



# U.S. Coast Guard FSMS Job Aid

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- Version 2.0
- 23Feb2023
- This resource is subject to change as we adjust to incoming information. For the most recent version, please click [here](#).

**How Do I Check Status of a Travel Payment in FSMS**

# HOW DO I CHECK STATUS OF A TRAVEL PAYMENT IN FSMS

- This Job Aid goes over the following items:
  - How to locate the FSMS Award Number on an ETS Travel Voucher
  - How to Check the Status of a Travel Payment using the UCG Standard Purchasing Inquiry Responsibility for TDY, PCS and RSV travel awards
  - How to Check the Status of a Travel Payment using the UCG Payables Inquiry Responsibility for Blanket (BLK) travel awards
- The responsibilities needed to complete these tasks in FSMS are:
  - UCG Standard Purchasing Inquiry
  - UCG Payables Inquiry

# HOW DO I CHECK STATUS OF A TRAVEL PAYMENT IN FSMS

## SECTIONS

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- 1. Locating the FSMS Award Number on an ETS Travel Voucher**
- 2. Checking the Status of a TDY, PCS or Reserve Travel Payment (70Z0TDY, 70Z0PCS, 70Z0RSV) using the Standard Purchasing Inquiry Responsibility**
- 3. Checking the Status of a Blanket Travel Payment (70Z0BLK) using the Payables Inquiry Responsibility**



# Locating the FSMS Award Number on an ETS Travel Voucher

## Step 1

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**Step 1:** Navigate to the [ETS Home Page](#) and login

1

E2 Solutions®

E2 User Id

Password

[Forgot Password?](#)

Login

EASY PAYMENT  
HOTELS  
MAKE **GOVERNMENT TRAVEL** WORK FOR YOU  
FLIGHTS  
EVENTS



# Locating the FSMS Award Number on an ETS Travel Voucher

## Step 2

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**Step 2:** Click on the *Trips* tab

2

The screenshot shows the navigation menu for the e2Solutions system. The top row contains the following tabs: MY E2, MY APPROVALS, TRAVEL FOR OTHERS, VIEW DOCUMENTS, ADMINISTRATION, and REPORTS. The bottom row contains: At a Glance, Trips, Local Travel, Open Authorization, and Group Authorization. The 'Trips' tab in the bottom row is highlighted with an orange border.

**Note** – Users with Admin or Query access can use the ‘View Documents’ Tab and search by traveler name (These steps are not included in the job aid)



# Locating the FSMS Award Number on an ETS Travel Voucher

## Step 3

**Step 3:** Any Trips that have been entered into ETS will display. Click the [Show](#) link for the trip you wish you view

3

Order by:

| Trip Id    | OA/GA#      | Destination                            | Departure Date | Purpose                                      | Approver | Auth | Voucher | Advance | Show                 | Copy Trip            | Archive                 |
|------------|-------------|--|----------------|--|----------|------|---------|---------|----------------------|----------------------|-------------------------|
| 12468550-1 |             | Norfolk, VA, United States             | 25-Sep-2022    | LANT SK CONFERENCE                           |          | ✓    | ✓       |         | <a href="#">Show</a> | <a href="#">Copy</a> | <a href="#">Archive</a> |
| 11990565-1 | OA1395388-2 | Petaluma CG TNG CTR, CA, United States | 29-Apr-2022    | PCS ADVANCE FROM PETALUMA, CA TO NORFOLK, VA |          | ✓    | ✓       | ✓       | <a href="#">Show</a> | <a href="#">Copy</a> | <a href="#">Archive</a> |
| 11957598-1 |             | Norfolk, VA, United States             | 02-Apr-2022    | LANTAREA SK WORKSHOP                         |          | ✓    | ✓       |         | <a href="#">Show</a> | <a href="#">Copy</a> | <a href="#">Archive</a> |

