

CalATERS Reports Index

The CalATERS Reports Index provides descriptions and samples of the reports that are available for viewing, printing, and downloading through the CalATERS Reporting System. Instructions regarding use of the Reporting System are available on the CalATERS web site, Report Administration web page, refer to: [How to Access CalATERS Reports](#).

Requesting Access: Departments request access for individual employees to the Reporting System on an as-needed basis. Each report contains data specific to those UCM (Uniform Codes Manual) agencies for which you have been authorized access.

Report Frequency: Reports are run on a Daily, Monthly, Quarterly, and Annual basis.

Data used in reporting: The [Definitions](#) page on the CalATERS web site provides definitions of fields used in reporting, such as Claim Types, Trip Types, Expense Types, etc.

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Description of Reports

Report: **Rpt 05A – Lodging Exp Above Max Std Allowance**

Description: Report 05A provides an annual summary of lodging expenditures that exceed maximum standard allowance. Report 05A includes the TEA form number, expense date, high-cost county, and the DPA prior approval indicator and reason. The report also provides a count per userid and a final count per department.

Frequency: Annual

Printing: Report is designed to print in landscape format.

Report: **Rpt 06 – Expenditures By CBID**

Description: Report 06 provides a summary of expenditures by collective bargaining designation. Report 06 includes individual amounts claimed for each expense type. Sum totals, counts and average amounts are provided for each expense type.

Frequency: Quarterly

Printing: Report is designed to print in landscape format.

Report: **Rpt 06A – Statewide Expenditures By CBID**

Description: Report 06A provides a quarterly statewide summary of expenditures by collective bargaining designation. Report 06A includes individual amounts claimed for each expense type. Sum totals, counts and average amounts are provided for each expense type.

Frequency: Quarterly

Printing: Report is designed to print in landscape format.

Report: **Rpt 08 - Direct Charge Items**

Description: Report 08 provides a monthly summary of direct charge expenditures. Report 08 is sorted by claim type and includes expense types, dates and amounts (when provided) from approved expense reimbursement forms.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

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Description of Reports – continued

Report: **Rpt 08A - Direct Charge Items**

Description: Report 08A provides a quarterly summary of direct charge expenditures. Report 08A is sorted by claim type and includes expense types, dates and amounts (when provided) from approved expense reimbursement forms.

Frequency: Quarterly

Printing: Report is designed to print in landscape format.

Report: **Rpt 08B - Direct Charge Items**

Description: Report 08B provides an annual summary of direct charge expenditures. Report 08B is sorted by claim type and includes expense types, dates and amounts (when provided) from approved expense reimbursement forms.

Frequency: Annual

Printing: Report is designed to print in landscape format.

Report: **Rpt 13 – Adjusted ER Requests**

Description: Report 13 is a monthly report that identifies adjusted expense reimbursement forms. Report 13 is sorted by claim type and includes the TEA form number, adjustment reason (only the last reason displays if more than one adjustment is made on a form), adjusted expense items, the original amount and adjusted amount, and the adjuster's User Id and name.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

Report: **Rpt14 - Disapproved ER Requests**

Description: Report 14 is a monthly report that identifies disapproved expense reimbursement forms. Report 14 is sorted by claim type and includes the TEA form number, disapprover's name, disapproval date and the reason for disapproval. The report also includes the total number of completed and disapproved expense reimbursement forms, as well as the percentage of disapproved expense reimbursement forms.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

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Description of Reports – continued

Report: **Rpt14A - Disapproved TA Requests**

Description: Report 14A is a monthly report that identifies disapproved travel advance forms. Report 14A is sorted by claim type and includes the TAF form number, disapprover's name, disapproval date and the reason for disapproval. The report also includes the total number of completed and disapproved travel advance forms, as well as the percentage of disapproved travel advance forms.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

Report: **Rpt 17 – ER Requests in Progress**

Description: Report 17 identifies expense reimbursement forms that have been submitted, but have not gone through to completion. Report 17 includes date submitted, total amount requested, and the current owner (person who should take action on the form next).

Frequency: Daily

Printing: Report is designed to print in landscape format.

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Description of Reports – continued

Report: Rpt 17A – TA Requests in Progress

Description: Report 17A identifies travel advance forms that have been submitted, but have not gone through to completion. The report includes date submitted, total amount requested, and the current owner (person who should take action on the form next).

Frequency: Daily

Printing: Report is designed to print in landscape format.

Report: Rpt 18 – ER Request Processing Time

Description: Report 18 identifies the length of time between expense reimbursement form submission to payment. The report includes the date the form was submitted, the name and date of each person who approved the form, the check issue date, and the number of days for processing. Report 18 also provides the department average for expense reimbursement form processing.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

Report: Rpt 18A – TA Request Processing Time

Description: Report 18A identifies the length of time between travel advance form submission to payment. Sorted by TAF ID number, the report includes the date submitted, the name and date of each person who approved the form, the check issue date, and the number of days for processing. Report 18A also provides the department average for travel advance processing.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

Report: Rpt 19 – ER Requests Audit Trail

Description: Report 19 identifies actions taken for each completed expense reimbursement form. The report includes the date of the action and the name of the person acting on the form.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

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Description of Reports – continued

Report: **Rpt 19A – TA Requests Audit Trail**

Description: Report 19A identifies actions taken for each completed travel advance form. Sorted by TAF ID number, the report includes the date of the action and the name of the person acting on the form.

