

Ability to Access Transactional Detail between Procurement Card and Travel Expense Vouchers

Have you ever reconciled a Procurement Card Voucher and needed to look at a related transaction on a travel expense voucher or vice versa?

Now available, any referenced voucher/s on a Procurement Card or Travel Expense Voucher is hyperlinked to allow easy access to cross reference expense detail. Based upon the users' access rights, the hyperlink will automatically open the referenced voucher, or will provide basic voucher details and contact information.

Accessing the Procurement Card Voucher from the Travel Expense Voucher

When reconciling or reviewing a Travel Expense Voucher, you will easily be able to link to direct information about the procurement card transaction or be given basic information about the trip and contact information.

The example below demonstrates a user that is in a Travel Expense Voucher and would like to link to the Procurement Card Voucher for additional information.

Expenses:		
Hotel		
06/06/05	Hotel room (PCard P0057808)	\$494.88
\$109.00 + \$14.72(tax) X 4 nights		
Total:		\$494.88
Meal		

This is a link to the Procurement Card Voucher or an information screen.

1. If the user has access to reconcile or view a cardholder's transactions, ProTrav will open the Procurement Card Voucher summary.
2. If the user does not have access to reconcile or view a cardholder's transactions, a screen will appear with limited purchase information. It will show cardholder name, vendor name, MFK, dollar amount and contact information.

Voucher summary: PCV# P0123456	
Card holder: JONES, JANET MARIE	Contact: Jane Doe
Department: ACCOUNTS PAYABLE, PURCHASING AND TRAVEL	Contact#: +1 319 335 1234
PCV#: P0123456	Email: jane-doe@uiowa.edu
Billing Cycle: August 2008 (07/29/2008-08/27/2008)	
Vendor: RADISSON HOTEL	
Line amount: \$494.88	
Funding MFK: 050-05-0500-00000-12345678-6070-000-00000-00-0000	
If you need further information about this transaction please contact the person listed above.	

If you would like the information to open in a new internet window or tab, mouse over to the link and right click.

Expenses:		
Hotel		
06/06/05	Hotel room (PCard P0057808)	\$494.88
\$109.00 + \$14.72		
Total:		\$494.88
Meal		
06/03/05	Bread	\$9.73
06/03/05	Dinner	\$23.00

Open
Open in New Tab
Open in New Window
Save Target As...
Print Target

Accessing the Travel Expense Voucher through the Procurement Card Voucher

When reconciling or reviewing a Procurement Card Voucher, you will easily be able to link to direct information about the transaction or be given basic information about the trip and contact information.

The example below demonstrates a user that is in a Procurement Card Voucher and would like to link to the Travel Expense Voucher for additional information.

1. If the user has access to the Travel Expense Voucher, ProTrav will open the Travel Expense Voucher Summary.
2. If the user does not have access to the Travel Expense Voucher, a screen will appear with information regarding the trip. It will show traveler name, purpose, funding MFK, status of the voucher and contact information.

Trip summary for: Interagency Meeting (Trip#: 123456)	
<p>Trip details:</p> <p>Traveler name: Janet Marie Jones Dept: VPFO-Accounts Payable & Travel</p> <p>Purpose: Conference/Professional Development</p> <p>Trip destinations: (08/25/2008-08/25/2008) Des Moines, IA, USA</p> <p>Funding MFK: 050-05-0500-00000-12345678-6025-000-00000-00-000 This MFK is the default MFK associated with the trip. It may not necessarily be the MFK used on Travel Expense Vouchers (TEV) for this trip.</p> <p>TEV Status: T0123456 has a current status of: TEV loaded to GL:M</p>	<p>Contact information:</p> <p>Trip contact: JANET MARIE JONES (JMJONES) Dept: VPFO-Accounts Payable & Travel Email: JANET-JONES@UIOWA.EDU Campus phone: +</p> <p>Workflow contact: Initiated into Workflow by: JANET MARIE JONES Dept: VPFO-Accounts Payable & Travel Email: janet-jones@uiowa.edu Campus phone: + 319 335 1234</p>
<p>If you need further information about this transaction please contact the person listed above.</p>	

ProTrav Voucher Details Available via Statement of Accounts

Based upon the users' access rights, ProTrav forms may be accessible via the statement of accounts. Prior to this release an "Access Denied" error message was displayed to users that didn't have the required view rights. Examples are below.

This message has been replaced with an informational screen that will provide basic voucher details including contact information. Those users with the appropriate privilege may access the actual voucher.

