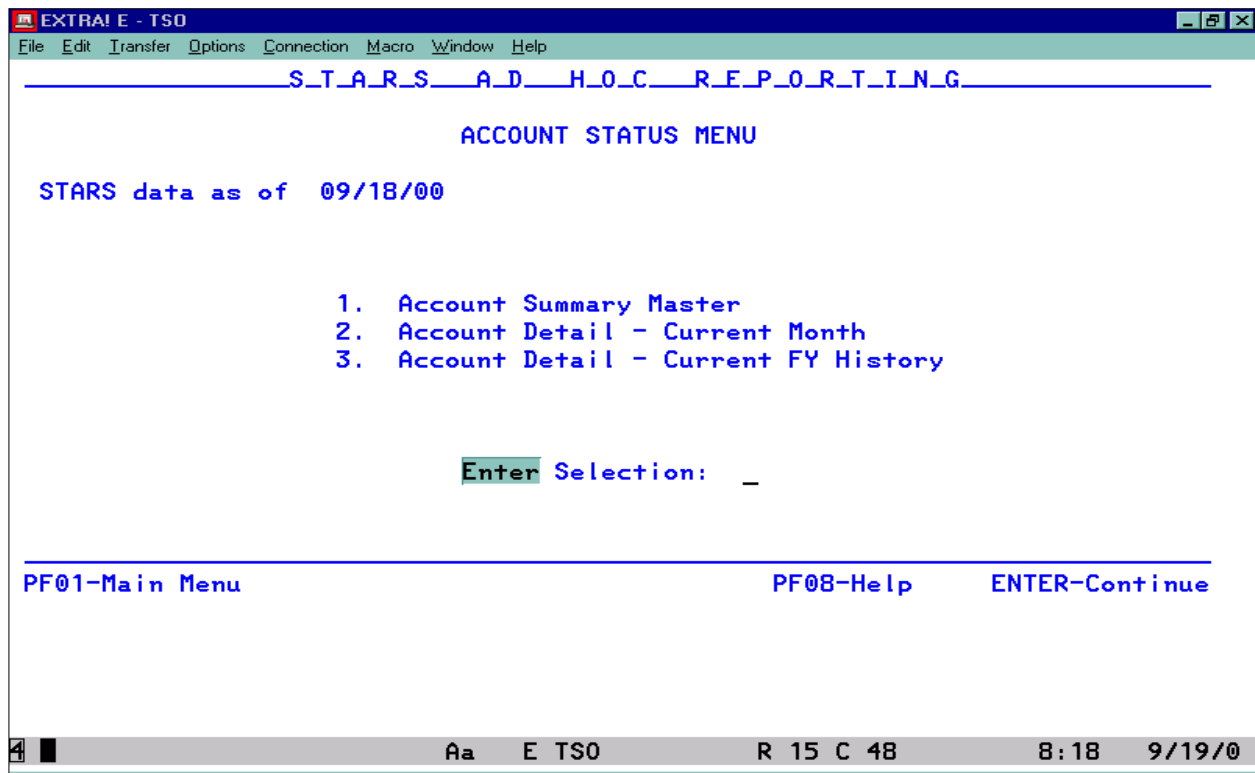
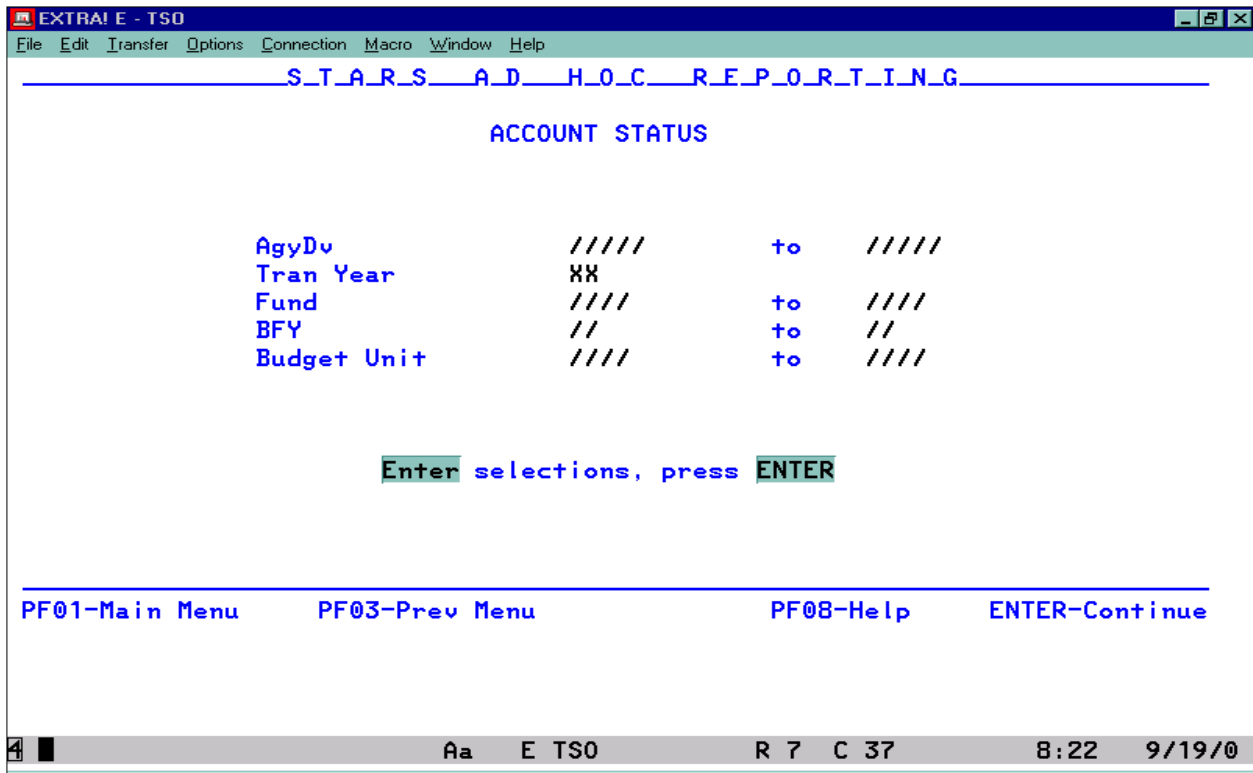


Appendix A Account Status



- Account Status menu selections provide access to summarized account level information where Agency, Division, Fund, Budget Unit, and Budget Fiscal Year data elements identify accounts. Information provided includes appropriations, receipts (for receipt / expenditure accounts only - Appropriation Account Type 2), expenditures, and firm and contingent encumbrances. The data is based on STARS Appropriation File data.
- To access the Account Status option, key a 1 in the Enter Selection field on the Main Menu and press the Enter key. The above Account Status Menu will display.
- The Account Status Menu shows the date of the most recent STARS data that has been added to the STARS Ad Hoc files.
- To access one of the Account Status Menu options, key the desired option number in the Enter Selection Field and press the Enter key. Option number three, Account Detail - Current Fiscal Year History, is not available.

Appendix A-1 Account Summary Master



➤ The Account Summary Master shows account status on a fiscal year-to-date basis. Data is available for the current and prior fiscal years.

