Exercise #8a: Travel Authorization (Registration Fee-Includes Lodging/Meals)

Objectives:
- Create a travel authorization and indicate lodging and meals are included
- Understand the Conference Screen

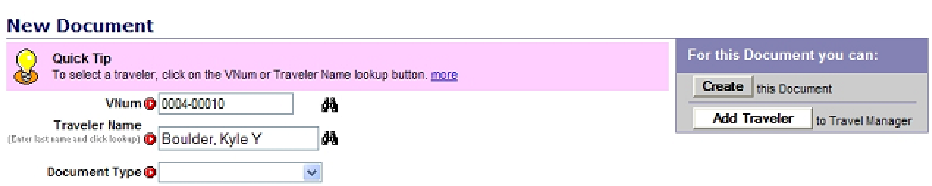
Notes: *This exercise covers how to create an authorization when lodging and/or meals are prepaid or provided as part of a registration or seminar fee.*

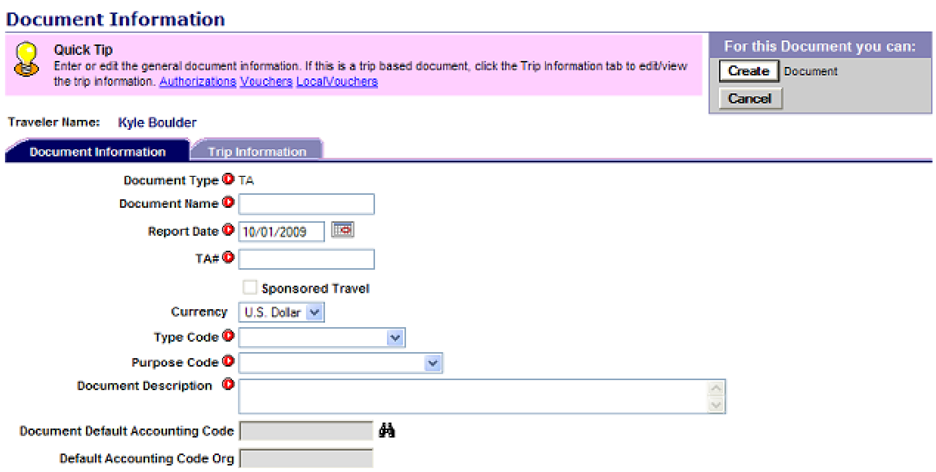
The lodging estimate must be reduced by the amount of prepaid lodging costs and/or the M&IE estimate must be reduced by the amount for meals provided.

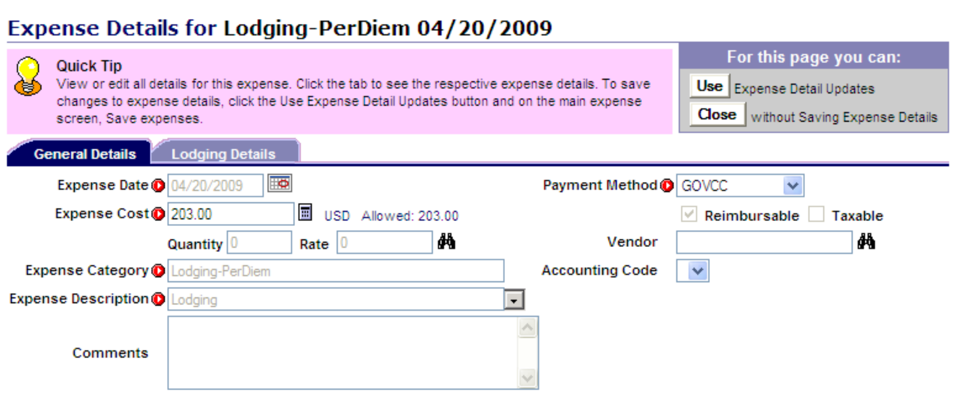
Instructions: Execute the following steps:

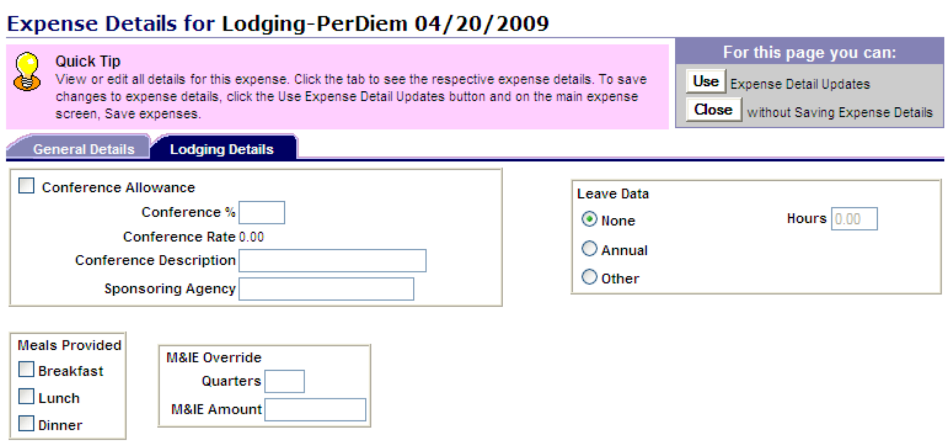
You are going to a software conference in Boston, MA on April 21st and 22nd. You pay a registration fee using the office purchase card. This fee includes lodging for all 3 nights, breakfast and lunch for the two days of the conference and the conference fee.

Estimated Expenses
$415.00 = Round-trip air fare
$23.01 = Transaction Fee
$75 = Taxi Fare
$50 = Miscellaneous

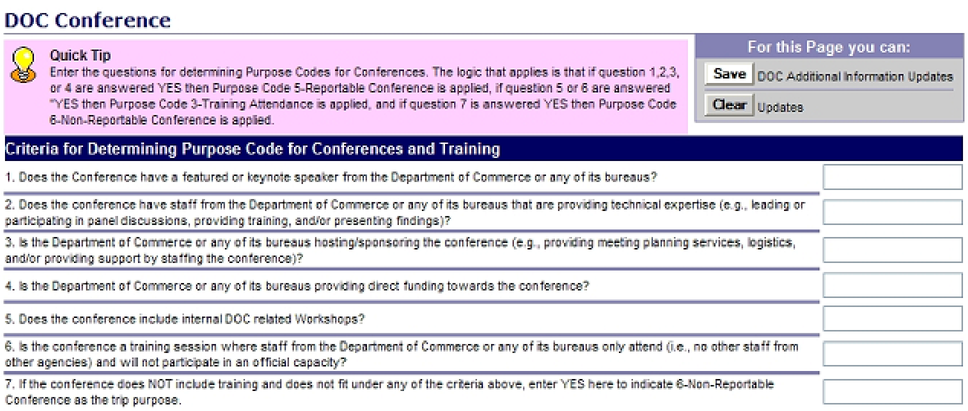
Step	Action
1	From the ***Home*** screen: ➢ Click Create New Document from the ***Document Toolbar***
2	The ***New Document*** screen appears. For a **Traveler**, the information for the Vendor Number and Traveler name will automatically fill in.  ➢ Click on the **Document Type** drop-down listing and select ***TA*** ➢ Click the Create *(this Document)* button

Step	Action
3	The ***Document Information*** screen appears with the ***Document Information*** tab highlighted and fields displaying.  Enter the following information: ➢ **Document Name** = ***Same as TA#*** ➢ **TA#** = ***Use the next available one listed on your sheet*** ➢ **Type Code** = ***1-SINGLE-DOMESTIC*** ➢ **Purpose Code** = ***6-NON-REPORTABLE CONFERENCE*** ➢ **Document Description** = ***Attending Oracle Software Conference, Boston, MA***
3a	Click on the ***Trip Information*** tab. If you click the ***Create*** button prior to clicking the tab you will receive an error message, click **OK** and it will take you to this tab. Enter the following information in the top part of the screen: ➢ **Begin Travel** = ***4/20//##*** ➢ **Depart** = ***RES*** ➢ **End Travel** = ***4/23//##*** ➢ **Return** = ***RES*** ➢ **Comments =** ***Registration Fee paid with Purchase card pays for lodging, breakfast and lunch.***

