

TM-2 PREPARER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

TRAVEL MANAGER REPORTS

This document covers the steps to view the Document Summary Report by Traveler, Accounting Code, Travel Authorization, Location or Trip Purpose.

This document also covers the steps to view the Travel Ledger Report and the Accounting Summary Report.

NOTE

Reports will continue to be available from the existing Financial System. If Travel Manager reports are utilized, please be aware that summary totals may be inaccurate.

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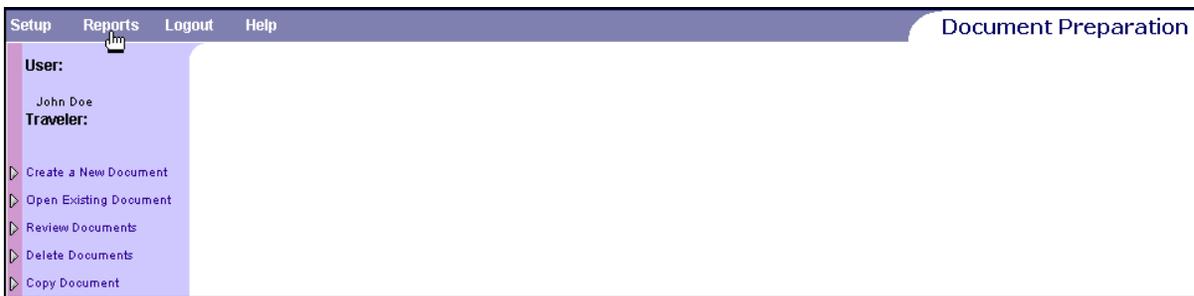
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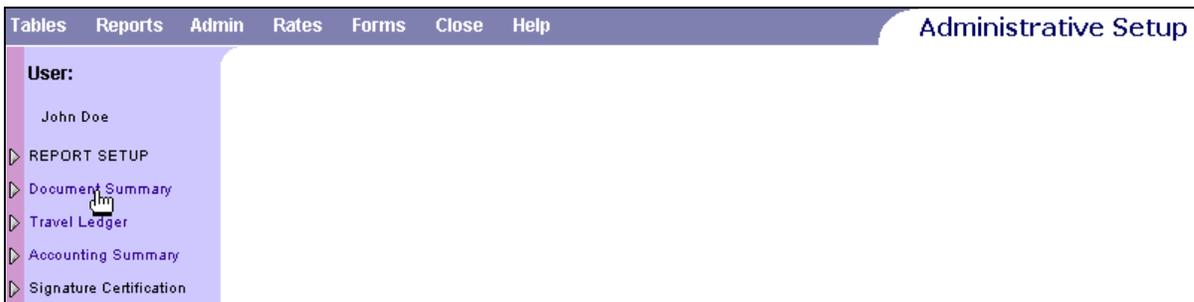
A. DOCUMENT SUMMARY BY TRAVELER

The Document Summary Report may be selected for authorizations, vouchers, or local vouchers. The report includes the traveler’s name, document name, total expenses, amount claimed, advance applied, net amount, departure date, number of travel days, and total trip expenses. To view the accounting data and location, click the ‘Detail Report’ check box on the selection criteria page to place a ‘√’ in the box. Detail report for local voucher does not include location. Title information includes the criteria: traveler’s **SSN** and **Org code**, document status, and date range.

1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



2. The **Report Setup** page will be displayed in a new browser window.



3. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Report Setup** page will be redisplayed with a list of five selections to view the Document Summary report.



4. Click the **Traveler** link on the Document Processing Toolbar on the left side of the page.
5. The **Document Summary Report by Traveler** page will be displayed.



6. The **Document Type** field defaults to Authorization. Voucher or Local Voucher could also be selected from the pull down list.
7. Select **Authorization** from the pull down list.
8. Enter the **Start Date** and **End Date** range.
 - a. **Start Date** is the earliest departure date to include on the report.
 - b. **End Date** is the latest departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

9. Enter the **Social Security Number** of the desired traveler or select it from the list by clicking the **SSN Lookup for employee** button in the ‘For this Document you can:’ area in the top right.
10. Leave the **Organization** field blank when selecting the report for a specific traveler.
11. Leave the **Status** blank. Leaving this field blank indicates that all status codes should be included on the report.
12. Check the **Detail Report** check box to place a ‘√’ in the box. Selecting the **Detail Report** will include the accounting classification codes and travel locations on the report.

13. Click the **Preview Report** button in the ‘For this Document you can:’ area in the top right.
14. The **Authorization Summary by Traveler** report will be displayed in a new browser window.

06/30/02		Authorization Summary by Traveler			Page: 1
Organization: 24		Traveler(s) Selected: 240-00-0002			
Status: (All)		From: 03/15/2002 To: 07/30/2002			
Information for: Jane, Doe					
Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount	
24-XX032602JD	807.50	807.50	0.00	807.50	
Trip 1					
Departure Date:	03/26/2002				
Travel Days:	4				
Total Trip Expenses:	807.50				
Totals For: Jane, Doe					
Total Travel Days:	4.00	807.50	807.50	0.00	807.50
Organization Totals for: 24					
Total Travel Days:	4.00	807.50	807.50	0.00	807.50
Report Totals -----					
Total Travel Days:	4.00	807.50	807.50	0.00	807.50

Example of an Authorization Summary by Traveler with Details

07/17/02		Voucher Summary by Traveler			Page: 1
Organization: 24-AB		Traveler(s) Selected: 240-00-0002			
Status: (All)		From: 01/01/2002 To: 05/30/2002			
Information for: TRAVELER, BEN					
Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount	
24-AB021102BT	819.50	819.50	0.00	819.50	
Trip 1					
Departure Date:	02/11/2002				
Travel Days:	2				
Total Trip Expenses:	819.50				
Locations:					
JOHNSON SPACE CTR, TX					
Classifications:					
24-AB2-09200000 - 0920000.08.2128.GH.24.2.8.00.AB.000 --					
819.50					
Totals For: TRAVELER, BEN					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50
Organization Totals for: 24-AB					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50
Report Totals -----					
Total Travel Days:	2.00	819.50	819.50	0.00	819.50

