TeamWorks
Travel and Expense

Powered By Concur Technologies

TTE Local Admin:

Reporting Handbook

2015

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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

Section 1: Who can Access Reporting

This document presents an overview of reports customized by the State of Georgia Accounting Office.

The primary TTE Local Travel Administrator is granted permission to access TTE System Reports. If the TTE Local Travel Administrator does not have the proper permissions, he/she should contact the GA Travel Global Administrator through the Customer Service Center [404-657-3956 Option 9, or 1-888-896-7771 (Option 9) or email sao_travel@sao.ga.gov].

Access is restricted to data for your agency. Agencies cannot create new reports or modify existing reports. Questions, issues or requests for reporting changes should be referred to the Customer Service Center [404-657-3956 Option 9, or 1-888-896-7771 (Option 9) or email sao_travel@sao.ga.gov].

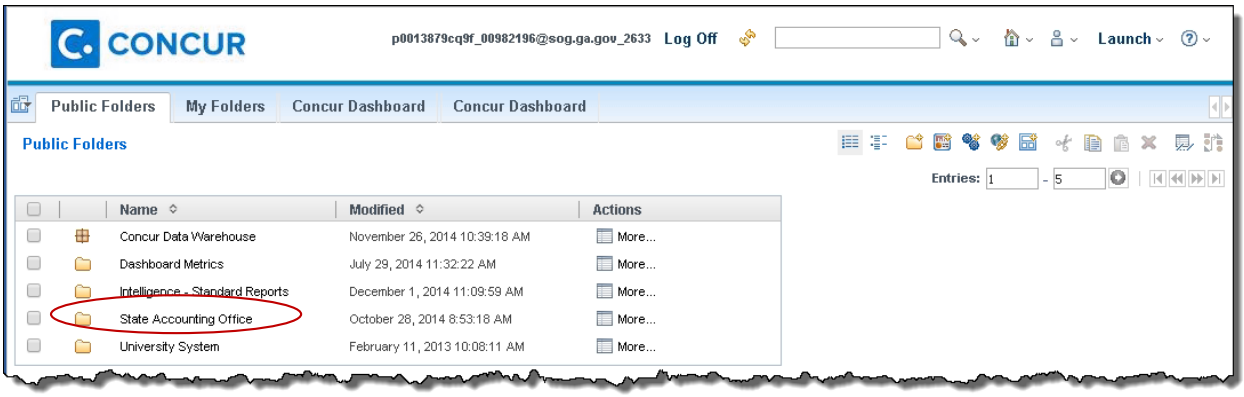
Section 2: Reporting

Accessing the Reporting Tool

The Reporting tool is accessed from My Concur.

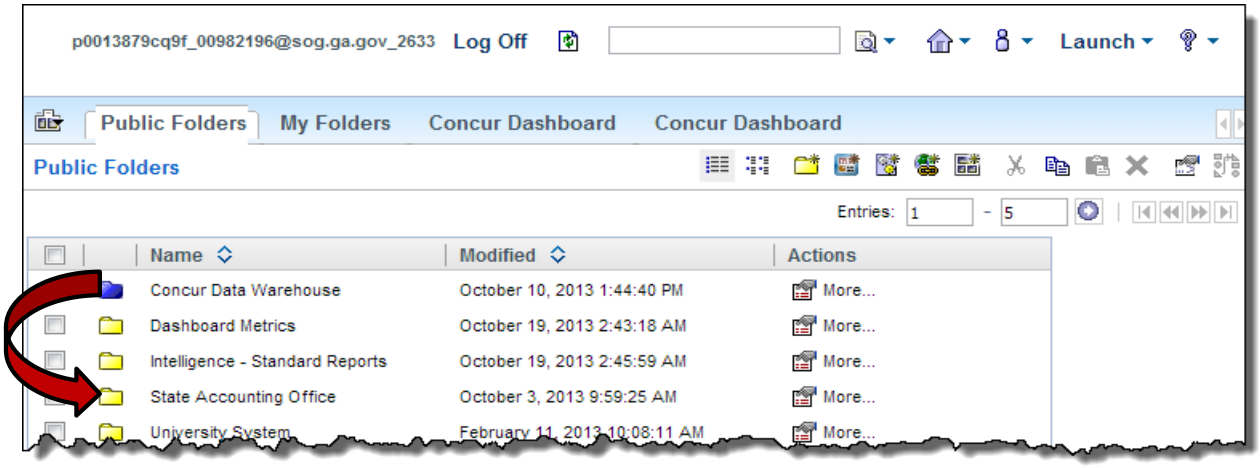
1. Log in to Concur. Click on the **Reporting** tab.

2. The Public Folders tab opens. Click on **State Accounting Office.**

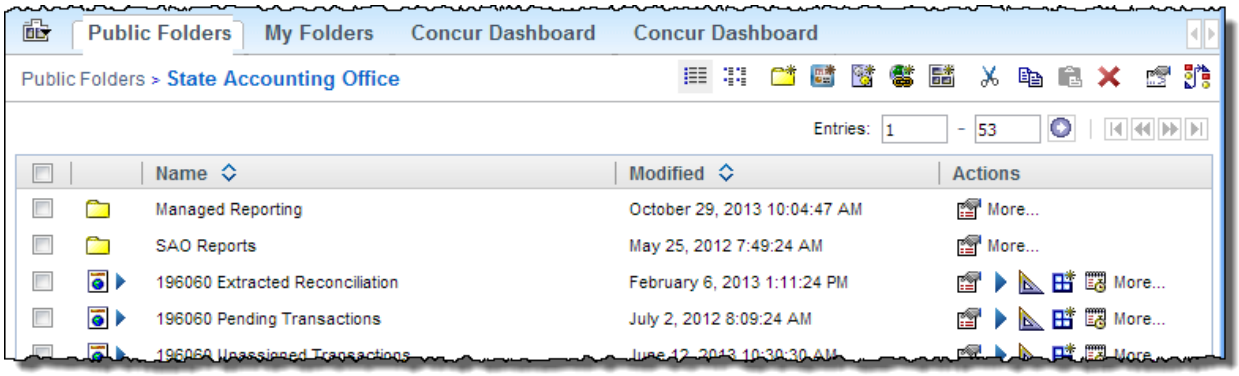


Accessing SAO Custom Reports

1. Select **State Accounting Office** in the **Public Folders tab.**

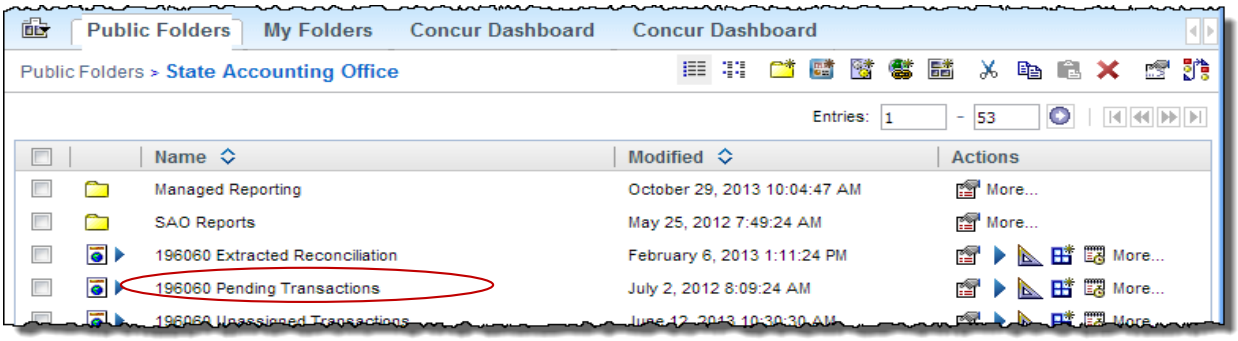


2. A list of reports customized for State of Georgia appears.

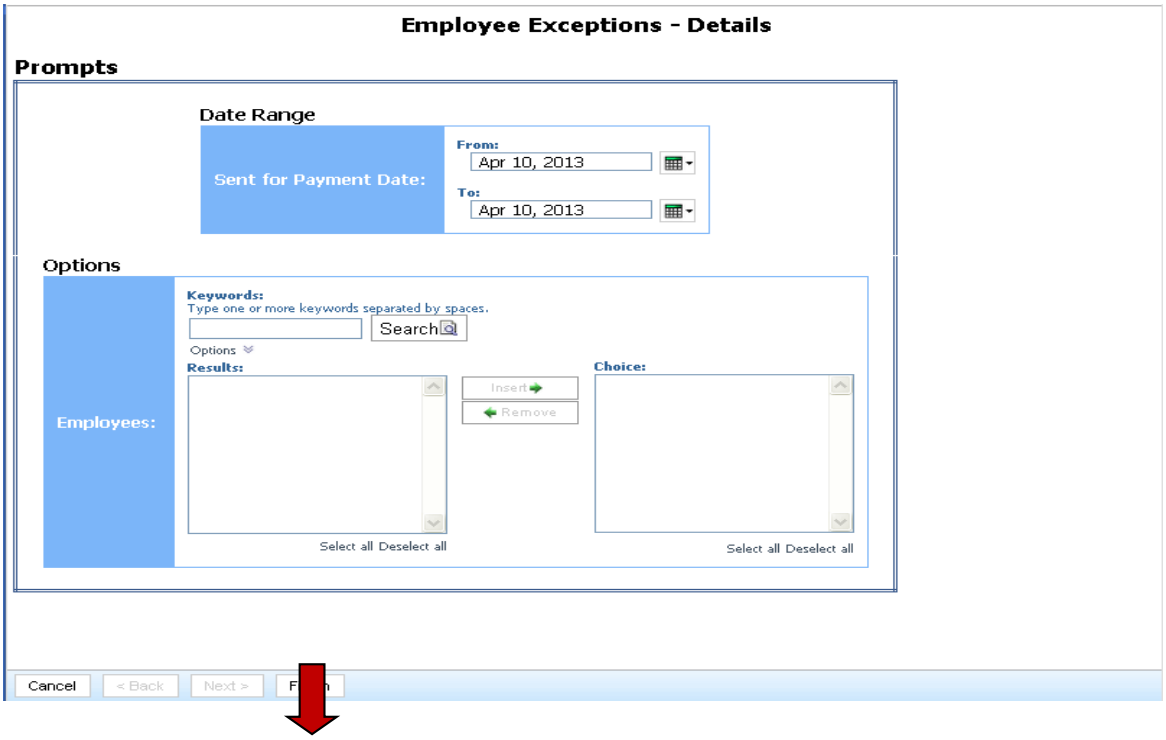


Running SAO Custom Reports

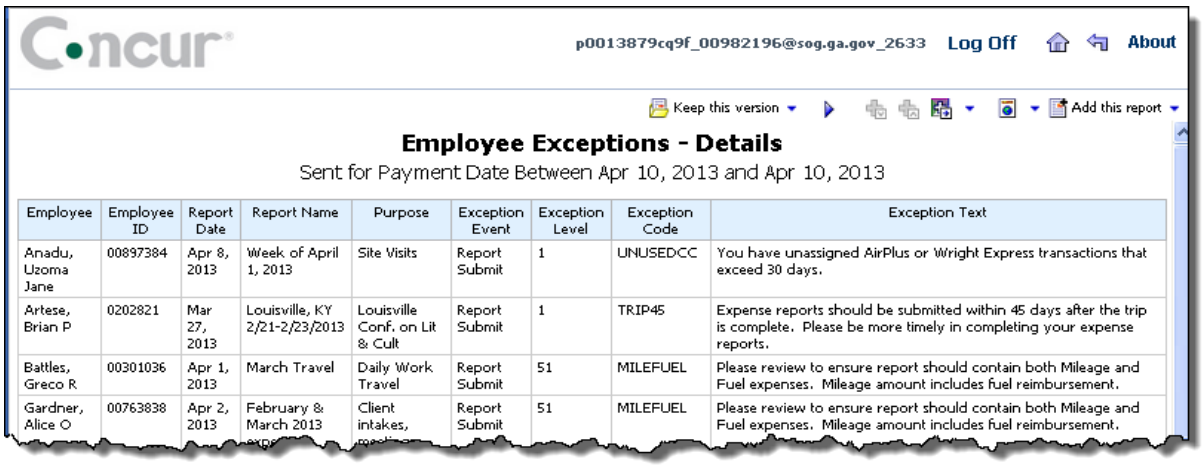
1. Choose a report by clicking on the name listed.



2. Prompts for criteria selection may appear depending on the report selected. Enter the appropriate requested information for the prompts and click **OK** or **Finish**.

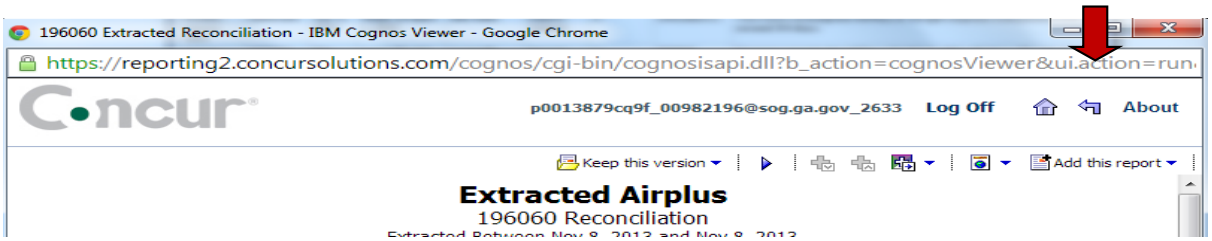


3. The report displays according to the default output selection.



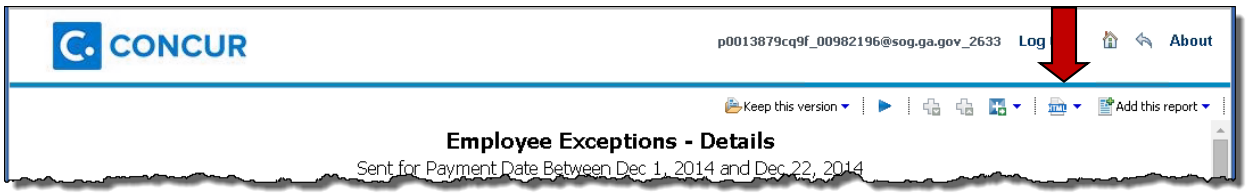
Employee	Employee ID	Report Date	Report Name	Purpose	Exception Event	Exception Level	Exception Code	Exception Text
Anadu, Uzoma Jane	00897384	Apr 8, 2013	Week of April 1, 2013	Site Visits	Report Submit	1	UNUSEDCC	You have unassigned AirPlus or Wright Express transactions that exceed 30 days.
Artese, Brian P	0202821	Mar 27, 2013	Louisville, KY 2/21-2/23/2013	Louisville Conf. on Lit & Cult	Report Submit	1	TRIP45	Expense reports should be submitted within 45 days after the trip is complete. Please be more timely in completing your expense reports.
Battles, Greco R	00301036	Apr 1, 2013	March Travel	Daily Work Travel	Report Submit	51	MILEFUEL	Please review to ensure report should contain both Mileage and Fuel expenses. Mileage amount includes fuel reimbursement.
Gardner, Alice O	00763838	Apr 2, 2013	February & March 2013	Client intakes,	Report Submit	51	MILEFUEL	Please review to ensure report should contain both Mileage and Fuel expenses. Mileage amount includes fuel reimbursement.

