

MOVELINQS

INSTRUCTIONS TO ENTER A RITA VOUCHER

SUMMARY OF PURPOSE: The 2017 Relocation Income Tax Allowance (RITA) voucher processing is unique in that relocation travel transactions were processed in two different systems, TRVL (retired September 2017) and moveLINQs (implemented September 2017). Data from the TRVL system may need to be included in RITA processing through moveLINQs. The process below was developed to utilize the data from the retired TRVL system or a combination of TRVL and moveLINQs for RITA claims.

Utilize the moveLINQs User's Guide for RITA voucher instructions if relocation payments were only made through the moveLINQs system.

In order to process a RITA claim in moveLINQs, a relocation record and authorization must exist in moveLINQs, even if all the relocation payments were from the TRVL system.

If a relocation record and authorization exist in moveLINQs, skip to [Entering A Rita Claim Voucher with An Existing Relocation](#) Record.

Creating a Relocation Record

For relocations without a relocation record and authorization in moveLINQs, follow the steps below:

1. Login to moveLINQ system (Figure 1) from <https://mlinqsonline.net/>.

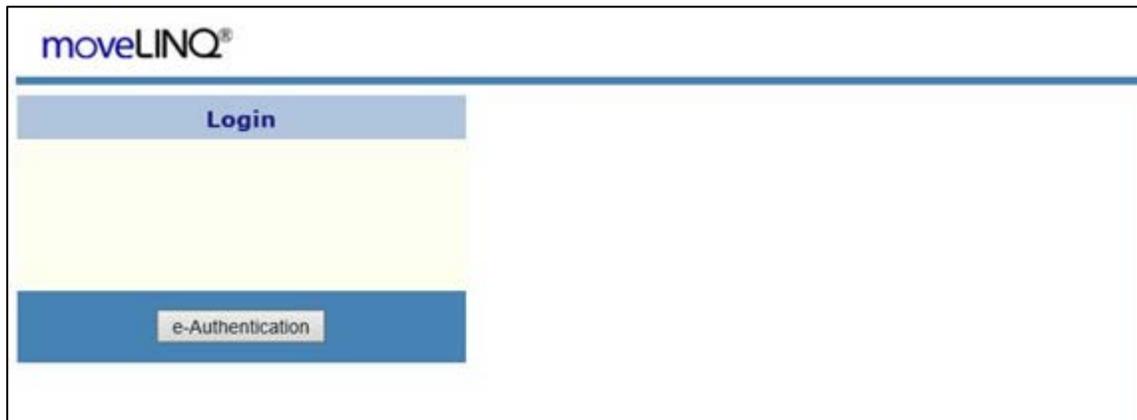


Figure 1. moveLinq Login screen

2. Select eAuthentication or enter User ID and Password. The Open Relocation list for the Agency is displayed (Figure 2)

The screenshot shows a web application interface for 'USDA/FOREST SERVICE'. On the left is a sidebar menu with options: New, Open, Delete, Inbox, Import, Change Organization, and Logout. The 'New' option is highlighted with a red arrow. In the top right corner, there is a 'New Relocation' link, also highlighted with a red arrow. Below the menu is a table of relocation records. The table has columns: First Name, Relocation Description, Relocation Type, Report Date, Order No, From, To, Created By, Created On, Assigned To, and In Use By. The table contains several rows of data, including records for Albert, Blake, Luke, Timothy, Richard, and Justin.

