

## CalATERS Global Terms

The terms used within CalATERS Global may not be common to users. This glossary will provide a list of terms and their definition to assist the users in understanding CalATERS Global terminology.

Glossary Term	Definition
<b>Adjust(ment)</b>	When an Approver and/or DAOT has adjusted a travel advance and/or expense reimbursement form. Examples include but not limited to lowering an expense amount or applying a travel advance.
<b>Approver</b>	A user within CalATERS Global in a supervisory or management position authorized to approve travel advance and/or expense reimbursement forms for their employee/non-employees.
<b>Archive</b>	Completed forms will be removed from the work queue and placed in Archive when the form falls within the following criteria: The form has entered the payment process AND the forms Create Date is beyond the programmed date limit.
<b>Completed</b>	The status of a form that has been approved for payment by the DAOT and has entered the payment process.
<b>Create Date</b>	The date a form was initiated by the employee/non-employee, Preparer, or Submitter.
<b>Copy</b>	The status of a form that has been created and submitted on behalf of an employee/non-employee. A copy of the form will appear in the work queue for the employee/non-employee.
<b>Delivery Options</b>	When an employee/non-employee has requested a Travel Advance, they are given three options in which the Travel advance can be delivered: mailed, picked-up, or called for pick up.
<b>Department Accounting Office Technician (DAOT)</b>	A group of authorized users at each department tasked with auditing receipts and forms ready for payment processing.
<b>Document of Prior Approval /Prior Authorization</b>	Certain claim types and trip types require documentation of prior approval/prior authorization BEFORE a trip has started. Examples include, but not limited to Out of State, Out of Country, and Long Term Assignments.
<b>Draft</b>	A form that has been saved prior to being submitted to the Approver. A form that has been created (prepared) on behalf of an employee/non-employee. The form will appear in the work queue of the employee/non-employee.
<b>Delete</b>	A form can only be deleted by the employee/non-employee or their Submitter, when in the following Status': Recalled, Draft, Returned, and Submitted. The deleted forms will no

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<p><b>Delete</b> (continued)</p>	<p>longer to accessible. If deleted in error, the employee/non-employee, their Preparer or Submitter, will need to create a new form. Forms deleted with the status of Completed will only remove the form from the work queue. This form can be viewed again by using Form Achieve Retrieval.</p>
<p><b>Form</b></p>	<p>There are twenty (20) types of forms within CalATERS Global: Four (4) Travel Advance Forms Sixteen (16) Expense Reimbursement Forms For a complete list, please review the <a href="#">Form Type</a> document.</p>
<p><b>Form Archive Retrieval</b></p>	<p>Completed forms will be removed from the work queue and placed in Archive. To retrieve archived forms, log in to CalATERS Global, select Edit from the toolbar, then select Form Archive Retrieval from the dropdown menu, and enter the required information for the search requested. Archived forms will appear in the work queue with a status of Archive displayed in yellow font. These forms cannot be updated.</p>
<p><b>Help Desk</b></p>	<p>An assigned department employee(s) responsible for assisting staff with the use of CalATERS Global. For a list of department help desk contacts, please review the <a href="#">Help Desk Contacts</a> link.</p>
<p><b>New User Registration</b></p>	<p>Each user is required to register in CalATERS Global. For instructions on completing New User Registration, please review <a href="#">Getting Started &amp; New User Registration</a>.</p>
<p><b>Note Note Log</b></p>	<p>Notes may be used by employee/non-employees to provide additional information about the form. Notes can also be used by Approvers and DAOT to provide additional detailed information, include but not limited to the reason a form was adjusted or returned. Notes can be edited by the user that created the original note only. Notes are attached to the form and will be viewable at all times, even when archived. The Note Log is accessed by clicking the Notes icon located in the toolbar within the form.</p>
<p><b>ORF</b></p>	<p>An Office Revolving Fund (ORF) is used by departments to write checks for travel advances and/or other miscellaneous reasons.</p>
<p><b>Owner</b></p>	<p>An employee/non-employee, or Submitter, that creates and submits a form and only they has the ability to access and update a form at the employee level.</p>
<p><b>Percentage Split</b></p>	<p>In expense reimbursement forms, the ability to divide the <b>form total</b> among up to 10 different account codes. For assistance with using this feature, please review the <a href="#">Percentage Split Account Coding</a> instructions.</p>

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<b>Preparer</b>	A user authorized to prepare forms for an employee/non-employee. The preparer then submits the form to the employee/non-employee for their review. <u>The form is not submitted to the Approver.</u>
<b>Profile</b>	Contains information unique to each employee/non-employee. Information contained is provided by the department as well as the employee/non-employee during New User Registration. The profile should be kept current to avoid potential payment delays.
<b>Receipt</b>	A receipt is a written document acknowledging that services, goods, or money was received. Certain expenses require receipts if requesting reimbursement of an expense(s).
<b>Recalled</b>	A form that has been removed from the approval process. Once recalled, the user can update and resubmit, or delete the form. Note: This action can only take place prior to the form entering the payment process.
<b>Returned</b>	A form that has been sent back to the employee/non-employee, or their submitter, for additional information. Only Approvers and DAOT have the ability to return a form.
<b>Specialized Account Code</b>	In expense reimbursement forms, the ability to charge individual expenses to an account code other than the code in the employee/non-employees profile. For assistance with using this feature, please review the <a href="#">Specialized Account Coding</a> instructions.
<b>Status</b>	Detailed movement of a form as it proceeds through the approval and payment process. For a complete list of all form Status', please review the <a href="#">Status Terms</a> document.
<b>Submitter</b>	Based upon a signed system authorization form from an employee/non-employee, a submitter (another user) can be authorized to create and submit forms on behalf of the employee/non-employee. <u>The submitter then submits the form to the employee/non-employee's Approver.</u>
<b>Table Administration</b>	An assigned employee within a department responsible for adding, deleting, or modifying employee/non-employees for the department and preparing other text files to be submitted to the State Controller's Office, CalATERS Unit.
<b>User ID</b>	A User ID is a unique identifier assigned by the employee/non-employee's department. The User ID and a password are required to access CalATERS Global.
<b>Work Pool</b>	The work pool contains forms that have been approved by Approvers and are awaiting action by the DAOT. The work pool is only accessible to authorized users at each department.

<b>Glossary Term</b>	<b>Definition</b>
<b>Work Queue</b>	The initial screen that displays after the employee/non-employee signs in to CalATERS Global. The employee/non-employee can access their Profile, create new forms, and view a listing of forms awaiting submission or processing. The work queue contains a tab titled My Expense Reports. This tab contains the employee/non-employee forms. When the employee/non-employee receives a form other than their own, an additional tab will appear titled Work Folder. Examples of forms in the Work Folder tab include Prepared and Copy status forms.

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