

EXHIBIT VIII-2

CALSTARS 51
(Rev. 3/08)

CASH RECEIPTS POSTING TAG

ORG: _____

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>
PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>
ERR OVRD	<input type="text"/>	VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>
PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>
ERR OVRD	<input type="text"/>	VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>
PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>
ERR OVRD	<input type="text"/>	VEND INFO	<input type="text"/>		

EXHIBIT VIII-3

CALSTARS 50
(Rev. 3/08)

ENCUMBRANCES POSTING TAG

ORG: _____

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>
MULTI PUR	<input type="text"/>	VEND INFO	<input type="text"/>		
ERR OVRD	<input type="text"/>				
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>
MULTI PUR	<input type="text"/>	VEND INFO	<input type="text"/>		
ERR OVRD	<input type="text"/>				
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>
MULTI PUR	<input type="text"/>	VEND INFO	<input type="text"/>		
ERR OVRD	<input type="text"/>				
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>
MULTI PUR	<input type="text"/>	VEND INFO	<input type="text"/>		
ERR OVRD	<input type="text"/>				

EXHIBIT VIII-4

CALSTARS 56
(Rev. 4/08)

CLAIM SCHEDULE TRANSACTION POSTING TAG

ORG: _____

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
SOURCE/AS	<input type="text"/>	APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>
FUND/DTL	<input type="text"/>	METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
SOURCE/AS	<input type="text"/>	APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>
FUND/DTL	<input type="text"/>	METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
SOURCE/AS	<input type="text"/>	APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>
FUND/DTL	<input type="text"/>	METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

EXHIBIT VIII-5

CALSTARS 53
(Rev. 4/08)

OFFICE REVOLVING FUND POSTING TAG

ORG: _____

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	INVOICE	<input type="text"/>
DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	CHECK	<input type="text"/>	FUND/DTL	<input type="text"/>
SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>	DUE DATE	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	INVOICE	<input type="text"/>
DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	CHECK	<input type="text"/>	FUND/DTL	<input type="text"/>
SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>	DUE DATE	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	INVOICE	<input type="text"/>
DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	CHECK	<input type="text"/>	FUND/DTL	<input type="text"/>
SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>	DUE DATE	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	INVOICE	<input type="text"/>
DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	CHECK	<input type="text"/>	FUND/DTL	<input type="text"/>
SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>	DUE DATE	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

EXHIBIT VIII-6

CALSTARS 55
(Rev. 4/08)

GENERAL PURPOSE POSTING TAG

ORG: _____

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>	CHECK	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	BUD SEQ	<input type="text"/>	SUBSIDIARY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>	CHECK	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	BUD SEQ	<input type="text"/>	SUBSIDIARY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>	CHECK	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	BUD SEQ	<input type="text"/>	SUBSIDIARY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>	ERR OVRD	<input type="text"/>
		VEND INFO	<input type="text"/>		

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
TC	Transaction Code	Enter a 3-position numeric or alpha-numeric code that identifies each accounting event. Required on all transactions.
MODIFIER	Modifier	<p>Enter the Modifier code, as appropriate. No modifier is necessary when recording an original document (not previously entered).</p> <p>Blank - Modifier code not required. If liquidating an encumbrance document, a blank is treated the same as a partial payment.</p> <p>A - Allows posting to a closed document.</p> <p>C - Closes a document to preclude further posting.</p> <p>F - Final posting. When making a final payment that liquidates GL 6150 encumbrance documents, the F modifier closes the document and automatically brings the balance of the document to zero. The liquidation amount to bring the balance of the document to zero may be different than the payment amount entered on the transaction. For all other types of documents, the F modifier closes the document and will liquidate the documents for the amount entered on the transaction. The F modifier does not automatically bring the balance of non-encumbrance documents to zero.</p> <p>I - Inactive. Used to override an inactive table entry to allow the transaction to post. Does not change the table Active/Inactive indicator.</p> <p>P - Partial payment or receipt. Liquidates the previously entered document for the amount of this transaction (Same as "Blank").</p> <p>S - Saves the document. Places '999999' in the Close Date so that the document is not purged from the Document File.</p>
FFY	Funding Fiscal Year	Enter the Funding Fiscal Year to which the transaction applies. Required on all transactions. (For example, Fiscal Year 2000-2001 is coded as 00 .)
REF DOC/S	Reference Document Number and Suffix	References a record on the Document File , e.g., when coding an expenditure affecting a previously entered encumbrance, the Reference Document Number identifies the encumbrance document.
VENDOR/S	Vendor Number and Suffix	Identifies the supplier, contractor or employee involved in a transaction. The first ten positions identify the vendor while the two-position suffix distinguishes between multiple mailing addresses.

