

# TRAVEL AUTHORIZATION NUMBER (TANUM) EVALUATION LOOKUP

## Background

TANUM stands for the Travel Authorization Number from Concur for employee travel. The TANUM number is random and links the documents in Concur and FMMI. In Concur, it links the advances, authorization and voucher and in FMMI it links the funds commitment and FI payable vouchers. The TANUM also links Concur and FMMI using the TANUM number.

## Roles

Funds Commitment Evaluator Role

## Process

1. There are several ways to retrieve the TANUM number.

a. Concur-view Recent Vouchers “TA Number”

Recent Vouchers		<a href="#">View All Vouchers</a>						
Name	Type	TA Num	Description	PNR#	Depart date	Last Stamped	Per Diem	Total
<a href="#">VCH00222986</a>	Vch	A07NJF	Trip from Minneapolis/St. Paul to Washington	GDYJ3J	08/03/2015	08/29/2015	WASHINGTON, DC	1777.88

Concur Voucher: **TANUM number is A07NJF**

b. Travel Document-The reference number by traveler. TANUM number is A0D688

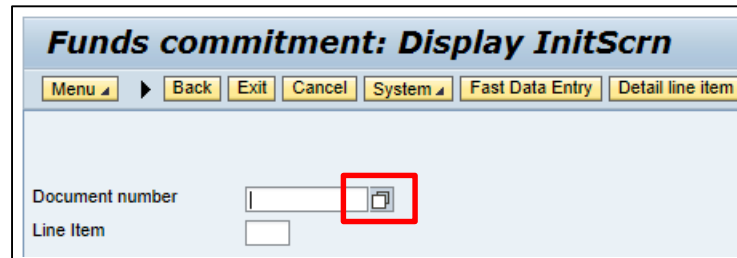
<b>Travel Summary – Agency Record Locator TQKW8C</b>
<b>Traveler</b>
STRECKER / GRETCHEN K
<b>Reference number by traveler: A0D688</b>

2. Use the following path in FMMI to view the Funds Commitment Document Number (FCD): Funds Management > Evaluation > Budget Execution and Distribution > Display Funds Commitment > Display Funds Commitment

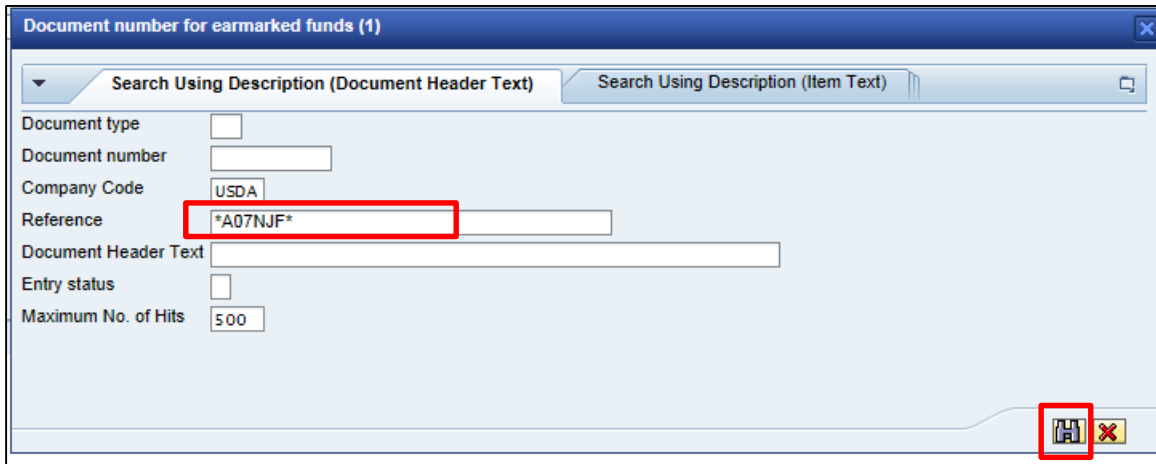
The screenshot shows the FMMI interface. At the top, there's a header for 'United States Department of Agriculture Financial Management Modernization Initiative'. Below that are navigation tabs: 'Welcome', 'Accounts Payable', 'Accounts Receivable', 'Cost Management', and 'Funds Management'. Under 'Funds Management', there are sub-tabs: 'Budget Coordination', 'FM Approval', 'Reports', 'Evaluation', 'Funds Commitment Process', and 'Funds Commitment'. The main content area is titled 'Display Funds Commitment' and 'Funds commitment: Display InitScr'. On the left, a 'Business Activity' tree is visible with 'Display Funds Commitment' selected. The main area contains a 'Document number' field with a red asterisk and a 'Line Item' field.

