

QuickStart User Manual for
Federal Financial Travel Approver
Federal Supervisor Travel Approver
Federal Auditor
Federal Voucher Examiner



Concur Technologies
Concur Government Edition
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10/11/2013	FFTA, FSTA, FA, FVE QuickStart User Manual	1.0	Concur
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601 108th Avenue, NE, Suite 1000

Bellevue, WA 98004

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Welcome to Concur Government Edition (CGE)

Concur integrates vouchering with a complete, start to finish, federal travel booking solution. This comprehensive Web-based service provides all of the tools federal government users need to book travel as well as create and submit Vouchers.

Document Purpose

This QuickStart Guide (QSG) provides step-by-step procedures to review, route, and approve and route documents for the following roles:

- Federal Financial Travel Approver
- Federal Supervisor Travel Approver
- Federal Auditor
- Federal Voucher Examiner

Before you Begin

- Review the *QuickStart for Federal Travelers* guide. This guide provides step-by-step procedures and pre-requisite information for booking travel, and creating and submitting travel authorizations and vouchers.

Note: For more information about how to use CGE, click the Help link located in the top right corner of the tool.

Printing

CGE uses Adobe Acrobat Reader 8.0 or later to facilitate printing of documents.

If you do not have Adobe Acrobat Reader, check with your CGE Administrator, or download the software from the Adobe Web site (<http://www.adobe.com>).

Section 508 Compliance (ADA)

CGE complies with Section 508 of the Rehabilitation Act Amendment of 1998 for Americans with Disabilities (ADA) when used in conjunction with specific assistive technology software. This ensures that individuals with disabilities are provided with comparable access or the same degree of access to all software information and data as individuals without disabilities. The user and administrator interfaces have been designed and tested to be compatible with the JAWS for Windows (Job Access With Speech) version 4.51 assistive technology product from Freedom Scientific.

The specific testing environment used to validate Section 508 accessibility consisted of recent versions of:

Microsoft Windows

- Microsoft Internet Explorer
- Firefox
- Google Chrome
- JAWS for Windows
- CGE document preparation and administration interfaces

CGE was tested using the above described JAWS software and basic keyboard-only usage. Section 508 accessibility testing was conducted by our own QA professionals and experienced JAWS users. Accessibility exceptions identified during this testing process were prioritized and scheduled as enhancements for CGE to provide the described Section 508 accessibility. This list would be too specific and detailed to simply list item by item. However, areas such as field usage, navigation, and frame titling were impacted by this effort, and in almost all cases are transparent to a standard CGE user.

Although Concur used JAWS for Windows to test Section 508 accessibility, Concur does not specifically endorse the JAWS for Windows product. Other assistive technology products and environments may be compatible, but they have not been tested with CGE.

Concur does not provide technical support for assistive technology software. Technical support for the installation and use of JAWS for Windows can be obtained from the Freedom Scientific Web site <http://www.freedomscientific.com/support.asp> or by calling Freedom Scientific technical support at 1-727-803-8600.

Section 1: CGE Travel Application Overview

The following image shows the streamlined workflow used in the Concur Government Edition (CGE) solution. This travel and expense system provides a nearly paper-free process that saves you time, and saves the government money.

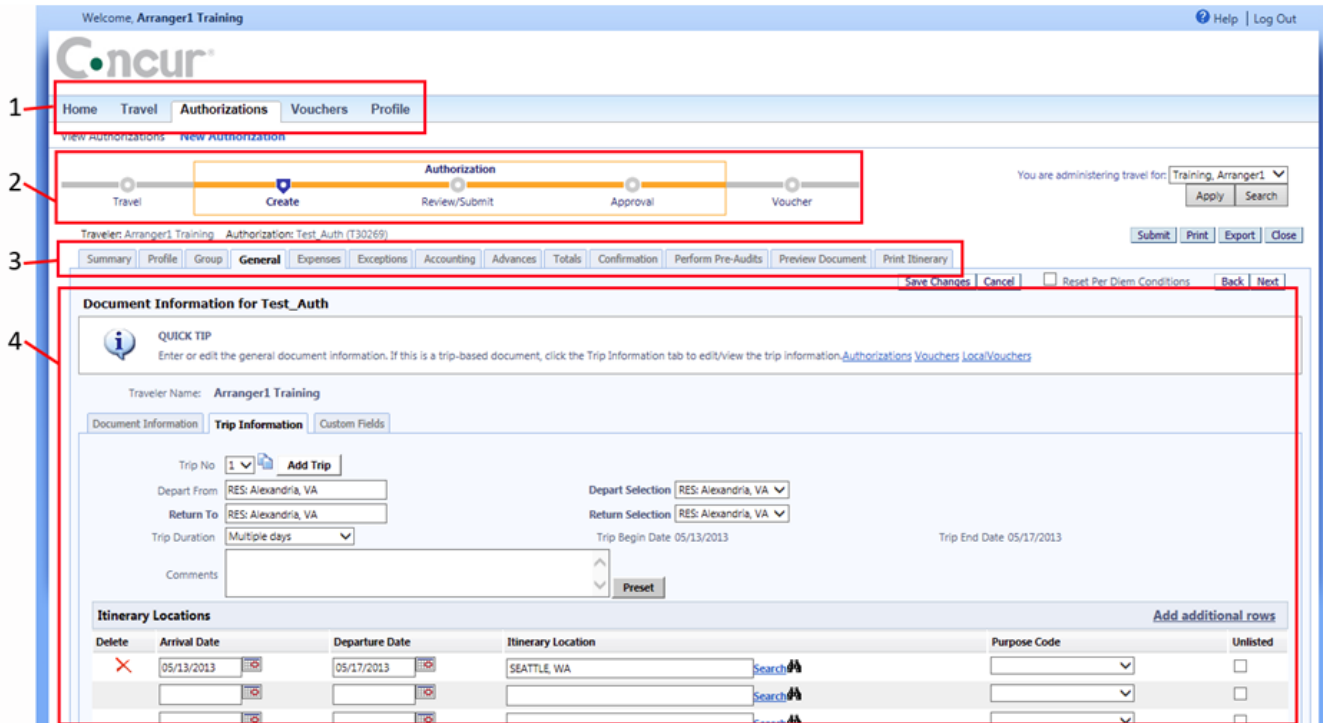
In CGE, travel authorization is automatically created when you book reservations. CGE is able to pull all of the essential travel information from the reservations into the travel authorization. This includes the dates of travel, per diem location(s), and per diem rates. After traveling, CGE makes it easy to process incurred expenses from your government travel charge card (GTCC).

