STARS Reporting

TRAINING OBJECTIVES

Welcome to STARS Reporting training. In this course you will be introduced to the process of requesting and receiving standard reports that display system, financial, and table information extracted from STARS, the statewide accounting and reporting system. The objectives of this course are to:

- Identify requestable reports and assist agencies in determining which reports they might need.

- Explain how the STARS reporting process functions.

- Explain how to set up report distribution and report request records to efficiently manage the report selection process.

- Identify available control reports and explain the control reporting process.

- Explain how to obtain report reprints.

If you have questions about these materials or the STARS Reporting process, contact one of the following Customer Service Team members;

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STARS Reporting
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INTRODUCTION

STARS has a variety of standardized reports available to help meet agency information needs. Users can request, as needed, reports that contain summarized financial information, transaction level detail, or non-financial table data. STARS also generates system oriented control reports that are available to users. The types of standardized STARS reports available are:

Agency Requestable Reports: These are reports that an agency may request by entering a report request record in STARS. Requestable reports fall into the following two categories:

- **Financial Reports**: Financial reports focus on agency accounting transactions and summarized financial information. Examples include appropriation and cash status reports, expenditure and revenue reports, and daily transaction registers,

- **Table Listings**: Table listings provide non-financial accounting data. Examples include listings of transaction codes, index codes, and other data element values.

Control Reports: These reports are designed more for overall system function reporting rather than agency financial reporting. Control reports include batch and transaction input summaries and error correction reports. These reports are automatically generated by STARS (no report request is needed) during each batch cycle and are printed for each agency unless STARS is instructed not to print these reports. ***Control reports are discussed in a separate section in this document.***

STARS has several options available that bring flexibility to the reporting process. These options are as follows:

- An agency can choose to print its reports centrally in the Department of Administration, at an on-site printer in the agency, or some combination of both.

  To print reports on-site, a printer must be configured in the DISC ESF print facility. To get the printer set up, contact your agency technical staff for assistance or if your agency has no technical support staff, contact the DISC Customer Support Center by calling 785-296-4999. Obtain the IP and/or VTAM address for your printer from your agency technical staff or DISC. Submit a written request, including the printer IP and/or VTAM address, to Ken Hasenbank of the Business Process Management Team in the Division of Accounts and Reports (email ken.hasenbank@state.ks.us) to have the printer set up for STARS report printing. Once the needed programming has been completed, DISC will notify your agency of the number assigned to the printer and will send a test report to the printer to ensure it is operational. The printer number will be a four-digit number with the first three digits being the agency number.

- Selection options are available for financial reports that allow an agency to customize these reports by selecting the accounting period covered and the level of detail included. An agency can also specify the report creation frequency for all requestable reports.

- Options are also available that allow internal report distribution information to be included on the banner page of each report. This option can be used to facilitate report distribution when reports need to be routed to different locations within an agency.

The Report Request Table and Report Distribution Table are the two primary tables used in the STARS reporting process. The Report Request Table records are used to determine which requestable reports should be created. The Report Distribution Table records are used to determine where each report should be printed, the number of copies to be printed, and the distribution information to be printed on the banner page of each report. Each agency is responsible for determining which reports it needs and maintaining the necessary records in STARS to request and distribute these reports. Each agency should take the following steps:

- Designate one or more employees to maintain the agency's report request and distribution records in STARS. For efficient management of this process, an agency may want to limit the number of employees involved. *Agencies __without__ on-line access to STARS, contact the Customer Services Team in the Division of Accounts and Reports for assistance with report request and distribution record maintenance activities. Contact names and phone numbers are listed on the Training Objectives page.*

  Each employee responsible for maintaining the report request and distribution records will require a STARS Operator ID and password with update capability for the Report Request and Report Distribution tables. (Existing Operator ID's can be changed to include these update capabilities.) Obtain a STARS Operator ID and password from the Business Process Management Team in the Division of Accounts and Reports using form TM-96, STARS Sign-On Request. The TM-96 and completion instructions can be obtained from the Accounts and Reports web site *(http://da.state.ks.us/ar/forms/)*. If you have questions regarding form completion, contact Ken Hasenbank at (785) 296-2132. The completed form may be emailed to ken.hasenbank@state.ks.us.

- Periodically review agency reporting needs. Delete requests for reports that are no longer needed and add requests for new reports if needed. Report Distribution records should also be reviewed and deleted if no longer needed.

AGENCY REQUESTABLE REPORTS

STARS has a variety of financial and table listing reports available that each agency can choose to receive. To receive these reports, an agency must enter a Report Request record in STARS and complete the appropriate selection options fields. The selection options determine such things as the accounting period covered, the organization of the data in the report, and the report generation frequency. The selection options are report specific so the options available may vary from report to report.

The Division's web site training page (*http://da.state.ks.us/ar/training/starsrpt.htm*) contains information regarding agency requestable reports. The Index of Agency Requestable Reports lists each report an agency can request as well as the selection options that apply to each report. Individual Report Documentation can also be accessed from this page. This documentation shows a report's purpose, description, data source, required report options and permissible values, and comments for most of the available reports. These documents can be viewed or printed as needed. The list of agency requestable reports is also included in this document as Attachment I.

REPORT SELECTION OPTIONS

Selection options are available for each STARS requestable report. These options allow the user to specify how often a report should be generated, the accounting period covered, the level of detail for summarized financial information, and for selected reports, the ability to select a particular fund or general ledger account. The available selection options vary from report to report. If a selection option is available for a report, a valid value must be specified for that field.

The available selection options are listed below along with a discussion of what each option is and how it may be used. Specific values for each of these options are presented in the Report Request Table section beginning on page 16.

- **Period** – This option is used to select the accounting period for the specified financial information. The accounting period will be either the current month or the immediately preceding (prior) month.

  In STARS, transactions can only be posted to a month that is currently open for business. Generally, that month will be the current calendar month. However, on the last working day of a month, a new posting month is opened for business before the old month has been closed. This new month becomes the current month in STARS and the month that was previously the current month then becomes the prior month. The prior month generally remains open until the first or second working day in the new month except at the end of the fiscal year when it is kept open for approximately three weeks after the beginning of the new month. The time period when both the current and prior months are open is called the concurrent processing period.

The period selection option is generally used as follows:

Current Month (CM) option is used to request reports that contain financial information for the current posting month. This option is generally used when selecting daily transaction level reports or reports that contain summarized financial information that an agency uses to monitor spending authority or cash balances on a daily basis during the month.

Prior Month (PM) option is used to request reports that contain financial information for the prior posting month. This option is generally used when selecting summarized financial reports that show fund, account, or encumbrance status or revenue and expenditure summary reports as of the end of a month.

Because of the concurrent processing periods each month, a prior month report request may be needed to cover the accounting activity that occurs in the current month but is posted to the prior month. This requirement would apply to the daily transaction registers as well as to summarized financial reports that are used to monitor financial status on a day to day basis. In some cases, a prior month request can be permanently established while in other cases the prior month request must be requested at the beginning of the new month and then discontinued when the prior month has been closed.

- **Organization Level** – This option allows a user to select the level of agency organizational structure shown on a report. This option will cause the report data to be summarized at the selected level with appropriate page breaks and totals. This option allows central users to request reports that contain statewide data and have each agency's data be discretely displayed in the overall report. An agency can either choose to have the report data display by Division, if they have divisions established in STARS, or at the agency level. In addition, certain reports will allow the user to select Index Code as part of its organizational structure. The Index Code option would be appropriate for those agencies that assign their own unique index codes and need to obtain STARS reports that provide this level of detail.

  When selecting a particular level of detail, totals and page breaks will automatically be included on the report for all "higher" level options that are available.

- **Program Level** – This option allows a user to select the level of program detail shown on the report. Program Cost Accounts (PCA's) are cost center indicators used for budget purposes. (From a central accounting perspective, the PCA is the only program option that has any meaning.)

  When selecting a particular level of detail, totals and page breaks will automatically be included on the report for all "higher" level options.

- **Object Level** – This option allows a user to select the classification level of revenues or expenditures shown on the report. Object codes identify the type of revenue or expenditure. A user can select either the subobject level of detail or some higher summary level of detail. This option generally applies to revenue and expenditure reports.

Refer to Policy and Procedure Manual (PPM) filings 6,002 and 7,002 for a listing of the three levels of revenue and expenditure object code classifications. The PPM filings are available from the Accounts and Reports' web site *(http://da.state.ks.us/ar/ppm/)*.

