

Exercise #7b: Cancellation of TA - Tickets WERE Issued

Objectives:

- Cancelling a travel authorization that has a fee associated to it

Notes:

Amendments to TAs happen if the status of the document is DATA LINK.

It is important to verify whether tickets were issued prior to cancelling the authorization.

Use Exercise #7a

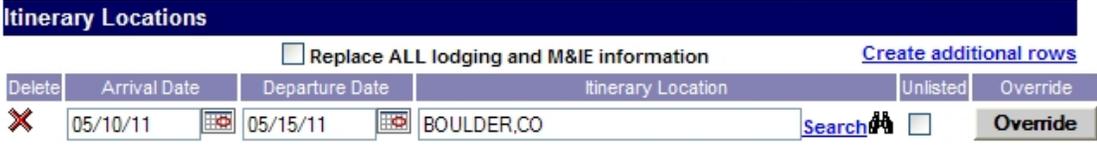
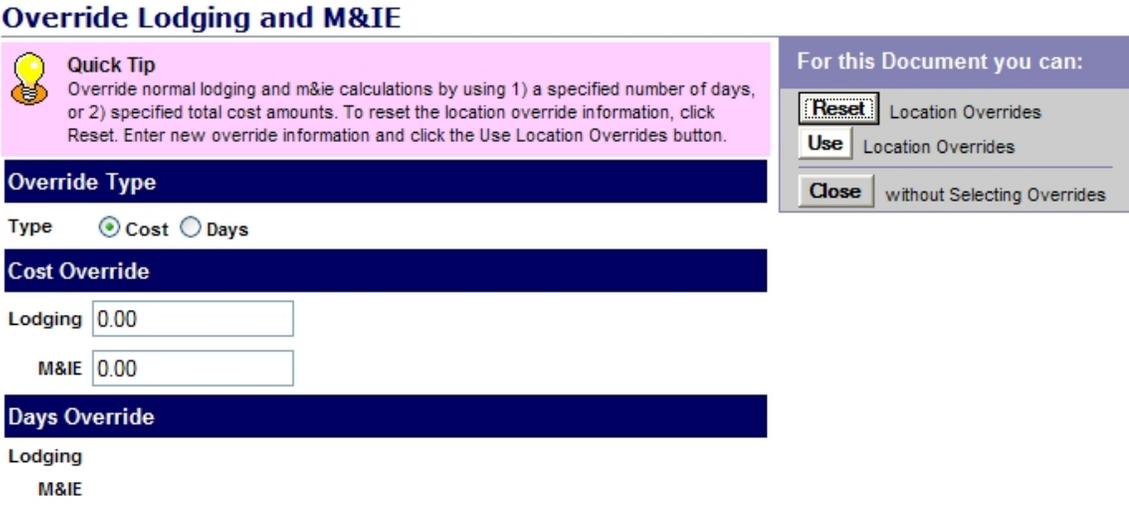
Instructions: Execute the following steps:

Due to some unforeseen circumstances you had to cancel your trip to the conference. The document has already gone through the electronic routing and was approved/datalinked. You verify that tickets were issued.

You use the rules in the following table for cancelling your TA:

Status of DATA LINK?	Trip Ticketed?	Action
NO	YES	ADJUST the travel authorization (TA) to reduce the document down to the Airfare Cost & Transaction Fee. Then electronically sign and approve the TA.
YES	YES	Create an AMENDMENT to reduce the TA down to the Airfare Cost & Transaction Fee. Then electronically sign and approve the amendment. This is done using the OVERRIDE purpose (to override Lodging /M&IE costs) and then deleting the other expenses off the Expense screen.
NO	NO	Delete the original authorization from ITM, or if your office wants to keep a record of all TAs regardless of whether the trip was taken or not, then electronically sign and approve the TA. Once the TA has been stamped "DATA LINK", create an amendment to stamp the authorization cancelled.
YES	NO	Create an AMENDMENT to stamp the authorization cancelled.

