

Quick Guide Instructions

For Processing FM018 – Close or Reopen for Travel Documents interfaced from Travel Manager 9.0

When processing a FM018 – Close/Reopen for a Travel Manager interfaced document, the second level of approval must be re-assigned using the WF605 – Re-assign Approvers by Employee Screen.

Perform the following steps to re-assign an approver on the WF605:

1. Query on the obligation number and the Document: Type field should contain TDYTRV or TDYGTA and the Approval: field should contain T MANAGER to verify that the obligation was posted through the Travel Interface

FM040 Purchase Order Transaction Screen:

Purchase Order Transaction Screen (FM040 VER-3.0.0.53)

One to One < N > Print

Document: Type **TDYTRV** 144231 - 0 0 Total 1,281.50

Feeder Sys: No 9MAES0077 Mod No Source

ASAP: N Pref Date 20-JAN-2009 Ref No 9MAES0077 Grant Amend No

Effective Dates 11-JAN-2009 - 14-JAN-2009 Status CLOSE 20-JAN-2009

For: Bureau Code 14 Name NOAA G/L Date 31-JAN-2009 CCR Vendor Required N

Vendor: Descr < > No 77432 1 Name MARIA C SETZER

Approval: Y By T MANAGER Date 20-JAN-2009 Closeout < N >

Document: < N > Notes < PH > Line Notes < > AD < > Novation N F Notes < >

Item: No 1 CLIN No Request < N > Type TD2140 Commodity Code G/S

Part No FY09 Stock No Emp No

Description < L > Other < > Due Date 20-JAN-2009 Acceptance Days 7

RI	ACT	NSP	PF	Quantity	UM	EA	Unit Price	Extended Amount
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.000	UM	EA	836.5000	836.50

Requested: Q N N N Inventory: UM ITBP

Account Classification: < > F Notes < > Status CLOSE 18-FEB-2009

- Process the Close/Reopen on the FM018 Screen. The Document: < > field is blank until the second level approval is completed.

Obligation Close/Re-Open (FM018 VER-3.0.0.21)

Trans: No 16762 Date 18-MAR-2009

Document: Type TDYTR No 144231 - 0 - 0 Date 20-JAN-2009 Ref 9MAES0077

Feeder Sys: No 9MAES0077 Mod No Source

For: Bureau 14 NOAA G/L Date 31-AUG-2009 Notes < >

Approval: Requestor Y W M GONSALVES Date 10-AUG-2009

Document < N >

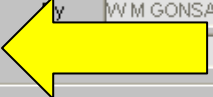
Item 1 RI Q

CLIN No NSP N

Quantity	Unit Price	Amount	Descr < >
Remaining to Close: 0.000	836.5000	0.00	
Available to Reopen: 0.000	836.5000	0.00	C/R/N N

MDL	PO Qty	PO Amount	RT/EA Qty	AP Qty	RT/EA/AP Amount	FY	ACCS
1	1.000	836.50	1.000	1.000	836.50	09	

FMDL No



- WF605 – Re-Assign Approvers by Employee Screen. Enter the appropriate Bureau Code and 14980 for the Current Approver (T MANAGER). The Source and Type for FM018 documents will display as POCHG/POCHG. Select the FM018 Transaction number and enter ‘Y’ or F9 in the Re-Routing field and select an Alternate Approver from the Rerouting List of Values:

Re-Assign Approvers by Employee (WF605 VER-3.0.0.27)

Bureau Code: Name:

Current Approver: Name:

Assigned Document						Default Routing		
Source	Type	No	Sub	C/O	Priority	Re-Routing	Default Approver	Emp No / Name
POCHG	POCHG	00026808	000	000	001	<input checked="" type="checkbox"/>	014980	T MANAGER
POCHG	POCHG	00026809	000	000	001	<input type="checkbox"/>	014980	T MANAGER
POCHG	POCHG	00026810	000	000	001	<input type="checkbox"/>	014980	T MANAGER
POCHG	POCHG	00026811	000	000	001	<input type="checkbox"/>	014980	T MANAGER
POCHG	POCHG	00026812	000	000	001	<input type="checkbox"/>	014980	T MANAGER
POCHG	POCHG	00026813	000	000	001	<input type="checkbox"/>	014980	T MANAGER
POCHG	POCHG	00026814	000	000	001	<input type="checkbox"/>	014980	T MANAGER
POCHG	POCHG	00026815	000	000	001	<input type="checkbox"/>	014980	T MANAGER
POCHG	POCHG	00026816	000	000	001	<input type="checkbox"/>	014980	T MANAGER

(Multiple Re-Routing Only) Default Approver:

Re-Route Document

