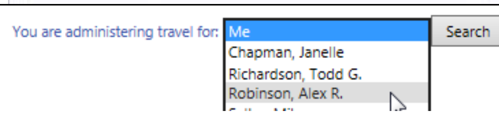
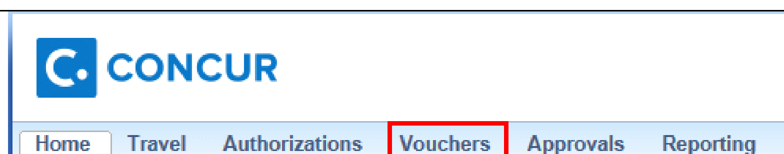
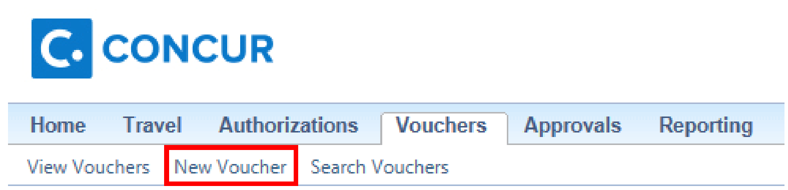
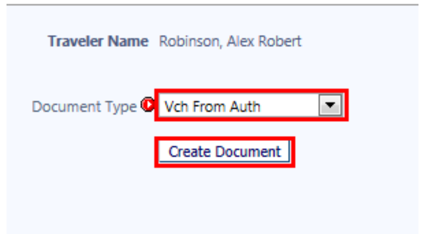
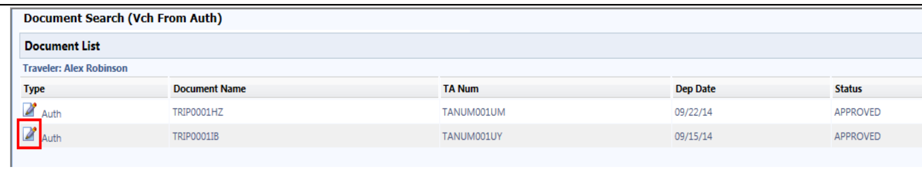
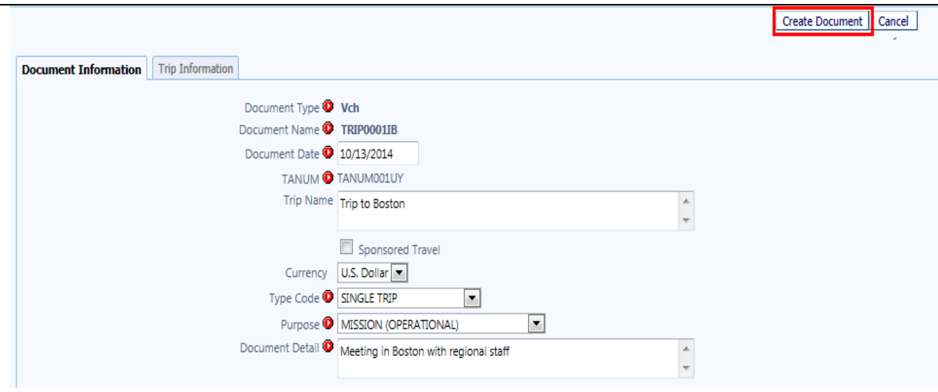
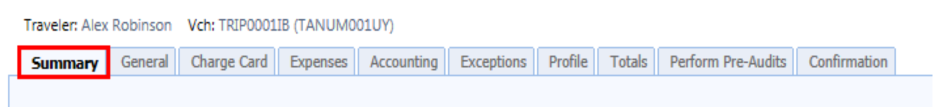
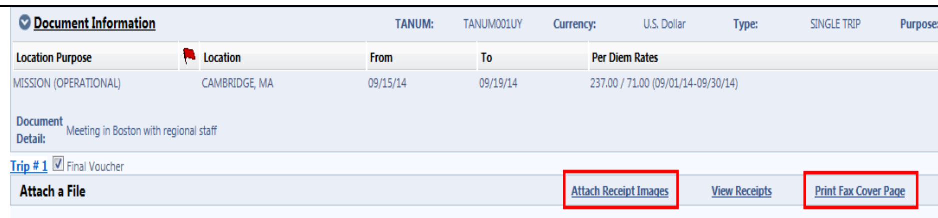
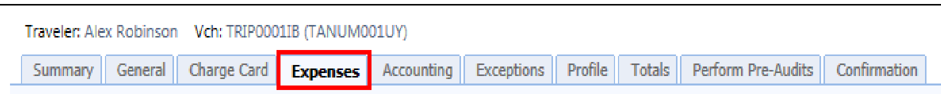
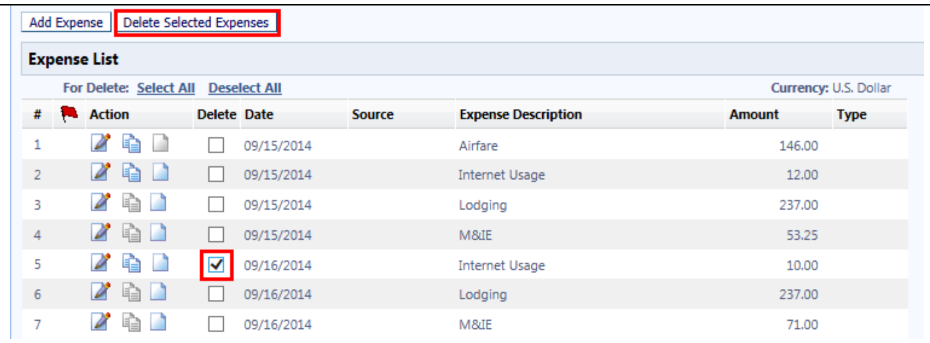
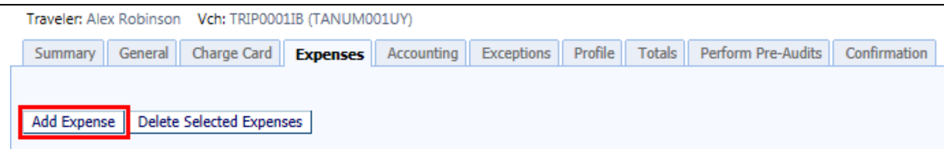
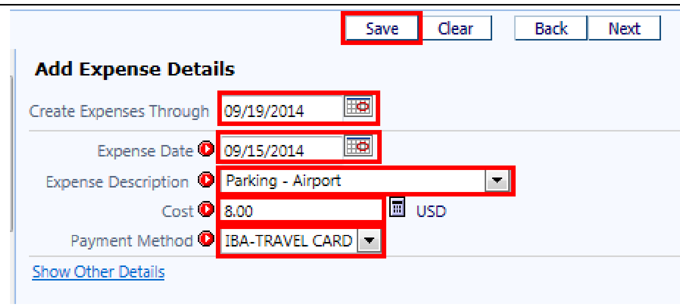
Concur Government Edition (CGE) Job Aid: Creating a Voucher

