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III Standard Reports

CALSTARS STANDARD REPORT HEADING

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

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

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

CALSTARS STANDARD REPORT DESCRIPTIONS

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

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

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

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

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

REPORT DESCRIPTION FORMAT

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

REPORT NAME - Title that appears in the report heading.

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

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

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

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

The report options are defined as follows:

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

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

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