

# TMR

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## Travel and Miscellaneous Reimbursements

### TMR Coordinator Maintenance

- Redirecting Vouchers
- Deleting Authorizations
- Print Reports
- Assign TMR Access
- Establishing TMR Permissions
- Assigning Approvers
- Deleting Approvers
- Removing TMR Access
- Maintaining UserIDs
- Changing Passwords

August 2004

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## **TMR Coordinator Maintenance**

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The TMR Coordinator is responsible for maintaining the flow of TMR records and maintaining User information. All of this maintenance is handled inside of TMR.

If the TMR Coordinator is also assigned as an ETAMS Facility Coordinator, UserIDs and Passwords can also be maintained. UserID functions are performed from the System Administration Menu that is accessed from the FEDdesk splash screen.

TMR Coordinator functions are discussed first in this manual. UserID and Password maintenance is discussed at the end of the manual.

## Voucher / Authorization Administration

The TMR Coordinator is usually not involved with the Authorization or Voucher process. However, an Approver may be away while an Authorization or Voucher is in their possession and immediate action is needed. In this case, a TMR Coordinator may **Redirect** a document

### 1 How to Redirect Authorizations and Vouchers (Figure 1)

If a voucher has been submitted to an Approver that is not available, the TMR Coordinator may Redirect the voucher to another Approver.

Note: The procedure for redirecting Miscellaneous Vouchers is the same as redirecting Authorizations and Travel Vouchers. This procedure discusses Travel Vouchers only.

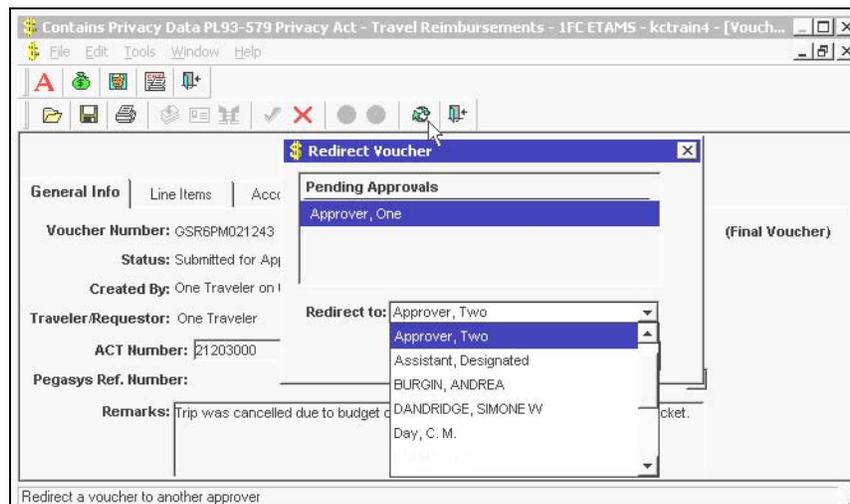


Figure 1

1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the 'Travel Reimbursements' screen select either Authorization or Voucher. Choose 'Open'.

- Using the 'Select Criteria' window, enter criteria to retrieve the voucher to redirect. Click 'OK' to display the needed record.
- Click the 'Redirect' icon  at the top of the screen to open the Redirect window.
- Use the down arrow to select the name of the person to whom the voucher is to be routed. Any person to whom this voucher has been routed to previously is not available for selection. Click 'OK'.

Note: If there are no more names on the Approver list, go to the User Profile for this Traveler and assign other Approvers to whom you can route this record.

## 2 How to Delete Approved Authorizations (Figure 2)

If an Approved Authorization has not been linked to a voucher (i.e. the trip was cancelled), and no advance has been taken against the Authorization, the TMR Coordinator, Approver or the Traveler can delete the Authorization.

