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CONFERTEL

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>> The conference is now started.

This conference is now being recorded.

Welcome to the USDA webinar concur Federal routing official training.

Your speaker for today's program is Daniel Jones.

I will now turn the call over to Daniel, please begin.

>> Hello and welcome to the USDA approver webinar for Concur government edition or CGE as you will hear it referred to today, I'm Daniel Jones and a training consultant here at concur. First I'll go over some class guidelines of basic things on how the webinar will go.

You will view my desktop and web browser in today's class and the class duration will be approximately one hour.

Next I'll cover the class agenda.

We are going to go over the log in page and various password procedures and next we will discuss the CGE home page and navigate through CGE through the home page.

And I'll cover the approval tab whereas improving official you are going to spend the majority of your time approving documents.

Within the approval tab I'm going to cover a few different icons and what those icons allow you to do as approver, first icon will be the select document icon, then I will cover the preview document icon. I'll cover the review document icon, the view change reservation icon, the adjust document icon and lastly I'll cover preaudits and stamping documents.

So this is what I will go ahead and exit out of my power point and open up my web browser and today I'm using Google chrome but you can use Internet exposure or fire Fox or anything that is with CGE and to get there you type in CGE.concur solutions.com and here you are brought to the current page that I'm viewing.

Look towards the center of your screen and you see a user name field and your user name is an EIN number employee identification number at USDA.gov

Your EIN is unique 26-digit number you should receive prior to your first log in.

Your pass ward will be case sensitive and can contain numbers as well as special characters.

If you happen to forget your user name or your pass ward we have two links down here which can assist you in recovering that information At this point I'm going to go ahead and log in the training profile I will be using today

Now that I've successfully logged into CGE and brought to the CGE home page, you focus your attention to the upper left hand corner and there is a welcome Daniel approver and Daniel approver is the name of the profile I happen to be using for today's demonstration but in your live environment you would of course see your actual name in bold.

To the right of that name we have the last logged in date

This is the date in which the profile is most recently accessed.

Just a security feature if you need to access that information.

On the right hand side of our page we have to links, one link says help and I will go ahead and select the help link.

In the help link it will bring up page specific information to the current page you are navigated on and we are on the CGE home page and selecting the help link will bring up information regarding the CGE home page.

You will notice if I hover my mouse you can select user help.

Selecting user help will bring up a comprehensive guide to CGE so if you forget anything that I covered in the class or would like some additional information regarding a specific topic, this can be a helpful resource in finding that information.

To the right of the help link we have the log out link and the log out link is how we can exit the system and selecting log out it will log you out of the profile you are currently logged into.

Continuing forward on the left hand side of our page below the concur logo we have a blue menu tool bar and collectively selected is the home tab and we are on the CGE home page.

But as a traveler you can book travel reservations by going in the travel tab.

You can view or create authorizations and view or create vouchers As an approving official you are going to spend the majority of your time in the approval tab approving documents.

And lastly the recording and the administration tab are strictly for administrative personnel.

So if that is something that is outside of the scope of your typical travel role that is something you would not be participating in typically you would not see these to tabs within your live profile Then lastly we have the profile tab where you can access your personal information, you can change your password and you can access the

system's settings.

Below the blue menu tool bar we have I want to box and it has quick links of shortcuts to various actions with the system

For instance if I were to select this link down here which says edit my profile that would bring you to the same place as selecting the personal information link located under the profile tab.

CGE offers multiple ways to get to the same location based on your preference.

Below the I want to box we have an alert box, this alert box contains specific alerts to your profile.

For instance if your password was going to expire in the near future there is an alert within this box indicating that to you.

To the right of the alerts box we have an important information box, this important information box will contain information specific to USDA regarding CGE so anything that USDA feels is important news with CGE can be contained in the important information field.

Below that we have awaiting approval box.

This is just a place on the home page where documents which are awaiting your approval are listed.

This concludes the CGE home page.

The next tab I would like to go ahead and access is the approval tab so I want to go to the blue menu tool bar and select approvals.

After selecting approvals you will see that I have a list of links and a sub menu.

From here I can select view all documents awaiting approval and select approve authorizations to view only authorizations awaiting approval, I can or I can select approve vouchers to view only vouchers awaiting approval.

Continuing on on the right hand side of our page we have a list of buttons here.

This very first button says hold selected documents.

This is for an auto approval process.

USDA does not use an auto approval process so this button is not necessary for us to cover today.

To the right of the hold selected documents button is a preaudit selected documents button.

So at the time a document is submitted it's run through a list of preaudit tests.

If you would like to view the preaudit test of the document, you can simply select the document which I will cover later on how to select a document and then choose the preaudit selected document button located here.

If you would like to view the preaudit and stamp the document, you can simply select the button which says preaudit and stamp selected document.

Continuing on on the left hand side of our page we have some search criteria

This search criteria will allow you to more easily filter your approval cue.

The very first search criteria and we are strict to completed documents is a feature that will be removed in the near future. This feature would allow you to view documents which you already approved

This feature is going to be replaced with a link to view previously approved documents

So we will be a more -- an easier way to access previously approved documents.

To the right of this check box we have sort by drop down menu and sorted by days in cue.

By selecting the drop down menu you will see I have other options and ways I can sort my approval cue.

So currently selected is days in cue but I can sort by awaiting status, departure date, document type, et cetera.

So I will go ahead and leave days and cue selected.

To the right of days and cue I can search for a specific number of days in cue.

For instance if I were to type four, into this box I would be viewing documents which have been in my approval cue a minimum of four days. So any document which has been in my approval cue three days or less would be removed or not removed excuse me would be filtered out of my approval field.

Below the search days and cue we have the list documents section.

From here we can select all documents or deselect all documents.

Next I'll go over the approval cues and the information displayed in the approval cue.

So the very first column says action, this is where all of the action icons are located.

And I'll be going over all of these icons in detail just a little bit later on after I cover the approval cue information.

To the right of the action column we have a document type, whether it's a voucher or an authorization, those are abbreviated.

Next we have the document name

In this case this is an unique document number and name associated with the document.

The same goes for the control number that is another unique number, associated with the document.

To the right of control number we have the trip description

So in case this is a description entered by the traveler that is used to identify the trip when looking at a list of trips or a list of documents.

To the right of trip description we have the departure date of the trip.

To the right of departure date we have the traveler's name.

And then to the right of the traveler we have an in use by column.

If a document happens to be in use, you will see an asteric within this column.

If a document happens to be in use you are unable to stamp and submit a document excuse me you are unable to approve a document or even

open the document to view if it happens to be in use.

To the right of the in use by column we have the awaiting status column and this is the status the document is awaiting in order to continue in the routing process.

To the right of the awaiting status column is the number of days the document has been in cue.

So both documents have been in cue less than one day

I've created them earlier today.

To the right of days in cue we have the total cost of the trip.

Then to the right of total cost we have the net to travel.

Net to traveler is all of the reimbursable, a total of the reimbursable expenses and the traveler may be reimbursed for.

To the right of the net to travel we have the advances

So your computed advance is going to be the advance that the traveler is eligible for, the maximum advance amount so in this case it's \$1550.54, the actual advance is the requested amount of the traveler and they requested 0 dollars of their allotted \$1050.

So that concludes the approval cue information.

Next we will be covering the various action icons.

So the first action icon is the select document icon.

It appears to be a green plus sign over a white document.

I'll go ahead and select that icon now.

You will notice once I select the icon that document is then highlighted in a slightly lighter color and appears to be a light pink and replaced by a green circle.

This is indicating to me I have now selected that document.

Once selecting the document I can either view the preaudits or I can view the preaudits and begin to stamp the document.

I don't want to preaudit or stamp the document yet so I will deselect the document by selecting the circle icon.

To the right of the select document icon we have the preview document icon, I'll be coming back to the icon shortly and I will go over these in slightly out of the order.

Next we have the review document icon.

I'm going to go ahead and select the review document icon and it appears to be a piece of paper just a simple document icon.

So now we selected the review document icon I will go over some information that is displayed for us, the first section says traveler detail and we see the traveler's ID, the traveler's name, the organization that traveller is apart of.

Next we have some document information.

And document information is going to contain the trip purpose, TDY location, dates of travel, per diem rates for that location and lastly a document description.

The reservation details are going to contain a list of the reservations that the traveler has booked so in this case we see lodging.

See the cost of the lodging.

Lodging location

And specifics regarding the lodging.

Next we have commercial carrier and you will notice commercial carrier is listed four times.

