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Introduction

An Upper Level role is available in ProTrav for Administrative users. This role allows users to review Procurement Card or Travel related expenses at an Organizational level. This role is intended to facilitate the review, oversight and reporting of these expenses.

Users who may benefit from this role include Deans, Directors, Department heads, and other supervisory staff.

The expectations for this role include, but are not limited to, the following:

- Review card transactions in a timely fashion. Best practice encourages weekly review. At a minimum, this review should be conducted bi-weekly and daily review is available. This review needs to include heightened scrutiny of transactions that could potentially be non-business, e.g. department, grocery and home improvement store purchases.
- Monitor card requests and cards issued.
- Provide administrative oversight of delinquent vouchers and emphasize with cardholders the importance of timely submission.
- Ensure guidelines for reconciliation of card transactions have been communicated and are in practice.

Upper level reviewers must be familiar with purchasing guidelines, spend limits and associated policies and procedures.

The following training course is available:

  - eLearning training course entitled 'Procurement Card Training'.

We encourage you to share the functionality with others who may benefit.

Users with the Travel Upper Level Role will be able to access via ProTrav:

- Trips, Reimbursements, Advances for Travelers within their ORG.
- Trips, Reimbursements, Advances for expenses paid on their ORG.
- List of delinquent Cash Advances within their ORG.
- List of delinquent Cash Advances paid on their ORG.
- Reports of Travel spending, summary spend per traveler, dept, and dollars spent.
- Search function that allows you to search travel related transactions by Traveler within the users ORG.

Users with the Procurement Card Upper Level Role will be able to access via ProTrav:

- Summary of the new Pcard transactions in their ORG on a daily basis (by cardholder).
- List of "new" cards for their ORG during the past 60 days.
- List of delinquent Procurement Card Voucher for their ORG.
- Links to view cardholder’s transactions, vouchers, receipts, and card information for their ORG.
- Reports of vendor spending, summary spend per cardholder dept, and dollars spent.
- Automated e-mail notifications of delinquent vouchers and transactions that may require additional review.

The Access Request Form, found in ProTrav, must be completed to obtain this role. If you have any further questions or concerns feel free to email protrav@uni.edu.
Travel Upper Level Access

**Travel Upper Level Users:**

The Start Page/Navigation panel of the administrative user provides easy access to travel information for your ORG. There are several ways to get to this travel information and you can view it in summary form or can drill down to full detail. If you have edit rights to your ORG you will be able to make changes to trips/TEV’s; view rights allow you to view, but you cannot make changes to travel forms.

In the My Travelers Section of the Navigation Panel, you will see the Org that you have access to. When you click on the triangle by the Org name (1) the list will expand to display the travelers who are employed in and/or whose trips are funded by your Org.

To review travel details for a specific traveler, click on that individual’s name (2) to display their traveler summary.

Once you click on the individual’s name, the main ProTrav screen changes to display the information below:

Clicking on the Trips for this traveler link on the Traveler summary takes you to the traveler’s trip manager where all trips for the specified traveler are displayed. From here you can drill down to more detail about a specific trip.
**Edit Trip**—provides a detailed view of trip information: destination, trip purpose, travel dates, comments, funding account, etc.

**Create/View TEV**—All expenses for the trip are shown in detail on the Travel Expense voucher whether charged to a UNI procurement card or reimbursed to the traveler. Funding details, policy exceptions/justifications and audit errors are also displayed on the TEV.

**Trip Summary**—provides a breakdown of expenses, but at a summary level: expenses charged to a UNI procurement card, cash advances, reimbursements, funding, etc.

**Reimbursements**—displays TEV number, reimbursement amount, and date payment request was loaded into Oracle.

**Hide trip**—allows you to “close” trips once you are done viewing or working with them in order to keep the list more manageable or to display trips only for a specified time frame.
The **Reimbursements made to this traveler** link on the Traveler summary panel displays all reimbursements made to the specified traveler in the last 6 months. The time frame can be expanded to 12 months or as far back as ProTrav Data is kept. From this panel, you can again drill down to the TEV.

