

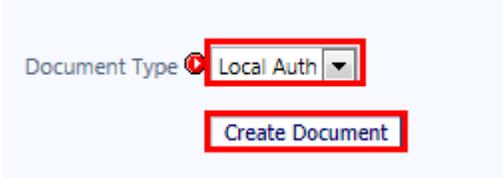
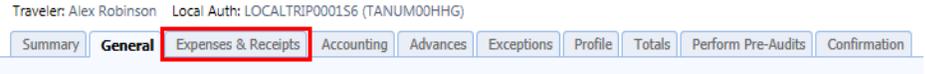
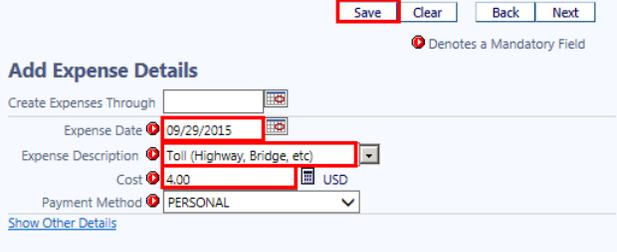
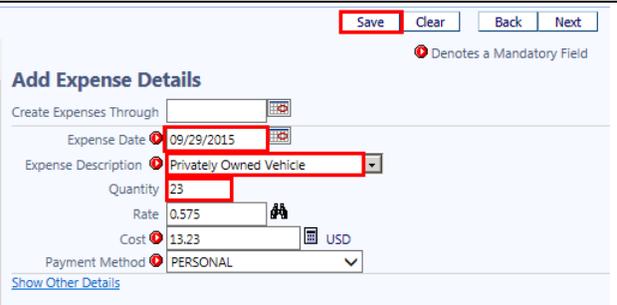


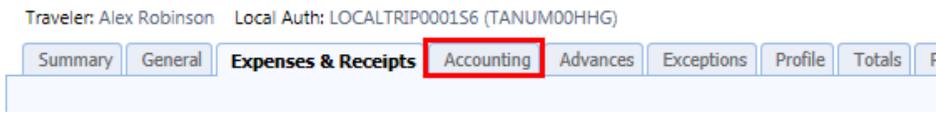
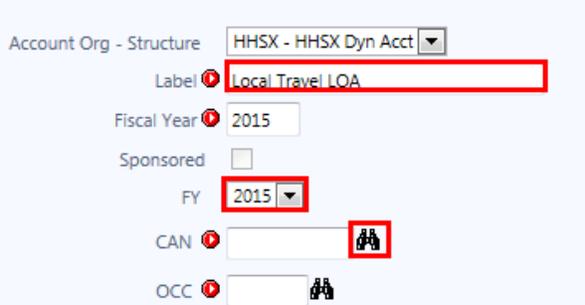
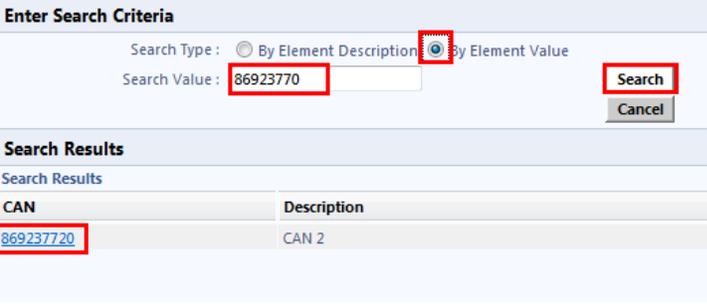
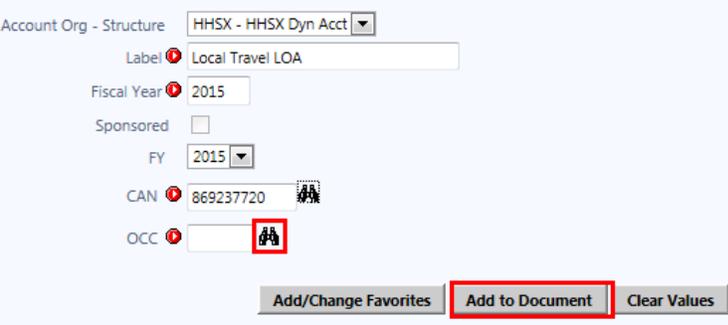
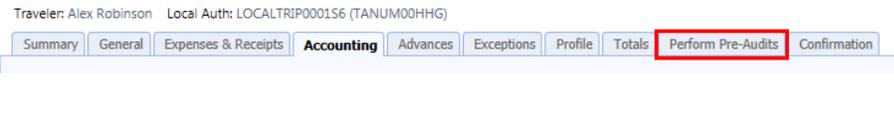
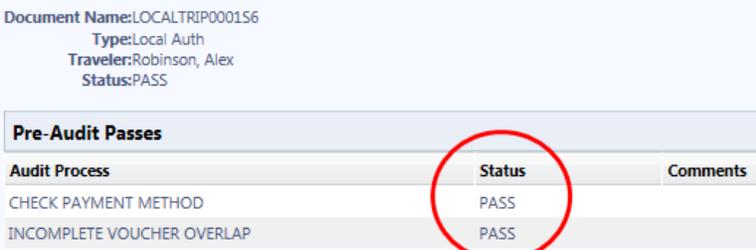
Concur Government Edition (CGE) Job Aid: Creating a Local Authorization

