

FSCU/CALSTARS FISCAL YEAR 2008-09 PLANNER

July 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>CALSTARS Processing Times:</p> <ul style="list-style-type: none"> • Cost Allocation-----10:00 AM • Labor Distribution-----3:00 PM • Nightly Processing-----6:00 PM * • YEC/YEO-----6:00 PM <p>* On the last working day of each month, nightly processing begins at 5:00 PM rather than 6:00 PM.</p>		<p>1 HAPPY NEW YEAR!</p> <p>Refer to Budget Letter prohibiting ORF disbursements if no budget is passed.</p>	<p>2 Monthly UCM web update.</p>	<p>3</p>	<p>4 State Holiday</p> <div style="text-align: center;">  </div>	<p>5 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.</p>
6	7	8	9	10	<p>11 Workload data for Pro Rata/SWCAP due from central service agencies.</p>	<p>12 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.</p>
13	14	15	<p>16 Pro Rata/SWCAP expenditure and miscellaneous training for central service agencies.</p>	17	18	<p>19 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.</p>
20	21	22	23	<p>24 Have you ordered and received all of your monthly CALSTARS reports?</p>	25	<p>26 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.</p>
27	28	29	<p>30 Last day to run monthly CA/FS by 10AM.</p> <p style="text-align: center; color: red;">PAY DAY</p>	<p>31 Statements due for General Fund, feeder funds, economic uncertainty funds.</p> <p>Month-end rollover.</p> <p>4th quarter CMIA reports due from departments.</p> <p>4th quarter SWCAP transfer due.</p>	<p>References:</p> <p>Department of Finance http://www.dof.ca.gov/</p> <p>CALSTARS Home Page: http://www.dof.ca.gov/html/calstars/default.htm</p> <p>FSCU Home Page: http://www.dof.ca.gov/accounting/fscu/</p>	

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August 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
CALSTARS FAQ (see www.dof.ca.gov/html/calstars/faq.htm for more questions) How is the Budget Sequence number for an appropriation transaction determined? Use Budget Sequence number 001 for the initial authorization after Budget Revision (BR) 1. For Subsequent BRs, use the Budget Sequence number assigned to the BR by your agency's Budget Office. For Executive Orders, use the assigned Budget Sequence number on the CALSTARS website at www.dof.ca.gov/html/calstars/calsdocs/optools/budgetsequencenumbers.htm . Agencies can discontinue the use of the Budget Sequence number and the CALSTARS N report series by entering N in the Budget CY-SCH10 indicator field located on the OC Table.					1 Look for Budget Letter on New Late Penalty Rates.	2 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
3	4 Monthly UCM web update.					9 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
10			13 State Fund Accounting Course Session 116 ends.		15 1 st Quarter Pro Rata transfer by SCO.	16 CALSTARS Hotline 8AM – 1PM. Processing begins at 1PM. Production Control Unit available 9:30AM – 2PM.
17		19 Last day to transmit auto year-end DB3 data (set indicator by 6PM).	20 Statements due for all funds other than General Fund. Expenditure data for Pro Rata/SWCAP due from Central Service agencies.	21 Reminder: Run YEC/YEO before CA/FS.	22 Have you ordered and received all of your monthly CALSTARS reports?	23
24			27 Register for CALSTARS 2008-2009 training classes.	28 Last day to run monthly CA/FS by 10AM.	29 Month-end rollover. PAY DAY	30
31	CALSTARS FAQ (see www.dof.ca.gov/html/calstars/faq.htm for more questions) Where does YEC/YEO fit in the CALSTARS processing cycle? When does it run? What time should the Run YEC indicator be set to run YEC/YEO? The processes are run in the order listed: 1) table maintenance, 2) YEC/YEO, 3) error correction. Error File corrections are processed after YEC/YEO. Any transactions on the Error File that affect YEC/YEO must be cleared before the Run YEC indicator is set. YEC/YEO runs after the Table Maintenance Process, which begins at 6:00 PM. The indicator for YEC/YEO may be set anytime during the day before the system begins nightly processing at 6:00 PM.					

FSCU/CALSTARS FISCAL YEAR 2008-09 PLANNER

September 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <i>State Holiday</i>	2 Monthly UCM web update. GAAP information due.	3 State Fund Accounting Course Session 117 starts.	4 State Fund Accounting Course Session 118 starts.	5	6 Vendor payment purge.
7	8	9	10	11	12	13
14	15	16	17 CMIA Training.	18 Reminder: Run YEC/YEO before CA/FS.	19	20
21	22	23 Have you ordered and received all of your monthly CALSTARS reports?	24	25	26	27
28	29 Last day to run monthly CA/FS by 10AM.	30 Month-end rollover. PAY DAY	Pro Rata FAQ (see http://www.dof.ca.gov/FISA/PROSWCAP/Pro_Rata_FAQs.doc for more questions) What is Pro Rata? Pro Rata is the recovery of central service administrative costs from special and non-governmental cost funds. The State of California provides certain services (central administrative agencies), such as, accounting, computing, payroll services, banking, etc., to operating agencies (departments) on a centralized basis. Pro Rata is a process that identifies these central service administrative costs and assigns them to benefited activities (functions) on a reasonable and consistent basis.			

FSCU/CALSTARS FISCAL YEAR 2008-09 PLANNER

October 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<p>1 Pro Rata/SWCAP Budget Letter.</p>	<p>2 Monthly UCM web update.</p>	<p>3</p>	<p>4</p>
<p>5</p>	<p>6</p>	<p>7 Pro Rata/SWCAP assessment sheets released.</p>	<p>8</p>	<p>9</p>	<p>10</p>	<p>11</p>
<p>12</p>	<p>13 State Holiday </p>	<p>14 Pro Rata/SWCAP assessment sheets due from departments to Finance budget analysts.</p>	<p>15</p>	<p>16 Pro Rata/SWCAP assessment sheets due to FSCU from Finance budget analysts.</p>	<p>17</p>	<p>18</p>
<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>	<p>23</p>	<p>24 Have you ordered and received all of your monthly CALSTARS reports?</p>	<p>25</p>
<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p>	<p>30 Last day to run monthly CA/FS by 10AM. PAY DAY</p>	<p>31 Timesheet purge. Month-end rollover. 1st quarter SWCAP transfer due. 1st quarter CMIA reports due from departments.</p>	<p></p>

FSCU/CALSTARS FISCAL YEAR 2008-09 PLANNER

November 2008

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
	CALSTARS Contacts: Hotline: (916) 327-0100 Hotline email: HOTLINE@dof.ca.gov Production Control (916) 323-7541 Training Registrars (916) 445-0211 ext 2811 or 2812 CALSTARS Fax: (916) 323-4049		FSCU Contacts: Hotline: (916) 324-0385 Hotline email: FSCUHOTLINE@dof.ca.gov PRORATA CONTACT: (916) 445-3434 ext. 2138 SWCAP CONTACT: (916) 445-3434 ext. 2139 PRORATA/SWCAP email: FIPROSWP@dof.ca.gov STATE FUND ACCOUNTING CONTACT: (916) 445-3434 ext. 2142 FSCU Fax: (916) 445-2854			1	
2	3 Monthly UCM web update.	4	5	6	7	8	
9	10	11 State Holiday	12	13	14 2 nd Quarter Pro Rata transfer by SCO.	15	
16	17	18 Have you ordered and received all of your monthly CALSTARS reports?	19	20	21	22	
23	24	25 Last day to run monthly CA/FPS by 10AM.	26 Month-end rollover. Early processing day.	27 State Holiday Thanksgiving	28 State Holiday	29	
30							

