2014 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

Travel & Expense Management (TEM) System Upgrade

April 1, 2014 - 10:15 am & 1:45 pm

UIC UNIVERSITY OF ILLINOIS AT CHICAGO

Workshop Presenter(s)

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Please …

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

Workshop Objectives

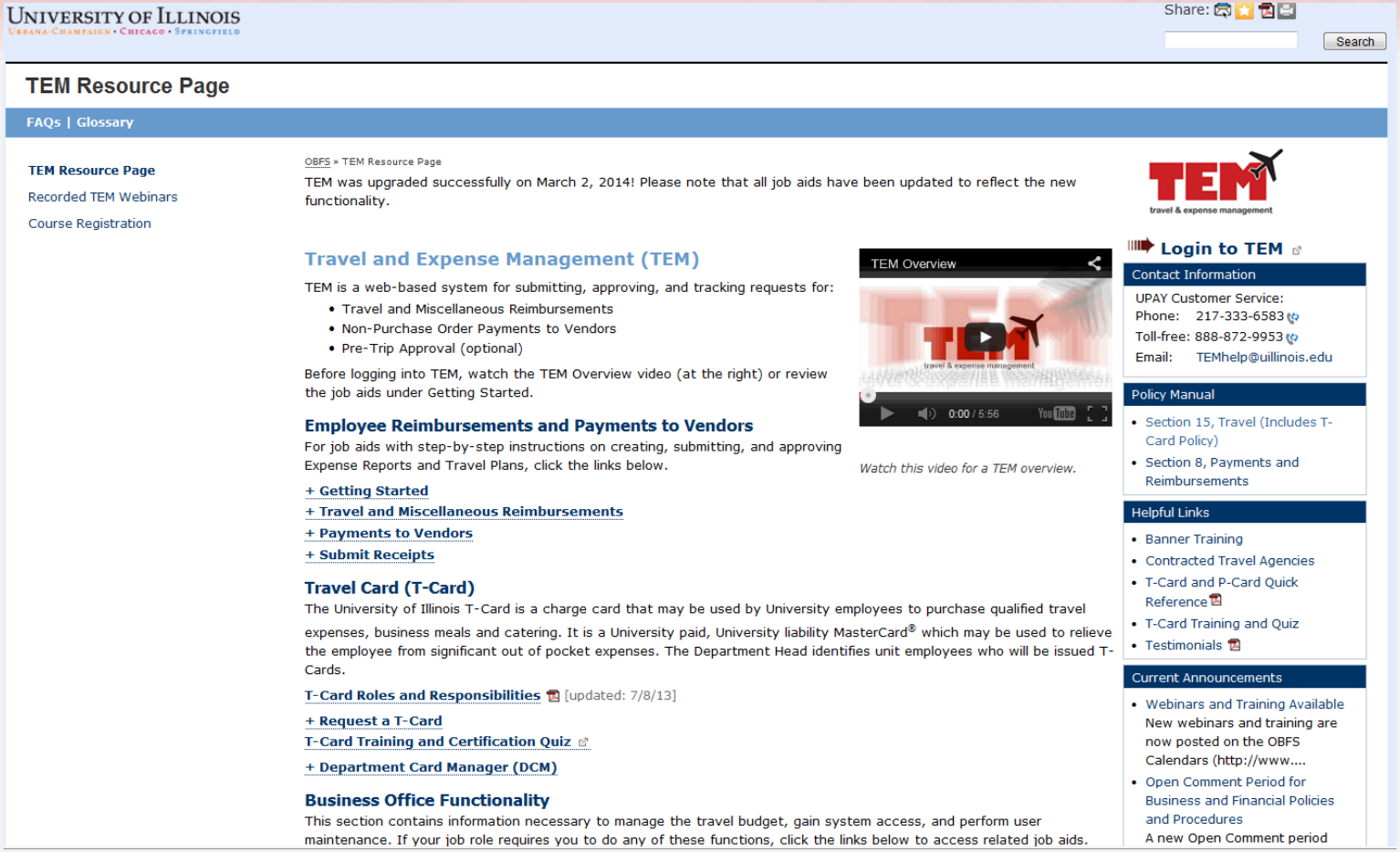
- The goal of this workshop is to explain some of the TEM upgrade features.

- Note: There are some cosmetic changes and new functionality but the basic structures are all similar to the TEM version that you were using.