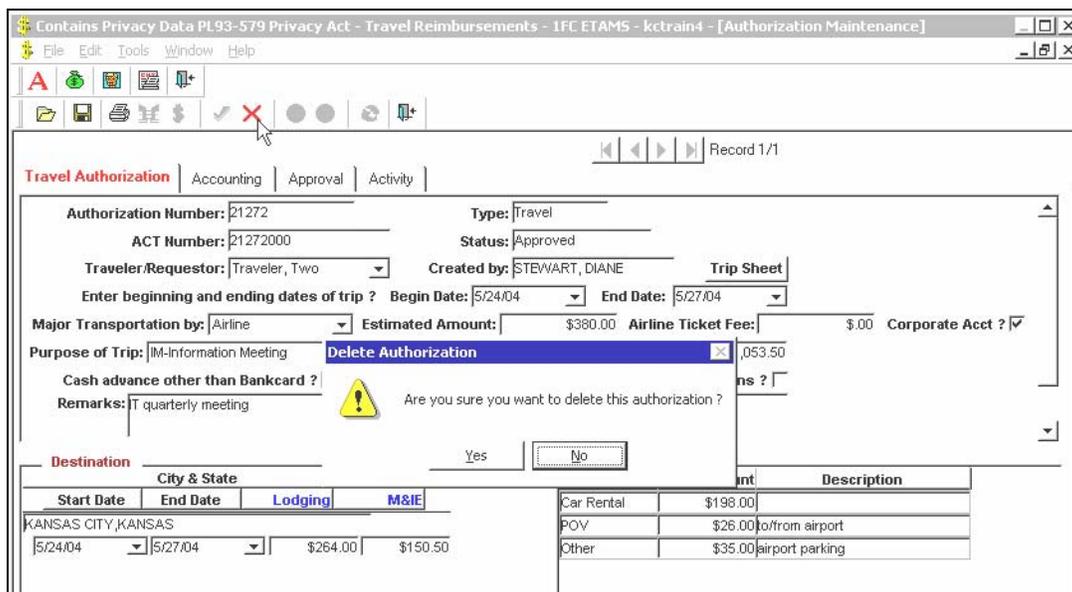


Figure 2

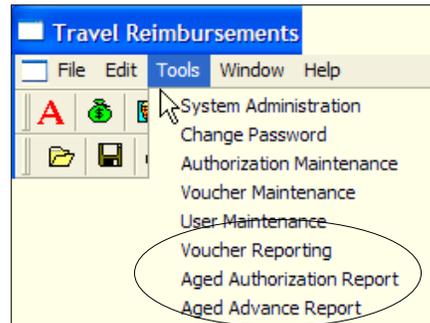
- From the FEDdesk Splash screen, click on the airplane to go into Travel.
- From the 'Travel Reimbursements' screen select Authorization.
- From the Authorization Maintenance window, select Open.
- Using the 'Select Criteria' window, enter criteria to retrieve the Authorization. Click 'OK' to display the needed record.
- Click the 'Delete' icon  at the top of the screen and click Yes to confirm the delete.

## Print TMR Reports

Currently, TMR offers 3 Reports:

- Voucher Reporting
- Aged Authorization Report
- Aged Advance Report

All of these reports can be viewed or printed.



### Voucher Reporting

Include non-current users

Traveler:  Date Entered:

ACT Number:  Date Submitted:

Status:

Voucher ID	ACT Number	Traveler Status	Status	Type	Amount	Fund	Beg FY	Region	Organization	Budget Activity	Function Code	El
GSR6PM021620	21203000	active	Approved	Bank Card	542.00	192X	2002	06	P06M0001	PG61	PGA94	
GSR6PM021620	21203000	active	Approved	Reimbursemen	178.50	192X	2002	06	P06M0001	PG61	PGA94	
GSR6PM021624	21296000	active	Approved	Bank Card	261.00	255X	2002	06	F0061100	FD61	FD340	
GSR6PM021624	21296000	active	Approved	Reimbursemen	227.50	255X	2002	06	F0061100	FD61	FD340	
GSR6PM021627	21296000	active	New	Bank Card	.00	192X	2002	06	P06M0001	PG61	PGA94	
GSR6PM021627	21296000	active	New	Reimbursemen	.00	192X	2002	06	P06M0001	PG61	PGA94	
GSR6PM021629	21203000	active	New	Bank Card	175.00	192X	2002	06	P06M0001	PG61	PGA94	
GSR6PM021629	21203000	active	New	Reimbursemen	.00	192X	2002	06	P06M0001	PG61	PGA94	
GSR6PM021661	21296000	active	New	Bank Card	250.00	262X	2002	06	S06B0310	GBT1	GBH40	
GSR6PM021663	21210000	active	New	Bank Card	250.00	192X	2002	06	P06M0001	PG61	PGA94	
GSR6PM021666	21203000	active	Submitted for Approval	Bank Card	600.00	192X	2002	06	P06M0001	PG61	PGA94	
GSR6PM021666	21203000	active	Submitted for Approval	Reimbursemen	82.50	192X	2002	06	P06M0001	PG61	PGA94	

The Voucher report generates voucher information for a specified time period. The report shows Accounting information for the listed vouchers.

Voucher Reports can be saved in Excel format and the information can then be used to generate different reports.

To generate a Voucher report:

- Click 'Voucher Reporting' from the Tools Menu
- Click in the 'Traveler' field to select a name or leave blank to select All.  
Note: '**Include non-current users**' – Check this box when you are searching for voucher information for a user who no longer has access to TMR. When checked, the traveler list includes current and non-current users.
- Click in the 'ACT Number' field to enter an ACT number for reporting or leave blank to select All.
- Click in the 'Status' field to select a specific voucher status or leave blank to select All.
- Enter a 'Date Entered' or 'Date Submitted' or leave blank to select All.
- Click the 'Select' button to generate and view the report.

