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## VIII Preparing Transaction Entry Documents

The purpose of this chapter is to describe how to prepare accounting transaction entry documents. There are three general parts to processing any accounting transaction:

- ✦ Receive the source document and prepare an entry document or record coding to be entered on the source document.
- ✦ Key the entry document at a CALSTARS terminal or personal computer.
- ✦ Review the processing reports to assure the data was entered correctly.

This chapter concentrates on the first item on the above list. Chapter IX describes how to enter and transmit these transactions to CALSTARS.

### OVERVIEW OF PROCESS FLOW FOR ACCOUNTING TRANSACTIONS

Exhibit VIII-1 displays the CALSTARS accounting transaction process. Document preparation is a combination of source document review and coding. Source document preparation means preauditing the document as received and preparing CALSTARS entry forms in accordance with established procedures. All entry forms must be supported by adequate documentation. Completed entry forms are hand-sorted into batches of like transactions. An adding machine tape is created containing the number of transactions and the total dollar amount. The batch is logged, a batch number is assigned, the batch header is completed by the preparer, and the transactions are entered to CALSTARS at a video display terminal.

A batch may be held, deleted or released to nightly processing for posting to CALSTARS. A held or released batch may be recalled later the same day if it needs review, change, deletion or transactions added. The batch header entry document is signed by the person who entered the batch. The batch is usually placed in an interim file in the accounting office where it may be retrieved the next day to be compared with the output reports.

Each working day at 6:00 PM, the nightly system update processing cycle begins. During this process, system files are updated and reports are generated, therefore, all batches released for processing that day may no longer be recalled. Results are available on each agency's printer or at the Health and Human Services Data Center (HHSDC) the next morning. Someone at each agency must retrieve the output and compare it with the entry documents to be sure every batch and transaction was processed. Those transactions that passed all edits and posted must be reviewed for reasonableness. Those transactions that failed one or more edits and posted to the Error File must be researched and corrected.

### **Preaudit Documents As Received**

Preaudit means reviewing and approving source documents **before** the transactions are recorded in CALSTARS. The purpose is to ensure that receipts, encumbrances and expenditures are valid and are recorded properly. Incoming checks or cash vouchers must be matched, where applicable, to invoicing documents and classified. Incoming bills and invoices must be matched, where applicable, to encumbering documents, contracts and to stock received reports. Extensions of unit prices must be verified.

Discount calculations and immediate payment requests may require special handling. An original signature approving each invoice for payment must be present and the proper cost classification must be determined.

The checks and verifications that are performed by agency personnel assure the integrity and correctness of documents and transactions entered in CALSTARS and transmitted to the SCO. The final authority for receiving and disbursing funds rests with the State Controller's Office (SCO).

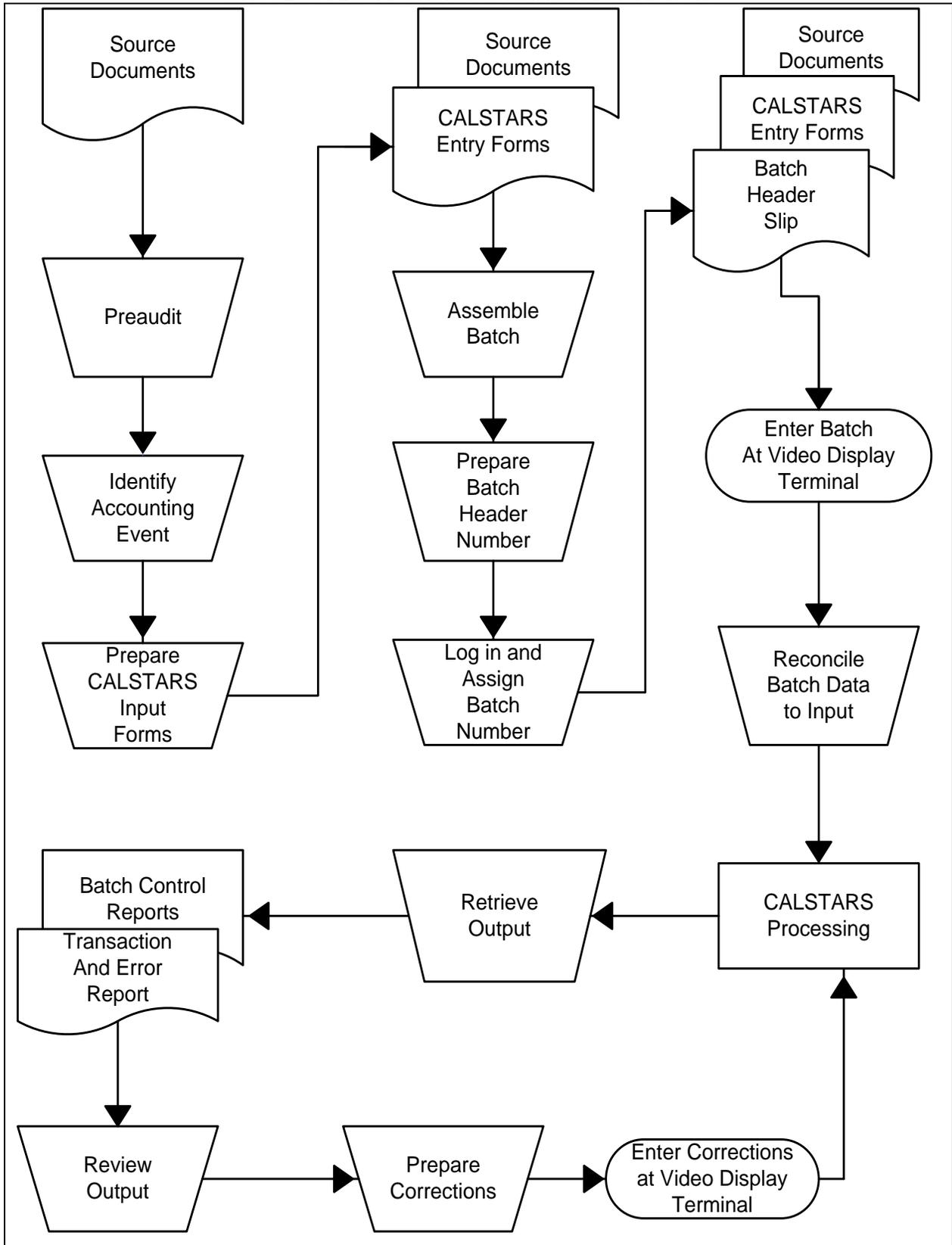
### **Identify Accounting Events and Prepare Entry Documents**

