6 April 2023

PCS Orders – Amend & Cancel

Overview

Introduction

This guide provides the procedures for amending or cancelling a set of PCS Orders in Direct Access (DA).

Before You Begin

It is good practice to review Job Data to verify the PCS Transfer row was created with the Reporting Endorsement prior to Amending a PCS Order.

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Amending a PCS Order

If the PCS Order Travel SEQ is not approved, you can make changes to that SEQ without being in Amend Mode.

- SEQ 99 Only allows the Estimated and Actual Dates to be updated.
- Other SEQs allow updates on all fields.

The system allows SEQs to be added at any time, even in a Finished status.

If a PCS Order SEQ has been approved, no changes can be made to that SEQ outside of Amend Mode.

When a PCS Order is amended and approved, it should update the original Transfer row in Job Data if no newer Job Data rows are present. **If the Report date is being amended, the Job Data Transfer row must be verified that it was updated with the new date. The member's existing BAH row must also be updated along with any other Pay Entitlements with the new effective date as well**. If leave was affected by the change, verify the member's leave balance was adjusted accordingly.

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Overview, Continued

Cancelling a PCS Order	If the PCS Order is in an Awaiting $, Authorized, Ready, En route, or Finished status, a P&A tech with the CGHRS role should be able to cancel the Order.
Cancelling a PCS Order Workaround	The Workaround should only be used as a failsafe, if the PCS Order Cancelling guidance does not work. (This is a workaround until programming is corrected.)
Cancel Order vs. Cancel Order and Funding	**Cancel Order** – Select Cancel Order if funds have been obligated to prevent cancelling the Document Number. For example, if the member made flight arrangements prior to the Order being cancelled, the Document Number will be used to reimburse the member any booking fees incurred prior to the Order being cancelled. **Cancel Order and Funding** – Select Cancel Order and Funding if NO funds have been obligated against the Document Number (i.e., booking fees, advances, etc.). This option cancels all Document Numbers/POET details associated with the Order.
Changing the Funding/POET	If any of the funding lines/Cost Totals on DA orders are greater than $0.00, and the funds for that funding line/Cost Total is not needed, **DO NOT CHANGE IT TO $0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to $1.00**. Example, if the member's Order has the following: $1000.00 Member Travel – Document Number 70Z0PCS220032920 $1000.00 Dependent Travel – Document Number 70Z0PCS220032920 $1000.00 DLA Dislocation Allowance – Document Number 70Z0PCS220032920 If you change Dependent Travel to $0.00, it will CANCEL that Document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later, you needed to increase any of these funding lines or add Dependent Travel back in, **the Order/Funding WILL error out**.

Amending a PCS Order

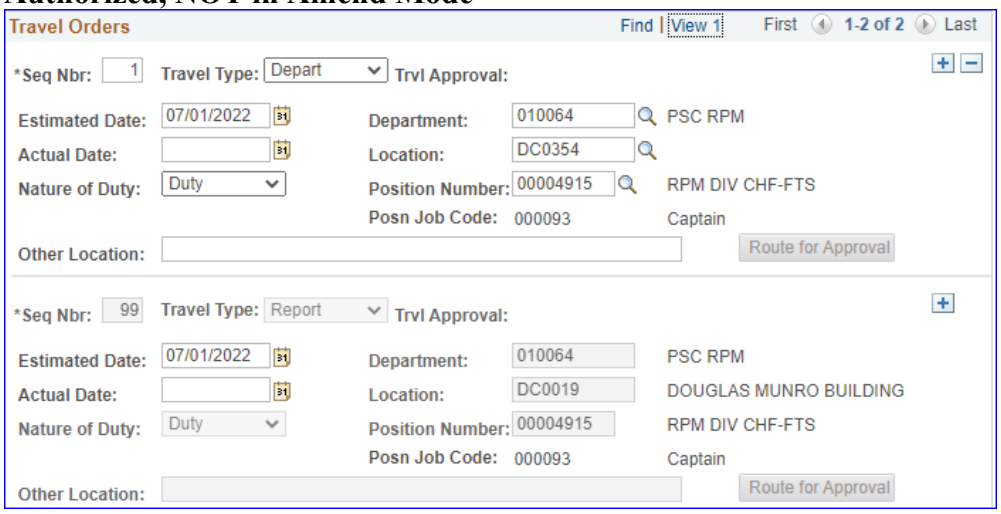
Introduction

This section provides the procedures for amending a PCS Order in DA.

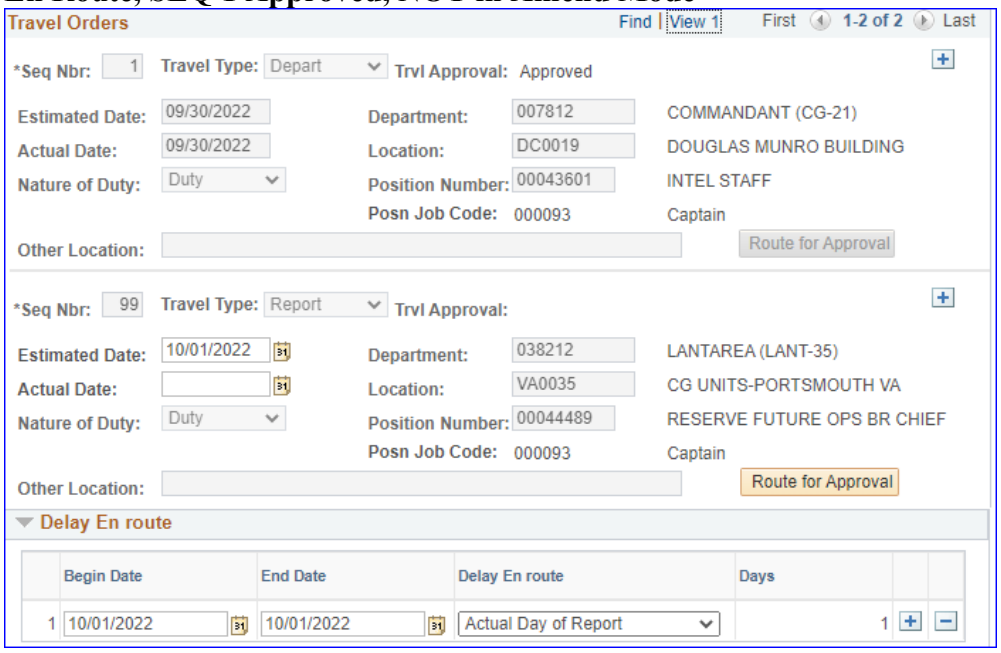
Before You Begin

NOTE: After a Travel SEQ has been approved on a PCS order, even in Amend Mode, the system will NOT allow you to change the SEQ Number, Travel Type, Estimated Date, nor Nature of Duty, and the SEQ cannot be deleted (See examples below). It is important to verify those fields are correct before approving those SEQ Numbers.