## Aged Authorization Report

Contains Privacy Data PL93-579 Privacy Act - Aged Report

Date: 07/30/2004 General Service Administration

### Aged Authorization Report

FOR OFFICIAL USE ONLY

**Travel Authorization 21210** for One Traveler

Act Number: 21210000 Status: Approved  
 Estimated Auth. Total: \$0.00 Originating City:  
 Start Date: 05/16/2004 End Date: 05/21/2004  
 Major Transportation: Airline Direct Billed: Yes Estimated Amount: \$455.00  
 Non Federal Sponsored Items: No Max Authorized Amt: \$646.00  
 Advance Requested: Yes  
 Purpose Of Trip: CF-Conference Attendance  
 Created by: DIANE STEWART  
 Remarks: BIG Annual Conference

Printed on Friday, Jul 30, 2004 at 10:08:45 AM Page: 5 / 14

FOR OFFICIAL USE ONLY

Print Cancel

From the Tools Menu, click on the report name to generate this report. The Aged Authorization report lists all Authorizations whose end date is more than 45 days past the end travel date and have never been linked to a voucher. Your Authorization creators can then use this report to delete expired Authorizations.

## Aged Advance Report

Contains Privacy Data PL93-579 Privacy Act - Aged Report

Date: 07/30/2004 General Service Administration

### Aged Advance Report

FOR OFFICIAL USE ONLY

Authorization ID	Amount Paid	Amt Requested	Date/Time	Status	Performed by
21241	\$0.00	\$1,000.00	05/13/04 13:53:41	New	One Traveler
21267	\$0.00	\$160.00	05/18/04 15:22:34	New	Two Traveler
21268	\$0.00	\$580.00	05/14/04 14:13:37	New	Two Traveler

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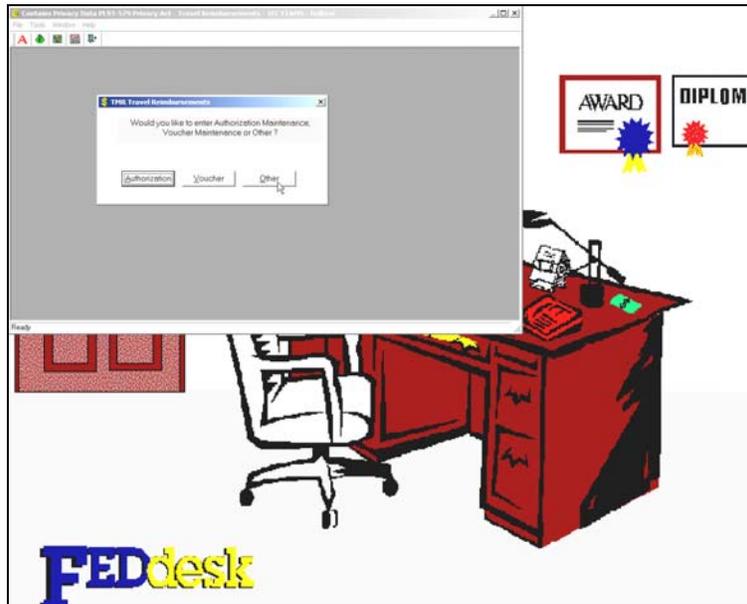
FOR OFFICIAL USE ONLY

Print Cancel

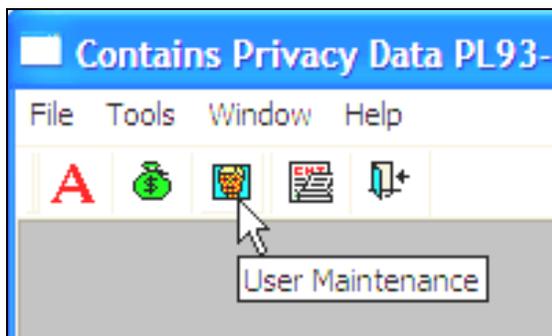
From the Tools Menu, click on the report name to generate this report. The Aged Advance report lists all Advances that are not reconciled and are more than 45 days past the end date of travel.

## TMR User Maintenance

Maintenance for TMR users is performed from the User Maintenance screen and is accessed by clicking on the 'little head' icon on the tool bar. Close any active window to use the tool bar. The TMR User Maintenance screen is accessed from Travel or Miscellaneous Reimbursements. The examples shown here are from Travel.



After clicking on the airplane from the FEDdesk splash screen, choose 'OTHER'.



Enter User Maintenance by using the 'little head' icon or the Tools menu.

The TMR User Maintenance screen displays. The following screens are used to maintain TMR Permissions and User information. Detailed instructions follow the screen prints. All of these screens are accessed from the FEDdesk Splash Screen: Go to Travel, Other, User Maintenance.

