

Exercise #3a: Travel Authorization (Copying TA/Adding ACCS)

- Objectives:**
- Create a new TA by copying an existing TA
 - Adding a new accounting code (ACCS)

Notes: *This exercise covers how to copy an existing TA with similar information from one TA to another, thereby eliminating repetitive document entry.*

Copying an existing TA can also be used when you have multiple travelers going to the same location. This is done by creating one traveler's TA and copying the same information to another traveler. You will need to make sure to modify expenses based off the traveler, including departure information. To copy another traveler's document, you must have Group Administrative system access and all travelers must be part of your group.

If copying an already approved/datalinked TA, make sure to clear out the comments area, as the CBA Obligation and PO numbers will be copied over. If this is not done, it may constitute additional fees and charges. You may also have to remove the accounting, as that copies over as well.

Use the TA# from Exercise 2a.

Instructions: Execute the following steps:

You have been asked to return to Chicago, IL to give training on Aug 3 & 4. You will have travel days on either side of the training. Your POV costs will include a person taking you to the airport and picking you up. You will copy from your previous TA that went to Chicago. Your authorization will need to include the following costs:

Estimated Expenses

- \$260.00 = Round-trip air fare
- \$23.79 = Transaction Fee
- 50 miles one way to airport using private vehicle (POV)
- \$350 for Rental Car
- \$65 for Rental Car Gas
- \$30 for Parking
- \$50 for Hotel Tax
- \$50 for Checked Baggage Fees

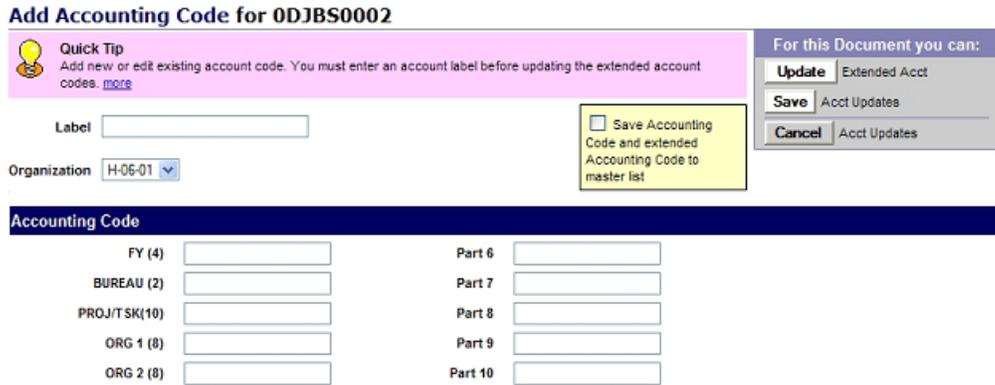
Step	Action
1	From the Home screen: ➤ Click Open/Copy Document from the Document Toolbar

