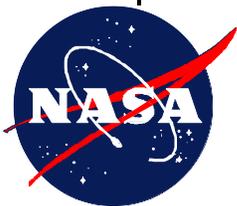




GSFC Integrated Travel Manager

Training Guide Supplement



National Aeronautics and
Space Administration

Goddard Space Flight Center
Greenbelt, Maryland

Goddard Space Flight Center's IFM electronic travel management system, Travel Manager, will be moving from a stand-alone environment to an integrated one, with the implementation of the Agency's new accounting system, SAP. End users, currently familiar with Travel Manager will not notice any significant changes. The look and feel of the application has gone unchanged. One major difference between the two versions of the software is how accounting information is added to a document. This training document will highlight the differences, configuration and process changes between the two versions of Travel Manager, as well as provide steps required to properly prepare travel documents.

The integrated environment means that all Travel Manager documents will be batched and submitted through an interface to the SAP accounting software for posting of financial data.

All Financial Classifications Structure (FCS) data must be accurate and reviewed before the documents are submitted to the Travel Office.

Process and Configuration Changes for Integrated Travel Manager

- **Travel Authorization Number:** The TG number will be obsolete and replaced with the Travel Manager generated TA Number. The TA Number is generated and added to the document when the authorization is stamped SIGNED.
- **Traveler Profile Window:** The interface will require the Organization and Printed Organization fields to be complete. **If either item is missing the document will fail the interface to SAP.**
- **Cost Center:** Each traveler's cost center will be stored in the traveler profile window. The cost center will be housed on the second line of the duty station address. **Do not change, modify or delete the cost center in any way. By manipulating the cost center, you will compromise the document and it may fail the interface to SAP.**
- **No Cost Documents:** When creating a No Cost document, ensure the trip type is set at, **NO COST** in the itinerary window. No expenses should be claimed on a No Cost document. If a document has a trip type of No Cost, and expenses exist on the voucher, the voucher will fail the interface to SAP. If after an authorization is complete and it is determined that expenses will be claimed, the authorization document must be amended, changing the document type and including an estimated cost.

An example of a No Cost document is; same day travel to Wallops in a government vehicle and is less than 12 hours.

- **Foreign Travel Authorized:** For a foreign travel document to properly post in SAP, it is vital that the authorization created has, "Foreign Travel Authorized" from the "Other Authorizations", added to the document.
- **Split Year Travel Process:** The process for completing travel that spans two fiscal years will change with the implementation of the accounting system. A travel authorization document must be created for dates within each fiscal year.
- **Accounting Code Window:** There are four mandatory parts to the accounting code structure (see table on page 10).
 - Part 1 is the WBS
 - Part 2 is the Fund (HSF/SAT)
 - Part 3 is the Internal Order
 - Part 4 is the Object Class Code (21xx).

Do not attempt to change the organization associated with the WBS, it should remain as 51. **If the organization field is altered, the document will fail the interface to SAP.**

For accounting code crosswalk information refer to the Legacy JON to Core Financial FCS Crosswalks, which can be found on-line at <http://corefinancial.gsfc.nasa.gov/CrossWalks/>

Foreign Travel Authorized

Foreign travel authorizations created in the integrated version of Travel Manager must include the Other Authorization, Foreign Travel Authorized for proper posting in SAP. The Other Authorization window can be accessed one of two ways. Option one, is to hit the **Continue** button in the 'For This Document You Can': area in the top right of the screen in **Lodging and M&IE** window.

The second way to access the Other Authorization window is to click on the **Document Summary** link on the document toolbar. From the Document Summary window, the user can scroll down to the section Other Authorization Details. Click on the link, and Travel Manager will display the main Other Authorizations window.



From the main Other Authorization window, the user will see a list of other authorizations. Other Authorizations are comments that can be applied to the document when relevant to the traveler's trip.

From the master list, select the other authorization, **FOREIGN TRAVEL AUTHORIZED**. Once selected the user will notice that the other authorization that was selected will no longer reside in the master list. The other authorization FOREIGN TRAVEL AUTHORIZED will now appear in the Other Authorization on Current Authorization block at the bottom of the screen. Once selected, the user can continue completing the document.

Split Year Travel

Split year travel will be entered as two documents for dates within each fiscal year. **Create two Authorizations:** one for the end of the first fiscal year and the other for the beginning of the second fiscal year. All appropriate expenses will need to be entered for each document by the date in which the expense is going to be incurred. Identify each Authorization number and the total number of days in the Comments field of both documents to ensure that the two documents are linked. Other changes necessary for both documents are described below.