New Features

- TEM Resource Page
- New Interface Overview
- New Features
  - Attach receipts
  - Recall a document
  - Accidentally paying yourself
- Bonus Features
- Summary
- Question and Answer

TEM Resource Page



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TEM Resource Page

FAQs | Glossary

- TEM Resource Page
- Recorded TEM Webinars
- Course Registration

OBFS » TEM Resource Page

TEM was upgraded successfully on March 2, 2014! Please note that all job aids have been updated to reflect the new functionality.

Travel and Expense Management (TEM)

TEM is a web-based system for submitting, approving, and tracking requests for:

- Travel and Miscellaneous Reimbursements
- Non-Purchase Order Payments to Vendors
- Pre-Trip Approval (optional)

Before logging into TEM, watch the TEM Overview video (at the right) or review the job aids under Getting Started.

TEM Overview

0:00 / 5:56

Watch this video for a TEM overview.

Employee Reimbursements and Payments to Vendors

For job aids with step-by-step instructions on creating, submitting, and approving Expense Reports and Travel Plans, click the links below.

+ Getting Started
+ Travel and Miscellaneous Reimbursements
+ Payments to Vendors
+ Submit Receipts

Travel Card (T-Card)

The University of Illinois T-Card is a charge card that may be used by University employees to purchase qualified travel expenses, business meals and catering. It is a University paid, University liability MasterCard® which may be used to relieve the employee from significant out of pocket expenses. The Department Head identifies unit employees who will be issued T-Cards.

T-Card Roles and Responsibilities [updated: 7/8/13]

+ Request a T-Card
T-Card Training and Certification Quiz
+ Department Card Manager (DCM)

Business Office Functionality

This section contains information necessary to manage the travel budget, gain system access, and perform user maintenance. If your job role requires you to do any of these functions, click the links below to access related job aids.

TEM travel & expense management

Login to TEM

Contact Information

UPAY Customer Service:
Phone: 217-333-6583
Toll-free: 888-872-9953
Email: TEMhelp@uillinois.edu

Policy Manual

- Section 15, Travel (Includes T-Card Policy)
- Section 8, Payments and Reimbursements

Helpful Links

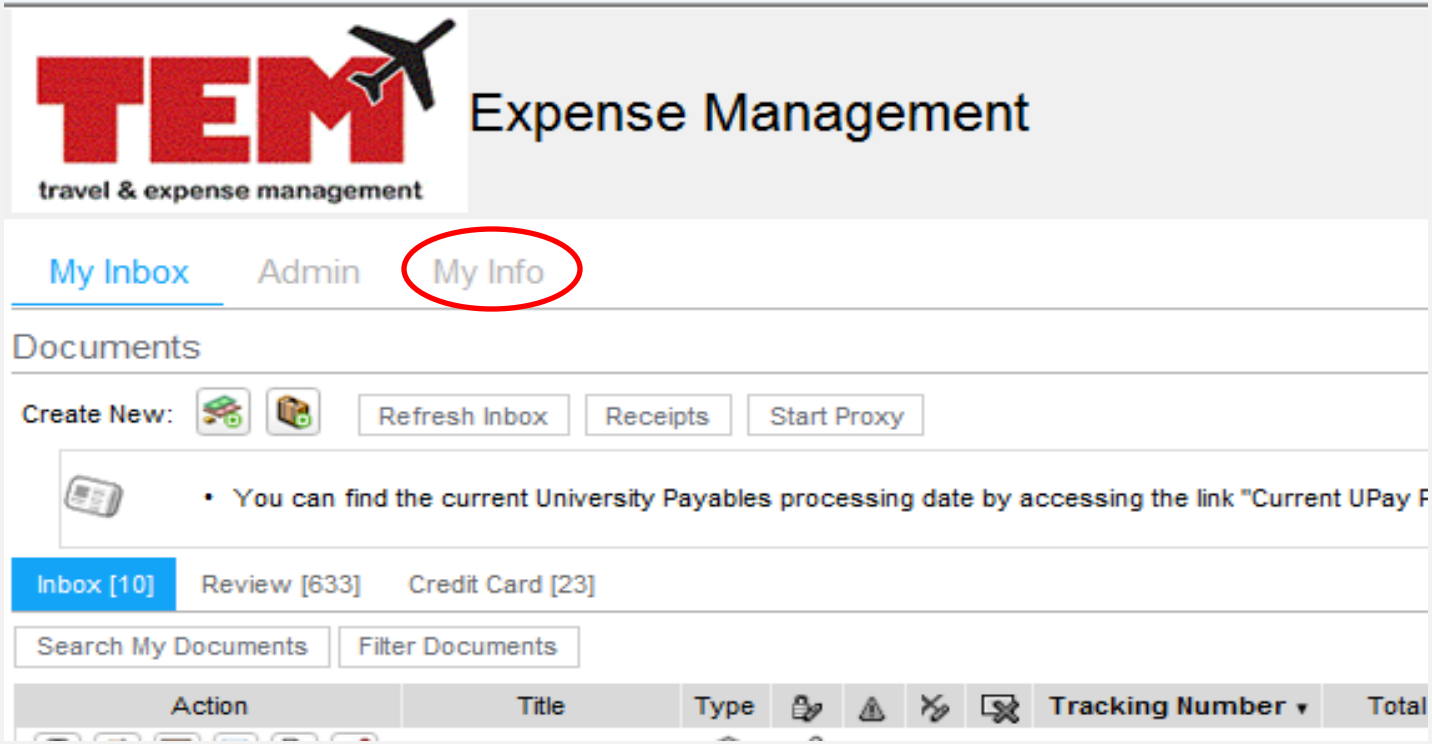
- Banner Training
- Contracted Travel Agencies
- T-Card and P-Card Quick Reference
- T-Card Training and Quiz
- Testimonials

