Approve Travel Advance
Accounting Office

These instructions contain procedures for Accounting Office staff approving Travel Advance forms created on CalATERS.

When an employee submits a Travel Advance, the form will be forwarded to the first level approver and any additional approvers, then to the Accounting Office. Travel Advances requiring Accounting Office approval are identified on your Work Queue with a **Status** of **Action**.

Table of Contents

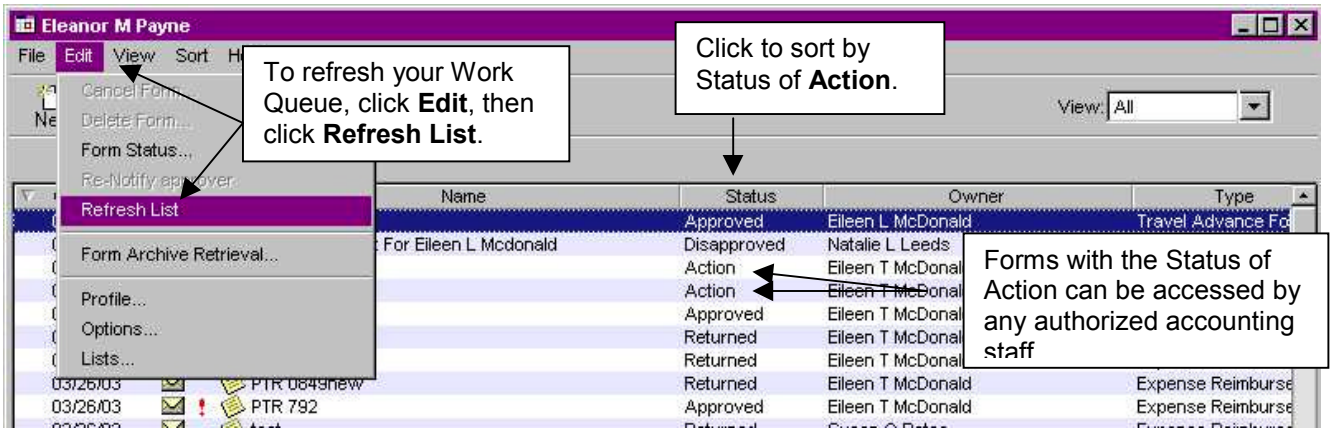
Section	Title	Page(s)
I.	**From the Work Queue**	2 – 3
	Accounting Office Work Pool	2
	Refresh Your Work Queue	2
	Organizing Your Work Queue	2
	Select Travel Advance	3
II.	**Exit and Return Form to the Work Pool**	3 – 4
	Save Changes and Return Form to the Work Pool	4
III.	**Adding Notes**	5
IV.	**Profile Information**	6
V.	**Check Delivery Option Tab**	7 – 9
	Completing Check Issuance Fields	7 – 8
	Interface Data Transmission	8
	Approved Travel Advance is Incorrect or Needs Adjustment	9
	Approved Travel Advance Report	9
VI.	**Travel Advance Tab**	10 – 11
VII.	**Completion Tab**	12 – 19
	Review Items Tab	12
	Summary Tab	13
	Approve / Return Tab	14 – 19
	Add / Remove Approver	15
	Approve Form	16
	Returning a Travel Advance	17 – 18
	Disapproving a Travel Advance	18
	Adjustment Reason Screen	19

I. From the Work Queue

Accounting Office Work Pool

After Travel Advances are approved by supervisors/managers, the forms will be forwarded to the Accounting Office "Department Technician Group" (work pool). Your department CalATERS coordinator will submit to the State Controller's Office a request to authorize access to the work pool.

The work pool Travel Advances will be included on your Work Queue along with forms that you have created. Forms requiring Accounting Office approval are identified with a **Status** of **Action**.



Refresh Your Work Queue

The system does not automatically refresh the **Work Queue** when new forms are submitted or when forms are accessed by other accounting staff. Before selecting a Travel Advance refresh your **Work Queue**. Refreshing your Work Queue will add newly submitted forms and remove forms that are being reviewed by other accounting staff. To refresh the **Work Queue**, click on **Edit** in the **Menu Bar**, then click **Refresh List** (see example above).

Organizing Your Work Queue

To more easily recognize forms needing your review, sort the listing so that forms with the status of **Action** are listed first. To do this, click on the field name **Status**.

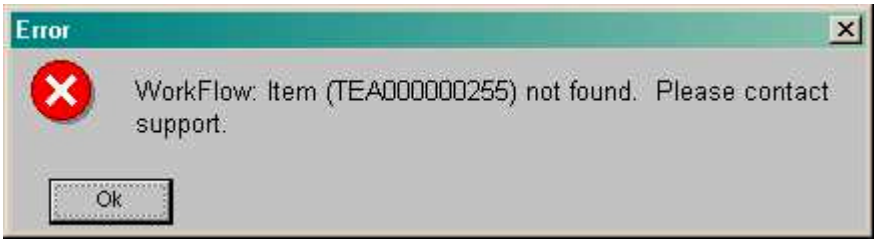
Reminder: Always refresh your Work Queue before organizing.

Continued on next page.

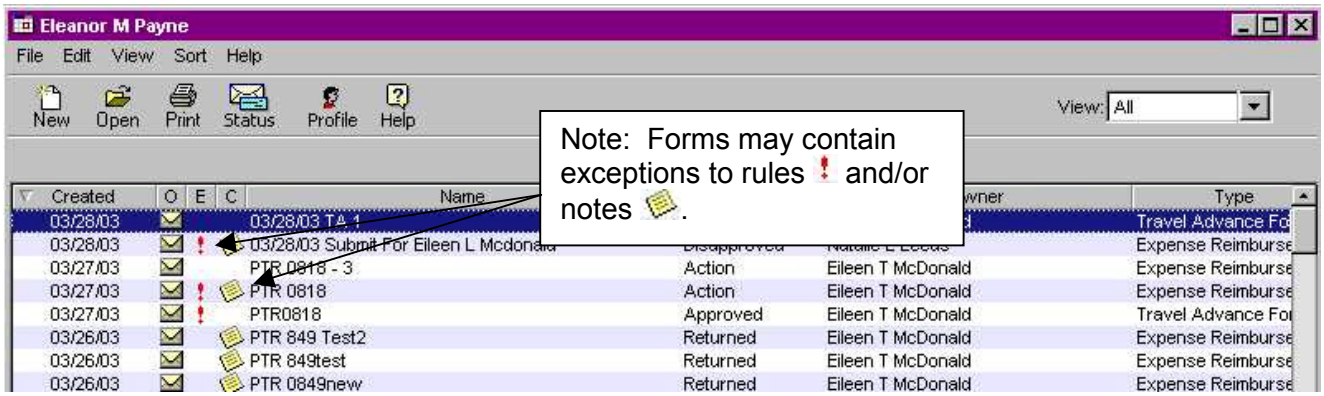
I. From the Work Queue (continued)

Select Travel Advance

To select the Travel Advance you wish to review, double click on the desired Travel Advance. If another accounting staff has selected the form before you select the form for review, the Travel Advance cannot be updated or approved and a Work Flow error message will be displayed if you attempt to Approve, Return or Disapprove the form.



