Approve Expense Reimbursement
Accounting Office

These instructions contain department accounting office 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 then to additional approvers when assigned. Once all approvers have approved the form, the Expense Reimbursements will be forwarded to your Accounting Office work pool, which is accessed through the Work Queue. Department permission and State Controller's Office authorization is required to access forms in the work pool.

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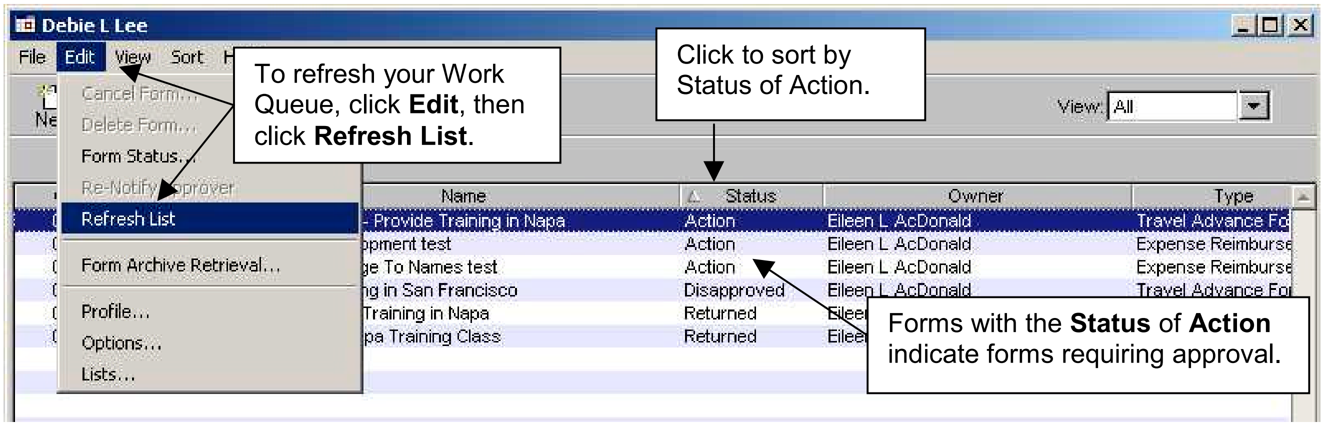
I. From the Work Queue

Accounting Office Work Pool

After Expense Reimbursements are approved by supervisors/managers, the forms will be forwarded to the Accounting Office “Department Technician Group” (work pool). Your department CalATERS coordinator will submit to the State Controller’s Office a request to authorize access to the work pool.

The work pool Expense Reimbursements will be included on your Work Queue along with forms that you have created. Forms requiring Accounting Office approval are identified with a **Status** of **Action**.



Refresh Your Work Queue

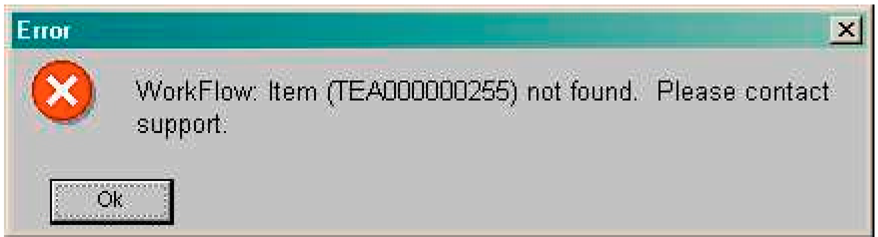
The system does not automatically refresh the **Work Queue** when new forms are submitted or accessed by other accounting staff. Before selecting an Expense Reimbursement refresh your Work Queue. Refreshing your Work Queue will add newly submitted forms and remove forms that are being reviewed by other accounting staff. To refresh the Work Queue, click on **Edit** in the **Menu Bar**, then click **Refresh List** (see example above).

Organizing Your Work Queue

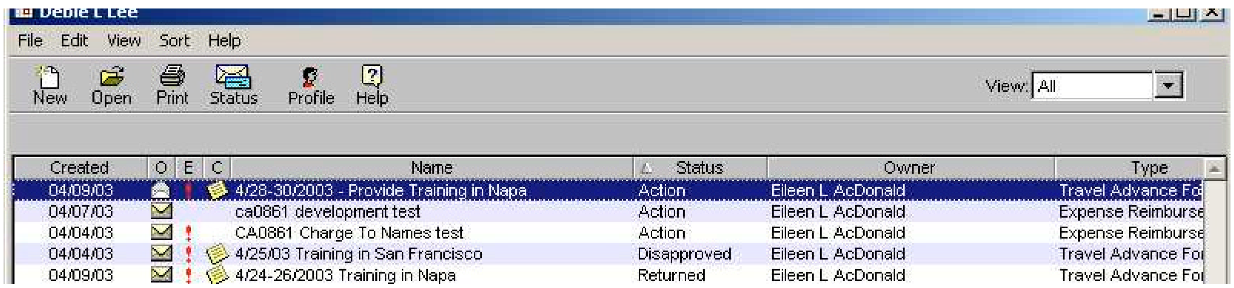
To more easily recognize forms needing your review, sort the listing so that forms with the status of **Action** are listed first. To do this, click on the field name **Status**.

Select Expense Reimbursement

To select the Expense Reimbursement you wish to review, double click on the desired Expense Reimbursement. When a form has been selected by another accounting staff but is still displayed on your Work Queue, you will be unable to update the form. An error message will be displayed. In order to make the form available to other accounting staff follow the instructions in section **II. Exit and Return the Form to the Work Pool**.



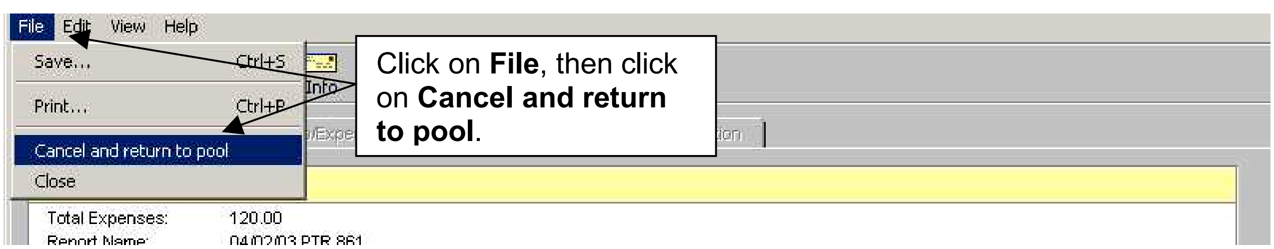
IMPORTANT: Always refresh your Work Queue before selecting an Expense Reimbursement.



II. Exit and Return the Form to the Work Pool

At any point during the review of an Expense Reimbursement you may exit the form. To exit the form and place it back into the work pool, click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool**.

IMPORTANT: If the form is not exited via the **Cancel and Return to pool** method, the form will **not** be available for review by other accounting staff.



NOTE:Changes made to the Expense Reimbursement will not be saved. To save changes/information added to the form, follow the steps in the next section titled **Save Changes and Return the Form to the Work Pool**.

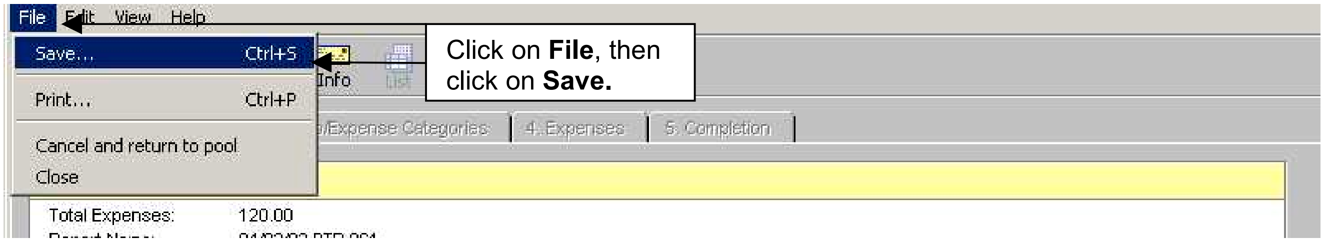
Continued on next page

II. Exit and Return the Form to the Work Pool (continued)

Save Changes and Return Form to Work Pool

If you must exit an Expense Reimbursement and would like to save the information you have added to the form, follow the steps below:

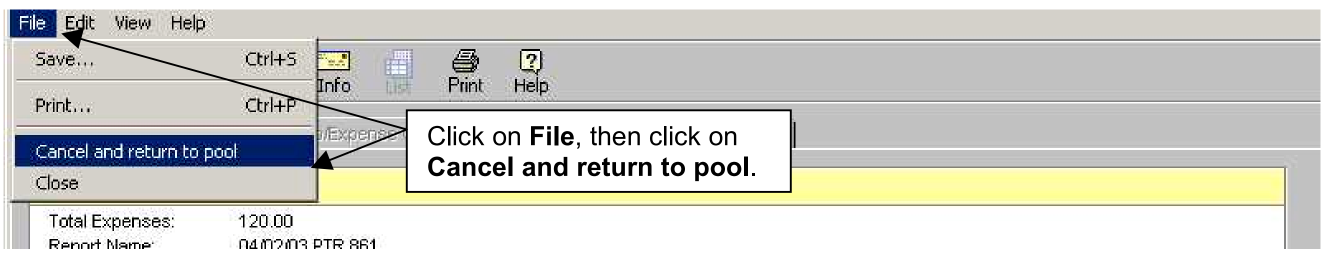
1) Click on **File** from the **Menu Bar**, then click on **Save**.



2) A Save Confirmation box will appear:

Click **Yes** to save changes.

3) Click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool**.



Information you have keyed in the Expense Reimbursement has been saved and the form is accessible to other accounting staff for completion.

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 the information on the "snap shot" image of the employee's Profile to audit the form. Updates to the Profile will not change the "snap shot" image attached to previously created forms.

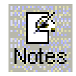
If Profile information that impacts the auditing of the form is inaccurate, the form must be returned or disapproved and the employee/submitter must correct the Profile, then create a new form.

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

Specific information regarding the Profile screens and fields 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 

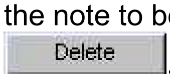
.

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 

.

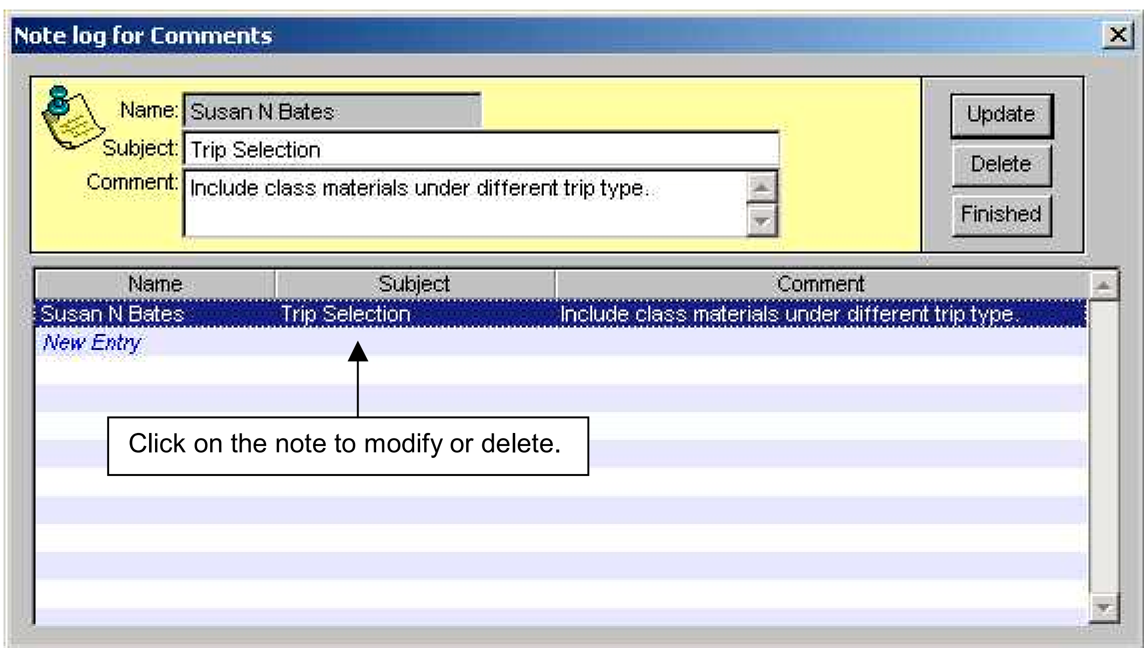
To Delete a Note (only the creator can delete a Note)**:**

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

.

When all Notes have been updated/deleted, click on 

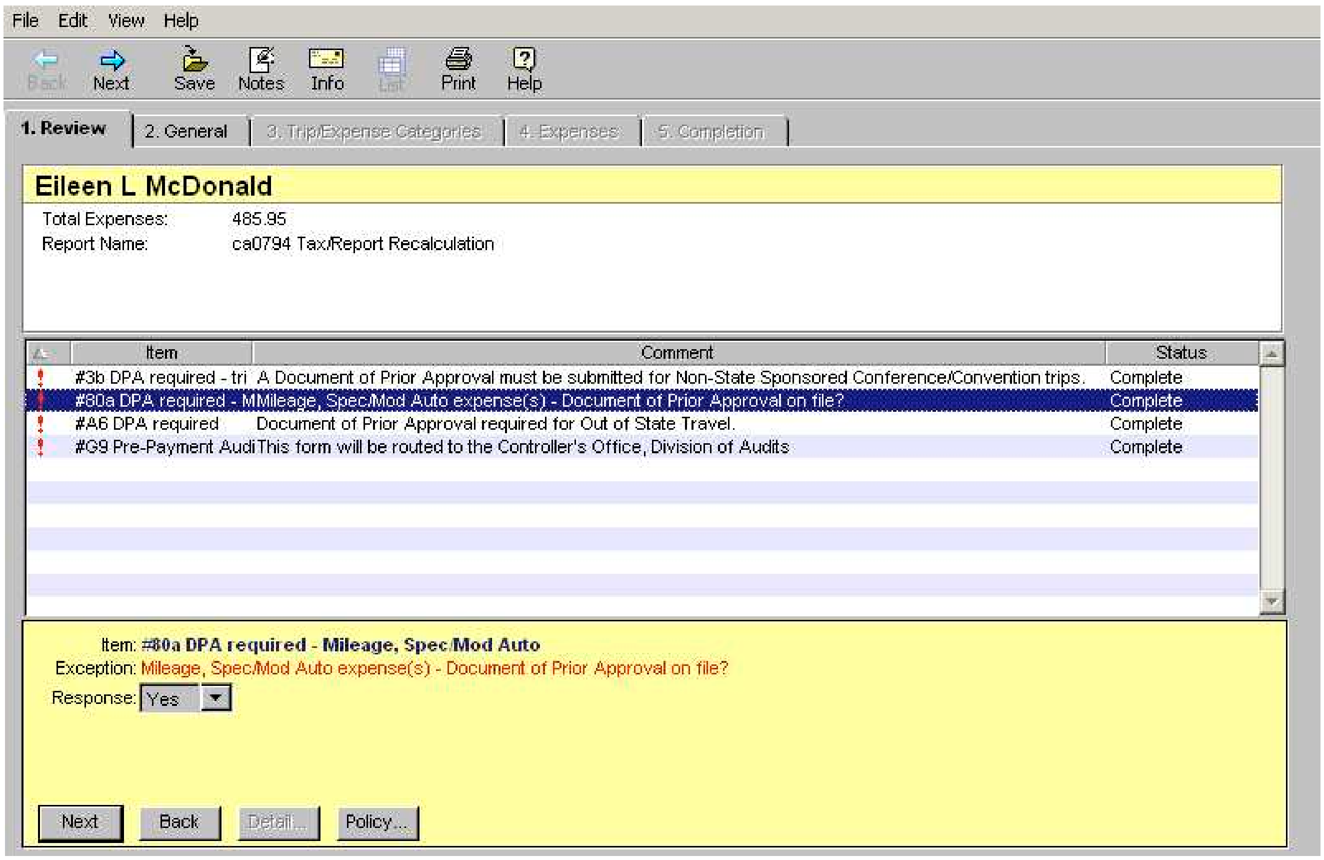
.



