

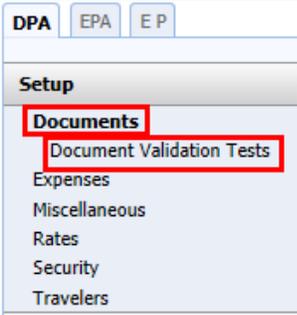
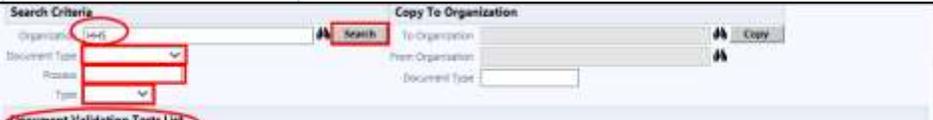
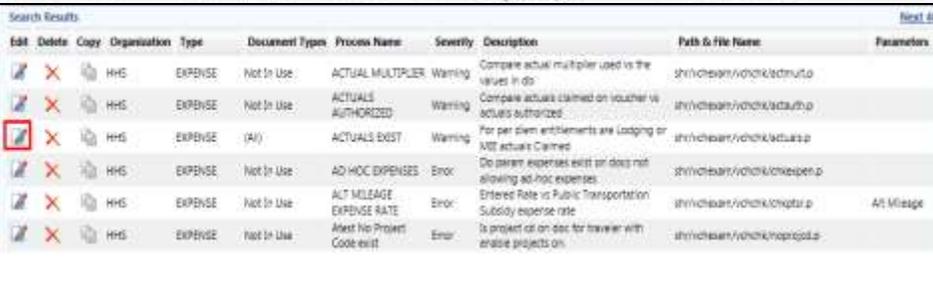
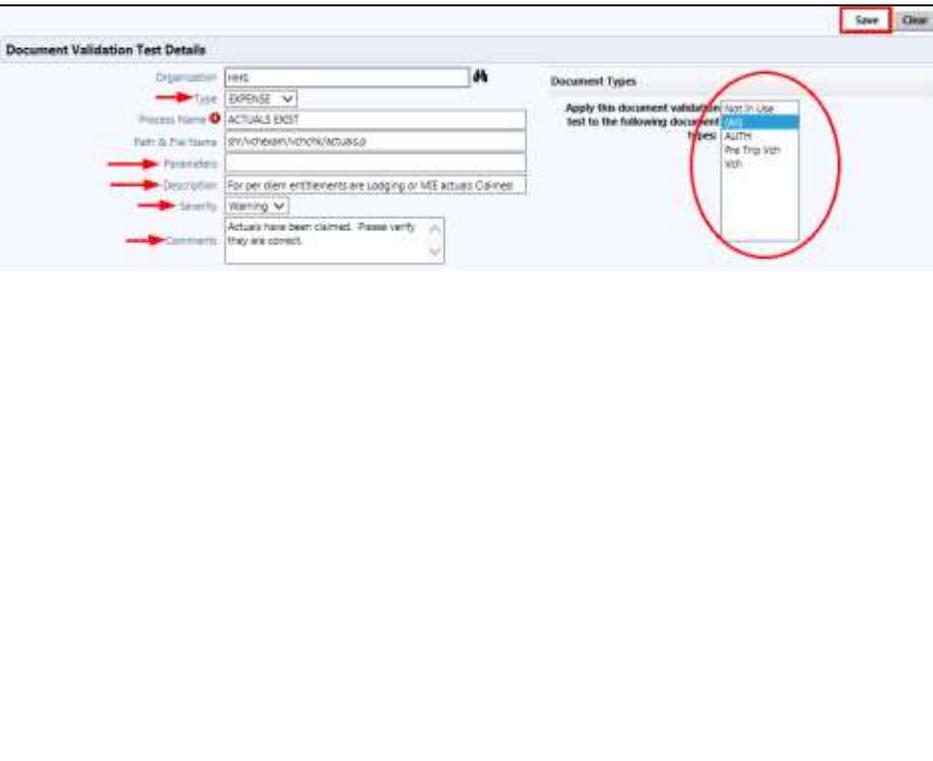


Concur Government Edition (CGE) Job Aid: Editing a Document Validation Test

Purpose: To provide a step-by-step guide to editing a Document Validation Test in CGE. These tests will validate designated items that have been added to a document and may result in a red line item on various pages throughout CGE.

Audience: FATA 7s

Instruction:	Screenshot:
<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>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>	

<p>Instruction:</p> <p>Step 5: Select Documents From the DPA tab, select Documents and then select Document Validation Tests.</p>	<p>Screenshot:</p> 																																																							
<p>Step 6: Search for Test The Document Validation Tests List section displays all of the tests for your Organization. To narrow the search, enter the Document Type (i.e., Auth or Vch), all or part of the Process Name, the Type of test (i.e., expense or account), and then select Search.</p>	  <table border="1"> <thead> <tr> <th>Fail</th> <th>Delete</th> <th>Copy</th> <th>Organization</th> <th>Type</th> <th>Document Types</th> <th>Process Name</th> <th>Severity</th> <th>Description</th> <th>Path & File Name</th> <th>Parameters</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>HHS</td> <td>EXPENSE</td> <td>Not In Use</td> <td>ACTUAL MULTPLIER</td> <td>Warning</td> <td>Compare actual multiplier used vs the values in db</td> <td>sh\hcheam\vhch\actmult.p</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>HHS</td> <td>EXPENSE</td> <td>Not In Use</td> <td>ACTUALS AUTHORIZED</td> <td>Warning</td> <td>Compare actuals claimed on voucher vs actuals authorized</td> <td>sh\hcheam\vhch\actauth.p</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>HHS</td> <td>EXPENSE</td> <td>(A)</td> <td>ACTUALS EXIST</td> <td>Warning</td> <td>For per diem entitlements are Lodging or MIE actuals Claimed</td> <td>sh\hcheam\vhch\actuale.p</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>HHS</td> <td>EXPENSE</td> <td>Not In Use</td> <td>AD-HOC EXPENSES</td> <td>Error</td> <td>Do param expenses exist or does not allowing ad-hoc expenses</td> <td>sh\hcheam\vhch\adhocexp.p</td> <td></td> </tr> </tbody> </table>	Fail	Delete	Copy	Organization	Type	Document Types	Process Name	Severity	Description	Path & File Name	Parameters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HHS	EXPENSE	Not In Use	ACTUAL MULTPLIER	Warning	Compare actual multiplier used vs the values in db	sh\hcheam\vhch\actmult.p		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HHS	EXPENSE	Not In Use	ACTUALS AUTHORIZED	Warning	Compare actuals claimed on voucher vs actuals authorized	sh\hcheam\vhch\actauth.p		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HHS	EXPENSE	(A)	ACTUALS EXIST	Warning	For per diem entitlements are Lodging or MIE actuals Claimed	sh\hcheam\vhch\actuale.p		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HHS	EXPENSE	Not In Use	AD-HOC EXPENSES	Error	Do param expenses exist or does not allowing ad-hoc expenses	sh\hcheam\vhch\adhocexp.p	
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<p>Step 7: Select Edit Select the Edit icon to the left of the test that you want to update.</p>																																																								
<p>Step 8: Update Test Update any or all of the following fields in the Document Validation Test Details section:</p> <ul style="list-style-type: none"> Type: Designates the page in CGE that this test will be applied. Parameters: Adds another layer to the test, i.e, Lodging Actuals. The test will only take place if the parameters are met. Description: A brief description of the test that appears only on this page. Severity: Type of Pre-Audit fail- Warning= FAIL Error= HARDFAIL Comments: The actual red line item that will appear on the document. <p>In the Document Types section, select the type of document to which this test will be applied. When finished, select the Save button.</p>																																																								

You have successfully edited a Document Validation Test in CGE!