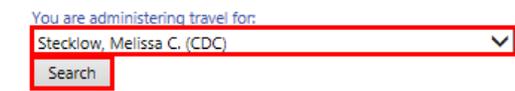
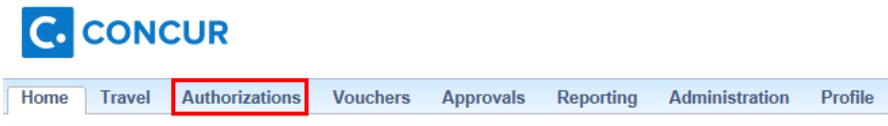
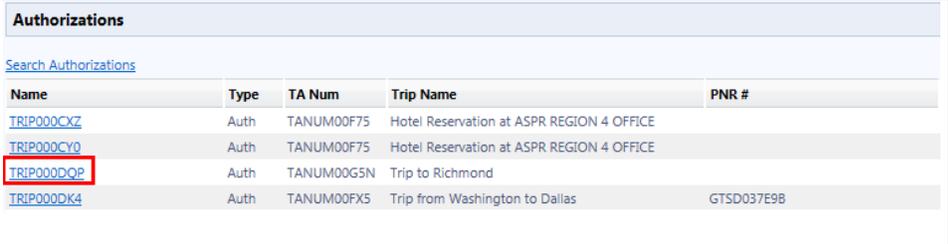
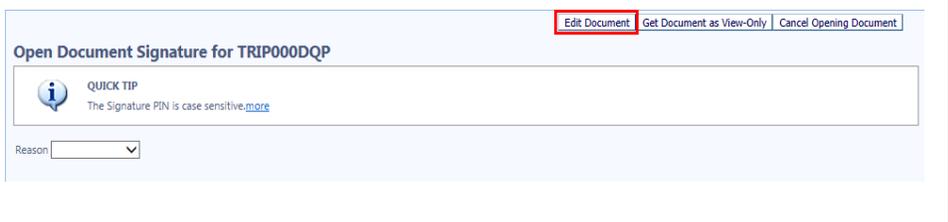
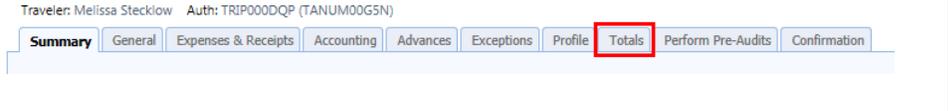
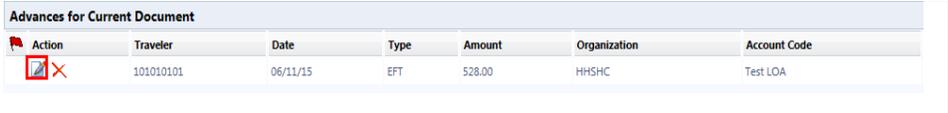
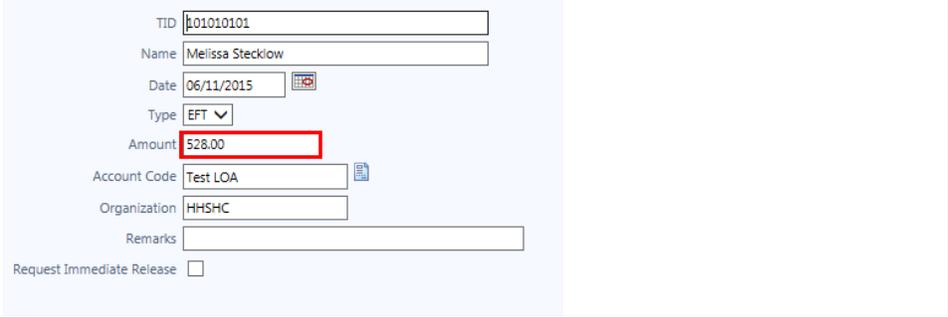


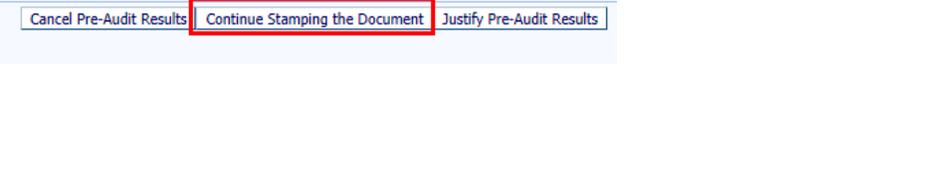


Purpose: To provide a step-by-step guide to editing an advance that will exceed the authorized amount on an Authorization in CGE.

Audience: FATA 7s

<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 CGE From the Home page of AMS select the E-Travel link.</p>	
<p>Step 3: Locate Traveler To locate the Traveler, either select the drop down arrow in the “You are administering travel for” field and choose from the list or select the Search button and type in the last name. Then select the name of the Traveler.</p>	
<p>Step 4: Select Authorization Tab Select the Authorization tab to see a list of this Traveler’s documents.</p>	

