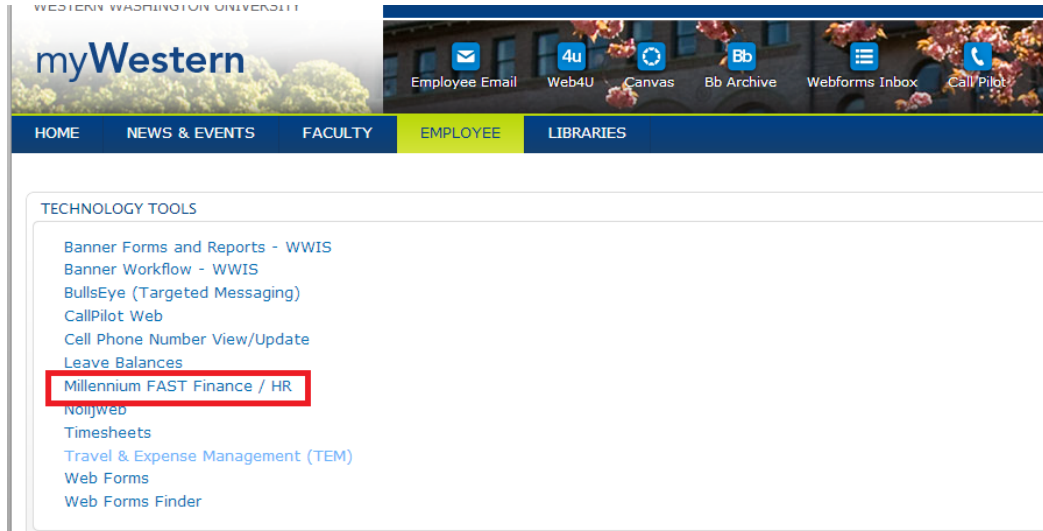


# How to Use Fast Reporting for TEM

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?

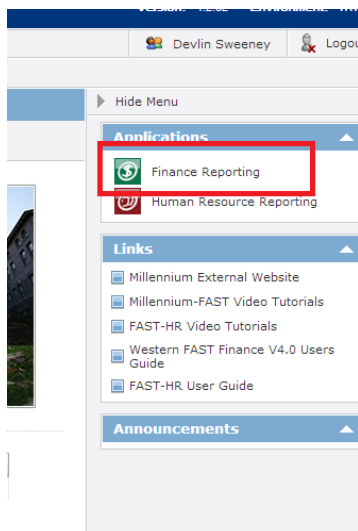
## 1. Open Fast under the Technology Tools on myWestern



## 2. Agree to the Code of Responsibility



## 3. Select Finance Reporting from the Applications menu



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](mailto:devlin.sweeney@wwu.edu).

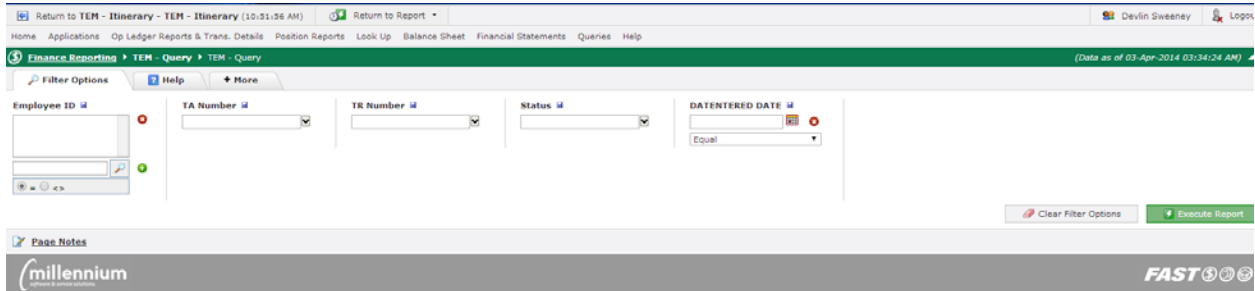
## 4. Select TEM Reports and Select Query or Query by Acct

The screenshot shows the 'TEM - Accounting' interface. The top navigation bar includes 'Return to TEM - Accounting - TEM - Accounting (01:27:42 PM)', 'Return to Report', and a menu with 'TEM Reports', 'Look Up', 'Balance Sheet', 'Financial Statements', 'Queries', and 'Help'. The 'TEM Reports' menu is open, showing 'TEM - Query' and 'TEM - Query By Acct'. Below the navigation, there are tabs for 'Application Info', 'Dashboard', and 'Print Reports'. A message box states: 'Please input your desired report parameters. You can click on the magnifying glass to lookup a field.' The 'Chart(s):' section has a list of checkboxes: '1 - Western Washington University' (checked), '2 - Western Foundation', '3 - Alumni Association of WWU', '4 - Western Crossing', '8 - Statement RJE', and '9 - Memo Funds-WWU'. Below this are input fields for 'Index:', 'Fund:', and 'Orgn:', each with a magnifying glass icon for lookup.