Frequency: Monthly

Printing: Report is designed to print in landscape format.

Report: **Rpt 26 – Transaction Count**

Description: Report 26 provides a monthly count of Expense Reimbursements and Travel Advances paid or disapproved. The report is sorted by detailed account code, then Last Name, then form number. This report also provides a subtotal of transactions per detailed account code and a total per UCM.

Frequency: Monthly and Quarterly

Printing: Report is designed to print in landscape format.

Report: **Rpt 29 - Approved Travel Advance(s) Ready for Payment**

Description: Report 29 identifies travel advance forms processed by CalATERS the previous day. Departments that do not CalATERS to ORF system interface can use Report 29 to manually process travel advance checks.

Frequency: Daily

Printing: Report is designed to print in portrait format.

Report: **Rpt 31 - CalATERS Registered Users**

Description: Report 31 identifies registered users in CalATERS. The report is sorted by the employee's last name. The report includes the User ID of each registered user and the date they registered or the last date their password was updated, and the total registered users for the department.

Frequency: Daily

Printing: Report is designed to print in portrait format.

Continued on next page

Description of Reports – continued

Report: Rpt 32 – CalATERS to ORF Reconciliation
Description: Report 32 is a daily report used to reconcile ORF reimbursement warrants issued to departments for recovered travel advances.
Frequency: Daily
Printing: Report is designed to print in landscape format.

Report: Rpt 32A – CalATERS to ORF Reconciliation
Description: Report 32A is a monthly report used to reconcile ORF reimbursement warrants issued to departments for recovered travel advances.
Frequency: Monthly
Printing: Report is designed to print in landscape format.

Report: Rpt 33 – CalATERS To Department Accounting Reconciliation
Description: Report 33 is a daily report used to reconcile expense reimbursement payments issued to employees by CalATERS.
Frequency: Daily
Printing: Report is designed to print in landscape format.

Report: Rpt 33A – CalATERS To Department Accounting Reconciliation
Description: Report 33A is a monthly report used to reconcile expense reimbursement payments issued to employees by CalATERS.
Frequency: Monthly
Printing: Report is designed to print in landscape format.

Continued on next page

Description of Reports – continued

Report: Rpt 34 – Travel Advance(s) With Outstanding Balance

Description: Report 34 is a daily report used to determine TAs with outstanding balances. This report lists all TAs with an outstanding balance and includes the TA original amount and outstanding amount and also includes the User ID, Name, TA ID, TA Check Number, TA Check Issue Date. The sort for this report is by last name.

Frequency: Daily

Printing: Report is designed to print in landscape format.

Report: Rpt 35 – Expenses Requiring Receipts Based on Claims Paid in

Description: Report 35 identifies Expense Reimbursements were expenses requiring receipts have been paid. When an expense is approved without the receipt, the report displays the reason the expense was submitted without the receipt.

Frequency: Daily

Printing: Report is designed to print in landscape format.

Report: Rpt 39 – Travel Advances Administration Entries

Description: Report 39 is a daily report used to identify Manual Travel Advances (MTAs) entered into the CalATERS system. The sort for this report is by department, then grouped by ORFID. Within the ORFID, the MTAs are sorted by name and then TA ID. This report includes the ORFID, User ID, Name, TA ID, TA Original Amount and Date Entered.

Frequency: Daily

Printing: Report is designed to print in landscape format.

Report: Rpt 40 – Travel Advance Administration Cleared TA's

Description: Report 40 is a daily report used to identify Travel Advances that are cleared from CalATERS using the Travel Advance Administration system. This report identifies the TA ID, employee's last name, ORF Check #, last name and user id of the person clearing the TA and the reason the TA is being cleared.

Frequency: Daily and Monthly

Printing: Report is designed to print in landscape format.

Continued on next page

Description of Reports – continued

Report: Rpt 41 – Expense Reimbursement-Travel Expenditure
Description: Report 41 is used to review trip information for each claim completed in that month. The trip information includes claim type, trip type, purpose of the claim, and claim amount.
Frequency: Monthly
Printing: Report is designed to print in landscape format

Report: Rpt 42 – ER Claim Type and Trip Type
Description: Report 42 identifies the Claim Types and Trip Types on an Expense Reimbursement.
Frequency: Daily
Printing: Report is designed to print in landscape format.

Maintenance: Bureau Table
Description: Identifies Division Code, Bureau Code and Bureau name.
Frequency: Daily
Printing: Report is designed to print in landscape format.

Maintenance: Detail Account Code Table
Description: Identifies high level and detail account codes.
Frequency: Daily
Printing: Report is designed to print in landscape format.

Maintenance: Division Table
Description: Identifies Division Code and name.
Frequency: Daily
Printing: Report is designed to print in landscape format.

Maintenance: High Level Account Code Table

Description: Identifies high level codes.
.Frequency: Daily
Printing: Report is designed to print in landscape format.

Continued on next page

Description of Reports – continued

Maintenance: **Profile Table**

Description: Identifies employee's User ID and Last and First names.

