STATE OF CALIFORNIA   MALIA M. COHEN
                                                                                California State Controller

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

DATE: May 10, 2024   CALATERS GLOBAL LETTER #24-005

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

FROM: Lisa Dean, Acting Chief
          Personnel and Payroll Services Division

RE: 2023-24 FISCAL YEAR-END ACTIVITIES

In preparations for the upcoming 2024-25 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) State Accounting and Reporting Division (SARD) establishes deadlines to facilitate FY-end closing. The deadline for CalATERS files to SARD is June 14, 2024. Please refer to the 2023-24 FY-end procedures memo (SARD #23-001) released by the SCO SARD.

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 7, 2024**. CalATERS users will be reminded of this deadline via a message at the CalATERS Global login screen. The last round of expenditure data for department accounting systems will be available the morning of June 13, 2024.

From June 7 – June 30, 2024, users may create, submit, and approve travel advance and expense reimbursement forms. CalATERS will capture these 2023-24 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 after July 5, 2024.

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 14, 2024.**

FY 2024-25 UPDATES FOR CALPROFILE, CALACCOUNT, AND CALXREF FILES

By request only, CalATERS will update the following fields with new 2024-25 FY information in the calprofile, calaccount and calxref tables:

   - Year of Statute (except for continuous funds)
   - Chapter # (where applicable)
   - Funding FY in Detailed Account Coding (where applicable)

Departments that wish to use this service **must send an email request** to calaters@sco.ca.gov **by 5:00 P.M. on Monday, June 17, 2024**. If a department has a special request related to funding or coding, please include detailed information in the email request. CalATERS will reply whether they can or cannot accommodate the request. Please allow one week after the budget is signed and chaptered for CalATERS to complete the FY 2024-25 updates. Departments are advised to update their internal CalATERS records/master data with the new FY budget information to match the updates performed in the CalATERS Global system. Please be advised that CalATERS will not accept normal table submissions beginning at 1:00 P.M. on Friday, June 14, 2024, until the new FY updates are complete.

CalATERS will notify departments once the FY 2024-25 update is complete. Once a department receives the notice, employees may begin submitting forms for the new 2024-25 FY. These forms can be approved by department accounting staff, but will not be processed for payment until after July 15, 2024.

If you have questions, please email the CalATERS Help Desk at calaters@sco.ca.gov and refer to this letter.

SCO Key Initiatives:
- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

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