Travel and Expense Management(TEM) Reporting Tools from the EDW

April 1, 2014

11:30 AM – 12:30 PM

1:45 PM – 2:45 PM

UIC UNIVERSITY OF ILLINOIS AT CHICAGO

UIC

Lincoln Hall

707South Morgan Street

Workshop Presenter(s)

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Please …

- Turn off cell phones.
- Avoid side conversations.
- Feel free to ask questions anytime
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- What TEM data is available in the EDW
- What types of reports can I generate?
- Why are there 2 universes?
- Training

TEM Data in the EDW

- How was TEM data added to the EDW
  - Spent time talking with users to understand reporting needs from the TEM system
  - Spent even more time talking with OBFS – Payables and AITS – Finance TAM to understand the data
  - Put both pieces together to develop a data model and universe
    - Data Model – How we store the data in the EDW
    - Universe – How we present the data for reporting to users

TEM Data in the EDW

- Sourcing data from the Travel and Expense Management System.
  - Employee Organization information pulled from Banner HR
  - Organization Hierarchy information on CFOAP of transaction pulled from Banner Finance
  - Data is loaded daily
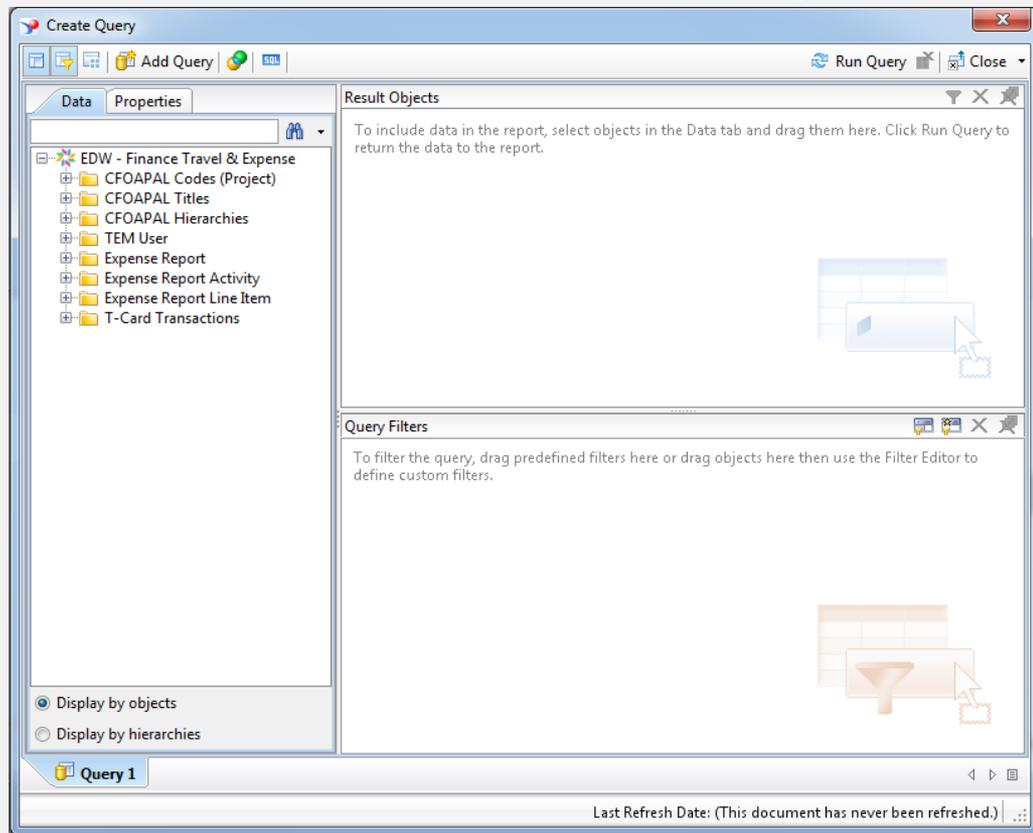   - As usual, the data in the EDW is one day old

