

eTravel FAMIS Interface Manual

Version 1.0
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FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in understanding the integrations between the eTravel system (Concur) and the Financial Accounting Management Information System (FAMIS). This manual will define the setup steps necessary to send FAMIS data to the eTravel system and will define the setup steps necessary to receive accounting data from the eTravel system. It will define the accounting processes that post data in FAMIS and help define other potential accounting transactions that may need to be manually posted into FAMIS.

This manual is not intended to serve as a User Manual for the Concur Application. Documentation for the system can be found on the A&M System website:

<http://www.tamus.edu/offices/travel/concur-on-line-training/>

This manual is a living, breathing document and is expected to grow and change as our experience with the eTravel system grows. As more information is gained, it will be documented and updated in this manual.

The FAMIS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6450, or copy the page with the error, note the correction or suggestion and send it to:

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Table of Contents

	<u>PAGE</u>
I Overview	I-6
Resources	1-6
II eTravel Setup Screens and Fields in FAMIS	
Screen 827 eTravel Control Record.....	II-3
Concur Fee Funding	II-6
External VID and Send to eTravel	II-8
Screen 680 Accounts Receivable Control Record.....	II-10
III eTravel Routing and Approvals	
Authorization Request Routing	III-3
Authorization Request Contracts and Foreign Travel	III-5
Office Setup	III-5
Desks by Office.....	III-6
Desk Management.....	III-7
Contracts and Grants.....	III-9
Foreign Travel.....	III-11
Expense Report Routing.....	III-13
Expense Report Routing – the DTV Path.....	III-13
FAMIS Updates to the eTravel System	III-13
Initial ‘DTV’ Path Creation.....	III-13
FCAR202 – eTravel Cost Object Approver Report.....	III-14
Approval Methods	III-14
Named Individual Routing.....	III-15
Populating Approver / Signer Desks	III-16
Virtual Desk Routing.....	III-19
Screen 921 Dept Paths Create/Modify (Named Option).....	III-19
Screen 919 eTravel / Concur Expense Approvers (Virtual Option)	III-21

Table of Contents (cont'd)

	<u>PAGE</u>
IV eTravel Posting in FAMIS	
Schedule	IV-3
Concur Posting Flow Chart	IV-5
Posting.....	IV-7
Expense Reports	IV-7
State Account Fee Voucher	IV-8
State Reimbursement Posting	IV-8
Company Paid Items	IV-9
Posting Scenarios	
Report Key 1404: Trip Sample 1.1	IV-12
Report Key 1406: Trip Sample 1.3	IV-13
Report Key 1407: Trip Sample 1.4	IV-14
Report Key 1408: Trip Sample 1.5	IV-15
Report Key 1409: Trip Sample 1.6	IV-16
Report Key 1410: Trip Sample 1.7	IV-17
V eTravel Batches	
eTravel Batches by Batch Number	V-3
VI eTravel Reports	
Interface Reports.....	VI-3
VQDU551 – Auto-close Pending Vouchers	VI-3
FCAR154 – eTravel Receivables Report	VI-3
FCAR155 – Pending Voucher Report	VI-3
FCAR200 – Concur Ad-Loc Attribute Report.....	VI-4
FCAR117 - Non Employee Travel ID Load	VI-4
VII Reconciliation	
Equity Transfer Process.....	VII-3

Overview

In preparation for the implementation of the eTravel System/Concur, FAMIS has worked with the implementation committee to determine settings in Concur which can be automatically loaded as an initial load, and then updated with daily loads from FAMIS. The data we send to Concur includes employee, supervisor, adloc and routing data. Initial defaults for Concur System configuration were chosen, and will be updated by these daily feeds. The Concur settings established by these feeds include user profile defaults, company profile settings and routing structures for Authorization Requests and Expense Reports.

A variety of update programs and reports have been developed to allow users to review and research these daily feeds. Changes to the DTV path and/or its desk memberships will be sent to Concur each night. For immediate changes to approvals in Concur, you will have to contact your Concur program administrators. Any changes entered directly in Concur, should also be made in FAMIS.

Although we are preloading the eTravel System with default routing settings, it is important to note that all electronic approvals will be processed within the Concur application. FAMIS will not generate any Concur related notification emails or routing documents. Participants in the eTravel / Concur System will access the software via their usual SSO Login ID and password. Once you have accessed the eTravel System you may:

- Assign delegate(s) to book trips (Profile/Travel settings)
- Assign delegate(s) to create expense reports (Profile/Expense settings)
- Assign credit cards for booking travel through Concur.
- Set travel preferences, such as non-smoking hotel room, or preferred seating assignment for air travel.
- Submit Authorization Requests to arrange for travel and create the encumbrances in FAMIS.
- Submit expense reports for completed travel.

Resources

See online Traveler's Profile Training for step-by-step "how to":
<http://www.tamus.edu/offices/travel/concur-on-line-training/>

Updates are posted to the eTravel section of the System Office web site:

<http://www.tamus.edu/offices/travel/>

The site includes online training videos to illustrate how to use Concur for specific steps in the travel process. Travelers should begin reviewing the requirements for Traveler Profile.

Overview (cont'd)

Section II

eTravel Setup Screens

eTravel Setup Screens in FAMIS

Screen 827 is used to define the way eTravel interfaces with FAMIS. Fields on this screen control how transactions are posted in FAMIS through the eTravel feeds and the method of accounting for the eTravel fees and expenses. This data is fed to CONCUR on a nightly basis.

This screen is maintained and updated by FAMIS Services.
The flags and values are campus specific.

Screen 827 – eTravel Control Record

```
F0003 Record has been successfully modified
827 eTravel Control Record                                03/29/12 11:40:35.0
                                                         FY 2012 CC 06

Screen: _____
* ----- Flags ----- *
Participant: Y          Cost Object Approvals: N (NAMED)
Load Accounts: Y       Organization Unit Level: D (DEPT)
Cash Advance: N        Auth Request Delegate: Y
                       Adv Posted as Receivables: _

Clearing Accounts      Member Vendor IDs
Credit Card: 0104001615  Default A/P Vendor: 95565565569
Travel Advance: 0230001615 Credit Card: 95565565569
Concur Fee: 0104011615   Concur Fee: 9556556556C
Default Obj Code: 3130    Travel Card: _____
Concur Fee Obj Code: 5237 Concur: 19116080521
                       Other Accounts
                       Sales Tax: 020101
                       Central Concur Fee SL: _____

Fee Amount: __7.58
Rule Class: LOCAL_____ Last Used Acq Ref: 000001A
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

Key Fields

Organization Unit Level

The **Organization Unit Level** field is used to indicate whether the eTravel fees will be Centrally Funded within the Member, or funded by the account incurring the expense at the departmental level.

Travel Advance

Although your System Part may not allow travel advances in the eTravel system, the Travel Advance Clearing Account is a required field. Due to the ability, in eTravel, to file expense reports where the inadvertent use of a company paid travel card for personal expenses occurs, this could potentially become a travel advance entry in FAMIS.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Screen Information

Flags

Participant:	1 character Y – Member is participating in eTravel. N – Member is not participating in eTravel.
Cost Object Approvals:	1 character Valid values are: N – Named – Approvers are named. V – Virtual – Approvers are assigned virtually.
Load Accounts:	1 character Y – Send accounts to eTravel nightly. N – Do not send accounts to eTravel.
Organization Unit Level:	1 character Determines the level where vendor agreements reside. C – Campus. D – Department.
Cash Advance:	1 character Sets the marker on the employee records in eTravel to allow the Cash Advance menu Item to appear. Y – Cash Advance allowed – the Travel Advance tab will be visible in eTravel. N – Cash Advance not allowed – employees will not see the Travel Advance tab in eTravel.

Clearing Accounts

Credit Card:	10 digits Credit card clearing account.
Travel Advance:	10 digits Travel Advance clearing account.
Concur Fee:	10 digits Concur Fee clearing account.
Default Obj Code:	4 digits Default object code for clearing account posting.
Concur Fee Obj Code:	4 digits Object code for Concur Fee posting.

eTravel Setup Screens in FAMIS (cont'd)

Member Vendor IDs

- Default A/P Vendor:** 11 digits – Defaulted from 822
The ID is 'display only' on this screen. This is the default Vendor ID for the System Member used for reimbursements from the state. This ID will be used as the Alternate Vendor when we create vouchers for CitiBank Card and Concur Fee payments.
- Credit Card:** 11 digits – Optional
When supplied, this is the default Vendor ID for the System Member used for reimbursements from the state. This ID will be used as the Alternate Vendor when we create vouchers for CitiBank Card.
- Concur Fee:** 11 digits - Optional
When supplied, this is the default Vendor ID for the System Member used for reimbursements from the state. This ID will be used as the Alternate Vendor when we create vouchers for Concur Fee payments.
- Travel Card:** 11 digits - Required
CitiBank Travel Card Vendor ID. This Vendor ID is used to record Travel Card Vouchers to CitiBank, the Default A/P Vendor or alternately the Credit Card mail code will be used as the Alternate Vendor on these vouchers for State reimbursement.
- Concur:** 11 digits - Required
Concur Vendor ID. This Vendor ID is used to record Concur Fee Vouchers, the Default A/P Vendor or alternately the Concur Fee mail code will be used as the Alternate Vendor on these vouchers for State reimbursement.

eTravel Setup Screens in FAMIS (cont'd)

Other Accounts

Sales Tax: 6 digits
SL Account to record Sales Tax.

Concur Fee Acct: 11 digits
Centrally Funded Concur fee account.

Other Settings

Fee Amount: 5 digits
Concur Fee Amount.

Rule Class: 30 characters
Sets the Rule Class in eTravel – currently LOCAL for all parts.

Last Used Acq Ref: 7 digits
Sequentially assigned Reference number from eTravel. This number is unique across all Members.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Concur Fee Funding

There are two options per Member to fund the Concur Fee Clearing account. The account may be funded centrally or at the expense account (departmental) level. For central funding, the Concur Fee Acct field must be populated on Screen 827 in FAMIS.

Centrally Funded

A Business Office, Fiscal Office, or Travel Office SL will be responsible to pay the fee. For each expense report processed, FAMIS transactions will debit this SL and credit the Concur Fee Clearing. This value is also listed on Screen 827 eTravel Control Record.

Screen 827 – eTravel Control Record

```

F0013 Please enter desired modifications
827 eTravel Control Record                                02/01/12 11:34:47.1
                                                         FY 2011 CC AB

