# Work Queue

The **Work Queue** is the initial screen that displays after you sign in to CalATERS. These instructions provide an overview of all of the functions available on the **Work Queue**. Each method for performing a specific function is explained. Please note that other sets of instructions provide only the most efficient methods for performing a function.



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ns	New	Open		Status	Profile		

#### I. Icons

Located near the top left of the **Work Queue** are icons titled **New**, **Open**, **Print**, **Status**, **Profile** and **Help** that are explained below.

Icons	- Will allow you to do the following:
New	Create a new Expense Reimbursement or Travel Advance.
Open	Open up the Expense Reimbursement or Travel Advance that is highlighted on the Work Queue. (A highlighted form can also be opened by double clicking on the form).
Print	When an Expense Reimbursement or Travel Advance is highlighted and the Print icon is clicked, a window will appear which will allow you to print the form's Summary or Transmittal reports.
	Note: Amounts reflected in the reports may change due to adjustments reducing expense amounts or changes to Travel Advances scheduled for recovery made during the review process.
Status	This feature allows you to review the status of a particular form in-progress. It will display dates and identify the people who have approved/reviewed the document. (For a list of Status Codes, click on <b>Definitions</b> from the CalATERS website).
	Name:       Eileen S Jones       Finished         Report:       Napa 5/7-8/2003 & San Francisco 5/20-21/2003       Finished         Reference #:       TAF000000292       Status:       Action
	Name         Action Taken         Receive Date         Action Date           Elleen S Jones         Submitted         04/30/03         04/30/03           Debie S Smith         Approved         04/30/03         04/30/03           Department Technician Group         Returned         04/30/03         04/30/03           Eileen S Jones         Submitted         05/01/03         05/01/03           Debie S Smith         Action         05/01/03         05/01/03
	Note: This feature is not available for forms with a Status of Draft.
S Profile	Will take you to your Profile. Specific information regarding the Profile can be found in the <u>Update Your Profile</u> instructions located on the CalATERS website.
<b>V</b> Prep	This icon will only display for a person designated to prepare Expense Reimbursements or Travel Advances for an employee. Use this icon to select the person for whom the form is being keyed.



Icons	Icons - Will allow you to do the following: (continued)			
Sub	This icon will only display for a person designated to prepare and submit for approval Expense Reimbursements or Travel Advances for an employee. Use this icon to select the person for whom the form is being keyed.			
(2) Help	Clicking on the Help icon will open another window displaying the CalATERS Home page. From this website you can access information, such as Definitions, various instructions, etc.			

II. Menu Bar File Edit View Sort Help

At the top of the **Work Queue** is a **Menu Bar**. The **File, Edit, View, Sort** and **Help** menus are explained below.

New Ctrl+N Open Ctrl+C			atus Profile Help		N	/iew:All
Print Ctrl+F	>					
Exit	1	EC	Name	Status	Owner	Туре
			0 HI H- 02 40 40			Travel Advance Fo
			Salt Lake City 4/9-13	Submitted	lma Employee	Travel Advance Fu
		1	Los Angeles 3/27-30	Submitted	ima Employee	
CERCERCITOR OF	<u></u> <u>N</u>	1				Travel Advance Fo
03/26/01		1	Los Angeles 3/27-30	Submitted	lma Employee	Travel Advance Fo Travel Advance Fo Expense Reimburs Expense Reimburs

File - <sup>-</sup>	These functions can also be done using the icons (see page 2, Icons).
New	Used to start the process to create a new Expense Reimbursement or Travel Advance.
Open	When an Expense Reimbursement or Travel Advance is highlighted from the list and the Open option is clicked, it will open the highlighted form. (A highlighted form can also be opened by double clicking on the form).
Print	When an Expense Reimbursement or Travel Advance is highlighted and the Print option is clicked, a window will appear which will allow you to print the form's Summary and Transmittal sheet. (See also information on using <b>Icons</b> ).
	Note: Amounts reflected in the reports may change due to adjustments reducing expense amounts or changes to Travel Advances scheduled for recovery made during the review process.
Exit	Will log you off the CalATERS.