| First Name | Relocation Description | Relocation Type | Report Date | Order No | From | To | Created By | Created On | Assigned To | In Use By | |
|--------------------------|-------------------------------------|--|-------------------------------------|-------------|------------------|------------------|----------------|----------------|------------------|------------|----------------|
| DOUGLASS Albert | FY18 0520 test | TRANSFEREE GOVERNMENT EMPLOYEES TRAINING ACT | 12/11/2017 | TANUM005250 | OGDEN, UT | VALLEJO, CA | csullivan | 12/05/2017 | Cynthia Sullivan | | |
| BLAKE | FS TRVL CONVERSION 7CS1125038827 | TRANSFEREE | 05/31/2017 | TANUM002212 | NAMPA, ID | NAMPA, ID | msantiago | 08/23/2017 | | | |
| LUKE | FS TRVL CONVERSION 6CS1125030132 | TRANSFEREE | 11/16/2015 | TANUM002213 | TUCSON, NV | TUCSON, AZ | msantiago | 08/23/2017 | | | |
| TIMOTHY | FS TRVL CONVERSION 6CS1125036836 | TRANSFEREE | 02/22/2016 | TANUM002214 | ATLANTA, GA | ATLANTA, GA | msantiago | 08/23/2017 | | | |
| TIMOTHY | FS TRVL CONVERSION 6CS1125036837 | TRANSFEREE | 02/22/2016 | TANUM002215 | ATLANTA, GA | ATLANTA, GA | msantiago | 08/23/2017 | | | |
| RICHARD | FS TRVL CONVERSION 6CS1125038108 | TRANSFEREE | 10/29/2016 | TANUM002216 | KETCHIKAN, NM | STANFORD, MT | msantiago | 08/23/2017 | | | |
| JUSTIN | FS TRVL CONVERSION 7CS1125038331 | TRANSFEREE | 12/12/2016 | TANUM003440 | FORT COLLINS, OR | FORT COLLINS, CO | msantiago | 08/23/2017 | | | |
| 1200000823 1200000825 | SELK HOLMES | BRANDON LEMUEL | FY18 0206 | TRANSFEREE | 01/22/2018 | TANUM005342 | SPEARFISH, SD | DOUGLAS, WY | bgreer | 01/02/2018 | Brittney Greer |
| 1200000976 | ADAM | MONIKA | FS TRVL CONVERSION 6CS1125037252 | TRANSFEREE | 04/04/2016 | TANUM004252 | OVERGAARD, AZ | OVERGAARD, AZ | msantiago | 08/27/2017 | |
| | | | FS TRVL CONVERSION 7CS1125038837 | TRANSFEREE | 01/09/2017 | TANUM004611 | MOOSE PASS, AK | MOOSE PASS, AK | msantiago | 08/30/2017 | |

Figure 2. Open Relocation screen

3. Select **File**, then **New** from the upper left corner or select **New Relocation** from the upper right portion of the screen to create a new relocation record. The data entry screen for the Relocation is displayed (Figure 3).

The screenshot shows the 'Relocation Record Screen' in the 'moveLINQ TEST' application. The form contains the following fields and options:

- FMMI Vendor Code:** 120000000000
- First Name:** smith
- MI:** k
- Relocation Description:** los angeles to new orleans
- Type of Employee:** Civilian
- Type of Relocation:** TRANSFEREE
- Type of Relocation Travel:** CONUS-CONUS
- Assigned To:** <Select a User>
- Report Date:** 10/16/2018
- Last Name:** smith
- Order No:** [Empty field]
- Fail Government Distance Test?
- Isolated Area?
- Authorization Workflow:** <Select a Workflow>
- Voucher Workflow:** <Select a Workflow>
- RITA Voucher Workflow:** <Select a Workflow>

Buttons for 'Save' and 'Close' are visible in the top right corner. A 'Continue' button is at the bottom center. The footer includes '© 2004-2018, mLINQs LLC. All Rights Reserved.' and the 'LINQs' logo.

Figure 3. Relocation Record Screen

4. Enter the following fields on the data entry screen for the Relocation:
 - a. **FMMI Vendor Code**
 - b. **Report Date**
 - c. **First Name**
 - d. **Last Name**
 - e. **Relocation Description**
 - f. **Type of Relocation**
Note: This cannot be changed after the RITA Claim has been created.
 - g. **Type of Relocation Travel**

5. Click **Save**. The Relocation screen (Figure 4) is displayed.
6. Click the Employee tab to display the relocation description information for the employee (Figure 4).

The screenshot shows a software interface for managing employee relocations. The main window is titled "Relocation" and contains several tabs: "Relocation", "Employee", "Miscellaneous", "Overview", and "Summary". The "Relocation" tab is active, displaying a form for "Relocation Description".

The form is divided into several sections:

- Employee Information:** Includes fields for FBI Vendor Code (12000000000), First Name (smith), Last Name (smith), M/I (A), and Grade (Select a Grade).
- Relocation Description:** Includes fields for Relocation Description (los angeles to new orleans), Tax ID, Retirement Plan (FERS), Current Title, and New Title.
- Employee Address:** This section is divided into four sub-sections:
 - Current Address:** Line 1, Line 2, Country (UNITED STATES), State (Select a State), City, Zip, Phone, and Cell Phone.
 - Current Duty Station Address:** Line 1, Line 2, Country (UNITED STATES), State (Select a State), City, Zip, Office Phone, Fax, Email, Department, Dept Code, Bureau Code, and Office Code.
 - New Address:** Line 1, Line 2, Country (UNITED STATES), State (Select a State), City, Zip, Phone, and Cell Phone.
 - New Duty Station Address:** Line 1, Line 2, Country (UNITED STATES), State (Select a State), City, Zip, Office Phone, Fax, Email, Department, Dept Code, Bureau Code, and Office Code.
- Employee Miscellaneous Info:** Includes a dropdown for Centrally Billed Account (Select CENTRALLY BILLED ACCOUNT).
- Employee Family:** A table with columns for Add Name, Relationship, Birthdate, and Delete. A row is shown with Relationship set to "Spouse" and an "Add" button.
- Employee Salary Information:** A table with columns for Add Year, Emp Taxable, Spouse Taxable, and Delete. A row is shown with an "Add" button.

