

STARS

On-Line Inquiry

State of Kansas
Department of Administration
Division of Accounts and Reports
April, 2002

<http://da.state.ks.us/ar/training>

COURSE OBJECTIVES

- Review the STARS system access requirements.
- Explain the appropriation process.
- Explain procedures to sign into, maneuver through, and sign out of STARS.
- View and explain financial data screens that contain appropriation, cash control and encumbrance data.
- View and explain transaction data screens that contain voucher, warrant and vendor data.
- Explain the Vendor Edit Table and view and explain the two related inquiry screens.

STARS ON-LINE INQUIRY

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OVERVIEW

- STARS, the Statewide Accounting and Reporting System, contains a variety of financial balances, transaction detail, and table data. Users can access this information on-line to view the most current financial and transaction detail without having to wait for reports to be printed.
- In addition to on-line inquiry, three other methods exist for retrieving information from STARS. These methods include: 1) STARS reports, 2) STARS Ad Hoc Reporting, and 3) STARS data extracts. Each of these methods is described below. This course will focus on STARS on-line inquiry.

STARS Reports: STARS reports are printed directly from the STARS production database. Agencies can request, as needed, reports that contain financial, transaction, or table data. Reports can be requested on a daily, monthly, and a specific date basis. Information about STARS reports is available on the Accounts and Reports website located at <http://da.state.ks.us/ar>.

STARS Ad Hoc Reporting: STARS Ad Hoc reporting is a menu driven system programmed in FOCUS which allows users to view or extract selected data from a copy of the STARS database. It's different from STARS reports in that it allows users to manipulate STARS data to fit their needs. Information on using the STARS Ad Hoc Reporting System is available in a separate course.

STARS Data Extracts: Special programs have been written to extract selected data from the STARS database and to transmit the data files electronically to agencies. Currently, four separate extracts are available to agencies. These are: 1) STARS daily transactions; 2) STARS monthly transactions; 3) Monthly encumbrance status; and 4) Monthly capital outlay information. For more information, contact the Business Process Management Team in the Division of Accounts and Reports at 785-296-2311.

- To use the STARS system, a user must have a workstation connected to the CICS computer system, a Top Secret User ID and password with access to STARS, and a STARS Operator ID and password. The following steps may need to be performed to be able to use the STARS system.
 1. Determine equipment needed and method of connection to the CICS system. Obtain and install needed hardware and software. For assistance in evaluating your needs, contact your agency technical support staff or contact the DISC Customer Support Center at 785-296-4999. (Note: If the workstation already has access to SHARP, the hardware and software should be in place to establish connectivity to STARS.)

2. The Top Secret User ID and password with access to STARS is obtained from your agency's Top Secret Administrator. If your agency does not have a Top Secret Administrator, request access through the DISC Customer Support Center using form DISC-CSC-001, Signon Request. Call the Support Center at 785-296-4999 to obtain a form.
3. If you will also be performing voucher entry, a printer is required to print STARS vouchers and batch sheets. The printer must be configured by DISC in the Extended Spooling Facility (ESF). The printer can be either a dot matrix or a laser and does not have to be dedicated to only printing STARS vouchers.

There are three possible "types" of printers that may be used depending on hardware and software used by the agency. These are VTAM, TCP-IP, and dial-up printers. Questions regarding the printer configuration and installation requirements should be directed to your agency's technical support staff. If your agency does not have technical support staff, contact your designated telecommunications representative in DISC for questions regarding VTAM printers or contact the DISC Customer Support Center at 785-296-4999 for questions regarding TCP-IP or dial-up printers.

4. Obtain a STARS Operator ID and password from the Business Process Management Team in the Division of Accounts and Reports (785-296-2132) using form TM-96, STARS Sign-on Request. A copy of the TM-96 form and instructions for its completion can be found in **Attachment No. 1**. The form is also available on the Accounts and Reports website located at <http://da.state.ks.us/ar> and is now fillable.

The STARS Operator ID determines the functions available to the user as well as the data that can be accessed. Various levels of access can be assigned to a STARS Operator ID so users can perform only those functions authorized by their agency. Users may require more than one Operator ID depending on their job duties.

APPROPRIATION PROCESS

The appropriation process is a circular process involving the Legislature, the Department of Administration's Division of Accounts and Reports and Division of the Budget, and the agencies. The Legislature controls agency spending and can put limitations on spending. They accomplish this through appropriation bills. Each legislative session they create appropriation bills to regulate what and how agencies spend based on budgets submitted by the agencies. Agencies should monitor the bills applicable to them because these bills affect agency operations.

After appropriation bills are enacted, the Division of Account and Reports creates a Chart of Accounts for the upcoming fiscal year that is distributed to all agencies. They also enter this information into the STARS system. Refer to **Attachment 6** for an example of an appropriation bill and the related Chart of Accounts entries. In this example, the Legislature has appropriated funds for budget analysis for the Department of Administration. Limitations are attached to spending for official hospitality. The Chart of Accounts shows the appropriation as the sum of the amount appropriated for the fiscal year and the carry-over from the previous fiscal year, less the hospitality limitation (which is put into a separate account).

For every appropriation, a budget unit is created and an account number assigned. Accounts are retained in STARS for at least four years in case prior year adjustments must be made or encumbrances remain outstanding. The account number consists of the following elements:

- Agency: The three-digit agency number.
- Division: The two-digit division number. Only a limited number of agencies utilize this number. For most agencies, the number is "00".
- Fund: The four-digit fund number.
- Budget Fiscal Year: The last digit of the related budget fiscal year. Account numbers may be listed for multiple fiscal years if appropriate.
- Budget Unit: This four-digit number is the appropriation identifier. Appropriations are tracked by budget unit. They are unique within an agency and tied to a fund. Index codes, which are used on transaction documents, are subsets of a budget unit.
- State Function of Government: This two-digit number indicates the area of government to which this appropriation applies.

The Chart of Accounts entry also gives the reference number for the Session Laws that contain the appropriation bill.

Footnotes are added when there are additional limitations or additional information attached to the appropriation.

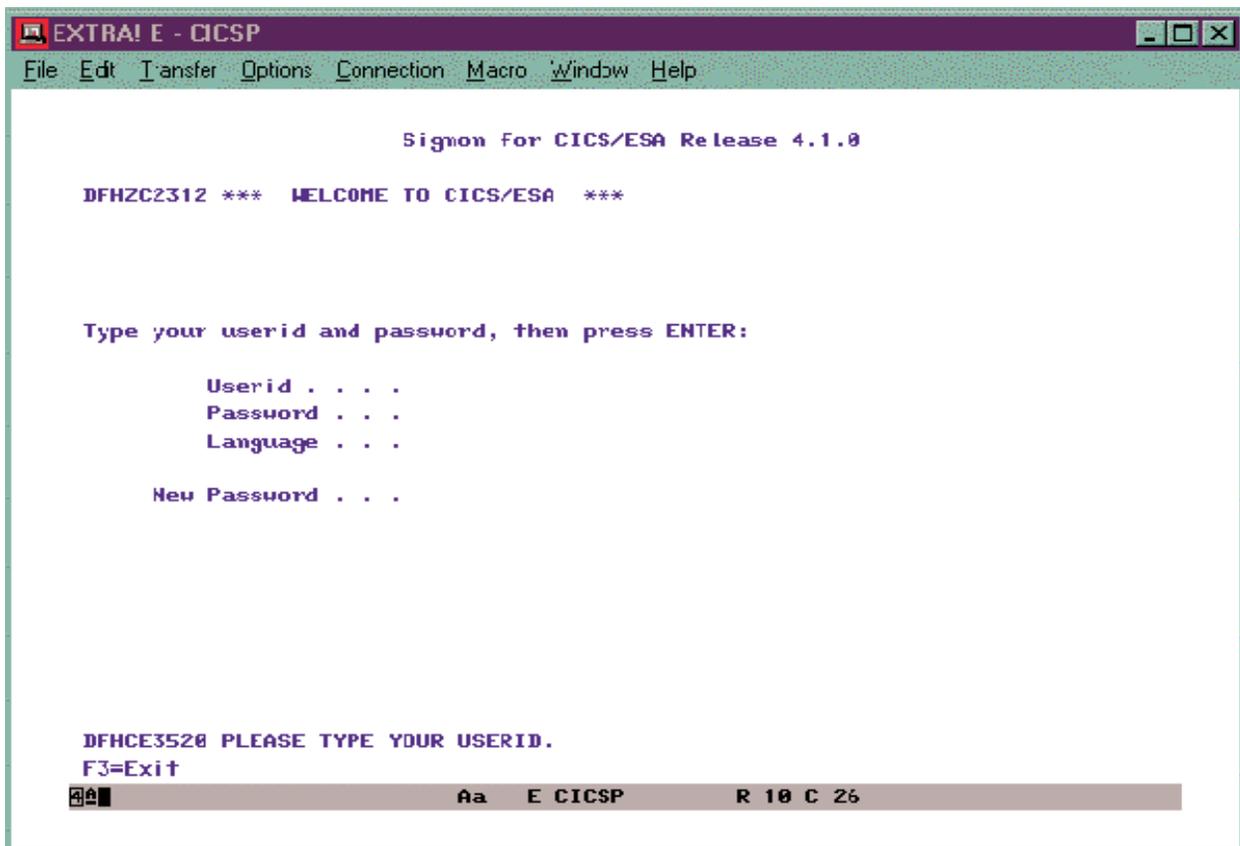
A listing of program codes (PCA's) is provided at the beginning of each agency's Chart of Accounts section. PCA's are cost center indicators with a budget focus and are initiated by the agency. They may be changed only with approval from the Department of Administration's Division of the Budget. They are used on transaction documents to accumulate data for agency budgets. Budget worksheets, created by the Division of Accounts and Reports, are organized by PCA and are used by agencies to create their budget proposals. These proposals are used by the Governor to prepare his proposed budget for the Legislature who then creates the final budget in the form of appropriation bills.

SIGN-ON / SIGN-OFF PROCEDURES

SIGN-ON PROCEDURES

NOTE: The steps to sign onto the STARS production system may vary from agency to agency due to the method of connection to the CICS system. Steps 1 - 6 may be different in your agency.

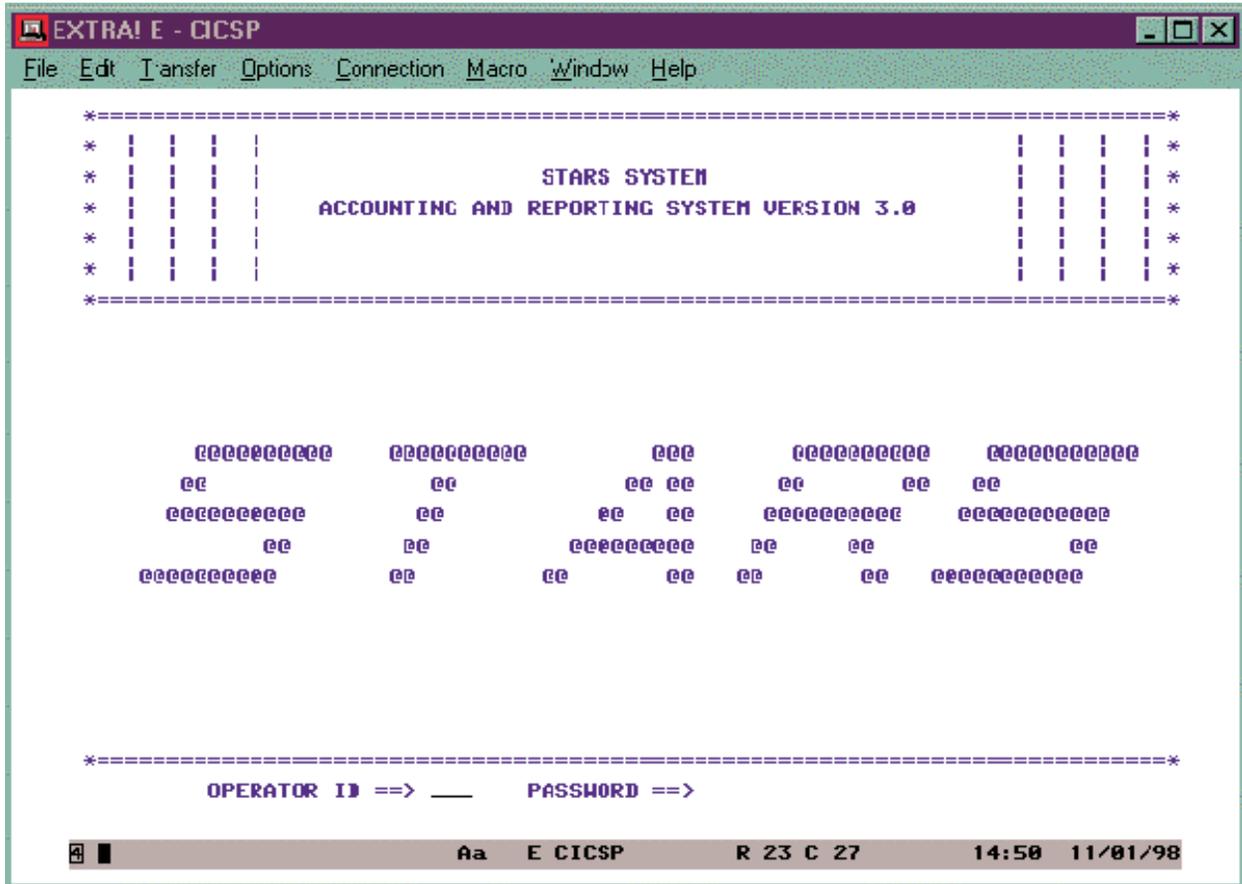
- Step 1: Click once on the **START** button in the lower left corner of the screen. A menu will appear.
- Step 2: Use the mouse to move the cursor to the Programs item. Another menu will appear.
- Step 3: Use the mouse to move the cursor to the LAN WorkPlace Pro item. Another menu will appear.
- Step 4: Use the mouse to move the cursor to the Terminal Emulators item. Another menu will appear.
- Step 5: Click once on the **TN3270** icon. The Open Display Session dialog box will appear.
- Step 6: Double-click on the **CICSP** Session Name. The CICS/ESA sign-on screen will appear.



