

TMR

Travel and Miscellaneous Reimbursements

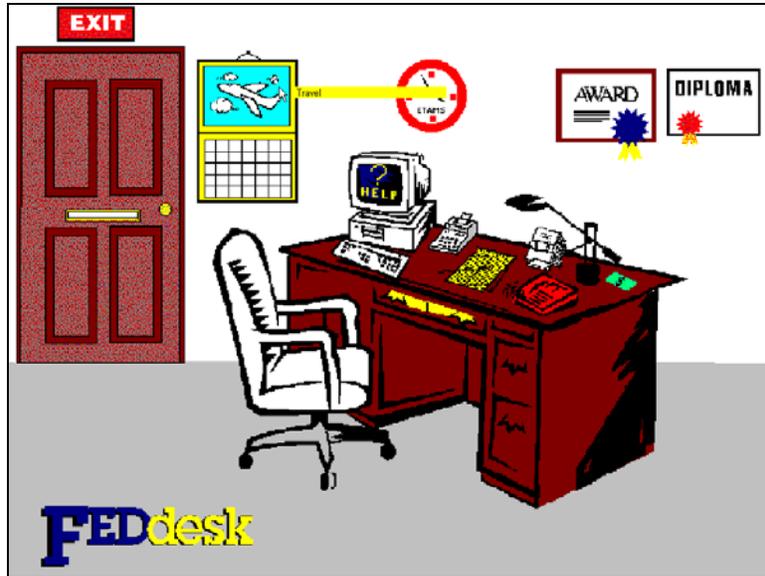
User Maintenance

- Review TMR Permissions
- Review the Approver Folder
- Complete the Accounting Folder
- Complete the User Profile Folder
- Delete Records

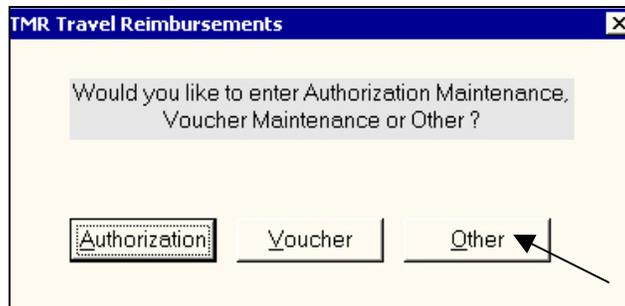
August 2004

This manual is available for printing at <http://feddesk.gsa.gov>

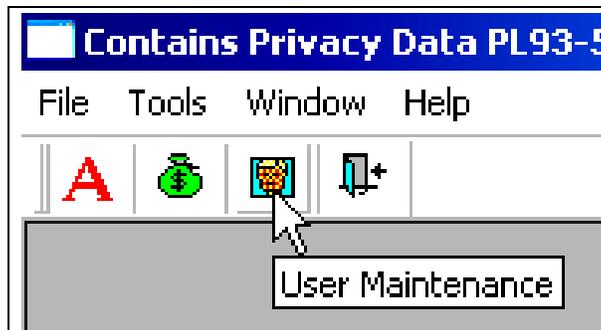
Any Traveler using TMR is responsible for maintaining their own personal data in the TMR system. This guide will help you keep the information current. The steps for User Maintenance, which can be accessed from Travel or Miscellaneous Reimbursements, are the same. The examples shown here are from Travel.



