

## **CALSTARS REPORTS**

**3767**

(No. 71 June 2002)

Purpose/Use: Reconciliation of unit's records (Personal Services/Operating Expenses  
Manager's control of budget.  
Vendor Research/payment information  
General Information

Reference: Accounting Procedures Handbook (APH) [3728](#), [3762](#)

Forms/Related Documents: DAO Monthly Processing Calendar  
Month-End Report Distribution List

The Departmental Accounting Office (DAO)-Fund Accounting Unit will request CALSTARS reports as established by the dates on the DAO-CALSTARS Monthly Processing Calendar. These will be requested using CALSTARS, menu G. CALSTARS will transmit the information to CDF – IT Unit. When processed by IT, reports will be available on HFD (Historical Financial Database). **NOTE: SOME REPORTS ARE SENT TO ADMINISTRATIVE UNITS ON PAPER FORMAT.**

## **HISTORICAL FINANCIAL DOWNLOAD (HFD)**

**3767.1**

(No. 71 June 2002)

The HFD was created to give administrative units the flexibility to request financial data. The data is available from July 1995 through the current processing month. The intent is to maintain a 10-year history. To access the HFD, an employee must have a completed CDF-151 on file. The [CDF-151](#) is available on the Intranet.

## **CALSTARS REPORTS**

**3767.2**

(No. 71 June 2002)

CALSTARS reports are currently available for staff use. They are available by the following Report Types (RT): H = HFD; P = Paper Reports; A = Attachment to Outlook Mail; I = Intranet. The reports on HFD are sub-divided in the following sections: Management Report, OE Report, Other Report, PS Report, and Vendor Report. Refer to APH 3762.4 for a list of available CALSTARS reports.

## **REPORT CLASSIFICATION**

**3767.3**

(No. 71 June 2002)

CALSTARS reports are classified for different users. Classifications are as follows: I – Informational; M = Management; R = Reconciliation; and V = Vendor Reports. Refer to APH [3767.4](#) for a list of available CALSTARS reports.

## **INFORMATIONAL REPORTS**

**3767.3.1**

(No. 71 June 2002)

Informational Report are used in HFD to find current status of amount owed by an employee; find the account balance for Coins for Conservation or Subpoena Fee/Witness Fee advances; vendor use tax transactions subject to sales tax; field assigned document numbers not found in CALSTARS, etc. Refer to APH 3767.4 for a list of available CALSTARS reports.

## **MANAGEMENT REPORT**

**3767.3.2**

(No. 71 June 2002)

In order to maintain management fiscal control, the following reports are available in HFD: Q12 Budget Report by Index; Q16 Budget Report by PCA; Q24 Receipt Report by Index; and Q27 Receipt Report by PCA.

## **RECONCILIATION REPORTS**

**3767.3.3**

(No. 71 June 2002)

HFD reports are used to reconcile units' records. In order to maintain fiscal management and control, the following reports will be used for reconciliation:

### Operating Expense (OE)

The AUTOMATED FIELD ACCOUNTING SYSTEM (AFAS) is used to reconcile to the CALSTARS system. To reconcile, the following HFD reports will be used: (1) D01 Encumbrances Report; (2) H00-1 Budget Plan (Expenditure); (3) OE Transactions by Index and (4) Q12 Budget Report by Index or Q16 Budget Report by PCA.

If AFAS is not used, a manual reconciliation must be done.

### Personal Services (PS)

The PERSONNEL ALLOCATION CONTROL MANAGEMENT SYSTEM (PACMANS) is used to reconcile to the CALSTARS system. The following HFD reports will be used: (1) H00-1 Budget Plan (Expenditure); (2) PS Transaction Report by Index or PS Transaction Report by Employee; and (3) Q 12 Budget Report by Index.

If PACMANS is not used, a manual reconciliation must be done.

### Reimbursements

If chosen by the unit, a manual reconciliation must be done. The following HFD reports will be used: (1) H00-1 Budget Plan (Receipt); (2) H00-7 Receipt Transaction Report by Index; (3) Q 24 Receipt Report by Index or Q27 Receipt Report by PCA.

## VENDOR REPORTS

(No. 71 June 2002)

3767.3.4

HFD reports are available to research vendor payment history. Reports are available by document number, vendor number or claim schedule information. The payment history is available as follows: July 1995 through the current processing month; or the previous 6 months of payment history through Thursday of the previous week.

## AVAILABLE REPORTS

(No. 71 June 2002)

3767.4

REPORT NAME	RT	HFD Section	RC	APH
1110 Field RC Research (NOT AVAILABLE)	H	Other	I	3767.8.2
<a href="#">A/R Status Report</a>	A	N/A	I	3767.8.3
<a href="#">D01 Encumbrances Report</a>	H	OE	R	3767.10.2
<a href="#">D01a Encumbrances Detail Report</a>	H	OE	I	3767.8.4
<a href="#">Employee Master File List</a>	H	PS	I	3767.8.5
<a href="#">HOO-1 Budget Plan Report (Expenditure)</a>	H	Other	R	3767.10.3.1
<a href="#">HOO-1 Budget Plan Report (Receipt)</a>	H	Other	R	3767.10.3.2
<a href="#">HOO-7 Receipt Transaction Report by Index</a>	H	Other	R	3767.10.4
<a href="#">HY Field Assigned Doc Log (Expenditures)</a>	H	Other	I	3767.8.6
<a href="#">HY Travel Expense Claim Research</a>	H	Other	I	3767.8.7
<a href="#">HY Use Tax Report</a>	H	Other	I	3767.8.8
<a href="#">OE Transactions by Index</a>	H	OE	R	3767.10.5
<a href="#">OE Transactions by PCA</a>	H	OE	R	3767.10.6
<a href="#">OE Uniform Expenditure</a>	H	OE	I	3767.8.9
<a href="#">PCA Report</a>	H	Other	I	3767.8.10
<a href="#">PS Transactions by Employee</a>	H	PS	R	3767.10.7
<a href="#">PS Transactions by Index</a>	H	PS	R	3767.10.8
<a href="#">PS Transactions by PCA</a>	H	PS	R	3767.10.9
<a href="#">Q12 Budget Report by Index</a>	H	Management	M R	3767.9.2
<a href="#">Q16 Budget Report by PCA</a>	H	Management	M R	3767.9.3
<a href="#">Q24 Receipt Report by Index</a>	H	Management	M R	3767.9.4
<a href="#">Q27 Receipt Report by PCA</a>	H	Management	M R	3767.9.5
<a href="#">S01 Subsidiaries On File</a>	P		I	3767.8.11
<a href="#">TB – GL Accounts by Trans Code</a>	H	Other	I	3767.8.12
<a href="#">U01 Vendor Research by Claim Schedule</a>	H	Vendor	V	3767.11.2
<a href="#">U01 Vendor Research by Document Number</a>	H	Vendor	V	3767.11.3
<a href="#">U01 Vendor Research by Vendor Number</a>	H	Vendor	V	3767.11.4
<a href="#">Vendor Search</a>	I		V	3767.11.5
<a href="#">VP Vendor Payment by Claim Schedule: 6 – Month Payment History</a>	H	Vendor	V	3767.11.6

<a href="#">VP Vendor Research by Document Number: 6 – Month Payment History</a>	H	Vendor	V	<a href="#">3767.11.7</a>
<a href="#">VP Vendor Payment by Vendor Number: 6 - month Payment History</a>	H	Vendor	V	<a href="#">3767.11.8</a>
<a href="#">X01 Alpha Listing of the Vendor Edit Table</a>	P	N/A	V	<a href="#">3663.3</a>

**MANAGEMENT REPORT (Q12 – Q24) TIE – IN REPORTS      3767.4.1**  
 (No. 71 June 2002)

To understand Q12 – Q24 detailed information; tie-in reports have been created for reference.

Refer to APH 3767.10 for a detailed description.

REPORT NAME	Column	RT	HFD Section	RC	APH
Q12 Budget Report by Index	Budget Plan		Management	R	<a href="#">3767.10.10</a>
Q12 Budget Report by Index	Current Month		Management	R	<a href="#">3767.10.11</a>
Q12 Budget Report by Index	Encumbrances		Management	R	<a href="#">3767.10.12</a>
Q24 Receipt Report by Index	Planned Receipt		Management	R	<a href="#">3767.10.13</a>
Q24 Receipt Report by Index	Current Month		Management	R	<a href="#">3767.10.14</a>

**GLOSSARY      3767.5**  
 ((No. 71 June 2002)

The following terms and abbreviations are commonly used in Accounting.

