

**CALSTARS
MONTHLY CLOSING CHECKLIST
AS OF _____ FM _____**

TASK	Suggested Completion Date	Actual Completion Date	Person/Unit Responsible
1. All fiscal month transactions entered and processed: <ul style="list-style-type: none"> • Expenditures/Disbursements • Receipts • SCO Documents • Reconciliation Adjustments • No batches on hold 	2nd - 3rd		
2. All fiscal month errors cleared from error file	4th		
3. Employee Master file current	4th		
4. Timesheets (if used) entered, verified and labor reconciled (optional)	4th		
5. Set Labor Distribution Run Indicator (by 3:00PM)	6th		
6. Complete labor reconciliation (optional) and make appropriate labor adjustments as needed	7th		
7. Remit funds to Treasurer's	daily/weekly		
8. Make all necessary expenditure adjustments	7th		
9. Order reports to review prior to Cost Allocation (QC1, Q21)	8th		
10. Make sure Cost Allocation Table is set/statistics (if used) are entered (order Q42, Q43)	8th		
11. Execute Cost Allocation/Fund Split Process (CA/FS) (By 10:00 if used)	9th		
12. Check error file for CA/FS errors and correct.	10th		

TASK	Suggested Completion Date	Actual Completion Date	Person/Unit Responsible
13. Close month with PM Open = T (or N)	12th		
14. Order monthly reports from report request schedule. For example: <ul style="list-style-type: none"> • For reconciling - <ul style="list-style-type: none"> B03 DB2 H02 C02 G01 H06 DB1 HB4 • For processing - <ul style="list-style-type: none"> H03, H05, HB5 (Daily/weekly) Q22 or Q23 • For management reports - <ul style="list-style-type: none"> Q10 - Q16, Q25 • For records/audits - <ul style="list-style-type: none"> H00 (monthly) B04 G03 D06/16 H11 D11 	12th		
15. Order any special reports required/requested	12th		
16. Complete capitalized assets reconciliation and entries	13th		
17. Review all reports to ensure all transactions/processes ran properly	13th		
18. Prepare PFA Transfer request and submit to SCO	15th		
19. Perform SCO reconciliation	15th - 30th		
20. Do bank and ORF reconciliation	15th - 30th		
21. Correct adjusting items: <ul style="list-style-type: none"> •CALSTARS entries •SCO letters 	15th - 30th		

**MONTH-END CLOSING
OC TABLE SETTING**

WHAT	WHY	WHEN	YOU SET	SYSTEM SETS
1. Run Labor	To distribute monthly payroll costs.	Employee Master File updated, timesheets entered, reviewed, corrected, SCO labor tape ready	Function: C Run Labor Indicator: Y	Run Labor Indicator: N
2. Run Adjustment Timesheets	To process adjustment timesheets	As needed, can be run before or after Labor.	Function: C Run Labor Indicator: A	Run Labor Indicator: N
3. Cost Allocation/ Fund Split (CA/FS)	To run CA/FS for expenditures and encumbrances System then sets indicator to show CA/FS was completed	All expenditure entries recorded, Labor Distribution run and reviewed, error file clear, other table maintenance done if needed	Function: C Run Cost Indicator: C	Run Cost Indicator: N Last Step Run: FS Prior Month Open: C
4. Error in CA/FS	To advise agency that errors have occurred and identify the last step completed.	If you have errors during CA/FS for example, an inactive PCA or AS not open		Run Cost Indicator: M Last Step Run: 01, 02, etc.
5. Restart CA/FS	To run subsequent steps of CA/FS	After CA/FS errors are corrected	Function: C Run Cost Indicator: C	
6. CA/FS Ran Successfully	To close the month to ANY posting. Consult a CALSTARS Analyst if a month needs to be re-opened.	After CA/FS is run, adjustments done, reports ordered	Function: C Prior Month Open: N	

OC TABLE MAINTENANCE
OC TABLE PRIOR TO LABOR DISTRIBUTION (Example #1)

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7101 I.8:  ORGANIZATION CONTROL ENTRY SCREEN 1

FUNCTION:  (A=Add, C=Change, D=Delete, P=Print Table)
           (R=Recall Maint/Print, V=View, W=Print Rec)
FFY: 2014

LABOR      : RUN LABOR > N
           LABOR HAS NOT BEEN RUN

COST       : RUN COST > N          RUN TYPE          > S          NBR STEP DOWNS : 03
PCA METHOD> 1          ENCUMB ALLOC > Y          LAST STEP RUN  : 00
           NO CA/FS PROCESS HAVE BEEN RUN

