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

DATE: February 21, 2014

CalATERS GLOBAL LETTER #14-002

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

System - CalATERS Global

FROM: LISA CROWE, Division Chief

Personnel/Payroll Services Division

RE: DECOMMISSION OF ORIGINAL CALATERS SYSTEM

We would like to thank our department contacts, and all our users, for their patience while we completed the necessary tasks to migrate from CalATERS to CalATERS Global. We were successful thanks to your assistance and continued support.

It is now time to decommission the original CalATERS system. Once decommissioned, the screens used by employees, approvers and DAOTs to enter in data to CalATERS will not be available. The decommission date has been scheduled for March 28, 2014.

Although the CalATERS screens will no longer be available, the database will be moved to a new server. Our team will be able to extract data that corresponds to the CalATERS screens that displayed the information for Expense Reimbursement and Travel Advance forms. Attached is a document that compares screenshots from CalATERS with the extracted data that can be provided to the departments (only if requested).

DAOTs are reminded that data is still available in Reports for CalATERS. The oldest date available for Daily reports is October 28, 2013; for Monthly reports is January 3, 2011; and for Quarterly reports is October 4, 2010. *Please Note*: The amount of information available in Reports will vary depending on when your department transitioned to CalATERS Global.

If you have questions, please contact the CalATERS Help Desk and reference this letter.

LC: lr

TRAVEL ADVANCE

The extracts are presented in flat text, and the rows/columns may appear "cluttered". Departments can convert this information into Excel for a more comprehensible layout.

Status (CalATERS View):

