

Exercise #2c: Reclaim Travel Voucher

Objectives: • Create a reclaim travel voucher

Notes:

A reclaim travel voucher allows a traveler to claim an expense that was missing from the original travel voucher.
 The original TV must be in DATALINKED status prior to a reclaim being submitted.

Instructions: Execute the following steps:

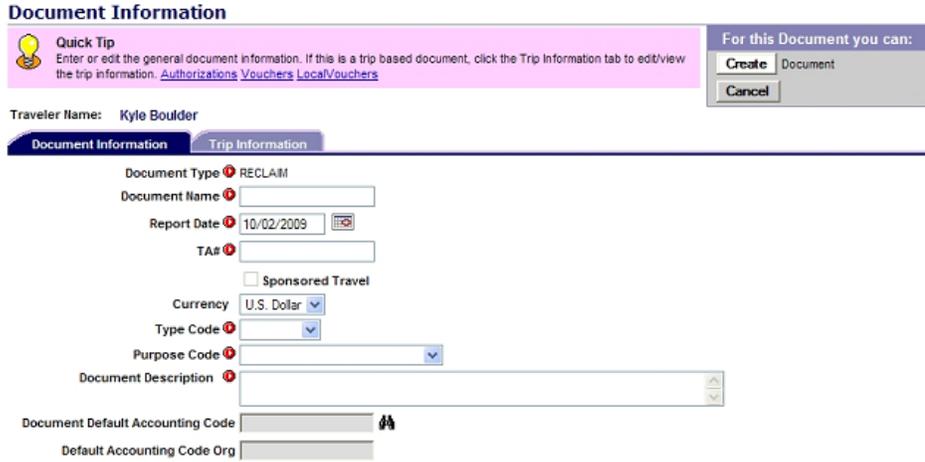
After the travel voucher was submitted, approved and processed for the Chicago trip, you realize that there were some expenses that were not submitted with the voucher. Since the voucher status is DATALINKED, you will be able to submit these new expenses using the Reclaim process.

Expenses Excluded from original TV:

- 6/23 Baggage Fee - \$15.00
- 6/23 Internet Fee – \$10.99
- 6/25 Internet Fee - \$10.99
- 6/26 Baggage Fee - \$15.00

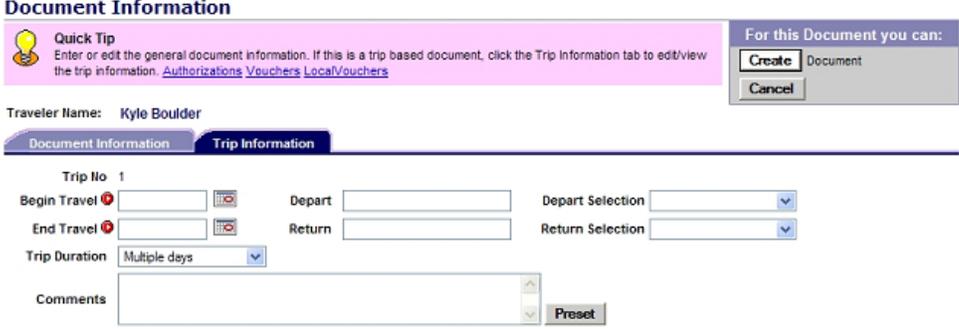
| Step | Action |
|------|---|
| 1 | <p>From the <i>Home</i> page:</p> <p>➤ Click Create New Document from the <i>Document Toolbar</i></p> |
| 2a | <p>The <i>New Document</i> screen appears.</p> <p>For a Traveler, the information for the Vendor Number and Traveler name will automatically fill in. But remember to use the lookup icon to select yourself again.</p>  <p>➤ Click on the Document Type drop-down listing and select RECLAIM</p> <p>➤ Click the Create (<i>this Document</i>) button</p> |

