

**NIST/CAMS Implementation
Travel Manager Interface User Manual**

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User Procedures Introduction

The purpose of this document is to explain the manual and automated procedures for processing travel documents for NIST and the customer bureaus. Instructions for manual processing include information specific to travel and the appropriate CFS screens. Automated processing includes Travel Manager (TM) and the Travel Manager Interface (TMI). The National Institute of Standards and Technology (NIST) and the National Telecommunication Information Administration (NTIA) Boulder use TM and TMI. All other bureaus manually process travel orders and vouchers directly into CFS.

Travel Manager captures order and voucher information from the end user. This information is sent in to the TMI in a data link file. The TMI will interface travel orders, vouchers (regular and long-term) and local vouchers to the Core Financial System (CFS) upon the implementation of the Commerce Administrative Management System (CAMS) by October 2003.

For information regarding requirements or detail design, reference the Travel Manager Interface Requirements and detail design documents. The material contained in these documents are intended for training purposes and end-user reference material.

Interface Background and Overview

The TMI will be part of the CAMS. The TMI Implementation will automate the processing of the following from Travel Manager to the CFS.

- Travel orders
- Modifications/Amendments
- Long-term Travel Orders
- Vouchers
- Long-term travel vouchers
- Reclaims
- Local vouchers

The TMI is designed to interact with the civilian client or web version of Travel Manager (version 8.1) and the customized data link program designed by GELCO. The interface will also enhance existing and/or establish new business processes.

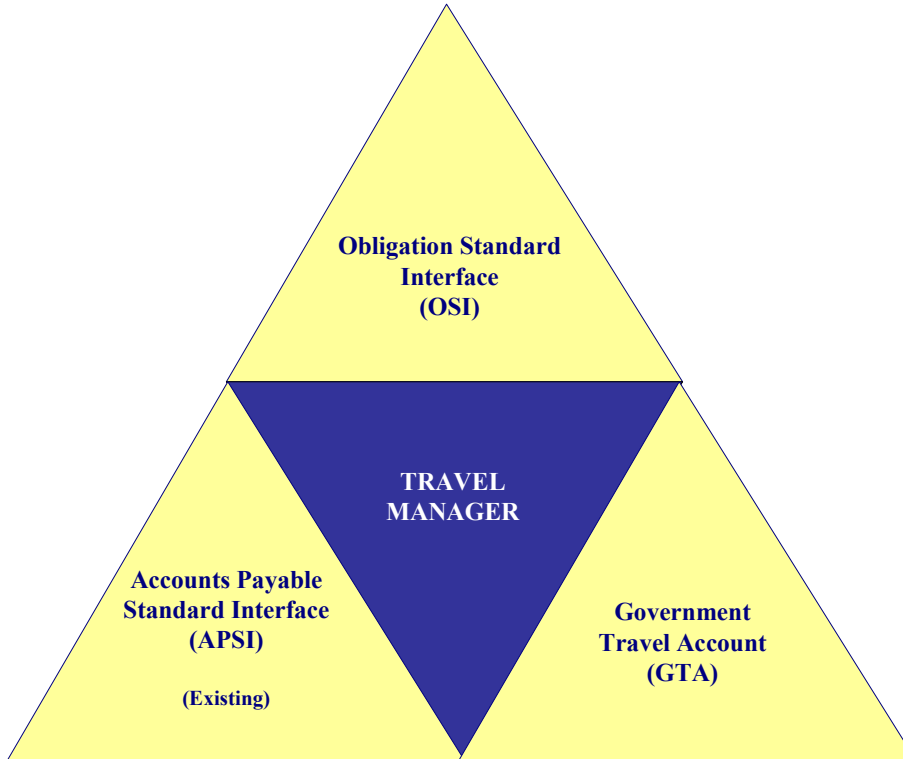
The TMI solution consists of the following interfaces:

- Obligation Standard Interface (OSI)
- Accounts Payable Standard Interface (APSI)
- Government Travel Account (GTA) Interface

The TMI will prepare the Travel Manager order and voucher files for the OSI and APSI, respectively. Travel ticket transactions billed through the Scheduled Airline Ticketing Office (SATO) or Navigant travel agencies will be transmitted to the GTA Interface. The TMI will facilitate the process of validating transactions. Corrections will not be allowed within the OSI or APSI, rather reports will be generated to identify the invalid transactions to be corrected within Travel Manager.

However, the GTA Interface will permit corrections to the data received by SATO or Navigant and will transmit it to APSI for final validation. After processing and validating, the OSI and APSI will post the transactions into CFS.

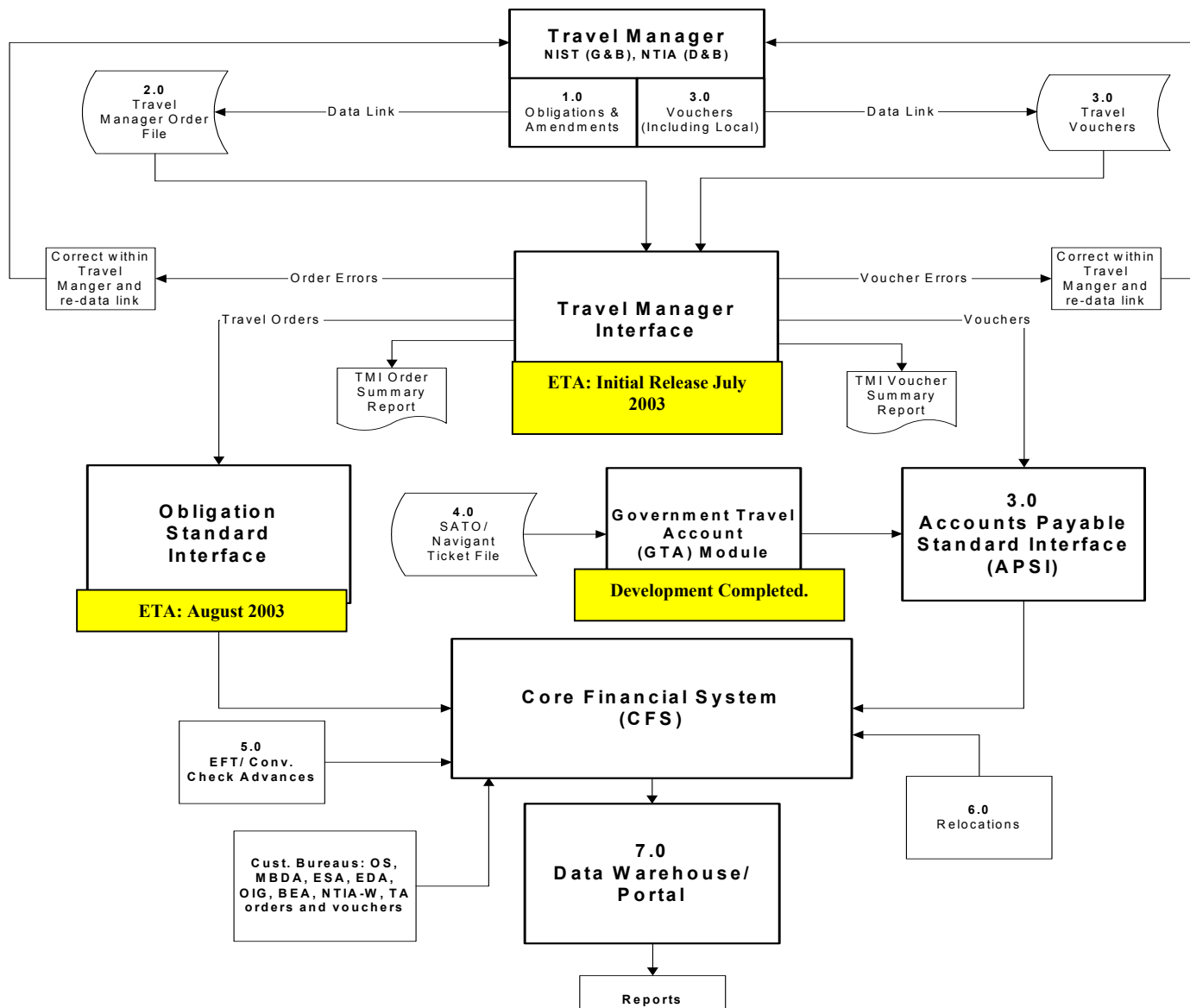
Travel Manager Interface (TMI) Overview



Travel Processing Overview

For bureaus using TM, the implementation of the TMI will automate the entry of travel orders and vouchers from Travel Manager to the new accounting system, CFS, as of October 2003. A high-level To-Be process flow diagram is shown below in Figure- 1 High-Level To-Be Travel Process for NIST and NTIA. For a detailed example of travel order and voucher processing reference Appendix E.

Figure 1: High Level Travel Process flow for NIST and NTIA



1.0 NIST and NTIA bureaus will enter travel orders (including long-term orders) into Travel Manager. The travel orders will be submitted by the traveler or his/her secretary and routed to the appropriate approver. The Travel Office will be the final reviewer through the data link process.

The TO# sequence will change to a new 9 digit sequence as shown below.

| Bureau | OLD | NEW |
|--------------------------------|-----|--|
| NIST Gaithersburg | W | G |
| Local Travel NIST Gaithersburg | L | LG |
| NIST Boulder | B | B |
| Local Travel NIST Boulder | LB | LB |
| NTIA Boulder | TB | C |
| Local Travel NTIA Boulder | LB | LC |
| Relocation | T6 | R |
| Long Term NIST B & G | T | SAME AS REG Travel for Gaithersburg (G) or Boulder (B) |
| TA | TK | T |
| NTIA Washington | TW | D |

2.0 Once the Travel Office has sufficiently reviewed the order for errors, the Travel Office will download the approved travel orders and send the batch order file to a specified directory location.

The Travel Manager order data will be formatted into the Standard Obligation file format and submitted to the Obligation Standard Interface (OSI). Certain elements required by CFS that are not captured within Travel Manager will be derived within the TMI. These elements are:

- CFS vendor number
- Accounting Classification Code Structure (ACCS) organization code

Before transmitting the re-formatted order file to the OSI, the TMI will produce the TMI Order Summary Report that displays the errors or valid transactions. If errors are found at this stage of the order processing, the Travel Office must notify the traveler/preparer of the error so that an amendment can be made within Travel Manager. The amended travel order would be re-routed and data linked to the TMI. Amendments to travel orders in the To-Be process will now incorporate the existing travel order items plus any changes to the order.

Once the file is transmitted to the OSI, the transactions will be validated for funds availability. Obligations will post as approved to the CFS-Purchase Order Transaction (FM040) screen. If an order fails the edit checks, the record will be identified on the OSI Summary Report. This signals the Travel Office to notify the traveler/preparer to correct the transaction within Travel Manager. The preparer/traveler must amend the travel order, re-route the order, and have the transaction data linked for processing by the OSI a second time. This will allow consistency in data between CFS and Travel Manager. For more information on the design of the OSI, reference the OSI Detail Design.

Each Travel Manager order will become two separate CFS-obligations:

- **Non-Reimbursable expenses** (e.g., SATO charges)
 - In CFS, the Feeder System number will be populated with the Travel Order number.
 - The Travel Office or Divisions will identify non-reimbursable travel orders within CFS or on reports using the Travel Manager generated order number.
 - Obligated as “2-way” obligations, which includes an obligation and an accrual.
 - If TDY Travel (one time travel), obligated using the quantity-based method (RI method) within CFS. Quantity-based obligations enables CFS to automatically de-obligate any remaining undelivered order balance once the Accounts Payable Standard Interface matches the travel order to the voucher.
 - If long-term travel (multiple trips over an extended period of time), obligated using the dollar-based method (RI method) within CFS. Dollar-based method will allow multiple vouchers to be submitted against the order without closing the order.
- **Reimbursable expenses** (e.g., per diem, lodging, etc.)
 - In CFS, the Feeder System number will be populated with the Travel Order number plus ‘RT’ for reimbursable travel.
 - The purpose for appending the identifiers onto the travel order numbers is to create a unique identifier so that the database can match the obligation to the voucher.
 - Obligated as “2-way” obligations, which includes an obligation and an accrual.
 - If TDY Travel (one time travel), obligated using the quantity-based method (RI method) within CFS. Quantity-based obligations enables CFS to automatically de-obligate any remaining undelivered order balance once the Accounts Payable Standard Interface matches the travel order to the voucher.
 - If long-term travel (multiple trips over an extended period of time), obligated using the dollar-based method (RI method) within CFS. Dollar-based method will allow multiple vouchers to be submitted against the order without closing the order.

In the CFS obligation, each unique combination of project, task, fund code fiscal year, and object class will become a separate line item for that expense.

Once the order has successfully passed all edits/validations at the TMI and OSI levels the transaction is passed to the CFS Purchase Order Transaction (FM040) screen.

3.0 Upon return, the traveler/preparer enters the voucher in Travel Manager and routes it to the appropriate approver(s). Local travel vouchers will also be entered into Travel Manager, approved and routed. The Travel Office will review these vouchers and data link the local voucher and voucher file to a directory location.

Note: The voucher interfaced into CFS will not contain non-reimbursable expenses since the Travel Management Centers (TMC) (e.g., SATO, Navigant) will bill these transactions separately to a Centrally Billed Account (CBA). The GTA Interface is used to make payment to the CBA's.

- The traveler will not submit reclaims within Travel Manager; rather the reclaims will be handled directly by the NIST Travel Office. Travel Office will review the voucher and enter the reclaim into Travel Manager.
 - The process for entering reclaims into Travel Manager will remain unchanged.
 - It is important to note that the reclaim flag must be denoted with a 'Y' within the Travel Manager User Information window in order for the TMI to identify this record as a reclaim.
 - The TMI will check the CFS tables to verify whether or not there was an existing travel order. If TMI cannot find the existing travel order, the interface will not process the reclaim and it will print the error to the TMI Voucher Summary Report. The Travel Office must investigate whether the reclaim should be permitted.

- TDY Partial vouchers will reference the obligation but will not liquidate any portion of the obligation. Long-term partial vouchers will liquidate the obligation by the partial voucher amount.
 - If there is no existing travel order, the error will print to the TMI Voucher Summary Report and the Travel Office will be responsible for further investigation.

The Travel Office will download the approved travel vouchers, partial vouchers, reclaims and local vouchers and send the batch invoice file to the TMI staging area.

The TMI Staging area will format the TM voucher file into the APSI invoice file layout and subsequently post data to the APSI staging tables. CFS will calculate whether or not a payment is due.

- If a payment is due to the traveler, the email notification module will notify the traveler once payment is made by CFS.
- If there is a reimbursement due to NIST because the traveler under spent the advance given, the balance owed is transferred to AR. A standard email/dun letter-message/letter will be generated by the AR module.

Upon completion of reformatting the voucher data is sent to the APSI for final validation and funds checking. The APSI will handle matching the travel order to the voucher (using the unique travel order number), de-obligating and liquidating the obligation within CFS.

If the voucher contains line items that were not on the order, the line items will be processed as no-way. For regular travel, any unused line items on the obligation will be reformatted and backed out to close the obligation.

Long-term travel orders will remain open until the Travel Office is notified that the obligation should be closed or until the vouchers deobligate the obligation balance.

4.0 Scheduled Airline Ticketing Office (SATO) transportation expenses are billed once a month. These expenses are charged to a CBA-Citibank credit card account and are not reimbursable to the traveler. The invoice file will be formatted, validated and processed through the Government Travel Account (GTA) Interface. These records will be then be transmitted to the APSI and matched to the obligation.

5.0 Advances will be recorded manually within CFS. If the traveler requests an advance, the traveler must print the order from Travel Manager and submit the request to the Travel Office. The Travel Office will key the advance request into the CFS- Vendor Invoice Transaction (PM003) screen. There must be an existing travel order within CFS in order to approve the advance request if payment method is EFT or Check. The Travel Office will then enter CFS approve and generate a manual payment for the advance requested.

Convenience check requests will be forwarded to the Travel Office and issued through the Citibank convenience check holder. A negative amount will be recorded in PM003 for the amount of the convenience check requested. The convenience check will remain unapproved until the CFS receives a voucher from the traveler. When a voucher is received, the convenience check amount is applied to the voucher as a credit voucher. Once Citibank has issued payment for the convenience check the amount will be reconcile through the Commerce Purchase Card System (CPCS). The convenience check advance amount must be reconciled against the Citibank purchase card that issued the advance and CFS will generate a report to properly reconcile the two transactions.

When the voucher is submitted to the TMI, the amount will be applied against the advance amount initially and the remaining amount due (if applicable) will be paid to the traveler.

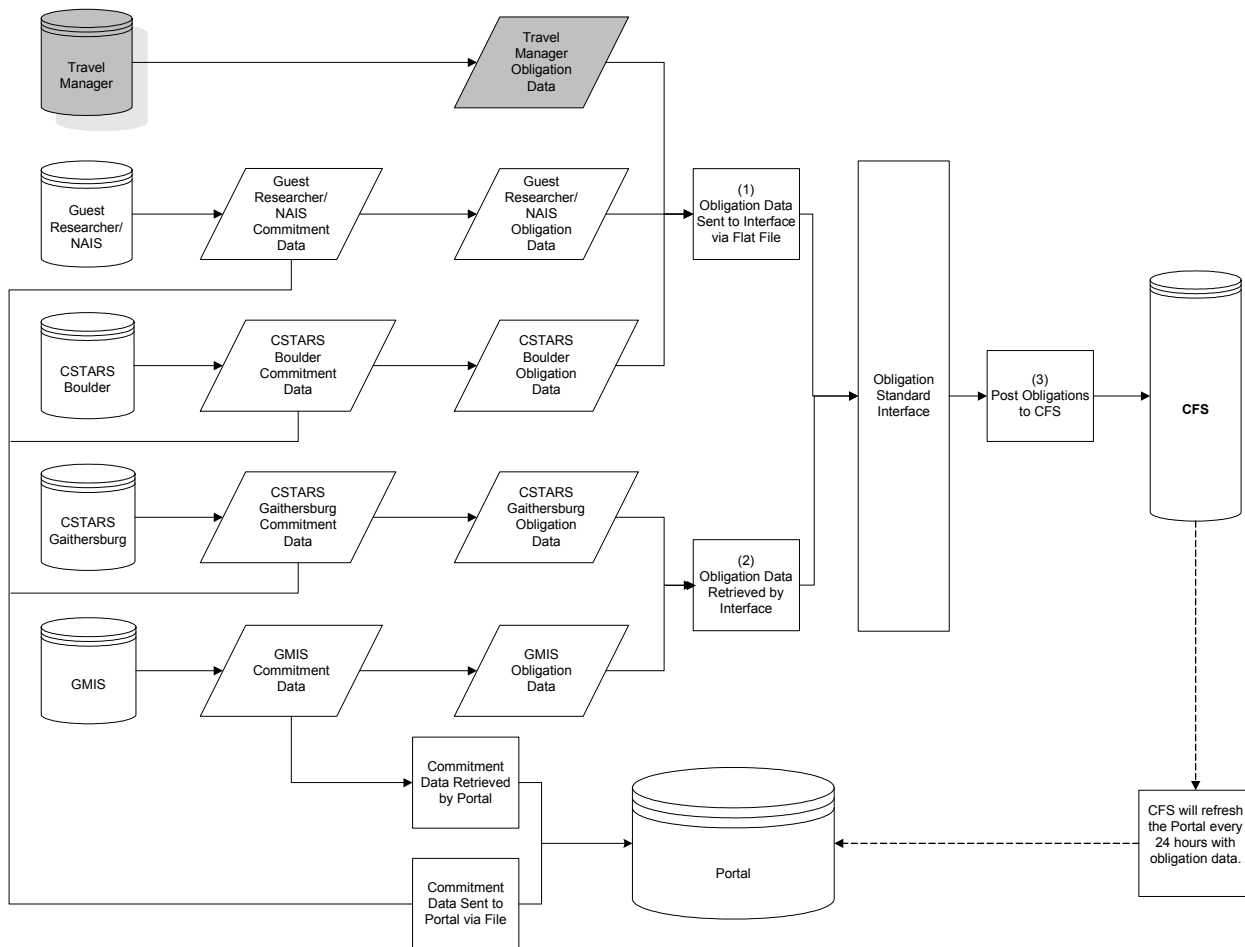
- If there is a balance due to the government, the amount will be considered a receivable. The traveler under spent the advance given and the balance owed is transferred to AR. A standard email/dun letter-message/letter will be generated.
- The AR module will track outstanding reimburseables and generate the Aged Travel Advance Report.
 - When the reimbursement is overdue, the AR module will handle billing and Dun letters for disallowances and reimburseables. A bill will be entered into the CFS Accounts Receivable module, which will generate a bill to the traveler and any other required notifications if a payment is not received.

6.0 Relocations will be entered directly into CFS. Reference Figure 2 for a high level description on the relocation process. The Travel Office will perform the tax preparation and pre-processing outside CFS. The obligation and voucher amounts will be recorded on the FM040 and PM003 screens, respectively. CFS will produce a W2 Report at the end of the tax year to help in processing W2 forms.

7.0 A nightly update is performed to refresh the Data Warehouse component of the CAMS Portal. The Data Warehouse is a repository of recent CFS production data and allows users to access account information for commitments, obligations and expenditures. NIST end users will use the CAMS Portal to obtain information on the status of transactions posted to CFS and also meet the reporting, querying and analysis needs of the end users. The customer bureaus will rely on a NIST point of contact to run their reports since the customer bureaus will not have access to the Portal at the October 2003 Implementation date.

- Only financial information is recorded in CFS.
- All NIST itinerary information is stored with the Travel Manager tables; however destination information will be recorded on the FM040-Noted field. All customer bureau itinerary information will be recorded on the standard travel forms.

Obligation Standard Interface High-Level Overview



Above is the high-level To-Be diagram describing the Obligation Standard Interface (OSI) Process Flow. Identified obligation feeder systems include Travel Manager, the Grants Management Information System (GMIS), Guest Researcher/NIST Associate Information System (NAIS), CSTARS Gaithersburg and CSTARS Boulder.

In the To-Be obligation process flow, all obligation feeder systems will transmit data through the Obligation Standard Interface (OSI). The goal of the OSI is to automate the processing of obligations into CFS through a single interface that utilizes standard formats and re-usable procedures, eliminating the need for multiple overlapping interface development efforts. The interface consists of three main components:

- Data receipt – receive obligation and vendor data from feeder system
- Data processing – perform data checking on obligation and vendor data within the OSI
- Data post – post obligation and vendor obligation data into CFS

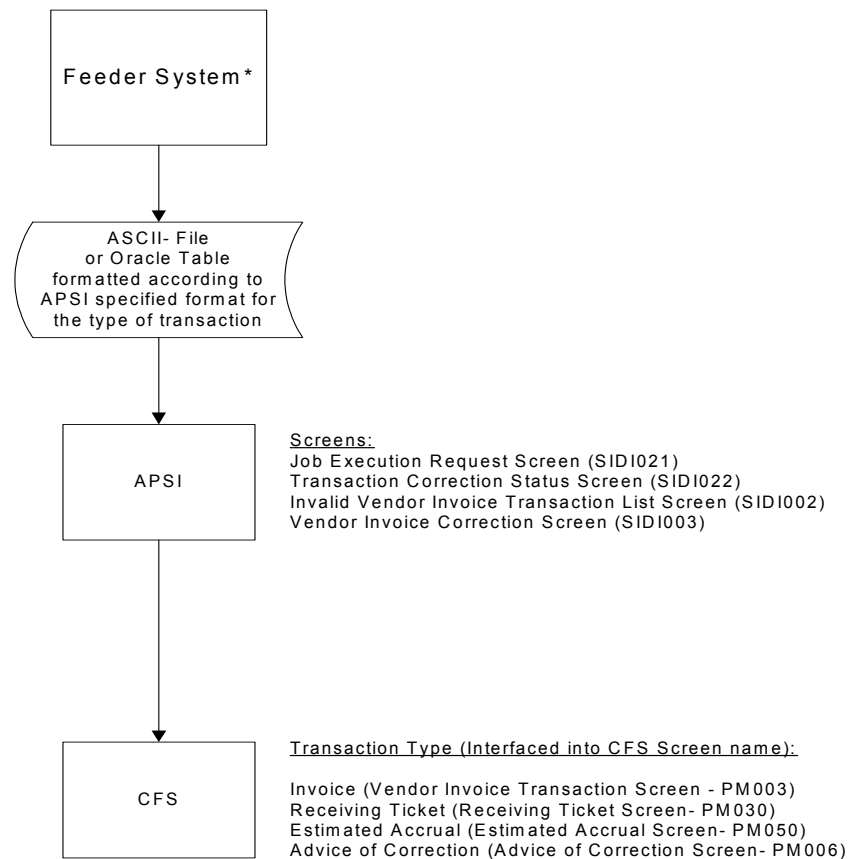
Some of the identified feeder systems create commitments prior to obligating an award. The commitment process is outside the scope of the OSI. For more information on the commitment

process, including the additional functionality provided by the NIST CAMS Portal, please refer to the NIST CAMS Portal High-Level Design Document, which is available upon request.

The OSI process begins when an obligation is entered into a feeder system. Depending on the specific requirements of each feeder system, the OSI either retrieves this obligation data or receives it in a file.

The OSI loads obligation data into staging tables where the data is checked for validity and funds are checked for availability. In the event an edit fails, the error is written to an error report and is sent back to the originating feeder system. If an obligation passes all edits and funds checking, the obligation is prepared for posting to the Purchase Order Transaction (FM040) screen in a final staging table. The trigger for posting obligation data to CFS will vary from system to system. Please refer to the requirements documents of each system for the details surrounding the particular obligation process for each feeder system.

Accounts Payable Standard Interface (APSI) High-Level Overview



* Example: Travel Manager

The APSI is a standard interface used to transmit invoice data from a feeder system to the Core Financial System (CFS). The APSI handles four types of transactions to the CFS: vendor invoice, estimated accruals, advice of corrections and receiving tickets. Voucher transactions submitted by Travel Manager are vendor invoice-CFS transactions. APSI will match an invoice to an obligation, if applicable.

Transactions can be interfaced as approved or unapproved and also provide the option to allow error corrections depending on the feeder system requirements. The sequence of procedures to correct errors within APSI begins after the user initiates a job using the Job Execution Request (SID1021) screen. Here the user selects and submits the file name or batch number to process through the APSI. If the process identifies errors, the user can update the data appropriately using a series of APSI correction screens or allow a report to be generated so that correction can be performed in the feeder system. If corrections are allowed within APSI, the invalid accounting transactions are first identified on the Transaction Correction Status (SID1022) screen. The SID1022 screen lists the interface data batch with the invalid accounting transactions; no corrections to the transactions can be made on this screen. The user selects the invoice batch to process and navigates to the Invalid Vendor Invoice Transaction List (SID1002) screen, which lists the invalid transactions in the data batch

selected. No corrections can be made on this screen. Corrections to invoice transactions are made on the Vendor Invoice Correction (SID1003) screen. These corrected invoices are then resubmitted to CFS through the APSI.

Government Travel Account (GTA) High-Level Overview

The GTA Interface automates loading and validating of the travel agency data files. The interface identifies the error transactions and generates error reports. The user can correct the transactions within the GTA Interface and re-submit the file. After the files have been loaded and/or corrected, the interface transmits the file to the APSI to upload the data to CFS- Vendor Invoice Transaction screen. Once all transactions have been processed, the records are posted as approved vendor invoices. Each ticket transaction is a separate vendor invoice.

The GTA Interface was initially designed for the NIST customer bureaus. These bureaus have separate business processes from NIST that do not require the bureau to obligate the ticket expenses. Therefore, the current GTA Interface prepares the invoices for the APSI.

APSI matches the ticket expense to the obligation, if applicable, and posts the transaction to CFS-PM003.

Object Class Crosswalk

Travel Manager does not store the CFS object class codes. Therefore, after ACCS and CFS vendor values are derived in TMI, the Travel Manager Object Class Codes must be converted into usable CFS object class codes for each line item expense. Below is a crosswalk of the existing Travel Manager Object Class Codes and its corresponding CFS object class code. Below is a crosswalk of the existing Travel Manager Object Class Codes and its corresponding CFS object class code.

| Object Class | Description | CFS (4-digit) object class | Description |
|--------------|--|----------------------------|---|
| 12.0 | Personnel Benefits-Relocation and Oth Exp to PCS | 12-94 | Relocation Income Tax Allowance (RITA) |
| 12.0 | Personnel Benefits-Relocation and Oth Exp to PCS | 12-95 | Relocation Service Program |
| 14.3 | Personnel Benefits- Travel Withholding Tax Allowance | 12-84 | Relocation Withholding Taxes |
| 20.1 | Travel Foreign - Per Diem | 21-32 | Foreign Travel--Per Diem Allowance |
| 20.2 | Travel Foreign - Common Carrier | 21-12 | Foreign Travel--Common Carrier, SATO |
| 20.3 | Travel Foreign - Other Travel Expenses | 21-42 | Foreign Travel - Actual Subsistence |
| 20.8 | Travel Foreign - Service Fee | 21-28 | Foreign Travel - Service Fee |
| 21.1 | Travel Domestic - Per Diem | 21-31 | Domestic Travel--Per Diem Allowance |
| 21.2 | Travel Domestic - Common Carrier | 21-11 | Domestic Travel--Common Carrier SATO |
| 21.3 | Travel Domestic - Other Travel Expenses | 21-51 | Domestic Travel - Other Travel Expenses (i.e. – misc. expenses, ticket expenses paid by traveler) |
| 21.4 | Travel Domestic - Mileage Allowance | 21-21 | Domestic Travel - Mileage Allowance (traveler uses car for entire trip) |
| 21.8 | Travel Domestic - Service Fee | 21-29 | Domestic Travel - Service Fee |
| 21.9 | Travel Local | 21-94 | Program Travel Domestic - Local Transportation |
| 22.6 | Transportation of Things | 22.11 | Transportation – PCS Shipment of Household Goods |
| 27.6 | Operation, Maint & Repair of other eq, Storage/H Goods | 25.21 | Storage of Household Goods |
| - | | 14-13 | Travel Advances (EFT/Treasury Check) |
| - | | 21-41 | Domestic Travel - Actual Subsistence |
| - | | 21-45 | Object class used to obligate funding for Relocation travel. |
| - | | 25-87 | Convenience Check Advance |

Travel Manager Application Business Changes

The following is a list of Travel Manager changes that may also be used as training points to end-users.

1. The accounting information currently stored within Travel Manager will be changed to hold the CAMS ACCS elements. These elements are fund code fiscal year and project and task. The ACCS Title file upload will contain these values.
2. The organization set-up in Travel Manager will be revised. For example, the base organization will be NIST. The sub-organization will be at the operating unit level. The group will be at the division level.
3. Local vouchers will be data linked from Travel Manager.
4. Invitational workers orders and vouchers will be data linked from Travel Manager. The CFS vendor number will be used as the Travel Manager SSN value with preceding zeros.
5. Reclaims will be handled and entered into Travel Manager by the Travel Office.
6. Long-term orders and vouchers will be entered and data linked from Travel Manager.
7. Object class codes will change to the new CFS codes. Some new object class codes have been added to process long-term and local documents.
8. Travel Order number sequence will change to a new 9 digit sequence.

Scheduling / Execution Instructions

- The data link process should be run on a daily basis for orders and vouchers. The travel office management will be responsible for determining the timing and frequency on a daily basis.
- Manually entered documents will be entered into CFS on a continual basis.
- The CAMS ACCS title file will be available from the CAMS Portal to update the Travel Manager Database on a daily basis.

Temporary Duty (TDY) / Long-term Travel Procedures:

Obligation for Reimbursable or Non-reimbursable Travel

Introduction

NIST TDY and Long-term Travel documents fall under the two-way match type of transaction. The following instructions describe how the travel order for a regular temporary duty (TDY) or long-term travel is entered manually into CFS FM040. ****NOTE: For each travel obligation that has both non-reimbursable and reimbursable expenses, two obligations must be created since there are two separate vendors: the Citibank and the Traveler. The step-by-step instructions to follow explain when differences exist in the data entry of non-reimbursable versus reimbursable expenses.**

Who Uses the Process

NIST Travel Office Technicians.

Initiating the Process

A CD-29 Travel Order form is submitted to the Travel Office. The Travel Office Technician logs onto CFS- FM040 screens to obligate a travel order.

Reference Forms

CD-29

Accessing the System

From the "FMTRAN- Funds Management Transaction Screens" menu, choose option "FM040 - Transaction Screen - Purchase Order".

Screen Print – Non-Reimbursable Travel Order

The screen print below shows a sample non-reimbursable travel order on the CFS Screen Purchase Order Transaction Screen (FM040).

```

Purchase Order Transaction Screen          Print N  fm040

One to One <N>
Document: Type TRUPO  C/O N  Oblig# 4796- 0- 0 Total 250.00
Feeder Sys: No 612345678 Mod# Source
ASAP: N Pref Date 25-JUL-2003 Reference# 3740001 Grant Amend No
Effective Dates 25-JUL-2003-01-AUG-2003 Status OPEN 25-JUL-2003
For: Bureau Code 57 Name (NIST) NATL INST OF G/L Date 31-JUL-2003
Vendor: < > No 6992- 1 Name CITIBANK
Approval: Y By E STAMMLER Date 25-JUL-2003
Document: <N> Notes <D> Line Notes < > AD < > F Notes < >

Item: No 1 CLIN# Request <N> Type SERU2 Commodity Code G/S
Part No Stock No Emp No
Description <A> Other < > Due Date 01-AUG-2003 Acceptance Days 7
R/I Act NSP Quantity U/M Unit Price Extended Amount
-----
Requested: Q N N 1.000 EA 250.0000 250.00
Inventory:
Account Classification: < > F Notes: < > Status OPEN 25-JUL-2003

Count: *0 <Replace>
    
```

Notes Field:

DALLAS, TX, US

Line Item Description Field:

Line Item Description

AMBARGIS/ZOE, 1, 1

Other Pertinent Information Screen:

| Other Pertinent Information for This Item | |
|--|----------------------------|
| Document Matching: Default <input checked="" type="checkbox"/> RT <input type="checkbox"/> AC <input type="checkbox"/> AP <input type="checkbox"/> | Delivery POC |
| Holdback: Type <input checked="" type="checkbox"/> Amount [REDACTED] | ----- |
| PSC Code [REDACTED] | Delivery Date: 01-AUG-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: [REDACTED] |
| MAIL STOP 3750 | |
| GAITHERSBURG MD 20899 | |
| Asset: Category [REDACTED] Indicator [REDACTED] AIN [REDACTED] | |

Account Distribution For This Item Window:

| Account Distribution For This Item | | | | | | | | | | |
|------------------------------------|-------------|----------|--------------|--------------------------|-------------|-----------------------------|------|-----|-----|---|
| MDL | Percent | Quantity | Amount | FY | ACCS | --- Supporting Document --- | | | | |
| | | | | | | No | Type | Itm | MDL | A |
| 1 | 100.000 | 1.000 | 250.00 | 03 | < > | - | | | | |
| 57 | 8163100-000 | 01 | 03-01-00-000 | 01-00-0100-00-00-00-00 | 21-11-00-00 | 000000 | | | | |
| Acceptance: | Emp No | 1 | Name | R | RECEIVER | F Notes: | < | > | | |
| Receiving: | Off No | 1 | Name | NATL INST OF STND & TECH | FMDL# | | | | | |
| | | | | | < | > | | | | |
| Acceptance: | Emp No | | Name | | | F Notes: | < | > | | |
| Receiving: | Off No | | Name | | | FMDL# | | | | |
| | 100.000 | 1.000 | 250.00 | | | | | | | |

Screen Print –Reimbursable Travel Order

The screen print below shows a sample reimbursable travel order on the CFS Screen Purchase Order Transaction Screen (FM040).

```

Purchase Order Transaction Screen          Print N  fm040

One to One <N>
Document: Type TRUPD C/O N Oblig# 4798- 0- 0 Total 900.00
Feeder Sys: No G12345678RT Mod# Source
ASAP: N Pref Date 25-JUL-2003 Reference# 3740001 Grant Amend No
Effective Dates 25-JUL-2003-01-AUG-2003 Status OPEN 25-JUL-2003
For: Bureau Code 57 Name (NIST) NATL INST OF G/L Date 31-JUL-2003
Vendor: < > No 1- 1 Name ZOE O AMBARGIS
Approval: Y By E STAMMLER Date 25-JUL-2003
Document: <N> Notes <0> Line Notes < > AD < > F Notes < >

Item: No 1 CLIN# Request <N> Type SERU2 Commodity Code G/S
Part No Stock No Emp No
Description <A> Other < > Due Date 01-AUG-2003 Acceptance Days 7
R/I Act NSP Quantity U/M Unit Price Extended Amount
-----
Requested: Q N N 1.000 EA 700.0000 700.00
Inventory:
Account Classification: < > F Notes: < > Status OPEN 25-JUL-2003

Count: *0 <Replace>
    
```


Notes Field:

LOSANGELES, CA, US

Line Item Description Field:

Line Item Description

CARNEUALE/SHARON, 1, 2

Account Distribution For This Item (#1) Window:

| Account Distribution For This Item | | | | | | | | | | |
|---|---------|----------|-------------------------------|----|--------------|----|------|-----|-----|---|
| --- Supporting Document --- | | | | | | | | | | |
| MDL | Percent | Quantity | Amount | FY | ACCS | No | Type | Itm | MDL | A |
| 1 | 100.000 | 1.000 | 700.00 | 03 | < > | - | | | | |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-31-00-00 000000 | | | | | | | | | | |
| Acceptance: Emp No | | 1 | Name R RECEIVER | | F Notes: < > | | | | | |
| Receiving: Off No | | 1 | Name NATL INST OF STND & TECH | | FMDL# | | | | | |
| <div style="display: flex; justify-content: space-between;"> < > - </div> | | | | | | | | | | |
| Acceptance: Emp No | | | Name | | F Notes: < > | | | | | |
| Receiving: Off No | | | Name | | FMDL# | | | | | |
| <div style="display: flex; justify-content: space-between; margin-top: 20px;"> 100.000 1.000 700.00 </div> | | | | | | | | | | |

Item #2

| Purchase Order Transaction Screen | | | | Print <input type="checkbox"/> | fm040 |
|-------------------------------------|-------------------------------|------------------------------|--------------------------|----------------------------------|-----------------|
| One to One <input type="checkbox"/> | | | | | |
| Document: Type | TRUPO | C/O <input type="checkbox"/> | Oblig# | 4798- 0- 0 | Total 900.00 |
| Feeder Sys: No | 612345678RT | Mod# | | Source | |
| ASAP: <input type="checkbox"/> | Pref <input type="checkbox"/> | Date | 25-JUL-2003 | Reference# | 3740001 |
| | | Effective Dates | 25-JUL-2003-01-AUG-2003 | Status | OPEN |
| For: Bureau Code | 57 | Name | (NIST) NATL INST OF | G/L Date | 31-JUL-2003 |
| Vendor: < > No | 1- | 1 | Name | ZOE O AMBARGIS | |
| Approval: <input type="checkbox"/> | By | E STAMMLER | Date | 25-JUL-2003 | |
| Document: <N> | Notes <0> | Line Notes < > | AD < > | F Notes < > | |
| Item: No | 2 | CLIN# | | Request <input type="checkbox"/> | Type SERU2 |
| Part No | | Stock No | | Commodity Code | G/S |
| Description <A> | Other < > | Due Date | 01-AUG-2003 | Acceptance Days | 7 |
| R/I Act | NSP | Quantity | U/M | Unit Price | Extended Amount |
| Requested: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.000 | EA |
| Inventory: | | | | 200.0000 | 200.00 |
| Account Classification: < > | F Notes: < > | Status | OPEN | 25-JUL-2003 | |
| Count: *2 | | | | | |
| <Replace> | | | | | |

Account Distribution For This Item (#2) Window:

| Account Distribution For This Item | | | | | | | | | | | | |
|--|---------|----------|--------|--------|------|-----------------------------|--|--------------|------|-----|-----|---|
| MDL | Percent | Quantity | Amount | FY | ACCS | --- Supporting Document --- | | No | Type | Itm | MDL | A |
| 1 | 100.000 | 1.000 | 200.00 | 03 | < > | - | | | | | | |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-51-00-00 000000 | | | | | | | | | | | | |
| Acceptance: | | Emp No | 1 | Name | | R RECEIVER | | F Notes: < > | | | | |
| Receiving: | | Off No | 1 | Name | | NATL INST OF STND & TECH | | FMDL# | | | | |
| Acceptance: Emp No Name F Notes: < > Receiving: Off No Name FMDL# | | | | | | | | | | | | |
| 100.000 | | 1.000 | | 200.00 | | | | | | | | |

Step by Step

Follow the steps below to enter a TDY Travel Obligation. ****NOTE: For each travel obligation that has both non-reimbursable and reimbursable expenses, two obligations should be created. Therefore, follow the instructions for each type. These step-by-step instructions explain when there are differences in the data entry of non-reimbursable versus reimbursable expenses.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------|---|----------------------|---|
| 1. | Print | Print Flag field. Defaults to N. | Y – SYSTEM GENERATED | TAB through the PRINT field. This field defaults to 'N'. |
| 2. | ONE TO ONE | 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). | Y – SYSTEM GENERATED | TAB through the ONE TO ONE field. This field defaults to 'N'. Travel documents are not committed. |
| 3. | TYPE | The Type field describes the type of obligation document. A separate document type is created to distinguish travel obligations from other types of obligations. This value is created within the maintenance set-up of CFS. | Y – BUSINESS RULES | 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. For TDY Travel Obligations select: TRVPO For Long Term Travel Obligations select: LTRVPO TAB to the FEEDER SYSTEM NO field. |
| 4. | C/O | Change Order Field identifies if this document is a change order to an existing obligation. | Y – BUSINESS RULES | Type 'N' and TAB to the next field. |
| 5. | FEEDER SYSTEM NO | The Feeder System No identifies the tracking number originating from an external system or process from CFS. In this example, the travel expenses are reimbursable; therefore the travel order # is appended with the 'RT' (for reimbursable travel). The appended identifier facilitates the matching process since there will be two obligations created for every travel order that has non-reimbursable expenses and reimbursable expenses. | Y – BUSINESS RULES | Enter the Travel Order number in the FEEDER SYSTEM NO field. If the travel expense is non-reimbursable, do not append the travel order number with the identifier 'RT'. If the travel expense is reimbursable to the traveler, append the travel order number with the identifier 'RT'. Example: G12345678RT if reimbursable G12345678 if non-reimbursable TAB to the next field. |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-----------------|---|--------------------|---|
| 6. | ASAP | The ASAP flag is for Grant type of transactions and is not used for travel document processing. | N | TAB through the ASAP field. This field defaults to 'N'. The cursor skips over the DATE field. This field defaults to the current date. |
| 7. | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – CONDITIONAL | Enter the requisition number (if available) in the SOURCE REF field. |
| 8. | GRANT AMEND NO | The GRANT AMEND NO flag is for Grant type of transactions and is not used for travel document processing. | N | TAB through the GRANT AMEND NO field. |
| 9. | EFFECTIVE DATES | The effective date of the obligation. 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. | Y – BUSINESS RULES | Enter the beginning date of travel for the obligation document in the first EFFECTIVE DATES field from the CD-29 form. |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------|---|------------------|--|
| 10. | EFFECTIVE DATES | <p>This field defaults to a blank field, but can be overridden with the end date of the period of performance for a service contract.</p> <p>NOTE: A value must be entered into this field prior to committing a blanket purchase agreement (BPA) transaction.</p> <p>The cursor skips over the STATUS field. This field defaults to the value of 'OPEN' for new transactions and cannot be accessed.</p> <p>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'.</p> <p>The cursor skips over the STATUS: DATE field. This field defaults to the current date.</p> | Y-BUSINESS RULES | Enter the end effective date of travel for the obligation document in the second EFFECTIVE DATES field from the CD-29 form. |
| 11. | FOR: BUREAU CODE | <p>The code to identify the Bureau name.</p> <p>The cursor skips over the BUREAU NAME field. The system automatically obtains the bureau name from the Bureau Code Maintenance Screen (GL004) based on the value entered in the FOR: BUREAU CODE field.</p> | Y – USER DEFINED | <p>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.</p> <p>33- Technology Administration 51- Office of Secretary 52- Economic Development Agency 53- Bureau of Economic Analysis 57- National Institute of Standards & Technology 59- Minority Business Development Agency 61- National Telecommunication & Information Administration 64- Office of Inspector General 65- Economics & Statistics Administration</p> |
| 12. | G/L | General Ledger End Date defines the posting period of the transaction. | Y – USER DEFINED | Press HOME in the G/L field to view a list of available general ledger posting periods. 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. |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|------------------|--|
| 13. | VENDOR NO | <p>The vendor number defines whom the payment will be made to.</p> <p>Use the web-based vendor lookup screens for the required vendor number.</p> | Y – USER DEFINED | <p>Press TAB and the system brings up the Vendor Address and Shipping Data pop-up screen. Select the Citibank vendor # and ID for the bureau if the expense is non-reimbursable.</p> <p>Select the traveler’s vendor number that corresponds to the traveler’s name if the expense is reimbursable.</p> <p>Press HOME for a list of vendor numbers.</p> <p>NOTE: To Query, press F11 to initiate a query. The list of values will be cleared. TAB to the Address Name Field and type ‘%[LASTNAME]%'.</p> <p>Press F12 to execute the query. Select the desired name from the list and press ENTER.</p> <p>NOTE: Pressing F5 will exit the user out of the pop up screen. If the user does not press F5, then the user must TAB through all the remaining fields in the Vendor Address and Shipping Information pop-up screen. Choose a valid selection from the SHIP TO CODE L.O.V. Continue to TAB through all the remaining fields.</p> <p>Select the Citibank vendor # and ID for the bureau if the expense is non-reimbursable.</p> <p>Select the traveler’s vendor number that corresponds to the traveler’s name if the expense is reimbursable.</p> |
| 14. | APPROVAL | <p>The approval field approves and records the transaction in CFS.</p> <p>After completing the transaction, the end user must mark the field as Y for the transaction to be approved.</p> | Y – USER DEFINED | TAB to the APPROVAL field that will default to ‘N.’ |
| 15. | TAB over the DOCUMENT field. This field is the document approval status detail. The Document must be approved to review the approval status detail. | | | |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|----------------------|---|
| 16. | NOTES | The notes field is a required field for travel order documents. The field can be also used for additional comments for other obligating documents. For travel purposes the NOTES field is used to record the destination of travel. This field will be used for travel reporting purposes at the Department of Commerce level. | Y – BUSINESS RULES | TAB to the NOTES field and press F2 to enter the city, state, and country of travel for the order as noted on the CD-29 form. Separate the city, state and country with commas. Press F5 to commit the comments. For example: LOSANGELES,CA,,USA (No spaces after comma) PARIS,FR The first 2 characters of the country name abbreviate foreign countries. All data is UPPERCASE and separated by commas. |
| 17. | LINE NOTES | The LINE NOTES field is a non-required field for travel. The field can be used for additional comments for other types of documents not related to travel. | N | TAB through the LINE NOTES field. |
| 18. | AD | TAB through the AD field. | N | TAB through the AD field. |
| 19. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." This indicates that a control record has been established. The obligation # will be automatically generated by the system. Press ENTER to acknowledge the message. | | | |
| 20. | ITEM: NO | The item number is a system-generated field that assigns a number for each line on the obligation. | Y – SYSTEM GENERATED | TAB through the ITEM: NO field. This value is assigned by the CFS system. |
| 21. | ITEM: REQUEST DETAIL | This field indicates if commitment transactions will be referenced by this obligating document. This field defaults to 'N'. | N | TAB through the REQUEST DETAIL field. |
| 22. | ITEM: TYPE | This field defines the line item type. | Y-Business Rule | Type or select SERV2 in the ITEM: Type field. |
| 23. | ITEM: COMMODITY CODE | The commodity code field describes the type of valid commodity for the item being ordered. | Y- USER DEFINED | Press HOME In the ITEM: COMMODITY CODE field to view the list of valid commodity codes for the item being ordered. Select G/S. Press ENTER to select. TAB to the next field. |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|--------------------|--|
| 24. | ITEM: PART NO | This field is not required by travel. | N | TAB through the ITEM: PART NO field. |
| 25. | ITEM: STOCK NO | This field is not required by travel. | N | TAB through the ITEM: STOCK NO field. |
| 26. | ITEM: EMP NO | The Item: Emp No field can identify the end user that entered the obligation line item. | N | TAB through the ITEM: EMP NO field. |
| 27. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." Press ENTER to continue. Then, the system will display the following message at the bottom of the screen: "Please acknowledge message." | | | |
| 28. | LINE ITEM DESCRIPTION | The line item description field is a required field for travel order documents. For travel purposes the line item description field is used to record the travelers name, type and purpose of travel. | Y – BUSINESS RULES | <p>Enter the Traveler's Last Name/First Name, type and purpose of travel all separated by commas.</p> <p>Press F5 to return to the main screen. This field is optional. TAB to the next field.</p> <p>For example: CARNEVALE/SHARON,1,2</p> <p>Repeat for each line item for both reimbursable and non-reimbursable.</p> |
| 29. | 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, PSC code, payment office, and delivery point of contact. | | | |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------------|--|-----------------|---|
| 30. | DOCUMENT MATCHING: DEFAULT | <p>The DOCUMENT MATCHING: DEFAULT field indicates whether the 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.</p> <p>NOTE: It is recommended to always enter 'Y' in this field. IF 'Y' is selected TAB and continue to next step.</p> <p>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. Press TAB.</p> | Y- USER DEFINED | <p>Enter a 'Y'.</p> <p>TAB to the next field.</p> |
| 31. | DOCUMENT MATCHING: RT | <p>The DOCUMENTMATCHING: RT field indicates 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.'</p> <p>This field cannot be accessed unless the DOCUMENT MATCHING: DEFAULT field is 'N'.</p> | Y- USER DEFINED | No action required. The field is skipped by the system. |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---------------------------------|--|-----------------|--|
| 32. | DOCUMENT MATCHING: AC | The DOCUMENT MATCHING: AC indicates 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'. This field cannot be accessed unless the DOCUMENT MATCHING: DEFAULT field is 'N'. Press TAB. | Y- USER DEFINED | No action required. The field is skipped by the system. |
| 33. | HOLDBACK: TYPE | Select the appropriate holdback that is performed by the system during the disbursement process. If holdback is not required, enter 'N'. | Y- USER DEFINED | Enter a 'N' TAB to the next field. |
| 34. | HOLDBACK: Amount | If the HOLDBACK: Amount selected was 'P', the entry in the amount field will be a percentage. If the HOLDBACK: TYPE selected was 'D', the entry in the amount field will be a dollar amount. Where the HOLDBACK: TYPE selected was 'N', the amount field will be skipped. | Y- USER DEFINED | No action required. The field is skipped by the system. |
| 35. | TAB through the PSC CODE field. | | | |
| 36. | PAYMENT OFFICE CODE | The PAYMENT OFFICE CODE displays a list of valid codes of offices responsible for processing payment of this item. This field defaults to the payment of code of the user. 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. | Y- USER DEFINED | Press HOME in the PAYMENT OFFICE CODE. Select 'NIST' and press ENTER. TAB to the next field. |
| 37. | ASSET: CATEGORY | The ASSET: CATEGORY field identifies depreciable equipment, donated equipment, etc. and is optional. | N | TAB through the ASSET: CATEGORY field. |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|--------------------|--|
| 38. | ASSET: INDICATOR | The ASSET: INDICATOR field identifies executive furniture, monitors, printers, etc. and is optional. | N | TAB through the ASSET: INDICATOR field. |
| 39. | TAB through the ASSET: AIN field. This field is optional. | | | |
| 40. | DELIVERY POC: DATE | The Delivery POC: DATE field is the date on which delivery is expected. | Y – BUSINESS RULES | Type today's date in the DELIVERY POC: DATE field, in the following format: DD-MON-YYYY. Press TAB. |
| 41. | EMP | Defines the employee number who is entering the transaction. | Y – USER DEFINED | Enter 1 as the employee number. Press HOME to find your employee number from the EMP field LOV. Press F5 to commit. The system returns to the Detail box of the Purchase Order Transaction Screen. |
| 42. | ITEM: DUE DATE | The due date on which the order is due in. | Y – BUSINESS RULES | TAB to the DUE DATE. Enter today's date in the ITEM: DUE DATE field. |
| 43. | ITEM: ACCEPTANCE DAYS | This field defaults to '7'. | N | TAB through the ITEM: ACCEPTANCE DAYS field. Press TAB. |
| 44. | RI MTH | Enter the obligation liquidation method in the RI MTH field. Enter 'Q' for invoicing by quantity and 'D' for invoicing by dollars. This field defaults to 'Q'. The ACT field tells the user whether or not there has been any activity on this obligation. This field defaults to 'N' if 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. | Y – BUSINESS RULES | For TDY enter Q. For Long-term enter D. The system will default to Dollar (D) after you enter the number of items requested of (1). Press F1, Tab to 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. |
| 45. | REQUESTED: QUANTITY | The quantity of the item requested 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.' | Y – BUSINESS RULES | Enter 1. Press Tab. |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|---|
| 46. | REQUESTED: U/M | List of valid units of measures for the requested item. This field defaults to 'EA'. | Y- USER DEFINED | Press HOME in the REQUESTED: U/M field and select 'EA'. Press ENTER to select the unit of measure. TAB to the next field. |
| 47. | REQUESTED: UNIT PRICE | The unit price of the item. | Y – BUSINESS RULES | Enter the unit price of the item from the CD-29 form. The system will automatically round the unit price to four decimal places (e.g., 45.0955). |
| 48. | REQUESTED: EXTENDED AMOUNT | A calculated amount derived by the system based on the quantity multiplied by the unit price. | N | TAB through the REQUESTED: EXTENDED AMOUNT field. 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 to acknowledge the message. |
| 49. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED". Press ENTER to acknowledge the message. The system brings up the Account Classification pop-up screen. | | | |
| 50. | PERCENT | The percentage of the detail item to be distributed to this ACCS. 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. Press TAB. | Y – BUSINESS RULES | Enter 100 The Quantity and Amount fields are automatically updated. Tab to the next field. |
| 51. | FY | The year the funding source became available and it always defaults to the current fiscal year. | Y – USER DEFINED | Enter the fund code fiscal year found on the CD-29 form. |
| 52. | 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. | | | |
| 53. | BUREAU CODE | Identifies the charging bureau. BUREAU CODE should have auto-populated based on the information entered in the Control Block portion of the Obligation. | Y – SYSTEM GENERATED | TAB through the BUREAU CODE field. |

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| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------------|---|------------------|---|
| 54. | PROJECT CODE | The PROJECT CODE field describes where the expense is being charged. Project code is part of the Accounting Classification Code Structure. | Y – USER DEFINED | Enter the project code from the accounting block on the CD-29 form. Or Choose a valid option by pressing the HOME key to access the Project code Drill Down menu. Press enter to make a choice. TAB to the next field. |
| 55. | TASK CODE | The TASK CODE field further describes where the expense is being charged within the specified project. Task code is part of the Accounting Classification Code Structure. | Y – USER DEFINED | Enter the task code from the accounting block on the CD-29 form. Or Choose a valid option by pressing the HOME key to access the TASK CODE Drill Down menu. Press enter to make the choice. TAB to the next field. |
| 56. | FUND CODE | The FUND CODE field auto populates based on the information entered in the PROJECT CODE field. | N | No action required |
| 57. | PROGRAM CODE | This field refers to the agency's programs based on budgetary submissions. The PROGRAM CODE auto-populates based on the PROJECT CODE entered. | N | No action required |
| 58. | ORGANIZATION CODE | This organization code is equal to that used by Human Resources. | Y – USER DEFINED | Enter 16 digit ORGANIZATION CODE from the CD-29 form. TAB to the next field. |

Follow the steps below to enter a TDY Travel Obligation. ****NOTE: For each travel obligation that has both non-reimbursable and reimbursable expenses, two obligations should be created. Therefore, follow the instructions for each type. These step-by-step instructions explain when there are differences in the data entry of non-reimbursable versus reimbursable expenses.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|------------------|--|
| 59. | OBJECT CLASS | The object class is used to determine the type of expense and it determines the general ledger account where the activity will be recorded. | Y – USER DEFINED | Enter the four-digit object class in the OBJECT CLASS field. Choose a valid option by pressing the HOME key to access the OBJECT CLASS Drill Down menu. Press enter to make the choice TAB through these remaining segments. For Non-reimbursable expenses: 21-11 (domestic) or 21-12 (foreign). For reimbursable expenses for TDY and Long-term: Foreign Per Diem & Lodging: 21-32 Domestic Per Diem & Lodging: 21-31 Foreign Miscellaneous: 21-42 Domestic Miscellaneous: 21-51 Domestic Travel Mileage: 21-21 |
| 60. | USER DEFINED | User Defined is an element of the ACCS. At this time, it is defaulted to zero. | N | Enter '000000' in the USER DEFINED field or TAB through the field. |
| 61. | The system returns to the Account Distribution For This Item pop-up screen. TAB to the next field. | | | |
| 62. | ACCEPTANCE: EMP NO | This field defaults to the value recorded in the Employee Information Maintenance Screen (GL029) based on the ACCEPTANCE: EMP NO. | Y – USER DEFINED | Type 1. Press TAB. The cursor skips the ACCEPTANCE: NAME field. |
| 63. | RECEIVING: OFFICE NO | Identifies a valid list of office numbers to designate for the receiving the item. | Y – USER DEFINED | 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. |
| 64. | The system will display the following message at the bottom of the screen "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." | | | |

Follow the steps below to enter a TDY Travel Obligation. ****NOTE: For each travel obligation that has both non-reimbursable and reimbursable expenses, two obligations should be created. Therefore, follow the instructions for each type. These step-by-step instructions explain when there are differences in the data entry of non-reimbursable versus reimbursable expenses.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|--|-----------------|--------|
| 65. | | 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. | | |
| 66. | | Press PAGE UP to return to the Purchase Order Transaction Screen (FM040). This field defaults to 'OPEN.' The STATUS: DATE field defaults to the transaction date for the new obligation transaction. | | |
| 67. | | Press INSERT if additional items (new expenses) or split cost centers need to be recorded on this purchase order and repeat steps 19 through 64 or the down arrow. If the order is a split fiscal year travel, calculate the amount that belongs to the current fiscal year and enter the current fiscal year amounts and ACCS only. A change order will need to be entered to add the future fiscal year amounts when the funding is available. Reference the Change Order Procedures. If there are no other items to insert press the PAGE UP key to the APPROVAL field and enter 'Y'. Press F5 to commit the transaction. | | |
| 68. | | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." Press ENTER to acknowledge the message. Record obligation number on the original obligating form. | | |
| 69. | | End of Steps | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Reassign Approver by Document (WF604)

Introduction

This procedure describes the process to reassign an unapproved document to an alternate approver. In order to reassign, the alternate approver must have been previously established on the "Document Approval Maintenance Screen" (WF001).