Reminder: Always refresh your Work Queue before selecting a Travel Advance.



II. Exit and Return the Form to the Work Pool

At any point during the review of a Travel Advance you may exit the form. To exit the form and place it back into the work pool, click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool.**

IMPORTANT: *If the form is not exited via the* **Cancel and Return to pool** *method, the form will not be available for review by other accounting staff*.

NOTE: Changes made to the Travel Advance will not be saved automatically. To save changes/information added to the form, follow the steps in the next section titled **Save Changes and Return the Form to the Work Pool**.

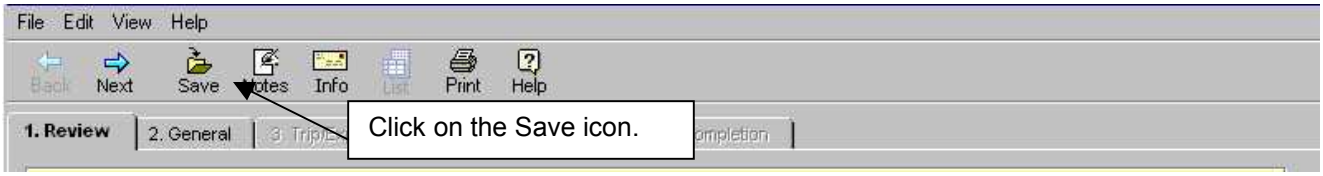
Continued on next page.

II. Exit and Return the Form to the Work Pool (continued)

Save Changes and Return Form to Work Pool

If you must exit a Travel Advance and would like to save the information you have added to the form, follow the steps below:

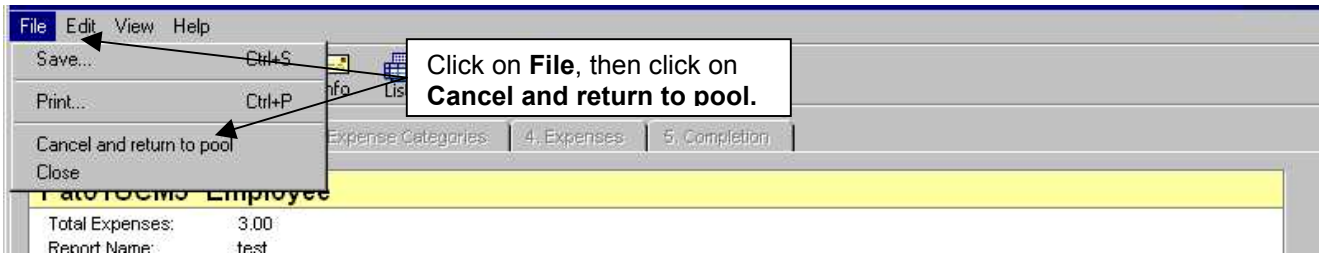
1) Click on the **Save** icon.



2) A Save Confirmation box will appear:

Click **Yes** to save changes.

3) Click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool**.



Information you have keyed in the Travel Advance has been saved and the form is accessible to other accounting staff for completion.

III. Add Notes

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

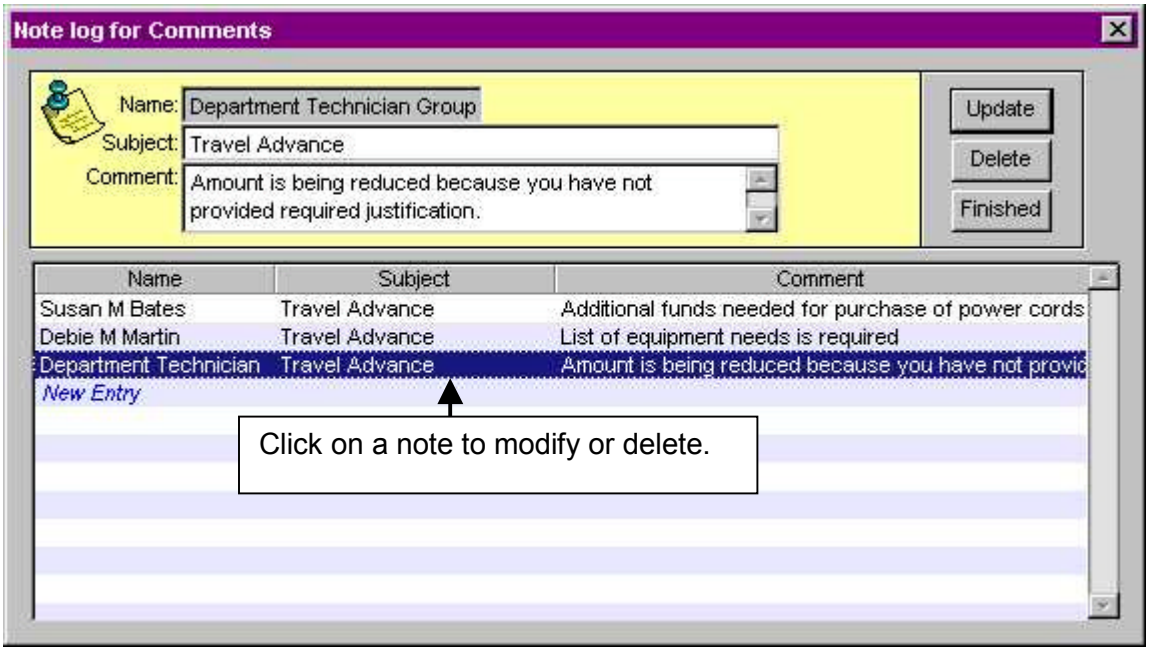
To access the Note Log functions click on the Notes icon. Notes can be accessed and updated from any screen within the form.

To 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 modified.
2) Type in the corrected information in the **Subject** and/or **Comment** area.
3) Click on Update button.

To Delete a Note:
1) Click on the note to be deleted.
2) Click on Delete button.

