

STARS

On-Line Voucher

Entry

Department of Administration
Division of Accounts and Reports
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<http://da.state.ks.us/ar/training>

COURSE OBJECTIVES

- Explain STARS system access requirements.
- Demonstrate how to sign-on/sign-off STARS and navigate through the system.
- Demonstrate how to add a vendor and view vendor information on-line.
- Demonstrate how to enter batch headers, voucher funding lines, and voucher descriptive information into STARS.
- Demonstrate how to make changes to existing batch headers, voucher funding, and voucher descriptions on-line.
- Explain suspense error correction procedures.
- Explain DA-118 year-end encumbrance procedures.

STARS ON-LINE VOUCHER ENTRY

TABLE OF CONTENTS

OVERVIEW	1
SIGN-ON / SIGN-OFF PROCEDURES	3
FUNCTION KEYS AND COMMANDS	8
VENDOR EDIT TABLE MAINTENANCE	9
BATCH ENTRY PROCEDURES	14
BATCH HEADER ENTRY	16
ENTRY OF VOUCHER FUNDING LINES	20
VOUCHER DESCRIPTION ENTRY	27
BATCH BALANCING	32
BATCH PRINTING	33
BATCH APPROVAL AND PROCESSING	35
BATCH CHANGES OR CORRECTIONS.....	37
ADD NEW FUNDING LINE OR VOUCHER TO EXISTING BATCH	45
CHANGE OR CORRECT A VOUCHER IN EXISTING BATCH‘	48
DELETE A FUNDING LINE OR VOUCHER FROM A BATCH.....	50
DELETE A BATCH.....	52
EXERCISE ONE.....	54
EXERCISE TWO	58
SUSPENSE ERROR CORRECTION	61
DA-118 YEAR-END ENCUMBRANCE PROCEDURES	65
ATTACHMENT 1	67
ATTACHMENT 2.....	68
ATTACHMENT 3.....	69

OVERVIEW

STARS, the Statewide Accounting and Reporting System, allows transactions to be submitted as paper vouchers and keyed centrally or entered directly on-line by the user. Agencies can currently enter the following transaction types on-line: payment vouchers, DA-118 end-of-year encumbrances, financial plans, and pre-encumbrances.

- The advantages of on-line voucher entry include:
 1. Shorter Document Processing Cycle - Documents entered on-line no longer have to be sent to data entry for keying. As a result, fewer days are required centrally to complete document processing.
 2. Fewer Suspended Transactions - On-line entered transactions are edited for both data and financial errors at the time of entry. Transactions must be free of fatal errors before STARS will accept the entry.
 3. Less Data Entry Resources Required - Batch sheets and vouchers can be printed from the data entered on-line into STARS. This eliminates much of the duplicate keying of data that occurs when agencies must type a voucher and then have the data re-keyed centrally for entry into STARS.
 4. More Current Financial Information - Data entered on-line immediately updates the STARS financial files.
- 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, a printer for printing vouchers, 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. (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. DISC Customer Support Center can be reached at 785-296-4999.
 3. 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 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 (phone 785 296-2311) 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** or on our web site at <http://da.state.ks.us/ar/forms>.
- 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 that users can perform only those functions authorized by their agency. Separate Operator ID’s are required for voucher entry, suspense error correction, and DA-118 encumbrance entry. Users may require more than one Operator ID depending on their job duties.
 - Agencies should notify the Division of Accounts and Reports’ Audit Services team at (785) 296-2311 prior to entering transactions on-line for the first time.
 - Each agency with on-line access to STARS is responsible for correcting its transactions that suspend due to errors. A tracking system should be established so that suspended documents are corrected in a timely manner and payments made promptly.
 - The Division of Accounts and Reports has established a Delegated Audit Authority program. Agencies may participate in this program if they meet certain internal control requirements and sign an agreement with the Division of Accounts and Reports to assume the pre-audit responsibility for payments authorized under the program. Agencies participating in the program are responsible for entering, auditing, and releasing these payments without having to submit the payment vouchers to the Division of Accounts and Reports. Agencies participating in this program are subject to an annual audit from the Division of Accounts and Reports for compliance with state disbursement policies and regulations. For additional information on this program or to participate in the Business Procurement Card program, contact the Audit Services Team in the Division of Accounts and Reports at (785) 296-2311 or refer to our web site at <http://da.state.ks.us/ar>.
 - Agencies may elect to have payments from different vouchers for the same vendor combined to print only one warrant or to print one warrant for each voucher. This option is controlled in the D02-Agency Table maintained by the Financial Integrity Team in the Division of Accounts and Reports (phone 785 296-2311). Agencies may change the option selected by submitting a written request to the Financial Integrity Team.

