Government Travel Account

NIST & Customer Bureau

Interface User Manual

Commerce Administrative Management System (CAMS) Implementation

U.S. Department of Commerce
Version 2.0

Table of Contents

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

2 of 139

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

3 of 139

Introduction

Purpose

This manual provides instructions for processing the NIST and customer bureaus SATO/NAVIGANT ticket transactions using the Government Travel Account (GTA) interface. The interface interacts with the Accounts Payable Standard Interface to transmit SATO/NAVIGANT expenses to the Core Financial System (CFS). There are two roles for the GTA interface: GTA Administrator and GTA Processor. This document outlines the instructions to follow at each stage of the processing of SATO/NAVIGANT ticket transactions. In addition, included are instructions for troubleshooting errors.

This is the second release of the GTA Interface. The first release of the GTA Interface incorporated processing for the NIST customer bureaus, which include: Office of the Secretary (OS), Office of the Inspector General (OIG), Minority Business Development Agency (MBDA), Economic Development Administration (EDA), Economics and Statistics Administration (ESA), Bureau of Economic Analysis (BEA).

This user manual applies to NIST, National Telecommunications and Information Administration (NTIA), and Technology Administration (TA) and the customer bureaus.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

4 of 139

Process Flow

Government Travel Account (GTA) Interface

NIST Travel Office receives 11 read-only disks and Citibank Invoice Statements

Citibank Invoice Statements

Load files using NFED01 screen

NFED01 loads data onto CAMS Unix Server

NIST Travel Office Loads Travel Agency Data & Process Invoice Data- GTA Initiation (NGT201) Screen

Re-submit

Selects processing option

NIST Travel Office reconciles SATO Reconciliation Reports to Citibank Invoice Statements and SATO file header amount

NIST Travel Office places files on personal computer and uploads files to GTA Interface directory using NFED01 screen

errors

NIST Travel Office corrects errors on GTA Invoice Correction (NGT101) Screen

Accounts Payable Standard Interface (APSI)

NIST Travel Office Load Data into APSI staging tables using the Job Execution Request (SIDI021) screen

errors

NIST Travel Office navigates to invalid invoice transactions using a series of screens: SIDI022, SIDI002, and perform corrections on the Vendor Invoice Correction (SIDI003) screen.

Re-submit

Core Financial System (CFS)

NIST Travel Office views invoice data on CFS Tables- Vendor Invoice Transaction (PM003) screen

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

5 of 139

GTA Interface Instructions

GTA Administrator

Role Description

The GTA Administrator maintains the Centrally Billed Account (CBA) information and maintenance data for each bureau account. The GTA administrator accesses the NGT001 – GTA Account Table Maintenance screen to perform updates on bureau account or maintenance information.

It is recommended that someone other than the GTA Processor fill the GTA Administrator role. This separation of roles conforms to the NIST standards and policies for segregation of duties for accountability.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

6 of 139

Procedural Overview - GTA Account Table Maintenance Screen (NGT001)

Introduction

This procedure describes the process to enter maintenance data for each bureau's account for the Government Travel Account (GTA) Interface. Records can be added, updated, activated, or de-activated. Maintenance data must be correct to process the Schedule Airline Ticketing Office (SATO/NAVIGANT) files.

Who Uses the Process

The GTA Administrator sets up and maintains account information on the NGT001 screen.

Initiating the Process

The GTA Administrator enters Bureau Account information onto the NGT001 screen. This screen is used for initial set-up and on-going maintenance.

Reference Forms

None

Accessing the System

From the CFS Main menu, Page Down the next page block and enter NGT001. Press enter twice to display the screen.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

7 of 139

NGT001 Process Flow Diagram

The following diagram provides a visual overview of the procedures to be completed in NGT001.

<div style="border:1px solid">

Objective:
Enter the Bureau Account information onto NGT Account Table Maintenance (NGT001) Screen.

</div>

Access
CFS

↓

Access the
NGT001 from the
CFS Main Menu

↓

Enter the Bureau
Account
information

↓

Activate the
Bureau Account

↓

Save record

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

8 of 139

NGT001- GTA Account Table Maintenance Screen Shot

The NGT Account Table Maintenance (NGT001) screen allows the administrator to maintain bureau and account related data in the NGT Account Table. Records can be added, updated, activated, or de-activated using this screen. The numbers correspond to the step-by-step instructions that follow.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

9 of 139

NGT001 Step by Step

Follow the steps below to enter or update the Bureau Account information or to activate / de-activate a bureau account.

STEP	ACTION
1	Press 'F12' to execute a query. The form populates with data. Press the 'Down' arrow key to view the next record or bureau code.
2	*Bureau Code:* Press 'Home' to view a list of valid bureau codes and select the bureau code. Or enter a valid bureau code into the field. Tab to the next field.
3	*Location:* Enter the location where the bureau account resides. Tab to the next field.
4	*Account Number:* Enter the 15-digit Account Number that corresponds to the Citibank Centrally Billed Account number. Tab to the next field.
5	*Description:* Enter the "Bureau Initials and CBA" Example: NIST Gaithersburg CBA Tab to the next field.
6	*Match Flag:* Enter "Y" (Match document to an obligation) "N" (Do not match to an obligation) Tab to the Next field.
7	*Vendor No and Payment ID:* Press 'HOME' to view a list of valid vendor numbers or enter the vendor id Tab to the next field.
8	*Active Status*: Enter "Y" (active) or "N" (inactive)
9	Press 'F5' to Commit the changes.
	End of Steps

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

10 of 139

Instructions to update Bureau Account Information	
STEP	ACTION
1	Press 'F12' to execute a query. The form populates with data. Press the 'Down' arrow key to view the record that needs updating.
2	*Active Status:* Type "N" into the Active Status field. This deactivates the record to enable updates.
3	Tab to the field that needs to be updated for the record. Enter appropriate information for the field. Example: Tab to the *Account Number* field to update the information.
4	Tab back to *Active Status.* Enter a "Y" to into the Active Status field to re-activate the record.
5	Press F5 to commit/save the record
	End of Steps

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

11 of 139

GTA Processor

Role Description

The GTA Processor role performs the pre-GTA Interface reconciliation process, uploads the SATO/NAVIGANT disks to the GTA processing directory, initiates the GTA Interface, corrects error transactions and documents any discrepancies. The Processor uses the GTA Interface Reconciliation Tool to verify that the SATO/NAVIGANT file, report and Citibank bill match. After the reconciliation process, the Processor uploads the disks to the GTA interface processing directory using the NIST Feeder System File Upload (NFED01) screen, then initiates the GTA interface through the NGT201 screen, and performs any corrections using the NGT101 Correction screen. The GTA Processor also accesses the Accounts Payable Standard Interface (APSI) to process the GTA transactions into the CFS- Vendor Invoice Transaction (PM003) screen.

When there are charges on the Citibank bill that require disputing, there must be a point of contact responsible for contacting Citibank. This person should be someone other than the GTA processor. It is recommended that the roles be separated in order to conform to the NIST standards and policies for segregation of duties for accountability.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

12 of 139

Pre-GTA Interface Reconciliation

The Pre-GTA Interface Reconciliation Process is used to ensure that the Citibank total payment amount equals the SATO/NAVIGANT file header amount and SATO/NAVIGANT Reconciliation Report amount for a specified bureau. It is current NIST Policy to pay the full Citibank payment amount each month. Each month the GTA Processor must complete the pre-reconciliation process for each bureau.

Prior to executing the GTA interface, it will be necessary to follow the instructions below to complete the Pre-GTA Interface Reconciliation Process. There are two worksheets below: The GTA Reconciliation Spreadsheet and the Explanation of Discrepancy worksheet. The GTA Reconciliation Spreadsheet is used to track and document total amount for each bureau per billing period. The Explanation of Discrepancy worksheet is used to document any discrepancies found while reconciling and/or processing data through the interface.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

13 of 139

Worksheet 1: GTA Interface Reconciliation Spreadsheet

The number correspond to the steps below.

	GTA Interface Reconciliation Spreadsheet		
	Enter Bureau Code/Name:	**51-OS**	**Invoice Date: 10/16/2002**
STEP			
1	**Total New Activity on the CitiBank Statement-->**	**$85,159.10**	
	Enter values from the Summary Reconciliation Report-->		
2	**ENTER TAPE DEBIT AMOUNT** $	94,014.84	94,014.84
3	**ENTER TAPE CREDIT AMOUNT** $	8,855.74	(8,855.74)
4	**TAPE Billing Amount on the Reconciliation Report-->**		**85,159.10**
	Enter data from SATO/NAVIGANT Disk -->		
5	**TOTAL HEADER AMT ON SATO/NAVIGANT DISK** $	85,159.10	
6	**DIFFERENCE btwn disk and Citibank Statement-->**		0.00

	Reconciliation Instructions
Step #	**Action**
	Perform this process for each Bureau/Disk and SATO/NAVIGANT Reconciliation Report. **Each Bureau will have 2 Tabs within each Excel File. Save the entire file for each month for your records to your computer.**
1	Enter the total amount for New Activity stated on the CitiBank Statement. *This amount should not include any balances carried over from prior months.*
2	Enter Tape Debit Amount from the SATO/NAVIGANT Summary Reconciliation Worksheet Report. This report is one of many reports sent by SATO/NAVIGANT.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

14 of 139

3	Enter Tape Credit Amount from the SATO/NAVIGANT Summary Reconciliation Worksheet Report. This report is one of many reports sent by SATO/NAVIGANT.
4	The **Tape Billing Amount on the Reconciliation Report** should equal the Total New Activity Amount from the CitiBank Statement. This field is automatically populated with the sum of Tape Debits and Credits. *CONTINUE To Step 5.*
5	Insert SATO/NAVIGANT disk for the bureau to be reconciled into the user's computer. Open the file INVOIC.1. View the Total Invoice Amount in the first line of the file (refer below for an example). Enter this amount into the "TOTAL HEADER AMT ON SATO/NAVIGANT DISK" field. **The header amount is found in the first line of the file. It is shown as follows: **-->**1 07/20/200200**1374386** *The **bolded** numbers is the total header amount. So the total is **$13,743.86**.*
6A	**If "Total New Activity on the Citibank Statement" EQUALS the "Total Header Amount on SATO/NAVIGANT Disk" fields BUT the "Tape Billing Amount on Reconciliation Report" field does not equal the Total Header Disk Amount on the SATO/NAVIGANT file or Citibank bill then:** 1.) Process the SATO/NAVIGANT disk through the GTA Interface (since the bill matches to the SATO/NAVIGANT file). 2.) Contact SATO/NAVIGANT to understand why the SATO/NAVIGANT Reconciliation Report does not match to the Citibank bill and file. 3.) Record this information on the Explanation of Discrepancy worksheet (reference instructions below).

6B	**If the "Difference btwn the disk and Citibank Statement" field is positive (example: Line 6 on spreadsheet: CitiBank Amount > than Disk Amount then:** 1.) Complete the Explanation of Discrepancy Worksheet. **IMPORTANT** The user must reconcile Citibank bill against the SATO/NAVIGANT Reconciled Transaction Report to identify which transactions SATO/NAVIGANT left off of the file. The user will need to reference this amount after the data is processed through the interface and entered onto PM003 screen. 2.) Process the file through the GTA Interface. View the SATO Valid Data Report. If the amount processed is less than the Citibank statement then enter this amount onto the Explanation of Discrepancy worksheet. 3.) After the records are processed through the GTA and APSI, view the invoice on PM003. Insert a new sub-invoice # referencing the invoice # (example: 52SATOMMYYYY). Add a line item amount for the difference (positive) amount so that Citibank is paid the full amount. Charge this difference to the suspense ACCS account. 4.) Call SATO/NAVIGANT to understand why SATO/NAVIGANT did not send all charges for this month's billing cycle in the SATO/NAVIGANT files. Give SATO/NAVIGANT the Citibank bill information. These transactions may need to be disputed with Citibank. Complete the Explanation of Discrepancy Worksheet. 5.) Reconcile suspense account based on communication with SATO/NAVIGANT. Reconciliation example: Enter an advice of correction to the suspense account line item transaction.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

16 of 139

6C	**If the "Difference btwn the disk and Citibank Statement" field is negative (disk > than Citibank) then:** 1.) Note the difference on the Explanation of Discrepancy worksheet. **IMPORTANT** The user must reconcile Citibank bill against the SATO/NAVIGANT Reconciled Transaction Report to identify which transactions SATO/NAVIGANT **added** to the file. 2.) Contact SATO/NAVIGANT to understand why additional transactions were included on this month's billing cycle. Based on manual reconciliation between the Citibank bill and SATO/NAVIGANT Reconciliation Report the GTA Processor should identify the additional transactions to SATO/NAVIGANT. 3.) The user will NOT process this file into the GTA Interface. Business policy dictates that the FSG must pay the full Citibank amount; nothing more nothing less. Therefore, one of the following must be used: a.) request new SATO/NAVIGANT file b.) manual entry of transactions into CFS
6D	**If the Citibank Bill, SATO/NAVIGANT Reconciliation Report and Disk ALL DO NOT Match, then contact SATO/NAVIGANT. One of the following must be used after SATO/NAVIGANT has explained the discrepancy:** a.) Re-complete the Reconciliation Spreadsheet using the NEW file and process through GTA if reconciled. b.) Enter transactions manually into CFS if new file can not be sent in a timely manner.
6E	**If the SATO/NAVIGANT Report, Disk and Citibank bill match then process the file through the GTA Interface.**

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

17 of 139

Worksheet 2: Explanation of Discrepancy Spreadsheet

This worksheet is completed after the GTA Interface has processed the SATO/NAVIGANT file. Complete this spreadsheet only if the SATO Valid Data Report 'Total Amount' does NOT equal the Citibank statement billed amount. Reference section 6.2.2.1 Documenting Discrepancies for specific instructions on how to handle discrepancies.

GTA Interface Explanation of Discrepancy														
Burea n Code	Status/DA TE Open	Travel Order #	Discrepancy Amount	Reason for Discrepancy	Resolution	Default Amount Suspense Amount	Transaction Number and/or Reference	Ticket Issue Date	Ticket #	Citibank Ref #	Bureau linked for Transacti	Traveler Name	CD-25 Preparer	CD-25 Approver
ENTE R Burea n Code Charg ed	Step 1: Enter the Status and the Date. Example: OPEN 10/28/02 Closed 11/5/02	Step 2: Enter Travel Order No. if applicable	Step 3: Enter the Amount in charge the suspense/defa ult amount. Example: $200.00	Step 4: Enter a description as to why the suspense/defa ult amount will be used. Example: This amount specifies the difference [line] between the SATO file processed through the GTA Interface and the Citibank statement.	Step 5: Enter the resolution Example: [initiate 11/5/02] The charge belonged to bureau [54]. The suspense amount was used. Hard copy documents were faxed/eml to the bureau for proof of incorrect charge. An IPAC ...	Step 6: Enter which amount was used to resolve the discrepancy. Example: Default or Suspense	Step 7: Enter the transaction # [PN005 invoice/sub-invoice #] to reference. Enter the ACCS used for this transaction.	Step 8: Enter the ticket issue date; if applicable	Step 9: Enter the ticket # if applicable	Step 10: Enter the Citibank Ref #; if applicable	Step 11: The bureau Code / NAME for the owner of the expense [if expense charged to the wrong bureau]	Step 12: Enter the traveler's name; if applicable	Step 13: Enter the name of the individual who prepared the CD25 if applicable	Step 14: Enter the name of the individual who approved the CD25.
54	OPEN 10/24/2002	2575233	$333.00	Invalid ACCS		Default Amount	54530	5/28/02	6730430734			Robert Parrin		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

18 of 139

Credit Balance Scenario

If the Citibank statement displays "no payment due" then the total amount of tickets purchased for the specified month is a credit amount. This scenario would only occur if the amount for ticket refunds exceed the amount of tickets purchased in a billing cycle. The following instructions describe the process for reconciling credits.

NOTE: Do *NOT* process the SATO/NAVIGANT file for this bureau through the GTA Interface. The GTA Interface will not accept the file for a negative payment amount. Enter these transactions directly into CFS-PM003.

Step	Description	Action
1	If the file's total amounts are equal BUT negative (credit amounts)	Do Not process SATO/NAVIGANT file for this bureau through the GTA Interface. Manually enter the debit and credit transactions based off the SATO/NAVIGANT Reconciliation Reconciled Debit and Credits Transaction Reports onto the PM003 screen. Reference invoice # in standard format: BureauCodeSATOMMDDYYYY. Invoice amount should be negative. **Change each Release Flag to "N".** Approve invoice. Disbursement process will not pick up the amount.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

19 of 139

GTA PROCESSING INSTRUCTIONS

Procedural Overview of NIST Feeder System File Upload (NFED01) Screen

Overview
Introduction

The NIST Feeder System File Upload Screen transfers the SATO/NAVIGANT diskettes from the user's desktop to the GTA interface processing directory.

Who Uses the Process   The GTA Processor.

Initiating the Process   The GTA Processor saves the SATO/NAVIGANT diskettes to a folder on their computer using a standard naming convention, accesses the NFED01 screen through CFS. The GTA Processor will enter data into the required fields on NFED01 screen.

Reference Forms   NONE

Accessing the System   From the main menu, page down type 'NFED01' into the screen name field.

Process Flow

Objective:
Transfer the SATO files to the GTA interface processing directory

```
┌─────────────────┐
│  Access NFED01   │
│     Screen       │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│  Execute FTP     │
│    process       │
└─────────────────┘
         │
         ▼
┌─────────────────┐
│  Receive email   │
│  confirmation    │
│    message       │
└─────────────────┘
```

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

22 of 139

NFED01 Screen Print

```
            NIST Feeder System File Upload Screen

 Enter Parameters for Processing:

 Interface Type:        [  1  ]   Press [LIST Values] for assistance

 Remote Machine Name:   [      2                    ]

 Remote FTP ID:         [         3                 ]

 Remote FTP Password:   [   4     ]   ** Password is not shown **

 Remote Data Directory: [       5          ]



 _____

 Count: *0                                        <List><Replace>
```

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

23 of 139

```
                  NIST Feeder System File Upload Screen

       Enter Parameters for Processing:

                                Valid Type

          ┌───┐
          │ 1 │                Find: ▕▔▔▔▔▔▔▔▔▔▏
          └───┘

        ▕ GTA           /u01/cams/interface/gta/sato




       Press Do to pick selection, PF4 to cancel.
       Count: *0                                        <List><Replace>
```

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

24 of 139

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

25 of 139
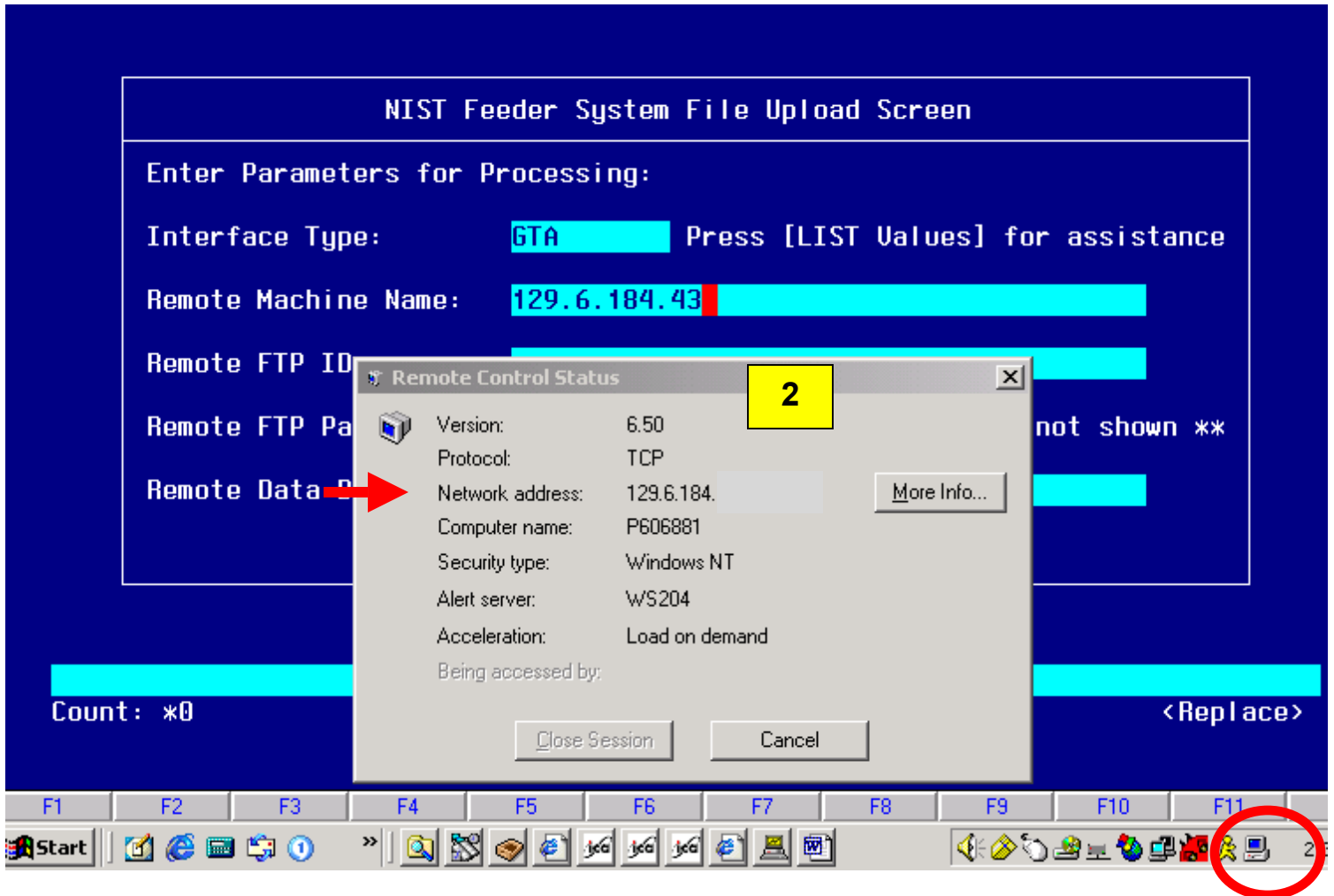
NFED01 Step by Step

Prepare the SATO/NAVIGANT files for the Upload: Each disk contains one SATO/NAVIGANT file. The disks are individually packaged and marked with an account # and billing month/year for each bureau. Each SATO/NAVIGANT file on each disk is names 'INVOIC.1'. Follow the instructions below for each disk to rename the file with more descriptive name before the loading process.

