

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

DATE: June 29, 2011

CALATERS LETTER # 11-003

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

FROM: LISA CROWE, Chief  
Personnel/Payroll Services Division

RE: CalATERS 2011-2012 FISCAL YEAR ACTIVITIES

On July 1, 2011, CalATERS will resume the process of extracting forms for payment as stated in CalATERS Letter 11-001. This will include forms approved by department accounting staff after 5:00 PM June 22 through June 30, 2011.

As stated in CalATERS Letter 11-001, CalATERS staff will create applicable files (calprofile, calxref, and calaccount) for some agencies to assist with modifying data in CalATERS to reflect new budget year accounting information. Files are created using data that existed in the CalATERS calprofile, calxref, and calaccount files. Only the following fields will be modified through this service:

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

Please allow CalATERS staff a week after the budget is signed for this task to be completed. Departments will be notified once these files have been successfully loaded into CalATERS.

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

EA:ea