Travel Administrator - Cancel and Save a TA as a PDF (or Print)
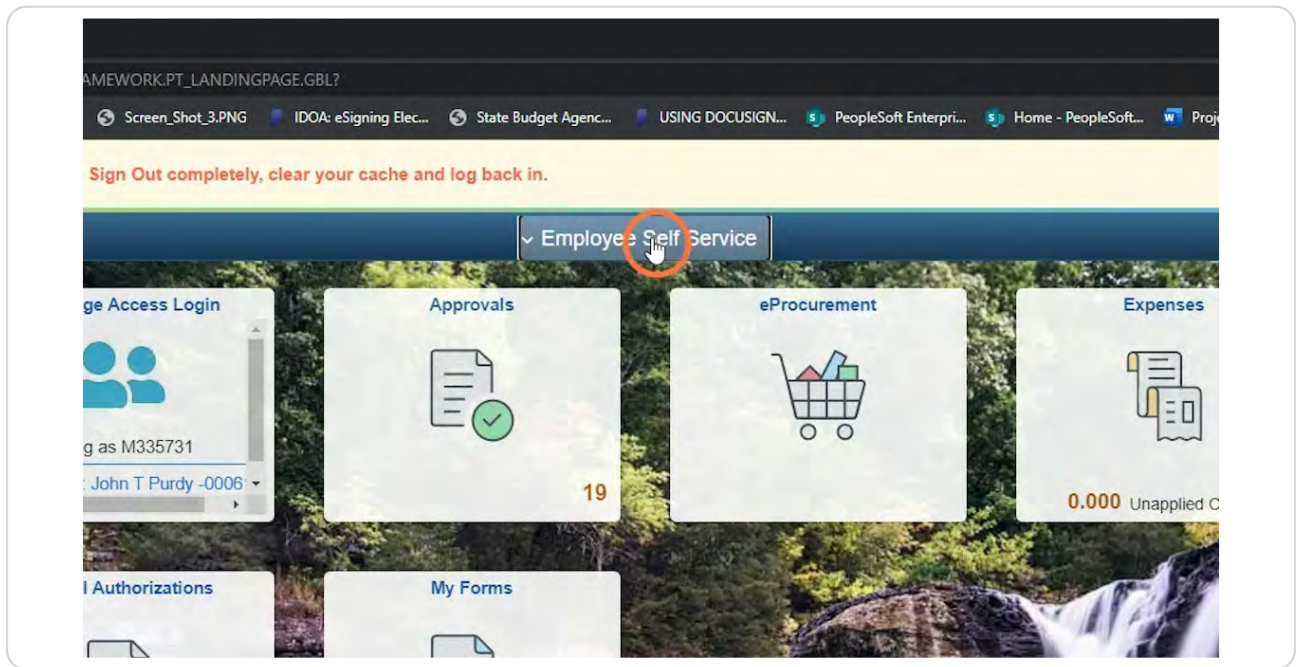
Canceling a Travel Authorization (TA) will change the status from Approved to Closed.

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.
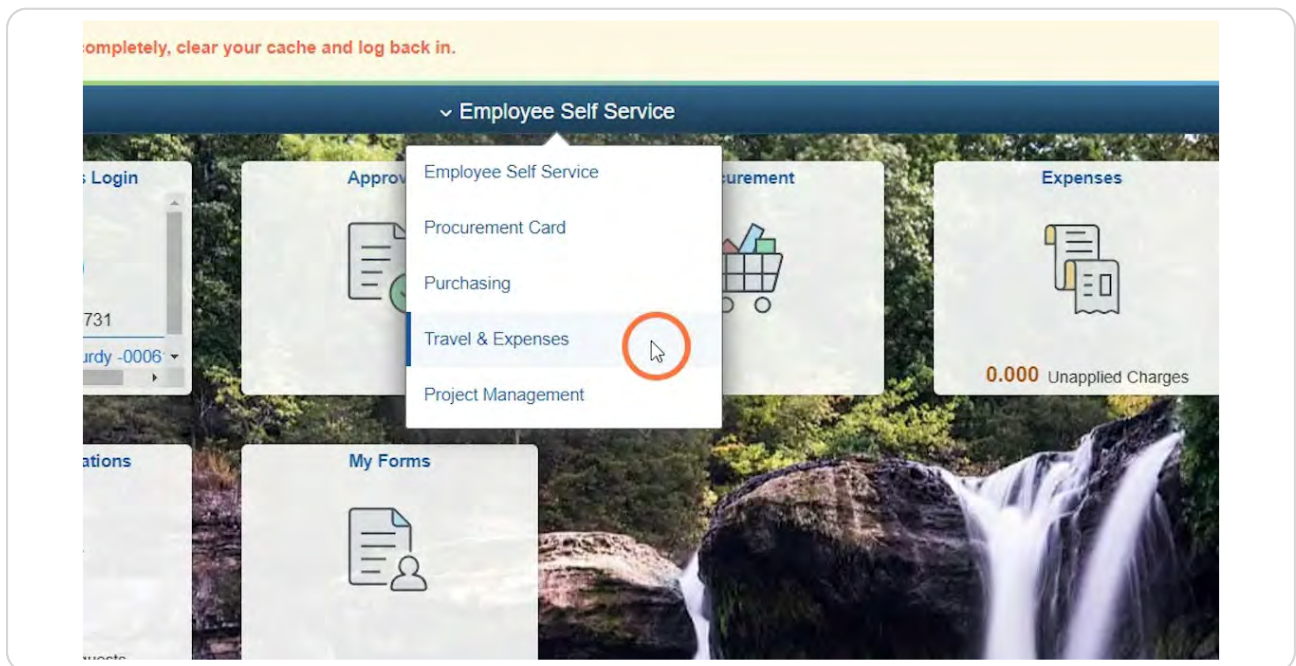
NOTE: DO NOT cancel any prior fiscal year TAs.

Click the Fluid page dropdown.

