TeamWorks
Travel and Expense

Powered By Concur Technologies

TTE Local Admin:
Reporting Overview
Handbook - 2017

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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
02/10/14	Added IRS report to Report Catalog List
12/31/14	Updated for new UI
06/30/15	Added new report: Unassigned CC and Itineraries and other new report variation to Section 4: Report Catalog; updated Section 7 Travel Payments and Reconciliation
09/23/15	Minor formatting adjustments
11/19/15	Updated for new Direct Bill Clearing Accounts
08/23/16	Updated for change from Document Direct to Luminist
04/19/17	Updates to reconciliation process for Travel Payments and Reconciliation
05/18/17	Update screen shots; reorder functionality; update report catalog; update reconciliations
06/07/17	Updated General Year End Procedures.

Section 1: Overview

This document presents an overview of the TeamWorks Travel and Expense (TTE) Reporting System, TTE customized reports for the State of Georgia Accounting Office and other information relevant to TeamWorks Travel and Expense (TTE) Local Travel Administrators. This document also provides information to assist in the reconciliation of data extracted from TTE and imported into TeamWorks related financial products.

This document is intended to be an overview and not a process document.

Additionally, this document assumes the Local Administrator, or other assigned accounting personnel, have sufficient training, experience, and functional knowledge of TeamWorks Travel and Expense, TeamWorks Financials, Mobius Luminist, Microsoft Excel, as well as functional Windows operating system expertise. It is the responsibility of each agency to insure the TTE Local Administrators (or other assigned accounting personnel) have sufficient training, work experience and functional expertise necessary to act as a TTE Local Administrator.

The primary TTE Local Administrator is granted permission to access TTE Reporting. If the TTE Local Administrator does not have the proper permissions, he/she should contact the TTE Global Administrator.

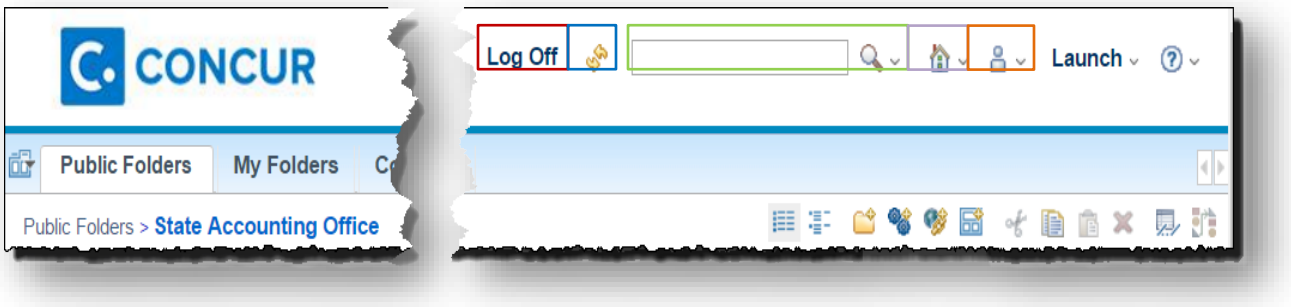
Access is restricted to data for your agency only. Agencies cannot create new reports or modify existing reports. Questions, issues or requests for reporting changes should be referred to the SAO Customer Service Center.

Contact the TTE Global Administrator or the SAO Customer Service Center at *404-657-3956* Option 3, or *1-888-896-7771* Option 3 or via email at Sao_Travel@sao.ga.gov.

Section 2: General Settings and Icons

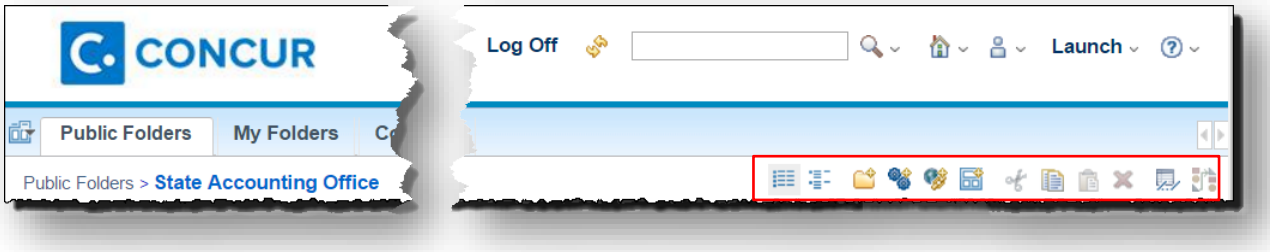
Header Icons - (in order of display)

1. **Log Off** – to log off reporting
2. **Refresh** – to refresh the screen
3. **Search field** - options for search on dropdown arrow next to icon
4. **Home** – to go to the Reporting Home page or set a specific page (such as State Accounting Office) as your home page.
5. **Personal Preferences** – to set personal preferences (see **Set Personal Preferences** section).



Tab Icons - (in order of display) State Accounting Office

1. List View – toggle to view reports in a list format
2. Details View – toggle to view list and details
3. New Folder – create a new folder
4. New Job
5. New URL
6. New Page
7. Cut - available where functionality is allowed
8. Copy – available where functionality is allowed
9. Paste – available where functionality is allowed
10. Delete – available where function is allowed
11. Set Properties for (State Accounting Office) – view only
12. Order – not active in State Accounting Office



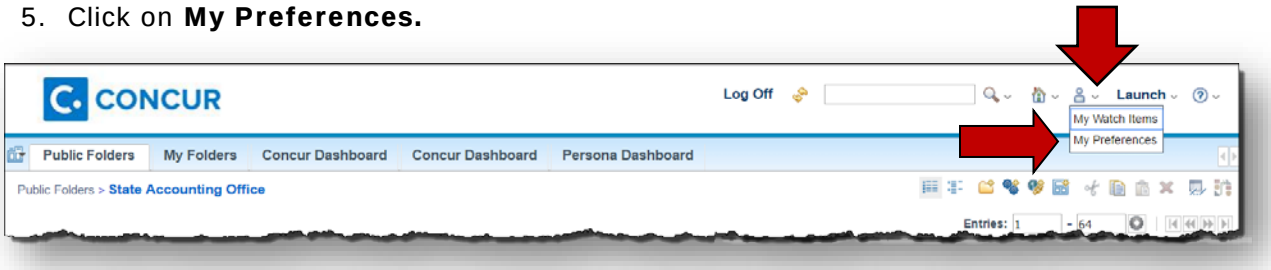
Tab Icons – (in order of display) My Folders

1. List View – view reports in a list format
2. Details View – view list and details
3. New Folder – create a new folder
4. New Job
5. New URL
6. New Page
7. Cut
8. Copy
9. Paste
10. Delete
11. Set Properties for My Folders- can change folder name
12. Order – allows you to change the order reports display in the folder

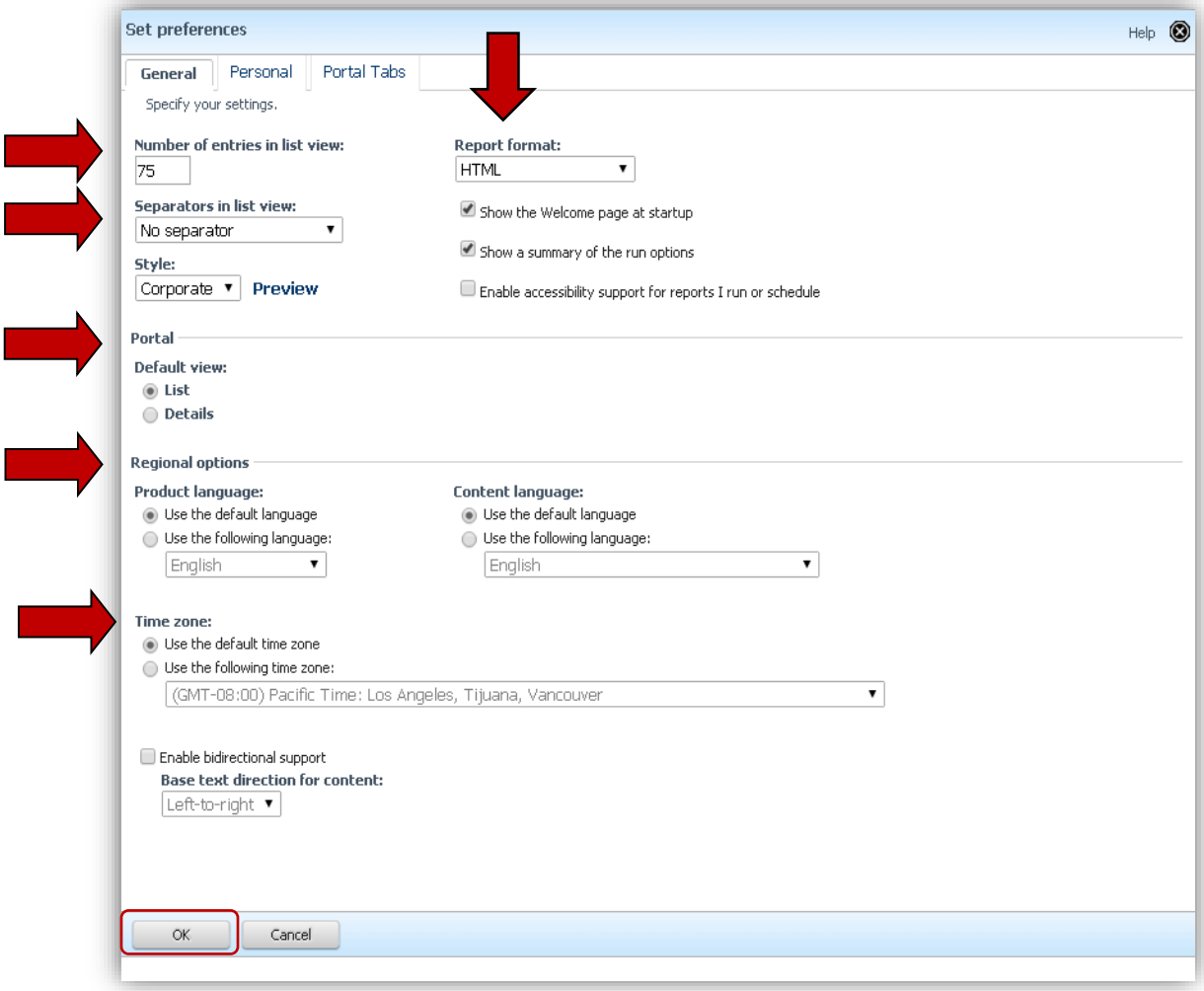
Set Preferences

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

5. 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
   a) **HTML –** display on screen
   b) **PDF –** PDF formatted output
   c) **Excel 2007 –** Excel 2007 formatted output
   d) **Excel 2007 Data –** Excel 2007 unformatted output
   e) **Excel 2002 –** Excel 2002 formatted output

f) **Delimited text** – CSV format output
g) **XML** – XML formatted output

iii. **Separators in list view** – click on the dropdown for separator options for lists

iv. **Portal:**
a) **Default view:** Select the view you prefer – list or details

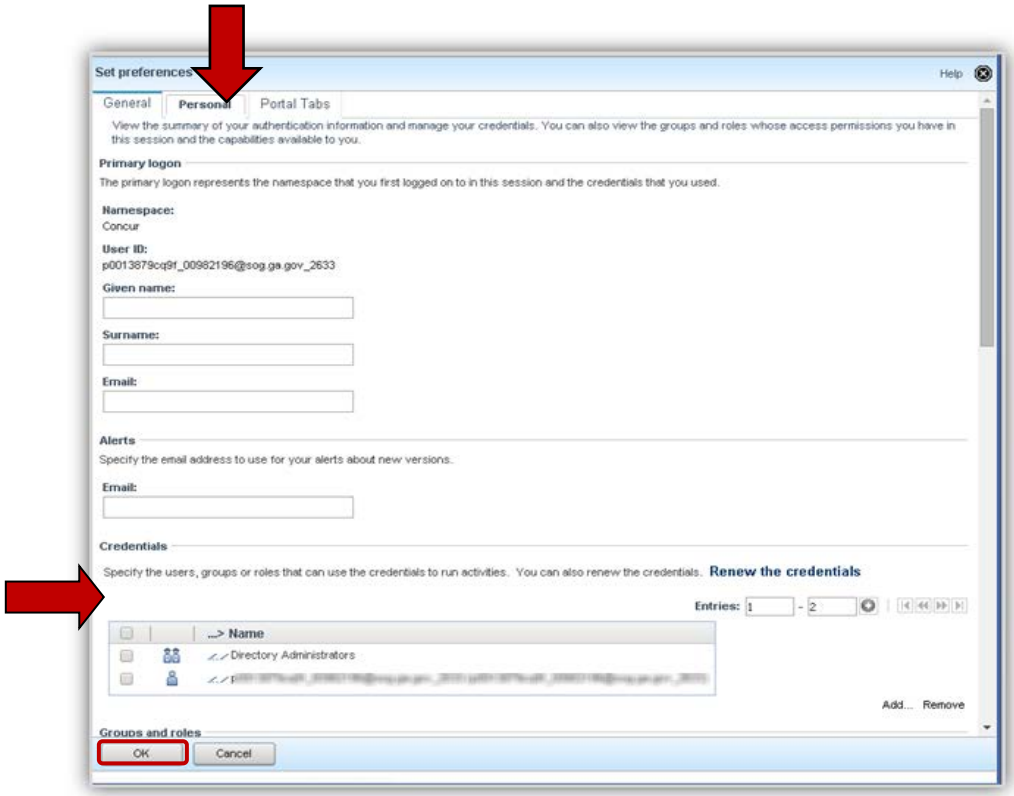
v. **Regional Options, Time Zones** – defaulted options should be fine

vi. Click **OK.**

B. Click on the **Personal** tab at the top of the *Set Preferences* box.

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

ii. Click **OK**.

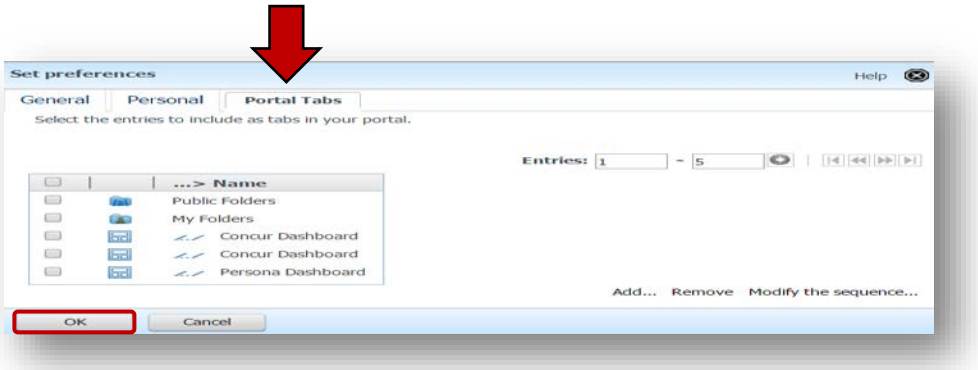


C. Click on the **Portal** tab at the top of the *Set Preferences* box.

i. The system defaults to all entries.

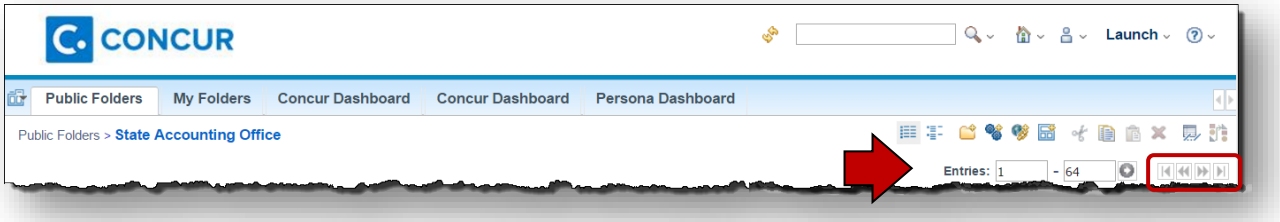
ii. To select individual items, click on the checkboxes in the Name box to show only the tabs you select.

iii. Click **OK** to save.



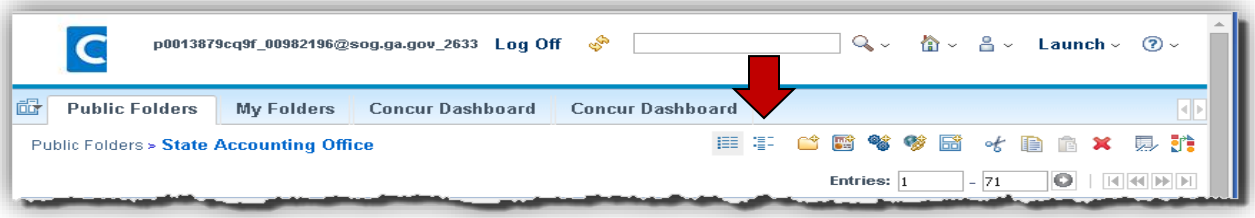
Override Default Number of Reports set for a list View:

1. Log into Concur and select the **Reporting** tab.
2. Select **Intelligence.**
3. Select **State Accounting Office**.
4. Scroll to the far right of the window.
5. In the **Entries** boxes you can override the default number 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., 64) in the second box
   C. Click to make the change.
      i. **NOTE**: If you want the list to always display a specific range of reports such as 3 through 9, enter 3 in the first box and then 9 in the second box. Viewing in display mode does not use this field.
6. To access any reports exceeding 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.



