eTravel FAMIS Interface Manual

FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in understanding the integrations between the eTravel system (Concur) and the Financial Accounting Management Information System (FAMIS). This manual will define the setup steps necessary to send FAMIS data to the eTravel system and will define the setup steps necessary to receive accounting data from the eTravel system. It will define the accounting processes that post data in FAMIS and help define other potential accounting transactions that may need to be manually posted into FAMIS.

This manual is not intended to serve as a User Manual for the Concur Application. Documentation for the system can be found on the A&M System website:

> http://www.tamus.edu/offices/travel/concur-on-line-training/

This manual is a living, breathing document and is expected to grow and change as our experience with the eTravel system grows. As more information is gained, it will be documented and updated in this manual.

The FAMIS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6450, or copy the page with the error, note the correction or suggestion and send it to:

College Station based: FAMIS Services
                                The Texas A&M University System
                                1144 TAMU
                                College Station, TX 77843-1144

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                                301 Tarrow Street
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Overview

In preparation for the implementation of the eTravel System/Concur, FAMIS has worked with the implementation committee to determine settings in Concur which can be automatically loaded as an initial load, and then updated with daily loads from FAMIS. The data we send to Concur includes employee, supervisor, adloc and routing data. Initial defaults for Concur System configuration were chosen, and will be updated by these daily feeds. The Concur settings established by these feeds include user profile defaults, company profile settings and routing structures for Authorization Requests and Expense Reports.

A variety of update programs and reports have been developed to allow users to review and research these daily feeds. Changes to the DTV path and/or its desk memberships will be sent to Concur each night. For immediate changes to approvals in Concur, you will have to contact your Concur program administrators. Any changes entered directly in Concur, should also be made in FAMIS.

Although we are preloading the eTravel System with default routing settings, it is important to note that all electronic approvals will be processed within the Concur application. FAMIS will not generate any Concur related notification emails or routing documents. Participants in the eTravel / Concur System will access the software via their usual SSO Login ID and password. Once you have accessed the eTravel System you may:

- Assign delegate(s) to book trips (Profile/Travel settings)
- Assign delegate(s) to create expense reports (Profile/Expense settings)
- Assign credit cards for booking travel through Concur.
- Set travel preferences, such as non-smoking hotel room, or preferred seating assignment for air travel.
- Submit Authorization Requests to arrange for travel and create the encumbrances in FAMIS.
- Submit expense reports for completed travel.

Resources

See online Traveler's Profile Training for step-by-step "how to":
http://www.tamus.edu/offices/travel/concur-on-line-training/

Updates are posted to the eTravel section of the System Office web site:

http://www.tamus.edu/offices/travel/

The site includes online training videos to illustrate how to use Concur for specific steps in the travel process. Travelers should begin reviewing the requirements for Traveler Profile.

Overview (cont'd)

Section II
eTravel Setup Screens

eTravel Setup Screens in FAMIS

Screen 827 is used to define the way eTravel interfaces with FAMIS. Fields on this screen control how transactions are posted in FAMIS through the eTravel feeds and the method of accounting for the eTravel fees and expenses. This data is fed to CONCUR on a nightly basis.

> **This screen is maintained and updated by <u>FAMIS Services.</u>**
> The flags and values are campus specific.

Screen 827 – eTravel Control Record

```
 F0003 Record has been successfully modified
  827 eTravel Control Record                        03/29/12 11:40:35.0
                                                         FY 2012 CC 06

   Screen: ___
                  * -------------- Flags -------------- *
            Participant: Y          Cost Object Approvals: N  (NAMED)
          Load Accounts: Y          Organization Unit Level: D  (DEPT)
           Cash Advance: N             Auth Request Delegate: Y
                                   Adv Posted as Receivables: _


            Clearing Accounts                   Member Vendor IDs
              Credit Card: 0104001615     Default A/P Vendor: 95565565569
           Travel Advance: 0230001615            Credit Card: 95565565569
              Concur Fee: 0104011615             Concur Fee: 9556556556C
        Default Obj Code: 3130                  Travel Card: _____
     Concur Fee Obj Code: 5237                      Concur: 19116080521
                                                Other Accounts
                                              Sales Tax: 020101
                                      Central Concur Fee SL: _____ _____


   Fee Amount: __7.58
   Rule Class: LOCAL_____  Last Used Acq Ref: 000001A
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp
```

Key Fields

Organization Unit Level

The **Organization Unit Level** field is used to indicate whether the eTravel fees will be Centrally Funded within the Member, or funded by the account incurring the expense at the departmental level.

Travel Advance

Although your System Part may not allow travel advances in the eTravel system, the Travel Advance Clearing Account is a required field. Due to the ability, in eTravel, to file expense reports where the inadvertent use of a company paid travel card for personal expenses occurs, this could potentially become a travel advance entry in FAMIS.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Screen Information

Flags

Participant: 1 character
Y – Member is participating in eTravel.
N – Member is not participating in eTravel.

Cost Object Approvals: 1 character
Valid values are:
N – Named – Approvers are named.
V – Virtual – Approvers are assigned virtually.

Load Accounts: 1 character
Y – Send accounts to eTravel nightly.
N – Do not send accounts to eTravel.

Organization Unit Level: 1 character
Determines the level where vendor agreements reside.
C – Campus.
D – Department.

Cash Advance: 1 character
Sets the marker on the employee records in eTravel to allow the Cash Advance menu Item to appear.
Y – Cash Advance allowed – the Travel Advance tab will be visible in eTravel.
N – Cash Advance not allowed – employees will not see the Travel Advance tab in eTravel.

Clearing Accounts

Credit Card: 10 digits
Credit card clearing account.

Travel Advance: 10 digits
Travel Advance clearing account.

Concur Fee: 10 digits
Concur Fee clearing account.

Default Obj Code: 4 digits
Default object code for clearing account posting.

Concur Fee Obj Code: 4 digits
Object code for Concur Fee posting.

Member Vendor IDs

Default A/P Vendor: 11 digits – Defaulted from 822
The ID is 'display only' on this screen. This is the default Vendor ID for the System Member used for reimbursements from the state. This ID will be used as the Alternate Vendor when we create vouchers for CitiBank Card and Concur Fee payments.

Credit Card: 11 digits – Optional
When supplied, this is the default Vendor ID for the System Member used for reimbursements from the state. This ID will be used as the Alternate Vendor when we create vouchers for CitiBank Card.

Concur Fee: 11 digits - Optional
When supplied, this is the default Vendor ID for the System Member used for reimbursements from the state. This ID will be used as the Alternate Vendor when we create vouchers for Concur Fee payments.

Travel Card: 11 digits - Required
CitiBank Travel Card Vendor ID. This Vendor ID is used to record Travel Card Vouchers to CitiBank, the Default A/P Vendor or alternately the Credit Card mail code will be used as the Alternate Vendor on these vouchers for State reimbursement.

Concur: 11 digits - Required
Concur Vendor ID. This Vendor ID is used to record Concur Fee Vouchers, the Default A/P Vendor or alternately the Concur Fee mail code will be used as the Alternate Vendor on these vouchers for State reimbursement.

eTravel Setup Screens in FAMIS (cont'd)

Other Accounts

Sales Tax: 6 digits
                         SL Account to record Sales Tax.

Concur Fee Acct: 11 digits
                         Centrally Funded Concur fee account.

Other Settings

Fee Amount: 5 digits
                         Concur Fee Amount.

Rule Class: 30 characters
                         Sets the Rule Class in eTravel – currently LOCAL for all parts.

Last Used Acq Ref: 7 digits
                         Sequentially assigned Reference number from eTravel. This number is unique
                         across all Members.

Additional Functions

PF KEYS   See the Appendix for explanations of the standard PF Keys.

Concur Fee Funding

There are two options per Member to fund the Concur Fee Clearing account. The account may be funded centrally or at the expense account (departmental) level. For central funding, the Concur Fee Acct field must be populated on Screen 827 in FAMIS.

Centrally Funded

A Business Office, Fiscal Office, or Travel Office SL will be responsible to pay the fee. For each expense report processed, FAMIS transactions will debit this SL and credit the Concur Fee Clearing. This value is also listed on Screen 827 eTravel Control Record.

Screen 827 – eTravel Control Record

```
 F0013 Please enter desired modifications
  827 eTravel Control Record                      02/01/12 11:34:47.1
                                                        FY 2011 CC AB
   Screen: ___
                 * -------------- Flags -------------- *
            Participant: Y          Cost Object Approvals: N  (NAMED)
          Load Accounts: Y          Organization Unit Level: D  (DEPT)
           Cash Advance: Y          Auth Request Delegate: Y


            Clearing Accounts                    Member Vendor IDs
            Credit Card: 0111701615      Default A/P Vendor: 17117117110
          Travel Advance: 0111431615            Credit Card: 17117117111
             Concur Fee: 0111991615             Concur Fee: 1711711711C
        Default Obj Code: 3130                  Travel Card: 14603583601
     Concur Fee Obj Code: 5237                       Concur: 19116080521
                                                Other Accounts
                                              Sales Tax: _____
                                       Central Concur Fee SL: 440050 00000

  Fee Amount: __7.58
  Rule Class: LOCAL_____  Last Used Acq Ref: 0000000
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help   EHelp
```

Central Concur Fee SL

The SL Account entered here will receive the charges for the CONCUR Fee for all expense reports submitted by the Member.

Journal Entry – Centrally Funded $7.58 to FEE Clearing

debit Central Concur Fee SL $7.58

       credit FEE Clearing $7.58

Departmentally Funded (Default Option)

When Departmental Funding is selected, expense accounts used on the expense report will be charged the Concur Fee. If the expense report items are allocated to multiple accounts, the fee is split accordingly, rounding to the nearest penny.

If the fee paying account is local, a journal entry will debit the fee paying account and credit the Concur Fee Clearing Account.

