Release 3.7.2

Release Notes

Version 1.3

Thursday, August 10, 2006

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Executive Summary

This document contains the release notes for E^2 Solutions Release 3.7.2, which includes several significant functionality enhancements, as well as a number of minor enhancements and addressed customer issues. This document is provided to communicate these changes. See the *E^2 Solutions User Guide* or contact your Account Manager for specific details about using new features.

The following application enhancements are contained within this release. The associated feature numbers are provided for tracking purposes. Each enhancement is an aggregation derived from outstanding enhancement requests, change requests and customer issues.

- Checkbook Accounting (Change ID: 8466, 8404, 8469)
- Percent Allocations for Accounting Codes (Change ID: 7969)
- Business-Class and First-Class/Premium-Class (Change ID: 4839, 7089, 7741, 7863, 8316)
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- OBE Profile Information can be Modified Without a Defined OBE
- Invitational Traveler (Change ID: 8392)
- Section 508 Enhancements

Functionality was also modified in the following areas:

- Major and Minor Customer Settings
- Travel Advances
- Other areas detailed in the release notes

Other changes include the addressing of low-impact customer issues and change requests, and behind-the-scenes architectural changes.

Enhancement Features

Checkbook Accounting (Change ID: 8466, 8404, 8469)

Description:

The balances of accounting code funds in an Agency financial system can be updated each time funds are obligated to a trip using E^2 Solutions' checkbook accounting functionality. This functionality is enabled or disabled by a Customer System Administrator in the Major Customer Settings.

When an event occurs within E^2 Solutions that causes a change in funds, such as the approval of a trip authorization or the filing of a travel voucher for reimbursement of trip expenses, a transaction is made to your Agency financial system. The transaction may be accept or reject by the Agency financial system, which will either obligate the requested funds to the trip created in E^2 Solutions or reject the request, respectively.

Note: Batch or manual fund balance updates to your Agency financial system are performed by your Agency's Finance Office.

The interaction between E^2 Solutions and an Agency financial system is not instantaneous. The amount of processing time required by an Agency financial system to confirm funds for each trip requested in E^2 Solutions varies and, in some cases, processing may take up to an entire day.

E^2 Solutions includes settings to enable checkbook accounting functionality, which may be used to keep track of fund balances in your Agency financial system so you may know how much money is truly available in funds. Checkbook accounting can keep a running balance of funds obligated by E^2 Solutions (and unavailable for use by other E^2 Solutions users) and the remaining funds available for trips in your Agency financial system for all Major Customer level E^2 Solutions users.

Documents That May Use Checkbook Accounting Functionality

Check book accounting is available for the following types of travel documents:

- Trip authorizations
- Local travel claims
- Trip authorizations created from open authorizations
- Travel vouchers
- Supplemental travel vouchers
- Voucher reclaims

Group and open authorizations do not use checkbook accounting, since the funds are not obligated for these types of travel documents during the approval process.

Impact:

All customers are impacted by this update.

Customer Benefit:

Travelers, Travel Arrangers and Approvers can always know the balances of funds in an Agency financial system. Additionally, Travelers and Travel Arrangers may override fund balance limits when submitting travel documents for approval.

Percent Allocations for Accounting Codes (Change ID: 7969)

Description:

An *Amount to Allocate (%)* column has been added to the top area of the *Selected Accounts* window. In previous E^2 Solutions releases, the Amount to Allocate column allowed a Traveler, Travel Arranger or Approver to allocate funds between accounting codes in dollar amounts. The new *Amount to Allocate (%)* column allows funds to be allocated as percentages of accounting codes (for example, 25 percent of one accounting code and 75 percent of another accounting code.

Impact:

All customers are impacted by this update.

Customer Benefit:

Expanded functionality when allocating accounting codes.

Business-Class and First-Class/Premium-Class (Change ID: 4839, 7089, 7741, 7863, 8316)

Description:

The following modifications have been made regarding how E^2 Solutions processes a class of service other than Coach for the mode of transportation of commercial air when chosen by a Traveler in the *Create Travel Authorization (Step 3 of 3)* window:

Traveler and Travel Arranger Modifications

- The *Will you be flying in Business/First Class?* Area with its *Yes* and *No* radio buttons have been replaced by a new area, *Please select the cabin class for your trip*, with a *Save* button and the following three options:
  - *Coach*
  - *Business*
  - *First*

  This area will be editable for Travelers or Travel Arrangers and read-only for Approvers.

  A Traveler chooses his/her type of seating when booking reservations using the OBE. Selecting *First* in this item will not affect the types of seating available to a Traveler when booking airfare, nor affect previously-selected seats. If *Business* or *Coach* is selected, a Traveler may only select one of these types of seating when using the OBE. For example, if **Coach** is selected in this item, business-class may be booked using the OBE, and vice versa. It is the Traveler's responsibility to book business-class or first-class seating when booking reservations.

Specifying a cabin class is not required if you are sending the trip authorization or NFS trip to a Travel Agent.

Note: Coach seating is the default method of air travel in E² Solutions. The use of business-class or first-class seating must be approved by your Approver.

- If a Traveler selects the *Business* or *First* radio button, a new window titled *Travel Policy Information* appears over the current window and contains a list of reasons for selecting the respective class of service. A Traveler may select a reason for selecting business-class or first-class from the *Justification* drop-down list.

- Previously, if a Traveler chose *First Class* or *Business* instead of *Coach* for one or more air segments when booking his/her reservations, a message box would appear to an Approver while approving a travel document. Clicking the **OK** button in the message box would allow the use of the different class of service. Clicking the **Cancel** button would allow the Approver to revise the trip back to the Traveler.