Every document must be classified to a unique accounting event in CALSTARS. Each accounting event is recorded by a CALSTARS Transaction Code (TC). There are more than 600 transaction codes in Volume 5. Each TC affects up to four pairs of general ledger accounts and posts the transaction in at least one and up to nine files. General Ledger Accounts (GLA) are always posted in pairs, with a debit posting to one GLA and an equal and offsetting credit posting to the second GLA. A TC may record more than one accounting event. For example, TC 232 records expenditures previously encumbered, liquidates or reduces encumbrances and generates a claim schedule face sheet and remittance advice slips.

CALSTARS maintains several optional entry forms for agencies to use when posting accounting events. The data fields are specific to the type of transaction and are in the same sequence as the data entry screen. These forms are part of the permanent record and must be retained for the same period as the source documents. Alternately, the source documents may be coded and used for data entry.

Some CALSTARS agencies have developed their own entry forms and other agencies may use rubber stamps to post coding on source documents for commonly entered transactions. These alternative methods may be acceptable, but should be discussed with the agency's internal auditors or other audit staff.

EXHIBIT VIII-1  
 PROCESS FLOW FOR ACCOUNTING TRANSACTIONS



## Prepare and Record Accounting Transaction Batch

Document batching means assembling entry forms or source documents into batches. Each batch must include a Batch Header Slip (CALSTARS 25 form). Documents must be batched by document type. Document types include receipts, purchase orders/invoices or revolving fund claim schedule disbursements, and journal entries. Batches generally should contain less than 100 transactions for easy control and management. Claim schedule batches, however, are limited to 250 transactions by the Claim Schedule Subsystem. After a batch is assembled, control totals are calculated from an adding machine with a tape output. An item count feature is helpful, because both the number of transactions and the total dollar amount is required on the Batch Header Slip. The Batch Header Slip (Exhibit VIII-8) is completed and securely attached (together with the adding machine tape) to the front of the batch. Complete instructions for the Batch Header Slip are discussed later in this Chapter.

Careful control of batches from the time a batch is created until it has been processed, reconciled and filed is important. Every batch must be logged before it is entered. When a batch is delayed (not entered or entered and put on hold), deleted, the amount changed or the number of transactions in a batch changed, an appropriate adjustment must be made to the Batch Control Log. This information is used daily to reconcile the data entered in CALSTARS. Incomplete or inconsistent batch control procedures makes this daily batch reconciliation process difficult.

## Enter Batch in CALSTARS

Data entry means key-entering accounting source document information into CALSTARS. This function is equivalent to manually posting accounting data to ledgers and registers. Data entry screens are accessed through the Commands **C.1** and **C.2** (new or existing batch). Data entry procedures are contained in Volume 1, Chapter IX, Online Financial Transaction Entry.