Who Uses the Process

NIST Travel Office Technicians; The Finance Division will be responsible for reassigning an Approver by Document.

Initiating the Process

The person who initiated the document may choose to reroute a document to an alternate approver when the primary approver is unavailable to approve the document. **Only the Creator of the Document can reroute the approval.**

Reference Forms

N/A

Accessing the System

From the "WFTRAN - Workflow Management Transaction Screens" menu, choose option "WF604 - Reassign An Approver by Document".

Screen Print: Re-Assigning Approvers by Document

The screen print below shows the CFS Screen "Re-Assign Approvers by Document" (WF604).

| Re-Assign Approvers By Document | | | | wf604 | |
|--|----------------------|-----------------------------|-----------------------------|----------------------|----------------------|
| Bureau Code: <input type="text"/> | | Name <input type="text"/> | | | |
| Document: Source <input type="text"/> | | Type <input type="text"/> | Number <input type="text"/> | | <input type="text"/> |
| ----- Current Routing ----- | | ----- Default Routing ----- | | | |
| Priority | Current Approver | Default Approver | | Default Approver | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Bureau Code: Press [LIST] to select from a list. | | | | | |
| Count: *0 | | | | <List><Replace> | |

Step by Step

Follow the steps below to Reassign an Approver by Document in the “Re-Assign Approvers by Document Screen” (WF604).

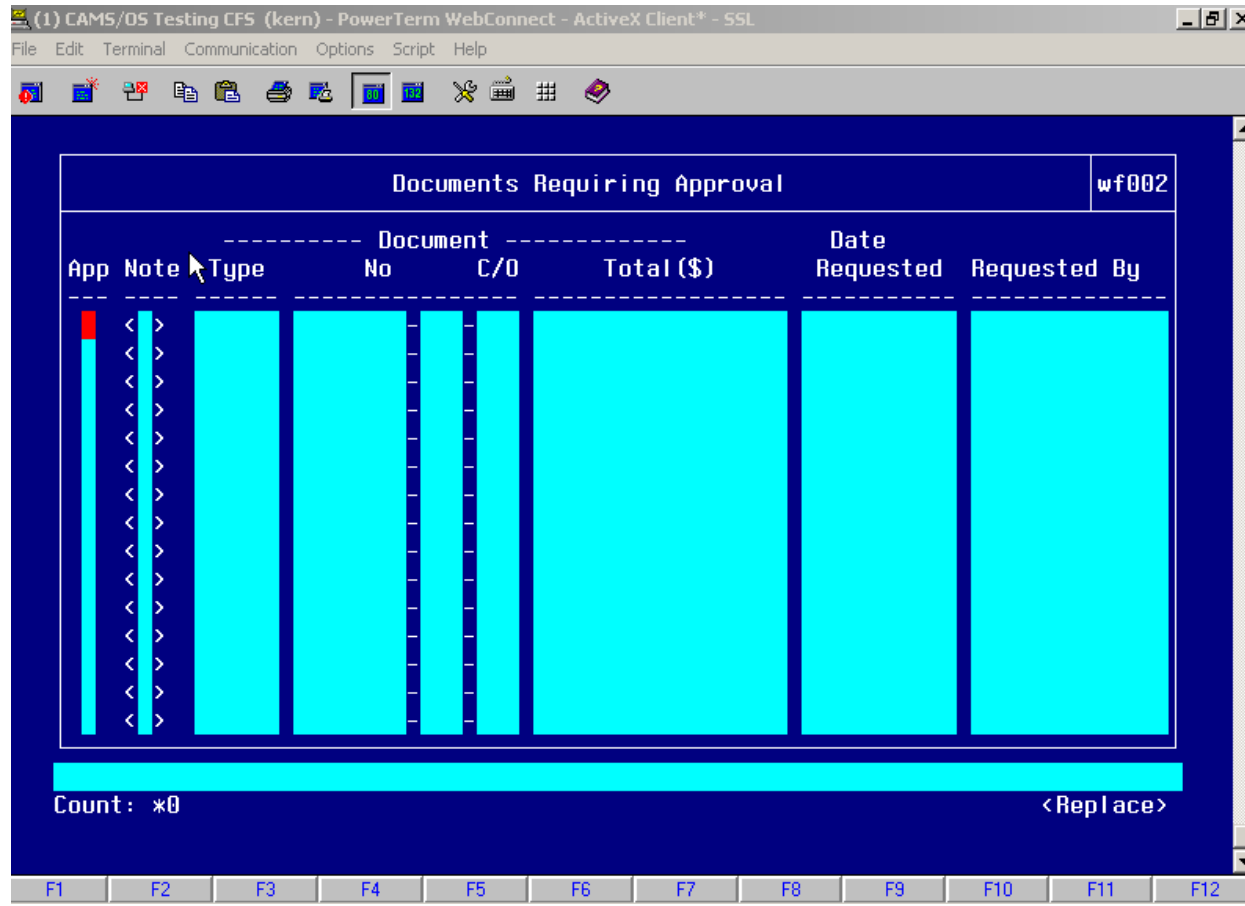
| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|------------------|--|
| 1. | BUREAU CODE | The code to identify the Bureau name The cursor skips over the BUREAU NAME field. The system automatically obtains this field from the Bureau Code Maintenance Screen (GL004) based on the bureau code. | Y – USER DEFINED | Press HOME in the BUREAU CODE field to view a list of valid bureau codes. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER. TAB to the next field. |
| 2. | DOCUMENT: SOURCE | The originating document source. | Y – USER DEFINED | Press HOME in the DOCUMENT: SOURCE field and select 'OBLIG'. Press ENTER to select. TAB to the next field. |
| 3. | TYPE | The originating document type that identifies the transaction type. | Y – USER DEFINED | Press HOME in the TYPE field and select TRVPO . Press ENTER to select. TAB to the next field. |
| 4. | NUMBER | The number field is the system-generated number assigned when the obligation is approved on FM040. NOTE: The system will display the current approval routing status of this document based on the document source, type and number selected. | Y – USER DEFINED | Press HOME in the NUMBER field and select the CFS PO # that corresponds to the travel order document that was recorded on FM040. Press ENTER to select. TAB to the PRIORITY field. |
| 5. | Priority | The Priority field will populate with the Priority given in the WF001 document approval maintenance screen. | N | No action required |
| 6. | CURRENT ROUTING CURRENT APPROVER | Defines the name of the individual who approves the document type. Each document type is setup to be approved by an approver. If that approver is not available then his or her back up can approve the obligation. | Y – USER DEFINED | Press HOME in the CURRENT ROUTING CURRENT APPROVER field. Press ENTER to select the alternate approver or yourself for this document. |
| 7. | Press F5 to reassign this document. The document will be rerouted to the alternate approver. Press F4 to exit screen. | | | |
| 8. | End of Steps | | | |

Approve Obligation Document (WF002)- Document Requiring Approval

| | |
|-------------------------------|--|
| Introduction | This procedure describes the process to approve a document that has been routed through the approval routing process. The data is entered on 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 and approved by the person entering the obligation. It is then routed to WF002 for approval. The system routes the document to the designated personnel based on setup on WF001. While that approver is logged onto the system, they will be notified through a message that "there are documents needing your approval," when logged onto the menu screen. Messages requesting that the user approve documents will also be sent to the WF003 Message Retrieval Screen. |
| 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). |

Screen Print: Document Requiring Approval Screen

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



Step by Step

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

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | 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. | | 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.” | | |
| 4. | | End of Steps | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Voucher (PM003) for TDY or Long-Term Reimbursable Expenses

Introduction NIST Travel documents fall under the two-way match type of transaction. The following instructions describe how the travel vouchers for a regular temporary duty (TDY) or Long-term are entered manually into CFS. The instructions also describe how to close the obligation once a voucher is entered and approved on PM003.

Who Uses the Process NIST Travel Office Technicians.

Initiating the Process When a CD-370 Travel Voucher form is submitted to the Travel Office, the Travel Office Technician logs onto CFS- PM003 screens to enter a travel voucher.

Reference Forms CD-370.

Accessing the System From the “Payment Management Transaction Screens” menu, choose option “PM003 - Transaction Screen - Vendor Invoice.”

Screen Print – Reimbursable Voucher

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | pm003 | | | | | |
|--|-----|-------|-----|---|---|---|---|---|------|-----|---|-----|-------|-----|-----|-----|-----|---------|
| Bureau 57 Inv: Type TRAVEL No 612345678 - 0 Date 01-JUL-2003 | | | | | | | | | | | | | | | | | | |
| Doc: Source OBLIG Type TRUP0 No 4264- 0 Symbol < > | | | | | | | | | | | | | | | | | | |
| Source Ref 612345678RT FastPay N Int. System: NONE | | | | | | | | | | | | | | | | | | |
| Dates: Recd 01-JUL-2003 Retd Status OPEN 01-JUL-2003 | | | | | | | | | | | | | | | | | | |
| Trans No 42823 Invoice Amount Applied 500.00 | | | | | | | | | | | | | | | | | | |
| Vendor Invoice Amount | | | | | | | | | | | | | | | | | | |
| Vendor: No 5- 2 Name SHARON C CARNEVALE Addr < > | | | | | | | | | | | | | | | | | | |
| PPA N Exchange Code US Customer Inv Type No | | | | | | | | | | | | | | | | | | |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 | | | | | | | | | | | | | | | | | | |
| Approval: Y By E STAMMLER Date 01-JUL-2003 | | | | | | | | | | | | | | | | | | |
| R | Itm | Type | MDL | I | D | P | R | A | Type | T | R | W/H | D | H | Emp | No | Inf | Amount |
| Y | 1 | SERU2 | 1 | Q | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < > | | 450.00 |
| Y | 2 | SERU2 | 1 | Q | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < > | | 200.00 |
| Y | 70 | NOWAY | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | 0 | < > | | -200.00 |
| Y | 71 | NOWAY | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | 0 | < > | | 50.00 |
| Count: *1 | | | | | | | | | | | | | | | | | | |
| <List><Replace> | | | | | | | | | | | | | | | | | | |

Open Items for matching Window:

| PO/REQ Items open for AP | | | | | | | | |
|--------------------------|-------|-------|---|-----|-------|----|-------|--------|
| Itm | CLIN# | Type | R | MDL | FMDL# | FY | Qty | Amount |
| 1 | | SERU2 | Q | 1 | | 03 | 1.000 | 700.00 |
| 2 | | SERU2 | Q | 1 | | 03 | 1.000 | 200.00 |

ACCS: 8163100-000 01-00-0100-00-00-00-00 21-31-00-00

DESC:

AMBARGIS/ZOE, 1, 1

Account Distribution For This Item (#1) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|----------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 450.0000 | 450.00 | <A> OPEN | 25-JUL-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-31-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#2) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|----------|----------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 200.0000 | 200.00 | <A> OPEN | 25-JUL-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-51-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#3) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|---------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | -200.0000 | -200.00 | < > | OPEN 25-JUL-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-51-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDO KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#4) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 50.0000 | 50.00 | < > | OPEN 25-JUL-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-21-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDO KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Step by Step

Follow the steps below to enter a TDY Travel Reimbursable Voucher. **NOTE: Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|---|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form. TAB to the next field.</p> <p>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</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select 'TRAVEL' for TDY voucher.</p> <p>Press HOME and select 'LTRAVL' for long-term voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> |

Follow the steps below to enter a TDY Travel Reimbursable Voucher. **NOTE: Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|---|--------------------|--|
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record an voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Enter the actual Travel Order number in the NO field. TAB to the next field.</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field. |
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field. |

Follow the steps below to enter a TDY Travel Reimbursable Voucher. **NOTE: Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------|--|----------------------|--|
| 6 | DOC: TYPE | Doc Type describes the type of obligating document. The Drop Down L.O.V will list all available documents types. | Y – BUSINESS RULES | Press HOME and query on the doc type TRVPO for TDY or LTRVPO for long-term. Select the Document No that corresponds to the invoice. NOTE: To query on a document type, press TAB to move the cursor. Enter ‘% (first 3 document numbers) %’, and press ENTER. This will bring up all applicable records. The user can query using the obligation document type, document number, feeder system number (travel order #), vendor number, and vendor ID or vendor name. When the Document No is selected from the pop-up screen, the NO Field, Feeder System No, Ref #, FastPay, Int. System, Status, & Vendor Information is automatically populated with information from the Obligation. TAB to the next field. |
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | Tab through, automatically populated. |
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | Tab through, automatically populated. Populates with the Travel Order # plus ‘RT’ |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | The SOURCE REF field will be auto-populated with the Source Ref from the Obligation that was previously entered. TAB to the next field. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Enter ‘N’ in the FASTPAY field. TAB to the next field. |

Follow the steps below to enter a TDY Travel Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|----------------------|--|
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 11 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. |
| 12 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. |
| 13 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. The system will calculate the vendor invoice amount automatically when all line item are entered and the invoice is approved. | Y – USER DEFINED | Leave this field blank. TAB to the next field. For automated vouchers, the dates ret'd field will be populated automatically. |
| 14 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – SYSTEM GENERATED | The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040. Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. For automated vouchers, this field is populated automatically. |
| 15 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. For automated vouchers, this field is populated automatically. |
| 16 | <p>TAB through all remaining fields until the cursor reaches the detail portion of the screen.</p> <p>A message stating "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED" is displayed at the bottom of the screen. Press enter to acknowledge the message.</p> | | | |

Follow the steps below to enter a TDY Travel Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|---|
| 17 | Release Flag (R) | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the 'R' flag is set to 'Y'. | Y – SYSTEM GENERATED | TAB through the 'R' field. |
| 18 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | <p>Pull through all obligating line items on the voucher. Press HOME and select a line number and press ENTER.</p> <p>Complete for all remaining obligation line items in the list of values. Once all obligation line items are pulled through, proceed to step 19 to compare the voucher line items to the obligation line items.</p> <p>Adjust the dollar amount in the AMOUNT field in the Payment Information window if the line item is on voucher.</p> |
| 19 | <p>The system will pull the remaining Item information, including ACCS, from the PO that you are matching against.</p> <p>You have to enter the ACCOUNT DISTRIBUTION pop-up screen to populate the G/L End Date field before committing.</p> <p>TAB through all remaining fields, verifying that the information in each field is correct. Press F5 to commit.</p> <p>NOTE: If you do not enter a proper G/L End Date, you will receive an error message that states that the G/L end date is NULL.</p> | | | |
| 20 | ITEM NO, ITEM Type, Unit Price, Quantity, FY, Project, Task, Organization, Object Class, Payment PO | Follow the instructions in the ACTION column to liquidate the obligation or to add new line items that were not obligated. | Y – BUSINESS RULES | <p>Compare the CD29 to the CD370 form.</p> <p>For all line items that match between the order and voucher, pull through the line items from the obligation using the following steps:</p> <ol style="list-style-type: none"> 1) Press HOME and select a matching line item. 2) If there is more than one matching line item, press INSERT, Tab to the ITEM NO field and press HOME, and select a matching line item. 3) Return to the first line item, 4) TAB through the fields until you get to PMT INF. <p>NOTE:</p> |

Follow the steps below to enter a TDY Travel Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|--|
| | | | | <p>ITEM TYPE: Same as in obligation RI METHOD: D for long-term, Q for TDY</p> <p>5) Press HOME while in PMT INF. Verify the ACCS information. Since you are matching values should remain the same as originally entered in the obligation.</p> <p>6) TAB to UNIT PRICE and enter the amount as shown on the travel voucher.</p> <p>7) TAB through to PS: DATE. Enter today's date for PS: DATE</p> <p>8) Press F5 to save and exit.</p> <p>9) Repeat steps 4-8 for each matched line item.</p> <p>For line items that are on the obligation but NOT the voucher, pull through the line items from the obligation and cancel them out using the following steps:</p> <p>1) Press HOME in the ITEM NO field and select the non-matched line item.</p> <p>2) If there is more than one non-matched line item, press INSERT, Tab to the ITEM NO field and press HOME, and select a line item.</p> <p>3) Return to the first unmatched line item</p> <p>4) TAB through the fields until you get to PMT INF.</p> <p>NOTE: ITEM TYPE: Same as in obligation RI METHOD: D for long-term, Q for TDY</p> <p>5) TAB through to PS: DATE and enter today's date for PS: DATE</p> <p>6) Press F5 to save and exit. Repeat 4-5 for each line item.</p> <p>7) Return the cursor R (Release Flag) field of the first unmatched line item.</p> <p>8) Press the INSERT key to insert a new line item on the voucher. At the Release Flag column, press F1 then</p> |

Follow the steps below to enter a TDY Travel Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|--|
| | | | | <p>press F12 (the copy feature) to copy the line directly above the new line item. This feature will copy the dollar amount, ACCS elements and other default values to match the obligated line item.</p> <p>9) Tab to the PMT INFO Field and press HOME.</p> <p>10) Change the Unit Price a negative amount of the same amount.</p> <p>11) TAB through to PS: DATE and enter today's date for PS: DATE</p> <p>12) Press F5 to save and exit. Repeat 7-12 for each line item.</p> <p>To enter a new line item/ no-way that was not originally on the obligation (not on the CD29 form), enter the following:</p> <p>ITEM NO: Always start at that next sequential number that is on the voucher. For each additional no-way line item increase the item number by 1 (e.g., 70, 71, 72, etc.).</p> <p>ITEM TYPE: NOWAY</p> <p>RI METHOD: D for long-term Q for TDY</p> <p>Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears.</p> <p>FY: Enter the FCFY from the CD-370 form.</p> <p>PROJECT: Enter the project from the CD-370 form.</p> <p>TASK: Enter the task from the CD-370 form.</p> <p>ORGANIZATION: Enter the organization code from the CD-370 form.</p> <p>OBJECT CLASS: Enter the object class that corresponds to the type of expense.</p> <p>QTY: 1</p> <p>UNIT PRICE: Enter the new line item amount from the CD-370 form.</p> <p>Tab through all fields until the Payment</p> |

Follow the steps below to enter a TDY Travel Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|---|
| | | | | Office Code, Name, Center and Doc Type window appears. Select NIST, Press ENTER. Press F5 and the Vendor Invoice Transaction screen appears. |
| 21 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria and all other required information. | Y – SYSTEM GENERATED | Press PAGE UP to move the cursor to the APPROVAL field, and enter 'Y'. Press ENTER. Press ENTER to acknowledge all messages. If an error message is received, correct the problem and try to approve again. If you receive a 'funds availability' error message contact AP and the AO. |
| 22 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 23 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |
| 24 | NOTE: The invoice amount applied field should match to the voucher amount. | | | |
| 25 | NOTE: Once the invoice is approved, the release flags change to 'Y'. | | | |
| | End of Steps | | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Change Order/Amendment to Travel Order

Introduction

This procedure describes the process to enter a change order to an existing obligation entered via the “Purchase Order Transaction Screen” (FM040).

Change orders can be submitted for a travel order when the travel cost increases by \$100.00 or more, itinerary/locations have changed, or the dates of travel have increased by 30 days or more. A change order can also be submitted when the travel falls between two separate fiscal years. Obligations can only be entered in the current fiscal year. A change order must be entered to amend the original document to add the new fiscal year accounting information.

Amended orders originating from Travel Manager will be interfaced through the Travel Manager Interface (TMI). These orders cannot be amended manually on FM040.

NIST TDY and Long-term Travel documents fall under the two-way match type of transaction. The following instructions describe how the travel order for a regular temporary duty (TDY) or long-term travel is entered manually into CFS FM040. ****NOTE: For each travel obligation that has both non-reimbursable and reimbursable expenses, two obligations must be created since there are two separate vendors: the Citibank and the Traveler. The step-by-step instructions to follow explain when differences exist in the data entry of non-reimbursable versus reimbursable expenses.**

Who Uses the Process

NIST Travel Office Technicians.

Initiating the Process

The change order process begins when a change is needed to an existing obligating document. The travel technician enters it into CFS. The traveler submits a CD-29 Travel Order form is submitted to the Travel Office. The Travel Office Technician logs onto CFS- FM040 screens to obligate a travel order.

Reference Forms

CD-29

Accessing the System

From the “FMTRAN- Funds Management Transaction Screens” menu, choose option “FM040 - Transaction Screen - Purchase Order”.

Screen Print –Reimbursable Travel Order

The screen print below shows a sample non-reimbursable travel order on the CFS Screen Purchase Order Transaction Screen (FM040).

ORIGINAL ORDER:

```

Purchase Order Transaction Screen                               Print N fm040
-----
One to One <N>
Document: Type TRUPO C/O N Oblig# 4799- 0- 0 Total 500.00
Feeder Sys: No 600000020RT Mod# Source
ASAP: N Pref Date 25-JUL-2003 Reference# 1234567 Grant Amend No
Effective Dates 25-JUL-2003-05-AUG-2003 Status OPEN 25-JUL-2003
For: Bureau Code 57 Name (NIST) NATL INST OF G/L Date 31-JUL-2003
Vendor: < > No 1- 1 Name ZOE O AMBARGIS
Approval: Y By E STAMMLER Date 25-JUL-2003
Document: <Y> Notes <0> Line Notes < > AD < > F Notes < >
-----
Item: No 1 CLIN# Request <N> Type SERU2 Commodity Code G/S
Part No Stock No Emp No
Description <A> Other < > Due Date 05-AUG-2003 Acceptance Days 7
R/I Act NSP Quantity U/M Unit Price Extended Amount
-----
Requested: Q N N 1.000 EA 500.0000 500.00
Inventory:
Account Classification: < > F Notes: < > Status OPEN 25-JUL-2003
-----
Count: 1 v <Replace>
    
```

AMENDMENT:

```

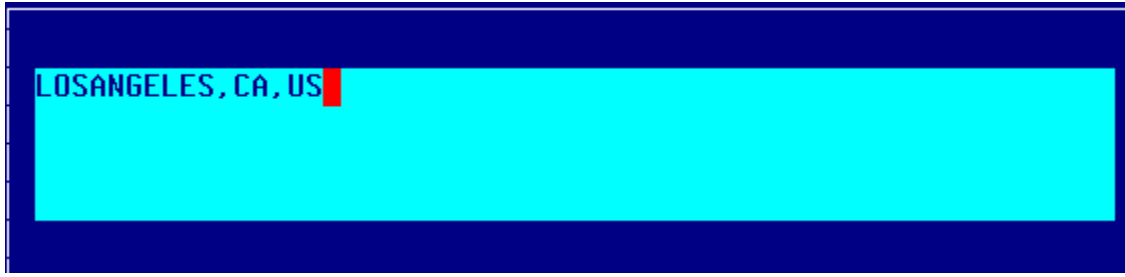
Purchase Order Transaction Screen          Print N  fm040

One to One <N>
Document: Type TRUP0 C/O Y Oblig# 4799- 0- 1 Total 1,000.00
Feeder Sys: No 600000020RT Mod# Source
ASAP: N Pref Date 25-JUL-2003 Reference# 1234567 Grant Amend No
Effective Dates 25-JUL-2003-05-AUG-2003 Status OPEN 25-JUL-2003
For: Bureau Code 57 Name (NIST) NATL INST OF G/L Date 31-JUL-2003
Vendor: < > No 1- 1 Name ZOE O AMBARGIS
Approval: Y By E STAMMLER Date 25-JUL-2003
Document: <N> Notes <0> Line Notes < > AD < > F Notes < >

Item: No 1 CLIN# Request <N> Type SERU2 Commodity Code G/S
Part No Stock No Emp No
Description <A> Other < > Due Date 05-AUG-2003 Acceptance Days 7
R/I Act NSP Quantity U/M Unit Price Extended Amount
-----
Requested: Q N N 1.000 EA 1,000.0000 1,000.00
Inventory:
Account Classification: < > F Notes: < > Status OPEN 25-JUL-2003

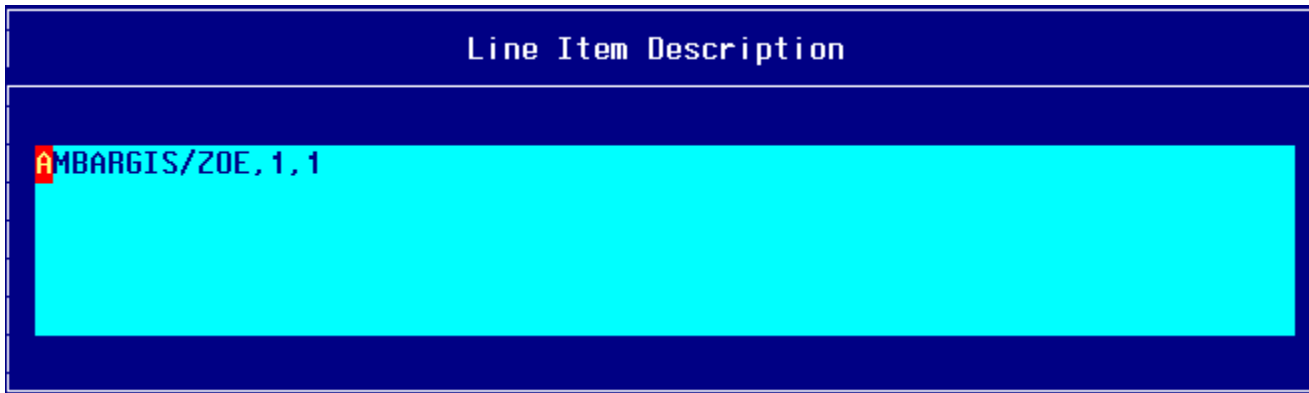
Count: *0 <Replace>
    
```

Notes Field:



LOSANGELES, CA, US

Line Item Description Field:



Line Item Description

AMBARGIS/ZOE, 1, 1

Other Pertinent Information Screen:

| Other Pertinent Information for This Item | |
|---|---|
| Document Matching: Default <input checked="" type="checkbox"/> Y <input type="checkbox"/> RT <input type="checkbox"/> AC <input type="checkbox"/> AP <input type="checkbox"/> | Delivery POC |
| Holdback: Type <input checked="" type="checkbox"/> N Amount <input type="checkbox"/> | ----- |
| PSC Code <input type="checkbox"/> | Delivery Date: <input type="checkbox"/> 05-AUG-2003 |
| Payment Office Code <input type="checkbox"/> NIST | Emp: <input type="checkbox"/> 1 |
| <input type="checkbox"/> NIST FINANCE OFFICE | Name: <input type="checkbox"/> R RECEIVER |
| <input type="checkbox"/> 100 BUREAU DRIVE | Phone: <input type="checkbox"/> 301-975-2173 |
| <input type="checkbox"/> BLDG 101 ROOM A739 | Loc: <input type="checkbox"/> |
| <input type="checkbox"/> MAIL STOP 3750 | |
| <input type="checkbox"/> GAITHERSBURG <input type="checkbox"/> MD <input type="checkbox"/> 20899 | |
| Asset: Category <input type="checkbox"/> | Indicator <input type="checkbox"/> AIN <input type="checkbox"/> |

Account Distribution For This Item Window:

| Account Distribution For This Item | | | | | | | | | | |
|--|---------|----------|----------|----|--------------------------|-----------------------------|------|--------------|-----|---|
| MDL | Percent | Quantity | Amount | FY | ACCS | --- Supporting Document --- | | | | |
| | | | | | | No | Type | Itm | MDL | A |
| 1 | 100.000 | 1.000 | 1,000.00 | 03 | < > | - | | | | |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-31-00-00 000000 | | | | | | | | | | |
| Acceptance: Emp No | | 1 | Name | | R RECEIVER | | | F Notes: < > | | |
| Receiving: Off No | | 1 | Name | | NATL INST OF STND & TECH | | | FMDL# | | |
| Acceptance: Emp No Name F Notes: < > Receiving: Off No Name FMDL# | | | | | | | | | | |
| | 100.000 | 1.000 | 500.00 | | | | | | | |

Step by Step

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|----------------------|--|
| 1. | Print | Print Flag field. Defaults to N. | Y – SYSTEM GENERATED | TAB through the PRINT field. This field defaults to 'N'. No updates are required. |
| 2. | ONE TO ONE | 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). | Y – SYSTEM GENERATED | TAB through the ONE TO ONE field. This field defaults to 'N'. Travel documents are not committed. No updates are required. |
| 3. | TYPE | The Type field describes the type of obligation document. A separate document type is created to distinguish travel obligations from other types of obligations. This value is created within the maintenance set-up of CFS. | Y – BUSINESS RULES | 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. For <i>TDY</i> Travel Obligations select: TRVPO For <i>Long Term</i> Travel Obligations select: LTRVPO For <i>Relocation</i> Travel Obligations select: RELPO TAB to the FEEDER SYSTEM NO field. |
| 4. | C/O | The change order flag field identifies whether this transaction is an amendment. If the value is 'Y' then the transaction is considered an amendment to the original. If the value is 'N' then the transaction is an original. | Y – BUSINESS RULES | Enter 'Y' in the C/O field to indicate that this document is a change order. The field defaults to 'N'. TAB to the next field. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------|--|--------------------|---|
| 5. | FEEDER SYSTEM NO | <p>The Feeder System No identifies the tracking number originating from an external system or process from CFS.</p> <p>In this example, the travel expenses are reimbursable; therefore the travel order # is appended with the 'RT' (for reimbursable travel).</p> <p>The appended identifier facilitates the matching process since there will be two obligations created for every travel order that has non-reimbursable expenses and reimbursable expenses.</p> | Y – BUSINESS RULES | <p>The system will default this field to the value on the original order. This field can be updated. Update the Travel Order number in the FEEDER SYSTEM NO field if necessary.</p> <p>If the travel expense is non-reimbursable, do not append the travel order number with the identifier 'RT'.</p> <p>If the travel expense is reimbursable to the traveler, append the travel order number with the identifier 'RT'.</p> <p>Example: G12345678RT if reimbursable G12345678 if non-reimbursable</p> <p>TAB to the next field.</p> |
| 6. | MOD # | The modification # is a field populated from a feeder system through the EAI tool. | N | No updates are required to this field. |
| 7. | Source | The Source field is the originating source of the obligating document from the feeder system. | N | No updates are required to this field. |
| 8. | ASAP | The ASAP flag is for Grant type of transactions and is not used for travel document processing. | N | <p>TAB through the ASAP field. This field defaults to 'N'.</p> <p>The cursor skips over the DATE field. This field defaults to the current date.</p> |
| 9. | Reference # | The Reference # field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – CONDITIONAL | The system will default this field to the value on the original order. This field can be updated. Update the requisition number (if available) in the REFERENCE # field. |
| 10. | GRANT AMEND NO | The GRANT AMEND NO flag is for Grant type of transactions and is not used for travel document processing. | N | TAB through the GRANT AMEND NO field. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------|---|--------------------|--|
| 11. | EFFECTIVE DATES | <p>The effective date of the obligation.</p> <p>This field defaults to the current date, but can be overridden.</p> <p>NOTE: A value must be entered into this field prior to committing a blanket purchase agreement (BPA) transaction.</p> | Y – BUSINESS RULES | The system will default this field to the value on the original order. This field can be updated. Update the beginning date of travel for the obligation document in the first EFFECTIVE DATES field from the CD-29 form if the dates have changed. |
| 12. | EFFECTIVE DATES | <p>This field defaults to a blank field, but can be overridden with the end date of the period of performance for a service contract.</p> <p>NOTE: A value must be entered into this field prior to committing a blanket purchase agreement (BPA) transaction.</p> <p>The cursor skips over the STATUS field. This field defaults to the value of 'OPEN' for new transactions and cannot be accessed.</p> <p>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'.</p> <p>The cursor skips over the STATUS: DATE field. This field defaults to the current date.</p> | Y-BUSINESS RULES | The system will default this field to the value on the original order. This field can be updated. Update the end effective date of travel for the obligation document in the second EFFECTIVE DATES field from the CD-29 form if the dates have changed. |
| 13. | FOR: BUREAU CODE | <p>The code to identify the Bureau name.</p> <p>The cursor skips over the BUREAU NAME field. The system automatically obtains the bureau name from the Bureau Code Maintenance Screen (GL004) based on the value entered in the FOR: BUREAU CODE field.</p> | Y – USER DEFINED | The system will default this field to the value on the original order. This field can NOT be updated. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|------------------|---|
| 14. | G/L | General Ledger End Date defines the posting period of the transaction. | Y – USER DEFINED | The system will default this field to the value on the original order. This field can be updated. To update, press HOME in the G/L field to view a list of available general ledger posting periods. 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. For split year transactions, the gl posting period will be manually updated to the future year posting period before entering the future year obligation in the detail block. |
| 15. | VENDOR NO | The vendor number defines whom the payment will be made to. Use the web-based vendor lookup screens for the required vendor number. | Y – USER DEFINED | The system will default this field to the value on the original order. This field can NOT be updated. Press TAB and the system displays up the Vendor Address and Shipping Data pop-up screen. If the wrong vendor was selected, CLOSE the obligation using one of two processes. 1) If the obligation was created manually, use the FM018 2) If the obligation originated as an order in Travel Manager, use the PM003 and close the obligation using the no-way technique of pulling through each line item then enter negative no-way line items for each line item pulled through. |
| 16. | APPROVAL | The approval field approves and records the transaction in CFS. After completing the transaction, the end user must mark the field as Y for the transaction to be approved. | Y – USER DEFINED | TAB to the APPROVAL field that will default to 'N.' |
| 17. | TAB over the DOCUMENT field. This field is the document approval status detail. The Document must be approved to review the approval status detail. | | | |
| 18. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." This indicates that a control record has been established. The obligation # will be automatically generated by the system. Press ENTER to acknowledge the message. | | | |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|---|
| 19. | NOTES | The notes field is a required field for travel order documents. The field can be also used for additional comments for other obligating documents. For travel purposes the NOTES field is used to record the destination of travel. This field will be used for travel reporting purposes at the Department of Commerce level. | Y – BUSINESS RULES | The system will default this field to the value on the original order. This field can be updated. To update, tab to the NOTES field and press F2 to enter the city, state, and country of travel for the order as noted on the CD-29 form. Separate the city, state and country with commas. Press F5 to commit the comments. For example: LOSANGELES,CA,US PARIS,FR The first 2 characters of the country name abbreviate foreign countries. All data is UPPERCASE and separated by commas. |
| 20. | LINE NOTES | The LINE NOTES field is a non-required field for travel. The field can be used for additional comments for other types of documents not related to travel. | N | TAB through the LINE NOTES field. |
| 21. | AD | TAB through the AD field. | N | TAB through the AD field. |
| 22. | No updates are permitted to a line item once the status has been changed to 'CLOSED'. The separate Status Code field on each detail line item in the detail block permits each line item to behave independently. All elements within the Detail Block can be altered before the creation of an accrual. Once an accrual has been matched to the line item, only the obligation balance can be adjusted but can never be decreased below the balance of all existing accruals linked to the line item. | | | |
| 23. | ITEM: NO | The item number is a system-generated field that assigns a number for each line on the obligation. | Y – SYSTEM GENERATED | Press the down arrow keys to select the line item to adjust. Tab through the ITEM NO field. This value is assigned by the CFS system. |
| 24. | ITEM: REQUEST DETAIL | This field indicates if commitment transactions will be referenced by this obligating document. This field defaults to 'N'. | N | TAB through the REQUEST DETAIL field. |
| 25. | ITEM: TYPE | This field defines the line item type. | Y-Business Rule | Type or select SERV2 in the ITEM: Type field. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|--------------------|---|
| 26. | ITEM: COMMODITY CODE | The commodity code field describes the type of valid commodity for the item being ordered. | Y- USER DEFINED | Press HOME In the ITEM: COMMODITY CODE field to view the list of valid commodity codes for the item being ordered. Select G/S. Press ENTER to select. TAB to the next field. |
| 27. | ITEM: PART NO | This field is not required by travel. | N | TAB through the ITEM: PART NO field. |
| 28. | ITEM: STOCK NO | This field is not required by travel. | N | TAB through the ITEM: STOCK NO field. |
| 29. | ITEM: EMP NO | The Item: Emp No field can identify the end user that entered the obligation line item. | N | TAB through the ITEM: EMP NO field. |
| 30. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." Press ENTER to continue. Then, the system will display the following message at the bottom of the screen: "Please acknowledge message." | | | |
| 31. | LINE ITEM DESCRIPTION | The line item description field is a required field for travel order documents. For travel purposes the line item description field is used to record the travelers name, type and purpose of travel. | Y – BUSINESS RULES | A modification is permitted only if no accrual has been created. Enter the Traveler's Last Name/First Name, type and purpose of travel all separated by commas. Press F5 to return to the main screen. This field is optional. TAB to the next field. For example: CARNEVALE/SHARON,1,2 Last Name/First Name,Type of Travel,Purpose of Travel Repeat for each line item for both reimbursable and non-reimbursable. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|-----------------|--|
| 32. | 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, PSC code, payment office, and delivery point of contact. | | | |
| 33. | DOCUMENT MATCHING: DEFAULT | <p>The DOCUMENT MATCHING: DEFAULT field indicates whether the 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.</p> <p>NOTE: It is recommended to always enter 'Y' in this field. IF 'Y' is selected TAB and continue to next step.</p> <p>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. Press TAB.</p> | Y- USER DEFINED | <p>Enter a 'Y'.</p> <p>TAB to the next field.</p> <p>A modification is permitted only if no accrual has been created.</p> |
| 34. | DOCUMENT MATCHING: RT | <p>The DOCUMENTMATCHING: RT field indicates 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.'</p> <p>This field cannot be accessed unless the DOCUMENT MATCHING: DEFAULT field is 'N'.</p> | Y- USER DEFINED | <p>No action required. The field is skipped by the system.</p> <p>A modification is permitted only if no accrual has been created.</p> |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---------------------------------|--|-----------------|---|
| 35. | DOCUMENT MATCHING: AC | The DOCUMENT MATCHING: AC indicates 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'. This field cannot be accessed unless the DOCUMENT MATCHING: DEFAULT field is 'N'. Press TAB. | Y- USER DEFINED | No action required. The field is skipped by the system. A modification is permitted only if no accrual has been created. |
| 36. | HOLDBACK: TYPE | Select the appropriate holdback that is performed by the system during the disbursement process. If holdback is not required, enter 'N'. | Y- USER DEFINED | Enter a 'N' TAB to the next field. A modification is permitted only if no accrual has been created. |
| 37. | HOLDBACK: Amount | If the HOLDBACK: Amount selected was 'P', the entry in the amount field will be a percentage. If the HOLDBACK: TYPE selected was 'D', the entry in the amount field will be a dollar amount. Where the HOLDBACK: TYPE selected was 'N', the amount field will be skipped. | Y- USER DEFINED | No action required. The field is skipped by the system. |
| 38. | TAB through the PSC CODE field. | | | |
| 39. | PAYMENT OFFICE CODE | The PAYMENT OFFICE CODE displays a list of valid codes of offices responsible for processing payment of this item. This field defaults to the payment of code of the user. 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. | Y- USER DEFINED | Press HOME in the PAYMENT OFFICE CODE. Select 'NIST' and press ENTER. TAB to the next field. A modification is permitted only if no accrual has been created. |
| 40. | ASSET: CATEGORY | The ASSET: CATEGORY field identifies depreciable equipment, donated equipment, etc. and is optional. | N | TAB through the ASSET: CATEGORY field. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|--------------------|---|
| 41. | ASSET: INDICATOR | The ASSET: INDICATOR field identifies executive furniture, monitors, printers, etc. and is optional. | N | TAB through the ASSET: INDICATOR field. |
| 42. | TAB through the ASSET: AIN field. This field is optional. | | | |
| 43. | DELIVERY POC: DATE | The Delivery POC: DATE field is the date on which delivery is expected. | Y – BUSINESS RULES | Type today's date in the DELIVERY POC: DATE field, in the following format: DD-MON-YYYY. Press TAB. A modification is permitted only if no accrual has been created. |
| 44. | EMP | Defines the employee number who is entering the transaction. | Y – USER DEFINED | Enter 1 as the employee number. Press HOME to find your employee number from the EMP field LOV. Press F5 to commit. The system returns to the Detail box of the Purchase Order Transaction Screen. A modification is permitted only if no accrual has been created. |
| 45. | ITEM: DUE DATE | The due date on which the order is due in. | Y – BUSINESS RULES | TAB to the DUE DATE. Enter today's date in the ITEM: DUE DATE field. A modification is permitted only if no accrual has been created. |
| 46. | ITEM: ACCEPTANCE DAYS | This field defaults to '7'. | N | TAB through the ITEM: ACCEPTANCE DAYS field. Press TAB. A modification is permitted only if no accrual has been created. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-----------------------|---|--------------------|---|
| 47. | RI MTH | <p>Enter the obligation liquidation method in the RI MTH field. Enter 'Q' for invoicing by quantity and 'D' for invoicing by dollars. This field defaults to 'Q'.</p> <p>The ACT field tells the user whether or not there has been any activity on this obligation. This field defaults to 'N' if 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.</p> | Y – BUSINESS RULES | <p>For TDY enter Q.</p> <p>For Long-term enter D.</p> <p>The system will default to Dollar (D) after you enter the number of items requested of (1). Press F1, Tab to 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.</p> <p>A modification is permitted only if no accrual has been created.</p> |
| 48. | ACT | | N | No updates are required to this field. |
| 49. | NSP | The NSP flag is from CSTARs | N | No updates are required to this field. |
| 50. | REQUESTED: QUANTITY | The quantity of the item requested 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.' | Y – BUSINESS RULES | <p>Enter 1. Press Tab.</p> <p>A modification is permitted only if no accrual has been created.</p> |
| 51. | REQUESTED: U/M | List of valid units of measures for the requested item. This field defaults to 'EA'. | Y- USER DEFINED | <p>Press HOME in the REQUESTED: U/M field and select 'EA'. Press ENTER to select the unit of measure. TAB to the next field.</p> <p>A modification is permitted only if no accrual has been created.</p> |
| 52. | REQUESTED: UNIT PRICE | The unit price of the item. | Y – BUSINESS RULES | <p>The amount can be adjusted for a line item with the status of 'OPEN'. The balance can never be decreased below the balance of all existing accruals linked to the line item.</p> <p>Alter the line item cost. Enter the unit price of the item from the CD-29 form. The system will automatically round the unit price to four decimal places (e.g., 45.0955).</p> |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|---|
| 53. | REQUESTED: EXTENDED AMOUNT | A calculated amount derived by the system based on the quantity multiplied by the unit price. | N | TAB through the REQUESTED: EXTENDED AMOUNT field. 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 to acknowledge the message. |
| 54. | 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. | | | |
| 55. | PERCENT | The percentage of the detail item to be distributed to this ACCS. 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. Press TAB. | Y – BUSINESS RULES | The percent must be entered by the user if a change was made to any of the following three fields: the RI MTH, quantity, and unit price. Enter 100 The Quantity and Amount fields are automatically updated. Tab to the next field. |
| 56. | FY | The year the funding source became available and it always defaults to the current fiscal year. | Y – USER DEFINED | Enter the fund code fiscal year found on the CD-29 form. A modification is permitted only if no accrual has been created. |
| 57. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED". Press ENTER to acknowledge the message. The system brings up the Account Classification pop-up screen. | | | |
| 58. | BUREAU CODE | Identifies the charging bureau. BUREAU CODE should have auto-populated based on the information entered in the Control Block portion of the Obligation. | Y – SYSTEM GENERATED | TAB through the BUREAU CODE field. Modification is NOT permitted. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------------|---|------------------|---|
| 59. | PROJECT CODE | The PROJECT CODE field describes where the expense is being charged. Project code is part of the Accounting Classification Code Structure. | Y – USER DEFINED | A modification is permitted only if no accrual has been created. Alter the project code if applicable. Enter the project code from the accounting block on the CD-29 form. Or Choose a valid option by pressing the HOME key to access the Project code Drill Down menu. Press enter to make a choice. TAB to the next field. |
| 60. | TASK CODE | The TASK CODE field further describes where the expense is being charged within the specified project. Task code is part of the Accounting Classification Code Structure. | Y – USER DEFINED | A modification is permitted only if no accrual has been created. Alter the task code if applicable. Enter the task code from the accounting block on the CD-29 form. Or Choose a valid option by pressing the HOME key to access the TASK CODE Drill Down menu. Press enter to make the choice. TAB to the next field. |
| 61. | FUND CODE | The FUND CODE field auto populates based on the information entered in the PROJECT CODE field. | N | A modification is permitted only if no accrual has been created. No action required |
| 62. | PROGRAM CODE | This field refers to the agency's programs based on budgetary submissions. The PROGRAM CODE auto-populates based on the PROJECT CODE entered. | N | A modification is permitted only if no accrual has been created. No action required |
| 63. | ORGANIZATION CODE | This organization code is equal to that used by Human Resources. | Y – USER DEFINED | A modification is permitted only if no accrual has been created. Alter the organization code if applicable. Enter 16-digit ORGANIZATION CODE from the CD-29 form. TAB to the next field. |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|------------------|---|
| 64. | OBJECT CLASS | The object class is used to determine the type of expense and it determines the general ledger account where the activity will be recorded. | Y – USER DEFINED | <p>A modification is permitted only if no accrual has been created. Alter the object class code if applicable. Enter the four-digit object class in the OBJECT CLASS field. Choose a valid option by pressing the HOME key to access the OBJECT CLASS Drill Down menu. Press enter to make the choice TAB through these remaining segments.</p> <p>For Non-reimbursable expenses: 21-11 (domestic) or 21-12 (foreign).</p> <p>For reimbursable expenses for TDY and Long-term: Foreign Per Diem & Lodging: 21-32 Domestic Per Diem & Lodging: 21-31 Foreign Miscellaneous: 21-42 Domestic Miscellaneous: 21-51 Domestic Travel Mileage: 21-21</p> |
| 65. | USER DEFINED | User Defined is an element of the ACCS. At this time, it is defaulted to zero. | N | A modification is permitted only if no accrual has been created. Enter '000000' in the USER DEFINED field or TAB through the field. |
| 66. | The system returns to the Account Distribution For This Item pop-up screen. TAB to the next field. | | | |
| 67. | ACCEPTANCE: EMP NO | This field defaults to the value recorded in the Employee Information Maintenance Screen (GL029) based on the ACCEPTANCE: EMP NO. | Y – USER DEFINED | A modification is permitted only if no accrual has been created. Type 1. Press TAB. The cursor skips the ACCEPTANCE: NAME field. |
| 68. | RECEIVING: OFFICE NO | Identifies a valid list of office numbers to designate for the receiving the item. | Y – USER DEFINED | <p>A modification is permitted only if no accrual has been created. 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.</p> <p>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.</p> |

Follow the steps below to enter an amendment to a manually entered obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|-----------------|--------|
| 69. | | The system will display the following message at the bottom of the screen “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED.” | | |
| 70. | | <p>At the bottom of the screen, a running total is maintained for the:</p> <ul style="list-style-type: none"> -TOTAL [PERCENT] field -TOTAL [QUANTITY] field -TOTAL [AMOUNT] field <p>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.</p> <p>If the expense is split between multiple ACCS, then a new line item must be created. Follow the steps 21-65 to add the second, etc. ACCS that will share the expense.</p> | | |
| 71. | | <p>Press PAGE UP to return to the Purchase Order Transaction Screen (FM040).</p> <p>This field defaults to ‘OPEN.’</p> <p>The STATUS: DATE field defaults to the transaction date for the new obligation transaction.</p> | | |
| 72. | | <p>Press INSERT if additional items (new expenses) or split cost centers need to be recorded on this purchase order and repeat steps 19 through 64 or the down arrow. If the order is a split fiscal year travel, calculate the amount that belongs to the current fiscal year and enter the current fiscal year amounts and ACCS only. A change order will need to be entered to add the future fiscal year amounts when the funding is available. Reference the Change Order Procedures.</p> <p>If there are no other items to insert press the PAGE UP key to the APPROVAL field and enter ‘Y’. Press F5 to commit the transaction.</p> | | |
| 73. | | <p>The system will display the message “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED.” Press ENTER to acknowledge the message. Record obligation number on the original obligating form.</p> <p>Note that the OBLIG # field displays the system generated obligation #. The second portion of the OBLIG # displays the change order or amendment order # that increments by 1 for each new amendment.</p> | | |
| 74. | | End of Steps | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field

- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Close/Re-open a Travel Obligation

Introduction

This procedure describes the process to close or reopen an obligation. The data is entered via the CFS screen “Obligation Reopen/Close Screen” (FM018). This Screen can be used for both quantity and dollar based transactions but only for **manually** entered travel obligations. The Travel Manager Interface (TMI) will automatically close automated travel orders originating from Travel Manager for all TDY and for only long-term travel orders that have NOT been accrued yet.

