

Extras #13: 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 29th through October 3rd. 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

\$27.19 = Transaction Fee

\$100 = Taxi Fare

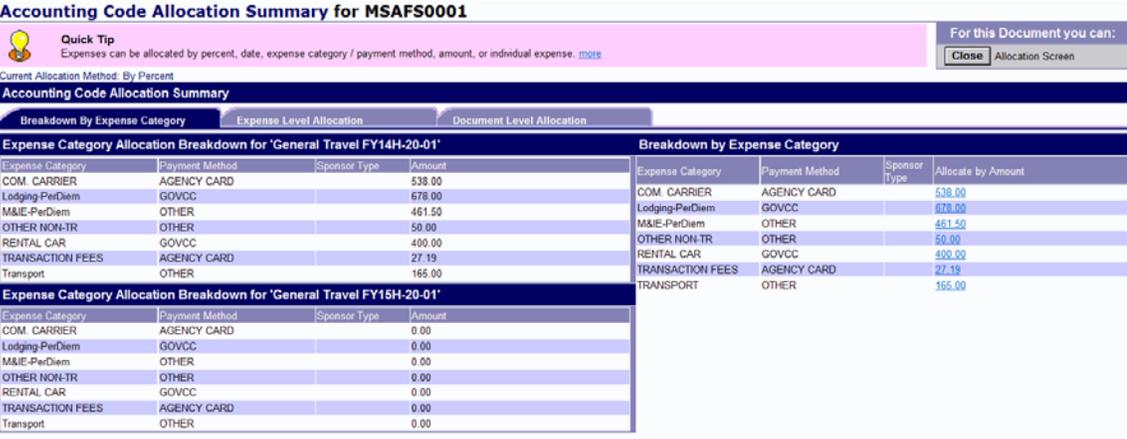
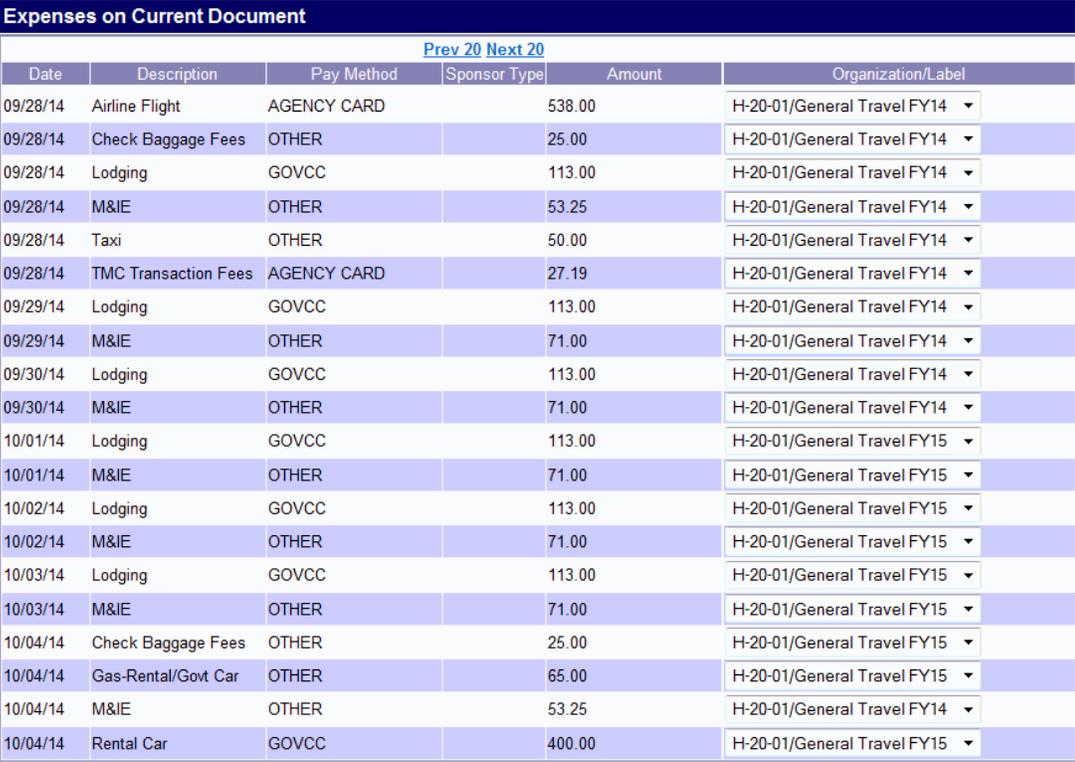
\$400 = Rental Car