- Step 7: Key your Top Secret User ID in the Userid field, press the **TAB** key, key your Password in the Password field, then press the **ENTER** key. A blank screen will display a "Sign-on Complete" message. **NOTE: Your password must be changed every 30 days.**

Top Secret User ID: **(Instructor will provide)**
 Top Secret Password: **(Instructor will provide)**

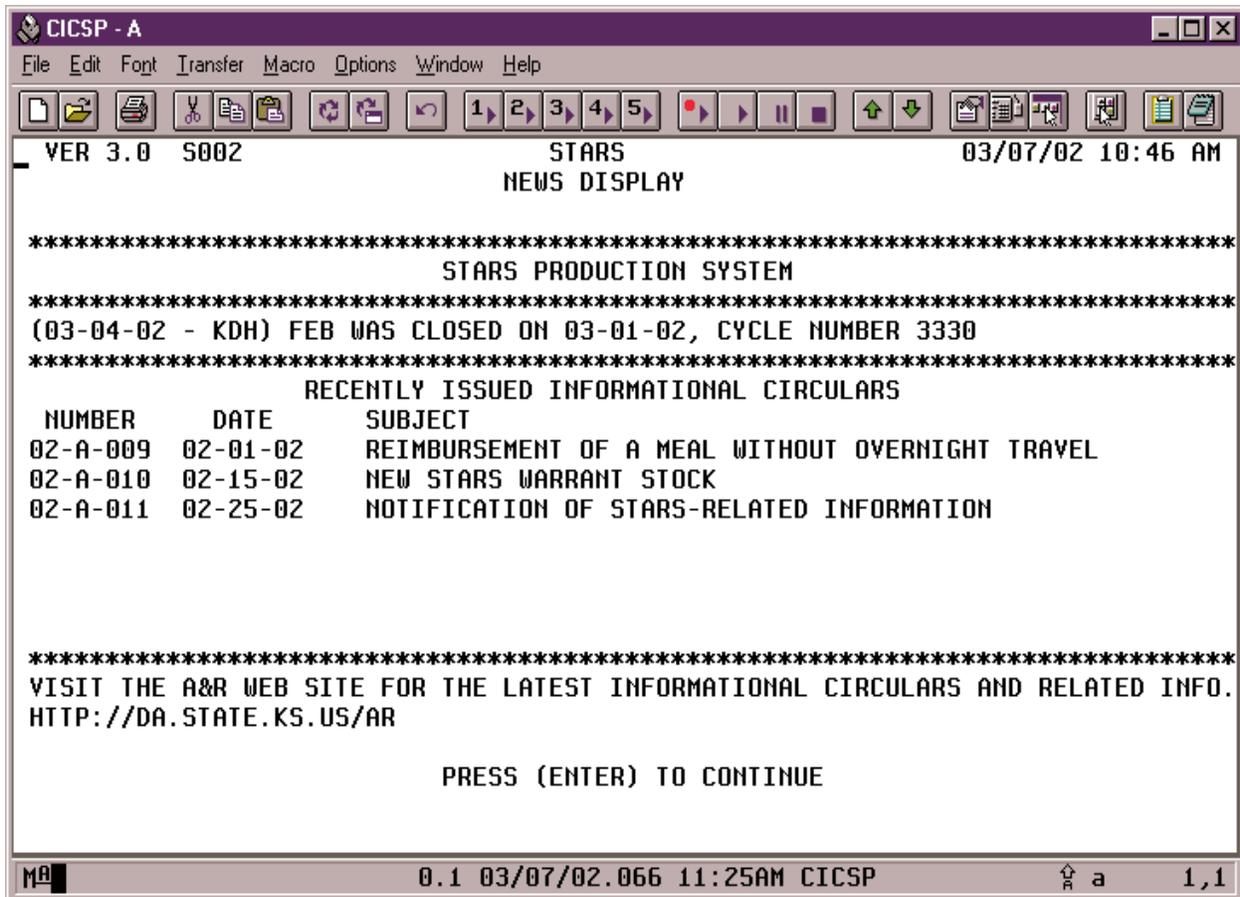
Step 8: At the blank screen type **D000**, then press the **ENTER** key. The STARS System sign-on screen will display.



Step 9: Key your three character STARS Operator ID and three character Password, then press the **ENTER** key. The STARS News Display screen will appear.

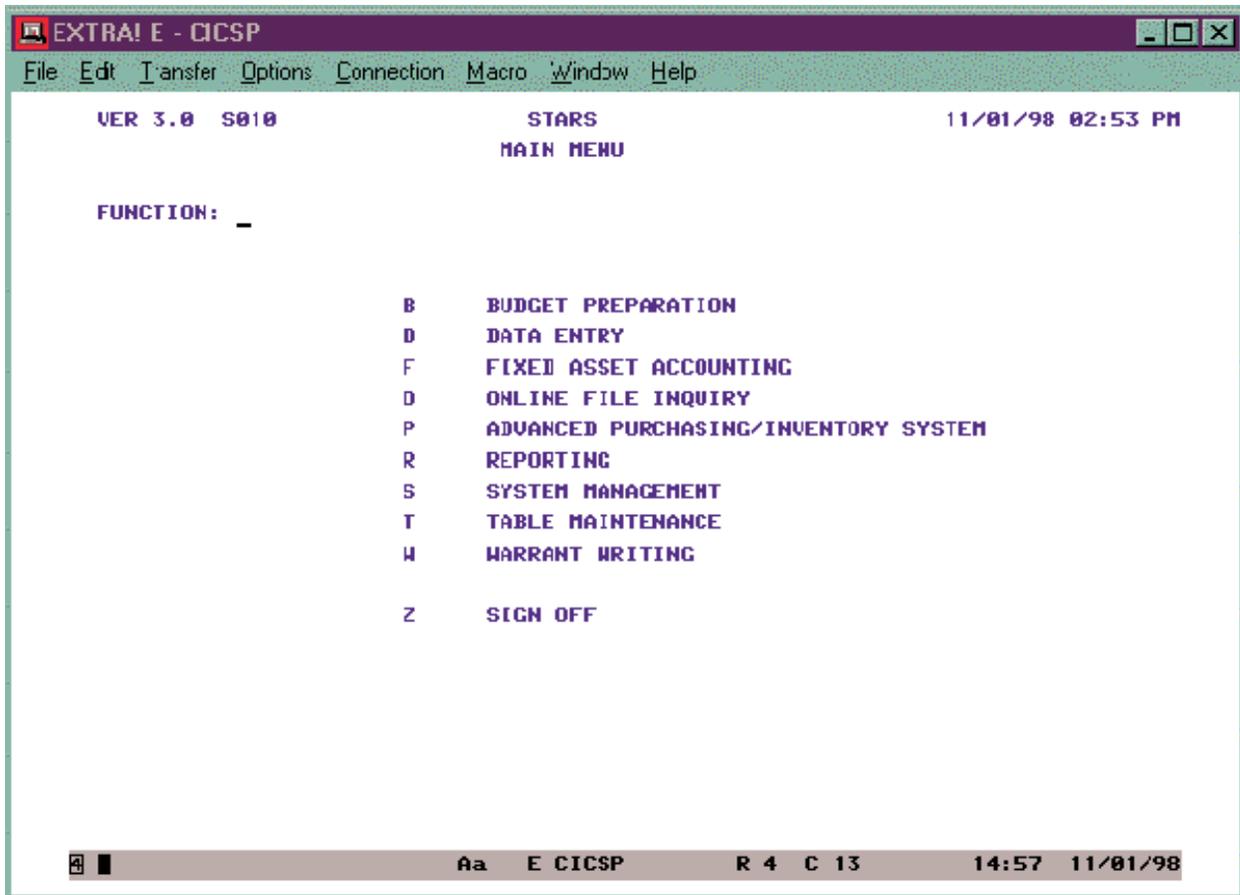
NOTE: When you do not get to the STARS sign-on screen when attempting to sign onto STARS, the problem likely resides with your Top-Secret ID. Contact your top-secret administrator for assistance.

STARS Operator ID: **(Instructor will provide)**
 STARS Password: **(Instructor will provide)**



NOTE: The STARS News Display screen serves as a message panel where month end closing cycle and date, recently issued accounting informational circulars, and other information is posted.

Step 10: Press the **ENTER** key, the STARS Main Menu will display.



- STARS uses a series of menus and sub-menus to provide access to screens where data can be viewed or entered. The Main Menu provides access to all STARS functions. To select a function from the Main Menu, type the letter that corresponds to the function to be accessed in the FUNCTION field on the menu screen and press the **ENTER** key.
- Selecting a function from the Main Menu will generally take the user to a sub-menu. Sub-menus provide access to specific screens used to perform the function selected. To access a particular screen from a sub-menu, type the letter or number that corresponds to the screen to be accessed in the FUNCTION field on the menu screen and press the **ENTER** key.
- Users will likely access the following three functions when performing data inquiry activities: 1) Online File Inquiry to access current financial data, such as spending authority status, cash status, encumbrance status, and individual transactions; 2) Table Maintenance to access vendor information; and 3) Warrant Writing to inquire about warrant redeem dates and replacement warrant numbers.

- Once in a non-menu information screen, STARS provides a “Link To” function that allows users to go directly from one screen to another without using the various menus. A LINK TO field is located in the upper left corner of each non-menu screen. To use the “Link To” function, access the LINK TO field by using the TAB key or pressing the **HOME** key. Type the screen number you wish to access and press the **ENTER** key. STARS will then display the screen that you wanted to access. Users can perform multiple links in succession. To end the “Link To” function, press the **F4** function key. STARS will return you to the initial screen from which you first linked. If a user is linking from a data entry screen, the user can link to any screen for which they have security access. Links cannot be made from non-data entry screens to data entry screens.
- To facilitate the inquiry process, an Inquiry Job Aid which lists the screen numbers for different inquiries is provided on **Attachment No. 2** and a list of File Inquiry Menu, Table Maintenance Menu, System Management Menu, and Warrant Writing Menu selections can be found on **Attachment No. 3**.
- The STARS function keys needed to navigate through various inquiry screens are as follows:

F2	Returns to the previous screen or menu.
F4	Returns to the original screen from a Link session.
Enter	1. Transmits command for execution. 2. Accesses the next record in a file. NOTE: Many STARS screens allow users to access the next record by pressing the ENTER key.
Home	Returns cursor to LINK TO field.
Tab	Moves the cursor forward from one field to the next. NOTE: It is extremely important to use this key when navigating in STARS because the beginnings of fields are not easily discernable.
Shift-Tab	Moves the cursor backward from one field to the preceding field.

SIGN-OFF PROCEDURES

- Users can sign off the STARS system from any menu screen. Users can type **Z** in the FUNCTION field on the STARS Main Menu or type **99** from a submenu and press the **ENTER** key to sign-off of STARS.

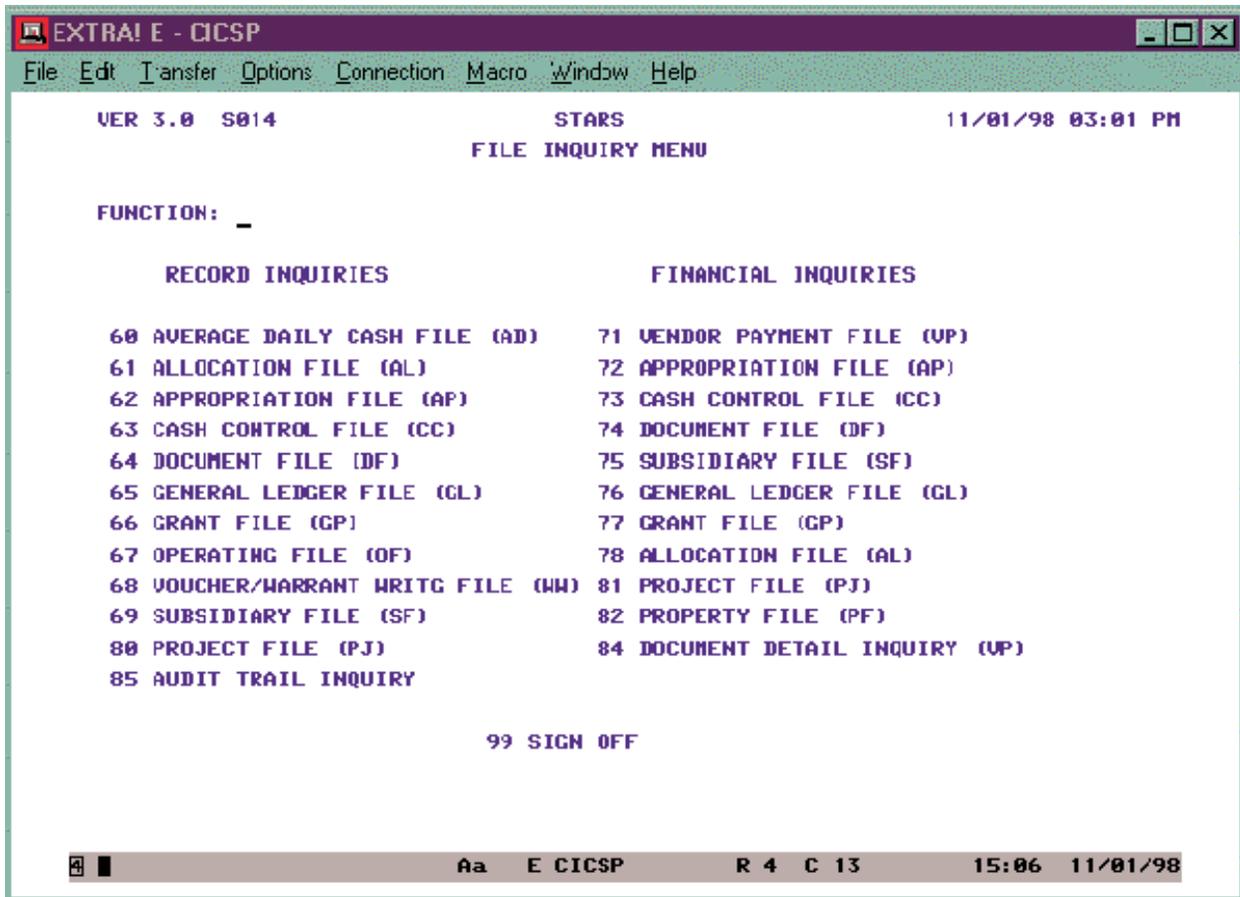
NOTE: If a user needs to change the STARS Operator ID being used, sign off STARS as noted below. At Step 3, type D000, instead of CESF LOGOFF, and press the ENTER key. This action will cause the STARS System sign-on screen to display. Enter the desired STARS Operator ID and password. This procedure is useful if a user needs to switch from a voucher entry sign-on to one for error correction.

NOTE: Step 4 may or may not apply at your agency.

- Step 1: In the FUNCTION field, key either **99** from a submenu or **Z** from the main menu and press the **ENTER** key. A screen with a 'CLEAR SCREEN AND ENTER CESF LOGOFF' message will display.
- Step 2: Press the **PAUSE** (Clear) key. A blank screen will display.
- Step 3: Type **CESF LOGOFF** and press the **ENTER** key. A blank screen will temporarily display a "Sign-off Complete" message and the CICS Sign-on screen will then appear.
- Step 4: At the CICS Sign-on screen, click on **File** on the menu bar and then click on **Close Session** on the File menu.

FINANCIAL INQUIRIES

- STARS allows users to view current (real time) spending authority (appropriation) balances, available cash balances, and encumbrance balances on-line. The information in these files is updated as transactions are entered on-line into STARS, even though the transactions may not have been released for final processing and have not yet appeared on the daily transaction registers.
- Data is available for both the current and prior fiscal years. Users can view cumulative fiscal year-to-date totals for either the current or prior month, activity totals for the current or prior month, or cumulative prior fiscal year data.
- To select a record from these files, users enter data into the key fields for the file and press the **ENTER** key. Users may enter either the full key or a partial key when requesting records to view. Once a record is displayed, users can page through the file one record at a time by pressing the **ENTER** key. Additional records can also be displayed by entering a new key for each record to be recalled.
- Users may get a 'RECORD NOT FOUND - NEXT RECORD RECALLED' message at the bottom of the screen even if the correct record is shown. This occurs because the key fields entered do not exactly match the key fields of the file where the records are located.
- The financial information available to the user is the same as that used by STARS for performing financial edits. In addition, the information available on-line is also included in various STARS reports.
- The financial inquiry files are located in the File Inquiry Menu which can be accessed by typing an **O** in the FUNCTION field on the STARS main menu and pressing the **ENTER** key.



SPENDING AUTHORITY STATUS

- Available spending authority (from the Legislative appropriation process) for all accounts in STARS is tracked and controlled in the Appropriation File. Spending authority is tracked at the account level where an account is identified by agency number, budget unit, and budget fiscal year. Appropriation/expenditure limitations, expenditures, and encumbrances are recorded in the Appropriation File and used to determine available spending authority. STARS uses this information to perform financial edits when processing expenditure and encumbrance transactions to ensure spending authority is available.
- To spend, agencies must have both spending authority and cash available.
- Receipts are generally tracked and controlled at the fund level in the Cash Control File and are not included in the Appropriation File records. However, in some cases, at an agency's request, receipts are tracked and controlled at the account (budget unit) level and are included in the appropriation file. These accounts are designated as appropriation account type 2 accounts and are commonly referred to as receipt/expenditure accounts. For these accounts, STARS performs financial edits to determine available cash using Appropriation File data.

