

Approve Expense Reimbursement

Approvers

These instructions contain procedures for approving Expense Reimbursement forms created on CalATERS.

When an employee submits an Expense Reimbursement, the form will be forwarded to the first level approver (usually the Default Approver specified in the employee's Profile). If additional approvers are assigned, the form will be forwarded to the next approver after the first level approver has approved the form. If an alternate approver, instead of the Default Approver, is selected by the employee/submitter, a copy of the form will be forwarded to the Default Approver. An email notification will be sent by the CalATERS to alert the approver that an Expense Reimbursement form is ready for review.

To select an Expense Reimbursement for review, you must first sign-in to CalATERS. The first screen displayed after sign-in will be your Work Queue.

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I. From the Work Queue

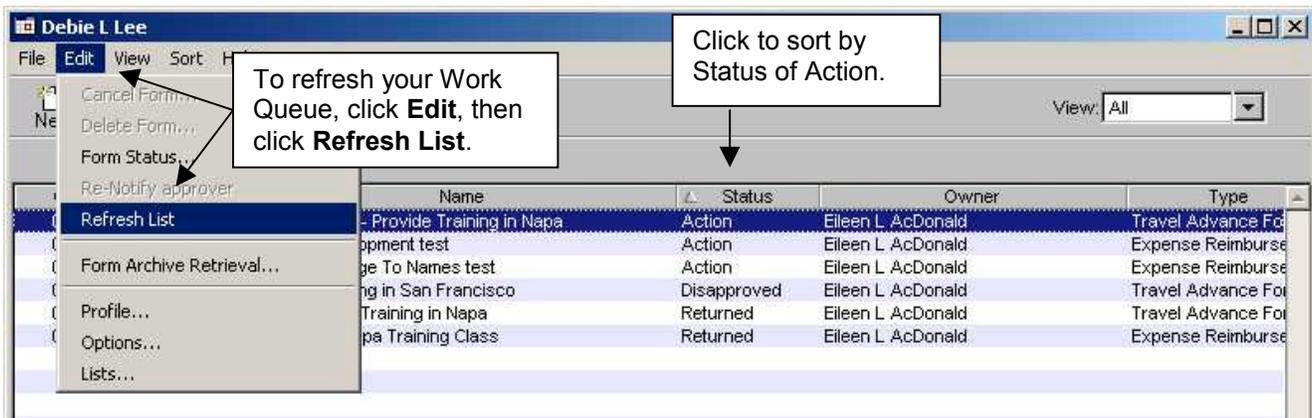
Refresh Your Work Queue

The system does not automatically refresh the **Work Queue** when new forms are submitted. Before selecting an Expense Reimbursement, if you have been logged on for a period of time, refresh your **Work Queue**. Refreshing your Work Queue will add newly submitted forms and remove forms that may have been cancelled by employees. To refresh the **Work Queue**, click on **Edit** in the **Menu Bar**, then click **Refresh List** (see example below).

Expense Reimbursements requiring your approval are identified on your Work Queue with a **Status of Action**.

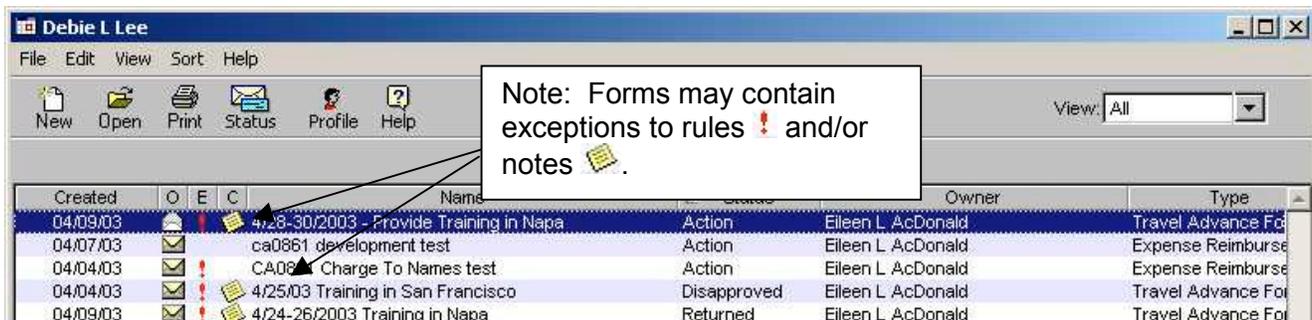
Organizing Your Work Queue

Sort the listing so that forms with the Status of **Action** are listed first. To do this, click on the field name **Status**.



Select Expense Reimbursement

To select the Expense Reimbursement you wish to review, double click on the desired Expense Reimbursement.



II. Exit and Save the Form

At any point during the review of an Expense Reimbursement you may exit and save the form. 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:



Click **Yes** to save changes. This action will save the Expense Reimbursement form and take you back to the **Work Queue**.

