



Concur Government Edition (CGE) Job Aid: Editing an Audit Test

Purpose: To provide a step-by-step guide to editing an Audit Test in CGE.
An Audit Test will flag designated items on the Pre-Audit page of CGE.

Audience: FATA 7s

<p>Instruction:</p> <p>Step 1: Log into AMS The Host 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: Select Administration Tab Select the Administration tab from the home page of CGE.</p>	
<p>Step 4: Select TAVS Admin Select the TAVS (Travel Authorization and Voucher System) link or the Travel Manager Administrator link.</p>	

Instruction:

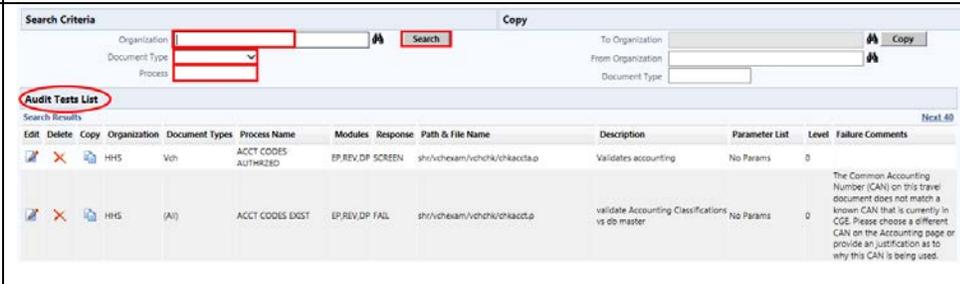
Step 5: Select EPA
Select the EPA tab.



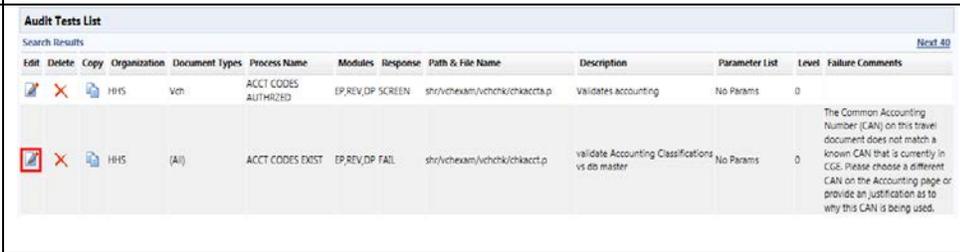
Step 6: Select Audit Tests
From the EPA tab, select Audit Tests.



Step 7: Search for Audit Test
The Audit Tests List section displays all of the tests for your Organization. To narrow the search, enter the Base-Organization (i.e., HHSF), Document Type (i.e., Auth or Vch), all or part of the Process Name, and then select Search.

