

# Miscellaneous Actions for Travel Advances

## Accounting Staff

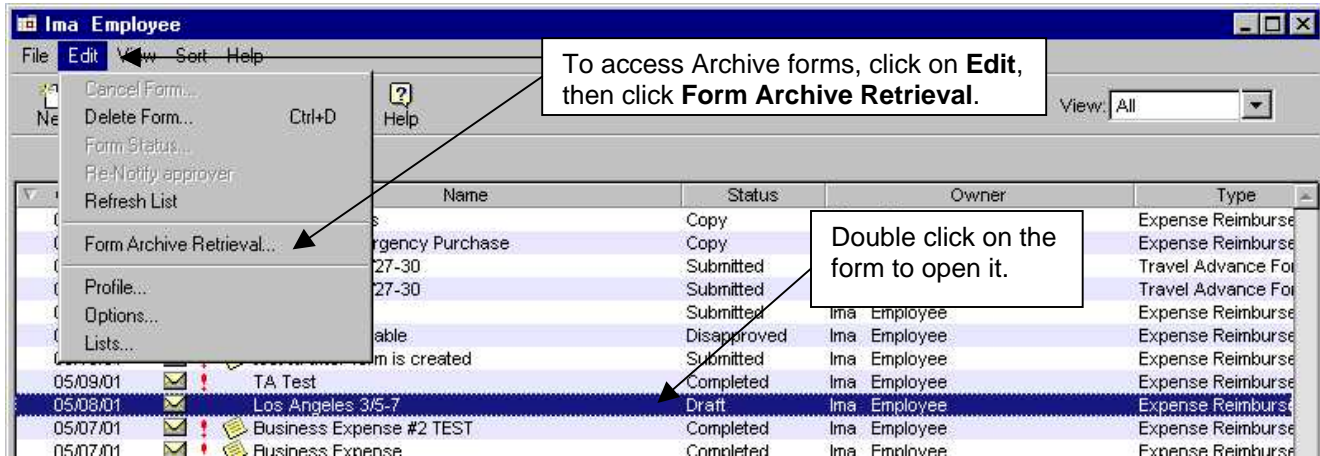
Within these instructions you will find information/procedures for working with Travel Advance forms after they are created. Listed below are the instructions for the following actions:

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## I. Accessing the Travel Advance

Accessing an existing Travel Advance begins at the **Work Queue**. For more information regarding the Work Queue, refer to [Work Queue](#) instructions located on the CalATERS web site.

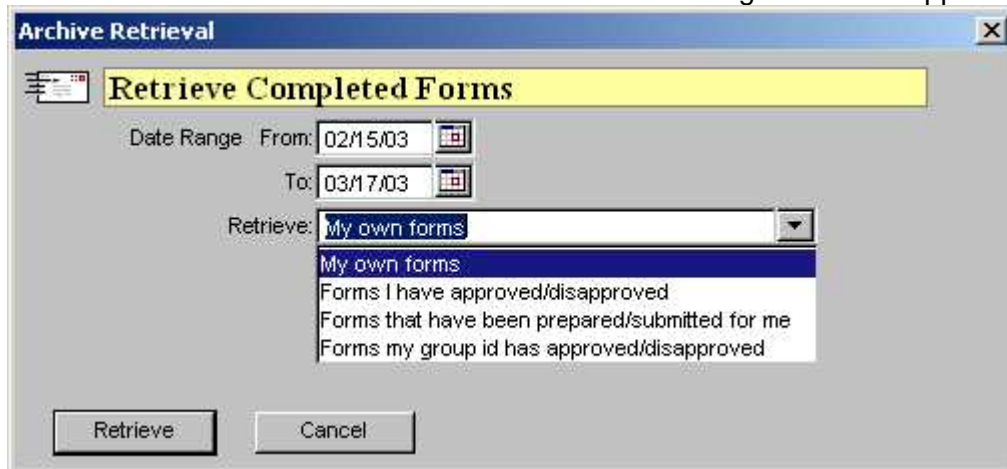
Double click on the desired Travel Advance.




### Archived Forms

Completed or disapproved forms will be taken off the **Work Queue** and placed in Archive 90 days after the submitted date. 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.



- 2) Key a **From** and **To** date range.
- 3) In the **Retrieve** field, use the down arrow  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** - (this option is only available to those with Work Pool Privilege) displays all forms approved or disapproved by the Accounting Office Work Pool.

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## I. Accessing the Expense Reimbursement (continued)

### Archived Forms (continued)

Click on the  button.

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

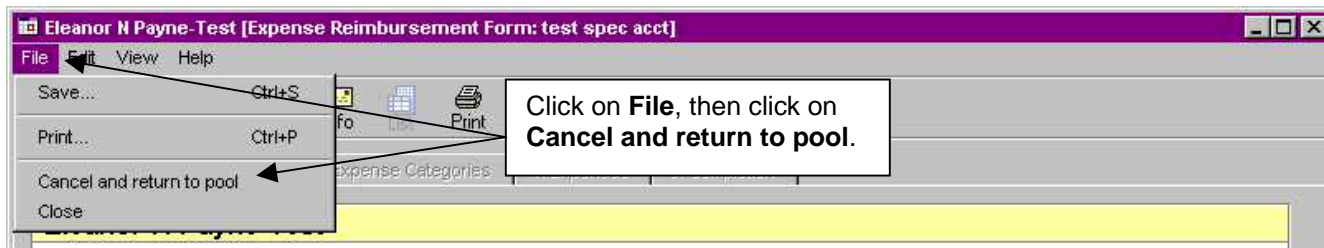
## II. Exit the Travel Advance

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

### Exit(without saving changes) and Return the Form to the Work Pool

At any point during the review of a Travel Advance you may exit the form, without saving changes, and return the form to the Work Pool. Click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool**.

