

How to Access CalATERS Reports

These instructions explain how to access CalATERS reports for viewing, printing and downloading.

For descriptions and samples of reports available to your department refer to the [CalATERS Reports Index](#) accessed from the CalATERS web site.

Requesting Access: Departments request access for individual employees to the Reporting System on an as needed basis. Each report will contain data only for those UCM (Uniform Codes Manual) agencies that you have been authorized by your department to access.

Table of Contents		
Section	Title	Page(s)
I.	Access Reports	2 - 4
	Logon	3
	Logout	4
II.	Documents Tab	5 – 23
	Report Frequency	7
	Report List	8
	Viewing a Report	8 – 10
	Printing a Report	11 – 14
	Saving a Report to Disk in Portable Document format (PDF)	15 – 17
	Search and Download to Microsoft Excel	18 – 22
	➤ Entering Values	20 – 22
	➤ Completing the Search	22
	➤ Viewing Detail for Items in Search Results	22
	➤ New Search	22
	➤ Download Search Results to Microsoft Excel	23
III.	My Headlines Tab (not in use at this time)	24
IV.	Requests Tab (not in use at this time)	25
V.	My Profile Tab	26
	Changing Your Password	26

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I. Access Reports

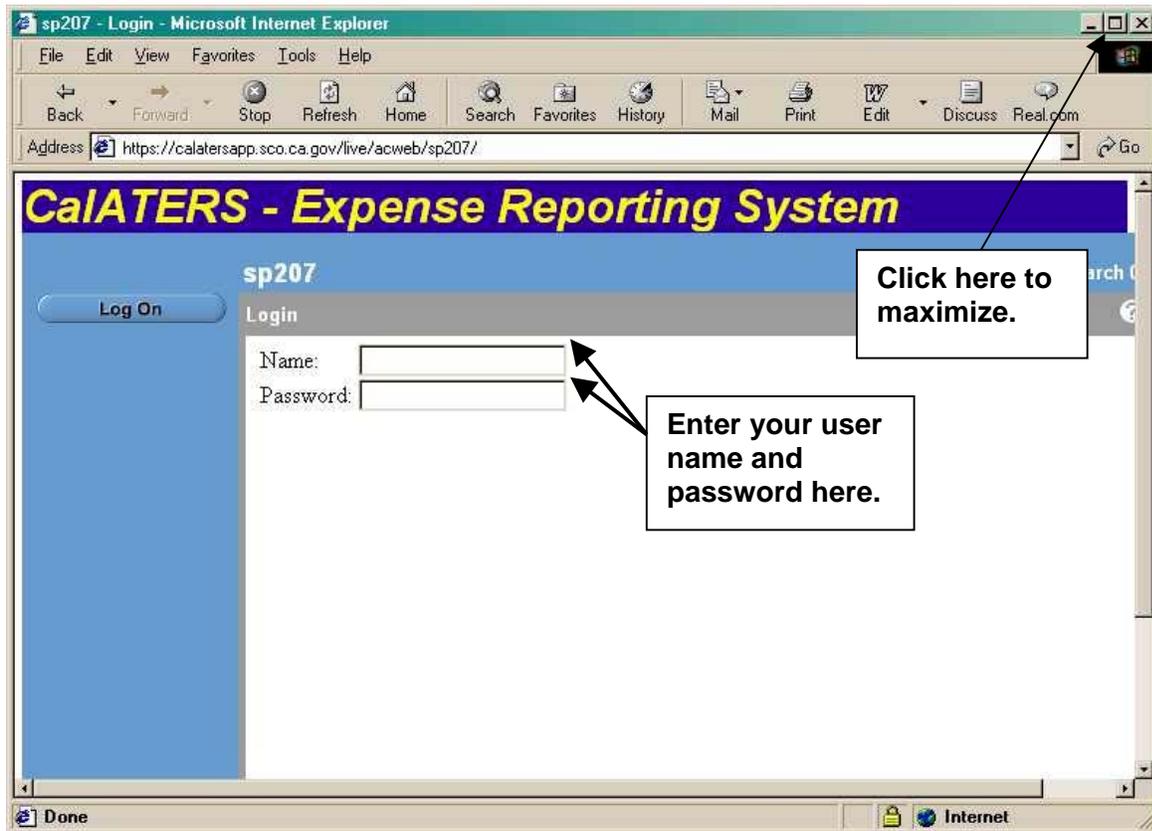
To access CalATERS reports, click the **Reporting System** button from the CalATERS web site.

The screenshot shows the CalATERS website interface. At the top, it says "California State Controller's Office" and "California Automated Travel Expense Reimbursement System". The main navigation menu on the left includes "Home", "Site Map", and a "SIGN IN" section with buttons for "CalATERS", "Reporting System", "System Administration", and "Training Database". Below this are sections for "INSTRUCTIONS" (Get Started & New User Registration, Travel Advance & Expense Reimbursement, CalATERS Reports) and "RESOURCES" (Help Desk Contacts, Definitions, CalATERS Letters, Department Administration, Send Us Your Comments). There is also an "About CalATERS" section with links for "CalATERS Implementation", "Participating Departments", and "Publications". A "What's New?" section mentions a website redesign. On the right, there are links for "Department of General Services" (Fleet Administration, On-line Reservations) and "Department of Personnel Administration" (Bargaining Unit Contracts). A callout box with the text "Click the Reporting System button." has an arrow pointing to the "Reporting System" button in the navigation menu.

I. Access Reports (continued)

A second window will display for the **CalATERS – Expense Reporting System**.

Maximize this window by clicking on the square  in the upper right corner of the CalATERS -Expense Reporting System window.



Logon

Enter your user name and password. Click the  button.

Note: If you entered your user name and/or password incorrectly, the system will not respond with a message. The logon screen will remain until a correct user name and password has been entered. For assistance with user name and password problems, contact your department's CalATERS Help Desk.

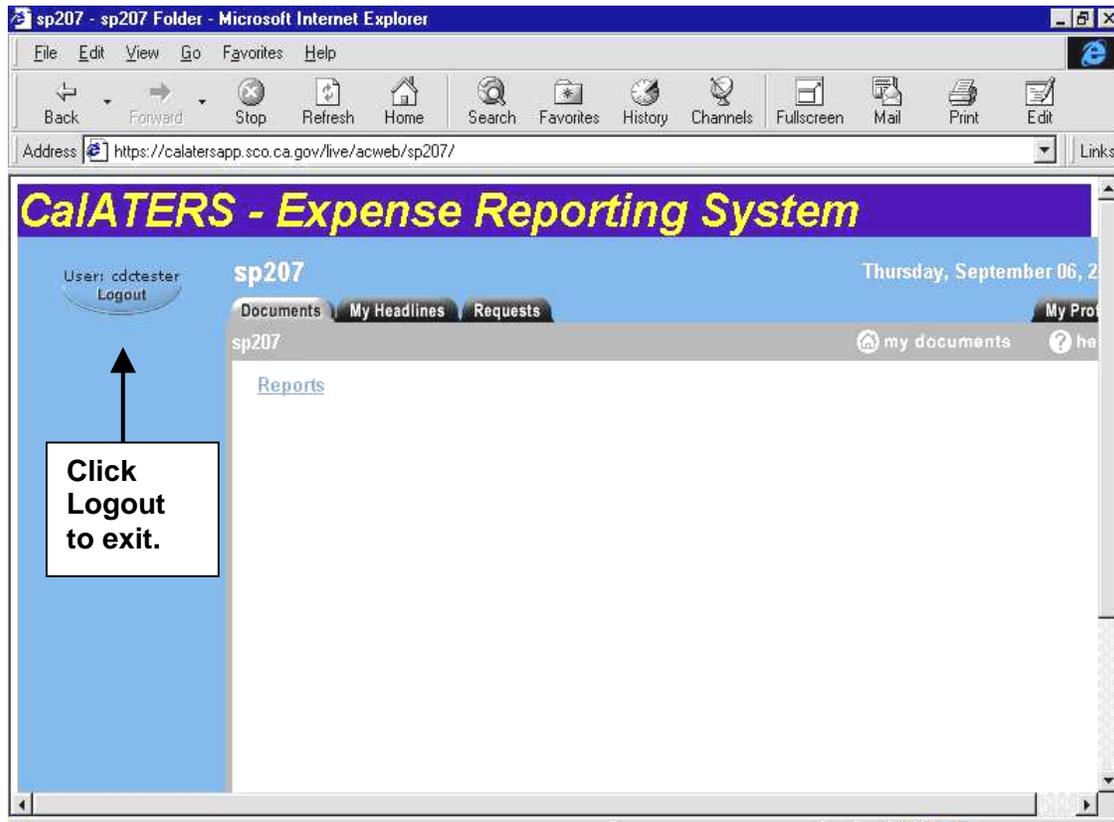
If you do not want to logon, close the window by clicking the “X” in the upper right corner of the **CalATERS - Expense Reporting System** window.

