

Project SIGMA

MISA

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October 11, 2016



Welcome

- SIGMA Overview
- Project Schedule
- Standardization
- DataStage
- MILogin
- Hosted & Managed Services
- Security Standards
- Project Communications

SIGMA Overview

Statewide Integrated Governmental Management Applications (SIGMA) is the State of Michigan's Enterprise Resource Planning (ERP) business process and software implementation.

Our ERP will integrate systems and provide end-to-end support in one system for statewide administrative functions including financial management, procurement, asset management, performance budgeting, time and expenses.

It will ultimately be used by all 50,000 state employees, external vendors, local units of government, and colleges & universities.

SIGMA Overview

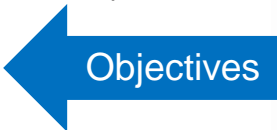
Key Rationale for SIGMA

1. Eliminates operational risk related to critical financial systems that have outlived their usefulness including MAIN and DCDS
2. Provides built-in best practices and business rules for government accounting that expands the tools for existing staff, protects us with retiring staff, and attracts new talent
3. Provides sophisticated statewide controls while providing the flexibility Departments need to operate efficiently
4. Provides timely management information that supports operational improvements and performance reporting
5. Fiscally conservative business case

SIGMA Overview

- Automate and Streamline Budget
- Reform Chart of Accounts / Uniform Coding Block Usage
- Enhance Transparency & Accountability Portal
- Data Warehouse - Improved Currency & Reporting
- Move to Vendor Supported, Upgradeable COTS Solution
- Automate and Streamline CAFR Production
- Project & Grant Reporting, Budgeting, and Processing
- Cost Allocation
- Increase Accounting Detail Posted from Agency Systems
- Support Treasury Functions:
 - Debt Reporting
 - Support for Investment Accounting
 - Bank Reconciliation
 - Warrant Writing
 - Automate Interfaces with Banks
 - Implementation of Positive Pay Banking (if feasible)
- Reduce the Number of Applications Supported and Interfaced
- Integrated Procurement

Statewide centralization of budget preparation, budget control, grants and project management, fixed assets management, inventory, procurement and other processes



Cost and effort efficiencies

Replacing	<ul style="list-style-type: none">• MAIN• DCDS• Buy4Michigan• Numerous agency systems
Improving	<ul style="list-style-type: none">• Data Warehouse (replacing MIDB for Financial and DCDS universes)
New Functionality	<ul style="list-style-type: none">• Budget preparation and control• Hosting & managed services• Projects• Grants• Inventory• License options• Fixed assets management



Days to First
Phase 2 'Go Live'

293 Days

(200 workdays)

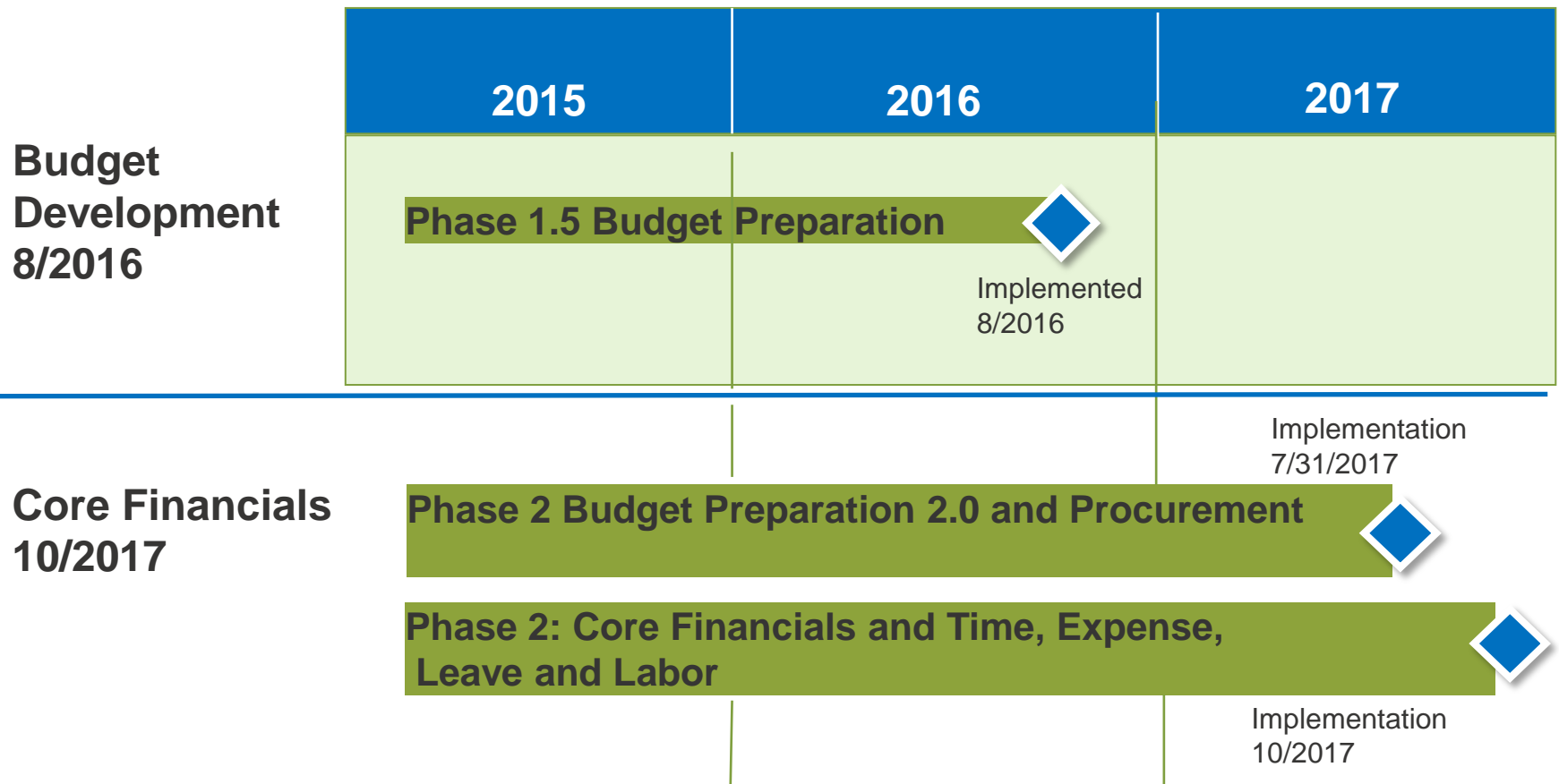
*Budget Control & Procurement

Core Financials

Time, Expense, Labor & Leave

Project Schedule

Project SIGMA Schedule



Project Schedule

Phase 1.5

- SIGMA Budget went live August 1, 2016!!!
- State Budget Office transitioned into ownership of the system
- Budget Development Cycle is underway

