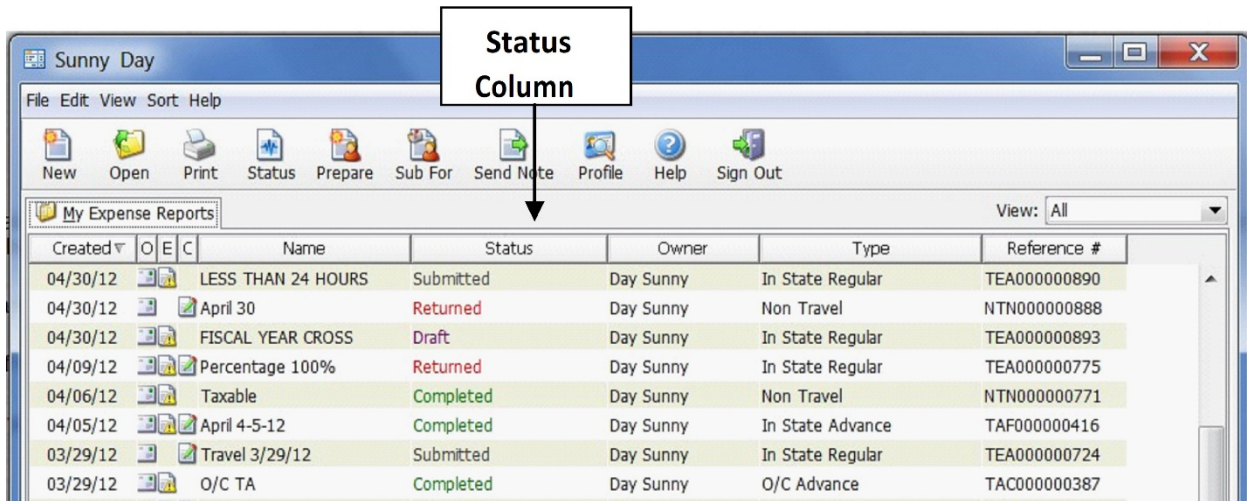


Status Terms

The Status Terms document provides the terms and descriptions used in the Work Queue Status column and the Form Status window.

Work Queue Status Column

The Work Queue Status column provides a “snap shot” status of all forms.



Term	Definition
Action	A form in the Approver or the department accounting office technician's work queue that is awaiting their review. Action is displayed in red text
Approved	A form in the Approver or department accounting office technician's work queue that was satisfactory in meeting the applicable requirements and is ready for the next step of the process, such as: additional approval or payment processing. Approved is displayed in blue text.
Archive	A historical collection of completed forms accessed by performing Archive Retrieval. Archive is displayed in yellow text.
Audit	An expense reimbursement form that has met the post payment criteria requiring an audit by the State Controller's Office, Division of Audits. Audit is displayed in black text.
Completed	A form that has finished the approval process and is entering the payment cycle. Completed is displayed in green text.

Term	Definition
Copy	<p>When a Submitter creates and submits a form on behalf of an employee/non-employee, a copy of the form will appear in the employee/non-employees work queue.</p> <p>An employee/non-employee can select to send a copy of their form to another employee/non-employee within their department at the submission tab.</p> <p>Copy is displayed in green text.</p>
Draft	<p>A form that has been saved prior to submission or a form that was created and submitted by a Preparer to the employee/non- employee.</p> <p>Draft is displayed in purple text.</p>
Prepared	<p>When a Preparer creates a form for an employee/non- employee, the Preparer's work queue status will display the form status as Prepared. The employee/non-employee's work queue status will display the form status of Draft.</p> <p>Prepared is displayed in green text.</p>
Recalled	<p>An employee/non-employee can remove a form from the approval process. This action can only take place prior to the department accounting office technician approving the form for payment (completed status). Once recalled, the employee/ non-employee can update, resubmit, or delete the form.</p> <p>Recalled is displayed in pink text.</p>
Returned	<p>A form that has been sent back to the employee/non- employees, or their submitter's, work queue for additional information.</p> <p>Returned is displayed in red text.</p>
Submitted	<p>A form that has been forwarded to an Approver.</p> <p>Submitted is displayed in black text.</p>

Form Status Window

The Form Status Window displays when the Status button is selected. The status provided is based on the form that is highlighted in the work queue.

The screenshot shows the 'Sunny Day' application window. A 'Status' button is highlighted in the top menu bar. A 'Form Status' dialog box is open, displaying details for the 'December 2011 Expenses' form. The form is owned by 'Sunny Day' and has a status of 'Completed'. The dialog box includes a table of actions taken and a 'Done' button.

