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.

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Travel Advance Administration (continued)

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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.
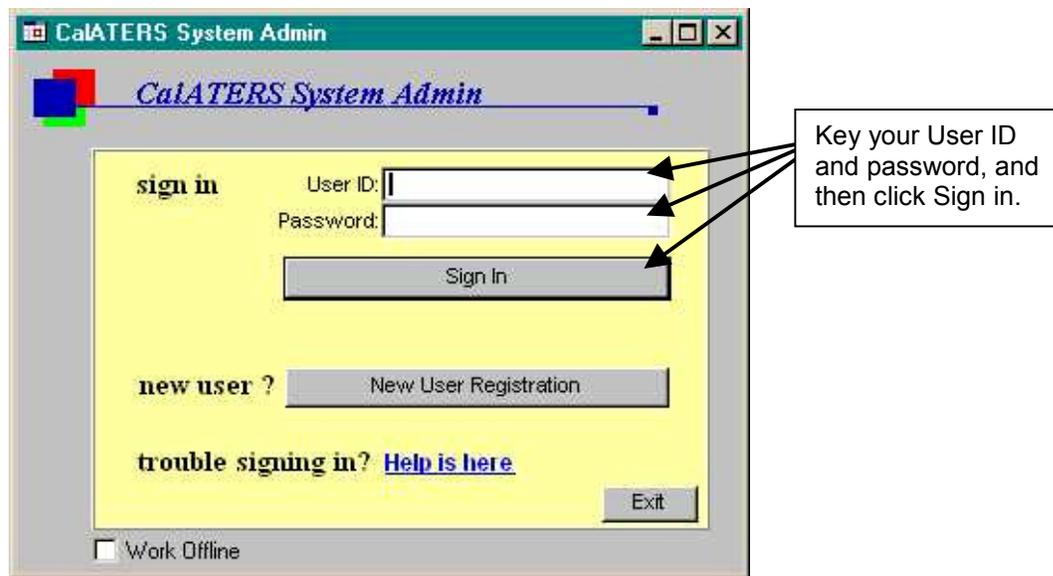
Key your User ID and Password in the appropriate fields.

Click the **Sign In** button.

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

Continued on next page.

I.   Sign In to System Administration (continued)

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

Click Travel Advance Administration.
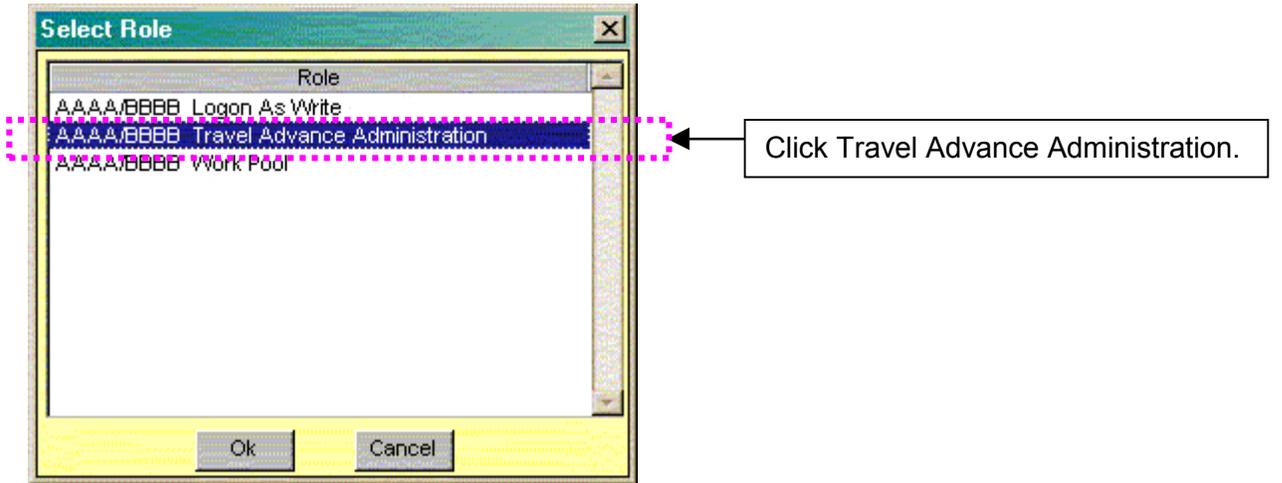
Click the [Ok] button.

The **Travel Advance Recovery** tab will display.

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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)

To add a Travel Advance:

1) Key the employee's CalATERS User Id in the **Employee User Id** field.

2) Click the down arrow ![arrow] to the right of the **Agency Name** field and select the Agency that issued the advance.

3) Click the down arrow ![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.

Continued on next page.

II. **Add Travel Advance** (continued)

To add a Travel Advance (continued):

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 ▦ 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 (►).