## TMR User Maintenance Screen

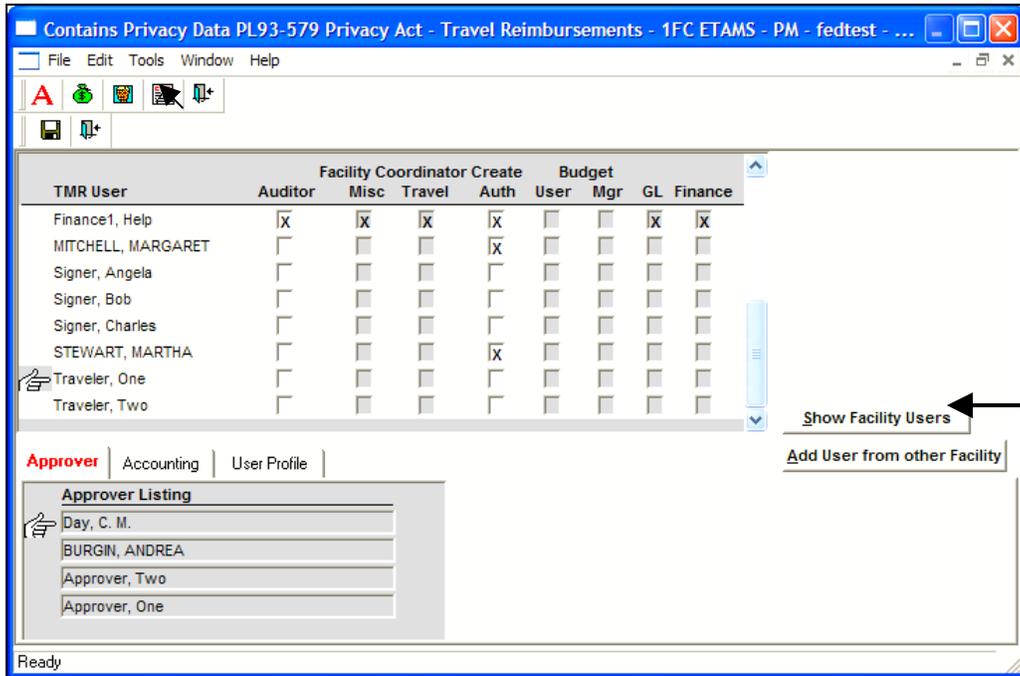


Figure 3

## TMR User Maintenance Screen

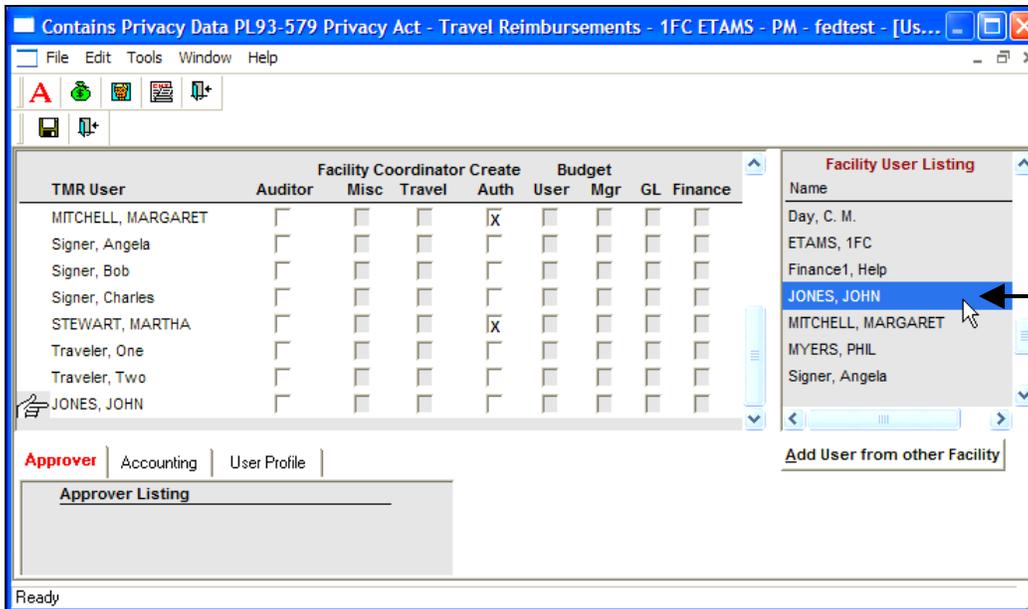


Figure 4

## TMR User Maintenance Screen

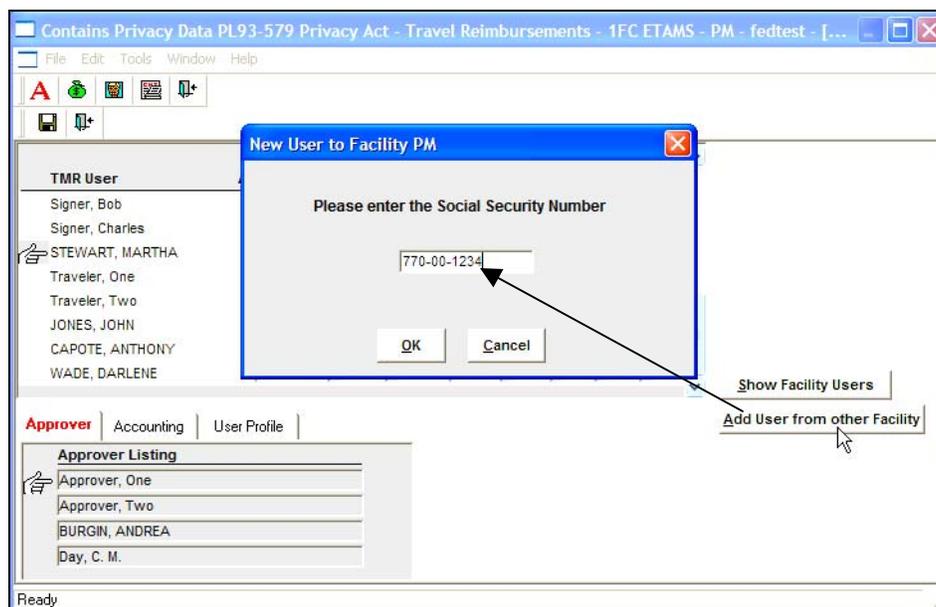


Figure 5

### ‘How to’ Instructions for TMR User Maintenance

The directions that follow guide you through maintaining TMR User information. Each ‘How to’ references a Figure number that shows the screen used for data entry.

#### **3** How to Assign TMR Access to a FEDdesk User (Figures 3 & 4)

Note: If the User is in a different Facility, see **4** ‘How to Add a TMR User from Another Facility’.

1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the ‘Travel Reimbursements’ screen, choose ‘Other’ and then select ‘User Maintenance’ (the small head icon or use the Tools Menu).
3. From the ‘User Maintenance’ screen, click on the ‘Show Facility Users’ button on the right side of the screen. A complete list of FEDdesk Users in this Facility displays.
4. Drag and Drop each user name that is to have TMR access to the ‘TMR User’ list on the left of the screen. Each name that is dragged displays at the bottom of the list.
5. Save your work and Exit the screen. This step is necessary so that system updates can be performed on the TMR User list.
6. Set up TMR permissions (see **6** How to Establish TMR Permissions).
7. Assign Approvers for the Traveler (see **8** and **9** How to Assign TMR Approvers).

#### **4 How to Assign TMR Access to a FEDdesk User Who is in Another Facility (Figure 5)**

Note: The TMR User's SSN is required to perform this step.

1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the 'Travel Reimbursements' screen, choose 'Other' and then select 'User Maintenance' (the small head icon or use the Tools Menu).
3. From the 'User Maintenance' screen, click on the 'Add User from other Facility' button on the right side of the screen. A pop-up window prompts for the User's SSN.
4. Enter the SSN of the User from another Facility to add as a TMR User in this Facility.
5. Click 'OK'. The new TMR User's name displays at the bottom of the list on the left of the screen.
6. Save your work and Exit the screen. This step is necessary so that system updates can be performed on the current Facility list.
7. Set up TMR permissions (see **6** How to Establish TMR Permissions).
8. Assign Approvers for the Traveler (see **8** and **9** How to Assign TMR Approvers).