Screen 008– SL Attributes 2

```
   008 SL Attributes 2                                        01/30/12 16:20
                                                              FY 2011 CC AB
    Screen: ___   Account: 100030 ____  HIGHER EDUC INCENTIVE FUNDING


        Element of Cost: ___   Sub-El: __      Foreign Tvl: _    Gen Exp Bud: _
        Effort Category: _____               Foreign Per: _ Admin/Clerical: _
       Salary Sav. Dist: _____ _____ ____    Rev Pledged: _      Restricted: _
   Fac Salary Sav. Dist: _____ _____ ____  Pyrl Acct Anal: ____     Delg Type: _
   Fac Savings Form 500: _____ _____ ____      Int Exempt: _ Int Exe Reason: __
   Grad Savings Form 500: _____ _____ ____   Interest Acct: _____ _____
                                             eTravel Fee: _____ _____
                                             Obj Trans   --- Subcode Edits ---
             Bond Issue: _____            Cat Type     Low     High    Match
            Budget Sort: _____    Cost Ref 1:  _    _    ____    ____      _
        Gift Fee Exempt: _         Cost Ref 2:  _    _    ____    ____      _
          A/R  Clerk Cd: __     Cap. Campaign:  _              ____    ____      _
   GCP/Constr.Proj: _____                             ____    ____      _
   Accountant Resp: _____                             ____    ____      _
    Title to Equip: _____
   Comments: _____
              _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp      Next  CAcct           Cmnt
```

NOTE: When using the departmentally funded option, an override account can be used to pay the Concur Fee. The override account is maintained on Screen 8 for SL's and Screen 52 for SA's in FAMIS. The value is maintained on an account by account basis. If an override account is specified on an SL, it will apply to transactions at the SA if there is no eTravel Fee account on the SA. If the fee is centrally funded by the Member, this option does not apply.

Journal Entry – Departmental or eTravel Fee $7.58 to FEE Clearing

debit Departmental Expense/eTravel Fee $7.58

     credit FEE Clearing $7.58

External VID and Send to eTravel

New fields have been added to FAMIS Screen 203 on the Right Panel. The fields are External VID and the Send to eTravel flag. Only employees of the A&M System will be set up with a user profile in CONCUR. The "External VID" field, in conjunction with the "Send to eTravel" field, is used to send FAMIS vendor information to CONCUR for <u>non-employees</u>. Expense reports for these external vendors must be created and submitted by a bookkeeper. The non-employee vendor must be established in FAMIS and sent to CONCUR prior to entry of any expense reports for that vendor.

Screen 203 – Vendor Add/Modify

```
   203 Vendor Add/Modify                                      01/30/12 15:37
                     A & B WELDING                            FY 2011 CC AB
 Screen: ___   Vendor: 2vvvvvvvvv0  External VID: 00002116  Page: 2  <<<<More>
                     ** ACH VENDOR **          Hold: N Freeze: N Delete: N
          Name: A & B WELDING

    Vendor Type: BU    Ownership Code: S      Send to eTravel: _
 Texas Company: Y                 SIC: 9902      Charter Nbr: _____
 Employ Agency: ___          Security: _         Busn Desc: ___

             -------- Sole Proprietor/Partnership Data -------
 SSN/FEI: _____    Name: _____
 SSN/FEI: _____    Name: _____

    Email Addr: SANDWICHES@TAMU.EDU_____
    --------------- Discount Terms -------------------
    Percent: _____   Disc Days: ___ Ind: _ Pay Days: ___ FOB: __


 Established: 09/04/1996  By: K156J1    Modified: 12/20/2011  By: K156K5
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp       HUB    Stats                Left  Right
```

Examples of Non-Employee Travelers:
- Students
- Guest Speakers
- Perspective Employees
- Board of Regents

External VID is an identifier for FAMIS vendors that is unique across all system parts. FAMIS assigned these External VIDs to all active, non-frozen, non deleted vendors through a onetime process. When vendors are unfrozen or undeleted they will automatically be assigned an External VID at that time. The External VID allows a behind the scenes crosswalk to the FAMIS Vendor ID.

- Only one External VID can be listed per Expense Report
- Vouchers with invalid or missing External VID will not close, and will appear on the VQDU551 error report.
- If NO External VID is listed on the Expense Report, the report will post in FAMIS with the Traveler as the employee submitting the Expense Report. In some cases this could be the Bookkeeper.

Send to eTravel field should be set to "Y" for those vendors that need to be sent to the eTravel system. Employees should NOT be marked as "Y" in t**hi**s field. Employees are already established in eTravel through other means.

Users must have update access to Screen 103/203 to make entry for this field. The field will be protected from entry except when the following criteria is met:

- The Vendor Type field cannot be "EM" (employees)
- The vendor number must begin with '2' or 'T'
- The vendor may not be frozen or deleted

Once flagged "Send to eTravel, there will be at least a one day delay before the vendor will be sent to the CONCUR system. This is a nightly feed process.

We do not populate employee ACH information in eTravel. This information must be entered directly in eTravel.

Vendor search does handle the new External VID, to use: set type to 'E' then type the external VID in the search field.

```
 F6575 Please enter a Vendor number
+ ----------------------------------------------------------------------------+
|  F0043 Mark Vendor with an 'X' to select                                    |
|    Scree : ___   Searc : TEST_____   CC: 02      Typ : E (N,V,E)  |
|                         Include Frz/Del Vendors: N                           |
|                                                                             |
|          Vendor Name              Vendor ID  Alias Frz Del External VID     |
|  _ WATER POLO CLUB                T0000000021 N     N   N   00002824         |
|  _ OPTIMIST CLUB OF AZLE, INC.    T0000000460 N     N   N   00002825         |
|  _ TAMSA CLASS OF 2000            T0000001654 N     N   N   00002826         |
|  _ TAMSA EXECUTIVE COMMITTEE C/O  T0000001658 N     N   N   00002827         |
|  _ SINGING CADETS                 T0000001980 N     N   N   00002828         |
|  _ RUBEN*CASTRO                   T0000002270 N     N   N   00002829         |
|  _ WOMEN'S CHORUS                 T0000003080 N     N   N   00002830         |
|  _ DANCE ARTS SOCIETY             T0000003250 N     N   N   00002831         |
|  _ MEXICAN AMERICAN ENGINEERS     T0000003380 N     N   N   00002832         |
|  _ STUDENT AMERICAN INSTITUTE OF  T0000004282 N     N   N   00002833         |
|  _ CENTURY SINGERS                T0000007760 N     N   N   00002834         |
|  _ INTERNATIONAL STUDENTS ASSOCIA T0000008103 N     N   N   00002835         |
|  _ IIE                            T0000008310 N     N   N   00002836         |
|          ** More Vendors - Press <Enter> to View **                         |
|     PF4=Exit  PF6=ExtID  PF9=Bid  PF10=Remit  PF11=Order  PF12=Main          |
+----------------------------------------------------------------------------+
      Hmenu Help  EHelp       HUB   Stats NxVn  Notes Order Left  Right
```

Screen 680

The value of Payments as Receipts or JEs will affect how cash advance related transactions are posted in FAMIS.

Screen 680 – Accounts Receivable Control Record

```
  680 Accounts Receivable Control Record                  01/31/12 11:17
                                                          FY 2011 CC AB
   Screen: ___


              Cash or Accrual(C/A): A
     Payments as Receipts or JEs(R/J): J
    If JEs - GL Cash clearing Account: 0010171610
        3rd digit of 06X for payments: 2

                              Asset or     Single GL     If Single
                              Liability    or use        GL - enter
                              Acct Cntl    Map Code       6 digit GL

      Receivables (asset)       1300          M          _____
      Over Payments (Liability) 2130          M          _____
      Deposits (Liability)      2500          M          _____

  3rd digit of 06X for Receivables: 5


 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

In the following examples a $100.00 travel allowance is represented where all of the allowance was used on the trip.

Accounting Entries Performed by FAMIS

Payments as Receipts or JEs – Option J – CONCUR Posting:

> **Journal Entry**
> *debit* Departmental Expense $100.00
>   *credit* A/R Clearing GL $100.00

FCAR154 Report will provide information for a manual step to clear A/R.

eTravel Setup Screens in FAMIS (cont'd)

Payments as Receipts or JEs – Option R – CONCUR Posting:

Journal Entry

debit Departmental Expense $100.00
     credit Travel Advance Clearing GL $100.00

Note: This results in a debit to the bank and a credit to Receivables (1300).

- FCAR154 Report will provide information for a manual entry on Screen 615/616 in FAMIS.
- Manual Screen 13 Disbursement entry in FAMIS.
  debit Departmental Expense $100.00
       credit Travel Advance Clearing GL $100.00

```
FCAR154                              SAGO TRAINING CAMPUS                       03/01/2012 15:39
FY 2012 CC SA                          ETravel Receivables                          PAGE:     1
                                     Post Payment Required
                                       Date:   20120301
                  Report                Trip      Trip    Issued     Issued     Applied  Expense
   UIN    Last Name Key   Destination  Start Date End Date  Date     Amount     Amount   Category
--------- --------- ------ ------------ ---------- ---------- ---------- -------------- ---------- --------

402005923 STACKHOUS 1370   5.16         02/24/2012 02/26/2012 02/29/2012     100.00    100.00 MEALS
                                                                            ----------
                                                                              100.00

          1376   5.17         02/21/2012 02/22/2012                          100.00 GASOLINE
                                                                            ----------
                                                                              100.00


