

Travel and Expenses Upcoming Enhancements

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Information Technology Services

Release 5.30

- Friday, December 1

What is new?



New Fluid Homepage

Employee Self Service

Home Search Menu Refresh

Create Expense Report



My Expense Reports




Category	# of Reports	Amount
Pending	8	120
Unapproved	2	30

11 Active Expense Reports


Travel Authorizations




Cash Advances




Expense Report History




My Travel Authorizations



GeorgiaFirst Financial Website

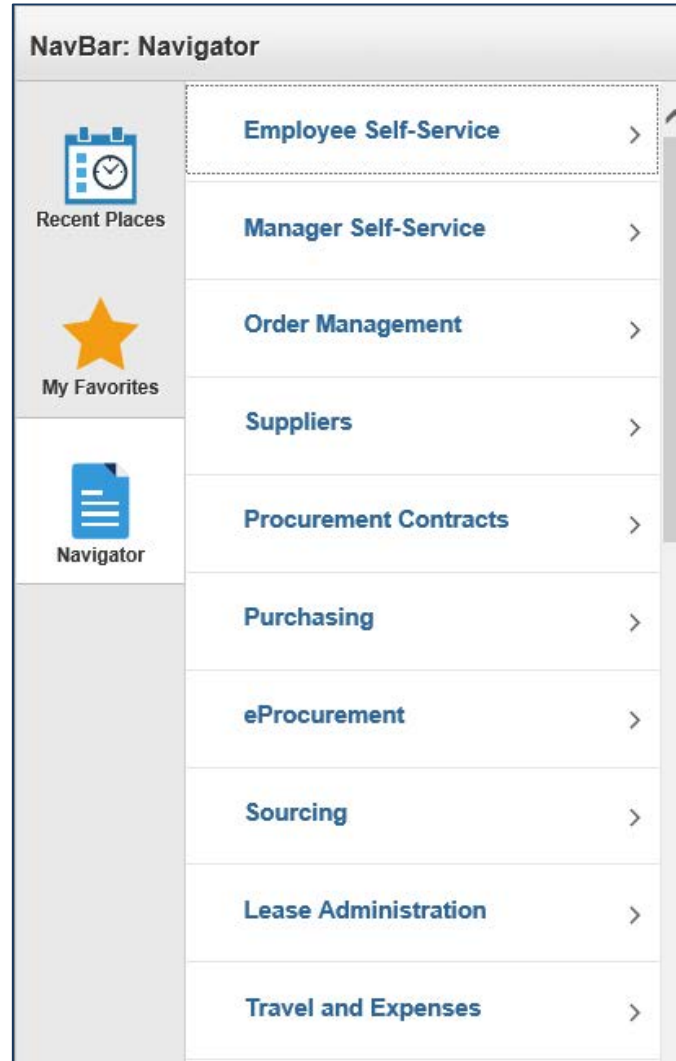
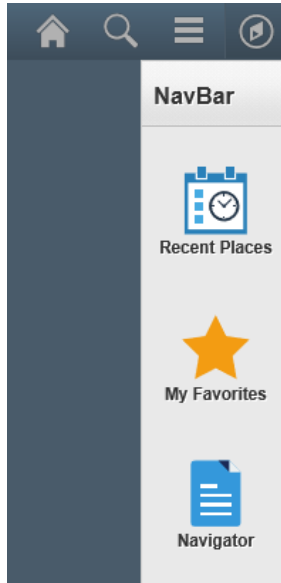


GeorgiaFirst MarketPlace

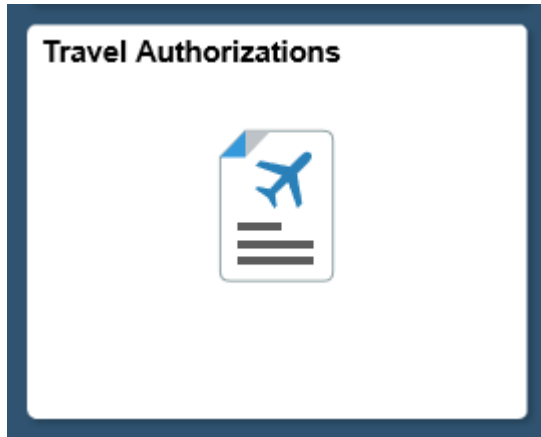




New Navigation Bar



Travel Authorizations Tile



- Classic Travel Authorizations

[Employee Self Service](#)

Create/Modify

[Print](#)

[View](#)

[Delete](#)

[Cancel](#)

