

TRAVEL MANAGEMENT



The Travel Management component of the AccuFund Accounting Suite tracks payment of advances and reconciliation of completed travel. It is a back office tool that provides your finance department with one, centralized location from which to manage all travel advance activity.

Travel Management is fully integrated with the core functions of the AccuFund Accounting Suite. Travel advances are processed through the Accounts Payable functions. Once the request is reconciled and the amount to be paid is determined, the request moves to either the Accounts Payable or Accounts Receivable functions.

OVERVIEW

Travel Management provides the finance department with a single location to manage and track all travel advance activities.

- 1) A travel event starts with an advance and then processes through the reconciliation stage.
- 2) Once the advance is recorded, Travel Management automatically generates an AP bill for the advance if required.
- 3) Once the advance is processed, the event stays open until the reconciliation is received.

At each step, the module posts the appropriate entries to the General Ledger, including advances to the employee advances account and expenses to the funder at the point of reconciliation.

Each item in an event may be charged to a different funding source and expense code as needed.

FEATURES

Features available in the Travel Management component include:

- On reconciliation, items charged to an organization credit card can be recorded without impacting the reconciliation amount due to or from the employee
- Segregate by purpose/type of travel event
- Utilize distribution tables to reduce the need for users to know accounting codes.
- You control the number and type of travel items.
- Predefined unit amounts such as mileage and daily allowances can be coded on travel items
- Full range of reports by
 - Travel item status
 - Type of advance
 - Employee
 - Any of the recorded dates
 - Items can be linked to vendors to track vendor activity

Start Date	End Date	Employee	Event	Type	Distribution
3/08/2018	3/12/2018		National Conference Sa	Training	By Account
2/03/2018	2/05/2018	[101] Pumpkin, Paul F.	Site Visit	Admin	By Account
1/05/2018	1/08/2018	[100] Walrus, William T.	AccuFund Report writer	Admin	By Mask

Quickly find all travel events by status, department, type, employee or any combination.

COMPONENT INTEGRATION

The Travel Management component integrates with the following AccuFund components:

- General Ledger—All transactions are automatically posted to the General Ledger by the Travel Management component.
- Accounts Payable—Advances and reimbursements for expenses incurred above the advance amount are paid through Accounts Payable .
- Accounts Receivable—Travel advances that exceed the expense amount create an AR invoice to capture the amount that needs to be paid back to the organization.

Detail Date	Item	Distribution	Description	Vendor	Quantity	Unit
10/18/2016	Airfare	By Mask	Airfare	International Airlines	1.0000	350.00
10/18/2016	Hotel	By Mask	Hotel	Hotel	3.0000	108.00
10/18/2016	Meals	By Mask	Various	1Time	1.0000	288.00

Record the details of the reconciliation and automatically expense to the correct funder and object codes.

COMPONENT AVAILABILITY & REPORTING

The Travel Management component is available in all versions of AccuFund including the AccuFund Accounting Suite, AccuFund Online and AF Anywhere.

The Travel Management component has several report templates available to print out the summary and detail reports of travel events.

AccuFund Sample Travel Events							Page: 1
<u>Name</u>	<u>Description</u>	<u>Event</u>	<u>Start Date</u>	<u>End Date</u>	<u>Advance Amount</u>	<u>Reconcile Amount</u>	
Manning, John	Site Visit	Site Visit SD 9/10-15/2014	9/10/2014	9/15/2014	300.00	635.98	
Grant, Foster I.	Training	990 New requirements	11/17/2014	11/18/2014	250.00	0.00	
Walrus, William T.	Training	AccuFund User meeting	11/17/2014	11/18/2014	250.00	15.50	
Total					800.00	651.48	