Current Announcements

- Webinars and Training Available
  New webinars and training are now posted on the OBFS Calendars (http://www....
- Open Comment Period for Business and Financial Policies and Procedures
  A new Open Comment period

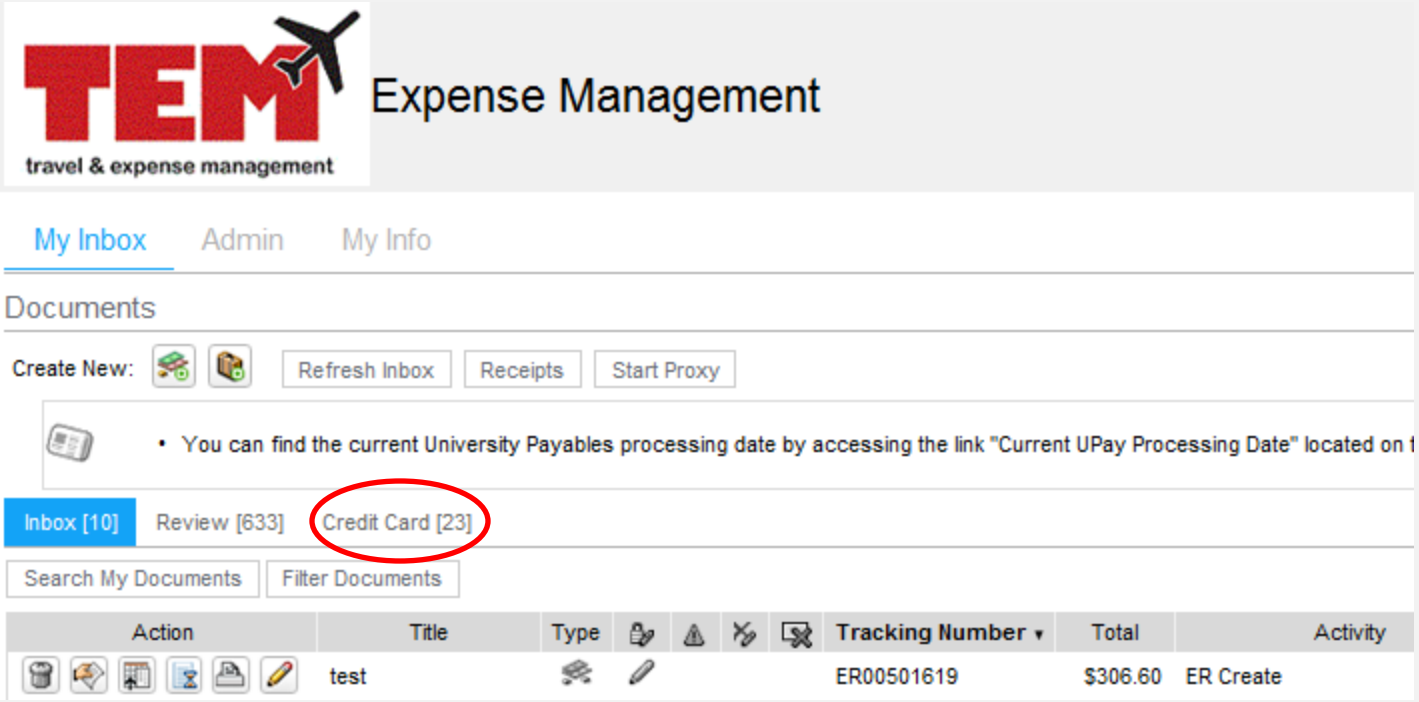
My Info

- "My Info" link has been moved from the right hand corner to a tab on the left hand side.