At the bottom of the window, there is a "Continue" button. The footer of the window contains the copyright notice "© 2004-2016, HALENCO LLC. All Rights Reserved." and the logo for "LINCOS".

Figure 4. Relocation Description screen

7. Enter the employee's:
 - a. Current Address
 - b. Current Duty Station Address
 - c. New Address
 - d. New Duty Station Address
 - e. Current Email address
 - f. New Email Address
 - g. Employee Family information
 - h. Employee Salary Information
8. Click **Save**.

- Click the **Relocation** tab to display the relocation record where the authorization will be created (Figure 5).

Relocation test for Albert L. Brooks

FPMR Vendor Code: 110498223
 Name: Albert L. Brooks
 Relocation Description: test
 Type of Relocation: GOVERNMENT EMPLOYEES TRAINING ACT
 Type of Relocation Travel: CONUS-CONUS
 Assigned To: <Select a User?>
 Report Date: 9/21/2018
 Order No: TANUM00441
 Authorization Worksheet: <Select a Worksheet?>
 Voucher Worksheet: <Select a Worksheet?>
 RITA Voucher Worksheet: <Select a Worksheet?>
 Fall Government Distance Test?
 Isolated Area?

Created By: mcandrade
 Created On: 9/21/2018 3:38:58 PM
 Last Updated By: mcandrade
 Last Updated On: 10/16/2018 7:17:24 PM

Figure 5. The Relocation Record screen where the authorization will be created

- Click **Create Authorization** to display the expense and processing tabs (Figure 6).

Relocation test: Authorization #1 for Douglas L. Anderson

Employee: Douglass L. Anderson
 Order No: TANUM005442
 Type of Relocation: CONUS - CONUS
 Type of Relocation Travel: TRANSFEREE
 Relocation Description: test
 Date Reporting to New Duty Station: 9/29/2016
 Urgent
 Isolated Area?
 Fall Government Distance Test?

| Document Totals | | | | |
|----------------------------------|--------------------|----------|--------|----------|
| Trip/Allowance: Tax Allowance(s) | | | | |
| Expense Category | Payment Method | Taxable? | Reimb? | Cost |
| FICA/OASDI-AGENCY CONTR | THIRD PARTY | No | No | 310.00 |
| HITS-AGENCY CONTR | THIRD PARTY | No | No | 72.50 |
| RITA | PERSONAL FUNDS/IBA | Yes | Yes | 5,000.00 |
| Total: | | | | 5,382.50 |
| Document Total: | | | | 5,382.50 |

Figure 6. Expense and Processing tabs

11. Click the **Accounting** tab to display the accounting screen (Figure 7).

Figure 7. Accounting screen (top)

12. Enter the **Shorthand Code**.
13. Click **Save**.
14. Click **Close**.

Note: Do not submit the authorization to FMMI.

The Relocation record has now been created in moveLINQ.

Entering A Rita Claim Voucher with An Existing Relocation Record

For relocations with an existing record in moveLINQs, follow the steps below to create a RITA claim voucher.

Note: A Relocation record must exist prior to creating a RITA claim voucher. See [Creating a Relocation Record](#) for additional information.

1. Access the Open Relocation screen using Steps 1 and 2 above in the section entitled [Creating a Relocation Record](#).
2. Double-click the appropriate **Relocation Description** for the employee from the list on the Open Relocation screen (Figure 2).
3. Click the **Employee Tab** on the Relocation Screen (Figure 4).
4. Edit or add the Employee Salary Information (if necessary).