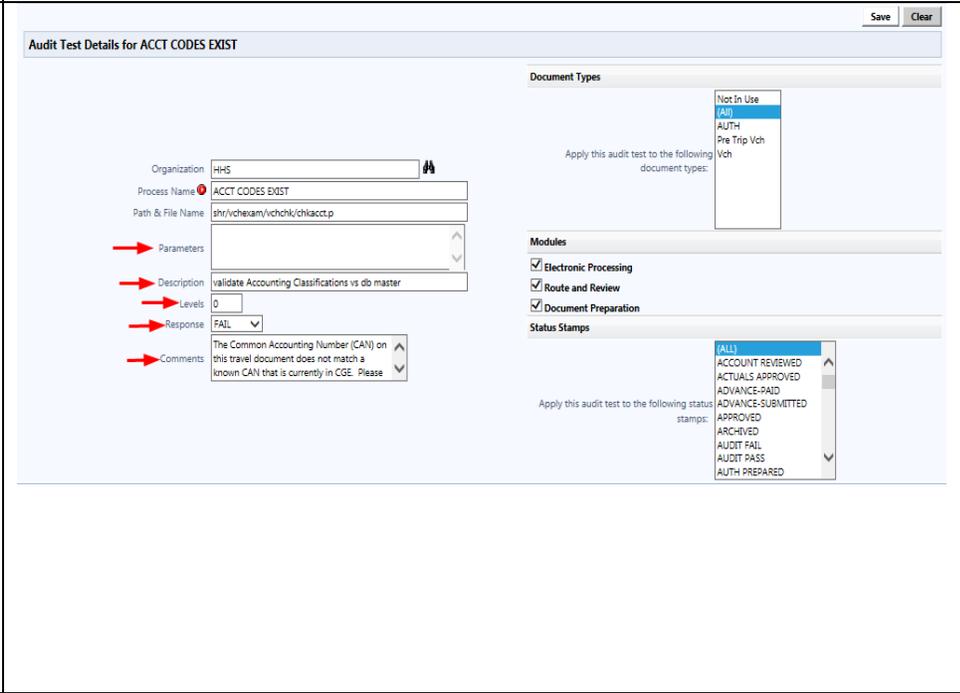


Step 8: Select Audit Test
Select the Edit icon to the left of the test that you want to update.



Step 9: Update Audit Test
Update any or all of the following fields in the Audit Test Details section:

- Parameters: Adds another layer to the test. The test will only take place if the parameters are met.
- Description: A brief description of the test that appears only on this page.
- Level: The permission level of the users required to run this audit. Leave set to zero for all users.
- Response: Type of pre-audit fail and where is displays-
Screen-displays on appropriate screen within CGE, i.e. Accounting Report- shows only on reports
Fail- displays as a HARDFAIL on the pre-audit page.
- Comments: The actual red line item that will appear on the pre-audit page of CGE.



Instruction:

Step 9 continued: Update Audit Test

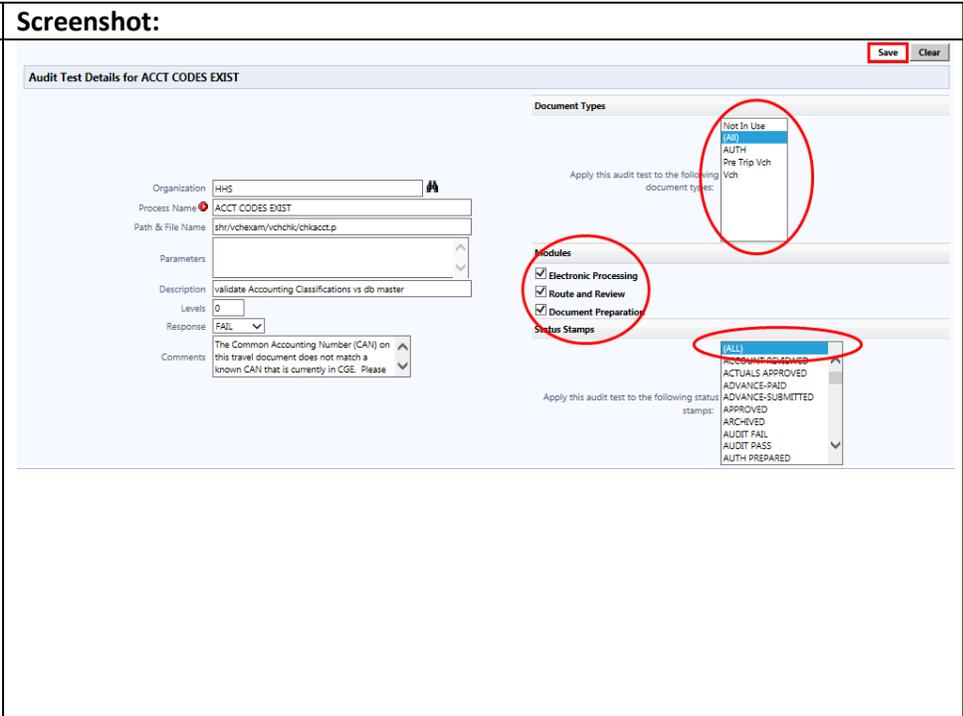
In the Document Types section, select the type of document to which this audit test will be applied.

In the Modules section, check all three boxes:

- Electronic Processing- shows on reports
- Route and Review- displays during routing process
- Document Preparation- displays during the creating of the document

In the Status Stamps section, leave set to (ALL) so that audit test is run regardless of which stamp is used and when.

When finished, select the Save button.



You have successfully edited an Audit Test in CGE!