

The following sections describe, in detail, claim schedule preparation, printing of claim schedules and remittance advices, claim correction methods, reportable payment adjustments, posting of Claims Filed, reconciliation of claim schedules, claim schedule reports, and coding of the claim schedule and remittance advice.

## CLAIM SCHEDULE PREPARATION STEPS

The steps described in this section are generally used by most departments; however, some variations may exist.

### Step 1. Determine the content of the claim schedule

To ensure compliance with the State Administrative Manual (SAM), Section 8422, the invoices contained in claim schedules must be separated as follows:

- ✦ Separate invoices by type of disbursement: (Office Revolving Fund (ORF) reimbursement, discounts taken, immediate pay demanded, contracts, etc., as needed).
- ✦ Separate invoices by type of output: (Manual or automated schedule).

The transaction codes used to create automated or manual claim schedule batches are unique for each type. As a result, mixing automated and manual transaction codes (TCs) in the same batch is not allowed.

Departments may choose to use a manual claim schedule under the following circumstances:

- ✦ Immediate payment demands or discount timing may require same-day batching and submission to the SCO.
- ✦ Reimbursement of the ORF may involve bills for vendor services that are reportable payments to the Internal Revenue Service (IRS) and the Franchise Tax Board (FTB). The actual Vendor Number is used to avoid using TC R01 or TC R02. See Chapter XII, Reportable Payments, for more information on those transactions and requirements.
- ✦ There is a small volume of claim schedule batches so automated claim schedules would not be efficient.

### Step 2. Assemble vendor invoices/payment documents into a batch

Several rules must be followed when assembling a claim schedule batch for entry. See Chapter VIII, Preparing Transaction Entry Documents, for general procedures on preparing a batch. Claim schedule batches have the following special requirements:

- ✦ Must contain only claim schedule transactions.

- ✧ Must use a unique 7-digit alpha-numeric Claim Schedule Number. If less than seven characters are used, the system right-justifies and left zero-fills those spaces. Blanks (space bar) are not allowed between digits or as leading spaces.
- ✧ Must contain transactions totaling no more than \$99,999,999.99. If exceeded, the system will split the schedule, create multiple face sheets, and automatically assign an 8<sup>th</sup> digit (i.e., A, B, C, etc.) rather than a zero.
- ✧ Must contain transactions with the same appropriation information (i.e., organization, fund, reference, enactment and funding fiscal year). Otherwise, the system will split the schedule, create multiple face sheets, and automatically assign an 8<sup>th</sup> digit (i.e., A, B, C, etc.) rather than a zero.
- ✧ Must contain a positive dollar amount for any vendor net of all discounts and credit memos. A net zero or minus dollar vendor payment prevents an **automated claim schedule** from printing until a correction is made to change the transaction amount(s) or delete a transaction(s).
- ✧ Must contain transactions for no more than 12 vendors on one face sheet. A vendor is defined as one Vendor ID (one VE Table record or name using one address). If more than 12 vendors are contained in the batch, the system will automatically assign an 8<sup>th</sup> digit (i.e., A, B, C, etc.) rather than zero and create multiple face sheets. Multiple invoices for the same vendor must be entered consecutively. If the transactions are not entered consecutively, the vendor name will appear on the face sheet more than once and be treated as multiple vendors. This could cause the batch to contain over 12 vendors.
- ✧ Must contain no more than 250 transactions in an automated claim schedule batch.
- ✧ Must contain either expenditure or refund transactions, but not both. If the transactions are mixed, the system will automatically split the TC 360's using the same Document Number but incrementing the Document Number Suffix (i.e., 00, 01, etc.).
- ✧ For manual claim schedules, avoid including more than one accounting distribution below the "APPROPRIATION" section of the Claim Schedule (Std. 218) "face sheet", illustrated in Exhibit XI-15. Although up to ten distributions are allowed by the SCO, using more than one distribution may cause problems with the automated Claims Filed (CD 102) process.
- ✧ Up to 6 invoices per page may appear on the Remittance Advice (Std. 404C), Exhibit XI-16.
- ✧ Must always use a manual claim schedule transaction to reverse any existing (manual or automated) claim schedule transaction.

Additional batching rules may also be required by the SCO.

## Late Payment Interest Penalties Shown On The W07 Report

Late payment penalties are shown in the daily W07, Amounts Paid Subject To Late Payment Interest Penalties Report (Exhibit XI-14.) Using Object Code **545** or keying an Indicator of **8** in the RPI field will cause the transaction to post to the W07 Report. If there are no interest penalties paid on the current day's claim schedules, the report is not printed for that day.

Totals are provided by vendor within claim schedule, batch and department. Since the W07 Report is a daily report; it does not contain cumulative-to-date information. It is important to file this report and retain it as long as is necessary.

## Remittance Advice Messages

Departments have the option of letting the system print a specific message on the remittance advice by entering a 4-digit alpha-numeric code (pre-assigned in the Remittance Advice Message Table (RM)) in the RA MSG ID field. The RA MSG ID identifies the messages to be printed on the RA's during the Claim Schedule Process. The remittance messages are stored within the RM table and can be accessed as a pop-up through a financial transaction or through table maintenance (**1.12**). Users code the RA MSG ID field on claim schedule transactions entered online and on transactions created externally for uploading. The RA MSG ID field is only displayed on the General Purpose and Claim Schedule transaction entry screens.

### Help Feature

A help feature is available on the RA MSG ID field. If the user places the cursor in the field and presses **F1**, then the user will be taken to a unique pop-up Remittance Advice Message Search help screen that displays the list of records from the RM Table and allows the user to modify existing table entries or create new entries as necessary. An example of the screen is shown here:

```

9990 Claim Schedule Transaction Entry                                10-13-2006 11:22 AM
Remittance Advice Message Search

Function: _ (A=Add, C=Change, V=View)                            Go to RA Message: ____
RA MSG      MESSAGE TITLE                                         LINE 1
-----
MEG1  MONTHLY THANK YOU FOR SERVICE   WE REALLY APPRECIATE THE FINE
NBA1  NATIONAL BASKETBALL ASSN        THE KINGS ARE STILL TRYING TO
SBC1  THANK YOU                        THANK YOU FOR ELECTRONIC BILL
TEL1  ATT& T                            ONCE AGAIN ATT&T HAS PROVIDED
TEL2  SUREWEST                          FINAL PAYMENT
WAXX  WAXMAN WAXING EXPO                WE CANNOT THANK YOU ENOUGH
123A  FINAL PAYMENT                     THIS CONSTITUTES FINAL PAYMENT
1223  PARTIAL PAYMENT                   THIS PARTIALLY PAYS YOUR BILL
1235  TEMPLATE FOR PAYMENT             PAYMENT FOR _____ IS

To select desired item, place cursor on that row and press Enter
To Add a new record, key Function A and press Enter
To Change a record, key Function C, place cursor on that row, press Enter
To View a record, key Function V, place cursor on that row, press Enter
PF2      Retrnrn                      PF7  PF8
Bkwrdr  Fwrdr

Messages

```

- ✦ If the RA MSG ID field on the screen is blank when **Enter** is pressed, the list will begin with the first record of the RM Table.
- ✦ If the RA MSG ID field on the screen is coded, the list will begin with the coded value followed by the next sequential value if a valid code was entered.
- ✦ If a user enters a code not found in the RM Table and presses **F1**, they will be taken to the list with the next record within the sort sequence displayed.

**NOTE:** The "NEXT" function is not allowed with RA MSG ID field.

Within the pop-up Remittance Advice Message Search screen the user can initiate immediate updates to RM Table which can then be used on the Transaction Entry screen. From the Search screen the user may retrieve an existing RA MSG by placing the cursor on that row and pressing **Enter**. The user will be returned to the underlying Transaction Entry screen with the RA MSG field populated with the chosen value.

**NOTE:** The Function and Go To fields cannot be populated at the same time. If they are, the error message "267- CANNOT SELECT A FUNCTION AND 'GO TO' SEARCH AT THE SAME TIME" will be displayed.

### Functions

The following Functions are available within the pop-up Remittance Advice Message Search screen:

**A=Add** – If the user wants to **Add** a new RA MSG, the user will key **A** in the function field and press **Enter**. This will invoke a blank Remittance Advice Message Entry pop-up screen. Key the appropriate values in the informational fields and press **Enter**. If the RA MSG ID is valid, the RM Table will be updated but no message will appear at the bottom of the screen. If the RA MSG ID is not valid the error message "EM2-RA MSG NOT ALLOWED" will be displayed. If the transaction is not a claim transaction, error message "EM2-RA MSG NOT ALLOWED" will be displayed.

**C=Change** – If the user wants to **Change** an existing RA MSG record, the user will key **C** in the Function field, position the cursor on the row containing the record to be changed and press **Enter**. This will invoke the Remittance Advice Message Entry pop-up screen with the Function set to **C** and the record displayed. The message 'Enter Changes' will appear at the bottom of the screen. All fields will be unlocked.

**V=View** – If the user wants to **View** an existing RA MSG record, the user will key **V** in the Function field, position the cursor on the row containing the record to be changed and press **Enter**. This will invoke the Remittance Advice Message Entry pop-up screen with the Function blank and the record displayed. The message 'Record xxxx(Org)-xxxx(RA MSG) displayed successfully' will appear at the bottom of the screen. All fields will be unlocked.

### Remittance Advice Message Entry Screen

The following is an example of the Remittance Advice Message Entry Screen pop-up:

```

1 9990 Claim Schedule Transaction Entry                               10-13-2006 11:22 AM
      Remittance Advice Message Entry

Function:  _ (A=Add, C=Change, V=View, W=Print Rec)

RA MSG ID:  ___ MESSAGE TITLE:  _____ PURGE>  _

LINE 1:  _____
LINE 2:  _____
LINE 3:  _____
LINE 4:  _____
LINE 5:  _____
LINE 6:  _____
LINE 7:  _____
LINE 8:  _____
LINE 9:  _____

LP DATE: MM-DD-YYYY

Press Enter to accept Add, Change or Print Record
Press F2 to return to Search screen
Press F6 to return to Transaction Entry screen with this RA MSG
      PF2          PF6  PF7  PF8  PF9
      Retrn       Trans Bkwrd Frwr Clear

Messages
  
```

After a selected record (or blank screen) has been displayed on the Remittance Advice Message Entry Screen pop-up, the following Functions are available:

**A=Add, C=Change, V=View and W=Print Rec** – These work the same as the RM Table Entry Screen, however, when a record is successfully Added, the screen values will not be blanked on this pop-up. This will facilitate bringing the record back to the pop-up Remittance Advice Message Search Screen or to the underlying Transaction Entry Screen.

#### Function (F) Keys

**F2=Return** – Returns the user to the Remittance Advice Message Search pop-up screen. The RA MSG shown on the screen at the time **F2** is pressed will appear as the first record on the Search pop-up screen.

**F6=Trans** – Returns the user to the underlying Transaction Entry screen and populates the RA MSG field with the RA MSG shown on the Remittance Advice Message Entry pop-up screen. If the RA MSG field in the pop-up is blank when **F6** is pressed, it will return the user to the underlying Transaction Entry screen without populating the RA MSG field. Before exiting the Remittance Advice Message Entry pop-up screen using **F6**, the program will compare the record displayed on the screen with the stored record. If these images are not the same, the error message '249-MUST PRESS ENTER TO ADD RECORD OR SAVE CHANGES BEFORE PRESSING F6' will display.

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

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

**F9=Clear** – Erases all keyed fields.

Changed and newly added RM Table records can be used immediately in the RA MSG ID field on the Transaction Entry screen.