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<p>2a</p>	<p>The Open/Copy Document screen appears.</p> <p>A Group Administrator will see only those travelers that have documents; they will then need to click on the traveler name in order to see the documents to the right.</p> <div data-bbox="289 436 1356 840"> <p>Traveler Listing (Open/Copy Document)</p> <p>Quick Tip Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents. Open/CopyDoc DeleteDoc AmendDoc</p> <p>Enter Search Criteria</p> <p>Name (Last,First) <input type="text"/> <input type="button" value="Search"/></p> <p>Document Type <input type="text" value="ALL"/></p> <p>Traveler List Click on an entry to select it</p> <p>Search Results Prev 40 Next 40</p> <table border="1"> <thead> <tr> <th>Name</th> <th>VNum</th> </tr> </thead> <tbody> <tr> <td>Bak, Darren P</td> <td>1001-00004</td> </tr> <tr> <td>Gaithersburg, Annette N</td> <td>0001-00020</td> </tr> <tr> <td>Gaithersburg, Ken E</td> <td>0001-00011</td> </tr> <tr> <td>Gaithersburg, Larry A</td> <td>0001-00017</td> </tr> </tbody> </table> <p>Document Search (Open/Copy Document)</p> <p>Document List Click on an entry to select it</p> <p>Traveler: Darren Bak</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>Dep Date</th> <th>Status</th> <th>In Use</th> </tr> </thead> <tbody> <tr> <td> RECLAM</td> <td>0DJBS0001R1</td> <td>06/21/10</td> <td>SIGNED</td> <td></td> </tr> <tr> <td> TA</td> <td>0DJBS0001</td> <td>06/21/10</td> <td>COMPLETED</td> <td></td> </tr> <tr> <td> TV</td> <td>0DJBS0001</td> <td>06/21/10</td> <td>COMPLETED</td> <td></td> </tr> </tbody> </table> </div> <p>➤ Click the Copy icon of the travel authorization document you wish to copy</p>	Name	VNum	Bak, Darren P	1001-00004	Gaithersburg, Annette N	0001-00020	Gaithersburg, Ken E	0001-00011	Gaithersburg, Larry A	0001-00017	Type	Document Name	Dep Date	Status	In Use	RECLAM	0DJBS0001R1	06/21/10	SIGNED		TA	0DJBS0001	06/21/10	COMPLETED		TV	0DJBS0001	06/21/10	COMPLETED	
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<p>3</p>	<p>The Copy Document screen appears.</p> <div data-bbox="289 1045 1339 1333"> <p>Copy Document</p> <p>Quick Tip Type a document name in the Copy to Document Name field. more</p> <p>Copy Document</p> <table border="1"> <thead> <tr> <th>Copy From Document</th> <th>Copy To Document</th> </tr> </thead> <tbody> <tr> <td>Document Type TA</td> <td>Document Type TA</td> </tr> <tr> <td>VNum 1001-00004</td> <td>VNum <input type="text"/> </td> </tr> <tr> <td>Traveler Name Bak, Darren P</td> <td>Traveler Name <input type="text"/> </td> </tr> <tr> <td>Document Name 0DJBS0001</td> <td>Document Name <input type="text"/> 0DJBS0001</td> </tr> <tr> <td>TA# 0DJBS0001</td> <td>TA# <input type="text"/></td> </tr> </tbody> </table> <p>For this Document you can:</p> <p><input type="checkbox"/> Overwrite Existing</p> <p><input type="checkbox"/> Change Document Default Accounting Code & Allocation to the Traveler's Default</p> <p><input type="button" value="Save"/> Document</p> <p><input type="button" value="Close"/> without Saving</p> </div> <p>➤ Enter the Vendor Number or Traveler Name or you may use the Lookup icon</p> <p>➤ Tab to or Click in the Document Name field</p> <p>➤ Change the Document Name to the next Log Number</p> <p>➤ Enter the same Log Number in the TA# field</p> <p>➤ Click <input type="button" value="Save"/> (Document) button</p> <p>➤ At the prompt “<i>Document was copied successfully</i>” click <input type="button" value="OK"/></p> <p>The Copy Document screen will not change. This allows a group administrator to create multiple TAs for different travelers off one TA.</p> <p>➤ Click Open/Copy Document from the Document Toolbar</p>	Copy From Document	Copy To Document	Document Type TA	Document Type TA	VNum 1001-00004	VNum <input type="text"/>	Traveler Name Bak, Darren P	Traveler Name <input type="text"/>	Document Name 0DJBS0001	Document Name <input type="text"/> 0DJBS0001	TA# 0DJBS0001	TA# <input type="text"/>																		
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	<p><i>Note: When typing in a vendor number do not use the dash. After typing in the traveler information, do not press ENTER. It will take you to a blank screen and you will have to start the process over.</i></p>
4	<p>The Open/Copy Document screen appears.</p> <p>➤ Click on the Open Document  icon of the document you just created</p>
5	<p>The Document Summary screen appears.</p> <p>➤ Click Document Information from the Document Toolbar</p>
6	<p>The Document Information screen appears with the Document Information tab highlighted and fields displaying the previous TA's information, such the accounting that was associated to the other TA, dates, remarks, and comments.</p> <p>Make the following changes:</p> <ul style="list-style-type: none"> • Purpose Code = 1 – SITE VISIT • New Remarks (i.e. Giving Training) • Begin and End Travel Dates (i.e. Aug 2 – Aug 5) • Arrival and Departure Dates (i.e. Aug 2 – Aug 5) • DELETE all comments and enter new ones • Check checkbox for “Replace all Lodging and M&IE” <p>➤ Click Save when finished updating the information.</p>