Phase 2

- **System Tests Continue**
- **End to End / Recovery Test Go/No Go Decision**
 - November 17
- **UAT Go/No Go Decision**
 - February 27, 2017
- **Budget Preparation & Procurement Go-Live**
 - July 31, 2017
- **Financial Go-Live**
 - October 2, 2017
- **TELL Go-Live**
 - October 16, 2017

Standardization and Placing SIGMA End Users First

Standardization

Standardization Defines Project SIGMA

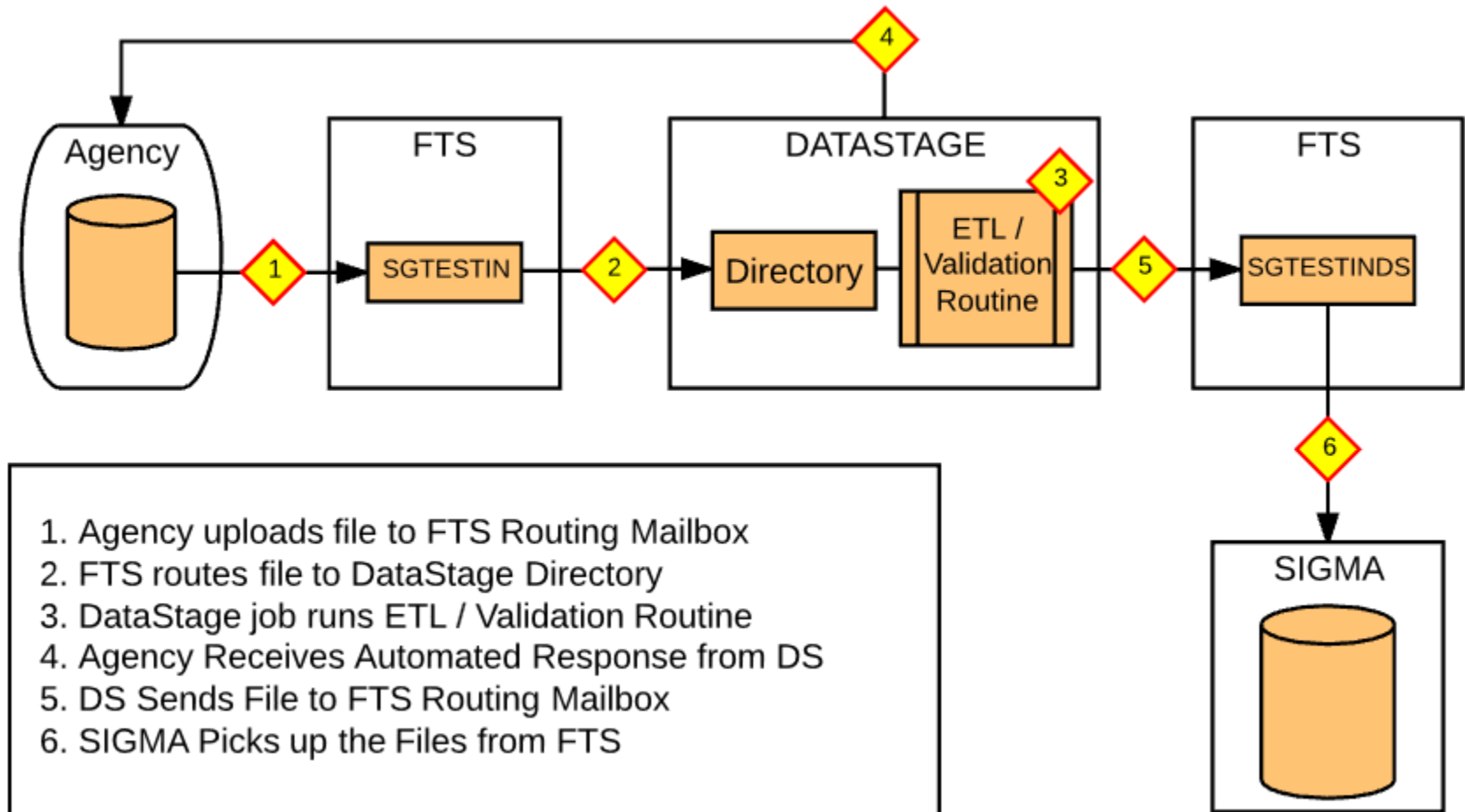
- ✓ Ability to adapt
- ✓ Standard business systems & data
- ✓ Workforce ability to grow in their careers
- ✓ Leveraging our investment to impact Michigan's long-term future
- ✓ Reengineering our processes to meet the solution's best practices

Project SIGMA Places End Users First

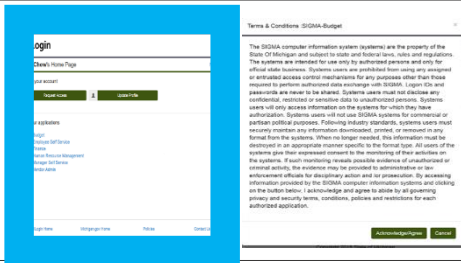
- Less manual, paper-intensive work
- Greatly improved reporting and data analysis
- Less redundant data entry
- Less reconciliation across systems
- Easier, more automated tracking and approvals
- Streamlined business processes that work similarly across departments
- One system for budgeting, procurement, and accounting, with expanded capabilities
- Ease in moving from one agency to another and one job to another
- Reduced training time for new hires