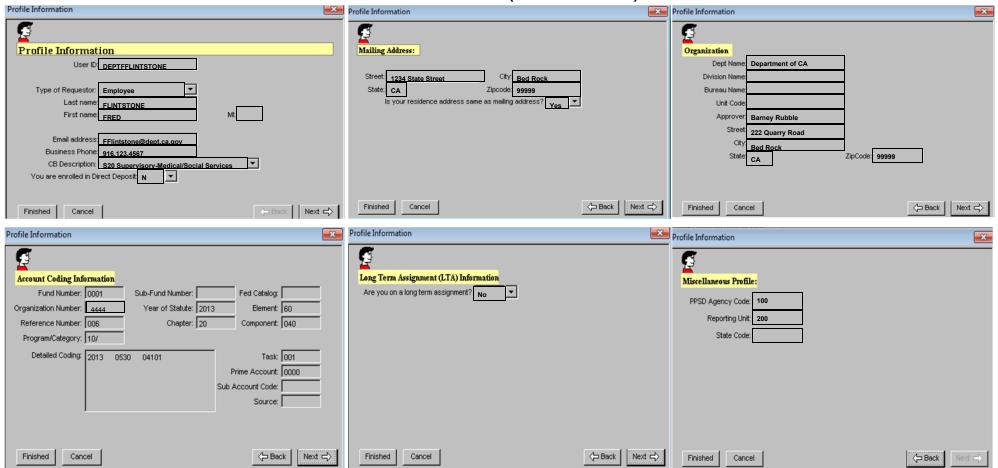


"FORM ID" "SEQUE	NCE"	"EVENT DATE" "EMPLOYEE # OF A	CTION TAKER" "ACTION" "NAME OF ACTION TAKER" "EMAIL OF ACTION TAK	ER" "USERID OF ACTION TAKER" "BATCHNO"
"TAF000186932"	1		" "FRED FLINTSTONE" "FFlintstone@dept.ca.gov" "DEPTFFLINTSTONE" 0	IN COLINE OF NOTION TAKEN BATOLING
"TAF000186932"	2	20130924 "012345678" "SUBMIT	" "FRED FLINTSTONE" "FFlintstone@dept.ca.gov" "DEPTFFLINTSTONE"	
"TAF000186932"	3	20130924 " " "SYSAPPR"	"Submit Approver " "CENTSUB"	
"TAF000186932"	4	20130924 "123456789" "APPRO\	/E" "BARNEY RUBBLE" "BRubble@dept.ca.gov" "DEPTBRUBBLE"	
"TAF000186932"	5	20130924 "234567890" "APPROV	/E" "Department Technician Group" "bambam@dept.ca.gov" "DEPTDAOTE	BAM"
"TAF000186932"	6	20130924 " " "SYSAPPR"	"Final Approver " "CENTAPPR"	
"TAF000186932"	7	20130924 " " "TAFLOAD"	"" "" 2919	
"TAF000186932"	8	20130924 " " "AVAILEXT"	"" "" 0	
"TAF000186932"	9	20130924 "TAFEXTRACTMT"	"EI EXTRACT PROCESS, CALATERS TO ORF READY TO PAY" 0	
"TAF000186932"	10	20130926 "TAORFUPD"		
"TAF000186932"	11	20131024 " " "CLEANUP"	"" "" 0	
"TAF000186932"	12	20131101 "TAFEXTRACTR"	"EI EXTRACT PROCESS, CALATERS TO ORF - TRANSCODE = R" 0	

TRAVEL ADVANCE

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Profile Information (CalATERS View):

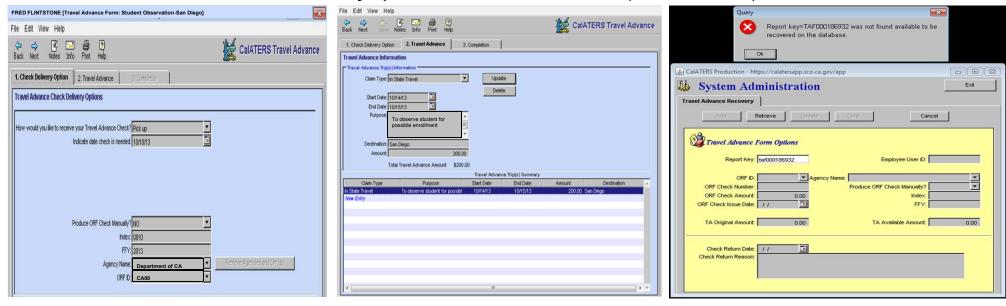


"FORM ID RESIDEN)" "EMPLOYEE OR NO	ON-EMPLOY			DICATOR" RMANENT C	"LTA STAF		" "LTA E	END DAT	_		SIDENCE S		"LTA RESI			"LTA RES			"LTA
STATE"	"RESIDENCE ZIP"				RESIDENC			G STREE		- AILING C		"MAILING		"MAILING		"WORK		"WORK		LIVOL
OTATE	"WORK STATE"	"WORK Z		"UCM"	"PPSD AC			RTING UN				CODE"	"FUND"	"SUBFUNE			IIZATION"		L YEAR"	
	"REFERENCE NUM	BER"	"CHAPTE	R"	"PROGRA		"CATEG	ORY"	"FE	DERAL	CATALO	OG"	"ELEMEN"	Г"	"COMPC	NENT"	"TASK"	"PRIME	ACCT"	"SUB
ACCOUNT	T CODE" "SOURC	E" "DEFAUL	T DETAILE	D ACCOU	NT CODE"	"CB UNIT"	"CB DES	SCRIPTIO	N" "DI	VISION (CODE"	"BUREA	U CODE"	"UNIT COE	DE"					
"TAF00018	86932" "E"	"N"																"Y"	"1234 St	ate
Street"	"Bed Rock" "CA"	"99999"	"222 Qua	rry Road"	"Bed Rocl	«""CA"	"99999"	"4444"	' "10	0"	"200"		"0001"		"4444"	"2013"	"006 "	"20 "	"10"	
	"60"	"040"	"001"	"0000"			"2013	0530	04101							"NR "	"S20 Supe	ervisory -	Medical/Soc	ial Ser-
vices	"																•	,		

TRAVEL ADVANCE

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Check Delivery Option/Details/TA Administration (CalATERS View):



