

Travel and Expense Management

Training Manual

AP & Travel

Colorado School of Mines

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Logging in to TEM

Use only Internet Explorer or Firefox. Chrome is not recommended and Safari doesn't work at all.

Go to the TEM page from the Travel Website and login to **TEM Production** using your username and multi-pass password (ADIT password).

<https://travel.mines.edu/tvlexp-prod/tvlexp-flex/index.html>



Colorado School of Mines Log In

Welcome to the Colorado School of Mines CAS Log In
For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Username and Password

Username:

Password:

Warn me before logging me into other sites.

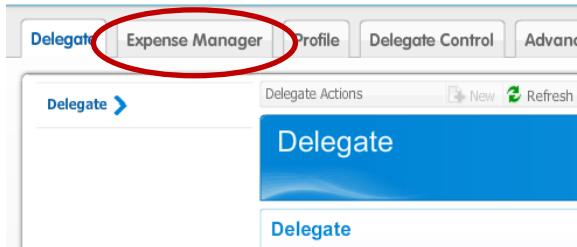
|

> [Forgot your password?](#)
> [Need Help?](#)

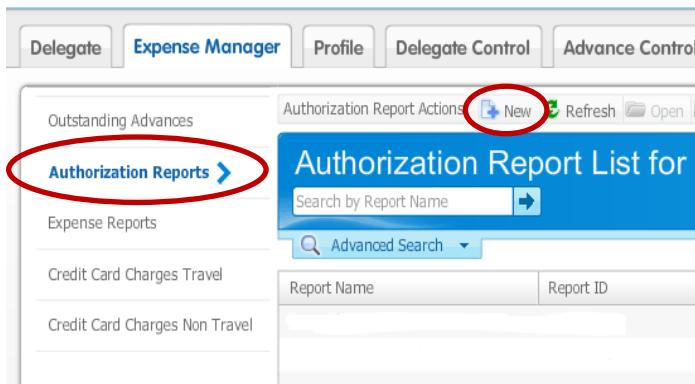
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How to Create a Travel Authorization Report

Click on the **Expense Manager** tab at the top of TEM.



Click on **Authorization Reports** tab on the left hand side of the screen and click **New** at the top to open the General Information Screen.

A screenshot of the "Create New Report" dialog box. The dialog has two main sections: "General Information" and "Funding Default".

General Information:
Report Name: * [Text input field]
Purpose: * [Select dropdown]
Description: [Text area]
Report Type: * [Select dropdown]
Report Date: * [Date picker] Aug 16, 2017
Affiliation: * [Select dropdown]
 Relocation

Funding Default:
100% Chart: 0 Index: 210544 Fund: 1001 Organization: 50840 Program: 1600 Activity: Location:

At the bottom right of the dialog are "Cancel" and "Save and Continue" buttons.

Report Name - name the report based on the required naming convention: T for travel, username, date of first day of travel, description (example: Tkboster11/27/14 Alamosa)

Purpose - select from the dropdown menu.

Description - put in a description. Remember this is why you are incurring your expenses or the purpose of your travel, not what the expenses are.

Report Type - select **Travel** from the Report Type.

Report Date - It will automatically default to a current date. No need to change it.

Affiliation - select from the dropdown menu.

Changing the Default Index

Click on the pencil to bring up the edit screen.

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent
O	210544	1001	50840	1600				100%

If an entirely new index needs to be put in, click the "X" next to the current index to delete. The **Chart** needs to be a capital **O**, tab over to **Index** and put in your new Index, and hit tab to populate the Fund, Org and Program. Notice the account code does not populate because this is driven by the expense type when you get into the actual report. Do not try to enter an account code. Change the **percentage**, if needed (will default to 100%). Click **Add** to save your changes. The new index will appear below the line where it was entered. Keep adding indexes if additional ones are needed, and verify that it equals 100%. Click **Save**.

If the default funding is correct but needs to be split with more indexes, do not hit the “X,” instead highlight the index to bring it up into the top to edit. Correct the percentage and hit **Add** then continue to add more indexes until it equals 100%. Click **Save**.

Click **Save and Continue** on the General Information screen to go to the next screen.

Itinerary

The screenshot shows the 'Add Itinerary' window. At the top, there are two sections: 'FROM:' and 'TO:'. Each section has a 'Date:' field (set to Aug 16, 2017), a dropdown for time (set to 12:00 AM or 11:59 PM), and a 'Search Location' button. Below these are fields for 'City:', 'State/Province:', and 'Nation:' with dropdown arrows. At the bottom right of the window are 'Clear' and 'Add' buttons. Below the main form is a large, empty table with columns labeled 'From' and 'To'. At the very bottom are 'Cancel' and 'Save and Continue' buttons.

Change the **From** date to when you leave and change the **To** date to when you are returning. Times do not matter because Per Diems are not calculated based on this.

Click on **Search Location** under **From** and type in your departure city (Golden, your home, etc) and hit **Enter**. Double-click on the city. Note: the zip code is not important, as long as the city and state are correct.

For domestic travel: click on **Search Location** under **To** and type in your destination city and hit **Enter**. Double-click on the city. Note: the zip code is not important, as long as the city and state are correct.

For international travel: Put your cursor in the **City** under **To** and type in your destination city. Tab down to **Nation**, click on the ellipsis (...) and search for the country. Double-click on the country. Do not populate the State/Province field.

Hit **Add** to bring the itinerary down to the bottom.

If multiple locations are involved on multiple days, keep adding itineraries until the entire trip is accounted for down below. Remember that the last day assumes you are coming home; do not put in another itinerary from your destination back to Colorado.

Hit **Save**.

Estimated Expenses

Type - select the most appropriate expense type from the Expense Type dropdown list. Be mindful of the different expense types, i.e. Out of State vs International.

Receipt Amount - put in your estimated expense amount.

Paid By - select how the expense is expected to be paid: out of pocket, One Card (includes Event Card and Ghost Card), or by a 3rd Party.

Provider, Location and Description are optional.

Hit Save after every expense type to bring it onto the expense report section of the report

Note: Per Diems will need to be done by day, while other expenses (lodging, rental car, etc.) can be put in as a lump sum on one day.

Attachments

Click on the Attachment tab on the left-hand side then click **New** at the top and browse any previously scanned supporting documentation, if any. Remember that attachments do not automatically come over to the expense report. If you need an attachment on that report too, you will need to re-attach at that point. You must also add each file individually.

