

### ***SAF (Creating TA in current Fiscal Year but trip in New Fiscal Year)***

- Objectives:**
- Create a Travel Authorization in the current fiscal year but trip is in the new fiscal year.

**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 Miami, FL from October 13-14. Even though this trip is in the new FY, you create your authorization in the current FY. Normally the per diem rates are not updated until after October 1<sup>st</sup>. Depending upon the difference between the old FY and the new FY rates, you may have to go back and amend the authorization. Your authorization will need to include the following costs:

#### **Estimated Expenses**

\$250.00 = Round-trip air fare

\$23.79 = Transaction Fee

\$100 = Taxi Fare

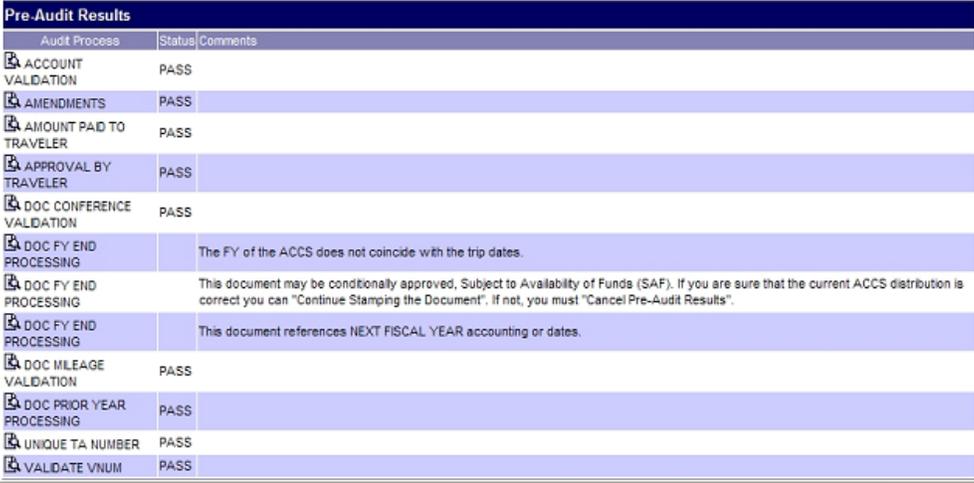
\$500 = Rental Car

\$65 = Gas

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

Step	Action
2	<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.</p> <ul style="list-style-type: none"> <li>➤ Click on the <b>Document Type</b> drop-down listing and select <b>TA</b></li> <li>➤ Click the <b>Create</b> (<i>this Document</i>) button</li> </ul>
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"> <li>➤ <b>Document Name</b> = <i>Same as TA#</i></li> <li>➤ <b>TA#</b> = <i>Use the next available one listed on your sheet</i></li> <li>➤ <b>Type Code</b> = <i>1-SINGLE-DOMESTIC</i></li> <li>➤ <b>Purpose Code</b> = <i>1-SITE VISIT</i></li> <li>➤ <b>Document Description</b> = <i>Giving Training in Miami, FL</i></li> </ul>
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 <b>OK</b> 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"> <li>➤ <b>Begin Travel</b> = <i>10/12/##</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>10/15/##</i></li> <li>➤ <b>Return</b> = <i>RES</i></li> <li>➤ <b>Comments</b> = <i>{Click on the Preset button}</i></li> </ul>
4b	<p>The values selected in the Begin &amp; 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"> <li>➤ Lookup or Enter the location (i.e. Miami, FL)</li> <li>➤ Click the <b>Create</b> (<i>Document</i>) button</li> </ul> <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 &amp; TA#.</p> <ul style="list-style-type: none"> <li>➤ Click on <b>Expenses</b> in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</li> </ul>

