

SAF (Creating TA that crosses Fiscal Years)

Objectives:

- Create a Travel Authorization that crosses Fiscal Years.

Notes:

The Subject to Available Funds (SAF) process was implemented to allow preparers the ability to create, during the current Fiscal Year, authorizations for trips where any or all dates fall under the New Fiscal Year.

Preparers need to make sure that the expenses are being allocated to the proper accounting code for the fiscal year in which the expense is actually charged.

*For all travel that goes into the new FY, the following statement must be in the comments section of the document: **APPROVAL OF TRAVEL SCHEDULED TO BE ACCOMPLISHED ON OR AFTER OCTOBER 1, 20## IS CONTINGENT UPON APPROVAL OF FY## FUNDS.** This comment can be automatically entered in the comments area by clicking on the Preset button.*

Instructions: Execute the following steps:

You have been asked to do a training session in Dallas, TX from September 26th through October 2nd. This trip spans the current Fiscal Year and the new Fiscal Year. You will need to make sure your expenses have been allocated to the correct Fiscal Year funding. Your authorization will need to include the following costs:

Estimated Expenses

\$538.00 = Round-trip air fare

\$23.79 = Transaction Fee

\$100 = Taxi Fare

\$400 = Rental Car

\$65 = Gas

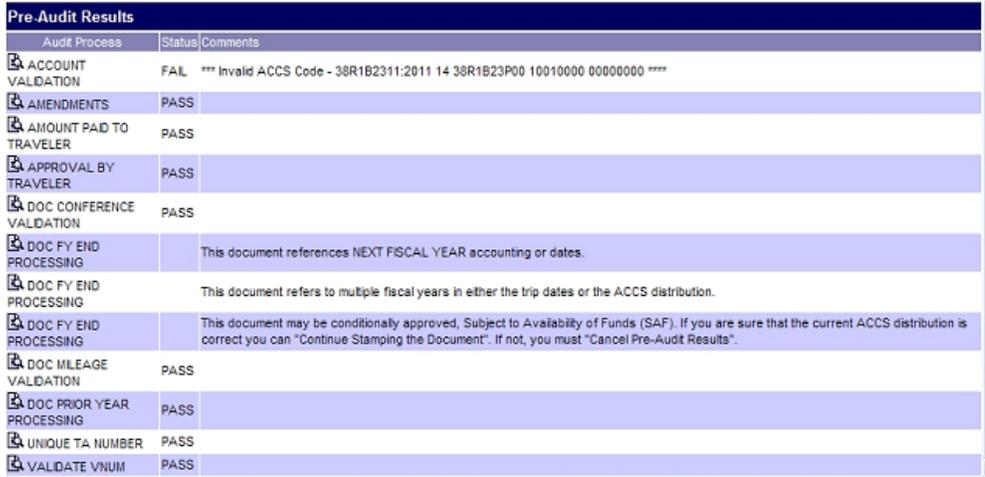
Step	Action
1	From the Home screen: ➤ Click Create New Document from the Document Toolbar

Step	Action
2	<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.</p> <ul style="list-style-type: none"> ➤ Click on the Document Type drop-down listing and select TA ➤ Click the Create (<i>this Document</i>) button
3	<p>The <i>Document Information</i> screen appears with the <i>Document Information</i> tab highlighted and fields displaying.</p> <p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ Document Name = <i>Same as TA#</i> ➤ TA# = <i>Use the next available one listed on your sheet</i> ➤ Type Code = <i>1-SINGLE-DOMESTIC</i> ➤ Purpose Code = <i>1-SITE VISIT</i> ➤ Document Description = <i>Giving Training in Dallas, TX</i>
4a	<p>Click on the <i>Trip Information</i> tab. If you click the <i>Create</i> button prior to clicking the tab you will receive an error message, click OK and it will take you to this tab.</p> <p>Enter the following information in the top part of the screen:</p> <ul style="list-style-type: none"> ➤ Begin Travel = <i>9/26/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>10/2/##</i> ➤ Return = <i>RES</i> ➤ Comments = <i>{Click on the Preset button}</i>
4b	<p>The values selected in the Begin & End Travel dates will automatically populate in the <i>Itinerary Location</i> area. These dates must be filled in prior to filing in the <i>Itinerary Location</i> field.</p> <ul style="list-style-type: none"> ➤ Lookup or Enter the location (i.e. Dallas, TX) ➤ Click the Create (<i>Document</i>) button <p>The <i>Document Information</i> screen still appears but the <i>Document Toolbar</i> now has different options available. It will also show your Document Name & TA#.</p> <ul style="list-style-type: none"> ➤ Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.

