

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

DATE: July 8th, 2003

CALATERS LETTER # 03-007

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

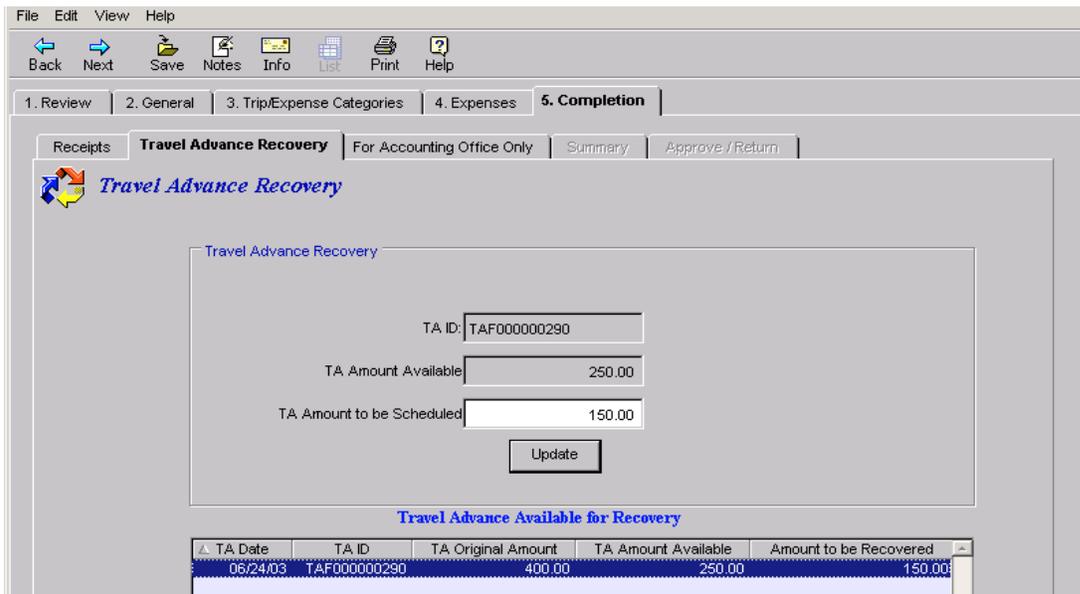
The State Controller's Office is pleased to announce that CalATERS will be updated with new program code July 11, 2003.

Note: Because of changes discussed below, CalATERS will be unavailable on July 10, 2003 as the environment is prepared for the code promotion.

Version 1.0.8.0 introduces a change in the calculation of travel advance recovery amounts and is expected to impact in-progress forms (i.e., forms that have not received final Accounting Office approval). If your department has ER forms that have travel advances scheduled for recovery it is very important that those forms be approved or disapproved. SCO CalATERS staff will track the progress of forms with scheduled travel advances. If your department has forms meeting this criteria, SCO CalATERS staff will work individually with each department accounting office to provide assistance, if needed, during the code promotion.

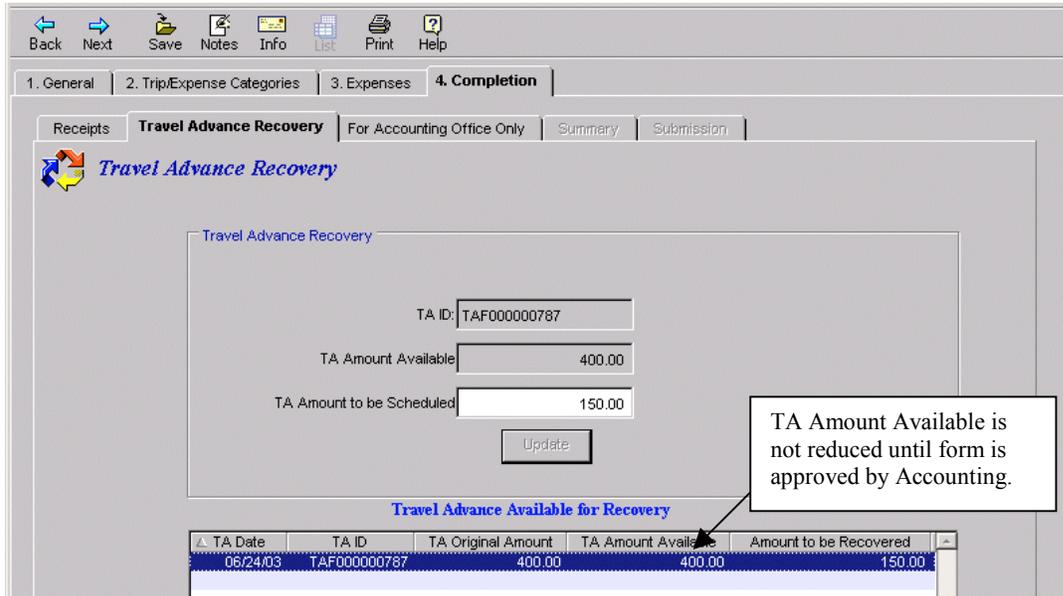
Changes included in code version 1.0.8.0, effective on July 14, 2003:

Employee and Approver can no longer update Travel Advance Amount to be Scheduled - employees and approvers can no longer change the Travel Advance "Amount to be Scheduled" on the Expense Reimbursement form. Although the "Update" button still appears, the button is inoperable. Only the Accounting Office can make this update. Employees can contact Accounting or add notes to the Expense Reimbursement for any specific requests.



Changes to "TA Amount Available" field - the calculation for the "TA Amount Available" field on the Expense Reimbursement Travel Advance Recovery Tab has changed. In previous versions the "TA Amount Available" field was reduced by the "Amount to be Recovered" on Expense Reimbursements.

In the new version 1.0.8.0, the "TA Amount Available" field is reduced only after the Department Accounting Office approves the form. This change provides Accounting Offices greater flexibility in recovering Travel Advance amounts. The example below, on an Expense Reimbursement not yet approved by Accounting, displays how the "TA Amount Available" (\$400.00) has not been reduced by the "Amount to be Recovered" (\$150.00).



Travel Advance Recovery

TA ID: TAF000000787

TA Amount Available: 400.00

TA Amount to be Scheduled: 150.00

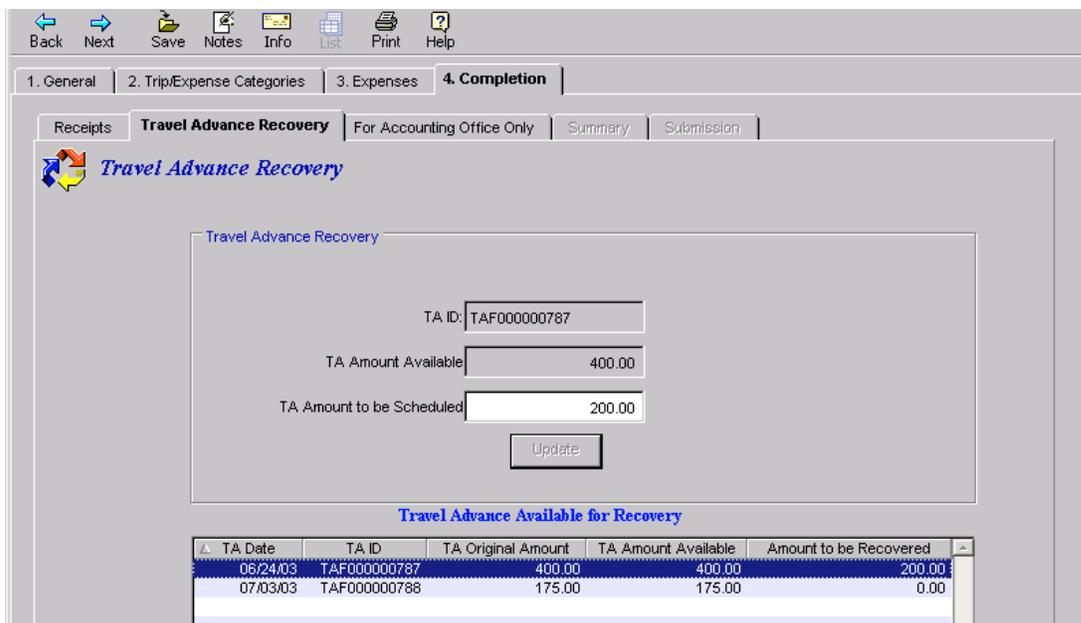
Update

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/24/03	TAF000000787	400.00	400.00	150.00

Department Accounting can more effectively match Travel Advance collection trip to trip with the Expense Reimbursement (Accounting only) - with the changes to the calculation of the "TA Amount Available" field Accounting Office staff performing final review can update the "Amount to be Recovered" to match the Travel Advance to the Expense Reimbursement trip. Two examples are illustrated below.

Example #1 - In the sample below CalATERS automatically scheduled recovery of outstanding travel advances based on oldest date first. In this sample a \$200.00 Expense Reimbursement has scheduled \$200.00 to be recovered from Travel Advance # TAF000000787. Since no Expense Reimbursement balance remains no amount is scheduled for recovery from Travel Advance #TAF000000788.



Travel Advance Recovery

TA ID: TAF000000787

TA Amount Available: 400.00

TA Amount to be Scheduled: 200.00

Update

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/24/03	TAF000000787	400.00	400.00	200.00
07/03/03	TAF000000788	175.00	175.00	0.00

The Accounting Office prefers to collect Travel Advance #TAF000000788 from this Expense Reimbursement. The Accounting Office staff can update each Travel Advance "TA Amount to be Scheduled" to collect the preferred amount from each outstanding Travel Advance. In the example below Accounting updated the "TA Amount to be Scheduled" for TAF000000787 to \$25.00 and TAF000000788 to \$175.00, then approved the form.

1. Review | 2. General | 3. Trip/Expense Categories | 4. Expenses | **5. Completion**

Receipts | **Travel Advance Recovery** | For Accounting Office Only | Summary | Approve / Return

Travel Advance Recovery

Travel Advance Recovery

TA ID: TAF000000788

TA Amount Available: 175.00

TA Amount to be Scheduled: 175.00

Update

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/24/03	TAF000000787	400.00	400.00	25.00
07/03/03	TAF000000788	175.00	175.00	175.00

When the form is approved any subsequent Expense Reimbursements will schedule collection of the remaining balance for TAF000000787.

Example #2 - In the example below a \$225.00 Expense Reimbursement has been created and has scheduled \$225.00 of a \$400.00 Travel Advance.

1. General | 2. Trip/Expense Categories | 3. Expenses | **4. Completion**

Receipts | **Travel Advance Recovery** | For Accounting Office Only | Summary | Submission

Travel Advance Recovery

Travel Advance Recovery

TA ID: TAF000000786

TA Amount Available: 400.00

TA Amount to be Scheduled: 225.00

Update

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/24/03	TAF000000786	400.00	400.00	225.00

First Expense Reimbursement
For \$225.00.

A second \$325.00 Expense Reimbursement has scheduled the remaining \$175.00. The Travel Advance Recovery tab still shows the "TA Amount Available" as \$400.00 because the first Expense Reimbursement has not yet been approved by Accounting. Since the amount of \$400.00 is still available, the form can be updated to recover up to the \$325.00 amount of this Expense Reimbursement. The other in-progress Expense Reimbursement will automatically recalculate the "Amount to be Recovered" to \$75.00 after this Expense Reimbursement is Approved by Accounting.

Second Expense Reimbursement For \$325.00.

1. General | 2. Trip/Expense Categories | 3. Expenses | 4. Completion

Receipts | **Travel Advance Recovery** | For Accounting Office Only | Summary | Submission

Travel Advance Recovery

Travel Advance Recovery

TA ID: TAF000000786

TA Amount Available: 400.00

TA Amount to be Scheduled: 175.00

Update

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/24/03	TAF000000786	400.00	400.00	175.00

View of Travel Advance Recovery tab after Accounting updates the "Amount to be Recovered" to \$325.00.