     Grand total:      200.00
```

Section III
eTravel Routing and Approvals

Routing and Approvals in eTravel

The existing FAMIS Routing User Manual assumes that all of the electronic documents are created, routed, and shown on the FAMIS/Canopy InBox. This is **NOT** the case for Concur documents. However, this manual does illustrate how to setup/maintain paths and desk membership.   You may refer to the FAMIS Routing User Manual for assistance with those functions.

There are two types of routing which can occur in eTravel / Concur:

- Authorization Request Routing – SSO Data
- Expense Report Routing – DTV Path and/or OSRS Routing Data

Authorization Request Routing

Purpose: Obtain prior supervisory approval for travel, and ENCUMBER funds for the trip

OPTIONAL for domestic travel; REQUIRED for foreign travel

FAMIS builds the structure for Authorization Request routing by accessing the adloc information for the employee. There are a couple of decisions which must be made prior to setting up the routing for Authorization Requests. Each adloc chooses whether they will include a bookkeeper in their routing structure. These settings are maintained in SSO. To grant these roles, the granter has to have the SSO Central Admin role for the workstation the employee belongs to, and the Application Central Admin role for the workstation of the Adloc they are trying to grant belongs to. The Adloc may also choose the number of Department Head Levels to include in the routing path. Additionally, Travel Authorization Requests may route to a Contracts and Grants and up to four Foreign desks before receiving final approval. The Contracts and Grants and Foreign1 – Foreign4 desks are established in the ETRAVEL Office in FAMIS Routing and Approvals Electronic Office Management.

Defaults have been set at the System Member level for the bookkeeper option and to establish a default number of Department Head Levels to route through. These can be modified in SSO Central Admin on an Adloc by Adloc basis.

Authorization Requests, once approved, are fed to FAMIS on a nightly basis. Encumbrance entries are posted for the accounts included on the Authorization Request to "reserve" enough money in the operating accounts to cover the travel expenses. The postings for this are created by the FCAU153 program in FAMIS.

Routing and Approvals in eTravel (cont'd)

Routing for Authorization Requests is determined by the adloc and SSO Manager for that adloc. Two settings in SSO determine the number of persons that the document will route to and whether a bookkeeper is included in the routing for the document.

In the print screen below, for the 01-2719690 adloc, the Current settings (displayed on the left hand portion of the screen) indicate that Authorization Requests for the traveler will route to Teresa Bass as a supervisor, then to Joseph Duron as the Department head.

On the "What if Analysis", we show the change that would take place should a bookkeeper be inserted in the path. Bookkeepers are established as virtual persons in eTravel, bookkeeper assignment takes place in SSO.

```
 F0001 Please enter a screen number to continue
  862 Travel Auth. Request Approval Inquiry                   03/14/12 14:31
                                                                    CC 01
   Screen: ____   UIN: 7uuuuuuu1 CROWLEY TRACY L
                                                                  More >>
 Employee Adloc: 01-271690  Dept: SOBA  Sub:      BUDGETS & ACCOUNTING
 |----------- Current BPP -------------|---------- What if Analysis ----------|
 |                  Add Bookkeeper: N |                  Add Bookkeeper: Y |
 |                 Skip Supervisor: N |                 Skip Supervisor: N |
 | Lvl Ty  Person   Dept Head Levels: 1 | Lvl Ty  Person   Dept Head Levels: 1 |
 |-------------------------------------|--------------------------------------|
    1 S 5uuuuuuu5  BASS TERESA L           1 S 5uuuuuuu5  BASS TERESA L
    2 H 3uuuuuuu5  DURON JOSEPH D      _   2 B 01-271690  Bookkeeper
                                           3 H 3uuuuuuu5  DURON JOSEPH D




    ** Any permanent changes MUST be made by SSO Admin\Payroll Admin in SSO\BPP **
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help EHelp            DTL   BkNm            Left  Right
```

Note: If the traveler is not traveling on their departments' funds, approval for the encumbrance of those funds will need to take place outside of Concur. Optionally, the bookkeeper in the funding department will need to set up the pre-trip authorization for the traveler and list them as an attendee. With that option, the routing will <u>not</u> go through any of the traveler's supervisors.

Authorization Request Contracts and Grants and Foreign Travel

Additionally, for each participating campus using eTravel, an ETRAVEL electronic office and five approver desks have been created in FAMIS. The ETRAVEL office and related desks are used to identify individuals who will perform the Contracts and Grants and Foreign Authorization Request approver functions. The desk(s) will become 'virtual' employees in eTravel. The desk members become delegates for the 'virtual' employees.

This data will be updated in eTravel nightly from FAMIS. Utilizing this office and the coordinating desks eliminates the need to maintain this information in eTravel.

Up to four foreign travel approvals can be defined in eTravel and are determined by policy at the individual campuses and at the System level. Although all four FOREIGNn (where n=1-4) desks may not be utilized by your campus, do not remove the unused desks from FAMIS. It is very important for the desk names and descriptions to match exactly with what is defined in eTravel.

The foreign approvals defined in eTravel must have corresponding desks established in FAMIS. FAMIS will establish four FOREIGNn desks initially. eTravel will require up to four desks for this function. Do not modify the description for the eTravel Office, the existing description will be expected by the software.

Office Setup

1. Using Screen 940 enter the office ETRAVEL.

2. Add a manager, delegate and default signer

> Do not modify the description for the ETRAVEL office

```
940 Office Create/Modify

Screen: ___    Office: ETRAVEL___

Description: TRAVEL OFFICE FOR CONCUR AUTH REQUEST_____

Manager (UIN)      : _____   ←

Delegates (UIN)    : _____   ←
                     _____

Default Signer(UIN): _____   ←

Comments: _____
          _____
          _____
```

Desks by Office
Five desks have been created for the ETRAVEL office. For the desks that apply, delegates need to be added selecting the desk from 937 or by direct entry on screen 922.

Basic Steps
- Advance to Screen 937.
- Type the ETRAVEL office on the Action Line to position it at the top of the list and press <ENTER> to display a list of all of the desks within the office.
- Press PF7 to display a list of desk assignees.

Selecting a Desk
To select a desk, move the cursor to the desired line, type an 'x' and press <ENTER>. The desk name will then be moved to the Desk: field in the Action Line and may be moved in context to other screens. This will advance you to Screen 922 for the selected desk.

> Do not modify the description for the ETRAVEL desks

```
  937 Desks by Office                                      11/03/11 09:37
                                                                    CC AM

  Screen: 937  Office: ETRAVEL___  Desk: _____

 S   Desk        View            Description
 -  ----------  ----------   ------------------------------------------------
 X  CONTRACTS                AUTHORIZATION REQUEST DELEGATES
 _  FOREIGN1                 AUTHORIZATION REQUEST DELEGATES
 _  FOREIGN2                 AUTHORIZATION REQUEST DELEGATES
 _  FOREIGN3                 AUTHORIZATION REQUEST DELEGATES
 _  FOREIGN4                 AUTHORIZATION REQUEST DELEGATES
```

NOTE: For each individual campus, the unused "FOREIGNn" desks should remain defined in FAMIS. The desk names must strictly follow the naming and description conventions of the desks indicated above. The Desk description is tightly controlled within ETRAVEL. Changes to the desk name or description will cause the nightly feed to eTravel to fail or produce errors.
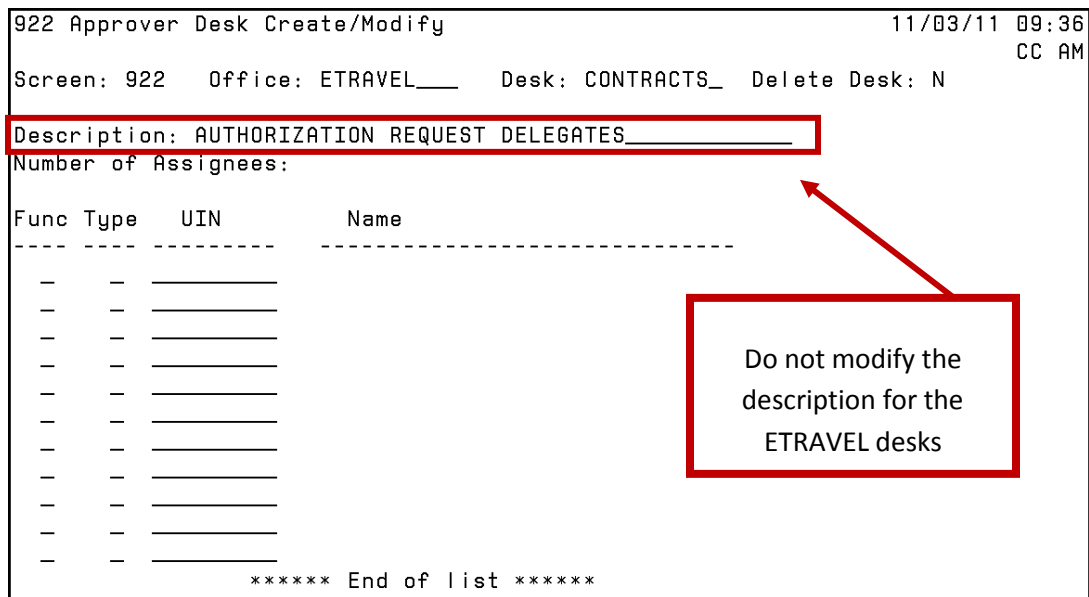
Desk Management

Delegate changes can be made by adding and removing the desired delegates using screen 922. These changes will not appear in eTravel until they are updated during the nightly feed.

Basic Steps

- Advance to Screen 922.
- Type the name of the office and desk on the Action Line and press <ENTER> to display current desk information.
- Add or modify desk assignees as desired.
- If the UIN number is not known, press PF2 from the UIN: field and search for the person's name, select it and press <ENTER> to have FAMIS enter the UIN number in this field.
- Press <ENTER> to record the information.