EXHIBIT VIII-7
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
<u>Funding Segment:</u>		The Appropriation Symbol, Fund Source, Fund, Fund Detail (if applicable), and Method are all required to override the PCA disbursement funding and may be entered for appropriation accounting when PCA is not required.
APPN SYM	Appropriation Symbol	Enter an Appropriation Symbol, as appropriate.
FUND SRCE	Fund Source	Enter a Fund Source, as appropriate.
FUND/ DTL	Fund and Fund Detail	Enter a Fund, as appropriate. (Optional) Enter a Fund Detail, as appropriate.
METHOD	Funding Method	Enter a Method, as appropriate.
BUD SEQ	Budget Sequence	Enter the code that identifies the budget sequence number, as appropriate, to which a transaction must post.
SUBSIDRY	Subsidiary	Enter the code that identifies the General Ledger Subsidiary account, as appropriate, to which a transaction must post.
GLAN	General Ledger Account Number	Enter the code that identifies the debit or credit general ledger accounts, if required, to which the transaction must post. Applicable only to GL Input transaction coding requirements in the Transaction Illustrations, Volume 5.
DUE DATE	Due Date	Enter the date in the 'MMDDYYYY' format, as appropriate, or leave blank. For manual check transactions, the Due Date is the check date. For automated check transactions, this field must be <u>blank</u> because the Check Writer Subsystem enters the date.
PCA ACTY	PCA Activity	(Optional) Enter a code to identify activities within a PCA. This code does not become part of the cost allocation or fund split process.
LOCATION	Location	(Optional) Enter the code to accumulate financial data by geographic location.
MULTI-PURPOSE	Multipurpose	(Optional) Enter the code to track agency-specific operations that are not included in the CALSTARS classification structure.
ERR OVRD	Error Override	(Optional) Enter W to treat errors as "Warnings" if the errors are designated as "Fatal" on the Organization Control (OC) table's Data and Fund Error severity segments.
VEND INFO	Vendor Information	(Optional) To use the vendor information fields, code any alphanumeric character. When Enter is pressed, a pop-up window will appear to allow the vendor information to be keyed. <u>The Vendor Number/Suffix must be blank.</u>

BATCH HEADER SLIP PREPARATION

All CALSTARS transactions originate from source documents or automated system processing actions. Posting tags for transactions originating from source documents must be batched and a Batch Header Slip (CALSTARS 25) prepared before the batch goes to the data entry point. Batching consists of:

- ✦ Separating the CALSTARS posting tags by type and by other classifications, as appropriate;
- ✦ Creating an adding machine tape showing the number of transactions in the batch and the total batch amount;
- ✦ Preparing a Batch Header Slip; and
- ✦ Attaching all of the documents to the Batch Header Slip along with the proof adding machine tape.

The Batch Date on the Batch Header Slip should normally be the date the document is expected to be keyed and released for system processing.

The Batch Header Slip is shown in Exhibit VIII-8. Instructions for completing the Batch Header Slip are contained in Exhibit VIII-9.

EXHIBIT VIII-8

CALSTARS 25 (Rev. 4/00)		BATCH HEADER SLIP		ORG: _____			
DATE	<input type="text"/>	<input type="text"/>	<input type="text"/>	BATCH TYPE	<input type="text"/>	BATCH NUMBER	<input type="text"/>
EDIT IND	<input type="text"/>			FM	<input type="text"/>	CLAIM SCHED #	<input type="text"/>
BATCH COUNT	<input type="text"/>	ABSOLUTE BATCH AMOUNT	<input type="text"/>	OPTIONAL NET AMOUNT	<input type="text"/>	+/-	<input type="text"/>
PREPARED BY	_____			DATE PREPARED	_____		
ENTERED BY	_____			DATE ENTERED	_____		
SPECIAL INSTRUCTIONS							

EXHIBIT VIII-9
BATCH HEADER SLIP AND
BATCH HEADER SCREEN INSTRUCTIONS

Field	Title	Coding Requirements
ORG CODE	Organization Code	Assigned by the signon ID security; cannot be changed except by sign-off and re-signon.
DATE	Batch Date	Current date is supplied by CALSTARS. May be modified by using the back tab and overkeying in the MMDDYYYY format.
BATCH TYPE	Batch Type	Enter the code for the batch type. Documents may be batched using an agency defined coding system (except 00 is reserved for FM 13 adjusting entry batches and alpha characters are reserved for system generated batches).
BATCH NUMBER	Batch Number	Enter the Batch Number assigned. A unique Batch Number must be selected from the Batch Control Log. The letter A cannot be used in the first character unless the batch is an FM 13 adjusting entry/reclassification batch for automated reversal. Ensure that the batch is recorded in the Batch Control Log.
EDIT IND	Batch Edit Indicator	Enter the value to specify the desired edit and update options: <ul style="list-style-type: none"> 0 No edits except for data integrity; 1 Data integrity edits, table edits, document file match edits, 2 Data integrity edits, table edits, document file match edits, shadow file edits and shadow file posting. Refer to Chapter VII, Online File Inquiry, for a complete discussion of these values.
FM	Fiscal Month	Enter the fiscal month to which the transactions in the batch apply (code 01-13 where 01 = July and 13 = year-end adjustment).
CLAIM SCHED #	Claim Schedule Number	Enter the Claim Schedule number for the SCO payment of invoices, refunds or ORF reimbursement.
BATCH COUNT	Batch Transaction Count	Enter the total number of transactions in the batch. Do not use commas. Each transaction is assigned a count of "one."
ABSOLUTE BATCH AMOUNT	Absolute Batch Amount	Enter the sum of all transactions in the batch <u>without</u> regard to their sign (+ or -). Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for the optional commas and decimal point.