

Miscellaneous Actions for Expense Reimbursements

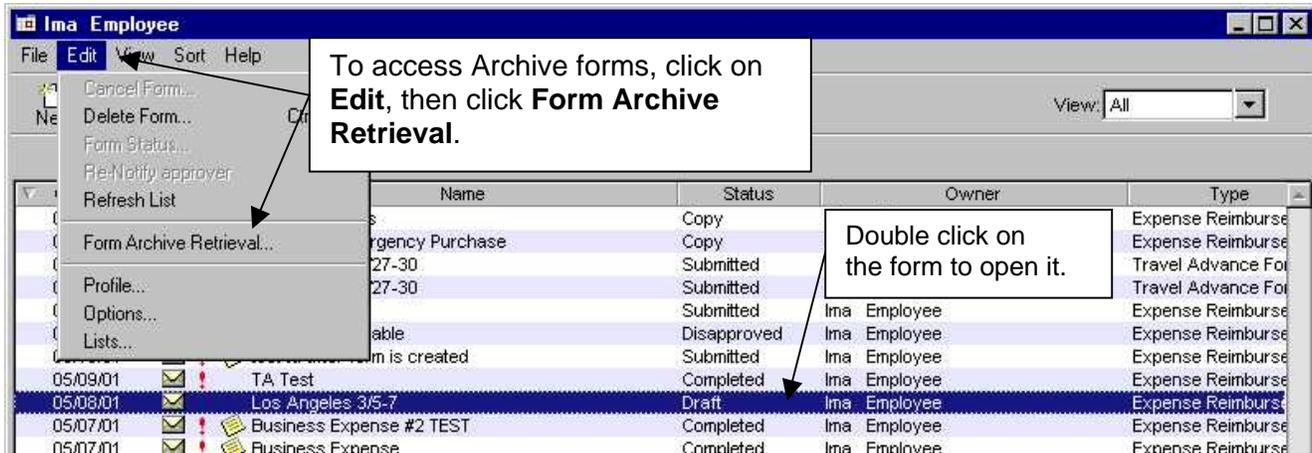
Within these instructions you will find information/procedures for working with Expense Reimbursement forms after they are created. Listed below are the instructions for the following actions:

Table of Contents		
Section	Title	Page(s)
I.	Accessing the Expense Reimbursement	2
	Archived Forms	2 - 3
II.	View an Expense Reimbursement	3
III.	Exit the Expense Reimbursement	3
IV.	Cancel or Recall a Previously Submitted Expense Reimbursement	4
V.	Delete an Expense Reimbursement	5
VI.	Change or Add Information on an Expense Reimbursement	6 – 7
VII.	Working with a Returned or Disapproved Expense Reimbursement	7 - 9

I. Accessing the Expense Reimbursement

Accessing an existing Expense Reimbursement begins at the **Work Queue**. For more information regarding the Work Queue refer to [Work Queue](#) instructions located on the CalATERS website.

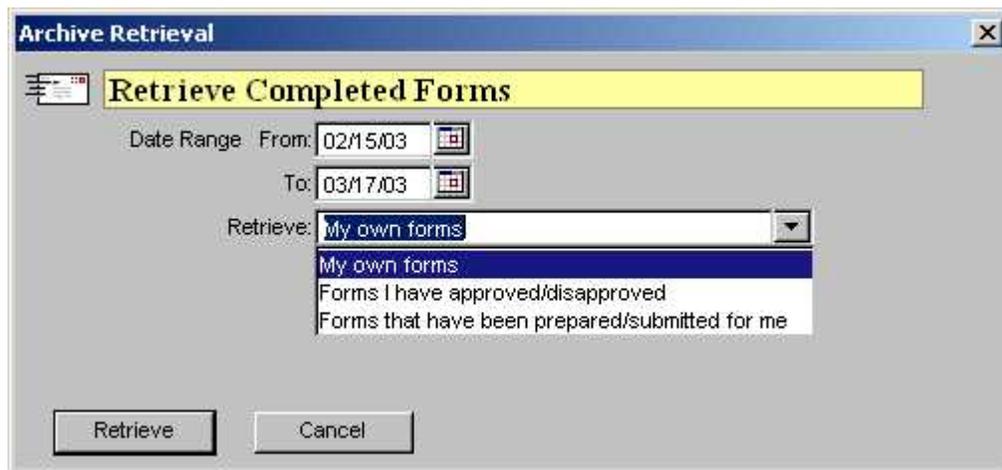
Double click on the desired Expense Reimbursement.



