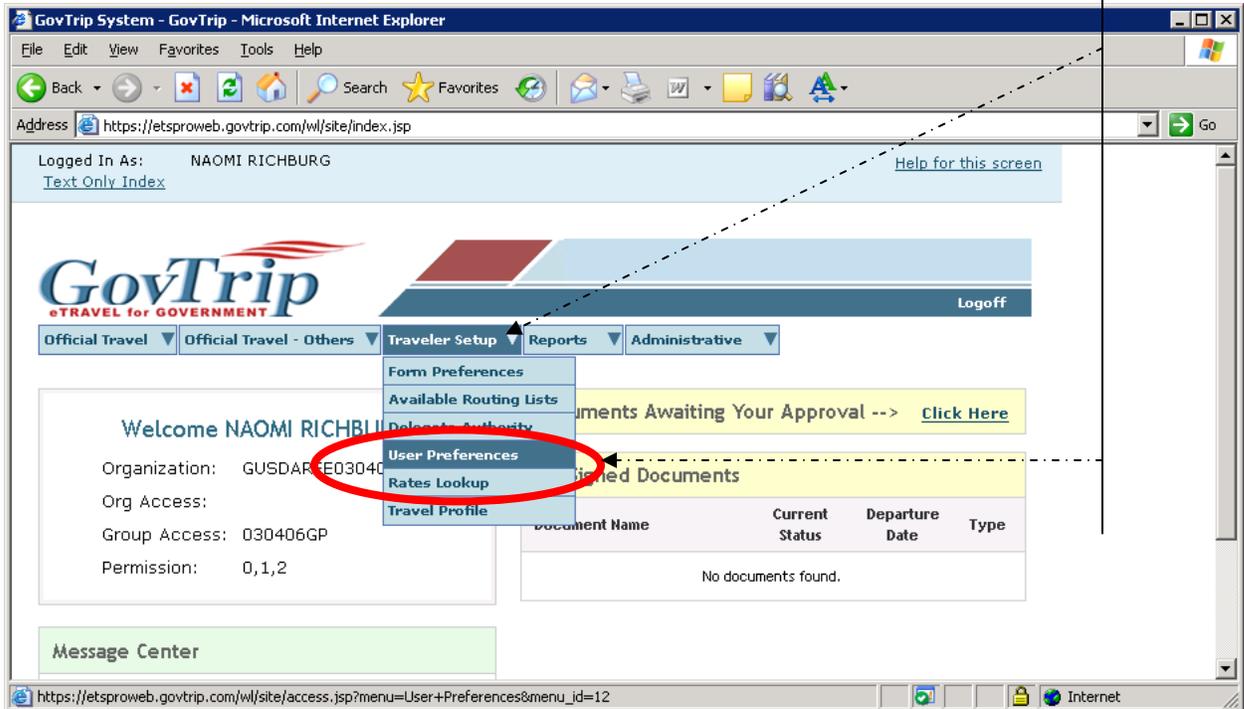
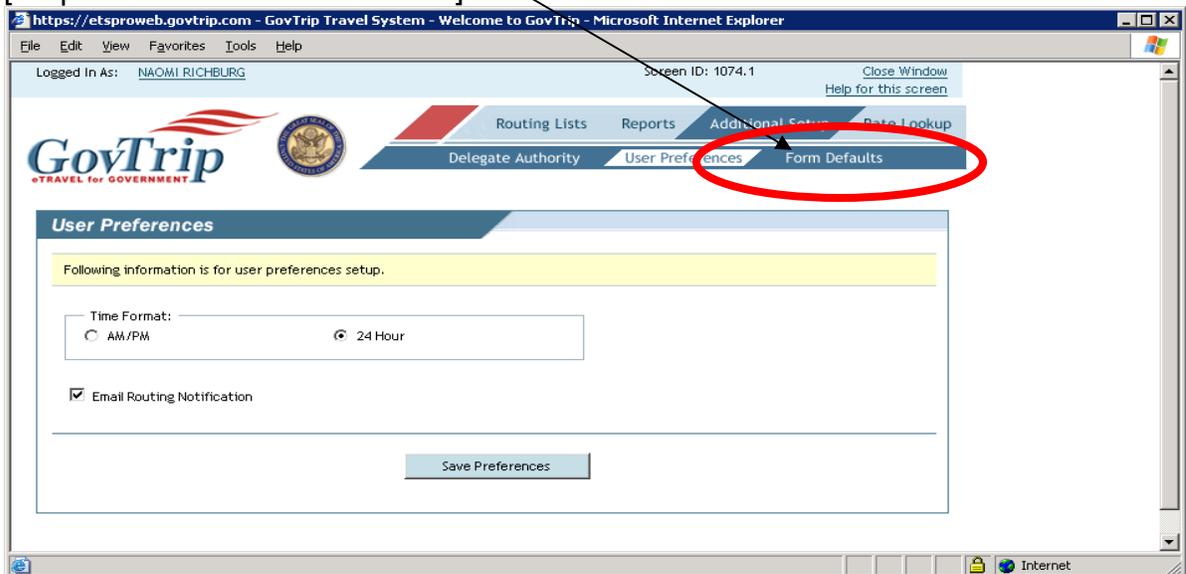


[Step 1: Select "User Preferences" under the "Traveler Setup" tab.]



