

II-A Requesting Standard Reports

Standard reports are requested using the Request Standard Reports screen (Command **G.3**) and the Report Selection Options screens. Standard reports can be included in a report group, which is useful if the same reports with the same report options are requested on a regular basis. A report group is established using the List of Report Groups screen (Command **G.5**). Both of these CALSTARS Main Menu items are discussed in this chapter. A discussion of the special report request process is also included toward the end of the chapter. A special report request is submitted if reports are lost or are no longer available through the standard report request process.

A diagram of the standard and report group request process is shown in Exhibit II-A-1.

REQUEST STANDARD REPORTS - COMMAND G.3

The Request Standard Reports screen displays a list of all standard requestable reports. The following example includes 2 requests of the G01 report and 1 request of the H06 report.

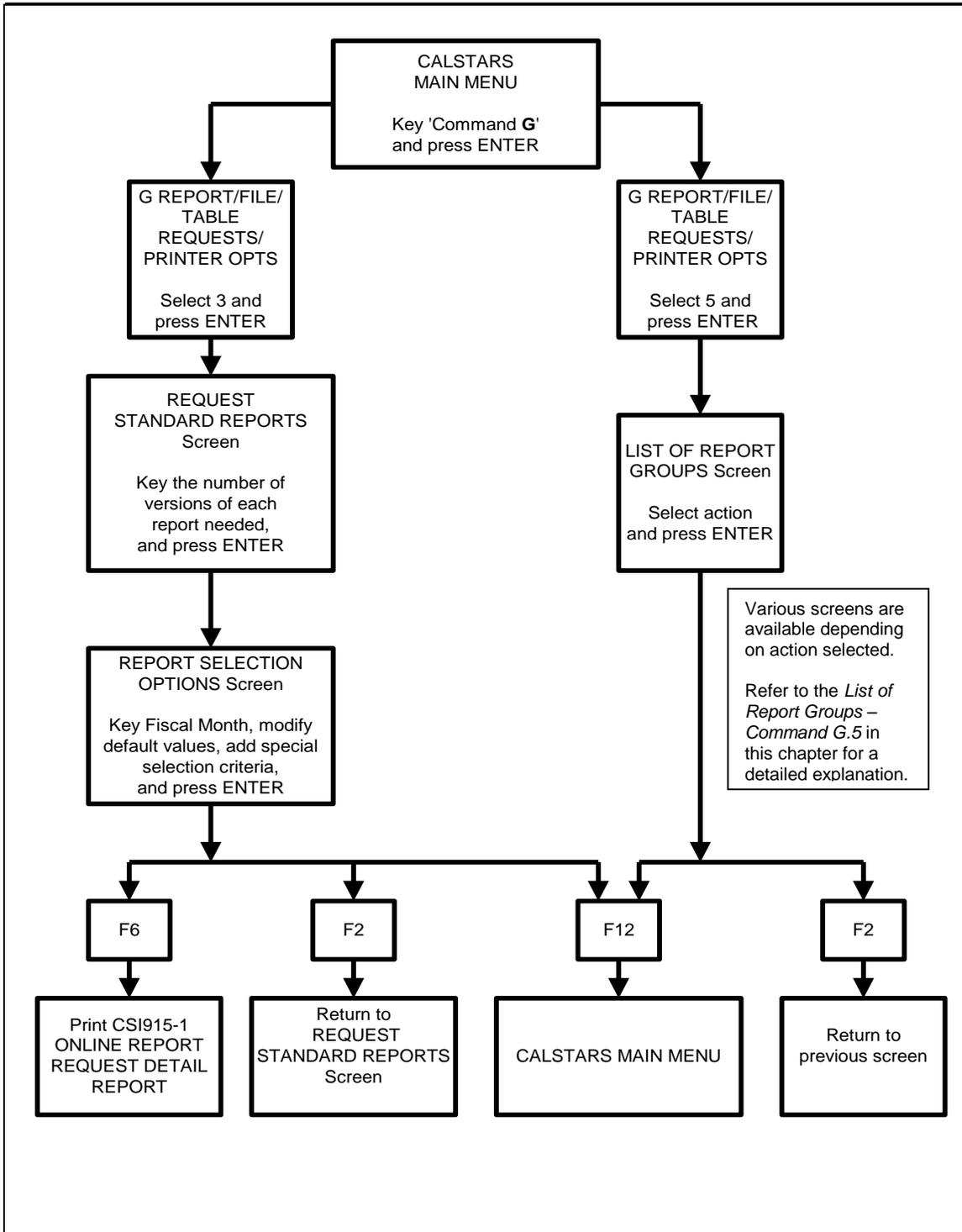
```
9990 G.3: Request Standard Reports                                11-08-2012 01:50 PM

Specify the number of versions for each report and press ENTER
  _ A02  _ A03  _ B03  _ B04  _ B06  _ C01  _ C02
  _ DB1  _ DB2  _ DB3  _ D01  _ D02  _ D03  _ D04  _ D05  _ D06  _ D07
  _ D08  _ D09  _ D10  _ D11  _ D12  _ D13  _ D14  _ D15  _ D16  _ D17
  _ D18  _ D19  _ D20  _ D21
  _ ET1  _ ET2  _ E01  _ E02  _ F01  _ F05
  2 G01  _ G02  _ G03  _ G04  _ G05
  _ HB4  _ HB5  _ HD1  _ HG1  _ HP1
  _ H00  _ H01  _ H02  _ H03  _ H04  _ H05  1 H06  _ H07  _ H08  _ H09
  _ H1A  _ H10  _ H11  _ H12  _ H13
  _ I01  _ K01  _ L01  _ L02  _ N10  _ N11  _ N20  _ P01  _ P02
  _ QC1  _ Q04  _ Q10  _ Q11  _ Q12  _ Q13  _ Q14  _ Q16  _ Q18  _ Q19
  _ Q21  _ Q22  _ Q23  _ Q24  _ Q25  _ Q26  _ Q27  _ Q28  _ Q29  _ Q32
  _ Q33  _ Q34  _ Q35  _ Q36  _ Q37  _ Q38  _ Q42  _ Q43  _ Q50  _ Q51
  _ R01  _ S01  _ U01  _ X01  _ X02  _ X03  _ Y01

Total Request Versions:                Total Report Requests:
Command: _____
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit           RpGrp                               Main
```

When Enter is pressed, the Report Selection Options Screen 1 is displayed if there are no online errors. The Report Selection Options screen displays one line for each report and the options available for each report. Additional selection options are available on Screen 2 by using the F=10 and F=11 navigational keys. Both screens, displayed on page II-A-3, reflect 2 requests of the G01 report and 1 request of the H06 report.

EXHIBIT II-A-1



```

9990 Report Selection Options - Screen 1                                     11-08-2012 01:50 PM
                                                                                   MORE=>

Enter under F below: (D=Delete)
RPT <PERIOD> <DETAIL> <=SELECT=>                                     <=INDEX=> <===PCA===>
F ID G  FM P  I P O F  FUND  GLAN  <==OUTPUT DEST==>  FROM TO  FROM TO
-----
_ G01 ?? M  0 0 0 1  _____  _____  A1 _____
_ G01 ?? M  0 0 0 1  _____  _____  A1 _____
_ H06 ??   1 0 0 1  _____  _____  A1 _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit          RFrsh Print Bkwrd Frwr      Left  Right Main
R75 -INVALID FISCAL MONTH
    
```

```

9990 Report Selection Options - Screen 2                                     11-08-2012 01:50 PM
                                                                                   <=MORE

Enter under F below: (D=Delete)
RPT <PERIOD> <DETAIL><OBJ DTL>                                     REPORT  REQUESTOR
F ID  FM P  I P O F  FROM TO  FFY   PROJ  WP  GROUP ID  USER ID
-----
_ G01 ?? M  0 0 0 1  _____  _____  _____  _____  CSCSDDP
_ G01 ?? M  0 0 0 1  _____  _____  _____  _____  CSCSDDP
_ H06 ??   1 0 0 1  _____  _____  _____  _____  CSCSDDP

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit          RFrsh Print Bkwrd Frwr      Left  Right Main
R75 -INVALID FISCAL MONTH
    
```

Note that help is available for both screens. Refer to the Function Keys section for further discussion of the F1=Help function.

The Request Standard Reports Screen

The Request Standard Reports Screen (G.3) has 2 count fields, 'Total Request Versions' and 'Total Report Requests'. If reports have not been requested for the current process day when accessing this screen, both fields are blank. If reports

have been previously requested on that day or when returning to the Request Standard Reports screen from the Report Selection Options Screen, totals are displayed. The numbers displayed in these fields may change based on data keyed on the Report Selection Options screens. To understand these fields, it is important to know the meaning of the following terms:

Request Version – is defined as a report request that has a unique level of detail or options. Each unique request counts as one version. A report request is unique if no others exist with the same Report ID, Fiscal Month, Period, I, P, O, F, Fund, GLAN, or any other selection option (except Output Destination).

Examples:

A D16 report requested for only one General Ledger Account Number (GLAN) is a different report version than a D16 requested without specifying a GLAN.

An HB4 report requested at Fund Detail level is a different report version than the same HB4 requested at Fund level.

Duplicate Version – is defined as a report version that has the same level of detail and options as a previously requested report version or, in simpler terms, a copy. A copy of a report will not increase the count in the Total Request Versions field. On the Report Selection Options screens, the original version of a report request is displayed in green. All subsequent copies are displayed in white.

Total Report Requests – is defined as the total number of reports requested, which includes all report versions and copies. The 'Total Report Requests' may exceed the 'Total Request Versions'. If copies exist, the counts will not equal.

For the Report Selection Options screen in the example shown above, the Request Standard Reports Screen would display 'Total Request Versions' = 2 and the 'Total Report Requests' = 3.

Requesting Standard Reports

The number of report versions desired is keyed on the Request Standard Reports screen in the space to the left of each report ID, e.g. **3 Q16**. If the tab key skips over a report ID, the report request authority has not been given for that report. When a report cannot be requested, the color of the report ID is light blue and the yellow line to the left of the report ID is missing. The report request authority is controlled by CALSTARS through each agency's Report Request Table.

Note the following when using the Request Standard Reports screen:

- ✪ Up to **9** report versions of a report may be requested at the same time.
- ✪ The sum of all the report versions on the screen may not exceed 100. If the maximum is exceeded, an error message is displayed. The report versions must be decreased. For information on how to make changes on either of the report request screens, refer to the *Making Subsequent Changes on the Report Request Screens* section in this chapter.

The Report Selection Options Screen

When the Report Selection Options screen is accessed, some fields are pre-filled with default values and some fields are blank. Default values differ because report options vary between reports. The screen is formatted as follows:

- ✳ Fields that may be modified are displayed and underlined in yellow.
- ✳ Fields containing data that **cannot** be modified are displayed in green and are **not underlined**, i.e., Report ID, Userid.
- ✳ Fields that do not allow data input are **not underlined**.

To request a change from a statewide default value to the agency's choice, refer to the *Changing The Default Report Selection Options Screen Settings* section in this chapter.

Note the following when using the Report Selection Options Screen:

- ✳ The data entered in the selection option fields must be the correct field length and must not contain special characters or spaces (i.e., FFY must be 4 digits and numeric).
- ✳ Use of selection options (Index through Project/WP) does not alter the sort sequence of a report.

The selection option fields on the Report Selection Options screen is listed in the following table. A more detailed discussion of each field follows.

DATA ELEMENTS	DESCRIPTION
F	D = DELETE: Deletes the report request. The report is removed immediately.
RPT ID	Identifies the report requested. The Report ID cannot be changed.
G	A 'G' designates that a report was requested from a report group.
PERIOD FM P	Fiscal Month of the data. Must always be specified. On some reports, Period qualifies the Fiscal Month or provides a wider range of selection options.
DETAIL I - P - O - F	Identifies the level of detail for Index (organization), Program , Object and Fund displayed in the report.
FUND	On some reports, limits the report to one fund.
GENERAL LEDGER ACCOUNT NUMBER (GLAN)	On some reports, limits the report to one GL account or a group of accounts.

DATA ELEMENTS (Continued)	DESCRIPTION (Continued)
OUTPUT DEST	Specifies output to a printer or other report media and number of report copies. Up to 6 output destinations may be selected, but a destination cannot be used more than once per request line; e.g., one A1 entry for one report line.
INDEX FROM - TO	On some reports, enter an Index or a range of Indexes or leave blank.
PCA FROM - TO	On some reports, enter a PCA or a range of PCAs or leave blank.
OBJ DTL FROM - TO	On some reports, enter one Object Detail Code or a range of Object Detail Codes or leave blank.
FFY	On some reports, enter one FFY or leave blank.
PROJ	On some reports, enter one Project or leave blank.
WP	On some reports, enter one Work Phase (00 is acceptable) or leave blank.
REPORT GROUP ID	System provided only for Group Report requests.
REQUESTOR USER ID	System provided for individual and group requests.