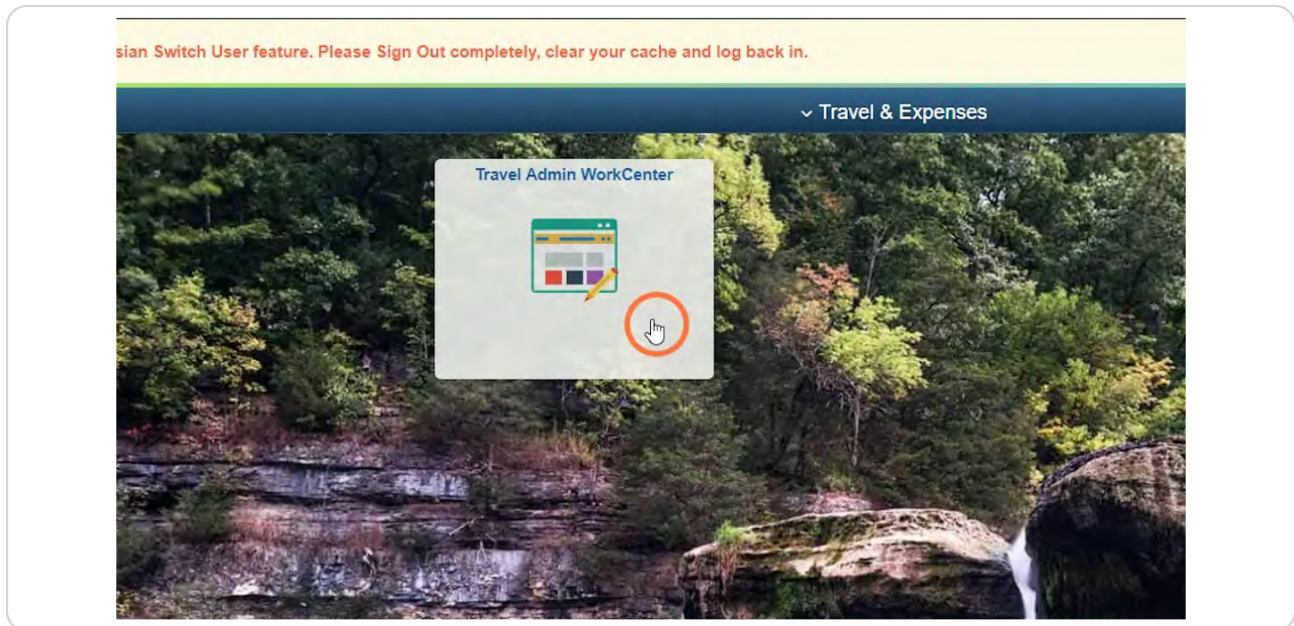## Click Travel & Expenses.

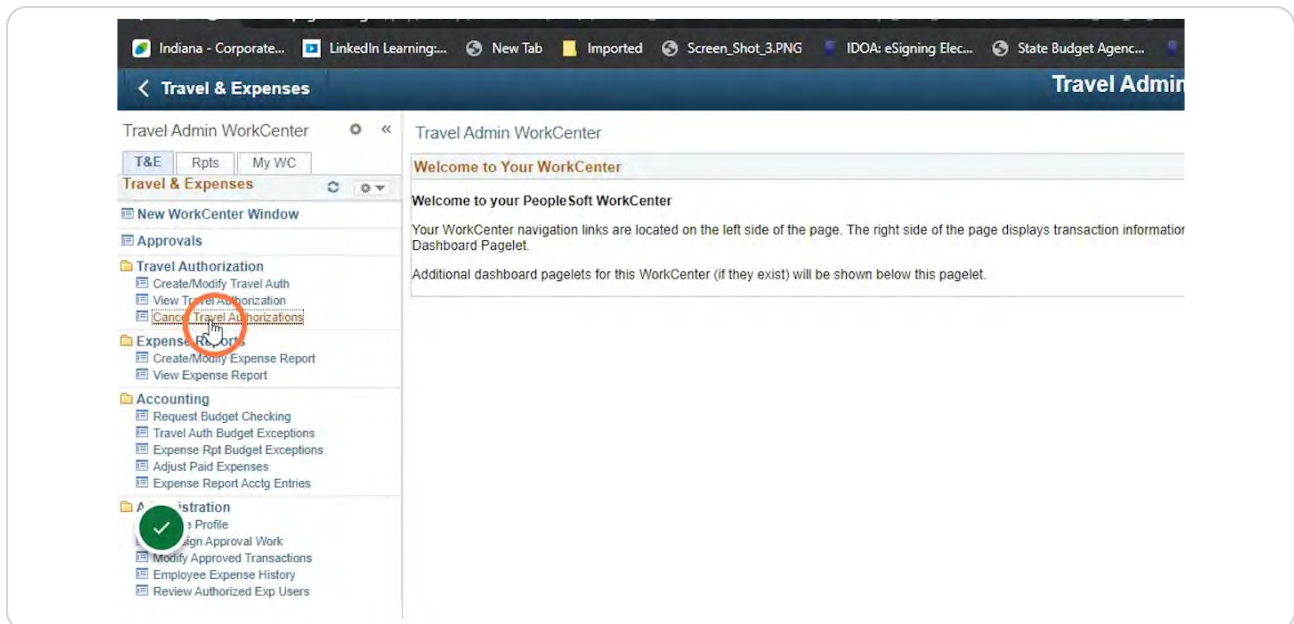## Click the Travel Admin WorkCenter tile.

Click Cancel Travel Authorizations

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

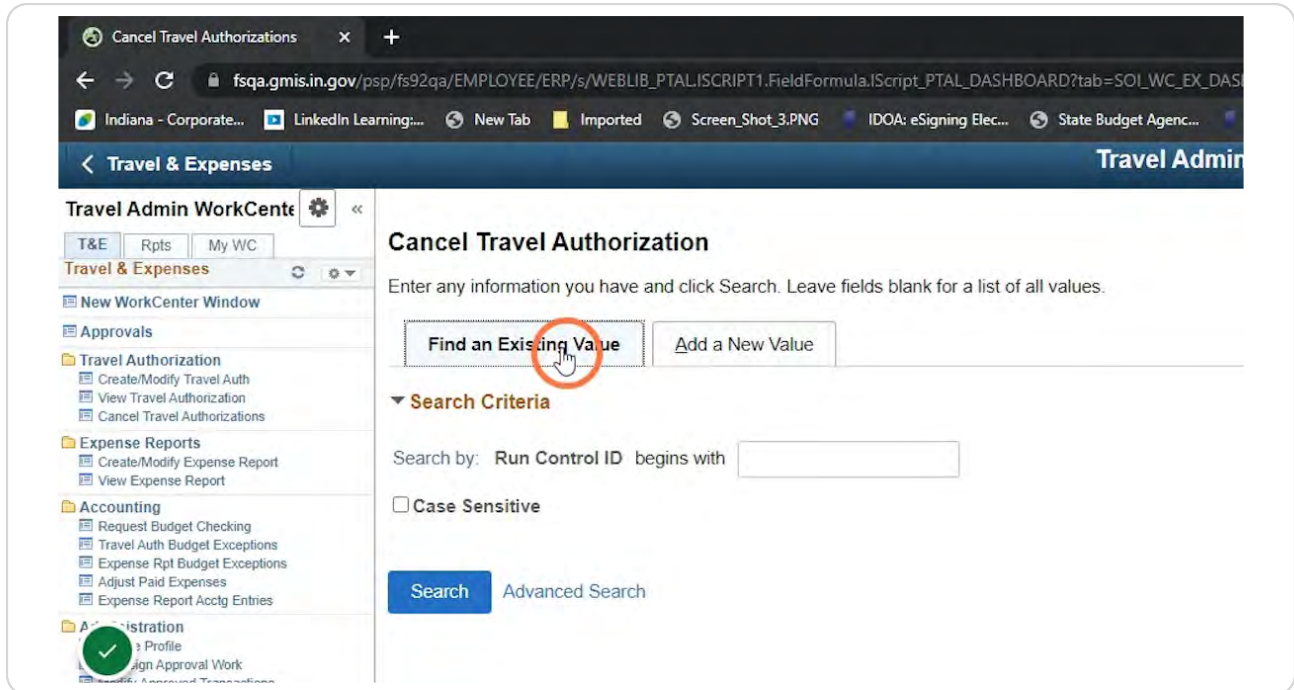## Click Find an Existing Value if you have a Run Control ID already setup to Cancel TAs.