The screenshot shows the 'Authorization Report List' screen. At the top, there is a navigation bar with tabs: Delegate, Expense Manager (which is selected and highlighted in blue), Profile, Delegate Control, Advance Control, Administration, and Per Diem Administrator. Below the navigation bar is a toolbar with actions: New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. A red circle highlights the 'New' button. The main area displays a list item titled 'test_2 (TA002027 - In Process)'. On the left, there is a sidebar with tabs: Authorization Report, General Information, Itinerary, Estimated Expenses, and **Attachments** (which is highlighted with a red circle). To the right of the sidebar, there is a form with fields for Document Name and a large text area for attachments.

The screenshot shows a modal dialog box titled 'New Attachment'. It has a 'Browse' button and two buttons at the bottom: 'Cancel' and 'Attach'.

Requesting a Cash Advance

If you are the traveler and wish to request a cash advance, before the report is submitted for approval, click on **Authorization Report** tab on the left and click on **Request Advance** button in the bottom.

The screenshot shows the 'Authorization Report' screen with the following details:

- Header:** Authorization Report Actions (New, Refresh, Open, Save, Copy, Delete, More Actions, Close). The title is 'test_2 (TA002027 - In Process)'.
- Left Sidebar:** Navigation tabs include 'Authorization Report' (circled in red), 'General Information', 'Itinerary', 'Estimated Expenses', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. Below this is the 'Open Items' panel which lists 'Authorization Reports' with one item: 'test_2 (TA002027 - In Process)'.
- Content Area:**
 - General Information:** Report Type: Travel; Purpose: Support Mine Admin; Description: None; Report Date: Aug 16, 2017; Relocation: No; Pay Amount: 0.00 USD; Affiliator: Administration.
 - User Activity History:** Initiated by: [redacted]; Sent to traveler by: [redacted]; Submitted by: [redacted].
 - E-Mail Address:** [redacted]
 - Itinerary:** [redacted]
 - Attachments:** [redacted]
 - Comments:** [redacted]
- Bottom Buttons:** Request Advance (circled in red), Save, Print, View Related Documents.

Note: the delegate cannot request the cash advance on behalf of the traveler.

On the Advance Rule screen you must select the most appropriate rule from the dropdown. In most cases this will be an Individual Cash Advance.

Hit **Continue** and put in your requested amount in the **Requested Amount** field.

Editing the Authorization Report

If you need to edit or add any other information on the report, you can click on the left hand tabs at any point prior to submission for approval.

Authorization Report is the home screen.

General Information is basic information about the travel.

Itinerary is your expected itinerary for the travel.

Estimated Expenses are all of your expected costs for the trip.

Attachments are for anything you may need to attach to the TA, though attachments are not required on the TA.

Comments should be used for any comments you wish to place on the report i.e. "Please approve immediately," "This is on John Smith's account and needs to be routed to him for approval" etc.

Related Documents just shows whether or not there are other documents connected to this report. As this is a TA, this will only show a cash advance if one has been requested.

Status History shows the document moving through the approval chains. Once the TA has been submitted and moved to the next person, this will populate.

Submitting the finalized Authorization Report for approval:

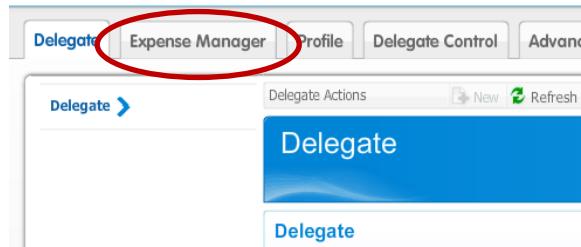
If the report is completed, hit the View or Submit Report button to bring you back to the home screen, where you'll see either the **Submit** button, if it is your own TA, or the **Traveler Review** button, if you are a Delegate.

Tips and Tricks for TAs

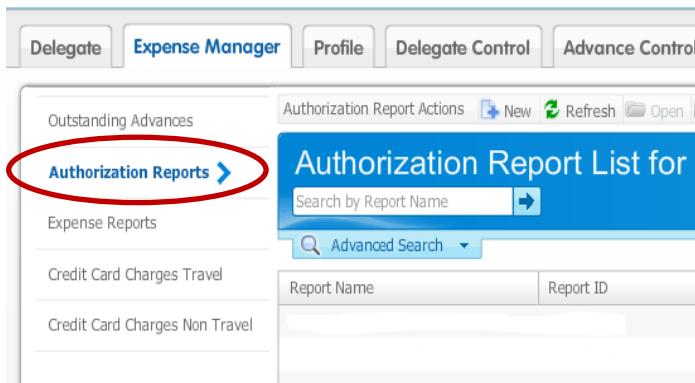
- Be sure to hit Add and Save whenever possible
- Remember these are only estimated expenses and there will be ways to change the amounts if needed
- You can hit a letter on your keyboard to bring it up in the expense list, but it is only a 1 letter shortcut
- If an Authorization is returned for any reason and a cash advance was requested, it will cancel out and the cash advance must be re-requested at time of submission

