



XXI-2 Automated Payables-Department of General Services

This chapter describes the Automated Payables Department of General Services (DGS) process. This optional process provides an automated means of posting expenditures to CALSTARS for services provided by DGS.

BACKGROUND

DGS provides a variety of services to departments. Each month DGS prepares invoices as well as a listing of charges for their services. DGS submits a summary of all the DGS invoices directly to the State Controller's Office (SCO) with a request for electronic fund transfer (EFT). The SCO "pays the bill" by making fund transfers, commonly referred to as direct transfers, from the department's appropriation accounts to DGS's appropriation accounts.

In the past, departments had to determine and post the expenditure classification information (Index, PCA, and Object) to CALSTARS. The automated payables DGS process gives departments an automated means of posting the expenditures to CALSTARS.

OVERVIEW OF DGS AUTOMATED PAYABLES PROCESS

At the beginning of each month the Department of General Services (DGS) sends an invoice file and Notice of Electronic Fund Transfers (NEFTs) to CALSTARS. CALSTARS ROPES the invoice file and the NEFTs to agency printers. Through the Automated Payables Dept. of General Services screen, Command **F.1.1**, the department requests the invoice file to interface with CALSTARS to create financial transaction batches. Through the List of Batches screen, Command **C.2**, the batches are then reviewed by the department, any necessary changes are made, and the batches are released for processing during the nightly system update process.

The DGS automated payables process is controlled by the department for generating:

- ✦ Batches of financial transactions
- ✦ Reports/files (optional) of those financial transactions and
- ✦ An exception report (optional) for Customer Numbers that were rejected and not used in the process.

Two CALSTARS tables must be established by the department for the automated payables process, the DGS Services Table and the List of DGS Invoice Allocations Table. Both tables are described briefly below.

DGS Services Table

The DGS Services Table includes DGS Trans Types and their corresponding Uniform Codes Manual (UCM) Object Detail Codes. To help make the establishment of the DGS Services Table easier, CALSTARS provides a Statewide DGS Services Table that may be used to generate the department's table. DGS Trans Types identify the type of goods or services provided. For example, Trans Type 3340 is for Security Contract Service. Its corresponding UCM Object Detail Code is 345-Security. Departments also have the option of assigning Agency Objects for the Object Detail Codes.

DGS Invoice Allocations Table

The DGS Invoice Allocations Table defines how DGS costs are allocated to departmental programs, organizational units and other classifications. The table uses the DGS assigned Customer Number and DGS Trans Type to identify the cost center receiving the charges. Each DGS Customer Number used by the department must have a DGS Invoice Allocations Table record. Using the Trans Type to further refine the allocation is optional. Departments may:

1. Allocate all of a DGS Customer Number's costs for all Trans Types using one allocation table entry, or
2. Allocate some or all of a DGS Customer Number's costs using a separate allocation table entry, specifying a Trans Type for each table record.

ACCESSING DGS AUTOMATED PAYABLES TABLES

The List of DGS Services Table and the List of DGS Invoice Allocations Table are available through the Automated Payables (Command **I.2**) and the Department of General Services Tables (Command **I.2.1**) screens. Examples of these screens are displayed below:

```

9990 I.2: Automated Payables Tables                                05-18-2008 10:20 AM

      CODE      AVAILABLE OPTIONS

      1      Dept of General Services Tables =>
      2      Telephone Company Tables =>
      3      Voyager Tables =>

Code: __

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                     Main

```

```

9990 I.2.1: Dept of General Services Tables                      05-18-2008 10:21 AM

      CODE      AVAILABLE OPTIONS

      1      List of DGS Services
      2      List of DGS Invoice Allocations

Code: __

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                     Main

```

DGS SERVICES TABLE

To assist departments in establishing their DGS Services table records, CALSTARS maintains a Statewide DGS Services Table. This table includes the DGS Trans Types and their corresponding UCM Object Detail codes. The Statewide DGS Services Table is available by Funding Fiscal Year (FFY) for the current FFY and the two prior FFYs. The Statewide DGS Services Table is available through

Command **I.99.1** and may be printed and/or used as the basis for establishing the department's DGS Services Tables.

For departments that use a wide variety of DGS services, it may be easier to generate the statewide list as a departmental table and make any needed adjustments. For departments that use only a few services, it may be easier to create their DGS Services Table directly rather than generate it from the statewide list.

Structure

The DGS Services Table is divided into two segments: the control key and informational elements. The control key consists of the Organization Code, Funding Fiscal Year and the Trans Type. The informational elements segment includes the Object Detail and the optional Agency Object.

Relationship To Other Tables

During the DGS Service Table maintenance, the Trans Type is validated against the Statewide List of DGS Services. The Object Detail and Agency Object codes are validated against the Statewide Object Detail Descriptor Table (D11) and the Agency Object Descriptor (D12) Tables.

Input Coding

A listing of the fields contained on the DGS Services Table screen and/or on the activity reports is shown in Exhibit XXI-2-1. It includes explanations of the fields as well as coding instructions.

Data entered on the DGS Service Table Entry screen is keyed from the CALSTARS DGS Services Table Entry form (CALSTARS 60). The form, shown in Exhibit XXI-2-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/html/calstars/forms.htm>.

All table maintenance must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Log* section in Volume 2, Chapter IV.

List of DGS Services Screen

The List of DGS Services screen is available through Command **I.2.1.1**. List of DGS Services Table maintenance, **A**=Add, **F**=FFY Maint (Funding Fiscal Year Maintenance), **P**=Print Table, **R**=Recall Maintenance/Print, **C**=Change, **D**=Delete, **U**=Generate a single record, and **V**=View may be initiated from this screen. An example of the screen is displayed below.

```

9990 I.2.1.1: List of DGS Services                                05-18-2008 10:23 AM
Function: _ (A=Add, F=FFY Maint)                                Go to Trans Type: ____
(P=Print, R=Recall)                                           FFY: 2007
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View)
F  TYPE  OBJ AO      DGS DESCRIPTION          CALSTARS TITLE (D11/D12)
-  ----  - - - - -  - - - - - - - - - - -  - - - - -
_  1110  347 12  APPLICATION REVIEW        APPLICATION REVIEW-PUBLIC SCH
_  1195  403      CSEA REIMBURSEMENT        ACCOUNTING-EXT SVS
_  1210  403      BUILDING STANDARDS REVIEW  ACCOUNTING-EXT SVS
_  1398  257      PLAN FIELD CHECKS         TELEPHONE
_  1399  386      PLAN / FIELD CHECKS       AUDITING-INTERDEPT
_  2110  358      SPECIAL REQUESTS         NOC-SERVICES-FAC OPS
_  2210  347      PLANNING ANALYSIS        FACILITY PLNG-DGS
_  2310  347 10  PROJECT MANAGEMENT        PLAN ANALYSIS-REAL ESTATE MAN
_  2399  384      PROJECT MANAGEMENT       ADMIN-INTERDEPT
_  2410  227      CONTRACT ADMINISTRATION   OFC EQPT RENT/MAIN/REPAIR
_  2420  358      OH & SUPPORT DCU         NOC-SERVICES-FAC OPS
_  2430  358      SPI-RECORD INV SURCHARGE  NOC-SERVICES-FAC OPS

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit      Dtail      Bkwr  Frwr  Clear      Main

```

The DGS Services records are displayed in order by Trans Type within the FFY. The FFY is shown in the upper right corner of the screen. To change the FFY, enter the desired FFY and press **Enter**.

To find a specific record, enter the Trans Type in the 'Go To Trans Type' field and press Enter. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter an **A**, **F**, **P**, or **R** in the Function Field or enter a **C**, **D**, **U** or **V** in the F action column to the left of the desired record. Values cannot be keyed in both the function field and the F action column at the same time. However, multiple records may be selected from the F action column.

DGS Services Table Entry Screen

When maintenance is keyed and Enter is pressed, the DGS Service Table Entry screen is displayed. An example of the screen is displayed below.

```

9990 DGS Service Table Entry                                05-08-2008 10:24 AM

                                Last Process Date/Time:

Function: A (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall, U=Gen Rec, V=View)

                                DGS DESCRIPTION / CALSTARS TITLE (D11/D12)
                                -----
FFY          : _____
Trans Type   > _____
Object Detail (OBJ)> _____
Agency Object (AO) > _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dfalt Bkwrdr Frwrdr Clear          Main
Enter information to be added

```

When multiple records are selected for maintenance and **Enter** is pressed, the first record retrieved is displayed on the DGS Service Table Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order by Trans Type within the FFY. Before the List of DGS Services screen or the FFY Maintenance screen may be re-accessed, all maintenance must be completed or cancelled (by pressing **F2** Next).

FFY Maintenance Screen

The FFY Maintenance screen is available for online tables that have a FFY and require Funding Fiscal Year maintenance, such as the **G**enerate function.

The FFY Maintenance screen is accessed from:

- ✪ the List of DGS Services or DGS Service Table Entry screens by keying a **F** in the Function field and pressing **Enter** (Entry screen must be blank, except FFY, when **Enter** is pressed)
- ✪ the I: Table Maintenance/Inquiry screen by keying **80** in the Code field at the bottom of the screen and pressing **Enter**
- ✪ any CALSTARS screen with a Command line by keying **I.80** on the Command line and pressing **Enter**.

An example of the screen is displayed below.

```

9990 FFY Maintenance                                05-24-2008 01:36 PM

Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                    (X=Delete FFY)
Enter under FFY below the year to Generate from, Delete, or Print.

F  FFY          TABLE
-  ----          -
-  _____  Index Code          (IC)
-  _____  Appropriation Symbol (AS)
-  _____  Program Cost Account (PCA)
-  _____  Cost Allocation       (CA)
-  _____  Employee Master       (EM)

-  _____  DGS Invoice Allocation (EA)
-  2007      DGS Services          (OD)

Press Enter to submit request(s)

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear          Main

```

To initiate maintenance activity from the FFY Maintenance screen, key **G**, **P**, **R** or **X** in the F action column to the left of the desired table. Key the appropriate FFY, and press **Enter**. If the FFY is displayed on the Entry or List screen when the **F** Function is initiated, the FFY will already be displayed on the FFY Maintenance screen.

Table Maintenance Functions

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The List of DGS Services Screen:

Key **A** in the Function field on the List of DGS Services screen and press **Enter** to display the DGS Service Table Entry screen. Enter the FFY, Trans Type, Object Detail and Agency Object (if desired) and press **Enter**. If the transaction passes all online edits, it updates the DGS Services Table. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen. Use **F2** to return to the List of DGS Services screen.

From The DGS Service Table Entry screen:

Key **A** in the Function field. Enter the FFY, Trans Type, Object Detail and Agency Object (if desired) and press **Enter**. If the transaction passes all online edits, it updates the DGS Services Table. A fresh screen is displayed with blank data fields,

and a message confirming that the record was added successfully is displayed at the bottom of the screen.

C= Change

From The List of DGS Services Screen:

To change a record, key **C** in the F action column to the left of the desired record(s), and press **Enter**. The record is displayed on the DGS Service Table Entry screen. Key over the fields to be changed, and press **Enter**. When Enter is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List of DGS Services screen.

From The DGS Service Table Entry screen:

To change a record, key **V** in the Function field, the FFY and the Trans Type in their respective fields, and press **Enter**. Key **C** in the Function field, key over the fields to be changed, and press **Enter**. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

D=Delete

From The List of DGS Services Screen:

Key **D** in the F action column to the left of the desired record, and press **Enter**. If desired, key **V** in the F action column to first view the record. Then key **D** in the function field of the DGS Service Table Entry screen, and press **Enter**.