The following image shows the CGE travel authorization workflow:



CGE Window Layout

The following screenshot shows the key components of the CGE window:



The following table describes the areas of the CGE window:

No.	Area	Description
1	Menu Toolbar	A set of tabs that provide access to the Home, Travel, Authorizations, Vouchers, and Profile tabs. These tabs provide access to menus and links you can use to create and manage documents. Your user account permissions determine which tabs you can access. For example, the Administration tab displays only when you are logged in as System Administrator.
2	Document Life Cycle Bar	Displays where a document is in its life cycle. Stages include Travel, Create, Review/Submit, Approval, and Voucher.
3	Document Toolbar	Once a document is created, the Document toolbar displays a set of tabs you use to view and perform functions on a document such as adding expenses, adding accounting codes, or conduct pre-audits. Document tabs display based on your configuration and your user account permissions.

4 Tips and Document Summary

The **QUICK TIP** area provides helpful hints or "quick tips" about how to use the window. Your CGE Administrator can customize tips for your agency. The **more...** link at the end of every quick tip, takes you to the online help content for that screen.

The **Document Summary** (aka. **Summary**) window provides the primary way to view all document information. The links displayed on this page correspond to the tabs shown on the **Document** toolbar. For example, clicking the **Expense** link on the **Summary** page changes the focus to the **Expense** tab.

Section 2: Overview of Document Reviews by Routing Officials

The route and review process may require one or more routing officials to review documents prior to final approval. For example, because a voucher authorizes payment of the finalized trip costs and associated expenses, it may be routed to several other routing officials before final approval. Also, in the case of foreign travel, you might add a reviewer to the routing list to review the foreign travel request. An authorization typically requires a stamp from the Federal Financial Travel Approver (FFTA) or Federal Supervisor Travel Approver (FSTA) in order to authorize the travel and estimated expenses.

Note: Routing lists and the individuals to whom documents will route are maintained by the Federal Agency Travel Administrator.

From the **Home** page, there are several ways to access documents that are awaiting review, routing and approval:

- Click the name of the document in the **Awaiting Approval** section.
- Click the **Approvals** tab to sort, search, and make changes to all documents for approval.

The following screenshot shows the **Home** page:

The screenshot shows the Concur Home page. The 'Approvals' tab is highlighted in the navigation bar. Below the navigation bar, there is a search area with a dropdown menu set to 'Me' and 'Apply' and 'Search' buttons. The main content area is divided into several sections: 'I Want To...' with a list of actions like 'Create or change a reservation', 'View authorizations', etc.; 'Alerts' with an 'Apply Transactions' button; 'Additional Info' with sections for 'General', 'Telepresence', and 'Regulations'; and 'Important Information' with a mission statement and links to 'The Attorney General', 'Eric Smith', 'The Deputy Attorney General', 'James Collins', 'The Associate Attorney General', and 'Tony Watkins'. A red box highlights the 'Awaiting Approval' section, which contains a table with the following data:

Name	Type	TA Num	Description	Depart date	Per Diem	Total	Status	In Use By	Traveler
Trip to Newark	Authorization	T30267		05/14/2013	NEWARK,NJ / RES: Arlington, VA	1333.00	SIGNED		Training, TravelerA
AT05133EWR	Authorization	T30274		05/13/2013	NEWARK, NJ	305.50	RESERVATIONS CANCEL		Training, Administrator

The Approvals Tab

To begin approving documents, from the **Home** page, click the **Approvals** tab.

Welcome, Approver1 Training Help | Log Out

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Home Travel Authorizations Vouchers **Approvals** Reporting Profile

Approve All Approve Authorizations Approve Vouchers

You are administering travel for: Me

Route & Review Documents

QUICK TIP
Select All will apply the AWAITED status to all documents except those documents awaiting the SIGNED status. Documents must be signed individually. [more](#)

Search Criteria

Restrict to Complete Documents Sort Order: Days in Queue Search Days in Queue:

List of Documents

Select All Deselect All No. Documents Selected: 0

Action	Type	Document	Control Number	Trip Description	Dep Date	Traveler	In Use	Awaiting Status	Days in Queue	Total Cost	Net to Trav	Actual Adv	Computed Adv
	Authorization	Trip to Newark	T30267		05/14/13	Training, TravelerA		APPROVED	1	1,333.00	1,281.00	22.00	22.00
	Authorization	AT05133EWR	T30274		05/13/13	Training, Administrator		APPROVED	0	305.50	275.50	0.00	22.00

On the **Approvals** page, you can use **Route & Review Documents** area to perform the following tasks:

- Select multiple documents for stamping at the same time
- Sign multiple documents at the same time
- Pre-audit documents before signing (with or without stamping)
- Preview documents before signing
- Hold documents during auto-routing (if your agency uses auto-routing)
- Adjust documents
- View document details, including status codes and routing lists
- View and change reservations (with permission)

Note: If your agency uses **Route & Review**, and you do not see the **Approvals** tab, contact your CGE Administrator.

Section 3: Route and Review Documents

How to Search for Documents

1. From the **Home** page, place your mouse pointer over the **Approvals** tab, and select one of the following:
 - **Approve All**
 - **Approve Authorizations**
 - **Approve Vouchers**
 - **Approve Associated Documents**
2. In the **Search Criteria** section, select the appropriate search options.
3. Once you select your search criteria, click **Refresh Document List**. The system displays the documents that match your criteria under the **List of Documents** section.

Additional Information

Restrict to Complete Documents: Select to view only those documents that are stamped with an action of COMPLETE. You must have the Stamp Complete Documents permission to enable this option. The only status stamps available for signing completed documents are those status codes that have the following actions assigned to them: UNFUND, CANCEL, ASIG, or blank.

Sort Order: Documents can be sorted by column heading. Select a sort order from the **Sort Order** dropdown list.

Search Days in Queue: Enter a number of days to search for documents in the queue for the specified time period.








Click **Select All** to select all documents in the list. Only documents that are waiting to be signed are selected.

Click **Deselect All** to deselect all documents in the list.