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|---|------------|----------------------------|------------|----|----------------------------|---------|-----|---|----------------------------|---------|-------|---|----------------------------|---------|---------|---|----------------------------|---------|-------|---|----------------------------|---------|------|---|----------------------------|---------|-----|---|----------------------------|---------|--------|---|----------------------------|---------|---------|---|----------------------------|---------|--------|---|----------------------------|---------|------|---|----------------------------|---------|-------|---|-----------|------------|----|------|---------|-------|---|----------------------------|---------|-------|---|----------------------------|---------|-------|---|----------------------------|---------|-----------|---|----------------------------|---------|--------|---|----------------------------|---------|-----|---|----------------------------|---------|-------|---|----------------------------|---------|--------|---|----------------------------|---------|--------|---|----------------------------|---------|-------|---|----------------------------|
| 2b | <p>For a Group Administrator, you will need to select a traveler by clicking on the Lookup icon  by either the VNum or Traveler Name field.</p> <p>New Document</p> <div data-bbox="298 432 948 590"> <p> Quick Tip To select a traveler, click on the VNum or Traveler Name lookup button. more</p> <p>VNum <input type="text"/> </p> <p>Traveler Name <input type="text"/>  <small>(Enter last name and click lookup)</small></p> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2c | <p>If you chose VNum lookup icon, you will get a list of travelers you have access to showing in vendor number order.</p> <div data-bbox="289 747 1170 1188"> <p>Enter Search Criteria</p> <p>VNum <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>VNum</th> <th>Last Name</th> <th>First Name</th> <th>MI</th> </tr> </thead> <tbody> <tr><td>0004-00001</td><td>Boulder</td><td>Pam</td><td>A</td></tr> <tr><td>0004-00002</td><td>Boulder</td><td>James</td><td>A</td></tr> <tr><td>0004-00003</td><td>Boulder</td><td>Phyllis</td><td>H</td></tr> <tr><td>0004-00004</td><td>Boulder</td><td>Helen</td><td>E</td></tr> <tr><td>0004-00005</td><td>Boulder</td><td>John</td><td>O</td></tr> <tr><td>0004-00006</td><td>Boulder</td><td>Tod</td><td>O</td></tr> <tr><td>0004-00007</td><td>Boulder</td><td>Donald</td><td>O</td></tr> <tr><td>0004-00008</td><td>Boulder</td><td>Eleanor</td><td>L</td></tr> <tr><td>0004-00009</td><td>Boulder</td><td>Stacey</td><td>T</td></tr> <tr><td>0004-00010</td><td>Boulder</td><td>Kyle</td><td>Y</td></tr> <tr><td>0004-00011</td><td>Boulder</td><td>Carly</td><td>A</td></tr> </tbody> </table> </div> <p>If you chose Traveler Name, you will get a list of travelers you have access to showing in alphabetical order.</p> <div data-bbox="289 1339 1170 1759"> <p>Enter Search Criteria</p> <p>Last Name <input type="text" value="Boulder"/> <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results Click on an entry to select it</p> <p>Search Results Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>MI</th> <th>VNum</th> </tr> </thead> <tbody> <tr><td>Boulder</td><td>Carly</td><td>A</td><td>0004-00011</td></tr> <tr><td>Boulder</td><td>Darin</td><td>A</td><td>0004-00028</td></tr> <tr><td>Boulder</td><td>James</td><td>A</td><td>0004-00002</td></tr> <tr><td>Boulder</td><td>Mackenzie</td><td>A</td><td>0004-00013</td></tr> <tr><td>Boulder</td><td>Nadine</td><td>A</td><td>0004-00015</td></tr> <tr><td>Boulder</td><td>Pam</td><td>A</td><td>0004-00001</td></tr> <tr><td>Boulder</td><td>Tayna</td><td>A</td><td>0004-00025</td></tr> <tr><td>Boulder</td><td>Warren</td><td>A</td><td>0004-00026</td></tr> <tr><td>Boulder</td><td>Deanna</td><td>E</td><td>0004-00029</td></tr> <tr><td>Boulder</td><td>Helen</td><td>E</td><td>0004-00004</td></tr> </tbody> </table> </div> <p>In either case, click on the VNum to select your traveler.</p> | VNum | Last Name | First Name | MI | 0004-00001 | Boulder | Pam | A | 0004-00002 | Boulder | James | A | 0004-00003 | Boulder | Phyllis | H | 0004-00004 | Boulder | Helen | E | 0004-00005 | Boulder | John | O | 0004-00006 | Boulder | Tod | O | 0004-00007 | Boulder | Donald | O | 0004-00008 | Boulder | Eleanor | L | 0004-00009 | Boulder | Stacey | T | 0004-00010 | Boulder | Kyle | Y | 0004-00011 | Boulder | Carly | A | Last Name | First Name | MI | VNum | Boulder | Carly | A | 0004-00011 | Boulder | Darin | A | 0004-00028 | Boulder | James | A | 0004-00002 | Boulder | Mackenzie | A | 0004-00013 | Boulder | Nadine | A | 0004-00015 | Boulder | Pam | A | 0004-00001 | Boulder | Tayna | A | 0004-00025 | Boulder | Warren | A | 0004-00026 | Boulder | Deanna | E | 0004-00029 | Boulder | Helen | E | 0004-00004 |
| VNum | Last Name | First Name | MI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00001 | Boulder | Pam | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00002 | Boulder | James | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00003 | Boulder | Phyllis | H | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00004 | Boulder | Helen | E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00005 | Boulder | John | O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00006 | Boulder | Tod | O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00007 | Boulder | Donald | O | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00008 | Boulder | Eleanor | L | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00009 | Boulder | Stacey | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00010 | Boulder | Kyle | Y | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0004-00011 | Boulder | Carly | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | First Name | MI | VNum | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Carly | A | 0004-00011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Darin | A | 0004-00028 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | James | A | 0004-00002 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Mackenzie | A | 0004-00013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Nadine | A | 0004-00015 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Pam | A | 0004-00001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Tayna | A | 0004-00025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Warren | A | 0004-00026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Deanna | E | 0004-00029 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boulder | Helen | E | 0004-00004 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

