

Miscellaneous Actions for Travel Advances

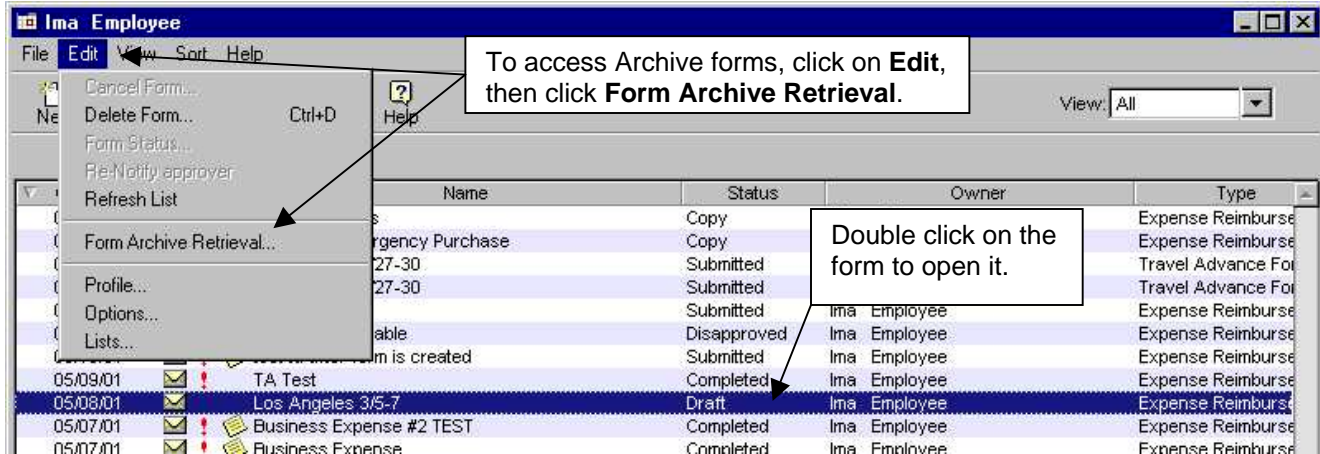
Within these instructions you will find information/procedures for working with Travel Advance forms after they are created. Listed below are the instructions for the following actions:

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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.

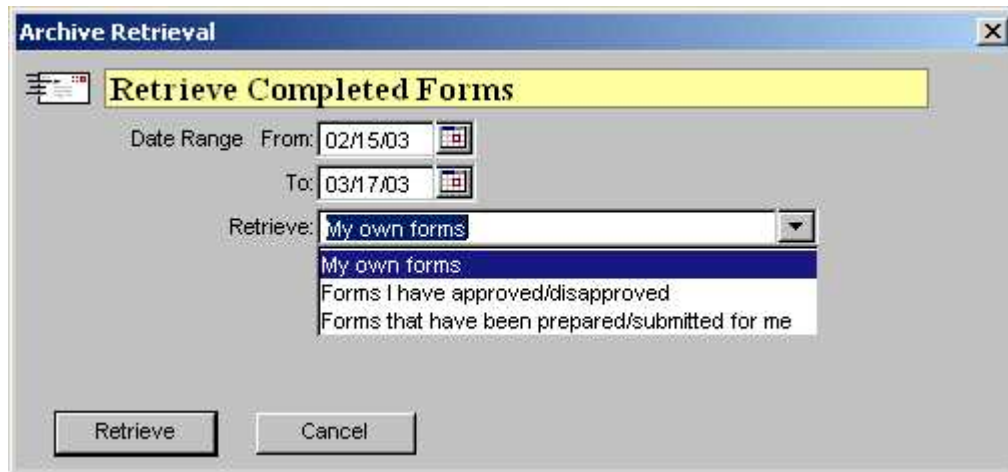
Double click on the desired Travel Advance.




Archived Forms

Completed or disapproved forms will be taken off the **Work Queue** and placed in Archive 90 days after the submitted date. Forms created by submitters for employees can only be accessed on the archive by the submitter. 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.

