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”

   ![Concur Voucher](image)
   Concur Voucher: **TANUM number is A07NJF**

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

   ![Travel Summary](image)

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

   ![FMMI Path](image)
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:
6. The FCD number will populate the Document number field. Click the enter key:

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

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

<table>
<thead>
<tr>
<th>Invoice/Credit Memo</th>
<th>Amount</th>
<th>Amount</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1914289858 USDA2015</td>
<td>648.00 USD</td>
<td>648.00 USD</td>
<td>08/25/2015</td>
<td>08/17/2015</td>
</tr>
<tr>
<td>Total Invoices/credit memos</td>
<td>648.00 USD</td>
<td>648.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumpt.</td>
<td>648.00 USD</td>
<td>648.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open amount</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipt ant</td>
<td>319.50 USD</td>
<td>319.50 USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice/Credit Memo</td>
<td>1914289859 USDA2015</td>
<td>319.50 USD</td>
<td>319.50 USD</td>
<td>08/25/2015</td>
</tr>
<tr>
<td>Total Invoices/credit memos</td>
<td>319.50 USD</td>
<td>319.50 USD</td>
<td></td>
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</tr>
<tr>
<td>Consumpt.</td>
<td>319.50 USD</td>
<td>319.50 USD</td>
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<td></td>
</tr>
<tr>
<td>Open amount</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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. Employee - 1914289859

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:
12. The Display Document will appear.

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

![Display Check Information]

- Check number: 08/26/2015
- Amount paid: 2,395.17
- Currency: USD
- Cash discount amount: 0.00

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