Abatement	Reduction to an expenditure account
Accrual	Money set aside for a year-end expenditure
AFAS	Automated field accounting system
A/P	Accounts payable
APH	Accounting Procedures Handbook
A/R	Accounts receivable
Batch Type	DAO batch types: 1 = Budget plan; 2 = Cash receipt; 3 = Encumbrance; 4 = Claim schedule; 6 = Miscellaneous entries (Fund Accounting) 7 = Miscellaneous entries (Labor Accounting); Alpha = Assigned by CALSTARS
Claim cut	Claim schedule returned from SCO unpaid

Claim schedule	Transmittal used for payment to SCO
Credit memo	Money owed by a vendor for overpayment or to offset/reduce an invoice
DAO	Departmental Accounting Office
DPA	Department of Personnel Administration
Employee Master File	List of CDF employees by index
EY	Enactment Year (year of legislative enactment)
FY	Fiscal Year
FM	Fiscal month
FS	Fund source
Fund	Fund of appropriation, i.e; General Fund, Federal Trust Fund, License and Certification, etc.
FY	Fiscal year
History File	All entries posted in CALSTARS during the month
Incident #	A number assigned to an emergency response or arson investigation
Index	Location of an administrative unit
Invoice No.	Vendor invoice number
JV	Journal voucher
Labor View	All payments made by SCO during the month
LD	Labor distribution (labor jv)
Liquidating	Reducing an encumbered amount
MRT	Material requisition transfer
NL	(non-liquidating) an expenditure not encumbered
Object code	Indicates expenditure code
OE (cat 3)	Operating expense and equipment

PCA	Program cost account
Project	Used in AFAS for project or incident number
Process Date	DAO process date of document
PS (cat 1)	Personal services
PY	Prior (fiscal) year
Reimbursement	Money received for services provided
Revenue	Money received from sales
RC	Report of collection
SAM	State Administrative Manual
SCO	State Controller's Office
Suffix	Ending 2 digits on any document or vendor number
TBA	Transfer of budget allotment
TEC	Travel expense claim
TC	Transaction code
UCM	Uniform codes manual
Vendor Payment	Payments made to CDF vendors

## **BATCH TYPES**

**3767.6**

(No. 71 June 2002)

DAO uses Batch Type to enter documents in CALSTARS. The Batch Type designates they type of batch entered. The following is a list of Batch Types.

Type	Batch No	Unit	Description
01		Fund Acctg	Budget Plans
11		PSA	Budget Plans – Automated Upload
02	001 – 500	Fund Acctg	Report of Collections
02	501 – 599	Accts Rec	Accts Receivable Invoices
03			

04  
06  
07  
07

## TRANSACTION CODE (TC) LISTING

3767.7

(No. 71 June 2002)

TCs are used to record general ledger information used by DAO for appropriation reconciliation. Listed are the most common TCs.

<u>TC</u>	<u>PURPOSE</u>
073	Budget Plan for reimbursements
074	Budget Plan for revenues
080	Budget Plan for expenditures
101	Cash received for non-invoiced revenues
102	Cash received for non-invoiced reimbursements
104	Cash received for non-invoiced abatements
116	SCO collection for non-invoiced abatements
123	A/R established for overpayment of salaries or expenditures (abatement)
128	A/R established for revenue from federal or local government agency
129	A/R established for reimbursement from local government agency
130	A/R established for overpayment from federal or local government agency
149	A/R established for salaries expenditure
174	A/R established for reimbursement from state agency
175	A/R established for overpayment or equipment sold to state agency
176	A/R established for revenue from state agency
205	Reduce an accrual to vendors (FM01)

- 210 Encumbrance adjustment
- 211 Establish an encumbrance
- 212 Encumbrance increase
- 213 Encumbrance decrease
- 215 Accrual (FM 13)
- 231 Schedule payment to vendor (automated claim schedule)
- 232 Schedule encumbered payment to vendor (automated claim schedule)
- 240 Schedule payment to vendor (manual claim schedule). Also used as DAO vendor corrections.
- 242 Payment for General Services invoices, JVs, and MRTs
- 243 Schedule payment to vendor (manual claim schedule) for an encumbrance
- 245 Payment for General Services invoices for an encumbrance
- 253 SCO claim cut (reduces expenditure)
- 371 Payroll charges from payroll clearing account
- 372 Payroll charges from SCO
- 426 Dishonored check for revenue
- 427 Dishonored check for reimbursement
- 428 Dishonored check for overpayment
- 470 Vendor credit memo – manual claim schedule
- 471 Vendor credit memo – claim schedule

If any questions on TCs shown in CALSTARS reports, contact DAO, Fund Accounting Unit, at (916) 653-8053 or (8) 453-8053.

## **CALSTARS REPORTS - Informational**

**3767.8**

(No. 71 June 2002)

Purpose/Use: Informational Reports

Reference: Accounting Procedures Handbook (APH) [3728](#), [3762](#), [3767](#)

### **REPORT CLASSIFICATION**

**3767.8.1**

(No. 71 June 2002)

CALSTARS reports are classified for different users. Classifications are as follows: I – Informational; M = Management; R = Reconciliation; and V = Vendor Reports. Refer to APH [3767.4](#) for a list of available CALSTARS reports.

### **1110 FIELD RC RESEARCH**

**3767.8.2**

(No. 71 June 2002)

Purpose: Transaction history of a field RC (Report of Collection)

**THIS HFD REPORT NOT AVAILABLE FOR USE**

### **A/R STATUS REPORT**

**3767.8.3**

(No. 71 June 2002)

Purpose: Listing of open payroll Accounts Receivable. This report lists by employee salary and wage overpayments. This report is sent weekly to the Personnel Services Unit. It is sent as an attachment to an email.

See ([A/R Status Report](#)) and the following details provide information to enable understanding of this report.

1. A/R Status Report: Name of the report
2. First digit = Status of collection (i.e payroll deduction, agency collection, etc).
3. Second digit = reason for A/R (i.e. IDL, overpayment, NDI, etc)
4. Report date: Date of the A/R Status Report
5. Employee: Name of the employee owing A/R.
6. FY: FY of the A/R.

7. Doc Date: Date A/R was established by the SCO (State Controller's Office).
8. Doc Number: Document Number assigned. The first eight digits are assigned by SCO. The last two digits are the fiscal month of the overpayment.
9. GL: General Ledger Account No. (DAO Use)
10. Index: Designates location of employee at the time A/R was established. (Refer to APH 3762).
11. Object: Object code of the overpayment. (Refer to APH 3762).
12. PCA: PCA of the overpayment. (Refer to APH 3762).
13. Balance: Balance due by the employee. **NOTE: Negative amount = Correction needed to be done by DAO or Human Resources Office.**
14. Status: Refer to item 2 and 3 listed above.
15. Filter: Report can be sorted in ascending order by any column with a "down arrow".
16. Number: Number of A/Rs,
17. Amount: Total amount of A/Rs.

## **D01 a ENCUMBRANCES DETAIL REPORT**

**3767.8.4**

(No. 71 June 2002)

Purpose: Payment history of an encumbered document, suffix optional.

See ([D01 a Encumbrances Detail Report](#)) and the following details provide information to enable understanding of this report

1. D01-a Encumbrances Detail Report: Name of the HFD report.
2. Document No: Document number assigned (Refer to APH 3762)

The following entries refer to the detail of the encumbered document.

3. Vendor No/Name: Vendor Number and Name
4. SFX: Suffix number
5. FY/FM: Fiscal Year and Fiscal Month of activity
6. Index: Index number

7. Object: Object of expenditure
8. PCA: PCA number assigned
9. Original: Amount of the original encumbrance document.
10. Adjust: Increase, decrease or DAO correction to this encumbrance.
11. Liquidations: Amount of encumbrance to be reduced—often the same amount as the payment.
12. Payments: Scheduled payments made to vendors against the encumbrance.
13. Balance: Balance remaining on encumbrance. (Original (+/-) Adjustments (-) Liquidations (=) Balance).
14. TC Amount: Amount used to liquidate encumbrance if not a payment.
15. TC: TC used to liquidate encumbrance if not a payment.
16. Process Date: CALSTARS posting information.
17. Transaction ID: DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS and the line entry number of the batch.
18. Claim Schedule: CALSTARS posting information
19. Subtotal by Suffix: Subtotal by contract suffix
20. Subtotal by FY: Subtotal by contract fiscal year.

## **EMPLOYEE MASTER FILE LIST**

**3767.8.5**

(No. 71 June 2002)

Purpose: Employee Master File is a list of employees assigned to a specific index. In the absence of a timesheet or supplemental payroll, the wages will be charged to the index and PCA listed on this report.