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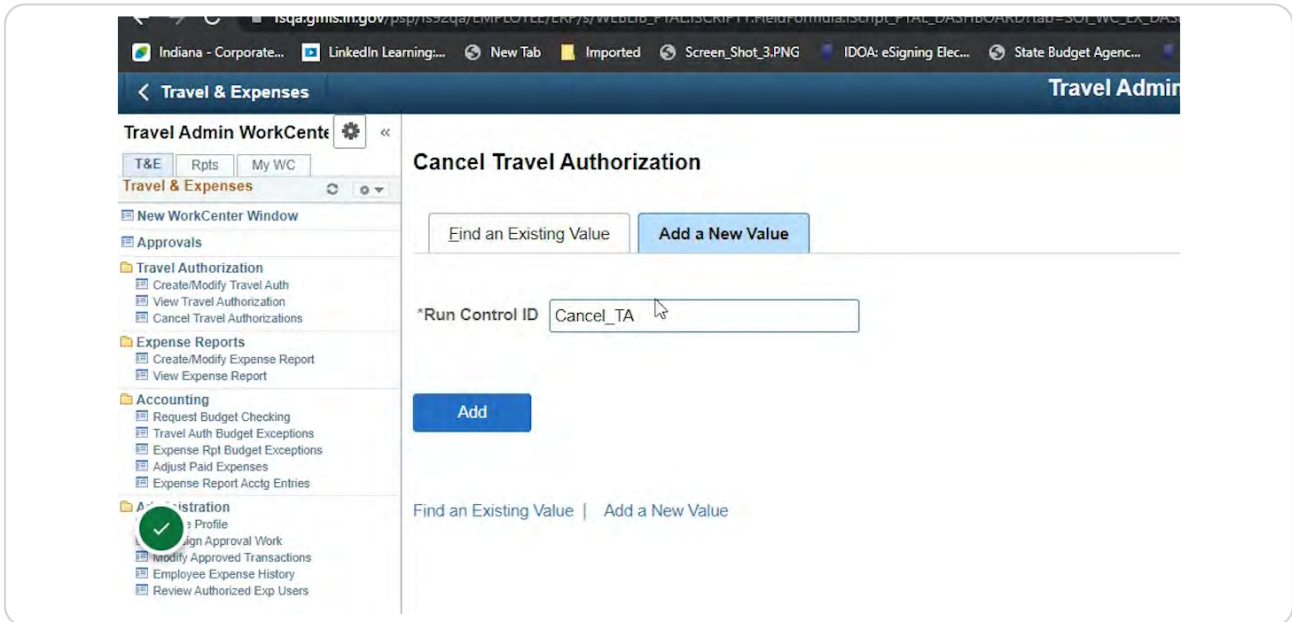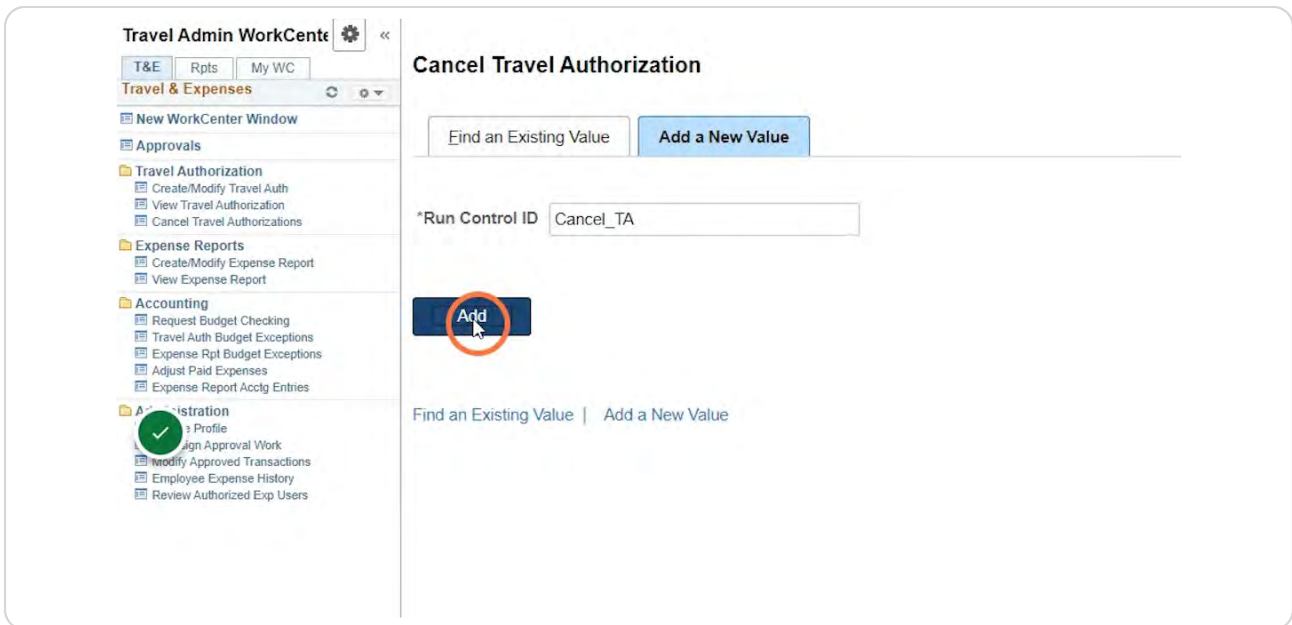
If you do not have a Run Control ID setup to Cancel TAs, click on the Add a New Value tab.

