

CALSTARS REPORTING – TRACK IX  
CALSTARS Files

FILE CLASSIFICATIONS (ACRONYM)	STANDARD REPORTS (Alpha prefix and report number)	FILE DATA IN REPORTS	DESCRIPTIONS OF FILES	TYPES OF REPORTS/REPORT USAGE
ALLOTMENT (AL)	'A' Reports: A02, A03	Allotment Budgets Expenditures Encumbrances Loan Disbursements Interest Expense	Allotments are divisions of an appropriation. The Allotment File tracks and controls allotments for spending in a manner similar to an Allotment-Expenditure Ledger (AEL).	Allotment control
APPROPRIATION (AP)	'B' Reports: B03, B04, B06	Appropriation Budgets Expenditures, Encumbrances Loan Disbursements Interest Expense Operating Transfers Estimated Reimbursements <b>Earned Reimbursements</b>	The Appropriation File maintains the status of an agency's appropriations, including the original appropriation amount, appropriation adjustments, expenditures, encumbrances, and remaining balances.	Appropriation control Financial Statements
BUDGET (BP)	"N" Reports: N10, N11, N20	Authorizations Expended Revenues Transferred Revenues	The Budget File maintains a list of all fiscal year appropriations available for expenditure (budget, expenditure, and reimbursement ) in support of a plan such as the Governor's Budget.	Budget control Budget reports
CASH CONTROL (CC)	'C' Reports C01, C02	Cash Activities	The Cash Control File provides agencies with the ability to monitor cash balances in non-shared funds (e.g. 0890 Federal Trust Fund) at the same level as the SCO.	Cash control for non-shared funds Cash control for Office Revolving Fund Cash control for federal accounts
CHECK (CK)	'K' Reports: K01	Agency Disbursements from General and Revolving Fund Cash.	The Check File maintains the detail of all transactions posting to outstanding checks. It provides the back-up to the total outstanding checks reported on the bank reconciliation.	Check disbursement records Bank reconciliation

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DOCUMENT (DF)	'D' Reports: DB1, D02, D03, D04, D06, D08, D16, etc.	Accounts Receivables Due From's Revolving Fund Advances Encumbrances Payables Due To's Other Liabilities	The Document File provides detailed information (including general ledger impact) for accounts requiring document level support. Individual document information includes the original document amount, document adjustments, liquidations, payments, and document balances.	Document research/analysis Document management Reconciliation
EXECUTIVE (OP)	"E" Reports: E01, E02	Budget plans Expenditures Encumbrances	The Executive File selects summarized data from the Operating File where budget, expenditure, and encumbrance transactions are posted at the lowest level of detail. Executive File reports display titles rather than codes and dollars in whole amounts.	Fiscal operation control for managers.
GENERAL LEDGER (GL)	'G' Reports: G01, G02, G03, G04, G05	Summary accounts for debits Summary accounty for credits	All transactions post to the General Ledger File (except the 700 series TC's). This file maintains the balance of each GL Account within each fund and is used to prepare the trial balance reports.	General Ledger account control Financial statements
GRANT PROJECT (GP)	'F' Reports: F01	Project Budgets Expenditures, Encumbrances Prepayments Revenue Estimates Revenues	The Grant Project File provides control over expenditures, encumbrances and receipts of project accounting. It contains information on an 'inception-to-date' basis that allows agencies to track financial information across many years.	Grant project management Reconciliation
HISTORY (HY)	'H' Reports: HB4, HG1, HP1, H01, H03, H04, H1A, etc.	Detail records of all transactions	The History File accumulates all transactional detail. It is a complete monthly audit trail for transactional activity recorded in CALSTARS.	Account history, including grant projects Fiscal transaction history Fiscal research and analysis Reconciliations Cash receipt records

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LABOR CONTROL (LC)	"L" Reports: L01, L02	Detail records of all transactions from Labor Distribution Subsystem	Labor Distribution controls and accumulates detailed labor and adjusted labor information. It includes personal services, staff benefits, and labor hours.	Labor records Labor Distribution Subsystem History Labor research and analysis
OPERATING (OP)	'Q' Reports: QC1, Q04, Q10, Q11, Q12, Q16, Q25, etc.	Budget Plans Expenditures, Encumbrances Operating Transfers-Out Loan Disbursements Interest Expense Reimbursement Estimates Earned Reimbursements Revenue Estimates Revenues	The Operating File accumulates detailed financial information on the day-to-day for year-to-date operations of the agency. It includes budget plans, expenditures, encumbrances, and revenues at the lowest level of detail.	Fiscal operations Grant project management Appropriation detail
REPORTABLE PAYMENT (RP)	'P' Reports: P01, P02	Calendar year records of reportable vendor payments	The Reportable Payment File maintains detailed information needed to prepare the 1099 Forms at the end of the tax year.	Taxable income reports for FTB & IRS Reportable income history
SUBSIDIARY FILE (SF)	'S' Reports: S01	Supplementary records that are equal to and support equivalent General Ledger accounts	The Subsidiary File provides a further breakdown of certain General Ledger Accounts.	Support for General Ledger accounts
VENDOR PAYMENT (VP)	'U' Reports: U01	Detail records of vendor payments	The Vendor Payment File maintains detailed transaction information of payments made.	Detail vendor payment history

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