

Extras #14: 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:

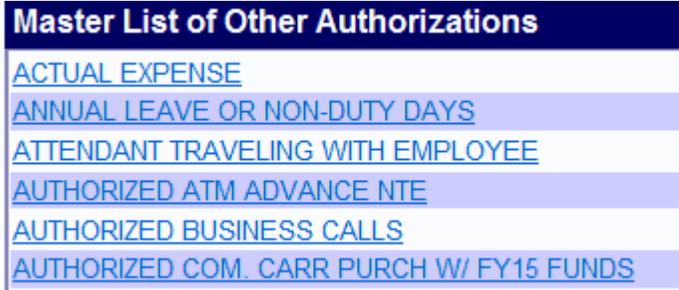
You have been asked to do a training session in Miami, FL on October 2-3. Even though this trip is in the new FY, you create your authorization in the current FY. Normally the per diem rates are not updated until after October 1st. Depending upon the difference between the old FY and the new FY rates, you may have to go back and amend the authorization. Your authorization will need to include the following costs:

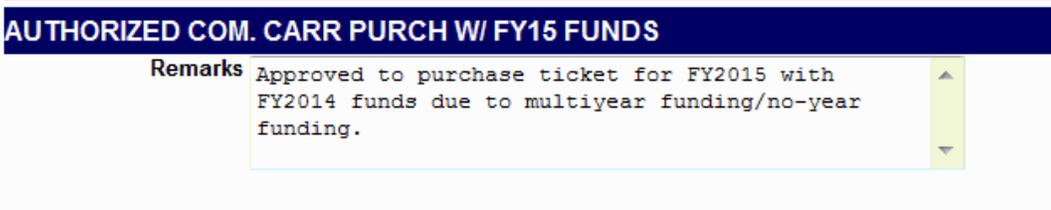
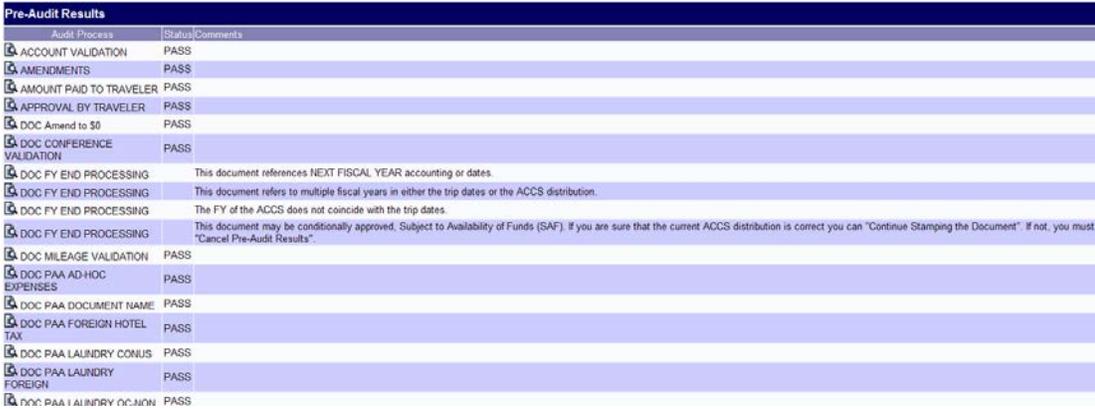
Estimated Expenses

