Miscellaneous Actions for Expense Reimbursements Accounting Office

Within these instructions you will find information/procedures for working with Expense Reimbursement forms after they are created. Listed below are the instructions for the following actions:

	Table of Contents	
Section	Title	Page(s)
Ι.	Accessing the Expense Reimbursement	2
	Archived Forms	2 - 3
II.	Exit the Expense Reimbursement	3 – 4
	Exit and Return the Form to the Work Pool	3
	Save Changes and Return the Form to Work Pool	3 – 4
	Save or Not Save and Return to Work Queue	4
III.	Working with a Returned Expense Reimbursement	5 -6

I. Accessing the Expense Reimbursement

Accessing an existing Expense Reimbursement begins at the **Work Queue**. For more information regarding the Work Queue refer to <u>Work Queue</u> instructions located on the CalATERS web site.

Ima Employee				
ile <mark>Edit</mark> Vie <mark>w Sort Help</mark> 2 ⁴ Cancel Form Ne Delete Form Ctrl+	then click	s Archive forms, cli Form Archive Re	trieval	w: All
Form Status Re-Notity approver Refresh List	Name	Status	Owner	Туре
(Form Archive Retrieval	rgency Purchase 27-30	Copy Copy Submitted	Double click on the form to open it.	Expense Reimburse Expense Reimburse Travel Advance For
(Profile (Options	27-30	Submitted Submitted	Ima Employee	Travel Advance Fo Expense Reimburs
Lists	able 	Disapproved Submitted	lma Employee Ima Employee	Expense Reimburse Expense Reimburse
05/09/01 🗹 🕴 TA Test		Completed	lma Employee	Expense Reimburse Expense Reimburse
05/07/01 🛛 🗹 🖠 🍥 Business	les 3/5-7 Expense #2 TEST	Draft Completed	lma Employee Ima Employee	Expense Reimburs
- 05/07/01 👘 🖂 🏓 🍭 Business	Expense	Completed	Ima Employee	Expense Reimburs

Double click on the desired Expense Reimbursement.

Archived Forms

Paid or disapproved forms will be taken off the **Work Queue** after 60 days and placed in Archive. To access forms that are placed in Archive:

- 1) From the **Menu Bar** at the top of the screen, click on **Edit**.
- 2) From Edit click on Form Archive Retrieval. The following screen will appear.

Archive Retrieval	2
Retrieve Completed Forms	
Date Range From: 02/15/03 🔟	
Τα 03/17/03 🔟	
Retrieve: My own forms	
My own forms	
Forms I have approved/disapproved	
Forms that have been prepared/submitted for me Forms my group id has approved/disapproved	
Retrieve Cancel	

- 2) Key a **From** and **To** date range.
- 3) In the **Retrieve** field, use the down arrow **x** to select one of the following options: **My own forms** (displays archived forms that you created).

Forms I have Approved/Disapproved (displays other employee's forms that you had previously approved or disapproved).

- Forms that have been prepared/submitted for me (displays forms that were submitted for you by a submitter.)
- Forms my group id has approved/disapproved (displays all forms approved or disapproved by the Accounting Office Work Pool).

Continued on next page

2

I. Accessing the Expense Reimbursement (continued)

Archived Forms (continued)

Click on the Retrieve button.

Note: Retrieved archive forms cannot be updated and are removed from the Work Queue when you exit CalATERS.

II. Exit the Expense Reimbursement

For Accounting Office staff there are various methods for exiting a form:

Exit and Return the Form to the Work Pool

At any point during the review of an Expense Reimbursement 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.

🛄 Eleanor N Payne	e-Test [Expens	e Reimbursement F	orm: test spec acct]	_ O ×
File Filt View H	Help			1
Save	Ctrl+S-	3 6	Click on File , then click on	
Print	Ctrl+P	fo Pint	Cancel and return to pool.	
Cancel and return Close	to pool	expense Categories	4.Expenses 5.Completion	-

NOTE: Changes made to the Expense Reimbursement will not be saved. 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*.

Save Changes and Return Form to Work Pool

If you must exit an Expense Reimbursement and would like to save the information you have added to the form, follow the steps below:

1) Click on **File** from the **Menu Bar**, then click on **Save**.

File Hit View	Help		
Save	Ctrl+S		
Print	Ctrl+P	nfo List Print Help click on Save.	
Cancel and retur Close	n to pool	Expense Categories 4. Expenses 5. Completion	
Total Expenses Report Name:	s: 3.00 test		

Continued on next page

II. Exit the Expense Reimbursement (continued)

Save Changes and Return Form to Work Pool (continued)

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.

