

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

DATE: May 5, 2015

CALATERS GLOBAL LETTER #15-001

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services DivisionRE: **FISCAL YEAR-END ACTIVITIES FOR FY 2014-15**

As we prepare for the upcoming 2015-16 fiscal year, please note the following deadlines, department tasks and CalATERS activities.

SUBMISSION OF TRAVEL ADVANCE AND EXPENSE REIMBURSEMENT FORMS

Each fiscal year the State Controller's Office (SCO) establishes deadlines to facilitate year-end closing. (Please refer to the 2014-15 Fiscal Year-End Procedures letter released by the SCO Division of Accounting and Reporting http://www.sco.ca.gov/Files-ARD-Local/Instructions/2014_15_Year_end_memo_signed.pdf). The deadline for CalATERS files is June 18, 2015.

To meet this date, **department accounting staff must approve travel advance and expense reimbursement forms no later than 5:00 P.M. on Monday, June 15, 2015.** We will remind users of this deadline via a message at the log-in screen. The expenditure information for the department accounting system will be available the morning of June 19, 2015.

Between June 16 - 30, 2015, users will be able to create, submit and approve travel advance and expense reimbursement forms. Forms approved by the department accounting staff during this time will not be extracted for processing until after July 1, 2015.

MAINTENANCE OF CALPROFILE AND CALAPPROVER FILES

Departments should review their calprofile and calapprover tables to verify that all individuals loaded are current department employees. **Please submit all table edits and deletes to CalATERS by 1:00 P.M. on Friday, June 19, 2015.** We will notify departments once the files are processed.

FY 15-16 UPDATES FOR CALPROFILE, CALACCOUNT, AND CALXREF FILES

CalATERS will update a department's calprofile, calaccount and calxref tables with new Fiscal Year 2015-16 information **by request only.** We will use existing data in these CalATERS Global tables, and only the following fields will be modified through this service:

- Fiscal Year (Year of Statute)
- Chapter #
- Detailed Account Coding (where applicable)

Departments that wish to use this service MUST send an email request to calaters@sco.ca.gov. We will notify departments once the tables are updated. Please allow one week after the budget is signed *and* chaptered for CalATERS to complete this task. We will not process normal table submissions (submitted after 1:00 P.M. on June 19, 2015) until the Fiscal Year updates are made.

If you have questions, please contact CalATERS and refer to this letter.

LC: lr