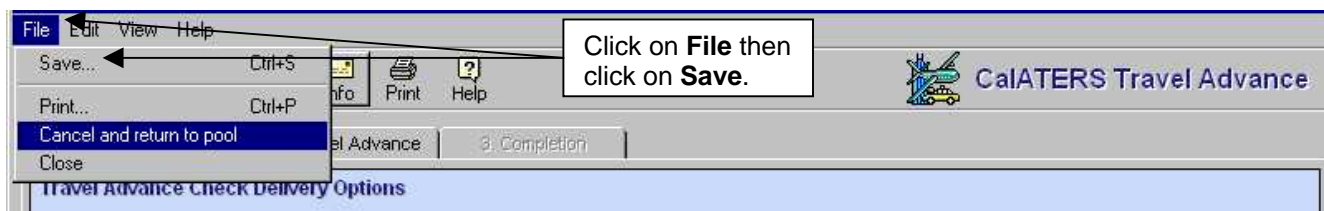
**IMPORTANT:** If the form is not exited via the **Cancel and Return to pool** method, the form will not be available for review by other accounting staff.



### Save Changes and Return Form to the 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 **File** from the **Menu Bar**, then click on **Save**.



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## II. Exit the Travel Advance (continued)

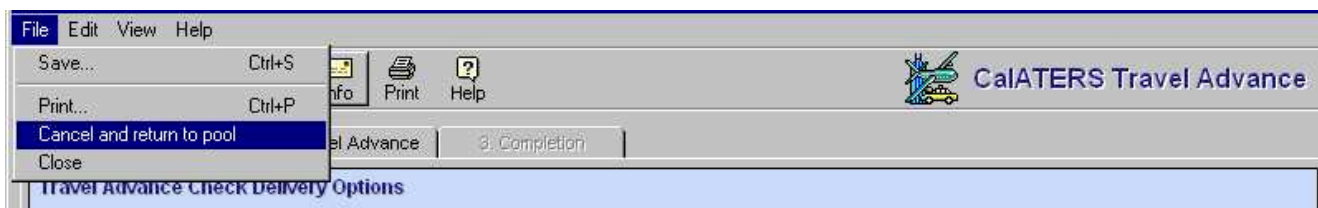
### Save Changes and Return Form to Work Pool (continued)

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**.



Information you have changed in the Travel Advance 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 Travel Advance 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 should be returned to the Work Pool using the instructions on the previous page.

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:

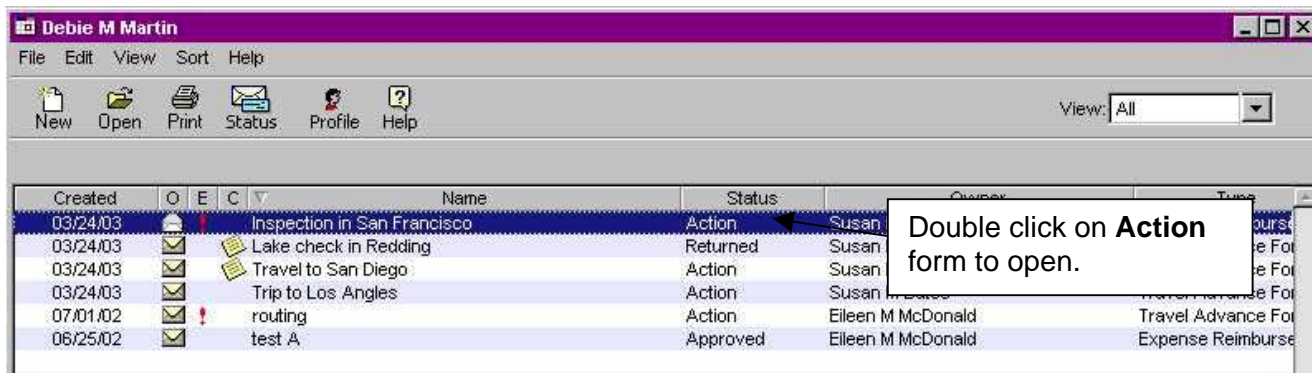


Click on **Yes** to save or **No** to not save changes. This action will take you back to the **Work Queue**.


### III. Working with a Returned Travel Advance

When a Travel Advance 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 resubmitted for approval or returned to another approver or employee.



**Please read the following information regarding updating the Travel Advance:**

- 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  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 Travel Advance. For information regarding this feature, refer to [Approve Travel Advance](#) instructions located on the CalATERS web site.
- 3) When making changes or adding information, always click on one of the update button to insure that the change has been updated. For instructions regarding entering data on the Travel Advance, refer to [Approve Travel Advance](#) instructions located on the CalATERS web site.


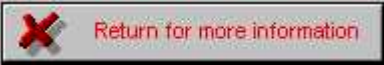

Once all changes have been made, proceed to tab **3. Completion**. Review the items on the various tabs. Add an approver if needed. For Information regarding adding an approver refer to [Approve Travel Advance](#) instructions located on the CalATERS web site.


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### III. Working with a Returned Travel Advance (continued)

#### **Once approvers are established, read the Certification Statement.**

To approve/return/disapprove the Travel Advance, 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. 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.
- 2)  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 returned to their Work Queue and requires action. For instructions for returning the form, refer to Approve Travel Advance instructions located on the CalATERS web site.
- 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 Travel Advance cannot be modified/corrected for resubmission. For instructions regarding disapproving the form, refer to Approve Travel Advance instructions 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 Work Queue instructions located on the CalATERS web site.