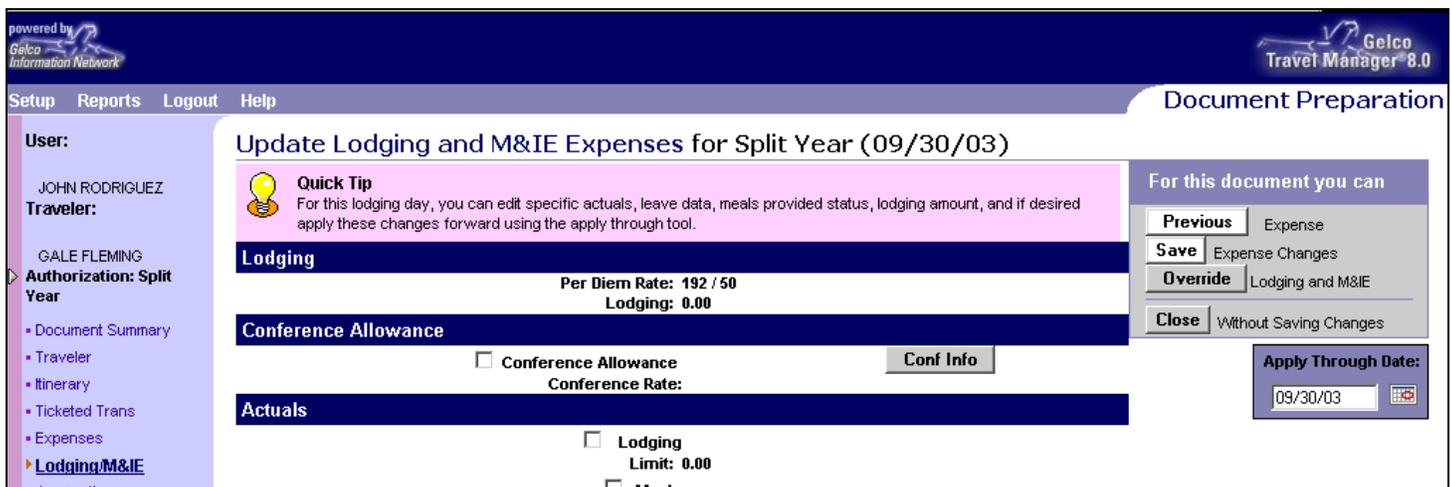


The current FY Authorization can be obligated. The next FY Authorization will be obligated when the funds become available in the Center’s Financial Accounting System.

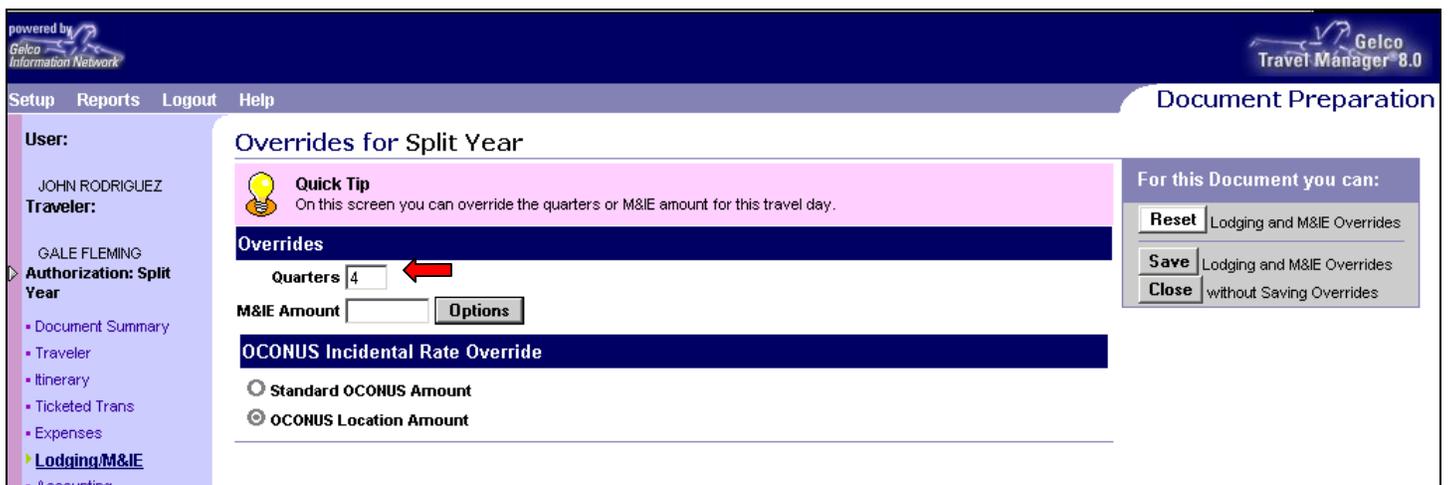
CREATE FIRST AUTHORIZATION FOR CURRENT FY

Enter the Start and End dates for the trip into the Itinerary. The End date will be 09/30/yyyy (last day of current fiscal year). Because the first Authorization is not really ending on September 30th, the lodging and M&IE amounts for the last day must be updated to the full amount allowed.

Click the **Lodging/M&IE** link to display the Lodging and M&IE details. Scroll down to the last day of the trip and click the **Pencil Icon** to update the record. The **Update Lodging/M&IE** page will be displayed.



Click the **Override** **Lodging and M&IE** button, in the ‘For this Document you can:’ area, in the top right. The Overrides page will be displayed.



Click in the **Quarters** field and **enter 4**. This will change the amount allowed for M&IE to 100%. (1 = ¼ or 25%, 2 = ½ or 50%, 3 = ¾ or 75% and 4 = 100%). Click the **Save** **Override Lodging and M&IE Overrides**



button, in the ‘For this Document you can:’ area, in the top right. The Update Lodging/M&IE page will be displayed again. Then, click the **Save Expense Changes** button, in the ‘For this Document you can:’ area, in the top right. The Lodging/M&IE page will be displayed again. The last day of lodging and M&IE should be the same as all other days except for the first day. (This may not be true if more than one rate applies, depending on the per diem location chosen and the travel dates selected). Provide comments to indicate split year travel. Continue processing the document as necessary.

