CALSTARS OPERATIONS MEMO
DEPARTMENT OF FINANCE

	No. 18-04
Subject: Updated G.2 Screen-FI$Cal Data for July 2018 Release Departments	**Date Issued:** 4/2/2018
References: **Supersedes COM 16-07**	**Expires:** 7/31/2018

PURPOSE:

This COM is to inform departments that (FI$Cal Data) on the G.2 Request File Copy screen has been updated for departments included in FI$Cal's July 2018 Release to request data files from CALSTARS for the FI$Cal data conversion process.

BACKGROUND:

FI$Cal is requiring participating departments to provide conversion data as they prepare to transition to FI$Cal. FI$Cal has provided layouts for the data required.

When the department enters D‒File Data option, it generates all of the files listed for the department in Comma Delimited File format and are available for download via department's default dataset output media. The naming conventions of the files are listed below:

Vendor File	CS*XXXX*.CNVAP001.TXT.D*YYYMMDD*
Unreconciled AP Payments	CS*XXXX*.CNVAP004.TXT.D*YYYMMDD*
1099 Reportable Payments	CS*XXXX*.CNVAP005.TXT.D*YYYMMDD*
Customers	CS*XXXX*.CNVAR001.TXT.D*YYYMMDD*
Open Receivables	CS*XXXX*.CNVAR002.TXT.D*YYYMMDD*
Project	CS*XXXX*.CNVPC02A.TXT.D*YYYMMDD*
Project Activity	CS*XXXX*.CNVPC02B.TXT.D*YYYMMDD*
Purchase Orders	CS*XXXX*.CNVPO107.TXT.D*YYYMMDD*

> **NOTE**: These files are for department review and correction before transferring to FI$Cal data conversion templates.

DEPARTMENT ACTION:

Departments working on FI$Cal data conversion may use this option to order CALSTARS files required by FI$Cal. The department then reviews and cleanses the data before transferring to FI$Cal data conversion templates. CALSTARS does not have all of the required data for some of the files. The missing or incomplete fields for each file will need to be filled or changed manually. This is one of several ways that a department can collect the conversion data. The department can use Monarch to extract the data from existing CALSTARS reports. The department can also manually input data into the data conversion templates provided by FI$Cal. Departments will decide on which method to use.

GENERAL INFORMATION:

Vendor File:

This file includes all vendors in the CALSTARS Vendor Edit (VE) table that are active and have a purge indicator greater than 1. The DEFAULT_CLASS information is retrieved from the current Reportable Payments (RP) File. The file does not include state employees (vendor type 1).

Note: This file will not be loaded into the FI$Cal Vendor conversion file. However, FI$Cal Conversion team uses vendor information from this file to match with department's Purchase Order file and 1099 Payment file.

Unreconciled AP Payments:

This file includes all outstanding checks issued by a department. Electronic Fiscal Input Transaction System (eFITS) reference posted in the check number field will not be captured. The file may not be applicable to your department if CALSTARS A.2 Check Reconciliation screen is not utilized.

1099 Reportable Payments:

This file includes 1099 data summarized from the CALSTARS Reportable Payments (RP) file by vendor number, vendor suffix, withholding class, withholding type and amount.

Customers:

This file includes all vendor and employee numbers from CALSTARS Vendor Edit (VE) table that have open documents in the CALSTARS Document File (DF) with general ledger accounts 13XX, 14XX, and 15XX.

Open Receivables:

This file includes records from the CALSTARS Document File (DF) for general ledger (GL) accounts 13XX, 14XX and 15XX having a non-zero balance.

There are 2 records for each document. The A record provides the GL account from the Document File (DF) and the U record provides the corresponding GL account based on the following table:

Open Receivables GL table

A entry GL	Source	U entry GL
1311		9000
1312		8100
1313		8000
1314		8000
1315		1600
1316		1600
1319		1600
1320		8000
1330		9830
1340		1600
1380		1600
1390		1390
1400	blank	1140
1400	1XXXXX	8000
1400	2XXXXX	8000
1400	3XXXXX	9811
1400	52XXXX	9830
1400	57XXXX	9891
1400	58XXXX	9000
1400	9XXXXX	8100
1500	1XXXXX	8000
1500	2XXXXX	8000
1500	53XXXX	9830
1500	57XXXX	9891
1500	58XXXX	9000
1500	9XXXXX	8100
1500	4XXXXX	8000

NOTE: If the U entry GL is blank, departments will have to review the transaction code used to set up the accounts receivable to determine the GL account and fill out the U entry manually.

(Revised 4/2017)–CALSTARS replaced GL 1400 and GL 1500 to lower levels to meet FI$Cal requirements.

For GL 1400–If Fund matches the Subsidiary in the document record, CALSTARS replaced GL 1400 with GL 1420 (Due from Other Appropriations). If Fund does not match Subsidiary in the document record, then it is replaced with GL 1410 (Due from Other Funds).

For GL 1500–If Vendor Type used is "2" (Federal Agency), CALSTARS replaced GL 1500 with GL 1510 (Due From Federal Governments). For the rest of the GL 1500 documents, departments are required to research and manually change to GL 1540 or GL 1590.

Project:

This file includes all projects from the CALSTARS Project Control (PC) table. The start date is from the project/work phase with the earliest start date and the end date is from the project/work phase with the latest end date. The description comes from the work phase with the latest end date.

Project Activity:

This file includes all project/work phase combinations from the CALSTARS Project Control (PC) table.

Purchase Orders:

This file is all records from the CALSTARS Document File (DF) having a general ledger of 6150–Encumbrances which includes but not limited to contracts, purchase orders, etc. Since FI$Cal will carry data at a detail level, many of the fields will have to be filled out from the department purchasing systems, original purchase orders or contracts. The FI$Cal Purchase Order Reference (PO_REF) field contains the CALSTARS document number (DF-DOC-NO) and document suffix number (DF-DOC-NO-SUFFIX).

The PO Distribution Information fields contain funding information from the DF as how they were entered into CALSTARS. If clearing account was entered, the extract will display clearing account information. If ultimate funding was entered, then extract will display ultimate funding information.

There is no FI$Cal Purchase Order conversion currently planned for the 2018 Release. The data in this file can be used to manually enter POs in FI$Cal or to assist departments in tracking their open balances from prior year Purchase Orders.

If you have any questions, please e-mail CALSTARS System Support Unit at CALSTARS@dof.ca.gov.

/s/Larry Satter

/Larry Satter
Assistant Program Budget Manager