



VII Online File Inquiry

CALSTARS provides online reporting and account balances through "online file inquiry", formerly referred to as "shadow file inquiry". Online files (referred to as "shadow files" in this chapter) are condensed copies of the CALSTARS master files that are made available for access and "trial" posting throughout the day.

The use of shadow files allows agencies to use CALSTARS in an interactive mode. Account balances and related information can be accessed online, transactions can be edited against the tables and files, and valid transactions trial posted to the shadow files so their effect can be evaluated before actual posting occurs during the nightly batch update cycle.

USES FOR SHADOW FILES

Shadow files provide the following capabilities:

- ✦ **Online editing during data entry** - By specifying the appropriate batch Edit Indicator on the Batch Header Screen, agencies may choose one of three levels of online edit (using Batch Edit Indicator **0**, **1** or **2** described in the *Shadow File Editing and Posting* section) to be performed during data entry.
- ✦ **Online updating of shadow files** - If desired, certain shadow files may be updated online (using Batch Edit Indicator **2**) to reflect the transactions entered during the day. These transactions must also satisfy all table and fund control edits. Shadow file posting allows agencies to see the effect of transactions on the files before they are actually processed through the nightly input, edit and update cycle, and provides up-to-the-minute information about the status of the agency's account balances.
- ✦ **Inquiry of shadow files** - the data contained in the shadow files may be viewed for quick reference to account balances, and document and vendor payment information.

HOW SHADOW FILES ARE CREATED

Shadow files are summarized versions of the master files that can be accessed online throughout the day. All of the informational data fields may not be available for viewing through the Shadow File Inquiry screens.

The shadow files are:

- Allotment ^{1/}
- Appropriation ^{1/}
- Cash Control ^{1/}
- Document
- Grant Project ^{1/}
- History
- Vendor Payment
- SCO Claim Schedule Warrant Number

^{1/} Shadow files that allow trial posting of online edited transactions.

The Allotment, Appropriation, Cash Control and Grant Project Shadow files all provide important fund status information. These files can also be used in the online editing process of input transactions, which is described later in this chapter.

The Document, History, and Vendor Payment Shadow files provide additional information on the status of individual documents and vendor payments. They are available for online inquiry throughout the day, as are the other four shadow files.

The SCO Claim Schedule Warrant Number is independent of online transactions or other tables. It is a file sent by SCO on a daily basis and made available through CALSTARS for agencies researching payments.

As described in the next section, the shadow files may be updated with accounting transactions that are entered throughout the day. However, any transaction that posts to the shadow files during the day and later fails a nightly system update process edit, does not post to the master files. The erroneous transaction is erased from the shadow files by the nightly system update process. This process replaces all shadow file data with refreshed master file data.

SHADOW FILE EDITING AND POSTING

One major function of the shadow files is to provide agencies the option of editing accounting transactions during online entry. Since it may not be desirable to fully edit all transactions online, three editing options are available. The online batch editing options are:

- 0** - No edits except for data integrity.
- 1** - Data integrity, table edits; document file match edits.
- 2** - Data integrity, table edits, document file match edits, fund control edits and shadow file posting.

The desired editing option is entered in the Batch Edit Indicator field of the Batch Header Slip form. For more information, see Volume 1, Chapter VIII - Preparing Transaction Entry Documents, *Batch Header Slip Preparation*. The specific option selected may vary by batch. However, like all other batch identification data, once the edit indicator is entered for a specific batch it **cannot** be changed after the **Enter**

key is successfully pressed. The edit selected applies to all transactions within a batch.

When the **Enter** key is pressed (for transaction entry), **regardless of which batch Edit Indicator is selected**, CALSTARS performs various ***data integrity*** edits including:

- ✦ **Transaction Code Decision (TD) Table edits** to determine which fields are **Not Allowed, Required, or Optional/Agency Defined** (Opt/Agency Defined).
- ✦ **Data format edits** to determine if fields such as Index and PCA are entered with alpha, numeric, or alphanumeric, as appropriate.
- ✦ **Relational edits** to determine if the transactions are properly grouped, i.e., manual check transactions cannot be included in the same batch as automated check transactions.

The processing performed under each of the editing options is described in the following paragraphs.

Online Batch Editing Option '0' (No Edit)

When Batch Edit Indicator **0** (zero) is used, edits are performed to validate the presence of the Transaction Code (TC), Funding Fiscal Year and Amount. If no errors are detected, additional edits are performed based on the TC, e.g., Source is present when required. When this option is used, 'NO EDIT' is displayed as the MODE on the Transaction Entry screen. This option should be used when tables and files are not available.

Online Batch Editing Option '1' (Edit Only)

When Batch Edit Indicator **1** is used, the edits discussed in the previous section (for Indicator **0**) are first performed. If no errors are detected, additional edits are performed.

The information keyed for each transaction is validated against the agency's tables. If the transaction is updating a document, the information is also compared to the Document File. When this option **1** is selected, 'EDIT ONLY' is displayed as the MODE on the Transaction Entry screen.

If there are no data related errors, the transaction is saved on the transaction file. A message confirming that the transaction was successfully written is displayed at the bottom of the screen. If a code(s) is invalid, the agency's Organization Control (OC) Table is accessed to determine the severity level of the error. The severity level of the error controls the online processing performed for the transaction. The available indicators are:

- ✦ **F or Blank-Fatal**
- ✦ **W-Warning**
- ✦ **I-Ignore**

Each indicator and its corresponding processes are described in the following paragraphs.

If the OC Table Data Error Severity indicator is F or Blank, the appropriate error message is displayed on the screen. The transaction must be corrected or "forced" (by pressing the **F10** key). Forced transactions will post to the Error File unless corrective action is taken.

If the OC Table Data Error Severity indicator is a W, the online system ignores the error and posts the transaction to CALSTARS. After the next nightly batch process runs, a warning message (**W** or **K** error code) is displayed on the Error File.

If the OC Table Data Error Severity indicator is an I, the transaction posts to CALSTARS without any warning because the error is ignored.

The OC Table Data Error Severity indicators are coded in the Data Errors section of the OC Table Maintenance/Inquiry screen. Each error is assigned a unique position on the screen. Refer to Volume 2, Chapter IV-OC, Organization Control (OC) Table, for a list of the data errors and their corresponding positions.

Online Batch Editing Option '2' (Edit and Trial Post)

When Batch Edit Indicator **2** is selected, 'EDIT & TRIAL POST' is displayed as the MODE on the Transaction Entry screen. With Edit Indicator **2**, the edits discussed in the previous sections (for Indicator **0** and **1**) are first performed. If no errors are detected, Fund Control edits are performed to ensure that the amount of the transaction does not exceed the available balances in the agency's Appropriation, Allotment, Cash Control and Grant Project Shadow files. If a transaction exceeds the available balance, the appropriate Fund Error Severity indicator in the Fund Errors section of the OC Table is accessed to determine the severity of the error. The error is either ignored, a warning, or fatal.

For some edit errors, the Appropriation Symbol (AS) Table and the Project Control (PC) Table must be accessed to determine the value of the Appropriation Control Type indicator and the Cash Control Type indicator. These control type indicators provide a secondary level of control, which may override the severity established by the Fund Error Severity indicator in the OC Table as shown in the following chart.

If the AS/PC Table Control Type Indicator Is:	If the OC Table Error Severity Is:	The Error Is:
0= Ignore	I=Ignore	Ignored
	F=Fatal	Ignored
	W=Warning	Ignored
1=Fatal	I=Ignore	Ignored
	F=Fatal	Fatal
	W=Warning	A Warning
2=Warning	I=Ignore	Ignored
	F=Fatal	A Warning
	W=Warning	A Warning

As illustrated in the chart above and discussed in the following example, the least severe edit setting is the resulting action.

Example

When a value of **F** (Fatal) is coded in position 11 in the OC Table Fund Errors section, an F11 'INVAL DETAIL BAL-CMO' message (appropriation is over-expended or over-obligated) is displayed whenever a transaction fails the edit. This prevents all transactions from posting to CALSTARS if they fail the fund control edit.

If agencies want a less severe edit for one appropriation, that appropriation's Appropriation Control Type Indicator on the Appropriation Symbol Table can be set to 0=Ignore or 2=Warning. This would allow transactions for that specific appropriation to post to CALSTARS even if the transaction fails the Fund Control Edit.

The OC Table Fund Error Severity indicators are coded in the Fund Errors section of the OC Table Maintenance/Inquiry screen. Each error is assigned a unique position on the screen. Refer to Volume 2, Chapter IV-OC, Organization Control Table, for a list of the fund errors and their corresponding positions.

Online Messages

If there are no errors detected for a transaction, the transaction is saved on the transaction file. A message confirming that the transaction was successfully written is displayed at the bottom of the screen.

If a fund control error is detected and the edit is ignored, the transaction is saved on the transaction file. A message confirming that the transaction was successfully written is displayed at the bottom of the screen. No error message is displayed.

If a fund control error is detected and the edit is a warning, the transaction is saved on the transaction file. The message '175-TRANSACTION SUCCESSFULLY WRITTEN...WITH WARNING MESSAGES' is displayed at the bottom of the screen with the appropriate **Knn** error code and message.

If a fund control error is detected and the edit is fatal (F or blank), the transaction is not saved on the transaction file. The appropriate fatal error code and message is displayed at the bottom of the screen. To post the transaction, the error must be corrected or the transaction must be "forced" (overridden). The override capability is described in a later section of this chapter.

NOTE: Online editing of transactions using shadow files does not eliminate all errors. Expenditure transactions may pass the online fund control edits during the day, but fail during the nightly system update process for various reasons. For example, cost allocation can reduce an appropriation balance and cause a transaction to post to the Error File.

Online Posting to Shadow Files

When Batch Indicator **2** is specified, transactions that pass both the table and fund control edits are saved on the transaction file for transmittal to the nightly system update process. These transactions also post to the appropriate shadow files as soon as they are entered (except the Document and Vendor Payment Shadow files). Therefore, the shadow files are updated immediately by the effect of the transactions. This online trial posting to the shadow files provides agencies with up-to-the-minute information about the status of their account balances. Use of this option helps reduce the number of invalid transactions transmitted to the nightly system update process and alerts staff to potential problems.

Example Using Batch Indicator 2

If an expenditure transaction is entered for \$60,000 against an appropriation with a balance of \$100,000 and no online edits are detected, the appropriation balance is reduced to \$40,000. If an additional expenditure transaction is keyed for \$50,000 against the same appropriation, an error message displays on the screen (since the expenditure amount is greater than the net available appropriation balance).

If a \$60,000 expenditure transaction is entered using Batch Indicator **0** or **1**, the Appropriation Shadow file would still reflect a \$100,000 balance.

NOTE: To maximize the usefulness of Batch Edit Indicator **2**, all staff entering batches should use Edit Indicator **2**. For example, Employee #1 enters a payment transaction against a contract using Edit Indicator **1**. Later the same day, Employee #2 enters a transaction using Edit Indicator **2**. Employee #2 may not be aware the contract is overspent because the first payment entered did not post to the shadow file.

Batch status (**Hold, Release, Delete**) has no effect on the shadow file posting of the current day's transaction entries.

Transaction Editing "Override" Effects on Shadow File Posting

Occasionally it may be beneficial to post a transaction even if an online edit message is received. For example, if a Source is added to the Statewide D33 Table the same day an agency attempts to post a transaction that requires that Source, the entry can be forced by overriding the edit. To override an online edit, press the **F10** key. When the override capability is used, a message confirming that the "forced" transaction was successfully written is displayed on the screen.

A forced transaction is saved on the transaction file for transmittal to the nightly system update process, but does **not** post to the shadow files during the day. The forced transaction is reflected on the shadow files after the nightly system update process if it passes all edits and posts to the master files.

Batch Correction Effects on Table Edits and Shadow File Posting

When a previously entered transaction is recalled for correction or change, the same online edits that were performed on the transactions during original data entry are performed on the corrected or changed transaction:

- ☛ If the original Batch Edit Indicator equals **1**, a corrected transaction must pass all of the online table edits before it will replace the previously entered transaction.
- ☛ If the original Batch Edit Indicator equals **2**, a corrected transaction must pass all of the online table and fund control edits before it will replace the previously entered transaction.