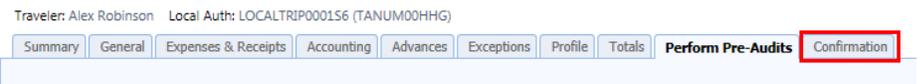
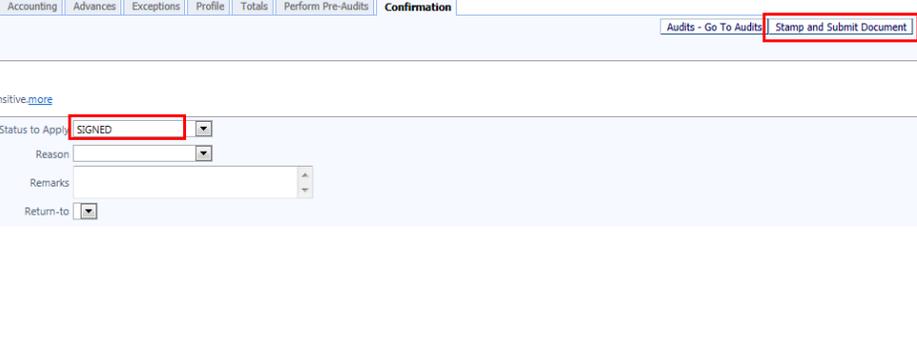
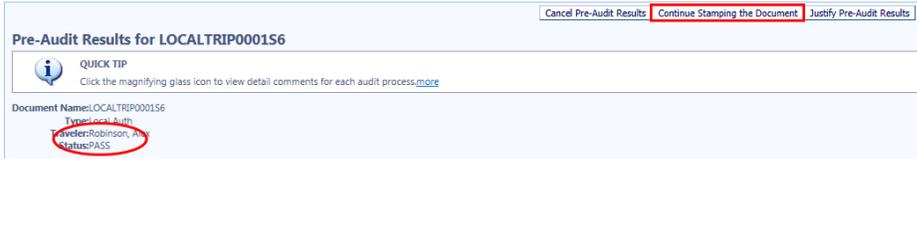
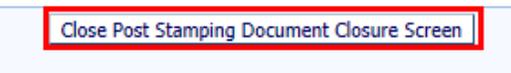
Purpose: To provide a step-by-step guide to creating an Authorization in CGE when local travel requires preapproval.

Audience: Travelers and Preparers

<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: Select Traveler If you are a Preparer, select the Traveler from the “You are administering travel for” field by selecting the drop down arrow or the Search button. Locate the Traveler and select the name.</p>	
<p>Step 4: Select Authorizations tab From the Home page of CGE, select the Authorizations tab.</p>	
<p>Step 5: Select New Authorization Select New Authorization to begin creating the document.</p>	

<p>Instruction:</p> <p>Step 6: Select Document Type From the Document Type drop down menu, choose Local Auth and then select the Create Document button.</p>	<p>Screenshot:</p> 
<p>Step 7: Enter Document Information From the Document Information page, enter a Trip Name and the Document Details (per your OpDiv/StaffDiv guidelines). Then select the Create Document button.</p>	
<p>Step 8: Select Expenses & Receipts Tab Select the Expenses & Receipts tab to enter the estimated expenses.</p>	
<p>Step 9: Add Expenses Select the Add Expense button to begin adding the estimated expenses for the local travel.</p>	
<p>Step 10: Enter an Expense On the right side of the page, enter the following information:</p> <ul style="list-style-type: none"> • Date of Expense • Expense Description • Cost • Payment Method • Create Expense Through (if expense applies to multiple consecutive days) <p>Select the Save button to complete.</p>	
<p>Step 11: Enter Mileage Expense After selecting the Add Expense button again, enter the following information:</p> <ul style="list-style-type: none"> • Date of Expense • Expense Description • Quantity • Create Expense Through (if expense applies to multiple consecutive days) <p>Continue to add all estimated expenses for the local travel.</p>	

