

# D07 MONARCH MODEL INFORMATION

## YEAR-END REPORTING REQUIREMENTS

Refer to Volume 7, Chapter III, *Reclassify Encumbrances Reported as Accounts Payable* for detailed instructions.

The D07 Monarch Model was created to assist Departments in extracting the information from the D07 (Level 0,0,0,1) report for completion of reclassification of Accounts Payable. The model has two summaries tabs in the Summary Window for Vendor Type 3 (TC517) and Vendor Type 2, 4, and 5 (TC519).

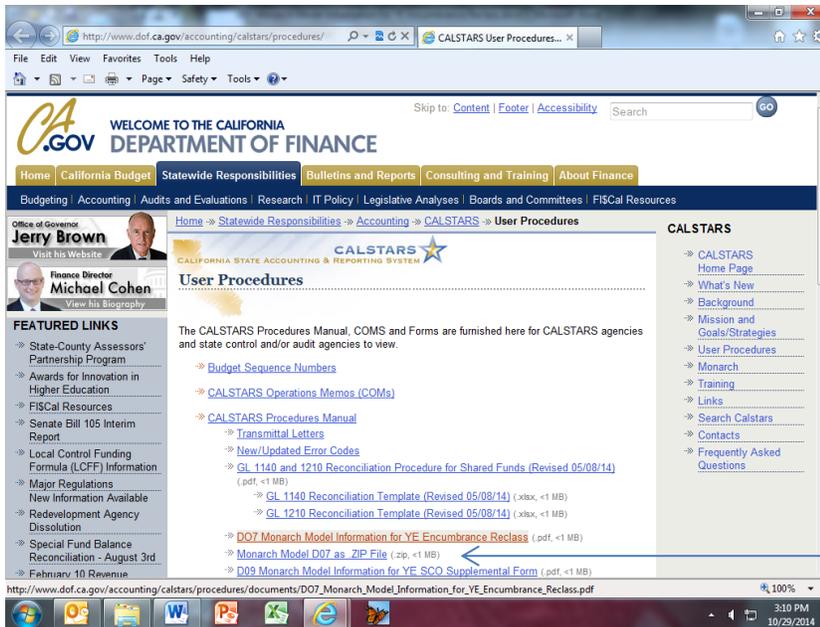
Based on the information extracted by the model, Departments must perform a detailed analysis.

Review a current PCA Table listing to identify the Ultimate Funds Distribution lines and the PCA Type for the PCAs listed on the “Summary Window” of the Monarch Model. PCA’s with a PCA Type other than 1 allocate to other fund sources as determined by the CA Table. Review the CA Tables to determine PCAs receiving allocated encumbrances. Do not post the TC517/519 to the Clearing Account.

Departments must also determine the appropriate 8-digit Subsidiary required for TC 517 entries for Vendor Type 3. TC 519 entries for Vendor Types 2, 4 and 5 require a General Ledger number.

### Instructions for downloading the Monarch Model:

Below is a screen print and link from the CALSTARS User Procedures where the Monarch Model is located.



Monarch Model D07 as  
ZIP file

<http://www.dof.ca.gov/accounting/calstars/procedures/>

Right click on MONARCH Model D07

Select “Save Target As...”

Select where you want to save the model, then click on the Save Button.