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

DATE: October 3, 2003

CALATERS LETTER # 03-014

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: New Production Report – Report 26, Transaction Count

A new report has been added to the CalATERS Production Monthly Reports – Report 26, Transaction Count. Report 26 will be available on the first business day of the month for the previous month's transactions. This report may be used by departments to track transactions on a month-to-month basis. Reports for July, August, and September 2003 are now available on-line.

Transactions are grouped and summed by Detailed Account Codes. At the end of each report is a department transaction total. Following are the types of transactions recorded on this report:

Processed: Travel Advance forms and Expense Reimbursement forms that have received final department approval.

Disapproved: Travel Advance forms that have been disapproved by a department and Expense Reimbursement forms that have been disapproved by the Department or the Prepayment Auditor (SCO Auditor).

TA Admin-Add: Travel Advance forms that have been added by the Department Accounting Office Technician via CalATERS System Administration.

If you have questions regarding this report, please contact your department's CalATERS Help Desk. Thank you.