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TRAVEL EXPRESS USER MANUAL

ENTER FISCAL CODING ON A VOUCHER

INTRODUCTION

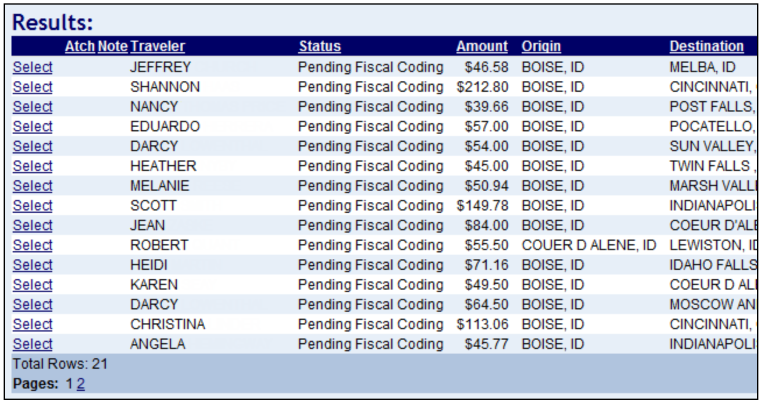
After a voucher is created it is routed to a fiscal coder. The person who created the voucher may have entered fiscal coding, but you can change that coding. Otherwise the fiscal coder enters the fiscal coding on the voucher. You can also attach scanned documents, or route the voucher to an approver or back to the traveler for changes.

If you cannot find appropriate PCAs or Indexes, or get errors when entering fiscal coding, be sure the correct **budget fiscal year** is on each line item. If not, enter the correct year in the **Change Fiscal Year** field. Or the Travel Express administrator will need to ensure that the BFY (in the Agency administration screen) is set for the current fiscal year.

ENTER FISCAL CODING ON A VOUCHER

1. On the Travel Express main menu, click **Fiscal Coding**.
2. On the **Fiscal Coder Queue**, click **Select** next to the appropriate voucher listed by the traveler's name.
    - You can search for vouchers by the traveler's name (click **Browse** next to **Traveler**), or by **Destination**, **Group**, or the **Departed** dates. Select or enter any of these criteria and click **Find**, and then click **Select** next to the appropriate voucher.

Figure 1 - Fiscal coder queue



Results:

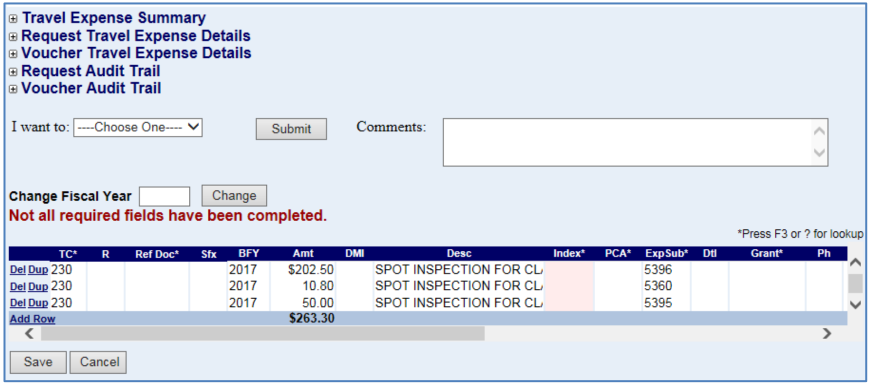
	Atch	Note	Traveler	Status	Amount	Origin	Destination
Select			JEFFREY	Pending Fiscal Coding	$46.58	BOISE, ID	MELBA, ID
Select			SHANNON	Pending Fiscal Coding	$212.80	BOISE, ID	CINCINNATI,
Select			NANCY	Pending Fiscal Coding	$39.66	BOISE, ID	POST FALLS,
Select			EDUARDO	Pending Fiscal Coding	$57.00	BOISE, ID	POCATELLO,
Select			DARCY	Pending Fiscal Coding	$54.00	BOISE, ID	SUN VALLEY,
Select			HEATHER	Pending Fiscal Coding	$45.00	BOISE, ID	TWIN FALLS ,
Select			MELANIE	Pending Fiscal Coding	$50.94	BOISE, ID	MARSH VALL
Select			SCOTT	Pending Fiscal Coding	$149.78	BOISE, ID	INDIANAPOLI
Select			JEAN	Pending Fiscal Coding	$84.00	BOISE, ID	COEUR D'AL
Select			ROBERT	Pending Fiscal Coding	$55.50	COUER D ALENE, ID	LEWISTON, I
Select			HEIDI	Pending Fiscal Coding	$71.16	BOISE, ID	IDAHO FALLS
Select			KAREN	Pending Fiscal Coding	$49.50	BOISE, ID	COEUR D AL
Select			DARCY	Pending Fiscal Coding	$64.50	BOISE, ID	MOSCOW AN
Select			CHRISTINA	Pending Fiscal Coding	$113.06	BOISE, ID	CINCINNATI,
Select			ANGELA	Pending Fiscal Coding	$45.77	BOISE, ID	INDIANAPOLI

