# **AP/TCP Invoice View Access** via ImageNow UNC CHARLOTTE

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 Access must be through a UNCC computer or Citrix portal <u>ImageNow.uncc.edu</u>





- Review step-by-step guide
- Documents
  - All Documents
    - when you are unsure if processed by AP/TCP
  - AP Invoice Processing
  - TCP Documents
- Folders
  - Travel folder shows all invoices processed by traveler/trip



- Quick Search
  - Option to search by dropdown

webnow	Documents Folders	options •   help •   disconned
Views X Documents All Documents All Documents TCP Documents My Recycled Documents Folders	AP Invoice Processing  AP Invoice Processing  Quick Search Search  Vendor ID  Vendor Name  Enter search criteria.	Document # Document T
TCP Travel	Document # -blank- Unique ID Document Type Any document key Custom property	

#### Enter information known

 800# (vendor ID), Vendor name, or Document #



• See all information submitted under that criteria

Quick Search Search					
Vendor/Traveler ID	▼ starts wit	h	▼ 800843360		→ Go
🚨 Workflow 🄇	Creat	Docum	Vendor/Tr	Vendor/Travel 🛆	Document Typ
	svang21	I0527361	800843360	Woods, Stephanie J.	Travel Reimburse
🚨 5 TCP S-Z 🛛 🍕	svang21 🕽		800843360	Woods, Stephanie J.	Travel Reimburse
	svang21		800843360	Woods, Stephanie J.	Employee Taxable
	vmast		800843360	Woods, Stephanie J.	Moving Reimburs
	sstric17	I0493027	800843360	Woods, Stephanie J.	Direct Pay Reque
	sstric17	I0493108	800843360	Woods, Stephanie J.	Direct Pay Reque
	krice19	I0497976	800843360	Woods, Stephanie J.	Direct Pay Reque
	krice19	I0497977	800843360	Woods, Stephanie J.	Direct Pay Reque
	krice19	I0497979	800843360	Woods, Stephanie J.	Direct Pay Reque
	krice19	I0497981	800843360	Woods, Stephanie J.	Direct Pay Reque
	krice19	I0497982	800843360	Woods, Stephanie J.	Direct Pay Reque
	krice19		800843360	Woods, Stephanie J.	Travel Authorizati
	krice19	I0499631	800843360	Woods, Stephanie J.	Travel Reimburse
	cwgallen	I0499877	800843360	Woods, Stephanie J.	Prepay Airfare