➤ Status Menu and Report Data Elements

Note: the values in first column are as follows:

B: Data element included on both the status menu and the report result;

R: Data element included on report result only;

S: Data element on status menu only.

B AgyDv The three-digit Agency Number and two-digit Division Number as recorded in the Chart of Accounts. If an agency does not have Divisions, enter two zeroes for the Division Number.

S Tran Year The transaction year you wish to select. Transaction year corresponds to fiscal year. *This is a required field.*

B	<u>Fund</u>	The four-digit fund number.
B	<u>BFY</u>	The two-digit Budget Fiscal Year. The budget fiscal year relates to the fiscal year in which the account was created which is not necessarily the same as transaction year.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
R	<u>Appropriation/ Limitation</u>	The net amount appropriated or the spending limit established by the Legislature for the account.
R	<u>Receipts</u>	For Appropriation Account Type 2 - budget unit control, the total amount of receipts recorded in the account. Note: The AE≅ which follows the receipts column for some records stands for AExpenditure Only accounts (Appropriation Account Type 1 – fund level control). For these accounts, receipts are recorded at the fund level and not displayed here.
R	<u>Expenditures</u>	The total amount of expenditures recorded in the account.
R	<u>Account Clas Cd</u>	A variety of codes from the STARS Budget Unit Table and Appropriation File. The first digit is the appropriation account type. Values are: 1 = Expenditure Only; 2 = Receipt / Expenditure. Disregard the other codes in this field.
R	<u>AL</u>	The appropriation type established for the account. Values are 1= Appropriated; 2= Limited; and 3= No Limit.
R	<u>Unexpended Balance</u>	The remaining spending authority balance.
R	<u>Firm Encumbrances</u>	The total amount of firm encumbrances outstanding in the account.
R	<u>Cont Encumbrances</u>	The total amount of contingent encumbrances outstanding in the account.
R	<u>Net Transfers</u>	The net amount of appropriation transfers between budget units. The impact of any transfers is included in the appropriation/limitation field.
R	<u>Close Date</u>	The date the account was closed.
R	<u>Last Proc Date</u>	The date the last transaction was recorded in the account.

Appendix A – 2 Account Detail - Current Month

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                ACCOUNT STATUS

AgyDv           XXXXXX
Fund            ////      to   ////
BFY            //      to   //
Budget Unit    ////      to   ////