Ne	Cancel Form Delete Form Ctrl+D Form Status	(?) Help		٧	/iew:All
7	Re-Notify approver Refresh List	Name	Status	Owner	Туре
(	Tronsert Lioc		Сору	Bugs Bunny	Expense Reimburse
(	Form Archive Retrieval	rgency Purchase	Сору	Bugs Bunny	Expense Reimburs
(		27-30	Submitted	Ima Employee	Travel Advance Fo
(	Profile	27-30	Submitted	Ima Employee	Travel Advance Fo
1	Options	18 860	Submitted	Ima Employee	Expense Reimburs
(	Lists	able	Disapproved	Ima Employee	Expense Reimburs
1	LISIS	m is created	Submitted	Ima Employee	Expense Reimburs

	ious actions can be performed using these functions (see below for ails).
Cancel Form	The Cancel Form function can only be used by the owner of the form. It is used to recall an existing form that has not been paid and return the form to the owner's Work Queue. Cancelled forms can be updated and resubmitted.
Delete Form	<ul> <li>An Expense Reimbursement or Travel Advance can only be deleted from the Work Queue of the Owner of the form. Following Status can be deleted:</li> <li><b>¤ Cancelled</b> - when deleted, the form is no longer available on CalATERS.</li> <li><b>¤ Completed</b> - will be removed from the Work Queue but will be available for viewing from the Form Archive Retrieval (see section I. Accessing the Expense Reimbursement).</li> <li><b>¤ Disapproved</b> - will be removed from the Work Queue but will be available for viewing from the Form Archive Retrieval (see section I. Accessing the Expense Reimbursement).</li> <li><b>¤ Disapproved</b> - will be removed from the Work Queue but will be available for viewing from the Form Archive Retrieval (see section I. Accessing the Expense Reimbursement).</li> <li><b>¤ Draft</b> - when deleted, the form is no longer available on CalATERS.</li> <li><b>¤ Returned</b> – when deleted, the form is no longer available on CalATERS.</li> <li><b>¤ Submitted</b> when deleted, the form is no longer available on CalATERS.</li> </ul>

	rious actions can be performe tails). (continued)	ed using these	functions (s	ee below fo	or
Form Status	This feature allows you to revie will display dates and identify the document. (For a list of Status website).	he people who ł Codes, click on	nave approve	d/reviewed	the
	Form Status [06/27 PTR CA0672 S	econd form \$700]			×
	Name: Eileen L McDonald	C		Finished	1
	Report: 06/27 PTR CA0672 Reference # TEA000003424		Completed	-	
	Tereschee # TEA000003424	Statas	Completed		10
	Name	Action Taken	Receive Date	Action Date	
	Eileen L. McDonald	Submitted	06/27 <i>1</i> 02	06/27/02	100
	Debie L Lee	Approved	06/27/02	06/27/02	
	Department Technician Group	Approved	06/27/02	.06/27/02	
	Final Approver	Approved	06/27/02	06/27/02	
	***PAYMENT STATUS*** Sent to Fiscal	Completed	06/27/02	06/28/02	-
	Note: This feature is not availa	ble for forms wi	th a Status of	Draft.	
Re-Notify	Renotify your approver of an o	utstanding form	previously su	ubmitted.	
Approver	An e-mail message will be sen				
Refresh List	Will refresh the <b>Work Queue</b> w CalATERS.	vith any actions	that were tak	en while wo	rking in

	rious actions can be performed using these functions (see below for tails). (continued)
Form Archive Retrieval	Completed or disapproved forms will be taken off the <b>Work Queue</b> and placed in Archive 90 days after the submitted date. To retrieve the form, click on <b>Form</b> <b>Archive Retrieval</b> , the following screen will appear:
	Archive Retrieval       Image: Completed Forms         Image: Date Range       From: 02/15/03         Image: Date Range       From: 02/15/03         Image: To:       03/17/03         Image: Retrieve:       My own forms         Image: Retrieve:       My own forms         Image: Forms I have approved/disapproved       Forms that have been prepared/submitted for me Forms my group id has approved/disapproved         Retrieve       Cancel
	<ol> <li>Key a From and To date range.</li> <li>In the Retrieve field various options will display based on your rolls/ responsibilities on CalATERS. use the down arrow it to select one of the displayed options:         <ul> <li>My own forms - displays archived forms that you created.</li> <li>Forms I have Approved/Disapproved - displays other employee's forms that you had previously approved or disapproved.</li> <li>Forms that have been prepared/submitted for me - displays forms that were submitted for you by a submitter.</li> <li>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.</li> </ul> </li> </ol>
	<ol> <li>Click on the Retrieve button.</li> <li>The forms will display on your Work Queue with an Archive Status Code.</li> <li>These forms cannot be updated.</li> </ol>
Profile	Will take you to your Profile. Specific information regarding the Profile can be found in the <u>Update Your Profile</u> instructions located on the CalATERS website.

