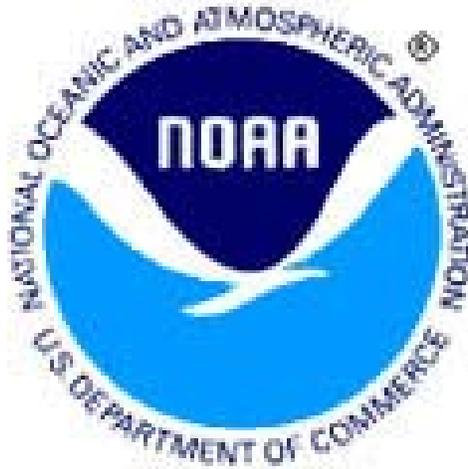


Integrated Travel Manager V9.0

Reference Guide for System Messages



February 2009

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Index of System Messages

This section defines some of the more common warning and error system messages that Travel Manager displays. A “warning” message displays information about a certain condition, but allows you to continue to process the document. An “error” message displays information about a problem with the data which must be resolved before you can continue to process the travel document. If you get any of the following warning or error messages, attempt to clear the message using the suggested solution.

Authorizations

The following messages can occur in Travel Authorizations.

Database Error Messages

1. Error Opening CFS database

This message displays if any serious system errors are encountered such as the CFS data base not being accessible.

Account Validation Errors	
Number	Message
1	(E)-0000000013Error Opening CFS database

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

Document Approval Error Messages

1. Document is not expecting NNNNNNNN to stamp with APPROVED

This message displays during the electronic stamping process when someone other than the expected authorized Approving Official is applying the APPROVED stamp.

Account Validation Errors	
Number	Message
99	Document is not expecting 000000012 to stamp with APPROVED

Solution: Read and acknowledge this message. Check the Document Routing block in the Document Routing window to ensure that the names of the Reviewing and/or Approving Officials appearing are correct.

- 1) If the names of the Reviewing or Approving Officials are incorrect, contact your local Routing Administrator for assistance.
- 2) If no names are displayed in the Document Routing block, the traveler will be required to electronically SIGN to Travel Voucher to re-initiate the routing process.

✍ **After** an approving official has electronically stamped a Travel Voucher APPROVED, users should Open the document in VIEW ONLY mode and not adjust mode. Opening a Travel Voucher in Adjust mode (entering a signature PIN and selecting SIGN to Review Document) after the Travel Voucher has already received approval places an ADJUSTED status in the Document History which prevents the Travel Voucher from data linking to CFS.

2. Invalid or inactive Appr_Vendor_No: NNNNNNNNN for TDYTRV

This message displays during the electronic stamping process when the person applying the APPROVED status is not setup as an employee in the CFS Employee Maintenance table.

Account Validation Errors	
Number	Message
1	(E)-VENDOR ERROR: Invalid or inactive Appr_Vendor_No: 500000000 for TDYTRV.

Solution: Read and acknowledge this message. Ensure that the Approving Official is an employee and not a contractor.

- 1) If the Approving Official is not an employee, the electronic approval will need to be re-assigned to an alternate Approving Official. Contact your local Routing Administrator for assistance.
- 2) If the Approving Official is an employee, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

✍ Contractors (non-employee entities) generally do not possess budgetary authority and therefore should not be applying the APPROVED status to travel documents in Travel Manager.

Document Preparation Error Messages

1. Expense Header record not on file

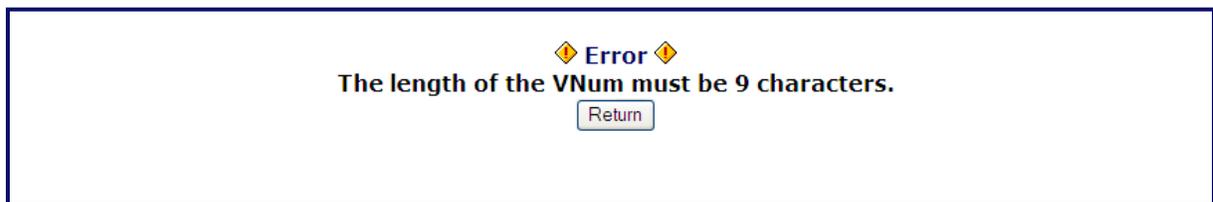
This message displays entering or exiting the Expenses screen. One or more of the expenses entered on the Travel Authorization is missing a Header record.



Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

2. Length of the VNUM must be 9 characters

This message displays when trying to add a new traveler to the data base through the New Document screen. The VNum (Vendor Number) cannot exceed nine digits.



Solution: Read and acknowledge this message. Ensure that the Vendor Number has been entered correctly.

- 1) If the Vendor Number was entered incorrectly, make the necessary corrections to the Vendor Number.
- 2) If the Vendor Number was entered correctly, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov or CBS Vendor Support at VendorSupport@noaa.gov as the legitimacy of the Vendor Number entered will require additional verification.

✍ Travelers should be added to the Travel Manager database by either your servicing Finance Office or the NOAA Client Services Help Desk as part of Group Maintenance support. End users do not have the ability to access pertinent data fields that are required when adding a New Traveler to the database.

3. No per diem information available for leg 1

This message displays when exiting the Document Information screen. The Arrival and Departure Dates for the Itinerary Location do not match the Begin and End Travel Dates.



Solution: Read and acknowledge this message. Determine which set of dates have been entered correctly.

- 1) If the Begin and/or End Travel Dates have been entered incorrectly
 - a. Make the necessary changes to either or both the Begin/End Travel Date fields.
 - b. Select the *Replace ALL lodging and M&IE information* option.
 - c. Select *Save Changes to the Document Information*.
- 2) If the Itinerary Location Arrival and/or Departure Dates have been entered incorrectly
 - a. Make the necessary changes to either or both the Arrival/Departure Date fields.
 - b. Select the *Replace ALL lodging and M&IE information* option.
 - c. Select *Save Changes to the Document Information*.

4. TA# is already used for traveler

This message displays when exiting the Document Information screen. The Travel Authorization number has already been used on another Travel Authorization.



Solution: Read and acknowledge this message. Ensure that the Travel Authorization number has been entered correctly in the TA# field located in the Document Information screen.

- 1) If the authorization number was entered incorrectly, make the necessary correction to TA# field.
- 2) If the Travel Authorization number was entered correctly, check to see if another Travel Authorization exists using this authorization number in Travel Manager. If you cannot identify another Travel Authorization with this authorization number, you will need to contact your servicing Finance Office for assistance in finding the travel document. Once you have found the travel document causing the conflict, determine which travel document has the incorrect authorization number. To correct the error:

- 1) Correct the authorization number on the Travel Authorization using the incorrect authorization number OR
- 2) Have the office assign a new authorization number and make the necessary changes to the TA# field on the appropriate Travel Authorization.

✍ You cannot make any changes to a travel document if it has already been stamped DATA LINK.

5. The Account Code has been reset

This message displays when entering the Expenses screen. The ACCS Label for an accounting code appearing on the Travel Authorization contains special characters.



Solution: Read and acknowledge this message. To correct this error:

- 1) Delete the accounting code which contains special characters in the Label.
- 2) Re-add the accounting code to the Master Accounting Code table by selecting 'Add a New Accounting Code.' When entering the ACCS Label DO NOT include any special characters.
- 3) Re-enter the Expenses screen and acknowledge each of the system prompts. If the Travel Authorization contains numerous expenses you will need to select 'Next xx' to allow the system to cycle through all of the expenses.
- 4) Select *Save Expenses* before exiting the Expense screen.
- 5) Verify the errors have been corrected. From the Document Summary screen ensure the amount appearing in the Accounting Details Block is accurate. If the amount displayed does not total the sum of the expenses, re-enter the Expense screen and acknowledge any additional system prompts.
- 6) Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and request to have the Old ACCS containing the special character deleted from the Master Accounting Code table.