Authorized, NOT in Amend Mode



En Route, SEQ 1 Approved, NOT in Amend Mode



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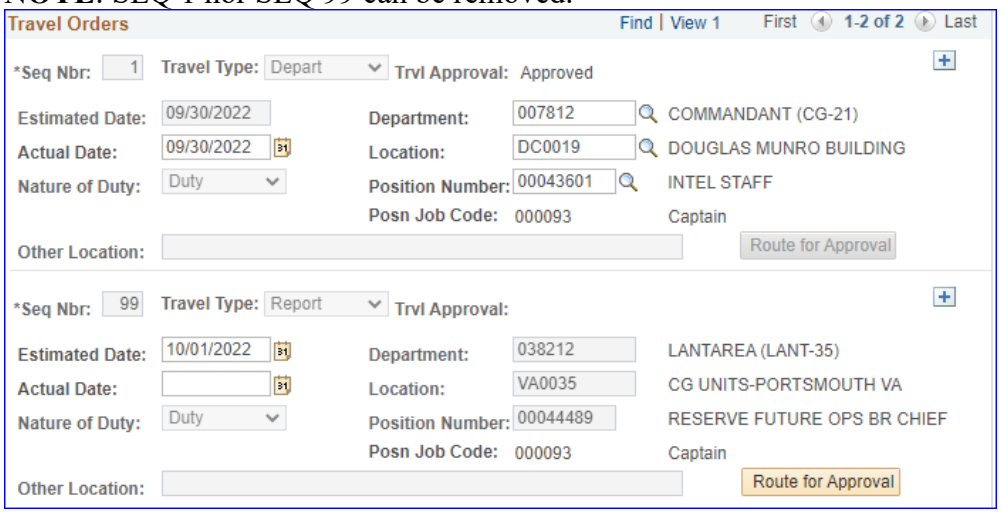
Amending a PCS Order, Continued

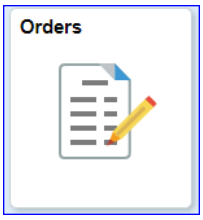
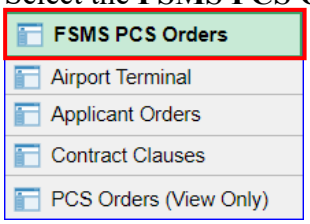
Before You Begin, continued

En Route, SEQ 1 Approved, Amend Mode

NOTE: SEQ 1 nor SEQ 99 can be removed.



Procedures See below.

Step	Action
1	Click the Orders Tile. 
1.5	Select the **FSMS PCS Orders** option. 

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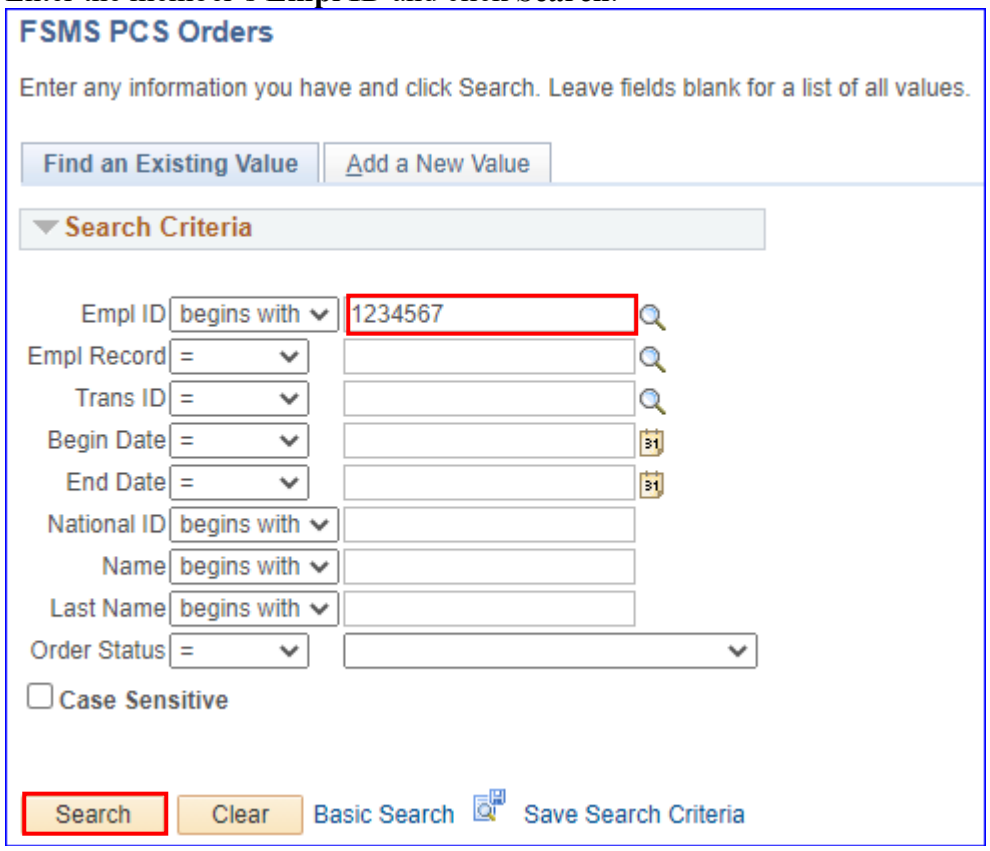
Amending a PCS Order, Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**. 

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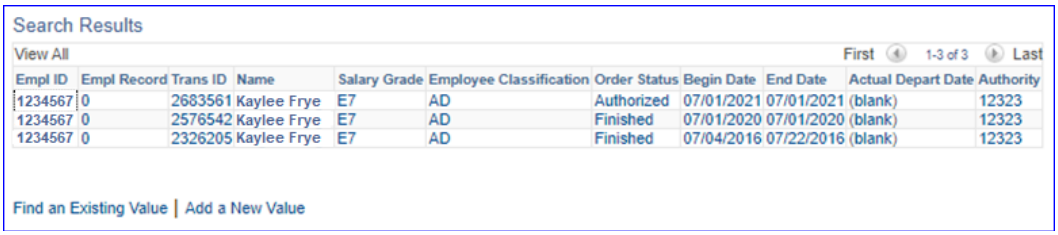
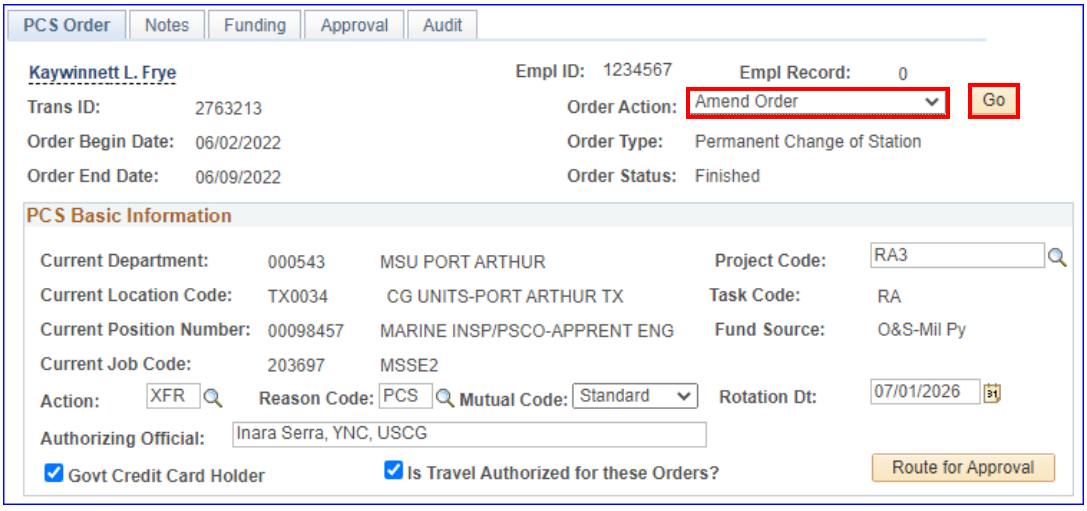
Amending a PCS Order, Continued

Procedures, continued

Step	Action
3	If the member has a single PCS Order, the Order will automatically open. If the member has multiple PCS Orders, select the appropriate PCS Order from the Search Results. 
4	The PCS Order will display. Using the **Order Action** drop-down, select Amend Order. Click **Go**. 