Status of Employee: Active or Separated employee

Request optional by department or index.

Sort by name, position number, 1<sup>st</sup> PCA or CALSTARS updates.

See ([Employee Master File List](#)) and the following details provide information to enable understanding of this report.

1. Employee Master File List: Name of the HFD report.
2. Load Date: Information is this report is current through this date.
3. Fiscal Year: Fiscal Year included in this report.
4. Index: Designates location and title of the administrative unit. (Refer to [APH 3762](#)).
5. Status: Active Status: Y = Yes; N = Separated employee
6. Sort By: Name. This report can also be sorted by Position Number; 1<sup>st</sup> PCA; or CALSTARS updates of PCAs (descending date order).
7. SSN: Social Security Number.
8. Emp Name: Name of the employee
9. Position Number: Employee's position number.
10. 1<sup>st</sup> PCA: PCA and percentage for expenditures. If blank, 100% is expensed.
11. 2<sup>nd</sup> PCA: PCA and percentage for expenditures
12. 3<sup>rd</sup> PCA: PCA and percentage for expenditures
13. 4<sup>th</sup> PCA: PCA and percentage for expenditures
14. 5<sup>th</sup> PCA: PCA and percentage for expenditures
15. 6<sup>th</sup> PCA: PCA and percentage for expenditures
16. Supplemental: CALSTARS coding for supplement payroll expenditures.
17. CALSTARS update: Last date this employee's record was changed in CALSTARS.

## **HY- FIELD ASSIGNED DOC LOG (EXPENDITURES)**

**3767.8.6**

(No. 71 June 2002)

Purpose: Log book of field assigned numbers (Refer to APH 3762) for expenditure documents processed in CALSTARS. Reference documents: AP (Accounts Payable); NL (Non-Liquidating); PC (Petty Cash). Current documents: JV (Journal Vouchers); LD (Labor Distribution JVs); MT (MRTs). Information is posted through the last fiscal month processed in HFD.

See [\(HY-Field Assigned Doc Log – \(Expenditures\)](#) and the following details provide information to enable understanding of this report.

1. HY – Field Assigned Doc Log (Expenditures): Name of the HFD report.
2. Fiscal Year: Fiscal Year included in this report.
3. Reference Doc: Use the first seven digits of the field assigned number (Refer to APH 3762). Report displayed was requested for field assigned number “7TCOG”. Can also request the following field assigned numbers: AP, NL or PC.
4. Current Doc: Can also request the following field assigned numbers (Refer to APH 3762): JV, LD or MT. Must use the current document for this request.
5. FM: Fiscal month document was processed
6. Invoice No: (if applicable)
7. Cur Doc No: Field assigned number (if applicable)
8. Ref Doc No: Field assigned number
9. Index: index-coding information for document referenced for No 7 or No 8.
10. Object code: object-coding information for document referenced for No 7 or No 8.
11. PCA: PCA-coding information for document referenced for No 7 or No 8.
12. Amount: dollar amount for document referenced for No. 7 or No 8.
13. Incident Number: incident-coding information for document reference in No 7 or No 9.
14. Vendor Name: name of vendor
15. Batch Date: CALSTARS posting information
16. Batch Type: CALSTARS posting information
17. Batch No: CALSTARS posting information

## **HY - TRAVEL EXPENSE CLAIM RESEARCH**

**3767.8.7**

(No. 71 June 2002)

Purpose: Travel Expense Claim research by name, FY optional. Sort button for Document Date or Reference Document Order

Sort order:

Doc date (name, ascending; doc date, descending order)

Ref Doc No (name, ascending; ref doc, descending order)

See ([HY - Travel Expense Claim Research](#)) and the following details provide information to enable understanding of this report.

1. HY – Travel Expense Claim Research: Name of the HFD report.
2. Employee Name: Name of Employee (Only use last name, no punctuation needed)
3. FY: Fiscal Year included in this report.
4. Sort by: Reference Doc (field assigned number). Can also request by document date order
5. Name: Name of employee.
6. Process Date: CALSTARS posting information.
7. FY: Fiscal year included in this month.
8. Claim Schedule: CALSTARS posting information
9. Amount: Amount paid for this entry (may have multiple entries assigned to this Claim Schedule or Reference Document No)
10. Doc Date: Date of document
11. Ref Doc No: Field assigned number to document

## **HY USE TAX REPORT**

**3767.8.8**

(No. 71 June 2002)

Purpose: Vendor invoices subject to Board of Equalization sales tax.

See ([HY Use Tax Report](#)) and the following details provide information to enable understanding of this report.

1. HY – Use Tax Report: Name of the HFD report
2. Process Date: Fiscal Month(s) and year.
3. FY: Fiscal Year included in this report
4. Index: Designates location and title of the administrative unit. (Refer to [APH 3762](#)).
5. FM: Fiscal Month document was processed.
6. Location: Location of use tax. The first 2 digits designates county of purchase. The next 4 digits designate the last 4 digits of the zip code.
7. Ref Doc No: Field assigned number to document
8. Obj: object-coding information for document
9. PCA No: PCA-coding information for document
10. Amount: dollar amount for document
11. Incident No: incident-coding information for document
12. Vendor No: Vendor number
13. Vendor Name: Vendor name
14. State: State of vendor address
15. Claim Sched: Claim Schedule of document
16. PCA: PCA and title of PCA
17. Sub Total: Net Amount of payments to be charged by PCA
18. Tax Rate: Amount of Tax and Tax rate to be charged by PCA
19. Total With Tax: Gross amount to be charged by PCA

## OE UNIFORM EXPENDITURE

3767.8.9

(No. 71 June 2002)

Purpose: Monthly history of expenditures for Uniform Payment by PCA, name or social security number sort. **NOTE: LD'S ARE NOT INCLUDED IN THIS REPORT UNTIL THE HISTORY FILE IS LOADED.**

See ([OE Uniform Expenditure](#)) and the following details provide information to enable understanding of this report.

1. OE Uniform Expenditure: Name of the HFD report.
2. Process Month/Year: Process Month and year of this report.
3. Fiscal Year: Fiscal Year of this report.
4. Index: Designates location and title of the administrative unit. (Refer to [APH 3762](#)).
5. Sort by: Report may be sorted by: PCA, Name or SSN.
6. TC: Transaction Code assigned to this document
7. Pay Period: SCO pay period
8. Object: Indicates the type of expenditure. (Refer to [APH 3762](#)).
9. PCA: Designates a program within CDF. (Refer to [APH 3762](#)).
10. Position Number: Employees position number.
11. Cur Doc No: SCO Payroll Warrant Register issued for payment of uniform.
12. Dollar Amount: Amount paid.
13. SSN: Social Security Number
14. Name: Employee Name
15. Trans ID: CALSTARS posting information
16. Ref Doc No: Field number assigned to document (if any)
17. Claim Sched: Claim schedule assigned to document (if any)

**PCA REPORT**  
(No. 71 June 2002)

**3767.8.10**

Purpose: PCA listing by FY.

Sort button for the following: PCA order (PCA ascending); Program Order (PCA ascending); Title (Ascending); Fund, FS (Program, PCA ascending); Fund Program (Fund, PCA Ascending) Create date (Descending, PCA ascending)

See ([PCA Report](#)) and the following details provide information to enable understanding of this report.

1. PCA Report: Name of the HFD report.
2. Load Date: Date HFD was last updated. **NOTE: Weekly updates in HFD.**
3. Fiscal Year: Fiscal Year included in this report.
4. Sort By: PCA Number. This report can also be sorted by Title of PCA; Fund and Program; Program; Fund Source and Create Date of PCA.
5. PCA: Designates a program within CDF. (Refer to [APH 3762](#)).
6. Title: Title of PCA
7. Program: PCA identified to a Program in the Governor's Budget.
8. 1<sup>st</sup> Fund Info: Fund, Fund Source and Percentage for expenditures
9. 2<sup>nd</sup> Fund Info: Fund, Fund Source and Percentage for expenditures
10. 3<sup>rd</sup> Fund Info: Fund, Fund Source and Percentage for expenditures
11. 4<sup>th</sup> Fund Info: Fund, Fund Source and Percentage for expenditures
12. Create date: Effective date of PCA for fiscal year identified on this report (Refer to No. 3)

**CSTARS01 (S01) – SUBSIDIARIES ON FILE**  
(No. 71 June 2002)

**3767.8.11**

The S01 report lists amounts received for special accounts, i.e., Coins for Conservation (0942); Subpoena Fee/Witness Fee advances (0990); Vacation Trust (0942); etc. Information on this report is current through the run date.

