





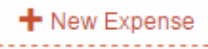



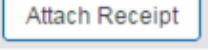








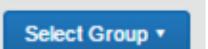

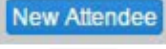

Travel Management System (TMS)





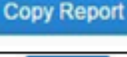


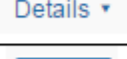


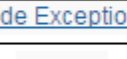






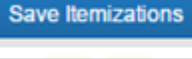

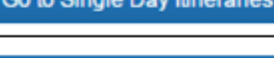
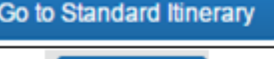

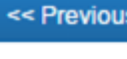

JOB AID # 8.01

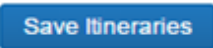
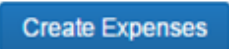
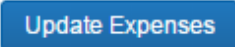


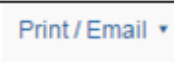

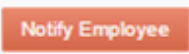





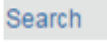








Date: 03/19/2015





Job Aid Description: Buttons and Icons

Button/Icon Description	
General:	
	Tabs: Click to return to the Home page
	Tabs: To access specific functions
	Tabs: To access traveler profile settings or administer for another user (delegate/travel assistant)
Approver:	
	Approve: Approve for processing
	Approve & Forward: Add additional review steps for an expense report
	Send Back to Employee: Return the Report or Cash Advance to the employee unapproved; requires Comments from the Approver
Request:	
	Air Ticket: Indicates Air Reservation on Request
	Car Rental: Indicates Car Rental on Request
	Dining: Indicates Per Diem/ Meals on a Request.
	Lodging: Indicates Hotel/Lodging on Request.
	Misc: Indicates Miscellaneous Expenses on a Request
	Calendar: Brings up a calendar to select transaction date
	Attachments: Check or add attachments to a Request
	Print/Email: Print or email the Request
	Send Back Request: Return the Request to the employee unapproved; requires Comments from the Approver
	Delete, Modify, Allocate: Select to delete, modify or allocate a saved Request segment
	Resubmitted: This icon indicates a Request was returned to the traveler by an approver at least once and remains with the report from that point forward.

Button/Icon Description	
	Submit Request: Submit the Request for approval
	Recall: Allows you to recall a submitted Request if it has not been approved.
Expense Reports:	
	New Expense: Add a new expense entry to an Expense Report.
	+ Create New Expense Report: Create a new expense report
	+ New: Access to Start a Request, Start a Report, New Cash Advance or Upload Receipts from the Quick Task Bar
	Upload: + Upload New Receipt: Upload a new receipt (support document or receipt)
	Attach Receipt: Attach a receipt to an expense item
	Receipts: Access to attach receipt images or view previously attached receipts.
	Receipt Required: Statewide Travel Policy requires a receipt for this item
	Receipt: Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item
	Add New Allocation: Add a new allocation row.
	Allocate By: Select between allocating by percentage or amount.
	Allocate Selected Expenses: To open the allocation window
	Clear Selections: Clear the items selected for allocation
	Delete Selected Allocations: Delete one or more allocation rows
	Select Group: To select a group of allocations previously entered to review or edit
	Allocations: Indicates that an expense entry has been allocated.
	New Attendee: Add a new attendee to an expense report.
	Attendees: Indicates that an expense entry has associated attendees.

Button/Icon Description	
	Calendar: Brings up a calendar to select transaction date
	Credit Card Transaction: Indicates that an expense entry was from a credit card transaction
	Comments: Indicates that an entry has comments associated with it
	Copy: Copy an expense item
	Copy Report: Copy an expense report
	Delete: Delete an item
	Delete Report: Deletes the current expense report. *Only originator can delete
	Details: Provides options to view details of the expense report such as the report header, allocations, and audit trail
	Move: Move an expense item to another expense report; also used to move a trip expense from Available Expenses to an expense report
	Exceptions: Indicates that an expense entry has an exception associated with it; red exceptions create a hard stop; yellow exceptions allow you to continue
	Hide Exceptions: Toggle to hide or display report exceptions
	Import: Access to <u>Available Expenses</u> display for reservations and/or credit card charges available to be imported the expense report
	Import: Import selected <u>Available Expenses</u> into expense report
	Delete: Delete an <u>Available Expense</u> item from the Import display
	Match: This is used to combine <u>Available Expense</u> entries in the Import display when Corporate Card Charges and Trip data are not automatically matched by the system
	Unmatch: This is used to <u>unmatch</u> previously matched <u>Available Expense</u> entries in the Import display when Corporate Card Charges and Trip data were not automatically matched by the system
	Itemize: Begin the itemization process; for example, hotel expenses have to be itemized
	Save Itemizations: Save itemizations entered in an expense; currently only required for hotel expense.
	Show / Hide Itemization: Click to view or hide itemization details
	Go to Single Day Itineraries: Access Meals Per Diem entry for Single Day (no overnight stay)
	Go to Standard Itinerary: Access Meals Per Diem entry for Multiple Days (with overnight stay)
	Add Stop: Add a stop to a Standard Itinerary to calculate Meals Per Diem for multiple days with an associated overnight stay
	Next>>: << Previous: Navigate to next or previous step in the process
	

Button/Icon Description	
	Save Itineraries: Save Single Day Itineraries entry
	Create Expenses: Creates Fixed Meal Expenses on an expense report
	Update Expenses: Add new or corrected Meals Per Diem to an expense report with existing Fixed Meal entries
	Mobile Expense: Indicates that the expense was entered in Concur Mobile
	Multiply: Reverses the exchange rate when working with foreign out of pocket transactions
	Print/Email: Access the fax cover page or detail report for the current expense report
	Resubmitted: This icon indicates the expense report was returned to the traveler by an approver at least once and remains with the report from that point forward.
	Notify Employee: Used by Delegate to notify an employee of a change made to an expense report
	Save: Save an expense item
	Submit Report: Submit the Report for approval
	Recall: Allows you to recall a submitted Expense Report if it has not been approved.
Travel:	
	Select: Selects the selected travel item for booking. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy but you can book it. Red indicates out of policy and you will not be allowed to make the reservation.
	Search: Search in Trip Search
	Search: Search for an off-airport rental car location
	Seat map: Click to view the flight seat map
	Travel Search Air Fare Legend: Flight has least cost logical airfare
	Travel Search Air Fare Legend: Refundable Fare
	Travel Search Air Fare Legend: Arrives on a different day than departure
	Travel Search Air Fare Legend: Short or long connection time
	Travel Search Air Fare Legend: Turboprop aircraft used
	Travel Search Air Fare Legend: Flight is Fly America Act compliant
	Travel Search Air Fare Legend: Flight has 50-90% Go-Go Wi-Fi coverage

Button/Icon Description	
	Travel Search Air Fare Legend: Flight has 100% Go-Go Wi-Fi coverage
	Check Flight Status: Click to check the current status of a booked flight.
	Peaches: Preferred Vendor with special pricing for State of Georgia
	Yellow Diamond(s): <u>Northstar</u> Travel Rating for hotels
choose room ▶	Choose Room: Select to view hotel rooms and rates available at the selected hotel
View rates	View Rates: Click to view lowest hotel room rate and make the choose room option available
more info	More Info: Click to view hotel detail information such as cancellation, amenities, etc.