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

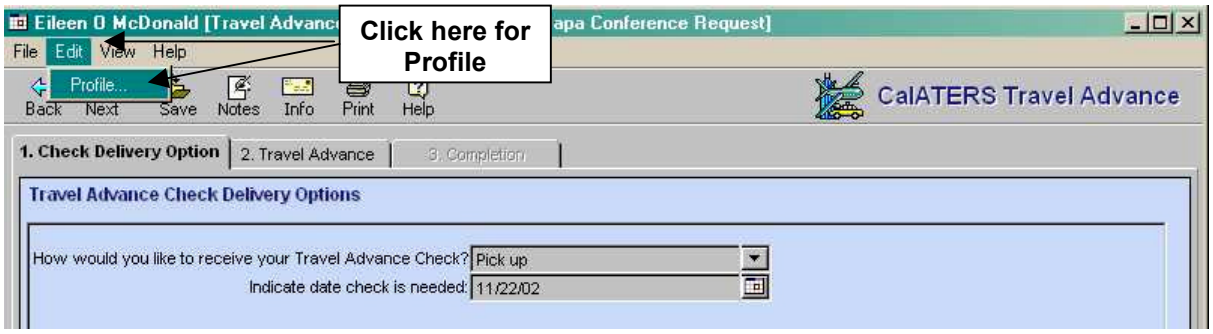


IV. Profile Information

The employee's Profile information is available from any screen within the Travel Advance request.

To access the employee Profile, click on **Edit** from the **Menu Bar**, then click on **Profile**. The information viewed will reflect the Profile at the time the form was created, which may be different than the employee's current Profile.

Specific information regarding the Profile screens are contained in View User's Profile instructions located on the CalATERS web site.



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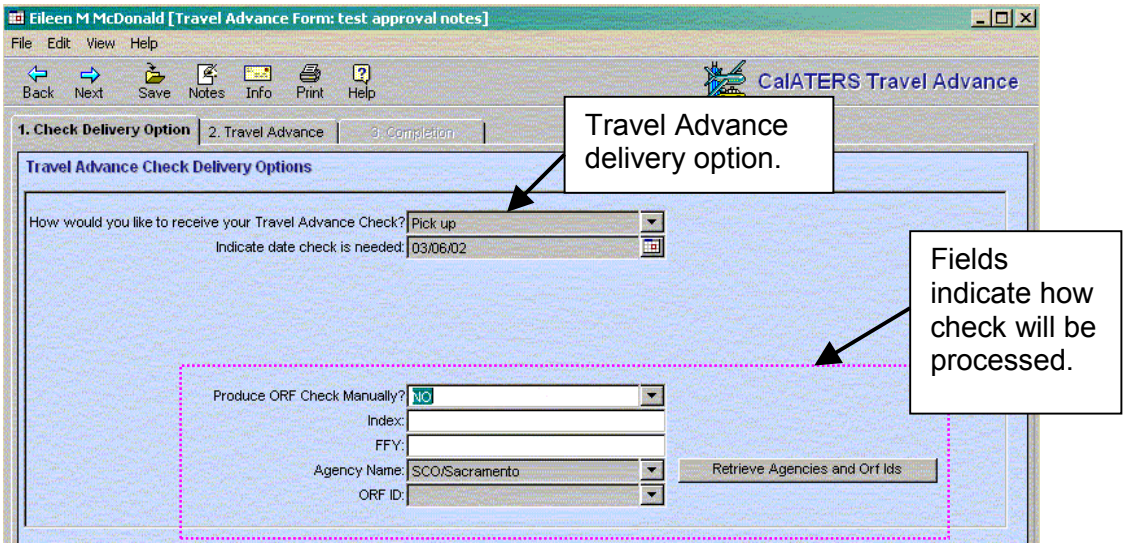
V. Check Delivery Option Tab

The Check Delivery Option tab displays the Travel Advance check delivery option selected by the employee. (The options include **Pickup**, **Call for Pickup** and **Mail**.) For accounting staff, the tab also displays five fields that will indicate how the department will process the Travel Advance check.



Completing Check Issuance Fields

After a Travel Advance form is approved through CalATERS, a check will need to be issued from the department Office Revolving fund (ORF). Departments may use an automated interface between CalATERS and their ORF or a manual method to issue checks.

Note: Departments participating in CALSTARS should also reference CALSTARS procedures for CalATERS processing.

Your responses to the following fields will determine how your department will issue the Travel Advance check. These fields must be completed before you are allowed to proceed with approval of the Travel Advance.

- You must select either NO (which is the system default) or YES. The response can be changed from NO to YES, by clicking the down arrow next to the "Produce ORF check manually?" field and clicking on YES.

Produce ORF Check Manually?

NO The ***NO*** indicator is used by Departments that have an interface between CalATERS and their Department ORF and also use an automatic check writer: Selecting ***NO*** indicates that a check will be issued automatically.

When the ***NO*** indicator is selected and the travel advance is approved, CalATERS sends a file to the department ORF. The Travel Advance will be submitted with a transaction code of "T" which will automatically issue the Travel Advance through your department's check writer.

Continued n the next page

V. Check Delivery Option Tab (continued)

Completing Check Issuance Fields (continued)

Produce ORF Check Manually?

If your department has a CalATERS to ORF interface, but does not use an automatic check writer, and you select ***NO*** in error, the information will be interfaced with the wrong transaction code. You may need to take corrective measures in your accounting system and a check will need to be issued manually.

YES Selecting ***YES*** indicates that a check must be issued manually.

For departments that use a CalATERS to ORF interface, but do not have an automatic check writer:

YES is selected and the travel advance is approved CalATERS sends a file to the department ORF. The Travel Advance will be submitted with a transaction code of "M". A travel advance check will need to be issued manually, and check issuance information will need to be keyed into your department accounting system. This information will then be sent back to CalATERS through the ORF to CalATERS interface. No other manual processes are necessary.

For departments that do not use a CalATERS to ORF interface:

When ***YES*** is selected and the travel advance is approved, no information will be interfaced, and CalATERS will make the travel advance form available for manual update the following day. A travel advance check will need to be issued manually and check issuance information will need to be keyed manually into CalATERS. See instructions titled Travel Advance Administration (Update a Travel Advance section).

Index: (Optional field) Key the Index code that will apply to the Expense Reimbursement. The Index must be four characters in length (e.g. 1234).

FFY: Required for departments using the CALSTARS interface process. Key the four-digit Funding Fiscal Year (e.g. 2002).

Agency Name: Click the Retrieve Agencies and Orf Ids button, then click the down arrow to the right of the Agency Name field. Select the agency that is issuing the advance.

ORF ID: Click the down arrow to the right of the ORF ID field and select the code that correlates to the ORF that the advance will be issued from.

Additional Information for Accounting Staff

Interface Data Transmission

For departments using the CalATERS to ORF interface, data transmitted from CalATERS via the CalATERS to ORF interface is used to create payment files or batches for ORF systems. Payment information should not be changed or adjusted in the ORF system. Payment files or batches that are changed in the ORF system will not balance with CalATERS and will create reconciliation problems for the department.

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V. Check Delivery Option Tab (continued)

Approved Advance is Incorrect or Needs Adjustment

Once the Accounting Office approves a Travel Advance form, it cannot be modified. If the Travel Advance amount on CalATERS is incorrect, see instructions titled Travel Advance Administration, located on the CalATERS web site.

