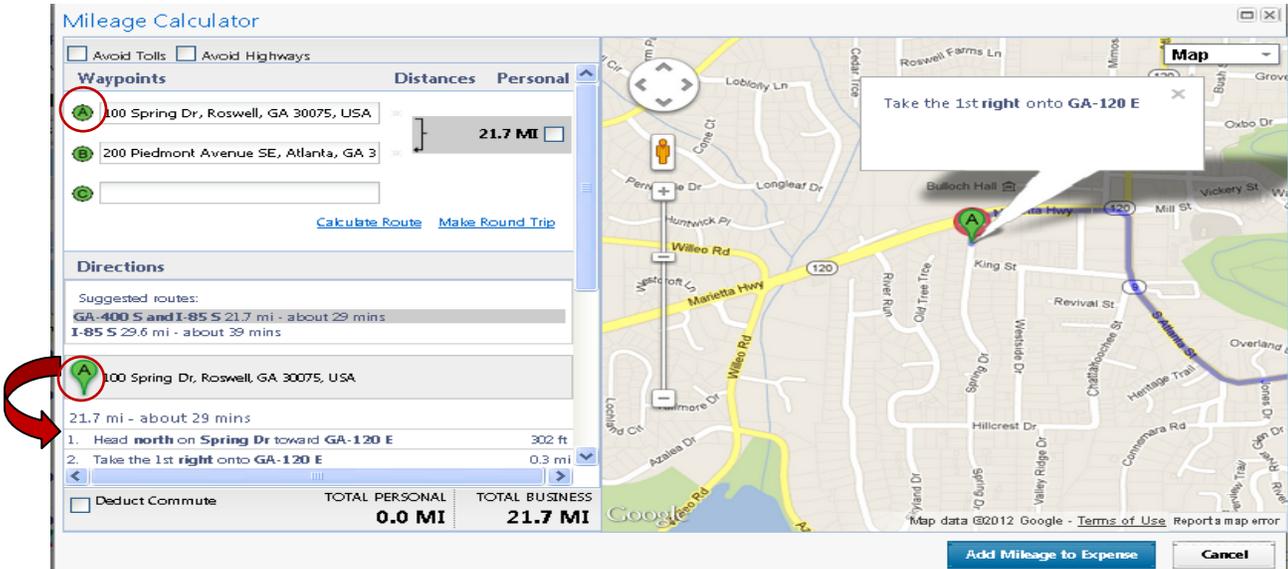
- Change Map Style – click on the Map drop down arrow and select Map or Satellite view



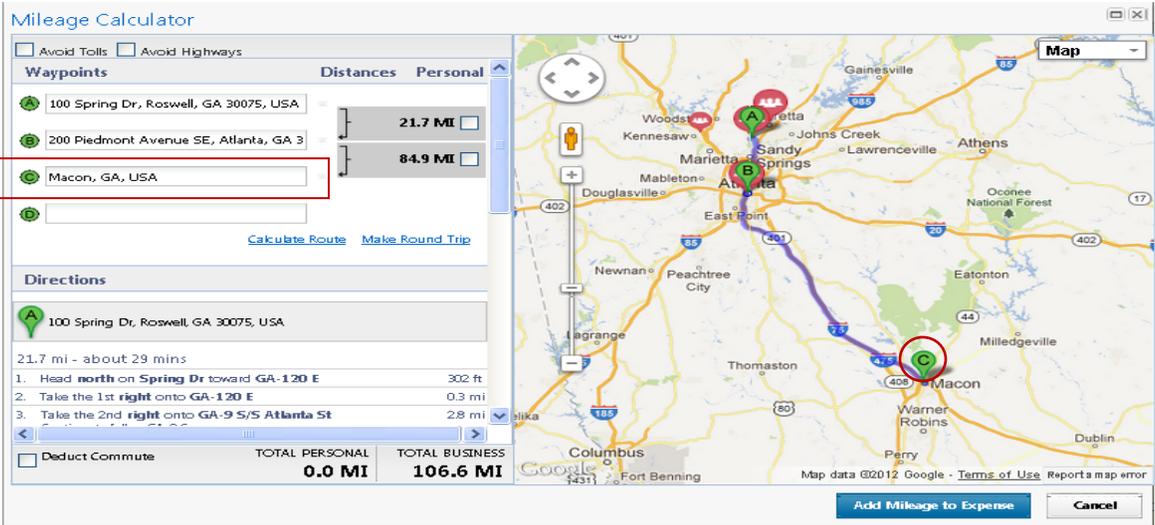
- Suggested Routes– click on the route to view it! Notice you can see the time and mileage differences before you click. This should help you choose the route that most closely represents the actual route you took. These are toggles so if you change your mind, click on the other one and it will toggle to it!