Step	Action
1	<p>From the <i>Home</i> screen:</p> <ul style="list-style-type: none"> ➤ Click Amend Document from the <i>Document Toolbar</i>
2	<p>The <i>Traveler Listing/Document Search (Amendment)</i> screen will appear.</p> <p>Travelers will only see their information and this screen will only show those documents that have the status of DATALINKED.</p> <p>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.</p> <ul style="list-style-type: none"> ➤ Click the Amend  icon of the document you wish to amend <p><i>Notes: For Training Purposes the status will say COMPLETED, not DATALINKED.</i></p>
3	<p>The <i>Amendment</i> screen appears.</p> <div data-bbox="285 1136 1425 1396"> <p>Amendment</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p> Quick Tip The amendment name is system generated. Enter the information below and click the Create button to amend the selected document. more</p> </div> <div style="float: right; border: 1px solid #ccc; padding: 5px; text-align: center;"> <p>For this Document you can:</p> <p>Create New Amendment</p> <p>Cancel</p> </div> <p>Document to Amend <input type="text" value="1ERGS0015"/></p> <p>Comments <input type="text" value="Family Emergency - Need to cancel TA - Tickets"/></p> <p>Signature PIN <input type="text"/></p> <p>Reason <input type="text"/></p> </div> <ul style="list-style-type: none"> ➤ Enter <i>Family Emergency – Need to cancel TA – Tickets Issued</i> in the Comments field ➤ Enter <i>Signature PIN</i> ➤ Click Create (<i>New Amendment</i>) button
4	<p>The <i>Document Information</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Click Create (<i>Document</i>) button <p><i>Note: The system automatically appends the original document name with a dash number (i.e. -1.)</i></p>

Step	Action
5a	<ul style="list-style-type: none"> ➤ Change the type code to 1-OVERRIDE-DOMESTIC ➤ Click OK on the pop-up message ➤ Click on the <i>Trip Information</i> tab 
5b	<ul style="list-style-type: none"> ➤ Click Override <p>A new window opens.</p>  <ul style="list-style-type: none"> ➤ Enter 0 for Lodging ➤ Enter 0 for M&IE ➤ Click Use (<i>Location Overrides</i>) ➤ Click Save (<i>Changes to Document Information</i>)
6	<p>Click on DOC Conference in the <i>Document Toolbar</i> to open up the <i>DOC Conference</i> screen.</p> <p>Enter the following:</p> <ol style="list-style-type: none"> 1. YES 2. YES 3. YES <p>Click Save (<i>DOC Additional Information Updates</i>)</p>