User:
JOHN RODRIGUEZ
Traveler:
GALE FLEMING
Authorization: Split Year

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- ▶ **Lodging/M&IE**
- Accounting
- Totals
- Comments

Lodging/M&IE for Split Year

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

Lodging/M&IE Data											
Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
✎ 09/24/03	🗑️	📄	192.00	192.00	37.50	192 / 50					
✎ 09/25/03	🗑️	📄	192.00	192.00	50.00	192 / 50					
✎ 09/26/03	🗑️	📄	192.00	192.00	50.00	192 / 50					
✎ 09/27/03	🗑️	📄	192.00	192.00	50.00	192 / 50					
✎ 09/28/03	🗑️	📄	192.00	192.00	50.00	192 / 50					
✎ 09/29/03	🗑️	📄	192.00	192.00	50.00	192 / 50					
✎ 09/30/03	🗑️	📄	192.00	192.00	50.00	192 / 50	*				

For this Document you can:

Lodging and M&IE expenses

Create Second Authorization for Next FY

Enter the Start and End dates for the trip into the Itinerary. The Start date will be 10/01/yyyy (first day of new fiscal year). Because the second Authorization is not really beginning on October 1st, the lodging and M&IE amounts for the first day must be updated to the full amount allowed.

User:
JOHN RODRIGUEZ
Traveler:
GALE FLEMING
Authorization: Split Year 2

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- ▶ **Lodging/M&IE**

Lodging/M&IE for Split Year 2

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

Lodging/M&IE Data											
Date	Reset	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	B	L	D	Conf %
✎ 10/01/03	🗑️	📄	192.00	192.00	37.50	192 / 50					
✎ 10/02/03	🗑️	📄	192.00	192.00	50.00	192 / 50					
✎ 10/03/03	🗑️	📄	192.00	192.00	50.00	192 / 50					
✎ 10/04/03	🗑️	📄	0.00	0.00	37.50	192 / 50					

For this Document you can:

Lodging and M&IE expenses

Click the **Pencil Icon** ✎ of the first Lodging and M&IE record in the document to open for adjustment. The Update Lodging/M&IE page will be displayed. Next click in the Lodging field, and enter the allowed lodging amount. Now, click the **Override** Lodging and M&IE button, in the ‘For this Document you can:’ area, in the top right. The **Overrides** page will be displayed.



Setup Reports Logout Help Document Preparation

User: JOHN RODRIGUEZ
Traveler: GALE FLEMING
Authorization: Split Year 2

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE**

Overrides for Split Year 2

Quick Tip
 On this screen you can override the quarters or M&IE amount for this travel day.

Overrides

Quarters ←
 M&IE Amount

OCONUS Incidental Rate Override

Standard OCONUS Amount
 OCONUS Location Amount

For this Document you can:

Lodging and M&IE Overrides
 Lodging and M&IE Overrides without Saving Overrides

Click in the **Quarters** field and enter **4**. This will change the amount allowed for M&IE to 100%. (1 = ¼ or 25%, 2 = ½ or 50%, 3 = ¾ or 75% and 4 = 100%). Then click the Override Lodging and M&IE button, in the ‘For this Document you can:’ area, in the top right. The Update Lodging/M&IE page will be displayed again. Click the Expense Changes button, in the ‘For this Document you can:’ area, in the top right. The **Lodging/M&IE** page will be displayed again. The first day of lodging and M&IE should be the same as all other days except for the last day. (This may not be true if more than one rate applies, depending on the per diem location chosen and the travel dates selected). Provide comments to indicate split year travel. Continue processing the document as necessary.

ACCOUNTING CODE STRUCTURE:

The accounting code structure in post-SAP Travel Manager will be different than the accounting codes structure in the pre-SAP Travel Manager. Below, is a screen shot of the accounting code structure in pre-SAP Travel Manager.

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Setup Reports Logout Help Document Preparation

User: JOHN RODRIGUEZ
Traveler: BARBARA PRATHER
Authorization: old acct code

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting**
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Update Accounting Code for old acct code

Quick Tip
 You must enter an account label before Updating the Extended Acct Codes.

Label
 Organization

Save Accounting code and extended Accounting codes to master list

For this Document you can:

Extended Acct Codes
 Acct Code Updates
 Acct Code Updates

Accounting Codes

Program Code	<input type="text" value="010-01-03"/>	Program Year	<input type="text" value="03"/>
Function	<input type="text" value="01"/>	Fund Source	<input type="text" value="42"/>
Object Class	<input type="text" value="2111"/>	Meth of Auth	<input type="text"/>
Reimbrs Code	<input type="text"/>	Org Code	<input type="text" value="151"/>
Center ID	<input type="text" value="51"/>	Part 10	<input type="text"/>

Pre-SAP Travel Manager Accounting Code Structure



Notice there are seven fields filled in. The old accounting system required, up to eight fields to be filled in for processing. Those fields include: the Program Code or UPN number, the Function code, the Object Class code, Reimbursable Code, Center ID, the Program Year, Fund Source and the Org Code.

In post-SAP Travel Manager, the new accounting system will only require four mandatory elements to be completed prior to processing. Those elements are: WBS, Fund, Internal Order, and the Object Class.

The User will be responsible for completing the accounting code, by entering the Internal Order and the Object Class to the existing accounting code structure. The object class and internal order information can be obtained by using the **GSFC to SAP Financial Structure Crosswalk**. Use the following URL to access the crosswalk, <http://corefinancial.gsfc.nasa.gov/CrossWalks/>.

Which accounting code should I use?