## Edit Transactions Online

The following types of data entry edits are performed on the batch header and on each transaction:

### Batch Header Edits

Batch header edits check the validity of the data on the batch header screen. For example, the 8-digit batch date in **MMDDYYYY** format must be numeric and complete. Batch data must be carefully keyed. Only the batch count, amounts, claim schedule number and fiscal month may be corrected. An error in any other field on the batch header requires the batch to be either processed with the error or deleted altogether and rekeyed with the correct batch header data.

**Transaction Entry Edits**

Transaction entry edits validate transaction data. There are two kinds of data entry checks. First, reasonability checks are made for the required Transaction Code, FFY and Amount, regardless of any edit indicator. The second kind of edit is controlled by the Batch Edit Indicator entered on the Batch Header screen. For each batch, it must be specified whether edits are to be performed against **tables and the document file, tables, the document file and funds** or **neither**.

**Table Edits**

Table edits match codes in transactions against codes in the applicable tables. This is discussed in Volume 1, Chapter VII, Online File Inquiry.

**Document File Edits**

Document File edits check transactions that post against the Document File for a matching record.

**Fund Control Edits**

Fund control edits check transaction amounts against the various appropriation, allotment and cash balances and actually trial-post the transactions to the shadow files during the day. These files are discussed in Volume 1, Chapter VII, Online File Inquiry.

If an error is detected, the transaction remains on the screen for correction. An error code and message are displayed at the bottom of the screen. Data entry procedures and online correction are discussed in Volume 1, Chapter IX.

**Batch Balancing and Release to CALSTARS Processing**

The batch balancing function is a method of assuring that the **number of transactions** and **dollar amount(s)** entered matches the number and amount(s) posted on the Batch Header Slip. The batch cannot be released for processing (except by override means) until the count and amounts match. If a batch is not released, it remains on hold indefinitely. There is no automatic purging of unreleased batches.

**Perform Batch Error Correction Activities**

Every accounting transaction that passes the initial edits (presence of a 21-digit Transaction ID in the proper format) is posted to either the master files or the Error File. Each transaction is displayed on one and possibly both of the following reports:

- ✪ **CFB710-1, UPDATE TRANSACTION REGISTER**--For transactions with no fatal edits.
- ✪ **CFB800-2, EDIT ACTIVITY ERROR REPORT**--For transactions with one or more fatal edits and/or any warning edits.

A transaction with a 'WARNING' edit error is posted to the CFB710-1 **and is posted one time only** to the CFB800-2 report. A transaction with a 'FATAL' edit error

remains on the Error File until corrections have been made and the transaction successfully passes through the edit cycle or is deleted. Errors must be handled in a timely manner.

The handling of the error correction process is an agency responsibility. The error correction process is discussed in detail in Volume 4.

### Perform Batch Reconciliation

Each agency is responsible for reconciling all batches and transactions (online and system generated) that post to its accounts. These include:

- ✦ Determining that **all** transactions and batches submitted (agency or system generated) for processing were entered and can be accounted for.
- ✦ Reviewing reports to verify that transactions posted as intended.

Reconciliation processes are discussed in Volume 3, Chapter VIII, Report Reconciliation.

### POSTING TAG CODING INSTRUCTIONS

CALSTARS provides five optional posting tags for coding transactions:

- ✦ Cash Receipts Posting Tag (CALSTARS 51)
- ✦ Encumbrances Posting Tag (CALSTARS 50)
- ✦ Claim Schedule Transactions Posting Tag (CALSTARS 56)
- ✦ Office Revolving Fund Posting Tag (CALSTARS 53)
- ✦ General Purpose Posting Tag (CALSTARS 55).

Some data are coded on the posting tag while others may be looked up from tables. The coding on each transaction generally includes:

- ✦ Transaction Code (TC) <sup>1/</sup>
- ✦ Funding Fiscal Year (FFY) <sup>1/</sup>
- ✦ Vendor Number or Name
- ✦ Document Date (*MMDDYYYY* format)
- ✦ Index Code (IC)
- ✦ Current Document Number/Suffix
- ✦ Object Detail Code and/or Source Code
- ✦ Program Cost Account (PCA)
- ✦ Dollar amount. <sup>1/</sup>

<sup>1/</sup> Required on **every** transaction.

### Cash Receipts Posting Tag

The Cash Receipts Posting Tag (CALSTARS 51 form) illustrated in Exhibit VIII-2 may be used to record all types of receipt transactions. Not all data elements are shown on the CALSTARS 51 form. The form format parallels the Cash Receipts entry screen (Command **C.1.1**).

### Encumbrances Posting Tag

The Encumbrances Posting Tag (CALSTARS 50 form) is illustrated in Exhibit VIII-3. The form format parallels the Encumbrances entry screen (Command **C.1.2**) and allows up to four transactions.

Encumbrances are normally recorded in the PCA's **Disbursing Fund**. If funds are to be encumbered in other than the Disbursing Fund (requiring fund "override"), then the General Purpose Posting Tag (CALSTARS 55 form), and the General Purpose entry screen (Command **C.1.5**) should be used.