Enter selections, press ENTER

PF01-Main Menu  PF03-Prev Menu  PF08-Help  ENTER-Continue

Aa  E TSO  R 8 C 37  8:27  9/19/0
  
```

- Account Detail - Current Month shows account activity for the current month-to-date.
- Status Menu and Report Data Elements

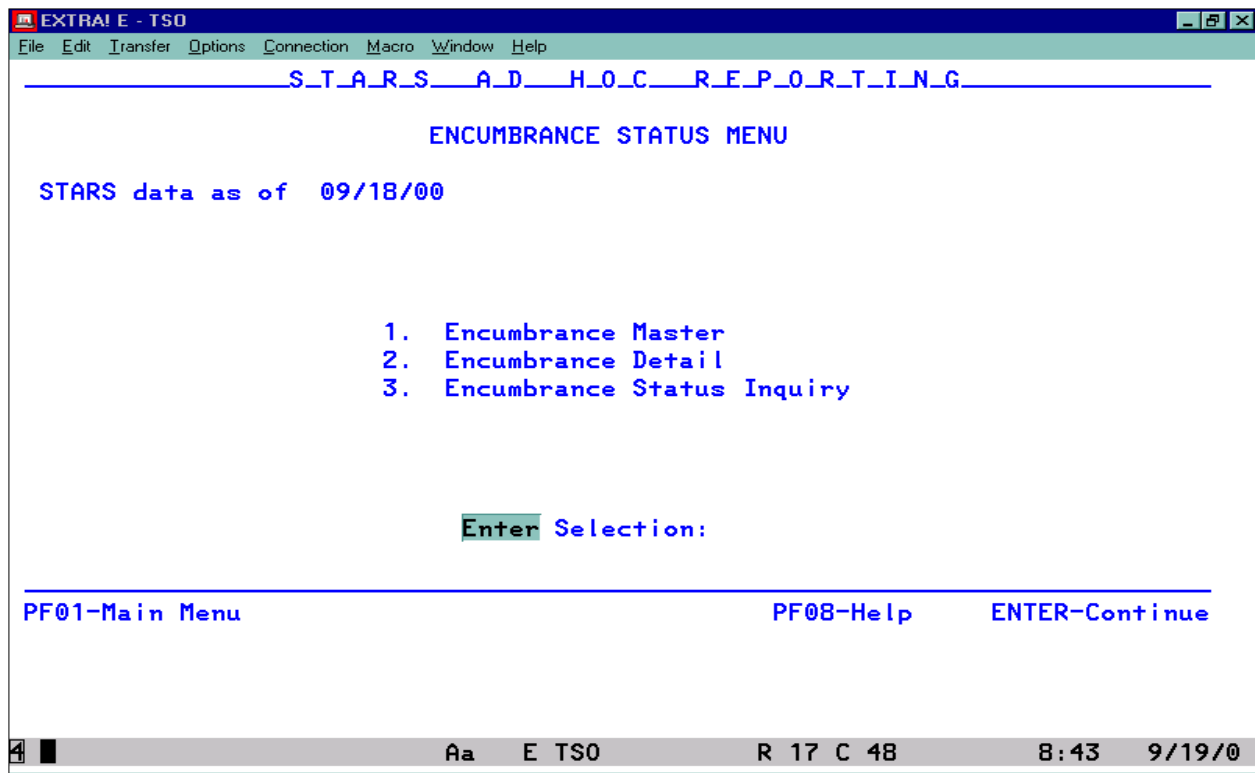
Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

- B** AgyDv The three-digit Agency Number and two-digit Division Number as recorded in the Chart of Accounts. *This is a required field.*
- B** Fund The four-digit fund number

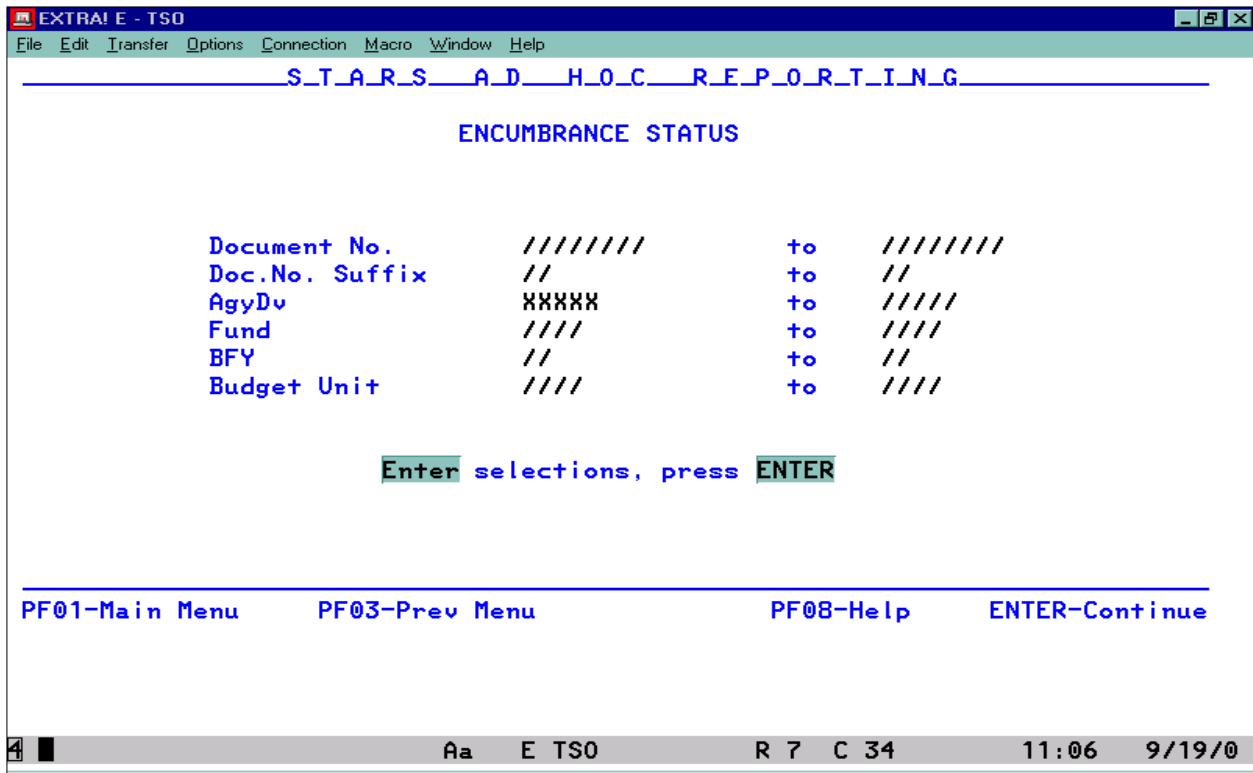
B	<u>BFY</u>	The two-digit Budget Fiscal Year. The budget fiscal year relates to the fiscal year in which the account was created which is not necessarily the same as the transaction year.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
R	<u>Mo</u>	A two-digit number which represents the month of the year, e.g. January = 01 and December = 12.
R	<u>Receipts</u>	For receipt expenditure accounts (appropriation account type 2), the net amount of receipts recorded in the account for the month-to-date. Note: The AE≡ which follows the receipts column for some records stands for AExpenditure Only≡ accounts (appropriation account type 1). For these accounts, receipts are recorded at the fund level and not displayed here.
R	<u>Expenditures</u>	The net amount of expenditures recorded in the account for the month-to-date.
R	<u>Appropriation/ Limitation</u>	The net amount of appropriation transactions recorded in the account for the month-to-date.
R	<u>Firm Encumbrances</u>	The net change to firm encumbrance balances resulting from transactions recorded in the account for the month-to-date. Positive amounts show increases in encumbrance balance and negative amounts show liquidations or other decreases in encumbrance balance.
R	<u>Cont Encumbrances</u>	The net change to contingent encumbrance balances resulting from transactions recorded in the account for the month-to-date. Positive amounts show increases in encumbrance balance and negative amounts show liquidations or other decreases in encumbrance balance.
R	<u>Net Transfers</u>	The net amount of appropriation transfers between budget units recorded in the account for the month-to-date. Net transfers are also included in the appropriation / limitation field.

Appendix B Encumbrance Status



- The Encumbrance Status option provides access to encumbrance status information at the document suffix detail level. Information available includes funding source, encumbrance amount, adjustments, liquidations, and balance. The data is based on the STARS Document File.
- To access the Encumbrance Status option, key a 3 in the Enter Selection field on the Main Menu and press the Enter key. The above Encumbrance Status Menu will display.
- The Encumbrance Status Menu shows the date of the most recent STARS data that has been added to the STARS Ad Hoc files.
- To access one of the Encumbrance Status Menu options, key the desired option number in the Enter Selection field and press the Enter key.

Appendix B - 1 Encumbrance Master



➤ The Encumbrance Master shows the original encumbrance amount, liquidations, adjustments, and remaining balance at the document suffix level. This information can be totaled at the document level. Liquidation and adjustment amounts are shown for both the current and prior months.

➤ Status Menu and Report Data Elements

Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

B Document No. The eight-character encumbrance (document) number from the original document that created the encumbrance. Valid prefixes are A, B, and C. See Attachment II for prefix meanings.

B	<u>Doc. No. Suffix</u>	The two-digit number that identifies the funding line from the original encumbrance document.
B	<u>AgyDiv</u>	The three-digit Agency and two-digit Division number. If an agency does not have Divisions, enter two zeroes for the Division number. <i>This is a required field.</i>
B	<u>Fund</u>	The four-digit Fund number.
B	<u>BFY</u>	The two-digit Budget Fiscal Year. The budget fiscal year relates to the fiscal year in which the account was created which is not necessarily the same as transaction year.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
R	<u>F / C</u>	A code used to identify whether an encumbrance is firm or contingent. An AF≡ denotes firm and a AC≡ denotes a contingent encumbrance.
R	<u>Create Date</u>	The date the encumbrance was created in STARS.
R	<u>Document Amount</u>	The amount of the original encumbrance.
R	<u>Liquidations Current Mo</u>	The dollar amount of encumbrance liquidations posted in the current month. Liquidations include payments against the encumbrance as well as encumbrance cancellations.
R	<u>Liquidations Prior Mo</u>	The total dollar amount of encumbrance liquidations that have posted prior to the current month.
R	<u>Adjustments Current Mo</u>	The net amount of adjustments, both increases and decreases, posted to the encumbrance in the current month.
R	<u>Adjustments Prior Mo</u>	The net amount of adjustments, both increases and decreases, posted to the encumbrance prior to the current month.
R	<u>Outstanding Bal.</u>	The current balance remaining on the encumbrance.
R	<u>Last Proc Date</u>	The date a transaction was last posted to the encumbrance.
R	<u>Close Date</u>	The date the encumbrance was closed. This date will exist only if a final payment with a modifier of AF≡ was processed against the encumbrance.

Appendix B - 2 Encumbrance Detail

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
ENCUMBRANCE STATUS

AgyDiv          XXXXXX
Document No.    ////////// to //////////
Doc.No. Suffix  //          to //
Fund            ////          to ////
BFY             //          to //
Budget Unit     ////          to ////

Enter selections, press ENTER

PF01-Main Menu  PF03-Prev Menu  PF08-Help  ENTER-Continue

Aa  E TSO  R 7  C 37  11:11  9/19/0

```

- The Encumbrance Detail shows the outstanding encumbrance balance at the document suffix level. The PCA Number and Expenditure Subobject detail is also included in these records.
- Status Menu and Report Data Elements

Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

- B** AgyDiv The three-digit Agency and two-digit Division number. If an agency does not have Divisions, enter two zeroes for the Division number. *This is a required field.*

B	<u>Document No.</u>	The eight-character encumbrance (document) number from the original document that created the encumbrance. Valid prefixes are A, B, and C. See Attachment II for prefix meanings.
B	<u>Doc. No. Suffix</u>	The two-digit number that identifies the funding line from the original encumbrance document.
B	<u>Fund</u>	The four-digit Fund number.
B	<u>BFY</u>	The two-digit Budget Fiscal Year. The budget fiscal year relates to the fiscal year in which the account was created which is not necessarily the same as transaction year.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
R	<u>PCA No</u>	The five-digit Program Cost Account number.
R	<u>Exp Subj</u>	The four-digit Expenditure Subobject code.
R	<u>Outstanding Amount</u>	The remaining balance of the encumbrance.
R	<u>Close Date</u>	The date the encumbrance was closed. This date will exist only if the agency processed a final payment with a modifier of AF≅.

