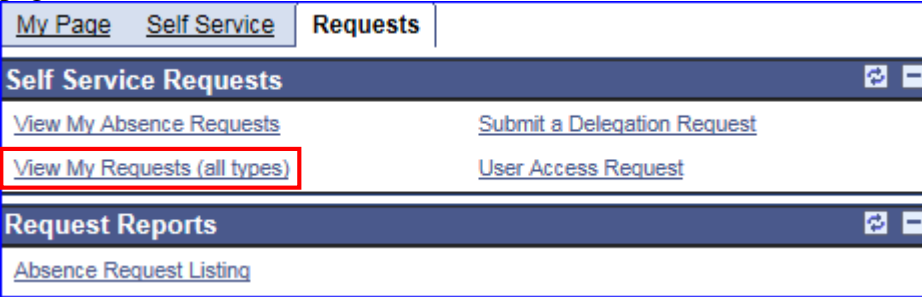
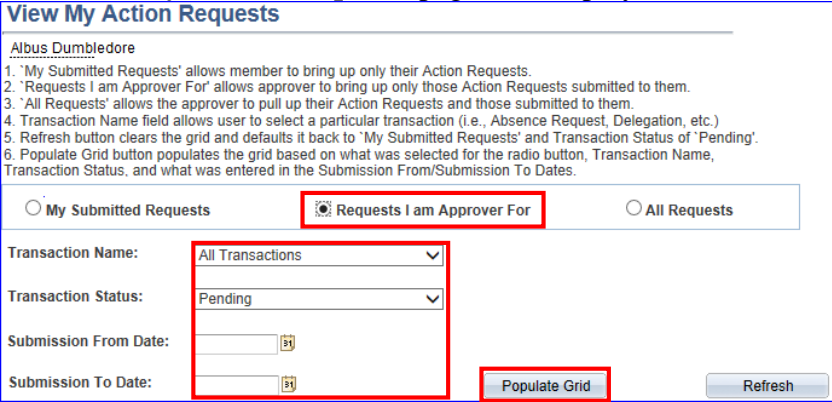


Reserve Orders Authorization

Introduction All Reserve Active Duty Orders must be Authorized by the District (DXR). Users must have the CGRSVISC role in Direct Access to Authorize Reserve Active Duty Orders.

Prior to Authorizing orders, approvers should review all data for accuracy. It is crucial that the Funding information identifies the correct TONO and Line of Accounting.


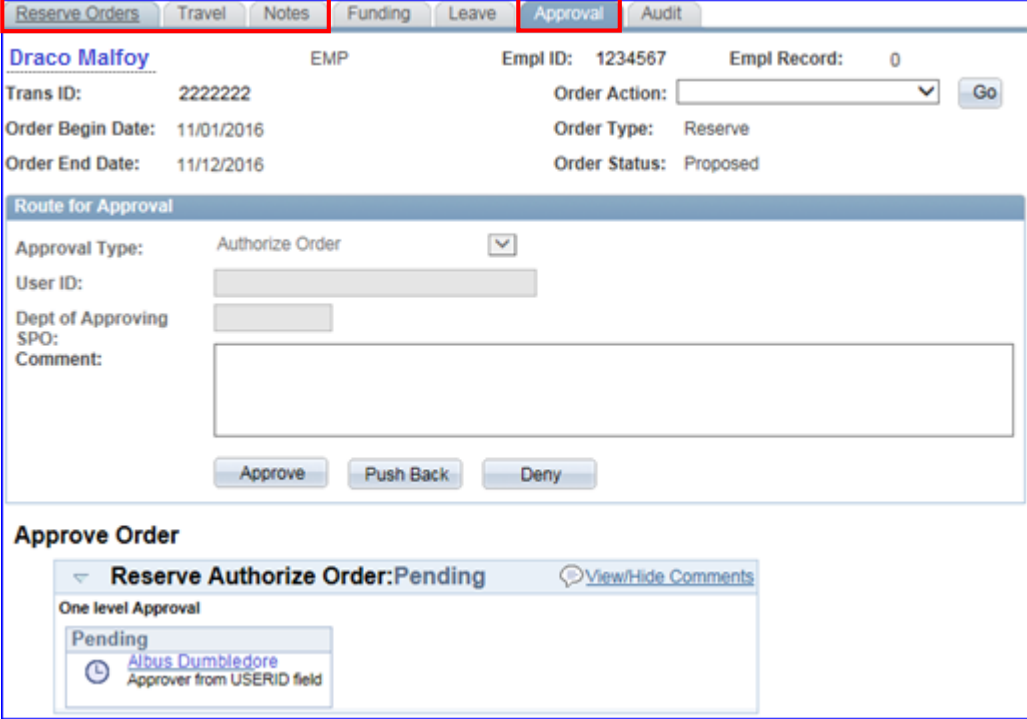
Procedures The following procedures are provided for Authorizing Reserve Orders in Direct Access.