Total Rows: 21

Pages: 1 2

    - A list of summary or detail views will be displayed as well as a list of the expense line items and their fiscal coding fields. Most transaction codes are entered automatically. Other fiscal codes required by the transaction code are highlighted in pink.

Figure 2 – Summary and detail views and fiscal coding fields


Travel Expense Summary
Request Travel Expense Details
Voucher Travel Expense Details
Request Audit Trail
Voucher Audit Trail
I want to: ----Choose One----
Submit
Comments:
Change Fiscal Year
Change
Save
Cancel

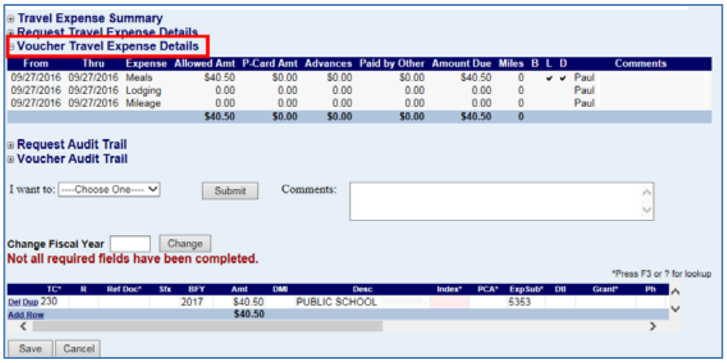
Not all required fields have been completed.

*Press F3 or ? for lookup

	TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl	Grant*	Ph
Del Dup	230				2017	$202.50		SPOT INSPECTION FOR CL			5396			
Del Dup	230				2017	10.80		SPOT INSPECTION FOR CL			5360			
Del Dup	230				2017	50.00		SPOT INSPECTION FOR CL			5395			
Add Row						$263.30								

3. Expenses that are part of the official travel, but not paid by the traveler should be entered.
   - If *all expenses* have been paid by a third party ("Paid by Other"), the voucher will have a zero amount balance on one line with a transaction code of **MEM**.
   - A memo (MEM) line item does not require any fiscal coding, but this type of voucher should still be routed to STARS to document the audit trail.
4. Warrant advance amounts entered on the voucher will be displayed as a negative amount with a transaction code of **MEM**. See the Warrant Advance section. These lines will not be sent to STARS.
5. To display the expenses of the voucher (or request) or the audit trail, click the **plus sign** next to the **Summary** or **Details** views or the **Audit Trail**. For example:
   a. To view the line item expenses, click the **plus sign** next to **Voucher Travel Expense Details**. Click the minus sign to close a view.

Figure 3 - View details


Travel Expense Summary
Request Travel Expense Details
Voucher Travel Expense Details
Request Audit Trail
Voucher Audit Trail
I want to: ----Choose One----
Submit
Comments:
Change Fiscal Year
Change
Save
Cancel

From	Thru	Expense	Allowed Amt	P-Card Amt	Advances	Paid by Other	Amount Due	Miles	B	L	D	Comments
09/27/2016	09/27/2016	Meals	$40.50	$0.00	$0.00	$0.00	$40.50	0		✓	✓	Paul
09/27/2016	09/27/2016	Lodging	0.00	0.00	0.00	0.00	0.00	0				Paul
09/27/2016	09/27/2016	Mileage	0.00	0.00	0.00	0.00	0.00	0				Paul
			$40.50	$0.00	$0.00	$0.00	$40.50	0				

Not all required fields have been completed.

