

**Exercise #3b: Adjustment to a Travel Authorization/Allocate ACCS**

- Objectives:**
- Adjust a Travel Authorization
  - Allocate ACCS

**Notes:**

*Adjustments are done to travel authorizations prior to the document having a DATALINK status.*

*After the authorization has been stamped with a status (SIGNED, REVIEWED, or PROCESSED) to adjust a document, the person making the change, will need to use their Signature PIN to sign in the document to edit it. The person making the changes will then need to re-stamp the authorization SIGNED to get the authorization through the electronic routing for approval for employees and the changes saved for the excepted travelers prior to approval.*

*ACCS allocation is done when the document has more than one accounting code. This process allows the preparer to split costs between the accounting codes associated with the document.*

**Instructions:** Execute the following steps:

After the TA has been stamped SIGNED, you find out that there are more accounting codes that are going to share in the costs of the travel. Your Approving Official has not stamped the document APPROVED yet, so you are still able to make an adjustment.

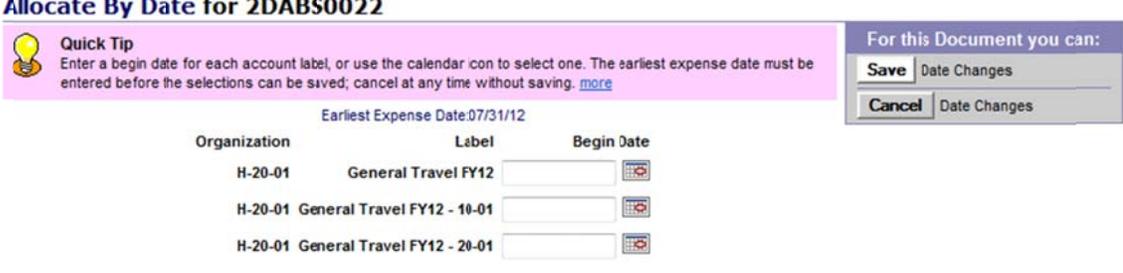
Step	Action
1	<p>From the <b>Home</b> screen click on the <b>Open Document</b>  icon which will take you to the <b>Open Document Signature</b> screen.</p>  <p>➤ Enter your <b>Signature PIN</b></p> <p>➤ Click the <b>Sign</b> (to Review Document) button</p>