When selecting a particular level of detail, totals and page breaks will automatically be included on the report for all "higher" level options.

- **Fund Level** – This option allows a user to either include or exclude fund level detail shown on the report. If no fund level option is selected, the financial information will be summarized across fund lines.

- **Special Selection 1** - This option has two purposes:

  On financial reports, it allows a user to select a single fund or all funds for inclusion on the report.

  On the DAFR8750, Descriptor Table Listing, a user can select inclusion of a particular descriptor table in the report.

- **Special Selection 2** – This option allows a user to select a single general ledger account number or all general ledger accounts for which information will be displayed on the report. General ledger account numbers describe the area of the financial statements to which the transaction pertains. Report DAFR8740, General Ledger to Transaction Cross-Reference, provides information about the relationship between transaction codes and general ledger account numbers.

- **Report Generate Date** - This option allows a user to specify when a particular report should be generated and printed. The available options are as follows:

  Specific Date – Used when requesting a report to be generated and printed on the date specified. The date must be either the current calendar date or a future date with the selected date being a day on which STARS is scheduled to be cycled. The Specific Date option can be used with any report request. Generally, it will be used when requesting reports on a one-time basis or when a report will be requested periodically on a schedule other than daily or monthly.

  Daily – Used when requesting a report to be generated each time the STARS system is cycled. Generally, the Daily generate option will be used when requesting daily transaction level reports or when selecting summarized financial reports that the agency uses to monitor the status of its funds or accounts on a daily basis throughout the month.

  Month – Used when requesting a report to be generated one time per month. Reports requested using this option will be printed after the close of the prior month. The Month option can only be used with reports that have been designated to be printed on a monthly basis. Generally, this option is used when requesting reports that show account, fund, or other financial status as of the end of the prior month. This option should be used in conjunction with "prior month" as the accounting period option.

- **Division / Bureau** – This option allows a user, in an agency with divisions established in STARS, to request a report that contains only information for a specified division. For agencies not using division designations, this option should be left blank.

FINANCIAL REPORTS

STARS has requestable reports that provide transaction level detail as well as reports that provide summarized financial information. These reports provide a wide variety of information that can assist agencies with monitoring and reconciling transactions, tracking spending authority and cash balances, and summarizing information for management purposes. Because STARS is designated as the official accounting system for the State of Kansas, these reports contain official records of each agency's financial activity.

The financial reports can be grouped into categories of related reports. The following information shows the category types and a brief summary of commonly requested reports in each category. *(**For a complete listing of available financial reports or more information on each report, access the Division's web site at http://da.state.ks.us/ar/training/starsrpt.htm.**)*

<u>**Transaction Level Reports**</u>

DAFR7680, Statement of Vouchers Paid – This report lists the voucher funding lines for each vendor to which a warrant was written in STARS during a calendar month. It provides information on actual payments to vendors and serves as a reference for inquiries regarding amounts paid and the date of the payments.
- Payments are displayed on the report in the month in which the warrant was written and not when the expenditure was recorded.
- When requested on a daily basis, the report is cumulative from the first day of the current calendar month through the current day. Agencies should not request both a daily and monthly report because the last daily report of a month will be the same as the monthly version of the report.
- Available report Selection Options include:

  Period, Organizational Level, Fund Level, Special Select 1, and Generate Date

DAFR8210, Appropriation Transaction Register – This report displays transaction level detail of transactions that post to selected STARS general ledger accounts. The general ledger accounts included are: 4001 – revenues; 5001 – expenditures; 5002 – firm encumbrances; 5003 – contingent encumbrances; 5010 – transfers in; 5011 – transfers out; and 5020 – appropriations. This report contains similar information to that in the DAFR8240, Daily Transaction Register report, but will not contain transactions that post to other STARS general ledger accounts. This report may be used to track individual transactions when reconciliation problems occur.

- Transactions displayed in the report are grouped by object code type (no object code, expenditure object codes, and revenue object codes), then sorted in object code order, and then the transactions are displayed by transaction ID within each object level. Totals are provided for each of the various grouping levels.

- If an agency wants to monitor transactions for both months during concurrent processing periods, a separate daily report request for the prior month must be established.
- Available report Selection Options include:

Period, Organizational Level, Fund Level, Special Select 2, and Generate Date

DAFR8220, Accounts Payable Aging – This report lists transactions for which a voucher payable has been established but a warrant has not yet been written. This report can be used to verify whether there are any warrants that have not been written at the end of a month that normally should have been. Situations that can cause this to happen include: (1) a payment has been matched for setoff against a debt owed to the state and the setoff has not been completed; or (2) an agency entered a due date on a transaction and the due date is still in the future.

- This report will print only if there are transactions to report. If the report is printed, the agency should contact the Audit Services Team in the Division of Accounts and Reports to determine what if anything needs to be done to clear the transaction(s).
- Available report Selection Options include:

Period, Organizational Level, Fund Level, and Generate Date

DAFR8240, Daily Transaction Register – This report consists of six registers that list transactions which processed on a given day. This report provides a primary source of information for monitoring and tracking transactions processed in STARS. It may be used to assist in the daily reconciliation of cash and appropriation balances.

- The six registers included in this report are as follows: (1) Budgetary; (2) Warrant; (3) Encumbrances; (4) Expenditures; (5) Revenue/receipts; and (6) General Journal. Each register will be generated only if there are transactions that processed that day.
- The registers will display only those transactions that have completed final processing in STARS. Transactions entered on-line but not released for final processing will not be included.
- Each transaction will appear on only one register. The Transaction Code Decision Table includes an indicator that specifies the register on which the transaction will be included.
- If an agency wants to monitor both months during concurrent processing periods, a separate daily report request for the prior month must be established.
- Available report Selection Options include:

Period and Generate Date

DAFR8420, Daily Warrant Register – This report lists STARS system warrants generated and electronic deposit payments made each day. The DAFR8420 is sorted in payment indicator order (centrally mailed warrants, agency mailed warrants, and electronic deposits), then by zip code for centrally mailed warrants, and then by current document number (voucher number). This report provides verification that all warrants generated were received and can serve as documentation for inquiries from vendors or other parties regarding amounts paid and when payments were made.

- Available report Selection Options include:

Organizational Level and Generate Date

DAFR8421, Daily Warrant Register – Current Document No. Order – This report lists STARS system warrants and electronic deposit payments made each day. The DAFR8421 is sorted by current document number (voucher number).

- Available report Selection Options include:

Organizational Level and Generate Date

Appropriation or Cash Status Reports

DAFR8010, Appropriation Status – The primary purpose of this report is to allow agencies to monitor their spending authority balances. This report displays the fiscal year-to-date spending authority balance for all agency budget units. For each budget unit, the report displays the appropriation/limitation, total expenditures, and unliquidated firm and contingent encumbrance balances. It also shows the unexpended spending authority balance and unencumbered spending authority balance on both a firm and contingent basis. For Appropriation Account Type two accounts (receipt/expenditure), total receipts are also shown and the available cash balance can be computed.

- The report is sorted by fund, budget fiscal year, and budget unit.
- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- If an agency wants to monitor spending authority status for both months during concurrent processing periods, a separate daily report request for the prior month must be established on the first working day of the new month. This request should be discontinued as soon as the prior month has been closed.
- The DAFR8101 contains identical spending authority information and also contains fund cash status information.
- Available report Selection Options include:

Period, Organizational Level, and Generate Date

DAFR8101, Daily Account Balances – This reports provides appropriation status information by budget unit and cash balance information by fund on a cumulative fiscal year-to-date basis. The primary purpose of this report is to allow agencies to monitor both spending authority and cash balances using one report.

- This report contains similar information to that contained in both the DAFR8010 and DAFR8120 reports and may be used in lieu of these two reports.
- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.

- If an agency wants to monitor spending authority and cash balances for both months during concurrent processing periods, a separate daily report request for the prior month must be established on the first working day of the new month. This request should be discontinued as soon as the month has been closed.
- Available report Selection Options include:

Period, Organizational Level, and Generate Date

DAFR8120, Cash Control Status – This report displays fund level available cash balances as well as receipts and disbursements on a cumulative month–to-date basis for funds designated as Appropriation Account Type one (expenditure only accounts). This report allows agencies to monitor fund cash balances. This report will not contain fund cash information for those funds established with budget unit level control. For these funds, cash information is shown on either the DAFR8010 or DAFR8101 reports.

- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- The disbursement field contains cash expenditure amounts plus the net firm encumbrance activity for the period. This field should not be used to reconcile expenditures.
- Available cash is book cash reduced by the amount of outstanding firm encumbrances.
- If an agency wants to monitor available cash for both months during concurrent processing periods, a separate daily report request for the prior month must be established on the first working day of the new month. This request should be discontinued as soon as the month has been closed.
- Available report Selection Options include:

Period and Generate Date

Expenditure Reports

DAFR8280, Expenditure Status by Organization and Object – This report provides summarized expenditure information for the month and fiscal year-to-date. It also provides outstanding encumbrance balances for the funding level selected. If an agency has entered an expenditure financial plan, the report will compare actual expenditures and outstanding encumbrances to the financial plan amounts and compute the amount still available under the financial plan. Financial plan amounts do not impact expenditure authority in STARS. This information is only for agency management purposes.

- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- Budget fiscal year is hard-coded as part of the report and cannot be changed.
- Budget Unit and PCA summary levels are not available for this report.
- This report provides an option to summarize data at the index code level. Agencies that assign their own index codes may want to select this report to track expenditures at the index code level.

- The financial plan transaction detail must be consistent with the report selection options used. For example, if fund level detail is selected on the report, the financial plan transactions must have included fund to be displayed correctly on the report.
- Available report Selection Options include:

Period, Organization Level, Object Level, Fund Level, and Generate Date

DAFR8290, Expenditures by Budget Unit, Program, and Object – This report provides summarized expenditure information for the month and fiscal year-to-date. It also provides outstanding encumbrance balances for the funding level selected. If an agency has entered an expenditure financial plan, the report will compare actual expenditures and outstanding encumbrances to the financial plan amounts and compute the amount still available under the financial plan. Financial plan amounts do not impact expenditure authority in STARS. This information is only for agency management purposes.

- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- Budget fiscal year and budget unit are hard-coded as part of the report and cannot be changed.
- The financial plan transaction detail must be consistent with the report selection options used. For example, if fund level detail is selected on the report, the financial plan transactions must have included fund to be displayed correctly on the report.
- Available report Selection Options include:

Period, Organization Level, Program Level, Object Level, Fund Level, and Generate Date

DAFR8360, Expenditures by Fund, Index, PCA, and Sub-Object – This report provides summarized expenditure information for the month and fiscal year-to-date.

- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- Budget fiscal year, budget unit, and PCA are hard-coded as part of the report and cannot be changed.
- This report provides an option to summarize data at the index code level. Agencies that assign their own index codes may want to select this report to track expenditures at the index code level.
- Available report Selection Options include:

Period, Organization Level, Object Level, Fund Level, and Generate Date

DAFR8790, Expenditures by Program and Object – This report provides summarized expenditure information for the month and fiscal year-to-date. It also provides outstanding encumbrance balances for the funding level selected. If an agency has entered an expenditure financial plan, the report will compare actual expenditures and outstanding encumbrances to the financial plan amounts and compute the amount still

available under the financial plan. Financial plan amounts do not impact expenditure authority in STARS. This information is only for agency management purposes.

- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- Budget fiscal year is hard-coded as part of the report and cannot be changed.
- The financial plan transaction detail must be consistent with the report selection options used. For example, if fund level detail is selected on the report, the financial plan transactions must have included fund to be displayed correctly on the report.
- Available report Selection Options include:

Period, Organization Level, Program Level, Object Level, Fund Level, and Generate Date

Revenue Reports

DAFR7570, Index Revenue Analysis – This report displays revenue transaction detail for the month and month and fiscal year-to-date revenue totals by index code and budget unit. This report can be used for general management information or to track individual transactions when reconciling problems occur.

- The report displays all transactions processed during a month that contained a revenue subobject code.
- Index Code and Budget Unit are hard-coded in the report and cannot be changed.
- Agencies that assign their own index codes may want to select this report if they need to track revenues at the index code level.
- The report will display only those transactions that have processed completely through STARS.
- This report cannot be selected on a daily basis.
- Available report Selection Options include:

Period, Organization Level, Fund Level, and Generate Date

DAFR8300, Revenue Status by Organization – This report provides summarized revenue information for the current month and fiscal year-to-date as well as the same information for the prior year month and fiscal year-to-date. If an agency has entered a revenue financial plan, the report will compare actual revenue to the financial plan amounts. Financial plan amounts are only used for agency management purposes.

- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- The financial data includes only those items that were posted to STARS general ledger account 4001. Some receipt or cash transfer transactions may not be included.
- The financial plan transaction detail must be consistent with the report selection options used. For example, if fund level detail is selected on the report, the financial plan transactions must have included fund to be displayed correctly on the report.

- Available report Selection Options include:

Period, Organization Level, Object Level, Fund Level, and Generate Date

DAFR8310, Revenue Plan Status by Program – This report provides summarized revenue information for the current month and fiscal year-to-date. If an agency has entered a revenue financial plan, the report will compare actual revenue to the financial plan amounts. Financial plan amounts are only used for agency management purposes.

- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- The financial data includes only those items that were posted to STARS general ledger account 4001. Some receipt or cash transfer transactions may not be included.
- The financial plan transaction detail must be consistent with the report selection options used. For example, if fund level detail is selected on the report, the financial plan transactions must have included fund to be displayed correctly on the report.
- Available report Selection Options include:

Period, Organization Level, Program Level, Object Level, Fund Level, and Generate Date

Encumbrance Report

DAFR8070, Encumbrance Status by Object – This report lists all outstanding encumbrance and pre-encumbrance documents. It also provides encumbrance activity information and balances. This report provides a way for agencies to monitor their outstanding encumbrances.

- The report reflects the impact of on-line entered transactions even if they haven't been released for final processing and have not yet appeared on the daily transaction registers.
- All encumbrances in the STARS Document File will appear on this report until they have been purged. Encumbrance records are purged when the current balance is $0.00 and the balance at the end of the prior two months was also $0.00.
- Available report Selection Options include:

Period, Organization Level, Fund Level, Special Select 2, and Generate Date

TABLE LISTING REPORTS

STARS has a variety of reports an agency may request to obtain non-financial information. These reports generally would be used to obtain reference information that might be used periodically. Reports would be requested only when the agency needed to obtain a more current list of information. Many of these reports contain information that is more readily available from other sources such as the chart of accounts or PPM filings. The following reports contain information that is not readily available from other sources and may be of value to agencies.

*(**For a complete listing of table listing reports, access the Division's web site at http://da.state.ks.us/ar/training/starsrpt.htm.**)*

> ***DAFR8500, Index Code Table Listing*** – For each index code, this report displays Index Code Table data which includes budget fiscal year, title, agency, division, budget unit and fund. This report might be useful if your agency establishes its own index codes. The report displays the Budget Unit to which it is linked.

> ***DAFR8640, Transaction Code Decision Table*** – For each transaction code, this report displays Transaction Code Decision Table data which includes coding requirements, general ledger postings, master file postings and comments. This report is useful as a reference document when trying to determine proper transaction code usage.

> ***DAFR8740, General Ledger to Transaction Code Cross-Reference*** – For each general ledger account, this report displays the transaction codes that post to that account. This report would be useful for an agency that wanted to analyze the relationship between the transaction codes and general ledger accounts.

> ***DAFR8760, Report Request Table Listing*** – This report lists each of the report request records for an agency contained in the STARS Report Request table. The report is sorted by agency number, requestor, and report number. It also displays the report selection options for each report request. This report could be useful in evaluating the need for existing or new report requests.

> ***DAFR8780, Report Distribution Table Listing*** – This report lists each of the report distribution records for an agency contained in the STARS Report Distribution table. The report is sorted by the report distribution control key (agency number, requestor, request number, report number, and distribution code). This report could be useful in maintaining report distribution records.

WHAT REPORTS DO I NEED

Each agency is responsible for determining which reports that it needs. In making this determination, an agency generally would need reports that: (1) provide a record of all its financial transactions; (2) would show that all warrants (or electronic payments) had been issued that should have been issued: (3) allow the agency to monitor spending authority and cash balances; (4) allow the agency to monitor the status of its encumbrances; and (5) provide other information that may be needed by the agency to adequately manage its financial affairs.

Reporting needs vary from agency to agency due to size, financial complexity, level of decentralization of agency operations, and differences in agency internal control and management procedures. However, certain reports generally will be needed by all agencies regardless of differences between agencies. At a minimum, we suggest the following reports be requested as a basic reporting package.

Transaction Level Reports

- *DAFR8220, Accounts Payable Aging* – Enter a prior month request to be printed monthly.