*Press F3 or ? for lookup

	TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl	Grant*	Ph
Del Dup	230				2017	$40.50		PUBLIC SCHOOL			5353			
Add Row						$40.50								

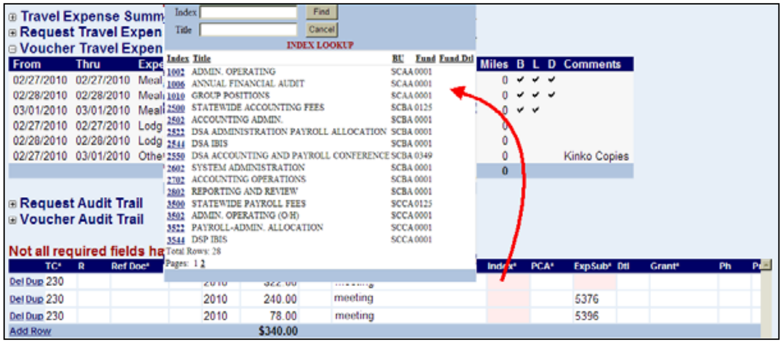
   b. To see the traveler's destination, click the **plus sign** next to **Travel Expense Summary**. If the voucher has been created from a request, the Travel Expense Summary will reflect the amounts from the request, not the voucher.

6. Enter a Reference Document (**RefDoc**) number if needed (e.g., for an encumbrance that has been created in STARS). You can also search for (look up) a Reference Document number to be sure it is valid.
7. The Description (**Desc**) field will be populated with first 30 characters of text from the voucher's **Purpose of Travel** field. Edit the description (**Desc**) if necessary. Do not use special characters or symbols, including **&**, ', **"**, <, and \.
8. Enter the PCA or the Index, or search for a PCA or Index using the look up:

   To look up a PCA or Index:

   a. Place the cursor in the **PCA** or **Index** field and press F3.
   b. In the look up dialog box, enter any combination of search criteria. You can enter just the first few numbers or letters or use the wildcard (%).
   c. Click **Find**.
   d. Click the PCA or Index you want to use and the code and any other fiscal codes associated with it will be automatically entered.

Figure 4 - Using a look up



INDEX LOOKUP

Index	Title	BU	Fund	Fund Dtl
1002	ADMIN. OPERATING	SCAA	0001	
1006	ANNUAL FINANCIAL AUDIT	SCAA	0001	
1010	GROUP POSITIONS	SCAA	0001	
2500	STATEWIDE ACCOUNTING FEES	SCBA	0125	
2502	ACCOUNTING ADMIN.	SCBA	0001	
2522	DSA ADMINISTRATION PAYROLL ALLOCATION	SCBA	0001	
2544	DSA IBIS	SCBA	0001	
2550	DSA ACCOUNTING AND PAYROLL CONFERENCE	SCBA	0349	
2602	SYSTEM ADMINISTRATION	SCBA	0001	
2702	ACCOUNTING OPERATIONS	SCBA	0001	
2802	REPORTING AND REVIEW	SCBA	0001	
3500	STATEWIDE PAYROLL FEES	SCCA	0125	
3502	ADMIN. OPERATING (O/H)	SCCA	0001	
3522	PAYROLL-ADMIN. ALLOCATION	SCCA	0001	
3544	DSP IBIS	SCCA	0001	

Total Rows: 28
Pages: 1 2

From	Thru	Expe	Miles	B	L	D	Comments
02/27/2010	02/27/2010	Meal	0	✓	✓	✓	
02/28/2010	02/28/2010	Meal	0	✓	✓	✓	
03/01/2010	03/01/2010	Meal	0	✓	✓		
02/27/2010	02/27/2010	Lodg	0				
02/28/2010	02/28/2010	Lodg	0				
02/27/2010	03/01/2010	Othe	0				Kinko Copies
			0				

	TC*	R	Ref Doc*				Index*	PCA*	ExpSub*	Dtl	Grant*	Ph
Del Dup	230			2010	240.00	meeting			5376			
Del Dup	230			2010	78.00	meeting			5396			
Add Row					$340.00							

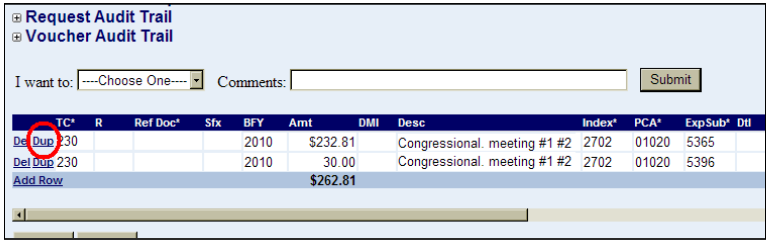
To enter and validate the PCA or Index:

   a. Enter a PCA or Index in the **PCA** or **Index** field.
   b. Press TAB or click into another field. If the PCA or Index is valid, any other fiscal codes associated with it will be automatically entered. If it is invalid, an error message will be displayed. Use the look up to choose a valid PCA or Index.

