



IV-BS Budget Sequence Table

Appropriations originally enacted through the budgetary process and any changes to those appropriations through amendments or revisions must be tracked to ensure accurate balances.

The Budget Sequence Table (BS Table) assists with this process by allowing agencies to assign a three-digit sequence code to each appropriation and any budgetary adjustment against it. This code is required on all accounting transactions that increase or decrease appropriation balances due to amendments or revisions if the OC BUD SEQ Indicator is Y.

The budget sequence code controls the posting and sequencing of these budgetary transactions on the CALSTARS automated Schedule 10 reports. These reports compare CALSTARS appropriation data with the data in the BPS -10 System administered by Financial Operations (FO) in the Department of Finance. This is a useful reconciliation and status-reporting tool for both accounting and budgetary purposes. In addition, this information can be used to report prior year expenditures in a Schedule 10 format that agrees with the department's financial statements.

The BS Table is an online descriptor table, but unlike other descriptor tables, Funding Fiscal Year (FFY) controls each BS Table record. A record may be created at any time by staff authorized to access the Descriptor Tables. Once created or modified, a record is immediately available for use. The Titles may be changed at any time during the life of a record. The changed Titles will display on reports without affecting or isolating previous transactions.

Since the budget reporting cycle is only eighteen months, BS Table records older than the prior FFY may be deleted. However, agencies are cautioned not to delete BS Table records that are still in use in the Current and Prior Fiscal Years.

STRUCTURE

The BS Table is divided into two parts: control key and information elements. The control key is unique for each BS Table record. The control key includes Department Organization Code, FFY, Appropriation Organization Code, Appropriation Reference, Fund, Enactment Year, and Budget Sequence.

The information elements consist of three fields of forty alphanumeric characters each. For most records, the first forty-character field will be sufficient. The descriptions on the informational element fields are used as titles on the Schedule 10 reports only in the absence of a title provided by the Department of Finance Budget System (BPS-10).

RELATIONSHIP TO OTHER TABLES

The BS Table is an online table; thus, it is updated immediately after the entry passes all online edits. Since the BS Table looks up a variety of Descriptor Tables, these tables must be established prior to entering the BS Table maintenance.

"Appropriation Organization" is the UCM Level 1, or Budget Act organization receiving the appropriation. The Appropriation Organization must be established in the D01 Descriptor Table as either an active or a roll-up organization. "Reference" must be established in the D26 Descriptor Table. "Fund" must be established in the D22 Descriptor Table. No other CALSTARS tables are directly affected.

INPUT CODING

A listing of the fields contained on the Budget Sequence Entry screen and/or on the activity reports is shown in Exhibit IV-BS-2. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Budget Sequence Entry screen is keyed from the Budget Sequence Table Entry Form (CALSTARS 22). The form, shown in Exhibit IV-BS-3, is formatted the same as the Entry screen and is available at www.dof.ca.gov/accounting/calstars/forms/.

All table maintenance must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Log* section of Chapter IV.

GUIDELINES FOR ESTABLISHING BUDGET SEQUENCE NUMBERS

The Budget Sequence number is the key to matching CALSTARS records to FO's records on the automated Schedule 10 reports; therefore it is important to use the same numbering conventions.

- ✪ Use Budget Sequence **001** for the Initial Authorization after BR-1 (Transaction Code 010) to establish the initial appropriation in CALSTARS and on the automated Schedule 10 reports.
- ✪ Agencies may use **002-199** for subsequent Budget Revisions (BR). The Budget Sequence should coincide with the number assigned to the BR by your agency's Budget Office.
- ✪ For Miscellaneous Deficiencies and Statewide or agency-specific Executive Orders, use the number listed on the Internet at www.dof.ca.gov/html/calstars/calsdocs/optools/budgetSequenceNumbers.htm. Exhibit IV-BS-1 display ranges; however the specific number assigned by FO must be used.

Use **801-999** or an alpha/alphanumeric combination for allocation orders. Allocation Orders are used by agencies with institutions. This provides

appropriation authority to individual institutions when an appropriation is made only to the Agency. An institution receiving an allocation order should use the same Budget Sequence to post the allocation order in their records. If using alpha characters, remember that they sort before numeric characters.

USING BUDGET SEQUENCE NUMBERS ON ACCOUNTING TRANSACTIONS

Budget Sequence numbers are required on transactions that increase or decrease appropriation balances due to amendments or revisions. For example, the events mentioned in the previous section must be posted into CALSTARS with their assigned Budget Sequence number, if applicable to your agency.

The Budget Sequence number used on the accounting transaction is matched to the information posted by FO in their BPS 10 System therefore it is important that the transaction is posted correctly. Exhibits IV-BS-7 and IV-BS-8 display three accounting events and the proper method to post these events into CALSTARS.