Instruction:	Screenshot:																									
Step 5: Locate Document Locate the Traveler's document from the list of Authorizations. Select the document name from the Name column.	 <p>Authorizations</p> <p>Search Authorizations</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> <th>PNR #</th> </tr> </thead> <tbody> <tr> <td>TRIP000CKZ</td> <td>Auth</td> <td>TANUM00F75</td> <td>Hotel Reservation at ASPR REGION 4 OFFICE</td> <td></td> </tr> <tr> <td>TRIP000CY0</td> <td>Auth</td> <td>TANUM00F75</td> <td>Hotel Reservation at ASPR REGION 4 OFFICE</td> <td></td> </tr> <tr> <td>TRIP000DQP</td> <td>Auth</td> <td>TANUM00G5N</td> <td>Trip to Richmond</td> <td></td> </tr> <tr> <td>TRIP000DK4</td> <td>Auth</td> <td>TANUM00FXS</td> <td>Trip from Washington to Dallas</td> <td>GTS037E9B</td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	PNR #	TRIP000CKZ	Auth	TANUM00F75	Hotel Reservation at ASPR REGION 4 OFFICE		TRIP000CY0	Auth	TANUM00F75	Hotel Reservation at ASPR REGION 4 OFFICE		TRIP000DQP	Auth	TANUM00G5N	Trip to Richmond		TRIP000DK4	Auth	TANUM00FXS	Trip from Washington to Dallas	GTS037E9B
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Step 6: Open Document Select the Open Document link from the Actions pop up window.	 <p>Actions for TRIP000DQP</p> <p>Open Document</p> <p>Review Document</p> <p>Copy Document</p> <p>Delete Document</p> <p><input type="button" value="Close"/></p>																									
Step 7: Edit Document Select the Edit Document button to finish opening the document.	 <p>Edit Document Get Document as View-Only Cancel Opening Document</p> <p>Open Document Signature for TRIP000DQP</p> <p>QUICK TIP The Signature PIN is case sensitive. more</p> <p>Reason: <input type="text"/></p>																									
Step 8: Select Totals Tab Select the Totals tab to see the allowable amount of the advance for this trip.	 <p>Traveler: Melissa Stecklow Auth: TRIP000DQP (TANUM00G5N)</p> <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																									
Step 9: Verify Advance The Totals tab displays both the requested amount of the advance and the maximum authorized amount. The requested amount will never exceed the authorized amount until the FATA 7 makes the adjustment.	 <p>Expense Summary</p> <table> <tr> <td>Total Estimated Expenses:</td> <td>894.75</td> </tr> <tr> <td>Taxable Amount:</td> <td>0.00</td> </tr> <tr> <td>Computed Advance Authorized:</td> <td>528.00</td> </tr> <tr> <td>Advance Requested:</td> <td>528.00</td> </tr> </table>	Total Estimated Expenses:	894.75	Taxable Amount:	0.00	Computed Advance Authorized:	528.00	Advance Requested:	528.00																	
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Step 10: Select Advances Tab Select the Advances tab to see the requested advance.	 <p>Traveler: Melissa Stecklow Auth: TRIP000DQP (TANUM00G5N)</p> <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>																									
Step 11: Select Edit Select the edit icon next to the requested advance.	 <p>Advances for Current Document</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Traveler</th> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Organization</th> <th>Account Code</th> </tr> </thead> <tbody> <tr> <td></td> <td>101010101</td> <td>06/11/15</td> <td>EFT</td> <td>528.00</td> <td>HSHC</td> <td>Test LOA</td> </tr> </tbody> </table>	Action	Traveler	Date	Type	Amount	Organization	Account Code		101010101	06/11/15	EFT	528.00	HSHC	Test LOA											
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Step 12: Edit Advance Enter the new amount of the requested advance in the Amount field.	 <p>TID: <input type="text" value="101010101"/></p> <p>Name: <input type="text" value="Melissa Stecklow"/></p> <p>Date: <input type="text" value="06/11/2015"/></p> <p>Type: <input type="text" value="EFT"/></p> <p>Amount: <input type="text" value="528.00"/></p> <p>Account Code: <input type="text" value="Test LOA"/></p> <p>Organization: <input type="text" value="HSHC"/></p> <p>Remarks: <input type="text"/></p> <p>Request Immediate Release <input type="checkbox"/></p>																									
Step 13: Save Select the Save button to complete.	 <p><input type="button" value="Preview"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/></p>																									

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<p>Step 14: Verify Advance Notice the new amount for the requested advance in the Amount column.</p>	 <p>Advances for Current Document</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Traveler</th> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Organization</th> <th>Account Code</th> </tr> </thead> <tbody> <tr> <td></td> <td>101010101</td> <td>06/11/15</td> <td>EFT</td> <td>650.00</td> <td>HSHHC</td> <td>Test LOA</td> </tr> </tbody> </table>	Action	Traveler	Date	Type	Amount	Organization	Account Code		101010101	06/11/15	EFT	650.00	HSHHC	Test LOA
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<p>Step 15: Stamp Document Choose the Status to Apply stamp per your OpDiv/StaffDiv business process. Then select the Stamp and Submit Document button.</p>	 <p>Adjustments - Go To Adjustments Audits - Go To Audits Stamp and Submit Document</p> <p>Status for TRIP000DQP</p> <p>QUICK TIP The Signature PIN is case sensitive.more</p> <p>Status to Apply: ADVANCE REQUESTED (highlighted)</p> <p>Reason: [dropdown] Remarks: [text area] Return-to: [dropdown]</p> <p><input type="checkbox"/> Stamp Document Without Adjustment</p>														
<p>Step 16: Continue Stamping Document Select the Continue Stamping the Document button.</p>	 <p>Cancel Pre-Audit Results Continue Stamping the Document Justify Pre-Audit Results</p>														
<p>Step 17: Complete Stamping Select the Accept Signature Text button to complete.</p>	 <p>Cancel Stamping Accept Signature Text</p>														

You have successfully edited an advance in CGE!