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	<p><i>Note: The conference information entered on the TA does not carry over to amendments or vouchers.</i></p>																																																																																																
7	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen.</p> <div data-bbox="289 468 1425 1129"> <p>Edit/Enter Expenses for Travel Authorization: 1ERGS0015-1</p> <div data-bbox="293 499 1133 590"> <p>Quick Tip Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> </div> <div data-bbox="293 596 1133 630"> <p>Search Criteria</p> </div> <div data-bbox="293 636 808 724"> <p>Expense Category: (All Expenses) <input type="button" value="Search"/></p> <p>Start Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text"/> <input type="button" value="Calendar"/></p> </div> <div data-bbox="293 730 1133 751"> <p>Current Allocation Method: By Expense Category / Payment Method Currency: U.S. Dollar</p> </div> <div data-bbox="293 758 1425 1129"> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th colspan="2"></th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <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 Me</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>425.00</td> <td>AGENCY CAI</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>Hotel Tax</td> <td>LODGING TAX</td> <td>50.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>104.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>45.75</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>Check Baggage Fees</td> <td>OTHER NON-TR</td> <td>50.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>24.60</td> <td>AGENCY CAI</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</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>05/11/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>104.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/11/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>61.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/12/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>104.00</td> <td>GOVCC</td> </tr> </tbody> </table> </div> </div>	Expense Entry		Customize Display			Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Me	<input type="checkbox"/>			05/10/2011	Airline Flight	COM. CARRIER	425.00	AGENCY CAI	<input type="checkbox"/>			05/10/2011	Hotel Tax	LODGING TAX	50.00	GOVCC	<input type="checkbox"/>			05/10/2011	Lodging	Lodging-PerDiem	104.00	GOVCC	<input type="checkbox"/>			05/10/2011	M&IE	M&IE-PerDiem	45.75	OTHER	<input type="checkbox"/>			05/10/2011	Check Baggage Fees	OTHER NON-TR	50.00	OTHER	<input type="checkbox"/>			05/10/2011	TMC Transaction Fees	TRANSACTION FEES	24.60	AGENCY CAI	<input type="checkbox"/>			05/10/2011	Taxi	Transport	100.00	OTHER	<input type="checkbox"/>			05/11/2011	Lodging	Lodging-PerDiem	104.00	GOVCC	<input type="checkbox"/>			05/11/2011	M&IE	M&IE-PerDiem	61.00	OTHER	<input type="checkbox"/>			05/12/2011	Lodging	Lodging-PerDiem	104.00	GOVCC
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7a	<p>➤ Delete all expenses except the Airfare and TMC Transaction Fee</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <p>Edit/Enter Expenses for Travel Authorization: 1ERGS0015-1</p> <div data-bbox="293 422 1425 1050"> <p>Quick Tip Enter or edit expenses. Each line below displays a different expense. To edit expense details not displayed below, click the Details icon next to the expense description. To delete an expense, use the check box. Enter all expenses and changes and click Save. more</p> <p>For this Page you can: Display Express Expense Screen Save Expense Changes Reset All Lodging Clear Changes Back Continue</p> <p>Search Criteria</p> <p>Expense Category (All Expenses) Search</p> <p>Start Date <input type="text"/> End Date <input type="text"/></p> <p>Current Allocation Method: By Expense Category / Payment Method Currency: U.S. Dollar</p> <table border="1"> <thead> <tr> <th colspan="2">Expense Entry</th> <th>Customize Display</th> <th>Add Rows</th> <th>Prev 25</th> <th>Next 25</th> </tr> <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 Me</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>425.00</td> <td>AGENCY CAI</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>104.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>45.75</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/10/2011</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>24.60</td> <td>AGENCY CAI</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/11/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>104.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/11/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>61.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/12/2011</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>104.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/12/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>61.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>05/13/2011</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>05/13/2011</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>0.00</td> <td>OTHER</td> </tr> </tbody> </table> <p>Note: The lodging and M&IE appear to still be there, but by overriding the costs, when you look at the totals they will be zero.</p> </div>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Me	<input type="checkbox"/>			05/10/2011	Airline Flight	COM. CARRIER	425.00	AGENCY CAI	<input type="checkbox"/>			05/10/2011	Lodging	Lodging-PerDiem	104.00	GOVCC	<input type="checkbox"/>			05/10/2011	M&IE	M&IE-PerDiem	45.75	OTHER	<input type="checkbox"/>			05/10/2011	TMC Transaction Fees	TRANSACTION FEES	24.60	AGENCY CAI	<input type="checkbox"/>			05/11/2011	Lodging	Lodging-PerDiem	104.00	GOVCC	<input type="checkbox"/>			05/11/2011	M&IE	M&IE-PerDiem	61.00	OTHER	<input type="checkbox"/>			05/12/2011	Lodging	Lodging-PerDiem	104.00	GOVCC	<input type="checkbox"/>			05/12/2011	M&IE	M&IE-PerDiem	61.00	OTHER	<input type="checkbox"/>			05/13/2011	Lodging	Lodging-PerDiem	0.00	GOVCC	<input type="checkbox"/>			05/13/2011	M&IE	M&IE-PerDiem	0.00	OTHER
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8	<p>Click on Accounting in the <i>Document Toolbar</i></p> <p>Validate the appropriate accounting has been added to the document. If there is not one associated, please add it.</p>																																																																																														
9	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> page.</p> <p>Total Details for 1ERGS0015-1</p> <div data-bbox="293 1465 1425 1850"> <p>Quick Tip Click the View Advances for Document link to add or update an advance. more</p> <p>For this Document you can: View Advances for Document Back Continue</p> <p>Currency: U.S. Dollar Total Estimated Expenses: 449.60 Computed Advance Authorized: 0.00 Advance Requested: 0.00</p> <p>Expense Category Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Organization</th> <th>Accounting Code Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>425.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td>H-06-01</td> <td>General Travel FY11</td> <td>24.60</td> </tr> </tbody> </table> <p>Expense Category Advance Details</p> <table border="1"> <thead> <tr> <th>Expense Category</th> <th>Advance</th> </tr> </thead> <tbody> </tbody> </table> </div>	Expense Category	Payment Method	Organization	Accounting Code Label	Amount	COM. CARRIER	AGENCY CARD	H-06-01	General Travel FY11	425.00	TRANSACTION FEES	AGENCY CARD	H-06-01	General Travel FY11	24.60	Expense Category	Advance																																																																													
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Step	Action
10	<p>Finish the process with your TA:</p> <ul style="list-style-type: none">➤ Preview the document➤ Review Pre-Audits➤ Stamp Document Signed➤ Click Continue on Pre-Audit screen <p>FOR EMPLOYEES TRAVLERS – 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>For EXCEPTED TRAVELERS – the <i>Home</i> screen will appear with the document appearing in the <i>Last Documents</i> area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p>