Enter Cancel_TA in the Run Control ID field.

Click Add

STEP 8

In the Description field enter Cancel TA.

STEP 9

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

STEP 10

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

STEP 11

Click Change Accounting Date

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.

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

Click Search

This will return a list of TAs that are eligible to be canceled.
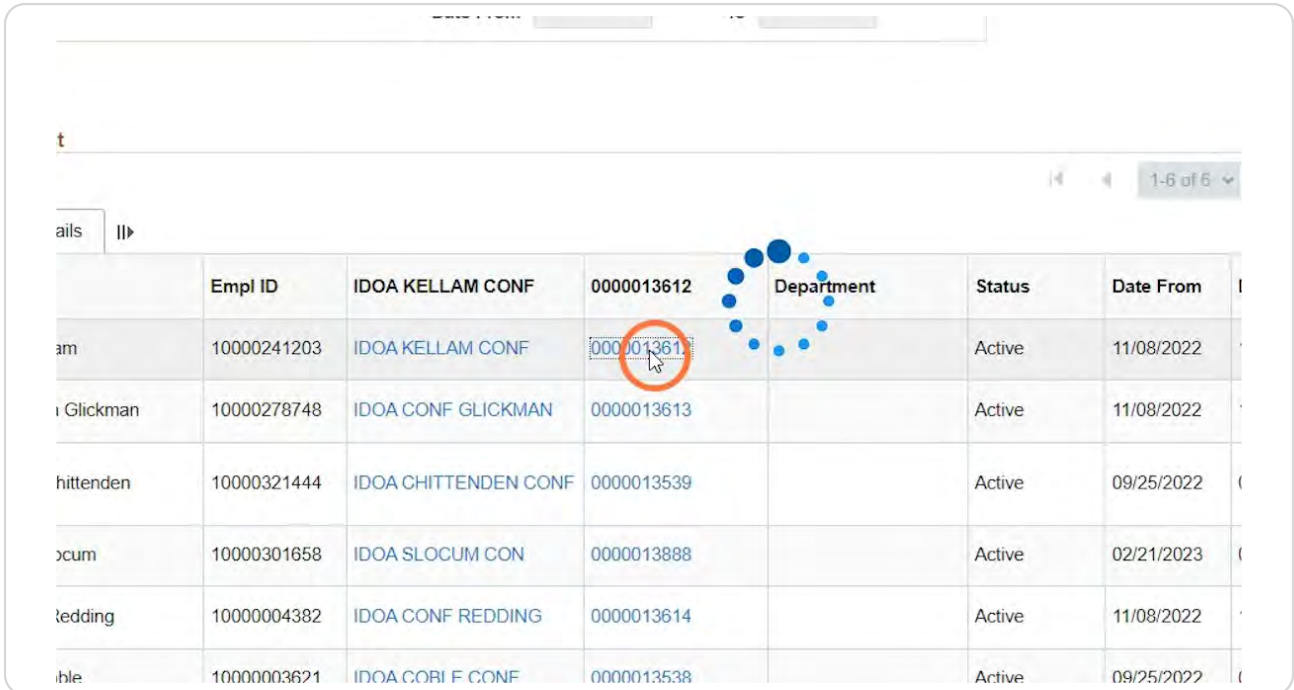
To save the TA as a PDF (or Print), click on the blue hyper link for the desired TA.

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

NOTE: DO NOT cancel any prior fiscal year TAs.

STEP 16

Click the View Printable Version hyperlink.

Travel Authorization

Lisa Kellam

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

Totals ⑦ 🖨 View Printable Version ⬭ Notes

✓ Projected Expenses (3 Lines) 3.000 USD Denied Expenses 0.000 USD

Total Authorized Amount .000 USD

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

Submit Travel Authorization Submitted On 09/30/2022 Submitted

STEP 17

Confirm the Status is Approved.

feature.

Report Date	04/27/2023
Report Time	2:58:29PM
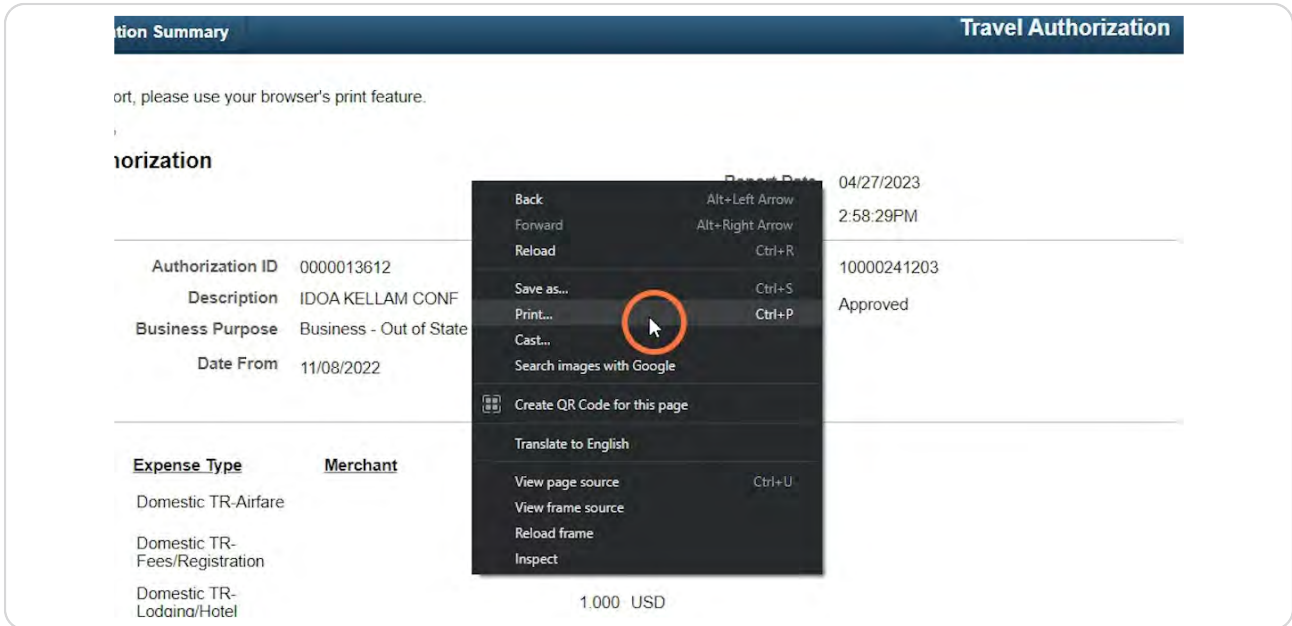
12	**Employee ID**	10000241203
LAM CONF	**Status**	Approved
- Out of State	**Reference Number**	
2 To 11/10/2022		

ant	Amount	Location
	1.000 USD	
	1.000 USD	
	1.000 USD	
	Total 3.000 USD	

Right click your mouse and click Print.