Who Uses the Process NIST Travel Office Technicians.

Initiating the Process The close/reopen process begins when travel is cancelled. Travel orders cannot be re-opened. Should the traveler request to re-open the travel order number the traveler should be instructed to obtain a new travel order number. The Travel Office Technician logs onto CFS- FM018 screen to cancel a manually entered travel order.

Reference Forms NA

Accessing the System From the “Funds Management Transaction Screens” menu, choose option “Obligation Reopen/Close Screen” (FM018).

Screen Print –

The screen print below shows a sample of the CFS Screen Obligation Close/Re-Open Screen (FM018).

| Obligation Close/Re-Open | | | | | | | | | | fm018 |
|--------------------------------|--------|-----------|-----------|----------|-----------------|--------|-------|--------|---|-------|
| Trans: No | | Date | | | | | | | | |
| Document: Type | | No | | Date | | Ref | | | | |
| Feeder Sys: No | | | MOD# | | Source | | | | | |
| For: Bureau | | | G/L Date | | | Notes | < | > | | |
| Approval: Requester | N | By | | Date | | | | | | |
| Document | <N> | Status | OPEN | | | | | | | |
| Item: | | R/I: | | Quantity | Unit Price | Amount | Descr | | | |
| CLIN# | | NSP: | | ----- | ----- | ----- | ----- | | | |
| Remaining to Close: | | | | | | | | < | > | |
| Available to Reopen: | | | | | | | | C/R/N: | | |
| MDL | PO Qty | PO Amount | RT/EA Qty | AP Qty | RT/EA/AP Amount | FY | ACCS | | | |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | | | |
| | | | | | | | | < | > | |
| | | | | | | | | < | > | |
| | | | | | | | | < | > | |
| FMDL# | | | | | | | | | | |
| Enter Value for: Document Type | | | | | | | | | | |
| Count: *0 <List><Replace> | | | | | | | | | | |

Step by Step

Before an obligation can be closed, the Technician needs to determine whether there are unspent travel advance balances.

- The Technician can view the running balance of the advance issued via the EFT or the treasury check in screen PM008 by running a query using the obligation number.
- To determine whether there is unspent convenience check balance, a separate query can be run in screen PM003 by entering the travel order number in the Invoice No field and enter 'PURCHCARD' into the Source Ref field after the query mode has been initiated by pressing F11. Press F12 to execute the query.

Follow the steps below to close or reopen a travel order document. It is a business process to refrain from reopening a closed travel order.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------|---|--------------------|--|
| 1. | DOCUMENT: TYPE | The Type field describes the type of obligation document. A separate document type is created to distinguish travel obligations from other types of obligations. This value is created within the maintenance set-up of CFS. | Y – BUSINESS RULES | Enter the document type of the original obligating document in the DOCUMENT: TYPE field. Press HOME to view a list of document type codes. Press ENTER to select. TAB to the next field. NOTE: The cursor skipped the TRANSACTION: NO field. This field is system generated. The cursor also skipped the TRANSACTION: DATE field. This field defaults to the entry date of the transaction. |
| 2. | DOCUMENT: NO | The CFS system-generated obligation number. | Y – BUSINESS RULES | Enter the document number of the original obligating document in the DOCUMENT: NO field. This is the CFS system-generated obligation number. The list of values displays a listing of open documents by the selected document type. It is sorted by document number (obligation number), feeder system number, date and Reference. Locate the desired document to close by querying on the travel order number. In addition, the system will also request the user to select the release number of the obligation. Press HOME to view a list of document source codes. Press ENTER to select. TAB to the next field. |

Follow the steps below to close or reopen a travel order document. It is a business process to refrain from reopening a closed travel order.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|--------------------|---|
| 3. | <p>TAB through the second DOCUMENT: NO field. This field defaults to the second DOCUMENT: NO of the selected obligating document.</p> <p>The cursor skips over the third DOCUMENT: NO field. This field defaults to the third DOCUMENT: NO of the selected obligating document.</p> <p>The cursor skips over the DOCUMENT: DATE field. This field defaults to the date of the selected obligating document.</p> | | | |
| 4. | <p>Enter the source reference number of the selected obligation document in the DOCUMENT REF: field.</p> <p>“TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED.” Enter the source reference number of the selected obligating document in the DOCUMENT: REF field. This field defaults to the source document reference value associated with the selected obligating document. TAB to the G/L Date field.</p> | | | |
| 5. | Feeder System No | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. | Y – BUSINESS RULES | The feeder system # is updated from the obligation and should be the travel order #. No updates are required to this field. |
| 6. | MOD# | Feeder system modification #. This field is used for Procurement purposes | N | No updates are required to this field. |
| 7. | <p>The program will default G/L Date to the earliest open period from gl001 screen.</p> <p>If a different open period is needed, press HOME to select a valid G/L period from the LOV or manually key in the date.</p> <p>Tab to the NOTES field. The FY will default based on the G/L period selected.</p> | | | |
| 8. | <p>Press F2 to access the pop-up screen in the NOTES field. Enter any notes or comments pertaining to the closing of the obligation. Press F5 to commit the comments. TAB to the next field.</p> | | | |
| 9. | <p>TAB through the APPROVAL: REQUESTER field that will default to 'N'.</p> <p>The cursor skips the APPROVAL: BY field. This field will be completed when the document is approved.</p> <p>The cursor skips the APPROVAL: DATE field. This field will be completed when the document is approved.</p> | | | |
| 10. | <p>Press PAGE DOWN to move to the line item portion of the screen and to modify the item-level entries. Use the UP and DOWN arrows to select the appropriate item-level number. Modification at the item level will affect all lower level entries (MDL-level). The user can close an individual line item without closing the entire document.</p> | | | |
| 11. | <p>Press HOME in the DESC field to view the text description of the line item. This field is automatically updated from the obligation document. Press F4 to exit this field. TAB to the next field.</p> <p>The cursor skips over the REMAINING OBLIG TO CLOSE AND AVAILABLE OBLIG TO REOPEN detail fields. These fields display the current detail that can be reopened or closed depending previous transactions against the line item.</p> | | | |

Follow the steps below to close or reopen a travel order document. It is a business process to refrain from reopening a closed travel order.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|------------------|---|
| 12. | CLOSE/REOPEN C/R/N | The close/re-open field identifies whether the line item should be re-opened or closed. The flag value indicates whether the line item is closed or re-opened. | Y-BUSINESS RULES | Enter a 'C' to close a line item and an 'R' to reopen the obligation line item in the CLOSE/REOPEN field. This field defaults to 'N'. In order to reopen a line item in FM018, the line item must have the status of CLOSED and contain available unspent obligation amount. |
| 13. | Press PAGE DOWN to move to the bottom detail block. This block lists the MDL information for each line item. | | | |
| 14. | PO QTY, PO AMOUNT, EA QUANTITY, AP QUANTITY, RT/EA/AP AMOUNT, FY | View the information in the following fields: The PO QTY field displays the obligation quantity for the specific MDL. This amount is derived from the original obligation. The PO AMOUNT field displays the obligation amount for the specific MDL. This amount is derived from the original obligation. The EA QUANTITY field displays the total quantity of this MDL that has already been estimated. This quantity is derived from the estimated transaction screens. The AP QUANTITY field displays the total quantity for this MDL that has already been invoiced. This quantity is derived from the approved invoices against the MDL line item. The RT/EA/AP AMOUNT field displays the total amount of the receiving tickets and/or invoices that have been recorded against this obligation MDL. | N | No updates are required to this field. |
| 15. | ACCS | | | TAB to the ACCS field. Press HOME to view the ACCS information for this MDL. This information is derived from the original obligation document. Press F4 to exit this field. |

Follow the steps below to close or reopen a travel order document. It is a business process to refrain from reopening a closed travel order.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|-----------------|--|
| 16. | FMDL# | Feeder System MDL Number that is sent by CSTARTS. | N | No updates are required to this field. |
| 17. | Press PAGE UP twice to access the APPROVAL: REQUESTER field and enter 'Y'. The system will automatically complete the APPROVAL: BY and APPROVAL: DATE fields. | | | |
| 18. | Press F5 to process the changes. At the bottom of the screen, the system will display the following message "WORKING... Checking for funds availability." Press ENTER to acknowledge. | | | |
| 19. | 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 MESSAGE POSTED AND COMMITTED." If an error message is received, correct the problem and try to approve the document again. | | | |
| 20. | Approve the closed/reopened obligation on the Document Requiring Approval screen (WF002). Follow user procedures for approving an obligation. The user can only use the WF605 screen to reroute a closing/reopening document from the primary approver to the alternate approver. | | | |
| 21. | End of Steps | | | |

Travel Manager Interface (TMI) Procedures

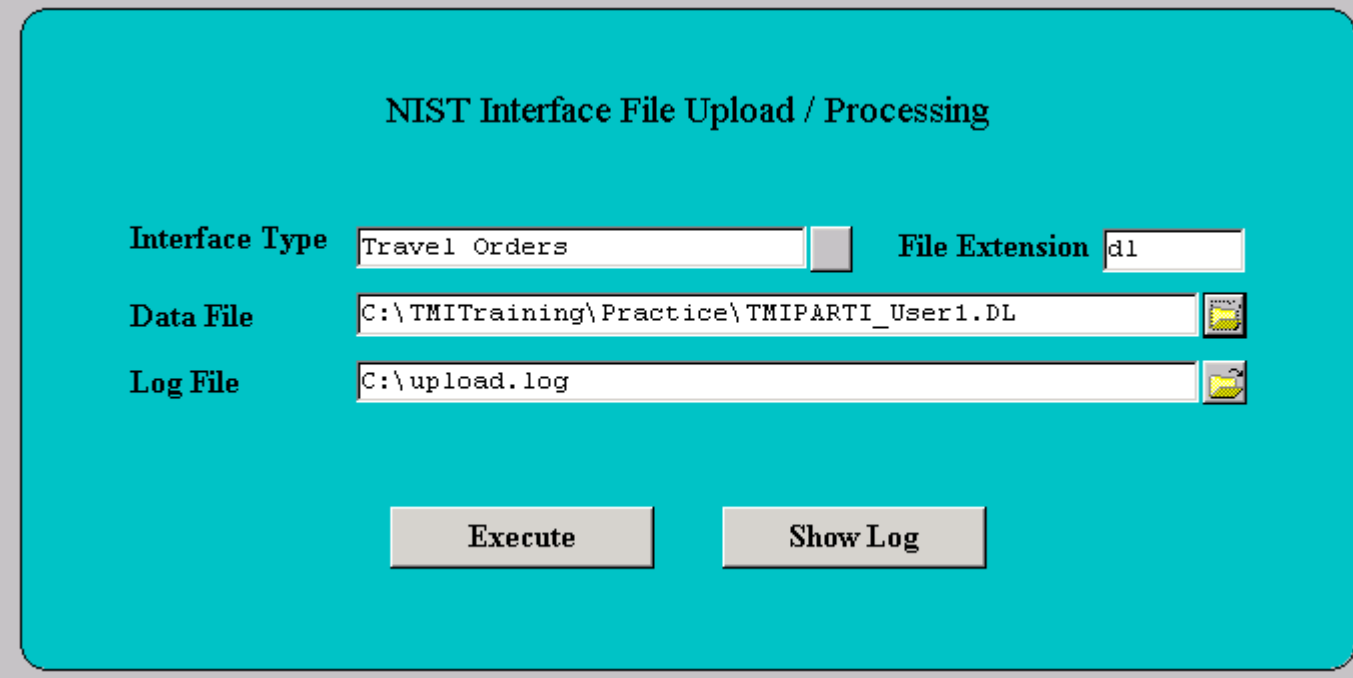
Overview

| | |
|------------------------|--|
| Introduction | The Travel Manager Interface (TMI) transmits travel orders, cancellations, vouchers, and local vouchers from Travel Manager to the Core Financial System (CFS). The TMI prepares orders and vouchers for the Obligation Standard Interface (OSI) and the Accounts Payable Standard Interface (APSI), respectively. To load data into the TMI, the NIST GUI Upload form is used to upload the data link file from the technician's personal computer to the TMI processing area. After processing through the TMI, there are four reports; one for each data type. These reports are: TM OSI Summary Report, TM OSI Cancellation Summary Report, TM APSI Summary Report, and TM APSI Local Summary Report. Each report is used to verify results or for vouchers only it is used to continue processing through APSI. |
| Who Uses the Process | Travel Office Technicians |
| Initiating the Process | After data linking travel orders, vouchers and local vouchers from Travel Manager, the Travel Office Technician accesses the NIST GUI Upload form. The NIST GUI Upload form initiates the TMI to post data to the OSI. |
| Reference Forms | N/A |
| Accessing the System | The TMI is accessed from the NIST GUI Upload form. |

Screen Prints


NIST GUI Upload Screen


The screen print below shows the NIST GUI Upload Screen.



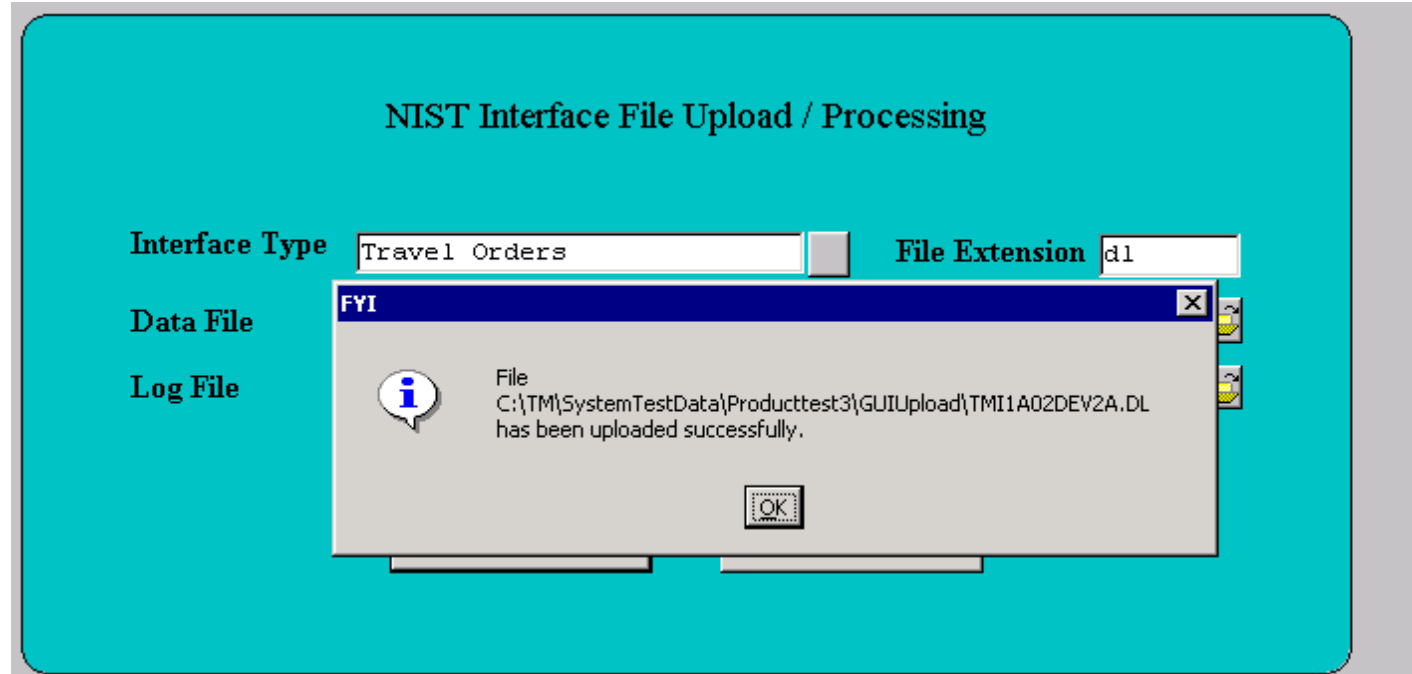
NIST Interface File Upload / Processing

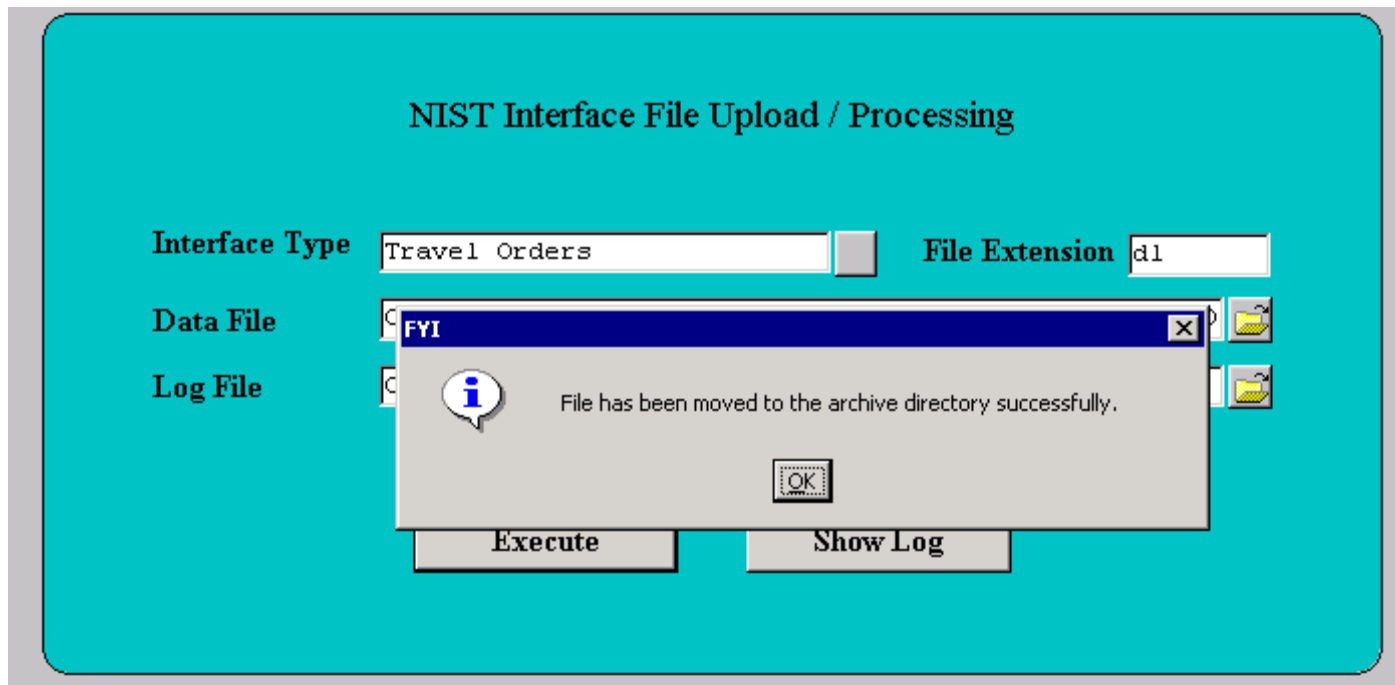
Interface Type **File Extension**

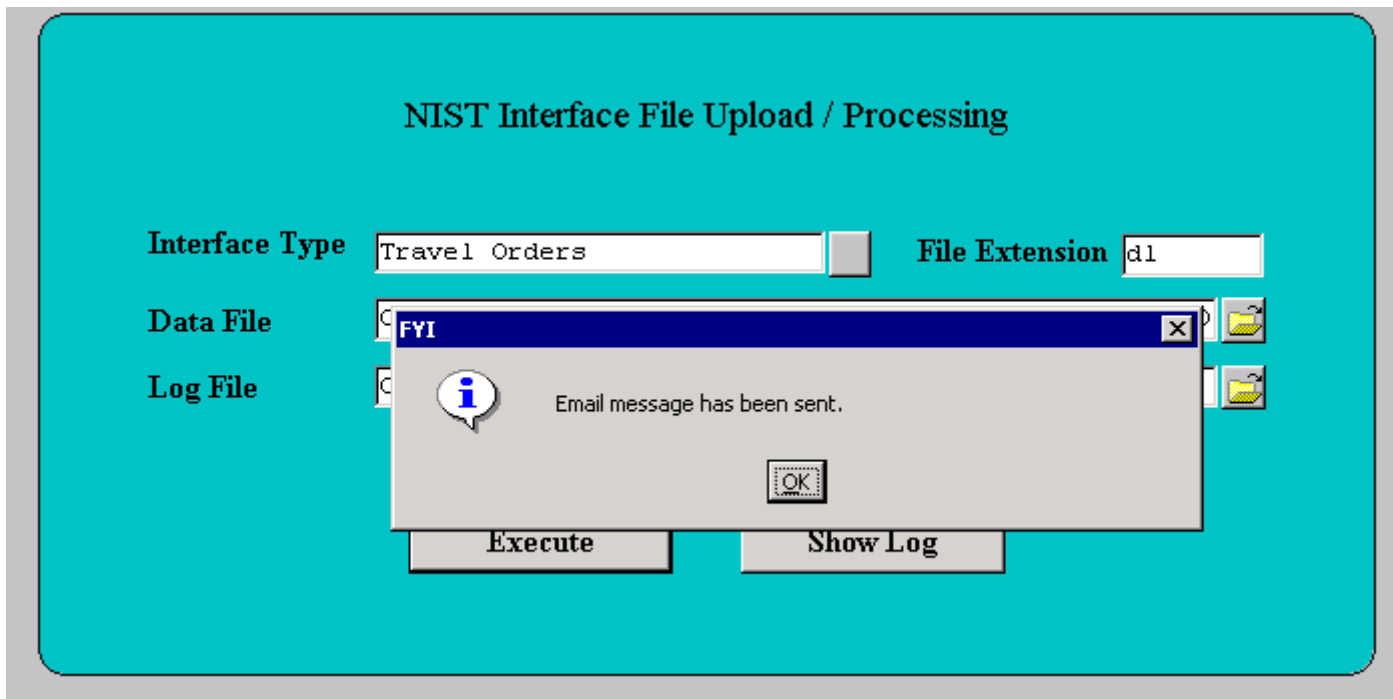
Data File 

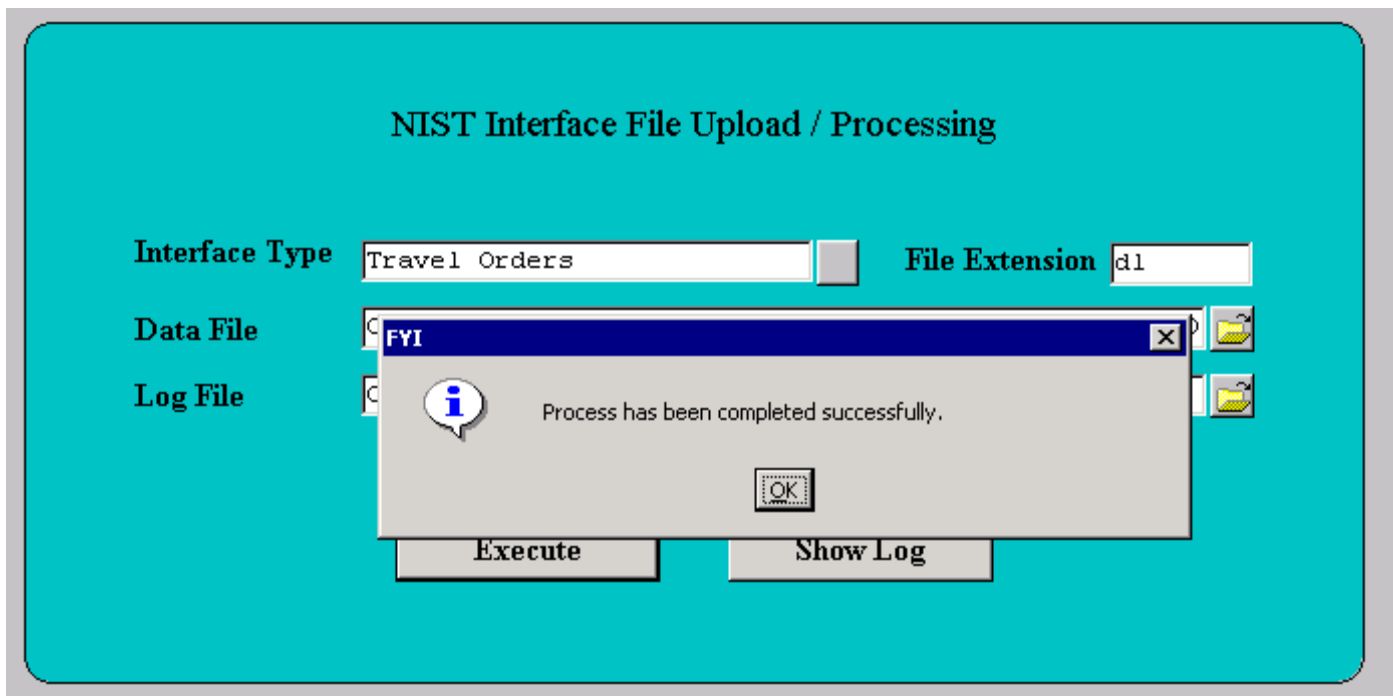
Log File 

The following are messages the user will receive after pressing the 'EXECUTE' button.









The screen print below shows the TM OSI Summary Report.

| | | | |
|----------------------------------|---|--------------------|-------------------|
| Run Date: 26-SEP-03 12:05 | COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM | | |
| Report ID:NST TMO SI SUMMARY REP | NIST GOVERNMENT TRAVEL MANAGER INTERFACE | | |
| OSI Batch Number: 1246 | TM OSI SUMMARY REPORT | | |
| ERROR SUMMARY: | | | |
| Travel Order No | Line Item No | Amount | Error Message |
| ----- | ----- | ----- | ----- |
| ADVANCE SUMMARY: | | | |
| Travel Order No | Traveler Name | Advance Type | Advance Amount |
| ----- | ----- | ----- | ----- |
| POSTED SUMMARY: | | | |
| Travel Order No | Amount | | |
| ----- | ----- | | |
| G99994457 | 300.00 | | |
| G99994457RT | 1,040.00 | | |
| Total No.of Error Records: 0 | | Amount: \$0.00 | |
| Total No.of Records Posted: 2 | | Amount: \$1,340.00 | |

The screen print below shows the TM OSI Cancellation Summary Report.

Run Date: 26-SEP-03 12:40
 Report ID:NST TMO SI CANCEL SUMMARY REP
 OSI Batch Number: 1139

COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM
 NIST GOVERNMENT TRAVEL MANAGER INTERFACE
 TM OSI CANCEL SUMMARY REPORT

ERROR SUMMARY:

| Travel Order No | Error Message |
|-----------------|---------------|
|-----------------|---------------|

Total No.of Error Records: 0
 Total No.of Records Posted: 5

POSTED SUMMARY:

Travel Order No

- G94400087
- G94400087RT
- G94400088
- G94400089
- G94400089RT

The screen print below shows the TM APSI Voucher Summary Report.

Run Date: 26-SEP-03 12:11
 Report ID: NST TMAPSI SUMMARY REP
 APSI Batch Number: 212

COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM
 NIST GOVERNMENT TRAVEL MANAGER INTERFACE
 TM APSI SUMMARY REPORT

ERROR SUMMARY:

| Travel Order No | Line Item No | Amount | Error Message |
|--------------------|-----------------|--------|---------------|
|--------------------|-----------------|--------|---------------|

ADVANCE SUMMARY:

| Travel Order No | Advance Type | Advance Amount |
|--------------------|-----------------|-------------------|
|--------------------|-----------------|-------------------|

POTENTIAL DUPLICATE PAYMENT SUMMARY:

| Travel Order No | Amount |
|--------------------|--------|
|--------------------|--------|

POSTED SUMMARY:

| Invoice No | Reference No | Vendor No | Bureau Code | Amount |
|--------------------------------|--------------|--------------------|-------------|----------|
| G99994457RT | 7777777 | 9309 | 57 | 1,610.00 |
| Total No. of Error Records: 0 | | Amount: | | |
| Total No. of Records Posted: 1 | | Amount: \$1,610.00 | | |

*** End of the report ***

The screen print below shows the TM APSI Local Summary Report.

Run Date: 26-SEP-03 12:31
 Report ID: NST TMAPSI SUMMARY REP
 APSI Batch Number: 206

COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM
 NIST GOVERNMENT TRAVEL MANAGER INTERFACE
 TM APSI LOCAL SUMMARY REPORT

ERROR SUMMARY:

| Travel Order No | Line Item No | Amount | Error Message |
|--------------------|-----------------|--------|---|
| LG9500001 | 0 | 50.00 | Invalid SSN with null value. |
| LG9500002 | 0 | 15.00 | Invalid/Inactive SSN. Cannot retrieve Vendor No/ID. |
| LG9500003 | 1 | 20.00 | Invalid/Inactive Project Code: ZZZZZZZ |
| LG9500003 | 1 | 20.00 | Invalid/Inactive Project/Task Code: ZZZZZZZ-000 |
| LG9500003 | 1 | 20.00 | Invalid/Inactive Project Code ZZZZZZZ. Cannot get h |
| LG9500004 | 1 | 50.00 | Invalid/Inactive Project/Task Code: 3740200-YYY |
| LG9500005 | 1 | 50.00 | Invalid non-numeric Fiscal Year: 20YY |
| LG9500005 | 1 | 50.00 | Invalid/Inactive Project/Task Code: 3740200-000 |
| LG9500006 | 1 | | Invalid non-numeric Object Code: 21ZZ |
| LG9500006 | 1 | | Error inserting into NST_TM_APSI_ITEM_LOCAL_OUT tab invalid number |

Step by Step

Follow the steps below to process travel orders through the Travel Manager Interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------|--|--------------------|--|
| 1. | Interface Type | The interface type field describes the type of interface transaction that will be uploaded using the NIST File Upload / Processing Screen. | Y – BUSINESS RULES | <p>Press the button next to the Interface Type field.</p> <p>The Interface Type LOV displays.</p> <p>Select 'Travel Orders' if processing a travel order data link file.</p> <p>Select 'Travel Vouchers' if processing a travel voucher data link file.</p> <p>Select 'Local Travel' if processing a local travel data link file.</p> <p>Select 'Travel Cancellations' if processing a travel order cancellation data link file.</p> |
| 2. | File Extension | The field describes the extension of the file to be uploaded. For each interface the file extension may be different. For example, travel file extensions end in .dl, whereas fedex files end in .csv. | Y – BUSINESS RULES | <p>N/A</p> <p>This field is populated from the NIST File Upload/Processing Admin Screen.</p> |
| 3. | Data File | The Data File field should be populated with the file name to be uploaded. | Y – USER DEFINED | <p>Press the button next to the Data File field. The 'OPEN' file dialog box appears.</p> <p>Navigate to the folder that contains the file to be uploaded.</p> <p>Select the file and press the 'OPEN' button.</p> |

Follow the steps below to process travel orders through the Travel Manager Interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|-------------------|--|
| 4. | Log File | The log file displays the status of a submitted job. The log file field will capture the location where the log file should be stored when the upload process is executed. | Y – USER DEFINED | <p>Press the button next to the Data File field. The 'OPEN' file dialog box appears.</p> <p>Navigate to the folder that contains the file to be uploaded.</p> <p>Select the file and press the 'OPEN' button.</p> |
| 5. | Execute | The Execute button initiates the process to upload the file to the processing directory. | Y- BUSINESS RULES | <p>Press the Execute button</p> <p>The following messages will display after pressing the Execute button.</p> <p>"File (file directory) has been uploaded successfully."</p> <p>"File has been moved to the archive directory successfully."</p> <p>"Email message has been sent"</p> <p>"Process has been completed successfully"</p> <p>Press 'OK' at each message prompt.</p> |
| 6. | Log File | The Log File button, when pressed, displays the log file or status of the submitted job. | Y- BUSINESS RULES | Press the Log File button |
| 7. | <p>ORDER PROCESSING:</p> <p>Access the TM OSI Summary Report. Type the following address into the web browser: https://www-i.nist.gov/admin/apps/camsos/developer.html Enter user name and password and select Travel Manager from the Menu. Select the Reports folder and double click on NST_NE_TM_REPORTS. The TM Reports Access Form displays.</p> <ul style="list-style-type: none"> View the <i>Posted Summary</i> section. This section identifies which travel orders were successfully transmitted to CFS as obligations. It displays the travel order number and total order amount. This section displays two records (travel order number with and without 'RT') for each travel order that contains a non-reimbursable and reimbursable expense. Verifv that the Total Number of Records and Amount posted | | | |

Follow the steps below to process travel orders through the Travel Manager Interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|-----------------|--------|
| | | <p><i>plus</i> the Total Number and Amount of Error records <i>equals</i> the Total Number of orders data linked from Travel Manager.</p> <ul style="list-style-type: none"> • <i>View the Advance Summary section.</i> This section identifies which travel orders contain advance requests. It displays the travel order number, traveler name, advance type and advance amount requested. Copy the report and submit to the Travel Office Technicians to enter the advance requests into CFS manually. The Travel Office Technicians should reference users procedures for entering EFT, Treasury Check, or Convenience Check Advance requests. • <i>View the Error Summary section.</i> This section identifies which orders did not post to CFS due to an error. Identify the error message and contact the individual or preparer of the travel order document. NOTE: The preparer's name should be on the Travel Manager Order document or can be researched in Travel Manager. Contact the preparer to notify them of the error with their document. Instruct the preparer to create an amendment to correct the errors. The documents must go through the regular routing process in order to be submitted through the data link process a second time. The TMI User may use the Troubleshooting section within the Travel User Manual for additional guidance. | | |
| 8. | | <p>ORDER CANCELLATION PROCESSING:</p> <p>Access the TM Cancellation OSI Summary Report. Type the following address into the web browser: https://www-i.nist.gov/admin/apps/camsos/developer.html Enter user name and password and select Travel Manager from the Menu. Select the Reports folder and double click on NST_NE_TM_REPORTS. The TM Reports Access Form displays.</p> <ul style="list-style-type: none"> • <i>View the Posted Summary section.</i> This section identifies which travel orders are to be cancelled and displays the travel order number only. In CFS, cancellations are amendments to existing obligation. NOTE: A cancellation cannot occur to a long-term obligation if a voucher has been submitted. View the Troubleshooting section of the User Manual for descriptions of error messages received on the TMI Reports. • <i>View the Error Summary section.</i> This section identifies which travel order cancellations did not post to CFS. For example, if a cancellation was submitted for a long-term obligation and it has been accrued against, the cancellation will not post. | | |
| 9. | | <p>VOUCHER PROCESSING:</p> <p>Access the TM APSI Summary Report. Type the following address into the web browser: https://www-i.nist.gov/admin/apps/camsos/developer.html</p> | | |

Follow the steps below to process travel orders through the Travel Manager Interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|-----------------|--------|
| | | <p>Enter user name and password and select Travel Manager from the Menu. Select the Reports folder and double click on NST_NE_TM_REPORTS. The TM Reports Access Form displays.</p> <ul style="list-style-type: none"> <li data-bbox="323 315 1856 444">• <i>View the Error Summary section.</i> This section identifies which vouchers did not post to CFS due to an error. Identify the error message and contact the individual or preparer of the travel voucher document. NOTE: The preparer's name should be on the Travel Manager Voucher document or can be researched in Travel Manager. Contact the preparer to notify them of the error with their document. Instruct the preparer to create an amendment to the voucher to correct the errors. The documents must go through the regular routing process in order to be processed a second time by the TMI. <li data-bbox="323 493 1856 688">• <i>View the Advance Summary section.</i> This section identifies which vouchers have existing EFT/Treasury check or convenience check advances. Vouchers that contain EFT/Treasury Check advances will be processed to APSI and will post to CFS through APSI as unapproved. Vouchers with convenience checks will not be processed by the TMI or APSI. The voucher must be keyed manually into CFS-PM003 by the Travel Office Technicians. Copy the report and submit it to the Travel Office technicians. The Travel Office Technicians may use this report as a reference to apply the advances in CFS manually. However, the Travel Office Technicians need to reference the approved travel voucher to key in all line items into CFS. Reference users procedures for entering EFT, Treasury Check, or Convenience Check Advance vouchers. <li data-bbox="323 737 1856 867">• <i>View the Potential Duplicate Payment Summary section.</i> This section identifies which voucher may be a potential duplicate payment. The Potential Duplicate Payment section displays whether this travel order number has ever been paid using one year from the system date as the selection criteria. NOTE: The voucher still is processed in the batch for APSI and will post to CFS if no errors are found. However, the Travel Office Technicians must research manually whether or not this travel voucher is a valid duplicate payment. If it is, the voucher can be voided on PM044- Void Vendor Invoice Transaction. <li data-bbox="323 915 1856 1078">• <i>View the Posted Summary section.</i> This section identifies which vouchers have been successfully processed by the TMI and are submitted to APSI for processing. It displays the Invoice Number, Reference Number, Vendor Number, Bureau Code, and Amount. The TMI User should note the APSI Batch Number in the upper left corner of the report. This batch number is required for APSI processing. The TMI User will need to select this batch id from the list of values (LOV) in APSI. . Verify that the Total Number of Records and Amount posted <i>plus</i> the Total Number and Amount of Error records <i>equals</i> the Total Number of orders data linked from Travel Manager. Follow instructions listed below to process the voucher batch through APSI (page 14). | | |
| 10. | | <p>LOCAL VOUCHER PROCESSING:</p> <p>Access the TM APSI Local Summary Report. Type the following address into the web browser: https://www.i.nist.gov/admin/apps/camsos/developer.html. Enter user name and password and select Travel Manager from the Menu. Select the Reports folder and double click on NST_NE_TM_REPORTS. The TM Reports Access Form displays.</p> <ul style="list-style-type: none"> <li data-bbox="323 1289 1856 1451">• <i>View the Posted Summary section.</i> This section identifies which local vouchers have been successfully processed by the TMI and are submitted to APSI for processing. It displays the Invoice Number, Reference Number, Vendor Number, Bureau Code, and Amount. The TMI User should note the APSI Batch Number in the upper left corner of the report. This batch number is required for APSI processing. The TMI User will need to select this batch id from the list of values (LOV) in APSI. . Verify that the Total Number of Records and Amount posted <i>plus</i> the Total Number and Amount of Error records <i>equals</i> the Total Number of orders data linked from Travel Manager. Follow instructions listed below to process the local voucher batch through APSI. | | |

Follow the steps below to process travel orders through the Travel Manager Interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|-----------------|--------|
| | | <ul style="list-style-type: none"> <li data-bbox="323 217 1839 354">View the <i>Error Summary section</i>. This section identifies which local vouchers did not post to CFS due to an error. Identify the error message and contact the individual or preparer of the travel voucher document. NOTE: The preparer's name should be on the Travel Manager Voucher document or can be researched in Travel Manager. Contact the preparer to notify them of the error with their document. Instruct the preparer to create an amendment to the voucher to correct the errors. The documents must go through the regular routing process in order to be processed a second time by the TMI. | | |

APSI Procedures – Job Execution:

| | |
|------------------------|---|
| Introduction | <p>A feeder system can interface invoices, receiving tickets, estimated accruals and advice of corrections directly to CFS through the Accounts Payable Standard Interface (APSI). Invoice transactions interface to the CFS-Vendor Invoice Transaction screen (PM003). Receiving tickets interface to the Receiving Ticket Screen (PM030). Estimated accruals interface to the Estimated Accrual Transaction (PM050) screen. Advice of corrections interface to the Advice of Correction (PM006) screen. Data can be transferred via two methods: ASCII file (e.g. text file) or directly inserting data into the APSI tables. The difference between processing the two is how a batch is executed in APSI. If transferred via ASCII, then the filename is needed to initiate the batch. If transferred directly through tables, then a batch id is needed to execute a batch. Transactions can post as unapproved or approved and can allow for correction in APSI depending on feeder system requirements.</p> <p>One type of feeder system that interfaces invoices via ASCII file through the APSI is Verizon. Verizon charges are interfaced through APSI as unapproved, no-way vendor invoices. Corrections are permitted in APSI. A feeder system that uses the table transfer method is Travel Manager. The data from this feeder system is fed directly into the APSI tables and is assigned a batch id, which can then be used to initiate the batch through APSI. The Travel Manager interfacing system does not permit corrections in APSI, therefore reports will only be printed with the status of the batch.</p> <p>The instructions below describe how to process travel vouchers and local vouchers through APSI.</p> |
| Who Uses the Process | The TMI Administrator processes travel voucher and local voucher batches through the APSI. |
| Initiating the Process | Data is uploaded to the processing directory or table for the specific interface. The TMI Administrator is notified that a batch is ready for processing by viewing the TM APSI Voucher and Local Summary Reports. |
| Reference Forms | NA |
| Accessing the System | APSI is accessed from the CAMS Application on Terminal (CATS) Server. |

Screen Shots:

SIDI021- Job Execution Request Screen.

Job Execution Request (SIDI021 VER-1.163.0.0)

Job Execution Request

Interfacing System: TRAVEL MANAGER

Accounting Transaction: VENDOR INVOICE

Job Status

All In Process
 Not Processed Processed
 Queued Error

| Office | Data Directory | Batch No | Run No | Process Flag | Batch Status | Steps |
|--------|----------------|----------|--------|---------------|--------------|--------|
| NIST | <THRO. TABLES> | 234 | 171 | Y - processed | Complete | Steps |
| NIST | <THRO. TABLES> | 233 | 170 | Y - processed | Complete | Submit |
| NIST | <THRO. TABLES> | 232 | 169 | Y - processed | Complete | Submit |
| NIST | <THRO. TABLES> | 231 | 168 | Y - processed | Complete | Submit |
| NIST | <THRO. TABLES> | 229 | 167 | Y - processed | Complete | Submit |
| NIST | <THRO. TABLES> | 225 | 166 | Y - processed | Complete | Submit |
| NIST | <THRO. TABLES> | 224 | 165 | Y - processed | Complete | Submit |

.LOG .PST .EXP .EAL SIDI022

APSI LOG Report

Vendor Invoice Transaction Log Report

Date : 03-OCT-2003 19:39:36

Interfacing System : TRAVEL MANAGER

Batch No : 234

File Name :

Run Number : 171

Payment Office : NIST

User ID : 2714

Date/Time Routine Started: 10/03/2003 19:39:20

| CFS | | | | | | |
|--------|-------|-----------------------------|-----------|-----------|----------|-----------------|
| Seq_No | AP_No | Invoice_No / Sub_Invoice_No | Vendor_No | Vendor_ID | Approved | Comment |
| 1 | 52012 | C93400061RT / 2 | 12721 | 2 | Y | POSTED APPROVED |

Date/Time Routine Completed: 10/03/2003 19:39:36

Total Transactions Processed : 1

Total Transactions Posted : 1

Total Transactions Rejected : 0

Exception written to 234.EXP file in /u01/cams/s1/invoice/reject directory.

Records Posted to CFS reported in 234.PST file in /u01/cams/s1/invoice/reject directory.

APSI Post Report

Vendor Invoice Transaction Post Report

Date : 03-OCT-2003 19:39:22

Interfacing System : TRAVEL MANAGER

Batch No : 234

File Name :

Run Number : 171

Payment Office : NISIT

User ID : 2714

| Seq_No | CPS AP_No | Source Reference No | Invoice_No / Sub_Invoice_No | Vendor_No | Vendor_ID | Approval | |
|--------|--------------|---------------------|-----------------------------|-----------|-----------|----------|------|
| | | | | | | Amount | Flag |
| 1 | 52012 | | G93400061RT / 2 | 12721 | 2 | 512.00 | Y |

Total Transactions: 1
 Total Amount : 512.00

APSI Exception Report

Vendor Invoice Transaction Exception Report

Date : 03-OCT-2003 19:39:22

Interfacing System : TRAVEL MANAGER

Batch No : 234

File Name :

Run Number : 171

Payment Office : NIST

User ID : 2714

No exceptions found.

Step by Step

Follow the steps below to process vouchers and local vouchers to process through the APSI.

| STEP | Step Description/Field Name | Purpose | REQUIRED FIELD? | ACTION |
|------|--|--|----------------------|---|
| 1. | Access APSI through the CAMS Application on Terminal Server (CATS) | | Y | Type the following address into the web browser: https://www-i.nist.gov/admin/apps/camsos/developer.html Enter username and password, Click on 'Log in'. Select the CFS Production Icon. Press 'OK' at the **Warning** Prompt. Enter your User Name and Password, Press "Logon". |
| 2. | Access APSI | The Accounts Payable Standard Interface (APSI) automates the processing of invoices, receiving tickets, advice of corrections and estimated accruals into the CFS. | Y | Double click on the Standard Interface folder. |
| 3. | Submit Batch using Job Execution Request Screen. | The Job Execution Request Screen is the main APSI screen to initiate or process a batch through APSI. The file name is entered and the batch is executed from this screen. | Y | Double click on the Job Execution Request SIDI021 folder. |
| 4. | Interfacing System | The Interfacing System value is a maintenance value that describes the type of interface. For example: TRAVEL MANAGER is used to process the vouchers and local vouchers through APSI. | Y – SYSTEM GENERATED | Select TRAVEL MANAGER |

Follow the steps below to process vouchers and local vouchers to process through the APSI.

| STEP | Step Description/Field Name | Purpose | REQUIRED FIELD? | ACTION |
|------|-----------------------------|--|----------------------|--|
| 5. | Accounting Transaction | Accounting transaction defines the type of transaction for the batch. Only estimated accruals, invoices, receiving tickets and advice of corrections are valid options under this combo box. | Y – SYSTEM GENERATED | Select Vendor Invoice for processing local vouchers and regular vouchers. Place the cursor in the rows in the bottom portion of the screen and press the Green Plus sign button to add a new line. |
| 6. | Office | The Office Code signifies the payment office. This is a maintenance value. | Y – SYSTEM GENERATED | Double Click and select the NIST office code Select NIST |
| 7. | Batch No | The batch no is a id number generated by APSI that identifies the batch and its contents. | Y | Double click in the BATCHNO field and select the batch id that corresponds to the TM APSI VOUCHER Summary or TM APSI LOCAL Summary report. |
| 8. | Save | The SAVE button saves the batch prior to submitting to APSI. | Y – SYSTEM GENERATED | Save the batch. Press the SAVE disk button from the menu bar. |
| 9. | Submit | The submit button initiates the processing of the batch through APSI. The F8 key can be used to refresh the batch while in progress. | Y – SYSTEM GENERATED | Press the SUBMIT button to process the transaction. Press F8 button on the keyboard until the batch status shows a value: COMPLETE: The APSI has processed the batch successfully with no errors. ERRORS FOUND: The APSI has processed the batch and identified errors. Print the reports and proceed to Step 11 to correct. Y-OTHERS: The batch may have been processed successfully. Print the reports to verify the batch has posted. Otherwise, contact the CAMS Help Desk for assistance. |

Follow the steps below to process vouchers and local vouchers to process through the APSI.

| STEP | Step Description/Field Name | Purpose | REQUIRED FIELD? | ACTION |
|------|--|--|----------------------|---|
| 10. | Access the .LOG, .PST, and .EXP reports. | <p>The .LOG or LOG Report displays all valid and invalid transactions for that batch with its corresponding error message.</p> <p>The .PST or POST Report displays all valid transactions for that batch with its corresponding error message.</p> <p>The .EXP or Exception Report displays only invalid transactions that need correction.</p> <p>NOTE: Not all interfacing systems allow corrections to be made in APSI. If corrections are allowed for the interfacing system, the SID1022 button will be enabled/available for the user to access.</p> | Y – SYSTEM GENERATED | <p>Press each button (.LOG, .PST, .EXP) to view the report. The report will display in a separate window.</p> <p>To print the report, press the PRINT button from the menu bar. At the printer window select OK to execute the print job.</p> <p>No corrections are permitted to travel vouchers in APSI.</p> <p>If errors are found on the .EXP report, contact the preparer of the travel voucher document. The preparer must correct the voucher error and re-route the voucher through Travel Manager. The corrected voucher will be submitted through TMI and APSI until it successfully posts to CFS.</p> |
| 11. | End of Steps | | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Local Travel Vouchers

Voucher (PM003) Local Travel Reimbursable Expenses

- Introduction** NIST Local Travel documents fall under the no-way match type of transaction. The following instructions describe how the local travel vouchers are entered manually into CFS.
- Who Uses the Process** NIST Travel Office Technicians.
- Initiating the Process** When a SF1164 – Claim for Reimbursement For Expenditures on Official Business form is submitted to the Travel Office, the Travel Office, Technician logs onto CFS- PM003 screens to enter a local travel voucher.
- Reference Forms** SF1164
- Accessing the System** From the “Payment Management Transaction Screens” menu, choose option “PM003 - Transaction Screen - Vendor Invoice.”