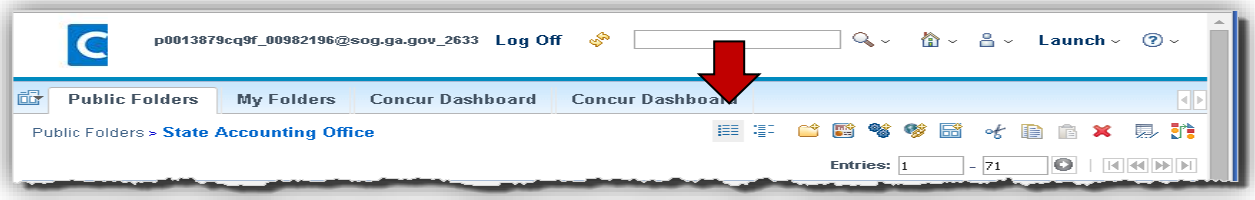
Switch from List to Details view

1. Click on the **Details view** icon .



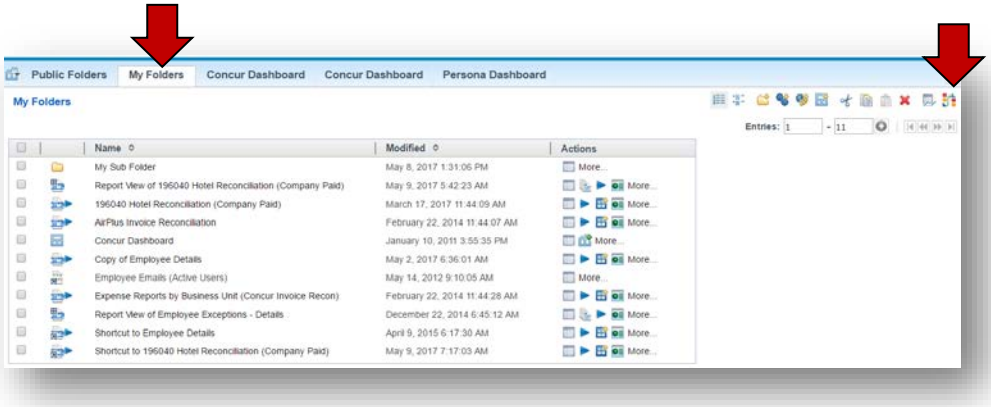
Switch from Details to List view

1. Click on the **List view** icon

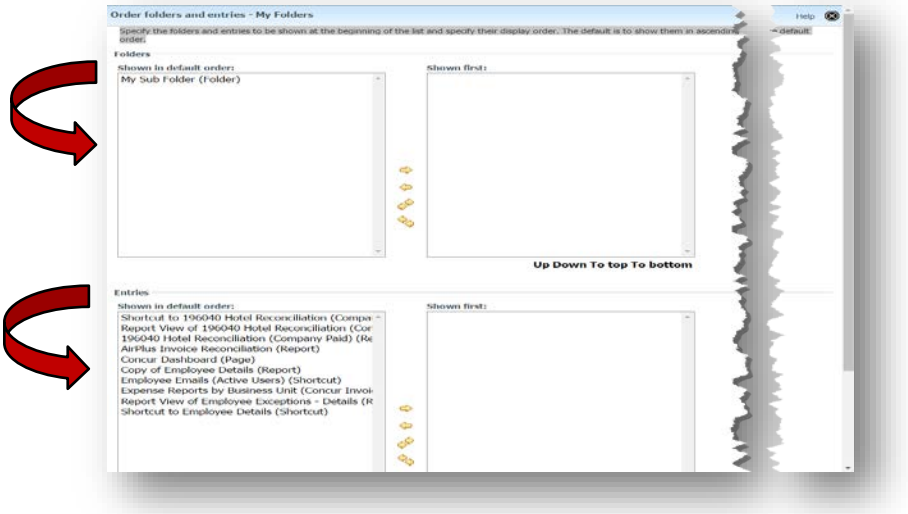


Order items in My Folders

1. Navigate to **My Folders** or a My Folder sub-folder
2. Select the Order icon



3. The ***Order folders and entries*** dialogue box opens
4. You may re-order the ***Folders*** *and/or* the ***Entries*** (report list).



   A. Use the available icons to move individual items between **Shown in default order** and **Shown first a**s needed
      i.
      ii.
      iii.
      iv.
   B. Use the single arrows to insert items to **Shown first** in the order you want them to appear
   C. The object is to specify the folders and entries to be shown at the beginning of the list and to specify their display order.
      i. The default displays all items in ascending order by Name.

ii. Folders and entries whose display order is not specified or are added after the order is specified are shown at the end of the list in the default order.

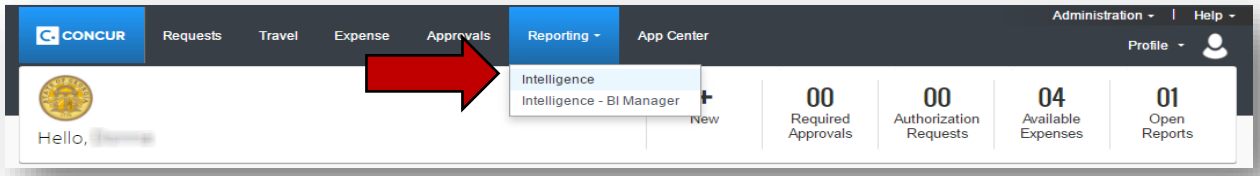
D. When complete. Select **Done** at the bottom of the page.

Section 3: Reporting System Navigation

Accessing the Reporting Tool

The Reporting tool is accessed from the Concur home page.

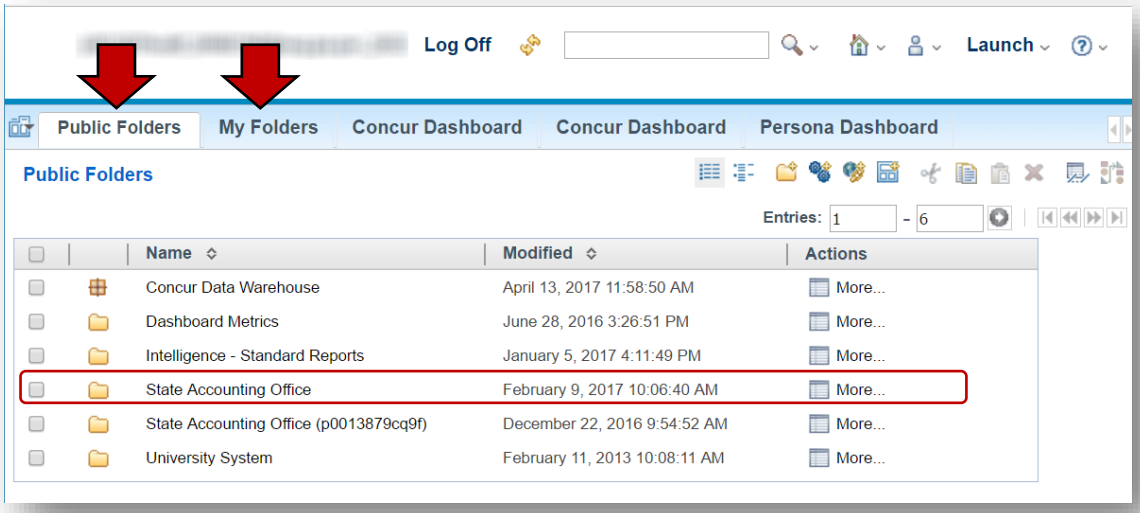
1. Log in to Concur, select the **Reporting** tab and then ***Intelligence***.



2. The *Public Folders* tab opens.

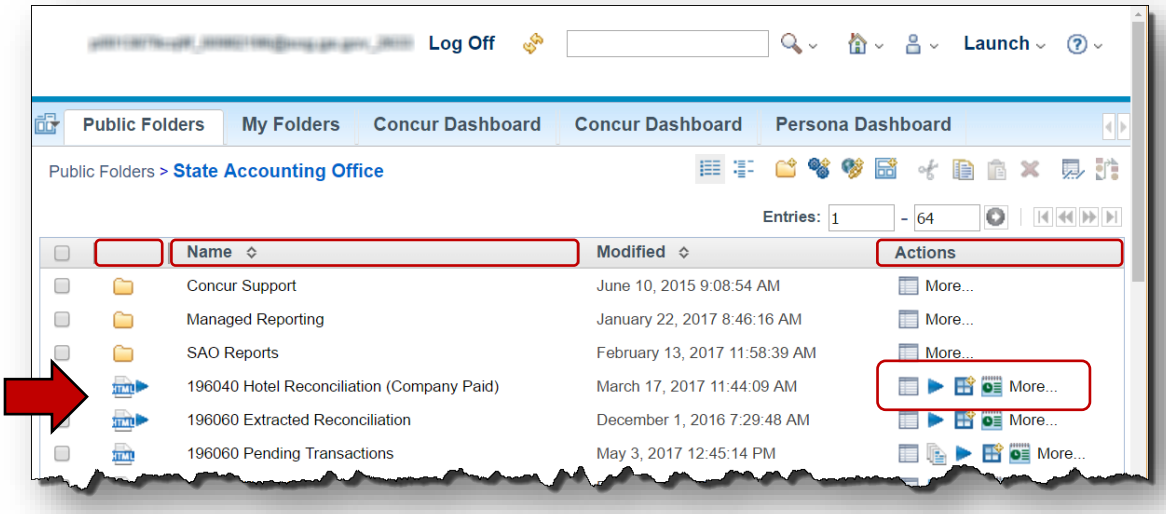
Tabs and folders

1. A series of tabs displays: **Public Folders** and **My Folders** are generally used for TTE. Click on the tab name to switch tabs.
2. Click on the **State Accounting Office** folder in the **Public Folder**s tab.**.** The reports customized for TTE are listed in this folder. Other folders may have reports you can access, but they have not been customized for TTE data.



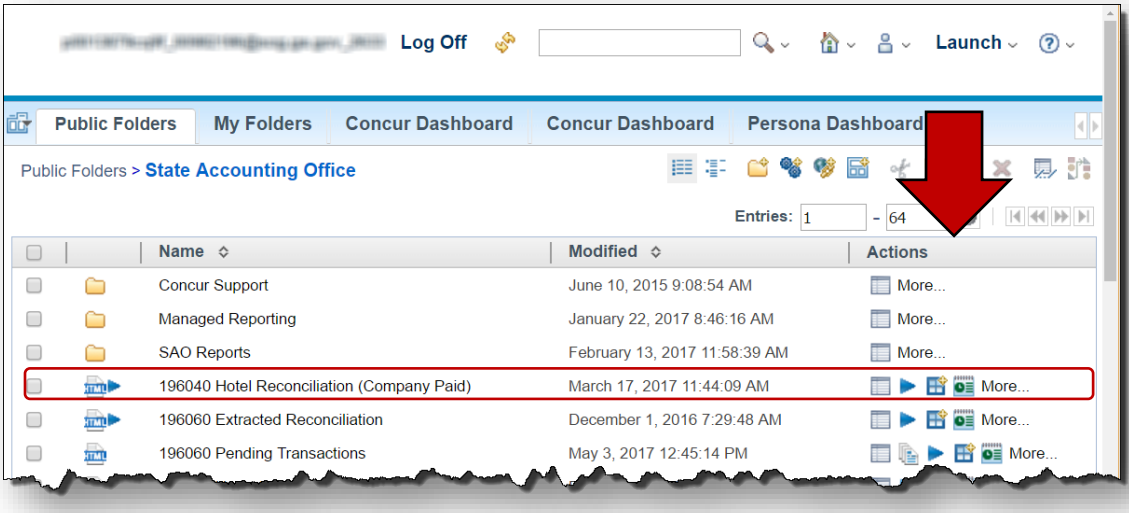
Accessing SAO Custom Reports

1. Once you access the ***State Accounting Office*** folder, a list of available reports customized for State of Georgia appears.

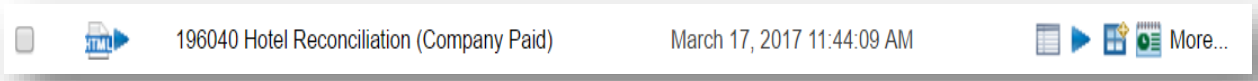


2. The icon to the left of the report name indicates the default output selected for all reports in (see ***Section 2: General Settings/Set My Preferences***).
3. The **Actions** column provides access to available actions for the individual item listed.

Report Actions



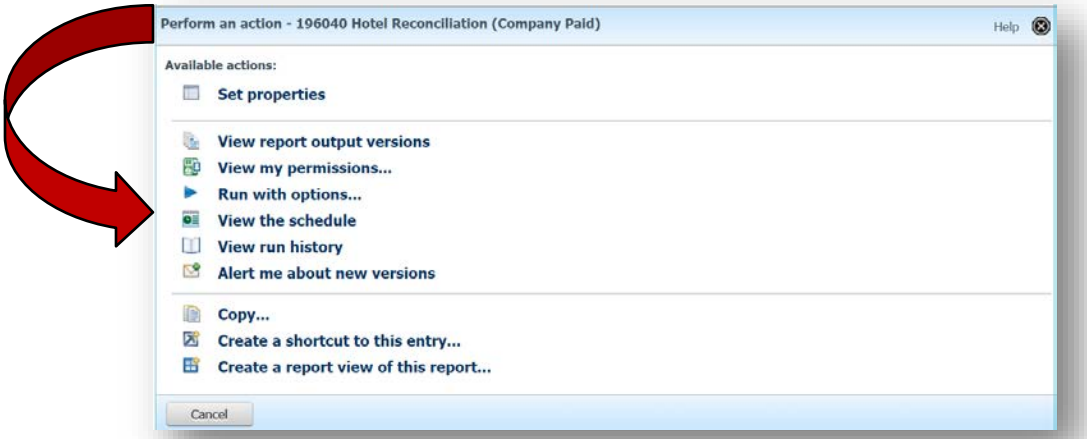
NOTE: For our example, we chose ***196040 Hotel Reconciliation (Company Paid)***



1. Each listed item has several icons indicating some available actions after the date/time indicator.

2. Click on **More** in the **Actions** column to display all the options for the item selected. Options may vary depending on the list item selected.

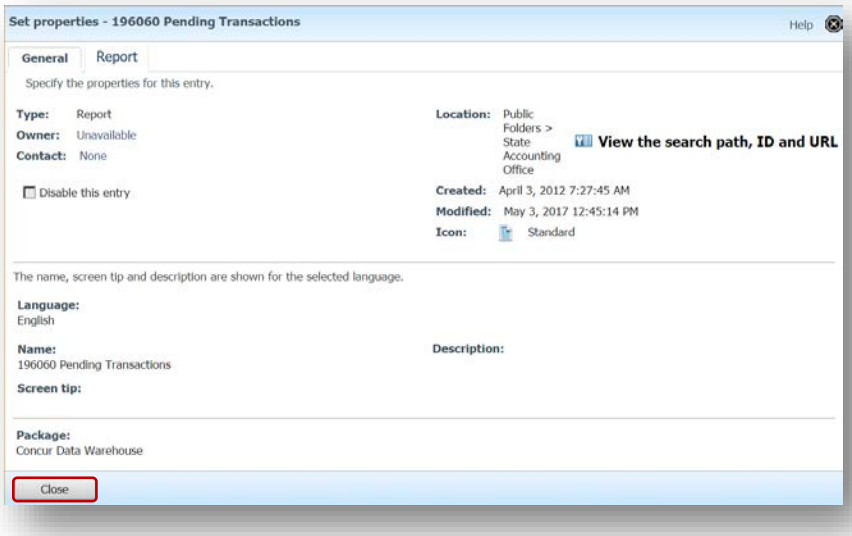
   Each action is selected by clicking on the name of the action.



A. Set Properties

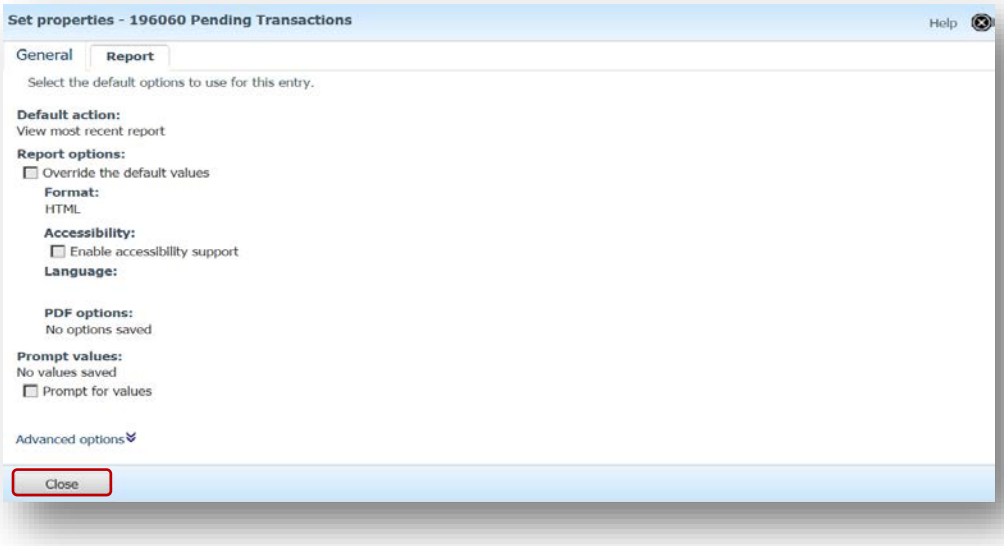
   i. **General** tab View only)

      a) **Close** to exit.