Screen: ____
* ----- Flags ----- *
Participant: Y          Cost Object Approvals: N (NAMED)
Load Accounts: Y       Organization Unit Level: D (DEPT)
Cash Advance: Y        Auth Request Delegate: Y

Clearing Accounts          Member Vendor IDs
Credit Card: 0111701615   Default A/P Vendor: 17117117110
Travel Advance: 0111431615 Credit Card: 17117117111
Concur Fee: 0111991615   Concur Fee: 1711711711C
Default Obj Code: 3130    Travel Card: 14603583601
Concur Fee Obj Code: 5237 Concur: 19116080521
                          Other Accounts
                          Sales Tax: _____
                          Central Concur Fee SL: 440050 00000

Fee Amount: __7.58
Rule Class: LOCAL          Last Used Acq Ref: 0000000
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
    
```

Central Concur Fee SL

The SL Account entered here will receive the charges for the CONCUR Fee for all expense reports submitted by the Member.

Journal Entry – Centrally Funded \$7.58 to FEE Clearing

<i>debit</i> Central Concur Fee SL	\$7.58	
<i>credit</i> FEE Clearing		\$7.58

eTravel Setup Screens in FAMIS (cont'd)

Departmentally Funded (Default Option)

When Departmental Funding is selected, expense accounts used on the expense report will be charged the Concur Fee. If the expense report items are allocated to multiple accounts, the fee is split accordingly, rounding to the nearest penny.

If the fee paying account is local, a journal entry will debit the fee paying account and credit the Concur Fee Clearing Account.

Screen 008– SL Attributes 2

008 SL Attributes 2		01/30/12 16:20	
Screen: ___ Account: 100030 ___ HIGHER EDUC INCENTIVE FUNDING		FY 2011 CC AB	
Element of Cost: ___ Sub-El: ___	Foreign Tvl: _	Gen Exp Bud: _	
Effort Category: _____	Foreign Per: _	Admin/Clerical: _	
Salary Sav. Dist: _____	Rev Pledged: _	Restricted: _	
Fac Salary Sav. Dist: _____	Pyrl Acct Anal: _____	Delg Type: _	
Fac Savings Form 500: _____	Int Exempt: _	Int Exe Reason: _	
Grad Savings Form 500: _____	Interest Acct: _____		
	eTravel Fee:		
	Obj Trans	--- Subcode Edits ---	
Bond Issue: _____	Cat Type	Low High Match	
Budget Sort: _____	Cost Ref 1: _	_____	
Gift Fee Exempt: _	Cost Ref 2: _	_____	
A/R Clerk Cd: _	Cap. Campaign: _	_____	
GCP/Constr.Proj: _____		_____	
Accountant Resp: _____		_____	
Title to Equip: _____		_____	
Comments: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp Next CAcct Cmnt			

NOTE: When using the departmentally funded option, an override account can be used to pay the Concur Fee. The override account is maintained on Screen 8 for SL's and Screen 52 for SA's in FAMIS. The value is maintained on an account by account basis. If an override account is specified on an SL, it will apply to transactions at the SA if there is no eTravel Fee account on the SA. If the fee is centrally funded by the Member, this option does not apply.

Journal Entry – Departmental or eTravel Fee \$7.58 to FEE Clearing

<i>debit</i> Departmental Expense/eTravel Fee	\$7.58	
<i>credit</i> FEE Clearing		\$7.58

External VID and Send to eTravel

New fields have been added to FAMIS Screen 203 on the Right Panel. The fields are External VID and the Send to eTravel flag. Only employees of the A&M System will be set up with a user profile in CONCUR. The "External VID" field, in conjunction with the "Send to eTravel" field, is used to send FAMIS vendor information to CONCUR for non-employees. Expense reports for these external vendors must be created and submitted by a bookkeeper. The non-employee vendor must be established in FAMIS and sent to CONCUR prior to entry of any expense reports for that vendor.

Screen 203 – Vendor Add/Modify

```
203 Vendor Add/Modify                                01/30/12 15:37
              A & B WELDING                          FY 2011 CC AB
Screen: ____ Vendor: 2vvvvvvvvv0 External VID: 00002116 Page: 2 <<<<More>
              ** ACH VENDOR **                      Hold: N Freeze: N Delete: N
              Name: A & B WELDING

Vendor Type: BU   Ownership Code: S   Send to eTravel:
Texas Company: Y   SIC: 9902          Charter Nbr: _____
Employ Agency: ____ Security: _       Busn Desc: ____

----- Sole Proprietor/Partnership Data -----
SSN/FEI: _____ Name: _____
SSN/FEI: _____ Name: _____

Email Addr: SANDWICHES@TAMU.EDU
----- Discount Terms -----
Percent: _____ Disc Days: ____ Ind: _ Pay Days: ____ FOB: ____

Established: 09/04/1996 By: K156J1   Modified: 12/20/2011 By: K156K5
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
Hmenu Help EHelp HUB Stats Left Right
```

Examples of Non-Employee Travelers:

- Students
- Guest Speakers
- Perspective Employees
- Board of Regents

External VID is an identifier for FAMIS vendors that is unique across all system parts. FAMIS assigned these External VIDs to all active, non-frozen, non deleted vendors through a onetime process. When vendors are unfrozen or undeleted they will automatically be assigned an External VID at that time. The External VID allows a behind the scenes crosswalk to the FAMIS Vendor ID.

- Only one External VID can be listed per Expense Report
- Vouchers with invalid or missing External VID will not close, and will appear on the VQDU551 error report.
- If NO External VID is listed on the Expense Report, the report will post in FAMIS with the Traveler as the employee submitting the Expense Report. In some cases this could be the Bookkeeper.

eTravel Setup Screens in FAMIS (cont'd)

Send to eTravel field should be set to "Y" for those vendors that need to be sent to the eTravel system. Employees should NOT be marked as "Y" in this field. Employees are already established in eTravel through other means.

Users must have update access to Screen 103/203 to make entry for this field. The field will be protected from entry except when the following criteria is met:

- The Vendor Type field cannot be "EM" (employees)
- The vendor number must begin with '2' or 'T'
- The vendor may not be frozen or deleted

Once flagged "Send to eTravel, there will be at least a one day delay before the vendor will be sent to the CONCUR system. This is a nightly feed process.

We do not populate employee ACH information in eTravel. This information must be entered directly in eTravel.

Vendor search does handle the new External VID, to use: set type to 'E' then type the external VID in the search field.

```
F6575 Please enter a Vendor number
+-----+
F0043 Mark Vendor with an 'X' to select
  Scree : ___ Searc : TEST_____ CC: 02   Typ : E (N,V,E)
                Include Frz/Del Vendors: N

      Vendor Name                Vendor ID  Alias Frz Del External VID
- WATER POLO CLUB                T0000000021 N   N   N   00002824
- OPTIMIST CLUB OF AZLE, INC.    T0000000460 N   N   N   00002825
- TAMSA CLASS OF 2000            T0000001654 N   N   N   00002826
- TAMSA EXECUTIVE COMMITTEE C/O T0000001658 N   N   N   00002827
- SINGING CADETS                 T0000001980 N   N   N   00002828
- RUBEN*CASTRO                  T0000002270 N   N   N   00002829
- WOMEN'S CHORUS                 T0000003080 N   N   N   00002830
- DANCE ARTS SOCIETY            T0000003250 N   N   N   00002831
- MEXICAN AMERICAN ENGINEERS    T0000003380 N   N   N   00002832
- STUDENT AMERICAN INSTITUTE OF T0000004282 N   N   N   00002833
- CENTURY SINGERS                T0000007760 N   N   N   00002834
- INTERNATIONAL STUDENTS ASSOCIA T0000008103 N   N   N   00002835
- IIE                            T0000008310 N   N   N   00002836

      ** More Vendors - Press <Enter> to View **
      PF4=Exit  PF6=ExtID  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main
+-----+
      Hmenu Help  EHelp          HUB  Stats NxVn  Notes Order Left  Right
```


Screen 680

The value of Payments as Receipts or JEs will affect how cash advance related transactions are posted in FAMIS.

Screen 680 – Accounts Receivable Control Record

```

680 Accounts Receivable Control Record                                01/31/12 11:17
                                                                    FY 2011 CC AB
Screen: ____

Cash or Accrual(C/A): A
Payments as Receipts or JEs(R/J): J
If JEs - GL Cash clearing Account: 0010171610
3rd digit of 06X for payments: 2

Asset or Liability Acct Cntl   Single GL or use Map Code   If Single GL - enter 6 digit GL
Receivables (asset)           1300                        M                          _____
Over Payments (Liability)     2130                        M                          _____
Deposits (Liability)          2500                        M                          _____