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<p>2</p>	<p>The <i>Document Summary</i> screen appears.</p> <p>➤ Click <b>Accounting</b> in the <i>Document Toolbar</i> to open up the <i>Available Accounting Code</i> screen.</p> <div data-bbox="284 457 1404 1039" style="border: 1px solid black; padding: 5px;"> <p><b>Available Accounting Code for 2DABS0022</b></p> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #f0f0f0; padding: 5px;"> <p><b>Quick Tip</b> To select an account code, click the label link. To search by label, type some of the label in the field and click the Search button. To retrieve all account codes with the same label from all orgs, type the entire label and click the Retrieve button. <a href="#">more</a></p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p>For this Document you can:</p> <p><b>Add</b> New Accounting Code</p> <p><b>Back</b> <b>Continue</b></p> </div> </div> <div style="background-color: #003366; color: white; padding: 5px; margin-top: 5px;"> <p>Enter Search Criteria</p> <p>Accounting Code <input type="text"/> <b>Search</b> <b>Retrieve</b></p> </div> <div style="background-color: #003366; color: white; padding: 5px; margin-top: 5px;"> <p><b>Master Accounting Code</b> <span style="float: right;">Click Accounting Code Label to add to Document</span></p> <p>Search Results <span style="float: right;"><a href="#">Prev 20</a> <a href="#">Next 20</a></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Classification Code</th> </tr> </thead> <tbody> <tr> <td>H-20-01</td> <td><a href="#">General Travel FY11</a></td> <td>2011- 14- JTRNTRVP00- 06020000- 00000000- ----</td> </tr> <tr> <td>H-20-01</td> <td><a href="#">General Travel FY11 - 10-01</a></td> <td>2011- 14- JTRNTRVP00- 10010000- 00000000- ----</td> </tr> <tr> <td>H-20-01</td> <td><a href="#">General Travel FY11 - 20-01</a></td> <td>2011- 14- JTRNTRVP00- 20010000- 00000000- ----</td> </tr> <tr> <td>H-20-01</td> <td><a href="#">General Travel FY12</a></td> <td>2012- 14- KTRNTRVP00- 06020000- 00000000- ----</td> </tr> </tbody> </table> </div> <div style="background-color: #003366; color: white; padding: 5px; margin-top: 5px;"> <p><b>Accounting Code for 2DABS0022</b> <span style="float: right;">Click an item to edit/delete it</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Default</th> <th>Classification Code</th> <th>Extended Code</th> </tr> </thead> <tbody> <tr> <td>  H-20-01</td> <td><a href="#">General Travel FY12</a></td> <td><input checked="" type="radio"/></td> <td>2012- 14- KTRNTRVP00- 06020000- 00000000- ----</td> <td><a href="#">Extended</a></td> </tr> </tbody> </table> <p>  Edit  Delete</p> </div> </div>	Organization	Label	Classification Code	H-20-01	<a href="#">General Travel FY11</a>	2011- 14- JTRNTRVP00- 06020000- 00000000- ----	H-20-01	<a href="#">General Travel FY11 - 10-01</a>	2011- 14- JTRNTRVP00- 10010000- 00000000- ----	H-20-01	<a href="#">General Travel FY11 - 20-01</a>	2011- 14- JTRNTRVP00- 20010000- 00000000- ----	H-20-01	<a href="#">General Travel FY12</a>	2012- 14- KTRNTRVP00- 06020000- 00000000- ----	Organization	Label	Default	Classification Code	Extended Code	H-20-01	<a href="#">General Travel FY12</a>	<input checked="" type="radio"/>	2012- 14- KTRNTRVP00- 06020000- 00000000- ----	<a href="#">Extended</a>
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4b	<p data-bbox="282 1604 860 1638">There are also 3 tabs at the top of this screen:</p> <ul data-bbox="331 1680 805 1791" style="list-style-type: none"> <li>• Breakdown by Expense Category</li> <li>• Expense Level Allocation</li> <li>• Document Level Allocation</li> </ul>																																																																																																																																				