- Directions– Specific directions from waypoint to waypoint. Click on any line of the directions to view a specific map of the directions!



- Enter a waypoint without a specific address – just enter the city and state



- Drag routes on maps to make changes – Click on the route at any point and drag it to where you need it to go. In this example I dragged the route to Thomaston which you can see is not in the waypoint list and it adjusted the mileage.

Expense: Expense Types Most Frequently Used

Overview

Users creating an expense report can now choose from a list of their most recently used expense types. This feature lets the user quickly select an expense they've used in the recent past, or are using repetitively, speeding the overall report creation process.

Business Purpose

This enhancement speeds the report creation process by displaying a list of most used expense types.

How It Works

On first use no expense types are listed, as none have yet been chosen. However, once the first expense type is selected for a report, that selection becomes the first expense type listed in the area directly above **All Expense Types**, as shown in the figure below:

The screenshot shows the 'New Expense' form with a 'Receipt Store' button in the top right. Below the title bar is an 'Expense' input field with a search icon. A red arrow points to this field. Below the input field is a text instruction: 'To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.' The form is divided into two main sections: 'Recently Used Expense Types' and 'All Expense Types'. The 'Recently Used Expense Types' section has a green checkmark icon and lists five items: Cellular Phone, Hotel, Rental Cars Only, Rental Car Fuel, and Personal Car Mileage. The 'All Expense Types' section lists items under two sub-headings: 'Business Promotions' (Other Promotional Expense, Trade Shows) and '...Other' (Laundry, Miscellaneous). The 'Other Promotional Expense' item is highlighted with a dashed blue border.

Each different expense type is added following its selection, and the system drops the "last used" to retain a total of five different expense types at any time. These expense types are based on the user's Policy, so the selection is also based on the Policy under which the report is being created.

Expense: Select & Change Multiple Fields in a Single Action

Overview

The multiple expense edit feature lets a user select multiple expense entries for a report and then edit the data for shared fields so that the same value appears for all. With this release, Custom field types are now included in the fields that can be edited across multiple selected entries.

Business Purpose

This enhancement provides more speed of entry options for users.

Configuration

In the example below, several expenses have been added to the Expense Report. Selecting several entries, the available options for the selected items are displayed to the right as shown in the figure below:

The screenshot shows the 'Expenses' section of a software interface. A table lists several expense entries with columns for Date, Expense, Amount, and Exception. Three entries are selected with checkboxes: 'Rental Car Fuel' (12/03/2012, \$25.00), 'Cellular Phone' (12/01/2012, \$90.00), and 'Fixed Meals' (11/28/2012, \$21.00). A context menu is open over the selected items, offering three options: 'Delete the selected expenses', 'Allocate the selected expenses', and 'Edit one or more fields for the selected expenses'. Red arrows point from the context menu back to the expense table.

Expense	Date	Amount	Exception
N/A			Submit date should not occur before tr
12/03/2012	Hotel Comfort Inns, Augusta, Georgia	\$345.00	\$345.00
12/03/2012	Rental Car Fuel Enterprise, Augusta, Georgia	\$25.00	\$25.00
12/01/2012	Cellular Phone abc	\$90.00	\$90.00
11/28/2012	Fixed Meals Valdosta, Georgia	\$21.00	\$21.00

Note you can 1.) Delete all these items, 2.) Allocate the selected expenses or 3.) Edit one or more fields for the selected expenses

The 'Edit Multiple Fields' dialog box allows users to modify shared fields for selected expenses. It includes a title bar, a close button, and a list of fields with checkboxes to indicate which ones to change. The fields shown are Expense Type, Business Purpose, Personal Expense (do not reimburse), and Comment. Each field has a checkbox and a corresponding input field or dropdown menu. 'Save' and 'Cancel' buttons are at the bottom.

The following fields can be changed for the selected expenses. Select the check box of each field that you want to change. Fields that are not selected will not be changed.

- Expense Type: Choose an expense type
- Business Purpose: Normal Biz Activity
- Personal Expense (do not reimburse): No
- Comment

In selecting the Edit function we change the Expense Type for the selected items, change the Business Purpose for the selected items only, change the Personal Expense (do not reimburse) option or add a comment and attach it to the selected items.

