Approve Expense Reimbursement
Approvers

These instructions contain procedures for approving Expense Reimbursement forms created on CalATERS.

When an employee submits an Expense Reimbursement, the form will be forwarded to the first level approver (usually the Default Approver specified in the employee's Profile). If additional approvers are assigned, the form will be forwarded to the next approver after the first level approver has approved the form. If an alternate approver, instead of the Default Approver, is selected by the employee/submitter, a copy of the form will be forwarded to the Default Approver. An email notification will be sent by the CalATERS to alert the approver that an Expense Reimbursement form is ready for review.

To select an Expense Reimbursement for review, you must first sign-in to CalATERS. The first screen displayed after sign-in will be your Work Queue.

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I. From the Work Queue

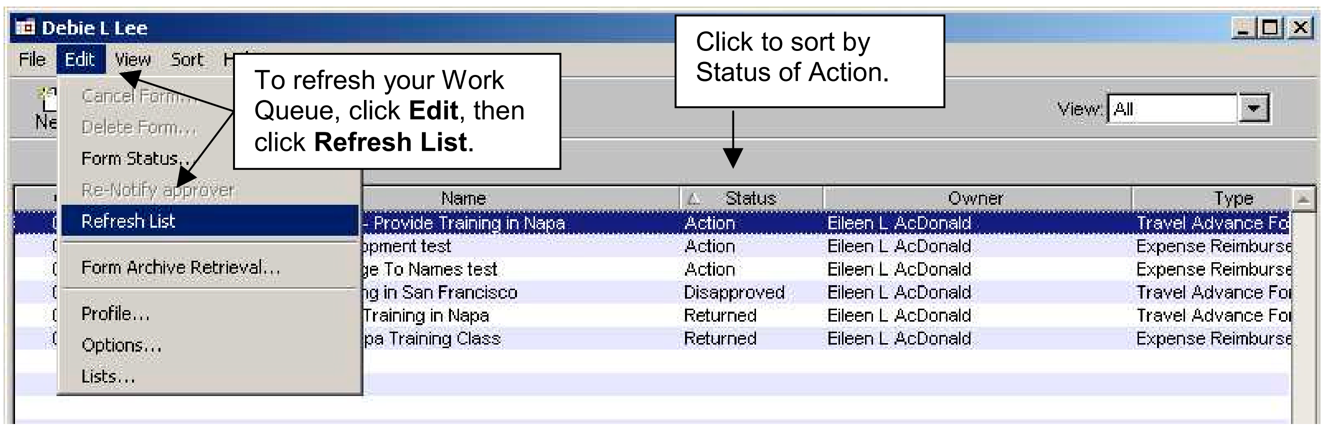
Refresh Your Work Queue

The system does not automatically refresh the **Work Queue** when new forms are submitted. Before selecting an Expense Reimbursement, if you have been logged on for a period of time, refresh your **Work Queue**. Refreshing your Work Queue will add newly submitted forms and remove forms that may have been cancelled by employees. To refresh the **Work Queue**, click on **Edit** in the **Menu Bar**, then click **Refresh List** (see example below).

Expense Reimbursements requiring your approval are identified on your Work Queue with a **Status** of **Action**.

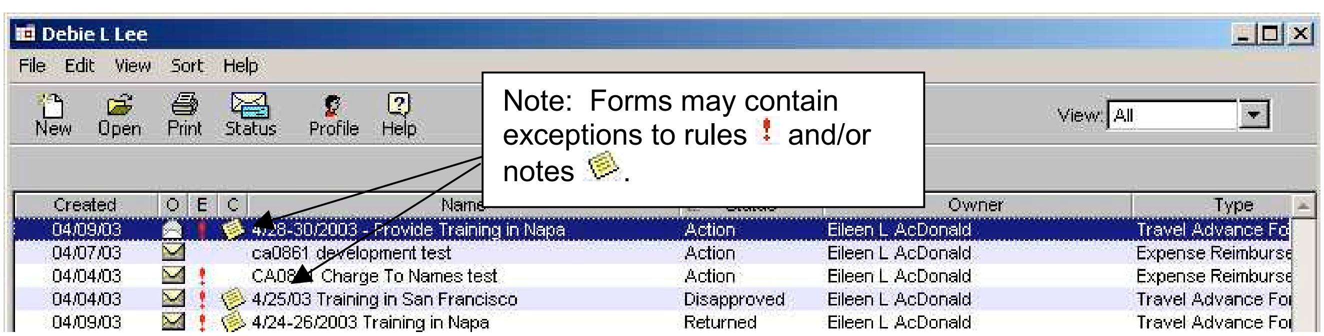
Organizing Your Work Queue

Sort the listing so that forms with the Status of **Action** are listed first. To do this, click on the field name **Status.**

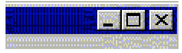


Select Expense Reimbursement

To select the Expense Reimbursement you wish to review, double click on the desired Expense Reimbursement.



II. Exit and Save the Form

At any point during the review of an Expense Reimbursement you may exit and save the form. To exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the **X**  . A Save Confirmation box will appear:

Click **Yes** to save changes. This action will save the Expense Reimbursement form and take you back to the **Work Queue**.

Note: A saved document has not been approved or disapproved and the status of Action will be retained.

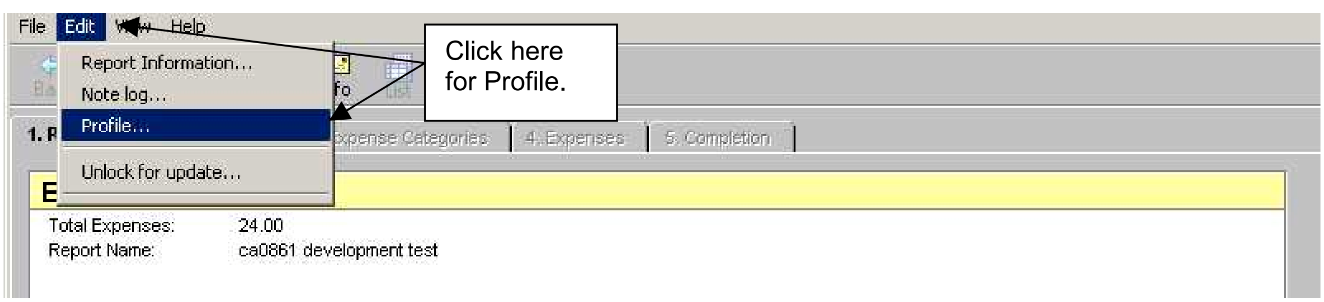
III. Profile Information

The employee's Profile information used for this Expense Reimbursement is viewable from any screen within the Expense Reimbursement request. The system will take a "snap shot" image of the employee's Profile at the time the Expense Reimbursement is created. The system uses this information to audit the form. Updates to the Profile will not change the "snap shot" image attached to previously created forms.

If Profile information that impacts the auditing of the form is inaccurate, the form must be returned or disapproved and the employee/submitter must correct the Profile, then create a new form.

To access the employee Profile, click **Edit** from the **Menu Bar**, and then click **Profile**. The employee's Profile screen will display.

Specific information regarding the Profile can be found in the View User Profile instructions on the CalATERS website.



IV. Note Log for Comments

The Note Log function is a multi-purpose feature. Notes may be used by employees to provide additional information about the Expense Reimbursement request. Notes can also be used by approvers to provide additional detailed information regarding the reason a form has been adjusted, returned, etc.

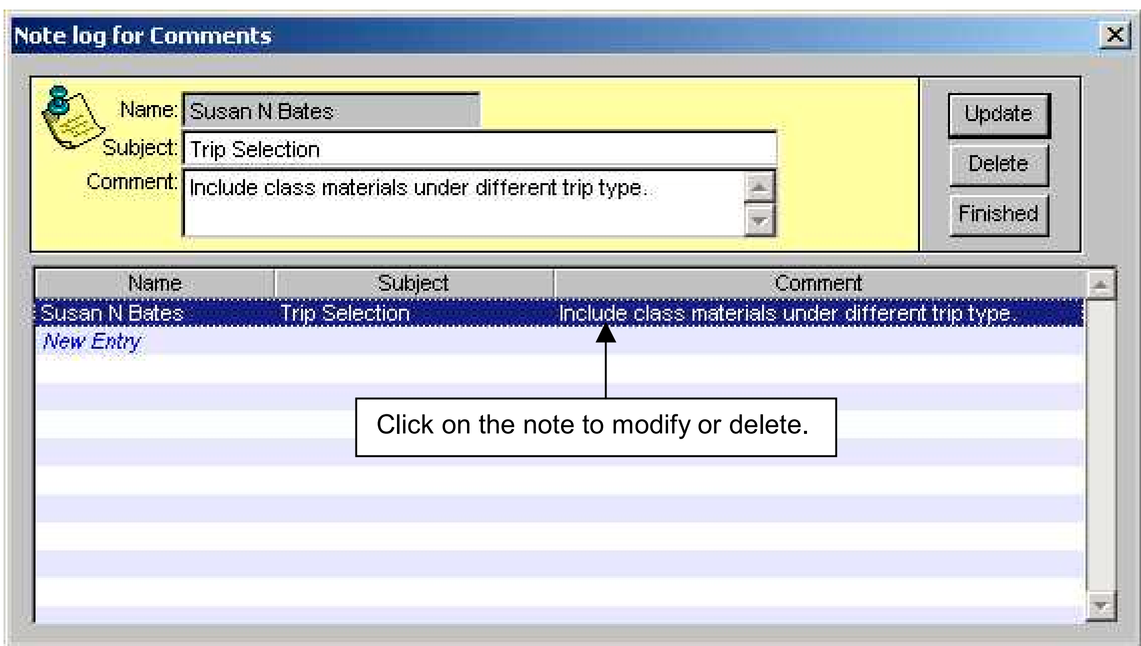
To access the Note Log functions click on the Notes icon. Notes can be accessed and updated from any screen within the form.