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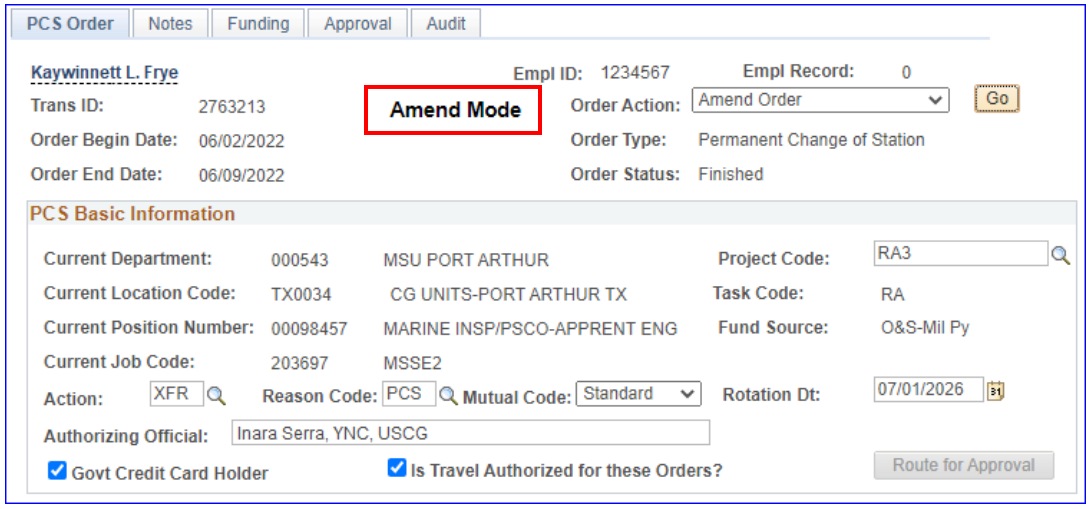
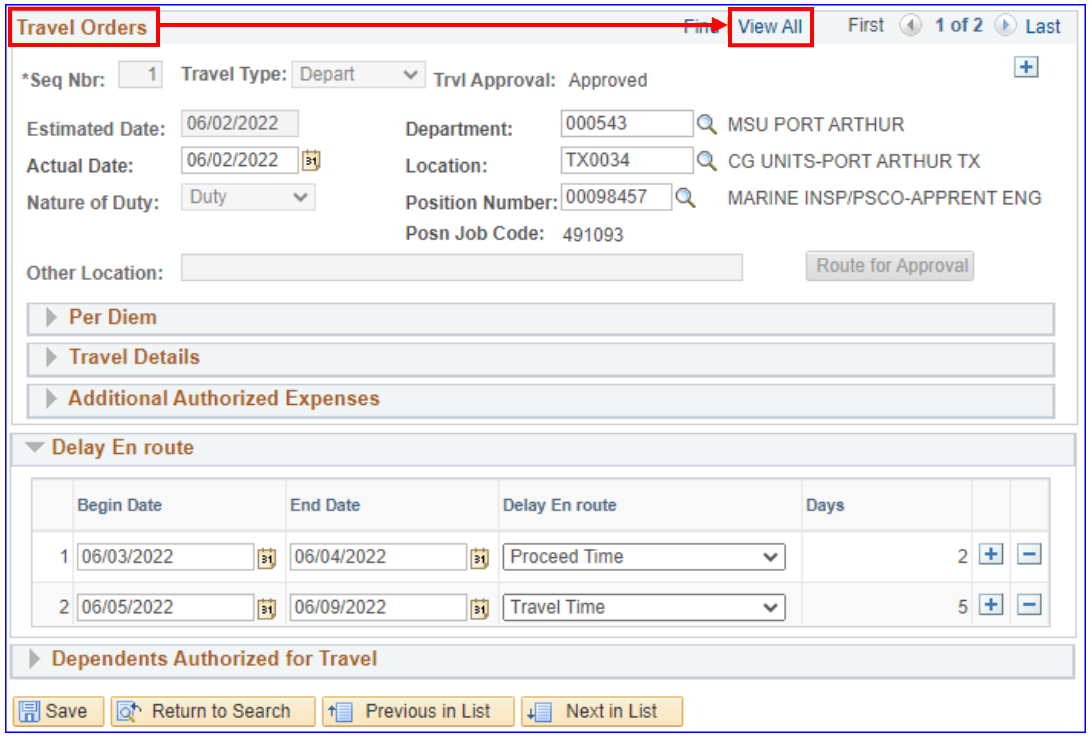
Amending a PCS Order, Continued

Procedures, continued

Step	Action
5	The Order will now be in **Amend Mode**. 
6	Scroll down to the **Travel Orders** section and click **View All**. 

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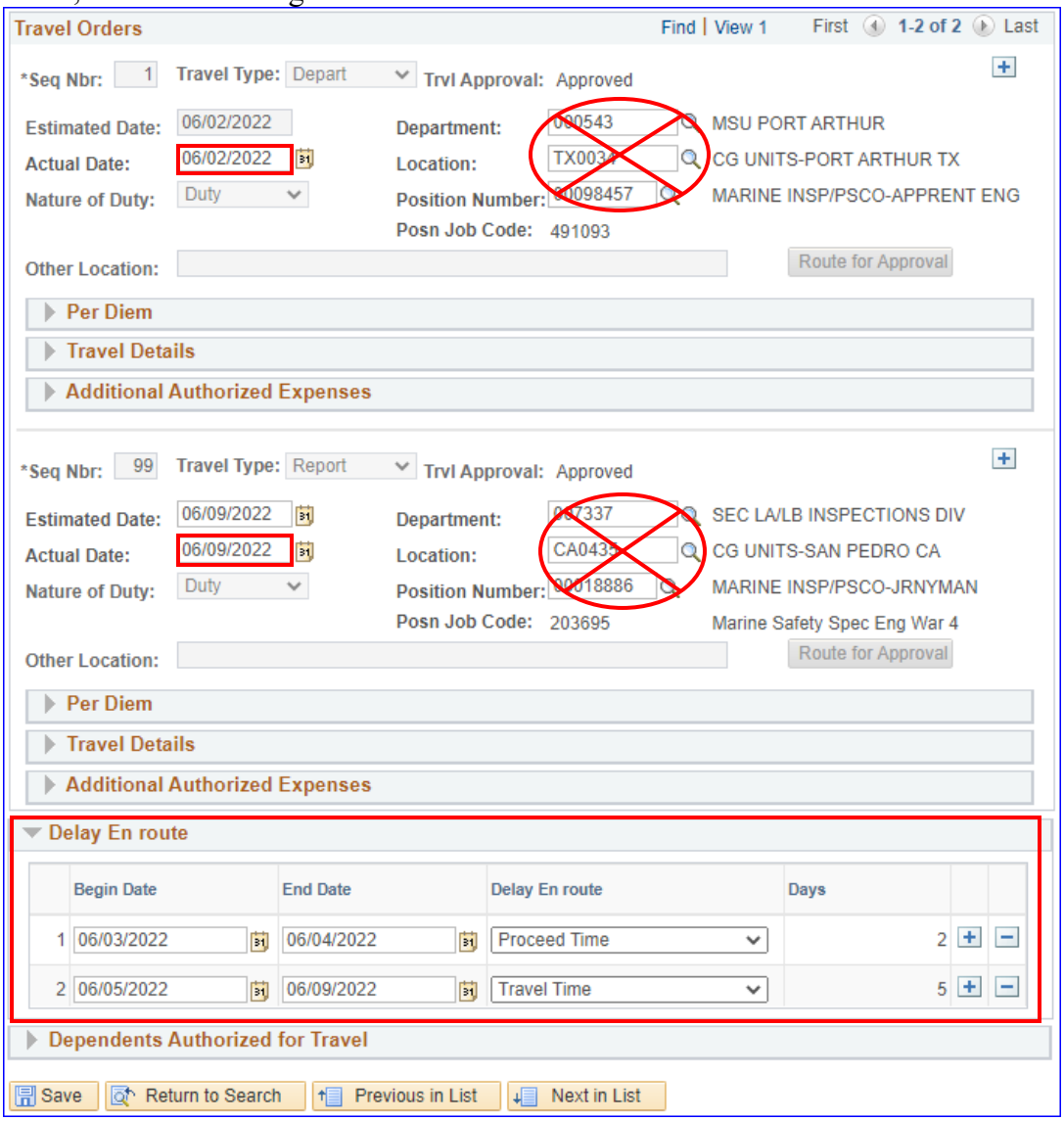
Amending a PCS Order, Continued

