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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 fiscal coder can enter fiscal coding on the voucher, attach any scanned documents, and route the voucher to an approver or back to the traveler for changes. If fiscal coders cannot find appropriate PCAs or Indexes, or get errors when entering fiscal coding, 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:					
Select	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'ALE
Select	ROBERT	Pending Fiscal Coding	\$55.50	COUER D ALENE, ID	LEWISTON, ID
Select	HEIDI	Pending Fiscal Coding	\$71.16	BOISE, ID	IDAHO FALLS
Select	KAREN	Pending Fiscal Coding	\$49.50	BOISE, ID	COEUR D ALL
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					

Only 20 vouchers will be displayed initially. If there are more than 20 vouchers a message will be displayed, "There are more than 20 Vouchers. Please use search criteria."

3. Click **Reset** to reset the view to all users available.
4. 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 will be

automatically entered and other fiscal codes required by the transaction code will be highlighted in pink.

Figure 2 – Summary and detail views and fiscal coding fields

The screenshot shows the 'Travel Expense Summary' interface. At the top, there are expandable sections: 'Travel Expense Summary', 'Request Travel Expense Details', 'Voucher Travel Expense Details', 'Request Audit Trail', and 'Voucher Audit Trail'. Below these are control fields: 'I want to: ---Choose One---' with a 'Submit' button and a 'Comments:' text area. A 'Change Fiscal Year' field with a 'Change' button is also present, along with a red warning message: 'Not all required fields have been completed.' Below this is a table of expenses with columns: TC\*, R, Ref Doc\*, Stx, BFY, Amt, DMI, Desc, Index\*, PCA\*, ExpSub\*, DII, Grant\*, and Ph. The table contains three rows of 'Del Dup 230' entries for 'SPOT INSPECTION FOR CL.' with amounts of \$202.50, 10.80, and 50.00, totaling \$263.30. At the bottom, there are 'Save' and 'Cancel' buttons.

5. If the expenses need to be coded to a prior year (**BFY**), enter the correct budget fiscal year in the **Change Fiscal Year** field above the Fiscal Coding grid, and then click **Submit**. Click **OK** on the message that is displayed.
6. Expenses that are part of the official travel, but not paid by the traveler should be entered. If all expenses entered are not paid by the traveler, the voucher will have a zero amount balance and 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.
7. Warrant advance amounts that were entered on the voucher will be seen as a negative amount with a transaction code of MEM. [See the Warrant Advance section](#). These lines will not be sent to STARS.
8. To display the expenses of the voucher, click the **plus sign** next to any of the summary or detail views. 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

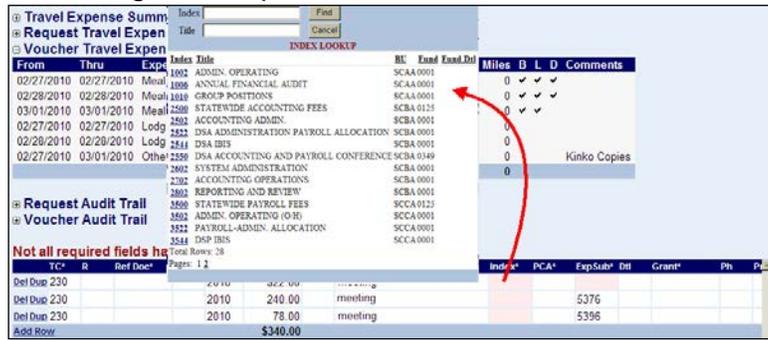
The screenshot shows the 'Voucher Travel Expense Details' view. The 'Request Travel Expense Details' section is expanded and highlighted with a red box. Below it is a detailed table of expenses with columns: From, Thru, Expense, Allowed Amt, P-Card Amt, Advances, Paid by Other, Amount Due, Miles, B, L, D, and Comments. The table contains three rows: 'Meals' for \$40.50, 'Lodging' for 0.00, and 'Mileage' for 0.00, with a total amount due of \$40.50. Below the table are the same control fields as in Figure 2: 'I want to: ---Choose One---', 'Submit', 'Comments:', 'Change Fiscal Year', and 'Change'. A red warning message is also present. At the bottom, there are 'Save' and 'Cancel' buttons.

- 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.
9. 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. Refer to the look up example in the next step.
10. 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 **\**.
11. 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



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.
12. 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.

13. 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

The screenshot shows a web interface with a table of transaction rows. The first row has a 'Del Dup' button circled in red. The table columns are: TC\*, R, Ref Doc\*, Sfx, BFY, Amt, DMI, Desc, Index\*, PCA\*, ExpSub\*, Dtl.