3rd digit of 06X for Receivables: 5

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
    
```

In the following examples a \$100.00 travel allowance is represented where all of the allowance was used on the trip.

Accounting Entries Performed by FAMIS

Payments as Receipts or JEs – Option J – CONCUR Posting:

Journal Entry

<i>debit</i> Departmental Expense	\$100.00	
<i>credit</i> A/R Clearing GL		\$100.00

FCAR154 Report will provide information for a manual step to clear A/R.

eTravel Setup Screens in FAMIS (cont'd)

Payments as Receipts or JEs – Option R – CONCUR Posting:

Journal Entry

debit Departmental Expense \$100.00
credit Travel Advance Clearing GL \$100.00

Note: This results in a debit to the bank and a credit to Receivables (1300).

- FCAR154 Report will provide information for a manual entry on Screen 615/616 in FAMIS.
- Manual Screen 13 Disbursement entry in FAMIS.

debit Departmental Expense \$100.00
credit Travel Advance Clearing GL \$100.00

FCAR154		SAGO TRAINING CAMPUS					03/01/2012 15:39		
FY 2012 CC SA		ETravel Receivables					PAGE: 1		
		Post Payment Required							
		Date: 20120301							
UIN	Last Name	Report Key	Destination	Trip Start Date	Trip End Date	Issued Date	Issued Amount	Applied Amount	Expense Category
402005923	STACKHOUS	1370	5.16	02/24/2012	02/26/2012	02/29/2012	100.00	100.00	MEALS
								100.00	
		1376	5.17	02/21/2012	02/22/2012			100.00	GASOLINE
								100.00	
Grand total:			200.00						

Section III

eTravel Routing and Approvals

Routing and Approvals in eTravel

The existing FAMIS Routing User Manual assumes that all of the electronic documents are created, routed, and shown on the FAMIS/Canopy InBox. This is **NOT** the case for Concur documents. However, this manual does illustrate how to setup/maintain paths and desk membership. You may refer to the FAMIS Routing User Manual for assistance with those functions.

There are two types of routing which can occur in eTravel / Concur:

- Authorization Request Routing – SSO Data
- Expense Report Routing – DTV Path and/or OSRS Routing Data

Authorization Request Routing

Purpose: Obtain prior supervisory approval for travel, and ENCUMBER funds for the trip

OPTIONAL for domestic travel; REQUIRED for foreign travel

FAMIS builds the structure for Authorization Request routing by accessing the adloc information for the employee. There are a couple of decisions which must be made prior to setting up the routing for Authorization Requests. Each adloc chooses whether they will include a bookkeeper in their routing structure. These settings are maintained in SSO. To grant these roles, the granter has to have the SSO Central Admin role for the workstation the employee belongs to, and the Application Central Admin role for the workstation of the Adloc they are trying to grant belongs to. The Adloc may also choose the number of Department Head Levels to include in the routing path. Additionally, Travel Authorization Requests may route to a Contracts and Grants and up to four Foreign desks before receiving final approval. The Contracts and Grants and Foreign1 – Foreign4 desks are established in the ETRAVEL Office in FAMIS Routing and Approvals Electronic Office Management.

Defaults have been set at the System Member level for the bookkeeper option and to establish a default number of Department Head Levels to route through. These can be modified in SSO Central Admin on an Adloc by Adloc basis.

Authorization Requests, once approved, are fed to FAMIS on a nightly basis. Encumbrance entries are posted for the accounts included on the Authorization Request to “reserve” enough money in the operating accounts to cover the travel expenses. The postings for this are created by the FCAU153 program in FAMIS.

Routing and Approvals in eTravel (cont'd)

Routing for Authorization Requests is determined by the adloc and SSO Manager for that adloc. Two settings in SSO determine the number of persons that the document will route to and whether a bookkeeper is included in the routing for the document.

In the print screen below, for the 01-2719690 adloc, the Current settings (displayed on the left hand portion of the screen) indicate that Authorization Requests for the traveler will route to Teresa Bass as a supervisor, then to Joseph Duron as the Department head.

On the "What if Analysis", we show the change that would take place should a bookkeeper be inserted in the path. Bookkeepers are established as virtual persons in eTravel, bookkeeper assignment takes place in SSO.

```
F0001 Please enter a screen number to continue
862 Travel Auth. Request Approval Inquiry                                03/14/12 14:31
                                                                                   CC 01

Screen: ___  UIN: 7uuuuuuu1 CROWLEY TRACY L                               More >>

Employee Adloc: 01-271690 Dept: SOBA Sub:          BUDGETS & ACCOUNTING
----- Current BPP -----|----- What if Analysis -----|
      Add Bookkeeper: N    |      Add Bookkeeper: Y    |
      Skip Supervisor: N  |      Skip Supervisor: N  |
Lvl Ty Person Dept Head Levels: 1 | Lvl Ty Person Dept Head Levels: 1 |
-----|-----|
  1 S 5uuuuuuu5 BASS TERESA L      |  1 S 5uuuuuuu5 BASS TERESA L  |
  2 H 3uuuuuuu5 DURON JOSEPH D    |  2 B 01-271690 Bookkeeper    |
                                     |  3 H 3uuuuuuu5 DURON JOSEPH D|

** Any permanent changes MUST be made by SSO Admin\Payroll Admin in SSO\BPP **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp          DTL  BkNm          Left  Right
```

Note: If the traveler is not traveling on their departments' funds, approval for the encumbrance of those funds will need to take place outside of Concur. Optionally, the bookkeeper in the funding department will need to set up the pre-trip authorization for the traveler and list them as an attendee. With that option, the routing will not go through any of the traveler's supervisors.

Routing and Approvals in eTravel (cont'd)

Authorization Request Contracts and Grants and Foreign Travel

Additionally, for each participating campus using eTravel, an ETRAVEL electronic office and five approver desks have been created in FAMIS. The ETRAVEL office and related desks are used to identify individuals who will perform the Contracts and Grants and Foreign Authorization Request approver functions. The desk(s) will become 'virtual' employees in eTravel. The desk members become delegates for the 'virtual' employees.

This data will be updated in eTravel nightly from FAMIS. Utilizing this office and the coordinating desks eliminates the need to maintain this information in eTravel.

Up to four foreign travel approvals can be defined in eTravel and are determined by policy at the individual campuses and at the System level. Although all four FOREIGNn (where n=1-4) desks may not be utilized by your campus, do not remove the unused desks from FAMIS. It is very important for the desk names and descriptions to match exactly with what is defined in eTravel.

The foreign approvals defined in eTravel must have corresponding desks established in FAMIS. FAMIS will establish four FOREIGNn desks initially. eTravel will require up to four desks for this function. Do not modify the description for the eTravel Office, the existing description will be expected by the software.

Office Setup

1. Using Screen 940 enter the office ETRAVEL.
2. Add a manager, delegate and default signer

Do not modify the description for the ETRAVEL office

```
940 Office Create/Modify
Screen: ___ Office: ETRAVEL___
Description: TRAVEL OFFICE FOR CONCUR AUTH REQUEST_____
Manager (UIN) : _____
Delegates (UIN) : _____
Default Signer(UIN): _____
Comments: _____
```

Routing and Approvals in eTravel (cont'd)

Desks by Office

Five desks have been created for the ETRAVEL office. For the desks that apply, delegates need to be added selecting the desk from 937 or by direct entry on screen 922.

Basic Steps

- Advance to Screen 937.
- Type the ETRAVEL office on the Action Line to position it at the top of the list and press <ENTER> to display a list of all of the desks within the office.
- Press PF7 to display a list of desk assignees.

Selecting a Desk

To select a desk, move the cursor to the desired line, type an 'x' and press <ENTER>. The desk name will then be moved to the Desk: field in the Action Line and may be moved in context to other screens. This will advance you to Screen 922 for the selected desk.

Do not modify the description for the ETRAVEL desks

S	Desk	View	Description
-	-----	-----	-----
X	CONTRACTS		AUTHORIZATION REQUEST DELEGATES
_	FOREIGN1		AUTHORIZATION REQUEST DELEGATES
_	FOREIGN2		AUTHORIZATION REQUEST DELEGATES
_	FOREIGN3		AUTHORIZATION REQUEST DELEGATES
_	FOREIGN4		AUTHORIZATION REQUEST DELEGATES

NOTE: For each individual campus, the unused "FOREIGNn" desks should remain defined in FAMIS. The desk names must strictly follow the naming and description conventions of the desks indicated above. The Desk description is tightly controlled within ETRAVEL. Changes to the desk name or description will cause the nightly feed to eTravel to fail or produce errors.

Routing and Approvals in eTravel (cont'd)

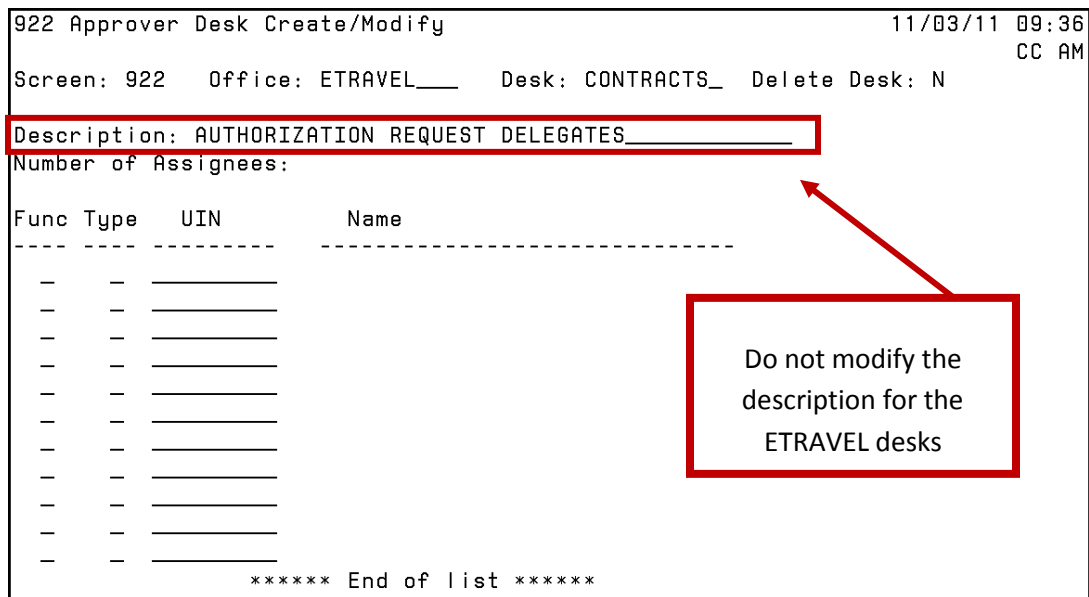
Desk Management

Delegate changes can be made by adding and removing the desired delegates using screen 922. These changes will not appear in eTravel until they are updated during the nightly feed.

Basic Steps

- Advance to Screen 922.
- Type the name of the office and desk on the Action Line and press <ENTER> to display current desk information.
- Add or modify desk assignees as desired.
- If the UIN number is not known, press PF2 from the UIN: field and search for the person's name, select it and press <ENTER> to have FAMIS enter the UIN number in this field.
- Press <ENTER> to record the information.