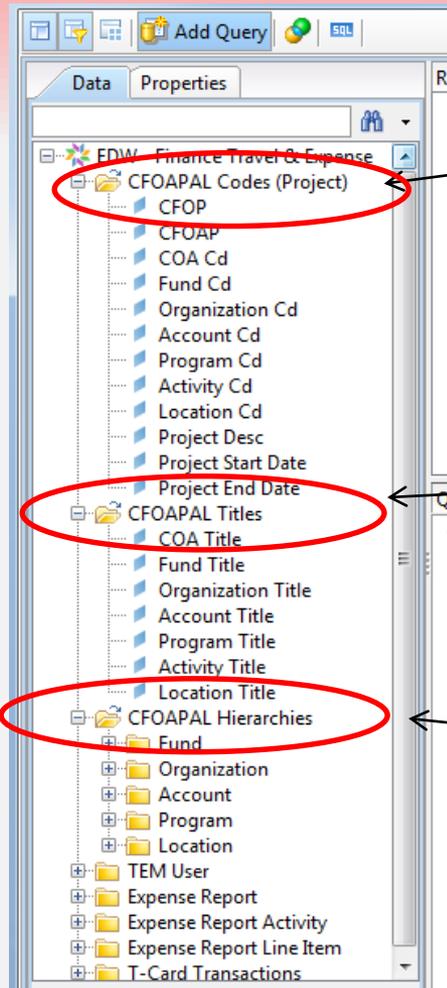# TEM Data in the EDW

- Data Model
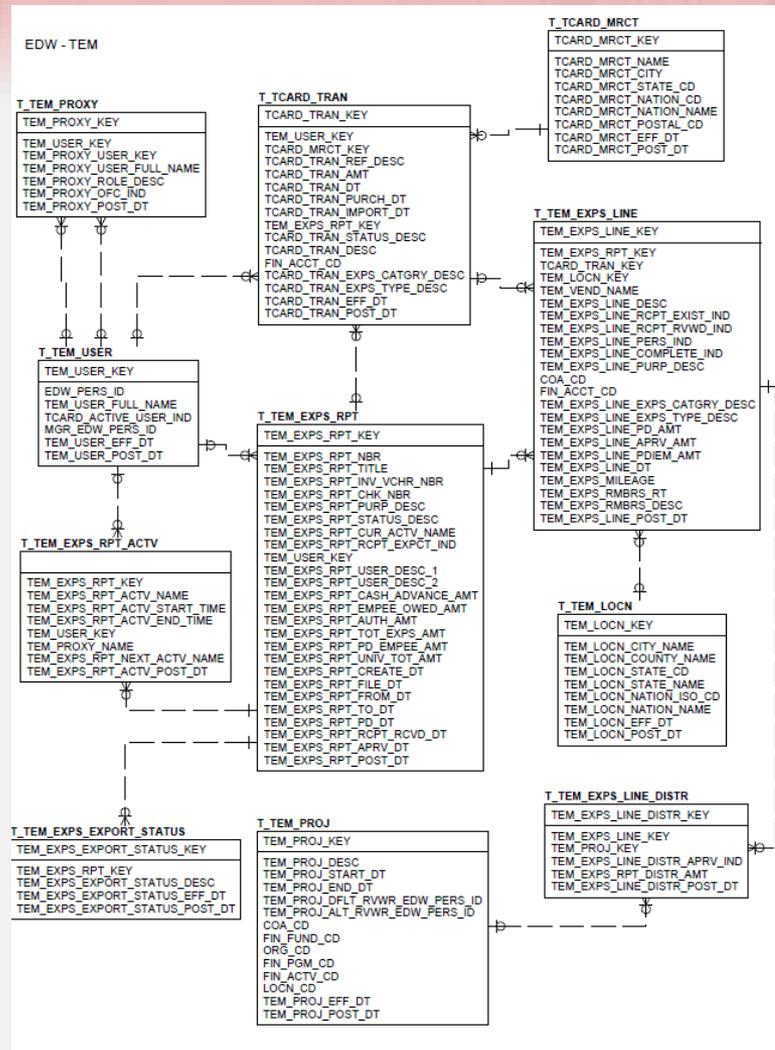
TEM Data in the EDW

- EDW – Finance Travel and Expense Universe
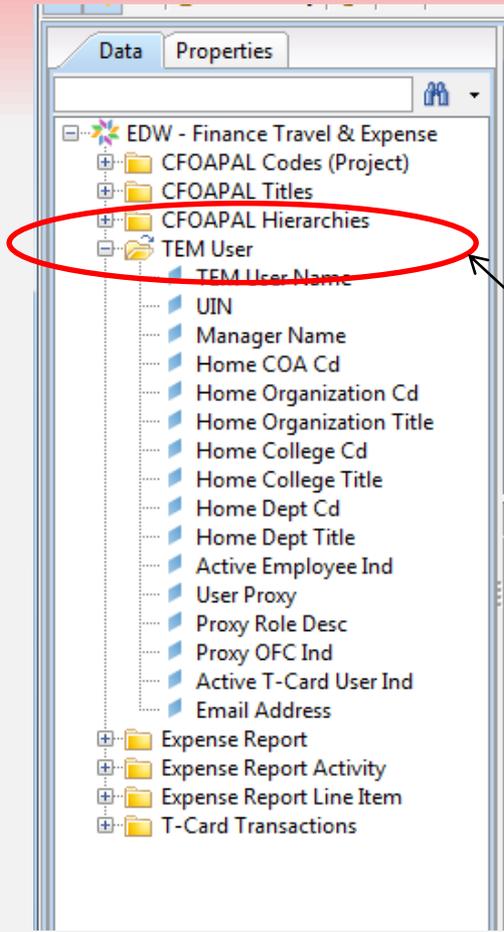
EDW – Finance Travel & Expense

CFOAPAL Codes (Project)– The CFOAPAL entered for each Expense Report in the TEM system.

CFOAPAL Titles– The titles associated with each piece of the CFOAPAL. These are pulled from Banner

