



# **Travel Administrator - Cancel and Save a TA as a PDF (or Print)**

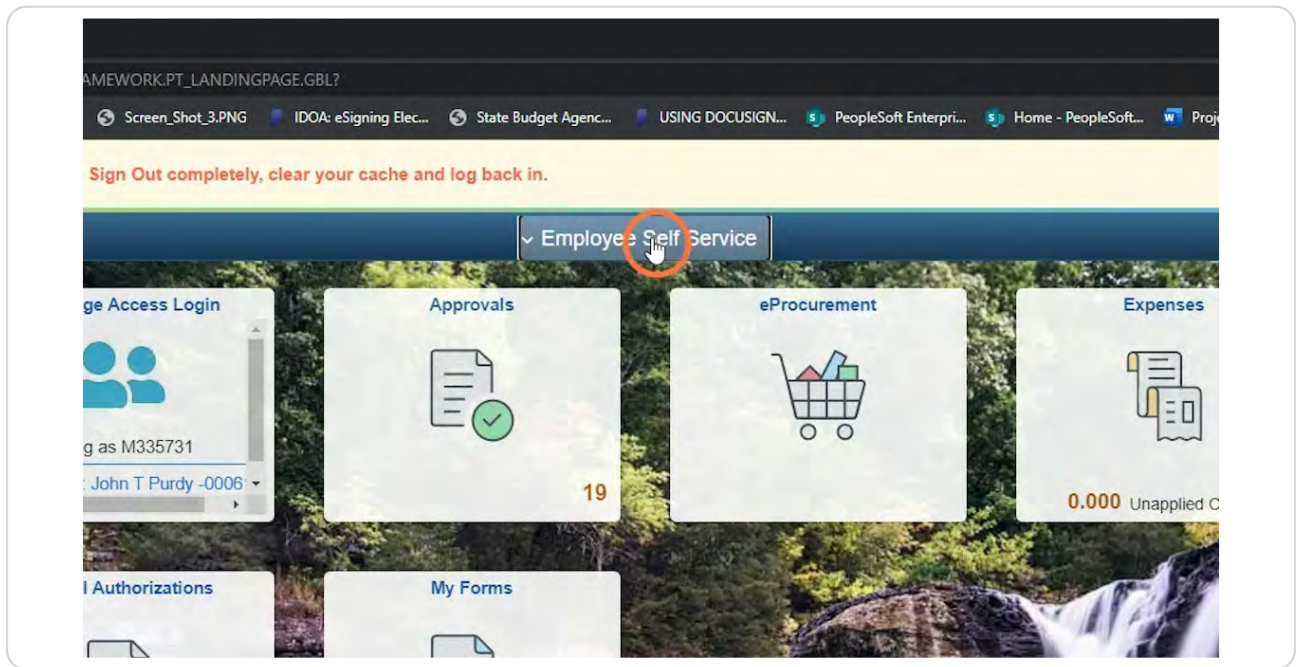
Canceling a Travel Authorization (TA) will change the status from Approved to Closed.

This guide will show how to setup a Run Control to Cancel TAs and how to save a TA as a PDF through the Print function.

NOTE: DO NOT cancel any prior fiscal year TAs.

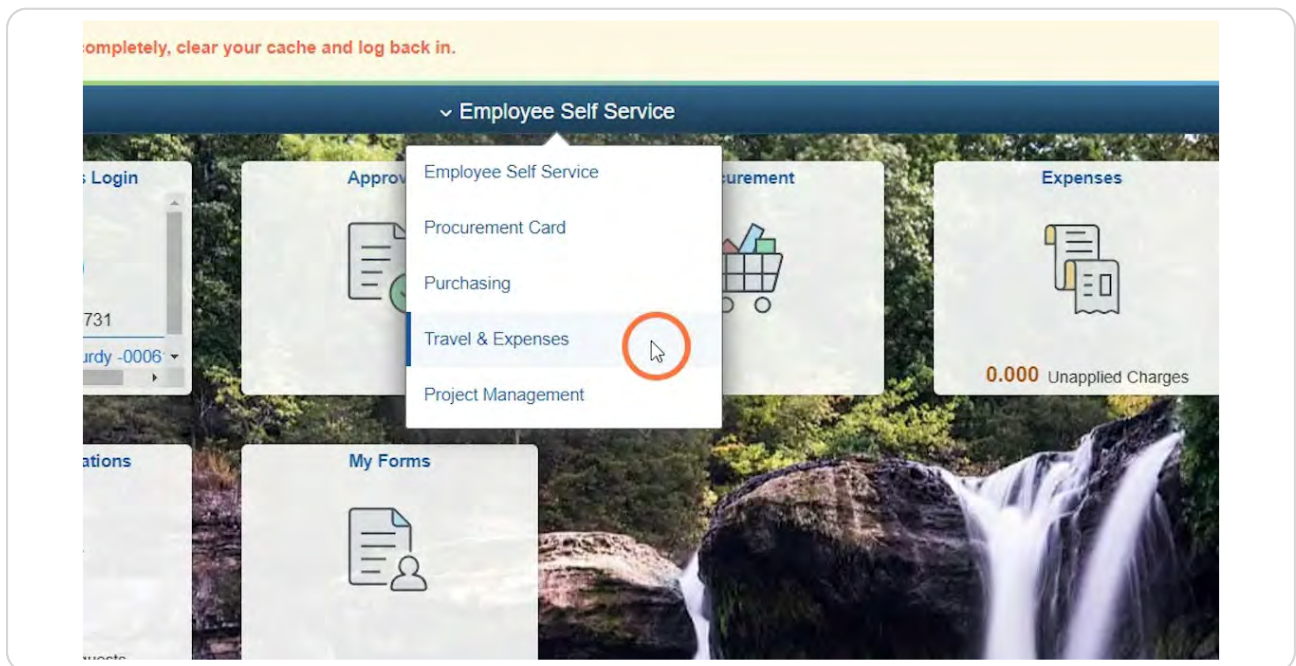
## STEP 1

Click the Fluid page dropdown.



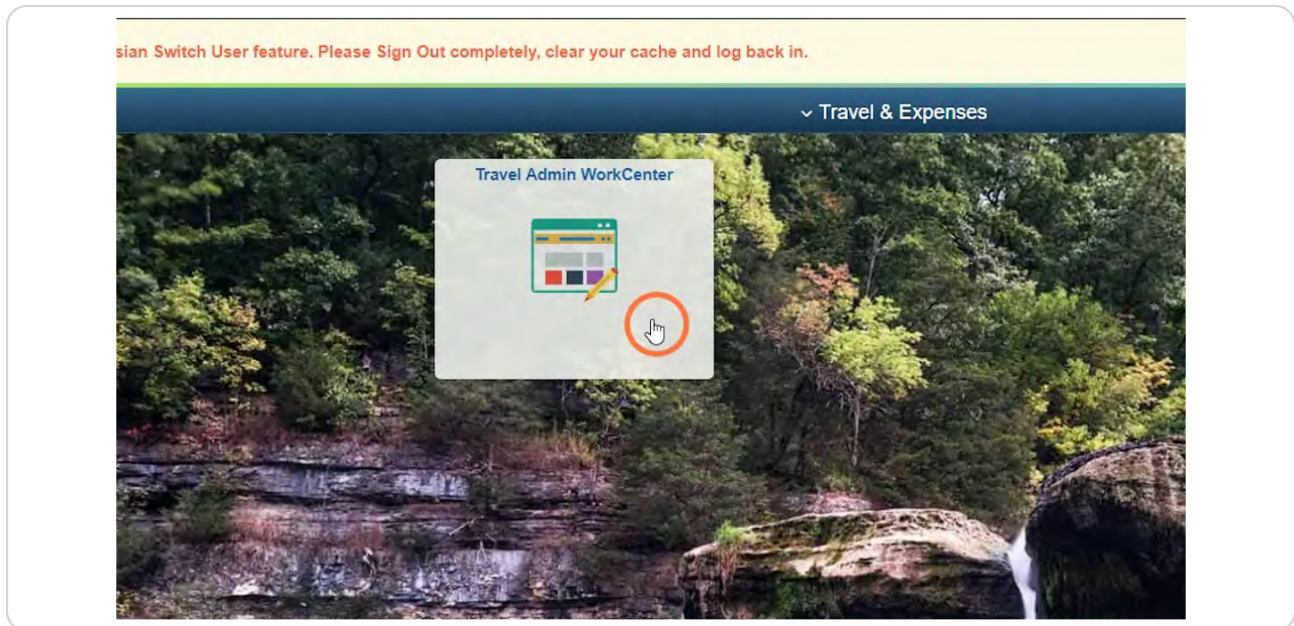
## STEP 2

Click Travel & Expenses.