	rious actions can be performed using these functions (see below for tails). (continued)
Options	When this selection is clicked, three tabs will appear.
	<b>Prepare For:</b> This tab is used to assign a Preparer (a person designated to prepare Expense Reimbursement and Travel Advance forms for you).
	<b>Submit For:</b> This tab is used to assign a Submitter (a person designated to prepare and submit Expense Reimbursement and Travel Advance forms for you).
	Change Password: This tab is used to change your CalATERS password.
	Specific information can be found in the <u>Update Your Profile</u> instructions located on the CalATERS website.
Lists	Is a list of locations on the Expense Reimbursement form used to update a drop down list of locations when adding expenses.
	Edit Lists
	List Maintenance Finished Cancel
	Lists Locations
	To add a location click on the New button, then key the new location.
	To edit a location click on the location displayed in List Values. Click on the Edit button. Key the changes to the location then, click on the Update button.

	rious actions can be performed using these functions (see below for tails). (continued)
Lists - continued	To delete a location click on the location displayed in List Values listing, then click the Delete button.
	To Exit click on the Finished button.

New C	All		ne View opt cated in two		View: All		
Create	Approved Archive	Name	Status	Owner	Reference #	∠ Type →	
06/27/0		PTR CA0672 Second form \$700	Completed	Eileen L McDonald	TEA000003424	Expense Reimburse	
06/27/	Audit	PTR 672 \$500 (second set samples)	Submitted	Eileen L McDonald	TEA000003425	Expense Reimburse	
06/27/0	Completed	PTR 672 \$700 (second set samples)	Completed	Eileen L McDonald	TEA000003426	Expense Reimburse	
06/27/0	Сору	PTR 670 (reconfirm Return and Disencum	ber) Completed	Eileen L McDonald	TEA000003428	Expense Reimburse	
06/28/(		D2 Cancel / DAOT Save test	Submitted	Eileen L McDonald	TEA000003447	Expense Reimburse	
06/28/	Draft	D2 ER (no TA tab) test	Cancelled	Eileen L McDonald	TEA000003448	Expense Reimburse	
09/05/0	Paid	led to Judicial Council at DAOT	Cancelled	Eileen L McDonald	TEA000003538	Expense Reimburse	
11/21/	Prepared	D2 Prepare For Eileen L McDonald (ER For	m) Submitted	Eileen L McDonald	TEA000003551	Expense Reimburse	
11/26/		D2 Report Name Test	Draft	Eileen L McDonald	TEA000003558	Expense Reimburse	
11/26/	Returned	D2 Report Name Test	Submitted	Eileen L McDonald	TEA000003559	Expense Reimburse	
12/02/0	Submitted	D2 CA0783 (DAOT coded)	Submitted	Eileen L McDonald	TEA000003591	Expense Reimburse	
12/05/02		2105/02 PTR 753 Confirmation	Draft	Eileen L McDonald	TEA000003612	Expense Reimburse	

View – Will allow you to limit the display of forms on the Work Queue by the type of status listed in the Status column (For a list of Status Codes, click on Definitions from the CalATERS website).					
AII	Displays all statuses of Expense Reimbursements and Travel Advances.				
Action	Displays on Approver or Department Accounting <b>Work Queues</b> for forms requiring review/approval.				
Approved	Displays on Approver or Department Accounting <b>Work Queues</b> for forms that have been approved.				
Archive	Displays forms that were retrieved from the archive.				
Audit	Not applicable.				
Completed	Displays on the employee's <b>Work Queue</b> for forms that have gone through Final Approval and completed processing.				
Сору	Displays on the employee's <b>Work Queue</b> for forms that were created by a Submitter. Also when an employee selects an Alternate Approver, a Copy of the form appears on their Default Approver's <b>Work Queue</b> .				
Draft	Displays forms that have been created and saved (not submitted).				

