



Create Expense Reimbursement with Specialized Account Code

Instructions for creating Expense Reimbursement with Specialized Account Coding.

Step 1

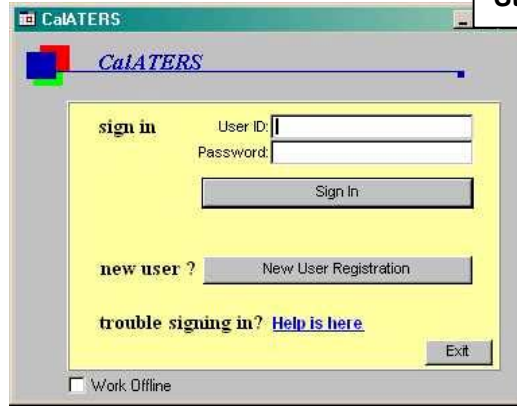


From the CalATERS web site at

www.calaters.ca.gov, click

CalATERS

Step 2

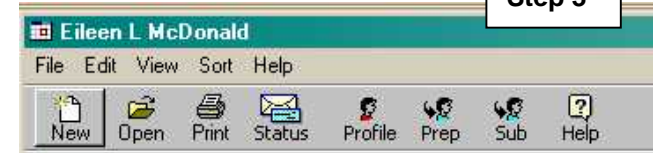


Key User ID and Password.

Click

Sign In

Step 3



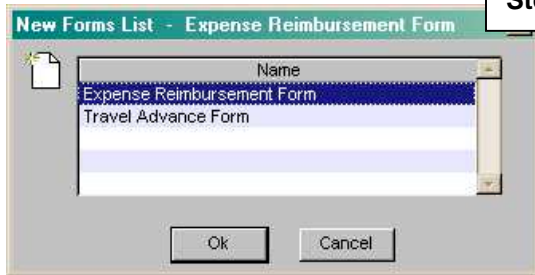
From the Work Queue, verify



Click **New** to begin the Expense Reimbursement form.



Step 4

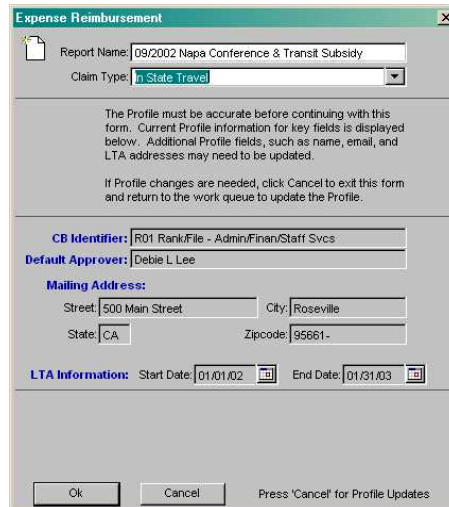


Select "Expense Reimbursement Form" and

click

Ok

Step 5

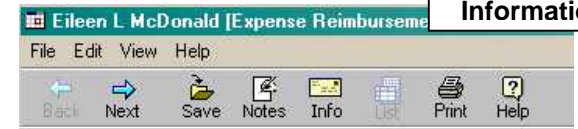


Key the report name and select a claim type.

Click

Ok

**Step 6
Information**



If you need to exit the form before completion,

click **Save**, then File, Close. The form will be saved as a draft.





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Step 7

Click here first.

Click here next.

Update as appropriate

Specialized Account Code Expenses require special account charge codes

Coding required for this claim

How would you like to charge your Expenses?

Charge to account coding indicated in my employee profile

Charge by individual expense item Agency Code: SC05Sacramento

Select the account code from the list below.

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Program	Category	Fed Catalog	Item
0001	AAAA	2002	001						
0001	AAAA	2001	001						
0001	AAAA	2000	001						

Click on the Special Account Code box.
Click on the Charge by individual expense item. Agency name and high level account codes will display.