- *DAFR8240,Daily Transaction Registers* – Enter two requests - one for the current month and one for the prior month. Reports should be requested to print daily.

- *DAFR8420, Daily Warrant Register*
 or DAFR8421, Daily Warrant Register – Current Document Number Order – Enter a current month request to be printed daily. (Generally, only one of these two reports will be needed. However, both can be requested if needed.)

Appropriation or Cash Status Reports

- *DAFR8010, Appropriation Status*
and
    DAFR8120, Cash Control Status – Enter a prior month request for each report to be printed monthly.

OR

- *DAFR8101, Daily Account Balances* – Enter a prior month request to be printed monthly.

Expenditure Reports

- Choose one of the four reports that best meets your agency needs and enter a prior month request to be printed monthly. The following table summarizes the primary differences between the expenditure reports.

Data Included		DAFR8280	DAFR8290	DAFR8360	DAFR8790
Budget Unit		No	Yes	Yes	No
Index Code		Yes (O)	No	Yes (O)	No
PCA		No	Yes (O)	Yes	Yes (O)
Fund		Yes (O)	Yes (O)	Yes (O)	Yes (O)
Sub Object		Yes (O)	Yes (O)	Yes (O)	Yes (O)
Encumbrance Balance		Yes	Yes	No	Yes
Financial Plan		Yes	Yes	No	Yes
(O) = Optional data sort obtained by using report selection options.					

Revenue Reports

- *DAFR7570, Index Revenue Analysis*
or
    DAFR8300, Revenue Status by Organization – Enter a prior month request to be printed monthly.

Encumbrance Report

- ***DAFR8070, Encumbrance Status by Object*** – Enter a prior month request to be printed monthly.

Each agency can select as many versions of these reports or additional reports as needed. Other factors that an agency may wish to consider in determining if additional reports are needed include:

- *Other sources of information* – Agencies can obtain financial information through STARS on-line inquiry screens, through the Ad Hoc Reporting system, or from STARS data extracts. Information from these sources may be used in lieu of some STARS reports.

- *How Often is Information Needed* – If information is needed throughout the month, reports that are normally requested on a monthly basis can be requested on a daily or an as needed (specific date) basis.

- *Agency Financial Complexity* – Agencies with a more complex financial organization may want to request more than one version of a report with different report selection options or different reports. For example, if an agency uses index codes and PCA's for different purposes, the agency may want to select an expenditure report where index code is a primary sort and another expenditure report with PCA as a primary sort.

- *Concurrent Processing Considerations* – If an agency is monitoring available spending authority and cash on a daily basis, the agency will need to add a new daily report request(s) for the prior month at the beginning of the new month. These reports will then need to be discontinued as soon as the prior month has been closed.

- *Staff Locations* – If agency staff who use the reports are not centrally located, the agency may need to request more than one copy of a report so that each location can receive a copy.

STARS REPORTING PROCESS

The STARS reporting process involves two STARS tables, the Report Request Table and the Report Distribution Table. STARS matches the records in these tables to determine which reports to create, how often to create them, and where to print them. These tables also allow each agency to customize the level of financial detail in a report and to select the reporting period contained in financial reports. Each agency is responsible for entering and maintaining the records in these tables.

REPORT REQUEST TABLE

The Report Request Table is used to enter requests for financial and table listing reports an agency wishes to receive. A separate record must be entered for each desired report. If requesting more than one version of a report, a separate record is required for each version. Each record contains information that identifies the report being requested and contains selection options, which vary by report. The selection options are used to determine such things as when the report should be printed, the level of financial detail it should contain, and the accounting period covered.

Agencies with on-line access to STARS enter report requests using Screen 91 (S091), Report Request Table Maintenance. Access this screen by selecting REPORTING (R) on the STARS Main menu and then selecting Report Request Table Maintenance (91) from the STARS Reporting menu.

Paper users should request STARS reports by contacting the Customer Services Team of the Division of Accounts and Reports at 785-296-2311.

A screen-print of the Report Request Table and a description of each of the data fields follows:

```
EXTRA! E - CICSP                                                    _ □ ×

File  Edit  Transfer  Options  Connection  Macro  Window  Help
VER 3.0   S091                         STARS              05/28/99 01:26 PM
LINK TO:                         REPORT REQUEST TABLE


FUNCTION: a   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)


                              AGENCY: 173
                           REQUESTOR: kao
                          REQUEST NO: 01
                           REPORT NO: dafr8790


                              PERIOD: pm
                           ORG LEVEL: 0
                       PROGRAM LEVEL: 6
                        OBJECT LEVEL: 3
                          FUND LEVEL: 1
                  SPECIAL SELECTION 1:
                  SPECIAL SELECTION 2:
                REPORT GENERATE DATE: month_
                     DIVISION/BUREAU:




                       Aa    E CICSP         R 18 C 44        13:32    5/28/99
```

(1) *FUNCTIONS:*   Functions are available to select, add, change, delete, and navigate through the report request records. Enter the letter associated with the desired function and press the Enter key

> **A=ADD** - Use to add a new report request record to the table.
>
> **C=CHANGE** - Use to change a report request record. Only Selection Criteria fields can be changed using this function. To change a record, the record must first be recalled using the **Recall (R)** function.
>
> **D=DELETE** - Use to delete a report request record when the report is no longer needed. The record to be deleted must first be recalled using the **Recall (R)** function.
>
> *Each agency is responsible for keeping the table updated. Requests that are no longer needed should be deleted in a timely manner.*
>
> **N=NEXT** - Once a record has been recalled using the **Recall (R)** function, allows the user to access the next sequential report request record by changing the function to **N** and pressing the Enter key.
>
> **R=RECALL** - Use to recall a report request record. Enter the control keys (Agency, Requester, Request Number, and Report Number) for the request record to be recalled.

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Then press the Enter key. The control keys are listed on the banner page of each report. If the control key is not known, enter the agency number and press the Enter key. Change the function to **Next (N)**, and press the Enter key to scroll through the report request records until you find the desired record.

② *CONTROL KEY FIELDS:* The control key is a unique identifier for each report requested. Once entered, it cannot be changed. The record must be deleted and a new record added if one of the four elements needs to be changed. These fields are used in conjunction with the Report Distribution Request Table Control Key Fields to determine the report distribution.

AGENCY - This three-digit agency number automatically defaults to the user's security agency. Report requests are restricted to the user's security agency. This is a **required** field.

REQUESTOR - Enter an identifying code up to four characters in length. Both alpha and numeric characters are acceptable. This is an optional field.

This field can be an important element in setting up report request and distribution records when reports are to be printed at more than one location or distributed to more than one location within your agency.

Do not use agency number as the requestor code for requestable reports.

REQUEST NO - Enter a two-digit number. (The first digit can be a leading zero, as in 01.) This field allows the user to enter multiple requests for a report. This is an optional field unless more than one request is entered for a report <u>and</u> the Agency, Requestor, and Report Number fields are the same on each request.

REPORT NO - Enter the eight-character report identification number. The ID includes the "DAFR" followed by the four-digit report number. This is a **required** field.

③ *SELECTION CRITERIA FIELDS:* These fields provide the user with options on how the information in the report is presented. Not all options are available on all reports. The Index of Agency Requestable STARS Reports is available from the Accounts and Reports web site *(http://da.state.ks.us/ar/training/)*. This document lists the selection options available for the requestable reports. If an option is available, a valid value must be entered for that field. Valid values can be located in the Individual Report Documentation files that can also be accessed from the web site noted above.

PERIOD - Enter the two-digit period indicator, if applicable.

CM - Current Month. This option is used to request reports that contain financial information for the current posting month.

The current month option is generally used as follows:

- *With a "daily" Report Generate Date to obtain daily summarized financial reports that show financial status information as of the end of each day in the current month.*
- *With a "specific date" Report Generate Date to obtain summarized financial information as of the specified date in the current month. The date used must be either the current date or a future date on which STARS is scheduled to be cycled.*
- *With a "daily" Report Generate Date to obtain daily transaction level reports that show the transactions that posted in the current month for each day.*

PM - Prior Month. This option is used to request reports that contain financial information for the prior posting month.

The prior month option is generally used as follows:

- *With a "daily" Report Generate Date to obtain daily summarized financial reports, during concurrent processing periods, that show financial status information for the prior month as of the end of each day in the current month.*
- *With a "month" Report Generate Date to obtain summarized financial reports that show financial status information as of the end of the prior month.*
- *With a "daily" Report Generate Date to obtain daily transaction registers that show transactions processed in the current month but posted to the prior month during concurrent processing periods.*

ORG LEVEL – Some STARS financial reports provide a means to select the level of agency organizational structure shown on the report. Enter the appropriate number for the level of detail desired, if applicable.

