

D09 MONARCH MODEL INFORMATION YEAR-END REPORTING REQUIREMENTS

Refer to Volume 7, Chapter IV-A, *Due From/To Other Funds (GL 1410/1314) Due From/To Other Appropriations (GL 1420/3115) Supplemental Form* for detailed instructions.

SCO is requiring agencies provide a breakdown by org code for their Due To/Due From accruals and adjustments.

To assist CALSTARS agencies in providing this year-end information, we recommend that vendor numbers are used on all accruals for GL's 1400/3110, so the related agency name will appear on the D09 – Document Report by GL, Subsidiary, and Document Number ordered at I,P,O,F Level 0,1,0,1. Use the Uniform Codes Manual (UCM) to identify the corresponding 4-digit org code based on the agency name.

Adding the 4-digit org code to the beginning of the Vendor Name field of the Vendor Edit Table for all vendor type 3 records, would eliminate the additional step of identifying the corresponding org code in UCM. The org code and agency name would be displayed in the Vendor Name field on the Document File.

CALSTARS does not recommend adding org codes to the last 4-digits of the subsidiary numbers on their D-32 Subsidiary Descriptor Table records. Doing so would be cumbersome for keying and liquidating documents, and would require agencies to subtotal their subsidiary amounts in order to post them to the Report 1 – Report of Accruals to Controller's Accounts.

If agencies have Monarch, the required year-end reporting information could be easily extracted from the D09 Report with a D09 Monarch model.

Instructions for downloading the Monarch Model:

Below is the link and screen print from the CALSTARS User Procedures Manual where the Monarch Model is located.



Monarch Model D09
as ZIP file

<http://www.dof.ca.gov/accounting/calstars/procedures/>

Instructions for downloading the Monarch Model (continued):

Right click on MONARCH Model D09

Select "Save Target As..."

Select where you want to save the model, then click on the Save Button.

Due From Other Funds (GL 1400) & Due To Other Funds (GL 3110)

GL's 1410/3114

SCO expects agencies to submit a spreadsheet identifying the related agency org codes for their accruals and adjustments to GL's 1410/3114.

GL's 1420/3115

SCO recently revised Report 1 - Form 571 & Report 3 – Form 576 to allow input of subsidiary information immediately following GL account numbers 1420 and 3115. Agencies should enter the appropriate 4-digit org code in the space provided. If accruals and adjustments for GL's 1420/3115 include more than one related org code, additional lines should be entered on Form 571 A/B, and/or Form 576 A.