- Different document types
- If in workflow or not
- If on hold



#### Double Click to open specific document to view

							Tropercies			
UN	C CHARLO	OTTE REOUE	ST FOR TRAV	ELREIMB	URSEMENT		Document Key	/5	(	
Check if Bl	inket Authori	zation on file						-		
UNC Charlotte ID #	80	0843360	Date Submitted		5/13/2015		Drawer•			
Traveler's Name	Stepha	nie J. Woods	Contact Name	Contact Name Angela R. Smith						
Address Type	DD1	(i.e., DD1, VR1)	Contact Phone	687-5380		TCP Travel and Con	npiex Payments			
Address	9201 Univ	ersity City Blvd	Department		CHHS		Name			
City, State, Zip	Charlo	tte, NC 28223					321YZ63 017ZYTY6	M0002X7		
Destination	Vail, CO/S	alt Lake City, UT	Business Purpose	Holistic	Stress Conf/AVA	Meeting	Vander/Travelar ID			
Departure Date		10/8/15/	Departure Time	6:05 AM			venuor/ rraveler 1D			
Return Date	1	0/18/15 4	Return Time	11:55 PM			800843360			
Detwort	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Vendor/Traveler Na	me		
Each City Visited	10/08/14 CLT/Vail	10/09/14 Vail CO	10/10/14	10/11/14 Vail CO	10/12/14 Vail CO	10/13/14 Vail CO	Woods, Stephanie	1.		
Airfare	411.12	van, co	van, co	Vacation	Vacation	Vacation	Desument			
Parking / Tolls				, acadon			Document#			
Taxi / Bus										
Train							Trip Start/Submittee	d Date		
Rental Car/Gas							100814			
Total Miles Driven							Unique ID			
SUBTOTAL TRANS.	\$411.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Unique ID			
Hotel (Room Rate)	135.00	135.00	135.00				321YZ63_017ZXNY6L00085F			
Breakfast	8.20	8.20					Document Type			
Lunch	10.70	10.70	10.70				Travel Reimbursen	nent		
Dinner	20.90	20.90	20.90					ion.		
SUBTOTAL SUBSIS	\$174.80	\$174,80	\$166.60	\$0.00	\$0.00	\$0.00			More	
Gratuity	5/5.00									
Other (Room tax, etc.)	13.23	13.23	13.23				Custom Prone	rties		
SUBTOTAL OTHER	\$588.23	\$13.23	\$13.23	\$0.00	\$0.00	\$0.00	A Custom rrope	, deb		
DAILY TOTALS	\$1,174.15	\$188.03	\$179.83	\$0.00	\$0.00	\$0.00	Ora Code			
Total Trip Cost	\$2,079.09		Under penalties of perjur	y, I certify this is a true	and accurate statement	of	Travel 4 dramos	Ne		
Less Direct Bills			expenses incurred while	in service of the State.			Travel Advance	NO		
Less Pre-Payments							Global Green	Yes		
Less PCard Payments		-	Stal .	1 4. 8		5/alie	Vendor Invoice #			
Amount Due	\$2.079.09	-	Original Signature	f Traveler		Date	FOATEXT	No		
Fund Number	625135	1	I have examined this rein	nbursement request and	certify that it is just an	1 reasonable.	Document Number			
							Document Number			
Fund Number			TNAB	noles. 5	ball	1	Invoice Date			
		-	Dero	rau	211 1					
Fund Number			Supervisor's Signatu	re	USE ONLY	Date				
S25 baggage clai	med 10/8/15	APPROVA	L ROUTING	IS PATABLE	USE ONLY		Notes		(	
525 baggage ciai	10/0/15	Routed for approval	to:				-			
		Treasury Service	s				15			
00 Days		Research Cost M	lgmt				cwgallen - 6/1	1/2015 5:05:49	9 PM	
- 20 Days		Tax Manager					need registrat	ion receipt, a	airfare	
		Other     Rease initial and rat	TRAVEL				not correct wi	th baggage, or	ver 90	
FOATEXT		r rease mitial and ret	INVALASH TOTAL				davs			
POALEAL			INV/HASH TOTAL				days			
						Device of OTOT				
AP018 - Travel Reimburse	ment					Revised 0//2//10				



#### Folders view

- To see trip details by trip package
- Traveler 800# starts Folder name
  - Trip date
  - Traveler Name



• Double-click to see invoices processed against trip

🛱 WebNow Viewer	
File View Workflow Folders Content Help	
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🖸 Vendor/ Vendor/Trav Trip Start Type	Workflo Pages
·	
800843360 Woods, Stepha 071514 Prepay Airfare	2 7
800843360 Woods, Stepha 071514 Prepay Airfare 800843360 Woods, Stepha 071514 Travel Author	ization 7

- See by Trip:
  - Authorization
  - Any Prepayments
  - Reimbursement



### **AP/TCP View Access**

- Print option is turned off
  - Intent is electronic access eliminates need for paper copies
- Can see all pages of document
- Can be emailed as a PDF if someone needed to see document
- Will be retained per University Document Retention Guidelines
- Business Manager Guide is provided for step-bystep guidance