5. Click **Save**.
6. Click **Relocation** to open the tab (Figure 8).



Figure 8. Relocation screen for existing relocation records

7. Select **Create RITA Voucher** on the top right-hand side of the Relocation screen to display the Create Rita Voucher screen.
8. Verify the accuracy of the following:
 - a. **Federal Tax Filing Status**
 - b. **State Tax Filing Status**
 - c. **Retirement Plan**

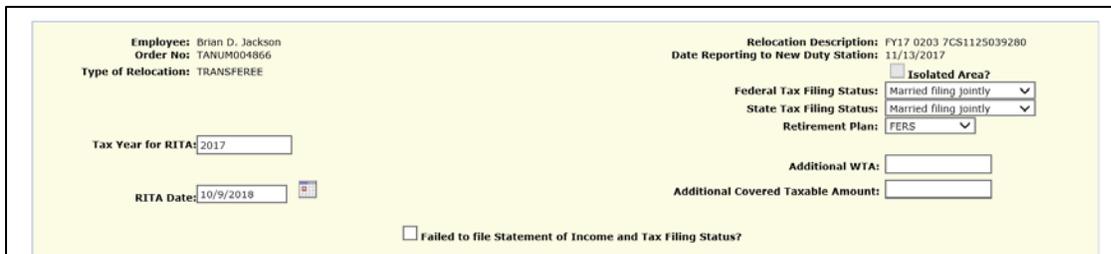


Figure 9. Create RITA Voucher screen (top)

9. Enter the following information:
 - a. **Tax Year for RITA**
 - b. **RITA Date** (date of RITA voucher creation)
 - c. **Additional WTA** (if applicable – from TRVL Historical data)
 - d. **Additional Covered Taxable Amount** (if applicable—from TRVL Historical Data)

10. Select the appropriate moveLINQ vouchers paid for the applicable tax year from the list at the bottom of the Create Rita Voucher Screen (Figure 10). To uncheck a voucher, click on the checkbox.

| Vouchers | | | |
|--|------------|-------------------------|--|
| <input checked="" type="checkbox"/> | Voucher #1 | Submitted By: eboppel | Submitted On: 10/24/2017 Vch Paid Date: 10/24/2017 |
| Trip/Allowance | | | |
| | | | Cost |
| Temporary Quarters-New Location | | | 5,700.00 |
| Tax Allowance(s) | | | 2,481.40 |
| | | | Total: 8,181.40 |
| <input checked="" type="checkbox"/> | Voucher #2 | Submitted By: jwinter | Submitted On: 11/14/2017 Vch Paid Date: 11/14/2017 |
| Trip/Allowance | | | |
| | | | Cost |
| HHT-Employee & Spouse | | | 1,434.36 |
| Tax Allowance(s) | | | 1,598.79 |
| | | | Total: 3,033.15 |
| <input checked="" type="checkbox"/> | Voucher #3 | Submitted By: Dduncan | Submitted On: 11/6/2017 Vch Paid Date: 11/6/2017 |
| Trip/Allowance | | | |
| | | | Cost |
| HHT-Employee & Spouse | | | 2,246.75 |
| Tax Allowance(s) | | | 978.09 |
| | | | Total: 3,224.84 |
| <input checked="" type="checkbox"/> | Voucher #4 | Submitted By: Dduncan | Submitted On: 11/16/2017 Vch Paid Date: 11/16/2017 |
| Trip/Allowance | | | |
| | | | Cost |
| Real Estate Transactions | | | 14,805.96 |
| Tax Allowance(s) | | | 6,445.53 |
| | | | Total: 21,251.49 |
| <input checked="" type="checkbox"/> | Voucher #5 | Submitted By: eboppel | Submitted On: 12/11/2017 Vch Paid Date: 12/11/2017 |
| Trip/Allowance | | | |
| | | | Cost |
| En Route-Employee & Family | | | 966.18 |
| Miscellaneous Expense Allowance-Emp & Family | | | 1,300.00 |
| Tax Allowance(s) | | | 690.82 |
| | | | Total: 2,957.00 |
| <input type="checkbox"/> | Voucher #6 | Submitted By: nwinfield | Submitted On: 1/3/2018 Vch Paid Date: 1/3/2018 |
| Trip/Allowance | | | |
| | | | Cost |
| HHG/Mobile Home/POV-Shipment & Storage | | | 11,852.87 |
| Tax Allowance(s) | | | 0.00 |
| | | | Total: 11,852.87 |

Figure 10. Create RITA Voucher screen (bottom)

11. Click **Create RITA Voucher** at the bottom of the screen (Figure 11)

| | | | |
|---|------------|-------------------------|--|
| <input type="checkbox"/> | Voucher #7 | Submitted By: nwinfield | Submitted On: 1/3/2018 Vch Paid Date: 1/3/2018 |
| Trip/Allowance | | | |
| | | | Cost |
| Real Estate Transactions | | | 1,315.15 |
| Tax Allowance(s) | | | 572.53 |
| | | | Total: 1,887.68 |
| Create RITA Voucher Close | | | |

Figure 11. Create RITA Voucher screen (bottom), Close button

The available tabs for the employee's Create RITA Voucher transaction are displayed (Figure 13).

