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| | No. 15- 05 |
| Subject: CALSTARS Training for Fiscal Year 2015-16 | Date Issued: September 08, 2015 |
| References: | Expires: March 31, 2016 |

PURPOSE:

To issue the CALSTARS Continuing Track and Monarch training schedule for 2015-16.

BACKGROUND:

Each year, the Department of Finance (CALSTARS) provides the following types of training classes:

- **Continuing Track Training** for accounting staff in CALSTARS departments who have been promoted, changed duties or are coming from a non-CALSTARS department.
- **Monarch Training** for all staff of CALSTARS departments.
- **Year-end Training** for accounting staff of all CALSTARS departments.

POLICY:

Prerequisites:

All participants must meet the prerequisites identified in the training announcements before registering for a class. One year of experience working with CALSTARS is equivalent to completing the Track 1 - Introduction to CALSTARS class.

Department Participant Limit:

Departments are limited to four participants in each **Track Class section** and three participants in each **Monarch Class**. This department participation limit will apply for the entire training year for **Track Classes**; priority should be given to accounting office staff with direct responsibility for duties related to the topic area. Participants will be registered in the order received, up to the department participation limit.

Registration:

The **online registration** will be available on the CALSTARS' Internet site at: <http://www.dof.ca.gov/accounting/calstars/Training>. All sections of the online registration, including the participant's e-mail address, must be complete. Incomplete registration may be rejected. All participants in CALSTARS training must register in advance.

Note: It is recommended that participants register **25 calendar days** before the first day of class to avoid late registration.

A CALSTARS Training Registration (CALSTARS 102) form will only be accepted for late registration. Participants must submit the form **14 calendar days** before the first day of the class. The form is available on the CALSTARS' Internet site at: www.dof.ca.gov/accounting/calstars/forms. The form may be submitted electronically or faxed.

A "welcome" letter is sent via e-mail to the participant at least 14 calendar days before the first day of class with details about the location, times and required class materials. Participants who have been notified of enrollment but do not receive a "welcome" letter prior to the scheduled class should contact the Training Registrar.

Substitutions:

A department may send a substitute if the registered participant is unable to attend. Substitute attendees must submit a completed CALSTARS Training Request (CALSTARS 102) form and must meet all applicable class prerequisites. Whenever possible, notify CALSTARS of any substitutions before the first day of class. The registered participant should give the "welcome" letter and/or any required training materials to the substitute prior to class.

Cancellations/No-Shows:

The CALSTARS Training Registrar should be notified immediately if a registered participant must cancel a class. A notice of cancellation will be accepted without penalty if received more than 5 calendar days prior to the first day of class.

Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for **Track Classes** for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant. Penalty charges will be invoiced and sent to the department's accounting office.

Late cancellations and no-shows for **Monarch Classes** will be charged the full tuition of \$300 for Monarch 1 - Introduction unless the participant is replaced by a substitute. This charge does not entitle the registered participant to attend the class on a later date.

Tuition:

The cost of Monarch 1 - Introduction is \$300 per student. The course fee will be billed on a future a Department of Technology/CALSTARS invoice. The course fee is included in the detail portion of the invoice under the heading, Request for Adjustment. Questions pertaining to the Department of Technology/CALSTARS invoice should be directed to Anne Wong, CALSTARS Analyst, at (916) 445-0211, extension 2842.

There is no direct cost to departments for **Track Classes**. Training costs for the **Track Classes** (staff costs, operating expenses and indirect costs) are financed through CALSTARS. However, late cancellations (received 5 calendar days or less before the first day of class) and no-shows for **Track Classes** for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

Departments are responsible for any travel and per diem expenses associated with training.

Reasonable Accommodations:

Departments are responsible for providing and paying any costs for reasonable accommodation for their employees with disabilities. Please describe any disabilities that may affect the registrant's participation in the class by filling out the reasonable accommodation comment box in the online training registration form.

Training Time and Location:

- All classes start at 8:30 A.M. and end at 4:30 P.M. unless otherwise noted. Participants should arrange transportation and other commitments to meet this schedule.
- All training is conducted in Cypress Room A or B located in the basement at the Department of Finance, 915 L Street, in Sacramento.

ACTION REQUIRED BY DEPARTMENTS:

1. Review Attachment I of the classes and dates offered. Decide who needs training and which classes are appropriate.

Note:

Monarch 1- Introduction and **Track 1 – Introduction to CALSTARS** classes are open to all staff

Track 9 – CALSTARS Reporting classes are open to fiscal and program staff who use CALSTARS reports.

All other Track Classes contain technical course materials and are designed for accounting office staff working directly with CALSTARS.

2. Check the CALSTARS Internet site at: www.dof.ca.gov/accounting/calstars/Training for available classes and to register online.