How to Create a Travel Expense Report

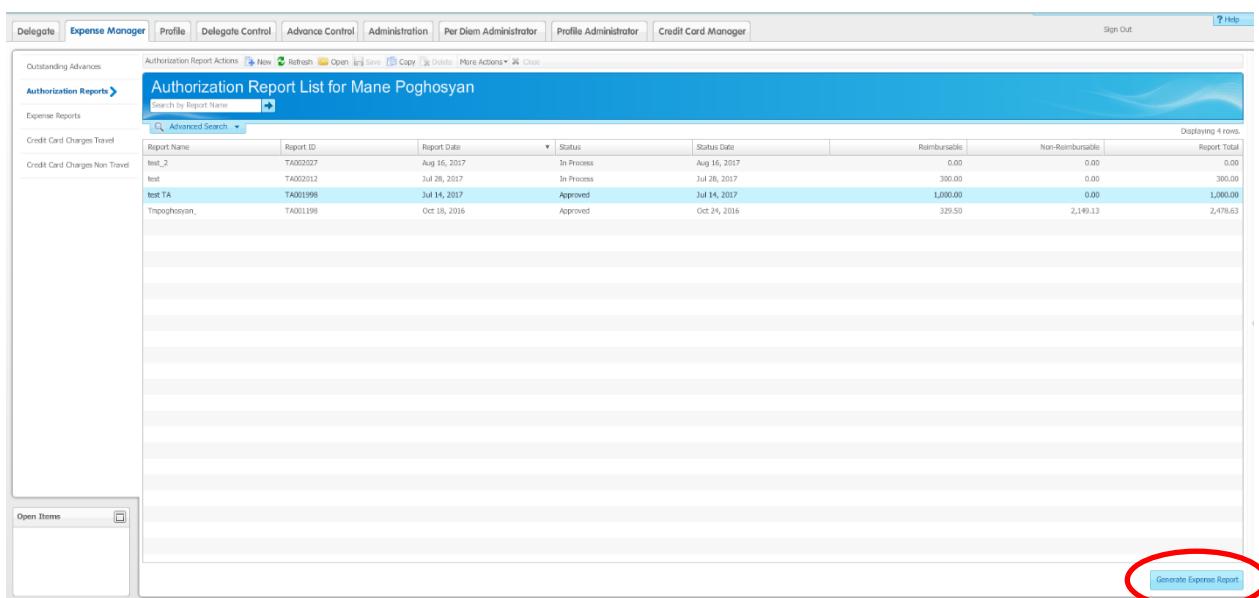
Click on the **Expense Manager Tab** at the top of TEM



Click on **Authorization Reports** on the left hand side of the screen



Highlight the Travel Authorization that you wish to turn into an Expense Report (do not double click). Remember that the TA must say **Approved** before a Travel Expense Report can be generated. Hit **Generate Expense Report** on the bottom right of the screen.



The confirmation screen will pop up in case you need to change any of the information. Click **Save**.



You will be taken directly into the Expense Report Screen.

Find your Expense Report which will say **In Process**, notice that the Report Name is the same as what was on the related Travel Authorization. Double click on the report to get into the report itself. This will bring you directly into the home screen.

A screenshot of the Expense Manager interface showing the "Expense Report List" for Mane Poghosyan. The list displays one entry: "test TA" (Report ID: TR010553, Status: In Process). The report details are: Status Date: Aug 27, 2017, Reimbursable: 1,000.00, Non-Reimbursable: 0.00, Expense Total: 1,000.00, Advance: 0.00, and Report Total: 1,000.00. The interface includes navigation tabs like Delegate, Expense Manager, Profile, etc., and a toolbar with actions like New, Refresh, Open, Save, Copy, Delete, and More Actions.

Click on **Expenses** on the left-hand side to go into your expense report to convert the estimated expenses to your actual expenses. You can also bring in any credit card transactions that you may have had.

A screenshot of the "test TA (TR010553 - In Process)" expense report screen. On the left, a sidebar shows links like "Expense Report List", "General Information", "Attachments", "Comments", "Related Documents", and "Status History". The main area is titled "Add Expenses" and contains fields for Date (Jul 01, 2017), Type (dropdown menu), Paid By (dropdown menu), Provider, Location, Description, and Receipt Amount (0 USD). Below this is a table with a single row: "Jul 01, 2017" under Date, "Travel_Other" under Type, and "1,000.00" under Pay in USD. To the right, there are sections for "Traveler" (Mane Poghosyan, ID: 10822689, USD, 1,000.00, Check/Direct Deposit) and "Summary By Type" (Total: 1,000.00 USD, Reimbursable: 1,000.00, Travel_Other: 1,000.00). The "Expenses" link in the sidebar is circled in red.

Deleting and Adding an Expense

Click on the "X" next to any expense to delete it. Select a new expense from the **Type** dropdown to add a new expense. If you need to edit any amounts, descriptions, dates, etc. on any expense, select it to bring it up into the top, do your edit and hit **Save**

Bringing in a Credit Card Charge

If you estimated an expense on your TA, click **Access Card Charges** on the bottom right. This will bring you into your credit card screen. Check box the expense(s) you wish to add to this report and click **Assign Report**.

The top screenshot shows the 'Add Expenses' screen. The bottom part of the screen displays a list of credit card charges for Mane Poghosyan. A red circle highlights the 'Access Card Charges' button at the bottom right of the main window.

The bottom screenshot shows the 'Credit Card Charges for Mane Poghosyan' screen. It lists various credit card charges with their details. A red circle highlights the 'Assign Report' button at the bottom right of the list.

A screen will pop up with your charge on the left and your estimated expense(s) on the right. Highlight the charge on the left and hit **Match**. Confirm which estimate you want to change by checking the box next to it and hit **OK**. This will change the estimated expense to the actual charge from the credit card. There will be a green check mark showing that it is a reconciled credit card charge. Continue to match any existing estimated expenses with the actual credit card charge and hit **Save** after you are done.

If you paid for something on the school's credit card that was not estimated on your Authorization, simply hit **Access Card Charges** again, check the box of the charge you would like to add to the report, hit **Assign Report** and now the assign Charges screen will look a little different. The charge is on the left, but there is no estimate on the right.

Highlight the charge, hit **Add** and then **Save**.

The charge will be on the report but it now says **Pcard**, which is not a valid expense type. Highlight the charge to edit it (do not check box it or double click) and assign it an **Expense Type**. You will also need to change the **Paid By** to **One Card**. Hit Save.

test TA (TR010553 - In Process)

Update Selected Expense

Date: Type: Pcard

Paid By: Pcard

Description:

Date	Type	Description	Pay in USD	Pay in USD
Jul 01, 2017	Travel-Other		1,000.00	1,000.00
Jul 12, 2017	Airfare-Out of State Travel		60.48	60.48
Aug 21, 2017	Pcard		199.50	199.50

Traveler
Marie Poghosyan (ID: 10622689)
Pay Currency: USD
Pay Amount: 1,000.00
Pay By: Check/Direct Deposit

Summary by Type
Total: 1,259.98 USD
Reimbursable
Total: 1,000.00 USD
Travel-Other 1,000.00

Non-Reimbursable
Total: 259.98 USD
Airfare-Out ~ 60.48
Pcard 199.50

Access Card Charges | Recalculate Per Diem | View or Submit Report

It should now say the expense type you picked, which means it now has an account code assigned to it. You can add, delete, or edit any charges on this report now to make it a finalized report. Pay attention to the symbols. The Person symbol means **Out of Pocket** and the building symbol means **One Card** or **3rd Party Pay**.

