

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

DATE: November 14, 2002

CALATERS LETTER #02-007
Effective: November 15, 2002

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 to Office Revolving Fund Interface

The purpose of this memo is to advise participating departments that the CalATERS to Office Revolving Fund (ORF) interface will now include transaction codes to distinguish between manually produced travel advance checks and travel advance checks processed through an automated checkwriter. The CalATERS to ORF interface transmits CalATERS travel advance data to department ORF systems after the travel advance is approved by accounting. Data transmitted from CalATERS via the interface is used to create payment files or batches in ORF systems. Data elements transmitted via the CalATERS to ORF interface include the CalATERS travel advance identification number and amount, the date the travel advance was approved by accounting, the funding fiscal year and index code (if applicable). The CalATERS to ORF interface will now transmit a separate transaction code to identify travel advance checks that accounting will produce manually versus travel advance checks that accounting will process through their automated checkwriter.

During the accounting review and approval process, accounting staff will need to correctly indicate how travel advance checks will be processed. This will ensure that the proper transaction code is assigned. To assist departments, two sets of instructions are included in this letter. The instructions vary depending on whether your department uses an automated checkwriter.

1. Interfacing departments with an automated checkwriter (Page 2)
2. Interfacing departments without an automated checkwriter (Page 3)

In order to accommodate these transaction codes, CalATERS Report 29, Approved Travel Advance(s) Ready For Payment, has been renamed to Approved Travel Advance(s) and modified to include the transaction code (M or T) associated with each travel advance. A sample of the revised Report 29 format is attached.

If you have any questions regarding these instructions, please contact the CalATERS Help Desk at 324-9991 and reference this CalATERS Letter. Thank you.

1. Interfacing Departments with an Automated Checkwriter

▪ Check Issuance (CalATERS to Office Revolving Fund Interface)

Interfacing departments that use an automated checkwriter must indicate on the CalATERS travel advance form whether the ORF check will be produced manually or processed through an automated checkwriter. The *Yes/No* dropdown indicator is located on the *Check Delivery Option* tab. Accounting staff will be prompted to answer the question, *Produce ORF Check Manually?* (as illustrated on the screen print below). If *No* is selected a “*T*” transaction code is sent via the interface to the ORF system indicating the check will be processed through an automated checkwriter. If *Yes* is selected an “*M*” transaction code is sent via the interface to the ORF system indicating the travel advance check will be produced manually. Once accounting staff review and release the travel advance payment files or batches, travel advance records with a transaction code of “*T*” are forwarded to the automated checkwriter for processing. Travel advance records with a transaction code of “*M*” must be produced manually.

Note: Data transmitted from CalATERS via the CalATERS to ORF interface is used to create payment files or batches for ORF systems. Payment information should not be changed or adjusted in the ORF system. Adjustments or changes must be made on the CalATERS travel advance form prior to approval by the accounting office. Once the travel advance form is approved by the accounting office, the travel advance form cannot be modified or updated. Payment files or batches that are changed in the ORF system will not balance with CalATERS and will create reconciliation issues for accounting.

The screenshot shows a web browser window titled "Eileen L. McDonald [Travel Advance Form: 1234 - 11/12/02 Napa]". The browser's address bar and menu bar are visible. The page content is titled "CalATERS Travel Advance" and has three tabs: "1. Check Delivery Option", "2. Travel Advance", and "3. Completion". The "Check Delivery Option" tab is active, showing a form titled "Travel Advance Check Delivery Options". The form includes the following fields and controls:

- "How would you like to receive your Travel Advance Check?" dropdown menu with "Pick up" selected.
- "Indicate date check is needed:" text input field with "11/06/02" entered.
- "Produce ORF Check Manually?" dropdown menu with "No" selected. An arrow points to this dropdown from a callout box.
- "Index:" text input field.
- "FFY:" text input field.
- "Agency Name:" dropdown menu with "SCO/Sacramento" selected.
- "ORF ID:" dropdown menu.
- "Retrieve Agencies and Orf Ids" button.

A callout box on the right side of the form contains the text: "CalATERS automatically defaults to *No*. The *Yes/No* dropdown indicator should only be changed to *Yes* for manual travel advance requests."