### STEP 3

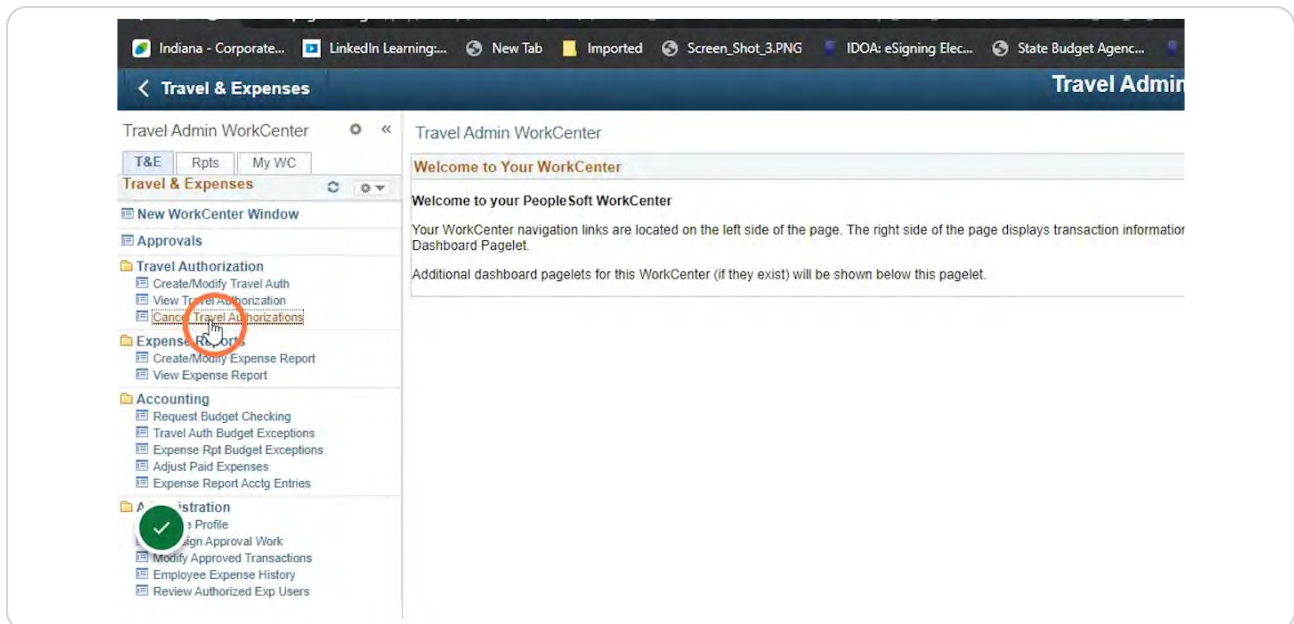
Click the Travel Admin WorkCenter tile.



### STEP 4

Click Cancel Travel Authorizations

Cancel Travel Authorizations is located on the T&E tab under the Travel Authorization folder.

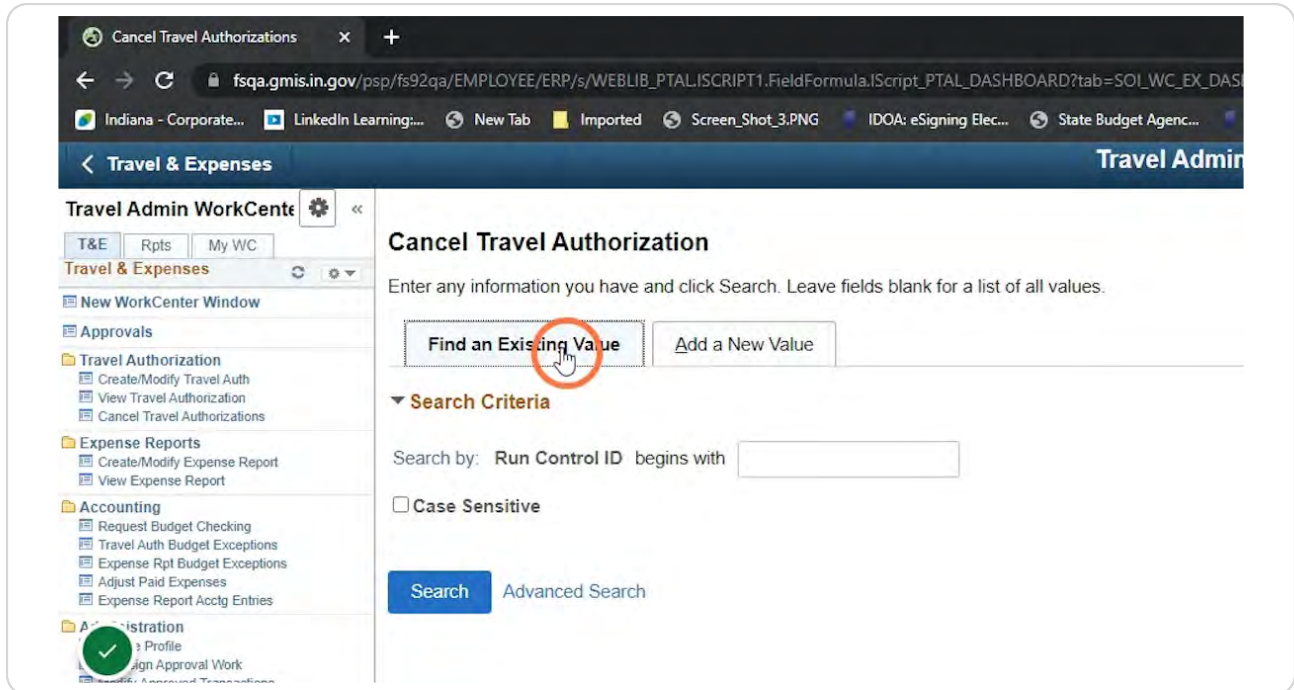


## STEP 5

### Click Find an Existing Value if you have a Run Control ID already setup to Cancel TAs.

Enter the Run Control ID and click Search and select the correct value.

If this is your first time cancelling a TA, you will have to create a Run Control.

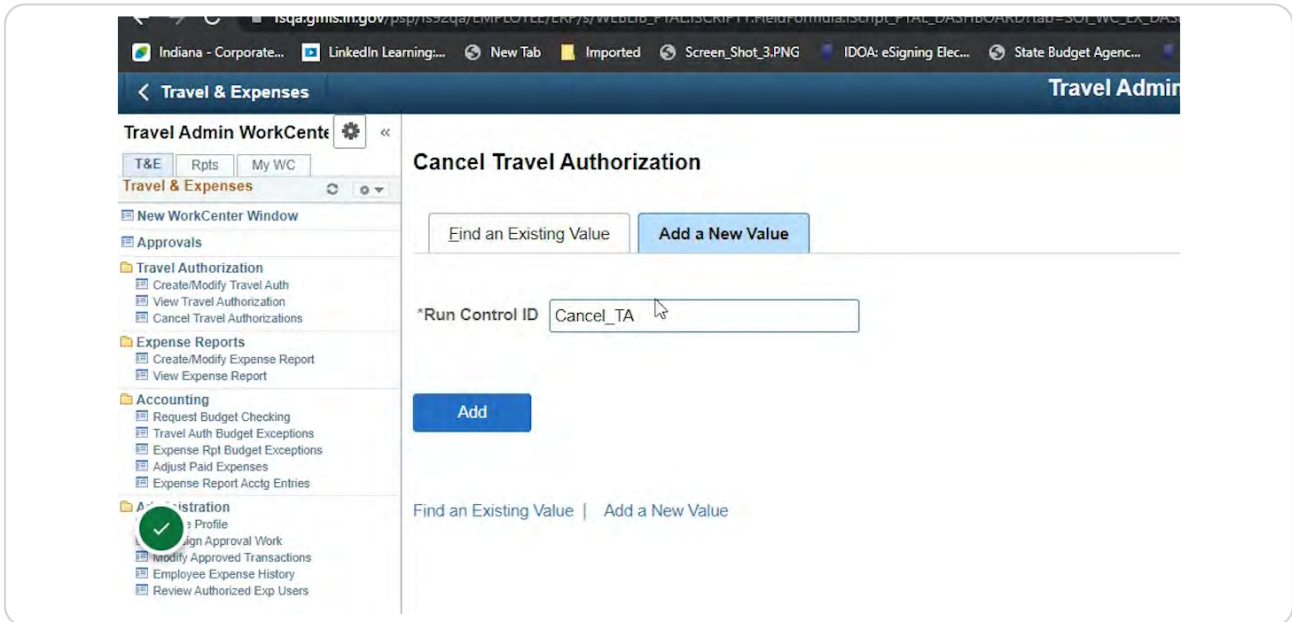


The screenshot shows a web browser window with the URL `fsqa.gmis.in.gov/psp/fs92qa/EMPLOYEE/ERP/s/WEBLIB_PTAL.ISCRIPT1.FieldFormula.IScript_PTAL_DASHBOARD?tab=SOI_WC_EX_DAS`. The page title is "Cancel Travel Authorizations". The breadcrumb navigation shows "Travel & Expenses" and "Travel Admin". The left sidebar contains a navigation menu with categories: "Travel Admin WorkCenter", "Travel & Expenses", "Approvals", "Travel Authorization", "Expense Reports", "Accounting", and "Administration". The main content area is titled "Cancel Travel Authorization" and includes the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" (circled in red) and "Add a New Value". Below these is a "Search Criteria" section with a dropdown menu set to "Run Control ID begins with" and an empty text input field. There is also a "Case Sensitive" checkbox which is unchecked. At the bottom, there are "Search" and "Advanced Search" buttons.