REPORT REQUEST OPTIONS

The report request options available for each report are typically based on the purpose of the report and the CALSTARS file(s) used to prepare the report. To view the options for a specific report, refer to the appropriate chapter in this volume for detailed information or to the CALSTARS Report Request Table Reference Card (Ref Card) for a quick reference. For more information about the Ref Card, refer to the Ref Card section at the end of this chapter.

Report Period - Fiscal Month (FM)

The Report Period FM options are **CM**, **PM**, **PY**, **01-13**, or **nn**, where **nn** represents the last two digits of a Funding Fiscal Year. It is necessary to key the desired FM over the ?? value that automatically appears in the "FM" column.

Current Month (CM) - The financial data through the day the report is requested.

Prior Month (PM) - The financial data through the end of the prior fiscal month.

Prior Year (PY) - The financial data through the end of the prior fiscal year, including FM 13 activity. PY reports can be requested until Year-end Close process begins.

Fiscal Month (01-13) – The Operating File maintains accounting activity by fiscal month (FM01-13). This gives agencies the ability to request most Q reports for a prior fiscal month at any time during the fiscal year, even if that prior month is closed.

If the report is for either the prior or current month, option **PM** or **CM** should be used for processing efficiency.

NOTE: FM 13 transactions are only available between June 30th and the date an agency runs the Year-end Close process (YEC).

Select One FFY (00-99) – Generates a report for a specific FFY. The I01 and R01 are examples of reports that can be requested with this option.

Report Period - Period (P)

The Report Period – **P** option is used to specify various options depending upon the report. Some examples are shown here:

- ✧ FFY(s) can be specified by keying **C** for current FFY only, **P** for all Prior FFYs or **Blank** for all FFYs.
- ✧ For reports that include a "Beginning Balance" (GL File, Cash Control File and Subsidiary File), the reporting period is defined as follows:
 - Y = Annual Activity:** Beginning balances are as of the beginning of the fiscal year.
 - M = Monthly Activity:** Beginning balances are as of the beginning of the fiscal month.
- ✧ The Funding Fiscal Year can be excluded **E** or included **I** from the sort key on the B03 and B04 Reports. This feature is useful to properly display continuing or multi-year appropriations.
- ✧ Vendor Type can be specified for the X01 Report, Alphabetic List of Vendor Edit Table, and X02 Report, Vendor Edit Table by Vendor Number.
- ✧ Labor Reports can be limited to Generator **G** or Adjustment **A**. (**Blank** = all transactions)
- ✧ Records can be selected for DB2 and H02, monthly reconciliation reports by specifying **B** for balanced records, **U** for unbalanced records or **Blank** for all records.
- ✧ Records can be selected by Vendor Type on the D07 Report by specifying **I** for Individual/Sole Proprietor or **Blank** for all records.

For additional information, refer to the specific report in this volume.

Level of Detail (I-P-O-F)

Financial reports can be requested at many levels of detail. The most common Level of Detail options for most reports are presented in the following chart. The available options are dependent upon the report.

Value	Index (I)	Program (P)	Object/Source (O/S)	Fund (F)
0	No Organization	No Program	No Object <i>or</i> No Source	No Fund
1	Section	Program	Category <i>or</i> Source	Fund
2	Sub-Section	Element	Object <i>or</i> Agency Source	Fund Detail
3	Unit	Component	Object Detail	Project
4	Sub-Unit	Task	Agency Object	Fund after Prog/Org
5	Sub-Sub-Unit	PCA Number		Fund Detail after Prog/Org
6	Index			Fund & Reference
7				Fund Detail & Reference
8				Fund & Reference after Prog
9				Fund Detail & Ref after Prog
A				Fund without Fund Source
B				Fund Detail without Fund Source
C				Fund after Program without Fund Source
D				Fund Detail after Program without Fund Source
E				Fund and Reference without Fund Source
F				Fund Detail and Reference without Fund Source
G				Fund and Reference after Program without Fund Source
H				Fund Detail and Reference after Program without Fund Source

The Level of Detail fields are also used for special purposes, e.g., selecting specific registers when requesting the H00 Transaction Registers Report. Refer to the specific report chapter in this volume for detailed information.

Fund

The Fund field can be used to limit a report to one Fund on some reports. Key the 4-digit UCM Fund code in the Fund field or leave **Blank** to include all funds.

General Ledger Account Number (GLAN)

The GLAN field on some reports can be used to limit the report to one GLAN or to specify a section of the report, an Enactment Year, or a group of GLANs. Key the 4-digit GLAN or the appropriate value in the GLAN field.

Output Destination

The 'Output Dest' field consists of two bytes and is used to specify the media type, (laser print, etc.) or destination (agency printer) of a report.

Key one of the codes described below (**A, D, E, F, G, H, L or N**) in the first space. Key a number between **1** and **9** in the second space. For some media types this number is used to request more than one copy of the report. For example, to receive 3 copies of the same report at an agency printer, **A3** is keyed in the Output Destination field.

If the default Output Destination does not display the desired output, it can be changed by keying over the existing values. Up to 6 Output Destinations may be specified for each report version, but duplicate Destination codes cannot be entered on the same report request line.

A = Agency Printer (Overnight processing)

When **A** is keyed, a report is sent to an agency printer after the CALSTARS overnight processing cycle is finished. Up to three copies of a report can be printed for most reports by specifying **A1**, **A2**, or **A3** in the Output Destination. Some reports are limited to 1 copy. The reports are printed on standard computer paper or 12" x 8½" continuous paper-Laser reduced size.

D = Data File (Overnight processing)

When **D1** is keyed, an electronic report file of a CALSTARS standard report is created after the CALSTARS overnight processing cycle is finished. A **D1** file includes the current day's input activity and is available the next morning. The report file can be downloaded to a PC. Refer to Chapter II-C, Data Files, for more information.

E = Electronic Storage (Overnight processing)

When **E1** is keyed, CALSTARS standard reports are created as zipped-compressed data sets for long-term storage and downloading. Refer to Chapter II-C, Data Files, in this volume for more information about **E1** files.

F = File (Same day processing)

When **F1** is keyed, the creation of an electronic report file is initiated as soon as **Enter** is pressed. The **F1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The report file can be down-loaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **F1** reports, key all desired selection criteria prior to pressing the **Enter** key.

Go Online (G) – (Overnight processing)

When **G1** is keyed, an electronic report file of a CALSTARS standard report is created after the CALSTARS overnight processing cycle is finished and a data set is created at OTech. It is available for viewing, printing, saving, exporting, and emailing through a web browser. The following OTech link has more information and tutorials on the Go Online procedures http://www.otech.ca.gov/training/go_online.asp.

To access the Go Online (G1) report output option for both Standard and System Generated Reports it must first be setup by the Department of Finance CALSTARS Production Control Unit. The Agency must send an e-mail to prodcntl@dof.ca.gov and include the following information:

- ✪ 'Report Routing Add Go Online' in the subject line of the e-mail
- ✪ Organization Code
- ✪ Add G1 report output option

H = Headquarters – (Overnight processing)

When **H1** is keyed, the report is printed on the agency printer at the designated headquarters office, which is typically at a different location. Only one copy is allowed. If more copies are desired, the agency or headquarters printer can be reset or backspaced to reprint.

L = Laser (Overnight processing)

When **L** is keyed, a report is printed at the data center on 12" x 8½" continuous paper. Up to 9 copies per day can be requested.

N = 'Now' Agency Printer - (Same day processing)

When **N1** is entered, a report is immediately initiated for printing at the agency. A report data file is also created and available for three days. The **N1** (same day file) request is processed against files produced in the last processing cycle and does not include the current day's input activity. The report data file can be downloaded to a PC. Refer to Chapter II-C, Data Files, for more information.

When requesting **N1** reports, key all desired selection criteria prior to pressing the **Enter** key. Note that if **N1** and **F1** are entered on the **same** request line, an online error message is displayed on the bottom of the screen.

Index/PCA/Object Detail/Project/Work Phase

These field options give agencies the ability to streamline their standard reports to specific values or range of values. Agencies can enter an approximate range for the Index, PCA, and Object Detail without entering the actual table value. For example, an Index range of 0001 to 2000 may be keyed although the first valid Index is 1005. When entering ranges, the only requirements are:

- 1) The first value entered in the range must be greater than zero.
- 2) The value entered in the FROM field must be less than the value entered in the TO field.

The Project and Work Phase fields can be keyed independently or together. If a Project is keyed without a Work Phase, all Work Phases within the Project are selected. If a Work Phase is keyed without a Project, all Projects with the Work Phase are selected. If both a Project and a Work Phase are keyed, only the specified Project and Work Phase are selected.

When the Report Selection Options screen is completed, pressing the **Enter** key causes the screen to be edited. If no errors are detected, the message '121-REPORT REQUEST (S) ACCEPTED FOR PROCESSING' is displayed at the bottom of the screen.

There are no relational edits between the Level of Detail (IPOF) and the selection options requested. Therefore, a report may be ordered at a higher level than the additional selection options requested. For example, a report may be requested at the Section level **I=1** with a specific Index range as a selection option. The report will process at the Section level, but will contain only information for the selected Index range (which may be less than the total Indexes in that Section). The Index numbers will not appear in the body of the report since the overall report was ordered at a higher level.

IDENTIFICATION FIELDS

In addition to the options previously discussed, both a Report Group ID and a Requestor User ID are displayed to the right of the report options on screen 2. The Report Group ID identifies the name of the report group and is present only if the request was initiated through a Report Group. The Requestor User ID identifies the individual requesting a report or submitting a report group.

Making Subsequent Changes On The Report Request Screens

Report requests or versions can be changed, deleted, increased, or decreased anytime during the day prior to nightly processing. Only online requests (**N1** and **F1** Output Destination Codes) are immediately processed when the **Enter** key is pressed.

To **change** a report version:

To change a report version, key over the appropriate field(s) on the Report Selection Options Screen, and press **Enter**. If an **N1** or **F1** report has already been received and another report version is needed that day, agencies may do either of the following:

- ✱ Delete the request and order another report version.
- ✱ Modify the options, key a **1** over the * in the Destination Code field on the Report Selection Options Screen, and press **Enter**.

To **add** report versions:

To increase the number of report versions, key the total desired number of versions (original and new) to the left of the Report Number on the **G.3**, Request Standard Reports screen. Press **Enter**, complete the Report Selection Options screen, and press **Enter**.

To **delete** a report version:

To delete a report request, key a **D** in the **F** action column to the left of the appropriate report on the Report Selection Options screen.

To **increase/decrease** copies:

To increase or decrease the number of copies, key over the number in the Output Destination Code (up to the allowable maximum) on the Report Selection Options screen.

Errors Detected During the Report Request Process

If errors are detected when requesting reports, the erroneous fields are highlighted in red. The error code(s) and a corresponding message(s) are also highlighted in red at the bottom of the screen. Because of space limitations, a maximum of three errors display on the screen at a time. To correct errors, over-key the incorrect information and press **Enter**.

If the number of copies in the Output Destination Code field exceeds the limit, the field exceeding the limit is highlighted in red. The error message, 'RR7-COPIES EXCEED MAXIMUM', is displayed at the bottom of the screen. The number of copies requested must be reduced before continuing. Refer to the Ref Card for the Output Destination limits.

If the total number of report versions exceeds the limit of 100, the Requestor User ID may be referenced to help agencies determine which report requests get priority. When the reports with less priority are identified, they may be deleted or the requested copies decreased.

Refer to the *CALSTARS Procedures Manual*, Volume 4, for the complete listing of error codes and messages.

Multiple Users When Using Request Standard Reports Screen

Occasionally more than one person may simultaneously use the Request Standard Reports Screen. When this occurs, messages are issued so each person is aware of the actions of the other person.

The following situations can occur when one person, Employee 1, is working on the Request Standard Reports Screen and Employee 2 does the following:

✪ **Adds** a report

Employee 1 is unaware of added reports until the **F5** – Refresh key is pressed or the **F2** – Return key is selected.

✪ **Changes** report option(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue and are locked. The message, '321 –BLUE REPORTS CHANGED BY OTHER USER; MUST USE F5 TO SEE CHANGES & CONTINUE', is displayed. Changes made by Employee 1 continue to display until the **F5** key is pressed. At that time, the changes made by Employee 2 are shown. The changes made by Employee 1 to reports that were changed by Employee 2 are lost. Changes by Employee 1 to other reports not altered by Employee 2 are accepted.

✪ **Deletes** a report(s)

The next time Employee 1 presses **Enter**, the report line(s) that was deleted by Employee 2 is displayed in green and is locked. An **X** is shown to the left of the deleted report line(s) in the "F" column. The message, '320 – X=REPORT DELETED BY ANOTHER USER; MUST USE F5 TO SEE CHANGES & CONTINUE', is displayed. When the **F5** – Refresh key is pressed, the deleted line(s) is removed and all other changes are shown.

✪ **Changes and Deletes** a report(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue. The deleted report line(s) is displayed in green, and an X is displayed to the left of the deleted report line(s) in the "F" column. The message, '322 –BLUE RPTS CHANGED & X=DELETED BY ANOTHER USER; MUST USE F5 TO CONTINUE', is displayed at the bottom of the screen. Press **F5** to continue your activity.