# **Enhanced Travel Forms Package** UNC CHARLOTTE

# **Travel Authorization**

#### Header information is entered on the Travel Authorization tab

I. Header						ls traveler al	so a student? No
	Traveler's Na	ame		UNC C	Charlotte ID #	Employee o	or Non-Employee?
	Norm Ni	ner	ier		000049	Em	ployee
Org Code	Name of	f College/Departmer	nt		Contact	Name	Contact Phone
11600	Controllers Office	/Travel & Compl	ex Paym	ents	Rebekah Ha	artberger	75759
Travel	er's Street Address	Traveler's City/St	tate/Zip	Pmt. Type	Busine	ess Purpose f	for Travel
4	9 Niner Street	Charlotte NC 28223		DD1	Attend Higher I	nference	
Trav	eler's Destination	Departure Date	Departure Date Return Da				
W	ashington DC	4/19/2015	4/23	/2015			
De	estination Type	Additional	Comment	s			
		<ul> <li>ofessional Development</li> </ul>	ofessional Development				
In State							
Out of State					-	-	
Out of Country		ayment Method			Comme	ents	

 Select Employee/Non-Employee and Destination Type from drop-down options, this sets the account coding for the trip



## **Estimate Expenses**

#### • Enter Estimated costs and select expected payment method

II. Estimated Expenses									
Estimated Expenses		Amount	Payment Method	Comments					
Airfare	\$	203.00	P-card						
Hotel (Room + Tax)	\$	744.72	P-card						
Registration Fees	\$	1,250.00	Prepayment						
Parking / Tolls	\$	16.00	Out of pocket						
Taxi / Bus / Train	\$	90.00	P-card	shuttle service from airport					
Rental Car / Gas									
Other (explain)	\$	80.00	Out of pocket	baggage and tips					
Meals	\$	105.00	Out of Pocket						
Mileage	\$	17.25	Estimated milea	ge (roundtrip): 30.0					
Total Expenses	\$	2,505.97	=						
Total Out of Pocket	\$	201.00	(Excludes airfare, lodgi	ng, or registration fees)					

 Mileage \$ amount is entered based on calculation of estimated mileage (you enter the estimated miles not the \$ amount) If entering more than 100 miles it will indicate the need to request a motor fleet

Estimated mileage (roundtrip): 10

104.0 Requesting

Requesting motor fleet vehicle?

Yes



#### **Estimate Expenses**

 Estimated costs for payment by p-card will carry over to the Reimbursement tab

#### VI. Prepaid Charges

(Confirm the charges that were previously paid using a P-Card, Direct Bill, or prepayment request)

ſ	Date of		Payment			
	Transaction	Expense Type	Method	Amount	Fund	Reference / Other Notes
1		Airfare	P-card	\$ 203.00	0	TXN #
2		Hotel (Room + Tax)	P-card	\$ 744.72	0	TXN #
3		Taxi / Bus / Train	P-card	\$ 90.00	0	TXN #
4						

- Remember to update these amounts from Estimates to Actual when processing the Travel Reimbursement
- If payment method is expected to be a prepayment or travel advance please check the box on the top of the Travel Authorization so the specialists know to look for this form

Check here if a Travel Advance / Prepayment form is attached



## Funding

- Funding and fund limits need to be noted on Travel Authorization
- Fund limit is noted by a dollar amount in the fund limit box.

III. Funding	Fund 1	Fund 2	Fund 3
Fund(s) to be charged	123456	139000	
Fund Limit (optional)	3,000.00		
Fund Approver Initials			
Required if you are not the custodian of fund(s)			

 If fund approver is different than supervisor signing form, need to have them initial the fund limit



# **Prior Approval**

 Must have prior approval by supervisor (these approvals are specified to better meet State policies)