CFOAPAL Hierarchies– The hierarchies associated with each piece of the CFOAPAL. These are pulled from Banner.

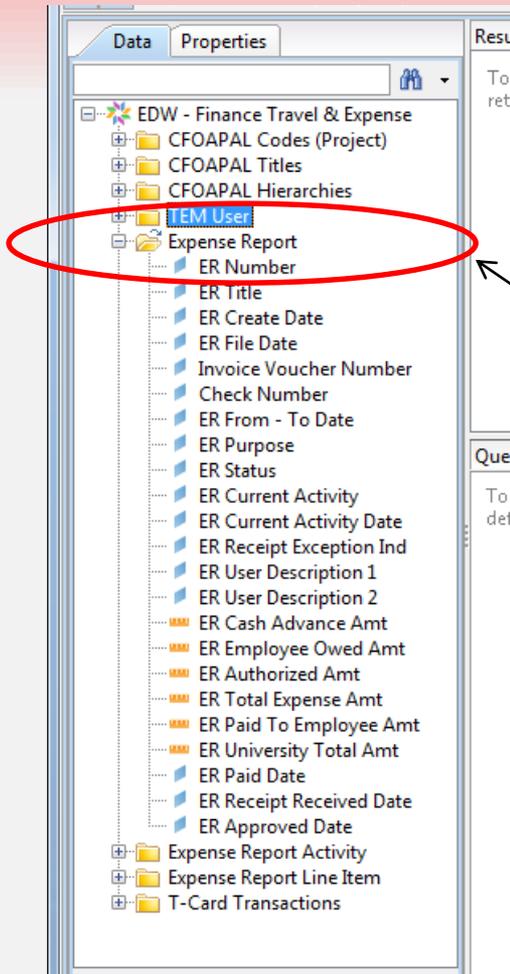# EDW – Finance Travel & Expense

TEM User – Contains information about the users of the TEM system. TEM User Name, UIN, Manager Name, User Proxy, Proxy Role Desc, Proxy OFC Ind are pulled from the TEM system.