NOTE: If Employee 1 is making changes, the same results and messages occur on Employee 2's screen.

Pressing the **F5** – Refresh key shows employees the current version of all requests. The **F5** key can be used at any time, not only when a message is displayed.

NOTE: If changes are made, press the **Enter** key **prior** to pressing the **F5** key.

Function (F) Keys

The program function keys are used for online help, for efficient navigation to various online screens, for clearing the screen, and sometimes for unique purposes. The following F keys are available for the Request Standard Reports and/or Report Selection Options screens:

F1=Help — The following online help is available:

Text information provides additional information about a screen and its functions. When the **F1** key is pressed, a popup menu displays the various Help subjects available. Key the appropriate menu number in the Code field for the desired subject and press **Enter**. Press the **F2** key to end Help and return to the previous screen.

F2=Retrn (Return) — Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

F3=Quit — Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F5=The following two functions are available for the **F5** key.

RptGrp — Displays the **G.5** List of Report Groups screen.

RFrsh — Displays the most current Report Request File information.

F6=Print — Prints the CSI915-1, Online Report Request Detail Report, when pressed from the Report Selection Options screen.

F7=Bkwrđ (Backward) — Go to the previous record (page of records) in the screen's sort sequence.

F8=Frwrđ (Forward) — Go to the next record (page of records) within the screen's sort sequence.

F9=Clear — Erases all keyed fields.

F10=Left — Go to the left to display additional record information.

F11=Right — Go to the right to display additional record information.

F12=Main — Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

Changing the Default Report Selection Options Screen Settings

All requested reports are initially displayed on the Report Selection Options Screen with default values in some of the option fields. The default settings can be changed to the agency's choice rather than the statewide default values. An agency may request changes by completing the CALSTARS 90, Report Request Table Change Form, shown in Exhibit II-A-2. All requested changes must conform to the limitations shown on the Ref Card. Refer to the individual report descriptions in Chapter III for the available Level of Detail options.

The Report Request Table Change Form is also used to add or delete reports that are not in general use, i.e., Q04.

The completed forms should be forwarded to:

E-mail: CALSTARS@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049

Once the change(s) has been implemented, the new default values will automatically appear on the Report Selection Options Screen when the report is requested. Requests forms that are e-mailed will receive an e-mail reply when the changes are completed.

NOTE: The default changes will not affect reports that are already part of report groups. The default change will appear for new groups that are created and **G.3** report requests.

If more than fourteen report options need to be modified, the forms may be clipped together.

Report Request Activity Reports

The CSB915-1 and CSI915-1 reports include a listing of all report request activity. This includes original and duplicate report requests. The activity reports are described here.

CSI915-1, Online Report Request Detail Report

The CSI915-1, which is generated immediately, provides the status of all the current day's report request activity as of the time it is requested. The report is initiated when the **F6** key is pressed from the Report Selection Options screen and displays an 'AS OF' processing time following the report title. When the **F6** print request is submitted for processing, the message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. The report is routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. To access the BPRT report queue, go to Command **G.4** – Printer Control Options. Start (**S**) the printer for Report Class **Z**, Report ID **BPRT**.

A sample of the report is displayed in Exhibit II-A-3. The CSI915-1 report is also created as a dataset (**one day** retention period). The report is named:

CSxxxx.CSI915-1.RPTREQ.Dcyymmdd.Thhmmss

CSB915-1, Daily Report Request Detail Report

The CSB915-1 is an overnight report that provides the status of the previous day's report request activity. The Report Selection Options Screen **as it looks at the end of the processing day**, typically 6:00 PM on production days, is used to process this over-night report. The CSB915-1 can be used as a checklist to verify that reports requested the previous day were received.

The CSB915-1, which displays the same information fields as the CSI915-1 report, is sent to the agency's IEUP printer queue.

The CSB915-1 report is also available as a dataset (**D1**). To receive this report as a dataset, send a request to:

E-mail calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049

Requests that are e-mailed will receive an e-mail reply when changes are complete.

NOTE: Reports noted with ERROR under the Status field are **not** processed.

EXHIBIT II-A-3

CSI915-1 *****
 11/08/2012 (06:00) *****
 CALSTARS ONLINE REPORT REQUEST DETAIL AS OF: 08:53:03 REPORT
 DEPARTMENT OF AIR QUALITY *****
 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

STATUS	RPT	ID	G	FM	P	I	P	O	F	FUND	GLAN	<==OUTPUT DEST==>	<=INDEX=>	FROM	TO	<===PCA===>	FROM	TO	<OBJ DTL>	FROM	TO	FFY	PROJCT	WP	REPORT	REQUESTOR	GROUP ID	USERID
	A02			PM	P	6	5	4	1			A1																CSCWW2
ERROR	R01			??		0	0	0	0			A1																CSCWW2

Use F6 from the Report Selection Options Screen to print this report.
 This report is routed to your agency printer BPRT queue.
 NOTE: The word ERROR in the STATUS column means the report has an error and will not be processed. Return to the G.3 or G.5 screen to make needed corrections

LIST OF REPORT GROUPS - COMMAND G.5

This feature gives agencies the option of establishing a specific group of reports that can be submitted as a group at one time. Reports in the group can be customized by activity, units or individuals and saved for future use. A report group can include up to 100 reports that can be requested by submitting a single report group name. For example, if the same reconciliation reports are requested every month end, these reports can be set up once as a group and then submitted by group name each month. Report groups save agencies time by eliminating repetitive keying and by reducing potential errors and omissions.

The ability to view, input, print, create, copy, change and delete report groups is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

The List of Report Groups screen displays a list of established Report Groups. A sample of the screen is shown here. If report groups have not been previously established, the List of Report Groups screen is empty.

```

9990 G.5: List of Report Groups                                11-08-2012 01:14 PM

Submit Group for Processing: _____ Go To Report Group: _____
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)

      REPORT
F  GROUP ID          TITLE                                <===LAST UPDATED===>   LAST
-----
-  PM-ALL-1    FINAL PM REPORTS-DAY 1    CSCSDDP    12-07-2011    08-17-2012
-  PM-ALL-2    FINAL PM REPORTS-DAY 2    CSCSDDP    12-07-2011
-  PM-BANK     LAURA'S REPORTS FOR BANK REC    CSCWW2     02-04-2011    08-17-2012
-  PM-ORF     TINA'S REVOLVING FUND REPORTS    CSCSDDP    12-07-2011    12-09-2011
-  PM-PFA     JIM'S REPORTS TO DO THE PFAS    CSCWW2     02-04-2012    11-07-2012
-  PM-SCO REC  GL UNIT'S REPORTS FOR SCO REC    CSCWW2     02-06-2012    10-07-2012
-  Q16-PROG20  CM Q16 FOR PROGRAM 20 ONLY    CSCSDDP    12-07-2101
-  Q16-PROG30  CM Q16 FOR PROGRAM 30 ONLY    CSCSDDP    12-07-2011    12-08-2011

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Bkwrd Frwrd                                Main

```

A popup Help menu is available by selecting the **F1** key as displayed below. The **F2** key will return you to the List of Report Groups screen after viewing the Help text.

```

9990 G.5: List of Report Groups                                11-08-2012 02:58 PM

Submit Group for Processing:                                Go To Report Group:
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)

      REPORT
F  GROUP ID          TITLE          <===LAST UPDATED===>   LAST
-----
_  PM-ALL-1         FINAL PM REPORTS-DAY 1   CSCWW      11-01-2012

List of Report Groups Help

      CODE      AVAILABLE OPTIONS
      1  Overview
      2  Functions
      3  PF Keys
CODE:

Please select a Code and Enter, or Press PF2 to Cancel
    
```

FUNCTIONS FOR THE LIST OF REPORT GROUPS SCREEN:

A – Add New Group

To add a new report group, enter an **A** in the Function field on the List of Report Groups screen and press **Enter**. The Report Group screen is shown here.

```

9990 Report Group                                          11-08-2012 04:12 PM

Function: A (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: _____ (Required)
TITLE           : _____
DESCRIPTION      : _____
                 _____
                 _____
                 _____

Last Updated by: User Id:          Date:

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Clear          Main
Enter information to be added
    
```

The **A** in the Function field is green, indicating that it cannot be changed.

Complete the information on the screen as follows:

Report Group ID – Enter up to 10 characters as a report group name. The Report Group ID appears on the Report Selection Options – Screen 2, on the Report Group List, and on detail reports.

Title – Enter up to 30 characters or leave blank.

Description – Enter up to 5 lines of 50 characters or leave blank.

The Title and Description fields can contain any combination of alpha-numeric characters including special characters and spaces.

Pressing **Enter** after completing the required fields displays a Request Standard Report screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3rd line of the screen. A sample screen is displayed here.

```

9990 Request Standard Report                               11-08-2012 05:07 PM

                                ADD REPORT GROUP: PM-ALL-1
Specify the number of versions for each report and press ENTER
  _ A02  _ A03  _ B03  _ B04  _ B06  _ C01  _ C02
  _ DB1  _ DB2  _ DB3  _ D01  _ D02  _ D03  _ D04  _ D05  _ D06  _ D07
  _ D08  _ D09  _ D10  _ D11  _ D12  _ D13  _ D14  _ D15  _ D16  _ D17
  _ D18  _ D19  _ D20  _ D21
  _ ET1  _ ET2  _ E01  _ E02  _ F01  _ F05
  _ G01  _ G02  _ G03  _ G04  _ G05
  _ HB4  _ HB5  _ HD1  _ HG1  _ HP1
  _ H00  _ H01  _ H02  _ H03  _ H04  _ H05  _ H06  _ H07  _ H08  _ H09
  _ H1A  _ H10  _ H11  _ H12  _ H13
  _ I01  _ K01  _ L01  _ L02  _ N10  _ N11  _ N20  _ P01  _ P02
  _ Q01  _ Q04  _ Q10  _ Q11  _ Q12  _ Q13  _ Q14  _ Q16  _ Q18  _ Q19
  _ Q21  _ Q22  _ Q23  _ Q24  _ Q25  _ Q26  _ Q27  _ Q28  _ Q29  _ Q32
  _ Q33  _ Q34  _ Q35  _ Q36  _ Q37  _ Q38  _ Q42  _ Q43  _ Q50  _ Q51
  _ R01  _ S01  _ U01  _ X01  _ X02  _ X03  _ Y01

Total Request Versions:                               Total Report Requests:
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                               Clear                               Main
Enter changes

```

The methodology for requesting standard reports previously discussed in the *Request Standard Reports Screen* section of this chapter also applies to this screen. After selecting the reports for the new report group, press **Enter** to display the following Report Selection Options screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3rd line of the screen. A sample screen is displayed here.

```

9990 Report Selection Options - Screen 1                               11-08-2012 05:07 PM
                                                                    MORE=>
                                ADD REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
RPT  <PERIOD> <DETAIL> <=SELECT=>          <=INDEX=>  <===PCA===>
F ID  G  FM  P   I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
-----
- B04  ??  I   0  0  0  1  _____  _____  A1  _____  _____
- DB1  ??  -   0  0  0  1  _____  _____  A1  _____  _____
- DB2  ??  -   0  0  0  0  _____  _____  A1  _____  _____
- D02  ??  -   0  0  0  1  _____  _____  A1  _____  _____
- D03  ??  -   0  0  0  1  _____  _____  A1  _____  _____
- D04  ??  -   0  0  0  0  _____  _____  A1  _____  _____
- D05  ??  -   0  0  0  0  _____  _____  A1  _____  _____
- D06  ??  -   0  0  0  1  _____  _____  A1  _____  _____
- D06  ??  -   0  0  0  1  _____  _____  A1  _____  _____
- D06  ??  -   0  0  0  1  _____  _____  A1  _____  _____
- D06  ??  -   0  0  0  1  _____  _____  A1  _____  _____
- D06  ??  -   0  0  0  1  _____  _____  A1  _____  _____
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          RFrsh Print Bkwrd Frwrld Clear Left  Right Main
    
```

Navigation between Screen 1 and Screen 2 is done by pressing the **F10** (left) key and the **F11** (right) key.

Replace the “??” in the FM column with the appropriate FM values and add any other changes to the selection criteria as discussed in the *Report Selection Options Screen* section earlier in this chapter. Pressing the **Enter** key causes the entire screen to be edited. If no errors are detected, the message '340 –GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN' is displayed at the bottom of the screen.

To print a listing of all the reports included in the report group, press the **F6** – Print key. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. The CSI914-2 report, 'Report Group Detail Report', is created and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes.

P – Print Group List

To print a listing of **all** the report groups and the reports within each group, key a **P** in the Function field on the List of Report Groups Screen (**G.5**) and press **Enter**. A CSI914-1 report, 'Report Group List Report', is routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-A-4 for an example of this report.

EXHIBIT II-A-4

```

CSI914-1 9990 (DEST: A1 CTP2) *****
                                CALSTARS
11/08/2012 (06:00) *****
REPORT
GROUP ID
                                DEPARTMENT OF AIR QUALITY
                                REPORT GROUP LIST
                                REPORT
                                *****
                                ORG NUMBER: 9990
                                ORG PAGE: 1
                                RUN PAGE: 1
                                <===LAST UPDATE===>
                                LAST SUBMIT
                                DATE
                                DATE
-----
RPT <PERIOD> <DETAIL> <=SELECT=>
STATUS ID  FM  P  I  P  O  F  FUND  GLAN  <=INDEX=>  <===PCA===>  <OBJ DTL>
-----
                                <==OUTPUT DEST==>  FROM  TO  FROM  TO  FROM TO  FFY  PROJCT WP
-----
PM-ALL-1  FINAL PM REPORTS-DAY 1
A02 PM      0 1 0 0      A1 L3
A02 PM      0 2 0 0      A3 L1 D1 H1
A02 PM      0 3 0 0      A3 L1 D1 H1
A02 PM      1 0 0 0      A3 L1 D1 H1
A02 PM      2 0 0 0      A3 L1 D1 H1
A02 PM      3 0 0 0      A3 L1 D1 H1
A02 PM      4 0 0 0      A3 L1 D1 H1
A02 PM      5 0 0 0      A3 L1 D1 H1
A02 PM      6 0 0 0      A1 L1 D1 H1
B03 CM  I    0 0 0 1      A1
B03 PM  I    0 0 0 1      A2 H1
B03 PY  I    0 0 0 1      A3 H1
B04 CM  E    0 0 0 1      H1 A1
                                CSCS99P  11-05-2012  11-08-2012

```

C – Change

To make a change to a report group, go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **C** in the "F" column to the left of the Report Group ID to be modified and press **Enter** to display the Report Group Screen as shown below. Make any desired modifications to the Title and Description.

```

9990 Report Group                                     11-08-2012 06:00 PM

Function: C (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-1
TITLE           : FINAL PM REPORTS-DAY 1
DESCRIPTION     : FIRST SET OF REPORTS TO REQUEST FOR THE
                  PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
                  _____
                  _____
                  _____

Last Updated by: User Id: CSCSDDP   Date: 12-07-2001

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
          Help  Retrn Quit                               Clear          Main
Enter changes

```

Note that the Report Group ID is green and cannot be changed. Press **Enter** to display the Request Standard Report Screen.

Note that 'CHANGE REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen as shown below. Make any desired modifications to the Request Standard Report Screen.

```

9990 Request Standard Report                                     11-08-2012 08:45 AM

                                CHANGE REPORT GROUP: PM-ALL-1
Specify the number of versions for each report and press ENTER
  A02  A03  B03  B04  B06  C01  C02
  1 DB1 1 DB2 - DB3 1 D01 1 D02 1 D03 1 D04 1 D05 7 D06 - D07
  1 D08 - D09 - D10 - D11 - D12 - D13 - D14 - D15 1 D16 - D17
  - D18 - D19 - D20 - D21
  - ET1 - ET2 - E01 - E02 - F01 - F05
  2 G01 - G02 2 G03 - G04 - G05
  1 HB4 - HB5 1 HD1 1 HG1 - HP1
  1 H00 - H01 - H02 1 H03 1 H04 1 H05 1 H06 - H07 1 H08 - H09
  - H1A - H10 1 H11 - H12 - H13
  - I01 - K01 1 L01 - L02 - N10 N11 - N20 - P01 - P02
  - QC1 Q04 - Q10 - Q11 - Q12 - Q13 - Q14 - Q16 - Q18 - Q19
  1 Q21 1 Q22 - Q23 - Q24 1 Q25 - Q26 1 Q27 - Q28 - Q29 - Q32
  - Q33 - Q34 2 Q35 - Q36 1 Q37 - Q38 - Q42 - Q43 - Q50 - Q51
  - R01 2 S01 - U01 - X01 - X02 - X03 - Y01

Total Request Versions: 40      Total Report Requests: 40
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit                      Clear          Main
Enter changes
    
```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'CHANGE REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 –GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN', displays at the bottom of the screen. See the following samples.

```

9990 Report Selection Options - Screen 1                       11-08-2012 08:45 AM

                                                                MORE=>
                                CHANGE REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
RPT <PERIOD> <DETAIL> <=SELECT=>          <=INDEX=> <===PCA===>
F ID G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
-----
  B04  PM  1  0  0  0  1  _____  A1  _____
  DB1  PM  -  0  0  0  1  _____  A1  _____
  DB2  PM  -  0  0  0  0  _____  A1  _____
  D02  PM  -  0  0  0  1  _____  A1  _____
  D03  PM  -  0  0  0  1  _____  A1  _____
  D04  PM  -  0  0  0  0  _____  A1  _____
  D05  PM  -  0  0  0  0  _____  A1  _____
  D06  PM  -  0  0  0  1  _____  A1  _____
  D06  PM  -  0  0  0  1  _____ 1311 A1  _____
  D06  PM  -  0  0  0  1  _____1312 A1  _____
  D06  PM  -  0  0  0  1  _____3020 A1  _____

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit                      RFrsh Print Bkwrd Frwrd Clear Left Right Main
    
```

```

9990 Report Selection Options - Screen 2                                11-08-2012 08:45 AM
                                                                    <=MORE
                                CHANGE REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
RPT <PERIOD> <DETAIL><OBJ DTL>                                REPORT REQUESTOR
F ID  FM  P  I  P  O  F  FROM TO  FFY    PROJ  WP  GROUP ID  USER ID
-----
- B04  PM  I  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- DB1  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- DB2  PM  -  0  0  0  0  _____  _____  _____  _____  CSCSDDP
- D02  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- D03  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- D04  PM  -  0  0  0  0  _____  _____  _____  _____  CSCSDDP
- D05  PM  -  0  0  0  0  _____  _____  _____  _____  CSCSDDP
- D06  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- D06  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- D06  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- D06  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- D06  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
- D06  PM  -  0  0  0  1  _____  _____  _____  _____  CSCSDDP
Command:
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrnr Quit          RFrsh Print Bkwrd Frwrld Clear Left  Right Main
340-REPORT GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN
    
```

To rename a Report Group, use the **Y=Copy Group** function to create a new report group. Enter the new name and then delete the old report group.

D – Delete

To delete a report group(s), go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **D** in the "F" column to the left of the Report Group ID (s) to be deleted and press **Enter** to display the Report Group Screen. See sample here.

```

9990 Report Group                                                    11-08-2012 10:11 AM
Function: D (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-2
TITLE           : FINAL PM REPORTS-DAY 2
DESCRIPTION     : ADDITIONAL SET OF HISTORY REPORTS TO REQUEST FOR
                  THE PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED.

Last Updated by: User Id: CSCSDDP   Date: 10-06-2011

          A C T I O N   C O N F I R M A T I O N
                D E L E T I O N   o f   r e p o r t   g r o u p
                P r e s s   P F 4   t o   c o n f i r m ;   P F 2   t o   c a n c e l
    
```

To delete the report group (s), select the **F4** key. To cancel the deletion, select the **F2** key. After selecting **F4**, the message, '331 –GROUP SUCCESSFULLY

DELETED; PRESS **F2** TO CONTINUE/RETURN', is shown at the bottom of the screen. If more than one report group was marked for deletion, select the **F2-NxGRP** key to navigate to the next report group to be deleted.

Note that the delete function accessed via Command **G.5**, List of Report Groups, can only delete a report group. To delete a report from a report group, use the change function on **G.5**, List of Report Groups Screen. To delete a report that has been submitted and accepted for processing as part of a report group, access the Report Selection Options Screen via Command **G.3**, Request Standard Reports. The report(s) must be deleted prior to nightly processing.

P – Print Detail

On the List of Report Groups Screen (**G.5**), key Function **P** in the "F" column (to the left of the Report Group ID) to print a CSI914-2 report, Report Group Detail Report. This report prints the Report Group ID and all the reports within the selected report group. A CSI914-2 report will be created and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-A-5 for an example of this report.

S – Submit

To submit one or more report groups for processing from the List of Report Groups Screen (**G.5**), complete the following steps:

Key Function **S** in the "F" column to the left of the Report Group ID(s).

Press **Enter** to display the Report Group Screen. The message '342-PRESS ENTER TO SUBMIT GROUP; OR PRESS PF2 TO CANCEL' appears at the bottom of the screen. See sample here.

```

9990 Report Group                                     11-08-2012 10:59 AM
Function: S (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-1
TITLE           : FINAL PM REPORTS-DAY 1

DESCRIPTION     : FIRST SET OF REPORTS TO REQUEST FOR THE
                  PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED

Last Updated by: User Id: CSWBPRT   Date: 03-27-2002

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
          Help  Retrn Quit                                     Main
342-PRESS ENTER TO SUBMIT; OR PRESS F2 TO CONTINUE.

```

After pressing **Enter**, the message '335-GROUP SUCCESSFULLY SUBMITTED. PRESS F2 TO CONTINUE', displays at the bottom of the screen.

EXHIBIT II-A-5

```

CSI914-2 9990 (DEST: A1 CTP2) *****
                                CALSTARS
11/08/2012 (14:07) *****
REPORT
GROUP ID          TITLE          DESCRIPTION          USERID          DATE          LAST SUBMIT
                   DATE
-----
RPT <PERIOD> <DETAIL> <=SELECT=>          <=INDEX=>  <===PCA===> <OBJ DTL>
STATUS ID  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO  FROM  TO  FFY  PROJCT  WP
-----
PM-ALL-1  FINAL PM REPORTS-DAY 1          FIRST SET OF REPORTS TO REQUEST FOR THE          CSWBPT  11-07-2012  03-18-2012
                   PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
B04  PM  I   0  0  0  1          A1
DB1  PM          0  0  0  1          A1
DB2  PM          0  0  0  0          A1
D02  PM          0  0  0  1          A1
D03  PM          0  0  0  1          A1
D04  PM          0  0  0  0          A1
D05  PM          0  0  0  0          A1
D06  PM          0  0  0  1          A1
D06  PM          0  0  0  1          1311  A1
D06  PM          0  0  0  1          1312  A1
D06  PM          0  0  0  1          1313  A1
D06  PM          0  0  0  1          1319  A1
    
```

NOTE: The word ERROR in the STATUS column designates a report with errors. Groups containing reports with errors cannot be submitted.

V – View

To view one or more report groups from the List of Report Groups Screen (**G.5**), complete the following steps:

Key Function **V** in the "F" column to the left of the Report Group ID(s) on the List of Report Groups screen. Press **Enter** to display the Report Group screen as shown here.

```

9990 Report Group                                     11-08-2012 01:03 PM

Function: V (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-BANK
TITLE           : LAURA'S REPORTS FOR BANK REC

DESCRIPTION     : GIVE THESE REPORTS TO LAURA TO DO THE MONTHLY BANK
                  RECONCILIATION.

Last Updated by: User Id: CSCWW2      Date: 02-04-2012

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                     Main
343-PRESS ENTER TO SEE DETAILS

```

Press **Enter** to display the Request Standard Report Screen. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. See the following sample.

```

9990 Request Standard Report                         11-08-2012 01:56 PM

                VIEW REPORT GROUP: PM-BANK
-  A02  -  A03  -  B03  -  B04  -  B06  -  C01  -  C02
-  DB1  -  DB2  -  DB3  -  D01  -  D02  -  D03  -  D04  -  D05  -  D06  -  D07
-  D08  -  D09  -  D10  -  D11  -  D12  -  D13  -  D14  -  D15  -  D16  -  D17
-  D18  -  D19  -  D20  -  D21
-  ET1  -  ET2  -  E01  -  E02  -  F01  -  F05
2 G01  -  G02  -  G03  -  G04  -  G05
-  HB4  -  HB5  -  HD1  -  HG1  -  HP1
-  H00  -  H01  -  H02  -  H03  -  H04  -  H05  -  H06  -  H07  -  H08  -  H09
-  H1A  -  H10  -  H11  -  H12  -  H13
-  I01  -  K01  -  L01  -  L02  -  N10  -  N11  -  N20  -  P01  -  P02
-  QC1  -  Q04  -  Q10  -  Q11  -  Q12  -  Q13  -  Q14  -  Q16  -  Q18  -  Q19
-  Q21  -  Q22  -  Q23  -  Q24  -  Q25  -  Q26  -  Q27  -  Q28  -  Q29  -  Q32
-  Q33  -  Q34  -  Q35  -  Q36  -  Q37  -  Q38  -  Q42  -  Q43  -  Q50  -  Q51
-  R01  -  S01  -  U01  -  X01  -  X02  -  X03  -  Y01

Total Request Versions: 3      Total Report Requests: 3
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                     Clear      Main
343-PRESS ENTER TO SEE DETAILS

```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3rd line of the screen. See the following sample.

```

9990 Report Selection Options - Screen 1                               11-08-2012 02:13 PM
                                                                    MORE=>
                                VIEW REPORT GROUP: PM-BANK

RPT  <PERIOD> <DETAIL> <=SELECT=>                                <=INDEX=> <===PCA===>
F ID G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
-----
_ G01  PM  M  0  0  0  1  _____ 1110  A1  _____
_ G01  PM  M  0  0  0  1  _____ 1130  A1  _____
_ H06  PM  M  1  0  0  1  _____  A1  _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                               Print Bkwrd Frwr  Left  Right Main
    
```

Note that all fields are green on all screens within the View Function. A green field indicates that nothing can be changed.