If a transaction fails an edit, the appropriate error message will be displayed and the transaction, as originally saved, will remain in the shadow file. When a corrected transaction using Batch Edit Indicator **2** passes all of the edits, the old transaction is automatically reversed from the shadow file balances and the new transaction is posted.

Corrected transactions may be "forced" with the **F10** key. As explained in the previous section, forced transactions do not post to the shadow files.

Additional Shadow File Updating Procedures

Once Batch Edit Indicator **2** transactions are entered and posted to the shadow files, changing the status of a batch to **H-Hold** or **D-Delete** will not reverse the effect of the transactions already posted to the shadow files during the day. To delete transactions **and** reverse the earlier shadow file postings, delete each transaction in the batch individually.

Similar procedures are required to update the shadow files for batches entered on the previous day and placed on **Hold**. Shadow files are updated on the day the

batch is entered unless the batch is in Hold status at the end of the day. If this is the case, transactions will be erased from the shadow files after the nightly system update process since they did not post to the master files. If the transactions need to be reposted to the current day's shadow files, each transaction in the batch must be recalled for correction and re-entered.

SHADOW FILE INQUIRY

The following discussion describes all shadow file screens **except** the Online History File and the SCO Claim Schedule Warrant Number File. These screens function differently and are described in their applicable sections.

Agencies have online access to pertinent accounting data as current as the last system update cycle, and may also see the effects of the current day's transactions on the shadow files for batches entered using Batch Edit Indicator **2**. Agencies have access only to the data contained in the files of their authorized organization(s) (based on their signon ID).

For all shadow files except the Vendor Payment Shadow File, shadow file inquiry is limited to one record per screen. Function **S-Start**, is used to view all shadow file records on the screen. The shadow files do not require the entry of all of the data fields in the control key to view a record on the screen. A complete record key, a partial key or no data elements at all are allowed when the **Enter** key is pressed.

If Function **S** is entered with no data elements specified, the system will display the first record contained on the shadow file. Alternatively, if an entire record-key is entered, the system will display the shadow file record that is identified by that key. If the record key entered does not match a record on file, the system will display the **next** record in ascending sequence to the record-key entered. Finally, if the entire record key of the desired record is not known, the first few data fields that comprise a record-key may be entered. The system will display the first record on the shadow file that contains the specified fields. The particular record can then be found by scrolling through the file using the **F7** and **F8** keys.

If a partial record key is entered, the fields specified must be consecutive from left to right, beginning with the first field after organization code. For example, in the Appropriation Shadow File, the Section, Appropriation Symbol, Enactment year, Funding Fiscal Year and Fund may be entered to retrieve the first record that contains the specified fields. However, entering only Section and Fund, will not display the desired record since the data are not consecutive from left to right. If such non-connective fields are entered, the system will retrieve the first appropriation symbol within the Section specified, regardless of the fund entered.

Fiscal Period

Every shadow file displays three columns of financial data relating to a specific fiscal period:

- ✦ **Current Month** - The cumulative-to-date balances in each account.
- ✦ **Prior Month** - The cumulative balances from the beginning of the year through the end of the prior fiscal month.
- ✦ **Prior Year** - The ending account balances as of the end of the prior fiscal year.

The amounts displayed in the three columns correspond to the amounts that would be displayed on CALSTARS standard financial reports using the Current Month (CM), Prior Month (PM), and Prior Year (PY) fiscal period options. A detailed description of the CALSTARS standard financial reports is presented in Volume 6.

Signed Fields

The amount fields displayed on the shadow file inquiry screens are signed fields; i.e., a positive (+) or negative (-) sign appears to the right of each balance. These signs indicate the way the data is actually posted in the files. A positive sign represents a debit balance and a negative sign represents a credit balance. For example, since an appropriation is a credit balance account, it will normally appear with a minus (-) or credit sign next to it. Similarly, since expenditures is a debit balance account, it will normally appear with a plus (+) or debit sign next to it.

Allotment Shadow File

Allotment status information is provided through two Allotment Shadow File Inquiry screens, both of which are accessed by entering Command **H.1**. Posting levels for the data contained in the agency's Allotment Shadow File is determined by the Allotment Posting Indicator in the AS, IC, PCA and D23 Descriptor Tables, **in combination**. The two Allotment Shadow File Inquiry screens are:

- ✦ Allotment Detail Shadow File Inquiry screen.
- ✦ Allotment Summary Shadow File Inquiry screen.

The Allotment Detail Shadow File Inquiry screen displays detail records by Index, PCA, Funding Fiscal Year, Enactment Year and the other data elements in the Allotment Shadow File key as shown on the following example:

```

9990 H.1: Allotment                                     11-22-2009 03:50 PM

                ALLOTMENT DETAIL SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START, T=SUMMARY)

ORG CODE: 9990 INDEX: 0210      PCA: 12345      FFY: 2009      ENACT YEAR: 2009
SECTION: 10   SUB SECTION: 00  UNIT: 00        SUB UNIT: 00  SUB SUB UNIT: 00
PROGRAM: 10   ELEMENT: 10     COMPONENT: 001 TASK: 000
CATEGORY: 0   OBJECT: 00     OBJ DETAIL: 000 AGENCY OBJ: 00
FUND: 0000   FUND DETAIL: 00 FUND SOURCE: 0  METHOD: 0
REFERENCE: 000 CHARACTER: 0
LAST PROCESS DATE: 10/12/2009

                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
NET ALLOTMENTS:      786,000.00-      786,000.00-      0.00+
EXPENDITURES:        123,000.00+      63,000.00+      0.00+
ENCUMB + OBLIG:      321,000.00+      220,000.00+      0.00+
UNEXP ALLOT BAL:     342,000.00-      503,000.00-      0.00-
ADVANCES:            0.00+            0.00+            0.00+

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

Key Function **T** in the Allotment Detail Shadow File Inquiry screen and press **Enter** to access the Allotment Summary Shadow File screen. (Return to the Allotment Detail Shadow File Inquiry screen by keying Function **T** and pressing the **Enter** key.) The Allotment Summary Shadow File Inquiry screen displays information in the Allotment Shadow File on a summary basis by PCA, Enactment Year and Funding Fiscal Year.

```

9990 Allotment                                         11-22-2009 03:57 PM

                ALLOTMENT SUMMARY SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START, T=DETAIL)

ORG CODE: 9990      PCA: 12345      FFY: 2009      ENACTMENT YR: 2009
PROGRAM: 10        ELEMENT: 10     COMPONENT: 001 TASK: 000
CATEGORY: 0        OBJECT: 00     OBJECT DETAIL: 000 AGENCY OBJECT: 00
FUND: 0000        FUND DETAIL: 00 FUND SOURCE: 0  METHOD: 0
REFERENCE: 000    CHARACTER: 0

                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
NET ALLOTMENTS:      1,886,000.00-      1,886,000.00-      0.00+
EXPENDITURES:        333,000.00+      153,000.00+      0.00+
ENCUMB + OBLIG:      840,000.00+      321,000.00+      0.00+
UNEXP ALLOT BAL:     713,000.00-      1,412,000.00+      0.00+
ADVANCES:            0.00+            0.00+            0.00+

                NUMBER OF RECORDS SUMMARIZED:      5

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

There may be several summary records, if, for example, there are allotments to multiple object codes within the same PCA, Enactment Year and Funding Fiscal Year. This occurs because the information is summarized in accordance with all data elements in the control key except Index Code and the look-up information.

The number of summarized records is shown at the bottom of the screen. The key and sort order to the Allotment Shadow File is shown here:

Organization Code ^{1/}
 Index Code ^{1/ 2/}
 PCA ^{1/}
 Enactment Year ^{1/}
 Funding Fiscal Year
 Section
 Sub Section
 Unit
 Sub Unit
 Sub Sub Unit
 Program
 Element
 Component
 Task
 Category
 Object
 Object Detail
 Agency Object
 Fund
 Fund Detail
 Fund Source
 Method
 Reference
 Character

^{1/} Allotment Shadow File Key
^{2/} Not included in the summary screen

Net Allotments - The sum of several financial fields that affect the allotment balance. The fields included in the **Net Allotment** field are:

NET ALLOTMENTS (-) =
 1ST QUARTER ALLOTMENT (-)
 2ND QUARTER ALLOTMENT (-)
 3RD QUARTER ALLOTMENT (-)
 4TH QUARTER ALLOTMENT (-)
 REVERSIONS (+)

NOTE: Only available quarterly allotments (based on current fiscal month) are displayed, however, 1st through 4th quarter allotments may be entered in CALSTARS regardless of the current month.

Expenditures - The sum of Accrued Expenditures and Cash Expenditures charged to the allotment.

Encumbrances and Obligations - The total amount of encumbrances and obligations charged to the allotment.

Unexpended Allotment Balance - The computed sum of the Net Allotments (-), Expenditures (+), and Encumbrances and Obligations (+) fields. This balance is the same as the Available Balance that appears on the CALSTARS standard reports of allotment status.

Advances (+,-) - The net amount of advances made to or from the account.

Appropriation Shadow File

The Appropriation Shadow File inquiry screen may be accessed by entering **H.2** on any "Command" line. The screen (see the following example) displays the various control key data that specifically identify an appropriation, as well as some related information such as Start, End, Overexpend, and Last Process (Date). At the bottom of the screen are twelve lines of financial data that provide summary information about the financial data posted for the appropriation.

APPROPRIATION SHADOW FILE INQUIRY			
ENTER FUNCTION: __ (S=START)			
ORG:	9990	SECTION: 00 AP SYMBOL: 540 ENACT YR: 2009 FFY: 2009 ACCOUNT TYPE: 000	
FUND:	0001	FUND DETAIL: 00 PROGRAM: 54 ELEMENT: 00 COMPONENT: 000 TASK: 000	
CATEGORY:	0	OBJECT: 00 OBJ DET: 000 SOURCE: 000000 REFERENCE: 001 CHARACTER: 1	
START:	07/01/2009	REVER: 06/30/2012 OVER EXPEND:	LP DATE: 08/14/2009
BUDGET EXPEND BALANCE:	CURRENT MONTH	PRIOR MONTH	PRIOR YEAR
NET APPROPRIATION:	22,574,000.00-	22,574,000.00-	0.00+
EXPENDITURES:	269,135.26+	269,135.26+	0.00+
ENCUMB + OBLIG:	0.00+	0.00+	0.00+
UNEXPEND APPN BAL:	22,304,864.74-	22,304,864.74-	0.00+
ADVANCES:	0.00+	0.00+	0.00+
REVENUE/REIMBURSEMENT RECEIPT BALANCE:			
ESTIMATED:	0.00+	0.00+	0.00+
EARNED:	0.00+	0.00+	0.00+
COLLECTED:	0.00+	0.00+	0.00+
CASH BALANCE:			
UNREMITTED:	0.00+	0.00+	0.00+
IN-TRANSIT:	0.00+	0.00+	0.00+
DETAIL ACCT BAL:	22,304,864.74-	22,304,864.74-	0.00+

^{1/} The last line on the screen will be "DETAIL ACCT BAL" if the Account Type is not CC. When the Account Type is CC, this line will be "CONTROL ACCT BAL."

Net Appropriation, Detail Account and Control Account - The sum of all the fields that affect the appropriation balance. The financial fields included in these amounts are:

NET APPROPRIATION (-) =
 APPROPRIATION BUDGET (-)
 REVISIONS (-)
 NET TRANSFERS (- or +)
 REVERSIONS (+)
 APPROPRIATION ADVANCE (+)
 APPROPRIATION ALLOCATED TO UNITS (+)
 APPROPRIATION ALLOCATED FROM HQ (-)

DETAIL ACCT BALANCE (-) =
 NET APPROPRIATION (-)
 (as calculated above)
 ESTIMATED REIMBURSEMENTS (+)
 EARNED REIMBURSEMENTS (-)
 ESTIMATED REVENUE (+)
 EARNED REVENUE (-)
 EXPENDITURES (+)
 ENCUMBRANCES (+)
 OBLIGATIONS (+)

CONTROL ACCT BALANCE(-)=
 NET APPROPRIATION (-)
 (as calculated above)
 ESTIMATED REIMBURSEMENTS (+)
 EARNED REIMBURSEMENTS (-)
 ACCRUED REIMBURSEMENTS (+)
 ESTIMATED REVENUE (+)
 EARNED REVENUE (-)
 ACCRUED REVENUE (+)
 EXPENDITURES (+)
 ACCRUED PAYABLES (-)

Balances for each of these accounting events may be obtained from the B04, Detail Appropriation Status Report. At the beginning of each day, the amount displayed in all Appropriation File reports will be consistent with the Appropriation Shadow File before any daily entries are made.

