# **Travel Advance Administration**

Departments using CalATERS may approve Travel Advances manually (using a paper process) or by using CalATERS. They may also issue Travel Advance checks manually or automatically through an interface between CalATERS and an Office Revolving Fund (ORF) system. Travel Advance information is entered into CalATERS to collect outstanding Travel Advance amounts from Expense Reimbursement forms.

These instructions explain how manually processed Travel Advances can be coordinated with CalATERS processes. Issues specific to departments using automated Travel Advance interfaces are also addressed.

## **Overview – Travel Advance Administration**

Manual keying of Travel Advance information will be necessary if your department does not have an interface between its' Office Revolving Fund (ORF) system and CalATERS, or when (for any reason) Travel Advance information is needed on CalATERS and an interface is not available.

Travel Advance Administration is accessed through CalATERS System Administration, which requires special authorization requested by the department and assigned by the State Controller's Office.

Four functions are available using Travel Advance Administration:

#### Add

Employee requests a Travel Advance without using CalATERS. A check is issued apart from CalATERS and the Accounting office enters all paid Travel Advance information into CalATERS manually using the "**Add**" process.

#### Retrieve

Retrieve any outstanding Travel Advance using the system assigned TAF number.

#### Update

Employee submits a Travel Advance form using CalATERS; the Accounting office approves the form using CalATERS. A check is issued. The department does not use the Office Revolving Fund (ORF) to CalATERS interface, which would provide check issuance information to CalATERS. The Accounting office manually updates the Travel Advance with check issuance information using the "**Update**" process.

#### Clear

The entire balance of a Travel Advance is cleared from the recovery process. This process can be used when a Travel Advance check is returned or when an employee provides a personal check for the entire balance of a Travel Advance.

# Travel Advance Administration (continued)

|         | Table of Contents   |         |
|---------|---|---------|
| Section | Title   | Page(s) |
| I.      | Sign In to System Administration                                  | 3 – 4   |
| П.      | Add Travel Advance  | 5 – 8   |
| Ш.      | Retrieve Travel Advance   | 9       |
|         | <ul> <li>Report Key Error Message</li> </ul>                      | 10      |
| IV.     | Update Travel Advance   | 11 – 15 |
| V.      | Clear Travel Advance  | 16 – 18 |
|         | To Clear a Travel Advance   | 17 – 18 |
|         | <ul> <li>Reconciliation with Department ORF</li> </ul>            | 18      |
| VI.     | Reissuing Advance: Travel Advance Amount on CalATERS is Incorrect | 19      |
| VII.    | Automated Travel Advance Interfaces                               | 19      |
|         | <ul> <li>CalATERS to Department ORF Interface</li> </ul>          | 19      |
|         | Department ORF to CalATERS Interface                              | 19      |
|         |   |         |

## I. Sign In to System Administration

Travel Advance Administration can be accessed from the CalATERS home page or from the left index of any web page within the CalATERS website.



Click the System Administration button from the CalATERS website.

The CalATERS System Admin sign in screen displays.

| CalATERS System Admin                   |  |
|---|--|
| CalATERS System Admin                   |  |
| sign in User ID:                        | Key your User ID<br>and password, and<br>then click Sign in. |
| Sign In                                 |  |
| new user ? New User Registre            | ation  |
| trouble signing in? <u>Help is here</u> | Exit   |
| Work Offline                            |  |

Key your User ID and Password in the appropriate fields.

| Click the | Sign In | button. |
|-----------|---------|---------|
|           |         |         |

Note: The New User Registration button does not function from this screen.

# I. Sign In to System Administration (continued)

The Select Role screen displays. Click the Travel Advance Administration selection.



Click the ok button.

The Travel Advance Recovery tab will display.

| CalATERS Train - https://calatersapp.sco.ca.gov<br>System Administration  | Exit   |
|---|--------|
| Travel Advance Recovery       Add       Retrieve       Update       Clear | Cancel |
| Travel Advance Form Options   |        |

#### II. Add Travel Advance

The **Add Travel Advance** function is used when Travel Advances are requested and issued manually (travel advance not requested using CalATERS.)

Travel Advances issued manually can be added to CalATERS so that outstanding advance amounts can be scheduled and recovered from Expense Reimbursement forms submitted through CalATERS.