Continued on next page.

I. Access Reports (continued)

If your logon is successful, the system will respond with the following screen:

(Note: If you are not able to logon, check with your department Help Desk to ensure that your department has requested, and confirmed, that your access has been established.)



Four tabs are displayed.

Documents: This tab provides access to standard reports.

My Headlines: This tab is not in use at this time.

Requests: This tab is not in use at this time.

My Profile: This tab is used to update or change your password.

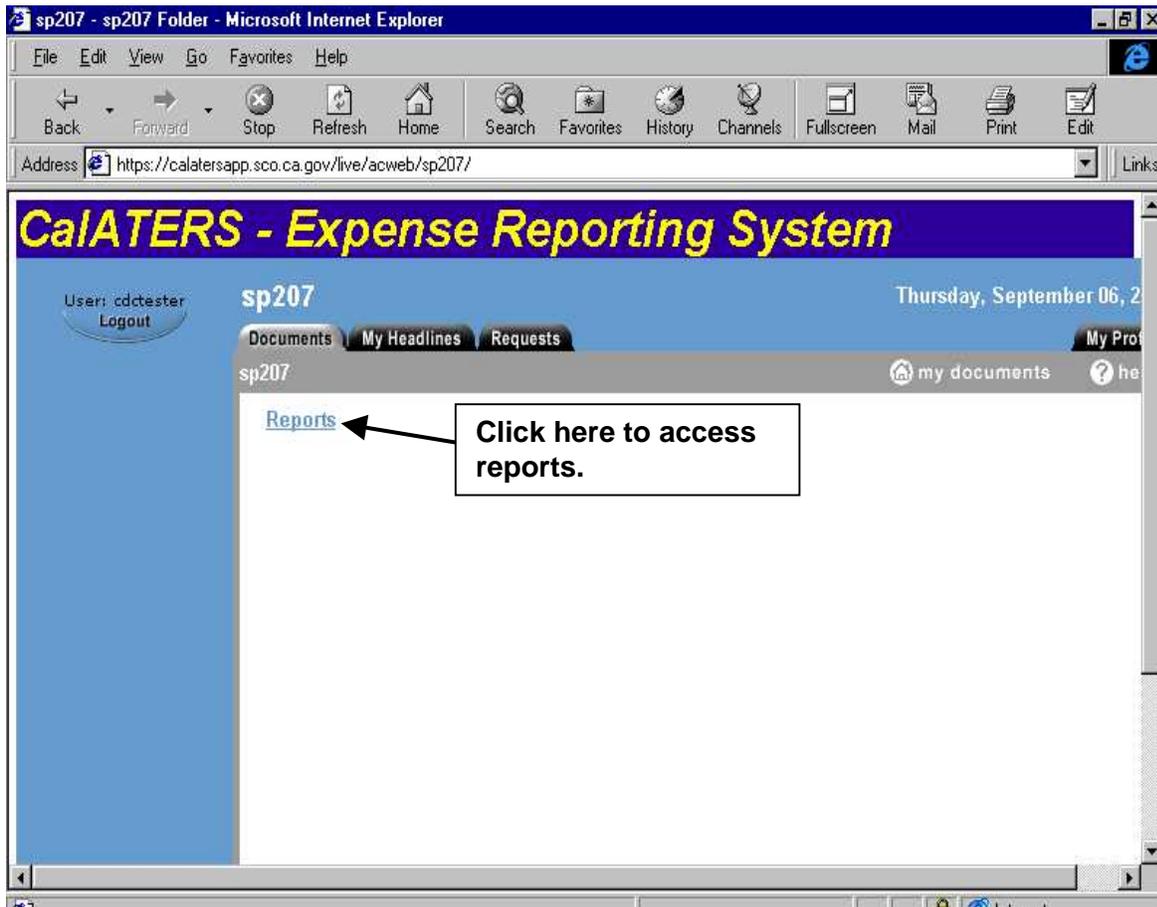
Logout

Click the  button to the left of the **Documents** tab to exit the reporting system.

Continued on next page.

II. Documents Tab

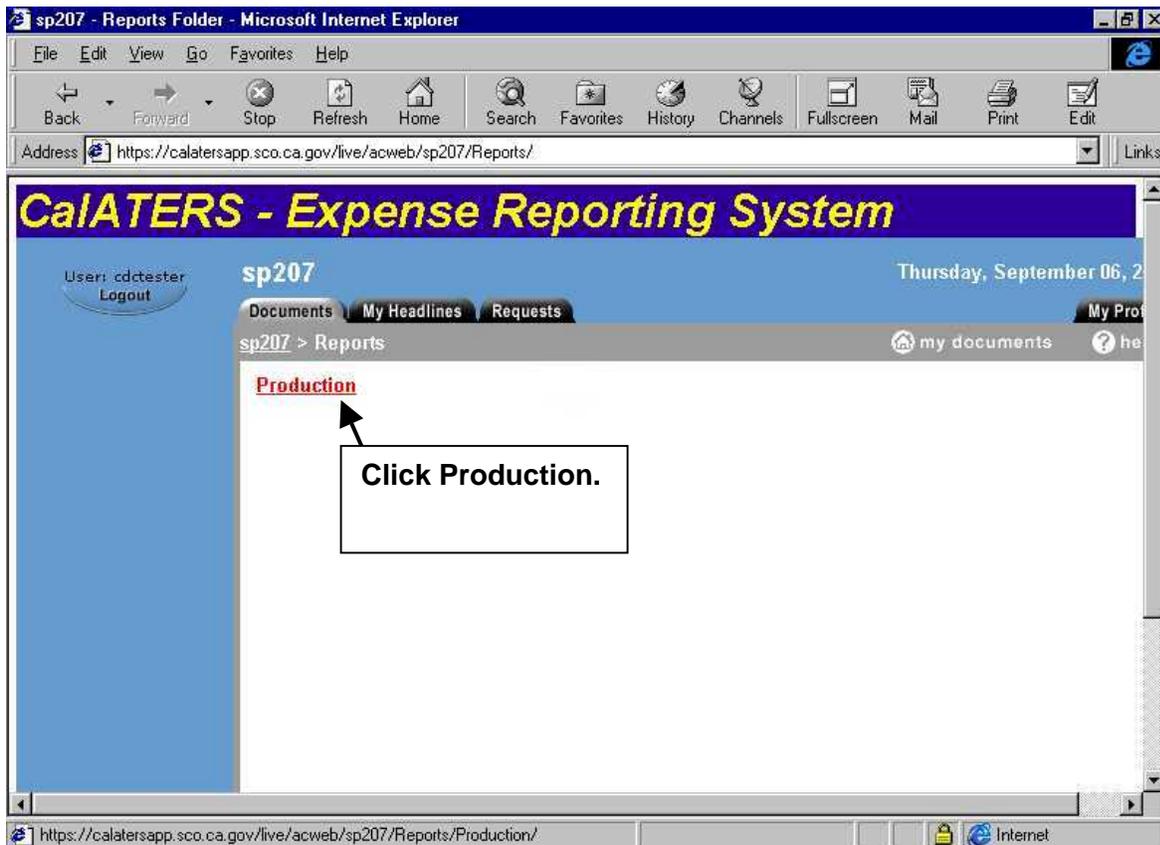
The **Reports** option is available from the **Documents** tab. Click **Reports**.



Continued on next page.

II. Documents Tab (continued)

The next screen displays. Click Production.



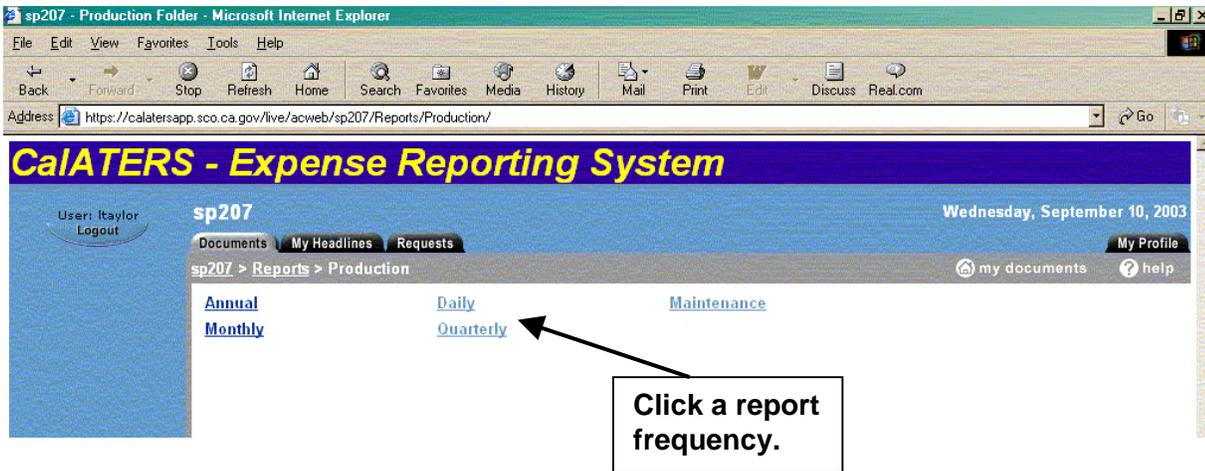
Continued on next page.