Appendix B - 3 Encumbrance Status Inquiry

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
ENCUMBRANCE STATUS

AgyDiv          XXXXXX
Document No.    ////////// to //////////
Doc.No. Suffix  //           to //
Fund            X///         to ///
BFY             //           to //
Budget Unit     ////         to ////

Enter selections, press ENTER

PF01-Main Menu  PF03-Prev Menu  PF08-Help  ENTER-Continue

4 | Aa E TSO R 7 C 37 13:25 9/19/0

```

- The Encumbrance Status Inquiry displays a combination of information from the Encumbrance Master and Encumbrance Detail screens in a report format. The information obtained through this selection option can not be manipulated.

➤ Status Menu Data Elements

AgyDiv The three-digit Agency and two-digit Division number. If an agency does not have Divisions, enter two zeroes for the Division number. *This is a required field.*

Document No. The eight-character encumbrance (document) number from the original document that created the encumbrance. Valid prefixes are A, B, and C. See Attachment II for prefix meanings.

Doc. No. Suffix The two-digit number that identifies the funding line from the original encumbrance document.

Fund The four-digit Fund number.

BFY The two-digit Budget Fiscal Year. The budget fiscal year relates to the fiscal year in which the account was created which is not necessarily the same as transaction year.

Budget Unit The four-digit Budget Unit number.

< Report Field Data Elements - Same elements as used in the Encumbrance Master and Encumbrance Detail options. (See the following screen print for format.)

<

```

EXTRA I E - TSO
File Edit Transfer Options Connection Macro Window Help
PAGE 1
ENCUMBRANCE STATUS INQUIRY REPORT
STARS EXTRACT DATA AS OF 09/19/00 PRODUCTION DATE: 09/19/00
PRODUCTION TIME: 13.28.50

DETAIL
SUFFIX PCA NO EXP SOBJ AMOUNT
01 87010 2430 .00
02 87110 2430 .00
03 87120 2430 .00

MASTER
DOC NO C0001795 LIQUIDATIONS
ACCT NO 17300 1000 00 0330 PRIOR TO CURR MO -3,335.00
CREATE DATE 99/09/29 CURRENT MONTH .00
DOC AMOUNT $3,335.00
AMT OUTSTAND .00 ADJUSTMENTS
FIRM/CONT F PRIOR TO CURR MO .00
LAST PROC DATE 00/08/15 CURRENT MONTH .00
CLOSE DATE 00/08/15
MORE
Aa E TSO R 24 C 2 13:34 9/19/0
    
```

Appendix C Expenditure Status

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                EXPENDITURE STATUS MENU

                AgyDv          _/_/_/_/   to   _/_/_/_/
                Trans Year      XX          to   _/_/_/_/
                Fund            _/_/_/_/   to   _/_/_/_/
                BFY             _/_/_/_/   to   _/_/_/_/
                Budget Unit     _/_/_/_/   to   _/_/_/_/
                PCA Number      _/_/_/_/   to   _/_/_/_/
                Expend S0bj     _/_/_/_/   to   _/_/_/_/

                Enter selections, press ENTER

-----
PF01-Main Menu   PF03-Prev Screen   PF08-Help   ENTER-Continue

4 | Aa E TSO R 7 C 38 13:37 9/19/0
  
```

- The Expenditure Status option provides access to expenditure information summarized for each Agency, Division, Fund, Budget Fiscal Year, Budget Unit, Expenditure Subobject and PCA combination. More than one line of data may be displayed for some data element combinations because the Ad Hoc file displays a different key than that used in the STARS Operating File from which the data is extracted. The Operating File key contains additional data elements not displayed in the STARS Ad Hoc files. Shows fiscal year-to-date totals as well as displaying month by month breakdowns. Data is available for both the current and prior fiscal years.
- Data for a month will not be final until the month has been closed in STARS.
- To access the Expenditure Status option, key a 4 in the Enter Selection field on the Main Menu and press the Enter key. The Expenditure Status Menu will display.
- You can use the Sum Across option from the Display Functions Menu to obtain data totals for selected months.

➤ Status Menu and Report Data Elements

Note: the values in first column are as follows:

B: Data element included on both the status menu and the report result;

R: Data element included on report result only;

S: Data element on selection menu only.

B	<u>AgyDv</u>	The three-digit Agency Number and two-digit Division number. If an agency does not have Divisions, enter two zeroes for the Division number.
S	<u>Trans Year</u>	The transaction year you wish to select. Transaction year corresponds to fiscal year. <i>This is a required field.</i>
B	<u>Fund</u>	The four-digit Fund number.
B	<u>BFY</u>	The two-digit Budget Fiscal Year. The budget fiscal year relates to the fiscal year in which the account was created which is not necessarily the same as transaction year.
B	<u>Budget Unit</u>	The four-digit Budget Unit.
B	<u>PCA No</u>	The five-digit Program Cost Account number.
B	<u>Exp Sobj</u>	The four-digit Expenditure Subobject code.
R	<u>ST FC</u>	The two-digit State Function code. Valid values are: 01 = General Government; 02 = Human Resources; 03 = Education; 04 = Public Safety; 05 = Agriculture and Natural Resources; and 06 = Transportation.
R	<u>Expenditures Amount YTD</u>	The fiscal year-to-date expenditure total for the account.
R	<u>Lst Proc Date</u>	The last date a transaction was recorded into the account.
R	<u>Months</u>	Shows the amount recorded by month (July - June).
R	<u>Year End Adjustments</u>	The amount of adjustments recorded in the account at fiscal year end.

Appendix D Revenue Status

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                REVENUE STATUS MENU

                AgyDv          //    //    //    //    to    //    //    //    //
                Trans Year      XX                to
                Fund            //    //    //    //    to    //    //    //
                BFY             //    //    //    //    to    //    //    //
                Budget Unit     //    //    //    //    to    //    //    //
                PCA Number      //    //    //    //    to    //    //    //
                Revenue SObj    //    //    //    //    to    //    //    //

