

Abbreviated Instructions for Basic Vouchers in TM 9.0

Step	Action	Results
1a	<ul style="list-style-type: none"> ➤ Open Internet Explorer ➤ Go to the following URL: https://itm-prod.rdc.noaa.gov/cgi-bin/90ipi/docprep/login.w 	Brings up the ITM 9.0 Production Login Page
1b	<ul style="list-style-type: none"> ➤ Enter your <i>username</i> & <i>password</i> on the Login Page ➤ Click on Document Preparation 	Logs into ITM 9.0 to the Home Page.
2	From Home Page, click on Create New Document from the Document Toolbar	Changes middle of the screen from the Home Page to the New Document with the traveler's name and vendor number already showing.
3	<ul style="list-style-type: none"> ➤ Verify your Name and Vendor Number is showing on the screen. <p>For Group Administrators – use the look up feature to find your specific traveler.</p> <ul style="list-style-type: none"> ➤ Select TV From TA for travel voucher from travel authorization in the Document Type ➤ Click the Create button 	<p>Middle screen changes from the New Document page to the Document Information page with two tabs in the middle:</p> <ul style="list-style-type: none"> ➤ Document Information ➤ Trip Information <p>The New Document page reappears with no information in the VNum and Traveler Name fields. There is also a security warning at the top.</p>
4	<ul style="list-style-type: none"> ➤ Look up your Vendor Number or name using the Lookup icon. ➤ Select yourself clicking on the VNum link ➤ Select TV From TA from the Document Type field. ➤ Click the Create button. 	The system will then split and give an area called Document Search . It will list all documents that have been created by you in order to select it.
5	In the Document Search area, click on the Document icon to select the authorization.	Upon selecting the document, TM will automatically fill in as much voucher information as possible from the authorization. It will then take you to the Document Information page.
6	Click Create to start the process of creating the voucher.	The system will keep you in the Document Information page, however, the Document Toolbar will no become available with the options needed to add or edit the voucher information.
7	<ul style="list-style-type: none"> ➤ Update any information in the Document or Trip Information tabs. ➤ Click the Save button ➤ Click on the Expenses link in the Document Toolbar 	The Expenses page appears with all information filled in from the authorization. EXCEPT for the lodging values will be zeroed out.

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8	<ul style="list-style-type: none"> ➤ Update or add any information pertaining to the Expenses. ➤ Click the Save button to save the changes ➤ Click on the <i>Accounting</i> link in the <i>Document Toolbar</i> 	<p>Make sure to enter the actual values for lodging.</p> <p>Saving just saves the information it does not close out the <i>Expenses</i> page.</p>
9	<ul style="list-style-type: none"> ➤ Make any changes to the Accounting information if needed ➤ Click on the <i>Total</i> link in the <i>Document Toolbar</i> 	<p>The <i>Accounting</i> page appears.</p>
10	<ul style="list-style-type: none"> ➤ Enter any advance amounts taken ➤ Click Save & Calculate button if any advances were entered ➤ Click on the <i>Document Status</i> link in the <i>Document Toolbar</i> 	<p>The <i>Total Details</i> page appears listing all costs, giving a space for entering any advances taken, and toward the bottom what will be reimbursed to the traveler.</p>
11	<ul style="list-style-type: none"> ➤ Enter the <i>Signature PIN</i> ➤ Click on the Stamp button 	<p>The <i>Status</i> page appears with the document status value set at SIGNED.</p>
12	<p>Click on the Accept button</p>	<p>The <i>Signature</i> page appears with a statement certifying that all information contained in the voucher is true and accurate.</p> <p>The <i>Home</i> page appears.</p>