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

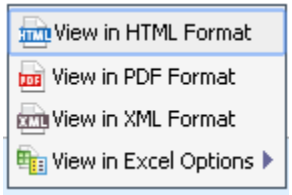


Changing the output format of an open report

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

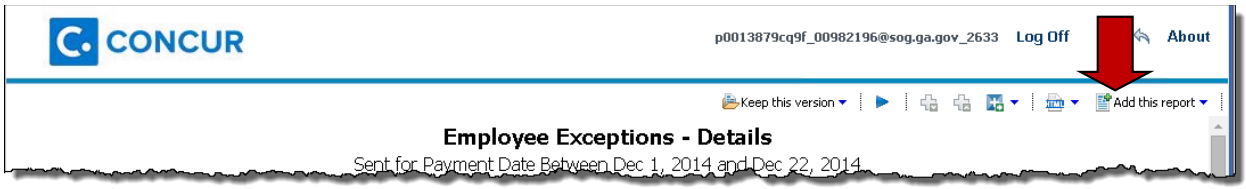


2. Select the new format desired from the drop down list. **Note:** You may have to hold down the **Ctrl** key when opening a report in Excel.

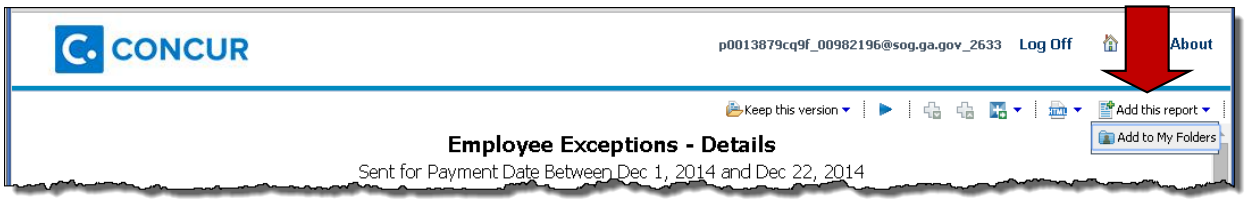


Create a Shortcut to a Report in My Folders

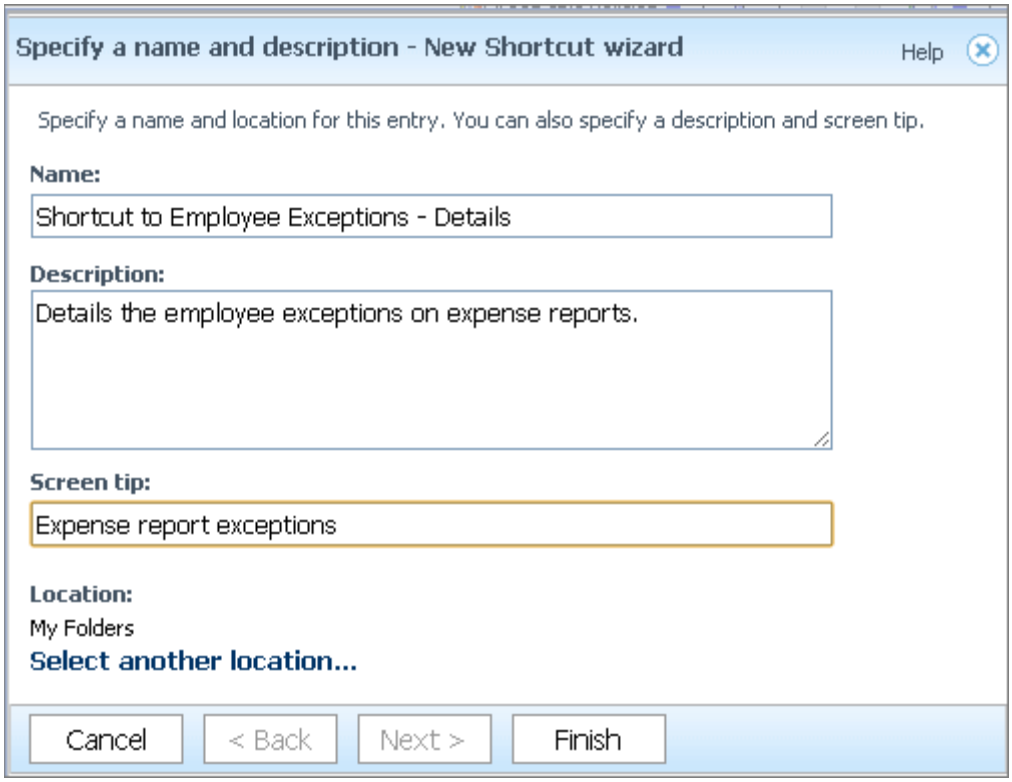
1. With the report open click on the drop down arrow next to the Add this report icon



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

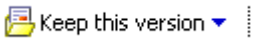


3. Specify a name and description for the shortcut. You can also add information about the report in the **Description** field as well as add a screen tip for this report.



4. Click **Finish**.

Save Report View or Email Copy of A Report

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

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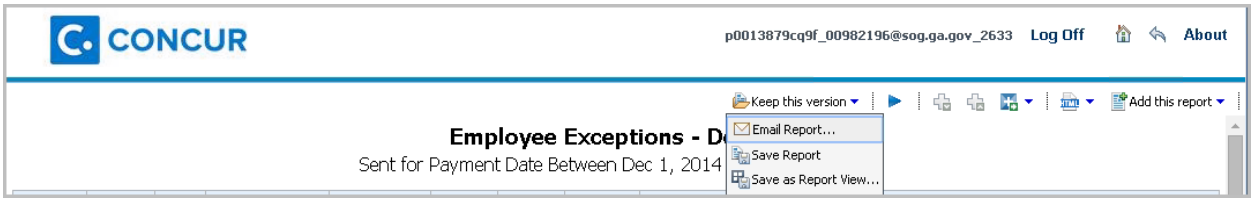
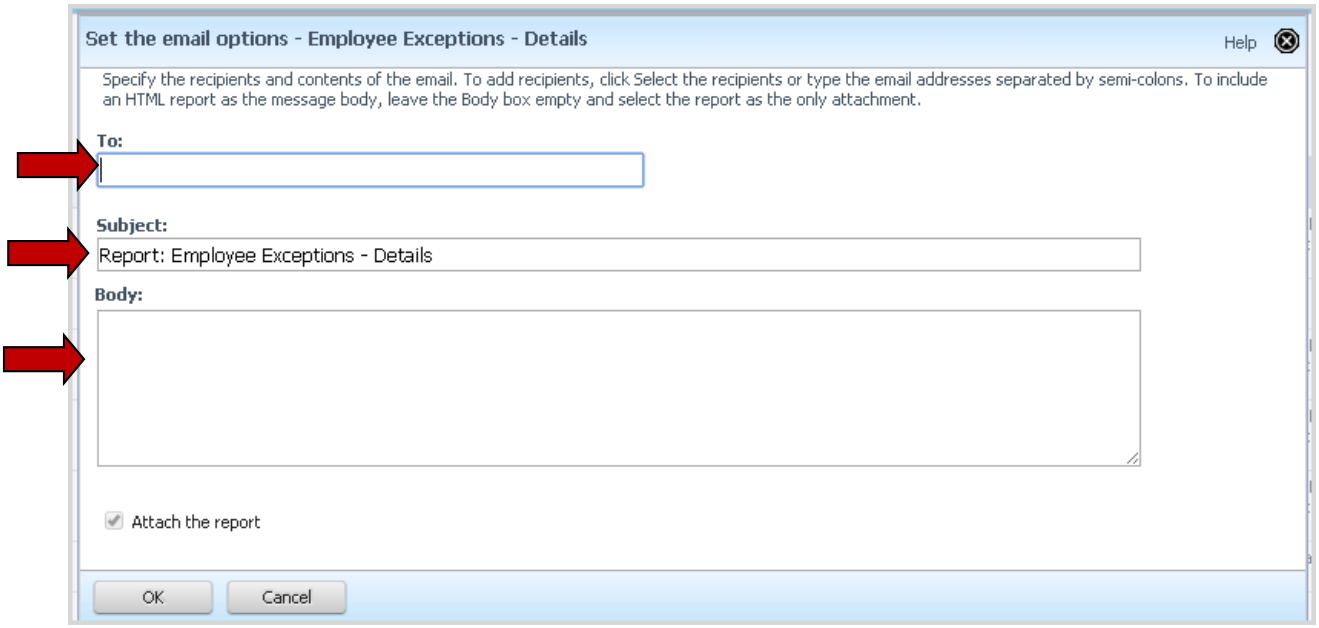
2. Select **Email Report, Save Report** or **Save as Report View**

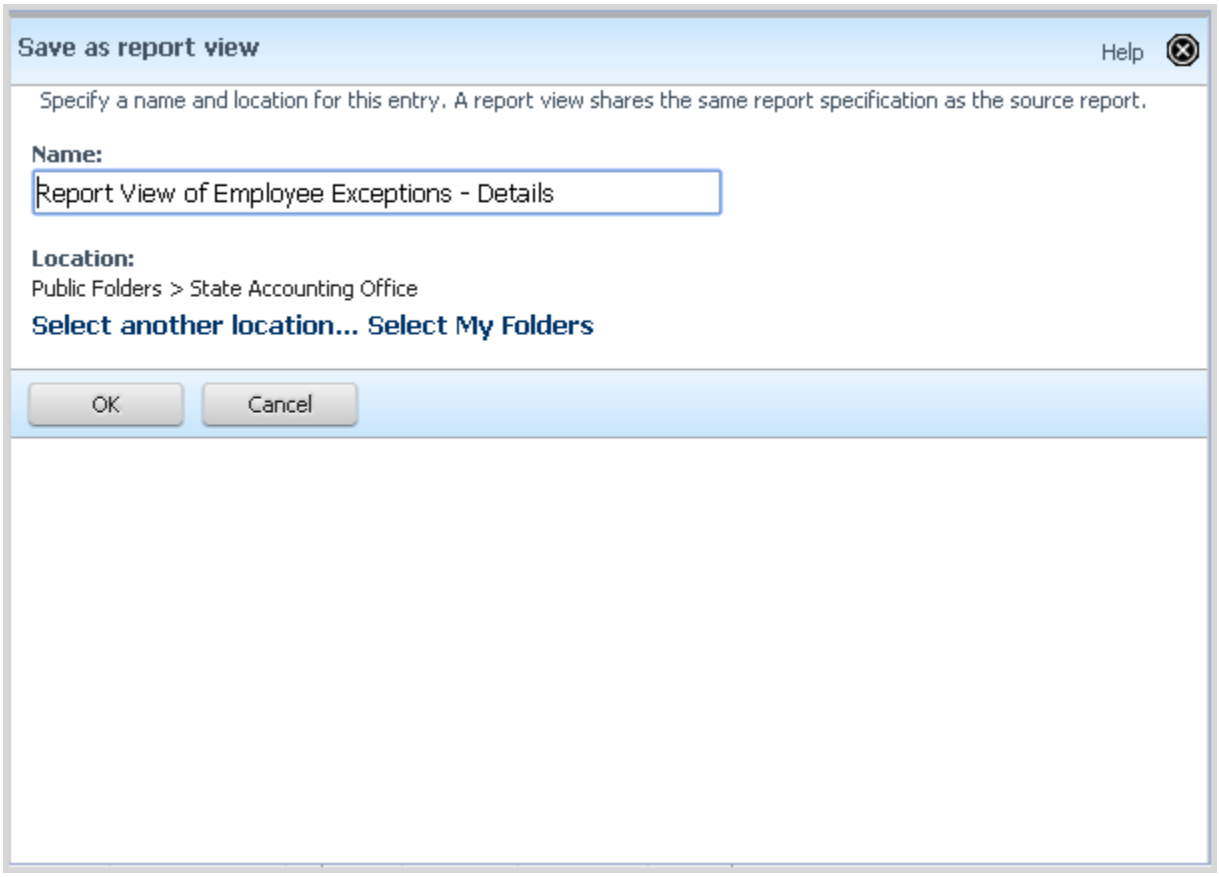


3. If you selected Email Report the **Email Options** dialogue box opens:



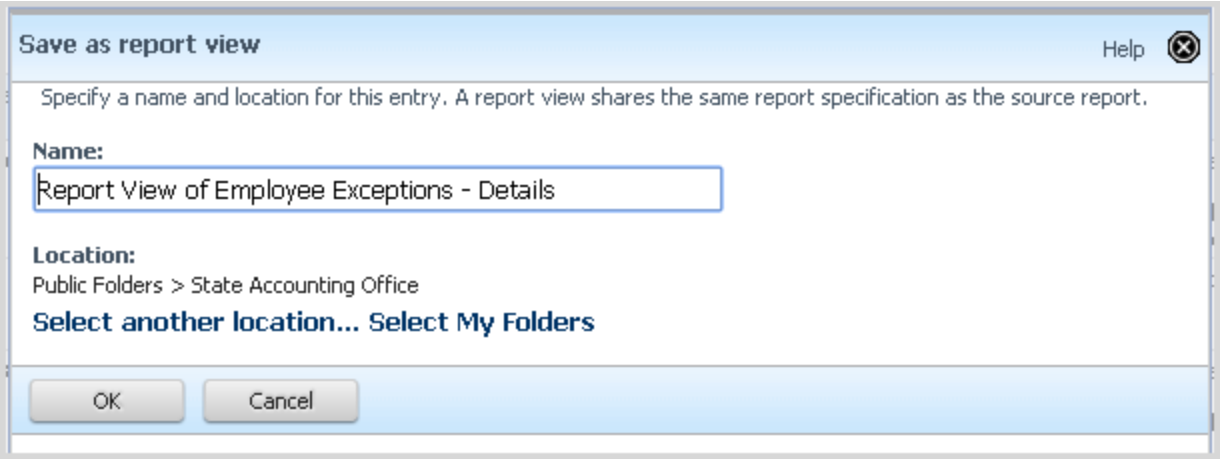
a. Enter the email address of the recipients
b. The subject defaults to the report name.
c. Use the **Body:** section to add a note to the email.
d. Click **OK**.

4. If you selected **Save this report as a view** the **Save as a report view** dialog box opens.



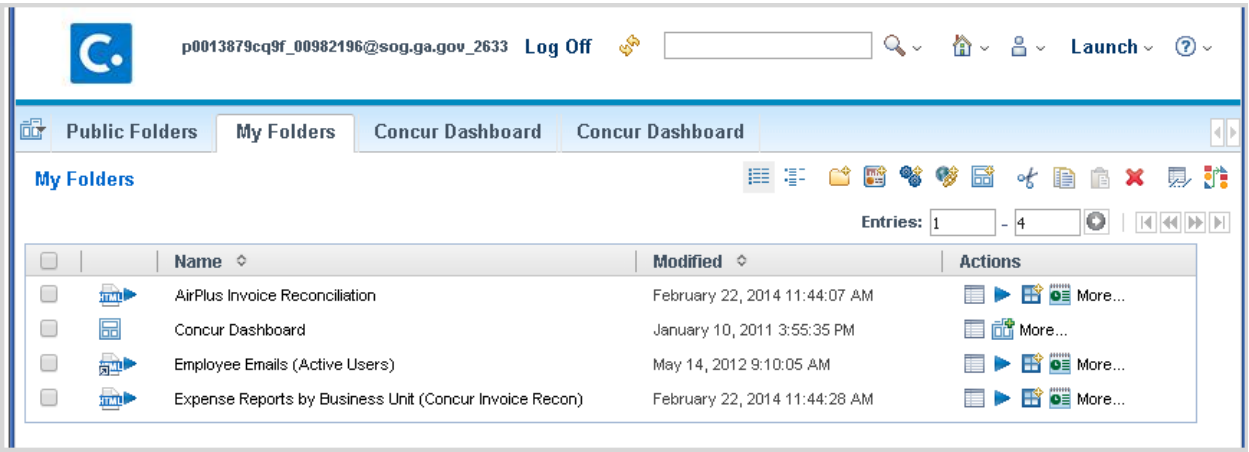
a. Enter a name for the Report View

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 a an existing folder or add a new folder in My Folders..