                Enter selections, press ENTER

PF01-Main Menu   PF03-Prev Screen   PF08-Help   ENTER-Continue

4 | Aa E TSO R 7 C 38 13:40 9/19/0

```

- The Revenue Status option provides access to revenue information summarized for each Agency, Division, Fund, Budget Fiscal Year, Budget Unit, Revenue Subobject and PCA combination. More than one line of data may be displayed for some data element combinations because the Ad Hoc file displays a different key than that used in the STARS Operating File from which the data is extracted. The Operating File key contains additional data elements not displayed in the STARS Ad Hoc files. Shows fiscal year-to-date totals as well as displaying month by month breakdowns. Data is available for both the current and prior fiscal years.
- Data for a month will not be final until the month has been closed in STARS.
- To access the Revenue Status option, key a 5 in the Enter Selection field on the Main Menu and press the Enter key. The Revenue Status Menu will display.
- You can use the Sum Across option from the Display Functions Menu to obtain data totals for selected months.
- Revenue amounts will normally display with a negative sign.
- Status Menu and Report Data Elements

Note: the values in first column are as follows:

B: Data element included on both the status menu and the report result;

R: Data element included on report result only;

S: Data element on status menu only.

B	<u>AgyDv</u>	The three-digit Agency Number and two-digit Division number. If an agency does not have Divisions, enter two zeroes in the Division field.
S	<u>Trans Year</u>	The transaction year you wish to select. Transaction year corresponds to fiscal year. <i>This is a required field.</i>
B	<u>Fund</u>	The four-digit Fund number.
B	<u>BFY</u>	The two-digit Budget Fiscal Year. The budget fiscal year relates to the fiscal year in which the account was created which is not necessarily the same as the transaction year.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
B	<u>PCA No</u>	The five-digit Program Cost Account number.
B	<u>Revenue Subj</u>	The four-digit Revenue Subobject code.
R	<u>ST FC</u>	The two-digit State Function code. Valid values are: 01 = General Government; 02 = Human Resources; 03 = Education; 04 = Public Safety; 05 = Agriculture and Natural Resources; and 06 = Transportation.
R	<u>Revenues Amount YTD</u>	The fiscal year-to-date total revenues recorded in the account.
R	<u>Lst Proc Date</u>	The last date a transaction was recorded into the account.
R	<u>Months</u>	Shows the amount recorded by month (July - June).
R	<u>Year End Adjustments</u>	The amount of adjustments recorded in the account at fiscal year end.

Appendix E Expenditure Subobject Codes

The screenshot shows a terminal window titled "EXTRA! E - TSO". The menu is titled "S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G" and "EXPENDITURE SUBOBJECT". It prompts the user to enter an "Expend S0bj Code" range (e.g., "///// to /////"). Instructions state: "Enter selections, press ENTER. Leave blank for ALL." Navigation options are listed at the bottom: "PF01-Main Menu", "PF08-Help", and "ENTER-Continue". The status bar at the bottom shows "Aa E TSO R 10 C 40 13:44 9/19/0".

- The Expenditure Subobject Codes option provides access to expenditure subobjects included in the STARS expenditure subobject descriptor table. Data includes expenditure subobject number, description, and effective start and end dates. Selected data cannot be manipulated.
- The result may contain codes that are no longer active or codes that will become effective at some future date. Use the Effective Start and End Dates to identify these codes.
- To access the Expenditure Subobject option, key a 6 in the Enter Selection field on the Main Menu and press the Enter key. The Expenditure Subobject menu will display.
- Status Menu and Report Data Elements

Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

- B** Expend Sobj Code The four-digit Expenditure Subobject Code.
- R** Description The title of the expenditure subobject code.
- R** Start Date The date the subobject code became effective in STARS.
- R** End Date The effective date after which the subobject code can no longer be used in STARS.
- R** Last Proc Date The date the subobject record was last changed.

Appendix F Revenue Subobject Codes

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                REVENUE SUBOBJECT

                Revenue S0bj Code  ////  to  ////

                Enter selections, press ENTER.  Leave blank for ALL.

-----
PF01-Main Menu                PF08-Help                ENTER-Continue
-----
4 █                Aa  E TSO                R 10 C 41                13:47  9/19/0
  
```

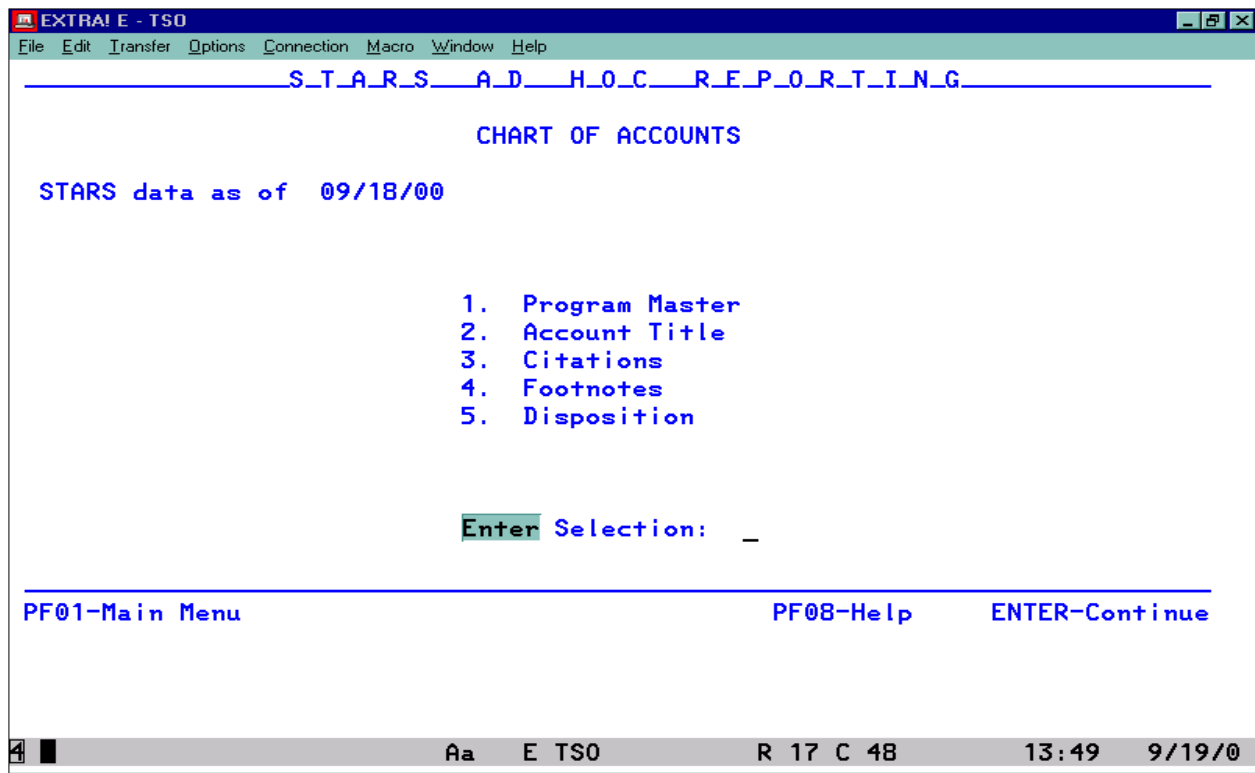
- The Revenue Subobject Codes option provides access to revenue subobjects included in the STARS revenue subobject descriptor table. Data includes revenue subobject number, description, and effective start and end dates. Selected data cannot be manipulated.
- The result may contain codes that are no longer active or codes that will become effective at some future date. Use the Effective Start and End Dates to identify these codes.
- To access the Revenue Subobject option, key a 7 in the Enter Selection field on the Main Menu and press the Enter key. The Revenue Subobject menu will display.
- Status Menu and Report Data Elements

Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

B	<u>Revenue Sobj Code</u>	The four-digit Revenue Subobject Code.
R	<u>Description</u>	The title of the revenue subobject code.
R	<u>Start Date</u>	The date the subobject code became effective in STARS.
R	<u>End Date</u>	The effective date after which the subobject code can no longer be used in STARS.
R	<u>Last Proc Date</u>	The date the subobject record was last changed.