Y – Copy Group

To copy a report group, go to the List of Report Groups Screen (**G.5**) and complete the following steps:

Key Function **Y** in the "F" column to the left of the Report Group ID to be copied. Press **Enter** to display the Report Group Screen. See the following sample.

```

9990 Report Group                                                    11-08-2012 02:35 PM
Function: Y (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ORF (New Report Group ID required)
TITLE           : TINA'S REV FUND REIMB REPORTS
DESCRIPTION     : REPORTS FOR TINA TO DO THE RECONCILIATION OF THE
                  OFFICE REVOLVING FUND Reimbursement.
                  _____
                  _____
                  _____

Last Updated by: User Id: CSCSDDP   Date: 03-11-2002

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                               Clear           Main
341-ENTER INFORMATION TO BE UPDATED
    
```

Key a **new** Report Group ID, make any necessary changes to the Title and Description, and press **Enter** to display the Request Standard Report Screen. Note that 'COPY REPORT GROUP FROM NNNNNNNN to NNNNNNNN' is displayed on the 3rd line of the screen. See the following sample.

```

9990 Request Standard Report                                     11-08-2012 03:08 PM

                Copy Report Group from PM-ORF   TO PM-ORF-2
Specify the number of versions for each report and press ENTER
  A02  A03  B03  1 B04  1 B06  C01  C02
  1 DB1  DB2  DB3  D01  D02  D03  D04  D05  D06  D07
  D08  D09  D10  D11  D12  D13  D14  D15  D16  D17
  D18  D19  D20  D21
  ET1  ET2  E01  E02  F01  F05
  G01  G02  G03  G04  G05
  HB4  HB5  HD1  HG1  HP1
  H00  H01  H02  H03  H04  H05  1 H06  H07  1 H08  H09
  H1A  H10  H11  H12  H13
  I01  K01  L01  L02  N10  N11  N20  P01  P02
  QC1  Q04  Q10  Q11  Q12  Q13  Q14  Q16  Q18  Q19
  Q21  Q22  Q23  Q24  Q25  Q26  Q27  Q28  Q29  Q32
  Q33  Q34  Q35  Q36  Q37  Q38  Q42  Q43  Q50  Q51
  R01  S01  U01  X01  X02  X03  Y01

Total Request Versions: 3      Total Report Requests: 3
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Clear                      Main
    
```

Make any desired modifications to the Request Standard Report Screen and press **Enter** to display the Report Selection Options Screen. Note that 'COPY REPORT GROUP FROM NNNNNNNN to NNNNNNNN' is displayed on the 3rd line of the screen.

Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 –GROUP SUCCESSFULLY UPDATED' appears on the bottom of the screen. See the following samples.

```

9990 Report Selection Options - Screen 1                       11-08-2012 03:16 PM

                Copy Report Group from PM-ORF   TO PM-ORF-2
Enter under F below: (D=Delete)
RPT  <PERIOD> <DETAIL> <=SELECT=>                <=INDEX=> <===PCA===>
F ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
-----
B04   CM  I  0  0  0  1  _____  A1  _____
B04   PM  I  0  0  0  1  _____  A1  _____
B06   PM  -  0  0  0  1  _____  A1  _____
DB1   PM  -  0  0  0  1  _____  A1  _____

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          RFrsh Print Bkwrd Frwrd Clear Left  Right Main
340-GROUP SUCCESSFULLY UPDATED
    
```

Multiple Users When Using List of Report Groups Screen

It is strongly recommended that no more than one person at a time access a report group. The messages previously described in the *Multiple Users When Using Request Standard Reports Screen* section of this chapter also display when more than one person works at the same time in the **G.5** List of Report Groups process. In addition, the following messages may be issued:

- ❖ 323 –REPORT REQUESTS CHANGED IN ANOTHER SESSION; PRESS ENTER TO CONTINUE.
- ❖ INTERVENING MODIFICATION, PLEASE TRY AGAIN.
- ❖ ATTEMPTED TO UPDATE/DELETE GROUP THAT WAS NOT IN HOLD STATUS.

When these messages occur, it is recommended that the **F2** key be pressed to exit the function. Determine what changes are required for the report group and have one individual make the changes.

SPECIAL REPORT REQUEST PROCEDURES

Agencies are expected to ensure that all reports are requested and received before the end of the fiscal month. Occasionally, however, reports are lost or are no longer available through the standard report request process. If so, agencies may submit a Special Report Request Form, CALSTARS 92, to request the reports. The Special Report Request Form may also be used when an agency wants a long-term electronic storage file (E1) printed on their agency printer or other medium. The CALSTARS 92 form is displayed in Exhibit II-A-6.

Note: Each agency should designate one person to submit all special report requests.

Send requests to:

E-mail: calstars@dof.ca.gov

Mail: CALSTARS System Support Unit
Department of Finance (IMS: A-15)
915 - L Street, 7th Floor
Sacramento, CA, 95814

Fax: (916) 323-4049

As workload permits, requests are filled **in the following order:**

1. Reports needed for monthly reconciliations or to solve production problems.
2. Reports needed by Management, including auditors.
3. Reports needed for other purposes.

Special requests for Standard Reports may be made only in the media available for the report.

System Generated Reports may be special-requested only on Dataset or Agency Print **and** are *only available for a few days* following report generation (temporary files), e.g., Cost Allocation, Labor Generator).

Due to the cumulative nature of the N10, N11, P01, P02 and U01 reports, they are not available through the special request process.

Agencies are billed for the cost of producing these reports. The billing is included on the monthly invoice from the DTS and is clearly identifiable.

The following instructions apply to CALSTARS 92:

Output	List the number of copies of each output media requested.
Report ID or Name	List the specific ID or name of the report requested. Please, only one report request on each form.
Report FY	Show Fiscal Year (2010-2011 is shown as FY 10).
Fiscal Month	Fiscal Month (not calendar month; March is shown as FM 09).
Period	Several options are available. Refer to the current Ref Card or to the specific report description in Volume 6.
Level-of-detail	Specify desired levels of detail (I-P-O-F), or fill with zeros (0000), as appropriate.
E1 Files	If the report requested exists as a long-term electronic storage (E1) file, note ' From E1 File ' in the section titled ' Explain why the report was not ordered through the normal request process '.

If the form is not completed correctly, it will delay the processing of the request.

EXHIBIT II-A-6

DEPARTMENT OF FINANCE CALSTARS SPECIAL REPORT REQUEST CALSTARS 092 (REV 05/01/13)				TO: CALSTARS Systems Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7 th Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: calstars@dof.ca.gov					
REQUESTING AGENCY			CONTACT PERSON						
TELEPHONE NO.	EXTENSION	DATE OF REQUEST	SIGNATURE / TITLE OF ACCOUNTING OFFICE CHIEF						
EMAIL ADDRESS									
REPORT NEEDED FOR: (Check one)			OUTPUT: (Check one or enter number of copies wanted for M, L or P)						
Agency Reconciliation	Solve Production Problem	Management Reports	Other ^{1/}	Agency Printer (A)	Report Data Set (D)	Laser 12 x 8½ (L)	E Store (E)	Go Online (G)	File Copy ^{2/}
^{1/} Explain/describe if "Other" indicated, above.			^{2/} Specify the File (AP, DF, CC, etc.) and the period for the File.						
Explain why the report was not ordered through the normal request process.									
REPORT ID or NAME (enter only one)		ORG CODE	INSTRUCTIONS: Refer to the CALSTARS Procedures Manual Vol. 6 and/or the Report Request Ref Card for completing the items below. Coding errors may cause your report to be delayed and/or cost more to process.						
REPORT FY (Ex. 02 = 2002/03)	FISCAL MONTH (FM) (Ex. 01=July)	PERIOD ^{3/} (P)	LEVEL OF DETAIL I P O F		FUND ^{3/}	GENERAL LEDGER (GLA) ^{3/}			
^{3/} Complete these items only if allowed/appropriate for the REPORT ID indicated above.									
ROUTE REPORT TO: (check one)			(or) MAIL REPORT TO:						
Courier Service to Agency	Agency Pickup	CALSTARS Analyst							

CALSTARS USE ONLY		
ANALYST APPROVAL	DATE (MMDDYY)	REQUEST NUMBER
COMPLETED BY	DATE (MMDDYY)	

CALSTARS REF CARD

The Ref Card is a standard CALSTARS report that can be accessed from the CALSTARS Users Procedures under the link **CALSTARS Report Request Table Reference Card** at: <http://www.dof.ca.gov/accounting/calstars/procedures/>. The CALSTARS Ref Card should be reviewed whenever changes are made to reports to ensure the most current information is available when ordering standard reports.

The Ref Card displays the available report options for each standard report, as well as the ROPES report queues for standard reports, system generated reports, and external reports. System generated reports and external reports are displayed on the last page of the Ref Card. Note that the report names for system generated reports are sometimes listed in ranges, e.g., CFB533-1 – CFB535-1.

The available Output Destinations for standard reports are represented by codes, which are displayed in the 'Dest Code' column of the Ref Card. For example, code **A1** represents agency print only; and **&&** represents all print options available. The complete list of codes are defined in the Destination Codes section on the Ref Card.

An example of the Ref Card is displayed in Exhibit II-A-7.