II. Documents Tab (continued)

Report Frequency

The next screen displays. Click on the report frequency, for instance, Annual, Daily, Maintenance, Monthly or Quarterly, to access a list of reports.

Note: Some reports have more than one frequency, for instance, **Report 08 – Direct Charge Items**, is run both Monthly and Quarterly. For more information refer to CalATERS Reports accessed from the CalATERS web site.

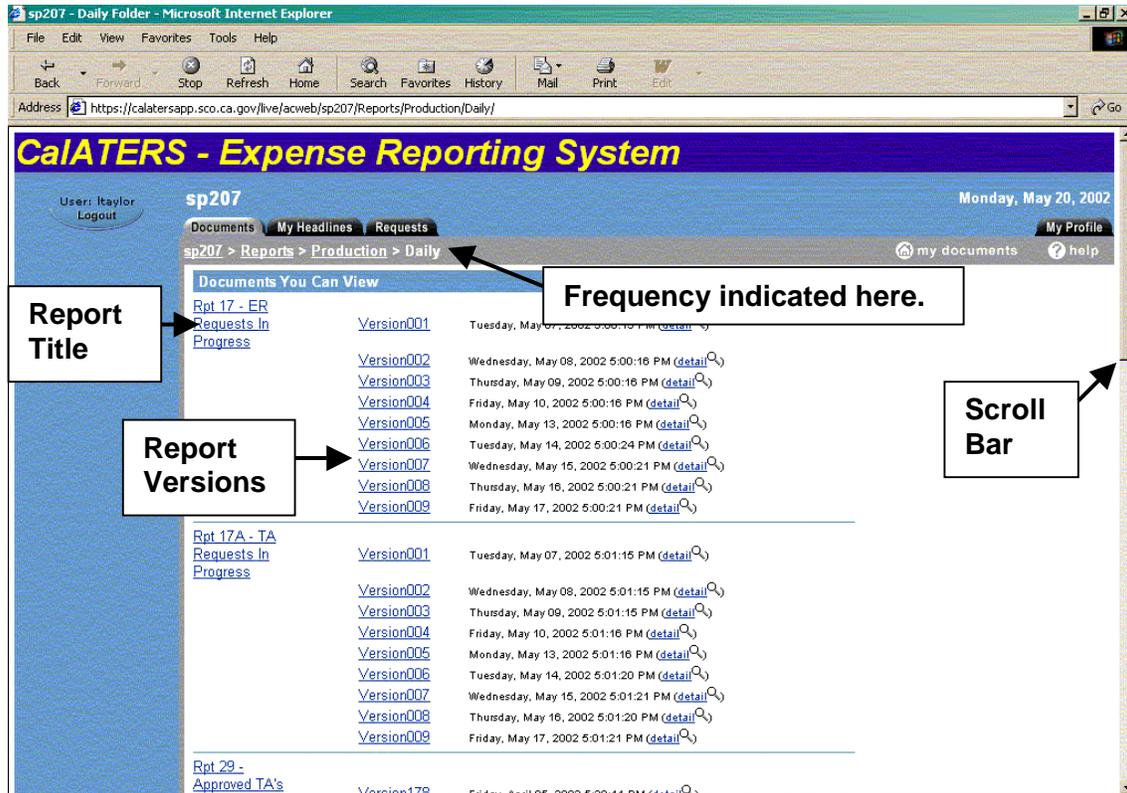


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III. Documents Tab (continued)

Report List

This screen lists reports based on the frequency selected on the previous screen. Only those reports that you are authorized to view will display. Use the scroll bars to move up and down the list of reports.



The list contains:

Report Title – the title of the report, for example, Rpt 17 – ER Requests in Progress. Reports are listed in alphabetical order. For more information refer to CalATERS Reports accessed from the CalATERS web site.

Version – the Version Name of the report. There may be several versions of a report available. Each version contains data as of the date the report was created.

Date, Time, and Detail – the date and time of day the report version was created. Clicking on the underlined text detail will provide more information on the report, such as: Type, Size, Version Id, Version Name, Date Modified, Who Modified, Date Created, Who Created, as well as Comments about the report.

Viewing a Report

To view a report, click on the title of the report or on the version of the report you wish to view.

Continued on next page.

II. Documents Tab (continued)

Viewing a Report (continued)

The system may respond with the detail of the report, a title page, or may require you to click the **NavBar** command to get the report to display. Check the number of pages when a title page displays. If page 1 of 1, there is only a cover page. When there is more than one page in a report click on **Next** to see the report detail.

Note: When a report does not have a cover page and your department does not have data for a version of the report, you may receive an error message.

NavBar

Click the "x" to exit the report and return to the list of reports.

Direct Charge Items
August 2000 - July 2001

Department: ucm5 - Department5

Userid - Name
ER Claim Type
ER ID Expense Type Expense Date Expense Amount

PNE01 - McDonald, E C
In State Travel
TEA000001276
Auto Rental 5/1/01 \$52.00

Clicking the **NavBar** command will display the department name or UCM agency codes that are included in the report.

Department name

Report Detail

Scroll bars

Direct Charge Items
August 2000 - July 2001

Department: ucm5 - Department5

Userid - Name
ER Claim Type
ER ID Expense Type Expense Date Exp

PNE01 - McDonald, E C
In State Travel
TEA000001276
Auto Rental 5/1/01 \$52.00

PNSF20 - Bates, F L
In State Travel
TEA000001465
Auto Rental 4/2/01 \$52.00

Commercial Air Fare 4/2/01 \$52.00

PNDA0T1 - Wilson, S W
In State Travel

II. Documents Tab (continued)

Viewing a Report (continued)

Click a department name or UCM agency code to see report data on the right side of the screen.

Use the First, Prev, Next, Last, Goto, and Page to move around the report.



First – Takes you to the first page of the report.

Prev – Only available (command is grayed out) if on other than the first page. This command will take you backward one page.

Next – Takes you to the next page of the report, if more than one page.

Last – Takes you to the last page of a report.

Goto and Page – These commands work together. This command is available when there is more than one page in the report. Use the Goto command after you have entered a page number in the box next to the Page command.

Adjust the report size in the viewing window by clicking the down arrow and selecting a percentage to view.

Use the **right scroll bar** to view more information down the page. Use the **bottom scroll bar** to view more information to the right on the page.

