

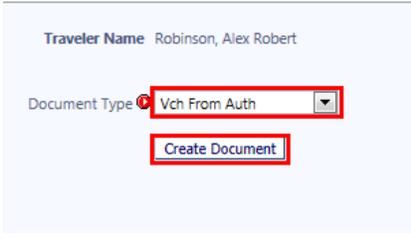


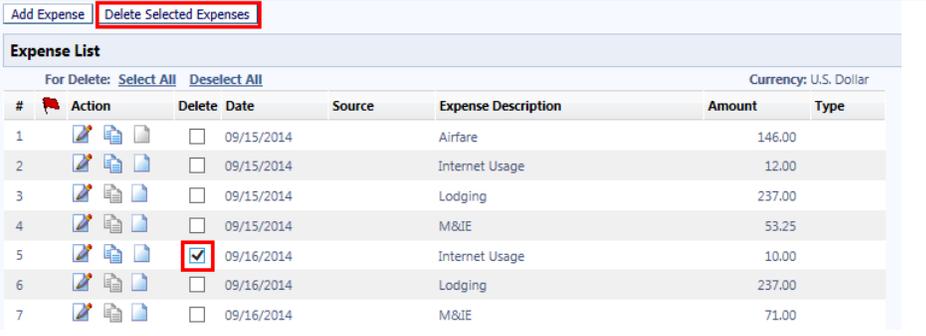
Concur Government Edition (CGE) Job Aid: Creating a Voucher

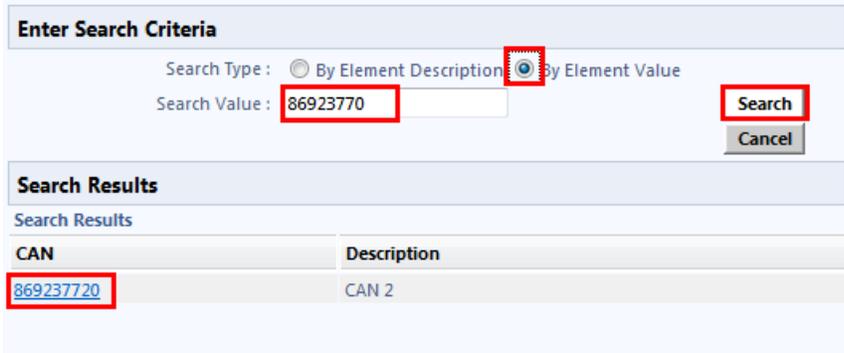
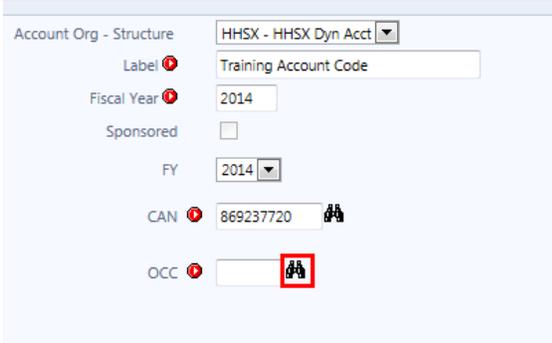
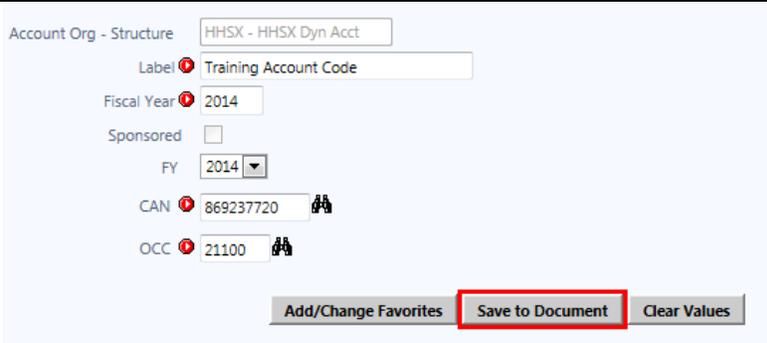
Purpose: To provide a step-by-step guide to creating a Voucher for travel reimbursement in CGE.