SAMPLE CALSTARS REPORT REQUEST TABLE REFERENCE CARD

RPT ID	REPORT TITLES	--PERIOD--		---LEVEL OF DETAIL---				---OPTIONAL SELECTION---				DEST CODE	ROPES GROUP	
		--FM--	P	INDX	PROG	OBJ	FUND	FUND	GLA	FFY	PRJ/WP			
		A	E	I	P	O/S	F							
A02	ALLOTMENT STATUS BY PROGRAM & ORGANIZATION & OBJECT	A	L	FFY	0-6	0-5	0-4	0-2	N/A	GL6			&&	RAA1
A03	ALLOTMENT STATUS BY OBJECT & ORGANIZATION	A	L	FFY	1-6	N/A	0-4	0-2	N/A	GL6			&&	RAA1
B03	APPROPRIATION CONTROL ACCOUNT REPORT	A	L	I; E	0-1	N/A	N/A	1-2	N/A	N/A			&&	RBB1
B04	DETAIL REPORT OF APPROPRIATION STATUS	A	L	I; E	0-1	N/A	N/A	1-2	NNNN	ENY	Y		&&	RBB1
B06	FINAL BUDGET REPORT	A	L	FFY	0-1	N/A	N/A	1-2	NNNN	GL6			&&	RBB1
C01	STATEMENT OF CASH POSITION FOR ALL NON-SHARED FUND	A	L	Y; M	0-1	N/A	N/A	1-2	N/A	N/A			&&	RCC1
C02	FEDERAL AUTHORIZATION AND CASH TRACKING REPORT - 44 ACCT	A	L	Y; M	0-1	N/A	N/A	N/A	N/A	N/A			&&	RCC1
DB1	SCO RECONCILIATION REPORT	A	L		0-1	N/A	N/A	1-2	NNNN	ENY			&&	RDD1
DB2	SCO/CALSTARS MONTHLY RECONCILIATION REPORT	L	L	B; U	0-6	0-1	N/A	N/A	NNNN	ENY			&&	RDD1
DB3	AUTOMATED SCO YEAR-END REPORT	K	K	T; N	N/A	0-1	N/A	N/A	NNNN	ENY			&&	RDD1
D01	DOCUMENT REPORT OF ENCUM & OBLIGS & PAYABLES	A	L		0-1#	0-2#	N/A#	1-2	NNNN	GL1	Y	Y	&&	RDD2
D02	AGED REVOLVING FUND ADVANCES	A	L		0-1	0-1	N/A	1-2	N/A	GL9			&&	RDD2
D03	ACCOUNTS RECEIVABLE AGING	A	L		0-1	0-2	0-1	0-5	NNNN	GL2	Y	Y	&&	RDD2
D04	RECEIVABLE STATUS REPORT	A	L		0-1#	0-2#	N/A#	0-2	NNNN	GL2	Y	Y	&&	RDD2
D05	DOCUMENT REPORT OF CLAIMS FILED	A	L		0-1	N/A	N/A	0-2	NNNN	N/A			&&	RDD2
D06	DOCUMENT REPORT BY APPROPRIATION	A	L		N/A#	N/A#	0-1	1-2	NNNN	NNNN	Y	Y	&&	RDD2
D07	YEAR-END DOCUMENT FILE REPORT OF ENCUM (GLAN 6150)	A	L	V	0-1#	N/A#	N/A#	0-1	NNNN	N/A	Y	Y	&&	RDD2
D08	OFFICE REVOLVING FUND STATUS REPORT	A	L		0-1	0-1	N/A	1-2	N/A	GL8			&&	RDD2
D09	DOCUMENT RPT BY GEN LEDGER, SUBSID ACCT & DOC NUM	A	L		0-1#	0-1#	N/A#	0-3	NNNN	NNNN	Y	Y	&&	RDD2
D10	DOCUMENT RPT BY GEN LEDGER, SUBSID ACCT AND OBJECT	A	L		0-1#	0-1#	N/A#	0-3	NNNN	NNNN	Y	Y	&&	RDD2
D11	REPORT OF DOCUMENT FILE RECORDS WITH AN ABNORMAL BAL	A	L		0-1#	0-2#	N/A #	1-2	NNNN	NNNN	Y	Y	&&	RDD2
D12	ENCUMBRANCE & OBLIG DOCUMENTS SUPPORTING Q12 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL4	Y		&&	RDD2
D13	ENCUMBRANCE & OBLIG DOCUMENTS SUPPORTING Q16 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL4	Y		&&	RDD2
D14	ENCUMBRANCE & OBLIG DOCUMENTS SUPPORTING Q19 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL4	Y	Y	&&	RDD2
D15	ENCUMBRANCE & OBLIG DOCUMENTS SUPPORTING Q18 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL4	Y	Y	&&	RDD2
D16	DOCUMENT REPORT FOR SCO RECONCILIATION	A	L		0-1#	N/A#	N/A#	1-2	NNNN	NNNN	Y	Y	&&	RDD1
D17	DOCUMENT REPORT BY PROJECT & GL	A	L		N/A#	N/A#	N/A#	0-2	NNNN	NNNN	Y	Y	&&	RDD2
D18	ENCUMBRANCES OF CONTINUING APPROPRIATIONS	A	L		0-1	N/A	N/A	1-2	NNNN	N/A			&&	RDD1
D19	SCO ACCOUNTS RECEIVABLE AGING (OVER 180 DAYS) REPORT	E	E		N/A	N/A	N/A	N/A	N/A	N/A			&&	RDD2
D20	SCO ACCOUNTS RECEIVABLE (OVER 180 DAYS) BY VALUE REPORT	E	E		N/A	N/A	N/A	N/A	N/A	N/A			&&	RDD2
D21	SCO ACCOUNTS RECEIVABLE (OVER 180 DAYS) BY GENERAL LEDGER	E	E		N/A	N/A	N/A	N/A	N/A	N/A			&&	RDD2
ET1	TIME SHEET EXCEPTION REPORT	I	X		N/A	0-1	N/A	N/A	N/A	N/A			A1	RMM1
ET2	TIME SHEET TURNAROUND DOCUMENTS	G	X		0-1	1-4	0-1	N/A	N/A	N/A			A1	RET2
E01	ORGANIZATION EXECUTIVE REPORT	B	R	FFY	0-1	N/A	1-2	N/A	N/A	GL6			A1	REE1
E02	PROGRAM EXECUTIVE REPORT	B	R	FFY	N/A	0-1	1-2	N/A	N/A	GL6			A1	REE1
F01	SUMMARY OF PROJECT REVENUES & EXPENDITURES	A	L		0-1	1-3#	0-5#	0-2	NNNN	GL6		Y	&&	RFF1
F05	SUMMARY OF LETTER OF CREDIT BALANCES	A	L		N/A	N/A	N/A	N/A	N/A	N/A			&&	RFF1
G01	TRIAL BALANCE OF GENERAL LEDGER ACCOUNTS	A	L	Y; M	0-1	N/A	N/A	1-3	NNNN	NNNN			&&	RGG1
G02	YEAR-END GENERAL LEDGER REPORT	A	L		0-1	N/A	N/A	1-3	NNNN	N/A			&&	RGG1
G03	TRIAL BALANCE BY TRANSACTION CODE	A	L	Y; M	0-1	N/A	N/A	1-3	NNNN	NNNN			&&	RGG1
G04	YEAR END SPECIAL FUND EQUITY REPORT	L	L		0-1	N/A	N/A	1-3	NNNN	N/A			&&	RGG1
G05	GENERAL FIXED ASSET REPORTS	A	L		0-1	N/A	N/A	1-2	N/A	N/A			&&	RGG1
HB4	APPROPRIATION TRANSACTION SUMMARY	A	L		0-1	N/A	N/A	1-2	NNNN	ENY			&&	RHH1

*REFER TO IPOF NOTES - PAGES 5 - 6

SAMPLE CALSTARS REPORT REQUEST TABLE REFERENCE CARD

RPT ID	REPORT TITLES	--PERIOD--		---LEVEL OF DETAIL---				---OPTIONAL SELECTION---				DEST CODE	ROPES GROUP	
		--FM--	P	INDX	PROG	OBJ	FUND	FUND	GLA	FFY	PRJ/WP			
=====	=====	A	E	I	P	O/S	F	=====	=====	=====	=====	=====	=====	
HB5	ANALYSIS OF GENERAL CASH RECEIPTS & DISBURSEMENTS	A	L	0-1	0-2	0-1	1-2	NNNN	N/A				&&	RHH2
HD1	ORF ADVANCE TRANSACTION ANALYSIS	A	L	N/A	N/A	N/A	1-2	N/A	GL9				&&	RHH3
HG1	GENERAL LEDGER ANALYSIS REPORT	A	L	0-1	0-1	N/A	1-3	NNNN	NNNN				&&	RHH4
HP1	PROJECT TRANSACTION ANALYSIS REPORT	A	L	N/A#	N/A#	N/A#	0-1	NNNN	GL6		Y		&&	RHH4
H00	TRANSACTION REGISTERS(REGISTER NUMBERS: 1-9;A;B;P)	A	L	TR#	TR#	TR#	TR	N/A	N/A	Y	Y		&&	RHH4
H01	INDEX TRANSACTION ANALYSIS REPORT	A	L	N/A#	N/A#	N/A#	N/A	N/A	GL6	Y			&&	RHH4
H02	SCO/CALSTARS MONTHLY DETAIL RECONCILIATION REPORT	L	L	N/A	N/A	N/A	N/A	NNNN	ENY				&&	RHH1
H03	GENERAL CASH RECEIPTS AND DISBURSEMENTS REGISTER	A	L	N/A	N/A	N/A	1-2	NNNN	N/A				&&	RHH2
H04	CLAIMS IN PROCESS AND FILED ACTIVITY REPORT	A	L	N/A	N/A	N/A	N/A	NNNN	N/A				&&	RHH1
H05	REMITTANCE ADVICE WORKSHEET	A	L	N/A	N/A	N/A	1-2	NNNN	N/A				&&	RHH2
H06	CASH RECEIPTS AND DISBURSEMENTS REGISTER	A	L	0-2	N/A	N/A	0-2	NNNN	N/A				&&	RHH2
H07	LETTER OF CREDIT DRAWDOWN REMITT ADVICE WORKSHEET	A	L	N/A	N/A	N/A	N/A	N/A	N/A				&&	RHH2
H08	REVENUE TRANSACTION REGISTER	A	L	N/A #	N/A#	N/A	1-2	NNNN	N/A	Y			&&	RHH2
H09	HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q12 REPORT	A	L	0-6#	0-5#	0-4#	0-5	NNNN	N/A	Y			&&	RHH3
H1A	PCA TRANSACTION ANALYSIS REPORT	A	L	N/A#	N/A#	N/A#	N/A	N/A	GL10	Y	Y		&&	RHH3
H10	HISTORY FILE EXPENDITURE RECORDS SUPPORTING THE Q16 REPORT	A	L	FFY	0-6 #	0-5#	0-4#	0-5	NNNN	N/A	Y		&&	RHH3
H11	TRANSACTION ANALYSIS REPORT FOR EQUIPMENT	A	L	0-1#	0-1#	N/A#	N/A	N/A	N/A	Y			&&	RHH3
H12	MINORITY/SMALL BUSINESS TRANSACTION ANALYSIS	A	L	0-1	N/A	N/A	0-1	N/A	N/A				&&	RHH3
H13	HISTORY FILE EXPEND RECS INCL PROJ & SUPPORTING Q16 REPORT	A	L	FFY	0-6#	0-5#	0-4#	0-5	NNNN	N/A	Y		&&	RHH3
I01	LISTING OF INDEX CODES BY SUB-SECTION	M	H	N/A	N/A	N/A	N/A	N/A	N/A				&&	RMM1
K01	OUTSTANDING CHECK REPORT	J	S	N/A	N/A	N/A	1-2	N/A	N/A				&&	RMM1
L01	LABOR DISTRIBUTION BY PCA, INDEX, UNIT & NAME	I	I	G;A	0-1#	1-2#	N/A#	N/A	N/A	Y	Y		&&	RLL1
L02	LABOR DISTRIBUTION BY INDEX, PCA, UNIT & NAME	I	I	G;A	0-1#	1-2#	N/A#	N/A	N/A	Y	Y		&&	RLL1
N10	SCHEDULE 10 SUMMARY WORKSHEET REPORT	E	E	N/A	N/A	N/A	N/A	N/A	N/A				&&	RNN1
N11	SCHEDULE 10 DETAIL WORKSHEET REPORT	E	E	N/A	N/A	N/A	N/A	N/A	N/A				&&	RNN1
N20	REVENUES & TRANSFERS SCHEDULE 10R WORKSHEET	A	L	0-1	N/A	N/A	N/A	N/A	N/A				&&	RNN1
P01	YEAR-TO-DATE REPORTABLE PAYMENT REPORT	H	H	N/A	N/A	N/A	0-1	N/A	N/A				&&	RPP1
P02	REPORTABLE PAYMENT 1099-MISC/INT EXCEPTION REPORT	H	H	N/A	N/A	N/A	N/A	N/A	N/A				&&	RPP1
QC1	COST ALLOCATION EXCEPTION REPORT	B	X	N/A	N/A	N/A	N/A	N/A	N/A				&&	RQQ4
Q04	SUMMARY EXPENDITURES BY PROGRAM & OBJECT	B	R	FFY	0-2	0-5#	0-4#	0-2	NNNN	GL6	Y		&&	RQQ4
Q10	EXPENDITURES BY ORGANIZATION & OBJECT	B	R	FFY	0-6#	N/A	0-4#	0-2	NNNN	GL6	Y		&&	RQQ2
Q11	CUMULATIVE EXPENDITURES BY CHAR, ORG, PGM & OBJ	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL7			&&	RQQ2
Q12	EXPENDITURES BY ORGANIZATION & PROGRAM & OBJECT	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL6	Y		&&	RQQ2
Q13	CUMULATIVE EXPENDITURES BY CHAR, PGM, ORG & OBJ	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL7			&&	RQQ3
Q14	EXPENDITURES BY PROGRAM & OBJECT	B	R	FFY	N/A	0-5#	0-4#	0-2	NNNN	GL6	Y		&&	RQQ3
Q16	EXPENDITURES BY PROGRAM & ORGANIZATION & OBJECT	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL6	Y		&&	RQQ3
Q18	DETAIL OF PROJECT WORKPHASE EXPEND/RECPTS/UNITS BY PROG	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3
Q19	DETAIL OF PROJECT WORKPHASE/EXPEND/RECEIPTS/UNITS BY ORG	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3
Q21	PCA REPORT	B	R	FFY	N/A	0-1#	N/A	0-1	NNNN	N/A	Y		&&	RQQ1
Q22	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY PROGRAM	E	E	N/A	N/A	N/A	1-2	N/A	ENY	Y			&&	RQQ1