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 [Add] 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**).
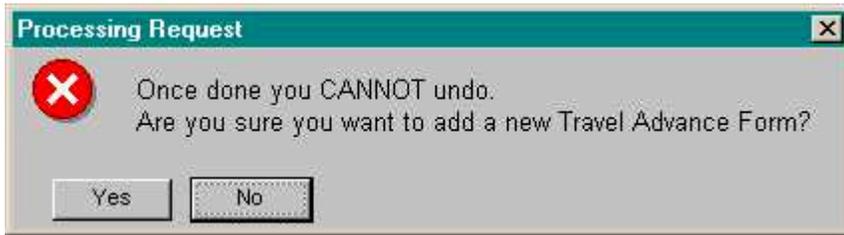
Click the [Yes] button.

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.)
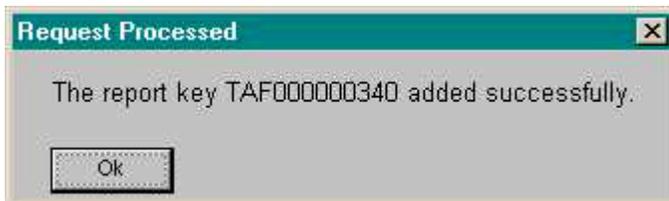
Click [Ok] .

Note: 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 [Exit] button to exit Travel Advance Recovery.

Continued on next page.

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].
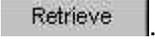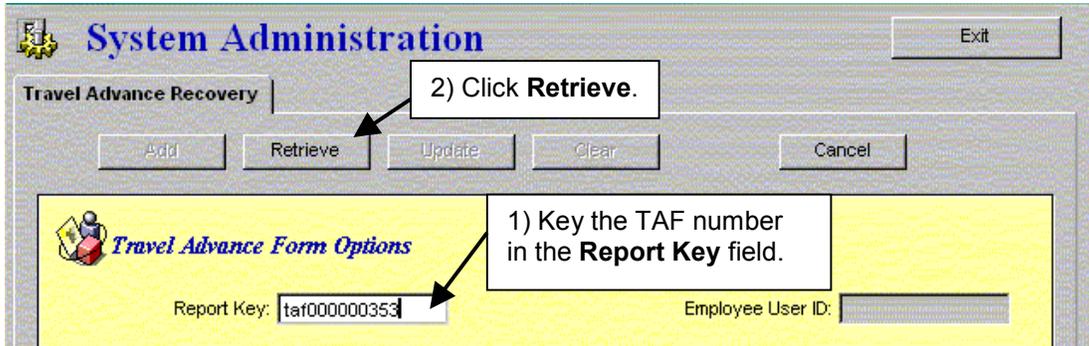
Travel Advance information is retrieved.

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.

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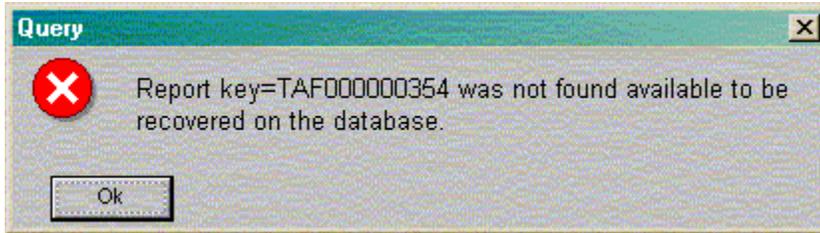
Verify the Travel Advance number or for assistance in identifying the Travel Advance number, refer to Report 34 – Travel Advance(s) with Outstanding Balance, available from the CalATERS Reporting System. Click Ok to close the message.