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7	<p>Click on Expenses in the <i>Document Toolbar</i> to bring up the <i>Edit/Enter Expenses</i> screen with M&IE and Lodging costs already filled in with the correct dates based upon what was changed on the itinerary. The other expenses that were copied over from the previous TA will still have the old dates and expenses listed.</p> <p>Edit/Enter Expenses for Travel Authorization: 0DJBS0002</p> <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>Search Criteria</p> <p>Expense Category: (All Expenses) <input type="button" value="Search"/></p> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text"/></p> <p>Current Allocation Method: By Individual Expenses 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>06/21/2010</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>225.00</td> <td>AGENCY CAI</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</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>06/21/2010</td> <td>1POC-Private Vhcle</td> <td>MILEAGE</td> <td>50.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>10.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>350.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.79</td> <td>AGENCY CAI</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/21/2010</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>06/22/2010</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>10.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>06/23/2010</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>10.00</td> <td>OTHER</td> </tr> </tbody> </table> <p>➤ Make the necessary updates to the expenses</p> <ul style="list-style-type: none"> ○ Change the dates to match the new dates for any expenses that are the same ○ Change any expenses cost if there are any changes ○ Delete any expenses not needed <p>➤ Click Save when finished updating the information</p>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Me	<input type="checkbox"/>			06/21/2010	Airline Flight	COM. CARRIER	225.00	AGENCY CAI	<input type="checkbox"/>			06/21/2010	Hotel Tax	LODGING TAX	50.00	GOVCC	<input type="checkbox"/>			06/21/2010	1POC-Private Vhcle	MILEAGE	50.00	OTHER	<input type="checkbox"/>			06/21/2010	Parking Fees	OTHER TRAVEL	10.00	OTHER	<input type="checkbox"/>			06/21/2010	Rental Car	RENTAL CAR	350.00	GOVCC	<input type="checkbox"/>			06/21/2010	TMC Transaction Fees	TRANSACTION FEES	23.79	AGENCY CAI	<input type="checkbox"/>			06/21/2010	Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER	<input type="checkbox"/>			06/22/2010	Parking Fees	OTHER TRAVEL	10.00	OTHER	<input type="checkbox"/>			06/23/2010	Parking Fees	OTHER TRAVEL	10.00	OTHER
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7a	<p>The expenses should then be arranged based upon the dates entered for them.</p> <p>Edit/Enter Expenses for Travel Authorization: 0DJBS0002</p> <div style="border: 1px solid black; padding: 5px;"> <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 style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Search Criteria</p> <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 style="border: 1px solid black; padding: 5px; margin-top: 5px; float: right; width: 150px;"> <p>For this Page you can:</p> <p><input type="button" value="Display Express Expense Screen"/></p> <p><input type="button" value="Save"/> Expense Changes</p> <p><input type="button" value="Reset"/> All Lodging</p> <p><input type="button" value="Clear"/> Changes</p> <p><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div> <p>Current Allocation Method: By Individual Expenses Currency: U.S. Dollar</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/02/2010</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>260.00</td> <td>AGENCY</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/02/2010</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>08/02/2010</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>176.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/02/2010</td> <td>M&IE</td> <td>M&IE-PerDiem</td> <td>53.25</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/02/2010</td> <td>1POC-Private Vhcle</td> <td>MILEAGE</td> <td>100.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/02/2010</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>08/02/2010</td> <td>Parking Fees</td> <td>OTHER TRAVEL</td> <td>30.00</td> <td>OTHER</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/02/2010</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>350.00</td> <td>GOVCC</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td></td> <td>08/02/2010</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>23.79</td> <td>AGENCY</td> </tr> </tbody> </table> <p>➤ Click Accounting from the <i>Document Toolbar</i></p>	Expense Entry		Customize Display	Add Rows	Prev 25	Next 25	Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment	<input type="checkbox"/>			08/02/2010	Airline Flight	COM. CARRIER	260.00	AGENCY	<input type="checkbox"/>			08/02/2010	Hotel Tax	LODGING TAX	50.00	GOVCC	<input type="checkbox"/>			08/02/2010	Lodging	Lodging-PerDiem	176.00	GOVCC	<input type="checkbox"/>			08/02/2010	M&IE	M&IE-PerDiem	53.25	OTHER	<input type="checkbox"/>			08/02/2010	1POC-Private Vhcle	MILEAGE	100.00	OTHER	<input type="checkbox"/>			08/02/2010	Check Baggage Fees	OTHER NON-TR	50.00	OTHER	<input type="checkbox"/>			08/02/2010	Parking Fees	OTHER TRAVEL	30.00	OTHER	<input type="checkbox"/>			08/02/2010	Rental Car	RENTAL CAR	350.00	GOVCC	<input type="checkbox"/>			08/02/2010	TMC Transaction Fees	TRANSACTION FEES	23.79	AGENCY
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8	<p>The Available Accounting Code screen appears. Because we did not delete the default accounting under the Document Information screen, this document will still be associated to that accounting from the initial TA.</p>  <p>➤ Click on the Delete  icon next to the ACCS code listed in the Accounting Code for {document #} to remove the default ACCS.</p> <ul style="list-style-type: none"> ○ The Edit/Delete icons at the bottom are a key and are not clickable <p>➤ At the prompt, “Are you sure you want to delete this record?” Click OK</p> <p>➤ Click the Add (<i>New Accounting Code</i>) button</p>
9	<p>The Add Accounting for {document #} screen appears.</p> 

