Integrated Travel Manager V9.0

System Message

Reference Guide

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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.

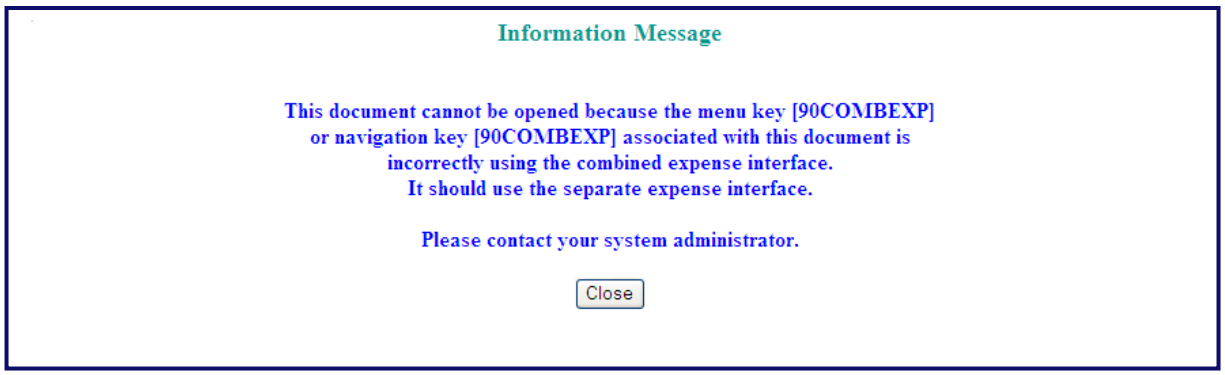
   Account Validation Errors

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

   Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

2. Information Message – This document cannot be opened because the menu key [90COMBBXP] or navigation key [90COMBBXP] associated with this document is incorrectly using the combined expense interface. It should be use the separate expense interface. Please contact your systems administrator.

   This message displays if there is an issue with the user's session record.



   Solution: Read and acknowledge this message. To correct this error 1) Log out of Travel Manager and close your Internet browser. 2) Log back into Travel Manager.

3. WebSpeed error from messenger process (6019) Msngr: Disconnecting with no header on WTA output web stream. (5814)

   This message displays if any serious system errors are encountered such as data base lock table overflow.

   Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

4. WebSpeed error from messenger process (6019) WebSpeed Agent Error. Agent did not return an HTML page (6383).

   This message displays in the lower section of the Accounting screen.

   WebSpeed error from messenger process (6019)

   WebSpeed Agent Error: Agent did not return an HTML page (6383)

   Solution: Read and acknowledge this message. Ensure the Begin Travel date and Arrival Date located in the Document Information, Trip Information screen match.

Document Stamping Error Messages

1. (E)-ORA ERROR: DERIVE_USER_DEFINE_ACCS-7-ORA-NNNNN: value too large for column "NEWPROD" "TDY_PO_CONTROL". "VENDOR_LAST" (actual 22, maximum 20).

   This message displays during the electronic stamping process when the Traveler's Last Name exceeds the maximum number of characters allowed in the ITM interface staging tables.

   Account Validation Errors

Number	Message
1	(E)-ORA ERROR: DERIVE_USER_DEFINE_ACCS-7-ORA-12899: value too large for column "NEWPROD"."TDY_PO_CONTROL"."VENDOR_LAST" (actual: 22, maximum: 20)

   Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

2. Document is not expecting NNNNNNNNN 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.

3. The Approved version of this TA document had funding and now has none. If the intent is to eliminate all funding, this TA document must retain the prior funding and then be stamped CANCELLED or ZERO COST DE-OBD, as applicable. Authorization NOT stamped. See Quick Tips above for more details.

This message displays during the electronic stamping process when attempting to amend a previously funded authorization to $0.

Account Validation Errors

Number	Message
99	The Approved version of this TA document had funding and now has none. If the intent is to eliminate all funding, this TA document must retain the prior funding and then be stamped CANCELLED or ZERO COST DE-OBD, as appropriate. Authorization NOT stamped. See Quick Tips above for more details.

Solution: Read and acknowledge this message. Ensure that no cost (i.e., TMC Fee, Common Carrier, Late Cancellation Fee or other traveler reimbursable expense) will be incurred against the authorization.

1) If the trip occurred at no cost to the Government, the authorization must be amended ***leaving all original costs and associated accounting, as previously approved***, on the authorization. The amended authorization will be required to have the status stamp **ZERO COST DE-OBD** applied. As a result all funded amounts will be de-obligated and returned to the Line Office budget.
2) If the trip did not occur **and** there were no costs incurred, the authorization must be amended ***leaving all original costs and associated accounting, as previously approved***, on the authorization. The amended authorization will be required to have the status stamp **CANCELLED** applied. As a result all funded amounts will be de-obligated and returned to the Line Office budget.

For additional reference material, see ITM 9.0 Facts Sheet September 2010 (Sept 2010) located on the NOAA FSD ITM Webpage.

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4. Unable to find a rate record in effect for *<Per Diem Location>*

This message displays when exiting the Document Information window. There are no per diem rate records in effect for the selected location.

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

5. Unable to find a status record for SELECT STATUS BELOW.

This message displays during the electronic stamping process. A valid status stamp must be selected from the Status to Apply drop down list.

Solution: Read and acknowledge this message. To correct this error, select the appropriate status stamp to be applied from the Status to Apply drop down list.

Document Preparation Error Messages

1. Document is corrupt, adjustment level does not match. You must enter a control number.

   This message displays when attempting to amend a Travel Authorization. The original Travel Authorization was saved with a leading space in the Document Name.

   Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

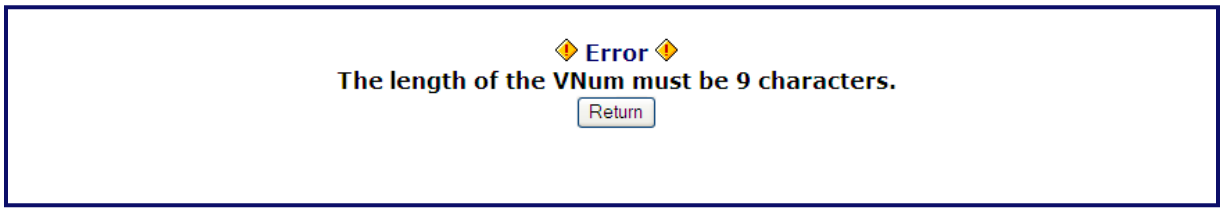
2. Expense Header record not on file

   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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

3. 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.



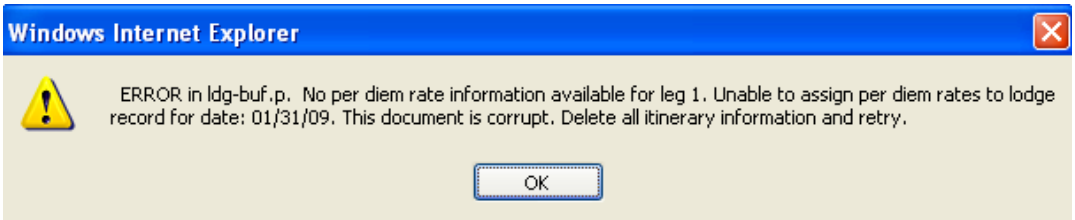
Solution: Read and acknowledge this message. Ensure that the Vendor Number has been entered correctly.

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) 444-3400, Option #2 for Travel 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.

4. 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.



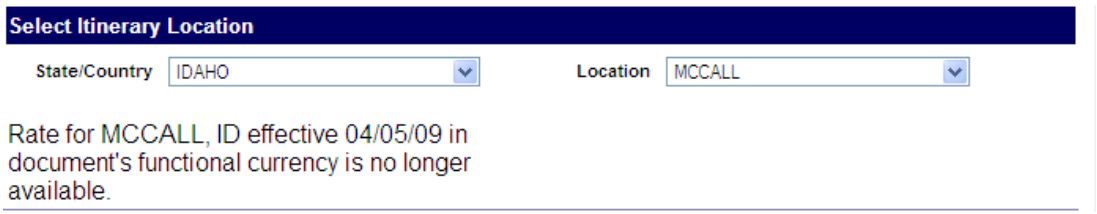
Solution: Read and acknowledge this message. Determine which set of dates have been entered correctly.

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.

5. Rate for <Per Diem Location> effective MM/DD/YY in document's functional currency is no longer available.

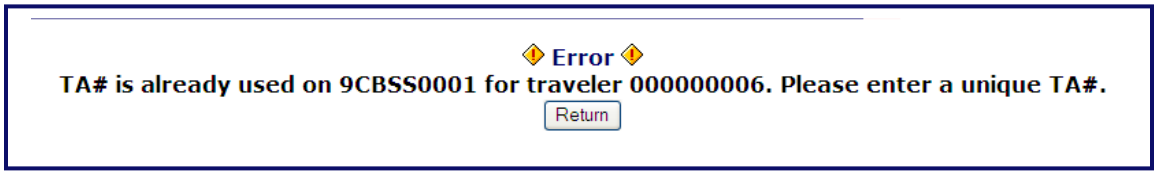
This message displays when selecting a per diem location from the Itinerary Location Lookup window. There is a discrepancy with the per diem location's per diem rates and location expiration dates.



Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk Help Desk at 301-444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

6. 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

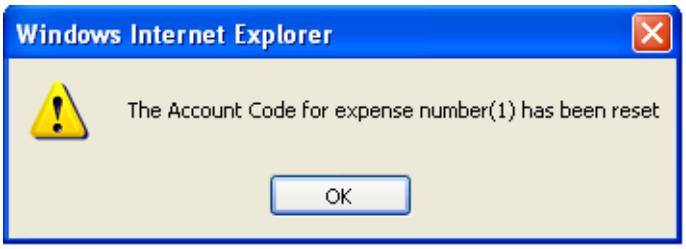
have found the travel document causing the conflict, determine which travel document has the incorrect authorization number. To correct the error:

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.

7. 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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and request to have the Old ACCS containing the special character deleted from the Master Accounting Code table.

8. 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. Available Fund $- NNNNNN.NN is insufficient for MDL N-N $NNN.NN/All records did not pass funds availability.

   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: TDY205 Process Failed on TDYTRV document. (TDY205_FM040)
2	(E)-ERROR: Available fund: $-125547.73 is insufficient for MDL: 2-1 $113.78
3	(E)-All records did not pass funds availablity.
4	(E)-For Traveler in TDY205_FM040_CREATE_POST.

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

   1) If the ACCS was entered <u>incorrectly</u>, 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 <u>correctly</u>, contact your local budgetary personnel to determine when funding will be made available <u>or</u> if an alternate ACCS can be provided.

2. Document NNNNNN has closed items for NNNN which is greater than amendment amount NNNN.

   This message displays during the electronic stamping process. Funding on an obligation cannot be reduced below what has already been expended (PAID).

Account Validation Errors

Number	Message
1	(E)-ERROR: Document 134180 has closed items of 4632 which is greater than amendment amount 2732.

