

CALSTARS CLASS DESCRIPTIONS

This document includes a listing of all training classes offered by CALSTARS. A description of each class includes subject matter, who may attend, prerequisites, class objectives, tuition and teaching methodology.

Current classes offered are published in a training schedule COM and can be viewed on the training calendar at <http://www.dof.ca.gov/html/calstars/calsdocs/other/TrainingCalendar.pdf>. The COM for the Monarch and Track classes is released each August. The COMs for year-end sessions is released each March. Detailed registration instructions are also published in the CALSTARS Training or CALSTARS Year-end Training COMs at <http://www.dof.ca.gov/html/calstars/coms.htm>.

Watch the CALSTARS news for the announcement of the training schedule COMS or subscribe to the CALSTARS e-mail distribution list at calstarsoperations@dof.ca.gov to receive electronic notification.

CALSTARS MONARCH 1–INTRODUCTION

- WHAT:** This one and one-half day session covers the basic use of Monarch, a data access and analysis tool that allows CALSTARS clients to view, query, and analyze their CALSTARS reports which have been downloaded from a mainframe environment to a PC.
- WHO:** Open to all staff of CALSTARS agencies.
- PREREQUISITES:** Basic knowledge of Windows 95/98/NT, mouse proficiency and completion of the Monarch lessons in the Monarch Learning guide.
- OBJECTIVE:** Upon completion, participants will know how to use Monarch to:
- Read report file data;
 - Query, filter, sort, summarize and create data extraction templates;
 - Export data for use with other PC applications using advanced Monarch techniques and utilities.
- TUITION:** The cost of each one and one-half day session is \$300 per student.
- METHODOLOGY:** Classes are hands-on with the instructor leading the participants interactively through basic and advanced operations of Monarch.
- WHEN:** Refer to the CALSTARS Training COM released each August.

CALSTARS MONARCH 2–ADVANCED

- WHAT:** This one-day session covers some of the finer points of data extraction, manipulation and presentation. Learn to use Monarch to conquer some of the toughest trapping scenarios and how to approach these problems methodically. Learn more functions and nesting combinations and how to apply them. The class ends with an open lab session for work on your actual reports.

- WHO:** Open to all staff of CALSTARS departments that have completed Monarch 1– Introduction Training.
- PREREQUISITES:** Completion of Monarch 1-Introduction Training. Participants should be fluent with Monarch interface and comfortable with such basic skills as sampling, trapping, defining fields and manipulating associated field properties, as well as the process of creating sorts, filters, calculated fields and summaries.
- OBJECTIVE:** Upon completion, participants will know how to use Monarch to:
- Deal with problematic report inconsistencies such as variable line records, variable line fields and intermittent fields;
 - Better understand Monarch Functions and Expressions and how to nest them to produce targeted results;
 - See the importance of combining active table filters with summary window data.
- TUITION:** The cost of each one-day session is \$250 per student.
- METHODOLOGY:** Classes are hands-on with the instructor leading the participants interactively through advanced operations of Monarch. Each student is asked to bring downloaded departmental CALSTARS reports of their choice for an open lab session. Classes are hands-on with the instructor leading the participants interactively through basic and advanced operations of Monarch.
- WHEN:** Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 1–INTRODUCTION

- WHAT:** This one-day session includes a review of state accounting and budgeting concepts and an introduction to the CALSTARS accounting, data processing and reporting functions.
- WHO:** All levels of accounting staff new to CALSTARS, budget, audit, management and program staff, who want to better understand the CALSTARS accounting environment, are invited to attend.
- PREREQUISITES:** None
- OBJECTIVE:** Upon completion, participants will understand basic state accounting and budgeting concepts and their application in CALSTARS.
- TUITION:** None
- METHODOLOGY:** The class discusses general concepts of state accounting and budgeting, the Uniform Codes Manual and the CALSTARS Procedures Manual. The class also introduces participants to CALSTARS Tables, CALSTARS transaction codes and reporting options.
- WHEN:** Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 2–TABLES