Approved Travel Advance Report

Each day, Report 29, Approved Travel Advances, is run and can be used to assist in tracking approved advances and in issuing Travel Advance checks. The report is obtained though your Reports Administrator or if you are assigned access to the CalATERS Report System, see instructions titled CalATERS Reports Index and How to Access CalATERS Reports on the CalATERS web site.

Click the next tab

.

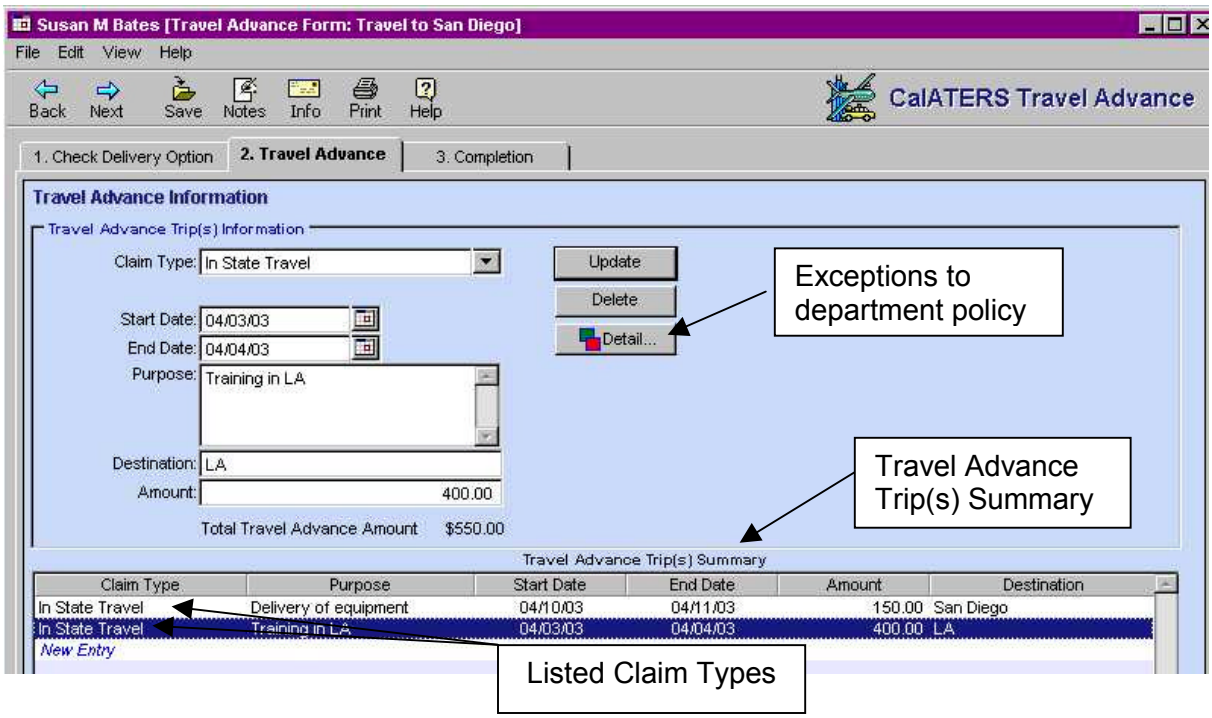
VI. Travel Advance Tab

This screen will display Claim Type, Dates, Purpose, Destination (optional) and Amount fields.

The

button is displayed when the Travel Advance request has exceptions to a department policy. Click on the button to view exceptions.

Travel Advance Trip(s) Summary is located at the bottom of the screen. When a Travel Advance is requested with more than one Claim Type, a list of Claim Types will be displayed on the **Travel Advance Trip(s) Summary**. You may click on the listed Claim Types to view more specific information in the **Travel Advance Information** area.



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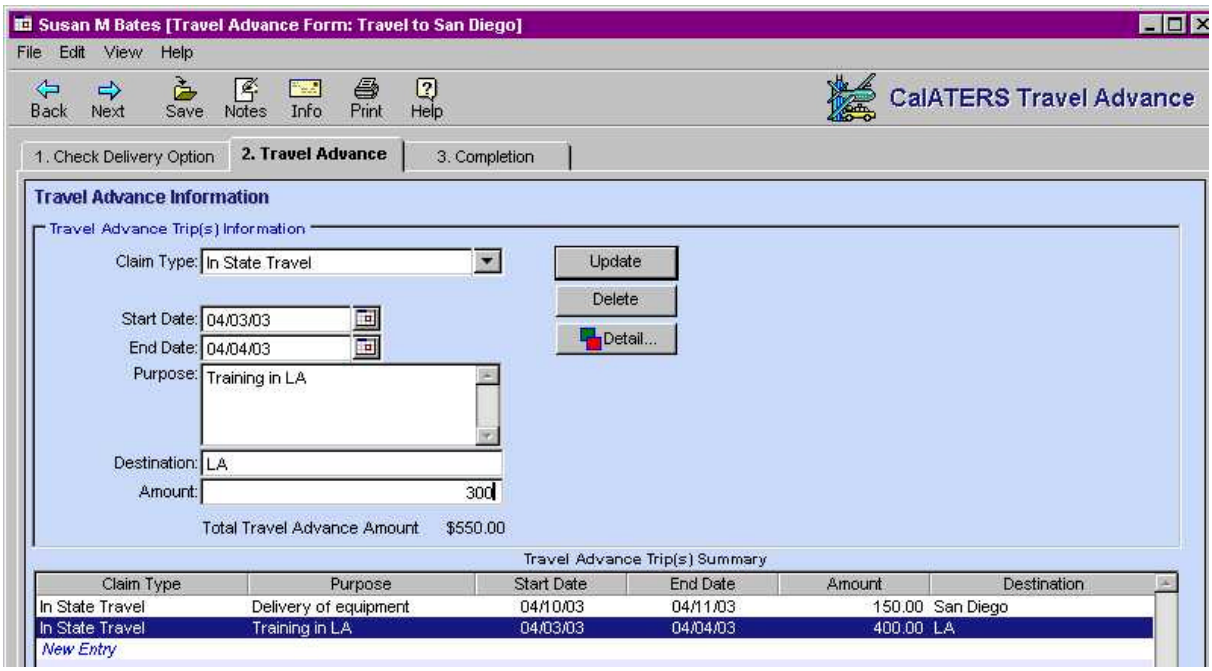
VI. Travel Advance Tab (continued)

The **Amount** field can be adjusted to a lower amount, but must be greater than zero. To lower the amount, click in **Amount** field and key the adjusted amount. Click the Update button.

To add information regarding the reason the amount is being adjusted, the **Note Log** feature can be used (see section **III. Add Notes**).



When you are finished reviewing or adjusting the Travel Advance, click on the next tab **3. Completion**.

VII. Completion Tab

Within the Completion tab there are three additional tabs.