All other data is pulled from Banner HR.

Active Employee Ind and Active T-Card User Ind will be helpful when pulling a list of T-Card holders for your Org.

EDW – Finance Travel & Expense

Expense Report – Contains data about the ER from the TEM system. This includes the ER Number, Title, Purpose, and associated amounts.

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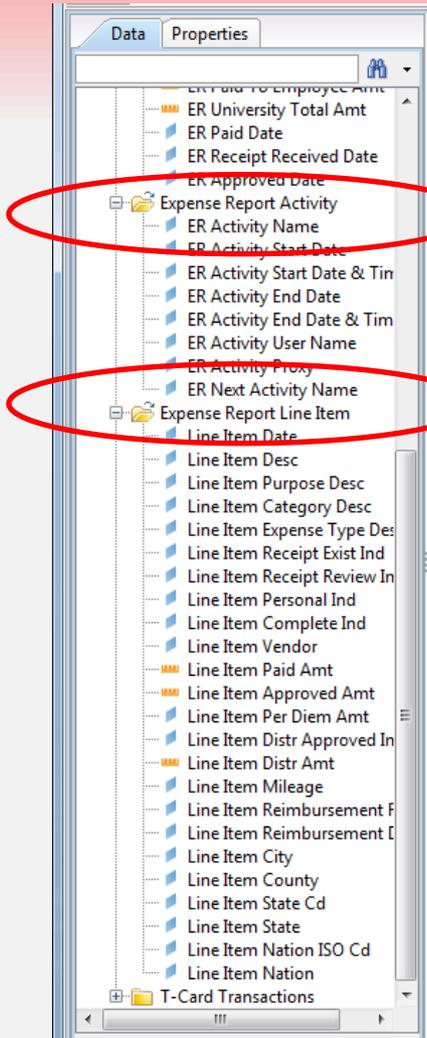
Expense Report Activity – includes the details of the workflow of the ER.

Expense Report Line Item – Includes details of the line items for each ER.

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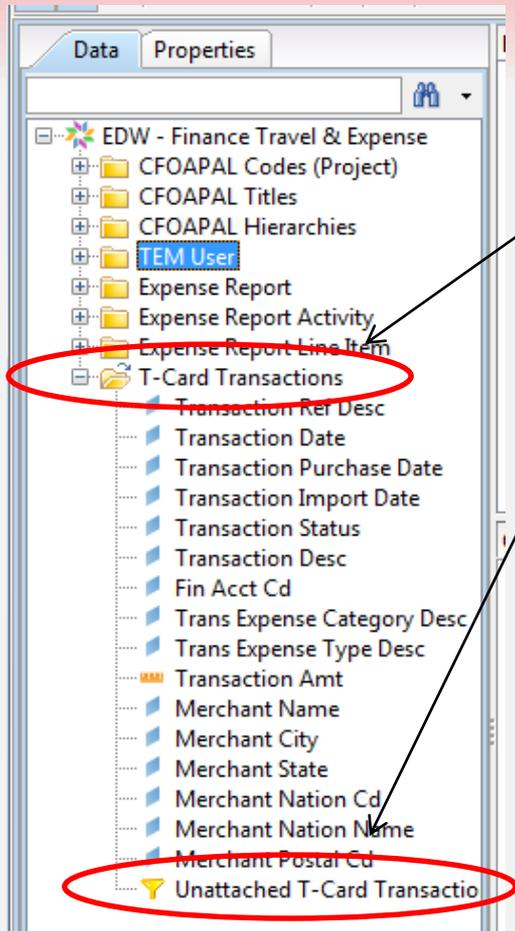
T-Card Transactions – Includes details of the transactions made on T-Cards.

Notice Unattached T-Card Transactions predefined condition. This allows you to quickly add a condition to a report to find T-Cards transactions which have not been attached to an expense report.

What Type of Reports?