## STEP 6

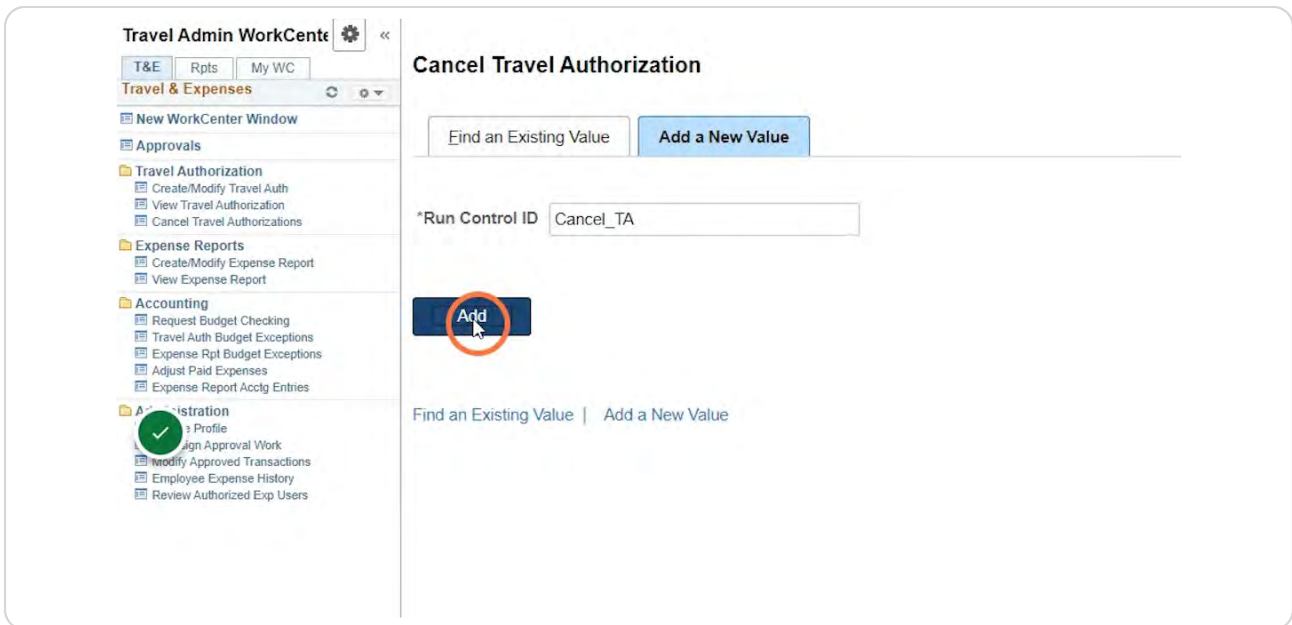
If you do not have a Run Control ID setup to Cancel TAs, click on the Add a New Value tab.

Enter Cancel\_TA in the Run Control ID field.



## STEP 7

Click Add



## STEP 8

In the Description field enter Cancel TA.

The screenshot shows a web interface for 'Cancel Travel Authorization'. At the top, there is a 'Business Unit Selection' section with a search bar and a 'Search' button. Below this, the 'Request Number' is set to '1' and the '\*Description' field contains 'Cancel TA'. There are also fields for 'From Department', 'To', 'Date From', and 'To', each with a search icon or calendar icon. A 'Change Accounting Date' link is visible below the date fields. At the bottom, there is a 'Travel Authorization List' section with a search icon and a 'Transaction' button.

## STEP 9

In the Business Unit field either enter the 5 digit business unit or click the magnifying glass icon to search.

This screenshot shows the same 'Cancel Travel Authorization' form as in Step 8, but with the '\*Business Unit' field filled with '00061'. The 'Request Number' remains '1' and the '\*Description' is still 'Cancel TA'. The 'From Department', 'To', 'Date From', and 'To' fields are empty. The 'Change Accounting Date' link is present. The left sidebar shows a navigation menu with categories like 'Travel Authorization', 'Expense Reports', 'Accounting', and 'Administration'. The 'Travel Authorization List' section at the bottom has a search icon and a 'Transaction' button.

## STEP 10

In the Select Option field click the drop down and select the needed value.

The screenshot shows the 'Cancel Travel Authorization' form. The 'Business Unit Selection' section includes a 'Request Number' field with the value '1' and a '\*Description' field with the value 'Cancel TA'. The '\*Business Unit' field contains '00061'. The '\*Select Option' dropdown menu is open, showing three options: 'Some', 'All', and 'Some'. The 'Some' option at the bottom is highlighted in blue. To the right of the dropdown are 'From Department' and 'Date From' fields. Below the dropdown is a 'Change Accounting Date' link. At the bottom, there is a 'Travel Authorization List' section with a table header including 'Select', 'Name', 'Empl ID', 'Travel Auth Description', 'Travel Auth ID', and 'Depart'.

## STEP 11

Click Change Accounting Date

The screenshot shows the 'Cancel Travel Authorization' form. The 'Business Unit Selection' section includes a 'Request Number' field with the value '1' and a '\*Description' field with the value 'Cancel TA'. The '\*Business Unit' field contains '00061' and 'Administration'. The '\*Select Option' dropdown menu is set to 'All'. To the right of the dropdown are 'From Department' and 'Date From' fields. Below the dropdown is a 'Change Accounting Date' link, which is highlighted with a red circle and a mouse cursor. At the bottom, there is a 'Travel Authorization List' section with a table header including 'Select', 'Name', 'Empl ID', and other columns. The table is currently empty.

## STEP 12

**Confirm the Accounting Date is set to today's date. If not, the liquidation of the TA will hit the wrong month.**

NOTE: Confirm this each time you cancel a TA.

The screenshot shows a web application window titled "Cancel\_TA". On the left is a sidebar menu with items like "Expense Report", "Checking", "Budget Exceptions", "Acctg Entries", "Travel Work", "Transactions", "Expense History", and "Travel Exp Users". The main content area is titled "Business Unit Selection" and contains a table with the following data:

Request Number	1	Description	Cancel TA
Business Unit	00061	Administration	

Below the table is a text box with the following text: "Your organization is configured to record encumbrance reversals in the current accounting period. The Accounting Date you enter will determine which accounting period the reversals will be recorded in for the Travel Authorizations processed in this run. If you do not enter a value for Accounting Date, the system will use today's date." Below this text is a form field for "Accounting Date" with the value "04/27/2023" and a calendar icon. The date field is circled in red. Below the form field is a link "Return to Cancel Travel Authorization". At the bottom are three buttons: "Save", "Notify", and "Add".



### STEP 13

Click Return to Cancel Travel Authorization once the Accounting Date has been confirmed.

**Business Unit Selection**

Request Number 1      Description Cancel TA

Business Unit 00061 Administration

Your organization is configured to record encumbrance reversals in the current accounting period. The Accounting Date you enter will determine which accounting period the reversals will be recorded in for Travel Authorizations processed in this run. If you do not enter a value for Accounting Date, the system use today's date.

Accounting Date 04/27/2023

[Return to Cancel Travel Authorization](#)

Save    Notify

### STEP 14

Click Search

This will return a list of TAs that are eligible to be canceled.

1 of 1

\*Description Cancel TA    +    -

From Department    To    search

Date From    To

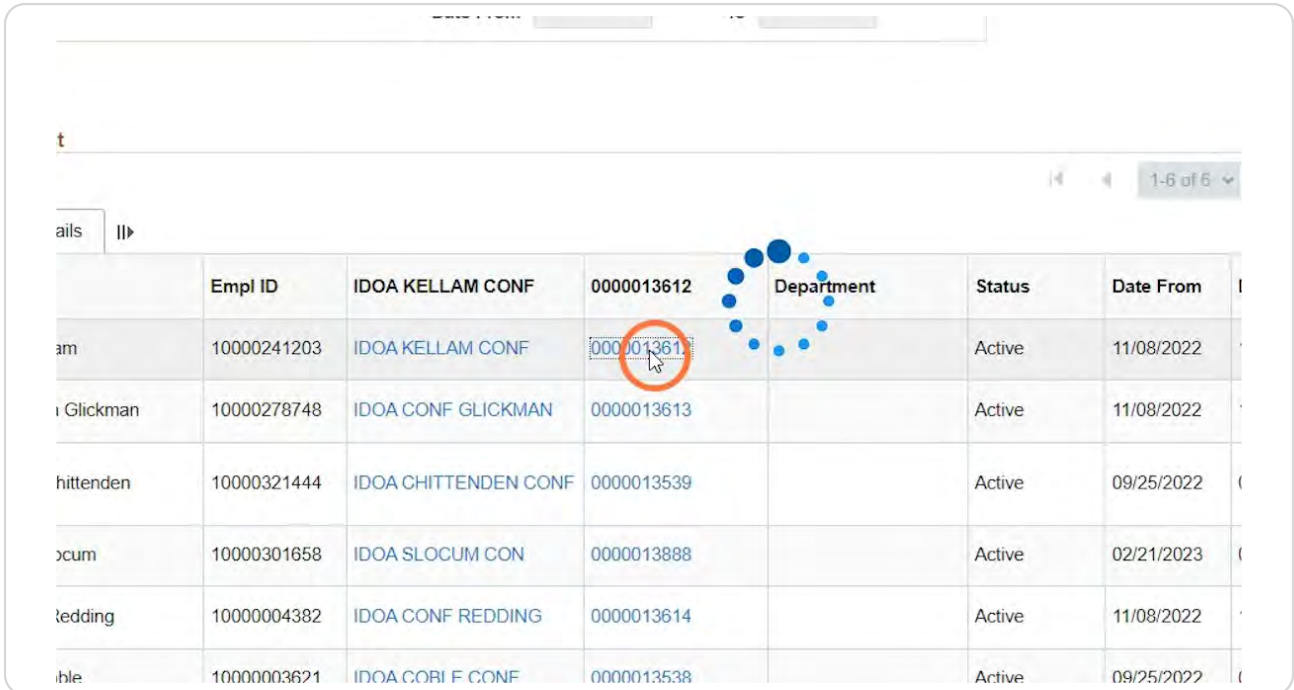
1-1 of 1    View All

STEP 15

To save the TA as a PDF (or Print), click on the blue hyper link for the desired TA.