Note: A saved document has not been approved or disapproved and the status of Action will be retained.

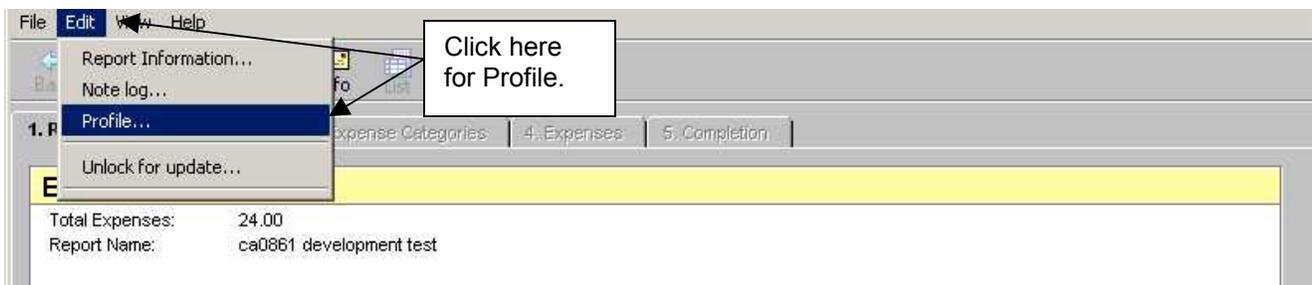
III. Profile Information

The employee's Profile information used for this Expense Reimbursement is viewable from any screen within the Expense Reimbursement request. The system will take a "snap shot" image of the employee's Profile at the time the Expense Reimbursement is created. The system uses this information to audit the form. Updates to the Profile will not change the "snap shot" image attached to previously created forms.

If Profile information that impacts the auditing of the form is inaccurate, the form must be returned or disapproved and the employee/submitter must correct the Profile, then create a new form.

To access the employee Profile, click **Edit** from the **Menu Bar**, and then click **Profile**. The employee's Profile screen will display.

Specific information regarding the Profile can be found in the [View User Profile](#) instructions on the CalATERS website.



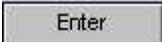
IV. Note Log for Comments

The Note Log function is a multi-purpose feature. Notes may be used by employees to provide additional information about the Expense Reimbursement request. Notes can also be used by approvers to provide additional detailed information regarding the reason a form has been adjusted, returned, etc.

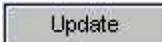


To access the Note Log functions click on the  icon. Notes can be accessed and updated from any screen within the form.

To Add a Note:

- 1) Type in the **Subject** (if a change is desired).
- 2) Type in the desired information in the **Comment** area.
- 3) Click on .

To Modify a Note (only the creator can modify a Note):

- 1) Click on the note to be modified.
- 2) Type in the corrected information in the **Subject** and/or **Comment** area.
- 3) Click on .

To Delete a Note (only the creator can delete a Note):

- 1) Click on the note to be deleted.
- 2) Click on .

When all Notes have been updated/deleted, click on .

The screenshot shows a window titled "Note log for Comments". At the top, there is a form with three fields: "Name" (Susan N Bates), "Subject" (Trip Selection), and "Comment" (Include class materials under different trip type...). To the right of these fields are three buttons: "Update", "Delete", and "Finished". Below the form is a table with three columns: "Name", "Subject", and "Comment". The first row contains the same data as the form above. Below the first row is a "New Entry" link. A callout box with an arrow points to the first row of the table, containing the text "Click on the note to modify or delete."

Name	Subject	Comment
Susan N Bates	Trip Selection	Include class materials under different trip type.
New Entry		

V. Review Tab

Several tabs will display under the icons. The tab with bold black lettering identifies the screen that is currently displayed. Tabs that are not highlighted (words are gray) cannot be accessed. Clicking on a tab will make the next tab available for access.

The **Review** tab will display information regarding items that require prior approval for the trip or expense and exceptions to expenses that may require additional information or substantiation or the expense requires mandatory review. This screen will also display, when applicable, a message identifying that the form was selected for State Controller's Office pre-audit. Items on this tab will require your review.

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1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Eileen L McDonald

Total Expenses: 485.95
Report Name: ca0794 Tax/Report Recalculation

Item	Comment	Status
#3b DPA required - tri	A Document of Prior Approval must be submitted for Non-State Sponsored Conference/Convention trips.	Complete
#80a DPA required - MMileage, Spec/Mod Auto expense(s) - Document of Prior Approval on file?		Complete
#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Complete
#G9 Pre-Payment Audi	This form will be routed to the Controller's Office, Division of Audits	Complete

Item: #80a DPA required - Mileage, Spec/Mod Auto
Exception: Mileage, Spec/Mod Auto expense(s) - Document of Prior Approval on file?
Response: Yes

Next Back Detail... Policy...