  This functionality has been replaced by a new section, *I will,* in the Create Travel Authorization (Step 3 of 3) window for an Approver. This section will also only appear if a traveler chose *First* or *Business* and contain the following selections that may be made by an Approver:

  - *approve the use of Business Class*
  - *approve the use of First Class*
  - *not approve the use of Business Class*
  - *not approve the use of First Class*

  If *not approve the use of Business Class* or *not approve the use of First Class* is selected, the *Approve* button is disabled and you may only revise the travel authorization back to the Traveler.

Impact:

All customers are impacted by this update.

Customer Benefit:

Expanded functionality when choosing and approving classes of service for commercial air.

Available Open Authorizations Prompt (Change ID: 7808)

Description:

A reminder message box now appears when a Traveler or Travel Arranger clicks the **Create Trip Authorization** button that lets him/her know that open authorizations are available for creating trips. The Traveler can choose whether or not to use an open authorization for creating the authorization.

Impact:

All customers are affected by this functionality.

Customer Benefit:

Travelers are reminded that open authorizations are available for their travel.

Travel and Emergency Advances (Customer System Administrator Settings Applicable to Minor Customer Travelers) (Change ID: 6482)

The following changes have been made to the settings for advances, which are configurable by a Customer System Administrator:

- The *Cash Advances Allowed?* checkbox, *Cash Advance (Percent)* field and *Emergency Advances Allowed?* checkbox have been removed from the *Major Customer Settings* window and have been replaced by the *Travel Advance Settings*, *Travel Advance Limits* and *Apply Travel Advance Settings* areas in the Minor Customer Settings window.
- Cash advances are now referred to as *travel advances* thorough E^2 Solutions.
- Advance settings can be specified separately for all Major Customer Travelers who have a government-issued travel charge card defined in their user profiles and those that do not have a government-issued travel charge card specified in their user profiles.
- Advances may be allowed or disallowed separately for those with defined or without government-issued travel charge cards for the following expenses
    - Transportation expenses
    - Lodging expenses
    - Other expenses
- A Traveler may be limited to the defined advance amount, or allowed to override the defined advance amount and claim up to 100 percent of the total estimated expenses of a trip.
- Travelers may be allowed to request advances prior to the first day of travel, on the first day of travel up to the last day of travel or from after a trip authorization is approved up to the last day of travel.

Impact:

All customers are impacted by this update.

Customer Benefit:

An Agency has more control over who may request an advance, the expenses to which a travel advance can be applied, the amount that can be advanced and when an advance can be requested.

PNR Retention (Change ID: 7556, 7971)

Description:

E2 Solutions may be configured to allow Travelers in your Agency to retrieve a reservation for travel that has already occurred (that is, a VATT) in a trip authorization, NFS trip, trip authorization created from an open or group authorization or amended trip authorization.

The ability to retrieve reservations for a VATT and the length of time that reservations may be retrieved is based on the retention line in the PNR contained on a GDS. The retention line is used for recalling information about an authorization after travel has taken place. For example, if questions arise about rental car details a month after a trip occurs, providing this information in a retention line allows the information to be recalled.

A retention line also contains a parameter specifying the number of days which the retention line should be kept, based on the trip's return date. This number is typically specified as 120 to 180 days from the trip's return date, but may be specified from no days to up to a maximum of 330 days from the current date.

E2 Solutions uses the retention line to retrieve a VATT's reservation. When configured, the *Retrieve Reservation* button appears in the *Create Travel Authorization (Step 3 of 3)* window when a VATT is viewed. A Traveler can click the button to retrieve the reservation and fill in estimated expenses for the ended trip. The PNR will update to reflect the new estimated expenses of the trip and E2 Solutions will update the trip's itinerary and authorization history.

This configuration must be performed by CW Government Travel. Contact your CW Travel Account Manager to request this configuration, including the number of days for which you want Travelers to have the ability to retrieve reservations for VATTs.

Impact:

All customers are impacted by this update.

Customer Benefit:

A Traveler can retrieve a VATT to directly fill in expense details from a reservation.

New Reports (Change ID: 7089, 8697)

Description:

The following reports are now available:

Note: Please see the *E2 Solutions Reports: Standard Reports* document (version 1.1) for a complete list of the reports available in E2 Solutions.

- *SR-004 Self-Registration Request State Detail for Agency* – This report displays a detailed self-registration state of employees in your Agency.
- *SR-014 Self-Registration Request State Summary for Agency* – This report displays a summary of the self-registration state of employees in your Agency.

- *TA-011 Class of Service Travel Report for Minor Customer* – This report displays a list of airfare classes of service (that is, first-class, business-class and coach-class) used by Travelers in a Minor Customer.

  Note: This report will not return information on cancelled trips, but will return information on revoked and amended trips.

- *TA-014 Class of Service Travel Report for Agency* – This report displays a list of airfare classes of service (that is, first-class, business-class and coach-class) used by Travelers in an Agency.

  Note: This report will not return information on cancelled trips, but will return information on revoked and amended trips.

- *XP-004 GSA Travel Authorization Export for Agency* – This report displays a travel report of GSA trip authorizations for Travelers in an Agency.

Impact:

All customers are affected by this functionality.

Customer Benefit:

The SR-004 and SR-014 reports are useful for evaluating the self-registration state of Agency employees.

The TA-011 and TA-014 reports are useful for assisting managers with budgeting funds for their Agency.

The XP-004 report is useful for research by accounting departments and may be saved as a .CSV (comma-separated value) file that can be directly downloaded into an ADTRAV Travel Management system for analysis, if necessary. For example, the report may be used to locate a trip authorization number or accounting code string if information is missing on a trip's PNR.