Example of a Voucher Summary by Traveler

07/17/02		Authorisation Summary by Traveler			Page: 1
Organization: 24-AB		Traveler(s) Selected: 240-00-0002			
Status: (All)		From: 01/01/2002 To: 05/30/2002			
Information for: TRAVELER, BEN					
Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount	
24-AB011002ET	193.50	193.50	0.00	193.50	
Trip 1 Departure Date: 01/10/2002 Travel Days: 1 Total Trip Expenses: 193.50 Locations: BOSTON,MA Classifications: 24-AB2-03200000 - 0320000.08.2128.GH.24.2.8.00.AB.000 -- 193.50					
24-AB021102ET	819.50	819.50	0.00	819.50	
Trip 1 Departure Date: 02/11/2002 Travel Days: 2 Total Trip Expenses: 819.50 Locations: JOHNSON SPACE CTR, TX Classifications: 24-AB2-03200000 - 0320000.08.2128.GH.24.2.8.00.AB.000 -- 819.50					
24-AB040702ET	1,051.00	1,051.00	0.00	1,051.00	
Trip 1 Departure Date: 04/07/2002 Travel Days: 3 Total Trip Expenses: 1,051.00 Locations: WASHINGTON, DC Classifications: 24-AB2-03200000 - 0320000.08.2128.GH.24.2.8.00.AB.000 -- 1,051.00					
24-AB051302ET	1,190.00	1,190.00	0.00	1,190.00	
Trip 1 Departure Date: 05/13/2002 Travel Days: 4 Total Trip Expenses: 1,190.00 Locations: WASHINGTON, DC ANNAPOLIS, MD					

Example of a Voucher Summary by Traveler with Details

15. Print using the browser and/or reader **Print** button.
16. Close the browser and/or reader window when finished viewing the report.
17. Click the **this Screen** button in the 'For this Document you can:' area in the top right.

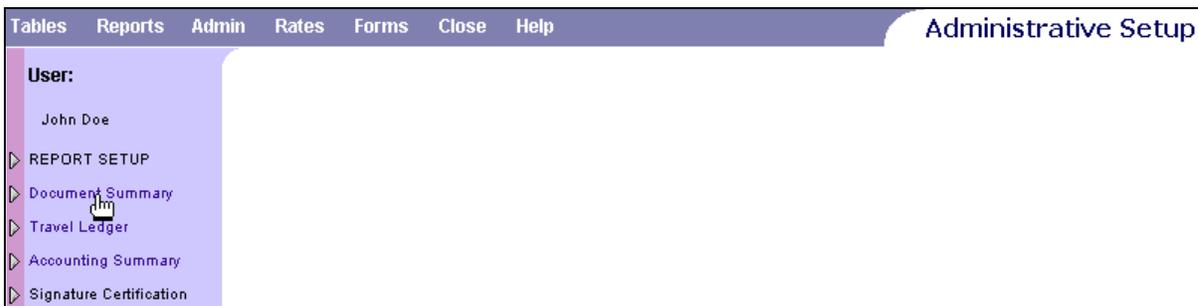
B. DOCUMENT SUMMARY BY ACCOUNTING CODE

The Document Summary by Accounting Code may be selected for authorizations, vouchers or local vouchers. The report includes the traveler’s organization and name, document name, departure date, total expenses, account label, account information, account organization code, and account expenses. Title information includes the selection criteria: document status, traveler’s organization, travel date range, and account code.

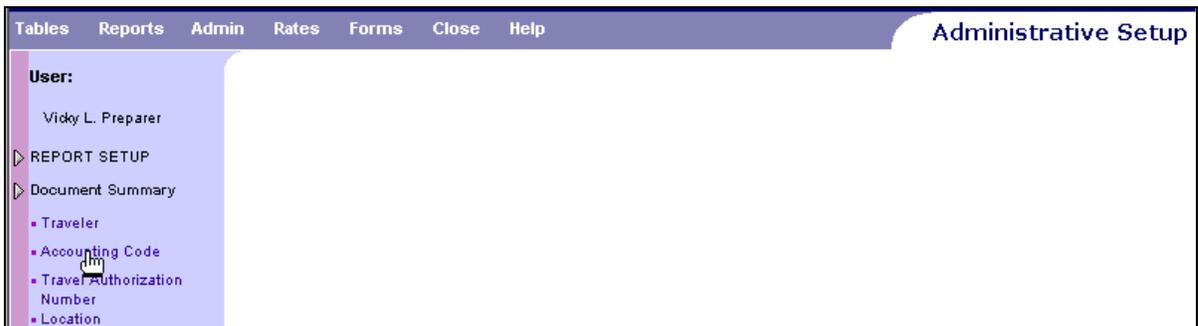
1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



2. The **Report Setup** page will be displayed in a new browser window.



3. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Report Setup** page will be redisplayed with a list of five selections to view the Document Summary report.



4. Click the **Accounting Code** link on the Document Processing Toolbar on the left side of the page.
5. The **Document Summary Report by Accounting Code** page will be displayed.

The screenshot shows the 'Document Summary Report By Accounting Code' page. The left sidebar has a menu with 'Accounting Code' highlighted. The main content area has a 'Quick Tip' box and search criteria fields: Document Type (Authorization), Start Date (03/15/02), End Date (06/20/02), Organization (24), Status, and Accounting Label (24-FR2-32996000). Below these is an 'Accounting Classification' table with the following fields:

Program Code	3299600	Program Year	2
Function		Fund Source	6
Object Class		Meth of Auth	93
Reimbrs Code		Org Code	FR
Center ID	24	Part 10	000

6. The **Document Type** field defaults to **Authorization**. Select the desired type from the **Document Type** pull down list.
7. Enter the **Start Date** and **End Date** range.
 - a. **Start Date** is the earliest departure date to include on the report.
 - b. **End Date** is the latest departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

8. Leave the **Organization** field blank or enter a specific organization code when selecting the report for a specific authorization. Leaving this field blank indicates that all organization codes, for which access is allowed, should be included.