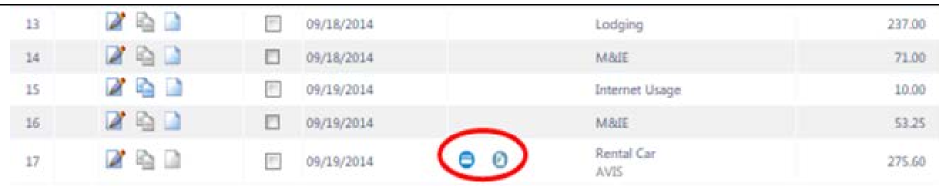
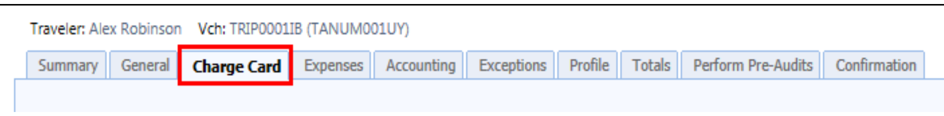
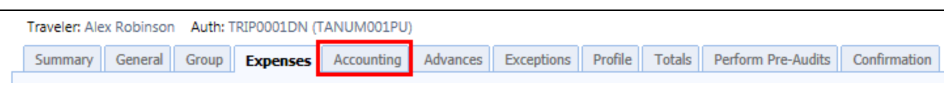
Purpose: To provide a step-by-step guide to creating a Voucher for travel reimbursement in CGE.