Step	Action
<p>1</p>	<p>Click on the View My Requests (all types) link in the Self Service Requests pagelet.</p> 
<p>2</p>	<p>The View My Action Requests page will display.</p>  <ul style="list-style-type: none"> • Click on the Requests I am Approver For radio button. • Transaction Name: Click the drop-down and make a selection or leave at the All Transactions default. • Transaction Status: Click the drop-down and make a selection or leave at the Pending default. • Submission From Date/Submission To Date: Narrow the search by selecting a period of inclusive dates. <p>Click the Populate Grid button.</p>

Continued on next page

Reserve Orders Authorization, Continued





Procedures,
continued

Step	Action
3	<p>The Order Approvals section will populate with all pending orders.</p>  <p>Click the Approve/Deny link for the appropriate order.</p>
4	<p>The Approval Tab will display. Prior to Authorizing orders, click each tab and review the information for accuracy. When finished, return to the Approval tab.</p> 

Continued on next page

Reserve Orders Authorization, Continued


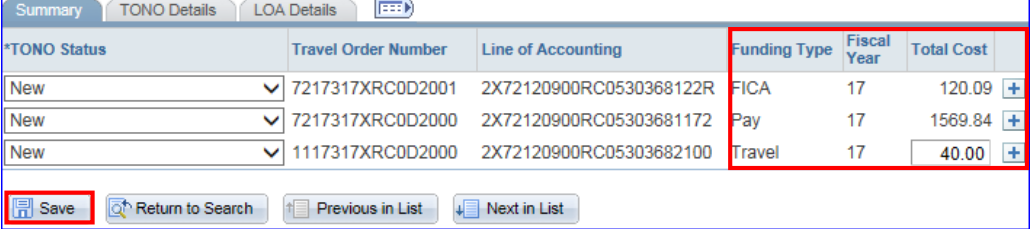
Procedures,
continued

Step	Action
5	<p>The Authorizing official can select one of three options:</p> <div data-bbox="352 524 1251 768" style="border: 1px solid black; padding: 5px;"> <p>Route for Approval</p> <p>Approval Type: Authorize Order <input type="button" value="v"/></p> <p>User ID: <input type="text"/></p> <p>Dept of Approving <input type="text"/></p> <p>SPO: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="Approve"/> <input type="button" value="Push Back"/> <input type="button" value="Deny"/> </p> </div> <ul style="list-style-type: none"> <li data-bbox="352 779 1374 954"> <p>• Push Back – Click the Push Back button to set the status to On Hold and return the orders to the submitter with any comments for editing/resubmission. It is NOT RECOMMENDED to use the Push Back option. This option limits access to the orders only to the person who submitted the orders for authorization.</p> <div data-bbox="400 954 1206 1256" style="border: 1px solid black; padding: 5px;"> <p>Approve Order</p> <p>Reserve Authorize Order: Awaiting Further Approvals</p> <p>One level Approval</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p>On Hold</p> <p> Albus Dumbledore</p> </div> <div style="border: 1px solid black; padding: 2px;"> <p>Information Request</p> <p> Severus Snape Information Request</p> </div> </div> <li data-bbox="352 1290 1347 1357"> <p>• Deny – Sets status to Deny, removes the transaction from all Authorizing Official's Action Requests to allow for editing/resubmitting by anyone.</p> <div data-bbox="400 1357 1206 1603" style="border: 1px solid black; padding: 5px;"> <p>Approve Order</p> <p>Reserve Authorize Order: Denied</p> <p>One level Approval</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p>Denied</p> <p> Albus Dumbledore Approver from USERID field</p> </div> </div> <li data-bbox="352 1637 1378 1704"> <p>• Approve – Sets status to Approved and orders are Authorized and ready to be executed.</p> <div data-bbox="400 1704 1206 1928" style="border: 1px solid black; padding: 5px;"> <p>Approve Order</p> <p>Reserve Authorize Order: Approved</p> <p>One level Approval</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p>Approved</p> <p> Albus Dumbledore Approver from USERID field</p> </div> </div>

Continued on next page

Reserve Orders Authorization, Continued

Procedures,
continued

Step	Action																								
6	<p>After Approval, the Order Status will be updated to Authorized. Click the Funding tab.</p>  <p>The screenshot shows a user interface with tabs: Reserve Orders, Travel, Notes, Funding (highlighted), Leave, Approval, and Audit. Below the tabs, the user 'Draco Malfoy' is listed as an EMP with Empl ID: 1234567 and Empl Record: 0. The Trans ID is 2222222. The Order Begin Date is 11/01/2016 and the Order End Date is 11/12/2016. The Order Type is 'Reserve'. The 'Order Status' is 'Authorized', which is highlighted with a red box. There is also an 'Order Action' dropdown menu and a 'Go' button.</p>																								
7	<p>The Funding Type for FICA and Pay will auto populate. Authorizing officials must calculate and enter the total Travel cost.</p>  <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>TONO Status</th> <th>Travel Order Number</th> <th>Line of Accounting</th> <th>Funding Type</th> <th>Fiscal Year</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>7217317XRC0D2001</td> <td>2X72120900RC0530368122R</td> <td>FICA</td> <td>17</td> <td>120.09</td> </tr> <tr> <td>New</td> <td>7217317XRC0D2000</td> <td>2X72120900RC05303681172</td> <td>Pay</td> <td>17</td> <td>1569.84</td> </tr> <tr> <td>New</td> <td>1117317XRC0D2000</td> <td>2X72120900RC05303682100</td> <td>Travel</td> <td>17</td> <td>40.00</td> </tr> </tbody> </table> <p>The 'Funding Type' column is highlighted in red. Below the table are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'. The 'Save' button is highlighted with a red box.</p> <p>When finished, click the Save button. The orders are now available for SPO processing.</p>	TONO Status	Travel Order Number	Line of Accounting	Funding Type	Fiscal Year	Total Cost	New	7217317XRC0D2001	2X72120900RC0530368122R	FICA	17	120.09	New	7217317XRC0D2000	2X72120900RC05303681172	Pay	17	1569.84	New	1117317XRC0D2000	2X72120900RC05303682100	Travel	17	40.00
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New	1117317XRC0D2000	2X72120900RC05303682100	Travel	17	40.00																				