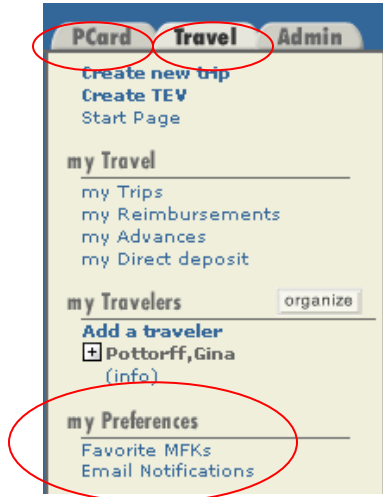


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ProTrav Favorites:

Users can now store favorite MFK's in ProTrav for any form including procurement card vouchers, agreements and travel related forms (trips, cash advance or travel expense vouchers). The Favorites MFK link can be found under the section titled "my Preferences", which is located in the ProTrav navigation bar under both the Pcard and Travel components



There's 3 Ways to To Add Favorite MFKs

1) Add MFK's from the Favorites MFK's link in the ProTrav navigations Bar:

- Click on **Favorite MFKs** located in the navigation bar on the left of the ProTrav navigation bar. An "Add Favorites MFK" box will appear in the main working screen of ProTrav. Enter the desired MFK to use as a Favorite.

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR
					xxxx				

Description

Cancel Add

Saved MFKs


Existing MFKS

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR


- Enter a name or description for this MFK.
- Click **Add**.

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2) A user may also elect to establish favorites directly from the accounting line editor while working on a ProTrav form.



- Click on the  next to the MFK line. This will bring up your already existing MFK favorites list.
- Scroll to the bottom of that box and click [Modify Favorites](#)
- Modify Favorites allow you to either edit existing favorites or create new.
- Follow the steps outlined above for creating new.

3) Another option is to add an MFK that has been listed on a reconciled line of ProTrav to your existing Favorites list.

- Simply clicking on the  next to the MFK Line and that MFK will automatically be added to your existing favorites to be used for future use.
- Enter a name or description for this MFK.
- Click [Add](#).

How to access already established favorites list while working on a ProTrav form.



- Click on the  located next to the Accounting Line Editor.

FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR
  Delete	050	05	0311	22000	00000000	6026	000	00000	60 0000

Traveler: Gina A Pottorff New line for this traveler

PCV: Line Editor

Create a new accounting line for line: 1


FND	ORG	DEPT	SDEPT	GRNT/PRGM	IACCT	OACCT	DACCT	FNC	CCTR
 	240	05	0310	00000	50508250	6135	000	00000	60 0000


- Your Favorites list will be displayed.

MFK Favorites										
DESC	FND	ORG	DEPT	SUB	GRANT	IACCT	OACCT	DACCT	FNC	CCTR
Accts Pay 0310	050	05	0310	00000	50649100	xxxx	000	00000	60	0000

- Click on the blue Favorites description.
- The MFK will default into that line and the box will close.

 Symbols:

 This symbol accesses all the MFK's that you have already added to your ProTrav favorites.

 This symbol allows you to add the particular MFK used on a reconciliation line to your Favorites thus eliminating the need to re enter.

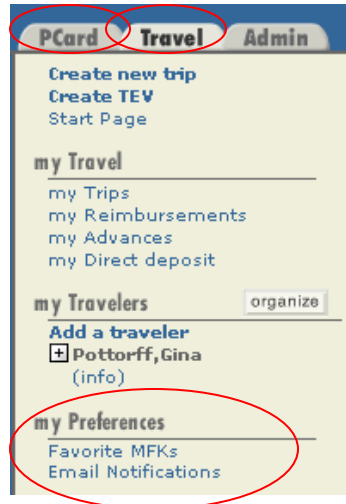
Note: Once you save an MFK(s) to your favorites, it will be available to you in the Procurement Card Voucher, Procurement Card Agreement(s), Trip set up/Cash Advance Request and the Travel Expense Voucher.

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Email Notifications

ProTrav users can now elect to receive email notifications in the following situations:

- As a cardholder, or reconciler of a Procurement Card Voucher, a user can be notified when the current Procurement Card billing cycle has ended and their assigned Procurement Card Voucher number has been assigned and is ready for completion/submission.
*Notification will only be sent if transactions have posted.
- Travelers may be notified when any travel related payment has been made to them by direct deposit.



Directions for electing to receive these email notifications.

- Access **my Preferences** panel via either the Pcard or Travel component in ProTrav.
- Click Email notifications link.
- In the main window of ProTrav the following box will appear.
- Depending on the notification you elect to receive select the appropriate check box.
- Click on .


Note: The default for these notifications will be set to “Do Not Receive”. Users will be required to update their setting in order to begin to receive these notifications.

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Accounting Page Instructions

Once you have saved your entire out of pocket expenses on your TEV and click on the “Save and Proceed to Accounting Page” button, in most cases, the accounting page will already be completed for you. Following are the possible scenarios and what you will need to do in each case.

Single Traveler/Single funding MFK—the MFK from the trip setup will automatically default into the TEV and the total saved expenses will automatically be saved in the accounting line. If the MFK does not need to be edited, simply continue to the TEV summary page where you will review and submit the TEV to Workflow.

MFK needs to be edited- click on any section(s) of the MFK and enter your changes, or choose one of your favorite MFK's by clicking on the  to the left of the line.

Need to add additional MFK line(s) - simply enter the amount to be charged to the first MFK, and then click “new line for this traveler”. Another editable MFK line will appear with the remaining balance defaulted in. Edit the MFK as necessary described in the paragraph above. You can repeat this process for as many MFK's as are funding the trip. [Note: You can also click “new line for this traveler” before editing the amount field on the first MFK. If you choose this option, you will need to edit the amount fields and allocate the correct amount to both/all lines.] ProTrav will not let you complete the voucher until the full amount of expenses or the full funding limit has been allocated and the voucher is in balance.

Multiple Travelers – When the primary traveler pays expenses for other travelers, you will be asked to itemize the amounts for each traveler on the TEV now and the correct accounting totals for each traveler will be saved on the accounting page. *You no longer have to keep track of this amount yourself and remember how much to enter on the additional traveler's accounting lines on the accounting page!* The correct amounts will now be saved for you. On the accounting page, unless you need to edit or add MFK's, simply review and continue to the TEV summary and submit to Workflow.

If you have any questions regarding these updates, please contact protrav@uiowa.edu