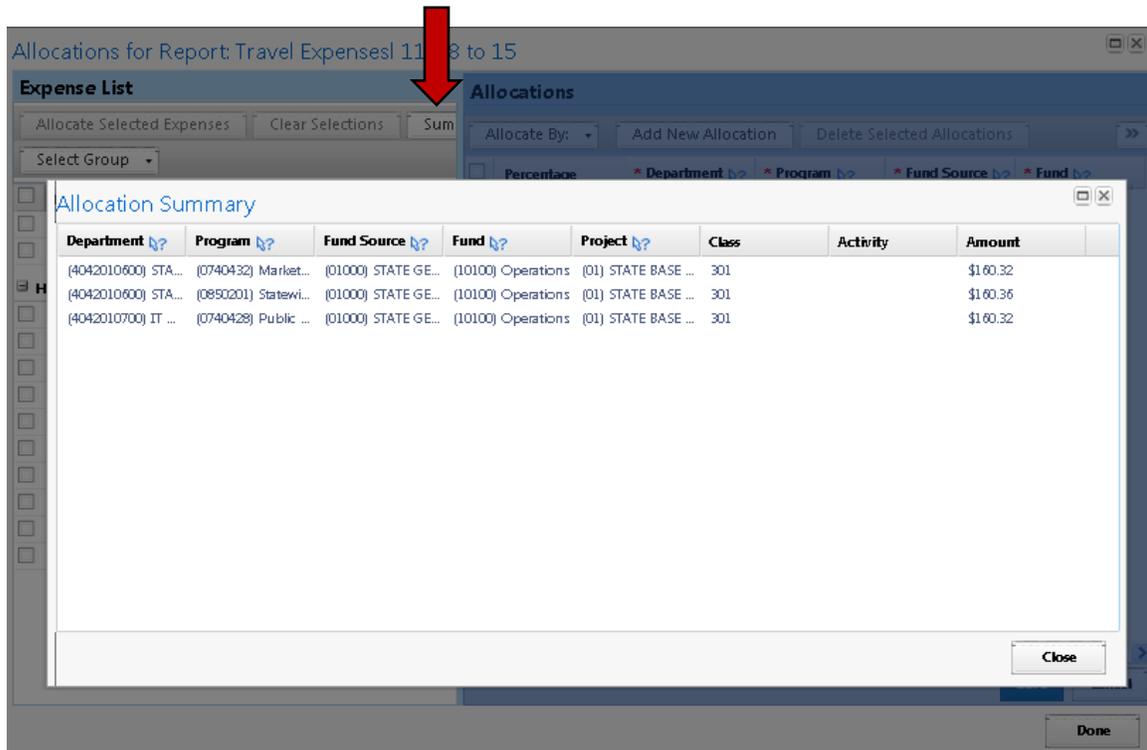
Expense: New Summary View Shows Subtotal for all Allocations in a Report

Overview

A summary view of all allocations within an expense report can now be viewed using a new **Summary** button which appears when you open the Allocations feature from the **Details** tab. Selecting this button provides a view for the user (Approver, Processor, etc.) that lists all allocations for the expense report in subtotal format.

Business Purpose

This enhancement provides Allocation summary totals in a separate window.



Open the Expense report; select the **Details** tab; select **Allocations**; select **Summary**.

Expense: Delegate Enhancements When Previewing a Report for Employee

Overview

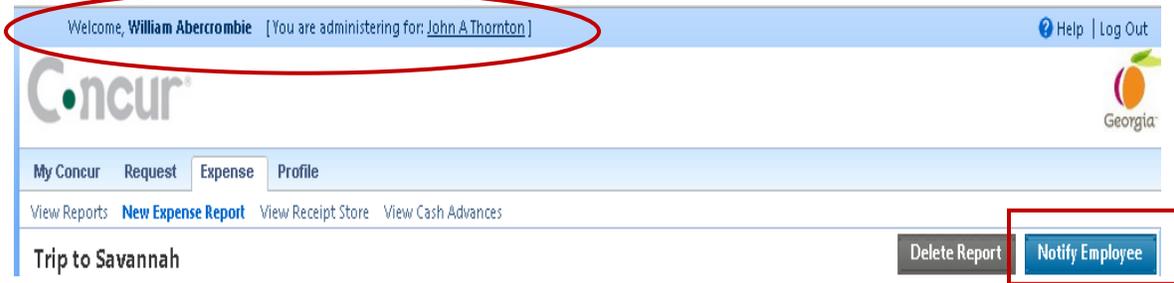
Several enhancements are now added for the delegate with Can Prepare an Expense Report but not Submit the Expense Report for another Employee.

Business Purpose

This enhancement provides visual cues that a report is ready for review.

They are:

- The Delegate will have an option to notify the employee they have done work on behalf of.

