

### Demonstration #3a: Amending an Authorization

Objectives: • Amending a travel authorization

**Notes:** *This exercise covers how to amend an authorization. Amendments can only be created for authorizations with a status code of DATA LINK. Amendment documents are complete replacement documents. Remember, you cannot process amendments to authorizations that vouchers associated with them.*

Instructions: Execute the following steps:

Your seminar that you attended was extended and extra day to include some new technology your management wanted you to see. The cost for this extra day was \$200 registration fee that included lunch and lodging for the extra day.

Step	Action																											
1	From the <i>Home</i> page: ➤ Click <b>Amend Document</b> from the <i>Document Toolbar</i>																											
2	<p>The <i>Traveler Listing/Document Search (Amendment)</i> will appear.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Traveler Listing (Amendment)</b></p> <p> <b>Quick Tip</b> Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents. <a href="#">Open/CopyDoc</a> <a href="#">DeleteDoc</a> <a href="#">AmendDoc</a></p> <p><b>Enter Search Criteria</b></p> <p>Name (Last,First) <input type="text"/> <input type="button" value="Search"/></p> <p>Document Type <input type="text" value="ALL"/></p> <p><b>Traveler List</b> <span style="float: right;">Click on an entry to select it</span></p> <table border="1"> <thead> <tr> <th>Name</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td><a href="#">Cobbs, Erin</a></td><td>0000-65065</td></tr> <tr><td><a href="#">Germantown, Brenda</a></td><td>9900-00010</td></tr> <tr><td><a href="#">Germantown, Erin</a></td><td>9900-00008</td></tr> <tr><td><a href="#">Germantown, Joan</a></td><td>9900-00006</td></tr> <tr><td><a href="#">Germantown, Louis</a></td><td>9900-00025</td></tr> </tbody> </table> </div> <div style="width: 45%;"> <p><b>Document Search (Amendment)</b></p> <p><b>Document List</b> <span style="float: right;">Click on an entry to select it</span></p> <p>Traveler: Erin Cobbs</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr><td> TA</td><td>8EKCS0009</td><td>09/16/08</td><td>COMPLETED</td><td></td></tr> <tr><td> TA</td><td>8EKRS0009</td><td>07/21/08</td><td>COMPLETED</td><td></td></tr> </tbody> </table> </div> </div> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For individual users (travelers), only their name will show on the Traveler's List and only if they have DATALINKED documents.</i></li> <li>✓ <i>For Training purposes, documents with the status of COMPLETED will show.</i></li> </ul>	Name	VNum	<a href="#">Cobbs, Erin</a>	0000-65065	<a href="#">Germantown, Brenda</a>	9900-00010	<a href="#">Germantown, Erin</a>	9900-00008	<a href="#">Germantown, Joan</a>	9900-00006	<a href="#">Germantown, Louis</a>	9900-00025	Type	Document Name	Dep Date	Status	In Use	TA	8EKCS0009	09/16/08	COMPLETED		TA	8EKRS0009	07/21/08	COMPLETED	
Name	VNum																											
<a href="#">Cobbs, Erin</a>	0000-65065																											
<a href="#">Germantown, Brenda</a>	9900-00010																											
<a href="#">Germantown, Erin</a>	9900-00008																											
<a href="#">Germantown, Joan</a>	9900-00006																											
<a href="#">Germantown, Louis</a>	9900-00025																											
Type	Document Name	Dep Date	Status	In Use																								
TA	8EKCS0009	09/16/08	COMPLETED																									
TA	8EKRS0009	07/21/08	COMPLETED																									