To View Saved Report Views

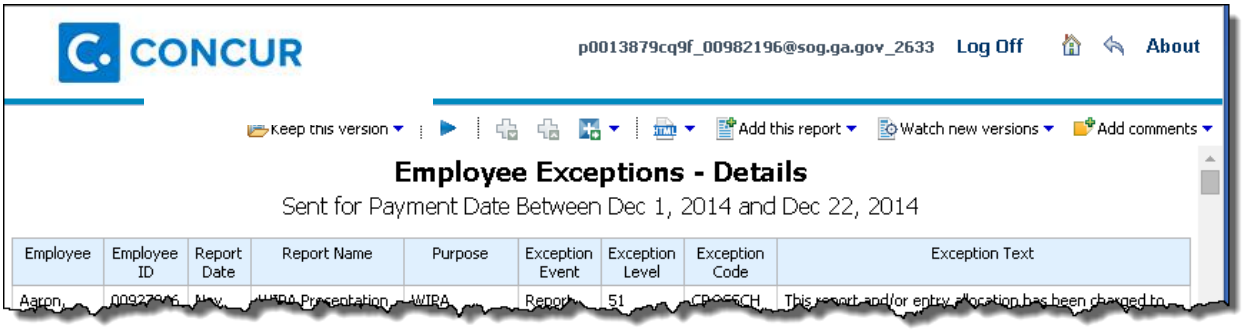
1. Click on the **My Folders** tab.



2. Select the Report View or Sub-Folder that contains the Report View you wish to review.

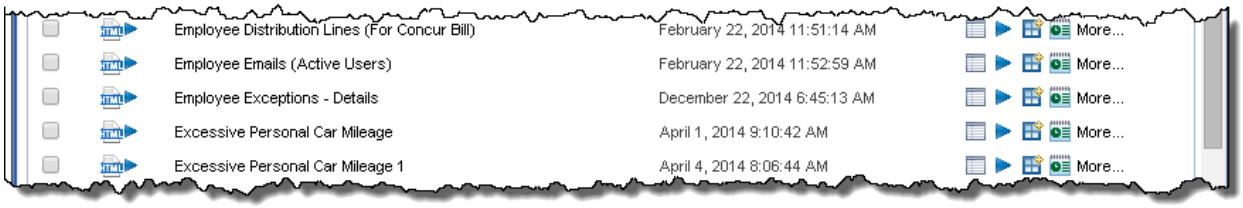
3. Click on the **Report View**

4. The report will display in the format you have defaulted.

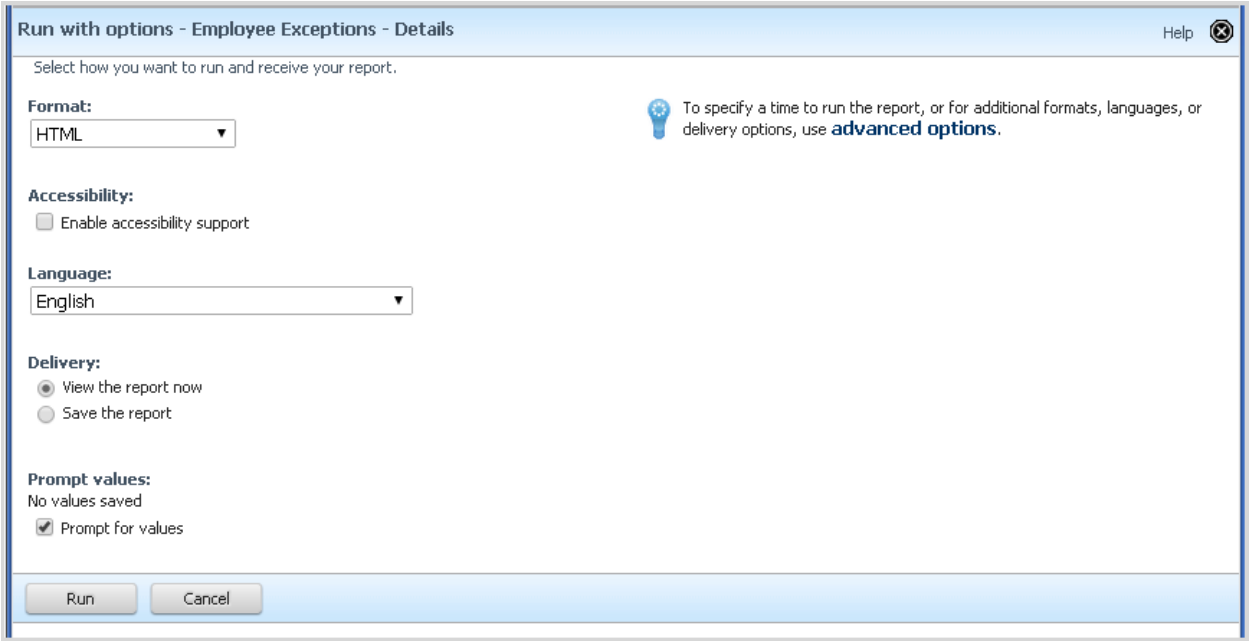


Creating Excel output from a Concur Report

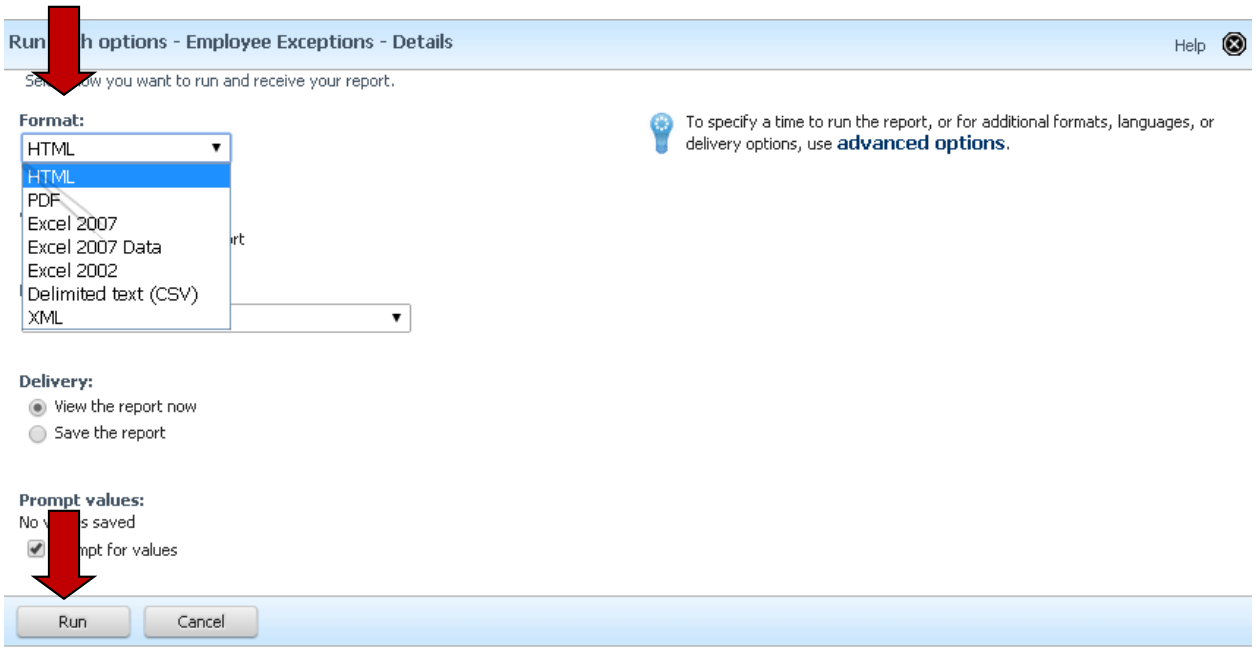
1. Locate the report you wish to export to Excel and click on the **Run with Options** icon ▶ next to the report you want to run.



2. The **Run with options menu** appears.



3. Click on the dropdown arrow in the **Format** field and select the **Delimited text (CSV)** report format type and click **Run**.

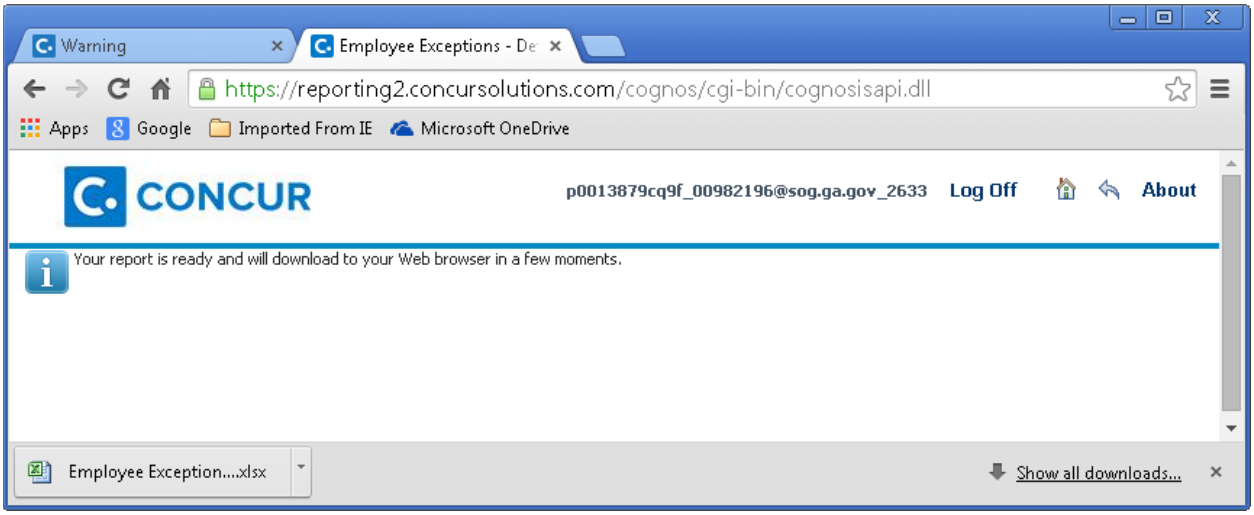


4. Enter any prompts required for the report you have chosen and click on **Finish**.

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

   a. Click on the Excel report name that displays to open the report in Excel. We used Google Chrome so the report name appears at the bottom; the location of the report on your screen is browser dependent.

   b. Click on the drop down arrow to access additional options

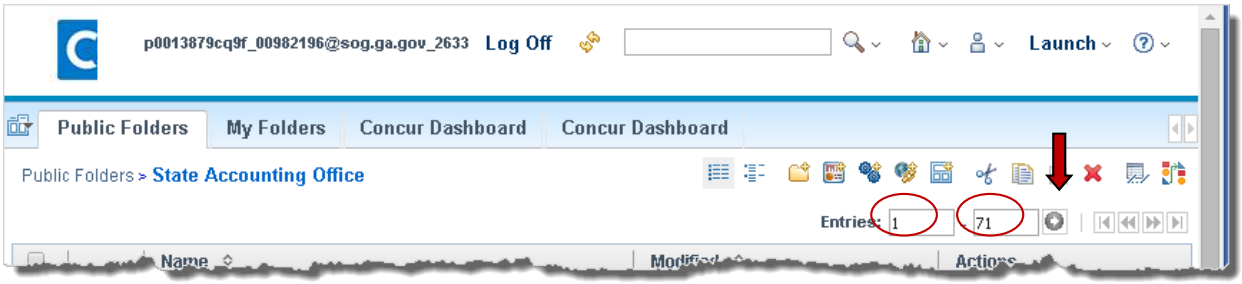


c. Save the report in a location of your choice (outside of TTE-Concur).

Section 3: Setting Preferences

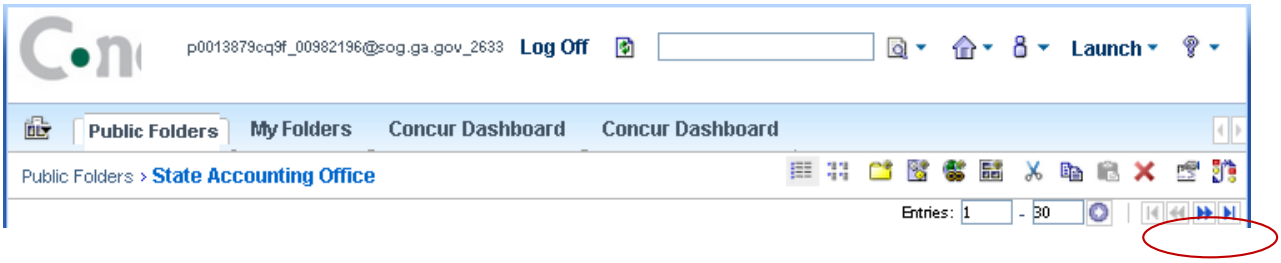
Override Default Number of Reports in a list View:

1. Log into Concur and select the **Reporting** tab.
2. Select **State Accounting Office**.
3. Scroll to the far right of the window.



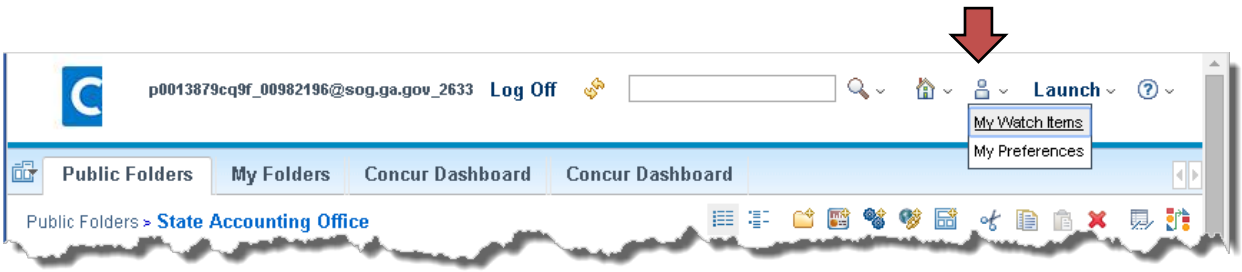
4. In the Entries boxes you can override the default number range of reports you want to display on a single page in list view.
   a. Enter 1 in the first box
   b. Enter a number (i.e., 20) in the second box
   c. Click to make the change.
      i. **NOTE**: If you want to list to always display a specific range of reports such as 3 through 9, enter 3 and then 9 in the second box. Viewing in display mode does not use this field.
   d. To set the default number, see **Set Personal Preferences**.

