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 <u>Work Queue</u> instructions located on the CalATERS web site.

III Im	a Employee				_ 🗆 ×
File	Edit 🗸 Sort Help	To acces	s Archive forms, cl	ick on Edit ,	
26	Cancel Form	then click	Form Archive Re	trieval	1 m 1 m
20 Ne	Delete Form Ctrl+D	Hep			View: All
	Form Status				
	Re-Notify approver	1			
$\nabla = 1$	Refresh List	Name	Status	Owner	Type 🔺
(-	×		Сору		Expense Reimburse
	Form Archive Retrieval	rgency Purchase	Сору	Double click on the	Expense Reimburse
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(Profile	27-30	Submitted	·····	Travel Advance For
(Options	13 2020	Submitted	Ima Employee	Expense Reimburse
1	Lists	able	Disapproved /	Ima Employee	Expense Reimburse
6	Lists	m is created	Submitted	Ima Employee	Expense Reimburse
05	5/09/01 🗹 ! TA Test		Completed	Ima Employee	Expense Reimburse
05	5/08/01 🖂 Los Angele	is 3/5-7	Draft	lma Employee	Expense Reimburs
05	5/07/01 🛛 🗹 📍 🍥 Business E	xpense #2 TEST	Completed	lma Employee	Expense Reimburse
05	5/07/01 👘 🖂 🏓 👶 Business F	xnense	Completed	Ima Employee	Expense Reimburse

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.

Archive Retrieval	×
Retrieve Completed Forms	
Date Range From: 02/15/03 🔟 To: 03/17/03 🔟	
Retrieve: My own forms	
My own forms Forms I have approved/disapproved Forms that have been prepared/submitted for me	
Retrieve Cancel	

- 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.

I. Accessing the Travel Advance (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. 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).

Ima Employee [Travel Advance Form: Los Angeles 3/27 File Edit View Help Image: Second S	Tab 3. Completion is not available from this location.
1. Check Delivery Option 2. Travel Advance 3. Completion Travel Advance Check Delivery Option To view tab 3. Completion, click on tab 2. Travel Advance. You will then be able to access tab 3. Completion. Pick u	

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 **X** A Save Confirmation box will appear:

Save Confirmation 🛛 🔀			
Savi	e 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**.

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.

	Edit Vew Sort Help		Edit, then			
Ne	Cancel Form Ctrl+D	Lick on	Cancel Forr	n.	٧	/iew:All
	Form Status Re-Notify approver					
	Refresh List	Name	Status		Owner	Туре
- J	Themean List	/9-13	Submitted	lma	Employee	Travel Advance Fo
(Form Archive Retrieval	27-30	Submitted	lma		Travel Advance Fo
(-		- 22-26	Draft	Ima	Employee	Expense Reimburs
(Profile		Submitted	Ima	Employee	Expense Reimburs
1	Options	0-23	Draft	Ima	Employee	Expense Reimburs
(Lists	hvention & LA Conference 2/13-	16 Draft	Ima	Employee	Expense Reimburs
6	Listo	1/22-24	Submitted	Ima	Employee	Expense Reimburs
03	3/13/01 🛛 🖌 1/26-28 Las	Vegas Convention	Cancelled	Ima	Employee	Expense Reimburs
		이 가슴 같은 아이들 것이 같은 가슴을 가지 않는 것이 같이 했다.	1000 000 000 000 000 000 000 000 000 00	1000	이 요즘 아이들은 말을 알 수 있다.	

The **Confirm Cancel** screen displays.

Confirm Cancel			
Cancel 1234 - Los Angeles (Convention Form?		
No			
	ncel Cancel 1234 - Los Angeles (

Click the Ves button.

The Cancel successful screen displays.

Cancel s	uccessful
•	Form successfully cancelled
0	<

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.

Concession of the local division of the loca	E mployee T <mark>erre Sort Help</mark>				
1.1	elete Form	(2) Help			View: All
F	om Status Ie-Notify approver			Click on Edit, then click on	
R	lefresh List	Name	Copy	Delete Form.	Type Expense Reimburse
ί F	orm Archive Retrieval	rgency Purchase	Сору Сору		Expense Reinburse
(—		27-30	Submitted	ing Enployee	Travel Advance For
(P	rofile	27-30	Submitted	Ima Employee	Travel Advance For
(0	lptions	1.	Submitted	Ima Employee	Expense Reimburse
8 1	ists	able	Disapproved	Ima Employee	Expense Reimburse
6	13(5	m is created	Submitted	Ima Employee	Expense Reimburse
05/09	9/01 🗹 ! TA Test		Completed	Ima Employee	Expense Reimburse
05/08)/01 🖂 🛛 Los Angel	es 3/5-7	Draft	lma Employee	Expense Reimburs
05/07	701 🛛 🗹 📍 帴 Business I	Expense #2 TEST	Completed	lma Employee	Expense Reimburse
05/07	7/01 👘 🔽 🊺 🙆 Business i	Expense	Completed	Ima Employee	Expense Reimburse

The **Confirm Delete** screen displays.

Confirm Delete	
Delete 1234 - LA Conventions 03/12/2002 Form?	
Yes No	
Ves	1
Click the ^{Yes} button. The form is removed from the	e 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).

📠 Ima Employee [Travel Advance Form: Los Ang	oloo 2727.201	_ 8 ×
File Edit View Help	Tab 3. Completion is not available from this location.	CalATERS Travel Advance
1. Check Delivery Option 2. Travel Advance Travel Advance Check Delivery Options	3 Completion	
	eck? Pick up ded: 05/13/01	

Please read the following information regarding updating the Travel Advance:

- 1. For instructions on entering data on the Travel Advance, refer to <u>Create Travel Advance</u> 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 <u>Create Travel Advance</u> instructions located on the CalATERS web site.

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 **Submit** 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 <u>Work</u> <u>Queue</u> 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.

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New Open	e Print	Status Profile Help			Viev	w: All
Created	OE	C Name	Status	Owner	Type	Reference #
02/07/03	<u> 1</u>	test 2 day trip CA0854	Submitted	Eileen M McDon	Disapproved and	1000003824
01/02/03	M :	test email note	Submitted	CILECT M MCDON		4000003736
12/12/02	\sim	🧐 test 771 TA to ER	Disapproved	Eileen M McDon	Returned Forms	A000003701
12/12/02	1	🔞 test removal of B	Submitted	Eileen M McDon		F000001419
12/12/02		test last time	Submitted	Eileen M McDopara	traver-savances onn.	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		6 test 771	Returned	Eileen M McDonald	Travel Advance Form	TAF000001406

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.

test	email note
×	Return Reason
	Refer to note log function
Click 'C	DK' to revise and resubmit or 'Cancel' to exit form. A 'Disapproved' form may not be resubmitte

To access the information in the form, click or to exit click cancel. 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 **Notes** icon. For more information regarding this feature, you may refer to <u>Create Travel Advance</u> instructions located on the CalATERS web site.

 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 <u>Create Travel</u> <u>Advance</u> 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 <u>Create Travel Advance</u> instructions located on the CalATERS web site.

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 **Submit** 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 <u>Work Queue</u> 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 <u>Create Travel Advance</u> instructions located on the CalATERS web site.