

Fiscal Year Crossover Travel Claims through Tpax

How to process a travel claim that
crosses over the beginning of the
next Fiscal Year...

Fiscal Year Crossover....

- What is a Fiscal Year Crossover Claim?
 - When travel begins in September of any calendar year and ends on or after October 1 of the same calendar year.
 - This distributes expenses/entitlements of one travel claim between both fiscal years.

Fiscal Year Crossover Cont'd...

- Step 1: Input travel claim as normal until the Financial tab.
- Click on “Modify Accounting.”
 - In this example we will use the travel dates of Sept 15, 2006 through Oct 30, 2006

The screenshot shows a 'Travel Order' window with the following details:

- UserID: 00009999
- Friday, July 27, 2007
- BOAT_COASTIE T: W3
- Grade/Rank: W3
- Order Number: 1106456456456000
- Type of Order: Normal

The form is divided into two main sections:

- Description:**
 - Purpose of Trip: Site Visit
 - Max. Trips Allowed: 1
 - Issuing Organization: 547400
 - Paying Organization: 547400
 - Funds: Coast Guard
 - Group Travel:
- Whats Authorized (TDY):**
 - Dates:
 - Issue Date: 9/1/2006
 - Begin Date: 9/15/2006
 - Number of Days: 45
 - End Date: 10/29/2006

Navigation buttons: <Back, Next>, OK, Cancel, Help.

Footer text: What is the expected end date of travel for this travel authorization

Fiscal Year Crossover Cont'd...

- An example of an itinerary where traveling from Topeka to Saint Louis crossing fiscal years.
- With this itinerary, the system will pre-compute the lodging and tax expenses by each calendar day.

BOAT, COASTIE T: W3 TONO: 1106456456456000

Actual Trip Duration: Greater than or equal to 24 hours

| Date | Location | Trans | Duty | IDL | Local? | Lodging | Meals | Lodging | Taxes | Miles |
|------------|--------------------------|-------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------|--------|-------|
| 9/15/2006 | DEP Topeka, KANSAS | PA | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 9/15/2006 | ARR Saint Louis, MISSOU | TD | <input checked="" type="checkbox"/> | <input type="checkbox"/> | LDP | CQ | CM | \$85.00 | \$8.50 | 311 |
| 10/30/2006 | DEP Saint Louis, MO MISS | PA | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 10/30/2006 | ARR TOPEKA / SHAWNE | MC | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | 312 |
| * | | | | | | | | | | |

<Back Next Duplicate Previous Insert Leg Delete Leg Clear Completed

Other Exceptions Occasionals OK Cancel Help

Enter the number of miles between the depart location and the arrival location

Fiscal Year Crossover Cont'd...

- In the reimbursable section, the expenses are charged to the FY based on date entered
 - Enter the purchased date
- **THIS IS IMPORTANT!**

The screenshot shows a software window titled 'Trip' with the following details:

- UserID: 000009999
- Request No: NEW
- Friday, July 27, 2007
- Buttons: BOAT, COASTIE T: W3 and TONO: 1106456456456000
- Section: Reimbursables
- Table with columns: Date, Nature of Expense, Type, Amount Claimed, Split, IBOP
- Buttons: <Back, Next>, Insert Expense, Delete Expense, Other, Exceptions, Occasionals, OK, Cancel, Help
- Footer: Enter the date that this expense was incurred

| Date | Nature of Expense | Type | Amount Claimed | Split | IBOP |
|--------------|------------------------------|------|----------------|--------------------------|------|
| 9/15/2006 | LAUNDRY EXPENSE - CONUS ONLY | O | 30.00 | <input type="checkbox"/> | US |
| 10/30/2006 | LAUNDRY EXPENSE - CONUS ONLY | O | 60.00 | <input type="checkbox"/> | US |
| 9/15/2006 | PARKING | T | 105.00 | <input type="checkbox"/> | US |
| 10/30/2006 | PARKING | T | 210.00 | <input type="checkbox"/> | US |
| 9/15/2006 | TOLLS | T | 5.00 | <input type="checkbox"/> | US |
| 10/30/2006 | TOLLS | T | 5.00 | <input type="checkbox"/> | US |
| ▶ 10/30/2006 | | O | | <input type="checkbox"/> | |
| * | | | | <input type="checkbox"/> | |

Fiscal Year Crossover Cont'd...

- On the Calculations tab you are split FY year.

Request for a Settlement Against an Order

UserID: 000009999 Add Request No: NEW Friday, July 27, 2007

BOAT_COASTIE T: W3 TOND: 1106456456456000

Request Type

Type of Settlement: Final - First Submission Type of Partial: Not a Partial

| Remit To | Adv/Accr | Entitlements | Calculations | Financial | Remarks | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|------------|--------------|--|-------------------|----------|------|-------|-----------------------|------------|------------|------------|-------------------------|----------|----------|----------|------------------------|----------|----------|----------|--|--|--|--|--|--|--|--|--|--|
| | | | <table border="1"><thead><tr><th>Description</th><th>2006</th><th>2007</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp TDY Per Diem</td><td>\$2,289.25</td><td>\$4,220.25</td><td>\$6,509.50</td></tr><tr><td>Memb/Emp Transportation</td><td>\$248.40</td><td>\$353.84</td><td>\$602.24</td></tr><tr><td>Memb/Emp Reimbursables</td><td>\$168.00</td><td>\$306.50</td><td>\$472.50</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table> | Description | 2006 | 2007 | Total | Memb/Emp TDY Per Diem | \$2,289.25 | \$4,220.25 | \$6,509.50 | Memb/Emp Transportation | \$248.40 | \$353.84 | \$602.24 | Memb/Emp Reimbursables | \$168.00 | \$306.50 | \$472.50 | | | | | | | | | | |
| Description | 2006 | 2007 | Total | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Memb/Emp TDY Per Diem | \$2,289.25 | \$4,220.25 | \$6,509.50 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Memb/Emp Transportation | \$248.40 | \$353.84 | \$602.24 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Memb/Emp Reimbursables | \$168.00 | \$306.50 | \$472.50 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Total Entitlement | 7,584.24 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Deductions | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Partial Payments | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Amount Payable | 7,584.24 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Advances | 0.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | Due Member | 7,584.24 | | | | | | | | | | | | | | | | | | | | | | | | |

<Back Next>

Other Receipts OK Cancel Help

Fiscal Year Crossover Cont'd...

- Click on the Financial Tab and the “Modify Accounting” button
- Input the “first” FY accounting line by entering the FY in the appr code field
 - Example: “601” for Fiscal Year 2006
- Complete Accounting line
- Tab to amount field
 - Screen will auto change

Coast Guard Accounting

UserID: User's ID Request No: NEW Today's Date

BOAT, COASTIE T: W3 TONO: 1106456456456000

| | TONO | Ag | R/A | Appr | Limit | Allt | Alc | ProgEle | CstAct | Obj | Amount |
|---|------------------|----|-----|------|-------|------|-----|---------|--------|------------------------------|--------|
| ▶ | 1106456456456000 | 2 | P | 601 | 99 | 21 | 0 | RA | 78045 | 2100 | |
| * | | | | | | | | | | 1222 2100 2103 2104 | |

Copy Delete Insert

Other OK Cancel Help

Enter Object Class

Fiscal Year Crossover Cont'd...

- Tab/Return past the Amount field to the next line of accounting.

The screenshot shows a software window titled "Coast Guard Accounting". At the top, it displays "UserID: User's ID", "Request No: NEW", and "Today's Date". Below this, there are two input fields: "BOAT, COASTIE T: W3" and "TONO: 1106456456456000".

| Elements of Expense | First Year | Second Year | Total | Amount |
|-------------------------|------------|-------------|------------|------------|
| Memb/Emp TDY Per Diem | \$2,289.25 | \$4,220.25 | \$6,509.50 | \$7,584.24 |
| Memb/Emp Transportation | \$248.40 | \$353.84 | \$602.24 | |
| Memb/Emp Reimbursables | \$166.00 | \$306.50 | \$472.50 | |
| Totals Debits | \$2,703.65 | \$4,880.59 | \$7,584.24 | |

At the bottom of the window, there are several buttons: "Other", "Copy", "Delete", "Insert", "OK", "Cancel", and "Help". A status bar at the very bottom contains the text "Enter the amount to be allocated to this classification".

Fiscal Year Crossover Cont'd...

- Note that the system should change the last digit of the TONO to a 1, if not you will need to change it manually
- Then change the “appr” code to next FY
 - Example: “701” for Fiscal Year 2007
- The rest of the TONO and accounting line are identical.

Coast Guard Accounting

UserID: User's ID Request No: NEW Today's Date

BOAT, COASTIE T: W3 TONO: 1106456456456000

| TONO | Ag | R/D | Appr | Limit | Allt | Alc | ProgEle | CstAct | Obj | Amount |
|------------------|----|-----|------|-------|------|-----|---------|--------|------|--------|
| 1106456456456000 | 2 | P | 601 | 299 | 21 | 0 | RA | 78045 | 2100 | \$7,5 |
| 1106456456456001 | 2 | P | 701 | 299 | 21 | 0 | RA | 78045 | 2100 | |
| * | | | | | | | | | | |

1222
2100
2103
2104

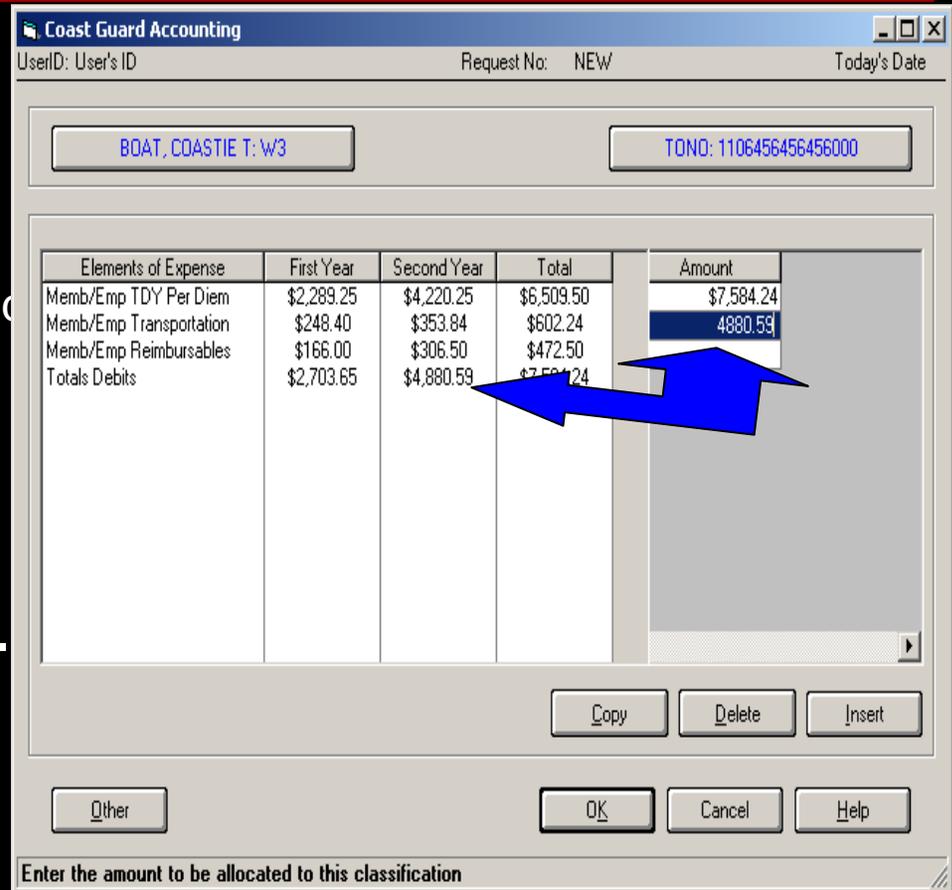
Copy Delete Insert

Other OK Cancel Help

Enter Object Class

Fiscal Year Crossover Cont'd...