![Reimbursements Table](image1)

The **Advances given to this traveler** link shows details for travel advances including amount, date paid, and status of the advance.

![Advances Table](image2)
Travel Spend Reports

You can also generate the Travel Spend Report from the Reports section of the Navigation panel.

Indicate whether the report should be generated by a traveler/group of travelers or by a specific account by clicking in the circle next to your choice.

<table>
<thead>
<tr>
<th>Report: Travel Spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please select one of the options below</td>
</tr>
<tr>
<td>☐ Generate Report by Traveler</td>
</tr>
<tr>
<td>☐ Generate Report by Account</td>
</tr>
</tbody>
</table>
Generate Report by Traveler

If “Generate Report by Traveler” was selected, the following screen will display.

Enter the time period for the report. The time span cannot be greater than 12 months. The time period and results are based upon when the travel transaction/s were audit passed in ProTrav. Dates may not line up exactly with the general ledger post date, as expenses may have been posted to general ledger in a different accounting period.

As a Department Administrator your travel spend report panel will likely include three sets of travelers:
- Yourself and those travelers in your my Travelers section.
- All travelers who are employed in your Org/Department and other UNI employees whose travel expenses have been funded by your Org/Department.
- Non-UNI travelers whose travel expenses have been funded by your Org/Department

Choose the group(s) of travelers. The screen will refresh with a list of travelers in the category(s) selected. This report includes all travel expenses for all funding sources.
When upper level administrative users choose “Org/Dept Travelers”, the list will expand to include those orgs and/or Departments that they have access to. Click on the + sign to expand or collapse the selected Org/Department. Again, the list will refresh with the appropriate travelers. Select the traveler(s) by checking the box by their name. Or simply check the box next to the Org to select all travelers in that group.

When Upper Level administrative users choose “Non-UNI Travelers”, the list will expand to include those non-UNI travelers that they have access to. This list will also refresh with the appropriate travelers. Select the traveler(s) by checking the box by their name. Or click on “ALL NON_UNI TRAVELERS” to select all the travelers in that group.

Select “Generate Detail Report” or “Generate Summary Report”. Then use the scroll bar to scroll down to the bottom of the page where the report results are displayed. Screen prints of the actual report are provided later in this document.
Generate Report by Account

If “Generate Report by Account” is selected, the following screen will display.

Specify the funding period that you would like to include in this report
From: [ ] To: [ ]
The funding period represents the date that the expense was recorded in General Ledger.

Specify the Account elements that you would like to include in the report (* denotes a required field)

<table>
<thead>
<tr>
<th>Fnd</th>
<th>AY</th>
<th>Org*</th>
<th>Obj</th>
<th>Prgm</th>
<th>Func</th>
<th>Act</th>
<th>Line</th>
<th>UNI Fndn</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This report will not reflect any expenses that were moved by manual journal entry after the voucher was posted to the General Ledger.

Enter the time period for the report. The time span cannot be greater than 12 months. The time period and results are based upon when the travel transaction/s were audit passed in ProTrav. Dates may not line up exactly with the general ledger post date, as expenses may have been posted to general ledger in a different accounting period.

Specify the Account – Report can be generated by populating all or a portion of the 8-segment Oracle account elements (the Org code is a required field). The report will populate only travel related expenses and results will be limited to those travelers to whom the user has access.

Select Generate Detail Report or Generate Summary Report.

Generate Summary Report

The Summary Report displays results for the selected traveler(s), including destination and total amount for each trip funded during the specified date range. Again, the trip number is a link to drill down to the trip for more information and the vouchers associated with the trip. To go directly to the Detail Report from the Summary Report, click on the “Generate Detail Report” link at the top of the Summary Report. To review or change your report criteria click on the “Return to report options” link.
Generate Detail Report

The Detail report will display an overview of travelers, trips and associated expenses and a pie chart of expense allocation.