		- -		8	2			
Print	Ctrl+P	hfo	List	Print	Help			
Cancel and return to pool	6	Exper	nse Cat	egories	4. Expenses	5. Completion		
Close		-			- 20			
T ato TOCINO LI	прюус	न्द						

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

Save or Not Save and Return to Work Queue

Once you are in the Expense Reimbursement form, at any point, you may exit and save the information. Use the instruction below only for forms that are created by you. Forms submitted for Accounting Office review use instructions for returning the form to the Work Pool as previously provided.

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:

Save Confirmati	ion	×
Save	changes [·]	to form?
Yes	No	Cancel

Click on **Yes** to save or **No** to not save changes. This action will take you back to the **Work Queue**.

III. Working with a Returned Expense Reimbursement

When an Expense Reimbursement is returned to you, an e-mail will be sent by the CalATERS to notify you of the returned form.

The form will display in your Work Queue with the **Status** of **Action**. Forms that are returned can be updated and approved or returned to an approver or the employee/ submitter.

Debie M Mar	rtin					
Edit View	v Sort	Help				
🗋 🚰 Iew Open) Print	Status Profile H	?) telp			View: All
Created	OE		Name	Status	l l	
03/24/03		Inspection in San	Francisco	Action	Susan M Bates	Double click on the Action
			Francisco		Susan M Bates Susan M Bates	
03/24/03		Inspection in San	Francisco dding	Action		Double click on the Action form to access.
03/24/03 03/24/03		Inspection in San	Francisco dding go	Action Returned	Susan M Bates	form to access.
03/24/03 03/24/03 03/24/03		Inspection in San Lake check in Rec Travel to San Dieg Trip to Los Angles	Francisco dding go	Action Returned Action	Susan M Dates Susan M Bates	form to access.

Please read the following information regarding updating the Expense Reimbursement:

- 1) Double click on the **Action** form.
- 2) Once the form has been opened, verify the Notes Log function to determine the reason

the form was returned. To access the information click on the Notes icon located at the top of the screen. Check the **Notes Log** for information that may have been provided by an employee, Approver, Accounting Office or State Controller's Office Pre-Auditor. You may also use this feature to add a note to the **Notes Log** regarding the actions you have taken. Notes can be added from any screen within the Expense Reimbursement. For information regarding this feature, refer to <u>Approve Expense Reimbursement</u> located on the CalATERS web site.

3) When making changes or adding information, always click on one of the update buttons (i.e., Add/Update/Enter/or Delete) to insure that the change has been updated. For information regarding entering data on the Expense Reimbursement, refer to <u>Approve</u> <u>Expense Reimbursement</u> located on the CalATERS web site.

Once all changes have been made, proceed to tab **5**. **Completion**. Review the items on the various tabs. Add an approver if needed. For Information regarding adding an approver refer to <u>Approve Expense Reimbursement</u> instructions located on the CalATERS web site.

Continued on next page

III. Working with a Returned Expense Reimbursement (continued)

Once approvers are established, read the Certification Statement.

To approve/return/disapprove the Expense Reimbursement, key your CalATERS sign in password in the **Password** field, then click on one of the following buttons:

1) The approve button will approve the form and move the form to a designated approver or if no other approvers are required, the form will be scheduled for payment or, when applicable before payment is issued, the form will be forwarded to a State Controller's Office Pre-Payment Auditor. If the form is sent to another approver, CalATERS will generate an e-mail notifying the approver that a form has been placed in their Work Queue and requires action. Forms submitted to a State Controller's Office Pre-Payment Auditor.

- 2) Return for more information This button will return the form to a previous approver or to the employee/submitter. CalATERS will generate an e-mail notifying the person that a form has been returned to their Work Queue and requires action. For information regarding returning the form, refer to instructions <u>Approve Expense Reimbursement</u> located on the CalATERS web site.
 - X Disapprove
- 3) Will disapprove the form and return it to the Work Queue of the employee/submitter. CalATERS will generate an e-mail notifying the employee/submitter of the disapproved form. Information on a disapproved Expense Reimbursement cannot be modified/corrected for resubmission. For information regarding disapproving the form, refer to instructions <u>Approve Expense Reimbursement</u> located on the CalATERS web site.
- **Note**: The progress of the form can be monitored using the **Form Status** button available on your Work Queue. For more information on Form Status refer to <u>Work Queue</u> instructions located on the CalATERS web site