The following table describes the columns in the **List of Documents** section:

Column Heading	Description
Action	Actions you can perform on a document: Select Document, Preview Document, Review document, View or Change Reservations, and Adjust Document.
Type	Describes the type of document: Authorization or Voucher.
Document	Document title.
Control Number	A number used to track the document.
Trip Descriptions	A description of the trip defined in the voucher.
Dep Date	Traveler's departure date.
Traveler	The name of the traveler.
In Use	An asterisk (*) indicates if the document is in use by another user. A document cannot be selected if an asterisk is displayed in the In Use column. A document is considered "in use" if the document is open. Another case of "in use" occurs if your computer shuts down while the document is open. In this case, the document is "edit-locked" and must be unlocked by you or your CGE Administrator. For more information about "edit-locked" documents, see your CGE Administrator.
Awaiting Status	How the document will be stamped after it is signed by the appropriate user.
Days in Queue	Number of days that the document has been in the approval queue. Note: The Days in Queue column does not display if auto-routing is not enabled for the user's organization or the currently effective signature.
Total Cost	The total amount claimed on the document. This field displays the estimated cost of travel on an authorization and the total cost of travel on a voucher or local voucher.
Net to Trav	The amount to be reimbursed to the traveler on the voucher.
Actual Adv	The requested cash advance amount on the authorization.
Computed Adv	The computed cash advance amount on the authorization.

The following table describes the actions you can perform on a document by clicking an icon in the **List of Documents** area.

Icon	Action	Additional Information
	Select Document	Click to select a document. When a document is selected, the icon changes to a Deselect Document  icon and the document row is highlighted. You can select one or more documents. To deselect a document(s), click the Deselect Document  icon document for the document you want to deselect.
	Preview Document Details	Click to preview and print the document from Adobe Acrobat Reader.
	Review Document Details	Click to review document details in the Document Summary window.
	View or Change Reservations	Click to view or change reservations (if you have the appropriate permissions).
	Adjust Document	Click to adjust a document.

Route & Review Actions

From the **Route & Review Documents** area, you can place documents on hold, perform a pre-audit on documents, and stamp them with a status. To perform these actions, you must first select the document(s) you want to stamp, and then click either **Hold Selected Document(s)**, **Preaudit Selected Document(s)**, or **Preaudit & Stamp Selected Document(s)**.

Welcome, Approver1 Training Help | Log Out

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Home Travel Authorizations Vouchers Approvals Reporting Profile

Approve All Approve Authorizations Approve Vouchers

You are administering travel for: Me Apply Search

Route & Review Documents Hold Selected Document(s) Preaudit Selected Document(s) Preaudit & Stamp Selected Document(s)

QUICK TIP
Select All will apply the AWAITED status to all documents except those documents awaiting the SIGNED status. Documents must be signed individually.[more](#)

Search Criteria

Restrict to Complete Documents Sort Order: Days in Queue Search Days in Queue: Refresh Document List

List of Documents

Select All Deselect All No. Documents Selected: 0

Action	Type	Document	Control Number	Trip Description	Dep Date	Traveler	In Use	Awaiting Status	Days in Queue	Total Cost	Net to Trav	Actual Adv	Computed Adv
	Authorization	Trip to Newark	T30267		05/14/13	Training, TraveierA		APPROVED	1	1,333.00	1,281.00	22.00	22.00
	Authorization	AT05133EWR	T30274		05/13/13	Training, Administrator		APPROVED	0	305.50	275.50	0.00	22.00

Note: If auto-routing is not enabled for your agency or the currently effective signature, **Hold Selected Document(s)** does not display.

Hold Selected Document(s):


From the **Route & Review Documents** area, you can identify certain documents that you want to exclude from the automatic routing process performed by CGE Administration (Electronic Processing).

Note: For more information about the automatic routing process, see your CGE Administrator.



In order to exclude certain documents from the automatic routing process, you can place a "hold" on selected documents.

How To Hold a Document

Additional Information

1. Click the **Select Document**  icon for the document you want to place on hold.

A document cannot be selected if an asterisk (*) displays in the **In Use** column. A document is considered "In Use" if the document is open.

When you click the  icon, it changes to the **Deselect Document**  icon. To deselect a document, click the **Deselect Document**  icon.





The **No. Documents Selected** field displays the total number of documents selected in the list.

2. Click **Hold Selected Document(s)**.

Pre-Audit Documents

From the **Route & Review Documents** area, users can pre-audit documents. To pre-audit documents, you must select the document(s) you want to pre-audit, and then click **Preaudit Selected Document(s)** or **Preaudit & Stamp Selected Document(s)**.

Note: Preaudit finds the first 40 failures on a document.

How to Pre-Audit One or More Document(s)	Additional Information
<ol style="list-style-type: none">1. Click the Select Document  icon for the document you want to select.2. Click Preaudit Selected Document(s) or Preaudit & Stamp Selected Document(s). The Pre-Audit Results area displays.	<p>A document cannot be selected if an asterisk (*) displays in the In Use column. A document is considered "In Use" if the document is open.</p> <p>When you click the , it changes to the Deselect Document  icon.</p> <p>To deselect a document, click the Deselect Document  icon.</p> <p>The No. Documents Selected field displays the total number of documents selected in the list.</p> <p>Doc Status: Indicates if the document passed or failed the pre-audit. The status displays as FAIL when even one process fails the pre-audit.</p> <p>Audit Process Details: Displays the process name of the audit, the status of the audit, and comments about failed audits.</p> <p>Notes:</p> <p>The CGE Administrator assigns the audit tests to the agencies.</p> <p>When a document is pre-audited, the system runs the audits that are assigned to the User's organization against the document.</p> <ul style="list-style-type: none">• Example: If a user belongs to organization <i>FM-Train</i>, and the Signature Verify and Approval by Traveler audits are assigned to the organization <i>FM-Train</i>, then the Signature Verify and Approval by Traveler audits are run against the document when the user pre-audits the document.

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Pre-Audit Results Close Pre-Audit Results

QUICK TIP
Explanations for audit failures are displayed in the Comments column. [more](#)

Pre-Audit List

Type	Document	Traveler	Doc Status	Audit Process Details		
				Process Name	Status	Comments
				ACTUAL MULTIPLIER	PASS	
				ACTUALS EXIST	PASS	
				ADVANCE AUTHORIZED	PASS	
				ADVANCES EXIST	FAIL	CASH ADVANCES EXIST
				APPROVAL BY TRAVELER	PASS	
				COMMENTS	PASS	
AUTHORIZATION	Trip to Newark	Training, TravelerA	FAIL	CONFERENCE ALLOWANCE	PASS	
				FOREIGN TRAVEL	PASS	
				OTHER AUTHORIZATIONS	PASS	
				SPONSORED TRAVEL	PASS	
				TRAVEL AFTER TRIP DATES	PASS	
				TRAVEL BEFORE TRIP DATES	PASS	
				TRAVEL DATE OVERLAP	FAIL	OVERLAPPING TRIP - TRIP #01 OVERLAPS WITH TRIP #01 ON TT050935EA
				TRIP DATES & LOCS	PASS	
				Process Name	Status	Comments
				ACTUAL MULTIPLIER	PASS	
				ACTUALS EXIST	PASS	
				ADVANCE AUTHORIZED	PASS	
				ADVANCES EXIST	PASS	

3. Click **Close Pre-Audit Results**.

How to Pre-Audit All Documents at Once

Additional Information

1. Click **Select All** to select all documents in the list except those documents awaiting a status with the SIGN action.