DataStage

Agency Pre-Validation of Interface files and Flat File Transformation

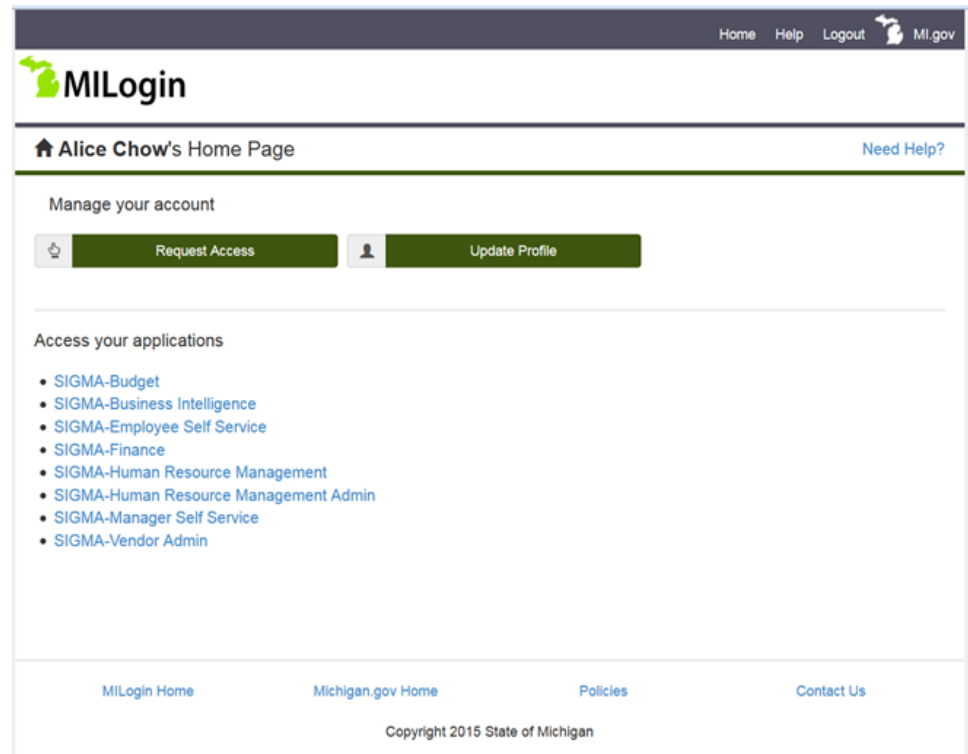


Worker accessing SIGMA application Step 1



1. Worker opens a web browser and types in <https://miloginworker.michigan.gov> in the address bar
2. Worker's home page will have the list of SIGMA applications the worker can access.
3. To access any of the application, the worker should click on the application name under **"Access your applications"**

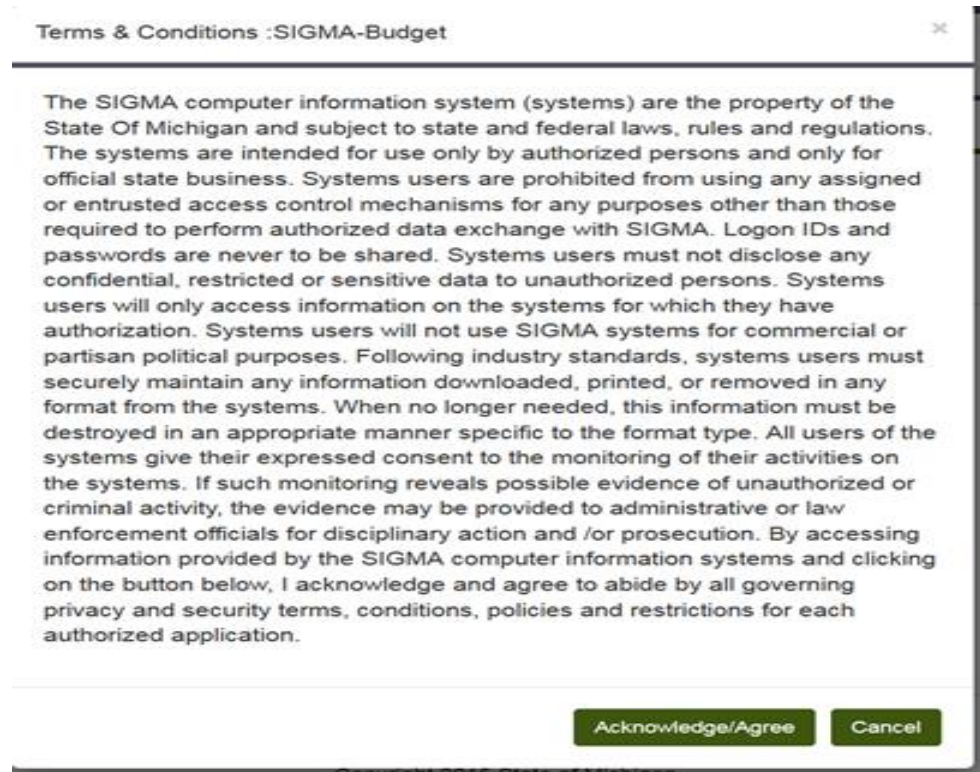
Note: Worker would not be presented with the MILogin login page, and will be automatically logged into MILogin as Kerberos authentication is enabled for workers accessing MILogin through intranet.



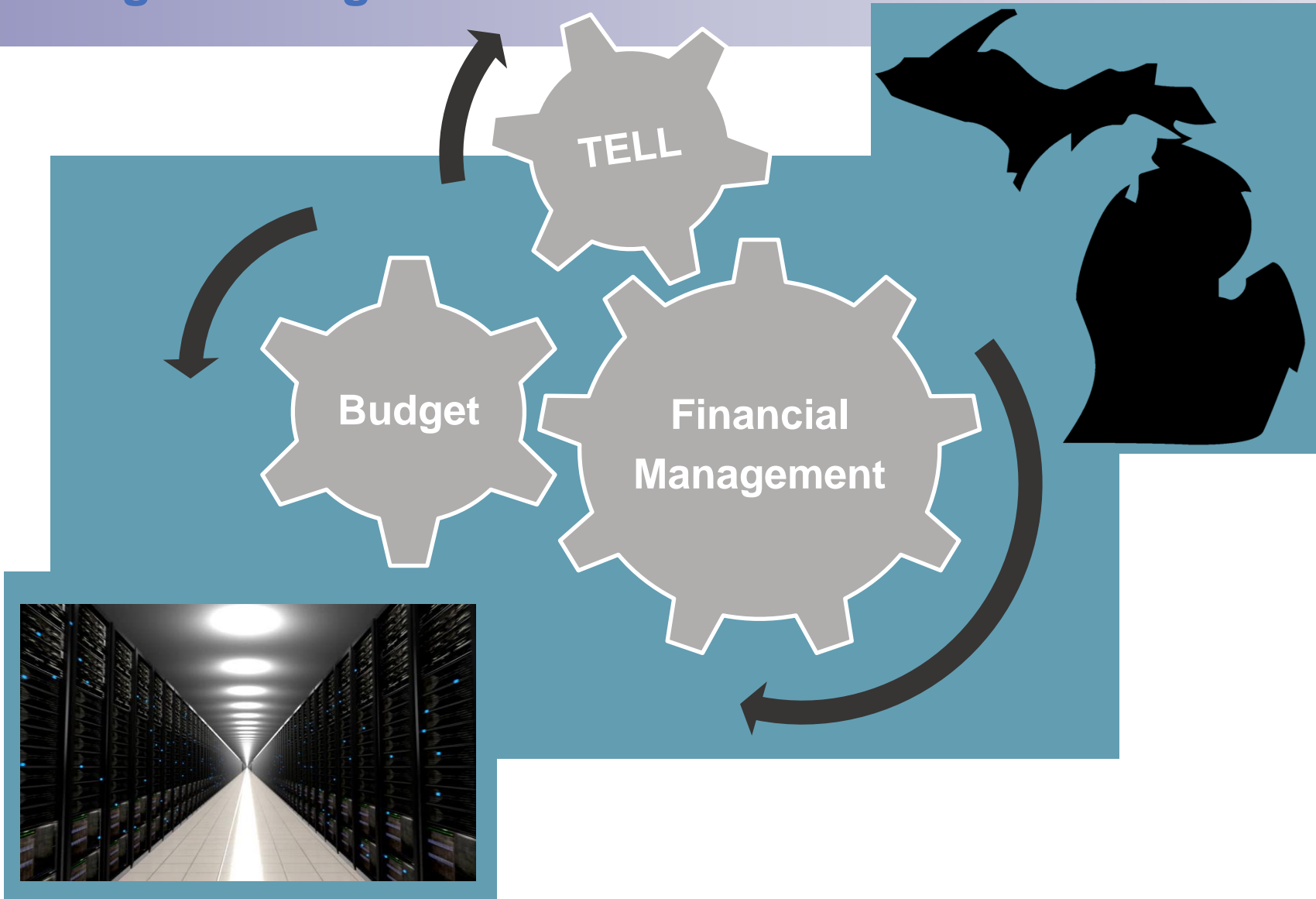
Worker accessing SIGMA application Step 2