BUDGET SEQUENCE ENTRY SCREEN

The Budget Sequence Entry screen shown here is available through Command **I.3**.

```

9990 I.3: Budget Sequence Entry                                12-14-2012 01:04 PM
FUNCTION: _ (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall Maint/Print, U=Gen Rec, V=View, W=Print Rec)

FFY      : _____
APPN ORG : _____
REFERENCE> _____
FUND     > _____
ENY      : _____
BUD SEQ  : _____

TITLE 1  : _____
TITLE 2  : _____
TITLE 3  : _____

Command: _____ LP DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit  Log   List      Bkwr  Frwr  Clear      Main

```

Most BS Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **F**=Funding Fiscal Year Maintenance, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **U**=Generate a single record, **V**=View, and **W**=Print Record, can be performed from the BS Entry screen.

FFY maintenance (**G**=Generate FFY, **P**=Print Table, **R**=Recall Maintenance/Print Request, and **X**=Delete FFY) is performed from the FFY Maintenance screen. Refer to the *FFY Maintenance Screen* section in this chapter for further discussion.

BUDGET SEQUENCE LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance, **C**=Change, **D**=Delete, **F**=FFY Maintenance (**G**=Generate FFY and **X**=Delete FFY), **P**=Print Table, **R**=Recall Maintenance/Print, **U**=Generate a single record, **V**=View, and **W**=Print Record, may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is finished.

An example of the screen is displayed here.

```

9990 Budget Sequence List                                12-14-2012 01:29 PM
Function: _ (F=FFY Maint, P=Print Table, R=Recall Maint/Print)
Go to: FFY/AP ORG/REF/FUND/ENY/BS: 2012 _____

Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View, W=Print Rec)
F  FFY  APPN ORG REF  FUND  ENY  BS  TITLE 1
-  ----  ----  ---  ----  ----  ---  -----
-  2012  9990  001  0001  2011  001  BR 1/BUDGET ACT
-  2012  9990  001  0001  2011  410  E/O 11/12 153
-  2012  9990  001  0001  2012  001  BUDGET ACT
-  2012  9990  001  0002  2012  001  BUDGET ACT
-  2012  9990  001  0890  1997  001  BUDGET ACT
-  2012  9990  001  0890  2012  001  BUDGET ACT
-  2012  9990  001  9740  2012  001  BUDGET ACT
-  2012  9990  101  0890  2011  001  BUDGET ACT
-  2012  9990  101  0890  2012  001  BUDGET ACT
-  2012  9990  102  0001  2012  100  TEST
-  2012  9990  102  0001  2012  600  TEST

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  Log          Bkwr  Frwr  Clear          Main

```

The list of Budget Sequence (BS) records is displayed in BS order within the FFY. If the Entry screen is blank when **F5** is pressed, the list of BS records will begin with the first sequential record in the current FFY. Otherwise, it will begin with the FFY record shown when the **F5** was pressed.

The FFY is shown in the upper right corner of the screen. To change the FFY, enter the desired FFY and press **Enter**.

To find a specific record, enter the BS record in the 'Go to FFY/AP ORG/REF/FUND/ENY/BS:' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, enter an **F**, **P** or **R** in the Function Field or enter a **C**, **D**, **U**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order by Appn Org, Ref, Fund, ENY, and BS within the FFY. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen or the FFY Maintenance screen may be re-accessed.

BUDGET SEQUENCE ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4=Log** key on the Entry or List screen is pressed. An example of the screen is displayed here.

```

9990 BS - Activity Log                                     12-14-2012 01:43 PM

Sort: D (D=Date/Time, U=UserID, K=FFY/AP ORG/REF/FUND/ENY/BS)
-----Go To----- -Go To-- -----Go To-----
      DATE          TIME          USERID   FFY  AP ORG REF FUND ENY  BS
F -----
D 11-30-2012 08:21 AM CSRCQUT  2013 9990 102 0001 2012 600 TEST
U 11-30-2012 08:19 AM CSRCQUT  2013 9990 102 0001 2012 600 TEST
A 11-30-2012 08:19 AM CSRCQUT  2012 9990 102 0001 2012 600 TEST
D 11-30-2012 08:18 AM CSRCQUT  2013 9990 502 0004 2012 300 TEST
A 11-29-2012 08:57 AM CSRCQUT  1997 9990 001 0890 1997 001 BUDGET ACT
D 11-29-2012 08:56 AM CSRCQUT  1997 9990 001 0890 1997 001 BUDGET ACT
A 11-29-2012 08:56 AM CSRCQUT  1998 9990 111 0001 1998 001 VOLUNTEER/MENTO
D 11-29-2012 08:56 AM CSRCQUT  1998 9990 111 0001 1998 001 VOLUNTEER/MENTO
A 11-29-2012 08:55 AM CSRCQUT  1998 9990 001 0890 1998 001 FED RIMBB
D 11-29-2012 08:55 AM CSRCQUT  1998 9990 001 0890 1998 001 FED RIMBB
A 11-29-2012 08:55 AM CSRCQUT  2012 9990 001 0001 2011 001 BR 1/BUDGET ACT
D 11-29-2012 08:55 AM CSRCQUT  2012 9990 001 0001 2011 001 BR 1/BUDGET ACT

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail          Bkwrdr Frwrdr          Main
    
```