Obligation Number

   Solution: Read and acknowledge this message. To correct this error ensure the amounts on the amended authorization have not been reduced below what has already been expended (*PAID*)

3. Document NNNNNN accrual item [ACCS String] accrual amount: XXXX.xx

This message displays during the electronic stamping process. Obligations cannot be reduced below the accrued (PAID) amount.

Account Validation Errors

Number	Message
1	(W)-WARNING: Vendor 87066 not found in CFS EMPLOYEE_CONTROL.
2	(E)-ERROR: Document 305001 has required item not included in the amendment.
3	(E)-ERROR: Document 305001 accrual item: 2010 14 H8LAM06-P21 30-51-0002-00-00-00-00 21-43-00-00 accrual amount: 1863.51

Solution: Read and acknowledge the message. To correct this error, the amount allocated to the ACCS provided in the error message must be equal to or greater than the accrual amount indicated in the error message.

4. Document NNNNNN has required item not included in the amendment.

This message displays during the electronic stamping process. Obligations cannot be reduced below the accrued (PAID) amount.

Account Validation Errors

Number	Message
1	(W)-WARNING: Vendor 87066 not found in CFS EMPLOYEE_CONTROL.
2	(E)-ERROR: Document 305001 has required item not included in the amendment.
3	(E)-ERROR: Document 305001 accrual item: 2010 14 H8LAM06-P21 30-51-0002-00-00-00-00 21-43-00-00 accrual amount: 1863.51

Solution: Read and acknowledge the message. To correct this error, the amount allocated to the ACCS provided in the error message must be equal to or greater than the accrual amount indicated in the error message.

5. 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.

6. 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.

7. 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.

8. Invalid Fund code in the Account Classification of the associated items For Traveler in TDY205_FM040_CREATE_POST

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: TDY205 Process Failed on TDYTRV document. (TDY205_FM040)
2	(E)-ERROR: Error: Invalid Fund code in the Account Classification of the associated items.For Traveler in TDY205_FM040_CREATE_POST.

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 whether the accounting code elements have been setup appropriately within CFS or if an alternate ACCS can be provided.

9. Invalid Task code in the Account Classification of the associated items For Traveler in TDY205_FM040_CREATE_POST

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: TDY205 Process Failed on TDYTRV document. (TDY205_FM040)
2	(E)-ERROR: Error: Invalid Task code in the Account Classification of the associated items.For Traveler in TDY205_FM040_CREATE_POST.

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 Task code will be made available or if an alternate ACCS can be provided.

10. 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…)

11. 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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

12. No t-accsub 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: No t-accsub 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…)

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d. If the error message is not resolved, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel 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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

13. TDY205 Process Failed on TDYTRV document (TDY205_FM040); ERROR: Cannot create change order for Document NNNNNN. Pending FM018 transaction exists: Error encountered in FM040_FORM

This message displays during the electronic stamping process. There is a pending CFS transaction being processed by the Finance Office against the obligation.

Account Validation Errors

Number	Message
1	(E)-ERROR: TDY205 Process Failed on TDYTRV document. (TDY205_FM040)
2	(E)-ERROR: Cannot create change order for Document 141922. Pending FM018 transaction exists.
3	(E)-Error encountered in FM040_FORM.

Obligation Number

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

Posting Error Messages

1. $0 document not processed through interface; NEWFY amounts SAF APPROVED but not posted. This message displays during the electronic document stamping process. This is an information message informing you that the document will not execute a transaction posting to CFS.

   Messages:
   - $0 document not processed through interface(W 1)
   - NEWFY amounts SAF APPROVED but not posted.(W 2)

   Solution: Read and acknowledge this message. Travel Authorizations that only include Next Fiscal Year (FY) accounting codes, will not result in a posting to CFS until on or after 10/01 when the Subject to Funds Availability (SAF) batch processing is executed by NOAA's Financial Systems Division (FSD).

2. 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.

3. 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
        i. Create an amendment, ensuring no changes are made to either the expenses or accounting code. When approved by the Approving Official, the system will return the following message, *$0 delta, nothing to funds check or post. Document stamped APPROVED.*
        ii. Once the amendment created in the step above is APPROVED/DATALINKED, create a second amendment to Cancel the authorization.
    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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and request to have the original Travel Authorization reset so that appropriate action can be taken.

4. 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.

5. 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 COMPLETED status stamp and re-stamp the document.

6. Document NNNNNN cannot be amended once quantity-based line item accrued.

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

Account Validation Errors

Number	Message
1	(E)-ERROR: Document 134718 cannot be amended once quantity-based line item accrued

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

7. 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 <u>incorrect</u> 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…).

8. For DOC TYPE 'TDYTRV' Item Type 'TDNNNN' 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) 444-3400, Option #2 for Travel 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.

9. MDL–Level Bureau Code must be the same as document-level bureau code for document NNNNNN/Error encountered in FM040_FORM

This message displays during the electronic stamping process of an Amendment. Multiple Bureau Codes are not permitted on an obligation.

Account Validation Errors

Number	Message
1	(E)-ERROR: TDY205 Process Failed on TDYTRV document. (TDY205_FM040)
2	(E)-ERROR: MDL-Level Bureau Code must be the same as document-level bureau code for document 139891.
3	(E)-Error encountered in FM040_FORM.

Solution: Read and acknowledge this message. Ensure the Bureau code cited on the amended Travel Authorization coincides with the Bureau code used on the original Travel Authorization.

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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

10. Obligation No: NNNNNN-N already closed in CFS contact the NOAA Client Services Help Desk – Document not stamped.

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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov.

11. 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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

12. TRAVELER PO# NNNNNNNN-NNN; WARNING: Vendor NNNNN not found in CFS EMPLOYEE_CONTROL; NEWFY amounts SAF APPROVED but not posted.

This message displays during the electronic stamping process

Messages:
- TRAVELER PO#:00134062-000(I 1)
- WARNING: Vendor 57631 not found in CFS EMPLOYEE_CONTROL.(W 2)
- NEWFY amounts SAF APPROVED but not posted.(W 3)

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 NEWFY amounts SAF APPROVED but not posted portion of this message only displays if the Travel Authorization includes a Next Fiscal Year (FY) accounting code(s). Funding allocated to next FY accounting will not result in a posting to CFS until on or after 10/01 when the Subject to Funds Availability (SAF) batch processing is executed by NOAA's Financial Systems Division (FSD).
- The CBA Obligation Number is provided only if applicable.

System Warning and Informational Messages

1. $0 delta, nothing to funds check or post. Document stamped APPROVED.

   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.

   Messages:
   - $0 delta, nothing to funds check or post.Document stamped: APPROVED(W 1)

   Solution: Read and acknowledge this message. Amendments with $0 change amounts do not result in 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.

   Messages:
   - TRAVELER PO#:00143849-000(I 1)
   - CBA Obligation #:00143850-000(I 2)

   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 <u>should</u> <u>not</u> 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.

Messages:
- TRAVELER PO#:00121436-000(I 1)
- CBA Obligation #:00121437-000(I 2)
- WARNING: Vendor 74299 not found in CFS EMPLOYEE_CONTROL.(W 3)

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.

4. WARNING: Could not find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

This message displays during the electronic stamping process and is applicable during the Routing Enforcement Warning Phase only (04/12/10 – 06/13/10). The traveler has been flagged in Travel Manager as an employee; however an active employee record does not exist in CFS.

Messages:
- WARNING: Could not find active EMPLOYEE_CONTROL record for 58037 for TDYTRV.(W 1)

Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is updated for this traveler prior to the Routing Enforcement Warning phase expiring on 06/13/10.

5. WARNING: Did not expect to find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

This message displays during the electronic stamping process and is applicable during the Routing Enforcement Warning Phase only (04/12/10 – 06/13/10). The traveler has been flagged in Travel Manager as Invitational; however an active employee record exists in CFS.

Messages:
- WARNING: Did not expect to find active EMPLOYEE_CONTROL record for 12 for TDYTRV.(W 1)

Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is updated for this traveler prior to the Routing Enforcement Warning phase expiring on 06/13/10.

Vendor Error Messages

1. Invalid Vendor No. NNNNN and/or ID: N mapping result returned (TDY205_FM040_CREATE_PART)

   This message displays during the electronic stamping process generally as the result of the first Active PURCH ID for the vendor being Dupe Locked.

Account Validation Errors	
Number	Message
1	(E)-ERROR: TDY205 Process Failed on TDYTRV document. (TDY205_FM040)
2	(E)-ERROR: DOC TYPE: 'TDYTRV': Invalid Vendor No: 68836 and/or ID: 1 mapping result returned. (TDY205_FM040_CREATE_PART)

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

2. Cannot find record in EMPLOYEE_CONTROL for approver vendor_no = NNNNN for TDYTRV

   This message displays during the electronic stamping process. Approving Officials are expected to be Federal Government Employees and must have an active CFS Employee record.

Account Validation Errors	
Number	Message
1	(E)-VENDOR ERROR: Cannot find record in EMPLOYEE_CONTROL for approver vendor_no = 75703 for TDYTRV.

   Solution: Read and acknowledge this message. Ensure the user attempting to electronically approve the travel document is a Federal Government employee.

   1) If the user attempting to electronically approve the travel document is a Federal Government employee, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.
   2) If the user attempting to electronically approve the travel document is not a Federal Government employee, they will need to have an alternate person electronically approve the travel document.

3. VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record NNNNN for TDYTRV.

This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as an employee; however an active employee record does not exist in CFS.

Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record for 35316 for TDYTRV.

Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

1) If the traveler is an Invitational traveler, the value appearing in the Cardholder Code field should indicate INVITATIONAL.
2) If the traveler is a "New" Employee the value appearing in the Cardholder Code field may need to indicate INVITATIONAL as an employee record has not yet been established in CFS. New employees should be treated as Invitational until an employee record has been established for them within the Core Financial System (CFS). Employee records are normally established in CFS by the National Finance Center's (NFC) interface. This process may take 2-3 weeks from the employee's Hire Date to occur.

4. VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as Invitational; however an active employee record exists in CFS.

Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for 6 for TDYTRV.

Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

3) If the traveler is an Employee, the value appearing in the Cardholder Code field should indicate CARD HOLDER, EXEMPT or NOT A CARD HOLDER.
4) If the traveler is not an Employee, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

5. VENDOR ERROR: 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) 444-3400, Option #2 for Travel 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.

6. VENDOR ERROR: 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.

7. VENDOR ERROR: Invalid Vendor <*Name*> - last name does not match <*Name*> for TDYTRV.

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 <u>incorrectly</u> 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 <u>correctly</u> in Travel Manager, contact CBS Vendor Support at Vendor.Support@noaa.gov and provide the error message encountered.

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

8. Vendor No can only be changed with Novation Flag = 'Y' Fo CBA in TDY205_FM040_CREATE_POST

This message displays during the electronic stamping process of an Amendment and generally indicates a discrepancy between the Vendor the interface is attempting to post a transaction to versus the Vendor already assigned to the existing obligating document.