6. **You have not entered cost/days for overriding**

This message displays when exiting the Document Information screen. The Type Code OVERRIDE-DOMESTIC, OVERRIDE-FOREIGN or OVERRIDE-OCONUS has been selected without entering Cost or Days override amounts.



Solution: Read and acknowledge this message. Ensure that the Type Code selected is correct.

- 1) If the Type Code selected is incorrect, make the necessary correction in the Document Information *Type Code* field.
- 2) If the Type Code selected is correct, enter the Cost or Days override amounts by clicking the Override button located in the Trip Information tab to the right of the Itinerary Location(s).

Funding/ACCS Error Messages

1. **Fund is not established for ACCS code**

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Travel Authorization.

Account Validation Errors	
Number	Message
1	(E)-ERROR: Fund is not established for ACCS code - 2009-14-SAE0001-30-14-0000-0-0-0-021-40-0-0.

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Travel Authorization is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re- attempt to stamp the authorization ensuring that the correct status stamp is being applied based on the user’s role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc..)
- 2) If the ACCS was entered correctly, contact your local budgetary personnel to determine when funding will be made available or if an alternate ACCS can be provided.

2. Invalid or inactive OBJECT Code

This message displays during the electronic stamping process. Invalid Expense Categories have been assigned to Ad Hoc “Free-Type” expenses.

Account Validation Errors	
Number	Message
1	(E)-ACCS ERROR: Invalid or inactive OBJECT Code: 40-9-0-0.
2	(E)-ACCS ERROR: Invalid OBJECT code, not defined in TDY_DEFAULTS table: 14 40-9-0-0.

Solution: Read and acknowledge this message. To correct this error:

- 1) Delete all Ad Hoc expenses associated with an invalid Expense Category.
- 2) Re-enter the Ad Hoc expense(s) and select one of the following valid Expense Categories: Lodging, LODGING TAX, Lodging-PerDiem, M&IE, M&IE-PerDiem, MILEAGE, OTHER NON-TR, OTHER TRAVEL, REG FEES ADP, REG FEES NON (FED), REG FEES NON (OTHER), RENTAL CAR, TRANSPORT.
- 3) Select *Save Expenses* before exiting the Expense screen.
- 4) Re-attempt to electronically stamp the authorization ensuring that the correct status stamp is being applied based on the user’s role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...)

3. Inactive Project

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Travel Authorization.

Account Validation Errors	
Number	Message
1	(E)-ACCS ERROR: Inactive Project F8N2HCM.

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Travel Authorization is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re-attempt to stamp the authorization ensuring that the correct status stamp is being applied based on the user’s role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...) .
- 2) If the ACCS was entered correctly, contact your local budgetary personnel to determine when the Project Code will be made available or if an alternate ACCS can be provided.

4. Insufficient Funds

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Travel Authorization.

Account Validation Errors	
Number	Message
1	(E)-ERROR: Insufficient funds -183.22 for 2009-14-F8K5BSR.

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Travel Authorization is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re-attempt to stamp the authorization ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...).
- 2) If the ACCS was entered correctly, contact your local budgetary personnel to determine when funding will be made available or if an alternate ACCS can be provided.

5. No mask in FM001 for ACCS code

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Travel Authorization.

Account Validation Errors	
Number	Message
1	(E)-ERROR: Can not find the mask in FM001 -2009-14-G8PFS88-06-02-0001-6-2-0-021-40-0-0.

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Travel Authorization is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re-attempt to stamp the authorization ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc..)
- 2) If the ACCS was entered correctly, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

6. No t-acsub found for

This message displays during the electronic stamping process. There are expenses with no associated Expense Category on the Travel Authorization.

Account Validation Errors	
Number	Message
1	ERROR: Not-acsub found for

Solution: Read and acknowledge this message. Ensure that all expenses have been entered appropriately in the Expense screen.

- 1) If expenses can be identified onscreen that do not have an Expense Category applied:
 - a. Make the necessary corrections by selecting valid Expense Category from the drop down list. Valid Expense Categories are as follows: Lodging, LODGING TAX, Lodging-PerDiem, M&IE, M&IE-PerDiem, MILEAGE, OTHER NON-TR, OTHER TRAVEL, REG FEES ADP, REG FEES NON (FED), REG FEES NON (OTHER), RENTAL CAR, TRANSPORT.
 - b. Select *Save Expenses* before exiting the Expense screen.
 - c. Re-attempt to electronically stamp the authorization ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...)
 - d. If the error message is not resolved, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.
- 2) If all expenses viewable onscreen have a valid Expense Category applied, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

Posting Errors

1. Cannot cancel authorization that has a voucher

This message displays during the electronic document stamping process. A Travel Authorization cannot be cancelled if it has already been vouchered against.

Account Validation Errors	
Number	Message
99	Cannot cancel authorization that has a voucher. Authorization NOT Cancelled.

Solution: Read and acknowledge this message. A travel authorization cannot be cancelled if it has already been vouchered against.

2. **Cannot cancel authorization that hasn't been datalinked**

This message displays during the electronic stamping process. A Travel Authorization cannot be canceled if it has never received a Data Link stamp.

Account Validation Errors	
Number	Message
99	Cannot cancel authorization that hasn't been datalinked. Authorization NOT Cancelled.

Solution: Read and acknowledge this message. Ensure the correct authorization number was selected for amending. To correct this error:

- 1) If the incorrect authorization number was amended, delete the current authorization and create an Amendment selecting the correct authorization number.
- 2) If the correct authorization number was amended, determine whether the authorization has received a prior approval/DATA LINK.
 - a. If the original Travel Authorization was never APPROVED/DATA LINKED and was stamped COMPLETED by the Financial Systems Division (FSD) to resolve a PO_Control issue, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.
 - b. If the original Travel Authorization was never APPROVED/DATA LINKED and was stamped COMPLETED in error by the Line Office:
 - i. Delete the current Amendment.
 - ii. Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and request to have the original Travel Authorization reset so that appropriate action can be taken.

3. **Cannot Lock record to process**

This message displays during the electronic stamping process. The resources used to perform the funds check process is maxed out due to the high volume of users performing the same action.

Account Validation Errors	
Number	Message
1	(E)-ERROR: Cannot Lock record to process. (TDY205_FM040)

Solution: Read and acknowledge this message. To correct this error, re-attempt to stamp the document.

4. **Converted Authorizations cannot be posted through the interface**

This message displays during the electronic stamping process when a status stamp other than COMPLETED is being applied to a legacy Travel Authorization (Gov't Auth).

Account Validation Errors	
Number	Message
99	Converted Authorizations cannot be posted through the interface.

Solution: Read and acknowledge this message. To correct this error select the status stamp COMPLETED and re-stamp the document.

5. **Document_no is null for Cancel load for traveler**

This message displays during the electronic stamping process. Travel Authorizations cannot be canceled without a prior APPROVED/DATA LINKED status application.

Account Validation Errors	
Number	Message
1	(E)-FILE ERROR: Document_no is null for Cancel load for traveler.

Solution: Read and acknowledge this message. Ensure the correct authorization number was Opened and that no expenses have been incurred against the authorization number. To correct this error:

- 1) If the incorrect authorization number was opened, close the current authorization and create an Amendment selecting the correct authorization number.
- 2) If the correct authorization number was opened, determine whether the authorization has received a prior approval/DATA LINK.
 - a. If the authorization was never APPROVED/DATA LINKED and no expenses have been incurred, the authorization may be deleted.
 - b. If the authorization was never APPROVED/DATA LINKED and expenses have been incurred, the authorization will need to be adjusted down to the amount of expenses incurred and then electronically re-stamped ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...).