5. To access any reports in excess of 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.



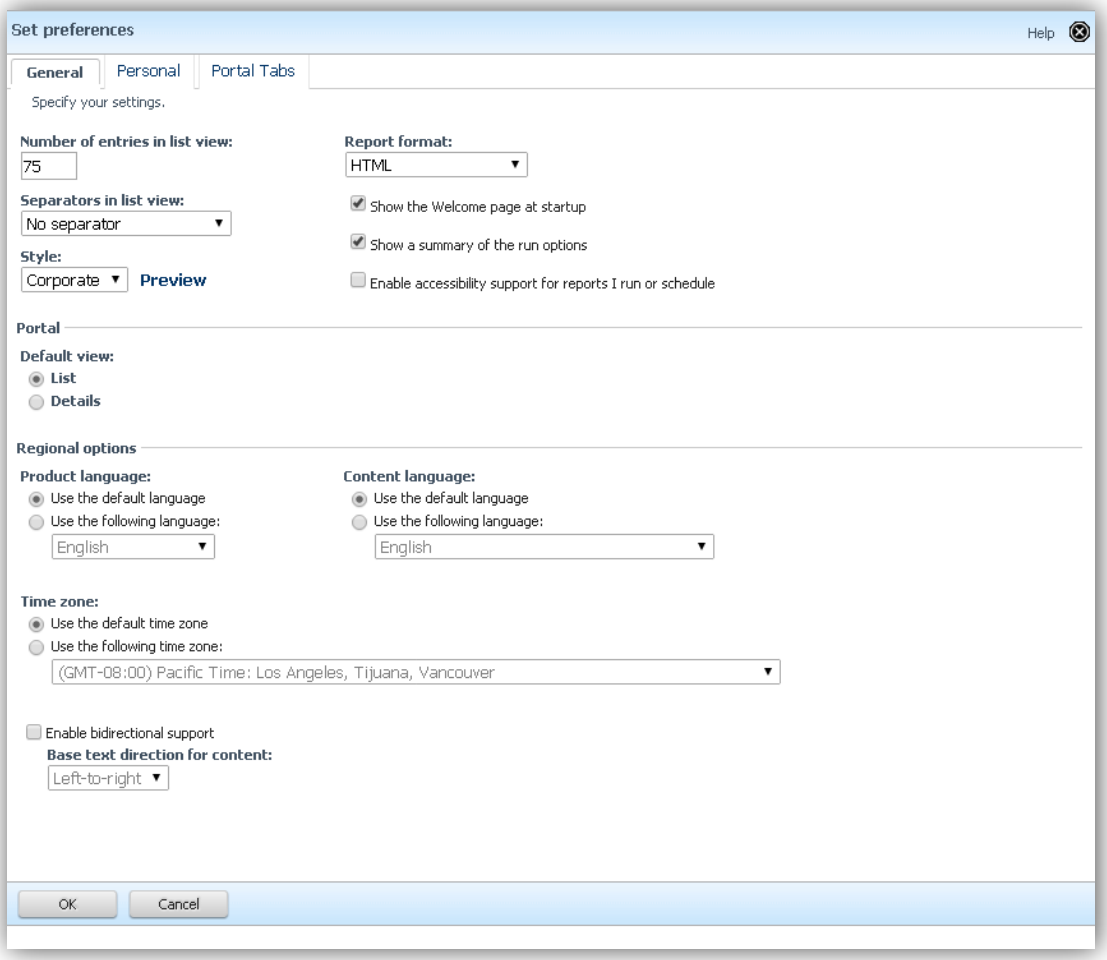
Set Personal Preferences

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



4. Click on **My Preferences.**

   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
   1. **HTML –** display on screen
   2. **PDF –** PDF formatted output
   3. **Excel 2007 –** Excel 2007 formatted output
   4. **Excel 2007 Data –** Excel 2007 unformatted output
   5. **Excel 2002 –** Excel 2002 formatted output
   6. **Delimited text** – CSV format output
   7. **XML** – XML formatted output

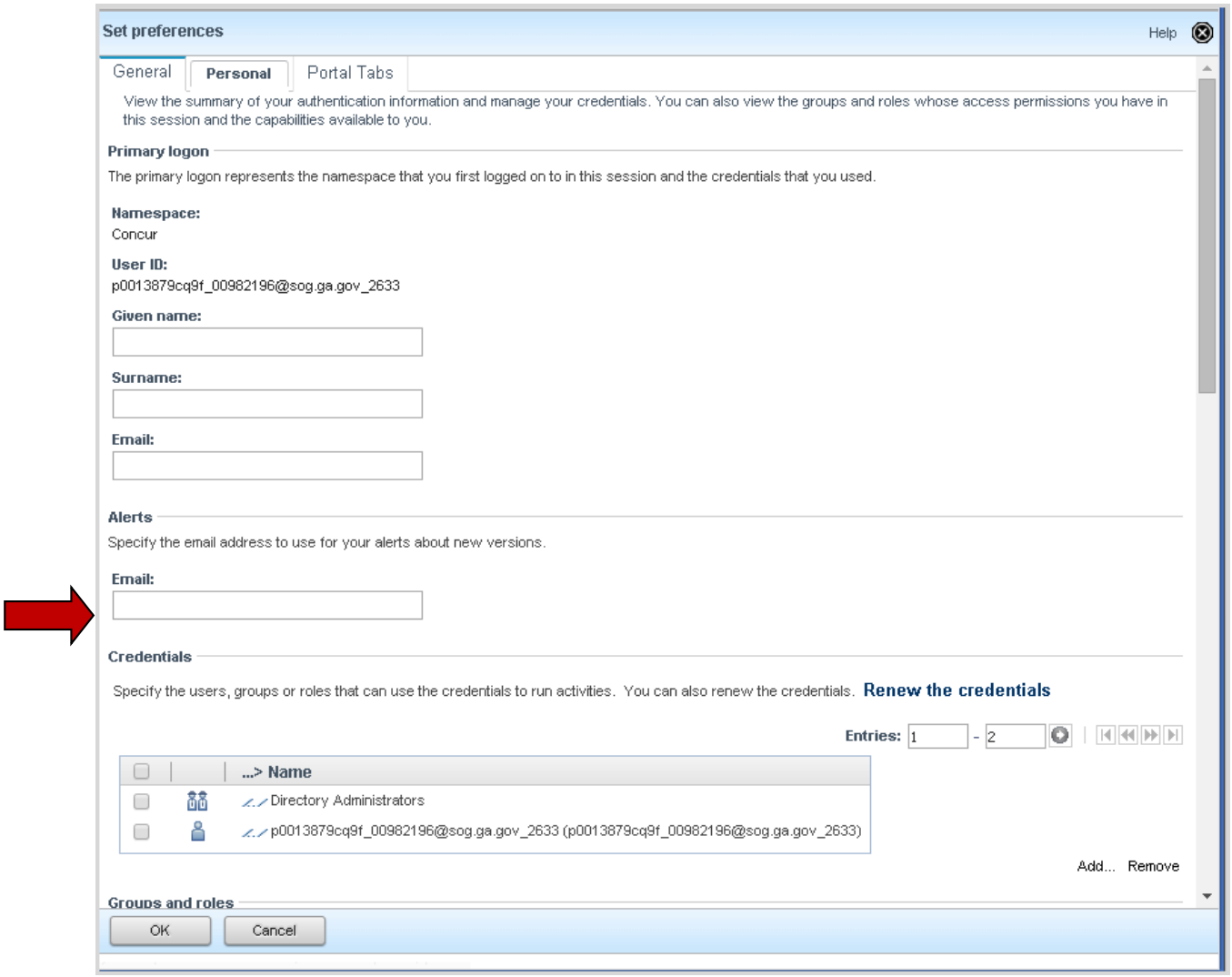
iii. **Separators in list view** – click on the dropdown for options

iv. **Portal:**
   1. **Default view:** Select the view your prefer – list or details

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

vi. Click **OK.**

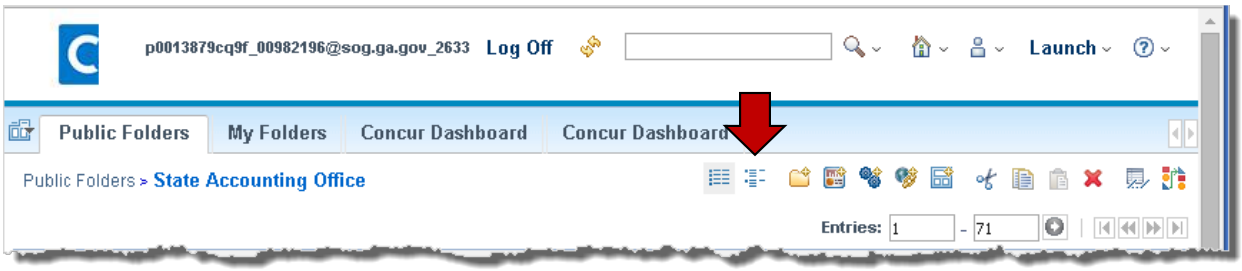
b. Click on the **Personal** tab.



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

Switch from List to Details view

1. Click on the Details view icon .



Section 4: Custom Reports Catalog

Report	Short Description
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.
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.
Airfare Expensed Not Booked in Concur Travel	Shows users airline expenses not booked through Concur Travel.
Airfare Expensed Not Booked in Concur Travel (detail)	Shows users airline expenses not booked through Concur Travel with added detail.
Approval Workflow - Details	Shows details of approval workflow by Manager or Process with employee details
Approved Travel Requests by Employee	Run by selected date range shows details of approved Requests with some detail, by all or selected Employees.
Approved Travel Requests by Employee-Details2	Report 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)	Concur transactions by month included deleted expense reports.
Billed Transaction Reconciliation – Detail (Calendar Month) with Program	Concur transactions by month included deleted expense reports. See Global Administrator for more detail.
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 1	Shows detail of Car Rentals by car rental date range and includes vendor, record locator, employee detail including email address and other relevant data.
Car Rental Expensed Not Booked in Concur Travel	Run by selected date range, Shows detail of Car Rental Expenses not booked through Travel with subtotals.
Car Rental Expensed Not Booked in Concur Travel (Details)	Date range option and shows detail of Car Rental Expenses not booked through Travel. Includes City/Location and no subtotals.
Cash Advance Analysis	Shows the amount and status of cash advances by employee and issue data, including any returned amount.
Cash Advance Analysis w/Aging	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
Detail Report - Extracted	For a specified date range, this report includes chart-field details for expense reports extracted to TeamWorks including date release by Back Office and Concur Extract dates. The report runs by Extract date.
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 release 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 – Extracted 1	Run by date range and reports detail of data extracted for payment
Detail Report- Non-Extracted	This report includes ALL chart-field details for expense reports NOT extracted to TeamWorks.
Detail Report-Submitted (for	Chart field details by date range for submitted Expense Reports for Concur Invoice Reconciliation. Concur billings cut off is 5 days prior to

Concur Bill)	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 Exceptions - Details	Id all report level exceptions by employee for date range specified.
Excessive Personal Car Mileage	Report on personal car mileage with flexible break even mileage
Excessive Personal Car Mileage 1	Run by selected date range with prompts for distance units, flexible break even distance and options for all or selected employees
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	Run by selected date range (date submitted for payment), may be grouped by employee or expense type with an option for subtotals.
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 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 1	Expense summary by expense type run by selected date submitted for payment range with org unit and reporting group.
Expense Summary 2	Expense summary by expense type run by selected date submitted for payment range.
Expense Summary by Employee and Year	This report shows summary of expenses by employee and year.
Expense Summary by Expense Type and Year	This report shows summary of expenses by type and year.
Extracted Reports	Includes a list of reports extracted to TeamWorks by employee, with total amount and extracted date.
Extracted Reports (Employee vs. Company Paid)	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
Extracted Reports (Employee vs. Company Paid) Detail	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

Report 1	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	Shows hotel expenses with no matching reservation in Concur Travel.
Hotel Stays Expensed Not Booked in Concur Travel (Details)	Shows hotel expenses with no matching reservation in Concur Travel.
IRS Report	Identifies if employee has any taxable expense reports
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.
Report View of 196060 Unassigned Transactions	Shows unassigned credit card transactions.
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.
Shortcut to Detail Report - Extracted	Shows extracted transaction detail by a date range.
Top 10 Longest to Approve	Ranks and shows approvers who took the longest to approve transactions by date range
Top Spend By Airline	Ranks by airline costs for airline tickets with subtotals by agency in a date range.
Top 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: • 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 2	Options of date range and Manager or Processor with options for all or specific approvers to show workflow process details and performance.
Workflow Cycle Times–Details 3	Options of sent for payment date range, by Manager or Processor with options for all or specific approvers to show workflow process details and performance.
Workflow Cycle Times–Details 4	Options of date range and Manager or Processor with options for all or specific approvers to show workflow process details and performance. Does not include Org Unit –Name, Vendor ID, 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

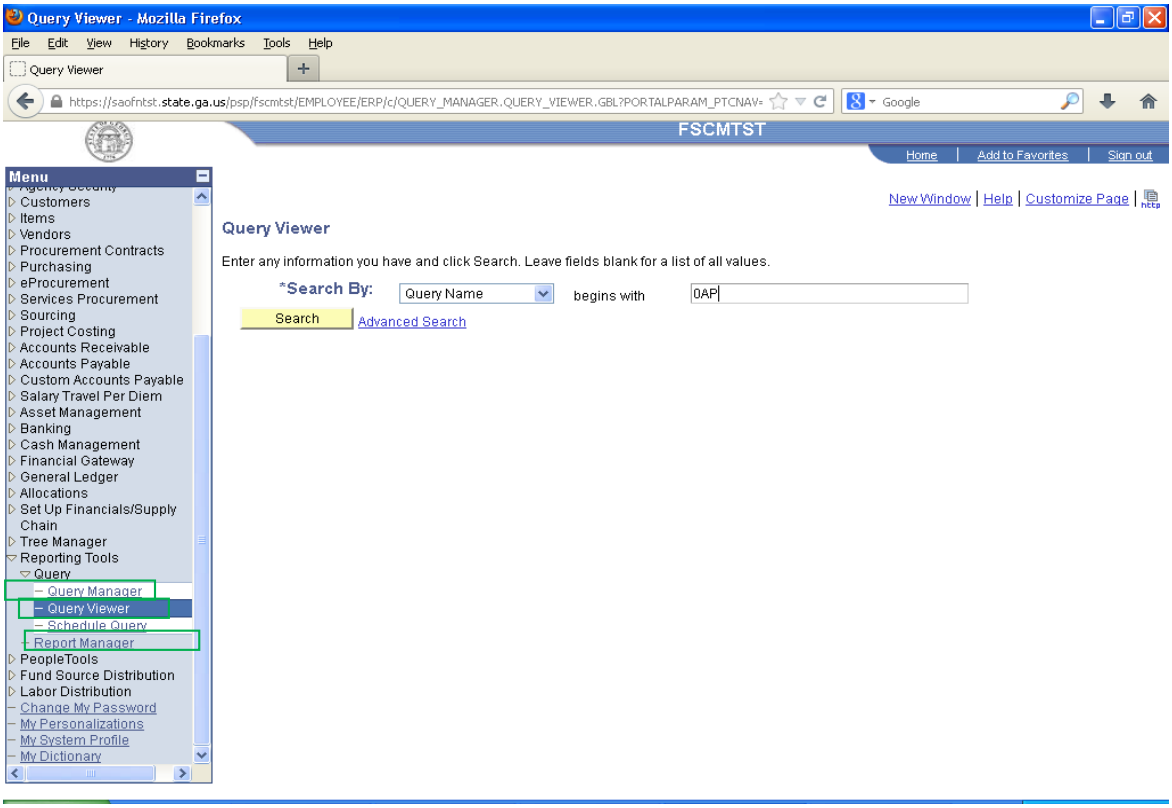
APXXX0401	Budget Exceptions	This report lists vouchers and provides an error description of each voucher line that did not pass budget checking.
APXXX0402	Daily Input Report	This report lists vouchers that were processed through AP including regular vouchers, PO vouchers, Labor, Payroll and regular offline 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