- Unattached T-Card Transactions

- Workflow

- Proxies

Report Examples

Additional Columns

- **COLL_CYCLE** –The number of days the ER was in the College for review. If the expense report purpose is Recruitment, Team Travel and Student Athlete Expense, Team Travel or Student Athlete Expense(Team Travel and Student Athlete Expense are historical purposes and no longer used), The calculation is the number of days between the maximum date of the Compliance Review and the Create Date. For all other expense reports the calculation is the number of days between the maximum date of the ER Charge Code Manager Review and the Create Date.

- **COLL_TO_OBFS_LAG** – The number of days between the final college approval and first check in from OBFS. As above, the date of the final college approval is defined by the maximum date of the activity ER Charge Code Manager Review. The check in by OBFS is define by the maximum date of the activity ER Pre-Pay Audit (XM).

- **OBFS_CYCLE** – The number of days the ER was with payables for approval. This is defined by the max check in of ER Pre Pay Audit (XM) and the maximum date of ER with activity of Expense Report Export.

- **OVERALL** – The days between the Create Date of the ER and the maximum date of the activity Expense Report Export.

- **DAYS_FROM_TEM_START** –   If the activity of ER Pre Pay Audit (XM) exists for the ER, then the calculation is the number of days between the minimum line item date and the minimum date of the status ER Pre Pay Audit (XM). If the activity of ER Pre Pay Audit (XM) does not exist the calculation is the number of days between the minimum line item date and today.

Additional Data

- Roll Ups

Purpose Roll Up	TEM_EXPS_RPT_PURP_DESC
Advances	Advances
Arranged Travel	Arranged Travel - Employees (T-Card)
Arranged Travel	Arranged Travel - Non-Employees (T-Card)
Athletics	Misc. Vendor Payments (NCAA Compliance)
Athletics	Recruitment, Team Travel and Student Athlete Expense
Athletics	Team Travel
Athletics	Student Athlete Expense
Employee Reimbursement	Employee Travel / Meal Reimbursements and T-Card Charges
Employee Reimbursement	Employee Misc Expense Reimbursement
Employee Reimbursement	Employee Travel Reimbursements & T-Card Charges
Foreign National	Temp Vendor Payments - Foreign Natl Reimbursements
Foreign National	Misc Vendor - Foreign Natl Reimbursements
Misc Payments	Misc Payment - Vendors, Non-Employees, and Students
Misc Payments	Misc Vendor - Payment for Goods
Temp Vendor Payments	Temp Vendor Payments

Why 2 Universes?

- EDW – Finance Travel & Expense
- ER – Expense Report
  - The second universe was delivered with by the vendor, Infor. It is difficult to use and was intended as only a temporary solution.
  - Objects will be hidden on May 1, 2014
  - It will be decommissioned on August 7, 2014
  - If you are using it, you will need to rewrite your reports from the EDW universe.

Training

- Jerry will be training the TEM universe this month:
  - April 30 1-2:30
  - Sign up at

  https://appserv7.admin.uillinois.edu/DSTrainingNet/Main

Workshop Summary

- Familiar with what TEM data is available in the EDW

- Familiar with what types of reports can I generate?

- Understand why are there 2 universes?

- Know how to get training

Questions / Concerns?

Appendix

EDW – Finance Travel & Expense

- Universe Tips and Tricks
    - CFOAPAL codes are stored at the line item detail. It is best to only include the amounts from the line items rather than the ER itself when including any part of the CFOAPAL in the report results or query filters.
    - The universe is not set up to allow for reporting on T-Card transactions with Expense Reports. These should be reported on separately.
        - T-Card Transactions can only be combined with the objects from the TEM User class.
        - Expense Report Can be combined with all other TEM User and all other classes, except T-Card Transactions

EDW – Finance Travel & Expense

- Universe Tips and Tricks
  - Be careful line items and activities. Because there are multiple line items and multiple activities, the results may look questionable.

  - In the class Expense Report Activity, there is an object ER Activity User Name. This is populated for activities which occur within a college/department. This is left blank when the ER is with OBFS – Payables.
    - When you have a question for Payables regarding an ER, you should follow normal protocol.