SIGN-ON / SIGN-OFF PROCEDURES

SIGN-ON PROCEDURES

- 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 - 4 apply in the training room but may or may not apply in your agency. The following are the steps to sign onto the STARS Test system:

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 select the following items: **Programs, Lan WorkPlace Pro, Terminal Emulators.**

Step 3: **Click once** on the TN3270 icon. The Open Display Session dialog box will appear.

Note: If you have a shortcut TN3270 icon setup on your desktop, skip steps 1 and 2 and double-click on the TN3270 icon.

Step 4: **Double-click** on the CICST Session Name. The CICS/ESA sign-on screen will appear. (Note: To access STARS production, select the CICSP Session Name.)

Step 5: Key your Top Secret User ID and Password then press the **ENTER** key. A blank screen will display a "Sign-on Complete" message at the bottom.

Top Secret User ID: **(Instructor will provide)** (Use the **TAB** key to access the next field.)

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

Note: Your top secret password must be changed every 30 days.

Step 6: At the blank screen type '**D000**' then press the **ENTER** key. The STARS System sign-on screen will display.


```
EXTRA! E - CICSP
File Edit Transfer Options Connection Macro Window Help
VER 3.0 S002          STARS          03/22/99 02:34 PM
NEWS DISPLAY

*****
STARS PRODUCTION SYSTEM
*****
(03-02-99 - KDH)
FEB WAS CLOSED ON 03-01-99, CYCLE NUMBER 2532.
*****
+++++ RECENTLY ISSUED INFORMATIONAL CIRCULARS +++++
NUMBER   DATE    TITLE
*****

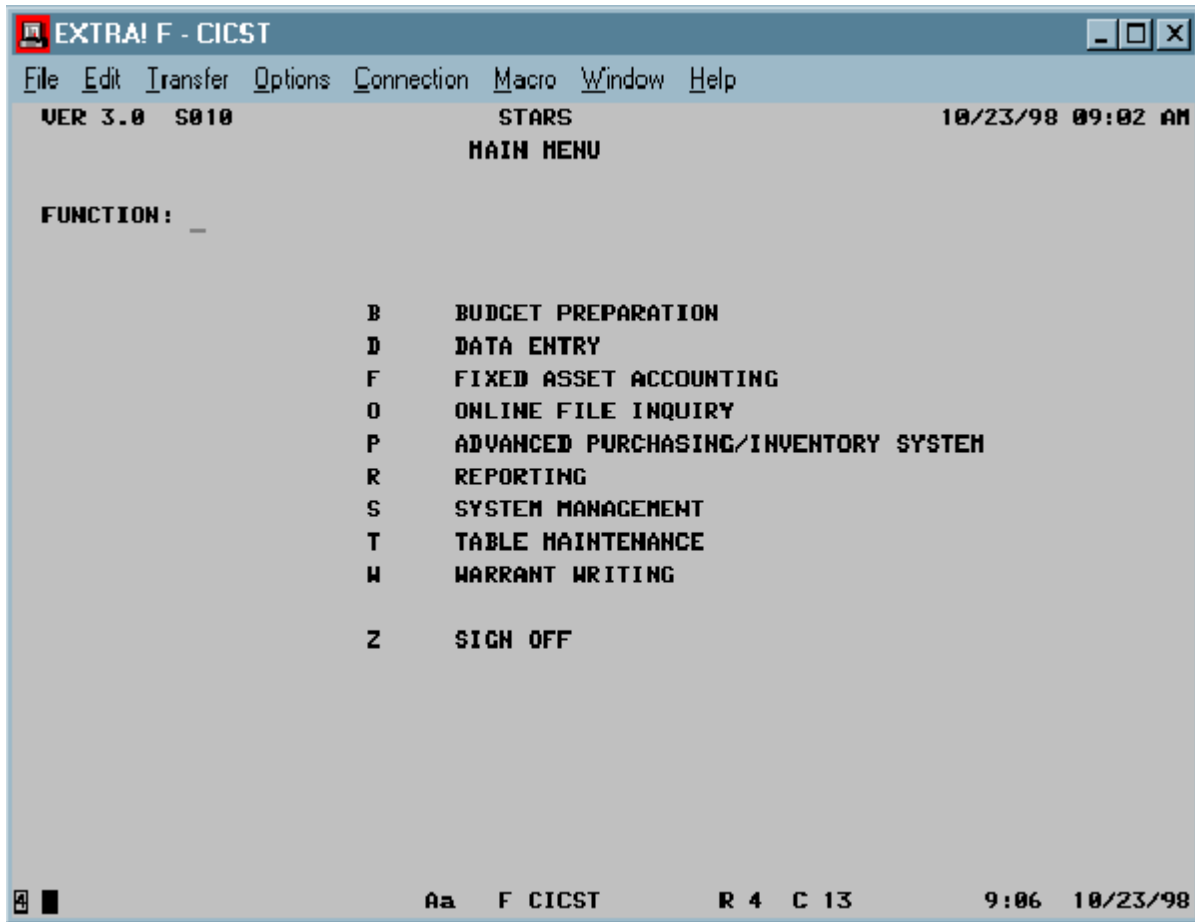
*****
VISIT THE A&R WEB SITE FOR LATEST INFORMATIONAL CIRCULARS AND RELATED INFO.
HTTP://DA.STATE.KS.US/AR

PRESS (ENTER) TO CONTINUE

Aa  E CICSP      R 1 C 1      14:36  3/22/99
```

