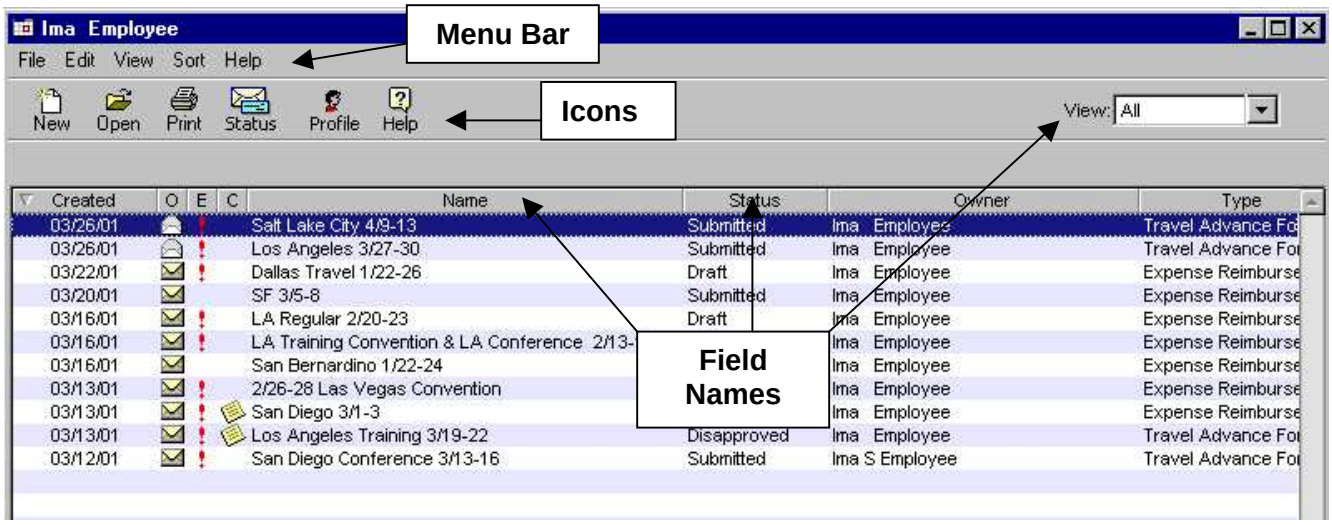
Work Queue

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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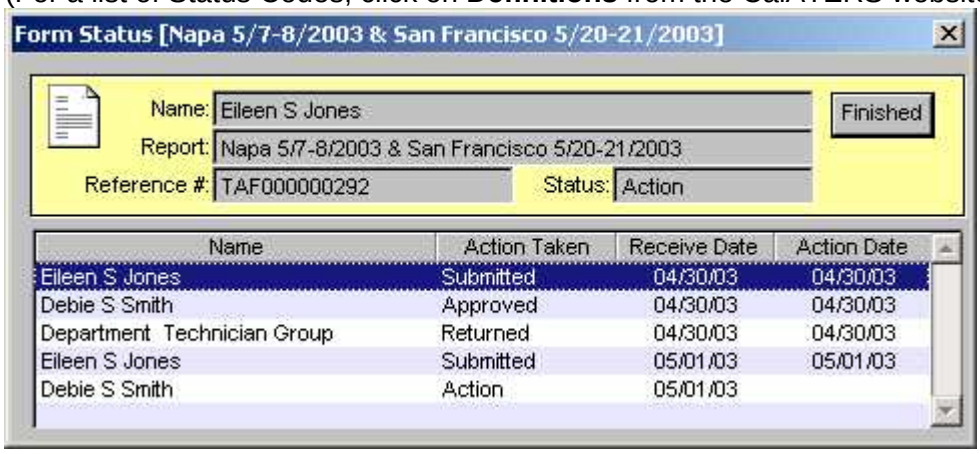
I. Icons

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:	
	Create a new Expense Reimbursement or Travel Advance.
	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).
	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.
	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 **Definitions** from the CalATERS website).  Note: This feature is not available for forms with a Status of Draft.
	Will take you to your Profile. Specific information regarding the Profile can be found in the Update Your Profile instructions located on the CalATERS website.
	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.