To Add a Note:
1) Type in the **Subject** (if a change is desired).
2) Type in the desired information in the **Comment** area.
3) Click on Enter.

To Modify a Note (only the creator can modify a Note)**:**
1) Click on the note to be modified.
2) Type in the corrected information in the **Subject** and/or **Comment** area.
3) Click on Update.

To Delete a Note (only the creator can delete a Note)**:**
1) Click on the note to be deleted.
2) Click on Delete.

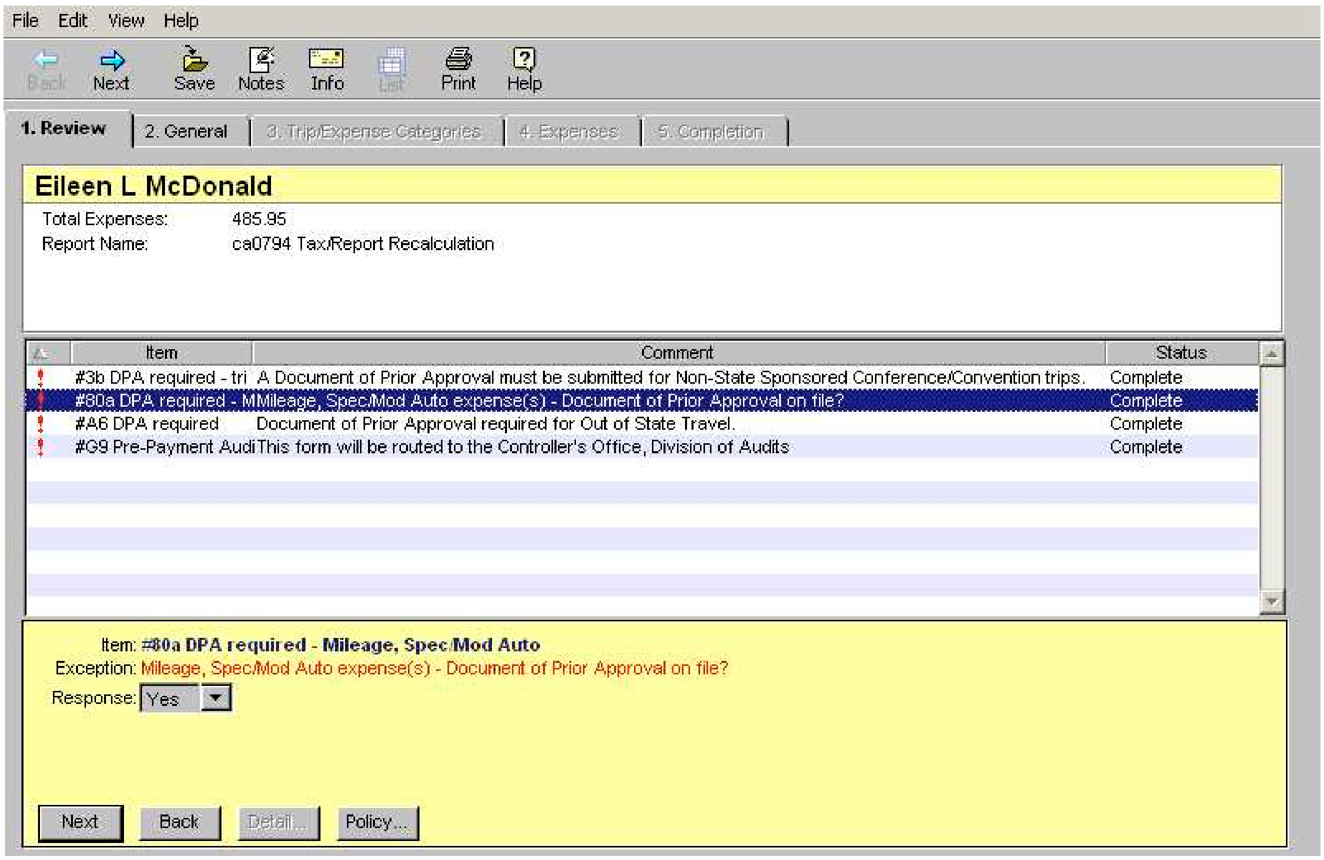
When all Notes have been updated/deleted, click on Finished.



V. Review Tab

Several tabs will display under the icons. The tab with bold black lettering identifies the screen that is currently displayed. Tabs that are not highlighted (words are gray) cannot be accessed. Clicking on a tab will make the next tab available for access.

The **Review** tab will display information regarding items that require prior approval for the trip or expense and exceptions to expenses that may require additional information or substantiation or the expense requires mandatory review. This screen will also display, when applicable, a message identifying that the form was selected for State Controller's Office pre-audit. Items on this tab will require your review.



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V. **Review Tab** (continued)

Listed below on the bottom of the **Review** tab are fields that provide additional information on the selected expense:

Response field **–** displays the **Response** information keyed by the employee/submitter. If the response is **No**, a reason **Why** will be displayed.

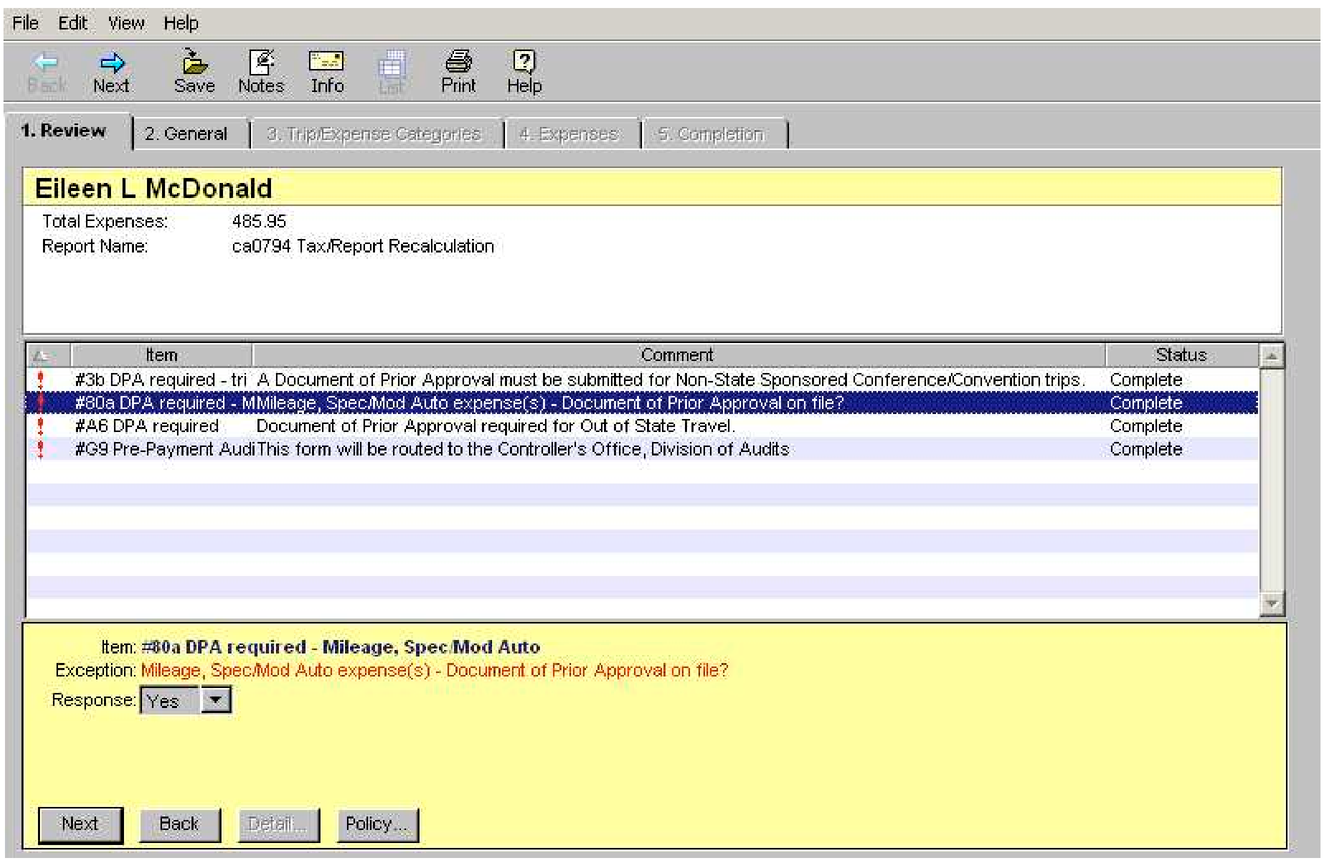
Reason field **–** Will display the reason given by the employee for the expense.