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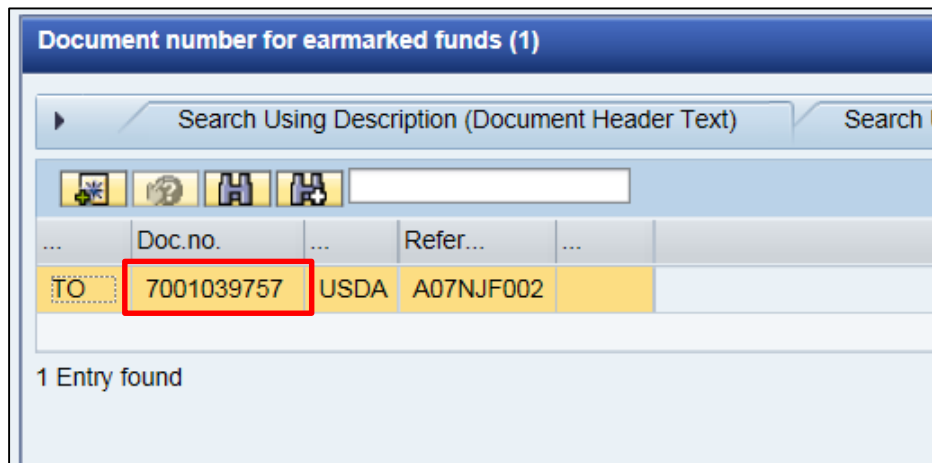
3. Click on the box next to the Document number field:



4. The Document Number for earmarked funds dialog box will appear. Enter in the TANUM number using wildcards in the Reference Field and click on the search icon:



5. The Document Number for earmarked funds dialog box will provide the FCD document number. Double click on the FCD document number:



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6. The FCD number will populate the Document number field. Click the enter key:

### Funds commitment: Display InitScr

Menu ▾ ▶ Back Exit Cancel System ▾ Fast Data Entry Detail line item

Document number

Line Item

7. Open Amount – To check on the open amount, click on the Consumption key:

### Funds commitment: Display Overview scrn

Menu ▾ ▶ Back Exit Cancel System ▾ Header data Detail line item Select all Deselect all Document header long text Consumption

Document number	<input type="text" value="7000925459"/>		Document Date	<input type="text" value="03/24/2015"/>
Document type	<input type="text" value="TO"/>	Govt Travel Commitment	Posting Date	<input type="text" value="03/24/2015"/>
Company Code	<input type="text" value="USDA"/>	US Dept of Agriculture	Currency/rate	<input type="text" value="USD"/>
Doc.text	<input type="text"/>			
Currency	<input type="text" value="USD"/>			
Grand total	<input type="text" value="1,734.44"/>			

8. The consumption will be shown. This shows lines 2 and line 7 have been completely consumed and no balance exists for those lines. It indicates that a previous invoice was processed against this FCD.