See ([CSTARS01 – SUBSIDIARIES ON FILE](#)) and the following details provide information to enable understanding of this report.

1. CSTARS01 – SUBSIDIARIES ON FILE: Name of the CALSTARS report.
2. CM: Current Month = Information posted up to the closure of the "Run date".
3. 0942: Fund 0942 = Special Deposit Fund or Fund 0990: Agency Trust Fund.
4. RUN DATE; TIME: The date and time of day the report was run.
5. FISCAL MONTH: Indicates Fiscal Month = 08 February (01 is July, 02 is August...13 is Prior FY).
6. REPORT HEADING: Report title and data posted as of the run date (02/16/01).
7. GLAN: Indicates the General Ledger account number and title.
8. SUBSIDIARY NO: The account number used within CDF.
9. DESCRIPTION: Title of the account number.
10. BEGINNING BALANCE: Amount of the account at the end of the prior month.
11. ADJUSTMENTS: Adjustments, other than increases or decreases, made during the current month.
12. INCREASES: Increases made to the account during the current month.
13. DECREASES: Reductions made to the account during the current month.
14. ENDING BALANCE: Balance remaining at the end of the current month.
15. TOTAL GL\_ACCT: Total by General Ledger Account.
16. TOTAL FUND: Total Fund

**TB – GL ACCOUNTS BY TRANS CODE (DAO USE ONLY) 3767.8.12**  
(No. 71 June 2002)

Purpose: To be used by the DAO to balance monthly transactions between CALSTARS Trial Balance Report (GO3) and HFD Trial Balance.

See ([TB - GL Accounts By Trans Code](#)) and the following details provide information to enable understanding of this report.

1. TB – GL Accounts by Trans Code: Name of the HFD report.
2. Fiscal Month: Month of Report
3. Start Process Date: Begin and end date of processing for the fiscal month (See No. 2).
4. Fund: Fund Number (0001 = General Fund; 0235 = Cigaret Tobacco Prod Surtax, etc)
5. GL Account: General Ledger Account Number. (Refer to Trans Code).
6. Trans Code: Transaction Code assigned for entry in to CALSTARS.
7. Debit: Debit – Total Amount by Trans Code for the fiscal month.
8. Credit: Credit – Total Amount by Trans Code for the fiscal month.
9. C/D: Credit/Debit
10. Total by GL Account: Total amount of debit and credit by General Ledger Account.

## **CALSTARS REPORTS - Management**

**3767.9**

(No. 71 June 2002)

Purpose/Use: Manager's control of budget.

Reference: Accounting Procedures Handbook (APH) [3728](#), [3762](#), [3767](#)

### **REPORT CLASSIFICATION**

**3767.9.1**

(No. 71 June 2002)

CALSTARS reports are classified for different users. Classifications are as follows: I – Informational; M = Management; R = Reconciliation; and V = Vendor Reports. Refer to APH [3767.4](#) for a list of available CALSTARS reports.

### **Q12 BUDGET REPORT BY INDEX**

**3767.9.2**

(No. 71 June 2002)

Purpose: FY accumulative budget report by index, PCA optional, Fund optional regardless of Fiscal Year.

HFD User Information: Q12 budget plans will not be correct for Capital Outlay Appropriations or Coins for Conservation accounts. These were re-entered each year since CALSTARS does not roll forward the budget plans.

See ([Q12 Budget Report by Index](#)) and the following details provide information to enable understanding of this report.

1. Q12 Budget Report by Index: Name of the HFD report
2. FY/FM: Fiscal Year and Fiscal Month included in this report
3. Index Code: Designates location and title of the administrative unit. (Refer to APH 3762)
4. Fund: ALL – All funds for this index. Report may also be requested by Fund.
5. Cat: Category 1 = Personal Services; 3 = Operating Expenses; 4 = Special Items of Expense; 8 = Capital Outlay
6. Object Detail: object of expenditure and title
7. Budget Plan: Amount budgeted for the administrative unit.

8. Current Month: Summarized expenditures posted during the month. Refer to PS or OE Transaction Report by Index for detailed information.
9. Year to Date: Accumulative total of expenditures posted during current FY
10. Encumbrances: Balance remaining on encumbrances. Refer to D01 Encumbrances Report of a detailed information
11. Balance: Remaining balance of Budget Plan. (Budget plan (-) Year To Date (-) Encumbrances (=) Balance).
12. Percent: Percentage expended of the Budget Plan. (Encumbrances are not included as expenditures).
13. PCA: Designates a program within CDF and title. (Refer to [APH 3762](#))
14. Total by Budget Object: Total by budget object.
15. Total by Category: Total by category.
16. Total by PCA: Total amount posted by PCA.
17. Total by Index: Total amount posted by Index.

## **Q16 BUDGET REPORT BY PCA**

**3767.9.3**

(No. 71 June 2002)

Purpose: FY accumulative budget report by PCA, Index optional, Fund optional regardless of Fiscal Year.

HFD User Information: Q16 budget plans will not be correct for Capital Outlay Appropriations or Coins for Conservation accounts. These were re-entered each year since CALSTARS does not roll forward the budget plans.

See ([Q16 Budget Report by PCA](#)) and the following details provide information to enable understanding of this report.

1. Q16 Budget Report by PCA: Name of the HFD report
2. FY/FM: Fiscal Year and Fiscal Month included in this report
3. PCA: Designates a program within CDF and title. (Refer to [APH 3762](#))
4. Fund: ALL – All funds for this index. Report may also be requested by Fund.

5. Cat: Category 1 = Personal Services; 3 = Operating Expenses; 4 = Special Items of Expense; 8 = Capital Outlay
6. Object Detail: object of expenditure and title
7. Budget Plan: Amount budgeted for the administrative unit.
8. Current Month: Summarized expenditures posted during the month. Refer to PS or OE Transaction Report by PCA for detailed information.
9. Year to Date: Accumulative total of expenditures posted during current FY
10. Encumbrances: Balance remaining on encumbrances. Refer to D01 Encumbrances Report of a detailed information
11. Balance: Remaining balance of Budget Plan. (Budget plan (-) Year To Date (-) Encumbrances (=) Balance).
12. Percent: Percentage expended of the Budget Plan. (Encumbrances are not included as expenditures).
13. Index Code: Designates location and title of the administrative unit. (Refer to APH [3762](#))
14. Total by Budget Object: Total by budget object.
15. Total by Category: Total by category.
16. Total by Index: Total amount posted by Index.
17. Total by PCA: Total amount posted by PCA.

## **Q24 - RECEIPT REPORT BY INDEX**

**3767.9.4**

(No. 71 June 2002)

Purpose: FY accumulative receipt report by index, PCA optional, Fund optional regardless of Fiscal Year.

See ([Q - 24 Receipt Report By Index](#)) and the following details provide information to enable understanding of this report.

1. Q24 Receipt Report by Index: Name of the HFD report

2. FY/FM: Fiscal Year and Fiscal Month included in this report
3. Index Code: Designates location and title of the administrative unit. (Refer to APH 3762)
4. Fund: ALL – All funds for this index. Report may also be requested by Fund.
5. Source Code: Source code number (Refer to UCM) and 2 digit agency source code:

1XXXXX:	General Fund Revenues
4XXXXX:	Revenue moneys from the Federal Government
991913:	Reimbursement moneys from State Agencies
991936:	Reimbursement moneys from Local Governments
991937:	Reimbursement moneys from employees or Private entities
991938:	Reimbursement moneys from other sources

6. FS: Fund Source. UCM assigned source code
7. Planned Receipts: Amount budgeted for the administrative unit.
8. Current Month: Summarized receipts posted during the month. Refer to H00-7 Receipt transaction Report by Index for detailed information.
9. Year to Date: Accumulative total of receipts posted during current FY
10. Balance: Remaining balance of Budget Plan. (Planned Receipts (-) Year To Date (=) Balance).
11. PCA: Designates a program within CDF and title. (Refer to [APH 3762](#))
12. Total by PCA: Total amount posted by PCA.
13. Total by Index: Total amount posted by Index.

## **Q27 RECEIPT REPORT BY PCA**

**3767.9.5**

(No. 71 June 2002)

Purpose: FY accumulative receipt report by PCA, index optional regardless of Fiscal Year.

See [\(Q27 Receipt Report By PCA\)](#) and the following details provide information to enable understanding of this report.