- Two inquiry screens (S062 and S072) are available to view Appropriation File information. The primary purpose of these screens is to allow users to view available spending authority balances. These screens also provide access to summarized appropriation, expenditure, and encumbrance data. The information available from these screens is comparable to the data contained in the STARS Appropriation Status Report, DAFR8010, or the Daily Cash Balances Report, DAFR8101.

Appropriation File Record Inquiry (S062)

- The Appropriation File Record Inquiry screen can be accessed by entering **62** in the FUNCTION field on the File Inquiry Menu and pressing the **ENTER** key. It contains appropriation/expenditure limitations, expenditures, encumbrances against appropriations, and available spending authority balances for all budget units. This file is used in STARS to edit encumbrance and expenditure transactions against available spending authority within the budget unit.
- The record access key fields on this screen are **Agency**, **Budget Unit**, and **BFY**. Fund and index numbers will be filled by the system. When inquiring on more than one record, the fund number should be erased before the next inquiry key is entered. If the fund number on the first inquiry is greater than the fund number on the second inquiry, the second record will not be found unless the fund number is erased before the second inquiry key is entered.
- Screen options are available that allow the user to view current month, prior month, or prior year data. Users can also choose to view data on a cumulative fiscal year-to-date basis or by activity for a period.
- In July of each year, inquiries for the prior month (June) cross fiscal years. In such cases, the user selects PM (prior month) while June is open during concurrent processing to view June data. Once June is closed the user selects PY (prior year) to view the June data the prior year data which includes June data. The BFY key should also reflect the prior BFY. If the inquiry is not entered in this manner, STARS may not find the desired data.

The following walkthroughs demonstrate how to select and view appropriation status information.

WALKTHROUGH 1A

Review the current month status for account Agency 173 and Budget Unit 0520 for the current BFY. (Note: This account is an appropriation account type 1 (expenditure only) and appropriation type 1 (appropriated).)

Step 1: At the Main Menu, key **O** in the FUNCTION field and press the **ENTER** key. The Online File Inquiry Menu will display.

Step 2: Key **62** in the FUNCTION field and press the **ENTER** key. The Appropriation File Record Inquiry screen will display.

Key the following numbers by the fields indicated and press the **ENTER** key.

Agency: **173** Budget Unit: **0520** BFY: Use **Current BFY**

CICSP - A
 File Edit Font Transfer Macro Options Window Help

VER 3.0 S062 STARS 03/07/02 11:38 AM
 LINK TO: APPROPRIATION FILE RECORD INQUIRY

AGENCY: 173 DIV: BUR: SEC: UNIT: BUDGET UNIT: 0520
 BFY: 02 FUNC: ACTV: PROG: ELEM:
 FUND/DET: 1000 EXP SUB-OBJ/DET PROJ/PH:

CM: X PM: CP: PP: PY: CUM: X ACTV:
 INDEX: 0520 EXP SOBJ/DTL: 3720 CLOSE IND: ENACT YEAR: 94

OVER EXPEND DATE: CLOSE DATE: ACCT TYPE: 1 AP TYPE: 1

ORIGINAL APPROP	1,387,585.00	REAPPROPRIATION	264,167.10
REVISION	0.00	RESERVES	0.00
NET TRANSFERS	0.00	REVERSIONS	7,485.00
APPROP ADVANCE	0.00		
ESTIMATED RECEIPTS	0.00	ACTUAL RECEIPTS	0.00
FIRM ENCUMBRANCES	0.00	CASH EXPENDITURES	849,522.88
CONT ENCUMBRANCES	0.00	BALANCE FIRM:	794,744.22
ACCRD EXPEND(MEMO)	0.00	BALANCE CONT:	794,744.22
ALLOC ISSUED(MEMO)	0.00	PRE-ENCUMB(MEMO)	0.00

LAST PROCESS DATE: 030502
 Z06 RECORD SUCCESSFULLY RECALLED
 PLEASE ENTER INQUIRY KEY AND OPTIONS

MA 0.0 03/07/02.066 11:39AM CICSP a 4,11

Key Fields: These are the data elements to be entered to select a particular record. Partial keys can be entered. Users are restricted to viewing records for the agency number authorized by their operator ID.

AGENCY - The user's three-digit agency number. This number will default to the value in the user's operator ID.

DIV - Blank for most agencies, only a few agencies use division numbers.

BUDGET UNIT - The four-digit budget unit number of the account.

BFY - The two-digit budget fiscal year of the account.

Data Option Fields: These fields are used in combination to determine both the time period to be viewed and whether the data is cumulative for the period selected or represents activity for the period. Users select these options by placing an **X** in the appropriate fields. These fields are common on all financial screens.

CM - Used to select current month data. The system will default to this option.

PM - Used to select prior month data.

CP - Current period - Not Used.

PP - Prior Period - Not Used.

PY - Used to select prior fiscal year data. **NOTE: When selecting prior year data, change the budget fiscal year if needed.**

CUM - Used to select cumulative fiscal year-to-date information. The system will default to this option.

ACTV - Used to select account net activity for the requested period - either current month or prior month. The activity option should not be used when selecting prior year as the period.

Displayed Data Fields:

ACCT TYPE - Used to identify the appropriation account type. The appropriation account type determines whether cash is controlled at the fund or account (budget unit) level. Valid values are:

- 1 = Fund level (Expenditure only) - cash recorded in cash control file
- 2 = Budget unit level (Receipt/expenditure) - cash recorded in appropriation file

AP TYPE - Used to identify the appropriation type. The appropriation type determines the spending authority limits of the account. Valid values are:

- 1 = Appropriated - spending limit that applies to the six appropriated funds
- 2 = Limited - spending limit that applies to non-appropriated funds
- 3 = No limit - no spending limit; total expenditures limited only by available cash

ORIGINAL APPROP - The original spending limit authorized by the Legislature.

REAPPROPRIATION - The amount of remaining spending authority in an account that the Legislature reappropriated to a new fiscal year.

REVISION - Adjustments made by the Legislature to an appropriation. Revisions can either increase or decrease the appropriation / expenditure limitation.

RESERVES - An amount appropriated to an agency by the Legislature but with restrictions that prohibit the agency from “spending” the appropriation without approval from either the Legislature, Legislative Coordinating Council, or other designated body. Generally applies to reappropriations, but may apply to spending authority reserved for specific projects. Reserves decrease the net appropriation/expenditure limitation available to the agency.

NET TRANSFERS - Spending authority transferred to/from other accounts. Net transfers can either increase or decrease the appropriation/expenditure limitation of an account.

REVERSIONS - Appropriation amounts that have been lapsed (canceled) by the Legislature. Reversions reduce the appropriation/expenditure limitation available to the agency.

APPROP ADVANCE - Not used by the State.

ESTIMATED RECEIPTS - Not used by the State.

ACTUAL RECEIPTS - Receipts recorded into the account. Actual receipts will be shown only for appropriation account type 2 accounts (budget unit level control).

FIRM ENCUMBRANCES - The amount of firm encumbrances recorded in the account. A firm encumbrance reserves both spending authority and cash at the time the encumbrance is recorded.

CONTINGENT ENCUMBRANCES - The amount of contingent encumbrances recorded in the account. A contingent encumbrance reserves spending authority but not cash. Contingent encumbrances are not authorized for use in the State General Fund.

ACCRD EXPEND (MEMO) - Not used by the State

ALLOC ISSUED (MEMO) - Not used by the State.

CASH EXPENDITURES - Disbursements made from the account.

BALANCE FIRM - The amount of spending authority remaining in the account after cash expenditures and firm encumbrances have been taken into consideration. **Attachment 4** explains how this balance is computed.

BALANCE CONT - The amount of spending authority remaining in the account after cash expenditures, firm encumbrances, and contingent encumbrances have been taken into consideration. **Attachment 4** explains how this balance is computed.

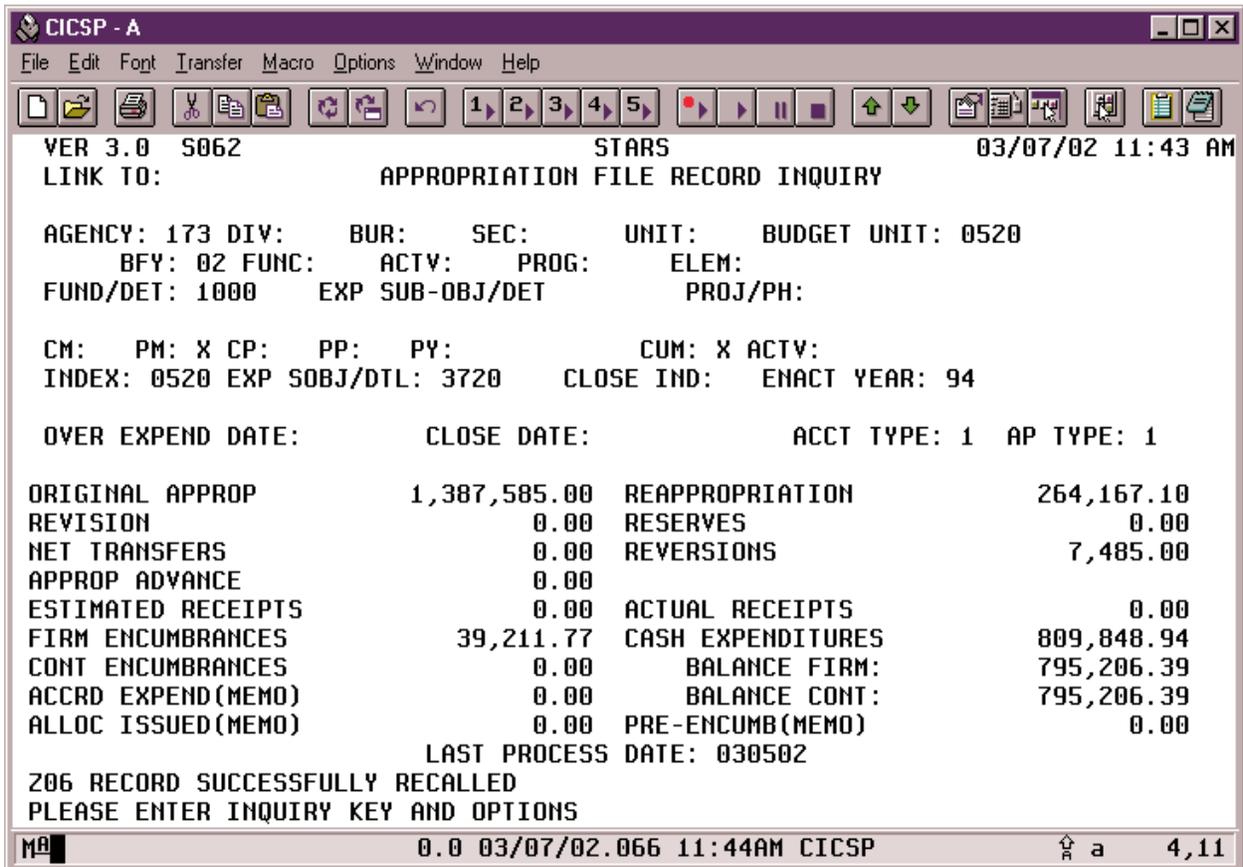
PRE-ENCUMB (MEMO) - A memo entry that reflects pre-encumbrances recorded in the account. Pre-encumbrances do not affect the appropriation balance or available cash.

LAST PROCESS DATE - The date when a transaction was last processed in the account.

WALKTHROUGH 1B

Review the prior month status for account Agency 173 and Budget Unit 0520 for the current BFY.

Step 1: Tab to the CM option field and erase the X. Key an X in the PM field and press the **ENTER** key.



- The status of the account is shown as it existed at the end of the prior month.
- In July of each year, inquiries for the prior month (June) cross fiscal years. In such cases, the user selects PM (prior month) while June is open during concurrent processing to view June data. Once June is closed the user selects PY (prior year) to view the prior year data which includes June data. The BFY key should also reflect the prior BFY. If the inquiry is not entered in this manner, STARS will not find the desired data.

WALKTHROUGH 1C

Review activity in the account for the prior month.

Step 1: Tab to the CUM option field and erase the **X**. Key an **X** in the ACTV field and press the **ENTER** key.

CICSP - A
 File Edit Font Transfer Macro Options Window Help

VER 3.0 S062 STARS 03/07/02 01:09 PM
 LINK TO: APPROPRIATION FILE RECORD INQUIRY

AGENCY: 173 DIV: BUR: SEC: UNIT: BUDGET UNIT: 0520
 BFY: 02 FUNC: ACTV: PROG: ELEM:
 FUND/DET: 1000 EXP SUB-OBJ/DET PROJ/PH:

CM: PM: X CP: PP: PY: CUM: ACTV: X
 INDEX: 0520 EXP SOBJ/DTL: 3720 CLOSE IND: ENACT YEAR: 94

OVER EXPEND DATE: CLOSE DATE: ACCT TYPE: 1 AP TYPE: 1

ORIGINAL APPROP	0.00	REAPPROPRIATION	0.00
REVISION	0.00	RESERVES	0.00
NET TRANSFERS	0.00	REVERSIONS	0.00
APPROP ADVANCE	0.00		
ESTIMATED RECEIPTS	0.00	ACTUAL RECEIPTS	0.00
FIRM ENCUMBRANCES	5,162.90-	CASH EXPENDITURES	156,601.42
CONT ENCUMBRANCES	0.00	BALANCE FIRM:	151,438.52-
ACCRD EXPEND(MEMO)	0.00	BALANCE CONT:	151,438.52-
ALLOC ISSUED(MEMO)	0.00	PRE-ENCUMB(MEMO)	0.00

LAST PROCESS DATE: 030502
 Z06 RECORD SUCCESSFULLY RECALLED
 PLEASE ENTER INQUIRY KEY AND OPTIONS

MA 0.1 03/07/02.066 01:10PM CICSP a 4,11

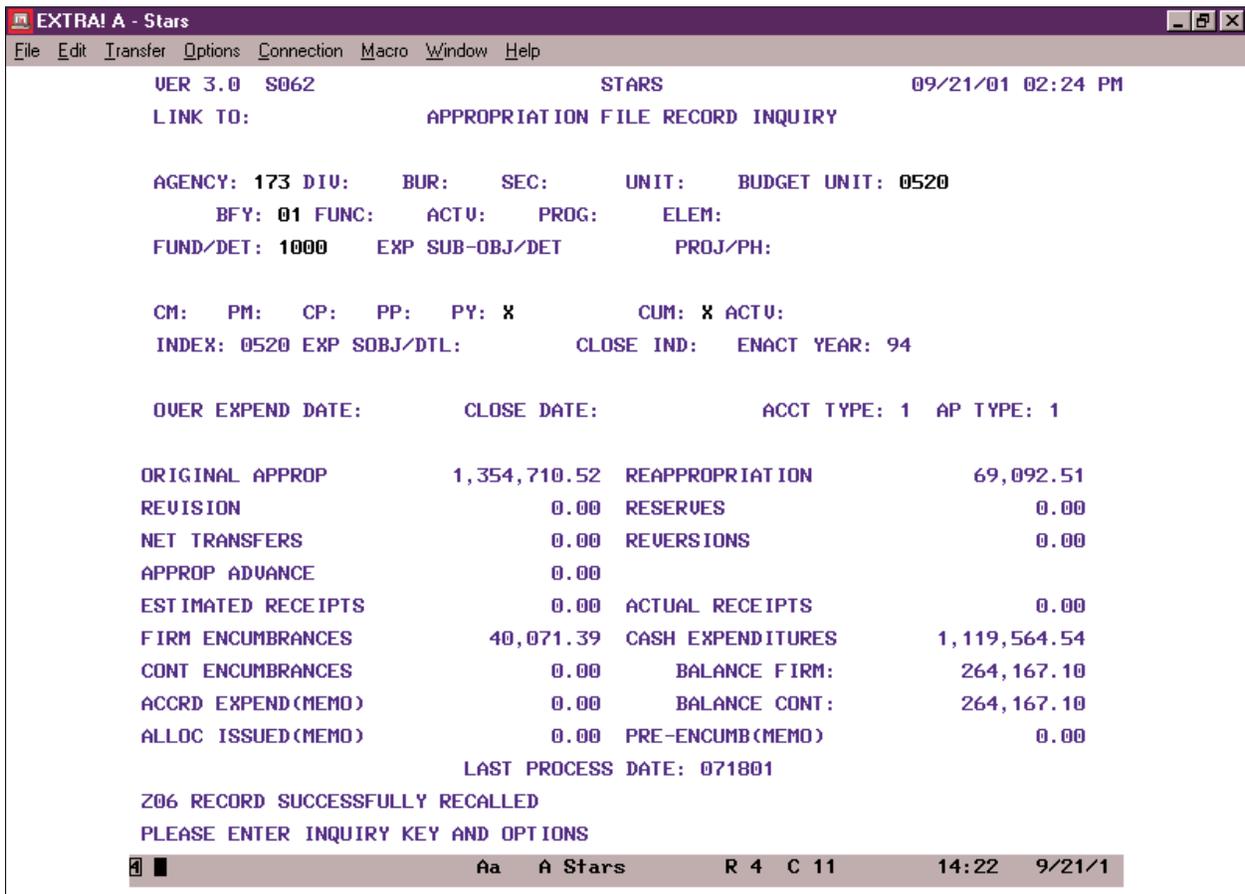
- The net activity for the prior month is displayed. Note that balances are still computed but they are meaningless because the data recorded in previous periods is not included.
- Some fields may show negative amounts because offsetting amounts from prior periods are not included. For example, Firm Encumbrances would show as a negative amount if the encumbrance transactions posted during the period had more liquidations of previously recorded encumbrances than encumbrance increases.