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

IV.   Update Travel Advance

The Update Travel Advance function is used when an automated interface between the department's Office Revolving Fund (ORF) system and CalATERS is not in use. 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.
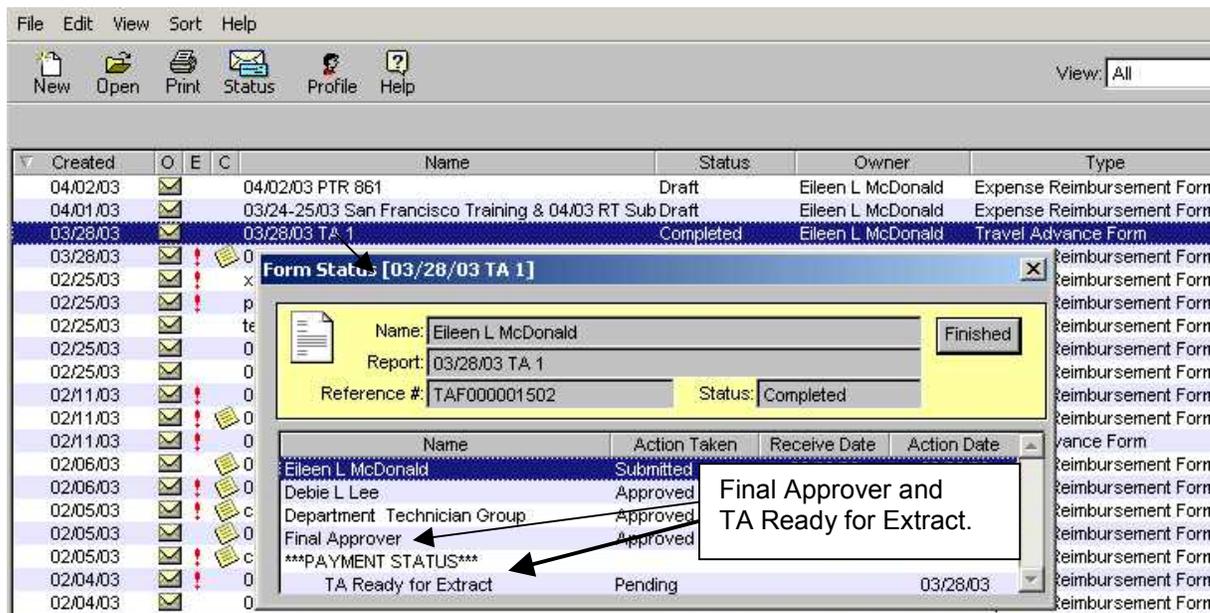
Continued on next page.

IV. Update Travel Advance (continued)

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 Index Code	Name TA ID	Approval Date	TA Amount	Date Check Needed	Delivery Option (Blank=Pick Up)	*Transaction Code	Department Check Number	Department Check Issue Date
SCODFAN	Fan, D C				916-322-1234	M		
	TAF0000000505	07/03/03	$300.00	07/08/03				
SCOSWILD	Wild, S W					T		
	TAF0000000509	07/03/03	$250.00	07/07/03				
	Total:		$550.00					

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

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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.

Continued on next page.

IV. **Update Travel Advance** (continued)

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)**.

Click the Retrieve button.
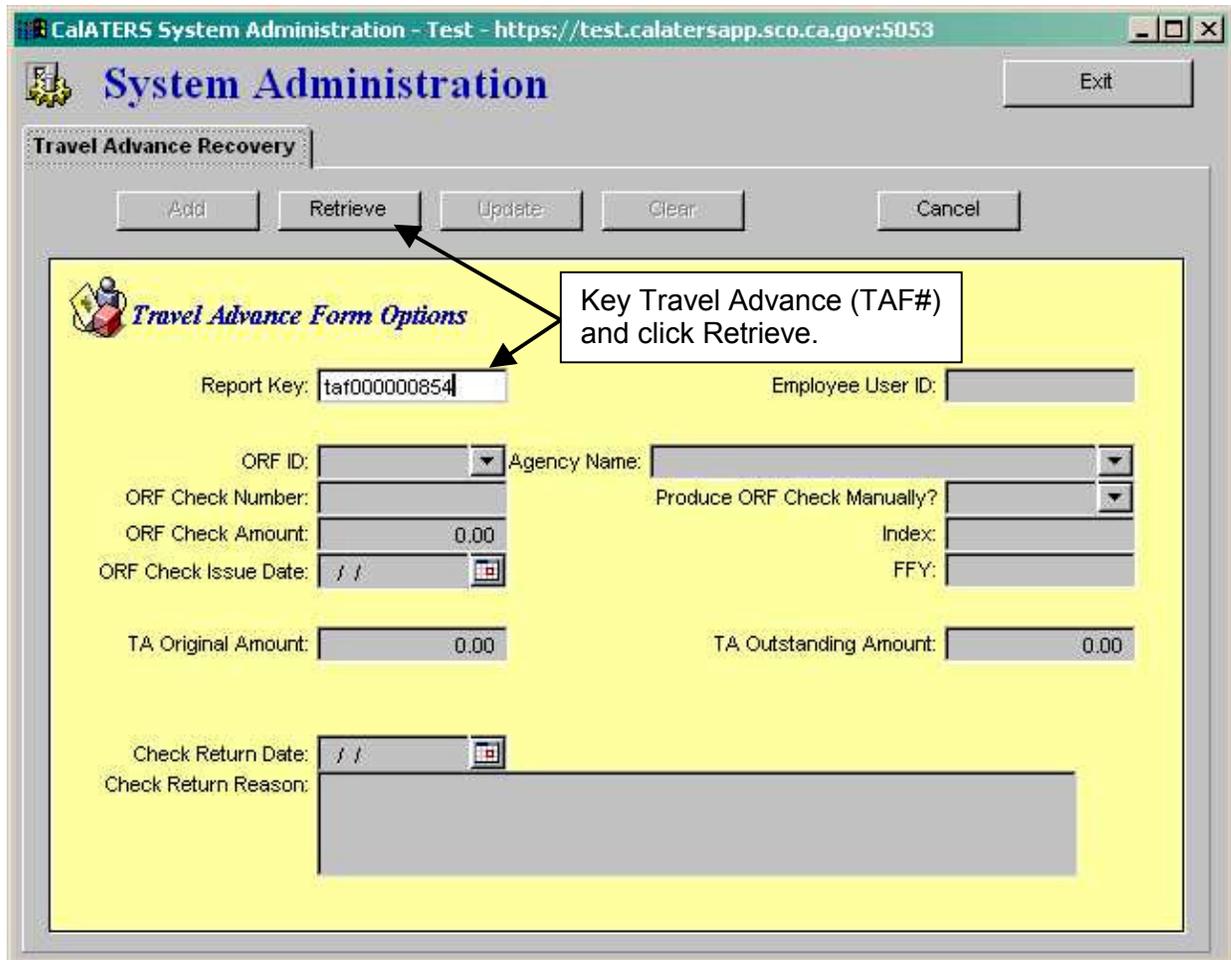
Continued on next page.