1. Review | 2. General | 3. Trip/Expense Categories | 4. Expenses | 5. Completion

Receipts | **Travel Advance Recovery** | For Accounting Office Only | Summary | Approve / Return

Travel Advance Recovery

Travel Advance Recovery

TA ID: TAF000000786

TA Amount Available: 400.00

TA Amount to be Scheduled: 325.00

Update

Accounting updated TA Amount to be Scheduled from \$175.00 to \$325.00.

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/24/03	TAF000000786	400.00	400.00	325.00

Automatic recalculation when Accounting has "Updated" the Amount to be Recovered (Accounting only) - the Accounting Office can perform "updates" to the "Amount to be Recovered". If the form is Approved within the same session the updated amounts will be recovered. If Accounting closes the form or "Cancels and returns to pool" the updated amount will not be saved. When the form is reopened, automatic calculation of any Travel

Advances will be performed. The automatic calculation is beneficial because any new or cleared Travel Advances will be considered.

Clearing a Travel Advance on the Manual Travel Advance screen (Accounting only) - The full "TA Available Amount" can now be cleared on the Travel Advance Recovery tab in System Administration. Please note that the "TA Available Amount" represents the "TA Original Amount" less any Travel Advances collected on Expense Reimbursements already approved by the Accounting Office. If Expense Reimbursements are in-progress and have not been approved by Accounting, clearing this Travel Advance will remove the Amount to be Recovered from the in-progress form. Accounting should validate the amount being reimbursed by the employee matches the TA Available Amount. For additional information on clearing a Travel Advance Accounting staff can refer to Manual Travel Advance Process instructions located on the CalATERS Website.

CalATERS Develop - https://dev.calatersapp.sco.ca.gov:5052

System Administration

Exit

Travel Advance Recovery

Add Retrieve Update Clear Cancel

Travel Advance Form Options

Report Key: taf000000749 Employee User ID: EAPL239

ORF ID: 0002 Agency Name: SCO/Sacramento

ORF Check Number: 334 Produce ORF Check Manually? NO

ORF Check Amount: 400.00 Index:

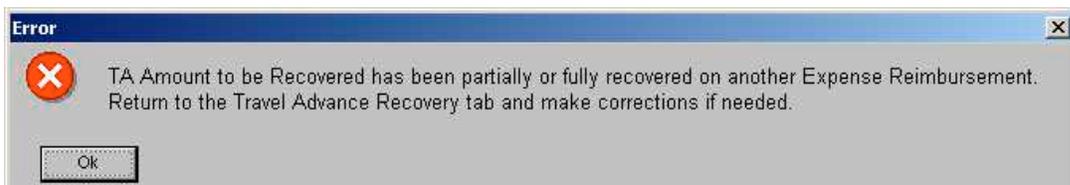
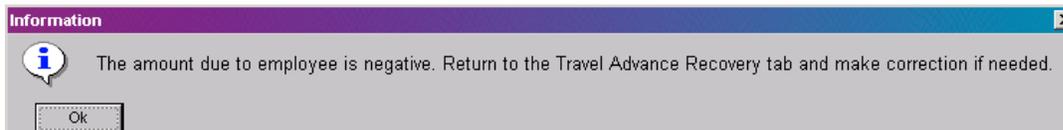
ORF Check Issue Date: 06/25/03 FFY:

TA Original Amount: 400.00 TA Available Amount: 75.00

Check Return Date: / /

Check Return Reason:

New Messages regarding travel advance collection have been created - two new messages have been created for Travel Advance collection. Either message could display when Travel Advance scheduling has been manually updated and/or expenses have been adjusted. This can occur when an employee has more than one Expense Reimbursement in the approval process and Travel Advance Recovery has been adjusted on one or more forms. In both situations the messages direct the user to return to the Travel Advance Recovery tab where the system will recalculate and update the TA Amount Available and Amount to be Recovered fields. Note: if Accounting has manually "Updated" the Amount to be Scheduled field a manual correction will be required.



We anticipate that revisions to the CalATERS online instructional materials will be completed by the end of July. If you have questions or if you experience any problems related to the aforementioned topics please contact your department's CalATERS Help Desk and reference this CalATERS Letter. Thank you.

NC:PQ