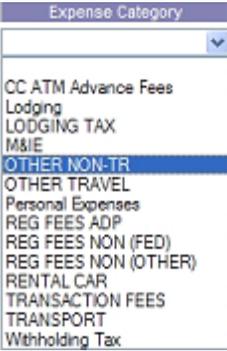
| Step | Action |
|------|---|
| 2d | <p>The <i>New Document</i> screen appears with your traveler's name and vendor number filled in.</p>  <p>➤ Click on the Document Type drop-down listing and select RECLAIM</p> <p>➤ Click the Create (<i>this Document</i>) button</p> |
| 3 | <p>The <i>Document Information</i> page appears with the <i>Document Information</i> tab highlighted and fields displaying the information contained in the TA.</p>  <p>Note: The preparer will need to know the information from the original voucher.</p> |

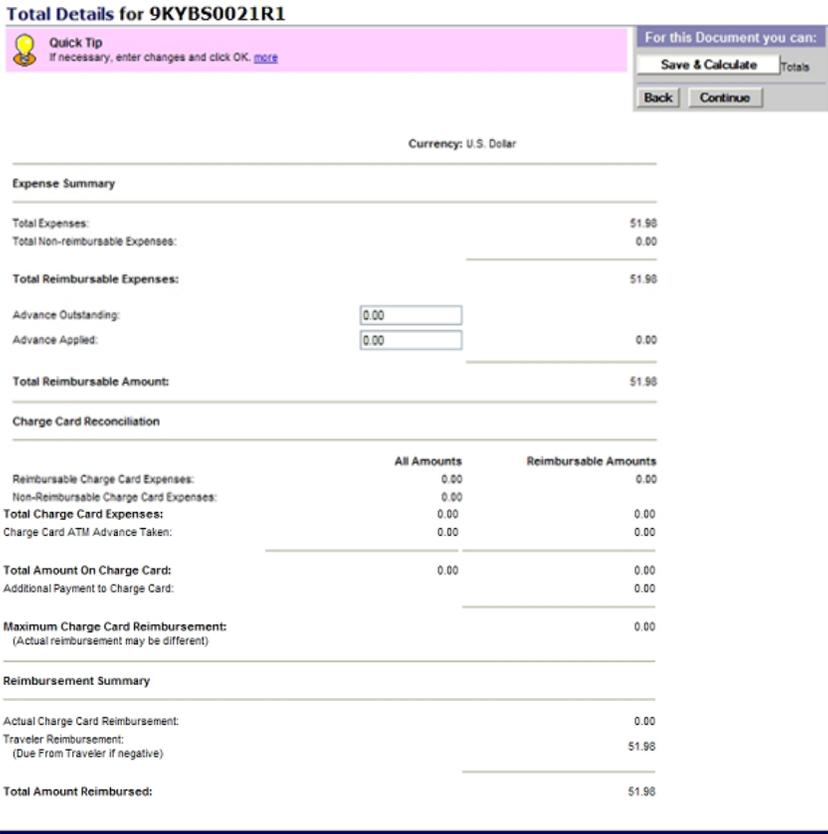
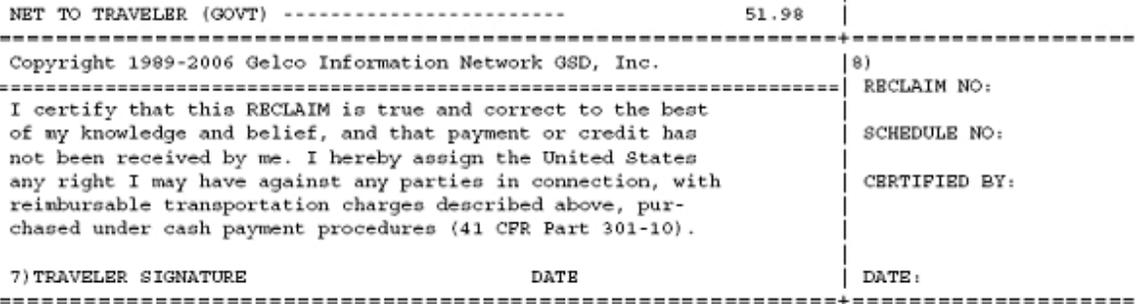
| Step | Action |
|------|--|
| 3a | <p>Enter the following information on the <i>Document Information</i> tab:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>(Exercise #2b)R1</i> ➤ TA# = <i>(Exercise #2b)</i> ➤ Type Code = <i>RECLAIM</i> ➤ Purpose Code = <i>3-TRAINING ATTENDANCE</i> ➤ Document Description = <i>reclaiming amounts excluded from initial voucher</i> <div data-bbox="289 569 1247 1060" style="border: 1px solid black; padding: 5px;"> <p>Document Information</p> <div style="background-color: #f0f0f0; padding: 2px; border: 1px solid #ccc;"> <p> Quick Tip Enter or edit the general document information. If this is a trip based document, click the Trip Information tab to edit/view the trip information. Authorizations Vouchers LocalVouchers</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p>For this Document you can:</p> <p><input type="button" value="Create"/> Document</p> <p><input type="button" value="Cancel"/></p> </div> <p>Traveler Name: Kyle