Appendix G Chart of Accounts



- The Chart of Accounts menu selections provide access to selected chart of account information such as Program Cost Accounts (PCA), Budget Unit account titles, statutory or other citations, footnotes, and reappropriation information.
- To access the Chart of Accounts option, key an 8 in the Enter Selection field on the Main Menu and press the Enter key. The Chart of Accounts Menu will display.
- The Chart of Account Menu will show the date that the files were last updated from STARS.
- To access one of the Chart of Account Menu options, key the desired option number in the Enter Selection field and press the Enter key.

Appendix G - 1 Program Master

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                CHART OF ACCOUNTS
                PROGRAM CODE

Agy           _/_/_      to  _/_/_
BFY           _/_       to  _/_
PCA No       _/_/_/_   to  _/_/_/_

Enter selections, press ENTER

-----
PF01-Main Menu   PF03-Prev Screen   PF08-Help   ENTER-Continue
-----
4 | Aa  E TSO           R 9  C 35           13:53  9/19/0

```

- The Program Master provides access to Program Cost Account (PCA) codes. The data selected can not be manipulated.
- To access the Program Master option, key a 1 in the Enter Selection field on the Chart of Accounts Menu and press the Enter key. The Program Code menu will appear.
- Status Menu and Report Data Elements

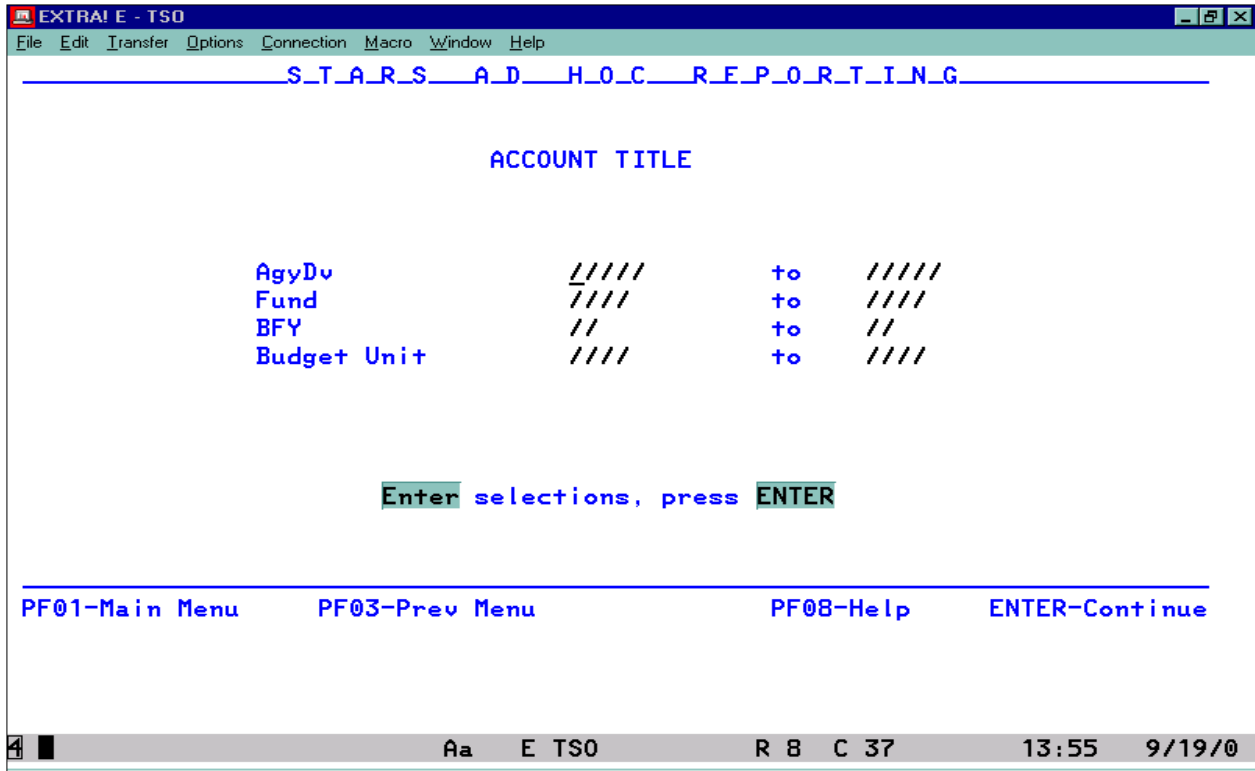
Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

- B** Agy The three-digit Agency number.
- B** BFY The two-digit Budget Fiscal Year.

B	<u>PCA No</u>	The five-digit Program Cost Account number.
R	<u>PCA Title</u>	The name assigned to the PCA.
R	<u>Open Date</u>	The effective date that the PCA can first be used.
R	<u>Close Date</u>	The effective date that the PCA can last be used.

Appendix G - 2 Account Title



- The Account Title Option provides access to Budget Unit titles and related information.
- To access the Account Title option, key a 2 in the Enter Selection field on the Chart of Accounts Menu and press the Enter key. The Account Title menu will appear.
- Status Menu and Report Data Elements

Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

B AgyDv The three-digit Agency and two-digit Division number. If an agency does not have Divisions, enter two zeroes for the Division number.

B	<u>Fund</u>	The four-digit Fund number.
B	<u>BFY</u>	The two-digit Budget Fiscal Year.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
R	<u>Account Name</u>	The title assigned to the Budget Unit.
R	<u>Start Date</u>	The effective date that the Budget Unit can first be used.
R	<u>End Date</u>	The effective date that the Budget Unit can last be used.
R	<u>Last Proc Date</u>	The date of the last change made to the Budget Unit record.
R	<u>Appropriation Limitation</u>	The net amount appropriated or the spending limit established by the Legislature for the Budget Unit.

Appendix G - 3 Citations

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                CHART OF ACCOUNTS
                CITATIONS

AgyDv           // // // //      to // // // //
BFY             // //             to // //
Fund           // // // //      to // // // //
Budget Unit    // // // //      to // // // //
Bill No.       // // // // // // to // // // //

Enter selections, press ENTER

PF01-Main Menu  PF03-Prev Screen  PF08-Help  ENTER-Continue

4 | Aa E TSO R 8 C 37 13:57 9/19/0
  
```

- The Citations menu option provides access to statutory or other citations related to the appropriation process. These are the citations included in the Chart of Accounts.
- To access the Citations option, key a 3 in the Enter Selection field on the Chart of Accounts Menu and press the Enter key. The Citations Selection Menu will display.
- Status Menu and Report Data Elements