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I. Accessing the Travel Advance (continued)

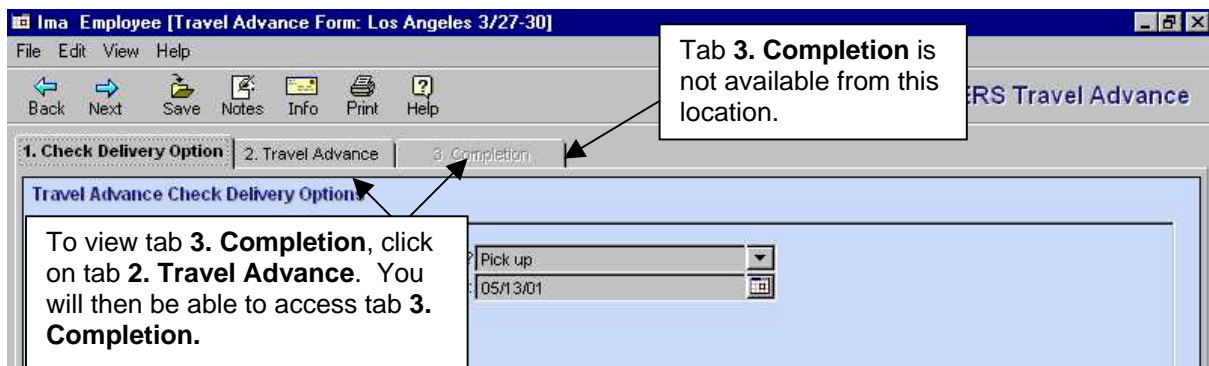
Archived Forms (continued)

Click on the  button.

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

II. View a Travel Advance


Once a form has been opened, the screen in the **1. Check Delivery Option** tab will display. If the tab you wish to view is not accessible (name on tab is gray/no black lettering), click on a viewable tab (tab with black lettering) until the tab you wish to view is accessible (see example below).



Please be aware that depending on the status of the form, changes can or cannot be made to information on the form. Changes can be made to forms with the status of Draft, Cancelled and Returned. Forms with the status of Archive, Completed, Copy, Disapproved or Submitted cannot be changed.

When exiting the Travel Advance you will be given the opportunity to save or not save the changes.

III. Exit the Travel Advance

Once you are in the Travel Advance form, at any point, you may exit and save the information. To exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the . A Save Confirmation box will appear:

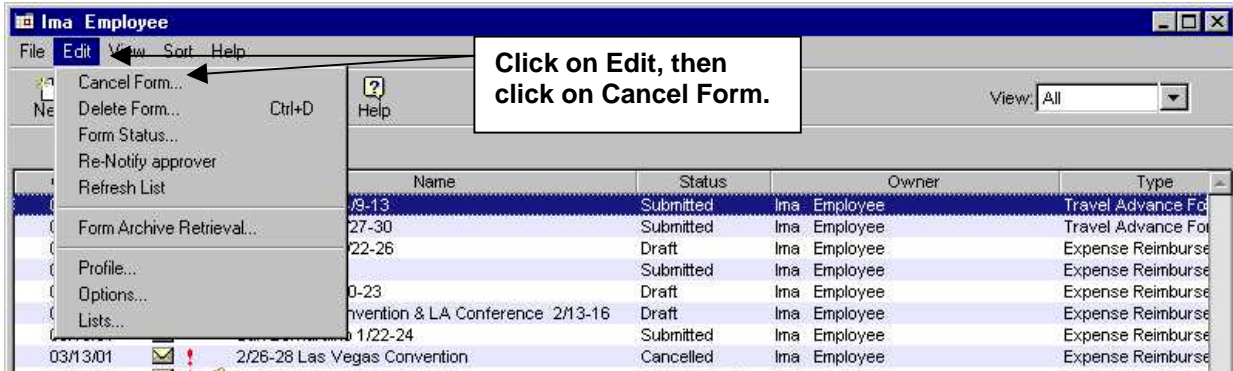


Click on **Yes** to save or **No** to not save changes. This action will take you back to the **Work Queue**.