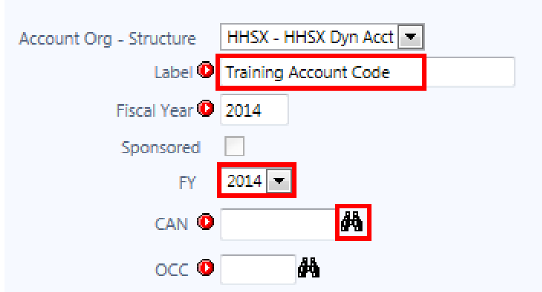
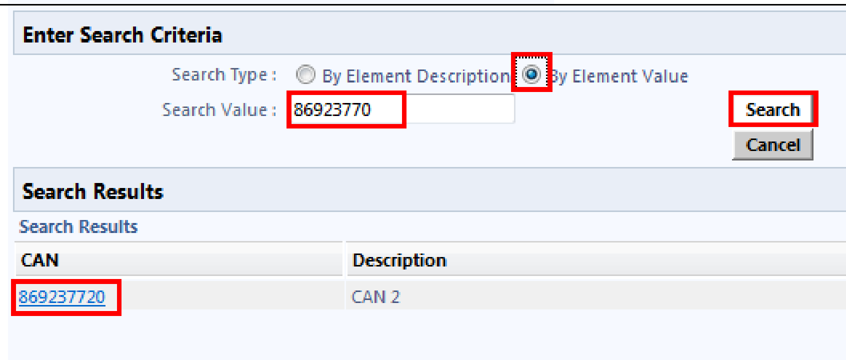
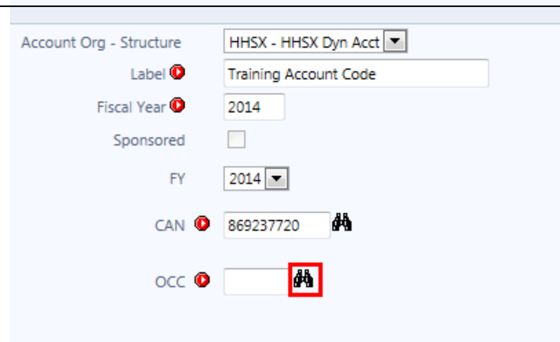
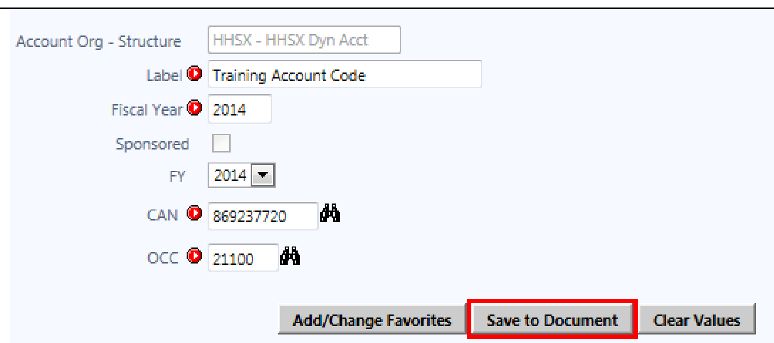
Audience: Travelers and Preparers