Account Validation Errors

Number	Message
1	(E)-ERROR: TDY205 Process Failed on TDYGTA document. (TDY205_FM040)
2	(E)-ERROR: Error: Vendor No can only be changed with Novation Flag = 'Y'.For CBA in TDY205_FM040_CREATE_POST.

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

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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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

Document Stamping 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 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.

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.

3. (E)-0000000005Incorrect record format, see /tmdata/gtm90/tm-ipi/data/10239769000000006.bad file

This message displays during the electronic stamping process. Negative expense entries are not allowed.

Account Validation Errors

Number	Message
1	(E)-0000000005Incorrect record format, see /tmdata/gtm90/tm-ipi/data/10239769000000006.bad file

Solution: Read and acknowledge this message.

1) If the total amount reimbursable to the traveler equals a negative dollar amount, delete the travel voucher and contact your servicing Finance Office to initiate a Bill for Collection.
2) If the total amount reimbursable to the traveler equals a positive dollar amount, delete the negative expense entries and apply the deduction to one or more of the remaining expense entries.

4. (E) – 103 ERROR: Cannot find valid FEIN_NO from VENDOR_DETAIL for vendor _no: NNNNN

This error message displays during the electronic approval process. An active PAYMNT ID does not exist in CFS for the Vendor record.

Account Validation Errors

Number	Message
1	(E)-103 ERROR: Cannot find valid FEIN_NO from VENDOR_DETAIL for vendor_no: 87442.

Solution: Read and acknowledge this message. Contact CBS Vendor Support at Vendor.Support@noaa.gov and request to have a PAYMNT ID activated for the Vendor.

5. ERROR (NOA_SFI_CAMS_AP_EDITS) NET DAYS 1 SHOULD EQUAL TO NET DAYS 2.

This message displays during the electronic stamping process on a Travel Voucher when there is a discrepancy in the Net Terms established on the traveler's CFS Vendor record.

Account Validation Errors

Number	Message
1	ERROR: (NOA_SFI_CAMS_AP_EDITS) NET DAYS 1 SHOULD BE EQUAL TO NET DAYS 2.

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

6. ERROR: Unable to stage data to NOA_SFI_MSI tables – NOA_SFI_MSI_M000_HEADERORA-01400: cannot insert NULL into ('NOAA_AFI"."NOA_SFI_MSI_M00_HEADER"."OFFICE_CODE")

This message displays during the electronic stamping process on a Travel Voucher when the Payment Office Code on the CFS Employee record is blank.

Account Validation Errors

Number	Message
1	ERROR: Unable to stage data to NOA_SFI_MSI tables - NOA_SFI_MSI_M00_HEADERORA-01400: cannot insert NULL into ("NOAA_SFI"."NOA_SFI_MSI_M00_HEADER"."OFFICE_CODE")

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

7. No output summary record (type=54) received from CFS.

This message displays during the electronic stamping process on a Travel Voucher when an error has been encountered in the ITM Interface; *leading zeros are being truncated from the file name variable, causing subsequent logic to be unable to find or process the voucher interface input file.*

Account Validation Errors

Number	Message
1	No output summary record (type=54) received from CFS.

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

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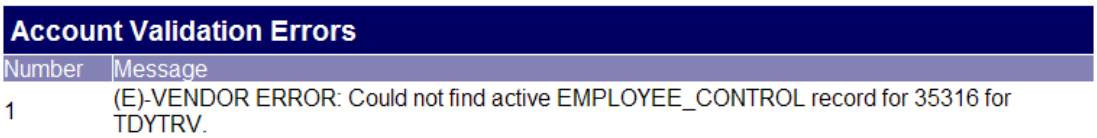
8. Unable to find a status record for SELECT STATUS BELOW.

This message displays during the electronic stamping process. Users must select a valid status stamp when stamping documents.

Solution: Read and acknowledge this message. Ensure the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc…).

9. VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record NNNNN for TDYTRV.

This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as an employee; however an active employee record does not exist in CFS.



Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record for 35316 for TDYTRV.

Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

1) If the traveler is an Invitational traveler, the value appearing in the Cardholder Code field should indicate INVITATIONAL.
2) If the traveler is a "New" Employee the value appearing in the Cardholder Code field may need to indicate INVITATIONAL as an employee record has not yet been established in CFS. New employees should be treated as Invitational until an employee record has been established for them within the Core Financial System (CFS). Employee records are normally established in CFS by the National Finance Center's (NFC) interface. This process may take 2-3 weeks from the employee's Hire Date to occur.

10. VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as Invitational; however an active employee record exists in CFS.

Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for 6 for TDYTRV.

Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

1) If the traveler is an Employee, the value appearing in the Cardholder Code field should indicate CARD HOLDER, EXEMPT or NOT A CARD HOLDER.
2) If the traveler is not an Employee, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

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

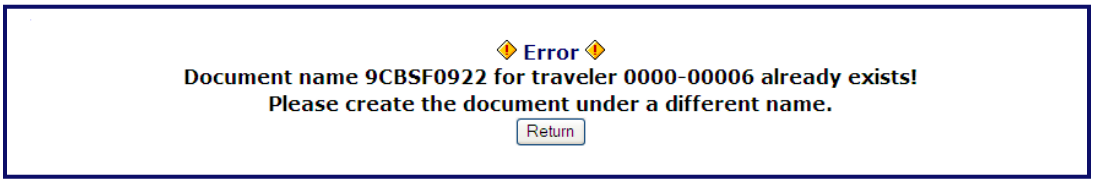
   This message displays during the electronic stamping process on a Gov't Vch.

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.



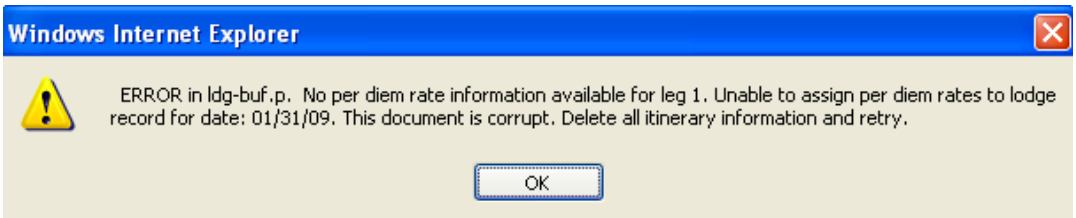
Solution: Read and acknowledge this message. Ensure that the Document Name has been entered correctly in the Document Name field located in the Document Information screen.

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 were 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.

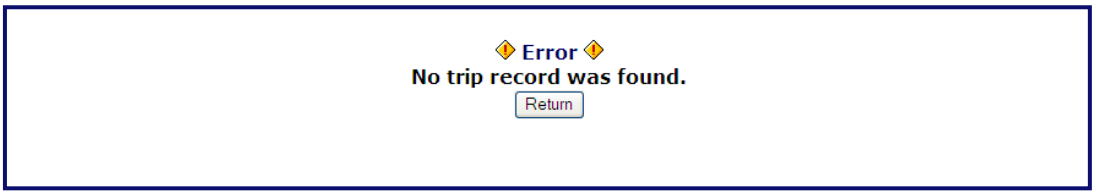


Solution: Read and acknowledge this message. Determine which set of dates have been entered correctly.

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

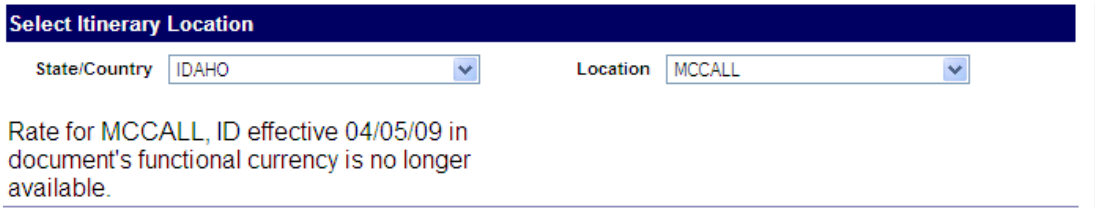
This message displays when attempting to create a Travel Voucher from Travel Authorization (TV from TA). This message is generally the result of a per diem location not having the proper expiration date.



Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk Help Desk at 301-444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

6. Rate for <Per Diem Location> effective MM/DD/YY in document's functional currency is no longer available.

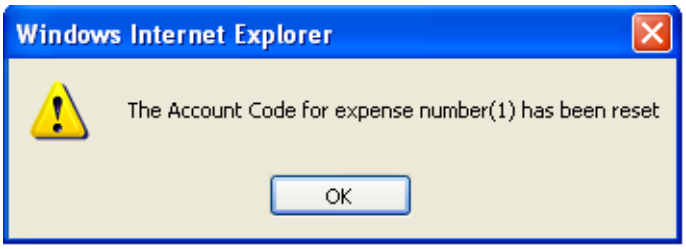
This message displays when selecting a per diem location from the Itinerary Location Lookup window. There is a discrepancy with the per diem location's per diem rates and location expiration dates.



Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk Help Desk at 301-444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

7. 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) 444-3400, Option #2 for Travel 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 no NNNNNN Item type TDNNNN

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

S

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.

3. WARNING: Exceeds obligation NNNN.NN: [ACCS].

This message displays during the electronic stamping process when expense amounts associated with the displayed accounting code have exceeded the obligation amount within tolerance. This message is for ***Informational*** purposes only and indicates the electronic approval process completed successfully.

Messages:
- Email has been sent to:louis.murrell@noaa.gov
- WARNING: Exceeds obligation 1283: 14 2011 3BR2Q07-PMH 20-05-0000-00-00-00-00 21-46.(W 1)
- WARNING: Exceeds obligation 500: 14 2011 J8M6H12-PYQ 20-70-0007-00-00-00-00 21-46.(W 2)
- POST AS APPROVED - This voucher IS EXPECTED TO POST into the Core Financial System as approved for payment. Hard copy documentation is not required by the Finance Office at this time. Original documents must be retained in the field according to the record retention policy and procedures set forth by your Line Office.(I 3)

Solution: Read and acknowledge this message. Additional messages will appear in conjunction with this warning indicating whether the voucher is expected to Post As Approved, Selected for Audit and/or Ink Signature Required. Users are advised to read the message in its entirety and act accordingly.

4. WARNING: Exceeds obligation NNNN.NN: [ACCS]., ERROR: (NOA_SFI_AP_EDITS) EXCEEDS THE TOLERANCE. [ACCS] TD2140 NNNN.NN, ERROR: (NOA_SFI_AP_EDITS) UNIT PRICE EXCEEDS THE TOLERANCE LEVEL OF 50%. [ACCS] TD2140 NNNN.NN, ERROR: (NOA_SFI_CAMS_AP_EDITS) ITEM NO:1 ITEM TYPE:TD2140 LINE NO:1 FAILED BECAUSE OF TOLERANCE. [ACCS] TD2140 NNNN.NN, ERROR: (NOA_SFI_CAMS_AP_EDITS) ITEM 1 AND LINE 1 EXCEEDS THE TOLERANCE.

