

Changes to AggieExpense due to Implementation of Aggie Enterprise

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Learning Objective

**Learn how Aggie Enterprise
implementation has impacted
AggieExpense reporting**

Aggie Expense – PPM Allocation

When entering PPM Allocation: only the Financial Department/Project, Approver, and Expenditure Organization fields are required.

*Activity cannot be used on Sponsored Projects, only Department or Faculty Projects when the task has the activity assigned to it.

Total:\$60.89 Allocated:\$60.89 (100%) Remaining:\$0.00 (0%)

Allocations

Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

<input type="checkbox"/>	Percentage	* GL/PPM	Entity	Fund	* Financial De...	Purpose	Program	GL Project	Activity	* Approver	Expenditure ...
<input checked="" type="checkbox"/>	100	PPM/Project	(3310) UC AN...	(76245) CAN...	(FPDIEG6205...	(62) Public Se...	(000) Default ...	(0000000000)...	(000000) Def...	(10609469) H...	(9923244) UC...

The only fields that can be completed when allocating to a PPM project, is the Financial Department/Project, Approver, and Expenditure Organization. Please clear all other fields.

Amount: \$96.87, \$60.89, \$135.00

When entering GL Allocation: only use Entity, Fund, Financial Department/Project, and Approver.

*GL Project and Activity are optional – some CoAs require Program, GL Project and Activity like Advisor Support; GL Project and Activity for Start UP.

**Business Purposes:
Important Reminder**

Aggie Expense – Business Purpose

REMINDER:

In the **Business Purpose** field, clearly and fully indicate how the travel/event supports one of the university's major functions of teaching, research, patient care, or public service.

Examples:

Event/Trip Type: 1. Travel - Less than 30 Days **Event/Trip Name:** District V 2017 Reg.
(Pay travel card before trip begins)

BUSINESS PURPOSE: Attend the District V conference hosted by Council for Education @ San Francisco, CA to present his lecture on "Donor Pipeline Strategies."

Event/Trip Type: 1. Travel - Less than 30 Days **Event/Trip Name:** District V 2017

BUSINESS PURPOSE: Attend the District V conference hosted by Council for Education @ San Francisco, CA to present his lecture on "Donor Pipeline Strategies."

Event/Trip Type: 1. Travel - Less than 30 Days **Event/Trip Name:** Higher Ed Smt 2017
(Includes personal travel)

BUSINESS PURPOSE: Attend the multi-day Higher Education Summit in Boston, MA for the staff-development purpose of workshop training and networking with industry peers in the Donor Communications field.

COMMENTS: Includes 2 days personal travel. See attached airfare comparison.

Event/Trip Type: 1. Travel - Less than 30 Days **Event/Trip Name:** January 2017 mileage
(Mileage only)

BUSINESS PURPOSE: Monthly business-related travel (personal mileage, parking, tolls) incurred as part of the UC Outreach program.

P-Card and Travel Card Reports

Aggie Expense – P-Card and Travel Card Reports

Aggie Expense Reports for Pcard or Travel Card – 1 Report

- If you have multiple travel and entertainment expenses a conference or business event, it should all go on one report.
- Up to 10 Pcard expenses can go on one report.
- For either type they do not have to all be paid on the same CoA. You can still charge them to separate CoA. If you need help with this, please contact your BOC Team.

Allocation Favorites

Aggie Expense – Saving Groups of Allocations as Favorites

You can create and save groups of allocations as favorites. This is useful if you need to allocate multiple expenses across reports in a similar way.

To create allocation favorites:

1. Create an expense report and create the allocations.
2. In the **Allocations for Report** window, click **Add to Favorites**. The **Add to Favorites** screen opens.
3. Enter an allocation name and click **Save**. The allocation is added to your favorites.

To assign your allocation favorites:

1. Create a new expense report.
2. Click **Allocate**.
3. Click **Favorites**. A list of allocation favorite(s) displays.
4. Select the desired allocation and click **Save**.
5. Click **OK** and then **Done**.

