

## CALSTARS/FSCU – FISCAL YEAR 2015/16

July 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CALSTARS Processing Times: Cost Allocation ..... 10:00 AM Labor Distribution..... 3:00 PM Nightly Processing..... 6:00 PM YEC/YEO..... 6:00 PM			CALSTARS Contacts: Hotline Hotline E-mail Fax Training Registrars Production Control		(916) 327-0100 <a href="mailto:hotline@dof.ca.gov">hotline@dof.ca.gov</a> (916) 323-4049 (916) 445-0211 ext. 2812 (916) 323-7541	
CALSTARS SATURDAY PROCESSING SCHEDULE: Hotline 8:00 AM – 1:00 PM Processing – 1:00 PM Production Control 9:30 AM – 2:00 PM			<b>1</b>  HAPPY NEW FISCAL YEAR!	<b>2</b>	<b>3</b>	<b>4</b>  CALSTARS Saturday Processing begins.  Independence Day
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Monthly UCM web update. Reminder: Complete quarterly SWCAP transfer by end of the month.	<b>10</b>	<b>11</b> CALSTARS Saturday Processing available.
<b>12</b>	<b>13</b>  Look for Budget Letter on 2015-16 Late Payment Penalty Rates.	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>  Have you ordered and received all of your monthly CALSTARS reports?	<b>18</b>  CALSTARS Saturday Processing available.
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> CALSTARS Saturday Processing available.
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30 PAY DAY</b>  Last day to run monthly CA/FS for <b>FM 12</b> by 10 AM.  Last day to transmit auto Year-End DB3 data (Set indicator by 6 PM).	<b>31</b> Year-end Reports due to SCO for General Fund, Feeder Funds, and Economic Uncertainty funds. 4 <sup>th</sup> quarter CMIA reports due from departments.  Month-end rollover	

## CALSTARS/FSCU – FISCAL YEAR 2015/16

August 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FSCU Contacts: Hotline (916) 324-0385 Hotline E-mail <a href="mailto:fscuhotline@dof.ca.gov">fscuhotline@dof.ca.gov</a> Fax (916) 445-2854 Pro Rata (916) 445-3434 ext. 2145						1  CALSTARS Saturday Processing available.
2	3	4	5	6	Monthly UCM web update.	8  CALSTARS Saturday Processing available.
9	10	11	12	13	CALSTARS Saturday Hotline ends tomorrow.	15 CALSTARS Saturday Processing ends. 
16	17 1 <sup>st</sup> quarter Pro Rata transfer by SCO.	18	19 Last day to transmit auto Year-End DB3 data (Set indicator by 6 PM).	20 Year-end Reports due to SCO for all funds other than General Fund, Feeder Funds and Economics Uncertainty Funds.	21 Register for CALSTARS 2015/16 training classes.	22
23	24 <b>Reminder:</b> Run YEC/YEO before CA/FS.	25 Have you ordered and received all of your monthly CALSTARS reports?	26 State Fund Accounting Course-Class 147 starts.	27 State Fund Accounting Course-Class 148 starts.	28 Last day to run monthly CA/FS for <b>FM 01</b> by 10 AM.	29
30	31 <b>PAY DAY</b>  Month-end rollover.	<b>Reminders:</b>  CS 12-45 – June payroll expenditures by fund due to Finance budget analyst by August 5 <sup>th</sup>  Year-End Report 13 due to Finance – FSCU by August 20 <sup>th</sup> SAM Section 7974.				

# CALSTARS/FSCU – FISCAL YEAR 2015/16

## September 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>  <b>Labor Day</b>	<b>2</b> GAAP information due to SCO.  Look for ICRP training announcement.	<b>3</b>	<b>4</b>	<b>5</b>  Vendor payment purge.
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>  Monthly UCM web update.	<b>10</b>  <b>Reminder:</b> Run YEC/YEO before CA/FS.	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>  Have you ordered and received all of your monthly CALSTARS reports?	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>  Look for Pro Rata/SWCAP Budget Letter.	<b>22</b>	<b>23</b> <i>Fall begins</i> 	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>  Last day to run monthly CA/FS for <b>FM 02</b> by 10 AM.	<b>30</b>  <b>PAY DAY</b>  Month-end rollover.			

