

Exercise #3a: Travel Authorization (Copying TA/Adding ACCS)

- Objectives:**
- Create a new TA by copying an existing TA
 - Adding a new accounting code (ACCS)

Notes:

This exercise covers how to copy an existing TA with similar information from one TA to another, thereby eliminating repetitive document entry.

Copying an existing TA can also be used when you have multiple travelers going to the same location. This is done by creating one traveler's TA and copying the same information to another traveler. You will need to make sure to modify expenses based off the traveler, including departure information. To copy another traveler's document, you must have Group Administrative system access.

If copying an already approved/datalinked TA, make sure to clear out the comments area, as the CBA Obligation and PO numbers will be copied over. If this is not done, it may constitute additional fees and charges. You may also have to remove the accounting, as that copies over as well.

Use the TA# from Exercise 2a.

Instructions: Execute the following steps:

You have been asked to return to Chicago, IL to give training on Aug 4-5. You will have travel days on either side of the training. Your POV costs will include a person taking you to the airport and picking you up. You will copy from your previous TA that went to Chicago. Your authorization will need to include the following costs:

Estimated Expenses

\$253.00 = Round-trip air fare

\$23.01 = Transaction Fee

73 miles one way to airport using private vehicle (POV)

\$300 for Rental Car

\$65 for Rental Car Gas

\$30 for Parking

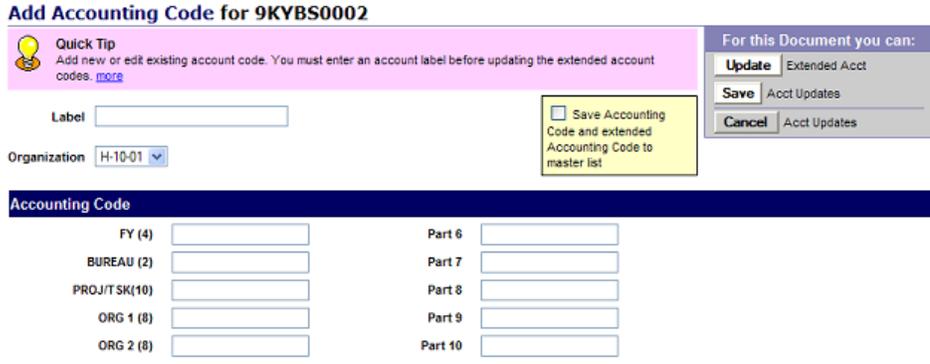
\$50 for Hotel Tax

Step	Action
1	From the Home screen: ➤ Click Open/Copy Document from the Document Toolbar

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2a	<p>The <i>Open/Copy Document</i> screen appears.</p> <p>For a traveler, they will only see their name listed and their documents to the right.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="289 426 703 720"> <p>Traveler Listing (Open/Copy Document)</p> <p> Quick Tip Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents. Open/CopyDoc DeleteDoc AmendDoc</p> <p>Enter Search Criteria</p> <p>Name (Last,First) <input type="text"/> <input type="button" value="Search"/></p> <p>Document Type <input type="text" value="ALL"/></p> <p>Traveler List Click on an entry to select it</p> <p>Search Results Prev 40 Next 40</p> <table border="1"> <thead> <tr> <th>Name</th> <th>VNum</th> </tr> </thead> <tbody> <tr> <td>Boulder, Kyle Y</td> <td>0004-00010</td> </tr> </tbody> </table> </div> <div data-bbox="740 426 1247 579"> <p>Document Search (Open/Copy Document)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: Kyle Boulder</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TA</td> <td>9KYBS0001</td> <td>06/23/09</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td> TV</td> <td>9KYBS0001</td> <td>06/23/09</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> </div> </div> <p>For a Group Administrator, they will see only those travelers that have documents; they will then need to click on the traveler name in order to see the documents to the right.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="289 873 703 1188"> <p>Traveler Listing (Open/Copy Document)</p> <p> Quick Tip Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents. Open/CopyDoc DeleteDoc AmendDoc</p> <p>Enter Search Criteria</p> <p>Name (Last,First) <input type="text"/> <input type="button" value="Search"/></p> <p>Document Type <input type="text" value="ALL"/></p> <p>Traveler List Click on an entry to select it</p> <p>Search Results Prev 40 Next 40</p> <table border="1"> <thead> <tr> <th>Name</th> <th>VNum</th> </tr> </thead> <tbody> <tr> <td>Boulder, Corey R</td> <td>0004-00019</td> </tr> <tr> <td>Boulder, Kyle Y</td> <td>0004-00010</td> </tr> </tbody> </table> </div> <div data-bbox="740 873 1247 1026"> <p>Document Search (Open/Copy Document)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: Corey Boulder</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> TA</td> <td>9CRBS0001</td> <td>06/23/09</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td> TA</td> <td>9CRBS0002</td> <td>06/23/09</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> </div> </div> <p>➤ Click the Copy icon of the travel authorization document you wish to copy</p>	Name	VNum	Boulder, Kyle Y	0004-00010	Type	Document Name	Dep Date	Status	In Use	TA	9KYBS0001	06/23/09	COMPLETED		TV	9KYBS0001	06/23/09	COMPLETED		Name	VNum	Boulder, Corey R	0004-00019	Boulder, Kyle Y	0004-00010	Type	Document Name	Dep Date	Status	In Use	TA	9CRBS0001	06/23/09	COMPLETED		TA	9CRBS0002	06/23/09	COMPLETED	
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Step	Action
<p>3</p>	<p>The <i>Copy Document</i> screen appears.</p>  <ul style="list-style-type: none"> ➤ Enter the <i>Vendor Number</i> or <i>Traveler Name</i> or you may use the Lookup  icon ➤ Tab to or Click in the Document Name field ➤ Change the <i>Document Name</i> to the next Log Number ➤ Enter the same Log Number in the <i>TA#</i> field ➤ Click Save (<i>Document</i>) button ➤ At the prompt “<i>Document was copied successfully</i>” click OK <p>The <i>Copy Document</i> screen will not change. This allows a group administrator to create multiple TAs for different travelers off one TA.</p> <ul style="list-style-type: none"> ➤ Click Open/Copy Document from the <i>Document Toolbar</i> <p>Note: When typing in a vendor number do not use the dash. After typing in the traveler information, do not press ENTER. It will take you to a blank screen and you will have to start the process over.</p>
<p>4</p>	<p>The <i>Open/Copy Document</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Click on the Open Document  icon of the document you just created
<p>5</p>	<p>The <i>Document Summary</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Click Document Information from the <i>Document Toolbar</i>

