

## Quick Guide Instructions

### Processing PM006 – Advice of Corrections

### For Travel Manager 9.0 Interfaced Documents

When processing a PM006 – Advice of Correction 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:

Query on the obligation number and the Approval: By field should contain T MANAGER to verify that the obligation was posted through the Travel Manager

FM040 Purchase Order Transaction Screen:

The screenshot displays the FM040 Purchase Order Transaction Screen. The window title is "Purchase Order Transaction Screen (FM040 VER-3.0.0.53)". The interface includes a "Print" button in the top right corner. The main data area contains the following fields:

- One to One: < N >
- Document: Type TDYTRV, C/O N, Oblig No 139782 - 0 0, Total 525.91
- Feeder Sys: No 9WT0S1017, Mod No, Source
- ASAP: N, Pref, Date 29-DEC-2008, Ref No 9WT0S1017, Grant Amend No
- Effective Dates: 01-FEB-2009 - 06-FEB-2009, Status CLOSE, 19-FEB-2009
- For: Bureau Code 14, Name NOAA, G/L Date 31-JAN-2009, CCR Vendor Required N
- Vendor: Descr < >, No 8663 1, Name CRAIG SCHMIDT
- Approval: Y, By T MANAGER (highlighted with a yellow arrow), Closeout < N >
- Document: < Y >, Notes < AU >, Line Notes < >, AD < >, Novation N, F Notes < >

The bottom section of the screen shows item details:

- Item: No 1, CLIN No, Request < N >, Type TD2140, Commodity Code G/S
- Part No FY09, Stock No, Emp No
- Description < M >, Other < >, Due Date 29-DEC-2008, Acceptance Days 7
- RI ACT NSP PF, Quantity 1.000, Unit Price 525.9100, Extended Amount 525.91
- Requested: Q Y N N, U/M EA, ITBP
- Inventory: U/M, ITBP
- Account Classification: < >, F Notes < >, Status CLOSE, 19-FEB-2009



1. WF605 – Re-Assign Approvers by Employee Screen. Enter the appropriate Bureau Code and 14980 for the Current Approver (T MANAGER). The Source and Type code for the PM006 documents will display as APC/APC. Select the PM006 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
APC	APC	00251947	001	000	001	<input checked="" type="checkbox"/>	014980 T MANAGER
APC	APC	00257648	001	000	001	<input type="checkbox"/>	014980 T MANAGER
APC	APC	00257677	001	000	001	<input type="checkbox"/>	014980 T MANAGER
APC	APC	00258609	001	000	001	<input type="checkbox"/>	014980 T MANAGER
APC	APC	00258610	001	000	001	<input type="checkbox"/>	014980 T MANAGER
APC	APC	00258611	001	000	001	<input type="checkbox"/>	014980 T MANAGER
APC	APC	00267503	001	000	001	<input type="checkbox"/>	014980 T MANAGER
APC	APC	00291132	001	000	001	<input type="checkbox"/>	014980 T MANAGER
APC	APC	00291135	001	000	001	<input type="checkbox"/>	014980 T MANAGER

(Multiple Re-Routing Only) Default Approver:

Re-Route Document