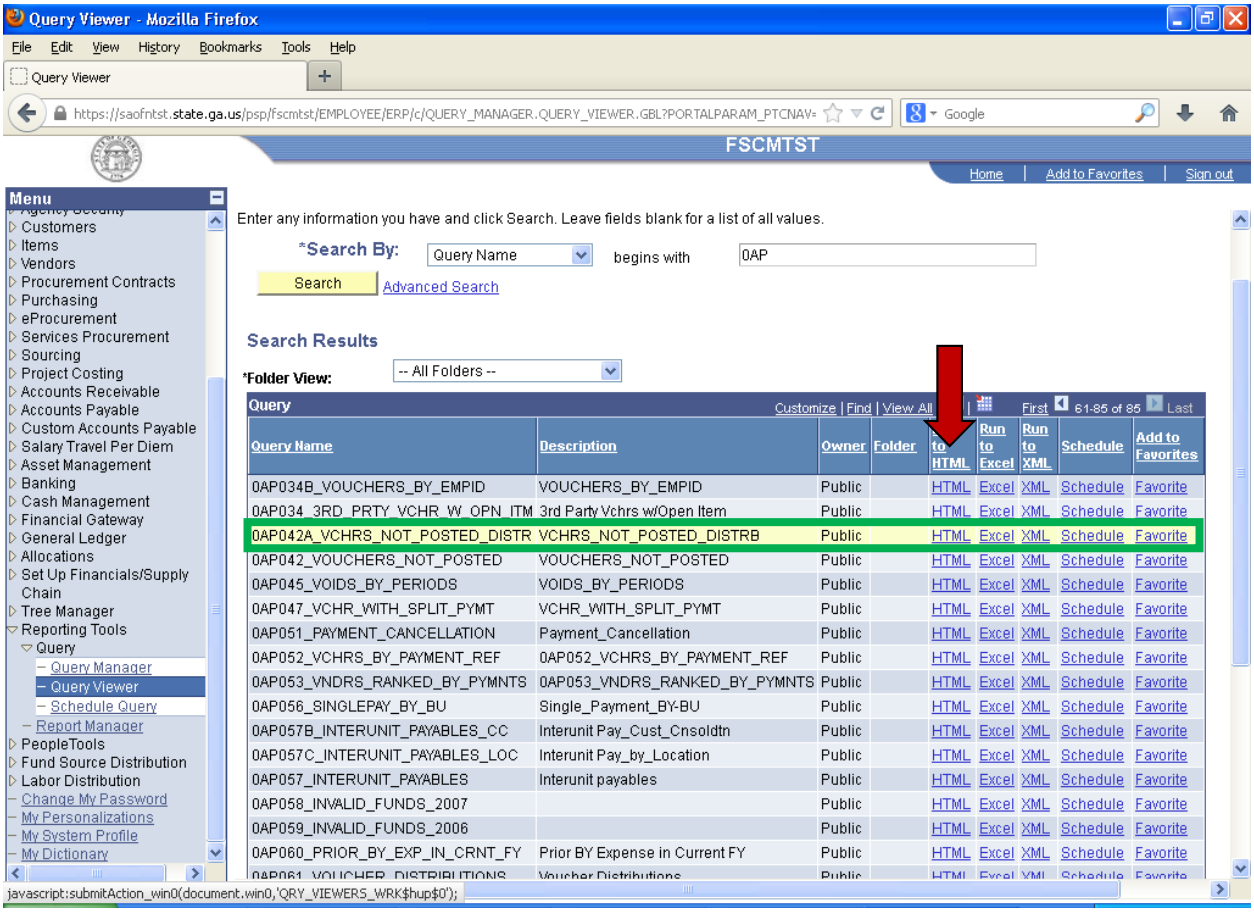
After the nightly data extract from TTE and the file is import into TeamWorks completes, the system runs a Voucher Build. On that day you have the ability to edit the vouchers created from TTE transactions.

Step 1: Access the Query Viewer

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

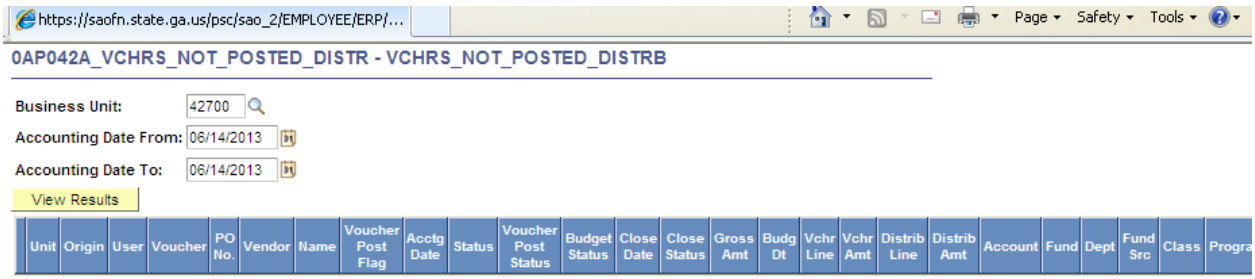


Step 2: Run **Query 0AP042A_VCHRS_NOT_POSTED_DISTR** in TeamWorks Financials (This query will show all transactions extracted from TTE on the prior day)



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

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, filer: **Origin** "TRV". The query will show all travel payments extracted the <u>prior</u> day.

Agencies may review any of the vouchers listed and edit invoice information, payment information, or place vouchers on hold.

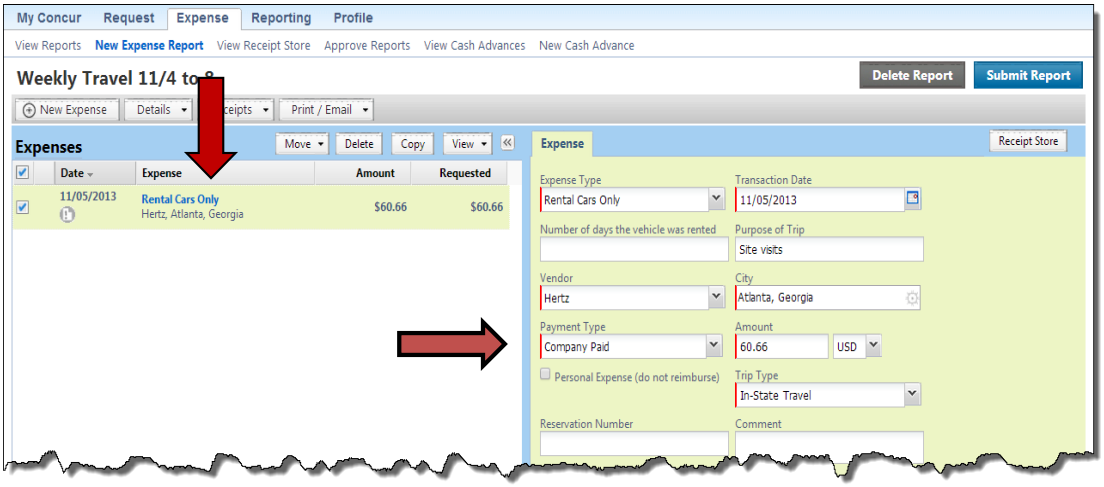
Section 7: Travel Payments and Reconciliation

Rental Cars

Suggested TTE Reports to Run:

- *Car Rental Detail Report 1* (includes Record Locator #)
- *Car Rental Expensed Not Booked in Concur Travel*
- *Car Rental Expenses Not Booked in Concur Travel (Details)* – includes City/Location field and no subtotals
- *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 a traveler books a rental car using TTE, 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 include this expense on his/her travel expense statement in TTE even though the employee is not being reimbursed for the charge.



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/Hotel).

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/Hotel)

In the above scenario, the expense is properly recorded and the clearing account balance 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

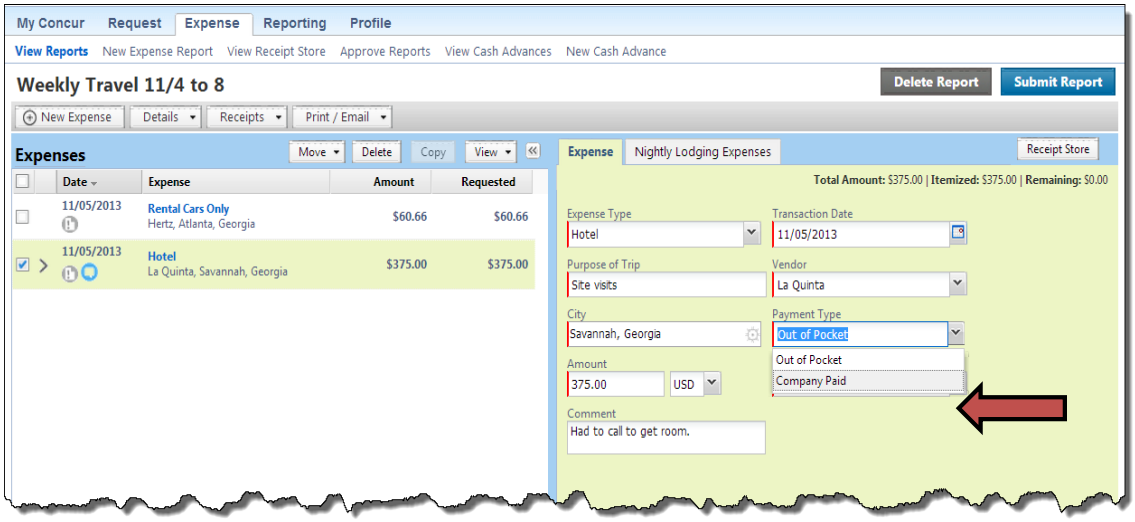
Please note that any reservations made outside the TTE system will not follow the same accounting entries as what is described above. Reservations made outside the TTE system will result in the invoice being coded to the appropriate travel account, directly, and not the 200006 account.

Direct Bill Hotels

Suggested TTE Reports to Run:

- *Hotel Expense Entry Analysis*
- *Hotel Stays Expensed Not Booked in Concur Travel (Details)*
- *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 a traveler enters an expense for a direct billed hotel in TTE, the payment type for the hotel needs to be adjusted to "Company Paid" as no out of pocket expense has been incurred by the employee. The employee is required to include this expense on his/her travel expense statement in TTE even though the employee is not being reimbursed for the charge and did not make the reservation through the TTE system.



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 – Hotel

- 640003 Travel – In State Hotel
- 640022 Travel – Out of State Hotel
- 640036 Travel – International Hotel

Credit 200006 – Travel Clearing Account - Direct Bill (Rental Car/Hotel)

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 200006 – Travel Clearing Account - Direct Bill (Rental Car/Hotel)

In the above scenario, the expense is properly recorded and the clearing account balance is zero. 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

Please note that any reservations made outside the TTE system will not follow the same accounting entries as what is described above. Reservations made outside the TTE system will result in the invoice being coded to the appropriate travel account, directly, and not the 200006 account.

AirPlus (Airfare)

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

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 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 once at the moment the initial Submit is elected by the employee.

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 an agency desires to reallocate expenditures for Concur.

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

- 196060 Extracted Reconciliation

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

Document Direct 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.**

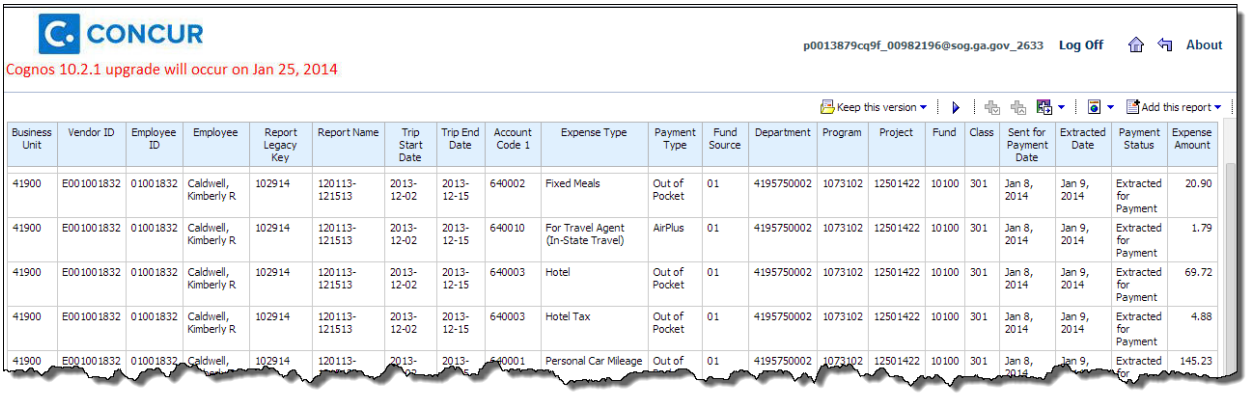
Enter the business date or date range you want to reconcile. The Date Sent for Payment is the date the Back Office releases the items for payment. The Extracted Date is the date TTE/Concur extracted the data to make it available for processing into TeamWorks.

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 Document Direct represents the date the items were processed by SAO 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 Document Direct report date. There can be exceptions.

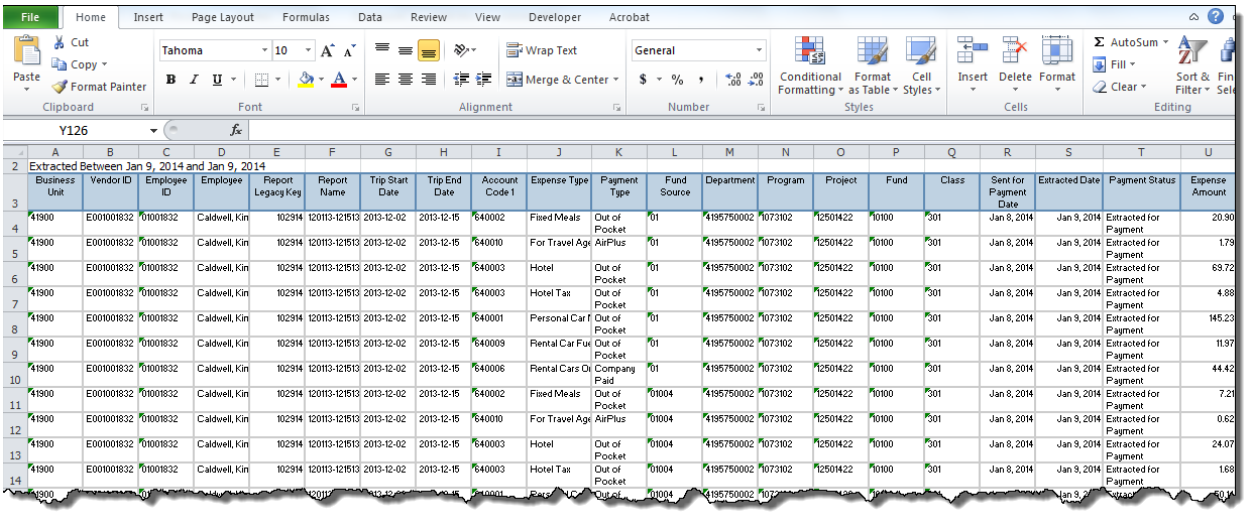
- Although TTE extracts data daily, SAO does not process any data on holidays or weekends
    - The SAO process for Document Direct documents runs between 7am and 10am Monday through Friday except for Holidays.
- The Sent for Payment Date and the Extracted Date may not be the same in the Detail Report-Extracted (sent for payment date).
- The Document Direct 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 Document Direct 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 Document Direct 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 Document Direct 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.



Business Unit	Vendor ID	Employee ID	Employee	Report Legacy Key	Report Name	Trip Start Date	Trip End Date	Account Code 1	Expense Type	Payment Type	Fund Source	Department	Program	Project	Fund	Class	Sent for Payment Date	Extracted Date	Payment Status	Expense Amount
41900	E001001832	01001832	Caldwell, Kimberly R	102914	120113-121513	2013-12-02	2013-12-15	640002	Fixed Meals	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	20.90
41900	E001001832	01001832	Caldwell, Kimberly R	102914	120113-121513	2013-12-02	2013-12-15	640010	For Travel Agent (In-State Travel)	AirPlus	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	1.79
41900	E001001832	01001832	Caldwell, Kimberly R	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	69.72
41900	E001001832	01001832	Caldwell, Kimberly R	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel Tax	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	4.88
41900	E001001832	01001832	Caldwell,	102914	120113-	2013-	2013-	640001	Personal Car Mileage	Out of	01	4195750002	1073102	12501422	10100	301	Jan 8,	Jan 9,	Extracted for	145.23

View the report in Excel by clicking on the icon and selecting the appropriate Excel options.