The information needed to add Travel Advances using this method requires that a check has already been issued.

Travel Advances that are "Added" are not listed and cannot be viewed on the employee's or Accounting Office staff's Work Queue. Outstanding Travel Advance amounts will display on the "Travel Advance Recovery" tab, when the employee submits an Expense Reimbursement form for approval.

#### **IMPORTANT**:

Travel Advances that are manually added to CalATERS will be immediately available for scheduling via the Travel Advance Recovery tab on Expense Reimbursement forms that have not yet been approved by Accounting, including:

- > Forms that have a **Draft** status.
- > Forms that are **Returned**.
- > Forms that are **Cancelled** by the employee.
- > Forms that have been **Submitted** for approval.
- > Forms that have a status of **Action** on the approver or accounting staff's work queue.

Travel Advances cannot be added for employees who have not performed New User Registration.

## II. Add Travel Advance (continued)

| el Advance Recovery      |              |                   |                         |       |           |
|--------------------------|--------------|-------------------|-------------------------|-------|-----------|
| Add                      | strieve Updi | ate Clear         | Ca                      | ncel  |           |
| Travel Advance E         | orm Outions  |                   |                         | 1) Ka |           |
|                          | sine options | 3) Click          |                         | 1) Ke | y User IL |
| Report Key:              |              | ORF ID.           | Employee User ID:       | Ite01 |           |
|                          |              |                   |                         |       |           |
| ORF ID:                  | A 🛃          | gency Name: State | Controller              |       | 2) Click  |
| ORF Check Number:        | 840          | Produ             | uce ORF Check Manually? | NO    | and sel   |
| ORF Check Amount:        | 0.00         |                   | Index:                  |       | Name.     |
| ORF Check Issue Date:    | 11 🔳         |                   | FFY:                    |       |           |
| TA Original Amount:      | 0.00         |                   | TA Outstanding Amount:  | 0.00  |           |
| Charle Datas Datas F     |              |                   |                         |       |           |
| Check Return Beason:     | 11           |                   |                         |       |           |
| Choole result results of |              |                   |                         |       |           |

To add a Travel Advance:

- 1) Key the employee's CalATERS User Id in the **Employee User Id** field.
- 2) Click the down arrow to the right of the **Agency Name** field and select the Agency that issued the advance.
- 3) Click the down arrow to the right of the **ORF ID** field and select the code that corresponds to the Office Revolving Fund that was used to issue the advance.

## II. Add Travel Advance (continued)

To add a Travel Advance (continued):

| Advance Recovery                |                                  |                    |   |       |
|---------------------------------|----------------------------------|--------------------|---|-------|
| Add                             | Retrieve                         | 4) Comple          | Car   | ncel  |
| .0                              |                                  | remaining          | j fields.                                       |       |
| Travel Advance .                | Form Options                     |                    |   |       |
| Report Key:                     |                                  | -                  | Employee User ID:                               | Ite01 |
|                                 |                                  |                    |   |       |
| ORF ID:<br>ORF Check Number:    | 0840                             | Agency Name:       | State Controller<br>Produce ORF Check Manually? | YES V |
| ORF Check Amount:               | 150.0                            | 0                  | Index:  | 1100  |
| ORF Check Issue Date:           | <b>h</b> 1706701                 | 3                  | FFY:  | 2001  |
| TA Original Amount:             | ▲ November 2<br>Su Mo, Tu )A/e 1 | 2001<br>Dh. Fr. Sa | TA Outstanding Amount                           | 0.00  |
| in the stage state in the state | 28 29 30 31                      | 1 2 3              |   | 0.00  |
|                                 | 4 5 <u>6</u> 7<br>11 12 13 14    | 8 9 10<br>15 16 17 |   |       |
| Check Return Date:              | 18 19 20 21 2<br>25 26 27 28 2   | 22 23 24           |   |       |
|                                 |                                  | assaw with         |   |       |

4) Complete the ORF Check Number, ORF Check Amount and ORF Check Issue Date fields. To select the ORF Check Issue Date, key date into the field or click on the calendar button is to the right of the field. When the calendar displays, clicking on the arrows < ▶ next to the calendar month, will display the month before (<) or the month after (▶).</li>

Click the down arrow to the right of "**Produce ORF Check Manually?**", select **Yes**, because the check has already been issued "manually" prior to adding the Travel Advance to CalATERS.