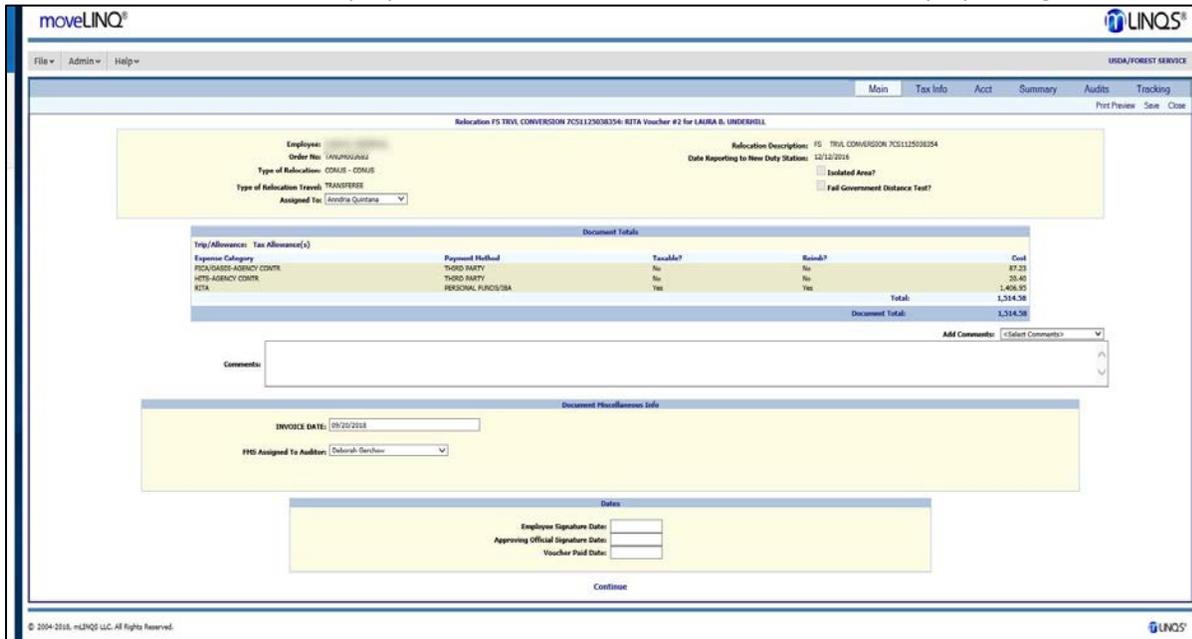


Figure 12. Create RITA Voucher tabs

12. Click the **Tax Info** tab to display the Tax Info screen (Figure 13).

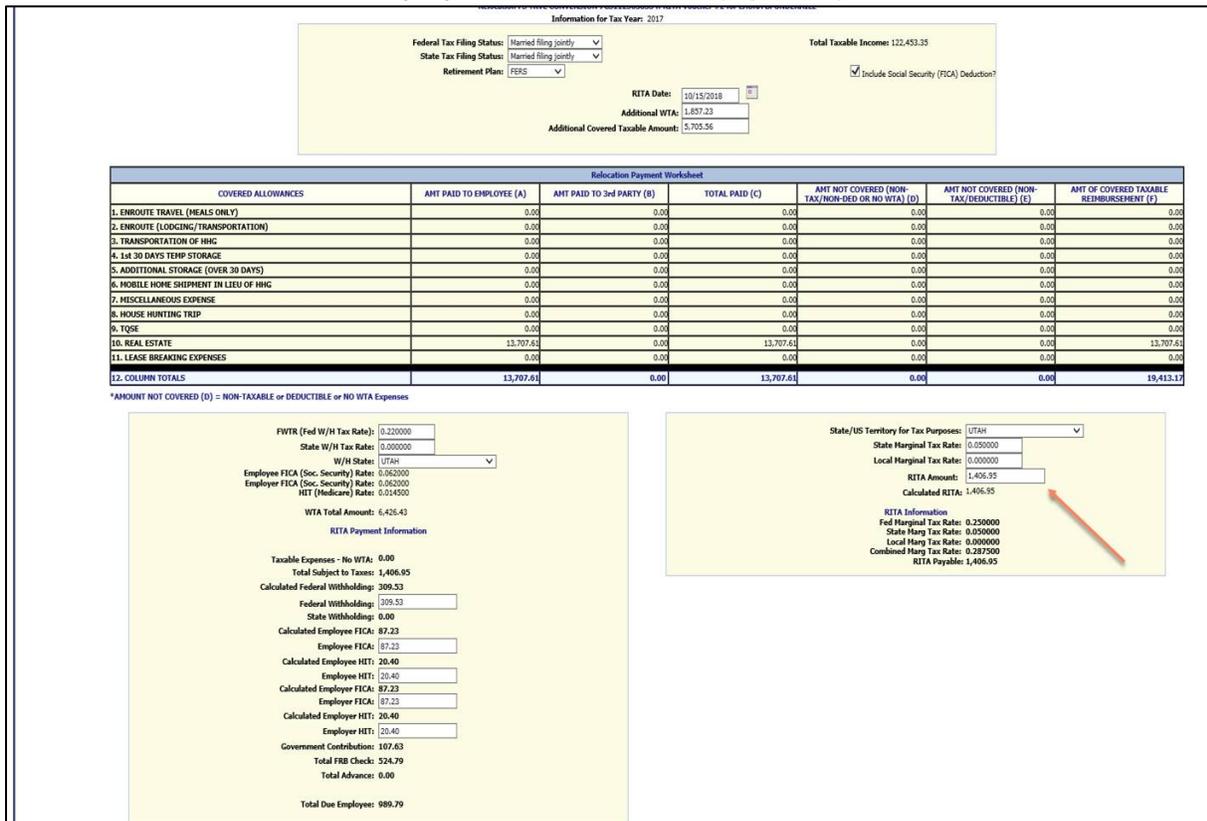


Figure 13. Tax Info screen

13. Ensure the correct state is selected along with the State Marginal Tax Rate.
 - a. If multiple States are applicable, add each State's tax rate to get a total. Enter this percentage in the State Marginal Tax Rate Block. Select **Save**.
 - b. If multiple local taxes are applicable, add each locale's tax rate to get a total. Enter this percentage in the Local Marginal Tax Rate Block.

The Total Due Employee is automatically calculated.

14. Click **Save**.

15. Click **Close** to display the tabs for the employee Create RITA Voucher transaction (Figure 14).

The screenshot shows the 'moveLINOQ' interface for creating a RITA Voucher. The main content area is divided into several sections:

- Employee Information:** Employee name, Order No., Type of Relocation, Type of Relocation Travel, and Assigned To.
- Relocation Description:** Description, Date Reporting to New Duty Station, Isolated Area?, and Fall Government Distance Test?
- Document Totals Table:**

| Trip/Allowance | Tax Allowance(s) | Expense Category | Payment Method | Taxable? | Reimb? | Cost |
|------------------------|------------------|------------------------|--------------------|----------|--------|-----------------|
| | | FICA/OSDI AGENCY CONTR | THIRD PARTY | No | No | 87.23 |
| | | HEALTH AGENCY CONTR | THIRD PARTY | No | No | 20.45 |
| | | RITA | PERSONAL FUNDS/DBA | Yes | Yes | 1,406.95 |
| Document Total: | | | | | | 1,514.63 |
- Comments:** A text area for adding comments.
- Document Miscellaneous Info:** Invoice Date and FMS Assigned To Auditor.
- Dates:** Employee Signature Date, Approving Official Signature Date, and Voucher Paid Date.

Figure 14. Create Rita Voucher tab for the employee

16. Click the **Audits** tab to display the **Audit Failures** screen (Figure 15).

