

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

DATE: May 10, 2017

CALATERS GLOBAL LETTER #17-004

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

FROM: Debra Spellman, Chief
Personnel/Payroll Services Division

RE: **2016-17 FISCAL YEAR-END ACTIVITIES**

To prepare for the upcoming 2017-18 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) establishes deadlines to facilitate FY-end closing. The deadline for CalATERS files is June 15, 2017. Please refer to the 2016-17 FY-End Procedures letter released by the SCO Division of Accounting and Reporting:

[http://www.sco.ca.gov/Files-ARD/BudLeg/YE%20Memo%20\(Signed\).pdf](http://www.sco.ca.gov/Files-ARD/BudLeg/YE%20Memo%20(Signed).pdf)

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, 2017. CalATERS will remind users of this deadline via a message at the log-in screen. The expenditure information for department accounting systems will be available the morning of June 14, 2017.

From June 9 – July 4, 2017, users can create, submit and approve travel advance and expense reimbursement forms. CalATERS will capture 2016-17 FY accruals for each department beginning June 9. 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 after 5:00 P.M. on June 8 through July 4 will not be extracted for processing until July 5, 2017. This means approved travel advance and expenditure information will be not be delivered to departments through interface until July 6, 2017.

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 23, 2017.

2017-18 FY UPDATES FOR CALPROFILE, CALACCOUNT, AND CALXREF FILES

By request only, CalATERS will update the following fields with new 2017-18 FY information in the calprofile, calaccount and calxref tables:

- Fiscal Year (Year of Statute)
- Chapter #
- Detailed Account Coding (where applicable)

Departments that wish to use this service must send an email request to calaters@sco.ca.gov. Please allow one week after the budget is signed and chaptered for CalATERS to complete this task. CalATERS advises departments to update their internal records with the new FY budget information to match the updates being performed in the CalATERS Global system. CalATERS will not process normal table submissions (submitted after 1:00 P.M. on June 23, 2017) until the FY updates are made.

CalATERS will reply to departments after updating the tables. Once a department receives the notice, employees may begin submitting forms for the 2017-18 FY. These forms can be approved by department accounting staff, but will not be extracted for processing until July 17, 2017.

If you have questions, please contact CalATERS and refer to this letter.

DS:LR