#### **5 How to Remove TMR Access From a FEDdesk User (Figure 3)**

1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the 'Travel Reimbursements' screen, choose 'Other' and then select 'User Maintenance' (the small head icon or use the Tools Menu).
3. From the User Maintenance screen, right click on the employee name in the TMR User list on the left side of the screen.
4. Click 'Delete' and click 'Yes' to confirm the delete. Save your work and exit the screen. When you come back in to the User Maintenance screen, the employee name and employee folders are deleted. Any appearances of the employee name as an Approver or as a Designated Assistant are also deleted.
5. Click Close and Save your changes.

## TMR Permissions

### 6 How to Establish TMR Permissions (Figure 3)

Note: This procedure is used by the TMR Coordinator to grant permission for the following:

- Auditor
  - Create Travel Authorizations
1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
  2. From the 'Travel Reimbursements' screen, choose 'Other' and then select 'User Maintenance' (the small head icon).
  3. From the 'User Maintenance' screen, click on the TMR User name on the left of the screen to move the hand pointer to the correct employee.
  4. Check the appropriate Permission box (eg: Create Authorization or Auditor) for this employee.
  5. Save your work and Exit the screen or select another employee.
  6. Assign Approvers for this Traveler (see 8 and 9 How to Assign TMR Approvers).

Note: All other TMR permissions are grayed out and must be set up by FEDdesk Helpdesk personnel.

### 7 How to Update TMR Permissions (Figure 3)

1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the 'Travel Reimbursements' screen, choose 'Other' and then select 'User Maintenance' (the small head icon or use the Tools Menu).
3. If the User name displays in the TMR User column
  - Click the User Name to move the hand pointer.
  - Check the appropriate permissions box(s)  
NOTE: Boxes are checked to assign special permissions. **No** boxes need to be checked to create or approve a voucher or approve an authorization.
  - Assign Approvers for this Traveler (see 8 and 9 How to Assign TMR Approvers).
4. If the User does not display in the TMR User Column
  - Click the Show Facility Users button
  - Locate the User name
  - Drag the User name to the TMR User column on the left
  - Check the appropriate permissions box(s)
  - Assign Approvers for this Traveler (see 8 and 9 How to Assign TMR Approvers).

## Approver Folder

### **8** How to Assign TMR Approvers Who Are Already in the Facility (Figure 4)

Note: A UserID, with TMR access, must already be established for the User.