For assistance, please contact the Registrar listed on the attached course listings.

/s/ Larry Satter

Assistant Program Budget Manager

Attachment

CALSTARS MONARCH 1 – INTRODUCTION - VERSION 10 and Older

- WHAT: This two day session covers the basic use of Monarch Version 10 and older, a data access and analysis tool that allows CALSTARS clients to view, query, and analyze their CALSTARS reports which have been downloaded from a mainframe environment to a PC.
- WHO: Open to all staff of CALSTARS departments.
- PREREQUISITES: **None**
- OBJECTIVE: Upon completion, participants will know how to use Monarch to:
- Read report file data.
 - Query, filter, sort, summarize and create data extraction templates.
 - Export data for use with other PC applications using advanced Monarch techniques and utilities.
- WHEN: Section 1 – October 7 – 8, 2015
Section 2 – October 28 – 29, 2015
Section 3 – January 28 – 29, 2016
Section 4 – February 9 – 10, 2016
- REGISTRAR: Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- TUITION: The cost of each two day session is \$300 per student.
- Late cancellations and no-shows will be charged the full tuition of \$300 unless the participant is replaced by a student on the waiting list. This charge does not entitle the registered participant to attend the class on a later date.
- METHODOLOGY: Classes are hands-on with the instructor leading the participants interactively through basic and advanced operations of Monarch. Each student is asked to bring two downloaded departmental CALSTARS reports of their choice.

CALSTARS MONARCH 1 – INTRODUCTION - VERSION 11

WHAT: This two day session covers the basic use of Monarch Version 11, a data access and analysis tool that allows CALSTARS clients to view, query, and analyze their CALSTARS reports which have been downloaded from a mainframe environment to a PC.

WHO: Open to all staff of CALSTARS departments.

PREREQUISITES: **None**

OBJECTIVE: Upon completion, participants will know how to use Monarch to:

- Read report file data.
- Query, filter, sort, summarize and create data extraction templates.
- Export data for use with other PC applications using advanced Monarch techniques and utilities.

WHEN: Section 1 – November 5 – 6, 2015
Section 2 – December 8 – 9, 2015
Section 3 – February 2 – 3, 2016
Section 4 – February 23 – 24, 2016

REGISTRAR: Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov

TUITION: The cost of each two day session is \$300 per student.

Late cancellations and no-shows will be charged the full tuition of \$300 unless the participant is replaced by a student on the waiting list. This charge does not entitle the registered participant to attend the class on a later date.

METHODOLOGY: Classes are hands-on with the instructor leading the participants interactively through basic and advanced operations of Monarch. Each student is asked to bring two downloaded departmental CALSTARS reports of their choice.

CALSTARS TRACK 1 – INTRODUCTION TO CALSTARS

- WHAT: This one-day session includes a review of state accounting and budgeting concepts and an introduction to the CALSTARS accounting, data processing and reporting functions.
- WHO: All levels of accounting, budget, audit, management and program staff, who want to better understand the CALSTARS accounting environment, are invited to attend.
- PREREQUISITES: **None**
- OBJECTIVE: Upon completion, participants will understand basic state accounting and budgeting concepts and their application in CALSTARS.
- WHEN: Section 1 – October 21, 2015
Section 2 – October 28, 2015
Section 3 – November 12, 2015
Section 4 – December 2, 2015
Section 5 – February 11, 2016
Section 6 – February 25, 2016
Section 7 – March 11, 2016
- REGISTRAR: Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- METHODOLOGY: The class discusses general concepts of state accounting and budgeting, the Uniform Codes Manual and the CALSTARS Procedures Manual. The class also introduces participants to CALSTARS tables, CALSTARS transaction codes and reporting options.
- NOTE: Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

CALSTARS TRACK 2 – TABLES

- WHAT: This four-day session includes a discussion of the CALSTARS tables, the relationships between the tables, how to establish CALSTARS tables, and the impact of the tables on accounting transactions. This class does not cover the Vendor Edit, Labor Control, Employee Master, or Timesheet Tables.
- WHO: Accounting office staff responsible for establishing and maintaining CALSTARS tables.
- PREREQUISITES: ***Completion of the Track 1 - Introduction to CALSTARS class¹ (Also recommended: one year of CALSTARS experience including table maintenance).***
- OBJECTIVE: Upon completion, participants will be able to identify the different CALSTARS Tables, understand their interrelationship, and be able to prepare CALSTARS table maintenance transactions.
- WHEN: Section 1 – November 3 – 6, 2015
Section 2 – January 12 – 15, 2016
- REGISTRAR: Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- METHODOLOGY: The class will discuss applicable sections of the CALSTARS Procedures Manual and complete exercises to code and input entries for each of the CALSTARS tables. Participants will review their table activity reports the following day.
- NOTE: Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