```
922 Approver Desk Create/Modify                       11/03/11 09:36
                                                              CC AM
Screen: 922    Office: ETRAVEL___    Desk: CONTRACTS_   Delete Desk: N

Description: AUTHORIZATION REQUEST DELEGATES_____
Number of Assignees:

Func Type    UIN        Name
---- ---- ---------    ------------------------------
  _    _  _____
  _    _  _____
  _    _  _____
  _    _  _____
  _    _  _____
  _    _  _____
  _    _  _____
  _    _  _____
  _    _  _____
  _    _  _____
  _    _  _____
              ****** End of list ******
```

Do not modify the description for the ETRAVEL desks

Routing and Approvals in eTravel (cont'd)

Marking the authorization request as Foreign "Yes" causes it to route to the FOREIGN1 desk after Manager approval. That desk may then forward the document to the other FOREIGN2, FOREIGN3 or FOREIGN4 travel desks as necessary.

Marking the authorization Request as Contracts & Grants causes it to route to the C&G desk after manager approval.

Auth Requests may route to both the Contracts &Grants and Foreign desks.

How to locate your Contracts & Grants approval delegates in eTravel:

Go to User Administration and search for "contracts" for your system part:

Select the 'virtual' person:

Then click on Expense Delegates.

The delegates will be displayed.

Routing and Approvals in eTravel (cont'd)

How to locate your Foreign approval delegates in eTravel:

Go to User Administration and search for "foreign" for your system part:

Select the desk that you wish to view, there will be four Foreign desks listed for each System Part.

Routing and Approvals in eTravel (cont'd)

Then click on Expense Delegates:

The delegates will be displayed:

Expense Report Routing

Expense Reports route in eTravel based on data extracted from the DTV routing path in the departmental electronic office for the account the expenses are charged to in eTravel. Additionally, routing is customized for OSRS accounts. If the DTV path is missing for the expense account department, the default (*) path is used.

OSRS routing will flow through the:
- Principal Investigator – PI
- Principal Accountant - PA
- Travel Compliance Officer
- Back Office Approval in Concur

Expense Routing – FAMIS DTV Routing Paths

FAMIS Services has created the routing form **'DTV'** (Departmental Travel) to define the Cost Object Approvals that eTravel/Concur Expense Reports will follow. eTravel/Concur approval sequences will be created directly from this routing path and will populate routing in the travel system each night.

FAMIS Updates to the eTravel System
Any changes to the DTV path or its desks' memberships will be sent to eTravel each night. If urgent changes need to be made to the eTravel/Concur approval paths during the day, you must contact your eTravel Security Administrators. In most cases, they will be your FAMIS Security Administrators. Any changes made directly in Concur must be updated in FAMIS also.

Initial 'DTV' Path Creation
A **'DTV'** path was programmatically created for all existing department paths by copying the existing default ('*') routing paths and storing them as the new **'DTV'** paths. Any existing approval desks from the '*' path were duplicated, as well as the signer desk. A **'creator'** desk was automatically inserted as the first approval in every path and called 'CTE APPRVR'. The people put on this desk were pulled from each path's creator desk.

Once the '**DTV'** path was created, its maintenance became the responsibility of the electronic office managers for each campus, college, or department, and no more automated changes will be made to it. From this point on, desks and desk memberships must be manually added or deleted from the path. The new paths should be reviewed extensively to ensure that the proper approvals are established for travel documents. Screen 919 was created to display the Expense Approvers that have been loaded into the eTravel/Concur system.

Routing and Approvals in eTravel (cont'd)

A Cost Object Approver report called FCAR202 has also been developed to assist in documenting and reviewing your eTravel Expense Report approvals. It displays the approvers by department/sub-department and can be sorted in either mailstop or department/sub-department order. This report is currently produced every Tuesday evening and is available in Mobius. It should be reviewed periodically to ensure that the DTV path is setup up correctly.

FCAR202 – eTravel Cost Object Approver Report

```
FCAR202                    TEXAS A&M UNIVERSITY                01/31/2012
22:45
FY 2012 CC 02          ETRAVEL COST OBJECT APPROVERS                 PAGE:
1
                        SORTED BY: MAIL STOP


MAIL STOP: C6000
DEPARTMENT: FISC              HIERARCHY: FN CO
SUB-DEPARTMENT: AC
APPROVER UIN                  NAME           SEQ
------------   ----------------------------- --- -
xxxxxxxxx      CHARGOIS BRIDGETT D           001
xxxxxxxxx      MARIOTT PAULA L               001 *
xxxxxxxxx      GUILLORY JANET S              999
xxxxxxxxx      GUILLEN PHILLIP L             999 *

* Signifies the 2nd approver for the sequence.
```

Approval Methods

Each System Member can decide how it wants Expense Report approvers (Cost Object Approvers) established in eTravel/Concur. There are currently two options: 'Named' and 'Virtual'. The 'Named' option will route an Expense Report directly to the people designated in the approval sequences, whereas the 'Virtual' option will route to 'Virtual eTravel/Concur Employees'. Both options allow approvers to access and approve Expense Reports, but the 'Virtual' option requires that employees 'delegate' for the 'Virtual eTravel/Concur Employee' before they can access the Expense Reports needing approval. The 'Virtual' option provides a mechanism for the Member to centrally designate the delegates who can sign for each sequence, where the 'Named' option sends the Expense Report directly to the named employee and relies on the employee to set up delegates for when the employee may not be available.

Named Individual Routing

Even though the 'DTV' routing structure is maintained in FAMIS and is used to populate the eTravel/Concur Cost Object Approvers, the 'Named' eTravel/Concur routing option does not work exactly like FAMIS. Concur routes an Expense Report to only the first 'named' person for each sequence (equivalent to a FAMIS desk) UNLESS the traveler is the approver for that sequence. The only time the system will ignore the first 'named' person and look to see if there is another individual at the same sequence is when the traveler is the approver. If there is not a second approver at the sequence, the approval step will be skipped. This is typically not a problem unless the traveler is the only signer.

If the traveler is the only signer at the final sequence for an account, the Expense Report will go directly to the 'processing office' without being signed by anyone with signature authority for the account. Even if the 'signer' has delegated approver privileges to another individual, the delegate will not have the opportunity to approve the Expense Report because it skips directly to the 'processing office' with a warning message that the final approval was not received. At this point, the processing office will have to take manual steps to get authorization before approving the Expense Report.

Since it is expected that signers primarily travel on their accounts' funds, FAMIS builds the approval path in a deliberate manner in the hopes of defining two people at the signer step (and at other approval desks), if possible. FAMIS will never assign more than two people to the same sequence because eTravel/Concur routing looks at a maximum of two people for a sequence. (In fact, it ignores the second person except when the approver is the traveler). It should also be noted that eTravel/Concur "auto approves" a sequence if the sequence approver has already approved the Expense Report on behalf of a different sequence. Therefore, FAMIS will assign a specific individual to only one approver/signer sequence. If all the people on a FAMIS desk have been selected as signers or approvers on other desks, there is no reason to assign them to the desk since it would "auto approve" anyhow. Finally, FAMIS will not assign a person to an approval sequence if that person is not an active employee.

Because of these rules and exceptions, it is very probable that the 'DTV' path as defined in FAMIS will not match, desk for desk, what has been sent to the eTravel/Concur system (reflected on Screen 919). These differences are not errors, just reflections of the differences in the two systems' routing mechanisms.

Populating Approver and Signer Desks from the 'DTV' Path Process
The following describes the process by which the approver and signer desks are populated from the 'DTV' path. In all cases, an individual is rejected and not sent to eTravel/Concur if he/she is not an active employee:

1. Examine the signer desk membership. Pick a maximum of two valid signers:

   Select the first primary signer, if a primary signer is defined. Select the second primary signer, if a second primary signer is defined. If two signers have not yet been selected, select the first, and if necessary, second substitute signers. **Note: If there is a desire to have a particular person defined as the primary desk signer/approver, make sure that person is the first one listed on the FAMIS approver/signer desk.** (You may have to delete all people from the desk and re-add them in the order you wish them to populate the eTravel/Concur sequence). The second person listed should be the person who should sign if the first person is the traveler.
   The signer desk is always represented as the '999' sequence.

2. Examine the first desk on the 'DTV' path (this MAY be the CTE-APPRV path)

   Review only the primary approvers in the order they are on the desk. If they have been previously selected as a signer or approver for a sequence (as either a primary or substitute), ignore them. . Stop after selecting the first available individual in this round. If all primary approvers have been selected, the desk will be skipped in the first pass.
   The people selected from this path will always be represented as sequence '001'.

3. Examine the second, third, and fourth desk(s), if they are populated. Perform the same process that was done on the first desk.

   People chosen from desk 2 will be sequence '002', desk 3 will be sequence '003', and desk 4 will be sequence '004'.

4. Re-Examine the first desk

   Review the primary approvers in the order they are on the desk. If they have been previously selected as a signer or approver for a sequence, ignore them. If all primary approvers have been selected, review the substitutes in the order in which they appear on the 'DTV' desk. Select a maximum of one individual in this round, if available.

5. Re-Examine the second, third, and fourth desk(s), if they are populated. Perform the same process that was done on the re-examination of the first desk.

Example of an eTravel/Concur path built from a FAMIS 'DTV' path:

Screen 921 – Dept Paths Create/Modify (Named Option)

```
921 Dept Paths Create/Modify                           02/05/12 22:00
                                                             CC 02
 Screen: ___    Office: FISCAL____    View: ACVIEW____

 Description: ACCOUNTING CONTROL_____
 Office Mgr : GIBSON, CATHERINE D


 F   Form  Dept/Sub   Category
 N                                      Status and Desks
 -   ---   ----------  ------------------------------------------------------
 _   DTV  *_____  _____
                   _ CTE APPRVR  _ _____ _ _____ _ _____  SIGNER DSK
```

PF7 'Names' for CTE APPRVR desk

```
+----------------------------------------------------------------+
|  DESK: CTE APPRVR                                              |
|                                                                |
|     PID         STATUS       NAME                              |
|                                                                |
|   xxxxxxxxx                CHARGOIS, BRIDGETT D               |
|   xxxxxxxxx                MARIOTT, PAULA L                   |
|   xxxxxxxxx                MCCLENTON, CARLETTA R              |
|                                                                |
|   *** END OF LIST - 3 WORKERS FOUND                           |
|                                             PF4 to Quit       |
+----------------------------------------------------------------+
```

PF7 'Names' for SIGNER DSK desk

```
+----------------------------------------------------------------+
|  DESK: SIGNER DSK                                              |
|                                                                |
|     PID         STATUS       NAME                              |
|                                                                |
|   xxxxxxxxx      S       PHAIR, DEBORAH L                     |
|   xxxxxxxxx                GUILLORY, JANET S                  |
|   xxxxxxxxx                GUILLEN, PHILLIP L                 |
|                                                                |
|   *** END OF LIST - 3 WORKERS FOUND                           |
|                                           PF4 to Quit         |
+----------------------------------------------------------------+
```

Result of how the 'Named Individual' eTravel/Concur path is ultimately built:

Screen 919 – eTravel/Concur Expense Approvers (Named Option)

```
 919 eTravel Expense Approvers                      02/05/12 19:10
                                                    FY 2012 CC 02
  Screen: ___       Dept: FISC_ Sub Dept: AC___ Account: _____ _____
                                 Office: _____ View: _____


    eTravel Employee ID                    Name              SEQ
   ----------------------------------------  --------------------  ---
    xxxxxxxxx                              CHARGOIS BRIDGETT D  001
    xxxxxxxxx                              MARIOTT PAULA L      001 *
    xxxxxxxxx                              GUILLORY JANET S     999
    xxxxxxxxx                              GUILLEN PHILLIP L    999 *


          * Signifies the 2nd approver for the sequence.