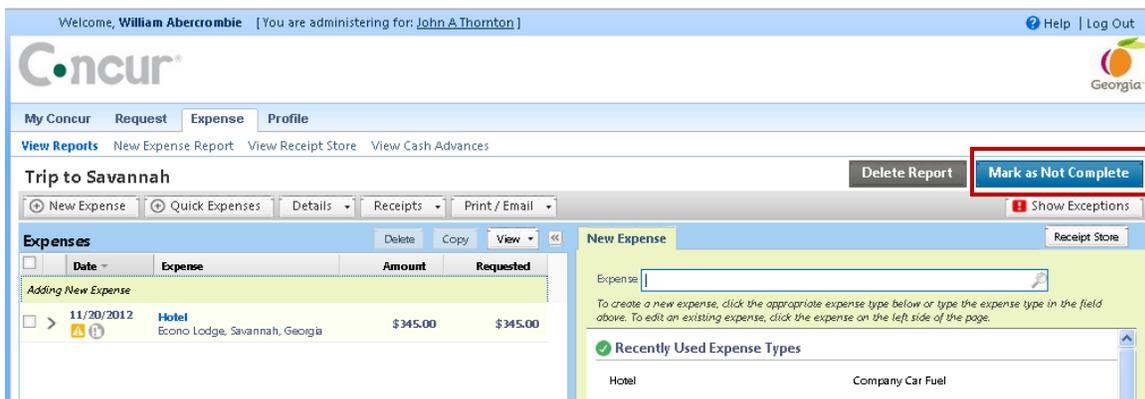


- The addition of a new icon (✔) that appears next to any report reviewed by the delegate who has used the **Notify** button to alert their delegator that the report has been reviewed. This icon is visible to all users who may view this queue, both delegates and the employee.

The screenshot shows the 'Active Work' section of the Concur interface. It includes buttons for 'New Expense Report' and 'View Reports'. Below these are tabs for 'Travel Requests (1)', 'Expense Reports (2)', and 'Cash Advances (0)'. A table lists the active reports:

Report Name	Status	Payment Status	Report Date	Requested Amount
✔ Trip to Savannah Site visits	Not Submitted	Not Paid	12/06/2012	\$345.00

- The ability of the Expense Delegate to reverse the notification for a selected report using the new **Mark as Not Complete** button, which removes the "reviewed" icon (✔) from the report row so the employee knows the report has not been completed by the delegate.



NOTE: If the delegate marks the report as *not* reviewed, the icon is removed from the report in the employee's report queue. It does not, however, recall the email notification to the employee nor does it send an updated email to the employee.

- The addition of an audit trail entry whenever the delegate clicks the **Notify** button to alert their delegator that the report has been reviewed.

Audit Trail				
Report Level				
Date/Time	Updated By	Action	Description	
12/06/2012 2:43 PM	Abercrombie,William	Notify Employee	Delegate has notified the employee that the report is ready for review	
12/06/2012 2:33 PM	Abercrombie,William	Delegate/Proxy Report Creation	This expense report was created by a delegate or proxy user.	
Entry Level				
Date/Time	Updated By	Action	Description	

Close

Section 3: Travel Discounts

SAO is always looking for new ways to reduce expenses for our state business travelers!

Delta/Southwest Airlines

Delta offers discounts between 2-12 percent for domestic and 5-30 percent for international business travel.

- NOTE: This discount is only available for state business travel and only available for TTE users.

Southwest offers discounts at 10 percent

- NOTE: Southwest is also offering a promotional Status Match offer which recognizes your elite status from any other carrier.
- NOTE: This discount is only available for state business travel and only available for TTE users

Parking Spot

ALL State of Georgia employees are eligible for 25% off regular daily parking rates at the [Parking Spot](#) (Atlanta location only).

This discount is available for personal travel.

LaQuinta Inns

ALL State of Georgia employees are eligible for 12% discounts on stays at [LaQuinta Inns & Suites](#).

Section 4: TTE System Supported Configurations

The following configurations are either supported or no longer supported as of the November 21 release:

The following configurations are either supported or no longer supported with this service release.

Certifications for This Release

Support for Firefox v. 15.0.0

Support for Firefox versions 15.0.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

Support for Google Chrome v. 21.0

Support for Google Chrome version 21.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

Upcoming Certifications

Support for Internet Explorer v. 10.0 and Windows 8

Support for Internet Explorer 10.0 under Microsoft Windows version 8.0 will be included in an upcoming release.

Support for Chrome v 23.0

Support for Chrome 23.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.

Support for Firefox v. 16.0

Support for Firefox versions 15.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.

Support for Safari 6.0 with Mac OS X 10.8

Support for Safari 6.0 under Mac OS X version 10.8 will be included in an upcoming release.