WALKTHROUGH 1D

Review the account status at the end of the prior fiscal year.

Step 1: Tab to the fields noted below and make the changes indicated:

- Change BFY from **02** to **01**
- Erase the fund number
- Erase the **X** in the PM option field and key an **X** in the PY option field
- Key an **X** in the CUM option field and erase the **X** in the ACTV option field
- Press the **ENTER** key.



- The status of the prior year account as it existed at the end of the prior fiscal year is displayed. This information might be useful in trying to verify reappropriation amounts, determine outstanding encumbrances at the end of the year, or to make year-to-year comparisons.
- The information displayed using these selection options will be different than that displayed when viewing the status of the prior year account in the current fiscal year.

WALKTHROUGH 1E

Review the current status of a prior year account in the current fiscal year.

Step 1: Tab to the Fund field and erase the fund number.

Step 2: Tab to the CM option field and key an **X**; tab to the PY option field and erase the **X**; and press the **ENTER** key.

CICSP - A
 File Edit Font Transfer Macro Options Window Help

VER 3.0 S062 STARS 03/07/02 01:15 PM
 LINK TO: APPROPRIATION FILE RECORD INQUIRY

AGENCY: 173 DIV: BUR: SEC: UNIT: BUDGET UNIT: 0520
 BFY: 01 FUNC: ACTV: PROG: ELEM:
 FUND/DET: 1000 EXP SUB-OBJ/DET PROJ/PH:

CM: X PM: CP: PP: PY: CUM: X ACTV:
 INDEX: 0520 EXP SOBJ/DTL: 2790 CLOSE IND: ENACT YEAR: 94

OVER EXPEND DATE: CLOSE DATE: ACCT TYPE: 1 AP TYPE: 1

ORIGINAL APPROP	0.00	REAPPROPRIATION	40,071.39
REVISION	0.00	RESERVES	0.00
NET TRANSFERS	0.00	REVERSIONS	0.00
APPROP ADVANCE	0.00		
ESTIMATED RECEIPTS	0.00	ACTUAL RECEIPTS	0.00
FIRM ENCUMBRANCES	26,928.35	CASH EXPENDITURES	13,143.04
CONT ENCUMBRANCES	0.00	BALANCE :	0.00
ACCRD EXPEND(MEMO)	0.00		
ALLOC ISSUED(MEMO)	0.00	PRE-ENCUMB(MEMO)	0.00

LAST PROCESS DATE: 010802
 Z07 NEXT RECORD SUCCESSFULLY READ
 PLEASE ENTER INQUIRY KEY AND OPTIONS

MA 0.0 03/07/02.066 01:16PM CICSP a 4,11

- This selection option will display the current status of those items that were “carried forward” from the prior year. If encumbrances existed at the end of the prior fiscal year, they will be carried forward to the new fiscal year along with a reappropriation in the same amount. In other cases, these accounts may be created to process prior year adjustments.
- Records for these accounts will not exist in the current fiscal year until the prior fiscal year has been closed.

WALKTHROUGH 1F

Check the current status of account Agency 173 and Budget Unit 7900 in the current BFY. **NOTE: This account is an appropriation account type 2 (receipt/expenditure) and appropriation type 3 (no limit).**

Step 1: Key the following numbers by the fields indicated and press the **ENTER** key.

Agency: **173** Budget Unit: **7900** BFY: **Current BFY**
FUND: (erase the existing fund number)

CICSP - A
File Edit Font Transfer Macro Options Window Help

VER 3.0 S062 STARS 03/07/02 01:17 PM
LINK TO: APPROPRIATION FILE RECORD INQUIRY

AGENCY: 173 DIV: BUR: SEC: UNIT: BUDGET UNIT: 7900
BFY: 02 FUNC: ACTV: PROG: ELEM:
FUND/DET: 7732 EXP SUB-OBJ/DET PROJ/PH:

CM: X PM: CP: PP: PY: CUM: X ACTV:
INDEX: 7900 EXP SOBJ/DTL: 3710 CLOSE IND: ENACT YEAR: 93

OVER EXPEND DATE: CLOSE DATE: ACCT TYPE: 2 AP TYPE: 3

ORIGINAL APPROP	0.00	REAPPROPRIATION	0.00
REVISION	0.00	RESERVES	0.00
NET TRANSFERS	0.00	REVERSIONS	0.00
APPROP ADVANCE	0.00		
ESTIMATED RECEIPTS	0.00	ACTUAL RECEIPTS	2,487,294.08
FIRM ENCUMBRANCES	44,948.95	CASH EXPENDITURES	438,609.31
CONT ENCUMBRANCES	0.00	BALANCE FIRM:	2,003,735.82
ACCRD EXPEND(MEMO)	0.00	BALANCE CONT:	2,003,735.82
ALLOC ISSUED(MEMO)	0.00	PRE-ENCUMB(MEMO)	0.00

LAST PROCESS DATE: 030502

Z26 RECORD NOT FOUND - NEXT RECORD RECALLED
PLEASE ENTER INQUIRY KEY AND OPTIONS

MA 0.0 03/07/02.066 01:18PM CICSP a 4,11

- Actual Receipts are shown for Appropriation Account Type 2 accounts. Both spending authority and cash balances are computed in the Appropriation File. No record for fund 7732 will exist in the Cash Control file.
- The beginning appropriation is shown as zero for Appropriation Type 3 (no limit) accounts. The zero should be read as no appropriation limit and only available cash limits spending.
- Refer to **Attachment 4** to determine how available balances are computed.

Appropriation File Financial Inquiry (S072)

- The Appropriation File Financial Inquiry, Screen 72, provides spending authority information similar to that contained in Screen 62 but with less appropriation detail. A net appropriation available amount is computed and displayed on Screen 72 whereas the user would have to add the appropriate fields on Screen 62 to determine the net appropriation amount. Screen 72 also displays the budget unit name and fund name for the record recalled while Screen 62 does not. Screen 72 contains fewer of the fields that the state does not use. User preference should dictate which screen to use.
- The screen keys and data selection options are the same on both appropriation file inquiry screens so the procedures for using either screen are the same.

WALKTHROUGH 1G

Check the current status of account Agency 173 and Budget Unit 0520 in the current BFY.

Step 1: From the File Inquiry Menu, key **72** in the FUNCTION field and press the **ENTER** key **OR** from a screen press the **HOME** key and enter **72** in the LINK TO field and press the **ENTER** key. The Appropriation File Financial Inquiry screen will display. If you are in the "Link To" mode, "ACTIVE" will be displayed under the LINK TO field.

Step 2: Key the following numbers by the fields indicated and press the **ENTER** key.

Agency: **173** Budget Unit: **0520** BFY: **Current BFY**

CICSP - A
 File Edit Font Transfer Macro Options Window Help

VER 3.0 S072 STARS 03/07/02 01:26 PM
 LINK TO: APPROPRIATION FILE FINANCIAL INQUIRY

AGENCY: 173 BUDGET UNIT: 0520 BUDGET ANALYSIS
 EXP SUB OBJ/DET:
 BFY: 02 PROJECT/PH: ACCT TYPE: 1 AP TYPE: 1
 CM: X PM: CP: PP: PY: CUM: X ACTV:

ENACT YR: 94 OVEREXPEND DATE: CLOSE IND: CLOSE DATE:

FUND/DET: 1000	STATE GENERAL FUND		
PCNT OF YEAR ELAPSED	75.00	EXPENDITURES	849,522.88
ORIGINAL APPROP	1,387,585.00		
ACTUAL RECEIPTS	0.00	FIRM ENCUM	0.00
ADJUSTMENTS	256,682.10	CONT ENCUM	0.00
NET TRANSFERS	0.00		
NET APPROPRIATION	1,644,267.10	BALANCE FIRM:	794,744.22
		BALANCE CONT:	794,744.22
ACCRD EXPEND(MEMO)	0.00	PRE-ENCUMB (MEMO)	0.00

LAST PROC DATE: 030502
 Z06 RECORD SUCCESSFULLY RECALLED
 PLEASE ENTER INQUIRY KEY AND OPTIONS

MA 0.0 03/07/02.066 01:27PM CICSP a 4,10

NOTE: When pulling up a prior year record after a current or prior month record for that account has already been accessed, the prior year record will not display. Enter the information for that prior year record again, press the ENTER key and it will display.

WALKTHROUGH 1H

Review the status of accounts for your own agency using either Screen 62 or 72. (A Chart of Accounts is available from the instructor if needed.)

AVAILABLE CASH STATUS

- Available cash is generally tracked and controlled at the fund level in the STARS Cash Control File. Beginning balance, receipts, disbursements (which includes firm encumbrance activity), and transfers are recorded in the Cash Control File and are used in determining available cash. The amounts displayed are real time balances. STARS uses the information in this file to perform financial edits when processing disbursement and firm encumbrance transactions to ensure cash is available.
- For appropriation account type 2 accounts, receipts are recorded and controlled at the budget unit level. For these accounts, no record will exist in the Cash Control File.
- STARS allows the prior year cash balances to be carried forward to a new fiscal year. Cash received in the new year CAN NOT be used to pay for prior year obligations.
- Two inquiry screens (S063 and S073) are available to view Cash Control File information. However, only one screen (S063) provides information other than the available balance. The primary purpose of this screen is to allow users to view available fund cash balances and to access summarized receipts, disbursements, and transfers. The information available is comparable to the data contained in the STARS Cash Control Status report, DAFR8120.

Cash Control File Record Inquiry (S063)

- The Cash Control File Record Inquiry screen can be accessed by selecting **63** from the File Inquiry Menu in STARS. The key to this screen is **Fund** number. The Cash Control File displays the beginning unencumbered fund balance, receipts, disbursements, and cash transfers for appropriation account type 1 (fund level control) funds. Funds that have appropriation account type 2 (budget unit level control) accounts will not show on Screen 63.
- Disbursements include both expenditures and firm encumbrance activity.
- A negative amount in the Transfers Received field generally indicates the transfer of cash out of the fund due to outlawed warrants.
- Screen options are available that allow the user to view current month, prior month, or prior year data. Users can also choose to view data on a cumulative fiscal year-to-date basis or by activity for a period. Data for both the current and prior fiscal years is available for viewing.
- In July of each year, inquiries for the prior month (June) cross fiscal years. In such cases, the user must select the PM (prior month) while June is open during concurrent processing to view June data. Once June is closed the user selects PY (prior year) to view prior year data which includes the June data. The BFY should also reflect the prior BFY.
- The following walkthroughs demonstrate how to select and view available cash balance information in a fund.

WALKTHROUGH 2A

Review the current month status for Fund 1000.

Step 1: From the File Inquiry Menu, key **63** in the FUNCTION field and press the **ENTER** key **OR** from a screen press the **HOME** key and enter **63** in the LINK TO field and press the **ENTER** key. The Cash Control File Record Inquiry screen will display.

Step 2: Key **1000** in the FUND field and press the **ENTER** key.

The screenshot shows a window titled "CICSP - A" with a menu bar (File, Edit, Font, Transfer, Macro, Options, Window, Help) and a toolbar. The main display area contains the following text:

```

VER 3.0  S063                STARS                03/07/02 01:29 PM
LINK TO:                CASH CONTROL FILE RECORD INQUIRY

FUND/DET: 1000          AGENCY:           GRANT/PHASE:

CM: X PM:   CP:   PP:   PY:           CUM: X ACTV:

OVER EXPEND DATE:

BEGINNING BALANCE      365,408,514.39  ADVANCES RECEIVED      0.00
RECEIPTS/COLLECTNS    2,916,710,864.35  ADVANCES MADE          0.00
DISBURSEMENTS         3,111,761,025.25  BORROWING LIMIT        0.00
TRANSFERS RECEIVED     135,799.27-     TRANSFERS MADE         134,979,297.00

                                BALANCE      35,243,257.22

                                LAST PROC DATE: 030702
206 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER INQUIRY KEY AND OPTIONS
  
```

At the bottom of the window, a status bar shows: MA 0.0 03/07/02.066 01:30PM CICSP a 4,13

Key Field: The data element to be entered to select a particular record.

FUND - The four-digit number of the fund. **NOTE: Do not enter agency number. If you do, no record will be recalled.**

Data Option Fields: These fields are used in combination to determine both the time period to be viewed and whether the data is cumulative for the period selected or represents activity for the period. Users select these options by placing an **X** in the appropriate fields. By leaving the selection options fields blank, STARS uses the current month (CM) and year-to date cumulative (CUM) as defaults.

CM - Used to select current month data. The system will default to this option.

PM - Used to select prior month data.

CP - Current period - Not Used.

PP - Prior Period - Not Used.

PY - Used to select prior year data.

CUM - Used to select cumulative fiscal year-to-date information. The system will default to this option.

ACTV - Used to select fund activity for the requested period - either current month or prior month. The activity option should not be used when selecting prior year as the period.

Displayed Data Fields:

BEGINNING BALANCE - Available cash balance at the beginning of the year when viewing data on a cumulative basis. When viewing data activity, beginning balance is \$0.00. The beginning cash balance has been reduced by firm encumbrances outstanding at the end of the prior year. This balance will not be final until prior year processing is complete, usually the third week in July.

RECEIPTS/COLLECTNS - Cash receipts recorded into the fund during the selected period.

DISBURSEMENTS - Contains both cash expenditures and firm encumbrance activity in the fund.