Liquidation of Travel and Emergency Advances (Minor Customer Travelers) (Change ID: 6482)

A Traveler may now liquidate the travel advance and emergency advances approved during a trip. All outstanding unliquidated amounts must be liquidated on the final travel voucher before it may be submitted for approval.

An E^2 Solutions user may liquidate advances in any of the following ways:

- On a single travel voucher if only one travel voucher will be submitted (which is considered the final travel voucher)

- On each incremental travel voucher filed for a trip

- On the final travel voucher, which will include all unliquidated amounts in the final travel voucher and any unliquidated amounts in any other travel vouchers created for the trip

Travel advances are liquidated using the *Travel Advance Liquidation* area of the *Travel Advance* window, which also displays the *Travel Advance History* area in its upper portion.

Only advances that are approved must be liquidated. Any advances that are requested but not approved will not be considered in the total for liquidation, but will appear in the *Travel Advance History* area of the *Travel Advance* window as requested. For example, you may travel between the dates of July 1 and July 10 and request an emergency advance of $200 on July 6. Your Approver is on vacation during the trip and does not return to approve the advance until July 15. Emergency advances can be approved until the last day of a trip. In this case, the Approver cannot approve the advance, since the travel has already occurred. The date of July 6 and the $200 amount will appear in the *Date Requested* and *Amount Requested* columns of the *Travel Advance* window for the advance, but the *Date Approved* and *Amount Approved* columns will be empty.

Additionally, the total amount of each approved advance must be liquidated, regardless of the amount of each advance that was disbursed to a Traveler in a travel voucher when requesting travel voucher approval (in the *Direct to Traveler* column of the *Disbursement Allocations* area of the *Send to Approver Confirmation* window). Depending on the amount of expenses that were disbursed to a Traveler, an obligation to the Traveler or to the Agency may be created. For example, a Traveler may request a travel advance for $150 with a total trip expense of $500. If $250 of the expenses are disbursed to the *Direct to Traveler* column in the travel voucher, the entire $150 advance amount has been depleted and the Traveler has $100 of out-of-pocket expenses. The $100 will appear in the bottom of the *Travel Advance Liquidation* area of the *Travel Advance* window as *Amount to be paid to Traveler*. Conversely, if none of the trip expenses are disbursed to the *Direct to Traveler* column and the cost of the trip is only $400, the Traveler owes the Agency $100 (the $500 original estimated expense minus $400 actual trip expenses, which means $50 of the $150 of the travel advance was applied to the trip cost), which will appear as *Owed to U.S. Treasury* in the window.

Note: If an obligation is created to the Traveler, the *Amount to be paid to Traveler* field in the *Send to Approver Confirmation* window will contain a positive amount. If an obligation is created to the Agency, the *Amount to be paid to Traveler* field will contain a negative amount.

Impact:

All customers are impacted by this update.

Customer Benefit:

Liquidation of advances provides an automated calculation of trip expenses that should be reimbursed to a Traveler or must be reimbursed back to the Agency by a Traveler.

Viewing the History of Travel and Emergency Advances (Change ID: 6482)

Description:

E2 Solutions has expanded advance functionality to allow a Traveler, Travel Arranger or Approver to view a history of the travel advance and emergency advances requested for a trip in a new *Travel Advance* window. A View Advance History link will appear in the *Create Travel Authorization (Step 3 of 3)* and *Travel Voucher Information* window when a travel advance or emergency advances have been requested. Clicking this link displays the *Travel Advance* window.

The *Travel Advance* window includes a *Travel Advance History* area containing the types of advances requested, the dates on which a travel advance and/or emergency advances were requested and approved appear in the window, as well as the amounts of the advances that have been previously applied to travel vouchers. If more than one travel voucher has been filed, the amount of a travel advance and/or emergency advances applied on the previous travel voucher(s) appear in the window. The first applied amount will appear as *Applied to Voucher 1*, the second as *Applied to Voucher 2* and so on.

This window also displays any amount of an advance which has not been liquidated and may be used to liquidate the advance from a travel voucher.

The *View Advance History* link will not appear if a Traveler or Travel Arranger has not been given permission to request a travel and/or emergency advance based on the advance settings specified by a Customer System Administrator in the Minor Customer Settings.

Impact:

All customers are impacted by this update.

Customer Benefit:

This window provides useful information that may be reviewed in a trip authorization.

Document Numbering (Change ID: 6578, 7653)

Description:

A custom document number of up to ten characters can be assigned to a trip authorization, travel authorization created from an open or group authorization or local travel claim, or up to eleven characters to a travel voucher or supplemental travel voucher by a Traveler, Travel Arranger or Approver.

Custom document numbering functionality includes the ability to do the following:

- Assign a custom document number to an authorization and carry the same document number over on a travel voucher, which may also be modified.
- Assign a custom document number to an authorization and carry the same number over as a read-only document number on the travel voucher.
- Display a format mask on an authorization or travel voucher, which may be used as a document numbering example.

Custom document numbering settings are enabled or disabled by a Customer System Administrator in the Major Customer Settings. Custom document numbers can be changed until final approval of a travel document (at which time the travel document is interfaced with the Agency financial system).

Impact:

All customers are impacted by this update.

Customer Benefit:

Customers can apply custom document numbers that are both unique and correspond to the standards of your Agency’s financial system.