6. **TDY205 Process failed on TDYTRV document/Invalid or inactive DPOC Emp No**

This message displays during the electronic stamping process when the person applying the APPROVED status has an inactive employee record in CFS.

Account Validation Errors	
Number	Message
1	(E)-ERROR: TDY205 Process Failed on TDYTRV document. (TDY205_FM040)
2	(E)-ERROR: For DOC TYPE 'TDYTRV' Item Type 'TD2140': Invalid or inactive Dpoc Emp No.

Solution: Read and acknowledge this message. Ensure that the Approving Official is an employee and not a contractor.

- 1) If the Approving Official is not an employee, the electronic approval will need to be re-assigned to an alternate Approving Official. Contact your local Routing Administrator for assistance.
- 2) If the Approving Official is an employee, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

✍ Contractors (non-employee entities) generally do not possess budgetary authority and therefore should not be applying the APPROVED status to travel documents in Travel Manager.

7. **Obligation No already closed in CFS**

This message displays during the electronic stamping process. Additional activity against a CLOSED obligation is not permitted.

Account Validation Errors	
Number	Message
1	(E)-ERROR: Obligation No: 134954-0 already closed in CFS, contact NOAA Client Services Help Desk - Document not stamped.
2	(E)-ERROR: Obligation No: 134955-0 already closed in CFS, contact NOAA Client Services Help Desk - Document not stamped.

Solution: Read and acknowledge this message. Ensure the correct authorization number was selected for amending. To correct this error

- 1) If the incorrect authorization number was amended,
 - a. Delete the Amendment that was created using the incorrect authorization number.
 - b. Create a new Amendment selecting the correct authorization number.
- 2) If the correct authorization number was amended:
 - a. Determine whether a Travel Voucher for that authorization number has already DATA LINKED to CFS. Trips 30 days or less cannot be amended once vouchered.

- b. If a voucher has already been processed against the authorization number, and the trip was 30 days or less, delete the Amendment and create a Reclaim voucher for the additional expenses.
- c. If a voucher has already been processed against the authorization number and the trip was greater than 30 days, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov.

8. **TA/VENDOR NXXNXNNNN-NNNN has been posted in PO_CONTROL for Traveler/(E) FILE ERROR: TA/VENDOR NXXNXNNNN-NNNNN has been posted in PO_CONTROL FOR CBA**
 This message displays during the electronic stamping process when users attempt to stamp a Travel Authorization that has already posted an approved obligation to CFS.

Account Validation Errors	
Number	Message
1	(E)-FILE ERROR: This TA/Vendor 9FN7S4022-5675 has been posted in PO_CONTROL for traveler.
2	(E)-FILE ERROR: This TA/Vendor 9FN7S4022-36484 has been posted in PO_CONTROL for CBA

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

System Warning and Informational Messages

1. **\$0 delta, nothing to funds check or post**

This message displays during the electronic stamping process. This is an information message informing you that the document will not execute a transaction posting to CFS.

<p>Messages:</p> <ul style="list-style-type: none"> • \$0 delta, nothing to funds check or post.Document stamped: APPROVED(W 1)
--

Solution: Read and acknowledge this message. No Cost Travel Authorizations are for \$0 amounts and do not generate posting obligating transactions into CFS.

2. TRAVELER PO#/CBA Obligation#

This message displays during the electronic stamping process. This is an information message informing you that the Travel Authorization has completed the posting process to CFS.

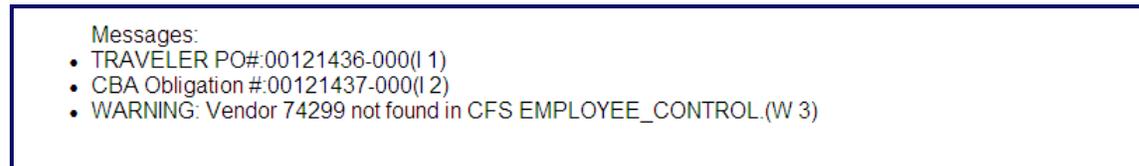


Solution: Read and acknowledge this message. Once this message is received any of the following actions can be taken; logout of Travel Manager, close the Internet browser or process additional documents.

- ✍ Approving Officials should not exit the Travel Authorization or close the Internet browser until this message has been received as it indicates the posting process has completed in its entirety.
- ✍ The CBA Obligation Number is provided only if applicable.

3. Traveler PO#/CBA Obligation #/WARNING: Vendor not found in CFS_EMPLOYEE_CONTROL

This message displays during the electronic stamping process. This is an information message informing you that the Travel Authorization has completed the posting process.



Solution: Read and acknowledge this message. Once this message is received any of the following actions can be taken; logout of Travel Manager, close the Internet browser or process additional documents.

- ✍ Approving Officials should not exit the document or close the Internet browser until this message has been received as it indicates the posting process has completed in its entirety.
- ✍ The Warning portion of this message only displays if the traveler cannot be identified as an employee in CFS. This is just a warning and will typically appear for Invitational Travelers and New Employees.
- ✍ The CBA Obligation Number is provided only if applicable.

Vendor Error Messages

1. Invalid or inactive Vendor_no: NNNNN for TDYTRV

This message displays during the electronic stamping process. Travelers must have an active Vendor record in the CFS Vendor Maintenance table.

Account Validation Errors	
Number	Message
1	(E)-VENDOR ERROR: Invalid or inactive Vendor_No: 74299 for TDYTRV.

Solution: Read and acknowledge this message. Contact CBS Vendor Support at Vendor.Support@noaa.gov and provide the error message encountered.

2. Invalid Vendor

This message displays during the electronic stamping process. The traveler's Last Name in Travel Manager does not identically match the spelling of the traveler's Last Name in the Core Financial System's (CFS) Vendor Maintenance table.

Account Validation Errors	
Number	Message
1	(E)-VENDOR ERROR: Invalid Vendor SMITHE- last name does not match JOHN A SMITH for TDYTRV.

Solution: Read and acknowledge this message. Verify the spelling of the traveler's Last Name.

- 1) If the traveler's Last Name is spelled incorrectly in Travel Manager:
 - a. Enter the Traveler Info screen and update the traveler's Last Name.
 - b. Before exiting the Traveler Info screen, select *Apply Changes Globally* so that the change is reflected on all future documents.
 - c. Re-attempt to stamp the authorization ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...).
- 2) If the traveler's Last Name is spelled correctly in Travel Manager, contact CBS Vendor Support at Vendor.Support@noaa.gov and provide the error message encountered.

✍ Special characters (such as ', ", /, \, #, &, ! and others) cannot be used in Travel Manager. Names of travelers should only include alphanumeric characters.

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Vouchers

The following messages can occur on Travel Vouchers.

Database Error Messages

1. Error Opening CFS database

This message displays if any serious system errors are encountered such as the CFS data base not being accessible.

Account Validation Errors	
Number	Message
1	(E)-0000000013Error Opening CFS database

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

Document Approval Error Messages

2. A traveler may not APPROVE his/her own voucher

This message displays during the electronic stamping process when a traveler is trying to apply the APPROVED stamp to their own Travel Voucher.

Account Validation Errors	
Number	Message
99	A traveler may not APPROVE his/her own voucher.

Solution: Read and acknowledge. Absolutely no traveler is allowed to approve their own Travel Voucher.

- For Offices functioning as Non-Routing prior to the Travel Manager v9.0 implementation, the Finance Office will electronically approve all legacy Travel Vouchers upon receipt of the hard copy Travel Voucher.
- For Travel Vouchers initiating in Travel Manager v9.0, only authorized Approving Officials are permitted to electronically approve the traveler's documents. However, the traveler must electronically stamp their Travel Voucher SIGNED in order to begin the electronic routing process. Ensure that the SIGNED status has been applied to the Travel Voucher by the traveler.

