

### ***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 26<sup>th</sup> through October 2<sup>nd</sup>. 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

\$25.43 = Transaction Fee

\$100 = Taxi Fare

\$400 = Rental Car

\$65 = Gas

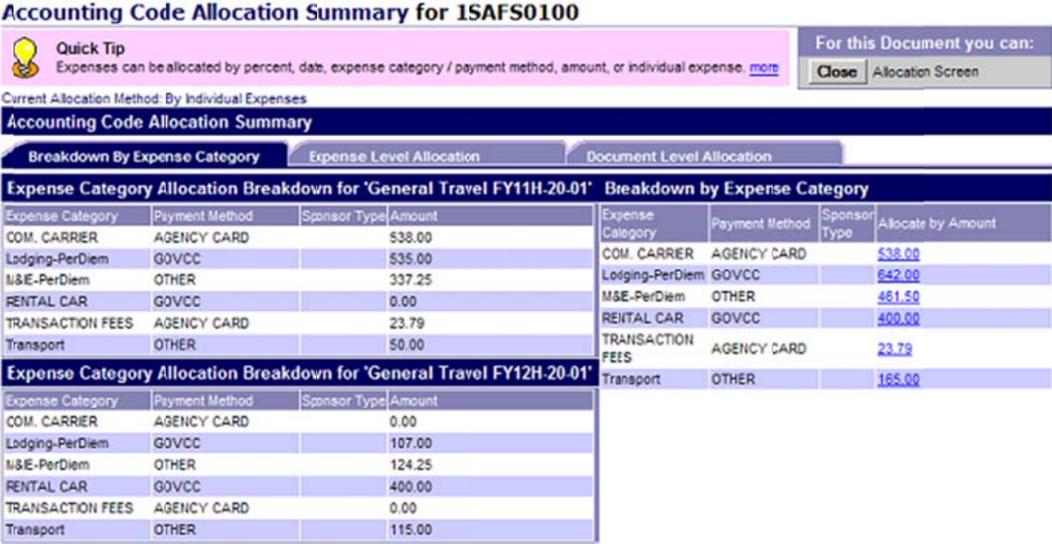
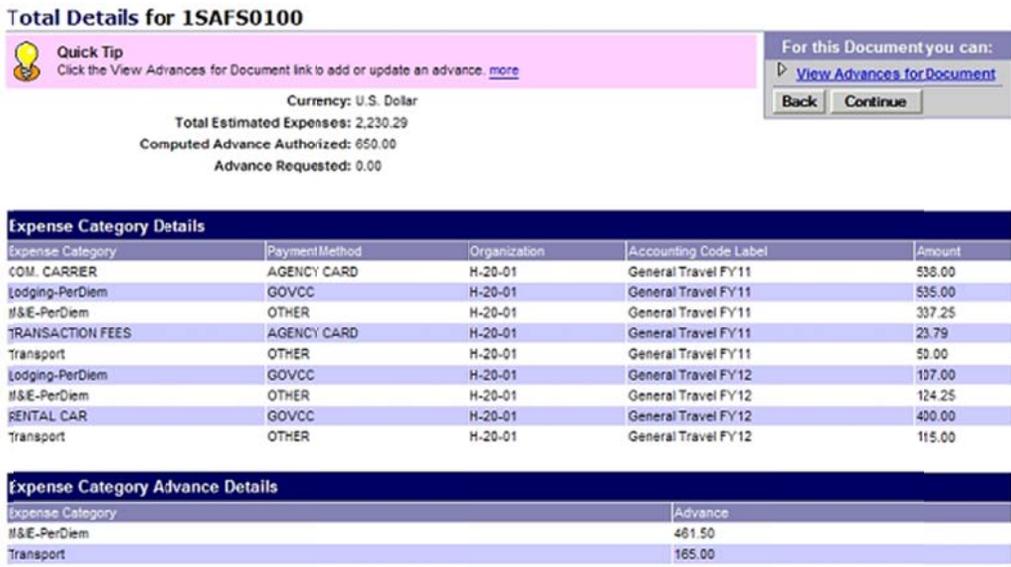
Step	Action
1	From the <b>Home</b> screen:  ➤ Click <b>Create New Document</b> from the <b>Document Toolbar</b>