   This message displays during the electronic stamping process when expense amounts associated with the accounting code displayed in the error message have exceeded the obligation and tolerance level amounts.

Account Validation Errors

Number	Message
1	WARNING: Exceeds obligation 919.5: 14 2012 J8K3BWF-P00 20-01-0000-00-00-00-00 21-40.
2	ERROR: (NOA_SFI_AP_EDITS) EXCEEDS THE TOLERANCE. 14 2012 J8K3BWF-P00 20-01-0000-00-00-00-00 21-40 TD2140 1919.5
3	ERROR: (NOA_SFI_AP_EDITS) UNIT PRICE EXCEEDS THE TOLERANCE LEVEL OF 50%. 14 2012 J8K3BWF-P00 20-01-0000-00-00-00-00 21-40 TD2140 1919.5
4	ERROR: (NOA_SFI_CAMS_AP_EDITS) ITEM NO:1 ITEM TYPE:TD2140 LINE NO:1 FAILED BECAUSE OF TOLERANCE. 14 2012 J8K3BWF-P00 20-01-0000-00-00-00-00 21-40 TD2140 1919.5
5	ERROR: (NOA_SFI_CAMS_AP_EDITS) ITEM 1 AND LINE 1 EXCEEDS THE TOLERANCE.

   Solution: Read and acknowledge this message.

   1) If multiple ACCS codes have been selected, ensure the expenses have been allocated appropriately.
      a. If the allocation is <u>correct</u>, the authorization will need to be amended to increase funding for the ACCS displayed in the error message.
      b. If the allocation is <u>incorrect</u>, re-allocate the expenses accordingly across the ACCS codes.
   2) If only one (1) ACCS code has been selected, the authorization will need to be amended to increase funding for the ACCS displayed in the error message.

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Posting Error Messages

1. $0 document not processed through interface

   This message displays during the electronic stamping process. $0 dollar vouchers have no financial impact nor do they result in reimbursement to the traveler.

Account Validation Errors	
Number	Message
1	$0 document not processed through interface

   Solution: Read and acknowledge this message. Ensure there were no expenses incurred by the traveler needing to be submitted for reimbursement.

   1) If the traveler did not incur any expenses, the Travel Voucher can be deleted as $0 travel vouchers are no longer required to close out the Travel Authorization.
   2) If the traveler did incur expenses, expenses will need to be added as appropriate and the traveler will be required to electronically SIGN to Travel Voucher to initiate the routing process.

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System Warning and Informational Messages

1. WARINING: Exceeds Obligation NNNN.NN: [ACCS] (W1)

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

   Messages:
   - WARNING: Exceeds obligation 919.5: 14 2012 J8K3BWF-P00 20-01-0000-00-00-00-00 21-40.(W 1)

   Solution: Read and acknowledge this message. This message is expected anytime tolerance is being applied and confirms the approval process completed successfully.

2. WARNING: Could not find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

   This message displays during the electronic stamping process and is applicable during the Routing Enforcement Warning Phase only (04/12/10 – 06/13/10). The traveler has been flagged in Travel Manager as an employee; however an active employee record does not exist in CFS.

   Messages:
   - WARNING: Could not find active EMPLOYEE_CONTROL record for 58037 for TDYTRV.(W 1)

   Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is updated for this traveler prior to the Routing Enforcement Warning phase expiring on 06/13/10.

3. WARNING: Did not expect to find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

This message displays during the electronic stamping process and is applicable during the Routing Enforcement Warning Phase only (04/12/10 – 06/13/10). The traveler has been flagged in Travel Manager as Invitational; however an active employee record exists in CFS.

Messages:
- WARNING: Did not expect to find active EMPLOYEE_CONTROL record for 12 for TDYTRV.(W 1)

Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is updated for this traveler prior to the Routing Enforcement Warning phase expiring on 06/13/10.

4. INK SIGNATURE REQUIRED – Please forward a complete hard copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly.(I 3)

This message displays during the electronic stamping process. This is for ***informational*** **purposes only** informing the Approving Official that Ink Signature is required on the hard copy travel voucher and hard copy submission to your servicing Finance Office is required in order for the traveler to receive reimbursement. This message is generated for vouchers belonging to EXCEPTED Employees and Invitational travelers whose documents do not electronically route through ITM.

Messages:
- Email has been sent to:Cynthia.E.Curtis@noaa.gov
- INK SIGNATURE REQUIRED - Please forward a complete hard copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly.(I 3)

Solution: Read and acknowledge this message.

- ✍ Travel vouchers requiring Ink Signature will Post As Unapproved to CFS
- ✍ Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
- ✍ **Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements**.

5. POST AS APPROVED – This voucher IS EXPECTED TO POST into the Core Financial System as approved for payment. Hard copy documentation is not required by the Finance Office at this time. Original documents must be retained in the field according to the record retention policy and procedures set forth by your Line Office.(I 1)

   This message displays during the electronic stamping process. This is for ***informational* purposes only** informing the Approving Official the travel voucher is expected to post to CFS as approved for payment. This message is generated for vouchers belonging to NOAA and BIS Employees whose documents electronically route through ITM.

   Messages:
   - Email has been sent to:Cynthia.E.Curtis@noaa.gov
   - POST AS APPROVED - This voucher IS EXPECTED TO POST into the Core Financial System as approved for payment. Hard copy documentation is not required by the Finance Office at this time. Original documents must be retained in the field according to the record retention policy and procedures set forth by your Line Office.(I 1)

   Solution: Read and acknowledge this message.
   - ✍ Hard copy submission to your servicing Finance Office is not required at this time.
   - ✍ Travel vouchers Posting As Approved to CFS do not require Ink Signature as the electronic signature replaces the ink Signature requirement.

6. SELECTED FOR AUDIT - Please forward a complete hard copy of the voucher and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly.(I 3)

   This message displays during the electronic stamping process. This is for ***informational* purposes only** informing the Approving Official the Travel Voucher has been Selected for Audit and as result, hard copy submission to your servicing Finance Office is required in order for the traveler to receive reimbursement. This message is generated for vouchers belonging to NOAA and BIS Employees whose documents electronically route through ITM and meet one of the Finance Offices audit criteria.

   Messages:
   - Email has been sent to:Cynthia.E.Curtis@noaa.gov
   - SELECTED FOR AUDIT - Please forward a complete hard copy of the voucher and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly.(I 3)

   Solution: Read and acknowledge this message.
   - ✍ Travel vouchers Selected for Audit will Post As Unapproved to CFS.
   - ✍ Ink Signature is not required as the electronic signature replaces the ink Signature requirement.

- ✍ Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
- ✍ Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements.

7. SELECTED FOR AUDIT - NK SIGNATURE REQUIRED - Please forward a complete hard copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly.(I 4)

   This message displays during the electronic stamping process. This is for ***informational* purposes only** informing the Approving Official the Travel Voucher has been Selected for Audit, Ink Signature is required on the hard copy travel voucher and hard copy submission to your servicing Finance Office is required in order for the traveler to receive reimbursement. This message is generated for vouchers belonging to EXCEPTED Employees and Invitational travelers whose documents do not electronically route through ITM and meet one of the Finance Offices audit criteria.

   Messages:
   - Email has been sent to:Cynthia.E.Curtis@noaa.gov
   - SELECTED FOR AUDIT - INK SIGNATURE REQUIRED - Please forward a complete hard copy of the voucher WITH INK SIGNATURE and related receipts to the appropriate Finance Branch (EOB or WOB) within 3 days of approval in ITM. This Voucher will not be approved for payment until the documentation is received in finance accordingly.(I 4)

   Solution: Read and acknowledge this message.
   - ✍ Travel vouchers requiring Ink Signature and Selected for Audit will Post As Unapproved to CFS
   - ✍ Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
   - ✍ Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements.

Vendor Error Messages

1. ERROR: Invalid/Inactive Vendor no, NNNNN in CFS., ERROR: No active vendor id found for NNNNN, ERROR: Unable to stage data to NOA_SFI_MSI tables - NOA_SFI_MSI_M00_HEADERORA-01400: cannot insert NULL into ("NOAA_SFI"."NOA_SFI_MSI_M00_HEADER"."OFFICE_CODE")

   This message displays during the electronic stamping process as the result of the Vendor Record being deactivated in CFS.

Account Validation Errors

Number	Message
1	ERROR: Invalid/inactive Vendor no, 83898 in CFS.
2	ERROR: No active vendor id found for 83898
3	ERROR: Unable to stage data to NOA_SFI_MSI tables - NOA_SFI_MSI_M00_HEADERORA-01400: cannot insert NULL into ("NOAA_SFI"."NOA_SFI_MSI_M00_HEADER"."OFFICE_CODE")

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

2. VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record NNNNN for TDYTRV.

   This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as an employee; however an active employee record does not exist in CFS.

Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record for 35316 for TDYTRV.

   Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

   1) If the traveler is an Invitational traveler, the value appearing in the Cardholder Code field should indicate INVITATIONAL.
   2) If the traveler is a "New" Employee the value appearing in the Cardholder Code field may need to indicate INVITATIONAL as an employee record has not yet been established in CFS. New employees should be treated as Invitational until an employee record has been established for them within the Core Financial System (CFS). Employee records are normally established in CFS by the National Finance Center's (NFC) interface. This process may take 2-3 weeks from the employee's Hire Date to occur.

3. VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

   This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as Invitational; however an active employee record exists in CFS.

Account Validation Errors	
Number	Message
1	(E)-VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for 6 for TDYTRV.

   Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

   1) If the traveler is an Employee, the value appearing in the Cardholder Code field should indicate CARD HOLDER, EXEMPT or NOT A CARD HOLDER.
   2) If the traveler is not an Employee, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

4. Vendor number NNNNNN not in po_control or po_vendor table for Doc No NNNNNN Ref No: NNNNNNNNN

   This message displays during the electronic stamping process. There is a problem with the Obligation Detail Information recorded on this document.

Account Validation Errors	
Number	Message
1	(E)-80 Error: Vendor number 64659 not in po_control or po_vendor table for Doc No: 144358 Ref No: 9EH0S0051.
2	(E)-2009-14-G8K6BMB-P00-89-01-03-01-000-10-09-0003-00-00-00-00-21-40-00-00-000000 No matched ACCS found for PO no 144358 Item type TD2140

   Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk Help Desk at 301-444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

Document History

1. INK SIGNATURE REQD

Upon electronic approval of a travel voucher (TDY, RECLAIM or LOCAL) belonging to an EXCEPTED Employee or Invitational traveler, the system will generate a status in the Document History of INK SIGNATURE REQD. This status stamps indicates hard copy documentation will need to be submitted to your servicing Finance Office in order to receive reimbursement.

Document History

Date/Time	Status
10/14/11 4:31PM	CREATED
10/14/11 4:35PM	SIGNED
10/14/11 4:37PM	INK SIGNATURE REQD
10/14/11 4:37PM	APPROVED

Note the following:

- Travel vouchers requiring Ink Signature will Post As Unapproved to CFS
- Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
- **Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements**.