Reimbursement Type Settings in the Minor Customer (Change ID: 8309)

Description:

The method that a Customer System Administrator uses for configuring the reimbursement types that Minor Customer Travelers may choose when creating travel documents has been enhanced and includes new functionality. The following changes have been made to the settings for reimbursement types:

- The *Reimbursement Type* drop-down list has been replaced by checkboxes.
- The *Actual Expenses Threshold <Percent Amount>%* checkbox has been removed and replaced by the *Limit actual expenses to (percent)<Percent Amount>%* field.
- The *Lodging Threshold %<Percent Amount>* checkbox has been removed and replaced by the *In the voucher, do not allow lodging expenses to exceed per diem by more than (percent) <Percent Amount>%* field.
- The *P* (Limit reimbursement to per diem) and *C* (Conference expenses for lodging and prescribed M&IE rate – Lodging cannot exceed 125%) are always available and do not require enabling.
- A new checkbox has been added and may be selected to allow Travelers to specify days at a site with zero (0) incidental expenses if using the *P* (Limit reimbursement to per diem) reimbursement type.
- The *Prepaid Meals* checkbox has been renamed to *Allow deductions for furnished meals (also known as prepaid meals or meals provided)*.
- A new checkbox has been added

Impact:

All customers are impacted by this update.

Customer Benefit:

Expanded functionality and greater control of reimbursements that Travelers may receive.

Conference Reimbursement Type Availability (Change ID: 6851)

Description:

In previous releases, the conference reimbursement type was available for a trip authorization, NFS trip or trip authorization created from an open or group authorization only when *Conference* was selected as the *Type of Travel* for a trip in the *Create Travel Authorization (Step 1 of 3)* window. This reimbursement type is now available for any type of travel and does not require activation by a Customer System Administrator. For example, a Traveler may select *Informational Meeting* as the *Type of Travel* and request conference reimbursement.

Additionally, the *Conference Fees* expense type will always be available for selection from the *Estimated Transportation and Other Expenses* window, regardless of the *Type of Travel* setting.

Note: Conference reimbursement allows a daily payment of up to 125 percent of a site's per diem rate for reimbursing a Traveler's lodging (excluding taxes). Meals and related incidental expenses at a specific site are reimbursed at the prescribed M&IE rate.

Impact:

All customers are impacted by this update.

Customer Benefit:

Customers can apply conference reimbursement when necessary for another type of travel.

Zero Incidentals Available for Trips Using Per Diem Reimbursement (Change ID: 8309)

Description:

Incidentals expenses are typically $3 per day, regardless of the site. E2 Solutions will now allow Travelers or Travel Arrangers to specify whether the $3 incidentals amount or no incidentals amount (that is, zero dollars) should be applied on a per-site basis if a reimbursement rate of *P* (Limit reimbursement to per diem) has been specified for a site in the *Estimated Daily Expenses* window.

The ability to specify zero (0) incidentals expenses is based on whether a Customer System Administrator has enabled the new *Allow incidental expenses to be $0.00* checkbox in the *Minor Customer Settings* window. See Reimbursement Type Settings in the Minor Customer (Change ID: 8309) for more information on reimbursement settings.

When *P* is selected as the reimbursement rate for a trip authorization and the *Allow incidental expenses to be $0.00* setting is enabled, NFS trip or trip authorization created from an open or group authorization, the top of the *Incidentals* column will contain a drop-down list containing *0.0* and *3.0*. The Traveler or Travel Arranger may choose the incidentals amount to apply to the site using the drop-down list.

If incidentals are defined as zero (0), the meal expenses for these days will be reimbursed at 75 percent of the per diem rate for the site.

Impact:

All customers are impacted by this update.

Customer Benefit:

A Traveler or Travel Arranger can more accurately define travel expenses.

Reimbursement for the Last Day of a Trip (Change ID: 6983)

Description:

The reimbursement of expenses when a Traveler ends one trip and begins another trip on the same day has been made more robust. In previous E2 Solutions releases, a per diem rate of 75 percent of the M&IE was reimbursed for both the site at which a trip was ending and the site at which the trip was beginning.

A new area, **Last Day of Travel Reimbursement Settings**, has been added to the **Minor Customer Settings** window and contains the following widgets that may be configured by a Customer System Administrator.

Impact:

All customers are impacted by this update.

Customer Benefit:

Expanded functionality and greater control of last day of travel reimbursements that Travelers may receive.

Adding and Modifying Types of Travel

Description:

In previous releases, the available types of travel were limited to the default types delivered with E^2 Solutions and could not be modified. Release 3.7.2 has been enhanced to allow the following:

- Changing the name of a default or added type of travel
- Enabling or disabling a default or added type of travel

The changes you make to types of travel will appear when trips are created in the following windows:

- *Create Travel Authorization (Step 1 of 3)* – Trip authorizations (including those created from an open authorizations) and NFS trips
- *Open Authorization: Basic Information* – Open authorizations
- *Group Authorization: Basic Information* – Group authorizations

This functionality is accessed by clicking a new link, *Types of Travel*, which is available in the *User/Customer Settings* side navigation bar of the *User Management Center*.

To modify types of travel, a Customer System Administrator must have a *SA Level* of *Administer at Agency Level*. Otherwise, types of travel cannot be modified.

Additional types of travel may also be added to your Agency for creating trip-by-trip, open or group authorizations or NFS trips. For example, you may wish to have types of travel for certain kinds of training, annual conferences, regularly occurring meetings with other governmental or non-governmental agencies, etc.

Agency-defined types of travel are (like the GSA standard types of travel) interfaced “as is” to the Agency financial system. E^{2}i does not map Agency-defined trip types to the GSA standard. Therefore, an Agency should consider any changes to their interface logic prior to enabling Agency-defined types of travel.

Additional types of travel may be added for use by your Agency by contacting your CW Government Travel Account Manager.

Impact:

All customers are impacted by this update.

Customer Benefit:

Agencies can have customized types of travel. For example, an Agency may wish to change the names of default types of travel or disable default or custom types of travel.