The screenshot shows the 'Audit Failures' screen. The main content area contains a table with the following data:

| Edit | Update | Cancel | Audit | Area | Severity | Reason | Justification |
|------|--------|--------|-----------------------|------|----------|---|------------------|
| | | | No Tax Expenses Exist | Tax | Medium | No Tax expenses exist on this document. | RITA COMPUTATION |

Below the table, a message states: "All High audit failures must be addressed and all Medium audit failures require justification prior to stamping the document." A red arrow points to the 'Update' button in the table header.

Figure 15. Audit Failures screen

17. Enter “RIT Computation” in the Justification field.

The data in the Edit column will automatically change to “**Update Cancel**”.

18. Click the **Update** option in the **Edit** column if the screen shows “Medium” in the **Severity** column.

19. Click **Continue** to display the tabs for the employee Create RITA Voucher transaction (Figure 14).

20. Click the **Tracking** tab to display the **Attachments** screen (Figure 16).

The screenshot shows a web application interface for uploading attachments. At the top, there is a navigation bar with tabs for 'Main', 'Tax Info', 'Acct', 'Summary', 'Audits', and 'Tracking'. Below the navigation bar, the main content area is titled 'Relocation FY17 0203 7CS1125039280: RITA Voucher #1 for Brian D. Jackson'. The 'Attachments' section contains a 'File to Upload:' field with a 'Browse...' button, a 'Name:' field, and a 'Comments:' field. A checkbox labeled 'Allow Viewing in Employee/Approver Portal' is located below the 'File to Upload:' field. A red arrow points to the 'Browse...' button, and another red arrow points to the 'Name:' field. The text 'Max file size is: 6144 KB (6MB)' is displayed to the right of the 'File to Upload:' field. An 'Upload' button is located at the bottom of the 'Attachments' section.