Continued on next page

V. Review Tab (continued)

Listed below on the bottom of the **Review** tab are fields that provide additional information on the selected expense:

Response field – displays the **Response** information keyed by the employee/submitter. If the response is **No**, a reason **Why** will be displayed.

Reason field – Will display the reason given by the employee for the expense.

At the bottom of the screen are buttons for **Next** and **Back** which will take you to the next or previous review item.

The **Detail...** button will display the information keyed from the **Expense** screen.

The **Policy...** button states the policy associated with the expense.

Click on the next tab **2. General**.

The screenshot shows a software window with a menu bar (File, Edit, View, Help) and a toolbar (Back, Next, Save, Notes, Info, List, Print, Help). Below the toolbar are five tabs: 1. Review (selected), 2. General, 3. Trip/Expense Categories, 4. Expenses, and 5. Completion. The main content area displays the name "Eileen L McDonald" and summary statistics: "Total Expenses: 485.95" and "Report Name: ca0794 Tax/Report Recalculation". A table lists expense items with columns for Item, Comment, and Status. The selected item is "#0a DPA required - Mileage, Spec/Mod Auto expense(s) - Document of Prior Approval on file?". Below the table, a detailed view for the selected item shows the "Exception" and a "Response" dropdown menu set to "Yes". At the bottom of the window are buttons for "Next", "Back", "Detail...", and "Policy...".

Item	Comment	Status
#3b DPA required - tri	A Document of Prior Approval must be submitted for Non-State Sponsored Conference/Convention trips.	Complete
#0a DPA required - Mileage, Spec/Mod Auto expense(s)	Document of Prior Approval on file?	Complete
#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Complete
#G9 Pre-Payment Audi	This form will be routed to the Controller's Office, Division of Audits.	Complete

Item: #0a DPA required - Mileage, Spec/Mod Auto
Exception: Mileage, Spec/Mod Auto expense(s) - Document of Prior Approval on file?
Response: Yes

VI. General Tab

On the **General** tab is a field titled **Specialized Account Code**. By default, expenses are charged to the Account Coding indicated in the employee's Profile. The Specialized Account Code field is clicked only when the expenses are to be charged to codes which are different than those identified in the employee's Profile. If Specialized Account Coding is required, the form must be returned to the employee or the Accounting Office may add or change the high level account code.

Click on the tab **3. Trip/Expenses Categories**.

Susan N Bates [Expense Reimbursement Form: Los Angeles 3/5]

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1. General 2. Trip/Expense Categories 3. Expenses 4. Completion

Update as appropriate

Specialized Account Code Expenses require special account charge codes

Report Info

Left blank, no special coding required.

1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Update as appropriate

Specialized Account Code Expenses require special account charge codes

Report Info

Coding required for this claim

How would you like to charge your Expenses ?

Charge to account coding indicated in my employee profile

Charge by individual expense item

Agency Code: SCO/Sacramento

Select the account code from the list below.

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Program	Category	Fed Catalog	Element
0001		AAAA	2000	001		01			
0001		AAAA	2001	001		01			

When complete, select Tab 2. Trip/Expense Categories.

This box is marked when Specialized Account coding is required.

The Agency Code (department name) will display with the selected high level account code.

VII. Trip/Expenses Categories Tab

Tab **3. Trip/Expense Categories** displays the type of trip(s) being claimed. (For definitions of Trip Types, click on **Definitions** from the CalATERS website).

The example below has two trip types 1) Non-Travel Expenses and 2) Regular Travel.

Applied Trips lists the Trip or Non-Travel Expenses being claimed.

Applied Trips	Dates
<input checked="" type="checkbox"/> State Sponsored Conference/Convention	03/26/03 - 03/28/03
<input checked="" type="checkbox"/> Non-Travel Expenses	04/01/03 - 04/01/03

When a trip/non-travel expense is highlighted in the Applied Trips list, information regarding the trip/ non-travel expense will be displayed on the bottom half of the screen.

State Sponsored Conference/Convention

Conference Name: California Travel Conference
 First date of Trip: 03/26/03 Start Time: 0700
 Last Date of Trip: 03/28/03 End Time: 1200
 Trip Location: LA
 Trip Purpose: Attend Conference

Trip Name: LA Conference
 State vehicle used? No
 Was Trip > or = 50 miles from Home/Headquarters? Yes
 Was a meal provided at the conference/convention? No
 License Number: a123123

Buttons: Update, Remove, Detail...

A Detail button  may appear on the screen. Clicking on this button will open the **Review Items-Exceptions** screen, which contains information regarding prior approval and/or additional information. To exit the screen, click  or .

The  button states the policy associated with the expense.

Review Items - Exceptions

Item: #3a DPA required - trip Convention
 Exception: A Document of Prior Approval must be submitted for State Sponsored Conference/Convention trips.
 Response: Yes

Buttons: Ok, Cancel, Policy...