        *** Records displayed are loaded into eTravel nightly ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp
```

FAMIS best practices recommend that at least one substitute be listed on every desk.

Virtual Desk Routing

The 'Virtual' Option for Cost Object Approvals turns each FAMIS desk in a routing path into a 'Virtual Concur Employee'. With this option, each primary and substitute approver on a desk is loaded as a 'delegate' to the 'Virtual Employee'. Routing using this option most accurately mimics routing within FAMIS.

The biggest difference between FAMIS and 'Virtual' routing is that the MyConcur page InBox does not show pending approvals for the Virtual Concur Employees. In order to see that pending approvals are needed, approvers must first 'delegate' for the 'Virtual Concur Employee'. The 'Virtual' option provides a mechanism for the Member to centrally indicate and control the delegates who can sign for each sequence and provides a structure so that workloads can be balanced. (**Individuals on a Virtual desk cannot delegate approval authority to others that are not named delegates.**) A downside to this type of routing is that the Concur Mobile app does not currently support the delegate function.

Example of an eTravel/Concur path built from a FAMIS 'DTV' path:

Screen 921 – Dept Paths Create/Modify (Named Option)

```
   921 Dept Paths Create/Modify                        02/05/12 22:51
                                                                CC 21
   Screen: ___    Office: CHEM_____    View: CHEM-VW___

   Description: CHEMISTRY VIEW_____
   Office Mgr : GLAS, MICHAEL W


   F   Form  Dept/Sub   Category
   N                                       Status and Desks
   -   ---   ----------  -------------------------------------------------------
   _   DTV   *_____ _____
                        _ CTE APPRVR _ _____ _ _____ _ _____ SIGNER DSK

   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

PF7 'Names' for CTE APPRVR desk

```
+----------------------------------------------------------------+
|  DESK: CTE APPRVR                                              |
|                                                               |
|     PID        STATUS      NAME                               |
|                                                               |
|   xxxxxxxxx               SHERMAN, MARY K                     |
|   xxxxxxxxx               CURRIN, ALICIA                      |
|                                                               |
|   *** END OF LIST - 2 WORKERS FOUND                           |
|                                              PF4 to Quit      |
+----------------------------------------------------------------+
```

PF7 'Names' for SIGNER DSK desk

```
+----------------------------------------------------------------+
|  DESK: SIGNER DSK                                             |
|                                                               |
|     PID        STATUS      NAME                               |
|                                                               |
|   xxxxxxxxx      S        BLOUNT, GRADY P                     |
|   xxxxxxxxx               JANG, WEN-LONG                      |
|   xxxxxxxxx      S        WEEKS, SANDRA E                     |
|                                                               |
|   *** END OF LIST - 3 WORKERS FOUND                           |
|                                              PF4 to Quit      |
+----------------------------------------------------------------+
```

Note that the 'Virtual Concur Employees' are named according to the following scheme: nn-office-view-desk (where nn is the FAMIS Part). This is the 'Virtual' eTravel/Concur path that is ultimately built:

Screen 919 – eTravel/Concur Expense Approvers (Virtual Option)

```
 919 eTravel Expense Approvers                      02/05/12 22:48
                                                    FY 2012 CC 21
   Screen: ___          Dept: CHEM_ Sub Dept: _____ Account: _____ _____
                                        Office: _____ View: _____

       eTravel Employee ID                  Name              SEQ
   ----------------------------------------  --------------------  ---
     21-CHEM-CHEM-VW-CTE-APPRVR                                001
     21-CHEM-CHEM-VW-SIGNER-DSK                                999

             * Signifies the 2nd approver for the sequence.

          *** Records displayed are loaded into eTravel nightly ***
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                    Names
```

PF7 'Names' for 21-CHEM-CHEM-VW-CTE-APPRVR desk

```
+--------------------------------------+
|  21-CHEM-CHEM-VW-CTE-APPRVR          |
|                                      |
|  UIN        Delegates                |
|  -------    ----------------------   |
|  XXXXXXXXX SHERMAN MARY K            |
|  XXXXXXXXX CURRIN, ALICIA            |
|                                      |
|  End of names or <PF4> to Exit       |
+--------------------------------------+
```

PF7 'Names' for 21-CHEM-CHEM-VW-SIGNER-DSK desk

```
+-------------------------------------+
|                                     |
|   21-CHEM-CHEM-VW-SIGNER-DSK        |
|                                     |
|   UIN       Delegates               |
|   -------   ----------------------  |
|   XXXXXXXXX JANG WEN-LONG           |
|   XXXXXXXXX WEEKS SANDRA E          |
|   XXXXXXXXX BLOUNT GRADY P          |
|                                     |
|   End of names or <PF4> to Exit     |
+-------------------------------------+
```

Any one of the delegates can approve the Expense Reports beneath the 'Virtual Concur Employee' unless he/she is the traveler. **Again, FAMIS best practices recommend that at least two individuals be listed on every desk.**

Screen 919

Screen 919 – eTravel/Concur Expense Approvers displays the eTravel/Concur Expense Report (Cost Object Approval) routing paths that have been loaded into the eTravel/Concur system. This screen displays routing information by Department / Sub-Department, Account, or Office and View. For ease of use, the Action Line will pre-populate based on data from the current logon session's previously viewed screens.

Current session data access from the indicated screen(s) will populate the following Action Line Fields:

1. From Screen 860 - Department field will be populated
2. From Screen 02, 06, 51 etc. - Account fields will be populated
3. From Routing and Approvals screens (9xx) - Office and View will be populated

NOTE: If more than one of the listed screens has been accessed, only one Action Line field combination (Department/sub-department, SL/SA, Office/View) will be populated. The field combination populated will occur in the order listed above.

Section IV
eTravel Posting

eTravel Posting Schedule

DAY 1 Concur Activity

- 8:00 pm – Concur Daily cutoff
  All fully approved Authorization Requests and Expense Reports ready to be exported by Concur.

DAY 2 Concur and FAMIS Processing

- Midnight – 6:00 am -- Concur generates Standard Accounting Extract (SAE).

- 2:00 – 6:00 am -- Concur Data Warehouse generates reports:
  (1) Encumbrance extract for FAMIS
  (2) Data Warehouse reports for Business Objects

- 6:00 am ** -- FAMIS Production Control eTravel Schedule. This schedule retrieves the SAE from Concur and loads records into FAMIS. Batches are posted and reports generated.

  POST encumbrances new and/or adjusting encumbrances
  POST Journal Entries

  Sample postings:
    (1) Batch Ref: **CTRL01** LOCAL Departmental Expense Account pays for CBT transactions.
    (2) Batch Ref: **CTRF01** LOCAL Departmental Expense Account receives Concur Fee
    (3) Batch Ref: **CTRL02** Cross Part transactions (Citi Travel GL due to/due from)

  Create Pending Vouchers.

  Sample postings:
    (1) Local account(s) on voucher to reimburse traveler for out-of-pocket expenses.
    (2) State account(s) on Revolving voucher to reimburse traveler for out-of-pocket expenses.
    (3) State account(s) on state voucher to pay into Citibank Travel GL. Vendor is Credit Card Vendor from 827, Alternate vendor is Default A/P Vendor or Concur Fee Vendor from 827.
    (4) State account on state voucher to pay into Concur Fee GL. Vendor is Concur Fee Vendor from 827, Alternate vendor is the Default A/P Vendor or Concur Fee Vendor from 827.

  FCAR154 report to show cash advance activity and mistakes on CBT card. This report used by Acct Receivables staff to adjust existing Accounts receivables due to cash advance usage or create new due to personal usage mistakes on CBT card.

FCAR155 - Report to show pending vouchers. New vouchers just created and any previously created voucher that fail to close appear on this report.

VQDU551 - Auto close pending vouchers and error report. An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

VQDU552 – Auto-post vouchers.
FAMIS Services highly recommends the auto-post of eTravel vouchers in the 6:00 am eTravel Schedule run by FAMIS Production Services. We have included this as an automated step in the posting jobs, but can remove this on an as requested basis.

- 8 am - 5 pm -- Daily Business Operations
AP staff has an approximate 9 hour window to re-open, correct, close, and post Concur Vouchers. It is very important to note, any vouchers re-opened, must be manually closed. We will not auto-close re-opened vouchers.