Step	Action
3b	The values selected in the Begin & End Travel dates will automatically populate in the ***Itinerary Location*** area. These dates must be filled in prior to filing in the *Itinerary Location* field. ➢ Lookup or Enter the location (i.e. Boston, MA) ➢ Click the Create *(Document)* button The ***Document Information*** screen still appears but the ***Document Toolbar*** now has different options available. It will also show your Document Name & TA#. ➢ Click on Expenses in the ***Document Toolbar*** to bring up the ***Edit/Enter Expenses*** screen.
4	Enter the following information on the ***Edit/Enter Expenses*** screen: Airline Flight $415.00 (Class = Y) TMC Transaction Fee $23.01 Taxi $75.00 Miscellaneous $50.00 ➢ Click the Save *(Expense Changes)* button when completed
5a	To enter the actual lodging cost information, click on the **Show Expense Details** icon on the first line of lodging expenses. This will bring up a new window. ➢ Enter ***0*** in the **Expense Cost** field ➢ Click Use *(Expense Detail Updates)* 

Step	Action
5b	Go to the next lodging cost information and click on the **Show Expense Details** icon. In the new window do the following: ➢ Enter ***0*** in the **Expense Cost** field ➢ Click the ***Lodging Details*** tab ➢ Click the ***Breakfast*** checkbox ➢ Click the ***Lunch*** checkbox ➢ Click Use *(Expense Detail Updates)* 
5c	On the ***Enter/Edit Expenses*** page scroll to the right and in the same line you just added the expense ➢ Enter ***4/22/##*** in the **Copy Through** field ➢ Click the Save *(Expense Changes)* button when completed
	Note: *Upon saving your data, your lodging amount should be zero and your M&IE amounts should be reduced.*

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>6</td><td>Click on DOC Conference in the Document Toolbar to open up the DOC Conference screen.


</td></tr>
<tr><td>6a</td><td>Enter the following:

7. YES

➢ Click Save (DOC Additional Information Updates)</td></tr>
<tr><td>7</td><td>Click on Accounting in the Document Toolbar to open up the Available Accounting Code screen.

➢ Verify there is current FY accounting code
➢ If there is not, click on one from your master list</td></tr>
<tr><td>8</td><td>Click on Totals in the Document Toolbar to open up the Total Details screen

➢ Verify the totals</td></tr>
<tr><td>9</td><td>Click on Preview Document in the Document Toolbar to have a new window open with the print preview of your travel document.</td></tr>
<tr><td>10</td><td>Click on Perform Pre-Audits in the Document Toolbar to open up the Pre-Audit Results screen.

➢ Verify the document now has a status of PASS</td></tr>
</table>

Step	Action
11	➢ Stamp the document SIGNED The ***Pre-Audit Results for Document #*** screen appears. ➢ Verify the document status is PASS ➢ Click the Continue *(Stamping the Document)* button 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 a message toward the bottom stating and email has been sent to "email address".
Note: *For <u>TRAINING PURPOSES ONLY</u> – the routing/approval/DATALINK process can not be completed in the training environment. To be able to create a voucher from authorization in the training environment, the status must be set to "Complete."*	
12a	From the ***Home*** screen click on the **Open Document** icon which will take you to the ***Open Document Signature*** screen. ➢ Enter your ***Signature PIN*** ➢ Click the Sign *(to Review Document)* button
12b	The ***Document Summary*** screen appears. ➢ Click Document Status in the ***Document Toolbar*** to open up the ***Status*** screen.
12c	The ***Status*** screen appears. ➢ Change the status to **Completed** ➢ Enter your ***Signature PIN*** ➢ Enter your ***Remarks*** ➢ Check the checkbox ***Stamp Without Adjustment*** ➢ Click the Stamp *(and Submit Document)* button The ***Pre-Audit Results for Document #*** screen appears. ➢ Verify the document status is PASS ➢ Click the Continue *(Stamping the Document)* button You will be taken back to the ***Home*** screen.

Step	Action
	Notes: *A preparer in PRODUCTION should* *NOT* *set any authorization with the status of completed. This step is only for training purposes.* *A preparer should only open the document up using their Signature PIN is if they are doing an adjustment or amendment. Otherwise the preparer should only use the GET button. That will bring the document up in VIEW ONLY mode.*