

Miscellaneous Actions for Expense Reimbursements Approvers

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:

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I. Accessing the Expense Reimbursement (continued)

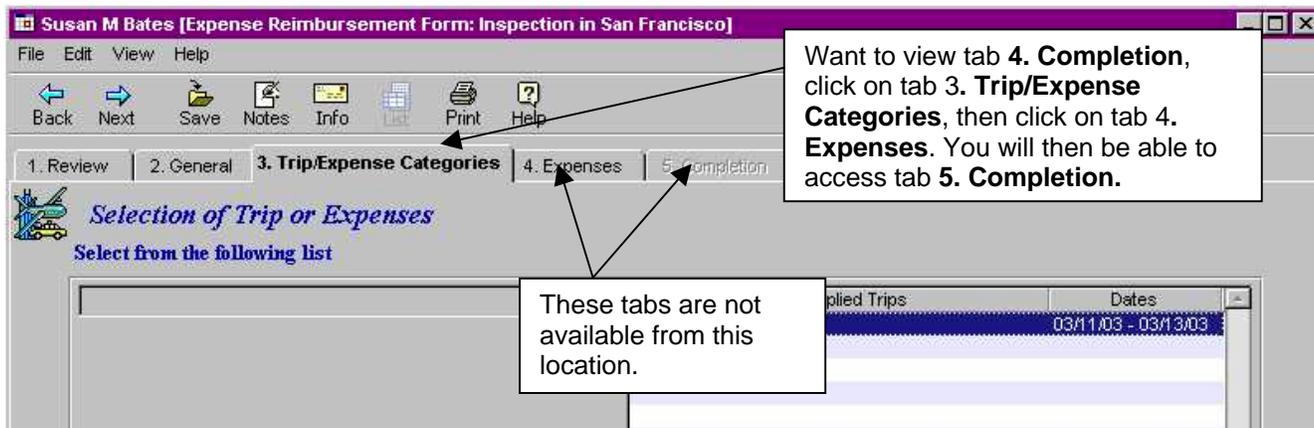
Archived Forms (continued)

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 and your role, changes can be made to information on the form. When exiting the Expense Reimbursement you will be given the opportunity to save or not save the changes.

III. Exit the Expense Reimbursement

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:

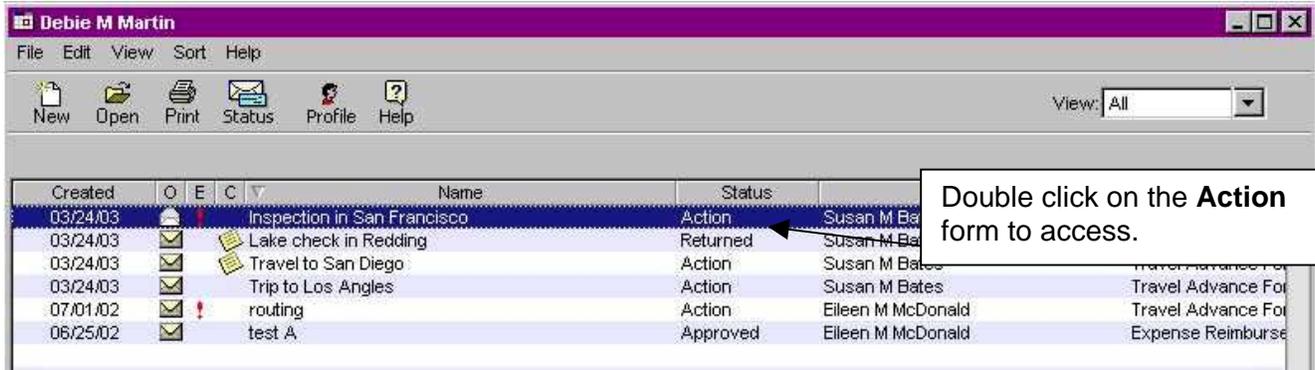


Click on **Yes** to save or **No** to not save changes. This action will take you back to the **Work Queue**.

IV. Working with a Returned Expense Reimbursement

When an Expense Reimbursement is returned to you, an e-mail will be sent by the CalATERS to notify you of the returned form.

The form will display in your Work Queue with the **Status** of **Action**. Forms that are returned can be updated and approved or returned to another approver or the employee/ submitter.



Working with a returned form:

Please read the following information regarding updating the Expense Reimbursement:

- 1) Double click on the **Action** form.
- 2) Once the form has been opened, verify the **Notes Log** function to determine the reason the form was returned. To access the information click on the  icon located at the top of the screen. Check the **Notes Log** for information that may have been provided by an Approver or Accounting Office. You may also use this feature to add a note to the **Notes Log** regarding the actions you have taken. Notes can be added from any screen within the Expense Reimbursement. For information regarding this feature, refer to instructions [Approve Expense Reimbursement](#) located on the CalATERS web site.
- 3) When making changes or adding information, always click on one of the update buttons (i.e., Add/Update/Enter/or Delete) to insure that the change has been updated. For information regarding entering data on the Expense Reimbursement, refer to instructions [Approve Expense Reimbursement](#) located on the CalATERS web site.

Once all changes have been made, proceed to tab **5. Completion**. Review the items on the various tabs. Add an approver if needed. For Information regarding adding an approver refer to instructions [Approve Expense Reimbursement](#) located on the CalATERS web site.

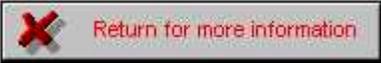
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IV. Working with a Returned Expense Reimbursement (continued)

When the form is complete, read the Certification Statement.

To approve/return/disapprove the Expense Reimbursement, key your CalATERS sign in password in the **Password** field, then click on one of the following buttons:

- 1)  The approve button will approve the form and either move the form to a designated approver or if no other approvers are required, the form will be sent to the Accounting Office. If the form is sent to another approver, CalATERS will generate an e-mail notifying the approver that a form has been placed in their Work Queue and requires action. Forms submitted to the Accounting Office do not generate e-mail notification.

- 2)  This button will return the form to a previous approver or to the employee/submitter. CalATERS will generate an e-mail notifying the person that a form has been returned to their Work Queue and requires action. For information regarding returning the form, refer to instructions Approve Expense Reimbursement located on the CalATERS web site.

- 3)  Will disapprove the form and return it to the Work Queue of the employee/submitter. CalATERS will generate an e-mail notifying the employee/submitter of the disapproved form. Information on a disapproved Expense Reimbursement cannot be modified/corrected for resubmission. For information regarding disapproving the form, refer to instructions Approve Expense Reimbursement located on the CalATERS web site.

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 web site