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by FFY/AP ORG/REF/FUND/ENY/BS when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by FFY/AP ORG/REF/FUND/ENY/BS

in ascending order beginning with the FFY/AP ORG/REF/FUND/ENY/BS of the record previously on the Entry screen or the FFY/AP ORG/REF/FUND/ENY/BS of the List screen record where the cursor was positioned. If there are multiple activity records for the same FFY/AP ORG/REF/FUND/ENY/BS, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the FFY/AP ORG/REF/FUND/ENY/BS column is displayed in white to indicate FFY/AP ORG/REF/FUND/ENY/BS as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**= FFY/AP ORG/REF/FUND/ENY/BS in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID. To search for a specific record(s), key a Date/Time, UserID, FFY, or FFY/AP ORG/REF/FUND/ENY/BS in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all BS Table records can be viewed on the BS Entry screen, only the most recent activity records can be viewed on the Log screen.

LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a maintenance record, place the cursor on any record line and press **F5**=Dtail.

An example of the Log Detail screen is displayed here.

```

9990 BS Log Detail-Date/Time Order                                12-14-2012 01:56 PM
Function: A  DATE: 11-30-2012  TIME: 08:19:04 AM  USERID: CSCSPRT

FFY          : 2012
APPN ORG    : 9990
REFERENCE    : 102
FUND        : 0001
ENY         : 2012
BUD SEQ     : 600

TITLE 1: TEST
TITLE 2:
TITLE 3:

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

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

FFY MAINTENANCE SCREEN

The FFY Maintenance screen is available for online tables that have a FFY and require FFY maintenance, such as the Generate function. The FFY Maintenance screen is accessed from:

- ✦ The Budget Sequence Entry or List screen by keying an **F** in the Function field and pressing Enter (Entry screen must be blank, except FFY, when Enter is pressed.)
- ✦ The I: Table Maintenance/Inquiry screen by keying 80 in the Code field at the bottom of the screen and pressing Enter.
- ✦ Any CALSTARS screen with a Command line by keying I.80 on the Command line and pressing Enter.

NOTE: The Generate FFY for the Budget Sequence table will only increment the FFY and not the ENY and other fields in the record do not change.

An example of the screen is displayed here.

```

9990 FFY Maintenance                                     12-14-2012 02:01 PM

Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                    (X=Delete FFY)
Enter under FFY below the year to Generate from, Delete, or Print.

F  FFY          TABLE
-  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
-  _____ Index Code              (IC)
-  _____ Appropriation Symbol     (AS)
-  _____ Program Cost Account     (PCA)
-  _____ Cost Allocation           (CA)
-  _____ Employee Master           (EF)
-  _____ Employee Master MyCalPAYS (EM)
-  P 2009 Budget Sequence            (BS)
-  _____ DGS Invoice Allocation    (EA)
-  _____ DGS Services              (OD)