TRANSFERS RECEIVED - Funds received as a result of transfers from other funds or outlawed warrant transactions. A negative transfer received usually denotes an outlawed warrant transaction.

ADVANCES RECEIVED - Not used by the State.

ADVANCES MADE - Not used by the State.

BORROWING LIMIT - Not used by the State.

TRANSFERS MADE - Transfers made to other funds. Generally, these are statutory transfers.

BALANCE - The ending available cash balance in the fund at the end of the selected period. Balance is computed as follows: Beginning Balance + Receipts/Collections - Disbursements + Transfers Received - Transfers Made.

NOTE: STARS allows prior year cash balances to be carried forward to the current fiscal year, but cash received in the current year CAN NOT be used to pay for prior year obligations. During the year-end concurrent processing period, special care should be taken in selecting the correct period when checking the available cash balance in a fund. A fund may have a sufficient cash balance in the current year, but no money left in the prior fiscal year. Select CM (current month) and CUM (cumulative) to view the current year balance; and use PY (prior year) and CUM (cumulative) for the prior year balance.

LAST PROCESS DATE - The date when a transaction was last processed in the fund.

WALKTHROUGH 2B

Review the available cash information for funds in your agency. (A Chart of Accounts can be obtained from the instructor if needed.)

NOTE: If the Acct Type is not known, it can be verified using S062 to determine whether the information will be in the Cash Control File or the Appropriation File.

ENCUMBRANCE STATUS

- The Document File is used in STARS to record and track both firm and contingent encumbrances and pre-encumbrances. STARS uses this file for financial edits when processing encumbrance adjustments and encumbered payment transactions. This file maintains information on the original encumbrance amount, adjustments, liquidations, and payments.
- Encumbrance information is available for the current and prior fiscal years. However, individual encumbrance records are purged monthly from the file if the balance is \$0.00 and the balance at the end of the prior two months was also \$0.00.
- Two inquiry screens are available on the File Inquiry Menu (SO64 and SO74) to view encumbrance information. The primary purpose of these screens is to allow users to view the status of an encumbrance. These screens display the original encumbrance amount, remaining balance, and summarized information on adjustments, liquidations, and payments.
- Comparable data can be found on STARS report DAFR8070, Encumbrance Status by Object.

Document File Record Inquiry (S064)

- The Document File Record Inquiry screen can be accessed by entering **64** in the FUNCTION field on the File Inquiry Menu and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The key fields are **Agency**, **BFY**, and **Encumbrance No./Sfx**. Partial keys can be entered.
- Screen options are available that allow the user to view current month, prior month, or prior year data. Users can also choose to view data on a cumulative or activity basis.
- The following walkthroughs demonstrate how to select and view encumbrance status information.

WALKTHROUGH 3A

Review the current status of encumbrance A0201798 01.

- Step 1: Press the **F2** key to return to the Online File Inquiry menu. Type **64** in the FUNCTION field and press the **ENTER** key to access the Document File Record Inquiry screen **OR** press the **HOME** key to access the LINK TO field, key **64** and press the **ENTER** key.

Step 2: Key the following numbers by the fields indicated and press the **ENTER** key.

Agency: **173** BFY: **02** DOC NO: **A0201798 01**

CICSP - A

File Edit Font Transfer Macro Options Window Help

VER 3.0 S064 STARS 03/07/02 01:36 PM

LINK TO: DOCUMENT FILE RECORD INQUIRY

AGENCY: 173 BFY: 02 DOC NO: A0201798 01

CM: X PM: CP: PP: PY: CUM: X ACTV:

INDEX: 7163 AGY: 173 DIV: BUR: SEC: UNIT: GL ACCT: 5003
 EXP SUBJECT/DET: 2790 REV SUBJECT/DET: SUBSID:
 FUNC: 87 ACT: 13 PROG: ELEM: PCA-1: PCA: 87130 PCA TYPE: 1
 PROJ: GRANT: LOC: FAC: TASK: F/C FLAG: C
 BUDGET UNIT: 7163 ENACT YR: 91 FUND/DTL: 7719 AGENCY USE:
 VENDOR: 941503999 00 VENDOR NAME: THE SEGAL COMPANY
 INDICATORS: 0 1 0 0 0 0 0 0
 DOC DATE: 080701 CREATE DATE: 080701 CLOSE DATE: DUE DATE:

ORIGINAL AMOUNT	215,499.96	ADJUSTMENTS	8,620.00-
LIQUIDATIONS	116,211.15	COLLECTNS/PYMENTS	116,211.15
INTEREST/DISCOUNTS	0.00	RETENTIONS	0.00
PLANNED DOC AMOUNT	0.00		
	BALANCE	90,668.81	
	LAST PROCESS DATE:	030702	

226 RECORD NOT FOUND - NEXT RECORD RECALLED
 PLEASE ENTER INQUIRY KEY AND OPTIONS

0.1 03/07/02.066 01:38PM CICSP a 4,10

Key Fields - These are the data elements to be entered to select a particular record. Partial keys can be entered. Users are restricted to viewing records for the agency number authorized by their operator ID.

AGENCY - The user's three-digit agency number. This number will default to the value in the user's operator ID.

BFY - The two-digit budget fiscal year of the encumbrance.

DOC NO - The eight-character document (encumbrance) number and two-digit suffix number. **Attachment 5** lists available document prefixes.

Data Option Fields: These fields are used in combination to determine both the time period to be viewed and whether the data is cumulative for the period selected or represents activity for the period. Users select these options by placing an **X** in the appropriate fields.

CM - Used to select current month data. The system will default to this option.

PM - Used to select prior month data.

CP - Current period - Not Used.

PP - Prior Period - Not Used.

PY - Used to select prior year data.

CUM - Used to select cumulative encumbrance information. Information will be cumulative from the inception of the encumbrance except for payments, which are cumulative on a fiscal year-to-date basis.

ACTV - Used to select encumbrance activity for the requested period - either current month or prior month. The activity option should not be used when selecting prior year as the period.

Displayed Data Fields:

INDEX - The four-character index code (subset of a budget unit) to which the encumbrance was charged. If appropriate, payments may be made under a different index code as long as the budget unit is unchanged.

AGY - The three-digit funding agency number.

GL ACCT - The general ledger account in which the encumbrance was recorded. Valid values are as follows:

5002	Firm Encumbrances
5003	Contingent Encumbrances
7010	Pre-Encumbrances

EXP SUBOBJECT - The four-digit expenditure subobject code under which the encumbrance was recorded. If appropriate, payments may be made using a different subobject from that recorded on the encumbrance.

PCA - The five-digit PCA code under which the encumbrance was recorded. If appropriate, payments may be made using a different PCA from that recorded on the encumbrance.

F / C FLAG - An indicator to show whether an encumbrance was firm (F) or contingent (C).

BUDGET UNIT - The four-digit budget unit to which the encumbrance was charged.

FUND - The four-digit fund number to which the encumbrance was charged.

AGENCY USE - A 16-character field for agencies to record information.

VENDOR - The nine-digit vendor number and two-digit suffix used to identify the vendor. The vendor number is usually the vendor's tax ID number, either SSN or FEIN. Vendor number and suffix will be blank on DA-118 encumbrances.

VENDOR NAME - The name of the vendor. Vendor name will be blank for DA-118 encumbrances.

DOC DATE - The date on the original encumbrance document.

CREATE DATE - The date the encumbrance was recorded in STARS.

CLOSE DATE - The date the encumbrance was closed. This field will be blank unless a modifier of **F** is used on the final payment or cancellation transaction processed against the encumbrance.

ORIGINAL AMOUNT - The original amount of the encumbrance.

ADJUSTMENTS - The amount of adjustments made to the encumbrance. Adjustments can increase or decrease the amount of the encumbrance. When viewed on a cumulative basis, the adjustment amount will be over the life of the encumbrance.

LIQUIDATIONS - The amount of the encumbrance that has been liquidated. The liquidation amount for a transaction may be different than the payment amount. For example, if an encumbered final payment was made that was less than the balance remaining on the encumbrance, the payment field would be increased by the amount of the payment but the liquidation field would be increased by the amount of the payment plus the remaining balance of the encumbrance.

COLLECTNS/PYMENTS - The payments made against the encumbrance. When viewed on a cumulative basis, the amount displayed will be cumulative for the period selected. Payments are not cumulative over the life of the encumbrance.

INTEREST/DISCOUNTS - Not used by the State.

RETENTIONS - Not used by the State.

PLANNED DOC AMOUNT - Not used by the State.

BALANCE - The balance remaining on the encumbrance. The balance is computed as follows: Original Amount +/- Adjustments - Liquidations. When viewed on an activity basis, a balance will still be computed but it only reflects the net activity for the period selected.

LAST PROCESS DATE - The date a transaction was last processed against the encumbrance.

Document File Financial Inquiry (S074)

- The Document File Financial Inquiry screen displays the same financial information as in Screen 64, the Document File Record Inquiry. The format for screen 74 is probably easier to follow because some of the unused fields have been deleted and titles are displayed for the GL Account, Index, Expenditure Subobject, and Budget Unit fields. User personal preference should determine which screen to use.

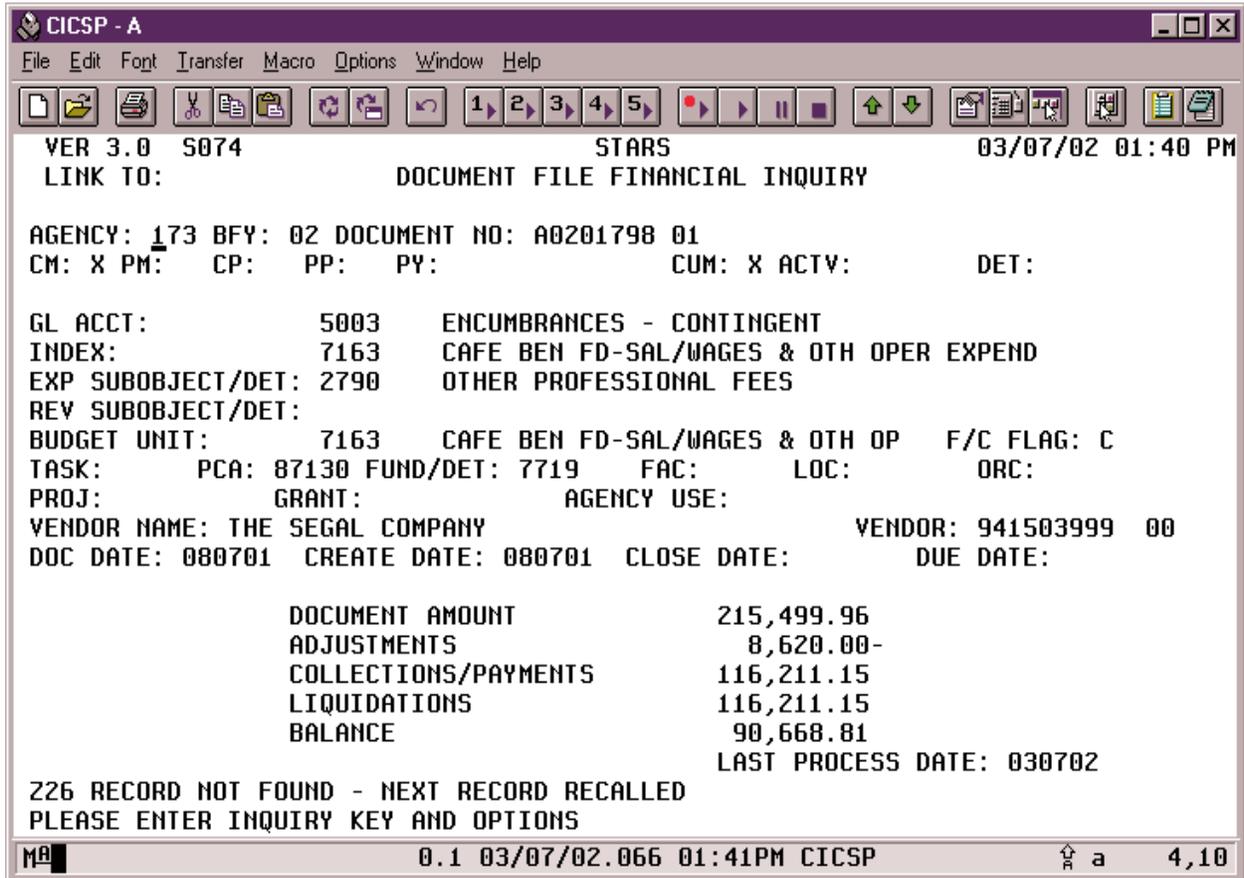
WALKTHROUGH 3B

Review the current status of encumbrance A0201798 01.

Step 1: Press the **HOME** key to access the LINK TO field, key **74**, and press the **ENTER** key.

Step 2: Key the following numbers by the fields indicated and press the **ENTER** key.

Agency: **173** BFY: **02** DOC NO: **A0201798 01**



WALKTHROUGH 3C

Review the status of encumbrances for your agency.

TRANSACTION INQUIRIES

- STARS provides several inquiry screens that allow users to access and view transaction level information that has processed in STARS. These screens allow users to determine if and when a transaction was processed in STARS, transactions processed for a particular vendor, whether a warrant has been redeemed or cancelled, and other similar information.
- Some information can be accessed in different ways depending on what information is known. Generally, if either a document number, warrant number or vendor number is known, the desired transaction information can be located.
- The transaction inquiry screens can be accessed through either the File Inquiry Menu or the Warrant Writing Menu. Data is generally available through these screens for about four months, after which it is purged from the files.

Detailed Warrant Writing File Inquiry (S068)

- The Detailed Warrant Writing File Inquiry screen is accessed from the File Inquiry Menu by keying **68** in the FUNCTION field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The Detailed Warrant Writing File Inquiry screen displays detailed payable transactions by **Agency** and **Document Number**. The payable transactions available are limited to those that create a warrant in STARS. This screen provides detailed warrant information such as number, amount, written date, and redeemed date. Lost warrant and warrant cancellation transactions are also available. Transactions will not display until they have been released and processed in STARS.
- Once a record has been recalled, users can page through the records by pressing the **ENTER** key.
- The following walkthrough demonstrates how to access payment, lost warrant, and canceled warrant transactions using the Detailed Warrant Writing File Inquiry.

WALKTHROUGH 4

Access a payment transaction and associated lost warrant transaction when the voucher number is known.

Step 1: From the Online File Inquiry menu, key **68** in the FUNCTION field and press the **ENTER** key to access the Detailed Warrant Writing File Inquiry screen **OR** press the **HOME** key to access the LINK TO field on the screen. Key **68** in the Link To field and press the **ENTER** key.

Step 2: At the Detailed Warrant Writing File Inquiry Screen, key the following numbers by the fields indicated and press the **ENTER** key.

Agency: **367**

Document No./Sfx: **V0034916 01**

CICSP - A
 File Edit Font Transfer Macro Options Window Help

VER 3.0 S068 STARS 03/08/02 01:22 PM
 LINK TO: DETAILED WARRANT WRITING FILE INQUIRY

AGCY: 367 DOCUMENT NO: V0034916 01
 BATCH AGCY: 367 DATE: 020130 TYPE: 4 NUMBER: 359 SEQ: 00047 DUP REC IND: 0
 OPERATOR ID: I03 TID: EFF-DATE: 020130

DISB METH: R DUE DATE: 020130 SH: Y TRANS YR: 02 PI: A

INDEX: 4500 FUND/DET: 5163 PCA: 37910 EXP-SUBOBJECT/DET: 2592
 REV SUBOBJECT/DET: PROJ/PH: GRANT/PH:
 TASK: FAC: LOC:

INVOICE NO: DESC: 65714A AC0034916
 DOC DATE: 020130 REF DOC: MOD:

WARRANT AMOUNT: 265.00 WARR NO: 001837106 WW IND: 1
 CREATE DATE: 020131 REDEEMED DATE: WRITTEN DATE: 020131
 VENDOR NO: 521170366 01 VEND NAME 1: ACPA
 SS FID NO: 379 VENDOR ADDR: ONE DUPONT CIRCLE SUITE 300
 VEND CITY: WASHINGTON STATE: DC ZIP: 20036 1110

226 RECORD NOT FOUND - NEXT RECORD RECALLED
 PLEASE ENTER INQUIRY KEY AND OPTIONS

MA 0.0 03/08/02.067 01:23PM CICSP a 4,9

Key Fields - These are the data elements to be entered to select a particular record. Partial keys can be entered. Users are restricted to viewing records for the agency number authorized by their operator ID.