1) Review Items Tab

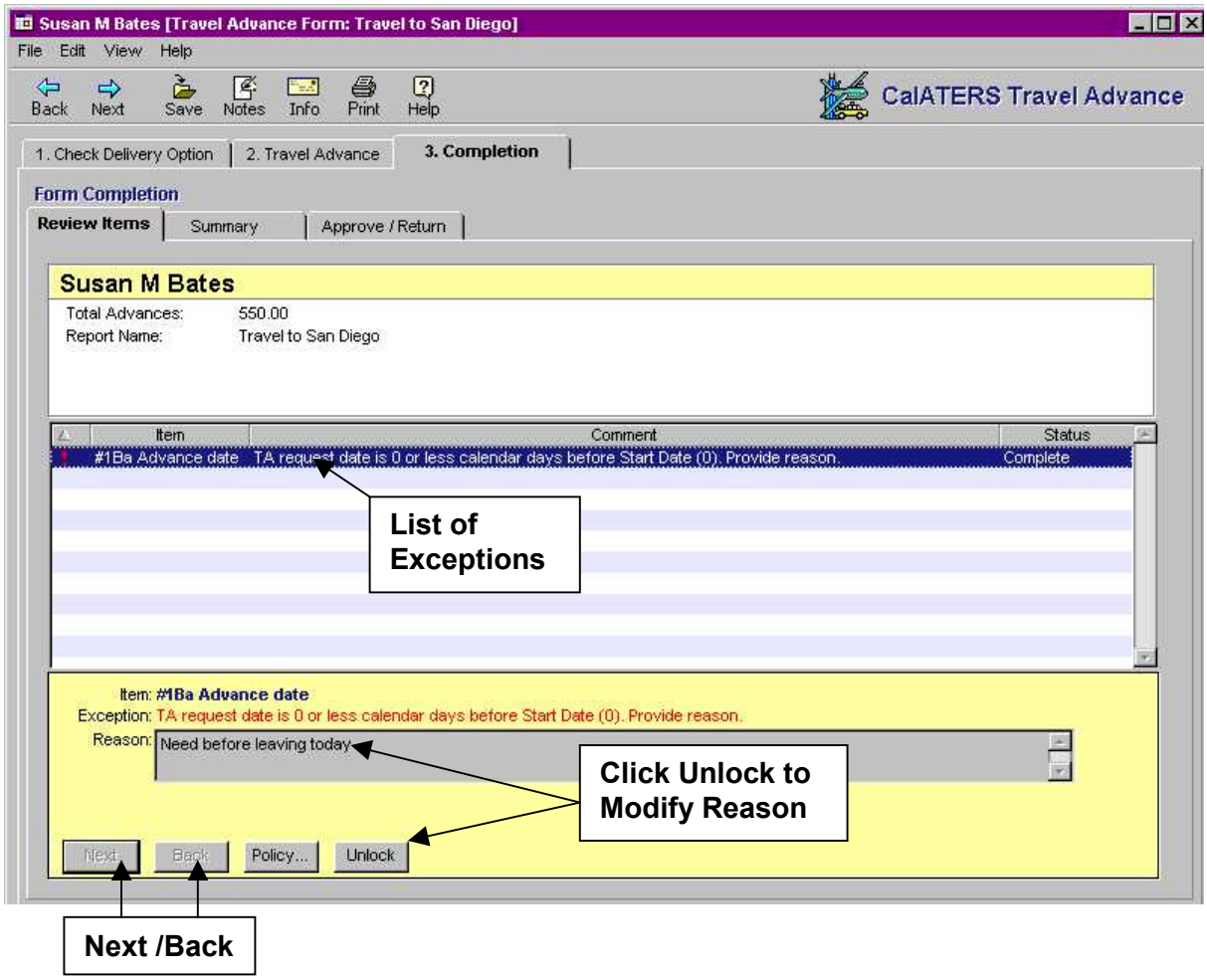
This screen displays the total amount requested on the Travel Advance and will list any exceptions to department policies and the reason for the exception.

When more than one exception is displayed in the list click on the Next or Back buttons to view the reason(s).

To change the information in the **Reason** area, click on the Unlock button which will allow you access to key information.

The Policy... button states the department policy associated with the exception.

Click on the next tab Summary.



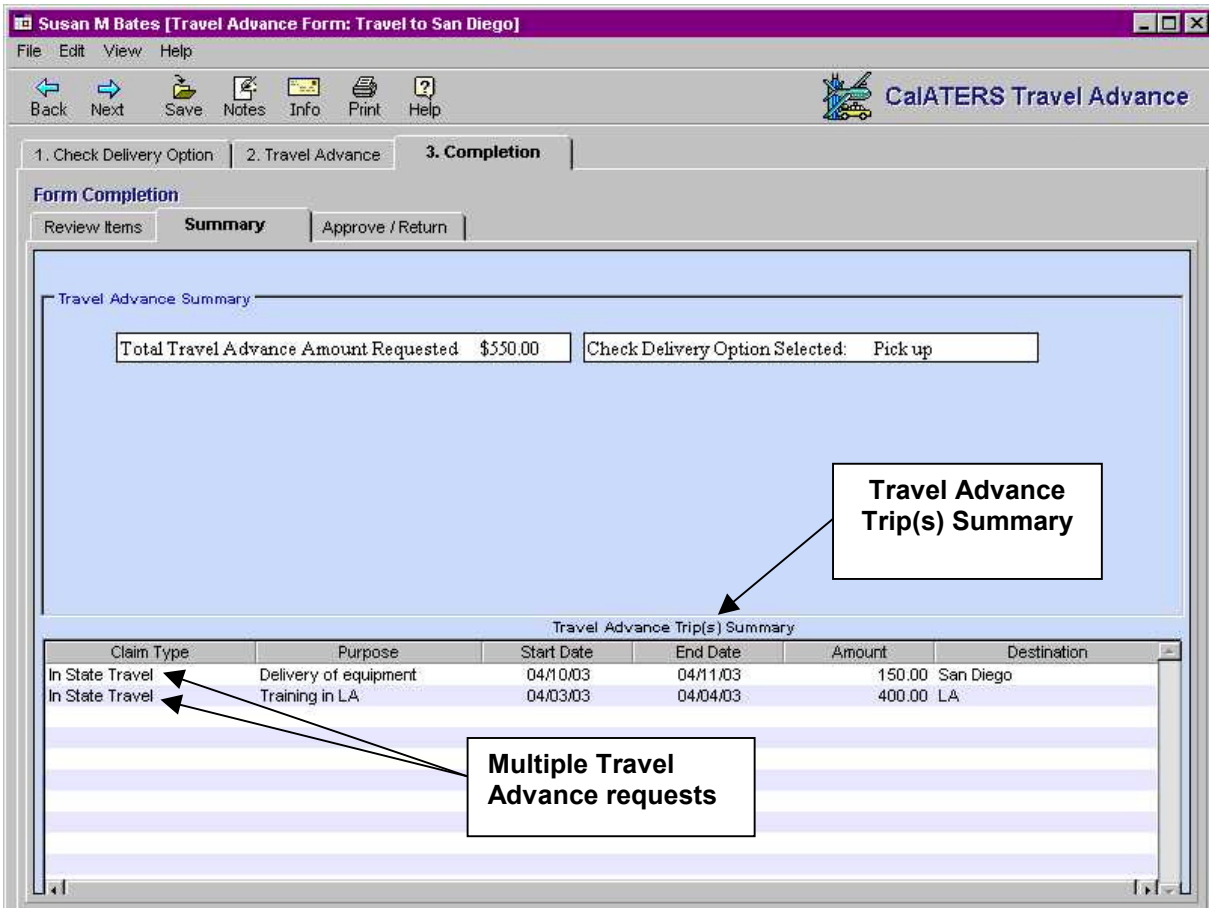
VII. Completion Tab (continued)