Expenditures - The sum of cash expenditures and accrued expenditures charged against the appropriation.

Encumbrances and Obligations - The total amount of encumbrances and obligations charged against the appropriation.

Unexpended Appropriation Balance - The computed sum of Net Appropriations (-), Expenditures (+), and Encumbrances and Obligations (+). This amount represents the available appropriation balance.

Advances - Net amount of advances made to or received from other appropriations.

Revenue and Reimbursements - Revenue records contain no program/category data and normally have a source code present in the key. Federal receipts (Source Code **4XXXXX**) do not have Program/Category data or a Source Code in the key. These features will distinguish Revenue records from Reimbursement records, which could carry Program/Category data, but not have a Source Code in the key. The Account Type also identifies these Records (**RR** for Revenue and **90, 91, or 92** for Reimbursements).

Estimated - The total amount of estimated revenues or reimbursements recorded for this appropriation.

Earned - The total amount of revenue or reimbursement receipts received and accounts receivables established for this appropriation.

Collected - The total amount of actual cash collections for revenues or reimbursements for this appropriation. It is the sum of earned and accrued revenues or reimbursements.

Unremitted - The amount of General Cash (GL 1110) collected, but not remitted for this appropriation.

In-Transit - The amount of Cash (GL 1115) that has been remitted to the STO.

The key and sort order to the Appropriation Shadow File is as follows:

Organization Code ^{1/}
 Section ^{1/}
 Appropriation Symbol ^{1/}
 Enactment Year ^{1/}
 Funding Fiscal Year ^{1/}
 Account Type ^{1/}
 Fund
 Fund Detail
 Program
 Element
 Component
 Task
 Category
 Object
 Object Detail
 Source
 Reference
 Character

^{1/} Appropriation Shadow File Key

Cash Control File

The Cash Control Shadow File inquiry screens may be accessed by entering **H.3** on any "Command" line. There are two inquiry screens for the Cash Control File:

- ✪ Cash Control Shadow File Inquiry.
- ✪ Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - 44 Account.

Cash Control Shadow File Inquiry screen

```

9990 H.3: Cash Control                                09-01-2006 11:11 AM

                                CASH CONTROL SHADOW FILE INQUIRY
                                ENTER FUNCTION: ___ (S=START, T=SCREEN 2)
ORG CODE: 9990 SECTION: 00 FUND: 0890 FUND DETAIL: 00 FED CAT NO: 12113051
CREATE DATE: 06/11/01 LAST PROCESS DATE: 08/30/06 OVEREXPEND DATE:
                                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
CASH:
BEGINNING BALANCE:                0.00+                0.00+                0.00+
INCREASES:                        8,133,589.71+      8,133,589.71+      10,905,182.44+
DECREASES:                        102,616.18-       102,616.18-       2,870,167.19-
ENDING BALANCE:                   8,030,973.53+     8,030,973.53+     8,035,015.25+

OTHER LIQUID ASSETS:
BEGINNING BALANCE:                0.00+                0.00+                0.00+
INCREASES:                        0.00+                0.00+                0.00+
DECREASES:                        0.00+                0.00+                0.00+
ENDING BALANCE:                   0.00+                0.00+                0.00+
SUMMARY BALANCE:                  8,030,973.53+     8,030,973.53+     8,035,015.25+

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

```

The Cash Control Shadow File Inquiry screen is split horizontally into "Cash" and "Other Liquid Assets" (used for recording investments in the State Money Investment Fund-SMIF). This screen allows inquiry into detail records in the Cash Control File by combinations of Section, Fund, Fund Detail and Federal Catalog/SCO Project Number which comprise the record key. **Section** is included in the key if it is specified in the Organization Level Indicator in the Appropriation Symbol Table. **Fund** is always in the key to a Cash Control File record, and for specific funds, Federal Catalog/SCO Project Number is included in the key. **Fund Detail** is included in the key if it is specified as a level of control in the Cash Control Fund Level Indicator in the D23 Descriptor Table. Therefore, the actual key used for displaying a Cash Control File record on the Cash Control Shadow File Inquiry screen depends upon the **levels of control** established by the agency and the type of fund.

Cash or Other Liquid Assets:

Beginning Balance - The cash balance for the fund at the start of the fiscal reporting period.

Increases - Includes all transactions which post a debit to General Ledger Accounts 1115, 1140, 3020 and 3021.

Decreases - Includes all transactions which post a credit against General Ledger Accounts 1115, 1140, 3020 and 3021.

Ending Balance - Determined by summarizing the Beginning Balance (+,-), Increases (+) and Decreases (-) fields.

Summary Cash Balance - Sum of the Cash and Other Liquid Assets Ending Balances.

Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - Account 44 screen

```

9990 Cash Control                                09-01-2006 11:11 AM

                                CASH CONTROL SHADOW FILE INQUIRY FOR
                                FED AUTHORIZATION AND CASH TRACKING - 44 ACCOUNT

ORG CODE: 9990   SECTION: 00 FUND: 0890 FUND DETAIL: 00 FED CAT NO: 12113051
CREATE DATE: 06/11/01 LAST PROCESS DATE: 08/30/06 OVEREXPEND DATE:

                                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
AUTHORIZATION BALANCE:
BEG AUTHORIZATION:                0.00+            0.00+            0.00+
RECEIPTS:                        49,287.23-       49,287.23-       2,804,950.41-
NET AUTHORIZATION:                49,287.23-       49,287.23-       2,804,950.41-

CASH (SCO 44 LEVEL):
BEGINNING BALANCE:                0.00+            0.00+            0.00+
RECEIPTS:                        49,287.23+       49,287.23+       2,804,950.41+
TRANSFERS OUT:                   49,287.23-       98,574.46-       2,804,950.41-
ENDING BALANCE:                   0.00+            49,287.23-       0.00+

                                PRESS F2 KEY TO REDISPLAY FIRST SCREEN

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

After finding the desired record on the Cash Control Shadow File Inquiry screen, inquiry may be made into the Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - Account 44 screen by entering Function **T** and pressing the **Enter** key. The key to this screen includes Fund **0890** and the Federal Catalog/SCO Project Number. If a Fund other than 0890 is keyed with Function **T**, the error message '094-Data For Fund 0890 Must be Viewed Before 2nd Screen Display' will appear. Optionally, **Section** may be in the key if control by Section is established in the Appropriation Symbol Table. The shadow file cannot be searched or scrolled from this screen. Press the **F2** key to return to the first screen.

Authorization Balance:

Beginning Authorization - Reflects the prior year ending balance of Federal Authorization plus any additional authorizations approved during the current fiscal year.

Receipts - This field reflects federal receipts at the SCO 44 account level for GLs 1115, and 1140. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

Net Authorization - Beginning Authorization less Receipts.

Cash (SCO 44 Level):

Beginning Balance - The prior year ending cash balance for the SCO 44 Account at the start of the fiscal reporting period.

Receipts - This field reflects federal receipts at the SCO 44 account level for GLs 1115, and 1140. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

Transfers Out - This field reflects all transfers (shown as a negative amount) from the SCO 44 Account to appropriations. Transfers from appropriations back to the SCO 44 Account are added to this field as positive amounts.

Ending Balance - This shows the balance of cash in the SCO 44 Account. Determined by summarizing the Beginning Balance (+,-), Receipts (+) And Transfers-Out (-) fields.

Document Shadow File

The Document Shadow File inquiry screen may be accessed by entering **H.4** on any Command line. The Document Shadow File is one of the two shadow files that are available for online inquiry, but no trial posting occurs during the day. It provides detailed data about each document maintained in the department's Document File. In addition, the Document File may be accessed during financial transaction entry to retrieve the data and populate the transaction.

```

9990 H.4: Document                                09-01-2008 11:15 AM

DOCUMENT SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START)
ORG CODE: 9990 DOCUMENT NO: 10765500 00 FFY: 05 GL ACCT: 6150 SECTION: 00
APPN SYMBOL: 028 PROGRAM: 10 ELEMENT: 00 COMPONENT: 000 TASK: 000
FUND: 6022 FUND DETAIL: 00 FUND SOURCE: B METHOD: 2 CATEGORY: 0 OBJECT: 00
OBJECT DETAIL: 000 SOURCE: 000000 REFERENCE: 101 CHARACTER: 2 ENACT YR: 03
INDEX: 0550 PCA NO: 19849 PCA ACTIVITY: PROJECT: WORK PHASE:
CATEGORY: 6 OBJECT: 61 OBJECT DETAIL: 702 AGENCY OBJECT: 01 FUND DETAIL:
SOURCE: AGENCY SOURCE: SUBSIDIARY ACCOUNT:
DOC DATE: DUE DATE: LAST PROCESS DATE: 06/08/08
VENDOR NO: 9999999999 99 VENDOR NAME: CITY OF ENCINITAS

DOCUMENT AMOUNT:                814,000.00+      814,000.00+      814,000.00+
ADJUSTMENT AMOUNT:                0.00+          0.00+          0.00+
LIQUIDATION AMOUNT:              705,118.00-    705,118.00-    705,118.00-
COLLECTION/PMT AMT:              578,871.00-    578,871.00-    578,871.00-
BALANCE:                          108,882.00+    108,882.00+    108,882.00+

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

```

The financial fields displayed on the Document Shadow File Inquiry screen are:

Document Amount - The original established document amount.

Adjustment Amount - The net amount of any increases or decreases made to the original document due to Purchase Estimate or contract changes, etc.

Liquidation Amount - The net reductions made to the document amount due to payments or collections.

Collection/Payment Amount - The total disbursement or receipt amount.

F4 Document History Search

The Document History Search feature allows department to research transaction information related to a Document File record. After a Document File record is retrieved in the Document Shadow File Inquiry screen, pressing the **F4=Hist** key will initiate a search for transaction(s) in the Online History File (Online HY) using the Document Number/Suffix and other key data element as the search key.

There are four interactive online screens associated with the Document History Search feature:

- ✪ The **Document History Search Pop-up** screen is used to specify the Fiscal Period from which to retrieve Online History File data.
- ✪ The **Document Inquiry Transaction Listing** screen displays the retrieved Online History record(s).
- ✪ The **History Detail** screen displays all Online History File data for a single transaction.
- ✪ The **Print Option** screen gives departments an option to generate a printed report or an electronic report file.

Document History Search Pop-up Screen

This screen is used to specify Fiscal Period search parameters. If the Fiscal Period fields are populated, the search for the History records will be based on the specified Fiscal Period. If the Fiscal Period field is left blank, the Create Date and the Last Process Date of the document are used to determine the Fiscal Period(s) to search for the History records.

The Document History Search pop-up screen will appear as shown:

```

9990 H.4: Document                                04-30-2008 09:46 AM

                                DOCUMENT SHADOW FILE INQUIRY
                                ENTER FUNCTION: _ (S=START)
ORG CODE: 9990 DOCUMENT NBR: AMERIC32  11 FFY: 07 GLAN: 6150 SECTION: 00
APPN SYMBOL: 171 PROGRAM: 11 ELEMENT: 15 COMPONENT: 000 TASK: 000
FUND: 0890 FUND DETAIL: 00 FUND SOURCE: F METHOD: 1 CATEGORY: 0 OBJECT: 00
OBJECT DETAIL: 000 SOURCE: 000000 REFERENCE: 101 CHARACTER: 1 ENACT YR: 07
INDEX:      PCA NO: 00177 PCA ACTIVITY:      PROJECT: 171000 WORK PHASE: 00
CATEGORY: 6 OBJECT: 61 OBJECT DETAIL: 706 AGENCY OBJECT:      FUND DETAIL:
SOURCE:      AGENCY SOURCE:      SUBSIDIARY ACCOUNT:
DOC DATE: 10/25/07 DUE DATE:      LAST PROCESS DATE: 04/11/08
VENDOR NO: 0000005010 00 VENDOR NAME: BAY AREA COMMUNITY RESOURCES
                                CURRENT MONTH      PRIOR MONTH      PRIOR YEAR
                                Document History Search

SEARCH PERIOD (FM, FY) FROM:  MM YYYY  TO:  MM YYYY

If the search period is left blank, a search will be performed
from the Create Date to the Last Process Date of the Document.

Press Enter to submit the request, or F2 to cancel

```

After the Search Periods are specified, pressing the **Enter** key will initiate the Document History search. If the transaction(s) for the Document is found, the transaction(s) is displayed in the Document Inquiry Transaction Listing Screen.

NOTE: If the Document record being searched has a record create date that is older than the transactions stored in the Online HY, the search result may not represent the entire history of the Document. The transactions stored in the Online HY are for the current fiscal year and two prior fiscal years.

Document Inquiry Transaction Listing Screen

The Document Inquiry Transactions Listing screens display the transaction(s) selected from the search. There are two versions of the Document Inquiry Transaction Listing screen. One version displays transactions for General Ledger Account Number (GLAN) 6150 Document. The other version displays transactions for a Non-GLAN 6150 Document. There are three sub-screens which display the data information of the selected transactions. **F10** and **F11** are used to scroll right and left. i.e. from sub-screen **1** to **2** to **3** and back. **F7** and **F8** are used to scroll up and down if multiple pages of transactions are selected.

The Listing screens for GLAN 6150 are shown here:

Document Inquiry Transaction Listing Screen 1 (GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 1          04-30-2008 09:46 AM
                                                    MORE=>
DOCUMENT/S: AMERIC32 11  FFY: 2007  GLAN: 6150 ENCUMBRANCES

Enter a 'P' in the F column to mark a transaction for print

  FISCAL  ----- BATCH ID -----
F MO YR   DATE   TP NBR  SEQ  D TC  R M TRANSACTION AMOUNT  DOCUMENT AMOUNT
-----
_ 04 2007 10-25-07 07 010    1   211          1,193,336.00+    1,193,336.00+
_ 07 2007 01-11-08 07 023    1   232           88,032.01-     88,032.01-
_ 09 2007 04-11-08 07 002    2   232    F    1,000,000.00-    1,105,303.99-

DOCUMENT/S TOTAL AMERIC32 11  NUMBER OF ENTRIES = 3          0.00+
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrd Frwrd Clear Left  Right Main
    
```

Document Inquiry Transaction Listing Screen 2 (GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 2          04-30-2008 09:46 AM
                                                    <=MORE=>
DOCUMENT/S: AMERIC32 11  FFY: 2007  GLAN: 6150 ENCUMBRANCES

Enter a 'P' in the F column to mark a transaction for print

  ----- BATCH ID -----
F   DATE   TP NBR  SEQ  D  INDX  PCA  OD  AO  PROJ/WP  SUBSIDRY  CHK NBR/
-----
_ 10-25-07 07 010    1   1000 00177 706   171000 00
_ 01-11-08 07 023    1   1000 00177 706   171000 00      1111111
_ 04-11-08 07 002    2   1000 00177 706   171000 00      4444444

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

Document Inquiry Transaction Listing Screen 3 (GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 3          04-30-2008 09:46 AM
                                                    <=MORE
DOCUMENT/S: AMERIC32 11  FFY: 2007  GLAN: 6150 ENCUMBRANCES

Enter a 'P' in the F column to mark a transaction for print

----- BATCH ID -----
F  DATE  TP NBR  SEQ  D  VENDOR/S      LOC DEPOSIT  APPN  FUND FD
-----
_ 10-25-07 07 010    1  0000005010 00      171  0890
_ 01-11-08 07 023    1  0000005010 00      171  0890
_ 04-11-08 07 002    2  0000005010 00      171  0890

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Selct Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main
    
```

Notice the GLAN 6150 Listing Screen 1 displays both "Transaction Amount" and "Document Amount". The reason to display both amounts is when posting a transaction that liquidates GLAN 6150 encumbrance documents with the **F** modifier, the system closes the document and automatically brings the balance of the document to zero. The liquidation amount (the Document Amount) to bring the balance of the document to zero may be different than the amount entered on the transaction (the Transaction Amount).

The Non-GLAN 6150 Listing screens are shown here:

Document Inquiry Transaction Listing Screen 1 (non-GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 1          07-07-2008 10:08 AM
                                                    MORE=>
DOCUMENT/S: RE-12345 00  FFY: 2007  GLAN: 3730  UNCLEARED COLLECTIONS

Enter a 'P' in the F column to mark a transaction for print

FISCAL  ----- BATCH ID -----
F  MO  YR   DATE  TP NBR  SEQ  D TC  R M INDX  PCA  OD  AO  TRANSACTION AMOUNT
-----
_ 11 2007 05-08-08 07 010    1  108      160,625.00-
_ 01 2008 07-06-08 07 023    1  289      160,625.00+

DOCUMENT/S TOTAL FISHGAME 00  NUMBER OF ENTRIES = 2          0.00+
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail Print Bkwrđ Frwrđ Clear Left  Right Main
    
```

Document Inquiry Transaction Listing Screen 2 (non-GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 2          07-07-2008 10:08 AM
                                                         <=MORE=>
DOCUMENT/S: RE-12345 00  FFY: 2007  GLAN: 3730  UNCLEARED COLLECTIONS

Enter a 'P' in the F column to mark a transaction for print

----- BATCH ID -----
F  DATE   TP NBR  SEQ  D  SOURCE AS  PROJ/WP  SUBSIDRY  CHK NBR/
-----
_ 05-08-08 07 010    1
_ 07-06-08 07 023    1                                075-111111

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

Document Inquiry Transaction Listing Screen 3 (non-GLAN 6150)

```

9990 Document Inquiry Transaction Listing Screen 3          07-07-2008 10:08 AM
                                                         <=MORE=>
DOCUMENT/S: RE-12345 00  FFY: 2007  GLAN: 3730  UNCLEARED COLLECTIONS

Enter a 'P' in the F column to mark a transaction for print

----- BATCH ID -----
F  DATE   TP NBR  SEQ  D  VENDOR/S  LOC DEPOSIT  APPN  FUND  FD
-----
_ 05-08-08 07 010    1                                123 0123456789  0001
_ 07-06-08 07 023    1                                0001

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

Specific features of the Transaction Listing screen include:

- ✪ Selected records are sorted by Fiscal Period, then by Batch ID. The Batch ID remains on every screen as a reference point when scrolling right/left of the transaction.
- ✪ A maximum of 700 records may be retrieved in a search. If the number of records retrieved exceeds 700, the system will stop the search and display the first 700 selected records. A warning will display to inform the user that the search did not go through the entire Online History File.
- ✪ A History Detail screen is available to display a specific transaction in detail. The History Detail screen is accessed by placing the cursor anywhere on the transaction line and pressing **F5=Dtail**. For further information on this screen see the History Detail screen section.

- ✪ Specific transactions can be selected for printing. Selection is accomplished by keying a **P** in the **F** Function column and pressing **F6=Print** to initiate the Print function. A sample of the Document History Detail Report (CSIS04-1) is illustrated in Exhibit VII-1.

When researching Office Revolving Fund (Fund 0998) or Uncleared Collection (GLAN 3730) documents, the search result may contain transactions with different FFYs. FFY is ignored for Revolving Fund and Uncleared Collections because the document may be rolled forward to a new fiscal year as part of the YEO process. Refer to Vol. 2, Chapter IV-OC Organization Control Table UNCLR COLL FFY and ORF FFY indicators for additional information.

History Detail Screen

The History Detail screen (see example) displays all Online History file data for the selected transaction. This screen can be accessed by positioning a cursor on a transaction in the Transaction Listing screen and presses the **F5=Dtail** key.

```

9990 History Detail                                     11-02-2008 02:11 PM

FISCAL PERIOD: 09 2007
BATCH DATE: 03 10 2008  TYPE: 04  NUMBER: 034 SEQ NBR: 2 DUP: 0
SCHEDULE: 0061365  POSTING DATE: 03-16-2008

TC      : 232          MODIFIER  :          FFY      : 2007
REF DOC/S: AMERIF32 11  VENDOR/S > 0000008088 00  RPI      :
INVOICE  : #7 FEB 05    DOC DATE  : 01-01-2008  CUR DOC/S: C
INDEX    >             OBJ DTL/AO: 706        PCA      > 00178
AMOUNT   :             63,549.43  REVERSE  :          PROJ/WP > 171000 00
LC DPOSIT:             SOURCE/AS :          CHECK   :
APPN SYM > 171         FUND SRC  : F          FUND/DTL : 0890
METHOD   : 1           BUD SEQ   :          SUBSIDRY :
GLAN     :             DUE DATE  :          PCA ACTY :
LOCATION   :             MULTI PUR :
VEND INFO> KERN CNTY SUPERINTE OF SCHOOLS

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

```

F7=Bkwrdr and **F8=Frwrdr** keys are used to scroll through the transactions as they appeared in the Transaction Listing screen.

Print Options Screen

The Print Options screen is displayed when the **F6=Print** key is pressed from the Transaction Listing screen.

```
Print Options

Print Option(s): Select 1 option with an 'X'

  _ Print transactions marked with a 'P' only
  _ Print all transactions

Output Option(s): Select 1 option with 'S'

  _ Report File Only
    Report File: CS9990.CSIS04-1.CSCSPRT.D2090308.T0951369
  _ Printer Output and Report File
    Printer ID: CTP2 Report Class: A Report ID: ROH1
    Report File: CS9990.CSIS04-1.CSCSPRT.D2090308.T0951369

Press Enter to submit the request, or F2 to cancel
```

This screen is used to request the Document History Detail Report (CSIS04-1). See Exhibit VII-1 for an illustration of the Document History Detail Report (CSIS04-1). When the Print Options screen is displayed:

- Enter **X** in one of the following two options:
 - _ Print transaction marked with a 'P' only
 - _ Print all transactions
- Enter **S** in one of the following two options:
 - _ Report File Only
Immediately generates an electronic report file of the Document History Detail Report (CSIS04-1)
 - _ Printer Output and Report File
Immediately generates an electronic report file of the CSIS04-1 Report **and** ROPES to an agency printer (queue ROH1)

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

Exhibit VII-1
Document History Detail Report (CSIS04-1)

CSIS04-1 *****
CALSTARS ANALYST TEST ORG ***** ORG NUMBER: 9801
CALSTARS ONLINE DOCUMENT HISTORY SELECTION CRITERIA REPORT ORG PAGE: 2
11/01/2010 (HH:MM) ***** RUN PAGE: 2

REQUESTOR: CSCSPRT

ONLINE DOCUMENT HISTORY SELECTION CRITERIA

FISCAL PERIOD FROM: TO:

DOCUMENT/S: A-004-02 00	FFY : 2009	GLAN : 6150	APPN SYM: 999
FUND/FD : 0001	FUND SOURCE: D	METHOD : 1	SOURCE : 000000
PROGRAM : 00	ELEMENT : 00	COMPONENT: 000	TASK : 000
SECTION : 00	CATEGORY : 0	OBJECT : 00	OBJ DTL : 000
REFERENCE : 001	CREATE DATE: 03-25-2009		

NUMBER OF RECORDS MEETING SELECTION CRITERIA: 4
NUMBER OF RECORDS SELECTED FOR PRINT : 4

Exhibit VII-1 (Continued)
Document History Detail Report (CSIS04-1)

CSIS04-1 ***** CALSTARS ANALYST TEST ORG ***** ORG NUMBER: 9801
 CALSTARS ONLINE HISTORY DETAIL REPORT ORG PAGE: 2
 11/01/2008 (10:37) ***** RUN PAGE: 2

DOCUMENT/S : A-004-03 00 FFY : 2005 ENACT YEAR : 2005 GLAN : 6150 SECTION: 00
 APPN SYM : 010 FUND : 0001 FUND DETAIL: 00 FUND SOURCE : D METHOD : 1
 REFERENCE : 601 PROGRAM : 00 ELEMENT : 00 COMPONENT : 000 TASK : 000
 CHARACTER : 00 CATEGORY : 0 OBJECT : 00 OBJECT DETAIL: 00 SOURCE : 0000
 CREATE DATE: 03-25-2005 LAST PROC DATE: 06-25-2008

FM FYR	BATCH DATE	TY	NBR	SEQ	D	TC	R	MOD	SCHED	DOCUMENT AMOUNT	ADJUSTMENT AMOUNT	LIQUIDATION AMOUNT	COLL/PMT AMOUNT		
INDX	OD	AO	PCA	CUR	DOC/S	DOC DATE	PROJ	WP							
INVOICE		RPI	REF	DOC/S	SOURCE	AS	SUBSIDRY								
VENDOR/S		VENDOR NAME													
LC	DEP/CHECK	DUE DATE	ACTY	LOCATION	MULTI	PUR									
09	2005	03-25-2006	03	032	00004	0	211			1,106.84+					
9600	244	10	96000	A-004-03	00	03-01-2005	GND	FND	00						
0000000695		01	XEROX												
10	2005	04-06-2006	04	942	00004	0	232		0030942		418.49-	418.49-			
9600	244	10	96000			04-01-2005	GND	FND	00						
001753534			A-004-03 00												
0000000695		01	XEROX												
11	2005	05-27-2006	04	122	00028	0	232		0031122		49.82-	49.82-			
9600	244	10	96000			05-01-2005	GND	FND	00						
002646530			A-004-03 00												
0000000695		01	XEROX												
12	2007	06-25-2008	03	327	00007	0	213			49.82-					
9600	244	10	96000			06-21-2005	GEN	FND	00						
0000000695		01	XEROX												
TOTAL										1,106.84+	49.82-	468.31-	468.31-		

Grant Project Shadow File

Grant project status information is provided through two Grant Project Shadow File Inquiry screens which are accessed by entering **H.5** on any Command line. These screens are the:

- ☛ Grant Project Detail Shadow File Inquiry screen.
- ☛ Grant Project Summary Shadow File Inquiry screen.

Grant Project Detail Shadow File Inquiry Screen