Business Unit	Vendor ID	Employee ID	Employee	Report Legacy Key	Report Name	Trip Start Date	Trip End Date	Account Code 1	Expense Type	Payment Type	Fund Source	Department	Program	Project	Fund	Class	Sent for Payment Date	Extracted Date	Payment Status	Expense Amount
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640002	Fixed Meals	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	20.90
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640010	For Travel Age	AirPlus	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	1.79
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	69.72
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel Tax	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	4.88
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640001	Personal Car I	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	145.23
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640009	Rental Car Fu	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	11.97
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640006	Rental Cars Or	Company Paid	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	44.42
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640002	Fixed Meals	Out of Pocket	01004	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	7.21
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640010	For Travel Age	AirPlus	01004	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	0.62
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel	Out of Pocket	01004	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	24.07
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel Tax	Out of Pocket	01004	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	1.68

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

2. Obtain Document Direct GLXXX0902 and APXXX0855 reports

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

Print or export the report. Then do the same with the **APXXX0855** (Offline Travel Voucher Interface – Accounts Payable Report).

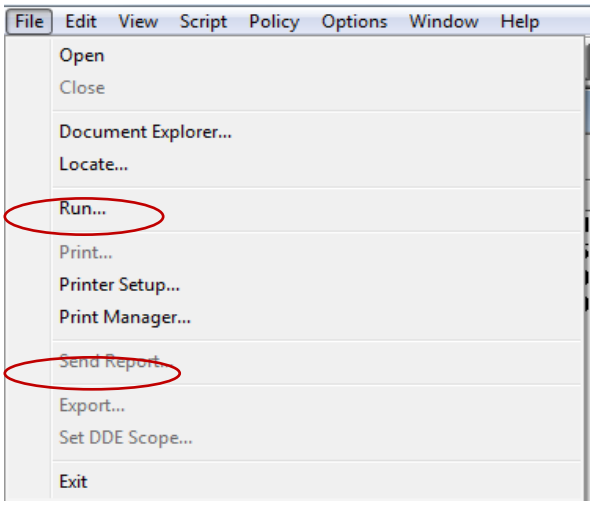
Note: XXX=Agency Business unit number, 404, 419, 427, etc.

You may Print or Export these reports in Document Direct by selecting **File.**

Note: Generally the Print function should be fine.

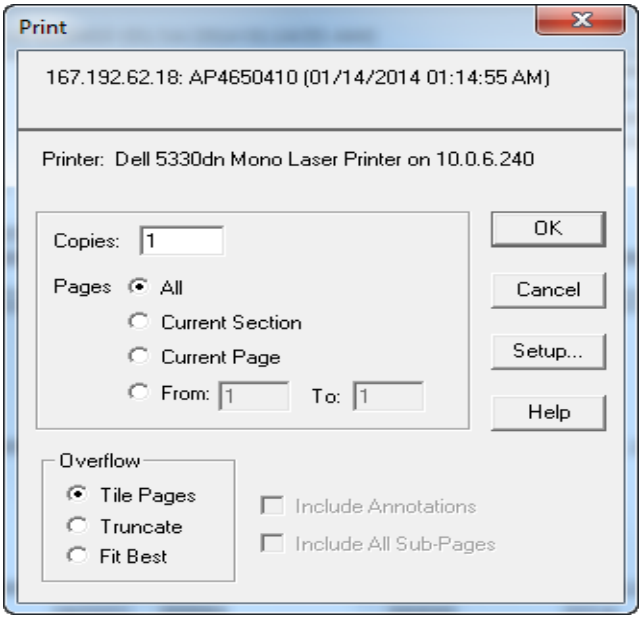
Document Direct - Print or Export option

- Select the Print or Export Option

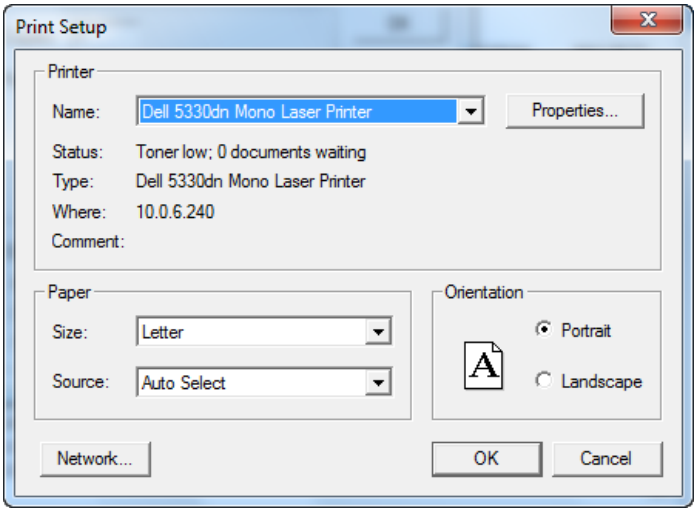


Note: A document must be open or the Print and Export functions are grayed out and not available.

- To Print the report:
  - Select **Print**
  - Verify the **Copies** and **Pages** options



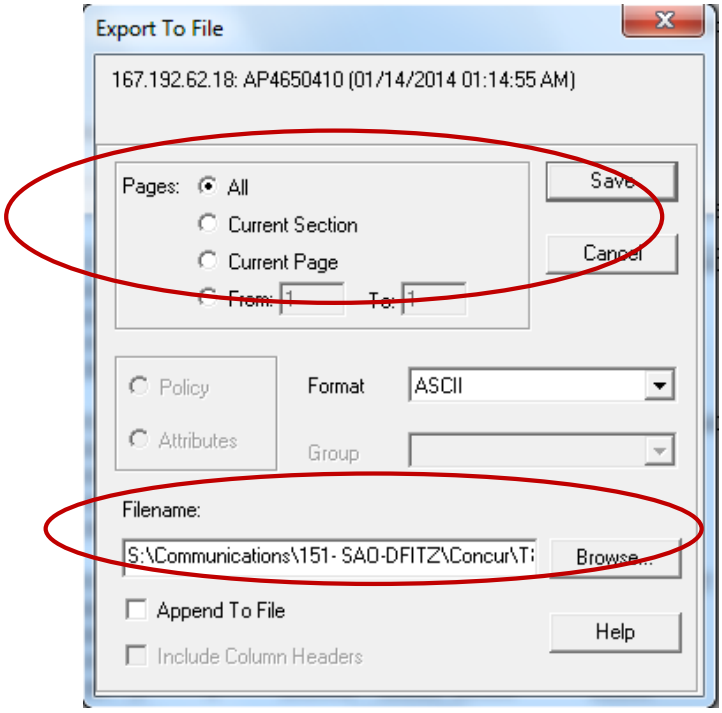
  - Click **OK** or select **Setup** to use a different printer



- Choose the desired printer
- Click **OK**
- Click **OK** again to print

o To Export the report:

- Select **Export**
- Verify the **Pages** option. If in doubt, select **All** to ensure you export the entire report.
- Specify the location to export to in **Filename:** and alter the name of the document if desired.

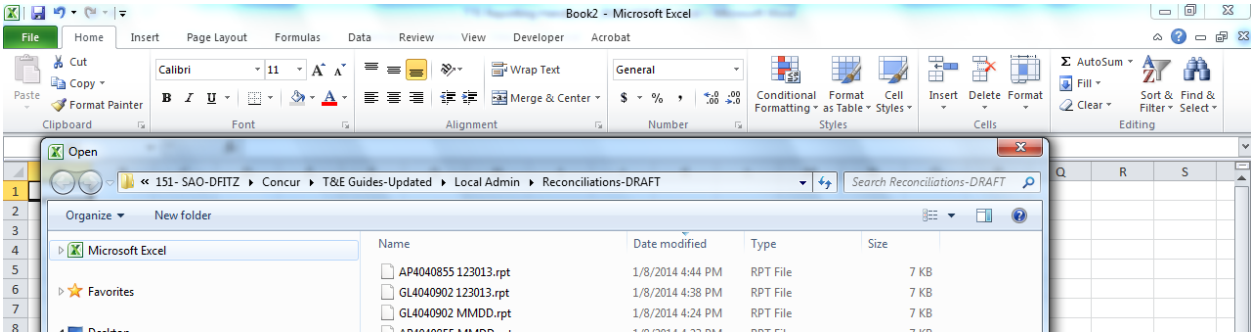


Note: Document Direct exports documents with the file extension .RPT

To manipulate the exported data, import it into Excel.

- Open Excel and then select the GLXXX0902.rpt or APXXX0855.rpt report from the saved location.

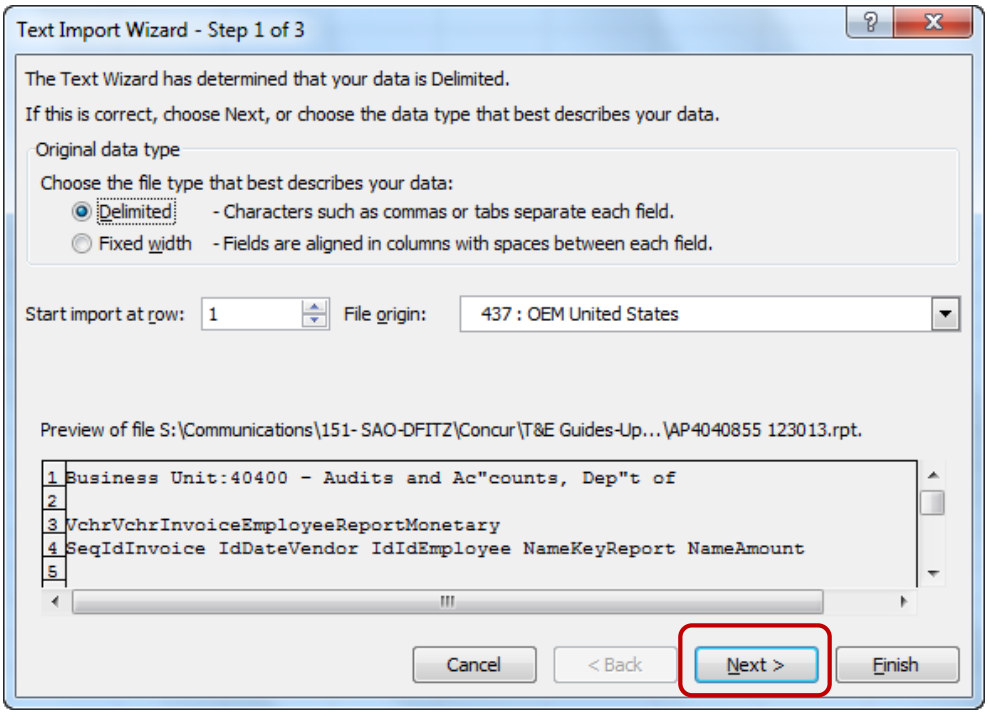
Note: XXX= Agency Business Unit Number 404, 419, 427, etc.



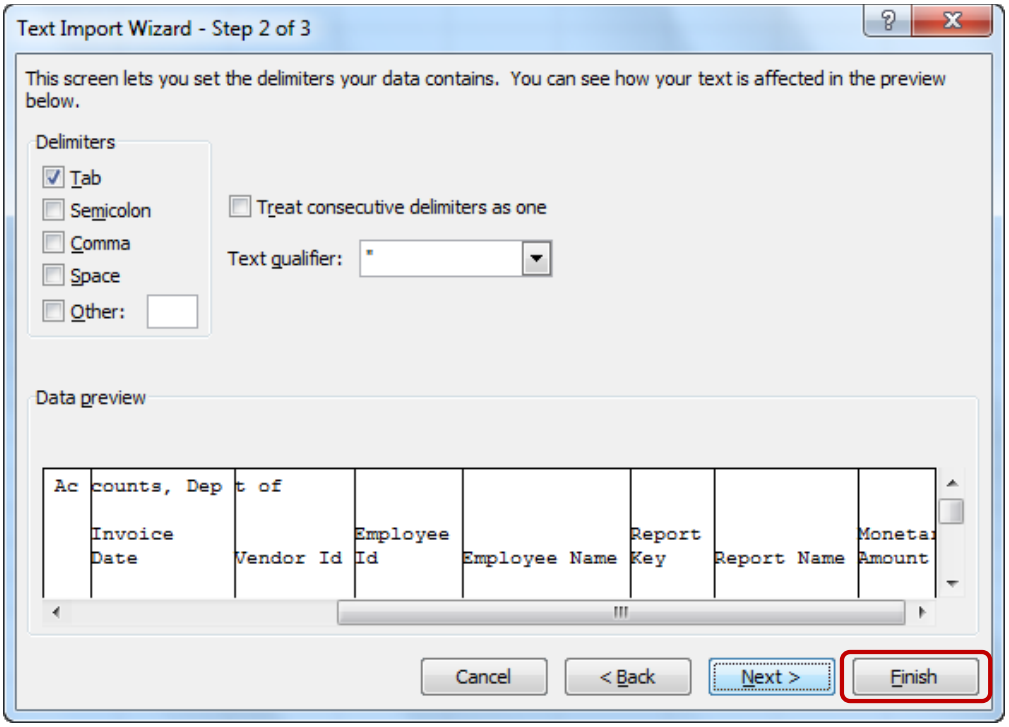
- The documents exported from Document Direct will have an extension of RPT.

Example Excel Import process when APXXX0855.rpt (Offline Travel Voucher Interface – Accounts Payable) is selected

- Click on the report to open the Text Import Wizard



- Click **Next**



- Click **Finish**.

The data imports into Excel and you can manipulate the data as you need. You have the full functionality of Excel once the report is in Excel.

> **Note:** If there is a large amount of data you will see sections for page headers, you can simply delete these lines in Excel to make working with the data easier.

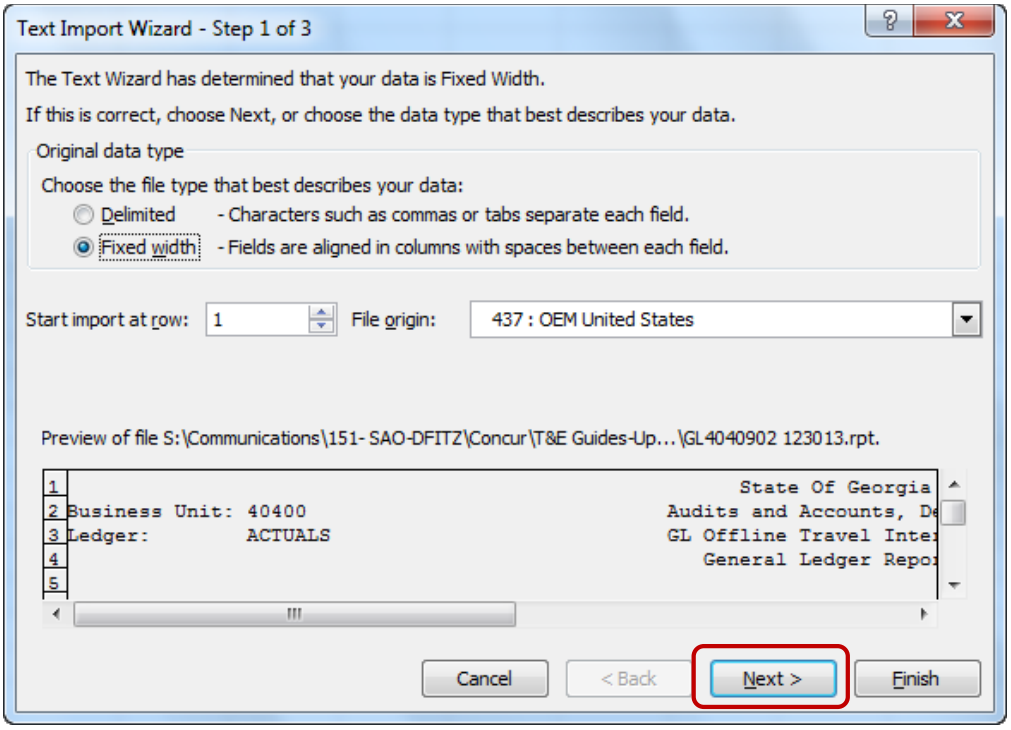
A1 fx Busine

	A	B	C	D	E	F	G	H	I	J
1	Busine	ss Unit:	40400 - Au	counts, Dep	t of					
2										
3	Vchr	Vchr		Invoice		Employee		Report		Monetary
4	Seq	Id	Invoice Id	Date	Vendor Id	Id	Employee	Key	Report Na	Amount
5										
6										
7	105788	NEXT	105788 11	11/7/2013	339835	885578	Bibby,Am	105788	Augusta	409.28
8	105791	NEXT	105791 11	11/15/2013	339835	885578	Bibby,Am	105791	Milledgev	54.24
9	104221	NEXT	104221 12	12/11/2013	482675	970942	Schuenem	104221	Towns Co	100.4
10	104288	NEXT	104288 12	12/12/2013	522437	995448	Morton,Je	104288	Atlanta Pu	10
11	105846	NEXT	105846 12	12/19/2013	E00101128	1011288	Bruder,Eri	105846	KRISHNA	491.5
12	105807	NEXT	105807 12	12/19/2013	E00101128	1011289	Lam,Victo	105807	COAM AU	442.75
13										
14									====	==========
15					Total Mo	netary Am	ount for a	Vouchers	=	1,508.17
16					St	ate Of Ge	orgia			
17					Audits an	d Account	s, Dept of		Report ID:	AP4040855
18					Offline Tr	vel Vouch	er Interface		Print Date	1/6/2014
19					Account	s Payable	s Report		Page:	2
20									PS ID:	APS8055X
21										
22	Busine	ss Unit:	40400 - Au	counts, Dep	t of					
23										
24	Vchr	Vchr		Invoice		Employee		Report		Monetary
25	Seq	Id	Invoice Id	Date	Vendor Id	Id	Employee	Key	Report Na	Amount
26										
27										
28										
29	======	========	==========							
30	4040	0 TRANSA	CTION TOTALS							
31	======	========	==========							
32										
33	Total	Number C	f Voucher	essed:	6					
34	Total	Number C	f Lines Processed:		6					
35	Total	Number C	f Distribut	rocessed:	54					
36										
37	Total	Number C	f Voucher	rted:	6					
38	Total	Number C	f Lines Inserted:		6					

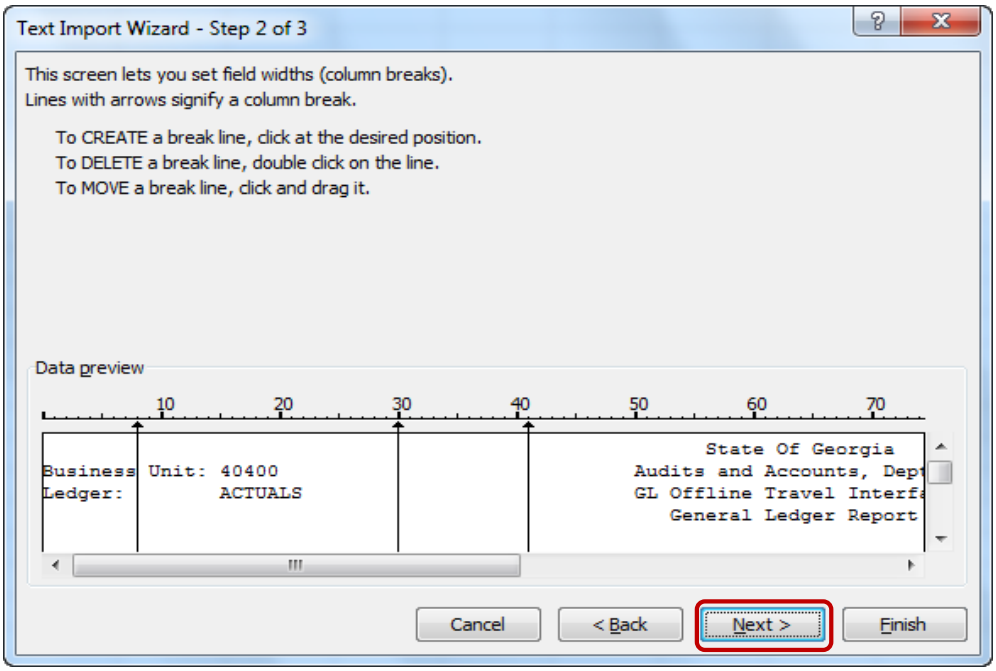
Note the Total of the vouchers created. In this example it is $1,508.17 which represents the total of the AP Vouchers created from the TTE/Concur Extract.

Example Excel Import process when GLXXX0902 - GL Offline Travel Interface/General Ledger Report is selected:

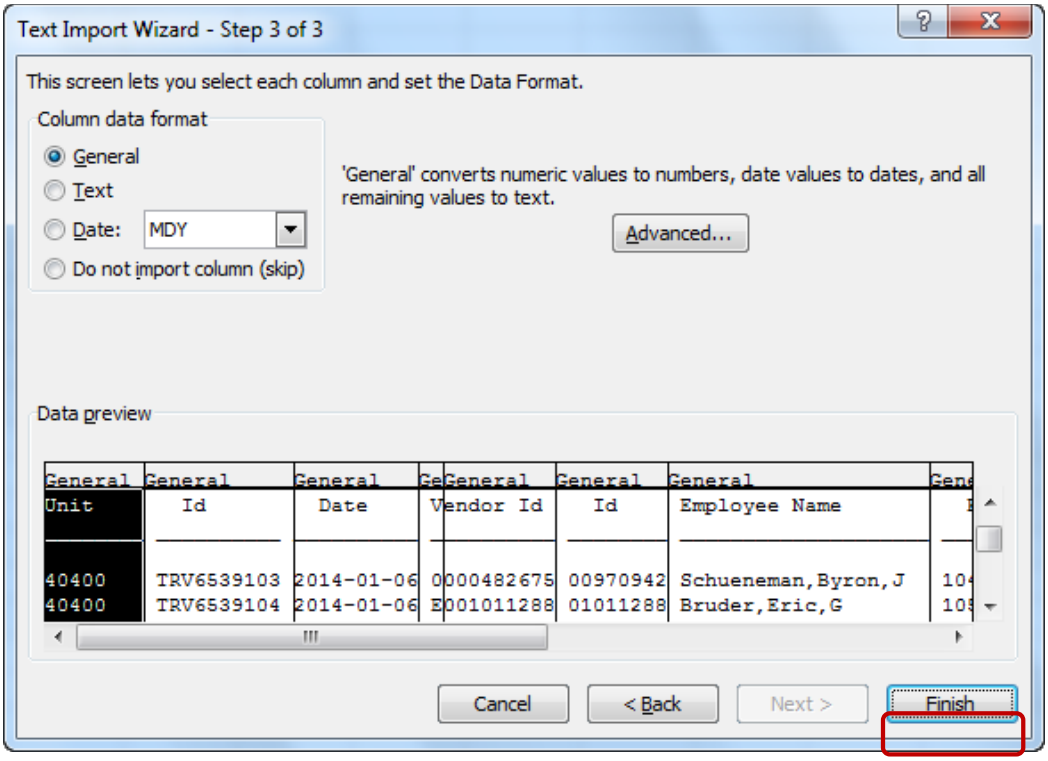
- The Text Import Wizard – Step 1 opens.



- You can start the import at row 1 or a lower row to bypass the report header information if you choose.
- Click **Next**



- Scroll down past the header information and a cross to verify that the columns are correct. You can add, delete or move (change) a column as detailed in the Text Import Wizard – Step 2.
- We suggest adding a column between **ID** and **Date**, between **ID** and **Employee name**, and between **Employee Name** and **Key**.
- Click **Next**
- Step 3 of the Text Import Wizard appears



Click **Finish**

The data is now in Excel and you can manipulate it using any of the Excel functionality as needed.

	A	B	C	D	E	F	G	H	I	J	K
1						State Of Ga					
2	Business	Unit: 40400				Audits and	Dept of		Report ID:	GL4040902	
3	Ledger:	ACTUA	LS			GL Offline	erface		Print Date	1/6/2014	
4						General Le	ort		Page:	1	
5									PS ID:	GLS9002X	
6											
7	Bus	Journal	Journal		Employee		Report				
8	Unit	Id	Date	Vendor Id	Id	Employee	Key	Report Na	Monetary Amount		
9	_____	_____	_____	_____	_____	_____	_____	_____	_____		
10											
11	40400	TRV65391	1/6/2014	482675	970942	Schuenem	104221	Towns Co	4.27		
12	40400	TRV65391	1/6/2014	E00101128	1011288	Bruder,Eri	105846	KRISHNA	4.27		
13	40400	TRV65391	1/6/2014	E00101128	1011288	Bruder,Eri	105846	KRISHNA	4.27		
14	40400	TRV65391	1/6/2014	E00101128	1011289	Lam,Victo	105807	COAM AU	4.27		
15	40400	TRV65391	1/6/2014	E00101128	1011289	Lam,Victo	105807	COAM AU	4.27		
16											
17									==========		
18						Total Mon	t for all	Passed Jo	21.35		
19						State Of Gia					
20	Business	Unit: 40400				Audits and	Dept of		Report ID:	GL4040902	
21	Ledger:	ACTUA	LS			GL Offline	erface		Print Date	1/6/2014	
22						General Le	ort		Page:	2	
23									PS ID:	GLS9002X	
24											
25	Bus	Journal	Journal		Employee		Report				
26	Unit	Id	Date	Vendor Id	Id	Employee	Key	Report Na	Monetary Amount		
27	_____	_____	_____	_____	_____	_____	_____	_____	_____		
28											
29											
30											
31	========	=========	========								
32	40400	TRANSAC	TOTALS								
33	========	=========	========								
34	Journal	Headers =	5								
35	Journal	Lines =	3								
36	Journal	Unknown	0								
37		--	--------								
38	Total Re	cords =	8								

Note the total of the GL Entries made. In this example it is $21.35. This represents Cash Advance Returns, Air Plus and Company Paid Payment Type items on the expense reports extracted from TTE/Concur.

3. Open the Excel report you created in #1

After you export the Detail Report-Extracted (sent for payment) into Excel you can add a couple of totals that will make reconciliation of transactions from TTE into TeamWorks relatively easy.

Sample of TTE data viewed in Excel with helpful totals added:

Extracted Between Jan 9, 2014 and Jan 9, 2014

Business Unit	Vendor ID	Employee ID	Employee	Report Legacy Key	Report Name	Trip Start Date	Trip End Date	Account Code 1	Expense Type	Payment Type	Fund Source	Department	Program	Project	Fund	Class	Sent for Payment Date	Extracted Date	Payment Status	Expense Amount
													A	B	C	D	E	F	G	H
													Expense Amount Column TOTAL	Air Plus Payment Type TOTAL	Company Paid Payment Type TOTAL	Cash Advance Return Payment Type TOTAL	Total GL on TTE Rpt (B+C+D)	TL 0902 RPT from Document Direct	Net TTE RPT - AP (A-E)	TL 0855 RPT from Document Direct
													5769.94	25.62	463.42	0.00	489.04	489.04	5280.90	5280.90

State Of Georgia
Community Health, Dept. of
GL Offline Travel Interface
General Ledger Report

Report ID: GL4190902
Print Date: 01/09/2014
Page: 1
PS ID: GLS9002X

Business Unit: 41900
Ledger: ACTUALS

Bus Unit	Journal Id	Journal Date	Vendor Id	Employee Id	Employee Name	Report Key	Report Name	Monetary Amount
41900	TRV6539144	2014-01-09	0000421059	00256965	Delk,Deborah,M	102687	Gwinette & Summitrid	99.22
41900	TRV6539145	2014-01-09	0000024411	00312387	Mathews,Jodie,R	97612	Duluth, Augusta, Mar	15.08
41900	TRV6539146	2014-01-09	0000024411	00312387	Mathews,Jodie,R	97612	Duluth, Augusta, Mar	247.64
41900	TRV6539147	2014-01-09	E000844158	00844158	Love,Angela,P	105917	Soperton / Dublin	0.62
41900	TRV6539148	2014-01-09	E000844158	00844158	Love,Angela,P	105917	Soperton / Dublin	7.92
41900	TRV6539149	2014-01-09	E000894919	00894919	Steele,Dana,A	103423	Ft. Valley	0.62
41900	TRV6539150	2014-01-09	E000894919	00894919	Steele,Dana,A	103423	Ft. Valley	7.92
41900	TRV6539151	2014-01-09	E001001832	01001832	Caldwell,Kimberly,R	102914	120113-121513	0.62
41900	TRV6539152	2014-01-09	E001001832	01001832	Caldwell,Kimberly,R	102914	120113-121513	109.40

Total Monetary Amount for all Passed Journals = 489.04

F

State Of Georgia
Community Health, Dept. of
Offline Travel Voucher Interface
Accounts Payables Report

Report ID: AP4190855
Print Date: 01/09/2014
Page: 1
PS ID: APS8055X

Business Unit: 41900 - Community Health, Dept. of

Vchr Seq	Vchr Id	Invoice Id	Invoice Date	Vendor Id	Employee Id	Employee Name	Report Key	Report Name	Monetary Amount
102687	NEXT	102687 120313-121813	12/18/2013	0000421059	00256965	Delk,Deborah,M	102687	Gwinette & Summ	223.76
97612	NEXT	97612 110413-121813	12/18/2013	0000024411	00312387	Mathews,Jodie,R	97612	Duluth, Augusta	498.16
100005	NEXT	100005 110413-111413	11/14/2013	0000252559	00835346	Smith,Debra,E	100005	Travel Expense	328.85
105585	NEXT	105585 111813-121013	12/10/2013	0000252559	00835346	Smith,Debra,E	105585	EXPENSE REPORT	638.48
106093	NEXT	106093 122613-122613	12/26/2013	0000252559	00835346	Smith,Debra,E	106093	EXPENSE REPORT	114.70
105917	NEXT	105917 111813-120513	12/05/2013	E000844158	00844158	Love,Angela,P	105917	Soperton / Dubl	1,194.22
103423	NEXT	103423 120913-121913	12/19/2013	E000894919	00894919	Steele,Dana,A	103423	Ft. Valley	1,213.88
105925	NEXT	105925 123013-123113	12/31/2013	E000894919	00894919	Steele,Dana,A	105925	Montezuma	293.14
106120	NEXT	106120 121613-123113	12/31/2013	0000494828	00997558	Floyd,LaShika,O	106120	Metro ATL	174.03
102914	NEXT	102914 120213-121513	12/15/2013	E001001832	01001832	Caldwell,Kimberly,R	102914	120113-121513	601.66