From The DGS Service Table Entry screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.
- (2) Key **V** in the Function field, the appropriate values in the FFY, Trans Type, and, if desired, the Object Detail and Agency Object fields. Press **Enter** to **View** the record. Key **D** in the Function field, and press **Enter**.
- (3) Key **D** in the Function field, the appropriate values in the FFY, Trans Type, and, if desired, the Object Detail and Agency Object fields, and press **Enter**.

When Enter is pressed from either the List of DGS Services screen or the DGS Service Table Entry screen, the record and the Action Confirmation pop-up screen are displayed as shown below.

```

A C T I O N   C O N F I R M A T I O N

      D E L E T I O N   o f   M a s t e r   R e c o r d

      P r e s s   F 4   t o   c o n f i r m   o r   F 2   t o   c a n c e l

```

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen. Press **F2=Return** to display the List of DGS Services screen. Or, if table maintenance is pending, press **F2=Next** to proceed to the next selected record.

F=FFY Maint

The **F=FFY Maint** function is used to access the FFY Maintenance screen. To access the screen, key **F** in the Function field of the DGS Service Table Entry screen or List of DGS Services screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

G=Generate FFY

The **Generate** function generates "Add" transactions from the department or Statewide List of DGS Services Table records for the requested Funding Fiscal Year (FFY). This function is only available through the FFY Maintenance screen.

To initiate the **Generate** function from the FFY Maintenance screen, key **G** in the F action column on the DGS Services line and press **Enter**.

The following pop-up screen is displayed.

```

Generate DGS Services Table

      D E S C R I P T I O N
      (Select one with a Y)
Generate 2008 table based on 2007 Agency Controlled table : _
Generate 2008 table based on 2007 CALSTARS Statewide table: _
Generate 2007 table based on 2007 CALSTARS statewide table: _

      P r e s s   E n t e r   t o   s u b m i t   g e n e r a t e   F F Y   r e q u e s t ,   o r   p r e s s   P F 2   t o   c a n c e l

```

Key **Y** in the desired field and press **Enter** to initiate the generate process. The table is generated during the next nightly table update process.

N=Next

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

P=Print Table

The **Print Table** function provides departments the option of generating an electronic report file of the DGS Services Table Listing Report and/or printing the report through the Print/Report File Selection pop-up screen. An example of the CSIE02-2 report is displayed in Exhibit XXI-2-4.

From the DGS Service Entry screen or List of DGS Services screen, key **P** in the Function field. From the FFY Maintenance screen, key **P** in the F Action column on the DGS Services line. To print a table listing of all FFYs, delete the FFY. To print a table listing for one FFY, key the desired FFY (if necessary).

When Enter is pressed, the Select Table Report Destination pop-up screen is displayed as shown below.

```
                Select Table Report Destination

DESTINATION:
(Select one or more with a Y)
  Report File   : _ ( CS9990.CSIE02-2.DGS-OD.IQ.D2080523.T123959   )
  Agency Printer: _ CTP2 (Report Class Z and to the ITBL queue)

Press Enter to submit table report request, or press PF2 to cancel.
```

Key **Y** in one of the two Destination fields on the pop-up screen to perform the following:

Report File – Immediately generates an electronic report file of the DGS Services Table Listing Report (CSIE02-2)

Agency Printer – Immediately generates an electronic report file of the DGS Services Table Listing Report (CSIE02-2) and ROPES the DGS Services Table Listing Report (CSIE02-2) to an agency printer

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance, **G**-Generate a FFY table and **X**-Delete a FFY table, before it is initiated during nightly system processing.

From the DGS Service Entry screen or List of DGS Services screen, key **R** in the Function field. From the FFY Maintenance screen, key **R** in the F Action column on the DGS Services line.

When Enter is pressed, the Recall FFY Overnight Delete/Generate Maintenance Request pop-up screen is displayed as shown below.

```

Recall FFY Overnight Delete/Generate Maintenance Request

                                ACTION
                                (Select one or more with a Y)
Remove the request to Delete FFY 2004                               : _
Remove the request to Generate FFY 2008 based on the Statewide table: _
                                *** End of Data ***

Press Enter to remove the Delete/Generate request, or press PF2 to cancel
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF1
Retrn                                Bkwrđ Frwrđ

```

Key **Y** in the desired field and press **Enter**. A confirmation message is displayed at the bottom of the screen.

U=Gen Rec

From The List of DGS Services Screen:

Key **U** in the F action column to the left of the desired record(s) and press **Enter**. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

From The DGS Service Table Entry screen:

Key **U**=Generate Record in the Function field, the FFY, Trans Type and Object Detail in their respective fields, and press **Enter** to generate an individual record for the new FFY. A message confirming that the record was successfully generated is displayed at the bottom of the screen.

V=ViewFrom The List of DGS Services Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. The record is displayed with a confirmation message at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

From The DGS Service Table Entry screen:

Key **V** in the Function field, the FFY and Trans Type in their respective fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

X=Delete FFY

The **X=Delete FFY** function initiates the deletion of all records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the FFY maintenance screen. If the FFY field is blank on the Entry screen when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column on the DGS Services line, the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown below.

```
A C T I O N   C O N F I R M A T I O N
DELETED ENTIRE table for FFY 2004
Press F4 to confirm or F2 to cancel
```

If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the table.

A message confirming that the records were deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen.

Note: If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

Function (F) Keys

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the DGS Services screens.

F1=Help—The following two types of online help is available on pop-up screens:

- ☛ Field look-up assistance is available for fields that display a “>” (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a “>” and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.
- ☛ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5= Dtail (Detail)—Accesses a blank DGS Service Table Entry screen from the DGS Services List screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

DGS SERVICES TABLE REPORTS

The following reports are system generated:

- ✪ DGS Services Table Maintenance Activity Report (CSBE02-1) - This report displays all transactions successfully entered online during the work day. It is produced during overnight processing whenever online table maintenance has been entered since the previous processing cycle. The report is displayed in Exhibit XXI-2-3.
- ✪ CALSTARS DGS Services Table – Delete-FFY Report (CSBE02-3) –This report displays all records deleted when Function **X**=Delete FFY is entered. The report is displayed in Exhibit XXI-2-5.

The following reports are produced upon request of the department:

- ✪ CALSTARS DGS Services Table Listing Report (CSIE02-2) - This report is produced when function **P**=Print Table is entered on the DGS Service Table Entry or List of DGS Services screens. If Function **P** and a Funding Fiscal

Year are entered, the listing is limited to the specific fiscal year requested. If **P** is entered without a FFY, the listing contains all fiscal years in the table. The CSIE02-2 report is displayed in Exhibit XXI-2-4.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The DGS Services Table Maintenance Activity Report (CSBE02-1) should be proofread to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT XXI-2-1
DGS SERVICE TABLE ENTRY CODING INSTRUCTIONS

Data Element	Length	Contents
<u>Control Key:</u>		
ORG CODE	4	The Organization Code is automatically displayed based on the signon used. It cannot be altered.
FFY	4	Enter the Funding Fiscal Year that identifies the year to which this record pertains.
TRANS TYPE	4	Enter the DGS Trans Type code. The Trans Type must be currently listed in the Statewide List of DGS Services Table (Command I.99.1.1) to be valid for use by the department. View or print the statewide list, or press the F1 -Help key while the cursor is located in the Trans Type field to see the current departmental list of Trans Types (Command I.2.1.1).
<u>Informational Elements:</u>		
OBJECT DETAIL	3	Enter the Object Detail code. The Object Detail code must be currently listed in the D11 Descriptor Table to be valid for use by the department. Press the F1 -Help key while the cursor is located in the Object Detail field to see the UCM list of Object Detail codes.
AGENCY OBJECT	2	<i>(Optional)</i> Enter the Agency Object code. The Agency Object must be currently listed in the D12 Descriptor Table to be valid for use by the department. Press the F1 -Help key while the cursor is located in the Agency Object field to see the department's list of Agency Object codes with their associated Object Detail codes. NOTE: If an Agency Object is selected from the F1 -Help screen listing, it will also populate the Object Detail field to ensure a valid D12 Descriptor Table coding combination is always selected for Object Detail/Agency Object.

DGS SERVICES TABLE ENTRY FORM

PREPARED BY: _____

DATE: _____

ENTERED BY: _____

DATE: _____

<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>
<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>
<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>
<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>	<p>FUNCTION <input type="text"/></p> <p>FFY <input type="text"/></p> <p>TRANS TYPE <input type="text"/></p> <p>OBJECT DTL <input type="text"/></p> <p>AGENCY OBJ <input type="text"/></p> <p>Comment:</p>

EXHIBIT XXI-2-3

CSBE02-1 9990 (DEST: A1 CTP2) *****		CALSTARS		DEPARTMENT OF AIR QUALITY		DGS SERVICES TABLE ACTIVITY		*****		ORG NUMBER: 9990
05/08/2008 (17:53) *****								REPORT		ORG PAGE: 1
								----- MAINTENANCE -----		RUN PAGE: 4
F	TYPE	OBJ	AO	FFY	DGS DESCRIPTION	CALSTARS TITLE (D11/D12)	DATE	TIME	ERROR	
D	2399	384	10	2003	PROJECT MANAGEMENT	FISCAL SERVICES--DGS	05-08-2008	7:24:55 AM		
D	4111	358	96	2003	EMD CEC GRANT	EMD CEC GRANT, REAL ESTE	05-08-2008	7:24:43 AM		
X				2004			05-08-2008	9:59:42 AM	N02-SEE REPORT CSBE02-3	
C	1398	386	10	2007	PLAN FIELD CHECKS	PLAN FIELD CHECKS-REGULAT	05-08-2008	7:24:30 AM		
C	2310	347	01	2007	PROJECT MANAGEMENT	DOWNTOWN BUILDING	05-08-2008	7:28:26 AM		
D	1000	275		2006		AVIATION INSURANCE	05-08-2008	3:46:15 PM		
D	1210	403		2006	BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS	05-08-2008	10:25:56 AM		
U	1210	403		2008	BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS	05-08-2008	10:30:19 AM		
G				2007	*** FROM AGENCY TABLE		05-08-2008	10:26:49 AM		
*	1110	347		2008	APPLICATION REVIEW	FACILITY PLNG-DGS	05-08-2008	05:42:47 PM	J01-REC ALREADY EXISTS	
*	1195	403		2008		ACCOUNTING-EXT SVS	05-08-2008	05:42:47 PM	ZZ1-TABL POSTED W/ERROR J17-INVAL DGS TRANS TYPE	
*	1210	403		2008		ACCOUNTING-EXT SVS	05-08-2008	05:42:47 PM	ZZ1-TABL POSTED W/ERROR J17-INVAL DGS TRANS TYPE	
*	1398	257		2008		TELEPHONE	05-08-2008	05:42:47 PM	ZZ1-TABL POSTED W/ERROR J17-INVAL DGS TRANS TYPE	
*	1399	386		2008		AUDITING-INTERDEPT	05-08-2008	05:42:47 PM	ZZ1-TABL POSTED W/ERROR J17-INVAL DGS TRANS TYPE	

