How to Use Fast Reporting for TEM

Looking for a way of searching for TAs you have already approved? Want to be able to track your Travel expenses by year or reference a prior trip without touching paper?

1. Open Fast under the Technology Tools on myWestern

![myWestern screenshot]

2. Agree to the Code of Responsibility

![Code of Responsibility screenshot]

3. Select Finance Reporting from the Applications menu

![Applications menu screenshot]

If you have any questions regarding entering Travelers ID or understanding TEM FAST reports Contact Devlin Sweeney at x4550 or via email at devlin.sweeney@wwu.edu.
4. Select TEM Reports and Select Query or Query by Acct

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TEM – Query Report

The query report was designed for a user who already has a question in mind, need to know what travel Employee X has done? Or I need to follow up on the expenses I just approved? Or can I see if any of my specified employees have submitted any travel requests in the last month?

Once you run the report you will have additional options as drill downs (for this example I am going to look at some sample travel documents I have done, so I will enter my own W number)

You will notice that some TAs don’t have TRs, this is because I have not filled for reimbursement for these TAs. Clicking the report name will drill down to the itinerary level.

The row with both the TA number and TR number represents the TR’s itinerary while the row with just the TA represents the TA’s itinerary.

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Selecting the TA number will give you a breakdown of the expenses with date and description.

The TA Face Amount is the travel cost, however if it is a “non-reimbursable” expense the estimated pay amount will be zero (as shown on the “Out-of-State Airfare” expense above)

Selecting the Estimated Pay Amount for any expense item will give you the breakdown by FOPAL

If there is no funding string available then it is a non-reimbursable expense

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Query by Acct was designed as a financial tool for budget authorities to look at the activity on their FOPALs by entering your funding string you can tailor the report to the time range you wish.

Once you have run the report you can drill down on TRs and TAs just as if you had searched them in the Query report.

The right side of the report shows the name of the user that entered the information (this can be the traveler or the delegate depending on who started the TA/TR) and the amount.

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