

### **Exercise #3c: Create Travel Voucher from Existing Travel Authorization/Re-Allocate ACCS**

- Objectives:**
- Create a Travel Voucher from an Existing Travel Authorization
  - Add an additional expense to TV that was not on the TA
  - Re-Allocate ACCS

**Notes:** *Anytime a TV is created from a TA that had allocation associated with it and there is a change to the TV from the TA, a re-allocation of the accounting will need to be done.*

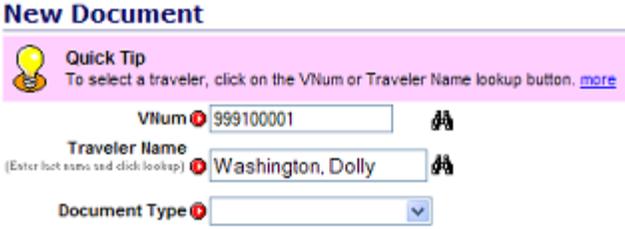
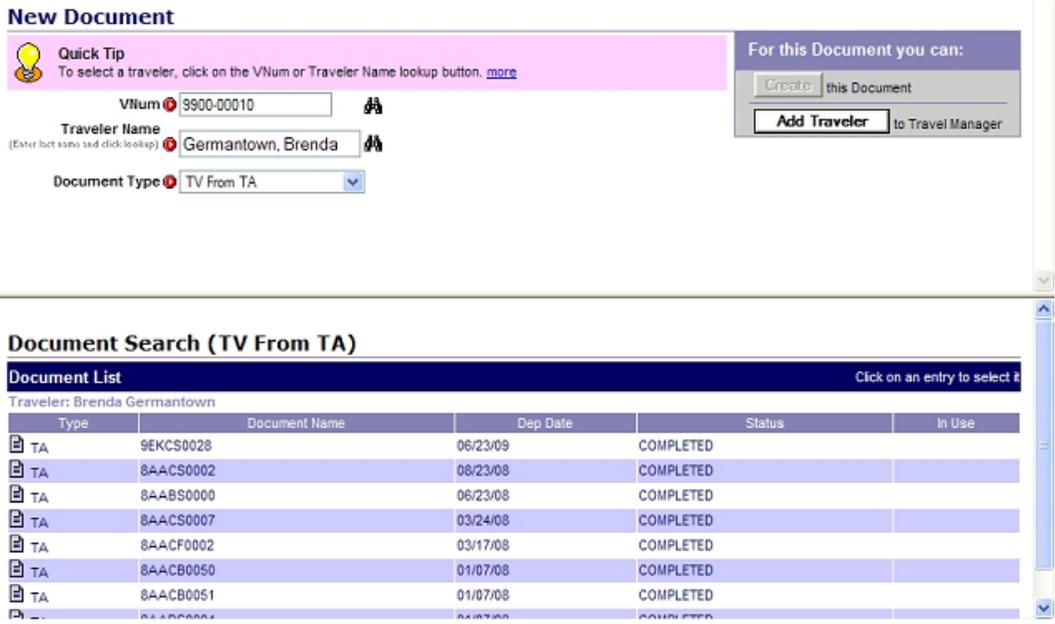
**Instructions:** Execute the following steps:

You have just returned travel from Chicago, IL. You need to create a travel voucher from the existing travel authorization. You left your residence on August 3<sup>rd</sup> and came back on August 6<sup>th</sup>. A family member dropped you off and picked you up from the airport. Your costs included the following:

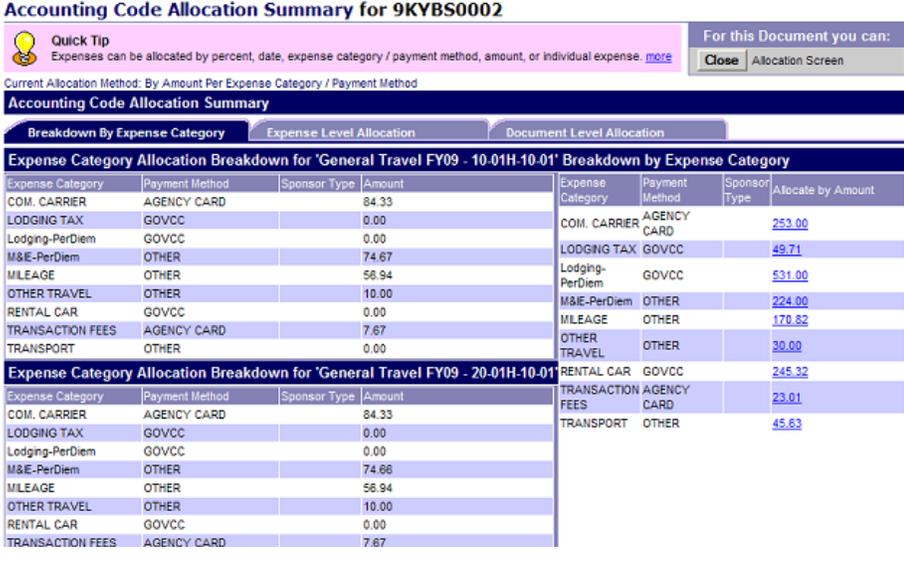
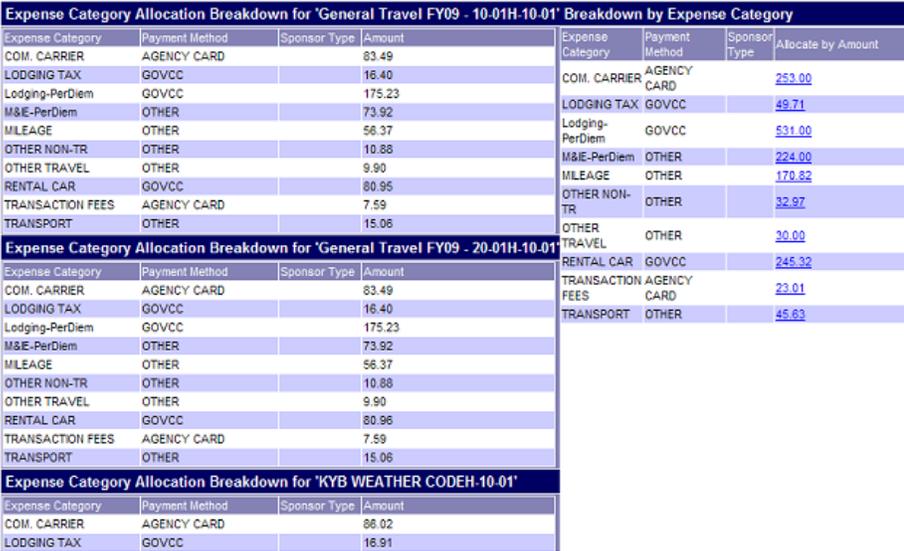
E-Ticket #E7SEP02LTY3S652 issued Aug 1<sup>st</sup> for \$253.00  
Transaction Fee \$23.01