STEP	ACTION
1	Create a folder on the 'C' drive named GTA. C:\GTA
2	Load one of the SATO/NAVIGANT disks into your desktop computer and view the disk contents in Window's Explorer.
3	Right click on the 'INVOIC.1' file and select *Copy* from the menu list.
4	Unselect the 'INVOIC.1' (make sure the file name is not highlighted).
5	Right click again in Windows Explorer in the area below the 'INVOIC.1' file. Select *Paste* from the menu list. A new file will appear named 'Copy of INVOIC.1'.
6	Right click the file 'Copy of INVOIC.1' and select *Rename* from the menu list.
7	Rename the file using the following standardized naming scheme: **BureauCodeSATOMMYYYY.DAT** The date corresponds to the closing date of the CBA Invoice. For example, the NIST file name would be: **57SATO062003.DAT** ***NOTE: For Boulder Bureaus use the following naming standard:** 　　　　**BureauCodeBSATOMMYYYY.dat** **57BSATO062003.DAT**
8	Right click on the **new** file and select **Copy** from the menu list.
9	Go to the C:\GTA directory, right click, and select paste from menu list. The new file will appear in the GTA_DATA directory.
10	Return the disk to its original packaging and file it for future reference.
11	Repeat the above steps for each SATO/NAVIGANT disk.

NFED01 Step By Step

Follow the steps below to upload a file through the NIST Feeder System File Upload (NFED01) Screen.

STEP	ACTION
1	*Interface Type:* Press 'HOME' to view a list of interface types. Select the GTA option. Press Return.
2	*Remote Machine Name:* Type in the IP Address of your computer. The IP address can be obtained by 'Right' clicking on the computer monitor on the lower right-hand corner of your monitor (on the task bar). A window called 'Remote Control Status' appears. The IP Address is the value next to 'Network Access'. Type first 4 levels of the IP address, for example: 123.4.56.78
3	*Remote FTP ID:* Type your user name. The purpose of entering your user name in the Remote FTP ID field is so that you can log on and execute transferring your file to the directory location.
4	*Remote FTP Password:* Type your FTP password. Your FTP Id and password should be set up prior to processing/accessing this screen through WFTPD. Contact computer support for assistance.
5	*Remote Data Directory:* Type the folder name where the files are located on your 'C' drive. For example: C:/GTA . By typing the location of the file in the Remote Data Directory field, you are identifying where the FTP program should locate the file to upload to the interface directory. Type C:/GTA *folder names are case sensitive Press 'F5' to execute the process. The user will receive three messages: "Uploading is in Process…." – PRESS 'RETURN' Button to acknowledge message. "The upload has been completed" – PRESS the 'RETURN' button to acknowledge message. "Check the email with the NFED01 subject for the status"
6	Press 'F4' to exit the screen.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

27 of 139

Follow the steps below to upload a file through the NIST Feeder System File Upload (NFED01) Screen.

STEP	ACTION
7	View email INBOX for confirmation message. The email message received should display a successful message as follows: X-Sieve: CMU Sieve 2.2 Date: Mon, 2 Jun 2003 15:03:28 -0400 From: Udaya Jahagirdar <udayaj@kern.nist.gov> To: udayaj@nist.gov Subject: NFED01 Uploading Status spawn ftp -i 129.6.184 Connected to 129.6.184 220 WFTPD 3.0 service (by Texas Imperial Software) ready for new user Name (129.6.184.82:udayaj): udayaj 331 Give me your password, please Password: **230 Logged in successfully** ftp> cd c:/4 250 "c:/4" is current directory ftp> mget *.dat 200 PORT command okay 150 "c:/4/GelcoOrder.dat" file ready to send (314 bytes) in ASCII mode 226 Transfer finished successfully. 314 bytes received in 0.01695 seconds (18.09 Kbytes/s) local: GelcoOrder.dat remote: GelcoOrder.dat ftp> Successful FTP from 129.6.184
	End of Steps

Procedural Overview of GTA Interface Processing (NGT201) Screen

Introduction	This procedure describes the processing of the SATO/NAVIGANT file for a bureau. The GTA Processor enters the parameters for processing on the NGT201 screen. The processor enters the selection value (type of processing), bureau code, location, SATO/NAVIGANT file name, invoice number, and bill due date to process the file. The SATO Data Error Log Report, SATO Valid Data Report, SATO Invoice Credit Report and SATO Data Error Status Report are printed after the process is complete.
Who Uses the Process	The GTA Processor initiates the request on the NGT201 screen.
Initiating the Process	After the GTA Processor uploads the SATO/NAVIGANT files to the GTA interface processing directory using the NFED01 screen and receives the email confirmation message that the upload was successful, the GTA Processor enters the selection option to perform, the bureau code, location, the file name to process, and the invoice number to initiate the request. This process is initiated on a monthly basis for each bureau.
Accessing the System	From the CFS Main menu, Page Down and enter NGT201. Press enter twice to display the screen.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

29 of 139

NGT201 Process Flow

The following diagram provides a visual overview of the procedures to be completed in NGT201.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

30 of 139
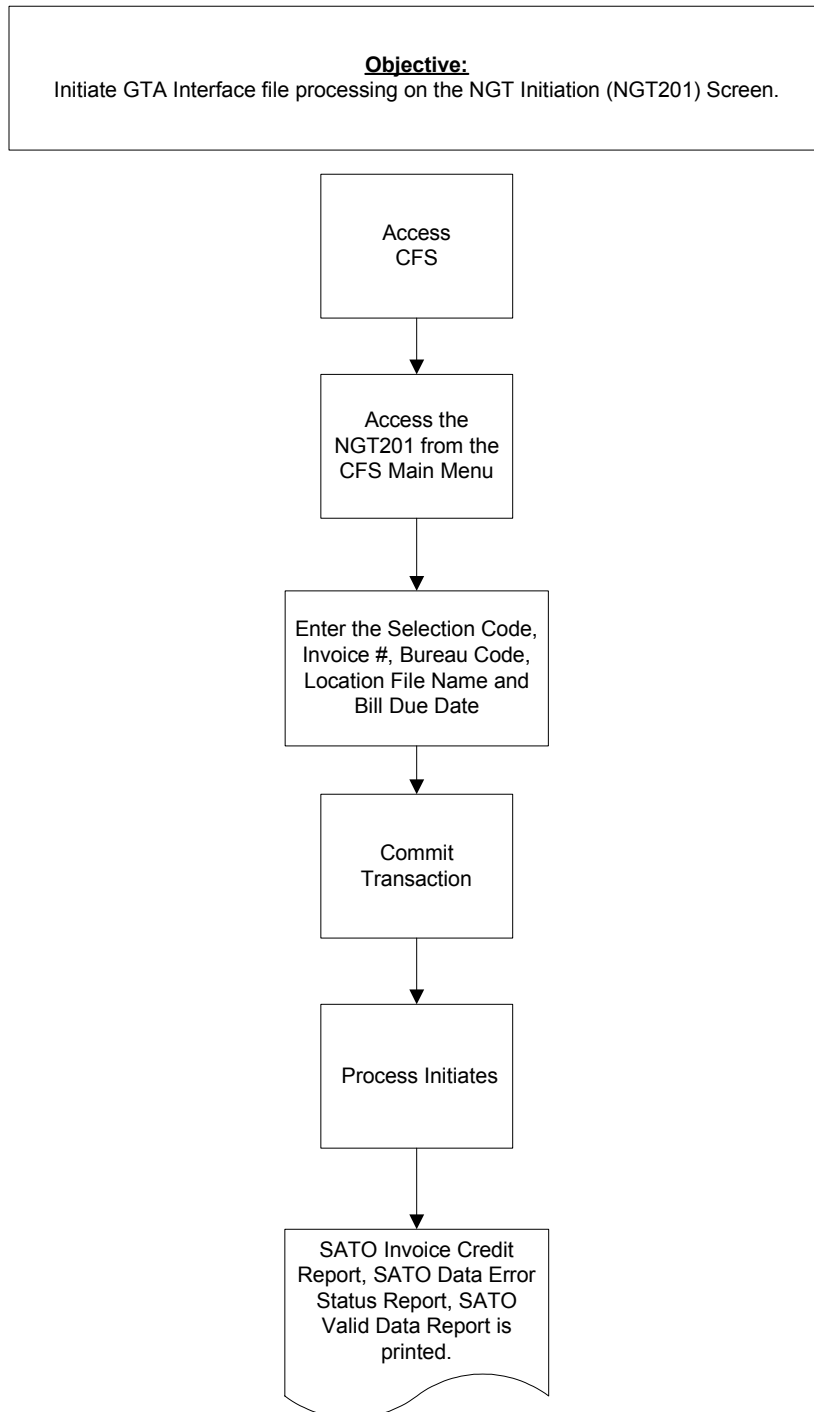
NGT201- GTA Initiation Screen Shot

```
  ngt201    INTERFACE PROCESSING SCREEN

  Enter Interface Parameters for Processing:

1   Selection: █     Press [LIST VALUES] for assistance

  Bureau Code: ▢    Location: ▢▢▢▢▢▢▢▢▢▢▢

    SATO file: ▢▢▢▢▢▢▢▢▢▢▢▢▢▢▢▢

  Invoice No.: ▢▢▢▢▢▢▢▢▢▢▢     Bill Due Date: ▢▢▢▢▢▢

  Printer: USER.LJCL      Copies: 1    Print Time: NOW




Enter Selection. Valid Values are 1, 2, 3, 4.
Count: *0                                          <List><Replace>
```

The NGT201 screen initiates the GTA Interface job by loading and validating the SATO/NAVIGANT data file transactions. GTA Interface reports are generated from the initiation request.

The numbers correspond to the step-by-step instructions that follow.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

31 of 139

```
 ngt201    INTERFACE PROCESSING SCREEN

 Enter Interface Parameters for Processing:

    Selection: █    Press [LIST VALUES] for assistance

 Bureau Code: █

    SATO file: █   ┌──────────────────────────────────────┐
               [1] │              Valid Options           │
 Invoice No.: █    │                                      │
                   │              Find: █                 │
   Printer: USER.L │                                      │
                   │  █ 1 Print NGT Reports from Last Run │
                   │    2 View the Log File from the Last Run │
                   │    3 Load SATO File and Process Invoice │
                   │    4 Process Correction Invoice Data Only │
                   │                                      │
                   │                                      │
                   │                                      │
                   └──────────────────────────────────────┘

 Press Do to pick selection, PF4 to cancel.
 Count: *0                                    <List><Replace>
```

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

32 of 139

NGT201 Step-by-Step:
Follow the steps below to initiate and process SATO/NAVIGANT files using the GTA Interface.

STEP	ACTION
1	*Selection:* Press 'HOME' and view a list of options to select or type 1,2,3 or 4 depending on result: 1 Print NGT reports from the Last Run 2 View the Log File from Last Run 3 Load SATO/NAVIGANT File and Process Invoice 4 Process Correction Invoice Data Only **NOTE:** Selection "3" is used each month to process the new SATO/NAVIGANT file. Selection "4" is used to process the transactions that contained invalid data. This option will only process those transactions that have been corrected on the NGT101 screen. Reference the instructions for Correcting GTA Transactions. Selection "2" is used to obtain the APSI Batch ID or to troubleshoot problems that may arise during processing. Tab to the next field.
2	*Bureau Code:* Enter the bureau code to process or press 'Home' for a List of Values. 33- Technology Administration 51- Office of Secretary 52- Economic Development Agency 53- Bureau of Economic Analysis 57- National Institute for Standards & Technology 59- Minority Business Development Agency 61- National Telecommunication & Information Adminsitration 64- Office of Inspector General 65- Economics & Statistics Administration Tab to next field
3	*Location:* Press home to view a list of values for the location of the bureau. The location values are set up on the NGT001 screen. It is important to select the location of the bureau so that the correct vendor and account information can be validated correctly.

Follow the steps below to initiate and process SATO/NAVIGANT files using the GTA Interface.

STEP	ACTION
4	*SATO File:* Press Home for a List of Values. Another screen will appear and display a message: 'Working… Acquiring Input File List" Press RETURN to return to SQL*Forms. Press Enter. The NGT201 screen re-appears with a file name List of Values (LOV). The file names follow the standard as below: BureauCode(B)SATOMMYYYY.dat Example: 57SATO052003.dat Select the file that corresponds to the bureau selected in step 2 above. **NOTE:** The file names will be appended with a timestamp from the NFED01 screen. This is normal processing in order to distinguish two files. The standard for the time stamp is: YYMMDDHHMMSS Tab to next field
5	*Invoice NO:* Type the into the Invoice # field. The invoice # follows the standard naming scheme as below: BureauCodeSATOMMYYYY For Boulder Bureaus the naming standard is: BureauCode**B**SATOMMYYYY Example: 57SATO092003 or 57BSATO92003 Tab to next field
6	*Bill Due Date:* Type the date that the bill is due. This can be obtained from the credit card billing invoice. The date must not be greater than 30 days from the system date. The bill due date calculates the invoice date and date received fields on the PM003 Vendor Invoice screen. The guideline is used so that the payment will follow the Prompt Payment Act. Tab to next field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

34 of 139

Follow the steps below to initiate and process SATO/NAVIGANT files using the GTA Interface.

STEP	ACTION
7	*Printer*: Press Home for List of Values. Select the printer name. Tab to next field
8	*Copies*: Enter the number of copies to print. Note: Defaults to '1'. Tab to next field
9	*Print Time:* Defaults to 'NOW'.
10	Press 'F5' to Commit the changes. Process initiates and displays message.. Report Process Submitted….Please acknowledge message <ok>. Press Return The screen returns to the CFS Main Menu. If option 3 or 4 is selected, the SATO Data Error Log Report, SATO Invoice Credit, SATO Valid Data, and SATO Data Error Reports will print after processing. If there are **no errors** identified on the SATO Data Error Report, then the Processor may continue to the APSI. Reference the APSI instructions. The SATO Data Error Log Report will display a message: "SATO data was processed with no errors. Use APSI to load data into PM003" and the APSI Batch ID. The APSI Batch ID is used in processing the file through APSI. If there **are errors** identified on the SATO Data Error Report, then the Processor must continue onto the NGT101 screen to make corrections. Reference the instructions: Correct GTA Invoice Transactions – NGT Initiation (NGT101) Screen.
	End of Steps

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

35 of 139

SATO Valid Data Report

The SATO Valid Data Report displays only valid transactions for a specified bureau. The report is printed after submitting a request (Option 1, 3 or 4) on the NGT201- GTA Initiation Screen. The report displays the following information:

- Travel Order Number
- Ticket Number
- Issue Date
- Traveler's Name
- Ticket Amount
- Type (Abbreviated Ty)
- Purpose (Pu) and
- ACCS Information.

The report also displays the total number of valid records and total amount processed. This amount should equal the Citibank billed amount for the bureau when there are no error records in the file. If there is a discrepancy between the Valid Data Report and the Citibank bill reference the Suspense Account and Disputed Charges section (scenarios 4 or 5) for instructions. Below is a sample SATO Valid Data Report.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

36 of 139

Commerce Administrative Management System
NIST Government Travel Account (GTA)
SATO Valid Data Report

Run Date: XX-XX-XXXX HH:MM   User ID: XXXXXXXX
Report ID: NGT_VALID_DATA_REP   Page: XX of XX

Bureau: XX   Invoice #:   SATOMMYYY   NGT Account #: XXXXXXXXXXXXXXX

Travel Order #	Ticket #	Issue Date	Travelers Name	Ticket Amt.	TY	PU	ACCS
XXXXXXXXX	XXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXX	XXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXX	XXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXX	XXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXXXXXX

Total # of Valid Records: 99,999
            Amount: $999,999.99
        APSI Batch ID: XXXX

SATO Data Error Status Report
The SATO Data Error Status Report displays the errors as a result of processing the SATO/NAVIGANT file through the GTA Interface. The report is printed after submitting a request (Option 1, 3 or 4) on the NGT201-GTA Initiation Screen. The report displays the following information:

- Travel Order Number
- Ticket Number
- Issue Date
- Traveler's Name
- Ticket Amount
- Type (TY)
- Purpose (PU)
- ACCS
- Error Message

The report also displays the total number of error records and amount, number of error records corrected and amount, and the total number of records loaded (into the APSI) and amount. If there are error records printed on the Data Error Report then this signals the user to access the NGT101 screen to make corrections. The total amount on the Data Error Report plus the total amount on the Valid Data Report should equal the Citibank billed amount. If there is a discrepancy between the Valid Data Report and the Citibank bill reference the Suspense Account and Disputed Charges section (scenarios 4 or 5) for instructions. Below is a sample SATO Data Error Status Report.

Commerce Administrative Management System
NIST Government Travel Account (GTA)
SATO Data Error Status Report

Run Date: XX/XX/XXXX   User ID: XXXXXXXX
Report ID: NGT_DATA_ERR_REP   Page XX of XX

Bureau: XX   Invoice #:   SATOMMYYY   NGT Account #: XXXXXXXXXXXXXX

Travel Order #	Ticket #	Issue Date	Travelers Name	Ticket Amt.	T	P	ACCS	Error Message
XXXXXXXXX	XXXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXX	Inv Ticket #
XXXXXXXXX	XXXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXX	Inv TO #
XXXXXXXXX	XXXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXX	XXXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXX	

Total No. of Error Records: 99,999   Amount: $999,999.99
No. of Error Records Corrected: 99,999   Amount: $999,999.99
Total # of Valid Records: 99,999   Amount: $999,999.99

Total # of Records Loaded:

                                      99,999   Amount: $999,999.99

APSI Batch Number: XXXX

SATO Data Error Log Report

The SATO Data Error Log Report displays the error message when the file stops processing due to an error. The report is printed after the user submits a request (Option 1,3, or 4) on the NGT201-GTA Initiation Screen. The report displays the following information:

- Travel Order Number
- Ticket Number
- Issue Date
- Travelers Name
- Ticket Amount
- Error Message

Below is a sample SATO Data Error Log Report.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

40 of 139

Commerce Administrative Management System
NIST Government Travel Account (GTA)
SATO Error Log Report

Run Date: XX/XX/XXXX   User ID: XXXXXXXX
Report ID: NGT_VALID_DATA_REP   Page XX of XX

Bureau: XX   Invoice #:   SATOMMYYY   NGT Account #: XXXXXXXXXXXXXXX

Travel Order #	Ticket #	Issue Date	Travelers Name	Ticket Amt.	T	P	ACCS	Error Message
XXXXXXXXX	XXXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXX	Inv Ticket #
XXXXXXXXX	XXXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXX	Inv TO #
XXXXXXXXX	XXXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXX	XXXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX	$99,999.99	X	X	XXXXXXXXXXXXXXXXXXXXX	

SATO Invoice Credit Report

The SATO Invoice Credit Report displays the credits as a result of processing the SATO/NAVIGANT file through the GTA Interface. The report is printed after submitting a request (Option 1, 3 or 4) on the NGT201-GTA Initiation Screen. The report displays the following information:

- Travel Order Number
- Ticket Number
- Issue Date
- Traveler's Name
- Type (Ty)
- Purpose (Pu)
- Accs And
- Ticket Amount

The report also displays the total invoice credit records and amount. Below is a sample SATO Invoice Credit Report.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

42 of 139

Commerce Administrative Management System
NIST Government Travel Account (GTA)
SATO Data Invoice Credit Report

Creation Run Date: XX/XX/XXXX   User ID: XXXXXXXX
Report ID: NGT_INV_CR_REP   Page XX of XX

Bureau: XX   Invoice #:   SATOMMYYY   NGT Account #: XXXXXXXXXXXXXX

Travel Order #	Ticket #	Charge Date	Travelers Name	TY PU ACCS	Ticket Amt.
XXXXXXXXX	XXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX		$99,999.99
XXXXXXXXX	XXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX		$99,999.99
XXXXXXXXX	XXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX		$99,999.99
XXXXXXXXX	XXXXXXXXXXXX	XX/XX/XXXX	XXXXXXXXXXXXXXXXXXXX		$99,999.99

Total # of Credits Records: 99,999   Total Amt of Credits: $999,999.99

Procedural Overview: Correct GTA Invoice Transactions – GTA Invoice Correction (NGT101) Screen

Introduction	This procedure describes correction of errors found while processing SATO/NAVIGANT files. Errors are identified on the SATO Data Error Status Report. After errors are corrected the GTA Processor must access the NGT201 screen and select option '4' to re-submit the corrected transactions.
Who Uses the Process	The GTA Processor performs corrections to the invalid transactions on the NGT101 screen.
Initiating the Process	If the SATO Data Error Status Report displays errors then the GTA Processor must access the NGT101 screen to make the corrections. All transactions must be corrected and processed in order to transmit the SATO/NAVIGANT file through the Accounts Payable Standard Interface (APSI) to CFS.
Accessing the System	From the CFS Main menu, Page Down to the next page block and enter NGT101 in the menu name field. Press enter twice to display the screen.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

44 of 139

NGT101 Process Flow

The following diagram provides a visual overview of the procedures to be completed in NGT201.

Objective:
Correct GTA transactions using the NGT101- Invoice Correction Screen.

```
Access
CFS
   |
   v
Access the
NGT101 from the
CFS Main Menu
   |
   v
Query on the
bureau code and
invoice # to obtain
error records
   |
   v
Correct each error
and mark each
record as
corrected; commit
changes
   |
   v
Re-enter the
NGT201 screen
   |
   v
Select option 4 to process only
the corrected transactions.
Repeat process as necessary
until no errors are identified on the
GTA Error Data Status Report
```

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

45 of 139

NGT101- GTA Correction Screen Shot

The NGT101 screen allows the user to make corrections to transactions when errors are found during the processing of the SATO/NAVIGANT files. All transactions must be corrected to continue processing through APSI and CFS.