### Earmarked Funds: Display Consumption History

Menu ▾ ▶ Back Exit Cancel System ▾ Details Sort in Ascending Order Sort in descending order Set filter Total Subtotals... Print preview Local

Document...	Itm	Business Transaction	Trigger document	Consumptn	Crcy	Consumption in LC	LCurr	Delete Date	Document Date
7000925459	2	Receipt amt		907.20	USD	907.20	USD		
		Invoice/Credit Memo	<a href="#">1912659815 USDA2015</a>	907.20	USD	907.20	USD	04/17/2015	04/16/2015
		Total Invoices/credit memos		907.20	USD	907.20	USD		
		Consumpt.		907.20	USD	907.20	USD		
		Open amount		0.00	USD	0.00	USD		
	2					•	3,628.80	USD	
	7	Receipt amt		22.05	USD	22.05	USD		
		Invoice/Credit Memo	<a href="#">1912659815 USDA2015</a>	22.05	USD	22.05	USD	04/17/2015	04/16/2015
		Total Invoices/credit memos		22.05	USD	22.05	USD		
		Consumpt.		22.05	USD	22.05	USD		
		Open amount		0.00	USD	0.00	USD		
	7					•	88.20	USD	
7000925459						• •	3,717.00	USD	
						• • •	3,717.00	USD	

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9. Click on the Trigger document to see the payment to the employee or US Bank.

4 Receipt amt		648.00 USD	648.00 USD		
Invoice/Credit Memo	1914289858 USDA2015	648.00 USD	648.00 USD	08/25/2015	08/17/2015
Total Invoices/credit memos		648.00 USD	648.00 USD		
Consumpt.		648.00 USD	648.00 USD		
Open amount		0.00 USD	0.00 USD		
5 Receipt amt		319.50 USD	319.50 USD		
Invoice/Credit Memo	1914289859 USDA2015	319.50 USD	319.50 USD	08/25/2015	08/17/2015
Total Invoices/credit memos		319.50 USD	319.50 USD		
Consumpt.		319.50 USD	319.50 USD		
Open amount		0.00 USD	0.00 USD		

10. The payment vouchers will be displayed. In this example, 1914289858 was a payment to US Bank and 1914289859 was a payment to the employee. There can be multiple payments to the employee and bank if interim vouchers are used in Concur.

a. US Bank - 1914289858

<b>Display Document: Data Entry View</b>								
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Menu ▾</span> <span>◀</span> <span>Back</span> <span>Exit</span> <span>Cancel</span> <span>System ▾</span> <span>Change Display/Change Mode</span> <span>Display Another Docu</span> </div>								
<b>Data Entry View</b>								
Document Number	1914289858	Company Code	USDA	Fiscal Year	2015			
Document Date	08/17/2015	Posting Date	08/25/2015	Period	11			
Reference	A07NJF003	Cross-Comp.No.						
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group				
Clrng doc.	Item	PK	Account	Description	Amount	Assignment	Cmmt Item	WBS element
		40	6100002151	OpEx-OtherTravelDmst	50.00	CCBLICH5116	2151	AM.TF.LP05.OH
		40	6100002111	OpEx-ComCarrierDmst	470.20	CCBLICH5116	2111	AM.TF.LP05.OH
		40	6100002151	OpEx-OtherTravelDmst	93.96	CCBLICH5116	2151	AM.TF.LP05.OH
		40	6100002131	OpEx-PerDiemDomestic	648.00	CCBLICH5116	2131	AM.TF.LP05.OH
		40	6100002151	OpEx-OtherTravelDmst	110.00	CCBLICH5116	2151	AM.TF.LP05.OH
		40	6100002156	OpEx-TAVFeePrccsTrvl	23.01	CCBLICH5116	2156	AM.TF.LP05.OH
2006074776		31	1101824658	US Bank	1,395.17-		AP	

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b. Employee - 1914289859

Display Document: Data Entry View									
Menu ▾		◀		Back	Exit	Cancel	System ▾	Change Display/Change Mode	Display Another Docu
<b>Data Entry View</b>									
Document Number	1914289859	Company Code	USDA	Fiscal Year	2015				
Document Date	08/17/2015	Posting Date	08/25/2015	Period	11				
Reference	A07NJF003	Cross-Comp.No.							
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group					
Clrng doc.	Item	PK	Account	Description	Amount	Assignment	Cmmt Item	WBS element	
		40	6100002131	OpEx-PerDiemDomestic	319.50	CCBLICH5116	2131	AM.TF.LP05.OH	
		40	6100002111	OpEx-ComCarrierDmst	22.95	CCBLICH5116	2111	AM.TF.LP05.OH	
		40	6100002121	OpEx-MileageDomestic	40.26	CCBLICH5116	2121	AM.TF.LP05.OH	
2006077204		31	1200028474	CRAIG C BLICHFELDT	382.71-	A07NJF003	AP		

11. To see when the payment was made, double click on the vendor line. This will be the line with the vendor name or US Bank:

Display Document: Data Entry View									
Menu ▾		◀		Back	Exit	Cancel	System ▾	Change Display/Change Mode	Display Another Docu
<b>Data Entry View</b>									
Document Number	1914289858	Company Code	USDA	Fiscal Year	2015				
Document Date	08/17/2015	Posting Date	08/25/2015	Period	11				
Reference	A07NJF003	Cross-Comp.No.							
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group					
Clrng doc.	Item	PK	Account	Description	Amount	Assignment	Cmmt Item	WBS element	
		40	6100002151	OpEx-OtherTravelDmst	50.00	CCBLICH5116	2151	AM.TF.LP05.OH	
		40	6100002111	OpEx-ComCarrierDmst	470.20	CCBLICH5116	2111	AM.TF.LP05.OH	
		40	6100002151	OpEx-OtherTravelDmst	93.96	CCBLICH5116	2151	AM.TF.LP05.OH	
		40	6100002131	OpEx-PerDiemDomestic	648.00	CCBLICH5116	2131	AM.TF.LP05.OH	
		40	6100002151	OpEx-OtherTravelDmst	110.00	CCBLICH5116	2151	AM.TF.LP05.OH	
		40	6100002156	OpEx-TAVFeePrcssTrvl	23.01	CCBLICH5116	2156	AM.TF.LP05.OH	
2006074776		31	1101824658	US Bank	1,395.17-		AP		

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12. The Display Document will appear.

**Display Document: Line Item 007**

Menu  ◀ Back Exit Cancel System ◿ Change Display/Change Mode

Vendor  US Bank G/L Acc   
 Company Code  800 Nicollett Mall Suite 800  
 US Dept of Agriculture Minneapolis Doc. no.

Line Item 7 / Invoice / 31  
 Amount  USD

**Additional Data**

Bus. Area   
 Disc. base  USD Disc. Amount  USD  
 Payt Terms  Days/percent   %   %   
 Bline Date  Fixed   
 Pmnt Block  Invoice ref.  /  /   
 Pmt Method  Pmt meth.spl.   
 Payment Ref.   
 Clearing  /   
 Assignment   
 Text  Long text

13. Click on Menu > Environment > Check Information to see the EFT check number and date of payment:

**Display Document: Line Item 007**

Menu  ◀ Back Exit Cancel System

- Document
- Edit
- Goto
- Extras
- Environment**
- System
- Help
- Print Window Content
- About SAP GUI for HTML

- US Bank
- 800 Nicollett Mall Suite 800
- Minneapolis
- Document Changes
- Check Information**
- Payment Usage
- Invoice Status (Ctrl+F10)
- Document Environment
- Additional Assignments
- Valuation
- Correspondence
- Balance Sheet Adjustment
- Additional Component
- Reference Object (F2)

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14. Click on Menu > Environment > Check Information to see the EFT check number and date of payment:

- a. EFT Check Number: last 7 digits of check number. In this case, 3211039
- b. Payment Date: Approximate date of payment made to the traveler's or US Bank Account.

<b>Display Check Information</b>			
Menu ▾		◀ Back	Exit
		Cancel	System ▾
Change/cash		Check recipien	
Paying company code	USDA	Payment document no.	2006074776
<b>Bank details</b>			
House Bank	TREAS	Bank Key	123456780
Account ID	01	Bank Account	999999999
Bank name	Treasury		
City			
<b>Check information</b>			
Check number	2081503211039	Currency	USD
Payment date	08/26/2015	Amount paid	1,395.17
Check encashment		Cash discount amount	0.00
<b>Check recipient</b>			
Name	US Bank		
City	Minneapolis		
Payee's country	US		
Regional code	MN		

- c. By providing the above information to the traveler, they should be able to locate their payment.