Audience: Travelers and Preparers

<p>Instruction:</p> <p>Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your HHS network username and password.</p> <p>Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov</p>	<p>Screenshot:</p>
<p>Step 2: Select CGE From the Home page of AMS, select the E-Travel link.</p>	
<p>Step 3: Select Traveler If you are a Preparer, select the Traveler from the "You are administering travel for" field by selecting the drop down arrow or the Search button. Locate the Traveler and select the name.</p>	
<p>Step 4: Select Vouchers Tab From the home page of CGE, select the Vouchers tab.</p>	
<p>Step 5: Select New Voucher Select the New Voucher button to begin.</p>	

<p>Instruction:</p> <p>Step 6: Select Document Type Select the drop down menu and choose Vch From Auth. Then select Create Document.</p>	<p>Screenshot:</p> 																																								
<p>Step 7: Select the Authorization In the Document List section, select the edit icon next to the Authorization that is ready to be vouchered.</p>	<p>Document Search (Vch From Auth)</p> <p>Document List</p> <p>Traveler: Alex Robinson</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Document Name</th> <th>TA Num</th> <th>Dep Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Auth</td> <td>TRIP0001HZ</td> <td>TANUM001UM</td> <td>09/22/14</td> <td>APPROVED</td> </tr> <tr> <td>Auth</td> <td>TRIP0001IB</td> <td>TANUM001UY</td> <td>09/15/14</td> <td>APPROVED</td> </tr> </tbody> </table>	Type	Document Name	TA Num	Dep Date	Status	Auth	TRIP0001HZ	TANUM001UM	09/22/14	APPROVED	Auth	TRIP0001IB	TANUM001UY	09/15/14	APPROVED																									
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<p>Step 7: Create Document Verify that the Document Information tab and the Trip Information tab contain the correct details and then select Create Document.</p>	<p>Document Information Trip Information</p> <p>Document Type: Vch Document Name: TRIP0001IB Document Date: 10/13/2014 TANUM: TANUM001UY Trip Name: Trip to Boston Sponsored Travel: <input type="checkbox"/> Currency: U.S. Dollar Type Code: SINGLE TRIP Purpose: MISSION (OPERATIONAL) Document Detail: Meeting in Boston with regional staff</p> <p>Create Document Cancel</p>																																								
<p>Step 8: Select Summary Tab Select the Summary tab to attach receipts.</p>	<p>Traveler: Alex Robinson Vch: TRIP0001IB (TANUM001UY)</p> <p>Summary General Charge Card Expenses Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																																								
<p>Step 9: Attach Receipts Attach any soft copies of receipts to the Voucher by selecting the Attach Receipt Images link and choosing the receipt from your hard drive. Alternatively, fax hard copies of your receipts by selecting the Print Fax Cover Page link and faxing the receipts to CGE.</p>	<p>Document Information TANUM: TANUM001UY Currency: U.S. Dollar Type: SINGLE TRIP Purpose:</p> <table border="1"> <thead> <tr> <th>Location Purpose</th> <th>Location</th> <th>From</th> <th>To</th> <th>Per Diem Rates</th> </tr> </thead> <tbody> <tr> <td>MISSION (OPERATIONAL)</td> <td>CAMBRIDGE, MA</td> <td>09/15/14</td> <td>09/19/14</td> <td>237.00 / 71.00 (09/01/14-09/30/14)</td> </tr> </tbody> </table> <p>Document Detail: Meeting in Boston with regional staff</p> <p>Trip # 1 <input checked="" type="checkbox"/> Final Voucher</p> <p>Attach a File Attach Receipt Images View Receipts Print Fax Cover Page</p>	Location Purpose	Location	From	To	Per Diem Rates	MISSION (OPERATIONAL)	CAMBRIDGE, MA	09/15/14	09/19/14	237.00 / 71.00 (09/01/14-09/30/14)																														
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<p>Step 10: Select Expenses Tab Select the Expenses tab to verify that all of the expenses are true and accurate. The Expenses page contains all of the estimated expenses that were entered on the Authorization. It also contains any eReceipts that have been automatically applied to the Voucher.</p>	<p>Traveler: Alex Robinson Vch: TRIP0001IB (TANUM001UY)</p> <p>Summary General Charge Card Expenses Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																																								
<p>Step 11: Edit an Expense To edit an expense, select the edit icon next to the expense. On the right, update the date, cost, or payment method and then select Save.</p>	<p>Expense List</p> <table border="1"> <thead> <tr> <th>#</th> <th>Action</th> <th>Delete</th> <th>Date</th> <th>Source</th> <th>Expense Description</th> <th>Amount</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td>09/15/2014</td> <td></td> <td>Airfare</td> <td>146.00</td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td>09/15/2014</td> <td></td> <td>Internet Usage</td> <td>10.00</td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td>09/15/2014</td> <td></td> <td>Lodging</td> <td>237.00</td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td>09/15/2014</td> <td></td> <td>M&IE</td> <td>53.25</td> <td></td> </tr> </tbody> </table> <p>Edit Expense Details</p> <p>Create Expenses Through: <input type="text"/></p> <p>Expense Date: 09/15/2014</p> <p>Expense Description: Internet Usage</p> <p>Cost: 12.00 USD</p> <p>Payment Method: IBA-TRAVEL CARD</p> <p>Save Clear</p>	#	Action	Delete	Date	Source	Expense Description	Amount	Type	1			09/15/2014		Airfare	146.00		2			09/15/2014		Internet Usage	10.00		3			09/15/2014		Lodging	237.00		4			09/15/2014		M&IE	53.25	
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<p>Instruction:</p> <p>Step 12: Delete an Expense To delete an expense, select the checkbox in the Delete column next to the expense. Then select the Delete Selected Expenses button.</p>	<p>Screenshot:</p>  <p>The screenshot shows the 'Expense List' interface. At the top, there are two buttons: 'Add Expense' and 'Delete Selected Expenses', with the latter highlighted in red. Below is a table with columns: #, Action, Delete, Date, Source, Expense Description, Amount, and Type. The table contains 7 rows of expense data. The checkbox in the 'Delete' column for the 5th row (Internet Usage, 09/16/2014) is checked and highlighted with a red box.</p>																																
<p>Step 13: Add an Expense To add an expense, select the Add Expense button.</p>	<p>Traveler: Alex Robinson Vch: TRIP0001IB (TANUM001UY)</p> <p>Summary General Charge Card Expenses Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>Add Expense Delete Selected Expenses</p>																																
<p>Step 14: Add an Expense Enter the Expense Date, Expense Description, Cost, and Payment Method for the new expense. Select the Create Expenses Through field and enter an end date if this expense includes multiple consecutive dates. Then select Save.</p>	<p>Save Clear Back Next</p> <p>Add Expense Details</p> <p>Create Expenses Through 09/19/2014</p> <p>Expense Date 09/15/2014</p> <p>Expense Description Parking - Airport</p> <p>Cost 8.00 USD</p> <p>Payment Method IBA-TRAVEL CARD</p> <p>Show Other Details</p>																																
<p>Step 15: Verify eReceipts The blue and green icons in the Source column indicate that an eReceipt was applied to the Voucher. Select the green icon on the right to open and review the receipt.</p> <p>Note: To receive eReceipts, the Traveler must accept the eReceipts program on their profile and use a vendor that participates in eReceipts.</p>	 <p>The screenshot shows a portion of the 'Expense List' table. The 17th row (Rental Car AVIS, 09/19/2014) has two circular icons in the 'Source' column: a blue one and a green one. These icons are circled in red. The 'Amount' for this row is 275.60.</p>																																
<p>Step 16: Select Charge Card Tab Select the Charge Card tab in order to see if any eReceipt for this trip were not applied to the Voucher.</p>	<p>Traveler: Alex Robinson Vch: TRIP0001IB (TANUM001UY)</p> <p>Summary General Charge Card Expenses Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																																
<p>Step 17: Apply e-Receipts (optional) The list of Smart Expenses in the "Not Assigned to a Voucher" section may show eReceipts that were not automatically applied to the Voucher. To manually apply the eReceipt, select the checkbox/s in the Select column next to the transaction and then select the Apply Transactions button.</p>	<p>Auto Apply Transactions Apply Transactions Match Unmatch Delete</p> <p>Not Assigned to a Voucher</p> <p>Smart Expenses</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Source</th> <th>Date</th> <th>Transaction Description</th> <th>Amount</th> <th>Match</th> <th>Document Name</th> <th>Expense Description</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>09/13/2014</td> <td>EMBASSY SUITES</td> <td>951.75</td> <td></td> <td>TRIP0001IB (09/13/14)</td> <td>Lodging</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>09/10/2014</td> <td>HYATT</td> <td>300.41</td> <td></td> <td>TRIP0001IB (09/13/14)</td> <td>Lodging</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>09/19/2014</td> <td>AVIS</td> <td>275.60</td> <td></td> <td>TRIP0001IB (09/15/14)</td> <td>Rental Car</td> </tr> </tbody> </table>	Select	Source	Date	Transaction Description	Amount	Match	Document Name	Expense Description	<input type="checkbox"/>		09/13/2014	EMBASSY SUITES	951.75		TRIP0001IB (09/13/14)	Lodging	<input type="checkbox"/>		09/10/2014	HYATT	300.41		TRIP0001IB (09/13/14)	Lodging	<input checked="" type="checkbox"/>		09/19/2014	AVIS	275.60		TRIP0001IB (09/15/14)	Rental Car
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<p>Step 18: Select Accounting Tab Select the Accounting tab to verify the accounting information.</p>	<p>Traveler: Alex Robinson Auth: TRIP0001DN (TANUM001PU)</p> <p>Summary General Group Expenses Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																																