¹ *One year of experience working with CALSTARS is equivalent to completing the Track 1 - Introduction to CALSTARS class.*

CALSTARS TRACK 3 – ACCOUNTS PAYABLE AND DAILY SYSTEM ACTIVITY

- WHAT: A three-day session covering:
- Transaction codes
 - Financial input
 - Vendor Edit Table
 - Encumbrance accounting
 - Claim schedule process
 - Input/edit/update process
 - System reconciliation
 - Error correction
- WHO: Accounting office staff responsible for accounts payable processing, error correction, and/or daily system reconciliation. Also for supervisors who review these activities.
- PREREQUISITES: ***Completion of the Track 1 - Introduction to CALSTARS class ¹ (Also recommended: Financial Accounting or four units of college level accounting, and three months of CALSTARS experience).***
- OBJECTIVE: Upon completion, participants will understand how to select transaction codes, record activity related to all phases of accounts payable, perform daily system reconciliations, and make error corrections.
- WHEN: Section 1 – October 7 – 9, 2015
Section 2 – November 16 – 18, 2015
Section 3 – January 25 – 27, 2016
Section 4 – February 17 – 19, 2016
- REGISTRAR: Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- METHODOLOGY: This practical class consists mostly of hands-on training. The class will discuss applicable sections of the CALSTARS Procedures Manual and will practice coding various accounting transactions on CALSTARS forms. Each participant will then input his or her transactions in CALSTARS. Participants will review the resulting reports from the CALSTARS nightly batch process, reconcile the daily activity, and make appropriate error corrections.
- NOTE: Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

¹ One year of experience working with CALSTARS is equivalent to completing the Track 1 – Introduction to CALSTARS class.

CALSTARS TRACK 4 - LABOR DISTRIBUTION SUBSYSTEM TRAINING

- WHAT: A one and one-half day session describing the CALSTARS labor tables (including tables for timesheets and adjusted timesheets), the accounting transactions generated by the Labor Distribution Subsystem, and the resulting reports from a regular or adjustment labor run.
- WHO: Accounting office staff responsible for the Labor Distribution Tables. Also for accounting staff whose departments are considering changing their labor distribution method or are contemplating implementation of a timesheet reporting process.
- PREREQUISITES: ***Completion of Track 1 -Introduction to CALSTARS class ¹ (Also recommended: six months of CALSTARS experience).***
- OBJECTIVE: Upon completion, participants will be able to establish records for each Labor Distribution Table, identify the steps involved in labor distribution, and understand the use of timesheets in the labor distribution process.
- WHEN: Section 1 – October 1 – 2, 2015
Section 2 – January 4 – 5, 2016
- REGISTRAR: Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- METHODOLOGY: The class will discuss applicable sections of the CALSTARS Procedures Manual, code and input entries for each Labor Distribution Table, review table activity reports and output from both a regular and adjustment labor distribution process.
- NOTE: Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

¹ *One year of experience working with CALSTARS is equivalent to completing the Track 1 - Introduction to CALSTARS class.*

CALSTARS TRACK 5 - SCO RECONCILIATION AND MONTH-END CLOSE

- WHAT:** A two-day session covering month-end closing and reconciliation of SCO appropriation accounts, the clearing account and Federal Trust Fund 44 accounts.
- WHO:** Accounting office staff responsible for preparing monthly reconciliations, completing the monthly close process, and submitting PFA transfer requests. Also for supervisors who review these activities.
- PREREQUISITES:** ***Completion of Track 1 - Introduction to CALSTARS class¹ and Financial Accounting or four units of college level accounting (Also recommended: six months of CALSTARS experience).***
- OBJECTIVE:** Upon completion of this session, participants will be able to:
- Identify steps for completing and closing fiscal month-end.
 - Prepare a month-end PFA transfer request.
 - Reconcile SCO appropriation accounts.
 - Reconcile Federal Trust Fund 44 accounts.
- WHEN:** Section 1 – October 19 – 20, 2015
Section 2 – December 3 – 4, 2015
Section 3 – December 16 – 17, 2015
Section 4 – January 7 – 8, 2016
- REGISTRAR:** Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- METHODOLOGY:** The class will discuss and perform various practical exercises on closing fiscal month-end, prepare PFA transfer requests, and reconcile SCO appropriation accounts, the clearing account and Federal Trust Fund 44 accounts.
- NOTE:** Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

¹ One year of experience working with CALSTARS is equivalent to completing the Track 1 - Introduction to CALSTARS class.

CALSTARS TRACK 6 - OFFICE REVOLVING FUND AND CHECK WRITER SUBSYSTEM

WHAT: A two-day session covering the CALSTARS Office Revolving Fund (ORF) and the Check Writer Subsystem.