You can deselect all the documents by clicking **Deselect All**, if necessary.

Route & Review Documents Hold Selected Document(s) Preaudit Selected Document(s) Preaudit & Stamp Selected Document(s)

QUICK TIP
Select All will apply the AWAITED status to all documents except those documents awaiting the SIGNED status. Documents must be signed individually.[more](#)

Search Criteria

Restrict to Complete Documents Sort Order: Days in Queue Search Days in Queue: Refresh Document List

List of Documents No. Documents Selected: 2

Action	Type	Document	Control Number	Trip Description	Dep Date	Traveler	In Use	Awaiting Status	Days in Queue	Total Cost	Net to Trav	Actual Adv	Computed Adv
	Authorization	Trip to Newark	T30267		05/14/13	Training, TravelerA		APPROVED	1	1,333.00	1,281.00	22.00	22.00
	Authorization	AT05133EWR	T30274		05/13/13	Training, Administrator		APPROVED	0	305.50	275.50	0.00	22.00

2. Click **Preaudit Selected Document(s)** or **Preaudit & Stamp Selected Document(s)**.
3. Click **Close Pre-Audit Results**.

Preview and Print a Document


How to Preview and Print a Document

Additional Information




1. Click the **Preview** icon for the document you want to preview.
2. A separate window opens and the document appears in Adobe Acrobat Reader. From this window, you can review or print the document.

Review Document Summary Details

How to Review Document Summary Details

1. Click the **Review Document Details**  icon for the document you want to review. The **Document Summary** window displays.

Additional Information

Click the down arrow  next to the section name to expand the details for that section. Click the right arrow  next to the row heading in a section to view its details. For example, click the right arrow  for a row in a **Per Diem Allowance** row to view the details for that row.

Traveler: TravelerA Training Authorization: Trip to Newark

Document Summary for Trip to Newark

TRIP # 1

Traveler Details Traveler ID: TravelerA Traveler Name: TravelerA Training Organization: (None)

Group Travelers NO Additional Travelers

Document Information TA Num: T30267 Currency: U.S. Dollar Type: Single Trip

Purpose	Location	From	To	Per Diem Rates
TRAINING	NEWARK,NJ	05/14/13	05/21/13	120.00 / 61.00 (10/01/12-12/31/49)

Description

Reservation Details No Reservations

Reservation Type	Vendor/Carrier	Cost	Lodging Location	Ticket #/Res. #	Emissions	Traveler
No Reservations						

Expense Details Total Per Diem Expenses: 1,297.50 Total Non-Per Diem Expenses: 35.50

Date	Expense Description	Expense Category	Cost	Payment Method	PerDiem
05/09/2013	Auth Fee	Transxn Fees	1.00	IBA	
05/14/2013	Bus	Com. Carrier	4.50	OTHER	
05/14/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*
05/14/2013	M&E	M&E-PerDiem	45.75	OTHER	*
05/14/2013	Parking	Other	15.00	AGENCY CARD	
05/15/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*
05/15/2013	M&E	M&E-PerDiem	61.00	OTHER	*
05/15/2013	Parking	Other	15.00	AGENCY CARD	
05/16/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*
05/16/2013	M&E	M&E-PerDiem	61.00	OTHER	*
05/17/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*
05/17/2013	M&E	M&E-PerDiem	61.00	OTHER	*
05/18/2013	Lodging	Lodging-PerDiem	120.00	OTHER	*


Per Diem Allowances Total Per Diem Allowance: 658.50

Date	Per Diem Rate	Ldg Cost	Ldg Allowed	M&E Cost	M&E Allowed	Spec	B	L	D	Conf %
06/03/13	113.00/ 71.00	0.00	0.00	53.25	53.25					
06/04/13	113.00/ 71.00	339.00	339.00	71.00	71.00	*				
! Actuals must be approved.										
06/05/13	113.00/ 71.00	0.00	0.00	71.00	71.00					
06/06/13	113.00/ 71.00	0.00	0.00	71.00	71.00					
06/07/13	113.00/ 71.00	0.00	0.00	53.25	53.25					

