

CALSTARS PROCEDURES MANUAL  
VOLUME 1  
TABLE OF CONTENTS

<u>CHAPTER</u>		<u>PAGE</u>
I	INTRODUCTION	I-1
II	THE CALSTARS PROCEDURES MANUAL	II-1
	Procedures Manual Scope and Organization	II-1
	Maintenance Of CALSTARS Documents	II-2
	How To Access CALSTARS Documents	II-2
	Subscription Service For E-Mail Notification	II-9
III	CALSTARS SYSTEM OVERVIEW	III-1
	System Objectives	III-1
	System Features	III-2
	Accounting Overview	III-3
	Data Processing Overview	III-17
	Reporting Overview	III-24
IV	CALSTARS CLASSIFICATION STRUCTURE	IV-1
	Objectives of the Classification Structure	IV-1
	CALSTARS Classification Structure	IV-2
	Relationship Among the Classification Structures	IV-8
	Coding Requirements	IV-8
	Summary of Coding Requirements	IV-20
V	GENERAL LEDGER ACCOUNT STRUCTURE	V-1
	Account Structure	V-1
	File Support Structure	V-1
	General Ledger Account Descriptions	V-2
	Subsidiary Accounting	V-2
VI	SYSTEM ACCESS, SCREENS AND NAVIGATION	VI-1
	CALSTARS System Access	VI-1
	System Navigation	VI-8
	System Access and Navigation Problems	VI-13
VII	ONLINE FILE INQUIRY	VII-1
	Uses for Shadow Files	VII-1
	How Shadow Files Are Created	VII-1
	Shadow File Editing and Posting	VII-2
	Shadow File Inquiry	VII-8
VIII	PREPARING TRANSACTION ENTRY DOCUMENTS	VIII-1
	Overview of Process Flow For Accounting Transactions	VIII-1
	Posting Tag Coding Instructions	VIII-6
	Batch Header Slip Preparation	VIII-18
	Batch Control Log	VIII-22

CALSTARS PROCEDURES MANUAL  
VOLUME 1  
TABLE OF CONTENTS (CONTINUED)

<u>CHAPTER</u>		<u>PAGE</u>
IX	ONLINE FINANCIAL TRANSACTION ENTRY	IX-1
	Transaction Entry and Edit Overview	IX-1
	Menus and Screens For Entering a Batch of Transactions	IX-2
	Selecting a Batch Header and Transaction Format	IX-4
	Batch Header Screen	IX-7
	Transaction Entry Screens	IX-12
	List of Transactions Screen	IX-19
	List of Batches Screen	IX-23
	Entering Transactions	IX-29
	Releasing A Batch For Processing	IX-36
X	ENCUMBRANCE ACCOUNTING	X-1
	How Encumbrances Affect Appropriations	X-1
	How Encumbrances Are Tracked In CALSTARS	X-2
	Encumbrance Transactions	X-3
	Financial Edits For Encumbrance Transactions	X-5
	Treatment Of Encumbrances During Cost Allocation And Fund Split	X-6
	Treatment Of Encumbrances At Year-End	X-7
	Reconciling Encumbrance Documents	X-9
XI	PREPARING CLAIM SCHEDULES	XI-1
	Claim Schedule Process Overview	XI-1
	Claim Schedule Preparation Steps	XI-3
	Special Considerations	XI-7
	Production of Manual Claim Schedules and Remittance Advices	XI-12
	Production of Automated Claim Schedules and Remittance Advices	XI-12
	Assembly and Delivery of Claim Schedule To The SCO	XI-18
	Claim Schedule Error Corrections and Posting Issues	XI-18
	Claim Corrections Made By SCO	XI-24
	The Notice Of Claims Paid CD 102	XI-25
	Reconciliation of Claim Schedules	XI-28
	Claim Schedule Reports	XI-29
	Claim Schedule and Remittance Advice Coding Requirements	XI-46
XII	REPORTABLE PAYMENTS	XII-1
	How Reportable Payments are Identified in CALSTARS	XII-1
	Reports from the RP File and Vendor Edit Table	XII-4
	Special Purpose Transaction Codes for Posting to the RP File	XII-11
	Recording Abatements - RP File not Automatically Posted	XII-12
	Correcting Claim Schedule Entries - RP File May Need to be Adjusted	XII-13
	Correcting Vendor Edit Table Type or FEIN/SSN - RP File Adjustments	XII-14
	Reportable Payments Made From the Office Revolving Fund	XII-18
	Transmitting Reportable Information to the FTB	XII-20
	Correcting 1099 Forms Issued to Vendors	XII-20

CALSTARS PROCEDURES MANUAL  
VOLUME 1  
TABLE OF CONTENTS (CONTINUED)