Showing 1 - 3 of 3

In Progress |  Revised |  Pending |  Complete |  Canceled



# Locating the FSMS Award Number on an ETS Travel Voucher

## Step 4

**Step 4:** The Trip Dashboard will now display. Click the *Show* link next to the voucher that is showing “*Closed*” status

**4** Trip Dashboard

Traveler Name: ██████████ Trip ID: 11957598-1 [collapse](#) or [expand](#) all sections

**Authorizations**

| Begin Date  | End Date    | ID         | Total Amount | Status  | State | Show                 | Delete |
|-------------|-------------|------------|--------------|---------|-------|----------------------|--------|
| 02-Apr-2022 | 08-Apr-2022 | 11957598-1 | \$2332.11    | Closed  | ✓     | <a href="#">Show</a> |        |
| 02-Apr-2022 | 08-Apr-2022 | 11957598   | \$2332.11    | Amended |       | <a href="#">Show</a> |        |

[Amend Authorization](#)

**Vouchers**

| Cut Off Date | Doc Num            | ID | Type  | Amount    | Status | State | Show                 | Delete |
|--------------|--------------------|----|-------|-----------|--------|-------|----------------------|--------|
| 08-Apr-2022  | 70Z0TDY22035585V01 | 1  | Final | \$2332.11 | Closed | ✓     | <a href="#">Show</a> |        |
| Total:       |                    |    |       | \$2332.11 |        |       |                      |        |



# Locating the FSMS Award Number on an ETS Travel Voucher

## Step 5

**Step 5:** Click the *Printable Voucher* link

**5**

1 [Basic Information](#)

2 [Expenses](#)

3 [Accounting](#)

4 **Summary**

Other Actions

Attachments

**Printable Voucher**

Compact Printable Voucher

View Cost Variance Summary

Daily Expenses Summary

Itinerary

Trip History

View Payments

View Routing History

### Step 4 : Voucher Summary [?](#)

Traveler Name: ██████████ Trip ID: 11957598-1 Voucher ID: 1 Voucher Type: Final Voucher Status: Closed Voucher

**i** In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months.

[collapse](#)

Basic Information - [View Details](#)

|                          |                      |
|--------------------------|----------------------|
| Type of Travel:          | TRAINING             |
| Specific Travel Purpose: | LANTAREA SK WORKSHOP |
| Trip Begin Date:         | 02-Apr-2022          |
| Trip End Date:           | 08-Apr-2022          |
| Claim Expenses Between:  |                      |
| Begin Date:              | 02-Apr-2022          |





# Locating the FSMS Award Number on an ETS Travel Voucher

## Step 6

6

**E2 Travel Voucher**

Thu Dec 08 06:10:23 CST 2022

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11609 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

**Voucher Information**

| Document Number    | Trip Status    | Trip Id    | Submit Date | Approve Date |
|--------------------|----------------|------------|-------------|--------------|
| 70Z0TDY22035585V01 | Closed Voucher | 11957598-1 | 2022-06-28  | 2022-06-29   |

| Traveler   | Official Duty Station    | Title | Final Voucher Flag |
|------------|--------------------------|-------|--------------------|
| ██████████ | District of Columbia, DC |       | Yes                |

| Mailing Address                        | Office Phone | Home Phone |
|--|--------------|------------|
| ██████████<br>██████████<br>██████████ | ██████████   | N/A        |

| CONUS/OCONUS | Travel Purpose       | Agency Travel | Travel Charge Card Holder |
|--------------|----------------------|---------------|---------------------------|
| CONUS        | LANTAREA SK WORKSHOP | TDY           | Yes                       |

**Estimated Dates of Travel**  
2022-04-02 thru 2022-04-08

**Itinerary**

Cabin Class **Coach (Air)**

| Arrive     | Depart     | Time | Location                | Car    | Hotel | Mode | Notes                                 |
|------------|------------|------|-------------------------|--------|-------|------|---------------------------------------|
| 2022-04-02 | 2022-04-02 | N/A  | Petaluma CG TNG CTR, CA | NONE   | No    | CP   |                                       |
| 2022-04-02 | 2022-04-08 | N/A  | Norfolk, VA             | RENTAL | Yes   | CP   | Temporary Duty, LDG \$96, M & IE \$59 |
| 2022-04-08 | 2022-04-08 | N/A  | Petaluma CG TNG CTR, CA | NONE   | No    | NONE |                                       |