2) Summary Tab

This screen displays a summary of information from tab **1. Check Delivery Option** and tab **2. Travel Advance**.

When multiple Claim Types are requested on the Travel Advance a list of the Claim Types will be displayed in **Travel Advance Trip(s) Summary**.

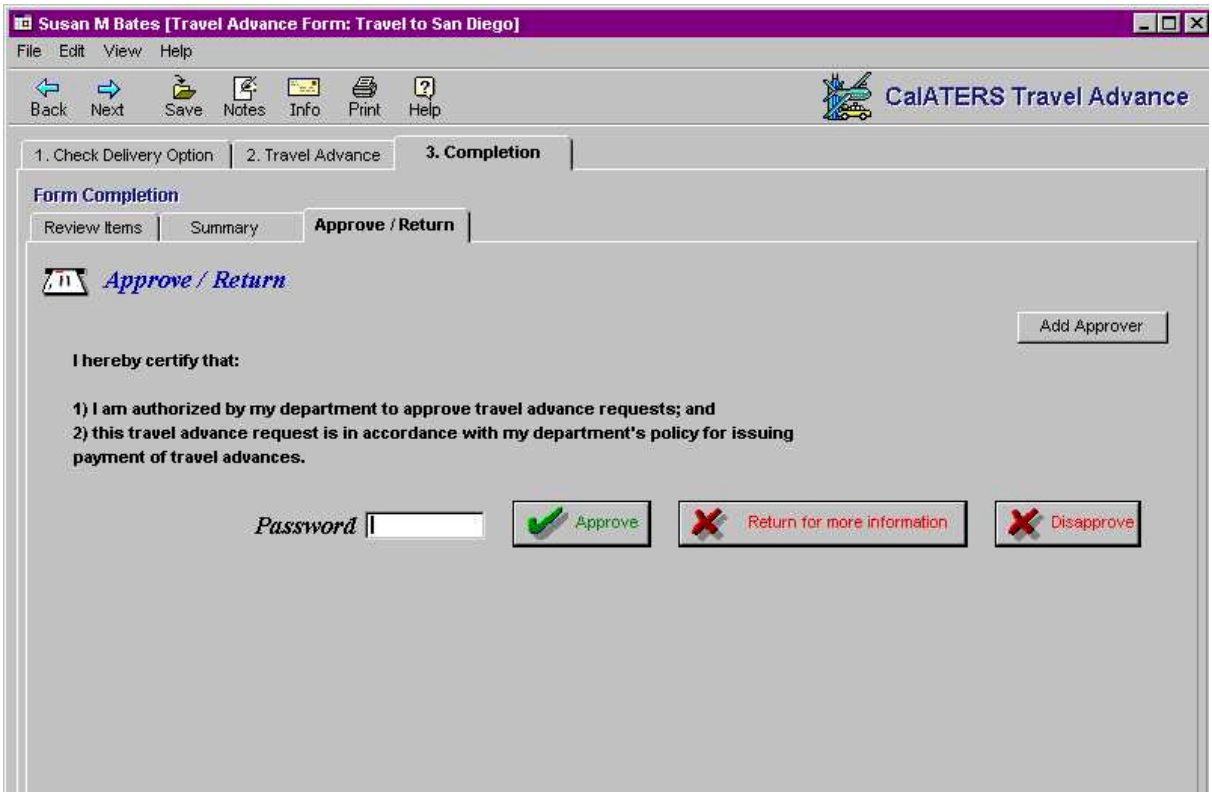
Click on the next tab **Approve / Return**.



VII. Completion Tab (continued)

3) Approve/Return Tab

This screen is used to Approve, Return, or Disapprove a Travel Advance. This screen can also be used to assign an additional approver. See procedures for assigning an additional approver on the following page.

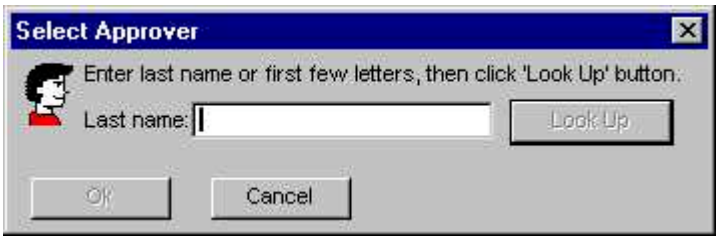


VII. Completion Tab (continued)

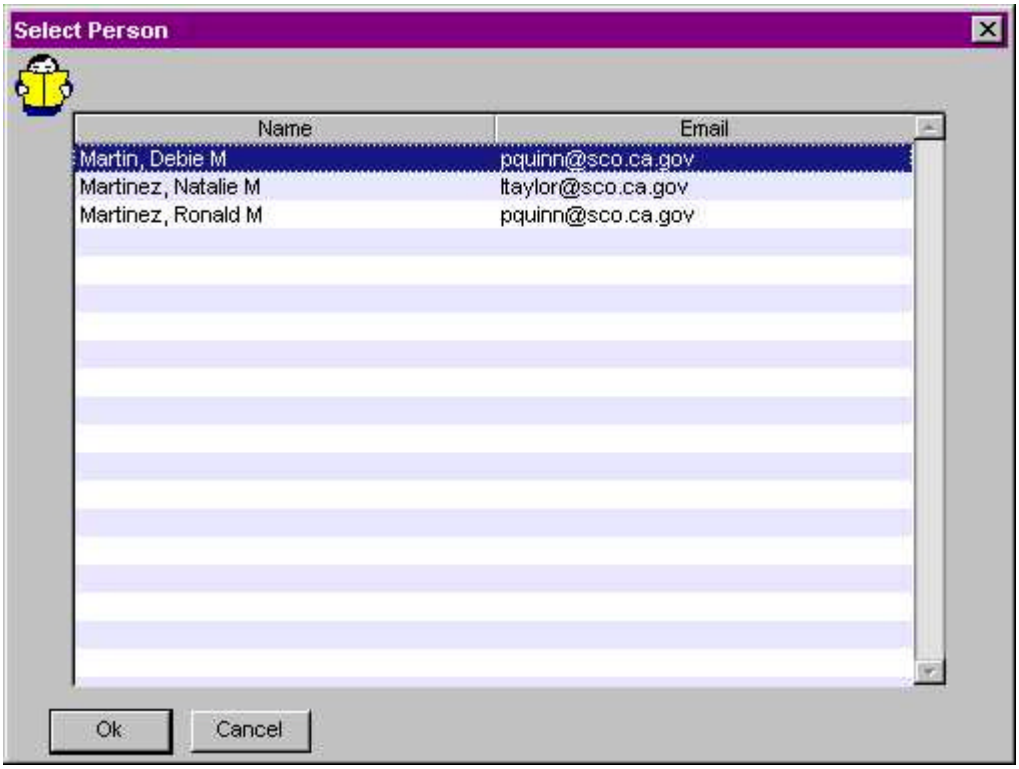
Approve/Return Tab (continued)

