

Link to information between PCV , TEV and GL postings

Have you ever been reconciling a Procurement Card and needed to look at the Travel Expense Voucher and wished that you could just click on a link that would take you there?

We are currently working on new functionality that will allow a user to link between the information on Procurement Card Vouchers and Travel Expense Vouchers. And depending on your assigned access to the voucher, the link will provide you with voucher owner information, making it easier to determine who you need to contact to get additional information. This information will also be a link from the statement of accounts.

When working on a Travel Expense Voucher or reconciling your statement of accounts, you will easily be able to link to direct information about the transaction or be given contact information for the form owner.

Expenses:			
Hotel			
06/06/05	Hotel room (PCard P0057808)	\$494.88	
\$109.00 + \$14.72(tax) X 4 nights			
Total:		\$494.88	
Meal			
6070 000 00000 0000	OFFICEMAX_C 1WEBPCARD1 11 07 2007 00000 P0108939		40.33
6070 000 00000 0000	OFFICEMAX_C 1WEBPCARD1 11 07 2007 00000 P0108939		29.48
6070 000 00000 0000	OFFICEMAX_C 1WEBPCARD1 11 05 2007 00000 P0109695		82.62
6070 000 00000 0000	OFFICEMAX_C 1WEBPCARD1 11 07 2007 00000 P0108939		291.69
6085 000 00000 0000	Digital Int 9PURCHENC 06 29 2007 00000	1000602381	646.57 E
6085 000 00000 0000	Frohwein_Of 9PURCHENC 04 27 2007 00000	1000560028	23.18 E

The blue PCard number would link you to the actual PCV to review, and if you do not have access to the voucher, it would display contact information for the card owner

When reconciling a Procurement Card Voucher you will be able to link directly to the Travel Expense Voucher that is reference for additional information if you have assigned access to that trip.

PCV: Travel expense editor: Expenses for line: 2

Apply travel expense to: All accounting distributions for this transaction

Expense type: Transportation
 Policy for this expense type: Mileage

Mileage expense

*Date of expense: Mon, 02/11/2008

*Destination: Des Moines, IA, USA (02/11/08-02/14/08)

Comments:

*Miles traveled: x
Miles Rate
Mileage calculator

*Amount:

Trip details

TEV: [T0123456](#)

Traveler: John Doe

Destination: Des Moines, IA

Dates: 02/11/2008-02/14/2008

Travel expenses for line: 2

T0188244

edit del	02/11/08	Hotel room	\$11.00
\$10.00 + \$1.00(tax) X 1 nights			
edit del	02/13/08	Lunch (Domestic)	\$5.00
edit del	02/13/08	Dinner (Domestic)	\$26.00
Total for T0188244:			\$42.00

Travel-related acctg for line 2 : \$183.20

Total travel expenses: \$42.00

Balance: \$141.20

The blue TEV# will be a link to the actual Travel Expense Voucher.

Simplify Process of Granting Access to PCards or Travel

We are working on simplifying the functionality used to request and grant access to a new card or traveler.

An individual can request access to someone else's Travel/PCard or invite someone to have access to their Travel/PCard. The information will all be grouped under 'my Preferences' and can be edited and managed at any time.

Approver Title added to Workflow Path

We will be adding the approver title to the names listed on the workflow path so that it is easy to determine whether or not the appropriate levels of approval have been obtained by one glance at the workflow path.

Workflow approver history:						
Seq #	Received	Approver	Approval	Routing	Y/N	Comments
2	05/20/2008	PERSON D (DIRECTOR)	Required	Alternate	Y	
2	05/19/2008	PERSON C (ASSISTANT DIRECTOR)	Required	17/3215/	Y	
1	05/19/2008	PERSON B (PROJECT ASSISTANT)	Required	Alternate	Y	
0	Initiator	PERSON A (SECRETARY II)	Required		Y	

Procurement Card Voucher Search

The ability to search for Procurement Card Vouchers will soon be available for all users. The search will allow users to find a Procurement Card Voucher or transactions that happened on cards that they have access to reconcile or view.

Search Vouchers/Transactions

Search Vouchers
Card owner name =

Search Transactions
Billing Cycle: THROUGH
Sort by:
 =

The Search Voucher section will allow you to search by card owner name, card number, account number, or Voucher number.

Search Vouchers/Transactions

Search Vouchers
Card owner name =

Billing Cycle:
Sort by:
 =

The search transaction section will allow you to specify a billing cycle range that you would like to search. You will be able to search and sort by reference number, vendor name, transaction amount, transaction date, post date, card owner name, card number, account number, voucher ID, card owner's ORG, card owner's ORG/DEPT.

Search Transactions

Billing Cycle: THROUGH

Sort by:

Travel IACCT default

Travel IACCT will soon default to the correct IACCT in correlation to the trip destination. In state, out of state, international, etc, IACCTs will automatically pull into the MFK depending on where the traveler is going.

Display of Foreign Currency and Conversion Rates

Foreign currency and conversion rates will soon be displayed on the transaction statement in order to simplify the process of reviewing foreign receipts and reconciling foreign transactions.

Trip Set Up Calendar default to Corresponding Month.

When you are setting up trips for future months the return date calendar will default to the same month as the departure date. It currently defaults to the current month.