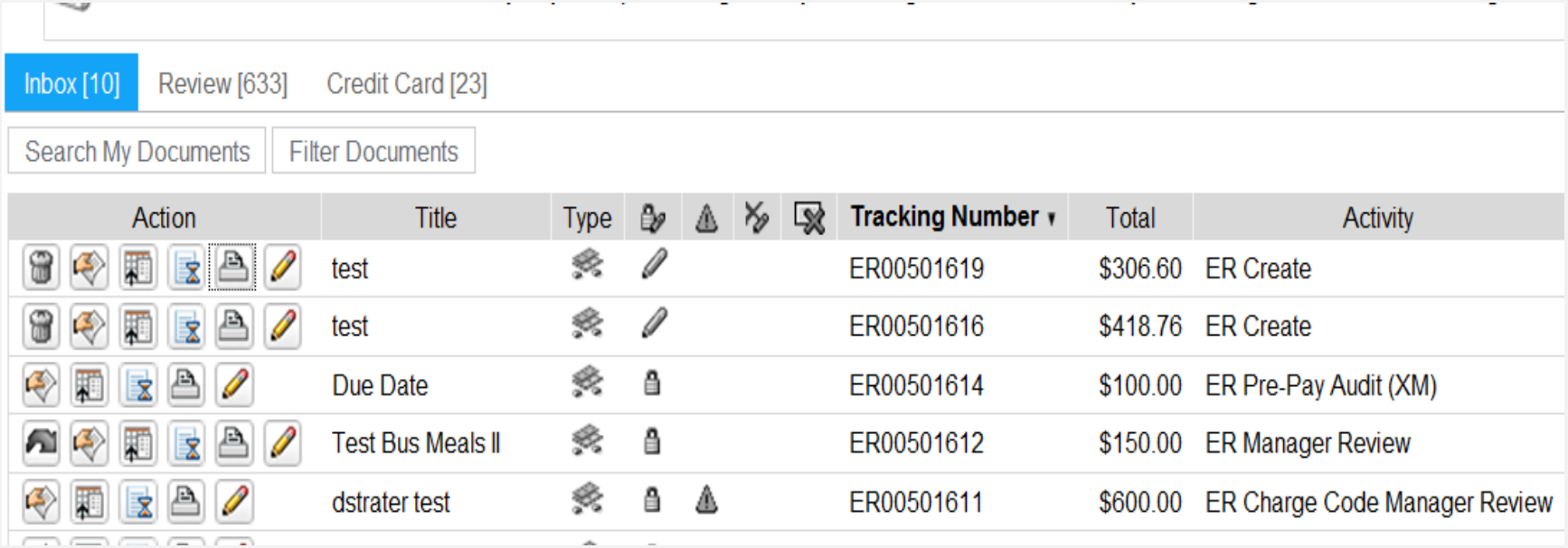


Outstanding Charges

- The tab labeled “Outstanding Charges” has been changed to “Credit Card”. Please note that outstanding advances will still show up in this tab.

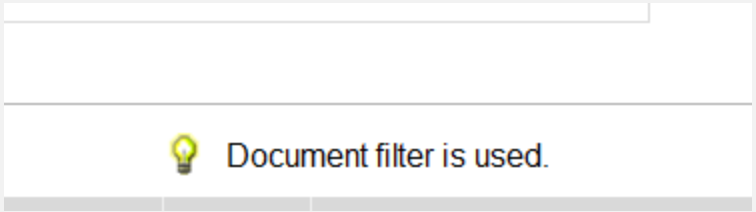


Helpful Icons

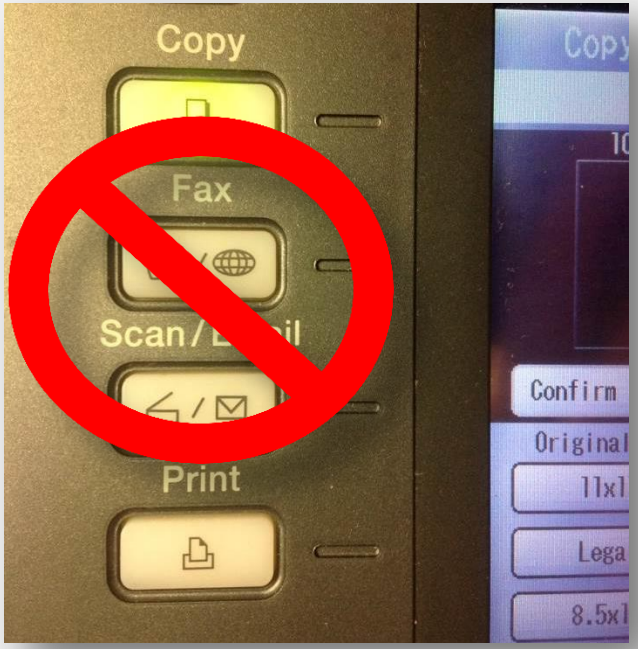


Document Filter

- One of the most beneficial enhancements is the “Document Filter” icon when the document filter has been set. This will let the owner know that not all expense reports are viewable when the filter is in use.



