

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

DATE: October 22, 2014

**CALATERS GLOBAL LETTER #14-004**

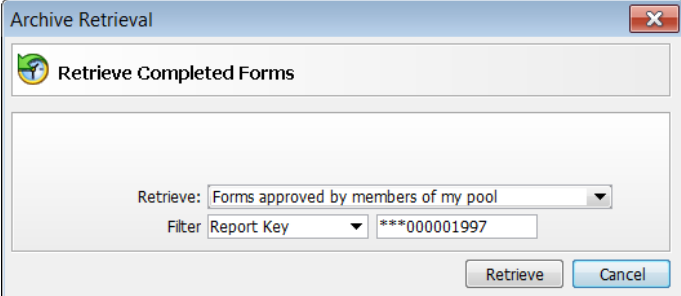
TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System - CalATERS Global

FROM: LISA CROWE, Division Chief  
Personnel/Payroll Services Division**RE: WILD CARD SEARCH FEATURE AND REMOVAL OF ADD APPROVER BUTTON AT THE DAOT LEVEL**

CalATERS Global will be unavailable on Tuesday, October 28, 2014 from 12:00 – 1:00 PM for a system update. The update will include two changes: First, the ability to archive a form using a wild card instead of the alpha characters. Second, the removal of the Add Approver button at the department accounting office technician (DAOT) level.

As was requested by multiple departments, we are pleased to report that a wild card search feature will now be available to employees, approvers, and accounting staff. Utilizing this functionality will provide DAOT staff easier form archive retrieval for reconciliation tasks. To use the new feature, log in to CalATERS Global. Select the Edit icon from the toolbar and then select Form Archive Retrieval. In the Archive Retrieval window, select the Report Key filter and enter three asterisks (\*\*\*) plus the entire numeric portion of the form number. As a reminder, a form number consists of 12 characters.

Example: NTN000001997. Using the wild card search feature, the entry would be \*\*\*000001997

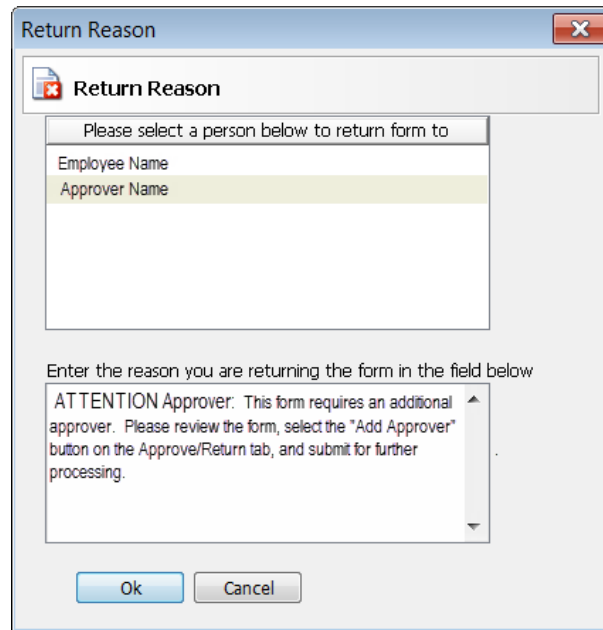


*The picture above shows the DAOT window using the wild card search to retrieve form NTN000001997.*

CalATERS was made aware of an issue regarding the Add Approver button when used at the DAOT level. Specifically, if an expense reimbursement form being approved by DAOT had a travel advance scheduled for recovery, and if the DAOT selected an additional approver, the advance was not recovered. CalATERS staff members reviewed all data files and confirmed instances in which this specific scenario was present. The affected departments have been

contacted and the unrecovered advance amounts have been corrected. In order to stop this scenario from occurring, we are temporarily removing the Add Approver button from the DAOT level. The Add Approver button is still available for the employee and approver levels to use as required based on travel rules and policies.

DAOTs are cautioned to audit each form, as is your normal process. If a form requires an additional approver before approving for reimbursement, the DAOT should return the form to either the employee or approver level with instructions to add an additional approver.



The CalATERS team is diligently working with the system vendor to correct this scenario. An additional CalATERS Global Letter will be released when the issue has been resolved.

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

LC: lr