Changing the Funding on a Specific Expense

If you need to change the funding on a specific charge, highlight the charge in the expense report and hit **Funding** at the top right (mid screen). Change the funding as needed and make sure to hit **Save** in order to make the change.

The screenshot shows two windows from the Expense Manager application. The main window is titled "test TA (TR010553 - In Process)" and displays an "Update Selected Expense" form. The "Funding" button in the top right corner of this form is circled in red. Below the form is a table of expense items. The second window, titled "Expense Funding", is a modal dialog box with fields for entering funding amounts and selecting funding sources. It also has a "Save" button at the bottom right.

Expense Report Actions: New, Refresh, Open, Save, Copy, Delete, More Actions, Close

test TA (TR010553 - In Process)

Update Selected Expense

Date: Aug 21, 2017 Type: Parking-Out of State Travel Receipt Amount: 199.5 USD

Paid By: One Card Provider: STAPLS7085826514000001 Location:

Description:

Funding View + Change Details

Date	Type	Description	Pay in USD	Pay in USD
Jul 01, 2017	Travel-Other		1,000.00	1,000.00
Jul 12, 2017	Airfare-Out of State Travel		60.48	60.48
Aug 21, 2017	Parking-Out of State Travel		199.50	199.50

Expense Funding

Add Funding

Enter Amount: 0.00 Or Percent: 0.00

Chart: Index: Fund: Organization: Account: Program: Activity: Location: Project:

Clear Add

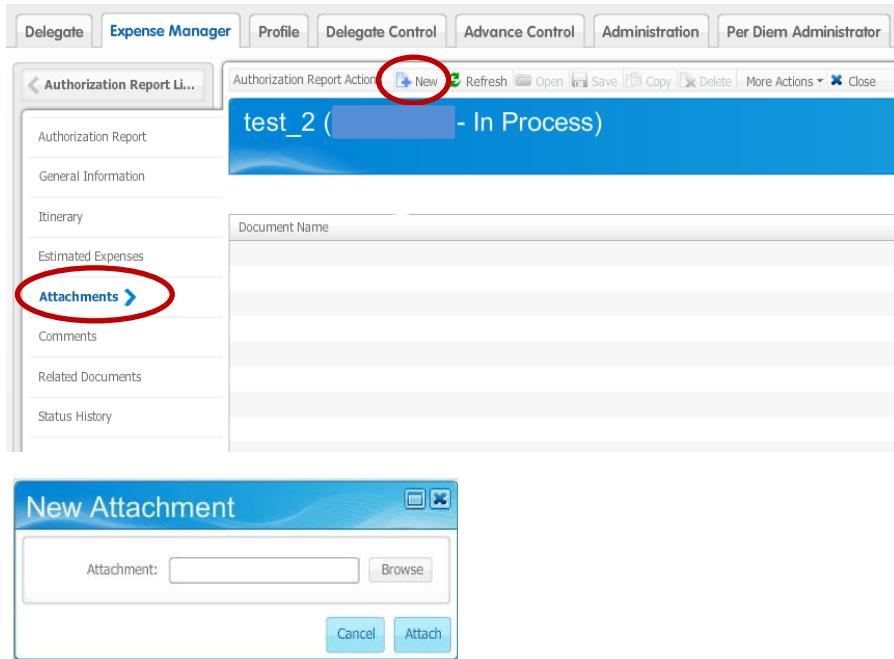
Chart	Index	Fund	Organization	Account	Program	Activity	Location	Project	Percent	Amount USD
O	210544	1001	50840	5507	1600				100%	199.50

Cancel Save

Once the report is complete, hit **View or Submit Report** and double check that every charge is where you expect it to be by using the pages at the bottom. You can also double check the accounting if you need to. Make sure to add your **attachments** before you submit. Once finalized, hit **Submit** to send to the Profile supervisor or **Traveler Review** to submit to the traveler if you are acting as a delegate.

Attachments

Click on the Attachment tab on the left-hand side then click **New** at the top and browse any previously scanned supporting documentation, if any. Remember that attachments do not automatically come over to the expense report. If you need an attachment on that report too, you will need to re-attach at that point. You must also add each file individually.



Tips and Tricks for Travel Reports

- The Exceeds Authorized Amount warning is not a true error. It is only telling you the expense report is for more than what was estimated for. It will allow you to continue.
- Once you become more familiar with the credit card screen you can add and match all the credit card charges at one time instead of hitting Access Card Charges in between
- Do not double click on any of the expenses in the report itself or the credit card charges

How to Create a Voucher Expense Report

Click on the **Expense Manager Tab** at the top of TEM. Click on **Expense Reports** on the left hand side of the screen. Click **New** at the top to open the General Information Screen.

The screenshot shows the TEM interface. At the top, there is a navigation bar with tabs: Delegate, **Expense Manager** (circled in red), Profile, Delegate Control, Advance Control, Administration, Per Diem Administrator, and Pro. Below the navigation bar is a sidebar with links: Outstanding Advances, Authorization Reports, **Expense Reports >** (circled in red), Credit Card Charges Travel, and Credit Card Charges Non Travel. The main area is titled "Expense Report List for Mane Poghosyan". It features a search bar with "Search by Report Name" and an "Advanced Search" button. Below the search is a table with columns: Report Name, Report ID, Report Date, and Status. Two rows are visible: "test TA" with Report ID TR010553, Report Date Aug 27, 2017, and Status In Process; and "test intl TR" with Report ID TR010529, Report Date Jul 31, 2017, and Status In Process. A toolbar at the top of the main area includes buttons for New (circled in red), Refresh, Open, Save, Copy, Delete, More Actions, and Close.

Report Name	Report ID	Report Date	Status
test TA	TR010553	Aug 27, 2017	In Process
test intl TR	TR010529	Jul 31, 2017	In Process

Report Name: Name the report based on the required naming convention (V for Voucher, username, date of expense or current date-date format doesn't matter).

Purpose: Select a Purpose from the dropdown menu.

Description: Put in a description. Remember this is why you are incurring your expenses, not what the expenses are.

Report Type: Select **Voucher** from the Report Type.

Report Date: It will automatically default to a current date. Please refer to the Year End policy if this is in June.

Affiliation: Select Affiliation from dropdown menu.

Changing the Default Index

Click on the pencil to bring up the edit screen.