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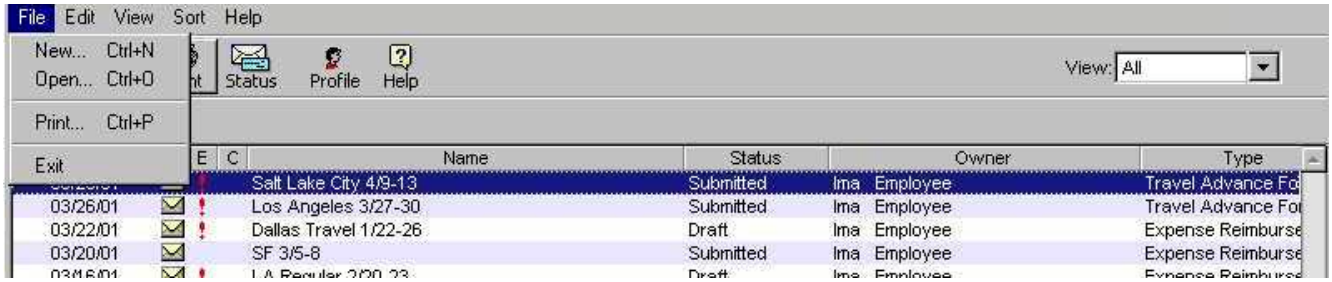
I. Icons

(continued)

Icons - Will allow you to do the following: (continued)	
	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.
	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

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



File - 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 **Icons**). 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.

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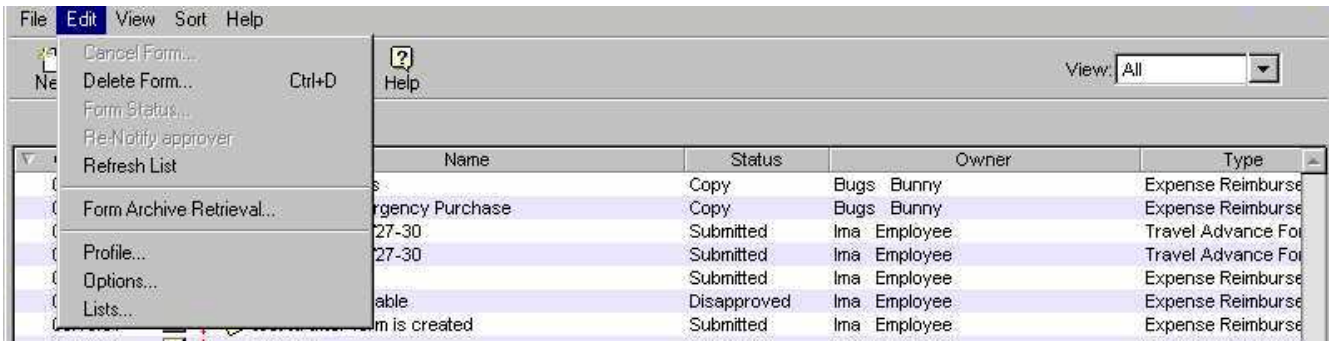
II. Menu Bar – Edit File Edit View Sort Help (continued)



Edit - Various actions can be performed using these functions (see below for details).	
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	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: ⌑ **Cancelled** - when deleted, the form is no longer available on CalATERS. ⌑ **Completed** - 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**). ⌑ **Disapproved** - 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**). ⌑ **Draft** - when deleted, the form is no longer available on CalATERS. ⌑ **Returned** – when deleted, the form is no longer available on CalATERS. ⌑ **Submitted** when deleted, the form is no longer available on CalATERS.

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II. Menu Bar – Edit File Edit View Sort Help (continued)

Edit - Various actions can be performed using these functions (see below for details). (continued)	
Form 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 **Definitions** from the CalATERS website). Note: This feature is not available for forms with a Status of Draft.
Re-Notify Approver	Renotify your approver of an outstanding form previously submitted. An e-mail message will be sent to your approver.
Refresh List	Will refresh the **Work Queue** with any actions that were taken while working in CalATERS.

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II. Menu Bar – Edit File Edit View Sort Help (continued)

Edit - Various actions can be performed using these functions (see below for details). (continued)	
Form Archive Retrieval	Completed or disapproved forms will be taken off the **Work Queue** and placed in Archive 90 days after the submitted date. To retrieve the form, click on **Form Archive Retrieval**, the following screen will appear: 1) Key a **From** and **To** date range. 2) In the **Retrieve** field various options will display based on your rolls/ responsibilities on CalATERS. use the down arrow to select one of the displayed 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. 3) Click on the Retrieve button. The forms will display on your Work Queue with an Archive Status Code. These forms cannot be updated.
Profile	Will take you to your Profile. Specific information regarding the Profile can be found in the Update Your Profile instructions located on the CalATERS website.