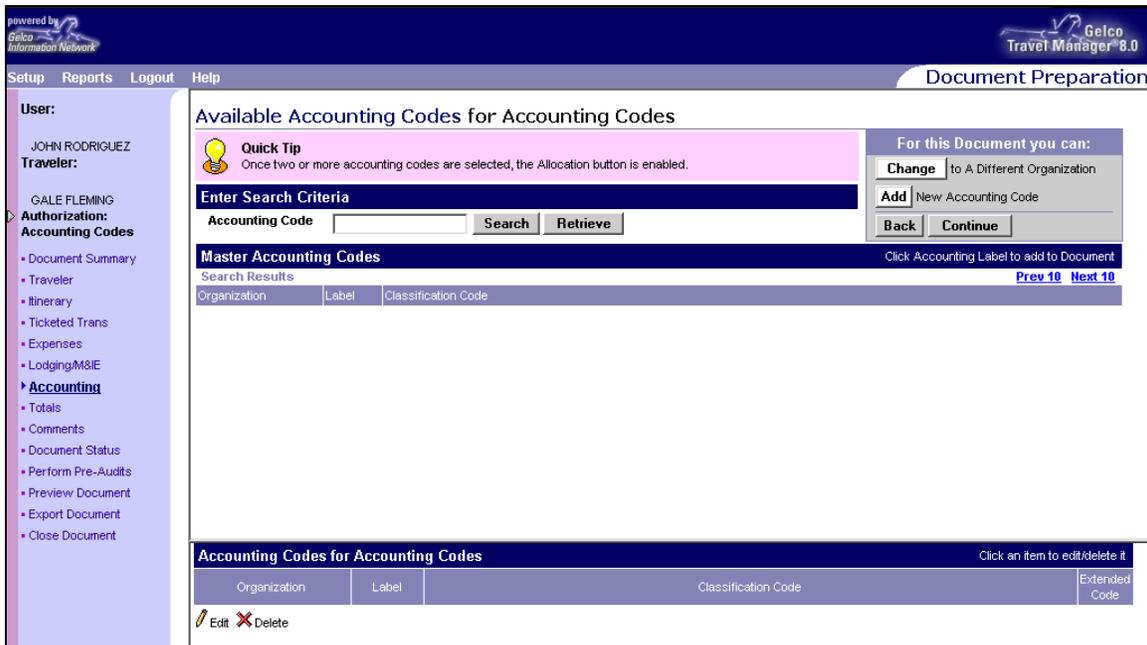
A GSFC to SAP Financial Structure Crosswalk has been developed to help aid Users on which accounting code to select. As mentioned above, the accounting code structure will change in integrated Travel Manager as well as the label used to identify the accounting code. Before the integrated version of Travel Manager, the accounting code label consisted of the Center ID, fiscal year, the seven digit UPN number, and an alpha. In integrated Travel Manager the Accounting Code Label will display the valid combinations of FCS elements extracted from Core Financial. The Travel Manager Account Code Label will be populated based on the following source data from the SAP Core Financial module:



Label Position	SAP Source Field	Description
1	Fund	Direct or Reimbursable – represented by a ‘D’ or ‘R’
2-4	WBS	UPN
5-6	WBS	System
7-8	WBS	Sub-AIN (Issuing Center’s AIN from sub-authorized account code: if the account code is not sub-authorized then these two fields will be populated with XX)
9-11	Fund	Next Unique Identifier of WBS from ACCLABEL on TM Account Code Table
12	Fund	Appropriation – represented by an ‘H’ or ‘S’ for HSF/SAT
13-14	Fund	Fund Source
15	Fund	Program Year (1 digit) from Fund

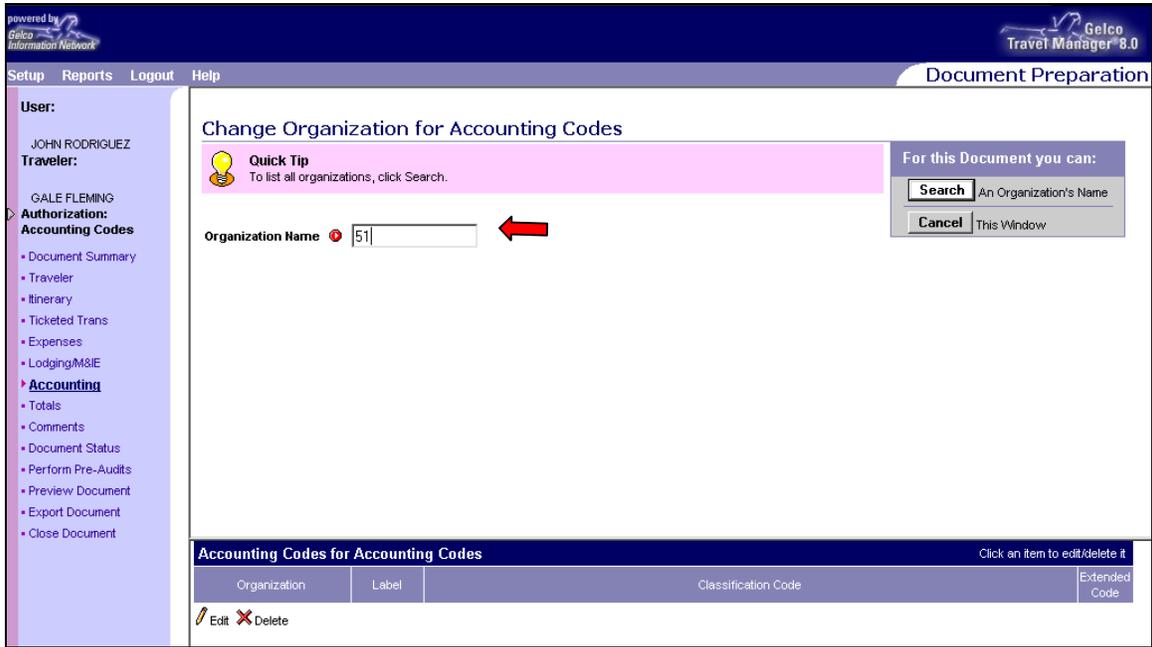
ADDING ACCOUNTING CODES TO A DOCUMENT

Accounting codes for your organization will no longer be displayed in the **Master Accounting Codes** area in the center of the page. Accounting codes will now be stored at the center level, and not at the organization level.