Press Enter to submit request(s)
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                               Clear                               Main

```

To initiate maintenance activity from the FFY Maintenance screen, key **G**, **P**, **R** or **X**

in the F action column to the left of the desired table. Key the appropriate FFY, and press **Enter**. If the FFY is displayed on the Entry or List screen when the F Function is initiated, the FFY will already be displayed on the FFY Maintenance screen

TABLE MAINTENANCE FUNCTIONS

The following functions (except **G**, **X** and some **P**) are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key an **A** in the Function field, the FFY, APPN ORG, REFERENCE, FUND, ENY, and BUDGET SEQUENCE and the appropriate values in the TITLE FIELDS (informational fields) to **Add** a record to the BS Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the BS file. A fresh screen is displayed with blank data fields, and a message confirming that the BS Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

The **Add** function is not available on the List screen.

C= Change

From The Entry Screen:

To **Change** a record, the record must first be displayed on the screen. Only Informational fields can be changed on the BS table, all other fields are key fields and a **D=Delete** and **A=Add** is necessary to perform a change. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the FFY, APPN ORG, REFERENCE, FUND, ENY, and BUDGET SEQUENCE fields, and press **Enter** to **View** a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate values in the FFY, APPN ORG, REFERENCE, FUND, ENY, and BUDGET SEQUENCE fields, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the BS record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

Key a **C** in the F action column to the left of the desired BS record(s), and press **Enter** to display the record on the Entry screen. Key over the fields to be changed and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

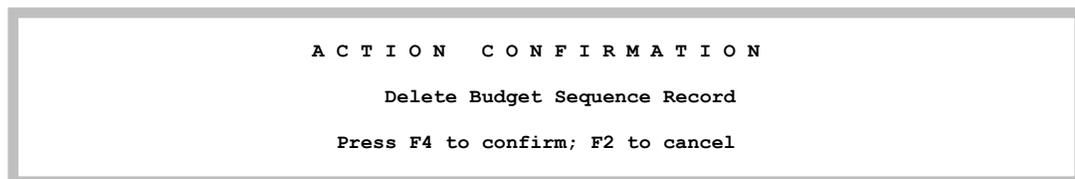
NOTE: To blank out (delete) information on input fields, use the delete key or the space bar.

D=Delete**From The Entry Screen:**

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**.
- (2) Key a **V** in the Function field, the appropriate values in the FFY, APPN ORG, REFERENCE, FUND, ENY, and BUDGET SEQUENCE fields, and press **Enter** to **View** a record. Key a **D** in the Function field, and press **Enter**.
- (3) Key a **D** in the Function field, the appropriate values in the FFY, APPN ORG, REFERENCE, FUND, ENY, and BUDGET SEQUENCE fields, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. The pop-up screen is shown here.



If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the BS Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key a **D** in the F action column to the left of the desired record(s), and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the BS Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

F=FFY Maint

The **F=FFY** Maintenance function is used to access the FFY Maintenance screen. To access the screen, key an **F** in the Function field of the Budget Sequence Entry or List screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

G=Generate FFY

The **Generate** function copies Budget Sequence records from one year to the next and increases the FFY by one during overnight processing. This function is only available through the FFY maintenance.

NOTE: The Generate FFY for the Budget Sequence table will only increment the FFY and **not** the ENY and other fields in the record do not change. Review new records and enter necessary changes through the **Change** function.

To initiate the **Generate** FFY function from the FFY Maintenance screen, key a **G** in the F action column on the Budget Sequence line. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the following example.

Key the existing FFY: (Year 1) in the FFY field	To Generate records for: (Year 2)
2009	2010
2010	2011
2011	2012

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **Generate** function may be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **Generate** function a second time may be quicker than manually adding new Year 1 records to Year 2 records **after** Year 1 records were generated. The **Generate** function does not update or replace records previously **Added** or **Generated**, so records are not duplicated.

However, if a Year 1 record is deleted from year 2 and the Generate function is run a second time, the deleted Year 1 records will be added back to Year 2.

If the **G**=Generate function is keyed more than once during the same processing day, an online message is displayed stating that the Generate FFY has already been requested.

Successful **G**enerate transactions update the BS File during the CALSTARS nightly process. **G**enerate transactions that do not pass all edits are not added to the BS Table; they are displayed on that day's activity report with their corresponding error messages.

N=Next

From The Entry Screen:

Next performs the same as the **A**dd function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **N**ext function is not available on the List screen.

P=Print Table

The **P**rint Table function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the Budget Sequence (BS) Table Listing Report and/or printing the report. If a FFY is displayed on the pop-up screen when a report is requested, only records for the specified FFY are selected. If the FFY field is blank, the **entire** Budget Sequence Table (all FFYs) is selected. An example of the CSB992-2 report is displayed in Exhibit IV-BS-5.

From The Entry Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the Entry screen when **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when **Enter** is pressed, the FFY is not displayed on the screen.

From The List Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. To request **all** records within the Budget Sequence Table, delete the FFY from the FFY field on the pop-up screen.

From The FFY Maintenance Screen:

Key a **P** in the F action column, the FFY if desired, and press **Enter** to display the

Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen is shown here.

```

Print/Report File Selection
Budget Sequence (BS) Table

___ Enter FFY or leave blank for entire table

- Enter Destination:
  F=Report File only
    Report File: CS9990.CSI9992-2.TBL-BS.IQ.D2121214.T1039394
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI992-2.TBL-BS.IQ.D2121214.T1039394
  O=Report Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel

```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Budget Sequence (BS) Table Listing Report (CSI992-2.)
- P** – Immediately generates an electronic report file of the Budget Sequence (BS) Table Listing Report (CSI992-2) **and** ROPES the Budget Sequence (BS) Table Listing Report (CSI992-2) to an agency printer.
- O** – ROPES the Budget Sequence (BS) Table Listing Report (CSB992-2), including the current day's table maintenance, to an agency printer after overnight processing is complete.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry, List or I: Table Maintenance/Inquiry.)

NOTE: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to delete overnight BS table maintenance before it is initiated.

From The Entry Screen Or The List Screen:

Key an **R** in the function field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below. The FFY must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

From The FFY Maintenance Screen:

Key an **R** in the F action field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is pressed.

An example of the pop-up screen is shown here.