MISC       : PM OPEN > Y          FUND/FS EDITS > 0          CHECK FILE      > Y
CD102     > Y          CALATERS/ORF >

BUDGET     : BUD SEQ > Y          BR-1 POSTED: > Y          PY SCH10 TRANS > N
           PRIOR MONTH OPEN

YEAR-END   : RUN YEC > X          PY OPEN          > N          UNCLR COLL FFY > C
           ORF FFY > C
           YEAR-END OPEN COMPLETED

HIERARCHY : LEVELA: 7000 LEVELB: 7010 LEVEL1: 7101 LEVEL2:          LEVEL3:

Command:                                     LP DATE: 11/XX/2014
Enter PF1- -PF2-- PF3-- PF4-- PF5-- PF6-- PF7-- PF8-- PF9-- PF10-- PF11-- PF12-
      Help  Retrnr Quit  Log          Bkwrdr Frwrdr Clear Up    Down  Main

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Another option to view the Labor Distribution is the F.3 - Labor Process screen.

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7101 F.3: Labor Process Entry

FUNCTION: (C=Change, V=View)

RUN LABOR: N (N=Do Not Run Labor, Y=Run Labor, A=Run Timesheet Adjustments)

LABOR STATUS: LABOR HAS NOT BEEN RUN

PRIOR MONTH OPEN> Y (Must be Y to Run Labor)

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**OC TABLE MAINTENANCE
TO SET FOR LABOR DISTRIBUTION (Example #2)**

7101 I.8 ORGANIZATION CONTROL ENTRY SCREEN 1

FUNCTION: **C** (A=Add, C=Change, D=Delete, P=Print Table)
(R=Recall Maint/Print, V=View, W=Print Rec)

FFY: 20XX

LABOR : RUN LABOR > **Y**

CURRENT REQUEST - STANDARD LABOR DISTRIBUTION

COST : RUN COST > N RUN TYPE > S NBR STEP DOWNS : 03

PCA METHOD > 1 ENCUMB ALLOC > Y LAST STEP RUN : 00

NO CA/FS PROCESS HAVE BEEN RUN

MISC : PM OPEN > Y FUND/FS EDIT > 0 CHECK FILE > Y

CD102 > Y CALATERS/ORF >

BUDGET : BUD SEQ > Y BR-1 POSTED > Y PY SCH10 TRANS > N

PRIOR MONTH OPEN

YEAR-END : RUN YEC > X PY OPEN > N UNCLR COLL FFY > C

ORF FFY > C

YEAR-END OPEN COMPLETED

HIERARCHY : LEVELA: 7000 LEVELB: 7010 LEVEL1: 7101 LEVEL2: LEVEL3:

Command:

LP DATE: 11/12/2014

Enter PF1- -PF2-- PF3-- PF4-- PF5-- PF6-- PF7-- PF8-- PF9-- PF10-- PF11-- PF12-

Help Retrn Quit Log Bkwrđ Frwrđ Clear Up Down Main

Another option to set the Labor Distribution is the F.3 - Labor Process screen.

7101 F.3: Labor Process Entry

FUNCTION: **C** (C=Change, V=View)

RUN LABOR: Y (N=Do Not Run Labor, Y=Run Labor, A=Run Timesheet Adjustments)

LABOR STATUS: **CURRENT REQUEST - STANDARD LABOR DISTRIBUTION**

PRIOR MONTH OPEN > Y (Must be Y to Run Labor)

OC TABLE MAINTENANCE
OC TABLE AFTER LABOR DISTRIBUTION RUN (Example #3)

7101 I.8: ORGANIZATION CONTROL ENTRY SCREEN 1

FUNCTION: (A=Add, C=Change, D=Delete, P=Print Table)
(R=Recall Maint/Print, V=View, W=Print Rec)

FFY: 2014

LABOR : RUN LABOR > **N**

LABOR COMPLETED

COST : RUN COST > N RUN TYPE > S NBR STEP DOWNS : 03

PCA METHOD> 1 ENCUMB ALLOC > Y LAST STEP RUN : 00

NO CA/FS PROCESSES HAVE BEEN RUN

MISC : PM OPEN > Y FUND/FS EDIT > 0 CHECK FILE > Y

CD102 > Y CALATERS/ORF >

BUDGET : BUD SEQ > Y BR-1 POSTED: > Y PY SCH10 TRANS > N

PRIOR MONTH OPEN

YEAR-END : RUN YEC > X PY OPEN > N UNCLR COLL FFY > C

ORF FFY > C

YEAR-END OPEN COMPLETED

HIERARCHY : LEVELA: 7000 LEVELB: 7010 LEVEL1: 7101 LEVEL2: LEVEL3:

Command:

LP DATE: 11/13/2014

Enter PF1- -PF2-- PF3-- PF4-- PF5-- PF6-- PF7-- PF8-- PF9-- PF10-- PF11--PF12-

Help Retrtn Quit Log Bkwrdr Frwrdr Clear Up Down Main

**Another option to view after Labor Distribution have been run is the
F.3 - Labor Process screen.**

7101 F.3: Labor Process Entry

FUNCTION: (C=Change, V=View)

RUN LABOR: N (N=Do Not Run Labor, Y=Run Labor, A=Run Timesheet Adjustments)

LABOR STATUS: **LABOR COMPLETED**

PRIOR MONTH OPEN> Y (Must be Y to Run Labor)

**OC TABLE MAINTENANCE
SET TO RUN ADJUSTMENT TIME SHEETS (Example #4)**

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7101 I.8:  ORGANIZATION CONTROL ENTRY SCREEN 1

FUNCTION:  C  (A=Add, C=Change, D=Delete, P=Print Table)
           (R=Recall Maint/Print, V=View, W=Print Rec)
FFY: 20XX

LABOR      : RUN LABOR > A
           CURRENT REQUEST - TIMESHEET ADJUSTMENT
COST       : RUN COST > N          RUN TYPE          > S          NBR STEP DOWNS : 03
PCA METHOD> 1          ENCUMB ALLOC > Y          LAST STEP RUN   : 00
           NO CA/FS PROCESSES HAVE BEEN RUN
MISC       : PM OPEN > Y          FUND/FS EDIT   > 0          CHECK FILE      > Y
           CD102 > Y          CALATERS/ORF >
BUDGET     : BUD SEQ > Y          BR-1 POSTED: > Y          PY SCH10 TRANS > N
           PRIOR MONTH OPEN
YEAR-END   : RUN YEC > X          PY OPEN        > N          UNCLR COLL FFY > C
           ORF FFY > C
           YEAR-END OPEN COMPLETED

HIERARCHY : LEVELA: 7000 LEVELB: 7010 LEVEL1: 7101 LEVEL2:          LEVEL3:

Command:
Enter PF1- -PF2-- PF3-- PF4-- PF5-- PF6-- PF7-- PF8-- PF9-- PF10-- PF11--PF12-
      Help  Retrn Quit  Log          Bkwrđ Frwrđ Clear  Up    Down  Main
LP DATE: 11/14/2014

```

Another option to set Run Adjustment Time Sheets is the F.3 - Labor Process screen.

```

7101 F.3: Labor Process Entry

FUNCTION:  C (C=Change, V=View)

RUN LABOR:  A (N=Do Not Run Labor, Y=Run Labor, A=Run Timesheet Adjustments)

LABOR STATUS: CURRENT REQUEST - TIMESHEET ADJUSTMENT

PRIOR MONTH OPEN> Y (Must be Y to Run Labor)

```


OC TABLE MAINTENANCE
OC TABLE AFTER COST ALLOCATION CYCLES (Example #6)

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7101 I.8      ORGANIZATION CONTROL ENTRY SCREEN 1

FUNCTION:     (A=Add, C=Change, D=Delete, P=Print Table)
              (R=Recall Maint/Print, V=View, W=Print Rec)
FFY: 20XX

LABOR       : RUN LABOR > N
              LABOR COMPLETED
COST        : RUN COST > N          RUN TYPE > S          NBR STEP DOWNS : 03
              PCA METHOD > 1          ENCUMB ALLOC > Y          LAST STEP RUN  : FS
              COST ALLOCATION/FUND SPLIT COMPLETED
MISC       : PM OPEN > C          FUND/FS EDIT > 0          CHECK FILE > Y
CD102      : > Y          CALATERS/ORF >
BUDGET     : BUD SEQ > Y          BR-1 POSTED > Y          PY SCH10 TRANS > N
              PRIOR MONTH CLOSED FOR POSTING EXPENDITURES
YEAR-END   : RUN YEC > X          PY OPEN > N          UNCLR COLL FFY > C
              ORF FFY > C
              YEAR-END OPEN COMPLETED

HIERARCHY: LEVELA: 7000 LEVELB: 7010 LEVEL1: 7101 LEVEL2:          LEVEL3:

Command:                                           LP DATE: 11/18/2014
Enter PF1- -PF2-- PF3-- PF4-- PF5-- PF6-- PF7-- PF8-- PF9-- PF10-- PF11--PF12-
      Help  Retrn Quit  Log                Bkwrđ Frwrđ Clear Up   Down   Main