NOTE

*The organization code entered is the organization code to which the Traveler belongs and **NOT** the organization code of the accounting code.*

9. Leave the **Status** field blank to include all documents on the report regardless of the status.
10. Leave the **Account Label** blank to include all account codes used on a document. For a list of available accounting codes in the organization, click the pull down button to the right of the **Account Label** field.
11. Click the **Preview Report** button, in the 'For this Document you can:' area in the top right, to preview the document in a new browser and/or reader window.
12. To print the report click on the **Print** button of the browser and/or reader window.

06/30/02		Authorization Summary by Accounting		Page: 1
Status: (All)		From: 03/15/2002 To: 07/30/2002		
Organisation: 24		Accounti 24-FR2-32996000		
Name	Document Name	Depart Date	Total Expenses	

Classification: 24-FR2-32996000 Org: 24				

3299600....24.2.6.99.FR.000				

06/30/02		Authorization Summary by Accounting		Page: 2
Status: (All)		From: 03/15/2002 To: 07/30/2002		
Organisation: 24		Accounti 24-FR2-32996000		
Name	Document Name	Depart Date	Total Expenses	

Classification: 24-FR2-32996000 Org: 24		(Continued)		

3299600....24.2.6.99.FR.000				
Jane, Doe	24-XX032602JD	03/26/2002	1,439.00	
Total by: 24-FR2-32996000 Org: 24			1,439.00	
Organisation Total -----			1,439.00	
=====				
Report Total -----			1,439.00	

Example of a Document Summary by Accounting Code Report

13. Close the browser and/or reader window when finished viewing the report.
14. Click the **Report Window** button in the 'For this Document you can:' area in the top right.

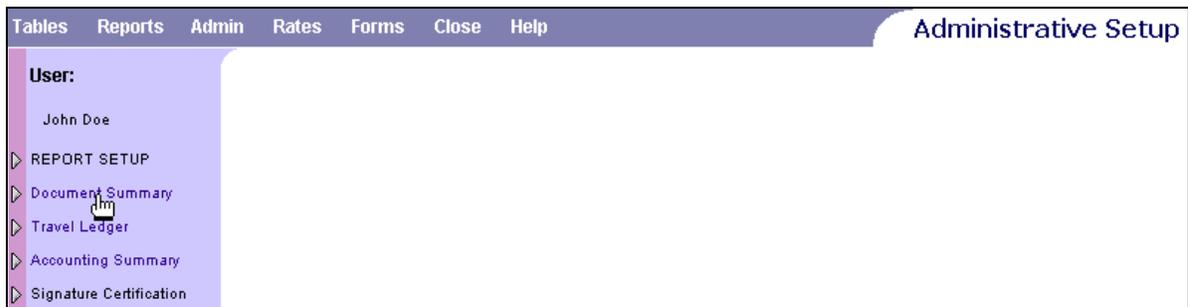
C. DOCUMENT SUMMARY BY TRAVEL AUTHORIZATION NUMBER

The Document Summary by Travel Authorization Number Report may be selected for authorizations and vouchers. The report includes the traveler’s organization code and name, authorization number, document name, departure date, number of travel days, and total reimbursable expenses. Title information includes the selection criteria: document status, traveler’s organization code, travel date range, and Travel Authorization number.

1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



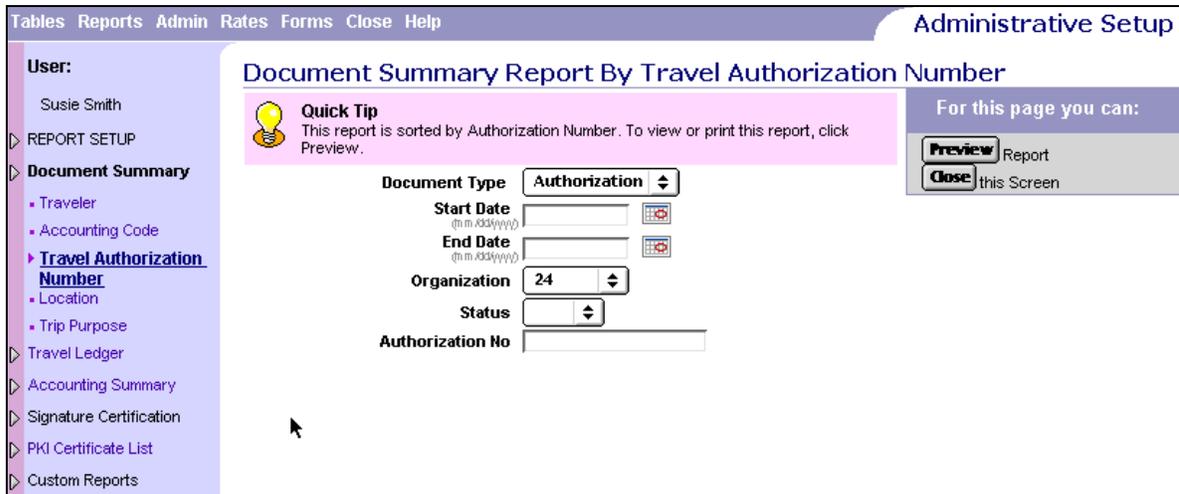
2. The **Report Setup** page will be displayed in a new browser window.



3. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Report Setup** page will be redisplayed with a list of five selections to view the Document Summary report.



4. Click the **Travel Authorization Number** link on the Document Processing Toolbar on the left side of the page.
5. The **Document Summary Report by Travel Authorization Number** page will be displayed.



6. The **Document Type** defaults to **Authorization**. To change the type to voucher, select **Voucher** from the drop down list.
7. Enter the **Start Date** and **End Date** range.
 - a. **Start Date** is the earliest departure date to include on the report.
 - b. **End Date** is the latest departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

- 8. Leave the **Organization** field blank or enter a specific organization code when selecting the report for a specific authorization. Leaving this field blank indicates that all organization codes, for which access is allowed, should be included.
- 9. Leave the **Status** blank. Leaving this field blank indicates that all status codes should be included.
- 10. Enter the **Authorization No** of the document to be included in this report if one authorization is desired. The first few characters of an authorization number may be entered to obtain a larger number of authorizations.
- 11. To view the report on the screen, click the **Preview** button in the ‘For this page you can:’ area in the top right.
- 12. The **Authorization Summary by Travel Authorization Number** report will display in a new browser window.
- 13. For a printed copy of the report, click on the **Print** button of the browser and/or reader window.