Sending an Authorization to an Approver Before Reservations are Booked (Change ID: 6699, 7285, 8508, 8587, 8636)

Description:

A new checkbox, *Reservation is Optional*, is available in the Minor Customer Settings if a TMC code is selected in the *TMC Code* drop-down list and an OBE is defined in the *Online Booking Engine* drop-down list. This setting is enabled or disabled by a Customer System Administrator.

Selecting this checkbox causes the *Send to Approver* button to always appear in the *Create Travel Authorization (Step 3 of 3)* window, including during creation of a trip authorization or NFS trip (that is, before reservations are booked). This functionality is useful if you wish to book all or part of your air, hotel and/or rental car outside of E^2 Solutions.

When *Reservation is Option* is enabled but a reservation has not been made for a trip, the following line will appear in the authorization history:

> *Reservation is optional, traveler sent to approver with no Reservation*

If this checkbox is not selected, the *Send to Approver* button will appear in the *Create Travel Authorization (Step 3 of 3)* window only after reservations have been made, or if the trip-by-trip authorization or NFS trip is a VATT.

Impact:

All customers are impacted by this update.

Customer Benefit:

This functionality is useful if you wish to book all or part of your air, hotel and/or rental car outside of E^2 Solutions.

OBE Profile Information Can be Modified Without a Defined OBE

Description:

A new checkbox, *OBE is Profile Only*, is available in the Minor Customer Settings if an OBE has been defined in the *Online Booking Engine* drop-down list and a TMC code has been defined in the *TMC Code* drop-down list above. This setting is enabled or disabled by a Customer System Administrator.

Selecting this checkbox allows a Minor Customer E^2 Solutions user to modify OBE profile information. The OBE information is used for the following:

- Validation of trip information by a global distribution system (GDS)
- Creation of a shell passenger name record (PNR) by a Travel Agent, if required for trip processing

When this checkbox is selected, the *Edit Travel Preferences* link appears in the *User Profile* window. The E^2 Solutions user cannot book air, hotel or a rental car during trip creation (that is, the *Make Reservations* button will not appear in the *Create Travel Authorization (Step 3 of 3)* window).

Invitational Traveler (Change ID: 8392)

Description:

Transition for Others (TFO) funds functionality was available previously for all users in the Minor Customer if a Customer System Administrator selected the *TFO Funds Allowed?* checkbox in the *Major Customer Settings* window. An E^2 Solutions user can now instead be designated as an Invitational Traveler on a per-user basis by a Customer System Administrator in the *Edit E2 User Information* window when adding the user or by modifying the user at a later time.

Impact:

All customers are impacted by this update.

Customer Benefit:

This functionality is used to identify and report the trips of Invitational Travelers.

Section 508 Enhancements

Description:

A number of Section 508 (Rehabilitation Act Amendments of 1998) enhancements have been included in this release. The following is an overview of these enhancements:

- Image tags have been added where necessary to identify images with hovertext descriptions.
- Hovertext has been added to window items, such as hyperlinks, navigation bars, buttons, table rows and columns.

- Buttons which behave as links or perform actions have been changed to links, such as *Send to Travel Agent* in the *Create Travel Authorization (Step 3 of 3)* window, delete icons (⊟) changed to **Delete** links, etc. as necessary.

- Widgets can be navigated by pressing the **Tab** key.

- Enhanced user timeout functionality. Like most complex software applications that deal with sensitive user accounts and information, E^2 Solutions has implemented an automatic timeout after a specific period of user inactivity. The timeout is specified by a Customer System Administrator using the *Session Timeout* field in the *Major Customer Settings* window. When the user is within five minutes of the *Session Timeout* (for example, a *Session Timeout* of twenty minutes is defined and there has been no activity for fifteen minutes), a message box will appear. The user may click the **OK** button within five minutes to ignore the warning and remained logged in to the session if he/she requires more time.

- Javascript is used to perform certain actions in E^2 Solutions. These actions are addressed as follows:

  - Descriptive text has been added to windows, such as *The Password is case sensitive* in the *eTravel Login* window, *All Fields are Required* in the *Create Travel Authorization (Step 2 of 3)* window, etc. where necessary to inform users of events that will occur or to provide additional information to assist users.

  - Some events, such as selecting the mode of transportation for a local travel claim (which assigns a mileage rate), saving the selected class of service for commercial air in a trip authorization and assigning a custom document number in a trip authorization, require an immediate action by a user. *Save* buttons appear for these events and may be clicked to save the respective information.

- Skip navigation functionality, which allows a user to directly bring the focus to a particular area of a window using keys on his/her keyboard. For example, a user may wish to access a particular area of a window without having to first tab through a number of window items (top navigation bar links, side navigation bar links, and s on).

  Skip navigation is helpful to users who cannot operate a mouse and/or use screen readers, but may also be used by a user must have JAWS screen reading software installed.

  Two methods of skip navigation are available in E^2 Solutions:

  - Setting the window focus immediately prior to the main content area of a window (for example, immediately prior to the beginning of the listing of trips in the *Current Trips* window, immediately prior to the first search widget in the *Search for CONUS and OCONUS Per Diem Sites* window, immediately prior to the first report in the *Reports List* window and so on). The top navigation bar and the side navigation bar will be bypassed.

  - Setting the window focus to the side navigation bar. The top navigation bar and main content area will be bypassed.

- Other miscellaneous changes have been made to assist users, such as adding a *Select Airport* button in the *Site Search* window.

The E^2 Solutions team is committed to continually evaluating and improving Section 508 compliancy as part of the software development process.

Impact:

All customers are affected by this functionality.

Customer Benefit:

Easier accessibility to E^2 Solutions.

Modified Functionality

Minor Customer Settings Window

Description:

The following additions have been made to the *Minor Customer Settings* window:

Online Booking Configuration area:

- *Reservation is Optional* checkbox
- *OBE is Profile only* checkbox

See Sending an Authorization to an Approver Before Reservations are Booked (Change ID: 6699, 7285 and 8508, 8587, 8636) and OBE Profile Information Can be Modified Without a Defined OBE for more information.