AGCY - The user's three-digit agency number. The number will default to value in the user's operator ID.

DOCUMENT NO - The eight-character document number and two-digit suffix. When selecting a payment transaction, the document number will be the voucher number. When looking for lost warrant or cancelled warrant transactions, the document number will be the original payment voucher number but with an "M" prefix.

NOTE: The key also includes the batch-related information shown, batch agency through effective date. However, this information does not need to be entered. When performing multiple data searches, the batch agency field should be erased before pressing the ENTER key.

Displayed Data Fields

DISB METH - The disbursement method indicator entered on the transaction. Will be an **R** for payment transactions.

DUE DATE - The due date entered on the transaction if the writing of the warrant was to be delayed until a specific date.

SH - Special handling indicator that determines whether payments to a vendor should be consolidated during the warrant writing process.

TRANS YR - The transaction year (fiscal year) in which a transaction should be recorded.

PI - The Payment Indicator that determines whether a payment is made electronically, by centrally mailed warrant, or by agency mailed warrant. Values are: **X** = Electronic payment; **A** = Agency mailed warrant; and **“Blank”** = Centrally mailed warrant.

INDEX - The four-character index code which was recorded on the transaction.

FUND - The four-digit fund number to which the transaction was charged.

PCA - The five-digit Program Cost Account code which was recorded on the transaction.

EXP-SUBJECT - The four-digit expenditure subobject code recorded on the transaction.

REV-SUBJECT - The four-digit revenue subobject code recorded on the transaction.

INVOICE NO - The invoice number if included on the original payment voucher.

DESC - The description field from the payment voucher, if used. On lost warrant and cancelled warrant transactions, “LOST WARRANT TRANS” or “CANCELLED WARRANT TRANS” will display as appropriate.

DOC DATE - Generally, the date the document was created.

REF DOC - The reference document number if the payment was encumbered. In cases of lost warrants or cancelled warrants, the original warrant number is written to this field.

MOD - The modifier code if the payment was encumbered.

WARRANT AMOUNT - The amount of the warrant contributed by the voucher funding line. If multiple funding lines were on the voucher, the total warrant amount would be the sum of all funding line amounts.

WARR NO - The number of the warrant. On payment transactions this will be the original warrant number. On lost warrant transactions, this will be the replacement warrant number.

WW IND - The warrant write indicator appropriate to the transaction. The indicator tells STARS what type of warrant related action to process.

CREATE DATE - The date the transaction was created.

REDEEMED DATE - The date a warrant was redeemed by the State Treasurer.

WRITTEN DATE - The date a warrant was written which should be the date of the warrant.

VENDOR NO - The nine-digit vendor number and two digit suffix.

VEND NAME 1 - The first line of the vendor's name.

SS FID NO - The three-digit number of the agency that added the vendor to the vendor table.

VEND ADDR - The vendor's street address.

VEND CITY, STATE, ZIP - The city, state, and zip code of the vendor's address.

Step 3: To view a lost warrant transaction (replacement warrant), change the Document Number/Sfx to **M0034916 01**, erase the batch agency number from the batch related field, and press the **ENTER** key.

NOTE: This same process can be used to view a cancelled warrant transaction.

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CICSP - A
File Edit Font Transfer Macro Options Window Help
VER 3.0 S068 STARS 03/08/02 01:27 PM
LINK TO: DETAILED WARRANT WRITING FILE INQUIRY

AGCY: 367 DOCUMENT NO: M0034916 01
BATCH AGCY: 000 DATE: 020305 TYPE: W NUMBER: 800 SEQ: 00004 DUP REC IND: 0
OPERATOR ID: WWU TID: EFF-DATE: 020305

DISB METH: R DUE DATE: 020304 SH: Y TRANS YR: 02 PI: A

INDEX: 4500 FUND/DET: 5163 PCA: 37910 EXP-SUBJECT/DET: 2592
REV SUBJECT/DET: PROJ/PH: GRANT/PH:
TASK: FAC: LOC:

INVOICE NO: DESC: LOST WARRANT TRANS
DOC DATE: 020305 REF DOC: 01837106 00 MOD:

WARRANT AMOUNT: 265.00 WARR NO: 001959300 WW IND: 5
CREATE DATE: 020305 REDEEMED DATE: WRITTEN DATE: 020305
VENDOR NO: 521170366 01 VENDOR NAME 1: ACPA
SS FID NO: 379 VENDOR ADDR: ONE DUPONT CIRCLE SUITE 300
VEND CITY: WASHINGTON STATE: DC ZIP: 20036 1110