"FORM ID" "REPORT NAME"	"CHECK DISPOSITION"	"EMPLOYEE USER ID" "TOTA	L AMT" "AVAILABLE AMT"	"STREET" "CITY" "STATE	E" "ZIP" "MAIL OPTION"	"SUBMIT DATE"
"STATUS" "CHECK	ISSUE DATE" "ORF ID"	"ORF CHECK #" "ORF CHECK AM	T" "DATE RETURNED BY EMPLOY	YEE" "CHECK RETURN	REASON" "PHONE NUMBER"	"CHECK NEEDED
BY " "TRANS CODE"	"UCMAGENCY"					
"TAF000186932" "Student	Observation-San Diego" "Pick up"	"DEPTFFLINTSTONE"+00000000200.00	+0000000000000		20130924 "R"	20130925 "CA00"
"250018377000"	+00000000200.00	20131010 "T"	"4444"			

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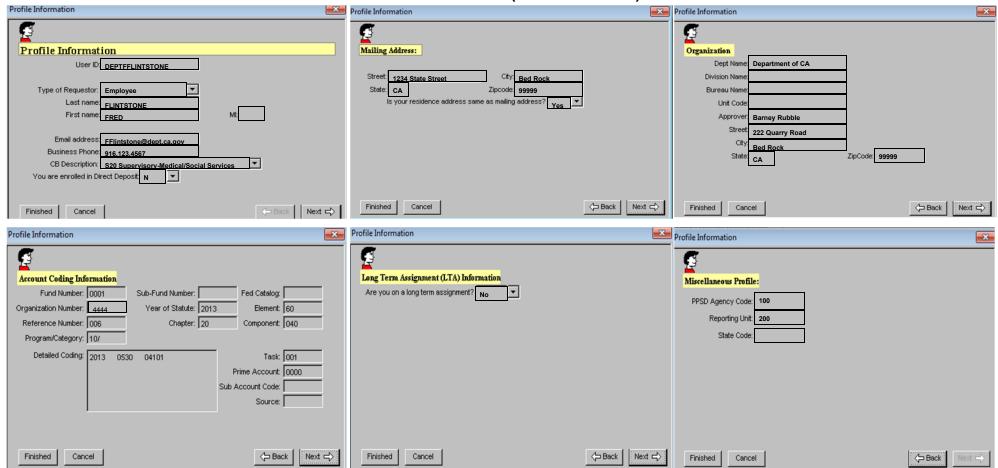
Status (CalATERS View):



"FORM ID" "SEQUE! "TEA001368043" "TEA001368043" "TEA001368043" "TEA001368043"	NCE" 1 2 3	"EVENT DATE" 20131024 "0123456 20131024 "0123456 20131024 " " 20131025 "1234567	78" "SUBMIT "SYSAPPR"	" "FRED FL " "FRED FL "Submit A	INTSTONI INTSTONI pprover "	E" "FFlintsto	" "NAME OF ACTION nne@dept.ca.gov" nne@dept.ca.gov" "CENTSUB" "BRubble@dept.ca	"DEPTFFI "DEPTFFI	"EMAIL OF ACTION TAKER" INTSTONE" INTSTONE" "DEPTBRUBBLE"	"USERID OF ACTION TAKER"	"BATCHNO"
"TEA001368043"	5	20131025 12345678					cian Group" "bamba				
"TEA001368043"	6	20131028 ""	"SYSAPPR"	"Final App		icht rechin	"CENTAPPR"	m@acpt.ca.gc	DEI 15/10155/IVI		
"TEA001368043"	7	20131028 ""	"LOADED" " "	" "	""	2943	OLIVIII I IV				
"TEA001368043"	8	20131028 ""	"AVAILEXT"	" "	" "	" "	0				
"TEA001368043"	9	20131029	"SENTSEC"								
"TEA001368043"	10	20131031	"FUNDSEC"								
"TEA001368043"	11	20131031	"PROCWART"								
"TEA001368043"	12	20131031	"SENTWART"								
"TEA001368043"	13	20131101	"WARTUPDT"								
"TEA001368043"	14	20131101	"EREXTRACT"	"EI EXTR	ACT PROC	CESS, CALA	TERS TO DEPART.	ACCOUNTING)"	0	
"TEA001368043"	15	20131101	"SENTUSPS"								
"TEA001368043"	16	20131113 ""	"CLEANUP"	" "	" "	" "	0				