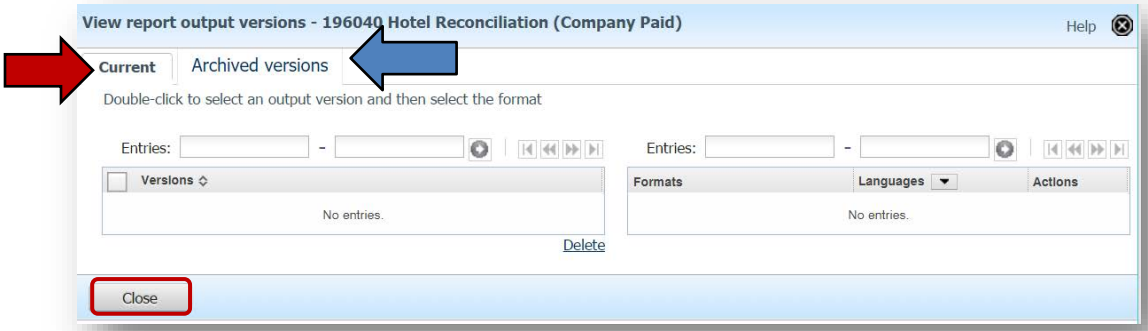


   b) **Report** tab (View only)

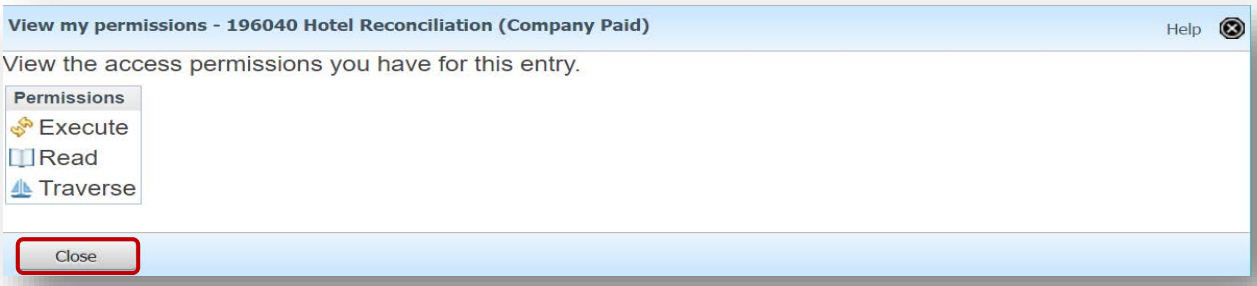
      1) **Close** to exit.



B. <u>View report output options</u> – Select the **Current** or **Archived versions** tab to see and select available versions. Click **Close** to exit the open item or use back arrow in the selected browser to reverse navigate.

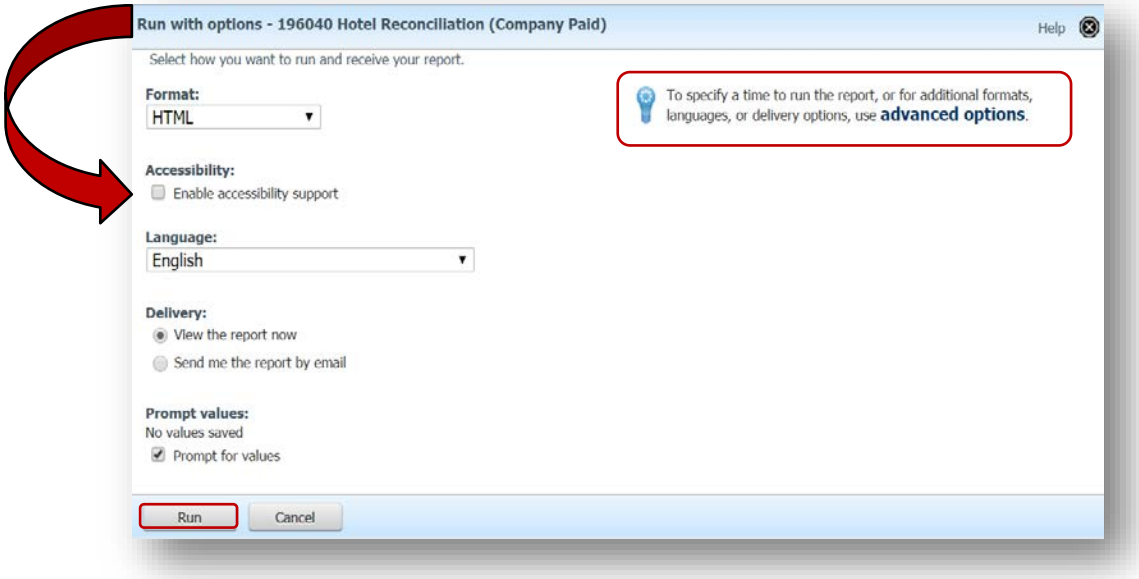


C. <u>View my permissions</u> – select to view permission for the selected entry (item). Click **Close** to exit the open item or use back arrow in the selected browser to reverse navigate

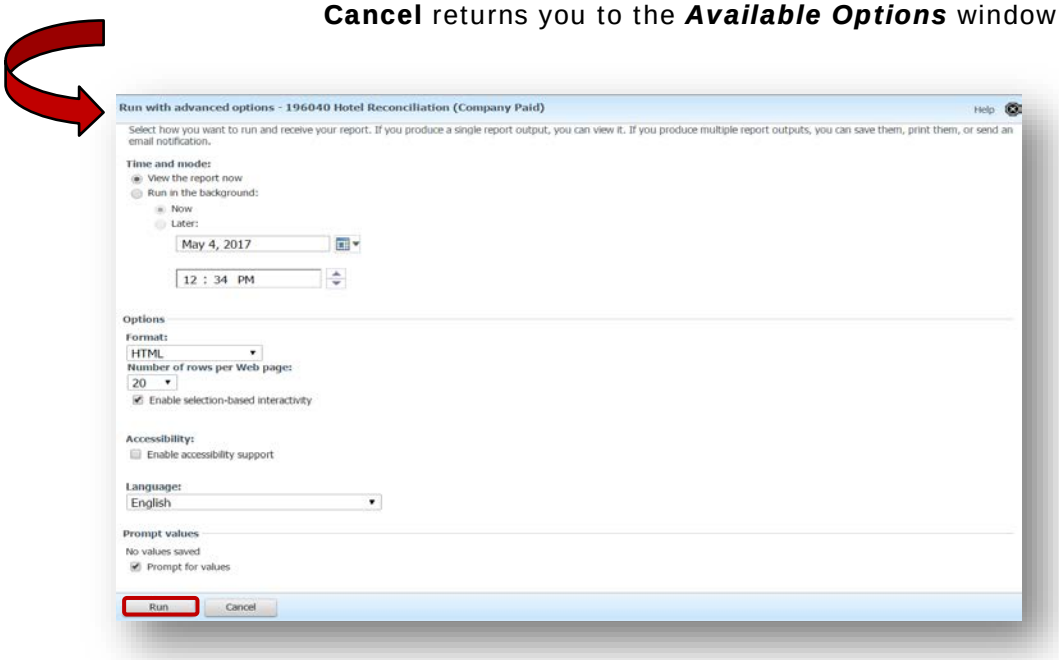


D. <u>Run with options</u> – choose how to run the report. Choose options such as Format, Language, Delivery and values prompts (date range, etc.)

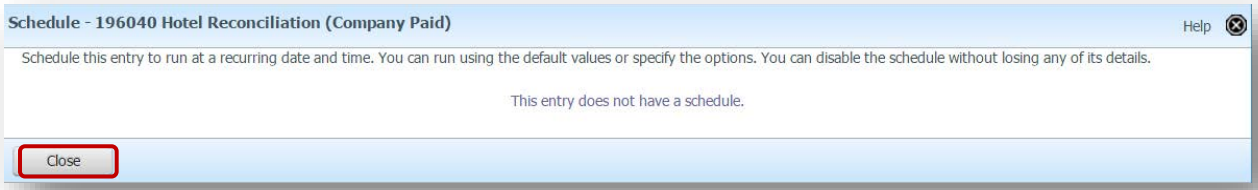
i. Adjust options if necessary from the *Run with options* dialogue box that displays, then select **Run** to execute the report with those options.
   a) Options may vary by the report or item selected.
   b) **Cancel** returns you to the ***Available Options*** window.



ii. If you select **advanced options,** a *Run with advanced options* dialogue box appears.
   a) Options may vary by the report or item selected.
   b) Adjusts any options necessary and click **Run** to execute the report with the displayed options.
   Cancel returns you to the ***Available Options*** window.

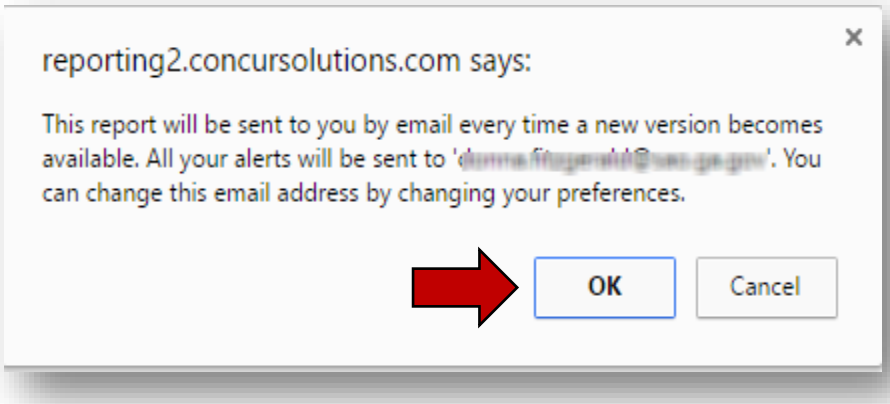


E. View the Schedule – If a schedule has been configured for this report it will display.
   i. Select **Close** to close the dialogue box.



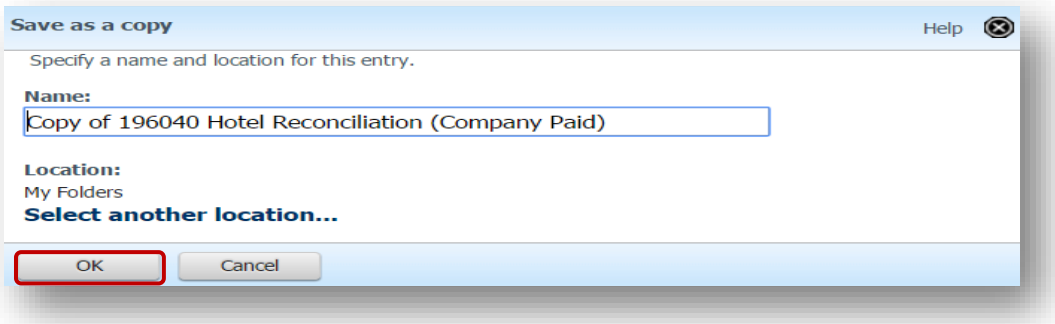
F. View run history – If the report has been run previously, you the history will display. Click on the dropdown arrow for Status to view the information by a specific report status

G. Alert me about new versions – click to be notified via email if a new version of the report is available. The email will be sent to the email address specified in preferences. Click **OK** to set the alert.

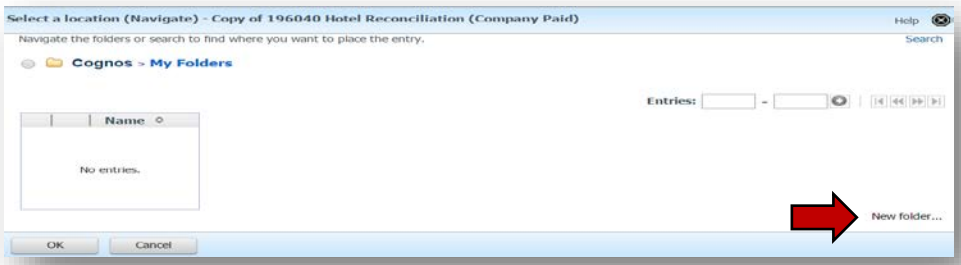


H. Copy – Make a copy of the report by selecting one of the following:

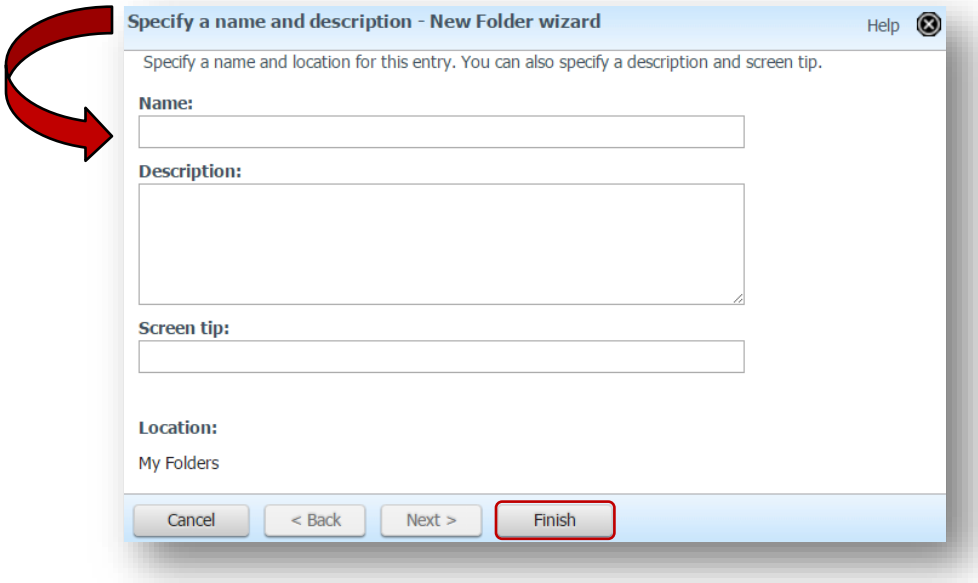
i. Save to **My Folders** and select **OK**



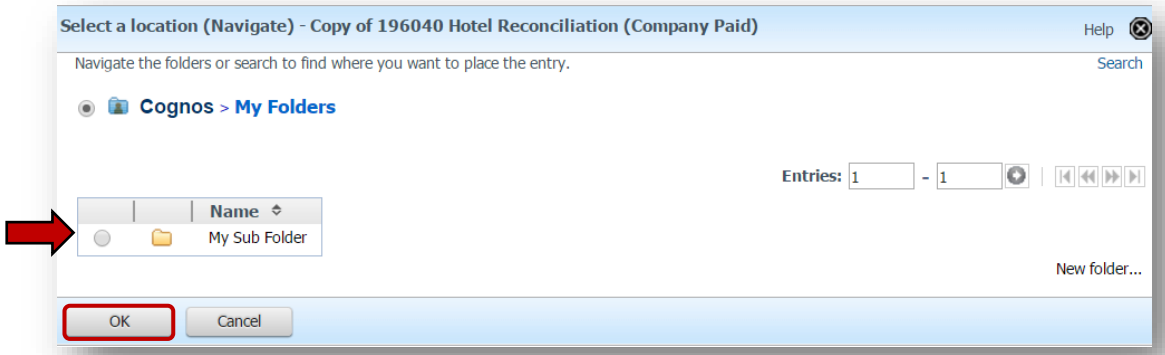
a) **Select another location** to create a new folder in ***My Folders*** to save it in.
   1) **Select New folder** link to open the new folder wizard.



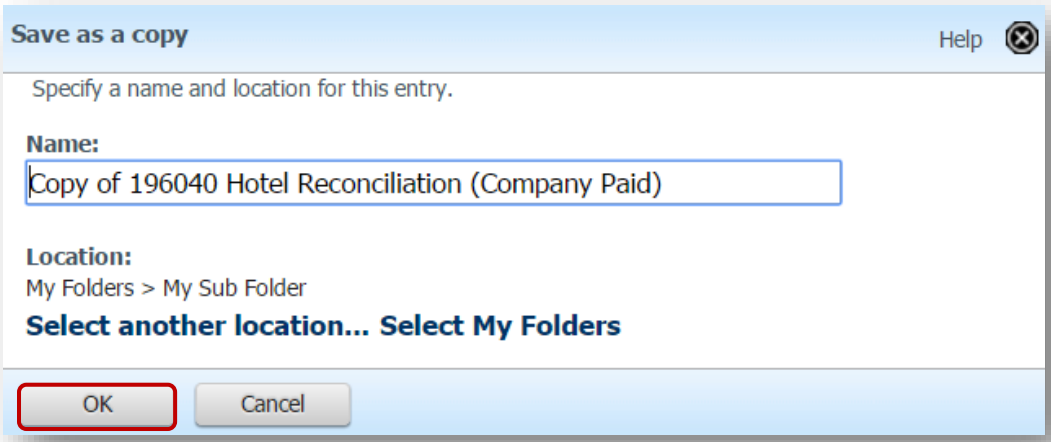
2) Complete the **Specify a name and description – New Folder Wizard** to add a new sub folder in My Folders.
3) Enter the Folder name. You may add a description and a screen tip.
4) Select **Finish** to add the sub-folder.



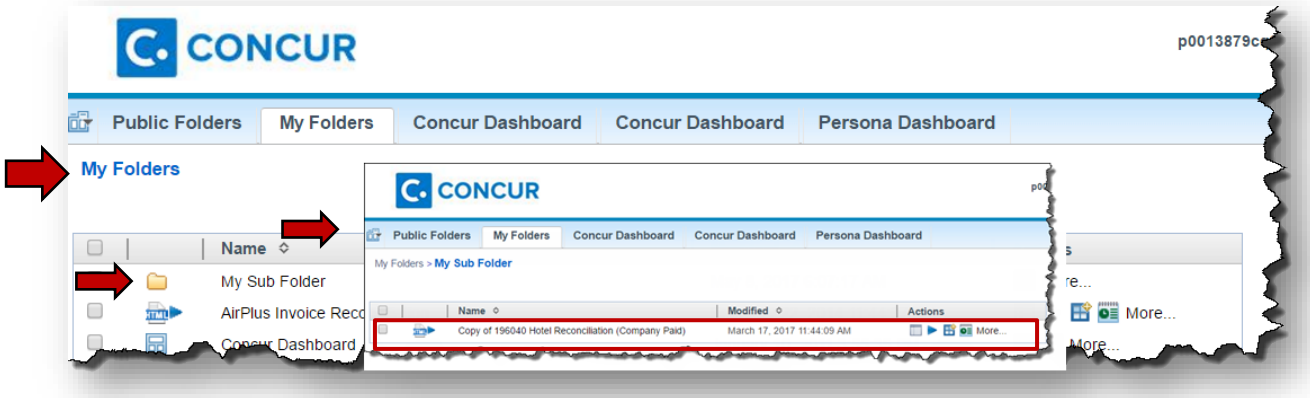
5) Select the radio button next to the folder you added
6) Select **OK.**



7) Click **OK** again to copy the report to the new sub folder in My Folders.