The numbers correspond to the step-by-step instructions that follow.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

46 of 139

NGT101 Step-by-Step

STEP	ACTION
1	Press 'F11' and tab to a field to enter a query. Example: Bureau Code and Invoice # fields. Enter the bureau Code and Invoice #. Press 'F12' to execute a query. The form populates with the invalid transactions for the bureau. View the message line of the current record to view the error message.
	Correct the field with the corresponding error message, if applicable. Use the provided instructions in steps 2- 22
2	*Bureau Code:* Press HOME to view a list of valid bureau codes or type in the bureau code to correct the bureau code if necessary. Tab to the next field
3	*NGT Account:* Press HOME to select the valid account number that corresponds to the bureau that is being processed or type in the correct NGT Account #. The NGT Account field specifies the 15-digits of the 16 digt Centrally Billed Account #. Tab to the next field
4	*Match Flag:* Enter 'Y' if the ticket should be matched to an obligation. Enter 'N' if the ticket should be entered as a 'no-way' match. The GTA interface will not allow the user to select 'Y' in the Match Flag field if the dollar amount is $50 or less. If the dollar amount is greater than $50, then the Match Flag may be 'Y' or 'N'. Tab to the next field.
5	*Corrected (Y/N):* Initially this field defaults to 'N' if the record has not been corrected. Once all errors have been corrected for the ticket expense the user must enter a 'Y' into this field to save the changes. Enter a 'Y' into the 'Corrected (Y/N)' field. Press 'F5' to save the changes. Tab to the next field.
6	*Invoice No:* Invoice Number should be specified from the NGT201- GTA Initiation Screen. No updates are permitted to this field. The invoice number is assigned on the NGT201 screen. Tab to the next field
7	*Date:* The Date should be specified and inputted from the NGT201- GTA Initiation Screen. No updates are permitted to this field. Tab to the next field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

47 of 139

8	*Traveler Name:* Enter the correct Traveler name. Reference the traveler's travel order document or SATO/NAVIGANT Reconciliation reports. Tab to the next field
9	*SSN:* Enter the correct Traveler SSN. Reference the traveler's travel order document or SATO/NAVIGANT Reconciliation reports. Tab to the next field
10	*Order No:* Reference the traveler's travel order document or SATO/NAVIGANT Reconciliation Report. This value may not have been entered onto the SATO/NAVIGANT disk or may have been an invalid value. NOTE: If no Order No can be obtained, contact SATO/NAVIGANT for help. This transaction may need to be disputed. Or, enter an order # to track and identify records for later reconciling. Example: 1TBD1002 (TBD = to be determined) Tab to the next field
11	*Type* : The type code is 1 numeric digit. Valid purpose codes are: 0 = Suspense/Default Account (If select 0 any object class code can be used) 1 =Domestic (If select 1 only 21-11 object class code can be used) 2 = Foreign (If select 1 only 21-12 object class code can be used) 3 = Transfer (House-hunt) "PCS-House-hunting common carrier" 4 = Transfer Duty Station "Transfer Station- Other than HH" 5 = Long term domestic (If select 1 only 21-11 object class code can be used) 6 = Other or Relocation (If select 1 only 21-11 object class code can be used) 7 = Long term foreign (If select 1 only 21-12 object class code can be used) Tab to the next field
12	*Purpose:* The purpose code is 1 numeric digit. Valid purpose codes are: 0,1,2,3,4,5,6,7,8,9 Tab to the next field
13	*Class:* Enter the correct class code if necessary. NOTE: There is no edit check on this field since it is not passed to CFS. Therefore, if this field is not corrected or is left blank, it is an optional field. Tab to the next field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

48 of 139

14	*Ticket #:* Ticket # is issued by SATO/NAVIGANT. If there is no ticket #, then contact SATO/NAVIGANT. This transaction may need to be disputed. Reference the traveler's name, issue date, and travel order # when contacting SATO/NAVIGANT. NOTE: This information is useful for record history purposes although it is an optional field. Tab to the next field
15	*Description (DESC):* Enter any description that is useful to identify why the transaction was corrected. This information is not passed into the CFS. (Not a required field) Tab to the next field
16	*Issue Date:* SATO/NAVIGANT gives each transaction an issue date. Reference the SATO/NAVIGANT Reconciliation report or contact SATO/NAVIGANT if none is provided. NOTE: This information is useful for record history purposes but is an optional field. Tab to the next field
17	*Amount (AMT):* Enter the amount. NOTE: This amount should equal to the amount displayed in the detail portion of the screen. If there is an amount displayed in the detail section, enter this amount into this field. If no amount was entered onto the file, contact SATO/NAVIGANT or reference the SATO/NAVIGANT Reconciliation report. Press Page Down to access the next block.
18	*Multiple Distribution Line (MDL):* The system generates this field. No updates should be necessary. Tab to the next field
19	*Fiscal Year (FY):* The 'Fiscal Year' field is part of the Accounting Classification Code Structure (ACCS). Enter the correct fund code fiscal year for this ticket expense. Tab to the next field
20	*Project:* Enter the correct project code or press 'HOME' for a list of valid project codes. NOTE: Reference the travel order document or contact the traveler for more information. **If this charge is being disputed**, you will need to use the Project Code for the bureau's Suspense Account. Refer to the user manual section on suspense/default accounts for more information. Tab to the next field.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

49 of 139

| 21 | *Task:* Enter the correct task code or press 'HOME' for a list of valid task codes.

NOTE: Reference the travel order document or contact the traveler for more information.

If this charge is being disputed, you will need to use the Task for the bureau's Suspense or Default Account. Refer to the user manual section on suspense/default accounts for more information.

Tab to the next field. |
| --- | --- |
| 22 | *Organization Code:* Enter the correct organization code or press 'HOME' for a list of valid task codes.

NOTE: Reference the travel order document or contact the traveler for more information.

If this charge is being disputed, you will need to use the Organization for the bureau's Suspense or Default Account. Refer to the user manual section on suspense/default accounts for more information.

Tab to the next field. |
| 23 | *Object Code:* Enter the object class code for this transaction or Press 'HOME' to view a list of valid object class codes. If the transaction is $50 or less it is considered a fee or credit and is charged to the 21-29 object class code (if domestic travel) or 21-28 (if foreign travel). If the ticket expense is being charged to the default or suspense account, a separate object class is used. The user first must select Travel Type '6' on the control block of the screen and page down to the object class code field in order to select a different object class code other than the '21'- XX.

Tab to the next field. |
| 24 | *Amount:* Enter the amount.

NOTE: This amount should equal to the amount displayed in the control portion of the screen. If there is an amount displayed in the control section, enter this amount into this field.

If no amount was entered onto the file, contact SATO/NAVIGANT or reference the SATO/NAVIGANT Reconciliation report.

Press Page UP to access the top block. |
| 25 | *Original ACCS:* This field displays the original ACCS entered into the SATO/NAVIGANT file. No corrections should be necessary to this field. |

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

50 of 139

26	*Error Msg:* The 'Error Msg' field displays the error associated with the ticket expense. No updates can be made to this field.
	Once all fields have been corrected continue to Step 23 – 26.
27	*Corrected:* Enter "Y" if the transaction is completed. Press F5 to commit the changes. Perform Steps 1-22 for each error record as necessary. Exit NGT101 when all errors are corrected. Press F4
28	Access NGT201- GTA Initiation Screen to process the corrected records and produce the GTA reports for this batch.
29	*Selection* : Enter "4" to Process only those transactions that have been corrected. *Bureau Code:* Enter the bureau code for the bureau that is being processed or press 'HOME' to view a list of valid bureau codes. *Location:* Press 'HOME' to view a list of valid locations for this bureau. Select the location for the bureau that was corrected. *Invoice No:* Verify that the Invoice No is entered exactly as from the initial processing. Press F5 to commit and initiate the process The SATO Valid Data, SATO Invoice Credit, SATO Data Error Log and SATO Data Error reports print. If there are **no errors** identified on the SATO Data Error Log Report or the Total # of records loaded equals the No. of Error records corrected (on the SATO Data Error Status Report) then the Processor may continue to the APSI. Reference the APSI instructions. Repeat steps 1-25 if there are more errors identified on the SATO Data Error Report.
	End of Steps

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

51 of 139

Suspense Accounts and Disputed Charges

Each bureau has its own suspense account to charge disputed SATO/NAVIGANT transactions. Verify with supervisor before charging disputes outside the scenarios provided. The suspense account should be reconciled each month. This will involve working with SATO/NAVIGANT and/or Citibank.

As a general note:

1) When a bureau is charged with another bureau's expense, the **SUSPENSE** account should be charged for the reconciliation process. SATO should be contacted and notified of the incorrect charge before initiating the IPAC/GJ processes. If SATO is unable to back out the charge, then the IPAC/GJ processes will be used to correctly charge bureau's that are outside the ALC of the bureau charged.

2) **IF** the expense belongs to that bureau **but** an incorrect or no ACCS value has been provided for an expense and a correct ACCS is not available in time for processing, the **DEFAULT** account should be charged for the reconciliation processes. An advice of correction will be used to correct the ACCS in the PM003 once the correct information is received.

Scenario 1: Another bureau's record is entered onto the file
Action:
1. Correct this transaction on the NGT101 screen. Enter the Bureau Code and the SUSPENSE Account ACCS for the bureau being processed.
Change Travel Type to 0

FY	Current Fiscal Year
Project	7777777 *NOTE: This project value could change on a year-to-year basis. Always verify suspense account before charging.
Task	000
Org Code	01 (zero fill)
Object	
Class	21-37 (zero fill)

Based on the above values, the following values are defaulted to during processing.

Program	77
Fund	01

2. Document the incorrect charge and the reconciling steps in the Explanation of Discrepancy Spreadsheet for the bureau being processed. Specify that this expense be charged to the **SUSPENSE** Account.

3. Once processing is complete, deliver a print out of the spreadsheet to the GTA disputer for processing.

4. Any updates the GTA Disputer provides should be included in the spreadsheet in order to track progress in the reconciliation process.

Scenario 2: Missing ACCS Information for a record in the file.
This scenario may occur with credits and/or invalid data entry. Begin by trying to locate the correct information using the original travel order document or contacting SATO/NAVIGANT or the Bureau representative.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

52 of 139

1. The GTA Processor calls SATO/NAVIGANT or the Bureau Contact – Reconciliation Questions phone number (located in Who to Contact for Questions). Reference the charge using the following information**:
   a) **Travel Order Number****
   b) **Name of Traveler****
   c) Date of the was issued
   d) Amount of charge

   SATO/NAVIGANT/Bureau representative will then be responsible for providing missing information.
   **If you do not have enough information for SATO/NAVIGANT to reconcile the charge, Citibank must be contacted directly by the GTA Citibank Disputer.

2. Update the Explanation of Discrepancy Spreadsheet for the bureau being processed with info about the reconciliation.

If you are unable to locate the correct ACCS information, charge the expense to the **DEFAULT** account for the bureau being processed.

Action:
1. Use the NGT101 Correction Screen to update the ACCS value with a correct ACCS value or the ACCS for the **DEFAULT** account.

2. Document this incorrect ACCS value and the steps for reconciling it in the Explanation of Discrepancy Spreadsheet for the bureau being processed.

3. When the correct ACCS value is identified follow one of these steps:
   a) If the valid ACCS belongs to a bureau outside the ALC, the IPAC process will be used to reimburse the funds paid out from the charged default account.
   b) If the valid ACCS belongs to a different bureau with in the ALC (FSG) of the bureau processed, do a General Journal to charge the correct bureau. Contact the bureau to inform them of the charge.
   c) If the valid ACCS belongs to the same bureau with in the ALC (FSG) of the bureau processed, do an Advice of Correction to charge the correct ACCS.

3. Update the Explanation of Discrepancy Spreadsheet for the bureau being processed with info about the reconciliation.
   Specify if reconciliation requires an IPAC.

4. Once processing is complete, deliver a print out of the spreadsheet to the GTA disputer for processing.

5. Any updates the GTA Disputer provides should be included in the spreadsheet in order to track progress in the reconciliation process.

**Scenario 3: The GTA Interface SATO Valid Data Report displays a 'Total Amount'
LESS THAN the Citibank statement
Action:**

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

53 of 139

1. Update the Explanation of Discrepancy Spreadsheet for the bureau being processed with info about the difference. Record the missing charges.

2. Print out and the deliver the spreadsheet to the GTA Disputer for review before continuing to process. If the disputer decides to continue without a corrected file from SATO/NAVIGANT, proceed to step 3. Otherwise, wait for SATO/NAVIGANT to deliver a new file.

3. Continue to process the transaction through the APSI.

4. After the record is loaded into CFS, query on the bureau and invoice #.

5. Refer to step 6B on the GTA Reconciliation Spreadsheet instructions.

Scenario 4: The GTA Interface SATO Valid Data Report displays a 'Total Amount' *MORE THAN* the Citibank statement
Action:

1. Update the Explanation of Discrepancy Spreadsheet for the bureau being processed with info about the difference.

2. Contact the GTA Disputer for review. Since the GTA Interface uses the reconciled disk sent from SATO/NAVIGANT, payments are made based on the .DAT totals. Therefore, if the disk is more than the Citibank statement it requires that SATO/NAVIGANT make the appropriate corrections.

3. The GTA Disputer will contact SATO/NAVIGANT to request a new disk with correct information be sent for processing.

4. Once a new disk is received, processing can continue as normal.

Scenario 5: SATO/NAVIGANT File and Citibank Statement Do Not Match After Processing through GTA

If the total amount shown on the GTA reports does not equal to the Citibank statement amount after processing the SATO/NAVIGANT file through the GTA Interface or APSI then follow the instructions below.

If the SATO Valid Data Report displays a 'Total Amount' *GREATER THAN* the Citibank statement
This problem occurred due to an error in the initial reconciliation process.
The data must be backed out of all the GTA and APSI staging tables to prevent complete processing of the SATO/NAVIGANT File. Follow the steps below:

1. Update the GTA Interface Reconciliation Spreadsheet and Explanation of Discrepancy Spread Sheet with the amount difference and an explanation.
2. Contact the CAMS help desk and explain the error with the following information. "I have incorrectly processed a SATO/NAVIGANT file for the GTA Interface. The data in the file was incorrect and cannot be processed through APSI. The data is in the APSI staging tables with the Batch ID [provide number from GTA reports]. Can we please remove all data with this Batch ID.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

54 of 139

This is a urgent matter that will require immediate attention."

3. Wait for the DBA and/or a CAMS Resource to contact you before proceeding with anything related to the incorrect bureau data. You can process data for other bureaus until the issue is resolved.

Scenario 6: SATO/NAVIGANT credits for an expense charged to the wrong bureau
The processor should be notified by the GTA Disputer that SATO/NAVIGANT will be refunding a charge that was originally charged to the wrong bureau.

1. When the reconciled charge comes through on the SATO/NAVIGANT file and Citibank Statement, it should be a credit for the original ACCS value that had the wrong bureau code; therefore it should fall out during the GTA processing.

2. The ACCS value will need to be changed to the ACCS for the Suspense Account used to pay the original disputed amount in the NGT101 screen.
Refer to the Explanation of Discrepancy Spreadsheet to verify.

3. If the credit is sent through but does not have the ACCS value for the incorrect bureau, validate the credit with SATO/NAVIGANT. Then use NGT101 to update the ACCS to the suspense account.

4. Update the Explanation of Discrepancy Spreadsheet by noting when the credit was received.

GTA Disputer

Suspense and Default Accounts
1. The GTA processor will deliver an Explanation of Discrepancy Spreadsheet for each bureau. It will identify the expenses charged to the suspense and default accounts.

2. The processor or another designated person will reconcile the **default** account charges. An Advice of Correction will be used for reconciliation. The correction off the ACCS should be signed-off on by the Account owner via and email or account document.

3. The **suspense** account is used only when a bureau is charge with another bureaus expense or no ACCS is provides. SATO should be contacted and notified of the incorrect charge before initiating the IPAC/GJ processes. If SATO is unable to back out (credit) the charge, then the IPAC/GJ processes will be used to charge the correct bureau. The reconciliation should be reviewed and signed off by the GTA Disputer.

4. Once the IPAC process is completed, notify the GTA processor so that the Explanation of Discrepancy Spreadsheet can be updated.

Returned IPAC
In the event that an IPAC is returned by bureau in order to have the charge correctly applied by SATO/NAVIGANT, there are two procedures available to handle this situation.
1. **The charge is less than 60 days old:**
Contact the SATO/NAVIGANT-Reconciliation Questions number (Refer to Who to

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

55 of 139

Contact) with the following information and ask that the charge be backed out and charged to the correct bureau:

    a. The account that was incorrectly charged
    b. The Travel Order Number
    c. Traveler Name
    d. Amount of Charge
    e. Who the charge belongs to (a contact name if possible)

**Ask that the credit be refunded using to the original ACCS account information. When the charge comes through it will fall out in reconciliation process. When it is identified it will be applied to the Suspense Account in order to clear the expense.

2. **The charge is older than 60 days:**
    After 60 days, Citibank does not allow a charge to be disputed. In addition SATO/NAVIGANT is unable to correct the situation. In this event, the bureau to be IPAC-ed needs to be contacted and notified of the situation.
    The only way to clear this charge from the suspense account is to use the IPAC process. The GTA Processor can prepare the IPAC is needed.

Need more information from Citibank
If there is an expense in the SATO/NAVIGANT Reconciliation Report and Citibank Statement that lacks the information necessary for processing, it will be necessary to contact Citibank. The expense should be charged to the Suspense account until reconciled.

The expenses that require information will be identified on the Explanation of Discrepancy Spreadsheet provided by the processor. The spreadsheet will have a Citibank Reference number included.

It is crucial this type of expenses is handled **WITHIN 60 days of the charge**. After 60 days, Citibank does not allow a charge to be disputed. However, Citibank should be able to provide the user with information to correct the transaction internally. ***

***Note: The processor will try to work with SATO/NAVIGANT to identify the charge before escalating charge to the disputer and Citibank.

1. Contact the Citibank (Refer to the Who to Contact for Questions list). Explain that you need information about a charge that was places on a NIST Corporate account.
    The Citibank representative will most likely ask if you would like to dispute the charge. It is not clear at this point in time if you must dispute the charge in order to gather information about the origins of the charge. Please work this out with Citibank representative.
    Provide the following information:
        a) **Account number that was charged ***
        b) **Reference number****
        c) Amount of charge
        d) Date charge
        e) Any other pertinent information
        ***At minimum this information is needed.*

2. Ask Citibank for the following:
        a) Who made the charge?
        b) At what location was the charge initiated? (i.e. airport, SATO/NAVIGANT, etc)

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

56 of 139

      c) Is the charge associated with any ticket number?

3. If Citibank is unable to provide the needed information during the phone call and you do file a dispute, make record of the Citibank dispute record # on the Explanation of Discrepancy Spreadsheet.

4. Once Citibank has provided information about the charge, one of the following steps will be applicable:
   a. **The charge belongs to another bureau:**
      Make note of which bureau the charge belongs to in the Explanation of Discrepancy Spreadsheet.
      If the correct bureau is outside the ALC of the bureau charged, IPAC the correct bureau for the funds to clear the Suspense account used to pay the expense.
      If the bureau is within the same ALC as the bureau charged, then use a GJ to charge the correct ACCS
   b. **The charge belongs to the same bureau that was originally charged:**
      Acquire the ACCS information for the charge from the person who made the charge.
      Make note of owner of the charge in the Explanation of Discrepancy Spreadsheet.
      Enter an Advice of Correction charge the correct ACCS.
   c. **Citibank is unable to provide any additional information about the charge:**
      Contact upper management on how to proceed.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

57 of 139

APSI Instructions

Accessing the APSI Environment

The Accounts Payable Standard Interface (APSI) is the second step in processing the SATO/NAVIGANT transactions into CFS. The GTA Processor must logon and submit the SATO/NAVIGANT transactions through the APSI when all transactions have been corrected and the SATO Data Error Reports display no errors. Follow the instruction below to access the APSI environment.

Step 1: Log onto the CAMS Developers Web-Page:
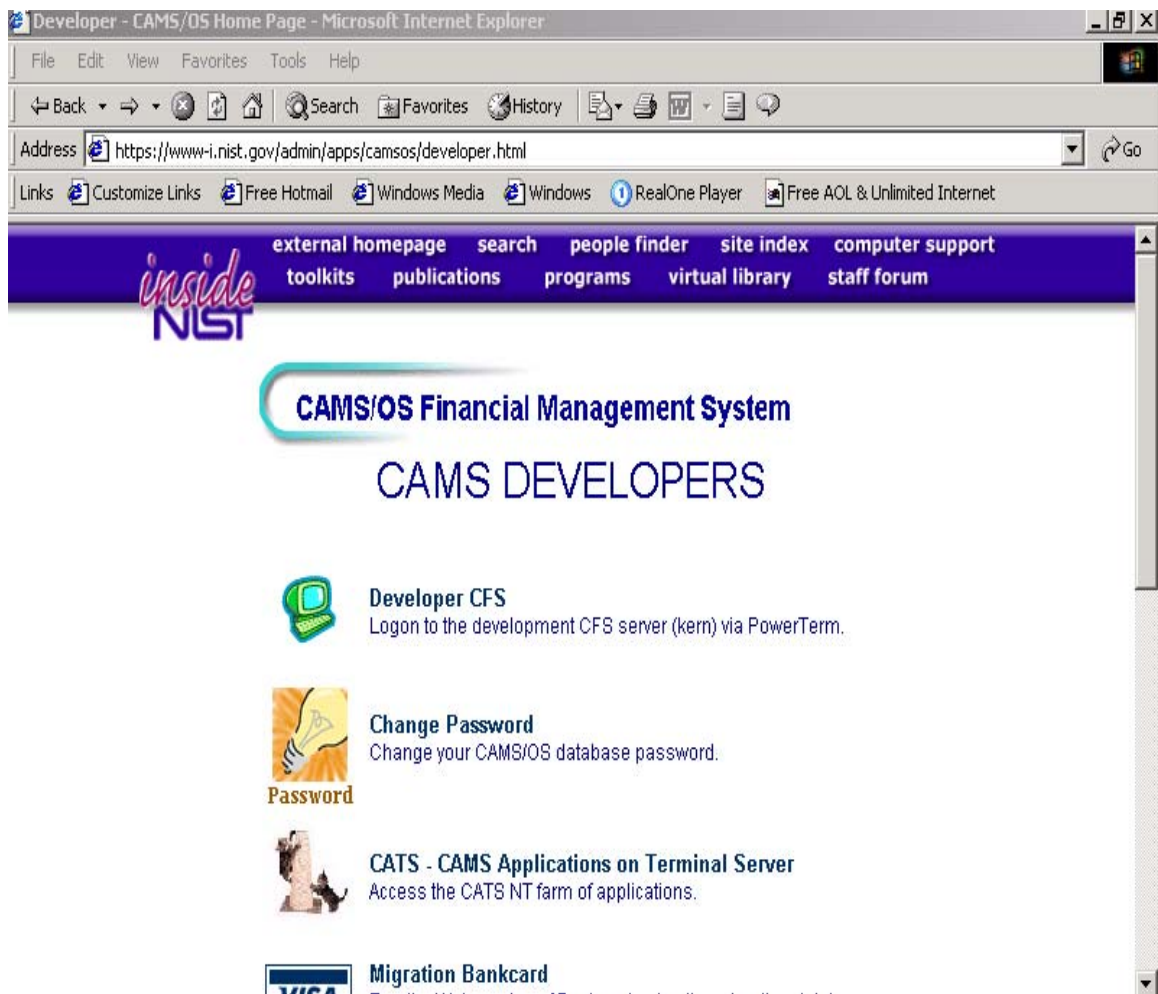
https://www-i.nist.gov/admin/apps/camsos/developer.html

STEP 2: Access CATS- CAMS Application on Terminal Server; Enter username and password.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