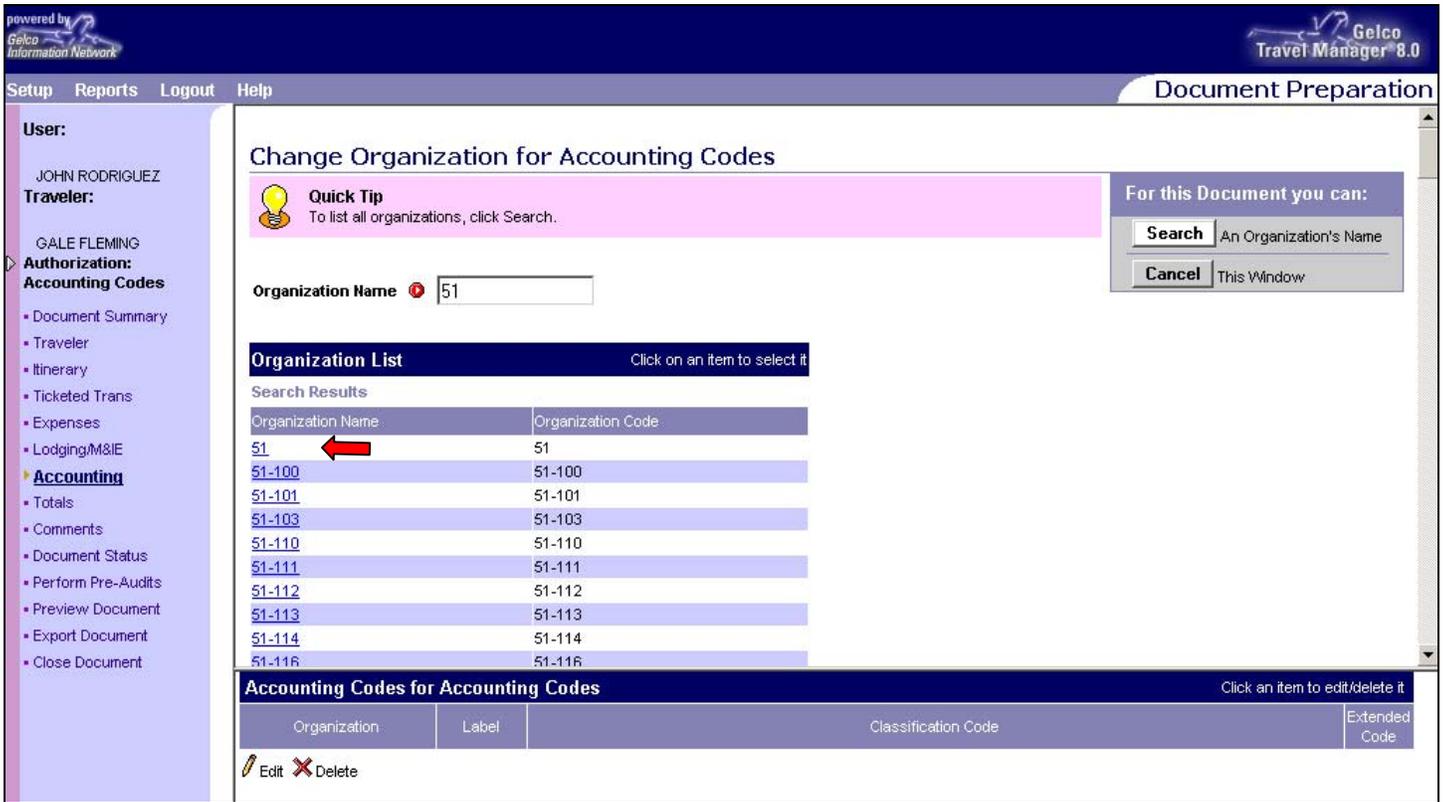


To select an accounting code, the User, will have to click the **Change** to a **Different Organization** button, in the For This Document You Can: area in the top right of the screen.





Next, enter the center ID, **51**, for Goddard, and hit the **Search** An Organizations Name button in the For This Document You Can: area.



Once the page reloads, click on the **51**, under organization name at the top of the list, and a list of accounting codes will be displayed.

The screenshot shows the 'Available Accounting Codes for Accounting Codes' screen in the Gelco Travel Manager 8.0 software. The interface includes a navigation menu on the left, a search criteria section, a 'Master Accounting Codes' table, and an 'Accounting Codes for Accounting Codes' table at the bottom.

Available Accounting Codes for Accounting Codes

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
 to A Different Organization
 New Accounting Code

Enter Search Criteria
 Accounting Code:

Master Accounting Codes Click Accounting Label to add to Document

Organization	Label	Classification Code
51	D090000002S4203	090-00. SAT422003D.
51	D090200001H4203	090-20-10. HSF422003D.
51	D090200001S4203	090-20-10. SAT422003D.
51	D090200087H4203	090-20-20. HSF422003D.
51	D090200087S4203	090-20-20. SAT422003D.
51	D090200088H4203	090-20-30. HSF422003D.
51	D090200088S4203	090-20-30. SAT422003D.
51	D090200089H4203	090-20-40. HSF422003D.
51	D090200089S4203	090-20-40. SAT422003D.
51	D090200090H4203	090-20-50. HSF422003D.

[Prev 10](#) [Next 10](#)

Accounting Codes for Accounting Codes Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
<input type="button" value="Edit"/> <input type="button" value="Delete"/>			

Navigate through the list of available accounting codes by using the Prev 10 and Next 10 [Prev 10](#) [Next 10](#) buttons. Click the appropriate label from the **Master Accounting Codes** area at the top of the page. Select the desired accounting code by clicking on the label. The accounting code that you selected will be displayed in the Accounting Code for window at the bottom of the screen.