06/30/02		Authorization Summary by Travel Authorizatio			Page: 1	
Status: (All)		From: 01/01/1980		To: 12/31/2049		
Organization: 24		Selected Documents: (All)				
Travel Authoriza	Document name	name	Depart Date	Travel Days	Total Reimbursable Expenses	
24-XX032602JD		Doe, John	03/26/2002	4.00	807.50	
24-XX032602JD		Jane, Doe	03/26/2002	4.00	807.50	
Organization Total -----				8.00	1,615.00	
Report Total -----				8.00	1,615.00	

Example of an Authorization Summary by Travel Authorization Number

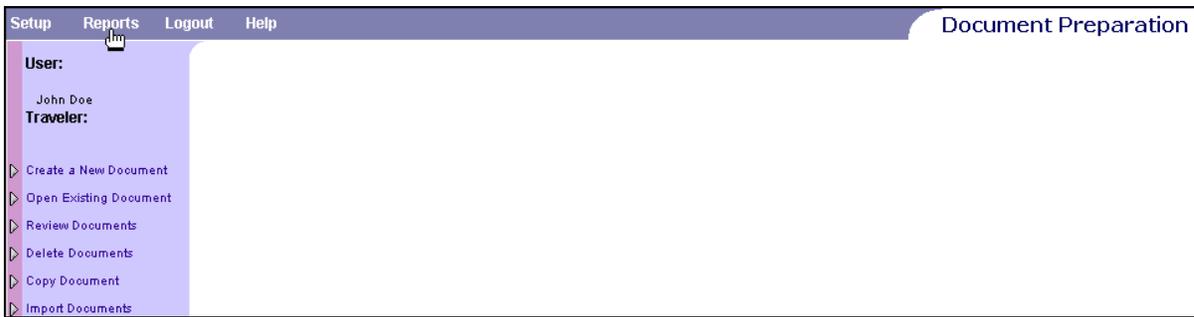
- 14. Close the browser and/or reader window when finished viewing the report.
- 15. Click the **Close** **this Screen** button in the ‘For this page you can:’ area in the top right.

D. DOCUMENT SUMMARY BY LOCATION

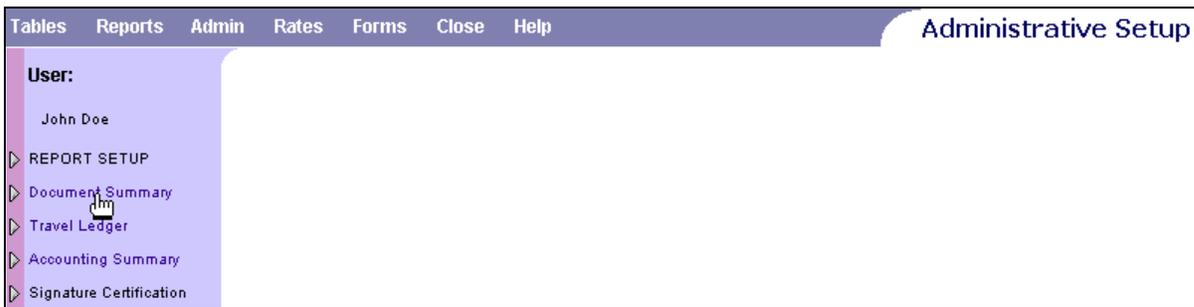
The Document Summary by Location Report may be selected for authorizations and vouchers. The report includes the traveler's name, document name, trip number, arrival date and location.

Title information includes the selection criteria: document status, traveler's organization code, location, and travel date range.

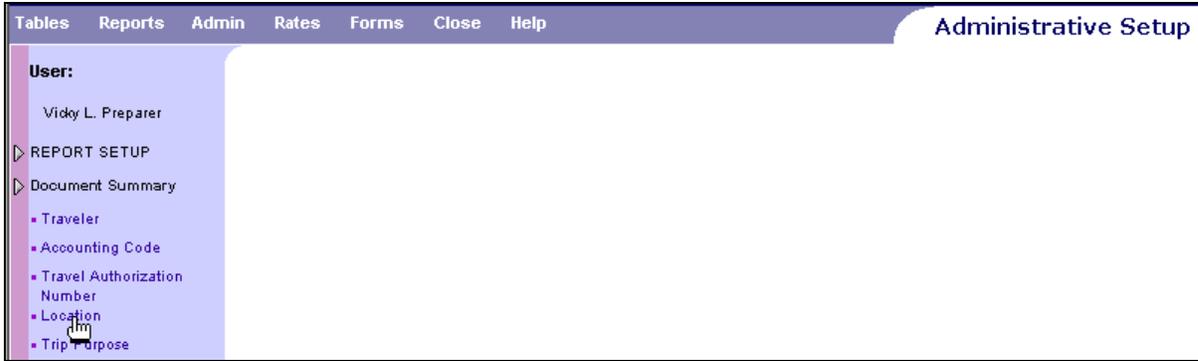
1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



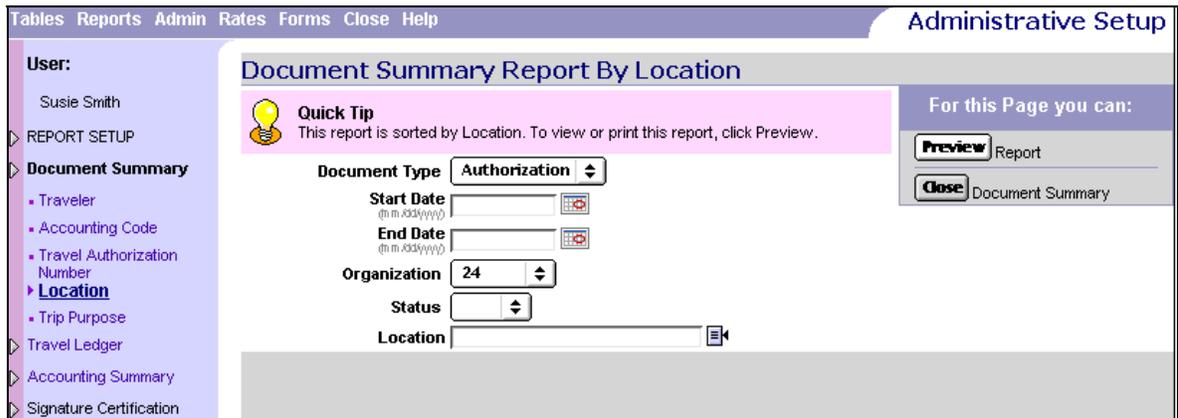
2. The **Report Setup** page will be displayed.



3. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Report Setup** page will be redisplayed with a list of five selections to view the Document Summary report.



4. Click the **Location** link on the Document Processing Toolbar on the left side of the page.
5. The **Document Summary Report by Location** selection criteria screen will display.

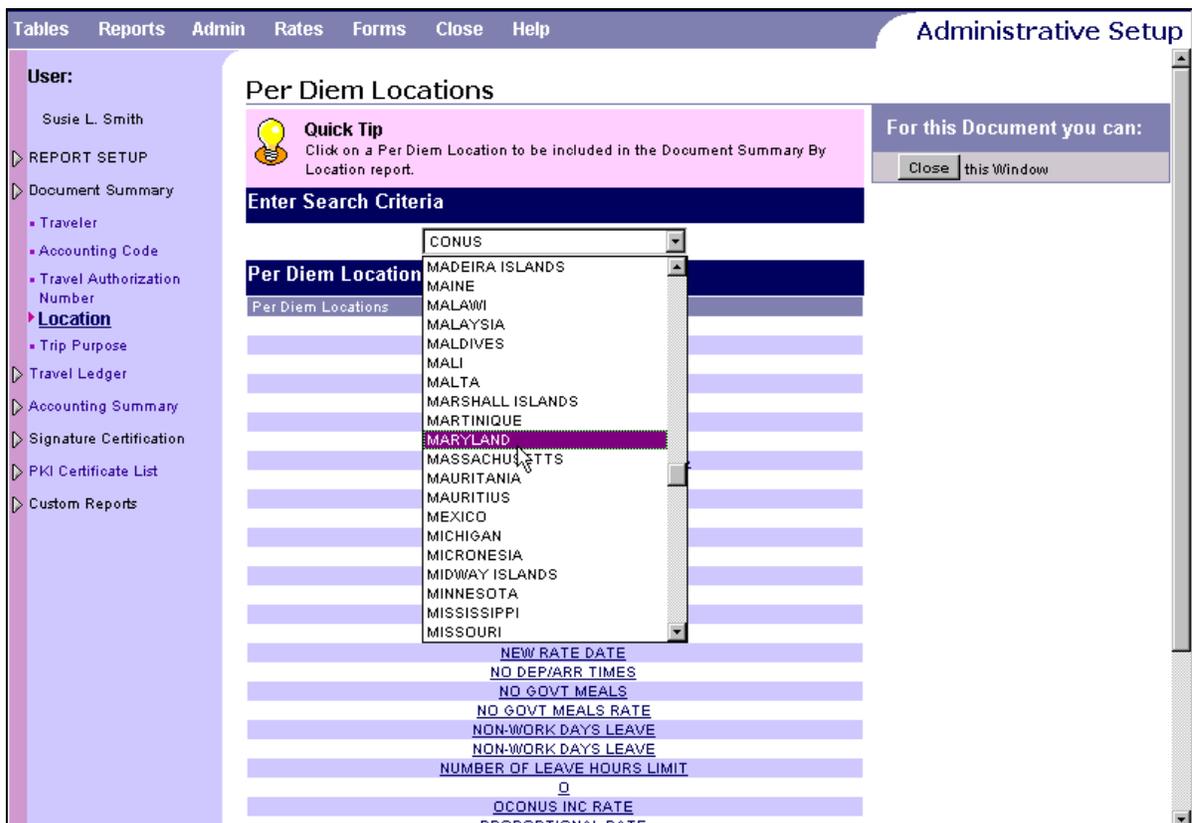


6. The **Document Type** field defaults to **Authorization**. To print a report for vouchers, select **Voucher** from the pull down list.
7. Enter the **Start Date** and **End Date** range.
 - a. **Start Date** indicates the earliest departure date.
 - b. **End Date** indicates the last departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

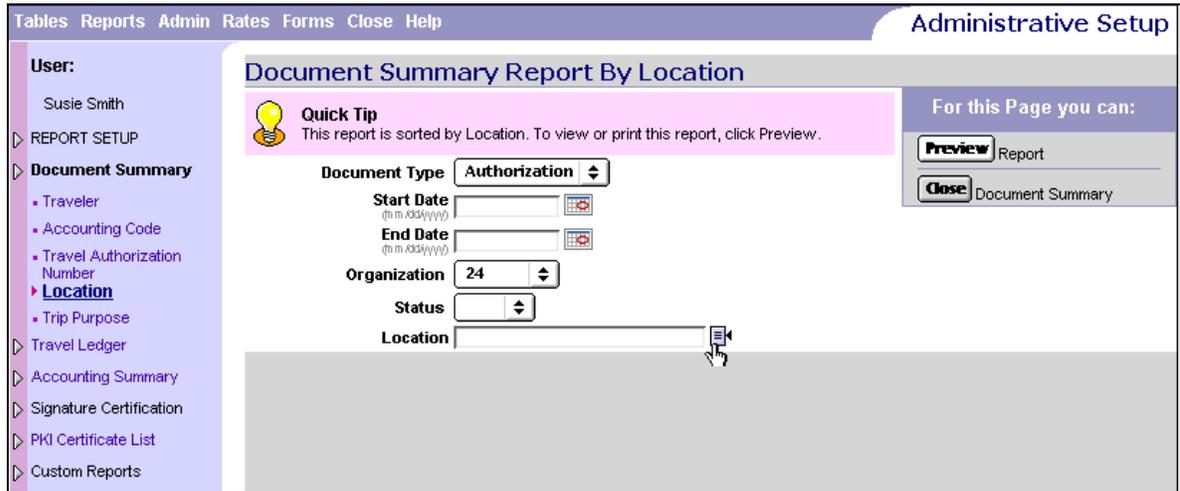
8. Leave the **Organization** field blank or enter a specific organization code when selecting the report for a specific authorization. Leaving this field blank indicates that all organization codes, for which access is allowed, should be included.
9. Leave the **Status** blank. Leaving this field blank indicates that all status codes should be included.
10. Enter the **Location** to be included in this report. Leaving this field blank implies no location restriction. Click the **Document** icon  button to the right of the **Location** field to bring up the locations lookup list.