59 of 139
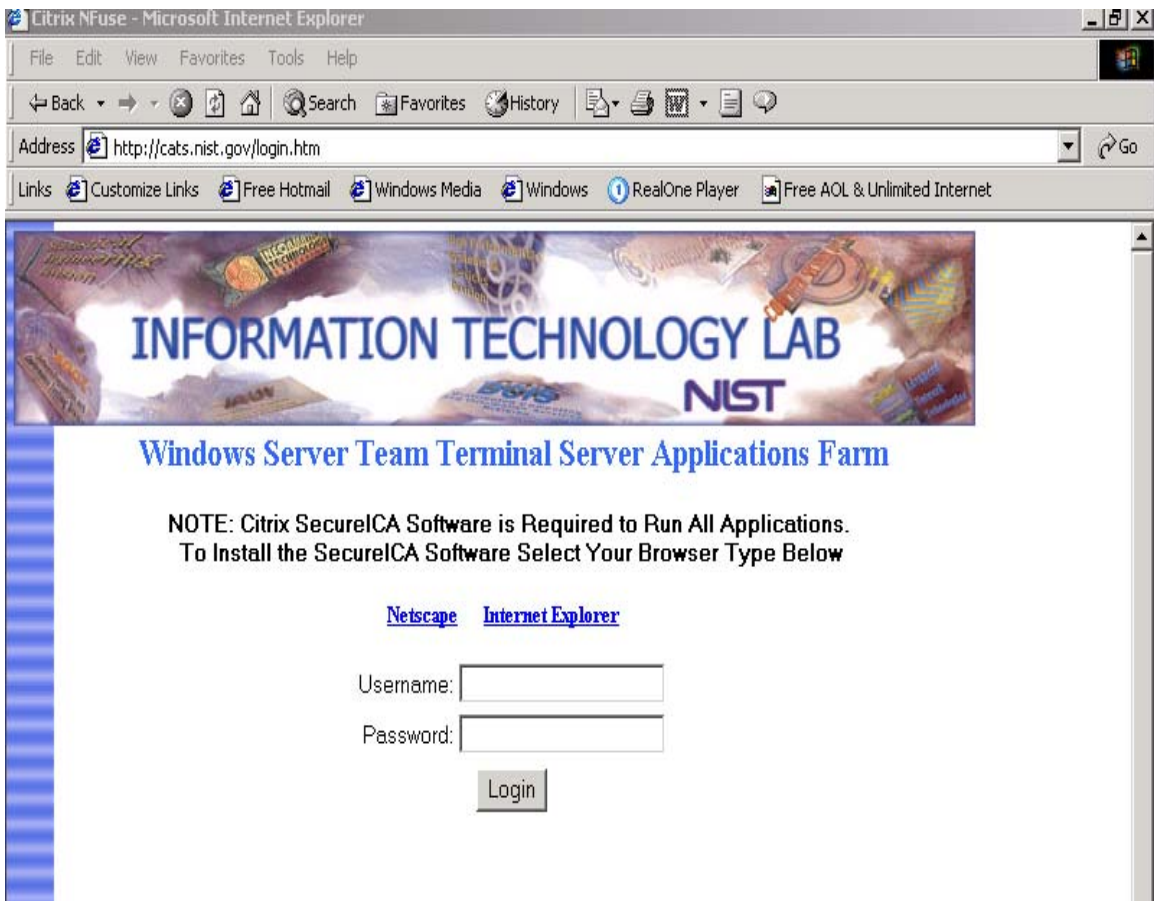
STEP 3: Select CFS Production

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

60 of 139
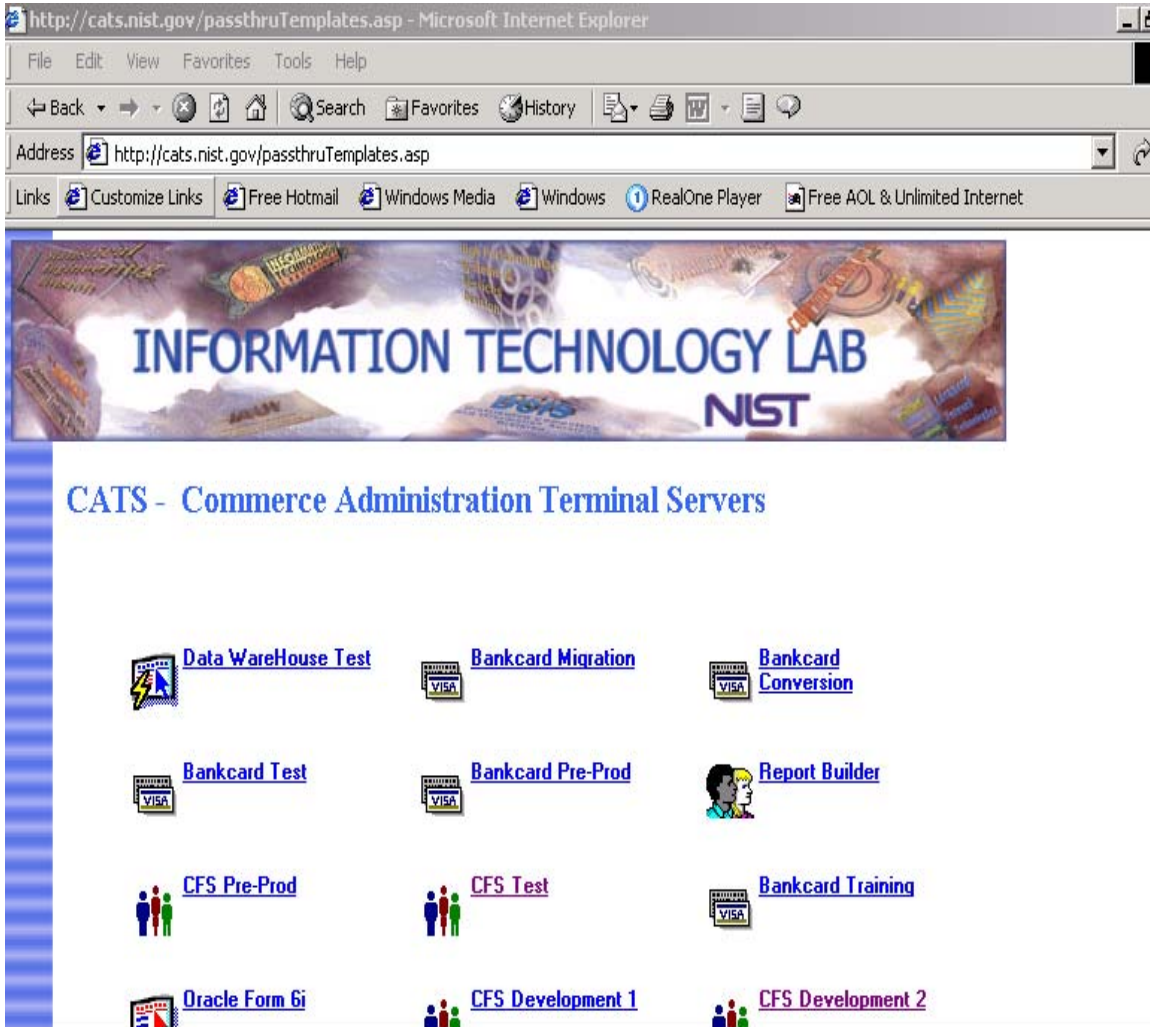
Step 4: Press 'OK' at the **Warning** Prompt.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

61 of 139
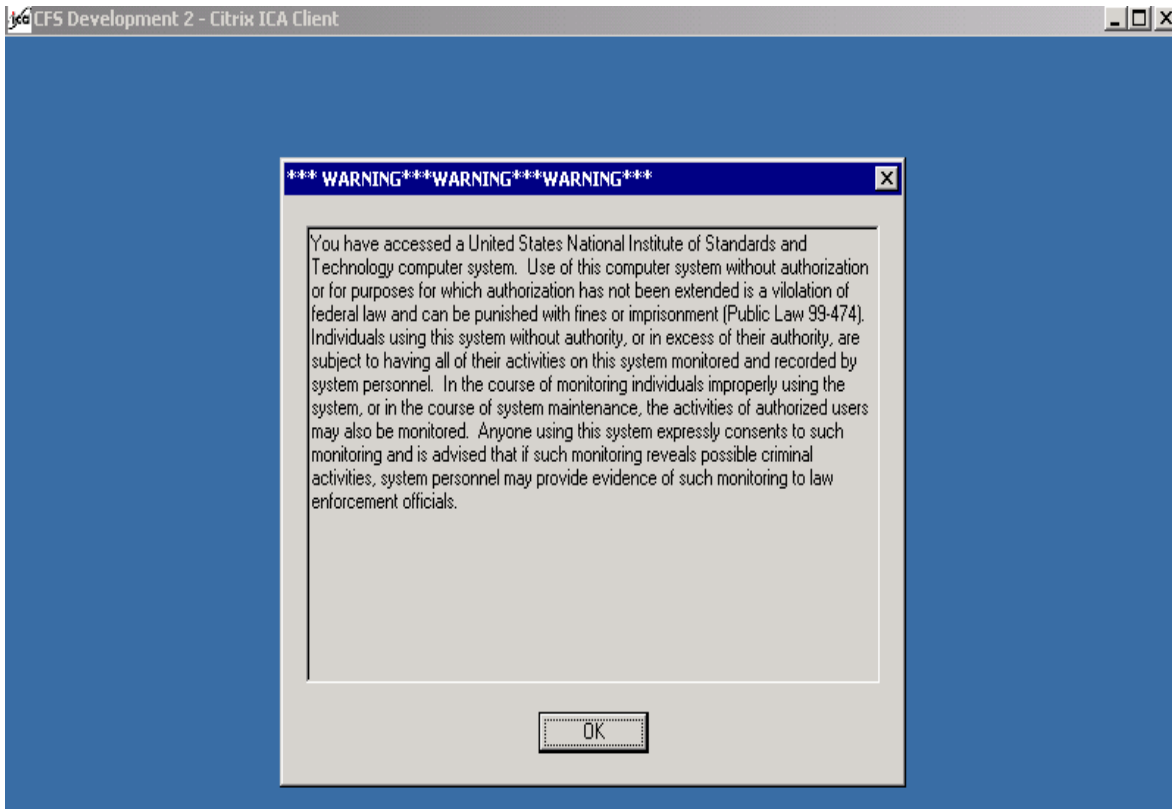
Step 5: Enter User Name and Password, Press "Logon".

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

62 of 139
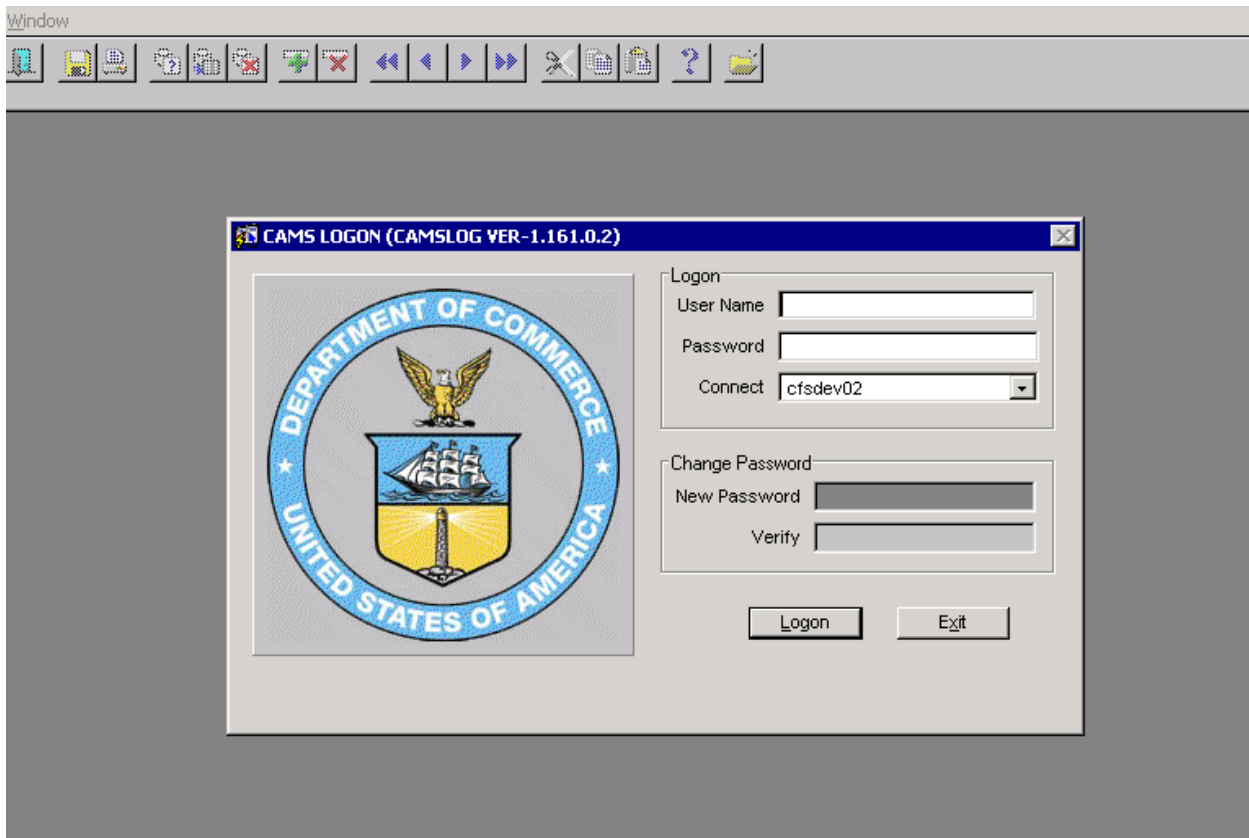
Step 6: Access the SIDI021 – Job Execution screen.
- Double Click on Standard Interface Folder
- Double Click on Job Execution
- Double Click on SIDI021 – Job Execution Request. The SIDI021 screen appears

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

63 of 139

Step 7: SIDI021- Job Execution Request Screen

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

64 of 139

Procedural Overview: APSI – Job Execution Request (SIDI021) Screen

Introduction	This procedure describes how to submit a GTA Interface batch job through the APSI.
Who Uses the Process	The GTA Processor executes this process
Initiating the Process	The GTA Processor enters into the APSI environment to initiate a job execution request to process the transactions into CFS.
Accessing the System	From the CFS Navigator Main menu, select "Standard Interface". Select "Job Execution" and SIDI021.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

65 of 139

Screen Shot

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

66 of 139

SIDI021 Step-by-Step

Follow the steps below to initiate an APSI Vendor Invoice Transaction Request.

STEP	ACTION
1	*Interfacing System:* Select Travel. The interfacing system field identifies what type of feeder system is interfacing into CFS.
2	*Accounting Transaction:* Select Vendor Invoice. The Accounting Transaction field identifies what type of transaction that is being processed for this interfacing system.
3	*Office:* Double Click in the *Office* field Select NIST. The Data Directory field automatically populates with the interface directory location where the data resides. Do not update this field. The user may need to add a row in order to double click into an empty Office field. To add a row, click on the ![+] button at the top of the menu bar. A blank row appears.
5	*Batch ID:* Double Click in the Batch ID field. Select the Batch ID that corresponds to the GTA Transaction Batch. This batch id can be found on the GTA Valid Data, Error Status and Error Log Reports. Reference the instructions for the NGT201 Processing. Press the 'SAVE' ![save] button at the top of the menu bar.
6	*Submit* : Press the Submit ![Submit] button. Process initiates. To Check the status of the process, press the 'F8' key. When process is complete a message will display under the Batch Status column. If no errors are found the message is Y-COMPLETE. If errors are found the message is 'Y-Errors Found'. If no errors are generated, access the .pst, .log, .exp reports. Verify the total amount processed matches to the Citibank Statement. Reference the Suspense Account and Disputed Charges section (scenarios 4 &5) for more information. Continue to the PM003 Instructions. Follow Error Correction instructions on the following pages.
	End of Steps

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

67 of 139

Follow the instructions below to correct any error found during the APSI processing.

Step 1: Access the SIDI022 screen to correct errors.
- Press the SIDI022 button at the bottom of the SIDI021 screen. The SIDI022 Transaction Correction Status Screen appears. This screen navigates the user to correct the error transactions.

SIDI022: Transaction Correction Status Screen Shot
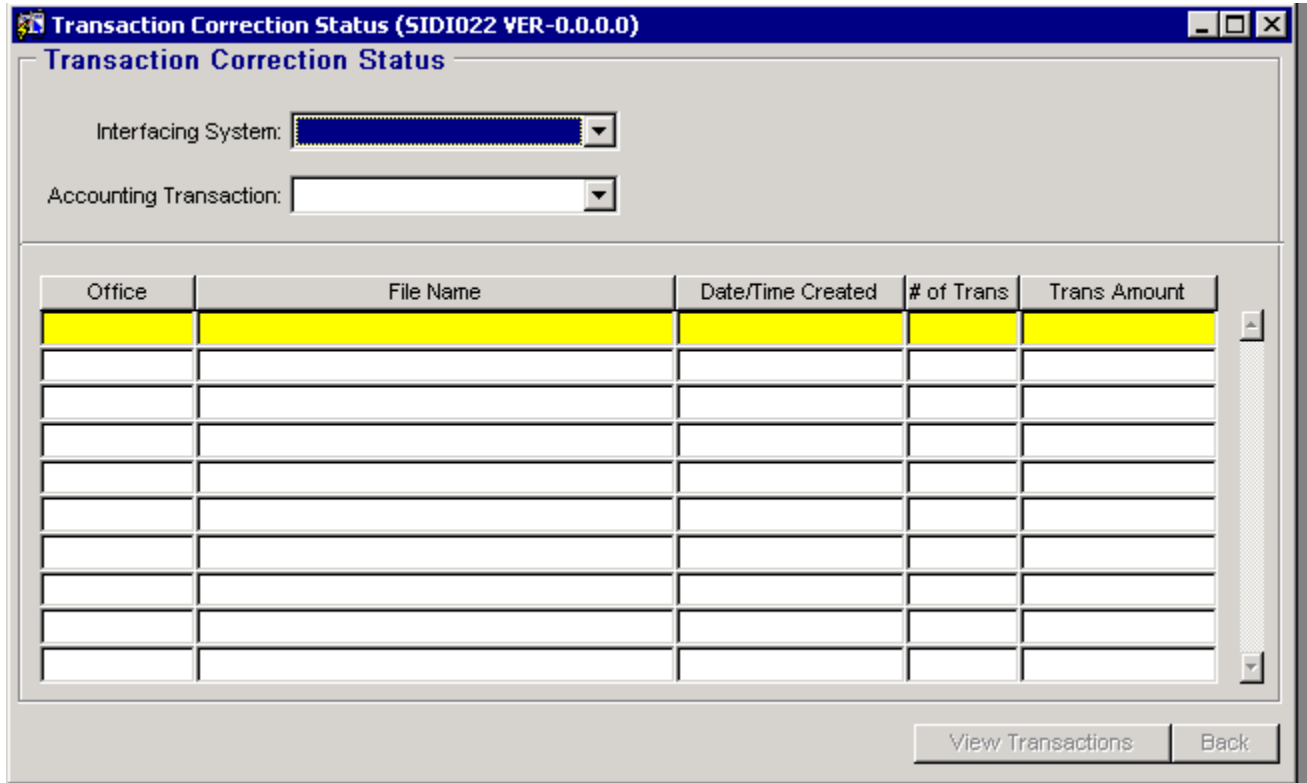
STEP	ACTION
1	The batch appears on the SIDI022 screen. Press the View Transactions button at the bottom of the screen.
2	Press the Back button to return to the SIDI021 screen.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

68 of 139

SIDI002: Invalid Vendor Invoice Transaction List Screen Shot

- The purpose of this screen is to display all the transaction within the batch, view errors associated with the transaction and navigate to the Vendor Invoice Correction Transaction Screen (SIDI003).
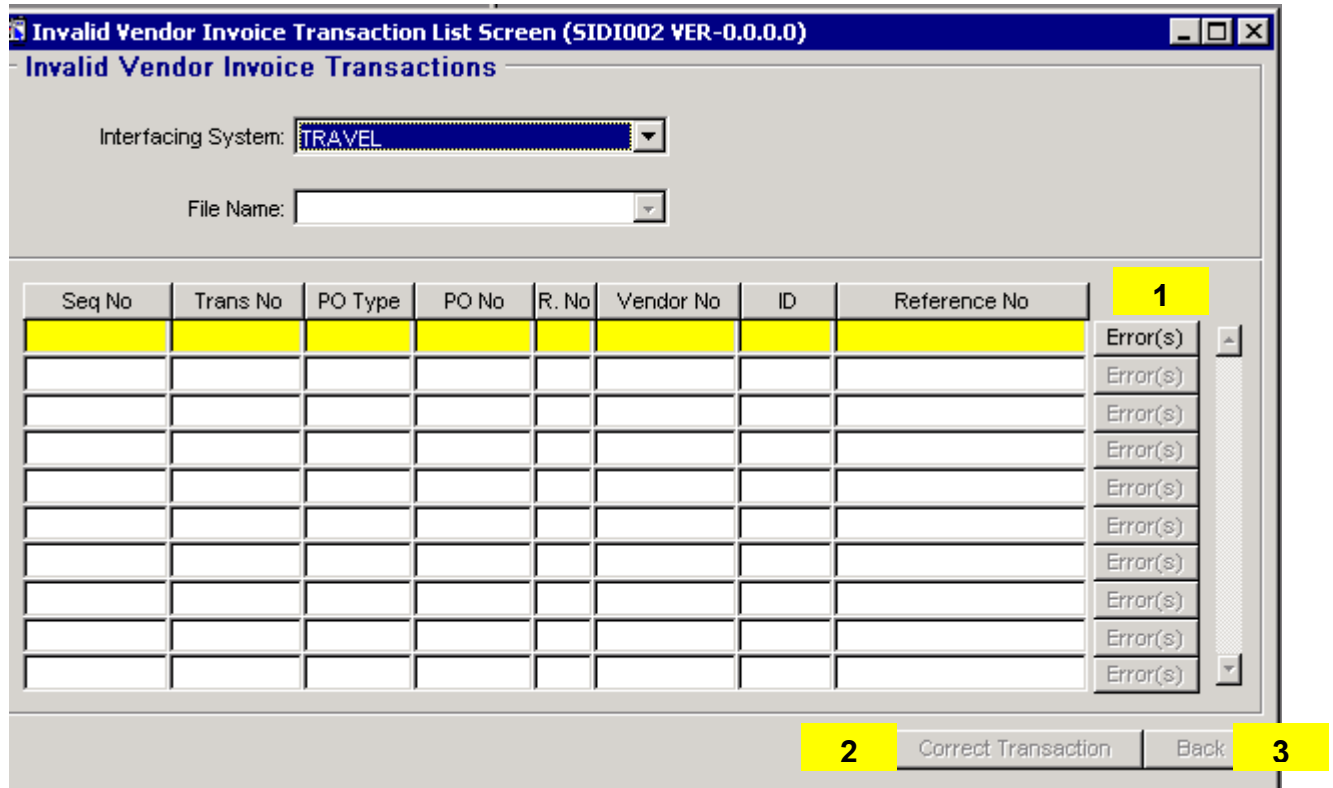
STEP	ACTION
1	Press the 'Errors' button to view a list of errors for this transaction.
2	Press the 'Correct Transaction' button to access the SIDI003 Invoice Correction Screen. View the screen shot below of the SIDI003 screen.
3	Press the Back button to return to the SIDI021 screen.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

69 of 139

SIDI003: Vendor Invoice Transaction Correction Screen Shot

- The purpose of the Vendor Invoice Transaction Correction Screen is to correct invalid invoices prior to posting to CFS- PM003. Note: This screen is similar to the PM003 screen.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

70 of 139

Procedural Overview: APSI Invoice Error Correction Process (SIDI022, SIDI002, SIDI003)

Introduction	This procedure describes the process to correct invoice transactions submitted through the APSI.
Who Uses the Process	The GTA Processor executes this process
Initiating the Process	The process is initiated if the Job Execution Request process generates an error.
Accessing the System	Navigate to the APSI-Invoice Correction Screen through SIDI022, SIDI002 And SIDI003 buttons.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

71 of 139

SIDI003- Vendor Invoice Transaction Correction Screen Shot

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

72 of 139

SIDI022, SIDI002, SIDI003 Step-by-Step

Follow the steps below to correct GTA invalid transactions within the APSI.