Hotel - \$177/night  
Hotel Tax - \$16.57/night  
POV – 73 miles one way to airport  
Parking - \$10/night  
Rental Car - \$245.32  
Gas - \$45.63  
Internet Fee - \$10.99/night

Step	Action
1	From the <b>Home</b> screen:  ➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b>

Step	Action
2a	<p>The <i>New Document</i> screen appears.</p> <p>For a <b>Traveler</b>, the information for the Vendor Number and Traveler name will automatically fill in. However, you will want to select yourself again using the Lookup icon  for the TAs to show up properly.</p>  <p>➤ Click on the <b>Document Type</b> drop-down listing and select <i>TV from TA</i></p> <p>➤ Click the <b>Create</b> (<i>this Document</i>) button</p>
2b	<p>The screen will split and at the bottom all DATALINKED authorizations will appear to select from.</p>  <p>➤ Click the <b>Open</b>  icon of the authorization going to create the voucher (i.e. Exercise #3a's number)</p>

Step	Action
3	<p>The <b>Document Information</b> screen appears with the <b>Document Information</b> tab highlighted and fields displaying what had been entered on the authorization.</p> <ul style="list-style-type: none"> <li>➤ Verify all information is correct and make changes where necessary</li> <li>➤ Click the <b>Trip Information</b> tab</li> <li>➤ Verify all information is correct and make changes where necessary</li> <li>➤ Click the <b>Create</b> button</li> </ul> <p>The <b>Document Information</b> screen still appears but the <b>Document Toolbar</b> now has different options available. It will also show your Document Name &amp; TA#.</p>
4	<p>Click on <b>Expenses</b> in the <b>Document Toolbar</b> to bring up the <b>Edit/Enter Expenses</b> screen with the expenses and costs that were entered on the authorization</p>
4a	<p>Enter/Modify the following expenses on the <b>Expense</b> screen.</p> <p>E-Ticket # E7SEP02LTY3S652 issued Aug 1<sup>st</sup> for \$253.00  Transaction Fee \$23.01  Hotel - \$177/night  Hotel Tax - \$16.57/night  POV – 73 miles one way to airport  Parking - \$10/night  Rental Car - \$245.32  Gas - \$45.63  Internet Fee - \$10.99/night</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</li> </ul>
5	<p>Click on <b>Accounting</b> in the <b>Document Toolbar</b> to open up the <b>Available Accounting Code</b> screen.</p> <ul style="list-style-type: none"> <li>➤ Verify the accounting codes are still there</li> <li>➤ Click on <b>Allocate</b></li> </ul>

Step	Action
6	<p>The <i>Accounting Code Allocation Summary</i> screen appears.</p>  <p>Verify that all amounts are allocated, if they are not, reallocate the costs.</p> <p><i>Note: Depending upon the type of allocation that was done on the authorization, changes to the location and/or expenses may result in the allocation being distributed incorrectly or expenses not being associated to an ACSS.</i></p>
6a	<p>For this exercise, you'll notice that we have some zero amounts. We'll need to reallocate our expenses. Depending on what expenses were added, a re-allocation may need to be done on the authorization rather than the voucher. For training, we will just reallocate the zero costs the same way we did on the authorization (by amount).</p> 

Step	Action
7	Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen.
8	Click on <b>Preview Document</b> in the <i>Document Toolbar</i> to have a new window open with the print preview of your travel document.
9	Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.
10	<p>Click on <b>Document Status</b> in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p> <ul style="list-style-type: none"> <li>➤ Enter your <i>Signature PIN</i></li> <li>➤ Enter your <i>Remarks</i> if any</li> <li>➤ Click the <b>Stamp</b> (<i>and Submit Document</i>) button</li> </ul> <p><b>Note:</b> <i>Reminder Group Administrators are not allowed to stamp the voucher SIGNED. The Traveler has to be the one stamping the voucher SIGNED to initiate the electronic routing.</i></p>
11	<p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Verify the document status is PASS</li> <li>➤ Click the <b>Continue</b> (<i>Stamping the Document</i>) button</li> </ul> <p>The <i>Signature</i> screen appears with a statement that should be read.</p> <ul style="list-style-type: none"> <li>➤ Click the <b>Accept</b> (<i>Signature Text</i>) button</li> </ul> <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 you will have a message that tells you the email(s) of the person/people that a message was sent.</p>