View – Will allow you to limit the display of forms on the Work Queue by the type of status listed in the Status column (For a list of Status Codes, click on Definitions from the CalATERS website).					
Paid	Is not used at this time.				
Prepared	Displays for a Preparer a list of forms that were prepared for other employees.				
Returned	Displays forms that have been returned by an approver or the Accounting Office.				
Submitted	Displays on the employee's <b>Work Queue</b> , forms that have been submitted for approval.				

le Edit View	Sort Help		You	can also click				
🏠 😅 New Open	By Created By Name By Status	ofile Help On a field title to sort.						
Created	By Owner	Name	Status	Owner	Reference #	🛛 Туре 🔺		
06/27/02	By Type	CA0672 Second form \$700	Completed	Eileen L McDonald	TEA000003424	Expense Reimburse		
06/27/02	🗵 🔝 ОБ727 Р	TR 672 \$500 (second set samples)	Submitted	Eileen L. McDonald	TEA000003425	Expense Reimburse		

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<b>Sort -</b> Allows you to sort the forms for display purposes. Sorting can also be done by clicking on the heading titles above the listing.					
By Created	Will be displayed by date the form was created, newest to oldest or vice versa. <i>Note:</i> Created date may not be representative of when the form was submitted, for instance, if a Draft form was created and saved and completed at a later date for submission.				
By Name	Can be displayed by ascending or descending numeric / alphabetical order by the name of the Expense Reimbursement or Travel Advance.				
By Status	Can be displayed by ascending or descending alphabetical order by the name of the Status. (For a list of Status Codes, click on <b>Definitions</b> from the CalATERS website).				
By Owner	Can be displayed by ascending or descending alphabetical order by the name of the person submitting the Expense Reimbursement or Travel Advance being requested. <b>Exception:</b> When a Submitter creates a form for another employee, the Owner field will display the Submitter's name.				
Ву Туре	Will display by form type, Expense Reimbursement or Travel Advance.				
1	Continued on next page				

page

Sort - Allows you to sort the forms for display purposes. Sorting can also be done by clicking on the heading titles above the listing.					
Reference Number	This is a unique number assigned by the system to Travel Advances and Expense Reimbursements. This field is not included on the <b>Menu Bar</b> , <b>Sort</b> option. The number can be sorted by ascending or descending alphabetical/ numeric order by clicking on the heading title above the listing. If this field does not display, use the bottom right scroll bar to view the field.				
Help					
Clicking on the Help function will open another window displaying the CalATERS Home page. From this website you can access information, such as Definitions, various instructions, etc.					

#### III. Fields

Under the **Menu Bar** and **Icons** are **Field Names**. Each field is explained below. By clicking on the field titles, your Expense Reimbursement and Travel Advance forms will be sorted in the order of the selected field.

e Edit Vie	ew S	ort	Help			<b></b>	1		
🖺 🖨 New Open	n Pri	a) Int	Status	Profile He		Field Names			View: All
Created		E			Name	Status	8	Owner	Туре
03/26/01	Ň			ake City 4/9-1		Submitted			Travel Advance Fo
03/26/01		1	Los /	Angeles 3/27-3	30	Submitted	lma	Employee	Travel Advance Fo
0000004	$\sim$		Dalla	s Travel 1/22-3	26	Draft	Ima	Employee	Expense Reimburs
03/22/01		4.1							

Field Name	Description
Created	The date the form was created or last saved. Will be displayed by newest to oldest date or vice versa <i>Note</i> : Created date may not be representative of when the form was submitted, for instance, if a Draft form was created and saved and completed at a later date for submission.
0	<ul> <li>Identifies a form that was previously opened/viewed.</li> <li>Identifies a form that has not been opened.</li> </ul>
E	Form has exceptions or messages regarding review items.
С	Form has comments (notes) attached to it.
Name	Name of the Expense Reimbursement or Travel Advance.

Field Name	Description
Status	Can be displayed by ascending or descending alphabetical order by the name of the Status. (For a list of Status Codes, click on <b>Definitions</b> from the CalATERS website).
	To view all history on the form, highlight the form and click the Status button. The Forms Status screen will display with a listing of all actions taken on the form. (Draft forms will not display a Form Status.)
Owner	Name of the person receiving the Expense Reimbursement or Travel Advance. <b>Exception:</b> When a Submitter creates a form for another employee, the Owner field will display the Submitter's name.
Туре	There are two types of forms Expense Reimbursement and Travel Advance.
Reference #	This is a unique number assigned by the system to Expense Reimbursement and Travel Advances. If this field does not display, use the bottom right scroll bar to view the field.

#### IV. Exit the Work Queue

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