STEP	ACTION
1	If a record errors exists on the Job Execution Request Screen (SIDI021) will notify the user that the job processed with Errors This signals the user to access the SIDI022 or click on the SIDI022 button from the SIDI021 screen.
2	Click on View Transactions; This brings up the SIDI002 View the details about the related transaction
3	Click on Correct Transactions button. This button brings up the SIDI003 where the user can make the corrections to the records.
4	Post As Approved Mark the approval check box. Click in the 'Post As Approved' check box to identify that this record should be posted as approved in CFS.
5	After corrections are made; SAVE changes. Press the "SAVE" button.
6	Press the Post To CFS button to submit the corrected transactions to CFS. Continue to view any other errors and perform corrections as necessary.
	End of Steps

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

73 of 139

PM003 Instructions
Follow these instructions after APSI-Job Execution Request (SIDI021) or APSI Error Corrections are *successfully* completed.

STEP 1: Query on the bureau code and invoice # processed. The invoice # is the same as specified on the NGT201 screen.

```
                    Vendor Invoice Transaction Screen              pm003

Bureau  51 Inv: Type TRAVEL No SNGTA03              -    0 Date 05-SEP-2002
    Doc: Source NONE    Type NONE    No       0-   0  Symbol < >
    Source Ref 312595                   FastPay N Int. System:NONE
    Dates: Recd 12-SEP-2002 Retd              Status OPEN  12-SEP-2002
    Trans No    26405 Invoice Amount Applied           500.00
    Vendor Invoice Amount              500.00
Vendor:   No         3365-   2 Name 1441 L. ASSOCIATES, L.L.C.   Addr< >
PPA Y Exchange Code US          Customer Inv Type        No
Terms:   (1) Net 30 P     0.000 W/In 00 (2) Net 30 P     0.000 W/In 00
Approval: Y By E  STAMMLER                   Date 12-SEP-2002

                  R Matching  PP                              Pmt
 R Itm   Type  MDL I D P R A  Type   T R W/H D  H  Emp No Inf      Amount
 - ---  ------ --- - - - - -  ------ - - --- -  - ------ ---  ---------------
 Y   1 NOWAY    1 Q N N N N STD    <N> N <N> Y <N>      0 < >          500.00
                                   < >   < >   < >        < >
                                   < >   < >   < >        < >
                                   < >   < >   < >        < >

Count:  1            v                              <List><Replace>
```

STEP 2: Verify that all transactions have been transmitted as approved.
Press the down arrow key to view the transactions.

Trouble-Shooting

Help Section: Error Messages

NGT001- NGT Account Table Maintenance Screen	
Error Message	**Definition / Action**
"Query caused no records to be retrieved"	There are no existing records in the GTA Account Maintenance Table. Account data must be created/updated in order to use the GTA interface. Contact CAMS Help for GTA Administrator help.
"Field must be entered"	This error displays when no value is entered into the following fields: Account No, Description, Electronic/Manual. Contact CAMS Help for GTA Administrator help.
"Field is protected against update"	Occurs when the active status field is set to Y and changes have been made. Updates are only allowed once the account is set to N. After changes are performed, the account can be set back to Y.
NGT201- NGT Interface Initiation Screen	
Error Message	**Definition /Action**
"This function is not allowed here"	Occurs when trying to execute a query on the NGT201 screen. Press F4 to cancel out of the screen.
"Invalid Bureau Code"	There are only certain values allowed in the Bureau Code field. Press 'HOME' for a list of valid values.
"Invalid SATO file"	User must select SATO/NAVIGANT file from the list of values. Press 'HOME' for a list of values.
"Error parsing insert statement for NGT table NIST_Dev", NGT_File_N" Ora01031: insufficient privileges.	Contact CAMS Help. User may need to be granted certain database access.
'Date format is DD-MON-YYYY'	User inputted the incorrect Date format. Follow suggested guidelines.
'Invalid or inactive printer code'	User must select printer code from list of values. Press 'HOME' for list of valid values.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

75 of 139

'Current report process is still running. Please try again later' and process takes the user back to the CAMS menu.	The GTA Interface is still processing. Wait until process is finished.
'SATO file has already been loaded with same Invoice No and Bureau Code'	The same file and invoice number cannot be reloaded.

NGT101- NGT Invoice Correction Screen	
Error Message	**Definition /Action**
Invalid Project	Invalid ACCS elements; Correct the ACCS elements
Invalid Task	
Invalid Fiscal Year	
Invalid Organization Code	
Invalid Object Class	
Invalid Travel Type	There is an incorrect value entered for the travel type. Correct the travel type field. Values should only be 1,2,3,4,6.
Invalid Travel Purpose	There is an incorrect value entered for the travel purpose. Correct the travel purpose field. Values should only be: 0,1,2,3,4,5,6,7,8,9
Invalid Control Ticket No with all zeros or null	The ticket # was left blank in the SATO/NAVIGANT file. You may need to call SATO/NAVIGANT to inquire about this charge and possibly dispute the charge with Citibank.
Invalid Bureau Code in the data file.	An incorrect bureau code was entered into the SATO/NAVIGANT file. Select the correct bureau by pressing home in the Bureau Code field.
If travel type = 1 or 5 and amt < $50 object class should equal 21-29 If travel type = 2 or 7 amt < $50 object class should equal 21-28	Travel types 1 or 5 is for domestic travel. Travel type 2 or 7 is for foreign travel. If the dollar amount is less than $50 it is also consider a fee. Fees are recorded to a separate object class.
"For invoice amount < = 50 match flag must be N"	Any dollar amount that is $50 or less is considered a SATO fee and is not matched to an obligation. If this error message is received, change the MATCH FLAG field to an 'N' and mark the record as corrected.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

76 of 139

Invalid Control Travel Order number with all zeros or null.	The travel order # field on the control portion of the screen was left blank, which means the SATO/NAVIGANT data file did not contain a travel order # in the file for this transaction. If possible reference the name and research the Travel Order document. It may be necessary to contact SATO/NAVIGANT to inquire about more information. This transaction may also need to be disputed with SATO/NAVIGANT.

SATO Data Error Status Report	
Error Message for a specific record:	**Definition/Action**
Invalid Travel Type	There is an incorrect value entered for the travel type. Correct the travel type field. Values should only be 1,2,3,4,6.
Invalid Travel Purpose	There is an incorrect value entered for the travel purpose. Correct the travel purpose field. Values should only be: 0,1,2,3,4,5,6,7,8,9
Invalid Control Ticket No with all zeros or null	The ticket # was left blank in the SATO/NAVIGANT file. You may need to call SATO/NAVIGANT to inquire about this charge and possibly dispute the charge with Citibank.
Invalid Bureau Code in the data file.	An incorrect bureau code was entered into the SATO/NAVIGANT file. Select the correct bureau by pressing home in the Bureau Code field.
Invalid Control Travel Order number with all zeros or null. Invalid Detail Travel Order number with all zeros or null.	The travel order # field on the control portion of the screen was left blank, which means the SATO/NAVIGANT data file did not contain a travel order # in the file for this transaction. If possible reference the name and research the Travel Order document. It may be necessary to contact SATO/NAVIGANT to inquire about more information. This transaction may also need to be disputed with SATO/NAVIGANT.
Invalid Project	Invalid ACCS elements; Correct the ACCS elements
Invalid Task	
Invalid Fiscal Year	
Invalid Organization Code	
Invalid Object Class	

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

77 of 139

No Detail Found for T.O. #: *and the Travel Order #….* No Control record found for file record number: *and the file record #.*	There was no matching detail information (i.e., ACCS information) found for this record in the SATO/NAVIGANT file. The record will post to the NGT101 screen and is available for correction. The Control Screen will be populated, however the detail ACCS information will not be available. Use the Travel Order document or suspense account to charge the expense.
Total Control Amount is not equal to the total Detail Amount.	While processing, the total of all the control ticket amount records did not match to the Total Header Record Amount in the SATO/NAVIGANT file. Upon correction of error records and re-processing, this error message should not re-display. If it does this means the SATO/NAVIGANT file is corrupt and may need to be returned to SATO/NAVIGANT. Contact the CAMS Help Desk for support.
Detail Amount is not equal to the Control Amount	The record should be available for correction on the NGT101 screen. Correct the error and re-process the file.
Invalid/Inactive Control Account No. in the SATO file. Invalid/inactive Detail Account No. in the SATO file.	Contact the CAMS Help Desk. The GTA Administrator may need to re-set the active flag for a particular bureau.
SATO Data Error Log Report	
Message	**Definition/Action**
Error: No detail records found in staging table. Load process terminated.	There were no existing detail records in the SATO file so the file cannot be processed. Contact SATO for a new file.
Error: No control records found in staging table. Load process terminated.	There were no existing control records in the SATO/NAVIGANT file so the file cannot be processed. Contact SATO/NAVIGANT for a new file.
Error: No header record or empty SATO file. Load process terminated.	There was no header record in the SATO/NAVIGANT file so the file cannot be processed. Contact SATO/NAVIGANT for a new file.
Error: More than 1 header record found in the SATO file. Load process terminated.	There are multiple header records in the SATO/NAVIGANT file so the file cannot be processed. Contact SATO/NAVIGANT for a new file.
Invalid non-numeric header invoice amount. Load process terminated.	There is an invalid value in the header record amount so the file cannot be processed. Contact SATO/NAVIGANT for a new file.
Invalid non-numeric Control invoice amount	There is an invalid value for a ticket amount in the SATO/NAVIGANT file, therefore the SATO/NAVIGANT file cannot be processed. Contact SATO/NAVIGANT for a new file.
Invalid non-numeric Header Invoice Amount. Load Process terminated.	There is an invalid value for the Header Record amount in the SATO/NAVIGANT file, therefore

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

78 of 139

	the SATO/NAVIGANT file cannot be processed. Contact SATO/NAVIGANT for a new file.
Invalid Header Invoice Amount with all zeros or null. Load Process terminated.	There is an invalid value for the Header Record amount in the SATO/NAVIGANT file, therefore the SATO/NAVIGANT file cannot be processed. Contact SATO/NAVIGANT for a new file.
Total Control Amount is not equal to the total Detail Amount.	While processing, the total of all the control ticket amount records did not match to the Total Header Record Amount in the SATO/NAVIGANT file. Upon correction of error records and re-processing, this error message should not re-display. If it does this means the SATO/NAVIGANT file is corrupt and may need to be returned to SATO/NAVIGANT. Contact the CAMS Help Desk for support.
Detail Amount is not equal to the Control Amount	The record should be available for correction on the NGT101 screen. Correct the error and re-process the file.
Invalid/Inactive Control Account No. in the SATO file. Invalid/inactive Detail Account No. in the SATO file.	Contact the CAMS Help Desk. The GTA Administrator may need to re-set the active flag for a particular bureau.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3
GTA User Manual v2.1.doc

79 of 139

GTA Loading Error

If the user has improperly loaded the SATO/NAVIGANT files into the GTA interface, the files can be re-named to re-process the data. Follow these procedures.

1. Re-name the files with a different filename. Place a "2" in front of the prior file name.
   i. Example:
      Old File Name: 52SATOMMYYYY.dat
      New File Name: 252SATOMMYYYY.dat
2. Re-load the data files onto the user's hard drive and specified shared folder.
3. Access the NFED01 Screen to transfer the re-named files to the GTA interface processing directory.
4. Re-process the files through the GTA Interface using the correct date in the received date field.
   i. Enter a NEW Invoice # on the NGT201 screen.
      Old Invoice #: 52SATOMMYYYY
      New Invoice #: 252SATOMMYYYY

Who to Contact for Questions

Type of Question	Contact Name	Contact Phone/Information
GTA Interface, CFS or CAMS related questions	CAMS Help Desk, Production Support	camshelp@nist.gov Ext: 6100
SATO-Reconciliation Questions, SATO Reconciliation reports	Mary Kay Abramson Customer Manager	mabramson@hq.satotravel.com 19220 Mt. Airey Road, Rockville, MD 20833 Phone: 301-774-7769 Fax: 301-774-2775 Pager: 800-915-6592
SATO file or data questions	Mike Dye Accounting Services, Customer Service Manager	mdye@hq.satotravel.com 1005 North Glebe Road, Arlington, VA 22201 Phone: 703-358-1666 Phone 2: 1-800-776-7286 x1666
Disputing transactions on Citibank bill	To Be Determined	To Be Determined
DBA for the NIST CAMS Production UNIX Servers	Ping Chen	Ext: 4931
NAVIGANT file, data, or charge disputes	Charlo Reynolds	1-720-568-4800

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

80 of 139

Appendix

Training Scenarios

Purpose: The purpose of the training exercises is to process a SATO/NAVIGANT files through GTA interface and into APSI. The exercise begins with the Travel Order, which is entered on the FM040-Purchase Order Transaction Screen.

The exercises will allow the user to become familiar with the GTA interface and the APSI processing of SATO/NAVIGANT transactions.

Practice Exercises:

Instructions: Follow the screen shots below and the instructions for processing the example travel ticket obligation and invoice through CFS, GTA interface and the Accounts Payable Standard Interface (APSI).   The values to enter into each field are noted in the column called 'Value'.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

81 of 139

There are 3 Exercises in the GTA Training. Each exercise is designed to be more challenging than the previous and will allow the user to become familiar with different scenarios that may occur in Production. The following describes each exercise:

Exercise Name	Scenario	Goals of Exercise
GTA Interface – Exercise 1	• Create obligations for ticket orders • Enter data into GTA Reconciliation Spreadsheet • Process a SATO/NAVIGANT file that contains SATO/NAVIGANT ticket expenses and fees. • No errors exist • Transactions are successfully processed to PM003.	• Allow the trainee to become familiar with the screens of the GTA interface and APSI. • Allow the trainee to become familiar with uploading files through the NFED01 screen. • Allow the trainee to become familiar with the entire process from start to end. • Allow the trainee to become familiar with the reports printed from the GTA and APSI interfaces.
GTA Interface – Exercise 2	• Create obligations for ticket orders. • Enter data into GTA Reconciliation Spreadsheet • Process a file that contains error data. • Errors include: Missing ACCS elements, Travel Order #s.	• Allow the trainee to become familiar with GTA error correction screen.
GTA Interface – Exercise 3	• Create obligations for ticket orders. • Enter data into GTA Reconciliation Spreadsheet • Process a file that successfully passes GTA interface. • Process file through APSI where errors are found. • Errors include: No matching obligation, ticket expense is over tolerance.	• Allow the trainee to become familiar with error correction within the APSI.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

82 of 139

Part 1A: Establish CBA Account Information on NGT001 Screen

STEP	ACTION	Trainee	Value
1	Press 'F12' to execute a query. The form populates with data. Press the 'Down' arrow key to view the next record or bureau code.	ALL	NA
2	*Bureau Code:* Press 'Home' to view a list of valid bureau codes and select the bureau code. Or enter a valid bureau code into the field. Tab to the next field.	1	*57 * User will be entering data for Gaithersburg*
		2	*57 * User will be entering data for Boulder*
		3	*61 * User will be entering data for Washington DC*
		4	*61 * User will be entering data for Boulder*
		5	*33*
3	*Location:* Enter the location where the bureau account resides. Tab to the next field.	1	*Gaithersburg*
		2	*Boulder*
		3	*Washington DC*
		4	*Boulder*
		5	*Washington DC*
4	*Account Number:* Enter the 15-digit Account Number that corresponds to the Citibank Centrally Billed Account number.	1	*486090000012738 for Gaithersburg*
		2	*486090000013470 for Boulder*

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

83 of 139

STEP	ACTION	Trainee	Value
	Tab to the next field.	3	*486090000012696 for Washington DC*
		4	*486090000055555 for Boulder*
		5	*486090000012753*
5	*Description:* Enter the "Bureau Initials and CBA" Example: NIST G CBA Tab to the next field.	*ALL*	*See Action column*
6	*Match Flag:* Enter "Y" (Match document to an obligation) "N" (Do not match to an obligation) Tab to the Next field.	*ALL*	*Enter Y for all bureaus*
7	*Vendor No and Payment ID:* Press 'HOME' to view a list of valid vendor numbers or enter the vendor id Tab to the next field.	ALL	57 G-burg = 6996-2 57-B = 6992-5 61-DC = 6992-2 61-B = 6992-3 33 = 6994-4
8	*Active Status*: Enter "Y" (active) or "N" (inactive)	*ALL*	*Approve and save record*
9	Press 'F5' to Commit the changes.		
	End of Steps		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

84 of 139

PART 1: Enter Obligation Data into FM040 for Exercises 1,2,3

Enter Obligation for the travel ticket expense.

```
                     Purchase Order Transaction Screen          Print N  fm040

  One to One <N>
  Document: Type TRUPO  C/O N Oblig#      4199-   0-   0 Total          500.00
            Feeder System No C50000001            ASAP: N Account Prefix:
            Date 05-MAY-2003 Source Ref _____     Grant Amend No
            Effective Dates 05-MAY-2003-15-MAY-2003 Status OPEN    05-MAY-2003
  For: Bureau Code 57 Name OFFICE OF THE SECRE G/L Date 31-MAY-2003 FY 03
  Vendor:   < > No       6992-     1  Name CITIBANK
  Approval:  Y By E  STAMMLER             Date 05-MAY-2003
  Document: <N>  Notes <T>  Line Notes < >  AD < >

  Item: No   1  Request Detail <N>  Type   SERV2      Commodity Code G/S
        Part No                     Stock No             Emp No
        Description <T>  Other < >  Due Date 15-MAY-2003 Acceptance Days      7
        RI Mth Act  Quantity     U/M    Unit Price     Extended Amount
        ------ --- ----------- ---- --------------- ------------------
  Requested:     Q    N       1.000 EA          500.0000            500.00
  Inventory:
  Account Classification: < >                   Status OPEN    05-MAY-2003


  Count: *0                                                      <Replace>
```

NOTES Field: Destination City, State, Country

```
 B| DALLAS,TX,US

 y

 e
```

Description Field: LastName/FirstName,Type,Purpose

```
                          Line Item Description

  SMITH/JOE,1,2
```

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

85 of 139

Other Pertinent Information for This Item Window

```
┌─────────────────────────────────────────────────────────────────────────┐
│           Purchase Order Transaction Screen        Print N │fm040│
│ ┌─────────────────────────────────────────────────────────────────────┐ │
│ │          Other Pertinent Information for This Item                  │ │
│ │                                                                     │ │
│ │ Document Matching: Default Y RT    AC    AP          Delivery POC   │ │
│ │ Holdback: Type N Amount                          -----------------  │ │
│ │ PSC Code                          Delivery Date: 15-MAY-2003        │ │
│ │ Payment Office Code NIST          Emp:        1                     │ │
│ │   NIST FINANCE OFFICE             Name:  R  RECEIVER               │ │
│ │   100 BUREAU DRIVE                Phone: 301-975-2173              │ │
│ │   BLDG 101 ROOM A739              Loc:                             │ │
│ │   MAIL STOP 3750                                                   │ │
│ │   GAITHERSBURG          MD  20899                                  │ │
│ │                                                                     │ │
│ │ Asset: Category          Indicator          AIN                    │ │
│ │                                                                     │ │
│ └─────────────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────────────┘
```

Account Distribution For This Item Window

```
┌─────────────────────────────────────────────────────────────────────────┐
│                Account Distribution For This Item                        │
│                                                                          │
│                                    --- Supporting Document ---           │
│ MDL Percent   Quantity      Amount    ACCS    No        Type  Item MDL A │
│ --- -------   ----------   ----------  ----  ----------- ------ ---- --- -│
│   1 100.000      1.000        500.00 <   >              -                Y│
│ 57 8982779-000 98 03-70-00-000 01-00-0100-00-00-00-00 21-11-00-00 000000 │
│ Acceptance: Emp No      1     Name R  RECEIVER                           │
│ Receiving:  Office No 1        Name NATL INST OF STND & TECH             │
│                                                                          │
│                                    <  >              -                   │
│                                                                          │
│ Acceptance: Emp No            Name                                       │
│ Receiving:  Office No         Name                                       │
│                                                                          │
│     100.000      1.000        500.00                                     │
│                                                                          │
└─────────────────────────────────────────────────────────────────────────┘
```

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

86 of 139

STEP	ACTION	Exercise	VALUE
1	TAB through the *PRINT* field. This field defaults to 'N'.	Exercise 1, 2, 3	N
2	TAB through the *ONE TO ONE* field. This field defaults to 'N'. NOTE: When 'Y' is selected, it indicates that the obligation will be matched to a commitment in its entirety. This is only used when an entire commitment will be converted into an obligation (hence the "one to one" name).	Exercise 1, 2, 3	N
3	Press HOME In the *TYPE* field to view the list of valid document types. Use the UP or DOWN arrows to move through the window. Press ENTER to select. TAB to the *FEEDER SYSTEM NO* field.	Exercise 1	LTRVPO
		Exercise 2	RELPO
		Exercise 3	TRVPO
4	Enter N into the *C/O* change order field if this is the original obligation. Enter Y if the obligation is a change order. This field defaults to N.	Exercise 1,2 & 3	N
5	Enter the document number in the *FEEDER SYSTEM NO* field. The cursor skips over the *DATE* field. This field defaults to the current date.	Exercise 1	G100001 + Your first and last initials This is a foreign Long-term travel order
		Exercise 2	R200002+ your first and last initials This is a Relocation Travel Order
		Exercise 3	G300003 + Your first and last initials This is a TDY travel order
6	Enter the requisition number from the Travel Order document in the *SOURCE REF* field.	Exercise 1	Enter any requisition #
		Exercise 2	Enter any requisition #
		Exercise 3	Enter any requisition #

