Travel and Expenses Upcoming Enhancements

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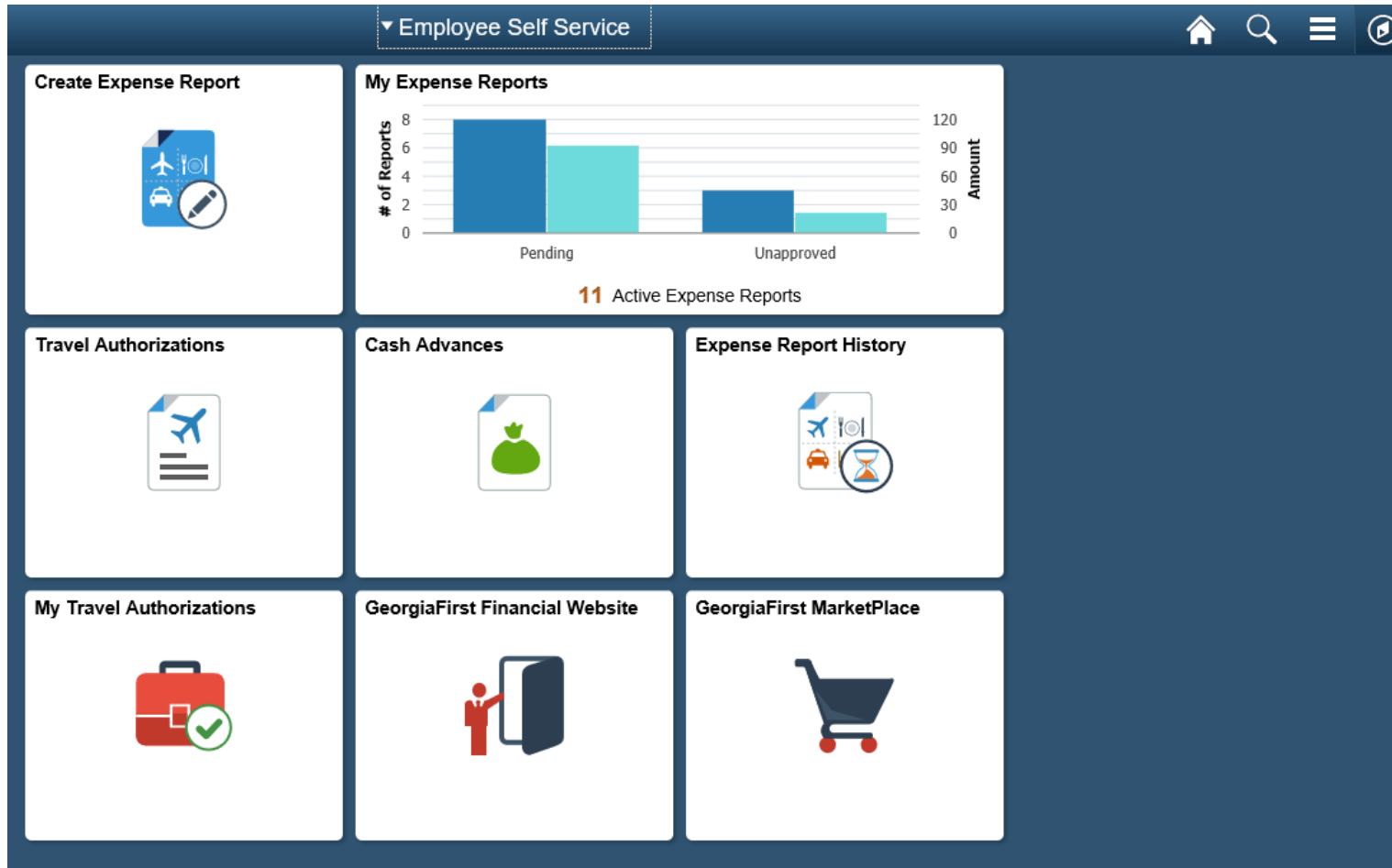## Information Technology Services