Below the summary and graph, details for each traveler included in the report will be displayed.
The trip default account is not necessarily the final funding source.

The trip number, displayed in blue next to the destination for each trip, is a link that enables the user to drill down to more details about the specified trip, and to the vouchers associated with that trip.

Report results can also be exported to an Excel or a CSV file/format by clicking on the appropriate button. From there the results can be sorted, totaled, etc. to better facilitate review.

**TEV’s over 30 days Report**

Users may generate a report for aging travel expense vouchers. The results of the report will display any travel expense voucher for your ORG or ORG access that has at least one out of pocket expense listed for reimbursement that has not been processed for payment. It will also display any unpaid vouchers for travelers you have listed under My Traveler’s section in ProTrav.

The initial report will display any vouchers with a return date of 30-150 days ago, but the user has the option to run the report with a trip return date of up to 365 days from today’s date.

The user has the option to export the results to Excel.

![Travel Expense Vouchers Over 30 Days Table]
Procurement Card Upper Level Access

Start Page

The start page of the Upper Level user provides an easy view of detailed information about cardholders.

The main window of the user’s start page has 3 sections that are relevant to their org access.

1. **New Cards section:** (This section currently doesn’t appear on the above start screen, but if it were to appear, it would be on the left hand side of the start screen.)

   ![New Cards Section](image)

   **New cards since 03/01/2006**

   - Doe, John L (009876)
   - Issued on 04/03/2006

   This section will define any new cardholders that have been added within the last 60 days in your org and the date the card was issued. Double click on the cardholders name to view account information for that cardholder.

2. **New transactions for the users ORG:**

   ![New Transactions Section](image)

   **New transactions for your Org/Depts**

   - Business Operations (42001)
   - (42001-)
   - Jones, Julie
   - 1 new trans. $9,808.77

   This section will list any new transactions posted to the users’ subset of cardholders since the last time you logged into the application. The grouping will be sorted by org and then alphabetically by cardholders’ last
name. By double clicking on the cardholder’s name, the user will be able to review all transactions within a defined billing cycle. Following is an example.

3. **Delinquent Vouchers:** (This section currently doesn’t appear on the above start screen, but if it were to appear, it would be in the lower right hand quadrant.)

<table>
<thead>
<tr>
<th>Delinquent Procurement Card Vouchers</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have outstanding vouchers which were not submitted before the reconciliation cutoff.</td>
</tr>
<tr>
<td><img src="Doc" alt="Doc icon" /> <strong>PC054129</strong> Andrews, Anon</td>
</tr>
<tr>
<td><img src="Doc" alt="Doc icon" /> <strong>PC066609</strong> Person, Random</td>
</tr>
</tbody>
</table>

This section shows the Upper Level user any cardholder within their org that has either an outstanding* or delinquent** voucher.

*An outstanding voucher is defined as: not submitted to the Accounts Payable Department by the 18th of the month but not yet delinquent.

**A delinquent voucher is defined as: the transactions on the Procurement Card Voucher are delinquent because the voucher has either not been received by the Accounts Payable Department or has errors which prevent it from being processed.
More Cards

Within the navigation panel of the web application you will see a section titled more Cards. This lists the Org you have access to. When you click on the triangle, the listing will expand to show all cardholders (listed alphabetically).

By selecting (double clicking) an individual’s name, the user will have the ability to view any of the following for that cardholder:

![Card action summary]

- **View card information**: View information about this account such as credit limits, card capabilities, default Account, who has access to the card, and billing information.
- **View transactions**: View or download transactions as they are posted to the bank. You may also drill-down into air and/or transaction information if it is available from the vendor.
- **View vouchers**: View details of a procurement card voucher (PCV) such as what stage a voucher is in, the final voucher report, and scanned images of receipts associated with a voucher.
View Card Information:
View information about an account such as credit limits, card capabilities, default Account, who has access to the card as a reconciler or viewer, and billing information.