Screen Print – Reimbursable Local Voucher

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | | pm003 | | |
|--|----------|--------------|----------|------------|----------|----------|----------|----------|------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|
| Bureau 57 Inv: Type LOCAL No 687654321 - 0 Date 28-JUL-2003 | | | | | | | | | | | | | | | | |
| Doc: Source NONE Type NONE No 0-0 Symbol < > | | | | | | | | | | | | | | | | |
| Source Ref REQ# FastPay N Int. System: NONE | | | | | | | | | | | | | | | | |
| Dates: Recd 28-JUL-2003 Retd Status OPEN 28-JUL-2003 | | | | | | | | | | | | | | | | |
| Trans No 609 Invoice Amount Applied 25.00 | | | | | | | | | | | | | | | | |
| Vendor Invoice Amount | | | | | | | | | | | | | | | | |
| Vendor: No 5- 2 Name SHARON C CARNEVALE Addr < > | | | | | | | | | | | | | | | | |
| PPA N Exchange Code US Customer Inv Type No | | | | | | | | | | | | | | | | |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 | | | | | | | | | | | | | | | | |
| Approval: V By C ENLOE Date 28-JUL-2003 | | | | | | | | | | | | | | | | |
| R | Itm | Type | MDL | R Matching | | | | PP | T | R | W/H | D | H | Emp No | Pmt | Amount |
| | | | | I | D | P | R | A | Type | | | | | Inf | | |
| N | 1 | NOWAY | 1 | Q | N | N | N | N | STD | <N> | N | <N> | V | <N> | 0 | 25.00 |
| | | | | | | | | | | < > | < > | < > | < > | < > | < > | |

Account Distribution For This Item (#1) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 25.0000 | 25.00 | < > | OPEN 28-JUL-2003 |
| 57 1001955-000 98 06-01-00-000 01-00-0100-00-00-00-00 21-94-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDO KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Step by Step

Follow the steps below to enter a Local Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|--|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the SF 1164 form. TAB to the next field.</p> <p>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</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select 'LOCAL' for local voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> |

Follow the steps below to enter a Local Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|---|
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel voucher document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record a voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Enter the Local Travel Voucher number in the NO field. TAB to the next field.</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field. |
| 5 | DOC: SOURCE | The originating document. Local Travel is not obligated, therefore it will always be 'NONE'. | Y – BUSINESS RULES | Enter "NONE" in the DOC: SOURCE field. TAB to the next field. |
| 6 | DOC: TYPE | <p>Doc Type describes the type of obligating document.</p> <p>The Drop Down L.O.V will list all available documents types.</p> <p>NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records.</p> | Y – BUSINESS RULES | <p>Enter 'NONE'</p> <p>TAB to the next field.</p> |
| 7 | Doc: NO | <p>The CFS system-generated obligation number.</p> <p>Since local travel is not obligated the document # will always be zero.</p> | Y- USER DEFINED | Tab to the next field. |

Follow the steps below to enter a Local Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------------|--|----------------------|--|
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | Enter the local travel voucher #. |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | If a requisition number is provided on the SF 1164 form, record it in this field. TAB to the next field. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Enter 'N' in the FASTPAY field. TAB to the next field. |
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 11 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. |
| 12 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. |
| 13 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. | Y – USER DEFINED | Leave this field blank. TAB to the next field. The system will calculate the invoice amount applied automatically when all line items are entered and the invoice is approved. |

Follow the steps below to enter a Local Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|---|
| 14 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – BUSINESS RULES | If you do not have the vendor number you will need to query for the value. Enter the vendor number for the traveler. Press HOME for a list of vendor numbers. NOTE: To Query, press F11 to initiate a query. The list of values will be cleared. TAB to the Address Name Field and type '%[LASTNAME]%'. Press F12 to execute the query. Select the desired name from the list and press ENTER. PAYMENT ADDRESS: Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. In most cases, the payment address will be #2. |
| 15 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. |
| 16 | TAB through all fields until the cursor reaches the detail portion of the screen. A message stating “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED” is displayed at the bottom of the screen. Press enter to acknowledge the message. | | | |
| 17 | Release Flag | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the 'R' flag is set to 'Y'. | Y – SYSTEM GENERATED | TAB through the 'R' field. |
| 18 | ITEM | This value is manually entered by the technician to identify the line item on the vendor invoice. Begin with #1. | Y – BUSINESS RULES | Enter in #1 for the first line item and increment by 1 for each additional line item. |
| 19 | ITEM NO, ITEM Type, Unit Price, Quantity, FY, | Follow the instructions in the ACTION column to liquidate the obligation or to | Y – BUSINESS RULES | Follow these instructions to enter a no-way line item: |

Follow the steps below to enter a Local Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|-----------------|--|
| | Project, Task, Organization, Object Class, Payment PO | add new line items that were not obligated. | | <p>ITEM NO: Start the item number at number 1.</p> <p>ITEM TYPE: 'Noway'</p> <p>RI METHOD: Q for Local</p> <p>Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears.</p> <p>MDL: always 1</p> <p>FY: Enter the FCFY from the SF 1164 form.</p> <p>PROJECT: Enter the project from the SF 1164 form.</p> <p>TASK: Enter the task from the SF 1164 form.</p> <p>ORGANIZATION: Enter the organization code from the SF 1164 form.</p> <p>OBJECT CLASS: Enter the object class that corresponds to the type of expense. 21-94 is always used for local travel. Zero fill the remaining the 3rd and 4th segments.</p> <p>QTY: 1</p> <p>UNIT PRICE: Enter the new line item amount from the SF 1164 form.</p> <p>Tab through all fields until the Payment Office Code, Name, Center and Doc Type window appears.</p> <p>Select NIST, Press ENTER. Press F5 and the Vendor Invoice Transaction screen appears.</p> <p>Short cut: If there are multiple line items, Tab to the previous line item on the PM003. Press the down arrow key to move the cursor to the next line item on the voucher. Press the INSERT key to insert a new line item on the voucher. At the Release Flag column, press F1 then press F12 (the copy feature) to copy the line directly above the new line item. This feature will copy the dollar amount, ACCS elements and other default values</p> |

Follow the steps below to enter a Local Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|--|
| | | | | to match the obligated line item. NOTE: Check the ACCS values to make sure the object class code is correct. |
| 20 | <p>You have to enter the ACCOUNT DISTRIBUTION pop-up screen to populate the G/L End Date field before committing.</p> <p>TAB through all remaining fields, verifying that the information in each field is correct. Press F5 to commit.</p> <p>NOTE: If you do not enter a proper G/L End Date, you will receive an error message that states that the G/L end date is NULL.</p> | | | |
| 21 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, and all other required information. | Y – SYSTEM GENERATED | <p>Press PAGE UP to move the cursor to the APPROVAL field, and enter 'Y'. Press ENTER.</p> <p>Press ENTER to acknowledge all messages.</p> <p>If an error message is received, correct the problem and try to approve again.</p> |
| 22 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 23 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |
| | End of Steps | | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Relocation

Obligation for Reimbursable or Non-reimbursable Relocation

***NOTE:** Relocation obligations will NOT be interfaced through the Travel Manager Interface (TMI).

Introduction

Relocation documents fall under the two-way match type of transaction. The following instructions describe how the travel order for relocation is entered manually into CFS FM040.

****NOTE: For each Relocation obligation that has a ticket expense, two obligations must be created. This enables Citibank payment through GTA for all ticket expenses. If there is a GBL expense, a separate line item is included on the non-ticket obligation.**

Who Uses the Process

NIST Travel Office Technicians.

Initiating the Process

A CD-29 Travel Order form and CD-150 Relocation form is submitted to the Travel Office. The Travel Office Technician logs onto CFS- FM040 screens to obligate a travel order.

Reference Forms

CD-29, CD-150, SF1103-A, CD-579

Accessing the System

From the "FMTRAN- Funds Management Transaction Screens" menu, choose option "FM040 - Transaction Screen - Purchase Order".

Screen Print – Non-Reimbursable Relocation Travel Order

The vendor is Citibank since this obligation is for ticket expenses only. The GTA interface will process the invoice for this obligation.

```

Purchase Order Transaction Screen                               Print N fm040
One to One <N>
Document: Type RELPO C/O N Oblig# 4894- 0- 0 Total 250.00
Feeder Sys: No R000000111 Mod# Source
ASAP: N Pref Date 12-AUG-2003 Reference# REQ# Grant Amend No
Effective Dates 01-JAN-2003-12-MAR-2003 Status OPEN 12-AUG-2003
For: Bureau Code 57 Name (NIST) NATL INST OF G/L Date 31-AUG-2003
Vendor: < > No 6992- 1 Name CITIBANK
Approval: Y By C ENLOE Date 12-AUG-2003
Document: <N> Notes <D> Line Notes < > AD < > F Notes < >

Item: No 1 CLIN# Request <N> Type TKEX Commodity Code G/S
Part No Stock No Emp No
Description <A> Other < > Due Date 12-AUG-2003 Acceptance Days 7
R/I Act NSP Quantity U/M Unit Price Extended Amount
-----
Requested: D N N 1.000 EA 250.0000 250.00
Inventory:
Account Classification: < > F Notes: < > Status OPEN 12-AUG-2003
    
```

Notes Field:

DALLAS, TX, US

Line Item Description Field:

Line Item Description

AMBARGIS/ZOE, 1, 6

Other Pertinent Information Screen:

```

Other Pertinent Information for This Item

Document Matching: Default Y RT AC AP
Holdback: Type N Amount
PSC Code
Payment Office Code NIST
NIST FINANCE OFFICE
100 BUREAU DRIVE
BLDG 101 ROOM A739
MAIL STOP 3750
GAITHERSBURG MD 20899
Delivery POC
Delivery Date: 01-AUG-2003
Emp: 1
Name: R RECEIVER
Phone: 301-975-2173
Loc:
Asset: Category Indicator AIN
    
```

Account Distribution For Ticket Expense:

```

Account Distribution For This Item

--- Supporting Document ---
MDL Percent Quantity Amount FY ACCS No Type Itm MDL A
-----
1 100.000 1.000 250.00 03 < >
57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-11-00-00 000000
Acceptance: Emp No 1 Name R RECEIVER F Notes: < >
Receiving: Off No 1 Name NATL INST OF STND & TECH FMDL#
Acceptance: Emp No Name F Notes: < >
Receiving: Off No Name FMDL#

100.000 1.000 250.00
    
```

Screen Print –Reimbursable Relocation Travel Order

The screen-prints below show a sample reimbursable travel order on the CFS Screen Purchase Order Transaction Screen (FM040). These expenses are paid to the traveler and any additional vendors required other than Citibank. GBL/TSO expenses are broken out to a separate line item for reporting and tracking purposes.

| Purchase Order Transaction Screen | | | | Print | N | fm040 | | |
|-----------------------------------|-------------|--------------|---------------------|-----------------|----------------|----------------------|----------------|-----|
| One to One <N> | | | | | | | | |
| Document: Type | RELPO | C/O | N | Oblig# | 4895- | 0- 0 Total 32,000.00 | | |
| Feeder Sys: No | R00000111RT | Mod# | | Source | | | | |
| ASAP: N | Pref | Date | 12-AUG-2003 | Reference# | REQ# | Grant Amend No | | |
| Effective Dates | | 01-JAN-2003- | 12-MAR-2003 | Status | OPEN | 12-AUG-2003 | | |
| For: Bureau Code | 57 | Name | (NIST) NATL INST OF | G/L Date | 31-AUG-2003 | | | |
| Vendor: < | > No | 1- | 1 | Name | ZOE O AMBARGIS | | | |
| Approval: N | By | | Date | | | | | |
| Document: <N> | Notes <0> | Line Notes < | > | AD < | > | F Notes < | | |
| Item: No | 1 | CLIN# | | Request <N> | Type | SERU2 | Commodity Code | G/S |
| Part No | | Stock No | | Emp No | | | | |
| Description <A> | Other < | Due Date | 12-AUG-2003 | Acceptance Days | | 7 | | |
| R/I Act | NSP | Quantity | U/M | Unit Price | | Extended Amount | | |
| Requested: | 0 | N | N | 1.000 | EA | 32,000.0000 | 32,000.00 | |
| Inventory: | | | | | | | | |
| Account Classification: < | > | F Notes: < | > | Status | OPEN | 12-AUG-2003 | | |

| Purchase Order Transaction Screen | | | | | | | | | | Print | N | fm040 |
|-----------------------------------|-----------|--------------|---------------------|--------------|-----------------|-----------------|----------------|----------------|-------------|-------|---|-------|
| One to One <N> | | | | | | | | | | | | |
| Document: Type | RELPO | C/O | N | Oblig# | 4895- | 0- | 0 | Total | 36,500.00 | | | |
| Feeder Sys: No | R00000 | M11RT | | Mod# | | | Source | | | | | |
| ASAP: N | Pref | | Date | 12-AUG-2003 | Reference# | REQ# | | Grant Amend No | | | | |
| | | | Effective Dates | 01-JAN-2003- | 12-MAR-2003 | Status | OPEN | | 12-AUG-2003 | | | |
| For: Bureau Code | 57 | Name | (NIST) NATL INST OF | G/L | Date | 31-AUG-2003 | | | | | | |
| Vendor: < | > | No | 1- | 1 | Name | ZOE O AMBARGIS | | | | | | |
| Approval: N | By | | Date | | | | | | | | | |
| Document: <N> | Notes <D> | Line Notes < | AD < | F Notes < | | | | | | | | |
| Item: No | 2 | CLIN# | | Request <N> | Type | GBLREL | Commodity Code | G/S | | | | |
| Part No | | | | Stock No | | | Emp No | | | | | |
| Description <A> | | Other < | | Due Date | 12-AUG-2003 | Acceptance Days | 7 | | | | | |
| R/I Act | NSP | Quantity | U/M | Unit Price | Extended Amount | | | | | | | |
| Requested: | D | N | N | 1.000 | EA | 4,500.0000 | 4,500.00 | | | | | |
| Inventory: | | | | | | | | | | | | |
| Account Classification: < | > | F Notes: < | > | Status | OPEN | 12-AUG-2003 | | | | | | |

Other Pertinent Information Screen:

| Other Pertinent Information for This Item | |
|--|---|
| Document Matching: Default <input checked="" type="checkbox"/> RT <input type="checkbox"/> AC <input type="checkbox"/> AP <input type="checkbox"/> | Delivery POC |
| Holdback: Type <input checked="" type="checkbox"/> Amount <input type="checkbox"/> | ----- |
| PSC Code <input type="checkbox"/> | Delivery Date: <input type="checkbox"/> 01-AUG-2003 |
| Payment Office Code NIST | Emp: <input type="checkbox"/> 1 |
| NIST FINANCE OFFICE | Name: R RECEIVER |
| 100 BUREAU DRIVE | Phone: 301-975-2173 |
| BLDG 101 ROOM A739 | Loc: <input type="checkbox"/> |
| MAIL STOP 3750 | |
| GAITHERSBURG MD 20899 | |
| Asset: Category <input type="checkbox"/> Indicator <input type="checkbox"/> AIN <input type="checkbox"/> | |

Account Distribution For Item #1 Window – SERV2 & 21-45 object class code:

This line item obligates funds for all relocation expenses outside of ticket and GBL/TSO expenses.

| Account Distribution For This Item | | | | | | | | | | |
|------------------------------------|-------------|----------|--------------|--------------------------|-------------|-----------------------------|------|-----|-----|---|
| MDL | Percent | Quantity | Amount | FY | ACCS | --- Supporting Document --- | | | | |
| | | | | | | No | Type | Itm | MDL | A |
| 1 | 100.000 | 1.000 | 32,000.00 | 03 | < > | - | | | | |
| 57 | 8163100-000 | 01 | 03-01-00-000 | 01-00-0100-00-00-00-00 | 21-45-00-00 | 000000 | | | | |
| Acceptance: | Emp No | 1 | Name | R | RECEIVER | F Notes: | < | > | | |
| Receiving: | Off No | 1 | Name | NATL INST OF STND & TECH | FMDL# | | | | | |
| Acceptance: | Emp No | | Name | | | F Notes: | < | > | | |
| Receiving: | Off No | | Name | | | FMDL# | | | | |
| | 100.000 | 1.000 | 32,000.00 | | | | | | | |

Account Distribution For Item #2 Window – GBLREL & 21-45 object class code:

This line item obligates funds for all GBL/TSO expenses.

| Account Distribution For This Item | | | | | | | | | | |
|--|-------------|----------|--------------|------------------------|--------------|-----------------------------|--------|-----|-----|---|
| MDL | Percent | Quantity | Amount | FY | ACCS | --- Supporting Document --- | | | | |
| | | | | | | No | Type | Itm | MDL | A |
| 1 | 100.000 | 1.000 | 4,500.00 | 03 | < > | - | | | | |
| 57 | 8163100-000 | 01 | 03-01-00-000 | 01-00-0100-00-00-00-00 | | 21-45-00-00 | 000000 | | | |
| Acceptance: | | Emp No | Name | | F Notes: < > | | | | | |
| Receiving: | | Off No | Name | | FMDL# | | | | | |
| Acceptance: Emp No Name F Notes: < > Receiving: Off No Name FMDL# | | | | | | | | | | |
| | 100.000 | 1.000 | 4,500.00 | | | | | | | |

Step by Step

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------|---|----------------------|---|
| 1. | Print | Print Flag field. Defaults to N. | Y – SYSTEM GENERATED | TAB through the PRINT field. This field defaults to 'N'. |
| 2. | ONE TO ONE | 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). | Y – SYSTEM GENERATED | TAB through the ONE TO ONE field. This field defaults to 'N'. Travel documents are not committed. |
| 3. | TYPE | The Type field describes the type of obligation document. A separate document type is created to distinguish travel obligations from other types of obligations. This value is created within the maintenance set-up of CFS. | Y – BUSINESS RULES | 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. For Relocation Travel Obligations select: RELPO TAB to the FEEDER SYSTEM NO field. |
| 4. | C/O | Change Order Field identifies if this document is a change order to an existing obligation. | Y – BUSINESS RULES | Type 'N' and TAB to the next field. |
| 5. | FEEDER SYSTEM NO | The Feeder System No identifies the tracking number originating from an external system or process from CFS. Ticket expenses charged to Citibank through SATO are non-reimbursable to the traveler | Y – BUSINESS RULES | Enter the Travel Order number in the FEEDER SYSTEM NO field. If the travel expense is non-reimbursable, do not append the travel order number with the identifier 'RT'. If the travel expense is reimbursable to the traveler, append the travel order number with the identifier 'RT'. Example: R12345678RT if reimbursable R12345678 if non-reimbursable TAB to the next field. |
| 6. | ASAP | The ASAP flag is for Grant type of transactions and is not used for travel document processing. | N | TAB through the ASAP field. This field defaults to 'N'. The cursor skips over the DATE field. This field defaults to the current date. |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-----------------|---|--------------------|---|
| 7. | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – CONDITIONAL | Enter the requisition number (if available) in the SOURCE REF field. |
| 8. | GRANT AMEND NO | The GRANT AMEND NO flag is for Grant type of transactions and is not used for travel document processing. | N | TAB through the GRANT AMEND NO field. |
| 9. | EFFECTIVE DATES | The effective date of the obligation. 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. | Y – BUSINESS RULES | Enter the beginning date of travel for the obligation document in the first EFFECTIVE DATES field from the CD-29 form. |
| 10. | EFFECTIVE DATES | 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: 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. | Y-BUSINESS RULES | Enter the end effective date of travel for the obligation document in the second EFFECTIVE DATES field from the CD-29 form. |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------|--|------------------|---|
| 11. | FOR: BUREAU CODE | The code to identify the Bureau name. The cursor skips over the BUREAU NAME field. The system automatically obtains the bureau name from the Bureau Code Maintenance Screen (GL004) based on the value entered in the FOR: BUREAU CODE field. | Y – USER DEFINED | 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. 33- Technology Administration 51- Office of Secretary 52- Economic Development Agency 53- Bureau of Economic Analysis 57- National Institute of Standards & Technology 59- Minority Business Development Agency 61- National Telecommunication & Information Administration 64- Office of Inspector General 65- Economics & Statistics Administration |
| 12. | G/L | General Ledger End Date defines the posting period of the transaction. | Y – USER DEFINED | Press HOME in the G/L field to view a list of available general ledger posting periods. 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. |
| 13. | FY | The year the funding source became available and it always defaults to the current fiscal year. | Y – USER DEFINED | Enter the fund code fiscal year found on the CD-29 form. |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|------------------|--|
| 14. | VENDOR NO | <p>The vendor number defines whom the payment will be made to.</p> <p>Use the web-based vendor lookup screens for the required vendor number.</p> | Y – USER DEFINED | <p>Press TAB and the system brings up the Vendor Address and Shipping Data pop-up screen.</p> <p>-Select the Citibank vendor # and ID for the bureau if the expense is a ticket purchased through SATO.</p> <p>-Select the traveler’s vendor number that corresponds to the traveler’s name if the expense is reimbursable.</p> <p>Press HOME for a list of vendor numbers.</p> <p>NOTE: To Query, press F11 to initiate a query. The list of values will be cleared. TAB to the Address Name Field and type ‘%[LASTNAME]%'.</p> <p>Press F12 to execute the query. Select the desired name from the list and press ENTER.</p> <p>-Choose a valid selection from the SHIP TO CODE L.O.V. Continue to TAB through all the remaining fields.</p> <p>NOTE: Pressing F5 will exit the user out of the vendor information pop up screen. If the user does not press F5, then the user must TAB through all the remaining fields in the Vendor Address and Shipping Information pop-up screen.</p> |
| 15. | APPROVAL | <p>The approval field approves and records the transaction in CFS.</p> <p>After completing the transaction, the end user must mark the field as Y for the transaction to be approved.</p> | Y – USER DEFINED | TAB to the APPROVAL field that will default to ‘N.’ |
| 16. | TAB over the DOCUMENT field. This field is the document approval status detail. The Document must be approved to review the approval status detail. | | | |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|----------------------|--|
| 17. | NOTES | The notes field is a required field for travel order documents. The field can be also used for additional comments for other obligating documents. For travel purposes the NOTES field is used to record the destination of travel. This field will be used for travel reporting purposes at the Department of Commerce level. | Y – BUSINESS RULES | TAB to the NOTES field and press F2 to enter the city, state, and country of travel for the order as noted on the CD-29 form. Separate the city, state and country with commas. Press F5 to commit the comments. For example: LOSANGELES, CA, US PARIS,FR The first 2 characters of the country name abbreviate foreign countries. All data is UPPERCASE and separated by commas. |
| 18. | LINE NOTES | The LINE NOTES field is a non-required field for travel. The field can be used for additional comments for other types of documents not related to travel. | N | TAB through the LINE NOTES field. |
| 19. | AD | TAB through the AD field. | N | TAB through the AD field. |
| 20. | The system will display the message “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED.” This indicates that a control record has been established. The obligation # will be automatically generated by the system. Press ENTER to acknowledge the message. | | | |
| 21. | ITEM: NO | The item number is a system-generated field that assigns a number for each line on the obligation. | Y – SYSTEM GENERATED | TAB through the ITEM: NO field. This value is assigned by the CFS system. |
| 22. | ITEM: REQUEST DETAIL | This field indicates if commitment transactions will be referenced by this obligating document. This field defaults to 'N'. | N | TAB through the REQUEST DETAIL field. |
| 23. | ITEM: TYPE | This field defines the line item type. | Y-Business Rule | If the line item is for an expense other than a travel ticket or GBL/TSO, type or select SERV2 in the ITEM: Type field. If the line item if for GBL/TSO type or select GBLREL the ITEM: Type field. If the line item if for a travel ticket type or select TKEX in the ITEM: Type field. |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|--------------------|--|
| 24. | ITEM: COMMODITY CODE | The commodity code field describes the type of valid commodity for the item being ordered. | Y- USER DEFINED | Press HOME In the ITEM: COMMODITY CODE field to view the list of valid commodity codes for the item being ordered. Select G/S. Press ENTER to select. TAB to the next field. |
| 25. | ITEM: PART NO | This field is not required by travel. | N | TAB through the ITEM: PART NO field. |
| 26. | ITEM: STOCK NO | This field is not required by travel. | N | TAB through the ITEM: STOCK NO field. |
| 27. | ITEM: EMP NO | The Item: Emp No field can identify the end user that entered the obligation line item. | N | TAB through the ITEM: EMP NO field. |
| 28. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." Press ENTER to continue. Then, the system will display the following message at the bottom of the screen: "Please acknowledge message." | | | |
| 29. | LINE ITEM DESCRIPTION | The line item description field is a required field for travel order documents. For travel purposes the line item description field is used to record the travelers name, type and purpose of travel. | Y – BUSINESS RULES | Enter the Traveler's Last Name/First Name, type and purpose of travel all separated by commas. Press F5 to return to the main screen. This field is optional. TAB to the next field. For example: CARNEVALE/SHARON,1,2 Repeat for each line item for both reimbursable and non-reimbursable. |
| 30. | 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, PSC code, payment office, and delivery point of contact. | | | |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------------|--|-----------------|---|
| 31. | DOCUMENT MATCHING: DEFAULT | <p>The DOCUMENT MATCHING: DEFAULT field indicates whether the 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.</p> <p>NOTE: It is recommended to always enter 'Y' in this field. IF 'Y' is selected TAB and continue to next step.</p> <p>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. Press TAB.</p> | Y- USER DEFINED | <p>Enter a 'Y'.</p> <p>TAB to the next field.</p> |
| 32. | DOCUMENT MATCHING: RT | <p>The DOCUMENTMATCHING: RT field indicates 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.'</p> <p>This field cannot be accessed unless the DOCUMENT MATCHING: DEFAULT field is 'N'.</p> | Y- USER DEFINED | No action required. The field is skipped by the system. |
| 33. | DOCUMENT MATCHING: AC | <p>The DOCUMENT MATCHING: AC indicates 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'.</p> <p>This field cannot be accessed unless the DOCUMENT MATCHING: DEFAULT field is 'N'. Press TAB.</p> | Y- USER DEFINED | No action required. The field is skipped by the system. |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|--------------------|---|
| 34. | HOLDBACK: TYPE | Select the appropriate holdback that is performed by the system during the disbursement process. If holdback is not required, enter 'N'. | Y- USER DEFINED | Enter a 'N' TAB to the next field. |
| 35. | HOLDBACK: Amount | If the HOLDBACK: Amount selected was 'P', the entry in the amount field will be a percentage. If the HOLDBACK: TYPE selected was 'D', the entry in the amount field will be a dollar amount. Where the HOLDBACK: TYPE selected was 'N', the amount field will be skipped. | Y- USER DEFINED | No action required. The field is skipped by the system. |
| 36. | TAB through the PSC CODE field. | | | |
| 37. | PAYMENT OFFICE CODE | The PAYMENT OFFICE CODE displays a list of valid codes of offices responsible for processing payment of this item. This field defaults to the payment of code of the user. 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. | Y- USER DEFINED | Press HOME in the PAYMENT OFFICE CODE. Select 'NIST' and press ENTER. TAB to the next field. |
| 38. | ASSET: CATEGORY | The ASSET: CATEGORY field identifies depreciable equipment, donated equipment, etc. and is optional. | N | TAB through the ASSET: CATEGORY field. |
| 39. | ASSET: INDICATOR | The ASSET: INDICATOR field identifies executive furniture, monitors, printers, etc. and is optional. | N | TAB through the ASSET: INDICATOR field. |
| 40. | TAB through the ASSET: AIN field. This field is optional. | | | |
| 41. | DELIVERY POC: DATE | The Delivery POC: DATE field is the date on which delivery is expected. | Y – BUSINESS RULES | Type today's date in the DELIVERY POC: DATE field, in the following format: DD-MON-YYYY. Press TAB. |
| 42. | EMP | Defines the employee number who is entering the transaction. | Y – USER DEFINED | Enter 1 as the employee number. Press HOME to find your employee number from the EMP field LOV. Press F5 to commit. The system returns to the Detail box of the Purchase Order Transaction Screen. |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-----------------------------|--|--------------------|---|
| 43. | ITEM: DUE DATE | The due date on which the order is due in. | Y – BUSINESS RULES | TAB to the DUE DATE. Enter today's date in the ITEM: DUE DATE field. |
| 44. | ITEM: ACCEPTANCE DAYS | This field defaults to '7'. | N | TAB through the ITEM: ACCEPTANCE DAYS field. Press TAB. |
| 45. | RI MTH | Enter the obligation liquidation method in the RI MTH field. Enter 'Q' for invoicing by quantity and 'D' for invoicing by dollars. This field defaults to 'Q'. The ACT field tells the user whether or not there has been any activity on this obligation. This field defaults to 'N' if 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. | Y – BUSINESS RULES | For Relocation enter 'D'. |
| 46. | REQUESTED: QUANTITY | The quantity of the item requested 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.' | Y – BUSINESS RULES | Tab through, defaulted to '1' for dollar-based transactions. |
| 47. | REQUESTED: U/M | List of valid units of measures for the requested item. This field defaults to 'EA'. | Y- USER DEFINED | Press HOME in the REQUESTED: U/M field and select 'EA'. Press ENTER to select the unit of measure. TAB to the next field. |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|--------------------|---|
| 48. | REQUESTED: UNIT PRICE | <p>The unit price of the item.</p> <p>The system will automatically round the unit price to four decimal places (e.g., 45.0955).</p> <p>For Relocation, all estimated expenses from the CD-29 form, other than ticket expenses and GBL/TSO expenses are totaled together for one grand total and obligated to one line item.</p> <p>GBL/TSO expenses are included as a separate line item on the same obligation with all other expenses.</p> <p>Ticket expenses are entered as a separate obligation.</p> | Y – BUSINESS RULES | <p>For ticket Expenses, enter the unit price of the item from the CD-29 form for ticket.</p> <p>For GBL/TSO expenses, total all line items from the SF1103-A/CD-579-form and enter the amount in unit price as a separate line item from the other relocation expenses.</p> <p>For all other relocation expenses (subtract ticket and GBL/TSO expenses), total the estimated cost and enter the amount in the unit price.</p> |
| 49. | REQUESTED: EXTENDED AMOUNT | A calculated amount derived by the system based on the quantity multiplied by the unit price. | N | <p>TAB through the REQUESTED: EXTENDED AMOUNT field.</p> <p>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 to acknowledge the message.</p> |
| 50. | <p>The system brings up the Account Distribution For This Item pop-up screen.</p> <p>The cursor skips over the MDL field. This field is the multiple distribution line number and is automatically generated by the system.</p> | | | |
| 51. | PERCENT | The percentage of the detail item to be distributed to this ACCS. 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. Press TAB. | Y – BUSINESS RULES | <p>Enter 100</p> <p>The Quantity and Amount fields are automatically updated.</p> <p>Tab to the next field.</p> |
| 52. | <p>The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED". Press ENTER to acknowledge the message.</p> <p>The system brings up the Account Classification pop-up screen.</p> | | | |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------------|---|----------------------|---|
| 53. | BUREAU CODE | Identifies the charging bureau. BUREAU CODE should have auto-populated based on the information entered in the Control Block portion of the Obligation. | Y – SYSTEM GENERATED | TAB through the BUREAU CODE field. |
| 54. | PROJECT CODE | The PROJECT CODE field describes where the expense is being charged. Project code is part of the Accounting Classification Code Structure. | Y – USER DEFINED | Enter the project code from the accounting block on the CD-29 form. OR Choose a valid option by pressing the HOME key to access the Project code Drill Down menu. Press enter to make a choice. TAB to the next field. |
| 55. | TASK CODE | The TASK CODE field further describes where the expense is being charged within the specified project. Task code is part of the Accounting Classification Code Structure. | Y – USER DEFINED | Enter the task code from the accounting block on the CD-29 form. OR Choose a valid option by pressing the HOME key to access the TASK CODE Drill Down menu. Press enter to make the choice. TAB to the next field. |
| 56. | FUND CODE | The FUND CODE field auto populates based on the information entered in the PROJECT CODE field. | N | No action required |
| 57. | PROGRAM CODE | This field refers to the agency's programs based on budgetary submissions. The PROGRAM CODE auto-populates based on the PROJECT CODE entered. | N | No action required |
| 58. | ORGANIZATION CODE | This organization code is equal to that used by Human Resources. | Y – USER DEFINED | Enter the 16 digit ORGANIZATION CODE from the CD-29 form. TAB to the next field. |
| 59. | OBJECT CLASS | The object class is used to determine the type of expense and it determines the general ledger account where the activity will be recorded. | Y – USER DEFINED | Enter the four-digit object class in the OBJECT CLASS field. Choose a valid option by pressing the HOME key to access the OBJECT CLASS Drill Down menu. Press enter to make the choice TAB through these remaining segments. For Ticket expenses: 21-11 (domestic) or 21-12 (foreign). For relocation expenses other than ticket expenses obligate the total amount of all estimated costs from the CD-29 form to object class code 21-45. |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|------------------|---|
| 60. | USER DEFINED | User Defined is an element of the ACCS. At this time, it is defaulted to zero. | N | Enter '000000' in the USER DEFINED field or TAB through the field. |
| 61. | The system returns to the Account Distribution For This Item pop-up screen. TAB to the next field. | | | |
| 62. | ACCEPTANCE: EMP NO | This field defaults to the value recorded in the Employee Information Maintenance Screen (GL029) based on the ACCEPTANCE: EMP NO. | Y – USER DEFINED | Type 1. Press TAB. The cursor skips the ACCEPTANCE: NAME field. |
| 63. | RECEIVING: OFFICE NO | Identifies a valid list of office numbers to designate for the receiving the item. | Y – USER DEFINED | 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. |
| 64. | The system will display the following message at the bottom of the screen "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." | | | |
| 65. | <p>In the ACCS pop-up screen, a running total is maintained for the:</p> <ul style="list-style-type: none"> -TOTAL [PERCENT] field -TOTAL [QUANTITY] field -TOTAL [AMOUNT] field <p>In order to complete the Account Distribution For This Item pop-up screen, the QUANTITY field must equal the TOTAL [QUANTITY] field.</p> | | | |
| 66. | <p>Press PAGE UP to return to the Purchase Order Transaction Screen (FM040).</p> <p>This field defaults to 'OPEN.'</p> <p>The STATUS: DATE field defaults to the transaction date for the new obligation transaction.</p> | | | |

Follow the steps below to enter Relocation Travel Obligations. ****NOTE: For each travel authorization that has ticket expenses charged to Citibank through SATO in addition other expenses paid to the traveler and/or additional vendors, two obligations should be created. Therefore, follow the instructions for each type.**

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|-----------------|--------|
| 67. | | <p>Press INSERT if additional items (new expenses) or split cost centers need to be recorded on this purchase order and repeat steps 19 through 64 or the down arrow.</p> <p>If the order is a split fiscal year travel, calculate the amount that belongs to the current fiscal year and enter the current fiscal year amounts and ACCS only. A change order will need to be entered to add the future fiscal year amounts when the funding is available. Reference the Change Order Procedures.</p> <p>If there are no other items to insert press the PAGE UP key to the APPROVAL field and enter 'Y'. Press F5 to commit the transaction.</p> | | |
| 68. | | <p>The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." Press ENTER to acknowledge the message. Record obligation number on the original obligating form.</p> | | |
| 69. | | End of Steps | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Reassign Approver by Document (WF604)

| | |
|-------------------------------|---|
| Introduction | This procedure describes the process to reassign an unapproved document to an alternate approver. In order to reassign, the alternate approver must have been previously established on the “Document Approval Maintenance Screen” (WF001). |
| Who Uses the Process | NIST Travel Office Technicians; The Finance Division will be responsible for reassigning an Approver by Document. |
| Initiating the Process | The person who initiated the document may choose to reroute a document to an alternate approver when the primary approver is unavailable to approve the document. Only the Creator of the Document can reroute the approval. |
| Reference Forms | N/A |
| Accessing the System | From the “WFTRAN - Workflow Management Transaction Screens” menu, choose option “WF604 - Reassign An Approver by Document”. |

Screen Print: Re-Assigning Approvers by Document

The screen print below shows the CFS Screen "Re-Assign Approvers by Document" (WF604).

| Re-Assign Approvers By Document | | | | wf604 | |
|--|----------------------|---------------------------|-----------------------------|----------------------|----------------------|
| Bureau Code: <input type="text"/> | | Name <input type="text"/> | | | |
| Document: Source <input type="text"/> | | Type <input type="text"/> | Number <input type="text"/> | | <input type="text"/> |
| ----- Current Routing ----- | | | ----- Default Routing ----- | | |
| Priority | Current Approver | | Default Approver | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Bureau Code: Press [LIST] to select from a list. | | | | | |
| Count: *0 | | | <List><Replace> | | |

Step by Step

Follow the steps below to Reassign an Approver by Document in the “Re-Assign Approvers by Document Screen” (WF604).

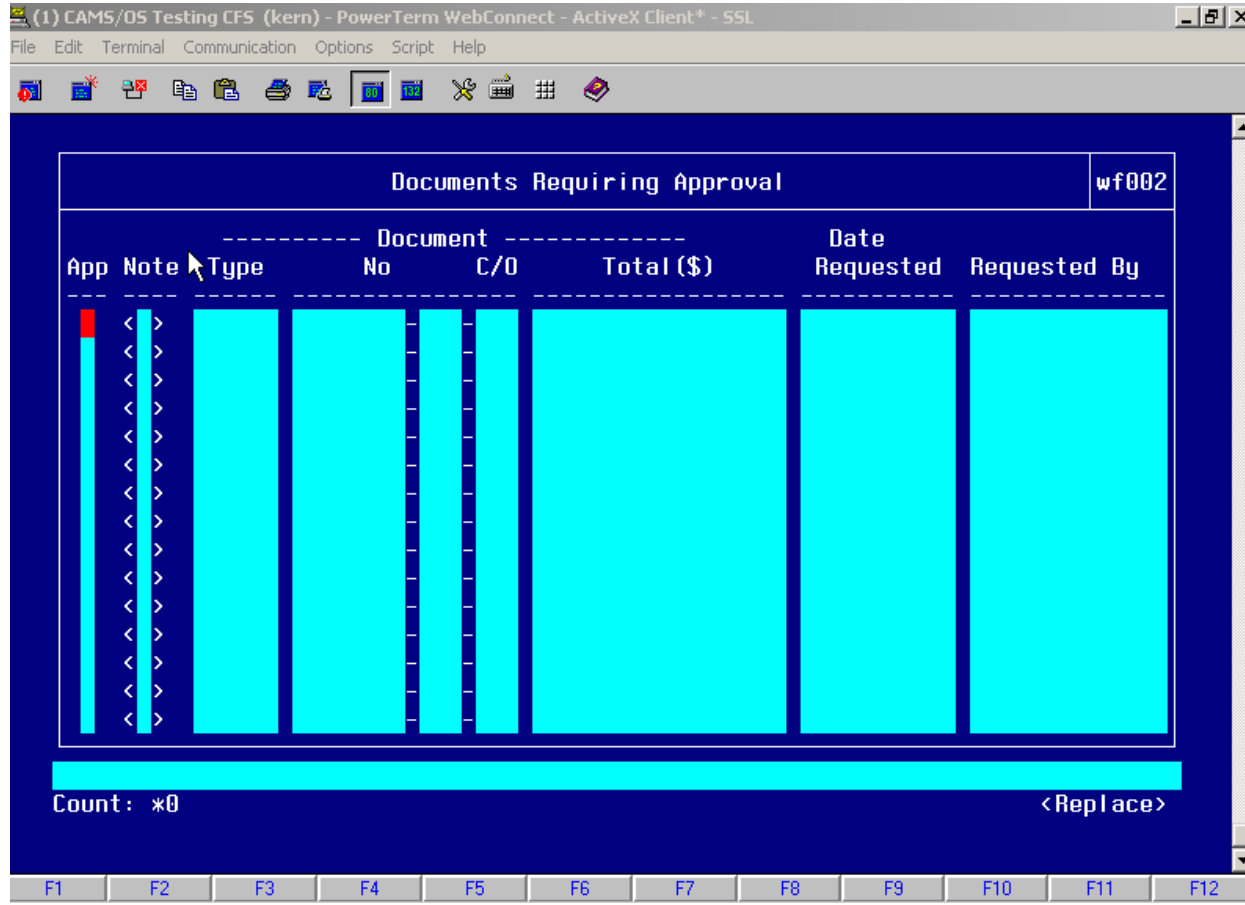
| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|------------------|--|
| 1. | BUREAU CODE | The code to identify the Bureau name The cursor skips over the BUREAU NAME field. The system automatically obtains this field from the Bureau Code Maintenance Screen (GL004) based on the bureau code. | Y – USER DEFINED | Press HOME in the BUREAU CODE field to view a list of valid bureau codes. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER. TAB to the next field. |
| 2. | DOCUMENT: SOURCE | The originating document source. | Y – USER DEFINED | Press HOME in the DOCUMENT: SOURCE field and select 'OBLIG'. Press ENTER to select. TAB to the next field. |
| 3. | TYPE | The originating document type that identifies the transaction type. | Y – USER DEFINED | Press HOME in the TYPE field and select TRVPO . Press ENTER to select. TAB to the next field. |
| 4. | NUMBER | The number field is the system-generated number assigned when the obligation is approved on FM040. NOTE: The system will display the current approval routing status of this document based on the document source, type and number selected. | Y – USER DEFINED | Press HOME in the NUMBER field and select the CFS PO # that corresponds to the travel order document that was recorded on FM040. Press ENTER to select. TAB to the PRIORITY field. |
| 5. | Priority | The Priority field will populate with the Priority given in the WF001 document approval maintenance screen. | N | No action required |
| 6. | CURRENT ROUTING CURRENT APPROVER | Defines the name of the individual who approves the document type. Each document type is setup to be approved by an approver. If that approver is not available then his or her back up can approve the obligation. | Y – USER DEFINED | Press HOME in the CURRENT ROUTING CURRENT APPROVER field. Press ENTER to select the alternate approver or yourself for this document. |
| 7. | Press F5 to reassign this document. The document will be rerouted to the alternate approver. Press F4 to exit screen. | | | |
| 8. | End of Steps | | | |

Approve Obligation Document (WF002)- Document Requiring Approval

| | |
|-------------------------------|--|
| Introduction | This procedure describes the process to approve a document that has been routed through the approval routing process. The data is entered on 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 and approved by the person entering the obligation. It is then routed to WF002 for approval. The system routes the document to the designated personnel based on setup on WF001. While that approver is logged onto the system, they will be notified through a message that “there are documents needing your approval,” when logged onto the menu screen. Messages requesting that the user approve documents will also be sent to the WF003 Message Retrieval Screen. |
| 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). |

Screen Print: Document Requiring Approval Screen

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



Step by Step

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

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | 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. | | 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.” | | |
| 4. | | End of Steps | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Multi Vendor Set-up (FM043) – Assigning Multiple Vendors to an Order

Introduction

This procedure describes the process for assigning multiple vendors to an order for multi-vendor payments. This process is completed on the FM043 screen.

****NOTE:** All non-ticket Relocation obligations require a multi-vendor set-up. A vendor must be set-up for IRS and, if applicable, GBL/TSO. Therefore, there will always be a minimum of two vendors – the traveler and IRS. The vendor specified in FM040 will automatically be the primary vendor. FM043 allow the technician to assign additional vendors. There can be more depending on the number of third parties involved (i.e. moving companies, storage, etc)

Who Uses the Process Travel Technician

Initiating the Process The process begins when an obligation has been approved by the document approver. It is then routed to WF002 for approval. The system routes the document to the designated personnel based on setup on WF001. Once the document is approved, the multi-vendor set-up must be completed.

Reference Forms CD29, SF1103-A, CD-579

Accessing the System From the “Fund Management – Maintenance Screens” menu, choose option “Transaction Screen – Multiple Vendor Setup” (FM043).

Screen Print: Assigning Multiple Vendors

The screen print below shows the CFS Screen "Transaction Screen – Multiple Vendor Setup" (FM043).

| Additional Vendor Purchase Order Setup Screen | | | fm043 | |
|---|------------|----------------|----------------|------------|
| Document Type: | [Redacted] | | Approval Date: | [Redacted] |
| PO Number: | [Redacted] | < [Redacted] > | Vendor No: | [Redacted] |
| | | | Vendor Name: | [Redacted] |
| Active: | Status | N | Date | [Redacted] |
| Vendor No - ID | Name | Status | Active Date | |
| [Redacted] | [Redacted] | [Redacted] | [Redacted] | |

Step by Step

Follow the steps below to assign additional vendors to an order using the "Transaction Screen – Multiple Vendor Setup" (FM043).

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-----------------|--|------------------|--|
| 1. | Document Type | Identifies the type of obligation document to add additional vendors to. This list of available document types is established in the PM090 screen. | Y – USER DEFINED | Press HOME in the Document Type field and select RELPO from the list. TAB to the PO Number Field |
| 2. | PO Number Field | The system generated number assigned to the document to be updated with additional vendors. When the PO Number is selected, the Approval Date, Vendor No, and Vendor Name are automatically populated with the primary vendor information entered in the obligation in FM040. | Y – USER DEFINED | Press HOME for a list of available PO Numbers. Select the PO Number that corresponds to the document to be updated. NOTE: To search for a PO Number, Type, Approval Date, Vendor No, ID, or Name, press TAB then type %[value]%. TAB through to the Vendor No-ID of the detail section of the screen. The ACTIVE: Status and Date is automatically populated to 'N'. |
| 3. | Vendor No - ID | The vendor number defines whom the payment will be made to. Use the web-based vendor lookup screens for the required vendor number. Once the Vendor No is selected the ID and Name is automatically populated. | Y – USER DEFINED | Press HOME and the system brings up the Vendor No, ID, Type, & Name pop-up screen. -Select the IRS vendor NO and ID. - If a GBL /TSO is included, select the vendor number that corresponds to the company being used. NOTE: To search for a Vendor No, ID, Type, or Name, press TAB then type %[value]%. Pressing F5 will exit the user out of the vendor information pop up screen. TAB through to the STATUS Field. |
| 4. | Status | Indicated status of vendor for this PO Number. | Y – USER DEFINED | Type 'Y' for active status. Press F5 to save changes. Press PAGE UP. |

Follow the steps below to assign additional vendors to an order using the “Transaction Screen – Multiple Vendor Setup” (FM043).

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--------------------------------|--|------------------|--|
| 5. | ACTIVE: Status | Indicates Status of availability of additional vendors for this PO Number. | Y – USER DEFINED | Type ‘Y’ for active status. Press F5 to save changes. |
| 6. | Press F4 to exit. End of Steps | | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Voucher (PM003) for Relocation Reimbursable Expenses

All SATO transportation expenses will be interfaced through the GTA interface. Therefore, the travel office will not need to enter anything manually.

If there are any other transportation expenses, the traveler will submit a voucher form (CD-370). When a voucher is submitted, the relocation expense spreadsheet will be used to track the costs and tax implications. Below is an example spreadsheet. For this example only one spreadsheet was prepared. Most likely, several of these sheets will be prepared as vouchers/invoices are submitted over the life of the relocation.

Introduction NIST Travel documents fall under the two-way match type of transaction. The following instructions describe how the travel vouchers for Relocation are entered manually into CFS. The instructions also describe how to close the obligation once a voucher is entered and approved on PM003.

Who Uses the Process NIST Travel Office Technicians.

Initiating the Process When a CD-370 Travel Voucher form is submitted to the Travel Office, the Travel Office Technician logs onto CFS- PM003 screens to enter a travel voucher.

Reference Forms CD-370.

Accessing the System From the "Payment Management Transaction Screens" menu, choose option "PM003 - Transaction Screen - Vendor Invoice."



Zoe Ambargis

NAME
GAITHERSBURG, MD

REGION/PAYROLL EMPLOYEE

IS EMPLOYEE ELIGIBLE FOR TAX GROSSUP (circle) P Reporting D Yes No

###-##-####

SSN
BOULDER, CO

PREVIOUS REGION

2003
CALENDAR YEAR

ACCT NO.

DIVISION

| COVERED ALLOWANCES | PAID TO EMPLOYEE | | | PAID TO 3RD PARTY | | | TOTAL PAID [1-] | EXPENSE NOT REPORTED [4] | D&T 12 DEDUCTIBLE REIMBURSABLE NOTING EXPENSE [1-] | D&T 12 SHORT OF COVERED TAXABLE REIMBURSEMENT [1] |
|--|-------------------|-------------|------------------------------|--------------------|------------|---|-----------------|--------------------------|--|---|
| | OBJECT CLASS CODE | ITEM TYPE S | AMOUNT PAID TO EMPLOYEE [1-] | OBJECT CLASS CODES | ITEM TYPES | AMOUNT PAID TO 3RD PARTY FOR EMPLOYEE [4] | | | | |
| 1. AIR/ROUTE TRAVEL TOTAL | 21.11 | TAXAPE | \$325.00 | | | | \$325.00 | | | \$325.00 |
| A) AIR/ROUTE TRAVEL (air/age) | 21.11 | HONT | \$325.00 | 21.11 | TREX | \$325.00 | \$650.00 | \$325.00 | | |
| | | | | 21.23 | TREX | \$100.00 | \$100.00 | | | |
| 2. LODGING | 21.11 | HONT | \$700.00 | | | | \$700.00 | \$700.00 | \$700.00 | |
| 3. TRANSPORTATION OF HHG | 22.14 | HONT | | 22.14 | GRLT50 | \$6,900.00 | \$6,900.00 | \$6,900.00 | \$0.00 | |
| 4. 1ST 30 DAYS TEMPORARY STORAGE | 12.35 | HONT | | 25.14 | GRLT50 | \$500.00 | \$500.00 | \$500.00 | \$0.00 | |
| 5. ADDITIONAL STORAGE | 12.35 | TAXAPE | | 25.14 | TAXAPE | | \$0.00 | | | \$0.00 |
| 6. MOBILE HOME SHIPMENT IN LIEU OF HHG | 21.51 | HONT | | 22.14 | GRLT50 | | \$0.00 | \$0.00 | \$0.00 | |
| 7. MISC. EXPENSE ALLOWANCE | 21.51 | TAXAPE | \$1,780.00 | | | | \$1,780.00 | | | \$1,780.00 |
| 8. HOUSE HUNTING TRIP | 12.35 | TAXAPE | | 21.11 | TAXAPE | | \$0.00 | | | \$0.00 |
| | | | | 21.23 | TAXAPE | | \$0.00 | | | \$0.00 |
| 9. TOSE | 12.35 | TAXAPE | \$15,500.00 | | | | \$15,500.00 | | | \$15,500.00 |
| 10. REAL ESTATE EXPENSES | 12.35 | TAXAPE | \$9,100.00 | 12.35 | TAXAPE | | \$9,100.00 | | | \$9,100.00 |
| 11. LEASE BREAKING EXPENSES | 12.35 | TAXAPE | | | | | \$0.00 | | | \$0.00 |
| 12. Column Total | | | \$27,730.00 | | | \$7,825.00 | \$35,555.00 | \$8,425.00 | \$700.00 | \$26,705.00 |

| Voucher Payment | |
|-----------------------------|-------------|
| Voucher Amount | \$35,555.00 |
| WTA (+) | \$10,385.25 |
| Subtotal | \$45,940.25 |
| Federal Tax (-) | \$10,385.27 |
| Outstanding Advance (-) | \$0.00 |
| Payment to 3rd Party for em | \$7,825.00 |
| Payment to Traveler | \$27,729.98 |

| Item Type | Item Type Desc |
|-----------|----------------|
| HONT | Non-Taxable |
| TAXAPE | Taxable |
| TREX | Travel Expense |
| GRLT | GRLT50 Expense |

| Item Type | Obj-Class # |
|-----------|-------------|
| WTA | 12.84 |
| FITW | 12.84 |
| RITA | 12.94 |

WTA: Withholding tax allowance @ 30.00% - \$10,385.25
 Taxable amount - Withholding tax allowance - \$37,090.25
 FITW: Federal Income Tax withholding @ 28% - \$10,385.27

FITW does not equal WTA (i.e., it differs by a few cents), see the manual for FITW.