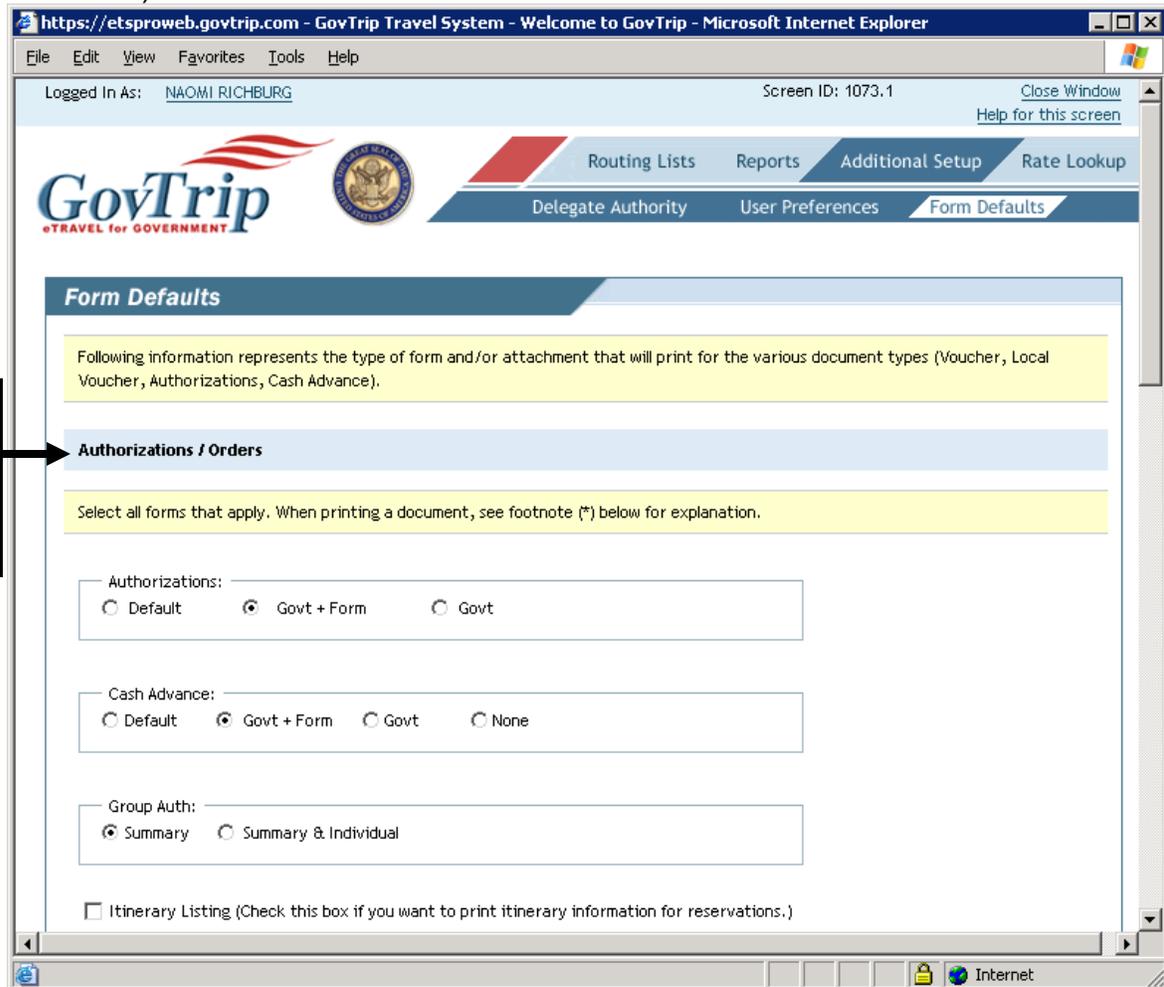
[Step 2: Select "Form Defaults"]