AggieExpense Reporting – Allocation Steps

1. Click Allocate
2. Select GL or PPM
 1. For GL, fill out the Financial Department box
 2. For PPM, fill out the Expenditure Organization box at the bottom of the allocation section of the report (screenshot to the right)
3. Hit Save

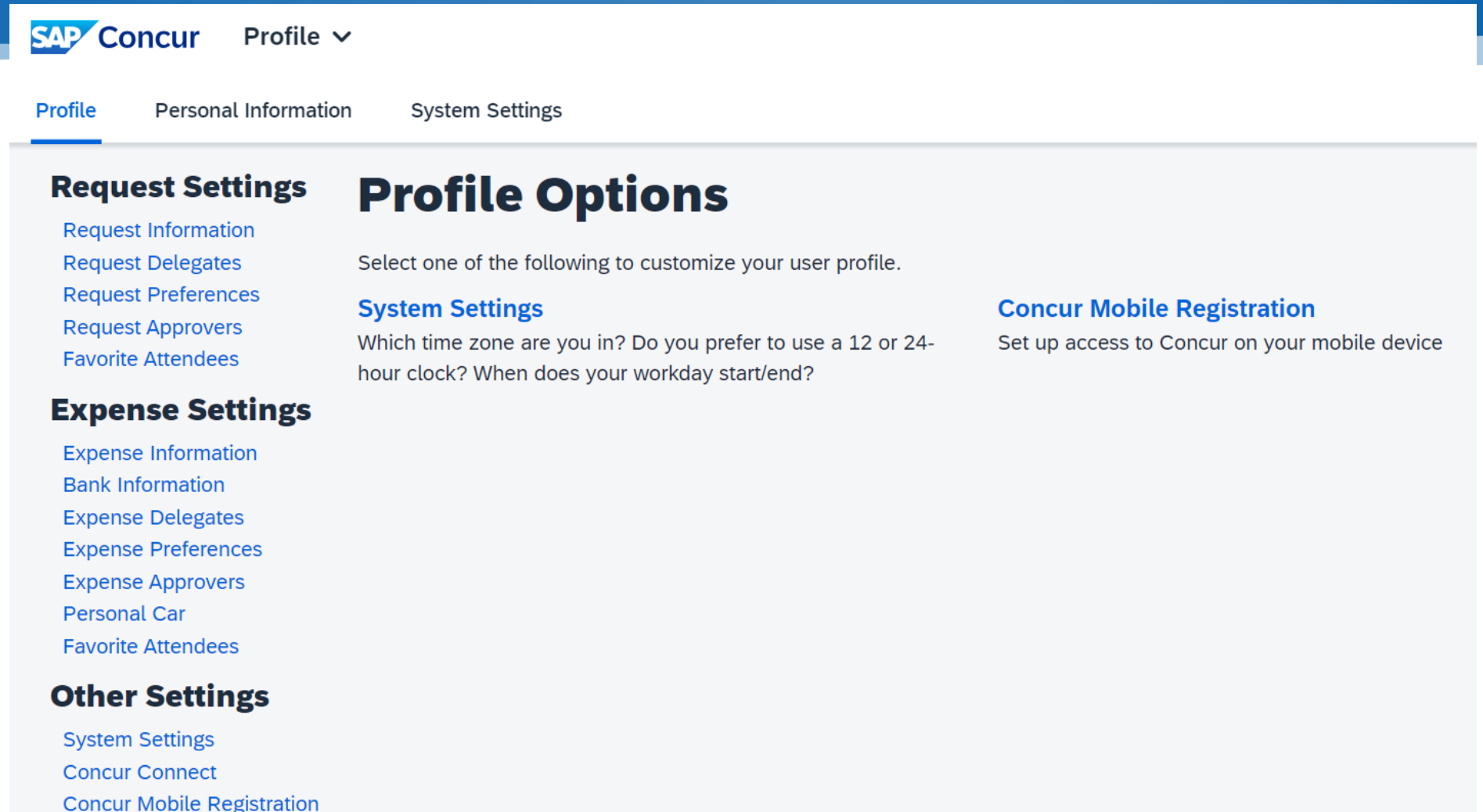
The screenshot displays the SAP Concur Expense Allocation interface. The main window shows an 'Allocate' section with 'Expenses: 1 | \$45.00' and 'Amount \$45.00'. The 'Add Allocation' modal is open, showing fields for 'GL/PPM *', 'Entity', 'Fund', and 'Financial Department/Project'. The 'GL/PPM *' field is set to '1' and 'Financial Department/Project' is set to '2'. Buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite' are visible in the background window.

**Update Information in Aggie
Expense Instead of UC Path**

Aggie Expense – Update Banking and Address Information

To prevent delays in mailouts of check reimbursement, update your mailing address and banking information in Aggie Expense.