**Step 6:** A copy of the Travel Voucher will now display as a PDF

The next slide will go over the various award number types



# Locating the FSMS Award Number on an ETS Travel Voucher

## Step 7 (Identify the Award Number)

**7**

**1** Voucher Information

| Document Number    | Trip Status    | Trip Id    | Submit Date | Approve Date |
|--------------------|----------------|------------|-------------|--------------|
| 70Z0TDY22035585V01 | Closed Voucher | 11957598-1 | 2022-06-28  | 2022-06-29   |

**2** Voucher Information

| OA Number   | OA Document Number |
|-------------|--------------------|
| OA1413970-1 | 70Z0PCS220052894   |

| Document Number    | Trip Status     |
|--------------------|-----------------|
| 70Z0TDY22048029V02 | Voucher Revised |

**3** Voucher Information

| OA Number   | OA Document Number |
|-------------|--------------------|
| OA1457028-1 | 70Z0BLK23000602    |

| Document Number    | Trip Status  |
|--------------------|--------------|
| 70Z0TDY23005985V02 | Open Voucher |

**Step 7:** This slide goes over how to identify the FSMS award number:

- 1. TDY** – The TDY award number will display in the following format:

70Z0TDY + FY + Suffix (6 Digits)\*

Example: 70Z0TDY22035585

**(Note – You will disregard the last three digits (i.e. V01))**

- 2. PCS** – The PCS award number will display in the following format:

70Z0PCS + FY + Suffix (7 Digits)

Example: 70Z0PCS220052894

- 3. Blanket** – The Blanket award number will display in the following format:

70Z0BLK + FY + Suffix (6 Digits)

Example: 70Z0BLK23000602

# HOW DO I CHECK STATUS OF A TRAVEL PAYMENT IN FSMS

## SECTIONS

1. Locating the FSMS Award Number on an ETS Travel Voucher
2. **Checking the Status of a TDY, PCS or Reserve Travel Payment (70Z0TDY, 70Z0PCS, 70Z0RSV) using the Standard Purchasing Inquiry Responsibility**
3. Checking the Status of a Blanket Travel Payment (70Z0BLK) using the Payables Inquiry Responsibility



# Checking the Status of a TDY, PCS or RSV Travel Payment using the UCG Standard Purchasing Inquiry Responsibility – Steps 1 & 2

**Step 1:** Click the [UCG Standard Purchasing Inquiry](#) link

**Step 2:** Click the [PO Orders Summary Page](#) link

1

- ▶ UCG Receive and Acceptance Inquiry
- ▶ UCG Requisition Inquiry
- ▶ UCG Standard Purchasing
- ▶ UCG Standard Purchasing Inquiry

2

- ▶ UCG Standard Purchasing Inquiry
  - ▶ Notifications Summary
  - ▶ Requisition Summary
  - ▶ Purchase Order Summary
  - ▶ PO Orders Summary Page
  - ▶ PO Change History
  - ▶ Receiving Transactions Summary
  - ▶ Transaction Status Summary
- ▶ Reports
- ▶ SLA: User Main Menu





# Checking the Status of a TDY, PCS or RSV Travel Payment using the UCG Standard Purchasing Inquiry Responsibility – Step 4

**Step 4:** Once the search results display. Select [View Invoices](#) from the Select Award dropdown menu and Click the [Go](#) button