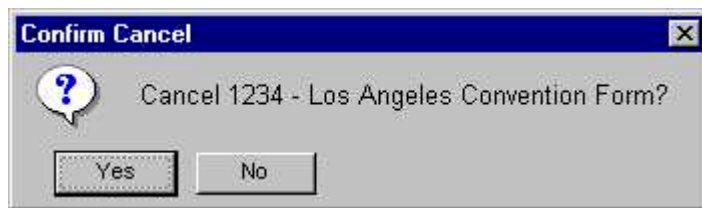
IV. Cancel or Recall a Previously Submitted Travel Advance

Travel Advance forms with the status of Returned or Submitted can be cancelled (recalled). Canceling a form with the status of Submitted will recall the form back to your Work Queue, assigns the status of Cancelled, and stops processing of the form. To cancel or recall a form that has been submitted or returned:

- 1) From the **Work Queue** highlight (single click) the Travel Advance to be cancelled.
- 2) From the **Menu Bar** at the top of the screen, click on **Edit**.
- 3) From the **Edit** menu, click on **Cancel Form**.

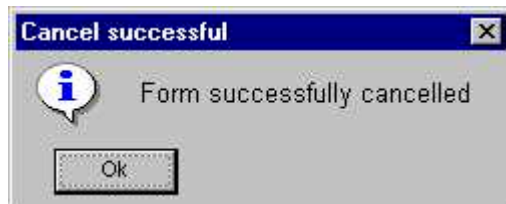


The **Confirm Cancel** screen displays.



Click the  button.

The **Cancel successful** screen displays.



Click the  button.

The form is now displayed on the **Work Queue** with the status of **Cancelled**.

Forms with the status of **Cancelled** can be modified and resubmitted (see section **VII. Change or Add Information**) or can be deleted (see section **VI. Delete a Travel Advance**).

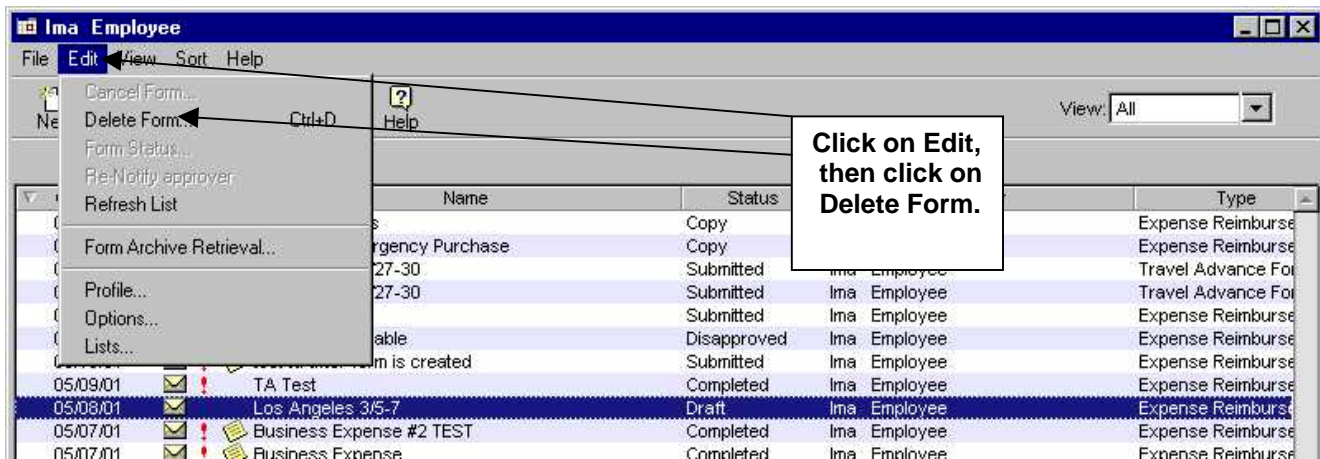
V. Delete a Travel Advance

A Travel Advance with the following Status (as seen on the Work Queue for the Owner) can be deleted.