Step	Action
2a	<ul style="list-style-type: none"> <li>➤ Click on the <i>Name</i> to bring up their documents</li> <li>➤ Click the <b>Amend</b>  icon of the document you wish to amend</li> </ul>
3	<p>The <i>Amendment</i> page appears.</p> <div data-bbox="289 457 1419 766" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Amendment</b></p> <div style="background-color: #fce4ec; padding: 5px; border: 1px solid #ccc;">  <b>Quick Tip</b>        The amendment name is system generated. Enter the information below and click the Create button to amend the selected document. <a href="#">more</a> </div> <div style="float: right; background-color: #c5c5c5; padding: 5px; border: 1px solid #ccc; text-align: center;"> <b>For this Document you can:</b>  <input type="button" value="Create"/> New Amendment  <input type="button" value="Cancel"/> </div> <p>Document to Amend <input type="text" value="8EKRS0009"/></p> <p>Comments <input type="text"/></p> <p>Signature PIN <input type="text"/></p> <p>Reason <input type="button" value="v"/></p> </div> <ul style="list-style-type: none"> <li>➤ Enter <i>Extra day added with fee included lunch/lodging</i> in the <b>Comments</b> field</li> <li>➤ Enter <i>Signature PIN</i></li> <li>➤ Click <b>Create</b> (<i>New Amendment</i>) button</li> </ul>
4	<p>The <i>Document Information</i> page appears.</p> <div data-bbox="289 1045 1419 1596" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Document Information</b></p> <div style="background-color: #fce4ec; padding: 5px; border: 1px solid #ccc;">  <b>Quick Tip</b>        Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a> </div> <div style="float: right; background-color: #c5c5c5; padding: 5px; border: 1px solid #ccc; text-align: center;"> <b>For this Document you can:</b>  <input type="button" value="Create"/> Document  <input type="button" value="Cancel"/> </div> <p>Traveler Name: Erin Cobbs</p> <div style="background-color: #c5c5c5; padding: 2px; border: 1px solid #ccc; display: flex; justify-content: space-between;"> <span>Document Information</span> <span>Trip Information</span> </div> <hr/> <p>Document Type <input type="button" value="i"/> TA</p> <p>Document Name <input type="button" value="i"/> 8EKRS0009-1</p> <p>Report Date <input type="button" value="i"/> 07/17/2008 </p> <p>TA# <input type="button" value="i"/> 8EKRS0009</p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency <input type="button" value="v"/> U.S. Dollar</p> <p>Type Code <input type="button" value="i"/> 1-SINGLE-DOMESTIC <input type="button" value="v"/></p> <p>Purpose Code <input type="button" value="i"/> 5-REPORTABLE CONFERENCE <input type="button" value="v"/></p> <p>Document Description <input type="button" value="i"/> <input type="text" value="To attend a conference in Boston 7/22-7/23"/></p> <p>Document Default Accounting Code <input type="text" value="Demonstration ACCS"/> </p> <p>Default Accounting Code Org <input type="text" value="H-06-02"/></p> </div> <ul style="list-style-type: none"> <li>➤ Change 7/23 to <i>7/24</i></li> <li>➤ Click on the <i>Trip Information</i> tab</li> </ul>
<p><b>Note:</b> The system automatically appends the original document number with a dash number (i.e. -1, -2, -3, etc.)</p>	

Step	Action												
4a	<p><b>Document Information</b></p> <p> <b>Quick Tip</b> Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. <a href="#">Authorizations</a> <a href="#">Vouchers</a> <a href="#">LocalVouchers</a></p> <p>For this Document you can:  <input type="button" value="Create"/> Document  <input type="button" value="Cancel"/></p> <p>Traveler Name: Erin Cobbs</p> <p>Document Information   <b>Trip Information</b></p> <p>Trip No 1</p> <p>Begin Travel <input type="text" value="07/21/2008"/> <input type="button" value="Calendar"/> Depart <input type="text" value="RES: Waynesboro, PA"/> Depart Selection <input type="text" value="RES: Waynesboro, PA"/> <input type="button" value="Dropdown"/></p> <p>End Travel <input type="text" value="07/24/2008"/> <input type="button" value="Calendar"/> Return <input type="text" value="RES: Waynesboro, PA"/> Return Selection <input type="text" value="RES: Waynesboro, PA"/> <input type="button" value="Dropdown"/></p> <p>Trip Duration <input type="text" value="Multiple days"/> <input type="button" value="Dropdown"/></p> <p>Comments <input type="text"/> <input type="button" value="Preset"/></p> <p><b>Itinerary Locations</b></p> <p><input type="checkbox"/> Replace ALL lodging and M&amp;IE information <a href="#">Create additional rows</a></p> <table border="1"> <thead> <tr> <th>Arrival Date</th> <th>Departure Date</th> <th>Itinerary Location</th> <th>Unlisted</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="07/21/08"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="07/24/08"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="BOSTON,MA"/> <input type="button" value="Search"/> <input type="button" value="Magnifying Glass"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Search"/> <input type="button" value="Magnifying Glass"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ Enter <b>7/25/08</b> in the <b>End Travel</b> field</li> <li>➤ Enter <b>7/25/08</b> in the <b>Departure Date</b> field</li> <li>➤ Click <b>Create (Document)</b> button</li> </ul>	Arrival Date	Departure Date	Itinerary Location	Unlisted	<input type="text" value="07/21/08"/> <input type="button" value="Calendar"/>	<input type="text" value="07/24/08"/> <input type="button" value="Calendar"/>	<input type="text" value="BOSTON,MA"/> <input type="button" value="Search"/> <input type="button" value="Magnifying Glass"/>	<input type="checkbox"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Magnifying Glass"/>	<input type="checkbox"/>
Arrival Date	Departure Date	Itinerary Location	Unlisted										
<input type="text" value="07/21/08"/> <input type="button" value="Calendar"/>	<input type="text" value="07/24/08"/> <input type="button" value="Calendar"/>	<input type="text" value="BOSTON,MA"/> <input type="button" value="Search"/> <input type="button" value="Magnifying Glass"/>	<input type="checkbox"/>										
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Search"/> <input type="button" value="Magnifying Glass"/>	<input type="checkbox"/>										
5	<ul style="list-style-type: none"> <li>➤ Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> page</li> <li>➤ Click on the <b>Expense Detail</b>  icon for the new lodging line (7/24)</li> </ul>												
5a	<p>The <i>Expense Details</i> window appears</p> <p><b>Expense Details for Lodging-PerDiem 07/24/2008</b></p> <p> <b>Quick Tip</b> View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p>For this page you can:  <input type="button" value="Use"/> Expense Detail Updates  <input type="button" value="Close"/> without Saving Expense Details</p> <p><b>General Details</b>   <b>Lodging Details</b></p> <p>Expense Date <input type="text" value="07/24/2008"/> <input type="button" value="Calendar"/> Payment Method <input type="text" value="GOVCC"/> <input type="button" value="Dropdown"/></p> <p>Expense Cost <input type="text" value="161.00"/> <input type="button" value="Currency"/> USD Allowed: 161.00 <input checked="" type="checkbox"/> Reimbursable <input type="checkbox"/> Taxable</p> <p>Quantity <input type="text" value="0"/> Rate <input type="text" value="0"/> <input type="button" value="Magnifying Glass"/> Vendor <input type="text"/> <input type="button" value="Magnifying Glass"/></p> <p>Expense Category <input type="text" value="Lodging-PerDiem"/> Accounting Code <input type="text" value="H-06-02/Demonstration ACCS"/> <input type="button" value="Dropdown"/></p> <p>Expense Description <input type="text" value="Lodging"/> <input type="button" value="Dropdown"/></p> <p>Comments <input type="text"/></p> <ul style="list-style-type: none"> <li>➤ Enter <b>0 (zero)</b> in the <b>Expense Cost</b> field</li> <li>➤ Click the <b>Lodging Details</b> tab</li> </ul>												