Click on the next tab, **4. Expenses**.

VIII. Expenses Tab

In tab **4. Expenses** you will find a tab for each of the **Applied Trips** from the previous screen. There are two formats available, **Grid** or **List**. The instructions provided in this section use the **Grid** format.

When all dates are not displayed, click the ◀ or ▶ symbol to access the dates that are not displayed.

When all expenses are not displayed, click the ▲ or ▼ symbols located here to access expenses.

	Tue Jun 12	Wed Jun 13	Thu Jun 14	Fri Jun 15	Sat Jun 16	Sun Jun 17	Mon Jun 18	Tue Jun 19	Wed Jun 20	Thu Jun 21	Fri Jun 22	Totals
Auto Rental												255.00
Breakfast	6.00				6.00	6.00	6.00	6.00	6.00	6.00	6.00	72.00
Lunch	10.00				10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
Dinner	18.00				18.00	18.00	18.00	18.00	18.00	18.00	18.00	216.00
Lodging	120.00				120.00	120.00	120.00	120.00	120.00	120.00	120.00	1440.00
Incidentals	6.00				6.00	6.00	6.00	6.00	6.00	6.00	6.00	72.00
Taxi Fare												5.60
Long Distance Tel												2.00
Emergency Purch												24.36
Fax		2.00										2.00
Totals	160.00	186.36	160.00	162.00	160.00	160.00	160.00	160.00	160.00	160.00		2357.86

Expense: Fax Date: 06/22/01 Friday Payment type: Cash Enter

This is the List format. To change to the Grid format, click here.

Use the scroll bars to view additional information.

Q	E	C	Expense	Date	Amount	Payment	Merchant	City	Charge	Reimbursable	Receipt	Cate
59			Breakfast	05/22/01	6.00	Cash		LAX		Reimbursable	Yes	Adminis
60			Lunch	06/22/01	10.00	Cash		LAX		Reimbursable	Yes	Adminis
61			Dinner	06/22/01	18.00	Cash		LAX		Reimbursable	Yes	Adminis
62			Lodging	06/22/01	120.00	Cash		LAX		Reimbursable	Yes	Adminis
63			Incidentals	06/22/01	6.00	Cash		LAX		Reimbursable	Yes	Adminis
64			Breakfast	06/23/01	6.00	Cash		LAX		Reimbursable	Yes	Adminis
65			Lunch	06/23/01	10.00	Cash		LAX		Reimbursable	Yes	Adminis
66			Incidentals	06/23/01	6.00	Cash		LAX		Reimbursable	Yes	Adminis
67			Taxi Fare	06/23/01	5.60	Cash		LAX		Reimbursable	Yes	Adminis

Report Total: 2357.86 Reimbursable Amount: 2357.86

Expense: Breakfast Date: 06/22/01 Friday Payment type: Cash Update

VIII. Expenses Tab (continued)

In the example below there are two **Applied Trips** identified by the two tabs labeled **"Transit Subsidy"** and **"LA Conference"**. When multiple tabs are displayed click on the tab to access the expenses for that **Applied Trip**.

The screenshot shows the 'Expenses' tab in the system. At the top, there are two tabs: 'Transit Subsidy' and 'LA Conference'. Below the tabs is a grid of expenses for the dates Wednesday, March 26, Thursday, March 27, and Friday, March 28. The 'Auto Rental' expense is highlighted in blue, with an amount of 152.00. Below the grid, the detailed view for the 'Auto Rental' expense is shown. The 'Expense' field is set to 'Auto Rental', the 'Date' is '03/28/03', and the 'Amount' is '152.00'. Other fields include 'Payment type: Direct Charge', 'Contracted Provider: Alamo Rent A Car, Inc', 'Location: LAX', and 'Account: OST Fund'. The 'UCM Object Code' is '29701'. A callout box explains that white fields can be updated, while gray fields cannot.

	Wed Mar 26	Thu Mar 27	Fri Mar 28	Totals
Breakfast		6.00	6.00	12.00
Lunch	10.00	10.00		20.00
Dinner	18.00	18.00		36.00
Gasoline			25.33	25.33
Auto Rental			152.00	152.00
Commercial Air Fa	123.00			123.00
Lodging	92.00	92.00		184.00
Mileage, Personal	5.10		5.10	10.20
Parking, Auto	7.00	7.00	7.00	21.00
Parking, Auto	5.00			5.00
Totals	260.10	139.00	201.43	600.53

Expense: Auto Rental
 Date: 03/28/03 Friday
 Amount: 152.00
 Payment type: Direct Charge
 Contracted Provider: Alamo Rent A Car, Inc
 Location: LAX
 Account: OST Fund
 UCM Object Code: 29701

Reviewing expenses:

- 1) To verify information keyed for an expense click on the expense amount on the grid. The various fields requiring information will display on the bottom half of the screen (e.g. Receipt Included, Purpose, Location, etc.).
- 2) Depending on your department's policy approvers may be responsible for verification of expenses requiring receipts. Verification of lodging address is required when requesting high cost lodging.
- 3) Fields that are white (not gray) can be modified.
- 4) Expenses cannot be deleted. If an expense is not valid, return the form to the employee. The employee may delete the expense and resubmit the form.
- 5) Amounts can be adjusted to a lower amount, but must be greater than zero. Cannot be adjusted to a higher amount. Add information regarding the adjustment in the Note Log (see section IV. **Note Log for Comments**).

