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

DATE: April 27, 2004

CALATERS LETTER # 04-001

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: **CODE PROMOTION ANNOUNCEMENT
NEW REPORTS**

Code Promotion

Version 1.0.8.2 was promoted to the Production environment, April 27, 2004. This new code impacts only those in the Accounting Office with responsibility for updating Travel Advances via System Administration. Currently the CalATERS System Administration - Travel Advance Administration, check number field, requires 12 numbers. This required the department accounting office to precede or complete the check number with zeros. Effective today, the check number field has been edited so it **no** longer requires 12 numbers.

Reports

Two new reports have been added to the Production Daily Reports.

Report No. 39, Travel Advance Administration Entries, is a daily report identifying Travel Advances created via the CalATERS System Administration.

Report No. 40, Travel Advance Administration Cleared TA's, is a daily and monthly report identifying Travel Advances that were cleared via the CalATERS System Administration.

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