1) **What is Archivum Travel?**

It is USF’s new Travel application developed on the Appian BPM (Business Process Management) software using the Agile methodology. It is part of a set of business applications developed by USF IT.

2) **What are some of the intended benefits of Archivum Travel?**

Some of the benefits are:

- Provide a simpler, user friendly and streamlined experience.
- Allow Mobile functionality and full visibility on the status and location of transactions in the workflow.
- Automated budget checking
- Improved data collection and reporting to USF World and Export Control to manage their responsibilities pertaining to safety and compliance on international travel.
- Better management information via dashboards, reports and metrics which are not available in PeopleSoft.

3) **What are some of the implications of this change?**

Some of the implications are:

- Change in workflow order with HR supervisor approval being first followed by Fiscal approval. This allows submission of a simplified Travel request without cost estimates for HR supervisor approval and later have cost and chart field information added for Fiscal approval.
- Receipts for travel-related PCard charges must be included in the travel expense report receipt package in addition to the PCard statement receipt package. This is because the charges are reconciled in the PCard module while approval is required on the expense report.
- PCard charges for DSO Reimbursement are not included on the Archivum expense report.
- Expense report will prompt for the last four digits of card number for expenses paid with personal credit card. This is for validation not paid with USF PCard.
- Anticipated PCard charges are not encumbered via the Travel Request, since they are reconciled in the PCard Module, not on the Expense Report.
- Post-Travel Authorizations (PTA’s) are built-into the system. All expense reports require an electronic authorization, including PTA’s.
- During transition, some Travel transactions will be in FAST and others will be in Archivum. The Expense Report will be completed in the system in which the Travel Authorization (FAST) or Travel Request (Archivum) is initiated and approved.
4) Is training provided to use the new system?

Yes, training Video tutorials are posted on the travel website. Follow this link http://www.usf.edu/business-finance/controller/payment-services/archivum.aspx to access the video tutorials and other resources available.

5) Who can I contact regarding Archivum Travel?

All questions and suggestions related to Archivum Travel can be directed to the Travel Helpdesk travelhelp@usf.edu

For technical help with Archivum Travel you can contact IT Tech Support help@usf.edu

6) Does Archivum Travel support all browsers and operating systems?

Yes, Archivum Travel supports all browsers and operating systems. If you encounter any issues with using a particular browser, please contact IT Tech Support help@usf.edu

7) How would the process to set up a non-employee handled in the new system?

There will be no change to this process. You will need to complete the form and send it to the Travel Helpdesk as is done now.

8) I am a delegate for 15 travelers in my department in FAST. How do I get set up in Archivum for these travelers?

No further action is required. All set up in FAST remains the same in Archivum. If you would like to make changes, you will need to complete a Delegate Assignment Request form and send it to the travelhelp@usf.edu

9) If an Alternate User Assignment is set up in FAST, will the transaction route to the alternate user in Archivum?

Yes, the transaction will route to the Alternate user.

10) An approver set up an alternate user in the system, however some transactions are still showing a task for the approver.

If the alternate user was set up after the transaction was routed as a task for the approver, the transaction will need to be approved by the approver or reassigned to the alternate user. You will need to contact travelhelp@usf.edu if a reassignment is needed.

11) I have tasks that just say ‘create expense report’ or ‘create travel request’ but when I click on it there is no more information.

Archivum Travel saves the task as soon as you click on the action, however if you did not click on the button ‘save as draft’ on the left hand top corner of the page no further information will be saved. To delete this task, you can simply click on it and click ‘cancel’
12) I have been recently been promoted to a Supervisor, do I need to request access to the Archivum or FAST system to be able to approve travel transactions for the employees that report to me.

No, if you are listed as the supervisor for the employee in GEMS, you do not need any further set up to be able to approve transactions in Archivum.

13) I am the PI for my grant in FAST, do I need to request special access to Archivum to be able to approve travel transactions for travel on my grant as Project Manager?

No, If you as listed as a PI in the Grant Module in FAST, you do not need to request any further access to be able to approve transaction in Archivum.
Travel PCard Charge Reconciliation

14) When will the charges stop going to the PCard wallets in FAST?

The charges stopped routing to the PCard wallets on July 10th 2017 as all new travel Requests are submitted in Archivum. There will be situations during this transition time that you may need to request charges from PCard moved to Travel wallet so that a Travel Authorizations started in FAST last Fiscal year can be pulled into an expense report and approved for payment. Please contact Travelhelp@usf.edu to request the PCard charges be moved.

15) Should PCard charges be reflected in the Expense Report even if the PCard charges were not encumbered?

Yes, an Expense Report must be submitted even if all expenses were on PCard. When charges are associated with the correct Archivum Travel Request number on the Appian TR tab in PCard, they will automatically flow into the Expense Report when the correct Travel Request is pulled into the Expense Report.

16) Once a PCard charge is reconciled in the PCard module, can the Travel request number be changed?

Yes, the Travel Request number can be changed by accessing the ‘closed’ charge and updating the Travel request number. The chartfield the charge was reconciled to cannot be changed. For more details you can view the video on PCard reconciliation training for travel charges.

17) Can a PCard charge be split when reconciling in PCard module to assign to different TR numbers?

Yes, the option to split the charge is available when reconciling the charge in the PCard module.

18) Why can't I assign a TR number to my charge for PCard DSO Reimbursement?

Charges for PCard DSO Reimbursement are reimbursed directly through the balance sheet by the DSO’s, therefore are not included on the Archivum expense report or assigned an Appian TR number.
19) When entering more than one chartfield in addition to ‘by percentage’, can it also be divided ‘by amount’?

