TEM: Good Habits and Helpful Hints

Presented By:
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Please….

- Turn off cell phones
- Any Tip with an * means there is a job aid on the TEM Resource Page
- Avoid side conversations
- Sign the attendance roster
- Complete the evaluation at the end of the workshop
Course Agenda

- TEM System Information
- Tips and Tricks
- Questions
TEM System Information

- Currently the University has 29,891 enrolled users in TEM
- Approximately 700+ ER’s are submitted per day
- During year end 1700 ER’s were submitted per day
- There are seven Payables staff members reviewing all the submitted ER’s for all campuses, extension units and hospitals
Tip #1

TEM Resource Page

- This should be the first place you go if you have a question
  http://www.obfs.uillinois.edu/tem-resources/
- It’s the best source for the most up to date TEM information
- There are over 50 job aids covering everything from advances to workflow statuses
- Listen to previously conducted webinars
- Register for Open Labs and Webinars
  - Open labs are now offered for all Payables related questions, not just TEM
Tip #1

TEM Resource Page

- [http://www.obfs.uillinois.edu/tem-resources/](http://www.obfs.uillinois.edu/tem-resources/)
- Create a shortcut on your desktop to the TEM Resource Page
- Log into TEM right from the Resource Page
Tip # 2*

Choose & add your Proxy

- Everyone needs to have at least one Creator Proxy
- Manager Approvers and Charge Code Reviewers need at least one Reviewer Proxy
Tip # 2

- A Proxy can fill in if you are out sick, out for an extended amount of time, leave your current department or leave the University
- Admins can create ER’s for Faculty and other staff that don’t have the time to create their own
Tip #3*

Know what your Inbox is telling you

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>Type</th>
<th>Total</th>
<th>Activity</th>
<th>Created</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>fields</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>ER Create</td>
<td>3/2/16</td>
<td></td>
</tr>
<tr>
<td>John Polk</td>
<td></td>
<td></td>
<td>$64.00</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>1/29/16</td>
<td>ER: Employee Reimbursement Auditors</td>
</tr>
<tr>
<td>Employee Travel</td>
<td></td>
<td></td>
<td>$1,512.40</td>
<td>ER Verify</td>
<td>1/29/16</td>
<td>ERExport/Verify Robot</td>
</tr>
<tr>
<td>Employee Misc</td>
<td></td>
<td></td>
<td>$1,750.00</td>
<td>ER Verify</td>
<td>1/29/16</td>
<td>ERExport/Verify Robot</td>
</tr>
<tr>
<td>Arranged Travel Non Emp</td>
<td></td>
<td></td>
<td>$2,942.93</td>
<td>ER Verify</td>
<td>1/28/16</td>
<td>ERExport/Verify Robot</td>
</tr>
<tr>
<td>Arranged Travel EMP</td>
<td></td>
<td></td>
<td>$21.86</td>
<td>ER Verify</td>
<td>1/29/16</td>
<td>ERExport/Verify Robot</td>
</tr>
<tr>
<td>test</td>
<td></td>
<td></td>
<td>$9.50</td>
<td>ER Post-Export Exception</td>
<td>5/15/16</td>
<td>ER: Exception Handling Administrators</td>
</tr>
<tr>
<td>taxi</td>
<td></td>
<td></td>
<td>$7.50</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/15/15</td>
<td>ER: Employee Reimbursement Auditors</td>
</tr>
<tr>
<td>look at CC Approver</td>
<td></td>
<td></td>
<td>$5.00</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/11/15</td>
<td>ER: Employee Reimbursement Auditors</td>
</tr>
<tr>
<td>test new field</td>
<td></td>
<td></td>
<td>$300.00</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/10/15</td>
<td>ER: IPAY Auditors</td>
</tr>
<tr>
<td>new fields</td>
<td></td>
<td></td>
<td>$383.00</td>
<td>ER Verify</td>
<td>12/10/15</td>
<td>ERExport/Verify Robot</td>
</tr>
<tr>
<td>test</td>
<td></td>
<td></td>
<td>$23.59</td>
<td>ER Verify</td>
<td>11/25/15</td>
<td>ERExport/Verify Robot</td>
</tr>
<tr>
<td>Business Meal Test</td>
<td></td>
<td></td>
<td>$171.00</td>
<td>ER Verify</td>
<td>6/12/15</td>
<td>ERExport/Verify Robot</td>
</tr>
<tr>
<td>test Advance</td>
<td></td>
<td></td>
<td>$1,500.00</td>
<td>ER Verify</td>
<td>5/14/15</td>
<td>ERExport/Verify Robot</td>
</tr>
</tbody>
</table>
Tip #3