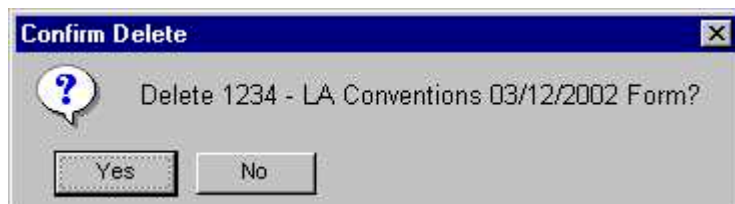
- **Cancelled** - when deleted, the form is no longer available on CalATERS
- **Completed** - when deleted, will be removed from the Work Queue but will be available for viewing from the **Form Archive Retrieval** (see section I. **Accessing the Travel Advance**).
- **Copy** – This form was created by a submitter and can only be deleted by the submitter.
- **Disapproved** - when deleted, will be removed from the Work Queue but will be available for viewing from the **Form Archive Retrieval** (see section I. **Accessing the Travel Advance**).
- **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

To delete a Travel Advance:

- 1) From the **Work Queue** highlight (single click) the Travel Advance to be deleted.
- 2) From the **Menu Bar** at the top of the screen, click on **Edit**.
- 3) From the **Edit** menu, click on **Delete Form**.



The **Confirm Delete** screen displays.

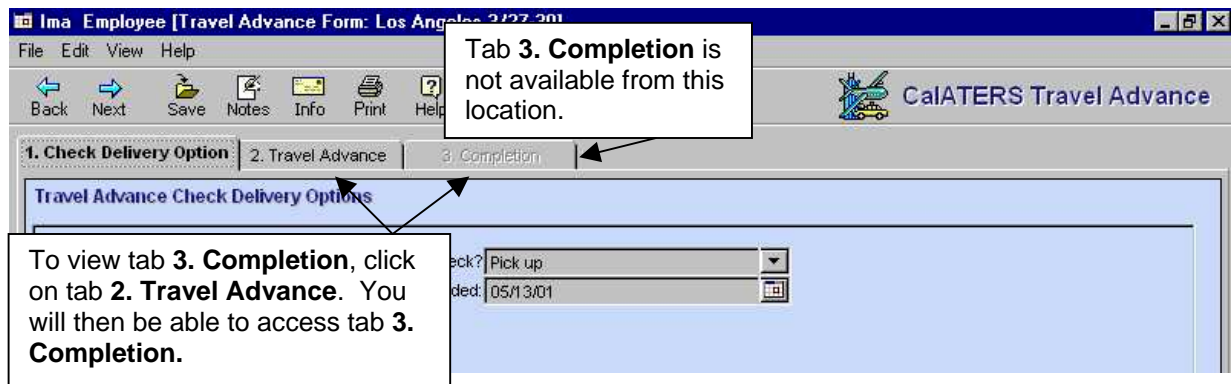


Click the  button. The form is removed from the **Work Queue**.

VI. Change or Add Information on a Travel Advance

Information can be changed on a Travel Advance with the status of Draft, Cancelled and Returned. Forms with the status of Submitted must be Cancelled (recalled) in order to update information. Use the instructions provided in section IV. **Cancel or Recall a Previously Submitted Travel Advance.**

- 1) Double click on the form from the **Work Queue** list to access the travel advance information.
- 2) Once a form has been opened the first tab **1. Check Delivery Option** will be displayed. If the tab you wish to view is not accessible (name on tab is gray/not black lettering), click on a viewable tab (tab with black lettering) until the tab you wish to view is accessible (see example below).