```

9990 H.5: Grant Project                                     11-23-2008 07:33 AM

                GRANT PROJECT DETAIL SHADOW FILE INQUIRY
ENTER FUNCTION: _ (S=START, T=SUMMARY)
ORG CODE: 9990 PROJECT NO: 829000 WORK PHASE: 01 PCA NO: 00000 FUND: 0890
FUND DETAIL: 00 FUND SOURCE: F CATEGORY: 3 OBJECT: 25 OBJECT DETAIL: 382
AGENCY OBJECT: 01 SOURCE: 000000 AGENCY SOURCE: 00 VENDOR ID: 0000000000 00
PROJECT START DATE: 08/15/08 PROJECT END DATE: 08/31/10 DT FUND LEVEL IND:
                LAST PROCESS DATE: 09/18/08

                CURRENT MONTH          PRIOR MONTH          PRIOR YEAR
BUDGET ALLOW COSTS:          74,584.53+          74,584.53+          74,584.53+
BUDGET OTHER COSTS:           0.00+           0.00+           0.00+
EXPENDITURES:                 0.00+           0.00+           0.00+
ENCUMBRANCES:                 0.00+           0.00+           0.00+
AVAILABLE BUDGET:            74,584.53+          74,584.53+          74,584.53+

ESTIMATED RECEIPTS:          0.00+           0.00+           0.00+
ACTUAL RECEIPTS:             0.00+           0.00+           0.00+
ADVANCES:                    0.00+           0.00+           0.00+

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

```

The Grant Project Detail Shadow File Inquiry screen allows inquiry of detail records in the Grant Project Shadow File by Project, Work Phase, PCA and the other data elements in the key as shown on the screen.

Budget Allowable Costs - The sum of Allowable Expenditure budget item amounts, as appropriate for the project.

Budget Other Costs - The sum of Other (Non-Allowable) Expenditure budget item amounts, as appropriate for the project.

Expenditures - The sum of cash expenditures and accrued expenditures charged.

Encumbrances - The total amount of encumbrances charged.

Available Budget - The sum of the Budgeted Allowable Costs (+), Budgeted Other Costs (+), Expenditures (-), and Encumbrances (-).

Estimated Receipts - The budgeted amount of funds to be received.

Actual Receipts - The actual amount of funds received.

Estimated Receipts - The budgeted amount of funds to be received.

Actual Receipts - The actual amount of funds received.

Advances Receipts - The amount of Advances received from other entities.

Cash Balance - The sum of Expenditures (+), Actual Receipts (-), and Advances Receipts (-).

Authorized Available - The sum of the Budget Allowable Costs (-) and Budget Other Costs (-) minus the sum of Actual Receipts (-) and Advances Receipts (-).

Number of Records Summarized - The number of records summarized to create the summary record.

History Shadow File

The Online History File (Online HY) is a condensed version of the complete History File available through Command **G.2**-Request File Copy. The Online HY is available for inquiry using Command **H.6**-History Inquiry. This feature allows agencies to research transaction information by specifying search parameters that include batch and accounting transaction coding information. A list of the data fields contained in the Online HY is shown in Exhibit VII-2.

The ability to access, view and input search data, and print Online HY file information is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

General features of the Online HY include:

- ✪ Daily updates as part of the nightly system update process.
- ✪ Excludes Header Records but includes History File transactions with zero amounts.
- ✪ Saves search transactions until any selection field is changed or the Online HY function is exited.
- ✪ Displays a confirmation window when **F2**=Retrn is pressed to avoid accidentally losing the last search data.
- ✪ Contains history records for all available years by fiscal month (FM01 to FM13). After year-end roll (June 30) and before completion of the Year-End Open (YEO) process, the Online HY includes activity for the newly opened fiscal year and the previous 3 fiscal years. Online HY activity for the oldest fiscal year is purged as part of the YEO process.

EXHIBIT VII-2
LIST OF FIELDS IN THE ONLINE HY FILE

ORG	REF-DOC-NBR
BATCH-DATE	REF-DOC-NBR-SFX
BATCH-TYPE	INV-NBR (Invoice Number)
BATCH-NBR	CLAIM-SCHED-NBR
BATCH-SEQ-NBR	AGENCY-ACCT-NBR (Checking Account)
DUP-REC-IND	CHECK-SEQ-NBR (Check Number)
TRANS-CODE	APPN-SYM
MOD (Modifier)	FUND
REVERSE	FUND-DTL
FFY	FUND-SRC (Fund Source)
FYR (Fiscal Year)	METH (Method)
FMO (Fiscal Month)	FUND-CNTL-OVRD (Fund Control Override)
TRANS-AMT (Transaction Amount)	PROC-DATE (Posting Date)
INDX (Index)	VEND-ID (Vendor Number)
OBJ-DTL (Object Detail)	VEND-ID-SFX
AGCY-OBJ	VEND-NAME
PCA	VEND-ADDR1
PCA-ACTY (PCA Activity)	VEND-ADDR2
SOURCE	VEND-ADDR3
AGCY-SRC (Agency Source)	VEND-CITY
PROJ (Project)	VEND-FCNTRY (Foreign Country)
WORK-PHASE	VEND-STATE
INPUT-GLAN	VEND-ZIP
GLAN-GROUP (<i>occurs 4 times</i>)	IRS-IND (Reportable Payments Indicator)
GLAN-DB	NET-AMT (Net Amount)
GLAN-CR	BUD-SEQ (Budget Sequence)
SUBSID-ACCT-NBR (Subsidiary)	MULTI-PURPOSE
LOC (Location)	DUE-DATE
DOC-DATE	LC-DPOSIT (Location Deposit Number)
CUR-DOC-NBR	FED-CATLG-SCO-PROJ-NBR (Federal Catalog Number)
CUR-DOC-NBR-SFX	

There are four interactive online screens associated with the Online History File Inquiry feature (Command H.6):

- ✪ The **History Inquiry-Selection** screen is used to specify search criteria to retrieve specific History File data.
- ✪ The retrieved data is listed on the **History Inquiry Transaction Listing** screen.
- ✪ Individual selected records may be viewed in more detail on the **History Detail** screen.
- ✪ The **History Inquiry Interrupt** screen appears each time the history search reads 50,000 transactions. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated. Additional options are provided each time this screen appears.

Each of the four Online HY screens is described in further detail on the following pages.

All selected Online HY transactions may be:

- ✪ Printed as a report at the agency's printer.
- ✪ Used to create a report file for use with software such as Monarch.

History Inquiry - Selection Screen

This screen is used to enter search criteria for specific transactions. It is important to narrow the scope of the search by entering specific data in the selection criteria fields. Please refer to the cost savings guidelines on the next page.

```

9990 H.6 History Inquiry - Selection                                11-23-2008 11:28 AM

TRANSACTIONS: AGENCY ENTERED (Y/N) Y      SYSTEM GENERATED (Y/N) N
FISCAL PERIOD (FM,FY) FROM: MM YYYY TO: MM YYYY
MAXIMUM TRANSACTIONS TO VIEW (Optional - cannot be more than 700): 700

Enter at least 1 additional selection field below and press PF4
FOR FASTER, LOWER-COST SEARCHES, INCLUDE 1 OR MORE HIGHLIGHTED FIELDS.

BATCH DATE FROM: MM DD YYYY TO: MM DD YYYY TYPE:    NBR:    SEQ:   
SCHEDULE :   
TC          :             FFY          :             REFDOC /S:   
VENDOR/S >             CURDOC /S:             INDEX >   
OBJDTL /AO>             PCA          >             AMOUNT :   
REVERSE :             PROJ/WP >             LC DPOSIT:   
SOURCE/AS :             CHECK :             APPN SYM >   
FUND/DTL/S:             BUD SEQ :             INVOICE :   
SUBSIDRY :             FED CAT :             MULTIPUR :   
GLAN      :   

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

```

Cost Savings Guidelines

To avoid costly, time consuming searches, use the following guidelines when specifying search criteria on the History Inquiry – Selection screen (Command **H.6**):

- ✧ Do **not** include both Agency Entered and System Generated transactions in the same search.
- ✧ Specify the shortest Fiscal Period (FM, FY) range possible for the particular search (i.e. smallest number of fiscal months and fiscal years to be searched).
- ✧ Specify a Batch Date whenever possible or specify "From" and "To" Batch Dates when appropriate.
- ✧ Use a Maximum Transactions To View value to limit the number of expected results (between 1 and 700 transactions).
- ✧ Include at least one of the following file key fields in the search request: Check Number; Current Document Number; Reference Document Number; Claim Schedule Number; Vendor Number/Suffix; Project/Work Phase; PCA; Index; Object Detail, and/or Multipurpose Code.
- ✧ Stop the search and reanalyze the search criteria if the History Inquiry Interrupt screen appears after searching 50,000 or more transactions and no transactions are found that meet the search criteria. Provide additional information or change the existing search criteria.

History Inquiry Selection Screen Features

The **F1=Help** key is available for fields that display a > after the field name. This feature functions the same on all screens where **F1=Help** is available. Refer to Volume 1, Chapter IX, for a complete discussion of the **F1=Help** feature.

A wildcard feature is also available on the History Inquiry Selection screen. To use this feature, key an asterisk in any position of a field. This feature may be helpful when only part of a desired field is known. The wildcard feature may be used in most fields, but is **not** allowed in the TC, Reverse, FFY, GLAN, and Amount fields.

Example: If the first number of an Index code begins with 1 and the remaining digits are unknown, **1***** may be entered in the index field. All records containing an Index code beginning with 1 would be retrieved.

Entering Information on the History Inquiry Selection Screen

Specify Online HY Selection data fields using the following criteria:

Transactions - Indicates if 'Agency Entered' (default - **Y**), 'System Generated' (default - **N**), or both types of transactions are to be selected. Select one or both types of transactions.

Y-Yes - Select these transactions

N-No - Do not select these transactions.

NOTE: For this selection, TC 360 and TC 361 (from the Warrant Write process), and TC 362 (from the automated CD102 process) are considered agency-entered transactions.

Fiscal Period - The fiscal periods are defined by **MM** (Fiscal Month: **01 - 13**) and **YYYY** (Fiscal Year; e.g., **2002**).

From - Specify a single (FM) fiscal period by using only this field; e.g., use **01 2002** for all July transactions of fiscal year 2002/2003. If searching multiple fiscal months, specify the oldest (FM) fiscal period in this field.

To - Specify the ending (FM) fiscal period when searching multiple fiscal months; e.g. use **03 2002** to include all transactions up through FM period September of fiscal year 2002/2003.

There is no restriction on the number of fiscal months to be searched. However, specifying a broad search period (multiple months or years) may result in unmanageable results as well as higher agency costs. Records older than 3 fiscal years are no longer available after the YEO process. An error message is issued if the fiscal period entered is not available or the fiscal period field(s) is incomplete.

Maximum Transactions To View (optional) - This option limits the number of selected transactions. Any number between **1** and **700** may be entered.

In addition to the criteria discussed above, at least one additional selection field must be populated before initiating a search. Some of the available selection fields are described here.

Batch Date – The Batch Date may be entered in the 'BATCH DATE FROM' field to search history records for one day. To search multiple dates, both the 'BATCH DATE FROM' and the 'TO' fields must be populated.

Batch Type - The Batch Type must agree with the File selected; i.e., Agency Entered batches must be numeric (**00-99**), **WA** or **WW**. System Generated batches must be alphabetic (**AA - ZZ**, excluding **WA** and **WW**).

Sequence – If fewer than 5 characters (digits and wildcards) are keyed, the coding will be right justified and left zero filled.

TC - If the Transaction Code (TC) is entered as part of the selection criteria, the search data is edited based on the specific field indicators in the Transaction Code Table. If a specified field is not allowed per the TC or the TC entered is not in the statewide Transaction Code Decision Table, an error message is displayed.

History Inquiry Transaction Listing – Screen 2