### Claim Schedule Posting Tag

The Claim Schedule Posting Tag (CALSTARS 56 form) illustrated in Exhibit VIII-4 may be used to record many of the claim schedule transactions. Not all data elements are shown on the CALSTARS 56 form. The form format parallels the Claim Schedule entry screen (Command **C.1.3**).

### Office Revolving Fund Posting Tag

The Office Revolving Fund Posting Tag (CALSTARS 53 form) illustrated in Exhibit VIII-5 may be used to record many of the Office Revolving Fund transactions. Not all data elements are shown on the CALSTARS 53 form. The form format parallels the Office Revolving Fund entry screen (Command **C.1.4**).

### General Purpose Posting Tag

The General Purpose Posting Tag (CALSTARS 55 form), illustrated in Exhibit VIII-6, may be used to record all transactions. The form format parallels the General Purpose entry screen (Command **C.1.5**). It displays nearly all of the data entry fields. Care must be used to ensure that only valid/appropriate fields are coded. Refer to Volume 5, Chapter III, Transaction Illustrations, for general coding guidelines, but check with your accounting officer for agency required coding.

The General Purpose Posting Tag does not display the vendor name and address fields. However, these fields may be entered on the General Purpose entry screen. The name and address are normally available directly from the vendor's source document.

**Instructions for Completing Posting Tags**

Exhibit VIII-7 contains instructions for completing the posting tags (CALSTARS 50, 51, 53, 55 and 56) described above.

EXHIBIT VIII-2

CALSTARS 51  
(Rev. 3/08)

CASH RECEIPTS POSTING TAG

ORG: \_\_\_\_\_

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>
PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>
ERR OVRD	<input type="text"/>	VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>
PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>
ERR OVRD	<input type="text"/>	VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>
PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>
ERR OVRD	<input type="text"/>	VEND INFO	<input type="text"/>		

EXHIBIT VIII-3

CALSTARS 50  
(Rev. 3/08)

ENCUMBRANCES POSTING TAG

ORG: \_\_\_\_\_

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>
MULTI PUR	<input type="text"/>	VEND INFO	<input type="text"/>		
ERR OVRD	<input type="text"/>				
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>
MULTI PUR	<input type="text"/>	VEND INFO	<input type="text"/>		
ERR OVRD	<input type="text"/>				
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>
MULTI PUR	<input type="text"/>	VEND INFO	<input type="text"/>		
ERR OVRD	<input type="text"/>				
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	DOC DATE	<input type="text"/>
CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>
PCA	<input type="text"/>	AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>
PROJ/WP	<input type="text"/>	PCA ACTY	<input type="text"/>	LOCATION	<input type="text"/>
MULTI PUR	<input type="text"/>	VEND INFO	<input type="text"/>		
ERR OVRD	<input type="text"/>				

EXHIBIT VIII-4

CALSTARS 56  
(Rev. 12/10)

CLAIM SCHEDULE TRANSACTION POSTING TAG

ORG: \_\_\_\_\_

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
SOURCE/AS	<input type="text"/>	APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>
FUND/DTL	<input type="text"/>	METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
RA MSG ID	<input type="text"/>	VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
SOURCE/AS	<input type="text"/>	APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>
FUND/DTL	<input type="text"/>	METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
RA MSG ID	<input type="text"/>	VEND INFO	<input type="text"/>		

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
SOURCE/AS	<input type="text"/>	APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>
FUND/DTL	<input type="text"/>	METHOD	<input type="text"/>	SUBSIDRY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
RA MSG ID	<input type="text"/>	VEND INFO	<input type="text"/>		

EXHIBIT VIII-5

CALSTARS 53  
(Rev. 4/11)

OFFICE REVOLVING FUND POSTING TAG

ORG: \_\_\_\_\_

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	INVOICE	<input type="text"/>
DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	CHECK	<input type="text"/>	FUND/DTL	<input type="text"/>
SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>	DUE DATE	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
CK MSG ID	<input type="text"/>	VEND INFO	<input type="text"/>		
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	INVOICE	<input type="text"/>
DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	CHECK	<input type="text"/>	FUND/DTL	<input type="text"/>
SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>	DUE DATE	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
CK MSG ID	<input type="text"/>	VEND INFO	<input type="text"/>		
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	INVOICE	<input type="text"/>
DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	CHECK	<input type="text"/>	FUND/DTL	<input type="text"/>
SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>	DUE DATE	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
CK MSG ID	<input type="text"/>	VEND INFO	<input type="text"/>		
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	INVOICE	<input type="text"/>
DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>	INDEX	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	CHECK	<input type="text"/>	FUND/DTL	<input type="text"/>
SUBSIDRY	<input type="text"/>	GLAN	<input type="text"/>	DUE DATE	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
CK MSG ID	<input type="text"/>	VEND INFO	<input type="text"/>		