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5	<p>On the <b>Breakdown by Expense Category</b> tab, which the screen defaults to, a preparer has the ability to allocate costs by a category amount. By clicking on one of the amount listed the <i>Allocate by Amount per Expense Category/Payment Method</i> screen.</p> <p><b>Allocate By Amount per Expense Category / Payment Method for 2DABS0022</b></p> <div data-bbox="289 449 1414 583"> <p><b>Quick Tip</b>   For each expense category / payment method, divide the total amount among the selected account labels. Cycle through the expense categories / payment methods using the links below. All entries must balance before saving; cancel at any time without saving. <a href="#">more</a></p> <p>For this Document you can:  <input type="button" value="Save"/> Amount Changes  <input type="button" value="Done"/> Save &amp; Exit Amount Changes  <input type="button" value="Cancel"/> Amount Changes</p> </div> <p>Expense Category: COM. CARRIER Payment Method: AGENCY CARD Total Amount: 255.00</p> <table border="1" data-bbox="526 583 984 751"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>H-20-01</td> <td>General Travel FY12</td> <td>255.00</td> </tr> <tr> <td>H-20-01</td> <td>General Travel FY12 - 10-01</td> <td>0.00</td> </tr> <tr> <td>H-20-01</td> <td>General Travel FY12 - 20-01</td> <td>0.00</td> </tr> <tr> <td colspan="2">*Unallocated Amount</td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="289 806 1109 1066"> <thead> <tr> <th colspan="4">Breakdown by Expense Category / Payment Method</th> </tr> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount Allocated</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td></td> <td>255.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td></td> <td>50.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td>465.00</td> </tr> <tr> <td>M&amp;E-PerDiem</td> <td>OTHER</td> <td></td> <td>248.50</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td>102.00</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td></td> <td>30.00</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td></td> <td>350.00</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td></td> <td>26.30</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td></td> <td>65.00</td> </tr> </tbody> </table> <p>A preparer is then able to enter specific amounts for each of the ACCS listed. The total amount is listed toward the top of the screen. There is an Unallocated Amount field when there is more than 2 ACCS that will list any amount that has yet to be allocated. The goal is to split the money so that the unallocated amount shows nothing and the ACCS amounts equal the total amount.</p> <p>To save the changes but remain on this screen in order to allocate another amount, click <b>SAVE</b>.</p> <p>To save the changes but return to the <i>Allocation Summary</i> screen, click <b>DONE</b>.</p>	Organization	Label	Amount	H-20-01	General Travel FY12	255.00	H-20-01	General Travel FY12 - 10-01	0.00	H-20-01	General Travel FY12 - 20-01	0.00	*Unallocated Amount			Breakdown by Expense Category / Payment Method				Expense Category	Payment Method	Sponsor Type	Amount Allocated	COM. CARRIER	AGENCY CARD		255.00	LODGING TAX	GOVCC		50.00	Lodging-PerDiem	GOVCC		465.00	M&E-PerDiem	OTHER		248.50	MILEAGE	OTHER		102.00	OTHER TRAVEL	OTHER		30.00	RENTAL CAR	GOVCC		350.00	TRANSACTION FEES	AGENCY CARD		26.30	TRANSPORT	OTHER		65.00
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6a	<p>The preparer has the ability to specify the starting dates for the ACCS to cover. For example, the first ACCS could cover 2 days of the trip, the second 2 days and the third 1 day. At the top of the screen is the earliest expense date and that date has to be in one of the ACCS fields listed.</p>  <p><b>Note:</b> If allocating by date, all expenses listed in the Expenses screen should be broken out for when the expense is to occur. This way the expenses will be distributed more equally.</p>