Release 5.30

- Friday, December 1
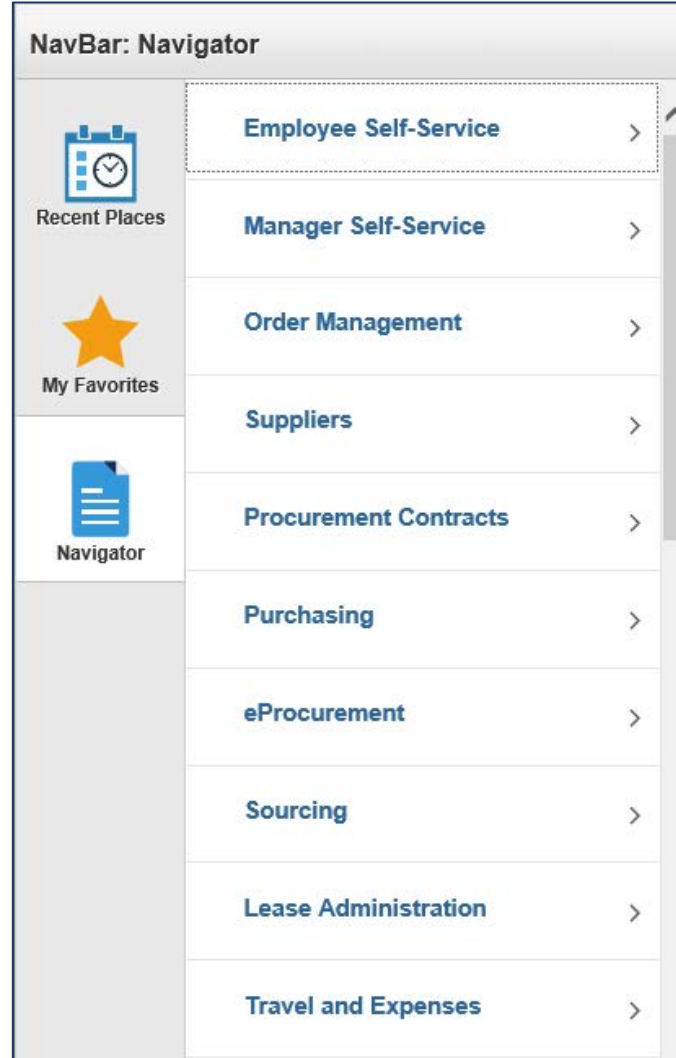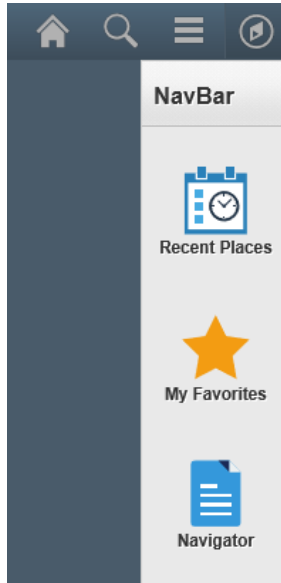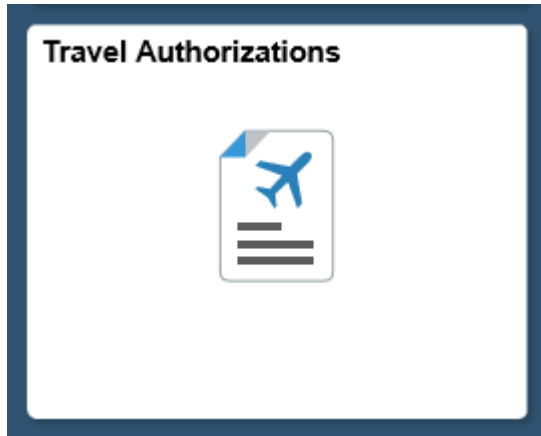
What is new?

New Fluid Homepage

New Navigation Bar

Travel Authorizations Tile

- Classic Travel Authorizations
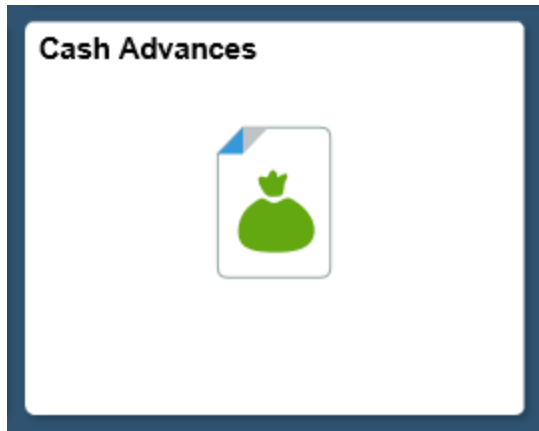
Cash Advances Tile

- Classic Cash Advances

Create Expense Report Tile

Fluid Expense Report Creation

Notes About Fluid Expense Report Creation

- Designed for basic expense entry on the go
  - Currently cannot apply Travel Authorizations or Cash Advances
  - Currently, Default Accounting For Report does not work to update Accounting Details on all expense lines

Classic Expense Report Creation

- Can be accessed from the Navigation bar
  - Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