## CALSTARS/FSCU – FISCAL YEAR 2015/16

October 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><u>Question:</u> What are the requirements to transfer SWCAP recoveries to the General Fund?</p> <p><u>Answer:</u> GC sections 13332.01-02 require departments to recover SWCAP costs from federal government and transfers the recoveries to the General Fund within 30 days after the end of each quarter. Control Section 8.54 of the 2010 Budget Act authorizes Finance to reduce any state operations appropriation for departments that have not recovered SWCAP from the federal government.</p>				<p><b>1</b> Pro Rata/SWCAP assessments sheets due from departments to Finance budget analyst.</p>	<p><b>2</b></p>	<p><b>3</b></p>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<p><b>9</b> Monthly UCM web update. <b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.</p>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<p><b>16</b>  Have you ordered and received all your monthly CALSTARS reports?</p>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<p><b>29</b>  Last day to run monthly CA/FS for <b>FM 03</b> by 10 AM.</p>	<p><b>30 PAY DAY</b>  Month-end rollover.  1<sup>st</sup> quarter CMIA reports due from departments.</p>	<b>31</b>

## CALSTARS/FSCU – FISCAL YEAR 2015/16

November 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Monthly UCM web update.	10 <b>Veterans Day (observed)</b> 	11	12	13 Have you ordered and received all of your monthly CALSTARS reports?	14
15	16 Departments begin submitting ICRPs, CAP, or PACAP to FSCU for review.  2nd quarter Pro Rata transfer by SCO.	17	18	19	20	21
22	23	24 Last day to run monthly CA/FS for <b>FM 04</b> by 10 AM.	25 Early processing day.	26 <b>Thanksgiving Day (observed)</b>	27 Day after Thanksgiving	28
29	30 Month-end rollover.		<p><u>Question:</u> Can departments pay claims against reverted appropriations? Does Department of Finance (Finance) need to approve reverted year claims?</p> <p><u>Answer:</u> Departments may pay claims against reverted appropriations from any current year appropriation available for the same purpose, e.g. a claim against a reverted support appropriation may be paid from a current year support appropriation (GC Section 16304.1; SAM Section 8422.7). Finance approval is not required for such claims.</p> <p>FSCU Frequently Ask Questions: <a href="http://www.dof.ca.gov/fisa/fscu/fscu_faqs.htm">www.dof.ca.gov/fisa/fscu/fscu_faqs.htm</a>.</p>			

## CALSTARS/FSCU – FISCAL YEAR 2015/16

December 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1  <b>PAY DAY</b>	2	3	4	5  Vendor payment purge.
6	7	8	9  Monthly UCM web update.	10	11	12
13	14	15  Last day to correct 2014 reportable payments. Request P01/P02 Reports.	16  Reportable payments for 2014 are sent to FTB to create 1099s.  Begin posting 2015 reportable payments.	17	18  Have you ordered and received all of your monthly CALSTARS reports?	19
20	21	22 <i>Winter begins</i> 	23	24  Early processing day.	25  <b>Christmas Day</b> 	26
27	28	29	30  Last day to run monthly CA/FS for <b>FM 05</b> by 10 AM.	31  <b>PAY DAY</b>  Early processing day.  Month-end rollover.		

## CALSTARS/FSCU – FISCAL YEAR 2015/16

January 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Review Accounts Receivable (ARs) to determine ARs to submit for FTB Intercept Program offset. More information on how to manage your departments ARs can be found at: <a href="http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf">www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf</a> .  State Fund Accounting Course Spring Sessions Begin: <a href="http://www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/">www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/</a> .				1 	2
3	4 <span style="color: red;">Reminder:</span> Batch dates year must be 2016.	5	6 State Fund Accounting Course-Class 149 starts.	7 State Fund Accounting Course-Class 150 starts.	8 Monthly UCM web update.	9
10	11	12 <span style="color: red;">Reminder:</span> Complete quarterly SWCAP transfer by end of the month.	13	14	15 Have you ordered and received all of your monthly CALSTARS reports?	16
17	18 <span style="color: red;">Martin Luther King Jr. Day (observed)</span>	19	20	21	22	23
24	25	26	27	28 Last day to run monthly CA/FS for <b>FM 06</b> by 10 AM.	29 <span style="color: red;">PAY DAY</span>  2 <sup>ND</sup> quarter CMIA reports due from departments.  Month-end rollover.	30
31						