Know what your Inbox is telling you

<table>
<thead>
<tr>
<th>Column Heading: Activity Name</th>
<th>Column Heading: Pending</th>
<th>Activity Name and Pending Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER/TP Create</td>
<td>(blank)</td>
<td>ER is being created or has been rejected.</td>
</tr>
<tr>
<td>ER Receipt Hold</td>
<td>AutoApprovalBkoRobot</td>
<td>ER has been submitted by the owner and the system is waiting for the document images to be matched to the electronic report.</td>
</tr>
<tr>
<td>ER/TP Manager Review</td>
<td>Name of Manager Reviewer</td>
<td>ER is ready for manager review and the reviewer name is listed.</td>
</tr>
<tr>
<td>ER Charge Code Manager Review</td>
<td>Name of Charge Code Reviewer</td>
<td>ER is ready for Charge Code review and the reviewer’s name is listed.</td>
</tr>
<tr>
<td>ER Pre-Pay Audit (XMI)</td>
<td>ER: Employee Reimbursement Auditors</td>
<td>ER is in University Payables waiting for approval.</td>
</tr>
<tr>
<td>ER Export</td>
<td>ExportDocRobot</td>
<td>ER is in the process of being exported to Banner.</td>
</tr>
<tr>
<td>ER Verify</td>
<td>ERExportVerifyRobot</td>
<td>Waiting for Banner acceptance of the ER.</td>
</tr>
<tr>
<td>ER Post-Export Exception</td>
<td>ER Exception Handling Administrators</td>
<td>There is a problem with the ER, therefore, not exported to Banner.</td>
</tr>
</tbody>
</table>
Tip #4

Business Purpose - More information is better

- Business purpose requirements are a result of the IRS Accountable Plan rules
- Provide the Who, What, When, Where, and Why when entering the business purpose
- The business purpose should have enough details to satisfy an auditor’s request for information
Tip #4

- Examples of inadequate business purpose:
  - “SSWR Conference”
  - “Attended conference”
  - “External Hard Drive”
  - “Meal with colleagues”

- Examples of adequate business purpose:
  - “Presented a paper at the Exotic Animal Symposium to share research with colleagues and encourage collaboration in future research projects.”
  - “Business meal with John Q. Smith – guest speaker from Purdue University and Jane Q. Smith – Asst. Prof. U of I”
  - “Portable USB Flash Drive needed for field research when away from the office.”
Tip #5

Use your T-Card

- The T-Card is a charge card used by University employees to purchase qualified travel expenses, business meals and catering.

- The T-Card is a University paid MasterCard which may be used to relieve the employee from significant out of pocket expenses.
Tip #5

Use your T-Card

- Multiple T-Card Charges can be on the same ER
  - Airfare and Booking Fee
  - Original charge and credit
  - Arranged travel expenses for multiple travelers
Tip #5

- T-Card charges must be reconciled under Arranged travel or Employee travel/meals/T-card
- Make sure the expense type reflects the actual charge
- For more details or questions regarding T-Card purchases and/or compliance, contact UPAY Card Services at 217-244-9300, 800-260-9113, or cco@uillinois.edu
Tip #6

Make sure that your ER is complete

- All receipts are legible
- If receipt is missing, provide proof of payment
- If an ER is rejected and clarification is required, contact Upay Customer Service

E-mail: TEMhelp@uillinois.edu
Phone: 217-333-6583 or 888-872-9953
Tip #7

Common reasons for rejected ER’s (average rejection is 7%)

- Incomplete business purpose
- Remit address not matching invoice, or invalid in banner
- Proof of conference lodging
- Mixing state and local funds
- Student reimbursements for their benefit
- Proof of conversion for foreign receipts
- ER purpose and expense type
Plan for Critical Year End Dates

- Currently there are 6,062 unreconciled T-Card transactions
- Submit expense reports as quickly as possible
- Expense Reports and T-Card charges involving individuals that are out of the office, moved to different job, or retired need to be resolved immediately
Plan for Critical Year End Dates

- Fiscal year of payment is determined by the date of goods/services receipt, not order date
- If using state funds be sure to use the correct year
  - 100016 for FY16 expenses
  - 100017 for FY17 expenses (incurred after July 1st)
Contact Information

For TEM Questions:
Contact: OBFS UPAY Customer Service
E-mail: TEMhelp@uillinois.edu
Phone: 217-333-6583 or 888-872-9953
Questions?