11. Select a country or state from the pull down list. Select **Maryland**.
12. A list of per diem locations within that country or state will be displayed.



13. Click on **Annapolis** in the list under the **Per Diem Locations** area of the page.



14. To view the report on the screen click the **Preview Report** button in the ‘For this Page you can:’ area in the top right.

15. The **Authorization Summary by Location** report will display in a new window.

16. Click the browser and/or reader **Print** button to print the report.

06/30/02 Authorization Summary by Location Page: 1			
Status: (All)	Location: (All)		
Organization: 24	From: 01/01/1980	To: 12/31/2049	
Name	Document No	Trip	Arrival Date
-----	-----	-----	-----
Location: MONTEREY, CA			
Doe, John	24-XX032602JD	1	03/26/2002
Jane, Doe	24-XX032602JD	1	03/26/2002

06/30/02 Authorization Summary by Location Page: 2			
Status: (All)	Location: (All)		
Organization: 24-X	From: 01/01/1980	To: 12/31/2049	
Name	Document No	Trip	Arrival Date
-----	-----	-----	-----
Location: MONTEREY, CA			
Doe, John	24-XX032702JD	1	03/26/2002

End of Report.			

Example of a Document Summary by Location Report

17. Close the browser and/or reader window when finished viewing the report.

18. Click the **Close** **Document Summary** button in the 'For this Page you can:' area in the top right.

E. DOCUMENT SUMMARY BY TRIP PURPOSE

The Document Summary by Trip Purpose report may be selected for authorizations, vouchers or local vouchers. The report includes the Trip Purpose, Document Name, Total Expenses, Amount Claimed, Amount Applied, Net Amount, Total Costs for each Purpose, Organizational Totals, and Report Totals.

Title information includes the selection criteria: document status, traveler’s organization, travel date range, and purpose.

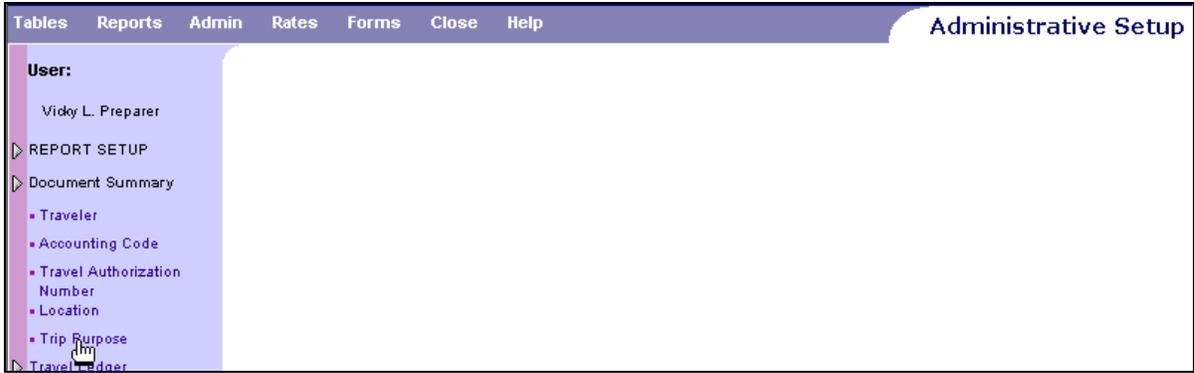
1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



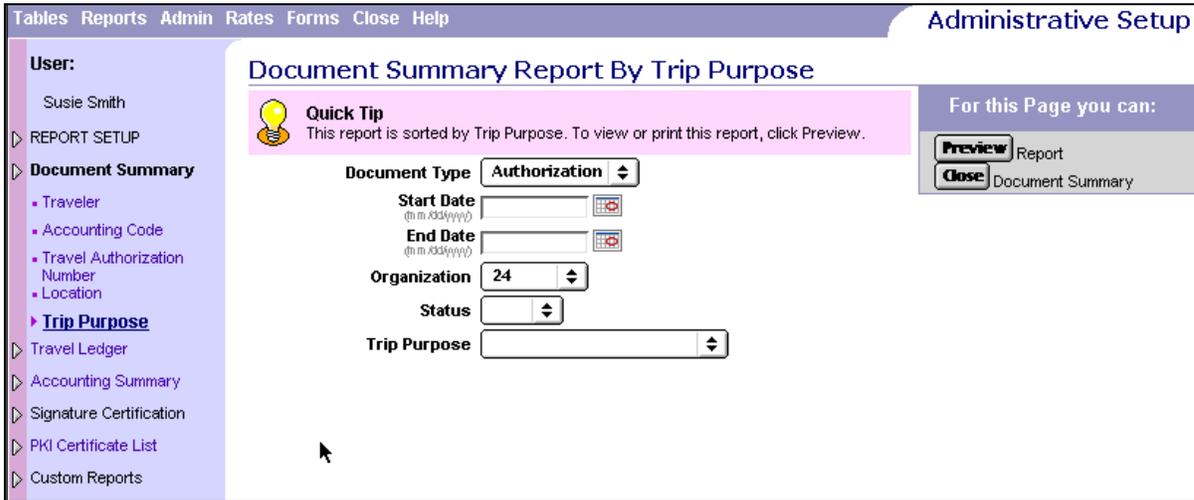
2. The **Report Setup** page will be displayed in a new browser window.



3. Click the **Document Summary** link on the Document Processing Toolbar on the left side of the page. The **Report Setup** page will be redisplayed with a list of five selections to view the Document Summary report.



4. Click the **Trip Purpose** link, on the Document Processing Toolbar on the left side of the page, as the type of Document Summary report desired.
5. The **Document Summary Report by Trip Purpose** page will be displayed.