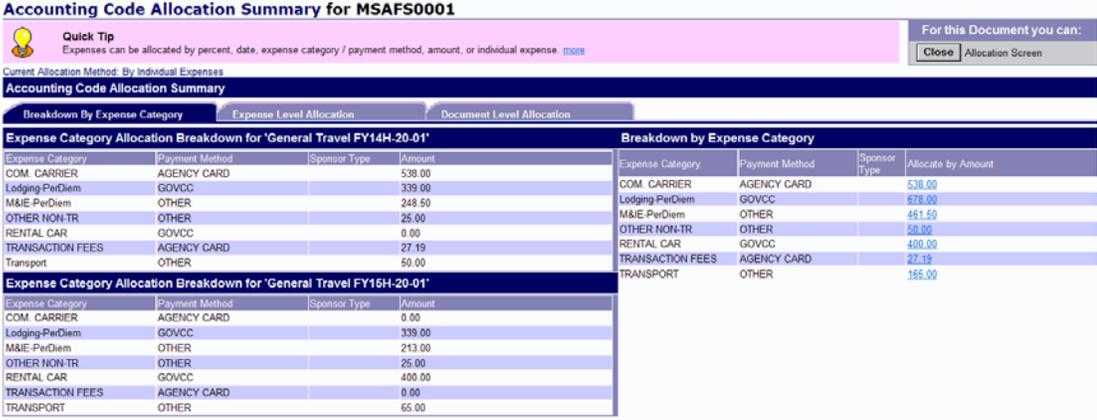
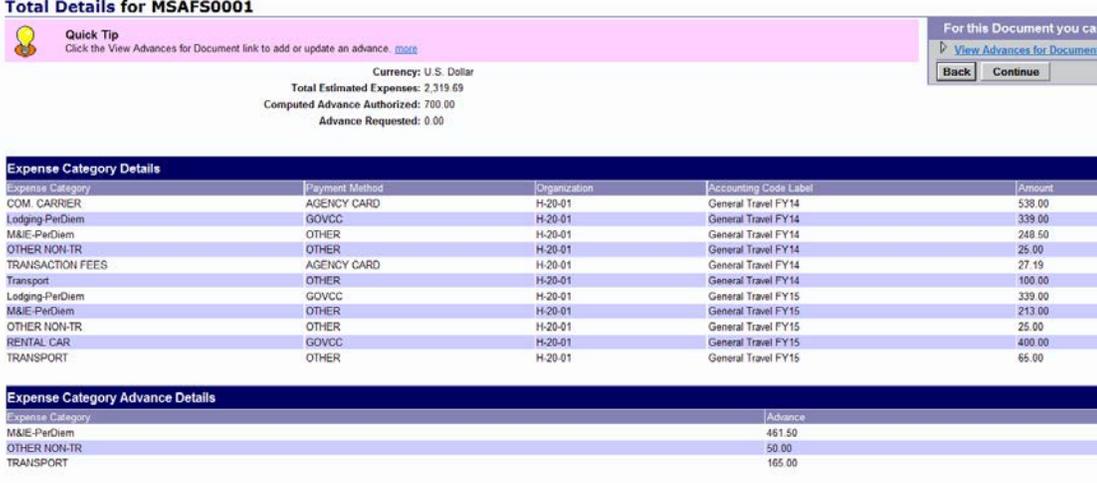
\$65 = Gas