Boulder</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> <p>Document Information Trip Information</p> </div> <p>Document Type <input checked="" type="radio"/> RECLAIM</p> <p>Document Name <input type="text" value="SKYBS0021R1"/></p> <p>Report Date <input type="text" value="10/02/2009"/> <input type="button" value="Calendar"/></p> <p>TA# <input type="text" value="SKYBS0021"/></p> <p><input type="checkbox"/> Sponsored Travel</p> <p>Currency <input type="text" value="U.S. Dollar"/></p> <p>Type Code <input type="text" value="RECLAIM"/></p> <p>Purpose Code <input type="text" value="3-TRAINING ATTENDANCE"/></p> <p>Document Description <input type="text" value="reclaiming amounts excluded from original voucher"/></p> <p>Document Default Accounting Code <input type="text"/></p> <p>Default Accounting Code Org <input type="text"/></p> </div> |

Note: The document name can not be exactly the same as the original voucher so R1 is added to show it is the first reclaim against that voucher number. The TA# field must contain the actual voucher number for the system to know it is a valid voucher.

| Step | Action |
|------|---|
| 3b | <p>Click on the <i>Trip Information</i> tab</p>  <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Begin Travel = 06/23/## ➤ Depart = RES ➤ End Travel = 06/26/## ➤ Return = RES ➤ Comments (if any) ➤ Click the Create (<i>Document</i>) button <p><i>Notes: The system will not pull up the Itinerary Location portion of the screen for a reclaim voucher.</i></p> <p><i>If any per diem information needs to be added as reclaim expense, the preparer will have to enter those expenses as “ad-hoc” ones.</i></p> |

