



Expense Reimbursement Specialized Account Code - Submitter

Instructions for creating Expense Reimbursement with Specialized Account Coding.



Step 1

From the CalATERS web site at

www.calaters.ca.gov, click

CalATERS

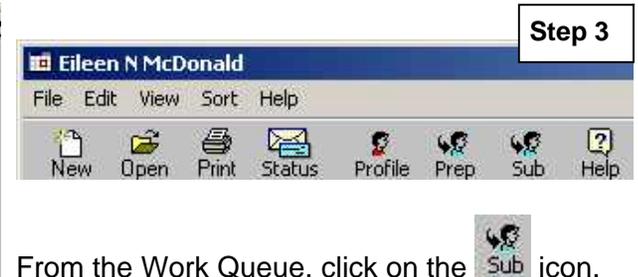


Step 2

Key User ID and Password.

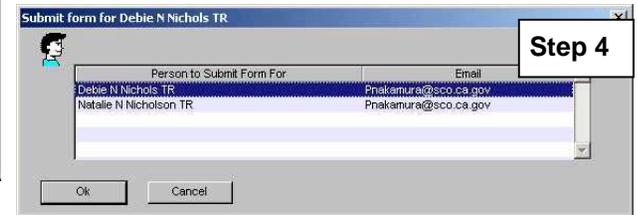
Click

Sign In



Step 3

From the Work Queue, click on the **Sub** icon.



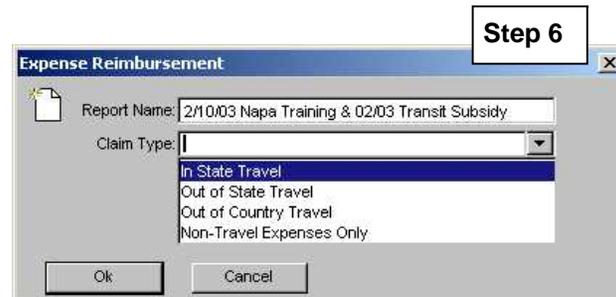
Step 4

Click on the employee for whom you are submitting the form.



Step 5

Select "Expense Reimbursement Form" and click **Ok**.

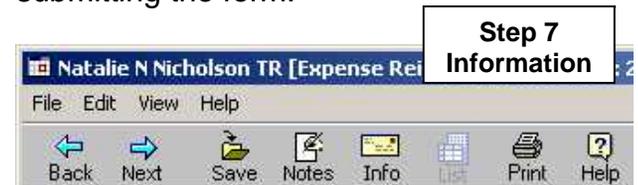


Step 6

Key the report name (based on department policy) and select a claim type – In State Travel, Out of State Travel, Out of Country Travel or Non-Travel Expenses Only.

Click

Ok



Step 7 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 8

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: SC0Sacramento

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	01					
0001	AAAA	2001	001	01					
0001	AAAA	2000	001	01					

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 9

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: SC0Sacramento

Select the account code from the list below.

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0001	AAAA	2002	001	01					
0001	AAAA	2001	001	01					
0001	AAAA	2000	001	01					

Click on the high level account code that applies to the Expense Reimbursement.

Click on next tab **2. Trip/Expense Categories**.

Step 10

Click the

Selection of Trip or Expenses

Select from the following list

Regular Travel

Applied Trips

Long Term Assignment
Non-State Sponsored Conference/Convention
Non-Travel Expenses
Non-Travel Expense
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 Remove

Trip Location: Napa Was Trip > = 50 miles from Home/Headquarters? Yes License Number: #12323 Remove

Trip Purpose: Provide CalATERS training.

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

Step 11

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

Commercial Air Fare

Totals

Expense: Commercial Air Fare Payment type: Cash Enter

Date: 01/13/03 Contracted Provider: Enter

Amount: 0.00 Done

Account: [B]

UCM Object Code: 29401

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

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

Step A

Click on

Charge to Names

Create 'charge to' names for charge expenses

Charge to: Region 1 - Unit 567

Field 1: 2002

Field 2: 5670

Field 3: 56700

Field 4:

Field 5:

Field 6:

Field 7:

Field 8:

Field 9:

Field 10:

Field 11:

Field 12:

Account: [B]

Step B

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**.

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



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Step 12

Assign the detailed account code by clicking on the [dropdown arrow] in the **Account** field then click on the appropriate Charge to Account. Click **Enter** to add expense. Add all expenses to all trips then click **4. Completion**.

Step 13

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

Review **Receipts**, **Review Items**, and **Travel Advance Recovery** tabs (if applicable).

Click on **For Accounting Office Only** tab, then click on **Summary** tab.

Click on the **Submission** tab.

Step 14

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

Step 15

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

Step 16

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

Click on the approver, then click **Ok**.

Step 17

Verify the displayed name, then click **Ok**.



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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).