IV. Update Travel Advance (continued)

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 🔲 next to the field. When the calendar displays, clicking on the arrows ◄ ► next to the calendar month, will display the month before (◄) or the month after (►).

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.

IV. Update Travel Advance (continued)

The **Processing Request** screen displays. (Note: Once the ORF check issuance information is added, it cannot be changed or deleted.
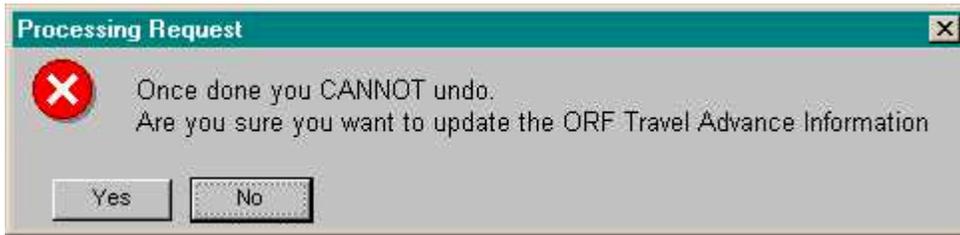
Click **Yes** to update the Travel Advance.
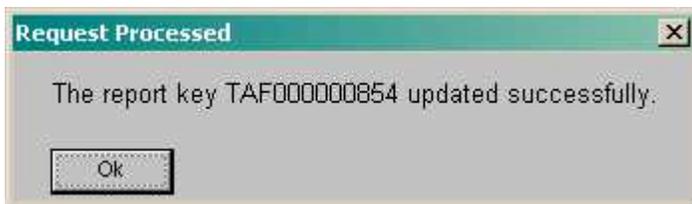
The **Request Processed** confirmation message displays.

Click the **Ok** button.

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

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

<u>To clear a Travel Advance:</u>

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.

<u>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.</u>

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 🔳 next to the field. When the calendar displays, clicking on the arrows ◄ ► next to the calendar month, will display the month before (◄) or the month after (►).

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.)
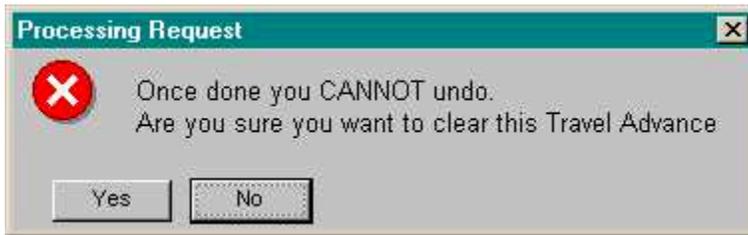
Click [Yes] to clear the Travel Advance.

The **Request Processed** confirmation message displays.
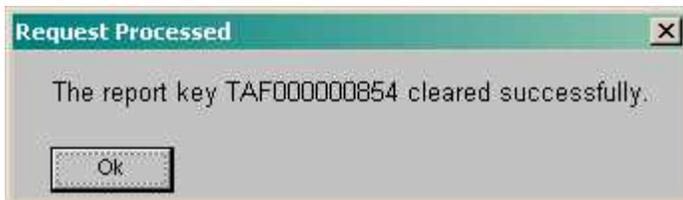
Click the [Ok] button.

You can now Add, Retrieve, Update or Clear another Travel Advance or click the [Exit] 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 that was approved on CalATERS, which may be more or less than what is reflected in the department ORF</u>. You have two options for reissuing the Travel Advance:

1) "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**.