EXHIBIT VIII-6

CALSTARS 55  
(Rev. 4/11)

GENERAL PURPOSE POSTING TAG

ORG: \_\_\_\_\_

TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>	CHECK	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	BUD SEQ	<input type="text"/>	SUBSIDIARY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
RA MSG	<input type="text"/>	CK MSG	<input type="text"/>	VEND INFO	<input type="text"/>
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>	CHECK	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	BUD SEQ	<input type="text"/>	SUBSIDIARY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
RA MSG	<input type="text"/>	CK MSG	<input type="text"/>	VEND INFO	<input type="text"/>
TC	<input type="text"/>	MODIFIER	<input type="text"/>	FFY	<input type="text"/>
REF DOC/S	<input type="text"/>	VENDOR/S	<input type="text"/>	RPI	<input type="text"/>
INVOICE	<input type="text"/>	DOC DATE	<input type="text"/>	CUR DOC/S	<input type="text"/>
INDEX	<input type="text"/>	OBJ DTL/AO	<input type="text"/>	PCA	<input type="text"/>
AMOUNT	<input type="text"/>	REVERSE	<input type="text"/>	PROJ/WP	<input type="text"/>
LC DPOSIT	<input type="text"/>	SOURCE/AS	<input type="text"/>	CHECK	<input type="text"/>
APPN SYM	<input type="text"/>	FUND SRCE	<input type="text"/>	FUND/DTL	<input type="text"/>
METHOD	<input type="text"/>	BUD SEQ	<input type="text"/>	SUBSIDIARY	<input type="text"/>
GLAN	<input type="text"/>	DUE DATE	<input type="text"/>	PCA ACTY	<input type="text"/>
LOCATION	<input type="text"/>	MULTI PUR	<input type="text"/>		
RA MSG	<input type="text"/>	CK MSG	<input type="text"/>	VEND INFO	<input type="text"/>

EXHIBIT VIII-7  
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
TC	Transaction Code	<b>Enter a 3-position numeric or alpha-numeric code that identifies each accounting event.</b> Required on all transactions.
MODIFIER	Modifier	<p><b>Enter the Modifier code, as appropriate.</b> No modifier is necessary when recording an original document (not previously entered).</p> <p><b>Blank</b> - Modifier code not required. If liquidating an encumbrance document, a blank is treated the same as a partial payment.</p> <p><b>A</b> - Allows posting to a closed document.</p> <p><b>C</b> - Closes a document to preclude further posting.</p> <p><b>F</b> - Final posting. When making a final payment that liquidates GL 6150 encumbrance documents, the F modifier closes the document and automatically brings the balance of the document to zero. The liquidation amount to bring the balance of the document to zero may be different than the payment amount entered on the transaction. For all other types of documents, the F modifier closes the document and will liquidate the documents for the amount entered on the transaction. The F modifier does not automatically bring the balance of non-encumbrance documents to zero.</p> <p><b>I</b> - Inactive. Used to override an inactive table entry to allow the transaction to post. Does not change the table Active/Inactive indicator.</p> <p><b>P</b> - Partial payment or receipt. Liquidates the previously entered document for the amount of this transaction (Same as "Blank").</p> <p><b>S</b> - Saves the document. Places '999999' in the Close Date so that the document is not purged from the Document File.</p>
FFY	Funding Fiscal Year	<b>Enter the Funding Fiscal Year to which the transaction applies.</b> Required on all transactions. (For example, Fiscal Year 2000-2001 is coded as <b>00</b> .)
REF DOC/S	Reference Document Number and Suffix	<b>References a record on the Document File</b> , e.g., when coding an expenditure affecting a previously entered encumbrance, the Reference Document Number identifies the encumbrance document.
VENDOR/S	Vendor Number and Suffix	<b>Identifies the supplier, contractor or employee involved in a transaction.</b> The first ten positions identify the vendor while the two-position suffix distinguishes between multiple mailing addresses.