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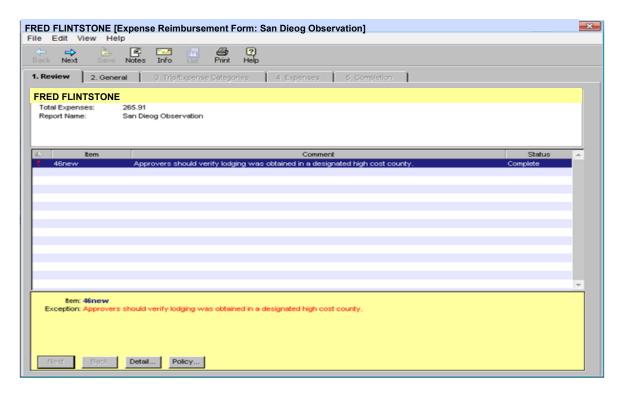
Profile Information (CalATERS View):



"FORM ID RESIDEN	" "EMPLOYEE OR NO CE ZIP" "LTA PE	ON-EMPLOYE		"LTA INDIC "LTA PERM	CATOR" MANENT CI	"LTA STAF TY"		"LTA E RMANEN	ND DAT	_		SIDENCE S		"LTA RESI			"LTA RES			"LTA ENCE
STATE"	"RESIDENCE ZIP"	"MAILING	ADDRESS S	AME AS R	ESIDENCE	?"	"MAILING	G STREE	T" "MA	AILING	CITY"	"MAILING	3 STATE"	"MAILING	ZIP"	"WORK	STREET"	"WORK	CITY"	
	"WORK STATE"	"WORK ZI	IP"	"UCM"	"PPSD AGE	ENCY"	"REPOR	TING UN	IT" "NO	N-USF	PS STATI	E CODE"	"FUND"	"SUBFUNE)"	"ORGAN	IIZATION"	"FISCA	L YEAR"	
	"REFERENCE NUM	BER"	"CHAPTER	•	"PROGRAM	√I"	"CATEG	ORY"	"FE	DERAL	CATAL	OG"	"ELEMEN"	Γ"	"COMPO	NENT"	"TASK"	"PRIME	ACCT"	"SUB
ACCOUN ⁻	T CODE" "SOURC	E" "DEFAULT	T DETAILED.	ACCOUNT	CODE"	"CB UNIT"	"CB DES	CRIPTIO	N" "DI	VISION	CODE"	"BUREA	U CODE"	"UNIT COD	E"					
"TEA0013	68043" "E"	"N"																"Y"	"1234 St	ate
Street"	"Bed Rock" "CA"	"99999"	"222 Quarry	Road"	"Bed Rock"	"CA"	"99999"	"4444"	"10	0"	"200"		"0001"		"4444"	"2013"	"006 "	"20 "	"10"	
	"60"	"040"	"001"	"0000"			"2013	0530	04101						"	"NR "	"S20 Supe	ervisory -	Medical/Soci	ial Ser-
vices	"																·	,		

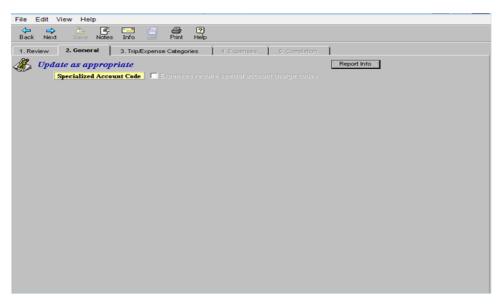
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Review Tab/Exceptions (CalATERS View):