```
922 Approver Desk Create/Modify                               11/03/11 09:36
                                                            CC AM
Screen: 922   Office: ETRAVEL___   Desk: CONTRACTS_   Delete Desk: N
Description: AUTHORIZATION REQUEST DELEGATES_____
Number of Assignees:
Func Type   UIN           Name
-----
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
- - - - -
***** End of list *****
```



The screenshot shows a terminal window for screen 922. The 'Description' field is highlighted with a red box. A red arrow points from a separate red box containing the text 'Do not modify the description for the ETRAVEL desks' to the 'Description' field.

Routing and Approvals in eTravel (cont'd)

Marking the authorization request as Foreign “Yes” causes it to route to the FOREIGN1 desk after Manager approval. That desk may then forward the document to the other FOREIGN2, FOREIGN3 or FOREIGN4 travel desks as necessary.

Marking the authorization Request as Contracts & Grants causes it to route to the C&G desk after manager approval.

Auth Requests may route to both the Contracts & Grants and Foreign desks.

The screenshot displays the 'New Authorization Request' form in the Concur system. The form is titled 'Request Header' and contains several fields for user input. Two black arrows point to specific fields: one points to the 'Foreign Risk Acknowledgement' dropdown menu, and the other points to the 'Contracts/Grants' dropdown menu, which is currently set to 'Yes'. The 'Contracts/Grants' dropdown is located in the bottom right area of the form, and the 'Foreign Risk Acknowledgement' dropdown is in the bottom left area. The form also includes fields for Destination, Policy (FAMES), Trip Start/End Dates, Purpose & Benefit, System Member (01 SYSTEM ADMIN & GENERAL OFF), Account, Travel Classification, Traveler Type, Personal Travel Included? (No), Notes, Department Reference Number, and four Foreign Country dropdowns (ANTARCTICA-AQ, ANTARCTICA-AQ, AUSTRALIA-AU, ANTARCTICA-AQ).

Routing and Approvals in eTravel (cont'd)

How to locate your Contracts & Grants approval delegates in eTravel:

Go to User Administration and search for “contracts” for your system part:

User List for company: Texas A&M University System

Show Filters

Filters

Use Travel Advanced Filters Use Expense Advanced Filters

Manager: All Managers Employee Group Configuration: 15-TAMCC

User Status: Active Max Results: 25

Search Text: contracts Search What: Name, Email, Log-in

Columns To Display

Login ID Manager Employee Group Configuration Email Employee ID

Search Reset

Last / First	Employee Group Configuration	Email	Employee ID	Login ID	Manager	Profile
CORPUS CHRISTI 15CONTRACTS AND GRANTS	15-TAMCC		CG0015	CG0015@TAMUS.EDU	-none-	

Total: 1

Select the ‘virtual’ person:

Save Save and New Cancel

Travel Wizard User Expense User Expense Approver

CTE Login Name* (must be suffixed with a valid domain) CG0015@tamu.edu Password* (Blank to leave unchanged) Verify Password*

Title: 15CONTRACTS AND GRANTS First Name* Middle Name Nickname Last Name* CORPUS CHRISTI Suffix

Account Activation Date: 01/20/2011 Account Termination Date

Employee ID (required for Expense, Invoice or Request User): CG0015 Email Address

[Add Picture](#)

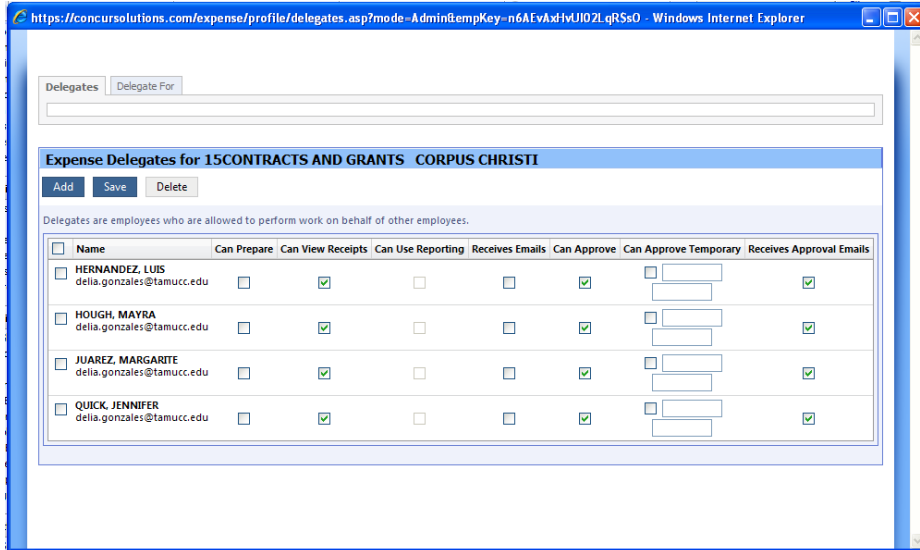
Expense and Invoice Settings [Approvers](#) [Expense Preferences](#) [Expense Delegates](#)

Is a Test User? Audit Status (check if audit req'd) Travel Rule Class Country: UNITED STATES State/Province: Select one Reimbursement Currency: US Dollar Ledger: REGALIST

Then click on Expense Delegates.

Routing and Approvals in eTravel (cont'd)

The delegates will be displayed.



Routing and Approvals in eTravel (cont'd)

How to locate your Foreign approval delegates in eTravel:

Go to User Administration and search for “foreign” for your system part:

The screenshot shows the 'User List for company: Texas A&M University System' interface. It includes a search bar with the text 'foreign' and a dropdown menu for 'Search What' set to 'Name, Email, Log-in'. Below the search bar, there are checkboxes for 'Columns To Display' including Login ID, Manager, Employee Group Configuration, Email, and Employee ID. The search results are displayed in a table with the following data:

Last / First	Employee Group Configuration	Email	Employee ID	Login ID	Manager	Profile
09FOREIGN_TEEEX	09-TEEX		09FOREIGN	09FOREIGN@tamu.edu	-none-	
AGRILIFE_060720FOREIGN ONE	06-AL-RSCH		FT00060720	FT00060720@TAMUS.EDU	-none-	
AGRILIFE_060720FOREIGN TWO	06-AL-RSCH		FT20060720	FT20060720@TAMUS.EDU	-none-	
AGRILIFE_060720FOREIGN THREE	06-AL-RSCH		FT30060720	FT30060720@TAMUS.EDU	-none-	
AGRILIFE_060720FOREIGN FOUR	06-AL-RSCH		FT-4-060720	FT-4-060720@TAMUS.EDU	-none-	
COMMERCE_21FOREIGN ONE	21-TAMUC		FR0021	FR0021@TAMUS.EDU	-none-	
COMMERCE_21FOREIGN TWO	21-TAMUC		FR2120012	FR2120012@TAMUS.EDU	-none-	
COMMERCE_21FOREIGN THREE	21-TAMUC		FR3200021	FR3200021@TAMUS.EDU	-none-	
COMMERCE_21FOREIGN FOUR	21-TAMUC		FR-4-21	FR-4-21@TAMUS.EDU	-none-	
CORPUS CHRISTI_15FOREIGN ONE	15-TAMCC	gracie.olalde@tamucc.edu	FR0015	FR0015@tamu.edu	-none-	

Select the desk that you wish to view, there will be four Foreign desks listed for each System Part.

Routing and Approvals in eTravel (cont'd)


Then click on Expense Delegates:

Travel Wizard User
 Expense User
 Expense Approver

CTE Login Name* (must be suffixed with a valid domain)
 Password* (Blank to leave unchanged)
 Verify Password*

Title
 First Name*
 Middle Name
 Nickname
 Last Name*
 Suffix

Account Activation Date
 Account Termination Date

Employee ID (required for Expense, Invoice or Request User)
 Email Address

[Add Picture](#)

Expense and Invoice Settings
[Approvers](#)
[Expense Preferences](#)
[Expense Delegates](#)

Is a Test User? Audit Status (check if audit req'd)

 Country

Reimbursement Currency
 Ledger
 Expense Group ID
 State/Province
 Cash Advance Account Code

The delegates will be displayed:

[Delegates](#)

Expense Delegates for 21FOREIGN ONE COMMERCE

Delegates are employees who are allowed to perform work on behalf of other employees.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/>	ASHMORE, KEVIN Michael_Glas@tamu-commerce.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	BOSTICK, GINGER Michael_Glas@tamu-commerce.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	CURRIN, ALICIA Michael_Glas@tamu-commerce.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	FERGUSON, RHONDA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	GLAS, MICHAEL Michael_Glas@tamu-commerce.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	KING, LINDA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	LAIR, MARCIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SHAFFER, GRIFFIN Michael_Glas@tamu-commerce.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Expense Report Routing

Expense Reports route in eTravel based on data extracted from the DTV routing path in the departmental electronic office for the account the expenses are charged to in eTravel. Additionally, routing is customized for OSRS accounts. If the DTV path is missing for the expense account department, the default (*) path is used.

OSRS routing will flow through the:

- Principal Investigator – PI
- Principal Accountant - PA
- Travel Compliance Officer
- Back Office Approval in Concur

Expense Routing – FAMIS DTV Routing Paths

FAMIS Services has created the routing form ‘DTV’ (Departmental Travel) to define the Cost Object Approvals that eTravel/Concur Expense Reports will follow. eTravel/Concur approval sequences will be created directly from this routing path and will populate routing in the travel system each night.

FAMIS Updates to the eTravel System

Any changes to the DTV path or its desks’ memberships will be sent to eTravel each night. If urgent changes need to be made to the eTravel/Concur approval paths during the day, you must contact your eTravel Security Administrators. In most cases, they will be your FAMIS Security Administrators. Any changes made directly in Concur must be updated in FAMIS also.

Initial ‘DTV’ Path Creation

A ‘DTV’ path was programmatically created for all existing department paths by copying the existing default (*) routing paths and storing them as the new ‘DTV’ paths. Any existing approval desks from the ‘*’ path were duplicated, as well as the signer desk. A ‘creator’ desk was automatically inserted as the first approval in every path and called ‘CTE APPRVR’. The people put on this desk were pulled from each path’s creator desk.

Once the ‘DTV’ path was created, its maintenance became the responsibility of the electronic office managers for each campus, college, or department, and no more automated changes will be made to it. From this point on, desks and desk memberships must be manually added or deleted from the path. The new paths should be reviewed extensively to ensure that the proper approvals are established for travel documents. Screen 919 was created to display the Expense Approvers that have been loaded into the eTravel/Concur system.

Routing and Approvals in eTravel (cont'd)

A Cost Object Approver report called FCAR202 has also been developed to assist in documenting and reviewing your eTravel Expense Report approvals. It displays the approvers by department/sub-department and can be sorted in either mailstop or department/sub-department order. This report is currently produced every Tuesday evening and is available in Mobius. It should be reviewed periodically to ensure that the DTV path is setup up correctly.

FCAR202 – eTravel Cost Object Approver Report

FCAR202	TEXAS A&M UNIVERSITY	01/31/2012
22:45		
FY 2012 CC 02	ETRAVEL COST OBJECT APPROVERS	PAGE:
1		
	SORTED BY: MAIL STOP	
MAIL STOP: C6000		
DEPARTMENT: FISC	HIERARCHY: FN CO	
SUB-DEPARTMENT: AC		
APPROVER UIN	NAME	SEQ
-----	-----	---
XXXXXXXXXX	CHARGOIS BRIDGETT D	001
XXXXXXXXXX	MARIOTT PAULA L	001 *
XXXXXXXXXX	GUILLORY JANET S	999
XXXXXXXXXX	GUILLEN PHILLIP L	999 *
* Signifies the 2nd approver for the sequence.		

Approval Methods

Each System Member can decide how it wants Expense Report approvers (Cost Object Approvers) established in eTravel/Concur. There are currently two options: 'Named' and 'Virtual'. The 'Named' option will route an Expense Report directly to the people designated in the approval sequences, whereas the 'Virtual' option will route to 'Virtual eTravel/Concur Employees'. Both options allow approvers to access and approve Expense Reports, but the 'Virtual' option requires that employees 'delegate' for the 'Virtual eTravel/Concur Employee' before they can access the Expense Reports needing approval. The 'Virtual' option provides a mechanism for the Member to centrally designate the delegates who can sign for each sequence, where the 'Named' option sends the Expense Report directly to the named employee and relies on the employee to set up delegates for when the employee may not be available.

Named Individual Routing

Even though the 'DTV' routing structure is maintained in FAMIS and is used to populate the eTravel/Concur Cost Object Approvers, the 'Named' eTravel/Concur routing option does not work exactly like FAMIS. Concur routes an Expense Report to only the first 'named' person for each sequence (equivalent to a FAMIS desk) UNLESS the traveler is the approver for that sequence. The only time the system will ignore the first 'named' person and look to see if there is another individual at the same sequence is when the traveler is the approver. If there is not a second approver at the sequence, the approval step will be skipped. This is typically not a problem unless the traveler is the only signer.

If the traveler is the only signer at the final sequence for an account, the Expense Report will go directly to the 'processing office' without being signed by anyone with signature authority for the account. Even if the 'signer' has delegated approver privileges to another individual, the delegate will not have the opportunity to approve the Expense Report because it skips directly to the 'processing office' with a warning message that the final approval was not received. At this point, the processing office will have to take manual steps to get authorization before approving the Expense Report.

Since it is expected that signers primarily travel on their accounts' funds, FAMIS builds the approval path in a deliberate manner in the hopes of defining two people at the signer step (and at other approval desks), if possible. FAMIS will never assign more than two people to the same sequence because eTravel/Concur routing looks at a maximum of two people for a sequence. (In fact, it ignores the second person except when the approver is the traveler). It should also be noted that eTravel/Concur "auto approves" a sequence if the sequence approver has already approved the Expense Report on behalf of a different sequence. Therefore, FAMIS will assign a specific individual to only one approver/signer sequence. If all the people on a FAMIS desk have been selected as signers or approvers on other desks, there is no reason to assign them to the desk since it would "auto approve" anyhow. Finally, FAMIS will not assign a person to an approval sequence if that person is not an active employee.

Because of these rules and exceptions, it is very probable that the 'DTV' path as defined in FAMIS will not match, desk for desk, what has been sent to the eTravel/Concur system (reflected on Screen 919). These differences are not errors, just reflections of the differences in the two systems' routing mechanisms.

Routing and Approvals in eTravel (cont'd)

Populating Approver and Signer Desks from the 'DTV' Path Process

The following describes the process by which the approver and signer desks are populated from the 'DTV' path. In all cases, an individual is rejected and not sent to eTravel/Concur if he/she is not an active employee:

1. Examine the signer desk membership. Pick a maximum of two valid signers:

Select the first primary signer, if a primary signer is defined. Select the second primary signer, if a second primary signer is defined. If two signers have not yet been selected, select the first, and if necessary, second substitute signers. **Note: If there is a desire to have a particular person defined as the primary desk signer/approver, make sure that person is the first one listed on the FAMIS approver/signer desk.** (You may have to delete all people from the desk and re-add them in the order you wish them to populate the eTravel/Concur sequence). The second person listed should be the person who should sign if the first person is the traveler.

The signer desk is always represented as the '999' sequence.

2. Examine the first desk on the 'DTV' path (this MAY be the CTE-APPRV path)

Review only the primary approvers in the order they are on the desk. If they have been previously selected as a signer or approver for a sequence (as either a primary or substitute), ignore them. . Stop after selecting the first available individual in this round. If all primary approvers have been selected, the desk will be skipped in the first pass.

The people selected from this path will always be represented as sequence '001'.

3. Examine the second, third, and fourth desk(s), if they are populated. Perform the same process that was done on the first desk.

People chosen from desk 2 will be sequence '002', desk 3 will be sequence '003', and desk 4 will be sequence '004'.

4. Re-Examine the first desk

Review the primary approvers in the order they are on the desk. If they have been previously selected as a signer or approver for a sequence, ignore them. If all primary approvers have been selected, review the substitutes in the order in which they appear on the 'DTV' desk. Select a maximum of one individual in this round, if available.

5. Re-Examine the second, third, and fourth desk(s), if they are populated. Perform the same process that was done on the re-examination of the first desk.

Routing and Approvals in eTravel (cont'd)

Example of an eTravel/Concur path built from a FAMIS 'DTV' path:

Screen 921 – Dept Paths Create/Modify (Named Option)