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> <ul style="list-style-type: none"> ➤ Click on the Lookup icon  by either the VNum or Traveler Name field ➤ Click on the VNum to select your traveler. ➤ 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 Create 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>9/28/##</i> ➤ Depart = <i>RES</i> ➤ End Travel = <i>10/4/##</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 \$27.19 Taxi \$50.00 Check Baggage Fee \$25.00 Taxi \$50.00 (Date 10/4/##) Rental Car \$400.00 (Date 10/4/##) Gas \$65.00 (Date 10/4/##) Check Baggage Fee \$25.00 (Date 10/4/##)</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p> <table border="1" data-bbox="284 751 1398 1457"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</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 Method</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td></td><td></td><td>09/28/2014</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>	Expense Entry		Customize Display		Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method	<input type="checkbox"/>			09/28/2014	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 MSAFS0001</p> <p>Quick Tip Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. more</p> <p>For this Document you can: <input type="button" value="Close"/> Allocation Screen</p> <p>Current Allocation Method: By Percent</p> <p>Accounting Code Allocation Summary</p> <p>Breakdown By Expense Category Expense Level Allocation Document Level Allocation</p> <p>Expense Category Allocation Breakdown for 'General Travel FY14H-20-01'</p> <table border="1"> <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>678.00</td></tr> <tr><td>M&IE-PerDiem</td><td>OTHER</td><td></td><td>461.50</td></tr> <tr><td>OTHER NON-TR</td><td>OTHER</td><td></td><td>50.00</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>27.19</td></tr> <tr><td>Transport</td><td>OTHER</td><td></td><td>165.00</td></tr> </tbody> </table> <p>Expense Category Allocation Breakdown for 'General Travel FY15H-20-01'</p> <table border="1"> <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&IE-PerDiem</td><td>OTHER</td><td></td><td>0.00</td></tr> <tr><td>OTHER NON-TR</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> <p>➤ Click on the Expense Level Allocation tab</p> <p>➤ Click on Expense</p>	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		538.00	Lodging-PerDiem	GOVCC		678.00	M&IE-PerDiem	OTHER		461.50	OTHER NON-TR	OTHER		50.00	RENTAL CAR	GOVCC		400.00	TRANSACTION FEES	AGENCY CARD		27.19	Transport	OTHER		165.00	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	Lodging-PerDiem	GOVCC		0.00	M&IE-PerDiem	OTHER		0.00	OTHER NON-TR	OTHER		0.00	RENTAL CAR	GOVCC		0.00	TRANSACTION FEES	AGENCY CARD		0.00	Transport	OTHER		0.00																																																														
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6b	<p>Using the drop-down listing, change the 10/1/##-10/4/## expenses to the new FY code</p>  <p>Expenses on Current Document</p> <p>Prev 20 Next 20</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Pay Method</th> <th>Sponsor Type</th> <th>Amount</th> <th>Organization/Label</th> </tr> </thead> <tbody> <tr><td>09/28/14</td><td>Airline Flight</td><td>AGENCY CARD</td><td></td><td>538.00</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/28/14</td><td>Check Baggage Fees</td><td>OTHER</td><td></td><td>25.00</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/28/14</td><td>Lodging</td><td>GOVCC</td><td></td><td>113.00</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/28/14</td><td>M&IE</td><td>OTHER</td><td></td><td>53.25</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/28/14</td><td>Taxi</td><td>OTHER</td><td></td><td>50.00</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/28/14</td><td>TMC Transaction Fees</td><td>AGENCY CARD</td><td></td><td>27.19</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/29/14</td><td>Lodging</td><td>GOVCC</td><td></td><td>113.00</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/29/14</td><td>M&IE</td><td>OTHER</td><td></td><td>71.00</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/30/14</td><td>Lodging</td><td>GOVCC</td><td></td><td>113.00</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>09/30/14</td><td>M&IE</td><td>OTHER</td><td></td><td>71.00</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>10/01/14</td><td>Lodging</td><td>GOVCC</td><td></td><td>113.00</td><td>H-20-01/General Travel FY15</td></tr> <tr><td>10/01/14</td><td>M&IE</td><td>OTHER</td><td></td><td>71.00</td><td>H-20-01/General Travel FY15</td></tr> <tr><td>10/02/14</td><td>Lodging</td><td>GOVCC</td><td></td><td>113.00</td><td>H-20-01/General Travel FY15</td></tr> <tr><td>10/02/14</td><td>M&IE</td><td>OTHER</td><td></td><td>71.00</td><td>H-20-01/General Travel FY15</td></tr> <tr><td>10/03/14</td><td>Lodging</td><td>GOVCC</td><td></td><td>113.00</td><td>H-20-01/General Travel FY15</td></tr> <tr><td>10/03/14</td><td>M&IE</td><td>OTHER</td><td></td><td>71.00</td><td>H-20-01/General Travel FY15</td></tr> <tr><td>10/04/14</td><td>Check Baggage Fees</td><td>OTHER</td><td></td><td>25.00</td><td>H-20-01/General Travel FY15</td></tr> <tr><td>10/04/14</td><td>Gas-Rental/Govt Car</td><td>OTHER</td><td></td><td>65.00</td><td>H-20-01/General Travel FY15</td></tr> <tr><td>10/04/14</td><td>M&IE</td><td>OTHER</td><td></td><td>53.25</td><td>H-20-01/General Travel FY14</td></tr> <tr><td>10/04/14</td><td>Rental Car</td><td>GOVCC</td><td></td><td>400.00</td><td>H-20-01/General Travel FY15</td></tr> </tbody> </table> <p>➤ Click Done</p>	Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label	09/28/14	Airline Flight	AGENCY CARD		538.00	H-20-01/General Travel FY14	09/28/14	Check Baggage Fees	OTHER		25.00	H-20-01/General Travel FY14	09/28/14	Lodging	GOVCC		113.00	H-20-01/General Travel FY14	09/28/14	M&IE	OTHER		53.25	H-20-01/General Travel FY14	09/28/14	Taxi	OTHER		50.00	H-20-01/General Travel FY14	09/28/14	TMC Transaction Fees	AGENCY CARD		27.19	H-20-01/General Travel FY14	09/29/14	Lodging	GOVCC		113.00	H-20-01/General Travel FY14	09/29/14	M&IE	OTHER		71.00	H-20-01/General Travel FY14	09/30/14	Lodging	GOVCC		113.00	H-20-01/General Travel FY14	09/30/14	M&IE	OTHER		71.00	H-20-01/General Travel FY14	10/01/14	Lodging	GOVCC		113.00	H-20-01/General Travel FY15	10/01/14	M&IE	OTHER		71.00	H-20-01/General Travel FY15	10/02/14	Lodging	GOVCC		113.00	H-20-01/General Travel FY15	10/02/14	M&IE	OTHER		71.00	H-20-01/General Travel FY15	10/03/14	Lodging	GOVCC		113.00	H-20-01/General Travel FY15	10/03/14	M&IE	OTHER		71.00	H-20-01/General Travel FY15	10/04/14	Check Baggage Fees	OTHER		25.00	H-20-01/General Travel FY15	10/04/14	Gas-Rental/Govt Car	OTHER		65.00	H-20-01/General Travel FY15	10/04/14	M&IE	OTHER		53.25	H-20-01/General Travel FY14	10/04/14	Rental Car	GOVCC		400.00	H-20-01/General Travel FY15
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6c	<p>The <i>Accounting Code Allocation Summary</i> screen appears.</p>  <p>➤ Verify amounts allocated correctly</p>
7	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen</p>  <p>➤ Verify the totals</p>