At the bottom of the screen are buttons for Next and Back which will take you to the next or previous review item.

The Detail... button will display the information keyed from the **Expense** screen.

The Policy... button states the policy associated with the expense.

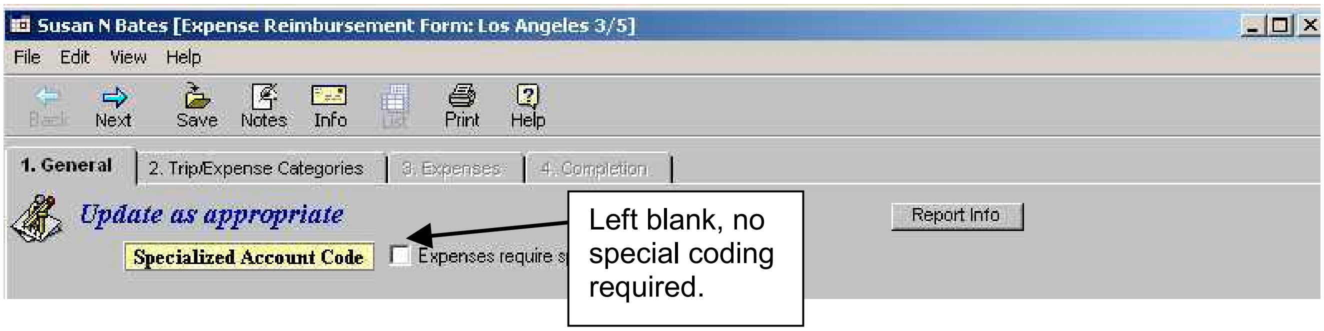
Click on the next tab **2. General**.

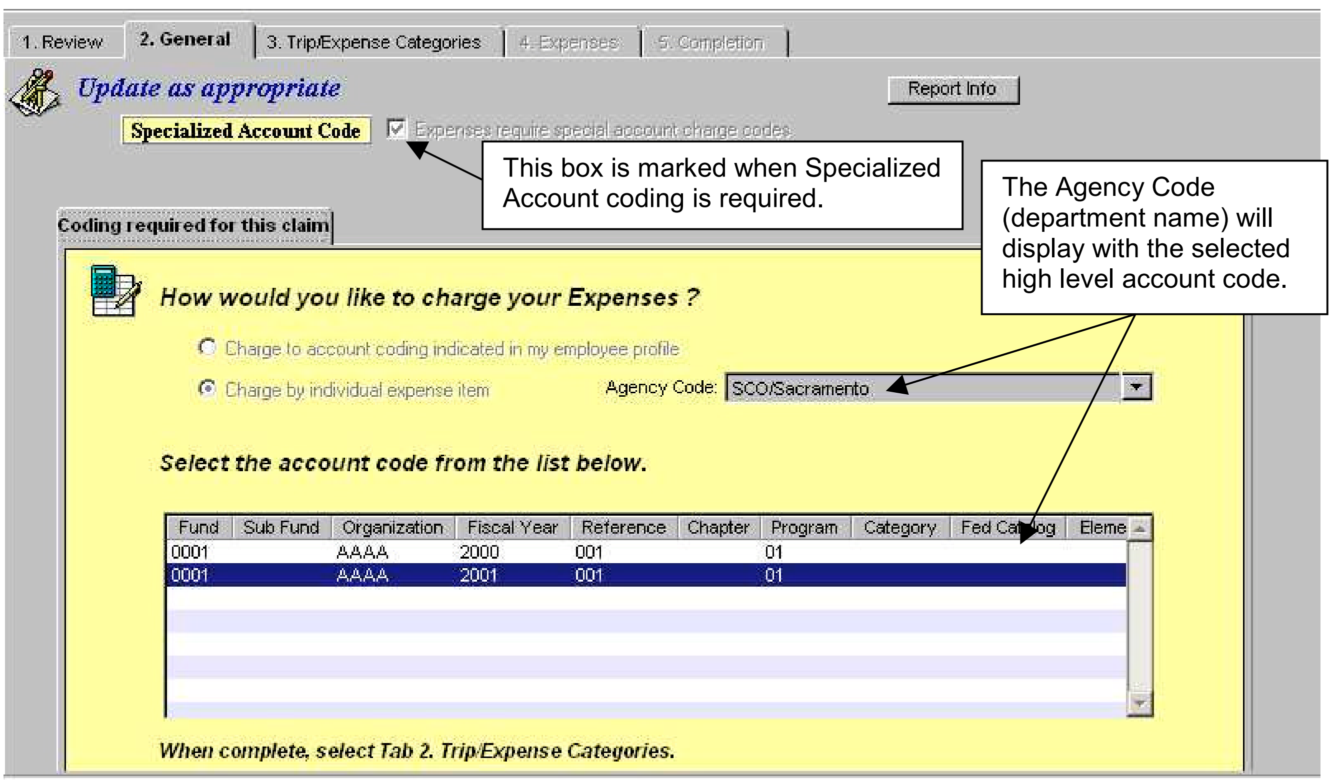


VI. General Tab

On the **General** tab is a field titled **Specialized Account Code**. By default, expenses are charged to the Account Coding indicated in the employee's Profile. The Specialized Account Code field is clicked only when the expenses are to be charged to codes which are different than those identified in the employee's Profile. If Specialized Account Coding is required, the form must be returned to the employee or the Accounting Office may add or change the high level account code.

Click on the tab **3. Trip/Expenses Categories**.

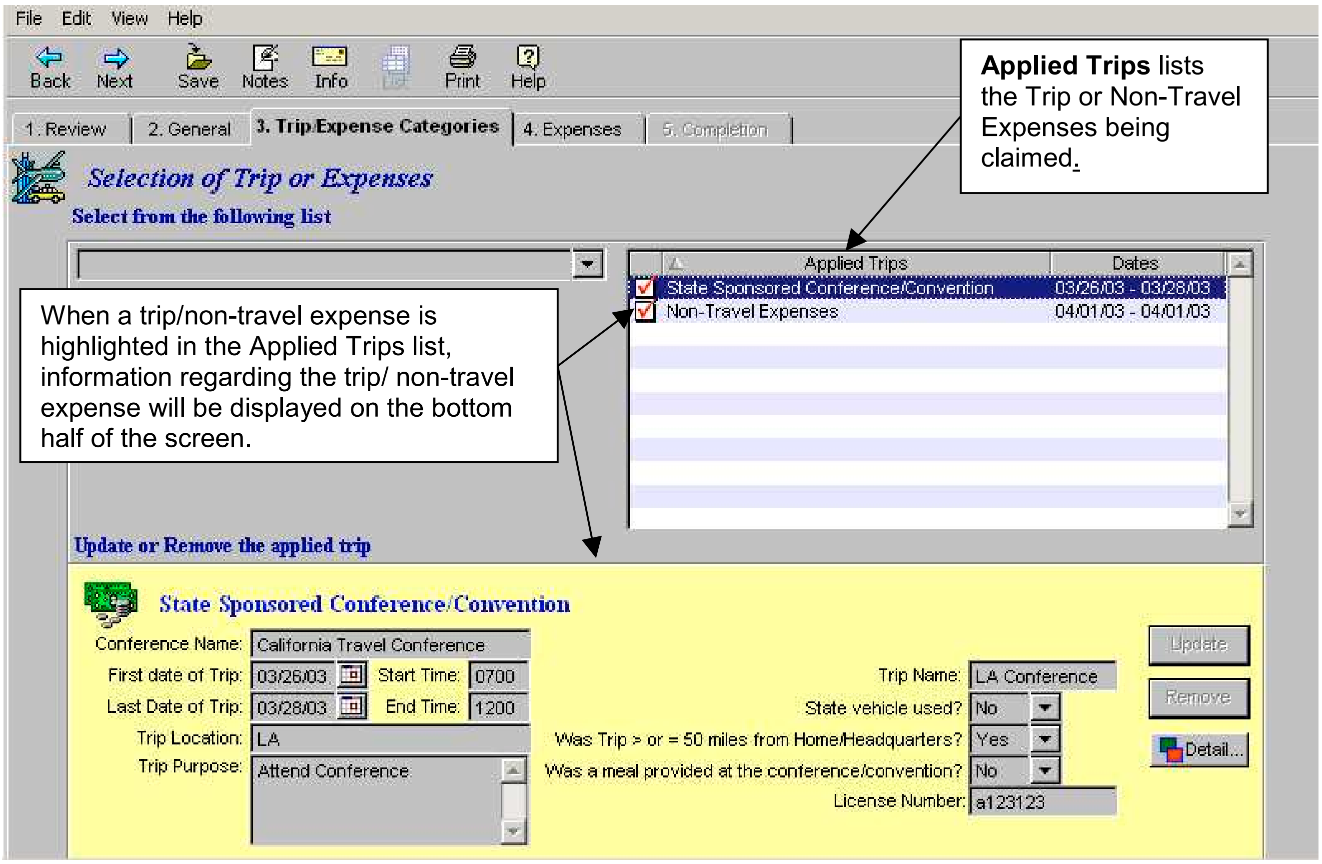




VII. Trip/Expenses Categories Tab

Tab **3. Trip/Expense Categories** displays the type of trip(s) being claimed. (For definitions of Trip Types, click on **Definitions** from the CalATERS website).