```

Recall Overnight Maintenance/Print Request
Budget Sequence (BS) Table

Select one or more with a 'Y':

- Remove the request to Delete FFY 2009
- Remove the request to Generate FFY 2013
- Remove the request to Print FFY 2012
*** End of Data ***

Press Enter to remove the request(s) .
PF2          PF7  PF8
Retrn       Bkwrd Frwr

```

Key a **Y** in the field to the left of the desired maintenance or print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

U=Generate Record**From The Entry Screen:**

Key a **U** in the Function field, the FFY, APPN ORG, REFERENCE, FUND, ENY, and BUDGET SEQUENCE in their respective fields, and press **Enter** to generate an individual record for the new FFY. The Generate Record function copies a Budget Sequence record from one year to the next and increases the FFY by one during overnight processing. A message confirming that the record was successfully generated is displayed at the bottom of the screen.

NOTE: The Generate Record for the Budget Sequence table will only increment the FFY and **not** the ENY and other fields in the record do not change. Review new records and enter necessary changes through the Change function.

From The List Screen:

Key an **U** in the F action column to the left of the desired BS record(s) and press

Enter. A message confirming that the record was successfully generated is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen. If an attempt is made to Generate records that have already Added or Generated a message is displayed on the Budget Sequence Table stating record already exist.

V=View

From The Entry Screen:

Key a **V** in the Function field, the FFY, APPN ORG, REFERENCE, FUND, ENY, and BUDGET SEQUENCE in their respective fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key a **V** in the F action column to the left of the desired record(s), and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W** function immediately prints a single record report (CSI992-2) **and** generates a single record report file from the Budget Sequence Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI992-2.TBL-BS.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

Key a **W** in the Function field, the FFY, APPN ORG, REFERENCE, FUND, ENY, and BUDGET SEQUENCE in their respective fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key a **W** in the F action column to the left of the desired Budget Sequence record(s), and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

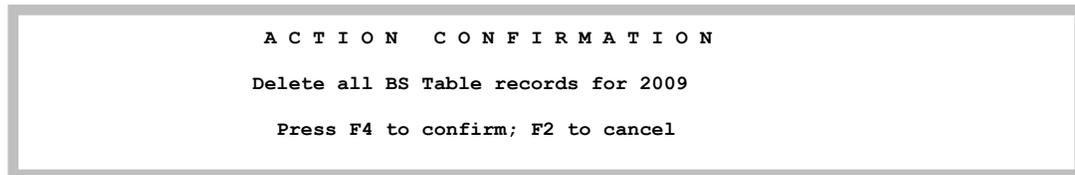
X=Delete FFY

The **X=Delete FFY** function initiates the deletion of all BS records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is

necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The following Action Confirmation pop-up screen will be displayed.



If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the FFY records remain in the Budget Sequence Table.

A message confirming that the records were deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen.

NOTE: Function X cannot be used for the current or prior fiscal years. If an attempt is made to delete the current or prior FFY, an error message is displayed at the bottom of the screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Budget Sequence Table screens:

F1=Help—The following two types of online help are available on pop-up screens:

- ✪ **Field look-up assistance** is available for fields that display a “>” (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a “>” and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the **F7** and **F8** keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press **Enter**. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when **Enter** is pressed.

NOTE: When table look-up assistance is used with the Reference or Fund fields, the entire record is displayed when a selection is made.

- ✪ **General text information** is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up

assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—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.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

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.

F4=Log—Displays the Budget Sequence Log Activity screen.