1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the 'Travel Reimbursements' screen, choose 'Other' and then select 'User Maintenance' (the small head icon or use the Tools Menu).
3. From the 'User Maintenance' screen, click on the 'Show Facility Users' button on the right side of the screen. A complete list of FEDdesk Users in this Facility displays.
4. Find and click on the TMR User name on the left side of the screen to move the hand pointer and display the User's folders at the bottom of the screen. The hand pointer is pointing to the person for whom an Approver is needed.
5. Click on the Approver tab at the bottom of the screen to open the folder.
6. Drag and Drop the Approver name from the Facility User list on the right to the Approver folder at the bottom of the screen. Each name that is dragged displays in the folder. (Note: To delete an Approver name from a folder, right mouse click on the Approver Name and select *Delete*.)
7. Save your work and Exit the screen.

### **9** How to Assign TMR Approvers Who Are in Another Facility (Figures 5 & 4)

Note: A UserID, with TMR access, must already be established for the User.

1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the 'Travel Reimbursements' screen, choose 'Other' and then select 'User Maintenance' (the small head icon or use the Tools Menu).
3. From the 'User Maintenance' screen, click on the 'Add User from other Facility' button on the right side of the screen. A pop-up window prompts for the User's SSN.
4. Enter the SSN of the User from another Facility to add as a TMR Approver in this Facility.
5. Click 'OK'. The new TMR User's name displays at the bottom of the list on the left of the screen.
6. Save your work and Exit the screen. This step is necessary so that system updates can be performed on the current Facility list.
7. Repeat steps 1 and 2 above to return to the User Maintenance screen.
8. Find and click on the TMR User name (for whom the outside Approver is needed) on the left side of the screen to move the hand pointer and display the User's folders at the bottom of the screen.
9. Click on the Approver tab at the bottom of the screen to activate the folder.
10. Click the 'Show Facility Users' button on the right to display the list of Users.
11. Drag and Drop the new Approver name that now displays in the Facility User list on the right to the Approver folder at the bottom of the screen. Each name that is dragged displays in the folder. (Note: To delete an Approver name from a folder, right mouse click on the Approver Name and select *Delete*.)
12. Save your work and Exit the screen.

## **10** How to Delete an Approver Name From a User's Folder (Figure 3)

Note: A UserID, with TMR access, must already be established for the User.

1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the 'Travel Reimbursements' screen, choose 'Other' and then select 'User Maintenance' (the small head icon or use the Tools Menu).
3. From the 'User Maintenance' screen, find and click on the TMR User name on the left side of the screen to move the hand pointer and display the User's folders at the bottom of the screen.
4. Point to the Approver to be deleted.
5. Right mouse click on the Approver Name and select *Delete*.
6. Save your work and Exit the screen.

Note: When a TMR User who is also an Approver is deleted from a Facility, any appearance of the employee name as an Approver or as a Designated Assistant is also deleted.

### **Accounting Folder**

The User or the TMR Coordinator can complete the Accounting Folder. See the User Maintenance document.

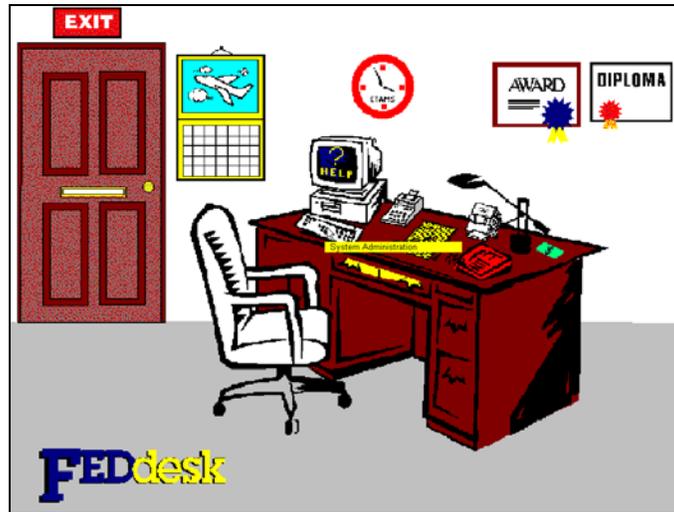
### **User Profile Folder**

The User or the TMR Coordinator can complete the User Profile Folder. See the User Maintenance document.

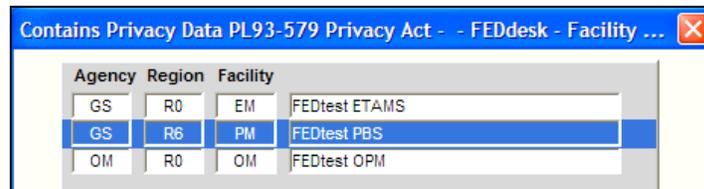
## Screens for UserID / Password Maintenance

If a TMR Coordinator also has ETAMS Facility Coordinator permissions, then UserIDs and Passwords can also be maintained. UserIDs are maintained from the **System Administration Menu**. System Administration is accessed from the FEDdesk splash screen, which is shown here.