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8	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p>  <p>Pre-Audit Results for MSAFS0001</p> <p>Quick Tip: Click the Magnifying Glass icon to view detail comments for each audit process.</p> <p>Document Name: MSAFS0001 Type: TA Traveler: CROSS, Tim Status: PASS</p> <table border="1"> <thead> <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 Amend to 30</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>This document references NEXT FISCAL YEAR accounting or dates.</td></tr> <tr><td>DOC FY END PROCESSING</td><td></td><td>This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.</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 MILEAGE VALIDATION</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA AD-HOC EXPENSES</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA DOCUMENT NAME</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA FOREIGN HOTEL TAX</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA LAUNDRY CONUS</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA LAUNDRY FOREIGN</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA LAUNDRY OC-NON</td><td>PASS</td><td></td></tr> <tr><td>DOC PAA TICKET CLASS</td><td>PASS</td><td></td></tr> <tr><td>DOC PRIOR YEAR PROCESSING</td><td>PASS</td><td></td></tr> <tr><td>DOC SAF Current Year to 30</td><td>PASS</td><td></td></tr> <tr><td>DOC VERIFY AD LEVEL</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>	Audit Process	Status	Comments	ACCOUNT VALIDATION	PASS		AMENDMENTS	PASS		AMOUNT PAID TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC Amend to 30	PASS		DOC CONFERENCE VALIDATION	PASS		DOC FY END PROCESSING		This document references NEXT FISCAL YEAR accounting or dates.	DOC FY END PROCESSING		This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.	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 MILEAGE VALIDATION	PASS		DOC PAA AD-HOC EXPENSES	PASS		DOC PAA DOCUMENT NAME	PASS		DOC PAA FOREIGN HOTEL TAX	PASS		DOC PAA LAUNDRY CONUS	PASS		DOC PAA LAUNDRY FOREIGN	PASS		DOC PAA LAUNDRY OC-NON	PASS		DOC PAA TICKET CLASS	PASS		DOC PRIOR YEAR PROCESSING	PASS		DOC SAF Current Year to 30	PASS		DOC VERIFY AD LEVEL	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 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 Home screen where a message will be displayed 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>																																																																					