[Image of card information]

- Account Manager: Account Information for account 012345
- This card is owned by: JOHN DOE
- US Bill to Address: FINANCIAL ACCOUNTING AND REPORTING
- Card details:
  - Credit limit: $5,000.00
  - Single transaction limit: $2,000.00
  - Expiration date: 7/2019
  - Has travel capability: No
- Card history:
  - This card was approved on and issued to the card holder on
- Default Account:
  - Cardholders, whose vouchers have not been audited by the last day of the fiscal year, will have their balance posted to the default account listed on their Procurement Card Agreement. A reversal entry will be made at the start of the new fiscal year and once the voucher is received, the application will process the charges as assigned.
  - To change this default Account, you will have to email ProTrav@uni.edu the change. (Note, Changing departments requires completion of a new Procurement Card Agreement.)
- Fnd AY Org Prgm Func Act Line UNI Fndn
  - 0001 00 42001 0000 61 0000 000
- Users with explicit access to this card:
  - CatID Role Assigned
  - DOEJ PCARD_OWNER
**View Transactions:**

View or download transactions as they post to the bank. You may also drill-down into transactional detail if it is available from the vendor.

![Transactions for DOE, JOHN (03/26/2016 - 04/25/2016)](image)

**View Vouchers:**

View details of a Procurement Card Voucher such as what stage a voucher is in, the final voucher reports, and scanned images of receipts associated with a voucher.

![Voucher Manager: Vouchers for Acct: Doe, John (012345)](image)
Generate Vendor Spend Report
Reporting features have been added to allow for quick results. The report summarizes organizational and departmental spending. Under the reports section, there is a link for Vendor Spend Summary.

A vendor summary report can be created for a specific billing cycle or time period. In addition, the report can include a particular cards’ spend or all of the cards for your defined org. segment.

The illustration on the next page depicts the results of running the report for all cards in my org(s).
Vendor Summary Report
Transactions for between 07/01/2015 and 04/07/2016

Report Summary
Total transactions: 150
Transaction sum: 43,391.63
Unique merchants: 115

<table>
<thead>
<tr>
<th>Rank</th>
<th>Vendor</th>
<th>Trans. Sum</th>
<th>% of sum</th>
<th>Trans. Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HY VEE 1052</td>
<td>5,752.59</td>
<td>13.28%</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>PHEASANT RIDGE GOLF</td>
<td>3,095.96</td>
<td>7.13%</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>HOLIDAY INN EXPRESS VERMI</td>
<td>2,908.20</td>
<td>6.70%</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>CLARION INN HOTEL CEDA</td>
<td>2,816.80</td>
<td>6.49%</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>NIKE INC</td>
<td>2,683.90</td>
<td>6.14%</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>HOLIDAY INN EVANSVILLE A</td>
<td>2,651.10</td>
<td>6.13%</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>DAYS INN &amp; SUITES</td>
<td>2,501.25</td>
<td>5.76%</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>HILTON HOTEL AMERICAS</td>
<td>1,318.53</td>
<td>3.04%</td>
<td>2</td>
</tr>
</tbody>
</table>
Upper Level Transaction Review

Those with the ProTrav upper level administrative review role will receive an automated e-mail identifying transactions in their area based upon merchant type and goods/services that may require immediate or additional review. As this review should occur prior to the voucher being reconciled, it’s expected to be informal and primarily involve a basic questioning of purchases based upon the reviewers’ understanding of departmental needs. The transaction review should include an evaluation of the vendor and transaction amount to aid in the early detection of fraud or misuse and provide beneficial departmental financial oversight. To access this data directly an administrative transaction report is also available in ProTrav for download to Excel or CSV (comma separated format). This report may be run by cardholder, “my cards” or at an org. segment level. Once downloaded the data can be sorted and filtered to facilitate department review.

Users may search by a certain billing cycle or date span. They may also run the report for all cardholders in their ORG/T or for an individual cardholder. The results may be exported to excel or CSV for further sorting and filtering of the data. The online report results also contain an active link to the voucher for quick access if needed.