INST	ORG	DEPT	CCTR	DESCRIPTION	JOURNAL ID	EFF DATE	VOUCHR	PO	CHEC
6026	000	00000	0000	JONES, JANET	5PRTRVLVOU	10 15 2007	T0162358		
6026	000	00000	0000	DOE, JANE	5PRTRVLVOU	10 16 2007	T0148217		
6070	000	00000	0000	SHERATON	1WEBPCARD1	10 26 2007	P0123456		

These are links to the Travel Expense Voucher, Procurement Card Voucher or an information screen

Voucher summary: PCV# P0123456

Card holder: JONES, JANET MARIE
Department: ACCOUNTS PAYABLE, PURCHASING AND TRAVEL
PCV#: P0123456
Billing Cycle: August 2008 (07/29/2008-08/27/2008)

Contact: Jane Doe
Contact#: +1 319 335 1234
Email: jane-doe@uiowa.edu

Vendor: SHERATON
Line amount: \$82.62
Funding MFK: 050-05-0500-00000-12345678-6070-000-000000-00-0000

If you need further information about this transaction please contact the person listed above.

Trip summary for: Interagency Meeting (Trip#: 123456)

Trip details:	Contact information:
Traveler name: Janet Marie Jones Dept: VPFO-Accounts Payable & Travel Purpose: Conference/Professional Development Trip destinations: (08/25/2008-08/25/2008) Des Moines, IA, USA Funding MFK: 050-05-0500-00000-12345678-6025-000-000000-00-000 <small>This MFK is the default MFK associated with the trip. It may not necessarily be the MFK used on Travel Expense Vouchers (TEV) for this trip.</small> TEV Status: T0123456 has a current status of: <i>TEV loaded to GL:M</i>	Trip contact: JANET MARIE JONES (JMJONES) Dept: VPFO-Accounts Payable & Travel Email: JANET-JONES@UIOWA.EDU Campus phone: + Workflow contact: Initiated into Workflow by: JANET MARIE JONES Dept: VPFO-Accounts Payable & Travel Email: janet-jones@uiowa.edu Campus phone: + 319 335 1234

If you need further information about this transaction please contact the person listed above.

Improved Process for Granting/Requesting Access to Procurement Card or UI Traveler

This process now includes the opportunity to “invite” someone to have access to one’s own travel/procurement card. The purpose of the invite is to grant or request reconciling/viewing rights to ProTrav forms.

Under the “my Preferences” link in the ProTrav navigation bar a user may edit and manage these user rights at any time.

Pcard Tab

my Preferences

- Favorite MFKs
- Email Notifications
- Access to Pcard**
 - Pending requests (0)
 - Request or assign access rights
 - Maintain access rights

Travel Tab

my Preferences

- Favorite MFKs
- Email Notifications
- Access to Travel**
 - Pending requests (0)
 - Request or assign access rights
 - Maintain access rights

To request or assign access, click “Request or Assign Access Rights”.

Procurement card

Request or Assign Access Rights



Please select one of the options below

- Request Reconcile/View Rights for Another Cardholder**
You want to reconcile or view another cardholder's information
- Assign a Reconciler/Viewer to My Card**
Send a request to another user inviting them to reconcile or view your card information

Once you select the action you are taking, a new box will appear. The example below demonstrates a user who would like access to a cardholder. The user selected **Request Reconcile/View Rights for another cardholder**.

Request Reconcile/View rights for another cardholder

Request access to the following cardholder and allow me to perform one of the roles below:

- Reconciler** 
- Viewer** 

This provides you access to conduct reconciliation of card statements, and view reports, daily transactions and account information.



6 digit Account Number

The user may select reconciliation access or view access.

The cardholder's six digit account number will still need to be entered into the screen, this process has not changed. The cardholder will need to give you their account number.

Request Reconcile/View rights for another cardholder

Request access to the following cardholder and allow me to perform one of the roles below:

- Reconciler** 
- Viewer** 

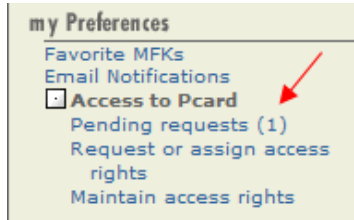
This provides you access to conduct reconciliation of card statements, and view reports, daily transactions and account information.

6 digit Account Number

Name	Department	Position
DOE, ROBERT	VPFO-Accounts Payable &	Clerk III
JAMES	Travel	

This request will be emailed to the cardholder and requires their approval. Upon their approval, access will be granted.

When the request has been completed, an email is sent to the cardholder. This e-mail contains a link to ProTrav where the cardholder will approve or deny the request. The cardholder may click on the link in the email or sign into ProTrav and click "Pending Requests".