Procedures, continued

Step	Action
7	Both the **Actual Depart** and **Actual Report** Dates may be edited (see Note). **Remember to update the Delay En route section to accommodate any changes made to the Actual Depart and Report Dates**. **NOTE: Do NOT change any other fields** within the Travel Order section (i.e., Department, Location, and Position Number). If an error is detected within these fields, contact the Assignment Officer. 

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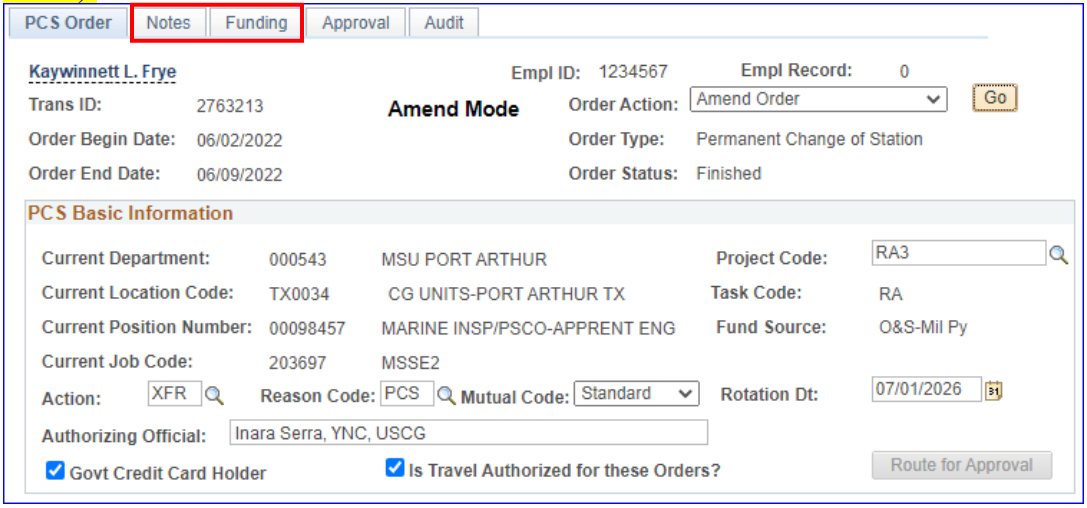
Amending a PCS Order, Continued

Procedures, continued

Step	Action
8	Review/Update the **Notes** and **Funding** tabs as appropriate (see Note). **NOTE:** Remember, if editing any POET details on the Funding tab – If the funding Cost Total is currently greater than $0.00 but the funding line is no longer needed, **do NOT change it $0.00**. Changing the Cost Total to $0.00 will cancel the Document#. Instead, change the Cost Total to $1.00 (see Changes to Funding/POET section at the beginning of this guide or the PCS Orders_FSMS user guide for more information on completing/updating the Funding tab of a PCS Order). 

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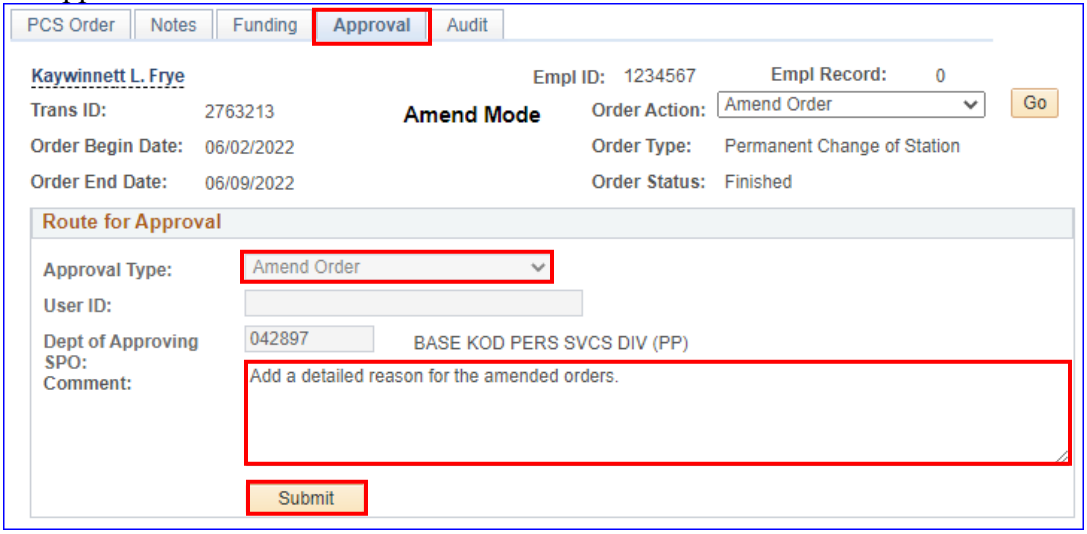
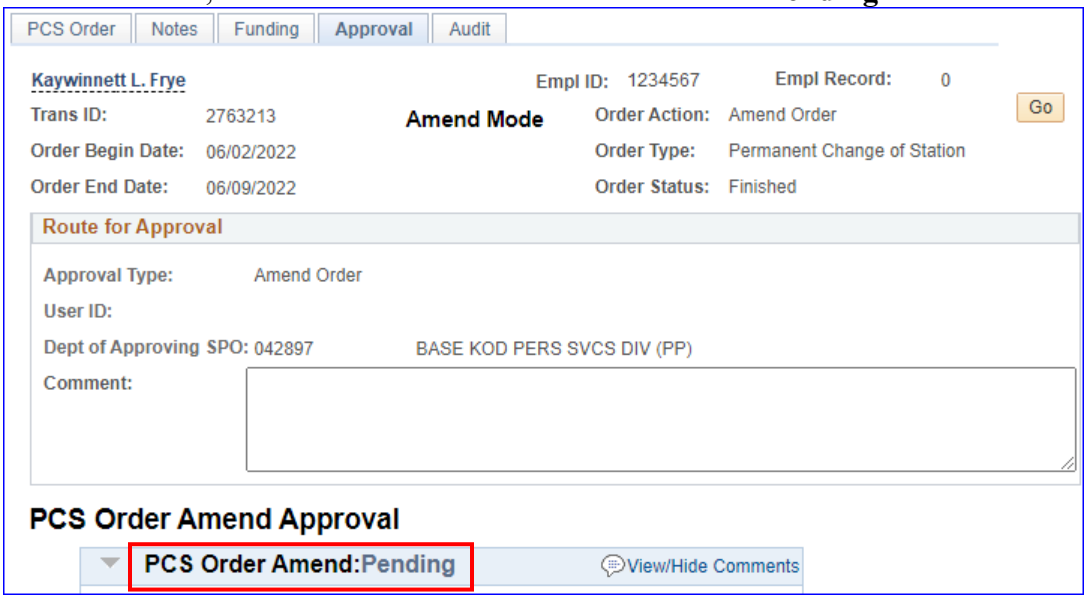
Amending a PCS Order, Continued