The example below has two trip types 1) Non-Travel Expenses and 2) Regular Travel.



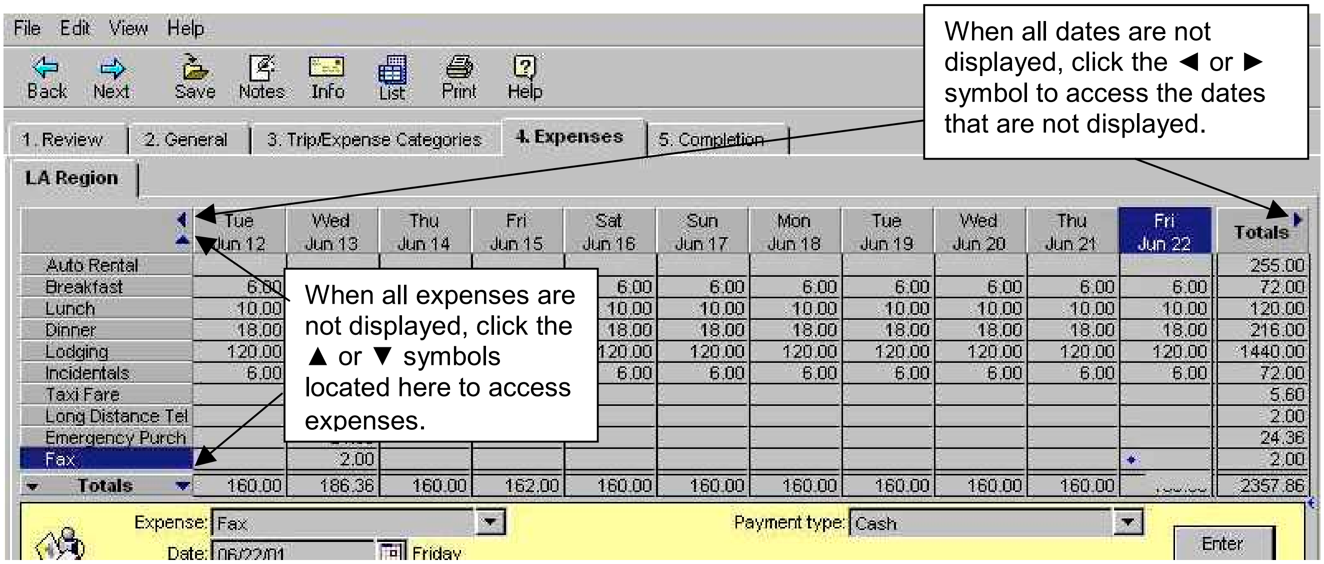
A Detail button Detail... may appear on the screen. Clicking on this button will open the **Review Items-Exceptions** screen, which contains information regarding prior approval and/or additional information. To exit the screen, click Ok or Cancel.

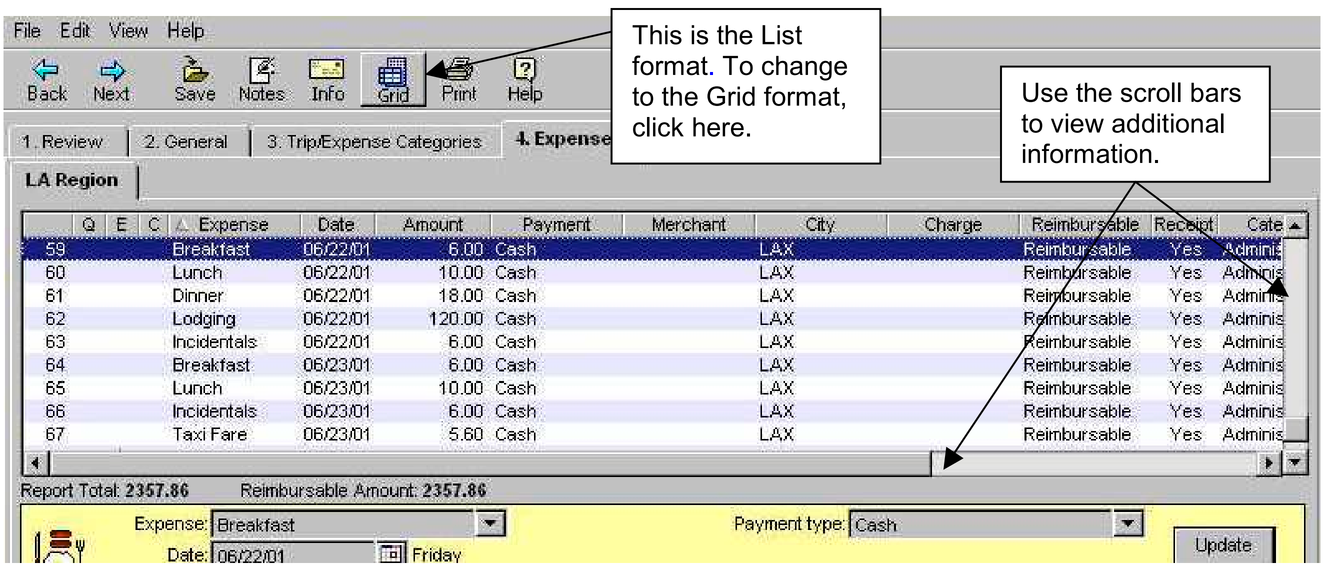
The Policy... button states the policy associated with the expense.

Click on the next tab, **4. Expenses.**

VIII. Expenses Tab

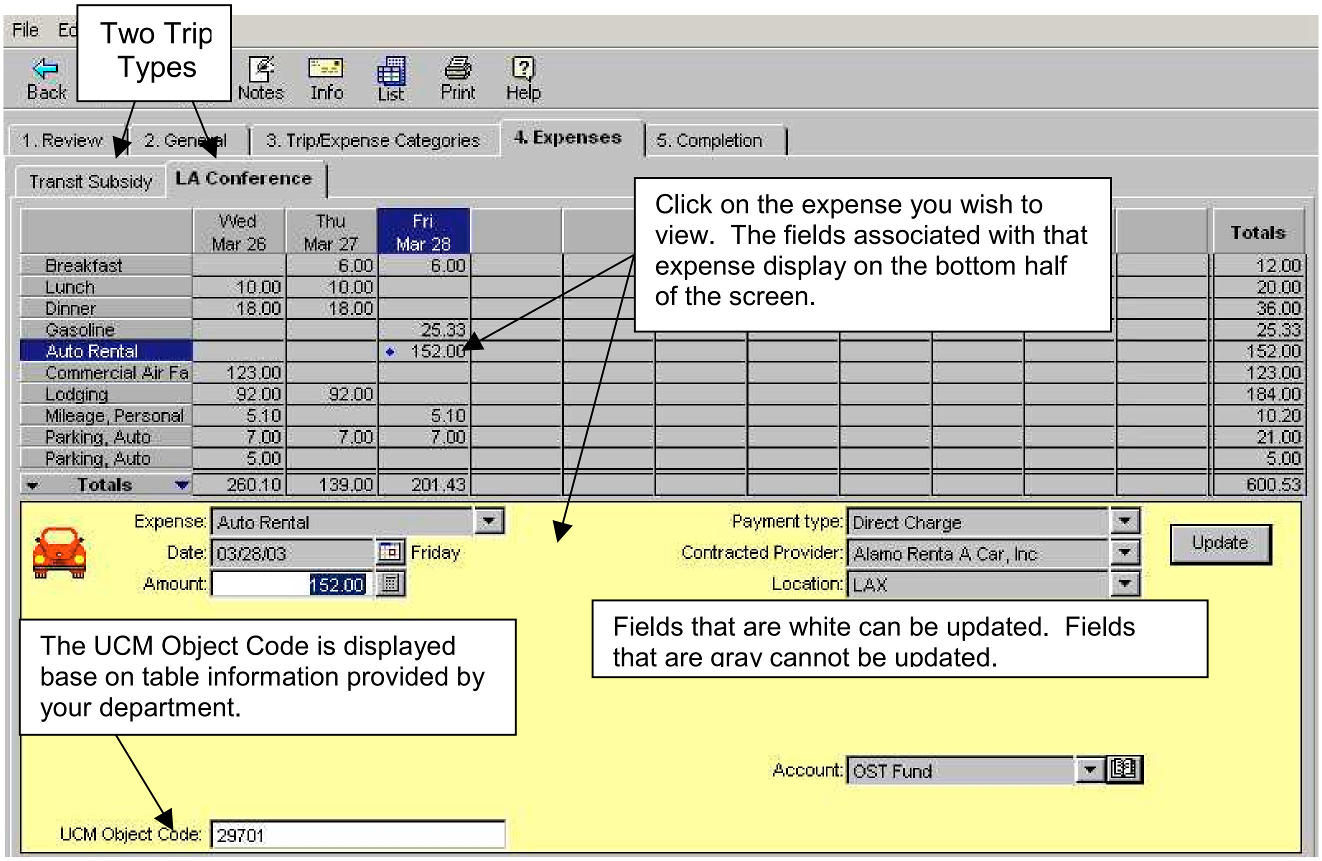
In tab **4. Expenses** you will find a tab for each of the **Applied Trips** from the previous screen. There are two formats available, **Grid** or **List**. The instructions provided in this section use the **Grid** format.