8) The new sub folder is added and contains the report you copied to it:



I. Create a shortcut to this entry – to create a shortcut to the report

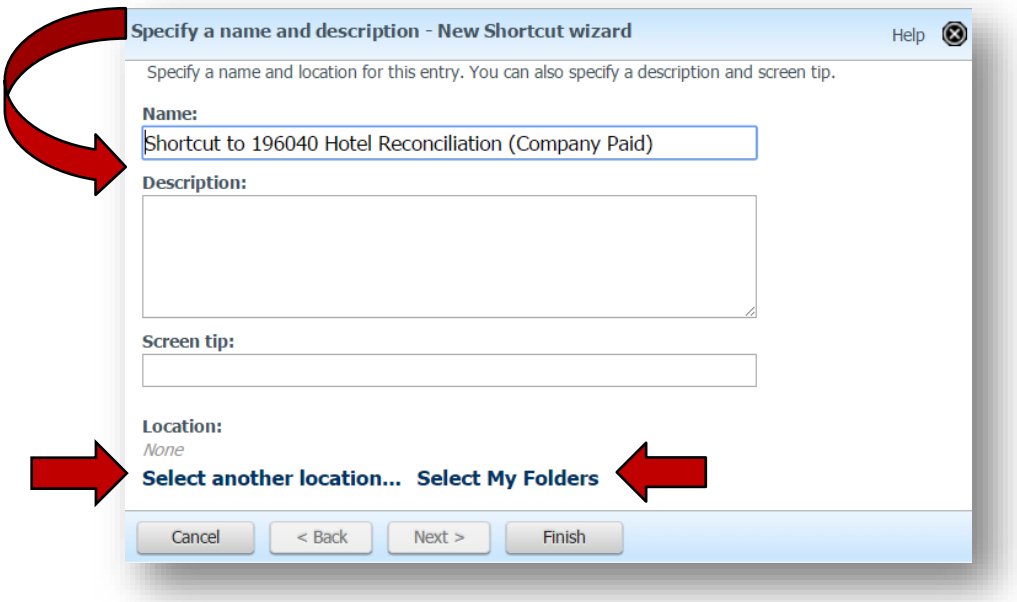
i. Edit the default name if needed

a) Enter a description and a Screen Tip if desired

b) Choose **Select another location** to choose a sub-folder or **My Folders** to place the shortcut.

1) See section H above for **Select another location** or **Select My Folders**.

c) Select **Finish** or **OK** (depending on option chosen) when done.



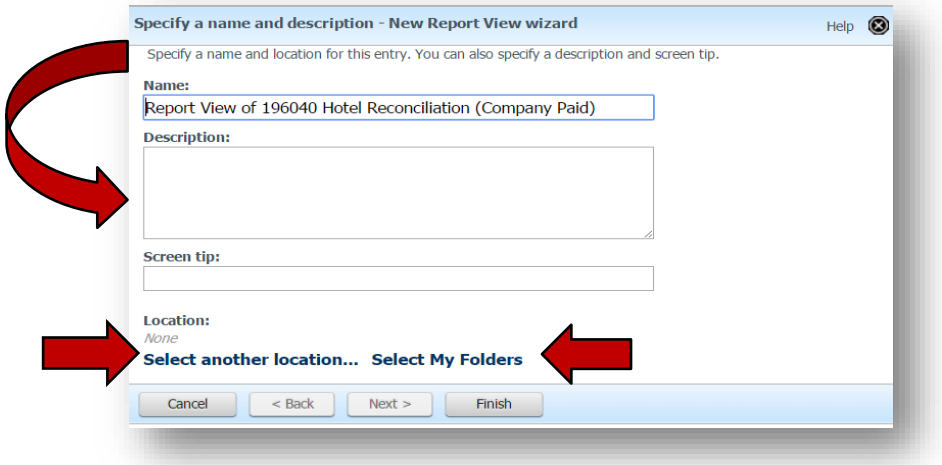
J. Create a Report View of the Report – create "snapshot" of the report data

i. Edit the Name for the report view if desired

ii. Add a description and Screen tip is desired

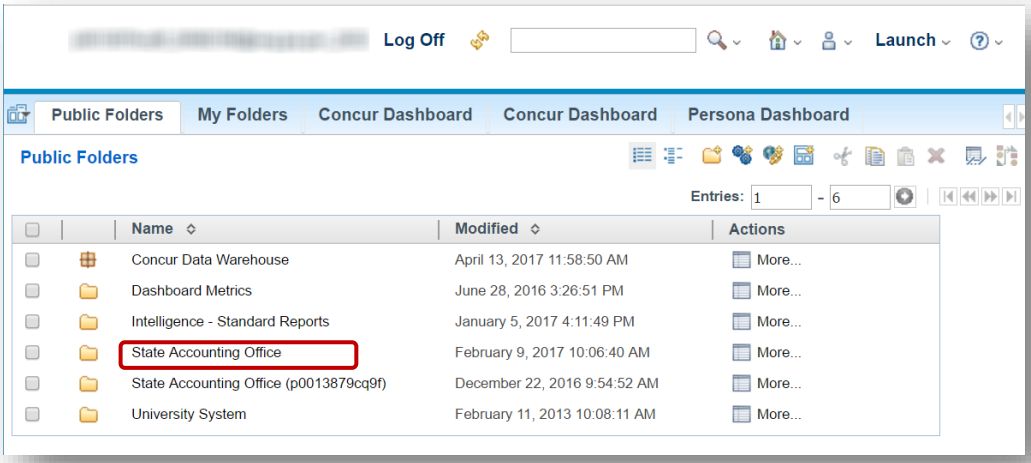
iii. Choose **Select another location** or **Select My folders** to add it to ***My Folders*** or to a sub folder. See Section H for navigation.

iv. Select **Finish** or **OK** (depending on location option chosen) when done.

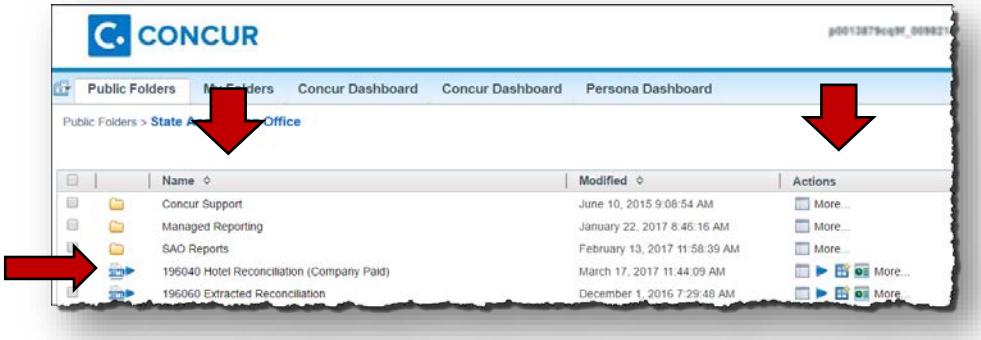


Running Reports

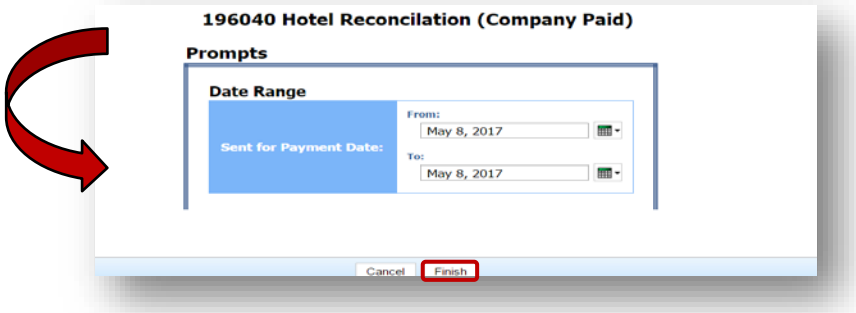
1. Log in to Concur, select the **Reporting** tab, then ***Intelligence.***
2. The Public Folders tab opens. Select the **State Accounting Office** folder**.**



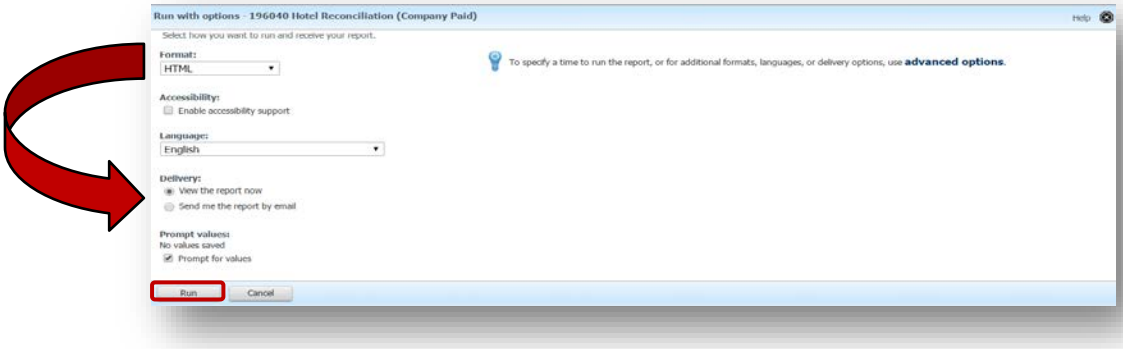
3. Choose a report by clicking on the name or selecting an option under the Actions column. See **Section 3: Report Actions** for more information.
    A. For our example, we are selecting *196040 Hotel Reconciliation (Company Paid)*



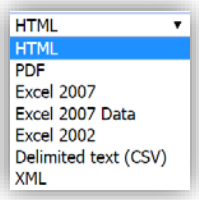
    B. If you click on the name of the report, any prompts available will appear. Enter the data for the prompts and then select **Finish**.



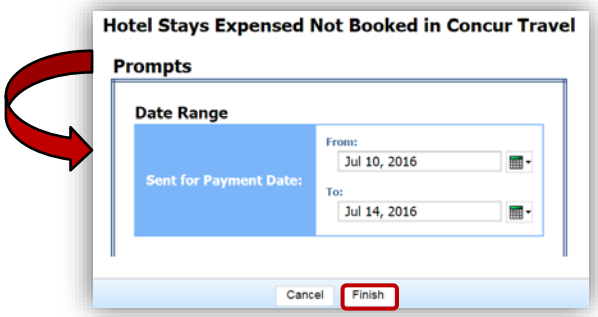
    C. If you select ▶ from the Actions column, you will be prompted for available options for that specific report. Options vary by report. Change any options necessary and select **Run** to run the report.



i. You may change the output format to



ii. Select a delivery option – view or email
iii. Prompt for any values available.
iv. Select **Run** to start the report.
v. Enter any prompts required for the report selected
vii. Click **Finish** to continue



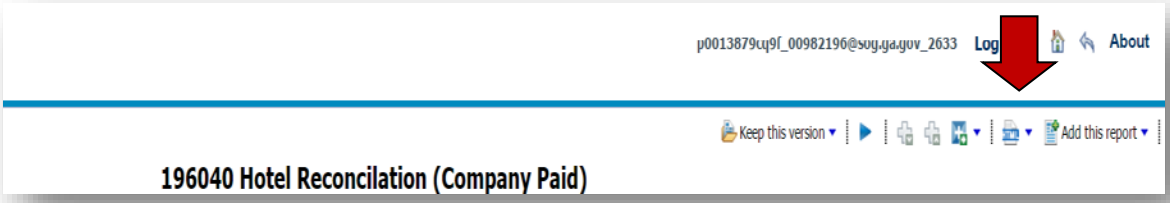
viii. The report will run utilizing the prompts entered and the output type selected.

D. The report displays with the default output selection previously set in Preferences (See Set Preferences in Section 2)
   i. In our example, the default report is HTML.
   ii. Additional navigation and options may be available for the report.
   iii. Page to page navigation, if applicable, is located at the bottom left of the page.

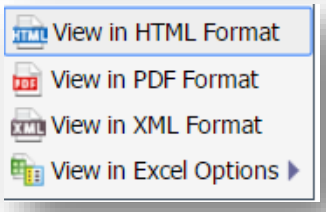
E. Click the icon to return to the Report Listing.

Changing the output format of an open report

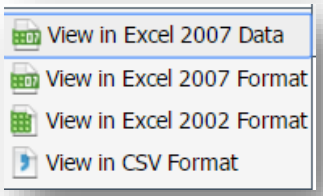
1. With the report open click on the current format icon.



2. Select the new format desired from the dropdown list.

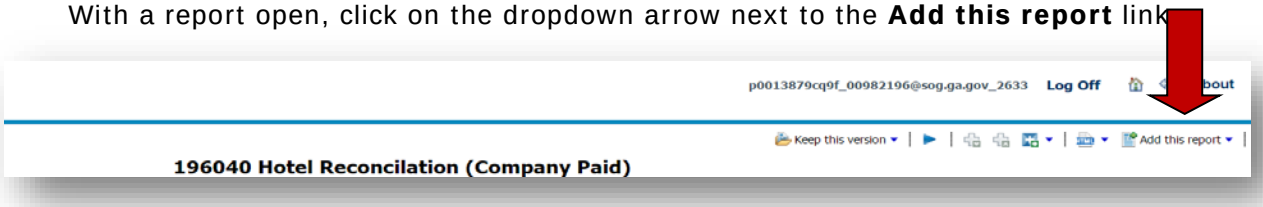


3. If you select Excel, there are additional options:

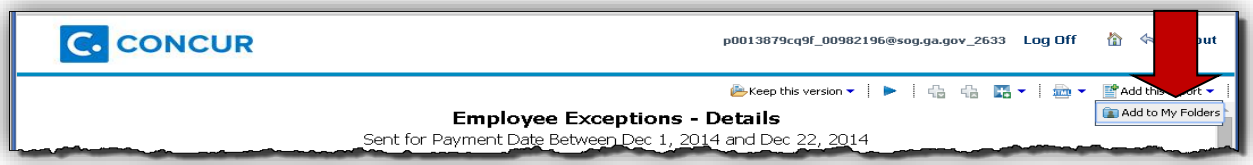


Create a Shortcut for a report – Report Open

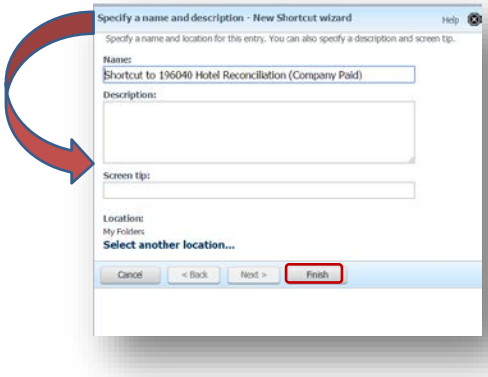
1. With a report open, click on the dropdown arrow next to the **Add this report** link.



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



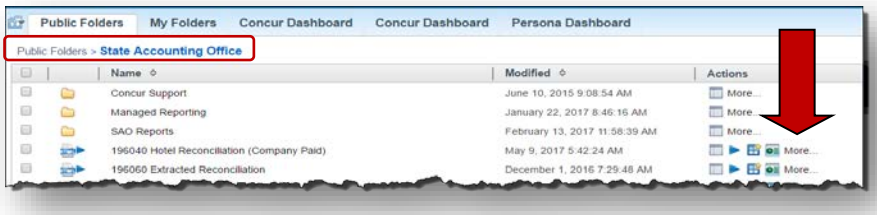
3. Specify a name and description for the shortcut. You can also add information about the report in the **Description** field as well as add a screen tip for this report.



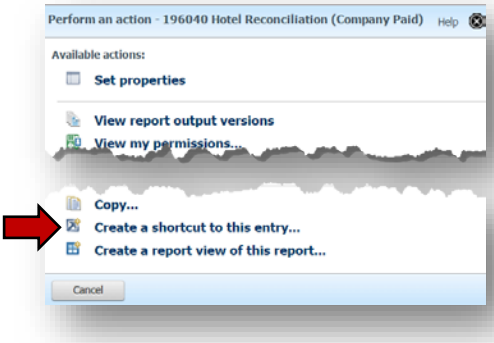
4. Click **Finish**.

Create a Shortcut for a report – Report Closed

1. Locate the report in the State Accounting Offices folder.
2. Click on the **More** icon for the report you want to create a shortcut for

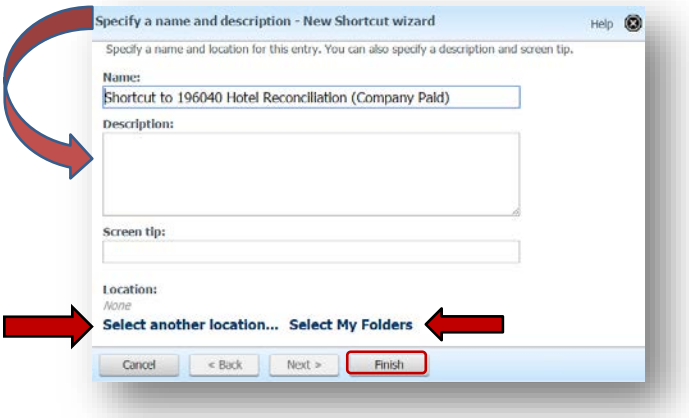


3. Select **Create a shortcut to this entry**

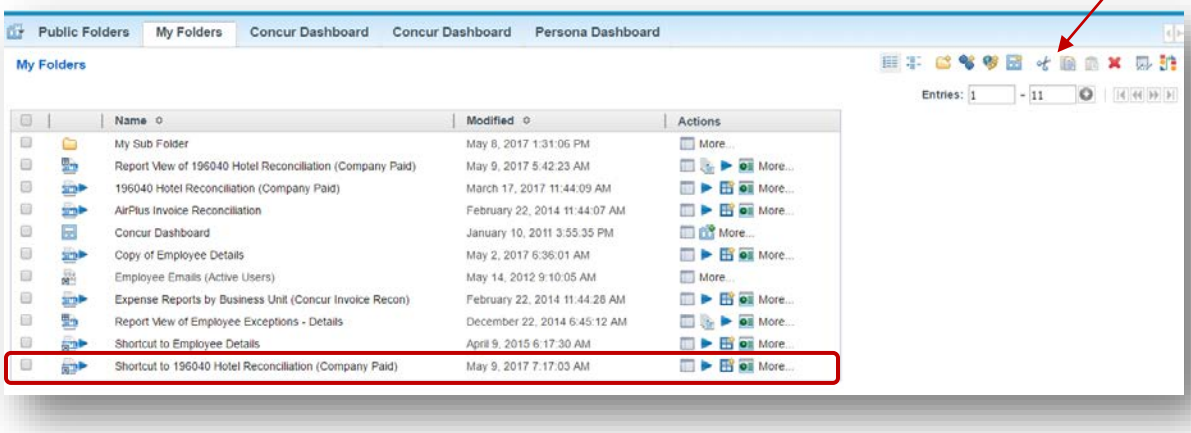


4. Specify a name and description for the shortcut or use the default. You can also add information about the report in the **Description** field as well as add a screen tip for this report.