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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)

The screenshot shows the 'Report Results' section of the TEM Query report. The 'Employee ID' is set to 'W00868341'. Below the filter options, there is a table with the following data:

Row #	Date	TA Number	Report Name	Report Description	Emp.ID	Name	TR Number	Status	Travel Purpose	Travel Type	Entered By
1	05-Nov-2013		test		W00868341	Sweeney, Devlin	TR000703	In Process	Speaker/Perform	Foreign Travel	Sweeney, Devlin
2	20-Nov-2013	TA001137	Test		W00868341	Sweeney, Devlin		In Process	Retreat	Foreign Travel	Sweeney, Devlin
3	02-Dec-2013	TA001189	Asia Test		W00868341	Sweeney, Devlin		In Process	Job Duties	Foreign Travel	Sweeney, Devlin
4	10-Dec-2013	TA001245	Test		W00868341	Sweeney, Devlin		In Process	Retreat	Foreign Travel	Sweeney, Devlin
5	19-Dec-2013	TA001346	Los Angeles CA 12/27/2013	TEM Conference	W00868341	Sweeney, Devlin		In Process	Conference	Out-of-State Tra	Sweeney, Devlin
6	31-Dec-2013	TA001402	Pay no attention to the man test		W00868341	Sweeney, Devlin		Denied	Job Duties	Out-of-State Tra	Sweeney, Devlin
7	09-Jan-2014	TA001592	Anaheim CA 04/05/2014 Cc	Ellucian Live	W00868341	Sweeney, Devlin		Approved	Conference	Out-of-State Tra	Sweeney, Devlin
8	09-Jan-2014	TA001385	Anaheim CA 04/05/2014	Ellucian Live	W00868341	Sweeney, Devlin		Approved	Conference	Out-of-State Tra	Sweeney, Devlin
9	22-Jan-2014	TA001746	report		W00868341	Sweeney, Devlin		In Process	Study Abroad	Out-of-State Tra	Sweeney, Devlin
10	23-Jan-2014	TA001771	iceland		W00868341	Sweeney, Devlin		In Process	Research	Foreign Travel	Sweeney, Devlin
11	05-Feb-2014	TA001932	perfect test		W00868341	Sweeney, Devlin		In Process	Professional Dev	In-State Travel	Sweeney, Devlin
12	10-Feb-2014	TA002006	Los Angeles CA Feb 27		W00868341	Sweeney, Devlin		In Process	Conference	Out-of-State Tra	Sweeney, Devlin
13	12-Feb-2014		INACTIVE Los Angeles 02/0	INACTIVE	W00868341	Sweeney, Devlin			Conference	Out-of-State Tra	Sweeney, Devlin
14	25-Feb-2014	TA002165	Los Angeles CA 02/29/2014	TEM Conference	W00868341	Sweeney, Devlin		In Process	Conference	Out-of-State Tra	Sweeney, Devlin
15	25-Feb-2014	TA002160	smeg		W00868341	Sweeney, Devlin		In Process	Club - AS Club	Out-of-State Tra	Sweeney, Devlin

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 screenshot shows the 'TEM - Itinerary' report. The 'Portfolio ID' is '68915'. Below the filter options, there is a table with the following data:

Row #	TA Number	TR Number	Employee ID	Name	Travel From	Travel To	Start	End
1	TA002448	TR002002	W00868341	Sweeney, Devlin	Bellingham WA	Seattle WA	18/03/2014 12:00:00	18/03/2014 11:59:00
2	TA002448		W00868341	Sweeney, Devlin	Bellingham WA	Seattle WA	18/03/2014 12:00:00	18/03/2014 11:59:00

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.

Return to TEM - Query - TEM - Query (01:18:48 PM) | Return to Report

Home Applications Op Ledger Reports & Trans. Details Position Reports Look Up Balance Sheet Financial Statements Queries Help

Finance Reporting > TEM - TA Query > TEM - TA Query

Filter Options Report Results Help + More

Travel Authorization = TA001346

Row #	Date ^	TA Number	Description	Entered By	TA Face Amount	Estimated Pay Amount
1	27-Dec-2013	TA001346	Out-of-State Lodging - Exceeds Per Diem	Sweeney, Devlin	175.00	175.00
2	27-Dec-2013	TA001346	Out-of-State Airfare	Sweeney, Devlin	400.00	0.00
3	27-Dec-2013	TA001346	Registration	Sweeney, Devlin	300.00	300.00
4	27-Dec-2013	TA001346	Mileage	Sweeney, Devlin	113.00	113.00
5	28-Dec-2013	TA001346	Out-of-State Lodging - Exceeds Per Diem	Sweeney, Devlin	175.00	175.00

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

Return to TEM - TA Query - TEM - TA Query (01:24:48 PM) | Return to Report

Home Applications Op Ledger Reports & Trans. Details Position Reports Look Up Balance Sheet Financial Statements Queries Help