Note: The STARS News Display screen serves as a message panel where information such as month end closing cycle and date, recently issued accounting informational circulars, and Accounts & Reports web site address is posted.

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



- The STARS system 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 in the FUNCTION field on the menu screen that corresponds to the function to be accessed and press the Enter key. Selecting a function from the Main Menu will generally take the user to a sub-menu. The sub-menus provide access to the specific screens used to perform the function selected. To access a particular screen from the sub-menu, type the letter or number in the FUNCTION field on the menu screen that corresponds to the screen to be accessed and press the Enter key. Use the F2 key to return to the previous menu or screen.
- Users will likely access the following three functions when performing data entry or error correction activities: (1) Data Entry for voucher entry, printing, and error correction; (2) Table Maintenance to access or add vendor information; and (3) Online File Inquiry to access current financial data, such as spending authority, cash, and encumbrance balances. **Attachment No. 2** provides a list of screens available from the File Inquiry, Table Maintenance, and Data Entry Menus.
- STARS also 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. 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.

SIGN-OFF PROCEDURES

- Users can sign off the STARS system from any menu screen. Users can type a **Z** in the Function field on the STARS Main Menu and press the Enter key or type a **99** from a submenu 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: Type either **99** from the submenu or **Z** from the main menu and press the **ENTER** key. A screen with ‘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 then the CICS Sign-on screen will 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. The Program Manager window will display.

FUNCTION KEYS AND COMMANDS

- The Function Keys are usually listed at the bottom of the screens to aid users in navigating through the system or performing a specific function.