1. Q27 Receipt Report by PCA: Name of the HFD report
2. FY/FM: Fiscal Year and Fiscal Month included in this report
3. PCA: Designates a program within CDF and title. (Refer to APH 3762)
4. Fund: ALL – All funds for this index. Report may also be requested by Fund.
5. Source Code: Source code number (Refer to UCM) and 2 digit agency source code:

1XXXXX:	General Fund Revenues
4XXXXX:	Revenue moneys from the Federal Government
991913:	Reimbursement moneys from State Agencies
991936:	Reimbursement moneys from Local Governments
991937:	Reimbursement moneys from employees or Private entities
991938:	Reimbursement moneys from other sources

6. FS: Fund Source. UCM assigned source code
7. Planned Receipts: Amount budgeted for the administrative unit.
8. Current Month: Summarized receipts posted during the month. Refer to H00-7 Receipt transaction Report by Index for detailed information.
9. Year to Date: Accumulative total of receipts posted during current FY
10. Balance: Remaining balance of Budget Plan. (Planned Receipts (-) Year To Date (=) Balance).
11. Index Code: Designates location and title of the administrative unit. (Refer to APH [3762](#))
12. Total by Index: Total amount posted by Index
13. Total by PCA: Total amount posted by PCA.

## **CALSTARS REPORTS - Reconciliation**

**3767.10**

(No. 71 June 2002)

Purpose/Use: Reconciliation of unit's records (Personal Services/Operating Expenses)

Reference: CDF Handbook Sections [3762](#), [3767](#)

### **REPORT CLASSIFICATION**

**3767.10.1**

(No. 71 June 2002)

CALSTARS reports are classified for different users. Classifications are as follows: I – Informational; M = Management; R = Reconciliation; and V = Vendor Reports. Refer to APH [3767.4](#) for a list of available CALSTARS reports.

### **D01 ENCUMBRANCES REPORT**

**3767.10.2**

(No. 71 June 2002)

Purpose: Listing of Encumbrances by index code, PCA optional.

Encumbrances are identified as follows: (1) Printing requisitions over \$500.00; (2) Purchase and equipment estimates; (3) Contracts; (4) Out-of-state travel; and (5) Service/rental agreements (MSAs or MRAs).

See ([D01 Encumbrances Report](#)) and the following details provide information to enable understanding of this report.

1. D01 Encumbrances Report: Name of the HFD report.
2. FY/FM: Fiscal Year and Fiscal Month included in this report.
3. Index Code: Designates location and title of the administrative unit. (Refer to APH [3762](#)).
4. PCA: Designates a program within CDF (Refer to APH [3762](#)).
5. Object: Object code
6. FM: Indicates Fiscal Month (01 is July, 02 is August...13 is Prior FY) that an entry was posted to this encumbrance document.
7. P Date: Process Date of this entry.
8. Document No: Document number assigned to the encumbering document. (Refer to APH [3762.3.1](#)).

9. Doc Date: Date of the document.
10. Vendor No: The vendor number assigned by DAO.
11. Vendor Name: Name of the vendor.
12. Original: Amount of the original encumbrance document.
13. Adjustments: Increase, decrease or DAO correction to this encumbrance.
14. Liquidations: Amount of encumbrance to be reduced--often the same amount as the payment.
15. Payments: Scheduled payments made to vendors against the encumbrance.
16. Balance: Balance remaining on encumbrance. (Original (+/-) Adjustments (-) Liquidations (=) Balance).
17. PCA: Designates a program and title within CDF (Refer to [APH 3762](#)).
18. Sub Total By Doc No: Sub Total of postings made to this document number
19. Sub Total By Object: Sub Total by Object Code.
20. Total By PCA: Total by PCA.
21. Total By Index: Total by Index

## **HOO-1 BUDGET PLAN**

**3767.10.3**

(No. 71 June 2002)

Purpose: Index report of monthly or accumulative activity of budget plans. Report details the activity of budget plans for expenditures (Q12 or Q16) or receipts (Q24 or Q27) or both. May also request by PCA or Fund.

## **HOO-1 BUDGET PLAN REPORT - EXPENDITURE**

**3767.10.3.1**

(No. 71 June 2002)

See ([HOO-1 Budget Plan Report - Expenditure](#)) and the following details provide information to enable understanding of this report.

1. HOO-1 Budget Plan Report: Name of the HFD report.
2. FM/FY: Fiscal Month and Year: Fiscal Month(s) and year.

3. Index Code: Designates location and title of the administrative unit. (Refer to APH [3762](#)).
4. Fund: ALL – All funds for this index. Report may also be requested by Fund.
5. Type: Receipt, Expenditure or Both.
6. FM: Fiscal Month the Budget Plan was posted.
7. CAT: 1 (Personal Services); 3; 4 (Operating Expenses); 8 (Capital Outlay).
8. Object: Indicates the type of expenditure. (Refer to APH 3762).
9. Source Code: **NOTE: USED IF REPORT IS HOO-1 BUDGET PLAN BY RECEIPT.**
10. Amount: Dollar Amount.
11. Ref Doc: Reference Document Number (including suffix). Field assigned document number (Refer to APH 3762).
12. Cur Doc: Current Document Number (including suffix) assigned by DBO (Departmental Budget Office). (Refer to APH 3762).
13. Inv #: Information used to identify budget plan source by DBO.
14. Transaction ID: DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS and the line entry number of the batch.
15. Fund: Fund of the PCA.
16. FD: Fund Detail of the PCA.
17. FS: Fund Source of the PCA.
18. PCA: Designates a program within CDF and title. (Refer to APH 3762).
19. Sub Total by Object/Source: Total Amount posted by Object Code
20. Sub Total by Category: Total Amount posted by Category (Personal Services or Operating Expenses)
21. Sub-Total by PCA: Total Amount posted by PCA.
22. Total By Index: Total Amount posted by Index.

## HOO-1 BUDGET PLAN REPORT - RECEIPT

3767.10.3.2

(No. 71 June 2002)

See ([HOO-1 Budget Plan Report – Receipt](#)) and the following details provide information to enable understanding of this report.

1. HOO-1 Budget Plan Report: Name of the HFD report.
2. FM/FY: Fiscal Month and Year: Fiscal Month(s) and year.
3. Index Code: Designates location and title of the administrative unit. (Refer to APH [3762](#)).
4. Fund: ALL – All funds for this index. Report may also be requested by Fund.
5. Type: Receipt, Expenditure or Both.
6. FM: Fiscal Month the Budget Plan was posted.
7. CAT: **NOTE: USED IF REPORT IS HOO-1 BUDGET PLAN BY EXPENDITURE.**
8. Object: **NOTE: USED IF REPORT IS HOO-1 BUDGET PLAN BY EXPENDITURE.**
9. Source Code:  

1XXXXX:	General Fund Revenues
4XXXXX:	Revenue moneys from the Federal Government
991913:	Reimbursement moneys from State Agencies
991936:	Reimbursement moneys from Local Governments
991937:	Reimbursement moneys from employees or private entities
991938:	Reimbursement moneys from other sources
10. Amount: Dollar Amount.
11. Ref Doc: Reference Document Number (including suffix). Field assigned document number (Refer to APH [3762](#)).
12. Cur Doc: Current Document Number (including suffix) assigned by DBO (Departmental Budget Office). (Refer to APH [3762](#)).
13. Inv #: Information used to identify budget plan source by DBO
14. Transaction ID: DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS and the line entry number of the batch.

15. Fund: Fund of the PCA.
16. FD: Fund Detail of the PCA.
17. FS: Fund Source of the PCA.
18. PCA: Designates a program within CDF and title. (Refer to APH [3762](#)).
19. Sub Total by Object/Source: Total Amount posted by Object Code
20. Sub Total by Category: Total Amount posted by Category (Personal Services or Operating Expenses)
21. Sub-Total by PCA: Total Amount posted by PCA.
22. Total By Index: Total Amount posted by Index.

## **H00-7 RECEIPT TRANSACTION REPORT BY INDEX**

**3767.10.4**

**((No. 71 June 2002))**

Purpose: Index report of monthly or accumulative activity of receipts. Report details the activity of receipts (Q24 or Q27). May also request by PCA or Fund.

See ([H00-7 Receipt Transaction Report by Index](#)) and the following details provide information to enable understanding of this report.