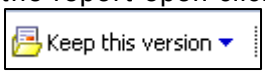
5. Select the location for the shortcut. Use Select **My Folders** to place the shortcut in My Folders, in a sub-folder of My Folders or create a new sub-folder; use **Select another location** to select the State Accounting Office folder.



6. Click **Finish**.
7. The shortcut will display at the bottom of the list in the selected folder.
   A. You may re-order My Folder or any of its subfolders using the order icon.



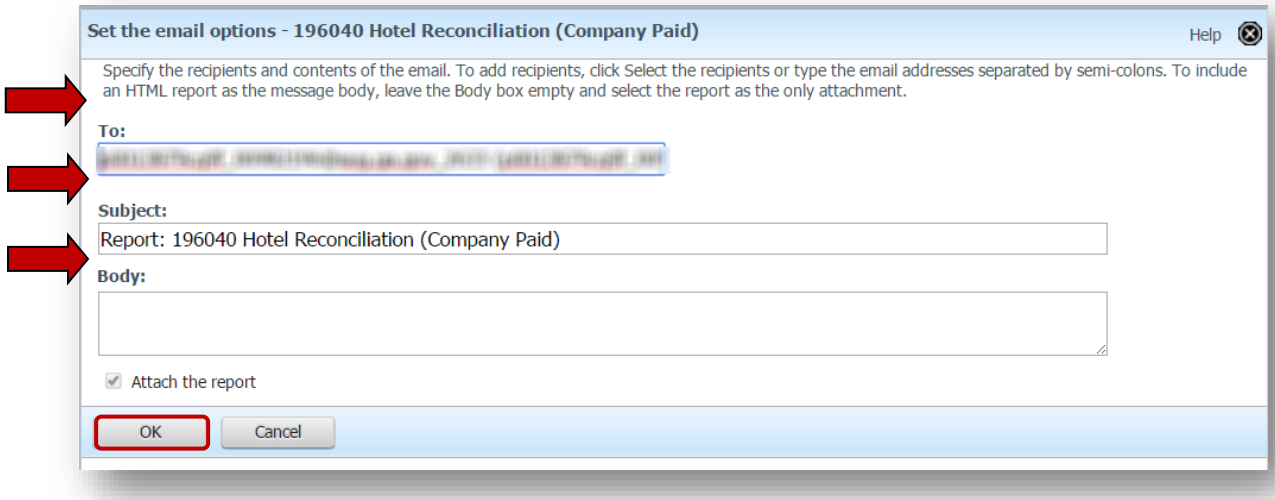
Save Report View or Email Copy of a Report

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

.

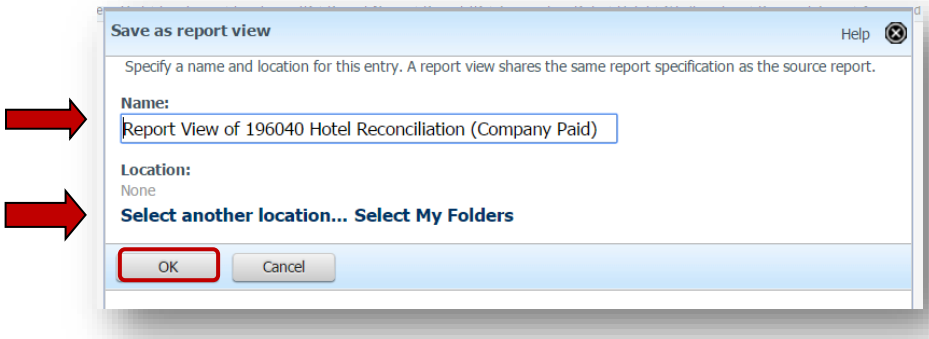
2. Select **Email Report** or **Save as Report View**

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



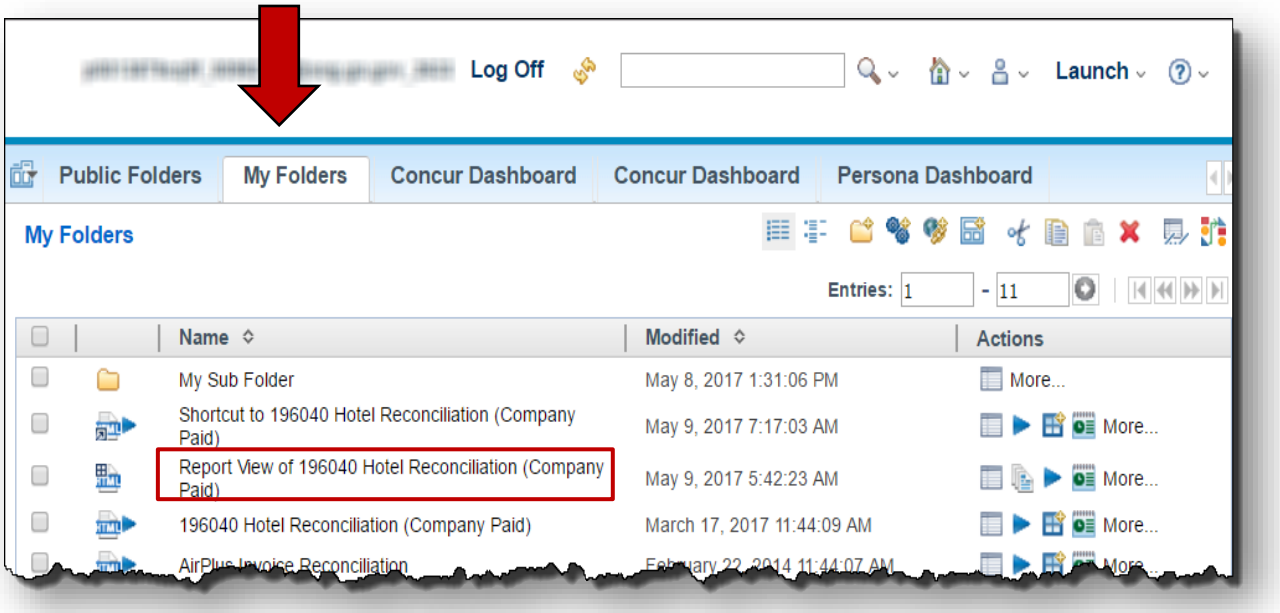
A. Your email will default from preferences.
B. The subject defaults to the report name.
C. Use the **Body:** section to add a note to the email.
D. Click **OK**.

4. If you selected **Save as Report View** the **Save as a report view** dialog box opens.
   A. The name defaults, but you may change it.
   B. Select a location for the report
      i. Use **Select My Folders** to add the view to your *My Folders* or **Select another location** to save to an existing folder or add a new folder in My Folders.
   C. Click **OK**.

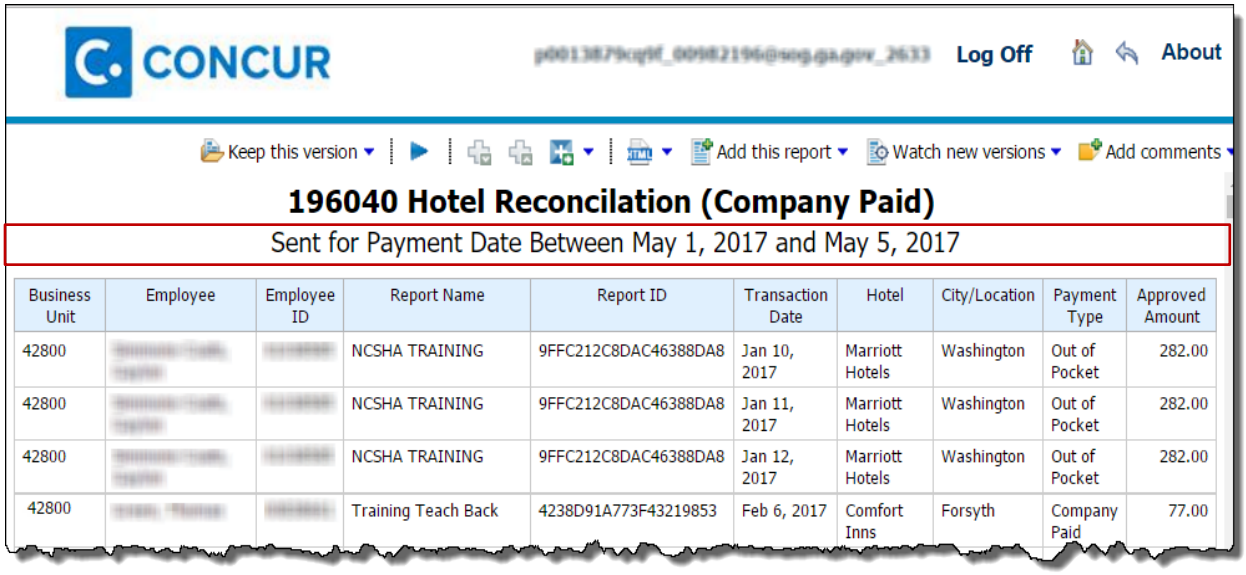


To View Saved Report Views

1. Click on the **My Folders** tab.
2. Select the item or Sub-Folder that contains the Report View you wish to open.
3. Locate the Report View you wish to view and click on the name.

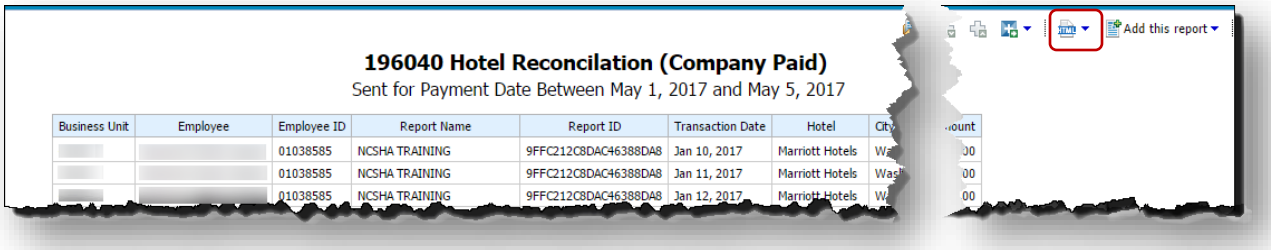


4. The report will display with the data saved when the view was created.

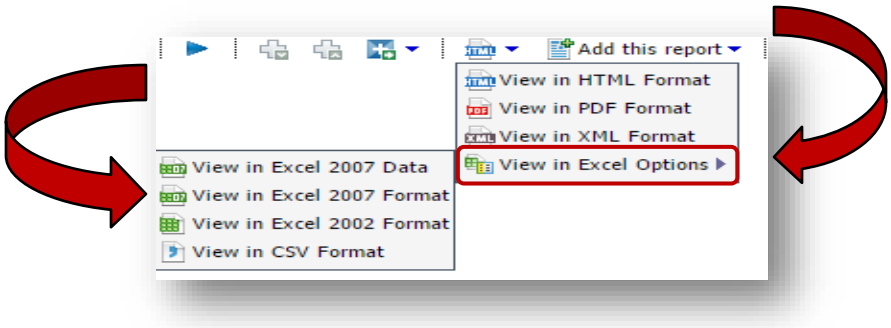


Output data into Excel – W/Report Open

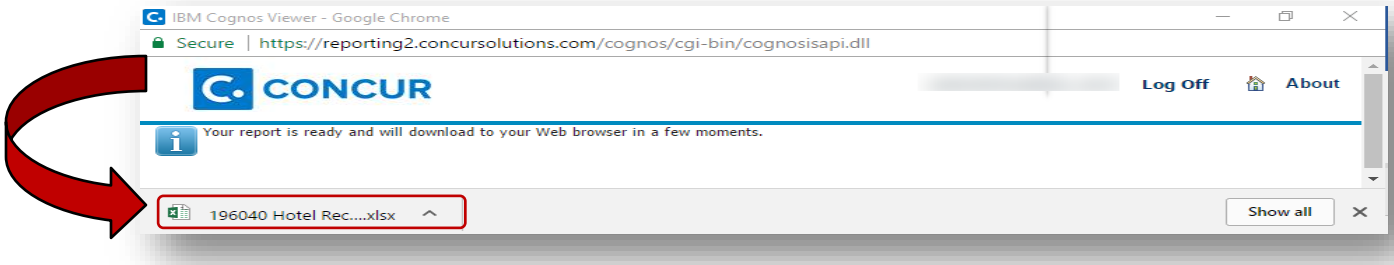
1. With the report you wish to export to Excel open, click on the HTML icon at the top of the page.



2. Select **View in Excel Options** then select the desired Excel option.



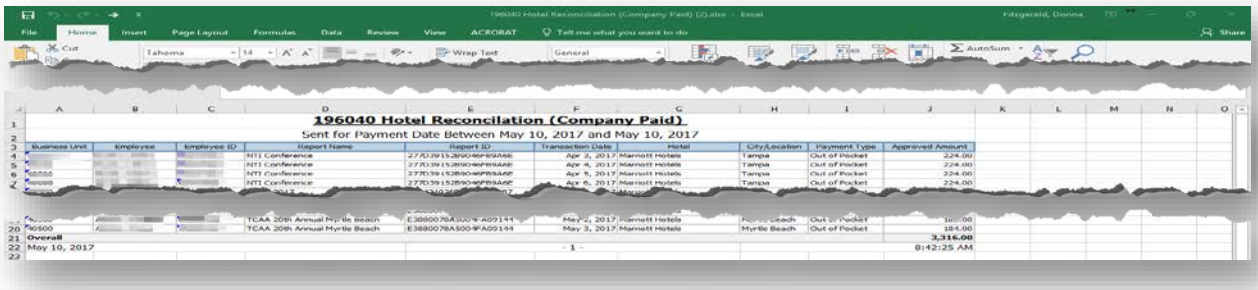
3. When the report is complete, your browser will show the downloaded document.



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

   i. This example uses the Google Chrome browser, so the report name appears at the bottom; *the display location of the report is browser dependent*.

B. Click on the Excel report name to open the report in Excel.

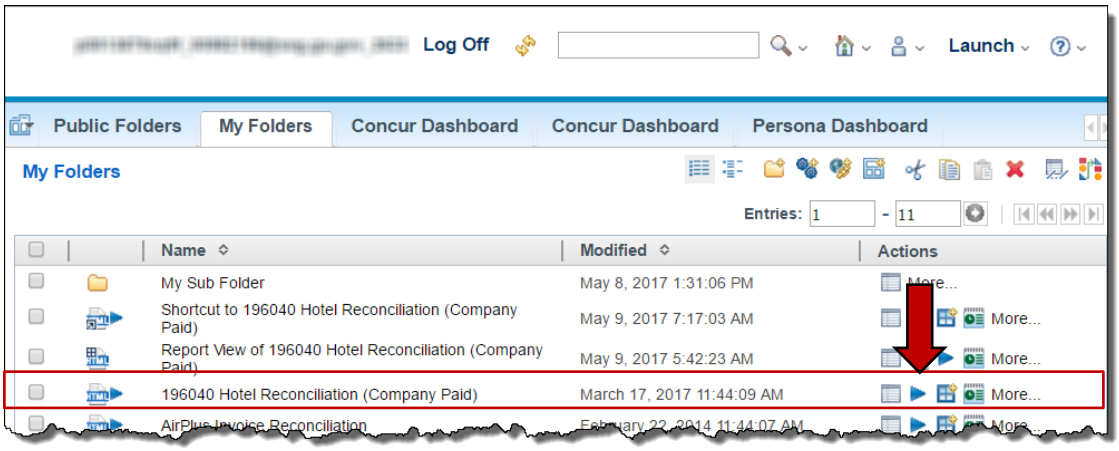


Output data into Excel – W/Report Closed

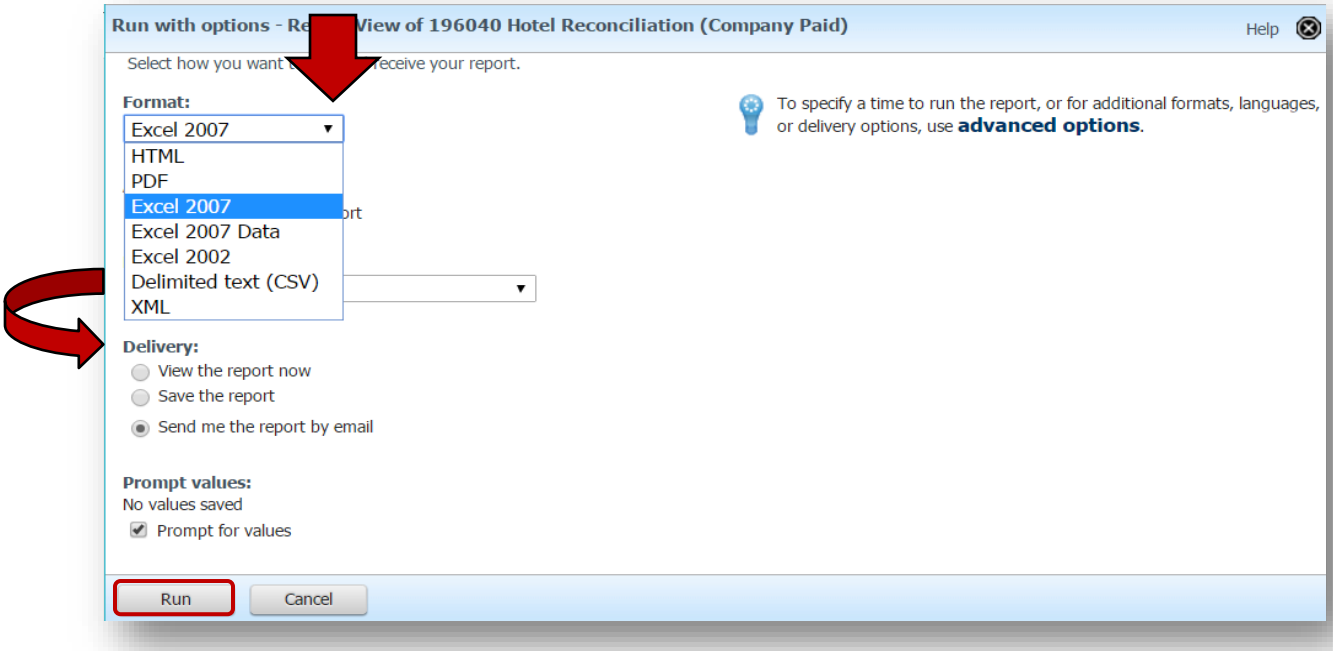
1. Locate the report you wish to export to Excel and click on the **Run with Options** icon ▶ next to the *report or report shortcut* you want to export to Excel.

