

The previous manual process:

Funding from the Faculty Center for Teaching and Learning (FCTL) was approved through offline channels, and the printed Concur reports delivered to FCTL via mail or email. Budget transfers were then calculated and compiled manually by FCTL from the printed reports.

The new automated process:

The FCTL Approver is now included in the automated approval flow when the “FCTL Funded?” box is checked on the Request or Expense Report header. The user should also indicate the amount being funded by FCTL in the “FCTL Amount” field and include the FCTL Purpose in the “Business Purpose” field. See below.

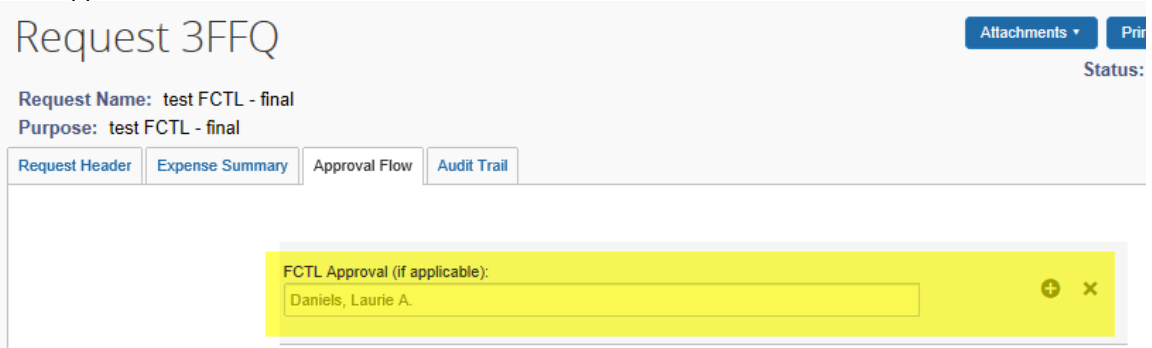
Report header for: test FCTL ☐ ×

Report Name test FCTL	Report Date 08/13/2015	Policy US Expense Policy
Type of Expense Faculty	Area of Travel In State	Business Purpose test FCTL FCTL Purpose: XYZ Conference
Report Id A6DFA58402EB4E2AAFAE	Report Currency US, Dollar	Approval Status Sent Back to Employee
Payment Status Not Paid	Division (D) Admin and Finance	College/Department (56) Finance Office
Unit (560) Finance Office	Index (G56000) Finance Office	Fund (10000) BR Gen Fund
Organization (56000) Finance Office Admi	Program (662) Fiscal Operations	Activity

<input type="checkbox"/> EIO Funded?	<input checked="" type="checkbox"/> FCTL Funded?	FCTL Amount 500.00
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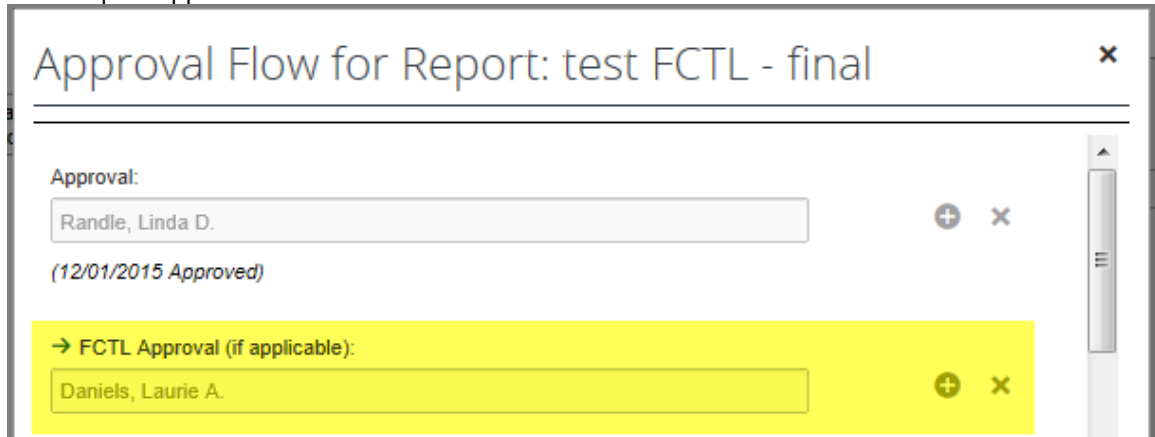
When the “FCTL Funded?” box is checked as shown above, the FCTL Approver automatically gets added to the approval flow as the FIRST approver on Requests and the SECOND approver on Expense (after Completeness Check Approver). The Completeness Check Approver and the FCTL Approver are able to adjust the “FCTL Amount” as needed at the approval step. *The FCTL Approver is only approving FCTL funding and no other aspects of the request or report.*

Request Approval Flow:



The screenshot shows the 'Request 3FFQ' approval flow. At the top right, there are buttons for 'Attachments' and 'Print'. Below the title, the 'Request Name' is 'test FCTL - final' and the 'Purpose' is 'test FCTL - final'. A status indicator is visible on the right. A navigation bar includes 'Request Header', 'Expense Summary', 'Approval Flow', and 'Audit Trail'. The main content area shows a yellow box for 'FCTL Approval (if applicable):' with the name 'Daniels, Laurie A.' entered in a text field. There are '+' and 'x' icons next to the text field.

Expense Report Approval Flow:



The screenshot shows the 'Approval Flow for Report: test FCTL - final' interface. It features a title bar with a close button. Under the 'Approval:' section, there is a text field containing 'Randle, Linda D.' with '+' and 'x' icons. Below this, it says '(12/01/2015 Approved)'. A yellow box highlights the 'FCTL Approval (if applicable):' section, which contains a text field with 'Daniels, Laurie A.' and '+' and 'x' icons.

For Expense Reports only:

- Amounts included in the Expense Report that are neither department nor FCTL funded, the user should mark as “Personal”. This is consistent with the current practice we use for charges that are not reimbursable.
- A custom Concur report has been created to help simplify the budget transfer process. The report shows the actual amounts, original department FOAP’s, and the FCTL funded amounts from the Expense Report headers and will be used by FCTL to easily compile the budget transfers.