



STMS Certified Forward Travel Process

STMS supports Certified Forward processing through the creation of Type 80 and Type 53 transactions, as well as Type 51c transactions. Please see below for details of each process.

Certified Forward Period and Creating 80/53 Transactions

The option to create Type 80/53 Transactions is dependent upon the Trip Return date being prior to the Certified Forward period and the Current date being in the Certified Forward Period (Wednesday, July 3, 2019, through Thursday, July 18, 2019).

Travelers complete trip forms and submit for approval, following the usual process in STMS. Once the trip form is Final Approved (“Authorized”) and enters the Fiscal Accountant queue, the Fiscal Accountant proceeds with creating 80/53 Certified Forward transactions as follows:

- Add your name in the Fiscal Auditor Name field, as usual, and Save the form.
- Click on the “Edit” button and scroll down to the Accounting Details Section to **change the value of the “Carry Forward” field to “Yes.”**

- *By selecting this, the transactions created will be “80” and “53” Transactions, instead of “51” Transactions.*
- *The fields “Carry Forward” and “Revolving Fund” cannot both be set to “Yes.”*
- Click on the **“Save”** button to save the change.
- Review the trip form and create transactions (if all details meet audit requirements) by clicking on the **“Edit”** button and select **“Agency Audit Complete”** in the Audit Status and then click the **“Save”** Button.
 - *By selecting this option, the form will lock, preventing additional edits from being made to the Expense Line Items or the Trip Details page. In addition, this action will build Transactions.*



STMS Certified Forward Travel Process

- Click on the **Form Transactions** tab to view the transactions that have been built.
 - *There will be more transactions listed in this view than if Carry Forward was not selected, because for each Type 80 Transaction a corresponding Type 53 Transaction is created.*

FLAIR TRANSACTIONS NAME	TRANSACTION DATE	TRANSACTION STATUS	TRANSACTION TYPE	TR CODES L1-L5	EXPANSION OPTION	OBJECT CODE	AMOUNT	LAST MODIFIED BY ID
TRN000003947	20190626		80	TR0100000	01	261000	\$250.00	Fiscal Accountant2 AST STMS
TRN000003948	20190626		80	TR0100000	01	261400	\$190.00	Fiscal Accountant2 AST STMS
TRN000003949	20190626		53	TR0100000	01	261000	\$250.00	Fiscal Accountant2 AST STMS
TRN000003950	20190626		53	TR0100000	01	261400	\$190.00	Fiscal Accountant2 AST STMS

- For Type 80 transactions, set TR Audit Status to “FLAIR Ready” for the transaction to be submitted just like Type 51 and 52 Transactions.
- For Type 53 Transactions, there are two options:

FLAIR Transaction
TRN000003949

Chatter Feed Details

Save Cancel

FLAIR TRANSACTION DETAILS

FLAIR TRANSACTIONS NAME	TRN000003949
TRANSACTION TYPE	53
MASTER TRIP INVOICE NUMBER	000002722
TRIP FORMS	3717

TR AUDIT STATUS: --None--

TRANSACTION DATE: FLAIR Waiting (TR53 Only)

AMOUNT: \$50.00

- Set TR Audit Status to “FLAIR Waiting – TR53 Only” for the transaction to be automatically be set to “FLAIR Ready” once the corresponding Type 80 Transaction has been updated as “FLAIR Dept Accepted” by FLAIR. The TR53 is created with the current date as the transaction date and submitted to FLAIR with the next batch upload.
- OR**
- Leave the TR Audit Status for the Type 53 Transaction blank (--None--) to allow/require a manual change of the TR Audit Status to “FLAIR Waiting – TR 53 Only” after the corresponding Type 80 Transaction has been “FLAIR Dept Accepted.”

If a Type 80 or Type 53 is marked “Transaction Cancelled” within the TR Status field, the corresponding transaction will be automatically updated to “Transaction Cancelled.” Cancelled Type 80/53 Transactions will unlock the corresponding Expense Line Item for editing. If the trip form needs to be returned to the traveler, the fiscal accountant must cancel all the transactions and select Agency Audit Rejected within the Accounting Details.

Any transactions with a negative balance that would have otherwise created 80/53 Transactions will create a 51C with a negative balance. To process 51C Transactions, follow the instructions below.



STMS Certified Forward Travel Process

Certified Forward Period and Creating 51c Transactions

On the Trip Form Details page, after auditing all details and when ready to create transactions, ensure the Carry Forward field is set to No before changing the Audit Status to Agency Audit Complete.

STMS Fiscal Accountant

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REGISTRATION FEE \$0.00 AMOUNT DUE TO TRAVELER \$605.00

TOTAL TRIP COST \$605.00

- ACCOUNTING DETAILS

CARRY FORWARD No

PAID FROM REVOLVING FUND No

REVOLVING FUND CHECK NUMBER

REVOLVING FUND CHECK DATE

TRAVELER PAYMENT

PAYMENT DETAILS

- SYSTEM INFORMATION

OWNER ID Agency Head STMS

CREATED BY ID Agency Head STMS, 6/20/2019 3:27 PM

LAST MODIFIED BY ID Fiscal Accountant1 STMS, 6/21/2019 9:00 AM

Trip Report Save Cancel

After creating transactions, notice the transaction type is 51.

STMS Fiscal Accountant

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Trip Form 34888

Chatter Feed Details Expense Line Items Attachments Form Transactions

FLAIR TRANSACTIONS NAME	TRANSACTION DATE	TRANSACTION STATUS	TRANSACTION TYPE	ORG CODES L1-L5	EXPANSION OPTION	OBJECT CODE	AMOUNT	LAST MODIFIED BY ID
TRN000019409	20190620		51	72980100000	01	261200	\$30.00	Fiscal Accountant1 STMS
TRN000019410	20190620		51	72980100000	01	261400	\$425.00	Fiscal Accountant1 STMS

When auditing the transaction and setting it to be a 51C, place a "C" in the Certified Forward Indicator field and the related payable number in the Description field.

STMS Fiscal Accountant

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FLAIR Transaction TRN000019409

Chatter Feed Details

Save Cancel

- FLAIR TRANSACTION DETAILS

FLAIR TRANSACTIONS NAME TRN000019409

TRANSACTION TYPE 51

MASTER TRIP INVOICE NUMBER 000029527

TRIP FORMS 34888

VENDOR ID E1231007

ORG CODES L1-L5 72980100000

EXPANSION OPTION 01

EXPANSION OPTION VERSION 01

OBJECT CODE 261200

TRANSACTION STATUS

TR AUDIT STATUS --None--

TRANSACTION DATE 20190620

AMOUNT 30.00

CERTIFIED FORWARD INDICATOR C

PRIOR PERIOD INDICATOR --None--

DESCRIPTION <Payable Number>

SUBVENDOR ID

- OVERRIDES