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent
0	210544	1001	50840	1600				100%

If an entirely new index needs to be put in, click the "X" next to the current index to delete. The **Chart** needs to be a capital **O**, tab over to **Index** and put in your new Index, and hit tab to populate the Fund, Org and Program. Notice the account code does not populate because this is driven by the expense type when you get into the actual report. Do no try to enter an account code. Change the **percentage**, if needed (will default to 100%). Click **Add** to save your changes. The new index will appear below the line where it was entered. Keep adding indexes if additional ones are needed, and verify that it equals 100%. Click **Save**.

If the default funding is correct but needs to be split with more indexes, do not hit the "X," instead highlight the index to bring it up into the top to edit. Correct the percentage and hit **Add** then continue to add more indexes until it equals 100%. Click **Save**.

Click **Save and Continue** to go to next screen.

Recording the Expenses

Type: Select the most appropriate expense type from the Expense Type dropdown list.

Receipt Amount: Put in the requested reimbursement amount.

Paid By: Select **Out of Pocket** as this is a Voucher.

Hit Save after every expense type to bring it onto the expense report down below.

Changing the Funding on a Specific Expense

If you need to change the funding on a specific charge, highlight the charge in the expense report and hit **Funding** at the top right (mid screen). Change the funding as necessary and make sure to hit **Save** in order to make the change.

The screenshot shows the 'Expense Report' application interface. The main window title is '(TR010553 - In Process)'. It displays an 'Update Selected Expense' form with fields for Date (Aug 21, 2017), Type (Parking-Out of State Travel), Receipt Amount (\$199.50 USD), Paid By (One Card), Provider (STAPLS7085826514000001), and Location. A red circle highlights the 'Funding' button. Below the main form, a table lists transactions: Jul 01, 2017 (Travel-Other, Pay in USD 1,000.00); Jul 12, 2017 (Airfare-Out of State Travel, Pay in USD 60.48); and Aug 21, 2017 (Parking-Out of State Travel, Pay in USD 199.50).

Expense Funding

Add Funding

Chart	Index	Fund	Organization	Accour	Program	Activity	Location	Project	Percent	Amount USD
O	210544	1001	50840	5507	1600				100%	199.50

Cancel Save

View or Submit (button exists on all left-hand tabs):

If you are finished, hit the View or Submit Report button to bring you back to the home screen, where you actually submit the report to your Profile supervisor. If you need to add any attachments, please do so before you hit Submit.

Attachments

Click on the Attachment tab on the left-hand side then click **New** at the top and browse any previously scanned receipts. You must add each file individually.

The screenshot shows the 'Authorization Report Action' screen. At the top, there is a navigation bar with tabs: Delegate, Expense Manager (which is selected), Profile, Delegate Control, Advance Control, Administration, and Per Diem Administrator. Below the navigation bar, there is a toolbar with icons for New, Refresh, Open, Save, Copy, Delete, More Actions, and Close. The main content area displays a report titled 'test_2 (TA002027 - In Process)'. On the left side, there is a vertical sidebar with several tabs: Authorization Report, General Information, Itinerary, Estimated Expenses, **Attachments** (which is highlighted with a red circle), Comments, Related Documents, and Status History. Below the sidebar, there is a 'Document Name' input field and a large empty area for attachments. A separate window titled 'New Attachment' is also shown, containing fields for 'Attachment' (with a 'Browse' button) and 'Cancel' and 'Attach' buttons.

If you need to edit or add any other information, you can click on the left hand tabs at any point. **Expense Report** is the home screen.

General Information is basic information about the report.

Expenses are all of your incurred out-of-pocket expenses.

Attachments are for anything you may need to attach to the voucher request, such as receipts.

Comments should be used for any comments you wish to place on the report i.e. "Please approve immediately," "This is on John Smith's account and needs to be routed to him for approval" etc.

Related Documents just shows whether or not there are other documents connected to this report.

Status History shows the document moving through the approval chains. Once the report has been submitted and moved to the next person, this will populate.

Once finalized, hit **Submit** to submit to the Profile Supervisor or **Traveler Review** to submit to the user for review if you are acting as a Delegate.

Tips and Tricks for Voucher Report

- Make sure all of your expenses are listed as **Out of Pocket** as a Voucher is only for out of pocket expenses.

How to Create a Procurement Expense Report

Click on the **Expense Manager Tab** at the top of TEM. Click on **Expense Reports** on the left hand side of the screen. Click **New** at the top to open the General Information Screen.

The screenshot shows the TEM interface. At the top, there is a navigation bar with several tabs: Delegate, **Expense Manager**, Profile, Delegate Control, Advance Control, Administration, Per Diem Administrator, and Pro. The **Expense Manager** tab is highlighted with a red oval. Below the navigation bar is a sidebar with links: Outstanding Advances, Authorization Reports, **Expense Reports >** (which is also circled in red), Credit Card Charges Travel, and Credit Card Charges Non Travel. The main area is titled "Expense Report List for Mane Poghosyan". It features a search bar with "Search by Report Name" and a "New" button, which is also circled in red. Below the search bar is an "Advanced Search" dropdown. A table lists expense reports with columns: Report Name, Report ID, Report Date, and Status. Two entries are shown: "test TA" with Report ID TR010553, Report Date Aug 27, 2017, and Status In Process; and "test intl TR" with Report ID TR010529, Report Date Jul 31, 2017, and Status In Process.

Report Name	Report ID	Report Date	Status
test TA	TR010553	Aug 27, 2017	In Process
test intl TR	TR010529	Jul 31, 2017	In Process

Report Name: Name the report based on the required naming convention (P for Procurement, username, date of expense or current date-date format doesn't matter).

Purpose: Select a Purpose from the dropdown menu.

Description: Put in a description. Remember this is why you are incurring your expenses, not what the expenses are.

Report Type: Select **Procurement** from the Report Type.

Report Date: It will automatically default to a current date. Please refer to the Year End policy if this is in June.

Affiliation: Select Affiliation from dropdown menu.

Changing the Default Index

Click on the pencil to bring up the edit screen.

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent
0	210544	1001	50840	1600				100%

If an entirely new index needs to be put in, click the “X” next to the current index to delete. The **Chart** needs to be a capital **O**, tab over to **Index** and put in your new Index, and hit tab to populate the Fund, Org and Program. Notice the account code does not populate because this is driven by the expense type when you get into the actual report. Do no try to enter an account code. Change the **percentage**, if needed (will default to 100%). Click **Add** to save your changes. The new index will appear below the line where it was entered. Keep adding indexes if additional ones are needed, and verify that it equals 100%. Click **Save**.