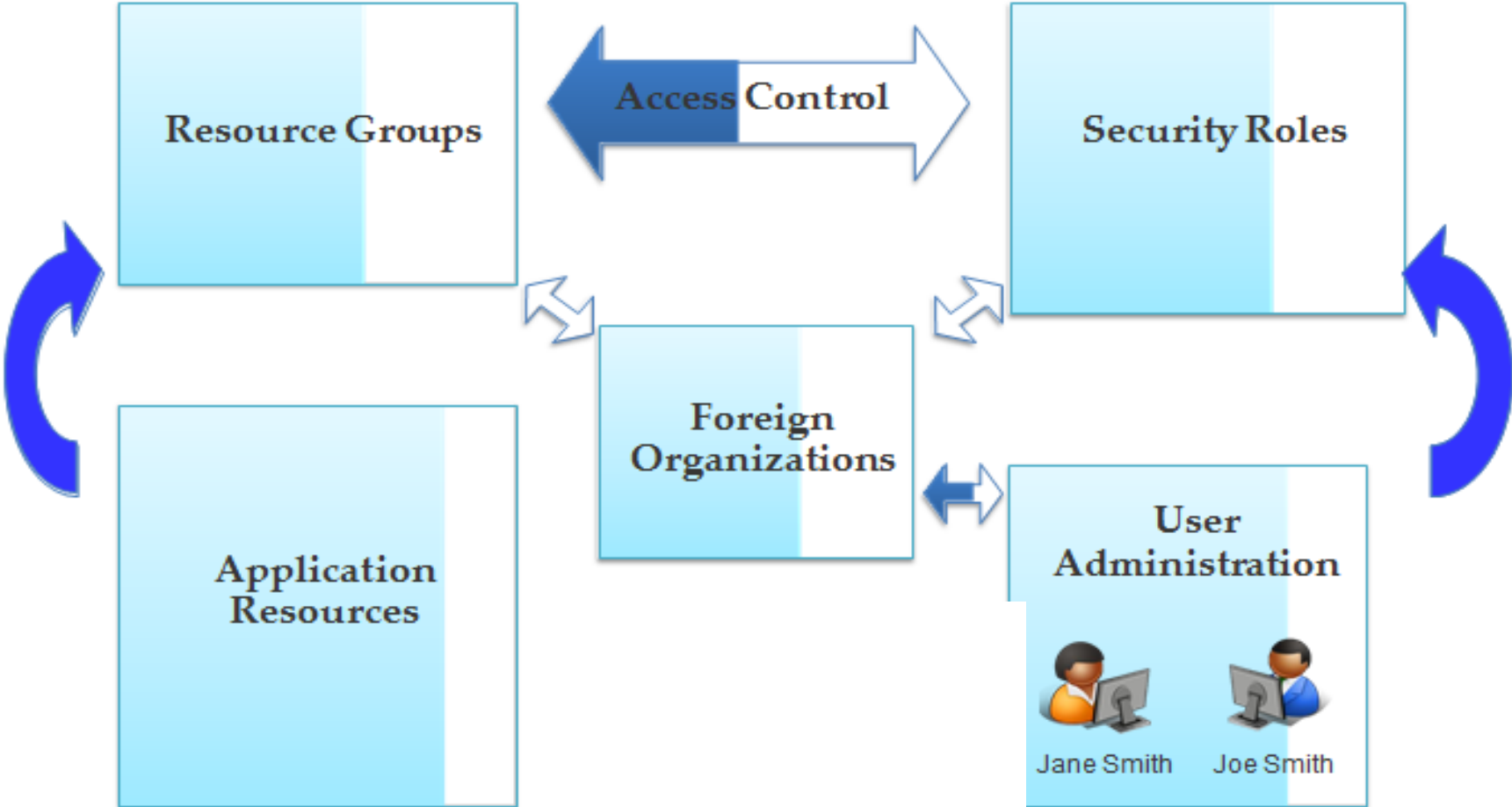
1. MIlogin will display the **“Terms & Conditions”** page.
2. To access the application the worker should click on **“Acknowledge/Agree”** button.
3. After the worker acknowledges the **“Terms and Conditions”** page the user is redirected to the SIGMA application page.



Hosting & Managed Services



Security Standards



Project Communications

Website

- News Feeds
- Frequently asked questions
- Presentations
- Project announcements
- Training
- Agency Implementation Guide
- Contact Us

The screenshot shows the Project SIGMA website homepage. At the top is a blue banner with the text "WELCOME TO PROJECT SIGMA". Below this is a large section featuring a photo of Ruth Schwartz, Project SIGMA Director, with a welcome message. To the right of her photo is a "Helpful Links" section with a list of links: "Contact Us (Agency)", "Inside Project SIGMA (News & Info)", "Project SIGMA Team Roster", "Project SIGMA Videos and Recordings", "Team Member Onboarding", and "Website Work Request Tool (Core Team)". Below the welcome message is a "Project Announcements" section with a table of updates. At the bottom are three promotional boxes: "SIGMA 101 Security & Workflow", "SIGMA 101 Chart of Accounts", and "SIGMA 101 What is this SIGMA Project I keep hearing about?".

