

# Travel and Expenses Upcoming Enhancements

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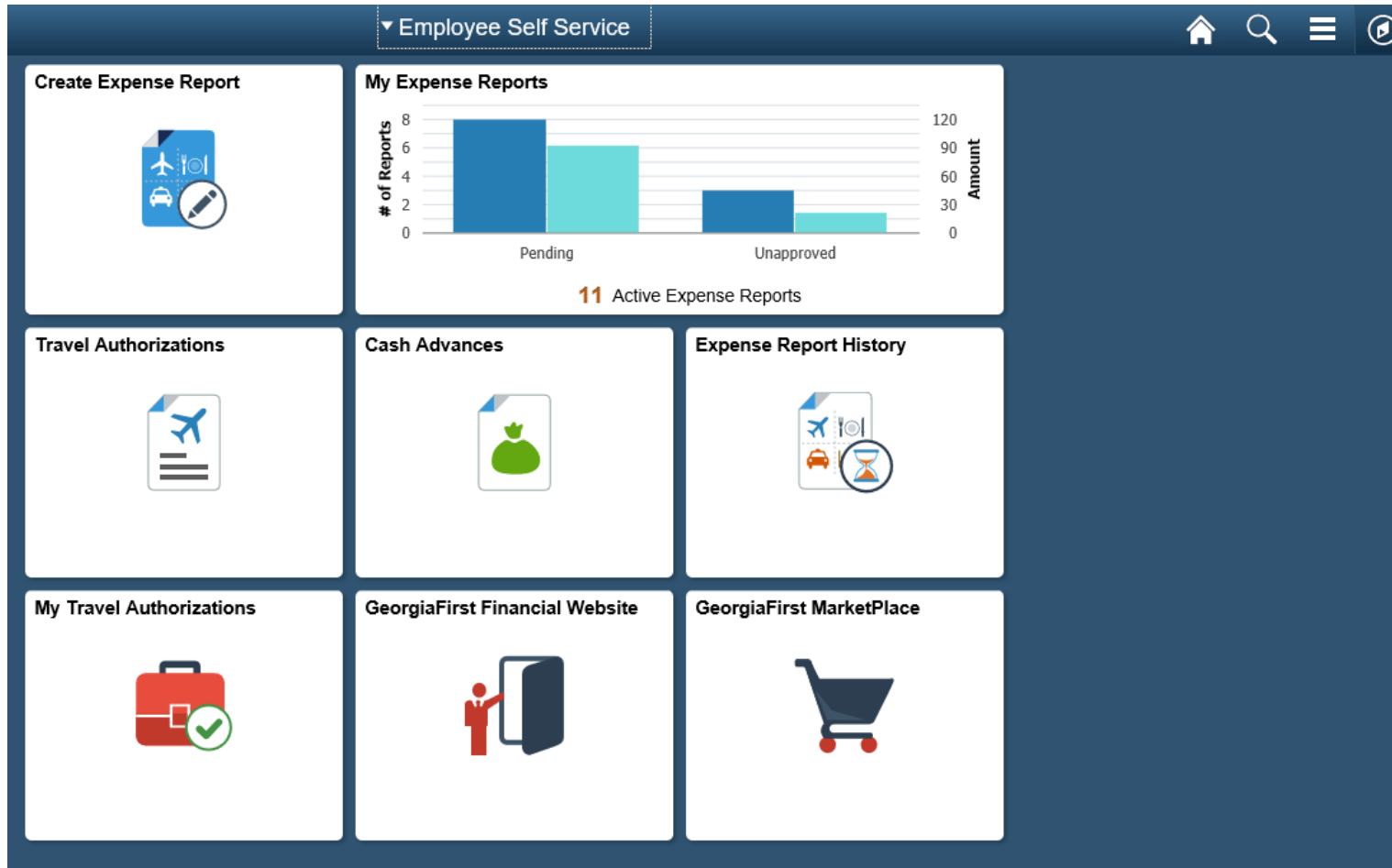
# Release 5.30

- Friday, December 1

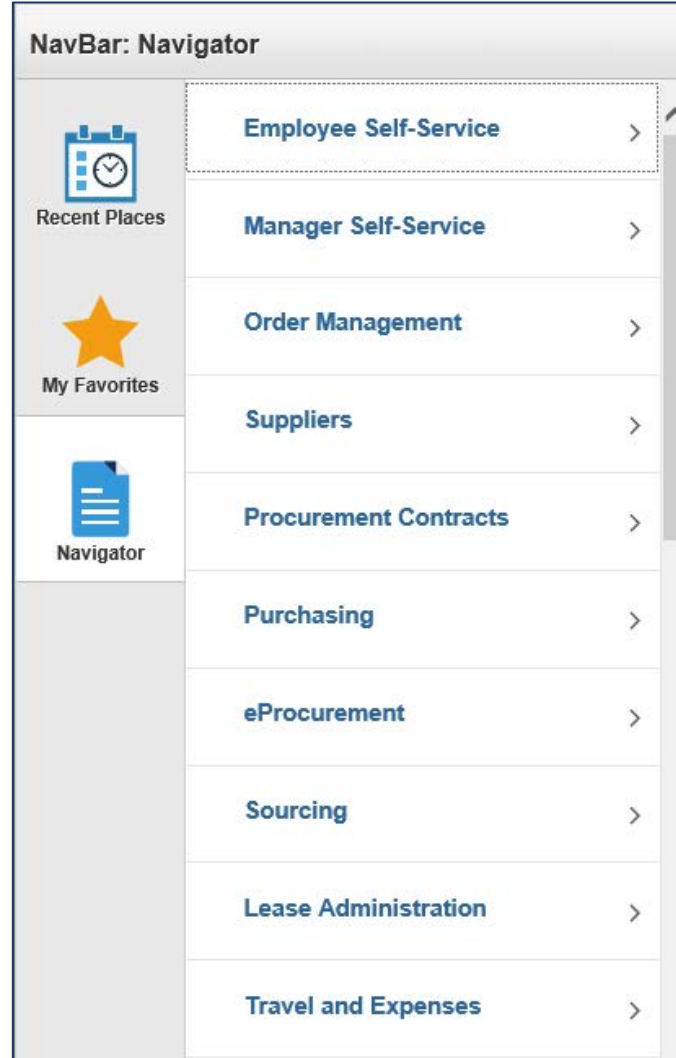
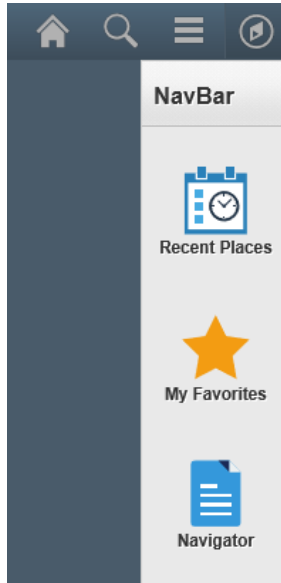
What is new?



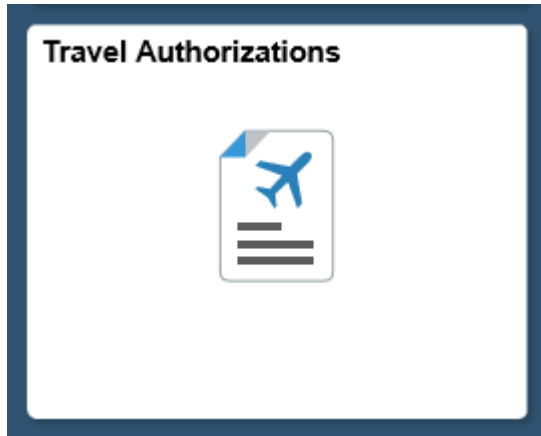
# New Fluid Homepage



# New Navigation Bar



# Travel Authorizations Tile



- Classic Travel Authorizations

[< Employee Self Service](#)