When a record has been changed, and another attempt is made to change the record on the same day, an action confirmation pop-up appears to warn users that a change to the record has already occurred. An example of the screen is displayed here:

```

9990 Claim Schedule Transaction Entry                               10-13-2006 11:22 AM
Remittance Advice Message Entry

Function: _ (A=Add, C=Change, V=View, W=Print Rec)

RA MSG ID: ____ MESSAGE TITLE: _____ PURGE> _

LINE 1: _____
LINE 2: _____
LINE 3: _____
LINE 4: _____
LINE 5: _____
LINE 6: _____
LINE 7: _____
LINE 8: _____
LINE 9: _____

LP DATE: MM-DD-YYYY

A C T I O N   C O N F I R M A T I O N

This Message was already changed today.  Do you want to change it again?

Press F4 to confirm or F2 to cancel

```

An example of a remittance advice with a message from the RM Table is displayed here:

REMITTANCE ADVICE				STATE OF CALIFORNIA	
STD. 404C (REV. 4-95)				THE ENCLOSED WARRANT IS IN PAYMENT OF THE INVOICES SHOWN BELOW	
DEPARTMENT NAME		ORG. CODE	INVOICE DATE	INVOICE NUMBER	RPI
DEPARTMENT OF AIR QUALITY		9990		INVOICE AMOUNT	
DEPARTMENT ADDRESS		CLAIM SCHED. NO.	09/17/07	****PDQ1234-A	
100 CAPITOL MALL		0155000		1000.00-	(9)
SACRAMENTO 95826					
VENDOR			PURCHASE ORDER DOES NOT PROVIDE FOR SALES/USE TAX		
CENTRAL OFFICE SUPPLY					
909 J STREET					
SACRAMENTO CA 95814					
FEDERAL TAX ID NO. OR SSAN	RP TYPE	TAX YR	TOTAL REPORTED TO IRS	TOTAL PAYMENT	1000.00-
	9		1,000.00-		

**PRODUCTION OF MANUAL CLAIM SCHEDULES AND REMITTANCE ADVICES**

When using the specific transaction codes and instructions for manual claims described in Step 3 of the *Claim Schedule Preparation Steps* section, the claim schedule and remittance forms must be typed and are not printed on the agency printer.

Manual claim schedules and remittance advice forms may be typed at any time. However, it is recommended that they are typed on the same day the transactions are entered in CALSTARS. This will assure that transactions are entered correctly, thus reducing the transmittal of claim schedules containing errors to the SCO. Refer to the *Claim Schedule And Remittance Advice Coding Requirements* section in this chapter for detailed instructions.

**NOTE:** When typing a manual claim schedule face sheet, use 7 digits. If necessary, type zeros to the left of the claim schedule number.

**PRODUCTION OF AUTOMATED CLAIM SCHEDULES AND REMITTANCE ADVICES**

When using the specific transaction codes and instructions for automated claims described in Step 3 of the *Claim Schedule Preparation Steps* section, automated claim schedule batches without fatal errors are available to print. The following section describes how to control the printing of automated claim schedules and remittance advices using the Claim Schedule Maintenance Entry screen (Command B.2).

## Claim Schedule Maintenance (Command B.2)

The Claim Schedule Maintenance Entry screen (Command **B.2**) controls the printing of automated claim schedules. A table describing the functions and fields of the Claim Schedule Maintenance Entry screen is displayed in Exhibit XI-2. The screen displays claim schedules processed on a previous day and not yet printed or claim schedules that currently have transactions on the Error File. An example of the screen is shown here:

```

9990 B.2: Claim Schedule Maintenance Entry                                05-16-2008 09:52 AM

GLOBAL PRINT (Y/N): Y  PROCESS DATE: 05 16 2008          Go to SCHEDULE: _____

Enter under F below: (D=Delete Schedule or Transaction, H=Hold Schedule)
                    (I=Insert New Line (use 2-9 for multiple lines))
                    (R=Release Schedule To Print, X=Delete Maintenance)

F  SCHEDULE                STATUS                BATCH DATE TP NBR  SEQ  DUP
--  -----                -
___ CS12345  MANUAL HOLD                05-12-2008 04 002 00000
___ CS34567  NEG NET                05-12-2008 04 005 00000
___ CS34589  ASSOC ERROR                05-14-2008 04 006 00000
___ CS35663  ASSOC ERROR; NEG NET; MANUAL HOLD  05-10-2008 04 013 00000
___ CS35664  ASSOC ERROR; MANUAL HOLD        05-10-2008 04 014 00000
___ CS36031  NEG NET                05-14-2008 04 015 00000
___ CS38321  READY FOR PRINT                05-15-2008 04 137 00000
___ CS38328  READY FOR PRINT                05-15-2008 04 337 00000
___ CS38337  READY FOR PRINT                05-15-2008 04 437 00000

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

```

The screen displays up to 9 lines. Additional records may be displayed by scrolling using the **F8** key. To find a specific claim schedule, enter the schedule number in the 'Go to SCHEDULE:' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

Use the following instructions for entering maintenance transactions.

The default for the **Global Print** Indicator is **Y** (Yes), and the default for the **Process Date** is the current date. Departments may change the **Global Print** indicator to **N** (No) to prevent all claims from printing. When the indicator is changed to **N**, the **Process Date** field defaults to 'MM DD YYYY'; the **N** remains until the department manually changes it back to **Y**.

The **Process Date** determines which claim schedules process and become available for print the following day. Only claim schedules with a Batch Date equal to or earlier than the specified process date are processed and made available for print the following day. Departments may change the **Process Date** to an earlier date to enable them to preview the claim schedule data prior to printing. When the **Process Date** is changed, the current date default resumes automatically the following day providing the **Global Indicator** has not been changed to **N**.

A Global Print maintenance transaction is only necessary if departments do **not** want claim schedules entered that day to print the following day. Otherwise, claim schedules are available to print the next day if no fatal errors are detected during the CALSTARS nightly Input, Edit, and Update Process (IEUP).

The following functions can be entered in the Function column (**F**):

**D=Delete Schedule or Transaction**—Key **D** in the Function field to remove an entire claim schedule or a transaction within a claim schedule from the Warrant Write File. This means the claim schedule or the transaction within a claim schedule is no longer available for print.

**NOTE:** Deleting transactions from the Warrant Write File does not delete the previously posted expenditure transactions. Therefore, additional action may be required.

**H=Hold Schedule**—Key **H** in the Function field to prevent a claim schedule from printing.

**I=Insert New Line**—Key **I** in the Function field to create a new line (use 2-9 for multiple lines) with duplicate claim schedule information. For example, entering '12' in the Function column will create two lines with duplicate claim schedule information. The sequence number in the duplicated lines will be blank. This allows a specific sequence number to be entered in place of the blank field. Using the **I** function allows a specific transaction within the claim schedule to be deleted by entering the appropriate sequence number and entering a **D** in the Function column. For example, a credit memo that causes a negative net to vendor can be deleted using this process.

**R=Release Schedule to Print**—Key **R** the Function field to release a claim schedule to print that has previously been placed on hold. This maintenance must be entered before the claim schedule will print.

**X=Delete Maintenance**—Key **X** the Function field to delete **previously entered** maintenance in the Function column field. For example, if **H** is entered in the Function column and should not have been, an **X** entered in the Function column directly over the **H** before nightly processing would delete the Hold. An **X** entered in the Function column does **not** delete a claim schedule or a claim schedule transaction. Only previously entered claim schedule maintenance is affected.

When the **Enter** key is pressed, the claim schedule maintenance transactions are edited. Valid maintenance transactions will display confirmation message "854-RECORD(S) SUCCESSFULLY PROCESSED" at the bottom of the screen if none of the transactions have online errors. If errors are detected on the maintenance transaction screen, the erroneous field is highlighted and the appropriate error message is displayed at the bottom of the screen. These error messages are described in CPM Volume 4, Error Correction.

The following two methods can be used to change a previously entered maintenance transaction:

- ✪ Type an **H**, **R** or **D** directly over the incorrect maintenance function in the Function column and press **Enter**.
- ✪ Enter an **X** directly over previously entered maintenance to delete any unwanted maintenance and press **Enter**. If there wasn't any previous maintenance to delete, CALSTARS issues error message:  
*"L19-NO MAINT TO DELETE"*.

The **Status** field displays the messages shown on the W01, Claims Schedules Requiring Action Report that prevent the claim schedule from printing. The message 'Ready for Print' appears when an **R** function has been entered to release a schedule previously restricted from printing with a Hold, **H** function. If no message is displayed, the schedule is not available for printing because either the Global Print Indicator was changed to an **N** or the Process Date is earlier than the Batch Date of the claim schedule transaction.

Claim schedule maintenance transactions remain on the Claim Schedule Maintenance Entry screen until the CALSTARS system is brought down for nightly processing.

EXHIBIT XI-2  
CLAIM SCHEDULE MAINTENANCE ENTRY SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION
GLOBAL PRINT	The default for the <b>Global Print</b> indicator is <b>Y</b> (Yes). Change the <b>Global Print</b> indicator to <b>N</b> (No) to prevent all claim schedules from printing. When the indicator is changed to <b>N</b> , the <b>N</b> remains until the department manually changes it back to <b>Y</b> .
PROCESS DATE	The default for the <b>Process Date</b> is the current date unless the department changes the <b>Global Print</b> Indicator to <b>N</b> . If changed to <b>N</b> , the default is ' <b>MM DD YYYY</b> '. Claim schedules with a Batch Date equal or prior to the specified <b>Process Date</b> will be available for printing the following day. Departments may enter an earlier date in the <b>Process Date</b> field to enable them to review claim schedule data prior to printing.
Go to SCHEDULE	Finds a specific claim schedule. Enter the claim schedule number and press <b>Enter</b> . If the schedule exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.
F	<p><b>Enter a function.</b></p> <p>Enter the claim schedule Function, as appropriate. If a batch sequence number of <b>00000</b> is entered, the Function applies to the entire claim schedule. The valid Functions and their values are:</p> <p><b>D= Delete Schedule or Transaction</b> Removes an entire claim schedule or a transaction within a claim schedule from the Claim Schedule File; e.g., any credit memos causing a negative net to vendor, transactions with Vendor ID errors, etc. It does not affect the corresponding expenditures previously posted. The <b>I</b> (Insert) function must first be entered with a specific sequence number before deleting an individual transaction within a claim schedule.</p> <p><b>H = Hold Schedule</b> Prevents a claim schedule from being available to <b>Print</b>.</p> <p><b>I=Insert New Line</b> Creates a new line(s) with duplicate claim schedule information. Enter <b>In</b>, where n=2-9 to create multiple lines. The sequence number in the duplicated line will be blank. This allows a specific sequence number to be entered in place of the blank field. The <b>I</b> function allows a specific transaction within the claim schedule to be deleted by entering the appropriate sequence number and entering a <b>D</b> in the Function column.</p> <p><b>R = Release Schedule to Print</b> Release from Manual Hold - Allows a claim schedule to print that has previously been placed on hold.</p> <p><b>X= Delete Maintenance</b> Removes a previously entered maintenance that is not needed.</p>
SCHEDULE	<b>The schedule field is populated with all claim schedule numbers in the Warrant Write Subsystem.</b> This includes claim schedules that are not available for printing (those with errors such as negative net to vendor, associated errors on the error file, and those on manual hold, as shown on the W01 Report). Claim schedules will continue to appear on the Claim Schedule Maintenance Entry screen until the errors are corrected or the claim schedules are released from the manual hold or deleted.