Archived Forms

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

- 1) From the **Menu Bar** at the top of the screen, click on **Edit**.
- 2) From **Edit** click on **Form Archive Retrieval**. The following screen will appear.



- 2) Key a **From** and **To** date range.
- 3) In the **Retrieve** field, use the down arrow  to select one of the following options:
 - ✘ **My own forms** - displays archived forms that you created.
 - ✘ **Forms I have Approved/Disapproved** - displays other employee's forms that you had previously approved or disapproved.
 - ✘ **Forms that have been prepared/submitted for me** - displays forms that were submitted for you by a submitter.

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I. Accessing the Expense Reimbursement (continued)

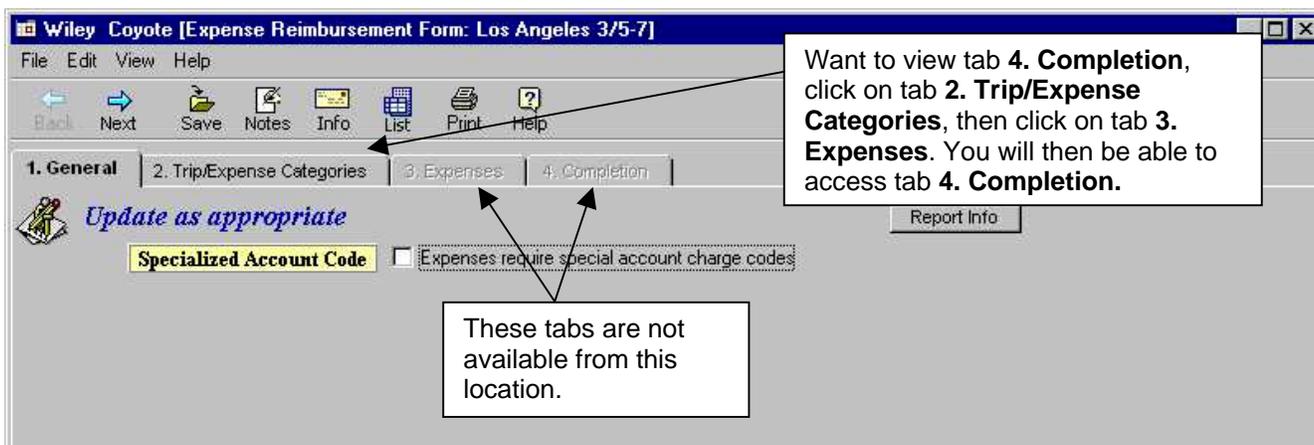
Archived Forms (continued)

Click on the  button.

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

II. View an Expense Reimbursement

If the tab you wish to view is not accessible (name on tab is gray/no black lettering), click on a viewable tab (tab with black lettering) until the tab you wish to view is accessible (see example below).



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

When exiting the Expense Reimbursement you will be given the opportunity to save or not save the changes.

