# III Standard Reports

## CALSTARS STANDARD REPORT HEADING

All CALSTARS standard financial reports use a common report heading. System generated reports have a different common heading. The CALSTARS standard report heading is illustrated in Exhibit III-1.

The report heading should be examined carefully before using any report to ensure the accuracy of the following:

- ✪ **Organization** of the report
- ✪ **Fiscal Month** requested
- ✪ **Level of Detail** options
- ✪ **Other selection** options

## CALSTARS STANDARD REPORT DESCRIPTIONS

This chapter provides information about each standard requestable report. The report purpose, level of detail, and available coding options are included to help agencies select a report that will best meet their needs. The CALSTARS Report Request Table Reference Card (Ref Card) summarizes much of the information in this chapter and can be used as a quick reference tool. The Ref Card is available at http://dof.ca.gov/Accounting/CALSTARS/User_Procedures/. An example of the Ref Card is displayed at the end of Chapter II-A of this volume.

The standard reports listed in Chapter III are organized into *sections* by the **first letter** corresponding to their source file. The various reports are then assigned a **2-digit** Report Number to uniquely identify them. For example, the letter **D** identifies all **Document File** reports and the **D16** is the Document Report for SCO Reconciliation.

The letters used to separate the reports by their source file are listed here:

**A**-Allotment
**B**-Appropriation
**C**-Cash Control
**D-**Document
**E**-Executive
**F**-Grant Project
**G**-General Ledger
**H**-History
**I**-Index Code Table
**K**-Check
**L**-Labor
**N**-Budget File
**P**-Reportable Payments
**Q**-Operating File
**R**-PCA Table
**S**-Subsidiary
**U**-Vendor Payment
**X**-Vendor Edit Table
**Y**-Year-end Adjustment

Each report has a sample and is shown under an *Exhibit Number* that is the **3-digit Report ID**; e.g., EXHIBIT III-D01, EXHIBIT III-HB4 or EXHIBIT III-Q16. This ID appears at the top of each page. Each section has page numbers in the following format: III-*n*-1, where *n* is the letter that identifies the source file used for the report. The sections for each file are presented in alphabetical sequence by the first letter of the Report ID.

## REPORT DESCRIPTION FORMAT

Within this chapter, the following format is used to describe each report:

**REPORT NAME** - Title that appears in the report heading.

**REPORT NO.** - Report ID in the upper left corner of the report heading.

**PURPOSE** - Describes the general content and intended purpose of the report.

**DESCRIPTION** - Describes the data content and the presentation of data on the report.

**REPORT REQUEST OPTIONS** – Displays the available options for each report as described in the appropriate chapter of this volume or as listed on the Ref Card. The report options selected are always shown on the first line of the report heading.

The report options are defined as follows:

- ✪ Report Period (FM and P)
- ✪ Level of Detail Options (I-P-O-F)
- ✪ Fund Selection (where applicable)
- ✪ GLAN Selection (where applicable)
- ✪ Additional Report Selection Options (where applicable)
- ✪ Destination Option.

**FINANCIAL ELEMENTS** - Describes each financial column on the report, in the sequence from left to right. The description also identifies the General Ledger Account Number(s) (GLAN) that applies to data in the column and whether the normal value is a Debit or a Credit.

**SPECIAL NOTES** - Describes other information that affects the display of data, i.e., data exclusions/limitations and explanations of unique features.

**REPORT SORT** - Table listing of data fields in the sequence used for sorting information displayed on the report. The Sort Table lists only those items that are used in sorting records for display on the report. Accordingly, the **Data Field** lists the hierarchy (high to low) of the report sort for the data displayed in the report. These sorts are unique to each report. The Report Sort table provides the following information for each **Data Field** listed:

**Selection Options:** Indicates the request options available to select the type of data appearing on the report.

**Page-Break:** Indicates if a new page starts when the data in this field changes.

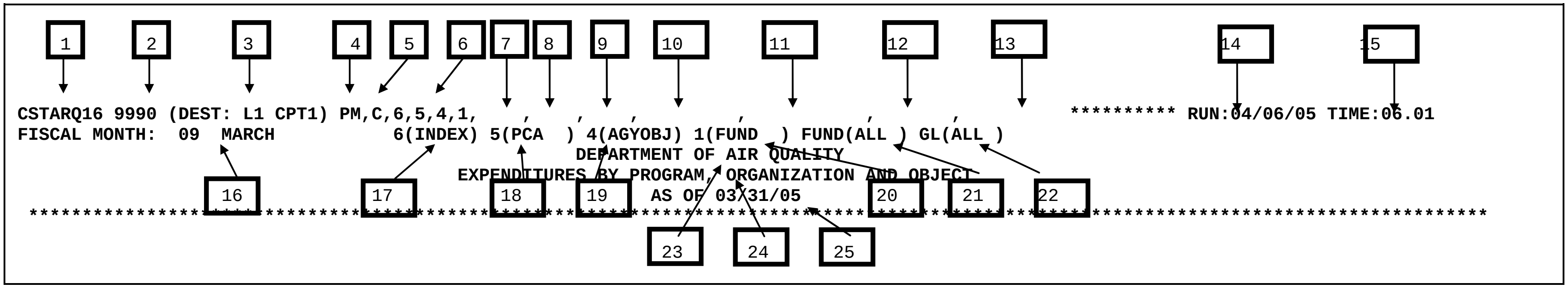
**Sub-Total:** Indicates if there is a sub-total on this field.

Refer to the sample Exhibit III-D01 (for the D01 Report) in Exhibit III-2.

## SAMPLE STANDARD REPORTS

One or more report samples for each report are included. Although there are many selection options, the report sample typically shown is commonly used. Sometimes more than one page is displayed when the column headings vary with the report function. When the data includes vendor names or employee names, it is fictitious to preserve confidentiality. When a report displays a Social Security number or a Federal Employer Identification Number (FEIN), the numbers are replaced by all nines (9). When there is complex logic involved in the display of data on the report, there will be additional sections to describe the selection/classification of records on the report; e.g., HB4 and HB5 reports.

EXHIBIT III-1
STANDARD CALSTARS REPORT HEADING




| EXPLANATION OF STANDARD REPORT HEADING | | |
|---|---|---|
| No. | Name | Description |
| 1 | CSTARQ16 | Report identification. Always starts with 'CSTAR'; then XXX (report ID). |
| 2 | 9990 | Organization Code of the agency whose data is contained in this report |
| 3 | DEST: L1 CPT1 | Output media: (Type) L=Laser; 1=number of copies; CPT1= Printer ID |
| 4 | PM | Fiscal Month Option (PM = Prior Month) |
| 5 | C | Period Option (C = Current Fiscal Year Only) |
| 6 | 6,5,4,1 | Level of Detail codes |
| 7 | (blank) | Specify a Fund Option (*nnnn* = Fund code) |
| 8 | (blank) | Specify a General Ledger Account Option (*nnnn* = general ledger acct. or group) |
| 9 | (blank) | Specify a Funding Fiscal Year |
| 10 | (blank) | Specify a range of Index Codes |
| 11 | (blank) | Specify a range of PCA numbers |
| 12 | (blank) | Specify a range of Object codes |
| 13 | (blank) | Specify a Project Number and/or Workphase |
| 14 | RUN: *mm/dd/yy* | Date report was produced by CALSTARS |
| 15 | TIME: *hh.mm* | Time the report was produced by CALSTARS |
| 16 | FISCAL MONTH: 09 MARCH | Two-digit numeric and descriptive Fiscal Month of the report |
| 17 | 6(INDX) | Organization Level (6 = Index) |
| 18 | 5(PCA) | Program Level (5 = PCA) |
| 19 | 4(AGYOBJ) | Object/Source Level (4 = Agency Object) |
| 20 | 1(FUND) | Fund Option (1 = Report by Fund) |
| 21 | FUND(ALL) | Fund Code Option (ALL = No fund restriction or Not applicable) |
| 22 | GL(ALL) | General Ledger Account Option (ALL = No GL restriction or Not applicable) |
| 23 | DEPT OF THE . . . | Name and Organization Code of the agency in the report |
| 24 | EXPENDITURES BY . . . | Title of the report |
| 25 | AS OF . . . | The ending period of the report (corresponds to item 16) |