Prepared by: _____

Date Completed: _____

Screen Print – Reimbursable Relocation Voucher/Invoice Paid to Traveler

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | | pm003 |
|-----------------------------------|-------------|---------------|--------|-------------------|----------------|---------|-------------|-------|-------------|----|--|--|--|-------|
| Bureau | 57 | Inv: Type | RELINU | No | R00000111RT | - | 0 | Date | 12-AUG-2003 | | | | | |
| Doc: Source | OBLIG | Type | RELPO | No | 4895- | 0 | Symbol | < | > | | | | | |
| Feeder Sys: | No | R00000111RT | Source | | | | | | | | | | | |
| Ref | REQ# | FastPay | N | Int. System: | NONE | | | | | | | | | |
| Dates: Recd | 12-AUG-2003 | Retd | | | Status | OPEN | 12-AUG-2003 | | | | | | | |
| Trans No | 48282 | Net Applied | | | Inv Amount | | | | | | | | | |
| Vendor: | No | 1- | 2 | Name | ZOE O AMBARGIS | Addr | < | | | | | | | |
| PPA | N | Exchange Code | US | Customer Inv Type | No | | | | | | | | | |
| Terms: | (1) Net | 00 P | 0.000 | W/In | 00 | (2) Net | 00 P | 0.000 | W/In | 00 | | | | |
| Approval: | N | By | | | Date | | | | | | | | | |

| R | Itm | Type | MDL | I | D | P | R | A | Type | T | R | W/H | D | H | Emp No | Inf | Amount |
|---|-----|--------|-----|---|---|---|---|---|------|-----|---|-----|---|-----|--------|-----|------------|
| N | 70 | NONT | 1 | Q | N | N | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < | 325.00 |
| N | 71 | NOWAY | 1 | Q | N | N | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < | -27,730.00 |
| N | 1 | SERU2 | 1 | D | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < | 27,300.00 |
| N | 72 | TAXABE | 1 | Q | N | N | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < | 325.00 |
| N | 73 | TAXABE | 1 | Q | N | N | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < | 1,780.00 |
| N | 74 | TAXABE | 1 | Q | N | N | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < | 15,500.00 |
| N | 75 | TAXABE | 1 | Q | N | N | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < | 9,100.00 |
| N | 76 | NONT | 1 | Q | N | N | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < | 700.00 |

CLIN# FMDL#

Open Items for matching Window:

| PO/REQ Items open for AP | | | | | | | | |
|--------------------------|-------|----------|---|-----|-------|----|-------|----------|
| Itm | CLIN# | Type | R | MDL | FMDL# | FY | Qty | Amount |
| 1 | | SERU2 | D | 1 | | 03 | 1.000 | 4,700.00 |
| 2 | | (GBLREL) | D | 1 | | 03 | 1.000 | 4,500.00 |

ACCS: 8163100-000 01-00-0100-00-00-00-00 21-45-00-00

DESC: AMBARGIS/ZOE, 1, 1

Account Distribution For Item (#1) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 325.0000 | 325.00 | <A> | OPEN 12-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-21-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 21-AUG-2003 | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#2) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|--------------|------------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | -27,730.0000 | -27,730.00 | <A> | OPEN 12-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-45-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 13-AUG-2003 | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#3) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|-------------|-----------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 27,300.0000 | 27,300.00 | <A> | OPEN 12-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-45-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 12-AUG-2003 | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#4) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 325.0000 | 325.00 | <A> | OPEN 12-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-31-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 12-AUG-2003 | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#5) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|----------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 1,780.0000 | 1,780.00 | <A> | OPEN 12-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-51-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 13-AUG-2003 | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#6) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|-------------|-----------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 15,500.0000 | 15,500.00 | <A> | OPEN 12-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 12-95-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 13-AUG-2003 | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#7) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|----------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 9,100.0000 | 9,100.00 | <A> | OPEN 13-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 12-95-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag: < > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 13-AUG-2003 | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Account Distribution For This Item (#8) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 700.0000 | 700.00 | <A> | OPEN 13-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-31-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag: < > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 13-AUG-2003 | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Screen Print – Reimbursable Relocation Voucher/Invoice Paid to Shipping Company (GBL/TSO)

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | pm003 |
|-----------------------------------|-------------------------------------|---------------|---------|--------------------------|-------------|------------|-------------|-------|-------------|----|------|---|-------|
| Bureau | 57 | Inv: Type | RELINU | No | R00000111RT | - | 1 | Date | 13-AUG-2003 | | | | |
| Doc: Source | OBLIG | Type | RELPO | No | 4895- | 0 | Symbol | < | > | | | | |
| Feeder Sys: | No | R00000111RT | Source | | | | | | | | | | |
| Ref | REQ# | FastPay | N | Int. System: | NONE | | | | | | | | |
| Dates: Recd | 13-AUG-2003 | Retd | | | Status | OPEN | 13-AUG-2003 | | | | | | |
| Trans No | 48283 | Net Applied | | | 7,400.00 | Inv Amount | | | | | | | |
| Vendor: No | 4096- | 2 | Name | CONSOLIDATED FREIGHTWAYS | | | | | | | Addr | < | > |
| PPA | <input checked="" type="checkbox"/> | Exchange Code | US | Customer Inv Type | No | | | | | | | | |
| Terms: | (1) Net | 00 P | 0.000 | W/In | 00 | (2) Net | 00 P | 0.000 | W/In | 00 | | | |
| Approval: | <input checked="" type="checkbox"/> | By | C ENLOE | Date | 13-AUG-2003 | | | | | | | | |

| R | Itm | Type | MDL | I | D | P | R | A | PP | Type | T | R | W/H | D | H | Emp | No | Inf | Amount |
|-------------------------------------|-----|--------|-------|---|-------------------------------------|-------------------------------------|---|---|-----|------|-------------------------------------|-----|-------------------------------------|-----|---|-----|----|-----|-----------|
| <input checked="" type="checkbox"/> | 70 | GBLTSO | 1 | Q | N | N | N | N | STD | <N> | <input checked="" type="checkbox"/> | <N> | <input checked="" type="checkbox"/> | <N> | | 0 | < | > | 6,900.00 |
| <input checked="" type="checkbox"/> | 71 | GBLTSO | 1 | Q | N | N | N | N | STD | <N> | <input checked="" type="checkbox"/> | <N> | <input checked="" type="checkbox"/> | <N> | | 0 | < | > | 500.00 |
| <input checked="" type="checkbox"/> | 72 | NOWAY | 1 | Q | N | N | N | N | STD | <N> | <input checked="" type="checkbox"/> | <N> | <input checked="" type="checkbox"/> | <N> | | 0 | < | > | -7,400.00 |
| <input checked="" type="checkbox"/> | 2 | GBLREL | 1 | D | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | N | N | STD | <N> | <input checked="" type="checkbox"/> | <N> | <input checked="" type="checkbox"/> | <N> | | 0 | < | > | 7,400.00 |
| CLIN# | | | FMDL# | | | | | | | | | | | | | | | | |

Account Distribution For This Item (#1) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|---|-------------|---------------|--------------|------------------------|-------------|-----------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 6,900.0000 | 6,900.00 | <A> | OPEN 13-AUG-2003 |
| 57 | 8163100-000 | 01 | 03-01-00-000 | 01-00-0100-00-00-00-00 | 22-11-00-00 | 000000 |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | 12-SEP-2003 | |
| | | Disct | | D/L | | Lost |
| PS: MISC | | 0 | Date | | 11-SEP-2003 | |
| Payment: PO | | NIST | TDO | KFC | Encl 2 | TREAS Type CHECK No 0 |

Account Distribution For This Item (#2) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|---|-------------|---------------|--------------|------------------------|-------------|-----------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 500.0000 | 500.00 | <A> | OPEN 13-AUG-2003 |
| 57 | 8163100-000 | 01 | 03-01-00-000 | 01-00-0100-00-00-00-00 | 25-14-00-00 | 000000 |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | 12-SEP-2003 | |
| | | Disct | | D/L | | Lost |
| PS: MISC | | 0 | Date | | 11-SEP-2003 | |
| Payment: PO | | NIST | TDO | KFC | Encl 2 | TREAS Type CHECK No 0 |

Account Distribution For This Item (#3) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|-------------|-----------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | -7,400.0000 | -7,400.00 | <A> | OPEN 13-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-45-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | 12-SEP-2003 | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 11-SEP-2003 | | | | | | |
| Payment: PO NIST TDO KFC Encl 2 TREAS Type CHECK No 0 | | | | | | |

Account Distribution For This Item (#4) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|----------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 7,400.0000 | 7,400.00 | <A> | OPEN 13-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-45-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | 12-SEP-2003 | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date 11-SEP-2003 | | | | | | |
| Payment: PO NIST TDO KFC Encl 2 TREAS Type CHECK No 0 | | | | | | |

Screen Print – Reimbursable Relocation Voucher/Invoice Paid to IRS

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | pm003 |
|-----------------------------------|-------------------------------------|---------------|---------|--------------------------|-------------|------------|-------------|-------|-------------|----|------|---|-------|
| Bureau | 57 | Inv: Type | RELINU | No | R00000111RT | - | 2 | Date | 13-AUG-2003 | | | | |
| Doc: Source | OBLIG | Type | RELPO | No | 4895- | 0 | Symbol | < | > | | | | |
| Feeder Sys: No | R00000111RT | Source | | | | | | | | | | | |
| Ref | REQ# | FastPay | N | Int. System: | NONE | | | | | | | | |
| Dates: Recd | 13-AUG-2003 | Retd | | | Status | OPEN | 13-AUG-2003 | | | | | | |
| Trans No | 48285 | Net Applied | | | 10,385.27 | Inv Amount | | | | | | | |
| Vendor: No | 3452- | 2 | Name | INTERNAL REVENUE SERVICE | | | | | | | Addr | < | > |
| PPA | <input checked="" type="checkbox"/> | Exchange Code | US | Customer Inv Type | No | | | | | | | | |
| Terms: | (1) Net | 00 P | 0.000 | W/In | 00 | (2) Net | 00 P | 0.000 | W/In | 00 | | | |
| Approval: | <input checked="" type="checkbox"/> | By | C ENLOE | Date | 13-AUG-2003 | | | | | | | | |

| R | Itm | Type | MDL | I | D | P | R | A | PP | Type | T | R | W/H | D | H | Emp | No | Pmt | Inf | Amount |
|-------|-----|------|-------|---|---|---|---|---|-----|------|-------------------------------------|-----|-------------------------------------|-----|---|-----|----|-----|-----------|--------|
| N | 1 | FITW | 1 | Q | N | N | N | N | STD | <N> | <input checked="" type="checkbox"/> | <N> | <input checked="" type="checkbox"/> | <N> | < | 0 | < | < | 10,385.27 | |
| CLIN# | | | FMDL# | | | | | | | | | | | | | | | | | |

Transaction complete -- 1 records posted and committed.
Please acknowledge message. (Ok)

Account Distribution For This Item (#1) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|-------------|-------------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 10,385.2700 | 10,385.27 | <A> | OPEN 13-AUG-2003 |
| 57 8163100-000 01 03-01-00-000 01-00-0100-00-00-00-00 12-94-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag: < > |
| EA | | Due | | L/R | 12-SEP-2003 | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 | | Date | | 11-SEP-2003 | | |
| Payment: PO NIST | | TDO | KFC | Encl 2 | TREAS | Type CHECK No 0 |

Step by Step

Follow the steps below to enter a Travel Relocation Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|---|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form, or other applicable forms. TAB to the next field.</p> <p>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</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select 'RELINV' for the relocation voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> |

Follow the steps below to enter a Travel Relocation Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|--|
| 3 | NO | The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number. | Y – BUSINESS RULES | <p>Enter the actual Travel Order + RT number in the NO field. TAB to the next field.</p> <p>Example: R00000111RT</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1. Each vendor requires a separate sub-invoice.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record a voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number R12345678-1, R12345678-2). If this does not apply, TAB through this field.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field. |
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field. |

Follow the steps below to enter a Travel Relocation Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------|--|----------------------|--|
| 6 | DOC: TYPE | Doc Type describes the type of obligating document. The Drop Down L.O.V will list all available documents types. | Y – BUSINESS RULES | Press HOME and query on ' RELPO ' and select the corresponding PO Number for this invoice. NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records. The user can query using the obligation document type, document number, feeder system number (travel order #), vendor number, and vendor ID or vendor name. When the Document No is selected from the pop-up screen, the NO Field, Feeder System No, Ref #, FastPay, Int. System, Status, & Vendor Information is automatically populated with information from the Obligation. TAB to the next field. |
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | Tab through, automatically populated when Document No selected. |
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | Tab through, automatically populated when Document No selected. |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | The SOURCE REF field will be auto-populated with the Source Ref from the Obligation. TAB to the next field. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Tab through, automatically populated when Document No selected. Populated with 'N'. |
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 11 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. |

Follow the steps below to enter a Travel Relocation Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|----------------------|---|
| 12 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. |
| 13 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. | Y – USER DEFINED | Leave this field blank. TAB to the next field. The system will calculate the vendor invoice amount automatically when all line item are entered and the invoice is approved. |
| 14 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice and the additional vendors added in the PM043. | Y – SYSTEM GENERATED | Press HOME in the second Vendor No field and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. If the Technician is processing payment for a freight common carrier or IRS, press the Home key then highlight the desired vendor from the popup. The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040. |
| 15 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. |
| 16 | TAB through all remaining control fields until the cursor reaches the detail portion of the screen. A message stating “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED” is displayed at the bottom of the screen. Press enter to acknowledge the message. | | | |
| 17 | Release Flag (R) | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the ‘R’ flag is set to ‘Y’. | Y – SYSTEM GENERATED | TAB through the ‘R’ field. |
| 18 | ITEM NO, ITEM Type, Unit Price, Quantity, FY, Project, Task, Organization, Object Class, Payment PO | Follow the instructions in the ACTION column to liquidate the obligation or to add new line items that were not obligated. | Y – BUSINESS RULES | Review the Relocation Worksheet To enter a new line item/ no-way that was not originally on the obligation (not on the CD29 form), enter the following: ITEM NO: Always start at that next sequential number that is on the voucher. For each additional no-way line item increase the item number by 1 (e.g., 70, 71, 72, etc.). ITEM TYPE: reference worksheet |

Follow the steps below to enter a Travel Relocation Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|--|
| | | | | <p>RI METHOD: Q for noway</p> <p>Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears.</p> <p>FY: Enter the FCFY from the CD-370 form.</p> <p>PROJECT: Enter the project from the CD-370 form.</p> <p>TASK: Enter the task from the CD-370 form.</p> <p>ORGANIZATION: Enter the organization code from the CD-370 form.</p> <p>OBJECT CLASS: Enter the object class that corresponds to the type of expense on the relocation worksheet.</p> <p>QTY: 1</p> <p>UNIT PRICE: Enter the new line item amount from the relocation worksheet.</p> <p>Tab through all fields until the Payment Office Code, Name, Center and Doc Type window appears.</p> <p>Select NIST, Press ENTER.</p> <p>Press F5 and the Vendor Invoice Transaction screen appears.</p> <p>Federal Withholding Taxes are not obligated by the Travel Office, the deobligation process will not be applicable to the accrual entry recorded to process Federal Withholding Taxes. To deobligate the order, pull through the line items from the obligation and cancel them out using the following steps:</p> <ol style="list-style-type: none"> 1. Press HOME in the ITEM NO field and select the non-matched line item. 2. If there is more than one non-matched line item, press INSERT, Tab to the ITEM NO field and press HOME, and select a line item. 3. Return to the first unmatched line item 4. TAB through the fields until you get to PMT INF. <p>NOTE: ITEM TYPE: Same as in obligation RI METHOD: D for long-term and travel relocation, Q for TDY</p> <ol style="list-style-type: none"> 5. TAB through to PS: DATE and enter today's date for PS: DATE 6. Press F5 to save and exit. Repeat 4-5 for each |

Follow the steps below to enter a Travel Relocation Reimbursable Voucher. ****NOTE:** Non-reimbursable expenses will be processed through the Government Travel Account (GTA) interface.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|----------------------|---|
| | | | | line item. 7. Return the cursor R (Release Flag) field of the first unmatched line item. 8. Press the INSERT key to insert a new line item on the voucher. At the Release Flag column, press F1 then press F12 (the copy feature) to copy the line directly above the new line item. This feature will copy the dollar amount, ACCS elements and other default values to match the obligated line item. 9. Tab to the PMT INFO Field and press HOME. 10. Change the Unit Price a negative amount of the same amount. 11. TAB through to PS: DATE and enter today's date for PS: DATE 12. Press F5 to save and exit. Repeat 7-12 for each line item. |
| 19 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria and all other required information. | Y – SYSTEM GENERATED | Press PAGE UP to move the cursor to the APPROVAL field, and enter 'Y'. Press ENTER. Press ENTER to acknowledge all messages. If an error message is received, correct the problem and try to approve again. |
| 20 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 21 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |
| 22 | NOTE: Once the document is approved, change the R (release) field to 'N' in this screen to prevent payment for IRS federal withholding taxes. Change the R (release) field to 'Y' in this screen when the Technician is ready to make the payment. Change the flag back to 'Y' when the Technician is ready to process tax withholding payments. | | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Reclaim Travel Vouchers

Voucher (PM003) Reclaim Travel Reimbursable Expenses

| | |
|-------------------------------|---|
| Introduction | NIST reclaim Travel documents fall under the no-way match type of transaction. The following instructions describe how the reclaim travel vouchers are entered manually into CFS. |
| Who Uses the Process | NIST Travel Office Technicians. |
| Initiating the Process | When a CD-370 forms are submitted to the Travel Office, the Travel Office Technician logs onto CFS- PM003 screens to enter a reclaim travel voucher. |
| Reference Forms | CD-370 |
| Accessing the System | From the “Payment Management Transaction Screens” menu, choose option “PM003 - Transaction Screen - Vendor Invoice.” |

Screen Print – Reimbursable Reclaim Voucher

| Vendor Invoice Transaction Screen | | | | | | | | | | | | pm003 |
|-----------------------------------|-------------|---------------|--------|-------------------|------------|-------------|--------|-------|-------------|----|--|-------|
| Bureau | 57 | Inv: Type | TRAVEL | No | 612345678 | - | 1 | Date | 04-AUG-2003 | | | |
| Doc: Source | OBLIG | Type | TRUPO | No | 4798- | 0 | Symbol | < | > | | | |
| Feeder Sys: No | 612345678RT | Source | | | | | | | | | | |
| Ref | 3740001 | FastPay | N | Int. System: | NONE | | | | | | | |
| Dates: Recd | 04-AUG-2003 | Retd | | Status | OPEN | 04-AUG-2003 | | | | | | |
| Trans No | 48264 | Net Applied | | 50.00 | Inv Amount | | | | | | | |
| Vendor: No | 1- | 2 | Name | ZOE O AMBARGIS | Addr< | > | | | | | | |
| PPA | N | Exchange Code | US | Customer Inv Type | No | | | | | | | |
| Terms: | (1) Net | 00 P | 0.000 | W/In | 00 | (2) Net | 00 P | 0.000 | W/In | 00 | | |
| Approval: | N | By | | Date | | | | | | | | |

| R | Itm | Type | MDL | I | D | P | R | A | PP Type | T | R | W/H | D | H | Emp No | Inf | Amount |
|---|-----|-------|-----|---|---|---|---|---|---------|-----|---|-----|----|-----|--------|-----|--------|
| N | 70 | NOWAY | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | 0 | <> | 50.00 |
| | | | | | | | | | | <> | | <> | <> | | <> | | |
| | | | | | | | | | | <> | | <> | <> | | <> | | |

CLIN# FMDL#

Account Distribution For This Item (#1) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 50.0000 | 50.00 | < > | OPEN 04-AUG-2003 |
| 57 3740200-000 01 04-00-08-000 01-03-0374-00-00-00-00 21-51-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-AUG-2003 | PM006 Flag: < > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDO KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Step by Step

Follow the steps below to enter a Reclaim Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|--------------------|---|
| 1A | <p>Query the Travel Order # in the Feeder System # field to obtain the last invoice and sub-invoice # created for the travel voucher. It is important to query on the TO# so that the sub-invoice # can be manually incremented by 1. Down arrow until the cursor is at the last the invoice for the travel order. Note the sub-invoice # used and use the next available sub-invoice # when proceeding with step 3.</p> | | | |
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form. TAB to the next field.</p> <p>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</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select:</p> <p>'RELINV' for Relocation reclaim voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> |

Follow the steps below to enter a Reclaim Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|---|
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record a voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Enter the Travel Order number in the NO field. TAB to the next field.</p> <p>Increment the sub-invoice # field by the next available number for this travel order #. See notes in step 1A.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field. |
| 5 | DOC: SOURCE | The originating document. Reclaims will not be matched to a travel obligation. | Y – BUSINESS RULES | Enter 'NONE' in the DOC: SOURCE field. Tab to the next field. |
| 6 | DOC: TYPE | <p>Doc Type describes the type of obligating document.</p> <p>The Drop Down L.O.V will list all available documents types.</p> <p>NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records.</p> | Y – BUSINESS RULES | <p>The value 'NONE' will be populated by the system.</p> <p>TAB to the next field.</p> |
| 7 | Doc: NO | <p>The CFS system-generated obligation number.</p> <p>Since local travel is not obligated the document # will always be zero.</p> | Y- USER DEFINED | Tab to the next field. |

Follow the steps below to enter a Reclaim Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------------|--|----------------------|---|
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | Enter the travel order #. |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | If a requisition number is provided on the CD 370 form, record it in this field. TAB to the next field. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Enter 'N' in the FASTPAY field. TAB to the next field. |
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 11 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. |
| 12 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. |
| 13 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. | Y – USER DEFINED | Leave this field blank. TAB to the next field. The system will calculate the Invoice Amount Applied automatically when all line item are entered and the invoice is approved. |

Follow the steps below to enter a Reclaim Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|---|
| 14 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – BUSINESS RULES | Search for the traveler by name. Press HOME to bring up the list of values. Press F11 to initiate a query and the list of values will become blank. Enter the Traveler's name in the Address Name column with the '%' symbol before and after the name. Press F12 to see the query results. Arrow up and down until the desired traveler is highlighted then press ENTER. Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. In most cases, the payment address will be #2. |
| 15 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. |
| 16 | TAB through all fields until the cursor reaches the detail portion of the screen. A message stating "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED" is displayed at the bottom of the screen. Press enter to acknowledge the message. | | | |
| 17 | Release Flag | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the 'R' flag is set to 'Y'. | Y – SYSTEM GENERATED | TAB through the 'R' field. |
| 18 | ITEM | This value is manually entered by the technician to identify the line item on the vendor invoice. Begin with #1. | Y – BUSINESS RULES | Enter in #1 for the first line item and increment by 1 for each additional line item. |
| 19 | ITEM NO, ITEM Type, Unit Price, Quantity, FY, Project, Task, Organization, Object Class, Payment PO | Follow the instructions in the ACTION column to liquidate the obligation or to add new line items that were not obligated. | Y – BUSINESS RULES | All reclaims are no-way line items. Follow these instructions to enter a no-way line item: ITEM NO: Start the item number at number 70. ITEM TYPE: 'Noway' |

Follow the steps below to enter a Reclaim Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|--|
| | | | | <p>RI METHOD: Q MDL: The MDL value will always be 1. Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears. FY: Enter the FCFY from the CD 370 form. PROJECT: Enter the project from the CD 370 form. TASK: Enter the task from the CD 370 form. ORGANIZATION: Enter the organization code from the CD 370 form. OBJECT CLASS: Enter the object class that corresponds to the type of expense. QTY: 1 UNIT PRICE: Enter the new line item amount from the CD 370 form. Tab through all fields until the Payment Office Code, Name, Center and Doc Type window appears.</p> <p>Select NIST, Press ENTER. Press F5 and the Vendor Invoice Transaction screen appears.</p> <p>Short cut: If there are multiple line items, Tab to the previous line item on the PM003. Press the down arrow key to move the cursor to the next line item on the voucher. Press the INSERT key to insert a new line item on the voucher. At the Release Flag column, press F1 then press F12 (the copy feature) to copy the line directly above the new line item. This feature will copy the dollar amount, ACCS elements and other default values to match the obligated line item. NOTE: Check the ACCS values to make sure the object class code is correct.</p> |

Follow the steps below to enter a Reclaim Travel Voucher.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|----------------------|---|
| 20 | Enter in all line Item information, including ACCS, based on the information provided on the SF 1164 form. You have to enter the ACCOUNT DISTRIBUTION pop-up screen to populate the G/L End Date field before committing. TAB through all remaining fields, verifying that the information in each field is correct. Press F5 to commit. NOTE: If you do not enter a proper G/L End Date, you will receive an error message that states that the G/L end date is NULL. | | | |
| 21 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, and all other required information. | Y – SYSTEM GENERATED | Press PAGE UP to move the cursor to the APPROVAL field, and enter 'Y'. Press ENTER. Press ENTER to acknowledge all messages. If an error message is received, correct the problem and try to approve again. |
| 22 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 23 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |
| | End of Steps | | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Travel Advance Procedures

EFT or Treasury Check Advance Request

Introduction

This procedure describes the process to record an Electronic Funds Transfer (EFT) or treasury check travel advance to a traveler and the application of invoices against the advance. The advance request is entered via the CFS screen "Vendor Invoice Transaction Screen" (PM003). The instructions begin with the entry of the travel advance on PM003.

****NOTE: An approved travel order must be recorded on FM040 in order to enter the travel EFT/treasury check advance on PM003. Reference the TDY/Long term procedures to enter an obligation for type of travel. IMPORTANT: For each travel obligation that has both non-reimbursable and reimbursable expenses, two obligations must be created since there are two separate vendors: the Citibank and the Traveler.**

Who Uses the Process

NIST Travel Office Technicians.

Initiating the Process

A CD-29 Travel Order form is submitted to the Travel Office with the CD-369 Travel Advance form. The Travel Office Technician logs onto CFS- FM040 screens to obligate a travel order. Following, the Travel Office Technician logs onto the CFS-PM003 screen to enter the advance request.

Reference Forms

CD-29 and CD 369 forms

Accessing the System

From the "Payment Management Transaction Screens" menu, choose option "Vendor Invoice Transaction Screen" (PM003). Follow the steps below to complete PM003.

Screen Print –Travel Advance Request

Travel Obligation

| Purchase Order Transaction Screen | | Print <input type="checkbox"/> | fm040 |
|-------------------------------------|--------------------------|---|--------------------------------|
| One to One <input type="checkbox"/> | | | |
| Document: Type | TRUPO | C/O <input type="checkbox"/> | Oblig# 4791-0-0 Total 1,500.00 |
| Feeder System No | 690000005RT | ASAP: <input type="checkbox"/> | Account Prefix: |
| Date | 18-JUL-2003 | Source Ref | 3740001 Grant Amend No |
| Effective Dates | 18-JUL-2003-28-JUL-2003 | Status | OPEN 18-JUL-2003 |
| For: Bureau Code | 57 | Name (NIST) NATL INST OF G/L | Date 31-JUL-2003 FY 03 |
| Vendor: < > | No 1-1 | Name | ZOE O AMBARGIS |
| Approval: <input type="checkbox"/> | By E STAMMLER | Date | 18-JUL-2003 |
| Document: <Y> | Notes <0> | Line Notes < > | AD < > |
| Item: No | 1 | Request Detail <input type="checkbox"/> | Type SERU2 Commodity Code G/S |
| Part No | | Stock No | Emp No |
| Description <A> | Other < > | Due Date | 28-JUL-2003 Acceptance Days 7 |
| RI Mth Act | Quantity | U/M | Unit Price |
| Requested: | <input type="checkbox"/> | <input type="checkbox"/> | 1.000 EA 1,000.0000 1,000.00 |
| Inventory: | | | |
| Account Classification: < > | | Status | OPEN 18-JUL-2003 |
| Count: *1 | | <Replace> | |

Travel Advance Entry

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | pm003 | | | | | |
|--|-----|------|-----|---|---|---|---|---|------|-----|---|-----|-------|-----|-----|-----|-----|--------|
| Bureau 57 Inv: Type TRAVEL No 690000005 - 0 Date 18-JUL-2003 | | | | | | | | | | | | | | | | | | |
| Doc: Source OBLIG Type TRUPO No 4791- 0 Symbol < > | | | | | | | | | | | | | | | | | | |
| Source Ref 3740001 FastPay N Int. System: NONE | | | | | | | | | | | | | | | | | | |
| Dates: Recd 18-JUL-2003 Retd Status OPEN 18-JUL-2003 | | | | | | | | | | | | | | | | | | |
| Trans No 47003 Invoice Amount Applied 800.00 | | | | | | | | | | | | | | | | | | |
| Vendor Invoice Amount | | | | | | | | | | | | | | | | | | |
| Vendor: No 1- 2 Name ZOE O AMBARGIS Addr< > | | | | | | | | | | | | | | | | | | |
| PPA N Exchange Code US Customer Inv Type No | | | | | | | | | | | | | | | | | | |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 | | | | | | | | | | | | | | | | | | |
| Approval: Y By E STAMMLER Date 18-JUL-2003 | | | | | | | | | | | | | | | | | | |
| R | Itm | Type | MDL | I | D | P | R | A | Type | T | R | W/H | D | H | Emp | No | Inf | Amount |
| Y | 1 | ADU | 1 | Q | N | N | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < > | < > | 800.00 |
| | | | | | | | | | | < > | | < > | | < > | | < > | < > | |
| | | | | | | | | | | < > | | < > | | < > | | < > | < > | |
| | | | | | | | | | | < > | | < > | | < > | | < > | < > | |
| Count: *0 | | | | | | | | | | | | | | | | | | |
| <Replace> | | | | | | | | | | | | | | | | | | |

Item Selection

| PO/REQ Items open for AP | | | | | | pm003 |
|---|-------|-----|---|-------|----------|-------------|
| Itm | Type | MDL | R | Qty | Amount | |
| 1 | SERU2 | 1 | Q | 1.000 | 1,000.00 | 18-JUL-2003 |
| 2 | SERU2 | 1 | Q | 1.000 | 500.00 | > |
| | | | | | | E |
| | | | | | | - JUL-2003 |
| | | | | | | Addr< > |
| | | | | | | 000 W/In 00 |
| FY 03 ACCS 3740200-000 01-03-0374-00-00-00-00 21-31-00-00 DESCR: AMBARGIS/ZOE, 1, 1 | | | | | | Amount |
| | | | | | | ----- |
| | | | | | | |
| Count: *2 | | | | | | < Replace > |

ACCS for Advance Request

| Account Classification | | | | | | |
|------------------------|--------------|-----------|--------------|------------------------|--------------|--------|
| Bureau | Project Task | Fund Code | Program | Organization | Object Class | UDF |
| 57 | 3740200-000 | 01 | 04-00-08-000 | 01-03-0374-00-00-00-00 | 14-13-00-00 | 000000 |
| TRAVEL ADVANCES | | | | | | |

Step By Step

Follow the steps below to enter an EFT/Treasury Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|---|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form. TAB to the next field.</p> <p>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</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value that defines the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select 'TRAVEL' for TDY voucher.</p> <p>Press HOME and select 'LTRAVL' for long-term voucher.</p> <p>Press HOME and select 'RELINV' for relocation voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> |

Follow the steps below to enter an EFT/Treasury Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|--|
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record an voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, for example a reclaim, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Enter the actual Travel Order number in the NO field. TAB to the next field.</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | <p>Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field.</p> |
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | <p>Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field.</p> |
| 6 | DOC: TYPE | <p>Doc Type describes the type of obligating document.</p> <p>The Drop Down L.O.V will list all available documents types.</p> <p>NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records.</p> <p>The user can query using the obligation document type, document number, feeder system number (travel order #), vendor number, vendor ID or vendor name.</p> | Y – BUSINESS RULES | <p>Press HOME and select TRVPO for TDY or LTRVPO for long-term or RELPO for relocation.</p> <p>TAB to the next field.</p> |

Follow the steps below to enter an EFT/Treasury Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------|--|----------------------|--|
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | <p>Press HOME. Press Tab. Type the CFS Obligation # or enter % and the Travel Order #, and press ENTER.</p> <p>If the document number is found then the list of values will display all available document number matches. Select the document number that corresponds to the CFS obligation or Travel Order number. Verify that the reimbursable travel order (RT#) number is selected, if searched on the travel order #, rather than the non-reimbursable travel order #. The non-reimbursable travel order # will be matched through the GTA interface.</p> <p>Press Enter. Tab to the next field.</p> |
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | <p>The SOURCE REF field will be auto-populated with the Source Ref from the obligation that was previously entered.</p> <p>TAB to the next field.</p> |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | <p>Enter 'N' in the FASTPAY field. TAB to the next field.</p> |
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 11 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | <p>Enter the current date in the following format: DD-MON-YYYY. TAB to the next field.</p> |
| 12 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | <p>No action required TAB through if not applicable.</p> |

Follow the steps below to enter an EFT/Treasury Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|--|
| 13 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. | Y – USER DEFINED | Leave this field blank. TAB to the next field. The system will calculate the Invoice Amount Applied field when all line items are entered and the invoice is approved. The user can tab over the vendor invoice amount field. |
| 14 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – SYSTEM GENERATED | The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040. Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. |
| 15 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. |
| 16 | TAB through all fields until the cursor reaches the detail portion of the screen. A message stating “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED” is displayed at the bottom of the screen. Press ENTER to acknowledge the message. | | | |
| 17 | Release Flag | The release flag identifies when an invoice is released for payment. The field will have the value of ‘N’ until it is approved. | Y – SYSTEM GENERATED | TAB through the ‘R’ field. |

Follow the steps below to enter an EFT/Treasury Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|--------------------|--|
| 18 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | <p>Press HOME in the ITEM field and select the line item to advance against.</p> <p>To avoid reentering the entire ACCS string, the user can select from the list of values. IF the travel expense is split among multiple projects on the order, the advance authorized will be pro-rated among projects.</p> <p>Tab to the next field.</p> |
| 19 | ITEM Type | This field defines the line item type. For EFT and Treasury check advances the item type is always changed to ADV . | Y – BUSINESS RULES | <p>Press HOME and Select the ADV item type.</p> <p>Tab to the PYMT INFO field and the ACCOUNT DISTRIBUTION pop up screen displays. Tab to the ACCS field.</p> |
| 19A | Tab to the PYMT INFO field. The Account Distribution pop up screen will either be initiated by the system or the user can press the HOME key to activate the screen. Tab to the ACCS field. | | | |
| 20 | ACCS | ACCS field brings up a pop-up window to enter the Accounting Classification Code Structure for the line item. Elements to enter are Bureau Code, Project, Task, Organization Code and Object Class Code. The bureau code cannot be changed on the ACCS window. | Y- BUSINESS RULE | <p>Enter the project, task, and organization code to charge the advance request. At the object class code field enter 14-13-00-00. EFT and Treasury Check advances are always charged to the 14-13-00-00 object class code.</p> <p>Tab to the UNIT PRICE field.</p> |
| 21 | Unit Price | Unit Price is the dollar amount for the line item. Treasury checks and EFT travel advances can only be issued up to 80% of the travel order in CFS. | Y – BUSINESS RULES | <p>Type the advance amount requested in the UNIT PRICE field.</p> <p>Tab through the remaining fields on the Account Distribution For This Item No, Type and MDL window. Press F5 to return to the main PM003 window and the cursor moves to the Approval field.</p> |

Follow the steps below to enter an EFT/Treasury Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|---|
| 22 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria and all other required information. | Y – SYSTEM GENERATED | Enter 'Y' in the Approval field and Press F5. Press ENTER to acknowledge all messages. If an error message is received, correct the problem and try to approve again. |
| 23 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 24 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |
| 25 | NOTE: Advances will be paid using the disbursement process or the manual payment process (SF1166). | | | |
| 26 | In order for the transaction to be properly reflected as an advance balance, the object class code must be 14-13 and the item type must be 'ADV'. If either of the two values are incorrect, the voucher will need to be voided and re-entered in PM003. | | | |
| | End of Steps | | | |

Apply Voucher to Travel Advance: EFT or Treasury Check Procedure

Introduction

This procedure describes the process to apply a voucher against an EFT/Treasury Check Advance. In order to apply the voucher, the advance record on PM003 must have a status of PAID. All manual travel vouchers will be entered following these procedures. Travel vouchers originating from Travel Manager will automatically be entered onto PM003 from the Travel Manager Interface (TMI) with the voucher expenses but with a status of unapproved. The Travel Office Technician will be responsible for completing the procedures to apply a voucher to an advance for automated and manually entered vouchers. The procedures are noted where the Travel Technician should continue with completing the transaction for automated vouchers. To apply a voucher against an advance, the data is entered via the CFS screen "Vendor Invoice Transaction Screen" (PM003).

****NOTE: An approved and paid travel advance must be recorded on PM003 to apply the voucher on PM003.**

Who Uses the Process

NIST Travel Office Technicians.

Initiating the Process

A CD-370 Travel Voucher form is submitted to the Travel Office or a voucher has been interfaced to PM003 through TMI. Automated vouchers that require follow-up activity on PM003 to apply the advance to the voucher are identified on the TMI Advance Processing report. The Travel Office Technician logs onto CFS- PM003 screen to apply the voucher to the advance and to liquidate the obligation.

Reference Forms

CD-370 form

Accessing the System

From the "Payment Management Transaction Screens" menu, choose option "Vendor Invoice Transaction Screen" (PM003). Follow the steps below to complete PM003.

Screen Print –Apply Travel Voucher to Advance

Vendor Invoice Transaction Screen pm003

Bureau 57 Inv: Type TRAVEL No 690000005 - 1 Date 18-JUL-2003
 Doc: Source OBLIG Type TRUPO No 4791- 0 Symbol < >
 Source Ref 3740001 FastPay N Int. System: NONE
 Dates: Recd 18-JUL-2003 Retd Status OPEN 18-JUL-2003
 Trans No 47004 Invoice Amount Applied 100.00
 Vendor Invoice Amount

Vendor: No 1- 2 Name ZOE O AMBARGIS Addr< >
 PPA N Exchange Code US Customer Inv Type No
 Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00
 Approval: Y By E STAMMLER Date 18-JUL-2003

| R | Itm | Type | MDL | I | D | P | R | A | PP | Type | T | R | W/H | D | H | Emp | No | Inf | Pmt | Amount |
|---|-----|--------|-----|---|---|---|---|---|------|------|-----|---|-----|---|-----|-----|----|-----|-----|---------|
| N | 1 | ADVAPP | 1 | Q | N | N | N | N | NONE | | <N> | N | <N> | Y | <N> | | 0 | < > | | -800.00 |
| N | 1 | SERU2 | 1 | Q | Y | Y | N | N | NONE | | <N> | N | <N> | Y | <N> | | 0 | < > | | 700.00 |
| N | 2 | SERU2 | 1 | Q | Y | Y | N | N | NONE | | <N> | N | <N> | Y | <N> | | 0 | < > | | 200.00 |

WORKING... Checking for funds availability.
 Count: *0 <Replace>

Item Selection

| PO/REQ Items open for AP | | | | | | pm003 |
|--|-------|-----|---|-------|----------|-------------|
| Itm | Type | MDL | R | Qty | Amount | |
| 1 | SERU2 | 1 | Q | 1.000 | 1,000.00 | 18-JUL-2003 |
| 2 | SERU2 | 1 | Q | 1.000 | 500.00 | > |
| | | | | | | E |
| | | | | | | - JUL-2003 |
| | | | | | | Addr<> |
| | | | | | | 000 W/In 00 |
| FY 03 ACCS 3740200-000 01-03-0374-00-00-00 21-31-00-00 DESCR: AMBARGIS/ZOE, 1, 1 | | | | | | Amount |
| | | | | | | 700.00 |
| Count: *2 | | | | | | <Repl ace> |

Item # 1

| Account Distribution For This Item No, Type and MDL | | | | | | |
|---|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 700.0000 | 700.00 | <A> | OPEN 18-JUL-2003 |
| 57 3740200-000 01 04-00-08-000 01-03-0374-00-00-00 21-31-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Item # 2

| Account Distribution For This Item No, Type and MDL | | | | | | |
|---|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 200.0000 | 200.00 | <A> | OPEN 18-JUL-2003 |
| 57 3740200-000 01 04-00-08-000 01-03-0374-00-00-00 21-51-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Applying Advance to the Voucher

Vendor Invoice Transaction Screen pm003

Bureau 57 Inv: Type TRAVEL No 690000005 - 1 Date 18-JUL-2003
 Doc: Source OBLIG Type TRUPO No 4791- 0 Symbol < >
 Source Ref 3740001 FastPay N Int. System: NONE
 Dates: Recd 18-JUL-2003 Retd Status OPEN 18-JUL-2003
 Trans No 47004 Invoice Amount Applied
 Vendor Invoice Amount

Vendor: No 1- 2 Name ZOE O AMBARGIS Addr< >
 PPA N Exchange Code US Customer Inv Type No
 Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00
 Approval: N By Date

| R | Itm | Type | M | R Matching PP | Pmt | Amount |
|------------------|-----|--------|---|---------------|-----|----------|
| Advance to Apply | | | | | | |
| N | 1 | SERU2 | | | | 700.00 |
| N | 2 | SERU2 | | | | 200.00 |
| N | 1 | ADVAPP | | | | 1,000.00 |
| | | | | -1,000.00 | | |

Count: *0 <List><Replace>

List of Values displaying open travel advance balances for traveler

| Vendor Invoice Transaction Screen | | | | | | pm003 | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---------------------|-----------------|-----------|----|--------|-------|------------------|--|--|--|--|---------------------|--------|--|-----|-------|--|--------|-----|-------|--|--------|-----|--------|--|----------|--|--|--|-----------|
| Open Advance Documents, Account and Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Find: <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRAVEL | 6900000005 | 0 | 1410 | 00 | 800.00 | D | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="3">Advance to Apply</th> <th></th> </tr> <tr> <th></th> <th>Invoice Type and No</th> <th>Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td>N 1</td> <td>SERU2</td> <td></td> <td>700.00</td> </tr> <tr> <td>N 2</td> <td>SERU2</td> <td></td> <td>200.00</td> </tr> <tr> <td>N 1</td> <td>ADUAPP</td> <td></td> <td>1,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>-1,000.00</td> </tr> </tbody> </table> | | | | | | | Advance to Apply | | | | | Invoice Type and No | Amount | | N 1 | SERU2 | | 700.00 | N 2 | SERU2 | | 200.00 | N 1 | ADUAPP | | 1,000.00 | | | | -1,000.00 |
| Advance to Apply | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Invoice Type and No | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N 1 | SERU2 | | 700.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N 2 | SERU2 | | 200.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| N 1 | ADUAPP | | 1,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | -1,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Press Do to pick selection, PF4 to cancel. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Count: *0 | | <List><Replace> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Apply Advance Amount

Vendor Invoice Transaction Screen pm003

Bureau 57 Inv: Type TRAVEL No 690000005 - 1 Date 18-JUL-2003
 Doc: Source OBLIG Type TRUPO No 4791- 0 Symbol < >
 Source Ref 3740001 FastPay N Int. System: NONE
 Dates: Recd 18-JUL-2003 Retd Status OPEN 18-JUL-2003
 Trans No 47004 Invoice Amount Applied
 Vendor Invoice Amount

Vendor: No 1- 2 Name ZOE O AMBARGIS Addr< >
 PPA N Exchange Code US Customer Inv Type No
 Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00
 Approval: N By Date

| R Matching PP | | | | Pmt | Amount |
|------------------|-----|--------|---|----------------------|----------|
| R | Itm | Type | M | | |
| Advance to Apply | | | | | |
| N | 1 | SERU2 | | | 700.00 |
| N | 2 | SERU2 | | | 200.00 |
| N | 1 | ADVAPP | | | 1,000.00 |
| | | | | Invoice Type and No | Amount |
| | | | | ----- | ----- |
| | | | | TRAVEL 690000005 - 0 | 800.00 |

Count: *0 <List><Replace>

ACCS for Advance Apply Amount

Account Distribution For This Item No, Type and MDL

| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
|---|------|-------|------------|---------|------|------------------|
| 03 | < > | 1.000 | -800.0000 | -800.00 | <A> | OPEN 18-JUL-2003 |
| 57 3740200-000 01 04-00-08-000 01-03-0374-00-00-00 14-13-00-00 000000 | | | | | | |

RT EA Dates: Accept Due Disct G/L L/R O/L 31-JUL-2003 PM006 Flag:< > Lost

PS: MISC 0 Date
 Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0

Step by Step

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|---|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form. TAB to the next field.</p> <p>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</p> <p>For automated vouchers, the bureau code field will be automatically updated.</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select 'TRAVEL' for TDY voucher.</p> <p>Press HOME and select 'LTRAVL' for long-term voucher.</p> <p>Press HOME and select 'RELINV' for relocation voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> <p>For automated vouchers, the invoice type field will be automatically updated.</p> |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|---|--------------------|---|
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record an voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Enter the actual Travel Order number in the NO field. TAB to the next field.</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1.</p> <p>For automated vouchers, the invoice no field will be automatically updated.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | <p>Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field.</p> <p>For automated vouchers, the invoice date field will be automatically updated.</p> |
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | <p>Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field.</p> <p>For automated vouchers, the doc source field will be automatically updated.</p> |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|--------------------|---|
| 6 | DOC: TYPE | <p>Doc Type describes the type of obligating document.</p> <p>The Drop Down L.O.V will list all available documents types.</p> <p>NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records.</p> <p>The user can query using the obligation document type, document number, feeder system number (travel order #), vendor number, vendor ID or vendor name.</p> | Y – BUSINESS RULES | <p>Press HOME and select TRVPO for TDY or LTRVPO for long-term or RELPO for relocation.</p> <p>TAB to the next field.</p> <p>For automated vouchers, the doc type field will be automatically updated.</p> |
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | <p>Press HOME. Press Tab. Type the CFS Obligation # or enter % and the Travel Order #, and press ENTER.</p> <p>If the document number is found then the list of values will display all available document number matches. Select the document number that corresponds to the CFS obligation or Travel Order number. Verify that the reimbursable travel order (RT#) number is selected, if searched on the travel order #, rather than the non-reimbursable travel order #. Non-reimbursable travel order # will be matched through the GTA interface.</p> <p>Press Enter. Tab to the next field.</p> <p>For automated vouchers, the doc number field will be automatically updated.</p> |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------|--|----------------------|---|
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | The SOURCE REF field will be auto-populated with the Source Ref from the obligation that was previously entered. TAB to the next field. For automated vouchers, the source ref field will be automatically updated. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Enter 'N' in the FASTPAY field. TAB to the next field. For automated vouchers, the fast pay field will be automatically updated. |
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required For automated vouchers, the int system field will be automatically updated. |
| 11 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. For automated vouchers, the dates received field will be automatically updated. |
| 12 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. For automated vouchers, the dates ret'd field will be automatically updated. |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|---|
| 13 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. | Y – USER DEFINED | <p>Leave this field blank. TAB to the next field. The system will calculate the Invoice Amount Applied field when all line item are entered and the invoice is approved. The user can tab over the vendor invoice amount field.</p> <p>For automated vouchers, the invoice amount applied field will be automatically updated.</p> |
| 14 | VENDOR: NO | <p>The vendor number defines whom the payment will be made to.</p> <p>NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections.</p> | Y – SYSTEM GENERATED | <p>The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040.</p> <p>Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field.</p> <p>For automated vouchers, the vendor number field will be automatically updated.</p> |
| 15 | VENDOR: ADDR | <p>Describes the vendor address.</p> <p>The VENDOR: ADDR fields may be updated to any valid payment address for the vendor.</p> | Y – SYSTEM GENERATED | <p>TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number.</p> <p>For automated vouchers, the vendor address field will be automatically updated.</p> |
| 16 | <p>TAB through all fields until the cursor reaches the detail portion of the screen.</p> <p>A message stating “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED” is displayed at the bottom of the screen. Press enter to acknowledge the message.</p> | | | |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|---|
| 17 | Release Flag | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the 'R' flag is set to 'Y'. | Y – SYSTEM GENERATED | TAB through the 'R' field. For automated vouchers, the release flag field will be automatically updated. |
| 18 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | Pull through all obligating line items on the voucher. Press HOME and select a line number and press ENTER. Press the DOWN ARROW key to move the cursor to the next line. Complete for all remaining obligation line items in the list of values. Once all obligation line items are pulled through, proceed to step 19 to compare the voucher line items to the obligation line items. Adjust the dollar amount in the AMOUNT field in the Payment Information window if the line item is on voucher. For automated vouchers, the item field will be automatically updated with all voucher line items. |
| 19 | <p>The system will pull the remaining Item information, including ACCS, from the PO that you are matching against.</p> <p>You have to enter the ACCOUNT DISTRIBUTION pop-up screen to populate the G/L End Date field before committing.</p> <p>TAB through all remaining fields, verifying that the information in each field is correct. Press F5 to commit.</p> <p>NOTE: If you do not enter a proper G/L End Date, you will receive an error message that states that the G/L end date is NULL.</p> | | | |
| 20 | ITEM NO, ITEM Type, Unit Price, Quantity, FY, Project, Task, Organization, Object Class, Payment PO | Follow the instructions in the ACTION column to liquidate the obligation or to add new line items that were not obligated. | Y – BUSINESS RULES | Follow these steps accordingly for each scenario. (For automated vouchers, the expense line items will be populated. Verify against the CD-370 form and continue. 1. Compare the CD29 to the CD370 form. If the voucher does not contain a line item that was obligated, follow |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|---|
| | | | | <p>these instructions to enter a negative no-way line item to close line items on the obligation that will never be accrued for: Negative no-way transactions are created to deobligate a line item that appears on the order but is not expected to be expensed on the voucher. Only one voucher is expected for TDY, however multiple vouchers can be submitted for long-term. Therefore, it will not be necessary to create negative no-way transactions unless the Technician intends to close the obligation. Two methods can be utilized by the Technician to close and deobligate a line item.</p> <p>Option 1:</p> <ol style="list-style-type: none"> 1. After all the line items have been entered for the voucher, INSERT a new line item and select the line item number from the ITEM list of values that was obligated but not accrued for. Tab pass all fields in the detail section of the screen for this record and press the Home key when the cursor is at the PMT INF popup field. 2. Press the Insert Key to add another blank line item. Again at the Item column press Home to select the same item number. Tab forward and change the item type in the Type field to 'Noway'. F1 and Tab back to the Item field to change the item number to 70 if this is the first no-way line item for this voucher or increment by one. Once the item number is updated, tab pass all fields for this line item until the PMT INFO |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|--|
| | | | | <p>popup. Press 'Home' to Tab pass al fields within the Pmt Inf popup screen and press F5 to save.</p> <p>Option 2: The copy feature can also be used to reenter the ACCS when the Technician desires to deobligate line items in FM040.</p> <p>To Copy: Tab to the obligation line item on the PM003. Press the down arrow key to move the cursor to the next line item on the voucher. Press the INSERT key to insert a new line item on the voucher. At the Release Flag column, press F1 then press F12 (the copy feature) to copy the line directly above the new line item. This feature will copy the dollar amount, ACCS elements and other default values to match the obligated line item.</p> <p>AMOUNT: In the payment information window, enter the amount as negative no-way.</p> <p>ACCS: If using the copy feature, the ACCS elements will not need to be changed. If manually entering the new no-way line item, enter the ACCS the same as the SERV2 line item that was on the original obligation.</p> <p>2.) To enter a new line item/ no-way that was not originally on the obligation (not on the CD29 form), enter the following:</p> <p>ITEM NO: Always start at that next sequential number that is on the voucher if line item # 70 is already entered. For each additional no-way line item increase the item number by 1 (e.g., 70, 71, 72, etc.).</p> <p>ITEM TYPE: NOWAY</p> |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|---|------------|---|--------------------|--|
| | | | | <p>RI METHOD: D for long-term Q for TDY</p> <p>Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears.</p> <p>FY: Enter the FCFY from the CD-370 form.</p> <p>PROJECT: Enter the project from the CD-370 form.</p> <p>TASK: Enter the task from the CD-370 form.</p> <p>ORGANIZATION: Enter the organization code from the CD-370 form.</p> <p>OBJECT CLASS: Enter the object class that corresponds to the type of expense.</p> <p>QTY: 1</p> <p>UNIT PRICE: Enter the new line item amount from the CD-370 form.</p> <p>Tab through all fields until the Payment Office Code, Name, Center and Doc Type window appears.</p> <p>Select NIST, Press ENTER.</p> <p>Press F5 and the Vendor Invoice Transaction screen appears.</p> |
| <p>Add the Advance Applied Transaction to apply the advance against the voucher. Follow the instructions (Steps 21-25) below for manual or automated vouchers.</p> | | | | |
| 21 | ITEM | <p>The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice.</p> | Y – BUSINESS RULES | <p>Enter the advance applied line item to apply the advance against the voucher line items.</p> <p>Add a new line item, Press the INSERT key.</p> <p>Enter 1 in the ITEM NO field, Tab to the Item Type field.</p> <p>Tab to the next field.</p> |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|--|--------------------|--|
| 22 | ITEM Type | This field defines the line item type. For EFT and Treasury check advances the item type is always changed to ADV. | Y – BUSINESS RULES | <p>Press HOME in the ITEM TYPE field and select the ADVAPP item type</p> <p>Press F2 to access the <i>Advance to Apply</i> pop-up screen to record the advance.</p> <p>Press HOME then to access valid Open Advance Documents for the pop-up screen.</p> <p>Select the advance line item to be applied to the voucher.</p> <p>Press F5 to exit the pop-up</p> <p>The user can only apply the advance up to the total voucher amount. If the travel advance was split between projects, then the advance applied amount will need to be prorated among projects.</p> <p>NOTE: The next step is dependent upon the following: If the advance was not fully used by the traveler, then change the amount to what the traveler actually used. If the traveler used the entire travel advance, press F5 to commit the information to the detail block. To determine whether the traveler used the entire advance amount, check the total voucher amount. If the total voucher amount is less than the advance request amount, enter the desired amount in single row pop-up screen labeled Advance to Apply and press F5 to commit. If the total voucher amount exceeds the advance request amount do not change the advance applied amount.</p> <p>Tab to the PYMT INFO field and the ACCOUNT DISTRIBUTION pop up screen displays. Tab to the ACCS field.</p> |
| 23 | ACCS | ACCS field brings up a pop-up window to | Y- BUSINESS RULE | Verify the project, task, and organization |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|----------------------|---|
| | | enter the Accounting Classification Code Structure for the line item. Elements to enter are Bureau Code, Project, Task, Organization Code and Object Class Code. The bureau code cannot be changed on the ACCS window. | | code to charge the advance. At the object class code field verify the object class is set to 14-13-00-00. EFT and Treasury Check advances are always charged to the 14-13-00-00 object class code. Tab to the UNIT PRICE field. |
| 24 | Unit Price | Unit Price is the dollar amount for the line item. | N | No updates are necessary to the unit price field. This field is automatically updated from entering the advance applied amount. Tab through the remaining fields on the Account Distribution For This Item No, Type and MDL window. TAB to the <i>PAYMENT: PO</i> field. Enter 'NIST' as the payment office. TAB to the top of the Account Distribution pop-up screen. Press F5 to commit the information. This will return the cursor to the PM003 screen at the detail record. |
| 25 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria and all other required information. | Y – SYSTEM GENERATED | Verify that the <i>Amount</i> field is showing the 'ADVAPP' amount as negative. Enter 'Y' in the Approval field and Press F5. Press ENTER to acknowledge all messages. If an error message is received, correct the problem and try to approve again. |
| 26 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 27 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |

Follow the steps below to apply a voucher to an EFT/Treasury Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--------------|---|-----------------|--------|
| 28 | | <p>NOTE: The Travel Office must bill the traveler for outstanding advance that is greater than \$10 and the write off amount for travel advance is \$10. To bill, the travel technician should verify whether the traveler is a customer, using the Customer Web-lookup. If the traveler is not a customer, complete the customer form and send to the Data Control Office to have the traveler entered as a customer.</p> <p>After the customer is created, the Travel Office should complete and submit a NIST 1045 form. Attach the voucher and send it to the Accounts Receivable Office. The Accounts Receivable Office creates a bill to send to the traveler to notify that a payment is due. Dunning is handled by the Accounts Receivable Office. The NIST 1045 form should reference the TO#, amount, customer number and name and ACCS.</p> | | |
| 29 | | <p>NOTE: If the traveler submits payment with the voucher when they have not fully used the advance, the Travel Office Technician should submit the check or payment using a NIST 766 A form to the Accounts Receivable Office. The Accounts Receivable Office handles the collection of travel reimbursements.</p> | | |
| 30 | | <p>NOTE: If the total invoice is positive then the traveler will expect to receive a payment for the amount listed in the invoice amount field.</p> | | |
| | End of Steps | | | |

Convenience Check Advance Request

| | |
|-------------------------------|---|
| Introduction | <p>This procedure describes the process to record convenience check travel advance to a traveler. The advance request is entered via the CFS screen “Vendor Invoice Transaction Screen” (PM003). The instructions begin with the entry of the travel advance on PM003.</p> <p>**NOTE: An approved travel order must be recorded on FM040 in order to enter the travel convenience check advance on PM003. Reference the TDY/Long term procedures to enter an obligation for type of travel. IMPORTANT: For each travel obligation that has both non-reimbursable and reimbursable expenses, two obligations must be created since there are two separate vendors: the Citibank and the Traveler.</p> |
| Who Uses the Process | NIST Travel Office Technicians. |
| Initiating the Process | A CD-29 Travel Order form is submitted to the Travel Office with the CD-369 Travel Advance form. The Travel Office Technician logs onto CFS- FM040 screens to obligate a travel order. Following, the Travel Office Technician logs onto the CFS-PM003 screen to enter the advance request. |
| Reference Forms | CD-29 and CD 369 forms |
| Accessing the System | From the “Payment Management Transaction Screens” menu, choose option “Vendor Invoice Transaction Screen” (PM003). Follow the steps below to complete PM003. |

Screen Print –Travel Advance Request

Travel Obligation

```

Purchase Order Transaction Screen                                Print N fm040
One to One <N>
Document: Type TRUPO C/O N Oblig# 79- 0- 0 Total 1,300.00
Feeder System No G90000001RT ASAP: N Account Prefix:
Date 21-JUL-2003 Source Ref 37400001 Grant Amend No
Effective Dates 21-JUL-2003-28-JUL-2003 Status OPEN 21-JUL-2003
For: Bureau Code 57 Name (NIST) NATL INST OF G/L Date 31-JUL-2003 FY 03
Vendor: < > No 1- 1 Name ZOE O AMBARGIS
Approval: Y By E STAMMLER Date 21-JUL-2003
Document: <N> Notes <D> Line Notes < > AD < >
Item: No 1 Request Detail <N> Type SERU2 Commodity Code G/S
Part No Stock No Emp No
Description <A> Other < > Due Date 28-JUL-2003 Acceptance Days 7
RI Mth Act Quantity U/M Unit Price Extended Amount
-----
Requested: Q N 1.000 EA 800.0000 800.00
Inventory:
Account Classification: < > Status OPEN 21-JUL-2003
Count: *0 <Replace>
    
```

Item #2 – Travel Obligation

| | | | | | | | |
|-------------------------|-----|----------------|----------|----------|-------------|-----------------|-------------|
| Item: No | 2 | Request Detail | <N> | Type | SERU2 | Commodity Code | G/S |
| Part No | | | | Stock No | | Emp No | |
| Description | <> | Other | <> | Due Date | 28-JUL-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 | 21-JUL-2003 |

Travel Advance Entry

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | pm003 | | | | | | | |
|--|-----|--------|-----|---|---|---|---|---|-----|------|-----|---|-------|---|-----|-----|----|-----|-----------|---------|
| Bureau 57 Inv: Type TRAVEL No 690000001 - 1 Date 21-JUL-2003 | | | | | | | | | | | | | | | | | | | | |
| Doc: Source OBLIG Type TRUPO No 79- 0 Symbol < > | | | | | | | | | | | | | | | | | | | | |
| Source Ref PURCHCARD FastPay N Int. System: NONE | | | | | | | | | | | | | | | | | | | | |
| Dates: Recd 21-JUL-2003 Retd Status OPEN 21-JUL-2003 | | | | | | | | | | | | | | | | | | | | |
| Trans No 1180 Invoice Amount Applied | | | | | | | | | | | | | | | | | | | | |
| Vendor Invoice Amount | | | | | | | | | | | | | | | | | | | | |
| Vendor: No 1- 2 Name ZOE O AMBARGIS Addr < > | | | | | | | | | | | | | | | | | | | | |
| PPA N Exchange Code US Customer Inv Type No | | | | | | | | | | | | | | | | | | | | |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 | | | | | | | | | | | | | | | | | | | | |
| Approval: N By Date | | | | | | | | | | | | | | | | | | | | |
| R | Itm | Type | MDL | I | D | P | R | A | PP | Type | T | R | W/H | D | H | Emp | No | Pmt | Inf | Amount |
| N | 1 | CONCHK | 1 | Q | N | N | N | N | STD | | <N> | N | <N> | Y | <N> | | 0 | < > | | -400.00 |
| | | | | | | | | | | | < > | | < > | | < > | | | < > | | |
| | | | | | | | | | | | < > | | < > | | < > | | | < > | | |
| | | | | | | | | | | | < > | | < > | | < > | | | < > | | |
| Count: *0 | | | | | | | | | | | | | | | | | | | <Replace> | |

Convenience Check Item Entry

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|---------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | -400.0000 | -400.00 | < > | OPEN 21-JUL-2003 |
| 57 3740200-000 01 04-00-08-000 01-03-0374-00-00-00-00 25-87-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag: < > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: | MISC | 0 | Date | | | |
| Payment: | PO | TDO | Encl | 2 | TREAS | Type EFT No 0 |

Step By Step

Follow the steps below to enter a Convenience Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|---|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form. TAB to the next field.</p> <p>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</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value that defines the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select 'TRAVEL' for TDY voucher.</p> <p>Press HOME and select 'LTRAVL' for long-term voucher.</p> <p>Press HOME and select 'RELINV' for relocation travel.</p> <p>Press ENTER to select. TAB to the next field.</p> |

Follow the steps below to enter a Convenience Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|--|
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record an voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, for example a reclaim, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Enter the actual Travel Order number in the NO field. TAB to the next field.</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | <p>Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field.</p> |
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | <p>Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field.</p> |
| 6 | DOC: TYPE | <p>Doc Type describes the type of obligating document.</p> <p>The Drop Down L.O.V will list all available documents types.</p> <p>NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records.</p> <p>The user can query using the obligation document type, document number, feeder system number (travel order #), vendor number, vendor ID or vendor name.</p> | Y – BUSINESS RULES | <p>Press HOME and select TRVPO for TDY.</p> <p>Press HOME and select LTRVPO for long-term travel.</p> <p>Press HOME and select RELPO for relocation travel.</p> <p>TAB to the next field.</p> |

Follow the steps below to enter a Convenience Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------------|---|----------------------|---|
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | Tab to the next field. |
| 8 | Feeder System Number | main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | Enter 'PURCHCARD' into the Source Ref field. TAB to the next field. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Enter 'N' in the FASTPAY field. TAB to the next field. |
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 11 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. |
| 12 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. |
| 13 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. | Y – USER DEFINED | Leave this field blank. TAB to the next field. The system will calculate the invoice amount applied automatically when all line item are entered and the invoice is approved. |

Follow the steps below to enter a Convenience Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|--|
| 14 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – SYSTEM GENERATED | The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040. Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. |
| 15 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. |
| 16 | TAB through all fields until the cursor reaches the detail portion of the screen. A message stating “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED” is displayed at the bottom of the screen. Press ENTER to acknowledge the message. | | | |
| 17 | Release Flag | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the 'R' flag is set to 'Y'. | Y – SYSTEM GENERATED | TAB through the 'R' field. |
| 18 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | Press HOME in the ITEM field and select the line item to advance against. Tab to the next field. |
| 19 | ITEM Type | This field defines the line item type. For EFT and Treasury check advances the item type is always changed to ADV. | Y – BUSINESS RULES | Press HOME and Select the CONCHK item type. Tab to the PYMT INFO field and the ACCOUNT DISTRIBUTION pop up screen displays. Tab to the ACCS field. |

Follow the steps below to enter a Convenience Check Advance Request on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|--|
| 20 | ACCS | ACCS field brings up a pop-up window to enter the Accounting Classification Code Structure for the line item. Elements to enter are Bureau Code, Project, Task, Organization Code and Object Class Code. The bureau code cannot be changed on the ACCS window. | Y- BUSINESS RULE | Enter the project, task, and organization code to charge the advance request. At the object class code field enter 25-87-00-00 . Convenience Check advances are always charged to the 25-87-00-00 object class code. Tab to the UNIT PRICE field. |
| 21 | Unit Price | Unit Price is the dollar amount for the line item. | Y – BUSINESS RULES | Enter the amount as a negative amount into the UNIT PRICE field. Tab through the remaining fields on the Account Distribution For This Item No, Type and MDL window. Press F5 to return to the main PM003 window and the cursor moves to the Approval field. |
| 22 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria once the document is approved. | Y – SYSTEM GENERATED | LEAVE the CONVENIENCE CHECK TRANSACTION UNAPPROVED. The transaction is left unapproved because the payment of the convenience check must be cleared through the Commerce Purchase Card System (CPCS) before approving the convenience check request. Press ENTER to acknowledge all messages. If an error message is received, correct the problem and try to approve again. |
| 23 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 24 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |
| 25 | NOTE: Advances will be paid using the disbursement process or the manual payment process (SF1166). Reference the SF1166-Manual Payment instructions tab in the Travel User Manual. | | | |
| | End of Steps | | | |

Apply Voucher to Travel Advance: Convenience Check Procedure

| | |
|-------------------------------|--|
| Introduction | <p>This procedure describes the process to apply a voucher against an Convenience Check Advance. In order to apply the voucher, the convenience check must have been cleared through the Commerce Purchase Card System (CPCS). All travel vouchers will follow these procedures. Travel vouchers originating from Travel Manager will be identified by the Travel Manager Interface (TMI) and printed on the TMI Advance Processing report. These transactions require additional processing on PM003 manually to complete the transaction. The Travel Office Technician will be responsible for completing the procedures to apply a voucher to an advance for automated and manually entered vouchers.</p> <p>To apply a voucher against an advance, the data is entered via the CFS screen “Vendor Invoice Transaction Screen” (PM003).</p> |
| Who Uses the Process | NIST Travel Office Technicians. |
| Initiating the Process | A CD-370 Travel Voucher form is submitted to the Travel Office or a voucher has been interfaced to PM003 through TMI. Automated vouchers with open convenience checks require follow-up activity on PM003 to apply the advance to the voucher are identified on the TMI Advance Processing report. The Travel Office Technician logs onto CFS- PM003 screen to apply the voucher to the advance and to liquidate the obligation. |
| Reference Forms | CD-370 form |
| Accessing the System | From the “Payment Management Transaction Screens” menu, choose option “Vendor Invoice Transaction Screen” (PM003). Follow the steps below to complete PM003. |

Screen Print –Apply Travel Voucher to Convenience Check Advance

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | pm003 | | | | |
|--|-----|--------|-----|---|---|---|---|---|---------|-----|---|-----|-------|-----|--------|-----|---------|
| Bureau 57 Inv: Type TRAVEL No 690000001 - 1 Date 21-JUL-2003 | | | | | | | | | | | | | | | | | |
| Doc: Source OBLIG Type TRUPO No 79- 0 Symbol < > | | | | | | | | | | | | | | | | | |
| Source Ref PURCHCARD FastPay N Int. System: NONE | | | | | | | | | | | | | | | | | |
| Dates: Recd 21-JUL-2003 Retd Status OPEN 21-JUL-2003 | | | | | | | | | | | | | | | | | |
| Trans No 1180 Invoice Amount Applied 350.00 | | | | | | | | | | | | | | | | | |
| Vendor Invoice Amount | | | | | | | | | | | | | | | | | |
| Vendor: No 1- 2 Name ZOE O AMBARGIS Addr< > | | | | | | | | | | | | | | | | | |
| PPA N Exchange Code US Customer Inv Type No | | | | | | | | | | | | | | | | | |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 | | | | | | | | | | | | | | | | | |
| Approval: Y By E STAMMLER Date 21-JUL-2003 | | | | | | | | | | | | | | | | | |
| R | Itm | Type | MDL | I | D | P | R | A | PP Type | T | R | W/H | D | H | Emp No | Inf | Amount |
| Y | 1 | CONCHK | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | 0 | < > | -400.00 |
| Y | 1 | SERU2 | 1 | Q | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < > | 500.00 |
| Y | 2 | SERU2 | 1 | Q | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | < > | 250.00 |
| ----- | | | | | | | | | | | | | | | | | |
| Count: *2 | | | | | | | | | | | | | | | | | |
| <Replace> | | | | | | | | | | | | | | | | | |

Item Selection

| PO/REQ Items open for AP | | | | | | pm003 |
|---|-------|-----|---|-------|--------|-------------|
| Itm | Type | MDL | R | Qty | Amount | |
| 1 | SERU2 | 1 | Q | 1.000 | 800.00 | 21-JUL-2003 |
| 2 | SERU2 | 1 | Q | 1.000 | 500.00 | > |
| | | | | | | E |
| | | | | | | -JUL-2003 |
| | | | | | | Addr< > |
| | | | | | | 000 W/In 00 |
| FY 03 ACCS 3740200-000 01-03-0374-00-00-00-00 21-31-00-00 DESCR: AMBARGIS/ZOE, 1, 1 | | | | | | Amount |
| | | | | | | -400.00 |
| Count: *2 | | | | | | <Replace> |

Item # 1

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 500.0000 | 500.00 | <A> | OPEN 21-JUL-2003 |
| 57 3740200-000 01 04-00-08-000 01-03-0374-00-00-00-00 21-31-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Item # 2

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|------|---------------|------------|--------|-------------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 250.0000 | 250.00 | < > | OPEN 21-JUL-2003 |
| 57 3740200-000 01 04-00-08-000 01-03-0374-00-00-00-00 21-51-00-00 000000 | | | | | | |
| RT | | Dates: Accept | | G/L | 31-JUL-2003 | PM006 Flag:< > |
| EA | | Due | | L/R | | |
| | | Disct | | D/L | | Lost |
| PS: MISC 0 Date | | | | | | |
| Payment: PO NIST TDD KFC Encl 2 TREAS Type EFT No 0 | | | | | | |

Step by Step

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | |
|------|-------------|--|--------------------|---|
| 1A | | | | Query on the TO# in the Invoice # field by pressing Press F11 tab to the invoice no field and type the TO# and press F12. Arrow down until the correct unapproved document with the convenience check balance is displayed in PM003. The unapproved convenience check record should display. Complete the following steps to apply a convenience check advance against a voucher. |
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Verify the bureau code or enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form. TAB to the next field.</p> <p>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</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select 'TRAVEL' for TDY voucher.</p> <p>Press HOME and select 'LTRAVL' for long-term voucher.</p> <p>Press HOME and select 'RELINV' for relocation voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> |

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|---|--------------------|--|
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record an voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Enter the actual Travel Order number in the NO field. TAB to the next field.</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field. |
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field. |

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|--------------------|--|
| 6 | DOC: TYPE | <p>Doc Type describes the type of obligating document.</p> <p>The Drop Down L.O.V will list all available documents types.</p> <p>NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records.</p> <p>The user can query using the obligation document type, document number, feeder system number (travel order #), vendor number, vendor ID or vendor name.</p> | Y – BUSINESS RULES | <p>Press HOME and select TRVPO for TDY or LTRVPO for long-term.</p> <p>TAB to the next field.</p> |
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | <p>Press HOME. Press Tab. Type the CFS Obligation # or enter % and the Travel Order #, and press ENTER.</p> <p>If the document number is found then the list of values will display all available document number matches. Select the document number that corresponds to the CFS obligation or Travel Order number. Verify that the reimbursable travel order (RT#) number is selected, if searched on the travel order #, rather than the non-reimbursable travel order #. Non-reimbursable travel order # will be matched through the GTA interface.</p> <p>Press Enter. Tab to the next field.</p> |

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------------|--|----------------------|--|
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | The SOURCE REF field will be auto-populated with the Source Ref from the obligation that was previously entered. TAB to the next field. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Enter 'N' in the FASTPAY field. TAB to the next field. For automated vouchers, the fast pay field will be automatically updated. |
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 12 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. |
| 13 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. |
| 14 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. | Y – USER DEFINED | Leave this field blank. TAB to the next field. The system will calculate the vendor invoice amount automatically when all line item are entered and the invoice is approved. |

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|--|
| 15 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – SYSTEM GENERATED | The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040. Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. |
| 16 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. |
| 17 | TAB through all fields until the cursor reaches the detail portion of the screen. A message stating “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED” is displayed at the bottom of the screen. Press enter to acknowledge the message. | | | |
| 18 | Release Flag | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the ‘R’ flag is set to ‘Y’. | Y – SYSTEM GENERATED | TAB through the ‘R’ field. |

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|--|--------------------|---|
| 19 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | <p>Compare the convenience check issued to the total voucher balance. If the balance of the convenience check is less or equal to the total voucher balance proceed with Step 19. If the balance of the convenience check is greater than the voucher balance, apply the advance balance up to the total voucher balance. The Technician must determine how to process the remaining outstanding balances, whether write-offs will be necessary or another convenience check memo record should be created in the system for the remaining balance. Reference the Write Off procedures in this manual to create an additional memo record in PM003. Follow the steps for convenience record entry. The first line item to display should be the CONCHK advance line item with a negative dollar amount.</p> <p>Pull through all obligating line items on the voucher. Press HOME and select a line number and press ENTER.</p> <p>Press the DOWN ARROW key to move the cursor to the next line.</p> <p>Complete for all remaining obligation line items in the list of values. Once all obligation line items are pulled through, proceed to step 19 to compare the voucher line items to the obligation line items.</p> <p>Adjust the dollar amount in the AMOUNT field in the Payment Information window if the line item is on voucher.</p> |

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|--------------------|---|
| 20 | | | | <p>The system will pull the remaining Item information, including ACCS, from the PO that you are matching against.</p> <p>You have to enter the ACCOUNT DISTRIBUTION pop-up screen to populate the G/L End Date field before committing.</p> <p>TAB through all remaining fields, verifying that the information in each field is correct. Press F5 to commit.</p> <p>NOTE: If you do not enter a proper G/L End Date, you will receive an error message that states that the G/L end date is NULL.</p> |
| 21 | ITEM NO, ITEM Type, Unit Price, Quantity, FY, Project, Task, Organization, Object Class, Payment PO | Follow the instructions in the ACTION column to liquidate the obligation or to add new line items that were not obligated. | Y – BUSINESS RULES | <p>Follow these steps accordingly for each scenario.</p> <p>1. Compare the CD29 to the CD370 form. If the voucher does not contain a line item that was obligated, follow these instructions to enter a negative no-way line item to liquidate the obligation line item:</p> <p>For a short cut: Tab to the obligation line item on the PM003. Press the down arrow key to move the cursor to the next line item on the voucher. Press the INSERT key to insert a new line item on the voucher. At the Release Flag column, press F1 then press F12 (the copy feature) to copy the line directly above the new line item. This feature will copy the dollar amount, ACCS elements and other default values to match the obligated line item.</p> <p>ITEM NO: Start the item number at number 70. ITEM TYPE: Change the item type to 'Noway' RI METHOD: D for long-term, Q for TDY AMOUNT: In the payment information window, enter the amount as negative no-way. ACCS: If using the copy feature, the ACCS elements will not need to be changed. If manually entering the new no-way line item, enter the ACCS the same as the SERV2 line item that was on</p> |

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|--|
| | | | | <p>the original obligation. The ACCS must be the same in order to correctly impact the projects tasks, organization and object class codes.</p> <p>2.) To enter a new line item/ no-way that was not originally on the obligation (not on the CD29 form), enter the following:</p> <p>ITEM NO: Always start at that next sequential number that is on the voucher if line item # 70 is already entered. For each additional no-way line item increase the item number by 1 (e.g., 70, 71, 72, etc.). ITEM TYPE: NOWAY RI METHOD: D for long-term Q for TDY</p> <p>Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears. FY: Enter the FCFY from the CD-370 form. PROJECT: Enter the project from the CD-370 form. TASK: Enter the task from the CD-370 form. ORGANIZATION: Enter the organization code from the CD-370 form. OBJECT CLASS: Enter the object class that corresponds to the type of expense. QTY: 1 UNIT PRICE: Enter the new line item amount from the CD-370 form. Tab through all fields until the Payment Office Code, Name, Center and Doc Type window appears.</p> <p>Select NIST, Press ENTER.</p> <p>Press F5 and the Vendor Invoice Transaction screen appears.</p> |

Follow the steps below to apply a voucher to a Convenience Check Advance on PM003.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|---|
| 22 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria and all other required information. | Y – SYSTEM GENERATED | Enter 'Y' in the Approval field and Press F5. Press ENTER to acknowledge all messages. If an error message is received, correct the problem and try to approve again. |
| 23 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 24 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |
| 25 | NOTE: If the traveler did not submit payment with the voucher and the total invoice amount is less than -\$10.00 then the traveler must be billed for the outstanding advance amount. The travel technician should verify whether the traveler is a customer, using the Customer Web-lookup. If the traveler is not a customer, complete the customer form and send to the Accounts Receivable Office to have the traveler entered as a customer. After the customer is created, the Travel Office should complete and submit a NIST 1045 form, attach the voucher and send it to the Accounts Receivable Office. The Accounts Receivable Office creates a bill to send to the traveler to notify that a payment is due. Dunning is handled by the Accounts Receivable Office. The NIST 1045 form should reference the TO#, amount, and ACCS. | | | |
| 26 | NOTE: If the traveler submits payment with the voucher when they have not fully used the advance, the Travel Office Technician should submit the check or payment using a NIST 766 A form to the Accounts Receivable Office. The Accounts Receivable Office handles the collection of travel reimbursements. | | | |
| 27 | NOTE: If the total invoice amount is between \$0.00 and -\$10.00 then the invoice is considered an AP Write-off. Follow the AP Write Off procedures in the Travel User Procedure Binder. | | | |
| 28 | NOTE: If the total invoice is positive then the traveler will expect to receive a payment for the amount listed in the invoice amount field. | | | |
| | End of Steps | | | |

EFT/Treasury Check Advance Write Off Procedures

| | |
|-------------------------------|--|
| Introduction | <p>This procedure describes the process to write off an EFT/treasury check advance. The write off is entered in the “Vendor Invoice Transaction Screen” (PM003).</p> <p>Note: Before an obligation can be closed, the Technician needs to determine whether there are unspent travel advance balances. The Technician can view the running balance of the EFT or the treasury check advance in screen PM008 by running a query using the obligation number. To determine whether there is an unspent convenience check advance, view the Travel Advance Report.</p> |
| Who Uses the Process | NIST Travel Office Technicians. |
| Initiating the Process | The Travel Office determines the write off policies. The instructions begin after the voucher expenses have been entered in PM003 but before the document has been approved by the Technician. |
| Accessing the System | From the “Payment Management Transaction Screens” menu, choose option “Vendor Invoice Transaction Screen” (PM003). Follow the steps below to complete PM003. |

Screen Print – Travel Advance Amount Issued to the Traveler

| Vendor Invoice Transaction Screen | | | | | | | pm003 | |
|--|-----------|----------------------|------|-----------------|--------|---|--------|--|
| Open Advance Documents, Account and Amount | | | | | | | | |
| Find: <input type="text"/> | | | | | | | | |
| TRAVEL | GZ0000009 | 0 | 1410 | 00 | 792.07 | D | | |
| Advance to Apply | | | | | | | | |
| 1 | SERV2 | | | | | | 157.07 | |
| 2 | SERV2 | | | | | | 625.00 | |
| 1 | ADVAPP | | | | | | | |
| Invoice Type and No | | Amount | | | | | | |
| <input type="text"/> | | <input type="text"/> | | | | | | |
| Press Do to pick selection, PF4 to cancel. | | | | | | | | |
| Count: *0 | | | | <List><Replace> | | | | |

Screen Print – Advance Amount Applied to the Amount Claimed

| Vendor Invoice Transaction Screen | | | | | | | pm003 | |
|--|--------|----------|--|-----------|--------|--|--------|--|
| Bureau 57 Inv: Type TRAVEL No GZ0000009 - 1 Date 13-AUG-2003 | | | | | | | | |
| Doc: Source OBLIG Type TRVPO No 668-0 Symbol < > | | | | | | | | |
| Source Ref 456789 FastPay N Int. System: NONE | | | | | | | | |
| Dates: Recd 13-AUG-2003 Retd Status OPEN 13-AUG-2003 | | | | | | | | |
| Trans No 722 Invoice Amount Applied | | | | | | | | |
| Vendor Invoice Amount | | | | | | | | |
| Vendor: No 20- 2 Name ANN E DUNBAR Addr < > | | | | | | | | |
| PPA N Exchange Code US Customer Inv Type No | | | | | | | | |
| Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00 | | | | | | | | |
| Approval: N By Date | | | | | | | | |
| R Matching PP | | Pmt | | | Amount | | | |
| Advance to Apply | | | | | | | | |
| 1 | SERV2 | | | | | | 157.07 | |
| 2 | SERV2 | | | | | | 625.00 | |
| 1 | ADVAPP | | | | | | | |
| Invoice Type and No | | Amount | | | | | | |
| TRAVEL GZ0000009 | | 0 782.07 | | | | | | |
| Count: *0 | | | | | | | | |
| | | | | <Replace> | | | | |

Screen Print – The status of the voucher is immediately changed to ‘PAID’ after approval when all line items net to zero.

Vendor Invoice Transaction Screen pm003

Bureau 57 Inv: Type TRAVEL No GZ0000009 - 1 Date 13-AUG-2003
 Doc: Source OBLIG Type TRVPO No 668- 0 Symbol < >
 Source Ref 456789 FastPay N Int. System: NONE
 Dates: Recd 13-AUG-2003 Retd Status PAID 13-AUG-2003
 Trans No 722 Invoice Amount Applied 0.00
 Vendor Invoice Amount
 Vendor: No 20- 2 Name ANN E DUNBAR Addr < >
 PPA N Exchange Code US Customer Inv Type No
 Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00
 Approval: Y By Y L HSU Date 13-AUG-2003

| R | Itm | Type | MDL | I | D | P | R | A | PP Type | T | R | W/H | D | H | Emp No | Pmt Inf | Amount |
|---|-----|--------|-----|---|---|---|---|---|---------|-----|---|-----|---|-----|--------|---------|---------|
| R | 1 | ADVAPP | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | 0 | <> | -782.07 |
| R | 1 | ADVAPP | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | 0 | <> | -10.00 |
| R | 1 | SERV2 | 1 | Q | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | <> | 157.07 |
| R | 2 | SERV2 | 1 | Q | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | 0 | <> | 625.00 |

Line Item # 1 – Advance Amount Applied to Amount Claimed

Account Distribution For This Item No, Type and MDL

| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
|--|------|-------|------------|---------|------|------------------|
| 03 | < > | 1.000 | -782.0700 | -782.07 | < > | PAID 13-AUG-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 14-13-00-00 000000 | | | | | | |

Line Item # 2 – Advance Amount Applied to Write Off Expense

Account Distribution For This Item No, Type and MDL

| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
|--|------|-------|------------|--------|------|------------------|
| 03 | < > | 1.000 | -10.0000 | -10.00 | < > | PAID 13-AUG-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 14-13-00-00 000000 | | | | | | |

Line Item # 3 – Amount Claimed by the Traveler

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|-------|------------|--------|------|--------|-------------|
| FY ACCS | Qty | Unit Price | Amount | Desc | Status | |
| 03 < > | 1.000 | 157.0700 | 157.07 | < > | PAID | 13-AUG-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-11-00-00 000000 | | | | | | |

Line Item # 4 – Amount Claimed by the Traveler

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|-------|------------|--------|------|--------|-------------|
| FY ACCS | Qty | Unit Price | Amount | Desc | Status | |
| 03 < > | 1.000 | 625.0000 | 625.00 | < > | PAID | 13-AUG-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-31-00-00 000000 | | | | | | |

Line Item # 5 – Write Off Expense

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|-------|------------|--------|------|--------|-------------|
| FY ACCS | Qty | Unit Price | Amount | Desc | Status | |
| 03 < > | 1.000 | 10.0000 | 10.00 | < > | PAID | 13-AUG-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-46-00-00 000000 | | | | | | |

Step by Step

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | | REQUIRED FIELD? | ACTION |
|------|------------|--|-----------------|--------|
|------|------------|--|-----------------|--------|

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|---|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form. TAB to the next field.</p> <p>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</p> <p>For automated vouchers, the bureau code field will be automatically updated.</p> |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Press HOME and select 'TRAVEL' for TDY voucher.</p> <p>Press HOME and select 'LTRAVL' for long-term voucher.</p> <p>Press HOME and select 'RELINV' for relocation voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> <p>For automated vouchers, the invoice type field will be automatically updated.</p> |

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|---|--------------------|---|
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record an voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Enter the actual Travel Order number plus RT in the NO field. TAB to the next field.</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1.</p> <p>For automated vouchers, the invoice no field will be automatically updated.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | <p>Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field.</p> <p>For automated vouchers, the invoice date field will be automatically updated.</p> |
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | <p>Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field.</p> <p>For automated vouchers, the doc source field will be automatically updated.</p> |

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------|---|--------------------|--|
| 6 | DOC: TYPE | <p>Doc Type describes the type of obligating document.</p> <p>The Drop Down L.O.V will list all available documents types.</p> <p>NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records.</p> <p>The user can query using the obligation document type, document number, feeder system number (travel order #), vendor number, vendor ID or vendor name.</p> | Y – BUSINESS RULES | <p>Press HOME and select TRVPO for TDY or LTRVPO for long-term or RELPO for relocation. Choose the travel document number from the list of available documents.</p> <p>If the document number is found then the list of values will display all available document number matches. Select the document number that corresponds to the CFS obligation or Travel Order number. Verify that the reimbursable travel order (RT#) number is selected, if searched on the travel order #, rather than the non-reimbursable travel order #. Non-reimbursable travel order # will be matched through the GTA interface. TAB to the next field.</p> <p>For automated vouchers, the doc type field will be automatically updated.</p> |
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | <p>Press HOME. Press Tab. Type the CFS Obligation # or enter % and the Travel Order #, and press ENTER.</p> <p>Press Enter. Tab to the next field.</p> <p>For automated vouchers, the doc number field will be automatically updated.</p> |
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | The Feeder System Number populates from the obligated document. Verify it is correct. |

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------------|--|----------------------|---|
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | The SOURCE REF field will be auto-populated with the Source Ref from the obligation that was previously entered. TAB to the next field. For automated vouchers, the source ref field will be automatically updated. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Enter 'N' in the FASTPAY field. TAB to the next field. For automated vouchers, the fast pay field will be automatically updated. |
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required For automated vouchers, the int system field will be automatically updated. |
| 12 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. For automated vouchers, the dates received field will be automatically updated. |
| 13 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. For automated vouchers, the dates ret'd field will be automatically updated. |
| 14 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. The system will calculate the Invoice Amount Applied field when all line items are entered and the invoice is approved. The user can tab over the vendor invoice amount field. | Y – USER DEFINED | Leave this field blank. TAB to the next field. For automated vouchers, the invoice amount applied field will be automatically updated. |

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|----------------------|---|
| 15 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – SYSTEM GENERATED | The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040. Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. For automated vouchers, the vendor number field will be automatically updated. |
| 16 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. For automated vouchers, the vendor address field will be automatically updated. |
| 17 | TAB through all fields until the cursor reaches the detail portion of the screen. A message stating “TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED” is displayed at the bottom of the screen. Press enter to acknowledge the message. | | | |
| 18 | Release Flag | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the 'R' flag is set to 'Y'. | Y – SYSTEM GENERATED | TAB through the 'R' field. For automated vouchers, the release flag field will be automatically updated. |
| 19 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | For TDY vouchers, the write off will be processed within the same document as the voucher. For long-term travel and travel relocation vouchers, the write off policy will be determined by the Travel Office. In CFS, write off can only occur before the obligation is closed. Please follow the User Procedure on Travel Advance to apply the travel advance issued to the voucher before processing the write off transaction. |

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|--------------------|--|
| 20 | | | | In order to write off the travel advance balance, the Technician will apply the remaining advance to the write off object class code. Two line items are created for the write off, the advance applied line item and the write off expense line item. Follow the instructions (Steps 21-27) below for manual or automated vouchers. |
| 21 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | <p>Instead of applying the advance to a travel expense, the advance will be applied to the write off.</p> <p>Add a new line item by pressing the INSERT key.</p> <p>Enter 1 in the ITEM NO field, Tab to the Item Type field. Line item #1 can be duplicated.</p> <p>Tab to the next field.</p> |
| 22 | ITEM Type | <p>This field defines the line item type. For EFT and Treasury check advances the item type is always changed to ADVAPP when the Technician is applying the travel advance to the voucher.</p> <p>Both the advance and the advance applied will be prorated among projects for a split travel authorization.</p> | Y – BUSINESS RULES | <p>Press HOME in the ITEM TYPE field and select the ADVAPP item type</p> <p>Press F2 to access the <i>Advance to Apply</i> pop-up screen to record the advance.</p> <p>Press HOME to access valid Open Advance Documents for the pop-up screen.</p> <p>Select the advance line item to write off Press F5 to exit the pop-up</p> <p>Tab to the PYMT INFO field and the ACCOUNT DISTRIBUTION pop up screen displays. Tab to the ACCS field.</p> |
| 23 | ACCS | ACCS field brings up a pop-up window to enter the Accounting Classification Code Structure for the line item. Elements to enter are Bureau Code, Project, Task, Organization Code and Object Class Code. The bureau code cannot be changed on the ACCS window. | Y- BUSINESS RULE | <p>Verify the project, task, and organization code to charge the advance. At the object class code field verify the object class is set to 14-13-00-00. EFT and Treasury Check advances are always charged to the 14-13-00-00 object class code.</p> <p>Tab to the UNIT PRICE field.</p> |
| 24 | Unit Price | Unit Price is the dollar amount for the line item. | N | No updates are necessary to the unit price field. This field is automatically updated from entering the advance applied amount. |

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|--------------------|--|
| | | | | <p>Tab through the remaining fields on the Account Distribution For This Item No, Type and MDL window.</p> <p>TAB to the <i>PAYMENT: PO</i> field. Enter 'NIST' as the payment office.</p> <p>TAB to the top of the Account Distribution pop-up screen. Press F5 to commit the information. This will return the cursor to the PM003 screen at the detail record.</p> |
| 25 | ITEM | <p>The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice.</p> <p>Write off line item numbers start at item number 70.</p> | Y – BUSINESS RULES | <p>Enter a new line item, a no-way transaction, for the write off expense by pressing the Insert key or the Arrow Down key.</p> <p>ITEM NO: Always start at that next sequential number that is on the voucher if line item # 70 is already entered. For each additional no-way line item increase the item number by 1 (e.g., 70, 71, 72, etc.).</p> <p>ITEM TYPE: NOWAY</p> <p>Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears.</p> <p>FY: Enter the FCFY from the CD-370 form.</p> <p>PROJECT: Enter the project from the CD-370 form.</p> <p>TASK: Enter the task from the CD-370 form.</p> <p>ORGANIZATION: Enter the organization code from the CD-370 form.</p> <p>OBJECT CLASS: 21-46-00-00 for travel write off</p> <p>QTY: 1</p> <p>UNIT PRICE: write off amount.</p> <p>Tab through all fields until the Payment Office Code, Name, Center and Doc Type window appears.</p> <p>Select NIST, Press ENTER.</p> <p>Press F5 and the Vendor Invoice Transaction screen appears.</p> |

Follow the steps below to write off the remaining unspent travel advance balance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|----------------------|---|
| | | | | Tab to the next field. |
| 22 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria and all other required information. | Y – SYSTEM GENERATED | Enter 'Y' in the Approval field and Press F5. Press ENTER to acknowledge all messages. If an error message is received, correct the problem and try to approve again. |

Travel Convenience Check Advance Write off

| | |
|------------------------|--|
| Introduction | <p>This procedure describes the process to write off the remaining unspent convenience check advance. The write off is entered in the “Vendor Invoice Transaction Screen” (PM003).</p> <p>The convenience check must have been cleared through the Commerce Purchase Card System (CPCS). All travel vouchers with convenience checks will follow these procedures. Travel vouchers originating from Travel Manager will be identified by the Travel Manager Interface (TMI) and printed on the TMI Advance Processing report. These transactions require additional processing on PM003 manually to complete the transaction. The Travel Office Technician will be responsible for completing the procedures for both automated and manual transactions.</p> <p>Note: Before an obligation can be closed, the Technician needs to determine whether there are unspent travel advance balances. To determine whether there is an unspent convenience check advance, a separate query can be run in screen PM003 by entering the travel order number in the Invoice No field and enter ‘PURCHCARD’ in the Source Ref field after the query mode has been initiated by pressing F11. Press F12 to execute the query.</p> |
| Who Uses the Process | <p>NIST Travel Office Technicians.</p> |
| Initiating the Process | <p>The Travel Office determines the write off policies. The instructions begin after the voucher expenses have been processed in PM003 but before the document have been approved by the Technician.</p> |
| Accessing the System | <p>From the “Payment Management Transaction Screens” menu, choose option “Vendor Invoice Transaction Screen” (PM003). Follow the steps below to complete PM003.</p> |

Screen Print – The Memo Document that Tracks the Convenience Check Issued

pm003

Vendor Invoice Transaction Screen

Bureau 57 Inv: Type TRAVEL No GZ0000010 - 0 Date 13-AUG-2003
 Doc: Source OBLIG Type TRVPO No 669- 0 Symbol < >
 Source Ref PURCHCARD FastPay N Int. System: NONE
 Dates: Recd 13-AUG-2003 Retd Status OPEN 13-AUG-2003
 Trans No 723 Invoice Amount Applied -792.07
 Vendor Invoice Amount
 Vendor: No 20- 2 Name ANN E DUNBAR Addr < >
 PPA N Exchange Code JS Customer Inv Type No
 Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00
 Approval: N By Date

| R | Itm | Type | MDL | I | D | P | R | A | PP Type | T | R | W | H | D | H | Emp No | Pmt Inf | Amount |
|---|-----|--------|-----|---|---|---|---|---|---------|-----|---|-----|---|-----|---|--------|---------|---------|
| N | 1 | CONCHK | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | | 0 | <> | -792.07 |

Count: *1 <List><Replace>

Screen Print – The status of the voucher is immediately changed to 'PAID' after approval when all line items net to zero.

pm003

Vendor Invoice Transaction Screen

Bureau 57 Inv: Type TRAVEL No GZ0000010 - 0 Date 13-AUG-2003
 Doc: Source OBLIG Type TRVPO No 669- 0 Symbol < >
 Source Ref PURCHCARD FastPay N Int. System: NONE
 Dates: Recd 13-AUG-2003 Retd Status PAID 13-AUG-2003
 Trans No 723 Invoice Amount Applied 0.00
 Vendor Invoice Amount
 Vendor: No 20- 2 Name ANN E DUNBAR Addr < >
 PPA N Exchange Code JS Customer Inv Type No
 Terms: (1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00
 Approval: Y By Y L HSU Date 13-AUG-2003

| R | Itm | Type | MDL | I | D | P | R | A | PP Type | T | R | W | H | D | H | Emp No | Pmt Inf | Amount |
|---|-----|--------|-----|---|---|---|---|---|---------|-----|---|-----|---|-----|---|--------|---------|---------|
| R | 1 | CONCHK | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | | 0 | <> | -792.07 |
| R | 1 | SERV2 | 1 | Q | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | | 0 | <> | 157.07 |
| R | 2 | SERV2 | 1 | Q | Y | Y | N | N | NONE | <N> | N | <N> | Y | <N> | | 0 | <> | 625.00 |
| R | 70 | NOWAY | 1 | Q | N | N | N | N | STD | <N> | N | <N> | Y | <N> | | 0 | <> | 10.00 |

Count: *4 <List><Replace>

Line Item #1 – Convenience Check Issued to the Traveler

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|-------|------------|---------|------|--------|-------------|
| FY ACCS | Qty | Unit Price | Amount | Desc | Status | |
| 03 < > | 1.000 | -792.0700 | -792.07 | < > | PAID | 13-AUG-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 25-87-00-00 000000 | | | | | | |

Line Item # 2 – Amount Claimed by the Traveler

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|-------|------------|--------|------|--------|-------------|
| FY ACCS | Qty | Unit Price | Amount | Desc | Status | |
| 03 < > | 1.000 | 157.0700 | 157.07 | < > | PAID | 13-AUG-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-11-00-00 000000 | | | | | | |

Line Item # 3 – Amount Claimed by the Traveler

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|-------|------------|--------|------|--------|-------------|
| FY ACCS | Qty | Unit Price | Amount | Desc | Status | |
| 03 < > | 1.000 | 625.0000 | 625.00 | < > | PAID | 13-AUG-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 21-31-00-00 000000 | | | | | | |

Line Item # 4 – Write Off Expense

| Account Distribution For This Item No, Type and MDL | | | | | | |
|---|----------------|--------------|---------------------|-------------|--------|------------------|
| FY | ACCS | Qty | Unit Price | Amount | Desc | Status |
| 03 | < > | 1.000 | 10.0000 | 10.00 | < > | PAID 13-AUG-2003 |
| 57 | 1093276-000 01 | 03-01-00-000 | 01-00-0100-00-00-00 | 21-46-00-00 | 000000 | |

Step by Step

Follow the steps below to write off a convenience check advance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---------------------------------------|------------------|---|
| 1A | Query on the TO# in the Invoice # field by pressing F11, then tab to the invoice no field and type the TO# and press F12. Arrow down until the correct unapproved document with the convenience check balance is displayed in PM003. The unapproved convenience check record should display. Either page down to the detail block or tab through the fields until the cursor is positioned in the detailed block in order to enter voucher expenses along with the write off. | | | |
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Already populated by the Technician.</p> <p>Verify the bureau code or enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the CD-370 form. TAB to the next field.</p> <p>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</p> |

Follow the steps below to write off a convenience check advance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|--------------------|---|
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | <p>Already populated by the Technician.</p> <p>Press HOME and select 'TRAVEL' for TDY voucher.</p> <p>Press HOME and select 'LTRAVL' for long-term voucher.</p> <p>Press HOME and select 'RELINV' for relocation voucher.</p> <p>Press ENTER to select. TAB to the next field.</p> |
| 3 | NO | <p>The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number.</p> <p>NOTE: The system will not allow two vouchers to reflect the same invoice number. Therefore, the second part of this field is used to record an voucher/invoice sub number. If a traveler/vendor submits multiple vouchers with the same travel order number, this field can be used to distinguish between the two invoices and can be incremented by 1 (e.g., voucher number G12345678-1, G12345678-2). If this does not apply, TAB through this field.</p> | Y – BUSINESS RULES | <p>Already populated by the Technician.</p> <p>Enter the actual Travel Order number in the NO field plus 'RT'. TAB to the next field.</p> <p>Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1.</p> |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | <p>Already populated by the Technician.</p> <p>Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field.</p> |

Follow the steps below to write off a convenience check advance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|---|--------------------|---|
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | <p>Already populated by the Technician.</p> <p>Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field.</p> |
| 6 | DOC: TYPE | <p>Doc Type describes the type of obligating document.</p> <p>The Drop Down L.O.V will list all available documents types.</p> <p>NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records.</p> <p>The user can query using the obligation document type, document number, feeder system number (travel order #), vendor number, vendor ID or vendor name.</p> | Y – BUSINESS RULES | <p>Already populated by the Technician.</p> <p>Press HOME and select TRVPO for TDY , RELPO for travel relocation, or LTRVPO for long-term.</p> <p>If the document number is found then the list of values will display all available document number matches. Select the document number that corresponds to the CFS obligation or Travel Order number. Verify that the reimbursable travel order (RT#) number is selected, if searched on the travel order #, rather than the non-reimbursable travel order #. Non-reimbursable travel order # will be matched through the GTA interface.</p> <p>TAB to the next field.</p> |

Follow the steps below to write off a convenience check advance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------|--|----------------------|--|
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | <p>Already populated by the Technician.</p> <p>Press HOME. Press Tab. Type the CFS Obligation # or enter % and the Travel Order #, and press ENTER.</p> <p>If the document number is found then the list of values will display all available document number matches. Select the document number that corresponds to the CFS obligation or Travel Order number. Verify that the reimbursable travel order (RT#) number is selected, if searched on the travel order #, rather than the non-reimbursable travel order #. Non-reimbursable travel order # will be matched through the GTA interface.</p> <p>Press Enter. Tab to the next field.</p> |
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where the travel order number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | The Feeder System number is populated from the existing obligation, |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | <p>Already populated by the Technician.</p> <p>The SOURCE REF field will be auto-populated with the Source Ref from the obligation that was previously entered.</p> <p>TAB to the next field.</p> |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | <p>Enter 'N' in the FASTPAY field. TAB to the next field.</p> <p>For automated vouchers, the fast pay field will be automatically updated.</p> |

Follow the steps below to write off a convenience check advance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------------|---|----------------------|--|
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 12 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Already populated by the Technician. Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. |
| 13 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. |
| 14 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. The system will calculate the invoice amount applied automatically when all line item are entered and the invoice is approved. | Y – USER DEFINED | Leave this field blank. TAB to the next field. |
| 15 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – SYSTEM GENERATED | Already populated by the Technician. The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040. Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. |
| 16 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. |

Follow the steps below to write off a convenience check advance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|----------------------|--|
| 17 | <p>TAB through all fields until the cursor reaches the detail portion of the screen.</p> <p>A message stating "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED" is displayed at the bottom of the screen. Press enter to acknowledge the message.</p> | | | |
| 18 | Release Flag | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the 'R' flag is set to 'Y'. | Y – SYSTEM GENERATED | TAB through the 'R' field. |
| 19 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | <p>The first line item to display should be the CONCHK advance line item with a negative dollar amount.</p> <p>For TDY vouchers, the write off will be processed within the same document as the voucher.</p> <p>For long-term travel and travel relocation vouchers, the write off policy will be determined by the Travel Office. In CFS, write off can only occur before the obligation is closed.</p> <p>Please follow the User Procedure on Travel Advance to apply the travel advance issued to the voucher before processing the write off transaction.</p> |
| 20 | ITEM NO, ITEM Type, Unit Price, Quantity, FY, Project, Task, Organization, Object Class, Payment PO | Please follow the User Procedure on Travel Advance to apply the travel advance issued to the voucher before processing the write off transaction. | Y – BUSINESS RULES | <p>Enter a new line item, a no-way transaction, for the write off expense by pressing the Insert key or the Arrow Down key.</p> <p>ITEM NO: Always start at that next sequential number that is on the voucher if line item # 70 is already entered. For each additional no-way line item increase the item number by 1 (e.g., 70, 71, 72, etc.).</p> <p>ITEM TYPE: NOWAY</p> <p>RI METHOD: D for long-term Q for TDY</p> <p>Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears.</p> <p>FY: Enter the FCFY from the CD-370 form.</p> |

Follow the steps below to write off a convenience check advance.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|--|
| | | | | <p>PROJECT: Enter the project from the CD-370 form. TASK: Enter the task from the CD-370 form. ORGANIZATION: Enter the organization code from the CD-370 form. OBJECT CLASS: Enter the object class 21-46-00-00 for travel write off QTY: 1 UNIT PRICE: Enter the write off amount Tab through all fields until the Payment Office Code, Name, Center and Doc Type window appears.</p> <p>Select NIST, Press ENTER.</p> <p>Press F5 and the Vendor Invoice Transaction screen appears.</p> |
| 21 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria and all other required information. | Y – SYSTEM GENERATED | <p>Enter 'Y' in the Approval field and Press F5.</p> <p>Press ENTER to acknowledge all messages.</p> <p>If an error message is received, correct the problem and try to approve again.</p> |
| 22 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 23 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |

Government Bills of Lading/Transportation Service Orders (not pertaining to a Travel Relocation)

Obligation for GBL/TSO Orders

| | |
|-------------------------------|---|
| Introduction | NIST GBL/TSO documents fall under the two-way match type of transaction. The following instructions describe how the GBL/TSO is entered into CFS FM040. |
| Who Uses the Process | NIST Travel Office Technicians. |
| Initiating the Process | The Travel Office Technician logs onto CFS- FM040 screens to obligate a regular GBL/TSO order. |
| Reference Forms | Form SF-1103A or Form CD 579 for GBL obligation and Form CD578 for TSO obligation |
| Accessing the System | From the “FMTRAN- Funds Management Transaction Screens” menu, choose option “FM040 - Transaction Screen - Purchase Order”. |