Finance Reporting > TEM - Accounting > TEM - Accounting

Filter Options Report Results Help + More

Expense/Accounting XRef = 63477

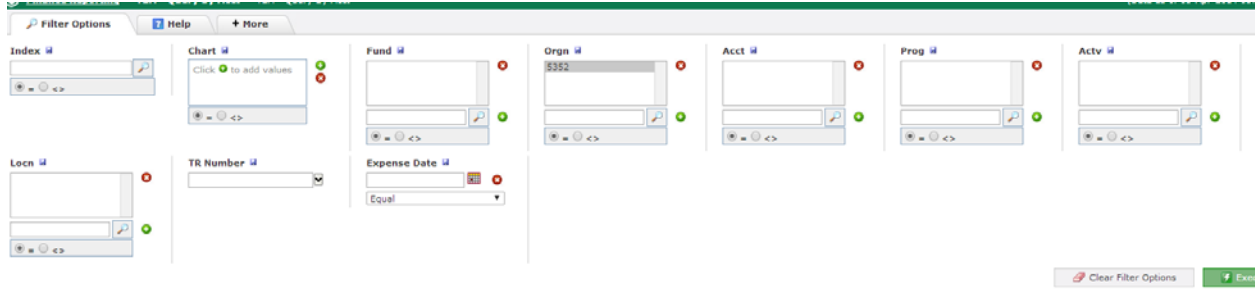
Row #	Index	Tran Date	Chart	Fund	Orgn	Acct	Prog	Actv	Locn	Data Type	Posting ID	Source	Owner ID	DBLAMOUNT
1	FOFSY	19-Dec-2013	1	10200	5336	E193	082SYS			EXPENSE	W00868341	Banner	SWEENED	300.00

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

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# TEM – Query by Acct Report

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.

Orgn = 5352

Row #	Expense Date	TA Number	TR Number	Index	Chart	Fund	Orgn	Acct	Prog	Actv
1	01-Nov-2013		TR000904	FSFAAS	1	24007	5352	E353	082FIS	
2	01-Nov-2013	TA001069		FSFAAS	1	24007	5352	E375	082FIS	
3	01-Nov-2013		TR000904	FSFAAS	1	24007	5352	E375	082FIS	
4	01-Nov-2013	TA001025		FSFAAS	1	24007	5352	E353	082FIS	
5	01-Nov-2013	TA001025		FSFAAS	1	24007	5352	E351	082FIS	
6	01-Nov-2013		TR000707	FSFAAS	1	24007	5352	E351	082FIS	
7	01-Nov-2013	TA001069		FSFAAS	1	24007	5352	E351	082FIS	
8	01-Nov-2013		TR000904	FSFAAS	1	24007	5352	E370	082FIS	
9	02-Nov-2013	TA000659		FSLOAN	1	24007	5352	E381	082LOA	
10	02-Nov-2013		TR000801	FSFAAS	1	24007	5352	E370	082FIS	
11	02-Nov-2013	TA000659		FSLOAN	1	24007	5352	E370	082LOA	
12	02-Nov-2013		TR000878	FSLOAN	1	24007	5352	E370	082LOA	
13	02-Nov-2013		TR000377	FSLOAN	1	24007	5352	E351	082LOA	
14	02-Nov-2013	TA000659		FSLOAN	1	24007	5352	E351	082LOA	
15	02-Nov-2013		TR000801	FSFAAS	1	24007	5352	E370	082FIS	

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.

Amount	Description	Comments	Delegate ID	Delegate Name
75.65		Mileage	W00639228	Plancich, RaLinda
14.00		Daytrip Meals (Taxable)	W00211231	Merrick, Suzette
25.00		Daytrip Meals (Taxable)	W00639228	Plancich, RaLinda
75.65		Mileage	W00639228	Plancich, RaLinda
25.00	Bakerview	In-State Meals - Per Diem	W00639228	Plancich, RaLinda
33.00	Everett	In-State Meals - Per Diem	W00211231	Merrick, Suzette
18.00	Everett	In-State Meals - Per Diem	W00211231	Merrick, Suzette
0.00	Bakerview	Out-of-State Meals - Per Diem	W00639228	Plancich, RaLinda
10.00	Palm Springs	Ground Transportation	W00870011	Nichols, Mary
175.44		Out-of-State Lodging - Actual	W00870011	Nichols, Mary
175.00	Palm Springs	Out-of-State Lodging - Expense	W00870011	Nichols, Mary
21.00	Palm Springs	Out-of-State Meals - Per Diem	W00120625	Simplot, Rian
32.00	Palm Springs	In-State Meals - Per Diem	W00120625	Simplot, Rian
21.00	Bellingham	In-State Meals - Actual	W00870011	Nichols, Mary
32.00	Palm Springs	Out-of-State Meals - Per Diem	W00870011	Nichols, Mary

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