Travel Authorization

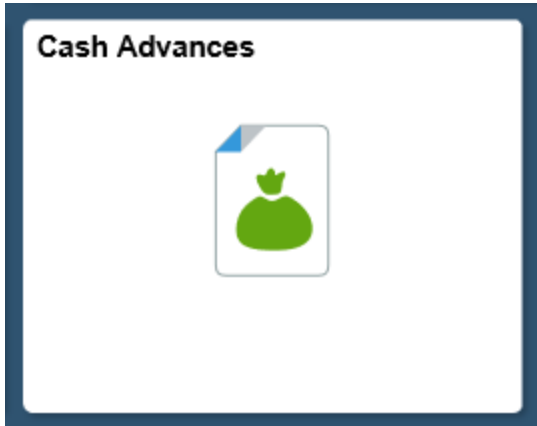
[Find an Existing Value](#) [Add a New Value](#)

Empl ID

[Find an Existing Value](#) | [Add a New Value](#)







Cash Advances Tile



- Classic Cash Advances

[← Employee Self Service](#)





 Create/Modify	<h3 data-bbox="1251 578 1458 606">Cash Advance</h3> <div data-bbox="1265 671 1787 706">Find an Existing Value Add a New Value</div> <p data-bbox="1265 778 1574 821">Empl ID <input type="text" value="0010606"/> <input type="button" value="x"/> <input type="button" value="Q"/></p> <div data-bbox="1265 892 1400 935"><input type="button" value="Add"/></div> <p data-bbox="1251 1049 1709 1078">Find an Existing Value Add a New Value</p>
 Print	
 View	
 Delete	




Create Expense Report Tile




Fluid Expense Report Creation


Employee Self Service **Expense Report**    


Report **NEXT**
Daphne Burch 



General Information



*Business Purpose 

*Description

Destination Location 

Reference 



 Attach Receipt 

 Accounting Defaults 

Creation Date 09/25/2017 Daphne Burch
Updated on 09/25/2017

Expense Details

No expenses have been entered.



Notes About Fluid Expense Report Creation

- Designed for basic expense entry on the go
 - Currently cannot apply Travel Authorizations or Cash Advances
 - Currently, Default Accounting For Report does not work to update Accounting Details on all expense lines



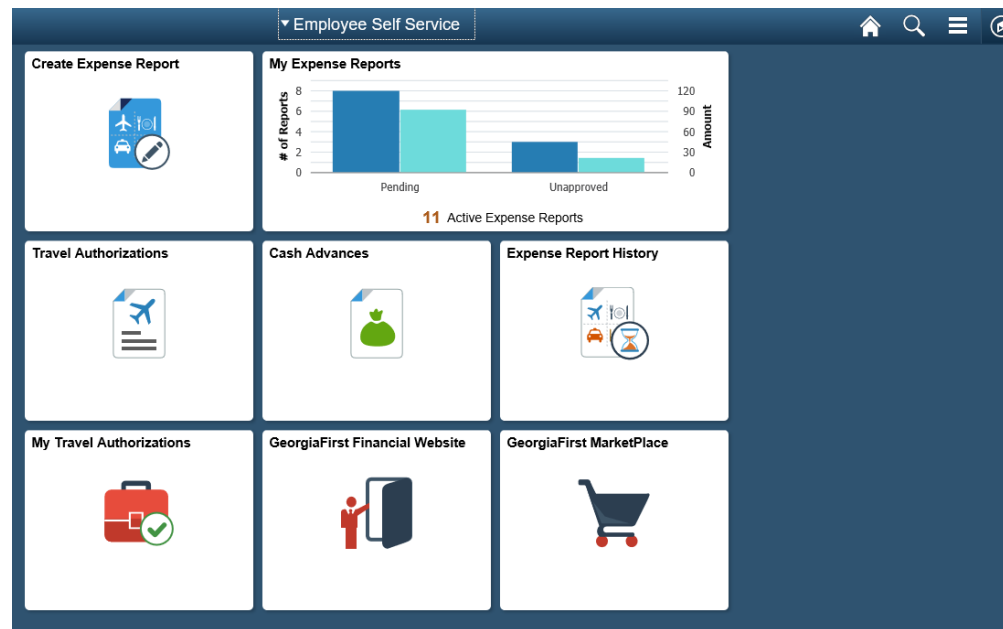
Classic Expense Report Creation

- Can be accessed from the Navigation bar
 - Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify
- Functions like current Expense Report creation
- Can add Travel Authorizations and Cash Advances
- Can change Accounting Details on entire report or each line if desired



TAuth and Cash Advance Creation

- Functions just like current Tauth and Cash Advance Creation when accessed from the tiles on the Fluid Homepage