If the default funding is correct but needs to be split with more indexes, do not hit the “X,” instead highlight the index to bring it up into the top to edit. Correct the percentage and hit **Add** then continue to add more indexes until it equals 100%. Click **Save**.

Click **Save and Continue** to go to next screen.

Bringing in a Credit Card Charge

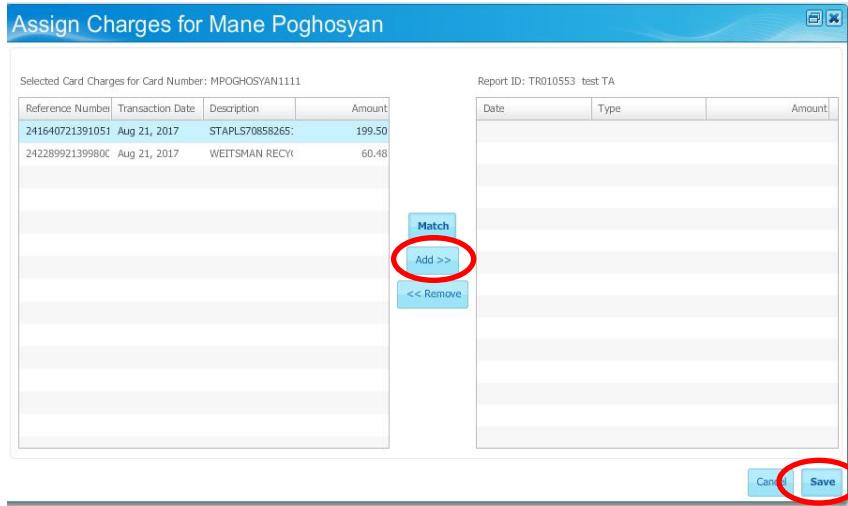
Click **Access Card Charges** on the bottom right. This will bring you into your credit card screen. Check box the expense(s) you wish to add to this report and click **Assign Report**.

The screenshot shows the 'Expense Report List for...' screen with the title '(TR010553 - In Process)'. On the left, there's a sidebar with 'General Information', 'Itinerary', 'Expenses >', 'Attachments', 'Comments', 'Related Documents', and 'Status History'. The main area is titled 'Add Expenses' with fields for 'Date' (Jul 01, 2017), 'Type' (Select), 'Provider' (dropdown), 'Location' (dropdown), and 'Description' (text input). Below these are sections for 'Funding' and 'Pay in USD'. A table lists an expense: 'Jul 01, 2017' (Date), 'Travel-Other' (Type), and '1,000.00' (Pay in USD). At the bottom right of the main area is a blue button labeled 'Access Card Charges' with a red circle around it. Other buttons include 'Recalculate Per Diem', 'View or Submit Report', and 'Close'.

The screenshot shows the 'Credit Card Charges for Mane Poghosyan' screen. It has a search bar 'Search by Card Number' and a dropdown 'Advanced Search'. The main table lists credit card charges with columns for 'Card Number', 'Card Type', 'Transaction Date', 'Post Date', 'Reference Number', 'Description', 'Amount', 'Report', 'Status', and 'Additional Information'. Many rows have checkboxes next to them. A red circle highlights the 'Assign Report' button at the bottom right of the table area. Other buttons include 'Displaying 45 rows. Query total: 28,103.19' and 'Cancel'.

Card Number	Card Type	Transaction Date	Post Date	Reference Number	Description	Amount	Report	Status	Additional Information
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	246392321399001...	ASC PROCESS SYSTEMS, 81...	306.18		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240294621397019...	MEIER SUPPLY CO #1, 607...	135.00		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240931621390002...	OMB/DUNIBRADSTREET M...	1,267.58		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	241640721391051...	STAR5705852651400000...	199.50		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	242289921399002...	WEITSMAN RECYCLING LLC...	60.48		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	241640721391051...	STAR5705852651400000...	-199.50		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	242289921399002...	WEITSMAN RECYCLING LLC...	60.48		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	247554221401114...	NATIONAL PAPER CONVER...	1,638.12		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240135921400105...	MIDWAY INDUSTRIAL SUP...	-4.25		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240294621417019...	MEIER SUPPLY CO #1, 607...	-509.27		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	242547721394631...	J D TOOL, ENDICOTT, NY	2,512.49		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240135921400409...	EDWARDS VACUUM INC, T...	7,354.48		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240135921400105...	MIDWAY INDUSTRIAL SUP...	29.89		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240135921400105...	MIDWAY INDUSTRIAL SUP...	4.25		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	246921621399001...	VALU HOME CNT 0464 QP5...	19.44		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	242547721394631...	J D TOOL, ENDICOTT, NY	2,512.49		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240294621417019...	MEIER SUPPLY CO #1, 607...	509.27		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240135921400105...	MIDWAY INDUSTRIAL SUP...	308.84		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240135921400105...	MIDWAY INDUSTRIAL SUP...	29.89		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	241640721391040...	NEWARK US 00000075, ...	-35.65		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	242078521392669...	SPIRA MANUFACTURING, N...	397.12		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	246921621400003...	HP DIRECT - SMB, 800-888...	108.00		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	241640721391040...	NEWARK US 00000075, ...	35.65		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	242078521392669...	SPIRA MANUFACTURING, N...	397.12		In Review	
MP00HOSYAN1111	VISA	Aug 21, 2017	Aug 24, 2017	240135921400105...	VALU HOME CNT 0464 QP5...	476.19		In Review	

A screen will pop up with your charge on the left side. Highlight the charge, hit **Add**. This charge will now have a green check mark showing that it is a reconciled credit card charge. Continue to add as many credit card charges as you want and hit **Save** after you are done.



The credit card charge will be on the report but they now say **Pcard** as the expense type which is not a valid expense type. Highlight the expense to edit it (do not check the box or double click) and assign it an appropriate **Expense Type**. You will also need to change the **Paid By** to **One Card**. Hit **Save**.

Date	Type	Description	Pay in USD	Pay in USD
Jul 01, 2017	Travel-Other		1,000.00	1,000.00
Jul 12, 2017	Airfare-Out of State Travel		60.48	60.48
Aug 21, 2017	Pcard		199.50	199.50

It should now indicate the expense type you picked, which means it now has an account code assigned to it. You can add, delete, or edit any charge on this report now to make it a finalized report. Pay attention to the symbols. There should be no Out of Pocket expenses on the Procurement Report.