WELCOME TO PROJECT SIGMA

Colleagues,

We've reached a major milestone with the recent "Go-Live" of SIGMA Budget. A well-deserved congratulations is in order for everyone who worked so diligently to get us to this point.

As the Project SIGMA Director, I am proud of this team. However, we cannot stop with SIGMA Budget. While I am excited to see users using the system, I'll be even more excited when the SIGMA team can say we are live with our 2017 objectives. I can say in confidence that we will get there, and this time next year we'll be celebrating again. Since the beginning of this endeavor, collaboration has anchored our success and it's working together that will push the SIGMA Phase 2 components across the finish line.

Again, congratulations and thanks for your hard work!

Ruth Schwartz,
Project SIGMA Director

Helpful Links

- [Contact Us \(Agency\)](#)
- [Inside Project SIGMA \(News & Info\)](#)
- [Project SIGMA Team Roster](#)
- [Project SIGMA Videos and Recordings](#)
- [Team Member Onboarding](#)
- [Website Work Request Tool \(Core Team\)](#)

Project Announcements

Title	Body
Public News & Information Updates	... Statewide user access is restored for all Project SIGMA's "Public News & Information." Click here to preview.

SIGMA 101
Security & Workflow
[Click Here](#)

SIGMA 101
Chart of Accounts
-SIGMA Financial
-Key Changes
-Benefits
[Click for details](#)

SIGMA 101
What is this SIGMA Project I keep hearing about?
[Click for details](#)

[Inside SIGMA](#)



Time Expense Leave and Labor (TELL)



Today

DCDS 05.04.02

File Edit Options Functions Params Reports Window Help

Employee Data Collection

Selection Time Activity Equipment Inventory Emp Info History

SCHWARTZ, RUTH 000154499 E# 03/29/2011 PP 05/07/2011 Ver 0 Adj

Hours Entry

Month April

Hours	Sum	24	25	26	27	28	29	30	Wkly	01	02	03	04	05	06	07	Wkly	PP
Total	S	M	T	W	Th	F	S	Total	S	M	T	W	Th	F	S	Total	Total	
REG1		9.0	9.0	9.0	9.0	8.0		44.0		9.0	9.0	9.0	9.0			36.0	80.0	
Totals:		9.0	9.0	9.0	9.0	8.0		44.0		9.0	9.0	9.0	9.0			36.0	80.0	

Hours Entry Coding Block Comments Pers Miles Errors Display

<=> Certify Dist Chg Submit Copy Time Save Close

DCDS 05.04.02

File Edit Options Functions Params Reports Window Help

Employee Data Collection

Selection Time Activity Equipment Inventory Emp Info History

SCHWARTZ, RUTH 000154499 E# 03/29/2011 PP 05/07/2011 Ver 0 Adj

Employee General Information

Name: SCHWARTZ, RUTH EID: 154499

Dept: 07 Agency: 01 TKU: 712

HRMN Dept. Code: 33400 HRMN Dept. Name: ERP PROJECT EMPLOYEES

Appt Status Code: AD LIMITED-TERM (CLASSIFIED) Pos: SENMGEXCB25N

Appt. Eff. Date: 03/29/2015 Departure Date: FMLA Expiration Date:

Voluntary Plan: Vol. Plan Hours: 0 Vol. Plan Exp. Date:

ClassType: Classified Job Code: SENIOREXC Retirement Code: 04

Work Site: 3776 Work County: 33 Union Code: Y98

OT Exempt: Y OT Exp Date: Average Hours: 80.0


Std Hours Reg: 80 Shift 2: 0 Shift 3: 0


General Info Leave Balance Std Distribution


<=> Certify Dist Chg Submit Prev CB Copy Time Delete Close

SIGMA ESS Employee Timesheet Creation

CGI Advantage ESS

 Home



 Time and Leave


 Travel and Expense

Time Information**Timesheets**Work Schedule

Timesheet

Employee Proxy:

From:  To: 

Select	Pay Period Start Date	Pay Period End Date	Status	Approver	Assignment From Date	Assignment To Date	Certify	Defaulted
<input type="radio"/>	02/14/2016	02/27/2016	Approved	Ford, Tad	01/04/2016	12/31/9999		No
<input type="radio"/>	01/31/2016	02/13/2016	Approved	Chandran, Kar	01/04/2016	12/31/9999		No
<input type="radio"/>	01/17/2016	01/30/2016	Approved	Chandran, Kar	01/04/2016	12/31/9999		No

Create New TimesheetCopy Previous TimesheetView TimesheetsModify In Progress Timesheets

SIGMA ESS – Leave/OT Request and Employee Proxy Assignment

CGI Advantage ESS [Home](#) [Time and Leave](#) [Travel and Expense](#)

Time Information Timesheets Work Schedule

Leave Requests and Usage

TLLRU - Create and modify new leave requests, view leave balances.

[Create Leave Request](#) [View Leave Balance](#) [Enroll in Leave Bank](#) [Modify Leave Bank](#) [Donate Leave](#)

[Submitted Leave Requests](#) [Approved Leave Requests](#) [Rejected Leave Requests](#)

Leave Type	Start Date	End Date	Status	Approver	View
------------	------------	----------	--------	----------	------

Timesheet Proxy

Timesheet Proxy ID 1:	<input type="text"/>	Timesheet Proxy ID 2:	<input type="text"/>
Timesheet Proxy Name 1:	<input type="text"/>	Timesheet Proxy Name 2:	<input type="text"/>
Timesheet Proxy ID 3:	<input type="text"/>	Timesheet Proxy ID 4:	<input type="text" value="000000003"/>
Timesheet Proxy Name 3:	<input type="text"/>	Timesheet Proxy Name 4:	<input type="text" value="Bagavathy, Senthil"/>
Timesheet Proxy ID 5:	<input type="text"/>		
Timesheet Proxy Name 5:	<input type="text"/>		

[Modify Timesheet Proxy Information](#)

Overtime Requests

No Records Found

TLOREQ - Create and modify Overtime Requests.