Please read the following information regarding updating the Travel Advance:


1. For instructions on entering data on the Travel Advance, refer to [Create Travel Advance](#) instructions located on the CalATERS web site.
2. 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.

Once all changes have been made, proceed to tab **3. Completion**. Review the items on the various tabs. On the **Travel Advance Submission** tab, verify the approver information. Change or add approvers if needed. Information regarding changing or adding approvers are available in [Create Travel Advance](#) instructions located on the CalATERS web site.


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VI. Change or Add Information on an Travel Advance (continued)

Once approvers are established, read the Submission Statement.

To resubmit the Travel Advance, key your CalATERS sign in password in the **Password** field, then click the  button.

The Travel Advance will be forwarded to the designated Approver(s). Once the Travel Advance form is submitted, an e-mail will be sent by the system to the next Approver to notify them that a Travel Advance has been submitted requiring their review/approval on CalATERS. When Submitters are submitting the form, an e-mail note will also be sent to notify the employee.

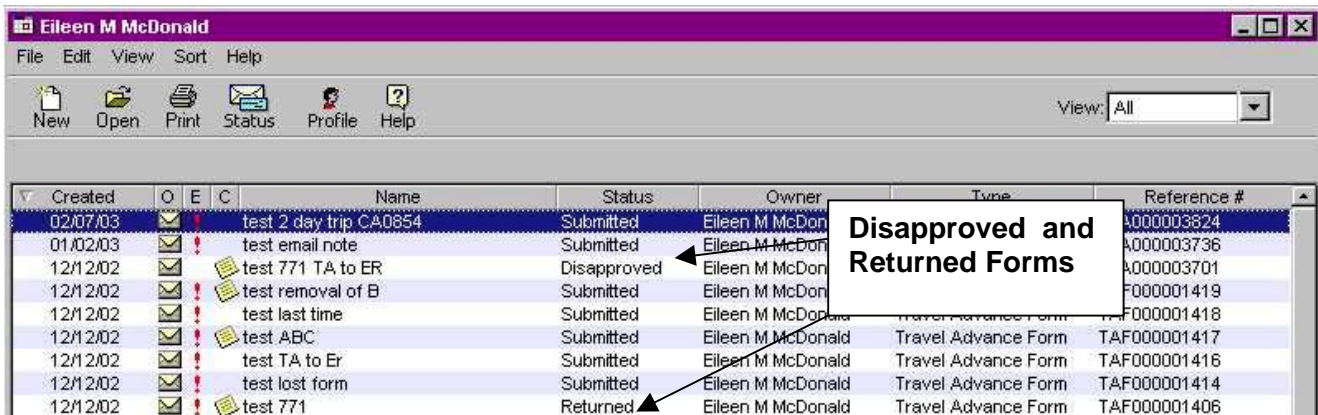
Note: The progress of the form can be monitored using the **Form Status**  button available on your Work Queue. For more information on Form Status refer to Work Queue instructions located on the CalATERS web site.

After the form is submitted the system will give you the option of printing a summary page hard copy.

VII. Working with a Returned or Disapproved Travel Advance

When an Approver or the Accounting Office returns a form for additional information or disapproves a form, an e-mail will be sent to the e-mail address in the employee profile (if the form was submitted by a Submitter, the e-mail notification will be routed to the Submitter not the employee).

The form will display in your Work Queue with a **Status of Disapproved or Returned**. Forms that are **Disapproved** can only be viewed and cannot be modified, updated or resubmitted. **Returned** forms can be updated and resubmitted for approval.



The screenshot shows a window titled "Eileen M McDonald" with a menu bar (File, Edit, View, Sort, Help) and a toolbar (New, Open, Print, Status, Profile, Help). Below the toolbar is a table with columns: Created, O, E, C, Name, Status, Owner, Type, and Reference #. The table contains several rows of data, including forms with statuses like Submitted, Disapproved, and Returned. A callout box labeled "Disapproved and Returned Forms" points to the "Disapproved" and "Returned" rows.