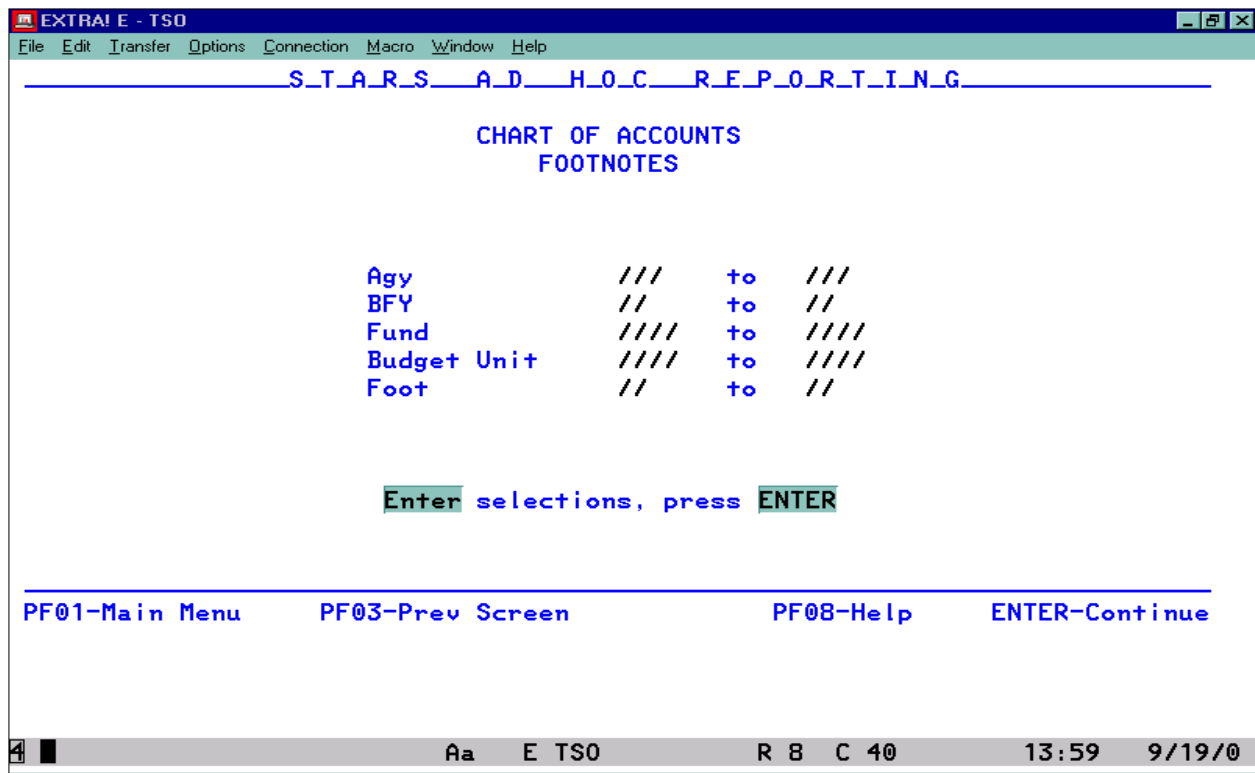
Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

B AgyDv The three-digit Agency and two-digit Division number. If an agency does not have Divisions, enter two zeroes for the Division number.

B	<u>BFY</u>	The two-digit Budget Fiscal Year.
B	<u>Fund</u>	The four-digit Fund number.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
B	<u>Bill No.</u>	The number of the Legislative bill that established the limitation or restriction on the account.
R	<u>Citn No</u>	The four-digit reference number assigned to the citation.
R	<u>Citations</u>	The reference to the applicable section of the Legislative bill number.
R	<u>Appropriation Limitation</u>	Not used.
R	<u>A / L</u>	The appropriation type for the account where 1 = Appropriated; 2 = Limited; and 3 = No Limit.
R	<u>Last Proc Date</u>	The date of the last change to the citation.

Appendix G - 4 Footnotes



- The Footnotes Menu option provides access to footnotes included in the Chart of Accounts.
- To access the Footnotes option, key a 4 in the Enter Selection field on the Chart of Accounts Menu and press *ENTER*. The Footnotes Menu will display.
- Status Menu and Report Data Elements

Note: the values in first column are as follows:

B: Data element included on both the status menu and the report result;

R: Data element included on report result only;

S: Data element on status menu only.

B AgyDv The three-digit Agency and two-digit Division number.

B BFY The two-digit Budget Fiscal Year.

B	<u>Fund</u>	The four-digit Fund number.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
B	<u>Foot</u> or <u>Fn No</u>	The two-digit reference number assigned to the footnote.
R	<u>Sq No</u>	The two-digit number that identifies each line of the footnote.
R	<u>Footnotes</u>	The text of the footnote.
R	<u>Last Proc Date</u>	The date of the last change to the footnote.

Appendix G - 5 Disposition

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                CHART OF ACCOUNTS
                DISPOSITION

                AgyDv      // // // //      to // // // //
                BFY        // //              to // //
                Fund       // // // //      to // // // //
                Budget Unit // // // //      to // // // //