9. If Travel Express can determine the expenditure subobjects (**ExpSub**) by the type of transaction (registration fees, lodging, mileage, etc.), these will be automatically entered. You can change or enter the expenditure subobjects as needed. You can also search for (look up) a subobject to be sure you use the correct one. See the lookup example above.
10. To distribute or split costs to different funding sources:

    a. Choose a line item expense and then click **Dup**. (Do not exceed **20 transaction rows** Exceeding this number of transaction rows may cause an error when fiscal coding distribution is completed or when you submit the transactions to an approver.)

Figure 5 - Duplicate row



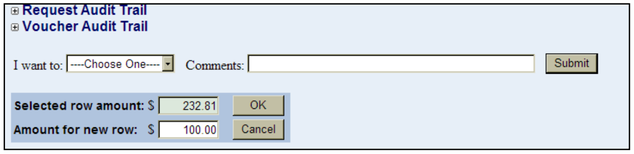
I want to: ----Choose One----

Comments:

	TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl
Del Dup	230				2010	$232.81		Congressional. meeting #1 #2	2702	01020	5365	
Del Dup	230				2010	30.00		Congressional. meeting #1 #2	2702	01020	5396	
Add Row						$262.81						

b. Enter the amount for the new row, and then click **OK**.

Figure 6 - Amount for new row



I want to: ----Choose One----

Comments:

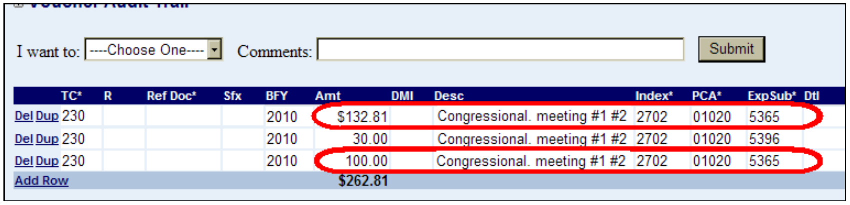
Selected row amount: $ 232.81

Amount for new row: $ 100.00

c. The amount for the new row will be automatically deducted from the original row. You can then change just those fiscal codes that you need to (e.g. PCA).

If you code expenses to different PCAs, whoever approves the voucher must be able to approve both (or all) PCAs on the voucher.

Figure 7 - Split rows



I want to: ----Choose One----

Comments:

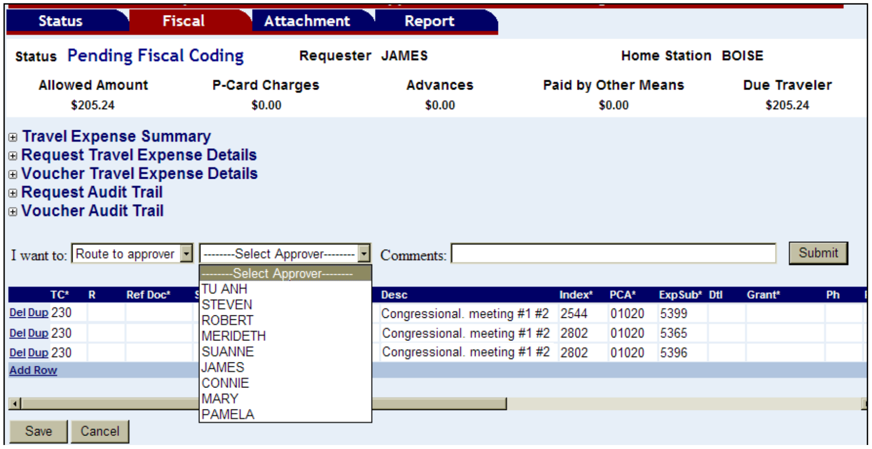
	TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl
Del Dup	230				2010	$132.81		Congressional. meeting #1 #2	2702	01020	5365	
Del Dup	230				2010	30.00		Congressional. meeting #1 #2	2702	01020	5396	
Del Dup	230				2010	100.00		Congressional. meeting #1 #2	2702	01020	5365	
Add Row						$262.81						

11. To add a new line item expense, click **Add Row**. Do not exceed **20 transaction rows** of a fiscal coding distribution. Exceeding this number of transaction rows may cause an error when fiscal coding distribution is completed or when you submit the transactions to an approver.
12. Complete the fiscal coding of each line item. You can save the document even if it isn't complete and re-open the voucher and complete it later.
13. Click **Save**. When finished, route the voucher as described below.

