

Exercise #9b: Amendment to Travel Authorization (Remove Foreign Location)

Objectives: • Amend a Travel Authorization

Notes:

If a foreign location is on the original authorization and that part of the trip changes, the authorization will need to be amended to remove the foreign location due to the object classes being used for domestic and foreign travel. This amendment needs to be done prior to voucher being created.

Instructions: Execute the following steps:

The trip to Toronto, Canada has been canceled. An amendment will need to be done to the authorization to remove the foreign location and any costs associated with that part of the trip.

Step	Action
1	From the Home screen: ➤ Click Amend Document from the Document Toolbar
2	The Traveler Listing/Document Search (Amendment) screen will appear. Travelers will only see their information and this screen will only show those documents that have the status of DATALINKED. Group Administrator will see only those travelers in their group whom have DATALINKED documents. The Group Administrator will need to click the travelers name in order to see their documents. ➤ Click the Amend  icon of the document you wish to amend (use Exercise 9a#) <i>Notes: For Training Purposes the status will say COMPLETED, not DATALINKED.</i>
3	The Amendment screen appears. ➤ Enter Foreign Part of Trip was canceled in the Comments field ➤ Enter Signature PIN ➤ Click Create (New Amendment) button

Step	Action
4	<p>The <i>Document Information</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Document Description = <i>Site Visit to Buffalo, NY</i> ➤ Click Create (<i>Document</i>) button ➤ Click on the <i>Trip Information</i> tab ➤ Delete the 2nd Location = <i>Toronto, CAN</i> by checking the checkbox ➤ Click OK ➤ Click on the <i>Trip Information</i> tab ➤ End Travel = <i>6/4/##</i> ➤ Click the Save (<i>Changes to Document Information</i>)
5	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> <p>Modify the following information:</p> <p>Airline Flight Traveler \$450.00 (Class = Y) TMC Transaction Fee \$23.01</p> <ul style="list-style-type: none"> ➤ Click the Save (<i>Expense Changes</i>) button when completed
6	<p>Click on Accounting in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <ul style="list-style-type: none"> ➤ Verify there is current FY accounting code ➤ If there is not, click on one from your master list
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen</p> <ul style="list-style-type: none"> ➤ Verify the totals
8	<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>
9	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p> <ul style="list-style-type: none"> ➤ Verify the document now has a status of PASS

Step	Action
10	<p>➤ Stamp the document SIGNED</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the Continue (<i>Stamping the Document</i>) button</p> <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>
<p><i>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.”</i></p>	
11a	<p>From the <i>Home</i> screen click on the Open Document  icon which will take you to the <i>Open Document Signature</i> screen.</p> <p>➤ Click on <i>Amendment</i></p> <p>➤ Enter your <i>Signature PIN</i></p> <p>➤ Click the Sign (<i>to Review Document</i>) button</p>
11b	<p>The <i>Document Summary</i> screen appears.</p> <p>➤ Click Document Status in the <i>Document Toolbar</i> to open up the <i>Status</i> screen.</p>
11c	<p>The <i>Status</i> screen appears.</p> <p>➤ Change the status to Completed</p> <p>➤ Enter your <i>Signature PIN</i></p> <p>➤ Enter your <i>Remarks</i></p> <p>➤ Click the Stamp (<i>and Submit Document</i>) button</p> <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <p>➤ Verify the document status is PASS</p> <p>➤ Click the Continue (<i>Stamping the Document</i>) button</p> <p>You will be taken back to the <i>Home</i> screen.</p>

Step	Action
	<p><i>Notes: A preparer in PRODUCTION should <u>NOT</u> set any authorization with the status of completed. This step is only for training purposes.</i></p> <p><i>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.</i></p>