V. Review Tab

Several tabs will display under the icons. The tab with the bold black lettering identifies the screen that is 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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V. **Review Tab** (continued)

Listed below are fields that may appear on the **Review** tab:

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

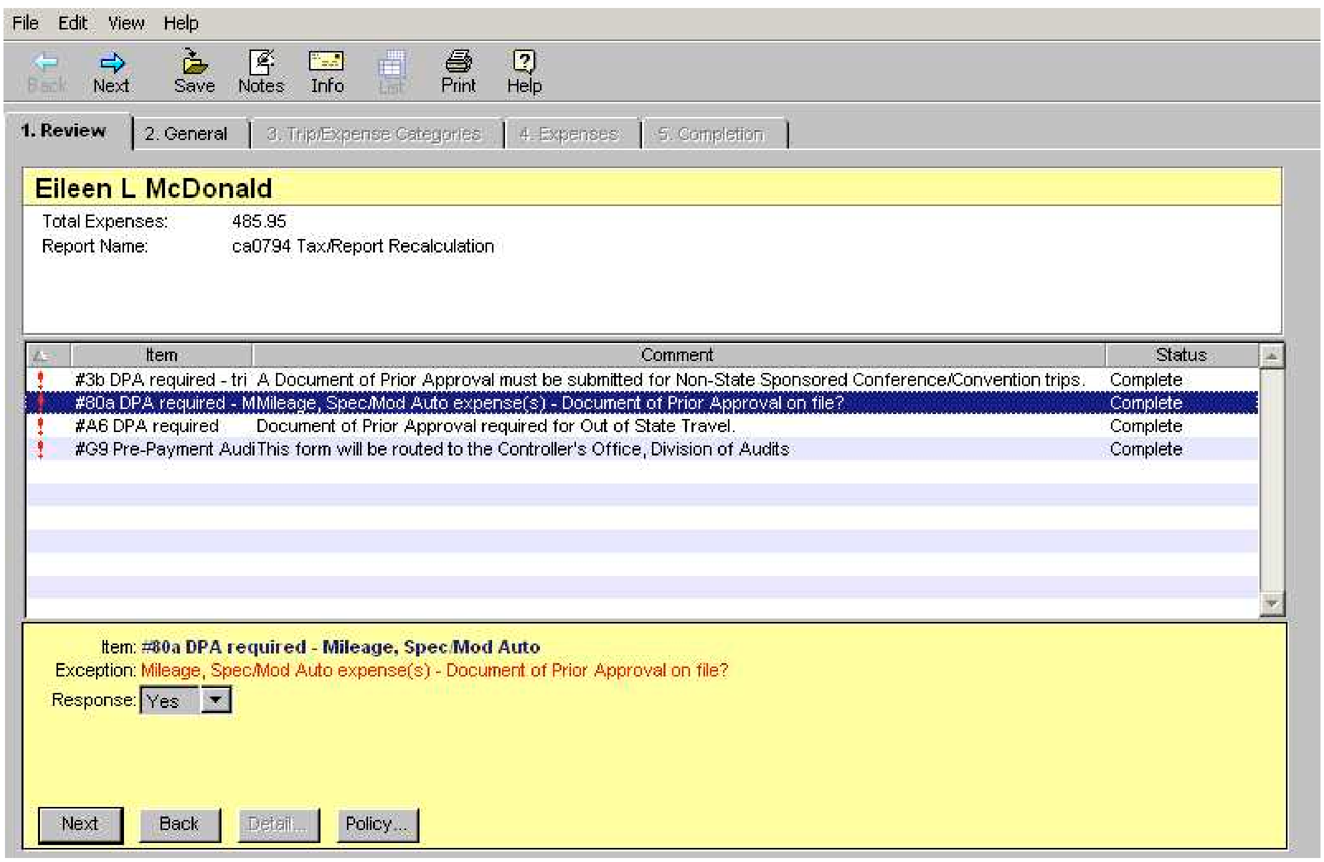
Reason field **–** Will display the reason given by the employee for the expense.

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.

Once all expenses have been reviewed, click on the next tab **2. General**.



VI. General Tab

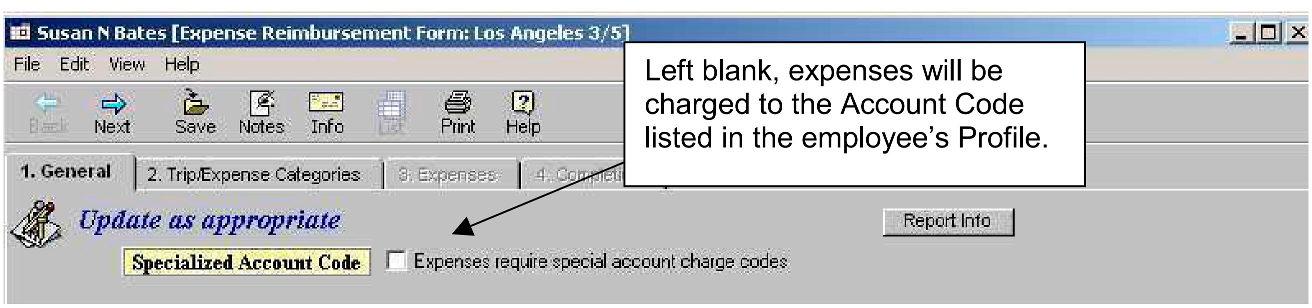
The **General** tab is used to assign Account Code information. By default, expenses are charged to the Account Codes indicated in the employee's Profile. When expenses are to be charged to a different account code the employee or the Accounting Office may select the Account Code from this screen (see **Assigning a Specialized Account Code** instructions on the following page).

Retroactive Fiscal Year Expense Reimbursement Request

Specialized Account coding is required when the employee's Profile account code information does not match the fiscal year account code required for the expenses requested on the Expense Reimbursement.

> **EXAMPLE** – Employee creates an Expense Reimbursement for June 2001 on August 7, 2001.
>
> Employee's account code information in the Profile was updated on August 1, 2001 with the new fiscal year (2002) information.
>
> When the employee creates the Expense Reimbursement, a snap shot of the Profile will be attached to the form with the 2002 fiscal year account code.
>
> If the employee did not use the **Special Account Coding** instructions to add the prior fiscal year (2001) account code to the expenses, expenses will be charged to the 2002 fiscal year.

If Specialized Account coding is not needed or has been completed correctly by the employee, click on tab **3. Trip/Expenses Categories**.   If Specialized Account Code is missing or is not correct go to **Assigning a Specialized Account Code** on the following pages.



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VI. General Tab (continued)

Specialized Account Code

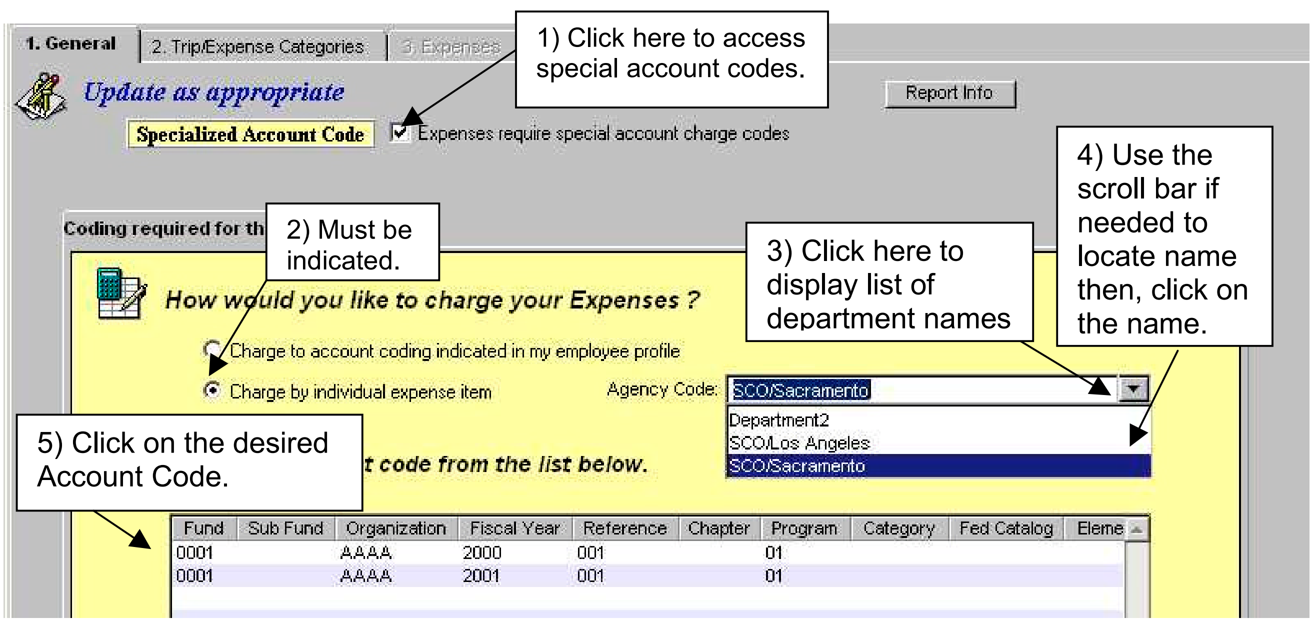
Specialized Account Coding can be selected by the employee when creating the Expense Reimbursement. The code can also be assigned or changed by the Accounting Office.

When Specialized Account Coding is used, the system will not use account code information from the Profile. All account code information must be provided in the High Level account codes selected on tab **2. General** (instructions provided in this section) combined with the Detail Account Codes (e.g., Index, PCA, etc.) assigned on tab **4. Expense** (see section **VIII. Expenses – Assigning Detailed Account Codes**).

Assigning a Specialized Account Code to the Expense Reimbursement:

1) Click on the field titled **Specialized Account Code**. The **Specialized Account Code** fields will display.
2) Click on the button for **Charge by individual expense item**.
3) In the **Agency Code** field click on the down arrow. A list of department names will display.
4) Using the scroll bar on the right side of the listing, locate the correct department name and click on it.
   Note: Some departments may have more than one name listed.
5) A list of department account codes will display. Click on the appropriate Account Code with the applicable fiscal year.

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



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VI. **General Tab** (continued)

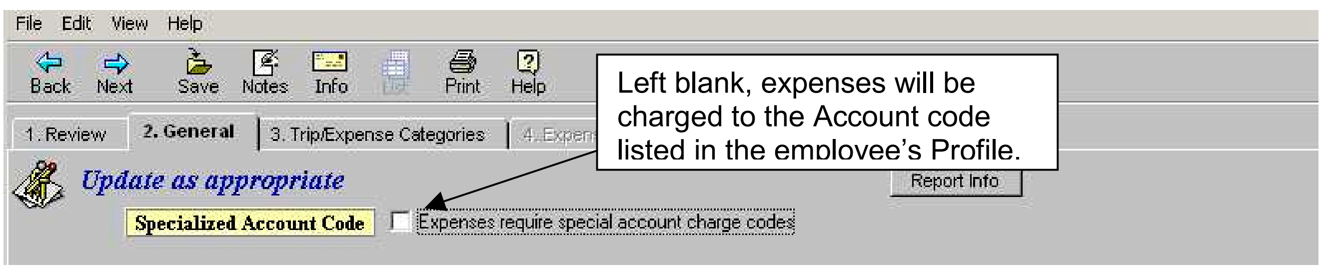
<u>**Assigning a Specialized Account Code**</u> (continued)

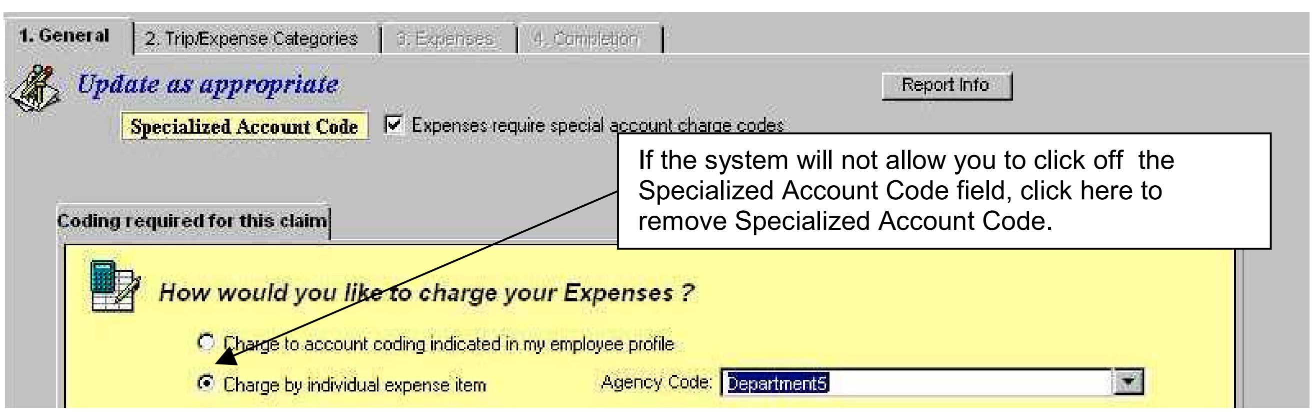
<u>***Removing a Specialized Account Code on the Expense Reimbursement:***</u>

<u>If the employee has assigned a Specialized Account Code and should not have done so:</u>

1) Click on **Specialized Account Code** box. The Specialized Account Codes will be deactivated and the expenses will be charged to the account codes listed in the employee's Profile. If the system will not allow this, under the question "**How would you like to charge your Expenses?"** click on the option "Charge to the Account Coding indicated in my Employee Profile" (see last example on this page).