Create/Modify

Print

View

Delete

Cancel

Travel Authorization

Find an Existing Value

Add a New Value

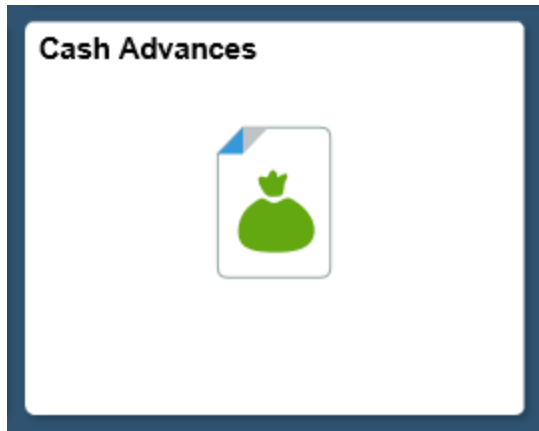
Empl ID  × 🔍

Add

Find an Existing Value

Add a New Value

# Cash Advances Tile



- Classic Cash Advances

[<](#) Employee Self Service

Create/Modify

Print

View

Delete

Cash Advance

Find an Existing Value

Add a New Value

Empl ID

Add

Find an Existing Value

 | 

Add a New Value

# Create Expense Report Tile



## Fluid Expense Report Creation

< Employee Self ServiceExpense ReportHomeSearchMenuHelp

Report **NEXT**  
Daphne Burch ✓

### General Information

\*Business Purpose

\*Description

Destination Location

Reference

Attach Receipt >

Accounting Defaults >

Creation Date 09/25/2017 Daphne Burch  
Updated on 09/25/2017

### Expense Details

No expenses have been entered.