EXHIBIT VIII-7  
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
RPI	Reportable Payments Indicator	<p><b>Enter one of the following, or leave blank</b>, as appropriate: (See Volume 1, Chapter XII for information on how Reportable Payments are identified and reported in CALSTARS.)</p> <p><b>Blank</b> - Not a Late Payment Interest Penalty or Subject to Use Tax.</p> <p><b>8</b> - Small Business Late Payment Interest Penalty. Code for the <b>calculated amount of the penalty only</b>; not the amount subject to the penalty. (RPI #8 displays data on the W07 Report but is printed on the Remittance Advice as RPI #5: Interest).</p> <p><b>9</b> - Subject to Use Tax.</p>
INVOICE	Invoice Number	<p>(Optional) <b>The invoice field may be used to record data in two ways:</b></p> <p>(1) To show the Vendor's invoice number on claim schedule transactions, up to 14 digits/characters may be printed on the remittance advice slip (RA).</p> <p>(2) To print information on automated check transactions, the fund code and up to 14 characters of transaction information are printed in the upper-left box of the check. If this field is blank, only the fund code appears. The Batch Check Message Indicator must equal '<b>N</b>' in order to use this field. To use messages from the check message table, change this indicator to '<b>Y</b>'. Only one method can be used to produce check messages per batch.</p>
DOC DATE	Document Date	<p><b>Enter the 8-digit document date in MM/DD/YYYY format.</b> When used with automated claim schedule transactions, the Document Date is printed on the Remittance Advice Slip. Leave blank for automated check transactions.</p>
CUR DOC/S	Current Document Number and Suffix	<p><b>Enter the number of the document currently being processed</b>, if applicable. This number must be unique for TCs posting to the Document File. If the transaction posts to the Document File, it left-justifies and right-zero fills. If the transaction is in a claim schedule batch, use this field <b>only</b> for Contract Number or Purchase Order Number. The document number will print on the face sheet.</p>
INDEX	Index Code	<p><b>Use an Index Code to post encumbrances, expenditures or revenue/receipts</b> to internal organizational levels. This field is optional based on Transaction Code requirements and agency needs. It is controlled by the agency through values entered in the Data-Related Error Severity Segment of the Organization Control Table and posting level indicators in the Appropriation Symbol and Index Code Tables.</p>
OBJ DET/AO	Object Detail and Agency Object	<p><b>Enter the Object Detail</b> used to identify the goods or services for which an encumbrance or expenditure/abatement is recorded.</p> <p>(Optional) <b>Enter an Agency Object</b> used to further classify the type of service or goods for internal agency reporting purposes.</p>

EXHIBIT VIII-7  
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
PCA	Program Cost Account	<b>Identify the Program Cost Account number</b> to be charged or credited.
AMOUNT	Amount	<b>Enter the transaction amount.</b> Required on all transactions. A zero amount (not blank) is a valid value. Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for optional commas and the decimal point.
R	Reverse Code	<b>Enter one of the following:</b>  <b>Blank</b> - Normal transaction.  <b>R</b> - Reverse. Assigns an opposite sign (+,-) to the normal debit and credit General Ledger accounts in the Transaction Code (TC). <b>R</b> is not allowed for some TCs and should not be used with automated claim schedule TCs. Transactions which do not allow an <b>R</b> contain that message on the Transaction Illustration, Volume 5.
PROJ/WP	Project and Work Phase	(Optional) <b>Enter a specific grant or Project Number and a Suffix to identify specific phases of a grant or project.</b> This field is optional since the Project and Work Phase may be automatically referenced by either the PCA or the Index Code.
LC DPOSIT	Location Deposit Number	(Optional) <b>Enter the Location Code and the Report of Deposit number.</b> Both the 3 digit location code and the 10 digit deposit number are found on the deposit slip.
SOURCE/ AS	Source Code and Agency Source	<b>Enter a Source to identify receipts or receivables as specified in the UCM.</b>  (Optional) <b>Enter an Agency Source to further classify the receipt source for internal agency reporting purposes.</b>
CHECK	Check Number	<b>Enter the Check Number on manually produced checks.</b> Leave blank for automated check or non-check entries.
<u>Funding Segment:</u>		The Appropriation Symbol, Fund Source, Fund, Fund Detail (if applicable), and Method are all required to override the PCA disbursement funding and may be entered for appropriation accounting when PCA is not required.
APPN SYM	Appropriation Symbol	<b>Enter an Appropriation Symbol, as appropriate</b>
FUND SRCE	Fund Source	<b>Enter a Fund Source, as appropriate.</b>
FUND/ DTL	Fund and Fund Detail	<b>Enter a Fund, as appropriate.</b>  (Optional) <b>Enter a Fund Detail, as appropriate.</b>