F5=List or **Log Detail**—The following two functions are available for the F5 key.

List—Displays the Budget Sequence List screen.

Log Detail—Displays the Budget Sequence Log Detail screen.

F7=Bkwrđ (Backward)—Go to the previous record (page of records).

F8=Frwrđ (Forward)—Go to the next record (page of records).

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

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

BS TABLE REPORTS

The following reports are system generated:

- ☛ Budget Sequence (BS) Table Activity Report (CSB992-1) - This report displays all transactions successfully entered online during the work day. It is produced during overnight processing whenever online table maintenance has been completed. The report is displayed in Exhibit IV-BS-4.

- ✦ Budget Sequence (BS) Table – Delete FFY (yyyy) Report (CSB992-3) –This report displays all records deleted when Function **X**=Delete FFY is entered. The report is displayed in Exhibit IV-BS-6.

The following reports are produced upon agency request:

- ✦ Budget Sequence (BS) Table Listing Report (CSB992-2/CSI992-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the Budget Sequence screen. If Function **P** and a Funding Fiscal Year are entered, the listing is limited to the specific fiscal year requested. If **P** is entered without a FFY, the listing contains all fiscal years in the Budget Sequence table. The report is displayed in Exhibit IV-BS-5.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

CONTROL

The BS Table controls the sequence and posting of budget transactions on the automated Schedule 10 reports. Once a sequence number has been established, it should not be changed for the life of the budget transactions it supports. If budget transactions are posted with an incorrect Budget Sequence number, those transactions must be reversed and re-posted with the correct Budget Sequence number.

Table logs should be kept along with the maintenance activity reports for the same period as the CS-10 file they support. (Example: FFY 2011 records would be subject to purging on December 31, 2012.)

EXHIBIT IV-BS-1
STANDARD NUMBERING AND NAMING CONVENTIONS
FOR BUDGET SEQUENCE NUMBERS

BS NO. **CITATION/PURPOSE**

Budget Revisions:

001 Original appropriations, i.e., appropriations after BR#1; unscheduled approps.
002 - 189 BR-xx, purpose of BR (budget adjustment/schedule change where xx = BR#)
190 - 199 BR-xx, purpose of BR (category transfers only - per B/A Section 26.00)
600 - 625 Pending BR, purpose of BR (e.g., pending budget adjustment)

Miscellaneous Adjustments:

910 - 919 Misc. Adjustments (e.g., adjustments not done by EO or BR, etc.)

Miscellaneous Executive Orders:

200 - 350 EO Eyr-XX, authority for EO
626 - 629 Pending EO, authority for EO

Specific Executive Orders:

360 Adjustment per Section 3.60 of the Budget Act (for Budget Act items)
361 Adjustment per Section 3.60 of the Budget Act (for non- Budget Act items)
364 Adjustments per Section 3.60(b) (for Budget Act items)
365 Adjustments per Section 3.60(b) (for non-Budget Act items)
408 Early Allocations for Employee Compensation
409 Early Proposition 98 Allocations for Employee Compensation
410 Allocations for Employee Compensation
411 Subsequent Allocations for Employee Compensation
412 Proposition 98 Allocations for Employee Compensation
413 Reserve for Late Prop. 98 Employee Compensation
414 - 415 Reserve for Other Late Employee Compensation
480 - 489 Transfers to Legislative Claims (ORG 9670) per Chapter/Year of Statutes
498 - 499 EO 97-XX or pending EO, Alloc. for Year 2000 per Item 9899-XXX-XXXX

Capital Outlay Executive Orders:

700 - 799 EO Cyr-CO-xx, Augmentation Alloc. from GC Sec. 16352, 16409, or 16354
800 - 899 EO Cyr-CO-xx, Reversion to GC Sec. 16351 or 16408

Allocation Orders:

801 - 999
 OR Allocations to/from Headquarters and Institutions
Axx - Zxx

EXHIBIT IV-BS-2
BUDGET SEQUENCE TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
<u>Control Key:</u>		
ORG CODE	4	The Organization Code is automatically displayed based on the sign on. It cannot be altered.
FUNDING FISCAL YEAR	4	Enter the Funding Fiscal Year.