1. H00-7 Receipt Transaction Report by Index: Name of the HFD report.
2. Process Date: Fiscal Month included in this report.
3. Fiscal Year: Fiscal Year included in this report.
4. Index Code: Designates location and title of the administrative unit. (Refer to APH [3762](#)).
5. FM: Fiscal Month the receipt was posted.
6. Source Code:
  - 1XXXXX: General Fund Revenues
  - 4XXXXX: Revenue moneys from the Federal Government
  - 991913: Reimbursement moneys from State Agencies
  - 991936: Reimbursement moneys from Local Governments
  - 991937: Reimbursement moneys from employees or private entities
  - 991938: Reimbursement moneys from other sources

7. Amount: Dollar Amount.
8. Ref Doc: Reference Document Number (including suffix). Field assigned document number (Refer to APH 3762).
9. Cur Doc: Current Document Number assigned by DAO.
10. Vendor No: Vendor Number assigned to Accounts Receivable documents (if applicable).
11. Vendor Name: Name of vendor (if applicable)
12. Transaction ID: DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS and the line entry number of the batch.
13. TC: Transaction Code used to enter information into CALSTARS.
14. Fund: Fund of the PCA.
15. FD: Fund Detail of the PCA.
16. FS: Fund Source of the PCA. F = Federal Trust Fund Reimbursements; G = General Fund Revenue; R = General Fund Reimbursements; O = SFM Revenue.
17. PCA: Designates a program within CDF and title. (Refer to APH 3762).
18. Subtotal by Agency Source: Subtotal by Agency Source.
19. Total by Source: Total Amount posted.
20. Total by PCA: Total Amount posted.
21. Total By Index: Total Amount posted.

## **OE TRANSACTIONS BY INDEX**

**3767.10.5**

(No. 71 June 2002)

Purpose: Monthly history of expenditures for OE by index, PCA optional.

See [\(OE TRANSACTIONS BY INDEX\)](#) and the following details provide information to enable understanding of this report.

1. OE Transactions By Index: Name of the HFD report.
2. Process Date: Month and year of the HFD report.

3. FY: Fiscal year included in this report.
4. Index: Designates location and title of the administrative unit. (Refer to APH 3762.4).
5. Trans ID: DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS, the line entry number of the batch and detail if line was split to A, B, etc.
6. Object: object of expenditure (Refer to [APH 3762](#))
7. Vendor #: The vendor number assigned by DAO.
8. Vendor/Employee Name: Name of vendor or employee
9. Incident #: if applicable, incident number
10. Invoice #: Vendor's invoice number. (Vendor name is shown here if check was written out of Revolving Fund).
11. Post Date: Date the payment document was posted in CALSTARS
12. Doc Date: Payment document (invoice) date
13. Cur Doc #: Current document number (Refer to APH 3762)
14. Ref Doc #: Reference Document Number. Field assigned number. (Refer to APH 3762).
15. Claim Sch: Claim Schedule number sent to the State Controller's Office for payment of this document. (Refer to APH 3762).
16. Location: If applicable, use tax that will be reported to Board of Equalization. The first 2 digits designates county, the remaining are the last 4 digits of the zip code.
17. EY: Enactment year. Year of legislative enactment
18. TC: **T**ransaction **C**ode to record expenditure and abatement information. (Refer to APH 3767.6).
19. M: Modifier code. Used to describe Partial (P) or Einal (F) payment of encumbrance payments.
20. R: If "R" is in this field, it indicates reversal of TC or an abatement of expenditure.
21. Encumbrance: If applicable, encumbrance payment (-) or encumbrance set-up (+)
22. Expenditures: Dollar amount

23. PCA: Designates a program within CDF and title (Refer to APH 3762)
24. Total by Object: Total amount posted by object code
25. Total by PCA: Total amount posted by PCA
26. Total by Index: Total amount posted by Index

## **OE TRANSACTIONS BY PCA**

**3767.10.6**

(No. 71 June 2002)

Purpose: Monthly history of expenditures for OE by PCA, index optional.

See ([OE TRANSACTIONS BY PCA](#)) and the following details provide information to enable understanding of this report.

1. OE Transactions By PCA: Name of the HFD report.
2. Process Date: Month and year of the HFD report.
3. FY: Fiscal year included in this report.
4. PCA: Designates a program within CDF and title (Refer to APH 3762)
5. Trans ID: DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS, the line entry number of the batch and detail if line was split to A, B, etc.
6. Object: object of expenditure (Refer to APH 3762)
7. Vendor #: The vendor number assigned by DAO.
8. Vendor Name: Name of vendor
9. Incident #: if applicable, incident number
10. Invoice #: Vendor's invoice number. (Vendor name is shown here if check was written out of Revolving Fund).
11. Post Date: Date the payment document was posted in CALSTARS
12. Doc Date: Payment document (invoice) date
13. Cur Doc #: Current document number (Refer to APH 3762)

14. Ref Doc #: Reference Document Number. Field assigned number. (Refer to APH [3762](#)).
15. Claim Sch: Claim Schedule number sent to the State Controller's Office for payment of this document. (Refer to APH 3762).
16. Location: If applicable, use tax that will be reported to Board of Equalization. The first 2 digits designates county, the remaining are the last 4 digits of the zip code.
17. EY: Enactment year. Year of legislative enactment
18. TC: Transaction Code to record expenditure and abatement information. (Refer to APH 3767.6).
19. M: Modifier code. Used to describe Partial (P) or Final (F) payment of encumbrance payments.
20. R: If "R" is in this field, it indicates reversal of TC or an abatement of expenditure.
21. Encumbrances: If applicable, encumbrance payment (-) or encumbrance set-up (+)
22. Expenditures: Dollar amount
23. Index: Designates location and title of the administrative unit. (Refer to APH 3762.4).
24. Object Sub Total: Total amount posted by object code
25. Index Total: Total amount posted by Index
26. Grand Total: Total amount posted by PCA

## **PS TRANSACTIONS BY EMPLOYEE**

**3767.10.7**

(No. 71 June 2002)

Purpose: Detail of monthly activity of PS expenditures by PCA and SS NO. This report can be used to reconcile PACMANS to CALSTARS. **NOTE: LD'S ARE NOT INCLUDED IN THIS REPORT UNTIL THE HISTORY FILE IS LOADED.**

See ([PS Transactions By Employee](#)) and the following details provide information to enable understanding of this report.

1. PS Transactions By Employee: Name of the HFD report.
2. Process Month/Year: Month and year of the HFD report.

3. Fiscal Year: Fiscal Year included in this report.
4. Index: Designates location and title of the administrative unit. (Refer to [APH 3762](#)).
5. TC: Transaction code assigned (Refer to 3767.4)
6. PP: Payroll Report Period
7. Object: object-coding information
8. Incident Number: incident-coding information
9. Position: Position Number of employee
10. Cur Doc No. Payroll Warrant Register CLO document assigned by SCO.
11. Amount: Amount of expenditure
12. Name: Name of the employee
13. S.S.N: Social Security Number of the employee
14. Hours: Hours charged
15. Trans ID: Transaction ID – DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS and the line entry number of the batch. Used for Labor JV documents.
16. Ref Doc No: Reference Document Number. Field assigned document number (labor JV only). (Refer to APH 3762).
17. PCA: Designates a program within CDF and title. (Refer to APH 3762).
18. Total by PCA: Amount for this PCA.
19. Total by Object: Amount for each object code.
20. Total: Total by Object for this PCA

## **PS TRANSACTIONS BY INDEX**

**3767.10.8**

(No. 71 June 2002)

Purpose: Detail of monthly activity of PS expenditures by Index and object code, PCA code is optional. **NOTE: LD'S ARE NOT INCLUDED IN THIS REPORT UNTIL THE HISTORY FILE IS LOADED.**

See [\(PS Transactions By Index\)](#) and the following details provide information to enable understanding of this report.

1. PS Transactions By Index: Name of the HFD report.
2. Process Month/Year: Month and year of the HFD report.
3. Fiscal Year: Fiscal Year included in this report.
4. Index: Designates location and title of the administrative unit. (Refer to APH 3762).
5. TC: Transaction code assigned (Refer to 3767.4)
6. PP: Payroll Report Period
7. Object: object-coding information
8. Incident Number: incident-coding information
9. Position: Position Number of employee
10. Cur Doc No. Payroll Warrant Register CLO document assigned by SCO.
11. Amount: Amount of expenditure
12. Name: Name of the employee
13. S.S.N: Social Security Number of the employee
14. Hours: Hours charged
15. Trans ID: Transaction ID – DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS and the line entry number of the batch. Used for Labor JV documents.
16. Ref Doc No: Reference Document Number. Field assigned document number (labor JV only). (Refer to APH 3762).
17. PCA: Designates a program within CDF and title. (Refer to APH 3762).
18. Subtotal by Object: Amount for this object code.
19. Total by PCA: Amount for this PCA.
20. Total by Index: Amount for this Index.