The reason commercial carrier is listed four times is because there are four separate legs to this traveler's flight.

We also have the abbreviated rental and stands for rental car and there are specifics regarding the rental car reservation.

Continuing down the page we have some expense detail.

This expense detail section has a list of expenses that the traveler added.

So these include expenses such as their airfare, their lodging, we have a parking expense, we see the rental car expense, there is a taxi expense on here and a long list of expenses that the traveler added.

We see the date of the expense

The expense description.

The expense category.

The cost of the expense.

And lastly the payment method.

Let's go ahead and scroll down the page a little further and continue on

Next we have per diem allowances and the costs of the trip.

Next we have the other authorization details.

So when a traveler is booking reservations, if they happen to select a reservation that is outside of your travel policy they are required to enter a justification for why they selected that reservation.

Underneath this other authorization detail section we will see a list of those justifications

So here it says higher right and booked traveling with equipment and in the remarks box the traveler wrote I need an SUV to transport equipment so here we know the traveler booked an SUV instead of a compact or economy car as the rental car selection and we will cover this a little bit later on when we get to the reservations section and we will see what reservation the traveler did book.

Continuing down the page we have some accounting details information.

So here we can view the lines of accounting that the traveler added.

In this case both of the labels of the lines of accounting are account A and account B.

Traveler added two lines of accounting.

We see some specifics regarding the elements of that line of accounting, classification codes.

The amount of expenses allocated to each line of accounting is listed.

And the percentage allocated and they allocated based on percentage and in this case there is 50% of expenses on each line of accounting and so she split his expenses right down.

And the estimated cost of the trip.

And any advance that was requested.

In this case there is no advance requested.

This, enter comments is where they can put comments for the approver

to see and if there is something specific to be aware of as an approver this is the box they would enter the information into.

Next we have the document routing list.

Document history.

Document was created and edited multiple times or submitted by someone other than the traveler and all of that is recorded in the document information.

Lastly at the very bottom of the page we have this attach a file section.

So by selecting review document icon at the very bottom here we can view any supplemental documents that the traveler attaches to their authorization.

So if I go ahead and select view receipts I can then view any documents that the traveler has uploaded.

The traveler has not uploaded any documents for us to view here so receipt images are not available.

So this concludes the review document icon.

At this point I'm going to go ahead and close out of this window.

The next icon I would like to go over is this view change reservations icon and it appears to be a document with a blue bar running across it

So I'm going to go ahead and select that icon for this document.

So from within this icon, this page that we are currently viewing we have two tabs to choose from, the first tab is the request status history tab and I'll go over the information displayed here.

First we see the item name, in this case this is the trip name.

Trip from Washington to Denver.

The trip description.

Who submitted this authorization, in this case it was Daniel Jones.

The date that the authorization was submitted.

This last ticket date located here, this is the last date in which the document can be approved and still be ticketed.

So assuming these are non- -- assuming these are refundable fares the ticket will be 48 hours prior to their departing flight.

Next we have the conference name.

If there is any special authorizations we would see those details here.

The trip purpose, in this case training.

Authorization number.

Document status, currently the document has a status of submitted.

Let's go ahead and scroll down and I'll go over some of the important information here.

The very first section, flight segment and this is the air segment and we see the text here which says no rules were broken and that indicates to us they chose an in-policy reservation.

Next we see the car segment.

You will notice that the car segment does not have that no rules were broken selection or a text excuse me.

That indicates that they selected a rental car outside of their travel

policy.

And lastly we see the hotel segment in which no rules were broken so they did choose an in-policy hotel reservation.

If we continue down the page a little ways, we will see the reservation that they booked.

So in this case it says their car type intermediate SUV, automatic transmission.

Who they booked their rental car with, in this case Thrifty and if we continue we see specifics with the rates of the reservation and this was a \$49 daily rate.

As it was chosen.

Then directly below that we have the following rules compliant options were presented but not chosen.

So here we can see all of the economy and compact cars the traveler could have selected but chose not to.

So in this case our traveler selected an SUV and we saw that justification on the previous page on the summary page.

But we saw that they said they were going to be traveling with equipment.

So at this point I'm going to go ahead and close out, oh, there is one more tab I need to cover, excuse me.

I scroll up a little ways.

I'm going to go ahead and select the travel itinerary tab.