6. The **Document Type** field defaults to **Authorization**.
7. Enter the **Start Date** and **End Date** range.
 - a. **Start Date** indicates the earliest departure date.
 - b. **End Date** indicates the last departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

8. Leave the **Organization** field blank or enter a specific organization code when selecting the report for a specific authorization. Leaving this field blank indicates that all organization codes, for which access is allowed, should be included.
9. Leave the **Status** field blank. Leaving this field blank indicates that all status codes should be included.
10. Select the **Trip Purpose** from the **Trip Purpose** pull down menu. If this field is left blank, all trip purposes are included in the report.
11. To view the report click the **Preview Report** button in the ‘For this Page you can:’ area in the top right. For a printed copy of the report click on the browser and/or reader **Print** button.

06/30/02		Authorization Summary by Purpose			Page: 1
Status: (All)		Purpose: (All)			
Organization: 24		From: 01/01/1980	To: 12/31/2049		
Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount	

Trip Purpose: TRAINING					
24-XX032602JD	807.50	807.50	0.00	807.50	
24-XX032602JD	807.50	807.50	0.00	807.50	
Organization Total -----	1,615.00	1,615.00	0.00	1,615.00	

06/30/02		Authorization Summary by Purpose			Page: 2
Status: (All)		Purpose: (All)			
Organization: 24-X		From: 01/01/1980	To: 12/31/2049		
Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount	

Trip Purpose: TRAINING					
24-XX032702JD	827.50	827.50	0.00	827.50	

06/30/02		Authorization Summary by Purpose			Page: 3
Status: (All)		Purpose: (All)			
Organization: 24-X		From: 01/01/1980	To: 12/31/2049		
Document Name	Total Expenses	Amount Claimed	Advance Applied	Net Amount	

Total for :	2,442.50	2,442.50	0.00	2,442.50	

Example of a Summary by Trip Purpose Report

12. Close the browser and/or reader window when finished viewing the report.
13. Click the **Close** **Document Summary** button in the ‘For this Page you can:’ area in the top right.

F. TRAVEL LEDGER

The Travel Ledger Report may be viewed by document type. Authorizations and Vouchers will be displayed on this report. Local vouchers will not be shown on this report.

The report includes the departure date, document type, document name, authorization number, document status, advance amount, advance applied, amount claimed, amount due to traveler, and amount due government.

Title information includes the selection criteria: traveler's name and Social Security Number, document status, and travel date range.

1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



2. The **Report Setup** page will be displayed in a new browser window.



3. Click the **Travel Ledger** link on the Document Processing Toolbar on the left side of the page.
4. The **Travel Ledger** page will be displayed.

The screenshot shows the 'Administrative Setup' page for the 'Travel Ledger' report. On the left is a navigation menu with options like 'REPORT SETUP', 'Document Summary', 'Travel Ledger', 'Accounting Summary', 'Signature Certification', 'PKI Certificate List', and 'Custom Reports'. The 'Travel Ledger' option is selected. The main content area has a 'User' section for 'John Doe', a 'Quick Tip' box stating 'This report lists the advances and amount claimed for a document. To view or print, click Preview.', and a 'For this Page you can:' section with buttons for 'Preview', 'Ledger', 'Close', and 'Travel Ledger'. Below this is a form titled 'Travel Ledger' with fields for 'Social Security No', 'Start Date (mm/dd/yyyy)', 'End Date (mm/dd/yyyy)', and 'Authorization Status'.

5. Enter the **Social Security Number** of the desired traveler or select the Social Security Number from a list by clicking on the **Document** icon  to the right of the field. A Social Security Number must be entered for the Travel Ledger report.
6. Enter the **Start Date** and **End Date** range.
 - a. **Start Date** is the earliest departure date to include on the report.
 - b. **End Date** is the latest departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

You must enter a full/partial value to preview a report.

7. Leave the **Authorization Status** blank. Leaving this field blank indicates that all status codes should be included on the report.
8. Click the  **Ledger** button in the 'For this Page you can:' area in the top right.
9. The **Travel Ledger** report will be displayed in a new browser and/or reader window.

Travel Ledger						
06/30/02		SSN		240-00-0002		
Traveler: Jane, Doe		Travel Dates: 01/01/1980 to 12/31/2049				
Authorization Status: (All)						
Date	Document Type	Document Name	Document Status	Advance Amt (Advance Applied)	Amount Claimed	Due Traveler (Due Gov't)

----- Travel Authorization Num: (Blank Blank TA						
03/26/2002						
	Auth	24-XX022602JD	CREATED	0.00		
=====						
Report Totals:				0.00	0.00	0.00

Example of a Travel Ledger Report

10. If the traveler’s reimbursable expenses are less than the advance amount, the amount under the **(Due Gov’t)** column would be enclosed in [] to indicate money due to the government.
11. Print using the browser and/or reader **Print** button.
12. Close the browser and/or reader window to close the report when finished viewing.
13. Click the  **Travel Ledger** button in the ‘For this Page you can:’ area in the top right.

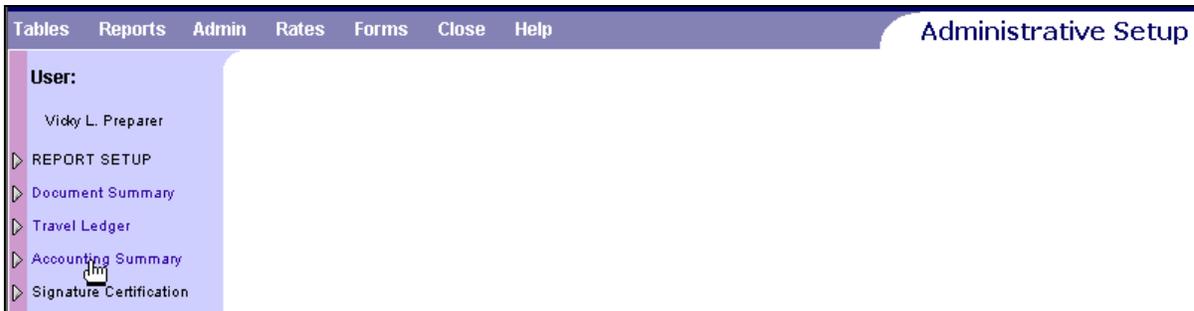
G. ACCOUNTING SUMMARY

The Accounting Summary Report may be selected for authorizations, vouchers, or local vouchers. The report includes the Organization, Status, Date range of information, Classification Codes, Totals by each code, Organizational Totals, and a Report Total. The detailed report adds a breakdown of expenses by type; Lodging, M&IE, etc., for each accounting code.