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5	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <p>Airline Flight Traveler \$538.00 (Class = Y) TMC Transaction Fee \$23.79 Taxi \$50.00 Taxi \$50.00 (Date 10/2/##) Rental Car \$400.00 (Date 10/2/##) Gas \$65.00 (Date 10/2/##)</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <table border="1" data-bbox="289 680 1263 1220"> <thead> <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> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>09/27/2010</td> <td>Airline Flight</td> <td>COM. 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It suggested splitting that cost out by the dates to make it easier to allocate.</i></p>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			09/27/2010	Airline Flight	COM. 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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 ➤ Verify there is a new FY accounting code ➤ If there is not, click on one from your master list ➤ Click on <i>Allocate</i> 																																																																																																																																																								

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6a	<p>The <i>Accounting Code Allocation Summary</i> screen appears.</p> <p>Accounting Code Allocation Summary for 9KYBS0028</p> <div style="border: 1px solid gray; padding: 5px;"> <p> Quick Tip Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. more</p> <p style="text-align: right;">For this Document you can: Close Allocation Screen</p> </div> <p>Current Allocation Method: By Individual Expenses</p> <p>Accounting Code Allocation Summary</p> <p style="text-align: center;"> Breakdown By Expense Category Expense Level Allocation Document Level Allocation </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Expense Category Allocation Breakdown for '38R1B23 10H-10-01'</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>COM. CARRIER</td><td>AGENCY CARD</td><td></td><td>538.00</td></tr> <tr><td>Lodging-PerDiem</td><td>GOVCC</td><td></td><td>575.00</td></tr> <tr><td>M&E-PerDiem</td><td>OTHER</td><td></td><td>324.50</td></tr> <tr><td>RENTAL CAR</td><td>GOVCC</td><td></td><td>400.00</td></tr> <tr><td>TRANSACTION FEES</td><td>AGENCY CARD</td><td></td><td>23.79</td></tr> <tr><td>Transport</td><td>OTHER</td><td></td><td>165.00</td></tr> </tbody> </table> </div> <div style="width: 48%;"> <p>Breakdown by Expense Category</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Allocate by Amount</th> </tr> </thead> <tbody> <tr><td>COM. CARRIER</td><td>AGENCY CARD</td><td></td><td style="text-decoration: underline;">538.00</td></tr> <tr><td>Lodging-PerDiem</td><td>GOVCC</td><td></td><td style="text-decoration: underline;">575.00</td></tr> <tr><td>M&E-PerDiem</td><td>OTHER</td><td></td><td style="text-decoration: underline;">324.50</td></tr> <tr><td>RENTAL CAR</td><td>GOVCC</td><td></td><td style="text-decoration: underline;">400.00</td></tr> <tr><td>TRANSACTION FEES</td><td>AGENCY CARD</td><td></td><td style="text-decoration: underline;">23.79</td></tr> <tr><td>Transport</td><td>OTHER</td><td></td><td style="text-decoration: underline;">165.00</td></tr> </tbody> </table> </div> </div> <p>Expense Category Allocation Breakdown for '38R1B2311H-10-01'</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>COM. CARRIER</td><td>AGENCY CARD</td><td></td><td>0.00</td></tr> <tr><td>Lodging-PerDiem</td><td>GOVCC</td><td></td><td>0.00</td></tr> <tr><td>M&E-PerDiem</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>RENTAL CAR</td><td>GOVCC</td><td></td><td>0.00</td></tr> <tr><td>TRANSACTION FEES</td><td>AGENCY CARD</td><td></td><td>0.00</td></tr> <tr><td>Transport</td><td>OTHER</td><td></td><td>0.00</td></tr> </tbody> </table>	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		538.00	Lodging-PerDiem	GOVCC		575.00	M&E-PerDiem	OTHER		324.50	RENTAL CAR	GOVCC		400.00	TRANSACTION FEES	AGENCY CARD		23.79	Transport	OTHER		165.00	Expense Category	Payment Method	Sponsor Type	Allocate by Amount	COM. CARRIER	AGENCY CARD		538.00	Lodging-PerDiem	GOVCC		575.00	M&E-PerDiem	OTHER		324.50	RENTAL CAR	GOVCC		400.00	TRANSACTION FEES	AGENCY CARD		23.79	Transport	OTHER		165.00	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	Lodging-PerDiem	GOVCC		0.00	M&E-PerDiem	OTHER		0.00	RENTAL CAR	GOVCC		0.00	TRANSACTION FEES	AGENCY CARD		0.00	Transport	OTHER		0.00
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8b	<p>You will also now see “Blank” statuses which are also warnings. Depending upon the type of SAF document (crossing FYs versus only new FY) the messages will vary. All these warnings are doing is giving you a heads up that there are costs, codes, or dates that span or go into the new FY. It will not stop you from stamping your document.</p>
9	<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>