TEM Support Announcement

Date: March 5, 2015
Topic: What’s Changed in TEM 8.7

On the March 28-29th weekend, TEM will be unavailable while it is upgraded to version 8.7. Here are the changes and improvements you will see in this upgrade ~

Funding Default allows both Fast Index and Activity code
Previously, if you were in the General Information page, and tried to enter a Funding Default with both a Fast Index code and an Activity code, you received the error “Account Code is required”. This defect has been corrected, so this screen will now allow you to enter both codes:

Reimbursable and Non-Reimbursable expenses on the same page
Reimbursable and non-reimbursable expenses used to appear on separate tabs on the Expenses page. Now they will appear together on one page. Symbols identify the expense type: a “person” symbol appears next to reimbursable expenses, a “building” symbol next to non-reimbursables:

<table>
<thead>
<tr>
<th>Expense type</th>
<th>Description</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursable</td>
<td>Paid by Traveler</td>
<td>⬆️</td>
</tr>
<tr>
<td>Non-reimbursable</td>
<td>Paid by Western</td>
<td>🏢</td>
</tr>
<tr>
<td>Non-reimbursable</td>
<td>Paid by Other</td>
<td>🏢</td>
</tr>
</tbody>
</table>

You’ll first see these symbols on the Per Diem Expenses page, where you’ll select a default payment method:

Questions? Contact Samantha Zimmerman or Sherri Nelson in Travel Services  x3341 Travel.Services@wwu.edu
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After you’ve selected a Per Diem default payment method, the symbol appears next to that expense:

On the Expenses page, the symbol appears to the left of each expense, and in the summary panel on the right:

You can select an expense and change it to the other type, and the symbols will change accordingly. In this example, two expense items have been changed to non-reimbursables: 

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Can change several expense items to a different Funding simultaneously

Previously, if you wanted to change several expenses to a different funding, you had to change them one at a time. Now you can tick to select the items you want to change, select “More Actions”, “Change Expense Funding”, and then change them all in a single action to the other funding string(s). In this example, we’ve ticked two items to change to a different funding:

Funding can be attached to Non-Reimbursable expenses

Previously, funding strings could only be attached to reimbursable expense items. Now, you can enter funding string(s) for non-reimbursable expenses as well. The funding can be seen in the TEM Detail Report:

Defect corrected: penny moves on split-funding

Previously, if an expense item was split-funded, TEM would sometimes move 0.01 from one funding string to another after the item was saved, due to a rounding defect. This defect has been corrected – pennies will no longer jump from one funding string to another.
Attachments can now be added via TEM “Attachments”
Previously, you’ve had to exit to Nolij to attach documents. TEM is now integrated to Nolij, so you can stay in TEM and attach documents by selecting “Attachments”, “New”. After you’ve attached a document, you can double-click on the file name to open/view it. (Note: If you wish, you can still add attachments using Nolij. It doesn’t matter how you add the attachment, it will be visible in both TEM and Nolij):

When you click on “New”, a dialog box allows you to browse to where your attachments are stored:

Warning message if reimbursement exceeds TA amount
If an expense item estimate is changed to a larger amount on the reimbursement, the message “Exceeds Authorized Amount” will appear. This is just an “FYI” to the delegate/traveler, and does not stop the TR from being processed. Approvers will see a similar message when reviewing transactions:

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