Clicking the hyperlink will open a new browser window with the TA.

NOTE: DO NOT cancel any prior fiscal year TAs.



	Empl ID	IDOA KELLAM CONF	0000013612	Department	Status	Date From
am	10000241203	<a href="#">IDOA KELLAM CONF</a>	0000013612		Active	11/08/2022
Glickman	10000278748	<a href="#">IDOA CONF GLICKMAN</a>	0000013613		Active	11/08/2022
hittenden	10000321444	<a href="#">IDOA CHITTENDEN CONF</a>	0000013539		Active	09/25/2022
ocum	10000301658	<a href="#">IDOA SLOCUM CON</a>	0000013888		Active	02/21/2023
edding	10000004382	<a href="#">IDOA CONF REDDING</a>	0000013614		Active	11/08/2022
ible	10000003621	<a href="#">IDOA COBI F CONF</a>	0000013538		Active	09/25/2022

STEP 16

Click the View Printable Version hyperlink.

**Travel Authorization**

Lisa Kellam

<b>Business Purpose</b>	Business - Out of State	<b>Default Location</b>	
<b>Description</b>	IDOA KELLAM CONF	<b>Date From</b>	11/08/2022
		<b>Date To</b>	
		<b>Reference</b>	

Totals [View Printable Version](#) Notes

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	<b>Projected Expenses (3 Lines)</b>	3.000 USD	<b>Denied Expenses</b>	0.000 USD
			<b>Total Authorized Amount</b>	3.000 USD

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.

Submitted On 09/30/2022 Submitted

STEP 17

Confirm the Status is Approved.

feature.

<b>Report Date</b>	04/27/2023
<b>Report Time</b>	2:58:29PM

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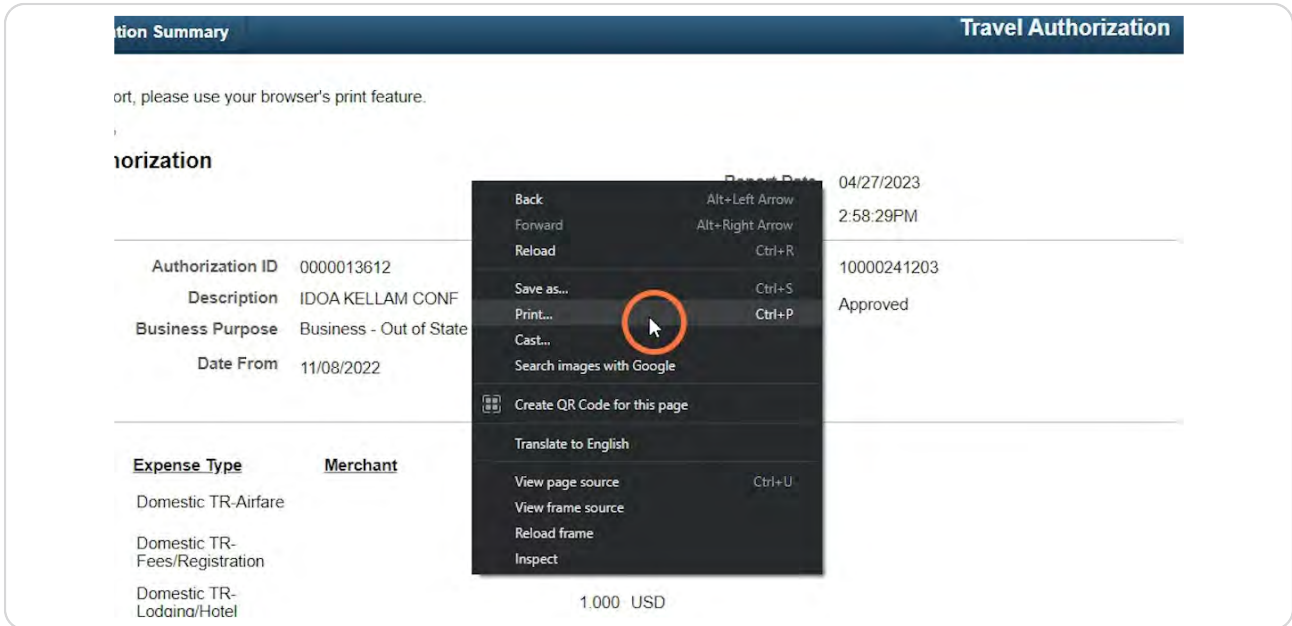
12	<b>Employee ID</b>	10000241203
.LAM CONF	<b>Status</b>	Approved
- Out of State	<b>Reference Number</b>	
2	To	11/10/2022

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<u>Item</u>	<u>Amount</u>	<u>Location</u>
	1.000 USD	
	1.000 USD	
	1.000 USD	
	<b>Total</b>	3.000 USD

## STEP 18

Right click your mouse and click Print.



The screenshot shows a web application interface for 'Travel Authorization'. At the top, there are two tabs: 'Authorization Summary' and 'Travel Authorization'. Below the tabs, there is a message: 'In this report, please use your browser's print feature.' The main content area is titled 'Authorization' and contains a table with the following data:

Authorization ID	0000013612
Description	IDOA KELLAM CONF
Business Purpose	Business - Out of State
Date From	11/08/2022

Below this table, there is another table with columns 'Expense Type' and 'Merchant':

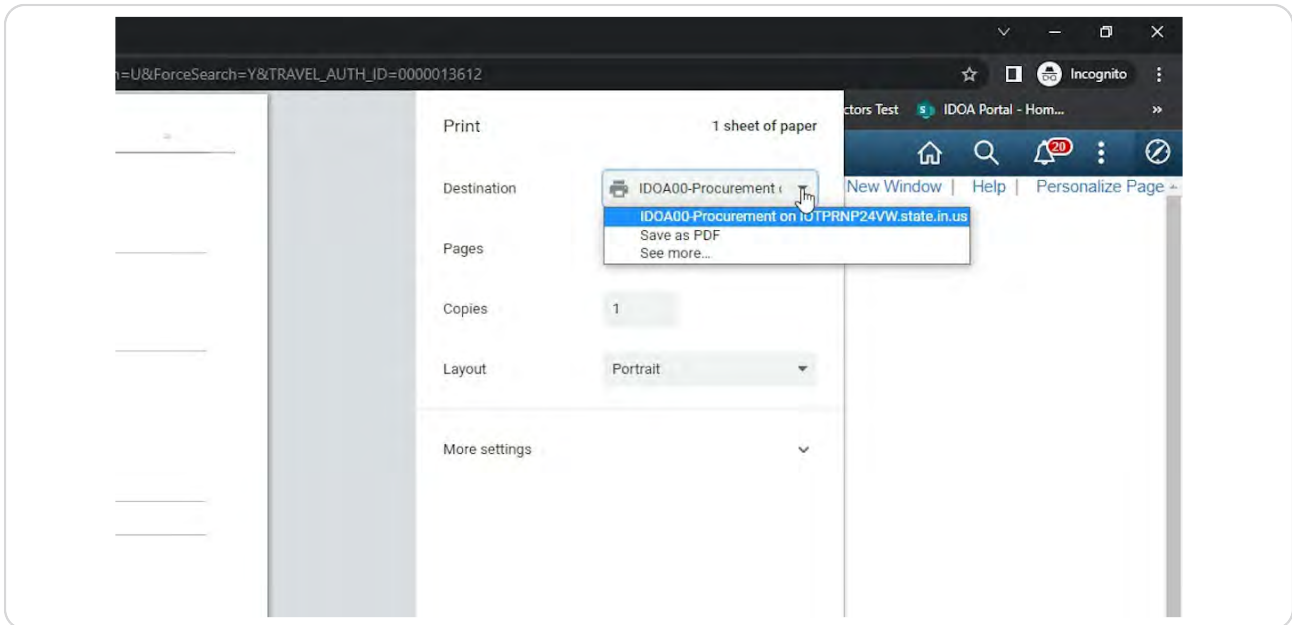
Expense Type	Merchant
Domestic TR-Airfare	
Domestic TR-Fees/Registration	
Domestic TR-Lodging/Hotel	

On the right side of the page, there is a list of details: 04/27/2023, 2:58:29PM, 10000241203, and Approved. A right-click context menu is open over the 'Print...' option, which is circled in red. The menu items include: Back, Forward, Reload, Save as..., Print..., Cast..., Search images with Google, Create QR Code for this page, Translate to English, View page source, View frame source, Reload frame, and Inspect.

## STEP 19

Click the Destination dropdown and select Save as PDF.

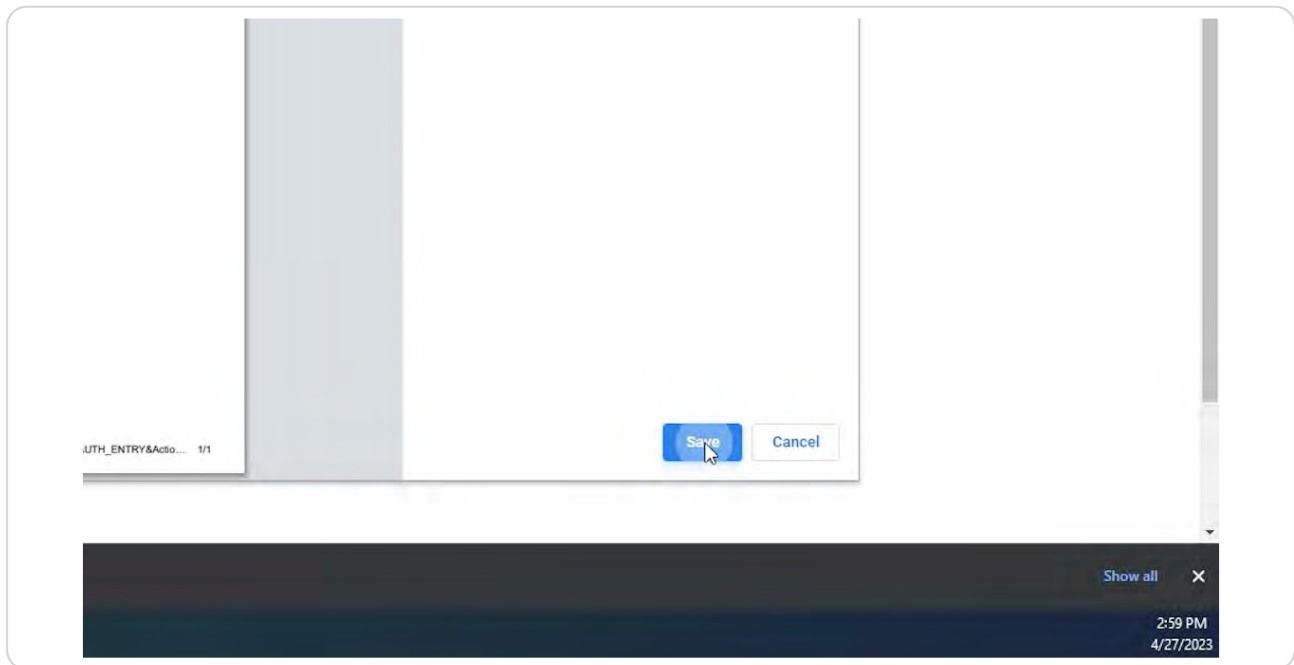
If you would like to print a hardcopy of the TA, click on the appropriate printer location instead.



The screenshot shows a browser window displaying a print dialog box. The dialog box has a 'Print' button and a '1 sheet of paper' indicator. The 'Destination' dropdown menu is open, showing the following options: 'IDOA00-Procurement on IOTPRNP24VW.state.in.us', 'Save as PDF', and 'See more...'. The 'Save as PDF' option is highlighted. The browser window shows the URL 'https://www.idoa.state.in.us/ForceSearch=Y&TRAVEL\_AUTH\_ID=0000013612' and the page title 'IDOA Portal - Home...'. The browser's address bar shows 'Incognito' and the page is in 'Portrait' layout.

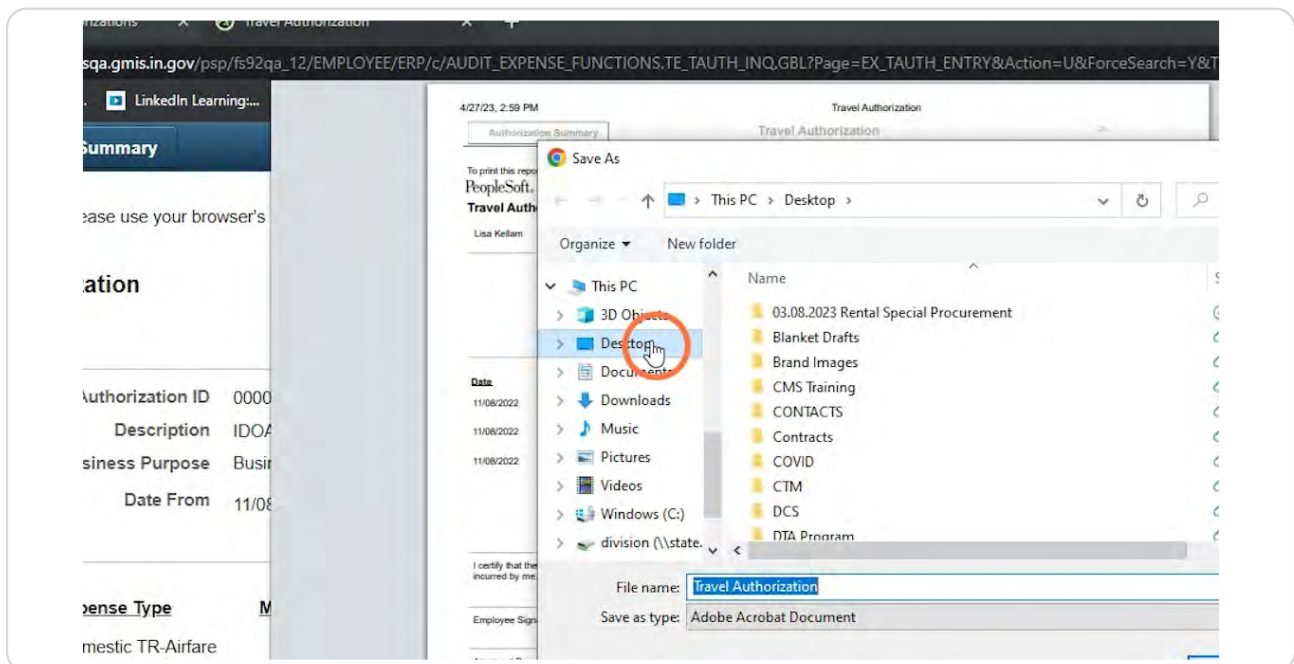
## STEP 20

### Click Save



## STEP 21

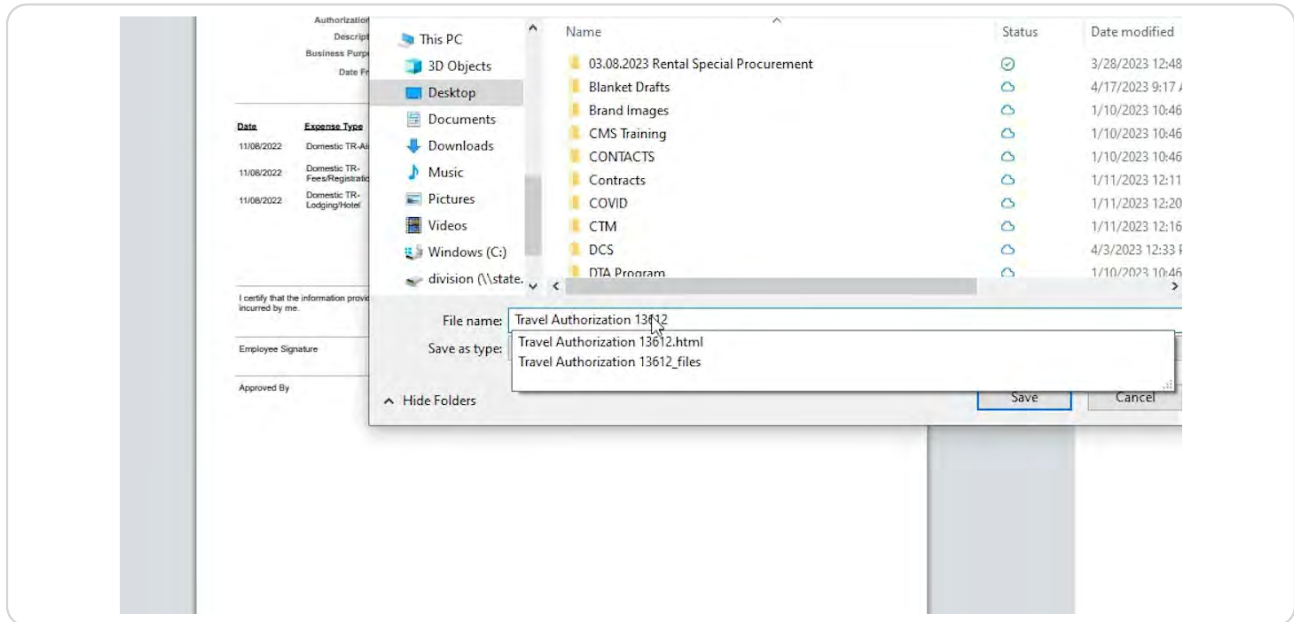
### Select the location you want to save the PDF to.



## STEP 22

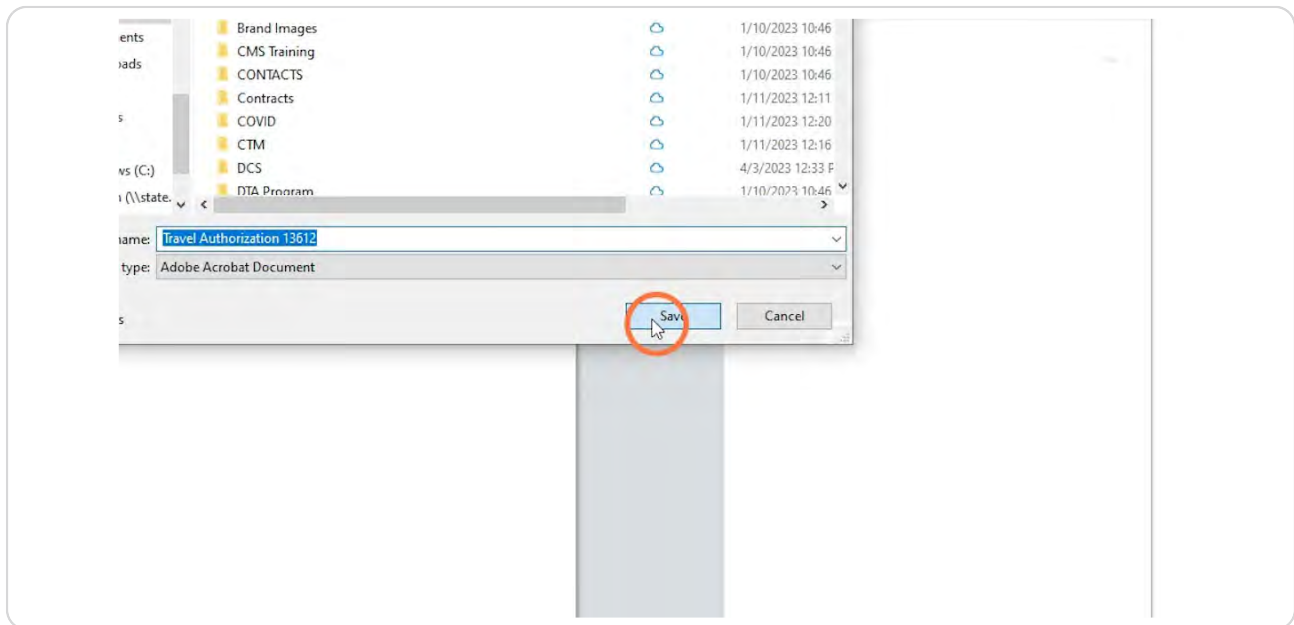
**Enter a File Name that will help you stay organized for uploading as an attachment to the ER.**

NOTE: It is recommended that a file name like TA (insert TA number) is used.



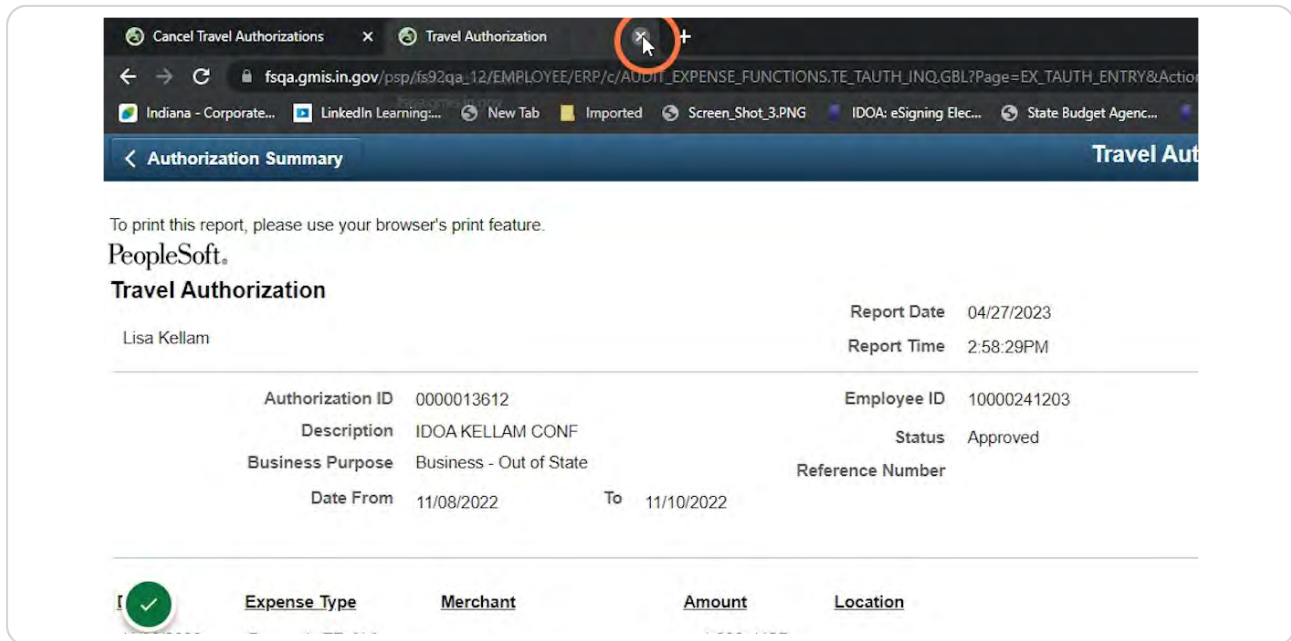
## STEP 23

**Click Save.**



## STEP 24

Click the browser window 'X' to close the TA window.



Cancel Travel Authorizations x Travel Authorization

fsqa.gmis.in.gov/psp/fs92qa\_12/EMPLOYEE/ERP/c/AUTH\_EXPENSE\_FUNCTIONS.TE\_TAUTH\_INQ.GBL?Page=EX\_TAUTH\_ENTRY&Action=...

Indiana - Corporate... LinkedIn Learning:... New Tab Imported Screen\_Shot\_3.PNG IDOA: eSigning Elec... State Budget Agenc...

< Authorization Summary Travel Au

To print this report, please use your browser's print feature.

PeopleSoft.

### Travel Authorization


Lisa Kellam

Report Date	04/27/2023
Report Time	2:58:29PM

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Authorization ID	0000013612	Employee ID	10000241203
Description	IDOA KELLAM CONF	Status	Approved
Business Purpose	Business - Out of State	Reference Number	
Date From	11/08/2022	To	11/10/2022

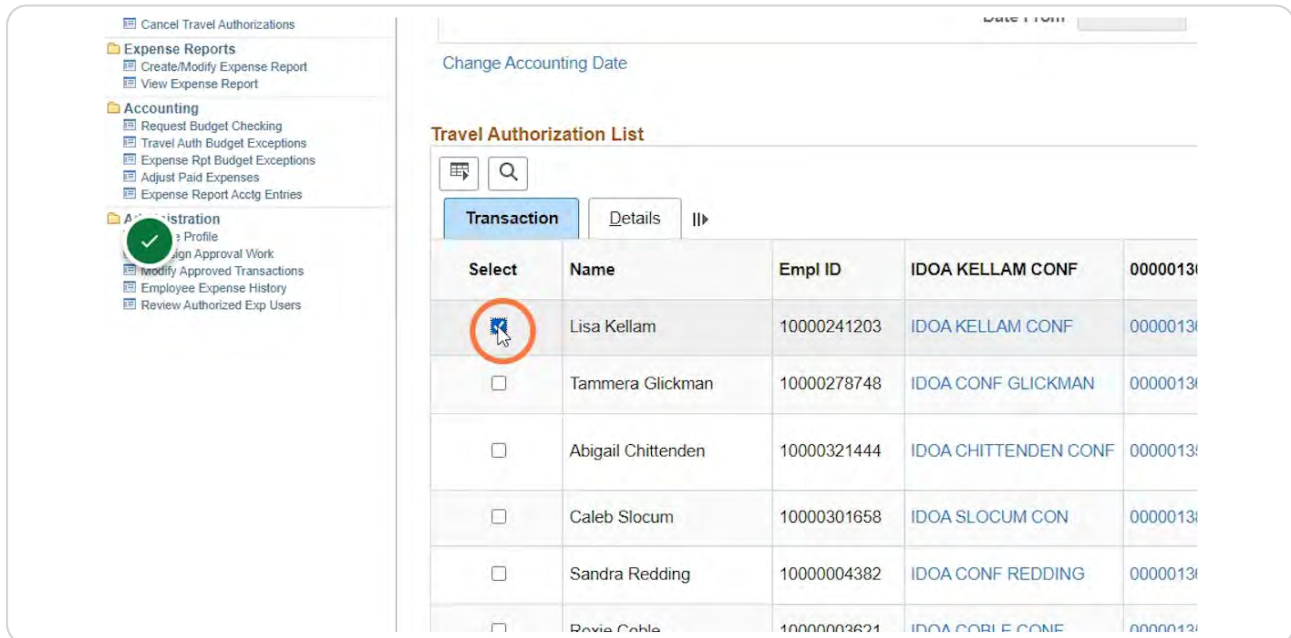
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	Expense Type	Merchant	Amount	Location
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## STEP 25

Click the Select box next to the TA you want to cancel.