EXHIBIT XXI-2-4

CSIE02-2 9990 (DEST: Al CTP2) *****				DEPARTMENT OF AIR QUALITY		*****		ORG NUMBER: 9990
CALSTARS				DGS SERVICES TABLE LISTING		REPORT		ORG PAGE: 1
05/09/2008 (07:18) *****				*****		*****		RUN PAGE: 1
TYPE	OBJ	AO	FFY	DGS DESCRIPTION	CALSTARS DESCRIPTION (D11/D12)			
1110	347		2007	APPLICATION REVIEW	FACILITY PLNG--DGS			
1195	403		2007	CSEA REIMBURSEMENT	ACCOUNTING-EXT SVS			
1210	403		2007	BUILDING STANDARDS REVIEW	ACCOUNTING-EXT SVS			
1398	257		2007	PLAN FIELD CHECKS	TELEPHONE			
1399	386		2007	PLAN / FIELD CHECKS	AUDITING-INTERDEPT			
2110	358		2007	SPECIAL REQUESTS	NOC-SERVICES-FAC OPS			
2210	347		2007	PLANNING ANALYSIS	FACILITY PLNG-DGS			
2310	347	10	2007	PROJECT MANAGEMENT	PLAN ANALYSIS-REAL ESTATE MANAGEMENT--DGS			
2399	384		2007	PROJECT MANAGEMENT	ADMIN-INTERDEPT			
2410	227		2007	CONTRACT ADMINISTRATION	OFC EQPT RENT/MAIN/REPAIR			
2420	358		2007	OH & SUPPORT DCU	NOC-SERVICES-FAC OPS			
2430	358		2007	SPI-RECORD INV SURCHARGE	NOC-SERVICES-FAC OPS			
2495	358		2007	BOPP CSEA REIMBURSEMENT	NOC-SERVICES-FAC OPS			
2499	347		2007	CONTRACT ADMINISTRATION	FACILITY PLNG-DGS			
2510	358		2007	PSB ADMINISTRATION	NOC-SERVICES-FAC OPS			
2610	358		2007	PROJECT SCH/COST ANALYSIS	NOC-SERVICES-FAC OPS			
2699	358		2007	COST CONTROL	NOC-SERVICES-FAC OPS			
2799	257		2007	ENVIRONMENTAL SERVICES	TELEPHONE			
2810	347		2007	LEASING & DESIGN SERVICES	FACILITY PLNG-DGS			
2820	347		2007	ARCHITECTURAL SERVICE	FACILITY PLNG-DGS			
2830	257	07	2007		TELE SERVICE & MAINTENANCE			
2899	347		2007	DESIGN SERVICES	FACILITY PLNG-DGS			
2910	385		2007	LEASING & DESIGN	ARCHITECT-INTERDEPT			
2989	342		2007	BI-STATE LEASES, SSL, EASEMNT	RENT-BLDG/GRND-STATE			
2998	342		2007	RENTAL OF STATE PROPERTY	RENT-BLDG/GRND-STATE			
2999	357		2007	GF SALE OF SURPLUS LAND	NOC-GOODS-FAC OPS			
3099	353		2007	CONSTRUCTION SERVICES	ALTERATIONS			
3299	358		2007	SPECIAL PROGRAMS	NOC-SERVICES-FAC OPS			
3310	344		2007	BUILDING SERVICES	JANITORIAL SERVICES			
3320	342		2007	BPM PARKING/RIVERSIDE BOND	RENT-BLDG/GRND-STATE			
3330	342		2007	BPM BUILDING SPACE RENT	RENT-BLDG/GRND-STATE			
3340	345		2007	SECURITY CONTRACT SERVICE	SECURITY			
3350	344		2007	BUILDING SERVICES - MONTHLY	JANITORIAL SERVICES			
3380	358		2007	FLOOD INSURANCE REIMBURSEMENT	NOC-SERVICES-FAC OPS			
3395	358		2007	BPM CSEA REIMBURSEMENT	NOC-SERVICES-FAC OPS			
4110	353		2007	PSEA - ENERGY PROJECTS	ALTERATIONS			
4111	358		2007	EMD CEC GRANT	NOC-SERVICES-FAC OPS			
4120	358		2007	EMD - NATURAL GAS PA INVOICE	NOC-SERVICES-FAC OPS			
4140	358		2007	EMD	NOC-SERVICES-FAC OPS			
4150	358		2007	EMD	NOC-SERVICES-FAC OPS			
5110	382		2007	OAH SERVICES - STATE	CONSULT/PROF-INTERDEPT			

EXHIBIT XXI-2-5

CSBE02-3 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY *****
 CALSTARS DGS SERVICES TABLE - DELETE FFY (1999) REPORT ORG NUMBER: 9990
 05/08/2008 (17:53) ***** ORG PAGE: 1
 ***** RUN PAGE: 1

F	TYPE	OBJ	AO	FFY	DGS DESCRIPTION	CALSTARS TITLE (D11/D12)	----- MAINTENANCE -----	
							DATE	TIME
X	1110	347		2003	APPLICATION REVIEW	FACILITY PLNG-DGS	05-08-2008	5:42:39 AM
X	1195	419		2003	CSEA REIMBURSEMENT	REIMB EXP-NON-TAXABLE	05-08-2008	5:42:39 AM
X	1210	388		2003	BUILDING STANDARDS REVIEW	COMPL INSPECT/INVEST-INTER	05-08-2008	5:42:39 AM
X	1398	388		2003	PLAN FIELD CHECKS	COMPL INSPECT/INVEST-INTER	05-08-2008	5:42:39 AM
X	1399	388		2003	PLAN / FIELD CHECKS	COMPL INSPECT/INVEST-INTER	05-08-2008	5:42:39 AM
X	2110	388		2003	SPECIAL REQUESTS	COMPL INSPECT/INVEST-INTER	05-08-2008	5:42:39 AM
X	2210	347		2003	PLANNING ANALYSIS	FACILITY PLNG-DGS	05-08-2008	5:42:39 AM
X	2310	347		2003	PROJECT MANAGEMENT	FACILITY PLNG-DGS	05-08-2008	5:42:39 AM
X	2399	347		2003	PROJECT MANAGEMENT	FACILITY PLNG-DGS	05-08-2008	5:42:39 AM
X	2410	384		2003	CONTRACT ADMINISTRATION	ADMIN-INTERDEPT	05-08-2008	5:42:39 AM
X	2420	347		2003	OH & SUPPORT DCU	FACILITY PLNG-DGS	05-08-2008	5:42:39 AM
X	2430	388		2003	SPI-RECORD INV SURCHARGE	COMPL INSPECT/INVEST-INTER	05-08-2008	5:42:39 AM
X	2495	419		2003	BOPP CSEA REIMBURSEMENT	REIMB EXP-NON-TAXABLE	05-08-2008	5:42:39 AM
X	2499	384		2003	CONTRACT ADMINISTRATION	ADMIN-INTERDEPT	05-08-2008	5:42:39 AM
X	2510	384		2003	PSB ADMINISTRATION	ADMIN-INTERDEPT	05-08-2008	5:42:39 AM
X	2610	347		2003	PROJECT SCH/COST ANALYSIS	FACILITY PLNG-DGS	05-08-2008	5:42:39 AM
X	2699	347 10		2003	COST CONTROL	PLAN ANALYSIS-REAL ESTATE MAN	05-08-2008	5:42:39 AM
X	2799	347 14		2003	ENVIRONMENTAL SERVICES	DESIGN SRVCS-REAL ESTATE MANA	05-08-2008	5:42:39 AM

DGS INVOICE ALLOCATIONS TABLE

Invoice Allocation Table records may be established with:

- ✦ A blank Trans Type - for allocating all Trans Type costs with the same classification and percentage(s). For a specific Customer Number, all costs are allocated with the same classification information and percentage(s). (This is similar to a default account.)

OR

- ✦ A specific Trans Type - for allocating a specific Customer Number/Trans Type cost in a unique way. A separate Invoice Allocation Table record may be established for each Customer Number/Trans Type combination used by the department.

OR

- ✦ A combination - for allocating some Customer Number costs by Trans Type and the remaining costs for that Customer Number with a general allocation (default). For a specific Customer Number, some associated Trans Types may all use the same classification and allocation percentage(s)—no Trans Type used in the table, while other Trans Types may be established with a different allocation—a Trans Type is used for each table record.

Structure

The DGS Invoice Allocations Table is divided into two segments: the control key and informational elements. The control key consists of the Organization Code, Funding Fiscal Year, DGS Customer Number and the optional Transaction (Trans) Type. The informational elements segment includes allocation percentages and the classification information, e.g., PCA.

Relationship To Other Tables

The Index Code Table, Program Cost Account Table, Project Control Table and several of the Descriptor Tables are used to validate most of the data elements during the online update of the List of DGS Invoice Allocations Table.

Input Coding

A listing of the fields contained on the DGS Invoice Allocation Table Entry screen and/or on the activity reports is shown in Exhibit XXI-2-6. It includes explanations of the fields as well as coding instructions.

Data entered on the DGS Invoice Allocation Table Entry screen is keyed from the CALSTARS DGS Invoice Allocation Table Entry form (CALSTARS 61). The form,

DGS Invoice Allocation Table Entry Screens

When maintenance is keyed and **Enter** is pressed, the DGS Invoice Allocation Table Entry - Screen 1 is displayed. An example of the screen is displayed below.

```

9990 DGS Invoice Allocation Table Entry: Screen 1                                05-08-2008 02:01 PM
                                                                                   MORE=Down
                                     Last Process Date/Time:
Function: A (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall, U=Gen Rec, V=View)
FFY: _____ Customer Nbr: _____ Type: _____
                                     PCA
L# PERCENT  INDX>  PCA>  ACTY>  PROJ>  WP  LOC>  MULTI PUR
-- -----  ---->  ---->  ---->  -----  --  -----  -----
1: _____  _____  _____  _____  _____  _____  _____  _____
2: _____  _____  _____  _____  _____  _____  _____  _____
3: _____  _____  _____  _____  _____  _____  _____  _____
4: _____  _____  _____  _____  _____  _____  _____  _____
5: _____  _____  _____  _____  _____  _____  _____  _____
6: _____  _____  _____  _____  _____  _____  _____  _____
7: _____  _____  _____  _____  _____  _____  _____  _____
8: _____  _____  _____  _____  _____  _____  _____  _____
9: _____  _____  _____  _____  _____  _____  _____  _____
10: _____  _____  _____  _____  _____  _____  _____  _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit PRecd      Dfalt Bkwrđ Frwrđ Clear Up      Down Main
Enter information to be added
    
```

Screen 1 displays the first ten of twenty allocation lines available. The **F10** and **F11** keys may be used to toggle between Entry Screens 1 and 2. An example of Screen 2 is shown below.

```

9990 DGS Invoice Allocation Table Entry: Screen 2                                05-08-2008 02:20 PM
                                                                                   MORE=Up
                                     Last Process Date/Time:
Function: A (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall, U=Gen Rec, V=View)
FFY: _____ Customer Nbr: _____ Type: _____
                                     PCA
L# PERCENT  INDX>  PCA>  ACTY>  PROJ>  WP  LOC>  MULTI PUR
-- -----  ---->  ---->  ---->  -----  --  -----  -----
11: _____  _____  _____  _____  _____  _____  _____  _____
12: _____  _____  _____  _____  _____  _____  _____  _____
13: _____  _____  _____  _____  _____  _____  _____  _____
14: _____  _____  _____  _____  _____  _____  _____  _____
15: _____  _____  _____  _____  _____  _____  _____  _____
16: _____  _____  _____  _____  _____  _____  _____  _____
17: _____  _____  _____  _____  _____  _____  _____  _____
18: _____  _____  _____  _____  _____  _____  _____  _____
19: _____  _____  _____  _____  _____  _____  _____  _____
20: _____  _____  _____  _____  _____  _____  _____  _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit PRecd      Dfalt Bkwrđ Frwrđ Clear Up      Down Main
    
```

When multiple records are selected for maintenance and **Enter** is pressed, the first record retrieved is displayed on the DGS Invoice Allocation Table Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry

screen. The **F2** key is used to go to the next record. All records are displayed in ascending order by Customer Number within the FFY. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List of DGS Invoice Allocations screen or the FFY Maintenance screen may be re-accessed.

FFY Maintenance Screen

The FFY Maintenance screen is available for online tables that have a FFY and require Funding Fiscal Year maintenance, such as the **G**enerate function.

The FFY Maintenance screen is accessed from:

- ✦ the List of DGS Services or DGS Table Entry screens by keying a **F** in the Function field and pressing **Enter** (Entry screen must be blank, except FFY, when **Enter** is pressed)
- ✦ the I: Table Maintenance/Inquiry screen by keying **80** in the Code field at the bottom of the screen and pressing **Enter**
- ✦ any CALSTARS screen with a Command line by keying **I.80** on the Command line and pressing **Enter**.

