

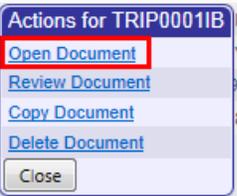
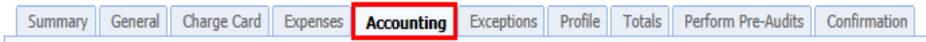
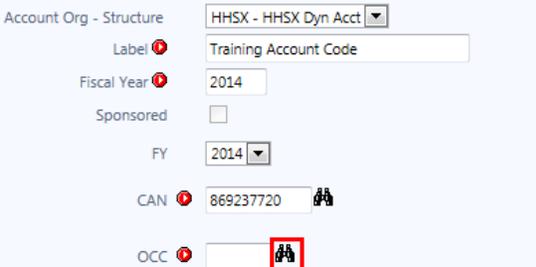
Concur Government Edition (CGE) Job Aid: Changing an Account Code

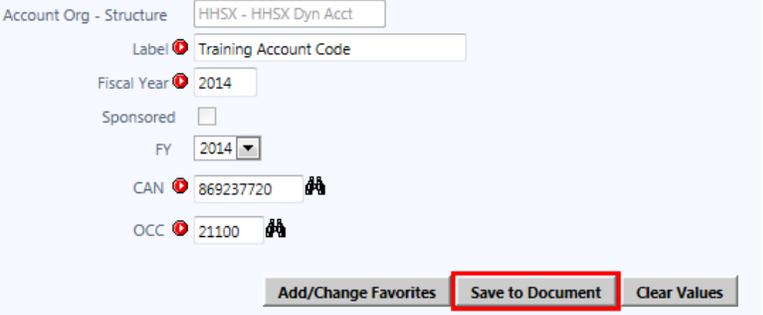
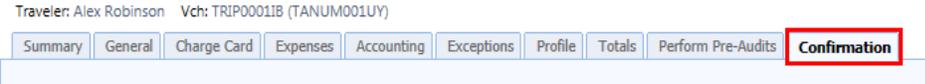
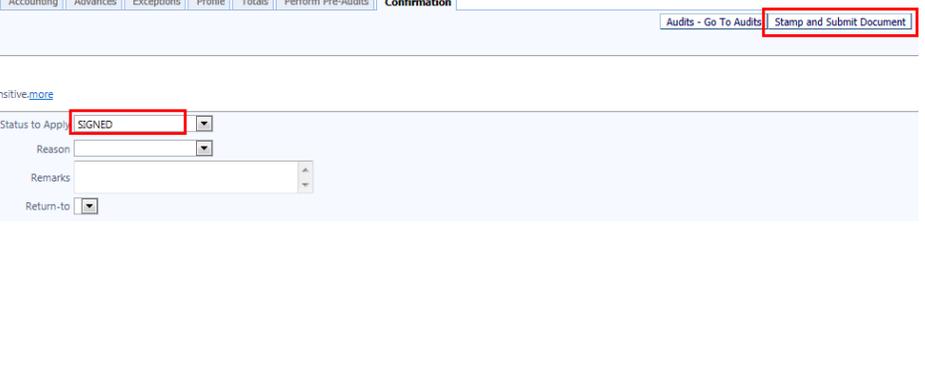


Purpose: To provide a step-by-step guide to changing the accounting information on a travel document in CGE.