2. Click the **Close**  icon to close the window.

View or Change Trip Reservations

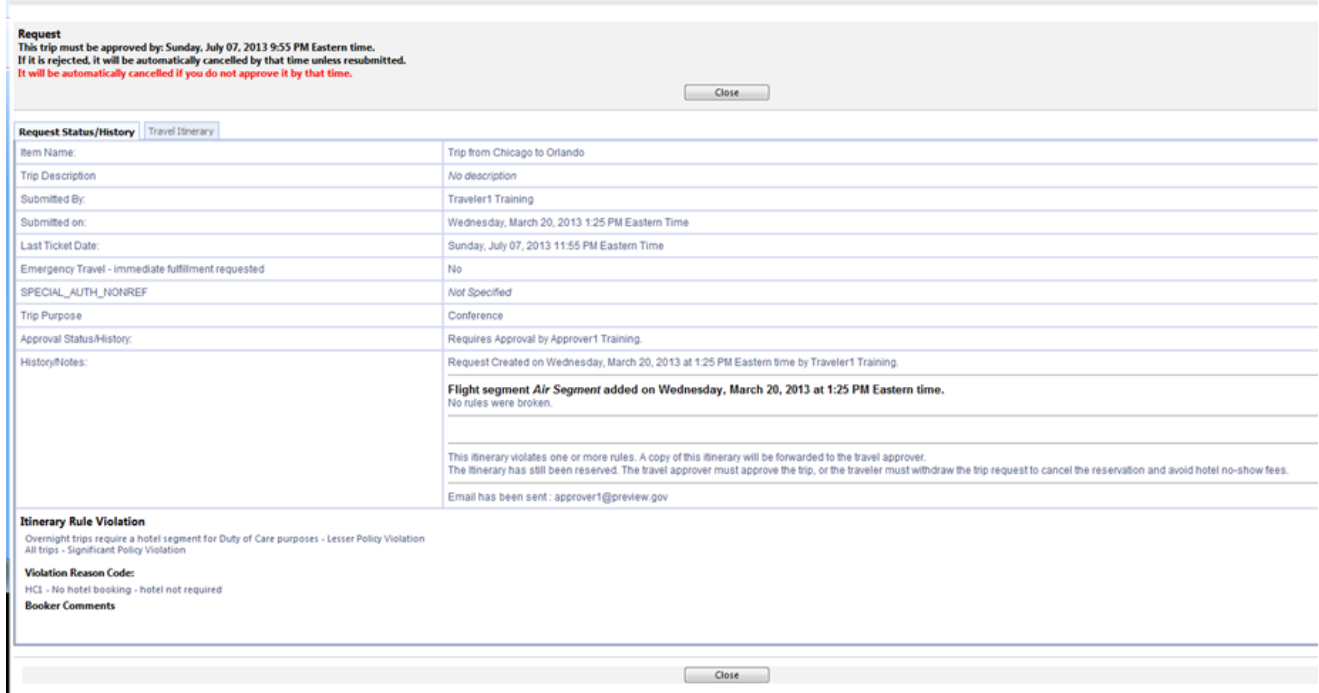
How To View or Change Trip Reservations

1. From the **Route & Review Documents** area, click the **View/Change Reservation**  icon for the document you want to adjust.

Additional Information

The **Request** window displays.

Note: To change reservations you must have the appropriate permissions.



Request
This trip must be approved by: Sunday, July 07, 2013 9:55 PM Eastern time.
If it is rejected, it will be automatically cancelled by that time unless resubmitted.
It will be automatically cancelled if you do not approve it by that time.

Close

Request Status/History | **Travel Itinerary**

Item Name:	Trip from Chicago to Orlando
Trip Description:	No description
Submitted By:	Traveler1 Training
Submitted on:	Wednesday, March 20, 2013 1:25 PM Eastern Time
Last Ticket Date:	Sunday, July 07, 2013 11:55 PM Eastern Time
Emergency Travel - immediate fulfillment requested	No
SPECIAL_AUTH_NONREF	Not Specified
Trip Purpose	Conference
Approval Status/History:	Requires Approval by Approver1 Training.
History/Notes:	Request Created on Wednesday, March 20, 2013 at 1:25 PM Eastern time by Traveler1 Training. Flight segment Air Segment added on Wednesday, March 20, 2013 at 1:25 PM Eastern time. No rules were broken. This itinerary violates one or more rules. A copy of this itinerary will be forwarded to the travel approver. The itinerary has still been reserved. The travel approver must approve the trip, or the traveler must withdraw the trip request to cancel the reservation and avoid hotel no-show fees. Email has been sent: approver1@preview.gov

Itinerary Rule Violation
Overnight trips require a hotel segment for Duty of Care purposes - Lesser Policy Violation
All trips - Significant Policy Violation

Violation Reason Code:
HC3 - No hotel booking - hotel not required

Booker Comments

Close

The Request window displays the following two tabs:

- **Request Status History:** Displays important information about the trip request such as itinerary rule violations.
- **Travel Itinerary:** Displays the trip itinerary.

2. Click the **Travel Itinerary** tab.

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Request

Request
This trip must be approved by: Sunday, July 07, 2013 9:55 PM Eastern time.
If it is rejected, it will be automatically cancelled by that time unless resubmitted.
It will be automatically cancelled if you do not approve it by that time.

Close

Request Status/History | **Travel Itinerary**

Trip from Chicago to Orlando

Start Date: Jul 8, 2013
End Date: Jul 11, 2013
Created: Mar 20, 2013, Traveler Training (Modified: Mar 20, 2013)
Description: (No Description Available)
Trip Purpose: Conference
Trip Record Locator: GOVCQG
Passengers: Traveler Training.

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Monday Jul 8, 2013

Air

Chicago, IL (ORD) to Orlando, FL (MCO)

Mon Jul 8 **American 1872** Duration: 2 hours, 35 minutes Nonstop

Chicago (ORD): 11:15 AM Terminal: 3 Confirmation Number: GOVCQG	Orlando (MCO): 2:50 PM Status: Confirmed
Flight Information	
Aircraft: Super MD-80 Emissions: 392.3 lbs CO ₂ Cabin: Economy (G) Meal: Food for purchase	Distance: 1006 miles E-Ticket Seat: 28F (Confirmed)

Thursday Jul 11, 2013

Air

Orlando, FL (MCO) to Chicago, IL (ORD)

Thu Jul 11 **American 1131** Duration: 3 hours, 5 minutes Nonstop

Orlando (MCO): 3:40 PM Confirmation Number: GOVCQG	Chicago (ORD): 5:45 PM Terminal: 3 Status: Confirmed
Flight Information	
Aircraft: Super MD-80 Emissions: 392.3 lbs CO ₂ Cabin: Economy (G) Meal: Food for purchase	Distance: 1006 miles E-Ticket Seat: 28F (Confirmed)

Total Estimated Cost

	Ticket Number	Airfare amount	Taxes and fees	Airfare Paid
	0010227571062	\$253.02 USD	\$40.78 USD	\$293.80 USD
Air	View Fare Rules			
Ticket Number: 0010227571062:	\$253.02 USD			
Taxes and fees:	\$40.78 USD			
Total Estimated Cost:	\$293.80 USD			

Restrictions
Ticket Number: 0010227571062 **NOREF/NOEXCH. NO VALUE AFTER FIRST FLT DATE**

On-line Check-in
American Check-in
You can check-in on-line up to 24 hours before your flight. You may print your boarding pass at your home or office to avoid ticket counters and kiosks and go right to security. Click the Check-in button to find out more.
Confirmation Number: **GOVCQG**

Itinerary created on 03/20/2013 at 1:25 PM


Change Trip | Close

3. Scroll to the bottom of the page and click **Change Trip**.
4. The **Travel** tab displays showing the trip itinerary. Click the links on this page to make the desired changes to the trip, and then click **Next**.
5. Click **Finish**.

For more information about booking reservations, see the *QuickStart Guide for Federal Travelers* or CGE Online Help.

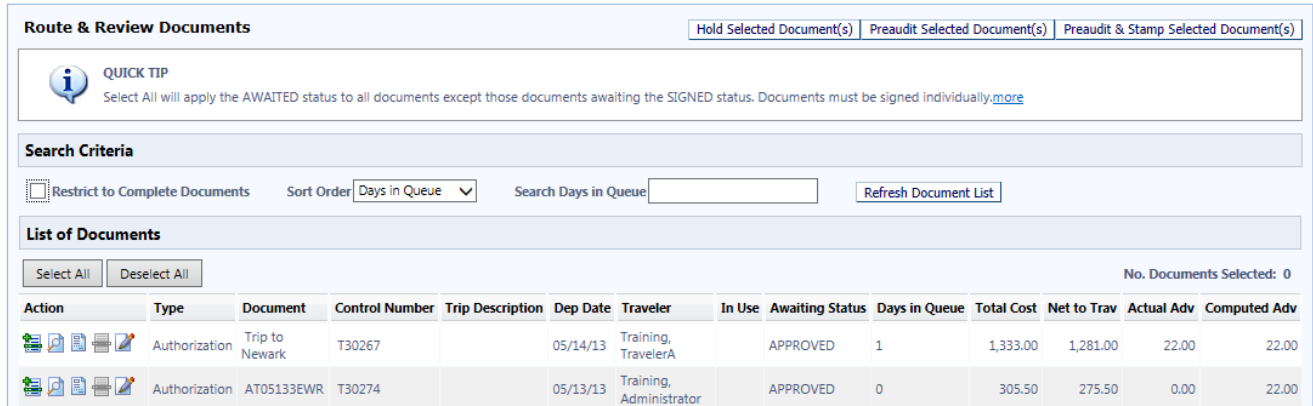
Adjust a Document

How To Adjust a Document

- From the **Route & Review Documents** area, click the **Adjust Document**  icon for the document you want to adjust.

Additional Information

If the document you are trying to select has an **Awaiting Status** of SIGNED, CGE will not allow you to make adjustments to the document.



Route & Review Documents Hold Selected Document(s) Preaudit Selected Document(s) Preaudit & Stamp Selected Document(s)

QUICK TIP
Select All will apply the AWAITED status to all documents except those documents awaiting the SIGNED status. Documents must be signed individually.[more](#)

Search Criteria
 Restrict to Complete Documents Sort Order: Days in Queue Search Days in Queue: [Refresh Document List](#)

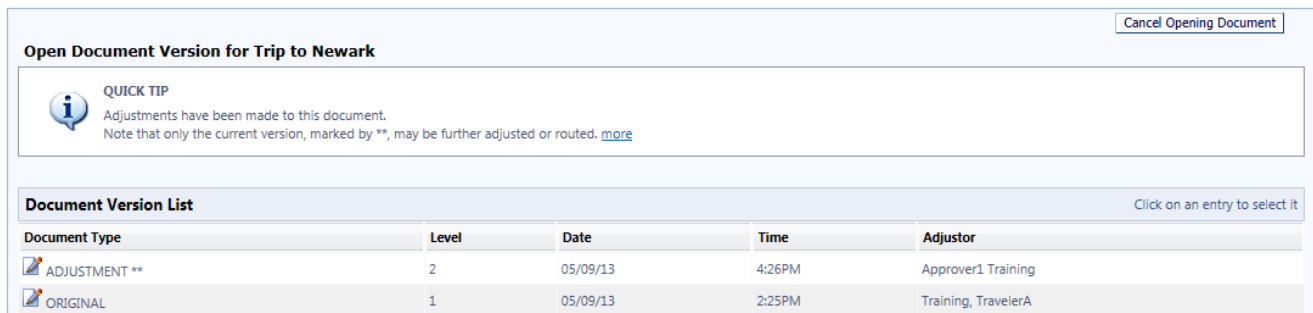
List of Documents
 No. Documents Selected: 0

Action	Type	Document	Control Number	Trip Description	Dep Date	Traveler	In Use	Awaiting Status	Days in Queue	Total Cost	Net to Trav	Actual Adv	Computed Adv
	Authorization	Trip to Newark	T30267		05/14/13	Training, TravelerA		APPROVED	1	1,333.00	1,281.00	22.00	22.00
	Authorization	AT05133EWR	T30274		05/13/13	Training, Administrator		APPROVED	0	305.50	275.50	0.00	22.00

If the document was signed and was *previously adjusted*, the system displays the **Open Document Version** area.

Select the Document Version at the top of the list that has a document type of ADJUSTMENT **.

The system displays the **Open Document Signature** window.



Open Document Version for Trip to Newark Cancel Opening Document

QUICK TIP
Adjustments have been made to this document. Note that only the current version, marked by **, may be further adjusted or routed. [more](#)

Document Version List Click on an entry to select it

Document Type	Level	Date	Time	Adjustor
ADJUSTMENT **	2	05/09/13	4:26PM	Approver1 Training
ORIGINAL	1	05/09/13	2:25PM	Training, TravelerA

If the document was signed and has *never been adjusted*, the system displays the **Open Document Signature** area.

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Open Document Signature for FC09093EWR001

QUICK TIP
The Signature PIN is case sensitive. [more](#)

Signature for Adjustment

Reason

Edit Document Get Document as View-Only Cancel Opening Document

2. Enter your electronic signature in the **Signature for Adjustment** field.
3. Click **Edit Document**. The **Document Summary for <Document Name>** area displays.

Traveler: William Never Govt LVch: wm LVch

Submit Print Export Close

Summary Profile General Charge Card Expenses Accounting Totals and Travel Advances Confirmation Perform Pre-Audits

Save Changes Next

Document Summary for wm LVch

TIP
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section. [more](#)

Traveler Details
Traveler ID: 13244488 Traveler Name: William Never Organization: GSA

Document Information
TA Num: Currency: U.S. Dollar Type: SINGLE TRIP

Purpose	Report Date
SPECIAL MISSION	02/18/11

Description
assign for a short term special mission

Expense Details
Total Expenses: 355.60

Date	Expense Description	Expense Category	Cost	Payment Method	PerDiem
02/21/2011	Parking	Transport	10.00	OTHER	
No PROJ CDS ASSIGNED FOR Parking ON 02/21/2011					
02/22/2011	All Mileage	Mileage	11.40	OTHER	

4. To save the adjustment, click **Save Changes**. To close the document, click **Close**.

Stamp Documents from Route & Review

From the **Approvals** toolbar (Route & Review), users can 'stamp' documents with a status. In order to do this, they must select the document(s) they want to stamp, and then click **Stamp Selected Document(s)** or **Preaudit & Stamp Selected Document(s)**.

Welcome, Approver1 Training Help | Log Out

Concur

Home Travel Authorizations Vouchers **Approvals** Reporting Profile

Approve All Approve Authorizations Approve Vouchers

You are administering travel for: Me Apply Search

Route & Review Documents Hold Selected Document(s) Preaudit Selected Document(s) Preaudit & Stamp Selected Document(s)

QUICK TIP
Select All will apply the AWAITED status to all documents except those documents awaiting the SIGNED status. Documents must be signed individually.[more](#)

Search Criteria

Restrict to Complete Documents Sort Order: Days in Queue Search Days in Queue: Refresh Document List

List of Documents

Select All Deselect All No. Documents Selected: 0

Action	Type	Document	Control Number	Trip Description	Dep Date	Traveler	In Use	Awaiting Status	Days in Queue	Total Cost	Net to Trav	Actual Adv	Computed Adv
	Authorization	Trip to Newark	T30267		05/14/13	Training, TravelerA		APPROVED	1	1,333.00	1,281.00	22.00	22.00
	Authorization	AT05133EWR	T30274		05/13/13	Training, Administrator		APPROVED	0	305.50	275.50	0.00	22.00

How To Stamp One or More Documents

1. Click the **Select Document** icon for the document(s) you want to select. When you click the icon, it changes to the **Deselect Document** icon. To deselect a document, click the **Deselect Document** icon.

2. Click **Preaudit & Stamp Selected Document(s)**.

Additional Information

A document cannot be selected if an asterisk (*) displays in the **In Use** column. A document is considered "In Use" if the document is open. Another case of "In Use" occurs if the document is in the edit-lock mode. For more information about edit-locks, see **Remove Edit-Locks** (under **TAVS Admin>DPA>Utilities>Document**).

The **No. Documents Selected** field displays the total number of documents you have selected in the list.

How To Stamp One or More Documents

Additional Information

- The system displays the **Document Stamping** window.
If the **Pre-Audit Results** area displays, click **Continue Signing Documents**.

The documents you have selected display in the **Currently Selected Documents** area in groups by organization. (The status codes and reason codes for an organization only apply to documents in that organization.)

The following columns display for each document: **Type**, **Document**, **Traveler**, **Return-to**, **Org**, **Dep Date** of the trip, **Awaiting Status**, **Total Cost** of the trip, the amount **Net to Trav**, the cash **Actual Adv**, and **Computed Adv**.

Type	Document	Traveler	Return-to	Org	Dep Date	Awaiting Status	Total Cost	Net to Trav	Actual Adv	Computed Adv
Authorization	#PNR#1000010327	Training Administrator	▼		08/14/13	SIGNED	2509.3	2383.5	0	22

- Enter any comments you have regarding the document in the **Remarks** field.
- Select the status code that you want to stamp on the documents in that organization from the **Status to Apply** dropdown list.
- Select a reason code for why the documents in that organization were stamped with a particular status code or action from the **Reason** dropdown list, if necessary.
- Click **Stamp Selected Documents**. The system displays the **Document Stamping Log** area.

If the document needs to be returned to the traveler, in the **Return-to** column, click the dropdown arrow, select the traveler's name, and then click **Stamp Selected Documents**.

The system routes the stamped document to the next person on the routing list.

Note: If the COMPLETE END ROUTE system preference is enabled for your organization, authorized approving officials can terminate routing at any point in the routing list by stamping a document with any status code that has the COMPLETE (or FUND/COMPLETE) action.

Type	Name	Traveler	Stamp	Results
Authorization	Trip to Newark	Training,TravelerA	APPROVED	PASS

- To close the **Document Stamping Log** area, click **Close Stamping Log Screen**. The system returns to the **Route & Review Documents** area.

How to Stamp All Documents at Once

- In the **Route & Review Documents** area, in the **List of Documents** section, click **Select All** to select all documents in the list, except for those documents awaiting a status with the SIGNED action.
- Click **Preaudit & Stamp Selected Document(s)**.
- The system displays the **Document Stamping** window.
If the **Pre-Audit Results** area displays, click **Continue Signing Documents**.

Additional Information

If required, you can de-select all the documents by clicking **De-Select All**.

The system displays the documents you selected in the **Currently Selected Documents** area, grouped by organization. (The status codes and reason codes for an organization only apply to documents in that organization.)

The following columns display for each document: **Type, Document, Traveler, Return-to, Org, Dep Date** of the trip, **Awaiting Status, Total Cost** of the trip, the amount **Net to Trav**, the cash **Actual Adv**, and **Computed Adv**.

Type	Document	Traveler	Return-to	Org	Dep Date	Awaiting Status	Total Cost	Net to Trav	Actual Adv	Computed Adv
Authorization	#PNR#1000010327	Training, Administrator			08/14/13	SIGNED	2509.3	2383.5	0	22

- Enter any comments you have regarding the document in the **Remarks** field.

5. Select a reason code for why the documents in that organization were stamped with a particular status code or action from the **Reason** dropdown list (if required).
6. Select the status code that you want to use to stamp the documents in that organization from the **Status to Apply** dropdown list, and then click **Stamp Selected Documents**.
7. The system displays the **Document Stamping Log** area.

If the document needs to be returned to the traveler, select the traveler's name from the **Return-to** dropdown list, and then continue the stamping process.

The stamped document is routed to the next person on the routing list.

Note: If the COMPLETE END ROUTE system preference is enabled for your organization, authorized approving officials can terminate routing at any point in the routing list by stamping a document with any status code having the COMPLETE (or FUND/COMPLETE) action.

Type	Name	Traveler	Stamp	Results
Govt LVch	Govt Lvch 0625	Never, William	APPROVED	PASS

8. To close the **Document Stamping Log** area, click **Close Stamping Log Screen**. The system returns you to the **Route & Review Documents** area.

Stamping from the Confirmation Tab

You use the **Confirmation** tab to stamp documents with the appropriate status code and view information about document routing and document history. To access the **Confirmation** tab for all document types, on the **Document** toolbar, click the **Confirmation** tab, or click the **Document Status** link on the **Summary** page.