Doing so in UC Path is not sufficient for this purpose.



The screenshot shows the SAP Concur user interface. At the top left is the SAP Concur logo and a 'Profile' dropdown menu. Below this are three tabs: 'Profile' (selected), 'Personal Information', and 'System Settings'. The main content area is divided into three columns. The left column contains three sections: 'Request Settings' with links for Request Information, Request Delegates, Request Preferences, Request Approvers, and Favorite Attendees; 'Expense Settings' with links for Expense Information, Bank Information, Expense Delegates, Expense Preferences, Expense Approvers, Personal Car, and Favorite Attendees; and 'Other Settings' with links for System Settings, Concur Connect, and Concur Mobile Registration. The middle column features a large 'Profile Options' heading, followed by the instruction 'Select one of the following to customize your user profile.' and a 'System Settings' section with the question 'Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?'. The right column has a 'Concur Mobile Registration' heading and the text 'Set up access to Concur on your mobile device'.

Looking up Reimbursements

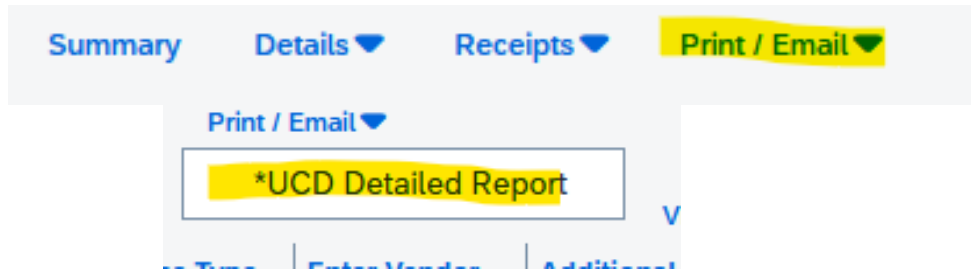
Aggie Expense – Looking up Payments

We now can look up an Aggie Expense payment for an employee reimbursement or volunteer reimbursement.

Aggie Expense Report Key will be used as the invoice number

To get the report key you will need to log into Aggie Expense.

If it is one of your reports you will need to open the report and click on [Print/Email](#)



The Report Key will be at the top of the report.

Expense Report	
Report Key :	815247
Report Id :	00AA7C7DDF2044A988D9
User Name :	Ocegueda, Alexa O.
User ID :	10535211
Report/Trip Name :	SPECTRUM
Comment :	Ocegueda, Alexa O. (02/09/2024): MULTIPLE LOCATIONS

Aggie Expense – Looking up Payments

Log Into Aggie Enterprise
Click on the Payables Tile



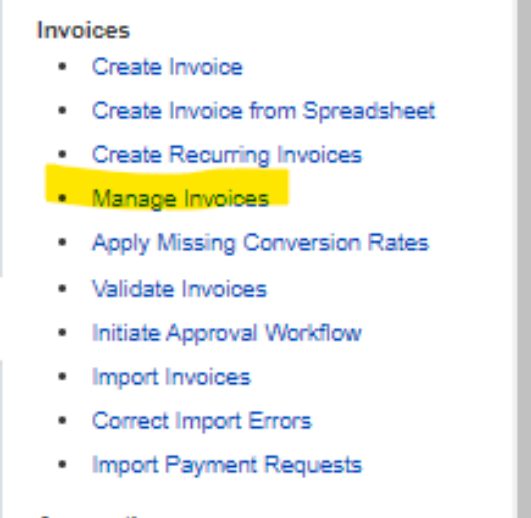
Click on Invoices Tile



Click on Tasks (sheet of paper icon) on right side of screen.



Click on Manage Invoices link.



Click Advanced



Aggie Expense – Looking up Payments

Select Contains from Invoice Number drop-down

* Invoice Number

Invoice Amount

** Invoice Date

Supplier or Party

Contains

Click on the Invoice number to get to the payment information.

Actions View [Grid] [Edit] [Print] [Link] [Detach] [Validate] [Approval]

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Suppl
AE_801792	1/22/24	1/25/24 8:26 AM	[Redacted]	

Enter the report key into the Invoice Number field and Search

Business Unit

** Invoice Number

Invoice Amount

** Invoice Date

** Supplier or Party

Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status
199.34 USD	0.00 USD	Payment requ...		Validated	Workflow appro...