III. Exit the Expense Reimbursement

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

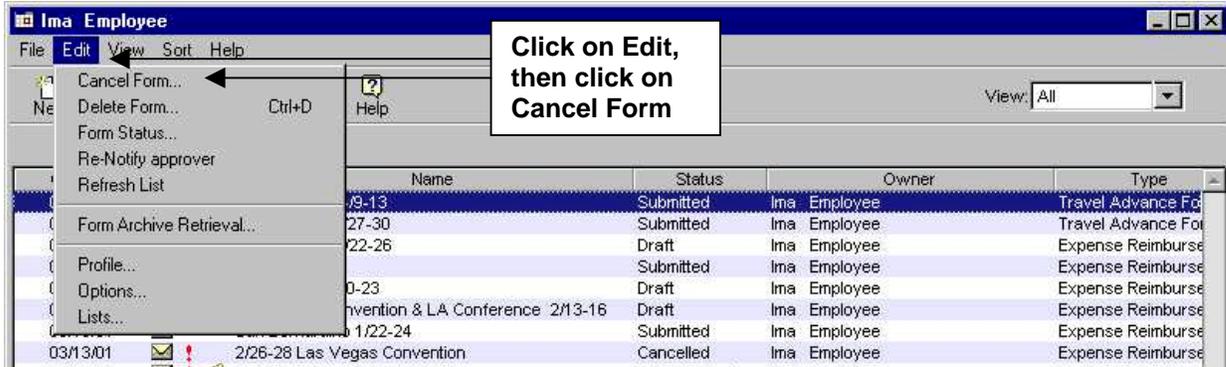


Click on **Yes** to save or **No** to not save changes. This action will take you back to the **Work Queue**.

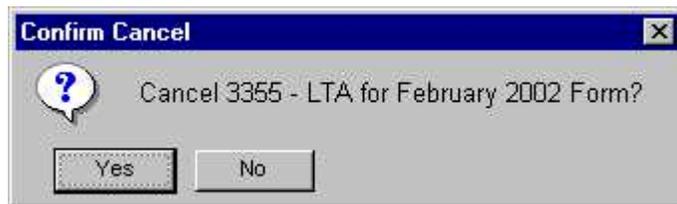
IV. Cancel or Recall a Previously Submitted Expense Reimbursement

Expense Reimbursement 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:

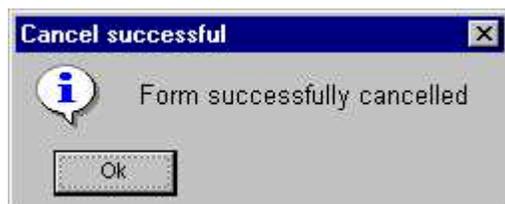
- 1) From the **Work Queue** highlight (single click) the Expense Reimbursement to be cancelled.
- 2) From the **Menu Bar** at the top of the screen, click on **Edit**.
- 3) From the **Edit** menu, click on **Cancel Form**.



The **Confirm Cancel** screen appears.



Click the button.



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 an Expense Reimbursement**).

V. Delete an Expense Reimbursement

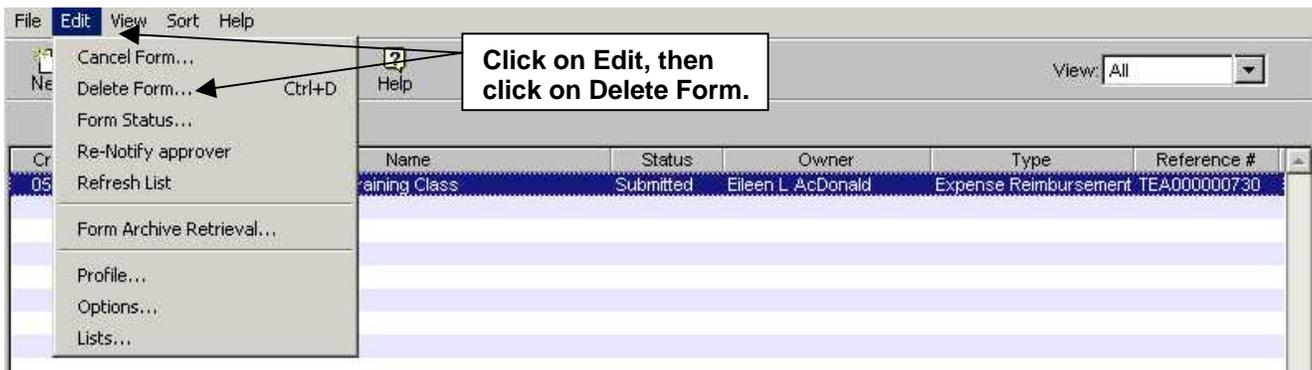
An Expense Reimbursement with the following Status (as seen on the Work Queue for the Owner) can be deleted.

- **Cancelled** - when deleted, the form is no longer available on CalATERS.
- **Completed** - will be removed from the Work Queue but will be available for viewing from the **Form Archive Retrieval** (see section I. **Accessing the Expense Reimbursement**).
- **Disapproved** - will be removed from the Work Queue but will be available for viewing from the **Form Archive Retrieval** (see section I. **Accessing the Expense Reimbursement**).
- **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.

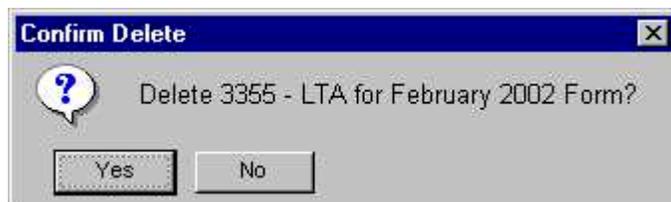
When an Expense Reimbursement is deleted all copies on other persons' Work Queues (i.e., approvers or accounting office) will also be deleted.

To delete an Expense Reimbursement:

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



The **Confirm Delete** screen appears. Click on "Yes" to delete.

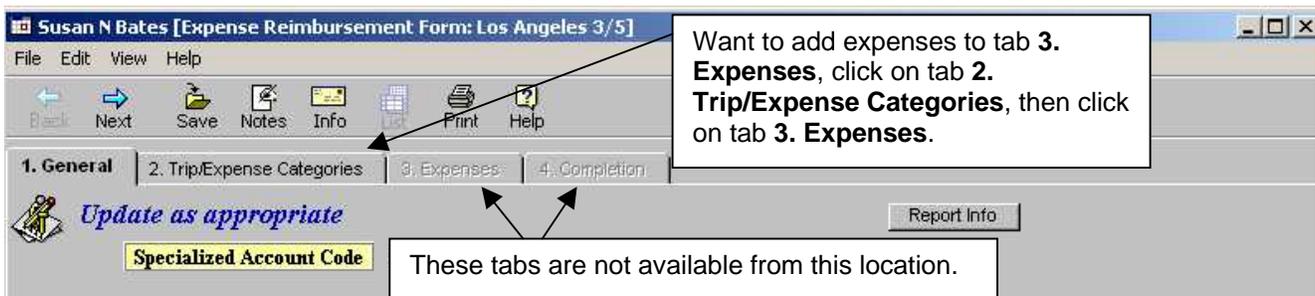


The form is removed from the **Work Queue**.

VI. Change or Add Information on an Expense Reimbursement

Information can be changed on an Expense Reimbursement 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 Expense Reimbursement.**

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



Please read the following information regarding updating the Expense Reimbursement:

1. For information on entering data on the Expense Reimbursement, refer to [Create Expense Reimbursement](#) or, if applicable, [Special Account Coding](#) instructions located on the CalATERS website.
2. When making changes or adding information/trip types/expenses, 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 **4. Completion**. Review the items on the various tabs. On the **Submission** tab, verify the approver information. Change or add approvers if needed. For information regarding changing or adding approvers, refer to [Create Expense Reimbursement](#) or, if applicable, [Special Account Coding](#) instructions located on the CalATERS website.

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VI. Change or Add Information on an Expense Reimbursement (continued)

Once approvers are established, read the Submission Statement.

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

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

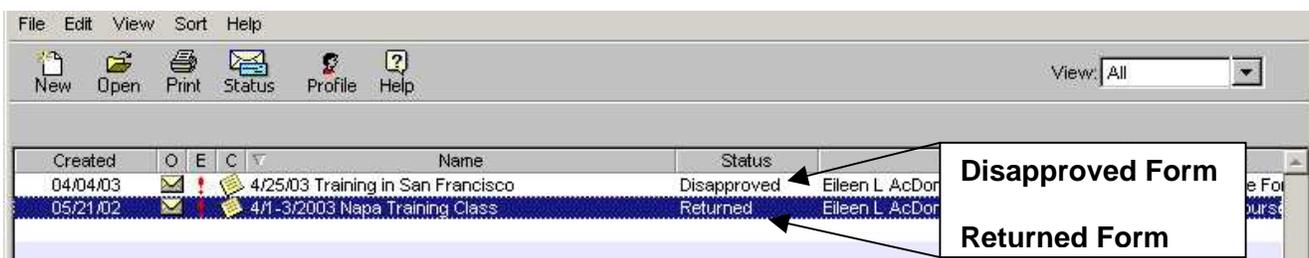
Note: The progress of the form can be monitored using the **Form Status**  button available on your Work Queue. For more information on Form Status refer to Work Queue instructions located on the CalATERS website.