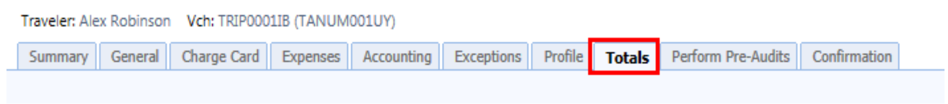
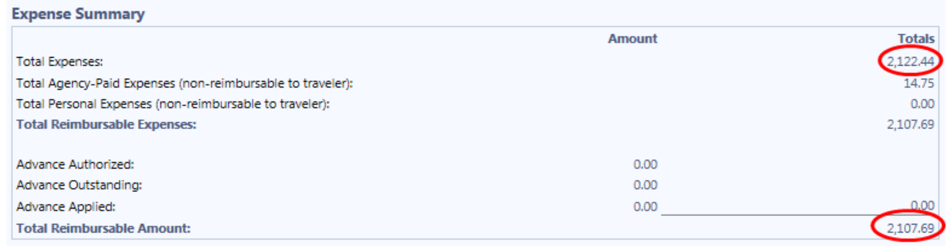
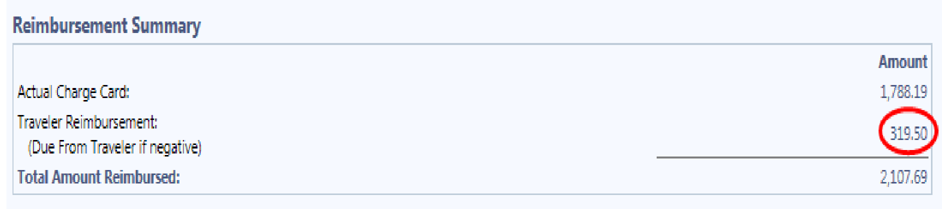
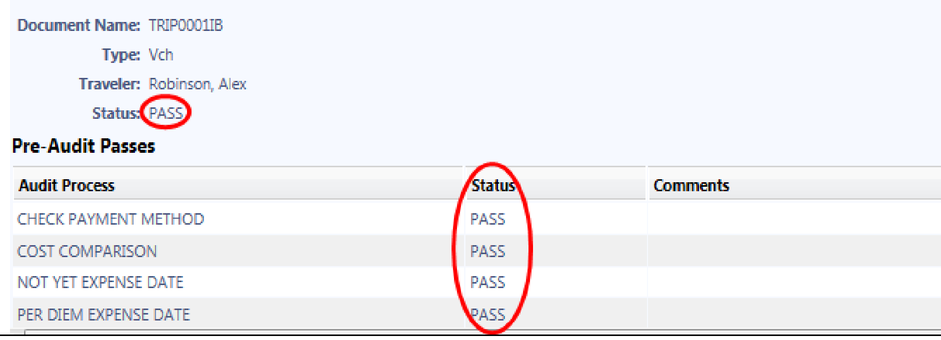
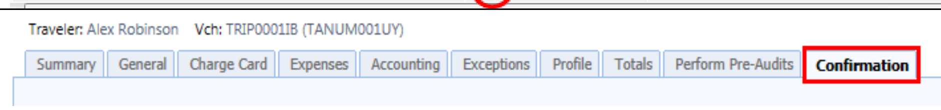
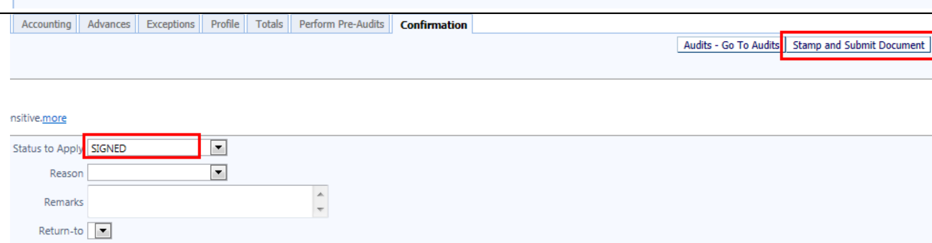
Instruction:	Screenshot:
Step 1: Log into AMS Log into CGE via AMS using either your PIV card or your HHS network username and password. Note: AMS can be accessed through the HHS intranet or the internet at https://ams.hhs.gov	
Step 2: Select CGE From the Home page of AMS, select the E-Travel link.	
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.	
Step 4: Select Vouchers Tab From the home page of CGE, select the Vouchers tab.	
Step 5: Select New Voucher Select the New Voucher button to begin.	

Instruction:	Screenshot:
Step 6: Select Document Type Select the drop down menu and choose Vch From Auth. Then select Create Document.	
Step 7: Select the Authorization In the Document List section, select the edit icon next to the Authorization that is ready to be vouchered.	
Step 7: Create Document Verify that the Document Information tab and the Trip Information tab contain the correct details and then select Create Document.	
Step 8: Select Summary Tab Select the Summary tab to attach receipts.	
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.	
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.	
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.	

<table>
<tr><th>Instruction:</th><th>Screenshot:</th></tr>
<tr><td>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.</td><td>
</td></tr>
<tr><td>Step 13: Add an Expense
To add an expense, select the Add Expense button.</td><td>
</td></tr>
<tr><td>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.</td><td>
</td></tr>
<tr><td>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.

Note: To receive eReceipts, the Traveler must accept the eReceipts program on their profile and use a vendor that participates in eReceipts.</td><td>
</td></tr>
<tr><td>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.</td><td>
</td></tr>
<tr><td>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.</td><td>
</td></tr>
<tr><td>Step 18: Select Accounting Tab
Select the Accounting tab to verify the accounting information.</td><td>
</td></tr>
</table>

Instruction:	Screenshot:
Step 19: Edit the Line of Accounting (LOA) If necessary, edit the LOA by selecting the edit icon. 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.	
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).	
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.	
Step 22: Choose the Object Class Code (OCC) Follow the same process as above to search for and select the Object Class Code.	
Step 23: Save Changes Select the Save to Document button to complete the changes to the LOA.	

Instruction:	Screenshot:
Step 24: Select Totals Tab To see the total cost of the trip, including the reimbursable amount, select the Totals tab.	
Step 25: Total Cost of Trip The Expense Summary section displays the Total Expenses and the Total Reimbursable Amount of the trip.	
Step 26: Traveler Reimbursement Scroll down on the Totals page to see the amount to be reimbursed to the Traveler.	
Step 27: Perform Pre-Audit Check Select the Perform Pre-Audit tab to verify the audit tests.	
Step 28: Identify Pre-Audit FAILs Check for any FAILs on the Pre-Audit List. These require a justification. Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.	
Step 29: Select Confirmation Tab Select the Confirmation tab to sign the document.	
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. 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.	

Instruction:	Screenshot:
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.	
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.	

You have successfully created a Voucher in CGE!