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6b	<p>The preparer has the ability to specify which ACCS covers which Expense Category/Payment Method by using the drop-down listing. These expenses are grouped together by the expense category and payment method. So all costs under that category/payment method would be covered by one ACCS.</p> <p><b>Allocate By Expense Category / Payment Method for 2DABS0022</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p> <b>Quick Tip</b> From the drop down list, select the appropriate account label for each expense category / payment method. Cancel at any time without saving. <a href="#">more</a></p> <table border="1" data-bbox="337 569 1084 894"> <thead> <tr> <th>Expense Category</th> <th>Payment Method</th> <th>Sponsor Type</th> <th>Amount</th> <th>Organization/Label</th> </tr> </thead> <tbody> <tr> <td>COM. CARRIER</td> <td>AGENCY CARD</td> <td></td> <td>255.00</td> <td>H-20-01/General Travel FY12</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</td> <td></td> <td>50.00</td> <td>H-20-01/General Travel FY12</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td>465.00</td> <td>H-20-01/General Travel FY12</td> </tr> <tr> <td>M&amp;IE-PerDiem</td> <td>OTHER</td> <td></td> <td>248.50</td> <td>H-20-01/General Travel FY12</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td>102.00</td> <td>H-20-01/General Travel FY12</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td></td> <td>30.00</td> <td>H-20-01/General Travel FY12</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td></td> <td>350.00</td> <td>H-20-01/General Travel FY12</td> </tr> <tr> <td>TRANSACTION FEES</td> <td>AGENCY CARD</td> <td></td> <td>26.30</td> <td>H-20-01/General Travel FY12</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td></td> <td>65.00</td> <td>H-20-01/General Travel FY12</td> </tr> </tbody> </table> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p><b>For this Document you can:</b></p> <p><input type="button" value="Save"/> Allocation Changes</p> <p><input type="button" value="Cancel"/> Allocation Changes</p> </div>	Expense Category	Payment Method	Sponsor Type	Amount	Organization/Label	COM. CARRIER	AGENCY CARD		255.00	H-20-01/General Travel FY12	LODGING TAX	GOVCC		50.00	H-20-01/General Travel FY12	Lodging-PerDiem	GOVCC		465.00	H-20-01/General Travel FY12	M&IE-PerDiem	OTHER		248.50	H-20-01/General Travel FY12	MILEAGE	OTHER		102.00	H-20-01/General Travel FY12	OTHER TRAVEL	OTHER		30.00	H-20-01/General Travel FY12	RENTAL CAR	GOVCC		350.00	H-20-01/General Travel FY12	TRANSACTION FEES	AGENCY CARD		26.30	H-20-01/General Travel FY12	TRANSPORT	OTHER		65.00	H-20-01/General Travel FY12																																								
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7a	<p>The preparer has the ability to take the total amount of the document and split it by the amount each ACCS is going to pay. For example, if the total document amount is \$1,500, an allocation of \$500 for each ACCS can be done. If done this way, the system will take the \$500 and split it among each of the expense categories. No individual calculations need to be done. The system will do it for you.</p> <p><b>Allocate By Amount per Accounting Code for 2DABS0022</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p> <b>Quick Tip</b> For each Account label, enter the desired amount and assign the Retained flag if needed. The total for the Account labels must be equal to the document Total Amount before saving. *Unallocated Amount should be blank. Cancel at any time without saving. <a href="#">more</a></p> <p style="text-align: right;">For this Document you can: <b>Save</b> Amount Changes <b>Done</b> Save &amp; Exit Amount Changes <b>Cancel</b> Amount Changes</p> <p style="text-align: center;">Total Amount: 1,591.80</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Amount</th> <th>Retained</th> </tr> </thead> <tbody> <tr> <td>H-20-01</td> <td>General Travel FY12</td> <td>1591.80</td> <td><input type="checkbox"/></td> </tr> <tr> <td>H-20-01</td> <td>General Travel FY12 - 10-01</td> <td>0.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>H-20-01</td> <td>General Travel FY12 - 20-01</td> <td>0.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td>*Unallocated Amount</td> <td><input type="text"/></td> </tr> </tbody> </table> </div>	Organization	Label	Amount	Retained	H-20-01	General Travel FY12	1591.80	<input type="checkbox"/>	H-20-01	General Travel FY12 - 10-01	0.00	<input type="checkbox"/>	H-20-01	General Travel FY12 - 20-01	0.00	<input type="checkbox"/>			*Unallocated Amount	<input type="text"/>
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7b	<p>The preparer has the ability to take and split the costs by a percentage. The percentages have to equal 100%. For example, ACCS#1 could be 50%, ACCS#2 could be 25% and that would mean ACCS #3 would have to be 25% for a full total percentage of 100%. The system will then take the percentages allotted and split the costs equally by the percentage given.</p> <p><b>Allocate By Percent for 2DABS0022</b></p> <div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">  <b>Quick Tip</b>                      For each Account label, enter the desired percentage. The total for the Account labels must equal 100% before saving; cancel at any time without saving. <a href="#">more</a> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Organization</th> <th style="text-align: left;">Label</th> <th style="text-align: left;">Percent</th> </tr> </thead> <tbody> <tr> <td>H-20-01</td> <td>General Travel FY12</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>H-20-01</td> <td>General Travel FY12 - 10-01</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>H-20-01</td> <td>General Travel FY12 - 20-01</td> <td><input type="text" value="0"/></td> </tr> <tr> <td colspan="2" style="text-align: right;">*Unallocated Percentage</td> <td><input type="text" value="100"/></td> </tr> </tbody> </table> <div style="float: right; border: 1px solid gray; padding: 5px; margin-top: 5px;"> <b>For this Document you can:</b>  <input type="button" value="Save"/> Percent Changes  <input type="button" value="Cancel"/> Percent Changes                 </div> </div>	Organization	Label	Percent	H-20-01	General Travel FY12	<input type="text" value="0"/>	H-20-01	General Travel FY12 - 10-01	<input type="text" value="0"/>	H-20-01	General Travel FY12 - 20-01	<input type="text" value="0"/>	*Unallocated Percentage		<input type="text" value="100"/>
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7c	<p>For this exercise, the following expenses will be paid by the accounting listed above:</p> <p><b><u>&lt;Training Initials&gt; Training FY12</u></b>                      Airfare                      TMC Transaction Fee</p> <p><b><u>General Travel FY12 – 10-01</u></b>                      Lodging                      M&amp;IE</p> <p><b><u>General Travel FY12 – 20-01</u></b>                      All other expenses</p> <p>How are you going to allocate the above?</p> <p>How would you allocate if they were going to split all costs equally?</p>															