- Tab to the “amount” column, the screen will auto change.
- Make sure that the 2nd yr Total Debits amount is the same as the amount in the 2nd line of accounting. If not, please change to make equal.



The screenshot shows the 'Coast Guard Accounting' window. At the top, it displays 'UserID: User's ID', 'Request No: NEW', and 'Today's Date'. Below this are two input fields: 'BOAT, COASTIE T: W3' and 'TONO: 1106456456456000'. The main area contains a table with the following data:

| Elements of Expense | First Year | Second Year | Total | Amount |
|-------------------------|------------|-------------|------------|------------|
| Memb/Emp TDY Per Diem | \$2,289.25 | \$4,220.25 | \$6,509.50 | \$7,584.24 |
| Memb/Emp Transportation | \$248.40 | \$353.84 | \$602.24 | 4880.59 |
| Memb/Emp Reimbursables | \$166.00 | \$306.50 | \$472.50 | |
| Totals Debits | \$2,703.65 | \$4,880.59 | \$7,584.24 | |

A blue arrow points from the 'Amount' column of the 'Totals Debits' row to the 'Amount' column of the 'Memb/Emp Transportation' row. Below the table are buttons for 'Copy', 'Delete', and 'Insert'. At the bottom of the window are buttons for 'Other', 'OK', 'Cancel', and 'Help'. A status bar at the very bottom reads 'Enter the amount to be allocated to this classification'.

Fiscal Year Crossover Cont'd...

- When you hit the <Enter> button, the system will automatically adjust the first year expenses.
- Click <OK>

Coast Guard Accounting

UserID: User's ID Request No: NEW Today's Date

BOAT, COASTIE T: W3 TONO: 1106456456456000

| | TONO | Ag | R/D | Appr | Limit | Allt | Alc | ProgEle | CstAct | Obj | Amount |
|---|------------------|----|-----|------|-------|------|-----|---------|--------|------|------------|
| | 1106456456456000 | 2 | P | 601 | 299 | 21 | 0 | RA | 78045 | 2100 | \$2,703.65 |
| | 1106456456456001 | 2 | P | 701 | 299 | 21 | 0 | RA | 78045 | 2100 | \$4,880.59 |
| | 1106456456456000 | | | | | | | | | | |
| * | | | | | | | | | | | |

Copy Delete Insert

Other **OK** Cancel Help

Enter the TONO for this accounting classification

Fiscal Year Crossover Cont'd...

- Your financial tab will now show the fiscal year crossover accounting.
- Failure to follow this process could result in a delay of payment.

Request for a Settlement Against an Order
UserID: 000009999 Add Request No: NEW Friday, July 27, 2007

BDAT_COASTIE T: W3 TOND: 1106456456456000

Request Type
Type of Settlement: Final - First Submission Type of Partial: Not a Partial

Remit To Adv/Accr Entitlements Calculations **Financial** Remarks

Method of Payment: EFT Computed Split: \$4207.50 Release Obligation
Due Traveler: \$7584.24 Split Payment: \$0.00

| | Classification | Amount |
|---|---|------------|
| ▶ | 1106456456456000 2 P 601 299 21 0 RA 78045 2100 | \$2,703.65 |
| | 1106456456456001 2 P 701 299 21 0 RA 78045 2100 | \$4,880.59 |

<Back Next> Modify Accounting

Other Receipts OK Cancel Help

Choose method of payment to be used to reimburse the traveler for these expenses