

- 1. How do I log into WOLF?**
 - a. On Florida Atlantic University's home page (www.fau.edu) Type <http://www.fau.edu/wolf> (WOLF url) in the 'Address' field
- 2. How do I find a specific tar number?**
 - a. Type the TAR number in the box and click on 'Search'.
 - b. To look up all TARs for a specific department, type only the first 2 alpha characters of the TAR number in the box, and click on Search, or from the WOLF Forms grid, you may choose what Forms to display, select a form to Review, Edit, Copy, or Cancel or you may add Notes to a form.
- 3. How do I create a tar for another department?**
 - a. Fill out 'The Cross Functional Department Form' and submit. Once this form is processed you will have the option to choose more than one department.
- 4. What is my traveler does not appear on the dropdown?**
 - a. You may search for the traveler by depressing '**Search for Traveler**'. A traveler search engine will appear. Type in the first and last name of the traveler. Then depress the 'Search' button. All entries matching your search criteria will then be displayed. Double click on chosen person and it will populate the 'Select the Traveler' field.
- 5. My Index number is not showing on the drop down selection for 'Account Index'.**
 - a. In order for the index to be used in WOLF you must fill out the appropriate paperwork for the Signature File. Having expense budget is not enough to complete your transaction on WOLF. Please refer to the Controller's Office – Signature System to download the forms. Once the forms have been completed and submitted, please allow 24 hours for uploading into the system.
- 6. When do I use a blanket tar?**
 - a. For regular trips to the same destination or for the same purpose. Blanket TARs are limited to within the state of Florida, and may not involve lodging or airfare. If such expenses will occur for one trip of a Blanket TAR, you must create a separate TAR for that trip.
- 7. Why do some items appear in red on my blanket?**
 - a. These charges are disallowed on blanket travel, you cannot charge meals or lodging on a blanket.
- 8. Why is the airfare cost not encumbering dollars?**
 - a. If you chose 'Direct Bill', the cost will not tally in the encumbrance amount, but please note it does tally in the total estimate of the trip. Note the parenthesis – this indicates less than in the total encumbrance.
- 9. Why is the pCard cost not encumbering dollars?**

- a. If you chose 'pCard', the cost will not tally in the encumbrance amount, but please note it does tally in the total estimate of the trip. Note the parenthesis – this indicates less than in the total encumbrance.

10. Why is the Purchase Order cost not encumbering dollars?

- a. If you chose 'pCard', the cost will not tally in the encumbrance amount, but please note it does tally in the total estimate of the trip. Note the parenthesis – this indicates less than in the total encumbrance.

11. I notice a field 'Cash Advance' feature on the WOLF system, may I use that to get a cash advance for my traveler?

- a. This field functions as a **calculator** only. You may use this field to calculate the 80% allowable amount, but will need to complete your transaction through the paper forms procedure.

12. My supervisor is not showing on the 'Supervisor' approval list?

- a. Not all supervisors are presently uploaded in the system, but you have an option of finding them through the SCT Banner Soundex™ database and inserting their names. Click on 'WOLF User ID'. This will take you to a search engine. Type in the name and only what appears between the brackets [] should be used as the WOLF User ID. Do not assume that user ID is the same as the email address, it may vary.

13. I need more than one supervisory approval not seen in list.

- a. Follow the instructions above for each approvers and separate with a comma between names.

14. Why is it important to choose the correct 'Travel Type', i.e., In-state, Out of state or International?

- a. The 'Travel Types' are programmed to upload appropriately to account codes in Banner. Each account code is associated with an 'Account Expense Pool' (13xxxx). These fields are used for end of year reporting, so please be mindful of accuracy.

15. I notice a field 'Cash Advance' feature on the WOLF system, may I use that to get a cash advance for my traveler?

- a. This field functions as a **calculator** only. You may use this to calculate the 80% allowable amount, but will need to complete your transaction on paper. A filled in field indicates an advance. An advance transaction disallows electronic processing.

16. What is the difference between 'Total Estimated Expense' and 'Total TAR Encumbrance'?

- a. The 'Total Estimated Expense' field totals all of the expense charges including, airfare, purchase order and pCard charges. The 'Total TAR Encumbrance' only totals the encumbered amounts (this would **exclude** direct billing, pCard expense or purchase order expenses).

17. What does the ‘Suspended due to Modification by ...’ message mean?

- a. This message is designed to trigger a ‘suspense mode’ for reimbursements if a modification has occurred on the original encumbrance. If you see this message, please review the original encumbrance (there is a link on the reimbursement page). You will note that a modification has been transacted. You **MUST** wait until that original encumbrance has been posted to complete the reimbursement transaction.

18. How do I know if I received a reimbursement?

- a. When travel reimbursements are transacted into a bank account, an email is sent to the recipient.

19. What is the process for greater than 30 day travel?

- a. We received a request to expedite the greater than 30 day travel process. We were able to implement a simple yet key enhancement by seamlessly sending authorizations on all travel (other than blankets) greater than 30 days directly to the Provost’s area without any initiator intervention. This will apply to all travel, **other than blankets**, and will be in lieu of the manual/paper Provost authorizations for this type of travel.

A special reminder: if you forget to depress the blanket travel radio, an authorization will be sent directly to the Provost’s area (the system will assume it is a one time travel greater than 30 days)

20. When I get to the ‘Details’ page I noticed I needed to change a field, what do I do?

- a. Scroll to the bottom of the page, there are buttons that port you back to the appropriate page, e.g., traveler’s information, trip information, accounts and costs and approvals. These buttons allow you to save your vital information and go back to a page. **DO NOT** use the back button, you will lose the data going back and forth from pages.