[Create Overtime Request](#)

[Submitted Overtime Requests](#) [Approved Overtime Requests](#) [Rejected Overtime Requests](#)

Overtime Type	Overtime Date	Hours of Overtime	Status	View	Approver
---------------	---------------	-------------------	--------	------	----------

SIGMA ESS - Employee Timesheet Entry

Timesheet

Timesheet

Daily Activity

Other Activity

Equipment Usage

Document History

WorkFlow

Document Comments

Employee Name : Chandran, Karun

Appointment Id :

Position Number : INFOMGR4A04N

Split Position : N

Title : SEE HRMN JOB

Sub-title : SEE HRMN JOB

Home Department : DTMB

Home Unit : Deptwide

Submitted Date :

Submitted By :

Reports To :

Supervisor Name :

Union Local :

Assignment From : 01/04/2016

Assignment To : 12/31/9999

Timesheet Accounting Adjustment : ☐

Timesheet submitted by a proxy user : ☐

Easy Fill

Leave Balance

Printer Friendly Version

Show Accounting Details

View Default Accounting

Show Average Time

Other Functions ▶

		Work Schedule							
			Sun 04/24	Mon 04/25	Tue 04/26	Wed 04/27	Thu 04/28	Fri 04/29	Sat 04/30
✓	<div><div>REG1</div><div>Use Default Accounting</div></div>	<div>+</div>		08:00	08:00	08:00	08:00	08:00	
Total Hours :			00:00	8:00	8:00	8:00	8:00	8:00	00:00
Schedule Hours :			8:00	8:00	8:00	8:00	8:00	8:00	8:00

Save

Recall From Workflow

Save and Close

Submit

29

SIGMA ESS – COA Elements Displayed

ESS Timesheet with Accounting Overrides

Event	Choose Accounting	Details	Sun 09/25	Mon 09/26	Tue 09/27	Wed 09/28	Thu 09/29	Fri 09/30
✓ REG1	<input type="text" value="Use Entered Accounting"/>			08:00	08:00	08:00	08:00	08:00
Fund: <input type="text"/>	Sub Fund: <input type="text"/>	Dept: <input type="text"/>	Unit: <input type="text"/>	Sub Unit: <input type="text"/>				
Appropriation Unit: <input type="text"/>	Location: <input type="text"/>	Sub Location: <input type="text"/>	Activity: <input type="text"/>					
Sub Activity: <input type="text"/>	Function: <input type="text"/>	Sub Function: <input type="text"/>	Task: <input type="text"/>	Sub Task: <input type="text"/>				
✓ Task Order: <input type="text"/>	Program: <input type="text"/>	Phase: <input type="text"/>	Program Period: <input type="text"/>	Object: <input type="text"/>				
Sub Object: <input type="text"/>	Revenue Source: <input type="text"/>	Sub Revenue: <input type="text"/>	BSA: <input type="text"/>	Sub BSA: <input type="text"/>				
OBSA: <input type="text"/>	Sub OBSA: <input type="text"/>	Reporting: <input type="text"/>	Sub Reporting: <input type="text"/>	Major Program: <input type="text"/>				
Dept Object: <input type="text"/>	Dept Revenue: <input type="text"/>							
Total Hours :			00:00	08:00	08:00	08:00	08:00	08:00
Schedule Hours :			0:00	8:00	8:00	8:00	8:00	8:00
Save Recall From Workflow Save and Close Submit								

SIGMA ESS – Daily Activity Tab

Used to track specific activities

Timesheet

Timesheet

Daily Activity

Other Activity

Equipment Usage

Document History

WorkFlow

Document Comments

Employee Name : Chandran, Karun

Appointment Id :

Position Number : INFOMGR4A04N

Split Position : N

Title : SEE HRMN JOB

Sub-title : SEE HRMN JOB

Home Department : DTMB

Home Unit : Deptwide

Submitted Date :

Submitted By :

Reports To :

Supervisor Name :

Union Local :

Assignment From : 01/04/2016

Assignment To : 12/31/9999

Timesheet Accounting Adjustment : ☐

Timesheet submitted by a proxy user : ☐

Update Timesheet

Other Functions ▶

Daily Activity	Event	Details	Sun 04/24	Mon 04/25	Tue 04/26	Wed 04/27	Thu 04/28	Fri 04/29
✓	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Equipment: <input type="text"/>	Billed Customer: <input type="text"/>	Commodity: <input type="text"/>			Commodity Quantity: <input type="text"/>		
✓	Work Request Number: <input type="text"/>	Comments : <input type="text"/>						
Total Hours :			00.00	00.00	00.00	00.00	00.00	00.00
Schedule Hours :			8:00	8:00	8:00	8:00	8:00	8:00

Save

Recall From Workflow

Save and Close

Submit

31

SIGMA MSS – Managers Worklist

Lists provide a quick way to approve or reject direct report requests

The screenshot displays the SIGMA MSS Managers Worklist interface. The top navigation bar includes 'CGI Advantage mss', 'General HR', 'Time and Leave', and 'Travel and Expense'. The main content area is divided into several sections:

- Calendar** and **Actions & Alerts** tabs are visible at the top.
- Leave Balance Alerts [0]**: A section indicating 'No records found' with a table header for Name, Leave, Balance, Projected Balance, Maximum Balance, Accrual Rate, and Accrual Frequency.
- Timesheet Worklist [10]**: A table listing timesheet requests with columns for Name, Pay Period End Date, Submit Date, Approve, and Reject. The 'Approve' column contains green checkmarks, and the 'Reject' column contains red 'X' marks.
- Attendance Card**: A section for an employee named 'Senthil Bagava' with a 'Select Month From' dropdown set to 'January' and a 'Year' dropdown set to '2016'. A 'View Card' button is present.
- Missing Timesheets**: A section for missing timesheets, currently empty.
- Leave Request Worklist [20]**: A table listing leave requests with columns for Name, From Date, Submit Date, Approve, and Reject. The 'Approve' column contains green checkmarks, and the 'Reject' column contains red 'X' marks.
- Overtime Request Worklist [1]**: A table listing overtime requests with columns for Name, Overtime Event Type, Overtime Request Date, Hours of Overtime, Approve, and Reject. The 'Approve' column contains a green checkmark, and the 'Reject' column contains a red 'X' mark.

SIGMA MSS Expanded View

Manager can analyze expenses or timesheet

The screenshot displays the 'Travel Authorization' window within the SIGMA MSS system. The window is divided into three tabs: 'General Information', 'Trip Details', and 'Accounting'. The 'General Information' tab is currently active. It contains various input fields for traveler and trip information. To the left of the main form, a list of travel IDs is visible, with 'STRVL0010977' highlighted. To the right, an 'Approve' section shows a list of items with green checkmarks, indicating approval.