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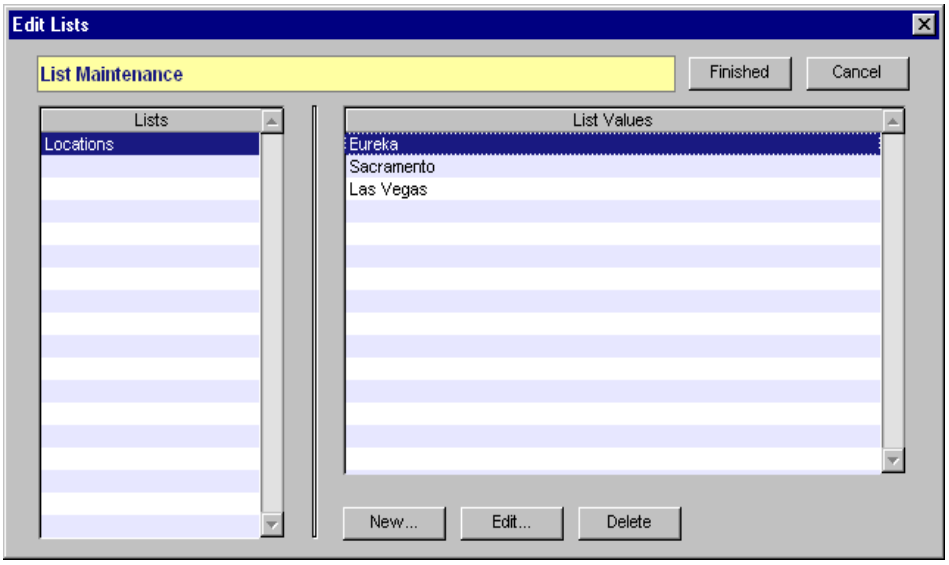
II. Menu Bar – Edit File Edit View Sort Help (continued)

Edit - Various actions can be performed using these functions (see below for details). (continued)	
Options	When this selection is clicked, three tabs will appear. **Prepare For:** This tab is used to assign a Preparer (a person designated to prepare Expense Reimbursement and Travel Advance forms for you). **Submit For:** 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 Update Your Profile 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.  **To add a location** click on the New... button, then key the new location. Click on the Add button to update and add the 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.

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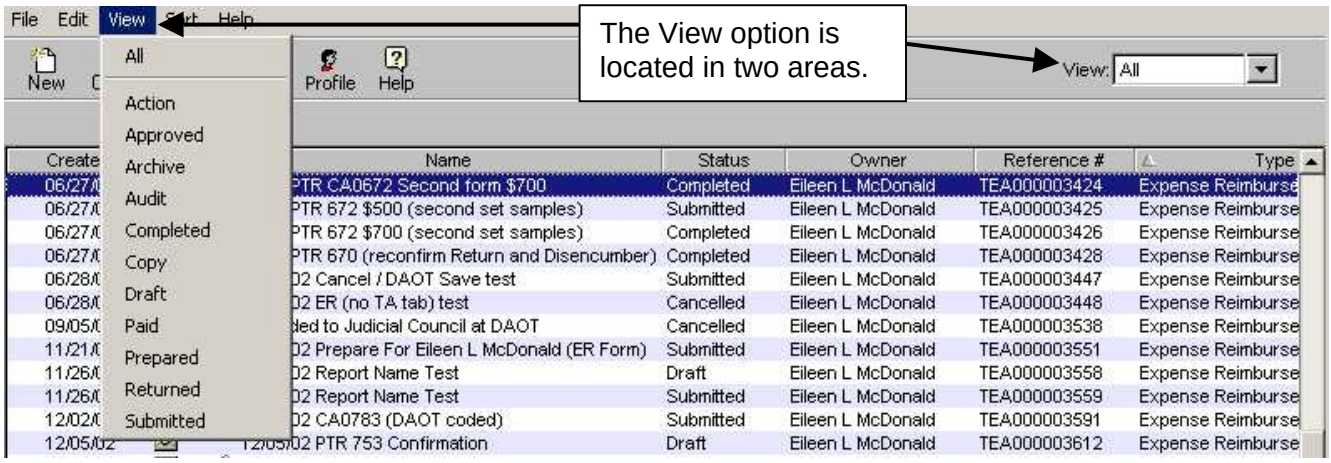
II. Menu Bar – Edit File Edit View Sort Help (continued)

Edit - Various actions can be performed using these functions (see below for details). (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.