   A. In our example the default file output is HTML

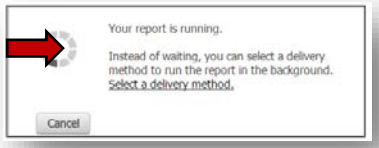
   B. Select the **Run with Options** icon ▶ from the actions column *or* you may click on **More** in the **Actions** column and then select it.



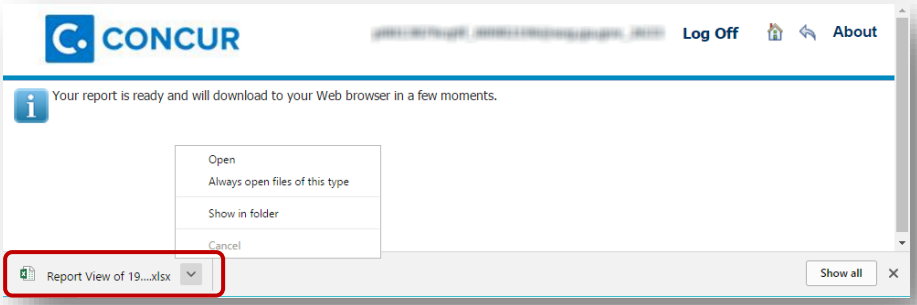
2. The **Run with options menu** appears.
   A. In the ***Format*** box , click on the dropdown arrow and select the Excel format you desire.
   B. In the *Delivery* section, select **View the report now**, **Save the Report** or **Send me the report by email**
   C. Select **Run.**



NOTE: While the report is running, you may receive an option to select a different delivery method. Click on the link to select a different delivery method.

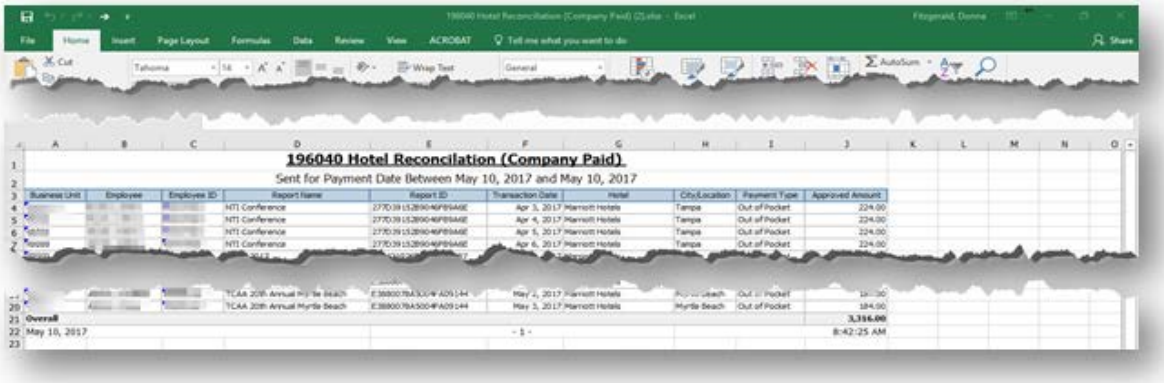


D. When the report is complete, the following will display:



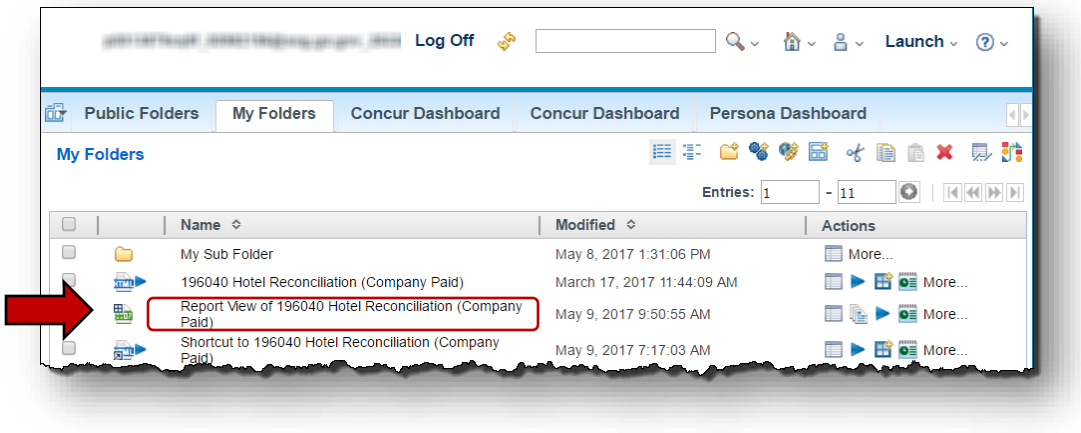
i. The system will provide information on retrieving your report and your browser will give you access to the report. We used Google Chrome so the report name appears at the bottom; the display location of the report is browser dependent.

ii. Click on the Excel report name to open the report in Excel.



E. If you elected email me the report, you will receive an email with the report attached at the email address in Preferences.

F. If you saved the report it will appear in the location you saved it with an Excel icon.
   i. Click on the report name and it will download.



a) The location of the Excel file output on your screen depends on your browser. This example was done in Chrome.

b) You may click on the file to open it or right click and select open.

Section 4: Custom Reports Catalog

Report	Short Description
196040 Hotel Reconciliation (Company Paid)	Hotel expenses sent for payment for a specified date range. This report includes Company Paid and Direct Billed information. Export the report and sort/filter for Company Paid or Out of Pocket Transactions.
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, or Employee which prevent the transaction from processing.
196060 Unassigned Transactions – modified	Shows transactions with missing data such as a Record Locator Number, Business Unit, or Employee which prevent the transaction from processing. This report also includes the Leg Departure Date/Time.
196061 AirPlus Invoice Reconciliation (Details)	Gives details on Airfare and Travel Agent fees which are included in the AirPlus bill including the program. For invoice reconciliation. Helpful for

	agencies with attached agencies to identify which attached agency an employee belongs to.
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. Includes Employee, Purchase Date, Departure Date, Airline, Ticket Status, Record Locator, Ticket Number and Amount.
Airfares Expensed Not Booked in Concur Travel (detail)	Shows airline tickets expensed but not booked through TTE Travel.
Approval Workflow – Details	Shows details of approval workflow by Manager or Process with employee details
Approved Travel Requests by Employee Details	IReport 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) with Program (	Concur transactions by month included deleted expense reports. This might be helpful when reconciling Concur per expense report fees.
Car Expense Entry Analysis (	Run by selected date range by employee or expense type and options for subtotals and all or selected employees. Select specific car related expenses.
Car Rental Details	Shows detail of Car Rentals by car rental date range and includes vendor, record locator, employee detail including email address, booking rate and other relevant data.

Car Rental Expensed Not Booked in Concur Travel (Details)	Date range option and shows detail of Car Rental Expenses not booked through TTE Travel. Includes the Employee, Report Name, Report ID, Transaction Date, City/Location, Rental Agency, Payment Type, Amount and no subtotals.
Cash Advance Analysis w/Aging/approver	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. Includes Employee, Request Name, Request ID, Status, Start Date, Purpose and the Total Approved Amount.
Concur Dashboard	
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 released 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	Internal report title is Detail Report – Non Extracted This report includes ALL chart-field details for expense reports NOT extracted to TeamWorks.
Detail Report- Non-Extracted (Email)	This report includes ALL chart-field details for expense reports NOT extracted to TeamWorks and includes email address.
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) Details	List of employees and email addresses.
Employee Exceptions – Details	ID all report level exceptions by employee for date range specified.

Employee Exceptions – Details w/BU	ID all report level exceptions by employee for date range specified by business unit
Employee Roles	Report to list employees assigned specific roes. Can be run by employee or by role.
Excessive Personal Car Mileage (Extracted Date)	Run by selected date range with prompts for distance units, flexible break even distance and options for all or selected employees with the date extracted for payment.
Expense Entry Analysis Details (grouped by employee)	Run by selected date submitted for payment range with options for all or selected expense types, all or selected employees and options for specified approval amount range or for highest to lowest amount.
Expense Entry Analysis Details 1	Run by selected date submitted for payment range with options for all or selected expense types, all or selected employees and options for specified approval amount range or for highest to lowest amount.
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	Expense summary by expense type run by selected date submitted for payment range.
Expense Summary by Expense Type and Year	his report shows summary of expenses by expense type and year.
Extracted Reports (Employee vs. Company Paid) Detail Report	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
Extracted Reports w/detail	Run by date range displaying expense report data such as employee, payment status, the total amount, sent for payment date and extracted date and time.
Hotel Expense Entry Analysis	Run by selected date range by employee or expense type and options for subtotals and all or selected employees. Select specific hotel expenses.

Hotel Stays Expensed Not Booked in Concur Travel (Details)	Identifies hotel expenses manually entered into an expense report and *not* imported from an existing Travel Itinerary (Available Expense). Report displays Company Paid and Out of Pocket expenses.
IRS Report w/detail	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.
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.
Top 10 Longest to Approve	Ranks and shows approvers who took the longest to approve transactions by date range
Top Spend by Airline	Internal report name is Spend by Airline. Ranks by airline costs for airline tickets with subtotals by agency in a date range.
Top Spend by Rental Car Company	Internal report title is 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
TTE Cash Advance Analysis	Run by date range, with options for payment type, status and all or selected employees.

Unassigned CC & Itineraries	This report contains two tabs when extracted to Excel: • Unassigned Credit Cards_1 (credit card transactions not assigned to an expense report), • Unassigned Itineraries_2 (travel itineraries not assigned to an expense report)
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	Options of date range and Manager or Processor with options for all or specific approvers/processors to show workflow process details and performance. Does not include Org Unit or Trip End Date.

Section 5: TeamWorks Financial Reports

GL Reports:

GLXXX0902	GL Offline Travel Interface Report	The Local Travel Administrators will need to review the GLXXX0902 (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.

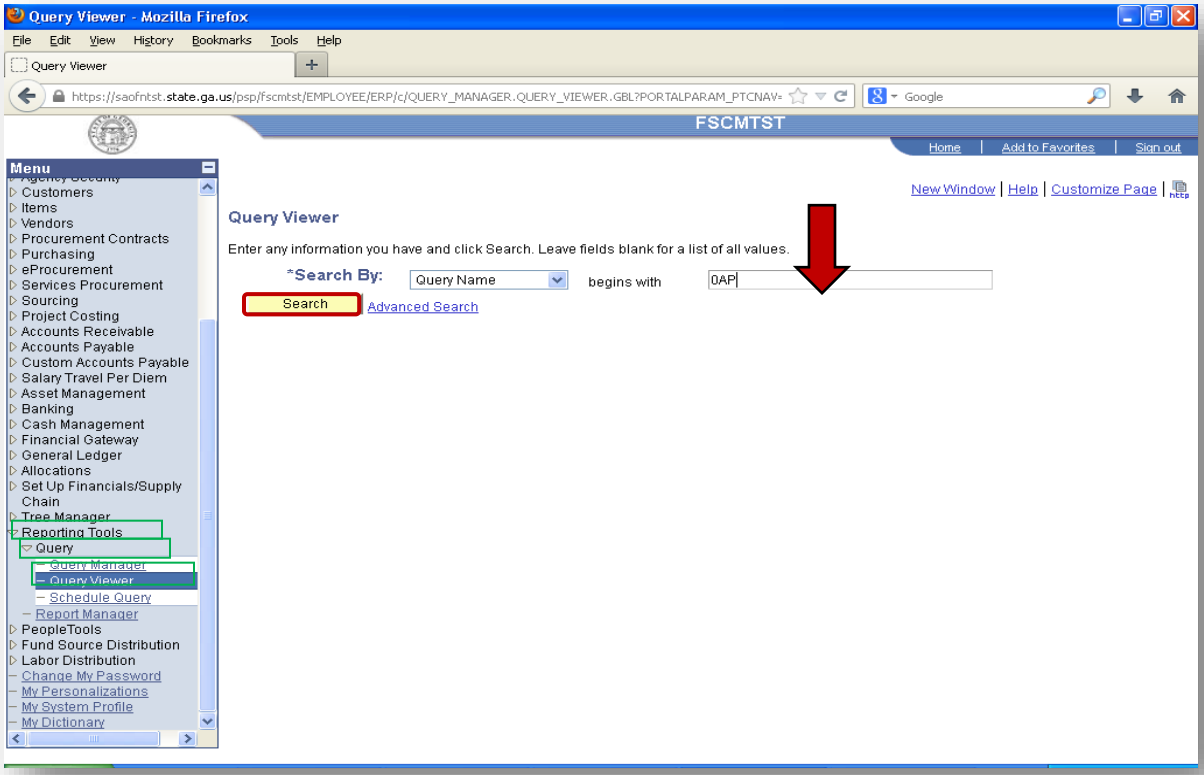
Section 6: How to Edit TTE Vouchers in TeamWorks Financials

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

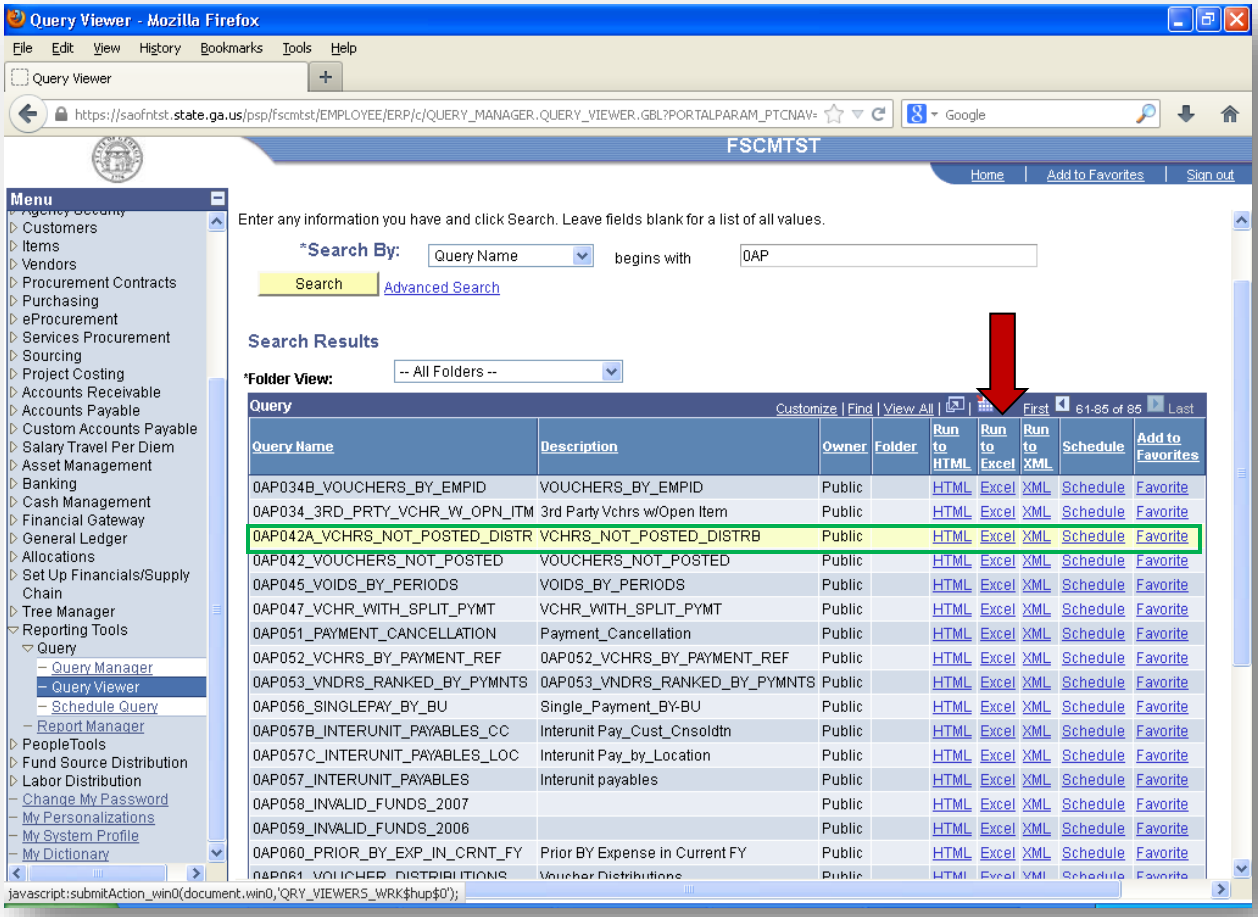
TW Navigation: *Reporting Tools> Query>Query Viewer*

A. Enter *0AP* in **"begins with"** and click **Search.**



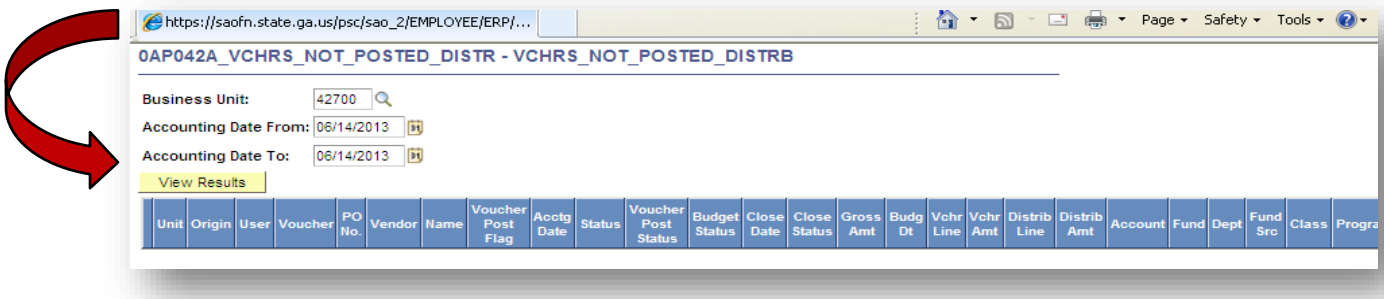
Step 2: Run **Query 0AP042A_VCHRS_NOT_POSTED_DISTR** in TeamWorks Financials (This query will show all transactions extracted from TTE on the prior day)

A. Select **Excel** from the **Run to Excel** column for this Query



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
Select **View Results**

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, filter: **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.

