Travel Expenditures/AFS J5 Reject Procedures

When travel payments are processed, expenditures are posted to AFS with J5 transactions. Travel transactions will post to AFS on Wednesday and Friday nights each week. Agencies must check AFS on the next working day for any J5 travel transaction rejects. Use the **S**can function on the SUSF table in AFS to search for rejected J5 transactions. OSUP will be checking AFS daily for J5 transactions that have been corrected and are at PEND3 status. OSUP will approve and run corrected J5 transactions daily.

If the J5 reject is due to coding (organization, reporting category, etc.) that is not valid in AFS, <u>one of the following two options</u> should be implemented to correct the rejected transaction.

<u>Option 1</u>: The agency should change the coding to valid coding in AFS on the J5 document and process to PEND3 status. OSUP will finish processing the document to ACCPT status. The agency should verify coding on Infotype 17 and make any necessary changes. No other changes should be made in ISIS Travel. The difference in coding between the ISIS Travel and AFS reports will be documented by the J5 reject.

<u>Option 2</u>: The agency should change the coding to valid coding in AFS on the J5 document and process to PEND3 status. OSUP will finish processing the document to ACCPT status. The agency should make the corrections in ISIS Travel by re-opening the trip, making the corrections, and approving and settling the trip again. The agency should also verify coding on Infotype 17 and make necessary changes. Once the J5 document is rejected for the corrected trip, the agency should once again change the coding to the same valid coding on the first J5 document in AFS and process the J5 document to PEND3 status. OSUP will finish processing the document to ACCPT status.

If the J5 reject is due to coding (organization, reporting category, etc.) that was not valid in AFS at the time the payment proposal was run, the agency should make the structure changes in AFS and process the J5 document to PEND3 status. OSUP will finish processing the document to accept status. **No changes are necessary in ISIS Travel** as coding was valid at the time trip was settled.

If the J5 reject is because a grant is closed (e.g. doesn't have sufficient funds, etc.) and the correction in AFS is to open/increase funds in the grant, no action is necessary in ISIS Travel. Corrections to grants are made in AFS only and do not need to be reprocessed in ISIS Travel.

If the J5 **does not** reject in AFS but has incorrect coding (the coding is valid in AFS, it is just not the correct coding for travel or for a specific employee's travel), the change should be made in ISIS Travel. This will cause ISIS Travel to send a J5 crediting the original coding and debiting the "new" coding.