*REFER TO IPOF NOTES - PAGES 5 - 6

SAMPLE CALSTARS REPORT REQUEST TABLE REFERENCE CARD

RPT ID	REPORT TITLES	--PERIOD--		---LEVEL OF DETAIL---				---OPTIONAL SELECTION---				DEST CODE	ROPES GROUP	
		--FM--	P	INDX	PROG	OBJ	FUND	FUND	GLA	FFY	PRJ/WP			
		A	E	I	P	O/S	F							
Q23	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY CATEGORY	E	E	N/A	N/A	N/A	1-2	N/A	N/A				&&	RQQ1
Q24	RECEIPT BY ORGANIZATION & PROGRAM & SOURCE	B	R	FFY	0-6#	0-5#	0-2	0-5	NNNN	GL3	Y		&&	RQQ1
Q25	SUMMARY OF RECEIPTS BY APPROPRIATION	B	R	FFY	N/A	N/A	1-2	1-2	NNNN	GL3			&&	RQQ1
Q26	YEAR END STATEMENT OF REVENUE	B	R	FFY	N/A	N/A	N/A	1-2	NNNN	N/A			&&	RQQ1
Q27	RECEIPTS BY PROGRAM, ORGANIZATION, AND SOURCE	B	R	FFY	0-6#	0-5#	0-2	0-5	NNNN	GL3	Y		&&	RQQ1
Q28	SUMMARY OF PROJECT EXPENS/RECEIPTS/UNITS BY PROGRAM	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3
Q29	SUMMARY OF PROJECT EXPENS/RECEIPTS/UNITS BY ORG	B	R	FFY	0-6#	0-5#	0-4#	0-5	NNNN	GL11	Y	Y	&&	RQQ3
Q32	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY PROJECT	E	E		N/A	N/A	1-4	1-2	N/A	N/A			&&	RQQ1
Q33	PLAN OF FINANCIAL ADJUSTMENT WORKSHEET BY FED CAT NO	E	E		N/A	N/A	1-4	N/A	N/A	N/A			&&	RQQ1
Q34	REPORT OF EXPENDITURES OF FEDERAL FUNDS	K	K		N/A	0-1	N/A	N/A	N/A	N/A			&&	RQQ3
Q35	PROGRAM EXPENDITURES AND REIMBURSEMENTS	B	R	Q	0-6#	0-9#	0-4#	FL	NNNN	GL13	Y		&&	RQQ5
Q36	ORGANIZATION EXPENDITURES AND REIMBURSEMENTS	B	R	Q	0-6#	0-9#	0-4#	FL	NNNN	GL13	Y		&&	RQQ5
Q37	SUMMARY OF PROGRAM EXPENDS AND REIMBURSEMENTS	B	R	FFY	0-6#	0-9#	0-4#	0-7	NNNN	GL12			&&	RQQ5
Q38	SUMMARY OF ORGANIZATION EXPENS AND REIMBS	B	R	FFY	0-6#	0-9#	0-4#	0-7	NNNN	GL12			&&	RQQ5
Q42	PERSONNEL HOUR STATISTICS ACCOUNTABILITY REPORT	B	R		0-1#	0-3#	N/A	N/A	N/A	N/A	Y		&&	RQQ4
Q43	SCO PAID HOUR STATISTICS REPORT	B	R		0-1#	0-3#	N/A	N/A	N/A	N/A	Y		&&	RQQ4
Q50	EXPENDITURE TREND ANALYSIS BY ORG, PROG, OBJ	A	L	FFY	0-6#	0-5#	0-4#	0-2	NNNN	N/A	Y		&&	RQQ4
Q51	EXPENDITURE TREND ANALYSIS BY PROG, ORG, OBJ	A	L	FFY	0-6#	0-5#	0-4 #	0-2	NNNN	N/A	Y		&&	RQQ4
R01	LISTING OF PCA NUMBERS BY ELEMENT	M	H		N/A	N/A	N/A	N/A	N/A	N/A			&&	RMM1
S01	REPORT OF SUBSIDIARIES ON FILE	A	L	Y; M	0-1	N/A	N/A	1-3	NNNN	NNNN			&&	RGG1
U01	VENDOR PAYMENT DETAIL REPORT	A	L	S	VT	VT	VT	VT	N/A	N/A			&&	RUU1
X01	ALPHABETIC LIST OF VENDOR EDIT TABLE	H	H	N	0-1	N/A	N/A	1-2	N/A	N/A			&&	RXX1
X02	VENDOR EDIT TABLE BY VENDOR NUMBER	H	H	N	0-1	N/A	N/A	1-2	N/A	N/A			&&	RXX1
X03	LISTING OF FEIN-SSN WITH MULTIPLE VENDOR NUMBERS	H	H		N/A	N/A	N/A	N/A	N/A	N/A			&&	RXX1
Y01	LISTING OF ACCRUALS TO BE REVERSED IN THE NEW YEAR	K	K		N/A	N/A	N/A	N/A	N/A	N/A			&&	RYY1

*REFER TO IPOF NOTES - PAGES 5 - 6

LEVEL OF DETAIL (IPOF) -
 N/A = NOT APPLICABLE (DEFAULT VALUE '0')
 # = ADDITIONAL REPORT SELECTION OPTIONS AVAILABLE

OPTIONAL FUND OR GLA
 N/A = NOT APPLICABLE
 GLXX = SEE FUND/GLA SELECTION OPTIONS - PAGE 7
 NNNN = ANY VALID FUND OR GLA
 ENY = SELECT ENACTMENT YEAR

OPTIONAL FFY OR PROJ/WP
 Y = SPECIFC FFY OR PROJ/WP MAY BE SELECTED

STANDARD LEVEL-OF-DETAIL OPTIONS				
Value	Index (I)	Program (P)	Object/Source (O/S)	Fund (F)
0	No Organization	No Program	No Object or No Source	No Fund
1	Section	Program	Category or Source	Fund
2	Sub-Section	Element	Object or Agency Source	Fund Detail
3	Unit	Component	Object Detail	** Project
4	Sub-Unit	Task	Agency Object	
5	Sub-Sub-Unit	PCA Number		
6	Index	** APPLICABLE ON D09, D10, G01-G04, AND HG1 REPORTS		

SAMPLE CALSTARS REPORT REQUEST TABLE REFERENCE CARD
FM, DESTINATION, AND REPORT PERIOD NOTES/OPTIONS

FM OPTIONS (MUST BE SPECIFIED)	P OPTIONS:	P OPTIONS:
<p>A – FOR ALL OUTPUT DEST EXCEPT E1 E – FOR E1 OUTPUT DEST</p> <p>A = CM; PM; PY B = CM; PM; 01-13 E = CM; PY F = CM; PM G = CM; NM H = CM I = PM J = CM; PM; 01-12 K = PY L = PM; PY M = CM; 00-99 (SELECT ONE FFY) R = PM; PY; 01-13 S = PM; 01-13 X = E1 OUTPUT DEST NOT AVAILABLE</p> <p>NOTE: PY OPTION AVAILALE ONLY FROM JULY 1 UNTIL AGENCY RUNS YEAR-END CLOSE.</p> <p>DESTINATION CODES:</p> <p>A1 = AGENCY PRINT ONLY</p> <p>X1 = ALL PRINT OPTION EXCEPT NO ELECTRONIC STORAGE (E1).</p> <p>&& = ALL PRINT OPTIONS AVAILABLE</p> <p>A1 = AGENCY PRINTER D1 = OVERNIGHT REPORT E1 = ELECTRONIC STORAGE F1 = SAME DAY REPORT FILE H1 = HEADQUARTERS PRINT L(1-9) = LASER PRINTER (12 X 8.5) N1 = SAME DAY AGENCY PRINT REPORT & REPORT FILE</p>	<p>P OPTIONS:</p> <p>FOR E1 OUTPUT DEST, PERIOD MUST BE BLANK EXCEPT FOR: "I;E", "Y;M". HOO MUST BE "F", AND Q35-Q38 MUST BE EITHER "I" OR BLANK</p> <p>B;U – OPTION: (DB2 & H02) B = BALANCED RECORDS ONLY U = UNBALANCED RECORDS ONLY BLANK = ALL RECORDS</p> <p>F – OPTION: (H00) F = FIXED 2 LINE FORMAT PER TRANSACTION FOR MONARCH BLANK = VARIABLE LINES PER TRANS</p> <p>FFY – FFY OPTION: C = CURENT FISCAL YEAR ONLY P = ALL PRIOR FISCAL YEARS ONLY I = INCEPTION TO DATE (Q37-Q38) BLANK = ALL FISCAL YEARS</p> <p>G;A – OPTION: (L01 & L02) A = ADJUSTMENTS ONLY G = GENERATORS ONLY BLANK = ALL RECORDS</p> <p>H – OPTION: (HG1) S = SUMMARIZE COST ALLOC, LABOR, SPECIAL PROCESS, YE BALANCE BLANK = NO SUMMARIZATION</p> <p>I;E – OPTION: (B03 & BO4) I = INCLUDE FFY E = EXCLUDE FFY</p> <p>N – OPTION: (X01 & X02) C, E, I, P, OR 0-5 = SELECT ONE SPECIFIC VENDOR TYPE A = ALL C,E,I,P & 0 TYPES X = ALL EXCEPT TYPE 1 (EMP) BLANK = ALL VENDOR TYPES</p>	<p>Q – OPTION: (Q35-Q36) A = INCEPTION TO DATE WITH ENY B = CURRENT FFY WITH ENY AND ASYM C = CURRENT FFY D = ALL PRIOR FFYs WITH ENY AND ASYM E = ALL FFYs WITH ENY AND AS I = INCEPTION TO DATE P = ALL PRIOR YEAR FFYs BLANK = ALL FFYs</p> <p>S – OPTION: (U01) M = ONE MONTH OF PAYMENTS S = SIX MONTHS OF PAYMENTS Y = ONE YEAR OF PAYMENTS BLANK ALL PAYMENTS SEE CPM VOL 6 CH III FOR SPECIFIC SELECTION OPTIONS</p> <p>T;N – OPTION: (DB3) N = RECS NOT READY TO TRANSMIT T = RECORDS READY TO TRANSMIT BLANK = ALL RECORDS</p> <p>V – OPTION: (D07) I = VENDOR TYPE I ONLY BLANK = ALL VENDOR TYPES</p> <p>Y;M – OPTION: (C02, G01, G03, S01) Y = YEAR TO DATE M = MONTH TO DATE</p>

SAMPLE CALSTARS REPORT REQUEST TABLE REFERENCE CARD
LEVEL OF DETAIL (IPOF) NOTES/OPTIONS

<p>DB2 = I=0 ENTIRE REPORT I=1 DETAIL ACCOUNTS I=2 CONTROL ACCOUNTS ONLY I=3 DISBURSING ACCOUNTS ONLY I=4 REVENUE ACCOUNTS ONLY I=5 TRANSFER ACCOUNT ONLY I=6 REIMBURSEMENT ACCOUNT ONLY</p> <p>DB2 = P=0 REPORT WITHOUT APPN SYM TITLE DB3 P=1 REPORT WITH APPN SYM TITLE</p> <p>D01 = P=0 ALL DOCUMENTS D03 P=1 SORT/PAGE BREAK BY PROJECT NUMBER D04 = P=2 SORT/PAGE BREAK BY PROJECT NUMBER/WP</p> <p>D02 = P=0 BY VENDOR NUMBER P=1 BY DOC NUMBER</p> <p>D03 = O=0 BY GLAN O=1 NO GLAN F=0 NO FUND F=1 BY FUND F=2 BY FUND DETAIL F=3 NO FUND NO SUBSIDIARY F=4 BY FUND NO SUBSIDIARY F=5 BY FUND DETAIL NO SUBSIDIARY</p> <p>D07 = F=0 NO SUB-TOTAL F=1 SUB-TOTAL BY PCA</p> <p>D08 = I=0 BY DOCUMENT NUMBER I=1 BY VENDOR NUMBER BY DOC NUMBER P=0 NO SORT OR PAGE BREAK BY GLAN P=1 PRIMARY SORT/PAGE BREAK BY GLAN</p> <p>D09 = P=0 DON'T SHOW SUBSIDIARY CODE D10 P=1 SHOW SUBSIDIARY CODE</p> <p>D11 = P=0 NO PROJECT P=1 PROJECT ONLY P=2 PROJECT & WORKPHASE</p>	<p>ET1 = P=0 DISPLAY EMPL INFO ONLY P=1 DISPLAY EMPL INFO AND HOME BASE</p> <p>ET2 = I=0 DISPLAY FULL EMPLOYEE NUMBER I=1 DISPLAY LAST 4 DIGITS P=1 HEADING ONLY P=2 HEADINGS & BODY, EXCEPT LOC/MP P=3 HEADINGS & BODY, WITH LOCATION P=4 HEADINGS & BODY, WITH MP CODE O=0 DISPLAY PAY PERIOD YEAR AS YY O=1 DISPLAY PAY PERIOD YEAR AS CCYY</p> <p>HB5 = P=0 BY CURRENT DOCUMENT NUMBER P=1 BY TRANSACTION ID P=2 BY LOCATION AND DEPOSIT NUMBER O=0 SUM CURRENT MONTH DEPOSITS O=1 DETAIL CURRENT MONTH DEPOSITS</p> <p>HG1 = P=0 BY TRANSACTION ID P=1 BY DOCUMENT NUMBER</p> <p>H00 = IPOF MUST BE '0000' FOR E1 OUTPUT</p> <p>H06 = I=0 NO TOTALS BY CHECK NUMBER AND CURRENT DOCUMENT NUMBER I=1 TOTAL BY CHECK NUMBER AND CURRENT DOCUMENT NUMBER I=2 TOTAL BY LC/DEPOSIT NUMBER AND CHECK NUMBER</p> <p>H09-H10 = SEE Q11-Q13 NOTES</p> <p>H11 = I=0 BY INDEX I=1 NOT BY INDEX P=0 EQUIPMENT ONLY P=1 EQUIPMENT AND CAPITAL OUTLAY</p> <p>H12 = I=0 BY AGENCY ETHNIC CODE I=1 EHTNIC CODE CONVERSION (SORT) F=0 ALL FUNDS COMBINED (1 REPORT) F=1 FEDERAL AND ALL OTHERS (2 REPORTS)</p> <p>K01 = F=1 NO SUBTOTAL BY CHECK NUMBER F=2 SUBTOTAL BY CHECK NUMBER</p>	<p>L01 = I=0 NO EMPLOYEE NUMBER L02 = I=1 INCLUDES EMPLOYEE NUMBER P=1 INCLUDES TIMESHEET & SCO HOURS P=2 INCLUDES BATCH INFORMATION</p> <p>N20 = I=0 HEADQUARTERS + INSTITUTIONS I=1 REQUESTING ORG ONLY</p> <p>P01 = F=0 SORT BY FEIN BY VENDOR NUMBER/SUFFIX F=1 SORT BY VENDOR NUMBER/SUFFIX BY FEIN</p> <p>Q04 = I=0 SUMMARY – NO ORG CODE I=1 DETAIL - BY ORG CODE I=2 DETAIL - BY ORG CODE BY SECTION</p> <p>Q11-13 = F=0 NONE Q16-19 = F=1 FUND Q24 = F=2 FUND DETAIL Q27-29 = F=4 FUND AFTER PROGRAM & INDEX H09-10 = F=5 FUND DETAIL AFTER PROGRAM & INDEX</p> <p>Q11-13 = O=0-4 & F-T SEE VOLUME VI FOR SPECIFIC OBJECT, SOURCE, AND CHARACTER SELECTION OPTIONS</p> <p>Q21 = P=0 BY PCA LEVEL 1 P=1 BY PCA</p> <p>Q35 = F=A FUND WITHOUT FUND SOURCE Q36 F=B FUND DETAIL WITHOUT FUND SOURCE F=C FUND AFTER PROGRAM OR INDEX WITHOUT FUND SOURCE F=D FUND DETAIL AFTER PROGRAM OR INDEX WITHOUT FUND SOURCE F=E FUND & REFERENCE WITHOUT FUND SOURCE F=F FUND DETAIL & REFERENCE WITHOUT FUND SOURCE F=G FUND & REFERENCE AFTER PROGRAM OR INDEX WITHOUT FUND SOURCE F=H FUND DETAIL & REFERENC AFTER PROGRAM OR INDEX WITHOUT FUND SOURCE</p>
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SAMPLE CALSTARS REPORT REQUEST TABLE REFERENCE CARD**LEVEL OF DETAIL (IPOF) NOTES/OPTIONS**