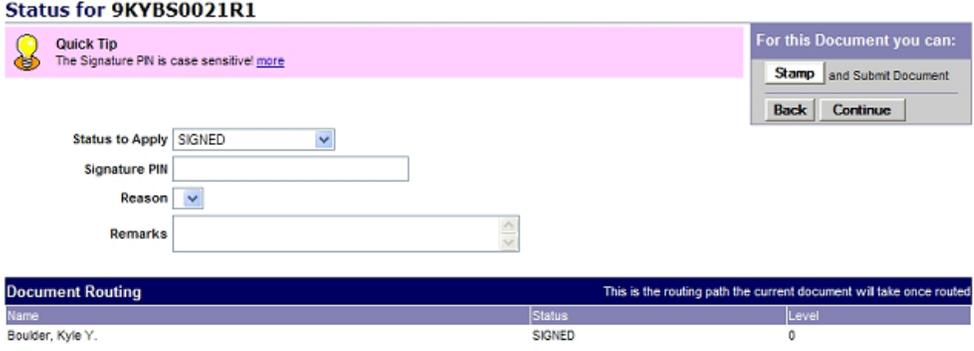
| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-------------------|------------|---------------------|------------------|----------|----------------|----------|---------|---------|--------|------|---------|------|---------------------|------------------|------|----------------|---------|--------------------------|--|--|------------|--|--|--|--|--|--------------------------|--|--|------------|--|--|--|--|--|--------------------------|--|--|------------|--|--|--|--|--|--------------------------|--|--|------------|--|--|--|--|--|--------------------------|--|--|------------|--|--|--|--|--|
| 4 | <p>The Document Information screen still appears but the Document Toolbar now has different options available. It will also show your Document Name & TA#.</p> <p>➤ Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen.</p> <div data-bbox="289 499 1284 1003" style="border: 1px solid black; padding: 5px;"> <p>Edit/Enter Expenses for Reclaim: 9KYBS0021R1</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Quick Tip Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> <p>Search Criteria</p> <p>Expense Category: (All Expenses) <input type="button" value="Search"/></p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <tr> <th>Delete</th> <th>Copy</th> <th>Itemize</th> <th>Date</th> <th>Expense Description</th> <th>Expense Category</th> <th>Cost</th> <th>Payment Method</th> <th>Copy Th</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2009</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="width: 35%; border: 1px solid gray; padding: 5px;"> <p>For this Page you can:</p> <p>Display Express Expense Screen</p> <p>Save Expense Changes</p> <p>Clear Changes</p> <p>Back Continue</p> </div> </div> </div> | Expense Entry | | Customize Display | | | | Add Rows | Prev 25 | Next 25 | Delete | Copy | Itemize | Date | Expense Description | Expense Category | Cost | Payment Method | Copy Th | <input type="checkbox"/> | | | 06/23/2009 | | | | | | <input type="checkbox"/> | | | 06/23/2009 | | | | | | <input type="checkbox"/> | | | 06/23/2009 | | | | | | <input type="checkbox"/> | | | 06/23/2009 | | | | | | <input type="checkbox"/> | | | 06/23/2009 | | | | | |
| Expense Entry | | Customize Display | | | | Add Rows | Prev 25 | Next 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delete | Copy | Itemize | Date | Expense Description | Expense Category | Cost | Payment Method | Copy Th | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | | 06/23/2009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | | 06/23/2009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | | 06/23/2009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | | 06/23/2009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | | | 06/23/2009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Note: The Enter/Edit Expenses screen will be blank with the default dates being for the beginning of the trip.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4a | <p>Enter the following information:</p> <p>6/23 Baggage Fee - \$15.00</p> <p>6/23 Internet Fee – \$10.99</p> <p>6/25 Internet Fee - \$10.99</p> <p>6/26 Baggage Fee - \$15.00</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Action |
|------|---|
| 4a1 | <p>Both the Baggage & Internet Fees are not found on the drop down listing. You must type them in, which is deemed “Ad-hoc”. Because these expenses are not contained in the list, the expense category field will not automatically be selected. These types of expenses could be considered Miscellaneous which falls under the Expense Category of OTHER-NON-TR. Select that expense category from the drop-down listing.</p>  <p>Click Save (<i>Expense Changes</i>) button when finished entering expenses.</p> <p><i>Notes: Within the Expense Description list, there is an expense for Excess Baggage. This expense is not the same as a baggage fee. The Excess Baggage expense should only be selected if the traveler has more than regular bags or heavier than allowed.</i></p> <p><i>The preparer should select the appropriate Expense Category – dependent upon the description of the expense.</i></p> |
| 5 | <p>Click on Accounting in the <i>Document Toolbar</i></p> <p>Validate the appropriate accounting has been added to the document</p> |