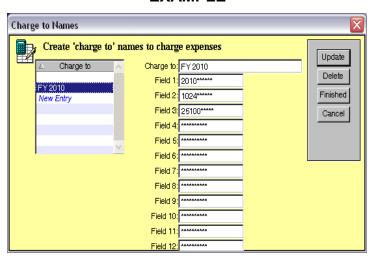
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General Tab/Specialized Account Coding (CalATERS View):



If Specialized Account Coding were used in the form, the box above would be checked and a High Level Account would be selected. The Detail Account Code(s) would be found within the expense details (EXAMPLE to the right). The "Charge To" name would appear in the extract as the Account Name.

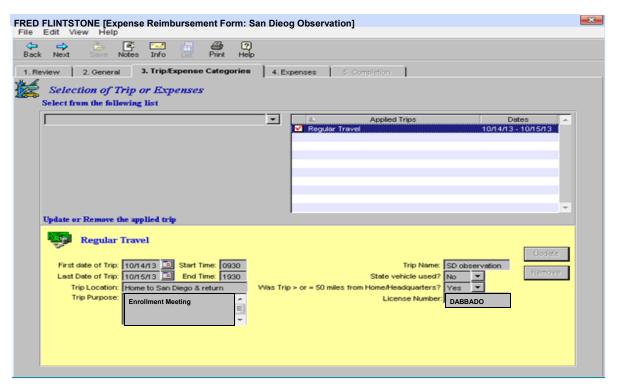
EXAMPLE



"FORM ID	" "ACCOUNT NAME	" "UCM"	"FUND"	"SUBFUN	D" "ORG"	"YEAR C	F STATUT	E" "REFE	RENCE NUMBER"	"CHAPTER"	"PROGF	RAM"	"CATEGORY"	"FEDERAL CATA-
LOG"	"ELEMENT"	"COMPO	DNENT"	"TASK"	"PRIME ACCOUNT"	"SUB AC	COUNT CO	ODE"	"SOURCE" "DETA	AILED ACCOUNT CODE"				
"TEA0013	368043" "Emplo	yee Default"	"4444"	"0001"	"4444"	"2013"	"006"	"20"	"10"	"60"	"040"	"001"	"0000"	"2013

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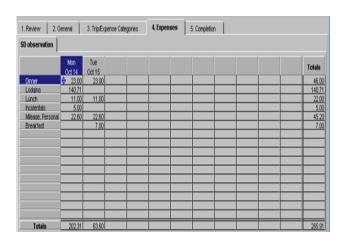
Trip/Expense Categories (CalATERS View):

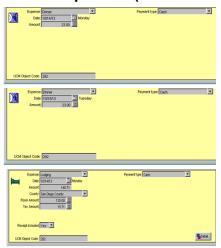


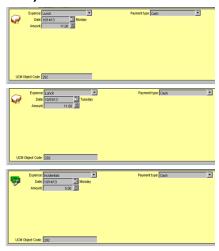
"FORM ID" "TRIP DESCRIPTION	ON" "START DATE"	"END DATE"	"TRIP NAME"	"TRIP LOCATION"	"TRIP PURPOSE"	"START II	ME"	"END TIME	E" "STATE VEHICLE (JSED?"
"CONFERENCE NA	AME" "CAR L	ICENSE NUMBER"	"EQUAL OR GREA	TER THAN 50 MILES?"	"TOTAL EXPENSES"	"DIRECT C	CHARGE AN	ΛT"	"DUE TO EMPLOYEE"	
"TEA001368043" "Regula	r Travel" 201310	14 20131015 "SD obs	ervation " "Home	o San Diego & return"	"Enrollment Meeting"	"0930"	"1930"	"No "	"DABBADO "	"Yes"
+0000000265.91	+00000000000.00	+00000000265.91								

