

New Web Travel System Webinar

Connect
CAROLINA

Webinar Format

- Approximately 30 minutes.
- We will take time at the end to answer your questions.
- Please submit questions using the chat window.
- Webinar recording will be posted on the ccinfo.unc.edu.

KEY CHANGES:

1

- Airfare (former CABS) Incorporated Into Web Travel

2

- Chartfield Structure Replaces Existing FRS Account and Object Code

3

- Attachment Changes - ImageNow Replaces DocuFax

WEB TRAVEL DOCUMENT TYPES:

1

- AUTHORIZATION (PRE-TRIP) – T#

2

- REIMBURSEMENT (POST-TRIP) – T#

3

- AIRFARE – C#

SCENARIO PROCESSES:

1

- CREATING AND SUBMITTING A TRAVEL AUTHORIZATION

2

- APPROVING AT DEPARTMENTAL LEVEL

PRE-REQUISITES:

1

- Traveler Must Have a Valid PID (Affiliates) or VID (Non-Affiliates)

2

- Traveler Must be Affiliated with a University Department

3

- Traveler must be in the Vendor Database

SYSTEM DEMO:



<https://itsappspt.unc.edu/frs2>

KEY CHANGES RECAP:

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Want More Information?

Please refer to some relevant resources related to this training, such as:

- The New Web Travel System Manual –
Visit: finance.unc.edu/training
- Web Travel Routes & Groups in New FRED Manual –
Visit: finance.unc.edu/training
- The Chartfields 101 CBT –
Visit: ccinfo.unc.edu/training

QUESTIONS?

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