                Enter selections, press ENTER

PF01-Main Menu   PF03-Prev Screen           PF08-Help   ENTER-Continue

Aa  E TSO      R 8  C 38      14:01  9/19/0
  
```

- The Disposition option provides access to the disposition of reappropriations approved by the Legislature. The information available through this option is included in the footnotes in the Chart of Accounts. On the result, the receiving account is displayed to the left of the transferring account. The data selected through this option can not be manipulated.
- To access the Disposition option, key a 5 in the Enter Selection field on the Chart of Accounts Menu and press the Enter key. The Disposition Menu will display.
- Status Menu and Report Data Elements

Note: the values in first column are as follows:

B: Data element included on both the status menu and the report result;

R: Data element included on report result only;

S: Data element on status menu only.

B	<u>AgyDv</u>	The three-digit Agency and two-digit Division number. If an agency does not have Divisions, enter two zeroes for the Division number.
B	<u>BFY</u>	The two-digit Budget Fiscal Year.
B	<u>Fund</u>	The four-digit Fund number.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
R	<u>Limit</u>	The amount to be reappropriated.
R	<u>Last Proc Date</u>	The date the data was last updated.

Appendix H Transactions

EXTRA! E - TSO
_ _ _ _

S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G

TRANSACTIONS STATUS

Data available 06/05/00 thru 09/18/00

AgyDv	/////	to	/////
Fund	////	to	////
BFY	//	to	//
Budget Unit	////	to	////
Index Code	////	to	////
PCA No.	/////	to	/////
Cur Doc No	////////	to	////////
Cur Doc No Sfx	//	to	//
Tran Code	////	to	////

Enter selections, press ENTER. PgDn for More...

PF01-Main Menu
PF08-PgDn
ENTER-Continue

4 █
Aa E TSO R 7 C 33 14:30 9/19/0

EXTRA! E - TSO
_ _ _ _

S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G

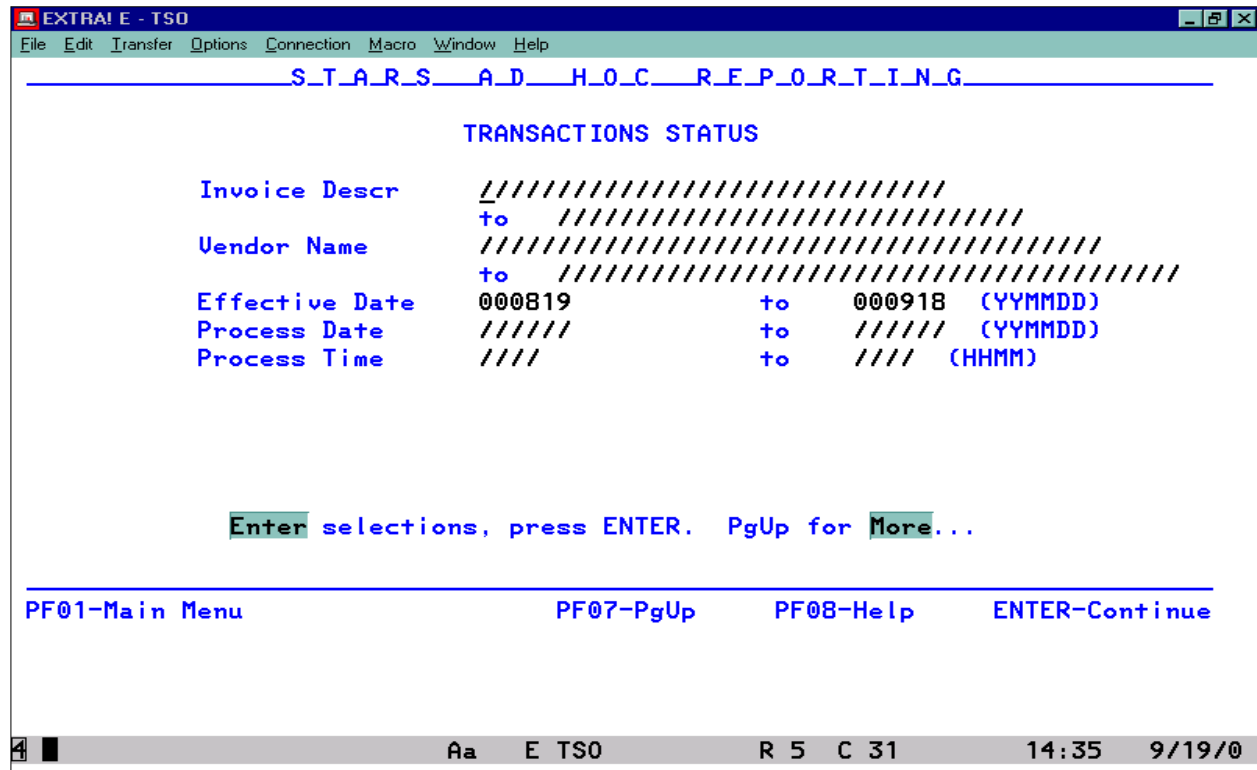
TRANSACTIONS STATUS

Warrant No	////////	to	////////
Gen Ledg Acct No	////	to	////
Exp SObj	////	to	////
Rev SObj	////	to	////
Grant Number	////////	to	////////
Grant Phase	//	to	//
Project Number	/////	to	/////
Project Phase	//	to	//
Ref Doc No	////////	to	////////
Ref Doc No Sfx	//	to	//
Agy Use Code	////////////////////	to	////////////////////

Enter selections, press ENTER. PgDn for More..

PF01-Main Menu
PF07-PgUp
PF08-Help
ENTER-Continue

4 █
Aa E TSO R 5 C 31 14:31 9/19/0



- The Transactions option provides access to all transactions that have been processed through STARS during the prior 15 weeks. Transactions entered and posted on-line but not yet released are not included in this file. The date range of the available transactions is displayed when this option is selected.
- To access the Transactions option, key a 9 in the Enter Selection field on the Main Menu and press the Enter key. The Transaction Status menu will display. Due to the large number of data fields available, three menu screens are used.
- The Effective Date fields will be filled with default dates covering approximately a one-month period ending with the current system date.
- Status Menu and Report Data Elements

Note: the values in first column are as follows:

- B:** Data element included on both the status menu and the report result;
- R:** Data element included on report result only;
- S:** Data element on status menu only.

B	<u>AgyDv</u>	The three-digit Agency and two-digit Division number. If an agency does not have Divisions, enter two zeroes for the Division number.
B	<u>Fund</u>	The four-digit Fund number.
B	<u>BFY</u>	The two-digit Budget Fiscal Year. The budget fiscal year relates to the fiscal year in which the account was created which is not necessarily the same as transaction year.
B	<u>Budget Unit</u>	The four-digit Budget Unit number.
B	<u>Index Code</u>	The four-digit Index Code. For most agencies, this field will have the same value and meaning as the Budget Unit. For agencies that assign their own Index Codes, this field will reflect the values and meanings assigned by the agency.
B	<u>PCA No</u>	The five-digit Program Cost Account number.
B	<u>Cur Doc Number</u>	The eight-character document number on which the transaction was processed. (See Attachment II for a listing of document prefixes.)
B	<u>SFX</u>	The two-digit document suffix that identifies the funding line on the document.
B	<u>Tran Code</u>	The three-digit Transaction Code plus one character for the reverse code if used. Information on transaction codes can be obtained by requesting STARS report DAFR8640 or accessing STARS screen 28, Transaction Code Decision Table Maintenance, from the System Management Menu.
B	<u>Warrant No</u>	The nine-digit number of the warrant. Warrant numbers will display only for those warrants written in STARS.
S	<u>Gen Ledg Account No</u>	The four-digit General Ledger Account number. Information on STARS general ledger accounts can be obtained by requesting the DAFR 8750 report for descriptor table D31.
B	<u>Exp Subj</u>	The four-digit Expenditure Subobject code. Will display only on those transactions that require an expenditure subobject code.
B	<u>Rev Subj</u>	The four-digit Revenue Subobject code. Will display only on those transactions that require a revenue subobject code.

B	<u>Grant No</u>	The six-digit Grant number.
B	<u>Grant Phase</u>	The two-digit Grant Phase number associated with the grant.
B	<u>Project Number</u>	The six-digit Project number.
B	<u>Project Phase</u>	The two-digit Project Phase number associated with the project.
B	<u>Ref Doc No</u>	The eight-character Reference Document (encumbrance) number that the transaction was processed against.
B	<u>Ref Doc No Sfx</u>	The two-digit Reference Document Suffix (funding line number).
B	<u>Agency Use Code</u>	A 16-character field that agencies can enter any data they need for identification or reference purposes.
B	<u>Invoice Descr</u>	The information entered in the Invoice Description field on the document.
B	<u>Vendor Name</u>	The Vendor Name included on the transaction.
B	<u>Effective Date</u>	The six-digit Effective Date of the transaction. Format is YYMMDD. The system defaults in a 30 day effective date range. The date range can be changed as needed. Effective Date only determines the month to which the transaction was posted in STARS.
B	<u>Process Date</u>	The six-digit date on which the transaction was processed. Format is YYMMDD. Process Date can be used in conjunction with Effective Date to track transactions that are posted to one month but processed in the following month. This may be useful at fiscal year end.
B	<u>Process Time</u>	The time at which the transaction processed in STARS. Format is HHMM and uses the 24-hour clock where 10:00 p.m. would equal 2200 hours.
R	<u>P/C</u>	The one-character Payment Code. The Payment Code is the Modifier used when making payments against an encumbrance. Valid values are P= partial payment; F= final payment; and A= reactivate an encumbrance that was previously closed.
R	<u>Amount</u>	The dollar amount of the transaction.
R	<u>Op Id</u>	The Operator ID of the person who entered the transaction or last updated it.