Pending Requests			
Individuals Requesting access to your Pcard			
User	Role Requested	ORG/DEPT	Action
SALLY DOE (DOES)	PCARD_RECON	05/0310	Approve / Deny

The cardholder has the option to:

1. "Approve" to allow the individual to become reconciler for their procurement card
2. "Deny" if they do not wish the user to have access to their card


Once the option is selected, an email is sent to the reconciler stating whether the request was approved or denied.


The example below demonstrates a user who would like to assign a reconciler to the users' procurement card. The user selected **Assign a Reconciler/Viewer to your procurement card information**.

The form is titled "Assign a Reconciler/Viewer to your Pcard information". It contains the following elements:

- A prompt: "Please identify the access you would like to grant to the individual:"
- Two radio button options: "Reconcile" (selected) and "View-only".
- A text box explaining the request: "This request provides another user access to conduct reconciliation of your card statements and view reports, daily transactions and account information for your card."
- A section titled "Search Users By:" with two radio button options: "Hawk ID" and "Name" (selected).
- Input fields for "Last Name:" and "First Name:".
- A "Next >" button.

The cardholder should enter the Hawk ID or name of the employee they would like to assign reconcile or view access.

Reconcile 

 View-only 

This request provides another user access to conduct reconciliation of your card statements and view reports, daily transactions and account information for your card.

Search Users By:

Hawk ID

 Name

Last Name:

First Name:


Name	Department	Position
<input checked="" type="radio"/> DOE, SALLY	VPFO-Purchasing	Clerk IV

Account #	Card #	Name
<input checked="" type="radio"/> 006791	xxxx-xxxx-xxxx-1234	DOE, JOHN

This request will be emailed to the reconciler/viewer and requires their acceptance. Upon acceptance, access will be granted.

When the request has been completed, an email is sent to the reconciler/viewer. This e-mail contains a link to ProTrav where the reconciler/viewer will accept or decline the cardholder's request. The reconciler/viewer may click on the link in the email or sign into ProTrav and click "Pending Requests".

my Preferences

- [Favorite MFKs](#)
- [Email Notifications](#)
- [Access to Pcard](#) 
- [Pending requests \(1\)](#)
- [Request or assign access rights](#)
- [Maintain access rights](#)

Pending Requests			
Cardholders requesting that you have access to their Pcard			
User	Role Requested	ORG/DEPT	Action
SALLY DOE (DOES)	PCARD_RECON	05/0311	Accept / Decline

The reconciler/viewer has the option to:

1. "Accept" the request to become reconciler/viewer for the cardholder
2. "Decline" if they do not wish to be a reconciler/viewer

Once the option is selected, an email is sent to the reconciler stating whether the request was approved or denied.

Maintain Access Rights

This screen may be used to review or remove cardholders that you have rights to or users that have access to your procurement card. If you wish to remove a user, simply click "Remove".

Maintain Access Rights (Pcard)

my Cards

Cardholders for whom I have rights to view/reconcile their pcard information.

User	Card Account	Role	Org/Dept	Action
SALLY DOE (DOES)	004546	PCARD_RECON	05/0311	View Remove
ROBERT JAMES DOE (RDOE)	005988	PCARD_RECON	05/0311	View Remove
JOHN DOE (JDOE)	007343	PCARD_RECON	05/0310	View Remove
SUSAN SMITH (SSMITH)	004819	PCARD_RECON	05/0311	View Remove

[Send a request](#) to another cardholder requesting access to reconcile/view their pcard information.

Reconcilers /viewers of my pcard

Users who have explicit access to my pcard information

User	Card Account	Role	Org/Dept	Action
JAMES DOE (DOEJA)	007446	PCARD_OWNER	05/0310	View

[Send a request](#) to another user inviting them to become a reconciler/viewer for your pcard information.

Travel

Request or Assign Access Rights

Please select one of the options below

- Request Reconcile/View Rights for another Traveler**
You want to reconcile or view another traveler's information
- Assign a Reconciler/Viewer Rights to your travel information**
Send a request to another user inviting them to reconcile or view your travel information

Once you select the action you are taking a new box will appear. The example below demonstrates a user who would like access to a traveler. The user selected **Request Reconcile/view Rights for another traveler**.

Request Reconcile/View rights for another traveler

Request access to the following traveler and allow me to perform one of the roles below:

- Reconciler** ⓘ This provides you access to create trips and TEVs, and request cash advances for this traveler.
- Viewer** ⓘ

Search Users By:

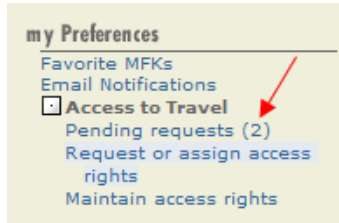
- Hawk ID**
- Name**

HawkID of Traveler:
(find a HawkID)

Name	Department	Position
<input checked="" type="radio"/> Doe, James	VPFO-Accounts Payable & Travel	Clerk IV

This request will be emailed to the traveler and requires their approval. Upon their approval, access will be granted.

When the request has been completed, an email is sent to the traveler. This e-mail contains a link to ProTrav where the traveler will approve or deny the reconciler/viewers' request. The traveler may click on the link in the email or sign into ProTrav and click "Pending Requests".



Pending Requests			
Individuals Requesting access to your Travel			
User	Role Requested	ORG/DEPT	Action
FRED JONES (FAJONES)	TRAVELER_RECONCILER	05/0310	Approve / Deny

The traveler has the option to:

1. "Approve" to allow the individual to become a reconciler for your travel
2. "Deny" if you do not wish the user to have access to your travel.

Once the option is selected, an email is sent to the reconciler stating if the request was approved or denied.

The example below demonstrates a user who would like to assign a reconciler to the users' travel. The user selected **Assign a reconciler/viewer Rights to your travel information**.

Assign a Reconciler/Viewer to your travel information

Allow the following individual to do the following with my travel information:

Reconciler ⓘ
 Viewer ⓘ

This request provides another user access to create trips and TEVs for your travel, and request cash advances on your behalf.

Search Users By:

Hawk ID
 Name

HawkID of Reconciler/Viewer:

(find a HawkID)

Name	Department	Position
<input checked="" type="radio"/> DOE, JAMES	VPFO-Accounts Payable & Travel	CLERK IV

This request will be emailed to the reconciler/viewer and requires their acceptance. Upon acceptance, access will be granted.

The traveler should enter the Hawk ID or name of the employee they would like to assign to reconcile or view their travel.

When the request has been completed, an email is sent to the reconciler/viewer. This e-mail contains a link to ProTrav where the reconciler/viewer will accept or decline the traveler's request. The reconciler/viewer may click on the link in the email or sign into ProTrav and click on "Pending Requests".

Pending Requests			
Individuals Requesting access to your Travel			
User	Role Requested	ORG/DEPT	Action
No requests			
Travelers requesting that you have access to their Travel			
User	Role Requested	ORG/DEPT	Action
SUSAN SMITH (SSMITH)	TRAVELER_RECONCILER	05/0310	Accept / Decline

The reconciler has the option to:

1. "Accept" the request to become reconciler/viewer for the traveler
2. "Decline" if they do not wish to be a reconciler/viewer.

Once the option is selected, an email will be sent to the traveler stating whether or not the request has been accepted or declined.

Maintain Access Rights

This screen can be used to review or remove travelers that you have rights to or users that have access to your travel. If you wish to remove a user, simply click "Remove".

Maintain Access Rights (Travel)				
my Travelers				
Travelers for whom I have rights to view/reconcile their travel information				
User	Role	Org/Dept	Action	
SUSAN SMITH (SSMITH)	TRAVELER_RECONCILER	05/0310	View	
JOHN DOE (JDOE)	TRAVELER_RECONCILER	05/0310	View Remove	
Pending Requests				
SALLY SMITH (SMITHS)	TRAVELER_RECONCILER (pending)	05/0310	View Cancel	
DAVID JONES (DJONES)	TRAVELER_RECONCILER (pending)	05/0311	View Cancel	
ROBERT JONES (RJONES)	TRAVELER_RECONCILER (pending)	05/0311	View Cancel	
Send a request to another Traveler requesting access to reconcile/view their travel information.				
Reconcilers /viewers of my travel				
Users who have explicit access to my travel information				
User	Role	Org/Dept	Action	
JAMES DOE (DOEJA)	TRAVELER_RECONCILER	05/0311	Remove	
Send a request to another user inviting them to become a reconciler/viewer for my travel information.				

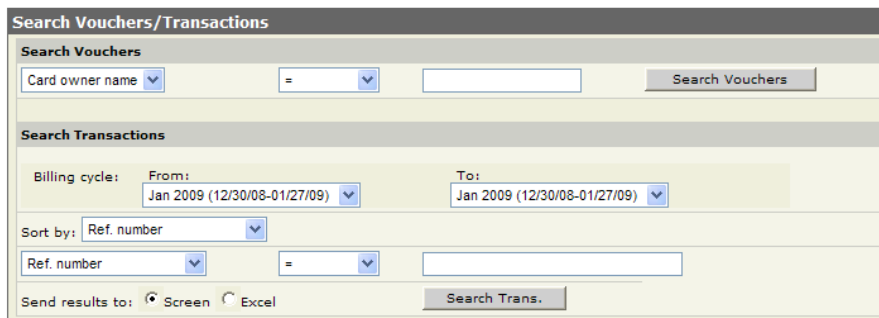
Approver Title added to Workflow Path

ProTrav now displays the appointment title for each person listed on the Workflow approval path. This will aid in assuring the appropriate levels of approvals will or have been obtained.