ROUTE TO AN APPROVER OR BACK TO TRAVELER

1. Click the **Choose One** drop down menu and select **Route to approver**.
2. Click the **Select Approver** drop down menu, select the name of the approver, enter any comments if needed, and then click **Submit**.

Figure 8 - Route to approver



Status Pending Fiscal Coding **Requester** JAMES **Home Station** BOISE

Allowed Amount	P-Card Charges	Advances	Paid by Other Means	Due Traveler
$205.24	$0.00	$0.00	$0.00	$205.24

I want to: Route to approver ▾ --------Select Approver-------- ▾ Comments:

--------Select Approver--------
TU ANH
STEVEN
ROBERT
MERIDETH
SUANNE
JAMES
CONNIE
MARY
PAMELA

	TC*	R	Ref Doc*	Desc	Index*	PCA*	ExpSub*	Dtl	Grant*	Ph
Del Dup	230			Congressional. meeting #1 #2	2544	01020	5399			
Del Dup	230			Congressional. meeting #1 #2	2802	01020	5365			
Del Dup	230			Congressional. meeting #1 #2	2802	01020	5396			

3. To route the voucher back to the traveler so they can change the per diem or other expenses, click the **Choose One** drop down menu and select **Return to traveler**, add comments in the Comments text box, and then click **Submit**.

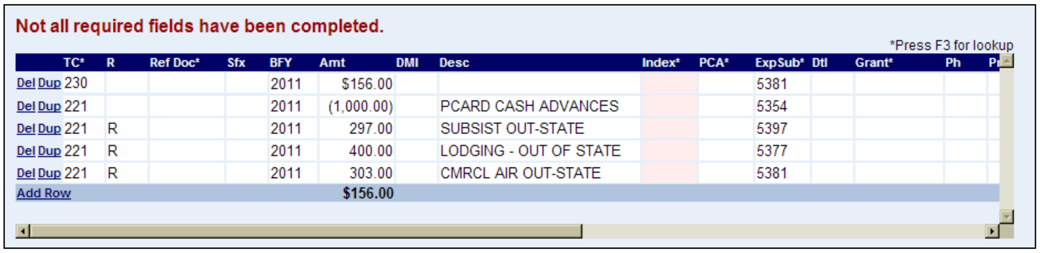
TRAVEL ADVANCES

P-CARD ADVANCES

The traveler should enter the full P-Card advance amount when they create the voucher. When the voucher is routed to fiscal coding:

1. The P-Card advance amount is entered automatically with a transaction code 221.
2. That amount is applied automatically to the line item expenses, with each line item given a transaction code 221 R.

Figure 9 - P-Card advance



Not all required fields have been completed.

*Press F3 for lookup

	TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl	Grant*	Ph
Del Dup	230				2011	$156.00					5381			
Del Dup	221				2011	(1,000.00)		PCARD CASH ADVANCES			5354			
Del Dup	221	R			2011	297.00		SUBSIST OUT-STATE			5397			
Del Dup	221	R			2011	400.00		LODGING - OUT OF STATE			5377			
Del Dup	221	R			2011	303.00		CMRCL AIR OUT-STATE			5381			
Add Row						$156.00								

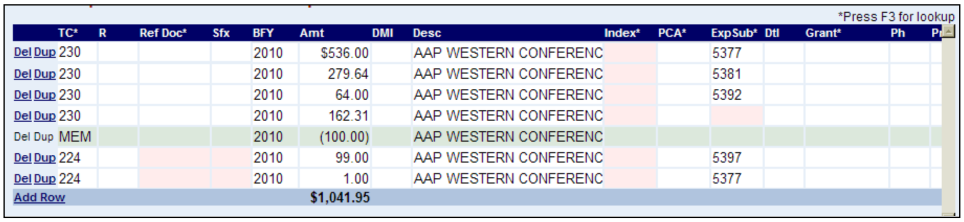
3. Any remaining amount of the expenses is given a transaction code 230, and that amount will be due to the traveler.
4. If the advance amount is greater than the expenses, the advance is applied to the expenses and the remaining amount of the advance is due from the traveler.

