CALSTARS OPERATIONS MEMO
DEPARTMENT OF FINANCE

	No. 18-06
Subject: CALSTARS Closeout Plan	**Date Issued:** 10/01/2018
References: Government Code section 11860 (b)	**Expires:**

PURPOSE:
This COM is to inform departments of the CALSTARS closeout plan.

BACKGROUND:
Effective 2018-19, all former CALSTARS clients will be transitioned to the Financial Information System for California (FI$Cal). During the recent FI$Cal transition meetings, departments were informed they would be allowed to use CALSTARS for a few months into their FI$Cal implementation for mostly validation purposes. FI$Cal is the book of record for all Waves and Releases. All daily, month-end close, and year-end close processes must be performed using the FI$Cal system.

Finance will now begin the close-out phase for CALSTARS. The CALSTARS availability timeline, upcoming changes, and the required department action items are provided below.

CALSTARS AVAILABILITY:
2018 Release departments:
- Departments should only have report and view access by approximately November 2018.
- Report and view access will be available up to June 30, 2020.

2017 Release departments:
- Departments should only have report and view access at this time.
- Report and view access will be available up to June 30, 2020.

2016 Release departments:
- Departments should only have report and view access at this time.
- Report and view access will be available up to June 30, 2019.

Wave 1 & Wave 2 departments:
- Departments may still have report and view access for pass-through reports.
- On-line history is no longer available.

CHANGES FOR ALL DEPARTMENTS:
- No additional CALSTARS and Monarch classroom training will be provided.
- CALSTARS will have limited Hotline services during 2018-19.
- Laser print and courier service will no longer be available after December 31, 2018 and all laser print jobs will be changed to agency print and routed to each department's printer. All laser reports must be ordered by December 28, 2018 for last courier service delivery on December 31, 2018.
- CALSTARS Ropes license expires on June 30, 2019, therefore, no report routing to department printers will be available after June 30, 2019.

- As of July 1, 2019, CALSTARS will transition all reports to datasets and route to each department's OTech Time Share Option (TSO).
- Batch processing will no longer be available after all departments have been converted to view/report access during 2018-19.
- Complete closeout of CALSTARS on June 30, 2020, all files, data, etc., will be deleted and there will be no CALSTARS and TSO access, and no special report requests.

DEPARTMENT ACTION:
- All 2018 release departments are required to submit a CALSTARS Security Form (Form 95) for the department's CALSTARS users who need to have view/report access by October 19, 2018. CALSTARS Agency Security Officers should review their USERIDs on the CALSTARS Menu I.70 Security Entry Screen and delete USERIDs that are no longer needed then order the CSI017-0 Security File by Agency report for an updated list of USERIDs. See attached Form 95 for details on the access allowed effective November 2018. Agency Security Officers must print, complete, sign and scan the attached Form 95, attach the list of USERIDs, and e-mail to the Department of Finance, Production Control at prodcntl@dof.ca.gov. CALSTARS will change department access and e-mail the CSI017-8 reports which will show the Security File by USERID before and after the change.
- Departments that have a critical need for access beyond October 2018 must send a request for an extension to Finance, CALSTARS Production Control Unit prior to October 19, 2018. The request must be submitted by the manager of your accounting office and shall include sufficient justification for your request and a plan of action to comply with changing CALSTARS access. It shall include a description of the problem, the proposed solution, the proposed steps and actions to achieve the solution, who will perform each step/action item, and a timeline of when the solution will be implemented. Requests for CALSTARS access for the entire fiscal year 2018-19 will not be allowed. This request must be sent to prodcntl@dof.ca.gov with subject title: CALSTARS Access Extension Request.

Note: Departments may not enter transactions into fiscal month 05 (November) unless they receive approval from Finance.

- Departments that do not have a need for CALSTARS and TSO access must send an e-mail to CALSTARS to request closing their CALSTARS and TSO accounts. This will delete all files, tables, data, and will no longer have any OTECH and CALSTARS charges once the request is fully processed. This request must be sent to calstars@dof.ca.gov with subject title: CALSTARS and TSO Account Closure Request.
- All departments are encouraged to order all required/necessary CALSTARS reports for retention purposes before their Wave/Release access is no longer available.

Finance would like to thank you for being a valued customer of CALSTARS and we look forward to providing ongoing policy support, advice, and training to departmental accounting staff. If you have any questions, please e-mail CALSTARS Production Control Unit at prodcntl@dof.ca.gov.

/s/Larry Satter

Larry Satter
Assistant Program Budget Manager

Attachment