WHO: Accounting office staff responsible for entering transactions in ORF (0998), using the automated check writer, or prepare the monthly bank reconciliation. Also for supervisors who review these activities.

PREREQUISITES: ***Completion of the Track 1 - Introduction to CALSTARS class¹ (Also recommended: Financial Accounting or four units of college level accounting and three months of CALSTARS experience).***

OBJECTIVE: Upon completion, participants will be able to:

- Enter accounting transactions for manual ORF checks.
- Identify CALSTARS reports used to reconcile ORF.
- Enter transactions to generate automated checks.
- Prepare a monthly bank reconciliation using the CALSTARS Check Reconciliation Menu.

WHEN: Section 1 – October 13 – 14, 2015
Section 2 – January 19 – 20, 2016

REGISTRAR: Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov

METHODOLOGY: The class will discuss applicable sections of the CALSTARS Procedures Manual and do practical exercises.

NOTE: Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

¹ *One year of experience working with CALSTARS is equivalent to completing the Track 1 - Introduction to CALSTARS class.*

CALSTARS TRACK 7 - CASH RECEIPTS AND ACCOUNTS RECEIVABLES

- WHAT:** A one-day session on accounting for cash receipts, cash remittances and accounts receivables.
- WHO:** Accounting office staff responsible for recording cash receipts, remittances or accounts receivables. Also for supervisors who review these activities and staff who reconcile these activities to SCO.
- PREREQUISITES:** ***Completion of the Track 1 - Introduction to CALSTARS class¹ (Also recommended: Financial Accounting or four units of college level accounting and three months of CALSTARS experience).***
- OBJECTIVE:** Upon completion, participants will have an understanding of how to record activity in CALSTARS for cash receipts, remittances and accounts receivables.
- WHEN:** Section 1 – October 16, 2015
Section 2 – November 20, 2015
Section 3 – December 7, 2015
Section 4 – January 22, 2016
- REGISTRAR:** Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- METHODOLOGY:** The class will discuss applicable sections of the CALSTARS Procedures Manual and do practical exercises.
- NOTE:** Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

¹ One year of experience working with CALSTARS is equivalent to completing the Track 1 – Introduction to CALSTARS class.

CALSTARS TRACK 8 - TRANSFERS, LOANS, and GENERAL OBLIGATION BOND FUNDS

- WHAT:** A two-day session on the specialized accounting for interfund transfers, interfund loans, loan principal disbursements, and general obligation (GO) bond funds in CALSTARS. Emphasis is on the accounting events, the structure of the CALSTARS tables, and how to read the various CALSTARS reports.
- WHO:** Accounting office staff that record accounting events and year-end accruals in CALSTARS for interfund transfers, interfund loans, loan principal disbursements, and GO bond funds. Other accounting office staff may participate if they have a need to know how these events are accounted for in CALSTARS or reported at year-end to the SCO.
- PREREQUISITES:** ***Completion of Track 5 - SCO Reconciliation and Month-end Close and Track 9 – CALSTARS Reporting classes. (Also recommended: one year of experience in reconciliations and reporting.)***
- OBJECTIVE:** Upon completion, participants will have an understanding of how to record accounting events in CALSTARS for interfund transfers, interfund loans, loan principal disbursements, and GO bond funds
- WHEN:** Section 1 – March 7 – 8, 2015
- REGISTRAR:** Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- METHODOLOGY:** The class will discuss sections of the CALSTARS Procedures Manual, Volume 3, including Chapter II Interfund Transfers, Chapter III GO Bond Funds, Chapter IV Interfund Loans and Chapter V, Loan Principal Disbursements. Participants will do quizzes and practical exercises in each subject area.
- NOTE:** Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.

CALSTARS TRACK 9 – CALSTARS REPORTING

- WHAT: A one-day session covering CALSTARS reporting.
- WHO: Accounting office staff, budget and other non-accounting staff that use or is familiar with various CALSTARS reports
- PREREQUISITES: **None.**
- OBJECTIVE: Upon completion, participants will be able to:
- Recognize the uses for the various CALSTARS reports.
 - Read and interpret standard CALSTARS reports.
 - Select and order reports at the appropriate level of detail and output media.
- WHEN: Section 1 – October 5, 2015
Section 2 – October 26, 2015
Section 3 – December 14, 2015
Section 4 – February 8, 2016
Section 5 – March 1, 2016
- REGISTRAR: Denae Pruner
Phone: (916) 445-0211, extension 2812
E-mail: Denae.Pruner@dof.ca.gov
- METHODOLOGY: The class will use CALSTARS Procedures Manual, Volume 6, and do practical exercises to learn about and discuss CALSTARS reporting.
- NOTE: Late cancellations (received 5 calendar days or less before the first day of class) and no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant.