

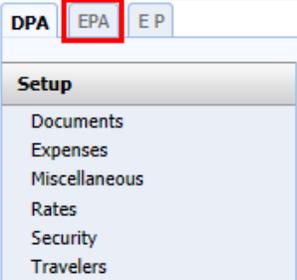
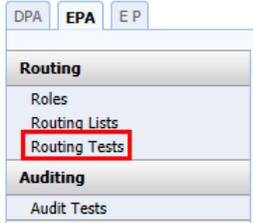
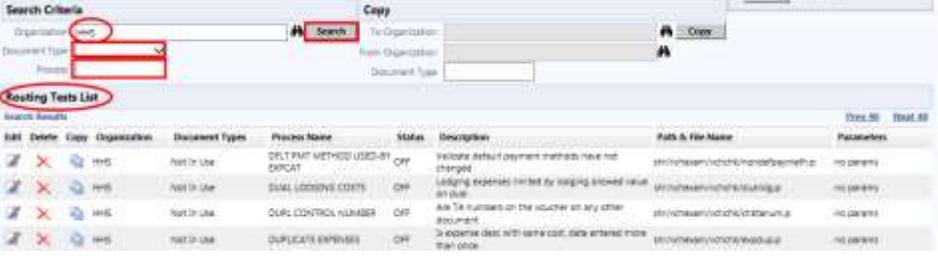


Concur Government Edition (CGE) Job Aid: Editing a Routing Test

Purpose: To provide a step-by-step guide to editing a routing test in CGE. These tests will be applied when a specific condition exist on a document, i.e. Foreign Travel.

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 EPA Select the EPA tab.</p>	<p>Screenshot:</p> 																																																						
<p>Step 6: Select Routing Tests From the EPA tab, select Routing Tests.</p>																																																							
<p>Step 7: Search for Routing Test The Routing Tests List section displays all of the tests for your Organization. To narrow the search, select the Document Type (i.e., Auth or Vch), all or part of the Process Name, and then select Search.</p>	 <table border="1"> <thead> <tr> <th>Edit</th> <th>Delete</th> <th>Copy</th> <th>Organization</th> <th>Document Types</th> <th>Process Name</th> <th>Status</th> <th>Description</th> <th>Path & File Name</th> <th>Parameters</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Not In Use</td> <td>DELT PMT METHOD USED-BY EXPCAT</td> <td>OFF</td> <td>Welcome default payment methods have not changed</td> <td>shr/vchesam/vchch/insrcd/bemeth.p</td> <td>no param</td> </tr> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Not In Use</td> <td>DUAL LODGING COSTS</td> <td>OFF</td> <td>Lodging expenses printed by lodging allowed value on voucher</td> <td>shr/vchesam/vchch/actlog.p</td> <td>no param</td> </tr> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Not In Use</td> <td>DUPC CONTROL NUMBER</td> <td>OFF</td> <td>All TA numbers on the voucher on any other document</td> <td>shr/vchesam/vchch/ctrlnum.p</td> <td>no param</td> </tr> <tr> <td></td> <td></td> <td></td> <td>HHS</td> <td>Not In Use</td> <td>DUPLICATE EXPENSES</td> <td>OFF</td> <td>If expense desc with same cost data entered more than once</td> <td>shr/vchesam/vchch/repdup.p</td> <td>no param</td> </tr> </tbody> </table>	Edit	Delete	Copy	Organization	Document Types	Process Name	Status	Description	Path & File Name	Parameters				HHS	Not In Use	DELT PMT METHOD USED-BY EXPCAT	OFF	Welcome default payment methods have not changed	shr/vchesam/vchch/insrcd/bemeth.p	no param				HHS	Not In Use	DUAL LODGING COSTS	OFF	Lodging expenses printed by lodging allowed value on voucher	shr/vchesam/vchch/actlog.p	no param				HHS	Not In Use	DUPC CONTROL NUMBER	OFF	All TA numbers on the voucher on any other document	shr/vchesam/vchch/ctrlnum.p	no param				HHS	Not In Use	DUPLICATE EXPENSES	OFF	If expense desc with same cost data entered more than once	shr/vchesam/vchch/repdup.p	no param				
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<p>Step 9: Update Routing Test Update any or all of the following fields in the Routing Test Details:</p> <ul style="list-style-type: none"> Parameters: Adds an additional condition to the test, i.e. Lodging Actuals. Description: A brief description of the test that appears only on this page. <p>Select the checkbox next to Enable Routing Test to turn the status on or off.</p> <p>In the Document Types section, select the type of document to which this test will be applied.</p> <p>When finished, select the Save button.</p> <p>Note: In order for the Routing Test to take place, the Process Name must appear in the Routing List.</p>																																																							

You have successfully edited a Routing Test in CGE!