Continued on next page

VIII. Expenses Tab (continued)

Reviewing expenses: (continued)

- 6) **UCM Object Code field** - is displayed based on a table with codes submitted by your department. This field is verified by your accounting office and can be modified.
- 7) If the Detail Account Code is incorrect, you can return the form to the employee for correction, or request that your Accounting Office make the correction when approving the form.
- 8) When the expense is a Review Item – Exception, the information regarding a reason of explanation will display when the  button is clicked. (This is the same information provided on tab **1. Review**).

When an expense is modified or adjusted, click the  button.

IMPORTANT: When an amount is adjusted an **Adjustment Reason** screen will appear after updating the **Approve/Return** screen (refer to **Adjustment Reason Screen** section). The **Adjustment Reason** screen allows you to enter a reason limited to 50 characters. Only one **Adjustment Reason** screen will be displayed for the Expense Reimbursement. If additional approvers adjust the form, another **Adjustment Reason** screen will be created and will overlay any previously created screen. Use the **Note Log** function (see section **IV. Note**

Log for Comments), click on  to track and identify all adjustments.

IX. Completion Tab

Under tab **5. Completion**, you will find additional tabs.

Receipts Tab - will display only if expenses requiring receipts were requested.

NOTE: Levels of review for required receipts are based on your department's policy.

This screen lists all expenses that require receipts. On this screen you may view the **Receipt Submitted** field **Yes** or **No** with a statement indicating why the receipt was not submitted or **Previously Submitted**. Click on the receipt item to view the information for each expense.

Click on the next the next tab.

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1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Receipts For Accounting Office Only Summary Approve/Return

4 Receipts Date: 04/01/03 Amount: 45.00 Expense: Regional Transit (Subsidy) Receipt submitted: Yes

Receipt	Date	Amount	Expense
Yes	04/01/03	45.00	Regional Transit (Subsidy)
Yes	03/28/03	25.33	Gasoline
Yes	03/27/03	92.00	Lodging
Yes	03/26/03	92.00	Lodging

Click to view

IX. **Completion Tab** (continued)

Travel Advance Recovery Tab

The **Travel Advance Recovery** screen displays the outstanding Travel Advance amount to be recovered from this Expense Reimbursement. CalATERS will deduct the maximum amount from all outstanding Travel Advances.

Click on the next tab **For Accounting Office Only**.

The screenshot shows the 'Travel Advance Recovery' screen with the following elements:

- Navigation tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses, **4. Completion**
- Sub-tabs: Receipts, Review Items, **Travel Advance Recovery**, For Accounting Office Only, Summary
- Form fields:
 - TA ID: TAF000002045
 - TA Amount Available: 200.00
 - TA Amount to be Scheduled: 71.00
 - Update button
- Table: **Travel Advance Available for Recovery**

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
07/08/03	TAF000002044	500.00	500.00	500.00
07/08/03	TAF000002045	200.00	200.00	71.00

Annotations:

- A callout box points to the 'TA Amount to be Scheduled' field: "Reflects the amount being scheduled for recovery from the Travel Advance (TAF000002045) highlighted below."
- A callout box points to the 'Amount to be Recovered' column in the table: "Will require using the scroll bar to view the Amount to be Recovered field."

IX. Completion Tab (continued)

For Accounting Office Only Tab

This screen is used only by the Accounting Office. Click on the **Summary** tab.

File Edit View Help

Back Next Save Notes Info List Print Help

1. General 2. Trip/Expense Categories 3. Expenses 4. Completion

Receipts Review Items Travel Advance Recovery **For Accounting Office Only** Summary Submission

For Accounting Office Only

Please indicate the dates for which the Long Term Assignment is taxable

Taxability Start Date / /

Taxability End Date / /

IX. Completion Tab (continued)

Summary Tab

This screen reflects the total from the **Expense** listing minus the **Travel Advance Recovery** and **Direct Charge** amounts. The **Amount Due Employee** represents the reimbursable amount. Also included at the bottom of the screen is a **Trip Summary**, which is a total of expense amounts for each trip reimbursement.

If the information is incorrect, return to a previously viewed/updated tab and modify as needed.

If all information is correct, click on the **Approve/Return** tab.

