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

DATE: August 15, 2003

CALATERS LETTER # 03-009

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: Maintenance Report Folder - New

A new folder has been added to the CalATERS Production Reports. This new folder is entitled "Maintenance" and will contain table maintenance reports. These reports are copies of the tables that departments provide for the CalATERS database. The reports will be replaced by 9:00AM, each weekday with a new copy of data currently on the CalATERS database. Eventually, there will be nine maintenance reports; one report for each table (CalProfile, CalApprover, CalReceipt, CalXRef, CalAccount, CalExpense, CalDivision, CalBureau, and CalUnit). These reports will provide departments with a method to verify that new files were loaded.

The first two reports are:

- ◆ Detail Account Table (CalXref table)
- ◆ High Level Account Code Table (CalAccount table)

If you have questions regarding this report modification, please contact the SCO CalATERS Help Desk at (916) 324-9991. Thank you.