EXHIBIT XI-2 (Continued)  
CLAIM SCHEDULE MAINTENANCE ENTRY SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION
STATUS	<p>Displays the error messages shown on the Claim Schedules Requiring Action Report, CSBW01-1.</p> <p>The message 'Ready for Print' appears when a <b>R</b> function has been entered to release a schedule previously restricted from printing with a Hold, <b>H</b> function.</p> <p>If no message is displayed, the schedule is not available for printing because either the Global Print Indicator was changed to an <b>N</b> or the Process Date is earlier than the Batch Date of the claim schedule transaction.</p>
Transaction Identification	<p>The Transaction ID consists of an 18-digit code that uniquely identifies every transaction entered in CALSTARS. As described below, the transaction identification consists of:</p> <p><b>BATCH DATE (8-digit)</b> - The month, day and year on which the transaction was batched. The Batch Date is coded on the Batch Header.</p> <p><b>TP (Batch Type: 2-digit)</b> - Assigned to identify the types of transactions in the batch. Batch Types assigned to system generated batches contain two alpha characters. Batch Types assigned by departments have two numeric digits.</p> <p><b>NBR (Batch Number: 3-digit)</b> - Assigned from the Batch Control Log by the department. It distinguishes individual batches with the same Batch Date and Batch Type. (Batches are usually assigned sequential Batch Numbers starting with <b>001</b>. Each department must establish a batch numbering convention.)</p> <p><b>SEQ (Batch Sequence: 5-digit)</b> - Assigned by the system at the time of data entry. It distinguishes the individual transactions in a batch. Each transaction is assigned a Sequence number. Transaction numbering begins with <b>00001</b>. The Batch Header is assigned a sequence of <b>00000</b>.</p> <p><b>DUP REC (Duplicate Record Indicator: 1-digit)</b> - Assigned by the system to distinguish between transactions entered into the system with the same Batch Date, Batch Type, Batch Number and Batch Sequence number. This code must be entered as part of the transaction ID.</p>

**PRINTING AUTOMATED CLAIM SCHEDULES AND REMITTANCE ADVICE FORMS**

Printing Claim Schedule (Std. 218) face sheets and Remittance Advice (Std. 404) forms at an agency printer is controlled through Command **G.4** or **B.1**, Printer Control Options. The detailed instructions are contained in CPM Volume 6, Chapter II, Report Requesting, Printing and Other Output. See the section titled *Report Printing - Command G.4*. CALSTARS uses a proprietary software package called ROPES (Remote Online Print Executive System) to manage claim schedule and report printing. Claim schedules are classified as "forms", which requires the manual intervention by an operator to set up the printer and initiate the printing process. This precludes accidental printing of these documents on blank report paper stock. Reports and forms in ROPES are grouped into "report queues". The claim schedule data uses the report queue Name **XXYNRW05** (XX=printer ID, YN=device and number) and a report Class of **S** (**S**chedule). The steps for printing the claim schedule and remittance advice are:

1. To see if claim schedules are queued and available for print, Enter Printer Option **X**, the appropriate printer ID, Report Class **S**, Report ID **RW05**, and press **Enter**. If claims are available for print, go to Step No. 2.
2. Set the Printer to "Hold" (press printer button) to prevent other printing. Load and align claim schedule continuous forms in the printer. The printer line length should be set at '**66**' (normal length for reports).
3. (*Optional*) Test the alignment by entering Printer Option **Q**, the appropriate printer ID, Report Class **S**, Report ID **RW05**, and press **Enter**. Press Enter once each time a sample alignment test is desired and a 1-page sample will print.
4. Enter Printer Option **S** when ready to print the actual claim schedules and press **Enter**.
5. When completed, check to make sure the alignment is still correct.

**NOTE:** If not aligned, realign the paper and use Printer Option **R** (Reset Printing of A Report) to reprint the schedules. The instructions above can also be used to print remittance advices. However, the Report Class is **R** and the Report ID is **RW06**. The printer line length should be set at '**21**' (for RAs and checks).

**NOTE:** Reset the line length to '**66**' following a successful printing and reload and align the report paper, as appropriate.

## ASSEMBLY AND DELIVERY OF THE CLAIM SCHEDULE TO THE SCO

All documents in a claim schedule must be arranged, compiled and attached in a specific order using the method prescribed by SCO. The *State Administrative Manual* (SAM) Section 8422.2 contains instructions on the order, assembly and delivery of claim schedules.

All claim schedule copies are filed for audit purposes as prescribed by SAM Section 8422.2. Any changes to the batch such as, claim cuts, omissions or additions from/to the original batch should be noted on the Batch Header Sheet(s). These changes should also be cross-referenced inside the claim schedule folder or on the appropriate claim schedule document (face sheet, invoice, etc.) for easy audit trail review.

## CLAIM SCHEDULE ERROR CORRECTIONS AND POSTING ISSUES

This section describes situations and conditions that may occur in the claim schedule process.

### Coding errors in claim schedule transactions

**NOTE:** An automated claim schedule transaction code cannot be used to make corrections to claim schedule transactions (manual or automated) previously posted in CALSTARS. Use the appropriate manual claim schedule transaction code(s).

Errors caused by using the wrong classification data in a transaction for automated or manual claim schedules that do not impact the face sheet need to be corrected only in CALSTARS. These errors include incorrect Object Detail, Index, Project, or PCA when the disbursing appropriation is the same (e.g., payment is made from the Clearing Account for both incorrect and correct PCAs). Errors caused by using the wrong Vendor ID or expenditure amount need to be corrected in CALSTARS, on the claim schedule face sheet, and on the remittance advice.

The following instructions may be used to correct classification data errors, Vendor ID errors, or expenditure amount errors if the claim schedule **has not been sent** to the SCO:

- ✪ Use TC 240R to reverse the transaction(s) with the incorrect classification data, the incorrect Vendor ID, or to reduce the expenditure amount. Use TC 240 to add a new transaction with the correct classification data, the correct Vendor ID, or to increase the expenditure amount. Use the **original** claim schedule number on the batch header.
- ✪ Cross-reference the correcting transaction on the original batch for audit trail purposes.

- ✦ For errors affecting the Vendor ID or amount, manually correct or retype the claim schedule face sheet and RA.

**NOTE:** If the *disbursing* fund information on the new transaction(s) is different than the remainder of the batch, the transaction should be entered in a new claim schedule.

Errors caused by using the wrong classification data in a transaction for automated or manual claim schedules that impact the claim schedule face sheet (e.g., FFY, and/or PCA when the disbursing appropriation is different than the claim schedule fact sheet) require a correction on SCO records and in CALSTARS if the schedule **has been sent** to the SCO.

The following instructions may be used to correct classification data errors, Vendor ID errors, or expenditure amount errors if the claim schedule **has been sent** to the SCO:

- ✦ Reverse the erroneous transaction with a TC 242R and use a TC 242 to add a new transaction with the correct coding. These transactions must net to zero.
- ✦ Cross-reference the correcting transaction on the original batch for audit trail purposes.
- ✦ Prepare and submit a Transaction Request to SCO to correct their records if the disbursing appropriation (e.g. FFY and/or PCA) is different than the claim schedule face sheet sent to SCO.
- ✦ If the **wrong vendor** was paid, notify the vendor, and establish an A/R for the amount paid in error. Reschedule the invoice to pay the correct vendor.
- ✦ If an incorrect amount was paid to a vendor, notify the vendor, and establish an A/R for the amount paid in error.

**NOTE:** If the **wrong vendor** was paid for a reportable service and TC 242R/242 are used, enter a TC R01 to reverse the reportable payment and TC R02 to post the correct vendor. See CPM Volume 1, Chapter XII, Reportable Payments, for other alternatives.

## Reportable Payment Adjustments

Reportable payment adjustments *may* be necessary if:

- ✦ An automated office revolving fund claim schedule process contains a reportable payment and the Vendor Number used was **AAAAAAAAAAAA-00**.
- ✦ An Object Detail, amount and/or Vendor coding error was found in a transaction contained in the claim schedule batch and a correction was made using TC 242R/242.

Use TC R01 and/or TC R02, as appropriate, or TC 240 and/or TC 240R to correct/report any reportable payment(s) or adjustments. Refer to CPM Volume 1, Chapter XII, Reportable Payments, for detailed instructions on use of TC R01 and TC R02 entries and other alternatives.

See CPM Volume 6, Chapter III, Standard Reports, section *P-Reportable Payments*, for samples of the P01, Year To-Date Reportable Payment Report and P02, Reportable Payment Exception Report.

## Negative Net to Vendor

A vendor payment cannot be a zero or negative amount. Refer to the *Online Claim Schedule Edits* section below for a discussion of edits to prevent negative net to vendor conditions for automated claim schedule batches. Automated face sheets and RAs will not print when this occurs. The error message 'NEGATIVE NET TO VENDOR' appears on the W01, Claims Schedules Requiring Action Report and the TC 360R is not generated for the credit transaction. A negative net to vendor results from any of the three following situations.

**Credit memo amount is equal to or greater than the invoice amount(s) for the same vendor.**

The following two options for correction are described below:

1. Increase the expenditures
2. Reverse the credit memo

### Option 1 - Increase the expenditures:

This option is used when an additional invoice for the same vendor is approved for payment for an amount greater than the outstanding credit balance.

1. Use TC 240 or TC 243 to include another invoice in the claim schedule. Use the **original** claim schedule number on the batch header. This transaction will generate an additional TC 360 to increase the claim schedule document.

**NOTE:** If the claim schedule was "split" by the system to use 'A, B, etc.', use a TC 253R (Reverse). The Current Document Number (claim schedule number) must be the same as shown on the D05, Document Report of Claims Filed.

2. Go to the Claim Schedule Maintenance Entry screen via Command **B.2** and enter an 'I' in the Function column next to the applicable claim schedule. This will create a new line with duplicate claim schedule information. The sequence number in the duplicate line will be blank. Replace the Sequence field with the sequence number for the TC 471 transaction and enter 'D' in the Function column. This will delete the credit memo from the Claim Schedule Subsystem.

3. Verify that the Global Print Indicator is set to **Y** and the Process Date is the desired date to generate the face sheet, the RA(s) and the TC 360. If the default date is not the date desired, enter an appropriate Process Date. Refer to the section on *Claim Schedule Maintenance* for further details.
4. Correct or retype the claim schedule face sheet and RA(s). Cross-reference the correcting transaction on the original batch for audit trail purposes.
5. Enter a manual TC 360R for the amount of the credit memo (TC 471) posted in the *original claim schedule* batch. Use the Document Number shown on the Document Shadow File (Command **H.4**).
6. Verify the claim schedule document balance agrees with the total on the claim schedule face sheet. The document balance can be verified by ordering a D05 Report or by viewing the Document Shadow File (Command **H.4**) after the additional TC 360 has posted.

### **Option 2 - Reverse the credit memo:**

This option is used when the credit memo is greater than the approved invoices. In addition to the following instructions, it may be necessary to reverse the invoices from the claim schedule with TC 240R. The invoices can be rescheduled after additional invoices are received that result in a payment due to the vendor. Refer to the Incorrect Vendor ID or Dollar Amount instructions above for further information.

1. Use TC 470R to reverse the credit memo. Use the **original** claim schedule number on the batch header.

**NOTE:** If the claim schedule was "split" by the system to use 'A, B, etc.', use a TC 253R. The Current Document Number (claim schedule number) must be the same as shown on the D05 Report.

2. Go to the Claim Schedule Maintenance Entry Screen via Command **B.2** and enter an 'I' in the Function column next to the applicable claim schedule. This will create a new line with duplicate claim schedule information. The sequence number in the duplicate line will be blank. Replace the Sequence field with the sequence number for the TC 471 transaction and enter 'D' in the Function column. This will delete the credit memo from the Claim Schedule Subsystem.
3. Verify that the Global Print Indicator is set to **Y** and the Process Date is the desired date to generate the face sheet, the RA(s) and the TC 360. If the default date is not the date desired, enter an appropriate Process Date. Refer to the section on *Claim Schedule Maintenance* for further details.
4. Enter a manual TC 360R for the amount of the credit memo (TC 471) posted in the *original claim schedule* batch. Use the Document Number shown on the Document Shadow File (Command **H.4**).

5. Verify the claim schedule document balance agrees with the total on the claim schedule face sheet. The document balance can be verified by ordering a D05 report or viewing the Document Shadow File (Command **H.4**).

**Credit memo transaction does not immediately follow expenditure transaction.**

1. Go to the Claim Schedule Maintenance Entry screen via Command **B.2** and enter an 'I' in the Function column next to the applicable claim schedule. This will create a new line with duplicate claim schedule information. The sequence number in the duplicate line will be blank. Replace the Sequence field with the sequence number for the TC 471 transaction and enter 'D' in the Function column. This will delete the credit memo from the Claim Schedule Subsystem.
2. Verify that the Global Print Indicator is set to **Y** and the Process Date is the desired date to generate the face sheet, the RA(s) and the TC 360. If the default date is not the date desired, enter an appropriate Process Date. Refer to the section on *Claim Schedule Maintenance* for further details.
3. Correct or retype the claim schedule face sheet and RA(s).
4. Enter a manual TC 360R for the amount of the credit memo (TC 471) posted in the *original claim schedule* batch. Use the Document Number shown on the Document Shadow File (Command **H.4**).
5. Verify the claim schedule document balance agrees with the total on the claim schedule face sheet. The document balance can be verified by ordering a D05 Report or by viewing the Document Shadow File (Command **H.4**).

