STATE OF CALIFORNIA

KATHLEEN CONNELL,
Controller of California

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: May 28, 2002

CALATERS LETTER #02-002

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS SYSTEM ENHANCEMENTS AND MODIFICATIONS

The CalATERS was updated today, May 28, with new program code. Highlights of the modifications made to "front-end" functionality that impact user processing are outlined below. These changes will affect Travel Advance (TA) and Expense Reimbursement (ER) claims that are created after the new program code is installed. Any TA and ER claims created previous to the installation of this new program code will not be impacted.

Changes included in new program code, effective today:

Taxable/Reportable Amounts – Department Accounting Office staff can now manipulate the taxable/reportable amounts for personal auto mileage and specialized/modified auto mileage.

Documentation of Prior Approval – Improvement was made to the "documentation of prior approval" selection when a specialized/modified auto mileage expense is entered on a claim. Additionally, the exception message associated with obtaining documentation of prior approval will now appear on the transmittal sheet.

Employee Profile – The CB Description list has been sorted numerically by CBID (C01, E01, M01, R01, S01, C02, E02, etc.).

Form Name – Only the employee, preparer or submitter can change the name of a TA or ER form.

High Cost County – The high cost county entered by the employee or submitter cannot be changed by anyone in the approval chain. If correction to this field is necessary, the form must be returned to the employee or submitter to make the necessary change.

Note Symbol – The note symbol will now display when any user adds a note to either a TA or ER.

Prepare/Submit For – An employee cannot designate a Prepare/Submit For person during new user registration. A Prepare/Submit For person can be designated after new user registration has been completed by accessing the profile and selecting the "Prepare/Submit For" button.

Custom Settings Tab - The "Custom Settings Tab" within the "Prepare/Submit For" button has been removed.

Archived Form Status – The ability to view the "status" of an archived TA or ER form is now available.

Travel Advances – When multiple ERs with TA amounts attached are in progress for an employee and one of the ERs is cancelled or deleted, the system will recalculate the TA amount available to recover.

General Instructions:

Ongoing Table Maintenance – With the exception of the Profile and Approver tables, table changes for ongoing maintenance can be emailed to the CalATERS Unit, attention Natalie Clohossey at nclohossey@sco.ca.gov with a "cc" to Darlene Irwin at dirwin@sco.ca.gov. The Profile and Approver tables include social security number and, therefore, should not be emailed. Please submit changes for Profile and Approver tables as follows:

In person to:	**OR**	**By mail to:**
State Controller's Office		State Controller's Office
Personnel/Payroll Services Division		Personnel/Payroll Services Division
CalATERS Unit, Attn. Natalie Clohossey		CalATERS Unit, Attn. Natalie Clohossey
300 Capitol Mall, 10th Floor		P. O. Box 942850
Sacramento, CA 95814		Sacramento, CA 94250-5878

We anticipate that revisions to the CalATERS online instructional materials will be completed by mid-June. If you have questions or if you experience any problems related to the aforementioned topics please contact the SCO CalATERS Help Desk at 324-9991, and reference this CalATERS Letter. Thank you.