VIII. **Expenses Tab** (continued)

In the example below there are two **Applied Trips** identified by the two tabs labeled "**Transit Subsidy**" and "**LA Conference**". When multiple tabs are displayed click on the tab to access the expenses for that **Applied Trip**.



Reviewing expenses:

1) To verify information keyed for an expense click on the expense amount on the grid. The various fields requiring information will display on the bottom half of the screen (e.g. Receipt Included, Purpose, Location, etc.).

2) Depending on your department's policy approvers may be responsible for verification of expenses requiring receipts. Verification of lodging address is required when requesting high cost lodging.

3) Fields that are white (not gray) can be modified.

4) Expenses cannot be deleted. If an expense in not valid, return the form to the employee. The employee may delete the expense and resubmit the form.

5) Amounts can be adjusted to a lower amount, but must be greater than zero. Cannot be adjusted to a higher amount. Add information regarding the adjustment in the Note Log (see section **IV. Note Log for Comments**).

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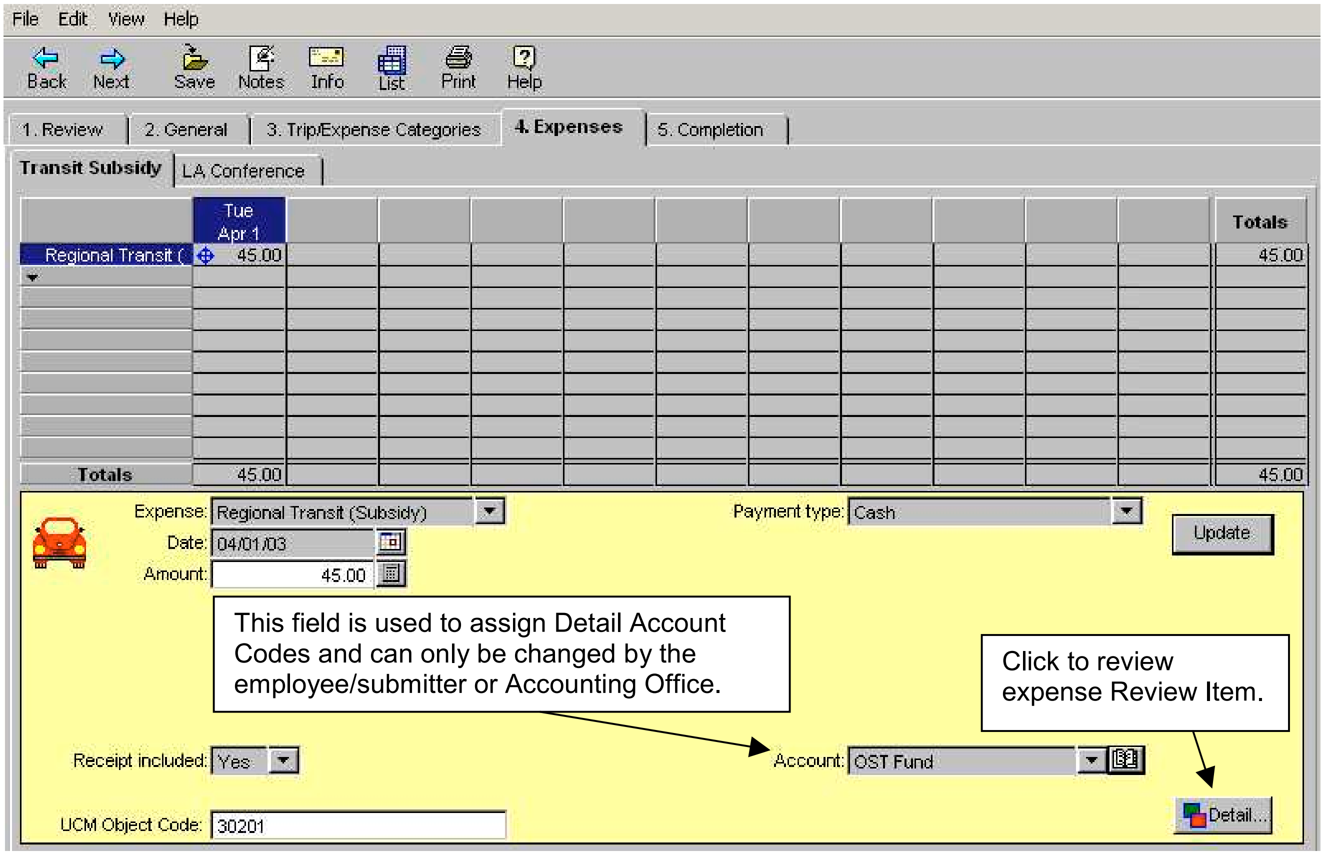
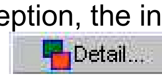
VIII. **Expenses Tab** (continued)

Reviewing expenses: (continued)



6) **UCM Object Code field** - is displayed based on a table with codes submitted by your department. This field is verified by your accounting office and can be modified.

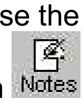
7) If the Detail Account Code is incorrect, you can return the form to the employee for correction, or request that your Accounting Office make the correction when approving the form.

8) When the expense is a Review Item – Exception, the information regarding a reason of explanation will display when the 

button is clicked. (This is the same information provided on tab **1. Review**).

When an expense is modified or adjusted, click the 

button.

IMPORTANT: When an amount is adjusted an **Adjustment Reason** screen will appear after updating the **Approve/Return** screen (refer to **Adjustment Reason Screen** section). The **Adjustment Reason** screen allows you to enter a reason limited to 50 characters. Only one **Adjustment Reason** screen will be displayed for the Expense Reimbursement. If additional approvers adjust the form, another **Adjustment Reason** screen will be created and will overlay any previously created screen. Use the **Note Log** function (see section **IV. Note Log for Comments**), click on 

to track and identify all adjustments.

IX. Completion Tab

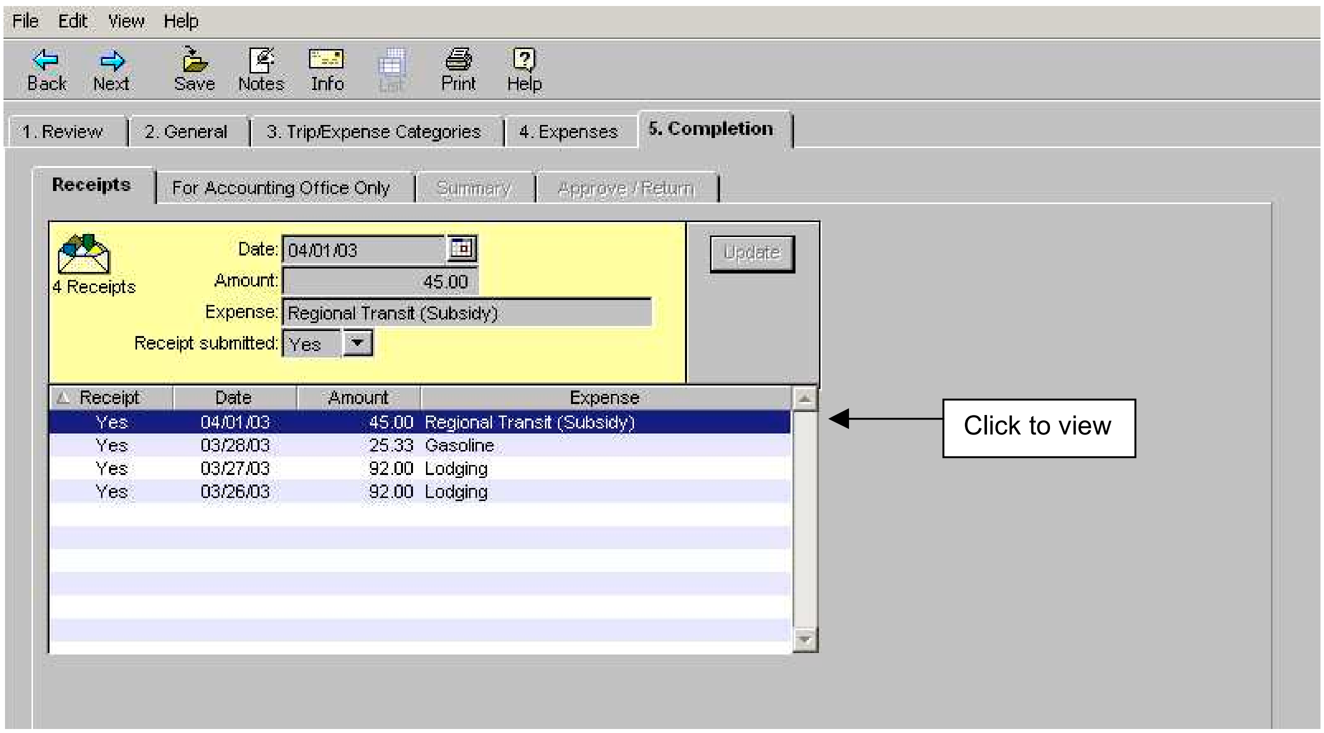
Under tab **5. Completion,** you will find additional tabs.