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 Person** screen will display. To add the approver, click on the name, then click the Ok button. The Travel Advance will now be routed to the selected approver.



To Remove an Added Approver:

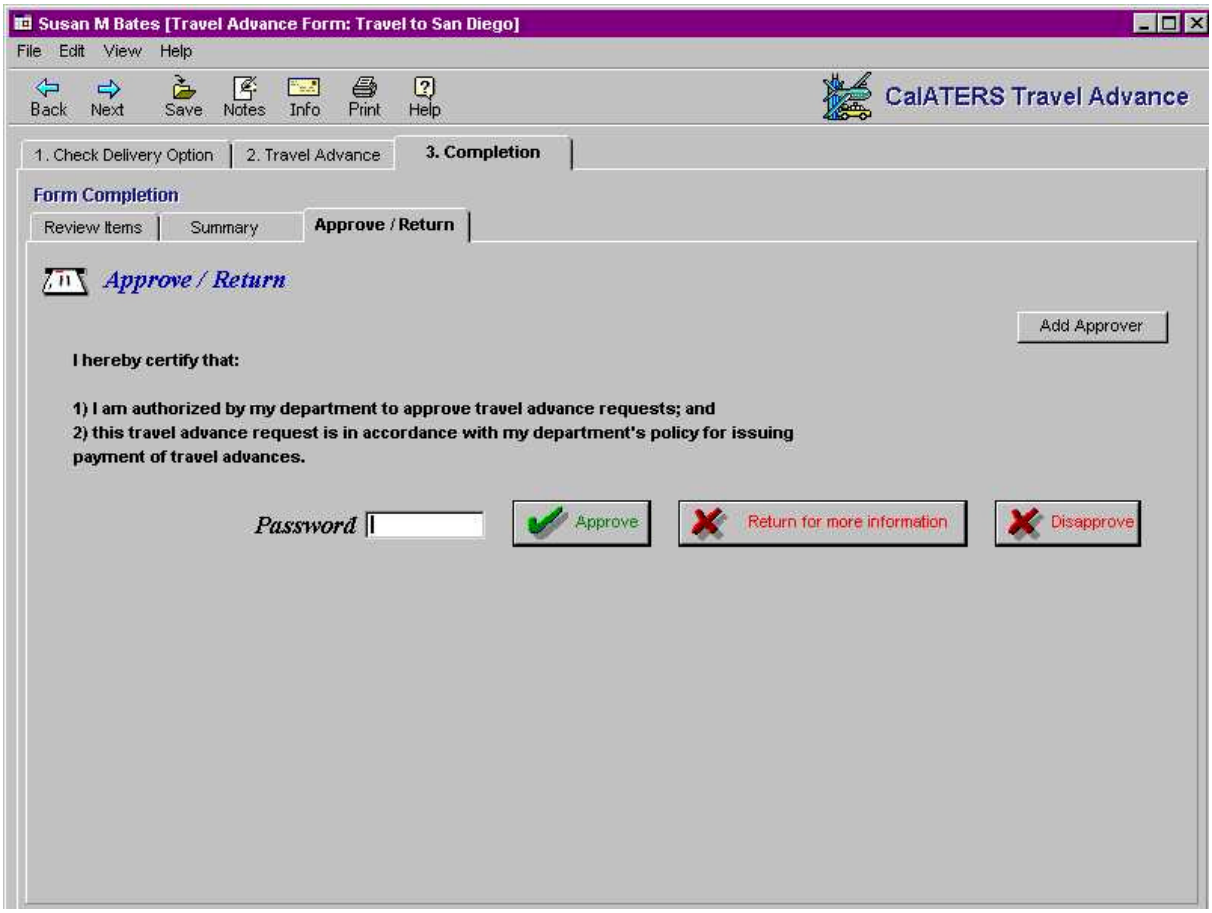
Click on the Remove Approver button.

The added approver will be removed.

VII. Completion Tab (continued)

Approve/Return Tab (continued)

It is important that you ***read the Certification Statement.***



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

Will approve the Travel Advance and will route it to an added approver or to the Accounting Office for approval. An email notification will be sent by the system to any added approver, but not to the Accounting Office.

Will not approve the Travel Advance. This option will allow you to return the form to the creator or previous approver for corrections or additional information. Follow instructions on **Returning a Travel Advance**.

Click this button to disapprove a Travel Advance. Follow instructions on **Disapproving a Travel Advance**.

Note: Disapproved Travel Advance forms are considered "complete" and therefore, cannot be modified or corrected for resubmission.

VII. Completion Tab (continued)

Approve/Return Tab (continued)

Returning a Travel Advance

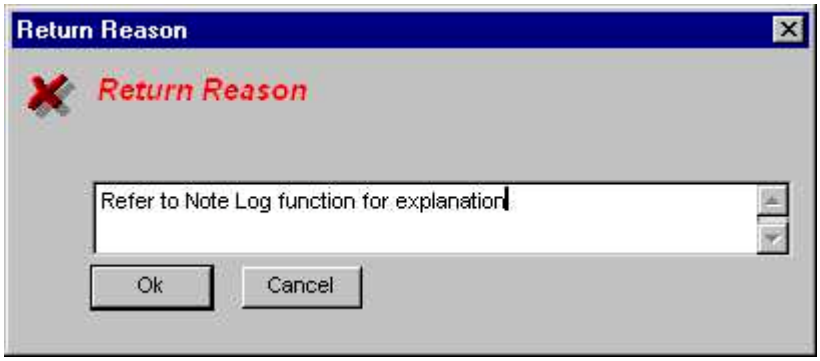
To provide a detailed description/reason for returning the Travel Advance add a Note using the **Notes Log** function (see instructions in section **III. Add Note**).