.Frequency: Daily

Printing: Report is designed to print in portrait format.

Maintenance: **Unit Table**

Description: Identifies Division Code, Bureau, Unit Code and Unit name

.Frequency: Daily

Printing: Report is designed to print in landscape format.

CalATERS REPORTS

(Sample – Report #5A)

Lodging Expenses Above The Maximum Standard Allowance

Issued for July 2001 – June 2002

Department: 9999 – Department of Pretend

Claim Type

Userid	Name	ER ID	Expense Date	County	Expense Amount	Prior DPA Approval?	Reason for No Approval
In State Travel							
DOP008823	Johnson, Daniel B	TEA000000441	10/25/2001	Alameda	\$100.00		
							Count Per Userid: 1
DOP008822	Billings, Ben R	TEA000000442	10/24/2001	Alameda	\$120.80		
		TEA000000443	10/25/2001	Alameda	\$120.80		
		TEA000000443	04/16/2002	San Francisco	\$130.20		
		TEA000000443	04/17/2002	San Francisco	\$130.20		
							Count Per Userid: 4
							Count Per Department: 5

CalATERS REPORTS

(Sample – Report #6)

Expenditures By CBID

Issued for October 2002 – December 2002

Department: 9999 – Department of Pretend

CBID	Expense Type	Expense Amount	Expense Type Summary	
E01 Rank/File – Admin/Finan/Staff Svcs				
	Breakfast	\$6.00		
	Breakfast	\$6.00		
	Breakfast	\$6.00		
	Breakfast	\$6.00		
			Sum:	\$24.00
			Count:	4
			Average Amount	\$6.00
	Dinner	\$18.00		
	Dinner	\$18.00		
	Dinner	\$18.00		
			Sum:	\$54.00
			Count:	3
			Average Amount	\$18.00
	Gasoline	\$ 8.45		
	Gasoline	\$12.75		
	Gasoline	\$58.70		
			Sum:	\$79.90
			Count:	3
			Average Amount	\$26.63

CalATERS REPORTS

(Sample – Report #6A)

Statewide Expenditures By CBID

Issued for October 2002 – December 2002

CBID	Expense Type	Expense Amount	Expense Type Summary	
E01 Rank/File – Admin/Finan/Staff Svcs				
	Breakfast	\$6.00		
	Breakfast	\$6.00		
	Breakfast	\$6.00		
	Breakfast	\$6.00		
			Sum:	\$24.00
			Count:	4
			Average Amount	\$6.00
	Dinner	\$18.00		
	Dinner	\$18.00		
	Dinner	\$18.00		
			Sum:	\$54.00
			Count:	3
			Average Amount	\$18.00
	Gasoline	\$ 8.45		
	Gasoline	\$12.75		
	Gasoline	\$58.70		
			Sum:	\$79.90
			Count:	3
			Average Amount	\$26.63

CalATERS REPORTS

(Sample – Report #8)

Direct Charge Items

February 2003

Department: 9999 – Department of Pretend

Userid - Name

ER Claim Type

ER ID	Expense Type	Expense Date	Expense Amount
DOP99001 – Bradley, Doug			
In State Travel			
TEA0000001111			
	Auto Rental	01/24/2003	\$110.42
	Auto Rental	01/31/2003	\$229.27
	Commercial Air Fare	01/24/2003	\$210.50
	Commercial Air Fare	01/31/2003	\$210.50
DPO99025 – Dunston, Melissa			
In State Travel			
TEA0000001222			
	Auto Rental	01/10/2003	\$228.25
	Auto Rental	01/18/2003	\$228.25
	Commercial Air Fare	01/10/2003	\$105.75
	Commercial Air Fare	01/10/2003	\$105.75

CalATERS REPORTS

(Sample – Report #8A)

Direct Charge Items **January 2002 – March 2003**

Department: 9999 – Department of Pretend

Userid - Name

ER Claim Type

ER ID	Expense Type	Expense Date	Expense Amount
99001 – Bradley, Doug			
In State Travel			
TEA0000001111			
	Auto Rental	01/24/2003	\$110.42
	Auto Rental	01/31/2003	\$229.27
	Commercial Air Fare	01/24/2003	\$210.50
	Commercial Air Fare	01/31/2003	\$210.50
99025 – Dunston, Melissa			
In State Travel			
TEA0000001222			
	Auto Rental	01/10/2003	\$228.25
	Auto Rental	01/18/2003	\$228.25
	Commercial Air Fare	01/10/2003	\$105.75
	Commercials Air Fare	01/10/2003	\$105.75
	Count:	13	
	Total for Department:		<u>\$1,428.69</u>

CalATERS REPORTS

(Sample – Report #8B)

Direct Charge Items

July 2001 – June 2002

Department: 9999 – Department of Pretend

Userid - Name

ER Claim Type

ER ID

Expense Type

Expense Date

DOP99001 – Bradley, Doug

In State Travel

TEA0000000111

Auto Rental

07/24/2001

\$110.42

Auto Rental

07/31/2001

\$229.27

Commercial Air Fare

07/24/2001

\$210.50

Commercial Air Fare

08/31/2001

\$210.50

DOP99025 – Dunston, Melissa

In State Travel

TEA0000000222

Auto Rental

01/10/2002

\$228.25

Auto Rental

01/18/2002

\$228.25

Commerical Air Fare

01/10/2002

\$105.75

Commerical Air Fare

01/10/2002

\$105.75

Count: 14

Total for Department:

\$1,428.69

CalATERS REPORTS

(Sample – Report #13)

Adjusted Expense Reimbursement Requests

February 2003

Department: 9999 – Any Dept.