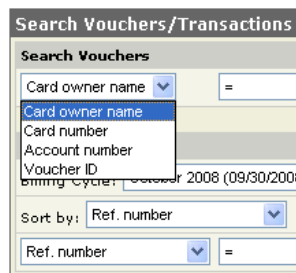
Voucher editor: PCV# P0123456						
Workflow approver history:						
Seq #	Received	Approver/Title	Approval	Routing	Y/N	Comments
2	09/19/2008	JOHNATHAN J SMITH / ASST TO THE CHAIR(MEDICINE)	May Approve	12/3456/	Y	
1	09/19/2008	JANET MARIE JONES / ACCOUNTANT	Required	Alternate	Y	
0	Initiator	JANE DOE / PROGRAM ASSISTANT	Required		Y	

Procurement Card Voucher/Transaction Search Function

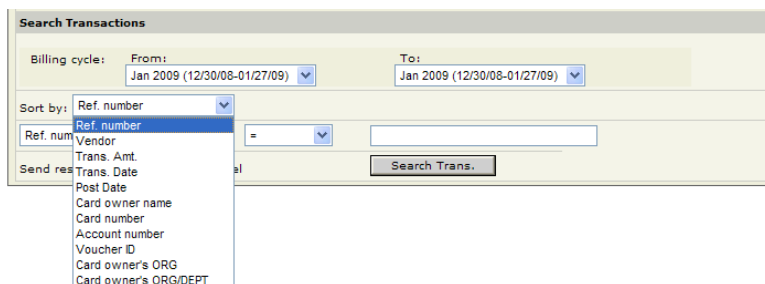
A new search function has been added that allows a user, based upon their access rights, the ability to search for a particular Procurement Card Voucher and/or transaction(s) with defined criteria. The results of the search may be sent to the ProTrav screen or sent to an excel file.



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



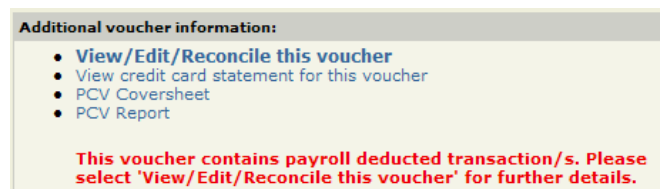
The **Search Transactions** section will allow you to specify a billing cycle range that you would like to search. You will be able to search and sort by reference number, vendor name, transaction amount, transaction date, post date, card owner name, card number, account number, voucher ID, card owner's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



Payroll Deduct Indicator on Summary Page

Text has been added to the Procurement Card Voucher summary page to indicate if a payroll deduct has been requested.

This text is intended to inform workflow approvers of the request and encourage departmental acknowledgement of the circumstance.



Display Foreign Currency Amount

Foreign currency amount now displays on the transaction information of your procurement card statement.

Line	Action	Post Dt.	Vendor	Debit	Credit	Recon.
1	Travel	06/23/2008	C N L A €243.75 EUR	390.63		390.63

Trip Set Up Calendar Will Default to Corresponding Month.

When a user is setting up a trip, the calendar that opens when you are entering the return date will default to the same month as the departure date.

Create a trip wizard Help

Steps

1. Who is traveling
2. Trip details
3. Cash advance
4. Submit to workflow

This trip is for: Individual travel
 Group/Team travel

Purpose of trip: Conference/Professional Development

Description: NAPCP conference

Comments (optional):

Funding MFK:

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR
★ ★					6025				

Depart date: 04/08/2009 **Does this trip include multiple destinations?**
 Yes No

Return date: 04/08/2009

Destination:

Country

City

April 2009

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
14			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30			

Trip Creation-Travel IACCT Default

During the creation of a trip in ProTrav, the set up wizard will ask for a funding MFK, the appropriate travel related IACCT, based upon trip destination, and trip purpose will now automatically populate for the user. It's still encouraged that the user verifies the appropriate account has been selected.

Business rule for Taxi Expenses has Increased

The business rule has been increased to require justification on any taxi expense over 65.00. Previously, the limit was under 50.00.