After the form is submitted the system will request that you select the Receipt Mailing Address and Print Forms Options. Information regarding these options is available in Create Expense Reimbursement or, if applicable, Special Account Coding instructions located on the CalATERS website.

VII. Working with a Returned or Disapproved Expense Reimbursement

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 the **Status** of **Disapproved** or **Returned**. Forms that are **Disapproved** can only be viewed and cannot be modified or updated. **Returned** forms can be updated and resubmitted for approval.



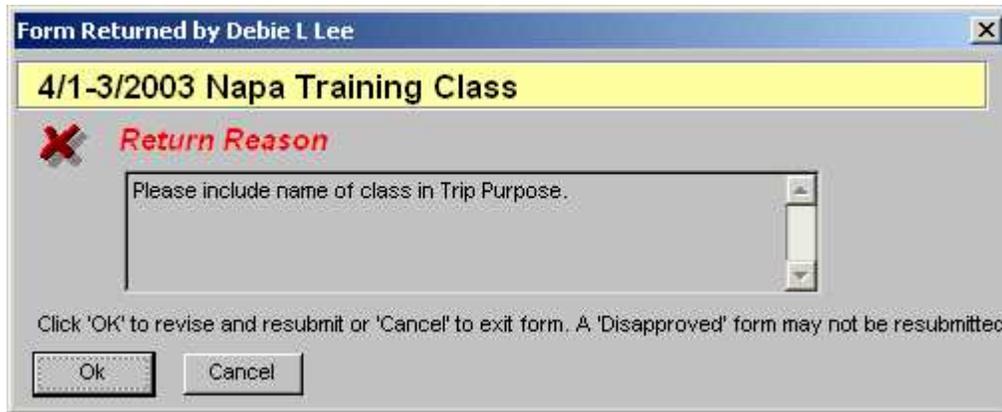
Created	O	E	C	Name	Status	
04/04/03				4/25/03 Training in San Francisco	Disapproved	Eileen L. AcDor
05/21/02				4/1-3/2003 Napa Training Class	Returned	Eileen L. AcDor

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VII. Working with a Returned or Disapproved Expense Reimbursement (continued)

Working with a Returned form:

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



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

1. After opening the Expense Reimbursement check the **Notes Log** for additional information that may have been provided by your 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 Expense Reimbursement.



To add a note to the **Note Log** click on the **Notes** icon. For more information regarding this feature, you may refer to [Create Expense Reimbursement](#) or, if applicable, [Special Account Coding](#) instructions located on the CalATERS website.

2. For instructions regarding entering data on the Expense Reimbursement, refer to [Create Expense Reimbursement](#) or, if applicable, [Special Account Coding](#) instructions located on the CalATERS website.
3. When making changes or adding information/trip types/expenses, 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 **4. Completion**. Review the items on the various tabs. On the **Submission** tab, verify the approver information. Change or add approvers if needed. For information regarding changing or adding approvers, refer to [Create Expense Reimbursement](#) or, if applicable, [Special Account Coding](#) instructions located on the CalATERS website.

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VII. Working with a Returned or Disapproved Expense Reimbursement (continued)

Once approvers are established, read the Submission Statement.

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

The Expense Reimbursement will be forwarded to the designated Approver. Once the Expense Reimbursement form is submitted, an e-mail will be sent by the system to the designated Approver to notify them that an Expense Reimbursement 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 click on Work Queue instructions located on the CalATERS website.

After the form is submitted the system will request that you select the Receipt Mailing Address and Print Forms Options. Information regarding these options is available by clicking on Create Expense Reimbursement or, if applicable, Special Account Coding instructions located on the CalATERS website.