✎ For Invitational travelers and employees operating under an EXCEPTED process (i.e., NWSEO Bargaining Unit employees) the traveler’s application of the electronic SIGNED status does not apply.

3. **Document is not expecting NNNNNNNNN to stamp with APPROVED**

This message displays during the electronic stamping process when someone other than an authorized Approving Official is applying the APPROVED stamp.

Account Validation Errors	
Number	Message
99	Document is not expecting 000000012 to stamp with APPROVED

Solution: Read and acknowledge this message. Check the Document Routing block in the Document Routing window to ensure that the names of the Reviewing and/or Approving Officials appearing are correct.

- 1) If the names of the Reviewing or Approving Officials are incorrect, contact your local Routing Administrator for assistance.
- 2) If no names are displayed in the Document Routing block, the traveler will be required to electronically SIGN to Travel Voucher to re-initiate the routing process.

✎ **After** an approving official has electronically stamped a Travel Voucher APPROVED, users should Open the document in VIEW ONLY mode and not adjust mode. Opening a Travel Voucher in Adjust mode (entering a signature PIN and selecting SIGN to Review Document) after the Travel Voucher has already received approval places an ADJUSTED status in the Document History which prevents the Travel Voucher from data linking to CFS.

Document Preparation Error Messages

1. **AppServer returned error **t-acctotals already exists...Please try again**

This message displays during the electronic stamping process on a Gov’t Vch. Multiple accounting codes have been selected on the document and expenses have not been allocated appropriately.

Account Validation Errors	
Number	Message
99	AppServer returned error: ** t-acctotals already exists with "000049168" "VCH" "8NR1S0090" 1 "17K3NP1P00" "TRANSPORT" 0 "OTHER". (132). Please try again.

Solution: Read and acknowledge this message. To correct this error:

- 1) Delete one of the accounting codes selected on the voucher.
- 2) Re-select the deleted accounting code and re-allocate all expenses as appropriate.
- 3) Re-attempt to stamp the Travel Voucher ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...).

2. AppServer returned error: **t-itinry already exists.....Please try again

This message displays during the electronic stamping process on a Gov't Vch.

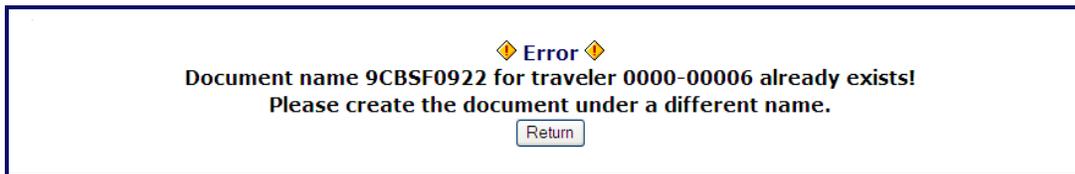
Account Validation Errors	
Number	Message
99	AppServer returned error: ** t-itinry already exists with "000009569" "VCH" "9AN2S3304" 1 1 2 "X" 0. (132). Please try again.

Solution: Read and acknowledge this message. To correct this error:

- 1) Delete one of the ticketed transportation expenses entered on the voucher.
- 2) Re-add the deleted ticketed transportation expense.
- 3) Re-attempt to electronically stamp the Travel Voucher ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...).

3. Document Name for traveler already exists!

This message displays when exiting the Document Information screen. The Document Name has already been used on another Travel Authorization for the traveler.



Solution: Read and acknowledge this message. Ensure that the Document Name has been entered correctly in the Document Name field located in the Document Information screen.

- 1) If the Document Name was entered incorrectly, make the necessary correction to Document Name field.
- 2) If the Document Name was entered correctly, check to see if another Travel Voucher exists using this Document Name in Travel Manager. If you cannot identify another Travel Voucher with this Document Name, you will need to contact your servicing Finance Office for assistance in finding the travel document. Once you have found the travel document causing the conflict,

determine which travel document has the incorrect Document Name. To correct the error either: a) correct the Document Name on the Travel Voucher using the incorrect naming convention; or b) have the office assign a new Document Name and make the necessary changes to the TA# field on the appropriate Travel Voucher.

- ✎ You cannot make any changes to a travel document if it has already been stamped DATA LINK. The Travel Authorization number should be used as the Document Name for all travel documents. In cases where multiple documents are created against a single authorization number (RECLAIM, IN TRAVEL STATUS) a suffix should be added to authorization number in the document naming convention ONLY, i.e., 9CBSS0001-R1 or 9CBSS0001-1.

4. No per diem information available for leg 1

This message displays when exiting the Document Information screen. The Itinerary Location Arrival and Departure Dates do not match the Begin and End Travel Dates.



Solution: Read and acknowledge this message. Determine which set of dates have been entered correctly.

- 1) If the Begin and/or End Travel Dates have been entered incorrectly
 - a. Make the necessary changes to either or both Begin/End Travel Date fields.
 - b. Select the *Replace ALL lodging and M&IE information* option.
 - c. Select *Save Changes* to the Document Information.
- 2) If the Itinerary Location Arrival and/or Departure Dates have been entered incorrectly
 - a. Make the necessary changes to either or both Arrival/Departure Date fields.
 - b. Select the *Replace ALL lodging and M&IE information* option.
 - c. Select *Save Changes* to the Document Information.

5. No Trip Record was found

This message displays when attempting to create a Travel Voucher from Travel Authorization (TV from TA). The Travel Authorization is missing a record.



Solution: Read and acknowledge this message. To correct this error, amend the Travel Authorization. Note, when amending the Travel Authorization it is not necessary to make a dollar value impact. The purpose of creating the Amendment is to restore the missing trip record.

6. The Account Code for expense number (N) has been reset

This message displays when entering the Expenses screen. The ACCS Label for an accounting code appearing on the Travel Voucher contains a special character.



Solution: Read and acknowledge this message. To correct this error:

- 1) Delete the accounting code that contains the special character.
- 2) Re-add the accounting code to the Master Accounting Code table by selecting Add a New Accounting Code. When entering the ACCS Label DO NOT include any special characters.
- 3) Re-enter the Expenses screen and acknowledge each of the system prompts. If the Travel Voucher contains numerous expenses you will need to select *Next xx* to allow the system to cycle through all of the expenses.
- 4) Verify the errors have been corrected. From the Document Summary screen ensure the amount appearing in the Accounting Details Block is accurate.
- 5) Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and request to have the Old ACCS containing the special character deleted from the Master Accounting Code table.

Funding Error Messages

1. Insufficient funds Available

This message displays during the electronic stamping process. The accounting code (Project/Task, Organization Code, Object Class Code) appearing on the Travel Voucher is insufficiently funded on the obligation and exceeds the tolerance level.

Account Validation Errors	
Number	Message
1	(E)-2009-14-F4M5J10-P00-83-04-04-01-005-20-30-0000-00-00-00-00-21-40-00-00-000000 Insufficient funds available. Line amount is 33. Available amount is 10.

Solution: Read and acknowledge this message. To correct this error:

- 1) Create an Amendment to increase funding on the obligation for the ACCS (Project/Task, Organization Code and Object Class) provided in the message.
- 2) Once the Amendment has been approved, re-attempt to electronically stamp the Travel Voucher a. ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...).

✍ The system message provides useful information to help determine how much additional funding will be required. The Line Amount indicates the amount appearing on the Travel Voucher and the Available Amount indicates the amount available on the obligation.

✍ Travel Vouchers do not have to be deleted prior to Amending the Travel Authorization.

2. No matched ACCS found for PO

This message displays during the electronic stamping process. The accounting code (Project/Task, Organization Code, Object Class Code) appearing on the Travel Voucher is not funded on the obligation.

Account Validation Errors	
Number	Message
1	(E)-2009-14-SAE0001-SAE-81-52-30-00-000-06-00-0000-00-00-00-00-25-26-00-00-000000 No matched ACCS found for PO no 121443 Item type TD2526

Object Class Code

Solution: Read and acknowledge this message. Ensure that the accounting code has been entered correctly.

- 1) If the accounting code was entered incorrectly, make the necessary corrections to the accounting code(s) and re-attempt to electronically stamp the Travel Voucher ensuring that

the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc...).

- 2) If the accounting code was entered correctly, verify that the Object Class Code provided in the message was funded on the Travel Authorization. If the Object Class Code was not funded on the Travel Authorization an Amendment will need to be processed to include the expense that was not funded.

- ✎ Both the accounting string and the Item Type identify the Object Class Code not found on the obligation as illustrated above.
- ✎ Travel Vouchers do not have to be deleted prior to Amending the Travel Authorization.

System Warning and Informational Messages

1. Exceeds Funds Availability. Apply tolerance

This message displays during the electronic stamping process. This is for *information* only informing you that the Travel Voucher amount exceeds the obligation within tolerance.

Messages:

- 2009-14-SAE0001-SAE-81-52-30-00-000-06-00-0000-00-00-00-21-40-00-00-000000 Exceed funds availability. Apply tolerance. Line amount is 810.5. Available amount is 580.5.(W 1)

Solution: Read and acknowledge this message. This message is expected anytime tolerance is being applied and confirms that the approval will result in a data link to the CFS.

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Local Vouchers

The following messages can occur on Local Vouchers.

Database Error Messages

1. Error Opening CFS database

This message displays if any serious system errors are encountered such as the CFS data base not being accessible.

Account Validation Errors	
Number	Message
1	(E)-0000000013Error Opening CFS database

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and provide the error message encountered.

Document Approval Error Messages

1. A traveler may not APPROVE his/her own voucher

This message displays during the electronic stamping process when a traveler is trying to apply the APPROVED stamp to their own Local Voucher.

Account Validation Errors	
Number	Message
99	A traveler may not APPROVE his/her own voucher.

Solution: Read and acknowledge. Absolutely no traveler is allowed to approve their own Local Voucher. *For Offices functioning as Non-Routing prior to the Travel Manager v9.0 implementation,* the Finance Office will electronically approve all legacy Local Vouchers upon receipt of the hard copy Local Voucher. For Local Vouchers initiating in Travel Manager v9.0, only authorized Approving Officials are permitted to electronically approve the traveler's documents. However, the traveler must electronically stamp their Local Voucher SIGNED in order to begin the electronic routing process. Ensure that the SIGNED status has been applied to the Local Voucher by the traveler.

✎ For employees operating under an EXCEPTED process (i.e., NWSEO Bargaining Unit employees) traveler's application of the electronic SIGNED status does not apply.

2. **Document is not expecting NNNNNNNNN to stamp with APPROVED**

This message displays during the electronic stamping process when someone other than an authorized Approving Official is applying the APPROVED stamp.

Account Validation Errors	
Number	Message
99	Document is not expecting 000000012 to stamp with APPROVED

Solution: Read and acknowledge this message. Check the Document Routing block in the Document Routing window to ensure that the names of the Reviewing and/or Approving Officials appearing are correct.

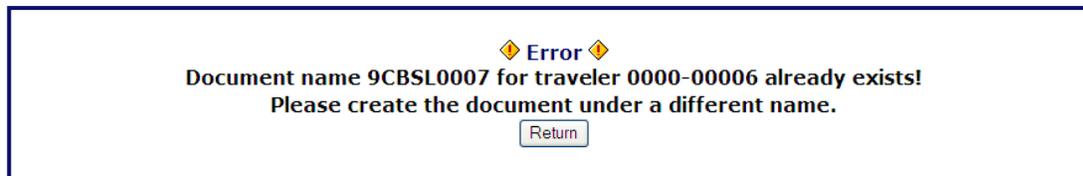
- 1) If the names of the Reviewing or Approving Officials are incorrect, contact your local Routing Administrator for assistance.
- 2) If no names are displayed in the Document Routing block, the traveler will be required to electronically SIGN to Travel Voucher to re-initiate the routing process.

✍ **After** an approving official has electronically stamped a Travel Voucher APPROVED, users should Open the document in VIEW ONLY mode and not adjust mode. Opening a Travel Voucher in Adjust mode (entering a signature PIN and selecting SIGN to Review Document) after the Travel Voucher has already received approval places an ADJUSTED status in the Document History which prevents the Travel Voucher from data linking to CFS.

Document Preparation Error Messages

1. **Document name NXXXXNNNN for traveler NNNN-NNNN already exists!**

This message displays when exiting the Document Information screen. The Document Name already exists on another Local Voucher for the traveler.



Solution: Read and acknowledge this message. Ensure that the Document Name has been entered correctly in the Document Name field located in the Document Information screen.

- 1) If the Document Name was entered incorrectly, make the necessary correction to Document Name field.
- 2) If the Document Name was entered correctly, check to see if another Local Voucher exists using this Document Name in Travel Manager. If you cannot identify another Local Voucher

with this Document Name, you will need to contact your servicing Finance Office for assistance in finding the travel document. Once you have found the travel document causing the conflict, determine which travel document has the incorrect Document Name. To correct the error either: a) correct the Document Name on the Local Voucher using the incorrect naming convention; or b) have the office assign a new Document Name and make the necessary changes to the LV# field on the appropriate Local Voucher.

- ✎ You cannot make any changes to a travel document if it has already been stamped DATA LINK.
- ✎ The Local Voucher authorization number should be used as the Document Name for all travel documents.

2. **LV# is already used on NXXXXNNNN for traveler NNNNNNNN**

This message displays when exiting the Document Information screen. The Local Voucher number has already been used on another Local Voucher.



Solution: Read and acknowledge this message. Ensure that the Local Voucher number has been entered correctly in the LV# field located in the Document Information screen.

- 1) If the authorization number was entered incorrectly, make the necessary correction to LV# field.
- 2) If the Local Voucher number was entered correctly, check to see if another Local Voucher exists using this authorization number in Travel Manager. If you cannot identify another Local Voucher with this authorization number, you will need to contact your servicing Finance Office for assistance in finding the travel document. Once you have found the travel document causing the conflict, determine which travel document has the incorrect authorization number. To correct the error either: a) correct the authorization number on the Local Voucher using the incorrect authorization number; or b) have the office assign a new authorization number and make the necessary changes to the LV# field on the appropriate Local Voucher.

- ✎ You cannot make any changes to a travel document if it has already been stamped DATA LINK.

3. **The Account Code for expense number (N) has been reset**

This message displays when entering the Expenses screen. The ACCS Label for an accounting code appearing on the Local Voucher contains a special character.