Q35-36 = F=0-2 STANDARD OPTIONS
 F=4 FUND AFTER PROGRAM OR INDEX
 F=5 FUND DETAIL AFTER PROGRAM OR INDEX
 F=6 FUND & REFERENCE
 F=7 FUND DETAIL & REFERENCE
 F=8 FUND & REFERENCE AFTER PROGRAM OR INDEX
 F=9 FUND DETAIL & REFERENCE AFTER PROGRAM OR INDEX

Q35-36 = I=0 NO ORGANIZATION
 I=1 SECTION
 I=2 SUB-SECTION
 I=3 UNIT
 I=4 SUB-UNIT
 I=5 SUB-SUB-UNIT
 I=6 INDEX

Q35-38 = P=0-5 STANDARD OPTIONS
 P=6 PCA LEVEL 1
 P=8 PCA LEVEL 1, NO PROGRAM DETAIL OR PCA
 O=0-4 & A-T – SEE VOLUME VI FOR SPECIFIC OBJECT, SOURCE, & CHARACTER SELECT OPTIONS

Q37-38 = F=0-2 STANDARD OPTIONS
 F=6 FUND & REFERENCE
 F=7 FUND DETAIL & REFERENCE

Q42-43 = I=0 NO INDEX
 I=1 WITH INDEX
 P=0 NO PCA OR PCA ACTIVITY
 P=1 PCA (NO PCA ACTIVITY)
 P=2 PCA AND PCA ACTIVITY
 P=3 PCA ACTIVITY (NO PCA)

X01 = I=0 DISPLAY FEIN & SSN
 I=1 FILL FEIN & SSN FIELD WITH X'S
 F=1 BY VENDOR TYPE & SORT SEQUENCE
 F=2 BY SORT SEQUENCE

X02 = I=0 DISPLAY FEIN & SSN
 I=1 FILL FEIN & SSN FIELD WITH X'S
 F=1 BY VENDOR TYPE & VENDOR NUMBER
 F=2 BY VENDOR NUMBER

U01 = IPOF – ENTER VENDOR TYPE(S) TO SELECT

SAMPLE CALSTARS REPORT REQUEST TABLE REFERENCE CARD
FUND, GLA, FFY, AND PROJECT/WP SELECTIONS

<p>NNNN = ENTERING A FUND NUMBER WILL PRODUCE A REPORT ONLY FOR THAT FUND. (U01 – ENTER N998 TO EXCLUDE FUND 0998-ORF) BLANK = ALL FUNDS</p> <p>NNNN = ENTERING A GLA NUMBER WILL PRODUCE A REPORT ONLY FOR THAT GLA OR GROUP OF GLA'S BLANK = DEFAULT GROUP OF GLA'S</p> <p>ENY = YYYY IN GLA SELECTS ONE ENACTMENT YEAR. BLANK = ALL ENACTMENT YEARS</p> <p>Y = IN FFY OR PROJECT/WP COLUMN INDICATES OPTIONAL SPECIAL SELECTION AVAILABLE BLANK IN FFY = ALL FFY NNNN IN FFY = ANY VALID FFY BLANK IN PROJ/WP = ALL PROJECT/WP PROJ/WP = ANY VALID PROJECT/WP COMBINATION OR PROJECT OR WP</p> <p>GL1 = 3010; 3040; 3110; 3210; 3220; 3290; 3730; 6150; 6170</p> <p>GL2 = 1311; 1312; 1313; 1314; 1315; 1319; 1330; 1340; 1380; 1400; 1500</p> <p>GL3 = DEFAULT = (EST RECEIPTS = 6230 + 6231) 6212= (PLANNED RECEIPTS = 6211 + 6212) 6212 OPTION CAN BE USED FOR E1</p> <p>GL4 = DEFAULT = (6150 + 6170); 6150; OR 6170</p> <p>GL6 = DEFAULT = (ENCUMBRANCES + ALLOC ENCUMBRANCES) 6150=ENCUMBRANCES ONLY</p> <p>GL7 = DEFAULT = (ENCUMBRANCES + ALLOC ENCUMBRANCES) 6150=ENCUMBRANCES ONLY XXXX= ANY ENACTMENT YEAR</p> <p>GL8 = DEFAULT = (1190, 1400, 1710, 1712, 1714)</p>	<p>GL9 = 1190; 1710; 1712; 1714</p> <p>GL10 = DEFAULT = (9000, 9812, 9822, 9844, 6150, 6160, 6170) 6150 = ALL EXCEPT 6160</p> <p>GL11 = DEFAULT =(ALL 3 REPORTS AND ALL GLAN'S EXCEPT PLANNED RECEIPTS) 6150 = ALL 3 REPORTS (EXCLUDES ALLOC ENCUMBRANCES) 6902 = UNITS REPORT ONLY 8000 = RECEIPT REPORT ONLY (ESTIMATE & ACTUAL) 8621 = RECEIPT REPORT ONLY (PLANNED & ACTUAL) 8621 OPTION CAN BE USED FOR E1 9000 = EXPENDITURE REPORT ONLY</p> <p>GL12 = DEFAULT (BLANK) - ENCUMBRANCE COLUMN = ENCUMBRANCE + OBLIGATIONS + ALLOCATED ENCUMBRANCE; BUDGET COLUMN = 6210 + 6230 6150 - ENCUMBRANCE COLUMN = ENCUMBRANCE + OBLIGATIONS; BUDGET COLUMN = 6210 + 6230 6211- ENCUMBRNCE COLUMN = ENCUMBRANCE + OBLIGATIONS + ALLOCATED ENCUMBRANCE; BUDGET COLUMN = 6210 +6211 (6211 OPTION CAN BE USED FOR E1) 6221 - ENCUMBRANCE COLUMN = ENCUMBRANCE + OBLIGATIONS; BUDGET COLUMN = 6210 + 6211 0XXX - SELECT SPECIFIC FFY. USE LAST 3 DIGITS OF FFY IN PLACE OF XXX. ENCUMBRANCE COLUMN = ENCUMBRANCE + OBLIGATIONS + ALLOCATED ENCUMBRANCE; BUDGET COLUMN = 6210 + 6211 1XXX - SELECT SPECIFIC FFY. USE LAST 3 DIGITS OF FFY IN PLACE OF XXX. ENCUMBRANCE COLUMN = ENCUMBRANCE + OBLIGATIONS + ALLOCATED ENCUMBRANCE; BUDGET COLUMN = 6210 + 6230</p>	<p>GL13 = DEFAULT (BLANK) - ENCUMBRANCE COLUMN = ENCUMBRANCE + OBLIGATIONS + ALLOCATED ENCUMBRANCE; BUDGET COLUMN = 6210 + 6230 6150 - ENCUMBRANCE COLUMN = ENCUMBRANCE + OBLIGATIONS; BUDGET COLUMN = 6210 + 6230 6211 - ENCUMBRNCE COLUMN = ENCUMBRANCE + OBLIGATIONS + ALLOCATED ENCUMBRANCE; BUDGET COLUMN = 6210 +6211 (6211 OPTION CAN BE USED FOR E1) 6221 - ENCUMBRANCE COLUMN = ENCUMBRNCE + OBLIGATIONS ; BUDGET COLUMN = 6210 + 6211</p> <p>OPTIONAL SELECTIONS ARE NOT AVAILABLE FOR E1 OUTPUT DESTINATION EXCEPT WHERE NOTED.</p>
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SAMPLE CALSTARS REPORT REQUEST TABLE REFERENCE CARD

CROSS REFERENCE - SYSTEM GENERATED		REPORTS TO ROPES QUEUES		EXTERNAL REPORTS AND ROPES QUEUES	
<u>REPORT NAME RANGE</u>	<u>ROPES QUEUE</u>	<u>REPORT NAME RANGE</u>	<u>ROPES QUEUE</u>	<u>SOURCE/REPORT NAME</u>	<u>ROPES QUEUE</u>
CFB009-1 -> CFB021-1	IEUP	CFB800-1 -> CFB800-3	ERRC	GENERAL SERVICES:	
CFB080-1	RWW1	CFB800-4	DREC	DGSINV	DGSP
CFB080-2	DREC	CFB810-1 -> CFB881-1	IEUP	DGSNEFT	DGSP
CFB090-1	EXIN	CFB9**.*	TBLE		
CFB100-2	IEUP	CFBH00-1	RHH4	STATE CONTROLLER'S OFFICE:	
CFB200-*	ERRC	CFBH07-1	RHH2	FCCANCEL (Cancel warrants)	SCMO
		CFY***.*	YEC1	FC0571-C (Annual Accruals)	SCMO
CFB533-1 -> CFB535-1	LABE	CSBA****	ATER	FC0573-X (SCO final Rec)	SCMO
CFB536G*	LABG	CSBE02-1 -> CSBE03-3	TBLE	FC0576-B (Adj to SCO Accts)	SCMO
CFB536A4-->CFB536A8	LAB1	CSBBP*.*	TBLE	FC32023P (SCO selected Rpts)	SCMO
CFB537-1	LABE	CSBB3*-1	BUD1	FC32001P (Tab Run)	SCMO
CFB540** -> CFB544**	LABG	CSBW01-1 -> CSBW08-1	RWW1	FC32035P (Fund Rec)	SCMO
CFB540A4 ->CFB540A8	LAB1	CSB050-1 -> CSB080-2	IEUP	FC14510D (JEs)	SCJE
CFB550** -> CFB559**	LAB1	CSB090-*	EXIN	CSB084-1->CSB084-2 (CD102)	IEUP
		CSB500-1 -> CSB525-2	LABT		
CFB560-*	FUND	CSB558A1	LABG		
CFB565A*	CSTA	CSB770-1 -> CSB790-3	IEUP		
CFB565B*	CSTB	CSB9****	TBLE		
CFB565C*	CSTC	CSB915-1	IEUP		
CFB565D*	CSTD	CSD600-1	ROH1		
CFB580A*	CSTA	CSIE01-*	IRPT		
CFB580B*	CSTB	CSIE05-1	IRPT		
CFB580C*	CSTC	CSIE02-2 -> CSIE03-2	ITBL		
CFB580D*	CSTD	CSI017-1 -> CSI017-2	ITBL		
CFB584-1	ERRC	CSI017-8 -> CSI017-9	ITBL		
CFB590-*	FUND	CSI5****	ITBL		
CFB595A*	CSTA	CSI9****	ITBL		
CFB595B*	CSTB	CSI914-*	BPRT		
CFB595C*	CSTC	CSI915-1	BPRT		
CFB595D*	CSTD	CSIS****	ROH1		
CFB595E*	FUND	CSO521-1 -> CSO541-1	BPRT		
CFB700-1 -> CFB710-1	IEUP				
CFB710-3 -> CFB710-6	DREC	CSTARW02 -> CSTARW04	RWW1		
CFB710-7 -> CFB780-1	IEUP	CSTARW05	RW05		
		CSTARW06	RW06		
		CSTARW07 -> CSTARW1A	RWW1		
		CSU****	UTIL		
		CSY010-1 -> CSY203-3	YEC1		
		CSYDB3-1 -> CSYDB3-3	RDD1		

ASTERISKS (*) DENOTE ANY VALUE