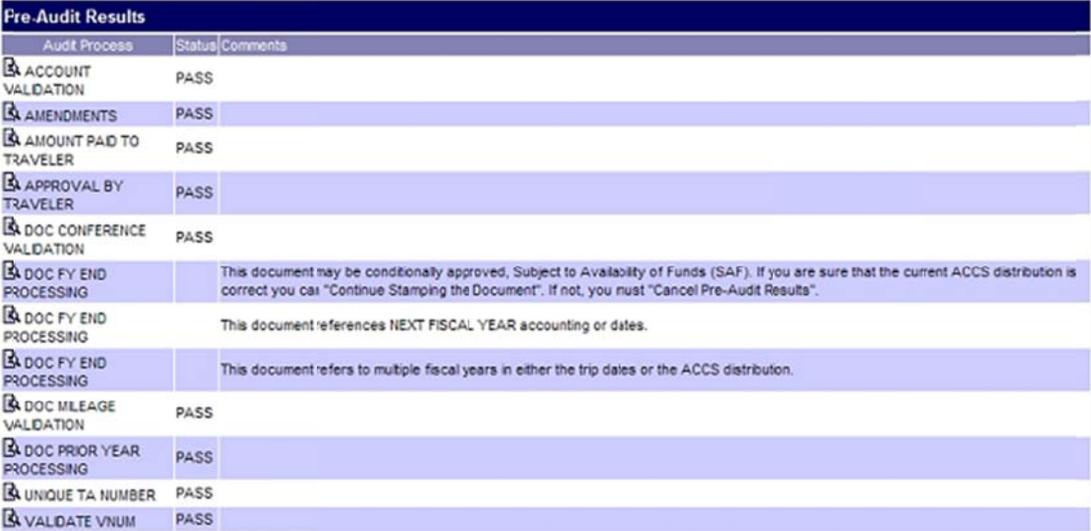
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2	<p>The <i>New Document</i> screen appears.</p> <ul style="list-style-type: none"> <li>➤ Click on the Lookup icon  by either the VNum or Traveler Name field</li> <li>➤ Click on the VNum to select your traveler.</li> <li>➤ Click on the <b>Document 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 Dallas, TX</i></li> </ul>
4a	<p>Click on the <i>Trip Information</i> tab. If you click the <b>Create</b> 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>9/26/##</i></li> <li>➤ <b>Depart</b> = <i>RES</i></li> <li>➤ <b>End Travel</b> = <i>10/2/##</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. Dallas, TX)</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>

Step	Action
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      \$25.43                      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 <b>Save</b> (<i>Expense Changes</i>) button when completed</p>  <p><i>Note: You could allocate half the costs of an expense that would be charged in the old fiscal year and the other half to the new fiscal year. It suggested splitting that cost out by the dates to make it easier to allocate.</i></p>
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>➤ Verify there is 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> <li>➤ Click on <i>Allocate</i></li> </ul>