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Setup Reports Logout Help Document Preparation

User:
JOHN RODRIGUEZ
Traveler:
GALE FLEMING
Authorization:
Accounting Codes

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- ▶ **Accounting**
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Available Accounting Codes for Accounting Codes

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:

Change to A Different Organization

Add New Accounting Code

Back **Continue**

Enter Search Criteria

Accounting Code **Search** **Retrieve**

Master Accounting Codes

Click Accounting Label to add to Document Prev 10 Next 10

Organization	Label	Classification Code
51	D090000002S4203	090-00. SAT422003D.
51	D090200001H4203	090-20-10. HSF422003D.
51	D090200001S4203	090-20-10. SAT422003D.
51	D090200087H4203	090-20-20. HSF422003D.
51	D090200087S4203	090-20-20. SAT422003D.
51	D090200088H4203	090-20-30. HSF422003D.
51	D090200088S4203	090-20-30. SAT422003D.
51	D090200089H4203	090-20-40. HSF422003D.
51	D090200089S4203	090-20-40. SAT422003D.
51	D090200090H4203	090-20-50. HSF422003D.

Accounting Codes for Accounting Codes

Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
51	D090200087H4203	090-20-20. HSF422003D.	Extended

Edit Delete

Note:

If the user knows the accounting label that will be used on the document, they can type the complete label in the Enter Search Criteria on the top of the page, and than hit the **Retrieve** button to find the accounting codes associated with the label entered.

Enter Search Criteria

Accounting Code **Search** **Retrieve**

In pre-SAP Travel Manager, once the user selected the accounting code, they were done, and could move onto the next window. In post-SAP Travel Manager, once the accounting code is selected, the User must update the accounting code by clicking on the **Pencil Icon**.



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Setup Reports Logout Help Document Preparation

User: JOHN RODRIGUEZ
Traveler: GALE FLEMING
Authorization: Accounting Codes

Update Accounting Code for Accounting Codes

Quick Tip
 You must enter an account label before Updating the Extended Acct Codes.

Label:
 Organization:

Save Accounting code and extended Accounting codes to master list

For this Document you can:
 Extended Acct Codes
 Acct Code Updates
 Acct Code Updates

Accounting Codes

WBS	<input type="text" value="090-20-20"/>	Internal Ord	<input type="text" value="ENTER INTERNAL ORD"/>
Fund	<input type="text" value="HSF422003D"/>	Obj Class	<input type="text" value="ENTER OBJECT CLASS"/>
Net/Act	<input type="text"/>		<input type="text"/>
Funds Res	<input type="text"/>		<input type="text"/>
Res Line Itm	<input type="text"/>		<input type="text"/>

From the Update Accounting Code window, the User will enter in the **Internal Order and Object Class** code. Once the two required elements have been completed click the **Save Acct. Code Updates** button in the ‘For This Document You Can’: area in the top right of the screen.

Note:

DO NOT place a check in the yellow box, Save Accounting code and extended Accounting codes to master list. Most users will not have the ability to check this box. By checking this box, you may compromise the integrity of the accounting code, causing various problems with the document.

Save Accounting code and extended Accounting codes to master list



User:
JOHN RODRIGUEZ

Traveler:
GALE FLEMING

Authorization:
Accounting Codes

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- ▶ **Accounting**
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Available Accounting Codes for Accounting Codes

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

Enter Search Criteria

Accounting Code

Master Accounting Codes

Search Results [Prev 10](#) [Next 10](#)

Organization	Label	Classification Code

Accounting Codes for Accounting Codes Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code
51	D090200087H4203	090-20-20. HSF422003D. . . . FC100200. 2121. . .	Extended
Edit	Delete		

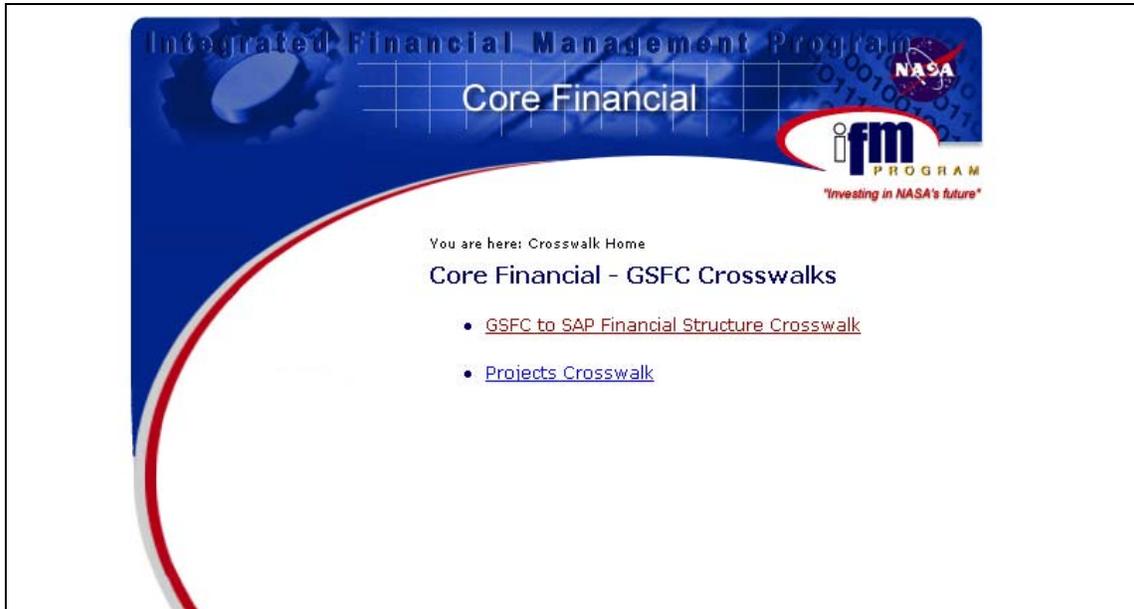
From the main accounting code window, the User will notice the elements of the accounting code that were entered manually among the rest of the accounting information in the bottom of the window.