1. Click the **Reports** link on the Tab Menu Toolbar at the top of the page.



2. The **Report Setup** page will be displayed in a new browser window.



3. Click the **Accounting Summary** link on the Document Processing Toolbar on the left side of the page. The **Accounting Summary Report** page will be displayed.

4. The **Document Type** defaults to **Authorization**. **Voucher** or **Local Voucher** radio buttons at the top of the page may be selected.
5. Enter the **Start Date** and **End Date** range.
 - a. **Start Date** is the earliest departure date to include on the report.
 - b. **End Date** is the latest departure date to include on the report.

NOTE

*Leaving **Start** and **End** date fields blank will cause the default dates to be used. The default start date is January 01, 1980, and the default end date is December 31, 2049.*

6. Leave the **Status** blank. Leaving this field blank indicates that all status codes should be included on the report.
7. If you wish to select a specific Accounting Label for the report, click the Document icon  to the right of the Accounting Label field, in the General Criteria area in the top half of the page. A list of Accounting Labels will be displayed.

Enter Search Criteria for Organization "24"

Label Search
Close

Search Results Click on an entry to select it

Label	Classification Code
24-FR2-32996000	3299600... 24. 2. 6. 93. FR. 000
24-RR2-09200000	0920000... 24. 2. 8. 00. RR. 000
24-PP2-70635280	7063500... 24. 2. 8. 00. PP. 280
24-PP2-70651500	7065154... 24. 2. 8. 00. PP. 500
24-PP2-71035380	7103514... 24. 2. 8. 00. PP. 380
24-PP2-71317500	7131700... 24. 2. 8. 00. PP. 500
24-RR2-71055000	7105504... 24. 2. 8. 00. RR. 000
24-RI2-71055000	7105504... 24. 2. 8. 00. RI. 000
24-XX2-09200ABC	09200000... 2121... 24. 2. 8. 00. XX. ABC
24-YY2-43612CAT	4361201... 24. 2. 8. 00. YY. CAT

8. Click on a label to make a selection. The Accounting Summary Report will be displayed.

Tables Reports Admin Rates Forms Close Help Administrative Setup

User: Susie Smith

- REPORT SETUP
- Document Summary
- Travel Ledger
- Accounting Summary**
- Signature Certification
- PKI Certificate List
- Custom Reports

Accounting Summary Report

Quick Tip
This report displays totals by Account Label. To view or print this report, click Preview.

For this Document you can:
Preview Accounting Summary Report
Close Accounting Summary Report

General Criteria

Document Type
 Authorization
 Voucher
 Local Voucher

Date Start (m.m.yyyy)

Date End (m.m.yyyy)

Organization 24

Status

Accounting Label

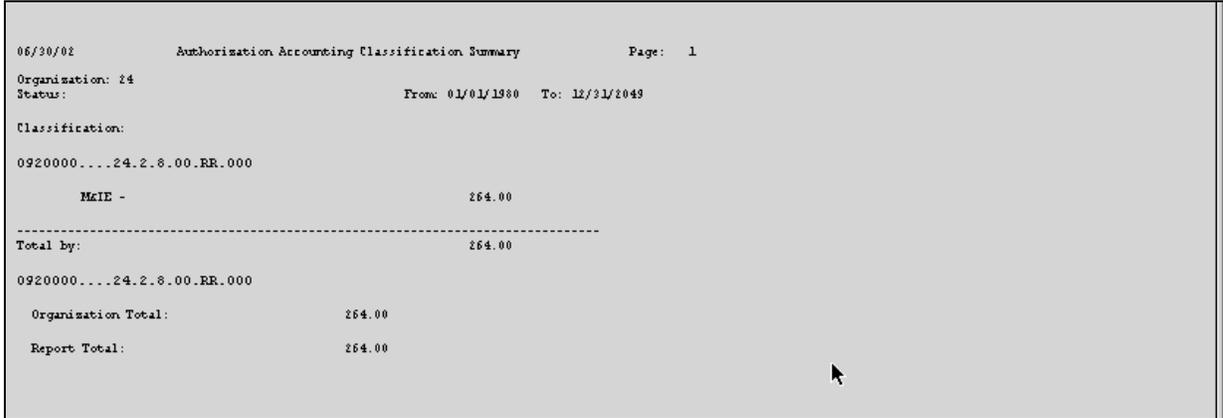
Detail Report

Accounting Codes

Program Code	<input type="text"/>	Program Year	<input type="text"/>
Function	<input type="text"/>	Fund Source	<input type="text"/>
Object Class	<input type="text"/>	Meth of Auth	<input type="text"/>
Reimbrs Code	<input type="text"/>	Org Code	<input type="text"/>
Center ID	<input type="text"/>	Part 10	<input type="text"/>

9. Check the **Detail Report** check box in the center of the page to place a '√' in the box. Placing a '√' in the **Detail Report** check box will include a breakdown of expenses by type; **Lodging, M&IE**, etc.

10. Click the **Accounting Summary Report** button in the ‘For this Document you can:’ area in the top right.
11. The **Accounting Summary** report will be displayed in a new browser and/or reader window.



```
06/30/02      Authorization Accounting Classification Summary      Page: 1
Organization: 24
Status:                               From: 01/01/1980   To: 12/31/2049
Classification:
0920000....24.2.8.00.RR.000
      H&IE -                               264.00
-----
Total by:                               264.00
0920000....24.2.8.00.RR.000
Organization Total:                      264.00
Report Total:                            264.00
```

Example of an Accounting Summary Report with Detail

12. Print using the browser and/or reader **Print** button.
13. Close the browser and/or reader window when finished viewing the report.
14. Click the **Accounting Summary Report** button in the ‘For this Document you can:’ area in the top right.