

---

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

DATE: July 2, 2008 CALATERS LETTER #08-006

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: ELEANOR ALVAREZ, Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS 2008-2009 FISCAL YEAR ACTIVITIES

This letter provides information regarding the new 2008-2009 budget year.

Since the 2008-2009 Budget has not been signed as of July 1, 2008, the following procedures will be applied:

- The department accounting office will need to review the 'trip' tab on all CalATERS expense reimbursement forms to ensure that the expenses incurred are prior to July 1, 2008.
- Forms including expenses, incurred after June 30, 2008, cannot be approved and must be returned to the employee with a request to delete the form. A new form may be created once the 2008-2009 Budget has been approved and CalATERS staff has confirmed the applicable files (calprofile, calxref, and calaccount) which must be modified to reflect the new budget year accounting information. However, if the employee profile uses a continuous fund, those claims can be submitted and approved for payment.

All forms approved by department accounting offices after July 1, 2008 will process for payment. Department accounting offices are responsible for fund corrections on claims processed with expenses incurred after June 30, 2008.

#### **Required File Loads after Budget is Signed**

Last year, CalATERS staff created applicable files (calprofile, calxref, and calaccount) for some agencies to assist with modifying data in CalATERS to reflect new budget year accounting information. Files were created using data that existed in the CalATERS calprofile, calxref, and calaccount files. This service will once again be offered to those departments who are interested. Only the following fields will be modified through this service:

- Fiscal year (Year of Statute);
- Chapter; and
- Detailed account coding (when applicable).

Once the 2008-2009 Budget has been signed, these files will be loaded in CalATERS within two weeks of the budget being signed. This will save departments time and will streamline the activities required to support the change of fiscal year. If your department is interested in this, please contact the CalATERS Help Desk at (916) 324-9991 or [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov) by no later than July 18, 2008. Please note: Departments that have profiles that contain continuous funds are not included in this service.

For departments who will modify their own files:

- The most recent calaccount file is located on-line in CalATERS Report Administration Maintenance files.
- The most recent calxref file can be requested via the CalATERS Help Desk at [www.calaters.ca.gov](http://www.calaters.ca.gov) and click on the 'Send Us Your Comments' link.

- Your department maintains the most recent calprofile file.

Please use the following guidelines to successfully update the files with the new fiscal year information.

Once the budget is approved, each department must update the budgetary information and submit the following three files:

- Calprofile – This file must contain an “M” in the “type of update” field and updated with the new 2008-2009 fiscal year budget information. The modification must be made to each profile record.
- Calxref – This file must contain an “A” in the “type of update” field and updated to reflect 2008-2009 budget information including related changes to the detailed account coding field. This file must not span more than three (3) fiscal years (e.g., if the effective start date is 07/01/08 then the effective end date will be 06/30/11).
- Calaccount – This file must contain an “A” in the “type of update” field and updated to reflect 2008-2009 budget information. This file must not span more than three (3) fiscal years (e.g., if the effective start date is 07/01/08 then the effective end date will be 06/30/11).

Please submit these files within a week after the budget is signed.

### **Maintenance File Loads after Budget is Signed**

Departments are encouraged to review the calprofile file at this time and perform system maintenance activities. Please verify that all individuals loaded on the calprofile are current department employees. The file format for calprofile is available in the CalATERS Implementation Manual, Section 3 - Table Development.

### **CalATERS Unit Performing File Updates**

For departments who request to have the CalATERS unit update their files, an updated calprofile will be provided to departments within two weeks after the budget is signed. Although this file will contain updated budget information, there is still a need for departments to review the calprofile to ensure that it reflects current department employees.

### **Departments Performing File Updates**

Departments who perform their file updates will be notified once the files have been successfully loaded into CalATERS. Also, the calprofile will be provided for subsequent updates/maintenance.

If you have questions, please contact the CalATERS Help Desk and reference this CalATERS letter.

Thank you.