Audience: Travelers, Preparers, Certifiers

<p>Information:</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: Select Vouchers Tab Select the Vouchers tab and then select View Vouchers.</p> <p>Note: If you are changing the account code on an Authorization, select the Authorizations tab and then select View Authorizations. Then follow the steps below.</p>																																					
<p>Step 4: Locate Document Locate your document from the list of Vouchers. Select the document name from the Name column.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>TA Num</th> <th>Trip Name</th> <th>PNR #</th> <th>Depart Date</th> </tr> </thead> <tbody> <tr> <td>TRIP0006DB</td> <td>Vch</td> <td>TANUM007EI</td> <td>Trip from Washington to Newark</td> <td></td> <td>12/08/2014</td> </tr> <tr> <td>TRIP0001HZ</td> <td>Vch</td> <td>TANUM001UM</td> <td>Trip to New York</td> <td></td> <td>09/22/2014</td> </tr> <tr> <td>TRIP0001B</td> <td>Vch</td> <td>TANUM001UY</td> <td>Trip to Boston</td> <td>ZUMXWM,G25QM8</td> <td>09/15/2014</td> </tr> <tr> <td>TRIP00025H</td> <td>Vch</td> <td>TANUM002J9</td> <td>EXAMPLE</td> <td>EPAZBJ,G2814708265</td> <td>08/10/2014</td> </tr> <tr> <td>TRIP0001HL</td> <td>Vch</td> <td>TANUM001U8</td> <td>Training in Richmond</td> <td></td> <td>08/04/2014</td> </tr> </tbody> </table>	Name	Type	TA Num	Trip Name	PNR #	Depart Date	TRIP0006DB	Vch	TANUM007EI	Trip from Washington to Newark		12/08/2014	TRIP0001HZ	Vch	TANUM001UM	Trip to New York		09/22/2014	TRIP0001B	Vch	TANUM001UY	Trip to Boston	ZUMXWM,G25QM8	09/15/2014	TRIP00025H	Vch	TANUM002J9	EXAMPLE	EPAZBJ,G2814708265	08/10/2014	TRIP0001HL	Vch	TANUM001U8	Training in Richmond		08/04/2014
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<p>Information:</p> <p>Step 5: Open Document Select Open Document from the Actions pop up window.</p> <p>Note: If the document has already been approved, select Amend Document.</p>	<p>Screenshot:</p> 												
<p>Step 6: Select Accounting Tab Select the Accounting tab to view the accounting information.</p>	<p>Traveler: Alex Robinson Vch: TRIP00011B (TANUM001UY)</p> 												
<p>Step 7: Edit Line of Accounting (LOA) Change the LOA by selecting the edit icon next to the Account Code.</p> <p>Note: Before changing an LOA on a Voucher, be sure to check with the Certifier to see if the funds have already been process from the original CAN.</p>	<p>Account Code for TRIP00011B</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Label</th> <th>Sponsored</th> <th>LT Taxable</th> <th>Default</th> <th>Classification Code</th> </tr> </thead> <tbody> <tr> <td> </td> <td>HHSX Training Account Code</td> <td></td> <td></td> <td><input type="radio"/></td> <td>2014/869237720</td> </tr> </tbody> </table>	Organization	Label	Sponsored	LT Taxable	Default	Classification Code	 	HHSX Training Account Code			<input type="radio"/>	2014/869237720
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<p>Step 8: Change the LOA Enter a label for the new LOA if necessary. If the fiscal year is incorrect, select the FY drop down and add the fiscal year in which the trip was taken. Select the binoculars to search for the new Common Account Number (CAN).</p>													
<p>Step 9: Choose the Common Account Number (CAN) Search for the appropriate CAN by selecting the radio button next to either the By Element Description or the By Element Value fields. Enter the description or CAN number in the Search Value field and select Search. Select the CAN from the Search Results list.</p>	<p>Enter Search Criteria</p> <p>Search Type : <input type="radio"/> By Element Description <input checked="" type="radio"/> By Element Value</p> <p>Search Value : 86923770 <input type="button" value="Search"/> <input type="button" value="Cancel"/></p> <p>Search Results</p> <table border="1"> <thead> <tr> <th>CAN</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>869237720</td> <td>CAN 2</td> </tr> </tbody> </table>	CAN	Description	869237720	CAN 2								
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<p>Step 10: Choose the Object Class Code (OCC) Follow the same process as above to search for and select the Object Class Code.</p>													

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<p>Step 11: Save Changes Select the Save to Document button to complete the changes to the LOA.</p>													
<p>Step 12: Select Confirmation Tab Select the Confirmation tab to sign the document.</p>													
<p>Step 13: Sign the Document Depending on your role, select the SIGNED or CERTIFIED stamp from the Status to Apply drop down. Select the Stamp and Submit Document button to continue.</p> <p>Note: A Preparer must choose the VOUCHER PREPARED stamp in order to route the Voucher to the Traveler for verification and signature. A Preparer cannot sign a Voucher on behalf of the Traveler.</p>													
<p>Step 14: Review Pre-Audit Review the pre-audits to verify that the document has passed all pre-audits or justifications have been provided. Add any new justifications as needed by selecting the Justify Pre-Audit Results stamp. Select the Continue Stamping the Document button to complete.</p>													
<p>Step 15: Close and Route Voucher Select the Close Post Stamping Document Closure Screen button to close the document and begin or continue the routing process. Be sure that all of the appropriate receipts are attached.</p>	 <table border="1" data-bbox="609 1417 1534 1480"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>08/19/14</td> <td>Airfare</td> <td>146</td> </tr> <tr> <td>08/19/14</td> <td>Rental Car</td> <td>275.6</td> </tr> <tr> <td>08/19/14</td> <td>Internet Usage</td> <td>10</td> </tr> </tbody> </table>	Date	Description	Cost	08/19/14	Airfare	146	08/19/14	Rental Car	275.6	08/19/14	Internet Usage	10
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You have successfully changed an Accounting Code in CGE!