

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.

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)	