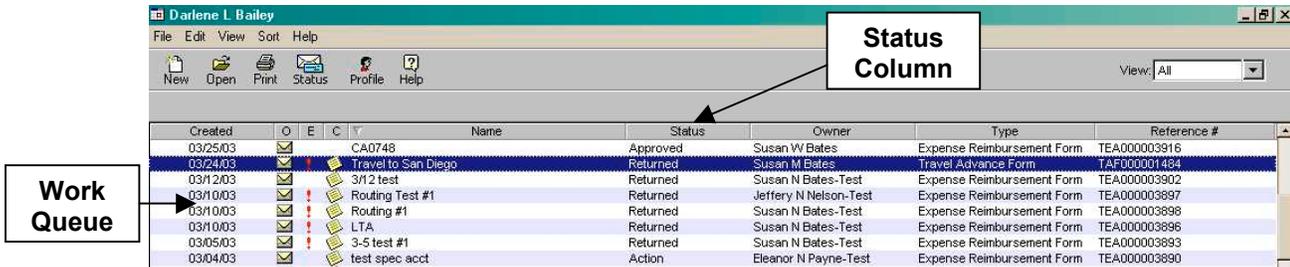


Status

The Status terms document provides the terms used in the **Status** column on the Work Queue and in the **Form Status** window when the  icon is activated.

Work Queue Status Column

The Work Queue Status column provides the current status of a Travel Advance or Expense Reimbursement form.

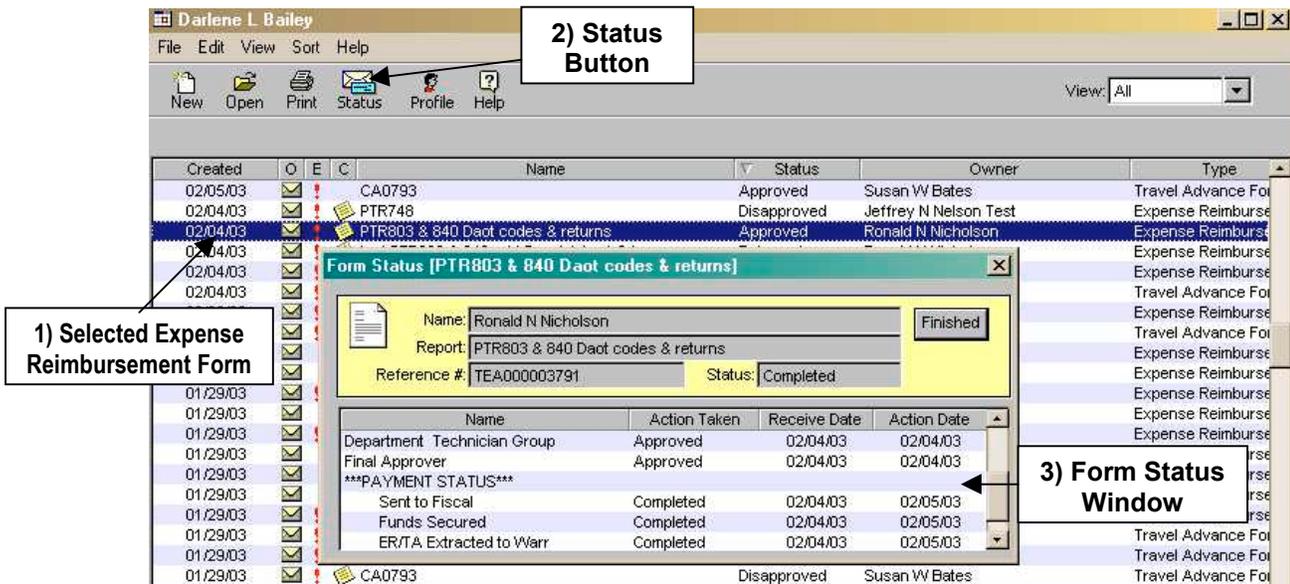


Status	Definition
Action	Action is displayed in the approver's and department accounting staff's Work Queue as an indication of a form awaiting his/her review.
Approved	The form has been approved by an approver as satisfactory in meeting the applicable requirements.
Archive	An Archive is the history of a form paid.
Cancelled	The form has been removed from the approval process. Once cancelled, the user can update and resubmit, or delete the form Note: This action can only take place prior to payment process.
Completed	The form has completed the approval process and is scheduled for payment.
Copy	If a Submitter prepares and submits a form on behalf of an employee/non-employee, a copy of the form will appear in the Work Queue for the employee/non-employee to review.
Disapproved	The form has not met the requirements for payment and was rejected by the Approver, Department Accounting Office Technician/Approver or the SCO Auditor. The form cannot be resubmitted.
Draft	A form that has been saved prior to submission. Also this form may have been prepared for you and you need to review it.