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.
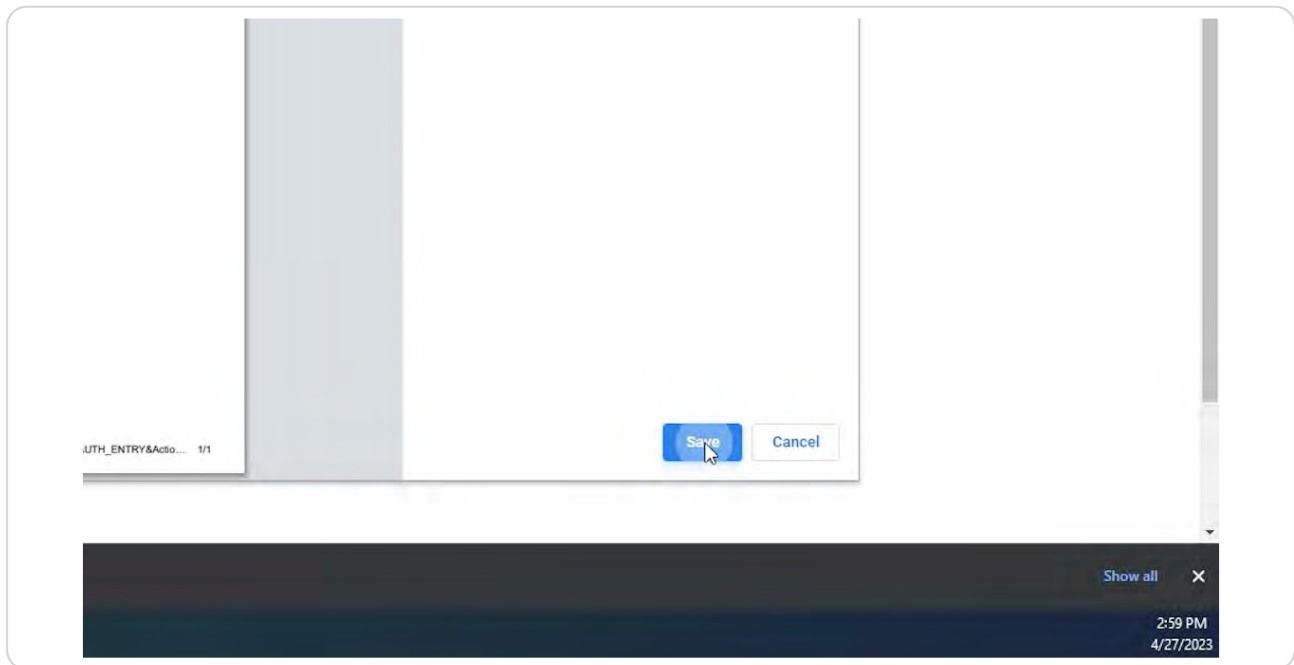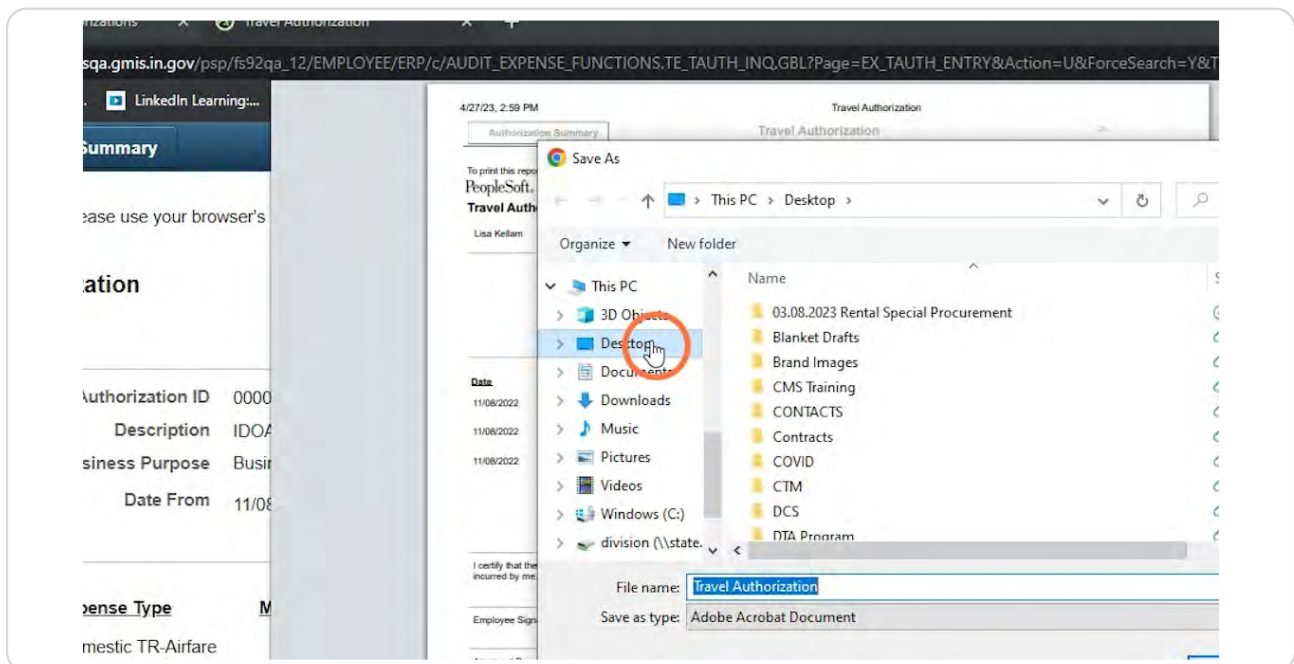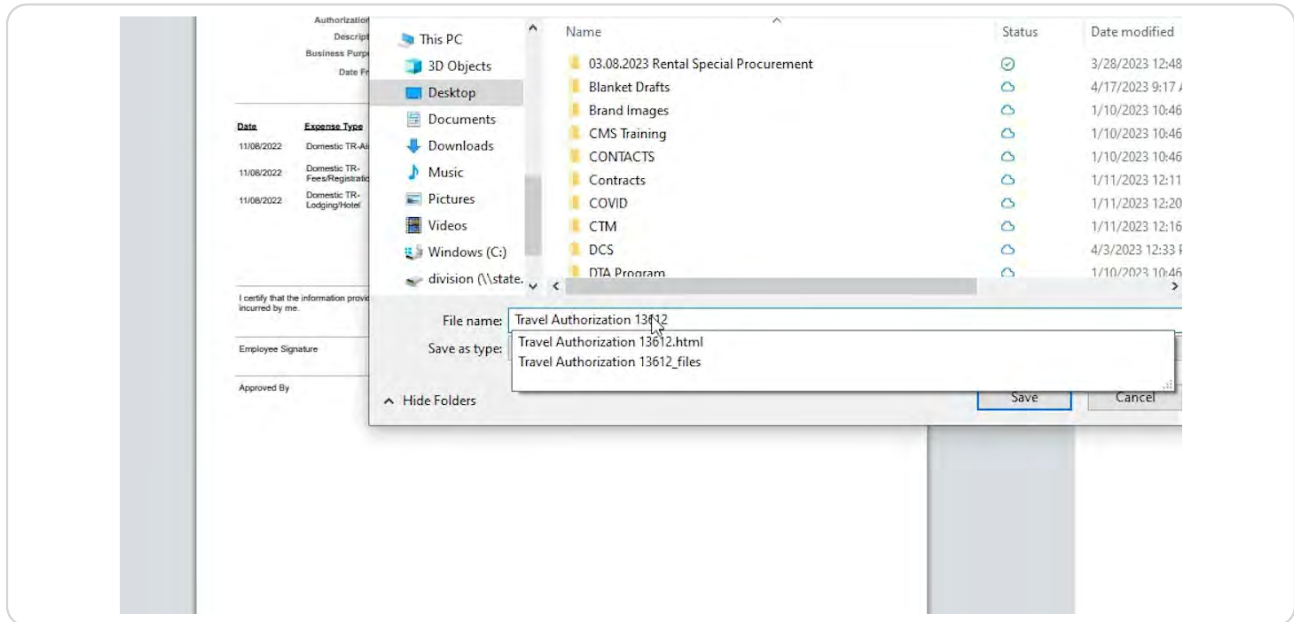
Click Save