```

9990 History Inquiry Transaction Listing: Scrn 2                11-23-2008 08:00 A
                                                                <=MORE=>
Enter a 'P' in the F column to mark a transaction for print

<===== BATCH ID =====>
F  DATE   TP NBR   SEQ D REF DOC  S  CURR DOC S  VENDOR  S  BUD SCHEDULE/
-----
- 11-22-08 04 835    3  C0002192 00 21922560  00000000395 00  4000570
- 11-22-08 04 835    5  C0001144 01 11442550  00000000023 05  4000570
- 11-22-08 04 836    3  C0009126 00 91262500  00000000160 01  4000571
- 11-22-08 04 836    4  C0009126 00 91262500  00000000160 01  4000571
- 11-22-08 04 836    5  C0009126 00 91262500  00000000160 01  4000571
- 11-22-08 04 836    6  C0003261 00 32612580  00000000161 00  4000571
- 11-22-08 04 836    7  C0003261 00 32612580  00000000161 00  4000571
- 11-22-08 04 836   10  C0000229 00 02291200  00000000036 00  4000571
- 11-22-08 04 837    1  C0004072 00 40722500  00000000013 03  4000572
- 11-22-08 04 837    2  C0002034 00 20342300  00000000368 00  4000572

Total records meeting selection criteria: 12

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

History Inquiry Transaction Listing – Screen 3

```

9990 History Inquiry Transaction Listing: Scrn 3                11-23-2008 08:10 A
                                                                <=MORE=>
Enter a 'P' in the F column to mark a transaction for print

<===== BATCH ID =====>
F  DATE   TP NBR   SEQ D  CHECK  PROJ  WP SOURCE AS SUBSIDRY APPN
-----
- 11-22-08 04 835    3          012340 95          900 0001
- 11-22-08 04 835    5          900 0001
- 11-22-08 04 836    3          900 0001
- 11-22-08 04 836    4          900 0001
- 11-22-08 04 836    5          900 0001
- 11-22-08 04 836    6          900 0001
- 11-22-08 04 836    7          900 0001
- 11-22-08 04 836   10          900 0001
- 11-22-08 04 837    1          900 0439
- 11-22-08 04 837    2          900 0439

Total records meeting selection criteria: 12

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

Specific features of the Transaction Listing screen include:

- ☛ Selected records are sorted by Fiscal Period. Within Fiscal Period, the sort order is dependent on coding specified in the Batch ID, Schedule, Ref Doc, Curr Doc, and Proj/ WP fields of the Selection screen. As a result, history records are not always displayed in Batch ID (date) order.
- ☛ If both Agency Entered and System Generated transactions are selected for the same batch date, system generated transactions appear first.
- ☛ A maximum of 700 records may be retrieved in a search. If the number of records retrieved exceeds 700, the message '306-YOU HAVE REACHED THE MAXIMUM OF 700 TRANSACTIONS IN YOUR SELECTION' appears. To view the selected records, use the **F7** and **F8** keys to scroll backward and

- ✧ forward. A standard '314-END OF DATA' message appears when the last record is displayed on the screen.
- ✧ If the Duplicate Record indicator is **0** (zero), it is not displayed. Values greater than zero appear in the "D" column on the Batch ID section of the screen.
- ✧ A table pop-up feature is available to browse valid codes for the Index Code, PCA, Vendor Edit, Appropriation Symbol, and Project/Work Phase fields. The pop-up feature displays the table listing with titles. When the cursor is not on one of the specific fields with a pop-up feature, pressing **F1** displays the Help feature, which provides general information about the Transaction Listing screen.
- ✧ Key a **P** in the **F**-Function column to select specific transactions for printing. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8**, **F10**, **F11** or **Enter** key is pressed, the **P** is saved by the system. If the **F9** key is pressed, all **P**s shown on the screen are erased (even if previously saved). If the **F3** or **F12** key is pressed, all **P**s (and all Selection criteria) are erased.
- ✧ Press the **F6**-Print key to select one of the following print options:
 - Transactions previously marked **P** in the **F**-column only.
 - All transactions that meet the selection criteria regardless of whether records have been marked with a **P**.

Either print option will generate a report at the agency's printer and/or a report file that can be downloaded to an agency's PC. When the print job is submitted, an asterisk (*) appears in the "F" column to indicate that the transactions were spooled to the printer. Refer to the *Optional Report and Report File* section found later in this chapter for more information.

- ✧ Pressing the **F9**-Clear key clears any **P** values or asterisks in the "F" column of the Transaction Listing screen that is displayed at the time the key is pressed. **P** values or asterisks in the "F" column of previous or subsequent Transaction Listing screens are not cleared.
- ✧ To view a transaction in greater detail, place the cursor anywhere on the transaction (or in the Function field of the desired transaction) and press **F5**-Detail to go to the History Detail screen. The History Detail screen is discussed below.
- ✧ Press the **F2**-Select key to return to the Selection screen. The Selection screen retains the original selection values. These values may then be modified to perform another search.

History Detail Screen

The History Detail screen is displayed if **only one** transaction meets the selection criteria specified or if the **F5** key is pressed when the cursor is on a transaction line in the Transaction Listing screen. The screen displays all Online HY file data for the transaction.

```

9990 History Detail                                     11-23-2008 08:23 AM

Function:  _  enter P to mark this transaction for print

FISCAL PERIOD: 05 2008
BATCH DATE: 11 22 2008  TYPE: 04  NUMBER: 835 SEQ NBR:      3 DUP: 0
SCHEDULE: 4000570          POSTING DATE: 11-22-2008

TC      : 232          MODIFIER :          FFY      : 2006
REF DOC/S: C0002192 00  VENDOR/S > 0000000395 00  RPI      :
INVOICE  : 0259242      DOC DATE : 09-22-2008  CUR DOC/S: 21922560
INDEX   > 0250          OBJ DTL/AO: 382 01      PCA      > 25401
AMOUNT  :              410.00 REVERSE  :          PROJ/WP >
LC DPOSIT:              SOURCE/AS :          CHECK   :
APPN/SYM > 900          FUND SRCE : D          FUND/DTL : 0001
METHOD  : 2            BUD SEQ  :          SUBSIDRY :
GLAN    :              DUE DATE  :          PCA ACTVY:
LOCATION  :              MULTI PUR :          FED CAT  :
VEND INFO> CSU SACRAMENTO FOUNDATION

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit          Selct Print Bkwrd Frwr Clear          Main

```

Specific features of the Detail screen include:

- A table pop-up feature similar to the pop-up feature of the Transaction Listing screen. The Detail screen has an additional pop-up feature to show Vendor Name and Address data from the Online HY file. To use the pop-up feature, place the cursor anywhere in the Vendor Info field and press the **F1**-Help key.

NOTE: When the cursor is not on the specific table fields or the Vendor Info field, pressing **F1** displays the Help feature, which provides general information about the Detail screen.

A sample of the Vendor Information pop-up screen is shown here:

```

9990 History Detail                                     11-23-2008 03:30 PM

VENDOR INFORMATION SCREEN                               11-23-2008 02:41 PM

Vendor Name: CSU SACRAMENTO FOUNDATION

Address 1  : 6000 J STREET

Address 2  :

Address 3  :

City       : SACRAMENTO

State      : CA      Zip: 95819      Foreign Country:

Press PF2 to exit

```

- ✧ The Duplicate Record indicator value is displayed in the DUP field regardless of whether it is a zero or some other value.
- ✧ The GLAN data field only displays the GLAN that was keyed in the original input accounting transaction.
- ✧ Key a **P** in the Function field to print the record. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9**-Clear key is pressed, the **P** shown on the screen is erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, the **P** and all Selection criteria are erased from the screen.
- ✧ A transaction may be printed from the Detail screen, if desired. It is not necessary to return to the Transactions Listing screen to print the transaction. When the **F6**-Print key is pressed, an asterisk (*) appears in the Function field to indicate that the transaction was sent to the printer. Refer to the *Optional Report and Report File* section found later in this chapter for more information.
- ✧ Pressing the **F9**-Clear key removes the **P** or asterisk (*) displayed in the Function field. A **P** or asterisk (*) in the Function field of other Detail screens remain unchanged.
- ✧ Use the **F7** and **F8** keys to scroll up/down within the History Detail screen. It is not necessary to return to the Transaction Listing screen to scroll between transactions. A standard 'beginning/end of data' message is issued if up/down scroll is attempted and there are no more records to view.
- ✧ Press the **F2** key to return to the Transaction Listing screen. The record previously displayed on the History Detail screen now appears at the top of the Transaction Listing screen.
- ✧ Press the **F5** key to return to the History Inquiry - Selection screen. The Selection screen retains the original selection values. These values may be modified to perform another search.

History Inquiry Interrupt

Each time the history file search reads 50,000 transactions, the History Inquiry Interrupt feature automatically interrupts the history search. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated.

```

                HISTORY INQUIRY INTERRUPT

    50,000 transactions have been read. So far, there
    are 107 transactions that meet the selection criteria.

    On the Selection screen, 120 transactions were entered as
    the maximum number to view. (NOTE: If a maximum number
    was not entered on the Selection screen, the default
    maximum of 700 transactions was used).

    Please select one of the following options with an X and press ENTER:

    - Display the transactions found so far that meet the
      selection criteria.
    - Continue searching for transactions meeting the
      selection criteria. (Optional) Also change the
      maximum number of transactions to view to ____ .
    - Stop the search and return to the Selection screen.

    Press PF1 for Help
  
```

Pressing the **PF1**-Help key while viewing the search interrupt screen will display information about the search interrupt.

The Online HY search interrupt screen shows the search status (amounts) for:

- ✧ Cumulative number of transactions that have been read.
- ✧ Number of transactions found that meet the selection criteria.
- ✧ Maximum number of transactions currently set to be viewed.

One of the following options may be selected from the search interrupt window:

- ✧ “Display the transactions found so far that meet the selection criteria.”
 - NOTE:** This choice is displayed **only** if transactions were found before the interrupt occurred.
- ✧ “Continue searching for transactions meeting the selection criteria. (Optional) Also change the maximum number of transactions to view to ____.”
- ✧ “Stop the search and return to the Selection screen.”

If the “Display the transactions found so far that meet the selection criteria”, option is chosen, the following screen (example) is displayed.