Instruction:	Screenshot:
<p>Step 19: Edit the Line of Accounting (LOA) If necessary, edit the LOA by selecting the edit icon.</p> <p>Note: Before changing an LOA, be sure to check with the Certifier to see if the funds have already been processed as this will require additional work.</p>	
<p>Step 20: Change the LOA Enter a label for the new LOA if necessary. If the fiscal year is incorrect, select the FY drop down and add the fiscal year in which the trip was taken. Select the binoculars to search for the new Common Accounting Number (CAN).</p>	
<p>Step 21: Choose the Common Accounting Number (CAN) Search for the appropriate CAN by selecting the radio button next to either the By Element Description or the By Element Value fields. Enter the description or CAN number in the Search Value field and select Search. Select the CAN from the Search Results list.</p>	
<p>Step 22: Choose the Object Class Code (OCC) Follow the same process as above to search for and select the Object Class Code.</p>	
<p>Step 23: Save Changes Select the Save to Document button to complete the changes to the LOA.</p>	

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<p>Step 24: Select Totals Tab To see the total cost of the trip, including the reimbursable amount, select the Totals tab.</p>	<p>Traveler: Alex Robinson Vch: TRIP00011B (TANUM001UY)</p> <p>Summary General Charge Card Expenses Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																		
<p>Step 25: Total Cost of Trip The Expense Summary section displays the Total Expenses and the Total Reimbursable Amount of the trip.</p>	<p>Expense Summary</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td>Total Expenses:</td> <td>2,122.44</td> </tr> <tr> <td>Total Agency-Paid Expenses (non-reimbursable to traveler):</td> <td>14.75</td> </tr> <tr> <td>Total Personal Expenses (non-reimbursable to traveler):</td> <td>0.00</td> </tr> <tr> <td>Total Reimbursable Expenses:</td> <td>2,107.69</td> </tr> <tr> <td>Advance Authorized:</td> <td>0.00</td> </tr> <tr> <td>Advance Outstanding:</td> <td>0.00</td> </tr> <tr> <td>Advance Applied:</td> <td>0.00</td> </tr> <tr> <td>Total Reimbursable Amount:</td> <td>2,107.69</td> </tr> </tbody> </table>	Amount	Totals	Total Expenses:	2,122.44	Total Agency-Paid Expenses (non-reimbursable to traveler):	14.75	Total Personal Expenses (non-reimbursable to traveler):	0.00	Total Reimbursable Expenses:	2,107.69	Advance Authorized:	0.00	Advance Outstanding:	0.00	Advance Applied:	0.00	Total Reimbursable Amount:	2,107.69
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<p>Step 26: Traveler Reimbursement Scroll down on the Totals page to see the amount to be reimbursed to the Traveler.</p>	<p>Reimbursement Summary</p> <table border="1"> <thead> <tr> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Actual Charge Card:</td> <td>1,788.19</td> </tr> <tr> <td>Traveler Reimbursement: (Due From Traveler if negative)</td> <td>319.50</td> </tr> <tr> <td>Total Amount Reimbursed:</td> <td>2,107.69</td> </tr> </tbody> </table>	Amount	Actual Charge Card:	1,788.19	Traveler Reimbursement: (Due From Traveler if negative)	319.50	Total Amount Reimbursed:	2,107.69											
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<p>Step 27: Perform Pre-Audit Check Select the Perform Pre-Audit tab to verify the audit tests.</p>	<p>Traveler: Alex Robinson Auth: TRIP0001DN (TANUM001PU)</p> <p>Summary General Group Expenses Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																		