0 - No organization detail. Information is displayed without agency, division, or index detail breaks.

1 - Agency. Information is displayed by agency with agency page breaks and totals. This level is beneficial for agencies with divisions when agency-wide information without division breaks is desired.

2 - Division. For those agencies with divisions established in STARS, information is displayed by division with page breaks by division and totals by division and agency.

6 - Index. Information is displayed by index code with page breaks and totals by index code, division and agency. Index codes, which are used on transaction documents, are subsets of a budget unit. If an agency's index codes and budget units are the same, this sort is not needed for those reports with a hard coded budget unit sort. This level is most useful for those agencies that assign their own index codes.

> ***When selecting a particular level of detail, totals and page breaks will automatically be included on the report for all "higher" level options.***

PROGRAM LEVEL - Some STARS financial reports provide a means to select the level of program detail shown on the report. Program Cost Accounts (PCA's), the most detailed program level, are cost center indicators used for budget purposes. Function and activity are summarization levels of the PCA's. Enter the level desired on the report, if applicable.

0 - No program detail. Information is displayed without program detail breaks. This option should be used when program level detail is not desired.

1 - Function. Information is displayed by the first two digits of the PCA, (This is the function.) with page breaks and totals by function.

2 - Activity. Information is displayed by the third and fourth digits of the PCA, (This is the activity.) with page breaks and totals by activity and function.

6 - PCA. Information is displayed by PCA with page breaks by PCA and totals by PCA, activity and function.

> ***When selecting a particular level of detail, totals and page breaks will automatically be included on the report for all "higher" level options.***

OBJECT LEVEL - Some STARS financial reports provide a means to select the classification level of revenues or expenditures shown on the report. Object codes identify the type of revenue or expenditure. Enter the expenditure or revenue object level of detail desired, if applicable. Refer to Policy and Procedure Manual (PPM) filings 6,002 and 7,002 for a listing of all levels of revenue and expenditure object codes. The PPM filings are available from the Accounts and Reports' web site *(http://da.state.ks.us/ar/ppm/)*.

0 - No object level. Information is displayed without object detail breaks. This option should be used when revenue or expenditure totals are desired without regard to object classifications.

1 - Object level 1. Information is displayed at the primary revenue or expenditure object classification, with totals by the primary classifications.

2 - Object level 2. Information is displayed at the intermediate revenue or expenditure object classification with totals by both the primary and intermediate classifications.

3 - Sub-object. Information is displayed at the revenue or expenditure sub-object code level with totals by primary, intermediate and sub-object classifications.

> *When selecting a particular level of detail, totals and page breaks will automatically be included on the report for all "higher" level options.*

FUND LEVEL - Some STARS financial reports provide a means to select the level of fund detail shown on the report. Enter the fund level of detail desired, if applicable.

0 - No fund detail. Information is displayed without fund breaks.

1 - Fund. Information is displayed by fund with page breaks and totals for each fund.

SPECIAL SELECTION 1 - If applicable, this field has two purposes.

- Some STARS financial reports provide a means to select a single fund for which information will be displayed. To display information for a single fund, enter the four-digit fund number. **ALL** should be used to obtain information for all funds within the agency.

- For DAFR8750, Descriptor Table Listing, enter the particular descriptor table desired in the format **DXX**, with **XX** being the table number.

SPECIAL SELECTION 2 - Some STARS financial reports provide a means to select a single general ledger account number for which information will be displayed. General ledger account numbers describe the area of the financial statements to which the transaction pertains. To display only a single general ledger account number's information, enter the four-digit general ledger account number and only information within that account will be displayed. **ALL** should be used to obtain information for all general ledger accounts within the agency. Request report DAFR8740, General Ledger to Transaction Cross-Reference, to obtain information about general ledger accounts.

REPORT GENERATE DATE - This is a **required** field that tells the system when to generate the requested STARS report.

Specific Date - Enter a six-digit date, in MMDDYY format, to generate a report on the date specified. The date must be either the current calendar date or a future date and a day on which STARS is scheduled to be cycled. The Specific Date option can be used with any report request. Generally, it will be used when requesting reports on a one-time basis or when a report will be requested periodically on a schedule other than daily or monthly.

Daily – Enter "daily" to generate a report each day that the system is cycled. Generally, the Daily generate option will be used when requesting daily transaction level reports or when selecting summarized financial reports which the agency uses to monitor the status of its funds or accounts on a daily basis throughout the month.

Month – Enter "month" to generate a report one time per month after the close of the month. The Month option can only be used in selecting reports that have been

designated to be printed on a monthly basis. Requests that use this option should also use "prior month" for the accounting period.

DIVISION/BUREAU - Several STARS financial reports provide a means to select the division whose information is to be shown on the report. For those agencies with divisions established in STARS, enter the two-digit division number, if applicable, and information for only that division is displayed. For agencies not using division designations, the field should be left blank.

REPORT DISTRIBUTION TABLE

The Report Distribution Table is used to enter report distribution records. The distribution records specify where each report is to be printed, the number of copies to print, and optionally, where in the agency the report should be delivered. A separate distribution record can be established for each report request, but this would be extremely cumbersome to manage and would require unneeded data entry. With planning by the agency, reports can be grouped and sent to similar destinations using a very few distribution records.

This table is used to direct the distribution of both requestable reports (financial and table listings) and control reports.

Agencies with on-line access to STARS enter report distribution records using Screen 95 (S095), Report Distribution Table. Access this screen by selecting REPORTING (R) on the STARS main menu and then selecting Report Request Table Maintenance (S095) from the STARS Reporting menu.

Much of the information from the Report Distribution Table appears on the banner page of each report and at the top of each page of the printed report.

Paper users should request STARS report distribution record changes by contacting the Customer Services Team of the Division of Accounts and Reports at 785-296-2311.

A screen-print of the Report Distribution Table and a description of each of the data fields follows:

```
EXTRA! E - CICSP                                                    _ □ ✕

File  Edit  Transfer  Options  Connection  Macro  Window  Help

 VER 3.0  S095                      STARS              05/28/99 01:36 PM
 LINK TO:                 REPORT DISTRIBUTION TABLE
 ACTIVE
 FUNCTION: a (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)


                              AGENCY: 173
                           REQUESTOR: kao
                          REQUEST NO:
                           REPORT ID:
                   DISTRIBUTION CODE: kao

                         DEVICE TYPE: RJE
                           DEVICE ID: 1736              (TID)
                              COPIES: 1
          NAME: kathy ogle
       ADDRESS: administration 355-s
          CITY: topeka
         STATE: ks
           ZIP: 66612
         PHONE: 913 296 2290
  INSTRUCTIONS:
 EFF START DATE:         EFF END DATE:
 Z26 RECORD NOT FOUND - NEXT RECORD RECALLED
 PLEASE ENTER FUNCTION
                          Aa    E CICSP        R 21 C 18      13:39   5/28/99
```

1 *FUNCTIONS:* Functions are available to select, add, change, delete, and navigate through the report distribution request records. Enter the letter associated with the desired function and press the Enter key.

A=ADD - Use to add a new report distribution record to the table.

C=CHANGE - Use to change a report distribution request record. To change a record, it must first be recalled using the **Recall (R)** function.

D=DELETE - Use to delete a report distribution record when it is no longer needed. The record to be deleted must first be recalled using the **Recall (R)** function.

> *Each agency is responsible for keeping the table updated. Records that are no longer needed should be deleted in a timely manner.*

N=NEXT - Once a record has been recalled using the **Recall (R)** function, allows the user to access the next sequential report distribution record by changing the function to **N** and pressing the Enter key.

R=RECALL - Use to recall a report distribution record. Enter the control keys (Agency, Requester, Request Number, Report Number, and Distribution Code) for the record to be

recalled. Then press the Enter key. The control keys are listed on the banner page of each report. If the control key is not known, enter the agency number and press the Enter key. Change the function to **Next (N)**, and press the Enter key to scroll through the report distribution records until you find the desired record.

2 *CONTROL KEY FIELDS:* The control key is a unique identifier for each report distribution record. Once entered, it cannot be changed. A record must be deleted and a new record added if one of the five elements needs to be changed. The first four fields are identical to the four key fields on the Report Request Table. These fields are used in conjunction with the key fields on the Report Request Table to determine the report distribution.