<u>CHAPTER</u>	<u>PAGE</u>	
XIII	OFFICE REVOLVING FUND ACCOUNTING	XIII-1
	ORF Accounting Procedures	XIII-2
	ORF Reconciliation	XIII-22
	ORF Reports	XIII-22
	Reviewing ORF Activity in the Vendor Payment File	XIII-23
XIV	CHECK WRITER SUBSYSTEM	XIV-1
	Check Batch Coding	XIV-1
	Special Edits for Automated Check Batches	XIV-5
	Printing Checks	XIV-7
XV	ONLINE BANK RECONCILIATION	XV-1
	Online Checking Account Reconciliation	XV-1
	Performing the Bank Reconciliation Online	XV-6
	Batch Processing	XV-15
	Reports	XV-16
XVI	INTRODUCTION TO CASH RECEIPTS	XVI-1
	Types of Cash	XVI-1
XVI-A	GENERAL CASH	XVI-A-1
	Cash Receipts Overview	XVI-A-1
	Types of General Cash Receipts	XVI-A-1
	Cash Receipt Transactions	XVI-A-6
	Cash Receipt Reports	XVI-A-11
	Prepare To Remit Cash	XVI-A-12
XVI-B	REMITTANCE OF GENERAL CASH	XVI-B-1
	Abatements Processing	XVI-B-1
	Reimbursements Processing	XVI-B-6
	Revenue And Operating Revenue Processing	XVI-B-6
	Refunds To Reverted Appropriations Processing	XVI-B-17
	Special Deposit Fund (0942) Processing	XVI-B-21
	Record SCO Receipt Of Remittance Advance	XVI-B-25
XVI-C	PAYROLL ACCOUNTS RECEIVABLE	XVI-C-1
	Overview Of Payroll Accounts Receivable	XVI-C-1
	Payroll Accounts Receivable - Abatements Processing	XVI-C-3
	Reverted Payroll Accounts Receivable	XVI-C-12
	Over-Collection of PAR	XVI-C-20
	Collection of PAR For Another Agency	XVI-C-20
	Payroll Accounts Receivable Reconciliations	XVI-C-20
XVI-D	FEDERAL TRUST FUND RECEIPTS	XVI-D-1
	Overview	XVI-D-1
	Cash Receipt And Remittance Transactions	XVI-D-1
	Remittance Of Federal Fund Receipts	XVI-D-8

CALSTARS PROCEDURES MANUAL  
VOLUME 1  
TABLE OF CONTENTS (CONTINUED)

<u>CHAPTER</u>	<u>PAGE</u>
XVI-E ADVANCE COLLECTIONS	XVI-E-1
Accounting For Advance Collections	XVI-E-1
Advance Collections Remittance Process	XVI-E-3
Reconciliation Of Remitted Advance Collections	XVI-E-10
XVI-F DISHONORED CHECKS/OTHER CASH ACTIVITIES	XVI-F-1
Dishonored Checks	XVI-F-1
Stale Dated Agency Checks	XVI-F-3
Stale Dated SCO Warrants	XVI-F-9
Subsidiary Listing For Escheat Revenue Accounts	XVI-F-9
Escheat Revenue Claim Schedules	XVI-F-9
Sales Tax	XVI-F-10
Cash Shortages	XVI-F-10
Cash Overages	XVI-F-11
XVII ACCOUNTS RECEIVABLE <i>(To be issued at a later date.)</i>	XVII-1
XVIII DAILY BATCH RECONCILIATION	XVIII-1
Objectives of Daily Batch Reconciliation	XVIII-1
Data Used For Batch Identification and Daily Reconciliation	XVIII-1
Tasks in Performing the Daily Reconciliation	XVIII-2
Using the Batch Control Log	XVIII-2
Reconciliation Reports	XVIII-5
Completing the Daily Reconciliation	XVIII-13
XIX INTERNAL CONTROLS	XIX-1
Preparing Checks	XIX-1
Cash Disbursements	XIX-2
Receiving Cash	XIX-2
Bank Reconciliation	XIX-3
Other	XIX-3
Compliance with Internal Control	XIX-4
Separation of Duties	XIX-4
XX RECORD RETENTION FOR FISCAL REPORTS	XX-1
Background	XX-1
Fiscal Records To Be Retained	XX-1
Where Records Are Retained	XX-4
Retention Period	XX-4
Types Of Record Media	XX-4
Contact Information	XX-4
XXI-1 AUTOMATED PAYABLES-INTRODUCTION	XXI-1-1
Table Functions Overview	XXI-1-1
Process For Payables Transactions Overview	XXI-1-2

CALSTARS PROCEDURES MANUAL  
VOLUME 1  
TABLE OF CONTENTS (CONTINUED)

<u>CHAPTER</u>		<u>PAGE</u>
XXI-2	AUTOMATED PAYABLES-DEPARTMENT OF GENERAL SERVICES	XXI-2-1
	Background	XXI-2-1
	Overview of DGS Automated Payables Process	XXI-2-1
	Accessing DGS Automated Payables Tables	XXI-2-2
	DGS Services Table	XXI-2-3
	DGS Invoice Allocations Table	XXI-2-21
	DGS Automated Payables Process	XXI-2-39
	Using the Batch Generation Process For DGS Invoices	XXI-2-42
	Using The Recreate Batch Process	XXI-2-58
	Using The Restart Batch Process	XXI-2-61
XXII	CalATERS Interface	XXII-1
	Introduction	XXII-2
	Overview Of Accounting Processes Without And With CalATERS	XXII-2
	Overview Of Interfaces	XXII-6
	Processing Schedule For Interfaces	XXII-7
	CALSTARS Table Maintenance For CalATERS Interfaces	XXII-9
	Daily Processing Functions	XXII-11