Claim Type

ER ID – Adjustment Reason		Adjuster		Original	Expense
Expense Date	Expense Type	User Id	Adjuster Name	Amount	Amount
In State Travel					
TEA000000041 – MILEAGE TO TRAINING FROM H.Q. NOT HOME					
02/11/2003	Mileage, Personal Auto	ddd2223	Danielson, Diane	\$43.28	26.50
TEA000000042 – MILEAGE TO TRAINING FROM H.Q. NOT HOME					
02/05/2003	Mileage, Personal Auto	ddd2227	Sanderson, Edwin	\$91.22	\$59.70
02/24/2003	Mileage, Personal Auto	ddd2227	Sanderson, Edwin	\$91.22	\$59.70
TEA000000060 – MILEAGE AMOUNT NOT CORRECT					
02/19/2003	Mileage, Personal Auto	ddd2225	Gregson, Victor	\$44.40	\$27.55
02/20/2003	Mileage, Personal Auto	ddd2225	Gregson, Victor	\$44.40	\$27.55

CalATERS REPORTS

(Sample – Report #14)

Disapproved Expense Reimbursement Requests

February 2003

Department: 9999 – Department of Pretend

Claim Type	ER ID	Disapprover's Name	Disapproval Date	Reason
In State Travel	TEA000000032	Betty R Smith	02/05/2003	Reimbursement of expense(s) not approved.

Total ER's Completed:	83	
Total ER's Disapproved	1	(1.20% of ER's Completed)

CalATERS REPORTS

(Sample – Report #14A)

Disapproved Travel Advance Requests

February 2003

Department: 9999 – Department of Pretend

TA ID	Claim Type	Disapprover's Name	Disapproval Date	Reason
TAF000000030	In State Travel	B P Higgins	02/25/2003	Reimbursement of expense(s) not approved.

Total TA's Completed:	26	
Total TA's Disapproved	1	(3.85% of TA's Completed)

CalATERS REPORTS

(Sample – Report #17)

Expense Reimbursement Requests in Progress

As of COB July 22, 2002

Department: 2700 - Department of Pretend

User ID	Name	ER ID	Submit Date	Total Expenses	Current Owner
DOP12345	Jones, JJ	TEA000002354	07/09/2002	\$568.96	DOP87654 - ML Masters
DOP34567	Tucker, JL	TEA000002369	07/10/2002	\$29.04	Department Technician Group
DOP34567	Tucker, JL	TEA000002371	07/10/2002	\$29.04	DOP91011 - HJ Matheson
DOP89701	Forest, TM	TEA000002376	07/11/2002	\$275.14	DOP22334 - JJ Jameson
DOP89701	Forest, TM	TEA000002377	07/10/2002	\$18.68	DOP98765 - C Chan
DOP20191	Smith, ER	TEA000002401	07/15/2002	\$334.48	DOP98765 - C Chan
DOP30292	Perry JH	TEA000002427	07/18/2002	\$534.40	DOP78967 - HR Suarez
DOP98765	Peterson, JL	TEA000002433	07/19/2002	\$10.20	DOP43212 - Clinton, HI
DOP45679	Gains, AA	TEA000002435	07/22/2002	\$115.36	Department Technician Group
Total				\$1,915.30	

CalATERS REPORTS

(Sample – Report #17A)

Travel Advance Requests in Progress

As of COB July 22, 2002

Department: 2700 - Department of Pretend

User ID	Name	TA ID	Submit Date	Amount	Current Owner
DOP34567	Tucker, JL	TAF000000146	07/10/2002	\$124.00	DOP87654 - ML Masters
DOP89701	Forest, KM	TAF000000147	07/11/2002	\$372.00	DOP87654 - ML Masters
DOP20191	Smith, ER	TAF000000433	07/15/2002	\$1,500.00	DOP87654 - ML Masters
DOP30292	Jones H	TAF000000526	07/18/2002	\$124.00	Department Technician Group
			Total	\$2,368.00	

CalATERS REPORTS

(Sample – Report #18)

Expense Reimbursement Request Processing Time

June 2002

Department: 2700 - Department of Pretend

ER ID	Submit Date	Approver Name	Approval Date	Warrant/Direct Deposit Issue Date	Number of Days From Submission to Payment
TEA000001879	05/24/2002	Jones, JJ Department Technician	05/24/2002 05/28/2002	06/03/2002	10
TEA000001888	05/24/2002	Tucker, JL Department Technician	05/28/2002 05/28/2002	06/03/2002	10
TEA000001892	05/28/2002	Forest, KM Department Technician	05/28/2002 05/28/2002	06/03/2002	6
TEA000001905	06/06/2006	Smith, TR Department Technician	06/06/2002 06/07/2002	06/13/2002	7
TEA000001912	05/29/2002	Wheeler, JH Department Technician	05/29/2002 05/30/2002	06/05/2002	7

