

UAF EasyBiz Annual Report Instructions

UAF EasyBiz Annual Report Submission

On June 30th, print the first page of the EasyBiz Mileage Activity and the EasyBiz Wallet Transactions; these will show the current available balance for Mileage and My Wallet Funds. These two pages must accompany the annual report. Please ensure a date stamp is printed in the margins of the EasyBiz Activity and Wallet Transactions pages.

- **Technical Note:** Depending on the web browser used, the date may or may not be included in the margins of the print out. Be sure to enable this in the settings of your web browser.

The UAF EasyBiz Annual Report must be submitted to OFA by close of business on August 1st. Please email the report to uaf-ofa-travel@alaska.edu.

Mileage Accrued

Use this sheet to record all mileage accrued during the reporting fiscal year. This information is located under EasyBiz Account select EasyBiz Mileage Activity > sort by All Activity > Activity Date Past 12 months > Apply

Enter into the spreadsheet only the resulting activity with activity dates within the reconciled fiscal year (July 1 thru June 30).

This information will need to be copied and pasted onto this sheet, unfortunately there is not a way to export this into excel.

- **Activity Date:** Enter the activity date associated with the mileage activity (may be copied directly from EasyBiz and pasted into spreadsheet).
- **Activity Type:** Enter the activity type associated with the mileage activity.
- **Status:** Enter the status of the mileage activity.
- **Miles:** Enter the miles associated with the mileage activity.
- **Bonus:** Enter any applicable bonus miles associated with the mileage activity.
- **Total:** Enter the total miles associated with the mileage activity (miles plus bonus will equal the total).

Mileage Used

Use this sheet to record all mileage used during the reporting fiscal year. To pull the mileage used click on the My EasyBiz tab > Ticket Reports > select the start date and end date of the fiscal year > select purchase dates > select ticket status of ALL > ticket detail report > Continue

- **Ticket Number:** Enter the Alaska Airlines ticket number (only include tickets that were purchased with miles).
- **Authorization #:** Enter the university authorization number associated with the mileage ticket.
- **Expense Report #:** Enter the university expense report number associated with the mileage ticket. Enter “not submitted” if the expense report has not been completed yet.
- **Traveler Name:** Enter the traveler’s name associated with the mileage ticket.
- **Purpose of trip:** Enter the purpose of the trip associated with the mileage ticket.
- **Mileage Used:** Enter the total mileage used to purchase the mileage ticket. If a mileage ticket was canceled the returned miles are recorded as a credit. This will ensure the used mileage is accurately reported.

My Wallet Funds Accrued

Use this sheet to record ALL My Wallet funds that accrued during the reporting fiscal year (include My Wallet fund activity during the reporting fiscal year whether used or not).

- **Authorization #:** Enter the authorization number associated with the trip that generated the My Wallet Credit.
- **Name of Original Traveler:** Enter the name of the traveler that generated the My Wallet Credit.
- **Original Ticket Number:** Enter the Alaska Airlines ticket number that generated the My Wallet Credit.
- **Expiration Date:** Enter the expiration date of the My Wallet Credit.
- **Amount:** Enter the amount of the My Wallet Credit.

My Wallet Funds Used

Use this sheet to record My Wallet funds that were used during the reporting fiscal year. Also include returned My Wallet funds for canceled trips (this will be reported as a credit).

- **Authorization #:** Enter the authorization number associated with the trip that generated the My Wallet Credit that was used.
- **Name of Original Traveler:** Enter the name of the traveler associated with the trip that generated the My Wallet Credit.
- **Original Ticket Number:** Enter the Alaska Airlines ticket number associated with the trip that generated the My Wallet Credit.
- **Credit Amount:** Enter the total amount of the credit that was issued.
- **Authorization # Credit Applied to:** Enter the authorization number associated with the credit used.
- **Expense Report # Credit Applied to:** Enter the expense report number associated with the credit used.
- **Name of Traveler Credit Applied to:** Enter the name of the traveler associated with the credit used.
- **New Ticket Number:** Enter the Alaska Airlines ticket number associated with the credit used.
- **Purpose of Trip:** Enter the purpose of the trip associated with the credit used.
- **Amount Applied:** Enter the amount of the issued credit that was used for the new ticket. If a ticket purchased with My Wallet funds was canceled, the returned funds are recorded as a credit. This will ensure the used My Wallet funds are accurately reported.

My Wallet Funds Expired

Use this sheet to record My Wallet funds that expired prior to the end of the reporting fiscal year.

- **Authorization #:** Enter the authorization number associated with the trip that generated the expired My Wallet Credit.
- **Name of Original Traveler:** Enter the name of the traveler that generated the My Wallet Credit.
- **Original Ticket Number:** Enter the Alaska Airlines ticket number that generated the My Wallet Credit.
- **Expiration Date:** Enter the date the My Wallet Credit expired.
- **Amount:** Enter the amount of the expired My Wallet Credit.

Credit Certificates Accrued

Use this sheet to record ALL credit certificates that accrued during the reporting fiscal year (include credit certificate activity during the reporting fiscal year whether used or not).