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

87 of 139

STEP	ACTION	Exercise	VALUE
7	Enter the beginning effective date of the obligation document in the first *EFFECTIVE DATES* field. This field defaults to the current date, but can be overridden. NOTE**:** A value must be entered into this field prior to committing a blanket purchase agreement (BPA) transaction.	Exercise 1	08-AUG-2003
		Exercise 2	08-AUG-2003
		Exercise 3	08-AUG-2003
8	TAB to the second *EFFECTIVE DATES* field. This field defaults to a blank field, but can be overridden with the end date of the period of performance for a service contract. NOTE**:** A value must be entered into this field prior to committing a blanket purchase agreement (BPA) transaction. The cursor skips over the *STATUS* field. This field defaults to the value of 'OPEN' for new transactions and cannot be accessed. NOTE**:** For documents that have been disapproved this field will be updated to 'CANCEL.' For documents that have been liquidated or closed through an administrative modification, this field will display 'CLOSED'. The cursor skips over the *STATUS: DATE* field. This field defaults to the current date.	Exercise 1	15-SEP-2003
		Exercise 2	15-SEP-2003
		Exercise 3	**15-AUG-2003**
9	Press HOME in the *FOR: BUREAU CODE* field to view the list of valid bureau codes. Press ENTER to select. TAB to the next field. The cursor skips over the *BUREAU NAME* field. The system automatically obtains this field from the Bureau Code Maintenance Screen (GL004) based on the *FOR: BUREAU CODE.*	Exercise 1	57
		Exercise 2	57
		Exercise 3	57
10	Press HOME in the *G/L* field to view the list of valid general ledger end dates. Press ENTER to select. This field defaults to the current open accounting period. Confirm that this GL date is correct. TAB to the next field.	Exercise 1,2 & 3	Tab through field
11	TAB through the *FY* field, which is the fiscal year of the obligating document. This field defaults to the current fiscal year, but can be overridden to a prior year.	Exercise 1,2 & 3	03

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

88 of 139

STEP	ACTION	Exercise	VALUE
12	The system brings up the Vendor Address and Shipping Information pop-up screen. Use the web-based vendor lookup screens for the required vendor number. Enter the vendor number and vendor sub-number in the *VENDOR NO* fields and press F5 to commit. TAB through all fields in the pop-up screen and TAB until the cursor is in the *NOTES* field.	Exercise 1	6996-1
		Exercise 2	6996-1
		Exercise 3	6996-1
13	TAB through *NOTES* field and press F2 to enter a note or comment regarding the purchase order. Press F5 to commit the comments.	Exercise 1	PARIS,FR
		Exercise 2	DC,DC,US
		Exercise 3	TRENTON,NJ, US
14	TAB through the *LINE NOTES* field.	Exercise 1,2,&3	Tab through field
15	TAB through the *AD* field.	Exercise 1,2,&3	Tab through field
16	The system will display the following message at the bottom of the screen "Please acknowledge message." Press ENTER to continue. Then, the system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." This indicates that a control record has been established.		
17	TAB through the *ITEM: NO* field. This value is assigned by the system.	Exercise 1,2,&3	Tab through field
18	TAB through the *REQUEST DETAIL* field. This field indicates if commitment transactions will be referenced by this obligating document. This field defaults to 'N'.	Exercise 1,2,&3	Tab through field
19	Press HOME in the *ITEM: TYPE* field to view the list of valid item types for the order. Press ENTER to select. TAB to the next field.	Exercise 1	SERV2
		Exercise 2	**TKEX**
		Exercise 3	SERV2
20	Press HOME In the *ITEM: COMMODITY CODE* field to view the list of valid commodity codes for the item being ordered. Press ENTER to select. TAB to the next field.	Exercise 1,2,&3	G/S
21	TAB through the *ITEM: PART NO* field.	Exercise 1,2,&3	Tab through field
22	TAB through the *ITEM: STOCK NO* field.	Exercise 1,2,&3	Tab through field
23	TAB through the *ITEM: EMP NO* field.	Exercise 1,2,&3	Tab through field

STEP	ACTION	Exercise	VALUE
23A	Enter the description into the description column in ALL CAPS.	ALL	Type Your Last Name/First Name,1,2
24	The system will display the following message at the bottom of the screen: "Please acknowledge message." Press ENTER to continue. Then, the system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." The system brings up the Line Item Description pop-up screen. Enter a detailed description of the ordered item. Press F5 to return to the main screen. This field is optional. TAB to the next field.		
25	The system brings up the Other Pertinent Information for this Item pop-up screen. Enter additional pertinent information about the order including the document matching requirements, product service code, payment office, and delivery point of contact.		
	Enter a 'Y' or 'N' in the *DOCUMENT MATCHING: DEFAULT* field, to indicate whether default values for document matching that have been established in the Payment Document Matching Maintenance Screen (PM021) should be used for this item or should be overridden. NOTE: It is recommended to always enter 'Y' in this field. If this field is 'N', the cursor will move to the other criteria flags; receiving ticket (RT), acceptance (AC), and accounts payable (AP). If this field is 'Y', the other criteria fields will not be accessible.	Exercise 1,2 & 3	Y
	Enter a 'Y' or 'N' in the *DOCUMENT MATCHING: RT* field, to indicate whether this item requires a matching receiving ticket document in order to be released for payment. If this is a Three-Way obligation, this field should be set to 'Y'. If this is a Two-Way obligation, this field should be set to 'N'. If this is a No-Way obligation, this field should be set to 'N.' This field cannot be accessed unless the *DOCUMENT MATCHING: DEFAULT* field is 'N'.	Exercise 1,2 & 3	Cursor skips field and is left blank
	Enter a 'Y' or 'N' in the *DOCUMENT MATCHING: AC* field to indicate whether this item requires a matching acceptance transaction in order to be released for payment. If this is a Three-Way obligation, this field should be set to 'N'. If this is a Two-Way obligation, this field should be set to 'N'. If this is a No-Way obligation, this field should be set to 'N'.	Exercise 1,2 & 3	Cursor skips field and is left blank

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

90 of 139

STEP	ACTION	Exercise	VALUE
	This field cannot be accessed unless the *DOCUMENT MATCHING: DEFAULT* field is 'N'.		
	Enter a 'Y' or 'N' in the *DOCUMENT MATCHING: AP* field, to indicate whether this item requires a matching purchase order document in order to be released for payment. If this is a Three-Way obligation, this field should be set to 'Y'. If this is a Two-Way obligation, this field should be set to 'Y'. If this is a No-Way obligation, this field should be set to 'N'. This field cannot be accessed unless the *DOCUMENT MATCHING: DEFAULT* field is 'N'.	Exercise 1,2 & 3	Cursor skips field and is left blank
	Press HOME In the *HOLDBACK: TYPE* field, to view the list of valid codes. Press ENTER to select the appropriate holdback (retainage) that is performed by the system during the disbursement process. If holdback is not required, enter 'N'. TAB to the next field.	Exercise 1,2 & 3	N
	If the *HOLDBACK: TYPE* selected was 'P', the entry will be a percentage. If the *HOLDBACK: TYPE* selected was 'D', the entry will be a dollar amount. Where the *HOLDBACK: TYPE* selected was 'N', the field will be skipped.	Exercise 1,2 & 3	Cursor skips field and is left blank
	TAB through the *PRODUCT SERVICE CODE* (PSC) field.	Exercise 1,2 & 3	Tab through field
	Press HOME in the *PAYMENT OFFICE CODE* field to view the list of valid codes of offices responsible for processing payment of this item. This field defaults to the payment of code of the user. Select 'NIST and press ENTER. TAB to the next field. The cursor skips over the *PAYMENT OFFICE ADDRESS* field. These values are automatically obtained from the Payment Office Code Maintenance Screen (PM079) for the *PAYMENT OFFICE CODE*.	Exercise 1,2 & 3	NIST
	TAB through the *ASSET: CATEGORY* field (e.g., depreciable equipment, donated equipment, etc.). This field is optional.	Exercise 1,2 & 3	Tab through field
	TAB through the *ASSET: INDICATOR* field (e.g., executive furniture, monitors, printers, etc.). This field is optional.	Exercise 1,2 & 3	Tab through field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

91 of 139

STEP	ACTION	Exercise	VALUE
	TAB through the *ASSET: AIN* field. This field is optional.	Exercise 1,2 & 3	Tab through field
	Enter the date on which delivery is expected in the *DELIVERY POC: DATE* field, in the following format: DD-MON-YYYY.	Exercise 1	End Date of Travel 15-SEP-2003
		Exercise 2	End Date of Travel 15-SEP-2003
		Exercise 3	End Date of Travel 15-AUG-2003
	Enter '1' in the *EMP* field. Press F5 to commit.	Exercise 1,2 & 3	1
	The system returns to the Purchase Order Transaction Screen (FM040).		
26	TAB through the *ITEM: OTHER* field.	Exercise 1,2 & 3	Tab through field
27	Enter the date on which the order is due in the *ITEM: DUE DATE* field.	Exercise 1	End Date of Travel 15-SEP-2003
		Exercise 2	End Date of Travel 15-SEP-2003
		Exercise 3	End Date of Travel 15-AUG-2003
28	TAB through the *ITEM: ACCEPTANCE DAYS* field. This field defaults to '7'.		
29	Enter the invoice method in the *RI MTH* field. Enter 'Q' for invoicing by quantity and 'D' for invoicing by dollars. This field defaults to 'Q'. **NOTE:** The system will default to Dollar (D) after you enter the number of items requested of (1). Go back to the *RI MTH* field and designate as QUANTITY (Q). This will allow the system to de-obligate the remaining obligation if it is not fully used on PM003. The *ACT* field tells the user whether or not there has been any activity on this obligation. This field defaults to 'N' if	Exercise 1	D
		Exercise 2	D

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

92 of 139

STEP	ACTION	Exercise	VALUE
	there hasn't been any activity (invoice/receiving ticket), and changes to 'Y' if there has been activity. Once this field is set to 'Y', the invoicing method cannot be changed. This is a display only field.	Exercise 3	Q
30	Enter the quantity of the item requested in the *REQUESTED: QUANTITY* field to three decimal places (e.g., 5.500). If dollar-based invoicing was chosen in the *RI MTH* field, the quantity will default to '1' and cannot be overridden.	Exercise 1	Field is skipped
		Exercise 2	Field is skipped
		Exercise 3	1
31	Press HOME in the *REQUESTED: U/M* field, to view the list of valid units of measures for the requested item. Press ENTER to select the unit of measure. This field defaults to 'EA'. TAB to the next field.	Exercise 1,2 & 3	Tab through field
32	Enter the unit price of the item in the *REQUESTED: UNIT PRICE* field. The system will automatically round the unit price to four decimal places (e.g., 45.0955).	Exercise 1	350.00
		Exercise 2	600.00
		Exercise 3	300.00
33	TAB through the *REQUESTED: EXTENDED AMOUNT* field, which is calculated by the system based on the quantity multiplied by the unit price. The cursor now skips to the lower portion of the screen and a message stating "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED" is displayed at the bottom of the screen. Press ENTER.	Exercise 1,2 & 3	Tab through field
34	The system brings up the Account Distribution For This Item pop-up screen. The cursor skips over the *MDL* field. This field is the multiple distribution line number and is automatically generated by the system.		
35	Enter the percentage of the detail item to be distributed to this ACCS in the *PERCENT* field. For example, if the entire line item is charged to a single ACCS, enter '100'. If a percentage is entered, the *QUANTITY* and *AMOUNT* fields will automatically be updated.	Exercise 1,2 & 3	100
	Enter the quantity of the detail item to be distributed to this ACCS in the *QUANTITY* field. For example, if half of the item with 10 units requested is charged to one ACCS, enter '5' in the quantity and distribute the other 5 to another ACCS. If a quantity is entered, the *PERCENT*	Exercise 1,2 & 3	Tab through field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

93 of 139

STEP	ACTION	Exercise	VALUE
	and *AMOUNT* fields will automatically be updated. TAB to the next field.		
	TAB through the *AMOUNT* field. This field is calculated by the system based on the quantity multiplied by the unit price.		
	The system will display the following message at the bottom of the screen: "Please acknowledge message." Press ENTER to continue. The system will then display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED".		
	The system brings up the Account Classification pop-up screen.		
	TAB through the *BUREAU CODE* field.	Exercise 1,2 & 3	Tab through field
	Enter the two-digit fiscal year in the *FISCAL YEAR* field. TAB to the next field.	Exercise 1,2 & 3	03
	Press HOME or Enter the 7-digit project code in the *PROJECT CODE* field. TAB to the next field.	Exercise 1	1093276
		Exercise 2	1093276
		Exercise 3	1093276
	Press HOME to view a list of valid task codes. Enter '000' in the *TASK CODE* field or TAB through the field.	Exercise 1, 2 & 3	000
	Press HOME or Enter two digits in the first segment of the *ORGANIZATION CODE* field. This organization code is equal to that used by Human Resources. Tab to the next segment of the organization code and chose the next segment of the organization code.	Exercise 1, 2, 3	01-00-0100-00-00-00-00
	Enter the four-digit object class in the OBJECT CLASS field. Enter '00-00' to fill in the remaining segments or TAB through these segments. The object class is used to determine the type of expense and it determines the general ledger account where the activity will be recorded.	Exercise 1	21-12-00-00
		Exercise 2	21-11-00-00
		Exercise 3	21-11-00-00
	Enter '000000' in the *USER DEFINED* field or TAB through the field.	Exercise 1,2 & 3	000000

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

94 of 139

STEP	ACTION	Exercise	VALUE
	The system returns to the Account Distribution For This Item pop-up screen. TAB to the next field.		
	Enter '1' again in the *ACCEPTANCE: EMP NO* field. The cursor skips the *ACCEPTANCE: NAME* field. This field defaults to the value recorded in the Employee Information Maintenance Screen (GL029) based on the *ACCEPTANCE: EMP NO*.	Exercise 1,2 & 3	1
	Press HOME in the *RECEIVING: OFFICE NO* field to view the list of valid office numbers to designate for receiving the item. Press ENTER to select the office number (e.g., select '1' for "NIST"). TAB to the next field. The cursor skips the *RECEIVING: NAME* field. This field defaults to the value recorded in the Receiving Office Maintenance Screen (FM003) based on the *RECEIVING: OFFICE NO*.	Exercise 1,2 & 3	1
	The system will display the following message at the bottom of the screen "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED."		
	At the bottom of the screen, a running total is maintained for the: -*TOTAL [PERCENT]* field -*TOTAL [QUANTITY]* field -*TOTAL [AMOUNT]* field In order to complete the Account Distribution For This Item pop-up screen, the *QUANTITY* field must equal the *TOTAL [QUANTITY]* field. If the two fields are not equal, TAB to the next available *MDL* field and enter another detail item. If the two fields are equal, continue with the next step.		
	Press PAGE UP to return to the Purchase Order Transaction Screen (FM040). TAB to the next field. The cursor skips the *STATUS* field. This field defaults to 'OPEN.' The cursor skips over the *STATUS: DATE* field. This field defaults to the transaction date for the new obligation transaction.		
35	Press INSERT if additional items need to be recorded on this purchase order. If there are no other items to insert press PAGE UP to the *APPROVAL* field and press F5 to commit the transaction.	Exercise 1,2 & 3	Y

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

95 of 139

STEP	ACTION	Exercise	VALUE
36	The system will display the following message at the bottom of the screen: "Please acknowledge message." Press ENTER to continue. Then, the system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." Record obligation number on the original obligating form. NOTE: The system may display a message indicating that your request has exceeded the funds that are available. At this point, you must contact a funds override official to approve the request in the Document Approval Maintenance Screen (WF001) before it affects the general ledger. **For training purposes, Re-route and approve obligation on the WF604 and WF002 screens. Follow the instructions below.**		
	Record PO#	Exercise 1	
		Exercise 2	
		Exercise 3	
	End of Steps		

PART 2: Re-Route Approved Obligation (WF604)-Reassign Approvers by Document

Overview

Introduction	This procedure describes the process to re-route a document routed through the approval routing process. The data is entered via the CFS screen "Reassign Approvers by Document" (WF604).
Who Uses the Process	Persons identified as approvers through the "Document Approval Maintenance Screen" (WF001) are responsible for reviewing and approving obligations and modifications to obligations. *However, if that person is not available to approve the document, a back-up approver can approve the document. The document first must be re-assigned to the back-up approver using the WF604 screen.*
Initiating the Process	The process begins when an obligation is entered into CFS, passes system edits, and is then routed for approval. The system routes the document to the designated personnel based on the setup in WF001. While logged onto the system, the user is notified through a message that "there are documents needing your approval."
Reference Forms	WF604 can be used to re-route the following types of reference forms: Purchase Orders, Contracts, M.O.U.s, Grants, Travel, or Training.
Accessing the System	From the "Workflow Management" menu, choose option "Reassign Approvers by Document Screen" (WF604).

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

97 of 139

```
┌──────────────────────────────────────────────────────────────────┐
│           Re-Assign Approvers By Document              │wf604│
│                                                                    │
│ Bureau Code:      57      Name (NIST) NATL INST OF STDS & TECHN     │
│ Document: Source OBLIG  Type TRVPO  Number █      -    -            │
│                                                                    │
│ ------------ Current Routing ----------   ------- Default Routing --------│
│ Priority      Current Approver              Default Approver        │
│ -------  ------------------------------   ---------------------------│
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│ Document No: Press [LIST] to select from a list.                   │
│ Count: *0                                      <List><Replace>      │
└──────────────────────────────────────────────────────────────────┘
```

STEP	ACTION	Exercise	Value
1	Press HOME or enter the bureau code into the bureau code field. Tab to the next field.	Exercise 1	57
		Exercise 2	57
		Exercise 3	57
2	Type OBLIG into the Document Source field. The document source field identifies the originating document, in this case an obligation.	Exercise 1,2 &3	OBLIG
3	Press HOME or enter the Document Type. The document type field identifies the type of document.	Exercise 1	LTRVPO
		Exercise 2	RELPO
		Exercise 3	TRVPO
4	Press HOME or type in the PO# recorded from above for each exercise. Tab to the next field. The cursor moves to the detail portion of the screen and appears on the second column.	Exercise 1, 2 & 3	Select the PO recorded for each exercise

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

98 of 139

CAMS GTA Interface User Guide

STEP	ACTION	Exercise	Value
5	Press HOME to view a list of alternate approvers.	Exercise 1, 2 & 3	Select your user name
6	Press F5 to save the record	Exercise 1, 2 & 3	Press F5
	End of Steps		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

99 of 139

PART 3: Approve Obligation Document (WF002)

Overview

Introduction	This procedure describes the process to approve a document routed through the approval routing process. The data is entered via the CFS screen "Documents Requiring Approval Screen" (WF002).
Who Uses the Process	Persons identified as approvers through the "Document Approval Maintenance Screen" (WF001) are responsible for reviewing and approving obligations and modifications to obligations.
Initiating the Process	The process begins when an obligation is entered into CFS, passes system edits, and is then routed for approval. The system routes the document to the designated personnel based on the setup in WF001. While logged onto the system, the user is notified through a message that "there are documents needing your approval."
Reference Forms	WF002 can be used to process the following types of reference forms: Purchase Orders, Contracts, M.O.U.s, Grants, Travel, or Training.
Accessing the System	From the "Workflow Management" menu, choose option "Document Requiring Approval Screen" (WF002).

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

100 of 139

Screen Print

The screen print below shows the CFS Screen "Document Requiring Approval Screen" (WF002).

```
┌──────────────────────────────────────────────────────────────────────────┬──────┐
│                      Documents Requiring Approval                          │wf002 │
├──────────────────────────────────────────────────────────────────────────┴──────┤
│          ----------- Document ----------                       Date               │
│ A <N>   Type        No      C/O Trans No     Total($)      Requested  Reqted By   │
│ -  ---  --------  --------  - - --------  ----------------  --------  ---------    │
│ █  < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
│    < >                     - -                                                     │
├──────────────────────────────────────────────────────────────────────────────────┤
│                                                                                    │
│ Count: *0                                                        <Replace>         │
└────────────────────────────────────────────────────────────────────────────────────┘
```

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

101 of 139

Step by Step

Follow the steps below to Approve an Obligation in the "Document Requiring Approval Screen" (WF002).