Step 8

Click on the appropriate account code.

Update as appropriate

Specialized Account Code Expenses require special account charge codes

Coding required for this claim

How would you like to charge your Expenses?

Charge to account coding indicated in my employee profile

Charge by individual expense item Agency Code: SC05Sacramento

Select the account code from the list below.

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Program	Category	Fed Catalog	Item
0001	AAAA	2002	001						
0001	AAAA	2001	001						
0001	AAAA	2000	001						

Click on the high level account code that applies to your Expense Reimbursement.
Click on next tab **2. Trip/Expense Categories**

Step 9

Click the [v].

Complete the fields below.

Selection of Trip or Expenses

Select from the following list

Regular Travel

Long Term Assignment

Non-State Sponsored Conference/Convention

Non-Travel Expenses

Regular Travel

State Sponsored Conference/Convention

Please provide the requested information

Regular Travel

First date of Trip: 01/13/03 Start Time: 1234 Trip Name: Training Add

Last Date of Trip: 01/16/03 End Time: 2345 State vehicle used? No

Trip Location: Napa Was Trip > = 50 miles from Home/Headquarters? Yes License Number: 4123123

Trip Purpose: Provide CalATERS training.

Click [v], select the Trip Type and complete fields. Click **Add**. Up to four trips can be added to one form. Click tab **3. Expenses**.

Step 10

Click in one of these 2 arrows to view list of expenses.

Training RT Subsidy

Mon	Tue	Wed	Thu
Jan 13	Jan 14	Jan 15	Jan 16

Totals

Expense: Commercial Air Fare Payment type: Cash

Date: 01/13/03 Contracted Provider: Enter

Amount: 0.00

Account: [v]

UCM Object Code: 29401

A tab will display for each trip that was added. Click the [v] to view expense list. Click on expense to select.

Step 11- If Account field has the account code go to Step 12. Otherwise complete Step A & B.

Step A

Click on [B].

Training RT Subsidy

Expense: Commercial Air Fare

Date: 01/13/03

Amount: 0.00

Account: [B]

UCM Object Code: 29401

Step B

Charge to Names

Create 'charge to' names

Charge to: Region 1 - Unit 567

Field 1: 2002

Field 2: 5670

Field 3: 56708

Field 4:

Field 5:

Field 6:

Field 7:

Field 8:

Field 9:

Field 10:

Field 11:

Field 12:

Account: [B]

Enter Finished Cancel

In the **Account** field click [B] to add a new Specialized Account Code or to verify/change coding.

In the "Charge to" field key the name of your specialized account code, then key the detailed account codes in the fields following. Click **Enter**. When all "Charge to" entries are added, click **Finished**.



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Step 12

Click on the then click on the appropriate Charge to Account.

Assign the detailed account code by clicking on the in the **Account** field then click on the appropriate Charge to Account. Click to add expense. Add all expenses to all trips then click .

Step 13

Total Expense Amount	830.66
Travel Advance Recovery	200.00
Direct Charge	123.00
Amount Due Employee	507.66

Review , , and tabs (if applicable).

Click on tab, then click on tab.

Click on the tab.

Step 14

Assign an approver.
Click .

Assign an approver for this Expense Reimbursement by clicking on the button.

Step 15

On the Select Approver screen, key in the last name of the approver and click .

Step 16

Name	Email
Smith, Debbie S	mgtrnr@sco.ca.gov
Smithson, Natalie S	mgtrnr@sco.ca.gov
Smithson, Ronald S	mgtrnr@sco.ca.gov

Click on the approver, then click .

Step 17

Verify the displayed name, then click .



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Step 18

Key your password and click

Submit

Step 19

Click on the desired address if more than one address is displayed. Click **Ok**.

Step 20

Click to select print options to print reports then click **Ok**. Attach receipts to the Travel and Expense Transmittal sheet to be reviewed by the person (s) designated by your department (approver and/or accounting office).