4

| Sel...                           | OU ^ | Award ^         | Rev | Description ^         | Supplier ^               | Site ^   | Creation Date ^         | Total    | Currency ^ | Status   | Acknowledgment |
|----------------------------------|------|-----------------|-----|-----------------------|--------------------------|----------|-------------------------|----------|------------|----------|----------------|
| <input checked="" type="radio"/> | UCG  | 70Z0TDY22035585 | 0   | PO Request From<br>E2 | ██████████<br>██████████ | TRAVE... | 23-Mar-2022<br>13:59:58 | 2,332.11 | USD        | Appro... |                |



# Checking the Status of a TDY, PCS or RSV Travel Payment using the UCG Standard Purchasing Inquiry Responsibility – Step 5

**Step 5:** The invoices will display for the Travel Award selected. You will see the following information:

1. Invoice Number – This will correlate with the full voucher number found in ETS (Note - CC denotes payments made to the GTCC, TR denotes payments made to the traveler)
2. Invoice Date – This will be the date that the invoice transmitted to FSMS
3. Amount – This is the amount of the payment
4. Status – This will be one of the following: Approved, In-Process or Cancelled
5. On-Hold – An on-hold reason will display in this field if the payment is on hold (an example will be on the next slide)
6. Payment Status – This will either be Paid or Not Paid
7. Due Date – This will be the date the payment was made or will be made on

5 Awards >

### Invoices for Standard Purchase Order 70Z0TDY22035585

Export

| Invoice                              | Invoice Date | Type     | Supplier      | Supplier Site | Currency | Amount   | Due  | Status   | On Hold | Payment Status | Remit-to Supplier | Remit-to Supplier Site | Due Date    | Payment | Award Number    | Receipt | Attachr |
|--------------------------------------|--------------|----------|---------------|---------------|----------|----------|------|----------|---------|----------------|-------------------|------------------------|-------------|---------|-----------------|---------|---------|
| <a href="#">70Z0TDY22035585V01TR</a> | 29-Jun-2022  | Standard | J. [REDACTED] | TRAVELER      | USD      | 383.50   | 0.00 | Approved |         | Paid           |                   |                        | 01-JUL-2022 | 551253  | 70Z0TDY22035585 |         |         |
| <a href="#">70Z0TDY22035585V01CC</a> | 29-Jun-2022  | Standard | J. [REDACTED] | CC TRAVELER   | USD      | 1,948.61 | 0.00 | Approved |         | Paid           |                   |                        | 01-JUL-2022 | 551723  | 70Z0TDY22035585 |         |         |

[Return to Awards](#)



# Payments on Hold

Payments can go on hold for a variety of reasons such as:

Insufficient funds – There are insufficient funds on the POET for payment to be made (common with Blanket Travel)

Qty Billed Exceeds Qty Ordered – This is when the amount of what is being billed exceeds the amount on the award. (Note – This occurs when the ETS Voucher exceeds the amount on the ETS Authorization)

Treasury Holds – These will occur when there is an issue with the travelers banking information (Note – You will want to follow up with the traveler to see if their banking information has changed)