**Credit memo transaction does not use same vendor ID as the expenditure transaction.**

1. Use TC 470R to reverse the transaction(s) with incorrect vendor ID and TC 470 to enter the credit memo transactions with the correct vendor ID. Use the **original** claim schedule number when posting these transactions.

**NOTE:** If the claim schedule was "split" by the system to use 'A, B, etc.', use a TC 253R and TC 253. The Current Document Number (claim schedule number) must be the same as shown on the D05 Report.

2. Go to the Claim Schedule Maintenance Entry screen via Command **B.2** and enter an 'I' in the Function column next to the applicable claim schedule. This will create a new line with duplicate claim schedule information. The sequence number in the duplicate line will be blank. Replace the Sequence field with the sequence number for the TC 471 transaction and enter 'D' in the Function column. This will delete the credit memo from the Claim Schedule Subsystem.

3. Verify that the Global Print Indicator is set to **Y** and the Process Date is the desired date to generate the face sheet, the RA(s) and the TC 360. If the default date is not the date desired, enter an appropriate Process Date. Refer to the section on *Claim Schedule Maintenance* for further details.
4. Correct or retype the claim schedule face sheet and RA(s). Cross-reference the correcting transactions on the original batch for audit trail purposes.
5. Enter a manual TC 360R for the amount of the credit memo (TC 471) posted in the original claim schedule batch. Use the Document Number shown on the Document Shadow File (Command **H.4**).
6. Verify the claim schedule document balance agrees with the total on the claim schedule face sheet. The document balance can be verified by ordering a D05 Report or by viewing the Document Shadow File (Command **H.4**).

### Split Claim Schedules (A, B, C, etc.)

Claim schedule batches that do not comply with the rules described in Step 2 of the *Claim Schedule Preparation Steps* section may result in "split" claim schedule postings by CALSTARS. Refer to the *Online Claim Schedule Edits* section for a discussion of edits to prevent split claim schedules for automated claim schedule batches. When the system splits a claim schedule, it automatically assigns an 8<sup>th</sup> digit (i.e. A, B, C, etc.) to the Claims Filed records in the Document File rather than a zero. A split claim schedule may result from any of the following situations:

**A claim schedule batch contains transactions with different disbursing appropriation information (i.e. organization, fund, reference, enactment and funding fiscal year).**

**NOTE:** If the coding entered is correct or the claim schedule contains more than 12 vendors, no action is required in CALSTARS because separate claim schedules are required. If the claim schedule batch contains manual claim schedule transaction codes and the claim schedule has already been submitted to SCO, refer to the *Correcting Completed Claim Schedules* section of this chapter.

If coding errors caused the claim schedule to split, follow these steps:

1. Reverse the erroneous transaction with TC 253 and re-enter the correct transaction with TC 253R. Use the same Current Document Number (claim schedule number) that is displayed on the D05 Report.
2. Type the new transaction on the face sheet and correct the claim schedule number on the RA.

**NOTE:** If TC 232 or TC 243 was used in the original batch and the reference document was correct, no adjustment is necessary to the encumbrances.

### Claim schedule batch with multiple scheduled line items

A Claim schedule that does not split (i.e., *not* A, B, C, etc.) but generates *multiple TC 360 Claims Filed* postings with different Document Number Suffixes (i.e., **00, 01, 02**, etc.) is appropriate for **separating scheduled line items** within one appropriation account, as follows:

- ❖ Posting GL 3020-Claims Filed **with different Source codes** for a revenue account (e.g., 125700, 125800, etc.)
- ❖ Posting GL 3020-Claims Filed **for project general ledger accounting**, i.e., differentiating:
  - Project required GL posting (PC Table GL Posting Level = **1** or **B**).
  - Non-project required posting (e.g., no Project Code used in the disbursement transaction **or** projects with GL Posting Level = **0** or **A**).

### Transactions for the same vendor are not entered consecutively.

Correct or retype the automated claim schedule face sheet and RA to ensure only one warrant is issued for each vendor listed on the claim schedule. Refer to the *Online Claim Schedule Edits* section for a discussion of edits to prevent multiple warrants issued to the same vendor for automated claim schedule batches.

### ONLINE CLAIM SCHEDULE EDITS

The online financial transaction entry process for automated claim schedule batches will edit for the following conditions:

- ❖ Negative net to vendors.
- ❖ Split claim schedules for the following:
  - Batches containing more than 12 vendors.
  - Batches containing payments for multiple enactment years.
  - Batches containing payments for multiple appropriations.
- ❖ Multiple warrants issued to the same vendor.

These edits will trigger an online pop-up screen with a warning message and a recommended action. These edits will only be performed on claim schedule transactions if the Batch Header Edit Indicator is set to **1** or **2**. These edits will not be performed if the Batch Header Edit Indicator is **0**. These edits will be discontinued for the entire batch if any transaction is overridden using the **PF10**-Force key on the Financial Transaction Entry screen.

**NOTE:** These edits are not applicable for automated claim schedule batches uploaded into CALSTARS using external department processes.

Refer to the following sections for a detailed discussion of each of these edits.

### Edits to Prevent Negative Net to Vendor

Credit memo transactions will be edited to prevent a "negative net to vendor" condition. The online pop-up message shown here will be displayed under the following conditions:

- ✳ Credit memo is not entered immediately following payment transactions for that vendor.
- ✳ Net of payments and credits equal zero.
- ✳ Credit memo amount is greater than payment amounts.

***This message is fatal.*** Action must be taken to correct or cancel the transaction in order to proceed. If not corrected, this condition will prevent the automated claim schedule batch from printing. The corrective actions are discussed within the online pop-up message.

A C T I O N   C O N F I R M A T I O N  
A C T I O N   D I S A L L O W E D

You are attempting to add an entry that will create a 'negative net to vendor'. This might be the result of one of the following 3 actions.

- The credit memo amount is greater than or equal to the previously entered payment(s) for the same vendor. Press PF2 to return to the entry screen and verify credit amount entered. If correct, press PF7 to review the correctness of amount(s) entered for the associated payment entry(s).
- The credit memo entry does not directly follow an associated entry. To correct this, press PF2 to return to the transaction entry screen, cancel the entry using the PF9 key, then re-enter this credit memo using the 'Insert' function directly following an associated payment entry.
- The credit memo entry is being entered without an associated payment entry. To correct this, press PF2 to return to the transaction entry screen, enter the payment transaction(s), then re-enter the credit memo.

PF2 to correct or cancel this transaction.

This edit will not prevent all negative net to vendor errors. A negative net to vendor error can still occur under the following circumstances:

If the **I** function is used for a credit memo entry, the system will only read the previously entered consecutive payment records for that vendor until it finds enough payments to exceed the inserted credit entry. If another credit memo already exists for that vendor, the system warning could be bypassed even though the inserted credit causes a negative net because of the technique of reading only until payments exceed the inserted credit entry.

If a payment and an associated credit memo entry are successfully added and then the payment entry is subsequently "Changed", the system will not perform this edit. The negative net to vendor message will not be displayed even if the credit now exceeds the total payment entries.

### Edits to Prevent Split Claim Schedules

Split automated claim schedules cause multiple face sheets to be printed. Although this is not a fatal condition, it is not recommended and can be difficult to correct. Split claim schedules are typically caused by: (1) payments to more than 12 vendors; or, (2) payments against multiple enactment years or appropriations. The following edits prevent inadvertent splits of automated claim schedule batches.

There are three possible warning messages related to this edit depending on the situation. As described in the following pop-up warning messages, these edits can be overridden by using the **PF10** key. If these warning messages are overridden, all of the edits for 'split claim schedules' and 'multiple warrants for a vendor' will be discontinued for the remainder of the batch entry. In other words, once an election is made to split a claim schedule batch, only the edit for 'negative net to vendor' will be performed.

#### **13<sup>th</sup> Vendor Edit**

The following warning message is displayed when an attempt is made to add a 13<sup>th</sup> vendor to an automated claim schedule batch. Please note that the same vendor entered twice in a batch non-consecutively is counted as two separate vendors. The corrective actions are discussed within the online pop-up message.

A C T I O N   C O N F I R M A T I O N  
WARNING!! ADDING THIS ENTRY WILL CAUSE THE CLAIM SCHEDULE TO SPLIT.

You are attempting to add a 13th vendor to this schedule. This will create a split claim schedule and is not recommended! This is caused by (1) adding a 13th vendor; or (2) multiple invoices for the same vendor were not entered consecutively, which creates the 13th vendor. Multiple entries for the same vendor must be grouped together (entered consecutively).

If you want to create a split claim schedule, press PF10 to ignore this warning. This warning message will not be displayed on subsequent transactions in this batch if PF10 is pressed.

If you do not want to create a split claim schedule, press PF2 to return to the transaction entry screen and correct the vendor number or cancel this entry using the PF9 key and remove the invoice from this schedule.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry.

### Different Enactment Year Edit

The following warning message is displayed when an attempt is made to enter payment transactions against multiple Enactment Years within an automated claim schedule batch. The corrective actions are discussed within the online pop-up message.

A C T I O N   C O N F I R M A T I O N  
WARNING!! ADDING THIS ENTRY WILL CAUSE THE CLAIM SCHEDULE TO SPLIT.

You are attempting to add more than one Enactment Year to this claim schedule. This will create a split claim schedule and is not recommended!

If you want to create a split claim schedule, press PF10 to ignore this warning. This warning message will not be displayed on subsequent transactions in this batch if PF10 is pressed.

If you do not want to create a split claim schedule, press PF2 to return to the transaction entry screen and verify that the correct FFY was entered. If the correct FFY was entered, correct the PCA code or, if you are attempting to override the disbursing fund segment, enter the correct AS and/or check the Enactment Year (EY) within the AS. Otherwise, cancel this entry using the PF9 key and remove the invoice from this schedule.

Note: The Enactment Year within the AS must match the Enactment Year of the previous transaction's AS to prevent a split claim schedule.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry.

### Different Appropriation Edit

The following warning message is displayed when an attempt is made to enter payment transactions against multiple appropriations within an automated claim schedule batch. The corrective actions are discussed within the online pop-up message.

```
ACTION CONFIRMATION
WARNING!! ADDING THIS ENTRY WILL CAUSE THE CLAIM SCHEDULE TO SPLIT.
```

```
You are using different appropriation funding than the preceding entry(s).
This will create a split claim schedule and is not recommended!
```

```
If you want to create a split claim schedule, press PF10 to ignore this
warning. This warning will not be displayed on subsequent transactions in
this batch if PF10 is pressed.
```

```
If you do not want to create a split claim schedule, press PF2 to return
to the transaction entry screen and verify that the correct PCA was
entered. If the correct PCA was entered, and you are attempting to
override the disbursing fund segment, enter the correct appropriation
symbol (AS). Otherwise, cancel this entry using the PF9 key and remove
the invoice from this schedule.
```

```
Correction may require that the funding information within the PCA's AS be
changed or that the AS being used be replaced with a different AS.
```

```
Press PF10 to ignore this warning, or PF2 to correct or cancel this entry.
```

### Edits to Prevent Multiple Warrants Issued to the Same Vendor

These edits prevent inadvertently issuing multiple warrants to the same vendor within a claim schedule. This condition occurs when all payment transactions for a vendor are not entered consecutively within a batch. For this edit, vendors are compared by Vendor Number/Suffix or Vendor Name and Address Line 1. Although this is not a fatal error, departments should avoid issuing multiple warrants to the same vendor.

There are three possible warning messages related to this edit depending upon the transaction entry activity. As described in the following pop-up warning messages, this edit can be overridden by using the **PF10** key. If an override is elected for a vendor, this warning edit will be disabled for the remainder of the batch entry for all vendors.