AGENCY - This three-digit agency number automatically defaults to the user's security agency. Report distribution requests are restricted to the user's security agency. This is a **required** field.

REQUESTOR - Enter the requestor code used in the Report Request Table for the reports that you want controlled by this distribution record. This is an optional field.

This field can be an important element in setting up report request and distribution records when reports are to be printed at more than one location or distributed to more than one location within your agency. See the Report Distribution Planning section beginning on page 28 for additional information.

Do not use agency number as the requestor code on distribution records that will be matched with report request table records. Agency number should only be entered as the requestor code on distribution records used in conjunction with control reports. See the STARS Control Report section beginning on page 34 for more information.

REQUEST NO - Enter a two-digit number or leave blank as appropriate. This field generally will be left blank unless the user wants the distribution record to match a specific report request record. In such cases, the Agency, Requestor, Request Number, and Report Id fields would be the same on both the report request and report distribution records.

REPORT ID - Enter the eight-character report identification number or leave blank as appropriate. The ID includes the "DAFR" followed by the four-digit report number. This field generally will be left blank unless the user wants the distribution record to match a specific report request record. In such cases, the Agency, Requestor, Request Number, and Report Id fields would be the same on both the report request and report distribution records.

DISTRIBUTION CODE - Enter up to a four-character code to further identify the distribution record key. The user may enter initials, agency number or any alpha or numeric code combination. This is a **required** field. The primary purpose of the Distribution Code is to allow multiple distribution records to be created that will route a report or group of reports to different print locations without having to enter a second set

of report requests. The STARS printed reports are sorted into agency number, distribution code, requestor, request number, and report ID order. Agencies can use the distribution code to facilitate the internal distribution of reports when reports need to be sent to multiple locations within the agency. See the Report Distribution Planning section on page 28 for more detailed information on how the distribution code can be used.

(3) *REPORT DISTRIBUTION OPTIONS:* These options provide instructions for the printing of the designated report.

DEVICE TYPE - Use to direct output to the desired output media. This is a **required** field.

SPL1 - Spool File 1. Reports are printed on letter-size paper centrally by DISC and the printed reports distributed to the agencies by Accounts and Reports.

RJE - Remote Job Entry. Reports are sent directly to an agency on-site printer. If this option is used, a Device ID must also be entered.

> *When evaluating the need for on-site report printing, an agency may want to consider which reports it needs, how quickly each report is needed, how many agency locations need the report, and the size of each report and how long will it take to print. Based on this evaluation, an agency can choose to have its reports printed centrally, at an on-site location(s), or a combination of both. On-site printing may be desirable for agencies located outside of Topeka or for those agencies that need to have reports delivered to multiple locations within the agency.*

DEVICE ID - When RJE is designated as the Device Type, this option is required. Enter the four-digit printer ID number assigned by DISC. The printer ID number will be a four-digit number with the first three digits being the agency number.

COPIES - Enter the number of copies desired. This is a **required** field.

(4) *DESTINATION INFORMATION:* The following fields are available for internal routing information once a report is received by the agency. These fields, if used, will print on the banner page for each report that is routed using the distribution record. The Division of Accounts and Reports' staff do not use this information when sending centrally printed reports to agencies. These are optional fields that agencies can use to enter any distribution information that they want, subject to the character limitations for each field.

NAME - Enter the name of the person/unit to receive the report, up to 60 characters.

ADDRESS - Enter the street address of the report destination, up to 60 characters.

CITY - Enter the city of the report destination, up to 20 characters.

STATE - Enter the state of the report destination, up to 12 characters.

ZIP - Enter the zip code of the report destination, up to 9 digits.

PHONE - Enter the telephone number of the individual to receive the report, up to 10 digits.

INSTRUCTIONS - Enter any special delivery instructions or other descriptive data, up to 40 characters.

⑤ *EFFECTIVE START AND END DATES:* Dates can be entered to control when the report distribution begins and/or ends. These are optional fields.

EFF START DATE - If desired, enter the date on which the report distribution request should take effect, in MMDDYY format. This field can generally be left blank.

EFF END DATE - If desired, enter the date on which the report distribution request should cease, in MMDDYY format. This field, in conjunction with the Effective Start Date field, may be used to establish a distribution path for selected reports for a limited amount of time, such as during concurrent processing periods, without having to add and delete the report requests each period.

REPORT GENERATION PROCESS

STARS uses the report request and report distribution records to determine which reports are to be created and where they should be printed. The programs that create STARS reports first select the report request records that identify the reports that have been requested. These records are selected based on the values in the Report Generate Date field. The programs then match the control key field values of each of these records (Agency, Requestor, Request No., and Report No.) to the corresponding control key field values of the report distribution records. STARS first looks for distribution request records where all four control key fields match those on the report request record. If a match is not made at this most detailed level, the programs continue trying to match the control field values by comparing fewer and fewer of the control key fields. The programs next compare the Agency, Requestor, and Report No. control key fields, then the Agency and Requestor fields, and finally only the Agency field. When a match is made at any one of these levels, the system attempts no further matching and distributes the report to print as indicated on the matched distribution request record or records. If no matches are made, one copy of the report will be printed centrally.

Batch jobs that generate STARS reports are run centrally. Report requests with a Report Generate Date of "Daily" or those with a specific date equal to the current calendar date are generated during the nightly STARS batch process. Report requests with a Report Generate Date of "Month" are generally created on the day after the month was closed. These reports are generally created on the second work day in the new month except for June when the monthly

indicated on the matched distribution request record or records. If no matches are made, one copy of the report will be printed centrally.

Batch jobs that generate STARS reports are run centrally. Report requests with a Report Generate Date of "Daily" or those with a specific date equal to the current calendar date are generated during the nightly STARS batch process. Report requests with a Report Generate Date of "Month" are generally created on the day after the month was closed. These reports are generally created on the second work day in the new month except for June when the monthly reports are created during the third week of July. Monthly report processing is reserved for reports that allow "Month" to be selected as the Report Generate Date.

Reports to be printed at an agency on-site printer are sent electronically to the printer designated on the report distribution record. This electronic distribution occurs at the time the reports are created. Daily and specific date reports should be received early in the morning following the batch cycle in which they are generated. Monthly reports are generally received during the day following the month end closing cycle.

Daily and specific date reports printed centrally are generally received by the Division of Accounts and Reports about 8:00 a.m. The reports are separated by agency and prepared for distribution to the respective agencies in a manner previously agreed upon. Distribution methods include U.S. mail, building mail, courier, or basket pick-up. These reports are generally available for distribution by 9:30 a.m. Monthly reports are generally received in the afternoon of the day following the close of the prior month. These reports are usually available for distribution the following morning using the same distribution methods as noted above.

Note: STARS reports are sorted into agency, distribution code, requestor, request number, and report ID order. If your agency needs to distribute reports to multiple locations within, you can use common distribution code and requestor values in the Report Distribution table to get the reports sorted in an order that facilitates internal agency report distribution.

REPORT DISTRIBUTION PLANNING

Each agency can use the flexibility provided in the STARS reporting process to set up report request and distribution records that are easily maintained and require a minimal number of records that must be entered. To create a distribution plan, an agency should first identify the reports they need and then review the reports to determine common distribution characteristics. Common distribution characteristics could include:

- *Print Location* – Are the reports to be printed centrally, remotely, or some combination of both?
- *Internal Report Distribution* – Where do the various reports need to go within the agency. Do all reports go to one location or do some reports need to go to different locations?
- *Number of Copies* – Do you need more than one copy of some reports?
- *Different Selection Options* – Do you need more than one version of a report?
- *Concurrent Processing Report Requests* – Do you need to set up additional report requests during the concurrent processing period each month?

Group the reports that have common distribution characteristics. Then create a separate distribution record for each group of reports.

The key to developing an efficient and easily maintained distribution process is the setup of the control keys of the report request and distribution records. While STARS provides a number of ways this can be done, the easiest method uses the Requestor fields as the primary field for linking the report requests to the distribution records. Under this approach, an agency would complete the Agency, Requestor, and Distribution Code fields on the Report Distribution record but leave the Request No. and Report ID fields blank. On the Report Request records to be tied to this distribution record, the agency would complete all four control key fields (Agency, Requestor, Request No., and Report No.) using the same Agency and Requestor values used on the distribution record. If an agency had multiple report groupings, a different Requestor would be used for each report grouping and related distribution record.