Step	Action
9a	<p>The top part of the screen, allows the preparer to create a label name. The label name is limited to 30 characters and should not include any special characters.</p> <p>The checkbox at the top, allows the preparer to be able to save this accounting code to the ITM Organization's Master List. If checked prior to saving, the ACCS will not only be available for this document, but also for future ones. If not checked prior to saving, the ACCS will only be available for the document.</p>
9b	<p>The Accounting Code area allows the preparer to enter the accounting code string. The fields in the left column have numbers next to the field names. This tells the preparer how many characters must be in that field. For best results, please enter your account information in capital letters.</p>
9c	<p>Enter the following information:</p> <ul style="list-style-type: none"> ➤ LABEL = <i>(Your Training Initials) Training FY10</i> ➤ ORGANIZATION = <i>Your Training Org</i> (should not need to change) ➤ FY(4) = <i>FY of trip dates</i> ➤ BUREAU (2) = <i>14</i> ➤ PROJ/TSK (10) = <i>JTRNTRVP00</i> ➤ ORG 1 (8) = <i>06020000</i> ➤ ORG 2 (8) = <i>00000000</i> ➤ Click the Save (Acct Updates) button <p>The Available Accounting Code for {Document #} screen will appear and the new code entered will show in the bottom portion of the screen. The radio button for default will need to be checked prior to leaving this screen.</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>Clicking the update button rather than the save will take you to another screen and you will have to click the Accounting in the Document Toolbar to get you back to where you can see the accounting for your document.</i> ✓ <i>If any information that has been added for the ACCS and it was saved to the Master List, once the Pre-Audit is run and the ACCS is found invalid, that code added to the Master List will be removed. You will still be able to correct the accounting on your document, but if you wish that accounting to be available for other documents, you will need to re-add it to the Master List.</i>

Step	Action
10	<ul style="list-style-type: none"> ➤ Check the totals ➤ Preview the document ➤ Do Pre-Audit Results ➤ Stamp the document SIGNED <p>The <i>Pre-Audit Results for Document #</i> screen appears.</p> <ul style="list-style-type: none"> ➤ Verify the document status is PASS ➤ Click the Continue (<i>Stamping the Document</i>) button <p>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”—FOR EMPLOYEES ONLY</p> <p>For EXCEPTED TRAVELERS – The Home screen will appear with the document appearing in the Last Documents area. The preparer will have to inform the Approving Official when the document is ready for approval in the system.</p>