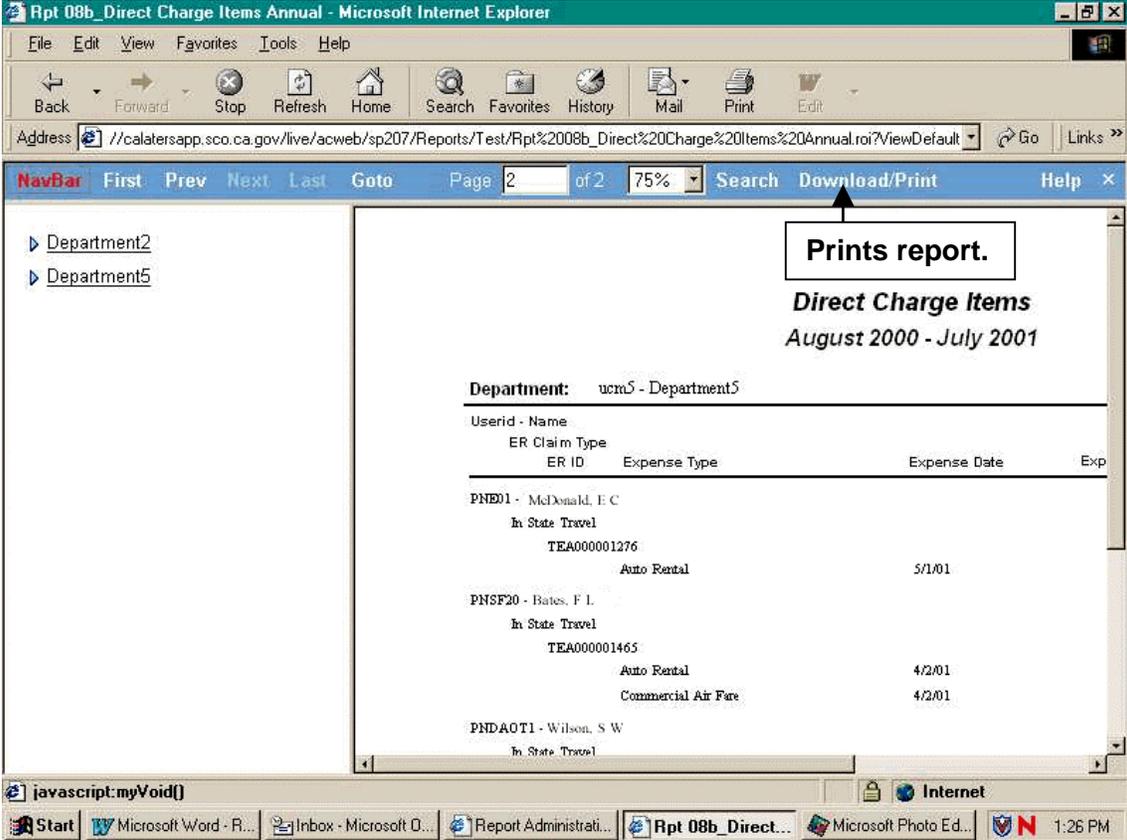
Continued on next page.

II. Documents Tab (continued)

Printing a Report

The reports provided are in Portable Document Format (PDF) and require that Adobe Acrobat Reader version 4.0 or later be installed on your computer.

To print a report, click on the **Download/Print** command. Do not use the printer icon  at the top of the screen (or **File** command on the menu list). These options will not properly format the report for printing.



Prints report.

Direct Charge Items
August 2000 - July 2001

Department: ucm5 - Department5

Userid - Name

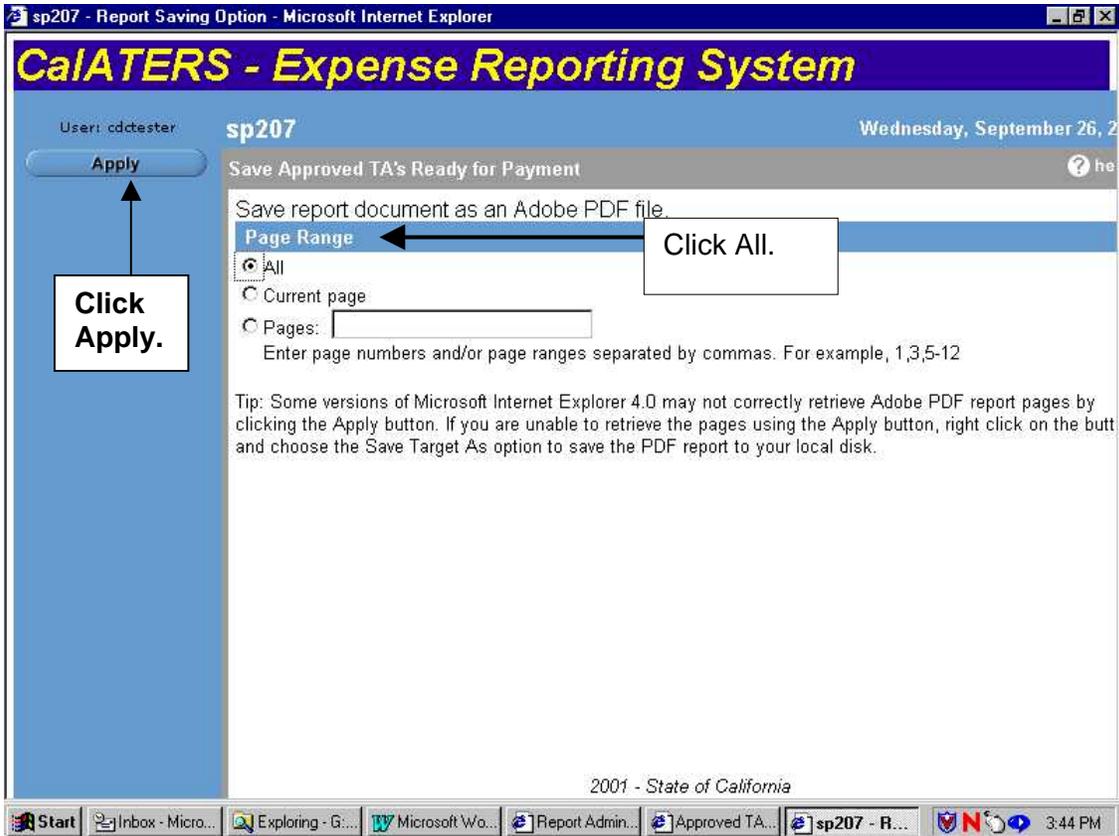
ER Claim Type	ER ID	Expense Type	Expense Date	Exp
PNE01 - McDonald, E C				
In State Travel				
	TEA000001276	Auto Rental	5/1/01	
PNSF20 - Bates, F L				
In State Travel				
	TEA000001465	Auto Rental	4/2/01	
		Commercial Air Fare	4/2/01	
PND AOT1 - Wilson, S W				
In State Travel				

Continued on next page.

II. Documents Tab (continued)

Printing a Report (continued)

The following screen will display:



Select the **All** option to print the entire report.

Click the  button.

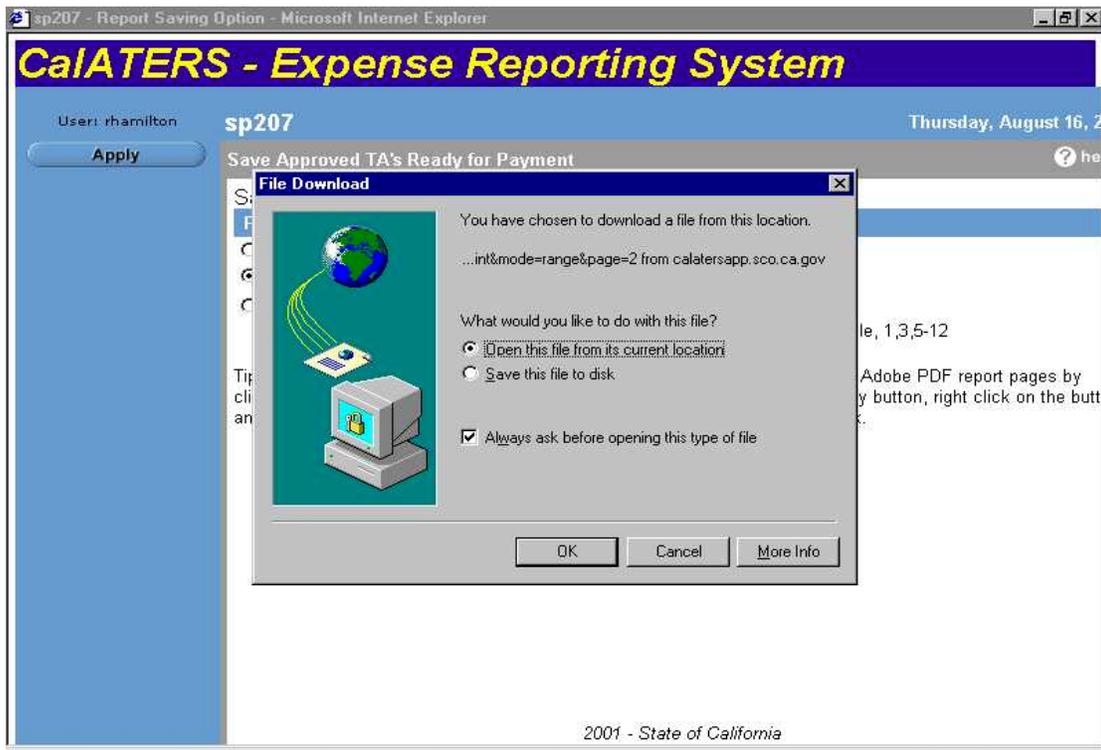
Continued on next page.

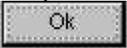
II. Documents Tab (continued)

Printing a Report (continued)

The following are instructions for use with Adobe Acrobat Reader 4.0 only. If you are using Adobe Acrobat Reader 5.0, you will not see the file download screen.

The **File Download** screen displays:



To print the report, select the **Open this file from current location** option. Click . The Adobe Acrobat Reader will display the report in a separate window.

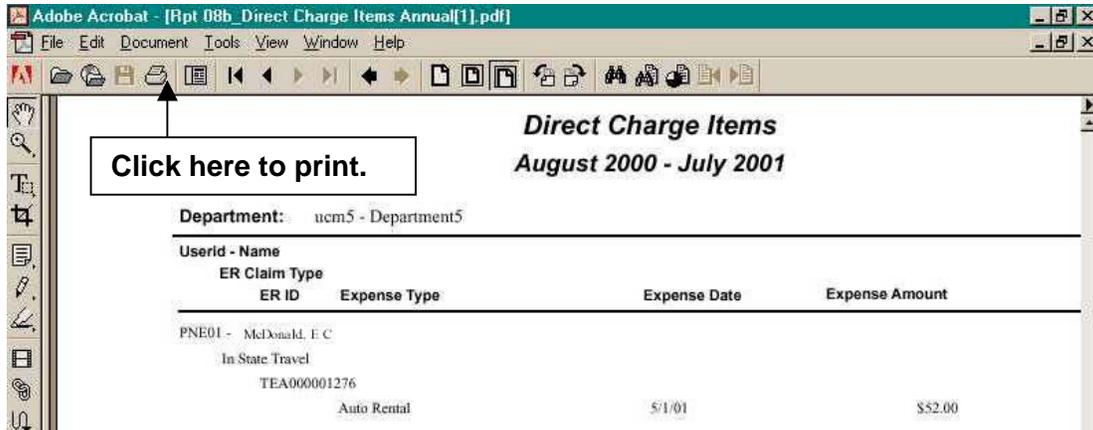
For information on printing using Adobe Acrobat Reader, see instructions on next page.

Continued on next page.

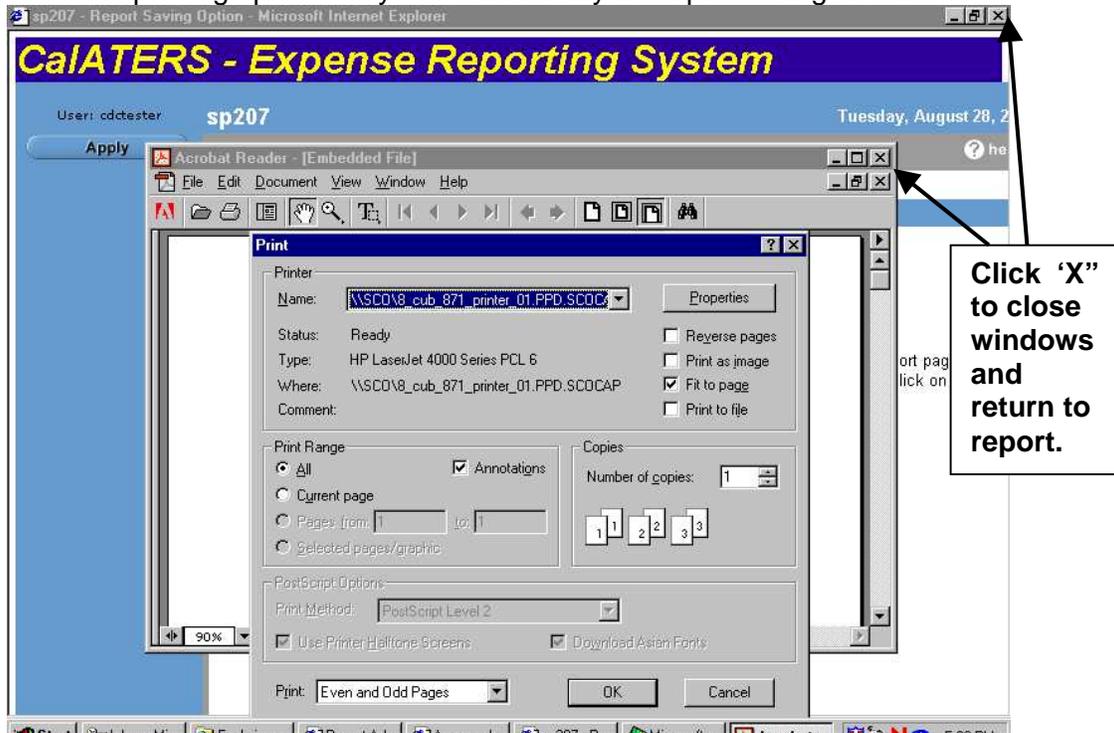
II. Documents Tab (continued)

Printing a Report (continued)

To print the report, click the  icon at the top of the Adobe Acrobat window.



Select the printing options as you would for any word processing document.



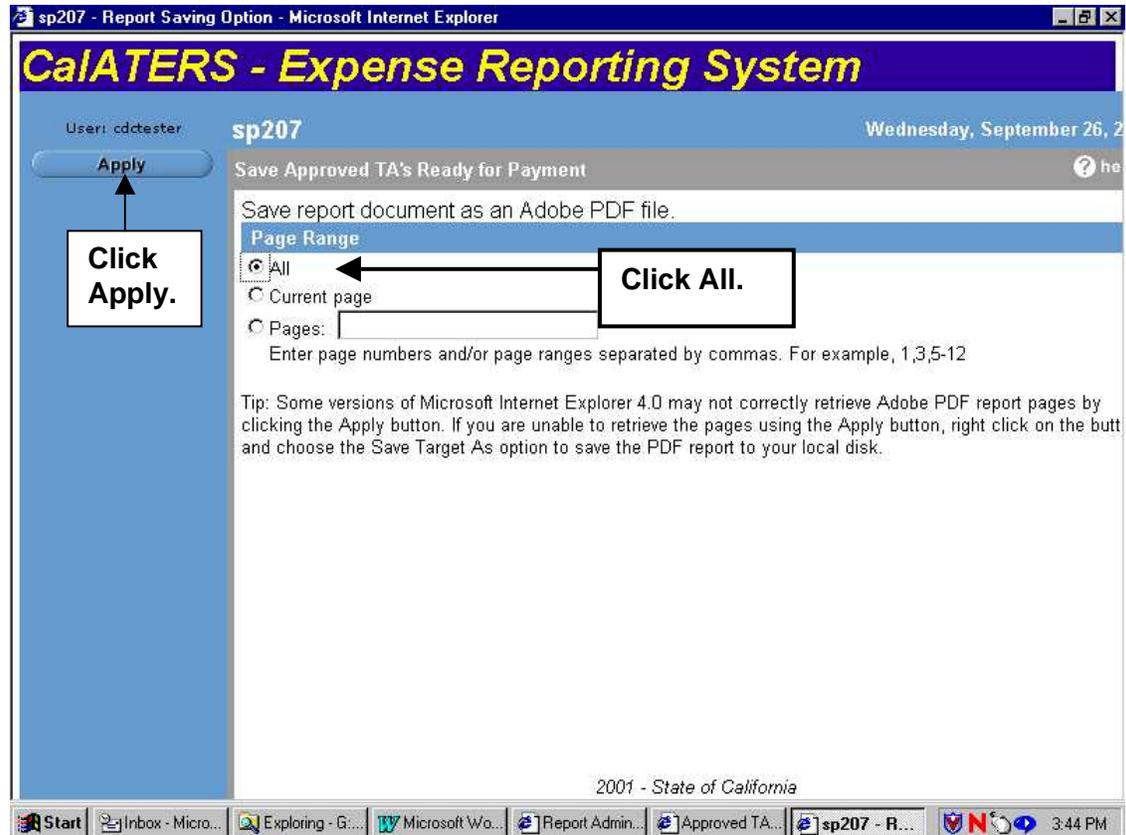
Click the "X" in the upper right corner of the **Adobe Acrobat** and **CalATERS - Expense Reporting System** windows to close and return to the report.

II. Documents Tab (continued)

Saving a Report to Disk in Portable Document Format (PDF)

While viewing the report, click the **Download/Print** command.

The following screen will display.



Select the **All** option to save the entire report.

Click the **Apply** button.

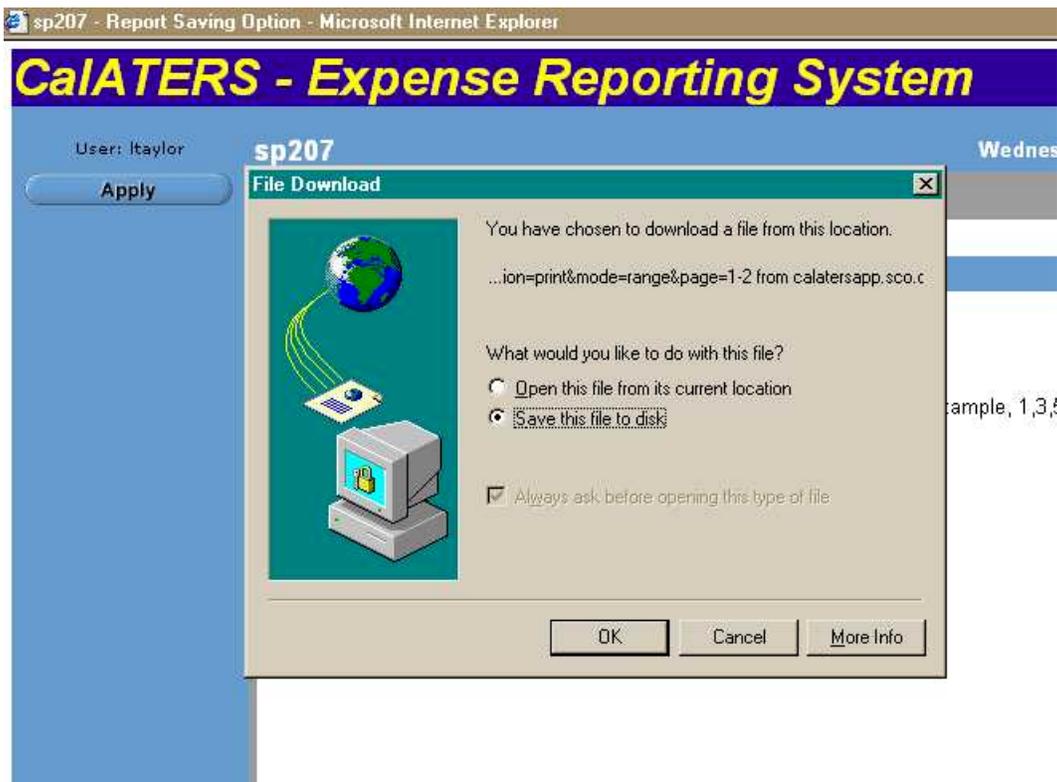
Continued on next page.

II. Documents Tab (continued)

Saving a Report to Disk in Portable Document Format (PDF) (continued)

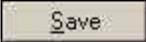
The following are instructions for use with Adobe Acrobat Reader 4.0. If you are using Adobe Acrobat Reader 5.0, you will not see the file download screen. Adobe Acrobat Reader 5.0 opens the report first. Click the  icon on the toolbar at the top of the Adobe Acrobat Reader window to save to a PDF file (continue with instructions on next page).

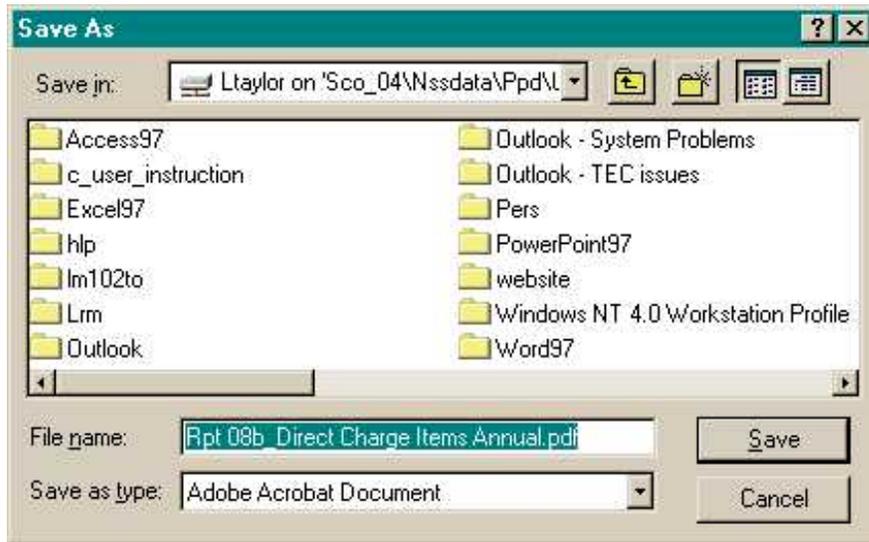
At the **File Download screen**, click on **Save the file to disk**. This allows you to save a copy of the report in Portable Document Format (PDF) to a disk or directory that you specify.



Continued on next page.

II. Documents Tab (continued)

A **Save As** screen displays. The file name is provided for you. Click  and select the directory you want to save the file to. Click the  button.



Click the “X” in the top right of the **Save As** and the **CalATERS – Expense Reporting System** window screen to close and return to the report.

Continued on next page.

II. Documents Tab (continued)

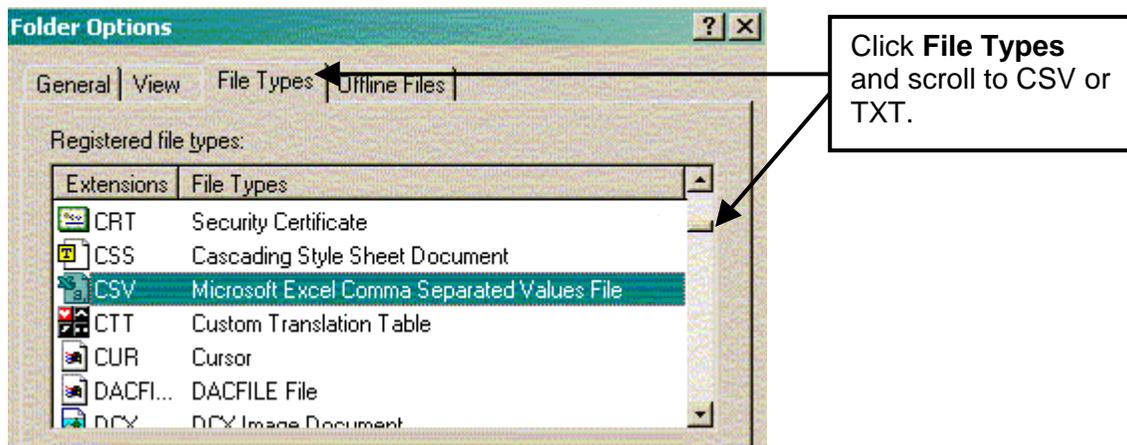
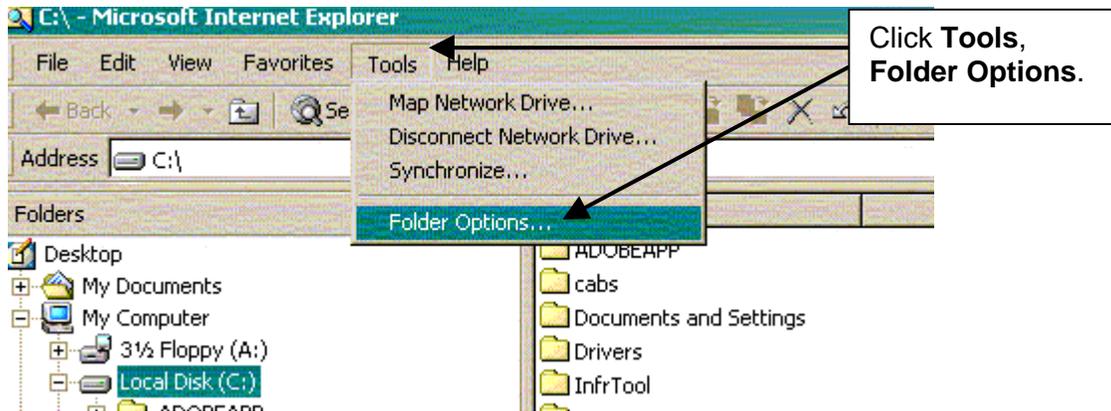
Search and Download to Microsoft Excel

The **Search** command allows you to select data to download and provides options for limiting your search to specific data within a report. The results of the search can be viewed on-line or downloaded as comma delimited (CSV) or tab delimited (TXT) files.

Technical Note:

If your computer has Microsoft Excel, and CSV (Comma Separated Value) files are set to open in Excel, the reporting system will automatically download your reports to Excel format. If you do not have Excel, the report system will download any CSV (or TXT) file to the associated program on your computer.

To verify your CSV and TXT file associations using Windows Explorer, open Windows Explorer, click **Tools, Folder Options**, then select the **File Types** tab, and use the right scroll bar to view file types and associated software programs.



II. Documents Tab (continued)

Search and Download to Microsoft Excel (continued)

Once a report is downloaded and saved in Excel format:

- 1) The report can be formatted as you wish using Excel commands.
- 2) It can also be saved in other file formats such as dbf, wk4, dif, slk, xla, prn and tix.
- 3) The Excel file can be imported into other software, for example, Microsoft Access and Microsoft Word.

To perform a search on a report, click the **Search** command while viewing the report.

The screenshot shows a Microsoft Internet Explorer window displaying a report titled "Direct Charge August 2000 - Ju". The browser's address bar shows the URL: //calatersapp.sco.ca.gov/live/acweb/sp207/Reports/Test/Rpt%2008b_Direct%20Charge%20Items%20Annual.roi?ViewDefault. The report interface includes a navigation bar with "Search" and "Download/Print" buttons. A left-hand sidebar contains a "New Search" section with a "Search Now" button and a table for selecting report fields. The main report area displays a table of expense items with columns for "ER ID", "Expense Type", and "Expens".

ER ID	Expense Type	Expens
PNE01 - McDonald, E C	In State Travel	
TEA000001076	Auto Rental	5/1/01
PNSF20 - Smith, F A	In St	4/2/01
		4/2/01
PNDAOT1	In State Travel	

The following options display in the left window:

Click on a report field to add to the search.

Select fields for the search by clicking once on the information in the field (not the field name). The field containing the data you clicked on in the report is added to the left side of the screen. More than one field can be selected.

Continued on next page.

II. Documents Tab (continued)

Search and Download to Microsoft Excel (continued)

Specify the Report Field, Value and Display options in the left search window.

Report Field	Value	Display
ERREPORTCLAIMTYPEControl		<input checked="" type="checkbox"/> <input type="checkbox"/>
ERREPORTREPORTKEYControl		<input type="checkbox"/> <input type="checkbox"/>
EXPENSEEXPENSEDESCControl	=auto rental	<input checked="" type="checkbox"/> <input type="checkbox"/>
EXPENSEEXPENSEDATEControl		<input checked="" type="checkbox"/> <input type="checkbox"/>
EXPENSESUSDAMOUNTControl	>=25	<input checked="" type="checkbox"/> <input type="checkbox"/>

Click here to remove the field from display.

Click "X" to remove field from the search results.

Report Field – A field from the report that you want to include in the search. Fields are added by clicking on data in the report, which then displays in the left window. Examples: ER Claim Type, ER ID, Expense Type, Expense Date and Expense Amount.

Value – Allows you to specify the field values to be included in the search. See “Entering Values” below, for more information.

Display – Allows you to designate whether a field will display in the search results.

If you do not want a field to display in the search results or downloaded file, click the in the Display column, next to the field. To remove a field selected in error, click on the in the Display column.

Entering Values

Each Report field is made up of values, for instance, the **Expense Type** field has values of Auto Rental, Breakfast, Lunch, Dinner, Lodging, etc. The **Expense Amount** field has values that correspond to the amount claimed for the expense, for instance, 6, 10, 18, etc. Click **Definitions** in the left index of the CalATERS web site for definitions of claim types, trip types, expense types, and payment types.

You have two options when a report field is used in a search.

- 1) Include all values for the field, which means that you do not specify any values in the value column.
- 2) Narrow your search to include only the values that you specify in the value column.

The example below shows how to specify values for the **Expense Type** and **Expense Amount** fields (see graphic above).

Select auto rental expense type

Enter **=auto rental** in the Value column to the right of the EXPENSEEXPENSEDESCControl (i.e., Expense Type) Report Field.

Select expense amounts of \$25 or more

Enter **>=25** in the Value column to the right of EXPENSESUSDAMOUNTControl (i.e., Expense Amount) Report Field.

Continued on next page.

II. Documents Tab (continued)

Entering Values (continued)

More Examples of Values...

Symbol	Meaning	Sample Report Field	Sample Value
=	Equals or is the same as	LnameControl (Last Name)	=SMITH Returns records whose last name is Smith.
>	Greater than or alphabetically after	EXPENSESREPO RTABLEAMOUNT Control (Reportable Amount)	>20 Returns all records with a reportable amount of more than \$20.
<	Less than or alphabetically before	LnameControl (Last Name)	>Jones Returns records whose last name is alphabetically after Jones.
>=	Greater than or equal to	EXPENSESUSDA MOUNTControl (Expense Amount)	>=25 Returns all records with an expense amount of \$25 or more.
<=	Less than or equal to	EXPENSESUSDA MOUNTControl (Expense Amount)	<=35 Returns all records with an expense amount of \$35 or less.
-	Range (hyphen separates upper and lower limits of the range)	EXPENSESUSDA MOUNTControl (Expense Amount)	=25-45 Returns records with expense amounts between \$25 and \$45.
,	Or (comma separates upper and lower limits of the range)	PROFILEUSERID Control (User ID)	=C*,E* Returns records with user ids that begin with C or E.
!	Not	EXPENSESEXPE NSEDESCControl (Expense Type)	!Breakfast Returns all records where the expense type is not for "breakfast".
?	Find any one character	ERREPORTREPO RTKEYControl (ER ID)	=TEA?????1804 Returns all records for ER Ids that starts with "TEA" and ends with "1804"
*	Find any number of characters	LnameControl (Last Name)	=H* Returns all records where the last name begins with an H.
#	Find any one ASCII numeric character (0-9)	TRANSCNTUCMA GENCYCODECon trol (UCM Code)	=##60 Returns records for UCM codes ending with 60 only.

II. Documents Tab (continued)

Entering Values (continued)

Because special characters (?, *, #, and []) have special meaning in search expressions, quotation marks must be used when searching for the characters themselves. For example, if you need to search for #, then you would enter the search criteria as "#".

Completing the Search

After you have selected the desired report fields and entered the necessary values, if any, click the **Search Now** button on the left side of the screen. The results are displayed on the left side of the screen.

The screenshot shows a web browser window titled "Rpt 08b_Direct Charge Items Annual - Microsoft Internet Explorer". The address bar shows the URL: //calatersapp.sco.ca.gov/live/acweb/sp207/Reports/Test/Rpt%2008b_Direct%20Charge%20Items%20Annual.roi?ViewDefault. The page displays search results for "Direct Charge Items August 2000 - July 2001".

On the left side, there is a "New Search" section with a "Smart Search found 3 matches." message. Below this, there are three search results, each with a link to "In State Travel" and a corresponding TEA ID number: TEA000001276, TEA000001465, and TEA000001470. A "New Search" button is located below the results. At the bottom of the search section, there is a "Download search results as:" section with a dropdown menu set to "Comma delimited data" and a "Go" button.

On the right side, there is a table of search results. The table has columns for "Expense type" and "Expense Date". The results are as follows:

Expense type	Expense Date
In State Travel	
Auto Rental	5/1/01
In State Travel	
Auto Rental	4/2/01
Commercial Air Fare	4/2/01

Callouts in the image point to the search results, a search item, and a download button.

Viewing Detail for Items in Search Results

To see the detail of an item in the search results, click on the item. The detail line of the report is displayed on the right side of the screen.

New Search

If you want to refine your search, click on the **New Search** button. The fields selected and any criteria entered in your first search will be re-displayed. You can either add or remove fields or enter new search criteria.

Click on the **New Search** command to start a completely new search.

Continued on next page.

II. Documents Tab (continued)

Download Search Results to Microsoft Excel

After you have selected the data you want using the **Search** command, you are ready to download the file. Beneath **Download search results as**, “Comma delimited data” should be selected, click .

On the **File Download** screen select the **Open this file from its current location** option. Click .