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7d	<p>The <i>Allocation Summary</i> screen appears and now all of the expenses per ACCS have been given costs based off how it was allocated</p> <table border="1" data-bbox="285 390 1206 741"> <thead> <tr> <th colspan="4">Expense Category Allocation Breakdown for 'General Travel FY12H-20-01'</th> </tr> <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>255.00</td> </tr> <tr> <td>LODGING TAX</td> <td>GOVCC</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;IE-PerDiem</td> <td>OTHER</td> <td></td> <td>0.00</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td>0.00</td> </tr> <tr> <td>OTHER TRAVEL</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>26.30</td> </tr> <tr> <td>TRANSPORT</td> <td>OTHER</td> <td></td> <td>0.00</td> </tr> </tbody> </table> <table border="1" data-bbox="285 747 1206 1098"> <thead> <tr> <th colspan="4">Expense Category Allocation Breakdown for 'General Travel FY12 - 10-01H-20-01'</th> </tr> <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 TAX</td> <td>GOVCC</td> <td></td> <td>0.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td>465.00</td> </tr> <tr> <td>M&amp;IE-PerDiem</td> <td>OTHER</td> <td></td> <td>248.50</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td>0.00</td> </tr> <tr> <td>OTHER TRAVEL</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> <table border="1" data-bbox="285 1104 1206 1455"> <thead> <tr> <th colspan="4">Expense Category Allocation Breakdown for 'General Travel FY12 - 20-01H-20-01'</th> </tr> <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 TAX</td> <td>GOVCC</td> <td></td> <td>50.00</td> </tr> <tr> <td>Lodging-PerDiem</td> <td>GOVCC</td> <td></td> <td>0.00</td> </tr> <tr> <td>M&amp;IE-PerDiem</td> <td>OTHER</td> <td></td> <td>0.00</td> </tr> <tr> <td>MILEAGE</td> <td>OTHER</td> <td></td> <td>102.00</td> </tr> <tr> <td>OTHER TRAVEL</td> <td>OTHER</td> <td></td> <td>30.00</td> </tr> <tr> <td>RENTAL CAR</td> <td>GOVCC</td> <td></td> <td>350.00</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>65.00</td> </tr> </tbody> </table>	Expense Category Allocation Breakdown for 'General Travel FY12H-20-01'				Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		255.00	LODGING TAX	GOVCC		0.00	Lodging-PerDiem	GOVCC		0.00	M&IE-PerDiem	OTHER		0.00	MILEAGE	OTHER		0.00	OTHER TRAVEL	OTHER		0.00	RENTAL CAR	GOVCC		0.00	TRANSACTION FEES	AGENCY CARD		26.30	TRANSPORT	OTHER		0.00	Expense Category Allocation Breakdown for 'General Travel FY12 - 10-01H-20-01'				Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	LODGING TAX	GOVCC		0.00	Lodging-PerDiem	GOVCC		465.00	M&IE-PerDiem	OTHER		248.50	MILEAGE	OTHER		0.00	OTHER TRAVEL	OTHER		0.00	RENTAL CAR	GOVCC		0.00	TRANSACTION FEES	AGENCY CARD		0.00	TRANSPORT	OTHER		0.00	Expense Category Allocation Breakdown for 'General Travel FY12 - 20-01H-20-01'				Expense Category	Payment Method	Sponsor Type	Amount	COM. CARRIER	AGENCY CARD		0.00	LODGING TAX	GOVCC		50.00	Lodging-PerDiem	GOVCC		0.00	M&IE-PerDiem	OTHER		0.00	MILEAGE	OTHER		102.00	OTHER TRAVEL	OTHER		30.00	RENTAL CAR	GOVCC		350.00	TRANSACTION FEES	AGENCY CARD		0.00	TRANSPORT	OTHER		65.00
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	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Anytime a specific allocation has been done and saved, the system will return you to this screen in order to view the new allocations.</li> <li>✓ If your authorization was allocated and the costs differ from the authorization when creating the voucher, you will need to go back to the allocation screen in order to make sure everything is still allocated.</li> </ul>																																																																																																																																				

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8	<ul style="list-style-type: none"> <li>➤ Check the totals</li> <li>➤ Preview the document</li> <li>➤ Do Pre-Audit Results</li> <li>➤ Stamp the document SIGNED</li> </ul> <p><i>Stamping the document SIGNED again, the person who initiated the adjustment, will need to use the drop-down list and selected SIGNED. They will also have the checkbox that should NOT be checked and remarks should be added stating why the change was made.</i></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>