



Concur Government Edition (CGE) Job Aid: Determining the Status of a Document

Purpose: To provide a step-by-step guide to locating and determining the status of a travel document 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 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 E-Travel From the Home page of AMS select the E-Travel link.</p>																																																																									
<p>Step 3: Locate the Document Recent documents can be located from the Home page of CGE under Recent Authorizations, Recent Vouchers, or Documents Awaiting Action.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Description</th> <th>PNR#</th> <th>Ticket By</th> <th>Depart date</th> <th>Last Stamped</th> <th>Per Diem</th> <th>Total</th> <th>Status</th> <th>In Use By</th> </tr> </thead> <tbody> <tr> <td>TSP00010</td> <td>Auth</td> <td>TANUM0008</td> <td>Hotel Reservation at RICHMOND, VA, USA</td> <td></td> <td></td> <td>01/13/2014</td> <td>11/20/2014</td> <td></td> <td>231.45</td> <td>RESERVATIONS CANCEL</td> <td></td> </tr> <tr> <td>TSP00011</td> <td>Auth</td> <td>TANUM0009</td> <td>Trip from Boston to Newark</td> <td>PYTRN</td> <td></td> <td>11/08/2014</td> <td>11/09/2014</td> <td></td> <td>611.75</td> <td>CREATED</td> <td></td> </tr> <tr> <td>TSP00012</td> <td>Auth</td> <td>TANUM0008</td> <td>Trip from Logan 3rd Avnt, Boston, MA to La Guardia</td> <td></td> <td></td> <td>11/04/2014</td> <td>11/08/2014</td> <td></td> <td>14.75</td> <td>RESERVATIONS UPDATED</td> <td></td> </tr> <tr> <td>TSP00013</td> <td>Auth</td> <td>TANUM0008</td> <td>Trip from Washington to Newark</td> <td></td> <td></td> <td>11/08/2014</td> <td>11/07/2014</td> <td></td> <td>54.75</td> <td>BOOKED</td> <td></td> </tr> <tr> <td>TSP00014</td> <td>Auth</td> <td>TANUM0007CA</td> <td>Trip from Washington to Newark</td> <td>ELSPH8901328SCOUNT</td> <td></td> <td>12/13/2014</td> <td>12/15/2014</td> <td></td> <td>1478.50</td> <td>CANCELLED</td> <td></td> </tr> </tbody> </table>	Name	Type	TA Num	Description	PNR#	Ticket By	Depart date	Last Stamped	Per Diem	Total	Status	In Use By	TSP00010	Auth	TANUM0008	Hotel Reservation at RICHMOND, VA, USA			01/13/2014	11/20/2014		231.45	RESERVATIONS CANCEL		TSP00011	Auth	TANUM0009	Trip from Boston to Newark	PYTRN		11/08/2014	11/09/2014		611.75	CREATED		TSP00012	Auth	TANUM0008	Trip from Logan 3rd Avnt, Boston, MA to La Guardia			11/04/2014	11/08/2014		14.75	RESERVATIONS UPDATED		TSP00013	Auth	TANUM0008	Trip from Washington to Newark			11/08/2014	11/07/2014		54.75	BOOKED		TSP00014	Auth	TANUM0007CA	Trip from Washington to Newark	ELSPH8901328SCOUNT		12/13/2014	12/15/2014		1478.50	CANCELLED	
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<p>Instruction:</p> <p>Step 5: Open the Document You may also view the status of the document by opening the document and viewing the history. In this example, we will open the document from the Home page. Select the document name and then select Edit Voucher from the pop up.</p>	<p>Screenshot:</p>												
<p>Step 6: Select Confirmation Select the Confirmation tab to see the history of the document.</p>													
<p>Step 7: View Status At the bottom of the page in the Current Document History section, the Status column indicated the last stamp that was applied to the document.</p>	<table border="1"> <thead> <tr> <th>Date/Time</th> <th>Status</th> <th>Name</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>11/07/2014 12:35:59PM</td> <td>SIGNED</td> <td>Robinson, Alex Robert</td> <td>**AUTO SIGNATURE WAS APPLIED**</td> </tr> <tr> <td>11/07/2014 12:31:41PM</td> <td>CREATED</td> <td>Robinson, Alex Robert</td> <td>NEW DOCUMENT TRIP0001HZ (TANUM001UM)</td> </tr> </tbody> </table>	Date/Time	Status	Name	Remarks	11/07/2014 12:35:59PM	SIGNED	Robinson, Alex Robert	**AUTO SIGNATURE WAS APPLIED**	11/07/2014 12:31:41PM	CREATED	Robinson, Alex Robert	NEW DOCUMENT TRIP0001HZ (TANUM001UM)
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<p>Step 8: Close Document Use the Close button in the upper right of the page to close the document. Failure to close a document properly will leave in the document in an edit-locked status for 30 minutes.</p>													

You have successfully determined the status of a document in CGE!