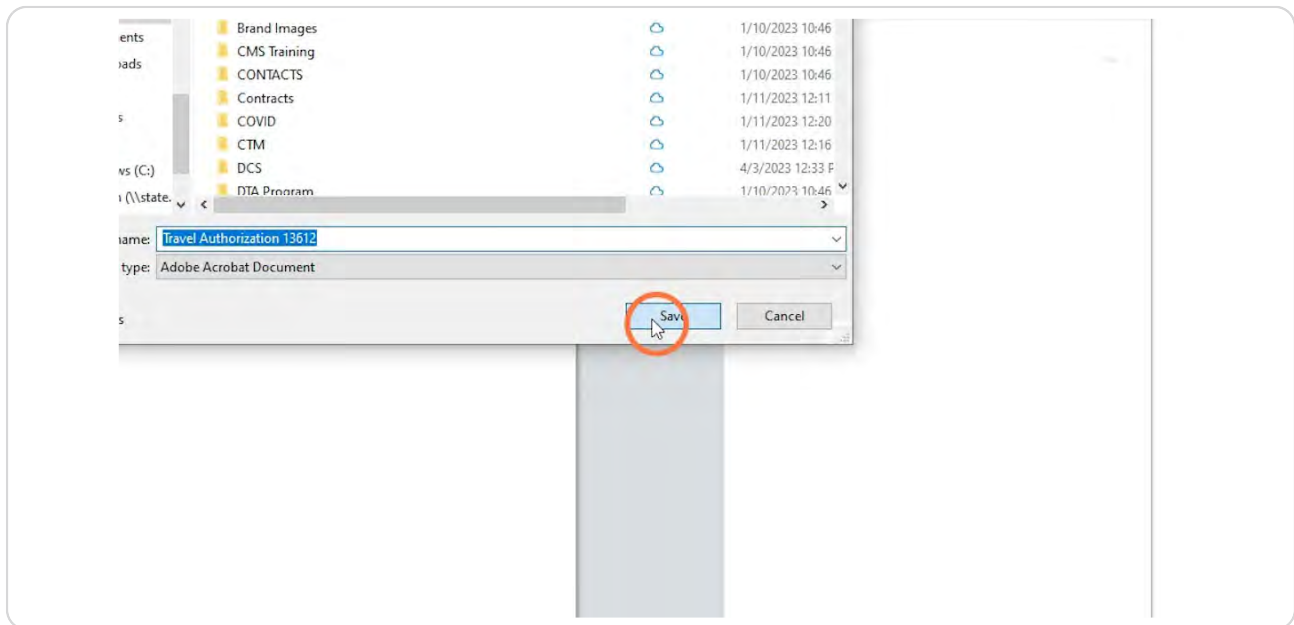## Select the location you want to save the PDF to.