Status	Definition
Prepared	When the Preparer submits a form for an employee/non-employee, the Work Queue Status will display Prepared. The form is sent to the employee/non-employee's for review.
Returned	A form has been sent back to the user's Work Queue for additional information.
Submitted	A user has forwarded a form to an Approver.

Form Status Window

The Form Status window displays the details of a specific Travel Advance or Expense Reimbursement form once the form has been submitted.



Form Status Window Columns		Definition
Name	Action Taken	
Owner Name	Submitted	Form was submitted by employee/non-employee or Submit For person.

Form Status Window Columns		Definition
Name	Action Taken	
Owner Name or Default Approver's Name	Copy	Copy of form submitted for employee/non-employee is in employee's/non-employee's Work Queue. Another cause of this status is the employee sent their form to an alternate approver and a copy was forwarded to the approver designated in their profile.
Owner Name	Cancelled	An Employee/non-employee cancelled the form. This stops the approval process of the form.
Approver or Department Technician Group	Action	Form requires an action by the Approver or Department Accounting Office (Department Technician Group).
Approver Name	Approved	Form was approved by an Approver.
Approver Name or Department Technician Group	Returned	An Approver or the Department Technician Group returned form for additional information.
Prepare For Name	Prepared	A form was prepared by a Prepare For person for an employee/non-employee.
Final Approver	Approved	A form was approved by the Department Accounting Office, and/or SCO Auditor, and it is system approved for payment processing.
SCO Auditor	Action	Form has been sent to the SCO Auditor for Action (audit).
SCO Auditor	Approved	Form was approved by an SCO Auditor.
SCO Auditor	Returned	Form was returned for Additional Information by an SCO Auditor

Form Status Window Columns		Definition
Name	Action Taken	
PAYMENT STATUS		
Sent to Fiscal	Completed	The form has been sent to the Fiscal system for payment processing.
Insufficient Funds	Completed	The Expense Reimbursement form was withheld from further processing pending a fund reconciliation problem with the submitting department.
Funds Secured	Completed	The Fiscal System has confirmed the department has sufficient funds to continue the payment process.
Check Info Updated by ORF	Completed	Department Office Revolving Fund sends Travel Advance check information to the CalATERS.
ER/TA Extracted to Warrant	Completed	CalATERS is communicating with the Warrant Writer system to issue a warrant (from the ER form and recovered TA) to the employee/non-employee and department ORF.
ER/TA Sent to Warrant and EFT	Completed	CalATERS determines which method of payment, Warrant or EFT, the Expense Reimbursement form will be paid.
ER Sent to EFT System	Completed	CalATERS is communicating with the Electronic Fund Transfer (EFT) system to issue a Direct Deposit Payment to the employee/non-employee for the processed Expense Reimbursement.
ER sent to Non-USPS System	Completed	Expense Reimbursement forms with taxable/reportable reimbursements have been reported to the Internal Revenue Service via the Non-Uniform State Payroll System.

Form Status Window Columns		Definition
Name	Action Taken	
TA Ready for Extract— Pending	Completed	CalATERS selects Travel Advance forms ready to proceed with payment processing.
ER sent to the Dept. System	Completed	Payment information regarding the processed Expense Reimbursement form is sent to the departments to update the accounting system.
TA Manually Updated	Completed	A Department Accounting Technician manually updated a Travel Advance Form.
TA Manually Cleared	Completed	A Department Accounting Technician manually cleared a Travel Advance form.
TRANSCODE M & T EXTRACTED	Completed	The Travel Advance form has been extracted by a CalATERS Interface and has sent the form to the department to issue a payment.

Last Modified: 04/17/03