- **Authorization #:** Enter the authorization number associated with the trip that generated the credit certificate.
- **Name of Original Traveler:** Enter the name of the traveler that generated the credit certificate.
- **Original Ticket Number:** Enter the Alaska Airlines ticket number that generated the credit certificate.
- **Expiration Date:** Enter the expiration date of the credit certificate.
- **Amount:** Enter the amount of the credit certificate.

Credit Certificates Used

Use this sheet to record credit certificates that were used during the reporting fiscal year. Also include credit certificates for canceled trips (this will be reported as a credit).

- **Authorization #:** Enter the authorization number associated with the trip that generated the credit certificate that was used.
- **Name of Original Traveler:** Enter the name of the traveler associated with the trip that generated the credit certificate.
- **Original Ticket Number:** Enter the Alaska Airlines ticket number associated with the trip that generated the credit certificate.
- **Credit Amount:** Enter the total amount of the credit that was issued.
- **Authorization # Credit Applied to:** Enter the authorization number associated with the credit used.
- **Expense Report # Credit Applied to:** Enter the expense report number associated with the credit used.
- **Name of Traveler Credit Applied to:** Enter the name of the traveler associated with the credit used.
- **New Ticket Number:** Enter the Alaska Airlines ticket number associated with the credit used.
- **Purpose of Trip:** Enter the purpose of the trip associated with the credit used.
- **Amount Applied:** Enter the amount of the issued credit that was used for the new ticket. If a ticket was purchased with a credit certificate and canceled, the returned funds are recorded as a credit. This will ensure the used credit certificates are accurately reported.

Credit Certificates Expired

Use this sheet to record My Wallet funds that expired prior to the end of the reporting fiscal year.

- **Authorization #:** Enter the authorization number associated with the trip that generated the expired credit certificate.
- **Name of Original Traveler:** Enter the name of the traveler that generated the credit certificate.
- **Original Ticket Number:** Enter the Alaska Airlines ticket number that generated the credit certificate.
- **Expiration Date:** Enter the date the credit certificate expired.
- **Amount:** Enter the amount of the expired credit certificate.

Recon Sheet

Enterable Fields (requires the individual reconciling the EasyBiz account to enter information into the sheet)

- **Department Name:** Enter your UAF department name.
- **EasyBiz Account Name:** Enter the name of your EasyBiz account (after logging in to EasyBiz the account name is listed at the top of the screen).
- **EasyBiz Administrator:** Name of the administrator for your EasyBiz account.
- **EasyBiz Alternate Administrator:** Name of the alternate administrator for your EasyBiz account.
- **Fiscal Year:** Enter the reporting fiscal year, ie FY16.
- **Beginning Mileage Total:** Enter the total available mileage from the beginning of the reporting fiscal year. This will be the same as the ending balance of the previous fiscal year.
- **Total Number of Tickets Purchased Using Miles:** Enter the total number of tickets purchased with miles. If any portion of the ticket was purchased with miles this counts as 1 mileage ticket.
- **Beginning Balance - My Wallet Funds:** Enter the total available my wallet funds from the beginning of the reporting fiscal year. This will be the same as the ending balance of the previous fiscal year.
- **Beginning Balance - Credit Certificates:** Enter the total available credit certificates from the beginning of the reporting fiscal year. This will be the same as the ending balance of the previous fiscal year.
- **Prepared by:** Enter the name of the person who reconciled the account; after printing the report, this person will sign next to their name.
- **Date:** Enter the date of the reconciliation.
- **Telephone Number:** Enter the phone number for the preparer.
- **Reviewed by:** Enter the name of the person who will review the account; after reviewing the report, this person will sign next to their name.
- **Date:** Enter the review date of the report.

Non-Enterable Fields (these cells will populate from information entered on previous sheets)

- **Mileage Used this Fiscal Year:** This will populate from the Mileage Used sheet.
- **Mileage Accrued this Fiscal Year:** This will populate from the Mileage Accrued sheet.
- **Ending Mileage Total:** This will calculate from the mileage information entered.
- **My Wallet Funds Accrued this Fiscal Year:** This will populate from the My Wallet Funds Accrued sheet.
- **My Wallet Funds Used this Fiscal Year:** This will populate from My Wallet Funds Used sheet.
- **My Wallet Funds Expired:** This will populate from the My Wallet Funds Expired sheet.
- **Ending Balance - My Wallet Funds:** This will calculate from the My Wallet information entered.
- **Credit Certificates Accrued this Fiscal Year:** This will populate from the Credit Certificates Accrued sheet.
- **Credit Certificates Used this Fiscal Year:** This will populate from the Credit Certificates Used sheet.
- **Credit Certificates Expired this Fiscal Year:** This will populate from the Credit Certificates Expired sheet.
- **Ending Balance - Credit Certificates:** This will calculate from the credit certificate information entered.

Balance Checking

- In cell O11 enter the available balance from your printed EasyBiz Mileage Activity as of June 30.
- In cell M19 enter the available balance from your printed EasyBiz My Wallet Transactions as of June 30.

If the amounts entered into cells O11 and M19 match the Ending Mileage Total and the Ending Balance - My Wallet Funds you will receive the message "OK." If the amounts entered do not match you will receive a message "OUT OF BALANCE" and will need to check your Mileage sheets and My Wallet sheets for accuracy.