No More Bar Codes



Browse and Attach Method

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Browse and Attach Receipts and Supporting Documentation

Receipts and supporting documentation can be attached to existing and new expense reports (ERs). Open an existing ER or create a new ER, and then follow the steps.

Step	Task
1.	Select **Attach Receipts** from the **Receipts** menu. **NOTE:** You can also attach receipts by clicking the **Insert Receipts** icon next to the ER in your inbox.
2.	Click the **Browse** button in the **Document Receipt Attach** dialog box, and locate the document (receipt) to attach. **NOTE:** Only documents (receipts) with these file extensions can be attached: .pdf, .tiff, .tif, .gif, .jpeg, or .jpg.
3.	Double click the document or click the document, and then click the **Open** button.
4.	Click the **Attach** button.
5.	Repeat steps 2 through 4 to attach more receipts.
6.	Click the **Done** button.

Email Receipts to an ER

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Email Receipts to an Expense Report (ER)

Step	Task
1.	Scan the receipt(s) to your computer.
2.	Save the receipt in one of these formats: .pdf, .tif, .tiff, .gif, .jpg or .jpeg.
3.	Create a new email message.
4.	Type the email address temdocs@uillinois.edu in the **To:** field.
5.	Type the ER number (e.g., ER12345678) in the subject field of the email message.
6.	Attach the scanned receipt file to the email message.
7.	Click the **Send** button.
8.	Click the **View Receipts** icon in TEM to view the receipts.

Additional information:

- Multiple files (receipts) can be attached to the same email, but they will all go to the same ER.
- Only one ER number is allowed on the email subject line, and *it must be exact* in order for the receipt to attach. Be sure to capitalize the "ER." See the example in step 5 above.
- Only the owner or reviewer proxy or creator proxy can send receipts to ERs.
- Users will only be able to send files (receipts) using their official University email address.

Recall a Document

- If the recall document icon is available you can click on it and the expense report will be recalled back to the document owner's queue for editing and re-submission.

- Only expense reports that have been submitted and are currently in a Manager's review queue are eligible to be recalled.

Accidentally paying yourself

- The purposes of Arranged-Travel/Employee or Arranged Travel/Non-Employee

- There is not an option to choose an out-of-pocket reimbursement expense; you can only choose to attach a t-card.

Accidentally paying yourself

- The purpose of Employee Travel/Meal Reimbursement/T-card charges.
- If you enter an out-of-pocket reimbursement with the same date and amount as a t-card transaction in Your “Credit Card” tab.
- You will get a warning message upon submission to make sure that you are submitting a correct reimbursement.

Bonus Features
Auto - Fill

- In the current version of TEM, some searchable field such as starting location or destination had to be entered by using the Find Icon, which looks like a pair of binoculars, and then choose from a list of results. In the new version, you can just type in the field and choices will become available in the drop-down menu. We hope that this will save a little time when entering your expense report information.

Bonus Features

- If you now have Banner query permissions, you will be automatically granted the Auditor Search role to search expense reports.
- Simply click “Review” then on the “Search My Documents” button and enter the expense report in the tracking field.
- Please note that you must enter capital ER followed by the number and click the search button

Web Browsers

These are the web browser versions that are compatible with the TEM upgrade.

Mozilla Firefox	Internet Explorer	Apple Safari
3.6	8.0.0x 9.0.x	5.0.4 on OS10.4 or higher

TEM Resource Page

- Best place for current TEM information.
- Job Aids
- Listen to past webinars
- Information for USC's

http://www.obfs.uillinois.edu/tem-resources/

Workshop Summary

- Goal: Explain and demonstrate some of TEM's new features
- Resources
  - Job aids posted on the TEM Resource Page
    - obfs.uillinois.edu/tem-resources
  - Questions
    - TEMhelp@uillinois.edu
    - UPAY Customer Service (217) 333-6583

Questions?

Email: TEMhelp@uillinois.edu

Or call

UPAY Customer Service (217) 333-6583