21. I completed my tar and closed the page with the ‘x’ on the right upper corner. I never received a tar number?

- a. In order to complete the transaction correctly and receive a tar number you must depress the ‘Submit’ button on the bottom of the page.

22. Why should I create a ‘Complimentary TAR’?

- a. If an employee is traveling and there is no cost to your department, a complimentary tar is mandated to account for this traveler’s absenteeism. Creating a Complimentary TAR works very similar to creating a regular TAR. The differences are that the Complimentary TAR has no dollars, no account, and, as a result, no account signer is needed.

23. The reimbursement exceeds 10% of the original encumbrance, what should I do?

- a. You will have to increase the original encumbrance by the needed amount. You may do so by, inserting a tar number in the ‘Look Up’ box and depress

'Enter'. When the tar appears on the screen, at the top of the page, choose the "Edit Tar Values" option. Whenever you modify a TAR, you must enter a **Reason for Modification**. This text box is limited to 1000 characters. Please be brief but informative. Additionally, you will need to provide '**Justification for Late Submission**' if you change the dates of travel and the trip begins prior to today's date.

Note: to change an amount - you must enter the new amount you want. Enter this in place of the old value that is displayed. **DO NOT** insert the difference between the old amount and the new amount. WOLF will compute the difference between the old values and the new values, and will adjust the Total lines as you go.

Each time you edit a TAR it must go through the approval cycle. However, for your convenience, the approvers last chosen for this TAR are displayed as 'pre-selected' authorized signers. However, you may change any of these as needed. **To change** any of the pre-selected approvers, simply click on that approver to check or uncheck it. **Add any additional Supervisors** you may need, by typing in their WOLF ID in the box provided. Additionally, you can search for a WOLF User using SCT Banner Soundex™. If you need more than one approver in this box, separate them by commas. Spaces are optional between approvers.

24. How do I approve a tar?

- a. There are two ways to approve tars.
 - i. You may approve through mail browser (MyFAU is **NOT** an acceptable browser) or through the web interface. **To Approve or Reject**, click on the 'Approve' radio button or the 'Reject' radio button within the email, and depress submit button. If you are using the '*Click for Quick Approval*', do not fill in radio button and submit. By depressing the hyperlink it will automatically bring up a new window and approve the tar. **If you reject the approval request**, you must provide a reason for the Rejection in the text box provided. **To finish your approval or rejection**, you must click on the 'Submit' button.
 - ii. Online Approval (You will have to login to WOLF). Click on 'Approve / Reject Outstanding Forms' on the WOLF Manager screen. It brings up the list of Forms waiting for approval. In the last column, click on 'Approve'. It will automatically update and approve the tar.

25. How do I run a report?

- a. **To see a report of Approvals**, click on 'Approvals Report' on the WOLF Manager screen. The WOLF Approvals Report selection screen is presented. Select what type(s) of **approval status** to include on the report – you may checkmark multiple types. Example: If you only wanted to see TARs awaiting approval, you would checkmark 'Awaiting Approval'. You may also choose the order in which the report is presented. The '**Primary**

Key is what the report will be primarily sorted by. The **'Secondary Key'** is the second criteria for sorting the report. After you have selected the report criteria, depress **'Generate the Report'** to view the report.

To view a report of selected TARs, click on the 'TARs Report' link on the WOLF Manager screen. The TARs Report selection screen is presented. On this screen you can select various criteria, to tailor your report to your needs. Under 'TARS Included', **select what type(s) of TARs** you want included in your report. You may select multiple types. Next, **select what columns you want included in the report. Next, select how the report is to be sorted.** The **Primary Key** is the column which will become the primary sort criteria for the report. Then, select the **Secondary Key**, which will become your secondary sort criteria. When you have completed selecting the report criteria, click on **'Generate Report'** to view the report.

26. How do I create an electronic reimbursement?

- a. There are three (3) alternate routes to access WOLF Reimbursements. You can access Reimbursements through WOLF Forms ID grid, 'Look Up Form' and enter tar number and click on Enter New Reimbursement or from the WOLF Manager, click on Create Reimbursement and insert tar number.

27. How do I file an international, greater than \$1,000 reimbursement or one that has been granted an advance travel payment?

- a. International, greater than \$1,000 reimbursement or one that has been granted an advance travel payment must be transacted via paper. Electronic processing is disallowed.

28. Why is it important to list all 'Places of Travel' on the reimbursement form?

- a. Only listed 'Places of Travel' will appear in the drop down menu to record travel destinations. Fill-ins are disallowed on the drop down menu.

29. How do I correctly reimburse my traveler?

- a. Fill in Date & Time, Destination(s), Cost Type, Description, Purpose and Cost Amounts on each line number. Incorrect Cost Typing may cause none payment. Ensure that the reimbursement values are correct before submitting form. Once submitted and authorized changes cannot be made.

30. Must I list pCard or direct billing on the electronic form?

- a. Yes, all charges must be accounted for on the electronic reimbursement form.

31. How many signatures do I need on the reimbursement form?

- a. Only two signatures are required on this form; traveler (you may choose the "Preparer Certifies Traveler's Approval") and supervisory approval. Of course, there are many areas that require additional signatures, choose as many as you need, but remember, all chosen signatures must authorize

before the reimbursement will be processed for payment.

**32. It may take me longer than ½ hour to complete a tar or reimbursement.
What shall I do?**

- a. **Only** available on the reimbursement form, the capability to save and return at a later date to complete the form. On the encumbrance form, there is maximum ½ hour allocation, so please have all of your details handy for expeditious processing.