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5	<p>Enter the following information on the <i>Edit/Enter Expenses</i> screen:</p> <p>Airline Flight Traveler      \$250.00 (Class = Y)                      TMC Transaction Fee      \$23.79                      Taxi      \$100.00                      Rental Car      \$500.00                      Gas      \$65.00</p> <p>➤ Click the <b>Save</b> (<i>Expense Changes</i>) button when completed</p>  <table border="1" data-bbox="289 646 1263 1087"> <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>10/12/2010</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>250.00</td> <td>AGENCY CAR</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/12/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>149.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/12/2010</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>44.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/12/2010</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>500.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/12/2010</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.79</td> <td>AGENCY CAR</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/12/2010</td> <td>Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>65.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/12/2010</td> <td>Taxi</td> <td>Transport</td> <td>100.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/13/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>149.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/13/2010</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>59.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/14/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>149.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/14/2010</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>59.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/15/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/15/2010</td> <td>M&amp;IE</td> <td>M&amp;IE-PerDiem</td> <td>44.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>10/12/2010</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			10/12/2010	Airline Flight	COM. CARRIER	250.00	AGENCY CAR	<input type="checkbox"/>			10/12/2010	Lodging	Lodging-PerDiem	149.00	GOVCC	<input type="checkbox"/>			10/12/2010	M&IE	M&IE-PerDiem	44.25	OTHER	<input type="checkbox"/>			10/12/2010	Rental Car	RENTAL CAR	500.00	GOVCC	<input type="checkbox"/>			10/12/2010	TMC Transaction Fees	TRANSACTION FEES	23.79	AGENCY CAR	<input type="checkbox"/>			10/12/2010	Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER	<input type="checkbox"/>			10/12/2010	Taxi	Transport	100.00	OTHER	<input type="checkbox"/>			10/13/2010	Lodging	Lodging-PerDiem	149.00	GOVCC	<input type="checkbox"/>			10/13/2010	M&IE	M&IE-PerDiem	59.00	OTHER	<input type="checkbox"/>			10/14/2010	Lodging	Lodging-PerDiem	149.00	GOVCC	<input type="checkbox"/>			10/14/2010	M&IE	M&IE-PerDiem	59.00	OTHER	<input type="checkbox"/>			10/15/2010	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			10/15/2010	M&IE	M&IE-PerDiem	44.25	OTHER	<input type="checkbox"/>			10/12/2010				
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6	<p>Click on <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <ul style="list-style-type: none"> <li>➤ Delete the current FY accounting code</li> <li>➤ Verify there is a new FY accounting code</li> <li>➤ If there is not, click on one from your master list</li> </ul> <p><i>Note: You would only have to have a current FY and allocate, if any expenses (like the ticket and fee) was charged in the current FY. If it won't be charged until the new FY, just make sure you have a new FY accounting associated to the document.</i></p>																																																																																																																								
7	<p>Click on <b>Totals</b> in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen</p> <ul style="list-style-type: none"> <li>➤ Verify the totals</li> </ul>																																																																																																																								

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8	<p>Click on <b>Perform Pre-Audits</b> in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p>  <table border="1" data-bbox="289 386 1263 869"> <thead> <tr> <th colspan="3">Pre-Audit Results</th> </tr> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>ACCOUNT VALIDATION</td> <td>PASS</td> <td></td> </tr> <tr> <td>AMENDMENTS</td> <td>PASS</td> <td></td> </tr> <tr> <td>AMOUNT PAID TO TRAVELER</td> <td>PASS</td> <td></td> </tr> <tr> <td>APPROVAL BY TRAVELER</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC CONFERENCE VALIDATION</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC FY END PROCESSING</td> <td></td> <td>The FY of the ACCS does not coincide with the trip dates.</td> </tr> <tr> <td>DOC FY END PROCESSING</td> <td></td> <td>This document may be conditionally approved, Subject to Availability of Funds (SAF). If you are sure that the current ACCS distribution is correct you can "Continue Stamping the Document", if not, you must "Cancel Pre-Audit Results".</td> </tr> <tr> <td>DOC FY END PROCESSING</td> <td></td> <td>This document references NEXT FISCAL YEAR accounting or dates.</td> </tr> <tr> <td>DOC MILEAGE VALIDATION</td> <td>PASS</td> <td></td> </tr> <tr> <td>DOC PRIOR YEAR PROCESSING</td> <td>PASS</td> <td></td> </tr> <tr> <td>UNIQUE TA NUMBER</td> <td>PASS</td> <td></td> </tr> <tr> <td>VALIDATE VNUM</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Pre-Audit Results			Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMENDMENTS	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC CONFERENCE VALIDATION	PASS		DOC FY END PROCESSING		The FY of the ACCS does not coincide with the trip dates.	DOC FY END PROCESSING		This document may be conditionally approved, Subject to Availability of Funds (SAF). If you are sure that the current ACCS distribution is correct you can "Continue Stamping the Document", if not, you must "Cancel Pre-Audit Results".	DOC FY END PROCESSING		This document references NEXT FISCAL YEAR accounting or dates.	DOC MILEAGE VALIDATION	PASS		DOC PRIOR YEAR PROCESSING	PASS		UNIQUE TA NUMBER	PASS		VALIDATE VNUM	PASS	
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8a	<p>If you are trying to enter a SAF document and using a new FY ACCS, but the rollover has not happened yet, you may see an error under Account Validation that the ACCS is invalid. This is because more than likely the project codes for the new fiscal year have not been set up in CFS yet. You will not be able to use that ACCS until that happens.</p>																																										
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 <b>Continue</b> (<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>																																										