The **Index** and **FFY** (Funding Fiscal Year) fields are not required by the system. If your department will be interfacing with CALSTARS, the **FFY** field is required and the Index field may be required if your department uses this field. Verify CalSTARS procedures for your department.

When all fields are completed, click the <u>Add</u> button.

## II. Add Travel Advance (continued)

The **Processing Request** screen displays. Note: Once the Travel Advance is added, it cannot be changed or deleted (the check can be cleared manually see **Section VI. Clear Travel Advance**).

|          | Once done you CANNOT undo.                              |
|----------|---|
| <u> </u> | Are you sure you want to add a new Travel Advance Form? |
|          |   |
|          |   |
| - T.I    | 35 NO   |

Click the Yes button.

The **Request Processed** confirmation message displays. The screen confirms that the Travel Advance has been added to CalATERS. It provides the **Report Key**, which is the Travel Advance number, e.g. TAF000000340. This number, and accompanying Travel Advance information, will display on the Travel Advance Recovery tab on Expense Reimbursement forms. ("Added" advances can be retrieved or cleared through System Administration at any time using this number.)

| Request Processed               | ×                 |
|---------------------------------|-------------------|
| The report key TAF000000340 add | led successfully. |
| Ok                              |                   |



*<u>Note</u>:* Report 39, Travel Advance Administration Entries, displays Travel Advances that are added manually through System Administration. This report is run daily and is available through the CalATERS Reporting System.

| You can now Add, Retrieve, or Clear another Travel Advance or click the | EXII |
|---|------|
| button to exit Travel Advance Recovery.                                 |      |

Continued on next page.

4.34

#### III. Retrieve Travel Advance

You can retrieve and view any travel advance that has not been fully recovered.

Key the TAF number, e.g. TAF000000353, in the **Report Key** field and click Retrieve

| System Administration        |  | Exit   |
|------------------------------|--|--------|
| Travel Advance Recovery 2) C | lick Retrieve.   |        |
| Add Retrieve Update          | Clear  | Cancel |
| Travel Advance Form Options  | 1) Key the TAF number<br>in the <b>Report Key</b> field. |        |
| Report Key: taf000000353     | Employee User  |        |

Travel Advance information is retrieved.

| 🔚 CalATERS Train - https://calatersapp.sco.ca.go       | vX                               |
|--|----------------------------------|
| System Administration                                  | Exit                             |
| Travel Advance Recovery                                |                                  |
| Add Retrieve Update                                    | Clear                            |
| Travel Advance Form Options                            |                                  |
| Report Key: taf000000353                               | Employee User ID: EMPL241        |
| ORF ID: 0002 Agenc                                     | y Name: SCO/Sacramento           |
| ORF Check Number: 10-12123<br>ORF Check Amount: 250.00 | Produce ORF Check Manually?  YES |
| ORF Check Issue Date: 06/30/03                         | FFY: 2002                        |
| TA Original Amount: 250.00                             | TA Available Amount: 250.00      |
| Chaole Braterino Datos 🔽 🖉 🗔                           | Advance information, including   |
| Check Return Reason:                                   | displays.                        |
|  |                                  |
|  |                                  |
|  |                                  |

The **Check Return Date** and **Check Return Reason** fields are available if you wish to clear the advance. See **Section VI. Clear Travel Advance** for more information. Click **Cancel** to reset the screen.

# III. Retrieve Travel Advance (continued)

#### **Report Key Error Message**

A Report Key Error message may appear when the Travel Advance number was keyed incorrectly or when the Travel Advance has already been fully recovered.

| Query | ×  |
|-------|--|
| 8     | Report key=TAF000000354 was not found available to be recovered on the database. |
|       | Dk   |

Verify the Travel Advance number or for assistance in identifying the Travel Advance number, refer to Report 34 – Travel Advance(s) with Outstanding Balance, available from the CalATERS Reporting System. Click Ok to close the message.