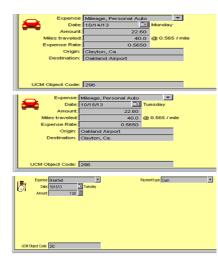
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Expenses (CalATERS View):





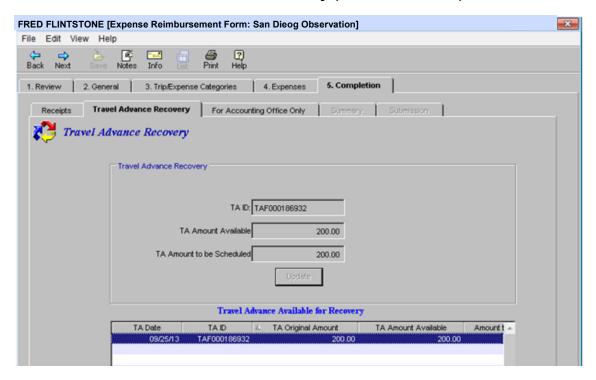




ID OF WHO CHANGED EXPENSE		NSE AMT" "ORIGINAL AMT" "MILES' RED?" "RECEIPT SUBMITTED?"		TAX AMT" "LODGING AMT" "COUNTY" "USER "TRIP NAME"
	"Dinner" 20131014 +0000000023.00 +0000000023.00 "Employee Default" "SD observation" "RGTR" "292 "	+00000000000000000000000000000000000000	"DEPTFFL	INTSTONE"+00000000000.00 "N"
	"Lodging" 20131014 +00000000140.71 +00000000140.71 "Cash" "Employee Default" "SD observation"	+0000000015.71 "RGTR" "292 "	+00000000125.00 "San Diego	o County" "DEPTFFLINTSTONE"+000000000000000000000000000000000000
"TEA001368043" "LUN " "Cash"	"Lunch" 20131014 +00000000011.00 +00000000011.00 "Employee Default" "SD observation" "RGTR		+00000000000000000	"DEPTFFLINTSTONE"+00000000000.00 "N"
	"Incidentals" 20131014 +0000000005.00 +00000 "Cash" "Employee Default" "SD observation"	0000005.00 +000000 "RGTR" "292 "	+00000000000000000000000000000000000000	"DEPTFFLINTSTONE"+000000000000000000000000000000000000
"TEA001368043" "PERMLG" "DEPTFFLINTSTONE"	" "Mileage, Personal Auto" 20131014 +00000000022.60 "+000000000000 "N" " "	+00000000022.60 +0000000040.00 "Employee Default" "SD observation"	"0.5650" +00000000000.00 "RGTR" "296 "	+00000000000000000000000000000000000000
"TEA001368043" "BRK " "Cash"	"Breakfast" 20131015 +00000000007.00 +00000000007.00 "Employee Default" "SD observation" "RGTR		+00000000000000000	"DEPTFFLINTSTONE"+00000000000.00 "N"
"TEA001368043" "LUN " "Cash"	"Lunch" 20131015 +00000000011.00 +00000000011.00 "Employee Default" "SD observation" "RGTR		+00000000000000000	"DEPTFFLINTSTONE"+000000000000.00 "N"
"TEA001368043" "DIN " "Cash"	"Dinner" 20131015 +00000000023.00 +00000000023.00 "Employee Default" "SD observation" "RGTR"		+00000000000000000	"DEPTFFLINTSTONE"+00000000000.00 "N"
"TEA001368043" "PERMLG" "DEPTFFLINTSTONE"	""Mileage, Personal Auto" 20131015 +00000000022.60 """	+00000000022.60 +0000000040.00 "Employee Default" "SD observation"	"0.5650" +00000000000.00 "RGTR" "296 "	+000000000000000000

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Travel Advance Recovery (CalATERS View):