Receipts Tab - will display only if expenses requiring receipts were requested.

NOTE: Levels of review for required receipts are based on your department's policy.

This screen lists all expenses that require receipts. On this screen you may view the **Receipt Submitted** field **Yes** or **No** with a statement indicating why the receipt was not submitted or **Previously Submitted**. Click on the receipt item to view the information for each expense.

Click on the next the next tab.

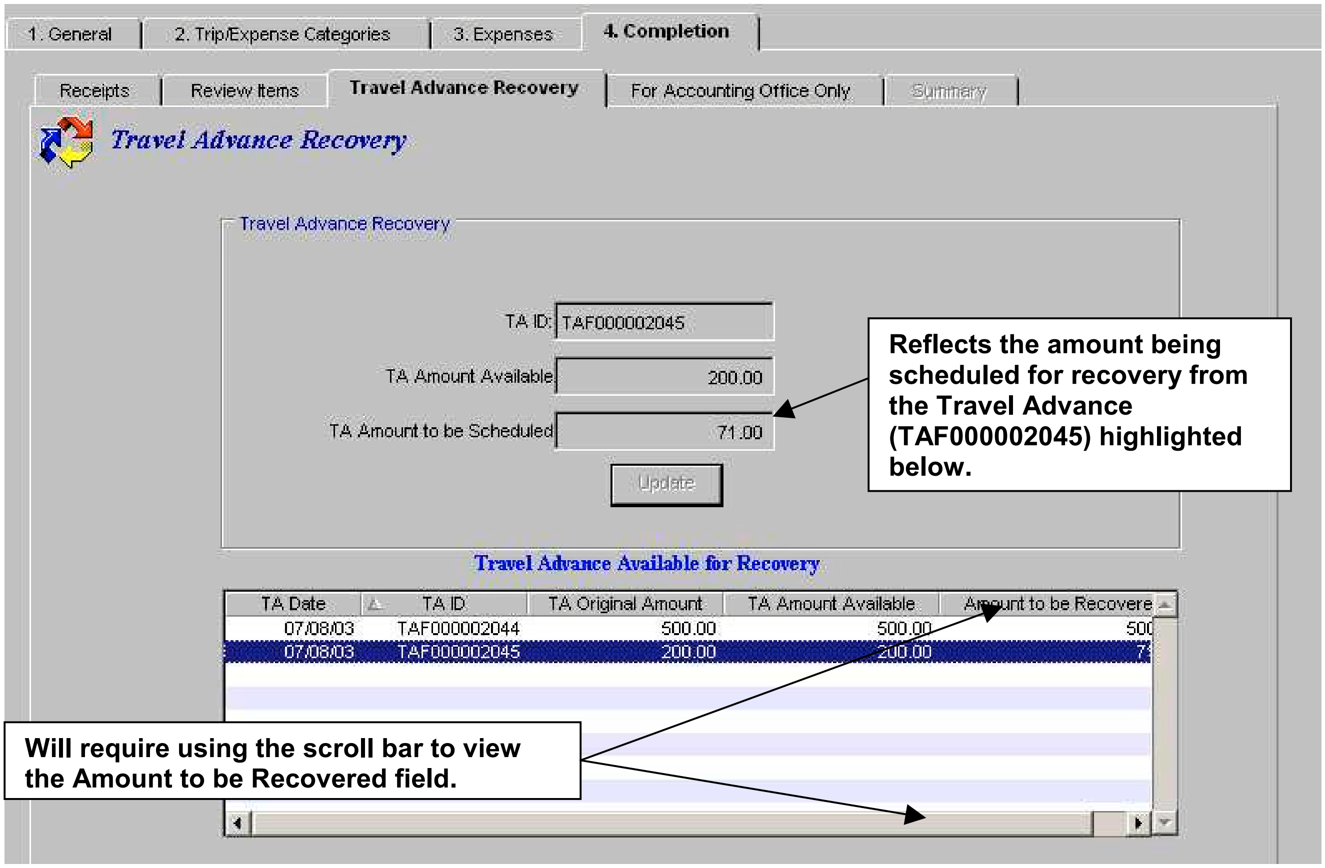


IX. Completion Tab (continued)

<u>Travel Advance Recovery Tab</u>

The **Travel Advance Recovery** screen displays the outstanding Travel Advance amount to be recovered from this Expense Reimbursement. CalATERS will deduct the maximum amount from all outstanding Travel Advances.

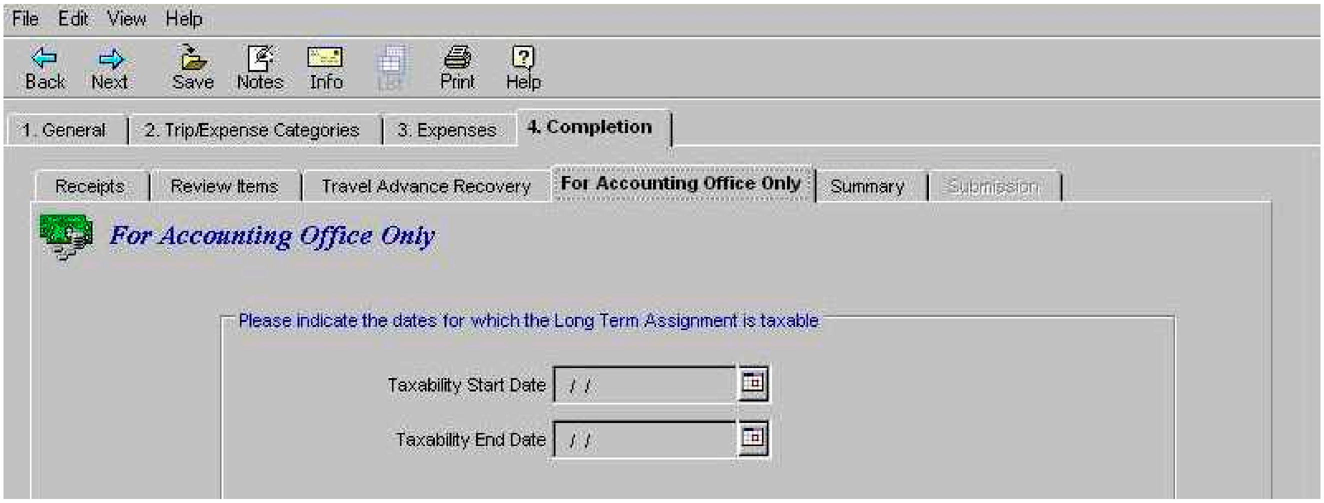
Click on the next tab **For Accounting Office Only.**



IX. **Completion Tab** (continued)

<u>For Accounting Office Only Tab</u>

This screen is used only by the Accounting Office. Click on the **Summary** tab.



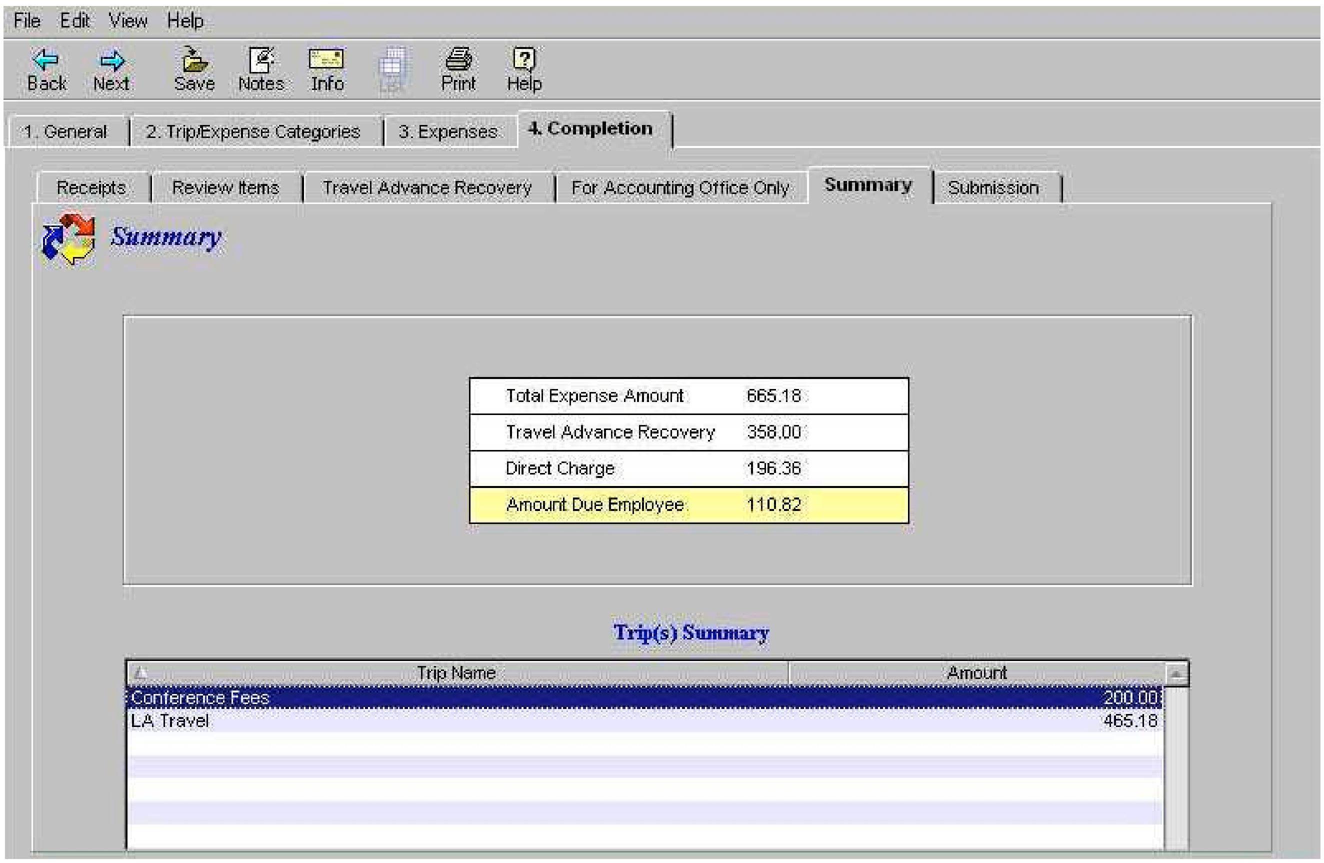
IX. Completion Tab (continued)