Reimbursement Settings area:

Actual Expenses display-only text

- *Allow actual lodging expenses* checkbox
- *Allow actual meal and incidental expenses* checkbox
- *Limit actual expenses to (percent) <Percent Amount>% (range must be between 100% and 300%)* field

See Reimbursement Type Settings in the Minor Customer (Change ID: 8309) for more information.

Conference Expenses Conference lodging expenses are limited to 125% of per diem display-only text

See Conference Reimbursement Type Availability (Change ID: 6851) for more information.

Per Diem Expenses display-only text

- *Allow deductions for furnished meals (also known as prepaid meals or meals provided* checkbox
- *Allow incidental expenses to be $0.00* checkbox
- *In the voucher, do not allow lodging expenses to exceed per diem by more than (percent), <Percent Amount>%* field
- *(100% equals the per diem rate. Cannot exceed 300%).* Display-only text.

See Reimbursement Type Settings in the Minor Customer (Change ID: 8309) for more information.

Allow reduced expenses checkbox

Last Day of Travel Reimbursement Settings display-only text

- *Do not allow a traveler to end one trip and start a new trip on same day* radio button
- *Allow a traveler to end one trip and start a new trip on the same day* radio button
    - *Limit the reimbursement of meals and incidentals (M&IE) expenses to the actual expenses, 75% of M&IE, or reduced expenses for the last day of the travel* radio button.
    - *Allow the traveler to receive a 75/25 payment split of actual expenses, regular meals and incidentals (M&IE), or reduced expenses on the last day of the travel* radio button.

Travel Advance Settings area – This area, along with *Travel Advance Limits* and *Apply Travel Advance Setting*, has been added and replaces the *Cash Advances Allowed*? and *Emergency Advances Allowed?* checkboxes in the Major Customer Settings.

- *Allow Travel Advances when Traveler has a Government Issued Travel Charge Card* checkbox
    - *Calculate recommended travel advance amount on <Amount> of Meals and Incidental expenses, and* display-only text
    - *Transportation expenses* checkbox
    - *Lodging expenses* checkbox
    - *Other expenses* checkbox
- *Allow Travel Advances when Traveler does not have a Government Issued Travel Charge Card* checkbox
    - *Calculate recommended travel advance amount on <Amount> of Meals and Incidental expenses, and* display-only text
    - *Transportation expenses* checkbox
    - *Lodging expenses* checkbox
    - *Other expenses* checkbox

Travel Advance Limits – This area, along with *Travel Advance Settings* and *Apply Travel Advance Setting*, has been added and replaces the *Cash Advances Allowed*? and *Emergency Advances Allowed?* checkboxes in the Major Customer Settings.

- *Calculate travel advance at (0-100 percent) <Amount> of total allowable expenses* field
    - *Allow traveler to override <Percent Amount>% limit and request up to 100% of allowable expenses* radio button
    - *Limit traveler to <Percent Amount>% of allowable expenses* radio button

Apply Travel Advance Setting – This area, along with *Travel Advance Settings* and *Travel Advance Limits*, has been added and replaces the *Cash Advances Allowed*? and *Emergency Advances Allowed?* checkboxes in the Major Customer Settings.

- *Allow travel advances to be requested* display-only text
- *Prior to first day of travel* radio button
- *On first day of travel up to last day of travel* radio button
- *After travel authorization is approved and up to last day of travel* radio button

The following deletions have been made to the *Minor Customer Settings* window:

Reimbursement Settings area:

- *Reimbursement Type* drop-down list
- *Prepaid Meals Allowed* checkbox
- *Actual Expenses Threshold* field
- *Lodging Threshold %* field

See Reimbursement Type Settings in the Minor Customer (Change ID: 8309) for more information on these changes.

The following modifications have been made to the *Minor Customer Settings* window:

- *Audit Settings* – This heading has been retitled to *Pre-Trip Audit Settings*.
- *Trip Types* – This area now consists of checkboxes instead of a drop-down list. Select a checkbox to auto-audit the travel vouchers for trip authorizations of the corresponding trip type, or clear a checkbox to disable auto-auditing of travel vouchers of the corresponding trip type. A trip type and prevent its availability to Travelers when creating travel.

Impact:

DOS customers are affected by this functionality.

Customer Benefit:

Foreign homesite, advance and currency support.

Major Customer Settings Window

Description:

The following additions have been made to the *Major Customer Settings* window:

Account Code Controls area:

- *Show Balance Available?* checkbox (*Traveler*)

- *Show Balance Available?* checkbox (*Approver*)

Financial System Parameters area:

- *Allow Tolerance?* checkbox
- *Tolerance Percent* field

See Checkbook Accounting (Change ID: 8466, 8404 and 8469) for more information.

The *Document Numbering Options* area has been added, including the following widgets:

- *Voucher number will be the same as Authorization number?* Checkbox
- *Voucher number entered manually* checkbox
- (travel voucher) *Format Mask (999X999999)* field
- *Authorization number entered manually* checkbox
- (trip authorization) *Format Mask (999X999999)* field
- *Note: The number of characters entered above represents the required length for the associated document number* display-only text

See Document Numbering (Change ID: 6578, 7653) for more information.

The following removals have been made from the *Major Customer Settings* window:

- *<Major Customer ID>* area:
  - *Cash Advances Allowed?* checkbox
  - *Cash Advance <Amount> Percent* field

  See Travel and Emergency Advances (Customer System Administrator Settings Applicable to Minor Customer Travelers) (Change ID: 6482) for more information.
- *Financial System Parameters* area:
  - *TFO Funds Allowed?* checkbox

  See Invitational Traveler (Change ID: 8392) for more information.