#### Non-Consecutive Vendor Number: Original Batch Entry Edit

The warning message below is displayed when multiple payment transactions are entered non-consecutively for the same vendor. The corrective actions are discussed within the online pop-up message.

A C T I O N   C O N F I R M A T I O N

WARNING!! USING THIS VENDOR NUMBER/SUFFIX WILL CAUSE THIS VENDOR TO RECEIVE MULTIPLE WARRANTS

This Vendor Number/Suffix has been entered in a previous transaction. Multiple Invoices for the same vendor should be entered consecutively so only one warrant is issued to that vendor at the same address.  
 VERIFY THE ENTERED VENDOR NUMBER/SUFFIX IS CORRECT.

If the vendor number/suffix is correct, and you want only one warrant issued to this vendor, return to the transaction entry screen and cancel this entry using the PF9 key. Then scroll back to the transaction(s) previously entered for this vendor and add this invoice using the 'Insert' function.

If you want separate warrants issued to this vendor, press PF10 to ignore this warning for this batch. This option is not recommended due to SCO requirements.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry

### **Non-Consecutive Vendor Number: I or C Function Edit (Vendor Previously Used in Batch)**

The following warning message is displayed when multiple payment transactions (using an Insert or Change Function) are entered for the same vendor non-consecutively and this same vendor had been used in a later transaction(s). The corrective actions are discussed within the online pop-up message.

A C T I O N   C O N F I R M A T I O N

WARNING!! USING THIS VENDOR NUMBER/SUFFIX WILL CAUSE THIS VENDOR TO RECEIVE MULTIPLE WARRANTS

This Vendor Number/Suffix has been entered in a subsequent transaction. Multiple Invoices for the same vendor should be entered consecutively so only one warrant is issued to that vendor at the same address.  
 VERIFY THE ENTERED VENDOR NUMBER/SUFFIX IS CORRECT.

If the vendor number/suffix is correct, and you want only one warrant issued to this vendor, return to the transaction entry screen and cancel this entry using the PF9 key. Then scroll back to the transaction(s) previously entered for this vendor and add this invoice using the 'Insert' function.

If you want separate warrants issued to this vendor, press PF10 to ignore this warning for this batch. This option is not recommended due to SCO requirements.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry

### **Non-Consecutive Vendor Number: I or C Function Edit (I or C Activity Splits a Vendor Group Previously Entered)**

The following warning message is displayed when insert or change activity within a batch splits a group of transactions previously entered for a vendor. If not corrected, this action will cause the printing of multiple warrants for that vendor. The corrective actions are discussed within the online pop-up message.

A C T I O N   C O N F I R M A T I O N  
 WARNING!! USING THIS VENDOR NUMBER/SUFFIX WILL CAUSE PREVIOUS VENDOR TO  
 RECEIVE MULTIPLE WARRANTS

The previous and subsequent transactions contain identical vendor numbers different from the one you are entering. Multiple Invoices for the same vendor should be entered consecutively so only one warrant is issued to that vendor at the same address.

VERIFY THE ENTERED VENDOR NUMBER/SUFFIX IS CORRECT.

If the vendor number/suffix is correct, and you want only one warrant issued, return to the transaction entry screen and cancel this entry using the PF9 key. Then scroll back/forward past the previously entered vendor and add this invoice using the 'Insert' function.

If you want separate warrants issued to the previous/subsequent vendor, press the PF10 key to ignore this warning for this batch. This option is not recommended due to SCO requirements.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry

## CLAIM CORRECTIONS MADE BY SCO

Occasionally, a claim schedule sent to the SCO may contain an invoice that cannot be paid due to rules violations or an incorrect amount. When this occurs, the SCO auditor may correct the invoice and issue a warrant in a different amount, or return the unpaid vendor invoice to the department for correction. The SCO will prepare and send a Notice of Claim Correction (Form AUD 16) in accordance with SAM Section 8422.5. The department must record the claim correction on the department's copy of the claim schedule and remittance advice.

This claim correction must be entered in CALSTARS using the appropriate transaction:

### For Expenditure claim cuts:

TC 253 - Reduce Expenditure (Claim Correction)  
 Dr. 1140 Cash In State Treasury  
 Cr. 9000 Appro Expend/Operating Expend. & Expenses

**OR**

### For Special Deposit disbursement claim cuts:

TC 255 - Record Claim Correction - Increase Deposits  
 Dr. 3020 Claims Filed  
 Cr. 3500 Liabilities For Deposit

**OR**

### For Revenue refund claim cuts:

TC 256 - Record Claim Correction - Increase Revenue  
 Dr. 1140 Cash In State Treasury  
 Cr. 8000 Revenue/Operating Revenue

**OR**

**For Reimbursement refund cuts:**

TC 257 - Record Claim Correction - Increase Reimbursements  
 Dr. 1140 Cash In State Treasury  
 Cr. 8100 Reimbursements

After the claim correction transaction has successfully posted, the system generates a transaction, TC 361 (except for TC 255, Special Deposits) to adjust the Claims Filed document in the Document File, as follows:

TC 361 - Claim Correction - Reduce Claims Filed - System Generated  
 Dr. 3020 Claims Filed  
 Cr. 1140 Cash In State Treasury

Verify the claim schedule document balance agrees with the corrected claim schedule total as indicated on the Notice of Claim Correction (Form AUD 16). The document balance can be verified by ordering a D05, Document Report of Claims Filed or by viewing the Document Shadow File (Command **H.4**) after the system generated TC 361 has posted.

**THE NOTICE OF CLAIM PAID CD 102**

After the claim schedule is sent to and successfully processed by the SCO, a Notice of Claim Paid (CD 102) form is sent by the SCO to the department. Posting this record in CALSTARS is part of the appropriation reconciliation process and therefore must be done on a monthly basis. See the *Reconciliation Of Claim Schedules* section for a description of the claim schedule reconciliation process.

**Manual CD 102 posting method** - A batch is prepared to manually post the CD 102s into CALSTARS. The following transaction is then used to manually post the CD 102:

TC 252 - Reduce Claims Filed-Notice of Claims Paid  
 Dr 3020 Claims Filed  
 Cr 1140 Cash In State Treasury

A TC 252 posts against **each** Document File record for the claim schedule. To verify the correct Document Number(s), review the D05 Report, and/or go to Command **H.4** - Document (File Inquiry) and view the record(s) that apply to the claim schedule.

**IMPORTANT:** If batching rules were not followed, more than one claim schedule (i.e., A, B, C, etc.) **and** Claims Filed transaction, TC 360, may be generated. Also, if "Project General Ledgers" (see the Project Control (PC) Table , CPM Volume 2, Chapter IV-PC, item GL Post Level, code **1** or **B**) are used, separate TC 360 transactions will be generated for each designated Project and a separate Document Number Suffix code assigned to each (i.e., **00**, **01**, **02**, etc.). Transactions **not using** PC Table code **1** or **B** **and** transactions without PC Tables are summed into one TC 360.

**Automated CD 102 posting method** - The CD 102 transactions are automatically generated from the monthly CD 102 electronic file received from the SCO. The Document File TC 360 and TC 361 transactions, by document number, are used for a match with the SCO records.

**IMPORTANT:** If batching rules were not followed, more than one claim schedule (i.e., A, B, C, etc.) **and** Claims Filed transaction, TC 360, may be generated. Also, if "Project General Ledgers" (see the Project Control Table , CPM Volume 2, Chapter IV-PC, item GL Post Level, code **1** or **B**) are used, separate TC 360 transactions will be generated for each designated project and a separate Document Number Suffix code assigned to each (i.e., **00, 01, 02**, etc.). Transactions **not using** PC Table code **1** or **B** and transactions without PC Tables are summed into one TC 360. The Automated CD 102 process does not work when multiple document suffix numbers are assigned. Manual transactions (TC 252s) must be entered in CALSTARS to clear the Claims Filed (GL 3020) document balances.

The CALSTARS Document File record data is included in the generated batch of transactions based on the Organization Code, FFY, Fund, program hierarchy, claim schedule number and amount.

**IMPORTANT:** Departments must set the OC Table CD 102 indicator to **Y** to use the automated CD 102 posting method. This indicator must be set prior to the SCO transmittal of the electronic file at the beginning of the month. Once the indicator is set to **Y**, future SCO files will automatically be accepted and CD 102 transactions generated.

When a match occurs between the SCO record and the Document File record an automated batch and a transaction record(s) is created. The automated transaction generated is:

TC 362 - Reduce Claims Filed-Notice of Claims Paid - Auto Post  
Dr. 3020 Claims Filed  
Cr. 1140 Cash In State Treasury

Each SCO CD 102 record then becomes a CALSTARS record.

When a match does not occur, the transaction record becomes a fatal error. The subsystem will insert Object Detail code **000** into the transaction. This forces the non-matched transaction to the Error File. The transaction may be deleted from the error file and the CD 102 manually posted; or the error can be corrected by taking one or more of the following steps:

1. Create two additional lines on the Error Correction screen (Command **C.3**). To create each additional line, enter an **I** (Insert) in the **S** (Status) column next to the transaction ID and enter.

2. Enter Detail Correction Number **26** in the Data Element No/Name field and a **\$** in the Data Element Value column to delete the Object Detail code **000**.
3. Enter Detail Correction Number **40** in the Data Element No/Name field. Enter the correct Reference Document Number in the Data Element Value column.
4. Enter **Fund Segment** in the Data Element No/Name field. Enter the appropriate Appropriation Symbol, Fund, Fund Source, Method, and Fund Detail. If no Fund Detail exists for the transaction, space through the 10<sup>th</sup> and 11<sup>th</sup> position.

**NOTE:** If the non-matched condition is related to the amount (indicated on the report with **\$**), steps 1, 3 and 4 may not be necessary.

Two reports are generated from the automated CD 102 process:

- ❖ **CFB084-1 CALSTARS Automated SCO CD 102 Postings (TC 362) Report** - shows all SCO CD 102 transactions generated for a specific month, both matched and non-matched.
- ❖ **CFB084-2 CALSTARS List of CD 102 Non-Matched For FMnn [month name] Report** - shows only those SCO CD 102 transactions that did not match record(s) in the Document File GL 3020 as of the date of the SCO file. Transactions appearing on this report should be investigated to avoid problems during the monthly reconciliation with the SCO.

Both reports are described and samples shown in the *Claim Schedule Reports* section.

## RECONCILIATION OF CLAIM SCHEDULES

Use the H04 - Claims In Process and Claims Filed Activity Report to find, reconcile and correct any claim schedule differences. See CPM Volume 6, Chapter III, Standard Reports, section *H-History File*, for a sample H04 report.

A very important part of the claim schedule process is accounting for all claim schedule transactions to ensure that all disbursements are made as intended. The claim schedule process involves three types of transactions:

**The original expenditure or revenue refund:**

Dr. 9000 Expenditures or 8000 Revenue  
Cr. 3021 Claims In Process

**The filing of a claim with State Controller's Office:**

Dr. 3021 Claims In Process  
Cr. 3020 Claims Filed

**The receipt of the CD 102 from the State Controller's Office:**

Dr. 3020 Claims Filed

Cr. 1140 Cash In State Treasury

In general, the balance in the GL 3021-Claims In Process account represents claims entered into CALSTARS but not yet sent to the SCO. The balance in the GL 3020-Claims Filed represents claims sent to the SCO for which no disbursement (CD 102) has been received.

On a daily basis, the claim schedules should be compared to the W01 Report for audit purposes. At month end, claim schedule batches on the Batch Control Log should be compared to the claim schedules listed on the D05 Report (See CPM Volume 6, Chapter II-D, System Generated Reports). If a discrepancy between the Batch Control Log and the D05 Report exists, it may be due to the following reason(s):

- ✦ A reconciling item has not been cleared. For example, a Claim Schedule transaction remains on the Claim Schedule Maintenance Entry screen due to a negative net to vendor.
- ✦ A transaction(s) was deleted from the Claim Schedule File.
- ✦ A transaction(s) is on the Error File.
- ✦ A transaction(s) was deleted from the Error File.

Claim schedules that do not appear on the D05 Report, but are listed in the Batch Control Log may have posted in CALSTARS after the 'As Of Date' of the D05 Report.