| Step | Action | | | | | | | | | | | | |
|------|---|----------------|------------------|-----------------------|--------------|-----------------------|--------|---|--------------|-------|---------|---------------------|-------|
| 6 | <p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p>  <table border="1" data-bbox="289 1186 1117 1249"> <thead> <tr> <th>Trip</th> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>OTHER NON-TR</td> <td>OTHER</td> <td>H-06-09</td> <td>General Travel FY09</td> <td>51.98</td> </tr> </tbody> </table> | Trip | Expense Category | Payment Method | Organization | Accounting Code Label | Amount | 1 | OTHER NON-TR | OTHER | H-06-09 | General Travel FY09 | 51.98 |
| Trip | Expense Category | Payment Method | Organization | Accounting Code Label | Amount | | | | | | | | |
| 1 | OTHER NON-TR | OTHER | H-06-09 | General Travel FY09 | 51.98 | | | | | | | | |
| 7 | <p>Click on Preview Document in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.</p> | | | | | | | | | | | | |
| 7a | <p>The traveler must still sign this paper copy because it is a voucher</p>  | | | | | | | | | | | | |

| Step | Action |
|------|---|
| 8 | Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen. Validate there are no errors. If there are errors, fix the errors and then re-run the Pre-Audit Validation again. |
| 9 | <p>Click on Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> page.</p> <p>If you are a group administrator and created the voucher this is what you will see:</p>  <p>The status to apply will say approved, this is because the TRAVELER must be the one who stamps the reclaim voucher SIGNED. You should now do the following steps:</p> <ul style="list-style-type: none"> ➤ Close out the document ➤ Contact the traveler and have them review the hard copy ➤ If the voucher is alright have the traveler sign the hard copy and stamp the electronic voucher signed |

| Step | Action | | | | | | |
|------------------|---|-------|--------|-------|------------------|--------|---|
| 9a | <p>If you are a traveler and have not created your voucher you will need to do the following:</p> <ul style="list-style-type: none"> ➤ Log into the system ➤ Go to your Review Queue ➤ Find the document to open and click on it ➤ Click on Document Status <div data-bbox="289 573 1230 913" style="border: 1px solid #ccc; padding: 5px;"> <p>Status for 9KYBS0021R1</p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Quick Tip The Signature PIN is case sensitive! more</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>For this Document you can:</p> <p>Stamp and Submit Document</p> <p>Back Continue</p> </div> </div> <div style="margin-top: 10px;"> <p>Status to Apply: <input type="text" value="SIGNED"/></p> <p>Signature PIN: <input type="text"/></p> <p>Reason: <input type="text"/></p> <p>Remarks: <input type="text"/></p> </div> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px;"> <p>Document Routing This is the routing path the current document will take once routed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Level</th> </tr> </thead> <tbody> <tr> <td>Boulder, Kyle Y.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> </div> </div> <ul style="list-style-type: none"> ➤ Enter your <i>Signature PIN</i> ➤ Enter your <i>Remarks</i> if any ➤ Click the Stamp (and Submit Document) button | Name | Status | Level | Boulder, Kyle Y. | SIGNED | 0 |
| Name | Status | Level | | | | | |
| Boulder, Kyle Y. | SIGNED | 0 | | | | | |

| Step | Action | | | | | | |
|------------------|---|-------|--------|-------|------------------|--------|---|
| <p>9b</p> | <p>If you are a traveler and did create your voucher you will do the following once on the Document Status screen:</p>  <p>Status for 9KYBS0021R1</p> <p>Quick Tip The Signature PIN is case sensitive! more</p> <p>For this Document you can: <input type="button" value="Stamp"/> and Submit Document <input type="button" value="Back"/> <input type="button" value="Continue"/></p> <p>Status to Apply: SIGNED Signature PIN: <input type="text"/> Reason: <input type="text"/> Remarks: <input type="text"/></p> <p>Document Routing This is the routing path the current document will take once routed</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Boulder, Kyle Y.</td> <td>SIGNED</td> <td>0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ➤ Enter your Signature PIN ➤ Enter your Remarks if any ➤ Click the <input type="button" value="Stamp"/> (<i>and Submit Document</i>) button <p>The Pre-Audit Results for Document # screen appears.</p> <ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the <input type="button" value="Continue"/> (<i>Stamping the Document</i>) button | Name | Status | Level | Boulder, Kyle Y. | SIGNED | 0 |
| Name | Status | Level | | | | | |
| Boulder, Kyle Y. | SIGNED | 0 | | | | | |
| <p>10</p> | <p>The Signature screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> ➤ Click the <input type="button" value="Accept"/> (<i>Signature Text</i>) button <p>The document will then be routed to the first level of the electronic approval process and you will be taken back to the Home screen where you will have a message that tells you the email(s) of the person/people that a message was sent.</p> | | | | | | |