	IV. Approval									
Prior App	roval Required by Supervisor	Signatures								
Indicate i	f any of the following apply to this trip:	By providing my name below, I acknowledge that reimbursemen expenses is subject to University travel policies and my request reimbursement must be submitted within 30 days after completion	it of travel for on of the trip.							
No	Will personal travel days occur between departure and return dates? (If yes, and airfare involved, a cost comparison must be attached)									
Yes	Excess lodging rates authorized? (e.g., above subsistence rates)	Signature of Traveler	Date							
No No	Vehicle rental authorized? Federal per diem meal rates authorized? (Int'l travel only)	By providing my name below, I acknowledge that I have examine authorization and certify it is necessary and proper. I also confir will be available to cover the estimated expenses for this authoriz	ed this m that funds zed travel.							
NO	Business-class airfare authorized? (Int'I travel only)	Supervisor's Signature	Date							

- Personal time prompts that an airfare cost comparison is needed
- Answers in this section are defaulted to the most common selections



#### **Travel Authorization**

- Once all the fields are completed print the form to get the required approval signatures
- Both the employee traveler and supervisor need to sign the form
- Does not need to be signed by the traveler for non-employee travel authorization
- If fund approver is different than Supervisor send the form to that approver for fund approval initials
- Once signed, send the hard-copy of the form with any supporting documentation to the Travel Office
- Travel Authorizations should be submitted to the Travel Office 2 weeks before traveling (when possible)



#### **Advance/Prepayments**

- If payment cannot be paid by p-card, prepayment is an option
- Need payee set up as vendor if not already in Banner (follow steps for vendor set-up)

#### II. Prepayment Request(s)

\* Prepayments should only be requested for vendors that do not accept a P-Card or direct billing arrangement.

					Pmt.			
	Expense Type	Amount	Payee	Payee's 800 #	Туре	Fund	Code	Amount
1	Parking / Tolls	\$ 50.00	Park and Go	800012345	VR1	123456	925300	\$ 50.00
2								
3								
4								
5								
	Total Prepayments	\$ 50.00		•				
							Total	\$ 50.00

- Selecting the Expense Type auto-populates the appropriate account
- Payment Type is the address type from Banner to pay \_\_\_\_\_

#### Advance/Prepayments

- Travel Advances are only allowed for Employees
- Enter amount of Advance Requested; out of pocket expenses that cannot be prepaid by other means
- Select reason for advance from the drop-down menu

				_		
Amount of Trav	\$	105.00				
Reason for Request	an o	ne week	*			
	Select					
	Traveling more than one week					
IV. Funding	Traveling outside of U.S.					
Fund(s) to be charged	Student trip / group travel					
Fund Limit (optional)	Other reason (explain)			_		
Total Prepayment charges	50.00 -		-	-		

Fund/Account is automatically coded in the prepayment section

Travel Advance	660265	G13910	\$ 105.00



### **Advance/Prepayments**

- Once all the fields are completed print the form to get the required approval signatures
- Both the traveler and supervisor need to sign the form
- Once signed, send the hard-copy of the form with any supporting documentation to the Travel Office
- Travel Advance/Prepayment requests should be submitted at least 10 business days prior to traveling



#### Reimbursement

- Header information carries over no need to re-type
- Only part of header that needs updating is Departure and Return time (time left/returned home)

00 PM
1

• Did personal travel occur between departure and return dates

Yes Did personal travel occur between departure and return dates?

• If "Yes" enter personal travel dates

Personal travel dates: 04/21-04/22/15

\*\*Attach airfare cost comparison if not previously submitted\*\*

You are reminded to submit the airfare comparison



#### Reimbursement

- Sections II and III of this form automatically populate based on the expenses entered in the expense sections (VI-IX) of this form
- If additional fund numbers are needed can add this information on the TR form directly

IV. Funding	Fund 1	Fund 2	Fund 3
Fund(s) to be charged	123456	139000	139777
Fund Limit (optional)	3,000.00	-	-

- Expenses are separated and recorded in these sections
  - Prepaid
  - Mileage
  - Per Diem Meals
  - Other Travel-Related Charges (expenses incurred while traveling)



# **Reimbursement Prepaid Charges**

#### Prepaid Charges

#### VI. Prepaid Charges

(Confirm the charges that were previously paid using a P-Card, Direct Bill, or prepayment request)