<p>Step 28: Identify Pre-Audit FAILs Check for any FAILs on the Pre-Audit List. These require a justification.</p> <p>Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.</p>	<p>Document Name: TRIP00011B Type: Vch Traveler: Robinson, Alex Status: PASS</p> <p>Pre-Audit Passes</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>CHECK PAYMENT METHOD</td> <td>PASS</td> <td></td> </tr> <tr> <td>COST COMPARISON</td> <td>PASS</td> <td></td> </tr> <tr> <td>NOT YET EXPENSE DATE</td> <td>PASS</td> <td></td> </tr> <tr> <td>PER DIEM EXPENSE DATE</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Audit Process	Status	Comments	CHECK PAYMENT METHOD	PASS		COST COMPARISON	PASS		NOT YET EXPENSE DATE	PASS		PER DIEM EXPENSE DATE	PASS				
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<p>Step 29: Select Confirmation Tab Select the Confirmation tab to sign the document.</p>	<p>Traveler: Alex Robinson Vch: TRIP00011B (TANUM001UY)</p> <p>Summary General Charge Card Expenses Accounting Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																		
<p>Step 30: Sign the Voucher Select the SIGNED stamp from the Status to Apply drop down. Select the Stamp and Submit Document button to continue.</p> <p>Note: A Preparer must choose the VOUCHER PREPARED stamp in order to route the document to the Traveler for verification and signature. A Preparer cannot sign on behalf of the Traveler.</p>	<p>Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p> <p>Audits - Go To Audits Stamp and Submit Document</p> <p>rsitive.more</p> <p>Status to Apply: SIGNED ▼</p> <p>Reason: ▼</p> <p>Remarks: ▼</p> <p>Return-to: ▼</p>																		

Instruction:	Screenshot:												
<p>Step 31: Review Pre-Audit Review the pre-audits to verify that all justifications have been provided. Select the Continue Stamping the Document button to complete.</p>	 <p>Pre-Audit Results for TRIP00011B</p> <p>QUICK TIP Click the magnifying glass icon to view detail comments for each audit process more</p> <p>Document Name: TRIP00011B Type: Vh Traveler: Robinson, Alex Status: PASS</p> <p>Pre-Audit Passes</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>CHECK PAYMENT METHOD</td> <td>PASS</td> <td></td> </tr> <tr> <td>COST COMPARISON</td> <td>PASS</td> <td></td> </tr> <tr> <td>NOT YET EXPENSE DATE</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Audit Process	Status	Comments	CHECK PAYMENT METHOD	PASS		COST COMPARISON	PASS		NOT YET EXPENSE DATE	PASS	
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<p>Step 32: Close and Route Voucher Select the Close Post Stamping Document Closure Screen button to close the Voucher and begin the routing process. Notice the Receipt Checklist area. This contains a list of the required receipts for the Traveler's OpDiv/StaffDiv.</p>	 <p>Post Stamping Document Closure for TRIP00011B</p> <p>QUICK TIP The document's routing list is shown below. more</p> <p>Receipt Checklist</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>09/15/14</td> <td>Airfare</td> <td>146</td> </tr> <tr> <td>09/15/14</td> <td>Rental Car</td> <td>275.6</td> </tr> <tr> <td>09/15/14</td> <td>Internet Usage</td> <td>10</td> </tr> </tbody> </table>	Date	Description	Cost	09/15/14	Airfare	146	09/15/14	Rental Car	275.6	09/15/14	Internet Usage	10
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You have successfully created a Voucher in CGE!