EXHIBIT VIII-7  
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
METHOD	Funding Method	<b>Enter a Method, as appropriate.</b>
BUD SEQ	Budget Sequence	<b>Enter the code that identifies the budget sequence number</b> , as appropriate, to which a transaction must post.
SUBSIDRY	Subsidiary	<b>Enter the code that identifies the General Ledger Subsidiary account</b> , as appropriate, to which a transaction must post.
GLAN	General Ledger Account Number	<b>Enter the code that identifies the debit or credit general ledger accounts</b> , if required, to which the transaction must post. Applicable only to <b>GL Input</b> transaction coding requirements in the Transaction Illustrations, Volume 5.
DUE DATE	Due Date	<b>Enter the date in the 'MMDDYYYY' format, as appropriate, or leave blank.</b> For manual check transactions, the Due Date is the check date. For automated check transactions, this field must be <b>blank</b> because the Check Writer Subsystem enters the date.
PCA ACTY	PCA Activity	(Optional) <b>Enter a code to identify activities within a PCA.</b> This code does not become part of the cost allocation or fund split process.
LOCATION	Location	(Optional) <b>Enter the code to accumulate financial data by geographic location.</b>
MULTI-PURPOSE	Multipurpose	(Optional) <b>Enter the code to track agency-specific operations</b> that are not included in the CALSTARS classification structure.
ERR OVRD	Error Override	(Optional) <b>Enter W</b> to treat errors as "Warnings" if the errors are designated as "Fatal" on the Organization Control (OC) table's Data and Fund Error severity segments.
RA MSG ID	Remittance Advice Message ID	Enter the Remittance Advice Message ID to retrieve message from Remittance Advice Table to be printed on RA for auto-claim transactions.
CK MSG ID	Check Message ID	Enter the Check Message ID to retrieve message from Check Message Table to be printed on checks for auto-check transactions. The Batch Check Message Indicator must equal to 'Y' in order to use this field.
VEND INFO	Vendor Information	(Optional) <b>To use the vendor information fields, code any alphanumeric character.</b> When <b>Enter</b> is pressed, a pop-up window will appear to allow the vendor information to be keyed. <b>The Vendor Number/Suffix must be blank.</b>

## BATCH HEADER SLIP PREPARATION

All CALSTARS transactions originate from source documents or automated system processing actions. Posting tags for transactions originating from source documents must be batched and a Batch Header Slip (CALSTARS 25) prepared before the batch goes to the data entry point. Batching consists of:

- ✦ Separating the CALSTARS posting tags by type and by other classifications, as appropriate.
- ✦ Creating an adding machine tape showing the number of transactions in the batch and the total batch amount.
- ✦ Preparing a Batch Header Slip.
- ✦ Attaching all of the documents to the Batch Header Slip along with the proof adding machine tape.

The Batch Date on the Batch Header Slip should normally be the date the document is expected to be keyed and released for system processing.

The Batch Header Slip is shown in Exhibit VIII-8. Instructions for completing the Batch Header Slip are contained in Exhibit VIII-9.

EXHIBIT VIII-8

CALSTARS 25 (revised 09/11)		<b>BATCH HEADER SLIP</b>			ORG: _____		
DATE	<input type="text"/>	<input type="text"/>	<input type="text"/>	BATCH TYPE	<input type="text"/>	BATCH NUMBER	<input type="text"/>
EDIT IND	<input type="text"/>			FM	<input type="text"/>	CLAIM SCHED #	<input type="text"/>
CK MSG	<input type="text"/>						
BATCH COUNT	<input type="text"/>	ABSOLUTE BATCH AMOUNT	<input type="text"/>	OPTIONAL NET AMOUNT	<input type="text"/>	+/-	<input type="text"/>
PREPARED BY	_____			DATE PREPARED	_____		
ENTERED BY	_____			DATE ENTERED	_____		
SPECIAL INSTRUCTIONS							

EXHIBIT VIII-9  
BATCH HEADER SLIP AND  
BATCH HEADER SCREEN INSTRUCTIONS

Field	Title	Coding Requirements
ORG CODE	Organization Code	Assigned by the signon ID security; cannot be changed except by sign-off and re-signon.
DATE	Batch Date	Current date is supplied by CALSTARS. May be modified by using the back tab and overkeying in the <b>MMDDYYYY</b> format.
BATCH TYPE	Batch Type	<b>Enter the code for the batch type.</b> Documents may be batched using an agency defined coding system (except <b>00</b> is reserved for FM 13 adjusting entry batches and alpha characters are reserved for system generated batches).
BATCH NUMBER	Batch Number	<b>Enter the Batch Number assigned.</b> A unique Batch Number must be selected from the Batch Control Log. The letter <b>A</b> cannot be used in the first character unless the batch is an FM 13 adjusting entry/reclassification batch for automated reversal. Ensure that the batch is recorded in the Batch Control Log.
EDIT IND	Batch Edit Indicator	<b>Enter the value to specify the desired edit and update options:</b>  <ul style="list-style-type: none"> <li><b>0</b> No edits except for data integrity.</li> <li><b>1</b> Data integrity edits, table edits, document file match edits.</li> <li><b>2</b> Data integrity edits, table edits, document file match edits, shadow file edits and shadow file posting.</li> </ul> Refer to Chapter VII, Online File Inquiry, for a complete discussion of these values.
CK MSG	Check Message Indicator	<b>Enter the value to specify the method for creating messages on checks:</b>  <ul style="list-style-type: none"> <li><b>N</b> Use invoice field to populate up to five message lines on a check. (Default is set to <b>N</b>.)</li> <li><b>Y</b> Use Check Message ID to print messages on check.</li> </ul>
FM	Fiscal Month	<b>Enter the fiscal month to which the transactions in the batch apply</b> (code <b>01-13</b> where <b>01</b> = July and <b>13</b> = year-end adjustment).
CLAIM SCHED #	Claim Schedule Number	<b>Enter the Claim Schedule number for the SCO payment of invoices, refunds or ORF reimbursement.</b>
BATCH COUNT	Batch Transaction Count	<b>Enter the total number of transactions in the batch.</b> Do not use commas. Each transaction is assigned a count of "one."

