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

DATE: January 11, 2005

CALATERS LETTER # 05-001

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 ANNOUCEMENT

Version 1.0.8.3. will be promoted to the Production environment, January 12, 2005. This new code impacts the following:

Employee Profiles

1. Default Approvers. Previously, when a form was "in-progress" and a change was made to the Default Approver in the Employee Profile, the information was not updated on the "in-progress" form. Version 1.0.8.3 will allow changes to the Default Approver to be applied to "in-progress" forms and will be reflected on the submitted forms.
2. Division, Bureau, Unit. Previously, if an Employee Profile did not contain data in all three fields the data would not store in our database. Version 1.0.8.3 corrects this problem to allow departments to populate either Division, Division and Bureau, or Division, Bureau, and Unit

Report 41, Monthly Expense Reimbursement Travel Expenditure Report

Previously, because of problems experienced with Employee Profiles not containing division, bureau, and/or unit, (reference CalATERS Letter 04-007), Report 41 did not sort forms as requested by departments. Version 1.0.8.3 corrects this problem to provide sorting at the Division, Bureau, and Unit levels.

Transmittal Sheets

Previously, when forms contained over 50 expenses the detailed transmittal sheet would not print. Version 1.0.8.3 corrects that problem to allow all expenses to print without a maximum.

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