## PS TRANSACTIONS BY PCA

3767.10.9

(No. 71 June 2002)

Purpose: Detail of monthly activity of PS expenditures by PCA and object code order. Index code is optional. **NOTE: LD'S ARE NOT INCLUDED IN THIS REPORT UNTIL THE HISTORY FILE IS LOADED.**

See ([PS Transactions By PCA](#)) and the following details provide information to enable understanding of this report.

1. PS Transactions By PCA: Name of the HFD report.
2. Process Date (FM): Month and year of the HFD report.
3. Fiscal Year: Fiscal Year included in this report.
4. PCA: Designates a program within CDF and title. (Refer to [APH 3762](#)).
5. TC: Transaction code assigned (Refer to 3767.4)
6. PP: Payroll Report Period
7. Object: object-coding information
8. Incident Number: incident-coding information
9. Position: Position Number of employee
10. Cur Doc No. Payroll Warrant Register CLO document assigned by SCO.
11. Amount: Amount of expenditure
12. Name: Name of the employee
13. SSN: Social Security Number of the employee
14. Hours: Hours charged
15. Trans ID: Transaction ID – DAO assigned date, type of entry, batch number in which the document was posted into CALSTARS and the line entry number of the batch. Used for Labor JV documents.
16. Ref Doc No: Reference Document Number. Field assigned document number (labor JV only). (Refer to [APH 3762](#)).
17. Index: Designates location and title of the administrative unit. (Refer to [APH 3762](#)).

18. Subtotal by Object: Amount for this object code.
19. Subtotal By Index: Amount for this Index.
20. Total by PCA: Amount for this PCA.

## **Q12 BUDGET REPORT BY INDEX TO BUDGET PLAN COLUMN**

**3767.10.10**

(No. 71 June 2002)

See ([Q12 Budget Report by Index to Budget Plan Column](#)) and the following details diagram balance totals to other CALSTARS reports.

1. Q12 Budget Report by Index - "Object Detail" equals "Sub Total by Object/Source" on H00-1 Budget Plan Report.
2. Q12 Budget Report by Index - "Total by Category" equals "Sub Total By Category" on H00-1 Budget Plan Report.
3. Q12 Budget Report by Index - "Total by PCA" equals "Sub Total By PCA" on H00-1 Budget Plan Report.
4. Q12 Budget Report by Index - "Total by Index" equals "Total By Index" on H00-1 Budget Plan Report.

## **Q12 BUDGET REPORT BY INDEX TO CURRENT MONTH COLUMN**

**3767.10.11**

(No. 71 June 2002)

See ([Q12 Budget Report by Index to Current Month Column](#)) and the following details diagram balance totals to other CALSTARS reports.

1. Q12 Budget Report by Index - "Object Detail" equals "Total by Object" on OE Transactions by Index.

## **Q12 BUDGET REPORT BY INDEX TO ENCUMBRANCES COLUMN**

**3767.10.12**

(No. 71 June 2002)

See ([Q12 Budget Report by Index to Encumbrances Column](#)) and the following details diagram balance totals to other CALSTARS reports.

1. Q12 Budget Plan by Index – “Object Detail” equals “Sub Total by Doc No” on D01 Encumbrances Report.
2. Q12 Budget Plan by Index - “Total by Budget Object” equals “Sub Total By Object” on D01 Encumbrances Report.

## **Q24 RECEIPT REPORT BY INDEX TO PLANNED RECEIPT COLUMN**

**3767.10.13**

(No. 71 June 2002)

See ([Q12 Budget Report by Index to Budget Plan Column](#)) and the following details diagram balance totals to other CALSTARS reports.

1. Q12 Budget Plan “Object Detail” equals “Sub Total by Object/Source” on H00-1 Budget Plan Report.
2. Q12 Budget Plan “Total by Category” equals “Sub Total By Category” on H00-1 Budget Plan Report.
3. Q12 Budget Plan “Total by PCA” equals “Sub Total By PCA” on H00-1 Budget Plan Report.
4. Q12 Budget Plan “Total by Index” equals “Total By Index” on H00-1 Budget Plan Report

## **Q24 RECEIPT REPORT BY INDEX TO CURRENT MONTH COLUMN**

**3767.10.14**

(No. 71 June 2002)

See ([Q12 Budget Report by Index to Budget Plan Column](#)) and the following details diagram balance totals to other CALSTARS reports.

1. Q12 Budget Plan “Object Detail” equals “Sub Total by Object/Source” on H00-1 Budget Plan Report.
2. Q12 Budget Plan “Total by Category” equals “Sub Total By Category” on H00-1 Budget Plan Report.
3. Q12 Budget Plan “Total by PCA” equals “Sub Total By PCA” on H00-1 Budget Plan Report.
4. Q12 Budget Plan “Total by Index” equals “Total By Index” on H00-1 Budget Plan Report

## **CALSTARS REPORTS - Vendor**

**3767.11**

(No. 71 June 2002)

Purpose/Use: Vendor Research/payment information

Reference: CDF Intranet Sections [3762](#), [3767](#)

## **REPORT CLASSIFICATION**

**3767.11.1**

(No. 71 June 2002)

CALSTARS reports are classified for different users. Classifications are as follows: I – Informational; M = Management; R = Reconciliation; and V = Vendor Reports. Refer to APH [3767.4](#) for a list of available CALSTARS reports.

## **U01 VENDOR RESEARCH BY CLAIM SCHEDULE**

**3767.11.2**

(No. 74 April 2003)

Purpose: Vendor payment research by claim schedule.

HFD User Information: Information in HFD is posted from July 1995 through the close of the last fiscal month processed in HFD. If not found, can also use alternate report in HFD: V01 Vendor Payment by Claim Schedule: 6 – month Payment History.

1. U01 Vendor Research by Claim Schedule: Name of the HFD report
2. Claim Sched No: Claim Schedule No.

### **VENDOR PAYMENT RESEARCH RESULTS**

3. Proc Date: DAO Process date of document.
4. Transaction ID: DAO Batch date of document
5. TC: DAO assigned Transaction Code of document
6. Ref Doc No: Reference document number.
7. Fiscal M/Y: Fiscal Year and Month processed
8. Vendor No: Vendor No.
9. Vendor Name: Vendor Name
10. Index: Index number of document.

11. Object: Expenditure object code of document.
12. PCA: Program charged of document
13. Amount: Amount of document
14. Incident #: Incident Number of document
15. Total: Total Amount of Claim Schedule
16. Beginning Warrant No: SCO beginning warrant number of this claim schedule
17. Ending Warrant No: SCO ending warrant number of this claim schedule. NOTE: Each vendor listed is issued one warrant.
18. Issue Date: SCO issue date of warrants to vendor(s).
19. Amount: SCO amount paid of this schedule.

## **U01 VENDOR RESEARCH BY DOCUMENT NUMBER**

**3767.11.3**

(No. 74 April 2003)

Purpose: Vendor payment research by reference document, invoice or current document number. Use current document number for JV, MRT or LD research.

HFD User Information: Information in HFD is posted from July 1995 through the close of the last fiscal month processed in HFD. If not found, can also use alternate report in HFD: by vendor number

1. U01 Vendor Research by Document Number: Name of the HFD report

Vendor Research by anyone or all of the following fields: Reference Doc, Invoice No or Current Doc

2. By Reference Doc: Field assigned number for the vendor research
3. Or Invoice No: Vendor Invoice number for the vendor research
4. Or Current Doc: Current document number for the vendor research (JV, MRT, or LD)

## **VENDOR PAYMENT RESEARCH RESULTS**

5. Reference Doc: Reference document number.
6. Invoice No: Vendor Invoice No.

7. Current Doc: Current document number.
8. Vendor No: Vendor No.
9. Name/Address: Vendor Name and Address
10. Index: Index number of document.
11. Object: Expenditure object code of document.
12. PCA: Program charged of document
13. Claim Sched: Claim Schedule of document
14. Incident #: Incident Number of document
15. Process Date: DAO Process date of document.
16. FY / FM: Fiscal Year and Fiscal month of document
17. Amount: Amount of document
18. Batch Date: DAO Batch date of document
19. Batch Type: DAO Assigned Batch Type and number of document
20. TC: DAO assigned Transaction Code of document
21. Issue Date: SCO issue date of warrants to vendor(s)
22. Begin Warrant No: SCO beginning warrant number of this claim schedule
23. End Warrant No: SCO ending warrant number of this claim schedule. NOTE: Vendor listed was issued a warrant within this range of warrant. To determine which warrant, refer to U01 Vendor Research by Claim Schedule or VP Vendor Payment by Claim Schedule 6 – Month Payment History.
24. Schedule Amount: SCO amount paid of this schedule.