- 5:00 pm -- Post eTravel Vouchers
VQDU551 - Auto close pending vouchers and error report. An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

VQDU552 – Auto-post vouchers.
FAMIS Services highly recommends the auto-post of eTravel vouchers in the 6:00 eTravel Schedule run by FAMIS Production Services. We have included this as an automated step in the posting jobs, but can remove this on an as requested basis.
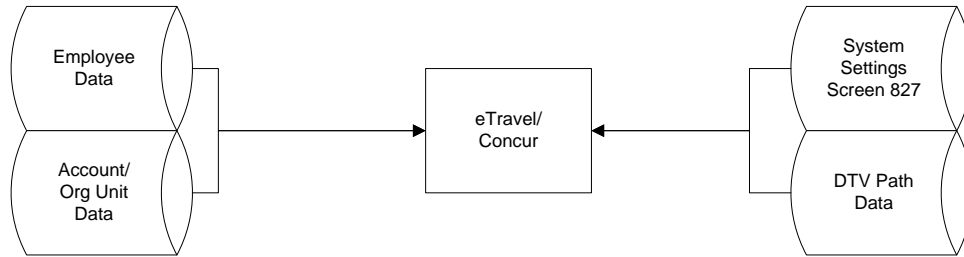
eTravel / Concur Interface Process

Pre-Interface Data Load

```
┌─────────────┐                                    ┌─────────────┐
│  Employee   │                                    │   System    │
│    Data     │                                    │  Settings   │
│             │ ──────→  ┌──────────┐  ←──────────  │  Screen 827 │
├─────────────┤          │ eTravel/ │              ├─────────────┤
│  Account/   │          │  Concur  │              │  DTV Path   │
│  Org Unit   │          └──────────┘              │    Data     │
│    Data     │                                    │             │
└─────────────┘                                    └─────────────┘
```

Day 1 – 8:00 am – 8:00 pm (8:00 pm Daily Cutoff for Transaction Feed)

```
┌─────────────┐                                    ┌─────────────┐
│ Employees   │                                    │Expense Report│
│ Enter       │                                    │   Entry     │
│ Profile Info│ ──────→  ┌──────────┐  ←──────────  ├─────────────┤
├─────────────┤          │ eTravel/ │              │             │
│Authorization│          │  Concur  │              │  Approvals  │
│Request Entry│          └──────────┘              │             │
└─────────────┘                                    └─────────────┘
```

Day 2 – Midnight – 6:00 am

```
┌─────────────────┐
│Concur generates │
│Accounting Extract│ ←─── FAMIS retrieves the file
│      (SAE)      │
└─────────────────┘
```

2:00 am – 6:00 am

```
                          ┌─────────────────┐
                          │   Encumbrance   │
                          │   Extract to    │
┌─────────────┐    ──────→│     FAMIS       │
│ Concur Data │           └─────────────────┘
│  Warehouse  │           ┌─────────────────┐
│             │    ──────→│      Data       │
└─────────────┘           │   Warehouse     │
                          │   Reports for   │
                          │    Business     │
                          │     Objects     │
                          └─────────────────┘
```
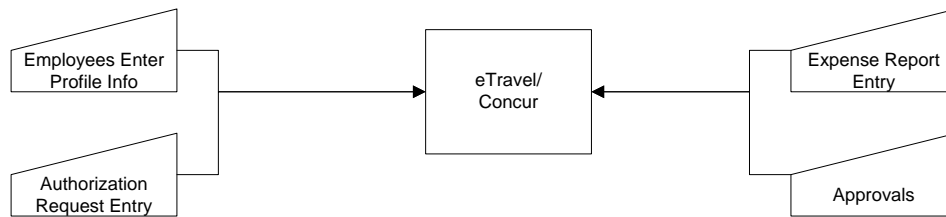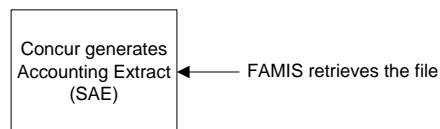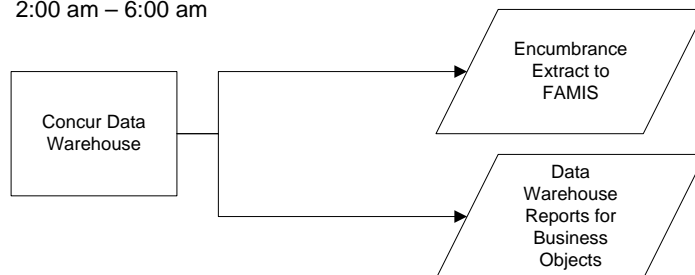
eTravel Posting Schedule (cont'd)

eTravel / Concur Interface Process

Day 2 – 6:00 am

```
FAMIS Production
eTravel Posting
Schedule
```
→ Retrieve Standard Accounting Extract From Concur

→ Post Encumbrance Transactions → Reports

→ Post Journal Entries → Reports

→ Create and Auto-Close/ Auto-Post Vouchers → Reports

Day 2 – 8:00 am – 5:00 pm

- A/P Staff Daily Operations Process Vouchers
- Concur Entry
- Mainenance on Any FAMIS Screens Containing Data Controls
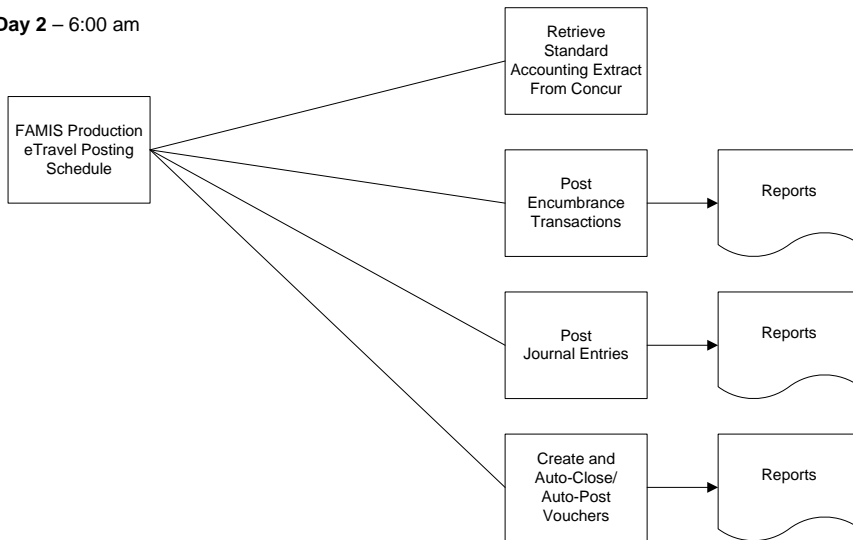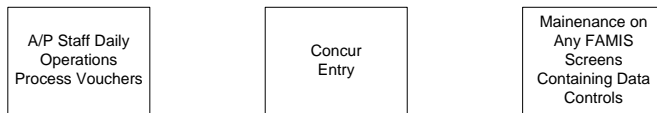
Day 2 – 5:00 pm – Daily Production Schedules

FAMIS Production eTravel Schedule Process → VQDU551 VQDU552 (Auto-Close / Auto-Post Vouchers) → Reports

A/P Cycle Vouchers Pulled Into Cycle for Payment

Day 3

- Checks Produced
- ACH Files To Bank
- Files Transferred to State
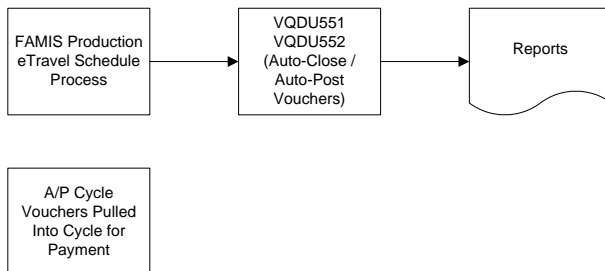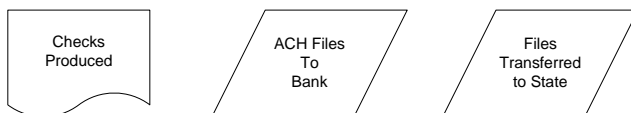
eTravel Posting in FAMIS

General Posting Summary

Expense Reports

When an expense report is received by FAMIS from the eTravel system, the Fee Amount will be entered in the FAMIS system along with other associated FAMIS transactions posting by creating transactions including Journal Entries and Vouchers. The fees will be collected on the System Member Books in a Concur Fee Clearing Account.

Expense Reports, once approved, are fed to FAMIS on a nightly basis. Expense entries are posted to the accounts included on the Expense Report, relieving any existing encumbrance to the accounts. Expense Reports must be finalized to close out the encumbrances in FAMIS.

Note: Once Expense Reports have been fed to FAMIS, there is no way to re-open the Concur related Expense Report and make changes.

```
+------------------------------------------------------------------------+
|                                                                        |
|                   Display of Detailed Transaction Record               |
|                                                                        |
|  12/14/2011 : STRATTA TAMU2                           $7.58            |
|                                                                        |
|     TransCode: 06C -> 06X - JE (ACTUAL)          Dir/Ind: D           |
|       Account: 271030 00000 5237    FAMIS SERVICES TRAINING TEST      |
|                                     Fees - E-Travel System            |
|        Offset: 011199 00000 1615    CONCUR FEE                        |
|                                     Cash Disbursements Clearing       |
| PO/Enc/Ref 1:            Cost Ref1:            Fiscal  Yr: 2011       |
|         Ref 2: 520            2:               Proc Month: 01         |
|         Ref 3:                3:               Batch Date: 09/06/2010 |
|         Ref 4:            Bank: 00001          Batch  Ref: CTR016     |
| Vndr/Card Id:                                                         |
|    Enc Obj Cd:                                                        |
| Ovrd Comp Cd:                            Processed: 12/14/2011 18:19:36|
| Liquidation Amt: 0.00                       User Id: K156FA           |
|                                             Oper Id: BATCH            |
| Indirect Base Code:                         Term Id: STEP01           |
| Base Amount: 0.00            Internal Tracking Nbr: 157097            |
|   PF3= Back to 048  PF4= Exit  PF6= Indirect Accts   PF7= Corrections |
+------------------------------------------------------------------------+
```

In this example the Fee is directly moved from the departmental expense account into the Concur Fee GL.

