

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

DATE: May 11, 2016

CALATERS GLOBAL LETTER #16-002

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

FROM: Debra Spellman, Chief
Personnel/Payroll Services DivisionRE: **FISCAL YEAR-END ACTIVITIES FOR FY 2015-16**

To prepare for the upcoming 2016-17 fiscal year (FY), please note the following deadlines, department tasks, and CalATERS activities.

SUBMISSION OF TRAVEL ADVANCE AND EXPENSE REIMBURSEMENT FORMS

The State Controller's Office (SCO) establishes deadlines to facilitate FY-end closing. The deadline for CalATERS files is June 15, 2016. Please refer to the 2015-16 FY-End Procedures letter released by the SCO Division of Accounting and Reporting:

http://www.sco.ca.gov/Files-ARD-Local/Instructions/BAC_15_004_FY_15_16_YE_Memo.pdf.

To meet this deadline, **department accounting staff must approve travel advance and expense reimbursement forms no later than 5:00 P.M. on Thursday, June 9, 2016**. CalATERS will remind users of this deadline via a message at the log-in screen. The expenditure information for department accounting systems will be available the morning of June 15, 2016.

From June 10-30, 2016, users can create, submit and approve travel advance and expense reimbursement forms. However, forms approved by department accounting staff during this time will not be extracted for processing until July 6, 2016.

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 24, 2016.**

FY 2016-17 UPDATES FOR CALPROFILE, CALACCOUNT, AND CALXREF FILES

By request only, CalATERS will update the following fields with new 2016-17 FY information in the calprofile, calaccount and calxref tables:

- 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. Please allow one week after the budget is signed *and* chaptered for CalATERS to complete this task. CalATERS will reply to departments once the tables are updated. We advise departments to update internal records with the new FY budget information to match the updates being performed in the CalATERS Global system. CalATERS will not process normal table submissions (submitted after 1:00 P.M. on June 24, 2016) until the FY updates are made.

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

DS:LR