## **U01 VENDOR RESEARCH BY VENDOR NUMBER**

**3767.11.4**

(No. 74 April 2003)

Purpose: Vendor payment research by vendor number.

HFD User Information: Information in HFD is posted from July 1995 through the close of the last fiscal month processed in HFD. If not found, can also use alternate report in HFD: by document number.

1. U01 Vendor Research by Vendor Number: Name of the HFD report.
2. Vendor No: Vendor number research requested. Suffix optional.

### **VENDOR PAYMENT RESEARCH RESULTS**

3. Name / Address: Name and address of the vendor number.
4. Sort by: Report can be sorted by Index, RefDoc, PCA, Invoice, Dollar, Incident or Claim Schedule
5. Sfx: Vendor number suffix
6. Ref Doc: Reference document number of document.
7. Invoice No: Vendor Invoice No of document
8. Curr Do: Current Document No of document
9. FY: Fiscal Year of document
10. Index: Index number of document.
11. Object: Object code of document
12. PCA: Program charged of document.
13. Dollar Amount: Amount of document
14. Incident #: Incident No of document
15. Claim Schedule: Claim Schedule of document
16. Process Date: DAO Process date of document.
17. FM: Fiscal month of document
18. TransID: DAO Assigned Batch Number of document
19. TC: DAO assigned Transaction Code of document
20. SCO Issue Date: SCO issue date of warrants to vendor(s). NOTE: Vendor listed was issued a warrant. To determine warrant number, refer to U01 Vendor Research by Claim Schedule or VP Vendor Payment by Claim Schedule 6 – Month Payment History.

## VENDOR SEARCH

(No. 71 June 2002)

3767.11.5

A vendor number is required for all payment documents. DAO assigns a vendor number when a pay document and STD 204 is received.

The CDF intranet has a listing of all vendor numbers. To access, use the following pathway: Intranet, Information Technology, Intranet Applications/Vendor Number Lookup.

Information on this report is current through the run date and is updated bi-weekly.

See ([Vendor Search – Index Page](#)) and the following details provide information to enable understanding of this report.

1. Vendor Search – Index Page: Name of the Intranet report.
2. How do I, etc: Instructions to Download the Vendor Number Table
3. Search: Search function.
4. Misc., A, B, etc: Indicates sections of Vendor name
5. Vendor Search A, B, etc: Indicates section of vendor name requested.
6. Vendor #, sfx: Vendor Number assigned by DAO (includes the two digit suffix for vendors with multiple geographic locations).
7. AI: **Active/Inactive**. Indicates if vendor is **Active** (0) or **Inactive** (I) for payment purposes. If (I), do not use this vendor number. This vendor may be a duplicate or payment is to be made to another location. This information may be in the “Address” or “Contact Name” field.
8. PI: **Purge Indicator**. When vendor will be deleted from this report. 1 = Vendor deleted December of each year. 6 = Vendor delete 5 years if no activity. 9 = Vendor never deleted.
9. Vendor Name: The name of the vendor.
10. Address: Address of vendor and/or miscellaneous comments.
11. City: City of the Vendor
12. St: State of the Vendor
13. Zip/Country: Zip Code or the Country of the Vendor

14. Tp: Type of vendor.

- C Corporation
- E Estate
- I Individual
- P Partnership
- 2 Federal Government
- 3 State Agencies and Universities
- 4 Local, city, and county governments
- 5 Other governmental agencies (out-of-state)

15. Fed ID: Federal Identification Number or Social Security Number of the Vendor

16. Contact Name/Phone No: Contact Name, Phone Number or miscellaneous information about the vendor including billing comments (if applicable).

17. Changed/Last Used: Changed = Last date vendor information was updated. Last Used = Last date vendor payment activity.

## **VP VENDOR PAYMENT BY CLAIM SCHEDULE – 6 MONTH PAYMENT HISTORY**

**3767.11.6**

(No. 74 April 2003)

Purpose: Vendor payment research by claim schedule.

HFD User Information: Information in HFD is posted from the previous 6 months from the previous Thursday. If not found, can also use alternate report in HFD: U01 Vendor Research by Claim Schedule.

1. VP Vendor Payment by Claim Schedule: 6 – Month Payment History: Name of the HFD report
2. Claim Sched No: Claim Schedule No.

## **VENDOR PAYMENT RESEARCH RESULTS**

3. Proc Date: DAO Process date of document.
4. Transaction ID: DAO Batch date of document
5. TC: DAO assigned Transaction Code of document
6. Ref Doc No: Reference document number.
7. Vendor No: Vendor No.

8. Vendor Name: Vendor Name
9. Index: Index number of document.
10. PCA: Program charged of document
11. Amount: Amount of document
12. Total: Total Amount of Claim Schedule
13. Beginning Warrant No: SCO beginning warrant number of this claim schedule
14. Ending Warrant No: SCO ending warrant number of this claim schedule. NOTE: Each vendor listed is issued one warrant.
15. Issue Date: SCO issue date of warrants to vendor(s).
16. Amount: SCO amount paid of this schedule.

**VP- VENDOR RESEARCH BY DOCUMENT NUMBER  
– 6 MONTH PAYMENT HISTORY**

**3767.11.7**

(No. 74 April 2003)

Purpose: Vendor payment research by reference document, invoice or current document number. Use current document number for JV, MRT or LD research.

HFD User Information: Information in HFD is posted from the previous 6 months from the file date. If not found, can also use alternate report in HFD: by vendor number.

1. VP – Vendor Research By Document Number – 6 Month Payment History: Name of the HFD report
2. File Date: Report contains information for the previous 6 months.

Vendor Payment Research by anyone or all of the following fields: Reference Doc, Invoice No or Current Doc

3. By Reference Doc: Field assigned number for the vendor research
4. Or Invoice No: Vendor Invoice number for the vendor research
5. Or Cur Doc: Current document number for the vendor research (JV, MRT, or LD)

## **VENDOR PAYMENT RESEARCH RESULTS**

6. Reference Doc: Reference document number.
7. Invoice No: Vendor Invoice No.
8. Cur Doc: Current document number.
9. Vendor No: Vendor No.
10. Name/Address: Vendor Name and Address
11. Index: Index number of document.
12. PCA: Program charged of document
13. Claim Sched: Claim Schedule of document
14. Batch Date: DAO Batch date of document
15. Batch No: DAO Assigned Batch Number of document
16. TC: DAO assigned Transaction Code of document
17. Process Date: DAO Process date of document.
18. Transaction Amount: Amount of document
19. Issue Date: SCO issue date of warrants to vendor(s)
20. Begin Warrant No: SCO beginning warrant number of this claim schedule
21. End Warrant No: SCO ending warrant number of this claim schedule. NOTE: Vendor listed was issued a warrant within this range of warrant. To determine which warrant, refer to U01 Vendor Research by Claim Schedule or VP Vendor Payment by Claim Schedule 6 – Month Payment History.
22. Schedule Amount: SCO amount paid of this schedule.

## **VP- VENDOR PAYMENT BY VENDOR NUMBER – 6 MONTH PAYMENT HISTORY**

**3767.11.8**

(No. 74 April 2003)

Purpose: Vendor payment research by vendor number.

HFD User Information: Information in HFD is posted from the previous 6 months from the prior to date. If not found, can also use alternate report in HFD: by document number.

1. VP – Vendor Payment By Vendor Number – 6 Month Payment History: Name of the HFD report.
2. Prior to: payment history 6 months prior to this date.
3. Vendor No: Vendor number research requested. Suffix optional.

## **VENDOR PAYMENT RESEARCH RESULTS**

4. Name: Name of the vendor number.
5. Sort by: Report can be sorted by Index, RefDoc, PCA, Invoice, Dollar, Incident or Claim Schedule
6. Sfx: Vendor number suffix
7. Ref Doc: Reference document number.
8. Invoice No: Vendor Invoice No.
9. Index: Index number of document.
10. PCA: Program charged of document.
11. Amount: Amount of document
12. Claim Schedule: Claim Schedule of document
13. Processed: DAO Process date of document.
14. Batch No: DAO Assigned Batch Number of document
15. TC: DAO assigned Transaction Code of document
16. Warrant Number Begin/End: SCO begin and end warrant number of this claim schedule. NOTE: Vendor listed was issued a warrant within this range of warrant. To determine which warrant, refer to U01 Vendor Research by Claim Schedule or VP Vendor Payment by Claim Schedule 6 – Month Payment History.
17. SCO Issue Date: SCO issue date of warrants to vendor(s).

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

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)