STEP	ACTION
1	Upon notification by the system that there are documents needing approval, the user should access the "Documents Requiring Approval Screen" (WF002).
2	Enter 'Y' in the APP field for the documents to be approved. Press F5 to commit if you enter 'Y'. If you enter 'N', move to the next step. NOTE: Press HOME to drill-down to view the document in its entirety. The system will automatically display the appropriate screen and the transaction based on the document type. Press F4 to return to the Document Requiring Approval Screen.
3	If the document is not to be approved, follow the steps below: Press F2 to enter a note or comment about the document and the reason it was disapproved in the *NOTES* field. Press F5 to commit the comments. NOTE: This field is mandatory if an 'N' was entered in the previous field. Once a proper message is recorded for the requester and the record committed, the system automatically sends an electronic message that the document was not approved and reverses the accounting impact of all items on the document.
4	Once the document has been approved or disapproved and committed, the system will display the following message at the bottom of the screen "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED."
	End of Steps

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

102 of 139

PART 4: Enter Data into the Excel Spreadsheet Tracking Matrix
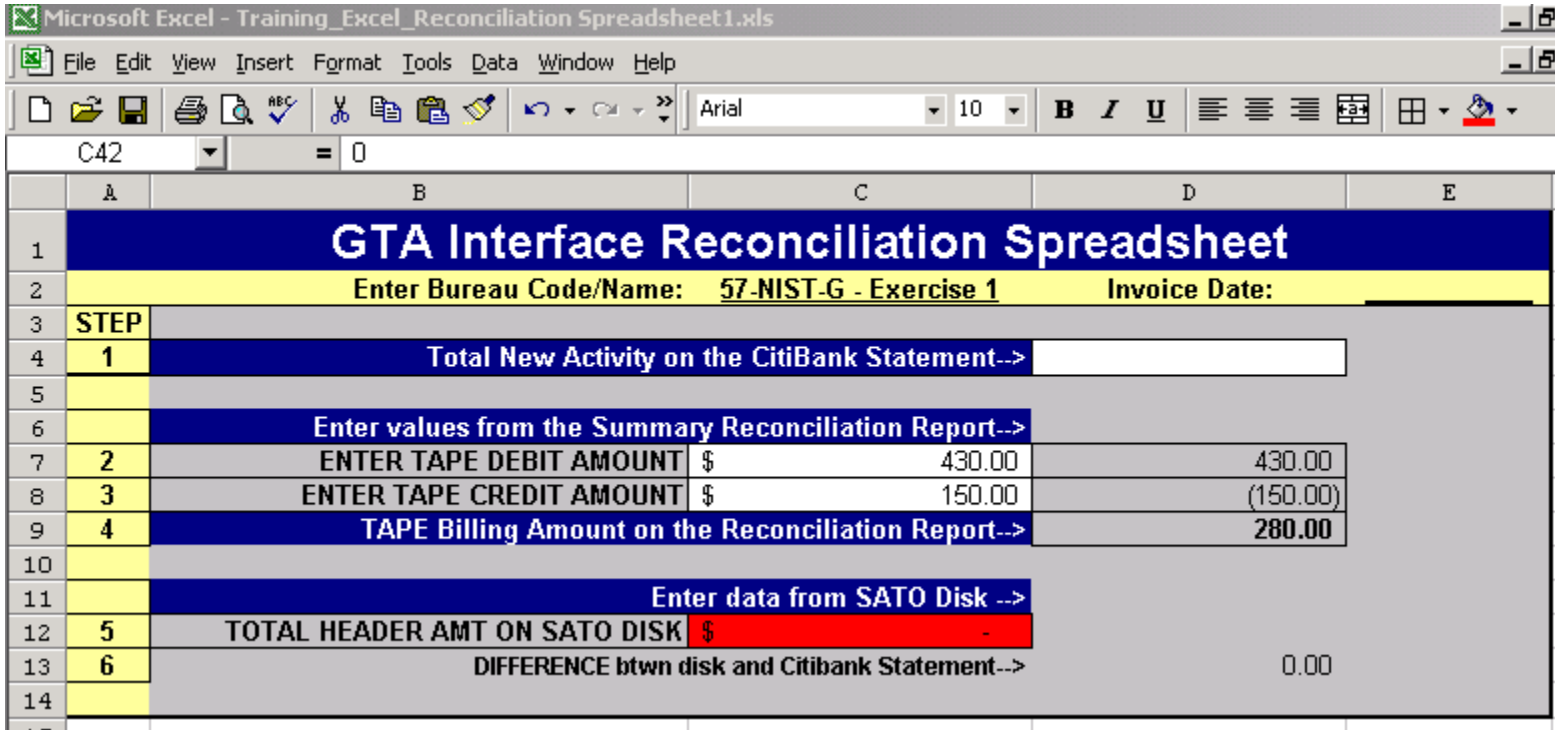
STEP	ACTION	Exercise	Value
1	Open the Excel spreadsheet in the provided training disks. Navigate to the 'MONTH-XX' tab in the spreadsheet	Exercise 1, 2, 3	
2	View the SATO/NAVIGANT Tape Debits and Tape Credit amount, pre-populated in the excel spreadsheet.	Exercise 1	Tape Debits = $430 Tape Credits = -$150
		Exercise 2	Tape Debits = $750 Tape Credits = $0
		Exercise 3	Tape Debits = $1300 Tape Credits =$0

STEP	ACTION	Exercise	Value
3	Open the corresponding file to each exercise and perform the following: - View the Header Record Amount for each file. - Record the Header Record Amount in the SATO/NAVIGANT Reconciliation Spreadsheet (Noted in the red columns on the spreadsheet). **The header amount is found in the first line of the file. It is shown as follows: -->1 07/20/200200**1374386** *The bolded numbers is the total header amount. So the total is $13,743.86. SAVE the Reconciliation Spreadsheet tool.	Exercise 1 Exercise 2 Exercise 3	Header Record Amount = $430.00 Header Record Amount = $750.00 Header Record Amount = $1300.00
	End of Steps		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

104 of 139

PART 5: Upload SATO/NAVIGANT files through NFED01 Screen

```
        NIST Feeder System File Upload Screen

Enter Parameters for Processing:


Interface Type:          ▮          Press [LIST Values] for assistance

Remote Machine Name:

Remote FTP ID:

Remote FTP Password:                ** Password is not shown **

Remote Data Directory:






Count: *0                                    <List><Replace>
```

```
        NIST Feeder System File Upload Screen

Enter Parameters for Processing:

                       Valid Type

                  Find:

 GTA          /u01/cams/interface/gta/sato






Press Do to pick selection, PF4 to cancel.
Count: *0                                    <List><Replace>
```
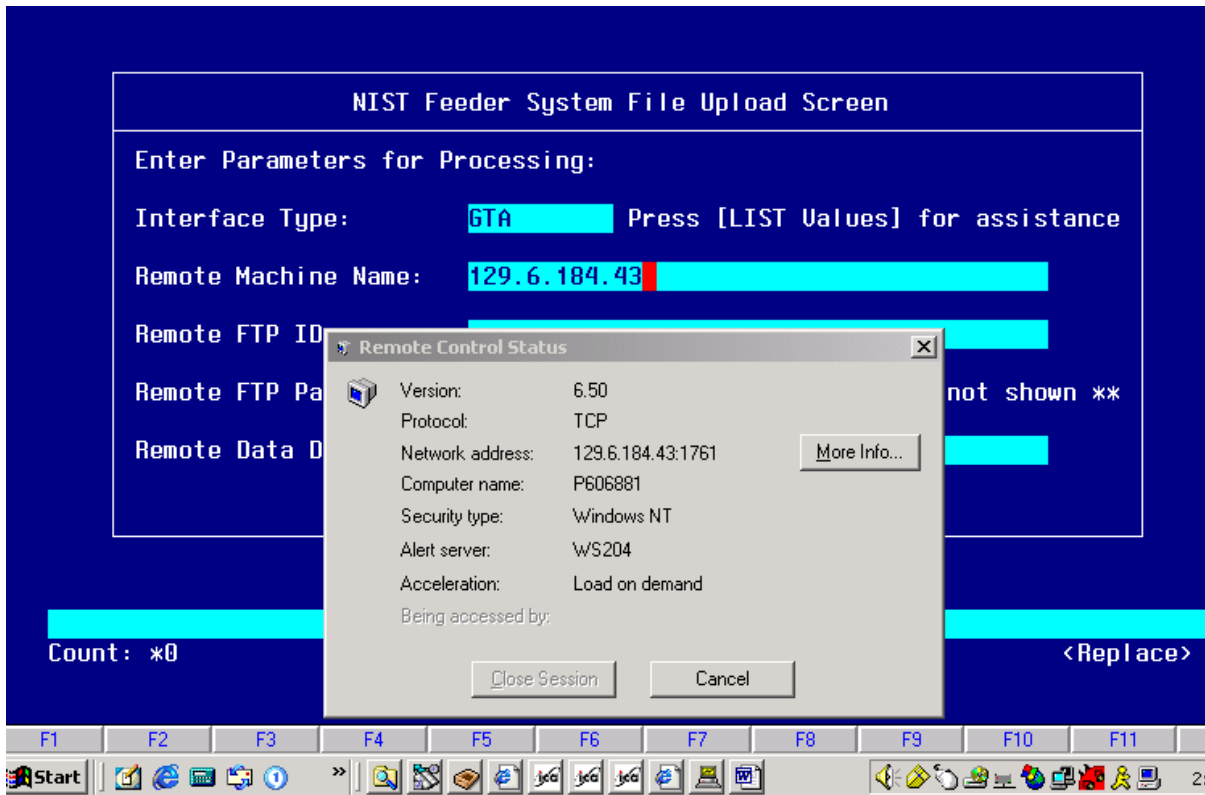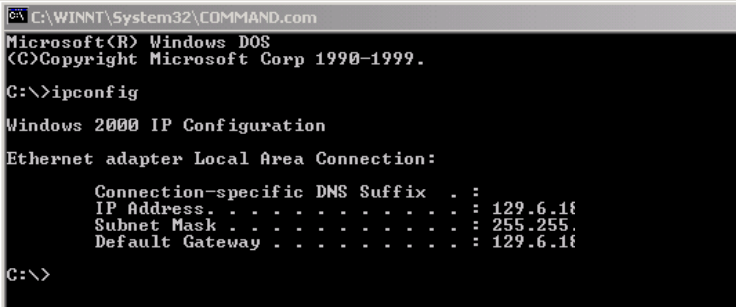
STEP	ACTION	Exercise	Value
1	Create folder on 'C' drive called GTA C:\GTA Insert disk and copy contents (3 files) onto folder on 'C' drive called 'GTA' Access NFED01 screen in CFS.	Exercise 1,2 &3	N/A
2	*Interface Type:* Press 'HOME' to view a list of interface types. Select the GTA option. Press Return.	Exercise 1,2 &3	GTA

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA
User Manual v2.1.doc

106 of 139

STEP	ACTION	Exercise	Value
3	*Remote Machine Name:* Type in the IP Address of your computer. The IP address can be obtained by 'Right' clicking on the computer monitor on the lower right-hand corner of your monitor (on the task bar). A window called 'Remote Control Status' appears. The IP Address is the value next to 'Network Access'. Type first 4 levels of the IP address, for example: 123.4.56.78 The IP Address can also be obtained by: Pressing the Start button, Press RUN, Type in the box: COMMAND, Press OK. A black window appears. At the > symbol type: ipconfig, press Return. The following displays: ![C:\WINNT\System32\COMMAND.com window showing ipconfig output: Microsoft(R) Windows DOS (C)Copyright Microsoft Corp 1990-1999. C:\>ipconfig Windows 2000 IP Configuration Ethernet adapter Local Area Connection: Connection-specific DNS Suffix . : IP Address. . . . . : 129.6.18 Subnet Mask . . . . : 255.255. Default Gateway . . . . : 129.6.18 C:\>]	Exercise 1,2 & 3	Type your IP Address
4	*Remote FTP ID:* Type your user name. The purpose of entering your user name in the Remote FTP ID field is so that you can log on and execute transferring your file to the directory location.	Exercise 1,2 &3	Type your user name
5	*Remote FTP Password:* Type your FTP password. Your FTP Id and password should be set up prior to processing/accessing this screen through WFTPD. Contact computer support for assistance.	Exercise 1,2 &3	Type your password

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

107 of 139

STEP	ACTION	Exercise	Value
6	*Remote Data Directory:* Type the folder name where the files are located on your 'C' drive. For example: C:/GTA . By typing the location of the file in the Remote Data Directory field, you are identifying where the FTP program should locate the file to upload to the interface directory. Enter C:/GTA Press 'F5' to execute the process. The user will receive three messages: "Uploading is in Process...." – PRESS 'RETURN' Button to acknowledge message. "The upload has been completed" – PRESS the 'RETURN' button to acknowledge message. "Check the email with the NFED01 subject for the status"	Exercise 1,2 &3	Type: C:/GTA
7	Press 'F4' to exit the screen.	Exercise 1,2 &3	Press F4

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

108 of 139

STEP	ACTION	Exercise	Value
8	View email INBOX for confirmation message. The email message received should display a successful message as follows: X-Sieve: CMU Sieve 2.2 Date: Mon, 2 Jun 2003 15:03:28 -0400 From: Udaya Jahagirdar <udayaj@kern.nist.gov> To: udayaj@nist.gov Subject: NFED01 Uploading Status spawn ftp -i 129.6.184 Connected to 129.6.184 220 WFTPD 3.0 service (by Texas Imperial Software) ready for new user Name (129.6.184:udayaj): udayaj 331 Give me your password, please Password: **230 Logged in successfully** ftp> cd c:/4 250 "c:/4" is current directory ftp> mget *.dat 200 PORT command okay 150 "c:/4/GelcoOrder.dat" file ready to send (314 bytes) in ASCII mode 226 Transfer finished successfully. 314 bytes received in 0.01695 seconds (18.09 Kbytes/s) local: GelcoOrder.dat remote: GelcoOrder.dat ftp> Successful FTP from 129.6.184	Exercise 1,2 &3	N/A
	End of Steps		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

109 of 139

PART 6: Process Files through GTA Interface:

```
ngt201    INTERFACE PROCESSING SCREEN

Enter Interface Parameters for Processing:

   Selection: 3    Press [LIST VALUES] for assistance

Bureau Code: 57   Location: GAITHERSBURG

   SATO file: APSIDEMO.030523103635.dat

Invoice No.: GTATRNING#1        Bill Due Date: 09-JUN-2003

Printer: USER.LJCL     Copies: 1   Print Time: NOW
```

STEP	ACTION	Exercise	Value
1	*Selection:* Press 'HOME' and view a list of options to select or type 1,2,3 or 4 depending on result: 1 Print NGT reports from the Last Run 2 View the Log File from Last Run 3 Load SATO/NAVIGANT File and Process Invoice 4 Process Correction Invoice Data Only **NOTE:** Selection "3" is used each month to process the new SATO/NAVIGANT file. Selection "4" is used to process the transactions that contained invalid data. This option will only process those transactions that have been corrected on the NGT101 screen. Reference the instructions for Correcting GTA Transactions. Selection "2" is used to obtain the APSI Batch ID or to troubleshoot problems that may arise during processing. Tab to the next field.	Exercise 1 Exercise 2 Exercise 3	3 3 3

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA
User Manual v2.1.doc

110 of 139

STEP	ACTION	Exercise	Value
2	*Bureau Code:* Enter the bureau code to process or press 'Home' for a List of Values. 33- Technology Administration 51- Office of Secretary 52- Economic Development Agency 53- Bureau of Economic Analysis 57- National Institute for Standards & Technology 59- Minority Business Development Agency 61- National Telecommunication & Information Administration 64- Office of Inspector General 65- Economics & Statistics Administration Tab to next field	Exercise 1 Exercise 2 Exercise 3	57 57 57
3	*Location:* Press HOME to view a list of values for the location of the bureau. The location values are set up on the NGT001 screen. It is important to select the location of the bureau so that the correct vendor and account information can be validated correctly.	Exercise 1 Exercise 2 Exercise 3	Gaithersburg Gaithersburg Gaithersburg
4	*SATO/NAVIGANT File:* Press Home for a List of Values. Another screen will appear and display a message: 'Working… Acquiring Input File List" Press RETURN to return to SQL*Forms. Press Enter. The NGT201 screen re-appears with a file name List of Values (LOV). The file names follow the standard as below: BureauCode(B)SATOMMYYYY.dat Example: 57SATO052003.dat	Exercise 1 Exercise 2	EX1NIST + your initials.dat EX2NIST + your initials.dat

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

111 of 139

STEP	ACTION	Exercise	Value
	Select the file that corresponds to the bureau selected in step 2 above. **NOTE:** The file names will be appended with a timestamp from the NFED01 screen. This is normal processing in order to distinguish two files. The standard for the time stamp is: YYMMDDHHMMSS Tab to next field	Exercise 3	EX3NIST+ your initials.dat
5	*Invoice NO:* Type the into the Invoice # field. The invoice # follows the standard naming scheme as below: BureauCodeSATOMMYYYY For Boulder Bureaus the naming standard is: BureauCode**B**SATOMMYYYY Example: 57SATO092003 or 57BSATO92003 Tab to next field ****NO SPACES ARE ALLOWED IN THE INVOICE NO FIELD.****	Exercise 1	57SATO082003EX1 + YOUR INITIALS Example: 57SATO082003EX1ES
		Exercise 2	57SATO082003EX2 + Your initials
		Exercise 3	57SATO082003EX3 + Your initials
6	*Bill Due Date:* Type the date that the bill is due. This can be obtained from the credit card billing invoice. The date must not be greater than 30 days from the system date. The bill due date calculates the invoice date and date received fields on the PM003 Vendor Invoice screen. The guideline is used so that the payment will follow the Prompt Payment Act. Tab to next field	Exercise 1	20-AUG-2003
		Exercise 2	20-AUG-2003
		Exercise 3	20-AUG-2003
7	*Printer*: Press Home for List of Values. Select the printer name. Tab to next field	Exercise 1,2 &3	Tab through field.
8	*Copies*: Enter the number of copies to print. Note: Defaults to '1'.	Exercise 1,2 &3	Tab through field.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

112 of 139

STEP	ACTION	Exercise	Value
	Tab to next field		
9	*Print Time:* Defaults to 'NOW'.	Exercise 1,2 &3	Tab through field.
10	Press 'F5' to Commit the changes. Process initiates and displays message.. Report Process Submitted….Please acknowledge message <ok>. Press Return The screen returns to the CFS Main Menu. If option 3 or 4 is selected, the SATO/NAVIGANT Data Error Log Report, SATO/NAVIGANT Invoice Credit, SATO/NAVIGANT Valid Data, and SATO/NAVIGANT Data Error Reports will print after processing. If there are **no errors** identified on the SATO/NAVIGANT Data Error Report, then the Processor may continue to the APSI. Reference the APSI instructions. The SATO/NAVIGANT Data Error Log Report will display a message: "SATO/NAVIGANT data was processed with no errors. Use APSI to load data into PM003" and the APSI Batch ID. The APSI Batch ID is used in processing the file through APSI. If there **are errors** identified on the SATO/NAVIGANT Data Error Report, then the Processor must continue onto the NGT101 screen to make corrections. Reference the instructions: Correct GTA Invoice Transactions – NGT Initiation (NGT101) Screen.	Exercise 1,2 &3	Press F5 View Reports

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

113 of 139

STEP	ACTION	Exercise	Value
11	View Reports	Exercise 1	**SATO Error Log Report**: Displays: "SATO data was processed with no errors. Use APSI to load data in PM003" Record Batch ID:___ **SATO Data Error Status Report:** Total # of Error Records = 0 Amt = $0 No. of error records corrected = 0 Amt = $0 Total # of records Loaded = 2 Amt = $430.00 **SATO Invoice Credit Report:** No credit records **SATO Valid Data Report:** All 2 records are displayed on the report Total # of valid records: 2 Amount: $430.00 **Proceed to Part 8.**

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA
User Manual v2.1.doc

114 of 139

STEP	ACTION	Exercise	Value
		Exercise 2	**SATO Error Log Report**: Displays: " "Invalid Control TO# with all zeros or null. No detail record found for TO#. No Control record found for File Record #3 Total Control amount does not equal total detail amount" **SATO Data Error Status Report:** Total # of Error Records = 1 Amt = $150 No. of error records corrected = 0 Amt = $0 Total # of records Loaded = 0 Amt = $0.00 **SATO Invoice Credit Report:** No records display **SATO Valid Data Report:** 1 record is displayed on the report Total # of valid records: 1 Amount: $600.00 **Proceed to Correct the Error On the NGT101 Screen. Proceed to Part 7**

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

115 of 139

STEP	ACTION	Exercise	Value
		Exercise 3	**SATO Error Log Report**: Displays: "SATO data was processed with no errors. Use APSI to load data in PM003" Record Batch ID:___ **SATO Data Error Status Report:** Total # of Error Records = 0 Amt = $0 No. of error records corrected = 0 Amt = $0 Total # of records Loaded = 2 Amt = $1300.00 **SATO Invoice Credit Report:** No Records Display **SATO Valid Data Report:** All 2 records are displayed on the report Total # of valid records: 2 Amount: $1300.00 **Proceed to Part 8.**
	End of Steps		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

116 of 139

PART 7: Correct GTA Errors using NGT101 Screen

```
┌──────────────────────────────────────────────────────────────────┐
│              NGT Invoice Correction Screen              │ngt101│
│                                                                    │
│  Bureau: 61 NGT Account: 486090000012696 Match Flag:Y  Corrected (Y/N): N │
│                                                                    │
│   Invoice No: EX2TEST3            -    0    Date: 11-MAY-2003      │
│                                                                    │
│  Traveler Name: GARDNER/STEPHEN           SSN: 999-99-9999         │
│       Order No:                           Type: 2                  │
│        Purpose: 0                         Class: $                 │
│                                                                    │
│     Ticket No: 4062000997266              Descr:                   │
│    Issue Date: 02-SEP-2003               Amount:     150.00        │
│                                                                    │
│  MDL:  1  ACCS:  Fiscal Year                                       │
│                  Project/Task                                      │
│                  Organization  -   -   -  -   -                    │
│                  Object Code   -  -  -      Amount:      0.00       │
│                  Orig ACCS                                          │
│                                                                    │
│  Error Msg Invalid Control Travel Order Number with all Zeros or Null. │
│                                                                    │
│ This is the first invoice record.                                  │
│ Count: *1                                        <List><Replace>   │
└──────────────────────────────────────────────────────────────────┘
```

STEP	ACTION	Exercise	Value
1	Press 'F11' and tab to a field to enter a query.

Example: Invoice # fields. Enter Invoice #.

Press 'F12' to execute a query. The form populates with the invalid transactions for the bureau.

View the message line of the current record to view the error message. | Exercise 2 | Enter 57SATO082003EX2 + YOUR INITIALS |
| | Correct the field with the corresponding error message, if applicable. Use the provided instructions in steps 2- 22 | | |
| 2 | *Bureau Code:* Press HOME to view a list of valid bureau codes or type in the bureau code to correct the bureau code if necessary.