# IV. Update Travel Advance

<u>The Update Travel Advance function is used when an automated interface between the</u> <u>department's Office Revolving Fund (ORF) system and CalATERS is not in use.</u> Travel Advances that are created by employees on CalATERS, can be manually updated to include ORF check issuance information. Travel Advances will not be available for recovery on Expense Reimbursement forms until the update task has been completed via a system interface or the update process described here.

For Travel Advances that are "Updated", the original Travel Advance form displays on the employee, approver and Accounting Office staff's Work Queues. The "updated" form (including check issuance information) can be retrieved or cleared through System Administration. Outstanding advance amounts will display on the "Travel Advance Recovery" tab, when the employee submits an Expense Reimbursement form for approval.

#### **IMPORTANT**:

Travel Advances that are updated will be immediately available for scheduling via the Travel Advance Recovery tab on Expense Reimbursement forms that have not yet been approved by Accounting, including:

- > Forms that have a **Draft** status.
- > Forms that are **Returned**.
- > Forms that are **Cancelled** by the employee.
- > Forms that have been **Submitted** for approval.
- > Forms that have a status of **Action** on the approver or accounting staff's work queue.

The update task is performed after the Travel Advance has Final Approval and the Form Status window shows "TA Ready for Extract" with a status of "Pending".

#### Step 1: Form is "Ready for Extract" with a status of Pending.

| New Open | <b>B</b><br>Print | Statu | s Profile Help                        |                 |                     |                       | View: All          |
|----------|-------------------|-------|---------------------------------------|-----------------|---------------------|-----------------------|--------------------|
| Created  | OE                | С     | Name                                  | Status          | Owner               | Nu                    | Туре               |
| 04/02/03 |                   | 04/   | 02/03 PTR 861                         | Draft           | Eileen L McDonald   | Expense               | Reimbursement Form |
| 04/01/03 | $\mathbf{M}$      | 03/   | 24-25/03 San Francisco Training & 04/ | 03 RT Sub Draft | Eileen L McDonald   | Expense               | Reimbursement Form |
| 03/28/03 |                   | 03/   | 28/03 TA 1                            | Completed       | Eileen L McDonald   | Travel Ad             | dvance Form        |
| 03/28/03 |                   | Ø0 .  |                                       |                 |                     | 1941                  | Reimbursement Forr |
| 02/25/03 | 1                 | ×     | orm Status [03/28/03 TA 1]            |                 |                     | Ň                     | Reimbursement Forr |
| 02/25/03 |                   | р     | Ť.                                    |                 |                     |                       | Reimbursement Form |
| 02/25/03 | M                 | te    | Name: Fileen L McDonald               | 0               | Fi                  | nichad                | Reimbursement Forr |
| 02/25/03 | $\mathbf{N}$      | 0     |                                       | 2               |                     | IISHEU                | keimbursement Forr |
| 02/25/03 |                   | 0     | Report: 03/28/03 TA 1                 |                 |                     |                       | Reimbursement Form |
| 02/11/03 |                   | 0     | Reference #: TAF000001502             | Status: C       | Completed           |                       | Reimbursement Form |
| 02/11/03 |                   | 60    | <u>.</u>                              |                 | - 20                |                       | keimbursement Forr |
| 02/11/03 |                   | 0     | Name                                  | Action Taken    | Receive Date Action | Date 🔺                | vance Form         |
| 02/06/03 |                   | 60    | Eleen L. McDonald                     | Submitted       |                     | CALIFORNIA CONTRACTOR | Reimbursement Form |
| 02/06/03 |                   | 60    | Debie L Lee                           | Approved Fina   | Approver and        |                       | Reimbursement Forr |
| 02/05/03 |                   | (De   | Department Technician Group           | Approved TA F   | andy for Extract    |                       | keimbursement Forr |
| 02/05/03 |                   | 00    | Einal Approver                        | Androved        | ceauy ior Extrac    | ι.                    | Reimbursement Forr |
| 02/05/03 | 1                 | De    | ***PAYMENT STATUS***                  | ippi o i ou     |                     |                       | Reimbursement Form |
| 02/04/03 |                   | 0     | TA Ready for Extract                  | Pending         | 03/28               | 3/03                  | Reimbursement Forr |
| 02/04/03 | M                 | 0     |                                       | 1. Street St.   | 00120               |                       | Reimbursement Form |

#### Step 2: The Daily Pay process is run and form is available for retrieval.

After receiving Final Approval, the form will automatically be scheduled for the "Daily Pay" process, which is a daily batch process run by CalATERS after close of business. After Daily Pay is run, the form will be available for retrieval and update in CalATERS System Administration.