Click on Payments

Lines Hold and Approvals **Payments** Installments Distribution Details

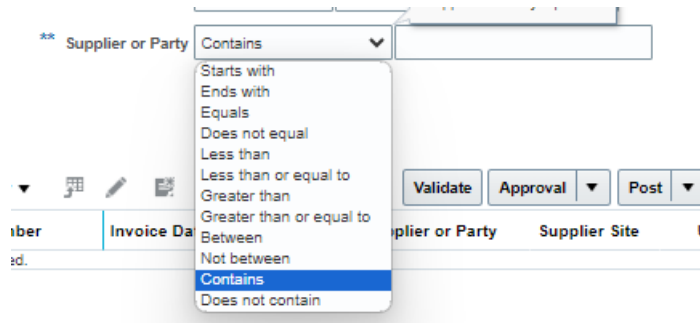
Aggie Expense – Looking up Payments

Payment Information

Number	Payment Document	Status	Reconciled	Current Payee Name	Payment Date
5000702	Wells Fargo...	Negotiable	No		1/26/24

Alternate Look Up – You can look up by Travelers Last name:

Select Contains from the Supplier or Party drop down



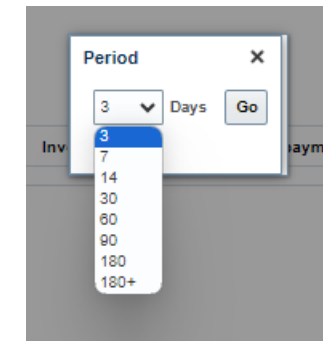
The screenshot shows a search interface with a dropdown menu for 'Supplier or Party'. The dropdown is open, showing various search criteria. 'Contains' is highlighted in blue. Other options include 'Starts with', 'Ends with', 'Equals', 'Does not equal', 'Less than', 'Less than or equal to', 'Greater than', 'Greater than or equal to', 'Between', and 'Not between'. Below the dropdown are buttons for 'Validate', 'Approval', and 'Post'.

Enter the persons last name and click search



The screenshot shows a search bar with the text 'BARRY' entered. To the left of the search bar is a dropdown menu with 'Contains' selected. To the right of the search bar is a yellow 'Search' button.

A box will appear for you to choose how many days back do you want to look for payments.

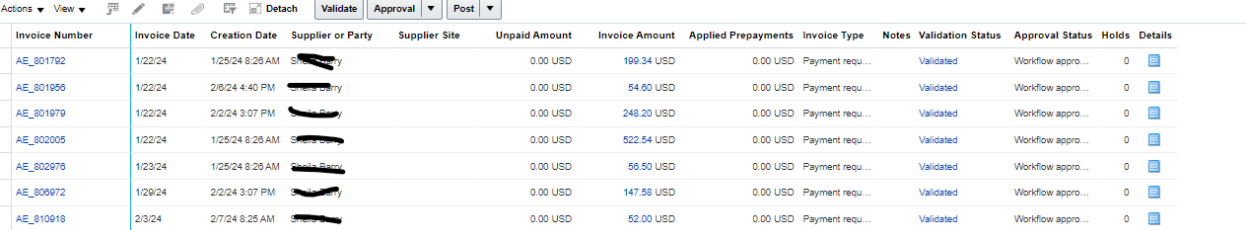









The screenshot shows a 'Period' dialog box with a dropdown menu. The dropdown is open, showing various day counts: 3, 7, 14, 30, 60, 90, 180, and 180+. The number '3' is selected and highlighted in blue. To the right of the dropdown are the words 'Days' and a 'Go' button.

Choose the number of days and click Go

Aggie Expense – Looking up Payments

Any payments made during that period will appear.



Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
AE_801792	1/22/24	1/25/24 8:26 AM	S...		0.00 USD	199.34 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_801956	1/22/24	2/6/24 4:40 PM	S...		0.00 USD	54.60 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_801979	1/22/24	2/2/24 3:07 PM	S...		0.00 USD	248.20 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_802005	1/22/24	1/25/24 8:26 AM	S...		0.00 USD	522.54 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_802976	1/23/24	1/25/24 8:26 AM	S...		0.00 USD	56.50 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_809972	1/29/24	2/2/24 3:07 PM	S...		0.00 USD	147.58 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	
AE_810918	2/3/24	2/7/24 8:25 AM	S...		0.00 USD	52.00 USD	0.00 USD	Payment requ...		Validated	Workflow appro...	0	

You can then follow the same steps to from before to see the payment details.

Questions?

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