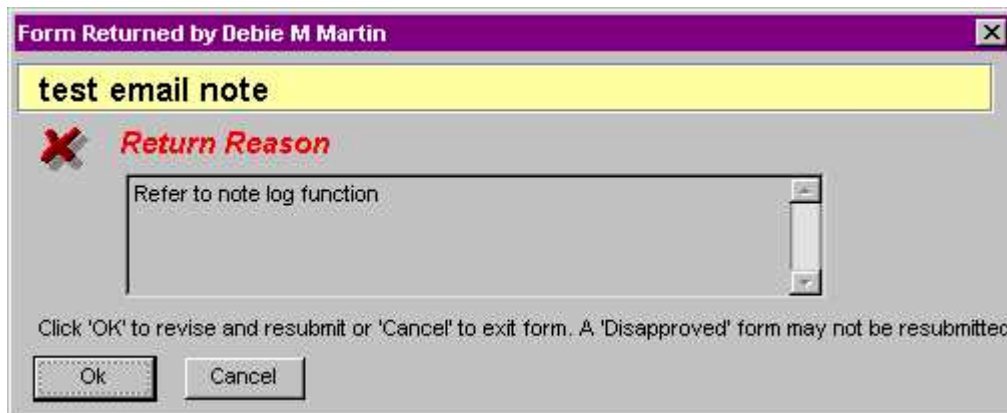
Created	O	E	C	Name	Status	Owner	Type	Reference #
02/07/03				test 2 day trip CA0854	Submitted	Eileen M McDon		A000003824
01/02/03				test email note	Submitted	Eileen M McDon		A000003736
12/12/02				test 771 TA to ER	Disapproved	Eileen M McDon		A000003701
12/12/02				test removal of B	Submitted	Eileen M McDon		F000001419
12/12/02				test last time	Submitted	Eileen M McDon	Travel Advance Form	F000001418
12/12/02				test ABC	Submitted	Eileen M McDonald	Travel Advance Form	TAF000001417
12/12/02				test TA to Er	Submitted	Eileen M McDonald	Travel Advance Form	TAF000001416
12/12/02				test lost form	Submitted	Eileen M McDonald	Travel Advance Form	TAF000001414
12/12/02				test 771	Returned	Eileen M McDonald	Travel Advance Form	TAF000001406

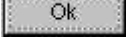
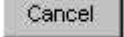
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VII. Working with a Returned or Disapproved Travel Advance (continued)


Working with a Returned form:

- 1) Double click on the **Returned** form.
- 2) Before the form is opened, you will receive a **Form Returned** screen with information regarding the reason the form was returned.



To access the information in the form, click  or to exit click . Please read the following information regarding updating the Travel Advance:

1. After opening the Travel Advance check the **Notes Log** for additional information that may have been provided by the Approver or Accounting Office. You may also use this feature to add a note to your returned form regarding the actions you have taken. Notes can be added to the **Note Log** from any screen within the Travel Advance.

To add a note to the **Note Log** click on the  icon. For more information regarding this feature, you may refer to [Create Travel Advance](#) instructions located on the CalATERS web site.

2. 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 instructions regarding entering data on the Travel Advance, refer to [Create 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. On the **Travel Advance Submission** tab, verify the approver information. Change or add approvers if needed. Information regarding changing or adding approvers are available in [Create Travel Advance](#) instructions located on the CalATERS web site.

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VII. Working with a Returned or Disapproved Travel Advance (continued)

Working with a Returned form (continued)

Once approvers are established, read the Submission Statement.

To submit your Travel Advance, key your CalATERS sign in password in the **Password** field, then click the  button.

The Travel Advance will be forwarded to the designated Approver. Once the Travel Advance form is submitted, an e-mail will be sent by the system to the designated Approver to notify them that an Travel Advance has been submitted requiring their review/approval on CalATERS.

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.

After the form is submitted the system will request that you select the Print Forms Option. Information regarding these options is available in Create Travel Advance instructions located on the CalATERS web site.