The screenshot shows the 'Summary' sub-tab of the 'Completion' tab. It features a table with the following data:

Total Expense Amount	665.18
Travel Advance Recovery	358.00
Direct Charge	196.38
Amount Due Employee	110.82

Below this table is the 'Trip(s) Summary' table:

Trip Name	Amount
Conference Fees	200.00
LA Travel	465.18

IX. Completion Tab (continued)

Approve/Return Tab

This screen is used to Approve, Return or Disapprove an Expense Reimbursement. It is important that you **read the Submission Statement**.

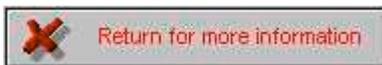
This screen can also be used to assign an additional approver, see procedures for assigning an additional approver on the following page.



Click in the **Password** field, enter your password, then click one of the following buttons:



Will approve the Expense Reimbursement and will move it to the next approver or to the Accounting Office for approval. If an additional approver is requested an email notification is sent by the system to the approver. Email is not generated for the Accounting Office.



Will not approve the Expense Reimbursement. This option will allow you to return the form to the creator or previous approver for corrections or additional information. Follow instructions in section ***Returning Expense Reimbursement***.



Click this button to disapprove an Expense Reimbursement. Follow instructions in section ***Disapproving an Expense Reimbursement***.

Note: A disapproved Expense Reimbursement cannot be modified/corrected for resubmission.

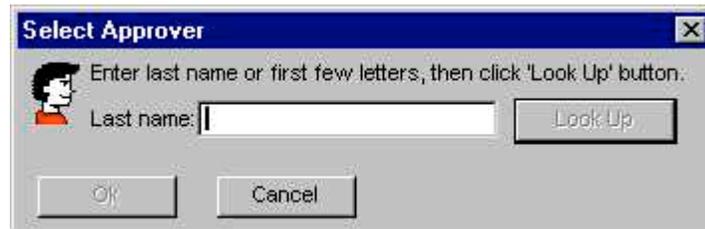
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IX. Completion Tab (continued)

Approve/Return Tab (continued)

To Add an Approver:

- 1) Click on the **Add Approver** button. The **Select Approver** screen will display.
- 2) Key the last name of the approver, then click **Look Up**.



- 3) The **Select A Person** screen will display. To add the approver, click on the name, then click the **Ok** button. The Expense Reimbursement will now be routed to the added approver.



To Remove an Added Approver:

Click on the **Remove Approver** button.

The added approver will be removed.

IX. Completion Tab (continued)

Approve/Return Tab (continued)

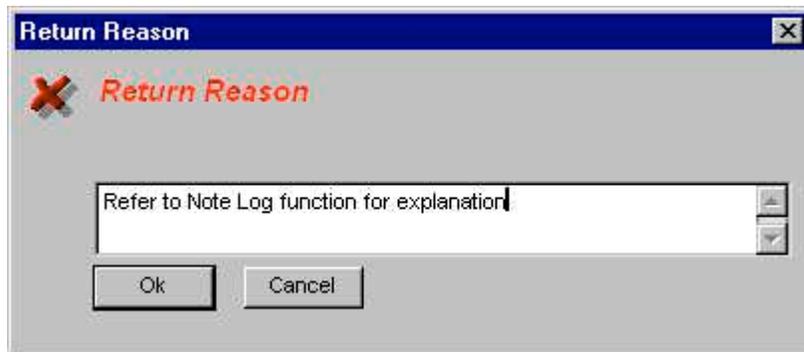
Returning an Expense Reimbursement

To provide a detailed description/reason for returning the Expense Reimbursement add a Note using the Notes Log function (instruction are in section **IV. Note Log for Comments**).

Click on the  button.

When an Expense Reimbursement is being returned, the Return Reason screen will display.

- 1) Key a return reason (limited to 100 characters) or when the **Note Log** function is used, refer the person to the **Note Log** for the detailed reason for return.
- 2) Click the  button.



- 3) The **Select a Person** screen will display. Click on the name to whom the form will be returned, then click the  button.

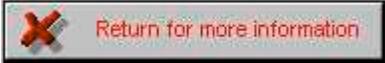


The Expense Reimbursement form is sent back to the **Work Queue** of the person selected on the **Select a Person** list. The system will generate an email to notify the selected person of the returned form. For instructions regarding working with a returned Expense Reimbursement can be found in the Miscellaneous Actions Expense Reimbursement instructions on the CalATERS website.