The following modification has been made to the *Major Customer Settings* window:

- *System Parameters* area:
  - *Session Timeout* – This maximum allowed minutes prior to session timeout is now 60 minutes instead of 120 minutes.

  See Section 508 Enhancements for more information.

Impact:

All customers are affected by this functionality.

Customer Benefit:

Checkbook accounting, document numbering, Invitational Traveler and Section 508.

Help & Support Window

Description:

The following changes have been made to the *Help & Support* window:

- The information in the window has been rearranged and the links have been renamed to be more intuitive as to their function.

  The following five new buttons have been added at the top of the window:

  - *Support Center*
  - *User Help*
  - *508 Help*
  - *SysAdmin Help*
  - *Download Help File*

Impact:

All customers are affected by this functionality.

Customer Benefit:

Improved help usability.

Addressed Items in Release 3.7.2

The following issues have been resolved in this release of E^2 Solutions.

Item Type	Test Director #	Customer Impact	Issue Key #	Summary
Email	8423	BBG		An email stating that an Approver had been made a new Approver was sent to an Approver who had been removed from a travel document's routing path. This occurred when a Traveler chose another Approver from a routing pool. The Approver should have instead received an email stating that they had been removed as an Approver for the travel document.
Printable Document	9297, 9310	BBG		An error occurred when an attempt was made to print an authorization.
System Administration	7711	ED		Military sites were not available when the *GSA Sites Only?* Checkbox was cleared in the *Major Customer Settings* window and **Civilian** was selected as the *Employee Type* for a user in the *Edit E^2 User Information* window.
Other	8696	ED		Travel voucher fees could be included as transportation and other expense, which required allocation of the expense to an accounting code. A Traveler, Travel Arranger or Approvers might not know the accounting code to use for allocating the fee.
Authorizations	8810	ED		A trip authorization did not use the correct higher priority routing rule and instead used another routing rule's routing pool for sending the trip authorization to an Approver.

Item Type	Test Director #	Customer Impact	Issue Key #	Summary
Voucher	6482	DOL	ETS-109	Travel advance amount did not appear in the *Travel Voucher Information* window.
Vouchers	6657	DOL	ETS-166	Agencies did not have the ability to configure trip types.
Other	6690	DOL	ETS-201	There was no method to allow an Approver to view approved trip authorizations created from an open authorization.
Authorizations	6699	DOL		A user could not submit a trip-by-trip authorization to an Approver if lodging was booked directly with a hotel and a non-commercial air mode of transportation was selected.
Authorizations	7285	DOL		A *Send to Approver* button was not available in the *Create Travel Authorization (Step 3 of 3)* window when a Mode of Transportation of *COMMERCIAL BUS*, *COMMERCIAL RAIL* or *COMMERCIAL VESSEL* was specified.
Reports	7783	DOL		A First-Class purpose code and circumstance code was needed for the TA-04 report.
System Administration	7807	DOL		There was no method for differentiating between Approvers with the same first and last name.
Authorizations	7808	DOL		Travelers needed a reminder to appear when open authorizations were available for creating trip authorizations. Without the reminder, a Traveler could have created a trip-by-trip authorization instead, even though open authorizations were available for creating the travel.
System Administration	7859	DOL		Cash advances had to be entered manually to be deducted from final payment.

Item Type	Test Director #	Customer Impact	Issue Key #	Summary
Authorizations	8545	DOL		A system error occurred when a Travel Arranger added a *Highway/Bridge Toll* expense in the *Estimated Transportation & Other Expenses* window and attempted to save the expense.
Authorizations	8705	DOL		The message *Error: Overlapping Travel Detected ! Collision with: <Trip ID>… Operation Aborted* appeared when the *Confirm* button was clicked during creation of a trip authorization from an open authorization.
Authorizations	8730	DOL		Cancelled trips were appearing as pending cancellation.
Profile	8732	DOL		An error message asking a valid email address appeared when an attempt was made to add and save a second email address in a user profile. The email address being added was a valid email address.
System Administration	8733	DOL		The *Pending Approvals*, *Routing Templates* and *Routing Pool Maintenance* links did not appear in the *User/Customer Settings* and this functionality was not available for a user with Customer System Administrator privileges below *Approve at Agency Level*.
Profile	8748	DOL		A routing rule could not be deleted which had the same priority as another routing rule.
Other	8789	DOL		Cancelled trips were retaining a status of *Pending Cancellation*.
Voucher	8791	DOL		A travel voucher in which the ticketed reservation only was cancelled was assigned a status of *Pending Cancellation* instead of *Open Voucher*. The trip was successfully cancelled on the Sabre GDS.

Item Type	Test Director #	Customer Impact	Issue Key #	Summary
Voucher	8914	DOL		The reimbursement type of a trip-by-trip authorization changed when it became a travel voucher.
Authorizations	8996	DOL		Expenses entered for actual lodging are not saved when an attempt is made to save the changes.
Voucher	9048	DOL		The second of two travel vouchers that were both audited and approved was at a status of *Voucher Awaiting Payment* and was not reimbursed. Payment was received for the first travel voucher.
Authorizations	9130	DOL		Booked lodging and lodging tax are not saved for a trip authorization created from an open authorization when these expenses are entered and an attempt is made to save them in the *Estimated Daily Expenses* window.
Profile	9316	DOL		A credit card specified to pay for airfare and hotel guarantee in the E^2 Solutions user profile transfers to Sabre as paying for airfare only.
Reports	7089	DOS		A report was required to identify Travelers using first-class/premium class travel.
Reports	7270	DOS		Reports using a surname of Traveler field required an exact case match in the field. Otherwise, an error would occur.
Voucher	7863	DOS		The class of service could be changed to business-class or first-class on a travel authorization. Additionally, the authorization summary did not reflect the class of service for tracking purposes.