```

Another option to view after Cost Allocation/Fund Split cycle is the F.4 - Cost Allocation/Fund Split Process screen.

```

7101 F.4: Cost Allocation/Fund Split Process Entry

FUNCTION: (C=Change, V=View)

COST ALLOCATION/FUND SPLIT STATUS:
      COST ALLOCATION/FUND SPLIT COMPLETED

RUN COST > N
RUN TYPE > S
ENCUMB ALLOCATION> Y
LAST STEP RUN : FS

PRIOR MONTH OPEN> C (Prior Month closed for posting expenditures)

```

OC TABLE MAINTENANCE
 OC TABLE WHEN COST ALLOCATION ERRORS OCCUR (Example #7)

```

7101 I.8:      ORGANIZATION CONTROL ENTRY SCREEN 1

FUNCTION:      (A=Add, C=Change, D=Delete, P=Print Table)
(R=Recall Maint/Print, V=View, W=Print Rec)
FFY: 20XX

LABOR       : RUN LABOR > N
              LABOR COMPLETED
COST        : RUN COST > M          RUN TYPE          > S          NBR STEP DOWNS: 03
              PCA METHOD> 1          ENCUMB ALLOC    > Y          LAST STEP RUN : 02
              MULTI-STEP PROCESS HAS BEEN STOPPED BY DATA RELATED ERRORS
MISC       : PM OPEN > C           FUND/FS EDIT   > 0          CHECK FILE    > Y
CD102      > Y                   CALATERS/ORF   >
BUDGET     : BUD SEQ > Y           BR-1 POSTED   > Y          PY SCH10 TRANS> N
              PRIOR MONTH CLOSED FOR POSTING EXPENDITURES
YEAR-END   : RUN YEC > X           PY OPEN       > N          UNCLR COLL FFY> C
              ORF FFY > C
              YEAR END OPEN COMPLETED

HIERARCHY: LEVELA: 7000 LEVELB: 7010 LEVEL1: 7101 LEVEL2:      LEVEL3:

Command:                                           LP DATE: 11/17/2014
Enter PF1- -PF2-- PF3-- PF4-- PF5-- PF6-- PF7-- PF8-- PF9-- PF10-- PF11--PF12-
      Help  Retrn Quit  Log                Bkwrld Frwrld Clear Up   Down  Main
  
```

Another option to view Cost Allocation/Fund Split cycle when errors occur is the F.4 - Cost Allocation/Fund Split Process screen.

```

7101 F.4: Cost Allocation/Fund Split Process Entry

FUNCTION: (C=Change, V=View)

COST ALLOCATION/FUND SPLIT STATUS:
      MULTI-STEP PROCESS HAS BEEN STOPPED BY DATA RELATED ERRORS

RUN COST          > M
RUN TYPE          > S
ENCUMB ALLOCATION> Y
LAST STEP RUN    : 02

PRIOR MONTH OPEN> C (Prior Month closed for posting expenditures)
  
```

OC TABLE MAINTENANCE
SET OC TABLE TO CLOSE THE FISCAL MONTH (Example #8)

7101 I.8: ORGANIZATION CONTROL ENTRY SCREEN 1

FUNCTION: **C** (A=Add, C=Change, D=Delete, P=Print Table)
(R=Recall Maint/Print, V=View, W-Print Rec)
FFY: 20XX

LABOR : RUN LABOR > N
LABOR COMPLETED

COST : RUN COST > N RUN TYPE > S NBR STEP DOWNS: 03
PCA METHOD> 1 ENCUMB ALLOC > Y LAST STEP RUN : FS
COST ALLOCATION/FUND SPLIT COMPLETED

MISC : PM OPEN > **N** FUND/FS EDIT > 0 CHECK FILE > Y
CD102 > Y CALATERS/ORF >

BUDGET : BUD SEQ > Y BR-1 POSTED: > Y PY SCH10 TRANS> N
PRIOR MONTH CLOSED

YEAR-END : RUN YEC > X PY OPEN > N UNCLR COLL FFY> C
ORF FFY > C
YEAR-END OPEN COMPLETED

HIERARCHY: LEVELA: 7000 LEVELB: 7010 LEVEL1: 7101 LEVEL2: LEVEL3:

Command: LP DATE: 11/19/2014
Enter PF1- -PF2-- PF3-- PF4-- PF5-- PF6-- PF7-- PF8-- PF9-- PF10-- PF11--PF12-
Help Retrnr Quit Log Bkwrdr Frwrdr Clear Up Down Main