



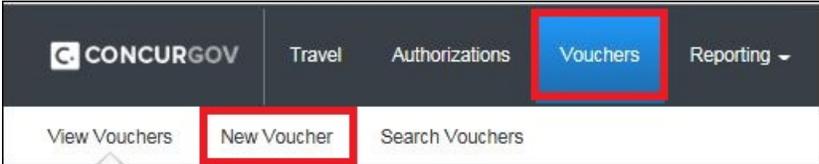
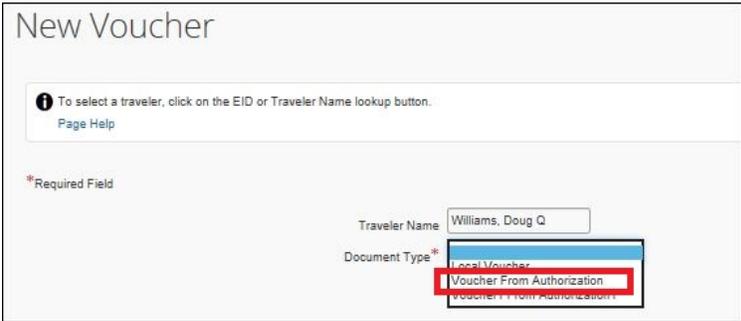
FEMA

ConcurGov Job Aid: Create a Voucher in ConcurGov

Purpose: To provide a step-by-step guide to Create a Voucher in ConcurGov.

Assumption is Authorization has been approved and is in Accept status.

Audience: Travelers and Arrangers

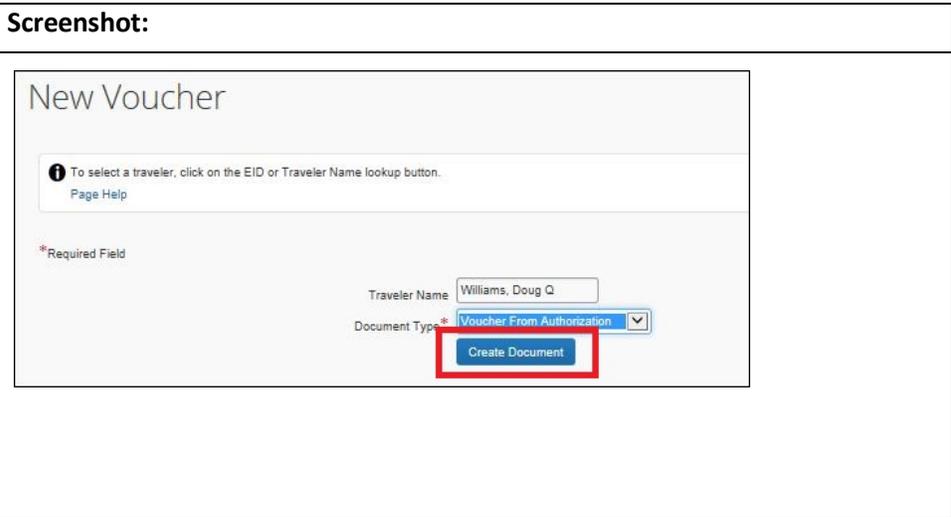
Information:	Screenshot:
<p>Step 1: Sign into ConcurGov</p> <p>Sign into ConcurGov using your username and password.</p> <p>Note: ConcurGov can be accessed through the FEMA intranet or the internet at https://cge.concursolutions.com</p>	
<p>Step 2: Select Vouchers Tab</p> <p>Select the Vouchers tab and then select New Voucher.</p> <p>Note: It is a good practice to review the Authorizations Tab first to make sure the Authorization is in Accept status.</p>	
<p>Step 3: Click Document Type dropdown</p> <p>Select Voucher from Authorization</p>	

Information:

Step 4: Create Document

Click Create Document

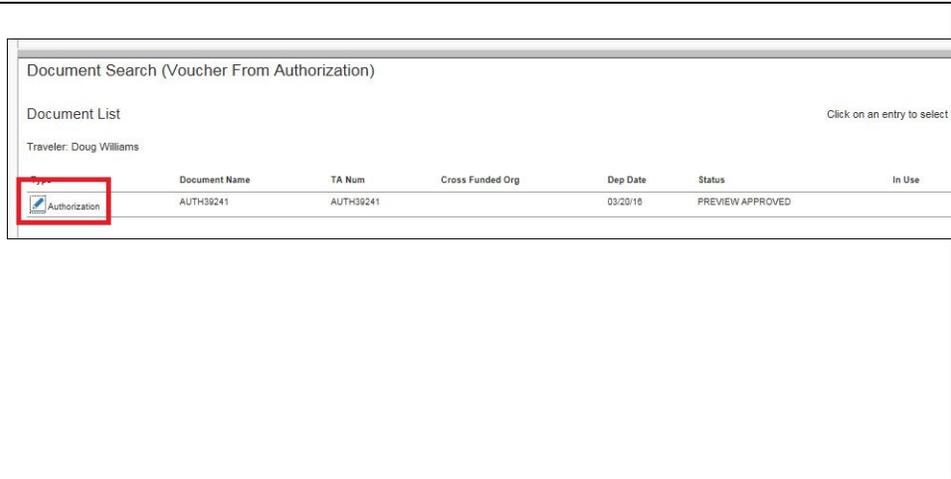
Note: This will create a split screen



Step 5: Select the document to Voucher

On the bottom half of the screen, select the document to voucher by clicking the edit icon

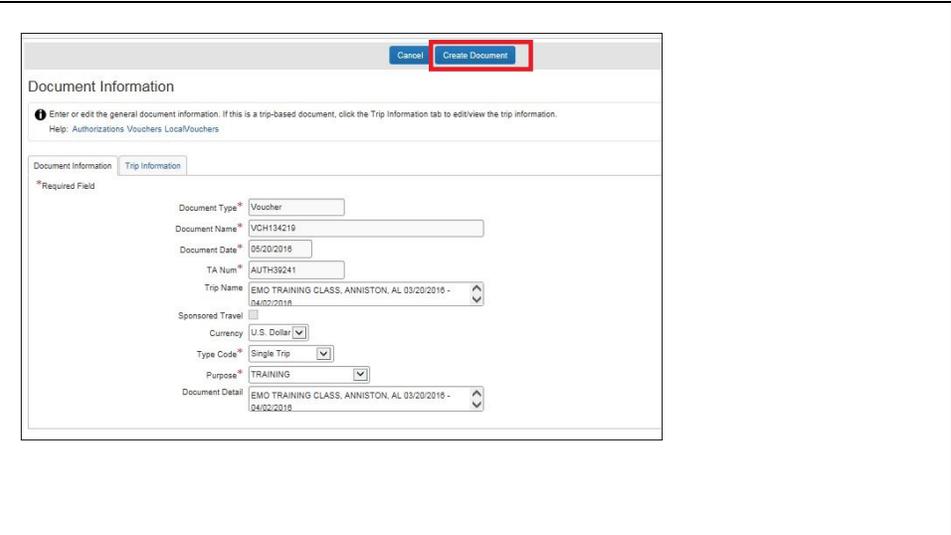
Note: The Authorization must be in Accept status to voucher



Step 6: Verify correct information

Click Create document for the second

Note: you can click the Create Document on the top or bottom of the screen



Information:

Screenshot:

Step 7: Voucher Created

The Voucher has been created.

Note: The VCH identifies you are now in the Voucher.

Traveler: Doug Williams Voucher: VCH134219 (AUTH39241)

Summary Profile General Expenses & Receipts Exceptions Accounting Totals Confirmation Perform Pre-Audits

← Previous Reset Per Diem Conditions

Document Information for VCH134219

Enter or edit the general document information. If this is a trip-based document, click the Trip Information tab to edit/view the trip information.
Help: Authorizations Vouchers Local Vouchers

Document Information Trip Information

*Required Field

Document Type* Voucher

Document Name* VCH134219

Document Date* 05/20/2016

TA Num* AUTH39241

Trip Name* EMO TRAINING CLASS, ANNISTON, AL 03/20/2016 - 04/02/2016

Sponsored Travel

Currency U.S. Dollar

Type Code* Single Trip

Purpose* TRAINING

Document Detail* EMO TRAINING CLASS, ANNISTON, AL 03/20/2016 - 04/02/2016

Step 8: Review for Actuals

Review each tab for actuals and adjust as needed for expense spent

Traveler: Doug Williams Voucher: VCH134219 (AUTH39241)

Summary Profile General Expenses & Receipts Exceptions Accounting Totals Confirmation Perform Pre-Audits

← Previous

You have successfully created a Voucher in ConcurGov!