Click on the

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

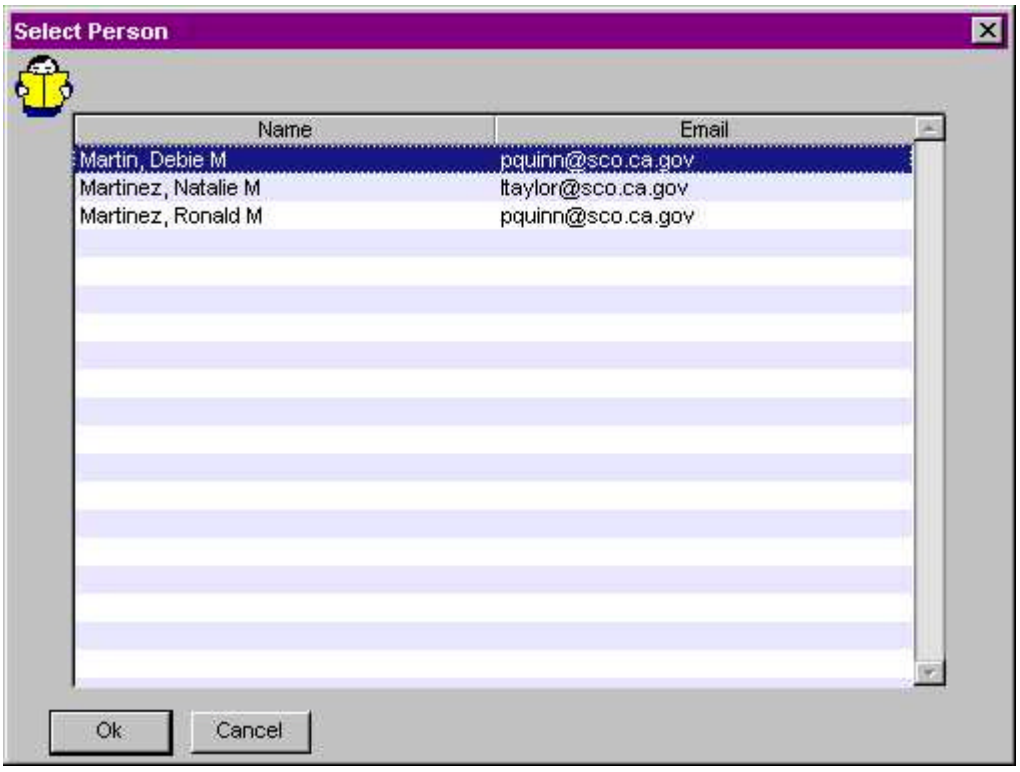
1) Key a Return Reason (limited to 100 characters) or when a Note is added, refer the person to the **Note Log** for the detailed reason for return.
2) Click the

button.



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

button.



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VII. Completion Tab (continued)

Approve/Return Tab

Returning a Travel Advance (continued from previous page)

The Travel Advance 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 information regarding working with a returned Travel Advance, access Miscellaneous Actions Travel Advance instructions located on the CalATERS web site.

Disapproving a Travel Advance

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

button.

To provide a detailed description/reason for disapproving the Travel Advance add a Note using the **Notes Log** function (see instructions in section **III. Add Note**).

Click on the

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

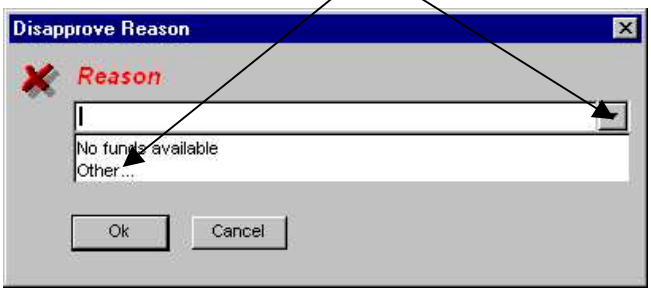
On the Disapprove Reason screen:

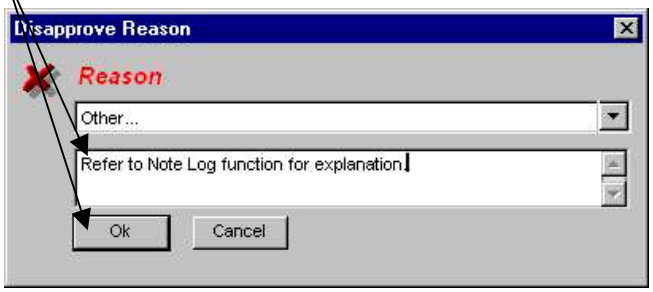
1) Click the down arrow and select the applicable reason.
2) When **Other** is selected, key reason (limited to 100 characters) or when the **Note Log** function is used, refer the person to the Note Log for detailed reason.
3) Click the

button.

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

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





The Travel Advance 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.

VII. Completion Tab (continued)

Approve/Return tab (continued)

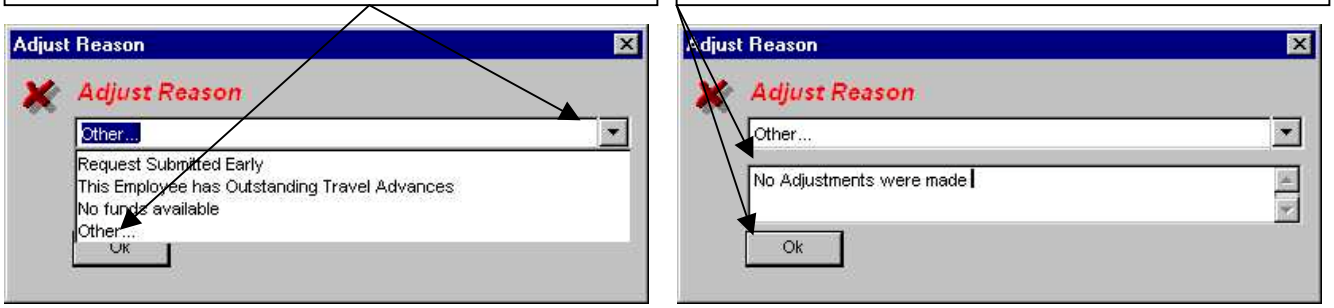
Adjustment Reason Screen

When an adjustment is made on tab **2. Travel Advance**, the **Adjust Reason** screen will display. This screen may also display if the amount 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 one of the options, then click Ok.
2) When **Other** is selected key the reason in the box provided (limited to 50 characters) or when the **Note Log** function is used (see section **III. Add Notes**), refer the person to the **Note Log** for the detailed reason.
3) Click the Ok button.

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

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



Once the Adjustment Reason screen is complete, the action requested for the Travel Advance (i.e., Approved, Returned or Disapproved) will be performed and an email notification will be sent to the employee/submitter regarding the adjustment.