



Expense Reimbursement Specialized Account Code - Preparer

Instructions for creating Expense Reimbursement with Specialized Account Coding.



Step 1

From the CalATERS web site at

www.calaters.ca.gov, click

CalATERS

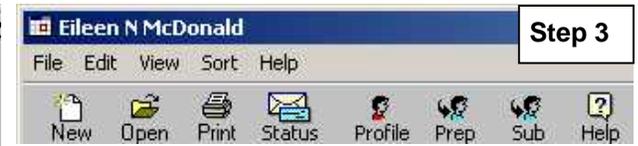


Step 2

Key User ID and Password.

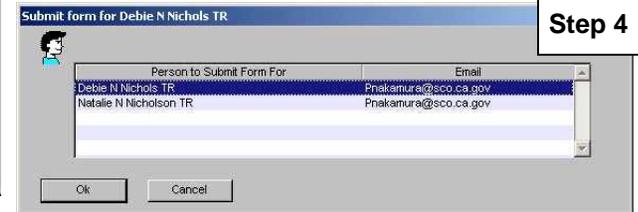
Click

Sign In



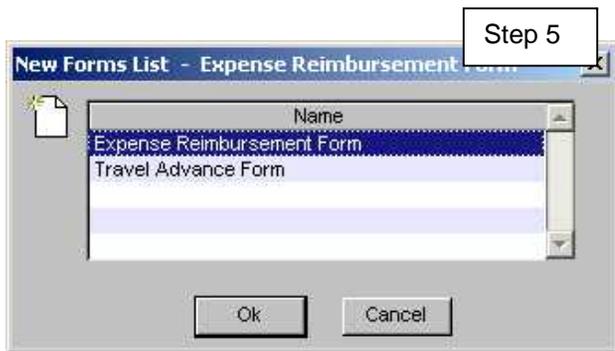
Step 3

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



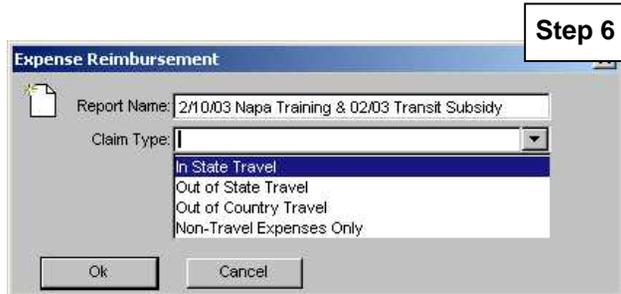
Step 4

Click on the employee for whom you are preparing 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.

How would you like to charge your Expenses?

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	Element
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

Click on the appropriate account code.

How would you like to charge your Expenses?

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	Element
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 [v].

Complete the fields below.

Selection of Trip or Expenses

Regular Travel

Applied Trips

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

Trip Location: Napa Was Trip > or = 50 miles from Home/Headquarters? Yes

Trip Purpose: Provide CalATERS training. License Number: 812123

Click [v], 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

Totals

Expense: Commercial Air Fare Payment type: Cash Enter

Date: 01/13/03 Contracted Provider: Enter

Amount: 0.00 Cancel

Account: [v]

UCM Object Code: 29401

A tab will display for each trip that was added. Click the [v] 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 [B].

Totals

Expense: Commercial Air Fare Payment type: Cash Enter

Date: 01/13/03 Contracted Provider: Enter

Amount: 0.00 Cancel

Account: [B]

UCM Object Code: 29401

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

Step B

Charge to Names

Create 'charge to' names

Charge expenses

Charge to: Region 1 - Unit 567

Field 1: 2002

Field 2: 5670

Field 3: 56708

Field 4:

Field 5:

Field 6:

Field 7:

Field 8:

Field 9:

Field 10:

Field 11:

Field 12:

Account: [B]

Enter Finished Cancel

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**.



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

Select a Receipt Address. Click .

Review , , and tabs (if applicable). Click on tab, then click on tab. Click on the tab.

Key your password and click . The form will be sent to the employee for review. After reviewing the form the employee will submit the form to their approver.

Click to select print options to print reports then click . If employee provides receipts, attach them to the Travel and Expense Transmittal sheet and return them to the employee.