Summary Tab

This screen reflects the total from the **Expense** listing minus the **Travel Advance Recovery** and **Direct Charge** amounts. The **Amount Due Employee** represents the reimbursable amount. Also included at the bottom of the screen is a **Trip Summary**, which is a total of expense amounts for each trip reimbursement.

If the information is incorrect, return to a previously viewed/updated tab and modify as needed.

If all information is correct, click on the **Approve/Return** tab.

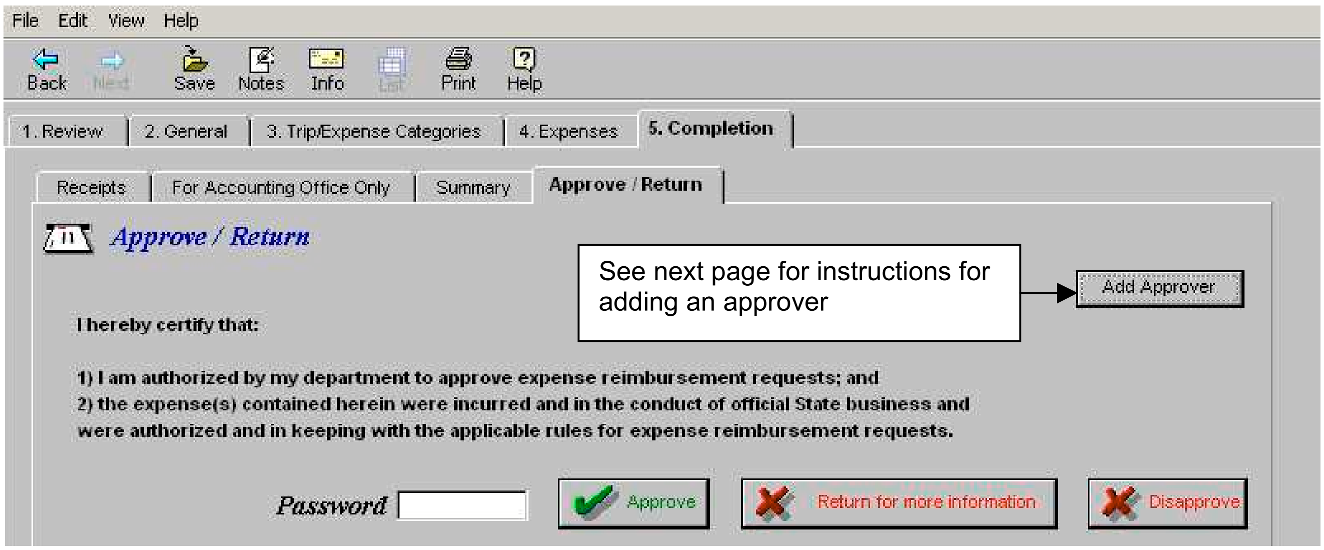


IX. Completion Tab (continued)

Approve/Return Tab

This screen is used to Approve, Return or Disapprove an Expense Reimbursement. It is important that you ***read the Submission Statement.***

This screen can also be used to assign an additional approver, see procedures for assigning an additional approver on the following page.



Click in the ***Password*** field, enter your password, then click one of the following buttons:

Will approve the Expense Reimbursement and will move it to the next approver or to the Accounting Office for approval. If an additional approver is requested an email notification is sent by the system to the approver. Email is not generated for the Accounting Office.

Will not approve the Expense Reimbursement. This option will allow you to return the form to the creator or previous approver for corrections or additional information. Follow instructions in section ***Returning Expense Reimbursement.***

Click this button to disapprove an Expense Reimbursement. Follow instructions in section ***Disapproving an Expense Reimbursement***.

Note: A disapproved Expense Reimbursement cannot be modified/corrected for resubmission.

Continued on next page

IX. **Completion Tab** (continued)

<u>Approve/Return Tab</u> (continued)

To Add an Approver:

1) Click on the Add Approver button. The **Select Approver** screen will display.
2) Key the last name of the approver, then click Look Up.

3) The **Select A Person** screen will display. To add the approver, click on the name, then click the Ok button. The Expense Reimbursement will now be routed to the added approver.

To Remove an Added Approver:

Click on the Remove Approver button.

The added approver will be removed.

IX. **Completion Tab** (continued)

<u>Approve/Return Tab</u> (continued)

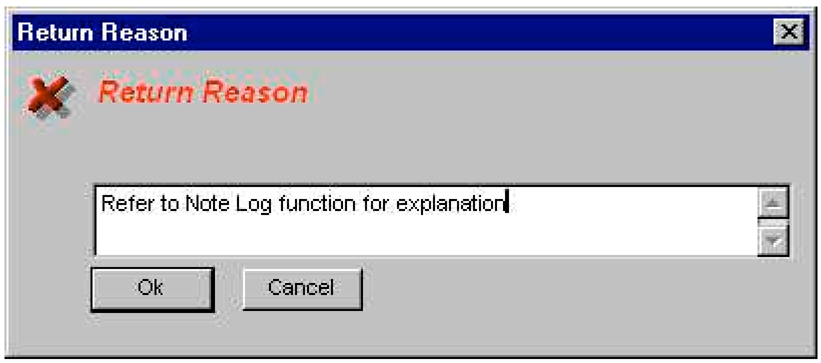
Returning an Expense Reimbursement

To provide a detailed description/reason for returning the Expense Reimbursement add a Note using the Notes Log function (instruction are in section **IV. Note Log for Comments**).

Click on the  button.

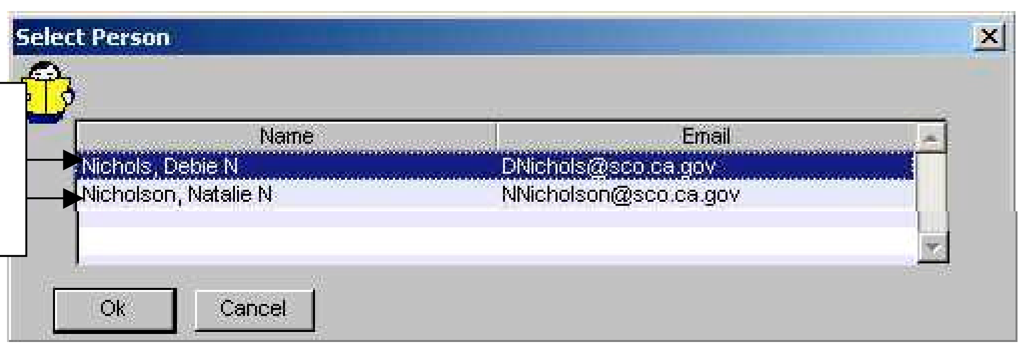
When an Expense Reimbursement is being returned, the Return Reason screen will display.

1) Key a return reason (limited to 100 characters) or when the **Note Log** function is used, refer the person to the **Note Log** for the detailed reason for return.
2) Click the  button.



3) The **Select a Person** screen will display. Click on the name to whom the form will be returned, then click the  button.

Displays:
Employee – Nichols, Debie N
1st Approver – Nicholson, Natalie N



The Expense Reimbursement form is sent back to the **Work Queue** of the person selected on the **Select a Person** list. The system will generate an email to notify the selected person of the returned form. For instructions regarding working with a returned Expense Reimbursement can be found in the <u>Miscellaneous Actions Expense Reimbursement</u> instructions on the CalATERS website.

Continued on next page

IX. **Completion Tab** (continued)

Disapproving an Expense Reimbursement

A disapproved Expense Reimbursement cannot be modified/corrected for resubmission. If the information requires changes, use the 

button.

To provide a detailed reason (more than 100 characters) for disapproving the Expense Reimbursement add a Note using the **Notes Log** function (instruction are in section **IV. Note Log for Comments**).