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	
					\$262.81						

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

Figure 6 - Amount for new row

The screenshot shows a dialog box with two input fields: 'Selected row amount: \$ 232.81' with an 'OK' button, and 'Amount for new row: \$ 100.00' with a 'Cancel' button.

- 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

The screenshot shows a table with three rows. The first row has a circled amount of \$132.81 and fiscal codes 2702, 01020, 5365. The second row has a circled amount of 30.00 and fiscal codes 2702, 01020, 5396. The third row has a circled amount of 100.00 and fiscal codes 2702, 01020, 5365.

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	
					\$262.81						

14. 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.
15. 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.
16. 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

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/user should enter the full P-Card advance amount when the voucher is created. When the voucher is routed to fiscal coding, the P-Card advance amount is automatically entered with a transaction code 221. That amount is automatically applied 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	P
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				
					<b>\$156.00</b>									

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 amount of the advance remaining is due from the traveler.

## WARRANT ADVANCES

An agency 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.) The Current Document number (STARS) or Document number (Payment Services) should be noted, as it must be used as the Reference Document (**RefDoc**) number in Travel Express.

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.

When the voucher is routed to fiscal coding, the Warrant advance amount is automatically entered 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

TC*	R	Ref Doc*	Sfx	BFY	Amnt	DMI	Desc	Index*	PCA*	ExpSub*	Dfl	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									

The Warrant advance amount is automatically applied to the line item expenses, with each line item given a transaction code 224.

For each line item expense that the Warrant advance is applied to (TC224), enter the STARS Current Document and Suffix numbers or Document Number (Payment Services) in the **RefDoc** and **Sfx** fields or use the lookup to search for the Reference Document (place the cursor in the **RefDoc** field and press F3).

Enter the document number in the **RefDoc** field or select the **RefDoc** from the lookup and then press TAB. Any related fiscal coding on the Reference Document (PCA, Fund, Budget Unit, etc.) will be automatically entered in Travel Express.

## ROTARY ADVANCES

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

Figure 11 - Rotary advance

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			
<b>Add Row</b>					<b>\$48.48</b>								

\*Press F3 or ? for lookup

Save Cancel

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 amount of the advance remaining is due from the traveler.

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

## ATTACH SCANNED DOCUMENTS

If the fiscal coder receives travel documents (e.g., receipts or invoices), these can be scanned, uploaded, and attached to the voucher.

1. Click the **Attachment** tab.

Figure 12 - Attachment tab

Status	Voucher	Attachment	Report
Status <b>Draft</b>	Requester <b>JAMES</b>		Home Stati
<b>Allowed Amount</b>	<b>P-Card Charges</b>	<b>Advances</b>	<b>Paid by Other Means</b>
\$340.00	\$0.00	\$0.00	\$0.00

2. Click **Browse** to locate your scanned document file. Valid types include files with the following extensions: .pdf,.jpg,.gif,.bmp,.png,.tif,.tiff. (The file extension .jpeg will not work.)

Figure 15 - Browse for scanned document



3. Highlight the scanned document file and click **Open**. The directory location of the document will appear in the **Browse Files** field.

Figure 16 –Directory location

The screenshot shows the 'Add Attachment' form. At the top is a 'Remove File' button. Below it is a large empty text area. At the bottom, there is a 'Browse Files' label followed by a text input field containing 'M:\scanned-doc-image.png', which is circled in red. To the right of the input field are 'Browse...' and 'Add File' buttons.

4. Click **Add File**. The document will be added to a queue. The filename of the scanned document will be automatically entered in the **Attachment Title** field.

Figure 17 - Document added

The screenshot shows the 'Add Attachment' form after a file has been added. The top text area now contains 'M:\scanned-doc-image.png', which is circled in red. The 'Add File' button at the bottom right is also circled in red. Below the 'Browse Files' section, the 'Attachment Title' field contains 'scanned-document', which is circled in red. There is a 'Create Single Attachment' checkbox (checked) and a 'Create Attachment(s)' button.

5. If desired, change the **Attachment Title** to something more meaningful for the document. Otherwise, leave the default title based on the file name.
6. For only one document, leave **Create Single Attachment** checked. If you have changed the **Attachment Title**, this will apply the change. If you add multiple files, uncheck the **Create Single Attachment** check box, click **Create Attachment(s)**, and the attachments will have different Attachment Titles based on their filenames.
7. Click **Create Attachment(s)**. The document will appear in the **Attachments** area. (Click **View** if you want to view the attachment.)

Figure 18 - Attached document with View

Attachment Title	Date	Size	Action
scanned-document	4/7/2008 8:50:41 AM	16K	View

Below the table is an 'Add Attachment' button.

8. Click **Back** to return to the voucher.