

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

DATE: May 4, 2018

CALATERS GLOBAL LETTER #18-002

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

FROM: Marissa Revelino, Chief
Personnel/Payroll Services Division

RE: 2017-18 FISCAL YEAR END ACTIVITIES

To prepare for the upcoming 2018-19 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, 2018. Please refer to the 2017-18 FY-End Procedures letter released by the SCO State Accounting and Reporting Division:

<https://www.sco.ca.gov/Files-ARD/BudLeg/Signed%201718%20Memo.pdf>

To meet this deadline, department accounting staff **must approve** travel advance and expense reimbursement forms **no later than 5:00 P.M. on Friday, June 8, 2018**. CalATERS will remind users of this deadline via a message at the log-in screen. The last round of expenditure data for department accounting systems will be available the morning of June 14, 2018.

From June 9 - July 4, 2018, users may create, submit and approve travel advance and expense reimbursement forms. CalATERS will capture 2017-18 FY accruals for each department. 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 during this time will not be extracted for processing until July 5, 2018.

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 22, 2018**.

2018-19 FY UPDATES FOR CALPROFILE, CALACCOUNT, AND CALXREF FILES

By request only, CalATERS will update the following fields with new 2018-19 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 performed in the CalATERS Global system. CalATERS will not accept normal table submissions (starting after 1:00 P.M. on June 22, 2018) 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 FY 2018-19. These forms can be approved by department accounting staff, but will not be extracted for processing until July 16, 2018.

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

MR:jn