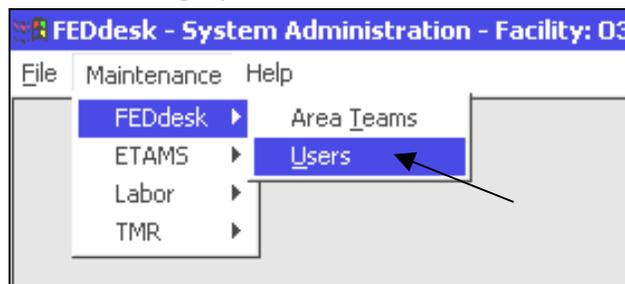
From the FEDdesk splash screen, click on the keyboard.



If the Facility Select screen displays, highlight (click once) on your Facility and then click 'OK'.



The System Administration Menu displays.



If you do not have access to the System Administration menu, ETAMS Facility Coordinators will have to maintain TMR UserIDs and Passwords.

The following screens are accessed from the **System Administration Menu** and are used to maintain UserIDs. Detailed instructions for adding TMR Users follow the screen prints.

### User/Employee List Screen

From Splash screen, go to Sys Admin, Maintenance, FEDdesk, Users

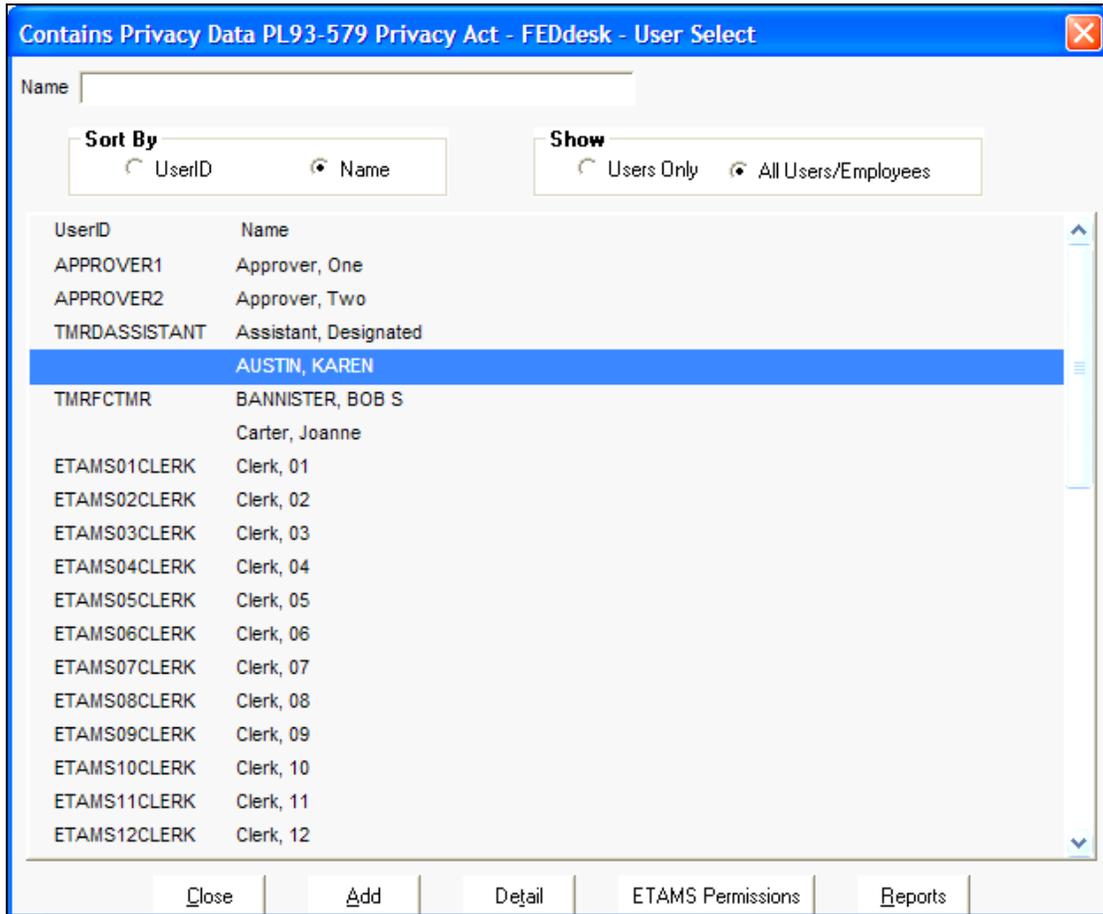


Figure 6

When you access the FEDdesk User Select List, Facility Users display in name sequence. You may sort the list into a different sequence by clicking on the radio button in the Sort By box. You may also display All Employees by clicking on the All Users/Employees radio button in the Show box. This is a list of employees that are in the ETAMS database. You'll notice that some employees have a UserID and can log on to FEDdesk, but many employees do not have a UserID for logon.