An example of the screen is displayed below.

```

9990 FFY Maintenance                                02-24-2008 01:36 PM

Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                  (X=Delete FFY)
Enter under FFY below the year to Generate from, Delete, or Print.

F  FFY          TABLE
-  ----  -----
-  _____  Index Code          (IC)
-  _____  Appropriation Symbol (AS)
-  _____  Program Cost Account (PCA)
-  _____  Cost Allocation       (CA)
-  _____  Employee Master      (EM)

-  2007  DGS Invoice Allocation (EA)
-  _____  DGS Services         (OD)

Press Enter to submit request(s)

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
                Help  Retrn Quit                                Clear                Main

```

To initiate maintenance activity from the FFY Maintenance screen, key **G**, **P**, **R** or **X** in the F action column to the left of the desired table. Key the appropriate FFY, and press **Enter**. If the FFY is displayed on the Entry or List screen when the **F** Function is initiated, the FFY will already be displayed on the FFY Maintenance screen.

Table Maintenance Functions

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The List of DGS Invoice Allocations Screen:

Key **A** in the Function field and press **Enter** to display the DGS Invoice Allocation Table Entry screen. Enter the FFY, Customer Number, and Trans Type (if desired). Enter the percent, Index, PCA, any additional optional fields, and press **Enter**. Up to 20 allocations may be established for an allocation table record (Screen 1 and Screen 2). The allocations in a record must sum to 100% (1.0000).

If the transaction passes all online edits, it updates the DGS Invoice Allocations Table. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen. Use **F2** to return to the List of DGS Invoice Allocations screen.

From The DGS Invoice Allocation Table Entry Screen:

Key **A** in the Function field. Enter the FFY, Customer Number, and Trans Type (if desired). Enter the percent, Index, PCA, any additional optional fields, and press **Enter**. Up to 20 allocations may be established for an allocation table record (Screen 1 and Screen 2). The allocations in a record must sum to 100% (1.0000).

If the transaction passes all online edits, it updates the DGS Invoice Allocations Table. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

C= Change

From The List of DGS Invoice Allocations Screen:

To change a record, key **C** in the F action column to the left of the desired record(s), and press **Enter**. The record displays on the DGS Invoice Allocation Table Entry screen. Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List of DGS Invoice Allocations screen.

From The DGS Invoice Allocation Table Entry Screen:

To change a record, key **V** in the Function field, the FFY, Customer Number and the Trans Type in their respective fields, and press **Enter**. Key **C** in the Function field, key over the fields to be changed, and press **Enter**. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

D=DeleteFrom The List of DGS Invoice Allocations Screen:

Key **D** in the F action column to the left of the desired record, and press **Enter**. If desired, key **V** in the F action column to first view the record. Then key **D** in the function field of the DGS Invoice Allocation Table Entry screen, and press **Enter**.

From The DGS Invoice Allocation Table Entry Screen:

To **Delete** a record, either:

1. Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.
2. Key **V** in the Function field, the appropriate values in the FFY, Customer Number and, if desired, Type (Trans Type) fields, and press **Enter** to **View** a record. Key **D** in the Function field, and press **Enter**.
3. Key **D** in the Function field, the appropriate values in the FFY, Customer Number, and, if desired, Type (Trans Type) fields, and press **Enter**.

When **Enter** is pressed from either the List of DGS Invoice Allocations screen or the DGS Service Table Entry screen, the Action Confirmation pop-up screen is displayed as shown below.

<p>A C T I O N C O N F I R M A T I O N</p> <p>DELETION of Master Record</p> <p>Press F4 to confirm or F2 to cancel</p>
--

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the table.

A message confirming that the record was deleted successfully or that the **Delete**

function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen. Press **F2=Return** to display the List of DGS Invoice Allocations screen. Or, if table maintenance is pending, press **F2=Next** to proceed to the next selected record.

FFY Maint

The **F=FFY Maint** function is used to access the FFY Maintenance screen. To access the screen, key **F** in the Function field of the DGS Invoice Allocation Table Entry screen or List of DGS Invoice Allocation screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

G=Generate FFY

The **Generate** function generates "Add" transactions from the department's records for the requested Funding Fiscal Year (FFY). This function is only available through the FFY Maintenance screen.

To initiate the **Generate** function from the FFY Maintenance screen, key **G** in the F action column on the DGS Invoice Allocation line and press **Enter**. A confirmation is displayed at the bottom of the screen, and the table is generated during the next nightly table update process.

N=Next

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

P=Print Table

The **Print Table** function provides departments the option of generating an electronic report file of the DGS Invoice Allocations Table Report and/or printing the report through the Print/Report File Selection pop-up screen. An example of the CSIE03-2 report is displayed in Exhibit XXI-2-9.

From the DGS Invoice Allocation Table Entry or List of DGS Invoice Allocations screens, key **P** in the function field. From the FFY Maintenance screen, key **P** in the F Action column on the DGS Invoice Allocation line. To print a table listing of all FFYs, delete the FFY. To print a table listing for one FFY, key the desired FFY (if necessary).

When Enter is pressed, the Select Table Report Destination pop-up screen is displayed as shown below.

```
                Select Table Report Destination

DESTINATION:
(Select one or more with a Y)
  Report File   : _ ( CS9990.CSIE03-2.DGS-EA.IQ.D2080508.T085707   )
  Agency Printer: _ CTP2 (Report Class Z and to the ITBL queue)

Press Enter to submit table report request, or press PF2 to cancel.
```

Key **Y** in one of the two Destination fields on the pop-up screen to perform the following:

Report File – Immediately generates an electronic report file of the DGS Invoice Allocations Table Report (CSIE03-2)

Agency Printer – Immediately generates an electronic report file of the DGS Invoice Allocations Table Report (CSIE03-2) and ROPES the DGS Invoice Allocations Table Report (CSIE03-2) to an agency printer

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance, **G**-Generate a FFY table and **X**-Delete a FFY table, before it is initiated during nightly system processing.

From the DGS Invoice Allocation Table Entry or List of DGS Invoice Allocation screens, key **R** in the function field. From the FFY Maintenance screen, key **R** in the F action column on the DGS Services line.

When Enter is pressed, the Recall FFY Overnight Delete/Generate Maintenance Request pop-up screen is displayed as shown below.

```

Recall FFY Overnight Delete/Generate Maintenance Request

                ACTION
                (Select one or more with a Y)
                Remove the request to Generate FFY 2008: _
                *** End of Data ***

Press Enter to remove the Delete/Generate request, or press PF2 to cancel
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF1

                Retrn                Bkwrdr Frwrdr

```

Key **Y** in the desired field and press **Enter**. A confirmation message is displayed at the bottom of the screen.

U=Gen Rec

From The List of DGS Invoice Allocations Screen:

Key **U** in the F action column to the left of the desired record(s) and press **Enter**. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

From The DGS Invoice Allocation Table Entry Screen:

Key **U**=Generate Record in the Function field, the FFY, DGS Customer Number and Trans Type (if desired) in their respective fields, and press **Enter** to generate an individual record for the new FFY. A message confirming that the record was successfully generated is displayed at the bottom of the screen.

V=View

From The List of DGS Invoice Allocations Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. The record is displayed with a confirmation message at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

From The DGS Invoice Allocation Table Entry Screen:

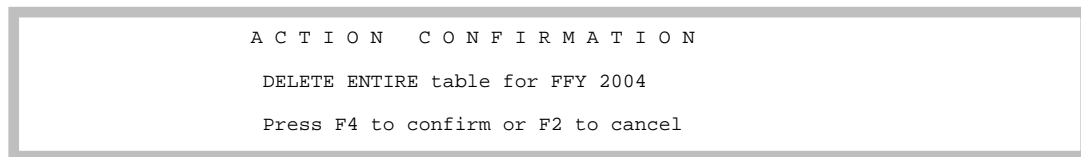
Key **V** in the Function field, the FFY, DGS Customer Number and Trans Type (if desired) in their respective fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

X=Delete FFY

The **X=Delete** FFY function initiates the deletion of all records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the FFY maintenance screen. If the FFY field is blank on the Entry screen when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown below.



If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the table.

A message stating that the table FFY maintenance has been accepted or that the Delete function was cancelled is displayed at the bottom of the screen.

Note: If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

Function (F) Keys

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the DGS Invoice Allocation screens.

F1=Help—The following two types of online help is available on pop-up screens:

- ☉ Field look-up assistance is available for fields that display a “>” (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a “>” and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the

pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

- ✪ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F4= PRecd (Print Record)—Prints a single record from the DGS Invoice Allocation Table Entry screen.

F5= Dtail (Detail)—Displays the record detail on the DGS Invoice Allocation screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.

3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F10=Up—Toggles between Screens 1 and 2

F11=Down—Toggles between Screens 1 and 2

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

DGS Invoice Allocations Table Reports

The DGS Invoice Allocations Table can produce three reports:

The following reports are system generated:

- ✪ CALSTARS DGS Invoice Allocations Table Activity Report (CSBE03-1) - This report displays all transactions successfully entered online during the work day. It is produced during overnight processing whenever online table maintenance has been entered since the previous processing cycle. The report is displayed in Exhibit XXI-2-8.
- ✪ CALSTARS DGS Invoice Allocations Table – Delete-FFY Report (CSBE03-3) is produced when Function **X** (Delete FFY) and a **FFY** is entered. This report displays all records deleted when Function **X=Delete FFY** is entered. The report is displayed in Exhibit XXI-2-10.

The following reports are produced upon request of the department:

- ✪ CALSTARS DGS Invoice Allocations Table Report (CSBE03-2) - This report is produced when function **P=Print Table** is entered on the DGS Invoice Allocation Table Entry or List of DGS Invoice Allocations screens. If Function **P** and a Funding Fiscal Year are entered, the listing is limited to the specific fiscal year requested. If **P** is entered without a FFY, the listing contains all fiscal years in the table. The CSIE02-2 report is displayed in Exhibit XXI-2-9.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

Control

The DGS Invoice Allocations Table Activity Report (CSBE03-1) should be proofread to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT XXI-2-6
DGS INVOICE ALLOCATIONS TABLE CODING INSTRUCTIONS

Data Element	Length	Contents
Control Key:		
ORG CODE	4	The Organization Code is automatically displayed based on the signon used. It cannot be altered.
FFY	4	Enter the Funding Fiscal Year that identifies the year to which this record pertains.
CUSTOMER NUMBER	6	Enter the DGS Customer Number used on DGS invoices for billing the department for services.
TYPE	4	<i>(Optional)</i> Enter the DGS Trans Type code. The Trans Type must be currently listed in the Statewide List of DGS Services Table (Command I.99.1.1) to be valid for use by the department. View or print the statewide list, or press the F1-Help key while the cursor is located in the Trans Type field to see the current departmental list of Trans Types (Command I.2.1.1). NOTE: Leave this <u>field blank</u> to allocate various Trans Types with the same classifications and percentages for a specific Customer Number.
Informational Elements:		
PERCENT	5	Enter the allocation percentage (1.0000 = 100%). The sum of all percentages must equal 100%. Use a decimal point. Percentages less than 100% are entered 0.nnnn (n = digit) .
INDEX	4	Enter the Index Code(s) to be charged. This code must be currently listed in the Index Table. Press the F1-Help key while the cursor is in the Index field to see a list of Index Codes.
PCA	5	Enter the Program Cost Account(s) to be charged. This code must be currently listed in the PCA Table. Press the F1-Help key while the cursor is in the PCA field to see a list of PCA codes.
PCA ACTY	4	<i>(Optional)</i> Enter the Program Cost Account(s) Activity code to be charged. This code must be currently listed in the D43 Descriptor Table. Press the F1-Help key while the cursor is in the PCA Activity field to see a list of PCA Activity codes.
PROJECT WORKPHASE	6+2	<i>(Optional)</i> Enter the Project and Workphase code. The Project and Workphase must be currently listed in the Project Control Table. Press the F1-Help key while the cursor is in the Project Number field to see a list of Project Codes with Workphases.
LOC	6	<i>(Optional)</i> Enter the Location code. The Location code must be currently listed in the D35 Descriptor Table. Press the F1-Help key while the cursor is in the Location field to see a list of Location codes.
MULTI PUR	12	<i>(Optional)</i> Enter the Multi Purpose code. The Multi Purpose code is a free-form field for use by the department and is not edited by CALSTARS.

EXHIBIT XX1-2-7

CALSTARS 61
(New 12/02)

DGS INVOICE ALLOCATION TABLE ENTRY FORM

ORG: _____

PREPARED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____

Screen 1

Function FFY CUSTOMER NBR TYPE

	PERCENT	INDEX	PCA	ACTY	PROJECT	WP	LOCATION	MULTIPURPOSE
LINE # 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Screen 2

	PERCENT	INDEX	PCA	ACTY	PROJECT	WP	LOCATION	MULTIPURPOSE
LINE # 11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 17	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 18	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 19	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LINE # 20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comment:

EXHIBIT XXI-2-8

CSBE03-1 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS DGS INVOICE ALLOCATIONS TABLE ACTIVITY REPORT ORG PAGE: 1
 05/08/2008 (17:53) ***** RUN PAGE: 1

													----- MAINTENANCE -----			
F	FFY	CUST #	TYPE	PERCENT	INDX	PCA	ACTY	PROJ	WP	LOC	MULTI PUR	DATE	TIME	ERROR		
X	2003			1.0000								05-08-2008	04:19:08 PM	NO2-SEE REPORT CSBE03-3		
A	2007	038411	6040	0.5000	2311	GAAAA						05-08-2008	09:03:41 AM			
				0.4500	2321	AAAA0										
				0.0500	2321	AAAL1										
C	2007	038411	6040	0.5000	2311	GAAAA						05-08-2008	09:05:31 AM			
				0.4500	2321	GAA97										
				0.0500	2321	GAC97										
A	2007	038431		0.5000	1500	AAAA0						05-08-2008	04:08:26 PM			
				0.4500	1510	AAAA0										
				0.0500	1520	AAAL1										
A	2007	123456		1.0000	AAL4	AAAL1						05-08-2008	09:03:17 AM			
C	2007	123456		1.0000	AAL4	AAAL1		AAAAL1	00	100000	44-02-669410	05-08-2008	12:55:19 PM			
A	2007	234567		1.0000	1500	AAAA0						05-08-2008	11:30:24 AM			
D	2007	234567		1.0000	1500	AAAA0						05-08-2008	03:33:35 PM			
A	2007	234567	2110	0.5000	1500	AAAA0						05-08-2008	03:34:22 PM			
				0.2500	1510	AAAA0										
				0.2500	1520	AAAL1										
C	2007	234567	2110	0.5000	1500	AAAA0						05-08-2008	04:30:33 PM			
				0.4500	1510	AAAA0										
				0.0500	1520	AAAL1										
G	2007											05-08-2008	03:35:04 PM			
*	2008	038401		0.0001	1520	96000	1111	GSAPTS	00	000001	1-02-345-678	05-08-2008	05:42:47 PM	ZZ1-TABL POSTED W/ERROR		
				0.9999	1500	AAAL1		AAAAL1	00	100000	1-02-345-789			J31-INDEX NOT IN IC TBLE		
				0.0000	1530	AAAL3		GAA890	00	100001				J33-PCA NOT IN PA TABLE		
*	2008	038401	2910	0.2500	1500	AAA01				000001	1-02-355-678	05-08-2008	05:42:47 PM	ZZ1-TABL POSTED W/ERROR		
				0.5000	1510	AAA01								J31-INDEX NOT IN IC TBLE		
				0.2500	1520	AA101								J33-PCA NOT IN PA TABLE		

EXHIBIT XXI-2-9

CSIE03-2 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS DGS INVOICE ALLOCATION TABLE REPORT ORG PAGE: 1
 05/09/2008 (09:24) ***** RUN PAGE: 1

CUST #	TYPE	FFY	PERCENT	INDX	PCA	PCA ACTY	PROJ	WP	LOC	MULTI PUR	CREATE DATE	LAST-PROC DATE
038401		2006	0.0001	1520	96000	1111	GSAPTS	00	000001	1-02-345-678	11-13-2006	11-13-2006
			0.9999	1500	AAAL1		AAAAL1	00	100000	1-02-345-789		
			0.0000	1530	AAAL3		GAA890	00	100001			
038401	2910	2006	0.2500	1500	AAA01				000001	1-02-355-678	11-13-2006	11-13-2006
			0.5000	1510	AAA01							
			0.2500	1520	AA101							
038401	3310	2006	0.8000	1500	AAA01				000001	1-02-355-678	11-13-2006	11-13-2006
			0.0000	1510	AAA01							
			0.2000	1520	AA101							
038401	5640	2006	0.1000	1500	AAA01				000001	1-02-355-678	11-13-2006	11-13-2006
			0.0000	1510	AAA01							
			0.9000	1520	AA101							
038401	6212	2006	0.0000	1500	AAA01				000001	1-02-355-678	11-13-2006	11-13-2006
			0.0000	1510	AAA01							
			1.0000	1520	AA101							
038408		2006	1.0000	1500	AAAA0						11-13-2006	11-13-2006
038408	6040	2006	0.5000	1500	AAAA0						11-13-2006	11-13-2006
			0.4500	1510	AAAA0							
			0.0500	1520	AAAL1							
038410	5110	2006	0.1000	1500	AAAA0						11-13-2006	11-13-2006
			0.1000	1500	AAAA0							
			0.2000	1520	AAAL1							
			0.2000	1520	AAAA0							
			0.1000	1530	AAAL4							
			0.1000	1540	AAAL5							
			0.0500	2110	AAA00							
			0.0500	2121	AAA03							
			0.1000	2130	AA001							
038411	6040	2006	0.5000	2311	GAAAA						11-14-2006	11-14-2006
			0.4500	2321	GAA97							
			0.0500	2321	GAC97							
038414		2006	0.5000	2413	AAAA0						11-14-2006	11-14-2006
			0.1500	2420	AAAA0							
			0.3500	2432	AAAL1							
038425	3310	2006	0.3000	2510	10000						11-14-2006	11-14-2006
			0.0000	2511	11111							
			0.7000	2512	33700							
038430		2006	0.4000	1500	AAAA0						11-13-2006	11-13-2006
			0.1000	1500	AAAA0							
			0.2000	1520	AAAL1							
			0.3000	1520	AAAA0							

EXHIBIT XXI-2-10

CSBE03-3 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS DGS INVOICE ALLOCATIONS TABLE - DELETE FFY (2003) REPORT ORG PAGE: 1
 05/08/2008 (17:53) ***** RUN PAGE: 1

											-----MAINTENANCE-----	
F	CUST #	TYPE	PERCENT	INDX	PCA	ACTY	PROJ	WP	LOC	MULTI PUR	DATE	TIME
X	031100		1.0000	9999	00131						05-08-2008	05:42:39 PM
X	031100	2910	0.3000	9999	00176		800101	00			05-08-2008	05:42:39 PM
			0.0000	9999	00139		800101	00				
			0.7000	9999	00221		800101	00				
X	031100	2930	0.6000	9999	00228						05-08-2008	05:42:39 PM
			0.0000	9999	00361		800101	00				
			0.4000	9999	00421							
X	031100	3310	0.0500	9999	00352	GAR1			000001		05-08-2008	05:42:39 PM
			0.1000	9999	00371	GAR3	800101	00		12-02-3456-7		
			0.1000	9999	00621	GAR4			000002			
			0.1000	9999	00141	GAR5	790104	00		12-02-3456-8		
			0.1000	9999	00172	GAR6			000004			
			0.0500	9999	00361					13-02-3566-1		
			0.1000	9999	00152							
			0.0000	9999	00138							
			0.0500	9999	00137					13-02-3566-2		
			0.1000	9999	00132					12-02-3346-9		
			0.1500	9999	00135							
			0.0500	9999	00131							
			0.0250	9999	00140							
			0.0250	9999	00182							
X	031100	5699	0.5000	9999	00228				000003		05-08-2008	05:42:39 PM
			0.1000	9999	00361		800101	00				
			0.4000	9999	00421				000005			

DGS AUTOMATED PAYABLES PROCESS

The remainder of this chapter provides detailed information about the following processes.

- ✪ Batch Generation Process For DGS Invoices
- ✪ Recreate Batches Process
- ✪ Restart Batch Process

The Batch Generation Process is always used by departments as part of the Automated Payables process. The Recreate Batches and Restart Batch processes are only used when needed.

Exhibit XXI-2-11 displays a flowchart of the DGS Automated Payables process.

DGS Monthly Reports

The normal billing period for DGS invoices is the 26th of the month through the 25th of the following month. The following DGS reports are ROPED to agency printers' **DGSP** queue between the first and the fifth of the following month.

Notice of Electronic Transfer

This report includes all direct transfer charges for which there was sufficient appropriation authority/cash available.

Invoice file

This report includes the corresponding invoices for the NEFT file with the following exceptions:

- 1) Invoices with an asterisk "*" displayed to the left of the invoice number are **not** included. These invoices are mailed to the invoice addressee.
- 2) Invoices resubmitted to SCO because they were not paid due to insufficient funds. These charges are included in the NEFT file.

NOTE: DGS also provides copies of the invoices and additional information on their Internet site for downloading and/or viewing.

Transaction Code (TC) Considerations

Each batch of DGS transactions is generated with either a TC 242(s) (direct SCO payment) or a TC 245(s) (direct SCO payment previously encumbered) for each DGS invoice. TC 242 is automatically used for all generated transactions unless a department prefers to use TC 245. To use TC 245, the department must establish a 10-digit Document Number-Suffix coding for specific Customer Numbers and