- WHAT:** This four-day session includes a discussion of the CALSTARS tables, the relationships between the tables, how to establish CALSTARS tables, and the impact of the tables on accounting transactions.
- WHO:** Accounting office staff who are responsible for establishing and maintaining CALSTARS tables.
- PREREQUISITES:** Completion of the Track 1-Introduction Class or one year of CALSTARS experience including table maintenance
- OBJECTIVE:** Upon completion, participants will be able to identify the different CALSTARS Tables, understand their interrelationship, and be able to prepare CALSTARS table maintenance transactions.
- TUITION:** None
- METHODOLOGY:** The class will discuss applicable sections of the CALSTARS Procedures Manual and complete exercises to code and input entries for each of the CALSTARS tables. Participants will review their table activity reports the following day.
- WHEN:** Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 3–ACCOUNTS PAYABLE AND DAILY SYSTEM ACTIVITY

- WHAT:** A three-day session covering:
- Transaction codes;
 - Financial Input;
 - Vendor Edit Table;
 - Encumbrance accounting;
 - Claim schedule process;
 - Input/edit/update process;
 - System reconciliation; and,
 - Error correction.
- WHO:** Staff who are responsible for Accounts Payable, error correction, and/or daily system reconciliation. Also for supervisors who review these activities.
- PREREQUISITES:** Completion of the Track 1-Introduction Class or one year of CALSTARS experience. Also recommended: Accounting 1A, three months of CALSTARS experience and some experience with financial input.
- OBJECTIVE:** Upon completion, participants will understand how to select transaction codes, record activity related to all phases of Accounts Payable, perform daily system reconciliations, and make error corrections.
- TUITION:** None

METHODOLOGY: This practical class consists mostly of hands-on training. The class will discuss applicable sections of the CALSTARS Procedures Manual and will practice coding various accounting transactions on CALSTARS forms. Each participant will then input his or her transactions in CALSTARS. Participants will review the resulting reports from the CALSTARS nightly batch process, reconcile the daily activity, and make appropriate error corrections.

WHEN: Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 4—LABOR DISTRIBUTION SUBSYSTEM TRAINING

WHAT: A one and one-half day session describing each CALSTARS Labor Table (including tables for timesheets and adjusted timesheets), the accounting transactions generated by the Labor Distribution Subsystem, and the resulting reports.

WHO: Accounting office staff responsible for the Labor Distribution tables. Also for accounting staff whose agencies are considering changing their labor distribution method or are contemplating implementation of a timesheet reporting process.

PREREQUISITES: Completion of Track 1-Introduction Class or one year of CALSTARS experience. Also recommended: six months of CALSTARS experience.

OBJECTIVE: Upon completion, participants will be able to establish records for each Labor Distribution Table, identify the steps involved in Labor Distribution, and understand the use of timesheets in the Labor Distribution Process.

TUITION: None

METHODOLOGY: The class will discuss applicable sections of the CALSTARS Procedures Manual, code and input entries for each Labor Distribution Table, review table activity reports and output from both a regular and adjustment Labor Distribution process.

WHEN: Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 5—SCO RECONCILIATION/MONTH-END CLOSE

WHAT: A two-day session covering month-end closing and reconciliation of SCO appropriation accounts, the Clearing Account and Federal Trust Fund 44 accounts.

WHO: Accounting office staff responsible for preparing monthly reconciliations, completing the monthly close process, and for submitting PFA transfer requests. Also for supervisors who review these activities.

PREREQUISITES: Completion of Track 1-Introduction Class and Accounting 1A. Also recommended: six months of CALSTARS experience.

OBJECTIVE: Upon completion of this session, participants will be able to:

- Identify steps for completing and closing fiscal month-end;
- Prepare a month-end PFA transfer request;
- Reconcile SCO appropriation accounts; and
- Reconcile Federal Trust Fund 44 accounts.

TUITION: None

METHODOLOGY: The class will discuss and perform various practical exercises on closing fiscal month-end, prepare PFA transfer requests, and reconcile SCO appropriation accounts, the clearing account and Federal Trust Fund 44 accounts.

WHEN: Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 6—OFFICE REVOLVING FUND AND CHECKWRITER SUBSYSTEM

WHAT: A two-day session covering the CALSTARS Office Revolving Fund (ORF) and the Checkwriter Subsystem.

WHO: Accounting office staff who enter transactions in ORF (Fund 0998), use the Automated Checkwriter, or prepare the monthly Bank Reconciliation. Also for supervisors who review these activities.