NOTE: DO NOT cancel any prior fiscal year TAs.



Cancel Travel Authorizations

- Expense Reports
  - Create/Modify Expense Report
  - View Expense Report
- Accounting
  - Request Budget Checking
  - Travel Auth Budget Exceptions
  - Expense Rpt Budget Exceptions
  - Adjust Paid Expenses
  - Expense Report Acclg Entries
- Administration
  - Profile
  - Sign Approval Work
  - Modify Approved Transactions
  - Employee Expense History
  - Review Authorized Exp Users

Change Accounting Date

### Travel Authorization List

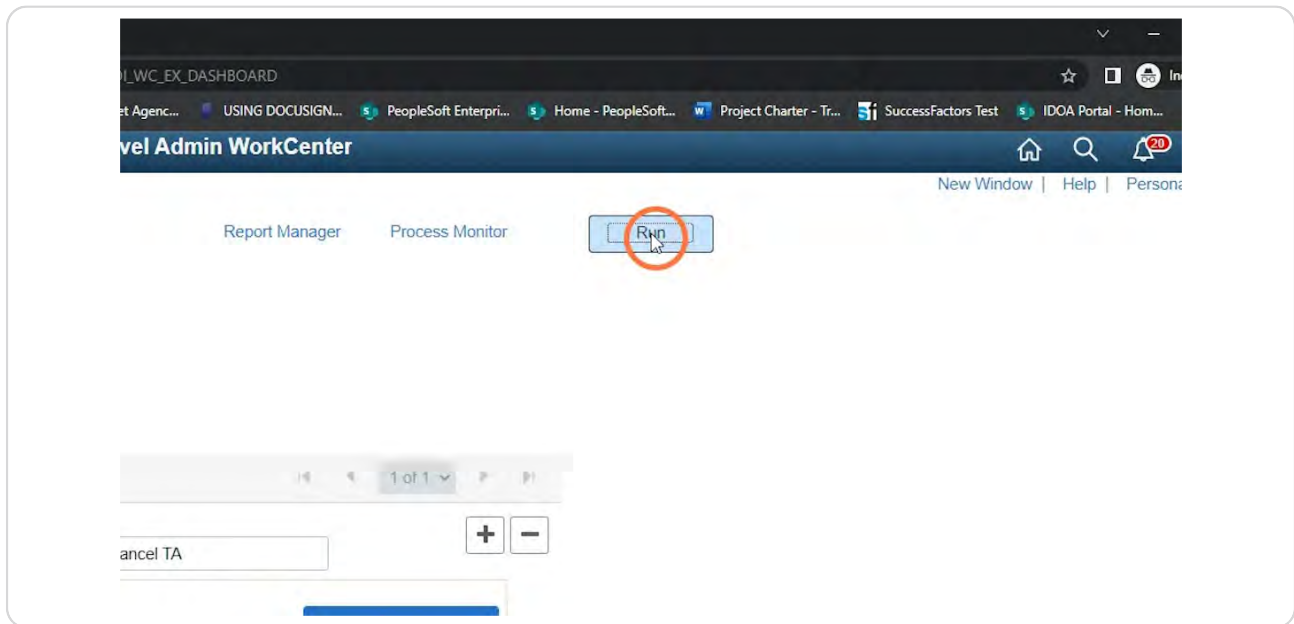
Transaction Details

Select	Name	Empl ID	IDOA KELLAM CONF	0000013
<input checked="" type="checkbox"/>	Lisa Kellam	10000241203	IDOA KELLAM CONF	0000013
<input type="checkbox"/>	Tammera Glickman	10000278748	IDOA CONF GLICKMAN	0000013
<input type="checkbox"/>	Abigail Chittenden	10000321444	IDOA CHITTENDEN CONF	0000013
<input type="checkbox"/>	Caleb Slocum	10000301658	IDOA SLOCUM CON	0000013
<input type="checkbox"/>	Sandra Redding	10000004382	IDOA CONF REDDING	0000013
<input type="checkbox"/>	Bowie Cable	10000003621	IDOA CABLE CONF	0000013

## STEP 26

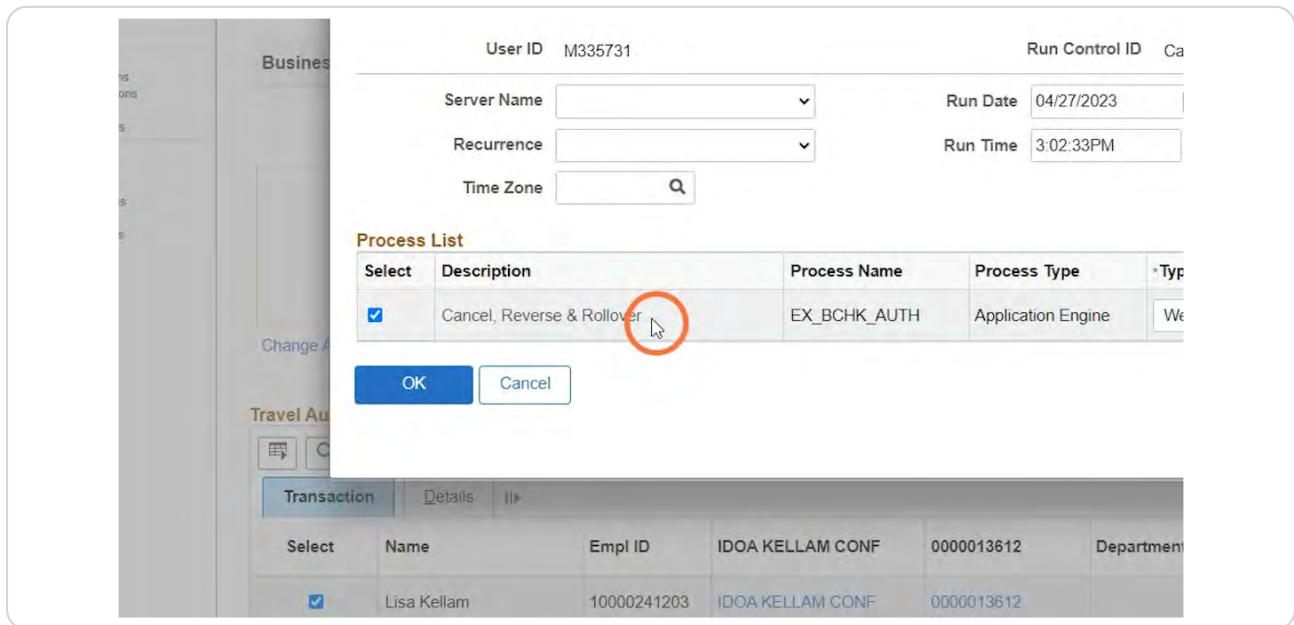
### Click Run.

The Process Scheduler Request box will open.



## STEP 27

Under the Process List section, confirm the selected Description is **Cancel, Reverse & Rollover**.





## STEP 28

### Click OK

Server Name  Run Di

Recurrence  Run Ti

Time Zone  Q

**Process List**

Select	Description	Process Name	Pro
<input checked="" type="checkbox"/>	Cancel, Reverse & Rollover	EX_BCHK_AUTH	Ap

OK Cancel

Transaction Details

Select	Name	Empl ID	IDOA KELLAM CONF	0000013
<input checked="" type="checkbox"/>	Lisa Kellam	10000241203	IDOA KELLAM CONF	0000013
<input type="checkbox"/>	Tammera Glickman	10000278748	IDOA CONF GLICKMAN	0000013

## STEP 29

### A Process Instance number will be assigned.

NOTE: It is suggested to document the Process Instance number for reference if there is an issue.