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





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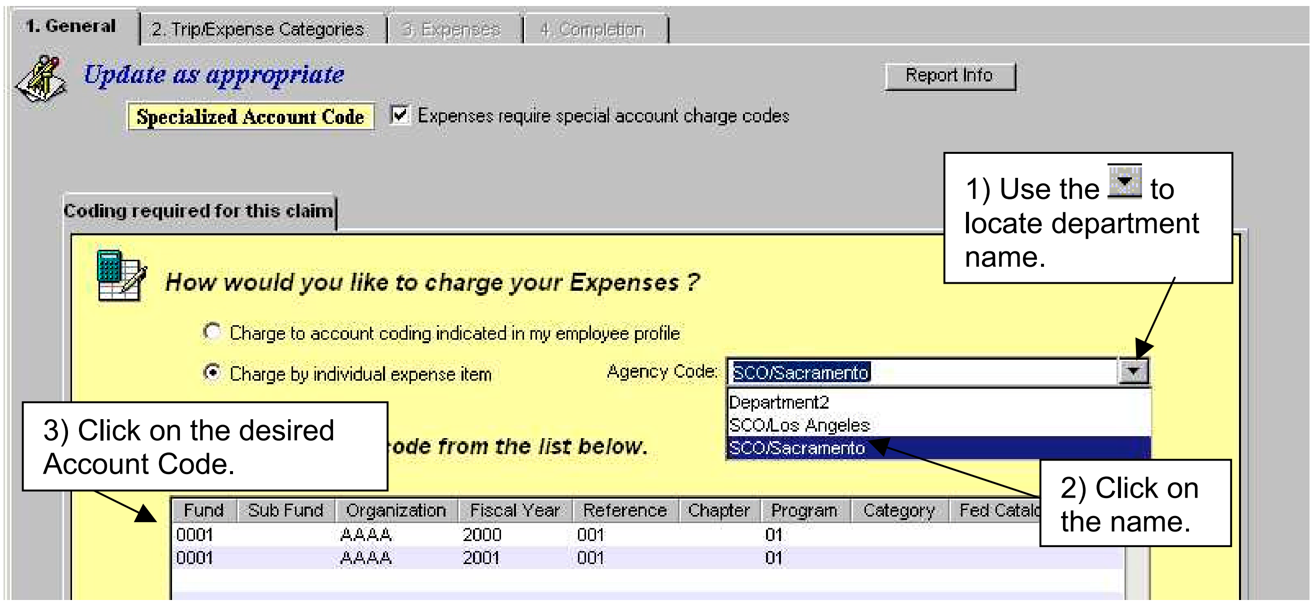
VI. General Tab (continued)

Assigning a Specialized Account Code (continued)

Correcting a Specialized Account Code on the Expense Reimbursement:

If the employee has assigned a Specialized Account Code that is not correct:

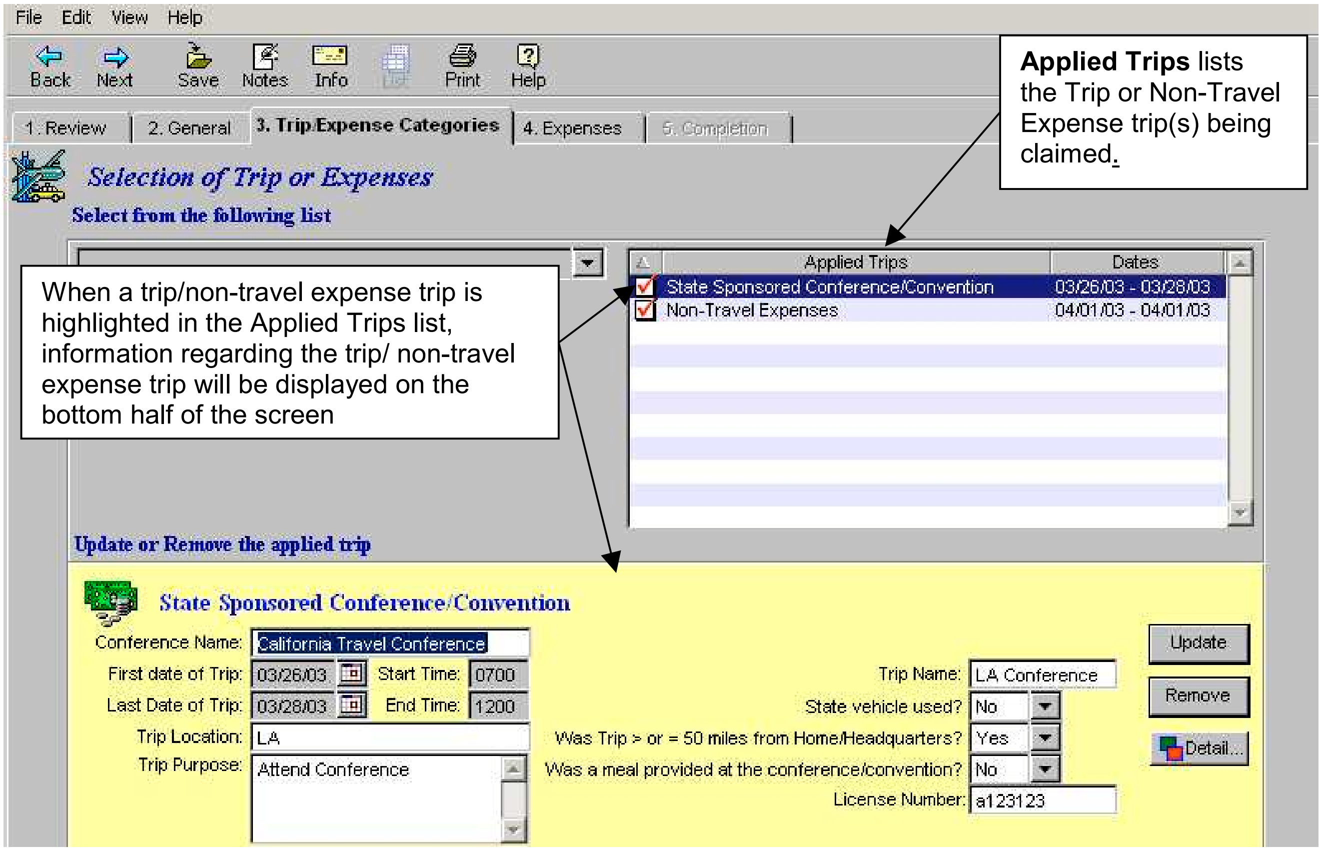
1) If the department name selected in the **Agency Code** field is not correct, using the scroll bar, locate the correct department name and click on the name.
   Note: Some departments may have more than one name listed.
2) A list of department account codes will display. Click on the appropriate Account Code with the applicable fiscal year.
3) Click on tab **3. Trip/Expenses Categories**.



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 Expense and 2) State Sponsored Conference /Convention.

.



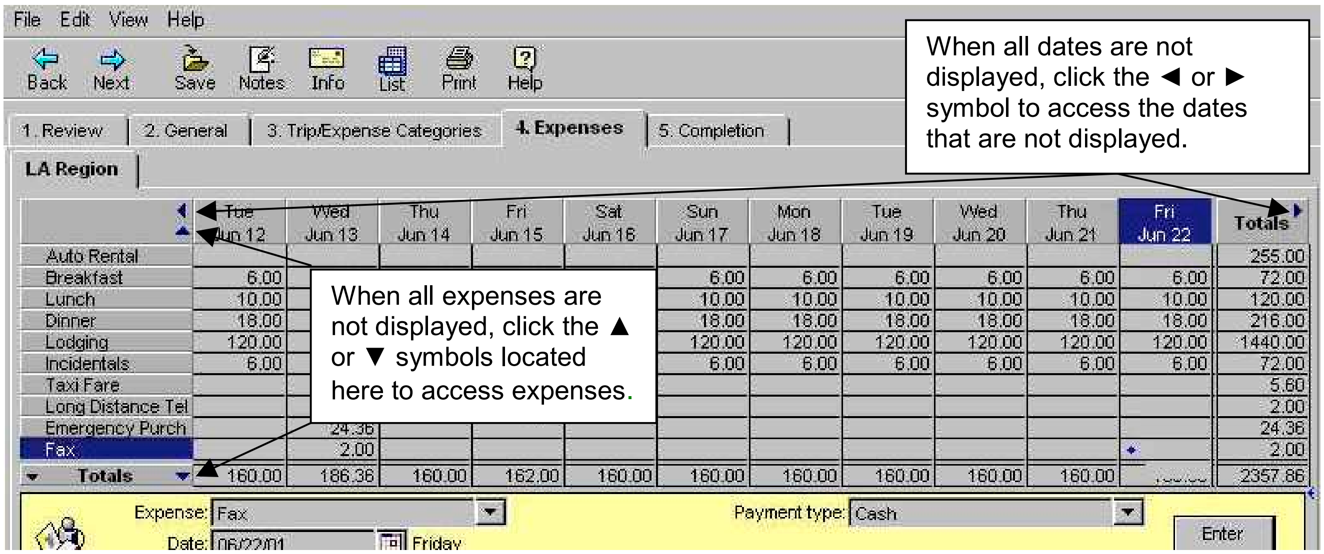
A Detail button [Detail...] may appear on the screen. Clicking on this button will open the **Review Items-Exceptions** screen, which contains information regarding prior approval and/or additional information that can also be found on tab **1. Review**. To exit the screen, click [Ok] or [Cancel]. The [Policy...] button states the policy associated with the expense.

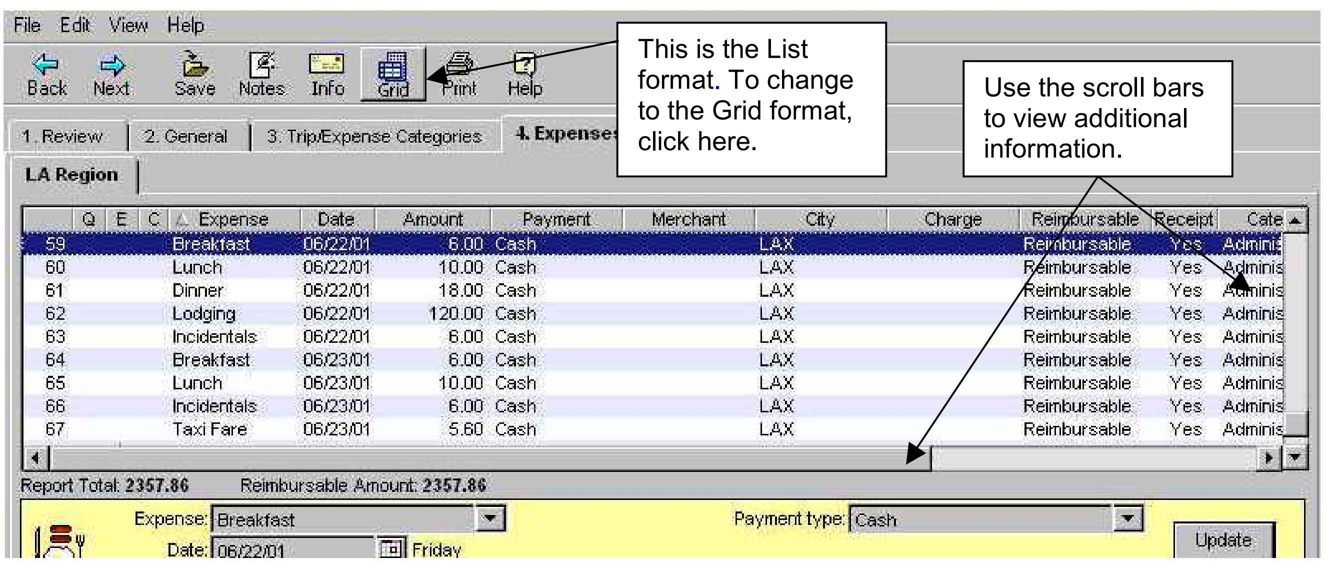
Click on the next tab, **4. Expenses.**

VIII. Expenses Tab

General Information

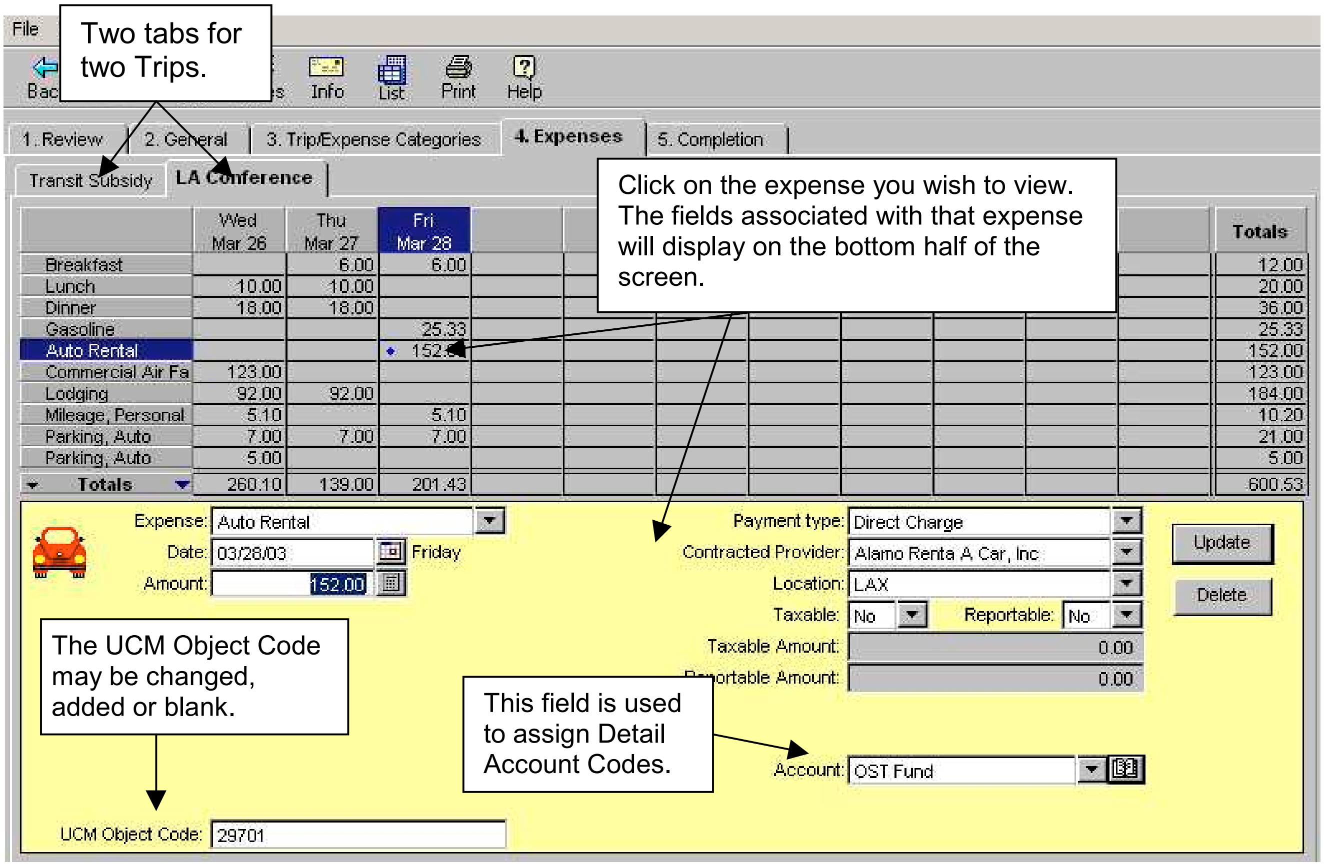
In tab **4. Expenses** you will find a tab for each of the **Applied Trips** from the previous screen. There are two formats available, **Grid** or **List**. The instructions provided in this section will use the **Grid** format.





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**.



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) Fields that are white (not gray) can be modified.

3) Amount can be adjusted to a lower amount only. Cannot be adjusted to a higher amount.