PREREQUISITES: Completion of the Track 1-Introduction Class or one year of CALSTARS experience. Also recommended: Accounting 1A and three months of CALSTARS experience.

OBJECTIVE: Upon completion, participants will be able to:

- Enter accounting transactions for manual ORF checks;
- Identify CALSTARS reports used to reconcile ORF;
- Enter transactions to generate Automated Checks; and
- Prepare a monthly Bank Reconciliation using the CALSTARS Check Reconciliation Menu.

TUITION: None

METHODOLOGY: The class will discuss applicable sections of the CALSTARS Procedures Manual and do practical exercises.

WHEN: Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 7—CASH RECEIPTS AND ACCOUNTS RECEIVABLE

WHAT: A one-day session on accounting for cash receipts, cash remittances and accounts receivable.

WHO: Accounting office staff that record accounting events in CALSTARS for cash receipts, remittances or accounts receivables. Also for supervisors who review these activities and staff who reconcile these activities to SCO.

PREREQUISITES: Completion of the Track 1-Introduction Class or one year of CALSTARS experience. Also recommended: Accounting 1A and three months of CALSTARS experience.

OBJECTIVE: Upon completion, participants will have an understanding of how to record activity in CALSTARS for cash receipts, remittances and accounts receivables.

TUITION: None

METHODOLOGY: The class will discuss applicable sections of the CALSTARS Procedures Manual and do practical exercises.

WHEN: Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 8—OPERATING TRANSFERS, BONDS AND INTERFUND LOANS

WHAT: A two-day session on the specialized accounting for interfund transfers, interfund loans, loan principal disbursements, and General Obligation (G.O.) Bond Funds in CALSTARS. Emphasis is on the accounting events, the structure of the CALSTARS tables, and how to read the various CALSTARS reports.

WHO: Accounting office staff that record accounting events and year-end accruals in CALSTARS for interfund transfers, interfund loans, loan principal disbursements, and G.O. Bond Funds. Other accounting office staff may participate if they have a need to know how these events are accounted for in CALSTARS or reported at year-end to the SCO.

PREREQUISITES: Completion of Track 5-SCO Reconciliation and Month-end Close and Track 9-CALSTARS Reporting. Also recommended: one year of experience in reconciliations and reporting.

OBJECTIVE: Upon completion, participants will have an understanding of how to record accounting events in CALSTARS for interfund transfers, interfund loans, loan principle disbursements, and G.O. Bond Funds

TUITION: None

METHODOLOGY: The class will discuss sections of the CALSTARS Procedures Manual, Volume 3, including Chapter II Interfund Transfers, Chapter III G.O. Bond Funds, Chapter IV Interfund Loans and Chapter V, Loan Principle Disbursements and Receipts. Participants will do quizzes and practical exercises in each subject area.

WHEN: Refer to the CALSTARS Training COM released each August.

CALSTARS TRACK 9–CALSTARS REPORTING

- WHAT:** A one-day session covering CALSTARS Reporting.
- WHO:** Accounting office staff that use various CALSTARS reports, Budget and other non-accounting staff that are familiar with or use CALSTARS reports.
- PREREQUISITES:** None.
- OBJECTIVE:** Upon completion, participants will be able to:
- Recognize the uses for the various CALSTARS reports.
 - Read and interpret standard CALSTARS reports.
 - Select and order reports at the appropriate level of detail and output media.
- TUITION:** None
- METHODOLOGY:** The class will use CALSTARS Procedures Manual, Volume 6, and do practical exercises to learn about and discuss CALSTARS reporting.
- WHEN:** Refer to the CALSTARS Training COM released each August.

YEAR-END TRAINING: SESSION I–PLANNING AND PREPARING FOR YEAR-END

- WHAT:** A one day session divided into a morning and optional afternoon session. The morning session covers information on year-end planning and preparation activities. The optional afternoon session covers the automated year-end statement process and includes an overview of the standard year-end processes.
- Participants attending will gain an appreciation and overall perspective of the preparation and processes involving in planning and completing a successful year-end.
- WHO:** For staff responsible for the year-end planning functions, year-end table maintenance, and the year-end review of documents and reports. Also for staff of ongoing automated year-end participants experienced in preparing automated year-end financial reports for governmental cost funds or for those who want an overall understanding of the processes involved in the entire year-end cycle.
- OBJECTIVE:** To provide agencies with the information necessary to plan for the upcoming year-end close process, prepare automated year-end financial reports and understand the standard year-end processes.
- TUITION:** None
- METHODOLOGY:** The **morning** session reviews steps required to plan the year-end process as identified in the CALSTARS Procedures Manual, Volume 7, Chapter 1. It also includes the requirements for participation in the automated year-end statement preparation process and a review of the CALSTARS Year-End Closing Schedule COM.

