



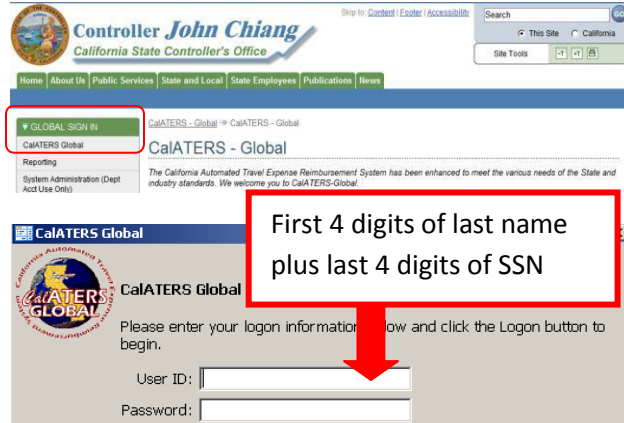
Create Expense Reimbursement

GUIDE CARD-G08

Instructions for creating Expense Reimbursement (with Specialized Account Coding)

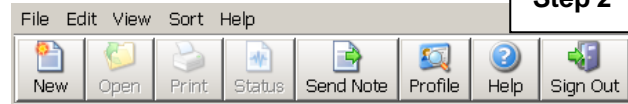
From the CalATERS Global web site at

http://www.sco.ca.gov/calaters_global.html
Under Global Sign In, click CalATERS Global.

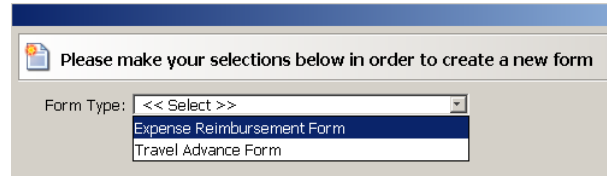


Enter the User ID and Password, and then click **Logon**.

Step 1

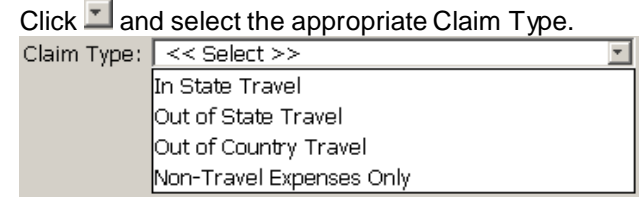


Click the **New** icon to begin the Expense Reimbursement form.



Select "Expense Reimbursement Form".

Step 2



Click **>** and select the appropriate Claim Type.



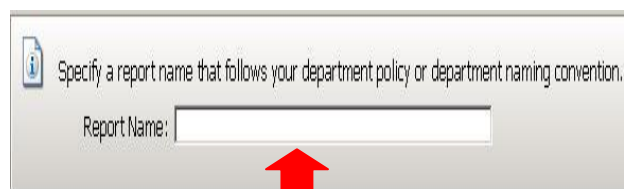
Click **>** and select the appropriate Trip Type.

Click **Ok**.

Step 3

Step 4

Key the Report Name (based on department policy), and then click **Ok**.



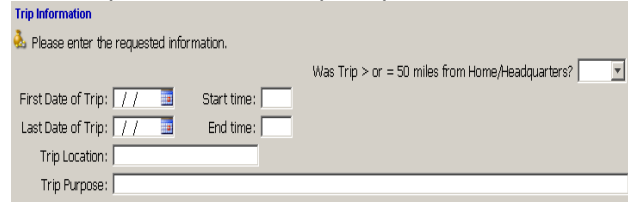
Home Index - Fiscal Year - Report Name
(i.e 7000-2012-July XX travel)

Step 5

Complete trip information as requested.

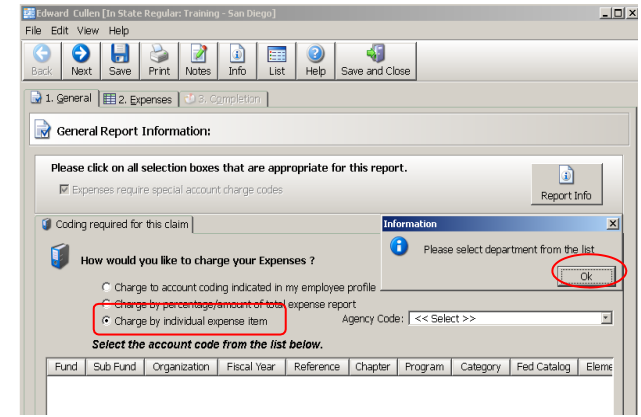
This example is based on Claim Type-In State Travel and Trip Type-Regular Travel.