- \$250.00 = Round-trip air fare
- \$27.19 = Transaction Fee
- \$100 = Taxi Fare
- \$500 = 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 Miami, FL</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>10/1/##</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. Miami, FL) ➤ 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 \$250.00 (Class = Y) TMC Transaction Fee \$27.19 Taxi \$100.00 Rental Car \$500.00 Gas \$65.00</p> <p>➤ Click the Save (<i>Expense Changes</i>) button when completed</p>  <table border="1" data-bbox="285 646 1383 1003"> <thead> <tr> <th colspan="2">Expense Entry</th> <th colspan="2">Customize Display</th> <th colspan="2"></th> <th colspan="2">Add R</th> </tr> <tr> <th></th> <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></td> <td></td> <td></td> <td></td> <td>10/01/2014</td> <td>Airline Flight</td> <td>COM. CARRIER</td> <td>250.00</td> <td>AGENCY CARD</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/01/2014</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>105.00</td> <td>GOVCC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/01/2014</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>49.50</td> <td>OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/01/2014</td> <td>Rental Car</td> <td>RENTAL CAR</td> <td>500.00</td> <td>GOVCC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/01/2014</td> <td>TMC Transaction Fees</td> <td>TRANSACTION FEES</td> <td>27.19</td> <td>AGENCY CARD</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/01/2014</td> <td>Gas-Rental/Govt Car</td> <td>TRANSPORT</td> <td>65.00</td> <td>OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/01/2014</td> <td>Taxi</td> <td>Transport</td> <td>100.00</td> <td>OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/02/2014</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>105.00</td> <td>GOVCC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/02/2014</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>66.00</td> <td>OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/03/2014</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>105.00</td> <td>GOVCC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/03/2014</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>66.00</td> <td>OTHER</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/04/2014</td> <td>Lodging</td> <td>Lodging-PerDiem</td> <td>0.00</td> <td>GOVCC</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>10/04/2014</td> <td>M&E</td> <td>M&E-PerDiem</td> <td>49.50</td> <td>OTHER</td> </tr> </tbody> </table>	Expense Entry		Customize Display				Add R			Delete	Copy	Itemize	Date	Expense Description	Expense Category	Cost	Payment Method					10/01/2014	Airline Flight	COM. CARRIER	250.00	AGENCY CARD					10/01/2014	Lodging	Lodging-PerDiem	105.00	GOVCC					10/01/2014	M&E	M&E-PerDiem	49.50	OTHER					10/01/2014	Rental Car	RENTAL CAR	500.00	GOVCC					10/01/2014	TMC Transaction Fees	TRANSACTION FEES	27.19	AGENCY CARD					10/01/2014	Gas-Rental/Govt Car	TRANSPORT	65.00	OTHER					10/01/2014	Taxi	Transport	100.00	OTHER					10/02/2014	Lodging	Lodging-PerDiem	105.00	GOVCC					10/02/2014	M&E	M&E-PerDiem	66.00	OTHER					10/03/2014	Lodging	Lodging-PerDiem	105.00	GOVCC					10/03/2014	M&E	M&E-PerDiem	66.00	OTHER					10/04/2014	Lodging	Lodging-PerDiem	0.00	GOVCC					10/04/2014	M&E	M&E-PerDiem	49.50	OTHER
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6	<p>If you are purchasing ticket in the current FY for a New FY trip, you will need to click on Other Authorizations</p>																																																																																																																																						
6a	<p>From the Master List of Other Authorizations click on the one that says Authorized Com. Carrier Purch w/FY## Funds</p>  <p>Master List of Other Authorizations</p> <ul style="list-style-type: none"> ACTUAL EXPENSE ANNUAL LEAVE OR NON-DUTY DAYS ATTENDANT TRAVELING WITH EMPLOYEE AUTHORIZED ATM ADVANCE NTE AUTHORIZED BUSINESS CALLS AUTHORIZED COM. CARR PURCH W/ FY15 FUNDS 																																																																																																																																						
6b	<p>Clicking it will associate it to the document. This other authorization has comments already associated to it that will be needed for the TMC in order to ticket the trip. Clicking on the link under the Document will open up the comments.</p>  <p>Other Authorizations</p> <ul style="list-style-type: none"> AUTHORIZED COM. CARR PURCH W/ FY15 FUNDS 																																																																																																																																						

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6c	<p>This will open up the comments:</p> 
7	<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"> ➤ Delete the current FY accounting code ➤ Verify there is a new FY accounting code ➤ If there is not, click on one from your master list <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>
8	<p>Click on Totals in the <i>Document Toolbar</i> to open up the <i>Total Details</i> screen</p> <ul style="list-style-type: none"> ➤ Verify the totals
9	<p>Click on Perform Pre-Audits in the <i>Document Toolbar</i> to open up the <i>Pre-Audit Results</i> screen.</p> 
9a	<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>

Step	Action
9b	<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>
10	<ul style="list-style-type: none"> ➤ 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 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>