Instruction:	Screenshot:									
Step 12: Select Accounting Tab Select the Accounting tab to enter the accounting information.	 <p>Traveler: Alex Robinson Local Auth: LOCALTRIP0001S6 (TANUM00HHG)</p> <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Per</p>									
Step 13: Add a Line of Accounting (LOA) On the right side of the page, select Add New Account Code.	 <p>Add New Account Code Back Next</p>									
Step 14: Add the LOA Enter a Label for this LOA based on your OpDiv/StaffDiv guidelines. Select the FY drop down and add the fiscal year in which the travel will be completed. Select the binoculars to search for the Common Accounting Number (CAN).	 <p>Account Org - Structure: HHSX - HHSX Dyn Acct</p> <p>Label: Local Travel LOA</p> <p>Fiscal Year: 2015</p> <p>Sponsored: <input type="checkbox"/></p> <p>FY: 2015</p> <p>CAN: <input type="text"/> </p> <p>OCC: <input type="text"/> </p>									
Step 15: Choose the Common Accounting 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>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 Search 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					
CAN	Description									
869237720	CAN 2									
Step 16: Choose the Object Class Code (OCC) and Add to Document Follow the same process as above to search for and select the Object Class Code. Then select the Add to Document button to complete. Note: There may be additional fields depending on your OpDiv/StaffDiv configuration.	 <p>Account Org - Structure: HHSX - HHSX Dyn Acct</p> <p>Label: Local Travel LOA</p> <p>Fiscal Year: 2015</p> <p>Sponsored: <input type="checkbox"/></p> <p>FY: 2015</p> <p>CAN: 869237720 </p> <p>OCC: <input type="text"/> </p> <p>Add/Change Favorites Add to Document Clear Values</p>									
Step 17: Select Perform Pre-Audits tab Select the Perform Pre-Audit tab to verify audit tests.	 <p>Traveler: Alex Robinson Local Auth: LOCALTRIP0001S6 (TANUM00HHG)</p> <p>Summary General Expenses & Receipts Accounting Advances Exceptions Profile Totals Perform Pre-Audits Confirmation</p>									
Step 18: Identify Pre-Audit FAILS Check for any FAILS on the Pre-Audit List. These require a justification. Note: A HARDFAIL (not shown) requires an adjustment to the document in order to proceed.	 <p>Document Name: LOCALTRIP0001S6 Type: Local Auth Traveler: Robinson, Alex Status: PASS</p> <p>Pre-Audit Passes</p> <table border="1"> <thead> <tr> <th>Audit Process</th> <th>Status</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>CHECK PAYMENT METHOD</td> <td>PASS</td> <td></td> </tr> <tr> <td>INCOMPLETE VOUCHER OVERLAP</td> <td>PASS</td> <td></td> </tr> </tbody> </table>	Audit Process	Status	Comments	CHECK PAYMENT METHOD	PASS		INCOMPLETE VOUCHER OVERLAP	PASS	
Audit Process	Status	Comments								
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INCOMPLETE VOUCHER OVERLAP	PASS									

Instruction:	Screenshot:
<p>Step 19: Justify Pre-Audit FAIL If any items fail the pre-audit, select the Justify Pre-Audit Results button and enter in a justification.</p>	
<p>Step 20: Select Confirmation Tab Select the Confirmation tab to sign the document.</p>	
<p>Step 21: Sign Document Select the Signed stamp from the drop down list in the Status to Apply field. Select the Stamp and Submit Document button to continue. A Preparer may choose the Document Prepared stamp if the Authorization needs to be sent to the Traveler for verification. Check with your FATA for OpDiv/StaffDiv guidelines on this process.</p>	
<p>Step 22: Review Pre-Audit Review the pre-audits to verify that all justifications have been provided. Select the Continue Stamping the Document button to proceed.</p>	
<p>Step 23: Close and Route Authorization Select the Close Post Stamping Document Closure Screen button to close the Local Authorization and begin the routing process.</p>	

You have successfully created a Local Authorization in CGE!