Before you can update a Travel Advance, you must be able to identify the Travel Advance form number, e.g. TAF000000330. **Report 29** - "**Approved Travel Advance(s)**" is run daily after close of business. It can be used to identify Travel Advance numbers. Otherwise, manual tracking is necessary.

Sample Report #29: Approved Travel Advance(s) Ready For Payment As of COB July 3, 2003 Department: 0001 State Controller's Office - Training User ID Name Department Department Index Approval Date Check **Delivery Option** \*Transaction Check Check TA Amount Code TA ID Date (Blank=Pick Up) Number Issue Date Needed Code 916-322-1234 SCODFAN Fan, D C Μ TAF000000505 07/03/03 \$300.00 07/08/03 Т SCOSWILD Wild, SW TAF000000509 07/03/03 \$250.00 07/07/03 \$550.00 Total: Department Check Issued By: TA Posted to CalATERS by: \*Transaction Code M – Produce ORF check manually \*Transaction Code T – Produce ORF check via automated checkwriter Page 2 of 3 State Controller's Office - CalATERS Report #29 Thursday, July 3, 2003

#### Step 3: ORF Check Issued from Department Accounting System

The department will issue a check from an Office Revolving Fund system. This task is external to CalATERS. Checks can be issued before the "Daily Pay" process, however, **Report 29 – Approved Travel Advances** will not be available so Travel Advance numbers will need to be manually tracked.

#### To update a Travel Advance:

Key the Travel Advance number in the **Report Key** field.

(This is the 12-digit number that was automatically assigned by CalATERS, for example TAF000000854. This number is displayed in the **Reference #** field on the Work Queue and on **Report 29 - Approved Travel Advance(s)**.

| IATERS System Administration - Test | - https://test.calatersapp.sco.ca.gov:5053    |          |
|-------------------------------------|---|----------|
| System Administrat                  | tion  | E×it     |
| el Advance Recovery                 |   |          |
| Add                                 | Update Glean Can                              | cel      |
| Travel Advance Form Options         | Key Travel Advance (TAF#) and click Retrieve. |          |
| Report Key: taf000000854            | Employee User ID:                             |          |
| ORF ID:                             | ▼ Agency Name:                                | •        |
| ORF Check Number:                   | Produce ORF Check Manually?                   | <b>•</b> |
| ORF Check Amount: 0,0               | 00 Index:                                     |          |
| ORF Check Issue Date: / /           | EFY:  |          |
| TA Original Amount: 0.0             | TA Outstanding Amount:                        | 0.00     |
| Check Return Date: 1 /              |   |          |
| Check Return Reason:                |   |          |
|                                     |   |          |

The Employee User ID, Agency Name, Produce ORF Check Manually?, Index, FFY, ORF ID, Travel Advance Original Amount and Travel Advance Outstanding Amount are displayed.

The ORF Check Number, ORF Check Amount and ORF Check Issue Date fields are available.

Complete the **ORF Check Number**, **ORF Check Amount** and **ORF Check Issue Date** fields. To select an ORF Check Issue Date, key date into the field or click on the calendar button  $\square$  next to the field. When the calendar displays, clicking on the arrows  $\blacktriangleleft \triangleright$  next to the calendar month, will display the month before ( $\blacktriangleleft$ ) or the month after ( $\triangleright$ ).

Note: The **ORF Check Amount** must be equal to the amount displayed in the **TA Original Amount** field.