	Date of		Payment			
	Transaction	Expense Type	Method	Amount	Fund	Reference / Other Notes
1	4/9/2015	Airfare	P-card	\$ 203.00	123456	TXN# 24567
2	4/9/2015	Hotel (Room + Tax)	P-card	\$ 744.72	123456	TXN# 98754
3	4/9/2015	Taxi / Bus / Train	P-card	\$ 90.00	123456	TXN# 12345
4	4/19/2015	Parking / Tolls	Prepayment	\$ 50.00	123456	
5						

- Update prepaid charges section with:
  - Date of transaction
  - Actual \$ amounts
  - TXN#s



# **Reimbursement Mileage**

- Beginning and End dates are automatically populated
- Enter the total number of miles
- Select the reimbursement rate

#### VII. Mileage

(Enter the total roundtrip mileage actually driven using traveler's personal vehicle; then select the applicable reimbursement rate)

			Total Mileage		Amount to be	
	Begin Date	End Date	(roundtrip)	Reimbursement Rate	Reimbursed	Fund?
	4/19/2015	4/22/2015	60.0	0.575/mile (<100 miles or with motor fleet denia	34.50	123456
	Other Notes:			Select		
				\$0.575/mile (<100 miles or with motor fleet denial)		
				\$0.30/mile (without motor fleet denial)		
VI	I. Other Travel	-Related Charg	es	Alternate rate (must be lower than state rate)		

#### • If selecting Alternate rate enter the \$ amount (per mile)

Total Mileage		Amo	unt to be	
(roundtrip)	Reimbursement Rate	Rei	mbursed	Fund?
60.0	Alternate rate (must be lower than state rate)	\$	15.00	123456
	Alternate rate (per mile): \$ 0.25			

- Amount to be reimbursed automatically calculates
- Select the desired fund



## **Reimbursement Per Diem Meals**

• Rates claiming is automatically populated based upon the destination type (In State, Out-of State, Out-Of Country)



- These Rates can be changed for other rate options
  - Department lower rate claiming
  - Federal Per Diem with prior approval
- Administrative meals are entered in section IX



## **Reimbursement Per Diem Meals**

- Dates are automatically populated but can be changed
- Check the box for the meals claiming

(Enter an X for an	(Enter an X for any day that the traveler was eligible for a per diem meal. For administrative meals and alcohol, enter in section IX)										
	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 7	Date 8	Date 9	Date 10	
Per Diem Meal	4/19/15	4/20/15	4/21/15	4/22/15	4/23/15						Totals
Breakfast	х		х		х						\$24.60
Lunch	х				х			Į			\$21.40
Dinner	х	х	х								\$62.70
									Total nan d	liene meele	A100 80

IV. Other Travel Pelated Charges

Total per diem meals \$108.70

• Totals will calculate at the end and will populate in the reimbursement account code section

. Reimbursement Expense Accounting (Accounts Payable Use Only)				
Fund	Code		Amount	
123456	925300	\$	34.50	
123456	925360	\$	108.70	
	nting (Acc Fund 123456 123456	Fund         Code           123456         925300           123456         925360	Fund         Code           123456         925300         \$           123456         925360         \$	



#### **Reimbursement Expenses Not Prepaid**

• Enter all expenses that were incurred while traveling even if those expense were paid with p-card or out of pocket

#### IX. Other Travel-Related Charges

Total per dient means \$100.70

(Enter the charges that were not already prepaid)