The Claims Filed balance for each schedule on the D05 Report should equal zero **after** all CD 102s and adjustments to Claims Filed are correctly posted. If a balance remains, the HG1, General Ledger Analysis Report, and/or the H04, Claims in Process and Filed Activity Report, may be referenced to aid in reconciling transactions posted to either Claims in Process, Claims Filed or Cash in State Treasury.

**CLAIM SCHEDULE REPORTS**

This section describes all of the claim schedule reports generated by the nightly system update process and the Claim Schedule Subsystem based on batch transaction entry and maintenance, error correction, claim schedule or Warrant Write File maintenance.

Some of these reports need to be reviewed to verify that the claim schedule entry/adjustment transactions are correct and complete.

These reports include:

- ✦ Claim Schedules Requiring Action Report (CSBW01-1)
- ✦ Summary of Claim Schedules Filed (W03)
- ✦ Claim Schedule Preview Report (CSBW08-1)
- ✦ Summary of Claim Schedule Transactions Deleted (W1A)
- ✦ Claim Schedule Generated Transactions (CFB080-1)
- ✦ CALSTARS Claim Schedule File Maintenance Report (CFB810-1)
- ✦ Claim Schedule Extract Summary (CFB820-1)
- ✦ Automated SCO CD 102 Postings (TC 362) Report (CSB084-1)
- ✦ List of CD 102 Non-Matched for FM *nn* [*Month*] Report (CSB084-2).

Each report is described in this section.

#### **Claim Schedules Requiring Action Report (CSBW01-1)**

The Claim Schedules Requiring Action Report (CSBW01-1), shown in Exhibit XI-3 is produced when an action is required before a claim schedule can be printed. A message stating the cause of the problem is displayed below the total for each claim schedule or to the right of the total amount for each payee. The messages and definitions are as follows:

**Associated Transaction On Error File** - One or more transactions in the claim schedule is on the Error File preventing the claim schedule batch from generating a Claims Filed transaction (TC 360) or claim cut (TC 361), as appropriate. The transactions displayed on the CSBW01-1 Report successfully posted to the CALSTARS master files and the Warrant Write File. However, the remaining transactions in the claim schedule need to be cleared from the error file.

**ACTION:** See the Error Correction Activity Report (CFB200-2) and correct the transactions containing fatal errors.

**Negative Net To Vendor** - For an automated claim schedule, one of the following three situations exist:

- ✦ One or more credit memos are included that result in a zero or negative balance payment to a vendor.
- ✦ A credit memo does not immediately follow an invoice from the same vendor.
- ✦ The vendor information is not identical between the invoice and the credit memo.

Remember that all of the transactions on the CSBW01-1 Report successfully passed the nightly system processing edits without fatal errors and have already posted to the master files. Corrections will require entering *new* transactions to either increase and/or negate existing transactions.

**ACTION:** Enter correcting claim schedule transactions. Refer to the *Correcting Claim Schedule Posting Problems* section in this chapter for further details.

**Manual Hold Set** - The department has entered an **H** in the Function column on the Claim Schedule Maintenance Entry screen (Command **B.2**) to restrict a claim schedule batch from **Print** maintenance availability.

**ACTION:** An **R** in the Function column on the Claim Schedule Maintenance Entry screen (Command **B.2**) will release the claim for printing and is required for printing availability.

If no message is displayed, the corresponding automated claim schedules are **not available** for printing because either the Global Print Indicator operator was changed to an **N** or the Process Date is earlier than the Batch Date of the claim schedule transaction.

**ACTION:** Refer to the section on *Claim Schedule Maintenance* for further details.

The Claim Schedules Requiring Action Report is ROPED to your agency printer (queue RWW1). The report can be viewed or printed through Command **G.4**. Transactions on this report are sorted numerically by claim schedule number followed by alpha character claim schedule numbers.

### **Summary of Claim Schedules Filed (W03)**

The Summary of Claim Schedules Filed Automated and Manual Reports, shown in Exhibits XI-4 and XI-5, are printed each day claim schedule transactions post to Claims Filed, GL 3020 (TCs 360, 360R and 361.) The transactions occur when batches are posted without fatal errors (manual) or without fatal errors when claim schedules are available to be printed (automated).

Transactions on this report are sorted numerically by claim schedule number followed by alpha character claim schedule numbers and is ROPED to your agency printer (queue RWW1). The report can be viewed or printed through Command **G.4**.

### **Claim Schedule Preview Report (CSBW08-1)**

The Claim Schedule Preview Report (CSBW08-1) shown in Exhibit XI-6, lists all claim schedules that successfully post to CALSTARS, but have not been printed. Claim schedules are on this report if either the Global Print Indicator was changed to **N** or the Process Date entered on the Claim Schedule Maintenance screen is earlier than the Batch Date on the claim schedule transaction. The report is sorted by claim

schedule number and then by alpha characters. The Claim Schedule Preview Report may be used to verify the accuracy of claim schedule entries prior to printing claim schedules.

The CSBW08-1 Report is ROPED to your agency printer (queue RWW1). The report can be viewed or printed through Command **G.4**.

#### **Summary of Claim Schedule Transactions Deleted (W1A)**

The Summary of Claim Schedule Transactions Deleted Report (W1A), shown in Exhibit XI-7, displays Warrant Write File transactions that were deleted during the previous nightly system processing. The Summary of Claim Schedule Transactions Deleted is produced only if a **D** was entered in the Function column of Claim Schedule Maintenance Entry screen on the prior day to delete transactions from the Claim Schedule File.

The W1A Report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

#### **Claim Schedule Generated Transactions Report (CFB080-1)**

The Claim Schedule Generated Transactions Report (CFB080-1), shown in Exhibit XI-8, is produced each time the Claim Schedule Subsystem generates Claims Filed transactions, TCs 360 and/or 361. It displays each transaction and the batch header information for each batch it creates. Transactions on this report are sorted numerically by claim schedule number followed by alpha character claim schedule numbers.

The CFB080-1 Report is ROPED to your agency printer (queue RWW1). The report can be viewed or printed through Command **G.4**.

#### **Claim Schedule File Maintenance Activity Report (CFB810-1)**

The Claim Schedule File Maintenance Activity Report (CFB810-1), shown in Exhibit XI-9, is printed if Claim Schedule maintenance was done the previous day. All maintenance is listed on the report, regardless of whether errors exist or not. However, maintenance transactions with an error code and message are not processed until they are corrected. The error codes and messages reported on the Claim Schedule File Maintenance Activity Report may be found in CPM Volume 4, Error Correction.

The CFB810-1 Report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

#### **Claim Schedule Extract Summary (CFB820-1)**

The Claim Schedule Extract Summary (CFB820-1), shown in Exhibit XI-10, is produced by the Claim Schedule Subsystem to show the status of all claim schedule batches. Summary data is provided for both manual and automated claim schedules.

Transactions on this report are sorted numerically by claim schedule number followed by alpha character claim schedule numbers.

The CFB820-1 Report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

**CALSTARS Automated SCO CD 102 Postings (TC 362) Report (CSB084-1)**

The Automated SCO CD 102 Postings Report (CSB084-1), shown in Exhibit XI-11, is produced when an interface is created using the monthly electronic CD 102 File from the SCO and the CALSTARS Document File for all Claims Filed (GL 3020) records. All claims paid by SCO during the previous month are listed by claim schedule number in numerical order. If an SCO claim schedule record does not match a Document File record in CALSTARS, it is flagged ('\*') for non-match *data* or ('\$') for non-match *amount*.

**NOTE:** The optional automated CD 102 posting process is controlled using the current year Organization Control Table, item CD 102, code **Y**-Yes or **N**-No to authorize this automatic monthly process.

The CSB084-1 Report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

**CALSTARS List of CD 102 Non-Matched For *nn* [Month] Report (CSB084-2)**

The List of CD 102 Non-Matched Report (CSB084-2), shown in Exhibit XI-12, is produced when the monthly electronic CD 102 file contains records that cannot be matched with Document File (GL 3020) records. This exception report is only produced if an SCO record does not match a CALSTARS Document File record. SCO transactions are displayed with the SCO funding information to help departments identify the differences.

The CSB084-2 Report is ROPED to your agency printer (queue IEUP). The report can be viewed or printed through Command **G.4**.

EXHIBIT XI-3

CSBW01-1 9990 (DEST: D1 CTP2) *****										DEPARTMENT OF AIR QUALITY			*****		ORG NUMBER:	
CALSTARS										CLAIM SCHEDULES REQUIRING ACTION			REPORT		ORG PAGE:	
07/11/2008 (20:00) *****															RUN PAGE:	
CLAIM	SUB	PROGRAM, OBJ								APPROPRIATION AMOUNT						
SCHEDULE	FUND	FUND	FS	EY	REF	FFY	CHPTR	OR	SOURCE	PURPOSE						
VENDOR NAME							B-DATE	T	NBR	SEQ	D	INV DATE	INVOICE NBR	DUE DATE	INVOICE AMOUNT	
0152000	0001		D	2007	001	2007	171/07			CLEARING ACCOUNT					75.00	
	0001		G	2007	001	2007	171/07	11	11						25.00	
	JOHN DOE						07-08-08	04	777	00001	0	04-30-08	MAY2008		25.00	
	7101 W. 80TH STREET															
	LOS ANGELES,CA 90045															
													TOTAL FOR PAYEE		25.00	
	STATE TREASURER						07-08-08	04	777	00002	0	06-01-08	12345600000000		115.00	
	915 CAPITOL MALL, ROOM 110															
	SACRAMENTO,CA 95814															
													TOTAL FOR PAYEE		115.00	
	DEPT OF FINANCE						07-08-08	04	777	00003	0	06-15-08	5276		40.00-	
	915 L ST,7TH FLOOR-CALSTARS															
	SACRAMENTO,CA 95814															
													TOTAL FOR PAYEE		40.00- NEGATIVE NET	
==ERROR==> 0152000 HELD DUE TO: MANUAL HOLD SET																
0160000	0001		D	2007	001	200	171/07			CLEARING ACCOUNT					50.00	
	STATE TREASURER						07-11-08	04	800	00002	0	05-30-08	MAY 2008		50.00	
	915 CAPITOL MALL, ROOM 110															
	SACRAMENTO,CA 95814															
													TOTAL FOR PAYEE		50.00	
==ERROR==> 0160000 HELD DUE TO: ASSOCIATED TRANSACTION ON ERROR FILE																

EXHIBIT XI-4

CSTARW03 9990 (DEST: A1 CTL1) \*\*\*\*\* RUN DATE: 09/30/08 RUN TIME: 17.25.00 \*\*\*\* CALSTARS  
 DEPARTMENT OF AIR QUALITY (9990)  
 SUMMARY OF CLAIM SCHEDULES FILED  
 AS OF 09/30/08

\*\*\*\*\*  
 AUTOMATED CLAIMS

----RECONCILIATION----

CLM NUMBER	SCH COUNT	VENDOR COUNT	TRANS COUNT	FISCAL MONTH	TRAN CODE	FFY	CURRENT DOC	INDEX	OBJ DTL	AMOUNT	PROJECT	APPN SYM	FUND SRCE	FUND FUND	DTL	METH	SOURCE
D0006850	11	19	03	360	08	D9706850	00			32,967.68		682	W	0682			2
M0006000	3	6	03	360	08	M9706000	00			25,262.46		964	Z	0660			5
M0006180	3	4	03	360	08	M9706180	00			3,938.51		538	B	0751			5
M0006190	7	12	03	360	08	M9706190	00			107,213.88		961	Z	0660			5
M0006360	5	8	03	360	07	M9706360	00			17,675.64		554	W	0660	84		1
	1	1	03	360	07	M9706360	01			50.80		558	W	0660	84		1
M0006370	4	11	03	360	07	M9706370	00			1,391.31		551	W	0660	84		1
	1	2	03	360	07	M9706370	01			346.44		558	W	0660	84		1
M0006380	7	9	03	360	06	M9706380	00			3,717.68		552	W	0660	84		1
79452050	1	1	03	360	06	79452050	00			1,866.62		099	D	0001			1
79452070	1	1	03	360	06	79452070	00			438.02		099	D	0001			1
*TOTAL	AUTOMATED CLAIMS									194,869.04							