Listed below are STARS Function Keys:

- F1** Transmits transaction entry for editing and posting. Returns filled data screen for data entry reduction techniques.
- F2** Returns to the previous screen (may be a previous menu). If entering a voucher description, F2 will return to the funding transaction entry screen.
- F3** At the funding transaction entry screen, accesses the voucher description entry screen.
- F4** Releases the “Link To” function and returns the user to the screen where the “Link To” function was first used.
- F5** Allows review of data before actually posting. Pulls in “look up” information (e.g., budget unit, vendor, or encumbrance information).
- F6** At the funding transaction entry screen, accesses the description entry screen for DA-118 encumbrance.
- F8** Goes to next record when utilizing “Recall a Batch for Correction”, screen 510, or displays a new page for entering the voucher descriptive information on screen 522.
- F9** Goes to the Batch Balancing screen. From this screen, a user can delete a batch header or release a batch.
- F10** Goes to “Recall a Batch for Correction”, screen 510, from another data entry screen.
- F11** Goes to “View or Print a Batch”, screen 520, from another data entry screen.
- F12** Goes to “View or Print Batch Headers”, screen 530, from another data entry screen.
- ENTER** Transmits transaction entry for editing and posting. Returns a fresh data entry screen. Should utilize this key when coding is not similar.
- ESCAPE** Releases the PC from a “locked-up” situation caused by entering data in an inappropriate position. The user should Tab into data entry fields to avoid being locked up again.
- HOME** Accesses LINK TO function field in a data entry screen.
- TAB** Moves cursor to the next field.