The following examples illustrate some of the common distribution plans an agency might use. In these examples, the column "RD Table" stands for the report distribution table and the column "RR Table" stands for the report request table. Only the fields critical to understanding the example logic are included for each table. Fields that don't apply to a particular table are shown as shaded boxes. The "X's" shown in certain fields indicate that a numeric value should be entered in the field.

All Reports Printed Centrally – Distribute to One Location in an Agency
Agency number 911 wants to have all of their STARS reports printed centrally. All reports will be distributed internally within the agency to the accounting office. This example is representative of the requirements for a majority of agencies. The following table shows how this can be accomplished.

	RD Table	RR Table
Agency:	911	911
Requestor:	ACCT	ACCT
Request No.:		XX
Report ID:		DAFRXXXX
Distribution Code:	ACCT	
Device Type:	SPL1	
Device ID:		
Copies:	1	
Name:	Accounting Office	

In this example, only one distribution record is needed because all reports will be printed at one print site and all reports go to the same location within the agency. By leaving the Request Number and Report ID fields on the Report Distribution record blank, all requests in the Report Request Table with the same agency and requestor values record will match to this distribution record and be printed and distributed as indicated on the record.

Reports Printed Both Centrally and Remotely – Distribute to One Location in Agency

Agency 911 reviewed its reporting needs and decided that it wanted to receive certain reports as early as possible each day. To meet this need, they established a remote printer in their agency to print these reports. The remaining reports should still be printed centrally and received through the normal report distribution process. All reports should be delivered to the accounting office. The following tables shows how this can be accomplished.

Centrally Printed Reports

	RD Table	RR Table
Agency:	911	911
Requestor:	CENT	CENT
Request No.:		XX
Report ID:		DAFRXXXX
Distribution Code:	ACCT	
Device Type:	SPL1	
Device ID:		
Copies:	1	
Name:	Accounting Office	

Remotely Printed Reports

	RD Table	RR Table
Agency:	911	911
Requestor:	RMTE	RMTE
Request No.:		XX
Report ID:		DAFRXXXX
Distribution Code:	ACCT	
Device Type:	RJE	

Device ID:	9110	
Copies:	1	
Name:	Accounting Office	

In this example, two distribution records are required – one for the reports to be printed centrally and one for those to be printed remotely at the agency's printer. The requests for reports to be printed centrally would use the same agency and requestor values shown on the distribution record set up for central report printing. The requests for the reports to be printed remotely would use the agency and requestor values shown on the distribution record set up for remote printing.

Reports Printed Centrally – Distribute Reports to Multiple Locations in Agency
Agency 911 has three offices – accounts payable, accounts receivable, and budget - that use various STARS reports. Each of the three groups maintains its reports separately from the other groups. To assist in the internal distribution of reports within their agency, the agency has decided to have different routing information for each group printed on the report banner pages. The following records could be used to accomplish this objective.

Centrally Printed Reports – Accounts Payable Office

	RD Table	RR Table
Agency:	911	911
Requestor:	APAY	APAY
Request No.:		XX
Report ID:		DAFRXXXX
Distribution Code:	APAY	
Device Type:	SPL1	
Device ID:		
Copies:	1	
Name:	Accounts Payable	

Centrally Printed Reports – Accounts Receivable Office

	RD Table	RR Table
Agency:	911	911
Requestor:	AREC	AREC
Request No.:		XX
Report ID:		DAFRXXXX
Distribution Code:	AREC	
Device Type:	SPL1	
Device ID:		
Copies:	1	
Name:	Accounts Receivable	

	RD Table	RR Table
Agency:	911	911
Requestor:	BUDG	BUDG
Request No.:		XX
Report ID:		DAFRXXXX
Distribution Code:	BUDG	
Device Type:	SPL1	
Device ID:		
Copies:	1	
Name:	Budget Office	

In this example, three distribution records would be required – one for each of the three offices in the agency. The report requests for each group would use the Agency and Requestor values from the appropriate distribution record. When the reports are printed, the banner page of each report would show the office name (and any other information that was entered on the distribution record fields for address, city, state, zip, phone, or instructions). In addition, because different distribution codes were used for each group, the printed reports for each group would be sorted together.

Reports Printed Centrally - Distributed to One Location in the Agency – Concurrent Processing Period Reports Needed
Agency 911's accounting office has all of their reports printed centrally. They want to receive several of the regular daily reports for the prior month during the concurrent processing periods that occur each month. Because there are several of these reports, they don't want to have to reenter the report requests each month. The following records show how this can be accomplished with minimal record changes.

Regular Daily Reports

	RD Table	RR Table
Agency:	911	911
Requestor:	ACCT	ACCT
Request No.:		XX
Report ID:		DAFRXXXX
Distribution Code:	ACCT	
Device Type:	SPL1	
Device ID:		
Copies:	1	
Name:	Accounting Office	

Concurrent Processing Period Reports

	RD Table	**RR Table**
Agency:	911	911
Requestor:	CONC	CONC
Request No.:		XX
Report ID:		DAFRXXXX
Distribution Code:	CONC	
Device Type:	SPL1	
Device ID:		
Copies:	1	
Name:	Accounting Office	
Eff Start Date	MMDDYY	
Eff End Date	MMDDYY	

In this example, two distribution records are required – one for the regular daily reports and one for those prior month daily reports that are wanted only for the concurrent processing period each month. As noted in the previous examples, the report requests in each group would use the same agency and requestor information used on the appropriate distribution record. The agency would enter the effective start date (in MMDDYY format) on the distribution record to be the first day on the new month. The effective end date should be entered as the second working day of the new month, except at fiscal year end. The start date of the first calendar day and end date of the second working day are recommended to minimize the chances a report would not be received if STARS experiences some unusual problem that would cause the normal processing schedules to be delayed.

Normally a prior month is closed on the night of the first working day in the new month. An agency would need to monitor the actual closing date. If STARS is closed on the first working day, the next day the agency should recall the concurrent processing distribution record and change the effective start and end dates for the next month. If the prior month in STARS is held open longer than the second working day, the effective end date would need to be changed as needed to ensure that the reports continue to be received until the month has been closed. At the end of the fiscal year, check the fiscal year-end processing schedule to see what effective end date should be used.

REPORT REPRINTING

Occasionally an agency may need to have a report reprinted. This situation can occur if a report got lost in the mail, is misplaced after being received, or if the report didn't print as expected at a remote printer. Any requested report can be reprinted if the agency notifies either the Division of Accounts and Reports or DISC Operations before 30 days have passed since the report should have printed. Timely requests to reprint missing reports is critical to getting the report reprinted. Only reports that were requested and generated can be reprinted. If a report was not requested it cannot be reprinted.

Remotely Printed Reports
If the agency requests a report reprint within 24 hours from the time the report failed to print, DISC can electronically re-send the report to the remote printer. If a report reprint request is not made within 24 hours, the report can still be reprinted but it will have to be printed centrally and mailed to the agency. Requests to reprint a report must be made before 30 days have passed from when the report should have been printed.

Centrally Printed Reports
Centrally printed reports can be reprinted if the agency makes the reprint request before 30 days have passed from the time the report should have been printed.

Reports Not Requested
If an agency meant to request a report but failed to enter a request in the report request table, no report will be created so it cannot be reprinted. Daily reports cannot be created for a day that has already past. However, reports wanted on a monthly basis can still be created after the monthly reports have been printed. An agency can enter a prior month request for a particular month until the subsequent month has been closed. For example, an agency wanted a particular expenditure report for the month of January but forgot to enter the report request. The agency can still get this report if they enter the prior month report request by the last day of February. The request should be entered using a specific date (current calendar date) as the report generate date.

Requesting a Report Reprint
Contact either DISC Operations directly or contact Ken Hasenbank of the Business Process Management Team in the Division of Accounts and Reports. Ken can be reached by phone at (785) 296-2132 or by email at ken.hasenbank@state.ks.us. To request a reprint of a report, provide the following information: report ID number, report date, whether the report is a monthly or daily report, and the report request number if more than one request for the report exists in the Report Request Table. If the reprint request is made timely, the report will either be re-sent electronically to the agency's remote printer or it will be printed centrally and mailed to the agency.

STARS CONTROL REPORTS

STARS creates control reports during each batch cycle. These reports primarily provide internal control information about the status of batches and transactions that are being processed. Attachment II lists 11 control reports that are created and available to agencies.

Due to the nature of these reports, the need for these reports will likely vary considerably from agency to agency. Historically, a significant majority of agencies have found they are able to obtain the needed control information from other sources and need few, if any, of these reports. Each agency is responsible for determining which, if any, of these reports are needed.

