

CALSTARS AND AFAS KEYING STANDARDS

(No. 28 September 1995)

3714

Field	Length	Description	Standard
TC (DAO use only)	3	Transaction Code (defines accounting action & General Ledger acct. affected).	CALSTARS for Vendor Payment 231 Non-liquidating 232 Liquidating 240 Manual schedule 242 Correction (JVs) 471 Credit memo
Mod (DAO use only)	1	Modifier	CALSTARS P-Partial payment F-Final payment A-Activate I-Override
FFY	2	Fiscal Year	CALSTARS 94/95 = 94 95/96 = 95
Ref Doc	8	(8) Calstars mandatory field for 232 transaction code (encumbrance) 1. Non-liquidating (e.g. Misc. Revolving Fund, TEC, Utilities, Direct Transfer, Printing Req.). 2. Preprinted forms (e.g. SPO, CDF61, CDF62, AO-107, CDF-105)	1. Non-liquidating type documents use numbering sequence (reference APH 3762.3.1). 2. Preprinted form, use preprinted # (e.g. SPO, CDF61, etc.) Must use preprinted # or assign a number using predetermined numbering structure (reference APH 3762.3.1).
Suf	2 (suffix)	(2) Mandatory for transaction code 232 (encumbrance). For other transaction codes this is an optional field.	

Field	Length	Description	Standard
Vendor Number	10 2 (suffix)	Vendor no. (10) Vendor number assigned and tabled. (2) Suffix used when vendor has same name, but different location - "remit to" address.	CALSTARS Must use complete vendor number that is assigned in CALSTARS. 012345 <u>00</u>
RP (DAO use only)	1	Reportable payments: flags use tax payments	CALSTARS RPI 9 = use tax
Invoice #	14	Provides information to vendor for payment identification. <ol style="list-style-type: none"> 1. Vendor preference. 2. Invoice # when available. 3. Travel Expense Claim - last name, first initial, middle initial. 4. SPOs with multiple invoices over 14 characters use SPO # that includes area designator. 5. CDF61 - Area designator and invoice. 6. CDF62 - Vendor invoice #, if none, use preprinted Agency order # (no area designator). 7. CDF-105 - invoice #, if none, use preprinted #. 8. Utilities - invoice #, account #, phone # including area code and vendor preference. If over 14 character - vendor preference always. 9. FC77 - invoice # only. 10. DPV - vendor name, no punctuation, no space. 	Last name First Initial Middle Initial (e.g. Jones S C) Key as shown (e.g. SPOxx123456), use "/" to separate invoice numbers). (e.g. xxUI123456) DPVs & Petty Cash: Key as shown, no spaces, no punctuation, except "&."

Field	Length	Description	Standard
Invoice # (cont.)	14 (cont.)	<p>11. PC (petty cash) code like DPV.</p> <p>12. Misc. Revolving Fund - Use check #.</p> <p>13. Direct Transfer use invoice #.</p> <p>14. Open invoice with no invoice # and no preprinted document; use date of service.</p>	
Date	6	mm, dd, yy E.g. February 2, 1995 entered as 020295 (Date appears on remittance advice).	Will be keyed as shown. Indicate by Headquarters highlight or posting tag. Invoice date, if available. Field underlines.
Current Doc (DAO use only)	8 2 (suffix)	Must be used with TC 232 encumbrance.	"C" for contracts PO + PO # for purchase.
Index	4	Organizational Unit Identifier	Chart of Accounts APH3762.4
Object Detail (obj)	3	Object of Expenditure	of Accounts APH3762.5 APH3762.6
Agency Object (agy)	2	Agency Object	Chart of Accounts APH3762.5 APH3762.6
PCA	5	Program Cost Account	Chart of Accounts APH3762.8
Amount	13	Amount of Transaction	\$ XXX.XX
Reverse Code (DAO use only)	1	Reverse Code abatement	CALSTARS
Loc (DAO use only)	6	Tied to RP code location. Used when reportable payment recorded.	CALSTARS county identifier & last 4 digits of zipcode (see also CALSTARS Descriptor, Table I.D. # 35).

Field	Length	Description	Standard
Incident Number (Multi-Pur-Code)	10	Incident Emergency Incidents only 3 alpha, "-" dash, 6 numeric right justified numeric example: AEU-000012 OES-951234.	Use same standard as CAD, EARS, AIRS etc. When number will not fit, drop from left first: CANELNU-123456 would be LNU-123456.

POSTING TAGS

Posting tags are required for the following documents:

Utility Bills
Travel Expense Claims
Miscellaneous Invoices

Posting tags are not required for the following documents:

Sub Purchase Orders
Draft Purchase Vouchers
CDF 61
CDF 62
CDF-105
FC-77
AO-119
Contracts
Master Service Agreements
Master Rental Agreements
Purchase Estimates
Purchase Orders
STD 65
Direct Transfers

- However, if coding lines exceed the preprinted coding space on these documents, a posting tag should be used.
- And, when a posting tag is used, all coding must be included on the posting tag.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

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