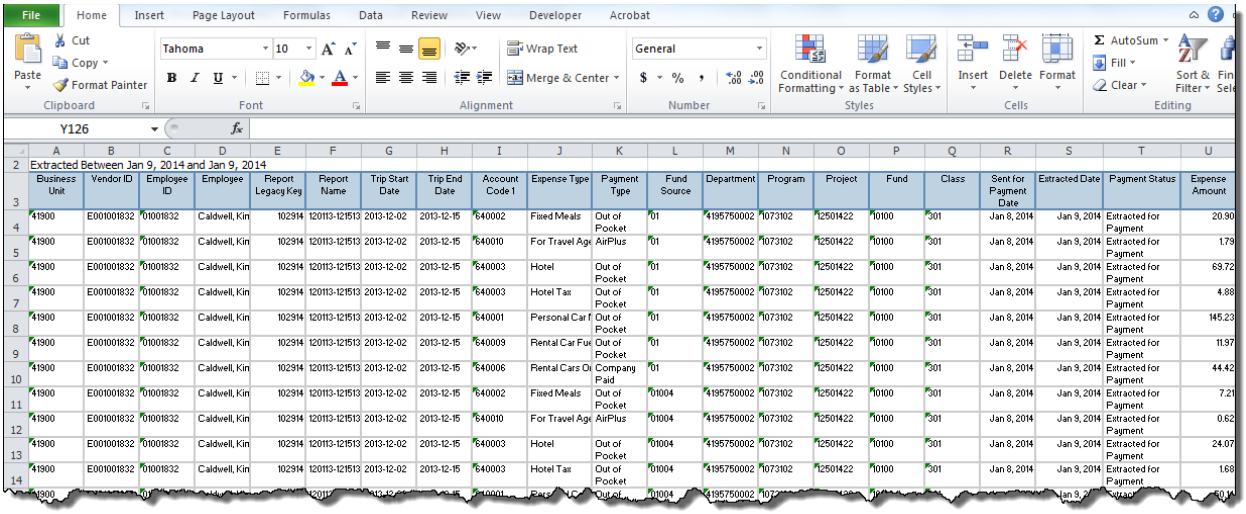
Total Monetary Amount for all Passed Vouchers = 5,280.90

H

- Add a total for the **Expense Amount** column (See A above)
- Use the Excel **SUMIF** function to create totals for AirPlus (See **B** above), Company Paid (See **C** above) and Cash Advance Return (See **D** above) transactions in the Payment Type column (column **K**) in the report.
  - Sumif (Kx:Kxxx,"AirPlus", Ux:Uxx
  - Sumif (Kx:Kxxx,"Company Paid", Ux:Uxx
  - Sumif (Kx:Kxxx,"Cash Advance Return", Ux:Uxx

Note: xx= line numbers in Excel Report

- Create a total for **B,C,D** only (See **E** above)
  - This should be the same total that appears on the GLXXX0902 report from Document Direct (See **F** above)
  - I created a place to enter the Document Direct total (See **E** above)
  - Total E (See E above)and F (See **F** above) should be the same
- Create a total to net the GL totals (See **E** above) from the Expense Amount Column Total (See A above)
  - Subtract **E** (See **E** above) from **A** (See **A** above) to create the total (See **G** above)
  - This total should equal the APXXX0855 total (See **H** above)
  - I created a place to enter the Document Direct total (See **H** above)
- The GL Total (See **F** above) in the Detail Report – Extracted (sent for payment) and the total on the GLXXX and the AP totals



Extracted Between Jan 9, 2014 and Jan 9, 2014

Business Unit	Vendor ID	Employee ID	Employee	Report Legacy Key	Report Name	Trip Start Date	Trip End Date	Account Code 1	Expense Type	Payment Type	Fund Source	Department	Program	Project	Fund	Class	Sent for Payment Date	Extracted Date	Payment Status	Expense Amount
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640002	Fixed Meals	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	20.90
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640010	For Travel Age	AirPlus	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	1.79
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	69.72
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel Tax	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	4.88
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640001	Personal Car F	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	145.23
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640009	Rental Car Fue	Out of Pocket	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	11.97
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640006	Rental Cars Ou	Company Paid	01	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	44.42
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640002	Fixed Meals	Out of Pocket	01004	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	7.21
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640010	For Travel Age	AirPlus	01004	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	0.62
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel	Out of Pocket	01004	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	24.07
41900	E001001832	01001832	Caldwell, Kin	102914	120113-121513	2013-12-02	2013-12-15	640003	Hotel Tax	Out of Pocket	01004	4195750002	1073102	12501422	10100	301	Jan 8, 2014	Jan 9, 2014	Extracted for Payment	1.68

What Do I Do If My Balances Do Not Tie?

Reporting imbalances between AP/GL report totals and the TTE Detail Report-Extracted (sent for payment) report is simple:

- Identify the issue using the TTE Detail Report – Extracted (sent for payment) from TTE and the GLXXX0902 and APXXX0855 Reports from Document Direct. You must document the transactions that did not appear in the GLXXX0902 or APXXX0855 report but were on the TTE Detailed Report-Extracted.
- Contact SAO Customer Care via phone at 404-657-3956 (Option 9) or 888-896-7771 (Option 9) or email to sao_travel@sao.ga.gov.
- Have the TTE and Document Direct Reports and the detailed documentation of the issue ready to transmit to SAO immediately when requested or include with the email if issue 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, within this same timeframe.

For agencies using the TTE System, travelers 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 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.

In order 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).
  - ✓ **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: 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 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

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

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

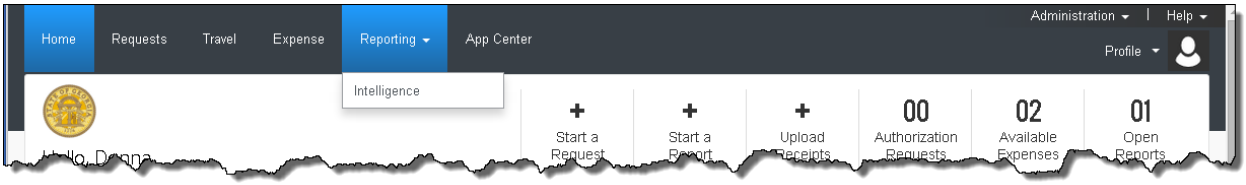
All expense reimbursement requests must be submitted as soon as possible, in conjunction with an employee's last day of employment, when applicable, but no later than 45 calendar days after the last day of employment. Outstanding requests not submitted after this time period will not subsequently be reimbursed. The Office of Planning and Budget *OPB Policy Memorandum No. 1 (Revision 5, May 2013)* provides further guidance for recovering unrecovered Travel Advances, post-employment.

TTE IRS Report

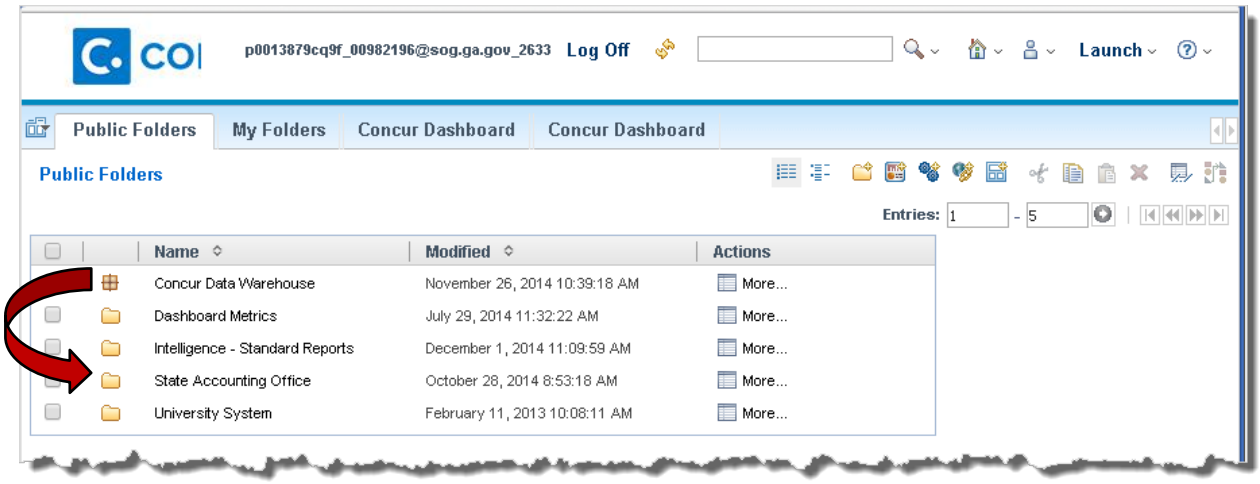
The Local Travel Administrator can determine expenses submitted in excess of 60 days from the completion of the trip by running and evaluating the TTE **IRS Report**. This report should be run weekly. Also, consider running this report if someone is leaving the agency as well.

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

Log in to Concur and click on the Reporting tab



Select the State Accounting Office Folder

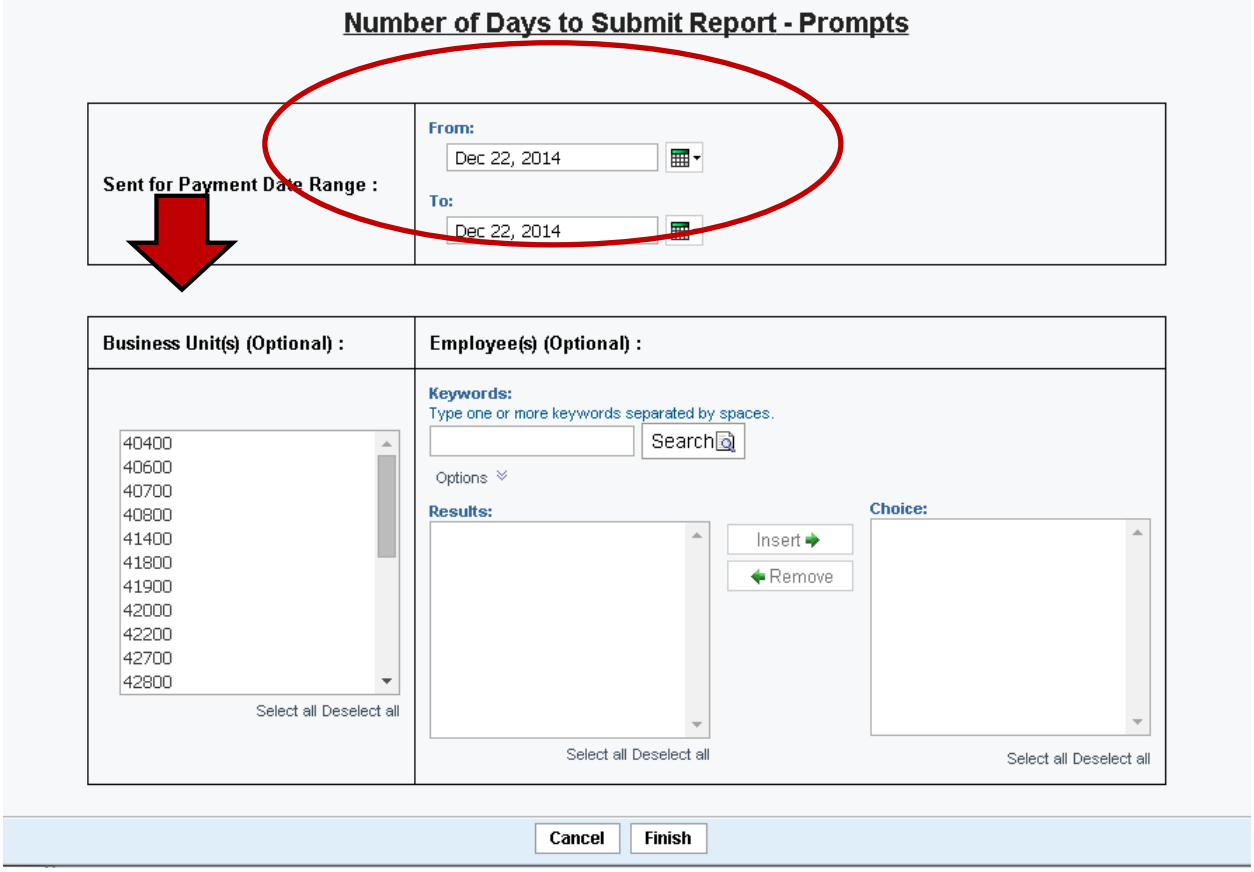


Scroll down to the IRS Report:

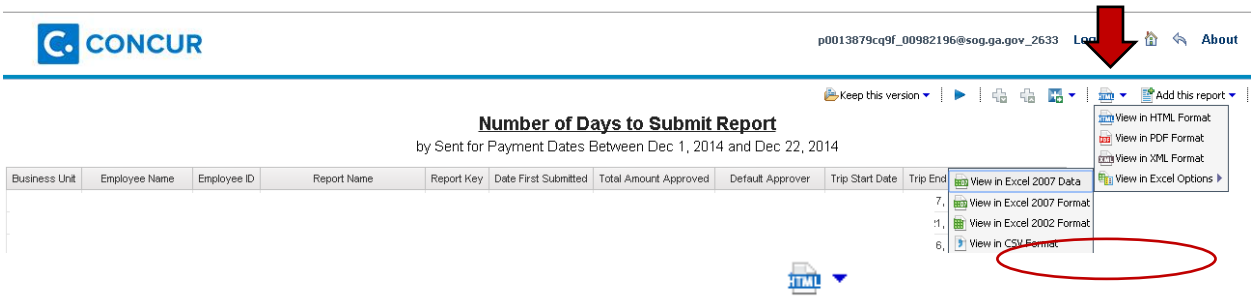
From the IRS (Number of Days to Submit Report) Prompt window:

- Enter the date range to be reviewed

- Select the Business unit
- Click **Finish**



The report will display:



To view this report in Excel, click the alternate view icon , select **View in Excel Options** and then select the Excel format desired and then open the report. Where the report appears to open depends on the browser you are using.

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.

	A	B	C	D	E	F	G	H	I	J	K
1	Number of Days to Submit Report										
2	by Sent for Payment Dates Between Oct 1, 2013 and Dec 31, 2013										
3	Business Unit	Employee Name	Employee ID	Report Name	Report Key	Date First Submitted	Total Amount Approved	Default Approver	Trip Start Date	Trip End Date	# Days to Submit
4	40700	Doe, Jane	00999999	FMC Conference	88239	Sep 26, 2013	543.61	Approver, The	Sep 22, 2013	Sep 25, 2013	1

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 payline in TeamWorks HCM, using earnings code TAI. The information will be added to the employee's payline 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 Cognos 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.
- ***196060 Pending Transactions*****:** Detail of AirPlus transactions (196060) NOT extracted to TeamWorks.
- ***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

In order 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 1st and July 10th , 2014 (Dates will vary depending on the fiscal year)	Should have a June or July 'trip end date' to determine the appropriate accounting period in TeamWorks.

Employees submitting reports with expenses prior to June	Need to change the 'trip end date' to a June date on the report header, before the report can be submitted.
From July 1-11 (Dates may vary for each fiscal year)	Agencies will need to determine the appropriate accounting period and revise the 'trip end date' accordingly.

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 10, 2014**.** The date depends on the fiscal year. The dates shown are for Fiscal 2014.

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 date 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 and Direct Bill Hotel

Please 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 Cognos reporting.

Note: The Detail Report – Extracted (sent for payment date) and the Detail Report-Not Extracted would be helpful here.

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 if, at the fund type level, the activity will offset over time by agency… At year-end, the balances are not required to net to zero by agency or fund type level."*

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)
TTE Reporting	Used to run the report for unsubmitted expense reports (196060 Extracted Reconciliation, 196060 Pending Transactions, 196060 Unassigned Transactions) and Detail Reports – Extracted (sent for payment date) and Detail Report -Not Extracted
TTE AirPlus payment detail reports	Used to identify payment detail for payments made to AirPlus (196061 Air Plus Reconciliation)