Step	Action								
5b	<p data-bbox="289 285 943 317"><b>Expense Details for Lodging-PerDiem 07/24/2008</b></p> <div data-bbox="289 323 1416 428"> <p data-bbox="293 331 331 384"> <b>Quick Tip</b> View or edit all details for this expense. Click the tab to see the respective expense details. To save changes to expense details, click the Use Expense Detail Updates button and on the main expense screen, Save expenses.</p> <p data-bbox="1149 323 1360 348"><b>For this page you can:</b></p> <p data-bbox="1110 359 1406 384"><b>Use</b> Expense Detail Updates</p> <p data-bbox="1110 394 1406 420"><b>Close</b> without Saving Expense Details</p> </div> <div data-bbox="289 436 1416 466"> <p data-bbox="321 443 444 464"><b>General Details</b></p> <p data-bbox="483 443 607 464"><b>Lodging Details</b></p> </div> <div data-bbox="289 474 883 638"> <p data-bbox="298 485 516 510"><input type="checkbox"/> <b>Conference Allowance</b></p> <p data-bbox="451 516 623 541">Conference % <input type="text"/></p> <p data-bbox="428 548 597 573">Conference Rate 0.00</p> <p data-bbox="370 579 792 604">Conference Description <input type="text"/></p> <p data-bbox="402 611 776 636">Sponsoring Agency <input type="text"/></p> </div> <div data-bbox="971 485 1416 625"> <p data-bbox="976 495 1062 520"><b>Leave Data</b></p> <p data-bbox="976 527 1045 552"><input checked="" type="radio"/> None</p> <p data-bbox="976 558 1062 583"><input type="radio"/> Annual</p> <p data-bbox="976 590 1045 615"><input type="radio"/> Other</p> <p data-bbox="1224 527 1338 552">Hours <input type="text" value="0.00"/></p> </div> <div data-bbox="289 667 435 800"> <p data-bbox="298 678 428 703"><b>Meals Provided</b></p> <p data-bbox="298 709 412 735"><input type="checkbox"/> Breakfast</p> <p data-bbox="298 741 380 766"><input type="checkbox"/> Lunch</p> <p data-bbox="298 772 380 798"><input checked="" type="checkbox"/> Dinner</p> </div> <div data-bbox="472 684 727 785"> <p data-bbox="480 695 597 720"><b>M&amp;IE Override</b></p> <p data-bbox="521 726 646 751">Quarters <input type="text"/></p> <p data-bbox="483 758 721 783">M&amp;IE Amount <input type="text"/></p> </div> <ul data-bbox="282 842 1013 957" style="list-style-type: none"> <li>➤ Click the <b>Lunch</b> checkbox under the <i>Meals Provided</i></li> <li>➤ Click <b>Use</b> (<i>Expense Detail Updates</i>) button</li> <li>➤ Enter <b>Registration Fee &amp; Cost</b> in an available line</li> </ul> <div data-bbox="289 995 1416 1031"> <table border="1"> <tr> <td data-bbox="293 1003 331 1029"><input type="checkbox"/></td> <td data-bbox="331 1003 368 1029"></td> <td data-bbox="368 1003 406 1029"></td> <td data-bbox="406 1003 542 1029">07/21/2008</td> <td data-bbox="542 1003 943 1029"> Registration Fees-Non-ADP Non-Fed Source</td> <td data-bbox="943 1003 1182 1029">REG FEES NON (OTHER)</td> <td data-bbox="1182 1003 1318 1029"> 200.00</td> <td data-bbox="1318 1003 1416 1029"> GOVCC</td> </tr> </table> </div> <ul data-bbox="282 1066 850 1115" style="list-style-type: none"> <li>➤ Click <b>Save</b> (<i>Expense Changes</i>) button</li> </ul>	<input type="checkbox"/>			07/21/2008	 Registration Fees-Non-ADP Non-Fed Source	REG FEES NON (OTHER)	 200.00	 GOVCC
<input type="checkbox"/>			07/21/2008	 Registration Fees-Non-ADP Non-Fed Source	REG FEES NON (OTHER)	 200.00	 GOVCC		