The travel tab will contain a list of the reservations that our traveler booked.

So the very first section the trip overview section and we already covered much of this information but from here you can see the start and end dates of the trip, the date the reservations were created, the trip description, the trip purpose, et cetera.

If I go ahead and scroll down the page a little ways you see the reservations that our traveler selected.

In this case we can see their departing flight and departing from DCA to Houston Texas where they have a connection.

And then from Houston they are flying to Denver.

This is their rental car reservation.

You can view the details of their hotel reservation

And then their return flight.

We also have the total estimated cost of the trip.

So at this point I'm going to go ahead and close out of the window.

Next I'll go over the icon in which I skipped.

This is the preview document icon.

I'll go ahead and select this icon and it appears to be a document with a magnifying glass over the document.

I'm going to go ahead and select keep the document.

Again and open the document.

Go ahead and zoom in so you can see a little bit better.

So this is the preview document icon.

It contains the same information as the review document icon, that web-based summary that I opened up earlier

The only benefits to having this PDF version is it allows you to print the document.

So that is the main benefit of a PDF, the information displayed here is the same as the information displayed in the web-based view, in the preview document icon.

But the benefits of having this PDF is it allows you to print it and you can save and attach the document in an e-mail if you need to e-mail it or anything to that effect

I'll go ahead and close out of this window because we have already covered this information.

It's just displayed in a slightly different format

The final icon I will cover is the adjust document icon.

It appears to be a piece of paper with a pencil and I will select that document icon.

From here we are prompted to open the document by selecting edit document

Or we can get the document as view only.

So selecting edit document will open the document and allow us to edit any aspect of the document if we ever needed to and edit expenses and lines of accounting and anything the traveler can edit we can edit as an approver

If you would like to simply view all of the details of the document but not edit anything, you can simply get the document as view only.

And lastly if you don't want to open the document in any format you can select cancel opening document.

So at this point I'm going to go ahead and open the document by selecting edit document.

This is what the authorization looks like, so this is the authorization just as the traveler sees it when they are editing the authorization and submitting the authorization.

As you can see we have an orange progress bar at the very top and we are in the process of the authorization

We are in the approval process.

So here we see a list of tabs.

These list of tabs are how you can navigate through the authorization.

So we begin on the summary tab.

We have already covered much of this information in the summary tab.

This was the same information that was displayed in the preview document as well as the review document.

So I'll go ahead and advance to another tab since we have already covered this information and go into a general tab.

From within the general tab I will point out some of the fields.

Any field which has a red icon that is going to be a mandatory field, so it's going to require that you input an entry into that field.

The traveler has already input all of this information

So from here we can see the type code, the trip purpose, and the document description.

So everything appears to be in order here and I will go ahead and advance yet again to the expenses tab.

This expenses tab is where the traveler enters their expenses that they may incur during their trip so if we scroll down we see a list of the expenses on the left hand side.

You can see baggage and lodging and parking expenses and taxi cab expense.

If we needed to edit any of these expenses for the traveler you can simply select the pencil icon next to that expense.

If you wanted to add additional expenses you can do so on behalf of the traveler by selecting add expenses as well.

As an approving official you have the ability to alter the expenses for the traveler, if that is something that is kind of outside the scope of what your role would be, then you don't have to concern yourselves with actually adding or editing expenses.

Next I'll go ahead and cover the accounting tab.

The accounting tab is broken up into two sections, the upper portion contains a master list of accounting code and there is only two accounting codes that I uploaded for this user to use, account A and account B.

But there could be a long list of accounting codes in which you can search for a specific accounting code if there is a very long list.

The way you would go about adding an accounting code to your document by simply just selecting the label so that is what the travel did in this case, selected the label of the accounting code and added the accounting code.

The lower portion of your screen or of my screen contains a list of the accounting codes which have been added or which the traveler added. In this case we see the label account A and B have been added.

On the right hand side we have two allocate links and selector either one will allow you to allocate between the lines of acting and this is what the traveler completed for us and to the right of the links you can see the amount the traveler allocated.

If we wanted to remove or edit one of these lines of accounting you can simply select the pencil paper icon to edit or the red X to remove.

You do have the ability to edit all of this accounting information as an approver.

Next I'll cover the preaudit page.

I will go ahead and click perform preaudits.