```

9990 History Inquiry Transaction Listing: Scrn 1                11-23-2008 09:44 A
                                                                MORE==>
Enter a 'P' in the F column to mark a transaction for print

  FISCL <===== BATCH ID =====>
F MO YR  DATE  TP NBR  SEQ D TC  R  FFY  AMOUNT  INDX  DET  AO  PCA
-----
- 05 04 11-22-08 04 835    3  232  02      410.00 0250 382 01 25401
- 05 04 11-22-08 04 835    5  232  02      506.54 0250 382 01 15625
- 05 04 11-22-08 04 836    3  232  03     19,142.20 0250 382 01 43001
- 05 04 11-22-08 04 836    4  232  03     29,402.60 0250 382 01 43001
- 05 04 11-22-08 04 836    5  232  03     15,481.00 0250 382 01 43001
- 05 04 11-22-08 04 836    6  232  03      2,337.99 0250 382 01 25401
- 05 04 11-22-08 04 836    7  232  03     15,094.07 0250 382 01 25401
- 05 04 11-22-08 04 836   10  232  03      8,184.12 0250 382 01 25401
- 05 04 11-22-08 04 837    1  232  04      4,297.16 0250 382 01 13179
- 05 04 11-22-08 04 837    2  232  04          54.00 0230 382 01 91101

Records meeting selection criteria so far: 107

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

A **PF4-Cont** key is provided to 'continue' the search as well as a **PF2-Selct** key to return to the selection screen.

NOTE: The cumulative transactions found from the **most recent** search are always saved *until* the search criteria are changed (creates a new search) **or** the Online History Inquiry (Command **H.6**) is exited.

Optional Report and Report File

Selected Online HY file transactions may be printed on paper and/or created as a report file at the data center. Similar to the online viewing feature, there is a maximum of 700 records that may be selected for output.

Press the **F6** key from either the Transaction Listing or Detail screens to print a report and/or generate a report file. The Print and Output Options pop-up screen is displayed and provides the following options:

- ☛ Print only those transactions that have been marked with a **P** in the Function field or print all records that have met the selection criteria regardless of whether or not transactions have been marked with a **P**.
- ☛ Direct a report to the agency's printer and/or create a report file.

- ✧ Specifying 'Create a Report File' generates a report file. The report file ID is CSD600-2. The retention period for the report file is 7 days. The report file naming convention is:

CSaaaa.CSD600F.CSbbbb.Dcyymmdd.Thhmmss

where:

aaaa = Organization code of request/user

bbbb = RACF logon ID of user

cyymmdd = 1-digit Century, Year, Month and Day file was created

hhmmss = Hour, Minute and Second file was created

- ✧ A report file is automatically created when 'Route Online History Detail Report to ROPES' is specified. The report file ID is CSD600R. The retention period for the report file is 2 days.
- ✧ The report file (CSD600-2) is similar to the format of the CSD600-1, except for the handling of the Vendor Information segment. The report file always allows lines for the Vendor Information regardless of whether or not information exists. Therefore, transactions that do not have Vendor Information will show blank lines on the report to insure that there is a consistent display format for all selected records. This will accommodate agencies that use these report data sets in Monarch.
- ✧ Records on the reports are sorted in the same order as they are listed on the Transaction Listing screen.
- ✧ Reports are available for printing at the agency's printer or as report files. Microfiche and laser printing at the data center are not available.

EXHIBIT VII-3
SELECTION CRITERIA REPORT

CSD600-1 *****
CALSTARS DEPARTMENT OF AIR QUALITY *****
10/18/2002 (97:37) *****
ONLINE HISTORY SELECTION CRITERIA REPORT
ORG NUMBER: 9990
ORG PAGE:
RUN PAGE:

REQUESTOR: CSCSPRT

HISTORY SELECTION CRITERIA

TRANSACTIONS: AGENCY ENTERED: Y SYSTEM GENERATED: N

FISCAL PERIOD FROM: 01 2006 TO: 03 2006

BATCH DATE FROM: TO: TYPE: NUMBER: SEQ NBR:

SCHEDULE:

TC	: 240	FFY	:	REF DOC/S	:
VENDOR/S	:	CUR DOC/S	:	INDEX	:
OBJ DTL/AO	:	PCA	:	AMOUNT	:
REVERSE	:	PROJ/WP	:	LC DPOSIT	:
SOURCE/AS	:	CHECK	:	APPN SYM	:
FUND/DTL	:	BUD SEQ	:	SUBSIDRY	:
GLAN	:				

NUMBER OF RECORDS MEETING SELECTION CRITERIA : 42
NUMBER OF RECORDS SELECTED FOR PRINT : 42

EXHIBIT VII-3 (Continued)
SELECTION CRITERIA REPORT

CSD600-1 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY *****
 CALSTARS ONLINE HISTORY DETAIL REPORT ORG NUMBER: 9990
 11/01/2008 (97:37) ***** ORG PAGE: 2
 ***** RUN PAGE: 12

FM-FYR MOD-FCO OBJ DTL/AO FUND/DTL VENDOR INFORMATION	BATCH DATE FFY PCA METHOD	BATCH TYPE REF-DOC/S AMOUNT BUD SEQ	BATCH NUMBER VENDOR NBR/S NET AMOUNT SUBSIDIARY FED CAT NBR	SEQ/DUP RPI PROJ/WP GLAN	POSTING DATE INVOICE SOURCE/AS DUE DATE	CLM/LC DPOSIT DOC DATE CHECK PCA ACTVY	TC CUR DOC/S APPN SYM LOCATION	REVERSE INDEX FUND SRCE MULTI PUR
02-2008 257 0001 JOHN DOE 100 A STREET SACRAMENTO	08-31-2008 2002 52010 1	04 1,200.00	175 9999999999 99	1 0 .00 012340 95	08-31-2008 1123456	1717172 07-11-2008	240 01002000 110	1500 G
02-2008 257 0001 JOHN DOE 100 A STREET SACRAMENTO	08-31-2008 2002 52010 1	04 225.00	175 9999999999 99	2 0 .00 012340 95	08-31-2008 1123457	1717172 07-11-2008	240 01002000 110	1510 G
02-2006 246 0001 CA WOMEN'S COMM ALC/DRG DEPEND 14622 VICTORY BLVD., #100 VAN NUYS	08-31-2006 2002 52020 1	04 895,005.00	175 0000000106 00	3 0 .00 001005 93	08-31-2006 2001-JULY-15	1717172 07-12-2006	240 99099000 900	1500 D
02-2006 246 0001 MEDICAL RESEARCH INSTITUTE 2200 WEBSTER STREET ROOM A337 SAN FRANCISCO	08-31-2006 2002 52020 1	04 99.99	175 0000000294 00	4 0 .00 032200 98	08-31-2006 CA58402	1717172 07-13-2006	240 00040000 900	1500 D
02-2006 246 0001 MEDICAL RESEARCH INSTITUTE 2200 WEBSTER STREET ROOM A337 SAN FRANCISCO	08-31-2006 2002 52030 1	04 8.32	175 0000000294 00	5 0 .00 032200 98	08-31-2006 CA58403	1717172 07-14-2006	240 00040000 110	1520 G

Vendor Payment File

Vendor Payment information is available through the following online screens:

- ✳ Vendor Payment Inquiry
- ✳ Vendor Payment Listing Screens 1 and 2
- ✳ Vendor Payment History Detail

Vendor Payment Inquiry Screen

The Vendor Payment Inquiry screen is available through Command **H.7**.

```

9990 H.7: Vendor Payment Inquiry                                02-07-2008 01:15 PM

VENDOR/S> _____

OFFICE REVOLVING FUND: I (E=Exclude ORF, I=Include ORF, O=Only ORF)

MAXIMUM TRANSACTIONS TO VIEW: 700 (Note: cannot be more than 700)

The following fields are OPTIONAL but for faster, lower cost searches
include 1 or more highlighted fields.

BATCH DATE FROM: MM DD YYYY   TO: MM DD YYYY   TYPE: ___   NUMBER: ___
SCHEDULE: _____
TC      : _____   DOCUMENT /S: _____   INVOICE: _____
INDEX  > _____   OBJ DTL/AO > _____   PCA    > _____
AMOUNT : _____   CHECK      : _____

Press F4 to begin search

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

```

The Vendor Payment Inquiry screen is used to enter search criteria for payment information related to one Vendor Number or Vendor Number/Suffix. To begin a search, key the Vendor Number or Vendor Number/Suffix in the Vendor/S field and press **F4**.

If the Vendor Number is not known, place the cursor on the Vendor/S field and press **F1** to display the Vendor/S Search pop-up screen. This screen displays a listing of vendors from the Vendor Edit Table.

```

Vendor/S Search
Vendor/S: _____ or Name: _____ MORE=>

VENDOR/S      NAME      ADDRESS 1
-----
AAAAAAAAAA 00  DEPT OF AIR QUALITY      9999 TENTH ST
AAAAAAAAAA 10  JANE DOE                  ACCOUNTING OFFICER
AAAAAAAAAA 20  JOHN DOE                  DIRECTOR
AAAAAAAAAA 90  ADMINISTRATION           DEPT OF AIR QUALITY
A300000000 00  CITY OF JACKSON           33 BROADWAY
A300000001 00  CITY OF FERNDALE          834 MAIN STREET
A300000002 00  ORANGE COUNTY AIR DISTRICT P.O. BOX 8300
A300000003 00  CITY OF SANTA BARBARA    P.O. BOX 1990
A300000004 00  CITY OF BURBANK           164 WEST MAGNOLIA AVE

To select desired item, place cursor on that row and press Enter
PF2          PF7 PF8          PF10 PF11
Retrn       Bkwrd Frwr    Left  Right
    
```

To select a vendor, place the cursor on the row that includes the desired Vendor Number/Suffix. When Enter is pressed, the Vendor Number/Suffix is automatically inserted in the Vendor/S field.

To narrow the scope of a search, information may be keyed in the following fields:

Office Revolving Fund (ORF) - Indicates the type of vendor payment records to be included in the search as follows:

- E**-Exclude ORF transactions
- I**-Include ORF transactions
- O**-Only select ORF transactions

Maximum Transactions To View (optional) - This option limits the number of selected transactions. Any number between **1** and **700** may be entered.

Batch Date – If used, the Batch Date must be entered in the 'BATCH DATE FROM' field to search records for one day. To search multiple dates, both the 'BATCH DATE FROM' and the 'TO' fields must be populated.

Batch Type – If used, the Batch Type must be 2 alphanumeric characters.

Number – If used, the Batch Number must be 3 alphanumeric characters.

Schedule – If used, the Schedule must be 7 or 8 alphanumeric characters.

TC - If the Transaction Code (TC) is entered as part of the selection criteria, the search data is edited based on the specific field indicators in the statewide Transaction Code Decision Table. If a specified field is NOT ALLOWED per the TC or the TC entered is not in the statewide table, an error message is displayed.

Document – The Current Document Number, Current Document Number/Suffix, Reference Document, or Reference Document Number/Suffix may be entered in this field.

Invoice – If used, the Invoice may contain up to 14 alphanumeric characters.

Index – If used, the Index must be 4 alphanumeric characters.

Object Detail/Agency Object – If used, the Object Detail field may contain up to 3 numeric characters. If used, the Agency Object field may contain up to 2 numeric characters.

PCA - If used, the PCA must be 5 alphanumeric characters.

Amount – If used, the Amount field may contain up to 13-digit numbers.

Check - If used, the Check field must be a 9-digit number.

After keying the selection criteria, press **F4** to initiate a search.

Vendor Payment Inquiry Screen Features

The following features are available for the Vendor Payment Inquiry Screen.

F1-Help – The **F1**-Help key is available for fields that display a > after the field name. When the cursor is placed in any position in one of these fields and the **F1** key is pressed, a listing of valid codes is displayed. 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 Vendor Payment Inquiry Screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted in the field when Enter is pressed.

NOTE: If the F1 key is pressed when the cursor is not on the fields specified above, the Vendor Payment Inquiry – Selection Help screen is displayed.

Wildcard – A wildcard feature is also available on the Vendor Payment Inquiry screen. To use this feature, key an asterisk in any position of a field. This feature may be helpful when only part of a desired field is known. The wildcard feature may be used in many fields, but are not allowed in the Vendor/S, Office Revolving Fund, Maximum Transactions to View, Batch Date From, Batch Date To, TC and Amount fields.

Example: If the first number of an Index code begins with 1 and the remaining digits are unknown, **1***** may be entered in the index field. All records containing an Index code beginning with 1 would be retrieved.