When all fields are completed, click the Update button.

| System Ad                                  | ministration                               |                               |   | Exit   |
|--|--|-------------------------------|---|--------|
| wel Advance Recovery                       |  |                               |   |        |
| Add  | Retrieve Update                            | Clear                         | Cancel  |        |
|  |  |                               |   |        |
| 68   | ai na a                                    |                               |   |        |
| Travel Advance                             | Form Options                               |                               |   |        |
| Report Key:                                | taf00000854                                | Employee                      | User ID: 1 TEN1   | _      |
|  |  |                               | Internet in the second s |        |
| ORF ID;                                    | 0841 Agency                                | Name: State Controller - Deja | i Vu  |        |
| ORF Check Number:                          | 1200                                       | Produce ORF Check N           | fanually? NO  | •      |
| ORF Check Amount:                          | 275.00                                     | Complete ODE                  | Index: 1100   |        |
| ORF Check Issue Date:                      | 11/07/01                                   | Complete ORF                  | FFY: 2001   |        |
|  | November 2001                              |                               |   |        |
| TA Original Amount:                        | Su Mo Tu We Th Fr Sa                       | TA Outstanding                | Amount:   | 275.00 |
|  | 28 29 30 31 1 2 3<br>4 5 6 <b>7</b> 8 9 10 |                               |   |        |
|  | 11 12 13 14 15 16 17                       |                               |   |        |
| Check Return Date:<br>Check Return Reason: | 25 26 27 28 29 30 1                        |                               |   | -      |
| chool notari notason.                      | 2 3 4 5 6 7 8                              |                               |   |        |
|  | Today None                                 | W                             |   |        |
|  |  |                               |   |        |

The **Processing Request** screen displays. (Note: Once the ORF check issuance information is added, it cannot be changed or deleted.

| Processin | ng Request 🔀   |
|-----------|--|
| Yes       | Once done you CANNOT undo.<br>Are you sure you want to update the ORF Travel Advance Information |
|           |  |

Click <u>Yes</u> to update the Travel Advance.

The **Request Processed** confirmation message displays.

| quest Processed                |                     |
|--------------------------------|---------------------|
| The report key TAF000000854 up | dated successfully. |
|                                |                     |
| Ok                             |                     |

Click the \_\_\_\_\_\_ button.

You can now Add, Retrieve, or Clear another Travel Advance or click the button to exit Travel Advance Recovery.

Exit

## V. Clear Travel Advance

The **Clear Travel Advance** function removes a Travel Advance from the recovery process. It is generally used when Travel Advance checks are returned or when the employee provides a personal check or cash for the entire balance of the advance.

Cleared Travel Advances will be taken out of the CalATERS Travel Advance recovery process so that they will no longer display or be scheduled for collection on Expense Reimbursement forms.

#### **IMPORTANT:**

The **Clear Travel Advance** function does not update your Office Revolving Fund (ORF) system. To ensure proper reconciliation, correct the Travel Advance information in your ORF.

The **Clear Travel Advance** function can only be used to clear the full TA Outstanding Amount (original Travel Advance amount minus any amount collected on another Expense Reimbursement that has been approved by Accounting). Partial amounts cannot be cleared from the System Administration -Travel Advance Recovery screen. Example: employee submits a personal check for \$75.00 to pay an outstanding \$100.00 Travel Advance. The TA Outstanding Amount shows a balance of \$100.00 still owing. The \$25.00 difference must be recovered on an Expense Reimbursement (approved by Accounting) before the TA Outstanding amount of \$75.00 can be cleared.

## V. Clear Travel Advance

#### To clear a Travel Advance:

You must first Retrieve the Travel Advance. Key the TAF number in the **Report Key** field and click the Retrieve button. The form is retrieved.

Verify that the **TA Outstanding Amount** is the amount that you want to clear. This amount can be less than the **TA Original Amount** if a portion of the Travel Advance has already been collected on an Expense Reimbursement form that has been approved by the Accounting Office. When this advance is cleared, any Travel Advance amounts scheduled for recovery on in-progress Expense Reimbursement forms (not yet approved by Accounting) will be removed from the recovery process.

To clear the advance, complete the **Check Return Date** and **Check Return Reason** fields. To select a **Check Return Date**, key date into the field or click on the calendar button  $\boxed{100}$  next to the field. When the calendar displays, clicking on the arrows  $\blacktriangleleft \triangleright$  next to the calendar month, will display the month before ( $\blacktriangleleft$ ) or the month after ( $\triangleright$ ).