APPN ORG	4	Enter the Appropriation Organization Code. For non-institutional agencies, APPN ORG is generally the same as ORG CODE. For institutional agencies, the APPN ORG is generally the same as the Organization Control Table Level 1 ORG <u>or</u> Appropriation Organization is the first four digits of each Appropriation ID on the Budget Bill. It is also the Organization Code displayed in the Governor's Budget.
REFERENCE	3	Enter the Reference Code. The Reference Code is a three-digit number used to separate more than one appropriation to an agency from the same fund. Refer to the Uniform Codes Manual or the Budget Bill, as necessary. Reference is the middle three digits of each Appropriation ID. Also identified in the SCO Agency Reconciliation Reports (FC-320-01-P).
FUND	4	Enter the Fund Code. Refer to the Budget Bill. Fund is the last four digits of the Appropriation ID. This must be the same fund that will be used in the financial transaction
ENACTMENT YEAR	4	Enter the Enactment Year. The Enactment Year is the calendar year that an appropriation is first authorized for expenditure.
BUDGET SEQUENCE	3	Enter the Budget Sequence number. Except for Allocation Orders, this number should be the same number used by Financial Operations (FO). This is a matched field in the automated Schedule 10 reports. For initial appropriations, use 001 . For budget revisions, use the budget revision number. (BR#2 = 002 , BR#11= 011 , etc.) For executive orders or Budget Act control sections, use the reference guide in Exhibit IV-BS-1 for Specific Executive orders or refer to CALSTARS website. Follow the FO format. For inter-Org-code allocation orders, use a unique number established by the headquarters of the institutional agency. Budget Sequence numbers in the 801-999 range or an alpha/alphanumeric series is recommended.
<u>Informational Elements:</u>		The three text fields provide for up to one hundred twenty alphanumeric characters of text that describe the budget revision, executive order or allocation order. This text may be changed at any time and as often as needed during the life of the Budget Sequence number. Refer to Exhibit IV-BS-1 for naming convention guidelines.
TITLE 1	40	Enter the first forty characters of text.
TITLE 2	40	Enter an additional forty characters of text as needed. At least one character must be present in TITLE 1 before entering additional characters in TITLE 2.
TITLE 3	40	Enter an additional forty characters of text as needed. At least one character must be present in TITLE 2 before entering additional characters in TITLE 3.

EXHIBIT IV-BS-3

CALSTARS 22

(Rev. 1/13)

**STATE OF CALIFORNIA
CALSTARS BUDGET SEQUENCE TABLE MAINTENANCE**

PREPARED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____

FUNCTION: (A=ADD, C=CHANGE, D=DELETE, F=FFY MAINT, N=NEXT, P=PRINT TABLE)
(R=RECALL MAINT/PRINT, U=GEN REC, V=VIEW, W=PRINT REC)

FUNDING FISCAL YEAR

APPN ORG

REFERENCE

FUND

ENACTMENT YEAR

BUDGET SEQUENCE

TITLE 1

TITLE 2

TITLE 3

EXHIBIT IV-BS-4

CSB992-1 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 03/14/2008 (17:57) *****
 BUDGET SEQUENCE (BS) TABLE ACTIVITY REPORT
 ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 7

F	ORG	FFY	APPN	ORG	REF	FUND	ENY	BS	DATE	TIME	USERID	ERROR MESSAGES
TITLE 1				TITLE 2				TITLE 3				
A	9990	2002	9990	001	0001	2002	001	01-15-2006	12:03:45	PM	CSCSPRT	XXX-ERROR MESSAGE 9990-001-0001-2002
ORIGINAL BUDGET FOR GENERAL FUND												
A	9990	2003	9990	001	0001	2003	001	01-15-2006	12:05:46	PM	CSCSPRT	9990-001-0001-2003
ORIGINAL BUDGET FOR GENERAL FUND												
A	9990	2004	9990	001	0001	2004	001	01-15-2006	12:06:45	PM	CSCSPRT	9990-001-0001-2004
ORIGINAL BUDGET FOR GENERAL FUND												
A	9990	2005	9990	001	0001	2005	001	01-15-2006	12:07:45	PM	CSCSPRT	
ORIGINAL BUDGET FOR GENERAL FUND												
A	9990	2006	9990	001	0001	2006	001	01-15-2006	12:08:45	PM	CSCSPRT	9990-001-0001-2006
ORIGINAL BUDGET FOR GENERAL FUND												
A	9990	2007	9990	001	0001	2007	001	01-15-2007	12:09:45	PM	CSCSPRT	9990-001-0001-2007
ORIGINAL BUDGET FOR GENERAL FUND												
A	9990	2008	9990	001	0001	2008	001	01-15-2008	12:13:45	PM	CSCSPRT	9990-001-0001-2008
ORIGINAL BUDGET FOR GENERAL FUND												

EXHIBIT IV-BS-5

CSB992-2 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 09/14/2006 (17:57) *****