Item Type	Test Director #	Customer Impact	Issue Key #	Summary
Authorizations	8404	DOS		Accounting codes strings could not be viewed for accounting codes in the *Selected Accounts* window and did not appear in printable travel documents.
System Administration	8564	DOS		Advance settings needed to be enhanced.
System Administration	8565	DOS		User information settings were needed for advances.
Reports	8610	DOS		The first few lines of the HL-014 report displayed DOL users instead of exclusively displaying DOS users.
Profile	8636	DOS		The message *LAYOUT=/E2E/Travel/ e2tTravelersProfile&ssn=db6ab72c-f8bb-427c-b908-ef0756077a1c&logName=GRADYFA&MODE=ADD_TO_GET_THERE&OBE_instance=TEST* appeared in the *User Profile* window when the OBE was disabled in the profile, although the *Edit Travel Preferences* link did not appear.
Other	8681	DOS		The availability status of an Approver who has been set to unavailable is not changed to available after the designated date.
Reports	8697	DOS		Budget activity reports were not available. TA-011 and TA-014 addressed this need.
Printable Document	8882	DOS		Accounting codes strings did not appear in printable travel documents.
Authorizations	9057	DOS		A Function, Project, Property and Organization accounting string value were required by E^2 Solutions to save an accounting code, although these strings should not be required.
Authorizations	9058	DOS		Non-ICLASS accounting code strings are available in when ICLASS only should be available (that is, filtering of non-ICLASS was not occurring).

Item Type	Test Director #	Customer Impact	Issue Key #	Summary
Authorizations	9059	DOS		Accounting code strings below the last valid field were requested by E2 Solutions when adding an accounting code for non-serviced transactions.
Authorizations	9062	DOS		Skipped accounting code fields appeared as NA.
E²i	9315	DOS		An accounting code could be created using an accounting code when the accounting code string was not defined.
Authorizations	8508	FCC		A Traveler who selected the *Air*, *Hotel* and *Other* checkboxes to have these items paid for by non-federal funds for an NFS trip could not send the trip to an Approver (that is, the *Send to Approver* button did not appear in the *Create Travel Authorization (Step 3 of 3*) window). The Traveler wished for a non-Carlson TMC to make air and hotel reservations.
Voucher	8834	FCC		A travel voucher at audit status contained an audit reason of Air > 9999.0% of estimated although commercial air was not used during the trip.
Voucher	8907	FCC		Air travel was not assigned to an object class for international air travel.
Reports	7714	GSA		A request was made to add the XP-004 report.
Authorizations	7884	GSA		Trips types could not be removed from the available choices in E² Solutions.
E2i	8593	GSA		An inconsistency existed between the voucher rejection processes in E² Solutions and the voucher rejection process described in the online help.
System Administration	8704	GSA		A routing template could not be copied.

Item Type	Test Director #	Customer Impact	Issue Key #	Summary
GDS	8845	GSA		Verified that the GSA accounting string format conformed to Appendix A of the GSA SOW.
Authorizations	8904	GSA		Cancelled trip authorizations were appearing in the *Pending Approvals* window.
Local Travel	8932	GSA		Document numbers were not generated accurately on UAT2.
System Administration, Reports	8597, 8852	GSA PMO, GSA		The changes made to a Traveler's SSN were not reflected in the SH-004 report.
Reports	1209	IOC		Verified that all reports including a list of government Travelers contained a footer stating *For Official Use Only*.
Voucher	5640	NBC		Object class allocation information was requested.
Reports	8726	NBC		Report help file topics needed to specify case-sensitive and required fields for each report.
System Administration	8755	NBC		Clicking the *Save* button in the *Edit Routing Rules* window automatically displayed the *User Profile* window. The window should refresh instead.
Profile	7770	OPIC		A special character could not be used in the login name of an E^2 Solutions user (for example, using the @ symbol when the user's login is his/her email address).
Other	8719	OPIC		The message *You do not have sufficient privileges to increase the user's External Approver Level* appeared when a Customer System Administrator with Agency level privileges attempted to change the *SA Level* of another user to *Administer at Agency Level*.

Item Type	Test Director #	Customer Impact	Issue Key #	Summary
Other	8769	OPIC		Inactive routing pools could not be deleted that were migrated from a pre-3.7.x E^2 Solutions release.
Authorizations	7983	USAID		A trip-by-trip authorization could not be created for a trip beginning on the same day as another trip ended (that is, another trip had an open voucher with the same end date as the beginning trip).
Reports	8950	USAID		An error message box appeared when the LE-074 report was run with **Both** selected in the *Select by CONUS or CONUS* drop-down list. The message box could only be dismissed by accessing Task Manager.

Revision History

Name	Date	Reason For Changes	Version
Jeffrey D. Cox	07/26/2006	Initial document	0.1
Jeffrey D. Cox	07/30/2006	Input from internal reviews	0.2
Jeffrey D. Cox	07/31/2006	Finalized document for customer release	1.0
Jeffrey D. Cox	07/31/2006	Updates to Executive Summary	1.1
Jeffrey D. Cox	08/09/2006	Updates to *Checkbook Accounting*, *OBE Profile Information Can be Modified Without a Defined OBE* and *Adding and Modifying Types of Travel* and added SR-004 and SR-014 in *New Reports* in *Enhancement Features*	1.2
Jeffrey D. Cox	08/10/2006	Changed terminology from “CW Government Travel Support Agent” to “CW Government Travel Account Manager”	1.3

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