

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 Status [Student Observation-San Diego]

Name: **FRED FLINTSTONE** Finished

Report: Student Observation-San Diego

Reference #: TAF000186932 Status: Audit

Name	Action Taken	Receive Date	Action Date
FRED FLINTSTONE	Submitted	09/24/13	09/24/13
BARNEY RUBBLE	Approved	09/24/13	09/24/13
Department Technician Group	Approved	09/24/13	09/24/13
Final Approver	Approved	09/24/13	09/24/13
PAYMENT STATUS			
Check Info Updated by ORF	Completed		09/26/13
TA Ready for Extract	Pending		09/24/13
Transcode R Extracted	Completed		11/01/13
Transcode M&T Extracted	Completed		09/24/13

Extract:

"FORM ID"	"SEQUENCE"	"EVENT DATE"	"EMPLOYEE # OF ACTION TAKER"	"ACTION"	"NAME OF ACTION TAKER"	"EMAIL OF ACTION TAKER"	"USERID OF ACTION TAKER"	"BATCHNO"
"TAF000186932"	1	20130924	"012345678"	"OWNER"	"FRED FLINTSTONE"	"Fflintstone@dept.ca.gov"	"DEPTFFLINTSTONE"0	
"TAF000186932"	2	20130924	"012345678"	"SUBMIT"	"FRED FLINTSTONE"	"Fflintstone@dept.ca.gov"	"DEPTFFLINTSTONE"	
"TAF000186932"	3	20130924	" "	"SYSAPPR"	"Submit Approver "	"CENTSUB"		
"TAF000186932"	4	20130924	"123456789"	"APPROVE"	"BARNEY RUBBLE"	"BRubble@dept.ca.gov"	"DEPTBRUBBLE"	
"TAF000186932"	5	20130924	"234567890"	"APPROVE"	"Department Technician Group"	"bambam@dept.ca.gov"	"DEPTDAOTBBAM"	
"TAF000186932"	6	20130924	" "	"SYSAPPR"	"Final Approver "	"CENTAPPR"		
"TAF000186932"	7	20130924	" "	"TAFLOAD"	" "	" "	2919	
"TAF000186932"	8	20130924	" "	"AVAILXT"	" "	" "	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):

The image displays six sequential screenshots of the CalATERS Profile Information form, each representing a different section of the user's profile. Each window includes navigation buttons for 'Finished', 'Cancel', 'Back', and 'Next'.

- Profile Information:** Fields include User ID (DEPTFFLINTSTONE), Type of Requestor (Employee), Last name (FLINTSTONE), First name (FRED), Email address (FFlintstone@dept.ca.gov), Business Phone (916.423.4567), and CB Description (S20 Supervisory-Medical/Social Services).
- Mailing Address:** Fields include Street (1234 State Street), City (Bed Rock), State (CA), and Zipcode (99999). A dropdown asks 'Is your residence address same as mailing address?' (Yes).
- Organization:** Fields include Dept Name (Department of CA), Division Name, Bureau Name, Unit Code, Approver (Barney Rubble), Street (222 Quarry Road), City (Bed Rock), State (CA), and ZipCode (99999).
- Account Coding Information:** Fields include Fund Number (0001), Sub-Fund Number, Fed Catalog, Organization Number (4444), Year of Statute (2013), Element (60), Reference Number (006), Chapter (20), Component (040), Program/Category (10/), Detailed Coding (2013 0530 04101), Task (001), Prime Account (0000), Sub Account Code, and Source.
- Long Term Assignment (LTA) Information:** A dropdown asks 'Are you on a long term assignment?' (No).
- Miscellaneous Profile:** Fields include PPSD Agency Code (100), Reporting Unit (200), and State Code.