State Account Fee Voucher

When the fee paying account is a state account, a state voucher will be created with the following characteristics:

- Vendor will be 'Concur'
- Alt-vendor will be the system Member using the Member Vendor ID from 822.
- Optionally, a more specific System Member Concur Fee ID (separate mail code) can be used. This vendor ID is set on Screen 827 and will override the Member ID from 822. The reimbursements from the state should be applied to this vendor.
- When the state reimbursements arrive, it should be applied to the Concur Fee Clearing Account.
  - This is not done automatically, you must apply the state reimbursement to the correct account.

State Reimbursement Posting

Screen 168 – Voucher Total Inquiry

```
  F2321 Make selection to proceed to screen 169
   168 Voucher Total Inquiry                                   01/31/12 14:28
                                                                FY 2011 CC AB
    Screen: ___   Voucher: 0110236  Fiscal Year: 2011
                                                       Status: OUT
       Vendor: 19116080521 CONCUR                         Hold: N      Pend:
      Alt Vndr: 1711711711C AAA FISCAL OFFICE - CONCUR PAY   Encl:       Wire: N
        Due Dt: 09/06/2010          Desc: STRATTA STATE FAIR          St Vchr: Y
        Inv Dt: 09/06/2010    Cust AR Nbr:                           Revolv: N
      Dlvry Dt: 09/06/2010        GSC Ord:                          Chg Src: N
      Dept Ref:            Cont Wk Force: N    Confidential:    ACH:  Ovrd:
       Tran Cd: 141              Check Nbr:              St Warrant Nbr:
    St Req Nbr:                  Check Dt:               Warrant Dt:
    Vchr Total: 7.58             Check Recon:            USAS Doc Type: 9  PCC:
    Bank Trace:                       TC:   R Reason: AD   Orig Dist Dt:
    S Itm      Account        Net Amount   PO No.  Invoice Number Bank  Dp Vd XRef
    - --- ---------------- --------------- ------- -------------- ----- -- -- ----
    _   1 215530 00000 5237           7.58           514             12011  N  N



                           *** End of line items ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp              Desc  Corr        Addr  Det
```

5237 is a unique subcode for all Concur vouchers.

Most System Members have created a vendor code with a "C" mail code to assist in identifying Concur transactions for reconciliation of the ACH report. Alt Vendor should be the System Alt Vendor from Screen 827.

This state voucher reimbursement will be sent to the System Member's Fiscal Office. The 'C' mail code just helps identify that the reimbursement is booked to the Concur FEE GL.

The eTravel/Concur Expense Report Number is a unique sequentially assigned number across all participating Members. Since this number crosses System Members, there will be skips in sequence when looking at one Member only.

When posting the Concur Fee, we will not populate the Dept Ref on the Voucher header. The eTravel/Concur Expense Report Key will be entered in the Invoice Number on the individual line items of the Voucher. Multiple Concur Fees will be listed as individual Voucher lines with each representing a separate Concur Fee.

There is a maximum of 60 Concur Fee lines per voucher. This is the same limitation for all vouchers in FAMIS.

> **Auto close pending vouchers** and error report (VQDU551). An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

After approval, an encumbrance entry will be posted to FAMIS. Encumber against codes:

3030	In-state
3130	Out-of State
3310	Foreign

A separate encumbrance line item is posted for each expense category entered in Concur.

Note: this encumbrance entry is approved by the traveler's supervisor(s), not necessarily the account signer.

Company Paid Items

Report Key 512: System Offices – Company Paid Item (Car Rental)

Members may choose to create Expense Reports in eTravel for items not paid by credit card. Items such as Rental Car expense or Conference Hotels will not flow through eTravel. Entering the item as an expense gives a more complete picture of the trip expenses, but will incur a Concur Fee only.

Ideally we would not have an expense report for just a company paid item, the only entry in FAMIS would be for the fee.

Trip Summary:
- No out of pocket by traveler
- Not a credit card
- Prepaid/prearranged relationship with card vendor

Journal entry for Concur fee:

```
+---------------------------------------------------------------------------+
|                                                                           |
|                    Display of Detailed Transaction Record                 |
|                                                                           |
|  01/26/2012 : STRATTA SYSTEM OFFICES                 $7.58                 |
|                                                                           |
|     TransCode: 06C -> 06X - JE (ACTUAL)            Dir/Ind: D              |
|       Account: 271030 00000 5237   FAMIS SERVICES TRAINING TEST           |
|                                    Fees - E-Travel System                 |
|        Offset: 011199 00000 1615   CONCUR FEE                             |
|                                    Cash Disbursements Clearing            |
| PO/Enc/Ref 1:            Cost Ref1:            Fiscal  Yr: 2011            |
|       Ref 2: 512                 2:            Proc Month: 01              |
|       Ref 3:                     3:            Batch Date: 09/07/2010      |
|       Ref 4:             Bank: 00001           Batch  Ref: CTR007          |
| Vndr/Card Id:                                                             |
|   Enc Obj Cd:                                                             |
| Ovrd Comp Cd:                           Processed: 01/26/2012 10:18:41     |
| Liquidation Amt: 0.00                    User Id: K156FA                   |
|                                          Oper Id: BATCH                    |
| Indirect Base Code:                      Term Id: STEP01                   |
| Base Amount: 0.00         Internal Tracking Nbr: 157349                    |
|   PF3= Back to 048  PF4= Exit  PF6= Indirect Accts   PF7= Corrections      |
+---------------------------------------------------------------------------+
```

Accounting Entries Performed by FAMIS

Journal Entry – Department pays $7.58 to FEE Clearing

debit Departmental Expense $7.58
   credit FEE Clearing $7.58

Entry of these expenses in CONCUR, even though they are company paid allowing the ability to get a more complete picture of the actual travel expenses by using CONUR reporting tools. FAMIS will only post the fees.

eTravel Posting Scenarios

Report Key 1404: Trip Sample 1.1

Employee reimbursement for Cash Out-of-Pocket expenses.

Trip Summary:
- Employee Travel
- $100.00 Gasoline
- Out-of-Pocket
- Allocated to a Local Account

Accounting Entries and Reports Performed by FAMIS

Voucher in the amount of $100.00 – charging the Departmental Expense Account. The vendor is the traveler.

> **Journal Entry – Department pays $7.58 to FEE Clearing**
> *debit* Departmental Expense *or* Central Concur Fee SL $7.58
>   *credit* FEE Clearing $7.58

FCAR155 – This report will show the pending voucher created.

VQDU551 – This report will show vouchers that we have attempted to close.

VQDU551 – This report will show vouchers that we have attempted to post.

eTravel Posting Scenarios(Cont'd)

Report Key 1406: Trip Sample 1.3

All trip expenses were business related and paid by CitiBank Travel Card. No reimbursement is required to the traveler.

Trip Summary:
- Employee Travel
- $121.45 Meals
- Allocated to a Local Account

Report Totals - 1.3

Expense Report

Report Total :	$121.45
Less Personal Amount :	$0.00
Amount Claimed :	$121.45
Amount Rejected :	$0.00
Amount Approved :	$121.45

Company Disbursements

Amount Due Employee :	$0.00
Amount Due No Offsets University Liability :	$121.45
Total Paid By Company :	$121.45

Employee Disbursements

Amount Owed Company :	$0.00
Total Owed By Employee :	$0.00

POPEYE S #5939 (Corporate Card Agency Liability - 0476)

POPEYE S #5939
1401 PARK AVE
WACO, TX 767060000
Tax #: 742090355

MasterCard	Monday 02/20/2012
CREDIT CARD#: xxxx0476	
Transaction Amount	$121.45
Ref #: 3356556709800078047612022202538500000000071815	

Accounting Entries and Reports Performed by FAMIS

Journal Entry – Department records $121.45 Expense
debit Departmental Expense $121.45
     credit Credit Card Clearing $121.45

Journal Entry – Department pays $7.58 to FEE Clearing
debit Departmental Expense or Central Concur Fee SL $7.58
     credit FEE Clearing $7.58

eTravel Posting Scenarios(Cont'd)

Report Key 1407: Trip Sample 1.4

All trip expenses were direct billed to the Member. Typically this would be for car rental or other company paid items. The only purpose for processing an Expense Report for this type of item is to have a more complete picture of the actual trip in Concur.

Trip Summary:
- Employee Travel
- $100.00 trip expense
- Paid by Company
- Allocated to a Local Account
- Receipt will appear in Concur

Report Totals - 1.4

Expense Report

Report Total :	$100.00
Less Personal Amount :	$0.00
Amount Claimed :	$100.00
Amount Rejected :	$0.00
Amount Approved :	$100.00

Company Disbursements

Amount Due Employee :	$0.00
Amount Due Company Paid :	$100.00
Total Paid By Company :	$100.00

Employee Disbursements

Amount Owed Company :	$0.00
Total Owed By Employee :	$0.00

Accounting Entries and Reports Performed by FAMIS

Journal Entry – Department pays $7.58 to FEE Clearing

debit Departmental Expense <u>or</u> Central Concur Fee SL	$7.58	
credit FEE Clearing		$7.58

eTravel Posting Scenarios(Cont'd)

Report Key 1408: Trip Sample 1.5

100% Personal expenses paid by CitiBank Travel Card.

Trip Summary:
- Employee Personal Expenses
- $56.80 - Personal
- Paid by Company
- Allocated to the Account on the Expense Report header

Report Totals - 1.5

Expense Report

Report Total :	$56.80
Less Personal Amount :	$56.80
Amount Claimed :	$0.00
Amount Rejected :	$0.00
Amount Approved :	$0.00

Company Disbursements

Amount Due Employee :	$0.00
Amount Due No Offsets University Liability :	$56.80
Total Paid By Company :	$56.80

Employee Disbursements

Amount Owed Company :	$56.80
Total Owed By Employee :	$56.80

Accounting Entries and Reports Performed by FAMIS

Journal Entry – Department records $56.80 to Travel Advance Clearing
debit Travel Advance Clearing $56.80
     credit Credit Card Clearing $56.80

Journal Entry – Department pays $7.58 to FEE Clearing
debit Departmental Expense from Expense Report Header $7.58
     credit FEE Clearing $7.58

FCAR154 – showing the $56.80 as a Receivable.