|                       |                    |                    |              |                   | 2            |
|-----------------------|--------------------|--------------------|--------------|-------------------|--------------|
| el Advance Recovery   |                    |                    |              |                   |              |
| Add                   | etrieve U          | pdate Cle          | ar           | Cance             | el           |
|                       |                    |                    |              | _                 |              |
| Travel Advance F      | orm Options        | 3) Press C         | lear to      |                   |              |
|                       |                    | clear Trave        | el           |                   |              |
| Report Key:           | taf000000170       | Advance.           |              | bloyee User ID: E | MPL240       |
| ORE ID:               | 0000               | Agency Name:       | C & compart  |                   |              |
| ORF Check Number:     | 123                | Property Name. 130 | nduce ORF Ch | eck Manually?     |              |
| ORF Check Amount:     | 200.00             | 7                  |              | Index:            |              |
| ORF Check Issue Date: | 03/01/02           | 1                  |              | FFY:              |              |
|                       |                    | <u>-</u>           |              |                   |              |
| TA Original Amount:   | 200.00             |                    | TA Outsta    | Inding Amount:    | 200.00       |
|                       |                    |                    |              |                   | T            |
| Check Return Date:    | 11/07/02           | a                  |              |                   | 1) Verify TA |
| Check Return Reason   | Trip cancelled. En | plovee check # 173 | 20           |                   | Outstanding  |
|                       |                    |                    |              |                   | Amount.      |

When both fields are completed, click the Clear button.

# V. Clear Travel Advance (continued)

The **Processing Request** screen displays. (Note: Once cleared, the Travel Advance cannot be retrieved again.)

| Processing Request  | ×                   |
|---|---------------------|
| Once done you CANNOT undo<br>Are you sure you want to clear | this Travel Advance |

Click Yes to clear the Travel Advance.

## The **Request Processed** confirmation message displays.

| ×      |
|--------|
| fully. |
|        |
|        |

Click the Ok button.

Exit

You can now Add, Retrieve, Update or Clear another Travel Advance or click the

button to exit Travel Advance Recovery.

## **Reconciliation with Department ORF**

When Travel Advances are cleared through CalATERS, they are taken out of the Travel Advance Recovery process and will no longer display on Expense Reimbursement forms. However, the department's Office Revolving Fund (ORF) system may still show the Travel Advance with an outstanding balance. The ORF will need to be manually updated to reflect the current balance of the advance to ensure proper reconciliation.

## VI. Reissuing Advance: Travel Advance Amount on CalATERS is Incorrect

When the Travel Advance amount approved using CalATERS is different than the amount actually issued from the department ORF, you will need to clear the Travel Advance off of CalATERS and reissue the Travel Advance with the correct amount.

(Note: If your department uses the System Administration, Travel Advance Recovery screen to "Update" check issuance information, the Travel Advance must be updated first before "clearing" see **Section V. Update Travel Advance**.)

If you do not clear the original Travel Advance, <u>CalATERS will attempt to recover the amount</u> that was approved on CalATERS, which may be more or less than what is reflected in the <u>department ORE</u>. You have two options for reissuing the Travel Advance:

- "Clear" the original Travel Advance then add a new Travel Advance manually using the System Administration, Travel Advance Recovery screen. The newly added Travel Advance will then display on the Expense Reimbursement form, Travel Advance Recovery tab. For additional information see Section III. Add Travel Advance.
- 2) "Clear" the original Travel Advance and instruct the employee to submit a new Travel Advance using CalATERS. The form will be approved using CalATERS and a check will be issued (either manually or automatically using an interface). The Travel Advance form will be viewable from the employee's, approver's and accounting staff's work queue. The Travel Advance will display on the Expense Reimbursement form, Travel Advance Recovery tab.

#### VII. Automated Travel Advance Interfaces

Departments using interfaces between CalATERS and their Office Revolving Fund (ORF) will have special considerations in Travel Advance processing.

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

#### **CalATERS to Department ORF Interface**

In this interface, CalATERS sends a file to the department ORF with Travel Advance information so that checks can be issued. If the department is using an automatic check writer, checks will be issued automatically.

#### **Department ORF to CalATERS Interface**

After checks are issued, for some departments, the Department ORF to CalATERS Interface will provide CalATERS check issuance information, including check number, issue date and amount. Check with your department to verify if you will be using this second interface process.

When using the Department ORF to CalATERS Interface, manual update of Travel Advances is not necessary. Departments that do not use this interface must "Update" Travel Advances manually. See **Section V**. **Update Travel Advance**.