+ Add Expense

⚡ Quick-Fill



# 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





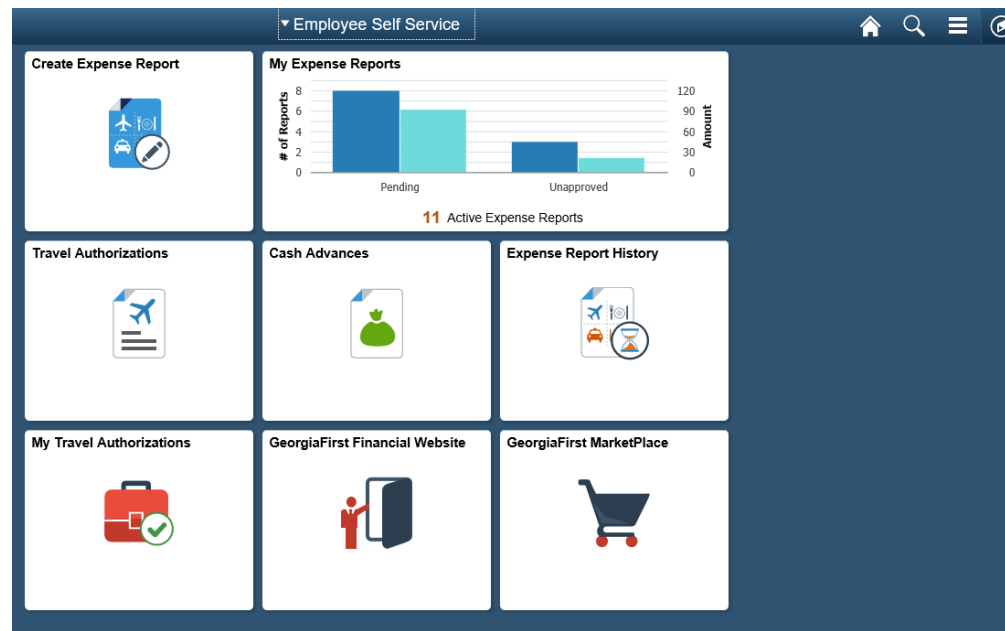
# Classic Expense Report Creation

- 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



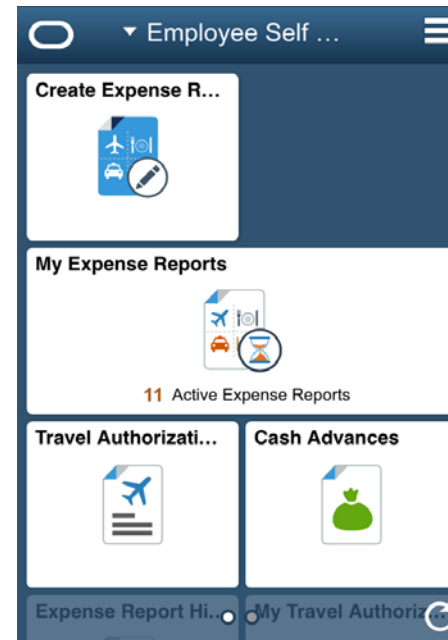
# Release 5.30 Preparation

- 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

Employee Self Service

New Search

Category

Expense Reports (117)

Search Results

View Search Results

117 results for keyword: "0150009"

50 rows

Expense - Hart,Caralie | 0000427615 / 8 | Emp Mileage T1 -  
Date: 2010-11-04 | Expense Report Status: Paid | Amount: 27.5 USD | Entered By: crhart

Expense - Hart,Caralie | 0000427615 / 1 | Emp Mileage T1 -  
Date: 2010-11-04 | Expense Report Status: Paid | Amount: 15 USD | Entered By: crhart

Expense - Hart,Caralie | 0000427615 / 6 | Emp Mileage T1 -  
Date: 2010-11-09 | Expense Report Status: Paid | Amount: 26 USD | Entered By: crhart

Expense - Hart,Caralie | 0000416558 / 14 | Emp Mileage T1 -  
Date: 2010-03-02 | Expense Report Status: Paid | Amount: 4.5 USD | Entered By: crhart

Expense - Hart,Caralie | 0000416558 / 24 | Emp Mileage T1 -  
Date: 2010-04-06 | Expense Report Status: Paid | Amount: 2 USD | Entered By: crhart



# Release 5.30

- ElasticSearch

< Search Results

View Expense Report

Home

Search

Menu

Refresh

New Window

Help

Personalize Page

Print

View Expense Report

Expense Details

Actions: Choose an Action GO

Business Purpose

Supervise/Observe - Stud Tchrs

Report

0000575474

Paid

Description

observe students in the school

Created

10/24/2016

Caralie Hart

Reference

Last Updated

10/25/2016

Penny Beverly

Post State

Posted

Notes

Totals

View Printable Version

View Analytics

Employee Expenses (3 Lines)	44.82 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee

44.82 USD

Amount Due to Supplier

0.00 USD

☒ I do solemnly swear, under criminal penalty of a felony for false statements subject to punishment by fine of not more than \$1000 or by imprisonment for not less than one nor more than five years, that the above statements are true and I have incurred the described expenses and the state use mileage in the discharge of my official duties for the state.

Submit Expense Report

Withdraw Expense Report

Submitted On

10/24/2016

Submitted Caralie Hart

By

Approval History

Submitted Caralie Hart

1st Level Finance Dept Manager Michael Mahan

Justin White

Payment

Action	Role	Name	Date/Time	Comments
Submitted	Employee		10/24/2016 2:12:11PM	
Reassigned	1st Level Finance Dept Manager		10/25/2016 8:49:09AM	
Approved	1st Level Finance Dept Manager		10/25/2016 9:05:56AM	
Reviewed	Reviewer		10/25/2016 9:07:00AM	
Approved	AP Payment Approval - Ropt Ver		10/25/2016 9:08:18AM	

Return to Search

Notify

# 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?