Continued on next page

IX. Completion Tab (continued)

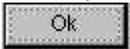
Disapproving an Expense Reimbursement

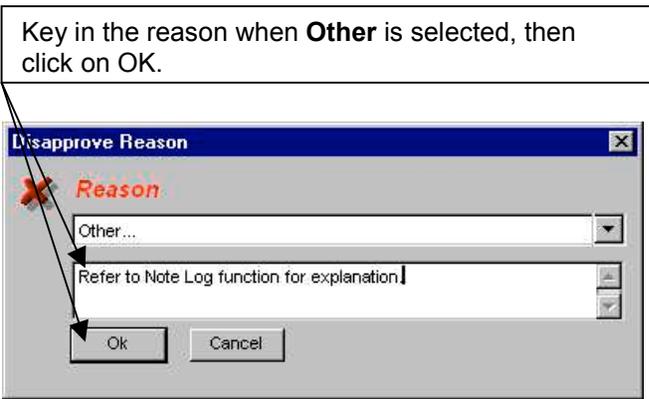
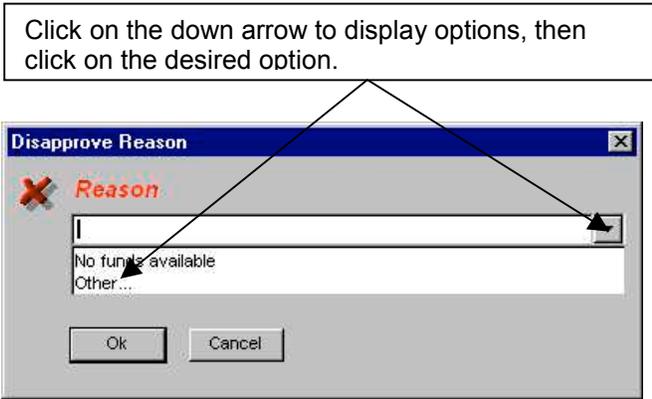
A disapproved Expense Reimbursement cannot be modified/corrected for resubmission. If the information requires changes, use the  button.

To provide a detailed reason (more than 100 characters) for disapproving the Expense Reimbursement add a Note using the **Notes Log** function (instruction are in section IV. **Note Log for Comments**).

Click on the  button. The **Disapprove Reason** screen will display.

On the **Disapprove Reason** screen:

- 1) Click the down arrow . Click on one of the options, then click .
- 2) When **Other** is selected key reason (limited to 100 characters) or when the **Note Log** function is used, refer the person to the **Note Log** for the detailed reason.
- 3) Click the  button.



The Expense Reimbursement form is sent back to the **Work Queue** of the employee/submitter. The system will generate an email to notify the person of the disapproved form.

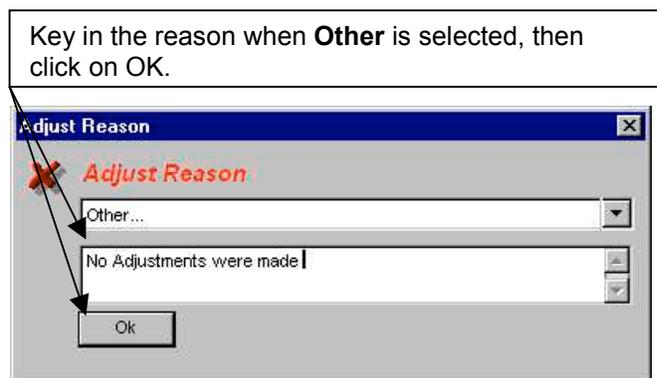
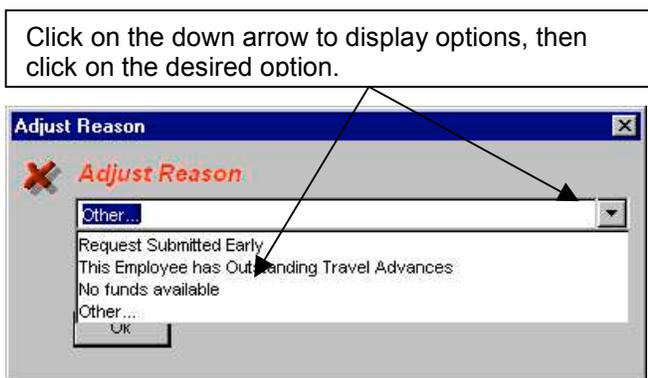
IX. Completion Tab (continued)

Approve/Return Tab (continued)

Adjustment Reason Screen

When an adjustment is made on tab **4. Expenses** or to tab **5. Completion - TA Recovery** tab the **Adjust Reason** screen will display. This screen may also display if an expense was adjusted, then changed back to the original amount. If this is the case, select **Other** and indicate "No adjustments made".

- 1) Click the down arrow . Click on one of the options, then click .
- 2) When **Other** is selected key reason (limited to 50 characters) or when the Note Log function is used, refer the person to the Note Log for the detailed reason.
- 3) Click the  button.



Once the Adjustment screen is completed, the action requested for the Expense Reimbursement (i.e., approved, returned or disapproved) will be performed and an email notification will be sent to the employee/submitter regarding the adjustment.

IX. Completion Tab (continued)

Approve/Return Tab (continued)

Messages

Prior to approving, returning or disapproving an Expense Reimbursement, a message may display. This section contains examples of messages.