Click on the 

button. The **Disapprove Reason** screen will display.

On the **Disapprove Reason** screen:

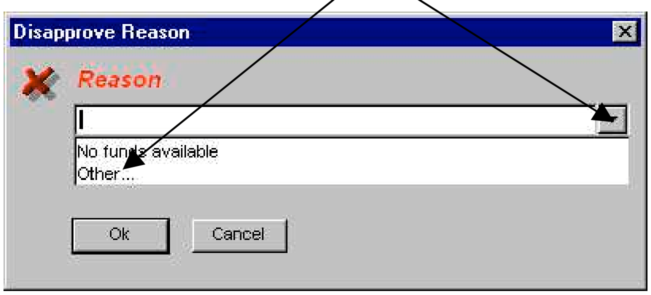
1) Click the down arrow . Click on one of the options, then click 

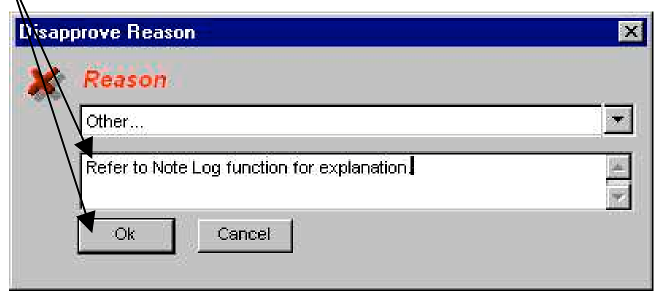
.
2) When **Other** is selected key reason (limited to 100 characters) or when the **Note Log** function is used, refer the person to the **Note Log** for the detailed reason.
3) Click the 

button.

Click on the down arrow to display options, then click on the desired option.

Key in the reason when **Other** is selected, then click on OK.





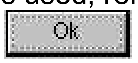
The Expense Reimbursement form is sent back to the **Work Queue** of the employee/ submitter. The system will generate an email to notify the person of the disapproved form.

IX. Completion Tab (continued)

<u>Approve/Return Tab</u> (continued)

Adjustment Reason Screen

When an adjustment is made on tab **4. Expenses** or to tab **5. Completion - TA Recovery** tab the **Adjust Reason** screen will display. This screen may also display if an expense was adjusted, then changed back to the original amount. If this is the case, select **Other** and indicate “No adjustments made”.

1) Click the down arrow . Click on one of the options, then click 
.
2) When **Other** is selected key reason (limited to 50 characters) or when the Note Log function is used, refer the person to the Note Log for the detailed reason.
3) Click the 
 button.

Click on the down arrow to display options, then click on the desired option.

Key in the reason when **Other** is selected, then click on OK.

Once the Adjustment screen is completed, the action requested for the Expense Reimbursement (i.e., approved, returned or disapproved) will be performed and an email notification will be sent to the employee/submitter regarding the adjustment.

IX. **Completion Tab** (continued)

<u>Approve/Return Tab</u> (continued)

Messages

Prior to approving, returning or disapproving an Expense Reimbursement, a message may display. This section contains examples of messages.

Travel Advance Error Message

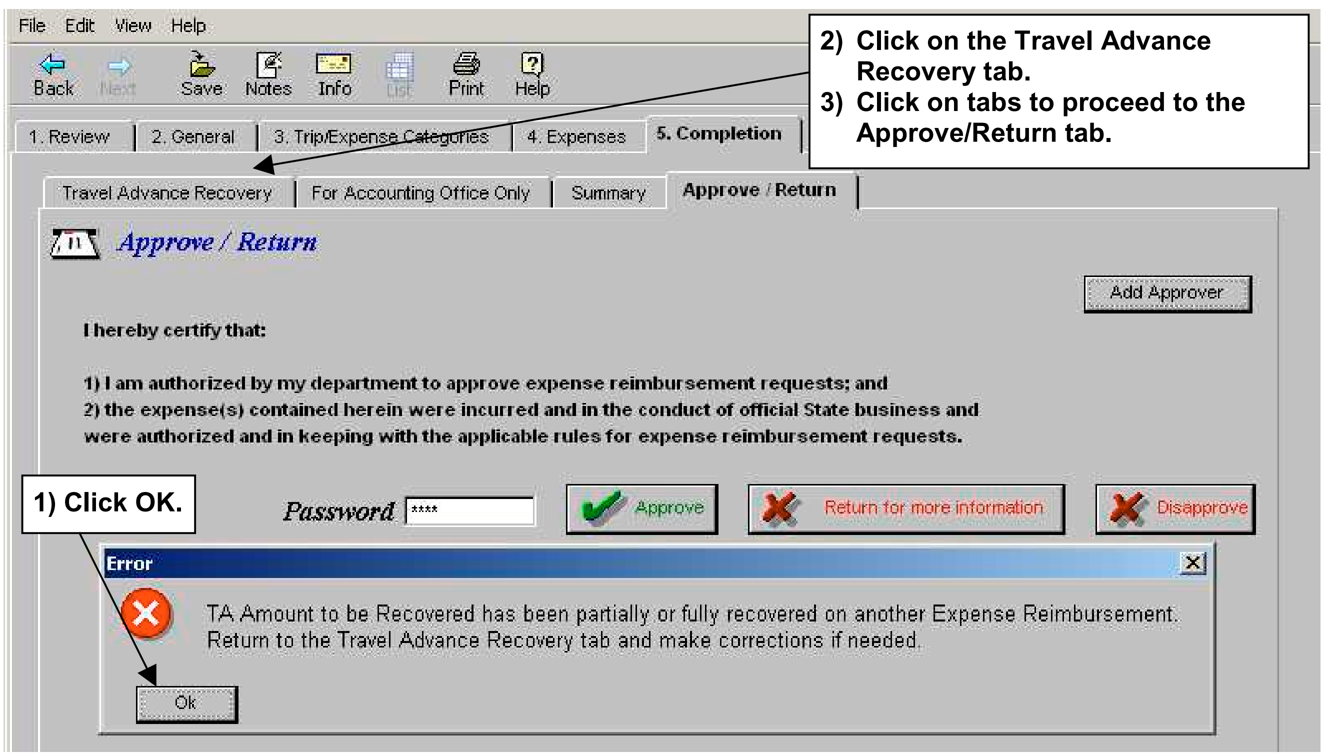
When a Travel Advance is scheduled for recovery and multiple Expense Reimbursement forms are in progress, you may receive an error message when approving, returning or disapproving the form.

Click the 

button then click on the **Travel Advance Recovery** tab. No other action is required on your part; the system will automatically recalculate the Travel Advance fields.

Click on the **For Accounting Office Only** tab and proceed to the **Approve/Return** tab.

Add an additional approver if needed. Key in password then click one of the buttons to Approve, Return for more information or Disapprove the form.



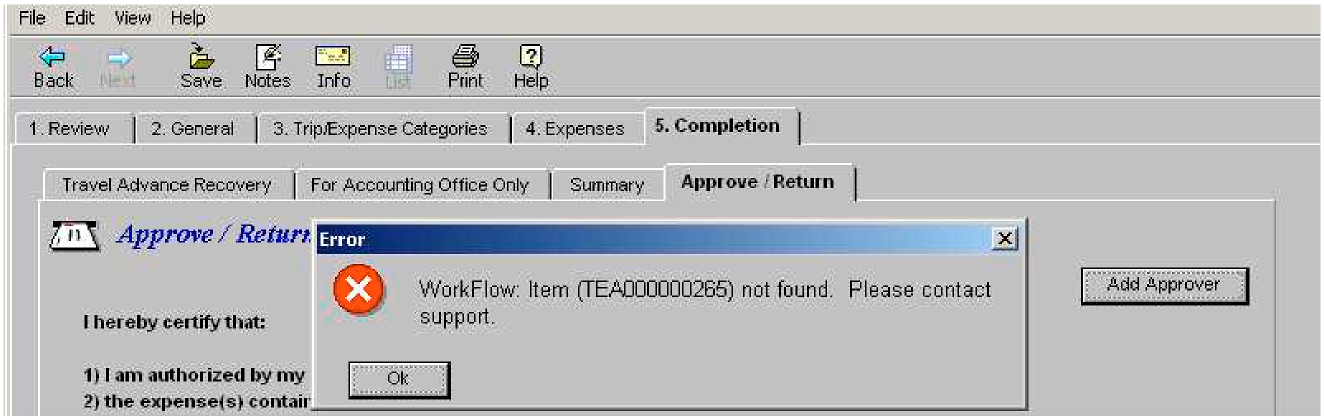
Continued on next page

IX. Completion Tab (continued)

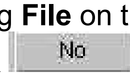
<u>Approve/Return Tab</u> – *Messages* (continued)

Work Flow Message

This message will appear when an Expense Reimbursement is “Cancelled” by the employee while attempting to approve, return or disapprove the form.



Click 

, then exit the form by clicking **File** on the Menu Bar, then click **Close.** When the Save Confirmation screen appears, click 

which will take you back to your Work Queue. The form will no longer appear on your Work Queue.

Click **File** on the Menu Bar, then click **Close**.

Click the “No” option to return to your Work Queue.