Department Average: 8

CalATERS REPORTS

(Sample – Report #18A)

Travel Advance Request Processing Time

January 2004

Department: 2700 - Department of Pretend

TA ID	Submit Date	Approver Name	Approval Date	TA Check Issue Date	Number of Days From Submission to Payment
TAF000000485	01/22/2004	Jones, JJ Department Technician	01/22/2004 01/23/2004	01/26/2004	4
TAF000000489	01/23/2004	Tucker, JL Department Technician	01/23/2004 01/23/2004	01/26/2004	3
TAF000000491	01/23/2004	Forest, KM Department Technician	01/27/2004 01/27/2004	01/28/2004	5
TAF000000492	01/23/2004	Smith, ER Department Technician	01/26/2004 01/26/2004	01/27/2004	4
TAF000000495	01/26/2004	Lims, JH Department Technician	01/27/2004 01/27/2004	01/28/2004	2
Department Average:					3.60

CalATERS REPORTS

(Sample – Report #19)

Expense Reimbursement Requests Audit Trail

September 2002

Department: 0841 – Department of Pretend

ER Claim Type	Name	Action Date	Action By
ER ID			
Action			
In State Travel			
TEA000000010	Smith, Bill		
1 OWNER		09/05/02	Bill Smith
2 SUBMIT		09/05/02	Bill Smith
3 SYSAPPR		09/05/02	Submit Approver
4 APPROVE		09/05/02	Will W. Watts
5 APPROVE		09/05/02	Sam S. Smith
6 SYSAPPR		09/05/02	Final Approver
7 LOADED		09/05/02	
8 AVAILEXT		09/05/02	
9 SENTSECT		09/07/02	
10 FUNDSEC		09/10/02	
11 PROCWART		09/10/02	
12 SENTWART		09/10/02	
13 WARTUPDT		09/11/02	
14 SENTUSPS		09/11/02	
15 EREXTRACT		09/11/02	EI EXTRACT PROCESS, CALATERS TO DEPART.

CalATERS REPORTS

(Sample – Report #19A)

Travel Advance Requests Audit Trail

October 2002

Department: 0841 – Department of Pretend

TA ID	Name	Action	Action Date	Action By
TAF00000008	Smith, Bill	1 OWNER	10/05/02	Bill Smith
		2 SUBMIT	10/05/02	Bill Smith
		3 SYSAPPR	10/05/02	Submit Approver
		4 APPROVE	10/05/02	Will W. Watts
		5 APPROVE	10/05/02	Sam S. Smith
		6 SYSAPPR	10/05/02	Final Approver
		7 LOADED	10/05/02	
		8 AVAILEXT	10/05/02	
		9 TAFEXTRACTMT	10/05/02	EI EXTRACT PROCESS, CALATERS TO ORF READY
		10 TA UPDATED	10/05/02	

CalATERS REPORTS

(Sample – Report #26 - Monthly)

Transaction Count January 2004

Department: 9999 Department of Pretend

Detail Account Code	Last Name	Processed Date	Form ID	Status
2002 3078 90500				
DOP008823	Johnson	01/07/2004	TEA000004321	Processed Form
Total Transactions per Detailed Account Code:		1		
2003 2077 90500				
DOP007722	Anderson	01/03/2004	TEA000004003	Processed Form
DOP006652	Bell	01/07/2004	TEA000004334	Disapproved Form
		01/07/2004	TEA000004341	Processed Form
DOP007735	Davidson	01/21/2004	TEA000004777	Processed Form
DOP006789	Johnson	01/07/2004	TEA000004329	Processed Form
Total Transactions per Detailed Account Code:		5		
Total Transactions per UCM:		87		

CalATERS REPORTS

(Sample – Report #26 - Quarterly)

Transaction Count January 2004 – March 2004

Department: 9999 Department of Pretend

Detail Account Code	User ID	Last Name	Processed Date	Form ID	Status
2002 3078 90500					
	DOP008823	Johnson	01/07/2004	TEA000004321	Processed Form
Total Transactions per Detailed Account Code:			1		
Amount Due for Detailed Account Code:			\$312.95		
2004 2077 90500					
	DOP007722	Anderson	01/03/2004	TEA000004003	Processed Form
	DOP006652	Bell	01/07/2004	TEA000004334	Disapproved Form
			01/07/2004	TEA000004341	Processed Form
	DOP007735	Davidson	01/21/2004	TEA000004777	Processed Form
	DOP006789	Johnson	01/07/2004	TEA000004329	Processed Form
Total Transactions per Detailed Account Code:			5		
Amount Due for Detailed Account Code:			\$1112.65		

Total Transactions per UCM: 871
Amount Due for UCM: \$5090.97

CalATERS REPORTS

(Sample – Report #29)

Approved Travel Advance(s) Ready For Payment

As of COB July 22, 2002

Department: 2700 – Department of Pretend

User ID	Name					Department	Department	
Index Code	TA ID	Approval Date	TA Amount	Date Check Needed	Delivery Option (Blank = Pick Up)	*Transaction Code	Check Number	Check Date
DOPDS20191	Ray, Don.							
0099	TAF000000527	07/22/2002	\$530.00	07/26/2002		T	_____	_____
DOPJC1234	Carter, Jack							
0099	TAF000000529	07/22/2002	\$200.00	07/26/2002		M	_____	_____
Total			\$730.00					