NOTE: As an alternative to attending the morning planning and preparation session, the material covered is available in the Planning and Preparing for Year-end document available on the Internet at: www.dof.ca.gov/html/calstars/training/training.htm.

The optional **afternoon** session covers the standard year-end processes and reviews the automated year-end financial statement preparation process, using the CALSTARS Procedure Manual, Volume 7, Chapters 1-7. The class emphasizes the material in Chapter IV-B-Prepare Automated Governmental Fund Reports and also includes a detailed review of the DB3 Report.

WHEN: Refer to the CALSTARS Year-End Session I Training COM released each March.

YEAR-END TRAINING: SESSION II-YEAR-END STATEMENT PREPARATION

WHAT/WHO: Session II provides instruction on preparing year-end financial statements. It is available in one-day, two-day and three-day classes. Session II is designed only for staff who **prepare** or **review** the year-end financial reports. It is **not** designed for staff who are only responsible for recording accruals.

One-day class-primarily covers the automated statement process and includes:

- ✪ A review of the participation requirements and the steps involved in preparing and submitting, automated year-end financial reports.
- ✪ A detailed review of the DB3 Report.
- ✪ A review of the standard year-end processes, e.g., year-end adjusting entries, FM 13 processing, non-governmental fund reports, and YEC/YEO.
- ✪ A review of the standard year-end processes, e.g., year-end adjusting entries, FM 13 processing, non-governmental fund reports, and YEC/YEO. This class is designed for staff of **ongoing automated year-end participants** *. It is recommended for staff who want an overview of the standard and automated year-end reporting processes.

* Ongoing automated participants are agencies that participated in the auto year-end process last fiscal year and successfully transmitted at least one governmental cost fund or received a "No Data to Transmit" message on the F.2 Screen. Ongoing automated participants are not required to submit Reports 1, 2, 3, 5 or 15, therefore, these reports are not discussed in the one day class.

Two-day class-reviews the steps involved in preparing year-end financial reports from FM 13 activities through year-end closing/new fiscal year activities and includes:

- ✪ Exercises to complete a practice set of manual year-end financial reports. Because some of the year-end statement exercises will be completed using pre-formatted Excel spreadsheets, students registering for the class must be familiar with Excel.
- ✪ A review of the requirements for participation and the steps involved in preparing and submitting automated year-end financial reports. This includes a review of the CALSTARS DB3 report, and an exercise demonstrating the use of automated year-end TCs. The automated year-end reports information will be presented at the end of the class. Participants will have the opportunity to decide whether or not they want to complete this portion of the class.

This class is recommended for staff with 3 or more years of experience preparing and/or reviewing year-end financial reports.

Three-day class-covers the same material as the two-day class and includes:

- ✪ More time to explain each step in the year-end closing process and to complete the exercises included in the practice set. Because some of the year-end statement exercises will be completed using pre-formatted Excel spreadsheets, students registering for classes must be familiar with Excel.

The last part of this class is a brief overview of the automated year-end statement process. Participants will have the opportunity to decide whether or not they want to complete this portion of the class.

This class is recommended for staff with less than 3 years of experience preparing year-end financial reports.

OBJECTIVE: Upon completion, participants will understand the requirements for year-end financial report preparation.

TUITION: None

METHODOLOGY: These classes review year-end financial statement preparation using Volume 7, Chapters 2–6. Some classes include quizzes, exercises to complete adjusting entries, and a practice set of manual year-end financial reports. Some of the year-end report exercises will be completed using pre-formatted Excel spreadsheets (except at out-of-town locations). Registrants for Sacramento classes must be familiar with Excel. Refer to the class descriptions above for detailed information about each class.

WHEN: Refer to the CALSTARS Year-end Session II Training COM released each March.