

TeamWorks: Travel and Expense System

With Concur Technologies



**What's New in
TeamWorks Travel &
Expense 2013**



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What's New in TTE – May 2013

Section 1: Overview

The following features are available on the TTE system now:

- **Expense: Display Remaining Amount When Creating a Cash Advance Return**
Added to Approvers Queue and Approvers List.
- **Request: Event Requests**

Section 2: Expense – Display Remaining Amount When Creating Cash Advance Return

With the May release an employee returning any or all of a cash advance balance will now be able to see the amount of the cash advance remaining when they are entering their cash advance return.

Business Purpose

This enhancement makes the task of entering the Cash Advance Return amount easier for users.

To see this, the user selects and attaches the cash advance to the report using **Details > Cash Advances > Available**. Then, by selecting the **Cash Advance Return** expense type, the window refreshes to a grid view that includes the relevant information about each linked cash advance for the user:

The screenshot displays the TTE system interface for a report titled "Normal Travel May 2013". The interface includes a navigation bar with tabs for "My Concur", "Request", "Expense", "Reporting", and "Profile". Below the navigation bar, there are links for "View Reports", "New Expense Report", "View Receipt Store", "Approve Reports", "View Cash Advances", and "New Cash Advance".

The main content area is divided into two sections. On the left, the "Expenses" section shows a table with columns for "Date", "Expense", "Amount", and "Requested". The table lists two expenses:

Date	Expense	Amount	Requested
05/10/2013	Rental Cars Only National Car Rental, Chicago, Illinc	\$600.00	\$600.00
05/10/2013	Airfare Delta Air Lines, Chicago, Illinois	\$452.00	\$452.00

At the bottom of the "Expenses" section, there are summary fields: "TOTAL AMOUNT \$1,052.00" and "TOTAL REQUESTED \$1,052.00".

On the right, the "New Expense" form is highlighted in green. It includes fields for "Expense Type" (set to "Cash Advance Return"), "Date", "Description" (set to "Ormal weekly activities"), and "Amount" (set to "USD"). Below the form, there is a table titled "Cash Advances Assigned to Report" with columns for "Cash A...", "Foreign ...", "Excha...", "Amount", "Balance", and "Amount Used in Report". The table lists one cash advance:

Cash A...	Foreign ...	Excha...	Amount	Balance	Amount Used in Report
May Tra...	\$1,250.00	1	\$1,250.00	\$198.00	\$1,052.00

A red circle highlights the "Balance" and "Amount Used in Report" columns of the "Cash Advances Assigned to Report" table. A red arrow points from this table to the "Expense" table on the left.

The Balance field in the table indicates the unused amount that should have been returned to the Agency.

The user enters the date the Cash Advance was returned to the Agency, the amount that was returned to the Agency and attaches any documentation or receipts.

Section 3: Supported Configurations

TTE System Supported Configurations The following configurations are either supported or no longer supported with this service release.

Certifications for This Release

Support for Firefox v. 19.0

Support for Firefox version 19.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

Support for Google Chrome v. 25.0

Support for Google Chrome version 25.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

Support for Safari 6.0 with Mac OS X 10.8

Support for Safari 6.0 under Mac OS X 10.8 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 Firefox v. 20.0

Support for Firefox versions 20.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.

Support for Google Chrome v. 26.0

Support for Google Chrome version 26.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.