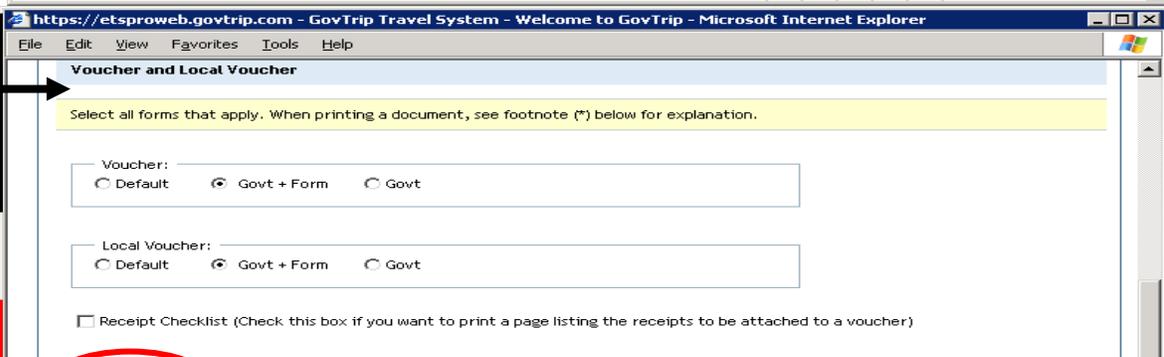
[Step 3: Scroll down until you see “Attachments.”]

(Note: You will pass “Authorization/Orders” and “Voucher and Local Voucher”).

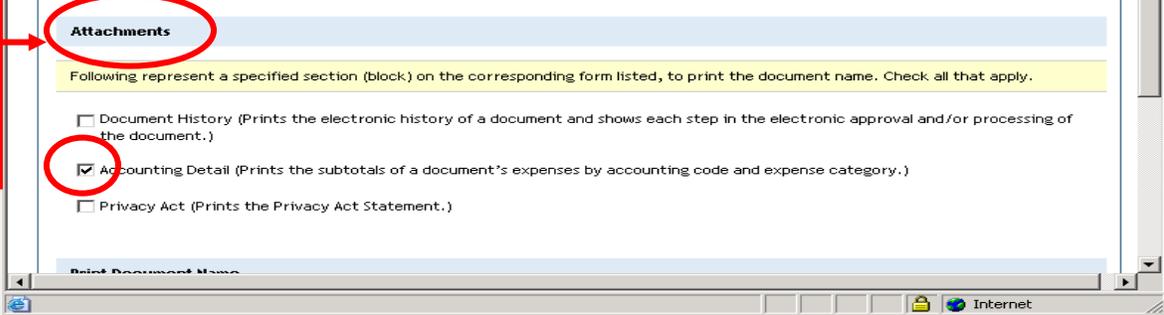
Scroll down pass this:



Scroll down pass this:



TO HERE



Under “**Attachments**,” click in the space provided to select “**Accounting Detail**.” To ensure that the other appropriate boxes are checked, see the list that follows:

**Under “Authorization / Orders”**

- Authorizations: **Gov’t + Form** should be selected.
- Cash Advance: **Gov’t + Form** should be selected.
- Group Auth: **Summary** should be selected.
- Itinerary Listing: Leave Blank

**Under “Voucher and Local Voucher”**

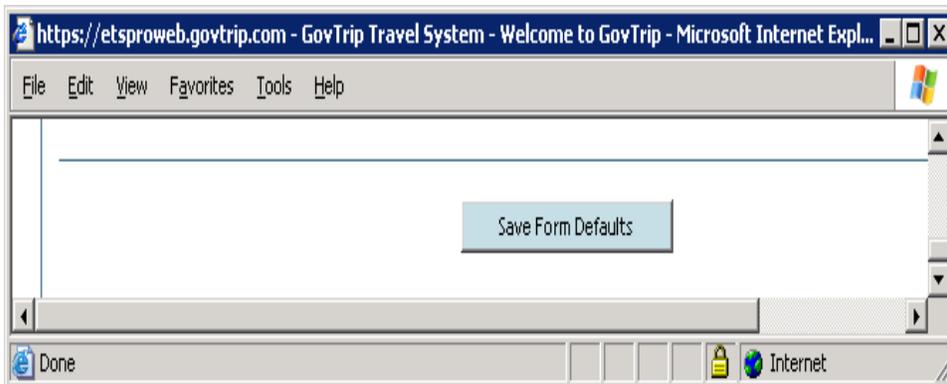
- • Voucher: **Gov’t + Form** should be selected.
- Local Voucher: **Gov’t + Form** should be selected.
- Receipt Checklist: Leave Blank
- • Attachments: **Accounting Detail** should be selected.

Under “**Print Document**,” click on the following two boxes to check mark them (if they are not checked already):

- Block 3 of SF1012 (Prints the document name on block 3 of form SF1012.)
- Block 2 of SF1164 (Prints the document name on block 2 of form SF1164.)
- Block 1 of GSA87 (Prints the document name on block 1 of form GSA87.)\*\*

\*\* **DO NOT CHECK THIS BOX** (the “name of the voucher” will appear ON THE PRINTED VOUCHER instead of the “travel authorization” number, which is needed for CATS entries).

After you have checked the appropriate box[es] as indicated above, scroll down to the bottom of the page and click on “**Save Form Defaults**.” This procedure ensures that you will see the page that summarizes your split pay disbursements.



Last updated: 08/29/2008