Travel Authorization - General Information	
* Traveler ID:	MSSCON1A
Traveler Name:	Fred Rogers
Email Address:	fred.rogers@cgi.com
Send Email Notification:	<input checked="" type="checkbox"/>
* Trip ID:	ESSTRVL0010977
* Trip Name:	Michigan Trip
* Purpose of Trip:	Client Demo
Destination Name:	DETROIT, MI, USA
City:	Detroit
State/Province:	MI
Country:	USA
Traveler Department:	010
Traveler Unit:	1010
* Travel Start Date:	01/05/2015
Travel Start Time:	
* Travel End Date:	01/10/2015
Travel End Time:	
* Travel Type:	
Client-Related Travel:	<input type="checkbox"/>
Multi-Segment Trip:	<input type="checkbox"/>
Canceled Trip:	<input type="checkbox"/>
Actual Amount:	500.0

Work List View

Time Worklist

Select Worklist : Adam Jensen ▼

Level : ▼

Document Code : TIMEI

Document Dept : 491

Document Unit : 3AB

Document ID :

Employee ID :

Appointment ID :

First Name :

Last Name :

Home Department :

Home Unit :

Last Date :

Employment Status :

Pay Class :

Title :

Pay Location :

Work Location :

Payroll Number :

Pay Period Start Date :

Positive/ Exception ID : ▼

Total Hours :

Base Pay Total :

Overtime Pay Total :

Other Total :

Group 1 Total :

Group 2 Total :

Escalated Item : ▼

Creator ID :

[Browse](#) [Clear](#)

<input type="checkbox"/>	Level	Document Code	Document Dept	Document ID	Priority	Escalated Item	Comments	Employee ID	Appointment ID	First Name	Last Name	Home Department	Home Unit
<input type="checkbox"/>	1	TIMEI	491	09151600000000004426	Normal	No	No	000107933		JESUS	PRIMLEY	491	3AB
<input type="checkbox"/>	1	TIMEI	491	09211600000000004432	Normal	No	No	000107933		JESUS	PRIMLEY	491	3AB
<input type="checkbox"/>	1	TIMEI	491	09211600000000004433	Normal	No	No	000107933		JESUS	PRIMLEY	491	3AB

From 1 to 3 of 3 [First](#) [Prev](#) [Next](#) [Last](#) [Approve](#) [Reject](#) [Take Task](#) [Return Task](#) [Change Priority](#) [Refresh](#) [Export to CSV](#) Show Lines: 10 ▼

[Menu](#) [Recall](#) [Worklist Details](#)

Travel and Expense



Today

Expense List Page

File Edit View Favorites Tools Help

Expense List Page HRMN-LC Lawson Portal - Home Mapq MDCS Google Business Objects D9 - T & E T & E - T MITES - PROD Home Feeds ()

Mi Time & Expense

Home Page >> Expense List Page < Previous Page Welcome **BLONDEC** [Logout](#)

Emp ID #: 539449 Name: [BLONDEC, CHERYL](#) Proc. Lvl: 0701 HRMN Dept: 33100 PAYROLL & TAX REPORTING
Barg Unit: Y99 CONFIDENTIAL

Type
☐ Expense Reports Only ☐ Adjustment Reports Only ☒ Both

Expense ID	Start Date	End Date	Paid Date	Original Paid Date	Nature of Business	Travel Related?	Out-of-State	Revision Number	Last Action	Delete
No filter applied										

Create New Expense

[Michigan.gov Home](#) | [Help & Contacts](#) | [State Web Sites](#) | [Awards](#)
[Accessibility Policy](#) | [Privacy Policy](#) | [Link Policy](#) | [Security Policy](#) | [Michigan News](#) | [Michigan.gov Survey](#)

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100%



SIGMA ESS – Travel and Expense Entry

CGI Advantage ess [Home](#) [Time and Leave](#) [Travel and Expense](#) [Accessibility](#) [Help](#) [My Jobs](#) [Hello, Peter Kingsley](#) [Logout](#)

Travel Authorizations

TEAUTH - Use this widget to create and submit the Travel Authorizations

[Create Travel Authorization](#)

Trip Range: Last 3 Months Sort By: Trip Start Date

[Draft Authorizations](#) [Submitted Authorizations](#) [Approved Authorizations](#)

Trip Name	Trip ID	Trip Start Date	Amount	Advance	Document ID	Modify	Copy
Trip to Fairfax	ESSTRVL0010386		0.00	N	08211500000000000016		
	ESSTRVL0010397		0.00	N	ESS08191500000010417		
	ESSTRVL0010397		0.00	N	ESS08191500000010428		
	ESSTRVL0010397		0.00	N	ESS08191500000010428		

Pending Payments

TEPPAY- Use this widget to view your pending travel advances and pending expense reports.

Trip Name	Trip ID	Scheduled Payment Date	Amount
MARGUERITE'S TEST	TRVL00000000036	09/28/2015	50.00
TRIP TO FAIRFAX TEST	ESSTRVL0010722	10/08/2015	400.00

Expense Reports

TEEXPS- Use this widget to create and view the expense reports.

[Create New Expense Report](#)

Trip Range: Last 3 Months Sort By: Trip Start Date

[Draft Expense Reports](#) [Submitted Expense Reports](#) [Approved Expense Reports](#)

Trip Name	Trip ID	Trip Start Date	Amount	Document ID	Modify	Copy
Test	TRVL00000000035	09/01/2015	1000.00	MN TEST		
Marguerite's test	TRVL00000000036	08/01/2015	0.00	MNTEST2		

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SIGMA ESS- Travel Authorization Entry

Travel Authorizations

TEAUTH - Use this widget to create and submit the Travel Authorizations

Create Travel Authorization

Employee Proxy:

Trip Range:

Last 3 Months






















Sort By:

Trip Start Date

Draft Authorizations

Submitted Authorizations

Approved Authorizations

Trip Name	Trip ID	Trip Start Date	Amount	Advance	View	Modify	Copy	Create Expense Report	
Conference in Fairfax	TRVL0000000177	01/04/2016	1575.37	N					
TEST	JC09	12/26/2015	102.00	N					
TEST	JC06	12/25/2015	100.00	N					
TEST	JC07	12/25/2015	100.00	N					
Approval-1	TRVL0000000112	12/14/2015	321.89	N					

Travel Authorization Document – Trip Details

Used to enter Authorized Expenses or to Request Travel Advances

The screenshot shows a web application window titled "Travel Authorization" with three tabs: "General Information", "Trip Details" (selected), and "Accounting".

Trip Details Tab:

- Buttons: "Add New Line" (with a plus icon), "Attach a Receipt" (with a receipt icon), "Mileage" (with a car icon), "Per Diem" (with a calendar icon), and "Attach a Quote" (with a quote icon).
- Buttons: "Browse..." (twice).
- Table with 8 columns: Transaction Date, Expense Type, Expense Name, Expense Payment Method, Authorized Expenses, Destination Name, Copy Line, and Remove Line. The table is currently empty.