EXHIBIT VIII-9  
BATCH HEADER SLIP AND  
BATCH HEADER SCREEN INSTRUCTIONS

Field	Title	Coding Requirements
ABSOLUTE BATCH AMOUNT	Absolute Batch Amount	<b>Enter the sum of all transactions in the batch <i>without</i> regard to their sign (+ or -).</b> Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for the optional commas and decimal point.
OPTIONAL NET BATCH AMOUNT	Net Batch Amount	(Optional) <b>Enter the net sum dollar amounts of the batch.</b> All Transaction Illustrations in Volume 5 display "Plus" or "Minus" in the NET BATCH BALANCE field. The <b>R</b> code <b>reverses</b> the normal sign specified in the Transaction Illustrations. Use the "Plus" and "Minus" sign of each TC to calculate the net sum dollar amount of the batch.  Do not use a dollar sign or leading zeros. The screen field allows for 17 characters. However, no more than 13 of the characters may be numbers. The remaining 4 characters are reserved for the optional commas and decimal point. If the net batch amount is a negative, enter "-" in the "+/-" field, see below.
+ / -	Sign	<b>Enter the sign if the <i>net amount</i> is minus (-), or plus (+) or blank if the amount is positive.</b> (Only used when the <b>Optional Net Batch Amount</b> is used.)
PREPARED BY	Prepared By	<b>Enter the name of the person who prepared the batch.</b>
DATE PREPARED	Date Prepared	<b>Enter the date the person prepared the batch.</b>
ENTERED BY	Entered by	<b>Enter the name of the person entering the batch</b> indicating that the batch has been entered. If the same person does both operations, she or he signs both places.
DATE ENTERED	Date Entered	<b>Enter the date the person key-entered the batch.</b>
SPECIAL INSTRUCTIONS	Special Instructions	<b>Enter notes for audit trail or instruction, as appropriate.</b> This field is used to record information for the person entering the batch or for later identification of the transactions in the batch. May also be used as a cross reference to other batches, claim schedules, etc. The person who enters the batch should note any discrepancies during data entry such as a batch out-of-balance and note corrections/changes on the transactions and header <b>as entered</b> . Also, change the Batch Control Log, as appropriate.

**BATCH CONTROL LOG**

After the transactions are batched, the batches must be recorded in the CALSTARS Batch Control Log (CALSTARS 26) **before** they are entered into CALSTARS. A Batch Control Log form is shown in Exhibit VIII-10. Instructions for completion are contained in Exhibit VIII-11.



EXHIBIT VIII-11  
BATCH CONTROL LOG INSTRUCTIONS

Field	Title	Coding Requirements
<i>Most of the information required for the Batch Control Log comes from the Batch Header Slip and may be copied onto the Log:</i>		
DATE	Date	<b>Enter the Batch Date from the Batch Header Slip.</b>
BATCH TYPE	Batch Type	<b>Enter the Batch Type from the Batch Header Slip.</b>
BATCH NUMBER	Batch Number	<b>Enter the Batch Number from the Batch Header Slip.</b>
FM	Fiscal Month	<b>Enter the Fiscal Month from the Batch Header Slip.</b>
CK MSG	Check Message	<b>Enter the Check Message from the Batch Header Slip.1</b>
CLAIM SCHED. #	Claim Schedule Number	<b>Enter the Claim Schedule Number from the Batch Header Slip.</b>
BATCH COUNT	Batch Count	<b>Enter the Batch Count from the Batch Header Slip.</b>
ABSOLUTE BATCH AMOUNT	Absolute Batch Amount	<b>Enter the Absolute Batch Amount from the Batch Header Slip.</b>
OPTIONAL NET AMOUNT	Optional Net Amount	(Optional) <b>Enter the Optional Batch Amount from the Batch Header Slip.</b> Enter the sign (-) if the amount is minus.
OPER INITIAL	Operator's Initial	<b>Enter the name/initials of the person who is going to enter the batch.</b> An additional mark may be entered in this column signifying the batch has been entered, balanced and released.
COMMENTS	Comments	(Optional) <b>Enter information for any agency purpose.</b> A few words of identification may make it easier to later find the batch for review or audit.