Extract:

"FORM ID"	"EMPLOYEE OR NON-EMPLOYEE"	"LTA INDICATOR"	"LTA START DATE"	"LTA END DATE"	"LTA RESIDENCE STREET"	"LTA RESIDENCE CITY"	"LTA RESIDENCE STATE"	"LTA RESIDENCE ZIP"	"LTA PERMANENT STREET"	"LTA PERMANENT CITY"	"LTA PERMANENT STATE"	"LTA PERMANENT ZIP"	"RESIDENCE STREET"	"RESIDENCE CITY"	"RESIDENCE STATE"	"RESIDENCE ZIP"	"MAILING ADDRESS SAME AS RESIDENCE?"	"MAILING STREET"	"MAILING CITY"	"MAILING STATE"	"MAILING ZIP"	"WORK STREET"	"WORK CITY"	"WORK STATE"	"WORK ZIP"	"UCM"	"PPSD AGENCY"	"REPORTING UNIT"	"NON-USPS STATE CODE"	"FUND"	"SUBFUND"	"ORGANIZATION"	"FISCAL YEAR"	"REFERENCE NUMBER"	"CHAPTER"	"PROGRAM"	"CATEGORY"	"FEDERAL CATALOG"	"ELEMENT"	"COMPONENT"	"TASK"	"PRIMEACCT"	"SUB ACCOUNT CODE"	"SOURCE"	"DEFAULT DETAILED ACCOUNT CODE"	"CB UNIT"	"CB DESCRIPTION"	"DIVISION CODE"	"BUREAU CODE"	"UNIT CODE"																						
"TAF000186932"	"E"	"N"			"1234 State Street"	"Bed Rock"	"CA"	"99999"	"1234 State Street"	"Bed Rock"	"CA"	"99999"	"1234 State Street"	"Bed Rock"	"CA"	"99999"	"Yes"	"1234 State Street"	"Bed Rock"	"CA"	"99999"	"222 Quarry Road"	"Bed Rock"	"CA"	"99999"	"222 Quarry Road"	"Bed Rock"	"CA"	"99999"	"4444"	"100"	"200"	"2013"	"006"	"20"	"10"	"006"	"20"	"001"	"0000"	"2013 0530 04101"	"60"	"040"	"001"	"0000"	"2013 0530 04101"	"100"	"200"	"0001"	"4444"	"NR"	"S20 Supervisory - Medical/Social Services"	"100"	"200"	"CA"	"99999"	"100"	"200"	"0001"	"4444"	"2013"	"006"	"20"	"10"	"0001"	"0000"	"2013 0530 04101"	"60"	"040"	"001"	"0000"	"2013 0530 04101"

TRAVEL ADVANCE

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

Claim Type	Purpose	Start Date	End Date	Amount	Destination
In State Travel	To observe student for possible enrollment	10/14/13	10/15/13	200.00	San Diego
New Entry					

Extract:

"FORM ID"	"REPORT NAME"	"CHECK DISPOSITION"	"EMPLOYEE USER ID"	"TOTAL AMT"	"AVAILABLE AMT"	"STREET"	"CITY"	"STATE"	"ZIP"	"MAIL OPTION"	"SUBMIT DATE"	
BY "	"STATUS"	"CHECK ISSUE DATE"	"ORF ID"	"ORF CHECK #"	"ORF CHECK AMT"	"DATE RETURNED BY EMPLOYEE"	"CHECK RETURN REASON"	"PHONE NUMBER"	"CHECK NEEDED"			
"TAF000186932"	"Student Observation-San Diego"	"Pick up"	"DEPTFFLINTSTONE"	+00000000200.00	+00000000000.00					20130924	"R"	
"250018377000"		+00000000200.00		20131010	"T"	"4444"					20130925	"CA00"

EXPENSE REIMBURSEMENT

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 Status [San Dieog Observation]

Name: Finished

Report:

Reference #: Status:

Name	Action Taken	Receive Date	Action Date
FRED FLINTSTONE	Submitted	10/24/13	10/24/13
BARNEY RUBBLE	Approved	10/24/13	10/24/13
Department Technician Group	Approved	10/25/13	10/28/13
Final Approver	Approved	10/28/13	10/28/13
PAYMENT STATUS			
Sent to Fiscal	Completed	10/28/13	10/29/13
Funds Secured	Completed	10/28/13	10/31/13
ER/TA Extracted to Warr	Completed	10/28/13	10/31/13
ER/TA Sent to Warr and EFT	Completed	10/28/13	10/31/13
ER sent to Non-Usps System	Completed	10/28/13	11/01/13
ER sent to the Dept. System	Completed	10/28/13	11/01/13

Extract:

"FORM ID"	"SEQUENCE"	"EVENT DATE"	"EMPLOYEE # OF ACTION TAKER"	"ACTION"	"NAME OF ACTION TAKER"	"EMAIL OF ACTION TAKER"	"USERID OF ACTION TAKER"	"BATCHNO"
"TEA001368043"	1	20131024	"012345678"	"OWNER"	"FRED FLINTSTONE"	"FFlintstone@dept.ca.gov"	"DEPTFFLINTSTONE"0	
"TEA001368043"	2	20131024	"012345678"	"SUBMIT"	"FRED FLINTSTONE"	"FFlintstone@dept.ca.gov"	"DEPTFFLINTSTONE"	
"TEA001368043"	3	20131024	" "	"SYSAPPR"	"Submit Approver "	"CENTSUB"		
"TEA001368043"	4	20131025	"123456789"	"APPROVE"	"BARNEY RUBBLE"	"BRubble@dept.ca.gov"	"DEPTBRUBBLE"	
"TEA001368043"	5	20131028	"234567890"	"APPROVE"	"Department Technician Group"	"bambam@dept.ca.gov"	"DEPTDAOTBBAM"	
"TEA001368043"	6	20131028	" "	"SYSAPPR"	"Final Approver "	"CENTAPPR"		
"TEA001368043"	7	20131028	" "	"LOADED"	" "	" "	" "	2943
"TEA001368043"	8	20131028	" "	"AVAIEXT"	" "	" "	" "	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 EXTRACT PROCESS, CALATERS TO DEPART. ACCOUNTING"	" "	" "	0
"TEA001368043"	15	20131101	" "	"SENTUSPS"	" "	" "	" "	
"TEA001368043"	16	20131113	" "	"CLEANUP"	" "	" "	" "	0

EXPENSE REIMBURSEMENT

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Profile Information (CalATERS View):

The screenshots show the following sections of the profile information form:

- Profile Information:** User ID: DEPTFFLINTSTONE, Type of Requestor: Employee, Last name: FLINTSTONE, First name: FRED, Email address: FFlintstone@dept.ca.gov, Business Phone: 916.423.4567, CB Description: S20 Supervisory-Medical/Social Services.
- Mailing Address:** Street: 1234 State Street, City: Red Rock, State: CA, Zipcode: 99999, Is your residence address same as mailing address? Yes.
- Organization:** Dept Name: Department of CA, Division Name, Bureau Name, Unit Code, Approver: Barney Rubble, Street: 222 Quarry Road, City: Red Rock, State: CA, ZipCode: 99999.
- Account Coding Information:** Fund Number: 0001, Sub-Fund Number, Fed Catalog, Organization Number: 4444, Year of Statute: 2013, Element: 60, Reference Number: 006, Chapter: 20, Component: 040, Program/Category: 10/, Detailed Coding: 2013 0530 04101, Task: 001, Prime Account: 0000, Sub Account Code, Source.
- Long Term Assignment (LTA) Information:** Are you on a long term assignment? No.
- Miscellaneous Profile:** PPSD Agency Code: 100, Reporting Unit: 200, State Code.

Extract:

"FORM ID"	"EMPLOYEE OR NON-EMPLOYEE"	"LTA INDICATOR"	"LTA START DATE"	"LTA END DATE"	"LTA RESIDENCE STREET"	"LTA RESIDENCE CITY"	"LTA RESIDENCE STATE"	"LTA RESIDENCE ZIP"	"LTA PERMANENT STREET"	"LTA PERMANENT CITY"	"LTA PERMANENT STATE"	"LTA PERMANENT ZIP"	"RESIDENCE STREET"	"RESIDENCE CITY"	"RESIDENCE STATE"	"RESIDENCE ZIP"	"MAILING ADDRESS SAME AS RESIDENCE?"	"MAILING STREET"	"MAILING CITY"	"MAILING STATE"	"MAILING ZIP"	"WORK STREET"	"WORK CITY"	"WORK STATE"	"WORK ZIP"	"UCM"	"PPSD AGENCY"	"REPORTING UNIT"	"NON-USPS STATE CODE"	"FUND"	"SUBFUND"	"ORGANIZATION"	"FISCAL YEAR"	"REFERENCE NUMBER"	"CHAPTER"	"PROGRAM"	"CATEGORY"	"FEDERAL CATALOG"	"ELEMENT"	"COMPONENT"	"TASK"	"PRIMEACCT"	"SUB ACCOUNT CODE"	"SOURCE"	"DEFAULT DETAILED ACCOUNT CODE"	"CB UNIT"	"CB DESCRIPTION"	"DIVISION CODE"	"BUREAU CODE"	"UNIT CODE"			
"TEA001368043"	"E"	"N"	"2013 0530 04101"	"001"	"1234 State Street"	"Red Rock"	"CA"	"99999"	"1234 State Street"	"Red Rock"	"CA"	"99999"	"222 Quarry Road"	"Red Rock"	"CA"	"99999"	"Yes"	"1234 State Street"	"Red Rock"	"CA"	"99999"	"222 Quarry Road"	"Red Rock"	"CA"	"99999"	"60"	"100"	"200"	"100"	"200"	"4444"	"2013"	"006"	"20"	"10"	"006"	"20"	"0000"	"001"	"0000"	"2013 0530 04101"	"60"	"040"	"001"	"0000"	"2013 0530 04101"	"CA"	"S20 Supervisory - Medical/Social Services"	"CA"	"99999"	"99999"	"99999"	"99999"