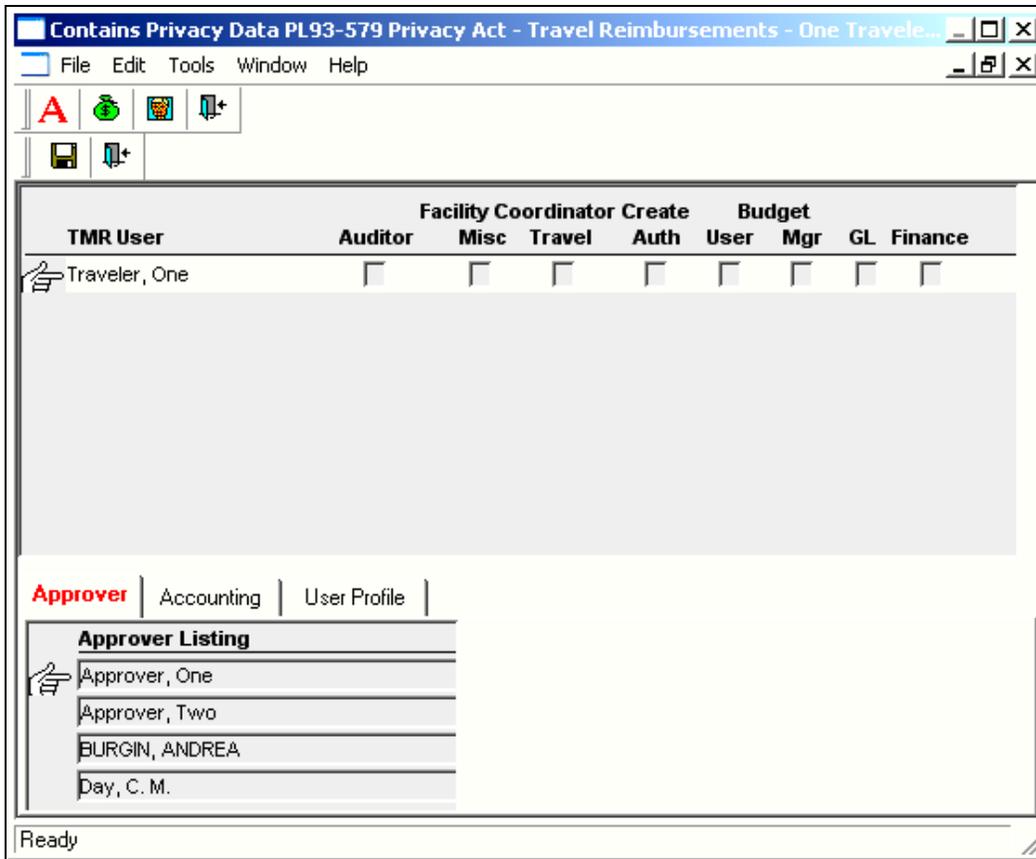
Choose Travel from the FEDdesk splash screen.



Choose 'OTHER'.



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



From the User Maintenance screen, your name displays as the TMR User. Any unique TMR permissions that have been assigned to you are checked. At the bottom of the screen, there are three folders. The **Approver** folder (notice that it is grayed out) is on top. This is the list of Approvers that you have to choose from when you submit a Voucher. You cannot edit this list. If this list is not correct, please contact your TMR Coordinator to have the Approver Listing updated.

Click on the Accounting tab to open the folder.



The **Accounting** folder is not used by some agencies and may be blank.

Note: The Accounting folder is customized for your Agency and may look different than the sample shown here. However, entering data into the folder is the same.

Approver **Accounting** | User Profile |

Fund	Beg FY	Region	Organization	Budget Activity	Function	Cost Ele.	Description
142X	2001	06	K00PH160	GA50	GA140	221	SKUA Project (P-A1244357)
262X	2002	06	S06B0310	GBT1	GBH40	710	Misc Reimbursement (P-A1244357)
455X	2002	06	F0232102	FE00	FE315	710	TBDA Project (V-G4300500,L-A02)

Insert
Add
Delete

Adds a new row to the end

Entering Account Codes here provides quick and easy entry of Accounting information during the creation of Vouchers or Authorizations. Simply choose the ‘Select Acct Code’ option and pick from the list. You may add, or delete entries by placing your mouse in the Accounting folder and clicking the right mouse button.

Click on the ‘User Profile’ tab to open the folder.

Approver | Accounting **User Profile** |

Name: Traveler, One Title: _____

Misc Designated Assistant: Day, C. M. Travel Designated Assistant: DANDRIDGE, SIMONE W

Email Address: one.traveler@feddesk.gov

ACT #s

19043000
19040000
19042000

Others

Default Vendor: _____
Internal #: _____
Bank Account: _____

BURGIN, ANDREA
COLE, AL C
DANDRIDGE, SIMONE W
Day, C. M.
ETAMS, 1FC
Finance1, Help

Verify the information in the **User Profile** folder.

Name: Your name displays in this field.

Title: This field is optional.

Designated Assistant: D.A.’s are people you grant access to create a Voucher for you. Although a D.A. may create a Voucher for you, **only you can Submit your Voucher for Approval**. The D.A. fields are optional. If needed, click in the field to display a list of TMR Users and select someone as your Designated Assistant.