Department Check Issued By: _____

TA Posted To CalATERS By: _____

*Transaction Code M – Produce ORF check manually

*Transaction Code T – Produce ORF check via automated checkwriter

CalATERS REPORTS

(Sample – Report #31)

CalATERS Registered Users

Wednesday, August 21, 2002

Department: 2700 – Department of Pretend

Name	User ID	Updated
Jones, James E	DOP12345	08/07/2002
DeForest, Marc M	DOP23456	08/06/2002
Gibson, John H	DOP34567	06/05/2002
Picard, Timothy L	DOP89012	08/07/2002
Smith, Linda D	DOP45678	07/26/2002
Spencer, Daniel R	DOP90123	08/02/2002
Tucker, John L	DOP56789	08/20/2002
Total:	7	

CalATERS REPORTS

(Sample – Report #32)

CalATERS To Office Revolving Fund Reconciliation

March 11, 2002

Department: 2700 - Department of Pretend

ORF ID	SCO Warrant #	Issue Date	Warrant Amount	User ID	Name	TA ID	ER ID	ER Amount	TA Recovery	Amount To EE	SCO EE Warrant # Blank = EFT
0007	7051322	03/11/2002	\$2,565.34								
				DOPKJONES	Jones, K	TAF000000313	TEA000001103	\$246.90	\$246.90	\$0.00	
				DOPKJONES	Jones, K	TAF000000318	TEA000001405	\$38.18	\$38.18	\$0.00	
				DOPSSMITH	Smith, S	TAF000000319	TEA000001103	\$1,082.90	\$1,063.00	\$19.90	
				DOLTUCKER	Tucker, L	TAF000000312	TEA000001130	\$1,070.50	\$1,055.00	\$15.50	0899563
				DOPMWALL	Wall, M	TAF000000317	TEA000001130	\$184.60	\$162.26	\$22.34	0899852
									\$2,565.34		

CalATERS REPORTS

(Sample – Report #32A)

CalATERS To Office Revolving Fund Reconciliation

March 2002

Department: 2700 - Department of Pretend

ORF ID	SCO Warrant #	Issue Date	Warrant Amount	User ID	Name	TA ID	ER ID	ER Amount	TA Recovery	Amount To EE	SCO EE Warrant # Blank = EFT
0007	7051322	03/11/2002	\$2,565.34								
				DOPKJONES	Jones, K	TAF000000313	TEA000001103	\$246.90	\$246.90	\$0.00	
				DOPKJONES	Jones, K	TAF000000318	TEA000001405	\$38.18	\$38.18	\$0.00	
				DOPSSMITH	Smith, S	TAF000000319	TEA000001103	\$1,082.90	\$1,063.00	\$19.90	
				DOLTUCKER	Tucker, L	TAF000000312	TEA000001130	\$1,070.50	\$1,055.00	\$15.50	0899563
				DOPMWALL	Wall, M	TAF000000317	TEA000001130	\$184.60	\$162.26	\$22.34	0899852
									<u>\$2,565.34</u>		
0007	7051332	03/18/2002	\$39.74								
				DOPSPETE	Pete, S	TAF000000319	TEA000001103	\$39.74	\$39.74	\$0.00	
									<u>\$39.74</u>		
0007	051342	03/25/2002	\$250.00								
				DOPDSILVA	Silva, D	TAF000000312	TEA000001130	\$122.34	\$100.00	\$22.34	089864
				DOPJABBOTT	Abbott, J	TAF000000317	TEA000001130	\$184.60	\$150.00	\$34.60	
									<u>\$250.00</u>		
									<u>Report Total</u>	<u>\$2,855.08</u>	

CalATERS REPORTS

(Sample – Report #33)

CalATERS To Department Accounting Reconciliation

Wednesday, March 6, 2002

Department: 2700 - Department of Pretend

TER Batch Number	TER Batch Date	TER Batch Amount	User ID	Name	ER ID	*ER Amount	TA Recovery	Amount Reimbursed Employee
TER0000224	03/06/2002	\$1,523.80						
			DOP12345	Jones, J	TEA000001103	\$1,235.56	\$1,235.56	\$0.00
			DOP23456	Smith, L	TEA000001130	\$184.60	\$184.60	\$0.00
			DOP34567	Tucker, J	TEA000001140	\$28.99	\$0.00	\$28.99
			DOP34567	Tucker, J	TEA000001141	\$66.65	\$0.00	\$66.65
			DOP34567	Tucker, J	TEA000001142	\$8.00	\$0.00	\$8.00
Totals						\$1,523.80	\$1,420.16	\$103.64

*ER Amount = Total ER amount minus any direct charges.