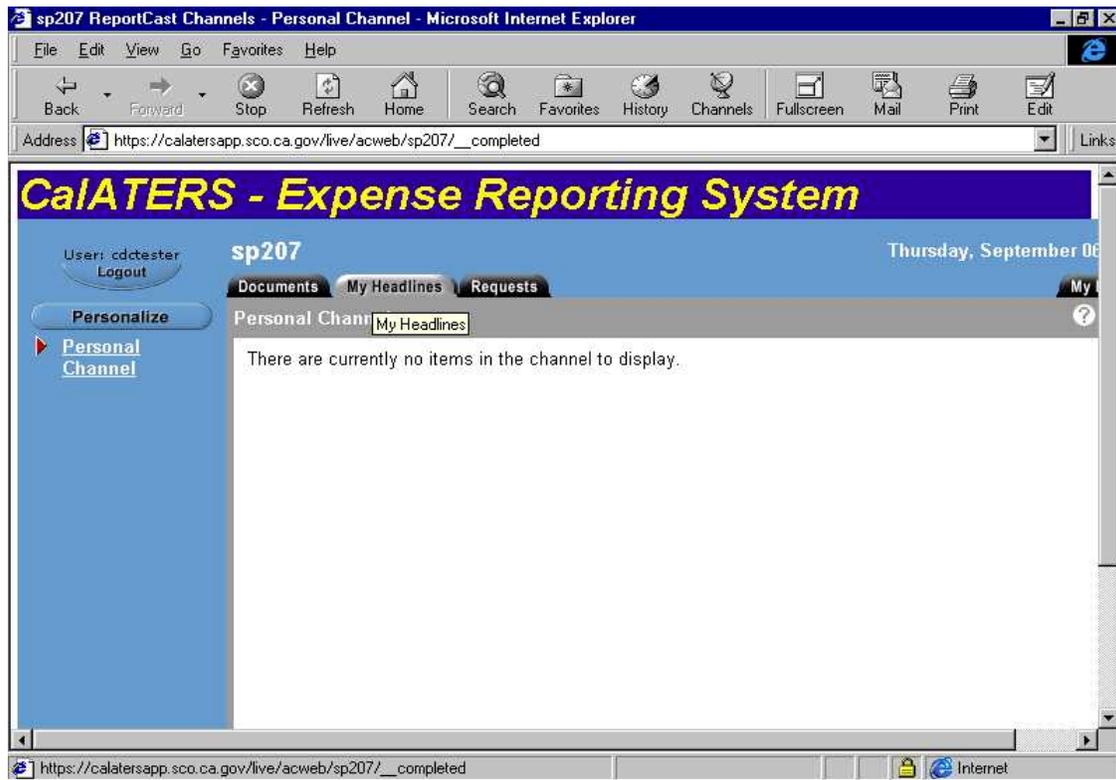
The report download function automatically invokes Microsoft Excel. It opens a new worksheet and puts the data into the appropriate columns for you. You can then save the Excel file and work with it as you would normally in Excel. You can also save the Excel file to another file format (e.g., .txt, .wk4), or import the Excel file into another software such as Microsoft Access or Word.

	A	B	C	D	E	F	G	H	I	J	K	L
1	ERREPOR	ERREPOR	EXPENSE	EXPENSE	EXPENSE	SUSDA	MOUNT	Control				
2	In State Tr	TEA00000	Auto Rent	05/01/2001	52							
3	In State Tr	TEA00000	Auto Rent	04/02/2001	99.23							
4	In State Tr	TEA00000	Auto Rent	05/03/2001	89							
5												
6												

Continued on next page.

III. My Headlines Tab

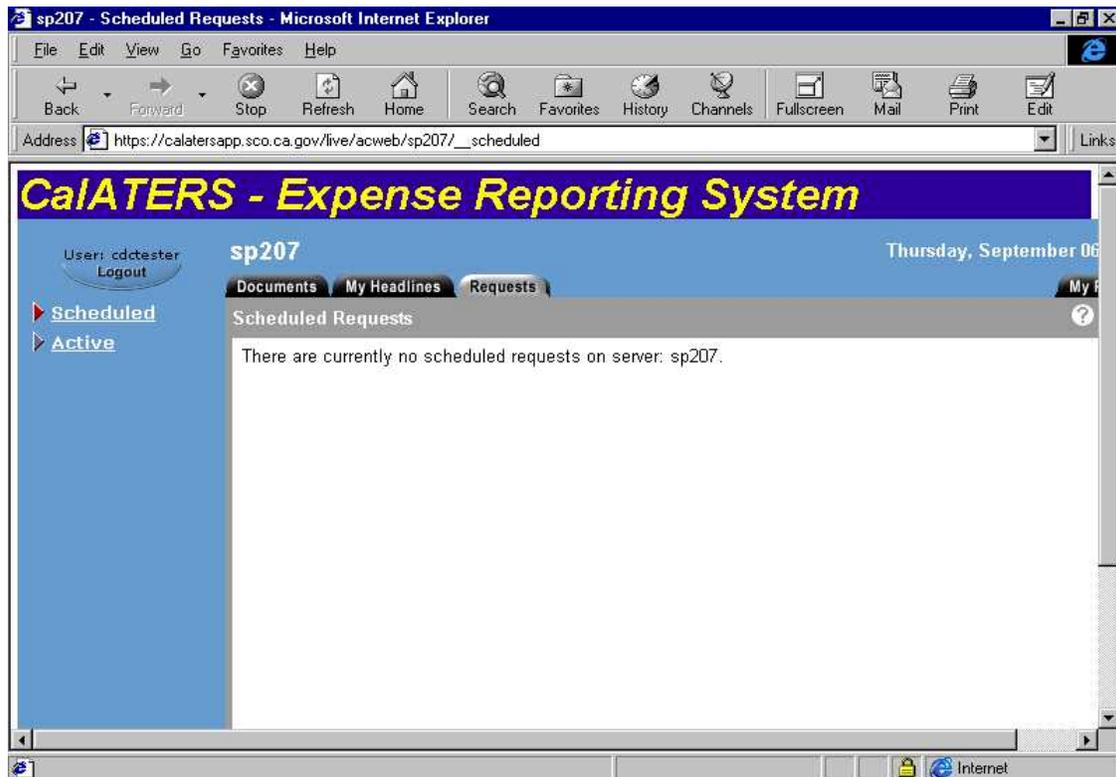
This functionality is not in use at this time.



Continued on next page.

IV. Requests Tab

This functionality is not in use at this time.

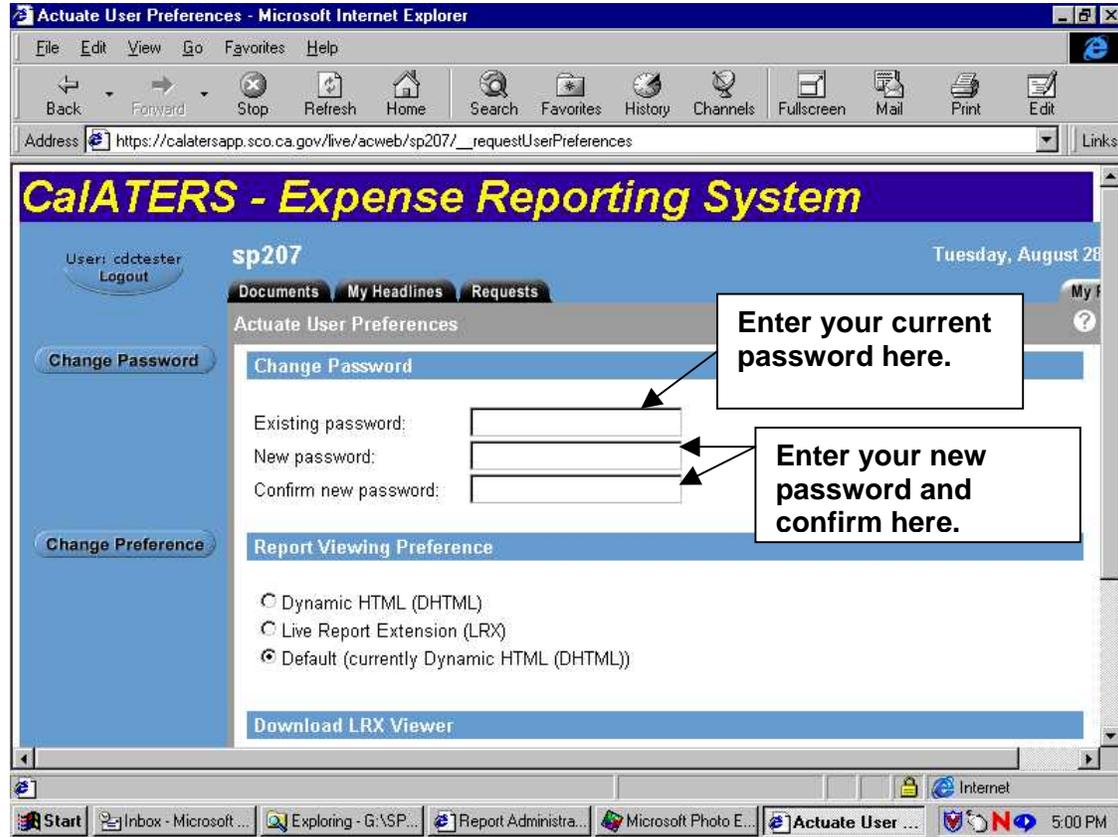


Continued on next page.

V. My Profile Tab

The **My Profile** tab (upper right location) is used to change your password or to change your web-viewing mode for reports.

Changing Your Password



Select the **My Profile** tab to change your password. Key in your current password in the **Existing password** box. Enter your new password in the **New password** box. Re-enter your new password in the **Confirm new password** box. Note: Passwords have no restrictions on length and can be either letters or numbers.

Click  button.