TeamWorks

Travel and Expense

Powered By Concur Technologies

TTE Local Admin:

Expense Proxy Logon
Handbook 2015

TABLE OF CONTENTS

Document History

Date	Notes/Comments/Changes
01/23/12	SAO-TTE Training issued document.
11/06/13	SAO-TTE Training updated document for branding only. No other changes
12/31/14	Updated for two user interfaces, no other changes
07/27/15	Removed two user interfaces.
09/22/15	Minor formatting adjustments

Proxy Logon

Permissions

An agency administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, he/she can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If an agency administrator needs to use this feature and does not have the proper permissions, he/she should contact the TTE Global Administrator at SAO.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by Concur. In this case, the agency must contact the TTE Global Administrator at SAO.

Overview

The Expense Proxy Logon tool allows an employee, assigned the role of Expense Proxy Logon, to act as a proxy (stand-in) for another employee, to perform tasks for either centralized data entry or Helpdesk support. Using the Expense Proxy Logon tool, the proxy may sign on to the system as any employee that is assigned the role of Expense User. The proxy and the employee(s) must belong to the same hierarchical group(s) in order for the proxy to perform expense-related tasks on behalf of the employee(s).

What is an Expense Proxy?

An Expense Proxy may perform these tasks:

- Create an expense report and cash advance request
- View, edit, and delete expense reports
- Submit an expense report and cash advance request
- Print an expense report
- Modify an employee's information within Profile

The role is restricted to the features and tasks that the employee for whom the proxy is acting, can perform.

NOTE: An Expense Proxy cannot approve reports and payment requests, change passwords, or view details of personal cards and personal card charges.

Before You Begin

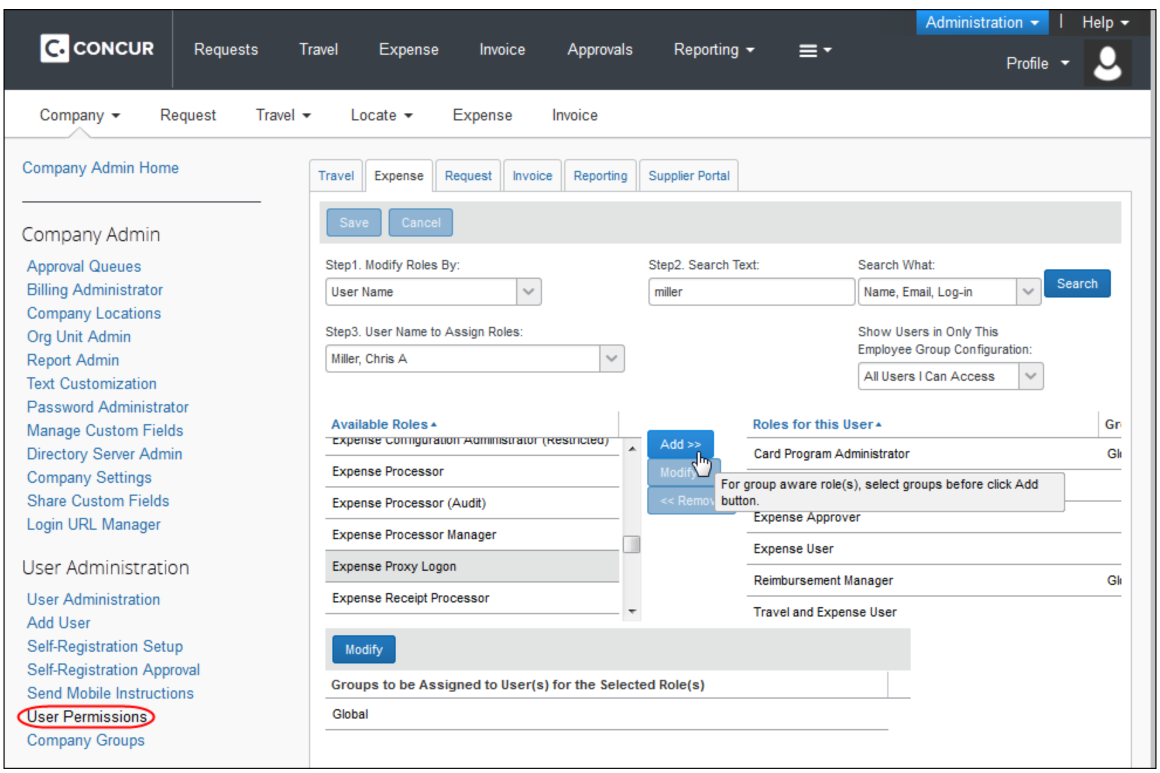
Before the proxy can work on behalf of another employee, the following steps must occur:

- Employees must be entered into the system by the Employee Import process.
- The Global and Group Shared Configuration administrators must configure the employee groups, within the Group Configurations area of the Shared Configuration Administrator.
- The Global and Group Expense Configuration administrators must configure the expense-related and cash advance related groups, within the Group Configurations area of the Expense Configuration Administrator.
- The Employee administrator must assign the Expense Proxy Logon role to the employee, and select the hierarchical group(s) for which the employee can act.

For more information on assigning roles to an employee using User Permissions, refer to the *Shared: User Administration User Guide*.