▪ Check Payment Data (Office Revolving Fund to CalATERS Interface)

Check payment data is automatically updated for departments utilizing the ORF to CalATERS interface. The ORF to CalATERS interface transmits travel advance payment data (i.e., check number, issue date and check amount) directly to CalATERS. Once payment data is updated on CalATERS, the travel advance is available for recovery on expense reimbursement forms. Note: CALSTARS departments will continue to update ORF check data via the Manual Travel Advance (MTA) screen until the CALSTARS ORF to CalATERS interface is completed in December. For instructions regarding the use of the MTA screen, please refer to the instructions available on the CalATERS website.

2. Interfacing Departments without an Automated Checkwriter

▪ Check Issuance (CalATERS to Office Revolving Fund Interface)

Interfacing departments that do not use an automated checkwriter must indicate manual processing on each travel advance form by selecting **Yes** on the **Yes/No** dropdown indicator. The **Yes/No** dropdown indicator is located on the **Check Delivery Option** tab. Accounting staff will be prompted to answer the question, **Produce ORF Check Manually?** (as illustrated on the screen print below). When **Yes** is selected an “**M**” transaction code is sent via the interface to the ORF system indicating the travel advance check will be produced manually. Accounting staff must change the **Yes/No** indicator to **Yes** on each travel advance form.

Note: Data transmitted from CalATERS via the interface is used to create payment files or batches for the ORF systems. Payment information should not be changed or adjusted in the ORF system. Adjustments or changes must be made on the CalATERS travel advance form prior to approval by the accounting office. Once the travel advance form is approved by the accounting office, the travel advance form cannot be modified or updated. Payment files or batches that are changed in the ORF system will not balance with CalATERS and will create reconciliation issues for accounting.

The screenshot shows a web browser window titled "Eileen L. McDonald [Travel Advance Form: 1234 - 11/12/02 Napa]". The browser's address bar and menu bar are visible. The page content is titled "CalATERS Travel Advance" and has three tabs: "1. Check Delivery Option", "2. Travel Advance", and "3. Completion". The "Check Delivery Option" tab is active. The form contains the following fields:

- "How would you like to receive your Travel Advance Check?" with a dropdown menu set to "Pick up".
- "Indicate date check is needed:" with a text input field containing "11/06/02".
- "Produce ORF Check Manually?" with a dropdown menu set to "YES".
- "Index:" with an empty text input field.
- "FFY:" with an empty text input field.
- "Agency Name:" with a dropdown menu set to "SCO/Sacramento".
- "ORF ID:" with an empty text input field.
- A "Retrieve Agencies and Orf Ids" button.

A callout box with a black border and white background points to the "Produce ORF Check Manually?" dropdown. The text inside the callout box reads: "Yes/No dropdown indicator must be changed to Yes for interfacing departments that do not use an automated checkwriter."

▪ Check Payment Data (Office Revolving Fund to CalATERS Interface)

Check payment data is automatically updated for departments utilizing the ORF to CalATERS interface. The ORF to CalATERS interface transmits travel advance payment data (i.e., check number, issue date and check amount) directly to CalATERS. Once payment data is updated on CalATERS, the travel advance is available for recovery on expense reimbursement forms. Note: CALSTARS departments will continue to update ORF check data via the Manual Travel Advance (MTA) screen until the CALSTARS ORF to CalATERS interface is completed in December. For instructions regarding the use of the MTA screen, please refer to the instructions available on the CalATERS website.

Attachment

Approved Travel Advance(s)

Tuesday, November 5, 2002

Department: 2700 - Department of Pretend

User ID	Name	TA ID	*Transaction Code	Approval Date	TA Amount
lsmith	Liz Smith	TAF000000033	M	11/05/2002	\$100.00
njones	Nancy Jones	TAF000000039	M	11/05/2002	\$150.00
agrant	Amy Grant	TAF000000026	T	11/05/2002	\$550.00
vgill	Vince Gill	TAF000000032	T	11/05/2002	\$50.00
Total					\$850.00

*Transaction Code M - Produce ORF check manually

*Transaction Code T - Produce ORF check via automated check writer