WARRANT ADVANCES

5. An agency person first creates a warrant advance for the traveler in STARS or Payment Services using transaction code 223. (If the traveler is billing another agency, the billing agency would enter the warrant advance in STARS.)

6. The person creating the advance should make a note of the Current Document number (from STARS) or Document number (from Payment Services), as it must be used as the Reference Document (**RefDoc**) number in Travel Express.
7. The traveler enters the warrant advance amount when the traveler creates the voucher. If the traveler knows the Current Document or Document number for the warrant advance, they could enter it in the **Comments** field on the **Advance** screen.
8. When the voucher is routed to fiscal coding, the Warrant advance amount is entered automatically with a transaction code **MEM**. (This transaction code is used only for calculating the amounts in Travel Express and nothing from this line will be sent to STARS.)

Figure 10 - Warrant advance



*Press F3 for lookup

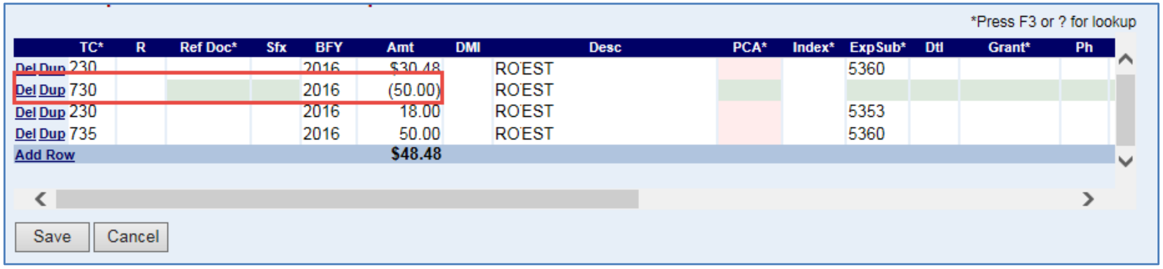
	TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	Index*	PCA*	ExpSub*	Dtl	Grant*	Ph	Pr
Del Dup	230				2010	$536.00		AAP WESTERN CONFERENC			5377				
Del Dup	230				2010	279.64		AAP WESTERN CONFERENC			5381				
Del Dup	230				2010	64.00		AAP WESTERN CONFERENC			5392				
Del Dup	230				2010	162.31		AAP WESTERN CONFERENC							
Del Dup	MEM				2010	(100.00)		AAP WESTERN CONFERENC							
Del Dup	224				2010	99.00		AAP WESTERN CONFERENC			5397				
Del Dup	224				2010	1.00		AAP WESTERN CONFERENC			5377				
Add Row						$1,041.95									

9. The Warrant advance amount is applied automatically to the line item expenses, with each line item given a transaction code 224.
10. Enter the STARS Current Document and Suffix numbers or the Payment Services Document Number in the **RefDoc** and **Sfx** fields of each line item expense that the Warrant advance applies to (indicated by the TC224). You could also use the lookup to search for the Reference Document.
11. After entering the **RefDoc**/**Sfx** field, press TAB. Any related fiscal coding from the Reference Document (PCA, Fund, Budget Unit, etc.) will be entered automatically in Travel Express.

ROTARY ADVANCES

Similar to a warrant advance, the traveler/requester enters the Rotary advance amount when they create the voucher. When the voucher is routed to fiscal coding, the Rotary advance amount is entered automatically with a transaction code **730**. That amount is applied automatically to the line item expenses with a transaction code **735**.

Figure 11 - Rotary advance



*Press F3 or ? for lookup

	TC*	R	Ref Doc*	Sfx	BFY	Amt	DMI	Desc	PCA*	Index*	ExpSub*	Dtl	Grant*	Ph
Del Dup	230				2016	$30.48		ROEST			5360			
Del Dup	730				2016	(50.00)		ROEST						
Del Dup	230				2016	18.00		ROEST			5353			
Del Dup	735				2016	50.00		ROEST			5360			
Add Row						$48.48								

Any remaining amount of the expenses is given a transaction code 230, and that amount will be due to the traveler.

If the advance amount is greater than the expenses, the advance is applied to the expenses and the remaining amount of the advance is due from the traveler.

Because the Rotary amount is a negative, it gets uploaded to STARS with a transaction code **730R**. This puts cash out of balance and this must be corrected in STARS by entering an adjustment transaction using TC 730, and with double the rotary amount that was entered in Travel Express.