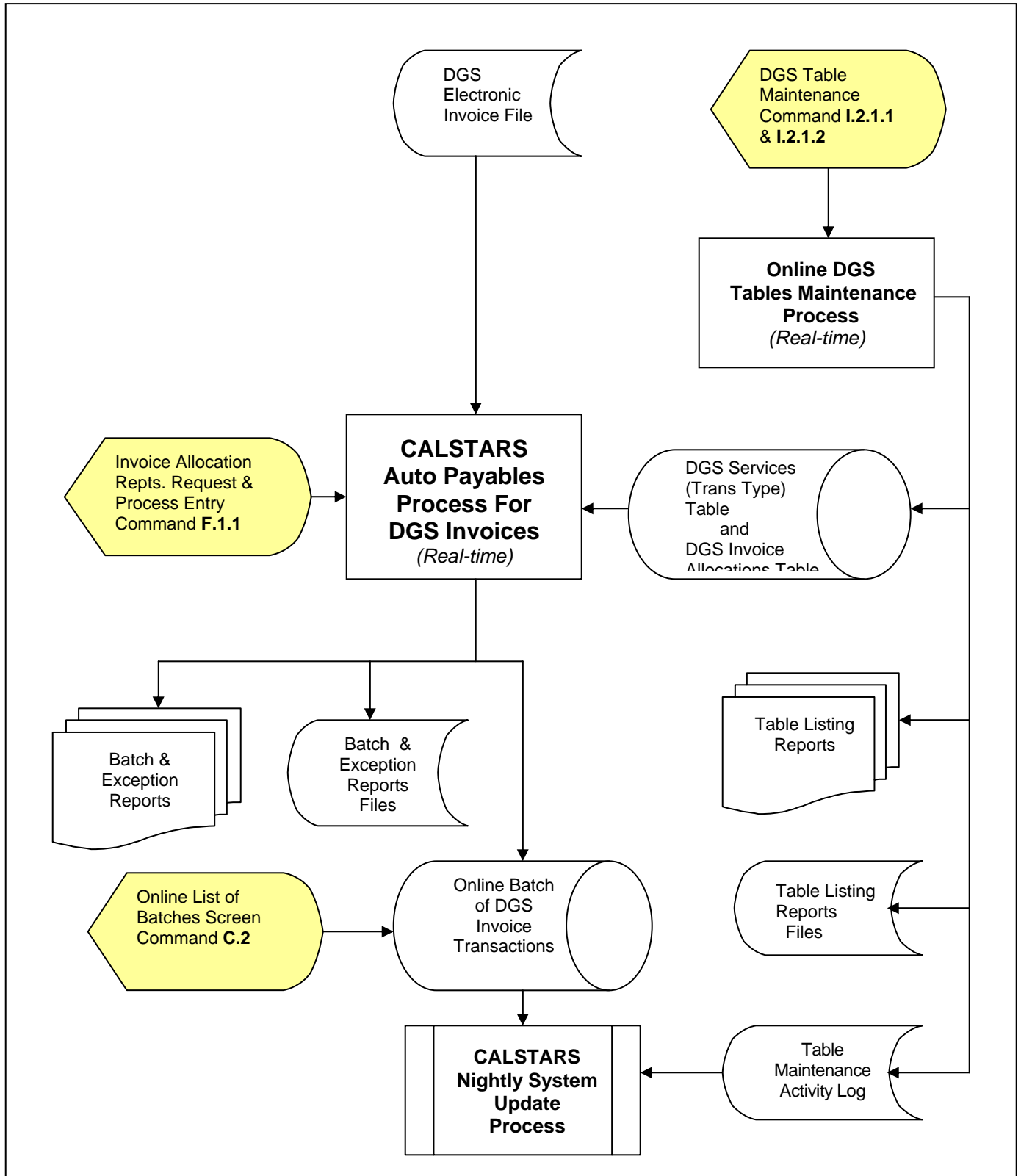
services (Trans Types). If the Document Number-Suffix is in the invoice record coming from DGS, the automated payables process compares it to the Document File. CALSTARS uses the Document Number-Suffix to create TC 245 transactions if there is a Document File match.

To have DGS assign a specific 10-digit Document Number-Suffix to any of the invoice records, the department must complete the following procedure:

- ✪ Establish an encumbrance document for each service (Trans Type) **or**, Trans Type + Customer Number combination to be tracked.
- ✪ Notify DGS, by letter, of the:
 - Customer Numbers(s) and/or
 - Specific Trans Type(s) that need this Document Number-Suffix added to their invoices, and
 - Specify the CALSTARS Document Number(s) with Suffix (10-digit) to be used in the DGS “Order No” field for each Trans Type or Trans Type/Customer Number combination.

NOTE: The DGS “Order No” field is currently used by DGS to record Invoice Date and Contract Number (where applicable).

EXHIBIT XXI-2-11
DGS AUTOMATED PAYABLES PROCESS



USING THE BATCH GENERATION PROCESS FOR DGS INVOICES

Prior to using the batch generation process, ensure that the following prerequisites are completed:

- ✪ Establish the DGS Services and the List of DGS Invoice Allocations Tables; and
- ✪ Review the “Transaction Code (TC) Considerations” section.

1. Access the DGS Automated Payables Screen

The electronic DGS Invoice File is available at the beginning of each month. Departments can see if files are available for processing by viewing the Automated Payables screen through Command **F.1** as shown on the screens below.

```

9990 F: Monthly and Special Processes                                05-09-2008 03:07 PM

      CODE      AVAILABLE OPTIONS
      1         Automated Payables =>
      2         SCO Year-End Data Transfer

      Code:  _

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                          Main

```

The Status line on the Automated Payables screen displays whether a single file or multiple month files are available for processing. Both situations are shown below.

Single File Available for Processing

```

9990 F.1: Automated Payables                                05-09-2008 03:17 PM

      CODE          AVAILABLE OPTIONS                      STATUS

      1      Dept. of General Services      File Recd 05-03-2008 - Ready to Run
      2      Telephone
      3      Voyager

Code:  _

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                     Main

```

Multiple Files Received

This screen is shown if two or more invoice files are received and at least one is ready for processing.

```

9990 F.1: Automated Payables                                05-09-2008 03:17 PM

      CODE          AVAILABLE OPTIONS                      STATUS

      1      Dept. of General Services      Multiple Files - Ready to Run
      2      Telephone
      3      Voyager

Code:  _

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                     Main

```

2. Select 'Dept. of General Services' for file processing

Key 1 and press **Enter** to display the Dept. of General Services screen.

Single File Available for Processing

If a single file is available, the following screen is displayed. The file is identified by date and time. The example below displays a December file, which covers the period of December 2007.

```

9990 F.1.1: Dept. of General Services                                01-11-2008 08:57 AM

Vendor/S          :          (To Add or Change Vendor/S press PF6)

File Received Date : 01-07-2008 12:00 AM

Select Fiscal Month : _ (CM=Current Month, PM=Prior Month, PY=FM13)

Set to Run Indicator: _ (1=Create Batch and Reports, 2=Create Reports Only)
                    (3=Create Batch Only, 4=Create Error Report Only)

No Customer Number Exceptions - Process Ready to Run

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      Cust#  Vendr      Clear      Main

```

Multiple Files Received

If multiple files are available for processing (or were processed during the month), the List of DGS Files pop-up screen is displayed as shown below. The screen displays all available files and their current run status.

```

List of DGS Files

DGS FILE STATUS

Enter under F below: (S=Select to Run, 1=Mark as Completed)
                    (5=Recreate Batch, 9=Restart Batch)
F  DATE & TIME RECEIVED      DATE & TIME RUN
-  -----
-  09-04-2007 08:55 AM      09-04-2007 10:16 AM
-  10-02-2007 11:00 AM
-  11-01-2007 10:00 AM
-  12-03-2007 09:45 AM
*** End of Data ***

```

Note that the September 2007 was run, but is still displayed on the screen. Files run during the current calendar month remain on the pop-up screen until month-end roll. At month-end roll the screen is refreshed to remove the files that were run and any files that are over 6 months old (whether run or not).

NOTE: If no current month invoice file is displayed on the **F.1.1** screen after the 5th of the month, check the DGS Internet site to see if there are current month invoices. If invoices are displayed on the Internet and there is no file displayed on the **F.1.1** screen, call the CALSTARS Hotline.

Key **S** in the F action column on the List of DGS Files pop-up screen to select a file to be processed and press **Enter**. If the selected file is earlier than the current month, the Action Confirmation pop-up screen shown below is displayed.

A C T I O N C O N F I R M A T I O N
WARNING!!

You are requesting the creation of a batch from invoices that were sent to CALSTARS before the beginning of this month.

If you have already entered transactions for these invoices, then do not use this process. Cancel your request and mark the file as completed.

If transactions based on these invoices have not been previously entered, then proceed with the batch creation process.

Press PF4 to create the batch, or PF2 to cancel

This warning indicates that a selected file is older than the current month. Because there is a possibility that a department may have already manually processed those records, a warning is displayed to help prevent the accidental duplication of transactions in CALSTARS.

After determining that it is appropriate to process the file, press **F4**. This closes the Action Confirmation pop-up screen and displays the **F.1.1** Dept. of General Services screen, which displays the file Date, and Time for the selected file.

3. Establish the Vendor Number for charging the DGS invoices

The DGS Vendor Number must be established before the automated payables process is run in order to display on financial transactions.

NOTE: Once the DGS Vendor Number is established, this step can be skipped unless a change to the Vendor Number is needed.

The Vendor Number-Suffix can be established or changed once a file is selected for processing. Press **F6-Vendr** to display the Add or Change Vendor Number pop-up screen, and enter the DGS Vendor Number and Suffix. An example of the pop-up screen is shown below.

```

Add or Change Vendor Number

Vendor/S> _____

Press Enter to add or change the vendor number, or press PF2 to cancel
    
```

If the Vendor Number is not known, press **F1-Help** while the cursor is in the "Vendor Number>" field. This will display the Vendor Edit pop-up help listing, as shown below. Select a vendor by placing the cursor on that line and pressing **Enter**.

```

0650 F.1.1: Dept. of General Services                03-13-2008 09:58 AM
                        Vendor/S Search
                        MORE=>

Vendor/S:                or Name:

VENDOR/S      NAME                ADDRESS 1
-----
0000000114 00 NOR CAL LASER PRODUCTS INC      214 DOUGLAS BLVD
0000000169 00 YELLOW CAB                      900 RICHARDS BL
0000000285 00 BROWNIE'S BLUEPRINT CO        1322 V STREET
0000000323 00 COURIER EXPRESS, INC          P.O. BOX 26257
0000000340 00 FEDERAL EXPRESS CORP          P.O. BOX 1140
0000000359 00 DEPT OF GENERAL SERVICES      P.O. BOX 151
0000000496 00 THE ELECTRIC PAGE             1915 21ST STREET
0000000515 00 COMCAST                       P.O. BOX 348090
0000000534 00 CALTRONICS BUSINESS SYSTEMS   10491 OLD PLACERVILLE RD
0000000610 00 INLAND BUSINESS MACHINES      1500 N. MARKET
                        *** End of Data ***

To select desired item, place cursor on that row and press Enter
PF2                PF7 PF8                PF10 PF11
Retrn              Bkwrd Frwr    Left Right
    
```

4. Determine if any Customer Number exceptions exist and resolve

When there are **no** Customer Number exceptions, the message: "No Customer Number Exceptions - Process Ready to Run" displays at the bottom of the screen.

When Customer Number exceptions are found, the message: "Customer Number Exceptions Found. For list press PF5" displays at the bottom of the screen as shown below.

```

9990 F.1.1: Dept. of General Services                                05-09-2008 03:21 PM

Vendor/S                  : A200000000 00 (To Add or Change Vendor/S press PF6)
                          DEPT OF GENERAL SERVICES

File Received Date       : 05-03-2008 09:45 AM

Select Fiscal Month      : __ (CM=Current Month, PM=Prior Month, PY=FM13)

Set to Run Indicator:    _ (1=Create Batch and Reports, 2=Create Reports Only)
                          (3=Create Batch Only, 4=Create Error Report Only)

Customer Number Exceptions Found. For list press PF5

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      Cust# Vendr      Clear      Main

```

Customer Number exceptions occur because of the following reasons:

1. A DGS Allocation Table(s) has not been established for a specific Customer Number belonging to the department, or
2. A Customer Number does not belong to the department receiving the expenditure.

To identify the Customer Numbers that do not have an Invoice Allocation Table established for the FFY, press **F5-Cust#** to display the List of Customer Number Exceptions screen. An example of this screen is shown below. This screen displays three maintenance transactions (Rejected, Added, and Rejected & Added), which are discussed later in this section.

```

9990 List of Customer Number Exceptions                                05-09-2008 03:22 PM

      DGS Customer Numbers not on the Agency Table for file received 05-03-2008

Enter under F below: (A=Add, C=Cancel Reject, R=Reject)  Go to Cust #: _____

  F  FFY  CUST #      DESCRIPTION              ACTION
  -  - - -  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
  -  2007  038404  DEPT OF AIR QUALITY              REJECTED
  -  2007  038409  DEPT OF AIR QUALITY
  -  2007  038410  DEPT OF AIR QUALITY              ADDED
  -  2007  038420  DEPT OF AIR QUALITY
  -  2007  038432  DEPT OF AIR QUALITY
  -  2007  038439  DEPT OF AIR QUALITY
  -  2007  038450  DEPT OF AIR QUALITY              REJECTED & ADDED
                                     *** End of Data ***

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit              PList Bkwrđ Frwrđ              Main

```

To request a report listing the Customer Numbers that do not have an Invoice Allocation Table, press **F6**-PList. The Select File Report Destination pop-up screen displays as shown below.

```

                                Select File Report Destination

DESTINATION:
(Select one or more with a Y)
  Report File   : _ ( CS9990.CSIE05-1.DGS-C#EX.IQ.D2080509.T1523229 )
  Agency Printer: _ CTP2 (Report Class Z and to the IRPT queue)

Press Enter to submit file report request, or press PF2 to cancel.