Enter the First Date of Trip, Last Date of Trip (or click **☞** to select date from the calendar), start/end time, Trip Location and Trip Purpose.



Click **>** to answer question:
Was Trip > or = 50 miles from Home/Headquarters?

Step 6



Select "Charge by individual expense item".

Click OK.



Create Expense Reimbursement

GUIDE CARD-G08

Instructions for creating Expense Reimbursement (with Specialized Account Coding)

Step 7

Select from the Agency Code dropdown list.

<< Select >>

- 0520 BTH - Accounting
- 0530 CHHS - Dept of Social Services Revolving Fund #170
- 0531 Office of Systems Integration-Admin
- 0540 Secretary for Resources-CalFire Dept Acctng

Select the high level account code that applies to your Expense Reimbursement. (Consult your Department's Travel Unit for the appropriate account codes.)

Select the account code from the list below.

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Prog	Category	Fed	Element	Comp	Task	Prime	Sub	Source
0001	0840	2009	001	1	30		0000					0000		
0001	0840	2009	001	1	10		0000					0000		
0001	0840	2010	001	712	30		0000					0000		
0001	0840	2010	001	712	10		0000					0000		
0001	0840	2011	001	33	30		0000					0000		
0001	0840	2011	001	33	10		0000					0000		

Step 8

Click or to select an expense.

Step 9

Enter required information (based on the expense selected).

Example 1: Breakfast

Expense: Breakfast
 Date: 01/02/12
 Amount: 0.00
 Payment Type: Corporate Card

Example 2: Lodging

Expense: Lodging
 Date: 01/02/12
 Amount: 0.00
 Room Amount: 0.00
 Tax Amount: 0.00
 Receipt Included: Yes

Click or to proceed.

Step 10

Account:

Enter a "Charge to" name. Click

Charge to:

Agency: 0840
 Fund: 0001
 Sub Fund:
 Organization: 0840
 Fiscal Year: 2011
 Reference #: 001
 Chapter: 33
 Program:
 Category: 30
 Fed Catalog:
 Element:
 Component:
 Task:
 Prime Account: 0000
 Sub Account:
 Source:
 Detail Accounting:

FFY(Field 1) – 4 digits fiscal year
 Index(Field 2) – 4 digits index code
 PCA(Field 3) – 5 digits PCA code, If required fire/order number
 Multipurpose(Field 8) – 1st half (i.e. CACDF)
 General Use 1(Field 9) – 2nd half (i.e. 12345)

Step 11

Enter detail account coding. (Consult your Department's Travel Unit for the appropriate account codes.)

Enter Detail Accounting

FFY:
 Index:
 PCA:
 PCA Activity:
 Project/WK:
 Ref Doc Nbr/Suf:
 Location:
 Multipurpose:
 General Use 1:
 General Use 2:
 General Use 3:
 Bill/Agency Object:

Then click .

Click twice.

Step 12

Click .

Edward Cullen [In State Regular Test Code 4.3 ER w/Spec Acct]

1. General 2. Expenses 3. Completion

Expenses	Wed Jan 18	Thu Jan 19	Fri Jan 20	Totals
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Expense: Personal Auto Mileage
 Date: 01/16/12
 Amount: 122.10
 Miles driven: 220.0
 License Plate No: jabcdq
 Origin: Origin
 Destination: Destination
 Charge To: Fremont FY2011

UCM Object Code:



Create Expense Reimbursement

GUIDE CARD-G08

Instructions for creating Expense Reimbursement (with Specialized Account Coding)

Step 13

After all expenses have been entered, Click or to proceed.

Review the Receipts, Review Items and Travel Advance Recovery tabs (if applicable). Review Summary, then click Submission tab.

Step 14

The Submission tab displays your approver. If necessary use **Change Approver** to select a different approver for this form, **Add Approver** to add an additional approver, or **Send Copy** (based on department policy).

Enter password and click



Step 15

Select print options and . Transmittal page will display.

Click and then click .

Attach receipts to Transmittal Sheet and forward to approver (based on Department policy).

Employee or Approver (unit policy) must submit a copy of Expense Reimbursement to Finance for AFAS input. Include vendor number (00+CalATERS Global User ID) and CalSTARS coding

IF ASSISTANCE NEEDED, ALL STAFF CAN CONTACT THE FOLLOWING
Send email – CALATERSHelpDesk@fire.ca.gov
Call (916) 653-8971