 BUDGET SEQUENCE (BS) TABLE LISTING REPORT
 ORG NUMBER: 9990
 ORG PAGE: 2
 RUN PAGE: 8

ORG	FFY	APPN	ORG	REF	FUND	ENY	BS	LP DATE		
			TITLE 1			TITLE 2			TITLE 3	
9990	2006	9990	001	0001	2006	001	09-09-2006			
FOR GENERAL FUND								ORIGINAL BUDGET	9990-9990-001-0001	
9990	2006	9990	002	0001	2006	001	09-09-2006			
FOR GENERAL FUND								ORIGINAL BUDGET		

EXHIBIT IV-BS-6

CSB992-3 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 09/10/2007 (17:57) *****
 BUDGET SEQUENCE (BS) TABLE DELETE FFY (2006) REPORT
 ORG NUMBER: 9990
 ORG PAGE: 3
 RUN PAGE: 9

ORG	FFY	APPN	ORG	REF	FUND	ENY	BS	LP	DATE	TITLE 1	TITLE 2	TITLE 3
9990	2006	9990	001	0001	2006	001	09-09-2006			FOR GENERAL FUND	ORIGINAL BUDGET	9990-9990-001-0001
9990	2006	9990	002	0001	2006	001	09-09-2006			FOR GENERAL FUND	ORIGINAL BUDGET	

EXHIBIT IV-BS-7
ACCOUNTING ACTIVITIES – NON-INSTITUTIONAL AGENCIES

Budget Org : 7160
Batch Org : 7160

Event/Program	TC	BudSeq	Source	Amount
Event #1				
Post Budget after BR-1				
Program A	010	001	---	247,000
Program B	010	001	---	271,000
Admin	010	001	---	22,500
Dist Admin	010R	001	---	22,500
Reimbursements	020	001	9xxxxx	56,000
Event #2				
Budget Revision				
Program A	011	002	---	40,000
Reimbursements (increase)	020	002	9xxxxx	40,000
Event #3				
Adjustment per Sec. 3.60				
Program A	030	360	---	11,000
Program B	030	360	---	13,000
Admin	030	360	---	1,000
Dist Admin	011	360	---	1,000
Reimbursements (decrease)	020	360	9xxxxx	4,000

Summary of Events

	<u>Initial</u> <u>Appropriation</u>	<u>Change</u>	<u>Current</u> <u>Appropriation</u>
Program A	\$247,000	29,000	\$276,000
Program B	271,000	-13,000	258,000
Admin	22,500	-1,000	21,500
Dist Admin	-22,500	1,000	-21,500
Reimbursements	<u>-56,000</u>	<u>-36,000</u>	<u>-92,000</u>
Net Program	\$462,000	-20,000	\$442,000

EXHIBIT IV-BS-8
ACCOUNTING ACTIVITIES – INSTITUTIONAL AGENCIES

Event/Program	Budget Org	Batch Org	TC	BudSeq	Source	Amount
Event #1						
Post Budget after BR-1	4000	4000				
Program A			010	001	---	7,000
Program B			010	001	---	9,000
Admin			010	001	---	2,500
Dist Admin			010R	001	---	2,500
Reimbursements			020	001	9xxxxx	4,000
Event #2a						
Post Allocations-out	4000	4000				
Prog A - to HQ			034	801	---	4,000
Prog A - to Field Unit #A			034	802	---	3,000
Prog B - to Field Unit #A			034	802	---	3,000
Prog B - to Field Unit #B			034	803	---	2,000
Prog B - to Field Unit #C			034	804	---	3,000
Admin - to HQ			034	801	---	2,500
Dist Admin - to HQ			034R	801	---	2,500
Reimbursements - to HQ			020R	801	9xxxxx	3,000
Reimbursements - to #A			020R	802	9xxxxx	1,000
Event #2b.1 - Alloc-in		4100				
Program A			022	801	---	4,000
Admin			022	801	---	2,500
Dist Admin			022R	801	---	2,500
Reimbursements			020	801	9xxxxx	3,000
Event #2b.2 - Alloc-in #A		4200				
Program A			022	802	---	3,000
Program B			022	802	---	3,000
Reimbursements			020	802	9xxxxx	1,000
Event #2b.3 - Alloc-in #B		4300				
Program B			022	803	---	2,000
Event #2b.4 - Alloc-in #C		4400				
Program B			022	804	---	3,000
Event #3.1 - BR #2	4000	4000				
Reduce Program B			030	002	---	1,000
Increase Program A			011	002	---	1,000
Event #3.2 - Alloc-out	4000	4000				
Program A			034	805	---	1,000
Event #3.3 - Alloc-in #C		4400				
			022	805	---	1,000

EXHIBIT IV-BS-8 (CONTINUED)
ACCOUNTING ACTIVITIES – INSTITUTIONAL AGENCIES

Summary of Events

	<u>Initial Appropriation</u>	<u>Appropriation Change</u>	<u>Allocation Change</u>	<u>Current Authorization</u>
Appropriation				
Program A	\$7,000	\$1,000	\$-8,000	0
Program B	9,000	-1,000	-8,000	0
Admin	2,500		-2,500	0
Dist Admin	-2,500		2,500	0
Reimbursements	<u>-4000</u>		<u>4,000</u>	<u>0</u>
Net Program	\$12,000	-0-	\$-12,000	-0-
Headquarters				
Program A			\$4,000	\$4,000
Admin			2,500	2,500
Dist Admin			-2,500	-2,500
Reimbursements			<u>-3,000</u>	<u>-3,000</u>
Net Program			\$1,000	\$1,000
Field Unit #A				
Program A			\$3,000	\$3,000
Program B			3,000	3,000
Reimbursements			<u>-1,000</u>	<u>-1,000</u>
Net Program			\$5,000	\$5,000
Field Unit #B				
Program B			\$2,000	\$2,000
Field Unit #C				
Program B (Initial)			\$3,000	\$3,000
Program A (BR#2 & BudSeq 805			<u>1,000</u>	<u>1,000</u>
Net Program			\$4,000	\$4,000
TOTAL,	<u>\$12,000</u>	<u>-0-</u>	<u>-0-</u>	<u>\$12,000</u>