**5** Invoices for Standard Purchase Order 70Z0TDY22081576, Rev 2 Export

| Invoice              | Invoice Date | Type     | Supplier   | Supplier Site | Currency | Amount   | Due      | Status     | On Hold | Payment Status | Remit-to Supplier | Remit-to Supplier Site | Due Date    | Payment | Award Number    | Receipt |
|----------------------|--------------|----------|------------|---------------|----------|----------|----------|------------|---------|----------------|-------------------|------------------------|-------------|---------|-----------------|---------|
| 70Z0TDY22081576V01TR | 16-Aug-2022  | Standard | [REDACTED] | TRAVELER      | USD      | 1,342.25 | 0.00     | Approved   |         | Paid           |                   |                        | 18-AUG-2022 | 678189  | 70Z0TDY22081576 |         |
| 70Z0TDY22081576V01CC | 16-Aug-2022  | Standard | [REDACTED] | CC TRAVELER   | USD      | 3,161.68 | 0.00     | Approved   |         | Paid           |                   |                        | 18-AUG-2022 | 677899  | 70Z0TDY22081576 |         |
| 70Z0TDY22081576V03TR | 27-Sep-2022  | Standard | [REDACTED] | TRAVELER      | USD      | 1,087.25 | 1,087.25 | In-Process | Qty Ord | Not Paid       |                   |                        | 09-DEC-2022 |         | 70Z0TDY22081576 |         |
| 70Z0TDY22081576V02TR | 01-Sep-2022  | Standard | [REDACTED] | TRAVELER      | USD      | 1,239.00 | 0.00     | Approved   |         | Paid           |                   |                        | 06-SEP-2022 | 720129  | 70Z0TDY22081576 |         |
| 70Z0TDY22081576V03CC | 27-Sep-2022  | Standard | [REDACTED] | CC TRAVELER   | USD      | 1,639.05 | 1,639.05 | In-Process | Qty Ord | Not Paid       |                   |                        | 09-DEC-2022 |         | 70Z0TDY22081576 |         |

**\*\*Important\*\*** – If you see the payment is on-hold for any reason, please attach a screenshot of this screen with the Travel Payment Issues SNOW Ticket



# HOW DO I CHECK STATUS OF A TRAVEL PAYMENT IN FSMS

## SECTIONS

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1. Locating the FSMS Award Number on an ETS Travel Voucher
2. Checking the Status of a TDY, PCS or Reserve Travel Payment (70Z0TDY, 70Z0PCS, 70Z0RSV) using the Standard Purchasing Inquiry Responsibility
3. **Checking the Status of a Blanket Travel Payment (70Z0BLK) using the Payables Inquiry Responsibility**

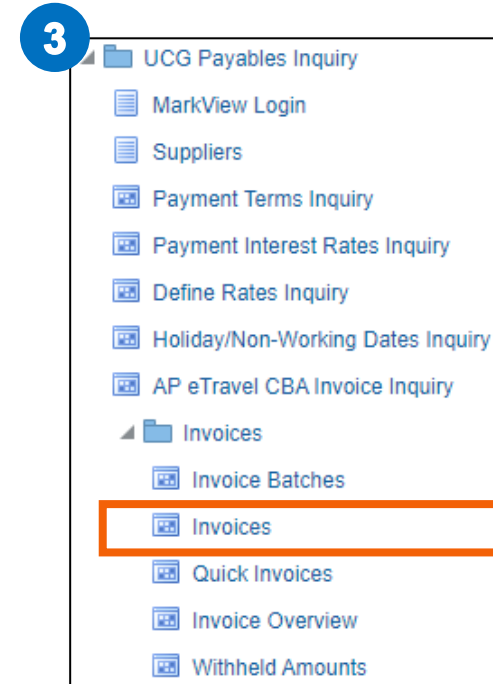
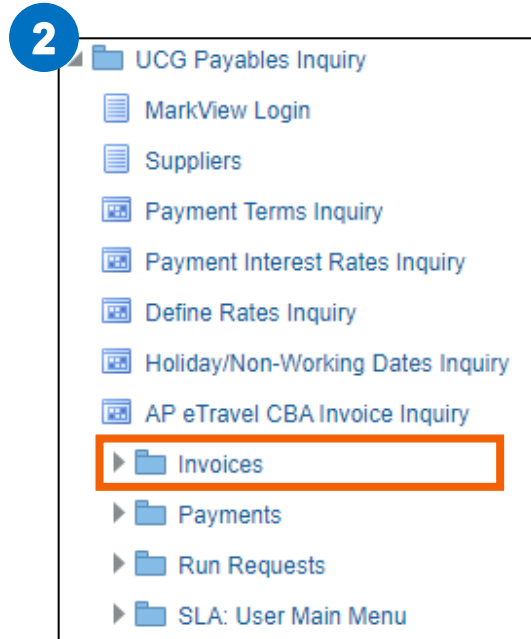
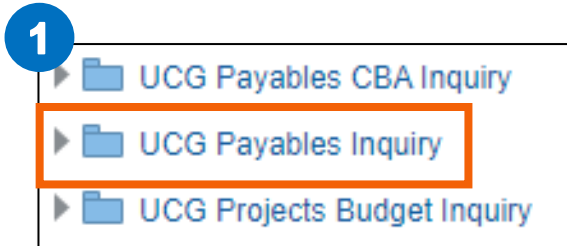


# Checking the Status of a Blanket Travel Payment using the UCG Payables Inquiry Responsibility – Steps 1 - 3

**Step 1:** Click the [UCG Payables Inquiry](#) link

**Step 2:** Click the [Invoices](#) link

**Step 3:** Click the [Invoices](#) link





# Checking the Status of a Blanket Travel Payment using the UCG Payables Inquiry Responsibility – Step 4

**Step 4:** Java will now display. Click the “...” button that will display to the right of the Name field

**4** Find Invoices

**Trading Partner**

Name   Supplier Number

Supplier Site

PO Num  PO Shipment:

**Invoice**

Number  Terms:

Type  Pay Group:

Amounts  -  Invoice Batch

Dates  -  Currency

**Invoice Status**

Status  Accounting

Approval  Payment

**Voucher Audit**

Category

Name

Numbers  -

**Hold**

Status

Name

Reason

Calculate Balance Owed... Clear New Find



# Checking the Status of a Blanket Travel Payment using the UCG Payables Inquiry Responsibility – Step 5

**Step 5:** Enter the travelers name (first name % last name) then Click the *Find* button

5

Trading Partner

Enter a partial value to limit the list, % to see all values.

Warning: Entering % to see all values may take a very long time. Entering criteria that can be used to reduce the list may be significantly faster.

Find

| Trading Partner Name | Supplier Number | Active | Taxpayer ID | Tax Registration Number |
|----------------------|-----------------|--------|-------------|-------------------------|
| —                    |                 |        |             |                         |

Find OK Cancel



# Checking the Status of a Blanket Travel Payment using the UCG Payables Inquiry Responsibility – Step 6

**Step 6:** Select the appropriate Traveler then Click the **Ok** button

**6**

Trading Partner

Find PATRICK %

| Trading Partner Name | Supplier Number | Active | Taxpayer ID | Tax Registration Number |
|----------------------|-----------------|--------|-------------|-------------------------|
| PATRICK ██████████   | 191275          | Yes    |             |                         |
| PATRICK ██████████   | 87397           | Yes    |             |                         |
| PATRICK ██████████   | 87393           | Yes    |             |                         |
| PATRICK ██████████   | 87401           | Yes    |             |                         |
| PATRICK ██████████   | 214218          | Yes    |             |                         |

Find OK Cancel



# Checking the Status of a Blanket Travel Payment using the UCG Payables Inquiry Responsibility – Step 7

**Step 7:** The travelers name will now display in the name field. Click the *Find* button

**7** Find Invoices

|                        |                    |
|------------------------|--------------------|
| <b>Trading Partner</b> |                    |
| Name                   | PATRICK [REDACTED] |
| Supplier Number        | 191275             |
| Supplier Site          |                    |
| PO Num                 |                    |
| PO Shipment:           |                    |
| <b>Invoice</b>         |                    |
| Number                 |                    |
| Type                   |                    |
| Amounts                |                    |
| Dates                  |                    |
| Terms:                 |                    |
| Pay Group:             |                    |
| Invoice Batch          |                    |
| Currency               |                    |
| <b>Invoice Status</b>  |                    |
| Status                 |                    |
| Approval               |                    |
| Accounting             |                    |
| Payment                |                    |
| <b>Voucher Audit</b>   |                    |
| Category               |                    |
| Name                   |                    |
| Numbers                |                    |
| <b>Holds</b>           |                    |
| Status                 |                    |
| Name                   |                    |
| Reason                 |                    |

Calculate Balance Owed... Clear New **Find**



# Checking the Status of a Blanket Travel Payment using the UCG Payables Inquiry Responsibility – Step 8

**8** Invoice Workbench (UCG Payables Inquiry)

Batch Control Total  Batch Actual Total

| Type     | PO Number | Trading Pa | Supplier Num | Supplier Site | Invoice Date | Invoice Num          | Invoice | Invoice Amount | Tax Amount |
|----------|-----------|------------|--------------|---------------|--------------|----------------------|---------|----------------|------------|
| Standard |           | PATRICK /  | 191275       | CC TRAVEL     | 26-AUG-202   | 70Z0TDY22105490V01CC | USD     | 16.05          | 0.00       |
| Standard |           | PATRICK /  | 191275       | TRAVELER      | 03-AUG-202   | 70Z0TDY22093782V02TR | USD     | 118.50         | 0.00       |
| Standard |           | PATRICK /  | 191275       | CC TRAVEL     | 03-AUG-202   | 70Z0TDY22093782V02CC | USD     | 226.49         | 0.00       |
| Standard |           | PATRICK /  | 191275       | TRAVELER      | 07-NOV-202   | 70Z0TDY23008317V02TR | USD     | 197.50         | 0.00       |

**1** (Red box around Invoice Num column)

**2** (Black box around Document Number field)

Summary

|                     |        |
|---------------------|--------|
| Items               |        |
| Retainage           |        |
| Prepayments Applied |        |
| Withholding         |        |
| Subtotal            | 197.50 |
| Tax                 | 0.00   |
| Freight             |        |
| Miscellaneous       |        |
| Total               | 197.50 |

OA Number: OA1457026-1  
OA Document Number: 70Z0BLK23000602  
Document Number: 70Z0TDY23008317V02  
Trip Status: Closed Voucher

Status: Validated  
Accounted: Yes  
Approval: Not Required  
Holds: 0  
Scheduled Payment Holds: 0

Calculate Tax Tax Details All Distributions

**Step 8:** All invoices for that traveler will display. Follow the below steps to locate the invoice you are looking for:

1. Expand the Invoice Number column
2. Use the scroll bar to locate the invoice number you are looking for. (Note – The invoice number will be the document number that includes the voucher number)



# Checking the Status of a Blanket Travel Payment using the UCG Payables Inquiry Responsibility – Step 9

**Step 9:** Click the *Holds* tab to see if there are any payment holds

9

Invoice Workbench (UCG Payables Inquiry)

Batch Control Total  Batch Actual Total

| Type     | PO Number | Trading Pa | Supplier Num | Supplier Site | Invoice Date | Invoice Num          | Invoice | Invoice Amount | Tax Amount |
|----------|-----------|------------|--------------|---------------|--------------|----------------------|---------|----------------|------------|
| Standard |           | PATRICK A  | 191275       | CC TRAVEL     | 26-AUG-202   | 70Z0TDY22105490V01CC | USD     | 16.05          | 0.00       |
| Standard |           | PATRICK A  | 191275       | TRAVELER      | 03-AUG-202   | 70Z0TDY22093782V02TR | USD     | 118.50         | 0.00       |
| Standard |           | PATRICK A  | 191275       | CC TRAVEL     | 03-AUG-202   | 70Z0TDY22093782V02CC | USD     | 226.49         | 0.00       |
| Standard |           | PATRICK A  | 191275       | TRAVELER      | 07-NOV-202   | 70Z0TDY23008317V02TR | USD     | 197.50         | 0.00       |

1 General   2 Lines   **3 Holds**   4 View Payments   5 Scheduled Payments   6 View Prepayment Applications

| Hold Name | Hold Reason | Hold Date | Held By | Release Name | Release Reason | Released By | Release Date | WF Status |
|-----------|-------------|-----------|---------|--------------|----------------|-------------|--------------|-----------|
|           |             |           |         |              |                |             |              |           |
|           |             |           |         |              |                |             |              |           |
|           |             |           |         |              |                |             |              |           |

Purchase Order   Shipment Quantity   Receipt   Receipt Quantity

Number    Ordered    Number    Billed

Release    Billed    Line    Received

Line    Received    Date    Accepted

Ship To    Accepted

Calculate Tax   Tax Details   All Distributions

Payments can go on hold for a variety of reasons such as:

Insufficient funds – There are insufficient funds on the POET for payment to be made (common with Blanket Travel)

Qty Billed Exceeds Qty Ordered – This is when the amount of what is being billed exceeds the amount on the award. (Note – This occurs when the ETS Voucher exceeds the amount on the ETS Authorization)

Treasury Holds – These will occur when there is an issue with the travelers banking information (Note – You will want to follow up with the traveler to see if their banking information has changed)

**\*\*Important\*\*** – If you see the payment is on-hold for any reason, please attach a screenshot of this screen with the Travel Payment Issues SNOW Ticket





# Checking the Status of a Blanket Travel Payment using the UCG Payables Inquiry Responsibility – Step 10

**Step 10:** Click the *View Payments* tab to see if the payment details

10

Invoice Workbench (UCG Payables Inquiry)

Batch Control Total  Batch Actual Total

| Type   | PO Number | Trading Pa | Supplier Num | Supplier Site | Invoice Date | Invoice Num          | Invoice | Invoice Amount | Tax Amount |
|--|-----------|------------|--------------|---------------|--------------|----------------------|---------|----------------|------------|
| <input type="checkbox"/> Standard            |           | PATRICK A  | 191275       | CC TRAVEL     | 26-AUG-202   | 70Z0TDY22105490V01CC | USD     | 16.05          | 0.00       |
| <input type="checkbox"/> Standard            |           | PATRICK A  | 191275       | TRAVELER      | 03-AUG-202   | 70Z0TDY22093782V02TR | USD     | 118.50         | 0.00       |
| <input type="checkbox"/> Standard            |           | PATRICK A  | 191275       | CC TRAVEL     | 03-AUG-202   | 70Z0TDY22093782V02CC | USD     | 226.49         | 0.00       |
| <input checked="" type="checkbox"/> Standard |           | PATRICK A  | 191275       | TRAVELER      | 07-NOV-202   | 70Z0TDY23008317V02TR | USD     | 197.50         | 0.00       |

1 General   2 Lines   3 Holds   **4 View Payments**   5 Scheduled Payments   6 View Prepayment Applications

| Payment Method                                 | Document Num | Payment Date | GL Date     | Void                     | Payment Amount | Discount Taken |
|--|--------------|--------------|-------------|--------------------------|----------------|----------------|
| <input checked="" type="checkbox"/> Electronic | 899699       | 09-NOV-2022  | 09-NOV-2022 | <input type="checkbox"/> | 197.50         |                |
| <input type="checkbox"/>                       |              |              |             | <input type="checkbox"/> |                |                |
| <input type="checkbox"/>                       |              |              |             | <input type="checkbox"/> |                |                |
| <input type="checkbox"/>                       |              |              |             | <input type="checkbox"/> |                |                |
| <input type="checkbox"/>                       |              |              |             | <input type="checkbox"/> |                |                |
| <input type="checkbox"/>                       |              |              |             | <input type="checkbox"/> |                |                |

Payment Overview

Calculate Tax   Tax Details   All Distributions

**Note** – If the payment hasn't already been made you will click the *Scheduled Payments* tab. That will tell you the payment date if one is scheduled to be made

# NEXT STEPS & AVAILABLE TRAININGS

You have reviewed Version 2.0. For the latest Job Aid versions, please click [here](#).

You may access any **available trainings, if applicable**, on the [Common Core Learning Platform](#).

Stay informed on the latest FSMS-related updates by visiting the [FMPS Homepage](#) and subscribing to [The FSMS Fix](#).