Travel Advance Error Message

When a Travel Advance is scheduled for recovery and multiple Expense Reimbursement forms are in progress, you may receive an error message when approving, returning or disapproving the form.

Click the  button then click on the **Travel Advance Recovery** tab. No other action is required on your part; the system will automatically recalculate the Travel Advance fields.

Click on the **For Accounting Office Only** tab and proceed to the **Approve/Return** tab.

Add an additional approver if needed. Key in password then click one of the buttons to Approve, Return for more information or Disapprove the form.



The screenshot shows a software window with a menu bar (File, Edit, View, Help) and a toolbar (Back, Next, Save, Notes, Info, List, Print, Help). Below the toolbar are tabs: 1. Review, 2. General, 3. Trip/Expense Categories, 4. Expenses, and 5. Completion. Under the '5. Completion' tab, there are sub-tabs: Travel Advance Recovery, For Accounting Office Only, Summary, and Approve / Return. The 'Approve / Return' sub-tab is active, showing a form with the title 'Approve / Return' and a button 'Add Approver'. Below the title is a section 'I hereby certify that:' followed by two numbered statements: '1) I am authorized by my department to approve expense reimbursement requests; and' and '2) the expense(s) contained herein were incurred and in the conduct of official State business and were authorized and in keeping with the applicable rules for expense reimbursement requests.' Below the certification is a 'Password' field with four asterisks. To the right are three buttons: 'Approve' (with a green checkmark), 'Return for more information' (with a red X), and 'Disapprove' (with a red X). An error dialog box is open in the foreground, titled 'Error', with a red X icon. The message in the dialog box reads: 'TA Amount to be Recovered has been partially or fully recovered on another Expense Reimbursement. Return to the Travel Advance Recovery tab and make corrections if needed.' Below the message is an 'Ok' button. Three callout boxes provide instructions: '1) Click OK.' points to the 'Ok' button in the error dialog; '2) Click on the Travel Advance Recovery tab.' points to the 'Travel Advance Recovery' sub-tab; and '3) Click on tabs to proceed to the Approve/Return tab.' points to the 'Approve / Return' sub-tab.

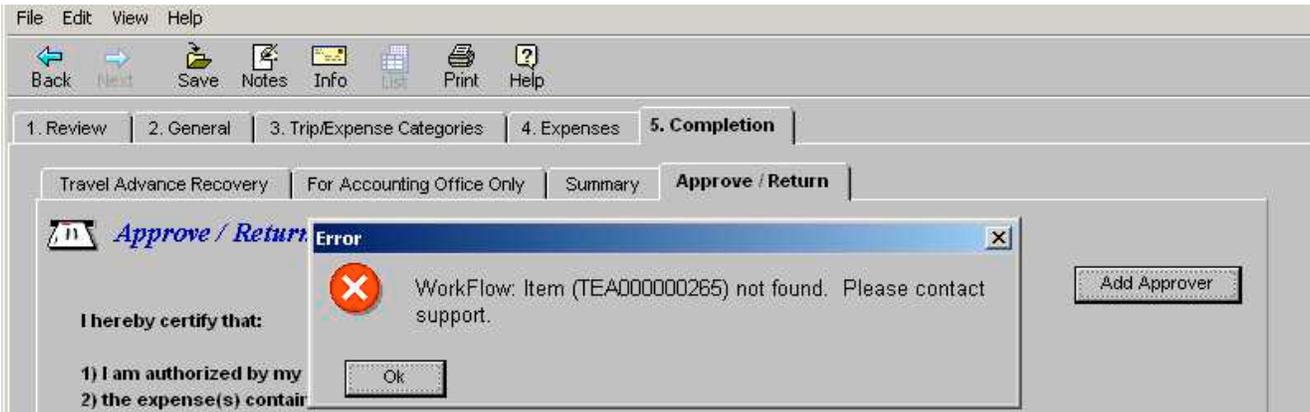
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IX. Completion Tab (continued)

Approve/Return Tab – Messages (continued)

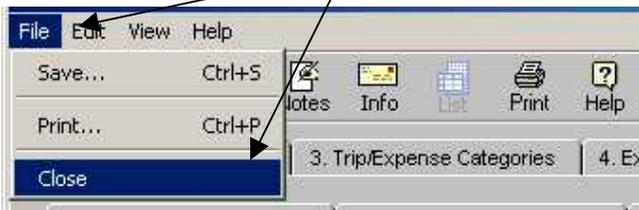
Work Flow Message

This message will appear when an Expense Reimbursement is “Cancelled” by the employee while attempting to approve, return or disapprove the form.



Click , then exit the form by clicking **File** on the Menu Bar, then click **Close**. When the Save Confirmation screen appears, click which will take you back to your Work Queue. The form will no longer appear on your Work Queue.

Click **File** on the Menu Bar, then click **Close**.



Click the “No” option to return to your Work Queue.