EXHIBIT XI-5

CSTARW03 9990 (DEST: A1 CTL1) \*\*\*\*\* RUN DATE: 09/30/08 RUN TIME: 17.25.00 \*\*\*\* CALSTARS  
 DEPARTMENT OF AIR QUALITY (9990)  
 SUMMARY OF CLAIM SCHEDULES FILED  
 AS OF 09/30/08

\*\*\*\*\*

MANUAL CLAIMS

----RECONCILIATION----

CLM SCH NUMBER	VENDOR COUNT	TRANS COUNT	FISCAL MONTH	TRAN CODE	FFY	CURRENT DOC	INDEX	OBJ DTL	AMOUNT	PROJECT	APPN SYM	FUND SRCE	FUND FUND	DTL	METH	SOURCE	
M0004720	1	2	03	360	08	M9704720 00			278.07		554	W	0660	84	1		
6041191A	1	1	03	360	07	6041191A 00			48.00-		099	D	0001		1		
6041191B	1	1	03	360	07	6041191B 00			48.00		099	D	0001		1		
6041191C	1	1	03	360	07	6041191C 00			92.00-		099	D	0001		1		
6041191D	1	1	03	360	06	6041191D 00			92.00		099	D	0001		1		
*TOTAL MANUAL CLAIMS									278.07								
*TOTAL TRANSACTION COUNT FOR ORGANIZATION 9990:							80										
*TOTAL ORGANIZATION: 9990									195,147.11								

EXHIBIT XI-6

```

CSBW08-1 9990 (DEST: D1 CTP2) *****
                                CALSTARS
07/10/2008 (20:40) *****
CLAIM          SUB
SCHEDULE FUND FUND FS EY REF FFY  CHPTR  OR SOURCE  PURPOSE
-----
VENDOR NAME          B-DATE  T  NBR SEQ  D  INV DATE  INVOICE NBR  DUE DATE  INVOICE AMOUNT
-----
0152000  0001          D  2007  001  2007  171/07          CLEARING ACCOUNT          115.00
0001          G  2001  001  2007  171/07  11 11          25.00
JOHN DOE          07-08-08  04  777  00001  0  04-30-08  MAY2008          25.00
7101 W. 80TH STREET
LOS ANGELES,CA 90045
STATE TREASURER          07-08-08  04  777  00002  0  06-01-08  12345600000000          115.00
915 CAPITOL MALL, ROOM 110
SACRAMENTO,CA 95814          TOTAL FOR PAYEE          115.00
* TOTAL FOR CLAIM SCHEDULE 0152000          140.00

```

EXHIBIT XI-7

CSTARWLA 9990 \*\*\*\*\* RUN DATE: 09/29/08 RUN TIME: 21.30.00 \*\*\*\* CALSTARS  
 DEPARTMENT OF AIR QUALITY (9990)  
 SUMMARY OF CLAIM SCHEDULE TRANSACTIONS DELETED  
 AS OF 09/29/08

\*\*\*\*\* PAGE 1

-----TRANS-ID-----								
DATE	T	NUM	SEQ	D	NUMBER	VENDOR NAME	VENDOR ADDRESS - 1	AMOUNT
08-09-26	04	372	00009	0	0020180	JOHN DOE	1234 FIRST AVENUE	124.00
			00010	0	0020180	JOHN DOE	1234 FIRST AVENUE	124.00-
*TOTAL FOR VENDOR: JOHN DOE								0.00
*TOTAL FOR CLAIM SCHEDULE: 9720180								0.00
*TOTAL FOR BATCH: 08-09-26..04..372								0.00
*TOTAL FOR ORGANIZATION: 9990								0.00

EXHIBIT XI-8

```

CFB080-1 9990 (DEST: A1 CTL1) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                                CALSTARS CLAIM SCHEDULE GENERATED TRANSACTIONS REPORT ORG PAGE: 1
09/29/08 (21.30) ***** RUN PAGE: 192
+---- TRANS ID -----+ TC R FY FM ORG INDEX APPN FUND FS M FD OBJ SOURCE PROJ-NO/WP CURR-DOC/SF REF-DOC/SF DUE-DATE TRANS AMOUNT
99900809290W999000010 360 07 03 9990 110 0001 G 1 AC991130 00 1,800.00
99900809290W999000020 360 07 03 9990 220 0001 G 1 AC991130 00 2,500.00
99900809290W999000030 360 08 03 9990 220 0001 G 1 AC001140 00 4,300.00
* BATCH ID 99900009290W99900000 BATCH COUNT 3 BATCH AMOUNT 8,600.00
    
```

EXHIBIT XI-9

CFB810-1 9990 (DEST: A1 CTP2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS CLAIM SCHEDULE FILE MAINTENANCE REPORT ORG PAGE:  
 08/21/08 (19.43) \*\*\*\*\* RUN PAGE: 3  
 A C T I V I T Y R E P O R T

----- TRANSACTION ID -----					MAINT	SELECT	SPECIAL		ERROR	
B DATE	BT	NBR	SEQ	DUP	OPERATOR	DATE	DEST	ISSUE DATE	HANDLING	CODE MESSAGE
-----					-----	-----	-	-----	-	-----
					PRINT	08-22-2008	P			
08-14-2008	04	354	00000	0	RELEASE		P			
08-15-2008	04	394	00000	0	DELETE		P			L04 INV MAINT OP
08-15-2008	04	395	00000	0	HOLD		P			

EXHIBIT XI-10

```
CFB820-1 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                                CALSTARS CLAIM SCHEDULE EXTRACT SUMMARY REPORT ORG PAGE: 5
10/05/08 (19.38) ***** RUN PAGE: 10
MANUAL CLAIMS PROCESSED MANUAL CLAIMS HELD
TRANSACTION COUNT: 3 0
TRANSACTION TOTAL: $99.00 $.00
AUTOMATED CLAIMS PROCESSED AUTOMATED CLAIMS HELD
TRANSACTION COUNT: 0 2
TRANSACTION TOTAL: $.00 $199.00
```

EXHIBIT XI-11

CSB084-1 9990 (DEST: L1 CTL1) *****		DEPARTMENT OF AIR QUALITY										***** ORG NUMBER: 9990					
09/30/2008 (06:01) *****		CALSTARS AUTOMATED SCO CD102 POSTINGS (TC 362) REPORT										***** ORG PAGE: 7					
-----RECONCILIATION-----		FM: 04 OCTOBER										***** RUN PAGE: 291					
CLM SCH	BEG	END	WARRANT		OBJ	PROJECT/		F	FD		--BATCH---						
S NUMBER	WARR#	WARR#	ISS DATE	FFY	REF DOC	INDEX	DTL	AMOUNT	WP	AS	S	FUND	DT	M	SOURCE	NBR	SEQ
00276310	06748409	06748409	20081001	08	00276310	06		42.53	000247	98	500	D	0001	1		001	00224
00276310	06748409	06748409	20081001	08	00276310	07		41.50	000259	95	500	D	0001	1		001	00225
00276310	06748409	06748409	20081001	06	00276310	08		83.33	000290	98	500	D	0001	1		001	00226
\$ 00276320	06772598	06772603	20081006	08	00276320	07	000	4,763.80	000153	99	500	D	0001	1		001	00227
00276330	06756919	06756921	20081005	06	00276330	00		490.00	000151	98	500	D	0001	1		001	00228
00276330	06756919	06756921	20081005	08	00276330	01		24.40	000246	98	500	D	0001	1		001	00229
00276330	06756919	06756921	20081005	06	00276330	02		3,464.00	000259	95	500	D	0001	1		001	00230
00276340	06825033	06825038	20081018	07	00276340	00		2,365.57			500	D	0001	1		001	00231
00276380	06873517	06873518	20081026	08	00276380	02		740.00	000279	98	500	D	0001	1		001	00250
00276390	06871167	06871167	20081025	07	00276390	00		1,197.94			500	D	0001	1		001	00251
00276390	06871167	06871167	20081025	07	00276390	01		14.90	000023	99	500	D	0001	1		001	00252
00276390	06871167	06871167	20081025	08	00276390	02		24.20	000070	98	500	D	0001	1		001	00253
00276390	06871167	06871167	20081025	07	00276390	03		4.32	000153	99	500	D	0001	1		001	00254
00276400	06898193	06898193	20081028	07	00276400	00		405.00			500	D	0001	1		001	00255
00277940	06755240	06755249	20081004	06	00277940	00		2,632.41			500	D	0001	1		001	00256
00277940	06755240	06755249	20081004	06	00277940	01		509.30	000070	98	500	D	0001	1		001	00257
00277940	06755240	06755249	20081004	06	00277940	02		288.25	000259	95	500	D	0001	1		001	00258
00277970	06749166	06749173	20081001	08	00277970	00		5,903.85			500	D	0001	1		001	00259
00277970	06749166	06749173	20081001	06	00277970	01		36.00	000023	98	500	D	0001	1		001	00260
* 64833X	67955908	67955908	20081004	05	64833X00	00	000	2,488.00				0890				001	00896
* 64834X	67955909	67955909	20081004	08	64834X00	00	000	561.24				0890				001	00897
* 64835X	67955910	67955920	20081004	06	64835X00	00	000	5,298.00				0890				001	00898
* 64835X	67955910	67955920	20081004	06	64835X00	00	000	860.96				0890				001	00899
* 64835X	67955910	67955920	20081004	06	64835X00	00	000	85,625.65				0890				001	00900
* 64836X	67955921	67955945	20081004	07	64836X00	00	000	4,980.36				0890				001	00901
* 64836X	67955921	67955945	20081004	08	64836X00	00	000	128,535.13				0890				001	00902
* 64836X	67955921	67955945	20081004	07	64836X00	00	000	6,509.00				0890				001	00903
* 64837	67986536	67986536	20081015	08	64837000	00	000	2,231.00				0890				001	00904
* 64838	67986537	67986860	20081015	07	64838000	00	000	721,052.00				0890				001	00905
* 64838	67986537	67986860	20081015	07	64838000	00	000	84,255.71				0890				001	00906
* 64838	67986537	67986860	20081015	08	64838000	00	000	7,416,345.67				0890				001	00907
* 71087X	67956428	67956451	20081005	73	71087X00	00	000	43,991.01				0342				001	00908
* 71095	67985564	67985567	20081013	73	71095000	00	000	161.76				0342				001	00909
* 71097	68006503	68006751	20081018	73	71097000	00	000	1,190,052.94				0342				001	00910
* 71101	68041639	68041933	20081027	73	71101000	00	000	893,435.30				0342				001	00911
* 71102	68021139	68021247	20081021	73	71102000	00	000	117,288.17				0342				001	00912
* 95103	67985134	67985563	20081013	73	95103000	00	000	531,088.47				0001				001	00913
TOTAL AUTOMATED CD102S :								2,654,621,973.05									
TOTAL NUMBER OF NON-MATCHES :																86	
TOTAL NUMBER OF MATCHES :																827	
TOTAL NUMBER OF TRANSACTIONS:																913	