Γ	Date of		Payment			
	Transaction	Expense Type	Method	Amount	Fund?	Reference / Other Notes
1	4/19/2015	Airline Baggage Fees	Out of pocket	\$ 25.00	123456	
2	4/22/2015	Airline Baggage Fees	Out of pocket	\$ 25.00	123456	
3	4/19/2015	Gratuity	Out of pocket	\$ 2.00	123456	shuttle driver baggage
4	4/20/2015	Gratuity	Out of pocket	\$ 3.00	123456	housekeeping
5	4/21/2015	Gratuity	Out of pocket	\$ 3.00	123456	housekeeping
6	4/22/2015	Gratuity	Out of pocket	\$ 3.00	123456	housekeeping
7	4/20/2015	Meals (administrative)	Out of pocket	\$ 48.00	139000	networking meal with constituants
8	4/22/2015	Other (explain)	P-card	\$ 42.00	123456	TXN# 32323 Internet
۵						

#### • For more than 13 lines unhide rows 106-145

106 <-- For additional lines, unhide rows 106-145

145

(Step 1. Click on row 106; Step 2. Hold SHIFT, then click on row 145; Step 3. Right-click on row 145; Step 4. Select "Unhide")



#### **Reimbursement Expenses Not Prepaid**

Recording expenses properly:

- Hotel and tax are now entered on one line (not broken out by day)
- Only separate hotel parking and "other" (i.e. internet) on different lines by payment type
- Expense type "other" should be used for internet, phone, books
- Subsistence rates can be changed for International rates or if department has a lower rate



#### **Reimbursement Expenses Not Prepaid**

Expense types of note:

- Gratuity can enter by day or together but must clarify amounts and purpose in the other notes section
- Do not enter gratuity for meals or taxi as gratuity in this section
  - Enter that under those expense types
- Option to enter Administrative meals for meals with business purpose
  - Must provide FBAE form
- Alcohol account code can be selected
  - Must be noted on FBAE form



#### **Reimbursement Expenses Accounting**

 Once all data is entered the Expense Accounting section is automatically populated with the out of pocket expense minus any travel advance issued

III. Reimbursement Expense Accou	mbursement Expense Accounting (Accounts Payable Use Only)				
Expense Account Code Description	Fund	Code		Amount	
Transportation-Ground OUT OF STATE	123456	925300	\$	34.50	
Subsistence-Meals OUT OF STATE	123456	925360	\$	71.40	
Subsistence-Other/Tip/Etc OUT OF STATE	123456	925380	\$	11.00	
Transportation-Air OUT OF STATE	139000	925280	\$	50.00	
Administrative Meals	139777	951360	\$	48.00	
Travel Advance	660265	G13910	\$	(105.00)	

 Total Trip Costs section auto-calculates, showing the total trip cost with p-card payments, prepayments, and travel advance

II. Trip Costs		
Total Trip Cost	\$	2,594.62
Less: P-Card Payments	;	(2,329.72)
Less: Direct Bills		-
Less: Other Prepayments		(50.00)
Less: Travel Advance		(105.00)
To be reimbursed to traveler	\$	109.90



### **Reimbursement Fund Limit**

 If there is a fund limit and the actual expenses exceed the fund limit an error message will pop-up to advise you of error and allow you to correct the expenses (assign another fund) before signing

IV. Funding	Fund 1	Fund 2	Fund 3
Fund(s) to be charged	123456	139000	139777
Fund Limit (optional)	2,000.00	-	-
P-Card, Direct Bills, Prepmts	2,329.72	50.00	-
Reimbursements	116.90	50.00	48.00
Total Charges Per Fund Amount exceeding fund limit	2,446.62 (446.62)	100.00	48.00

V. Approval
Under penalties of perjury, I certify this is a true and accurate statement of
expenses incurred while in service of the State.

ERROR - Please correct prior to submitting
Signature of Traveler Date
I have examined this reimbursement request and certify that it is just and
reasonable.

ERROR - Please correct prior to submitting
Supervisor's Signature Date

--Continued on next page--



#### Reimbursement

- Once all the fields are completed print the form to get the required approval signatures
- Both the traveler and supervisor need to sign the form
- Once signed, send the hard-copy of the form with any supporting documentation to the Travel Office
- Travel Reimbursements should be submitted within 30 days of the date of return and become taxable after 60 days



**Questions**?