Procedures, continued

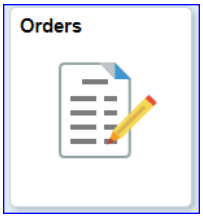
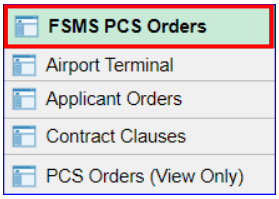
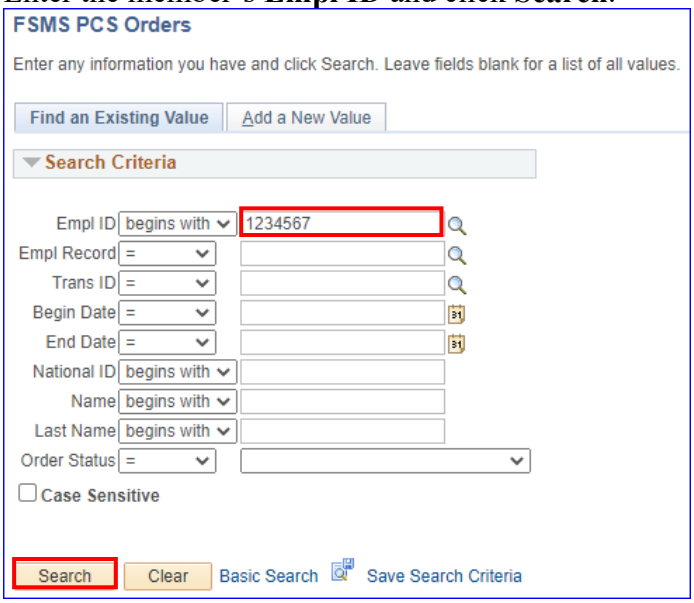
Step	Action
9	Once all changes have been made, select the **Approval** tab. Ensure the **Approval Type** indicates Amend Order. In the **Comment** field, enter the reason for the amended Order, then click **Submit** to route the amended Order for approval. 
10	Once submitted, the PCS Order Amend status will indicate **Pending**. 

Cancelling a PCS Order

Introduction This section provides the procedures for cancelling a PCS Order in DA.

Information **Verify there are no pending approvals prior to starting this process.** If there are pending approvals, they will need to be completed before continuing. Have the approver **Approve** or **Deny** the approval request **or** have the submitter **Withdraw** the request.

Procedures See below.

Step	Action
1	Click the Orders Tile. 
1.5	Select **FSMS PCS Orders** option. 
2	Enter the member's **Empl ID** and click **Search**. 

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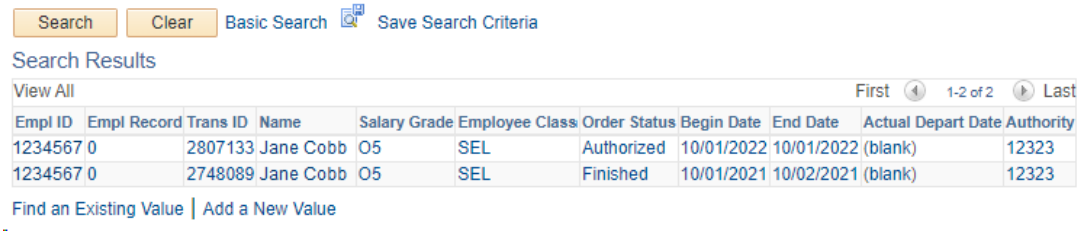
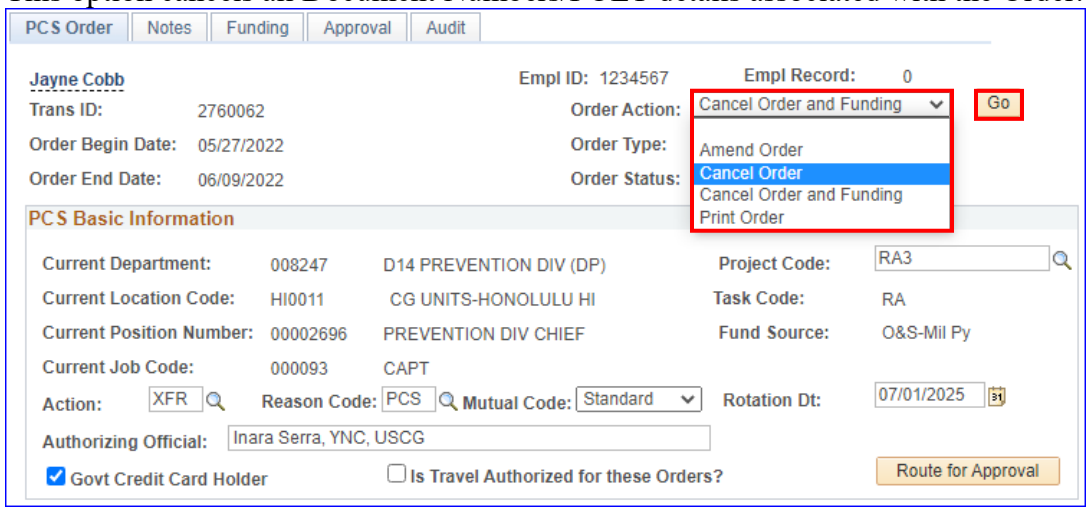
Cancelling a PCS Order, Continued

Procedures, continued

Step	Action
3	If the member has a single PCS Order, the Order will automatically open. If the member has multiple PCS Orders, select the appropriate **PCS Order** from the Search Results. 
4	The PCS Order will display. Using the **Order Action** drop-down, select Cancel Order or Cancel Order and Funding (see NOTE). Click **Go**. **NOTE: Cancel Order** – Select Cancel Order if funds have been obligated to prevent cancelling the Document Number. For example, if the member made flight arrangements prior to the Order being cancelled, the Document Number will be used to reimburse the member any booking fees incurred prior to the Order being cancelled. **Cancel Order and Funding** – Select Cancel Order and Funding if NO funds have been obligated against the Document Number (i.e., booking fees, advances, etc.). This option cancels all Document Numbers/POET details associated with the Order. 

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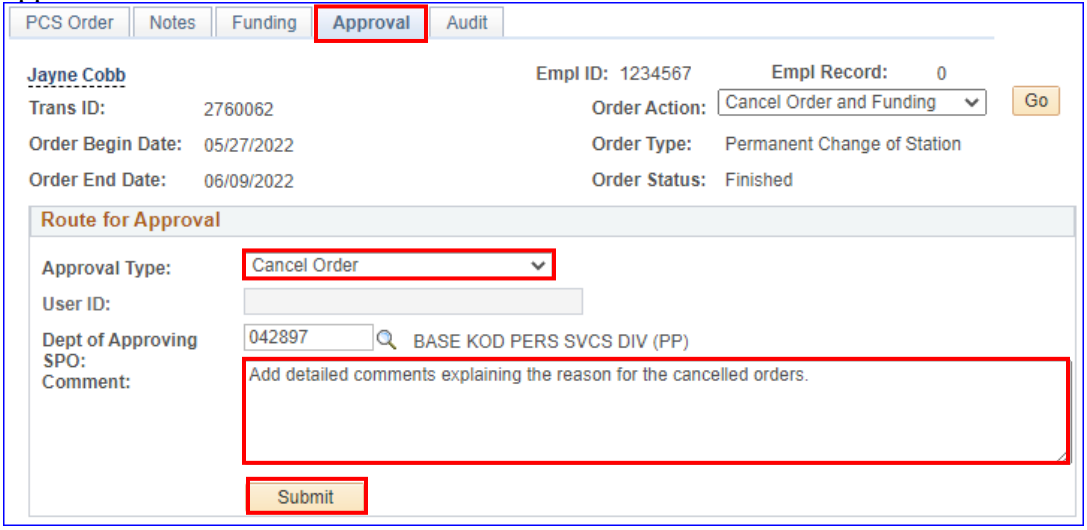
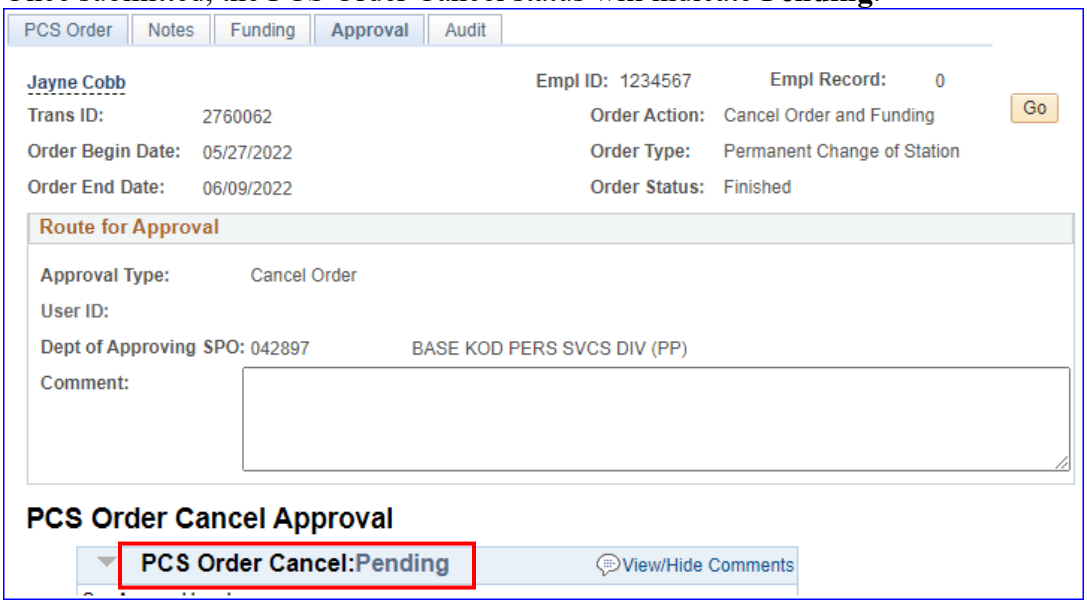
Cancelling a PCS Order, Continued

Procedures, continued

Step	Action
5	The **Approval** tab will automatically display. Ensure the **Approval Type** indicates Cancel Order. In the **Comment** field, enter the reason for the cancellation and click **Submit** to route the cancelled Order for approval. 
6	Once submitted, the PCS Order Cancel status will indicate **Pending**. 
7	Submit a help ticket to PPC to fix any Job Data or pay and allowance issues.

Cancelling a PCS Order – Workaround

Introduction

This section provides the workaround for cancelling a PCS Order in DA.

Information

The steps below allow a PCS order in an Authorized, Ready, En route, or Finished status to be cancelled by most P&A Techs. This process works by getting the orders into an Awaiting $ status, which allows the P&A Tech the correct permissions to cancel.

Background

The workaround should only be used as a failsafe, if the PCS Order Cancelling guidance does not work. (This is a workaround until programming is corrected.)

If the PCS Order is in an Awaiting $, Authorized, Ready, En route, or Finished status, a **P&A tech with the CGHRS role** should be able to cancel the Order.

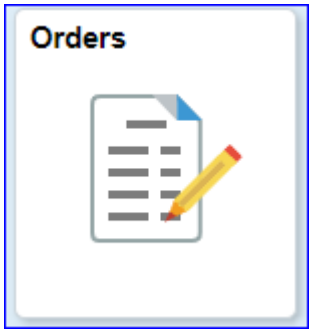
Things to remember

If at any time Orders are cancelled and approved and a Job Data row was built), two help tickets must be submitted to PPC; one to the **ADV Branch** to provide manual corrections to Job Data and one to the **MAS Branch** to verify pay and entitlements are updated and processed correctly.

Usually a Job Data row is built if the Orders are in a Finished or En route status with an approved TEMDU reporting endorsement. (Examples: Transfer/Permanent Change of Station or Temporary Duty)

Procedures

See below.

Step	Action
1	Click the **Orders** Tile. 

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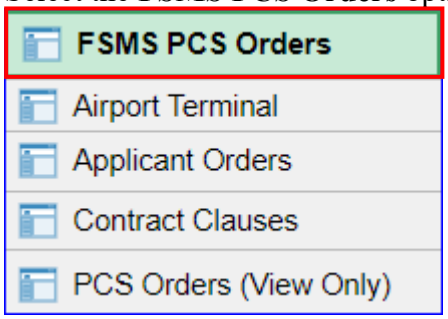
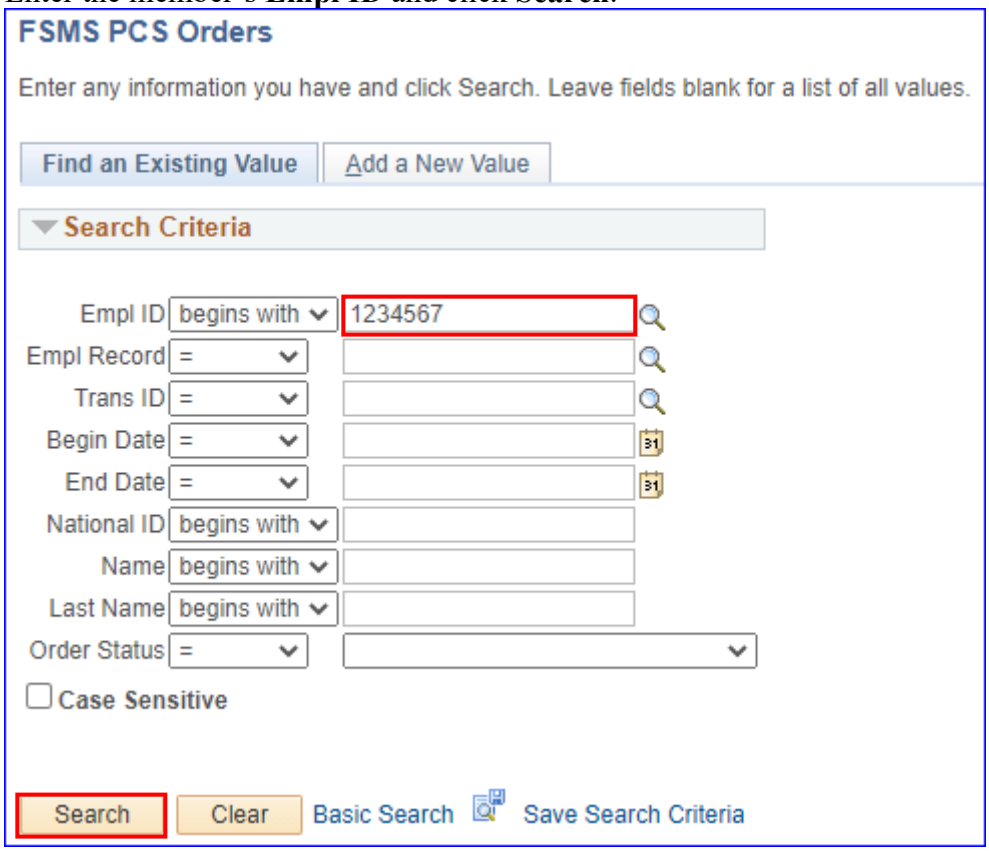
Cancelling a PCS Order – Workaround, Continued

Procedures, continued

Step	Action
1.5	Select the **FSMS PCS Orders** option. 
2	Enter the member's **Empl ID** and click **Search**. 

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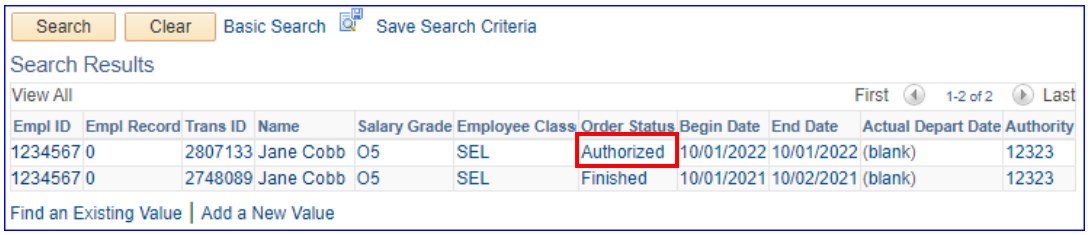
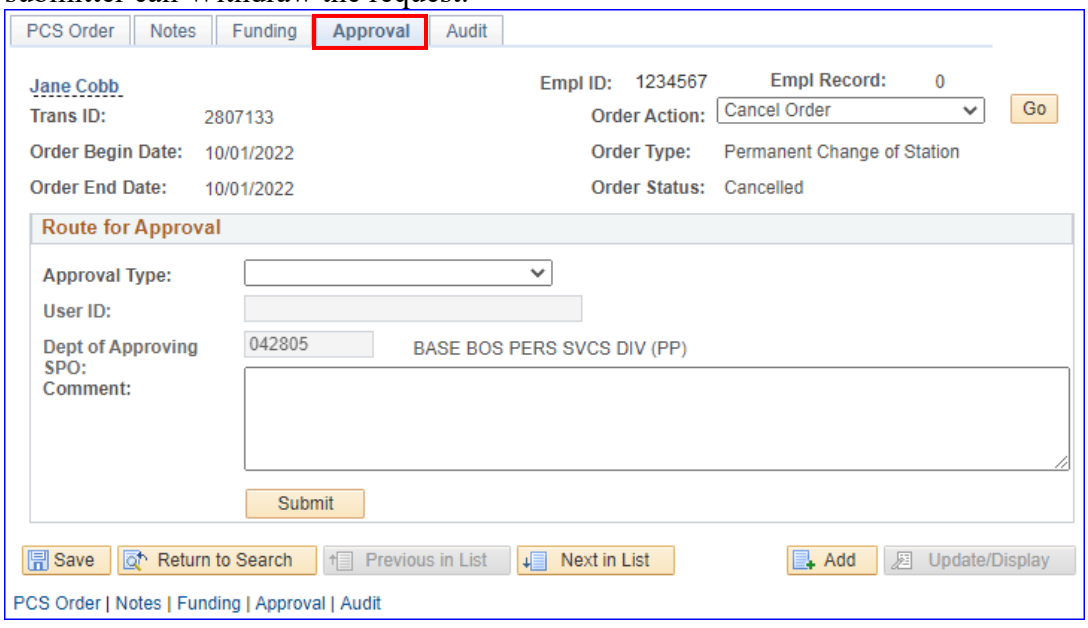
Cancelling a PCS Order – Workaround, Continued

Procedures, continued

Step	Action
3	If the member has a single PCS Order, the Order will automatically open. If the member has multiple PCS Orders, select the appropriate **PCS Order** from the Search Results. 
4	Select the **Approval** tab and verify there are no pending approvals prior to continuing this process. **NOTE:** Pending approvals will need to be resolved before continuing with the following steps. The approver can Approve or Deny the approval request or the submitter can Withdraw the request. 

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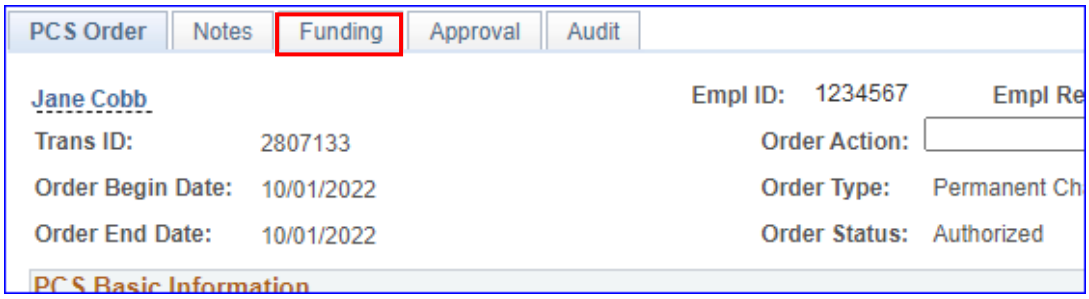
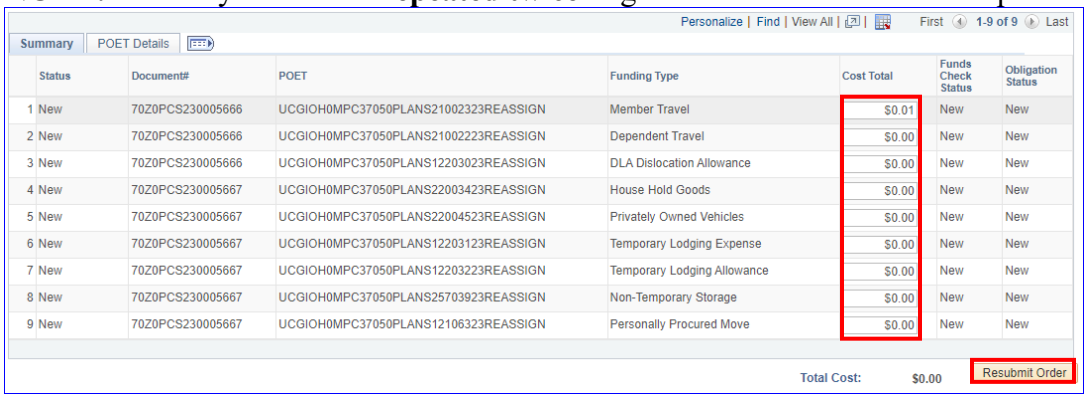
Cancelling a PCS Order – Workaround, Continued

Procedures, continued

Step	Action
5	If **Order Status** displays Awaiting $, skip to Step 8. Otherwise, select the **Funding** tab. 
6	If Order already has monetary amounts, click **Resubmit Order**. If not, enter $0.01 in any of the **Cost Total** fields and click **Resubmit Order**. **NOTE:** This may need to be **repeated twice** to get the results for the next step. 

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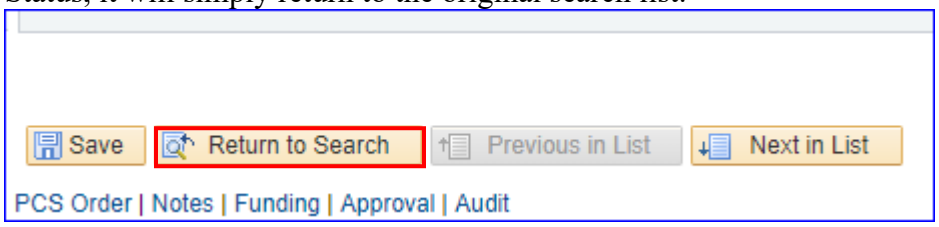
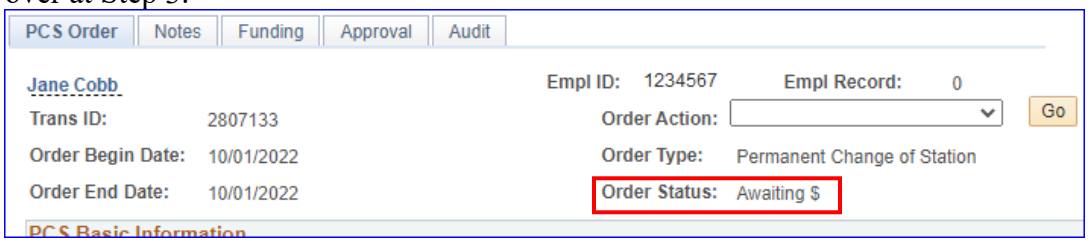
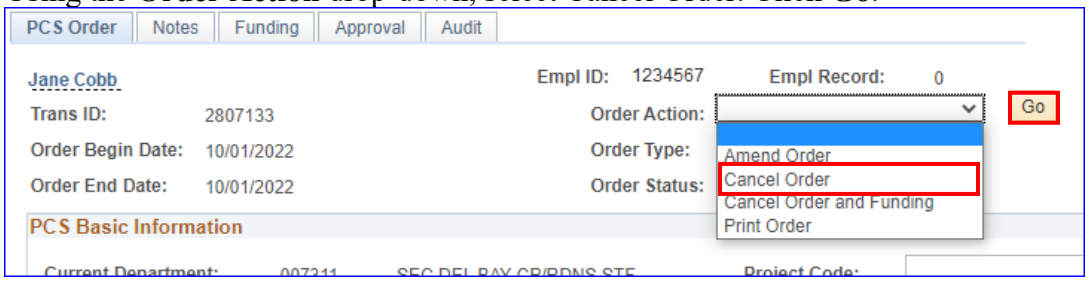
Cancelling a PCS Order – Workaround, Continued

Procedures, continued

Step	Action
7	Click **Return to Search** and then click on the Orders again. **NOTE:** Return to Search will not refresh the search list nor update the Order Status, it will simply return to the original search list. 
8	Verify the **Order Status** displays Awaiting $. **NOTE:** If Order displays the previous status, click **Return to Search**, and start over at Step 3. 
9	Using the **Order Action** drop-down, select Cancel Order. Click **Go**. 

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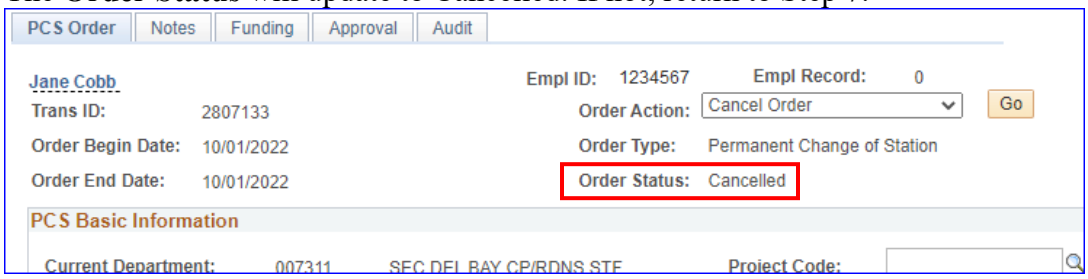
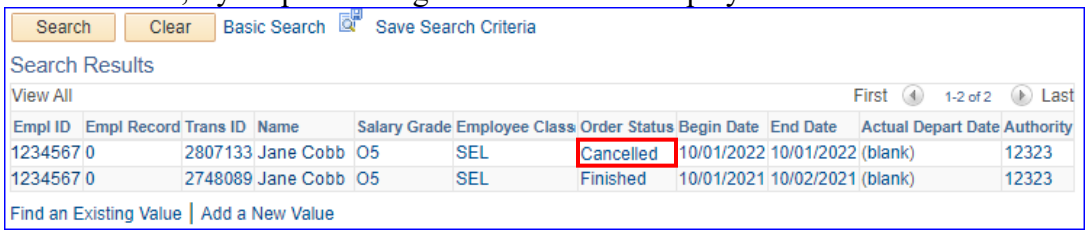
Cancelling a PCS Order – Workaround, Continued

Procedures, continued

Step	Action
10	The **Order Status** will update to Cancelled. If not, return to Step 7. 
11	The **Order Status** should update to Cancelled. If it does not display Cancelled on the search list, try Steps 1 & 2 again and it should display as Cancelled. 
12	The Orders are now Cancelled and no further action is required if no Job Data row was created. If a Job Data row was created submit two help tickets to PPC; one to the **ADV Branch** to provide manual corrections to Job Data and one to the **MAS Branch** to verify pay and entitlements are updated and processed correctly.