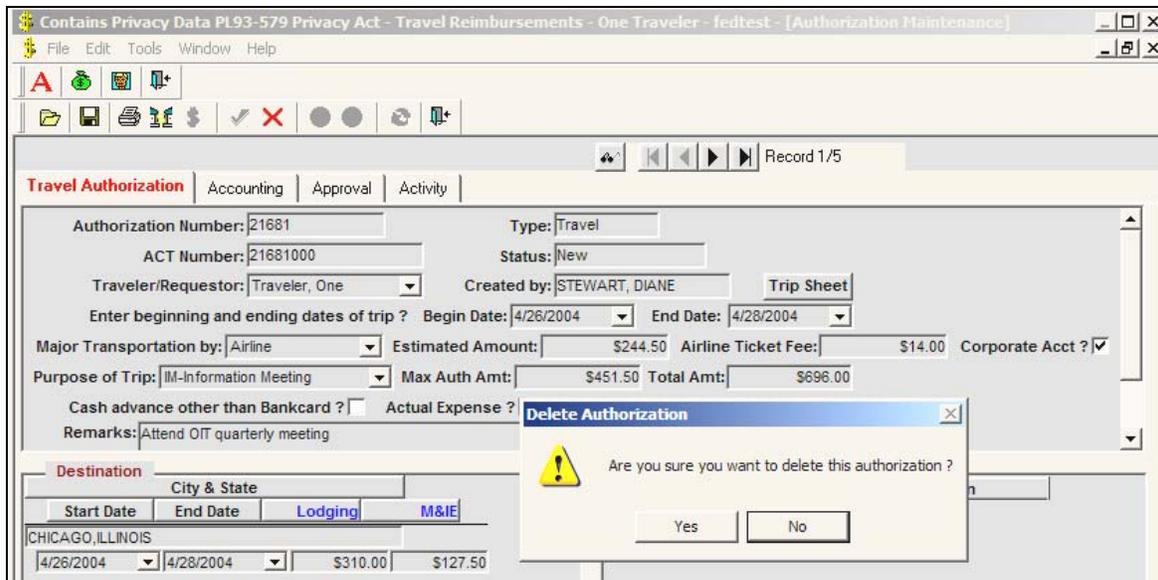
Email Address: Your email name must be your full Internet address. In order for the automated TMR emails to reach you, **this field must have a valid entry**.

ACT#: (Accounting Control Transaction Number) is the system keeping track of the last three records you have created. This field is for display only.

Others: These fields are currently NOT USED and are for future enhancements.

How to Delete Vouchers and Authorizations

The Traveler can delete a Voucher or an Authorization at anytime prior to final approval. If an Approved Authorization has not been vouchered against (i.e. the trip was cancelled) and no TMR Advance was taken, the TMR Coordinator, Authorization Creator and the Traveler can delete the Authorization. The steps for deleting 'New' unsubmitted vouchers and Approved non-vouchered Authorizations are the same.



1. From the FEDdesk Splash screen, click on the airplane to go into Travel.
2. From the 'Travel Reimbursements' screen select Authorization.
3. From the Authorization Maintenance window, select Open.
4. Using the 'Select Criteria' window, enter criteria to retrieve the Authorization. Click 'OK' to display the needed record.
5. Click the 'Delete' icon at the top of the screen (✕) and click Yes to confirm the delete.
6. Save your work and Exit.

USER MAINTENANCE REMINDERS	
1	<u>Tab</u> out of a field after entry for update to occur.
2	<u>Save</u> your work after making updates to User Maintenance information..
3	<u>Save</u> your work before exiting TMR.
4	<u>Right mouse click</u> in the folder to add or delete a line.
5	Even if a D.A. (Designated Assistant) creates a Voucher for you, only you can Submit the Voucher for Approval.
5	Your email name must be your full Internet address. In order for the automated emails to reach you, this field must have a valid entry.
6	Only the TMR Coordinator can update your Approver List.
7	The Traveler can delete a voucher or an authorization at anytime prior to final approval.
8	An 'Approved' Authorization that has not been vouchered against, or no TMR Advance has been taken, can be deleted by the Traveler or the TMR Coordinator.