When you are setting up the chartfield, it can only be divided by percentage however on each line expense, the amount can be adjusted ‘by amount’.

20) Can the HR supervisor see all expense details when approving?

Yes, if all expense estimates have been entered prior to submitting to supervisor, the supervisor can view the details before approving.

21) IF VP needs the Post Travel Authorization reason and preventative action edited, can the Travel Request be sent back?

If changes need to be made to the reason and preventative action, the Travel Request will need to be deleted and recreated.

22) The Travel Request was sent back for revision but, the submitter has still not received the task.

It sometimes takes up to one and a half minutes when a task is sent back to appear. Please allow this time to receive the task.

23) Do all Travel requests submitted in Archivum, create an encumbrance in FAST?

No. An encumbrance in FAST is created only for Traveler Paid expenses on the Travel request. The PCard charges are reconciled in the PCard module and posted directly to the ledger.

24) What happens if the dates and location on my Travel Request changes?

If you become aware of the change on dates or location early enough, you can cancel the Travel Request and create a new one. If the change is required at the last minute, you will need to ensure that the changes are documented in the comments of the expense report for compliance and the approval of your supervisor. If it is a foreign trip, please notify USF World.

25) I was told that a Travel Request needed my approval, however I did not receive any notification.

Please check your ‘Clutter’ folder as the notifications may have routed to your ‘Clutter’ folder in Outlook. You can mark e-mail notifications coming from Archivum as ‘no Clutter’. Once you work the task by clicking on the link in your e-mail, the notifications will be routed to your inbox.

26) Will the Travelers get an e-mail notification once the Travel Request is fully approved?

Yes, the travelers will be notified.

27) I have an approved Travel Request however it is no longer required as the conference was cancelled. How do I cancel the Travel Request in Archivum?

Access the Travel Request from My Travel Dashboard. Under Travel Information, you can pull up the Travel Request by using the search features available. Once you see the Travel Request in the grid
below, click on ‘More Info’ on the right side of the grid and when Travel Details section opens below, you will the Cancel Travel Request

**Travel Details**

![Cancel Travel Request]

28) **Is there an option to print a Travel Request?**

No there is no option to print a Travel Request. It is not required to be included in the Expense Report receipt package.
29) How do I pull in PCard charges reconciled to the Travel Request into Archivum?

To create an expense report in Archivum Travel, you need to select a Travel Request or Post Travel Authorization. When you select the correct request, the PCard charges reconciled in PCard to this TR number will be automatically pulled into ER.

30) When will Expense reports in Archivum not have a corresponding FAST ER number?

If the ER has only expenses with payment type ‘PCard Payment’. There will no corresponding FAST ER since the PCard charges are reconciled in the PCard module and posted to the GL.

31) Why does expense report require the last four digits of the credit card?

When credit card is selected for a traveler paid expense, the system prompts for the last four digits of the credit card number to validate that the expense was not paid using an USF PCard.

32) If I am creating an Expense Report for a Non-employee, how can I verify their mailing address to confirm it is accurate?

If a non-employee record is selected to create an ER, the mailing address of the traveler will be displayed when selecting traveler.

33) The expense report coversheet was sent to the traveler via DocuSign, however the traveler has not received it.

It sometimes takes up to 36 minutes for DocuSign to deliver the document to the traveler. If the traveler has not received the e-mail, they should check their ‘Clutter’ folder. If the traveler did not receive the e-mail and 36 minutes have passed since it was sent to them, they can log in to DocuSign and sign and direct the document back to the submitter.

34) Traveler is only seeking reimbursement for meals, what should I upload as receipt package?

If Traveler chooses to only be reimbursed for meals, please ensure that it is documented in the expense report. You will need to upload a document that clearly states the traveler chose to be only reimbursed for meals.

35) How do I save my work when creating an expense report?

On the top left corner of the page, click on Save Draft to save your work.

36) I have a traveler who paid for a personal item on their PCard, can we reduce the reimbursement on Expense Report by adding a negative line.

Negative lines cannot be added to make adjustments for expenses on PCard. The traveler will need to write a check back to USF that should be deposited in the Cashier’s Office and a copy of the check and
deposit slip should be included in the Expense Report Receipt Package and also with the PCard bank statement.

37) When I enter the start time and end time of the trip on the expense report, does the system automatically calculate the meals for the first and last day of the trip?

No. The meal deduction should be selected individually on the first and last days of the trip.

38) I am preparing an Expense Report that is paid from Project that requires a Supervisor signature of the expense report as per Office of Research requirements. Can the supervisor sign using DocuSign?

Yes. Once the Expense Report is routed to the Supervisor for approval, if the supervisor signature is required the supervisor will be prompted to sign via DocuSign. Submitters should not send the Expense Report Coversheets to the supervisors outside of the workflow.
39) I was told the coversheet for expense report was sent to me via DocuSign but, I did not receive any e-mail notification.

DocuSign notifications are sent to the Travelers Official USF e-mail address. Please ensure you are checking the correct mailbox for the notifications. If you need to update your official USF e-mail address please click on Manage My NetID and follow the steps required. Also remember to check your ‘Clutter’ folder to check if it was misdirected there.

40) I have looked for the e-mail notification but could not locate it, is there any other way that I can sign my cash advance coversheet?

Yes. You can visit [http://docusign.com](http://docusign.com) and click Log in in the upper right corner. Enter your USF primary e-mail address and click continue. You will be directed to your USF Single –SignOn page.

41) I did not receive the DocuSign e-mail and I cannot find the document by directly logging into DocuSign. What do I have to do next?

Please contact the Travel helpdesk by e-mailing travelhelp@usf.edu and provide your expense report/cash advance number.