```
921 Dept Paths Create/Modify                                02/05/12 22:00
                                                         CC 02
Screen: ___ Office: FISCAL___ View: ACVIEW___
Description: ACCOUNTING CONTROL_____
Office Mgr : GIBSON, CATHERINE D
F Form Dept/Sub Category                               Status and Desks
N
- - - - -
- DTV * _____
- CTE APPRVR - _____ SIGNER DSK
```

PF7 'Names' for CTE APPRVR desk

```
+-----+
DESK: CTE APPRVR
+-----+
PID      STATUS      NAME
+-----+
XXXXXXXXX          CHARGOIS, BRIDGETT D
XXXXXXXXX          MARIOTT, PAULA L
XXXXXXXXX          MCCLENTON, CARLETTA R
+-----+
*** END OF LIST - 3 WORKERS FOUND
+-----+
PF4 to Quit
```

PF7 'Names' for SIGNER DSK desk

```
+-----+
DESK: SIGNER DSK
+-----+
PID      STATUS      NAME
+-----+
XXXXXXXXX      S      PHAIR, DEBORAH L
XXXXXXXXX          GUILLORY, JANET S
XXXXXXXXX          GUILLEN, PHILLIP L
+-----+
*** END OF LIST - 3 WORKERS FOUND
+-----+
PF4 to Quit
```

Routing and Approvals in eTravel (cont'd)

Result of how the 'Named Individual' eTravel/Concur path is ultimately built:

Screen 919 – eTravel/Concur Expense Approvers (Named Option)

```
919 eTravel Expense Approvers                                02/05/12 19:10
                                                            FY 2012 CC 02
Screen: ___ Dept: FISC_ Sub Dept: AC___ Account: ___
                                                Office: ___ View: ___

eTravel Employee ID          Name          SEQ
-----
XXXXXXXXXX                   CHARGOIS BRIDGETT D 001
XXXXXXXXXX                   MARIOTT PAULA L     001 *
XXXXXXXXXX                   GUILLORY JANET S    999
XXXXXXXXXX                   GUILLEN PHILLIP L   999 *

* Signifies the 2nd approver for the sequence.

*** Records displayed are loaded into eTravel nightly ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
```

FAMIS best practices recommend that at least one substitute be listed on every desk.

Virtual Desk Routing

The 'Virtual' Option for Cost Object Approvals turns each FAMIS desk in a routing path into a 'Virtual Concur Employee'. With this option, each primary and substitute approver on a desk is loaded as a 'delegate' to the 'Virtual Employee'. Routing using this option most accurately mimics routing within FAMIS.

The biggest difference between FAMIS and 'Virtual' routing is that the MyConcur page InBox does not show pending approvals for the Virtual Concur Employees. In order to see that pending approvals are needed, approvers must first 'delegate' for the 'Virtual Concur Employee'. The 'Virtual' option provides a mechanism for the Member to centrally indicate and control the delegates who can sign for each sequence and provides a structure so that workloads can be balanced. **(Individuals on a Virtual desk cannot delegate approval authority to others that are not named delegates.)** A downside to this type of routing is that the Concur Mobile app does not currently support the delegate function.

Example of an eTravel/Concur path built from a FAMIS 'DTV' path:

Screen 921 – Dept Paths Create/Modify (Named Option)

```
921 Dept Paths Create/Modify                                02/05/12 22:51
                                                           CC 21
Screen: ___ Office: CHEM_____ View: CHEM-VW___
Description: CHEMISTRY VIEW_____
Office Mgr : GLAS, MICHAEL W

F Form Dept/Sub Category
N                                     Status and Desks
- --- -----
_ DTV * _____
          _ CTE APPRVR _ _____ SIGNER DSK

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Routing and Approvals in eTravel (cont'd)

PF7 'Names' for CTE APPRVR desk

```

+-----+
DESK: CTE APPRVR
+-----+
      PID      STATUS      NAME
+-----+
XXXXXXXXXX          SHERMAN, MARY K
XXXXXXXXXX          CURRIN, ALICIA
+-----+
*** END OF LIST - 2 WORKERS FOUND
+-----+
PF4 to Quit
+-----+

```

PF7 'Names' for SIGNER DSK desk

```

+-----+
DESK: SIGNER DSK
+-----+
      PID      STATUS      NAME
+-----+
XXXXXXXXXX      S      BLOUNT, GRADY P
XXXXXXXXXX      S      JANG, WEN-LONG
XXXXXXXXXX      S      WEEKS, SANDRA E
+-----+
*** END OF LIST - 3 WORKERS FOUND
+-----+
PF4 to Quit
+-----+

```

Note that the 'Virtual Concur Employees' are named according to the following scheme: nn-office-view-desk (where nn is the FAMIS Part). This is the 'Virtual' eTravel/Concur path that is ultimately built:

Screen 919 – eTravel/Concur Expense Approvers (Virtual Option)

```

919 eTravel Expense Approvers                                02/05/12 22:48
                                                            FY 2012 CC 21
Screen: ____ Dept: CHEM_ Sub Dept: ____ Account: ____
Office: ____ View: ____

eTravel Employee ID      Name      SEQ
-----
21-CHEM-CHEM-VW-CTE-APPRVR      001
21-CHEM-CHEM-VW-SIGNER-DSK      999

* Signifies the 2nd approver for the sequence.

*** Records displayed are loaded into eTravel nightly ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp      Names

```

PF7 'Names' for 21-CHEM-CHEM-VW-CTE-APPRVR desk

```

+-----+
21-CHEM-CHEM-VW-CTE-APPRVR
+-----+
UIN      Delegates
+-----+
XXXXXXXXXX SHERMAN MARY K
XXXXXXXXXX CURRIN, ALICIA
+-----+
End of names or <PF4> to Exit
+-----+

```

Routing and Approvals in eTravel (cont'd)

PF7 'Names' for 21-CHEM-CHEM-VW-SIGNER-DSK desk

```
+-----+
| 21-CHEM-CHEM-VW-SIGNER-DSK |
|                               |
| UIN      Delegates           |
|-----|
|XXXXXXXXXX JANG WEN-LONG      |
|XXXXXXXXXX WEEKS SANDRA E    |
|XXXXXXXXXX BLOUNT GRADY P    |
|                               |
| End of names or <PF4> to Exit |
+-----+
```

Any one of the delegates can approve the Expense Reports beneath the 'Virtual Concur Employee' unless he/she is the traveler. **Again, FAMIS best practices recommend that at least two individuals be listed on every desk.**

Screen 919

Screen 919 – eTravel/Concur Expense Approvers displays the eTravel/Concur Expense Report (Cost Object Approval) routing paths that have been loaded into the eTravel/Concur system. This screen displays routing information by Department / Sub-Department, Account, or Office and View. For ease of use, the Action Line will pre-populate based on data from the current logon session's previously viewed screens.