EXPENSE REIMBURSEMENT

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.

Review Tab/Exceptions (CalATERS View):

The screenshot shows a web application window titled "FRED FLINTSTONE [Expense Reimbursement Form: San Dieog Observation]". The interface includes a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below the toolbar are five tabs: 1. Review (selected), 2. General, 3. Trip/Expense Categories, 4. Expenses, and 5. Completion.

The "Review" tab displays the following information:

- FRED FLINTSTONE**
- Total Expenses: 265.91
- Report Name: San Dieog Observation

Below this is a table with the following columns: Item, Comment, and Status.

Item	Comment	Status
45new	Approvers should verify lodging was obtained in a designated high cost county.	Complete

At the bottom of the form, there is a section for "Item: 46new" with an "Exception: Approvers should verify lodging was obtained in a designated high cost county." Below this are buttons for "Next", "Back", "Detail...", and "Policy..."

Extract:

"FORM ID"	"EXPENSE CODE"	"RULE"	"ER Department Policy #1"	"EXCEPTION DETAIL"	"EXCEPTION DETAIL"	"SYSTEM DETAIL"	"RULE #"	
"TEA001368043"	"HTL "	"LIMIT"	"46new"	"Approvers should verify lodging was obtained in a designated high cost county."	"Lodging:140.71:10/14/13:125.00:90.00:"	"2029"		

EXPENSE REIMBURSEMENT

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Travel Advance Recovery (CalATERS View):

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount
09/25/13	TAF000186932	200.00	200.00	

Extract:

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"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" " +00000000200.00 20131101 "04374061" "02831 "
    
```

EXPENSE REIMBURSEMENT

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Summary (CalATERS View):

The screenshot shows a web application window titled "FRED FLINTSTONE [Expense Reimbursement Form: San Diego Observation]". The interface includes a menu bar (File, Edit, View, Help), a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help, and a series of tabs for navigation: 1. Review, 2. General, 3. Trip/Expense Categories, 4. Expenses, and 5. Completion. Under the 5. Completion tab, there are sub-tabs: Receipts, Travel Advance Recovery, For Accounting Office Only, Summary (selected), and Submission. The main content area displays a "Summary" section with a table of financial data:

Total Expense Amount	265.91
Travel Advance Recovery	200.00
Direct Charge	0.00
Amount Due Employee	65.91

Below this is a "Trip(s) Summary" table:

Trip Name	Amount
SD observation	265.91

Extract:

"FORM ID"	"REPORT TYPE"	"REPORT DESCRIPTION"	"REPORT NAME"	"START DATE"	"END DATE"	"EMPLOYEE SSN"	"EMPLOYEE NAME"	"SUBMIT DATE"	"TOTAL AMT ON EXPENSE TAB"
"TEA001368043"	"TEA"	"Expense Reimbursement Form"	"San Diego Observation"	20131014	20131015	"012345678"	"FLINTSTONE, FRED"	20131024	+00000000265.91
	+00000000065.91	+00000000065.91	+00000000000.00	+00000000065.91	+00000000000.00	+00000000265.91	"E"	1	1
	+00000000200.00	"In State Travel"	"ISTR"	"02831"	"TER0078279"	"YES"	"04374059"		20131031

EXPENSE REIMBURSEMENT

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Notes/Comments (CalATERS View):

Name	Subject	Comment
Department Technician	Parking, Auto on 08/20/13 fo	valet parking was only parking available at hotel
New Entry		

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"