2. SELECTED FOR AUDIT

Upon electronic approval of a travel voucher (TDY, RECLAIM or LOCAL) meeting Finance Office auditing criteria, the system will generate a status in the Document History of SELECTED FOR AUDIT. This status stamps indicates hard copy documentation will need to be submitted to your servicing Finance Office in order to receive reimbursement.

Document History

Date/Time	Status
10/15/11 1:16PM	CREATED
10/15/11 1:20PM	SIGNED
10/15/11 1:22PM	SELECTED FOR AUDIT
10/15/11 1:22PM	APPROVED

Note the following:

- Travel vouchers Selected for Audit will Post As Unapproved to CFS.
- Ink Signature is not required as the electronic signature replaces the ink Signature requirement.

- ✍ Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
- ✍ Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements.

3. SELECTED FOR AUDIT – INK SIGNATURE REQD

Upon electronic approval of a travel voucher (TDY, RECLAIM or LOCAL) belonging to an EXCEPTED Employee or Invitational traveler meeting Finance Office auditing criteria, the system will generate two status code stamps in the Document History, INK SIGNATURE REQD and SELECTED FOR AUDIT. These status stamps indicate hard copy documentation will need to be submitted to your servicing Finance Office in order to receive reimbursement.

Document History

Date/Time	Status
10/14/11 4:42PM	CREATED
10/14/11 5:00PM	SIGNED
10/14/11 5:02PM	SELECTED FOR AUDIT
10/14/11 5:02PM	INK SIGNATURE REQD
10/14/11 5:02PM	APPROVED

Note the following:

- ✍ Travel vouchers requiring Ink Signature and Selected for Audit will Post As Unapproved to CFS
- ✍ Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
- ✍ Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements.

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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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

Document History

1. INK SIGNATURE REQD

   Upon electronic approval of a travel voucher (TDY, RECLAIM or LOCAL) belonging to an EXCEPTED Employee or Invitational traveler, the system will generate a status in the Document History of INK SIGNATURE REQD. This status stamps indicates hard copy documentation will need to be submitted to your servicing Finance Office in order to receive reimbursement.

Document History	
Date/Time	Status
10/14/11 4:31PM	CREATED
10/14/11 4:35PM	SIGNED
10/14/11 4:37PM	INK SIGNATURE REQD
10/14/11 4:37PM	APPROVED

   Note the following:

   - Travel vouchers requiring Ink Signature will Post As Unapproved to CFS
   - Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
   - **Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements**.

2. SELECTED FOR AUDIT

Upon electronic approval of a travel voucher (TDY, RECLAIM or LOCAL) meeting Finance Office auditing criteria, the system will generate a status in the Document History of SELECTED FOR AUDIT. This status stamps indicates hard copy documentation will need to be submitted to your servicing Finance Office in order to receive reimbursement.

Document History

Date/Time	Status
10/15/11 1:16PM	CREATED
10/15/11 1:20PM	SIGNED
10/15/11 1:22PM	SELECTED FOR AUDIT
10/15/11 1:22PM	APPROVED

Note the following:

- Travel vouchers Selected for Audit will Post As Unapproved to CFS.
- Ink Signature is not required as the electronic signature replaces the ink Signature requirement.
- Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
- Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements.

3. SELECTED FOR AUDIT – INK SIGNATURE REQD

Upon electronic approval of a travel voucher (TDY, RECLAIM or LOCAL) belonging to an EXCEPTED Employee or Invitational traveler meeting Finance Office auditing criteria, the system will generate two status code stamps in the Document History, INK SIGNATURE REQD and SELECTED FOR AUDIT. These status stamps indicate hard copy documentation will need to be submitted to your servicing Finance Office in order to receive reimbursement.

Document History

Date/Time	Status
10/14/11 4:42PM	CREATED
10/14/11 5:00PM	SIGNED
10/14/11 5:02PM	SELECTED FOR AUDIT
10/14/11 5:02PM	INK SIGNATURE REQD
10/14/11 5:02PM	APPROVED

Note the following:

- ✍ Travel vouchers requiring Ink Signature and Selected for Audit will Post As Unapproved to CFS
- ✍ Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim.
- ✍ Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements.

Document Stamping 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.

3. (E)-0000000005Incorrect record format, see /tmdata/gtm90/tm-ipi/data/10239769000000006.bad file

This message displays during the electronic stamping process. Negative expense entries are not allowed.

Account Validation Errors

Number	Message
1	(E)-0000000005Incorrect record format, see /tmdata/gtm90/tm-ipi/data/10239769000000006.bad file

Solution: Read and acknowledge this message.

3) If the total amount reimbursable to the traveler equals a negative dollar amount, delete the travel voucher and contact your servicing Finance Office to initiate a Bill for Collection.
4) If the total amount reimbursable to the traveler equals a positive dollar amount, delete the negative expense entries and apply the deduction to one or more of the remaining expense entries.

4. Unable to find a status record for SELECT STATUS BELOW.

This message displays during the electronic stamping process. Users must select a valid status stamp when stamping documents.

Solution: Read and acknowledge this message. Ensure the correct status stamp is being applied based on the user's role in the electronic routing process (i.e., SIGNED, REVIEWED, APPROVED, etc…).

5. VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record NNNNN for TDYTRV.

This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as an employee; however an active employee record does not exist in CFS.

Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record for 35316 for TDYTRV.

Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

1) If the traveler is an Invitational traveler, the value appearing in the Cardholder Code field should indicate INVITATIONAL.
2) If the traveler is a "New" Employee the value appearing in the Cardholder Code field may need to indicate INVITATIONAL as an employee record has not yet been established in CFS. New employees should be treated as Invitational until an employee record has been established for them within the Core Financial System (CFS). Employee records are normally established in CFS by the National Finance Center's (NFC) interface. This process may take 2-3 weeks from the employee's Hire Date to occur.

6. VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

   This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as Invitational; however an active employee record exists in CFS.

Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for 6 for TDYTRV.

   Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

   1) If the traveler is an Employee, the value appearing in the Cardholder Code field should indicate CARD HOLDER, EXEMPT or NOT A CARD HOLDER.
   2) If the traveler is not an Employee, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

Document Preparation Error Messages

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

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

   Error
   Document name 9CBSL0007 for traveler 0000-00006 already exists!
   Please create the document under a different name.
   Return

   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.

   Error
   LV# is already used on 9CBSL0001 for traveler 000074299. Please enter a unique LV#.
   Return

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

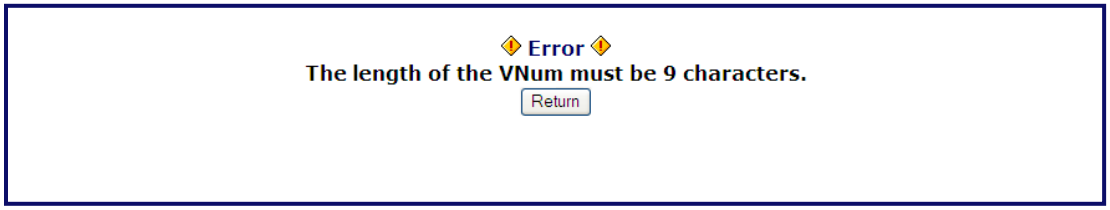
This message displays when entering the Expenses screen. The ACCS Label for an accounting code appearing on the Local Voucher contains a special character.

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) 444-3400, Option #2 for Travel 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) 444-3400, Option #2 for Travel 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.

Restricted Rights Notice - For NOAA and BIS Users Only

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	ERROR: (NOA_SFI_CAMS_AP_EDITS) ERROR: INSUFFICIENT FUNDS -5226920.83: 14 J8K3N03-PND 1005 01-01-05-000 10-12-0004-00-00-00-00 21-40-00-00 000000; FY: 2012; 31-OCT-2011. 14 2012 J8K3N03-PND 10-12-0004-00-00-00-00 21-40 TDYNM 50

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-P00-00-00-00-00-000-06-02-0001-00-00-00-00-21-40-00-00-000000 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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov

System Warning and Informational Messages

1. WARNING: Could not find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

   This message displays during the electronic stamping process and is applicable during the Routing Enforcement Warning Phase only (04/12/10 – 06/13/10). The traveler has been flagged in Travel Manager as an employee; however an active employee record does not exist in CFS.

   Messages:
   - WARNING: Could not find active EMPLOYEE_CONTROL record for 58037 for TDYTRV.(W 1)

   Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is updated for this traveler prior to the Routing Enforcement Warning phase expiring on 06/13/10.

2. WARNING: Did not expect to find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

   This message displays during the electronic stamping process and is applicable during the Routing Enforcement Warning Phase only (04/12/10 – 06/13/10). The traveler has been flagged in Travel Manager as Invitational; however an active employee record exists in CFS.

   Messages:
   - WARNING: Did not expect to find active EMPLOYEE_CONTROL record for 12 for TDYTRV.(W 1)

   Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is updated for this traveler prior to the Routing Enforcement Warning phase expiring on 06/13/10.

Vendor Error Messages

1. VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record NNNNN for TDYTRV.

   This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as an employee; however an active employee record does not exist in CFS.

   Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Could not find active EMPLOYEE_CONTROL record for 35316 for TDYTRV.

   Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

   1) If the traveler is an Invitational traveler, the value appearing in the Cardholder Code field should indicate INVITATIONAL.
   2) If the traveler is a "New" Employee the value appearing in the Cardholder Code field may need to indicate INVITATIONAL as an employee record has not yet been established in CFS. New employees should be treated as Invitational until an employee record has been established for them within the Core Financial System (CFS). Employee records are normally established in CFS by the National Finance Center's (NFC) interface. This process may take 2-3 weeks from the employee's Hire Date to occur.

2. VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for NNNNN for TDYTRV.

   This message displays during the electronic stamping process. The traveler has been flagged in Travel Manager as Invitational; however an active employee record exists in CFS.

   Account Validation Errors

Number	Message
1	(E)-VENDOR ERROR: Did not expect to find active EMPLOYEE_CONTROL record for 6 for TDYTRV.

   Solution: Read and acknowledge this message. Ensure the card holder status selected in the Cardholder Code field located within the Traveler Information window is correct.

   1) If the traveler is an Employee, the value appearing in the Cardholder Code field should indicate CARD HOLDER, EXEMPT or NOT A CARD HOLDER.
   2) If the traveler is not an Employee, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

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 – Cannot connect to custom database

   This message displays in the pre-audit results if any serious system errors are encountered such as the Travel Manager custom data base not being accessible.

   *** Cannot connect to custom database (NOAA_TMACCS) ***

   Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

2. 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

3. 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 SAEO001SAE 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.

4. ACCOUNT VALIDATION –Bureau Code Validation

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.

5. 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.

6. AMOUNT PAID TO TRAVELER

This message displays in the pre-audit results on Travel Authorizations. Generally, either multiple accounting codes have been selected on the document or the OVERRIDE Trip Type has been selected 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 Officefor assistance.

Solution: To correct this error

1) 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.
2) If the OVERRIDE Trip Type has been selected:
    a. Select one of the SINGLE (Domestic, Foreign or OCONUS) Trip Types, from within the Document Information screen.
    b. Enter the Expenses screen and acknowledge any system generated error messages and click SAVE before exiting the Expenses screen.
    c. Re-enter the Document Information screen and re-select the appropriate OVERRIDE Trip Type.
    d. Click on the Trip Information tab and click on Override button located in the lower portion of the screen immediately to the left of your Itinerary location(s) and re-enter the Override amounts.
    e. Click SAVE before exiting the Expenses screen.

7. 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

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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.

8. 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.

9. DOC AMEND TO $0

This message displays in the pre-audit results on **amended** authorizations only. You cannot amend an authorization to $0.

The Approved version of this TA document had funding and now has none. If the intent is to eliminate all funding, this TA document must retain funding from the prior version and then be stamped CANCELLED or ZERO COST DE-OBD, as appropriate. See Quick Tips above for more details.

Solution: Read and acknowledge this message. Ensure that no costs (i.e., TMC Fee, Common Carrier, Late Cancellation Fee or other traveler reimbursable expense) will be incurred against the authorization.

1) If the trip occurred at no cost to the Government, the authorization must be amended ***leaving all original costs and associated accounting, as previously approved***, on the authorization. The amended authorization will be required to have the status stamp **ZERO COST DE-OBD** applied. As a result all funded amounts will be de-obligated and returned to the Line Office budget.

2) If the trip did not occur **and** there were no costs incurred, the authorization must be amended ***leaving all original costs and associated accounting, as previously approved***, on the authorization. The amended authorization will be required to have the status stamp **CANCELLED** applied. As a result all funded amounts will be de-obligated and returned to the Line Office budget.

For additional reference material, see ITM 9.0 Facts Sheet September 2010 (Sept 2010) located on the NOAA FSD ITM Webpage.

10. 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.

11. 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.

12. DOC FY END PROCESSING – Fiscal Year Validation

This message displays in the pre-audit results. Travel Authorizations that cross Fiscal Years cannot be created prior to the SAF Start Period.

Documents for NEXT FISCAL YEAR cannot be processed until 08/15/09.

Solution: Read and acknowledge this message. To correct this error 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..) on or after the SAF date indicated in the pre-audit message.

13. DOC FY END PROCESSING – Fiscal Year Validation

This message displays in the pre-audit if the accounting code Fiscal Year does not coincide with the Fiscal Year of the trip dates.

The FY of the ACCS does not coincide with the trip dates.

Solution: Read and acknowledge this message. Ensure the appropriate FY accounting code has been selected based upon the FY the expense(s) will be incurred.

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, select Continue Stamping Document to bypass the pre-audit warning.

14. DOC FY END PROCESSING –System Preference Validation

This message displays in the pre-audit when there is a date discrepancy with the NOAA_FYE_PROC_START preference setting.

The System Preference NOAA_FYE_PROC_START has an invalid value of 8/15/2009, but should be a valid date in the CURFY.20092008

Solution: Read and acknowledge this message. Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and provide the error message encountered.

15. DOC FY END PROCESSING – ACCS Distribution Validation

This message displays in the pre-audit when either the trips dates or accounting code(s) reference next Fiscal Year.

> This document may be conditionally approved, Subject to Availability of Funds (SAF). If you are sure that the current ACCS distribution is correct you can "Continue Stamping the Document". If not, you must "Cancel Pre-Audit Results".

Solution: Read and acknowledge this message. Ensure expenses have been allocated appropriately based upon the Fiscal Year in which the expense(s) will be incurred.

1) If the ACCS allocation was entered incorrectly; select Cancel Pre-Audit Results, make the necessary corrections to the accounting code(s) and/or allocation distribution 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, select Continue Stamping Document to bypass the pre-audit warning.

16. DOC FY END PROCESSING – Fiscal Year Validation

This message displays in the pre-audit when either the trips dates or accounting code(s) reference multiple Fiscal Years.

> This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.

Solution: Read and acknowledge this message. Ensure expenses have been allocated appropriately based upon the Fiscal Year in which the expense(s) will be incurred.

1) If the ACCS allocation was entered incorrectly; select Cancel Pre-Audit Results, make the necessary corrections to the accounting code(s) and/or allocation distribution 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, select Continue Stamping Document to bypass the pre-audit warning.

17. DOC FY END PROCESSING – Fiscal Year Validation

This message displays in the pre-audit when either the trips dates or accounting code(s) reference next Fiscal Year.

This document references NEXT FISCAL YEAR accounting or dates.

Solution: Read and acknowledge this message. Ensure expenses have been allocated appropriately based upon the Fiscal Year in which the expense(s) will be incurred.

1) If the ACCS allocation was entered incorrectly; select Cancel Pre-Audit Results, make the necessary corrections to the accounting code(s) and/or allocation distribution 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, select Continue Stamping Document to bypass the pre-audit warning.

18. DOC FY END PROCESSING

This message displays in the pre-audit if the Begin Trip Date starts after the date parameter set for the NOAA_FYE_MAX_DEPDATE system preference.

This trip starts after the Maximum Future Trip Date (NOAA_FYE_MAX_DEPDATE) of 11/30/09.

Solution: Read and acknowledge this message. Ensure the Trip Dates entered are correct.

1) If the trip dates were entered incorrectly, select Cancel Pre-Audit Results, make the necessary corrections to the trip dates 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 trip dates were entered correctly and the authorization is being required by the Travel Management Center (TMC) to procure ticketed transportation
    a. Users may annotate in the Comments field *"Emergency Travel" – Time Sensitive – Obligation Information not Available"* and submit the signed hard copy documentation to the TMC.
    b. On or after 10/01, 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..)

19. 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.

20. DOC MILEAGE VALIDATION

This message displays in the pre-audit results when a discrepancy is identified with a mileage expense entry.

> Expense has miles 40 and rate 0.550 indicated where none are expected.

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

1) Delete the POC mileage expense.
2) Re-add the POC mileage expense
3) Select Save Expense Changes before exiting the Expense screen.

21. DOC OMAO VALIDATION

This message displays in the pre-audit results. Employees assigned to an OMAO ITM Org. Code must be identified as either CIV (Civilian) or COM (Commissioned) within the Traveler Information Miscellaneous Tab.

> All travelers in org x-08-xx must be either CIVILIAN or COMMISSIONED in the Traveler Information Miscellaneous Tab

Solution: Read and acknowledge this message. Ensure the ITM Org. Code assigned to the traveler is correct.

1) If the ITM Org. Code assignment is correct, CIV, Civilian, COM or Commissioned will need to be entered in the CIV/COM field located under the Traveler Information Miscellaneous tab.

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2) If the ITM Org. Code assignment is incorrect, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov to request the traveler be re-assigned to his/her official Org. Code.

22. 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) 444-3400, Option #2 for Travel or ClientServices@noaa.gov and request to have the Old ACCS containing the special character deleted from the Master Accounting Code table.

23. DOC PAA AD-HOC EXPENSES

This message displays In the pre-audit results when a user has associated an unallowable Expense Category to an Ad-hoc expense.

> This Ad-Hoc expense entry is not allowed:Internet Fees-Personal Expenses

Solution: Read and acknowledge this message. Ad-Hoc expenses are only permitted when the following expense categories are associated with them:

- Other Travel
- Other Non-Travel
- Transport

24. DOC PAA DOCUMENT NAME

This message displays in the pre-audit results when a travel Document Name does not begin with the nine alpha-numeric characters entered in the TA# field.

> Document name must start with the TA#

Solution: Read and acknowledge this message. The travel document must begin with the same value entered in the TA# field. To correct this error, you must delete the current document and re-enter it ensuring the Document Name begins with the same value entered in the TA# field.

25. DOC PAA DOCUMENT NAME

This message displays in the pre-audit results when the Document Name includes an invalid character.

> The character (_) is not valid in the document name.

Solution: Read and acknowledge this message. Special characters may not be used in the Document Name with the exception of a hyphen. To correct this error, you must delete the current document and re-enter it ensuring the Document Name does not include any special characters with the exception of a hyphen.

26. DOC PAA DOCUMENT NAME

This message displays in the pre-audit results when the 10th position of the Document Name is not a hyphen.

Position 10 of the document name must be a hyphen

Solution: Read and acknowledge this message. Travel Authorizations and Travel Vouchers should be saved using the Travel Authorization number (TA#) as the Document Name (i.e., 2FKAS0001).

- ✍ Extended TDY Travel Vouchers: When naming an Extended TDY Travel Voucher, the TA# should be followed by a hyphen and a sequential number (i.e., 2FKAS0001-1)
- ✍ Reclaims: When naming a Reclaim voucher, the TA# should be followed by a hyphen, the letter "R" and a sequential number (i.e., 2FKAS0001-R!)

To correct this error, you must delete the current document and re-enter it ensuring the 10th position of the Document Name is a hyphen and follows the standard naming convention.

27. DOC PAA DOCUMENT NAME

This message displays in the pre-audit results when a blank value (space) has been included in the Document Name.

Blank is not a valid character in the document name.

Solution: Read and acknowledge this message. Travel Authorizations and Travel Vouchers should be saved using the Travel Authorization number (TA#) as the Document Name (i.e., 2FKAS0001).

- ✍ Extended TDY Travel Vouchers: When naming an Extended TDY Travel Voucher, the TA# should be followed by a hyphen and a sequential number (i.e., 2FKAS0001-1)
- ✍ Reclaims: When naming a Reclaim voucher, the TA# should be followed by a hyphen, the letter "R" and a sequential number (i.e., 2FKAS0001-R!)

28. DOC PAA DOCUMENT NAME

This message displays in the pre-audit results when the Document Name entered begins with RMR or IV.

> Document name must not start with RMR or IV

Solution: Read and acknowledge this message. Travel Authorizations and Travel Vouchers should be saved using the Travel Authorization number (TA#) as the Document Name (i.e., 2FKAS0001).

- ✍ Extended TDY Travel Vouchers: When naming an Extended TDY Travel Voucher, the TA# should be followed by a hyphen and a sequential number (i.e., 2FKAS0001-1)
- ✍ Reclaims: When naming a Reclaim voucher, the TA# should be followed by a hyphen, the letter "R" and a sequential number (i.e., 2FKAS0001-R!)

NEW 29. DOC PAA DOCUMENT NAME

This message displays in the pre-audit results when the Document Name entered does not meet the standard naming convention requirements.

> Position 11 of the document name must be an R

Solution: Read and acknowledge this message. Travel Authorizations and Travel Vouchers should be saved using the Travel Authorization number (TA#) as the Document Name (i.e., 2FKAS0001).

- ✍ Extended TDY Travel Vouchers: When naming an Extended TDY Travel Voucher, the TA# should be followed by a hyphen and a sequential number (i.e., 2FKAS0001-1)
- ✍ Reclaims: When naming a Reclaim voucher, the TA# should be followed by a hyphen, the letter "R" and a sequential number (i.e., 2FKAS0001-R1)

NEW 30. DOC PAA DOCUMENT NAME

This message displays in the pre-audit results when the Document Name entered does not meet the standard naming convention requirements.