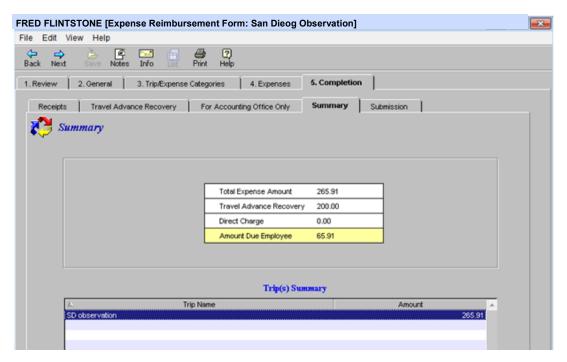
Extract:

"FORM ID" "TEA RECOVERY" "SCHEDULED RECOVERY AMT" "ORF ID" "AMT ORF REIMBURSED" "ORF REIMBURSEMENT CHECK ISSUE DATE" "ORF REIMBURSEMENT CHECK #" "BATCHNUM"

"TAF000186932" "TEA001368043" +00000000200.00 "CA00 " +0000000200.00 20131101 "04374061" "02831 "

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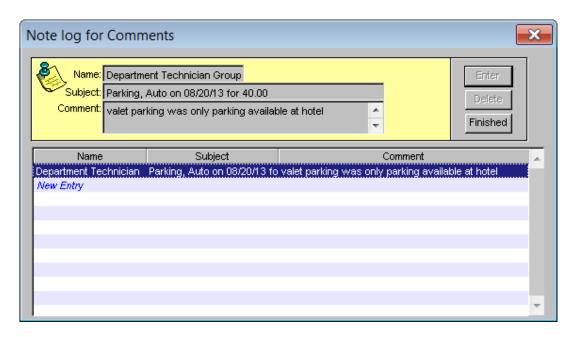
Summary (CalATERS View):



"FORM ID" "REPORT TYPE"		RT NAME" "START D			YEE NAME" "SUBMIT DATE"	"TOTAL AMT ON EXPENSE
TAB" "ORIGINAL AMT UP	ON SUBMISSION" "AMT SUBMITTEI	FOR REIMBURSEMENT	" "AMOUNT TO EMPLOYEE"	"CORPORATE CARD AMOUNT	" "AMT PAID TO EMPLOYEE"	"DIRECT CHARGE
AMOUNT" "AMOUNT OF ALL E	EXPENSES" "E = EMPLOYEE S = SUBMIT	TER P = PREPARER"	"# OF REQUIRED RECEIPTS"	"# OF RECEIPTS SUBMITTED'	"CLAIM STATUS" "RETUR	N REASON" "SPECIAL AC-
COUNT CODING TYPE"	"WARRANT/EFT DATE ISSUED" "TAXA	BILITY START DATE"	"TAXABILITY END DATE"	"TOTAL LIABILITY AMOUNT"	"TA RECOVERY - TOTAL AMO	OUNT OF TAS" "CLAIM TYPE
DESCRIPTION" "CLAIM 1	TYPE CODE" "BATCH #" "BATCH" "NON-	JSPS INDICATOR"	"WARRANT # or EFT" "PREPAY	MENT AUDITOR" "POST F	AYMENT AUDITOR" "TRANS	ACTION DATE"
"TEA001368043" "TEA"	"Expense Reimbursement Form" "San D	ieog Observation"	20131014 20131015 "0123456	78" "FLINTSTONE, FRE	D"20131024 +00000000265.91	+00000000265.91
+0000000065.91	+0000000065.91 +00000000000.00	+0000000065.91	+000000000000 +0000000	0265.91 "E" 1	1 "F"	"O" 20131101
	+00000000200.00 "In State Travel"	"ISTR" "02831"	"TER0078279" "YES"	"04374059"	20131031	

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Notes/Comments (CalATERS View):



Extract:

"FORM ID" "COMMENT #" "SUBJECT" "COMMENTER NAME" "COMMENTS"

"TEA001361925" 1 "Parking, Auto on 08/20/13 for 40.00" "Department Technician Group" "valet parking was only parking available at hotel"