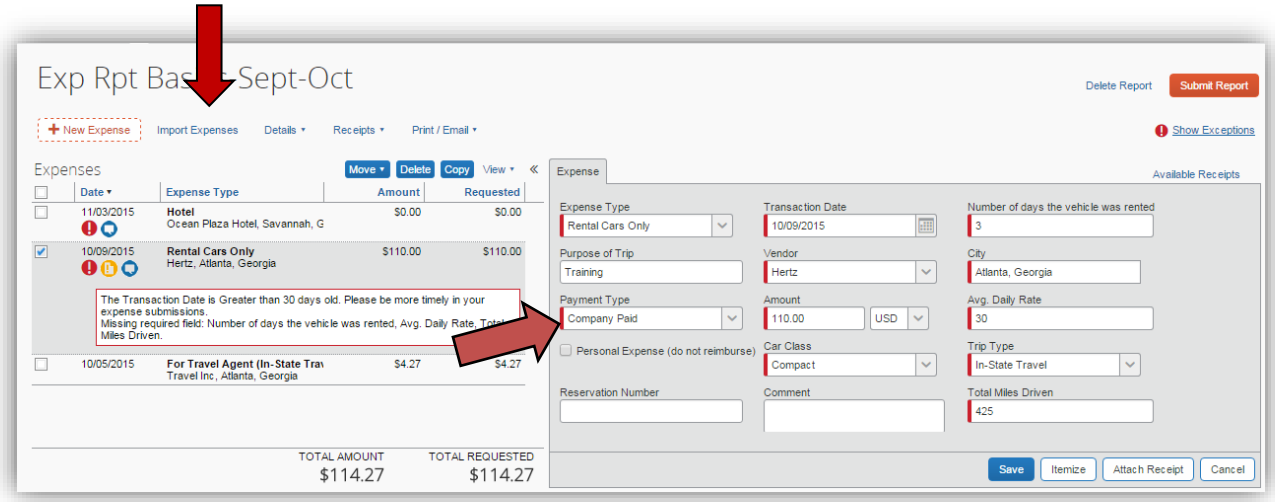
Section 7: Travel Payments and Reconciliation

Rental Cars

Suggested TTE Reports to Run:

- ***Car Rental Expensed Not Booked in Concur Travel (Details)*** – includes City/Location field and no subtotals
- ***Car Rental Details*** (includes Record Locator #) – select expense types
- ***Car Expense Entry Analysis*** – Select expense types, export to Excel and sort/filter by Payment type
- ***Unassigned CC & Itineraries*** – includes 2 tabs (Unassigned Credit Cards_1 (credit card transactions not assigned to an expense report) and Unassigned Itineraries_2 (travel itineraries not assigned to an expense report)

When an employee books a rental car using TTE, and then imports the transaction into an expense report, 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 import this expense to his/her travel expense statement in TTE even though the employee is not being reimbursed for the charge. This is required to ensure that GL Clearing Accounts are balanced.



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).*

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)*
Credit - *101XXX Cash*

Please note that if an employee rents a vehicle from Hertz at Capitol Hill, some of the refuel card charges may be included on the settlement statement. The employee will need to *itemize* the expense on his expense report if any fuel charges appear. The rental portion and fuel charges will be reflected in 640XXX (see below) and the grand total to 200006.

Debit 640xxx – Travel – Rental Car

- 640006 *Travel – In State Rental Car*
- 640025 *Travel – Out of State Rental Car*
- 640039 *Travel – International Rental Car*
- 640009 *Travel - In State Rental Car Fuel*
- *640026 Travel - Out of State Rental Car Fuel*
- *640040 Travel – International Rental Car Fuel*

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

If the above scenario, the expense is properly recorded and the clearing account balance for the transactions 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

A common problem to be aware of is that employees renting from facilities other than Hertz at Capitol Hill, often receive a settlement statement that *includes a* Vehicle License Fee Recovery amount in the total or subtotal. However, the rental car company does not bill this fee to the State of Georgia as it is included in the contracted daily rental fee. If the fee is included in the Rental Car expense from a processed TTE Expense Report, the expense side of the reconciliation will need to be adjusted to exclude any of these fees.

Please note that any reservations made outside the TTE system may cause reconciliation issues with expenses, clearing accounts and the Rental Car Statements sent by Hertz or Enterprise:

- If an employee books a rental car outside of TTE and does not enter it on a TTE Expense Report, it will affect reconciliation.
  - The expense will not have been charged to the appropriate 640xxx account.
  - The corresponding entry needs to be CASH INSTEAD of the clearing account for that portion of the vendor payment.
  - The item will appear on the statement you receive from Hertz or Enterprise and *no information regarding the rental transaction will be in the TTE data*.

- If an employee books a rental car in TTE and manually enters it as an expense *when it should have been imported from the reservation*, it does not clear the 200006

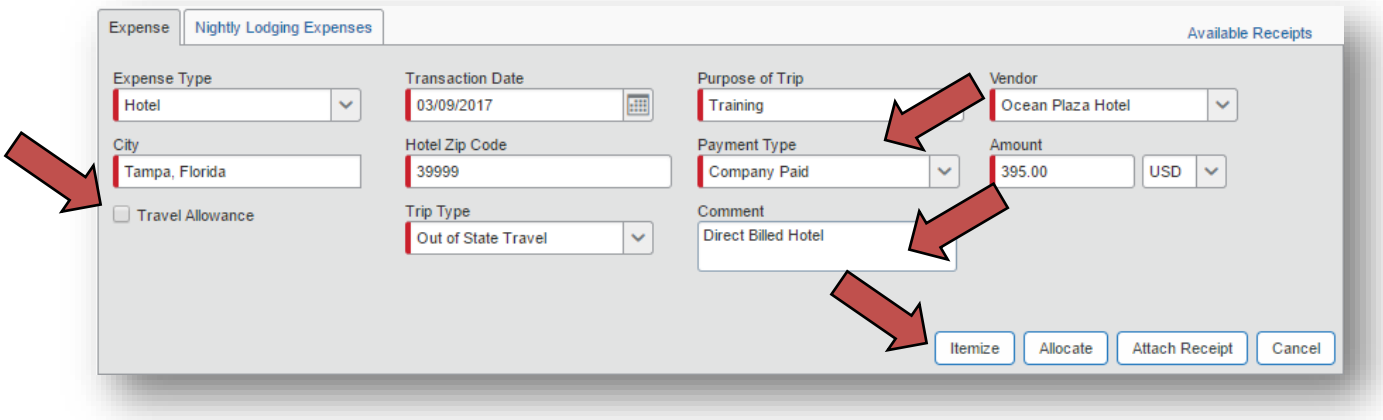
account and remains open. It leaves an Unassigned Itinerary that requires the SAO Global Administrator to correct. It will appear in Unassigned CC & Itineraries.

Direct Billed Hotels

Suggested TTE Reports to Run:

- ***196040 Hotel Reconciliation (Company Paid)*** – Export to Excel and sort or filter on Payment Type
- ***Hotel Expense Entry Analysis*** - Select Expense types such as Hotel, Hotel Tax, Occupancy Tax, etc.
- ***Hotels Stays Expensed Not Booked in Concur Travel (Details)*** - Export to Excel, sort or filter by Payment type
- ***Unassigned CC & Itineraries*** – includes 2 tabs (Unassigned Credit Cards_1 (credit card transactions not assigned to an expense report) and Unassigned Itineraries_2 (travel itineraries not assigned to an expense report)

Although Direct Bill Hotels are <u>not</u> reserved through TTE and the employee is not being reimbursed for the Direct Bill Hotel, the employee is <u>required</u> to manually enter the **Hotel Expense** in the expense report, deselect the **Travel Allowance** option, enter "*Direct Billed Hotel*" (or something similar) in the **Comment** field, adjust the **Payment Type** to "*Company Paid*" and itemize the expense.



When the travel expense statement is approved and extracted to TeamWorks in the nightly processing, 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 196040 – Clearing Account – Hotel Direct Bill (Distributed)

NOTE: If there are any taxes itemized for the hotel stay (such as the Georgia Transportation Bill Tax of $5 per night, Georgia Occupancy Tax, etc.) or other expenses (such as wi-fi or parking) they will be debited to the appropriate expense account and included in the total for 196040 when the employee itemizes the expense.

NOTE: For hotels *outside* Georgia, *all taxes charged to the room* are entered as **Room Tax** and are not otherwise itemized. For hotels i*nside* Georgia, State taxes are itemized.

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 196040 – *Clearing Account – Hotel Direct Bill*
Credit Cash - *101XXX*

In the above scenario, the expense is properly recorded and the 196040 clearing account nets to zero for that transaction. 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

Unreconciled balances in 196040 should be identified.

AirPlus (Airfare)

Suggested TTE Reports to Run:

- *196060 Extracted Reconciliation*
- *196060 Pending Transactions*
- *196060 Unassigned Transactions*
- *196060 Unassigned Transactions – modified*
- *196061 AirPlus Invoice Reconciliation (Details)*

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

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 reconciliation 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 fees for each expense report submitted at least once in Concur.

Contractually, expense report fees are initiated the first time an expense report is submitted by the employee. We encourage you to suggest that expense reports not be deleted if it has been submitted by an employee at all, but rather that they edit and reused the report as the process fee is assessed on the initial submission and will not be credited by Concur due to deletion. Again, the report process fee is triggered when the *initial* **Submit** is selected by the employee. The Concur fee is triggered only at the first Submit; expense reports that are returned to the employee and then re-submitted do not trigger any additional Concur fees.

Concur also invoices a separate line item for "select access fees" for specific airline access. This is a contractual process fee and is in addition to the expense report process fee. This fee is not assessed by the airlines but by 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 the agency desires to reallocate Concur expenditures.

Each impacted agency receives a copy of the Concur invoice, along with supporting reconciliation 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 reports in Concur to assist with the reconciliation process:

- 196040 Hotel Reconciliation
- 196060 Extracted Reconciliation
- 196060 Pending Transactions
- 196060 Unassigned Transactions
- 196060 Unassigned Transactions – modified

- *196061 AirPlus Invoice Reconciliation (Details)*

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

Luminist 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.**

Format the report for Excel or display it and then convert to Excel by selecting the

icon.

Enter the business date or the 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 Luminist represents the date the items were processed by SAO TeamWorks 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 Luminist report date. There can be exceptions.

- Although TTE extracts data daily, SAO does not process any data on holidays or weekends
    - The SAO TeamWorks process for Luminist 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 Luminist 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.

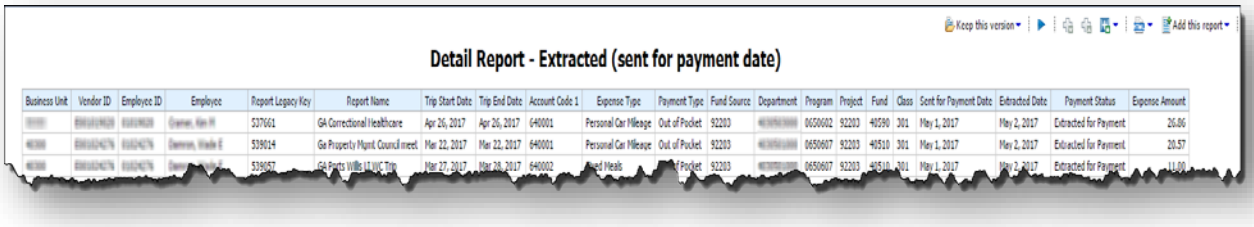
    - TTE data from Friday's activity would usually have a Monday date in Luminist, as long as Monday was not a holiday and would also contain any Saturday through Sunday data extracted by TTE.

    - Data from Friday, when Monday is a holiday, would have a Tuesday report date in Luminist 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 Luminist 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.



To export a displayed report to Excel format, click on the icon and select the appropriate Excel option. You can then open the data in Excel. (Reference **Section 3: Reporting System Navigation**/*Output open report data to Excel* or *Output report data to Excel.)*

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

2. Run Luminist GLXXX0902 and APXXX0855 reports

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

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.

To manipulate the data from Luminist Reports, export and then import it into Excel.

3. Open the Excel report you created in #1

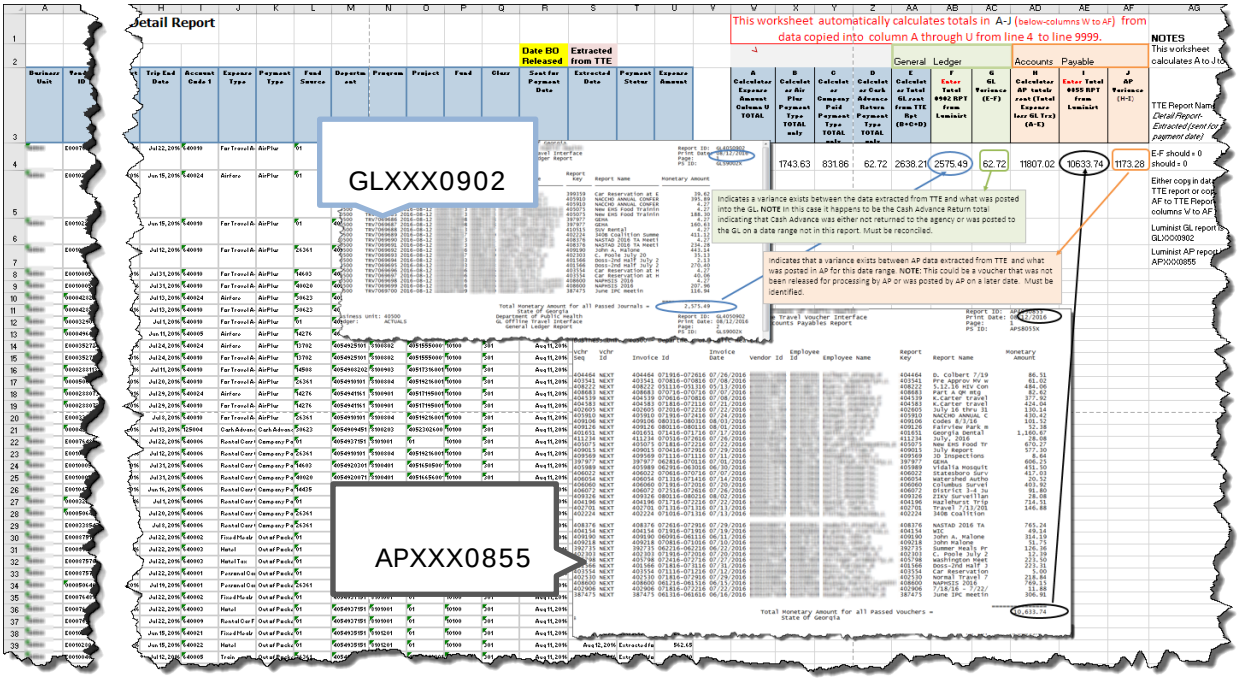
After you export the ***Detail Report-Extracted (sent for payment)*** into Excel you can use the ***TTE to TW Extracted Data Reconciliation Template.xlsx*** Excel Template available on the SAO website (TTE Travel and Expense Training/Reference Materials/TTE Local Administrator Reference Materials and Tools).

To use the **TTE to TW Extracted Data Reconciliation Template.xlsx:**

- Copy the data from the ***Detail Report-Extracted (sent for payment)*** Excel format into column A to U of the **TTE to TW Extracted Data Reconciliation Template.xlsx** and save it with a unique name.
- The document is set to sum the necessary totals from the copied data in columns A to U into W (labeled **A Calculates Expense Amount Column U**) to AF (labeled **J AP Variance H-I**) though line 9999.
- Manually enter totals from the Luminist report **GLXXX0902** into AB 4 (**F Enter Total 0902 RPT from Luminist**) and **APXXX0855** into AE 4 (**I Enter Total 0855 RPT from Luminist**).
  - **Note**, BOTH column headers have Enter in a red font.
- Reconcile any differences in AC 4 (**G GL Variance [E-F]**) and AF 4 (**J AP Variance [H-I]**)

Sample of TTE data viewed in the Excel template:

NOTE: Increase viewing size of image for viewing ease.