Created	Name	Status	Owner	Type	Reference #
01/24/12	Conference SF 2012	Completed	Day Sunny	In State State Sponsored	SCI000000476
12/20/11	December 2011 Expenses	Completed	Day Sunny	In State Regular	TEA000000336
01/03/12					TEA000000391
05/01/12					TEA000000906
03/27/12					NTN000000695
03/14/12					TAN000000322
03/14/12					NTN000000606
03/26/12					TEA000000681
04/30/12					TEA000000893
03/26/12					TAF000000361
01/18/12					TAS000000219
04/30/12					TEA000000890
04/30/12					TEA000000896
04/30/12					TEA000000897
03/14/12					isored NCI000000602
03/27/12					NTN000000687
03/13/12					isored NCI000000584
03/12/12					TAF000000311
03/12/12					TEA000000576
03/12/12					SCS000000575
03/13/12					NTN000000582
03/14/12					TAF000000316
05/01/12					TEA000000901
03/14/12					TEA000000603

Name	Action Taken	Receive Date	Action Date
Sunny Day	Submitted	02/24/12	02/24/12
Colonel Mustard	Approved	02/24/12	02/24/12
Department Technician Group	Approved	02/24/12	03/14/12
Final Approver	Approved	03/14/12	03/14/12
PAYMENT STATUS			
Sent to Fiscal	Completed	03/14/12	03/15/12
Funds Secured	Completed	03/14/12	03/26/12
ER/TA Sent to Warr and EFT	Completed	03/14/12	03/26/12
ER/TA Sent to EFT System	Completed	03/14/12	03/26/12
Updated by EFT System	Completed	03/14/12	03/29/12

Form Status Window Columns

Name	Action Taken	Cause / Source
Form Owner's Name	Submitted	Form was submitted by the employee/non-employee, or their submitter, to the Approver.
Form Owner's Name	Copy	Copy of form submitted on behalf of the employee/non-employee is sent to the work queue work folder.
Form Owner's Name	Recalled	An employee/non-employee can remove a form from the approval process. This action can only take place prior to the department accounting office technician approving the form for payment (completed status).

Name	Action Taken	Cause / Source
Copy Name	Copy	Copy of form sent to employee/non-employee selected at the form submission tab.
Approver or Department Technician Group Name	Action	Form requires review and action by the Approver or Department Accounting Office. Form is either Approved or Returned.
Approver Name	Approved	Form was approved by an Approver.
Approver Name	Returned	Form was returned by an Approver. Employee/Non-employee should review Note Log or Returned message for details.
Prepare For Name	Prepared	A form was created by a Preparer for an employee/non-employee. When a Preparer creates a form for an employee/non-employee, the Preparer's work queue status will display the form status as Prepared. The employee/non-employee's work queue status will display the form status of Draft.
Final Approver	Approved	A form was approved by the department accounting office technician, and in some cases the SCO Auditor, and is ready to enter the payment processing.
SCO Auditor	Approved	Form that has met the prepayment criteria requiring an audit by the State Controller's Office, Division of Audits. Form is either Approved or Returned.
SCO Auditor	Returned	Form was returned for Additional Information by an SCO Auditor.

Form Status Window Columns

*****PAYMENT STATUS*** Travel Advance - TA**

Name	Action Taken	Cause / Source
TA Ready for Extract	Completed	CalATERS Global selects the approved TA form ready for payment processing.
Transcode M&T Extracted	Completed	Information from approved TA form available for department to update their accounting system and issue check from their Office Revolving Fund (ORF).

Name	Action Taken	Cause / Source
Check Info Updated by ORF	Completed	Department accounting system sends TA ORF check information to CalATERS Global.
Transcode R Extracted	Completed	Information from CalATERS Global available for department to update their accounting system with recovered TA data.

Form Status Window Columns

*****PAYMENT STATUS*** Expense Reimbursement – ER**

Name	Action Taken	Cause / Source
Sent to Fiscal	Completed	Approved form sent to the State Controller's Office Division of Accounting and Reporting fiscal system for payment processing. The fiscal system ensures the department has sufficient funds prior to payment being issued.
Insufficient Funds	Completed	The form was withheld from further payment processing pending a fund reconciliation issue.
Funds Secured	Completed	The fiscal system verified the department has sufficient funds to release payment.
ER/TA Sent to Warr and EFT	Completed	CalATERS Global determines how the employee/non-employee will be reimbursed based on Direct Deposit indicator in the Profile.
ER/TA Extracted to Warr	Completed	CalATERS is communicating with the Warrant system to prepare a warrant to reimburse the employee/non-employee and/or the department ORF. (From the ER form and any recovered TA)
ER/TA Sent to EFT System	Completed	CalATERS Global is communicating with the EFT system to prepare an EFT transaction to reimburse the employee/non-employee.
Updated by EFT System	Completed	CalATERS Global is updated with payment information from the EFT system.

Name	Action Taken	Cause / Source
Updated by Warrant System	Completed	CalATERS Global is updated with payment information from the Warrant system.
ER sent to Non-Usps System	Completed	Data from the form is screened for taxable/reportable expenses. If these expenses exist, the data is sent to the State Controller's Office Payroll Operations W-2 Unit for forwarding to the Internal Revenue Service.
ER sent to the Dept. System	Completed	Information regarding the processed form is made available from CalATERS Global for the department to update their accounting system. Date listed is when reimbursement is sent to the employee/non-employee. If Direct Deposit, date is when funds are sent to the financial institution. If not Direct Deposit, date is when warrant is mailed.

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