Figure 16. Tracking screen

21. Attach supporting documentation for the RITA voucher using the Browse button on the screen.

22. Enter the document name and any comments, ensuring that the document names accurately reflect the type of documents to be attached.

23. Click **Upload**.

RITA vouchers can only be submitted for authorizations previously processed in FMFI. The authorization must be in FMFI so when the voucher is processed and posted to FMFI, the payment or bill is posted with the correct accounting information. Therefore, *if the Authorization has already been submitted to FMFI*, the RITA voucher is now ready to be sent to FMS for audit.

If the RITA Voucher is \$0, an authorization is not needed. The voucher is now ready to be sent to FMS for audit.

If the Authorization has not been sent to FMFI, skip to Step26 (Page 12). Waiting until the RITA voucher amount is known allows for the correct amount of funds to be obligated.

24. Select “Send Voucher to FMS for Audit”, from the Tracking Stamp dropdown (Figure 17).

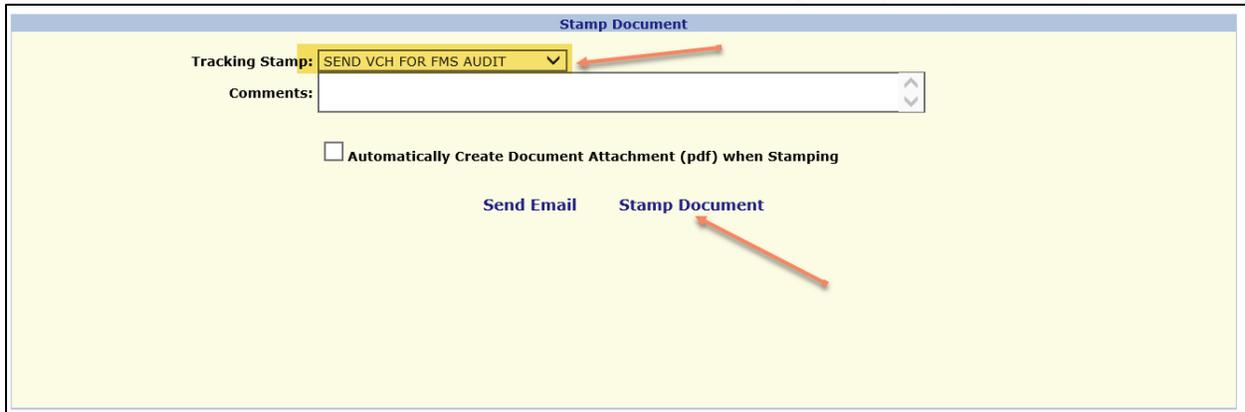


Figure 17. Tracking Stamp (Send Voucher to FMS for Audit)

25. Click **Stamp Document**.

If an authorization is in Created status and has not been processed in FMMI, navigate to the list of Authorization and Vouchers on the Relocation tab (Figure 18). See Steps 1-6 under [Creating a Relocation Record](#).