EXHIBIT III-2
SAMPLE: EXHIBIT III-D01

| | | |
|---|---|---|
| REPORT NAME: | **Document Report of Encumbrances, Obligations and Payables** | REPORT NO: **CSTARD01** |
| **PURPOSE:** | Provides information to assist in monitoring the status of individual liabilities. | |
| **DESCRIPTION:** | The D01 Report displays Document File records for selected General Ledger Account Numbers: 3010, 3040, 3110, 3210, 3220, 3290, 3730, 6150 and 6170. See the D05 Report for GL 3020. | |

**REPORT REQUEST OPTIONS:**

**Report Period:**

**FM:** CM, PM or PY
**P:** Not Applicable

**Level of Detail:**

| Index (I) | Program (P) | Object/Source(O/S) | Fund (F) |
|---|---|---|---|
| 0-No Organization | 0-All Records | Not Applicable | 1-Fund |
| 1-Section | 1-Project | | 2-Fund Detail |
| | 2-Work Phase | | |

**Fund Selection:** Blank (all Funds) or any valid Fund

**GLAN Selection:** Blank (all GLs), 3010, 3040, 3110, 3210, 3220, 3290, 3730, 6150 or 6170

**Additional Report Selection Options Screen:**

**Index Range:** Enter the Index or range of Indexes. Leave blank for all Indexes.

**PCA Range:** Enter the PCA or range of PCAs. Leave blank for all PCAs.

**OBJ Range:** Enter the Object Detail or range of Object Details. Leave blank for all Object Details.

**FFY Selection:** Enter the FFY or leave blank for all FFYs.

**PRJ/WP Selection:** Enter the Project and Work Phase independently, or a combination of Project and Work Phase. Leave blank for all Project/Work Phases.

**Destination Options:** All available output media

**E1 (Electronic Storage) Report Request Options**: E1 options are limited to the following:

Report Period FM: PM or PY
Level of Detail: All options available
Fund Selection: Blank only
GLAN Selection: Blank only
Additional Report Selection Options: All selections and ranges – Blank only

EXHIBIT III-2 (Continued)
SAMPLE: EXHIBIT III-D01

| REPORT NAME: **Document Report of Encumbrances, Obligations and Payables** | REPORT NO: **CSTARD01** |
|---|---|

**FINANCIAL ELEMENTS:**

**Original Document:** The amount of funds encumbered or obligated by the original accounting transaction. Normal balance is a Credit.

**Adjustments:** Net of subsequent entries to increase or decrease the original document amount. Normal balance may be a Debit or Credit.

**Liquidations:** The amount that has been liquidated. For Encumbrances (6150) when a final payment is recorded, this amount is the sum of the original and adjustments columns. Normal balance is a Debit.

**Payments**: The actual expenditures or payments made against the document. For Encumbrances (6150), this may be more than the amount in the liquidations column. Normal balance is a Debit.

**Balance:** Calculated as the sum of Original Document, Adjustments, and Liquidations.

**SPECIAL NOTES:**

If the requested Program level is **1** or **2**, only documents with a Project Number are selected. (Project Number not blank.)

Obligations are not shown on a PY report.

Zero balance documents are excluded on a PY report.

**REPORT SORT:**

| DATA FIELD | SELECTION OPTIONS | PAGE-BREAK | SUB-TOTAL |
|---|---|---|---|
| Section | Level of Detail: I | Yes | Yes |
| Project | Level of Detail: P | Yes | Yes |
| Fund | Level of Detail: F | Yes | Yes |
| General Ledger | None | Yes | Yes |
| Subsidiary | None | Yes | Yes |
| Document Number | None | No | No |
| FFY | None | No | No |
| Program/Category | None | No | No |