Report Manager Process Monitor Run

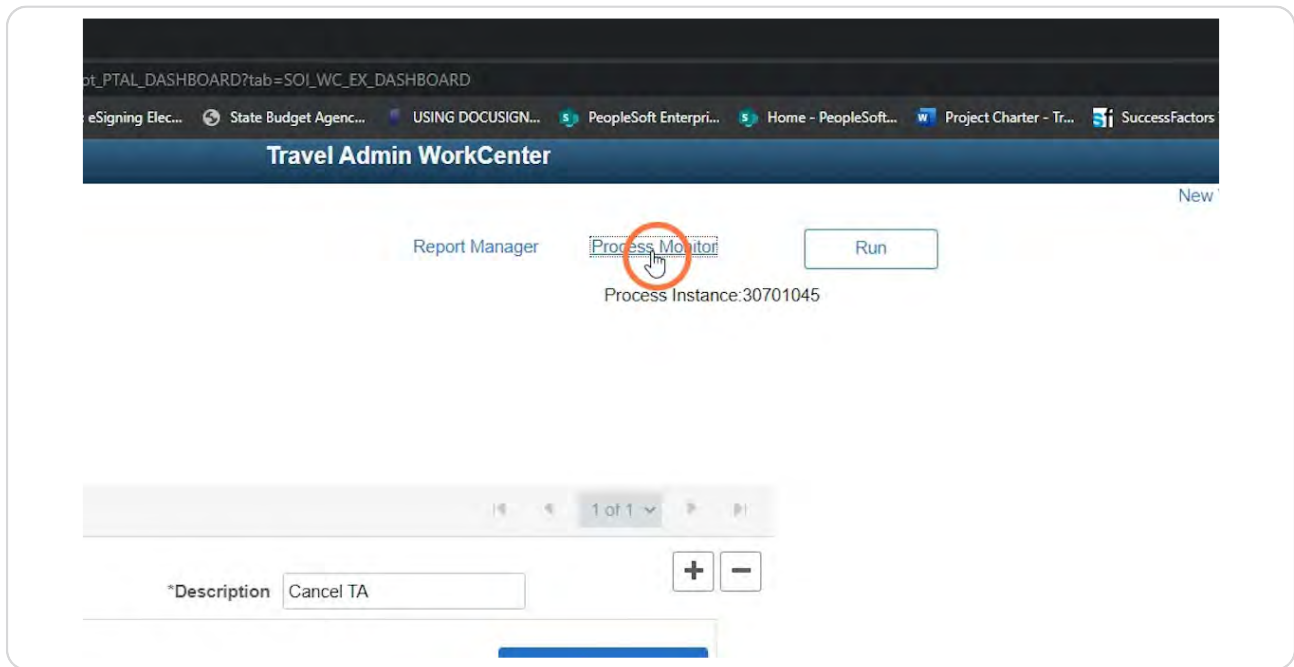
Process Instance: 30701045

1 of 1

\*Description Cancel TA

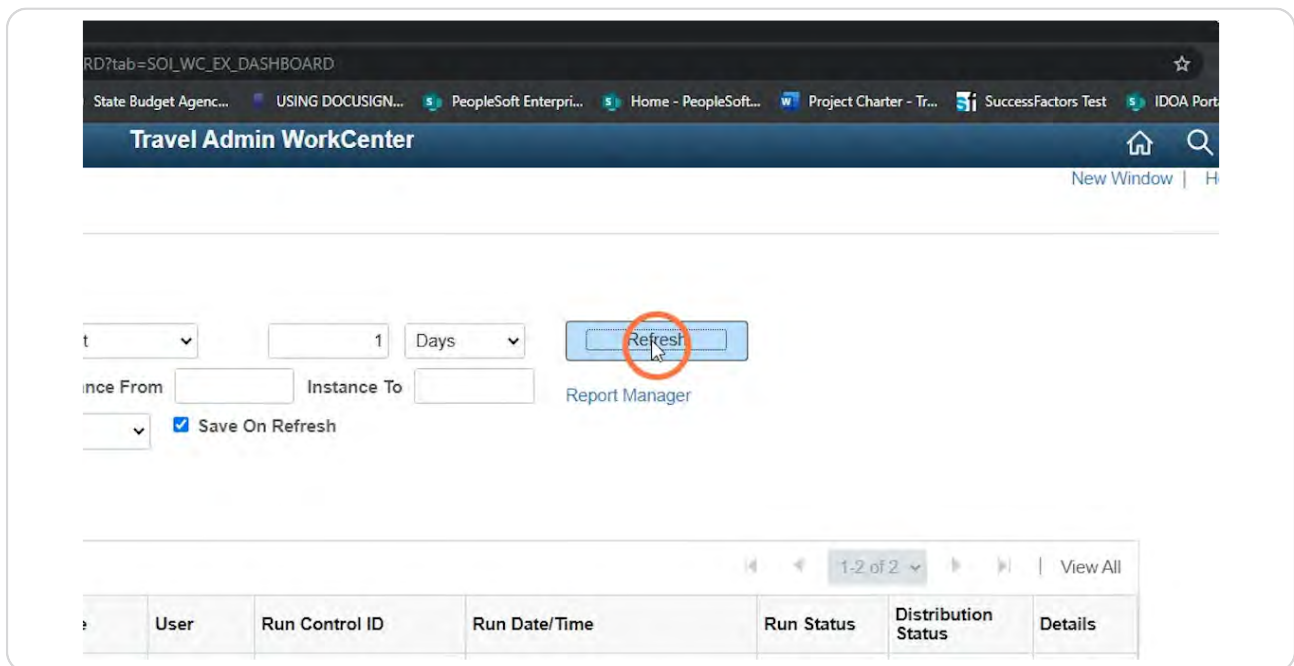
### STEP 30

Click the Process Monitor hyperlink.



### STEP 31

Click Refresh.



### STEP 32

The Run Status column should display Success and the Distribution Status column should display Posted.

Instance To  Report Manager  
Refresh

Run Control ID	Run Date/Time	Run Status	Distribution Status	Details
ancel_TA	04/27/2023 3:02:33PM EDT	Success	Posted	<a href="#">Details</a>
ancel_Travel_Auth	04/27/2023 2:25:38PM EDT	Success	Posted	<a href="#">Details</a>

### STEP 33

Click Go back to Cancel Travel Authorization link to return to the Cancel TA page.

**ACCOUNTING**

- Request Budget Checking
- Travel Auth Budget Exceptions
- Expense Rpt Budget Exceptions
- Adjust Paid Expenses
- Expense Report Acctg Entries

**Administration**

- Profile
- Sign Approval Work
- Modify Approved Transactions
- Employee Expense History
- Review Authorized Exp Users

#### Process List

Select	Instance	Seq.	Process Type	Process Name	User	R
<input type="checkbox"/>	30701045		Application Engine	EX_BCHK_AUTH	M335731	C
<input type="checkbox"/>	30701041		Application Engine	EX_BCHK_AUTH	M335731	C

[Go back to Cancel Travel Authorization](#)

Process List | [Server List](#)

### STEP 34

Verify the checkbox in the Select column for the TA you canceled is grayed out.

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a menu with categories like 'Accounting' and 'Administration'. The main content area has a 'Transaction' tab selected, showing a table with columns: 'Select', 'Name', 'Empl ID', 'Travel Auth Description', and 'Travel Au'. The table lists several transactions, with the 'Select' column containing checkboxes. The checkbox for 'Lisa Kellam' is highlighted with a red circle, indicating it is grayed out. Below the table are 'Select All' and 'Clear All' buttons.

Select	Name	Empl ID	Travel Auth Description	Travel Au
<input type="checkbox"/>	Roxie Coble	10000003621	IDOA COBLE CONF	00000135
<input type="checkbox"/>	Abigail Chittenden	10000321444	IDOA CHITTENDEN CONF	00000135
<input type="checkbox"/>	Lisa Kellam	10000241203	IDOA KELLAM CONF	00000136
<input type="checkbox"/>	Tammera Glickman	10000278748	IDOA CONF GLICKMAN	00000136
<input type="checkbox"/>	Sandra Redding	10000004382	IDOA CONF REDDING	00000136
<input type="checkbox"/>	Caleb Slocum	10000301658	IDOA SLOCUM CON	00000138

### STEP 35

Confirm the Status column shows Admin Cancel.

The screenshot shows a web application interface with a table of transactions. The table has columns: 'Description', 'Travel Auth ID', 'Department', 'Status', 'Date From', and 'Date To'. The 'Status' column for the transaction 'Kellam CONF' is highlighted with a red circle, showing 'Admin Cancel'. The table also includes navigation controls at the top right, such as '1-6 of 6' and 'View All'.

Description	Travel Auth ID	Department	Status	Date From	Date To
E CONF	0000013538		Active	09/25/2022	09/29/2022
ENDEN CONF	0000013539		Active	09/25/2022	09/29/2022
KELLAM CONF	0000013612		Admin Cancel	11/08/2022	11/10/2022
GLICKMAN	0000013613		Active	11/08/2022	11/11/2022
REDDING	0000013614		Active	11/08/2022	11/11/2022
SLOCUM CON	0000013888		Active	02/21/2023	02/23/2023

## STEP 36

### Click Save.

This will save the Run Control if you setup a new one.

Employee Expense History

- Employee Expense History
- Review Authorized Exp Users

<input type="checkbox"/>	Abigail Chittenden	10000321444	IDOA CHITTENDEN CONF	00000135
<input checked="" type="checkbox"/>	Lisa Kellam	10000241203	IDOA KELLAM CONF	00000136
<input type="checkbox"/>	Tammera Glickman	10000278748	IDOA CONF GLICKMAN	00000136
<input type="checkbox"/>	Sandra Redding	10000004382	IDOA CONF REDDING	00000136
<input type="checkbox"/>	Caleb Slocum	10000301658	IDOA SLOCUM CON	00000138

Select All       Clear All

**Save**    Return to Search    Notify

Travel Authorizati....html

Windows taskbar: Windows, Search, Edge, File Explorer, Teams, Outlook, Chrome, Calculator, Word, Excel, PowerPoint, PDF, and a red circular icon.