What the Employee Administrator Sees

The Expense Proxy Logon role must be granted to an employee before the Expense Proxy Logon tool can be accessed. The Employee administrator uses **User Permissions** to grant this assignment.



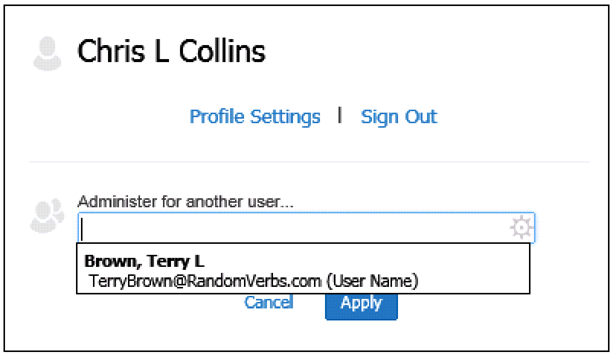
Proxy Logon Tool

Multiple employees may be assigned the Expense Proxy Logon role, with each employee assigned to all employees within a group or several groups. The only limit on who an Expense Proxy can act for is the hierarchical group that the proxy is configured to support.

Accessing the Expense Proxy Logon Tool

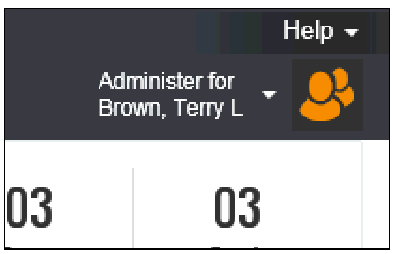
To access the Expense Proxy Logon tool:

1. Click **Profile**.



2. Select the desired user, and click **Apply**.

   The Profile menu option then becomes **Administer for <name>** and the single "user" icon becomes a double "user" icon.



Creating and Submitting Expense Reports or Cash Advance Requests

As an Expense Proxy, you have the ability to create and submit expense reports and cash advance requests for another employee within the company. Once you access the employee's account, you will be able to perform the following actions:

- Create expense reports or cash advance requests
- View, edit, and delete expense reports

- Submit expense reports or cash advance requests
- Print expense reports
- Modify an employee's information from the Profile area

Creating an Expense Report or Cash Advance Request

This process behaves the same as when you create a personal expense report or cash advance request. The information appears in the following areas, for the employee you are acting on behalf of:

- The created expense reports appear for the employee you are acting on behalf of on the **View Reports** page.
- The created cash advance requests appear for the employee you are acting on behalf of, on the **Cash Advance List** page.

Viewing, Editing, and Deleting Expense Reports or Cash Advance Requests

This process is the same as viewing, editing, and deleting personal expense reports or cash advance requests. You will only be able to delete expense reports or cash advance requests that have not yet been submitted.

If you delete an expense report that has been submitted (even if it was recalled) your agency will be charged for that expense report. We encourage repurposing expense reports rather than deleting them.

Submitting or Resubmitting Expense Reports or Cash Advance Requests

This process behaves the same as when you submit or resubmit a personal expense report or cash advance request. The information appears in the following areas, for the employee you are acting on behalf of:

- The submitted or resubmitted expense reports appear for the employee you are acting on behalf of, on the **View Reports** page.
- The submitted or resubmitted cash advance requests appear for the employee you are acting on behalf of, on the **Cash Advance List** page.

Printing an Expense Report

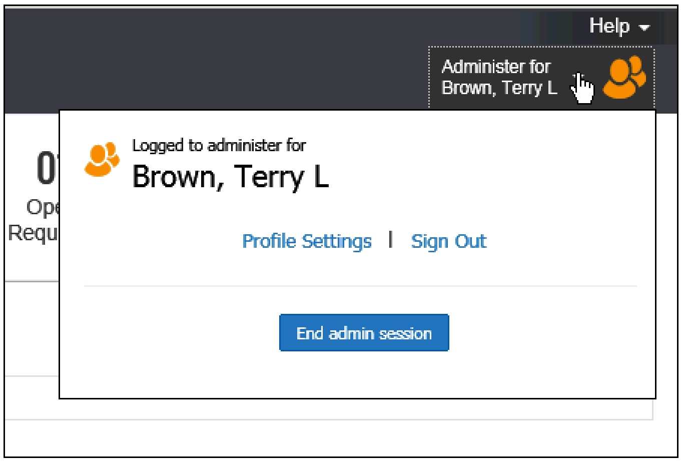
This process behaves the same as when you print a personal expense report. You have the option to print a Detailed Report or Receipt Report for any of the expense reports listed within the employee's **View Reports** page.

Modifying Profile for an Employee

This process behaves the same as when you modify your own Profile. The only differences are that you will be unable to change the password on behalf of the employee, and certain fields may be read-only depending on how the Shared Configuration administrator configured the fields for the Employee form you are viewing.

Exiting Expense Proxy Logon

To return to working for himself/herself, the user clicks **Administer for <name>** and then clicks **End admin session**.



Auditing Proxy Actions

While an Expense Proxy is acting on behalf of another employee, Expense provides a data trail of the actions being performed. The following actions are permanently recorded:

- The name of the person who last modified the expense report, cash advance request, or expense
- The name of the person who submitted the expense report or cash advance request, in addition to the time it was submitted