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

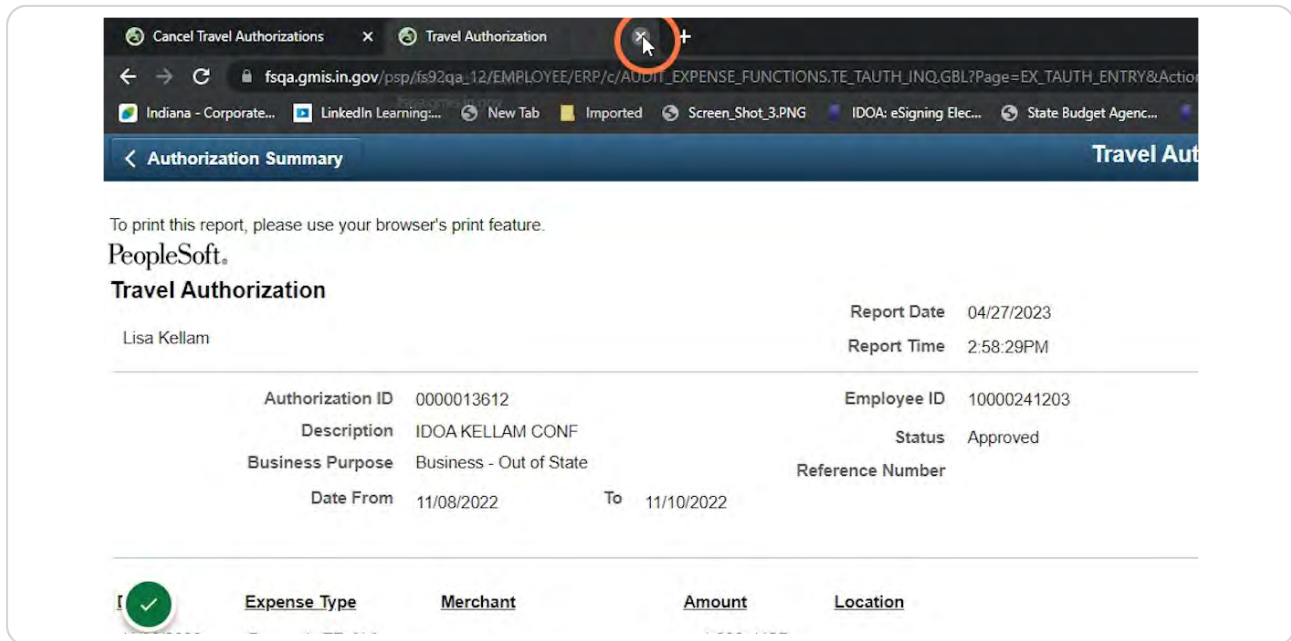NOTE: It is recommended that a file name like TA (insert TA number) is used.

Click Save.

STEP 24

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

STEP 25

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

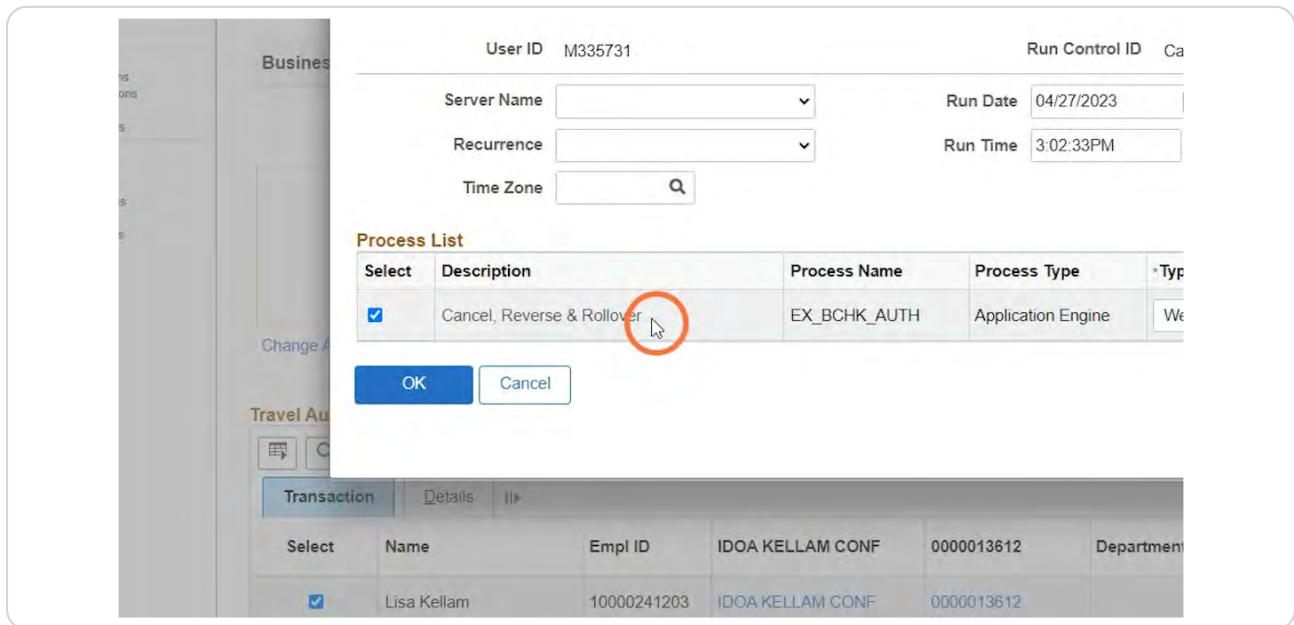NOTE: DO NOT cancel any prior fiscal year TAs.

STEP 26

Click Run.

The Process Scheduler Request box will open.
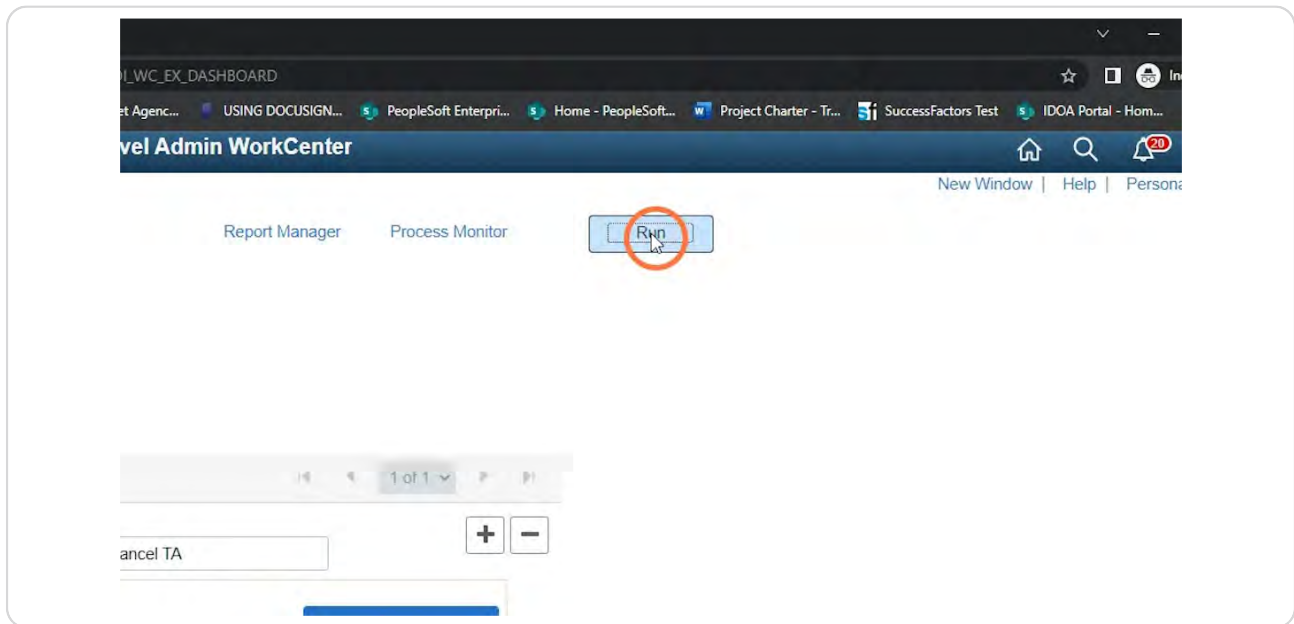
STEP 27

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

Click OK

A Process Instance number will be assigned.