Legacy JON to Core Financial FCS Crosswalk

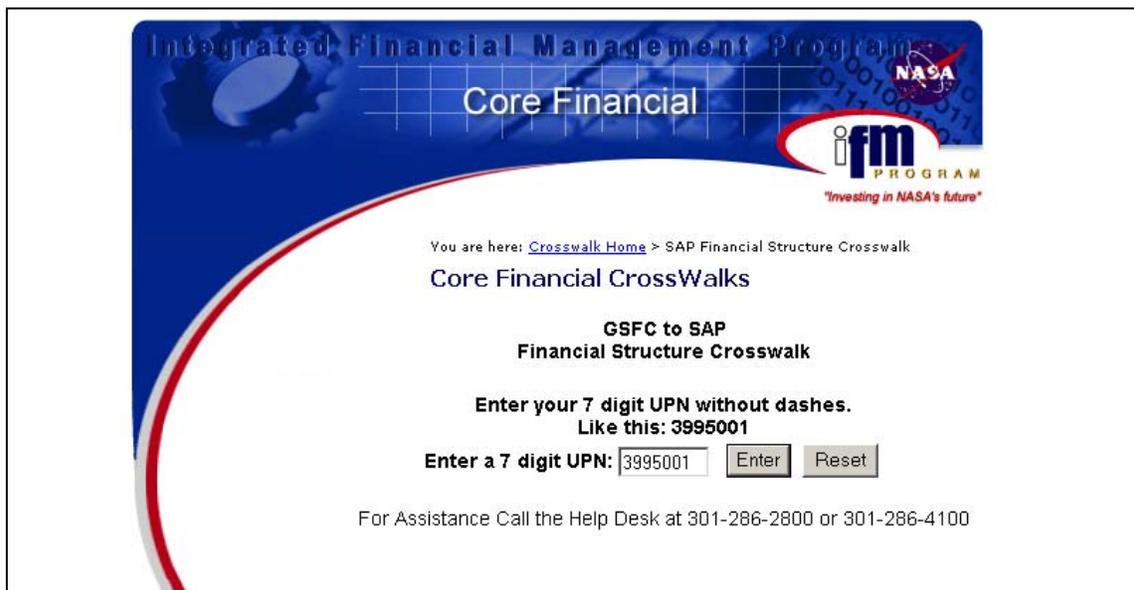
As mentioned above, the implementation of the SAP required a new accounting structure, which is completely different than the previous make up of accounting codes. The Legacy JON to Core Financial FCS Crosswalk has been developed to aid Users on which accounting code structure to use. The crosswalk can be accessed via the web at <http://corefinancial.gsfc.nasa.gov/CrossWalks/>

Additional help? Contact the RFO Help Desk at 301-286-4IFM

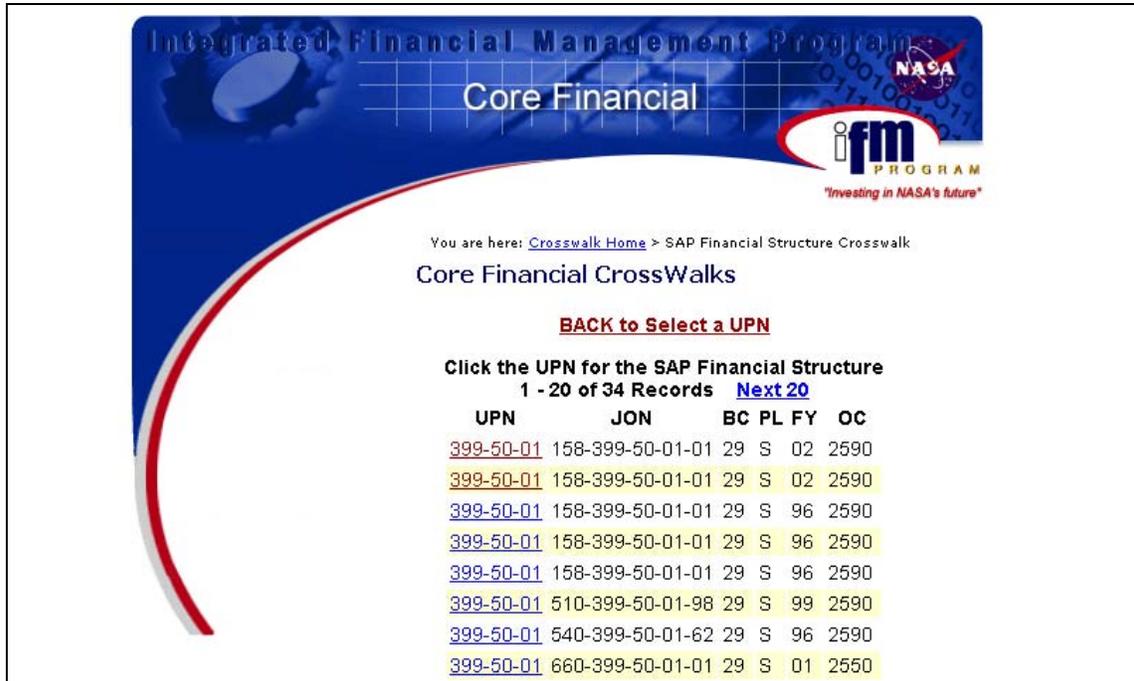




Once the Core Financial – GSFC Crosswalk page is displayed. The user will then click on the appropriate link, depending on the type of travel document that is being created. The user will enter in the seven-digit UPN number without using dashes, and then click the button.