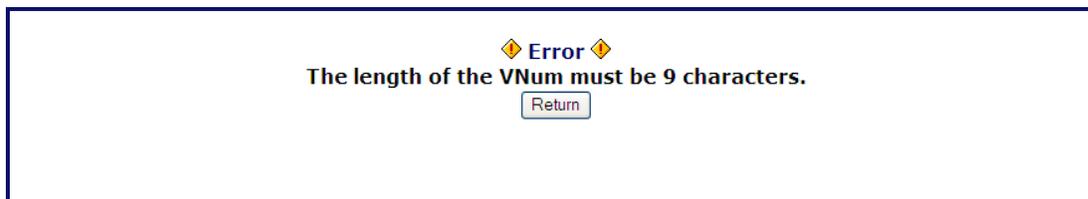


Solution: Read and acknowledge this message. To correct this error:

- 1) Delete the accounting code that contains the special character.
- 2) Re-add the accounting code to the Master Accounting Code table by selecting Add a New Accounting Code. When entering the ACCS Label **DO NOT** include any special characters.
- 3) Re-enter the Expenses screen and acknowledge each of the system prompts. If the Local Voucher contains numerous expenses you will need to select *Next xx* to allow the system to cycle through all of the expenses.
- 4) Verify the errors have been corrected. From the Document Summary screen ensure the amount appearing in the Accounting Details Block is accurate.
- 5) Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and request to have the Old ACCS containing the special character deleted from the Master Accounting Code table.

4. **The length of the VNum must be 9 characters**

This message displays when trying to add a new traveler to the data base through the New Document screen. The VNum (Vendor Number) cannot exceed nine digits.



Solution: Read and acknowledge this message. Ensure that the Vendor Number has been entered correctly.

- 1) If the Vendor Number was entered incorrectly, re-enter the Vendor Number ensuring the appropriate number of digits are entered.
- 2) If the Vendor Number was entered correctly, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov or CBS Vendor Support at

VendorSupport@noaa.gov as the legitimacy of the Vendor Number entered will require additional verification.

- ✍ Travelers should be added to the Travel Manager database by either your servicing Finance Office or the NOAA Client Services Help Desk as part of Group Maintenance support.

5. **Trip Departure date must be valid**

This message displays during the electronic stamping process. The local voucher does not contain any expenses.

6)

Account Validation Errors	
Number	Message
99	Trip Departure date must be valid.

Solution: Read and acknowledge this message. Ensure that at least one expense has been entered on the local voucher.

Funding/ACCS Error Messages

1. **Can not find the project/category in CM004**

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Local Voucher.

Account Validation Errors	
Number	Message
1	(E)-2008-14-DDD0004-P00-92-53-30-00-000-10-04-0003-00-00-00-00-21-40-00-00-000000 Can not find the project/category in CM004.

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Local Voucher is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re- attempt to stamp the Local Voucher ensuring that the correct status stamp is being applied based on the user’s role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc..)
- 2) If the ACCS was entered correctly, contact your local budgetary personnel to determine when the Project Category setup will be completed or if an alternate ACCS can be provided.

2. Funding not established for ACCS code

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Local Voucher.

Account Validation Errors	
Number	Message
1	(E)-2008-14-F8PFS89-P00-83-06-01-02-000-06-02-0001-04-03-00-00-21-40-00-00-000000 Funding not established for ACCS code.

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Local Voucher is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re-attempt to stamp the local voucher ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc..)
- 2) If the ACCS was entered correctly, contact your local budgetary personnel to determine when funding will be made available or if an alternate ACCS can be provided.

3. Insufficient Funds

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Local Voucher.

Account Validation Errors	
Number	Message
1	(E)-2009-14-F8P2AHQ-P00-83-06-03-01-000-06-02-0000-00-00-00-00-21-40-00-00-000000 Insufficient funds, 3.93

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Local Voucher is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re-attempt to stamp the Local Voucher ensuring that the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc..).
- 2) If the ACCS was entered correctly, contact your local budgetary personnel to determine when funding will be made available or if an alternate ACCS can be provided.

4. **Invalid/Inactive task code for the project code – Can not find the project/category in CM004**

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Local Voucher.

Account Validation Errors	
Number	Message
1	(E)-2009-14-D8PFS89-P00-00-00-00-00-00-06-02-0001-00-00-00-00-21-40-00-00-000000 Invalid/inactive task code for the project code., project/task D8PFS89/P00
2	(E)-2009-14-D8PFS89-P00-37-06-01-02-010-06-02-0001-00-00-00-00-21-40-00-00-000000 Can not find the project/category in CM004.

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Local Voucher is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re- attempt to stamp the Local Voucher ensuring that the correct status stamp is being applied based on the user’s role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc..)
- 2) If the ACCS was entered correctly, contact your local budgetary personnel to determine:
 - a. When the Project Category setup will be completed
 - b. When the Task Code is will be available
 - c. If an alternate ACCS can be provided.

5. **No mask in FM001 for ACCS code**

This message displays during the electronic stamping process. There is a budget problem associated with an accounting code appearing on the Travel Authorization.

Account Validation Errors	
Number	Message
1	(E)-2009-14-G8PFS88-P00-89-06-01-02-015-06-02-0001-06-02-00-00-21-40-00-00-000000 no mask in FM001 for ACCS code.

Solution: Read and acknowledge this message. Ensure the ACCS entered on the Travel Authorization is correct.

- 1) If the ACCS was entered incorrectly, make the necessary corrections to the accounting code(s) and re- attempt to stamp the authorization ensuring that the correct status stamp is being applied based on the user’s role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc..)
- 2) If the ACCS was entered correctly, contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov

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Pre-Audits

This section defines some of the more common audits that Travel Manager displays. If you get any of the following audit messages, try to clear the message using the suggested solution.

1. ACCOUNT VALIDATION - NO ACCS

This message displays in the pre-audit results if the travel document does not contain any accounting code(s).

*** Must enter at least one ACCS Code - Document Not Processed ***

Solution: Read and acknowledge this message. Ensure that at least one accounting code has been entered on the Travel Voucher. Travel Vouchers can contain up to five accounting codes and they must all be for the same Bureau Code. After making the appropriate correction, electronically stamp the Travel Voucher

2. ACCOUNT VALIDATION - Invalid ACCS

This message displays in the pre-audit results if the Travel Voucher contains an invalid accounting code.

*** Invalid ACCS Code - 09/ACCS SITST6:2009 14 SAE0001SAE
06000000 00000000 ****

Solution: Read and acknowledge this message. Ensure that the accounting code has been entered in the ITM correctly.

- 1) If entered incorrectly, make the appropriate change to the accounting code and electronically stamp the Travel Voucher.
- 2) If entered correctly, contact the Budget Office to ensure that the accounting code has been established in CFS correctly. Once the Budget Office has made the appropriate correction, electronically stamp the Travel Voucher.

✎ Ensure that all letter O's have been entered as alphas and all numeric zeros (0) have been entered as numeric and all numeric ones (1) have been entered as numeric.

3. ACCOUNT VALIDATION – MORE THAN 1 BUREAU CODE

This message displays in the pre-audit results if the accounting codes on a travel document contains more than one Bureau Code.

*** Accounting Codes must have the same Bureau Code:13

Solution: Read and acknowledge this message. Ensure that all accounting codes used on the Travel Voucher contain the same Bureau Code.

4. ACCOUNT VALIDATION - MORE THAN 5 ACCS

This message displays in the pre-audit results if the travel document contains more than five accounting codes. Travel documents cannot contain more than five (5) accounting codes.

*** Cannot enter more than five ACCS Codes - Document Not
Processed ***

Solution: Read and acknowledge this message. Delete any additional accounting codes causing the Travel Voucher to exceed the five accounting code limit and reallocate the expenses as necessary and electronically stamp the Travel Voucher.

5. AMOUNT PAID TO TRAVELER

This message displays in the pre-audit results on Travel Authorizations. Multiple accounting codes have been selected on the document and expenses have not been allocated appropriately.

*** Net to Traveler amount (\$ 200.25) does not equal the sum of the
reimbursable details (\$ 203.25)
. Please contact your servicing Finance Office for assistance.