CalATERS REPORTS

(Sample – Report #33A)

CalATERS To Department Accounting Reconciliation

March 2002

Department: 2700 - Department of Pretend

TER Batch Number	TER Batch Date	TER Batch Amount	User ID	Name	ER ID	*ER Amount	TA Recovery	Amount Reimbursed Employee
TER0000224	03/06/2002	\$1,235.56						
			DOP12345	Jones, J	TEA000001103	\$1,235.56	\$0.00	\$1235.56
					Batch Totals	\$1,235.56	\$0.00	\$1235.56
TER0000234	03/09/2002	\$213.59						
			DOP23456	Smith, L	TEA000001130	\$184.60	\$0.00	\$184.60
			DOP34567	Tucker, J	TEA000001140	\$28.99	\$0.00	\$28.99
					Batch Totals	\$213.59	\$0.00	\$213.59
TER0000244	03/16/2002	\$74.65						
			DOP34567	Tucker, J	TEA000001141	\$66.65	\$0.00	\$66.65
			DOP34567	Tucker, J	TEA000001142	\$8.00	\$0.00	\$8.00
					Batch Totals	\$74.65	\$0.00	\$74.65
					Report Batch Totals	\$1,523.80	\$0.00	\$1,523.80

*ER Amount – Total ER amount minus any direct charges.

CalATERS REPORTS

(Sample – Report #34)

Travel Advance(s) With Outstanding Balance

Monday, March 24, 2003

Department: 2700 Department of Pretend

User ID	Name	TA ID	TA Check Number	TA Check Issue Date	TA Original Amount	Outstanding TA Balance
DOPKJONES	Jones, K	TAF000000993	074104225	03/07/2003	\$500.00	\$500.00
					Totals:	\$500.00
DOPSSMITH	Smith, S	TAF000000456	074102152	05/15/2002	\$140.00	\$89.55
		TAF000000614	074102265	07/02/2002	\$150.00	\$150.00
		TAF000000743	074102489	11/19/2002	\$250.00	\$250.00
			Totals:	\$540.00	\$489.55	
DOPMWALL	Wall, M	TAF000000804	074103923	01/22/2003	\$370.00	\$150.00
		TAF000000977	074103999	02/25/2003	\$275.00	\$275.00
			Totals:	\$645.00	\$425.00	
Department Totals:					\$4325.00	\$1325.27

CalATERS REPORTS

(Sample – Report #35)

Expenses Requiring Receipts Based on Claims Paid in

January 2004

Department 9999 Department of Pretend

User Id	Name	ER ID	Expense Date	Expense Description	Expense Amount	Receipt Submitted	Reason Receipt Not Submitted
DOP54433	Smith, L	TEA000001359	01/20/2004	Lodging	\$98.70	Y	
			01/21/2004	Lodging	\$98.70	Y	
			01/20/2004	Parking, Auto	\$3.00	N	Metered parking
DOP43999	Soledad, R	TEA000001299					
DOP47231	Stanfeild	TEA000001234	01/08/2004	License	\$200.00	Y	
DOP54322	Taylor, T	TEA000001221	01/01/2004	Regional Transit (Subsidy)	\$60.00	Y	
			01/05/2004	Lodging	\$119.90	Y	
			01/05/2004	Business Expense-Other	\$50.00	Y	
			01/05/2004	Bus Fare	\$8.00	N	No receipt for BART.
DOP55332	Tyler, J	TEA000001384	01/12/2004	Parking, Auto	\$16.00	Y	
			01/13/2004	Parking, Auto	\$16.00	Y	
			01/28/2004	Parking, Auto	\$6.00	Y	

CalATERS REPORTS

(Sample – Report #39)

Travel Advance Administration Entries

Wednesday, March 17, 2004

Department: 9999 Department of Pretend

ORFID	User ID	Name	TA ID	TA Original Amount	Date Entered
0007	DOP123456	Jones, D	TAF000001144	\$200.00	03/14/03
0007	DOP123433	Witman, J	TAF000001146	\$350.00	03/14/03
0007	DOP123444	Van Dyke, B	TAF000001143	\$600.00	03/14/03
0007	DOP123466	Wagner, T	TAF000001155	\$550.00	03/14/03
				Total:	\$1,700.00

CalATERS REPORTS

Travel Advance Administration Cleared TA's

Wednesday, March 17, 2004

Department: 9999 Department of Pretend

Div/Bur/Init	TA ID	TAF Owner	Last Name Who Cleared TA	User ID	
0007 1234 400	TAF000002011	Jones	000071144	Newton	DOP123444
	Employee paid personal Check #1234 on 3/15/04 for \$301.98.				
0007 1234 400	TAF000002100	Witman	000001146	Einstein	DOP123466
	Cancelled this check for \$500 and issued a new check #000001177 for \$400 on 3/16/04				
0007 2222 500	TAF000002099	Van Dyke	000001143	Newton	DOP123444
	Check voided – Trip Cancelled				
0007 2222 600	TAF000001991	Wagner	000001155	Newton	DOP123444
	Employee paid personal Check #5432 on 3/13/04 for \$4.89.				