Traveler: Administrator Training Authorization: #PNR#1000011382 (T30829) View/Change Reservations Submit Print Export Close

Summary Profile Group General Expenses Exceptions Accounting Advances Totals **Confirmation** Perform Pre-Audits Preview Document Print Itinerary

Stamp and Submit Document Back Next

Status for #PNR#1000011382

QUICK TIP
The Signature PIN is case sensitive [more](#)

Status to Apply: SIGNED

Reason:

Remarks:

Return-to:

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Administrator Training	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks	Reason Desc
08/20/13 12:35PM	CREATED	Travel Agent		

Section 4: Status and Reason Codes

Supplied Status Codes

The CGE system uses status codes in routing lists, as selection criteria for various document processing actions, and as criteria for generating reports. The system displays the status of a document in the **Awaiting Status** column in the **List Documents** area. Supplied status codes are described in the following table:

Status Code	Description
Approved	Used in routing lists to signify that an authorizing official has approved the travel expense. By default, APPROVED has an action of TANUM.
Audit Fail	Document failed one or more audit tests.
Audit Pass	Document successfully passed all audit tests.
Back to Approver	Document must be routed back to the approver.
Back to Sender	Document must be routed back to the sender.
Cancelled	Used for documents that are cancelled because of a change in travel plans or because a new document incorporates these expenses. By default, CANCELLED has actions of CANCEL and UNFUND.
Certified	Budget Official has determined that funds are available for travel. By default, CERTIFIED has an action of CFUND.
Completed	Document has been processed through the budget, and funds have been obligated or have been entered into an external accounting system. By default, COMPLETED has an action of COMPLETE. Once a document is stamped with a status code that has an action of COMPLETE, it is in view-only mode and the document cannot be edited. However, any document that is stamped with the action COMPLETE can be stamped again if the user has the Stamp Complete Document permission and the status code has no action or the following action assigned to it: ASIG, EMAILTRAV, RETURN, UNFUND (only authorizations), and CANCEL (only authorizations).
IMSend	Document will be sent in an XML format via Java Messaging Server (JMS). When a document has a status code of IMSEND, the document is sent to EAI.
Pending	Document has not successfully passed all audit tests and is pending further review.
Prepared	Document is prepared for traveler and is signed and routed.
Process Funds	Document is ready to begin funds processing.
Processed	Document has completed electronic processing.
RES Approve	Signifies that reservation changes were approved in a document.

Status Code	Description
RES Booked	Signifies that reservation changes were booked in a document.
RES Reject	Signifies that reservation changes were rejected in a document.
RES-Approve Only	Signifies that reservation changes only need approval in a document.
Reservation Cancel	Signifies that reservation changes were cancelled in a document.
Return to Approver	Indicates that a document has not been approved, and is being returned to the person who applied the 'what' stamp to the document.
Returned	Indicates that a document has not been approved, and is being returned to the person who applied the 'signed' stamp to the document. By default, RETURNED has an action of RETURN.
Reviewed	Indicates that a document has been reviewed by an authorizing or approving official.
Route Pass	Indicates that a document has passed all routing levels.
Self-Reg Approved	Indicates that self-registration, as performed by the user, is approved.
Sign-Fund-Tkt	Indicates that a document has been successfully signed, funded, and ticketed.
Sign-Tkt	Indicates that a document has been successfully signed and ticketed (no funding needed).
Signed	Signing a document initiates routing.

Note: For more information about status codes, see the Glossary in online Help.

System-Generated Status Codes

These status codes indicate specific events in electronic processing. On the **Status Codes** page, system-generated status codes are preceded by an asterisk (*). Each system-generated status code is described in the following table:

System-Generated Status Codes	Description
Advance-Submitted	ADVANCE-SUBMITTED is stamped on all authorizations after an advance is submitted for payment to the traveler. The label for this status code is configurable.
Archived	Stamped on all documents that have been archived through the DPA>Utilities>Document>Archive menu in CGE Administration.
Auto-Cancelled	AUTO-CANCELLED is stamped on all documents after the document has been cancelled automatically.
Billing TXNS Created	BILLING TXNS CREATED is stamped on travel documents after the document is stamped with an action of COMPLETE. Enable Transactional Billing must be checked (DPA>Setup>System Preferences>Billing).
Created	Stamped on all documents after the document has been created. Note: The system-generated status code CREATED cannot be edited.
Data Link	Stamped on documents that have been successfully interfaced to the designated external system. The processing action 'Datalink' must be enabled for documents to be stamped with DATA LINK (EPA>Processing>Processing Defaults).
Deob Remind	DEOB REMIND is stamped on all authorizations when the de-obligation utility sends a reminder email to the traveler.
Deob Warning	DEOB WARNING is stamped on all authorizations when the de-obligation utility sends a warning email to the traveler.
Exported	Stamped on documents that have been exported in document preparation.
Imported	Stamped on documents that have been imported in document preparation.
Random Audit	Stamped on vouchers that were randomly selected and audited when running the Statistical Sampling report in the CGE Administration (Electronic Processing).
Reconciled	Automatically stamped on authorizations when corresponding vouchers are funded. At this time, any differences between the estimated amount (from the authorization) and the actual expense amount (from the voucher) are automatically applied to the corresponding budgets. Because the budget reconciliation is automatic, the reconciled status code should not have the action Fund & Complete selected for any document type

System-Generated Status Codes	Description
	<p>(authorization, voucher, and local voucher). If the Fund & Complete action is selected for the RECONCILED status code when authorizations are reconciled, CGE attempts to transfer the funds from the document back into the budget. This results in an error message stating that CGE is attempting to expand the record beyond the maximum allowed size. RECONCILED is stamped on documents in three specific instances:</p> <ul style="list-style-type: none"> • One voucher per authorization: A funded authorization is stamped RECONCILED after its associated voucher has been stamped FUNDED. • Multiple vouchers per authorization: IN TRAVEL STATUS is selected for the return location for each voucher except the last one. Once the last voucher is submitted and the trip ends (not IN TRAVEL STATUS), then the voucher is stamped FUNDED and the corresponding authorization is stamped RECONCILED. • Open or group authorization: The authorization is stamped RECONCILED only after being run through the Authorization Reconciliation Report.
Reset Complete Doc	<p>Stamped on documents to indicate that the document has been 'reset'. When a document is stamped with an action of COMPLETE, it becomes a view-only document (it cannot be edited or adjusted). If further edits or adjustments need to be made on the document, it must be 'reset' on the Administration tab (DPA tab>Other Utilities>Document).</p>
Reset Locked Doc	<p>Stamped on documents to indicate that the document has been 'reset'. When a document has been amended, the original document becomes 'locked' and is a view-only document (it cannot be edited or adjusted). If further edits or adjustments need to be made on the original document, it must be 'reset' (DPA>Other Utilities>Document).</p>
Restored	<p>Stamped on all documents that have been restored through the Other Utilities>Document>Restore menu in CGE Administration.</p>
Stat Sampling	<p>When Statistical Sampling is enabled in the EPA>Processing>Processing Defaults menu, STAT SAMPLING is stamped on vouchers that have passed the audits.</p>

Reason Codes

When you stamp a document, you can (if necessary) select a reason code to explain why the document was stamped with a particular status code or action. Typically, you use reason codes to explain why a document was not approved. The **Reason** dropdown list is available on the **Document Summary** or **Document Status** window in document preparation, or the **Document Stamping** window in route & review.