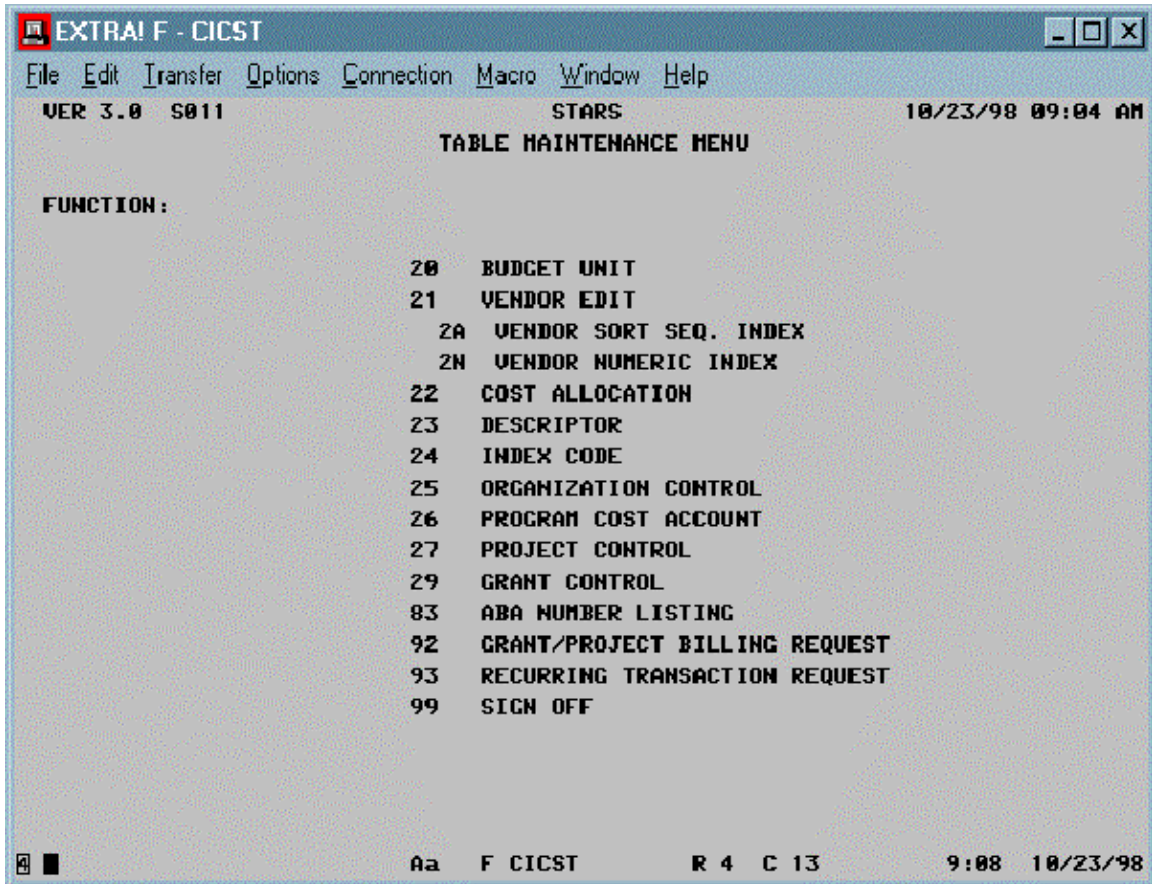
VENDOR EDIT TABLE MAINTENANCE

- A vendor must generally be in 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 a **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, Audit Services Team to change the existing record.
- A copy of form DA-130, Authorization for Electronic Deposit of Vendor Payment, and form TM-21, Vendor Edit Table Maintenance Form, and detailed guidelines for maintaining the vendor file can be found in **Attachment No. 3** or on our web site at <http://da.state.ks.us/ar/forms>. Any questions regarding vendor file maintenance should be directed to the Division of Accounts and Reports, Audit Services Team at (785) 296-2311.
- Walkthrough 1 demonstrates how to add a vendor to the vendor table.

WALKTHROUGH 1

Add yourself to the vendor file. If you are already on the vendor file, use '01' as suffix number. If not, use '00' as suffix number.

Step 1: From STARS Main Menu, type a **T** in the FUNCTION field and press the **ENTER** key. The Table Maintenance Menu will display.