Current session data access from the indicated screen(s) will populate the following Action Line Fields:

1. From Screen 860 - Department field will be populated
2. From Screen 02, 06, 51 etc. - Account fields will be populated
3. From Routing and Approvals screens (9xx) - Office and View will be populated

NOTE: If more than one of the listed screens has been accessed, only one Action Line field combination (Department/sub-department, SL/SA, Office/View) will be populated. The field combination populated will occur in the order listed above.

Routing and Approvals in eTravel (cont'd)

Section IV

eTravel Posting

eTravel Posting Schedule

DAY 1 Concur Activity

- 8:00 pm – Concur Daily cutoff
All fully approved Authorization Requests and Expense Reports ready to be exported by Concur.

DAY 2 Concur and FAMIS Processing

- Midnight – 6:00 am -- Concur generates Standard Accounting Extract (SAE).
- 2:00 – 6:00 am -- Concur Data Warehouse generates reports:
 - (1) Encumbrance extract for FAMIS
 - (2) Data Warehouse reports for Business Objects
- 6:00 am ** -- FAMIS Production Control eTravel Schedule. This schedule retrieves the SAE from Concur and loads records into FAMIS. Batches are posted and reports generated.

POST encumbrances new and/or adjusting encumbrances

POST Journal Entries

Sample postings:

- (1) Batch Ref: **CTRL01** LOCAL Departmental Expense Account pays for CBT transactions.
- (2) Batch Ref: **CTRF01** LOCAL Departmental Expense Account receives Concur Fee
- (3) Batch Ref: **CTRL02** Cross Part transactions (Citi Travel GL due to/due from)

Create Pending Vouchers.

Sample postings:

- (1) Local account(s) on voucher to reimburse traveler for out-of-pocket expenses.
- (2) State account(s) on Revolving voucher to reimburse traveler for out-of-pocket expenses.
- (3) State account(s) on state voucher to pay into Citibank Travel GL. Vendor is Credit Card Vendor from 827, Alternate vendor is Default A/P Vendor or Concur Fee Vendor from 827.
- (4) State account on state voucher to pay into Concur Fee GL. Vendor is Concur Fee Vendor from 827, Alternate vendor is the Default A/P Vendor or Concur Fee Vendor from 827.

FCAR154 report to show cash advance activity and mistakes on CBT card. This report used by Acct Receivables staff to adjust existing Accounts receivables due to cash advance usage or create new due to personal usage mistakes on CBT card.

eTravel Posting Schedule (cont'd)

FCAR155 - Report to show pending vouchers. New vouchers just created and any previously created voucher that fail to close appear on this report.

VQDU551 - Auto close pending vouchers and error report. An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

VQDU552 – Auto-post vouchers.

FAMIS Services highly recommends the auto-post of eTravel vouchers in the 6:00 am eTravel Schedule run by FAMIS Production Services. We have included this as an automated step in the posting jobs, but can remove this on an as requested basis.

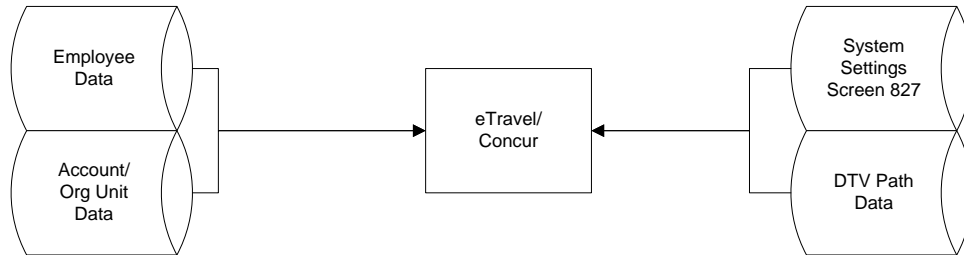
- 8 am - 5 pm -- Daily Business Operations
AP staff has an approximate 9 hour window to re-open, correct, close, and post Concur Vouchers. It is very important to note, any vouchers re-opened, must be manually closed. We will not auto-close re-opened vouchers.
- 5:00 pm -- Post eTravel Vouchers
VQDU551 - Auto close pending vouchers and error report. An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

VQDU552 – Auto-post vouchers.

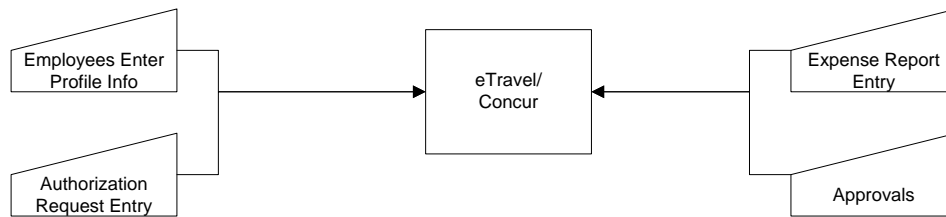
FAMIS Services highly recommends the auto-post of eTravel vouchers in the 6:00 eTravel Schedule run by FAMIS Production Services. We have included this as an automated step in the posting jobs, but can remove this on an as requested basis.

eTravel / Concur Interface Process

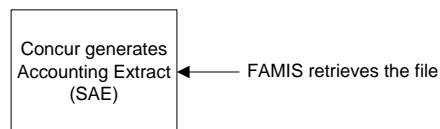
Pre-Interface Data Load



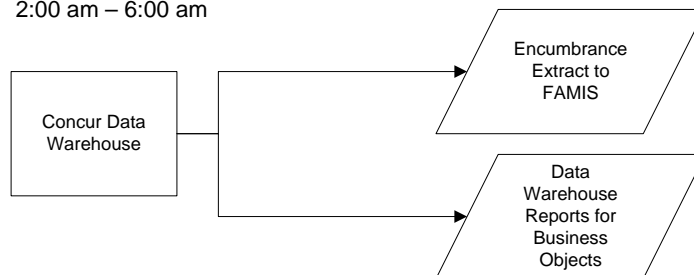
Day 1 – 8:00 am – 8:00 pm (8:00 pm Daily Cutoff for Transaction Feed)



Day 2 – Midnight – 6:00 am



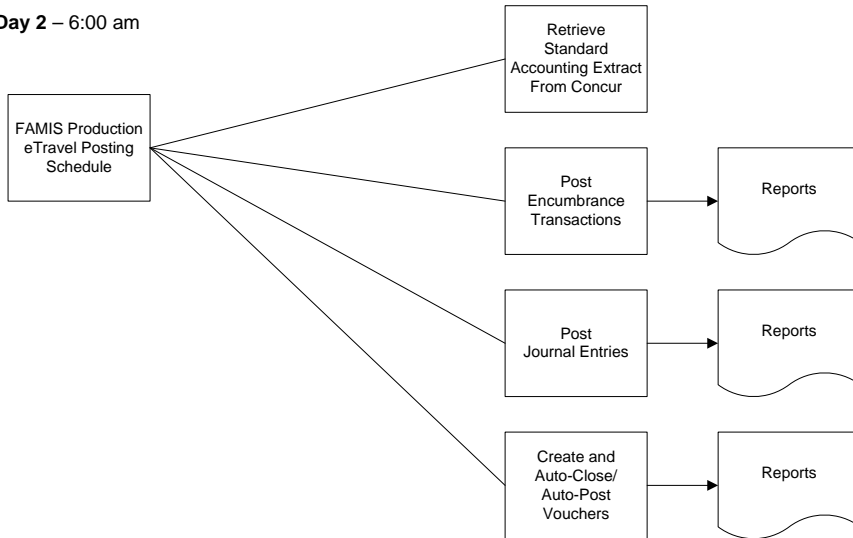
2:00 am – 6:00 am



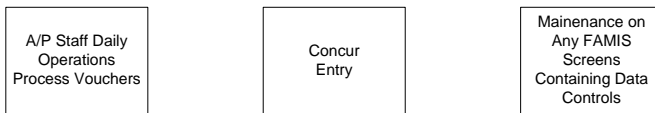
eTravel Posting Schedule (cont'd)

eTravel / Concur Interface Process

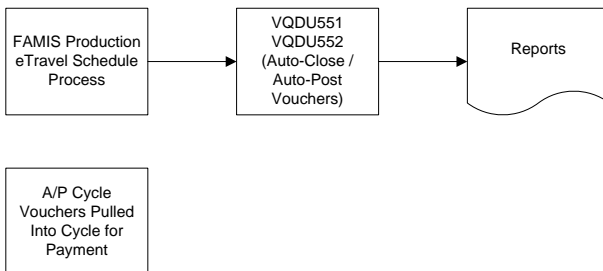
Day 2 – 6:00 am



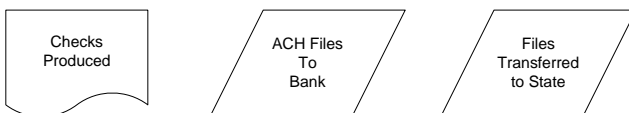
Day 2 – 8:00 am – 5:00 pm



Day 2 – 5:00 pm – Daily Production Schedules



Day 3



eTravel Posting in FAMIS

General Posting Summary

Expense Reports

When an expense report is received by FAMIS from the eTravel system, the Fee Amount will be entered in the FAMIS system along with other associated FAMIS transactions posting by creating transactions including Journal Entries and Vouchers. The fees will be collected on the System Member Books in a Concur Fee Clearing Account.