> Only numeric values allowed following -R (hyphen R)

Solution: Read and acknowledge this message. Travel Authorizations and Travel Vouchers should be saved using the Travel Authorization number (TA#) as the Document Name (i.e., 2FKAS0001).

- ✍ Extended TDY Travel Vouchers: When naming an Extended TDY Travel Voucher, the TA# should be followed by a hyphen and a sequential number (i.e., 2FKAS0001-1)
- ✍ Reclaims: When naming a Reclaim voucher, the TA# should be followed by a hyphen, the letter "R" and a sequential number (i.e., 2FKAS0001-R1)

31. DOC PAA FOREIGN HOTEL TAX

This message displays in the pre-audit results when Hotel Tax has been entered on days while TDY in Foreign locations. Lodging tax for Foreign TDY must be claimed as part of the Lodging cost and cannot be claimed as a separate miscellaneous expense. *Reference FTR 301-11.27.*

Hotel Tax-LODGING TAX on 09/01/2011 must be combined with lodging expense.

Solution: Read and acknowledge this message. To correct this error Hotel Tax expenses must be deleted on days while in a Foreign TDY location and combined with the Lodging cost.

32. DOC PAA LAUNDRY CONUS

This message displays in the pre-audit results when Laundry/Dry Cleaning expenses have been entered before meeting the FTR requirements. For domestic trips laundry and/or dry cleaning is **only** permitted provided the traveler incurred four (4) or more consecutive nights of **official** travel. *Reference FTR 301-11.31.*

Laundry/Dry Cleaning on 07/14/2011 not allowed.

Solution: Read and acknowledge this message. Ensure Laundry/Dry Cleaning expense(s) has been entered on the appropriate day based on the traveler's receipt(s).

1) If Laundry/Dry Cleaning expense has been entered on the correct date you must delete the expense because the traveler is not eligible to receive reimbursement.
2) If Laundry/Dry Cleaning expense has not been entered on the correct date, you must update the expense date to reflect the date shown on the traveler's receipt.

33. DOC PAA LAUNDRY CONUS

This message displays in the pre-audit results when a Laundry/Dry Cleaning expense date falls outside of the Itinerary Trip Dates.

Unexpected error: unable to find itinry record for 10/06/2011.

Solution: Read and acknowledge this message. Ensure all Laundry/Dry Cleaning expense dates fall within the trip Begin and End dates.

1) If the Laundry/Dry Cleaning expense date has been entered correctly, you will need to modify the trip Begin and/or End Dates accordingly based on the traveler's Official time in TDY status.
2) If the Laundry/Dry Cleaning expense date has not been entered correctly, you will need to modify the expense date to reflect the date shown on the traveler's receipt.

34. DOC PAA LAUNDRY FOREIGN

This message displays in the pre-audit results when Laundry/Dry Cleaning has been entered on days while TDY in a Foreign location. Laundry/Dry Cleaning while in a Foreign TDY location is not a reimbursable expense. *Reference FTR 301-11.31*.

Laundry/Dry Cleaning on 07/14/2011 not allowed.

Solution: Read and acknowledge this message. If a Laundry/Dry Cleaning expense has been entered on days while in a Foreign TDY location, you must delete the expense because the traveler is not eligible to receive reimbursement.

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35. DOC PAA LAUNDRY FOREIGN

This message displays in the pre-audit results when a Laundry/Dry Cleaning expense date falls outside of the Itinerary Trip Dates.

Unexpected error: unable to find itinry record for 10/06/2011.

Solution: Read and acknowledge this message. Ensure all entries for Laundry/Dry Cleaning expenses fall within the trip Begin and End dates.

1) If this trip includes a Foreign TDY location and Laundry/Dry Cleaning expenses have been entered while in the Foreign TDY location, you must delete the expense because the traveler is not eligible to receive reimbursement.
2) If the trip does not include a Foreign TDY location, the pre-audit result will clear once either the trip Begin and End dates are corrected or the Expense date for Laundry/Dry Cleaning within the CONUS location have been corrected.

36. DOC PAA LAUNDRY OC-NON

This message displays in the pre-audit results when Laundry/Dry Cleaning has been entered on days while TDY in an OCONUS or Non-Foreign location. Laundry/Dry Cleaning while in an OCONUS or Non-Foreign TDY location is not a reimbursable expense. *Reference FTR 301-11.31.*

Laundry/Dry Cleaning on 07/14/2011 not allowed.

Solution: Read and acknowledge this message. If a Laundry/Dry Cleaning expense has been entered on days while in an OCONUS or Non-Foreign TDY location, you must delete the expense because the traveler is not eligible to receive reimbursement.

37. DOC PAA LAUNDRY OC-NON

This message displays in the pre-audit results when a Laundry/Dry Cleaning expense date falls outside of the Itinerary Trip Dates.

Unexpected error: unable to find itinry record for 10/06/2011.

Solution: Read and acknowledge this message. Ensure all entries for Laundry/Dry Cleaning expenses fall within the trip Begin and End dates.

1) If this trip includes an OCONUS or Non-Foreign TDY location and Laundry/Dry Cleaning expenses have been entered while in the OCONUS or Non-Foreign TDY location, you must delete the expense because the traveler is not eligible to receive reimbursement.
2) If the trip does not include an OCONUS or Non-Foreign TDY location, the pre-audit result will clear once either the trip Begin and End dates are corrected or the Expense date for Laundry/Dry Cleaning within the CONUS location have been corrected.

38. DOC PAA TICKET CLASS

This message displays in the pre-audit results when a blank value has been entered in the Class field for the ticketed expense. When ticketed transportation is selected as an expense, the Class code (located in the Expense Details – Ticketed Transportation Details tab) is a required field on travel documents.

Invalid or blank value: for ticket class.

Solution: Read and acknowledge this message. Ensure the class field has been entered for the ticketed transportation expense.

✍ The Class code is a single alpha-character located on the traveler's itinerary received from the Travel Management Center (TMC).

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39. DOC PAA TICKET CLASS

This message displays in the pre-audit results when a non- alpha character value has been entered in the Class field for the ticketed expense. When ticketed transportation is selected as an expense, the Class code (located in the Expense Details – Ticketed Transportation Details tab) is a required field on travel documents.

Invalid or blank value: / for ticket class.

Solution: Read and acknowledge this message. Ensure the class field has been entered for the ticketed transportation expense.

✍ The Class code is a single alpha-character located on the traveler's itinerary received from the Travel Management Center (TMC).

40. DOC PAA TICKET CLASS

This message displays in the pre-audit results when a premium and/or business class Ticket Class value has been entered. This pre-audit is for Informational purposes only informing the user additional documentation is required prior to ticketing the reservation. *Reference NTR 301-1.28 and 301-10.126 thru 132.*

WARNING: This document has a premium class ticket. A Form CD-334 must be approved by the appropriate authorizing official(s) and submitted along with the approved Travel Authorization to the NOAA Travel Office **prior** to ticketing reservations. For additional information reference NTR 301-1.28 and 301-10.126-132

Solution: Read and acknowledge this message. Ensure the appropriate ticket Class code has been entered.

1) If the correct Class code has been entered, ensure all additional required documentation is completed prior to ticketing the premium/business class travel.
2) If an incorrect Class code has been entered, the Class code will need to be updated.

✍ The Class code is a single alpha-character located on the traveler's itinerary received from the Travel Management Center (TMC).

41. DOC PAA VOUCHER MISC. EXPENSE

This message displays in the pre-audits when a Miscellaneous expense entry has been entered. Miscellaneous expense remains permissible on Travel Authorizations and Reclaims; however, it will no longer be permissible on a Travel Voucher.

Miscellaneous-OTHER NON-TR on 09/01/2011 not allowed.

Solution: Read and acknowledge this message. To correct this error, delete the Miscellaneous expense and add the actual expense description by either selecting the expense from the drop down menu or adding it as an Ad-Hoc the expense as needed.

42. DOC Pre-Paid Vouchers – Ad-Hoc expense entry is not allowed on pre-paid vouchers. *<Expense Description>*

This message displays in the pre-audit results when Ad-Hoc expense entries have been entered on a Pre-paid voucher. Only Pre-paid expenses are allowed on Pre-paid vouchers.

Ad-Hoc expense entry is not allowed on pre-paid vouchers: Xerox Copies

Solution: Read and acknowledge this message. Ensure the appropriate *Type Code* has been selected for the document.

1) If the Type Code entered is correct, make the necessary corrections within the Expenses window, deleting all Ad-Hoc expenses and selecting the appropriate Pre-paid expense(s) from the Expense Description drop down menu. Re- attempt to stamp the 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 Type Code entered is incorrect, make the necessary corrections within the Document Information window, selecting the appropriate Type Code, and re- attempt to stamp the 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..)

43. DOC Pre-Paid Vouchers – No Lodging or M&IE costs are allowed on pre-paid vouchers. *<NNN N N N>*

This message displays in the pre-audit results when M&IE expense entries have been entered on a Pre-paid voucher. Only Pre-paid expenses are allowed on Pre-paid vouchers.

No Lodging or M&IE costs are allowed on pre-paid vouchers: 150 0 0 0

Solution: Read and acknowledge this message. Ensure the appropriate *Type Code* has been selected for the document.

1) If the Type Code entered is correct, make the necessary corrections within the Expenses window, deleting all Lodging and/or M&IE expenses, and re- attempt to stamp the 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 Type Code entered is incorrect, make the necessary corrections within the Document Information window, selecting the appropriate Type Code, and re- attempt to stamp the 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..)

44. DOC Pre-Paid Vouchers – Only Pre-Paid expenses are allowed. *<MM/DD/YY>*

This message displays in the pre-audit results when non-Prepaid expense entries have been entered on a Pre-paid voucher. Only Pre-paid expenses are allowed on Pre-paid vouchers.

Only Pre-Paid expenses are allowed: 08/01/09

Solution: Read and acknowledge this message. Ensure the appropriate *Type Code* has been selected for the document.

1) If the Type Code entered is correct, make the necessary corrections within the Expenses window, deleting all non-Pre-paid expenses and selecting the appropriate Pre-paid expense(s) from the Expense Description drop down menu. Re- attempt to stamp the 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 Type Code entered is incorrect, make the necessary corrections within the Document Information window, selecting the appropriate Type Code, and re- attempt to stamp the 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..)

45. DOC Pre-Paid Vouchers – PRE-PAID EXPENSE vouchers must have a trip length of 12 hours or less.

This message displays in the pre-audit results. The Trip Duration is required to be 12 hours of less on a Pre-paid voucher.

> Pre-Paid Expense vouchers must have a trip length of 12 hours or less.

Solution: Read and acknowledge this message. Ensure the appropriate *Type Code* has been selected for the document.

1) If the Type Code entered is correct, make the necessary corrections within the Document Information window, selecting a Trip Duration of *12 hours or less*, and re- attempt to stamp the 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 Type Code entered is incorrect, make the necessary corrections within the Document Information window, selecting the appropriate Type Code, and re- attempt to stamp the 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..)