Step 2: Type **21** in the FUNCTION field and press the **ENTER** key. The Vendor Edit Table Maintenance / Inquiry screen will display.

```

EXTRA! F - CICST
File Edit Transfer Options Connection Macro Window Help
VER 3.0 S021 STARS 10/23/98 09:06 AM
LINK TO: VENDOR EDIT TABLE MAINTENANCE/INQUIRY

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

VENDOR NUMBER: 112233445 00 BYPASS FINALIST: _ DUE DAY (DD):

VEND TYPE: VEND STATUS: MIN BUS: DISADV BUS: WOMEN BUS:

SORT SEQUENCE: AGENCY/DIV: 1099 INDICATOR:

VENDOR NAME...:
VENDOR NAME 2:
VENDOR ADDRESS: ABC:
CITY: STATE: ZIP CODE:

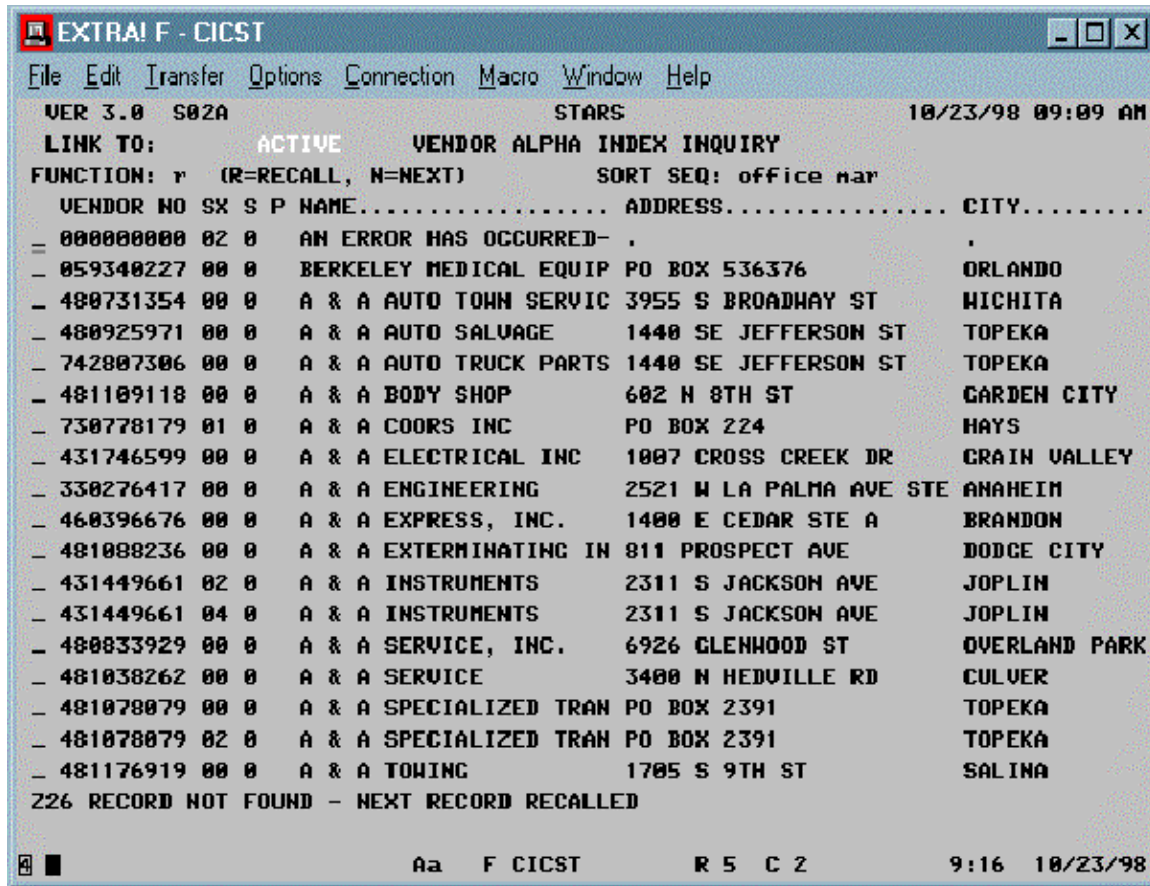
PHONE: CONTACT NAME:
ABA NUMBER: FINANCIAL INSTITUTION:
FINANCIAL INSTITUTION ACCT NO: ACCT TYPE:
PRENOTE IND: PRENOTE DATE:

EFF START DATE: EFF END DATE: LAST PROC DATE:

PF8=RECALL/NEXT USING VENDOR SORT SEQUENCE
Aa F CICST R 6 C 48 9:13 10/23/98

```

Step 3: Press the **HOME** key to move the cursor to the LINK TO function field. Type **2A** in the LINK TO field and press the **ENTER** key. The Vendor Alpha Index Inquiry screen will display.



- Step 4: Type an **R** in the FUNCTION field. Type the first 10 characters of your name in the format of **LastName,FirstName** in the SORT SEQ field and press the **ENTER** key. The vendor name with the closest match of the first ten characters will appear on the top of the screen.
- Step 5: Check to see if you are already on the file. If so, use '01'; if not, use '00' as the suffix number while adding yourself to the vendor file.
- Step 6: Press the **F4** key to return to the Vendor Edit Table Maintenance/Inquiry screen. Key the following data by the indicated fields:

Note: Refer to Attachment 3 for field descriptions.

FUNCTION	A
VENDOR NUMBER SFX	Your social security number 00 if you are not on vendor file, 01 if you are.
VENDOR TYPE	1
VENDOR STATUS	0

SORT SEQUENCE	Your name (Last,First MI)
AGENCY/DIV	173
1099 INDICATOR	Y
VENDOR NAME	Your name (First MI Last)
VENDOR ADDRESS	Your address

Step 7: Press the **F1** key to transmit the transaction.

Step 8: Press the **F2** key twice to return to the STARS Main Menu.

Note:

1. All vendor suffixes (locations) should have the same vendor type.
2. Use Agency 173 while adding vendors in training.
3. Sometimes some characters on screens 2A and 2N are highlighted or boxed. These areas are called Hotspots. They can be turned off/on by clicking on Option-Show Hotspots.