Section V
eTravel Batches

eTravel Batches

eTravel Batches by Batch Reference

CTRL01   **LOCAL Departmental Expense account CBT Transactions**
Contains Journal Entry (06C) transactions to automatically post the CBT expense to the departmental account.

Created by program FCAU151.
Transactions created and posted by job FnnCU151.

CTRF01   **Departmental Expense Account pays Concur Fee**
Contains journal entries (06C) to record the departmental Concur Fee expense.

Created by program FCAU151.
Transactions created and posted by job FnnCU151.

CTRF02   **Cross Part Citi Travel – Due To/Due From**
Contains journal entries (06C) to record cross part transactions.

Created by program FCAU151.
Transactions created and posted by job FnnCU151.

CTVS01   **eTravel State Voucher**
Voucher posting for eTravel reimbursements to the traveler for State fund expenditures. This posting creates a batch header on 124, however detail must be viewed in the Voucher Screens in FAMIS.

Created by program FCAU151.
Transactions created and posted by job FnnCU151.

CTVF01   **eTravel Fee Vouchers**
Voucher posting for eTravel Fees. This posting creates a batch header on 124, however detail must be viewed in the Voucher Screens in FAMIS.

Created by program FCAU151.
Transactions created and posted by job FnnCU151.

CTVL01   **eTravel Local Vouchers**

Voucher posting for eTravel reimbursements to the traveler for Local fund expenditures. This posting creates a batch header on 124, however detail must be viewed in the Voucher Screens in FAMIS.

Created by program FCAU151.
Transactions created and posted by job FnnCU151.

CTEC01   **eTravel Encumbrance Posting**

Contains Encumbrance (058) transactions to encumber funds for future travel expense to the departmental account.

Created by program FCAU151.
Transactions created and posted by job FnnCU151.

Section VI
eTravel Reports

eTravel Interface Reports

VQDU551 Auto-Close Pending Vouchers

This program acts as a pre-processor for vouchers created by the eTravel interface process. Vouchers are processed through edit routines and "closed", or error reports are produced. An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

Run in job FnnCU151

VQDU552 Auto-Post Pending Vouchers

This program will post any vouchers created by the eTravel interface process which have passed all edits in FAMIS.

Run in job FnnCU151

FCAR154   eTravel Receivables Report

This report shows cash advance activity and "mistakes" on CitiBank Travel Cards. The report may be used by Accounts Receivable staff to adjust existing A/R's due to cash advances, or to create new A/R's due to the personal usage of the CitiBank Travel Card.

This program acts as a pre-processor for vouchers created by the eTravel interface process. Vouchers are processed through edit routines and "closed", or error reports are produced. An error could be that an employee has not been setup as a Vendor in AP. Vouchers that are re-opened after this will not auto-close, they must be closed manually.

FCAR155   Pending Voucher Report

The purpose of this report is to show pending vouchers created from the Concur feed. It can display all pending vouchers or only the Pending Open (P-OP) vouchers. This report will show new vouchers and any previously created voucher that failed to close.

FCAR100   <u>**Initial Employee Import to Concur**</u>
Loads employees into the Concur system.

Reports created are:
- Employees with Non-Participating Adloc with Active Budgets
- Employees with Unknown Approver Sent
- Employees without Valid Department
- Error Report

FCAR101   <u>**Cost Object Approver Load**</u>
This program loads Cost Object Approvers with the DTV Path Approvers from FAMIS.

FCAR200   <u>**Concur Ad-Loc Attribute Report**</u>
Concur Authorization Requests approval sequences are shown on the FCAR200 report. These are also displayed on screen 862 in FAMIS. The attributes are generated by using the employee's 'SSO primary manager' and bookkeeper settings in SSO.

The employee authorization report, FCAR200, can be distributed just like any current DDRINT report, say FAMIS monthly statements. This model may have several hundred recipients already defined in the reporting distribution. Some recipients are real people who can view the reports, other are 'print' recipients and a hard copy is printed and delivered. If a recipient chooses, they can stop printing and receive online/PDF versions.

FCAR117   <u>**Non-Employee Travel ID Load**</u>
This program loads vendors identified in FAMIS as Send to eTravel into the Concur System for use on Authorization Requests and Expense Reports.

Section VII
Reconciliation

Reconciliation

Equity Transfer Process - Travel Expenses Across Campus Codes

Summary
Concur allows travelers, or their delegate, to allocate expenses to multiple campus codes. If an agency liability Citibank card is used to pay the travel expenses, and the campus code paying Citibank is different than the campus code charged for the expense, the campus code paying the expense will owe cash to the campus code that paid Citibank. If the expense report is reimbursing the traveler, payments are issued from each campus code charged for the expense, and no funds are owed between the campus codes.

Expense Reports
For each expense report, Concur identifies the campus code associated with the agency liability Citibank travel card used to pay the travel expense (based on the Master Accounting Code Field entered on the card set-up). If the Citibank campus code is different than the campus code being charged on the Concur expense report, a due to/due from entry is created when the expense report is posted to FAMIS.

Concur Fee
The $7.58 fee charged with each expense report follows the travel expense allocation. If the expenses are allocated to more than one campus code, the fee is split the same way. The fees are accumulated on each campus code in a specified clearing account, and later paid to System Office to reimburse for expenses paid to Concur. No due to/from entry is created if the expense campus code is different that the Citibank campus code.

Month-End
At the end of each month, a report is generated to determine the total cash owed between campus codes. The equity transfer to move the cash, and the corresponding FAMIS entries to clear the month-end due to/from balances, are posted at the beginning of the following month. These entries will match the due to/from balances as of the previous month-end. An equity transfer, and corresponding FAMIS entries, is also posted at the beginning of each month to move the committed Concur fee amount from each Member to System Office.

Reconciliation (cont'd)

Year-End

An equity transfer will be processed after August close to clear the due to/from balance as of the closed month of August. This equity transfer will appear as an adjustment on each Member's year-end adjusted cash concentration pool statement, and the corresponding FAMIS entries will post in Month 13.

Example:

A TAMU (CC02) employee uses a TAMU agency liability Citibank card to pay their travel expenses. On the expense report, expenses are allocated to an AgriLife Research (CC06) account. The entries on the following page illustrate this scenario for both Local and State funds:

Assumptions:

In-State airfare of $400.00 is the only expense.
TAMU paid Citibank using clearing account 011170-1615
AgriLife Research's Citibank clearing account is 010400 (defined on screen 827)

LOCAL Account Example: 06-200123 for AgriLife			
	Debit	**Credit**	**Amount**
Expense Report: CC02 Entries			
Due From AgriLife Research	02-011170-1806	02-011170-1615	400.00
Expense Report: CC06 Entries			
Record Expense, and Due to TAMU	06-200123-3011	06-010400-2802	400.00
Concur Fee Expense	06-200123-5237	06-010401-1615	7.58

Reconciliation (cont'd)

STATE Account Example: 06-100456 for AgriLife			
	Debit	**Credit**	**Amount**
Expense Report: CC02 Entries			
Due From AgriLife Research	02-011170-1806	02-011170-1615	400.00
Expense Report: CC06 Entries			
Create State Voucher (Vendor is Citibank; Alt Vendor is AgriLife)	06-100456-3011	State Bank	400.00
Due to TAMU	06-010400-1615	06-010400-2802	400.00
State Voucher Concur Fee (Vendor is Concur; Alt Vendor is AgriLife)	06-100456-5237	State Bank	7.58
Record State Reimbursement: CC06			
Manual Receipt Entry for Expense Reimbursement from USAS	Local Bank	06-010400-1615	400.00
Manual Receipt Entry for Concur Fee Reimbursement from USAS	Local Bank	06-010401-1615	7.58

Monthly Equity Transfer Process – Travel Expenses

After each month is closed in FAMIS, System Offices will receive a report showing the total Due to/From Entries generated by expense reports posted during the month. Based on this report, System Offices will post equity transfers to adjust each Member's cash concentration pool balances. Automated FAMIS entries will post to correspond with these equity transfers, and reduce the due to/from balances. All this is done at the beginning of each month.

Assuming the example was the only expense report, below are the sample entries:

Monthly Equity Transfer FAMIS Entries			
	Debit	**Credit**	**Amount**
CC02 Entry			
Clear Due From CC06	Local CCP GL	02-011170-1806	400.00
CC06 Entry			
Clear Due to CC02	06-010400-2802	Local CCP Bank	400.00

Reconciliation (cont'd)

Monthly Equity Transfer Process – Remit Concur Fees to System Offices

At the beginning of each month, an equity transfer is posted to withdraw the committed Concur fee amount from each Member and deposit to System Office. This reimburses System Office for the monthly payment to Concur. Here are sample entries for TAMU and AgriLife:

Monthly Equity Transfer FAMIS Entries			
	Debit	**Credit**	**Amount**
CC01 Entry			
CC01 portion (no equity transfer)	01-011172-1615	01-011182-1615	1,424.00
Receive Funds from CC02 via ET	B01001	01-011182-1615	14,025.00
Receive Funds from CC06 via ET	B01001	01-011182-1615	5,669.00
CC02 Entry			
Remit Concur Fees to CC01	02-011172-1615	Local CCP GL	14,025.00
CC06 Entry			
Remit Concur Fees to CC01	06-010400-1615	Local CCP Bank	5,669.00

Equity Transfer – FAMIS Entry Background Information

System Members reflect their portion of the System Cash Concentration Pool (CCP) in FAMIS as either a local bank or a general ledger account, using asset account control 1206. If a local bank is used, the entry above is a cash receipt or cash disbursement entry. If a general ledger is used, the entry above is a journal entry.

Of the Concur-participating Members, the CCP balances are represented in FAMIS as follows:

Local Bank	01	06	07	15	17	20	21	22
General Ledger	02	04	05	10				