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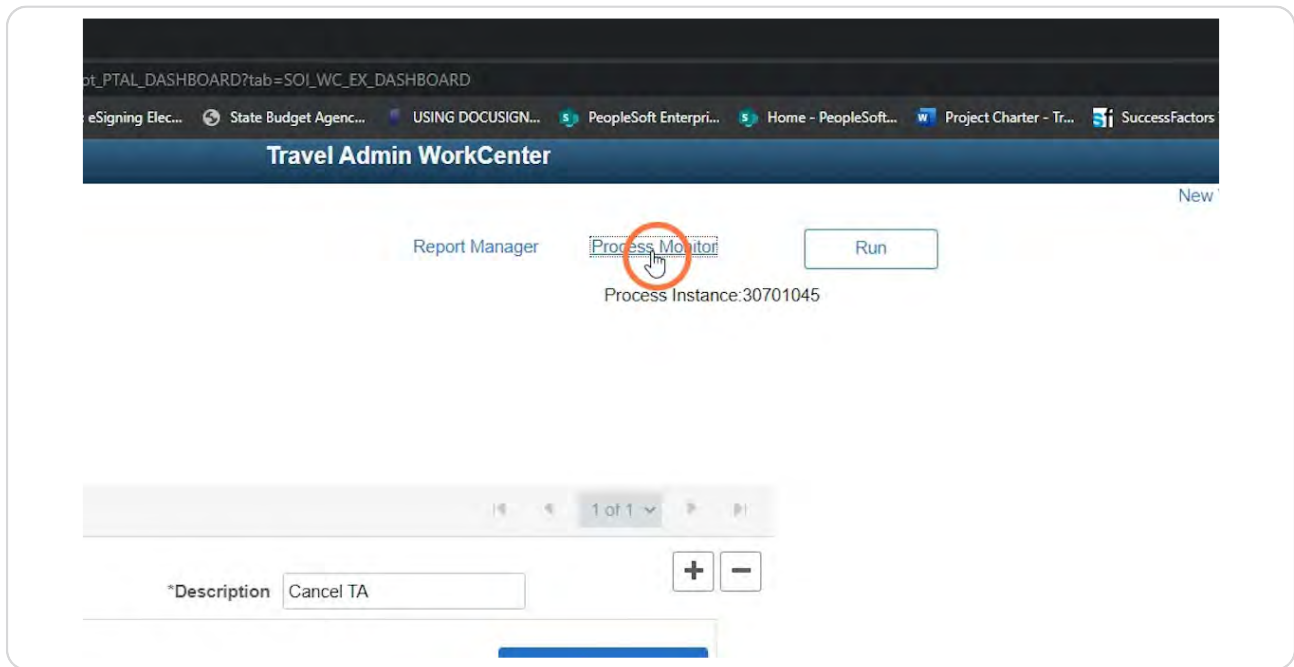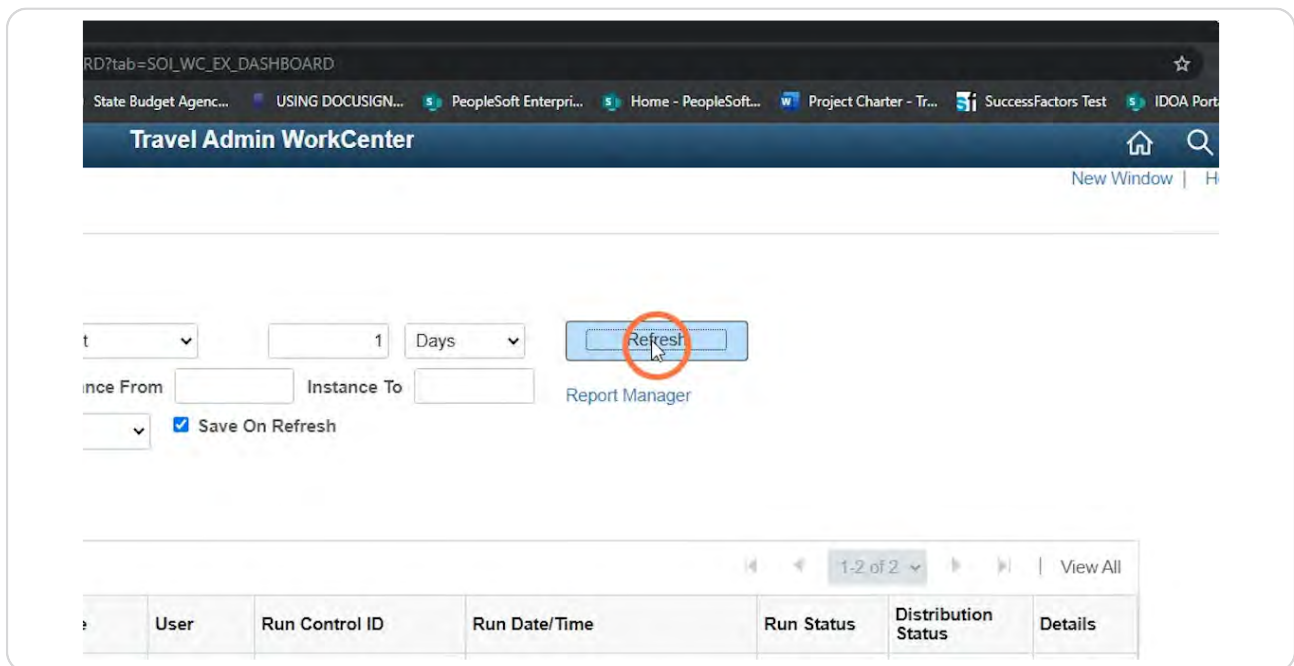
Click the Process Monitor hyperlink.

Click Refresh.

STEP 32

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

STEP 33

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

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

Confirm the Status column shows Admin Cancel.

Click Save.

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

IDOA