EXHIBIT XI-12

CSB084-2 9990 (DEST: L1 CTL1) *****												DEPARTMENT OF AIR QUALITY		***** ORG NUMBER: 9990	
CALSTARS LIST OF CD102 NON-MATCHED FOR FM 03 SEPTEMBER REPORT												ORG PAGE: 2			
09/30/2008 (06:01) *****												RUN PAGE: 66			
ST	CLM	SCHED	NBR	FUND/SUBFUND	FFY	REF	FED CAT	NBR	CAT	PROG	ELEM	COMP	TASK	ACCT CODE	AMOUNT
*	MA92317A			0001 000	2005	295				98	01	130	689		20,969.00
*	MA92318A			0001 000	2005	295				98	01	049	802		129,764.00
*	MA92319A			0001 000	2005	295				98	01	130	689		21,483.00
\$\$	0009535			0001 000	2008	001				99					60,529.21
\$\$	0027632			0001 000	2008	001				99					4,763.80
\$\$	0028866			0001 000	2008	001				99					8,027.49
*	64622X			0890 000	2005	201				30	20	010			2,038.42
*	64622X			0890 000	2006	201				30	20	010			872,638.37
*	64622X			0890 000	2006	201				30	20	010			391,303.78
*	64623X			0890 000	2008	201				30	20	010			1,097,417.48
*	64623X			0890 000	2008	201				30	20	010			32,221.44
*	64623X			0890 000	2008	201				30	20	010			7,452,886.53
*	64623X			0890 000	2008	201				30	20	010			2,197,410.11
*	64624			0890 000	2006	201				30	20	010			530,697.58
*	64624			0890 000	2006	201				30	20	010			1,519,465.26
*	64624			0890 000	2006	201				30	20	010			185,437.96
*	64625			0890 000	2008	201				30	20	010			2,705,037.44
*	64625			0890 000	2008	201				30	20	010			420,117.35
*	64625			0890 000	2008	201				30	20	010			7,781.04
*	64625			0890 000	2008	201				30	20	010			865,824.78
*	64833X			0890 000	2006	201				30	20	010			2,488.00
*	64834X			0890 000	2006	201				30	20	010			561.24
*	64835X			0890 000	2006	201				30	20	010			5,298.00
*	64835X			0890 000	2006	201				30	20	010			860.96
*	64835X			0890 000	2006	201				30	20	010			85,625.65
*	64836X			0890 000	2008	201				30	20	010			4,980.36
*	64836X			0890 000	2008	201				30	20	010			128,535.13
*	64836X			0890 000	2008	201				30	20	010			6,509.00
*	64837			0890 000	2006	201				30	20	010			2,231.00
*	64838			0890 000	2008	201				30	20	010			721,052.00
*	64838			0890 000	2008	201				30	20	010			84,255.71
*	64838			0890 000	2008	201				30	20	010			7,416,345.67
*	71087X			0342 000	1973	602			11						43,991.01
*	71095			0342 000	1973	602			11						161.76
*	71097			0342 000	1973	602			11						1,190,052.94
*	71101			0342 000	1973	602			11						893,435.30
*	71102			0342 000	1973	602			11						117,288.17
*	95103			0001 000	2008	202				30	20	010			531,088.47
TOTAL AUTOMATED CD102S :															1,559,594,134.04
TOTAL NUMBER OF NON-MATCHES :															86

EXHIBIT XI-13

CSTARW04 9990 (DEST: A1 CTL1) \*\*\*\*\* RUN DATE: 09/30/08 RUN TIME: 17.25.00 \*\*\*\* CALSTARS  
 DEPARTMENT OF AIR QUALITY (9990)  
 AMOUNTS PAID SUBJECT TO USE TAX  
 AS OF 09/30/08

\*\*\*\*\*

---BATCH ID--- CLAIM SCHEDULE  
 DATE TYPE NUM NUMBER  
 -----

-----VENDOR NAME-----		-----VENDOR ADDRESS 1-----		FEDERAL	SEQ	AMOUNT
				ID NUMBER		
08-09-30	04 100	6120685				
THE FISHMEN INC		222 NORTH 3RD ST		99-9999999	00002	832.21
*TOTAL FOR VENDOR: THE FISHMEN INC						832.21
*TOTAL FOR CLAIM SCHEDULE: 6120685						832.21
*TOTAL FOR BATCH: 08-09-30 04 100						832.21
*TOTAL FOR ORGANIZATION: 9990						832.21

EXHIBIT XI-14

CSTARW07 9990 (DEST: A1 CTL1) \*\*\*\*\* RUN DATE: 09/30/08 RUN TIME: 17.25.00 \*\*\*\* CALSTARS  
 DEPARTMENT OF AIR QUALITY (9990)  
 AMOUNTS PAID SUBJECT TO LATE PAYMENT INTEREST PENALTIES  
 AS OF 09/30/08

\*\*\*\*\*

---BATCH ID--- CLAIM SCHEDULE  
 DATE TYPE NUM NUMBER  
 -----

-----VENDOR NAME-----		-----VENDOR ADDRESS 1-----		FEDERAL ID NUMBER	SEQ	AMOUNT
08-09-29	04 596	0010655				
ABC CALIFORNIA		PAYMENT PROCESSING CENTER		99-9999999	00046	80.92
*TOTAL FOR VENDOR: ABC CALIFORNIA						80.92
*TOTAL FOR CLAIM SCHEDULE: 0010655						80.92
*TOTAL FOR BATCH: 08-09-29 04 596						80.92
*TOTAL FOR ORGANIZATION: 9990						80.92

## CLAIM SCHEDULE AND REMITTANCE ADVICE CODING REQUIREMENTS

Claim schedule coding requirements may vary depending on the type of appropriation, or special SCO account and whether the claim schedule is for disbursing vendor payments (taxable or non-taxable), reimbursing the Revolving Fund or refunding monies. The information shown in this section is general and may not describe all circumstances. Contact the SCO, Division of Disbursements and/or the CALSTARS Hotline if further information is needed.

**NOTE:** Automated claim schedules and Remittance Advices are printed on special forms. For this reason, they cannot be printed overnight with the other CALSTARS reports. Instead, they must be printed when an operator is present to load and align the special forms in the printer. Commands for printing of claim schedules and Remittance Advices are described in Step 5. Also, see CPM Volume 6, Chapter 2, Report Requesting, Printing and Other Output, for instructions on using ROPES commands.

The following sections describe the claim schedule and remittance advice forms:

### **Claim Schedule (Std. 218)**

Automated Claim Schedules (Exhibit XI-15, page 56) are printed when a Process Date is entered through claim schedule maintenance to the previous night's run of the Claim Schedule Subsystem. If none of the guidelines listed in the *Claim Schedule Preparations Steps* section are violated, one claim schedule is printed for each batch of claim schedule accounting transactions. If any of the guidelines for batching is violated, CALSTARS may generate multiple claim schedules from a single batch. These multiple claim schedules contain the original 7-digit Claim Schedule Number assigned by the batch header. An 8th alpha character is assigned by the Claim Schedule Subsystem and appears with the claim schedule number on all Claim Schedule Subsystem generated transactions and reports except the W01, Claim Schedules Requiring Action Report and the W1A Report. The 8th character is assigned (if needed) by the subsystem when the claim schedule is selected for printing.

The claim schedule consists of five sections. The Claim Schedule Subsystem prints the required SCO information in the following field names:

**Payable from section** - Located at the top of the claim schedule. This section contains the fund, subfund, fund name, department number and department name.

**Appropriation section** - Located near the top of the claim schedule. This section contains the year of the statute, method, reference item, sequence, funding fiscal year, chapter, statutes and purpose.

**Accounting distribution section** - Located below the appropriation section. This section contains information used by the SCO to account for payments. This information includes the Federal catalog number, SCO

project number, category, program, element, component, task, general ledger account number, receipt source or object, fund source, amount and description. This section of the claim schedule contains up to ten lines of accounting distribution data. Each time one of the values in an accounting distribution changes, a new line of accounting distribution data is shown with the applicable dollar amount until the accounting distributions for all payments have been printed. The total dollar amount(s) listed in this section equals the total amount of the claim schedule.

**NOTE:** The use of more than one line on manual claim schedules will create multiple SCO transactions making it more difficult to reconcile using the automated CD 102 process and cause posting errors.

**Claimant section** - Located in the middle of the claim schedule. This section contains information used by the SCO to print warrants. This information includes the claimant (vendor's) name and the amount of the payment. In addition, the Current Document Number from the accounting transaction is listed in the column headed "P.O. NO. or C". If there is more than one accounting transaction for a given payment line on the claim schedule, the Current Document Number from the first accounting transaction in the group is used. The Total of all the payments on the schedule is printed at the bottom of the claimant section.

**Miscellaneous information** - Located in the column on the right side of the form. This section contains the schedule number (including the 8th alpha character, if needed), the number of and dollar amount of reportable payments and the total amount subject to Use Tax, if any.

#### **Remittance Advice (Std. 404C)**

The Remittance Advice accompanies each warrant produced by the SCO. It is inserted in the front of a window envelope to display the vendor's mailing information. It may also include an Invoice Number if that information was entered into the disbursement transaction. The Remittance Advice is illustrated in Exhibit XI-16.

**NOTE:** Automated remittance advice forms are printed in the same order as the automated claim schedules. When an automated claim schedule has more than one automated remittance advice, the remittance advice forms are printed in the same order that the associated transactions appear on the claim schedule. The result is transactions on the automated claim schedule and the remittance advice are in the same order as the accounting transactions and the source documents. This helps to speed the review process.

The Claim Schedule Subsystem prepares a multiple page remittance advice for claim schedule payment lines that represents 7 or more transactions summarized by document date and vendor invoice number. The first page contains the first 6

transactions; the second page contains the 7th through 12th transactions and so forth, up to a 10-page remittance advice. The dollar total of the transactions on the remittance advice appears on the last page.

The following information is printed on the automated remittance advice by the Claim Schedule Subsystem.

**Vendor-identification number** - The 10-digit Vendor Number and 2-digit Vendor Suffix from the Vendor Edit Table. If a vendor's name and address are entered on the accounting transaction instead of a vendor number, then a vendor number does not appear on the automated remittance advice.

**Page number** - The page number of the remittance advice. As described previously, a multiple page remittance advice is printed when all of the accounting transactions, summarized by document date and vendor invoice number, exceeds six lines and cannot fit on a single page.

**Department name, address, city, state and zip code** - The department name, first line of address, city, state and zip code as contained in the Vendor Edit Table for Vendor Number **AAAAAAAAAA-00**. Departments must have this Vendor Edit Table record established in CALSTARS for their name and address to appear on the automated remittance advice. The Contact Phone Number must be in the department's VE Table record **AAAAAAAAAA-00**. It will appear on the bottom of all remittance advices.

If the disbursing org is coded on the AS table, the department's name, address and contact phone number will be printed on the automated remittances advices from the information contained in the disbursing org's Vendor Edit Table for Vendor Number **AAAAAAAAAA-00**.

**Claim Schedule Number** - The 7-position claim schedule number assigned on the Batch Header Sheet and the one position zero or alpha claim schedule number suffix (if any) assigned by the Claim Schedule Subsystem.

**Vendor name and address** - The vendor name, address line-1, address line-2, address line-3, vendor city, vendor state and vendor zip code as contained in the Vendor Edit Table or as entered on the accounting transaction.

**Federal Tax ID or SSN** - The vendor's Federal tax identification number or social security number.

**NOTE:** Only the last five numbers are shown for Federal tax identification number or social security number).

**RP Type** - The reportable payment code from the disbursement transactions, as applicable.

**Total Reported to IRS** - The total dollar amount of reportable payments on the Remittance Advice.

**Invoice date, number, amount and message** - The document date, vendor invoice number and dollar amount of the accounting transaction(s). (Accounting transactions are summarized on the automated remittance advice by document date and vendor invoice number.) The document date, vendor's invoice number and amount of all the consecutive transactions on the claim schedule are printed on a remittance advice for each vendor. Transactions appear on both the automated claim schedule and remittance advice in the same order as they are entered in the batch.

**Reportable Payments Indicator (RPI)** - The 1-digit Reportable Payments Indicator (as defined in the SAM Section 8422.19) is printed on the extreme right side of the automated remittance advice next to the total reportable payment dollar amount. See Chapter 12, Reportable Payments, for the codes and descriptions.

**Total** - The total payment amount is printed after the last line of invoice date, number and amount.



<b>REMITTANCE ADVICE</b>				STATE OF CALIFORNIA	
STD. 404C (REV. 4-95)				THE ENCLOSED WARRANT IS IN PAYMENT OF THE INVOICES SHOWN BELOW	
DEPARTMENT NAME		ORG. CODE	INVOICE DATE	INVOICE NUMBER	RPI
DEPARTMENT ADDRESS		CLAIM SCHED. NO.			
VENDOR <span style="float: right;">_____</span>					
FEDERAL TAX ID NO. OR SSAN TO IRS	RP TYPE	TAX YR	TOTAL REPORTED	TOTAL PAYMENT	