From: Lowery, Amber (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: Funds Control for Travel from Oct 5 HPOC meeting
Date: Wednesday, October 13, 2010 4:21:09 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Wednesday, October 13, 2010 1:39 PM
To: Bishop, Jamie (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Corum, Ashley (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NIH/NCI) [E]; Gabossy, Andrea (NIH/NCI) [E]; Grove, Linda (NIH/NCI) [E]; Guyton, Vanessa (NIH/NCI) [E]; Haggerty, Kelly (NIH/NCI) [E]; Haller, Denise (NIH/NCI) [E]; Heckman, Dana (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Kapinos, Kathryn (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Meredith, Kristin (NIH/NCI) [E]; Moon, Annie (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilkins, Becky (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Deputy Managers; NCI ARC Managers; Wahlert, Shari (NIH/NCI) [E]
Subject: Funds Control for Travel from Oct 5 HPOC meeting
Importance: High

NCI HPOCs: please disseminate this information to your planners and approvers regarding funds control guidance from the Oct 5 HPOC meeting.

AUTHORIZATIONS

§ Funds Checking occurs when a document is stamped 'Signed' and 'Approved.' For sponsored travel, this will occur when the document is stamped 'Auth Prepared' and 'Approved.'
§ If there are insufficient funds, an error message will appear (see screenshot below) and the document cannot be signed or approved.

Error Page

GovTrip received errors from the NIH Business System (NBS) and could not validate the following Line(s) of Accounting. Please review the error(s) and return to the Accounting page to take corrective action.

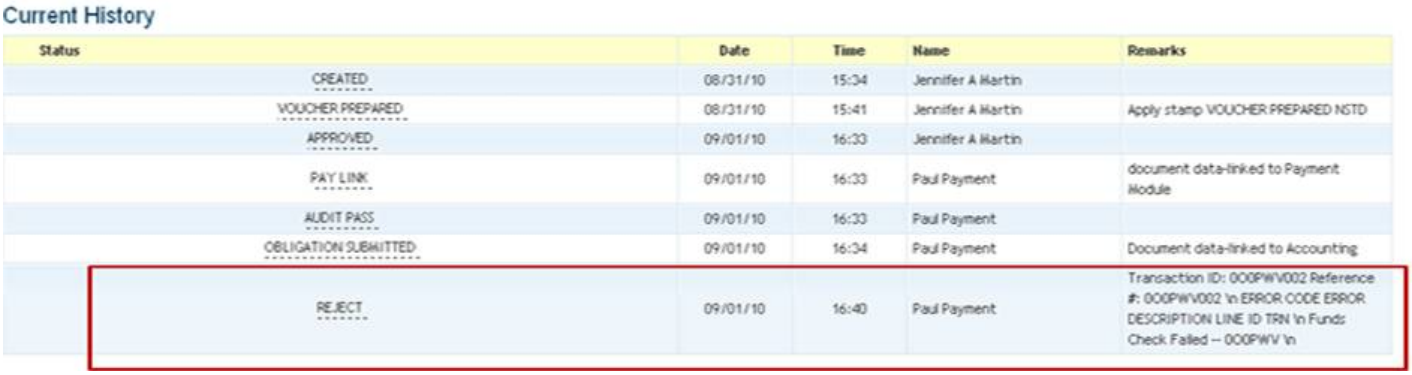
Number	Name	Task	Type	Date	Org ID	Status
121984	8471671	1	2121	2010-08-29	2190	This budgetary detail transaction causes a summary account to fail funds check

§ If the error message is received, take the following steps:
1. Contact your AO, who should proceed using the established process identified by the NCI budget office.
2. If a new CAN should be used, remove the existing CAN and replace with the new CAN.
3. If funds are added to existing CAN, re-stamp the document signed and route as appropriate.

VOUCHERS

Note: For amendments and vouchers that are above the original obligation, funds check will be conducted on the full amount of the document.

§ Funds checking occurs after the voucher is approved and before it enters the financial system.
§ If there are insufficient funds, the voucher will be rejected. (see error message in screenshot below)



Current History

Status	Date	Time	Name	Remarks
CREATED	08/31/10	15:34	Jennifer A Martin	
VOUCHER PREPARED	08/31/10	15:41	Jennifer A Martin	Apply stamp VOUCHER PREPARED NSTD
APPROVED	09/01/10	16:33	Jennifer A Martin	
PAY LINK	09/01/10	16:33	Paul Payment	document data-linked to Payment Module
AUDIT PASS	09/01/10	16:33	Paul Payment	
OBLIGATION SUBMITTED	09/01/10	16:34	Paul Payment	Document data-linked to Accounting
REJECT	09/01/10	16:40	Paul Payment	Transaction ID: 000PWV002 Reference #: 000PWV002 \n ERROR CODE ERROR DESCRIPTION LINE ID TRN \n Funds Check Failed -- 000PWV \n

§ If the voucher is rejected, take the following steps:
1. Contact your AO, who should proceed using the established process identified by the NCI budget office.
2. If funds are added to the existing CAN, amend the rejected voucher, re-stamp Voucher Prepared (or T-entered) and route as appropriate.
3. If a new CAN should be used ***and no advance or interim voucher was paid***, remove the existing CAN and replace with the new CAN.
4. If a new CAN should be used ***and an advance or interim voucher has been paid***, add a new line of accounting using the new CAN, allocate all unpaid expenses to the new CAN, stamp and route as appropriate.

NOTE: All of the documents with an OBLIGATION SUBMITTED status, as shown above in the screenshot, will change to POSACK OBLIGATION status once the GovTrip system comes back up on Oct 15.

If you have any questions, contact me at 301-496-2678.

Deb

Deborah L. Carney
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