



2012 Administrative Leadership Conference

Life in the Post Travel and Expense Management (TEM) World

10/24/2012



Workshop Presenter(s)

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Please...

- Turn off cell phones.
- Avoid side conversations.
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.



Workshop Objectives

- How are we getting along?
- Plans for the Future.
- Questions and Answers.



Implementation

- As of June 3, 2012 all departments on all 3 campuses are live in TEM.
- This includes the Medical Centers in Rockford and Peoria and all 36 Extension Offices.



Number of Users in TEM

- Over 27,000 employees now have access to TEM



Number of Transactions

- # of TEM payments processed in September '12 = 20,136; Total through October '12 = 124,591

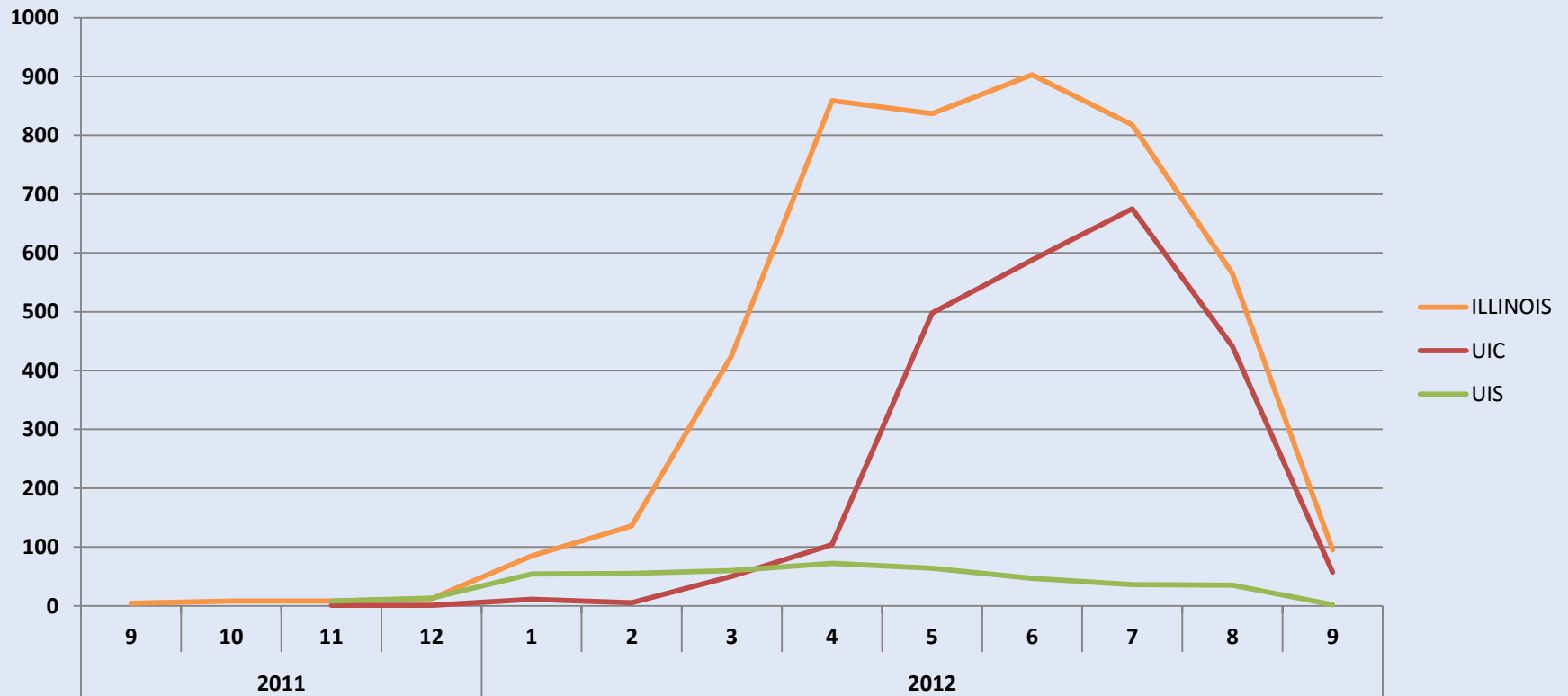
TEM Transactions





TEM

Graph below shows number of TEMHelp tickets received





Plans for Future Enhancements

- We plan to upgrade to Infor's version 8.2 early in 2013.



Submitted Questions

- How to add an expense type, i.e., account code?

You request it through TEMhelp@uillinois.edu . You need to tell us the Account Code number that is missing and the Purpose it needs to be under.



Submitted Questions

- If someone travels with their own car how do you put the mileage in TEM?
- There are 3 expense types for mileage listed under the purpose of Employee Travel / Meal Reimbursements and T-Card Charges: Mileage: Logged Miles, Mileage: Personal Aircraft and Mileage Personal Car. All 3 will ask you for some basic information like Date, Total Mileage, Start Location and Destination.



Submitted Questions

- Need for copying Expense Reports (by that I mean taking one, doing a few updates, and creating a new one)
- The system does not have this functionality.



Submitted Questions

- Better understanding of proxy workflow options (when should I create one, how can this role best be used)
- Remember. There are 2 kinds of Proxies. A Creator Proxy is a person you have chosen that can create Expense Reports on your behalf, and a Reviewer Proxy that you have chosen who can review and approve ER on your behalf.



Submitted Questions

- More clear information about the process of creating a TCard transaction versus a personal reimbursement (I have seen several mistakes happen here even in our tiny unit)



T-Card Transactions

- If you think you are processing a T-Card transaction and the item shows a payment type of Employee Paid, you did it wrong.

EXPENSE REPORT COMMON T-CARD MISTAKE

Overview **Items [1]** Notes Exceptions Overage

Expense Type

Add Expense

Transactions

Allocations

Weekly View

Daily View

Expense Type	Date					Amount	Approved Amount	Payment Type	Merchant	City	Deduction
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Airfare

8/28/06

\$306.60

Employee Paid

Southwest Airlines

Dallas

T-Card Transactions

- This is what a correctly processed T-Card Transaction looks like.

EXPENSE REPORT COMMON T-CARD MISTAKE

Overview **Items [1]** Notes Exceptions Overage

Expense Type

Add Expense

Transactions

Allocations

Weekly View

Daily View

Expense Type	Date▲					Amount	Approved Amount	Payment Type	Merchant	City	Deduction
   Airfare	8/28/06					\$306.60		JPMC University Travel Card	Southwest Airlines	Dallas	



Submitted Questions

- How to prevent transactions from escalating?
- To prevent ER's from escalating, they should be approved (or rejected) in 10 days.



Submitted Questions

- When to reject rather than return for more information?
- If the ER has an error that must be corrected...**Reject.**
- If you need to ask the owner of the ER a question about the ER....**Return for More Information.**



Remember!

- You can find the answers to most of your TEM questions on the TEM Resource Page!
- It's your best source for new and updated information!
- You can watch recorded versions of our monthly webinars!



Questions?