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6a	<p>The <i>Accounting Code Allocation Summary</i> screen appears.</p>  <p><b>Accounting Code Allocation Summary for 1SAF50100</b></p> <p><b>Quick Tip</b> Expenses can be allocated by percent, date, expense category / payment method, amount, or individual expense. <a href="#">more</a></p> <p>For this Document you can: <b>Close</b> Allocation Screen</p> <p>Current Allocation Method: By Percent</p> <p><b>Accounting Code Allocation Summary</b></p> <p>Breakdown By Expense Category   Expense Level Allocation   Document Level Allocation</p> <p><b>Expense Category Allocation Breakdown for 'General Travel FY11H-20-01'</b></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>642.00</td> </tr> <tr> <td>M&amp;E-PerDiem</td> <td>OTHER</td> <td></td> <td>461.50</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> <p><b>Expense Category Allocation Breakdown for 'General Travel FY12H-20-01'</b></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&amp;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> <ul style="list-style-type: none"> <li>➤ Click on the <b>Expense Level Allocation</b> tab</li> <li>➤ Click on <b>Expense</b></li> </ul>	Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		538.00	Lodging-PerDiem	GOVCC		642.00	M&E-PerDiem	OTHER		461.50	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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6b	<p>Using the drop-down listing, change the 10/2/## expenses to the new FY code</p> <table border="1" data-bbox="289 352 1068 1123"> <thead> <tr> <th colspan="6">Expenses on Current Document</th> </tr> <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>09/26/11</td> <td>Airline Flight</td> <td>AGENCY CARD</td> <td></td> <td>538.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/26/11</td> <td>Lodging</td> <td>GOVCC</td> <td></td> <td>107.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/26/11</td> <td>M&amp;E</td> <td>OTHER</td> <td></td> <td>53.25</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/26/11</td> <td>Taxi</td> <td>OTHER</td> <td></td> <td>50.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/26/11</td> <td>TMC Transaction Fees</td> <td>AGENCY CARD</td> <td></td> <td>23.79</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/27/11</td> <td>Lodging</td> <td>GOVCC</td> <td></td> <td>107.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/27/11</td> <td>M&amp;E</td> <td>OTHER</td> <td></td> <td>71.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/28/11</td> <td>Lodging</td> <td>GOVCC</td> <td></td> <td>107.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/28/11</td> <td>M&amp;E</td> <td>OTHER</td> <td></td> <td>71.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/29/11</td> <td>Lodging</td> <td>GOVCC</td> <td></td> <td>107.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/29/11</td> <td>M&amp;E</td> <td>OTHER</td> <td></td> <td>71.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/30/11</td> <td>Lodging</td> <td>GOVCC</td> <td></td> <td>107.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>09/30/11</td> <td>M&amp;E</td> <td>OTHER</td> <td></td> <td>71.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>10/01/11</td> <td>Lodging</td> <td>GOVCC</td> <td></td> <td>107.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>10/01/11</td> <td>M&amp;E</td> <td>OTHER</td> <td></td> <td>71.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>10/02/11</td> <td>Gas-Rental/Govt Car</td> <td>OTHER</td> <td></td> <td>65.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>10/02/11</td> <td>M&amp;E</td> <td>OTHER</td> <td></td> <td>53.25</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>10/02/11</td> <td>Rental Car</td> <td>GOVCC</td> <td></td> <td>400.00</td> <td>H-20-01/General Travel FY11</td> </tr> <tr> <td>10/02/11</td> <td>Taxi</td> <td>OTHER</td> <td></td> <td>50.00</td> <td>H-20-01/General Travel FY11</td> </tr> </tbody> </table> <p>➤ Click <b>Done</b></p>	Expenses on Current Document						Date	Description	Pay Method	Sponsor Type	Amount	Organization/Label	09/26/11	Airline Flight	AGENCY CARD		538.00	H-20-01/General Travel FY11	09/26/11	Lodging	GOVCC		107.00	H-20-01/General Travel FY11	09/26/11	M&E	OTHER		53.25	H-20-01/General Travel FY11	09/26/11	Taxi	OTHER		50.00	H-20-01/General Travel FY11	09/26/11	TMC Transaction Fees	AGENCY CARD		23.79	H-20-01/General Travel FY11	09/27/11	Lodging	GOVCC		107.00	H-20-01/General Travel FY11	09/27/11	M&E	OTHER		71.00	H-20-01/General Travel FY11	09/28/11	Lodging	GOVCC		107.00	H-20-01/General Travel FY11	09/28/11	M&E	OTHER		71.00	H-20-01/General Travel FY11	09/29/11	Lodging	GOVCC		107.00	H-20-01/General Travel FY11	09/29/11	M&E	OTHER		71.00	H-20-01/General Travel FY11	09/30/11	Lodging	GOVCC		107.00	H-20-01/General Travel FY11	09/30/11	M&E	OTHER		71.00	H-20-01/General Travel FY11	10/01/11	Lodging	GOVCC		107.00	H-20-01/General Travel FY11	10/01/11	M&E	OTHER		71.00	H-20-01/General Travel FY11	10/02/11	Gas-Rental/Govt Car	OTHER		65.00	H-20-01/General Travel FY11	10/02/11	M&E	OTHER		53.25	H-20-01/General Travel FY11	10/02/11	Rental Car	GOVCC		400.00	H-20-01/General Travel FY11	10/02/11	Taxi	OTHER		50.00	H-20-01/General Travel FY11
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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 <b>Totals</b> 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 <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="289 388 1380 919"> <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 PAD 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>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 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 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 PAD TO TRAVELER	PASS		APPROVAL BY TRAVELER	PASS		DOC CONFERENCE VALIDATION	PASS		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 FY END PROCESSING		This document refers to multiple fiscal years in either the trip dates or the ACCS distribution.	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 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>																																										