Step	Action																																																		
6	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> the <i>Status</i> page appears.</p> <p><b>Status for 8EKRS0009-1</b></p> <div data-bbox="293 380 1414 674"> <p> <b>Quick Tip</b> The Signature PIN is case sensitive! <a href="#">more</a></p> <p>For this Document you can:  <input type="button" value="Stamp"/> and Submit Document  <input type="button" value="Adjustments"/> Go To Adjustments  <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> </div> <div data-bbox="293 701 1414 779"> <p><b>Document Routing</b> <span style="float: right;">This is the routing path the current document will take once routed</span></p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Erin Cobbs</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> </div> <div data-bbox="293 806 1414 877"> <p><b>Document History</b> <span style="float: right;">This is the status history for this document</span></p> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> <th>Reason Desc</th> </tr> </thead> <tbody> <tr> <td>07/28/08 3:31PM</td> <td>CREATED</td> <td>Erin Cobbs</td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>➤ Enter <i>Signature PIN</i>  ➤ Enter <i>Remarks</i>  ➤ Click <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button</p> <p><b>Note:</b> <i>The Production system will then do a funds availability check. This is the process where ITM 9.0 goes to CFS to de-obligate the funds.</i></p>	Name	Status	Level	Erin Cobbs	SIGNED	0	Date/Time	Status	Name	Remarks	Reason Desc	07/28/08 3:31PM	CREATED	Erin Cobbs																																				
Name	Status	Level																																																	
Erin Cobbs	SIGNED	0																																																	
Date/Time	Status	Name	Remarks	Reason Desc																																															
07/28/08 3:31PM	CREATED	Erin Cobbs																																																	
7	<p>If everything passes the funds check, the system will return to the <i>Home</i> page where the following message will appear.</p> <p><b>Home</b></p> <div data-bbox="293 1310 1414 1388"> <p> <b>Quick Tip</b> Welcome to Travel Manager. Click the "more" link in Last Documents to go to Open Document Page. Click the "more" link in Review Document to open Review Document Page. Click the Document icon to open the document. <a href="#">more</a></p> </div> <div data-bbox="293 1394 1414 1528"> <table border="1"> <thead> <tr> <th colspan="5">Last Documents <a href="#">more</a></th> <th colspan="5">Documents to review <a href="#">more</a></th> </tr> <tr> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> <th>Type</th> <th>Traveler</th> <th>Document Name</th> <th>Dep Date</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TA</td> <td>000065065</td> <td>8EKRS0009-1</td> <td>07/21/08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> TA</td> <td>000065065</td> <td>8EKRS0009</td> <td>07/21/08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> TV</td> <td>990000008</td> <td>8TRVS0000</td> <td>08/23/08</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Last Documents <a href="#">more</a>					Documents to review <a href="#">more</a>					Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use	TA	000065065	8EKRS0009-1	07/21/08							TA	000065065	8EKRS0009	07/21/08							TV	990000008	8TRVS0000	08/23/08						
Last Documents <a href="#">more</a>					Documents to review <a href="#">more</a>																																														
Type	Traveler	Document Name	Dep Date	In Use	Type	Traveler	Document Name	Dep Date	In Use																																										
TA	000065065	8EKRS0009-1	07/21/08																																																
TA	000065065	8EKRS0009	07/21/08																																																
TV	990000008	8TRVS0000	08/23/08																																																