## CALSTARS/FSCU – FISCAL YEAR 2015/16

February 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 Monthly UCM web update.	10	11	12	13
14 	15 Presidents' Day 	16 3 <sup>rd</sup> quarter Pro Rata transfer by SCO.	17	18	19 Have you ordered and received all of your monthly CALSTARS reports?	20
21	22	23	24	25	26 Last day to run monthly CA/FS for <b>FM 07</b> by 10 AM.	27
28	29  <b>PAY DAY</b>  Month-end rollover.	<p><b>Question:</b> How is the Budget Sequence number for an appropriation transaction determined?</p> <p><b>Answer:</b> Use Budget Sequence number 001 for the initial authorization after Budget Revision (BR) 1. For Subsequent BRs, use the Budget Sequence number assigned to the BR by your agency's Budget Office. For Executive Orders, use the assigned Budget Sequence number on the CALSTARS website at <a href="http://www.dof.ca.gov/html/calstars/caldocs/optools/budgetsequencenumbers.htm">www.dof.ca.gov/html/calstars/caldocs/optools/budgetsequencenumbers.htm</a> .</p> <p>Agencies can discontinue the use of the Budget Sequence number and the CALSTARS N report series by entering N in the Budget BUD SEQ indicator field located on the OC Table.</p> <p>CALSTARS Frequently Ask Questions: <a href="http://www.dof.ca.gov/accounting/calstars/faq">www.dof.ca.gov/accounting/calstars/faq</a> .</p>				

# CALSTARS/FSCU – FISCAL YEAR 2015/16

## March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Question:</b> What is Pro Rata?  <b>Answer:</b> Sixteen entities provide various support services to state departments on a centralized basis. These entities, called "centralized service agencies" provide budgeting, banking, auditing, and other services that are funded by the state's General Fund. Central service also includes the costs of health and dental benefits for retired state employees. Special funds are required by law to reimburse the General Fund for their fair share of the costs of these services. The allocation of central service costs is accomplished through "Pro Rata". Pro Rata assessments are paid by departments on a quarterly basis by SCO transfers. For more information, see SAM sections 8753-8754.</p> <p>Pro Rata Frequently Ask Question: <a href="http://www.dof.ca.gov/accounting/fscu/pro_rata-swcap">www.dof.ca.gov/accounting/fscu/pro_rata-swcap</a>.</p>						
Finance Website References: Department of Finance: <a href="http://www.dof.ca.gov">www.dof.ca.gov</a> CALSTARS Home Page: <a href="http://www.dof.ca.gov/accounting/calstars/view.php">www.dof.ca.gov/accounting/calstars/view.php</a> FSCU Home Page: <a href="http://www.dof.ca.gov/accounting/fscu">www.dof.ca.gov/accounting/fscu</a>		1	2	3	4	5
					Look for CALSTARS Year-End Training schedule COM(s).	Vendor payment purge.
6	7	8	9	10	11	12
			Monthly UCM web update.			
13	14	15	16	17	18	19
			Have you ordered and received all of your monthly CALSTARS reports?			
20	21	22	23	24	25	26
<i>Spring begins</i> 						
27	28	29	30	31		
		Last day to run monthly CA/FS for <b>FM 08</b> by 10 AM.	<b>PAY DAY</b> Month-end rollover.	Cesar Chavez Day		

