

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

DATE: May 3, 2023 CALATERS GLOBAL LETTER #23-003

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

FROM: Jil Barraza, Chief  
Personnel and Payroll Services Division

RE: **2022-23 FISCAL YEAR-END ACTIVITIES**

In preparations for the upcoming 2023-24 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) State Accounting and Reporting Division (SARD) establishes deadlines to facilitate FY-end closing. The deadline for CalATERS files to SARD is June 15, 2023. Please refer to the 2022-23 FY-end procedures memo (BAC #22-001) released by the SCO SARD.

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 8, 2023.** CalATERS users will be reminded of this deadline via a message at the CalATERS Global login screen. The last round of expenditure data for department accounting systems will be available the morning of June 15, 2023.

From June 9 – June 30, 2023, users may create, submit, and approve travel advance and expense reimbursement forms. CalATERS will capture these 2022-23 FY accruals for each department. Department accounting staff should refer to "Rpt G FY End Accruals Detail" in the Daily section of CalATERS Reports for this information. Please note that forms approved by department accounting staff during this time will not be extracted for processing until after July 6, 2023.

#### **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 16, 2023.**

#### **FY 2023-24 UPDATES FOR CALPROFILE, CALACCOUNT, AND CALXREF FILES**

**By request only**, CalATERS will update the following fields with new 2023-24 FY information in the calprofile, calaccount and calxref tables:

- Year of Statute (except for continuous funds)
- Chapter # (where applicable)
- Funding FY in Detailed Account Coding (where applicable)

Departments that wish to use this service **must send an email request** to [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov) by **5:00 P.M. on Monday, June 19, 2023**. If a department has a special request related to funding or coding, please include detailed information in the email request. CalATERS will reply whether they can or cannot accommodate the request. Please allow one week after the budget is signed and chaptered for CalATERS to complete the FY 2023-24 updates. Departments are advised to update their internal CalATERS records/master data with the new FY budget information to match the updates performed in the CalATERS Global system. Please be advised that CalATERS will not accept normal table submissions beginning at 1:00 P.M. on Friday, June 16, 2023, until the new FY updates are complete.

CalATERS will notify departments once the FY 2023-24 update is complete. Once a department receives the notice, employees may begin submitting forms for the new 2023-24 FY. These forms can be approved by department accounting staff, but will not be processed for payment until after July 18, 2023.

If you have questions, please email the CalATERS Help Desk at [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov) and refer to this letter.

**SCO Key Initiatives:**

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:DM