Solution: To correct this error

- 1) If the document contains foreign per diem locations, ensure the Itinerary Location Arrival and Departure Dates match the Begin and End Travel Dates.
- 2) If the document contains multiple accounting codes, ensure that expenses have been allocated appropriately. If the expenses have not been allocated properly or additional expenses were entered on the document after allocating:
 - a. Delete one of the accounting codes.
 - b. Re-select the accounting code and allocate expenses accordingly.

6. **BLANKET AUTHORIZATION WITH COSTS**

This message displays in the pre-audit results if costs are associated with a Blanket Travel Authorization. Funds cannot be obligated on Blanket travel authorizations.

Cannot create a Blanket Authorization with costs associated

Solution: Read and acknowledge this message.

- 1) Determine if the travel authorization should have a blanket authorization number.
- 2) If it is blanket authorization, ensure that the travel authorization number has been entered correctly in the TA Num field in the Auth Main window and in the TA Num field in the Itinerary window. Note: See the NOAA Travel Handbook, section 301-2.8 through 301-2.18, for the proper travel authorization numbering criteria. To correct the error, delete all expenses entered on the blanket travel authorization and then electronically stamp the blanket travel authorization.
- 3) If it is not a blanket authorization, assign a new travel authorization number that can be used for a single trip and then electronically stamp the travel authorization.

7. **BLANKET AUTHORIZATION – VOUCHER**

This message displays in the pre-audit results on Travel Vouchers. You cannot submit a voucher against a blanket travel authorization number. Funds are obligated on the individual trip authorization number only; therefore, you must voucher against the individual trip authorization number.

Cannot voucher against a Blanket Authorization, you must voucher against a Trip Authorization.

Solution: Read and acknowledge this message. Delete the voucher created against the blanket travel authorization number and create the voucher from the individual trip authorization number. Verify that the trip authorization number has been entered correctly in the TA Num field in the Voucher Main window and in the TA Num field in the Itinerary window. Note: See the NOAA Travel Handbook, section 301-2.8 through 301-2.18, for the proper travel authorization numbering criteria.

8. DOC CONFERENCE VALIDATION

This message displays in the pre-audit results. The DOC Conference questions must be answered when selecting a Purpose Code of either 5-REPORTABLE CONFERENCE or 6-NON-REPORTABLE CONF.

You must complete the Conference Criteria in the additional information screen (at least one YES response is expected for conferences).

Solution: Read and acknowledge this message. Ensure the correct Purpose Code has been selected.

- 1) If the Purpose Code has been selected incorrectly, make the necessary corrections to the Purpose Code field located in the Document Information.
- 2) If the correct Purpose Code has been selected, answer the questions located in the DOC Conference screen.

✍ When answering the DOC Conference questions, valid values must be entered as either YES or NO.

9. DOC CONFERENCE VALIDATION – PURPOSE CHANGE

This message displays in the pre-audit results as an informational message Only.

NOTICE: Purpose has been changed from 5-REPORTABLE CONFERENCE to 6-NON-REPORTABLE CONF.

Solution: Read and acknowledge this message. Based on the answers provided in the DOC Conference screen, the Purpose Code previously selected has been overridden.

10. DOC MILEAGE VALIDATION

This message displays in the pre-audit results when a travel document contains a mileage rate that is no longer effective.

The 1POC distance rate 0.585 claimed for 01/01/2009 is not equal to the rate 0.550 effective 01/01/2009 . You must reselect the mileage rate.

Solution: Read and acknowledge this message. To correct this error, re-select a valid mileage rate.

11. DOC ORPHAN ACCTG

This message displays in the pre-audit results when expenses on a travel document are associated with an Accounting Label containing special characters.

There are 1 or more expenses that refer to an invalid accounting label. Go to the Accounting screen and ensure that there are no special characters being used in the accounting label. Then go to the Expense screen and acknowledge the error prompts that generate upon entering the screen. Be sure to SAVE changes before exiting the Expense screen.

Solution: Read and acknowledge this message. To correct this error:

- 1) Delete the accounting code that contains the special character.
- 2) Re-add the accounting code to the Master Accounting Code table by selecting Add a New Accounting Code. When entering the ACCS Label DO NOT include any special characters.
- 3) Re-enter the Expenses screen and acknowledge each of the system prompts. If the Local Voucher contains numerous expenses you will need to select Next xx to allow the system to cycle through all of the expenses.
- 4) Verify the errors have been corrected. From the Document Summary screen ensure the amount appearing in the Accounting Details Block is accurate.
- 5) Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov and request to have the Old ACCS containing the special character deleted from the Master Accounting Code table.

12. EXPENSE OUTSIDE TRIP DATES

This message displays in the pre-audit results if the travel document contains expenses outside the trip dates.

The trip is from 12/20/08 to 12/26/08. You have a MILEAGE expense on 01/01/09 which is outside of these dates.

Solution: Read and acknowledge this message. Ensure the expense and/or trip dates have been entered correctly. To correct this error either: a) correct the expense date b) correct the trip begin and/or end dates.

13. FUTURE TRIP DATES

This message displays in the pre-audit results if a Travel Voucher or Local Voucher contains expenses with future dates. Vouchers cannot be submitted for a trip that has not occurred.

02/05/09 is in the future - please correct. Document not routed.

Solution: Read and acknowledge this message. Ensure that the trip dates have been entered correctly.

- 1) If the trip dates were entered incorrectly, make the necessary corrections.
- 2) If the trip dates were entered correctly, contact your servicing Finance Office for assistance.

14. IN TRAVEL STATUS

This message displays in the pre-audit results when a Travel Voucher is prepared for a trip that begins "IN TRAVEL STATUS" (which indicates that this is the second or subsequent Travel Voucher for the extended travel) and the system cannot find a previous Travel Voucher for this travel authorization number.

A previous IN TRAVEL STATUS voucher for this TA# was not found.

Solution: Read and acknowledge this message. This warning appears when you prepare a Travel Voucher for a trip that begins "IN TRAVEL STATUS" (which indicates that this is the second or subsequent travel voucher for the extended travel) and the system cannot find a previous Travel Voucher for this authorization number. Selecting Continue Stamping the Document will allow the document to continue, selecting Cancel Pre-Audit Results will cause the document to close and the system to return to the Home Page screen without being routed.

15. RECLAIM DOCUMENTS

This message displays in the pre-audit results when the system cannot locate the original Travel Voucher. When submitting a reclaim Travel Voucher an original voucher must exist.

*** Original voucher for this Authorization Number does not exist.
Please Reenter (document not routed) ***

Solution: Read and acknowledge this message. Ensure that the travel authorization number has been entered correctly in the TA# field in the Document Information screen.

- 1) If submitting a true reclaim voucher, ensure that an original voucher exists in the system.
- 2) Contact your servicing Finance Office for assistance.

16. UNIQUE TA NUMBER – EXCEEDS 9 CHARACTERS

This message displays in the pre-audit results for Travel Authorizations. The Travel Authorization number cannot exceed nine alphanumeric characters.

Control Number must be exactly 9 characters.

Solution: Read and acknowledge this message. Ensure that the travel authorization number consists of only nine alphanumeric characters in the TA# field in the Document Information screen.

17. UNIQUE TA NUMBER – SPECIAL CHARACTERS

This message displays in the pre-audit results for Travel Authorizations. The Travel Authorization number cannot contain any special characters.

*** TA Number may only contain alphanumeric characters.

Solution: Read and acknowledge this message. Ensure that the travel authorization number is unique and contains only nine alphanumeric characters in the TA# field in the Document Information screen.

18. VALIDATE VNUM

This message displays in the pre-audit results. Then Vendor Numbers (VNum) cannot contain non-numeric characters.

*** 00000000b must be 9 numeric characters.
Please notify your servicing Finance Office to have this incorrect deleted from the system.