## CALSTARS/FSCU – FISCAL YEAR 2015/16

April 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Look for Pro Rata & SWCAP training announcement for May 2015 at <a href="http://www.dof.ca.gov/accounting/fscu/training">www.dof.ca.gov/accounting/fscu/training</a> .  Accounts Receivable (AR) Toolkit-Assist state departments in managing of their accounts (AR). Visit AR Toolkit at: <a href="http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf">www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf</a> .					<b>1</b>  CALSTARS table log records back-up and purge process.	2
3	<b>4</b>  Register for CALSTARS Year-End Classes.  Look for Pro Rata and SWCAP training.	<b>5</b>  Start conducting Year-End meetings (use updated Year-End work plan).  Set AS reversion indicators for CFY022 and CFY023 processes.	<b>6</b>  CFY022 process 1 <sup>st</sup> Reports Only Run.  Look for CMIA Annual Forum detail information at <a href="http://www.dof.ca.gov/accounting/fscu/training">www.dof.ca.gov/accounting/fscu/training</a> .	<b>7</b>  <b>Reminder:</b> Table Review: OC, AS, IC, PCA, LC, CA, BS and EM before generating and creating FFY 2016 tables.	<b>8</b>  Monthly UCM web update.  <b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.	9
10	<b>11</b>	<b>12</b>	<b>13</b>  CFY022 process 2 <sup>nd</sup> Reports Only run.  Look for Budget Letter on Year-End Financial Reporting Guidance.	<b>14</b>	<b>15</b>  Have you ordered and received all of your monthly CALSTARS reports?	16
17	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	23
24	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>  Last day to run monthly CA/FS for <b>FM 09</b> by 10 AM.	<b>29 PAY DAY</b>  3 <sup>rd</sup> quarter CMIA reports due from departments.  Month-end rollover.	30

## CALSTARS/FSCU – FISCAL YEAR 2015/16

May 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<b>2</b> CFY022 process Final Transaction Run generates liquidation and re-classify entries.	<b>3</b> First Day to run CA/FS for April.	<b>4</b>	<b>5</b>	<b>6</b> Look for news item regarding SCO Fiscal Year-End Procedures.	7
8 <b>Mother Day</b> 	<b>9</b> Monthly UCM web update.	<b>10</b>	<b>11</b>	<b>12</b> CFY023 process 1 <sup>st</sup> Reports Only Run.	<b>13</b> Have you ordered and received all of your monthly CALSTARS reports?	14
15	<b>16</b> 4 <sup>th</sup> quarter Pro Rata transfer by SCO.	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	21
22	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> Last day to run monthly CA/FS for <b>FM 10</b> by 10 AM.	28
29	<b>30</b> <b>Memorial Day</b> 	<b>31</b> <b>PAY DAY</b> Month-end rollover.	<p><b>Question:</b> What is the Statewide Cost Allocation Plan (SWCAP)?</p> <p><b>Answer:</b> SWCAP is prepared annually by the Department of Finance, Fiscal System and Consulting Unit. The State of California provides certain services such as budgeting, accounting, auditing, payroll, etc., to operating agencies, a process is necessary to identify these central service costs and assign them to benefited activities on a reasonable and consistent basis. Departments recover their assigned costs from the federal government. The federally reviewed and approved, statewide central service cost allocation plan provides that process.</p> <p>SWCAP Frequently Ask Question: <a href="http://www.dof.ca.gov/fisa/proswcap/faqs-swcap/htm">www.dof.ca.gov/fisa/proswcap/faqs-swcap/htm</a>. Look for Pro Rata/SWCAP CSA Workload. Expenditure and Miscellaneous Training for June 2015 at: <a href="http://www.dof.ca.gov/accounting/fscu/training">www.dof.ca.gov/accounting/fscu/training</a>.</p>			

# CALSTARS/FSCU – FISCAL YEAR 2015/16

## June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CALSTARS What's New: <a href="http://www.dof.ca.gov/accounting/calstars/whats_new/view.php">www.dof.ca.gov/accounting/calstars/whats_new/view.php</a>  CALSTARS Frequently Asked Questions: <a href="http://www.dof.ca.gov/accounting/calstars/faq/view.php">www.dof.ca.gov/accounting/calstars/faq/view.php</a>			1	2  Review Vendor Number: "AAAAAAAAAA"	3  CFY023 process 2 <sup>nd</sup> Reports Only Run.	4  Vendor payment purge.
5	6  Ensure FFY 2016 OC Table is established.	7	8	9  Monthly UCM web update.	10	11
12	13	14  Have you ordered and received all of your monthly CALSTARS reports?	15	16	17  Ensure all FFY 2015 Tables are established and reviewed such as OC, AS, IC, PCA, LC, CA, BS and EM Tables.	18
19  Father's Day  	20  Summer begins  	21	22	23  CFY023 process Final Transaction Run – generates re-classify entries.	24	25
26	27	28	29  Last day to run monthly CA/FS for <b>FM 11</b> by 10 AM.	30  <b>PAY DAY</b> Budget Letter prohibiting ORF disbursements issued if no budget passed.  Month-end rollover.		