The next window that is presented will display a list of all the accounting codes that are associated with the UPN number that was entered.



Integrated Financial Management Program

Core Financial


"Investing in NASA's future"

You are here: [Crosswalk Home](#) > SAP Financial Structure Crosswalk

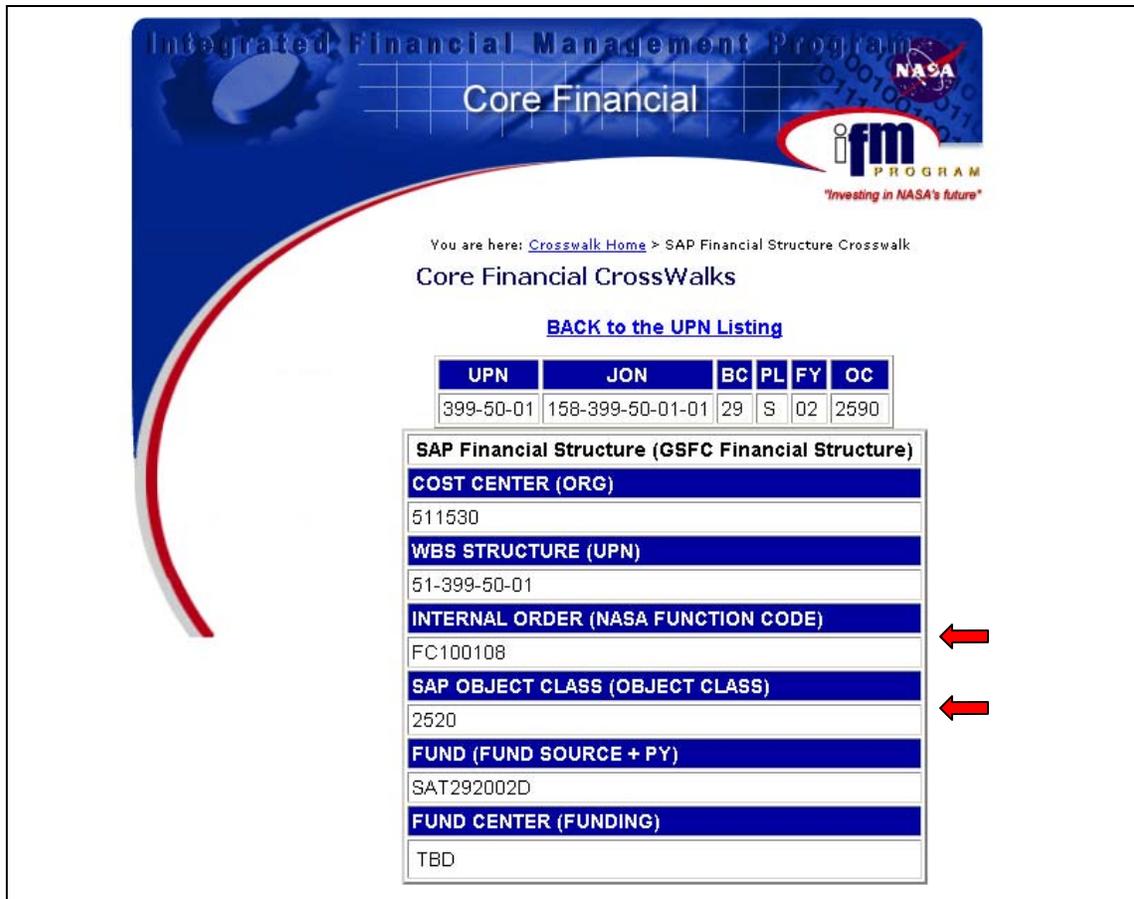
Core Financial CrossWalks

[BACK to Select a UPN](#)

Click the UPN for the SAP Financial Structure
1 - 20 of 34 Records [Next 20](#)

UPN	JON	BC	PL	FY	OC
399-50-01	158-399-50-01-01	29	S	02	2590
399-50-01	158-399-50-01-01	29	S	02	2590
399-50-01	158-399-50-01-01	29	S	96	2590
399-50-01	158-399-50-01-01	29	S	96	2590
399-50-01	158-399-50-01-01	29	S	96	2590
399-50-01	510-399-50-01-98	29	S	99	2590
399-50-01	540-399-50-01-62	29	S	96	2590
399-50-01	660-399-50-01-01	29	S	01	2550

Click on the UPN that represents the JON needed to complete the document. The next page will display the different elements that make up the accounting code.



Integrated Financial Management Program
Core Financial

You are here: [Crosswalk Home](#) > SAP Financial Structure Crosswalk

Core Financial CrossWalks

[BACK to the UPN Listing](#)

UPN	JON	BC	PL	FY	OC
399-50-01	158-399-50-01-01	29	S	02	2590

SAP Financial Structure (GSFC Financial Structure)

COST CENTER (ORG)
511530

WBS STRUCTURE (UPN)
51-399-50-01

INTERNAL ORDER (NASA FUNCTION CODE)
FC100108

SAP OBJECT CLASS (OBJECT CLASS)
2520

FUND (FUND SOURCE + PY)
SAT292002D

FUND CENTER (FUNDING)
TBD

From this window, the User will be able to find the **proper Internal Order and Object Class** information that is needed to complete the accounting code in Travel Manager. The Internal Order and Object Class code must be entered into Travel Manager as they appear in this window. Any mistake will affect the documents ability to interface with SAP.