(Sample – Report #40)

CalATERS REPORTS

Travel Advance Administration Cleared TA's

March 2004

Department: 9999 Department of Pretend

Div/Rur/Init	TA ID	TAF Owner		Last Name Who Cleared TA	User ID
Reason Provided When Cleared					
0007 1234 400	TAF000002011	Jones	000071144	Newton	DOP123444
Employee paid personal Check #1234 on 3/15/04 for \$301.98.					
0007 1234 400	TAF000002100	Witman	000001146	Einstein	DOP123466
Cancelled this check for \$500 and issued a new check #000001177 for \$400 on 3/16/04					
0007 2222 500	TAF000002099	Van Dyke	000001143	Newton	DOP123444
Check voided – Trip Cancelled					
0007 2222 600	TAF000001991	Wagner	000001155	Newton	DOP123444
Employee paid personal Check #5432 on 3/13/04 for \$4.89.					

CalATERS REPORTS

(Sample – Maintenance Report - Bureau)

Bureau Table

Start Date	End Date	UCM	Division Code	Bureau Code	Bureau Name
07/01/2001	06/30/2010	9999	10	1100	Administration
07/01/2001	06/30/2010	9999	20	1200	Sacramento Services
07/01/2001	06/30/2005	9999	30	1300	San Francisco Services
07/01/2003	06/30/2010	9999	35	1350	Oakland Services
07/01/2001	06/30/2010	9999	40	1400	Fresno Services
07/01/2001	06/30/2010	9999	50	1500	Los Angeles Services
01/01/2002	06/30/2010	9999	60	1600	San Diego Services
07/01/2001	06/30/2010	9999	71	1710	Admin Legal
07/01/2001	06/30/2010	9999	72	1720	Budget Personal Acct
07/01/2001	06/30/2010	9999	73	1730	General Assistance

Total Record(s): 10

CaIATERS REPORTS

(Sample – Maintenance Report - Detail Account Code)

Detail Account Code Table

Eff Start Date	Eff End Date	Ucm	Fund	Subf	Organization	Fiscal	Referen	Chapter	Program	Category	Fedcatalog	Element	Component	Task	Primeacct	subacctcode	Source
Detailacctcode																	
07/01/2001	07/01/2004	9999	0001		9999	2001	999	999		10					0000		
2001 1222 12345																	
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		30					0000		
2001 1222 12345																	
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		10					0000		
2001 1228 12355																	
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		10					0000		
2001 1229 12333																	
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		30					0000		
2001 1334 2345																	
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		30					0000		
2001 1334 12355																	
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		10					0000		
2001 1334 12377																	

CaIATERS REPORTS

(Sample – Maintenance Report - Division)

Division Table

Start Date	End Date	UCM	Division Code	Division Name
07/01/2001	06/30/2010	9999	1100	Admin
07/01/2001	06/30/2010	9999	1100	Budgets & Accounting
07/01/2001	06/30/2010	9999	1100	Personal & OEE
07/01/2001	06/30/2010	9999	1200	Admin - SF
07/01/2001	06/30/2010	9999	1200	Operations - SF
07/01/2001	06/30/2010	9999	1300	Admin - Fresno
07/01/2001	06/30/2010	9999	1300	Operations - Fresno
07/01/2001	06/30/2010	9999	1400	Admin - LA
07/01/2001	06/30/2010	9999	1400	Operations - LA

Total record(s): 9

CalATERS REPORTS

(Sample – Maintenance Report - High Level Account Code)

High Level Account Code Table

Eff Start Date	Eff End Date	Ucm	Fund	Subf	Organization	Fiscal	Referen	Chapter	Program	Category	Fedcatalog	Element	Component	Task	Primeacct	subacctcode	Source
07/01/2001	07/01/2004	9999	0001		9999	2001	999	999		10					0000		
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		30					0000		
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		10					0000		
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		10					0000		
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		30					0000		
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		30					0000		
07/01/2003	06/30/2006	9999	0001		9999	2003	999	999		10					0000		

CaIATERS REPORTS

(Sample – Maintenance Report - Profile)

Profile Table

User Id	Last Name	First Name
DOP34501	Rattleton	Susan
DOP34515	Read	Sally
DOP34533	Redding	Fred
DOP34535	Seaton	Samuel
DOP34577	Sheldon	Kathy
DOP37777	Taylor	Margaret
DOP38988	Tyler	Nelson
DOP40022	White	Tina
DOP40058	Whittier	Darlene
DOP40061	Wood	Sarah
DOP55334	Zanter	Luna

Total Profiles: 297

CaIATERS REPORTS

(Sample – Maintenance Report - Unit)

Unit Table

Start Date	End Date	UCM	Division Code	Bureau Code	Unit Code	Unit Name
07/01/2001	06/30/2010	9999	10	1100	110	Administration Services
07/01/2001	06/30/2010	9999	20	1200	111	Budgets & Accounting
07/01/2001	06/30/2005	9999	30	1300	120	General Services
07/01/2003	06/30/2010	9999	35	1350	125	San Francisco Operations
07/01/2001	06/30/2010	9999	40	1400	135	Fresno Operations
07/01/2001	06/30/2010	9999	50	1500	155	Los Angeles Operations
01/01/2002	06/30/2010	9999	60	1600	165	San Diego Operations
07/01/2001	06/30/2010	9999	71	1710	110	Legal Services
07/01/2001	06/30/2010	9999	72	1720	120	Budget Personal Acct
07/01/2001	06/30/2010	9999	73	1730	125	General Assistance

Total Records: 10