Step	Action
6	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying the previous TA's information, such the accounting that was associated to the other TA, dates, remarks, and comments.</p> <p>Make the following changes:</p> <ul style="list-style-type: none"> • Purpose Code = 1 – SITE VISIT • New Remarks (i.e. Giving Training) • Begin and End Travel Dates (i.e. Aug 3 – Aug 6) • Arrival and Departure Dates (i.e. Aug 3 – Aug 6) • Clear out comments and enter new ones • Check checkbox for “Replace all Lodging and M&IE” <p>➤ Click Save when finished updating the information.</p>
7	<p>Click on Expenses in the Document Toolbar to bring up the Edit/Enter Expenses screen with M&IE and Lodging costs already filled in with the correct dates based upon what was changed on the itinerary. The other expenses that were copied over from the previous TA will still have the old dates and expenses listed.</p>  <p>➤ Make the necessary updates to the expenses</p> <p>➤ Click Save when finished updating the information</p>

Step	Action
9	<p>The <i>Add Accounting for {document #}</i> screen appears.</p> 
9a	<p>The top part of the screen, allows the preparer to create a label name. The label name is limited to 30 characters and should not include any special characters.</p> <p>The checkbox at the top, allows the preparer to be able to save this accounting code to the ITM Organization’s Master List. If checked prior to saving, the ACCS will not only be available for this document, but also for future ones. If not checked prior to saving, the ACCS will only be available for the document.</p>
9b	<p>The <i>Accounting Code</i> area allows the preparer to enter the accounting code string. The fields in the left column have numbers next to the field names. This tells the preparer how many characters must be in that field. For best results, please enter your account information in capital letters.</p>
9c	<p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ LABEL = (Your Training Initials) Weather Code ➤ ORGANIZATION = Your Training Org (should not need to change) ➤ FY(4) = FY of trip dates ➤ BUREAU (2) = 14 ➤ PROJ/TSK (10) = GTRNTRVP00 ➤ ORG 1 (8) = 06020000 ➤ ORG 2 (8) = 00000000 ➤ Click the Save (Acct Updates) button <p>The <i>Available Accounting Code for {Document #}</i> screen will appear and the new code entered will show in the bottom portion of the screen. The radio button for default will need to be checked prior to leaving this screen.</p> <p>Note: Clicking the update button rather than the save will take you to another screen and you will have to click the Accounting in the Document Toolbar to get you back to where you can see the accounting for your document.</p>

Step	Action
10	<ul style="list-style-type: none">➤ Check the totals➤ Preview the document➤ Do Pre-Audit Results➤ Stamp the document SIGNED <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none">➤ Verify the document status is PASS➤ Click the Continue (<i>Stamping the Document</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 <i>Home</i> screen where a message toward the bottom stating and email has been sent to “email address”.</p>