So when a document is submitted it is checked for irregularities it may have

Currently we see the document name, document type and in this case it's an auth standing for authorization, the traveler's name, Daniel Jones and pass

So pass is indicating that all of the audits passed successfully and there are no fails.

You may also see a status of fail indicating that some of the audits failed.

If I go ahead and scroll down I will show you what the audits look like.

We have audits here like noncontract fare so if the traveler selected

a noncontract fare they would have a status of fail instead of pass. If a traveler has a status of fail for one of these preaudits they are required to enter a justification.

And the justification would be displayed right below the fail, so it would say fail and then there would be a comment here explaining the reason for that fail.

So I'll go ahead and scroll back up

This is the preaudit page.

And next we will go in the confirmation tab.

So from this confirmation tab the most important location to take note of is the status to apply

So this tab is one place in which you can submit or approve an authorization

So the most important thing is to select the appropriate status.

If I wanted to approve this authorization I would simply leave the status of approve selected and I could go to the right hand side and select stamp and submit document.

If I wanted to return the document back to the traveler for them to make corrections to the document I can select the drop-down menu and from these long lists of statuses to apply which are in alphabetical order I can select return.

After selecting return you will notice that I have a remarks box here and I can type within the remarks box what's wrong with the document or what I would like the traveler to fix regarding the document. Everything appeared to be in order regarding this document in my opinion so I'll go ahead and approve the document by selecting approve.

If I happen to make any adjustments or corrections to the document and I now realize I would like to stamp the document without those corrections, you can simply check this check box, stamp document without corrections

If you don't make any corrections to the document you do not have to check the check box, you can simply stamp and submit the document with your status.

So I'm going to leave approved selected.

And I'm going to go to the upper right hand corner and select stamp and submit document.

From here we again have another place in which we can view the preaudits

As you can see pass is indicating that all of the audit results successfully passed.

I can now continue stamping the document.

And last thing I am brought back into my approval cue.

So the document which I just approved has now left my approval cue and it's no longer here.

And I have a voucher left.

So now I have covered how to stamp a document from actually opening the document up and going into that confirmation tab, I would like to show you one other way in which you can stamp and submit a document.

Assuming I had already gone through all of the documents information and viewed the document I can select the select document icon.

Now that the document is selected I go to the upper right hand corner and I select preaudit and stamp selected document.

After choosing preaudit and stamp selected document I now can view all of the preaudits on this page.

Now I have a status of fail

A status of fail is indicating that the account codes are not the same as they were in the authorization, so the traveller is using different lines of accounting for his voucher than the authorization and he should not be doing this and I will stamp this return to return this document back to the traveller.

So I'm going to go ahead signing the document.

And from here I'm brought to the other place in which I'm stamping my document so this is one other location in which you can stamp your document.

From the status to apply I would like to apply the status of return to return the document back to the traveler.

In the remarks box I'm going to write accounting codes on voucher. Do not match accounting codes on authorization.

So now I have input the remarks for the traveler to see and stamping it returned I can return it to the traveler and I will stamp selected documents

And from here I am brought to the document stamping log and see the voucher type and name and traveler, stamp of returned.

And the results section indicates the text in which I have entered. I'm going to close the stamping log.

And this same document now appears in my approval cue and appears there was an error when I submitted the document by selecting it.

And I believe that was because I selected a status of return.

So I would have to actually open the document up to select the status of returned.

So this concludes the end of the approver webinar

I'm going to go ahead and stamp the document returned by opening it up, just to show you

Hopefully this document will submit successfully.

I'm going to apply a status of returned.

Stamp and submit document.

And now I have successfully submitted the document.

So unless I made an error that I did not realize that I made, when submitting the document the first time, I had to go in the document to submit it.

So that concludes the end of the approver webinar.

We have covered everything that you would need to know as an approver, all of the information that is displayed.

I'll go ahead and open the power point up one more time just to review the agenda so we covered a log in page and reviewed the CGE home page, we covered the approval tab.

And from within the approval tab we covered all of the icons, the

select document icon, the preview document icon, the review document icon, the view cage reservations icon, the adjust document icon. And we covered preaudits and stamped the documents. So that concludes the end of today's class and I hope you found it informative and thank you for listening.

>> Thank you Daniel this concludes today's USDA training webinar. Thank you for attending.