Changing the Funding on a Specific Expense

If you need to change the funding on a specific charge, highlight the charge in the expense report and hit **Funding** at the top right (mid screen). Change the funding as needed and make sure to hit **Save** in order to make the change.

The screenshot shows the 'Expense Manager' interface. A blue header bar indicates 'test TA (TR010553 - In Process)' and 'Exceeds Authorized Amount'. Below the header, there's a form for 'Update Selected Expense' with fields for Date (Aug 21, 2017), Type (Parking-Out of State Travel), Paid By (One Card), Provider (STAPLS708582651400001), and Description. To the right of the provider field is a 'Funding' button, which is circled in red. At the bottom of the form is a table showing travel details:

Date	Type	Description	Pay in USD	Pay in USD
Jul 01, 2017	Travel-Other		1,000.00	1,000.00
Jul 12, 2017	Airfare-Out of State Travel		60.48	60.48
Aug 21, 2017	Parking-Out of State Travel		199.50	199.50

The screenshot shows the 'Expense Funding' dialog box. The 'Add Funding' tab is active. It contains fields for 'Enter Amount' (0.00), 'Or Percent' (0.00), and various budget categories like Chart, Index, Fund, Organization, Account, Program, Activity, Location, and Project. Below these fields is a table with one row:

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Project	Percent	Amount USD
O	210544	1001	50840	5507	1600				100%	199.50

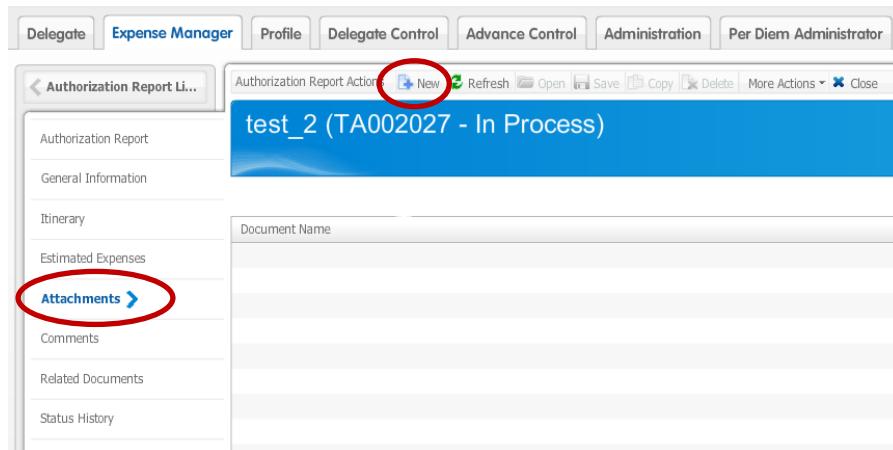
At the bottom of the dialog are 'Cancel' and 'Save' buttons.

View or Submit (button exists on all left-hand tabs):

If you are finished, hit the View or Submit Report button to bring you back to the home screen, where you actually submit the report to your Profile supervisor. If you need to add any attachments, please do so before you hit Submit

Attachments

Click on the Attachment tab on the left-hand side then click **New** at the top and browse any previously scanned receipts.



Expense Report is the home screen.

General Information is basic information about the report.

Expenses are all of your incurred out-of-pocket expenses.

Attachments are for anything you may need to attach to the voucher request, such as receipts.

Comments should be used for any comments you wish to place on the report i.e. "Please approve immediately," "This is on John Smith's account and needs to be routed to him for approval" etc.

Related Documents just shows whether or not there are other documents connected to this report.

Status History shows the document moving through the approval chains. Once the report has been submitted and moved to the next person, this will populate.

Once finalized, hit **Submit** to submit to the Profile Supervisor or **Traveler Review** to submit to the user for review if you are acting as a Delegate.

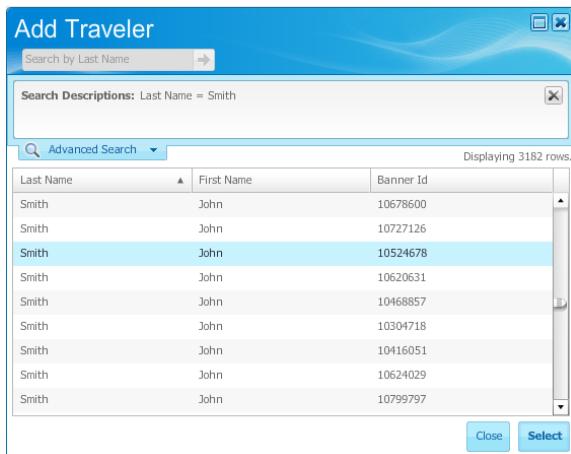
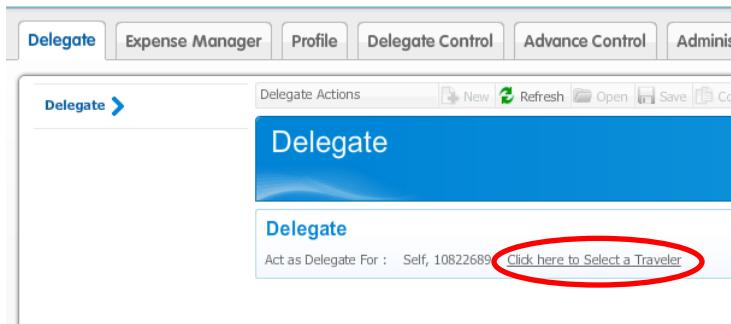
Tips and Tricks for Procurement Report

- Make sure all of your expenses are listed as **One Card** as a Procurement is only for Mines issued credit card expenses.
- Make sure all symbols are a greyed out building symbol with a green check mark showing that the charge is reconciled
- Make sure the word **Pcard** does not exist on the report anywhere otherwise an error will occur and the report will not process.

