



TTE Year End Guidelines

- [Processing Travel Reports When Two Accounting Periods Are Open](#)
 - [What Do Agencies Need to Do if Users Receive the Year-End Audit Rule ?](#)
 - [Company Paid Reconciliation for Car Rental](#)
 - [Company Paid Reconciliation for Hotel \(Direct Billed\)](#)
 - [General Procedures for Control Accounts](#)
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Processing Travel Reports When Two Accounting Periods Are Open

In order to facilitate year-end processing, the 'trip end date' in Concur will be used to determine the accounting period in TeamWorks for travel expenses.

Expense reports submitted 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.

All expense reports that are submitted between June 1st and July 12th, 2016

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, but will not post. The TRV GL journal process **WILL NOT** create any TRV journals.
3. Agencies need to pay special attention to the GLXXX902 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.

To ensure that expense reports are approved and extracted before TeamWorks year-end processing occurs on July 15, 2016, no **travel expense reports should be submitted by employees after July 12, 2016.**

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

Please review account 200006 (Company Paid Car Rental) 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.

Company Paid Reconciliation for Hotel (Direct Billed)

Please 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 Cognos reporting.

General Procedures for Control Accounts

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.”

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.

If you have questions, send an e-mail to SAO_travel@sao.ga.gov.