Expense Reports, once approved, are fed to FAMIS on a nightly basis. Expense entries are posted to the accounts included on the Expense Report, relieving any existing encumbrance to the accounts. Expense Reports must be finalized to close out the encumbrances in FAMIS.

Note: Once Expense Reports have been fed to FAMIS, there is no way to re-open the Concur related Expense Report and make changes.

```
Display of Detailed Transaction Record
12/14/2011 : STRATTA TAMU2                $7.58
TransCode: 06C -> 06X - JE (ACTUAL)      Dir/Ind: D
Account: 271030 00000 5237  FAMIS SERVICES TRAINING TEST
Fees - E-Travel System
Offset: 011199 00000 1615  CONCUR FEE
Cash Disbursements Clearing
PO/Enc/Ref 1:          Cost Ref1:          Fiscal Yr: 2011
Ref 2: 520            2:                Proc Month: 01
Ref 3:                3:                Batch Date: 09/06/2010
Ref 4:                Bank: 00001         Batch Ref: CTR016
Vndr/Card Id:
Enc Obj Cd:
OvrD Comp Cd:          Processed: 12/14/2011 18:19:36
Liquidation Amt: 0.00  User Id: K156FA
Oper Id: BATCH
Indirect Base Code:    Term Id: STEP01
Base Amount: 0.00     Internal Tracking Nbr: 157097
PF3= Back to 048  PF4= Exit  PF6= Indirect Accts  PF7= Corrections
```

In this example the Fee is directly moved from the departmental expense account into the Concur Fee GL.

eTravel Posting in FAMIS (Cont'd)

State Account Fee Voucher

When the fee paying account is a state account, a state voucher will be created with the following characteristics:

- Vendor will be 'Concur'
- Alt-vendor will be the system Member using the Member Vendor ID from 822.
- Optionally, a more specific System Member Concur Fee ID (separate mail code) can be used. This vendor ID is set on Screen 827 and will override the Member ID from 822. The reimbursements from the state should be applied to this vendor.
- When the state reimbursements arrive, it should be applied to the Concur Fee Clearing Account.
 - This is not done automatically, you must apply the state reimbursement to the correct account.

State Reimbursement Posting

Screen 168 – Voucher Total Inquiry

```
F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry                                01/31/12 14:28
                                                         FY 2011 CC AB

Screen: ___ Voucher: 0110236 Fiscal Year: 2011

Vendor: 19116080521 CONCUR                               Status: OUT
Alt Vndr: 1711711711C AAA FISCAL OFFICE - CONCUR PAY    Hold: N      Pend:
Due Dt: 09/06/2010 Desc: STRATTA STATE FAIR             Encl:        Wire: N
Inv Dt: 09/06/2010 Cust AR Nbr:                          St Vchr: Y
Dlvry Dt: 09/06/2010 GSC Ord:                            Revolv: N
Dept Ref:          Cont Wk Force: N Confidential:        Chg Src: N
Tran Cd: 141      Check Nbr:                               St Warrant Nbr:
St Req Nbr:       Check Dt:                               Warrant Dt:
Vchr Total: 7.58 Check Recon:                            USAS Doc Type: 9 PCC:
Bank Trace:      IC: R Reason: AD Orig Dist Dt:
S Itm  Account  Net Amount  PO No.  Invoice Number Bank  Dp  Vd XRef
-----
_ 1 215530 00000 5237      7.58      514      12011  N  N

*** End of line items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp          Desc Corr      Addr Det
```

5237 is a unique subcode for all Concur vouchers.

Most System Members have created a vendor code with a "C" mail code to assist in identifying Concur transactions for reconciliation of the ACH report. Alt Vendor should be the System Alt Vendor from Screen 827.

This state voucher reimbursement will be sent to the System Member's Fiscal Office. The 'C' mail code just helps identify that the reimbursement is booked to the Concur FEE GL.

eTravel Posting in FAMIS (Cont'd)

The eTravel/Concur Expense Report Number is a unique sequentially assigned number across all participating Members. Since this number crosses System Members, there will be skips in sequence when looking at one Member only.

When posting the Concur Fee, we will not populate the Dept Ref on the Voucher header. The eTravel/Concur Expense Report Key will be entered in the Invoice Number on the individual line items of the Voucher. Multiple Concur Fees will be listed as individual Voucher lines with each representing a separate Concur Fee.

There is a maximum of 60 Concur Fee lines per voucher. This is the same limitation for all vouchers in FAMIS.

Auto close pending vouchers and error report (VQDU551). An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

After approval, an encumbrance entry will be posted to FAMIS. Encumber against codes:

3030 In-state
3130 Out-of State
3310 Foreign

A separate encumbrance line item is posted for each expense category entered in Concur.

Note: this encumbrance entry is approved by the traveler's supervisor(s), not necessarily the account signer.

Company Paid Items

Report Key 512: System Offices – Company Paid Item (Car Rental)

Members may choose to create Expense Reports in eTravel for items not paid by credit card. Items such as Rental Car expense or Conference Hotels will not flow through eTravel. Entering the item as an expense gives a more complete picture of the trip expenses, but will incur a Concur Fee only.

Ideally we would not have an expense report for just a company paid item, the only entry in FAMIS would be for the fee.

eTravel Posting in FAMIS (Cont'd)

Trip Summary:

- No out of pocket by traveler
- Not a credit card
- Prepaid/prearranged relationship with card vendor

Journal entry for Concur fee:

```

+-----+
|                                     |
|               Display of Detailed Transaction Record               |
|                                     |
| 01/26/2012 : STRATTA SYSTEM OFFICES                                $7.58 |
|                                     |
| TransCode: 06C -> 06X - JE (ACTUAL)                               Dir/Ind: D   |
| Account: 271030 00000 5237    FAMIS SERVICES TRAINING TEST      |
|                                     Fees - E-Travel System        |
| Offset: 011199 00000 1615    CONCUR FEE                        |
|                                     Cash Disbursements Clearing   |
| PO/Enc/Ref 1:                               Cost Ref1:           Fiscal Yr: 2011 |
|   Ref 2: 512                                2:                 Proc Month: 01  |
|   Ref 3:                                     3:                 Batch Date: 09/07/2010 |
|   Ref 4:                               Bank: 00001             Batch Ref: CTR007 |
| Vndr/Card Id:                               |
| Enc Obj Cd:                               |
| OvrD Comp Cd:                               |
| Liquidation Amt: 0.00                       |
|                                     |
| Indirect Base Code:                               |
| Base Amount: 0.00                               |
| PF3= Back to 048  PF4= Exit  PF6= Indirect Accts  PF7= Corrections |
|                                     |
+-----+

```

Accounting Entries Performed by FAMIS

Journal Entry – Department pays \$7.58 to FEE Clearing

<i>debit</i> Departmental Expense	\$7.58	
<i>credit</i> FEE Clearing		\$7.58

Entry of these expenses in CONCUR, even though they are company paid allowing the ability to get a more complete picture of the actual travel expenses by using CONUR reporting tools. FAMIS will only post the fees.


eTravel Posting Scenarios(Cont'd)

Report Key 1406: Trip Sample 1.3

All trip expenses were business related and paid by CitiBank Travel Card. No reimbursement is required to the traveler.

Trip Summary:

- Employee Travel
- \$121.45 Meals
- Allocated to a Local Account

Report Totals - 1.3	
Expense Report	
Report Total :	\$121.45
Less Personal Amount :	\$0.00
<hr/>	
Amount Claimed :	\$121.45
Amount Rejected :	\$0.00
<hr/>	
Amount Approved :	\$121.45
<hr/>	
Company Disbursements	
Amount Due Employee :	\$0.00
Amount Due No Offsets University Liability :	\$121.45
<hr/>	
Total Paid By Company :	\$121.45
<hr/>	
Employee Disbursements	
Amount Owed Company :	\$0.00
<hr/>	
Total Owed By Employee :	\$0.00
<hr/>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>POPEYE S #5939 (Corporate Card Agency Liability - 0476)</p>  <p>POPEYE S #5939 1401 PARK AVE WACO, TX 767060000 Tax #: 742090355</p> </div> <div style="width: 50%;"> <p>MasterCard Monday 02/20/2012 CREDIT CARD#: xxxx0476</p> <hr/> <p>Transaction Amount \$121.45</p> <hr/> <p>Ref #: 335655670980007804761202220253850000000071815</p> </div> </div>	

Accounting Entries and Reports Performed by FAMIS

Journal Entry – Department records \$121.45 Expense

<i>debit</i> Departmental Expense	\$121.45	
<i>credit</i> Credit Card Clearing		\$121.45

Journal Entry – Department pays \$7.58 to FEE Clearing

<i>debit</i> Departmental Expense <u>or</u> Central Concur Fee SL	\$7.58	
<i>credit</i> FEE Clearing		\$7.58

eTravel Posting Scenarios(Cont'd)

Report Key 1407: Trip Sample 1.4

All trip expenses were direct billed to the Member. Typically this would be for car rental or other company paid items. The only purpose for processing an Expense Report for this type of item is to have a more complete picture of the actual trip in Concur.

Trip Summary:

- Employee Travel
- \$100.00 trip expense
- Paid by Company
- Allocated to a Local Account
- Receipt will appear in Concur

Report Totals - 1.4	
Expense Report	
Report Total :	\$100.00
Less Personal Amount :	\$0.00
<hr/>	
Amount Claimed :	\$100.00
Amount Rejected :	\$0.00
<hr/>	
Amount Approved :	\$100.00
<hr/>	
Company Disbursements	
Amount Due Employee :	\$0.00
Amount Due Company Paid :	\$100.00
<hr/>	
Total Paid By Company :	\$100.00
<hr/>	
Employee Disbursements	
Amount Owed Company :	\$0.00
<hr/>	
Total Owed By Employee :	\$0.00

Accounting Entries and Reports Performed by FAMIS

Journal Entry – Department pays \$7.58 to FEE Clearing

<i>debit</i> Departmental Expense <u>or</u> Central Concur Fee SL	\$7.58	
<i>credit</i> FEE Clearing		\$7.58

eTravel Posting Scenarios(Cont'd)

Report Key 1408: Trip Sample 1.5

100% Personal expenses paid by CitiBank Travel Card.