Screen Print – GBL/TSO Order

The screen print below shows a sample GBL/TSO obligation on the CFS Screen Purchase Order Transaction Screen (FM040).

```

Purchase Order Transaction Screen          Print N | fm040
-----
One to One <N>
Document: Type TRVGBL C/O N Oblig# 11080- 0- 0 Total 1,000.00
Feeder Sys: No GBL/TSO # Mod# Source
ASAP: N Pref Date 20-OCT-2003 Reference# REQ # Grant Amend No
Effective Dates 01-OCT-2003- Status OPEN 20-OCT-2003
For: Bureau Code 57 Name NIST-NATL INST OF S G/L Date 31-OCT-2003
Vendor: <> No 4096- 1 Name CONSOLIDATED FREIGHTWAYS
Approval: N By Date
Document: <N> Notes <> Line Notes <> AD <> F Notes <>
-----
Item: No 1 CLIN# Request <N> Type SERV2 Commodity Code G/S
Part No Stock No Emp No
Description <> Other <> Due Date 01-OCT-2003 Acceptance Days 7
R/I Act NSP Quantity U/M Unit Price Extended Amount
-----
Requested: D N N 1.000 EA 1,000.0000 1,000.00
Inventory:
Account Classification: <> F Notes: <> Status OPEN 20-OCT-2003
-----
Count: *0 <Replace>
    
```

Vendor Address and Shipping Data

| Vendor Address and Shipping Data | | | |
|----------------------------------|----------------------------|-------------|-----------------|
| Vendor No | 4096-1 | FOB | ORIGIN Freight |
| Name | CONSOLIDATED FREIGHTWAYS | Shipvia | |
| Address | PO BOX 641939 | | |
| Address | | ShipTo Code | TPR |
| City | PITTSBURGH | Name | THIRD PARTY |
| St/Pr | PA | Address | |
| Zip/Postal Code | 152640000 | Address | |
| Country | US | Address | |
| Contact | | Address | |
| Confirmed | N With | Address | |
| Fixed Price | N Acknowledgement Req | City | |
| Exchange: Code | US | St/Pr | Zip/Postal Code |
| Rate | 1.0000000000 | Country | |
| Terms1:Net | 30 Days Disct P/A P 000000 | W/IN | 00 Days |
| Terms2:Net | 30 Days Disct P/A P 000000 | W/IN | 00 Days |

Count: *0 <Replace>

Other Pertinent Information for This Item:

| Other Pertinent Information for This Item | |
|---|---------------------------------------|
| Document Matching: Default Y RT <input type="checkbox"/> AC <input type="checkbox"/> AP <input type="checkbox"/> | Delivery POC |
| Holdback: Type N Amount <input type="text"/> | ----- |
| PSC Code <input type="text"/> | Delivery Date: 01-OCT-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: <input type="text"/> |
| MAIL STOP 3750 | |
| GAITHERSBURG MD 20899 | |
| Asset: Category <input type="text"/> Indicator <input type="text"/> AIN <input type="text"/> | |
| Inventory: <input type="text"/> | |
| Account Classification: <input type="text"/> F Notes: <input type="text"/> | Status OPEN 20-OCT-2003 |

Account Distribution For This Item:

| Account Distribution For This Item | | | | | | | | | | | |
|--|---------|----------|----------|----|--------------------------|----|------|-----|------------|---|---|
| --- Supporting Document --- | | | | | | | | | | | |
| MDL | Percent | Quantity | Amount | FY | ACCS | No | Type | Itm | MDL | A | |
| 1 | 100.000 | 1.000 | 1,000.00 | 04 | < | > | | | | | |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 22-20-00-00 000000 | | | | | | | | | | | |
| Acceptance: Emp No | | 1 | Name | | R RECEIVER | | | | F Notes: < | | > |
| Receiving: Off No | | 1 | Name | | NATL INST OF STND & TECH | | | | FMDL# | | |

Step by Step

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------|---|----------------------|--|
| 1. | Print | Print Flag field. Defaults to N. | Y – SYSTEM GENERATED | TAB through the PRINT field. This field defaults to 'N'. |
| 2. | ONE TO ONE | 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). | Y – SYSTEM GENERATED | TAB through the ONE TO ONE field. This field defaults to 'N'. Travel documents are not committed. |
| 3. | TYPE | The Type field describes the type of obligation document. | Y – BUSINESS RULES | 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. For GBL/TSO Travel Obligations select: TRVGBL TAB to the FEEDER SYSTEM NO field. |
| 4. | C/O | Change Order Field identifies if this document is a change order to an existing obligation. | Y – BUSINESS RULES | Type 'N' and TAB to the next field. |
| 5. | FEEDER SYSTEM NO | The Feeder System No identifies the tracking number originating from an external system or process from CFS. | Y – BUSINESS RULES | Enter the GBL or the TSO number in the FEEDER SYSTEM NO field. TAB to the next field. |
| 6. | ASAP | The ASAP flag is for Grant type of transactions and is not used for travel document processing. | N | TAB through the ASAP field. This field defaults to 'N'. The cursor skips over the DATE field. This field defaults to the current date. |
| 7. | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – CONDITIONAL | Enter the requisition number (if available) in the SOURCE REF field. |
| 8. | GRANT AMEND NO | The GRANT AMEND NO flag is for Grant type of transactions and is not used for travel document processing. | N | TAB through the GRANT AMEND NO field. |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------------|--|--------------------|--|
| 9. | EFFECTIVE DATES | <p>The effective date of the obligation.</p> <p>This field defaults to the current date, but can be overridden.</p> <p>The cursor skips over the STATUS field. This field defaults to the value of 'OPEN' for new transactions and cannot be accessed.</p> <p>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'.</p> <p>The cursor skips over the STATUS: DATE field. This field defaults to the current date.</p> | Y – BUSINESS RULES | The effective date will be defaulted by the system. |
| 10. | FOR: BUREAU CODE | <p>The code to identify the Bureau name.</p> <p>The cursor skips over the BUREAU NAME field. The system automatically obtains the bureau name from the Bureau Code Maintenance Screen (GL004) based on the value entered in the FOR: BUREAU CODE field.</p> | Y – USER DEFINED | <p>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.</p> <p>33- Technology Administration 51- Office of Secretary 52- Economic Development Agency 53- Bureau of Economic Analysis 57- National Institute of Standards & Technology 59- Minority Business Development Agency 61- National Telecommunication & Information Administration 64- Office of Inspector General 65- Economics & Statistics Administration</p> |
| 11. | G/L | General Ledger End Date defines the posting period of the transaction. | Y – USER DEFINED | Press HOME in the G/L field to view a list of available general ledger posting periods. 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. |
| 12. | FY | The year the funding source became available and it always defaults to the current fiscal year. | Y – USER DEFINED | Enter the fund code fiscal year found on Form 1103 CD579 or CD578 |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|------------------|---|
| 13. | VENDOR NO | <p>The vendor number defines whom the payment will be made to.</p> <p>Use the web-based vendor lookup screens for the required vendor number.</p> | Y – USER DEFINED | <p>Press TAB and the system brings up the Vendor Address and Shipping Data pop-up screen. Select the Citibank vendor # and ID for the bureau if the expense is non-reimbursable.</p> <p>Select the vendor number that corresponds to the vendor's name.</p> <p>Press HOME for a list of vendor numbers.</p> <p>NOTE: To Query, press F11 to initiate a query. The list of values will be cleared. TAB to the Address Name Field and type '%[LASTNAME]%'.</p> <p>Press F12 to execute the query. Select the desired name from the list and press ENTER.</p> <p>NOTE: Pressing F5 will exit the user out of the pop up screen. If the user does not press F5, then the user must TAB through all the remaining fields in the Vendor Address and Shipping Information pop-up screen. Choose a valid selection from the SHIP TO CODE L.O.V. Continue to TAB through all the remaining fields.</p> |
| 14. | APPROVAL | <p>The approval field approves and records the transaction in CFS.</p> <p>After completing the transaction, the end user must mark the field as Y for the transaction to be approved.</p> | Y – USER DEFINED | TAB to the APPROVAL field that will default to 'N.' |
| 15. | TAB over the DOCUMENT field. This field is the document approval status detail. The Document must be approved to review the approval status detail. | | | |
| 16. | NOTES | The field can be also used for additional comments for other obligating documents. | N | None |
| 17. | LINE NOTES | The LINE NOTES field is a non-required field for GBL/TSO. The field can be used for additional comments for other types of documents not related to travel. | N | TAB through the LINE NOTES field. |
| 18. | AD | TAB through the AD field. | N | TAB through the AD field. |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|---|
| 19. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." This indicates that a control record has been established. The obligation # will be automatically generated by the system. Press ENTER to acknowledge the message. | | | |
| 20. | ITEM: NO | The item number is a system-generated field that assigns a number for each line on the obligation. | Y – SYSTEM GENERATED | TAB through the ITEM: NO field. This value is assigned by the CFS system. |
| 21. | ITEM: REQUEST DETAIL | This field indicates if commitment transactions will be referenced by this obligating document. This field defaults to 'N'. | N | TAB through the REQUEST DETAIL field. |
| 22. | ITEM: TYPE | This field defines the line item type. | Y-Business Rule | Type or select SERV2 in the ITEM: Type field. |
| 23. | ITEM: COMMODITY CODE | The commodity code field describes the type of valid commodity for the item being ordered. | Y- USER DEFINED | Press HOME In the ITEM: COMMODITY CODE field to view the list of valid commodity codes for the item being ordered. Select G/S. Press ENTER to select. TAB to the next field. |
| 24. | ITEM: PART NO | This field is not required by travel. | N | TAB through the ITEM: PART NO field. |
| 25. | ITEM: STOCK NO | This field is not required by travel. | N | TAB through the ITEM: STOCK NO field. |
| 26. | ITEM: EMP NO | The Item: Emp No field can identify the end user that entered the obligation line item. | N | TAB through the ITEM: EMP NO field. The Emp No will be defaulted to 1 by the Technician. |
| 27. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." Press ENTER to continue. Then, the system will display the following message at the bottom of the screen: "Please acknowledge message." | | | |
| 28. | LINE ITEM DESCRIPTION | The line item description field is not a required field for GBL/TSO obligation. | N | |
| 29. | 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, PSC code, payment office, and delivery point of contact. | | | |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------------|--|-----------------|---|
| 30. | DOCUMENT MATCHING: DEFAULT | <p>The DOCUMENT MATCHING: DEFAULT field indicates whether the 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.</p> <p>NOTE: It is recommended to always enter 'Y' in this field. IF 'Y' is selected TAB and continue to next step.</p> <p>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. Press TAB.</p> | Y- USER DEFINED | <p>Enter a 'Y'.</p> <p>TAB to the next field.</p> |
| 31. | DOCUMENT MATCHING: RT | <p>The DOCUMENTMATCHING: RT field indicates 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.'</p> <p>This field cannot be accessed unless the DOCUMENT MATCHING: DEFAULT field is 'N'.</p> | Y- USER DEFINED | No action required. The field is skipped by the system. |
| 32. | DOCUMENT MATCHING: AC | <p>The DOCUMENT MATCHING: AC indicates 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'.</p> <p>This field cannot be accessed unless the DOCUMENT MATCHING: DEFAULT field is 'N'. Press TAB.</p> | Y- USER DEFINED | No action required. The field is skipped by the system. |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|--------------------|---|
| 33. | HOLDBACK: TYPE | Select the appropriate holdback that is performed by the system during the disbursement process. If holdback is not required, enter 'N'. | Y- USER DEFINED | Enter a 'N' TAB to the next field. |
| 34. | HOLDBACK: Amount | If the HOLDBACK: Amount selected was 'P', the entry in the amount field will be a percentage. If the HOLDBACK: TYPE selected was 'D', the entry in the amount field will be a dollar amount. Where the HOLDBACK: TYPE selected was 'N', the amount field will be skipped. | Y- USER DEFINED | No action required. The field is skipped by the system. |
| 35. | TAB through the PSC CODE field. | | | |
| 36. | PAYMENT OFFICE CODE | The PAYMENT OFFICE CODE displays a list of valid codes of offices responsible for processing payment of this item. This field defaults to the payment of code of the user. 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. | Y- USER DEFINED | Press HOME in the PAYMENT OFFICE CODE. Select 'NIST' and press ENTER. TAB to the next field. |
| 37. | ASSET: CATEGORY | The ASSET: CATEGORY field identifies depreciable equipment, donated equipment, etc. and is optional. | N | TAB through the ASSET: CATEGORY field. |
| 38. | ASSET: INDICATOR | The ASSET: INDICATOR field identifies executive furniture, monitors, printers, etc. and is optional. | N | TAB through the ASSET: INDICATOR field. |
| 39. | TAB through the ASSET: AIN field. This field is optional. | | | |
| 40. | DELIVERY POC: DATE | The Delivery POC: DATE field is the date on which delivery is expected. | Y – BUSINESS RULES | Type today's date in the DELIVERY POC: DATE field, in the following format: DD-MON-YYYY. Press TAB. |
| 41. | EMP | Defines the employee number who is entering the transaction. | Y – USER DEFINED | Enter 1 as the employee number. Press HOME to find your employee number from the EMP field LOV. Press F5 to commit. The system returns to the Detail box of the Purchase Order Transaction Screen. |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|--------------------|---|
| 42. | ITEM: DUE DATE | The due date on which the order is due in. | Y – BUSINESS RULES | TAB to the DUE DATE. Enter today's date in the ITEM: DUE DATE field. |
| 43. | ITEM: ACCEPTANCE DAYS | This field defaults to '7'. | N | TAB through the ITEM: ACCEPTANCE DAYS field. Press TAB. |
| 44. | RI MTH | Enter the obligation liquidation method in the RI MTH field. Enter 'Q' for invoicing by quantity and 'D' for invoicing by dollars. This field defaults to 'Q'. The ACT field tells the user whether or not there has been any activity on this obligation. This field defaults to 'N' if 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. | Y – BUSINESS RULES | Enter Q |
| 45. | REQUESTED: QUANTITY | The quantity of the item requested 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.' | Y – BUSINESS RULES | Enter 1. Press Tab. |
| 46. | REQUESTED: U/M | List of valid units of measures for the requested item. This field defaults to 'EA'. | Y- USER DEFINED | Press HOME in the REQUESTED: U/M field and select 'EA'. Press ENTER to select the unit of measure. TAB to the next field. |
| 47. | REQUESTED: UNIT PRICE | The unit price of the item. | Y – BUSINESS RULES | |
| 48. | REQUESTED: EXTENDED AMOUNT | A calculated amount derived by the system based on the quantity multiplied by the unit price. | N | TAB through the REQUESTED: EXTENDED AMOUNT field. 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 to acknowledge the message. |
| 49. | 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. | | | |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|----------------------|--|
| 50. | PERCENT | The percentage of the detail item to be distributed to this ACCS. 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. Press TAB. | Y – BUSINESS RULES | Enter 100 The Quantity and Amount fields are automatically updated. Tab to the next field. |
| 51. | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED". Press ENTER to acknowledge the message. The system brings up the Account Classification pop-up screen. | | | |
| 52. | BUREAU CODE | Identifies the charging bureau. BUREAU CODE should have auto-populated based on the information entered in the Control Block portion of the Obligation. | Y – SYSTEM GENERATED | TAB through the BUREAU CODE field. |
| 53. | PROJECT CODE | The PROJECT CODE field describes where the expense is being charged. Project code is part of the Accounting Classification Code Structure. | Y – USER DEFINED | Enter the project code from Form SF-1103A, CD579 or CD578 Or Choose a valid option by pressing the HOME key to access the Project code Drill Down menu. Press enter to make a choice. TAB to the next field. |
| 54. | TASK CODE | The TASK CODE field further describes where the expense is being charged within the specified project. Task code is part of the Accounting Classification Code Structure. | Y – USER DEFINED | Enter the task code from Form SF-1103A, CD579 or CD578 Or Choose a valid option by pressing the HOME key to access the Project code Drill Down menu. Press enter to make a choice. TAB to the next field. |
| 55. | FUND CODE | The FUND CODE field auto populates based on the information entered in the PROJECT CODE field. | N | |
| 56. | PROGRAM CODE | This field refers to the agency's programs based on budgetary submissions. The PROGRAM CODE auto-populates based on the PROJECT CODE entered. | N | No action required |
| 57. | ORGANIZATION CODE | This organization code is equal to that used by Human Resources. | Y – USER DEFINED | Enter 16 digit ORGANIZATION CODE from Form SF-1103A, CD579 or CD578 TAB to the next field. |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|------------------|---|
| 58. | OBJECT CLASS | The object class is used to determine the type of expense and it determines the general ledger account where the activity will be recorded. | Y – USER DEFINED | Enter the four-digit object class in the OBJECT CLASS field. Choose a valid option by pressing the HOME key to access the OBJECT CLASS Drill Down menu. Press enter to make the choice TAB through these remaining segments. |
| 59. | USER DEFINED | User Defined is an element of the ACCS. At this time, it is defaulted to zero. | N | Enter '000000' in the USER DEFINED field or TAB through the field. |
| 60. | The system returns to the Account Distribution For This Item pop-up screen. TAB to the next field. | | | |
| 61. | ACCEPTANCE: EMP NO | This field defaults to the value recorded in the Employee Information Maintenance Screen (GL029) based on the ACCEPTANCE: EMP NO. | Y – USER DEFINED | Type 1. Press TAB. The cursor skips the ACCEPTANCE: NAME field. |
| 62. | RECEIVING: OFFICE NO | Identifies a valid list of office numbers to designate for the receiving the item. | Y – USER DEFINED | 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. |
| 63. | The system will display the following message at the bottom of the screen "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." | | | |
| 64. | <p>At the bottom of the screen, a running total is maintained for the:</p> <ul style="list-style-type: none"> -TOTAL [PERCENT] field -TOTAL [QUANTITY] field -TOTAL [AMOUNT] field <p>In order to complete the Account Distribution For This Item pop-up screen, the QUANTITY field must equal the TOTAL [QUANTITY] field.</p> | | | |
| 65. | <p>Press PAGE UP to return to the Purchase Order Transaction Screen (FM040).</p> <p>This field defaults to 'OPEN.'</p> <p>The STATUS: DATE field defaults to the transaction date for the new obligation transaction.</p> | | | |
| 66. | <p>Press INSERT if additional items (new expenses) or split cost centers need to be recorded on this purchase order and repeat steps 19 through 64 or the down arrow.</p> <p>If there are no other items to insert press the PAGE UP key to the APPROVAL field and enter 'Y'. Press F5 to commit the transaction.</p> | | | |

Follow the steps below to enter a GBL/TSO Travel Obligation.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|---|-----------------|--------|
| 67. | | The system will display the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." Press ENTER to acknowledge the message. Record obligation number on the original obligating form. | | |
| 68. | | End of Steps | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Reassign Approver by Document (WF604)

Introduction

This procedure describes the process to reassign an unapproved document to an alternate approver. In order to reassign, the alternate approver must have been previously established on the "Document Approval Maintenance Screen" (WF001).

Who Uses the Process

NIST Travel Office Technicians; The Finance Division will be responsible for reassigning an Approver by Document.

Initiating the Process

The person who initiated the document may choose to reroute a document to an alternate approver when the primary approver is unavailable to approve the document. **Only the Creator of the Document can reroute the approval.**

Reference Forms

N/A

Accessing the System

From the "WFTRAN - Workflow Management Transaction Screens" menu, choose option "WF604 - Reassign An Approver by Document".

Screen Print: Re-Assigning Approvers by Document

The screen print below shows the CFS Screen "Re-Assign Approvers by Document" (WF604).

| Re-Assign Approvers By Document | | | | wf604 | |
|--|----------------------|-----------------------------|-----------------------------|----------------------|----------------------|
| Bureau Code: <input type="text"/> | | Name <input type="text"/> | | | |
| Document: Source <input type="text"/> | | Type <input type="text"/> | Number <input type="text"/> | | <input type="text"/> |
| ----- Current Routing ----- | | ----- Default Routing ----- | | | |
| Priority | Current Approver | Default Approver | | Default Approver | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Bureau Code: Press [LIST] to select from a list. | | | | | |
| Count: *0 | | | | <List><Replace> | |

Step by Step

Follow the steps below to Reassign an Approver by Document in the “Re-Assign Approvers by Document Screen” (WF604).

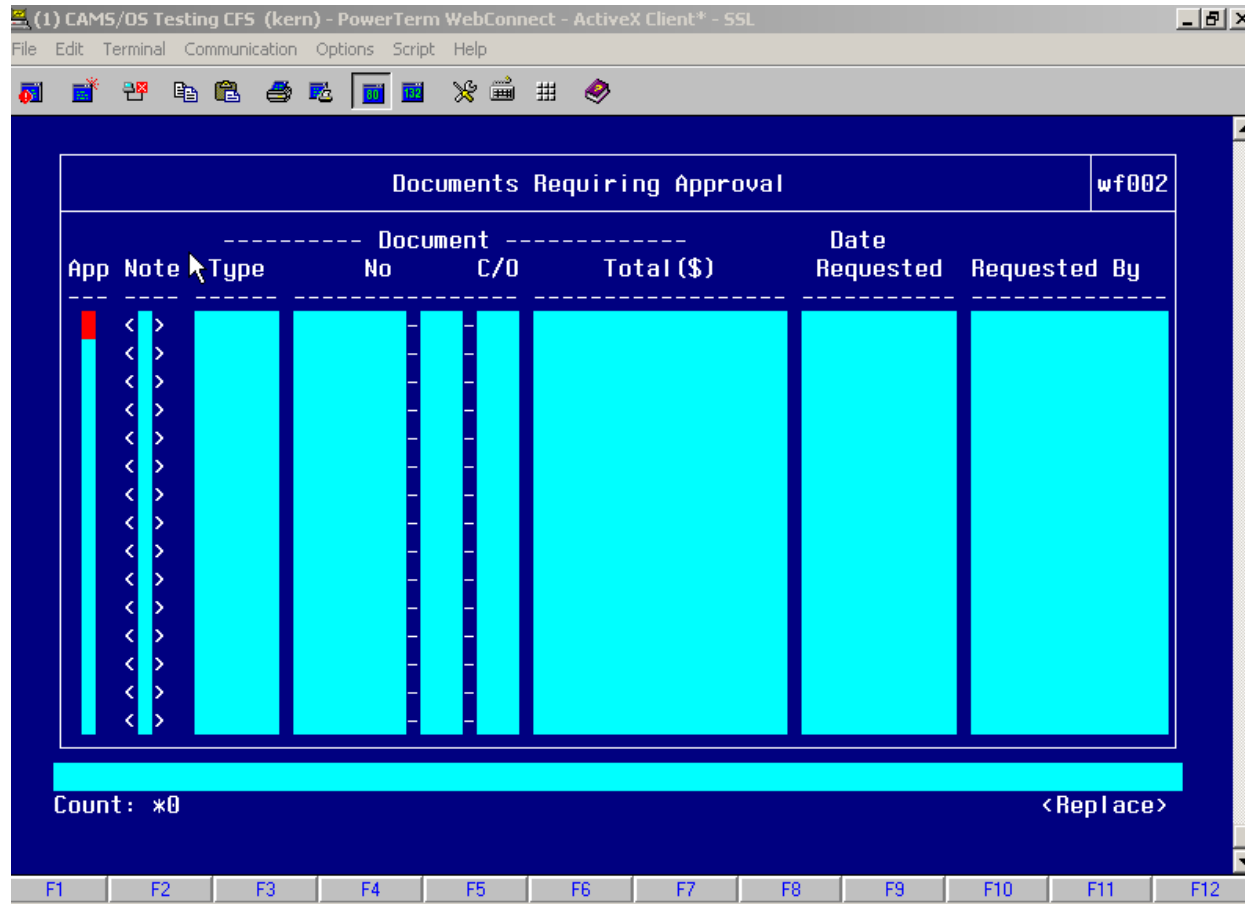
| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|--|------------------|--|
| 9. | BUREAU CODE | The code to identify the Bureau name The cursor skips over the BUREAU NAME field. The system automatically obtains this field from the Bureau Code Maintenance Screen (GL004) based on the bureau code. | Y – USER DEFINED | Press HOME in the BUREAU CODE field to view a list of valid bureau codes. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER. TAB to the next field. |
| 10. | DOCUMENT: SOURCE | The originating document source. | Y – USER DEFINED | Press HOME in the DOCUMENT: SOURCE field and select 'OBLIG'. Press ENTER to select. TAB to the next field. |
| 11. | TYPE | The originating document type that identifies the transaction type. | Y – USER DEFINED | Press HOME in the TYPE field and select GBLINV . Press ENTER to select. TAB to the next field. |
| 12. | NUMBER | The number field is the system-generated number assigned when the obligation is approved on FM040. NOTE: The system will display the current approval routing status of this document based on the document source, type and number selected. | Y – USER DEFINED | Press HOME in the NUMBER field and select the CFS PO # that corresponds to the travel order document that was recorded on FM040. Press ENTER to select. TAB to the PRIORITY field. |
| 13. | Priority | The Priority field will populate with the Priority given in the WF001 document approval maintenance screen. | N | No action required |
| 14. | CURRENT ROUTING CURRENT APPROVER | Defines the name of the individual who approves the document type. Each document type is setup to be approved by an approver. If that approver is not available then his or her back up can approve the obligation. | Y – USER DEFINED | Press HOME in the CURRENT ROUTING CURRENT APPROVER field. Press ENTER to select the alternate approver or yourself for this document. |
| 15. | Press F5 to reassign this document. The document will be rerouted to the alternate approver. Press F4 to exit screen. | | | |
| 16. | End of Steps | | | |

Approve Obligation Document (WF002)- Document Requiring Approval

| | |
|-------------------------------|--|
| Introduction | This procedure describes the process to approve a document that has been routed through the approval routing process. The data is entered on 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 and approved by the person entering the obligation. It is then routed to WF002 for approval. The system routes the document to the designated personnel based on setup on WF001. While that approver is logged onto the system, they will be notified through a message that "there are documents needing your approval," when logged onto the menu screen. Messages requesting that the user approve documents will also be sent to the WF003 Message Retrieval Screen. |
| 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). |

Screen Print: Document Requiring Approval Screen

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



Step by Step

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

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | 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. | | 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.” | | |
| 4. | | End of Steps | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record has a particular value

Voucher (PM003) for GBL/TSO expenses

Introduction NIST shipping documents fall under the two-way match type of transaction.

Who Uses the Process NIST Travel Office Technicians.

Initiating the Process When an invoice is submitted to the Travel Office by the freight company, the Travel Office Technician logs onto CFS- PM003 screens to enter a travel voucher.

Reference Forms Actual invoice

Accessing the System From the "Payment Management Transaction Screens" menu, choose option "PM003 - Transaction Screen - Vendor Invoice."

Screen Print – GBL/TSO Invoice

| Vendor Invoice Transaction Screen | | | | | | | | | | | | | pm003 |
|-----------------------------------|-------------|---------------|--------|-------------------|--------------------------|--------------|------|-------|-------------|-------------|---|--|-------|
| Bureau | 57 | Inv: Type | GBLINV | No | GBL/TSO # | | - | 0 | Date | 01-OCT-2003 | | | |
| Doc: Source | OBLIG | Type | TRVGBL | No | 11080 | | - | 0 | Symbol | < | > | | |
| Feeder Sys: | No | GBL/TSO # | | Source | | | | | | | | | |
| Ref | REQ # | | | FastPay | N | Int. System: | NONE | | | | | | |
| Dates: Recd | 01-OCT-2003 | Retd | | Status | OPEN | | | | 20-OCT-2003 | | | | |
| Trans No | 57057 | Net Applied | | Inv Amount | | | | | | | | | |
| Vendor: No | 4096 | | 2 | Name | CONSOLIDATED FREIGHTWAYS | | | | Addr | < | > | | |
| PPA | Y | Exchange Code | JS | Customer Inv Type | No | | | | | | | | |
| Terms: | (1) Net 30 | P | 0.000 | W/In | 00 | (2) Net 30 | P | 0.000 | W/In | 00 | | | |
| Approval: | N | By | | Date | | | | | | | | | |

| R | Itm | Type | MDL | I | D | P | R | A | PP | Type | T | R | W/H | D | H | Emp | No | Inf | Amount |
|---|-----|-------|-----|---|---|---|---|---|-----|------|-----|---|-----|---|-----|-----|----|-----|----------|
| N | 1 | SERV2 | 1 | D | Y | Y | N | N | STD | | <N> | Y | <N> | Y | <N> | | 0 | <> | 1,000.00 |
| | | | | | | | | | | | <> | | <> | | <> | | | <> | |
| | | | | | | | | | | | <> | | <> | | <> | | | <> | |
| | | | | | | | | | | | | | | | | | | | |

CLIN# FMDL#

Count: *1 <Replace>

Open Items for matching Window:

| PO/REQ Items open for AP | | | | | | | | |
|--|-------|-------|---|-----|-------|----|-------|----------|
| Itm | CLIN# | Type | R | MDL | FMDL# | FY | Qty | Amount |
| 1 | | SERV2 | D | 1 | | 04 | 1.000 | 1,000.00 |
| ACCS: 1093276-000 01-00-0100-00-00-00-00 22-20-00-00 | | | | | | | | |
| DESC: | | | | | | | | |
| | | | | | | | | |

Account Distribution For This Item (#1) Window:

| Account Distribution For This Item No, Type and MDL | | | | | | |
|--|-------|------------|--------|------|--------|-------------|
| FY ACCS | Qty | Unit Price | Amount | Desc | Status | |
| 04 < > | 1.000 | 800.0000 | 800.00 | < > | OPEN | 15-OCT-2003 |
| 57 1093276-000 01 03-01-00-000 01-00-0100-00-00-00-00 22-20-00-00 000000 | | | | | | |

Step by Step

Follow the steps below to enter a GBL/TSO invoice

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------|--|--------------------|--|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code on the. TAB to the next field. 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 |
| 2 | INV: TYPE | Describes the type of invoice. This is a maintenance value set up to define the types of invoices that can be entered into the system. | Y – BUSINESS RULES | Press HOME and select ' GBLINV ' for GBL/TSO voucher. Press ENTER to select. TAB to the next field. |
| 3 | NO | The No field is the invoice number sent by the vendor. For travel documents, this field is the travel order document number. | Y – BUSINESS RULES | Enter the actual GBL or the TSO number in this field. Enter '0' in the sub-invoice # field if this is the first voucher submitted. If there are additional vouchers, increase the sub-invoice # by 1. |
| 4 | DATE | The actual date on the vendor invoice. | Y – BUSINESS RULES | Enter the current date in the DATE field in the following format: DD-MON-YYYY. TAB to the next field. |
| 5 | DOC: SOURCE | The originating document. Since travel is a 2-way document the document source will be 'OBLIG'. | Y – BUSINESS RULES | Enter 'OBLIG' in the DOC: SOURCE field. TAB to the next field. |

Follow the steps below to enter a GBL/TSO invoice

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|----------------------|---|----------------------|--|
| 6 | DOC: TYPE | Doc Type describes the type of obligating document. The Drop Down L.O.V will list all available documents types. | Y – BUSINESS RULES | Press HOME and query on the doc type TRVGBL . Select the Document No that corresponds to the invoice. NOTE: To query on a document type, press TAB to move the cursor. Enter '% (first 3 document numbers) %', and press ENTER. This will bring up all applicable records. The user can query using the obligation document type, document number, feeder system number (GBL/TSO #), vendor number, and vendor ID or vendor name. When the Document No is selected from the pop-up screen, the NO Field, Feeder System No, Ref #, FastPay, Int. System, Status, & Vendor Information is automatically populated with information from the Obligation. TAB to the next field. |
| 7 | Doc: NO | The CFS system-generated obligation number. | Y- USER DEFINED | Tab through, automatically populated. |
| 8 | Feeder System Number | The feeder system number identifier or main tracking number. This is where GBL/TSO number will be stored. At this time the feeder system number field is not displayed on PM003 and will be an enhancement by October implementation. | Y-USER DEFINED | Tab through, automatically populated. Populates with the GBL/TSO #. |
| 9 | SOURCE REF | The Source Ref field is user defined typically reserved for the requisition number. This field can be queried on. The Source Ref field is displayed on most CFS reports. | Y – SYSTEM GENERATED | The SOURCE REF field will be auto-populated with the Source Ref from the Obligation that was previously entered. TAB to the next field. |
| 10 | FASTPAY | Fastpay indicates that matching requirements are to be ignored for the cash disbursement transaction. | Y – USER DEFINED | Enter 'N' in the FASTPAY field. TAB to the next field. |

Follow the steps below to enter a GBL/TSO invoice

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---|----------------------|--|
| 11 | INT SYSTEM | INT SYSTEM defaults to 'NONE' | Y – SYSTEM GENERATED | No action required |
| 11 | DATES: RECD | The date that this invoice was received for approval. | Y – BUSINESS RULES | Enter the current date in the following format: DD-MON-YYYY. TAB to the next field. |
| 12 | DATES: RET'D | The date that this invoice was returned to the vendor as an improper invoice. | N | No action required TAB through if not applicable. |
| 13 | INVOICE AMOUNT APPLIED | The total amount to be paid to the vendor. The system will calculate the vendor invoice amount automatically when all line item are entered and the invoice is approved. | Y – USER DEFINED | Leave this field blank. TAB to the next field. For automated vouchers, the dates ret'd field will be populated automatically. |
| 14 | VENDOR: NO | The vendor number defines whom the payment will be made to. NOTE: Within the VENDOR: NO pop-up screen, the user is able to select a payment address for the vendor that corresponds to the current invoice. In general, both payment addresses and assignment addresses appear as valid selections. However, if the ASSIGN ALL flag in the vendor database (PM002) has been checked, only assignment addresses will appear as valid selections. | Y – SYSTEM GENERATED | The cursor skips over the VENDOR: NAME field. This value is automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number and FM040. Press HOME and select the payment address that corresponds to the vendor payment in the VENDOR SUB NO field. For automated vouchers, this field is populated automatically. |
| 15 | VENDOR: ADDR | Describes the vendor address. The VENDOR: ADDR fields may be updated to any valid payment address for the vendor. | Y – SYSTEM GENERATED | TAB through the VENDOR: ADDR fields in the pop-up screen. The values are automatically pulled in from the Vendor Maintenance Screen (PM002) based on the vendor number. For automated vouchers, this field is populated automatically. |
| 16 | <p>TAB through all remaining fields until the cursor reaches the detail portion of the screen.</p> <p>A message stating "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED" is displayed at the bottom of the screen. Press enter to acknowledge the message.</p> | | | |

Follow the steps below to enter a GBL/TSO invoice

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|--|----------------------|--|
| 17 | Release Flag (R) | The release flag identifies when an invoice is released for payment. Once the invoice is approved, the 'R' flag is set to 'Y'. | Y – SYSTEM GENERATED | TAB through the 'R' field. |
| 18 | ITEM | The item number field corresponds to the item number on the CFS obligation. It can also be manually entered by the technician to identify the line item on the vendor invoice. | Y – BUSINESS RULES | <p>Pull through all obligating line items on the voucher. Press HOME and select a line number and press ENTER.</p> <p>Complete for all remaining obligation line items in the list of values. Once all obligation line items are pulled through, proceed to step 19 to compare the voucher line items to the obligation line items.</p> <p>Adjust the dollar amount in the AMOUNT field in the Payment Information window if the line item is on voucher.</p> |
| 19 | <p>The system will pull the remaining Item information, including ACCS, from the PO that you are matching against.</p> <p>You have to enter the ACCOUNT DISTRIBUTION pop-up screen to populate the G/L End Date field before committing.</p> <p>TAB through all remaining fields, verifying that the information in each field is correct. Press F5 to commit.</p> <p>NOTE: If you do not enter a proper G/L End Date, you will receive an error message that states that the G/L end date is NULL.</p> | | | |
| 20 | ITEM NO, ITEM Type, Unit Price, Quantity, FY, Project, Task, Organization, Object Class, Payment PO | Follow the instructions in the ACTION column to liquidate the obligation or to add new line items that were not obligated. | Y – BUSINESS RULES | <p>Compare the Form SF-1103A, CD579 or CD578 to the invoice sent by the vendor</p> <p>For all line items that match between the order and voucher, pull through the line items from the obligation using the following steps:</p> <p>10) Press HOME and select a matching line item.</p> <p>11) If there is more than one matching line item, press INSERT, Tab to the ITEM NO field and press</p> |

Follow the steps below to enter a GBL/TSO invoice

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|---|
| | | | | <p>HOME, and select a matching line item.</p> <p>12) Return to the first line item,</p> <p>13) TAB through the fields until you get to PMT INF.</p> <p>NOTE: ITEM TYPE: Same as in obligation RI METHOD: Q</p> <p>14) Press HOME while in PMT INF. Verify the ACCS information. Since you are matching values should remain the same as originally entered in the obligation.</p> <p>15) TAB to UNIT PRICE and enter the amount as shown on the travel voucher.</p> <p>16) TAB through to PS: DATE. Enter today's date for PS: DATE</p> <p>17) Press F5 to save and exit.</p> <p>18) Repeat steps 4-8 for each matched line item.</p> <p>13) Press the INSERT key to insert a new line item on the voucher. At the Release Flag column, press F1 then press F12 (the copy feature) to copy the line directly above the new line item. This feature will copy the dollar amount, ACCS elements and other default values to match the obligated line item.</p> <p>14) Tab to the PMT INFO Field and press HOME.</p> <p>15) Change the Unit Price a negative amount of the same amount.</p> <p>16) TAB through to PS: DATE and enter today's date for PS: DATE</p> <p>17) Press F5 to save and exit. Repeat 7-12 for each line item.</p> <p>To enter a new line item/ no-way that was not originally on the obligation</p> |

Follow the steps below to enter a GBL/TSO invoice

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|-------------------|-----------------|---|
| | | | | <p>(not on the Form SF-1103A, CD579 or CD578 form), enter the following:</p> <p>ITEM NO: Always start at that next sequential number that is on the voucher. For each additional no-way line item increase the item number by 1 (e.g., 70, 71, 72, etc.).</p> <p>ITEM TYPE: NOWAY</p> <p>RI METHOD: Q</p> <p>Tab through the remaining fields until the Account Distribution For this Item No, Type and MDL window appears.</p> <p>FY: Enter the FCFY from the actual invoice.</p> <p>PROJECT: Enter the project from the actual invoice.</p> <p>TASK: Enter the task from the actual invoice.</p> <p>ORGANIZATION: Enter the organization code from the actual invoice.</p> <p>OBJECT CLASS: Enter the object class that corresponds to the type of expense.</p> <p>QTY: 1</p> <p>UNIT PRICE: Enter the new line item amount from the invoice.</p> <p><i>Tab through all fields until the Payment Office Code, Name, Center and Doc Type window appears.</i></p> <p>Select NIST, Press ENTER.</p> <p>Press F5 and the Vendor Invoice Transaction screen appears.</p> |

Follow the steps below to enter a GBL/TSO invoice

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|--|---|----------------------|--|
| 21 | APPROVAL | The system will verify tolerances, funds availability, accepted orders, matching criteria and all other required information. | Y – SYSTEM GENERATED | <p>Press PAGE UP to move the cursor to the APPROVAL field, and enter 'Y'. Press ENTER.</p> <p>Press ENTER to acknowledge all messages.</p> <p>If an error message is received, correct the problem and try to approve again.</p> <p>If you receive a 'funds availability' error message contact AP and the AO.</p> |
| 22 | NOTE: If information in this screen must be changed after it has been approved, the invoice must be voided and re-entered. | | | |
| 23 | NOTE: To void an invoice, change the R (release) field to 'N' in this screen and proceed to the Void Vendor Invoice Transaction Screen (PM044). | | | |
| 24 | NOTE: The invoice amount applied field should match to the voucher amount. | | | |
| 25 | NOTE: Once the invoice is approved, the release flags change to 'Y'. | | | |
| | End of Steps | | | |

Legend – Required Field?

- N = Not a required field
- Y – SYSTEM GENERATED = The system automatically generates a value in the field
- Y – USER DEFINED = The system requires a value in the field
- Y – BUSINESS RULES = A value is required in the field for business reasons; the system does not require a value in the field
- Y – CONDITIONAL = A value is required in the field only if a pre-defined field on the record

Process a Manually Generated SF1166 Transmission (Payment Transmission Made Outside of CFS) (PM012)

Introduction

This procedure describes the process for recording the necessary transaction/accounting information after a manual payment is made through Treasury's Electronic Certification System (ECS) outside of the CFS. Manual payments are defined as payments made outside the automated CFS disbursement process due to software problems, data problems, or a time constraint that hinders the normal process. After completing the manual transmission, technicians must record an invoice on the "Vendor Invoice Transaction Screen" (PM003) and then record the disbursement information on the "Record Manual 1166 Payment Screen" (PM012) to ensure that the proper accounting information is recorded in the system.

Accomplishment is recorded on the "Accomplishment Transaction Screen" (PM005) after the appropriate information is forwarded to Finance from Treasury.

NOTE: Failure to record manual payments in the PM003 and PM012 screens will result in a cash difference between the SF224 and the General Ledger.

Manual payments entered on PM012 must be completed and approved before any additional manual payments can be approved on this screen.

Who Uses the Process

NIST Travel Office Technicians and The Finance Division is responsible for processing manual payments outside CFS, and for recording these payments in CFS via the PM003/PM012 screens.

Initiating the Process

A CD-29 Travel Order form is submitted to the Travel Office with the CD-369 Travel Advance form. The Travel Office Technician logs onto CFS- FM040 screens to obligate a travel order. Following the Travel Office Technician logs onto the CFS-PM003 screen to enter the advance request. Once the decision to process a payment outside CFS has been made, Finance personnel should:

1. Create a manual ECS schedule.
2. Update Finance's Manual Payment tracking Log with the obligation, invoice, vendor, and ECS information. Use the Notes/Comments field to record additional information such as the reason that required the payment to be made outside the normal disbursement process.
3. Pay the invoice manually through ECS, and receive Certification from an approving officer.

Once transmission to Treasury is confirmed:

4. Enter the invoice in PM003, referencing the outstanding obligation (if applicable). Follow the applicable procedure to record and approve an invoice on PM003.
5. Record disbursement information on PM012.

NOTE: If the invoice is approved with a vendor Payment Type of CHECK or EFT, the PM012 transaction must be entered immediately following the approval of the invoice to ensure that the invoice is not accidentally picked up by the automated disbursement process and paid twice.

Reference Forms

NA

Accessing the System

From the "PMTRAN - Payment Management Transaction Screens" menu, choose the option "PM012 - Record Manual 1166 Payment Screen".

Screen Print – CFS Screen “Manual SF1166 Form” (PM012).

| Manual SF1166 Form | | pm012 |
|---|------------------|--|
| Bureau: | Code 57 | Name (NIST) NATL INST OF STDS & TECHN |
| ALC | 13-06-0001 | Treasury Disbursing Office KFC |
| Schedule: | Type MISC | No 1003840 Date 18-JUL-2003 G/L End Date 31-JUL-2003 |
| Approved: | Y By E STAMMLER | Date 18-JUL-2003 |
| | | Item Total |
| Invoice: | Trans No 47003 | Item: No 1 Ref No 3740001 800.00 |
| | No 690000005 | -0000 Date 18-JUL-2003 |
| Vendor: | No 1- 2 | Name ZOE O AMBARGIS |
| | Payment Type EFT | Encl 2 |
| Invoice: | Trans No | Item: No Ref No |
| | No | - Date |
| Vendor: | No | Name |
| | Payment Type | Encl |
| Total Scheduled Payment | | 800.00 |
| Transaction complete -- 1 records posted and committed. | | |
| Count: *0 | <Replace> | |

Step By Step

Follow the steps below to process a manual payment.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | |
|------|----------------------------|---|--------------------|--|
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | <p>Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code the payment is being processed from. TAB to the next field.</p> <p>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</p> |
| 2 | ALC | The Agency Location Code (ALC) is a numeric symbol used to identify an agency accounting location or regional financial office on accounting reports and documents. The ALC consists of an 8-digit agency accounting station, a 4-digit disbursing office symbol, or a 3- digit Treasury Financial Center symbol. | Y – BUSINESS RULES | <p>Press HOME in the ALC field to view the valid agency location codes. Select '13-01-0011' from the list and press ENTER. TAB to the next field.</p> |
| 3 | Treasury Disbursing Office | Location of where the payment will be disbursed. | Y- BUSINESS RULES | <p>Press HOME in the <i>TREASURY DISBURSING OFFICE</i> field to view the list of values (LOV). Select the appropriate disbursing office from the LOV and press ENTER.</p> |

Follow the steps below to process a manual payment.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|-------------------|--|-------------------|--|
| 4 | SCHEDULE: TYPE | Type of payment schedule. | Y- BUSINESS RULES | TAB through the <i>SCHEDULE: TYPE</i> field, which defaults to MISC. The cursor skips the <i>SCHEDULE: NO</i> field. NOTE: This field will be automatically updated after the detail block is completed and the transaction is approved. |
| 5 | Schedule Date | The date the invoice was manually paid. | Y-BUSINESS RULES | Enter the date that the invoice was manually paid in the <i>SCHEDULE: DATE</i> field. TAB to the next field. |
| 6 | G/L END DATE | General Ledger End Date defines the posting period of the transaction. | Y-BUSINESS RULES | Press HOME to access the LOV for the <i>G/L END DATE</i> field. Select the appropriate general ledger period for this transaction and press ENTER. Press PAGE DOWN to move the cursor into the detail record. NOTE: These fields will be updated after the detail block is completed and the transaction is approved. |
| 7 | INVOICE: TRANS NO | System generated number to identify the transaction to pay. | Y-BUSINESS RULES | Press HOME to access the LOV for the <i>INVOICE: TRANS NO</i> field. Press ENTER to select. TAB to the next field. NOTE: The LOV will return invoices that have a release flag set at 'Y' and have the same Treasury Disbursing Office as the one selected in the control block. |
| 8 | ITEM NO | The item number is a system-generated field that assigns a number for each line on the obligation. | Y-BUSINESS RULES | Press HOME to access the LOV for the <i>ITEM NO</i> field. Select the correct invoice item number(s) to be disbursed on this schedule and press ENTER. The remaining fields for this invoice will become populated. TAB to the next invoice block. NOTE: The system returns the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." |

Follow the steps below to process a manual payment.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|--|-----------------|--|
| 9 | | Verify the data that is derived for the <i>REF NO</i> , <i>ITEM TOTAL</i> , <i>INVOICE NO</i> , <i>INVOICE DATE</i> , <i>VENDOR: NO</i> , <i>VENDOR: NAME</i> , <i>VENDOR: PAYMENT TYPE</i> , <i>ENCL</i> , and <i>TOTAL SCHEDULED PAYMENT</i> fields are correct and consistent with the selected payment document. | | NOTE: Steps 1 - 8 must be repeated for each invoice and/or items to be placed on this schedule. |
| 10 | | Verify that the data is consistent across the header and detail portions of the screen. Press PAGE UP to access the <i>APPROVAL</i> field. Enter 'Y' in the <i>APPROVAL</i> field, and press F5 to commit the transaction. | | NOTE: If the transaction is processed successfully, the system returns the message "TRANSACTION COMPLETE – 1 RECORD POSTED AND COMMITTED." The <i>APPROVED: BY</i> and <i>APPROVED: DATE</i> fields are populated with the user name and system. |
| 11 | | Record the accomplishment of the payment once the accomplishment information is forwarded by Treasury using the Transaction Screen-Accomplished Payments (PM005) screen. | | Once this procedure is complete, make a print screen and bring it to the certifying officer for the payment to be accomplished in PM005. |

Accomplish Payment (PM005)

| | |
|-------------------------------|--|
| Introduction | This procedure describes the process to accomplish a payment in CFS. After the payment process is run and the ECS schedule is transmitted and accepted. The accrual must be moved from IN-TRANSIT status to PAID status to ensure that the system reflects the transaction performed by Treasury. |
| Who Uses the Process | The Certifying Officer will be responsible for recording the accomplishment of the payment in CFS. |
| Initiating the Process | After Treasury accepts the payment schedule, check number information will be gathered from the GOALS on-line system, and ACH information will be gathered from the on-line PACER system. These check ranges and ACH information related to our ALC 13-01-0011 will then be entered into the CFS on (PM005) – “Transaction Screen – Accomplished Payment”. |
| Reference Forms | PM005 can be used to process the following types of reference forms: payment information schedules from Treasury. |
| Accessing the System | From the “PMTRAN- Payment Management - Transaction Screens” menu, choose option “PM005 - Transaction Screen – Accomplished Payments”. |

Screen Print- Accomplish Payment Transaction Screen (PM005)

The screenshot shows a terminal window titled "(1) CAMS/OS Testing CFS (kern) - PowerTerm WebConnect - ActiveX Client* - SSL". The main window is titled "Accomplish Payment Transaction Screen" with a sub-label "pm005" in the top right corner. The screen contains several input fields and labels:

- Bureau: Code [redacted] Name [redacted]
- Trans: No [redacted] Date [redacted]
- Schedule: No [redacted] Type [redacted] Date [redacted]
- Total [redacted]
- No of Payments [redacted]
- Treasury Check No Range: [redacted] to [redacted]
- Accomplished Date [redacted] G/L Date [redacted]
- Approval: By [redacted] [redacted]

At the bottom of the screen, there is a status bar with "Count: *0" on the left and "<List><Replace>" on the right. A function key bar at the very bottom shows F1 through F12.

Step by Step

Follow the steps below to process a manual payment.

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|---|---------------------------------------|--------------------|---|
| | Obtain information for check numbers and ACH from the GOALS, PACER on-line systems, respectively. Check numbers and ACH information usually run 1 - 2 days behind the ECS transmission. NOTE: GOALS is an online system used for obtaining schedule numbers from Treasury. | | | |
| 1 | BUREAU CODE | The code to identify the Bureau name. | Y – USER DEFINED | Enter the bureau code or press HOME to view the list of valid codes in the BUREAU CODE field. Use the UP and DOWN arrows to select the appropriate bureau code. Press ENTER to select bureau code that corresponds to the bureau code the payment is being processed from. TAB to the next field. 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 |
| 2 | SCHEDULE: NO | | Y – BUSINESS RULES | Press HOME in the SCHEDULE: NO field to see a valid list of payment schedule numbers. Use the UP and DOWN arrows to select the appropriate schedule number. Press ENTER to select. TAB to the next field. |

| STEP | FIELD NAME | FIELD DESCRIPTION | REQUIRED FIELD? | ACTION |
|------|------------|--|-----------------|--------|
| 3 | | <p>Enter information from the Confirmation Reports (GOALS, PACER) into the <i>TREASURY CHECK NO RANGE:</i> field.</p> <p>NOTE: The <i>TREASURY CHECK NO RANGE: TO</i> field will auto-fill based on the values entered in the <i>TREASURY CHECK NO RANGE: TO</i> and <i>NO OF PAYMENTS</i> fields.</p> <p>Enter the date of payment on the GOALS printout in the <i>ACCOMPLISHED DATE</i> field. This field should be entered after payment has been accomplished. TAB to the next field.</p> <p>TAB to the <i>G/L DATE</i> field. The system fills in the G/L date of the current accounting period but the user is able to pick another <i>G/L DATE</i> from the drop down menu. TAB to the <i>APPROVAL FIELD</i>.</p> | | |
| 4 | | <p>Enter 'Y' in the <i>APPROVAL</i> field.</p> <p>Press F5 to commit the transaction.</p> <p>The cursor skips the <i>APPROVAL: BY</i> and <i>DATE</i> fields, which the system fills.</p> | | |
| 5 | | <p>End of Steps</p> | | |

Appendix A: Travel Reports

TM OSI Summary Report

Program ID: (NST TM OSI SUM REP)

Description: This report displays valid, error and orders that contain advances for the ORDER data link batch. The report is generated from the NST_TM_OSI_ERROR table during the Order Load or Order Processing Components of the TMI. All errors for each record will display on the report. If no error exists the description field will be blank.