Solution: Read and acknowledge this message.

- 1) To correct this error, either copy the document containing the incorrect VNum to the correct VNum and delete the document with the incorrect VNum, or delete the document with the incorrect Vnum and reenter the document using the correct VNum.
- 2) 2) Contact the NOAA Client Services Help Desk at (301) 427-1023 or ClientServices@noaa.gov to have the incorrect VNum deleted from the system.

Actions and Status Codes (Stamps)

Each time a document is signed, a status code is stamped on the document (status stamp). While applying a stamp, the system can perform one or more actions as part of the stamping process. An action causes the system to perform a specific function. Actions are assigned to status stamps and are not apparent to the user. An action causes Travel Manager to perform a specific function. More than one action can be assigned to a status code (stamp).

For example, the action *CFUND* is assigned to the status stamp SIGNED and APPROVED. When the document is signed and stamped APPROVED, the *CFUND* action will be performed. *CFUND* checks the document total against the CFS database to determine if enough funds exist to cover the total cost of the document.

The table below refers to the status stamp applied to a document after signing, the action assigned to the status stamp, and the function that Travel Manager performs when the action is applied. Status stamps can have multiple actions assigned to them (e.g., the status stamp APPROVED has the action *CFUND* and *ASIG* action applied to it).

Document Status Code Stamps		
<p>** Shaded areas represent Status Codes that are excluded from routing approval chain setup. In most cases these Status Codes either occur outside of a document's normal life cycle or are applied by users within the Finance and/or Financial Systems Division (FSD). In either case, users should become familiar with all of the Status Codes and their associations to gain a better perspective of the impacts generated with electronic processing.</p>		
Status Code	Action	Description
SIGNED	SIGN	<p>The action SIGN initiates document routing. When the document is signed, Travel Manager looks up the electronic routing list for the traveler and attaches it to the document. Each time a document is stamped with a status code associated with SIGN, Travel Manager regenerates the entire routing list. This permits a traveler who has already signed a document to make changes and re-sign a document even after it has already been routed for approval. If the document is re-signed, Travel Manager routes it again through the entire approval process. On a voucher and local voucher, the SIGN action is only performed if the person signing the document is the traveler or has approval override.</p> <p>Note: The system implies that the Status Code SIGNED be applied in order to initiate document routing and therefore should not be included as a level within the approval routing chain of the Routing List.</p>

Document Status Code Stamps

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Status Code	Action	Description
	CFUND	<p>For Authorizations: The action Check Funds (CFUND) verifies that funds are available in the Line Office/FMC budget.</p> <p>For Vouchers: The action Check Funds (CFUND) verifies the funds availability on the Obligation in CFS.</p>
REVIEWED		<p>Travel Manager does not perform any action(s) when this status code is applied by a user. This status code is generally associated with an individual acting in an administrative capacity (i.e., budget office, requesting official, etc...)</p> <p>Note: Assigning levels of review to an approval routing chain is <u>Optional</u> and dependent upon internal business processes and policies.</p>
PROCESSED		<p>Travel Manager does not perform any action(s) when this status code is applied by a user. This status code is associated with passport/Visa processing by the NOAA Travel Office for foreign Travel Authorizations.</p> <p>Note: For all <u>NOAA</u> offices <i>only</i>, provisions will need to be setup within the routing approval chain to accommodate foreign travel authorizations routing to the NOAA Travel Office for processing in order to ensure that all of the necessary travel documentation is in place prior to travel (i.e., approved travel authorization, a valid official passport, visas when applicable, and a defensive travel briefing.)</p>
APPROVED	CFUND	<p>For Authorizations: The action Check Funds (CFUND) verifies that funds are available in the Line Office/FMC budget.</p> <p>For Vouchers: The action Check Funds (CFUND) verifies the funds availability on the Obligation in CFS.</p>
AUDIT PASS		CURRENTLY NOT USED BY NOAA/BIS

Document Status Code Stamps

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Status Code	Action	Description
CANCELLED * Applies to Travel Authorizations ONLY	UNFUND	The action UNFUND de-obligates previously obligated amounts, returning funding back to the appropriate budget(s). The Status Code CANCELLED can be used only on an authorization that was previously funded (obligated). Note: This Status Code is an explicit action taken outside of a documents normal life cycle and therefore should not be included as a level within the electronic approval routing chain on a Routing List.
	CANCEL	The action CANCEL is used to terminate the routing, approval, or funding of a given document. Unlike documents stamped with RETURN, a document that has been cancelled cannot be re-routed and is "locked." The routing list is removed from cancelled documents and the document is removed from approvers' review lists. When opened, a document that has been stamped CANCELLED is in view-only mode (no edits or changes can be made to the document).
	PNR	CURRENTLY NOT USED BY NOAA/BIS. TO BE IMPLEMENTED IN PHASE II.
CERTIFIED		CURRENTLY NOT USED BY NOAA/BIS
CFS ADJUSTMENT	COMPLETE	When a document is stamped with the action COMPLETE, the routing list is removed from the document. A COMPLETE action occurs to preserve the integrity of information in the document and as a result becomes a view-only document. Note: This Status Code is associated with financial adjustments made by the Finance Office once the document has data linked into CFS and therefore should not be included as a level within the electronic approval routing chain on a Routing List.

Document Status Code Stamps

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Status Code	Action	Description
COMPLETED	COMPLETE	<p>When a document is stamped with the action COMPLETE, the routing list is removed from the document. A COMPLETE action occurs to preserve the integrity of information in the document and as a result becomes a view-only document.</p> <p>Note: This Status Code is an explicit action taken outside of a documents normal life cycle. Currently the only circumstance in which this stamp should be applied is on Gov't Auth and/or when corrective action is taken by a Systems Application Administrator within FSD.</p> <p>Note: This Status Code should not be included as a level within the electronic approval routing chain on a Routing List.</p>
DATA LINKED	COMPLETE	<p>When a document is stamped with the action COMPLETE, the routing list is removed from the document. A COMPLETE action occurs to preserve the integrity of information in the document and as a result becomes a view-only document.</p> <p>Note: This Status Code is associated with the Travel Manager Interface's attempt to post document information into CFS and therefore should not be included as a level within the electronic approval routing chain on a Routing List.</p>
PAID BY CONV. CHECK	COMPLETE	<p>When a document is stamped with the action COMPLETE, the routing list is removed from the document. A COMPLETE action occurs to preserve the integrity of information in the document and as a result becomes a view-only document.</p>
PENDING		CURRENTLY NOT USED BY NOAA/BIS
RETRANSMIT		<p>Travel Manager does not perform any action(s) when this status code is applied by a user.</p> <p>Note: This Status Code is associated with attempts made by a Systems Application Administrator within FSD to re-send posting exceptions (failed data links) into CFS and therefore should not be included as a level within the electronic approval routing chain on a Routing List.</p>

Document Status Code Stamps

** Shaded areas represent Status Codes that are excluded from routing approval chain setup. In most cases these Status Codes either occur outside of a document’s normal life cycle or are applied by users within the Finance and/or Financial Systems Division (FSD). In either case, users should become familiar with all of the Status Codes and their associations to gain a better perspective of the impacts generated with electronic processing.

Status Code	Action	Description
RETURNED	RETURN	<p>The action RETURN is used to route a document back to the traveler (or document preparer). When a document is stamped with a status code associated with an action of RETURN, Travel Manager generates a new routing list that returns the document to whoever stamped the document “SIGNED”. This function is designed to return a document for lack of information or some other problem. Any necessary changes can be made and resubmitted by re-signing the document.</p> <p>Note: This Status Code is an explicit action taken outside of a document’s normal life cycle and therefore should not be included as a level within the electronic approval routing chain on a Routing List.</p>