## User Detail Screen

From Splash screen, go to Sys Admin, Maintenance, FEDdesk, Users, Detail

Contains Privacy Data PL93-579 Privacy Act - FEDdesk - User Select

Name

Sort By  UserID  Name

Show  Users Only  All Users/Employees

UserID	Name
APPROVER1	Approver, One

Contains Privacy Data PL93-579 Privacy Act FEDdesk - User Detail

SSN  UserID  Employee in Fac/Area/Team

Last  First  Middle

E-mail Address

Address

City  State  Zip

Phone Country  (  )  -  Ext

ETAMS  TMR  System Administrator

Archives User  
 Awards User  
 FMIS User  
 Pegasys User

Figure 7

**NOTE:** System updates with any UserID or Password change may take 30 minutes. After making any change, wait 30 minutes to log on to FEDdesk.

## Change FEDdesk Password Screen

From Splash screen, go to Sys Admin, Maintenance, FEDdesk, Users, Detail, Change Password

The screenshot shows a web application window titled "Contains Privacy Data PL93-579 Privacy Act FEDdesk - User Select". The main content area is titled "Contains Privacy Data PL93-579 Privacy Act FEDdesk - User Detail". It displays user information for Margaret Mitchell (UserID: MAGGYMITCHELL, SSN: 777-00-3009). A "Change Password" dialog box is overlaid on top, titled "FEDdesk - Change Password". The dialog box contains the text "Change Password for MAGGYMITCHELL", a "New Password" field with a masked value "xxxxxxxx", and a "Confirm" field. The dialog box has "OK" and "Cancel" buttons. The background user detail form has "Close", "Cancel", and "Change Password" buttons. Below the form is a list of other users:

777005008	MOORE, TONI S
	MYERS, PHIL S
	ROGERS, ROY
A1SIGNER	Signer, Angela 1
B1SIGNER	Signer, Bob 1
C1SIGNER	Signer, Charles 1
DIANESTEWART	STEWART, DIANE

At the bottom of the window are buttons for "Close", "Add", "Detail", "ETAMS Permissions", and "Reports".

Figure 8

### Passwords:

- Are case sensitive
- Must be at least 8 characters long
- Must begin and end with an alpha character
- Must contain at least 1 numeric value
- Must either be a mixture of upper and lower case characters with one capital letter OR one special character
- Cannot be 'reused' within 4 changes
- Cannot contain all or part of the User's name or UserID

## **11** How to Add a TMR User Who Does Not Have a FEDdesk UserID (Figures 6,7,8)

1. From the FEDdesk Splash screen, click on the keyboard to go into System Administration.
2. From the Maintenance Menu select FEDdesk and Users.
3. From the User Select screen, go to the Show box in the right corner of the screen and click on All Users/Employees.
4. Highlight (click once) on the employee name and then click the Detail button.
5. Check the TMR box at the bottom of the User Detail window. Enter the user's complete email address. This field is required so that the user can receive TMR confirmation messages regarding the status of Authorizations and Vouchers.
6. Click in the UserID field and enter the employee's UserID (7-15 characters) and email address. The phone number is not required, but helpful.
7. Click Close and Save your changes.
8. Enter a Password and confirm the entry by typing it again (see **12** How to Change Passwords).
9. Click 'OK'. A confirmation message will tell you that the NT User Account has been successfully created.
10. Close out of the screen or add another UserID.  
Note: UserID updates require a 30-minute wait before the new User can log in to FEDdesk.
11. Set up TMR permissions (see **6** How to Establish TMR Permissions).
12. Assign Approvers for the Traveler (see **8** and **9** How to Assign TMR Approvers).

## **12** How to Change Passwords (Figure 8)

1. From the FEDdesk Splash screen, click on the keyboard to go to System Administration.
2. From the Maintenance Menu select FEDdesk and Users.
3. Highlight (click once) on the employee name and then click the Detail button.
4. Click the Change Password button.
5. Enter a default password and confirm by entering it a second time (i.e. Pass1 word).
6. Close the window. The employee should wait 30 minutes for the system to update before logging in to FEDdesk with the default password. Now, the employee can attempt the change password function again.

Note: As a reminder, Passwords:

- Are case sensitive
- Must be at least 8 characters long
- Must begin and end with an alpha character
- Must contain at least 1 numeric value
- Must either be a mixture of upper and lower case characters with one capital letter OR one special character
- Cannot be 'reused' within 4 changes
- Cannot contain all or part of the User's name or UserID

<b>TMR COORDINATOR REMINDERS</b>	
1	Each Traveler must have a UserID with TMR access. A User Profile and Approver folder must be completed.
2	All Authorization creators must have a UserID with TMR access and permission to create Authorizations.
3	Authorizations and Vouchers that have been submitted for approval can be Redirected to another Approver or an Approver may Reject it back to the Traveler.
4	If an Approved Authorization has not been linked to a voucher (i.e. the trip was cancelled), and no advance has been taken against the Authorization, the TMR Coordinator, Approver or the Traveler can delete the Authorization.
5	TMR Coordinator permission must be created and removed by the FEDdesk Helpdesk. Go to <a href="http://feddesk.gsa.gov">http://feddesk.gsa.gov</a> . Select 'Need Assistance' and then 'Access Forms'.