- List of Calculations and Manual Entry Fields on **TTE to TW Spreadsheet Template**
  - **SUM** for the Expense Amount column (U) called **Calculates Expense Amount Column** TOTAL in **W4** (See **A** above)
  - Totals for AirPlus (See **B** above), Company Paid (See **C** above) and Cash Advance Return (See **D** above) using the Excel **SUMIF** function. The template calculates from K4:K9999 and U4:U9999.
    - Sumif (K4:K9999,"AirPlus", U4:U9999
    - Sumif (K4:K9999,"Company Paid", U4:U9999
    - Sumif (K4:K9999,"Cash Advance Return", U4:U9999
  - **SUM** of **X4**+**Y4**+**Z4** in AA4 under **Calculates Total GL sent from TTE Rpt** (See **E** above)
  - AB4 under **Enter Total 0902 RPT from Luminist** is where you manually enter data from that report (See **F** above)
  - **SUM** of **AA4**-**AB4** in AB4 under **GL Variance** (see **G** above)
    - This calculates any difference between data sent from TTE and Received by the GL
  - **SUM** of **W4**-**AA4** in **Calculates AP totals sent** (See **H** above)
  - AE4 under **Enter Total 0855 RPT from Luminist** is where you manually enter the total from that report
  - **SUM** of **AD4**-**AE4** in **AP Variance** (See **J** above)
    - This calculates any difference between data sent from TTE and Received by the AP

What Do I Do If My Balances Do Not Tie?

Any differences between the data sent from TTE as reported in the **Detail Report-Extracted (sent for payment)** and data reported by GL appearing in the **GL Variance** column (see **G** above in the spreadsheet image) *must* be reconciled. Any differences between the data sent from TTE as reported in the **Detail Report-Extracted (sent for payment**) and AP appearing in the **AP Variance** column (see **J** above in the spreadsheet image) must be identified.

- Identify the issue by comparing the information in the **Detail Report – Extracted (sent for payment)** from TTE and the **GLXXX0902** for GL transaction data and **APXXX0855** for AP transaction data from Luminist. You must document the transactions that did not appear in the GLXXX0902 or APXXX0855 report but were on the TTE Detailed Report-Extracted.

    - If the data is in the **Detail Report – Extracted (sent for payment)** report and not in the Luminist **GLXXX0902** or **APXXX0855** report it is possible the affected transactions posted on a different date or remain as unposted transactions in TeamWorks.

- Contact SAO Customer Care via phone at 404-657-3956 (Option 3) or 888-896-7771 (Option 3) or email to sao_travel@sao.ga.gov.

- Have the TTE and Luminist Reports and the detailed documentation of the issue ready to transmit to SAO immediately when requested or include with the email if the issue is 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, when the expense report is submitted. In any event, travel expenses submitted more than 45 days *after the last day of employment* will not be reimbursed.

For agencies using the TTE System, employees 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 and the OPB-Payment and Accounting for Travel Advances 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.

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).

- ✓ **TTE 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.
- ✓ **Unassigned CC & Itineraries -** identifies This report contains two tabs when extracted as Excel: Unassigned Credit Cards_1 (credit card transactions not assigned to an expense report), and Unassigned Itineraries_2 (travel itineraries not assigned to an expense report)

Section 9: Determining Potential Taxability of Employee Expenses

Statewide Travel Policy Reference

Pursuant to Section 7: Reimbursement for Travel Expenses of the Statewide Travel Policy currently in effect:

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

Employees 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 (and not entered into the TTE system) until an amount of at least $10 is due.

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

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 submitted after this time-period will not be reimbursed.

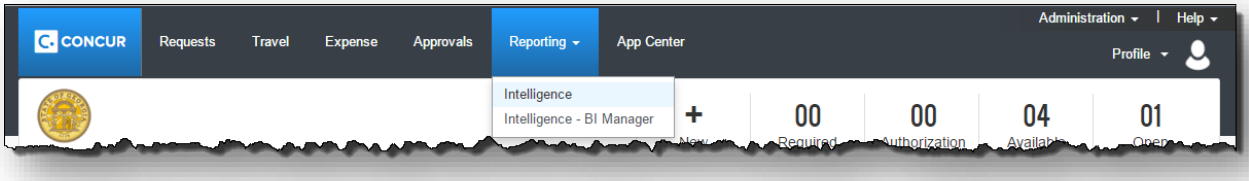
(NOTE: Please see the note at the end of Section 11 of the OPB-Payment and Accounting for Travel Advances Policy regarding additional procedures for Cash Advance recovery for terminated employees.)

TTE IRS Report

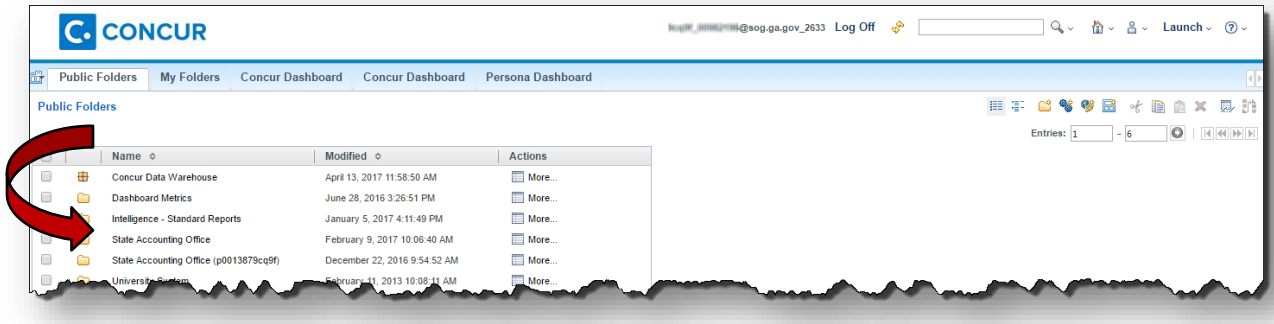
The Local Travel Administrator can determine expenses submitted 60 days or more from the completion of the trip by running and evaluating the TTE **IRS Report**. This report should be run weekly. Also, consider running this report if someone is leaving the agency as well.

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

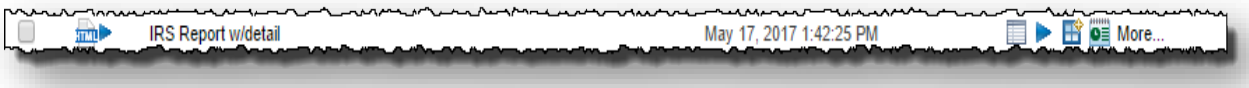
Log in to Concur, click on the **Reporting** tab and select **Intelligence**.



Select the State Accounting Office

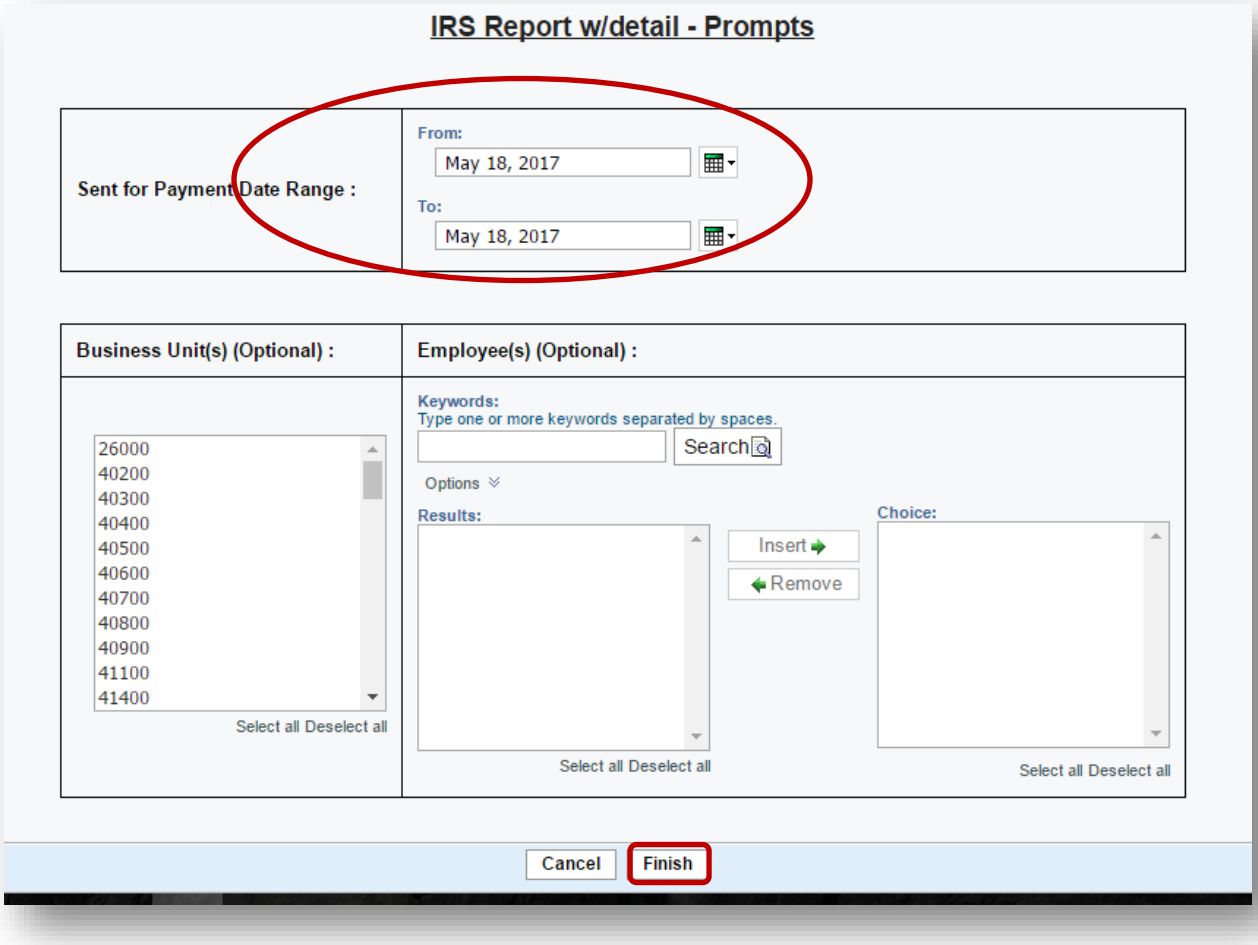


Scroll down to the **IRS Report w/detail**:

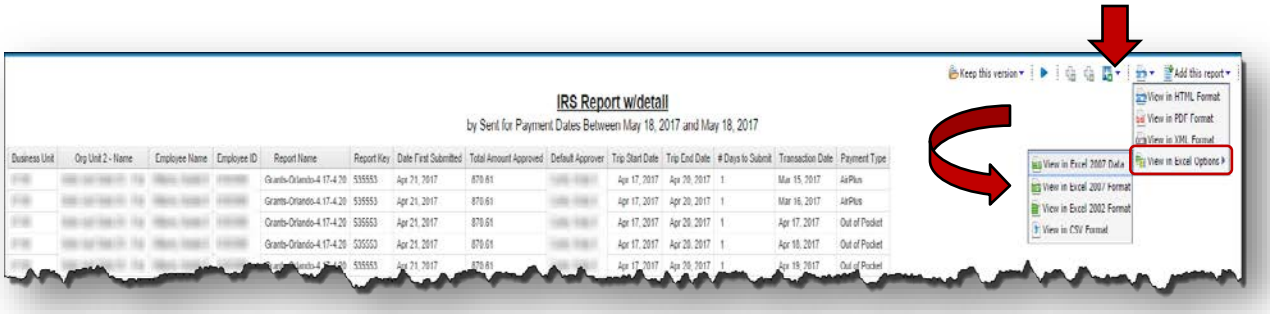


From the **IRS Report w/detail** Prompt window:

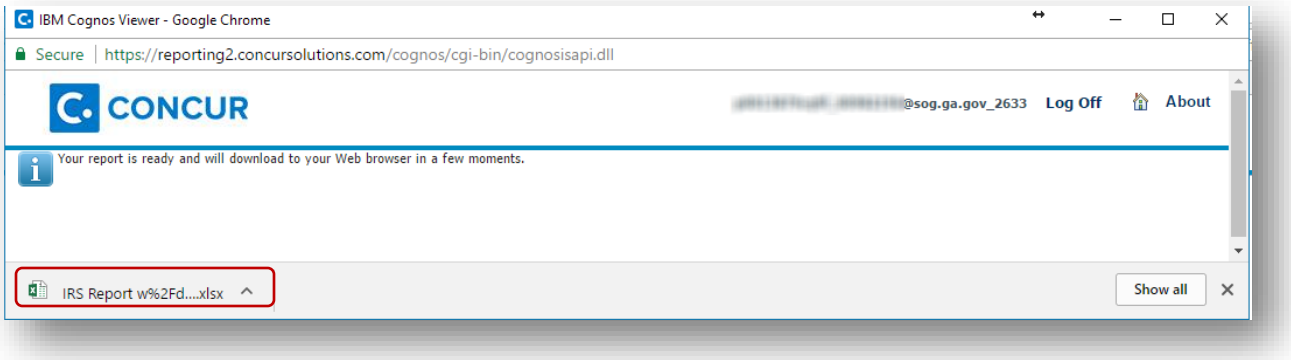
- Enter the date range to be reviewed
- You only have access to your Business Unit
- You may optionally search for a specific employee(s) by last name
- Click **Finish**



- The report will display:



- To view this report in Excel, click the HTML icon and select **View in Excel Options** and then select the Excel format desired and then open the report. The Excel document can be downloaded or opened from your browser. Where the exported report appears depends on the browser you are using. In our example below, Chrome was used.



- 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.

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 pay line in TeamWorks HCM, using earnings code TAI. The information will be added to the employee's pay line 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 TTE 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.

- ***Unassigned CC & Itineraries:*** Identifies any company credit card expenses and itineraries not assigned to an Expense Report

- ***196060 Pending Transactions*:** Detail of AirPlus transactions (196060) NOT extracted to TeamWorks.

- ***196040 Hotel Reconciliation (Company Paid)*:** Detail of hotel transactions (196040) sent for payment for specified dates. Extract the report to Excel and sort or filter for Payment Type Company Paid.

- ***TTE 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

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 28th and July 12th, 2017 (June 28th provides two days for Concur to interface into TeamWorks):

1. Agencies will need to determine the appropriate accounting period (when period 12 and period 1 are open) and revise the 'trip end date' accordingly. **All reports during this time should have a June or July 'trip end date'.**

2. If the employee fails to enter a June or July 'trip end date' when period 12 and 1 is open, the program will use the trip end date for the accounting date on the voucher and the journal date on the TRV GL journal. If the accounting date defaults to a closed period, the voucher will be created, <u>but will not post</u>. The TRV GL journal process **WILL NOT** create any TRV journals.

3. Agencies need to pay special attention to the GLXXX0902 report which will display any GL interface errors. TRV GL journals that are not created due to an incorrect accounting date will need to be manually created.

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 12, 2017**.** <u>*The date depends on the fiscal year.*</u> The dates shown are for Fiscal 2017.

A Year End Process communication is sent from SAO with updated specifics every year.

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 datse 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

Agencies should 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 TTE (Cognos) reporting.

Note: The ***Detail Report – Extracted (sent for payment date)*** and the ***Detail Report-Not Extracted*** would be helpful here. If a rental car was booked in TTE travel and manually entered in the expense report (instead of importing the travel itinerary), running the ***Car Rentals Expensed Not Booked in Concur Travel (Details)*** report could be helpful in identifying this statement reconciliation issue.

Company Paid Reconciliation for Direct Bill Hotel

Agencies should review account 196040 (Company Paid Hotel ([Direct Billed]) 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 TTE (Cognos) Reporting.

Note: The ***Detail Report – Extracted (sent for payment date)*** and the ***Detail Report-Not Extracted*** would be helpful here. If a hotel was booked in TTE Travel and entered on the expense report manually instead of importing it, you might identify the difference caused from this scenario by also running the ***Hotel Stays Expensed Not Booked in Concur Travel (Details)*** report could be helpful in identifying this reconciliation issue.

Review Unposted Travel Journals and Vouchers

TTE agencies should be reviewing all vouchers and journal entries created as a result of the interface from Concur to TeamWorks. At this time we have several agencies that have items in an error status or un-posted status. Be sure that all budget errors are cleared and all items are in a posted status prior to period 12 closing. Items that are not resolved prior to the period 12 close will be **DELETED** due to the year-end process. If you have deleted items, you can enter those items as adjusting journal entries during the 998 period

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, at the fund type level, if the activity will offset over time by agency. Steps should be taken to ensure that the hotel clearing accounts offset each other over time at the fund type level. At year-end, the balances are not required to net to zero by agency or fund type level. However, for financial reporting purposes, the reporting organization must reclassify the net balance for travel activities to prepaid asset, expenditure/expense, or accrued liability, at the consolidated fund type level, as appropriate.*"

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), as well as data extracted for Rental Car activity and payments to 200006 and data extracted for Direct Billed Hotel activity and payments to 109040.
TTE Reporting *Please see Custom Report Library in this document for more details on all reports.	***196060 Extracted Reconciliation***, ***196060 Pending Transactions***, ***196060 Unassigned Transactions*** and ***Detail Reports – Extracted (sent for payment date)***, ***Unsubmitted Expense Reports, Unsubmitted Expense Reports with cash advances, Cash Advance Analysis*** may be helpful as well.
TTE Reporting – Rental Cars *Please see Custom Report Library in this document for more details on all reports.	***Car Expense Entry Analysis***, ***Car Rental Details*** and ***Car Rentals Expensed Not Booked in Concur Travel (Details)*** may be helpful as well.
TTE Reporting – Hotels *Please see Custom Report Library in this document for more details on all reports.	***Detail Report -Not Extracted***, ***196040 Hotel Reconciliations (Company Paid)***; ***Hotel Stays Expensed Not Booked in Concur Travel (Details)*** may be helpful as well.
TTE AirPlus payment detail reports	***196061 Air Plus Reconciliation*** to identify payment detail for payments made to AirPlus, may be helpful as well.