Report Elements:

- Error Summary
 - Travel Order Number
 - Line Item Number
 - Amount
 - Error Message
- Advance Summary
 - Travel Order Number
 - Traveler Name
 - Advance Type
 - Advance Amount
- Posted Summary
 - Travel Order Number
 - Amount
- Total Number of Error Records and Amount
- Total Number of Posted Records and Amount

Run Date: 26-SEP-03 12:05
 Report ID: NST TMO SI SUMMARY REP
 OSI Batch Number: 1246

COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM
 NIST GOVERNMENT TRAVEL MANAGER INTERFACE
 TM OSI SUMMARY REPORT

ERROR SUMMARY:

| Travel Order No | Line Item No | Amount | Error Message |
|--------------------|-----------------|--------|---------------|
|--------------------|-----------------|--------|---------------|

ADVANCE SUMMARY:

| Travel Order No | Traveler Name | Advance Type | Advance Amount |
|--------------------|------------------|-----------------|-------------------|
|--------------------|------------------|-----------------|-------------------|

POSTED SUMMARY:

| Travel Order No | Amount |
|--------------------|----------|
| G99994457 | 300.00 |
| G99994457RT | 1,040.00 |

| | | | |
|------------------------------|---|---------|------------|
| Total No. of Error Records: | 0 | Amount: | \$0.00 |
| Total No. of Records Posted: | 2 | Amount: | \$1,340.00 |

TM APSI Summary Report

Program ID: (NST TM APSI SUM REP)

Description: This report displays valid records, error, records that contain advances or have a potential duplicate payment from the data link batch. The report is generated from the NST_TM_APSI_ERROR table during the Voucher Load or Local/Reclaim/Partial Voucher Processing and Voucher Processing Components of the TMI. All errors for each record will display on the report. If no error exists the description field will be blank.

Report Elements:

- Error Summary
 - Travel Order Number
 - Line Item Number
 - Amount
 - Error Message
- Advance Summary
 - Travel Order Number
 - Advance Type
 - Advance Amount
- Potential Duplicate Payment Summary
 - Travel Order Number
 - Amount
- Posted Summary
 - Invoice Number
 - Reference Number
 - Vendor Number
 - Bureau Code
 - Amount

Run Date: 26-SEP-03 12:11
 Report ID: NST TMAPSI SUMMARY REP
 APSI Batch Number: 212

COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM
 NIST GOVERNMENT TRAVEL MANAGER INTERFACE
 TM APSI SUMMARY REPORT

ERROR SUMMARY:

| Travel Order No | Line Item No | Amount | Error Message |
|--------------------|-----------------|--------|---------------|
| ----- | ----- | ----- | ----- |

ADVANCE SUMMARY:

| Travel Order No | Advance Type | Advance Amount |
|--------------------|-----------------|-------------------|
| ----- | ----- | ----- |

POTENTIAL DUPLICATE PAYMENT SUMMARY:

| Travel Order No | Amount |
|--------------------|--------|
| ----- | ----- |

POSTED SUMMARY:

| Invoice No | Reference No | Vendor No | Bureau Code | Amount |
|--------------------------------|--------------|--------------------|-------------|----------|
| G99994457RT | 7777777 | 9309 | 57 | 1,610.00 |
| Total No. of Error Records: 0 | | Amount: | | |
| Total No. of Records Posted: 1 | | Amount: \$1,610.00 | | |

*** End of the report ***

TM APSI Local Summary Report

Program ID: (NST TM Local SUM REP)

Description: This report displays valid and error records for local travel vouchers. The report is generated from the NST_TM_APSI_LOCAL_ERROR table during the local voucher load processing of the TMI. All errors for each record will display on the report.

Report Elements:

- Error Summary
 - Travel Order Number
 - Line Number
 - Amount
 - Error Message
- Posted Summary
 - Invoice Number
 - Reference Number
 - Vendor Number
 - Bureau Code
 - Amount

Run Date: 26-SEP-03 12:31
 Report ID:NST TMAPSI SUMMARY REP
 APSI Batch Number: 206

COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM
 NIST GOVERNMENT TRAVEL MANAGER INTERFACE
 TM APSI LOCAL SUMMARY REPORT

ERROR SUMMARY:

| Travel Order No | Line Item No | Amount | Error Message |
|-----------------|--------------|--------|---|
| LG9500001 | 0 | 50.00 | Invalid SSN with null value. |
| LG9500002 | 0 | 15.00 | Invalid/Inactive SSN. Cannot retrieve Vendor No/ID. |
| LG9500003 | 1 | 20.00 | Invalid/Inactive Project Code: ZZZZZZZ |
| LG9500003 | 1 | 20.00 | Invalid/Inactive Project/Task Code: ZZZZZZZ-000 |
| LG9500003 | 1 | 20.00 | Invalid/Inactive Project Code ZZZZZZZ. Cannot get h |
| LG9500004 | 1 | 50.00 | Invalid/Inactive Project/Task Code: 3740200-YYY |
| LG9500005 | 1 | 50.00 | Invalid non-numeric Fiscal Year: 20YY |
| LG9500005 | 1 | 50.00 | Invalid/Inactive Project/Task Code: 3740200-000 |
| LG9500006 | 1 | | Invalid non-numeric Object Code: 21ZZ |
| LG9500006 | 1 | | Error inserting into NST_TM_APSI_ITEM_LOCAL_OUT tab invalid number |

POSTED SUMMARY:

| Invoice No | Reference No | Vendor No | Bureau Code | Amount |
|--------------------------------|--------------|-----------|-------------|----------|
| Total No. of Error Records: 6 | | Amount: | | \$185.00 |
| Total No. of Records Posted: 0 | | Amount: | | \$0.00 |

TM Cancel Summary Report

Program ID: (NST TM OSI CANCEL SUM REP)

Description: This report displays valid and error records for cancelled travel orders. The report is generated from the NST_TM_OSI_CANCEL_ERROR table during the order cancellation load processing of the TMI. All errors for each record will display on the report.

Report Elements:

- Error Summary
 - Travel Order Number
 - Error Message
- Posted Summary
 - Travel Order Number

Run Date: 26-SEP-03 12:40
Report ID:NST TMOSI CANCEL SUMMARY REP
OSI Batch Number: 1139

COMMERCE ADMINISTRATIVE MANAGEMENT SYSTEM
NIST GOVERNMENT TRAVEL MANAGER INTERFACE
TM OSI CANCEL SUMMARY REPORT

ERROR SUMMARY:

| Travel Order No | Error Message |
|-----------------|---------------|
|-----------------|---------------|

Total No.of Error Records: 0
Total No.of Records Posted: 5

POSTED SUMMARY:

| Travel Order No |
|-----------------|
|-----------------|

G94400087

G94400087RT

G94400088

G94400089

G94400089RT

Dun Letter Notification

When money is owed to NIST, a statement of difference form will be created for the travel number and sent to AR. The AR module will process an initial bill to notify the traveler of a payment due to NIST. In addition all subsequent communication will be managed by the AR module.

Description: This notification is created by AR if the voucher amount requires a payment due into NIST. The description will be entered as a template on the AR bill.

Sample:

Based on your travel record, you have an outstanding travel balance in the amount shown below. These amounts are for advances or voucher disallowances that have been outstanding for more than 30 days.

| | | |
|------------------|-----------------------------|--------------|
| <TRAVEL ORDER #> | <DESTINATION> | <AMOUNT DUE> |
| (Positions 1-6) | (From NOTES field in FM040) | |

This outstanding balance must be repaid within 30 days from the date of this notice. Repayment can be accomplished by applying a travel voucher against the outstanding amount or through direct remittance made to payable to: DOC/NIST.

If a travel voucher or reimbursement check has been submitted within the last 30 days, you may disregard this notice.

If you have additional questions regarding this matter, please direct your inquiries to the NIST Travel Office, 301-975-2751.

Email Notification

An email module will send a payment notification to the traveler when the payment is processed through CFS. The email address will be used from the employee tables using the traveler's information.

Description: This notification is emailed to the traveler to notify that payment is in the process. The email is generated from the email module.

Sample:

This email is to inform you that you will receive a payment in the amount of <AMOUNT> for invoice number: <INVOICE NUMBER>. Expect payment to the account or address listed on file 3-5 days from this notice.

APSI Log, Post and Exception Reports

Description: The APSI Log, Post and Exception Reports are printed from the APSI. The Log and Post Report displays the transactions posted to CFS. The Exception Report displays the transaction fallouts that did not post to CFS. The exception report will be used by the Travel Office to notify which travel records need to amend in Travel Manager and re-data linked to the TMI. Sample reports are below.

Sample:

APSI Log Report

**Standard Interface - AP
Detail-level Design**

```

| Vendor Invoice Transaction Posted Report
| Date           : mm/dd/yyyy hh:mm:ss
|
| Interfacing System: xxxxxxxx1xxxxxxxxx2
| Batch No       : 123456
| File Name      : jjjttttt.BIF
| Run No        : 99999999
|
| Payment Office : xxxxxx
| User ID       : 123456
|
| Seq_No   CFS   Source Reference No Invoice_No / Sub_Invoice_No Vendor_No Vendor_ID Amount Approval
|-----|-----|-----|-----|-----|-----|-----|-----|
| 99999999 99999999 xxxxxxxxxxxxxxxxxxxx xxxxxxxx1xxxxxxxxx2 / 1234 1234567890 123456 99,999,999,999.99 X
| 99999999 99999999 xxxxxxxxxxxxxxxxxxxx xxxxxxxx1xxxxxxxxx2 / 1234 1234567890 123456 99,999,999,999.99 X
| 99999999 99999999 xxxxxxxxxxxxxxxxxxxx xxxxxxxx1xxxxxxxxx2 / 1234 1234567890 123456 99,999,999,999.99 X
| 99999999 99999999 xxxxxxxxxxxxxxxxxxxx xxxxxxxx1xxxxxxxxx2 / 1234 1234567890 123456 99,999,999,999.99 X
| 99999999 99999999 xxxxxxxxxxxxxxxxxxxx xxxxxxxx1xxxxxxxxx2 / 1234 1234567890 123456 99,999,999,999.99 X
| 99999999 99999999 xxxxxxxxxxxxxxxxxxxx xxxxxxxx1xxxxxxxxx2 / 1234 1234567890 123456 99,999,999,999.99 X
| 99999999 99999999 xxxxxxxxxxxxxxxxxxxx xxxxxxxx1xxxxxxxxx2 / 1234 1234567890 123456 99,999,999,999.99 X
| 99999999 99999999 xxxxxxxxxxxxxxxxxxxx xxxxxxxx1xxxxxxxxx2 / 1234 1234567890 123456 99,999,999,999.99 X
|
| Total Transactions: 999,999,999,999
| Total Amount      : 999,999,999,999.99
|
|
| Data page
    
```

APSI Post Report

Vendor Invoice Transaction LOG Report

Date : mm/dd/yyyy hh:mm:ss

Interfacing System : xxxxxxxx1xxxxxxxxx2
 Batch Number : 999999999
 File Name : xxxxxxxx.BIF
 Run Number : 99999999

Payment Office : xxxxxx
 User ID : 123456

Date/Time Routine Started: mm/dd/yyyy hh:mm:ss
 CFS

| Seq_No | AP_No | Invoice_No / Sub_Invoice_No | Vendor_No | Vendor_ID | Approved | Comment |
|----------|----------|-----------------------------|-----------|-----------|----------|-------------------|
| 99999999 | 99999999 | xxxxxxxx1xxxxxxxxx2 / 1234 | 99999 | 99 | Y | POSTED APPROVED |
| 99999999 | 99999999 | xxxxxxxx1xxxxxxxxx2 / 1234 | 99999 | 99 | N | POSTED UNAPPROVED |
| 99999999 | | xxxxxxxx1xxxxxxxxx2 / 1234 | 99999 | 99 | | REJECTED |

Date/Time Routine Completed: mm/dd/yyyy hh:mm:ss

Total Transactions Processed: 999,999,999,999
 Total Transactions Posted : 999,999,999,999
 Total Transactions Rejected : 999,999,999,999

Exceptions written to jjjttttt.EXP file in /xxx/xxx/xxx directory.
 Records posted to CFS reported in jjjttttt.PST file in xxx/xxx/xxx directory.

Page rnmn

W2 Report

Description: The W2 Report displays the relocation travel orders that must receive a W2 form by the end of January 31st of the current year. This report will be created from the CAMS Portal.

Report Elements:

- Travel Order #
- Invoice Type
- Item Type
- Vendor Number/Name
- SSN
- Amount
- GBL/GTR
- Withholding Tax Allowance
- Federal Withholding Tax
- Invoice Amount

W2 Report

| <u>TO#</u> | <u>Invoice Type</u> | <u>Item Type</u> | <u>CFS Vendor #/Name</u> | <u>SSN</u> | <u>Amount</u> | <u>GBL</u> | <u>WTA</u> | <u>FWT</u> | <u>Invoice Amount</u> |
|------------|---------------------|------------------|--------------------------|------------|---------------|------------|------------|------------|-----------------------|
|------------|---------------------|------------------|--------------------------|------------|---------------|------------|------------|------------|-----------------------|

Aged Travel Advance Report

Description: The Aged Travel Advance Report will display the travel orders that have a reimbursement due. Outstanding advances will then be entered into the Accounts Receivable module to bill the traveler in order to receive the money. This report will be created from the CAMS Portal. The parameters should be based on bureau code, fund code and fund code fiscal year. The report should specify the GL Account for advances (1410) and group the travel transactions by GL sub-account. The following are the data elements the Aged Travel Advance Report should display:

- Document Type (RELPO and TRVPO)
- Bureau Code
- FCFY
- Project
- Object Class
- Invoice #
- Transaction Number
- Source Ref
- Feeder System #
- Item Type
- Invoice Date
- Amount
- Number of days outstanding from system date
- Balance of each GL Sub-account
- Grand Total
- Account #
- Sub-account #

Department of Commerce
<Bureau Name>
Aged Travel Advance Report

GL End Date
As of Date 25-Feb-03
Appropriation Symbol
Fund Code
FCFY

| <u>Account #</u> | <u>Project</u> | <u>Object Class</u> | <u>Invoice #</u> | <u>Trans#</u> | <u>Source Ref</u> | <u>Feeder System #</u> | <u>Item Type</u> | <u>Amount</u> | <u>Invoice Date</u> | <u>Days Outstanding</u> |
|---|----------------|---------------------|------------------|---------------|-------------------|------------------------|------------------|-------------------|---------------------|-------------------------|
| 1410.00 | 60000000 | 14-13 | W12345RT | 33590 | W12345RT | W12345RT | ADV | -\$500.00 | 1-Jan-03 | n/a |
| | | 14-13 | W12345RT | 33591 | W12345RT | W12345RT | ADVAPP | \$400.00 | 15-Jan-03 | 40 |
| <i>(For this invoice # and project) -----></i> | | | | | | | | Sub-Total: | | -\$100.00 |
| | | | | | | | | Total: | | -\$100.00 |
| 1410.07 | 6100000 | 25-87 | W22222RT | 33584 | W22222RT | W22222RT | CONCHK | -\$1,000.00 | 20-Jan-03 | 24 |
| | | 21-31 | W22222RT | 33588 | W22222RT | W22222RT | SERV2 | \$200.00 | 1-Feb-03 | |
| | | 21-51 | W22222RT | 33588 | W22222RT | W22222RT | SERV2 | \$150.00 | 1-Feb-03 | |
| <i>(For this invoice # and project) -----></i> | | | | | | | | Sub-Total: | | -\$650.00 |
| | 6200000 | 25-87 | W32100RT | 40000 | W32100RT | W32100RT | CONCHK | -\$500.00 | 10-Feb-03 | |
| | | 21-31 | W32100RT | 40001 | W32100RT | W32100RT | SERV2 | \$800.00 | 20-Feb-03 | |
| | | 21-51 | W32100RT | 40001 | W32100RT | W32100RT | SERV2 | \$300.00 | 20-Feb-03 | |
| <i>(For this invoice # and project) -----></i> | | | | | | | | Sub-Total: | | \$600.00 |
| | | | | | | | | Total: | | -\$50.00 |
| Grand Total: | | | | | | | | | | -\$150.00 |

Ad Hoc Reports

Description: The Ad hoc reports are inquiries to the type and location of travelers. These types of inquiries will be generated from the CAMS Portal. Destination information will be populated in CFS within the NOTES field.

Travel Unliquidated Obligation Report

Description: The unliquidated obligation report will display the outstanding obligations that have not been liquidated during a specified time period. This time period may be monthly, but will be determined based upon when the report is generated. The report will be generated by the CAMS Portal and will show all types of travel: relocation (RELPO) and Travel (TRVPO), which includes non-reimbursable and reimbursable expenses.

The following data elements should be displayed on the Unliquidated Travel Obligation Report.

- Document Type (RELPO or TRVPO)
- Document Number (the CFS generated PO#)
- Amount/Balance
- Feeder System Number (this will be the Travel Order Number)
- Source Reference (this will be the Travel Order Number)
- Date – (Date the obligation was entered into CFS)
- Vendor #
- Vendor Name
- Grand Total of unliquidated obligations

Appendix B: Standard Travel Forms

This section includes all the NIST standard forms. Please note that some of the forms have been updated for the CAMS Phase III Implementation effort.

The traveler will be billed for the unspent travel advance balance after it has been outstanding for greater than 30 days. To initiate this process, the Travel Office will prepare a NIST-1045 and submit the form to the Accounts Receivable Office.

| | | | | | |
|---|--|---|---------------------------------|---|-------------------------------|
| NIST-1045 (REV. 7-2003) ADMAN 8.06 | | U.S. DEPARTMENT OF COMMERCE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY | | | |
| ACCOUNTS RECEIVABLE DATA RECORD | | | | | |
| OBJECT CLASS - DESCRIPTION | | INITIAL | DATE | CFS RECVBILL NUMBER (AR OFFICE USE ONLY) | |
| 05-60 REVENUE - DONATED (5600.00) | CFS CUSTOMER/CONTACT NUMBER | | | | |
| 05-90 REVENUE - OTHER (5900.00) | CUSTOMER NAME | | | | |
| 05-96 DISALLOWED COST (2990.02) | | | | | |
| 05-97 MISC. CREDITS (2320.04) | | | | | |
| 14-13 TRAVEL ADVANCES (1410.00) | DESCRIPTION | | | AMOUNT | |
| 25-87 CONVENIENCE CHECKS TRAVEL ADVANCES (1410.07) | <div style="background-color: orange; padding: 5px;"> In order to properly match the accounts receivable transaction to the travel advance transaction, please enter the Travel Order Obligation Number stored in FM040 and the document transaction number of the record that contains item type 'ADV' from PM003 in the Description section of Form 1045. </div> | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| APPROPRIATION REFUNDS: (SEE ACCS BELOW) | | | | | TOTAL |
| BUREAU (xxx) | FUND (xxx) | FCFY* (xxx) | PROJECT-TASK (xxxxxxxx-xxxx) | ORGANIZATION (xx-xx-xxxx-xx-xx-xx-xx) | OBJECT CLASS (xx-xx-xx-xx) |
| | | | | | AMOUNT |
| | | | | | |
| | | | | | |

*FUND CODE FISCAL YEAR (FISCAL YEAR OF FUNDING)

ADMINISTRATION/PSG ELECTRONIC FORM

If the traveler remits the difference between the advance received and advance spent, attach the check to the NIST- 766A form and submit to the Accounts Receivable Office.

| | | | |
|--|-----------|--|--|
| NIST-766A (REV. 7-2003) ADMAN 8.06 | | PAGE _____ OF _____ U.S. DEPARTMENT OF COMMERCE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY | |
| TRANSMITTAL SHEET FOR CASH COLLECTIONS | | | |
| HAND CARRY ORIGINAL AND THREE COPIES (AND ALL COLLECTIONS) TO ACCOUNTS RECEIVABLES, FINANCIAL OPERATIONS DIVISION, BUILDING 101, ROOM AS22 MAIL STOP 3751. RETAIN ONE COPY. | | | |
| FROM (NAME AND MAILING ADDRESS) | | DATE | |
| | | NUMBER OF ATTACHMENTS | |
| INSTRUCTIONS: COLUMN 1 - INCLUDE PAYOR REFERENCE AND DATE OF CHECK. COLUMN 2 - EXAMPLES: STANDARD REFERENCE MATERIAL, TRAVEL, FEES, ADVANCES, GIFTS, ETC. INDICATE WHETHER CASH OR DOCUMENT; IF DOCUMENT LIST NUMBER, IN ADDITION INCLUDE BILLING REFERENCE, TRAVEL ORDER NUMBER, AND/OR OTHER PERTINENT DATA. ACCS BLOCK - INDICATE ACCS INFORMATION: IF MULTIPLE ACCS LINES NEEDED, POPULATE COLUMNS 1-2 ONLY ONCE AND COMPLETE THE REMAINING ACCS INFORMATION. | | | |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| BUREAU (XX) | FUND (XX) | FCFY* (XX) | PROJECT-TASK (XX-XX-XX-XX-XX-XX) |
| | | | ORGANIZATION (XX-XX-XX-XX-XX-XX-XX-XX) |
| 1. NAME AND ADDRESS OF REMITTER | | CHECK DATE | 2. PURPOSE/EXPLANATION OF REMITTANCE |
| | | | |
| TOTAL AMOUNT OF REMITTANCE | | \$ | |
| RECEIVED IN ACCOUNTS RECEIVABLES BY | | DATE | <input type="checkbox"/> COPY RETURNED TO DIVISION |
| | | | |

In order to properly match the accounts receivable transaction to the travel advance transaction, please enter the Travel Order Obligation Number stored in FM040 and the document transaction number of the record that contains item type 'ADV' from PM003 in the Purpose/Explanation of Remittance section of the NIST-766A Form .

Reset Entire Form

Print Form

Appendix C: Trouble Shooting for Manual Orders/Voucher and TMI Errors

Order Errors

The following are errors that display on the TM OSI Summary Report after uploading the ORDER data link file from Travel Manager.

| Error Msg # | Error Message | Definition / Action |
|-------------|--|--|
| 1 | "Invalid Travel Order Number with all Zeros or Null." | Travel Manager did not assign a travel order # for this document. The order cannot be processed into CFS. The document must be reset in Travel Manager and assigned a travel order # and re-data linked in a new batch. |
| 2 | "Invalid Travel Type <Type code on the order is listed here>. Must be 1, 2, 5 or 7." | Travel Manager did not assign the proper travel type code for the document and therefore it cannot derive the CFS document types, LTRVPO or TRVPO. The document should be reset in Travel Manager and re-data linked in a new batch. |
| 3 | "Cannot Derive Bureau Code. Invalid Travel Order No <Bureau Code listed from the order>." | The travel order # does not begin with the character, "B", "G", or "C". Somehow the travel order was assigned a new # with a different character identifier. The TMI cannot process a travel order # that begins with a different letter other than "B", "G" or "C". The document must be reset in Travel Manager and assigned a travel order # and re-data linked in a new batch. |
| 4 | "Cannot Derive Bureau Code. Invalid Travel Order No identifier <Bureau Code listed from the order>." | The travel order # does not begin with the character, "B", "G", or "C". Somehow the travel order was assigned a new # with a different character identifier. The TMI cannot process a travel order # that begins with a different letter other than "B", "G" or "C". The document must be reset in Travel Manager and assigned a travel order # and re-data linked in a new batch. |
| 5 | "Invalid SSN with null value." | The SSN in the travel order document does not match to the SSN in the CFS Vendor Table. Either the SSN in the CFS Vendor Table must be corrected or the SSN in Travel Manager must be corrected. |
| 6 | "Invalid SSN with less | The SSN in the travel order document contains less than |

| Error Msg # | Error Message | Definition / Action |
|-------------|--|---|
| | than 9 digits. “ | 9 digits and is therefore invalid. It also cannot be matched to the SSN in the CFS Vendor Table. The SSN in Travel Manager must be corrected. |
| 7 | Invalid non-numeric SSN. | The SSN in the travel order document is not valid. The SSN in Travel Manager does not match to the SSN in the CFS Vendor table. The SSN must be updated in either the CFS Vendor Table or Travel Manager. |
| 8 | “Invalid non-numeric guest SSN.” | The SSN of the Invitational Traveler does match to the SSN or CFS Vendor # in the CFS Vendor table. The vendor # cannot be obtained to obligate the travel order. Invitational travelers without an SSN must be set up in the CFS Vendor Table. Use the CFS Vendor web lookup to research if the traveler is set up in the CFS Vendor Table. If the person is not set up, request that the vendor be added to the CFS Vendor table. Then follow these procedures to correct the order: If the traveler has an SSN, reset the document and re-data link the order to the TMI. If the traveler does not have an SSN, obtain the CFS vendor # and instruct the preparer to add the traveler under the new CFS Vendor #. All invitational travelers that do not have an SSN will be set up in the following manner. Example: If the CFS Vendor # is 12345 then the SSN field in Travel Manager is populated as I00012345. |
| 9 | “Invalid/Inactive SSN. Cannot retrieve Vendor No/ID.” | See #8 above for definition/action. |
| 10 | “Invalid/Inactive Guest Researcher SSN. Cannot retrieve Vendor No/ID.” | See #8 above for definition/action |
| 11 | “Cannot retrieve Vendor No/ID from NGT_ACCOUNT table. — For Non-Reimbursable travel orders.” | The vendor # for the bureau is not set up on NGT001. Access the NGT001 screen and select the vendor # and Id for the bureau and activate the record. Reset the document in Travel Manager and re-data link. |

| Error Msg # | Error Message | Definition / Action |
|-------------|---|--|
| | | |
| 12 | Invalid/Inactive Project Code: <i><the invalid project code></i> | The project code the user selected is invalid. Instruct the preparer to amend the order in Travel Manager and select another project code. They will need to re-route the document and it will be data linked in the next batch. |
| 13 | "Invalid/Inactive Project/Task Code: <i><the invalid project and task code></i> " | See #12 above for definition and action. |
| 14 | "Invalid/Inactive SSN. Cannot retrieve Org Code." | The ACCS Org code is derived from the SSN of the traveler if the traveler is an employee. Verify the SSN of the individual in Travel Manager, CFS Vendor Table and CFS Employee Table. Correct the SSN in the appropriate location. Reset the document, or create a new document in Travel Manager and re-data link the order in a new batch. |
| 15 | Invalid/Inactive Project Code <i><the invalid project and task code></i> . Cannot derive home Org Code. | The organization code for Invitational Travel documents are derived based on the value of the project code. If the project code is invalid, then the organization code cannot be derived. Instruct the preparer to amend the order in Travel Manager and select another project code. They will need to re-route the document and it will be data linked in the next batch. |
| 16 | Invalid non-numeric Object Code: <i><the object class code in the Travel Document></i> | <p>The object class codes in Travel Manager are invalid. Or, the CFS object class codes have been deactivated. If Travel Manager is out of synch with CFS, the maintenance tables in Travel Manager should be updated to reflect valid CFS object class codes.</p> <p>If CFS is out of synch with Travel Manager, contact Data Control to re-activate or create the object class code.</p> <p>The document will need to be reset after the object class codes have been updated. Re-data link in a separate batch.</p> |
| 17 | Invalid Non-Reimbursable Object Code: <i><the object class</i> | See #16 above for definition and action. |

| Error Msg # | Error Message | Definition / Action |
|-------------|---|--|
| | <i>code in the Travel Document></i> | |
| 18 | “Invalid Object code: <i><the object class code in the Travel Document></i> ” | See #16 above for definition and action. |
| 19 | “Invalid non-numeric Fiscal Year: <i><the fiscal year in the Travel document></i> ” | The user may have entered their own value for the fiscal year. Instruct the user to amend the order and select only the valid ACCS values in Travel Manager Accounting window. The order must be re-data linked in another batch. |
| 20 | Invalid Fiscal Year: <i><the fiscal year in the Travel document></i> | See #20 above for definition and action. |
| 21 | Invalid non-numeric <i><Control or Detail></i> Amount: <i><amount from the travel document></i> | The expense amount is not numeric. Instruct the preparer to create an amendment to the order. Re-data link and submit in another batch. |
| 22 | Control amount v_ctl_amt does not match the total item amount v_dtl_amt. | See #21 above for definition and action. |
| 23 | Control amount does not match the total item amount. | See #21 above for definition and action. |
| 24 | Error finding matching order. | The order cannot be posted into CFS due to a system error. Contact the CAMS Help Desk for assistance. |
| 25 | Control/Item amount not found. | There is missing control or line item information. The document must be reset and re-data link from Travel Manager. |
| 26 | Error validating item record: SQLERRM | There is a problem with the item records for the order document. The document will need to be reset in Travel Manager and re-data linked in a separate batch. |

| Error Msg # | Error Message | Definition / Action |
|-------------|---|--|
| 27 | Error inserting record into NST_TM_ITEM_OUT table: SQLERRM | The order cannot be inserted into the TMI tables. Contact the CAMS Help Desk for assistance. |
| 28 | Error validating control record: SQLERRM | There is a problem with the control record for the travel order document. The document will need to be reset in Travel Manager and re-data linked in a separate batch. |
| 29 | Error inserting record into NST_TM_CONTROL_OUT table: SQLERRM | The order cannot be inserted into the TMI tables. Contact the CAMS Help Desk for assistance. |
| 30 | Error inserting record into NST_OSI_CONTROL_POSTBIN: SQLERRM | The order cannot be posted into CFS due to an Obligation Standard Interface (OSI) error. Contact the CAMS Help Desk for assistance. |
| 31 | Error inserting record into NST_OSI_ITEM_POSTBIN: SQLERRM | See #30 above for definition and action. |
| 32 | Error inserting record into NST_OSI_ACCOUNT_POSTBIN: SQLERRM | See #30 above for definition and action. |
| 33 | Error(TM_OSI): Unable to get Employee No. | Each order is assigned a default employee id that inserts the record into CFS. The employee record should be verified on GL029 for an active status. Contact the CAMS Help Desk for assistance. There may need to be a maintenance value added to the OSI maintenance screens. |
| 34 | Error(TM_OSI): Unable to insert data into POSTBIN tables. | The order cannot be posted into CFS due to an Obligation Standard Interface (OSI) error. Contact the CAMS Help Desk for assistance. |
| 35 | Error: Found a matching order with <status = hold, closed, cancelled> status. – | A new travel document and travel order # must be created in Travel Manager. It must be re-data linked and submitted is a new batch. |

| Error Msg # | Error Message | Definition / Action |
|-------------|--|--|
| | For documents which are not in OPEN status | |
| 36 | Error: Found a matching order with APPROVED_FLAG=N | The travel order # already exists in CFS but with an unapproved status. The document in CFS must either be cancelled or approved. In any case the Travel Order must be re-created in Travel Manager and re-assigned a new travel order #. |
| 37 | Error(TM_OSI): Unable to prepare a new batch. -- Batch_ID | There is a problem with the uploading the batch to OSI. Contact the CAMS Help Desk for assistance. |
| 38 | Error(TM_OSI): Unable to prepare a new obligation. - Oblig_ID | There is a problem with the uploading the batch to OSI. Contact the CAMS Help Desk for assistance. |
| 39 | Must have at least one PO line item. | A line item in the order contains a past fiscal year reference. Instruct the preparer to amend the order in Travel Manager and select a valid fiscal year. They will need to re-route the document and it will be data linked in the next batch. |
| 40 | Item XX fully received, accrued or invoiced cannot be changed. | The order contains a line item that has already been invoiced. Therefore, the line item cannot be modified. Investigate the reason for trying to modify a closed line item. |
| 41 | Change Order Flag must be 'N' for original award. | The order has already been manually entered or attempted to be manually entered on FM040. If the record is entered manually, the TMI cannot interface the order into FM040. The order must be maintained/updated manually from this point forward. |

Order Cancellation Errors

The following are errors that display on the TM OSI CANCELLATION Summary Report after uploading the CANCELLATION data link file from Travel Manager.

| Error Msg # | Error Message | Definition / Action |
|-------------|---|--|
| 1 | Invalid Travel Order Number with all Zeros or Null. | Travel Manager did not assign a travel order # for this document. The order cannot be processed into CFS. The document must be reset in Travel Manager and |

| Error Msg # | Error Message | Definition / Action |
|-------------|--|---|
| | | assigned a travel order # and re-data linked in a new batch. |
| 2 | Control amount v_ctl_amt does not match the total item amount v_dtl_amt. | The total order amount does not equal the line item amounts for the order. Reset the document and re-data link in a separate batch. |
| 3 | Error inserting record into NST_OSI_ACCOUNT_POSTBIN: SQLERRM | The order cannot be posted into CFS due to an Obligation Standard Interface (OSI) error. Contact the CAMS Help Desk for assistance. |
| 4 | Error inserting record into NST_OSI_ITEM_POSTBIN: SQLERRM | The order cannot be posted into CFS due to an Obligation Standard Interface (OSI) error. Contact the CAMS Help Desk for assistance. |
| 5 | Error inserting record into NST_OSI_CONTROL_POSTBIN: SQLERRM | The order cannot be posted into CFS due to an Obligation Standard Interface (OSI) error. Contact the CAMS Help Desk for assistance. |
| 6 | Error(TM_OSI): Unable to insert data into POSTBIN tables. | The order cannot be posted into CFS due to an Obligation Standard Interface (OSI) error. Contact the CAMS Help Desk for assistance. |
| 7 | Error(TM_OSI): Unable to prepare a new batch. -- Batch_ID | There is a problem with the uploading the batch to OSI. Contact the CAMS Help Desk for assistance. |
| 8 | Error(TM_OSI): Unable to prepare a new obligation. - Oblig_ID | There is a problem with the uploading the batch to OSI. Contact the CAMS Help Desk for assistance. |
| 9 | Error finding matching order. SQLERRM | There is a problem with the uploading the batch to OSI. Contact the CAMS Help Desk for assistance. |

Voucher Errors

The following are errors that display on the TM APSI Summary Report after uploading the VOUCHER data link file from Travel Manager.

| ERROR MSG # | Error Message | Definition / Action |
|--------------------|--|---|
| 1 | Invalid Travel Order Number with all Zeros or Null. | Travel Manager did not assign a travel order # for this document. The order cannot be processed into CFS. The document must be reset in Travel Manager and assigned a travel order # and re-data linked in a new batch. |
| 2 | Invalid Voucher Reclaim Flag p_vch_reclaim_flag. Must be Y or N. | The reclaim flag is not set to Y or N in Travel Manager. Reset the document enter a Y into the reclaim field and re-data link the document. |
| 3 | Invalid Voucher Partial Flag p_vch_partial_flag. Must be Y or N. | The preparer did not enter a Y into the partial flag field in Travel Manager. Instruct the preparer to correct this field and re-route voucher. Voucher will be picked up in a separate data link batch. |
| 4 | Cannot Derive Bureau Code. Invalid Travel Order No. | The travel order number is invalid and therefore cannot derive the bureau code for the voucher. Check the Travel Manager set up to see if the travel order # sequence is set up correctly. |
| 5 | Cannot Derive Bureau Code. Invalid Travel Order No identifier. | See #4 above for definition and action. |
| 6 | Invalid SSN with null value. | The SSN in the travel voucher document does not match to the SSN in the CFS Vendor Table. Either the SSN in the CFS Vendor Table must be corrected or the SSN in Travel Manager must be corrected. |
| 7 | Invalid SSN with less than 9 digits. | The SSN in the travel voucher document contains less than 9 digits and is therefore invalid. It also cannot be matched to the SSN in the CFS Vendor Table. The SSN in Travel Manager must be corrected. |
| 8 | Invalid non-numeric SSN. | The SSN in the travel order document is not valid. The SSN in Travel Manager does not match to the SSN in the CFS Vendor table. The SSN must be updated in either the CFS Vendor Table or Travel Manager. |
| 9 | Invalid non-numeric guest SSN. | The SSN of the Invitational Traveler does match to the SSN or CFS Vendor # in the CFS Vendor table. The vendor # cannot be obtained to obligate the travel order. |

| ERROR MSG # | Error Message | Definition / Action |
|-------------|--|--|
| | | <p>Invitational travelers without an SSN must be set up in the CFS Vendor Table. Use the CFS Vendor web lookup to research if the traveler is set up in the CFS Vendor Table. If the person is not set up, request that the vendor be added to the CFS Vendor table. Then follow these procedures to correct the order: If the traveler has an SSN, reset the document and re-data link the order to the TMI. If the traveler does not have an SSN, obtain the CFS vendor # and instruct the preparer to add the traveler under the new CFS Vendor #. All invitational travelers that do not have an SSN will be set up in the following manner. Example: If the CFS Vendor # is 12345 then the SSN field in Travel Manager is populated as I00012345.</p> |
| 10 | Invalid/Inactive SSN. Cannot retrieve Vendor No/ID. | The CFS Vendor # may be inactive in CFS. Check the vendor record. Re-activate if necessary. The SSN in Travel Manager may not match to the SSN in the CFS Vendor table. |
| 11 | Invalid/Inactive Guest Researcher SSN. Cannot retrieve Vendor No/ID. | See #9 above. |
| 12 | Invalid/Inactive Project Code: p_project_code | The project code the user selected is invalid. Instruct the preparer to amend the order in Travel Manager and select another project code. They will need to re-route the document and it will be data linked in the next batch. |
| 13 | Invalid/Inactive Project/Task Code: p_project_code- p_task_code | See #12 above. |
| 14 | Invalid/Inactive SSN. Cannot retrieve Org Code. | The ACCS Org code is derived from the SSN of the traveler if the traveler is an employee. Verify the SSN of the individual in Travel Manager, CFS Vendor Table and CFS Employee Table. Correct the SSN in the appropriate location. Reset the document, or create a new document in Travel Manager and re-data link the order in a new batch. |

| ERROR MSG # | Error Message | Definition / Action |
|-------------|--|--|
| 15 | Invalid/Inactive Project Code p_project_code. Cannot derive home Org Code. | See #14 above for definition and action. |
| 16 | Invalid non-numeric Object Code: p_object_class | <p>The object class codes in Travel Manager are invalid. Or, the CFS object class codes have been deactivated. If Travel Manager is out of synch with CFS, the maintenance tables in Travel Manager should be updated to reflect valid CFS object class codes.</p> <p>If CFS is out of synch with Travel Manager, contact Data Control to re-activate or create the object class code.</p> <p>The document will need to be reset after the object class codes have been updated. Re-data link in a separate batch.</p> |
| 17 | Invalid Non-Reimbursable Object Code: p_object_class | See #16 above for definition and action. |
| 18 | Invalid Object code: p_object_class | See #16 above for definition and action. |
| 19 | Invalid non-numeric Fiscal Year: p_fiscal_year | <p>The user may have entered their own value for the fiscal year. Instruct the user to amend the order and select only the valid ACCS values in Travel Manager Accounting window.</p> <p>The order must be re-data linked in another batch.</p> |
| 20 | Invalid Fiscal Year: p_fiscal_year | See #19 above for definition and action. |
| 21 | Invalid non-numeric p_source Amount: p_amount | <p>The expense amount is not numeric. Instruct the preparer to create an amendment to the order.</p> <p>Re-data link and submit in another batch.</p> |
| 22 | Error finding matching order. | <p>The voucher cannot be posted into CFS due to a system error. Contact the CAMS Help Desk for assistance.</p> |
| 23 | Voucher item has a ADV item type. Transaction will be posted as Unapproved | <p>This is a notification error message. The TM APSI Summary Report should be copied and submitted to the manual entry Travel Office technicians. They will complete the transaction in CFS after the batch has been</p> |

| ERROR MSG # | Error Message | Definition / Action |
|-------------|--|--|
| | | posted through APSI. |
| 24 | Voucher item has a CONCHK item type. Must be processed manually. | This is a notification error message. The TM APSI Summary Report should be copied and submitted to the manual entry Travel Office technicians. They will completely enter the voucher into CFS. |
| 25 | Voucher has items with both CONCHK and ADV item_type in AP_DETAIL table. | The voucher must be processed manually into CFS. The TM APSI Summary Report should be copied and submitted to the manual entry Travel Office technicians. They will completely enter the voucher into CFS. |
| 26 | Error in check_item_type function. | The voucher cannot be posted into CFS due to a system error. Contact the CAMS Help Desk for assistance. |
| 27 | Control amount v_ctl_amt does not match the total item amount v_dtl_amt. | The total order amount does not equal the line item amounts for the order. Reset the document and re-data link in a separate batch. |
| 28 | Control/Item amount not found. | There is missing control or line item information. The document must be reset and re-data link from Travel Manager. |
| 29 | Control amount does not match the total item amount. | See #27 above for definition and action. |
| 30 | Error: Valid GL_END_DATE not found for Voucher Stamped Date p_date | The voucher stamp date drives the GL END DATE on PM003. If the TMI cannot find the most recent GL END Date based on the voucher stamped date. Potentially, the voucher may need to manually keyed in on PM003. |
| 31 | Error inserting into NST_TM_APSI_ITEM_OUT table: SQLERRM | There is a problem with inserting the data link voucher batch into the TMI tables. Contact the CAMS Help Desk for assistance. |
| 32 | Error: Both Partial and Reclaim flags are Y. | A voucher cannot be submitted where the reclaim and partial flags are both set to Y. |
| 33 | Error inserting into NST_TM_APSI_CONTROL_OUT table: SQLERRM | There is a problem with inserting the data link voucher batch into APSI. Contact the CAMS Help Desk for assistance. |

| ERROR MSG # | Error Message | Definition / Action |
|-------------|--|---|
| 34 | Error updating line item count: SQLERRM | There is a problem with inserting the data link voucher batch into APSI. Contact the CAMS Help Desk for assistance. |
| 35 | Error inserting record into MSI_M01_CONTROL: SQLERRM | There is a problem with inserting the data link voucher batch into APSI. Contact the CAMS Help Desk for assistance. |
| 36 | Error inserting record into MSI_M02_DETAIL: SQLERRM | There is a problem with inserting the data link voucher batch into APSI. Contact the CAMS Help Desk for assistance. |
| 37 | Unable to find a OPEN document for processing this REGULAR TDY. | There is no obligation in CFS for this travel order #. Research to see whether the order is data linked. Manually enter the travel order in CFS-FM040 and then reset the voucher in Travel Manager and submit in a new data link batch. |
| 38 | Unable to find a OPEN, CLOSED or CANCELLED document for processing this RECLAIM TDY. | There is no obligation in CFS for this travel order #. Research to see whether the order is data linked. Manually enter the travel order in CFS-FM040 and then reset the voucher in Travel Manager and submit in a new data link batch. |
| 39 | Unable to find a OPEN document for processing this PARTIAL TDY. | In order to submit a partial voucher there should be an open order on FM040. If the order is closed, the person should submit a reclaim voucher in order to be paid. |
| 40 | Unable to find a OPEN document for processing this PARTIAL LONGTERM transaction. | In order to submit a partial voucher there should be an open order on FM040. If the order is closed, the person should submit a reclaim voucher in order to be paid. |
| 41 | Unable to find a OPEN document for processing this RECLAIM LONGTERM transaction. | In order to submit a reclaim voucher there must exist an travel order on FM040. The order may need to be entered in CFS-FM040 manually. |
| 42 | Unable to find a OPEN | The order does not exist on FM040. Research whether |

| ERROR MSG # | Error Message | Definition / Action |
|--------------------|--|--|
| | document for processing this REGULAR LONGTERM transaction. | the order is in Travel Manager and if it can be re-data linked or manually keyed into CFS. The voucher could also be keyed manually. |
| 43 | Error: Unable to find a matching order. | The voucher travel order # submitted does not match to an existing travel obligation. The order may not be in CFS yet. Query in FM040 and see if the order is present. The order may need to be manually keyed into CFS FM040 and then the voucher can be submitted after it is reset and resent in a new data link batch. |
| 44 | Error in INSERT_INTO_APSI procedure: SQLERRM | There is a problem with submitting the data link voucher batch to APSI. Contact the CAMS Help Desk for assistance. |
| 45 | Unable to fetch Batch No. Terminating Load Process. | There is a problem with submitting the data link voucher batch to APSI. Contact the CAMS Help Desk for assistance. |

Local Voucher Errors

The following are errors that display on the TM APSI LOCAL Summary Report after uploading the Local Voucher data link file from Travel Manager.

| Error Msg # | Error Message | Definition / Action |
|--------------------|--|---|
| 1 | Invalid Travel Order Number with all Zeros or Null. | Travel Manager did not assign a travel order # for this document. The order cannot be processed into CFS. The document must be reset in Travel Manager and assigned a travel order # and re-data linked in a new batch. |
| 2 | Cannot Derive Bureau Code. Invalid Travel Order No. | The travel order number is invalid and therefore cannot derive the bureau code for the voucher. Check the Travel Manager set up to see if the travel order # sequence is set up correctly. |
| 3 | Cannot Derive Bureau Code. Invalid Travel Order No identifier. | See #2 above for definition and action. |

| | | |
|----|--|---|
| 4 | Invalid SSN with null value. | The SSN in the travel voucher document does not match to the SSN in the CFS Vendor Table. Either the SSN in the CFS Vendor Table must be corrected or the SSN in Travel Manager must be corrected. |
| 5 | Invalid SSN with less than 9 digits. | The SSN in the travel voucher document contains less than 9 digits and is therefore invalid. It also cannot be matched to the SSN in the CFS Vendor Table. The SSN in Travel Manager must be corrected. |
| 6 | Invalid non-numeric SSN. | The SSN in the travel order document is not valid. The SSN in Travel Manager does not match to the SSN in the CFS Vendor table. The SSN must be updated in either the CFS Vendor Table or Travel Manager. |
| 7 | Invalid non-numeric guest SSN. | The SSN of the Invitational Traveler does match to the SSN or CFS Vendor # in the CFS Vendor table. The vendor # cannot be obtained to obligate the travel order. Invitational travelers without an SSN must be set up in the CFS Vendor Table. Use the CFS Vendor web lookup to research if the traveler is set up in the CFS Vendor Table. If the person is not set up, request that the vendor be added to the CFS Vendor table. Then follow these procedures to correct the order: If the traveler has an SSN, reset the document and re-data link the order to the TMI. If the traveler does not have an SSN, obtain the CFS vendor # and instruct the preparer to add the traveler under the new CFS Vendor #. All invitational travelers that do not have an SSN will be set up in the following manner. Example: If the CFS Vendor # is 12345 then the SSN field in Travel Manager is populated as I00012345. |
| 8 | Invalid/Inactive SSN. Cannot retrieve Vendor No/ID. | See #7 above for definition and action. |
| 9 | Invalid/Inactive Guest Researcher SSN. Cannot retrieve Vendor No/ID. | See #7 above for definition and action. |
| 10 | Invalid/Inactive Project Code: p_project_code | The project code the user selected is invalid. Instruct the preparer to amend the order in Travel Manager and select another project code. They will need to re-route the document and it will be data linked in the next batch. |

| | | |
|----|--|--|
| 11 | Invalid/Inactive Project/Task Code: p_project_code- p_task_code | See #10 above for definition and action. |
| 12 | Invalid/Inactive SSN. Cannot retrieve Org Code. | The ACCS Org code is derived from the SSN of the traveler if the traveler is an employee. Verify the SSN of the individual in Travel Manager, CFS Vendor Table and CFS Employee Table. Correct the SSN in the appropriate location. Reset the document, or create a new document in Travel Manager and re-data link the order in a new batch. |
| 13 | Invalid/Inactive Project Code p_project_code. Cannot derive home Org Code. | See #12 above for definition and action. |
| 14 | Invalid non-numeric Object Code: p_object_class | <p>The object class codes in Travel Manager are invalid. Or, the CFS object class codes have been deactivated. If Travel Manager is out of synch with CFS, the maintenance tables in Travel Manager should be updated to reflect valid CFS object class codes.</p> <p>If CFS is out of synch with Travel Manager, contact Data Control to re-activate or create the object class code.</p> <p>The document will need to be reset after the object class codes have been updated. Re-data link in a separate batch.</p> |
| 15 | Invalid Non-Reimbursable Object Code: p_object_class | See #14 above for definition and action. |
| 16 | Invalid Object code: p_object_class | See #14 above for definition and action. |
| 17 | Invalid non-numeric Fiscal Year: p_fiscal_year | <p>The user may have entered their own value for the fiscal year. Instruct the user to amend the order and select only the valid ACCS values in Travel Manager Accounting window.</p> <p>The order must be re-data linked in another batch.</p> |
| 18 | Invalid Fiscal Year: p_fiscal_year | See #17 above for definition and action. |
| 19 | Invalid non-numeric p_source Amount: p_amount | The expense amount is not numeric. Instruct the preparer to create an amendment to the order. Re-data link and submit in another batch. |
| 20 | Error: Valid GL_END_DATE not found for Voucher Stamped Date p_date | The voucher stamp date drives the GL END DATE on PM003. If the TMI cannot find the most recent GL END Date based on the voucher stamped date. Potentially, the voucher may need to manually keyed in on PM003. |

| | | |
|----|---|---|
| 21 | Error validating item: | The voucher cannot be posted into CFS due to a system error. Contact the CAMS Help Desk for assistance. |
| 22 | Error inserting into NST_TM_APSI_ITEM_LOCAL_OUT table: SQLERRM | There is a problem with inserting the data link voucher batch into the TMI tables. Contact the CAMS Help Desk for assistance. |
| 23 | Error: Both Partial and Reclaim flags are Y. | A voucher cannot be submitted where the reclaim and partial flags are both set to Y. |
| 24 | Error validating Control: | The voucher cannot be posted into CFS due to a system error. Contact the CAMS Help Desk for assistance. |
| 25 | Error inserting into NST_TM_APSI_CONTROL_LOCAL_OUT table: SQLERRM | There is a problem with inserting the data link voucher batch into APSI. Contact the CAMS Help Desk for assistance. |
| 26 | Error inserting record into MSI_M01_CONTROL: SQLERRM | There is a problem with inserting the data link voucher batch into APSI. Contact the CAMS Help Desk for assistance. |
| 27 | Error inserting record into MSI_M02_DETAIL: SQLERRM | There is a problem with inserting the data link voucher batch into APSI. Contact the CAMS Help Desk for assistance. |
| 28 | Error in INSERT_INTO_APSI procedure: SQLERRM | There is a problem with submitting the data link voucher batch to APSI. Contact the CAMS Help Desk for assistance. |
| 29 | Unable to fetch Batch No. Terminating Load Process. | There is a problem with submitting the data link voucher batch to APSI. Contact the CAMS Help Desk for assistance. |

Reference Material

The following documents were resourced when compiling this Interface requirement document.

- 1) The Department of Commerce Standard Interface – AP Detail-Level Design Final 1.0
Location: Hard Copy and <http://www.camsic.osec.doc.gov/design/designdocs.htm>
- 2) Detail Level Design Document DRAFT: OSI Interface.
- 3) OS Bureau GTA Interface Detailed Design.
- 4) Travel Manager Requirements Document
- 5) Travel Manager Detailed Design Document

Change of Record Log

| Date | Author | Description of Change | Document Version |
|-------------|------------------|--|-------------------------|
| 11/22/02 | Stammler | Initiated draft detail design | V1.0 |
| 12/4/02 | Stammler | Entered the To-Be section and Appendices | V1.0 |
| 12/19/02 | Stammler | Completed Reports Crosswalk and detail process flow section | V1.0 |
| 12/23/02 | Stammler | Revised sections and entered test conditions | V1.0 |
| 2/4/03 | Stammler | Updated requirements | V1.0 |
| 2/18/03 | Stammler | Updated all sections | V1.0 |
| 7/8/03 | Stammler / Enloe | Updated the manual for classroom training, added new format for step by step instructions, removed crosswalks | V3 |
| 7/20/03 | Stammler | Added instructions for advances | V5 |
| 7/21/03 | Enloe | Added instructions for local travel | V6 |
| 7/25/03 | Stammler | Revised screen shots and instructions for TDY/Longterm with the new FM040 screens; added close/reopen procedures, added change order procedures and updated troubleshoot section to add tolerance issue. | V7 |
| 8/4/03 | Stammler | Updated close/reopen and advance procedures based on review. Finalized the Reclaim voucher section. | V8 |
| 10/16/03 | Stammler | Updated the Troubleshooting section removed the CAMS Lab Workshop series headings in preparation for Production User Manual | V12 |
| 12/2/03 | Braley | Updated the Troubleshooting section. | V13 |
| 12/8/03 | Braley | Updated Order Steps to reflected the changes in the FY field. | V13 |
| 12/9/03 | Braley | Updated the Troubleshooting section. | V13 |