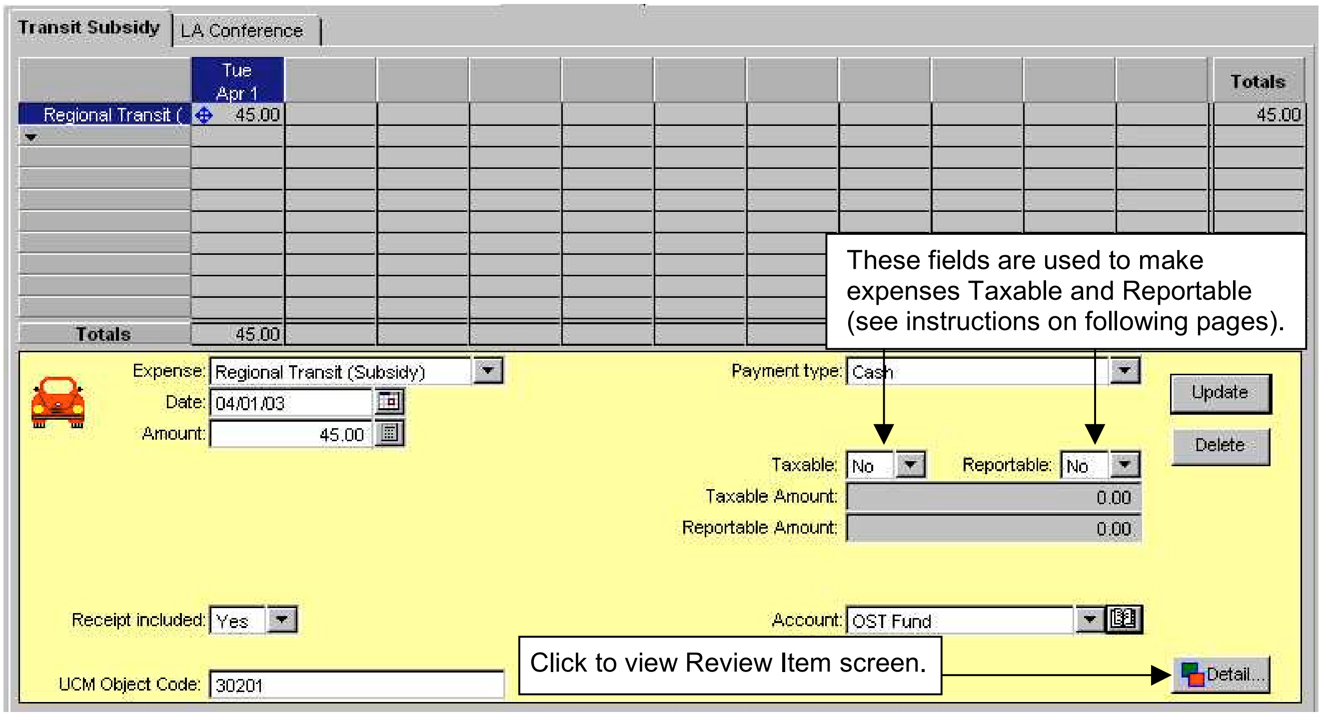
4) **UCM Object Code field -** is displayed based on a table with codes submitted by your department. If the code is incorrect or blank and should not be blank, key the correct information in the field. If a correction is needed to the UCM Object Code Table, contact the person in your department responsible for requesting CalATERS table updates or the CalATERS System Help Desk.

5) Expense amounts can be made taxable and reportable. See instructions in the **Taxable / Reportable Fields** section.

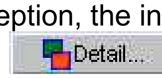
Continued on next page

VIII. Expenses Tab (continued)

Reviewing expenses: (continued)



6) When an Expense Reimbursement is designated with Specialized Account Codes on tab **2. General**, detailed account codes must be assigned in the **Account** field. See instructions in **<u>Assigning Detailed Account Codes</u>** section.

7) 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. The **Adjustment Reason** screen allows you to enter a reason limited to 50 characters. If an **Adjustment Reason** screen was previously on the form from a prior adjustment, the information on that screen will be overlayed with the new adjustment reason. To ensure all adjustment reasons are retained, use the **Note Log** function to track and identify all adjustments (see instructions in **Note Log for Comments** section), click on 

.

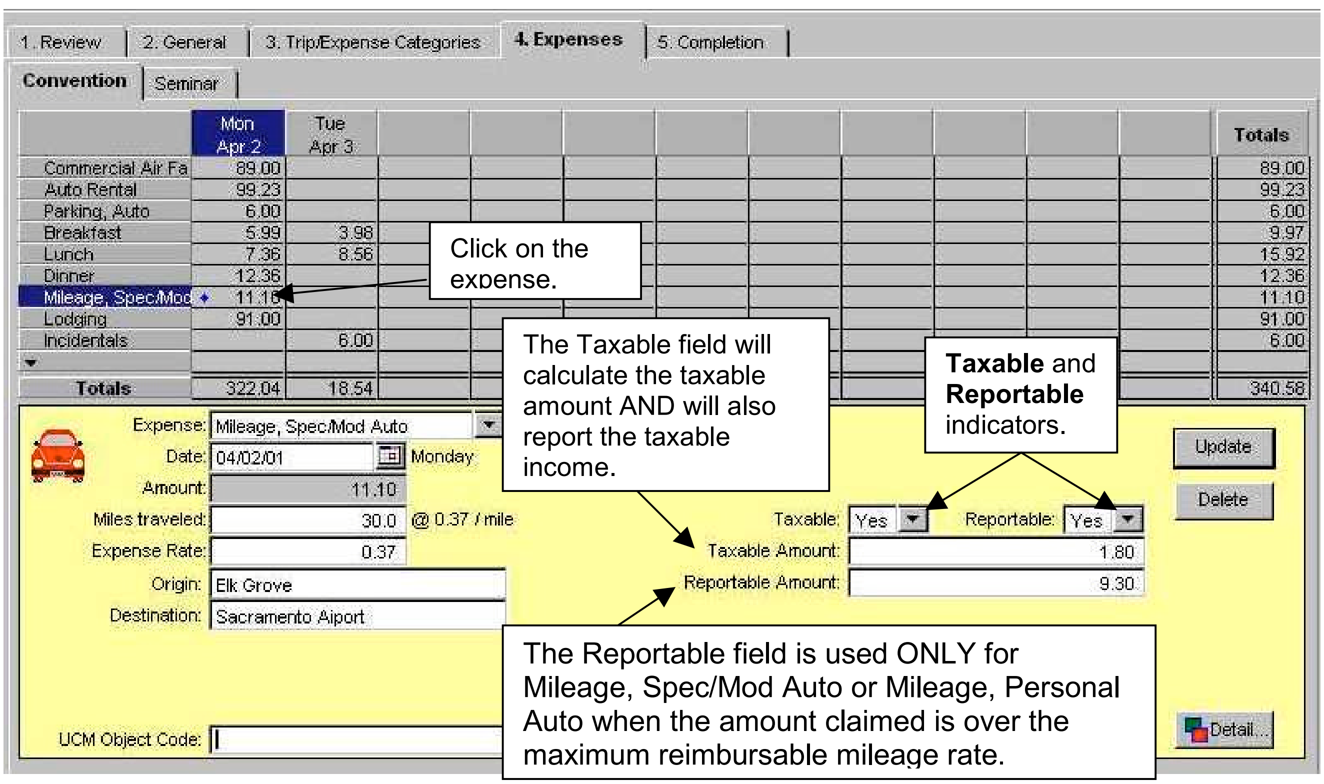
VIII. Expenses Tab (continued)

Taxable / Reportable Fields

Some expenses will be identified by CalATERS as Taxable/Reportable. CalATERS will automatically calculate and generate transactions in the State Controllers Non-Uniformed State Payroll System (Non-USPS). Prior to the use of CalATERS, these transactions were requested on the form STD.676P Non-USPS Adjustment Request –Payments (Fringe Benefit/Employee Business Expense). <u>All expenses identified on CalATERS as taxable are also automatically reported as taxable income.</u>

When the employee keys and updates an expense the system will determine and calculate the **Taxable** and **Reportable Amount** fields based on taxability rules (e.g. meals claimed on trips less than 24 hours or mileage claimed over the maximum stated in contracts or rules, etc.).

Note: The field titled **Reportable** is only used for Mileage, Spec/Mod Auto and Mileage, Personal Auto when the amount exceeds the maximum rate for Personal Auto Mileage reimbursement (e.g. if maximum Mileage, Personal Auto is 34¢, the Taxable and Reportable fields will be automatically calculated). The amount in the Reportable field is included in **Item 12 - Code** on the employee's W-2 form. If an adjustment is made to the expense or manual calculation is required, refer to the following pages.



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VIII. Expenses Tab (continued)

<u>Taxable / Reportable Fields</u> (continued)

The formula used by CalATERS for calculating the amounts in the Taxable and Reportable fields for Mileage, Spec/Mod Auto or Mileage, Personal Auto, are as follows:

Taxable Amount Field
The amount displayed in this field is the taxable amount which is used to calculate the taxable gross and is added to the employee's W-2 taxable gross amount. To calculate the amount multiply the amount above the maximum reimbursable rate (e.g. 34¢) by the number of miles.

Example: Employee claims 37¢ for 100 miles. Maximum reimbursement rate is 34¢.
37¢ minus 34¢ = 3¢
3¢ X 100 miles = $3.00
Taxable Amount = $3.00

Reportable Amount Field
The amount displayed in this field is the amount reported on the employee's W-2 in **Item 12 – Code**. The amount represents the maximum mileage reimbursable rate multiplied by the number of miles.

Example: Employee claims 37¢ for 100 miles. Maximum reimbursement rate is 34¢.
34¢ X 100 miles = $34.00
Reportable Amount = $34.00

VIII. Expenses Tab (continued)

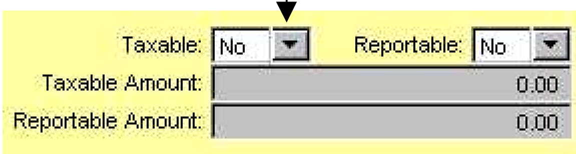
<u>Taxable / Reportable Fields</u> (continued)

Designating Expense Taxable/Reportable

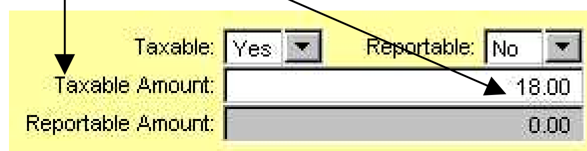
When the **Taxable** field requires updating follow the procedures below:

1) In the grid area, click on the expense.
2) On the bottom half of the screen (right side) you will see the **Taxable** and **Reportable** indicators and fields titled **Taxable Amount** and **Reportable Amount**.

Click on the down arrow , then click **Yes**.



Key in the Taxable Amount.



Click on Update. The expense will now be reported to the Non-USPS as taxable and reportable.

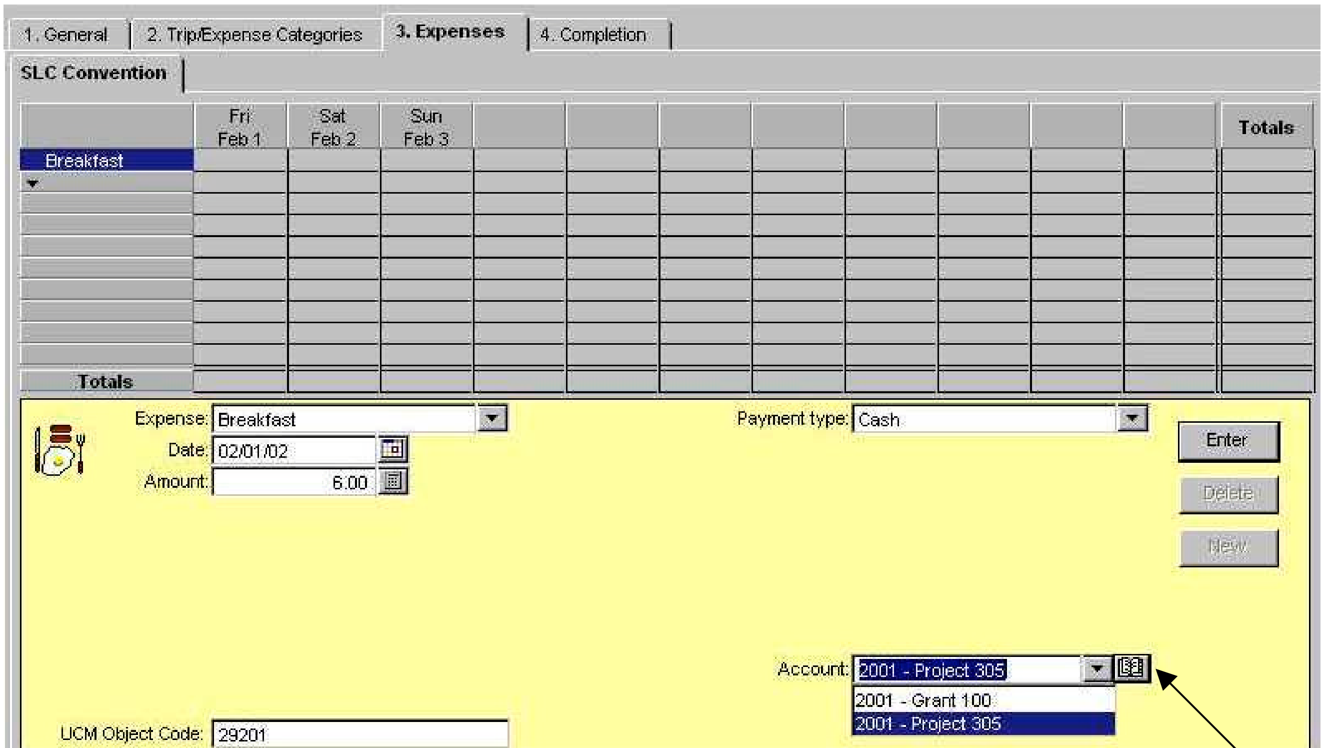
VIII. **Expenses Tab** (continued)

Assigning Detailed Account Codes

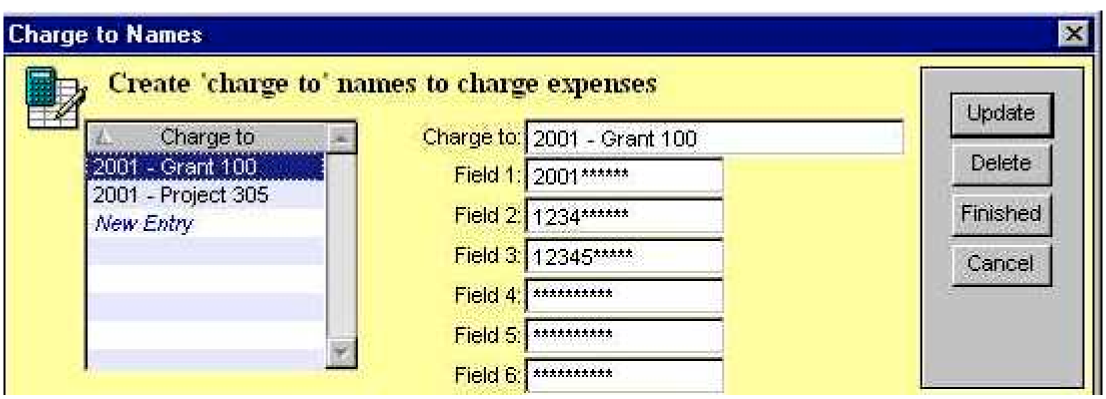
SKIP TO **IX. Completion Tab** IF DETAILED ACCOUNT CODES ARE NOT REQUIRED

To assign Detailed Account codes the **Specialized Account Code** field on tab **2. General** must be designated with a high-level account code. The Detailed Account Codes are assigned to the expenses on the Expense tab. Procedures for assigning, adding or changing the Detailed Account Codes are provided on the following pages.

At the bottom right corner of the Expense tab screen is the Account field. The ▼ will display Account Names that have been created from other forms.



If the Account field is blank or you wish to view the account code information click on the button. The **Charge to Names** screen will display. To add, delete or modify Detail Account Code information see instructions on the following pages.



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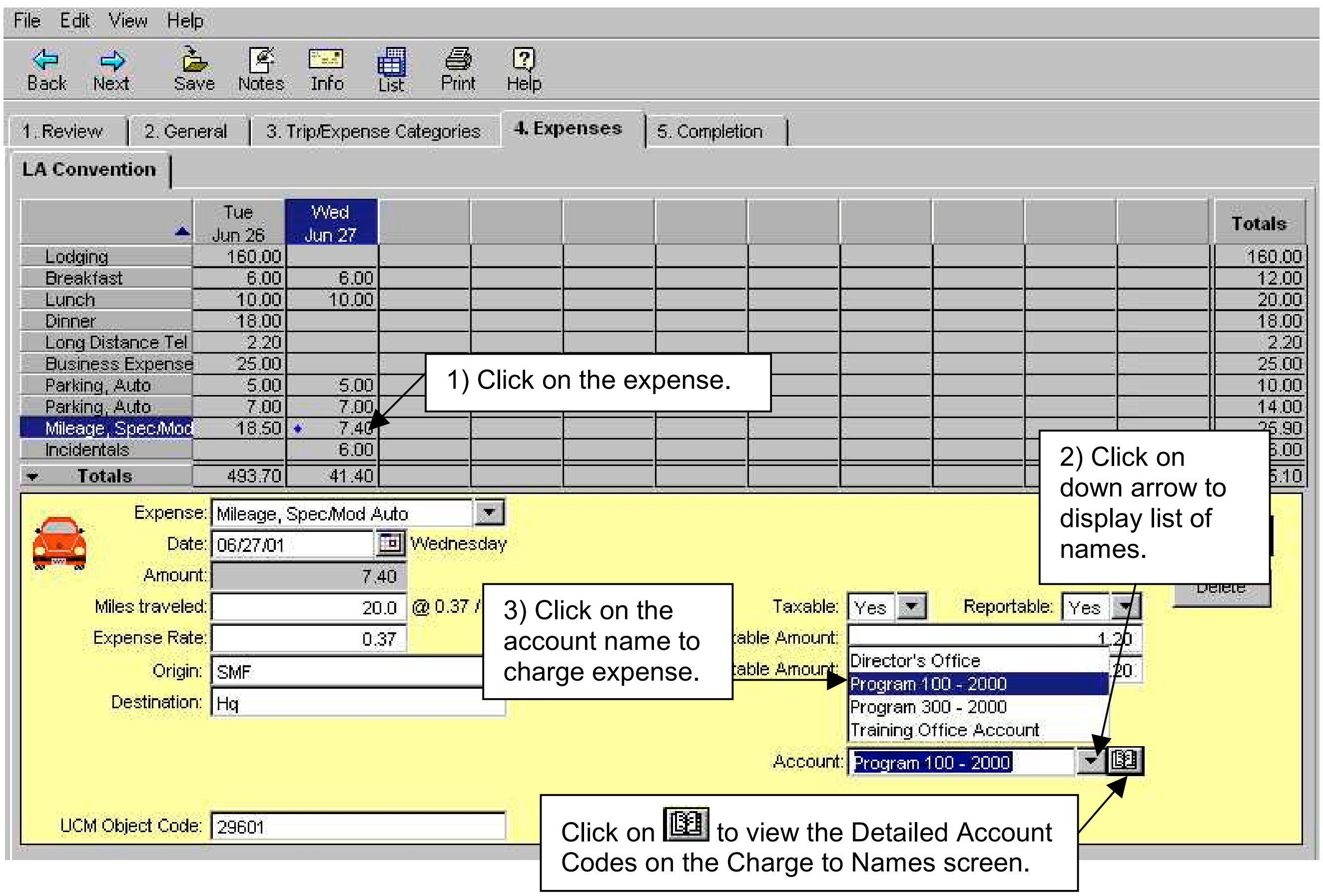
VIII. Expenses Tab (continued)

__**Assigning Detailed Account Codes**__ (continued)

__Assign an existing Detail Account Code to an Expense__

1) Click on the expense to assign a Detail Account Code.
2) Click on the down arrow in the **Account** field.
3) Select an account from the list. If the account name is not identified on the list, skip to the next page, which contains instructions for adding account names and codes to the listing. To view the detailed account codes assigned to the account names, click on the button in the **Account** field (see example of the **Charge to Names** screen on next page).
4) When the correct name for the account code is assigned, click on Update.
5) Repeat these steps for each expense.



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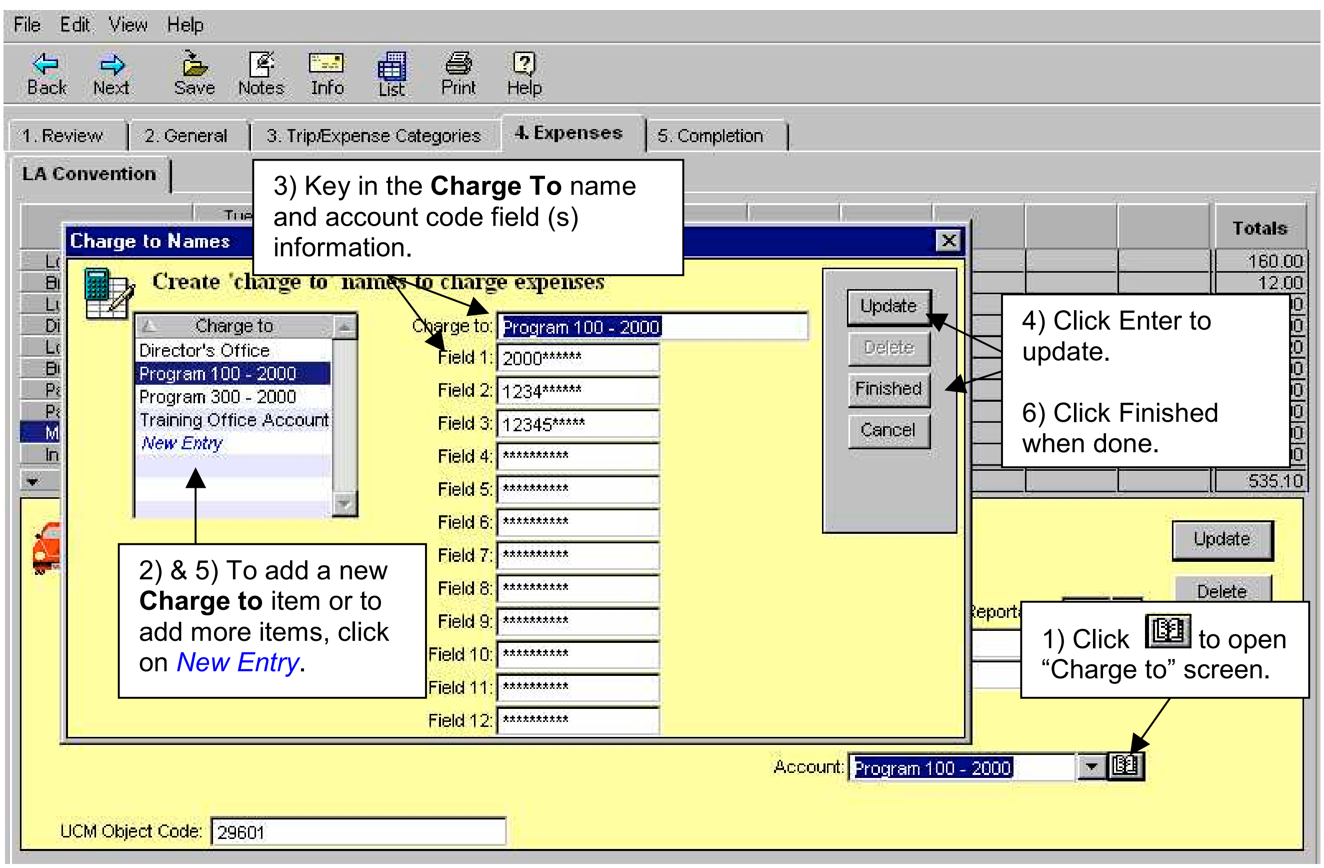
VIII. Expenses Tab (continued)

<u>Assigning Detailed Account Codes</u> (continued)

<u>Add a Detail Account Code</u>

1) In the **Account** field, click on the button. The **Charge to Names** screen will appear.
2) In the **Charge to** field click on *New Entry.*
3) Key in a name associated with the account code and/or fiscal year. Key the account code information. There are 12 fields with a maximum of 10 characters in each field. For departments using CALSTARS, by pointing your cursor over the field names, tip text will display identifying the CALSTARS field name.
4) When all Detailed Account Code information is keyed, click on Enter.
5) To add more items, click on *New Entry* in the **Charge to** field and repeat steps 3 and 4
6) Click on Finished to return to the expenses.

Click on Update to update the expense with the Detailed Account Code identified in the **Account** field.

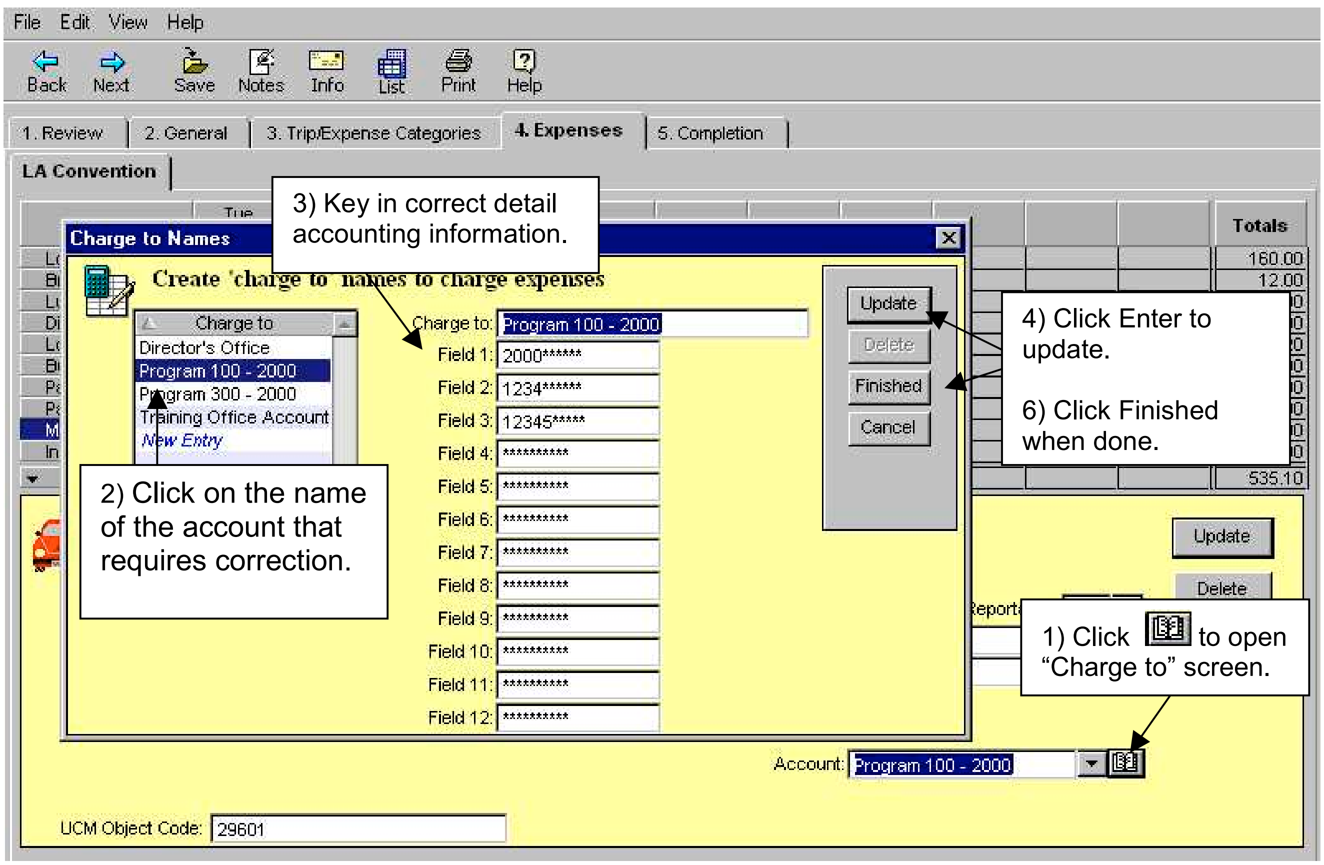


Special Account Codes (continued)

Correct a Detail Account Code

1) In the **Account** field, click on the button. The **Charge to Names** screen will appear.
2) In the **Charge to** field click on the name of the account that requires correction.
3) Key the correct account code information. There are 12 fields with a maximum of 10 characters in each field. For departments using CALSTARS, by pointing your cursor over the field names, tip text will display identifying the CALSTARS field name.
4) When all Detailed Account Code information is correct, click on Enter.
5) Click on Finished to return to the expenses.

Click on Update to update the expense with the detailed account code identified in the **Account** field.



After all expenses have been reviewed and updated with corrected information click on tab **5. Completion**.

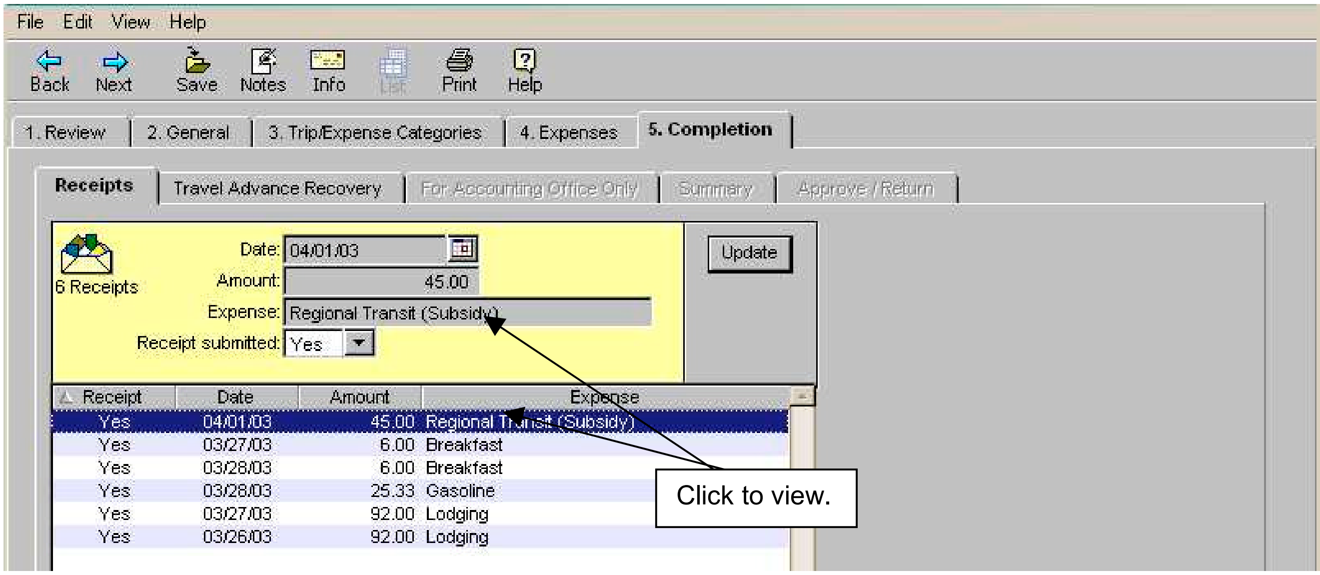
IX. Completion Tab

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

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

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**. At the bottom half of the screen click on the expense to view additional information for that expense.

Click on the next tab.



IX. Completion Tab (continued)

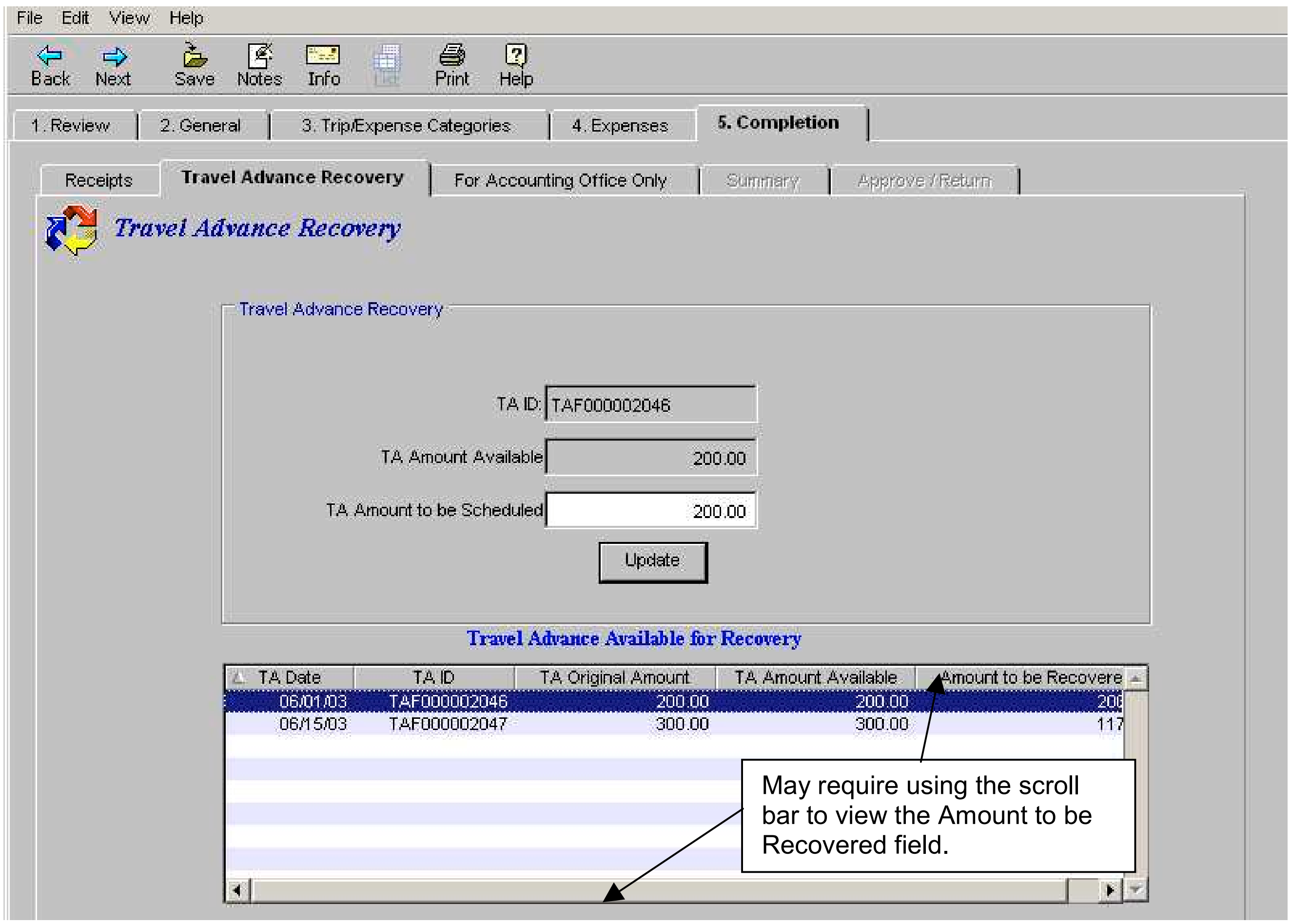
Travel Advance Recovery Tab

General Information

On the **Travel Advance Recovery** screen you can view and adjust the outstanding Travel Advance amount to be recovered from this Expense Reimbursement. CalATERS will deduct the maximum amount from **all** outstanding Travel Advances.

For example: Employee has a Travel Advance issued for a 06/01/03 trip for $200 and a second Travel Advance of $300 for 06/15/03 trip. When the Expense Reimbursement is requested for $300 the system will deduct from the oldest travel advance first 06/01/03 - $200 then deduct from the next oldest Travel Advance.

If the Travel Advance amount to be recovered is incorrect, the amount can be modified (see ***Modifying Travel Advance Amount*** on the following pages).



Continued on next page

IX. Completion Tab (continued)

<u>Travel Advance Recovery Tab</u> (continued)

Modifying Travel Advance Amount

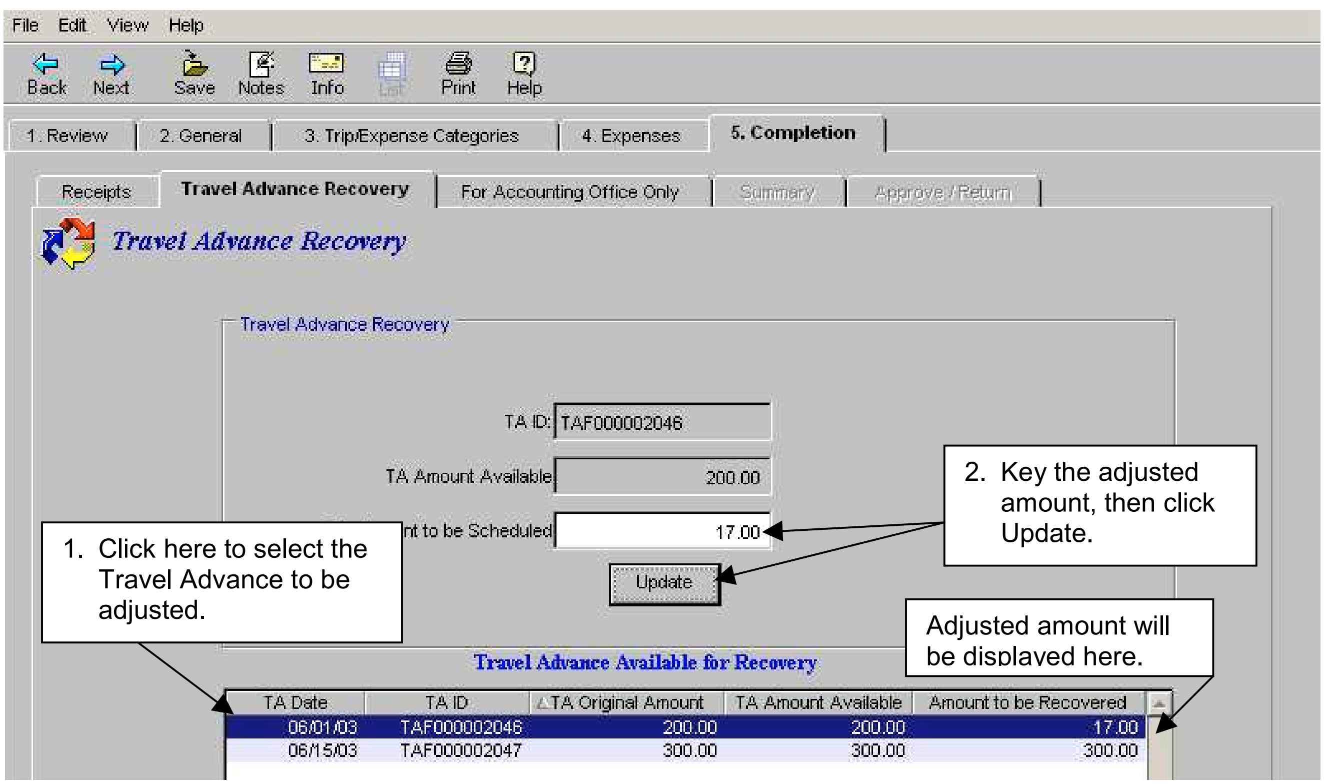
To adjust Travel Advance amount to be recovered:

- Click on the Travel Advance to be adjusted from **Travel Advance Available for Recovery** area.
- Key the adjusted amount (can be zero) in the **TA Amount to be Scheduled** field.
- Click Update. The field called **Amount to be Recovered** in the **Travel Advance Available for Recovery** listing will reflect the adjusted amount that will be taken from the Expense Reimbursement.

NOTE: The total amount to be recovered cannot be more then the total amount of the Expense Reimbursement minus Direct Charge expenses.

When multiple Travel Advances are listed, you may adjust the amount for each of the Travel Advances.

To provide a detailed description/reason for adjusting the Travel Advance amounts add a note to the **Note Log**, click on Notes (see instructions in section **IV. Note Log for Comments**).



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IX. Completion Tab (continued)

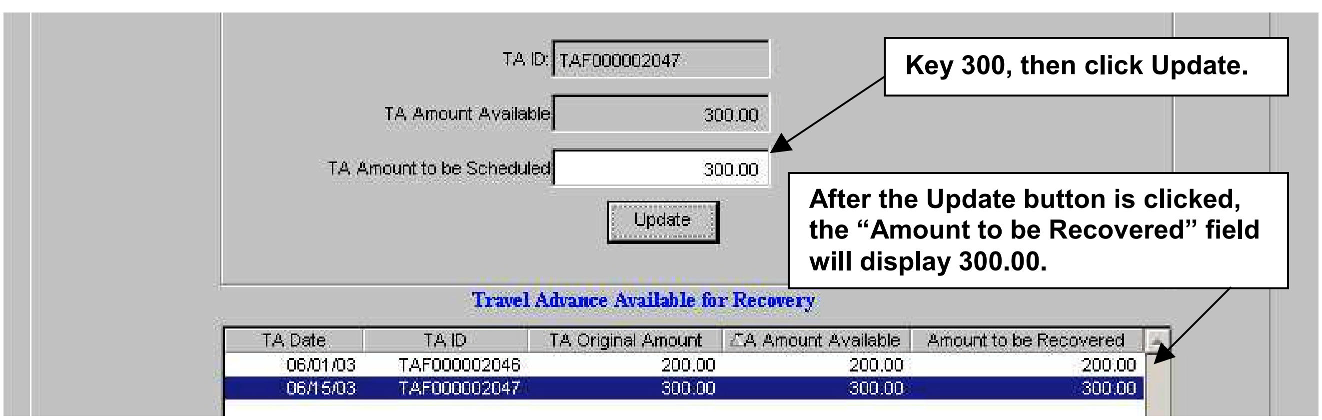
Modifying Travel Advance Amount (continued)

In the example below and Expense Reimbursement is submitted for $317.00. Two Travel Advances were issued for the employee. TAF000002046 was issued 06/01/03 and is scheduled for $200 recovery and TAF000002047 was issued 06/15/03 and is scheduled for $117.

TAF000002047 was issued for the trip identified on this form. We would like to collect all of this travel advance from this Expense Reimbursement.

1) Click on TAF000002047.
2) In the "TA Amount to be Scheduled" field key 300, then click .

3) "Amount to be Recovered" will display 300.00.



In the above scenario the amount for TAF000002046 must also be reduced using the Update procedures.

Once changes are made, click on the next tab **For Accounting Office Only**.

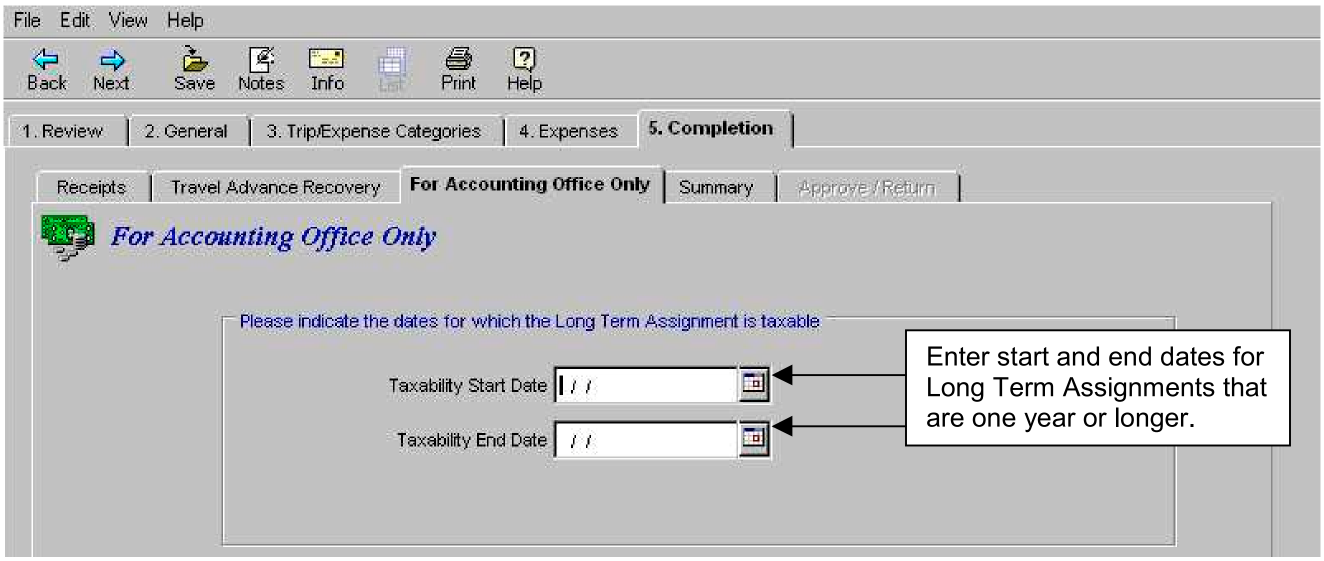
IX. Completion Tab (continued)

<u>For Accounting Office Only</u>

Long Term Assignment (LTA)

This screen is used to indicate LTA taxability for expenses incurred during the designated period. Key the Start and End Dates for which the LTA is taxable.

Click on the **Summary** tab.



IX. Completion Tab (continued)

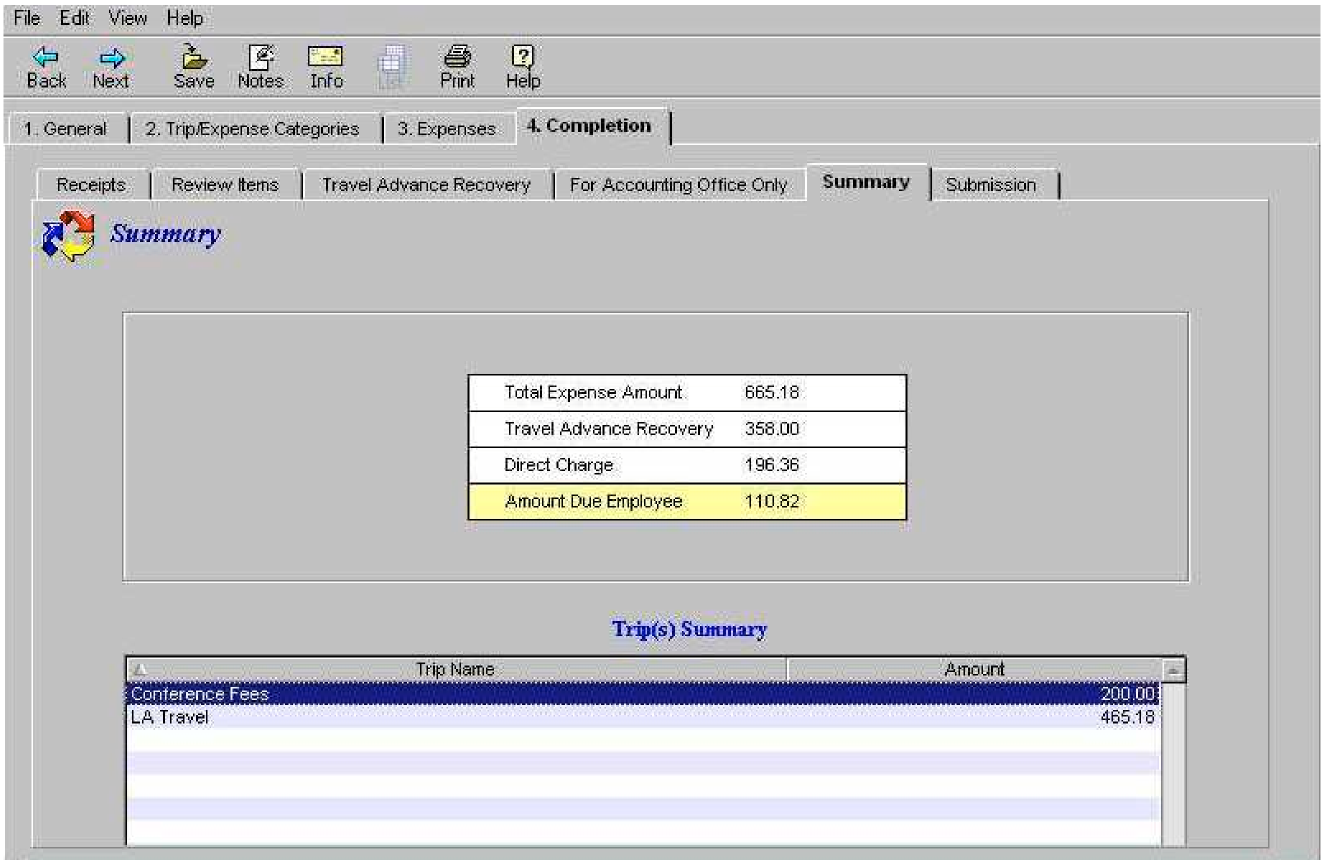
Summary Tab

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, click on a previously viewed/updated tab to view the information.

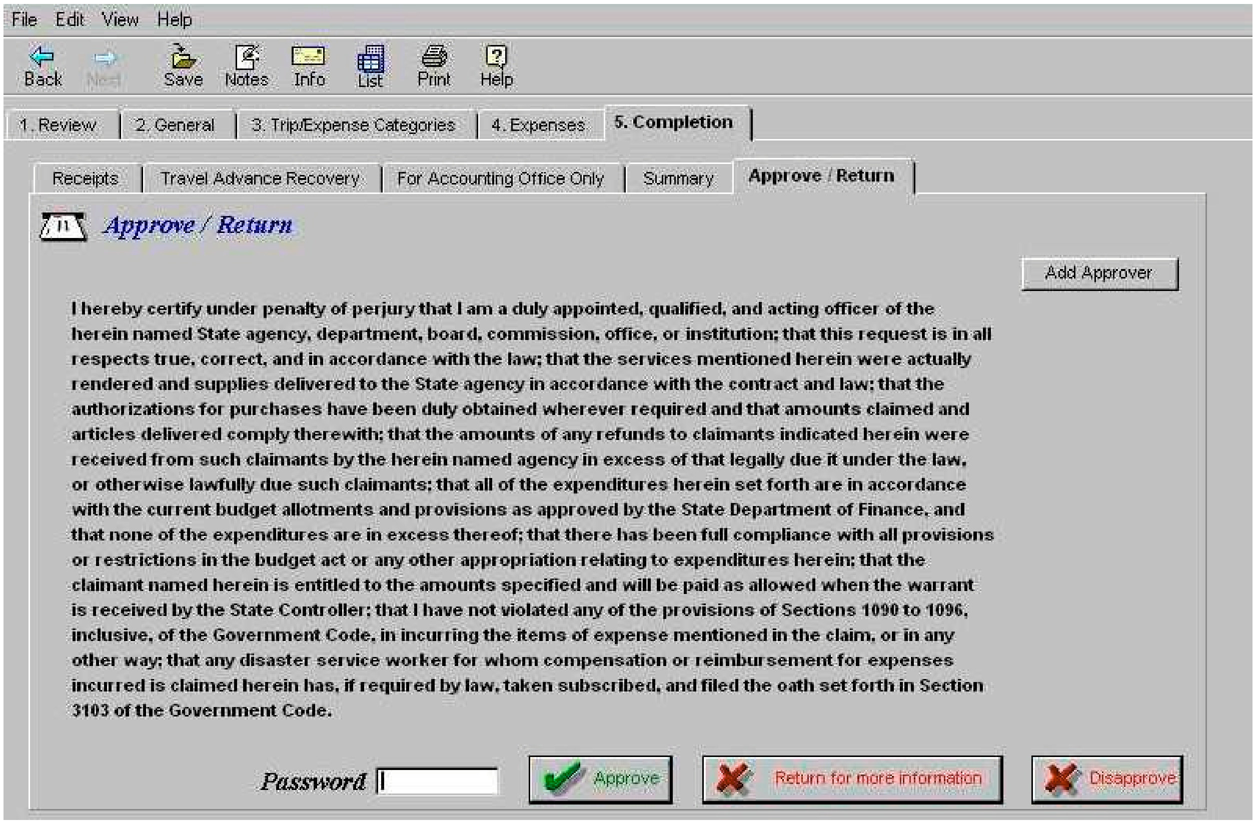
If all information is correct, click on the **Approve/Return** tab.



IX. **Completion Tab** (continued)

Approve/Return Tab

This screen is used to Approve, Return or Disapprove an Expense Reimbursement. This screen can also be used to assign an additional approver, see procedures for assigning an additional approver on the following page.



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IX. **Completion Tab** (continued)

<u>Approve/Return Tab</u> (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 desired name and click the Ok button. The Expense Reimbursement will be routed to the selected approver.

To Remove an Added Approver:

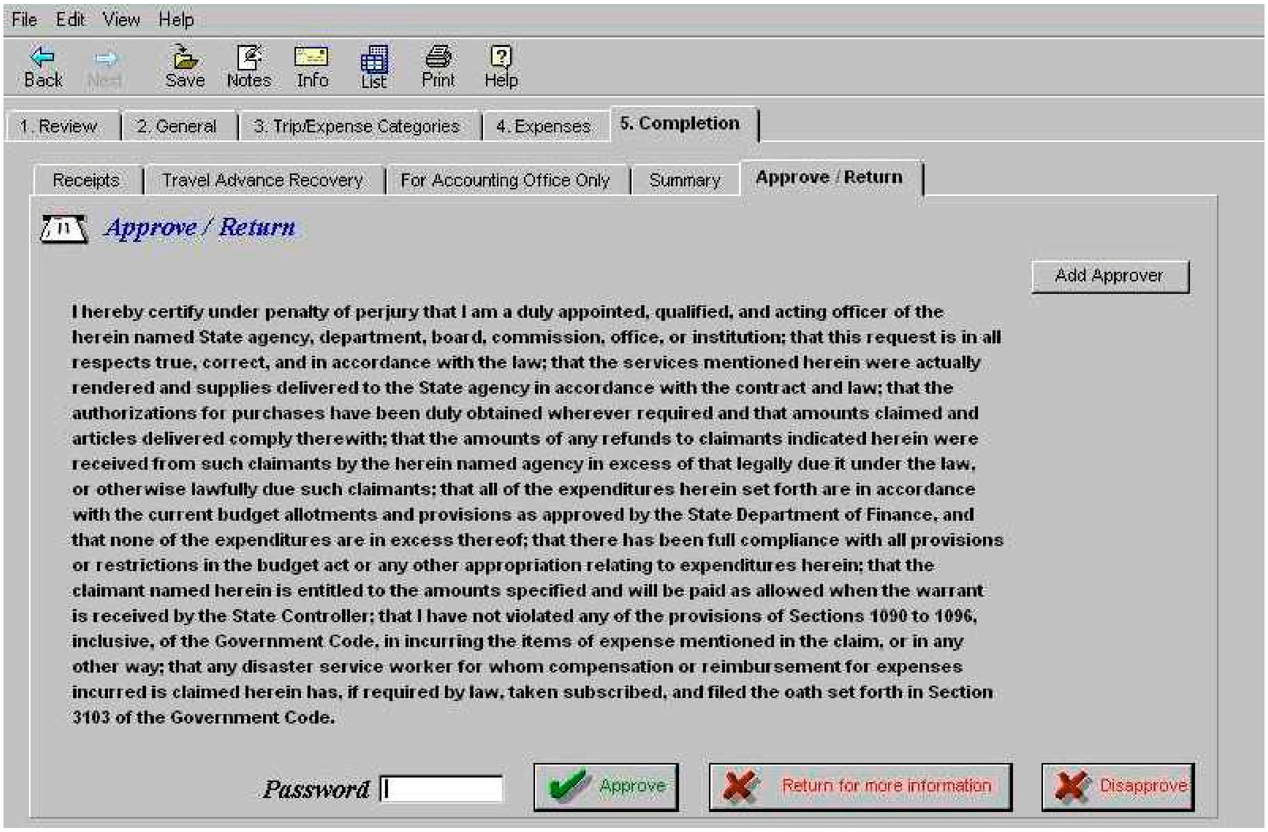
Click on the Remove Approver button.

The added approver will be removed.

IX. Completion Tab (continued)

<u>Approve/Return Tab</u> (continued)

Approving an Expense Reimbursement



It is important that you ***<u>read the Submission Statement.</u>*** 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 an added approver or when applicable (see section **V. Review Tab**) to the State Controller's Office for pre-auditing or will submit the form for payment.

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

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

Note: Information on a disapproved Expense Reimbursement cannot be modified/corrected for resubmission.

Continued on next page

IX. Completion 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 (see instructions in section **IV. Note Log for Comments**).

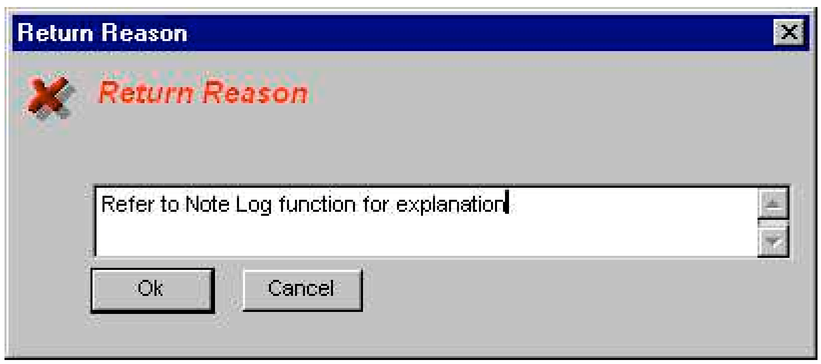
Click on the 

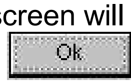
button.

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

1) Key a return reason (limited to 100 characters) or when a Note is added, 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.

Displays:
Employee – Nichols, Debie N
1st Approver – Nicholson, Natalie N
2nd Approver – Nicholson, Ronald N

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. Specific information 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

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 for disapproving the Expense Reimbursement add a Note using the **Notes Log** function (see instructions in section **IV. Note Log for Comments**).

Click on the 

button. The **Disapprove Reason** screen will display.

On the **Disapprove Reason** screen:

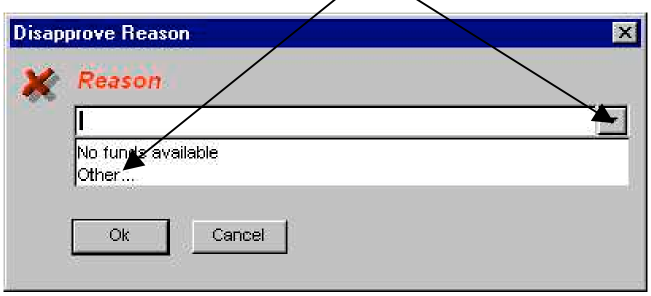
1) Click the down arrow . Click on one of the options, then click 

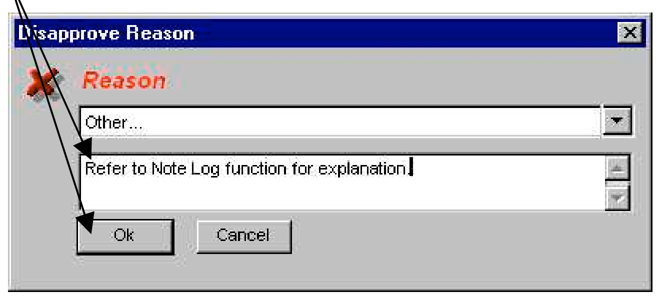
.
2) When **Other** is selected key reason (limited to 100 characters) or when the **Note Log** function is used, refer the person to the **Note Log** for the detailed reason.
3) Click the 

button.

Click on the down arrow to display options, then click on the desired option.

Key in the reason when **Other** is selected, then click on OK.





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 Ok.
2) When **Other** is selected key reason (limited to 50 characters) or when the **Note Log** function is used (see instructions in section **IV. Note Log for Comments**), refer the person to the Note Log for the detailed reason.
3) Click the Ok button.

Click on the down arrow to display options, then click on the desired option.

Key in the reason when **Other** is selected, then click on OK.

Once the Adjustment screen is complete, 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

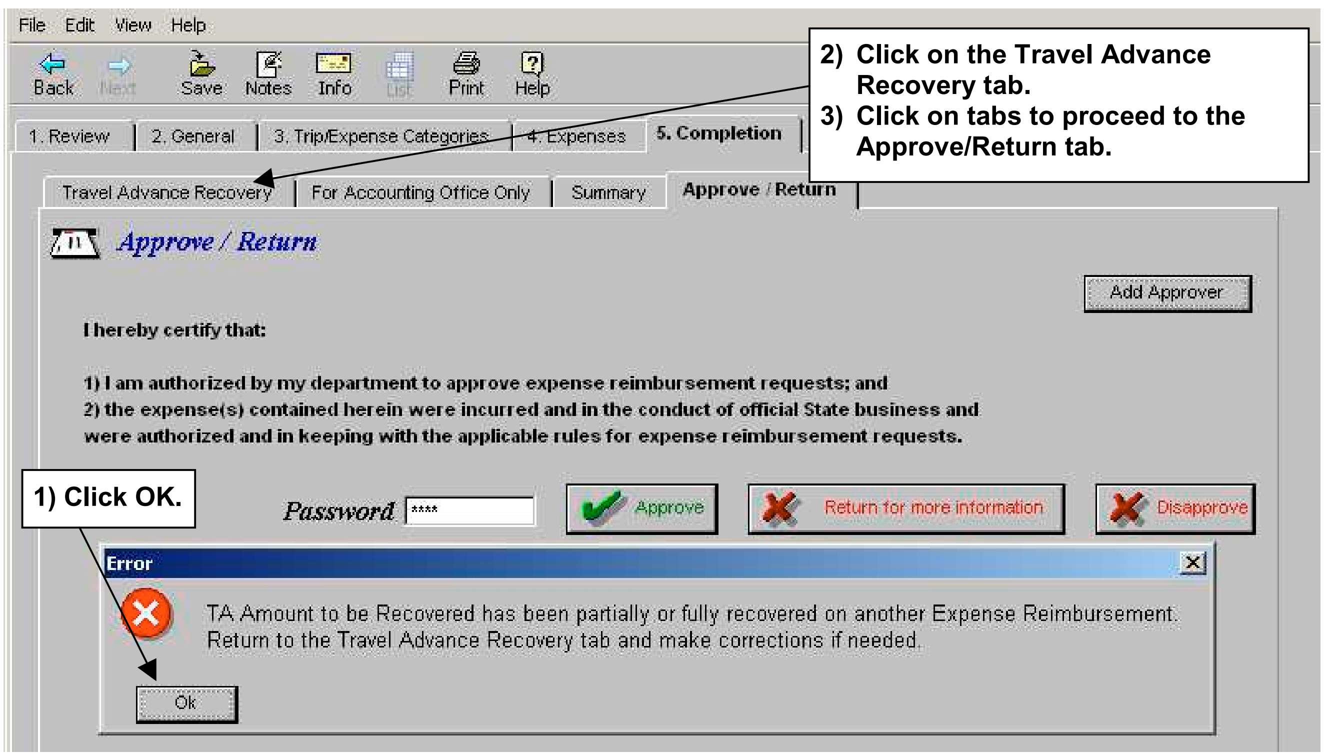
When a Travel Advance is scheduled for recovery and multiple Expense Reimbursement forms are in progress, you may receive an error message when approving, returning or disapproving the form.

Click the 

button then click on the **Travel Advance Recovery** tab. In most cases, no other action will be required on your part; the system will automatically recalculate the Travel Advance fields. **Note**: In cases where you have updated the "Amount to be Recovered" field, you will need to recalculate and update the amount again to reflect no more than is displayed in the "TA Amount Available" field.

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.



IX. Completion Tab (continued)

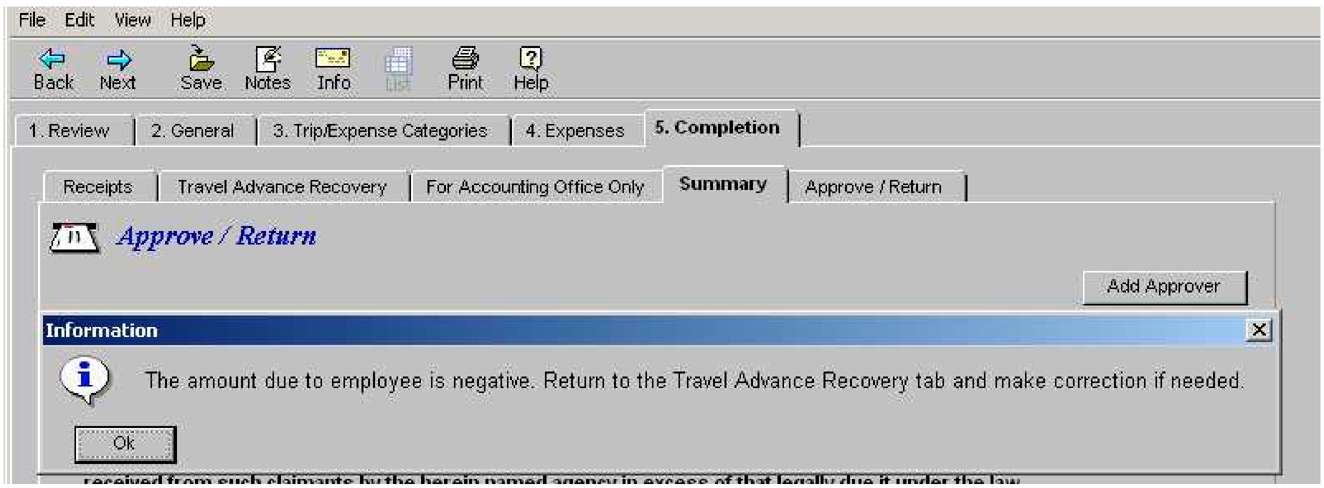
<u>Approve/Return Tab</u> - ***Messages*** (continued)

Travel Advance Information Message

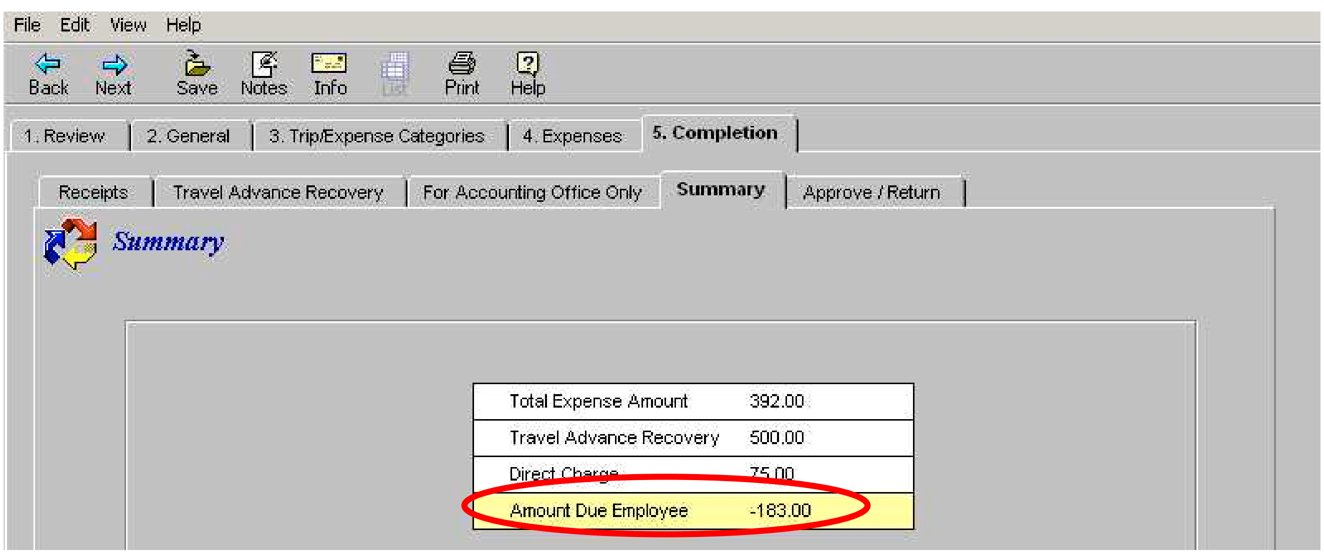
This message will display when the amount updated in the "Amount to be Recovered" field is more than the amount of the expenses being reimbursed.

Click the 

button then click on the **Travel Advance Recovery** tab. Adjust the "Amount to be Recovered".



After adjustments are made to the "Amount to be Recovered" fields, click on the **For Accounting Office Only** tab, then click on the **Summary** tab. The "Amount Due Employee" should not be a negative amount, must be 0.00 or greater.



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.

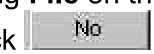
<u>Approve/Return Tab</u> – ***Messages*** (continued)

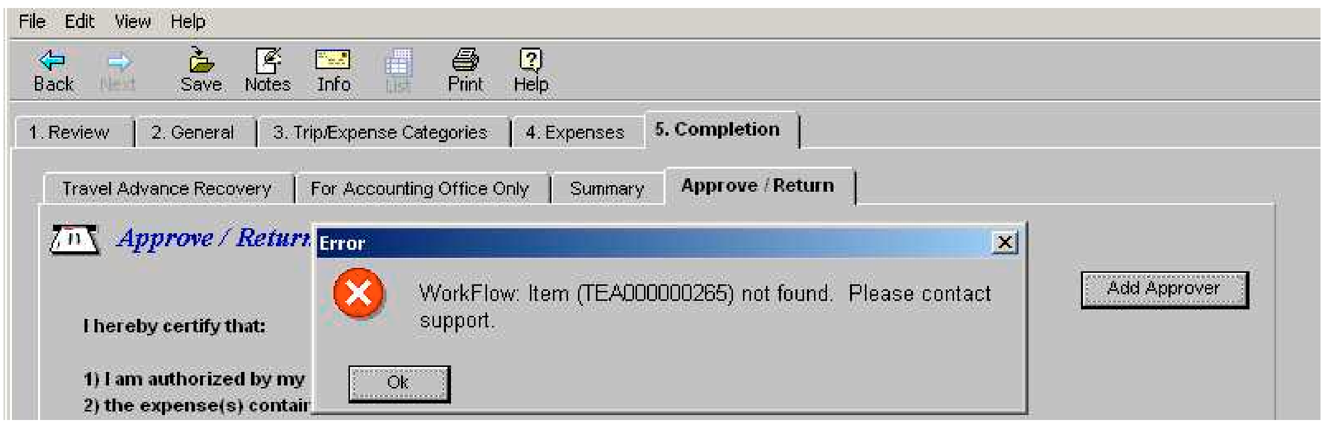
Work Flow Message

This message will display in two instances. Message will appear when:

1) The Expense Reimbursement is "Cancelled" by the employee while attempting to approve, return or disapprove the form.

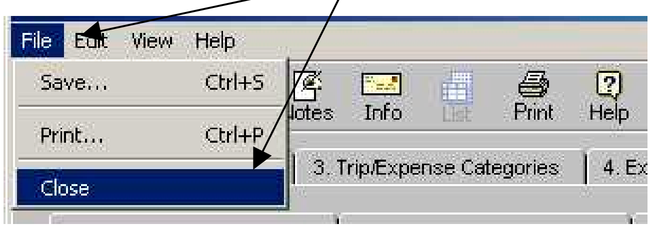
2) If your Work Queue was not refreshed and you open a form that is already opened by another accounting staff in the work pool.

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. If the form was cancelled by the employee, it will no longer appear on your Work Queue. If form displays on your Work Queue, from the Menu Bar, click **Edit**, then **Refresh List** to view the status of form.



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

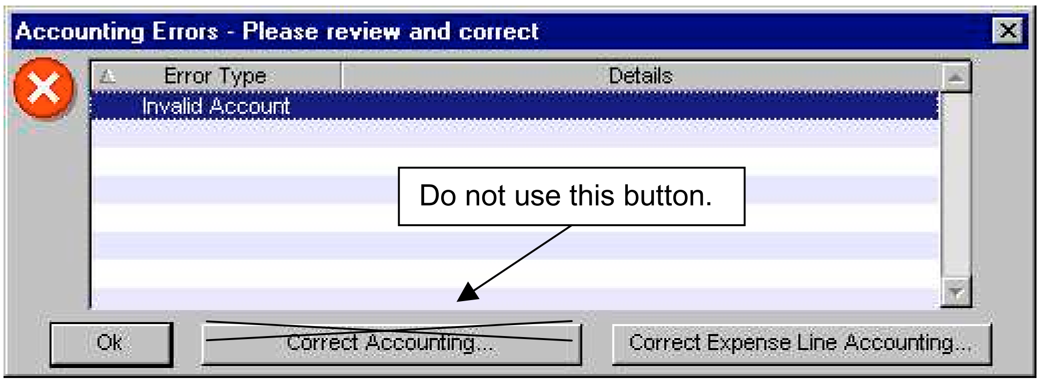
Click the "No" option to return to your Work Queue.



IX. Completion Tab (continued)

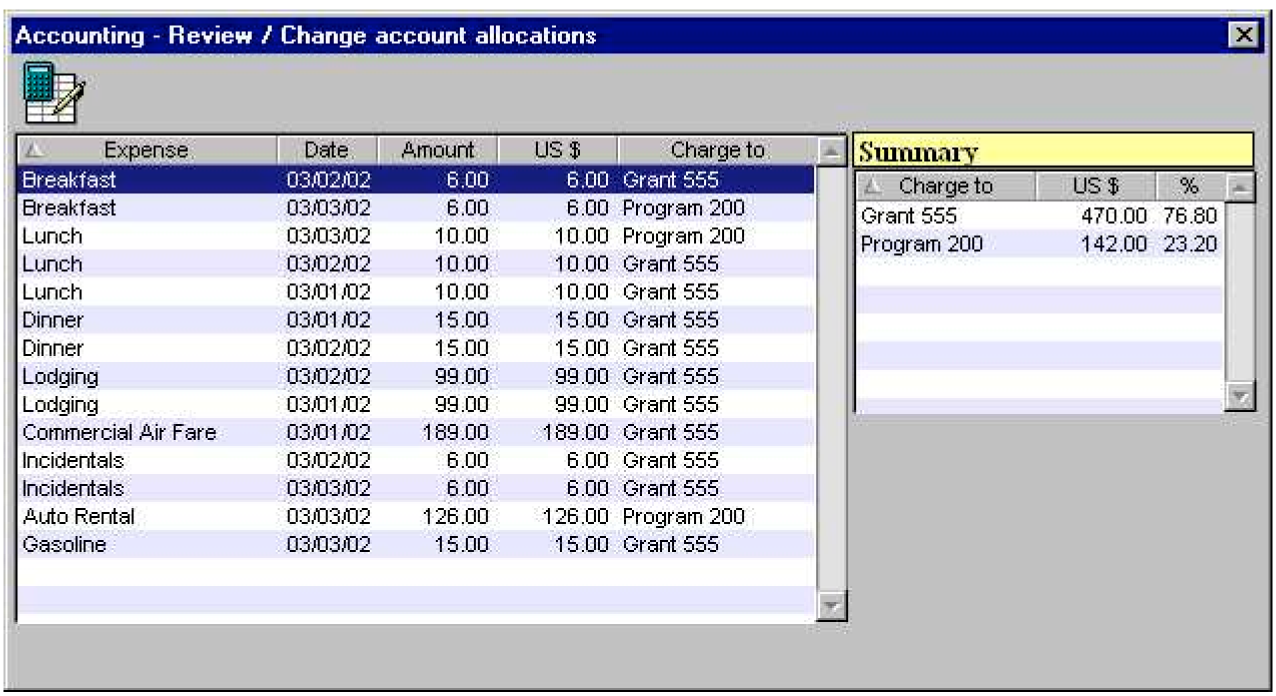
Accounting Errors Screen (only appears when Specialized Account Codes are requested)

When the account code selected by the employee on tab **2. General** is changed by the Accounting Office, and the combined accounting information selected on tabs **2. General** and **4. Expenses** (in the Detailed Account Codes) are not valid, the following screen will appear. The "Charge to" (i.e., the Detailed Account Code) must be corrected on tab **4. Expenses** (see instructions in **Assigning Detailed Account Codes** section).



Clicking on the 

button will alllow you to view all expenses keyed on the Expense tab with the corresponding "Charge to" name. To correct the **Charge to** information, click on tab **4. Exepenses** follow instructions for working with Detail Account codes in the **Assigning Detailed Account Codes** section.



These screens are used for inquiry only and cannot be used to fix or change information.