226 RECORD NOT FOUND - NEXT RECORD RECALLED
PLEASE ENTER INQUIRY KEY AND OPTIONS
MA 0.0 03/08/02.067 01:30PM CICSP a 4,9

```

Vendor Payment File (S071)

- The Vendor Payment File Record Inquiry screen is accessed from the File Inquiry Menu by keying **71** in the FUNCTION field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The Vendor Payment File Record Inquiry screen provides access to transactions processed by an agency to a vendor. The file includes selected encumbrance, payment, and warrant transactions, including canceled and lost warrants. Transactions are sorted by document number and suffix. This means that related documents (such as a payment transaction and the associated warrant transaction and any maintenance transactions) that have the same document number but different document prefixes may not be listed together. **Attachment 5** lists available STARS document prefixes.
- Once a record has been recalled, users can page through the records by pressing the **ENTER** key.
- Walkthrough 5 shows the steps to look up records related to a vendor.

WALKTHROUGH 5

Access and review transactions processed for a vendor when the vendor number is known.

Step 1: From the Online File Inquiry menu, key **71** in the FUNCTION field and press the **ENTER** key to access the Vendor Payment File Record Inquiry screen **OR** press the **HOME** key to access the LINK TO field on the screen. Key **71** in the Link To field and press the **ENTER** key.

Step 2: Key the following numbers by the fields indicated and press the **ENTER** key.

Agency: **367**

VENDOR NO: **521170366 01**

VER 3.0 S071 STARS 03/08/02 01:38 PM
 LINK TO: VENDOR PAYMENT FILE RECORD INQUIRY

AGCY: 367 VENDOR NO: 521170366 01
 VENDOR TYPE: 5 VENDOR NAME: ACPA

CURR DOC	TRANS ID	TC	R M	REFERENCE	DOC	AMOUNT
INDEX	SOBJ	WARRANT	INVOICE NO	DESCRIPTION		
M0034916 4500	01 000 2592	030502 W	800	00004 310	01837106 00 LOST WARRANT TRANS	265.00
V0032788 0003	01 367 2592	011602 4	242	00043 703 12049A	AC0032788	240.00
V0034916 4500	01 367 2592	013002 4	359	00047 703 65714A	AC0034916	265.00
W0032788 0003	01 002 001792888	011702 W	444	05853 301		240.00

226 RECORD NOT FOUND - NEXT RECORD RECALLED
 PLEASE ENTER INQUIRY KEY AND OPTIONS

MA 0.0 03/08/02.067 01:40PM CICSP a 4,34

Key Fields - These are the data elements to be entered to select a particular record. Partial keys can be entered. Users are restricted to viewing records for the agency number authorized by their operator ID.

AGCY - The user's three-digit agency number. The number defaults to user's operator ID.

VENDOR NO - The nine-character ID number and two digit suffix. If you are not sure of the suffix, leave it blank.

VENDOR TYPE and NAME - These fields will display when a record has been accessed. They do not need to be entered.

Displayed Data Fields

CURR DOC - The eight-character document number and two-digit suffix. The records are sorted by document number. **Attachment 5** lists available STARS document prefixes.

TRANS ID - The transaction ID that consists of batching agency number, batch date, batch type, batch number, and sequence number.

TC - The transaction code which was used.

R - The reverse code, which, if present, reverses the impact of the transaction code.

M - The modifier included on the transaction if an encumbrance was involved.

REFERENCE DOC - The encumbrance document number and suffix. Used if an encumbrance is being adjusted or a payment made against the encumbrance.

AMOUNT - The amount of the transaction.

INDEX - The four-character index code included on the transaction.

SOBJ - The four-digit subobject code included on the transaction.

WARRANT - The nine-digit number of the warrant. Included on the warrant transactions.

INVOICE NO - The invoice number on the transaction if entered by the paying agency.

DESCRIPTION - The description information on the transaction if entered by the paying agency.

Step 3: Press the **ENTER** key to page through the transactions for this vendor.

Document Detail Inquiry (S084)

- The Document Detail Inquiry Screen is accessed from the File Inquiry Menu by keying **84** in the FUNCTION field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.

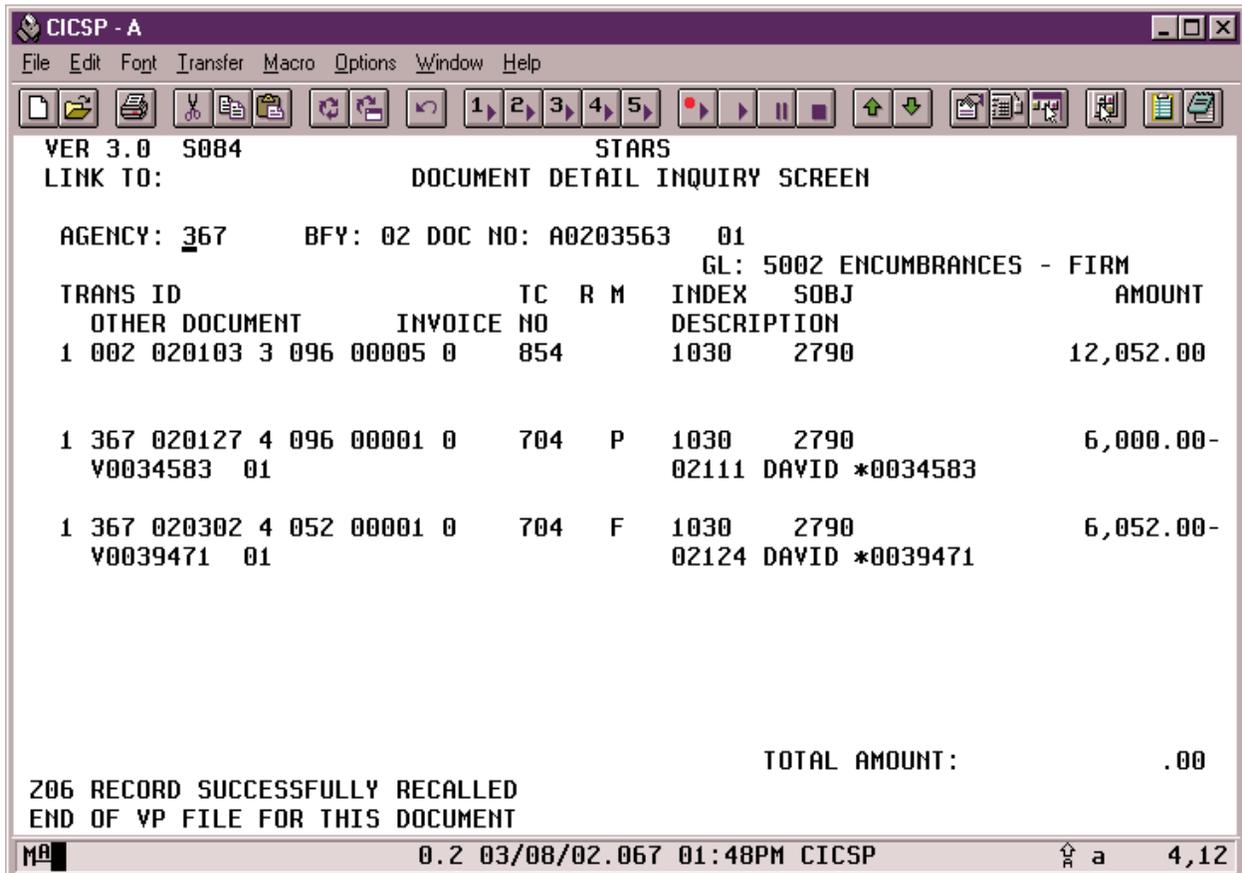
- The Document Detail Inquiry file displays transactions posted to an encumbrance during the past approximately 15 weeks. The key fields are **Agency**, **BFY**, and **Encumbrance No./Sfx**.
- If more than one page of transactions exist, press the **ENTER** key to view the next page.
- Walkthrough 6 demonstrates how to access and view encumbrance related transactions when the encumbrance number is known.

WALKTHROUGH 6
 Access and view the transactions processed related to an encumbrance.

Step 1: From the Online File Inquiry menu, key **84** in the FUNCTION field and press the **ENTER** key to access the Vendor Payment File Record Inquiry screen **OR** press the **HOME** key to access the LINK TO field on the screen. Key **84** in the Link To field and press the **ENTER** key.

Step 2: Key the following numbers by the fields indicated and press the **ENTER** key.

Agency: **367** BFY: **02** DOC NO: **A0203563 01**



Key Fields - These are the data elements to be entered to select a particular record. Partial keys can be entered. Users are restricted to viewing records for the agency number authorized by their operator ID.

AGCY - The user's three-digit agency number. The number will default to user's operator ID.

BFY - The budget fiscal year of the encumbrance.

DOC NO - The eight-character encumbrance document number and two-digit suffix.

Displayed Data Fields

GL - The general ledger account number and name to which the encumbrance was charged. This number indicates whether the encumbrance is firm or contingent.

TRANS ID - The transaction ID that consists of batching agency number, batch date, batch type, batch number, and sequence number.

TC - The transaction code which was used.

R - The reverse code, which, if present, reverses the impact of the transaction code.

M - The modifier which was used.

INDEX - The four-character index code recorded on the transaction.

SOBJ - The four-digit subobject code recorded on the transaction.

AMOUNT - The amount of the transaction as it affects the encumbrance. The amount will be the same as the transaction document amount **except** it may not be the same when the modifier is F. When the modifier is F the amount shown on this inquiry display screen will be the encumbrance balance which was liquidated from the encumbrance by the transaction.

OTHER DOCUMENT - The document number of the transaction processed against the encumbrance.

INVOICE NO - The invoice number on the transaction if entered by the paying agency.

DESCRIPTION - The description information on the transaction if entered by the paying agency.

TOTAL AMOUNT - The net amount of the transactions **displayed** for the encumbrance.

Audit Trail Inquiry (S085)

- The Audit Trail Inquiry Selection screen is accessed from the STARS File Inquiry Menu by keying **85** in the FUNCTION field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The Audit Trail Inquiry Selection screen provides access to accounting transaction level detail stored in the STARS On-line History File. Transactions entered on-line are not available in this file until they have been released and processed through STARS. Transactions from the current month and four preceding months are available on-line.
- STARS uses a series of three screens in accessing this data. Walkthrough 7 demonstrates how to use the Audit Trail Inquiry function to view detailed accounting transactions.

WALKTHROUGH 7

Access and review transactions for Other Professional Fees (Expenditure Sub-object code 2790) made by Agency **173**.

- Step 1: From the Online File Inquiry menu, key **85** in the FUNCTION field and press the **ENTER** key to access the Vendor Payment File Record Inquiry screen **OR** press the **HOME** key to access the LINK TO field on the screen. Key **85** in the Link To field and press the **ENTER** key. The Audit Trail Inquiry Screen displays.

VER 3.0 S085 STARS 03/12/02 09:22 AM
 LINK TO: AUDIT TRAIL INQUIRY SELECTION
 FUNCTION: S (S=SELECT AN INQUIRY PARAMETER)

DOCUMENT NUMBER: AGY DOCUMENT
 AGENCY AND INDEX: AGY INDEX
 REVENUE SUB-OBJECT: AGY SUB-OBJ
 EXPENDITURE SUB-OBJ: AGY 173 SUB-OBJ 2790
 TRANSACTION ID: B-AGY _ B-DATE TYPE NO. SEQ

MA 0.0 03/12/02.071 09:22AM CICSP a 15,29

-
- **Audit Trail Inquiry Selection Screen (S085)**- Provides five parameter options that can be used to select transactions for viewing. The options include:
 - 1) Agency and Document Number - Most efficient to use if the document number is known.
 - 2) Agency and Index - Useful if looking for transactions containing a particular index code. Not very efficient if there is a large volume of transactions.
 - 3) Agency and Revenue Sub-Object - Useful if looking for transactions containing a specific revenue subobject code. Not very efficient if there is a large volume of transactions.
 - 4) Agency and Expenditure Sub-Object - Useful if looking for transactions containing a specific expenditure subobject code. Not very efficient if there is a large volume of transactions.
 - 5) Transaction ID: batch agency, date, type, number, and sequence number - Efficient way to look at all transactions in a batch or a single transaction when the transaction ID is known. To select all transactions in a batch, leave the sequence number blank. Note: the batch date is entered in the MMDDYY format.
 - Only one set of parameters can be used at a time. If the agency number and the inquiry field are not entered on the same line, e.g. agency number on one line and the expenditure subobject code on another, the error message 'More Than One Parameter Selected' will display. Partial parameters are not allowed, except that sequence number can be left blank when using the transaction ID parameter.
- Step 2. Tab to the Expenditure Sub-Obj parameter and key **173** in the Agency field and **2790** in the Expenditure Sub-Obj field and press the **ENTER** key. The Audit Trail Inquiry screen S086 will display.

VER 3.0 S086 STARS 03/12/02 10:16 AM

AUDIT TRAIL INQUIRY

FUNCTION: s (N=NEXT, F=FIRST PAGE, S=SELECT)

	AGY	CURDOCNOSF	T/C	FUND	FY	INDX	PCA	SOBJ	TRANS	AMT	R	B-DATETNO	SEQ
x	173	S320020801	603	2064	02	1860	01700	2790		130.00		022602200100206	
	173	S320015901	603	2064	02	1860	01700	2790		250.00		011102200100378	
	173	S002015602	603	8443	02	8476	99000	2790		198,462.70R		111501200100135	
	173	S320009301	603	2064	02	1860	01700	2790		199.50		110101200100003	
x	173	V206048801	733	2001	02	2200	01400	2790		22,352.00		030402198100311	
	173	V206587801	733	1000	02	033A	87010	2790		8,902.00		022802198200006	
x	173	A702052701	864	6162	02	5760	87130	2790		8,500.00		022802303500001	
	173	C020184501	864	2521	02	204E	87130	2790		52,434.00		010902322900001	
-	173	H702017501	814	2197	02	202L	87010	2790		12,500.00		010902323000001	
	173	J217308405	783	6110	01	4030	82830	2790		423.00R		010702196100089	
	173	J217308406	783	6110	01	4030	82820	2790		423.00		010702196100090	
	173	J217308509	814	6110	02	4030	82820	2790		1,353.21		010402196100175	
	173	J217308510	814	6110	02	4030	82830	2790		1,353.21R		010402196100176	
	173	J217308511	783	6110	02	4030	82820	2790		1,353.21R		010402196100177	
	173	J217308512	783	6110	02	4030	82830	2790		1,353.21		010402196100180	

TO VIEW ADDITIONAL TRANSACTIONS, PRESS ENTER

MA 0.5 03/12/02.071 10:26AM CICSP a 14,2

- **Audit Trail Inquiry Screen (S086)** - Displays selected information from the transactions that met the selection criteria entered onto the Audit Trail Inquiry Selection Screen (S085). If no records match the selection criteria entered, the selection criteria entered on the Audit Trail Inquiry Selection Screen (S085) will appear on the Audit Trail Inquiry screen (S086). If this happens, verify that the correct information was entered. Press **F2** to return to the Audit Trail Selection screen and enter new parameters.

Displayed Data Elements

AGY - The three-digit agency number to which the transaction was charged.

CURDOCNOSF - The eight-character document number and two-digit suffix number.

T/C - The transaction code used to process the transaction.

FUND - The four-digit number of the fund to which the transaction was charged.

FY - The budget fiscal year on the transaction.

INDX - The four-character index code recorded on the transaction.

PCA - The five-digit program cost account code recorded on the transaction.

SOBJ - The four-digit subobject code recorded on the transaction. It can be either an expenditure or revenue subobject as appropriate.

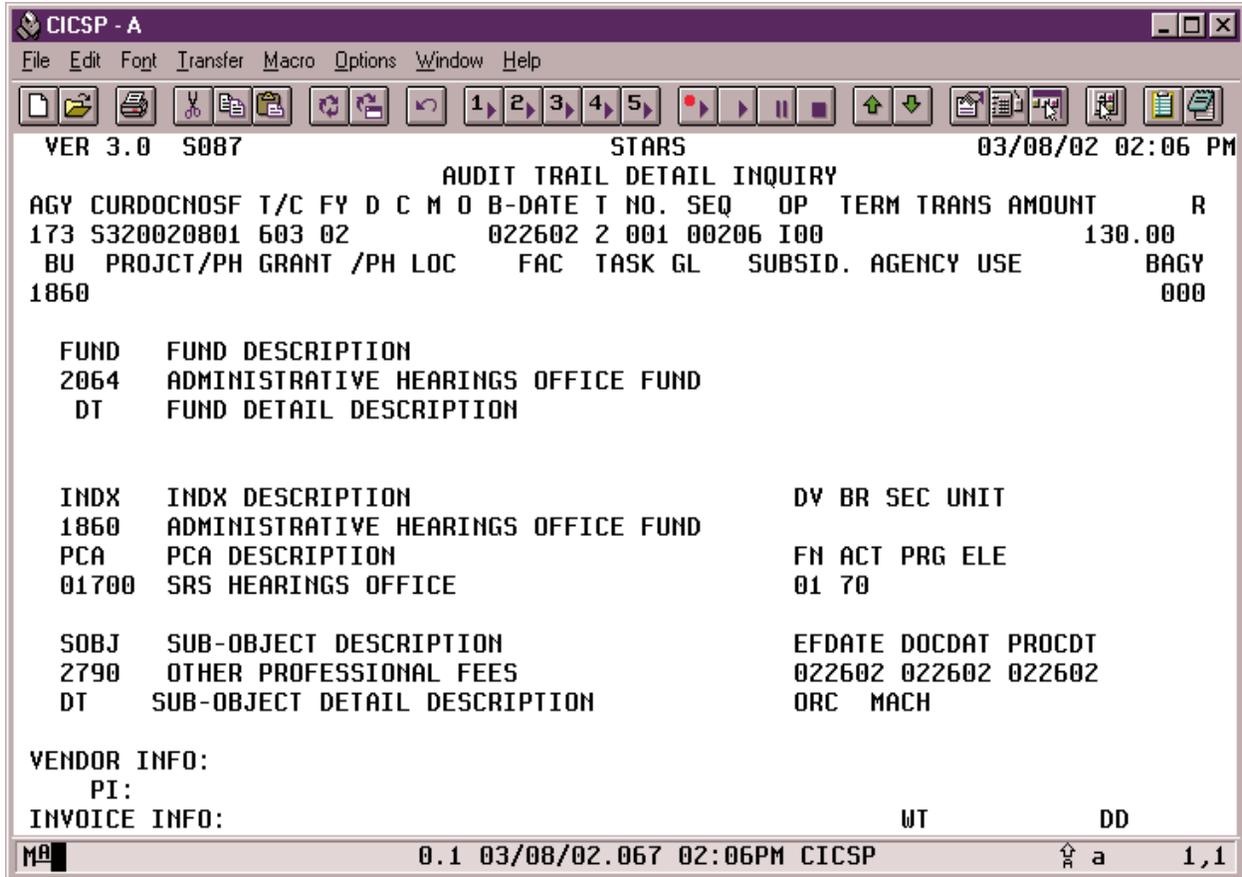
TRANS AMT - The amount of the transaction.

R - Reverse code, if used, reverses the impact of the transaction code.

B-DATENO SEQ - The batch date, type, number, and sequence number of the transaction.

- The functions **N**ext and **F**irst page are available to navigate through the transactions if there is more than one screen of transactions. To page through the transactions, change the function to **N** and press the **ENTER** key. Each time the **ENTER** key is pressed, the next screen of data will display. To return to the first screen of data, change the function to **F** and press the **ENTER** key.
- The **S**elect function is available to view further detail for the selected transactions. To use the select function, change the function to **S** and tab to each transaction line that you wish to see and key **X** or **S** to the left of the transaction. Multiple transactions can be selected at once for viewing by placing an **X** or **S** by each transaction and pressing the **ENTER** key. STARS will display the first item selected. Each time the user presses the **ENTER** key, STARS will display the next item selected. If the user presses **ENTER** after the last item selected, STARS will return the user to the Audit Trail Inquiry Screen (S086).

Step 3: Select three payment transactions to view the detailed information available. Key **S** in the **FUNCTION** field and tab to each transaction line and key **X** or **S** in the field to the left of the transaction. After all transactions have been selected, press the **ENTER** key. The Audit Trail Detail Inquiry Screen (S087) will display.



- **Audit Trail Detail Inquiry Screen (S087)** - Displays detailed batch, document, and transaction information. It provides titles of key funding elements, vendor information, and key date fields.

Displayed Data Fields

AGY - The three-digit agency number of the agency processing the transaction.

CURDOCNOSF - The eight-character document number and two-digit suffix number.

T/C - The transaction code used to process the transaction.

FY - The budget fiscal year of the account to which the transaction will be charged.

D - Disbursement method; will be an **R** for payment transactions.

M - Modifier used on encumbrance related transactions.

O - Override code used by central staff to override certain financial edits.

B - Date - The date of the batch.

T - The batch type.

NO - The batch number.

SEQ - The sequence number of the transaction (system assigned).

OP - The operator ID of the person who entered the transaction.

TERM - The delivery terms shown on the voucher, if used.

TRANS AMOUNT - The amount of the transaction.

R - Reverse code, when used, reverses the impact of the transaction code.

BU - The budget unit to which the transaction was charged.

AGENCY USE - A 16-character field that agencies can use to enter information.

BAGY - The three-digit number of the batching agency.

FUND - The four-digit number and title of the fund to which the transaction was charged.

INDX - The four-character index code and title recorded on the transaction.

PCA - The five-digit program cost account number and title recorded on the transaction.

SOBJ - The four-digit subobject code and title recorded on the transaction. It can be either an expenditure or revenue subobject as appropriate.

EFDAT - The effective date of the transaction. Determines the posting month.

DOCDAT - The date of the document on which the transaction was included.

PROCDT - The date the transaction was processed in STARS.

VENDOR INFO - The vendor number and suffix, name, and street address.

PI - The Payment Indicator that determines whether a payment is made electronically, by centrally mailed warrant, or by agency mailed warrant. Values are **X**= Electronic payment; **A**= Agency mailed warrant; and **“Blank”** = Centrally mailed warrant.

INVOICE INFO - The information an agency entered in the invoice and description fields on the transaction.

Step 4: To view the remaining two transactions selected, press the **ENTER** key twice.

Step 5: To exit the Audit Trail Detail Inquiry screen, press the **ENTER** key after viewing the last transaction line selected or press the **F2** key any time. This step will return the user to the Audit Trail Inquiry screen (S086). Additional transactions on the screen can be selected for viewing if desired.

Step 6: To return to the Audit Trail Inquiry Selection screen (S085), press the **F2** key.

Redeemed Warrant Maintenance (S041)

- The Redeemed Warrant Maintenance screen is included on the Warrant Writing Menu. The Warrant Writing Menu is accessed from the STARS Main Menu by keying **W** in the FUNCTION field and pressing the **ENTER** key. The Redeemed Warrant Maintenance screen is accessed from the Warrant Writing Menu by keying **41** in the FUNCTION field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The Redeemed Warrant Maintenance screen provides access to records for warrants written in STARS. Payroll warrants and warrants written “outside” of STARS and charged through journal vouchers are not accessible through this screen. The file contains outstanding (unredeemed) warrants, redeemed warrants, and lost and cancelled warrants. Records remain in the file for four months after they have been cancelled or redeemed.
- The Redeemed Warrant Maintenance screen allows users to determine if a warrant has been redeemed and if so, the date it was redeemed by the State Treasurer. **(NOTE: The State Treasurer maintains outstanding and redeemed warrant information on all warrants. This information is available from their Web site (<http://kansasstatetreasurer.com/cashman/warrpage.ihtml>)).**
- The key field is **Warrant Number**. Redeemed date, vendor no./sfx, vendor name, warrant date, and amount are shown on the screen.

WALKTHROUGH 8

Determine if Warrant No. **001959300** has been redeemed and if so, when.

Step 1: At the Warrant Writing Menu, key **41** in the FUNCTION field and press the **ENTER** key. The Redeemed Warrant Maintenance screen will display **OR** press the **HOME** key to access the LINK TO field and key **41** and press the **ENTER** key.

Step 2: Key **R** in the FUNCTION field to select the recall function and **001959300** in the WARRANT # field. Press the **ENTER** key.

VER 3.0 S041 STARS 03/22/02 03:29 PM
 LINK TO: REDEEMED WARRANT MAINTENANCE
 FUNCTION: R (R=RECALL, C=CHANGE)
 WARRANT#: 001959300 REDEEMED DATE (MMDDYY):

VENDOR NO./SFX	VENDOR NAME	WARRANT DATE	AMOUNT
521170366 01 ACPA		03/05/02	265.00

BOTTOM OF DATA
 1 00 RECORDS WERE FOUND

M0 0.1 03/22/02.081 03:29PM CICSP a 3,13

Functions

- R - Used to recall a record.
- C - Not used on this screen.

Key Fields - This is the data element to be entered to select a particular record. Partial keys cannot be entered.

WARRANT# - The nine-digit number of the warrant.

Displayed Data Fields

REDEEMED DATE - The date, in MMDDYY format, the warrant was redeemed by the State Treasurer.

VENDOR NO./ SFX - The nine-character vendor number and two digit suffix.

VENDOR NAME - The vendor's name.

WARRANT DATE - The date of the warrant.

AMOUNT - The amount of the warrant.

Warrant Writing Inquiry (S042)

- The Warrant Writing Inquiry screen is included on the Warrant Writing Menu. The Warrant Writing Menu is accessed from the STARS Main Menu by keying **W** in the FUNCTION field and pressing the **ENTER** key. The Warrant Writing Inquiry screen is accessed from the Warrant Writing Menu by keying **42** in the FUNCTION field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The Warrant Writing Inquiry screen provides access to records for warrants written in STARS. Payroll warrants and warrants written “outside” of STARS and charged through journal vouchers are not accessible through this screen. The file contains outstanding (unredeemed) warrants, redeemed warrants, and lost and cancelled warrants. Records remain in the file for four months after they have been cancelled or redeemed.
- The Warrant Writing Inquiry screen provides a way for users to determine the warrant number and date when the payment document number is known. **NOTE: The Voucher/Warrant Writing File, screen 68, also provides a way to access this information.** The key fields are **Agency** and **Document Number**. Partial keys can be entered and you can scroll through the data by pressing the **ENTER** key.
- To view lost or canceled warrant transactions, enter the original document number but use a document prefix of "M" instead of "V".
- Walkthrough 9 demonstrates how to determine the warrant number and date when the payment voucher number is known.

WALKTHROUGH 9

View the warrant number and funding details for Voucher No. **V0034916** for Agency **367**.

Step 1: At the Warrant Writing Menu, key **42** in the FUNCTION field and press the **ENTER** key. The Warrant Writing Inquiry screen will display **OR** press the **HOME** key to access the LINK TO field and key **42** and press the **ENTER** key.

Step 2: Key **R** in the FUNCTION field to select the recall function, **367** in the AGCY field, and **V0034916** in the Document No. field. Press the **ENTER** key.

CICSP - A

File Edit Font Transfer Macro Options Window Help

VER 3.0 S042 STARS
 LINK TO: WARRANT WRITING INQUIRY
 FUNCTION: R (N=NEXT, P=PRIOR, R=RECALL, C=CHANGE)

***** DOCUMENT LEVEL DATA *****
 AGCY: 367 DOCUMENT-NO: V0034916
 DISB-METH: SEPARATE-HANDLING: DUE-DATE: DELETE-DATE:
 VENDOR-NO: 521170366 01 VENDOR-NAME: ACPA

***** TRANSACTION LEVEL DATA *****

D	S	P	DOC	DUE	DELETE	WARRANT	WRITTEN	
M	H	I	TRANSACTION ID	SUF	DATE	DATE	NUMBER	DATE TC
R	Y	A	3670201304359000470	01	013002		001837106	013102 703
								AMOUNT
								265.00

DOCUMENT TOTAL: 265.00

END OF DOCUMENT
 PLEASE ENTER FUNCTION

0.0 03/08/02.067 02:32PM CICSP a 3,13

Functions

- R - Used when recalling a record.
- N - Used to access the next page of information or the next record.
- P - Used to access the immediately preceding record.

Key Fields - These are the data elements to be entered to select a particular record. Partial keys can be entered.

AGCY - The three-digit number of the agency that processed the transaction.

DOCUMENT-NO - The eight-character document number from the payment voucher.

Displayed Data Fields

VENDOR-NO - The nine-character vendor number and two-digit suffix.

VENDOR-NAME - The name of the vendor being paid.

DM - The disbursement method; should be **R**.

SH - Special handling indicator that determines whether payments to a vendor are combined.

PI - The Payment Indicator that determines whether a payment is made electronically, by centrally mailed warrant, or by agency mailed warrant. Values are **X** = electronic payment; **A** = Agency mailed warrant; and **“Blank”** = Centrally mailed warrant.

TRANSACTION ID - The batch date, type, number, and transaction sequence number.

DOC SUF - The document suffix (line) number.

DUE DATE - The due date for the payment.

WARRANT NUMBER - The nine-digit number of the warrant.

WRITTEN DATE - The date the warrant was written and the date of the warrant.

TC - The transaction code used.

AMOUNT - The amount of the transaction.

DOCUMENT TOTAL - The total amount of the transactions on the document.

Outstanding Warrant Maintenance (S043)

- The Outstanding Warrant Maintenance screen is included on the Warrant Writing Menu. The Warrant Writing Menu is accessed from the STARS Main Menu by keying **W** in the FUNCTION field and pressing the **ENTER** key. The Outstanding Warrant Maintenance screen is accessed from the Warrant Writing Menu by keying **43** in the FUNCTION field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The Outstanding Warrant Maintenance screen provides access to records for warrants written in STARS. Payroll warrants and warrants written “outside” of STARS and charged through journal vouchers are not accessible through this screen. The file contains outstanding (unredeemed) warrants, redeemed warrants, and lost and cancelled warrants. Records remain in the file for four months after they have been cancelled or redeemed.
- This screen is used centrally to process cancelled and lost warrant transactions. Other users can use this screen to determine a replacement warrant number when the original warrant number is known. The key field is **Warrant** number.
- Walkthrough 10 demonstrates how to locate a replacement warrant number.

WALKTHROUGH 10

Determine the replacement warrant number for original warrant number **001837106**.

Step 1: At the Warrant Writing Menu, key **43** in the FUNCTION field and press the **ENTER** key. The Outstanding Warrant Maintenance screen will display **OR** press the **HOME** key to access the LINK TO field and key **43** and press the **ENTER** key.

Step 2: Key **R** in the FUNCTION field to select the recall function and warrant number **001837106** in the Warrant # field. Press the **ENTER** key.

The screenshot shows a terminal window titled "CICSP - A" with a menu bar (File, Edit, Font, Transfer, Macro, Options, Window, Help) and a toolbar. The main display area contains the following text:

```

VER 3.0  S043                STARS                03/08/02 02:24 PM
LINK TO:                OUTSTANDING WARRANT MAINTENANCE
FUNCTION:  R (N=NEXT, R=RECALL, C=CHANGE)
WARRANT #: 001837106 DATE/  R-030502 L-030502  -    -    -
NEW STAT:                STATUS:  -    -    -    -    -
REPLACE #: 001959300 VENDOR: 521170366 01 ACPA
AGY DV DOCUMENT/SF FUND FY INDX SOBJ  PCA        AMOUNT   T/C R D PI
367 01 V0034916 01 5163 02 4500        37910        265.00 703  R  A
  
```

At the bottom of the screen, it says "BOTTOM OF DATA". The status bar at the very bottom shows "MA", "0.2 03/08/02.067 02:25PM CICSP", and "3,13".

Functions

- R - Used to recall a record.
- N - Used to display the next screen of information or the next record.
- C - Change function; restricted to central office for use on lost and cancelled warrants.

Key Field - This is the data element to be entered to select a particular record. Partial keys cannot be entered.

WARRANT # - The number of the original warrant.

Displayed Data Fields

DATE - The date a cancellation or lost warrant transaction was processed or the date a replacement was issued.

NEW STAT/STATUS - Not Used.

REPLACE # - The replacement warrant number.

VENDOR - The vendor number, suffix, and name.

AGY - The three-digit agency number of the paying agency.

DV - The two-digit division number of the paying agency if the agency uses division numbers. For most agencies this field will be blank.

DOCUMENT/SF - The eight-character document number and two-digit suffix number from the payment voucher.

FUND - The four-digit number of the fund the payment was paid from.

FY - The budget fiscal year of the account being charged.

INDX - The four-character index code recorded on the transaction.

SOBJ - Subobject code will be blank.

PCA - The five-digit program cost account recorded on the transaction.

AMOUNT - The amount of the transaction.

T/C - The transaction code used.

R - The reverse code, which if used, reverses the impact of the transaction code used.

D - The disbursement method which will be an R for payments.

PI - The Payment Indicator that determines whether a payment is made electronically, by centrally mailed warrant, or by agency mailed warrant. Values are **X** = electronic payment; **A** = Agency mailed warrant; and **“Blank”** = Centrally mailed warrant.

VENDOR EDIT TABLE

- A vendor must generally be on the Vendor Edit Table before a voucher can be entered to make a payment to that vendor. The Vendor Edit Table is located in the Table Maintenance Menu which can be accessed by typing **T** in the function field in the STARS main menu, then selecting **21** from the Table Maintenance Menu. Generally a vendor number is the vendor's social security number or FEIN number. Currently agencies are allowed to only **Add** vendors to the Vendor Edit Table. **Change** and **Delete** functions are managed centrally for control purposes. Users should always verify that a record for the vendor does not exist in the Vendor Edit Table before adding the vendor.
- Multiple vendor records may be required for a vendor if the vendor has multiple business locations. Different Vendor Suffixes are assigned for each business location used by the vendor. If multiple records exist for a vendor, users should compare mailing addresses before selecting a vendor record to ensure the payment goes to the correct location.
- Three screens are available for accessing or maintaining vendor information. Screen 21, Vendor Edit Table Maintenance, is used to add vendors to the vendor edit table. This screen can also be used for inquiry purposes if the vendor number is known. Two screens allow users to access vendor file information either alphabetically by vendor name or numerically by vendor number. Screen 2A, Vendor Alpha Index Inquiry, provides access to vendor information sorted in alphabetical order by vendor name sort sequence and Screen 2N, Vendor Number Index Inquiry, provides access in vendor number/suffix order. These sorted lists provide a means to quickly locate a vendor record.
- If a vendor has moved to a new address, the existing record in the vendor file should be corrected rather than adding a new record to the table. A change request form (TM-21) should be sent to the Division of Accounts and Reports Central Accounting Services Section to change the existing record. The form is available on the Accounts and Reports website located at <http://da.state.ks.us/ar>.

Vendor Alpha Index Inquiry (S02A)

- The Vendor Alpha Index Inquiry screen is accessed from the Table Maintenance Menu by keying **2A** in the FUNCTION field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The Vendor Alpha Index screen can be used to determine the vendor number and suffix when only vendor name is known.

WALKTHROUGH 11

Determine a vendor's ID number and suffix when only the vendor name is known.

Step 1: At the Table Maintenance Menu, key **2A** in the FUNCTION field and press the **ENTER** key. The Vendor Alpha Index Inquiry screen will display **OR** press the **HOME** key to access the LINK TO field and key **2A** and press the **ENTER** key.

Step 2: Change the FUNCTION to **R**, key **stout,ceci** in the Sort Sequence field, and press the **ENTER** key.

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LINK TO: VENDOR ALPHA INDEX INQUIRY

FUNCTION: N (R=RECALL, N=NEXT) SORT SEQ: STOUT,KATH

VENDOR NO	SX	S	P	NAME	ADDRESS	CITY
514488226	00	0		CECIL E STOUT	3000 SW ARVONIA PL	TOPEKA
481078006	B3	0		CELIA STOUT & JAN FISH	PO BOX 1453	TOPEKA
510287064	WC	0		STOUT CELIA E	PO BOX 1453	TOPEKA
490804529	00	0		CHARLES E STOUT	2728 14TH AVE	LINDSBORG
513565466	00	0		CLIFFORD E STOUT	RR 2 BOX 38A	LARNED
513565466	01	1		CLIFFORD E. STOUT	RR 2 BOX 38A	LARNED
509801212	00	0		CRAIG BENTON STOUT	8817 W 90TH TER	OVERLAND PARK
512803710	00	0		CYNDY J STOUT	29705 W 95TH ST	ALDEN
544405073	00	0		EDGAR L STOUT	3900 15TH AVE NE	SEATTLE
480823870	00	0		ELMORE G STOUT	RR 1 BOX 108	COTTONWOOD FA
511367431	00	0		EMILI SHARON STOUT	5507 W 98TH TER	SHAWNEE MISSI
513648406	00	0		GEORGE W. STOUT	2450 27TH RD	HOLLENBERG
558373491	00	0		JEFF STOUT	PO BOX 546	NORTON
513886834	00	0		JENNIFER STOUT	3309 MUSIL DR	MANHATTAN
509746912	01	0		FARM BUREAU LIFE INS.	RR 1 BOX 36	COTTONWOOD FA
513445658	00	0		JOE STOUT	RR 1 BOX 112J	COTTONWOOD FA
514485734	00	0		JOHN A STOUT	PO BOX 91	LYNDON
514727043	00	0		KATHY STOUT	RR 2 BOX 33	DEXTER

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- If a matching record is found, it will be displayed on the first line. There may be multiple records for a vendor if the vendor has multiple business locations. Some records may be inactive because they were originally incorrect. A "1" in the "S" field, located to the immediate right of the vendor suffix, indicates that the record is inactive and should not be used.

- The screen displays the vendor number and suffix, vendor name, and a partial address for the vendor. If additional information is needed for the vendor, the vendor can be recalled by vendor number and suffix using Screen 21. To access a particular record on Screen 21 from Screen 2A (or from Screen 2N), put an **S** in the field at the beginning of the line desired and press the **ENTER** key.
- The Function can be changed to **Next** if the user wants to page through the data. Each time the **ENTER** key is pressed a new screen of information will be displayed.
- Once the desired vendor number is found using Screen 2A, it is advisable to pull it up using Screen 2N so that all records for that vendor number can be viewed. Verify that the vendor number suffix (and its corresponding address) selected is the suffix desired.

Vendor Numeric Index Inquiry (S02N)

- The Vendor Numeric Index Inquiry screen is accessed from the Table Maintenance Menu by keying **2N** in the **FUNCTION** field and pressing the **ENTER** key. This screen can also be accessed by linking to it from another screen.
- The Vendor Numeric Index Inquiry screen can be used to determine a vendor's suffix when the vendor number is known.

WALKTHROUGH 12

Determine the address and vendor suffix number for Kansas State University located in Colby, Kansas. Kansas State University's vendor number is 367000000.

- Step 1: At the Table Maintenance Menu, key **2N** in the **FUNCTION** field and press the **ENTER** key. The Vendor Numeric Index Inquiry screen will display **OR** press the **HOME** key to access the **LINK TO** field and key **2N** and press the **ENTER** key.
- Step 2: Change the **FUNCTION** to **R**, key **367000000** in the **VENDOR #** field, and press the **ENTER** key. Change the **FUNCTION** to **N** and press the **ENTER** key to scroll through entries until the correct one is found.

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LINK TO: VENDOR NUMBER INDEX INQUIRY

FUNCTION: N (R=RECALL, N=NEXT, P=PREV) VENDOR #: 367000000 39

VENDOR NO	SX	S	P	NAME.....	N2	ADDRESS.....	CITY.....
367000000	18	0		KSU SCHOLARSHIP FUND		122 ANDERSON HALL	MANHATTAN
367000000	19	0	VE	KANSAS STATE UNIVERSIT		1800 DENISON AVE	MANHATTAN
367000000	20	0		KSU HOUSING DEPT		104 PITTMAN BUILDING	MANHATTAN
367000000	21	0	%K	KSU STUDENT UNION		110 ANDERSON HALL	MANHATTAN
367000000	22	0	IM	NW RESEARCH-EXTENSION		105 EXPERIMENT FARM D	COLBY
367000000	24	0		KSU CONTINUING EDUCATI		1623 ANDERSON AVE	MANHATTAN
367000000	25	0	KS	BIOTECHNOLOGY CARE FAC		207 BURT HALL	MANHATTAN
367000000	27	0	33	KSU SPEECH & HEARING		107 LEASURE HALL	MANHATTAN
367000000	28	0		KANSAS STATE UNIVERSIT		141 COLLEGE COURT BLD	MANHATTAN
367000000	29	0	KC	KSU FAMILY CENTER		2323 ANDERSON AVE STE	MANHATTAN
367000000	30	0		KSU REGISTRATION OFFIC		131 COLLEGE COURT BLD	MANHATTAN
367000000	31	0	HA	KANSAS STATE UNIVERSIT		131 COLLEGE CT	MANHATTAN
367000000	32	0		KSU ENGLISH DEPARTMENT		DENISON HALL	MANHATTAN
367000000	33	0	OF	KANSAS STATE UNIVERSIT		106 ANDERSON HALL	MANHATTAN
367000000	34	0		KSU ESARP		342 WATERS HALL	MANHATTAN
367000000	35	0	DE	KANSAS STATE UNIVERSIT		2 FAIRCHILD HALL	MANHATTAN
367000000	38	0		KANSAS STATE UNIVERSIT		2 FAIRCHILD HALL	MANHATTAN
367000000	39	0		K-STATE RESEARCH & EXT		120 E BUFFALO ST	GIRARD

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