46. DOC Pre-Paid Vouchers – Pre-paid expenses are not allowed on normal vouchers.

This message displays in the pre-audit results. Pre-paid expenses are only allowed on Pre-paid Vouchers.

> Pre-paid expenses are not allowed on normal vouchers.

Solution: Read and acknowledge this message. Ensure the appropriate *Type Code* has been selected for the document.

1) If the Type Code entered is correct, make the necessary corrections within the Expenses window, deleting all Pre-paid expenses and selecting the appropriate non- Pre-paid expense(s) from the Expense Description drop down menu. Re- attempt to stamp the 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 Type Code entered is incorrect, make the necessary corrections within the Document Information window, selecting the appropriate Type Code, and re- attempt to stamp the 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..)

47. DOC Pre-Paid Vouchers – PRE-PAID EXPENSES NOT AUTHORIZED

This message displays in the pre-audit results. Pre-paid vouchers are only allowed if the Travel Authorization indicated "Pre-Paid Expenses Authorized" under Other Authorizations.

Pre-Paid expenses not authorized

Solution: Read and acknowledge this message. . Ensure the appropriate *Type Code* has been selected for the document.

1) If the Type Code entered is <u>correct</u>
    a. Amend the Travel Authorization and select "Pre-Paid Expenses Authorized" under Other Authorizations, 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..).
    b. Once the amended authorization has Data linked, re- attempt to stamp the 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 Type Code entered is <u>incorrect</u>, make the necessary corrections within the Document Information window, selecting the appropriate Type Code, 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..)

48. DOC PRIOR YEAR PROCESSING

This message displays in the pre-audit results when either the trips dates or accounting code(s) reference prior Fiscal Year.

This document references PRIOR FISCAL YEAR accounting or dates.

Solution: Read and acknowledge this message. Ensure expenses have been allocated appropriately based upon the Fiscal Year in which the expense(s) will be incurred.

1) If the ACCS allocation was entered <u>incorrectly;</u> select Cancel Pre-Audit Results, make the necessary corrections to the accounting code(s) and/or allocation distribution 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 <u>correctly</u>, select Continue Stamping Document to bypass the pre-audit warning.

49. DOC ROUTING ENFORCEMENT – Document must first be stamped SIGNED by someone other than the Approving Official.

This message displays in the pre-audit results on a Travel Voucher. Travel Vouchers cannot be SIGNED and APPROVED by the same person.

Document must first be stamped SIGNED by someone other than the Approving Official.

Solution: Read and acknowledge this message. To correct this error, someone other than the person applying the electronic approval must stamp the document SIGNED prior to the Travel Voucher being approved.

50. DOC ROUTING ENFORCEMENT – Document must first be stamped SIGNED prior to stamping APPROVED.

This message displays in the pre-audit results. Documents are required to be electronically SIGNED before receiving electronic approval.

Document must first be stamped SIGNED prior to stamping APPROVED.

Solution: Read and acknowledge this message. To correct this error the document must first be electronically SIGNED.

51. DOC ROUTING ENFORCEMENT – Cannot find Routing List:

This message displays in the pre-audit results. The Routing List assigned to the document no longer exists in the Routing List table.

Cannot find Routing List: H-06-02 test

ITM Org. Code **Routing List Name**

Solution: Read and acknowledge this message. Contact your local Routing Administrator to ensure the Routing List Name appearing in the pre-audit message is still valid.

52. DOC ROUTING ENFORCEMENT – Employee travelers should have a routing list assigned.

This message displays in the pre-audit results. NOAA/BIS employees must be assigned to a valid Routing List.

Employee travelers should have a routing list assigned.

Solution: Read and acknowledge this message. Ensure the traveler has properly been identified as either an Employee or Invitational traveler within the Traveler Information Cardholder Code field.

1) If the traveler is an Invitational traveler, a card holder status of INVITATIONAL must be selected in the Traveler Information Cardholder Code field.
2) If the traveler is a NOAA/BIS employee, your local Routing Administrator must assign a valid routing list to the traveler.

53. DOC ROUTING ENFORCEMENT – Excepted travelers should not have a routing list assigned.

This message displays in the pre-audit results. Employees operating under the "Excepted" process cannot be assigned to a Routing List.

Excepted travelers should not have a routing list assigned.

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

1) If the employee is no longer operating under the "EXCEPTED" process, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov to request the "EXCEPTED" flag be removed from the Clearance field located within the Traveler Information Duty Station window.
2) If the employee is operating under the "EXCEPTED" process, your local Routing Administrator must remove the routing assignment from the traveler.

54. DOC ROUTING ENFORCEMENT – Invitational travelers should not have a routing list assigned.

This message displays in the pre-audit results. Invitational travelers cannot be assigned to a Routing List.

Invitational travelers should not have a routing list assigned.

Solution: Read and acknowledge this message. Ensure the traveler has properly been identified as either an Employee or Invitational traveler within the Traveler Information Cardholder Code field.

1) If the traveler is an Invitational traveler, your local Routing Administrator must remove the routing assignment from the traveler.
2) If the traveler is an employee, a card holder status of CARD HOLDER, EXEMPT, or NOT A CARD HOLDER must be selected in the Traveler Information Cardholder Code field.

55. DOC SAF CURRENT YEAR TO $0

This message displays in the pre-audit results on amended Subject to Availability of Funds (SAF) authorizations only. When amending a SAF APPROVED authorization current year funding may be reduced but not removed in its entirety.

The Approved version of this TA document had Current FY (CURFY) funding and now has none. If the intent is to eliminate all CURFY funding, this TA document must retain funding from the prior version and then be stamped CANCELLED and a new TA document must be created using a new TA number. See Quick Tips above for more details.

Solution: Read and acknowledge this message. Ensure the accounting codes selected on the amended authorization are correct.

1) If the prior SAF APPROVED authorization funded expenses against the current FY and it is later determined that **all** expenses should be funded against the new FY, the authorization must be canceled and a new authorization will need to be created using a new Travel Authorization number.

For additional reference material, see ITM 9.0 Facts Sheet September 2010 (Sept 2010) located on the NOAA FSD ITM Webpage.

56. DOC VERIFY AO LEVEL

This message displays in the pre-audit results if the user attempting to apply the APPROVED status does not have ITM APPROVING OFFICIAL access.

> You must have ITM APPROVING OFFICIAL access to stamp documents APPROVED. Contact the NOAA Client Services Help Desk if your organization has authorized you to have ITM APPROVING OFFICIAL access.

Solution: Read and acknowledge this message. Ensure that the status stamp being applied is accurate (i.e. SIGNED, REVIEWED, APPROVED)

1) If the APPROVED status stamp was selected in error, the user will need re-stamp the document and ensure the appropriate status stamp is applied.
2) If the APPROVED status stamp was correctly selected and your organization has authorized you to have ITM APPROVING OFFICIAL access, the user will need to complete an updated ITM User Access Request Form to have the role of ITM APPROVING OFFICIAL added to their level of access.

57. DOC VERIFY AO LEVEL

This message displays in the pre-audit results if the user attempting to apply the APPROVED status has CLIENT SERVICES HELP DESK access but does not have Approval Override privileges.

> Users with CLIENT SERVICES HELP DESK access cannot stamp documents APPROVED without also having Approval Override privileges. Updating access to include both privileges may diminish separation of duties. Contact the NOAA Client Services Help Desk.

Solution: Read and acknowledge this message. Ensure that the status stamp being applied is accurate (i.e. SIGNED, REVIEWED, APPROVED)

1) If the APPROVED status stamp was selected in error, the user will need re-stamp the document and ensure the appropriate status stamp is applied.
2) If the APPROVED status stamp was correctly selected and the user does not work for the NOAA Client Services Help Desk, contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel or ClientServices@noaa.gov

58. 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.

59. 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 <u>incorrectly</u>, make the necessary corrections.
2) If the trip dates were entered <u>correctly</u>, contact your servicing Finance Office for assistance.

60. 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.

61. 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.

62. 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.

Authorization Number must be exactly nine 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.

63. 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.

64. VALIDATE VNUM

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

```
*** VNum 0000I1258 must be nine numeric characters.
Please notify the NOAA Client Services Help Desk to have this incorrect VNum
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) Contact the NOAA Client Services Help Desk at (301) 444-3400, Option #2 for Travel 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		
** 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
SIGNED	SIGN	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. 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.

Document Status Code Stamps		
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Status Code	Action	Description
	CFUND	For Authorizations: The action Check Funds (CFUND) verifies that funds are available in the Line Office/FMC budget. For Vouchers: The action Check Funds (CFUND) verifies the funds availability on the Obligation in CFS.
REVIEWED		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...) Note: Assigning levels of review to an approval routing chain is *Optional* and dependent upon internal business processes and policies.
PROCESSED		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. Note: For all NOAA offices *only*, 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.).
APPROVED	CFUND	For Authorizations: The action Check Funds (CFUND) verifies that funds are available in the Line Office/FMC budget. For Vouchers: The action Check Funds (CFUND) verifies the funds availability on the Obligation in CFS.
AUDIT PASS		CURRENTLY NOT USED BY NOAA/BIS

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
CANCELLED * Applies to amended 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.
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

** 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
COMPLETED	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 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. Note: This Status Code should not be included as a level within the electronic approval routing chain on a Routing List.
DATA LINKED	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 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.
PAID BY CONV. CHECK	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.
PENDING		CURRENTLY NOT USED BY NOAA/BIS
RETRANSMIT		Travel Manager does not perform any action(s) when this status code is applied by a user. 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.

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	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. 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.
ZERO COST DE-OBD * Applies to amended Travel Authorizations ONLY	UNFUND	The action UNFUND de-obligates previously obligated amounts, returning funding back to the appropriate budget(s). The Status Code ZERO COST DE-OBD 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.

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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
	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 ZERO COST DE-OBD is in view-only mode (no edits or changes can be made to the document).
INK SIGNATURE REQD	N/A	Upon electronic approval of a travel voucher (TDY, RECLAIM or LOCAL) belonging to an EXCEPTED Employee or Invitational traveler, the system will generate a status in the Document History of INK SIGNATURE REQD. This status stamps indicates hard copy documentation will need to be submitted to your servicing Finance Office in order to receive reimbursement. Note the following: ✍ Travel vouchers requiring Ink Signature will Post As Unapproved to CFS. ✍ Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim. ✍ Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements.

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
SELECTED FOR AUDIT	N/A	Upon electronic approval of a travel voucher (TDY, RECLAIM or LOCAL) meeting Finance Office auditing criteria, the system will generate a status in the Document History of SELECTED FOR AUDIT. This status stamps indicates hard copy documentation will need to be submitted to your servicing Finance Office in order to receive reimbursement. Note the following: ✍ Travel vouchers Selected for Audit will Post As Unapproved to CFS. ✍ Ink Signature is not required as the electronic signature replaces the ink Signature requirement. ✍ Your servicing Finance Office will only require a copy of the travel voucher, supporting receipts and any other documentation supporting the traveler's claim. ✍ Original travel records are to be retained in the field in accordance with NOAA Travel Record Retention policies and Federal records requirements.