```

This pop-up screen gives departments the option of generating an electronic report file of the DGS Customer Number Exceptions Report (CSIE05-1) and/or printing the report. An example of the report is displayed in Exhibit XXI-2-12.

NOTE: It is important to order and review an exception report prior to running the transaction generation process. This report lists Customer Numbers that have DGS costs, but do not have an Invoice Allocation Table established for the FFY incurring the costs.

Resolving Customer Number Exceptions:

The following functions are available on the DGS Customer Exception screen for resolving Customer Number Exceptions.

A-Add

This function is used when a DGS Allocation Table has not been established for a Customer Number. Key **A** in the F Action Column to the left of the desired Customer Number and press **Enter**. When Enter is pressed, the Invoice Allocation Table Entry screen is displayed with the Customer Number and the FFY. Key the remaining fields and press **Enter** key to create the new Invoice Allocation Table.

If the **Add** function is not used for a Customer Number listed on this screen and the Invoice Allocation Table is subsequently updated using Command **I.2.1.2**, any later access of the List of Customer Number Exceptions screen displays that the Customer Number has been "ADDED".

R-Reject

This function is used when a Customer Number does not belong to the department receiving the expenditure and a transaction is rejected. It is also used again when the erroneous expenditure(s) is reversed.

Key **R** in the F Action Column to the left of the desired Customer Number/FFY and press **Enter** to prevent the transaction from being generated. The rejected invoice(s) are totaled and the sum is displayed on the last page of the DGS Transaction Exceptions Report (CSIE01-2). Refer to an example of the last page of the report on Exhibit XXI-2-13.

If the **Reject** function is used and the Customer Number is later added by entering an Invoice Allocation Table (Command **I.2.1.2**), financial transactions will be created during the generate process. A warning message displays on the last page of the DGS Transactions Exceptions Report (CSIE01-2), and the "REJECTED & ADDED" message displays on the Customer Number Exception screen.

Note: Rejecting a transaction causes a reconciling item on the department's appropriation reconciliation until DGS corrects the error.

C-Cancel Reject

This function cancels the **Reject** (a Customer Number) function. The Customer Number can then be **Added** or left blank. If a previous reject action is not cancelled and an **Add** is used, the Action message "REJECTED & ADDED" is displayed.

IF CUSTOMER NUMBER EXCEPTIONS ARE NOT RESOLVED:

If no action is taken for a Customer Number exception, the automated payables process will generate transactions for a Customer Number that has no Invoice Allocation Table. These transactions will display on both the DGS Transaction

Exceptions Report (CSIE01-2) and the DGS Invoice Transactions Report (CSIE01-1); however, the Index and PCA fields will be Blank on the DGS Invoice Transactions Report. The missing accounting information must then be:

- ✪ Entered manually to the batch online, if the batch is NOT yet released to the nightly system update process; OR
- ✪ Entered manually through the Error Correction process, if the batch is released to the nightly system update process with exception errors.

5. Run reports to analyze batch of transactions before generation

When an invoice file is selected for processing and there are no Customer Number exceptions, the message: "No Customer Number Exceptions - Process Ready to Run" displays at the bottom of the screen as shown below.

```

9990 F.1.1: Dept. of General Services                                05-09-2008 03:24 PM
Vendor/S                : A200000000 00 (To Add or Change Vendor/S press PF6)
                        DEPT OF GENERAL SERVICES
File Received Date     : 05-03-2008 09:45 AM
Select Fiscal Month   : __ (CM=Current Month, PM=Prior Month, PY=FM13)
Set to Run Indicator:  _ (1=Create Batch and Reports, 2=Create Reports Only)
                        (3=Create Batch only, 4=Create Error Report Only)

No Customer Number Exceptions - Process Ready to Run

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit      Cust#  Vendr      Clear      Main

```

Enter the appropriate Fiscal Month and Set to Run Indicator in their respective fields to order the desired reports.

Select Fiscal Month

Refer to the File Received Date to determine whether Current Month (CM) or Prior Month (PM) should be requested. If the current date is within the same month as the File Received Date, select CM. If not, select PM or PY as appropriate. The fiscal month selected is assigned to the batch when it is created.

EXHIBIT XXI-2-12

CSIE05-1 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
CALSTARS DGS CUSTOMER NUMBER EXCEPTIONS REPORT ORG PAGE: 1
05/09/2008 (15:23) ***** RUN PAGE: 1

DGS CUSTOMER NUMBERS NOT ON THE AGENCY TABLE FOR FILE RECEIVED 05-03-2008

FFY	CUST #	DESCRIPTION
2007	038404	DEPT OF AIR QUALITY
2007	038409	DEPT OF AIR QUALITY
2007	038410	DEPT OF AIR QUALITY
2007	038420	DEPT OF AIR QUALITY
2007	038432	DEPT OF AIR QUALITY
2007	038439	DEPT OF AIR QUALITY
2007	038450	DEPT OF AIR QUALITY

*** End of report ***

Set to Run Indicator

Review the descriptions of the indicators below to determine which reports to order before keying an indicator in the Set to Run Indicator field.

Indicator 1 - Create a Batch and Reports:

Entering Indicator 1 initiates the creation of the batch for the invoice file selected and the CSIE01-1, DGS Transactions Invoice Report (Exhibit XXI-2-14).

Indicator 2 - Create Reports Only:

Entering Indicator 2 initiates the creation of the following reports:
CSIE01-2, DGS Transactions Exceptions Report (Exhibit XXI-2-13)
CSIE01-1, DGS Invoice Transactions Report (Exhibit XXI-2-14)

Indicator 3 - Create Batch Only:

Entering Indicator 3 initiates the creation of the batch for the invoice file selected.

Indicator 4 - Create Error Report Only:

Entering Indicator 4 initiates the creation of the CSIE01-2, DGS Transactions Exceptions Report (Exhibit XXI-2-13)

IMPORTANT:

Run Indicator **2** or **4** should always be entered first in order to identify and correct errors in advance. The Exceptions Report includes errors related to the DGS automated payables process, but also includes errors that will cause transactions to post to the Error File if not corrected before the batch is released.

Printing/Viewing Reports

When a report is requested, the Produce Reports pop-up screen is displayed. This pop-up screen gives departments the option of generating an electronic report file of the DGS Transactions Exceptions Report and the DGS Invoice Transactions Report and/or printing the report. Examples of the reports are displayed in Exhibit XXI-2-13 and Exhibit XXI-2-14. An example of the pop-up screen is shown below.

```

                                Produce Reports
DESTINATION:
(Select one or more with a Y)
  Report File   : _ ( CS9990.CSIE01-1.DGS-TRAN.IQ.D2080509.T152513 )
                  ( CS9990.CSIE01-2.DGS-T-EX.IQ.D2080509.T152513 )
  Agency Printer: _ CTP2 (Report Class Z and to the IRPT queue)

                Press Enter to produce reports, or press PF2 to cancel.
```

The reports are generated immediately upon request and are available at the following:

☛ Report File at TSO:

The exceptions file is: **CSnnnn.CSIE01-2.DGS-T-EX.IQ.D**(date).T(time)

The batch file is: **CSnnnn.CSIE01-1.DGS-TRAN.IQ.D**(date).T(time)

Code *nnnn* = Organization Code, and/or

☛ Hard-copy at the agency printer (Report Class **Z** and to the **IRPT** queue).

NOTE: Reports may be requested as often as necessary following table additions and corrections to eliminate exceptions prior to creating a batch.

6. Create an automated batch(es)

After all DGS automated payables tables are established and all errors/exceptions have been identified and corrected, the automated batch process may be run to create the DGS invoice transactions. To create a batch, Enter Indicator **1** or **3** in the Set to Run Indicator field on the **F.1.1** Dept of General Services screen.

NOTE: Only one invoice file may be selected at a time. Once an invoice file is selected and the batch(es) begin to generate, the process must successfully complete before another file may be selected.

If Enter is pressed and the batch process is completed, the message "Process completed" is displayed at the bottom of the screen. If a batch is processing and Enter is pressed, the message "In progress - n,nnn invoices to go" is displayed at the bottom of the screen.

Once a batch is generated, the batch can be viewed through the Command **C.2**, List of Batches screen and may be printed through the **P**-Print Batch function. In addition, more transactions may be added manually through this screen if needed. The maximum number of transactions for any CALSTARS batch is 1,200.

Batches are split if more than one FFY is included in the batch. A large batch will also split automatically when it has between 1,100 and 1,119 transactions. For example, a batch with 1,300 transactions would split into two batches of approximately 1,100 and 200 transactions each. Although a batch may split, invoices do not split between batches.

7. Review the online batch(es) and release it to the nightly system update process.

Review the batch to ensure the batch is complete and accurate. The Online Transactions To Be Posted Report (CSO521-1) may be printed through the Command C.2, List of Batches screen.

EXHIBIT XXI-2-13

CSIE01-2 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS DGS TRANSACTION EXCEPTIONS REPORT ORG PAGE: 1
 05/09/2008 (15:25) ***** RUN PAGE: 1
 FOR FILE RECEIVED DATE: 05-03-2008

BATCH INFO: VENDOR INFO:
 DATE: TYPE: XE NUMBER: 002 FM: 11 NUMBER SFX: A200000000 00 NAME: DEPT OF GENERAL SERVICES

SEQ #	TC	FFY	REF DOC	SFX	INVOICE	DOC DATE	CUR DOC	SFX	CUST #	TYPE	AMOUNT	R	EXCEPTION MESSAGE
---	---	---	---	---	---	---	---	---	---	---	---	---	---
	INDX	OBJ AO	PCA		PROJ WP	PCA-ACTY	LOC		MULTI PUR				
	---	---	---		---	---	---		---				
1	242	2006	03-2008		2177527	04-04-2008	GS020013	07	038450	6241	5.63	R	J44-TRANS TYPE NOT IN OD J45-CUST NBR NOT IN EA E64-TC REQUIRES PCA
2	242	2007	03-2008		2177529	04-04-2008	GS020013	07	038407	6241	5.48	R	J44-TRANS TYPE NOT IN OD J45-CUST NBR NOT IN EA E64-TC REQUIRES PCA
3	242 1520	2007 347	03-2008 96000		2180429 GSAPTS 00	04-04-2008 111	GS020013	07	038401	2930 1-02-345-678	5.12		WP2-PROJECT NOT IN PCA E52-REQ AP SYM NOT IN AS
4	242 1500	2007 347	03-2008 AAAL1		2180429 AAAAL1 00	04-04-2008	GS020013	07	038401	2930 1-02-345-789	677.76		E52-REQ AP SYM NOT IN AS
5	242	2007 397	03-2008		2186491	04-04-2008	GS020013	07	038410	5110	585.00		J45-CUST NBR NOT IN EA E64-TC REQUIRES PCA E57-NEED FUND OR PCA

EXHIBIT XXI-2-13

(LAST PAGE)

CSIE01-2 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY *****
 CALSTARS DGS TRANSACTION EXCEPTIONS REPORT
 05/09/2008 (15:25) *****