How to act as a Delegate

You will first need the Delegate role. Please contact the Controller's Office if you need this ability. They will also need to know who you will need to be a delegate for in order to load them to you

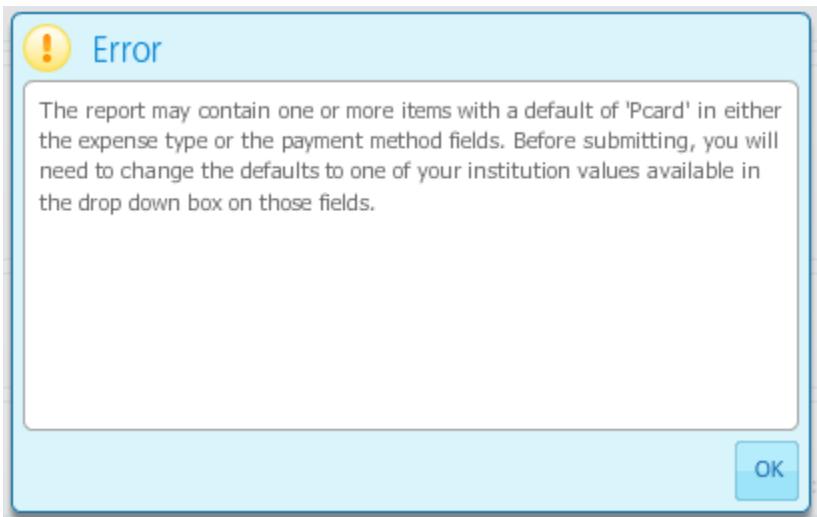
Click on the **Delegate** tab at the top of TEM. Pick the person you wish to act as a delegate for from the dropdown list.



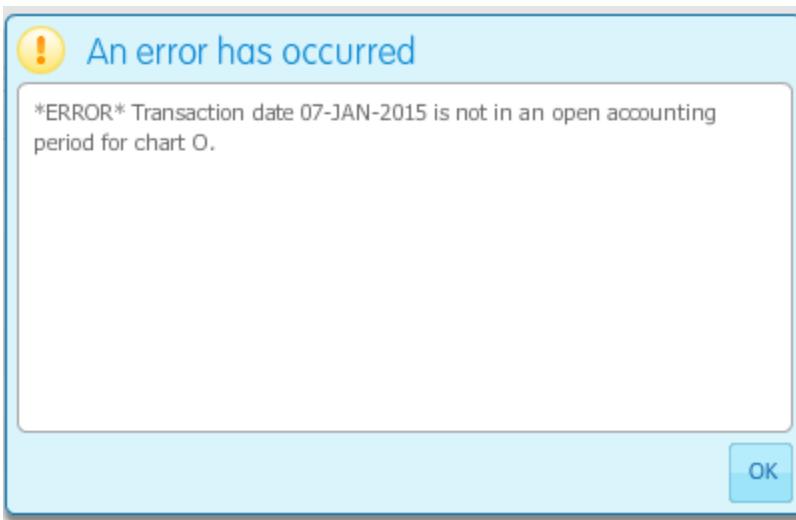
You are now acting on their behalf. Follow the steps above for any type of report you need to do for them.

Once you have completed a report on their behalf, you will hit **Traveler Review** in order to send them an email so they know you have completed something. They will then need to log in and submit it to their Profile Supervisor

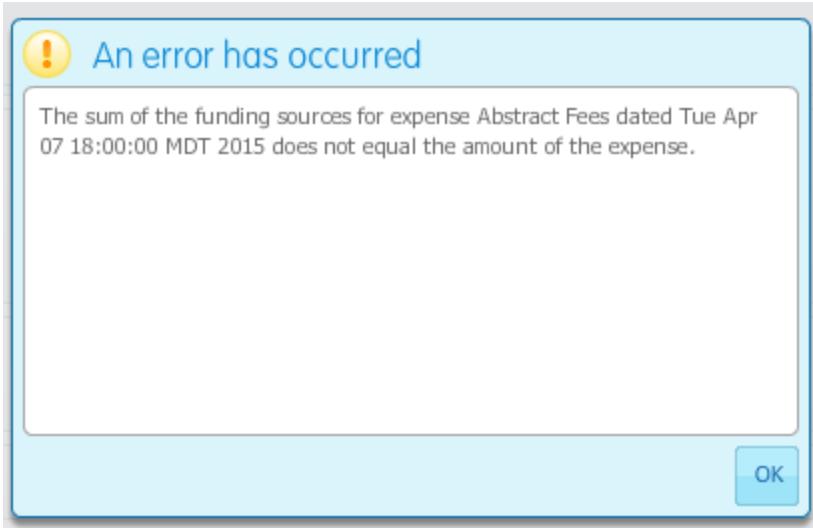
Common Errors



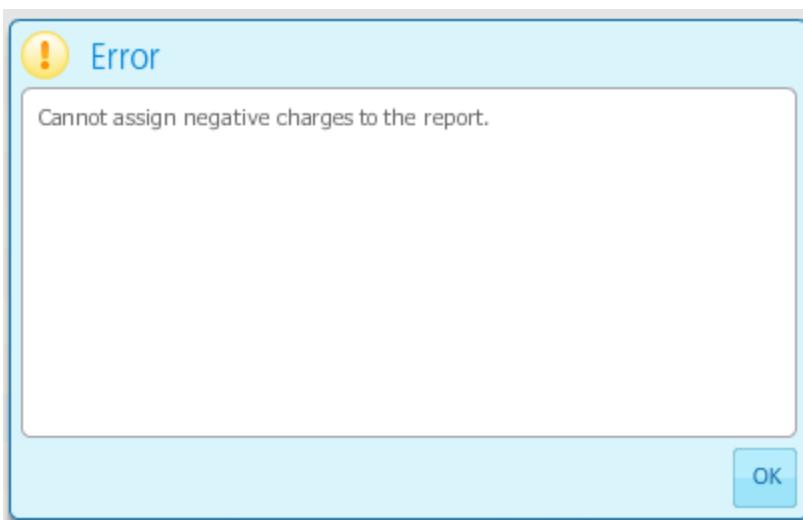
This error exists when the expense report still has an unallocated credit card. Either **Pcard** still exists in the **Expense Type** or the **Paid By** or there is a black institutional symbol waiting for a credit card charge to be reconciled against it



This occurs when an accounting period is closed. You need to go into the **General Information** screen and change the **Report Date** to a date that is in an open accounting period in the finance system.



This occurs when you are changing the funding on a certain expense type and the funding put in does not equal 100%. You need to go back into the funding screen for that expense and make sure the index(es) equal(s) 100%



Credits need to be processed a very specific way. Please see the Processing Credits section on the TEM website