Vendor Payment Listing Screens

The Vendor Payment Listing Screen 1 is displayed when records are found that meet the criteria entered on the Inquiry screen.

```

9990 Vendor Payment Listing Screen 1                                01-28-2008 09:05 AM

VENDOR/S : CA00000197 00                                         MORE=>
VENDOR NAME: DEPARTMENT OF AIR QUALITY                          PAGE: 1

DOCUMENT/S      INVOICE      DOC DATE      CHECK/
-----      -
67908300 00 24358      04-14-2005 6790830 232      336,915.62-
ENTRIES = 1      TOTAL DOCUMENT/S 67908300 00      336,915.62-
67908490 00 24834(1 OF 2) 07-05-2005 6790849 232      78,567.38-
ENTRIES = 1      TOTAL DOCUMENT/S 67908490 00      78,567.38-
67908500 00 24834(2 OF 2) 07-05-2005 6790850 232      90,864.06-
ENTRIES = 1      TOTAL DOCUMENT/S 67908500 00      90,864.06-
67909260 00 26551      06-15-2006 6790926 232      8,759.58-
67909260 00 26711      07-06-2006 6790926 232      202,009.15-
67909260 00 26818      08-09-2006 6790926 232      54,889.46-
ENTRIES = 3      TOTAL DOCUMENT/S 67909260 00      265,658.19-

To view desired History Detail record, place cursor on the row and press F5
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit  InqSc Dtail Print Bkwrd Frwrld      Left Right Main
    
```

Additional information for each record is displayed on the Vendor Payment Listing Screen 2.

```

9990 Vendor Payment Listing Screen 2                                01-28-2008 09:06 AM
                                                                <=MORE
VENDOR/S : CA00000197 00                                         PAGE: 1
VENDOR NAME: DEPARTMENT OF AIR QUALITY

--- BATCH ID ---
DOCUMENT/S      DATE      TP NBR      CUR DOC/S      REF DOC/S      INDX OD      AO      PCA      FUND
-----      -
67908300 00 05-25-2005 04 045 03111150 C/A00220 01 0150      27857 0001
      TOTALS ARE ON SCREEN 1
67908490 00 08-25-2005 04 032 03111150 C/A00220 01 0150      27857 0001
      TOTALS ARE ON SCREEN 1
67908500 00 08-25-2005 04 034 03111150 C/A00220 03 0150      27857 0439
      TOTALS ARE ON SCREEN 1
67909260 00 11-21-2006 04 062 03111150 C/A00220 03 0150      27857 0439
67909260 00 11-21-2006 04 062 03111150 C/A00220 03 0150      27857 0439
67909260 00 11-21-2006 04 062 03111150 C/A00220 03 0150      27857 0439
      TOTALS ARE ON SCREEN 1

To view desired History Detail record, place cursor on the row and press F5
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit  InqSc Dtail Print Bkwrd Frwrld      Left Right Main
    
```

Vendor Payment Listing Screen Features

The **F4** key is used to view the Inquiry Screen Search Fields popup screen. This screen displays the most recent search criteria entered on the Vendor Payment Inquiry screen. To exit the popup screen, press **F2**.

The **F10** and **F11** keys are used to toggle between Screens 1 and 2. The **F8** key is used to view additional records, and the **F7** key to go back to the previous records.

Vendor Payment History Detail Screen

To display the history detail for a record, place the cursor on the desired row and press **F5**.

```

9990 Vendor Payment History Detail                                01-28-2008 09:42 AM

                                DOC-NBR/SFX: TESTOBJ0 / 00      RECORD   1 OF 5
FISCAL PERIOD: 07 2007
BATCH DATE: 01 17 2008  TYPE: 04  NUMBER: 101 SEQ NBR:      1  DUP: 0
SCHEDULE:                                POSTING DATE: 01-17-2008

TC      : 242                MODIFIER :                FFY      : 2006
REF DOC/S:                VENDOR/S : BDL0000046 00  RPI      :
INVOICE :                DOC DATE :                CUR DOC/S: 99999
INDEX   : 0110             OBJ DTL/AO: 207          PCA      : 10201
AMOUNT  :                20.00 REVERSE :                PROJ/WP :
LC DPOSIT:                SOURCE/AS :                CHECK   :
APPN/SYM : 900             FUND SRCE : D           FUND/DTL : 0439
METHOD  : 2                BUD SEQ  :                SUBSIDRY :
GLAN    :                DUE DATE  :                PCA ACTVY:
LOCATION :                MULTI PUR  :                FED CAT  :
VEND INFO: CITY OF LONG BEACH

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

```

Vendor Payment History Reports

The **F6**-Print key is available on both the Vendor Payment Listing screen and the Vendor Payment History Detail screen.

When **F6** is pressed on the Vendor Payment Listing screen, the following screen is displayed.

```
Print/Report File Selection
Vendor Payment Inquiry

_____ _ Enter Document/S or leave blank for all queried records

_ Enter Destination:
  F=Report File only
  Report File: CS9990.CSIS07-1.VP.D2080221.T1002069
  P=Printer Output and Report File
  Printer ID : CTP2   Report Class: A   Report ID: ROH1
  Report File: CS9990.CSIS07-1.VP.D2080221.T1002069

Press Enter to submit the request, or F2 to cancel
```

To print the results of the vendor payment search, enter one of the following options in the Destination field:

- ⊛ **F** – Immediately generates an electronic report file of the Vendor Payment Search Results Report (CSIS07-1).
- ⊛ **P** – Immediately generates an electronic report file (CSIS07-1) and ROPES the Vendor Payment Search Results Report (CSIS07-1) report to an agency printer.

An example of the Vendor Payment Search Results Report (CSIS07-1) is displayed in Exhibit VII-4.

When F6 is pressed on the Vendor Payment History Detail screen, the Online History Detail Report (CSIS07-2) may be accessed through TSO or ROPES. An example of this report is displayed in Exhibit VII-5.

SCO Claim Schedule Warrant Number

The SCO Claim Schedule Warrant Number in inquiry screen may be accessed by entering **H.W** on any Command line. This screen allows agencies to research SCO Claim Schedule Warrant Number information.

To begin a search, key the entire schedule information or partial schedule information. The SCO Claim Schedule Warrant Number Inquiry – Screen 1 is displayed when records are found that meet the criteria entered on the entry screen. For example: if 'SCH' is entered, the screen will display schedules starting with 'SCH'. The Payee information for the schedule is displayed on 3 sub-screens. Scroll right and left (from sub-screens 1 to 2 to 3 and back) to view various fields using the **F11** and **F10** keys

SCO Claim Schedule Warrant Number Inquiry – Screen 1

```

9990 H.W: SCO Claim Schedule Warrant Number Inquiry          03-20-2008 01:06 PM
                                                                MORE=>
                                                                GO TO SCHEDULE: SCH

```

SCHEDULE	WARRANT	ISSUE DATE	PAYEE LINE 1	AMOUNT
SCH45670	77777777	05292008	OFFICE MAX	123456789012.45
SCH45670	77777778	05292008	FRESNO OFFICE SUPPLIER INC DISTRIBS	5000000000.00
SCH45670	77777779	05292008	OFFICE DEPOT	523456789012.45
SCH55680	77778880	05292008	EXCOM OFFICE SUPPLIER INC DISTRIBS	24445550000.00
SCH55680	77778981	05292008	GREAT AMERICAN OUTFITTERS	723456789012.45
SCH65770	77778782	05292008	MARKLEY STORAGE & MOVING	9999851000.00
SCH65770	77778783	05292008	COUNTY OF	3456789012.45
SCH65770	77778784	05292008	COUNTY OF	7000000000.00
SCH65770	77778785	05292008	COUNTY OF	524526789012.45
SCH65770	77778786	05292008	COUNTY OF	475.00
SCH65770	77778787	05292008	COUNTY OF	527375.00

```

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

```

SCO Claim Schedule Warrant Number Inquiry – Screen 2

9990 H.W: SCO Claim Schedule Warrant Number Inquiry 03-20-2008 01:06 PM
 MORE<=>
 GO TO SCHEDULE: SCH

SCHEDULE	WARRANT	ISSUE DATE	PAYEE LINE 2	AMOUNT
SCH45670	77777777	05292008	OFFICE MAX	123456789012.45
SCH45670	77777778	05292008		50000000000.00
SCH45670	77777779	05292008	OFFICE DEPOT	523456789012.45
SCH55680	77778880	05292008	SACRAMENTO DIVISION	24445550000.00
SCH55680	77778981	05292008	SAME DAY	723456789012.45
SCH65770	77778782	05292008	TRINITY	99999851000.00
SCH65770	77778783	05292008	PLACER	3456789012.45
SCH65770	77778784	05292008	HUMBOLT	70000000000.00
SCH65770	77778785	05292008	RIVERSIDE	524526789012.45
SCH65770	77778786	05292008	SACRAMENTO	475.00
SCH65770	77778786	05292008	ALPINE	527375.00

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

SCO Claim Schedule Warrant Number Inquiry – Screen 3

9990 H.W: SCO Claim Schedule Warrant Number Inquiry 03-20-2008 01:06 PM
 MORE<=>
 GO TO SCHEDULE: SCH

SCHEDULE	WARRANT	ISSUE DATE	PAYEE LINE 3	AMOUNT
SCH45670	77777777	05292008	OFFICE 260	123456789012.45
SCH45670	77777778	05292008		50000000000.00
SCH45670	77777779	05292008	STORE 375	523456789012.45
SCH55680	77778880	05292008		24445550000.00
SCH55680	77778981	05292008		723456789012.45
SCH65670	77778782	05292008		99999851000.00
SCH65670	77778783	05292008		3456789012.45
SCH65670	77778784	05292008	CALIFORNIA	70000000000.00
SCH65670	77778785	05292008		524526789012.45
SCH65670	77778786	05292008	CALIFORNIA	475.00
SCH65670	77778786	05292008		527375.00

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

SCO Claim Schedule Warrant Number Inquiry Reports

The **F6**-Print key is available on the SCO Claim Schedule Warrant Number Inquiry screen.

When **F6** is pressed on the SCO Claim Schedule Warrant Number Inquiry screen, the following screen is displayed:

```
9990 H.W: SCO Claim Schedule Warrant Number Inquiry      03-20-2008 01:06 PM
                                                    MORE<=
                                                    GO TO SCHEDULE: 12345670

      Print/Report File Selection
      SCO Claim Schedule Warrant Number Inquiry

      _ Enter Destination:
        F=Report File only
          Report File: CS9990.CSXXXX-1.SW.D2090509.T1014583
        P=Printer Output and Report File
          Printer ID : CTP2      Report Class: A      Report ID: ROH1
          Report File: CS9990.CSXXXX-1.SW.D2090509.T1014583

      Press Enter to submit the request, or F2 to cancel
```

To print the results of the warrant inquiry search, enter one of the following options in the Destination field:

- ✪ **F** – Immediately generates an electronic report file of the SCO Warrant Inquiry Search (CSIS0W-1).
- ✪ **P** – Immediately generates an electronic report file (CSIS0W-1) and ROPES the SCO Warrant Inquiry Search Report (CSIS0W-1) report to an agency printer.

An example of the SCO Warrant Inquiry Search Report (CSIS0W-1) is displayed in Exhibit VII-6.

EXHIBIT VII-6
SCO WARRANT INQUIRY SEARCH RESULTS REPORT

CSISOW-1 *****	DEPARTMENT OF AIR QUALITY			*****	ORG NUMBER: 9990
	CALSTARS	SCO WARRANT INQUIRY SEARCH RESULTS	REPORT		ORG PAGE: 1
09/2008 (10:45) *****					RUN PAGE: 1
SCHEDULE	WARRANT	ISSUE DATE	FUND-SUB		
-----	-----	-----	-----		
	PAYEE LINE 1		PAYEE LINE 2	PAYEE LINE 3	AMOUNT
-----	-----	-----	-----	-----	-----
12345660	08214525	02/25/2008	0001-001		
FRESNO OFFICE SUPPLIER INC	DISTRIBS	FRESNO OFFICE SUPPLIER INC	DISTRIBS	FRESNO OFFICE SUPPLIER INC	DISTRIBS 50,000,000,000.00
12345670	08214526	02/25/2008	0001-001		
TREASURER COUNTY OF		VENTURA			99.59
12345680	08214527	02/25/2008	0001		
TREASURER COUNTY OF		RIVERSIDE			45,452.251.00