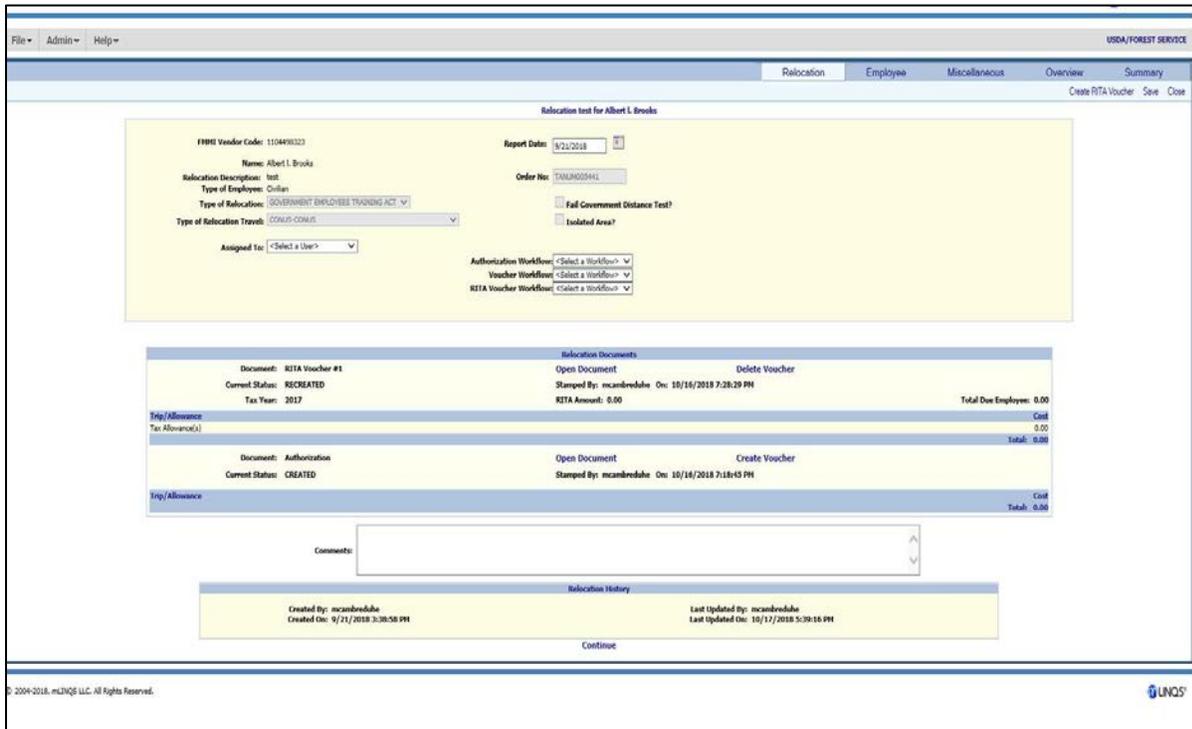


Figure 18. Employee Authorization and Voucher listing

26. Select Open Document on the Authorization to display the Expenses and Processing tabs (Figure 19).

Relocation test: Authorization #1 for Douglass L. Anderson

Employee: Douglass L. Anderson
 Order No: TANUM005442
 Type of Relocation: CONUS - CONUS
 Type of Relocation Travel: TRANSFEREE

Relocation Description: test
 Date Reporting to New Duty Station: 9/29/2016
 Urgent
 Isolated Area?
 Fall Government Distance Test?

| Document Totals | | | | |
|-------------------------|--------------------|----------|--------|-----------------|
| Trip/Allowance: | Tax Allowance(s) | | | |
| Expense Category | Payment Method | Taxable? | Reimb? | Cost |
| FICA/OASDI-AGENCY CONTR | THIRD PARTY | No | No | 310.00 |
| HITS-AGENCY CONTR | THIRD PARTY | No | No | 72.50 |
| RITA | PERSONAL FUNDS/IBA | Yes | Yes | 5,000.00 |
| Total: | | | | 5,382.50 |
| Document Total: | | | | 5,382.50 |

Figure 19. Employee Expenses and Processing tab

27. Click the **Tax Info** tab to display the Tax Info details (Figure 20).

State/US Territory for Tax Purposes: CALIFORNIA

State Marginal Tax Rate: 0.093000

Local Marginal Tax Rate: 0.000000

RITA Estimate: 5,000.00

Calculated RITA: 0.00

RITA Estimates

Fed Marginal Tax Rate: 0.280000
 State Marg Tax Rate: 0.093000
 Local Marg Tax Rate: 0.000000
 Combined Marg Tax Rate: 0.346960
 RITA Payable: 5,000.00

Figure 20. Extract from Tax Info screen

28. Enter the **RITA Estimate**:

- a. If the WTA is positive on the voucher, enter this amount in the RITA estimate on the tax tab and save it.
- b. If the WTA is negative, enter \$1 in the RITA estimate on the tax tab.

29. Click **Save**.

30. Select the **Tracking** tab.

31. Select "Send Authorization to FMMI" from the Tracking Stamp dropdown (Figure 21)

Relocation test: Authorization #1 for Douglass L. Anderson

Attachments

File to Upload: Browse... Max file size is: 5144 KB (5MB)

Allow Viewing in Employee/Approver Portal

Name:

Comments:

Upload

Stamp Document

Workflow:

Tracking Stamp:

Comments:

Automatically Create Document Attachment (pdf) when Stamping

Figure 21. Tracking Stamp (Send Authorization to FMFI)

32. Click Stamp Document.

Now that the authorization has been sent to FMFI, the RITA Voucher is ready to be sent to FMS for audit. Resume processing from Step 24 (Page 11).

Note: *Until the RITA voucher is audited/processed by FMS, there is the possibility the RITA voucher amount can change—which would necessitate amending the authorization.)*