Control reports are created automatically by STARS. As a result, no report request record will exist in the Report Request Table. The distribution of these reports is controlled by records in the Report Distribution Table. The logic used in the distribution process is similar to that used for the requestable reports. When setting up a Report Distribution Table record for control reports, the Agency and Requestor field values **must be** the three-digit agency number.

Because most agencies choose to receive few, if any, control reports, the easiest way to set up the Report Distribution Table is to create one distribution record to direct the unwanted reports to one print site and then set up separate distribution records for each report that is wanted. To make this process work, a "dummy" nonexistent print site has been created to which the unwanted reports can be sent. This print site is designated on the Report distribution record using a Device Type of RJE and a Device ID of 1734. (Note: the opposite logic could be used if an agency wanted to receive a majority of the reports. One distribution record could be set up to receive all wanted reports and then separate distribution records set up for each report that was not wanted.)

The following examples illustrate how the distribution records can be set up to meet different requirements.

No Control Reports Desired
Agency 911 decided that they didn't want to receive any of the control reports. To accomplish this goal, one distribution record must be set up.

	RD Table
Agency:	911
Requestor:	911
Request No.:	
Report ID:	
Distribution Code:	DMMY
Device Type:	RJE
Device ID:	1734
Copies:	1

In this example, using the agency number as the value in both the Agency and Requestor fields will cause all of the control reports to match to this distribution record. This will result in the control reports being sent to the nonexistent print site so they are not printed.

Agency 911 decided they would like to receive one of the control reports. This control report should be printed centrally. To accomplish this goal, two distribution records are required.

	RD Table – Record 1	RD Table – Record 2
Agency:	911	911
Requestor:	911	911
Request No.:		
Report ID:		DAFRXXX
Distribution Code:	DMMY	CONT
Device Type:	RJE	SPL1
Device ID:	1734	
Copies:	1	1

In this example, the second distribution record will direct the one control report to be printed centrally (SPL1). This occurs because the match for this report uses the Agency, Requestor, and Report ID fields. The remaining control reports will match to the less-specific first distribution record number based on only the Agency and Requestor fields. These reports will be sent to the nonexistent printer so they will not be printed. For each additional control report that the agency might want, a new distribution record for the specific report would need to be entered into the Report Distribution Table.

Agency Requestable STARS Reports

Report Selection Options

Generate Date

Report No.	Title	Period	Org Level	Program Level	Object Level	Fund Level	Special Select 1	Special Select 2	Daily	Month	Specific Date
				FINANCIAL REPORTS							
Transaction Level Reports											
DAFR7680	Statement of Vouchers Paid	X	X			X	X		X	X	X
DAFR7710	Cash Transactions by Fund	X							X	X	X
DAFR8110	Treasurer Cash by Fund, Agency, and Batch 000	X	X			X			X		X
DAFR8210	Appropriation Transaction Register	X	X			X		X	X	X	X
DAFR8220	Accounts Payable Aging	X	X			X			X	X	X
DAFR8240	Daily Transaction Registers	X							X		X
DAFR8420	Daily Warrant Register		X						X		X
DAFR8421	Daily Warrant Register - Current Document No. Order		X						X		X
Appropriation or Cash Status Reports											
DAFR8010	Appropriation Status	X	X						X	X	X
DAFR8020	Appropriations in Deficit Position	X	X						X	X	X
DAFR8101	Daily Account Balances	X	X						X	X	X
DAFR8120	Cash Control Status	X							X	X	X
Expenditure Reports											
DAFR8280	Expenditure Status by Organization and Object	X	X		X	X			X	X	X
DAFR8290	Expenditures by Budget Unit, Program, and Object	X	X	X	X	X			X	X	X
DAFR8360	Expenditures by Fund, Index, PCA, and Sub-Object	X	X		X	X			X	X	X
DAFR8790	Expenditures by Program and Object	X	X	X	X	X			X	X	X
Revenue Reports											
DAFR7570	Index Revenue Analysis	X	X			X				X	X
DAFR8300	Revenue Status by Organization	X	X		X	X			X	X	X
DAFR8310	Revenue Plan Status by Program	X	X	X	X	X			X		X
Encumbrance Report											
DAFR8070	Encumbrance Status by Object	X	X			X		X	X	X	X

Report No.	Title	Period	Org Level	Program Level	Object Level	Fund Level	Special Select 1	Special Select 2	Daily	Month	Specific Date
General Ledger Reports											
DAFR8160	Trial Balance by Fund	X	X			X	X		X	X	X
DAFR8170	Trial Balance by General Ledger Category	X	X		X	X	X		X	X	X
DAFR8180	Trial Balance by Transaction Code	X				X	X		X	X	X
DAFR8250	General Ledger Account Analysis	X	X			X	X	X	X	X	X
Grant and Project Reports											
DAFR7540	Grant Expenditure Analysis	X	X	X	X	X			X		X
DAFR7545	Grant Revenue Analysis	X	X	X	X	X			X		X
DAFR7660	Project Expenditure Analysis	X	X	X	X	X			X		X
DAFR7840	Project Revenue Analysis	X	X	X	X	X			X		X
DAFR7850	Grant Status Report	X							X		X
DAFR8130	Project Status Report	X							X		X
DAFR8230	Grant Transaction Analysis	X							X		X
DAFR8260	Project Transaction Analysis	X							X		X

TABLE LISTINGS

Report No.	Title	Period	Org Level	Program Level	Object Level	Fund Level	Special Select 1	Special Select 2	Daily	Month	Specific Date
DAFR6640	Organization Hierarchy								X		X
DAFR6650	Object Hierarchy								X		X
DAFR8500	Index Code Table Listing								X		X
DAFR8540	Budget Unit Table Listing								X		X
DAFR8560	PCA Table Listing Report								X		X
DAFR8580	Project Control Table Listing								X		X
DAFR8590	Grant Control Table Listing								X		X
DAFR8620	System Management Table Listing								X		X
DAFR8640	Transaction Code Decision Table								X		X
DAFR8740	General Ledger to Transaction Code Cross Reference								X		X
DAFR8750	Descriptor Table Listing						X		X		X
DAFR8760	Report Request Table Listing								X		X
DAFR8780	Report Distribution Table Listing								X		X

X = Selection option applies to the report.

DAFR1001, STARS Input & Classification Activity Report - This internal STARS system report provides batching agencies the assurance that transactions submitted for processing are accounted for after input program processing has been completed. It also displays the number of accounting transactions output to other STARS processing programs.

DAFR1041, Batch Input Summary - This report provides batching agencies with a summary level review of the batches that were input on a given date. Information displayed includes the batch identification and entered, computed and variance counts and amounts. Separate report pages are included for (1) suspended batches, (2) rejected batches, and (3) batches entered online, submitted electronically, or system generated.

DAFR2001, STARS Error Correction Report - Activity Report - This report lists error correction transactions for a given batching agency and date entered by auditors in the Division of Accounts and Reports through STARS Screen 54, Enter Error Correction Transactions.

DAFR2002, STARS Error Correction Report - Activity Summary - This report provides a summary count of error correction transactions, releases and deletions made by auditors in the Division of Accounts and Reports from STARS Screen 54, Enter Error Correction Transactions.

DAFR2003, Detail of Records Deleted - This report lists transactions deleted through the STARS Screen 54 error correction process for a given date. It does not include deletion of on-line entered transactions.

DAFR7101, Transaction Activity - This report lists the transactions that were released and posted for a given date and batching agency. Transactions are listed by batch ID and sequence number in the batch. The information included in this report is similar to that in the DAFR8240, Daily Transaction Registers.

DAFR7131, Posted Transaction Summary - This report provides summary information for each batch that was released and posted for a given date.

DAFR8001, STARS Edit Activity Reject Report - This report shows transaction level detail for rejected batches or transactions for a given date. This report can be used to determine which batches or transactions must be corrected and resubmitted as input to STARS.

DAFR8002, STARS Edit Activity Error Report - This report lists those transactions that suspended due to errors that were encountered during the posting process or transactions that posted but received warning errors during the posting process. The error condition for each transaction is displayed on the report. Transactions that suspend must be corrected before the posting process can be completed.

DAFR8003, STARS Edit Activity Turnaround Report - This report lists the transactions that suspended due to posting errors (report does not include transactions that posted with warning errors) and provides space on the report where the needed corrections can be recorded.

DAFR8004, STARS Error File Update Report Activity Summary - This report provides a summary count of error file transactions by category. It shows how many error transactions remain to be corrected and if any rejected transactions occurred that will require re-submission to STARS.