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).	
All	Displays all statuses of Expense Reimbursements and Travel Advances.
Action	Displays on Approver or Department Accounting **Work Queues** for forms requiring review/approval.
Approved	Displays on Approver or Department Accounting **Work Queues** for forms that have been approved.
Archive	Displays forms that were retrieved from the archive.
Audit	Not applicable.
Completed	Displays on the employee's **Work Queue** for forms that have gone through Final Approval and completed processing.
Copy	Displays on the employee's **Work Queue** 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 **Work Queue.**
Draft	Displays forms that have been created and saved (not submitted).

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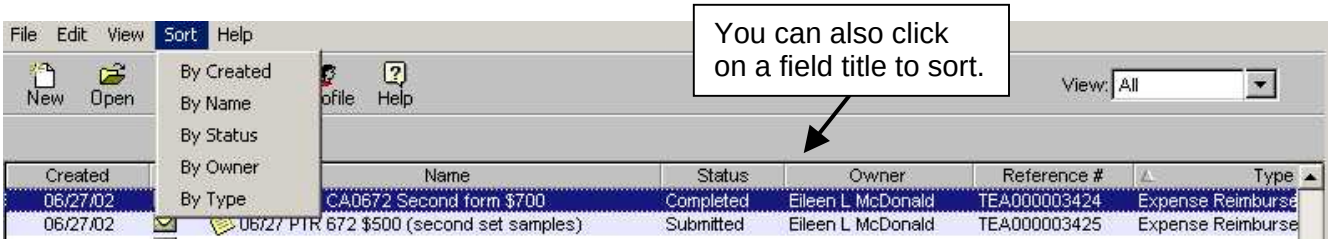
II. Menu Bar – Edit File Edit View Sort Help (continued)

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 **Work Queue,** forms that have been submitted for approval.



Sort - 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. ***Note****:* 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 **Definitions** 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. **Exception:** When a Submitter creates a form for another employee, the Owner field will display the Submitter's name.
By Type	Will display by form type, Expense Reimbursement or Travel Advance.

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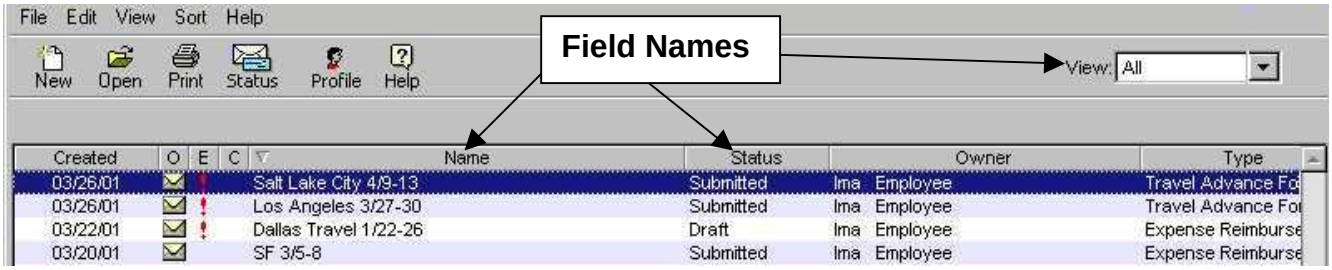
II. Menu Bar File Edit View Sort Help (continued)

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 **Menu Bar**, **Sort** 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.



Field Name	Description
Created	The date the form was created or last saved. Will be displayed by newest to oldest date or vice versa. . ***Note***: 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.
O	Identifies a form that was previously opened/viewed. Identifies a form that has not been opened.
E	Form has exceptions or messages regarding review items.
C	Form has comments (notes) attached to it.
Name	Name of the Expense Reimbursement or Travel Advance.

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III. Fields (continued)

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 **Definitions** from the CalATERS website). To view all history on the form, highlight the form and click the 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. **Exception:** When a Submitter creates a form for another employee, the Owner field will display the Submitter's name.
Type	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** .