Tab to the next field | Exercise 2 | Tab through field |

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

117 of 139

STEP	ACTION	Exercise	Value
3	*NGT Account:* Press HOME to select the valid account number that corresponds to the bureau that is being processed or type in the correct NGT Account #. The NGT Account field specifies the 15-digits of the 16 digt Centrally Billed Account #. Tab to the next field	Exercise 2	Tab through field
4	*Match Flag:* Enter 'Y' if the ticket should be matched to an obligation. Enter 'N' if the ticket should be entered as a 'no-way' match. The GTA interface will not allow the user to select 'Y' in the Match Flag field if the dollar amount is $50 or less. If the dollar amount is greater than $50, then the Match Flag may be 'Y' or 'N'. Tab to the next field.	Exercise 2	Tab through field
5	*Corrected (Y/N):* Initially this field defaults to 'N' if the record has not been corrected. Once all errors have been corrected for the ticket expense the user must enter a 'Y' into this field to save the changes. Enter a 'Y' into the 'Corrected (Y/N)' field. Press 'F5' to save the changes. Tab to the next field.	Exercise 2	Tab through field
6	*Invoice No:* Invoice Number should be specified from the NGT201- GTA Initiation Screen. No updates are permitted to this field. The invoice number is assigned on the NGT201 screen. Tab to the next field	Exercise 2	Tab through field
7	*Date:* The Date should be specified and inputted from the NGT201- GTA Initiation Screen. No updates are permitted to this field. Tab to the next field	Exercise 2	Tab through field
8	*Traveler Name:* Enter the correct Traveler name. Reference the traveler's travel order document or SATO/NAVIGANT Reconciliation reports. Tab to the next field	Exercise 2	Tab through field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

118 of 139

9	*SSN:* Enter the correct Traveler SSN. Reference the traveler's travel order document or SATO/NAVIGANT Reconciliation reports. Tab to the next field	Exercise 2	Tab through field
10	*Order No:* Reference the traveler's travel order document or SATO/NAVIGANT Reconciliation Report. This value may not have been entered onto the SATO/NAVIGANT disk or may have been an invalid value. NOTE: If no Order No can be obtained, contact SATO/NAVIGANT for help. This transaction may need to be disputed. Or, enter an order # to track and identify records for later reconciling. Example: 1TBD1002 (TBD = to be determined) Tab to the next field	Exercise 2	Enter TO1+Your Initials Example: TO1ES
11	*Type* : The type code is 1 numeric digit. Valid purpose codes are: 1 =Domestic 2 = Foreign 3 = Transfer (House-hunt) "PCS-House-hunting common carrier" 4 = Transfer Duty Station "Transfer Station- Other than HH" 5 = Long term domestic 6 = Other or Relocation 7 = Long term foreign Tab to the next field	Exercise 2	**Press HOME and Select Type '0'**
12	*Purpose:* The purpose code is 1 numeric digit. Valid purpose codes are: 0,1,2,3,4,5,6,7,8,9 Tab to the next field	Exercise 2	Tab through field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

119 of 139

13	*Class:* Enter the correct class code if necessary. NOTE: There is no edit check on this field since it is not passed to CFS. Therefore, if this field is not corrected or is left blank, it is an optional field. Tab to the next field	Exercise 2	Tab through field
14	*Ticket #:* Ticket # is issued by SATO/NAVIGANT. If there is no ticket #, then contact SATO/NAVIGANT. This transaction may need to be disputed. Reference the traveler's name, issue date, and travel order # when contacting SATO/NAVIGANT. NOTE: This information is useful for record history purposes although it is an optional field. Tab to the next field	Exercise 2	Tab through field
15	*Description (DESC):* Enter any description that is useful to identify why the transaction was corrected. This information is not passed into the CFS. Tab to the next field	Exercise 2	Tab through field
16	*Issue Date:* SATO/NAVIGANT gives each transaction an issue date. Reference the SATO/NAVIGANT Reconciliation report or contact SATO/NAVIGANT if none is provided. NOTE: This information is useful for record history purposes but is an optional field. Tab to the next field	Exercise 2	Tab through field
17	*Amount (AMT):* Enter the amount. NOTE: This amount should equal to the amount displayed in the detail portion of the screen. If there is an amount displayed in the detail section, enter this amount into this field. If no amount was entered onto the file, contact SATO/NAVIGANT or reference the SATO/NAVIGANT Reconciliation report. Press Page Down to access the next block.	Exercise 2	Tab through field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

120 of 139

18	*Multiple Distribution Line (MDL):* The system generates this field. No updates should be necessary. Tab to the next field	Exercise 2	The cursor skips this field
19	*Fiscal Year (FY):* The 'Fiscal Year' field is part of the Accounting Classification Code Structure (ACCS). Enter the correct fund code fiscal year for this ticket expense. Tab to the next field	Exercise 2	Type 2003
20	*Project:* Enter the correct project code or press 'HOME' for a list of valid project codes. NOTE: Reference the travel order document or contact the traveler for more information. **If this charge is being disputed**, you will need to use the Project Code for the bureau's Suspense Account. Refer to the user manual section on suspense/default accounts for more information. Tab to the next field.	Exercise 2	Select 1093276 *This is the suspense account for training purposes but is NOT the actual suspense account.
21	*Task:* Enter the correct task code or press 'HOME' for a list of valid task codes. NOTE: Reference the travel order document or contact the traveler for more information. **If this charge is being disputed**, you will need to use the Task for the bureau's Suspense or Default Account. Refer to the user manual section on suspense/default accounts for more information. Tab to the next field.	Exercise 2	Select 000

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

121 of 139

22	*Organization Code:* Enter the correct organization code or press 'HOME' for a list of valid task codes. NOTE: Reference the travel order document or contact the traveler for more information. **If this charge is being disputed**, you will need to use the Organization for the bureau's Suspense or Default Account. Refer to the user manual section on suspense/default accounts for more information. Tab to the next field.	Exercise 2	Type: 01-00-0100-00-00-00-00
23	*Object Code:* Enter the object class code for this transaction or Press 'HOME' to view a list of valid object class codes. If the transaction is $50 or less it is considered a fee or credit and is charged to the 21-29 object class code (if domestic travel) or 21-28 (if foreign travel). If the ticket expense is being charged to the default or suspense account, a separate object class is used. The user first must select Travel Type '6' on the control block of the screen and page down to the object class code field in order to select a different object class code other than the '21'- XX. Tab to the next field.	Exercise 2	Type 21-12
24	*Amount:* Enter the amount. NOTE: This amount should equal to the amount displayed in the control portion of the screen. If there is an amount displayed in the control section, enter this amount into this field. If no amount was entered onto the file, contact SATO/NAVIGANT or reference the SATO/NAVIGANT Reconciliation report. Press Page UP to access the top block.	Exercise 2	Type 150.00
25	*Original ACCS:* This field displays the original ACCS entered into the SATO/NAVIGANT file. No corrections should be necessary to this field.	Exercise 2	Tab through Field

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

122 of 139

STEP	ACTION	Exercise	Value
26	*Error Msg:* The 'Error Msg' field displays the error associated with the ticket expense. No updates can be made to this field.	Exercise 2	Cursor skips field
**Once all fields have been corrected continue to Step 27 – 28.**		
27	***Make sure the Match Flag is set to N since this transaction is charged the suspense account it does not an existing obligation.*** **If the user tries to enter Y in the match flag field when the $ amount is $50 or less then the user will receive a message: 'Amt < 50 Match Flag must be N'.**		
28	*Corrected:* Enter "Y" if the transaction is completed. Press F5 to commit the changes. Perform Steps 1-26 for each error record as necessary. Exit NGT101 when all errors are corrected. Press F4	Exercise 2	Enter Y
29	Access NGT201- GTA Initiation Screen to process the corrected records and produce the GTA reports for this batch.	Exercise 2	Access NGT201

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

123 of 139

| 30 | *Selection* : Enter "4" to Process only those transactions that have been corrected.

Bureau Code: Enter the bureau code for the bureau that is being processed or press 'HOME' to view a list of valid bureau codes.

Location: Press 'HOME' to view a list of valid locations for this bureau. Select the location for the bureau that was corrected.

Invoice No: Verify that the Invoice No is entered exactly as from the initial processing.

Press F5 to commit and initiate the process

The SATO Valid Data, SATO Invoice Credit, SATO Data Error Log and SATO Data Error reports print.

If there are **no errors** identified on the SATO Data Error Log Report or the Total # of records loaded equals the No. of Error records corrected (on the SATO Data Error Status Report) then the Processor may continue to the APSI. Reference the APSI instructions.

Repeat steps 1-25 if there are more errors identified on the SATO Data Error Report. | Exercise 2 | Enter Selection 4 |

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

124 of 139

| 31 | View GTA Reports | Exercise 2 | **SATO Error Log Report**: Displays: "Corrected invoices processed with no errors. Use APSI to load data into PM003"

Record Batch ID:___

SATO Data Error Status Report:
Total # of Error Records = 1
Amt = $150
No. of error records corrected = 1
Amt = $150
Total # of records Loaded = 2
Amt = $750.00

SATO Invoice Credit Report:
Total Invoice Credit Records: 0
Total Invoice Credit Amount: $0

SATO Valid Data Report:
All 2 records are displayed on the report
Total # of valid records: 2 Amount: $750.00

Proceed to Part 8. |
| | End of Steps | | |

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

125 of 139

PART 8: Document Default or Suspense Account Use on Excel Spreadsheet Tool

GTA Interface Explanation of Discrepancy

Reason Code	Status/ATE Open Close	Travel Order #	Discrepancy Amount	Reason for Discrepancy	Resolution	Default Account / Suspense Account	Transaction Number and/or Reference	Ticket Issue Date	Ticket #	Citibank Ref #	Person Ticketed for Travel	Traveler Name	CD-29 Preparer	CD-29 Approver
57-C Carr...	OPEN 10/31/2002	2579299	$355.00	Invalid ACCS		Default Account	34551	9/30/02	6794497541			Robert Parrin		
57-C Carr... 1	GRAND TOTALS		$355.00											

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

126 of 139

STEP	ACTION	Exercise	Value
1	Open the Excel spreadsheet in the provided training disks. Navigate to the 'Default' tab in the spreadsheet	Exercise 1	
		Exercise 2	
		Exercise 3	
2	Enter the information according to the column headings. If no documentation is needed for a particular exercise, it is noted in the columns to the right. *NOTE: If a transaction was charged to the default or suspense account, the transaction may require further processing. If the default account was used, the transaction's ACCS may need to updated (when the correct ACCS is verified) using an Advice of Correction (PM006) screen. A separate exercise will handle Advice of Corrections. If the suspense account was used, the transaction will be IPAC'ed to the correct bureau.	Exercise 1	N/A- No suspense or default account was used
		Exercise 2	**Enter data into the columns provided in the spreadsheet.**
		Exercise 3	N/A- No suspense or default account was used
3	Save the changes to the spreadsheet	Exercise 1,2 &3	Save spreadsheet
	End of Steps		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

127 of 139

PART 9: Process Batch through APSI

STEP	ACTION	Exercise	Value
1	Log onto the CAMS Developers Web-Page: https://www-i.nist.gov/admin/apps/camsos/developer.html	Exercise 1, 2 & 3	N/A
2	Access CATS- CAMS Application on Terminal Server; Enter username and password.	Exercise 1, 2 & 3	Enter user name, password
3	Select CFS Training Warning message prompt appears, Press OK	Exercise 1,2,3	Select CFS Training Press OK
4	Enter CFS Training user name and password	Exercise 1,2 3	Enter user name and password, Press OK
5	Select Standard Interface, then Job Execution	Exercise 1,2 3	N/A
6	*Interfacing System:* Select Travel. The interfacing system field identifies what type of feeder system is interfacing into CFS.	Exercise 1,2 3	Travel
7	*Accounting Transaction:* Select Vendor Invoice. The Accounting Transaction field identifies what type of transaction that is being processed for this interfacing system.	Exercise 1,2 3	Vendor Invoice

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

128 of 139

STEP	ACTION	Exercise	Value
8	*Office:* Double Click in the *Office* field Select NIST. The Data Directory field automatically populates with the interface directory location where the data resides. Do not update this field. The user may need to add a row in order to double click into an empty Office field. To add a row, click on the ⊞ button at the top of the menu bar. A blank row appears.	Exercise 1,2 3	NIST
9	*Batch ID:* Double Click in the Batch ID field. Select the Batch ID that corresponds to the GTA Transaction Batch. This batch id can be found on the GTA Valid Data, Error Status and Error Log Reports. Reference the instructions for the NGT201 Processing. Press the 'SAVE' 💾 button at the top of the menu bar.	Exercise 1	Select the Batch ID printed on the GTA reports for Exercise 1.
		Exercise 2	Select the Batch ID printed on the GTA reports for Exercise 2.
		Exercise 3	Select the Batch ID printed on the GTA reports for Exercise 3.
10	*Submit* : Press the Submit `Submit` button. Process initiates. To Check the status of the process, press the 'F8' key. When process is complete a message will display under the Batch Status column. If no errors are found the message is Y-COMPLETE. If errors are found the message is 'Y-Errors Found'. If no errors are generated, access the .pst, .log, .exp reports. Verify the total amount processed matches to the Citibank Statement. Reference the Suspense Account and Disputed Charges section (scenarios 4 &5) for more information.	Exercise 1,2 3	Press the Submit Button And View the .PST, .LOG, and .EXP reports
11	View the APSI Reports	Exercise 1	Log Report displays: $430 Transactions Processed = 2 Transactions Posted = 2 Transactions Rejected = 0 Post Report: $430 2 Records Posted.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

129 of 139

STEP	ACTION	Exercise	Value
		Exercise 2	Log Report displays: $750 Transactions Processed = 2 Transactions Posted = 2 Transactions Rejected = 0 Post Report: $750 2 Records Posted.
		Exercise 3	Log Report displays: $0 Transactions Processed = 2 Transactions Posted =0 Transactions Rejected = 2 Post Report: 2 Records Rejected. Exception Report: TO#: GEX3123 + your initials -Unable to identify PO using feeder system TO#: G300003+ your initials-Exceeds Tolerance
12	Correct APSI Errors Press the SIDI022 Button from the SIDI021 screen The batch appears on the SIDI022 screen. Press the View Transactions button at the bottom of the screen. Press the 'Errors' button to view a list of errors for this transaction. Press the 'Correct Transaction' button to access the SIDI003 Invoice Correction Screen. View the screen shot below of the SIDI003 screen. Press the Back button to return to the SIDI021 screen	Exercise 1	N/A
		Exercise 2	N/A
		Exercise 3	Navigate to the SIDI022 screen, Press View Transactions button, Press Errors button to view errors Navigate to the SIDI003 screen.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA
User Manual v2.1.doc

130 of 139

STEP	ACTION	Exercise	Value
	Correct Transaction for travel order **# GEX3123 + your initials**	Exercise 3	Change the following: **Doc Source** to NONE **Doc Type** to NONE **Item Type** = NOWAY **Enter GL End DATE:** **Click in the field.** Enter ACCS: **Bureau:** 57 **FY:** 03 **Project:** 1093276 **Task:** 000 **Org:** 01-00-0100-00-00-00-00 **Object Class:** 21-12 **Double click and select NIST as Payment Office**. Press the POST AS APPROVED button. Message Box appears: Transaction Posted as Approved

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA
User Manual v2.1.doc

131 of 139

STEP	ACTION	Exercise	Value
	Correct Transaction for **Travel Order # G300003 + your initials.** This travel ticket expense was greater than the set tolerance of the obligation. For example: Obligation = $300 Ticket = $900, which is greater than 100% tolerance limit of the CFS system. Follow instructions to the right to correct and allow the entire ticket amount to be paid.	Exercise 3	Change the following: **Control:** Line Item Count = 2 **Item No 1:** Change Item Amount to $300 Enter a new Item No: Enter Line Item # = 2 Item Type = Noway MDL = 1 Press the Payment Info > button **Enter the ACCS information for the noway line item:** ACCS: **FY** = 03 **QTY** = 1 **Unit Price** = $600 **GL End Date:** Select the current month end **Project** = 1093276 **Task** = 000 **Org** = 01-00-0100-00-00-00-00 **Object Class** = 21-11 **User Defined** = 000000 **Press back** **Double click in the Payment Office Code:** **Select NIST** **Press Back** Press Post to CFS button
	End of Steps		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

132 of 139

PART 10: View Interfaced Tickets in CFS- PM003 and Check status of obligation on FM017

```
                Obligation Document Lookup Screen                    fm017

 Bureau Code: 57 Name  (NIST) NATL INST OF STDS & TECHN
 Document: Type TRUPO   No      4784-0     Feeder Sys No W123
          Balance                  .00  Days O/S     0  Status CLOSED

 Oblig    --  Transaction Document Source  --        Source
 Itm MDL  Type      No  R/L C/O Itm MDL Date     FY Reference      Amount
 --- ---  ----  ------  --- --- --- --- -------- -- --------- ------------
   1   1 TRAVEL  46995-  0-   0   1   1 09-JUL-03 03 CHANGESOU     -100.00
   1   1 TRUPO    4784-  0-   0   1   1 09-JUL-03 03 W123           100.00




This is the last obligation record.
Count: *2                                                        <Replace>
```

STEP	ACTION	Exercise	Value
1	Query on the bureau code and invoice # processed on PM003. The invoice # is the same as specified on the NGT201 screen.	Exercise 1	57SATO082003EX1+ Your Initials
		Exercise 2	57SATO082003EX2 + Your Initials
		Exercise 3	57SATO082003EX3 + Your Initials
2	Verify the Invoice Date and Receive Date equal the value in the right column.	Exercise 1,2 &3	20-JUL-2003
3	Verify that all transactions have been transmitted as approved. Press the down arrow key to view the transactions.	Exercise 1	Verify 3 records posted as approved.
		Exercise 2	Verify 2 records posted as approved.
		Exercise 3	Verify 2 records posted as approved.
4	Access FM017- Obligation Document Lookup Screen to verify status of the obligation.	Exercise 1	G100001 + your initials = Obligation Status is CLOSED

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

133 of 139

STEP	ACTION	Exercise	Value
	Query on the Travel Order #.	Exercise 2	R200002 + your initials Obligation is CLOSED
	Press F11	Exercise 3	G300003 + Your initials
	Tab to the Feeder System Number field.		Obligation is CLOSED
	Type in the Travel Order #, listed in the 'VALUE' column to the right for each exercise.		
	Press F12		
	Verify the status according to the contents listed in the 'VALUE' column to the right.		
	End of Steps		

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

134 of 139

Frequently Asked Questions (FAQs)

What should occur if I receive a Citibank bill with no payment due?

The bureau's file should not be processed through the GTA Interface. These transactions should be entered manually into the PM003-Vendor Invoice Transaction screen. A separate sub-invoice should be created, referencing the same invoice number, for the credit amount. The release flag needs to be changed to "N'. When the disbursement process is run, it will not pick up the payment to the Citibank vendor but will still charge the amounts to the specific ACCS accounts. Reference the Credit Balance Scenario in this manual.

GTA Interface Short Instructions

Step	Instructions
1	Load disk into desktop. Open file with NOTEPAD.
2	Verify the header record amount to the New Activity amount on the Citibank Statement.
3	Verify the header amount matches to the SATO/NAVIGANT Reports.
4	Complete the Excel Spreadsheet Reconciliation Worksheet.
5	Select SAVE AS from the File Menu. Rename the file according to the standard naming scheme. EX/ 51SATOMMYYYY.DAT **IMPORTANT** Make sure the **.dat** extension is added.
6	SAVE the file to the specified directory on your hard drive. EX:/ C:/GTA
7	Follow instructions 1-8 for each data file.
8	Access the NFED01 Screen to transfer the files to the GTA interface processing directory.
9	LOAD 1 Bureau at a time on the NGT201 screen.
10	Verify the reports have printed. Check the Error Status Report Total Amount and Valid Data Report Total Amounts. The sum of these two amounts should equal the header record amount in the file. **IMPORTANT** If the two amounts do not equal the header record amount in the file, contact the help desk support for assistance. The data file may be corrupted.
11	Correct the errors (if applicable) on the NGT101 screen. 1. When a bureau is charged with another bureaus expense or the ACCS value is not available, the **SUSPENSE** account should be charged for the reconciliation process. The IPAC process will be used to charge the correct bureau. 2. When an incorrect ACCS value has been provided for an expense, and a correct ACCS is not available in time for processing, the **DEFAULT** account should be charged for the reconciliation processes. An advice of correction will be used to correct the ACCS in the PM003 once the correct information is received.
12	NOTE any transactions that have posted to the default or suspense accounts using the GTA Interface Reconciliation Worksheet.

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

135 of 139

Step	Instructions
13	Re-process the corrections on the NGT201 screen. Verify Reports have printed and data has been loaded successfully. Identify the Batch ID on the Reports.
14	Log onto APSI and process the batch id.
15	Print the LOG and PST Reports from APSI. Keep reports for your record.
16	Log onto CFS-PM003 and verify that the invoices have posted to CFS.
17	**REPEAT steps 9-16 for each data file**
18	IDENTIFY charges that need to be IPAC-ed.
19	IPAC the charges that hit the suspense account.
20	Contact SATO/NAVIGANT if there are discrepancies with a charge that hit the default account. OR Contact Citibank if there are discrepancies with a charge that hit the default account.
**	END OF STEPS

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA
User Manual v2.1.doc

136 of 139

SATO/NAVIGANT File Descriptions

SATO/NAVIGANT sends six disks, one for each bureau, detailing the charges incurred during a monthly billing cycle. These charges represent the charges Citibank is billing to the bureau. Below is the file layout agreed upon by SATO/NAVIGANT and NIST representatives in order to electronically process the data through the GTA Interface. There are three record types (header, control, and detail) for each file. The header record (record type 1) is the first record, which specifies the summary total and information for the file. The control record (record type 2) specifies travel related data for each ticket. The detail record (record type 3) contains the ACCS information to be charged for the travel expense.

Record Type = 1 (Header)

Element Name	Position	Format	Description
Record Type	1	9 (1)	Type of record (header, control, detail)
GTR Number	2 - 9	X (8)	Government Travel Request Number
Vendor ID	10- 18	X (9)	Vendor Identification Code
Invoice Number	19 - 30	X (12)	Vendor Invoice Number
Invoice Statement Date	31 - 40	X (10)	Date of Invoice (MM/DD/YYYY)
Total Invoice Amount	41- 49	9 (7) V99	Amount of invoice (should not be negative)

Record Type = 2 (Control)

Element Name	Position	Format	Description
Record Type	1	9 (1)	Type of record (header, control, detail)
Travel Order Number	2 - 10	X (9)	Travel Order Number
Ticket Number	11 - 23	X (13)	Traveler's Ticket Number
CBA Account #	24 - 40	X (17)	GTA Account Number
Traveler's Name	41 - 60	X (20)	Name of traveler
Traveler's SSN	61 - 69	9(9)	Social Security Number of traveler
Type of Travel	70	9(1)	Travel Type Code
Purpose of Travel	71	9(1)	Travel Purpose Code
Bureau Code	72-73	9(2)	Bureau Code
Amount of Ticket	74 - 80	9(7)	Ticket Amount Use the existing formatting practice for negative amount. ('amount}')
Ticket Issue Date	81 - 90	X (10)	Issue Date of ticket (MM/DD/YYYY)
Class of Travel	91	X(1)	Travel Class
Carrier Code	92-93	X(2)	Carrier Code

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

137 of 139

Record Type = 3 (Detail)

Element Name	Position	Format	Description
Record Type	1	9 (1)	Type of record (header, control, detail)
Travel Order Number	2 - 10	X (9)	Travel Order Number
Ticket Number	11 - 23	X (13)	Traveler's Ticket Number
GTA Account	24 -40	X (17)	GTA Account Number
ACCS	41-72	X (32)	Accounting Classification Code Structure (See Below for ACCS Segments)
Fiscal Year	41-42	9(2)	2- Digit Fiscal Year
Project Code	43-49	9(7)	7- Digit Project Code
Task Code	50-52	9(3)	3- Digit Task Code
Organization Code	53-68	9(16)	16- Digit Organization Code
Object Class	69-72	9(4)	4- Digit Object Class
Amount of Ticket for ACCS	77-83	9 (5) V99	6- Digit User Defined
Zero Fill	84-87	9(4)	Zero Fill

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

138 of 139

Change Of Record Log

Date	Author	Description of Change	Document Version
6/6/03	Stammler	Created GTA User Manual for Phase 3 Implementation. Version is 2.0 since new release of GTA Interface.	V2.0

N:\CAMS\NIST Implementation\To-Be Analysis-Phase III\Interface Development\Travel\GTA\NIST-GTA\User Manual\NIST CAMS Impl P3 GTA User Manual v2.1.doc

139 of 139