Trip Summary:

- Employee Personal Expenses
- \$56.80 - Personal
- Paid by Company
- Allocated to the Account on the Expense Report header

Report Totals - 1.5	
Expense Report	
Report Total :	\$56.80
Less Personal Amount :	\$56.80
<hr/>	
Amount Claimed :	\$0.00
Amount Rejected :	\$0.00
<hr/>	
Amount Approved :	\$0.00
<hr/>	
Company Disbursements	
Amount Due Employee :	\$0.00
Amount Due No Offsets University Liability :	\$56.80
<hr/>	
Total Paid By Company :	\$56.80
<hr/>	
Employee Disbursements	
Amount Owed Company :	\$56.80
<hr/>	
Total Owed By Employee :	\$56.80

Accounting Entries and Reports Performed by FAMIS

Journal Entry – Department records \$56.80 to Travel Advance Clearing

<i>debit</i> Travel Advance Clearing	\$56.80	
<i>credit</i> Credit Card Clearing		\$56.80

Journal Entry – Department pays \$7.58 to FEE Clearing

<i>debit</i> Departmental Expense from Expense Report Header	\$7.58	
<i>credit</i> FEE Clearing		\$7.58

FCAR154 – showing the \$56.80 as a Receivable.

Section V

eTravel Batches

eTravel Batches

eTravel Batches by Batch Reference

- CTRL01** **LOCAL Departmental Expense account CBT Transactions**
Contains Journal Entry (06C) transactions to automatically post the CBT expense to the departmental account.
- Created by program FCAU151.
Transactions created and posted by job FnnCU151.
- CTRF01** **Departmental Expense Account pays Concur Fee**
Contains journal entries (06C) to record the departmental Concur Fee expense.
- Created by program FCAU151.
Transactions created and posted by job FnnCU151.
- CTRF02** **Cross Part Citi Travel – Due To/Due From**
Contains journal entries (06C) to record cross part transactions.
- Created by program FCAU151.
Transactions created and posted by job FnnCU151.
- CTVS01** **eTravel State Voucher**
Voucher posting for eTravel reimbursements to the traveler for State fund expenditures. This posting creates a batch header on 124, however detail must be viewed in the Voucher Screens in FAMIS.
- Created by program FCAU151.
Transactions created and posted by job FnnCU151.
- CTVF01** **eTravel Fee Vouchers**
Voucher posting for eTravel Fees. This posting creates a batch header on 124, however detail must be viewed in the Voucher Screens in FAMIS.
- Created by program FCAU151.
Transactions created and posted by job FnnCU151.

eTravel Batches (cont'd)

CTVL01 **eTravel Local Vouchers**

Voucher posting for eTravel reimbursements to the traveler for Local fund expenditures. This posting creates a batch header on 124, however detail must be viewed in the Voucher Screens in FAMIS.

Created by program FCAU151.

Transactions created and posted by job FnnCU151.

CTEC01 **eTravel Encumbrance Posting**

Contains Encumbrance (058) transactions to encumber funds for future travel expense to the departmental account.

Created by program FCAU151.

Transactions created and posted by job FnnCU151.

Section VI

eTravel Reports

eTravel Interface Reports

VQDU551 Auto-Close Pending Vouchers

This program acts as a pre-processor for vouchers created by the eTravel interface process. Vouchers are processed through edit routines and “closed”, or error reports are produced. An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

Run in job FnnCU151

VQDU552 Auto-Post Pending Vouchers

This program will post any vouchers created by the eTravel interface process which have passed all edits in FAMIS.

Run in job FnnCU151

FCAR154 eTravel Receivables Report

This report shows cash advance activity and “mistakes” on CitiBank Travel Cards. The report may be used by Accounts Receivable staff to adjust existing A/R’s due to cash advances, or to create new A/R’s due to the personal usage of the CitiBank Travel Card.

This program acts as a pre-processor for vouchers created by the eTravel interface process. Vouchers are processed through edit routines and “closed”, or error reports are produced. An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

FCAR155 Pending Voucher Report

The purpose of this report is to show pending vouchers created from the Concur feed. It can display all pending vouchers or only the Pending Open (P-OP) vouchers. This report will show new vouchers and any previously created voucher that failed to close.

eTravel Interface Reports (cont'd)

FCAR100 Initial Employee Import to Concur

Loads employees into the Concur system.

Reports created are:

- Employees with Non-Participating Adloc with Active Budgets
- Employees with Unknown Approver Sent
- Employees without Valid Department
- Error Report

FCAR101 Cost Object Approver Load

This program loads Cost Object Approvers with the DTV Path Approvers from FAMIS.

FCAR200 Concur Ad-Loc Attribute Report

Concur Authorization Requests approval sequences are shown on the FCAR200 report. These are also displayed on screen 862 in FAMIS. The attributes are generated by using the employee's 'SSO primary manager' and bookkeeper settings in SSO.

The employee authorization report, FCAR200, can be distributed just like any current DDRINT report, say FAMIS monthly statements. This model may have several hundred recipients already defined in the reporting distribution. Some recipients are real people who can view the reports, other are 'print' recipients and a hard copy is printed and delivered. If a recipient chooses, they can stop printing and receive online/PDF versions.

FCAR117 Non-Employee Travel ID Load

This program loads vendors identified in FAMIS as Send to eTravel into the Concur System for use on Authorization Requests and Expense Reports.

Section VII

Reconciliation

Reconciliation

Equity Transfer Process - Travel Expenses Across Campus Codes

Summary

Concur allows travelers, or their delegate, to allocate expenses to multiple campus codes. If an agency liability Citibank card is used to pay the travel expenses, and the campus code paying Citibank is different than the campus code charged for the expense, the campus code paying the expense will owe cash to the campus code that paid Citibank. If the expense report is reimbursing the traveler, payments are issued from each campus code charged for the expense, and no funds are owed between the campus codes.

Expense Reports

For each expense report, Concur identifies the campus code associated with the agency liability Citibank travel card used to pay the travel expense (based on the Master Accounting Code Field entered on the card set-up). If the Citibank campus code is different than the campus code being charged on the Concur expense report, a due to/due from entry is created when the expense report is posted to FAMIS.

Concur Fee

The \$7.58 fee charged with each expense report follows the travel expense allocation. If the expenses are allocated to more than one campus code, the fee is split the same way. The fees are accumulated on each campus code in a specified clearing account, and later paid to System Office to reimburse for expenses paid to Concur. No due to/from entry is created if the expense campus code is different than the Citibank campus code.

Month-End

At the end of each month, a report is generated to determine the total cash owed between campus codes. The equity transfer to move the cash, and the corresponding FAMIS entries to clear the month-end due to/from balances, are posted at the beginning of the following month. These entries will match the due to/from balances as of the previous month-end. An equity transfer, and corresponding FAMIS entries, is also posted at the beginning of each month to move the committed Concur fee amount from each Member to System Office.

Reconciliation (cont'd)

Year-End

An equity transfer will be processed after August close to clear the due to/from balance as of the closed month of August. This equity transfer will appear as an adjustment on each Member's year-end adjusted cash concentration pool statement, and the corresponding FAMIS entries will post in Month 13.

Example:

A TAMU (CC02) employee uses a TAMU agency liability Citibank card to pay their travel expenses. On the expense report, expenses are allocated to an AgriLife Research (CC06) account. The entries on the following page illustrate this scenario for both Local and State funds:

Assumptions:

In-State airfare of \$400.00 is the only expense.

TAMU paid Citibank using clearing account 011170-1615

AgriLife Research's Citibank clearing account is 010400 (defined on screen 827)

<u>LOCAL</u> Account Example: 06-200123 for AgriLife			
	Debit	Credit	Amount
Expense Report: CC02 Entries			
Due From AgriLife Research	02-011170-1806	02-011170-1615	400.00
Expense Report: CC06 Entries			
Record Expense, and Due to TAMU	06-200123-3011	06-010400-2802	400.00
Concur Fee Expense	06-200123-5237	06-010401-1615	7.58

Reconciliation (cont'd)

STATE Account Example: 06-100456 for AgriLife			
	Debit	Credit	Amount
Expense Report: CC02 Entries			
Due From AgriLife Research	02-011170-1806	02-011170-1615	400.00
Expense Report: CC06 Entries			
Create State Voucher (Vendor is Citibank; Alt Vendor is AgriLife)	06-100456-3011	State Bank	400.00
Due to TAMU	06-010400-1615	06-010400-2802	400.00
State Voucher Concur Fee (Vendor is Concur; Alt Vendor is AgriLife)	06-100456-5237	State Bank	7.58
Record State Reimbursement: CC06			
Manual Receipt Entry for Expense Reimbursement from USAS	Local Bank	06-010400-1615	400.00
Manual Receipt Entry for Concur Fee Reimbursement from USAS	Local Bank	06-010401-1615	7.58

Monthly Equity Transfer Process – Travel Expenses

After each month is closed in FAMIS, System Offices will receive a report showing the total Due to/From Entries generated by expense reports posted during the month. Based on this report, System Offices will post equity transfers to adjust each Member's cash concentration pool balances. Automated FAMIS entries will post to correspond with these equity transfers, and reduce the due to/from balances. All this is done at the beginning of each month.

Assuming the example was the only expense report, below are the sample entries:

Monthly Equity Transfer FAMIS Entries			
	Debit	Credit	Amount
CC02 Entry			
Clear Due From CC06	Local CCP GL	02-011170-1806	400.00
CC06 Entry			
Clear Due to CC02	06-010400-2802	Local CCP Bank	400.00

Reconciliation (cont'd)

Monthly Equity Transfer Process – Remit Concur Fees to System Offices

At the beginning of each month, an equity transfer is posted to withdraw the committed Concur fee amount from each Member and deposit to System Office. This reimburses System Office for the monthly payment to Concur. Here are sample entries for TAMU and AgriLife:

Monthly Equity Transfer FAMIS Entries			
	Debit	Credit	Amount
CC01 Entry			
CC01 portion (no equity transfer)	01-011172-1615	01-011182-1615	1,424.00
Receive Funds from CC02 via ET	B01001	01-011182-1615	14,025.00
Receive Funds from CC06 via ET	B01001	01-011182-1615	5,669.00
CC02 Entry			
Remit Concur Fees to CC01	02-011172-1615	Local CCP GL	14,025.00
CC06 Entry			
Remit Concur Fees to CC01	06-010400-1615	Local CCP Bank	5,669.00

Equity Transfer – FAMIS Entry Background Information

System Members reflect their portion of the System Cash Concentration Pool (CCP) in FAMIS as either a local bank or a general ledger account, using asset account control 1206. If a local bank is used, the entry above is a cash receipt or cash disbursement entry. If a general ledger is used, the entry above is a journal entry.

Of the Concur-participating Members, the CCP balances are represented in FAMIS as follows:

Local Bank	01	06	07	15	17	20	21	22
General Ledger	02	04	05	10				