- Functions like current Expense Report creation

- Can add Travel Authorizations and Cash Advances

- Can change Accounting Details on entire report or each line if desired

TAuth and Cash Advance Creation

- Functions just like current Tauth and Cash Advance Creation when accessed from the tiles on the Fluid Homepage
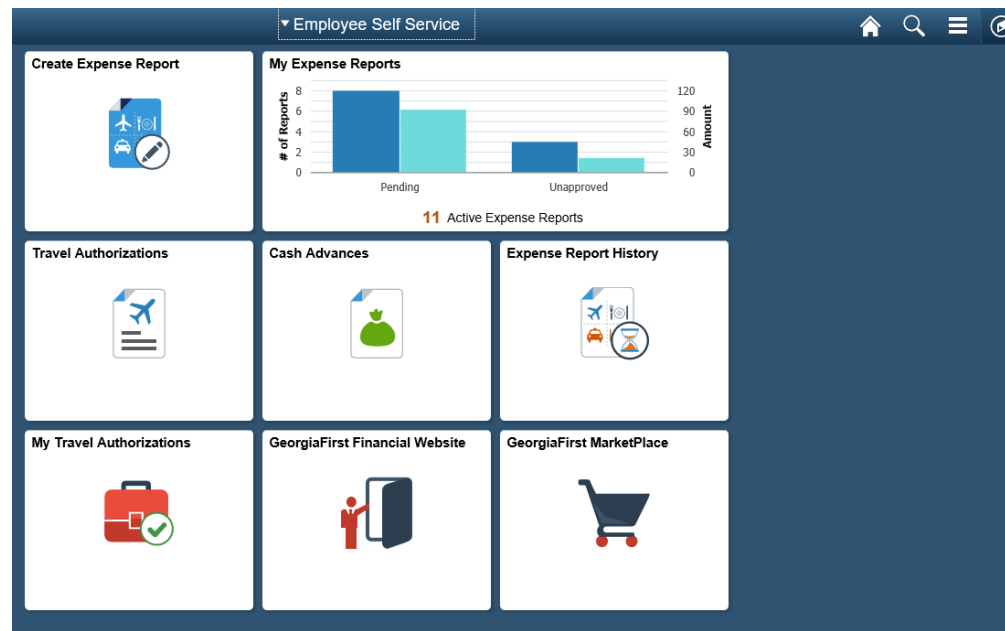
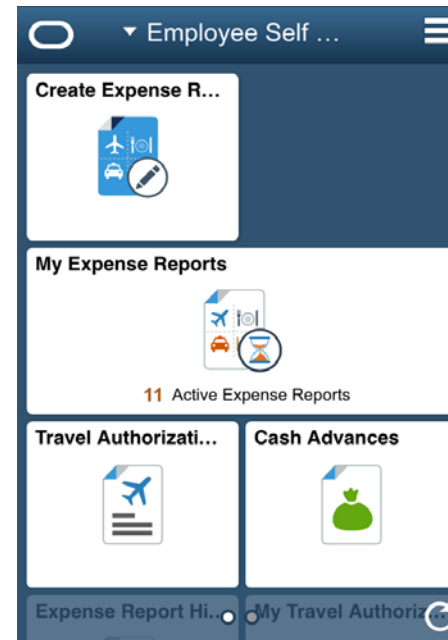- My Travel Authorizations is a Fluid View of your Travel Authorizations

Release 5.30 Preparation

- All Expense transactions should be in Pending or Approved status

  - Pending status= Created and Saved OR sent back to traveler
  - Approved = Fully through workflow and in Approved status

  – No transactions should be in the approval process

Release 5.30

- Fluid = Mobile Functionality
  – Can Create/Submit/View Expense Transactions
  – Can Approve Transactions

Release 5.30

- ElasticSearch

Release 5.30

- ElasticSearch

Release 5.30

- ElasticSearch

Release 5.30 Known Issues

- Using Quick-Fill to add meals on Fluid Expense Report causes Amount to be 0.00

- Default Creation Method of Copy From Existing causes error on Fluid Expense Reports

- Default Accounting on Travel Authorizations will not update each line of the Travel Authorization

T & E Module Enhancement Review

- Priorities for Travel and Expense Module:
    1. Risk Templates
    2. Training and Documentation
    3. Attachment capability for Approvers

T & E Module Enhancement Review

- Status of Priorities for Travel and Expenses:
    1. Risk Templates – In Progress
        - Explore using for Expense Reports approaching 60 day threshold. Plan to prototype and test later this year.

    2. Training and Documentation – Ongoing
        - New T&E Query & Report Job Aid
        - Job aids around Expense Report creation & Submission

    3. Attachment capability for Approvers – **Complete**
        - Configuration change made in production on 5/22/2017

T & E Module Enhancement Review

- Additional Enhancements for Travel and Expenses:
    1. Configuration Cleanup for Expense Types – **Complete**
        - During the MER session, existing values were reviewed and users provided input on changes needed.
        - This cleanup made for a more user friendly experience and included items like:
            - Removal of required fields that are no longer necessary
            - Improved Expense Type Descriptions
        - Changes made in production on 5/22/2017.

Questions?