ORG NUMBER: 9990
 ORG PAGE: 12
 RUN PAGE: 12

NUMBER OF TRANSACTIONS CREATED : 143 ABSOLUTE AMOUNT OF BATCH(S) : 436,261.84
 NUMBER OF TRANSACTIONS WITH EXCEPTIONS: 143 ABSOLUTE AMOUNT OF EXCEPTIONS : 436,261.84
 NUMBER OF COMPLETE TRANSACTIONS : 0 ABSOLUTE AMOUNT OF COMPLETE TRANSACTIONS: 0.00

REJECTED DGS CUSTOMER NUMBERS:

FILE RECEIVED DATE: 05-03-2008

			----- REJECTION -----	
FFY	CUST #	DESCRIPTION	DATE	TIME
2007	038404	DEPT OF AIR QUALITY	05-09-2008	03:22:05 PM

RECONCILIATION BETWEEN DGS ELECTRONIC FILE AND THE BATCH:

	AMOUNT
ELECTRONIC INVOICES FILE - ABSOLUTE AMOUNT:	436,278.95
LESS: ABSOLUTE AMOUNT FROM REJECTED CUSTOMER NUMBERS:	17.11
ABSOLUTE AMOUNT OF BATCH(S):	436,261.84

**** When applicable, warnings regarding adding and rejecting the same customer number will appear here.

EXHIBIT XXI-2-14

(LAST PAGE)

CSIE01-1 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS DGS INVOICE TRANSACTIONS REPORT ORG PAGE: 11
 05/09/2008 (15:25) ***** RUN PAGE: 11
 FOR FILE RECEIVED DATE: 05-03-2008

BATCH INFO: VENDOR INFO:
 DATE: TYPE: XE NUMBER: 003 FM: 11 NUMBER SFX: A200000000 00 NAME: DEPT OF GENERAL SERVICES

SEQ #	TC	FFY	REF DOC	SFX	INVOICE	DOC DATE	CUR DOC	SFX	CUST #	TYPE	AMOUNT	REV E
----	---	----	-----	--	-----	-----	-----	--	-----	-----	-----	- -
	INDX	OBJ AO	PCA		PROJ WP	PCA-ACTY	LOC		MULTI PUR			
----	---	----	-----	--	-----	-----	-----	--	-----	-----	-----	

NUMBER OF TRANSACTIONS CREATED	:	143	ABSOLUTE AMOUNT OF BATCH(S)	:	436,261.84
NUMBER OF TRANSACTIONS WITH EXCEPTIONS:		143	ABSOLUTE AMOUNT OF EXCEPTIONS	:	436,261.84
NUMBER OF COMPLETE TRANSACTIONS	:	0	ABSOLUTE AMOUNT OF COMPLETE TRANSACTIONS:		0.00

USING THE 'RECREATE' BATCH PROCESS

The Recreate Batch function may be used to recreate a batch if the batch is still available on the Command **C.2**, List of Batches screen (before month-end roll). During the Recreate process, the older batch is automatically deleted from the List of Batches screen and a new replacement batch is created based on current CALSTARS tables, including the latest DGS Services and Invoice Allocation tables.

The Recreate Batch process may be used in the following situations:

- ✪ When a batch of DGS invoice transactions is created accidentally before transaction exceptions are corrected AND before the nightly system update process is run;
- ✪ When Function 1-Mark as completed is used accidentally; or
- ✪ When a batch is deleted accidentally while on 'Hold'.

NOTE: The Recreate Batch function should not be used if the nightly system update process has already recorded any of the transactions. In addition, the Recreate process should never be used in lieu of ordering reports and updating the table(s) before creating a batch.

To recreate a batch and automatically delete the prior batch from the online List of Batches (Command **C.2**), perform the following steps.

1. Select the batch to be recreated from the List of DGS Files

Enter Function **5**-Recreate Batch on the List of Files pop-up screen as shown below. Note that only the first DGS invoice file has a Date and Time Run, indicating that the batch was previously run. The Date and Time for a prior run must be present before a batch can be recreated.

```

9990 F.1.1: Dept of General Services                                05-10-2008 11:37 AM

                                List of DGS Files

                                DGS FILE STATUS

Enter under F below: (S=Select to Run, l=Mark as Completed)
                    (5=Recreate Batch, 9=Restart Batch)
F  DATE & TIME RECEIVED      DATE & TIME RUN
-  -----
5  02-04-2008  08:55 AM      05-02-2008  10:16 AM
-  03-02-2008  11:00 AM
-  04-01-2008  10:00 AM
-  05-03-2008  09:45 AM      05-09-2008  03:40 PM

                                *** End of Data ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF1
      Help  Retrnr                                          Bkwrdr Frwrdr

```

2. (Optional) Create reports only

Select a Fiscal Month (FM) and request reports using Run Indicator **2**-Create Reports Only or **4**-Create Error Reports Only.

Review the reports to ensure all of the previous exceptions/problems are resolved. Tables may be updated and the reports run as many times as necessary. When there are no exceptions/errors, go to the next step.

NOTE: The old batch is displayed on the List of Batches screen until the recreate process is completed. When completed, the new batch information is displayed.

3. Recreate a batch

To recreate a batch, enter Indicator **1** or **3** in the Set to Run Indicator field on the **F.1.1** Dept of General Services screen. When **1** or **3** is entered, the Dept. of General Services screen is displayed with the message 'You are about to re-create the batch' displayed at the bottom of the screen.

Indicator **1** initiates the creation of the batch for the invoice file selected and the CSIE01-1, DGS Transactions Invoice Report. Indicator **3** initiates the creation of the batch for the invoice file selected.

When **Enter** is pressed, an Action Confirmation pop-up screen is displayed as shown below.

```

                A C T I O N   C O N F I R M A T I O N

                WARNING!!

You are requesting the re-creation of a batch that was previously created.

If the previously created batch is still displayed on the 'List of
Batches' screen, then it will be automatically deleted when Enter is
pressed to re-create the batch.

If the previously created batch has been released and the batch is on
the error file, then be sure to delete the batch header and
transactions.

If the batch has been released and the transactions posted, then do not
re-create the batch. Call the CALSTARS hotline for assistance.

                Press PF4 to recreate the batch, or PF2 to cancel

```

Press **F4** key to recreate the batch. When Indicator 1 is selected, the Create Batch and Produce Reports pop-up screen is displayed as shown below.

```

                Create Batch and Produce Reports

DESTINATION:
(Select one or more with a Y)
  Report File   : _ ( CS9990.CSIE01-1.DGS-TRAN.IQ.D2080510.T114002 )
                  ( CS9990.CSIE01-2.DGS-T-EX.IQ.D2080510.T114002 )
  Agency Printer: _ CTP2 (Report Class Z and to the IRPT queue)

                Press Enter to create a batch and produce reports, or press PF2 to cancel.

```

Enter **Y** in the desired field and press **Enter**. The confirmation message 'Batch and report print and file requested.' is displayed at the bottom of the Dept. of General Services screen. If **Enter** is pressed and the process is completed, the message 'Batch(es) completed' is displayed at the bottom of the screen.

4. Review the online batch(es) and release the batch(es)

Verify that the new batch has replaced the old batch on the Command **C.2** List of Batches screen. Review the reports to ensure all of the previous exceptions/problems are resolved, and review the batch to ensure the batch is complete and accurate. The Online Transactions To Be Posted Report (CS0521-1) may be printed through the Command C.2, List of Batches screen.

USING THE 'RESTART BATCH' PROCESS

This process reactivates the batch-create process when the automated DGS payables process has been disrupted. The previously created valid CALSTARS transactions are saved and the remaining DGS invoices are reset and processed following the 'restart' command.

The Restart Batch process is used if the DGS invoices file processing is interrupted and stopped while creating a batch(es) of DGS invoice transactions before the entire file is completed.

NOTE: Do not attempt to use the Restart Batches Process if the message at the bottom of the **F.1.1-Dept. of General Services** screen shows an in-progress invoice count that **changes** when the Enter key is pressed. Call the CALSTARS Hotline if there is any doubt.

The screen below is displayed when an invoice file is currently processing. If the count does not change when **Enter** is pressed, the process is most likely interrupted/stopped.

```

9990 F.1.1: Dept. of General Services                                05-09-2008 03:41 PM
Vendor/S                  : A20000000 00 (To Add or Change Vendor/S press PF6)
                           DEPT OF GENERAL SERVICES

File Received Date       : 05-03-2008 09:45 AM

Select Fiscal Month      : PM (CM=Current Month, PM=Prior Month, PY=FM13)

Set to Run Indicator:    3 (1=Create Batch and Reports, 2=Create Reports Only)
                           (3=Create Batch Only, 4=Create Error Report Only)

Batch in progress - 123 invoices to go.

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit          Cust# Vendr          Clear          Main

```

To restart a batch and process the DGS invoice file, perform the following steps.

1. Review the Dept of General Services screen

Check the Dept. of General Services screen. Press the **Enter** key a few times to see if the 'Batch In progress' invoice count changes. If the invoice count does not change after **Enter** is pressed a few times over a span of 5-15 minutes, it is

probable that processing has been interrupted/stopped. If there is no change, go to Step 2.

2. Report the process has stopped and get assistance to restart the process

Call the CALSTARS Hotline to report that the DGS automated payables process has been interrupted/stopped before the batch was completed. The restart process may require intervention by a Data Tech from the CALSTARS Production Control Unit.

3. Set the Run Indicator for 'Restart Batch' and complete the process

The Restart Batch process is initiated from the List of DGS Files screen, which is accessed by pressing the **F2**-Retrn key from the **F.1.1** Department of General Services screen. The interrupted/stopped file will display the old message "In progress – *nnn* invoices to go." **Enter 9**-Restart Batch and press **Enter**. The **F.1.1** Dept of General Services screen is displayed with the message: "Batch in process. Press Enter to RESTART." After **Enter** is pressed, the message "In progress – *nnn* invoices to go." is displayed until the process is completed. If **Enter** is pressed while the file is processing, the count should update, or display the message "Process complete".

NOTE: If the batch selected using Run Indicator **9** was not actually in progress, the error message "Batch is not in progress." is displayed.

```

9990 F.1.1: Dept of General Services                                05-09-2008 04:24 PM

                                List of DGS Files

                                DGS FILE STATUS

Enter under F below: (S=Select to Run, 1=Mark as Completed)
                    (5=Recreate Batch, 9=Restart Batch)
F  DATE & TIME RECEIVED      DATE & TIME RUN
-  -----
9  05-03-2008 09:45 AM      In progress - 123 invoices to go.
                                *** End of Data ***

Batch in process. Press Enter to RESTART.

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF1
      Help Retrn                                Bkwrд Frwrд

```

4. Verify the batch process is completed following the Restart

The message 'Process completed' is displayed when the file has finished processing and the batch is created.

Review the DGS Transactions Report and compare it to the batch counts and amounts shown on the Batch Header screen (Command **C.2**).

Review the batch to ensure the batch is complete and accurate. The Online Transactions To Be Posted Report (CSO521-1) may be printed through the Command C.2, List of Batches screen.

Release the batch after the review is completed and the figures agree. Refer to the Batch Header screen below.

```

9990 C.1.5: General Purpose                                05-09-2008 04:30 PM

Function: r (A=Add, C=Change, D=Delete, H=Hold, N=New Batch, O=Override)
          (P=Print Batch, R=Release, V=View, X=Add Addl Trans)

DATE      : 05 09 2008      BATCH TYPE: XE      BATCH NUMBER : 001
EDIT IND  : 1              FM          : 11          CLAIM SCHED #: _____
STATUS   : H Hold
TRANS GROUP: General Purpose

          BATCH          ABSOLUTE          OPTIONAL
          COUNT         BATCH AMOUNT      NET AMOUNT  +/-
ENTERED  : 256         185,512.60    _____  -
COMPUTED : 256         185,512.60

DIFFERENCE:

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      LTran LBtch      Clear      Main
BATCH HEADER 05-09-2008 XE 001 displayed successfully
    
```