- My Travel Authorizations is a Fluid View of your Travel Authorizations

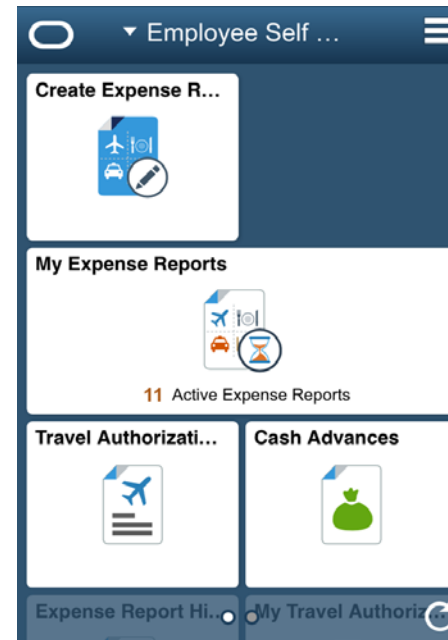
Release 5.30 Preparation

- All Expense transactions should be in Pending or Approved status
 - Pending status= Created and Saved OR sent back to traveler
 - Approved = Fully through workflow and in Approved status
- No transactions should be in the approval process



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- Fluid = Mobile Functionality
 - Can Create/Submit/View Expense Transactions
 - Can Approve Transactions



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- ElasticSearch



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- ElasticSearch

The screenshot displays a web interface for 'Employee Self Service' with a 'Search Results' header. On the left, a sidebar contains a 'New Search' button and a 'Category' dropdown menu with 'Expense Reports (117)' selected. The main content area is titled 'View Search Results' and shows '117 results for keyword: "0150009"'. A vertical scrollbar on the right indicates '50 rows' are visible. The results list includes five entries for 'Expense - Hart,Caralie' with details on ID, type, date, status, amount, and entered by.

Expense - Hart,Caralie ID Type	Date	Expense Report Status	Amount	Entered By
0000427615 / 8 Emp Mileage T1	2010-11-04	Paid	27.5 USD	crhart
0000427615 / 1 Emp Mileage T1	2010-11-04	Paid	15 USD	crhart
0000427615 / 6 Emp Mileage T1	2010-11-09	Paid	26 USD	crhart
0000416558 / 14 Emp Mileage T1	2010-03-02	Paid	4.5 USD	crhart
0000416558 / 24 Emp Mileage T1	2010-04-06	Paid	2 USD	crhart



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- ElasticSearch

The screenshot displays the 'View Expense Report' page in a web browser. The page title is 'View Expense Report' and it includes a navigation bar with 'Search Results', 'Home', 'Help', and 'Personalize Page' options. The main content area shows report details for report ID 0000575474, created on 10/24/2016 by Caralie Hart. The report is for 'Supervise/Observe - Stud Tchrs' with a description of 'observe students in the school'. The 'Totals' section shows Employee Expenses of 44.82 USD and Cash Advances Applied of 0.00 USD. The 'Amount Due to Employee' is 44.82 USD and the 'Amount Due to Supplier' is 0.00 USD. A sworn statement is present, and the report was submitted on 10/24/2016 by Caralie Hart. The 'Approval History' section shows a flow from Caralie Hart (Submitted) to Michael Mahan (1st Level Finance Dept Manager) to Justin White to Payment. A table below the history lists the actions: Submitted, Reassigned, Approved, Reviewed, and Approved, with their respective roles, names, and dates/times.

Action	Role	Name	Date/Time	Comments
Submitted	Employee		10/24/2016 2:12:11PM	
Reassigned	1st Level Finance Dept Manager		10/25/2016 8:49:09AM	
Approved	1st Level Finance Dept Manager		10/25/2016 9:05:56AM	
Reviewed	Reviewer		10/25/2016 9:07:00AM	
Approved	AP Payment Approval - Ropt Ver		10/25/2016 9:08:18AM	



Release 5.30 Known Issues

- Using Quick-Fill to add meals on Fluid Expense Report causes Amount to be 0.00
- Default Creation Method of Copy From Existing causes error on Fluid Expense Reports
- Default Accounting on Travel Authorizations will not update each line of the Travel Authorization



T & E Module Enhancement Review

- Priorities for Travel and Expense Module:
 1. Risk Templates
 2. Training and Documentation
 3. Attachment capability for Approvers



T & E Module Enhancement Review

- Status of Priorities for Travel and Expenses:
 1. Risk Templates – In Progress
 - Explore using for Expense Reports approaching 60 day threshold. Plan to prototype and test later this year.
 2. Training and Documentation – Ongoing
 - New T&E Query & Report Job Aid
 - Job aids around Expense Report creation & Submission
 3. Attachment capability for Approvers – **Complete**
 - Configuration change made in production on 5/22/2017



T & E Module Enhancement Review

- Additional Enhancements for Travel and Expenses:
 1. Configuration Cleanup for Expense Types – **Complete**
 - During the MER session, existing values were reviewed and users provided input on changes needed.
 - This cleanup made for a more user friendly experience and included items like:
 - Removal of required fields that are no longer necessary
 - Improved Expense Type Descriptions
 - Changes made in production on 5/22/2017.



Questions?