General Information Section:

- Transaction Date:** * Transaction Date: [text box with calendar icon]
- Start Date:** * Start Date: [text box with calendar icon]
- Start Time:** Start Time: [text box]
- End Date:** * End Date: [text box with calendar icon]
- End Time:** End Time: [text box]
- Expense Type:** * Expense Type: [dropdown menu with house icon]
- Expense Name:** Expense Name: [text box]
- Destination Name:** Destination Name: [text box with house icon]
- City:** City: [text box]
- State/Province:** State/Province: [text box]
- Country:** Country: [text box]
- Authorized Expenses:** * Authorized Expenses: [text box]
- Requested Advances:** Requested Advances: [text box]
- Accounting Profile:** Accounting Profile: [dropdown menu with house icon]
- Accounting Template:** Accounting Template: [dropdown menu with house icon]
- Registration Due Date:** Registration Due Date: [text box with calendar icon]
- Receipt Required:** Receipt Required: [checkbox]
- Quote Required:** Quote Required: [checkbox]
- Overnight at a Temporary Work Location:** Overnight at a Temporary Work Location: [checkbox]
- Expense Maximum Exceeded:** Expense Maximum Exceeded: [checkbox]
- Expense Explanation:** Expense Explanation: [text box with up/down arrows]

Payment Information Section:

- Expense Payment Method:** * Expense Payment Method: [dropdown menu]

Buttons: "Save" and "Submit Report"

ESS- Travel Expense Entry

Expense Reports

TEEXPS- Use this widget to create and view the expense reports.

Create New Expense Report

Employee Proxy :

Trip Range:

Last 3 Months

Sort By:

Trip Start Date

Draft Expense Reports

Submitted Expense Reports

Approved Expense Reports

Trip Name	Trip ID	Trip Start Date	Amount	Document ID	Modify	Copy	
	ESSTRVL0011023		0.00	ESS12141500000011069			
	ESSTRVL0010958		124.00	DS14 UI			
Source ID	ESSTRVL0011534	01/04/2016	0.00	ESS01091600000011497			
Conference in Fairfax	TRVL0000000177	01/04/2016	1623.53	ESS12011500000011471			
Conference in Fairfax	TRVL0000000177	01/04/2016	1575.37	010516000000000000093			
Conference in Fairfax	TRVL0000000177	01/04/2016	1400.07	01051600000000000000004			

ESS- Travel Expense Report - Trip Details

Used to record actual expenses

The screenshot displays the 'Travel Expense Report' application window, specifically the 'Trip Details' tab. The interface includes a top navigation bar with 'General Information', 'Trip Details', and 'Accounting' tabs. Below this, there are buttons for 'Add New Line', 'Mileage', 'Per Diem', 'Attach a Receipt', and 'Attach a Quote'. A table with columns 'Transaction Date', 'Expense Type', 'Expense Name', 'Expense Payment Method', 'Actual Expenses', 'Destination Name', 'Copy Line', and 'Remove Line' is visible. The main form area is divided into sections: 'Payment Information' (Expense Payment Method, Transaction ID Number), 'General Information' (Transaction Date, Start Date, Start Time, End Date, End Time, Expense Type, Expense Name, Destination Name, City, State/Province, Country, Authorized Expenses, Actual Expenses, Paid Advances, Unused Advances, Expenses:Applied Advances to Trip's Other, Expenses:Applied Advances From Trip's Other, Reimbursable Expenses, Applied Advances From Other Trips, Due To Traveler), 'Reference' (Ref Doc Code, Ref Doc Dept, Ref Doc ID, Ref Traveler Line, Ref Trip Detail Line, Ref Accounting Line), and 'Accounting' (Accounting Profile, Accounting Template, Registration Due Date, Receipt Required, Receipt Explanation, Quote Required, Quote Explanation, Expense Explanation, Expense Maximum Exceeded, Calculate Expense Maximum). The form is populated with various input fields, dropdown menus, and checkboxes, and includes 'Save' and 'Submit Report' buttons at the bottom.

Transaction Date	Expense Type	Expense Name	Expense Payment Method	Actual Expenses	Destination Name	Copy Line	Remove Line
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Payment Information

Expense Payment Method: Transaction ID Number:

General Information

Transaction Date: Accounting Profile:
Start Date: Accounting Template:
Start Time: Registration Due Date:
End Date: Receipt Required: ☐
End Time: Receipt Explanation:
Expense Type: Quote Required: ☐
Expense Name: Overnight at a Temporary Work Location: ☐
Destination Name: Quote Explanation:
City: Expense Explanation:
State/Province: Expense Maximum Exceeded: ☐
Country: Calculate Expense Maximum:
Authorized Expenses:
Actual Expenses:
Paid Advances:
Unused Advances:
Expenses:Applied Advances to Trip's Other:
Expenses:Applied Advances From Trip's Other:
Reimbursable Expenses:
Applied Advances From Other Trips:
Due To Traveler:

Reference

Ref Doc Code: Ref Traveler Line:
Ref Doc Dept: Ref Trip Detail Line:
Ref Doc ID: Ref Accounting Line:

Accounting

Accounting Profile:
Accounting Template:
Registration Due Date:
Receipt Required: ☐
Receipt Explanation:
Quote Required: ☐
Quote Explanation:
Expense Explanation:
Expense Maximum Exceeded: ☐
Calculate Expense Maximum:

Buttons: Save, Submit Report

ESS- Payments

Employees can quickly determine the status of expense reports

Payments			
TEPPAY- Use this widget to view your pending travel advances and pending expense reports.			
Trip Name	Trip ID	Payment Date	Amount
ADVFN00122509	TRVL00000000186	01/07/2016	100.00
RETEST ADVFN00119438	TRVL00000000083	12/04/2015	50.00
TRIP TO FAIRFAX	ESSTRVL0010570	12/01/2015	300.00
INS01	TRVL00000000074	11/30/2015	90.00
INS01	TRVL00000000074	11/30/2015	100.00
INS01	TRVL00000000073	11/30/2015	90.00
INS01	TRVL00000000073	11/30/2015	100.00
INS01	TRVL00000000072	11/30/2015	90.00
INS01	TRVL00000000072	11/30/2015	100.00
INS01	TRVL00000000071	11/30/2015	90.00
INS01	TRVL00000000071	11/30/2015	100.00
INS01	TRVL00000000070	11/30/2015	90.00

ESS- Travel Authorization – Mileage Tab

Mileage Calculated Automatically using MapQuest

Travel Authorization

Mileage

+ Add New Line

Date	Start Location	End Location	Calculated Mileage	Mileage	Mileage Rate	Mileage Amount	Copy Line	Remove Line

* Date:

* Start Location:

* End Location:

Explanation:

Round Trip:

☐

Calculated Mileage:

* Mileage:

Mileage Rate:

Mileage Amount:

Back to Trip Details

Calculate Mileage