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STARS USER MANUAL

FISCAL CODING AND PRE-PROCESS REVIEW

INTRODUCTION

Each agency is responsible for entering accurate subobject and transaction codes in STARS and for meeting statewide policy guidelines in regards to the data entry of transactions. Each agency is responsible for filing and retaining source documentation regarding each individual transaction. Most agencies perform their own pre-process and use Management Control System (MCS) reviews to help establish the proper controls.

This document will describe the process of reviewing invoices or billings for proper fiscal coding, data entry, and review and final approval.

FISCAL CODING AND PRE-PROCESS REVIEW - WHAT IS IT

DUTIES OF AGENCY PERSONNEL

STARS data entry and fiscal coding involves identifying the type of transaction you are processing, where it should be accounted for within your agency structure, and what type of accounting postings it should generate. In addition, agency personnel are responsible to know and apply Idaho Code, regulations, and policies relevant for state expenditures.

There are four basic functions to perform before processing:

Function	Description
Fiscal coding	Receive invoice for payment. Review for compliance with statewide policies and resolve discrepancies. Enter fiscal coding. Create and sign a batch of coded invoices for data entry into STARS.

Function	Description
Data entry	Receive batch of coded invoices for data entry. Enter the batch into STARS. Release batch. Sign the batch and send for pre-process review.
Review	Receive batch for review. Review data entry, fiscal coding, and compliance to statewide policies for correctness and accuracy. Release batch. Sign batch and send for final release.
Final approval and release	Receive batch for final approval and release. Verify that the costs are due and payable, and are state allowable expenses. Sign the batch header and/or individual invoices. Release the batch showing approval and request for processing through STARS. Sign batch of approved invoices and send for process completion and filing.

One employee can do multiple functions (e.g., the fiscal coding and data entry) as long as you maintain the necessary internal controls.

RECORDS MANAGEMENT

For keeping the records of your agency’s transactions, the [Department of Administration, Purchasing and Bids, Records Center](#) provides records management services to State agencies. See their Records Management Guide for more information.

FISCAL CODING AND PRE-PROCESS REVIEW - UNDERSTANDING THE BASICS

REVIEW THE INVOICE OR BILLING

A vendor invoice is normally the minimum source documentation. Review the information on the invoice to determine the proper fiscal coding. Review an invoice for the following:

1. Use an original invoice as source documentation to make payments, not a “statement”. If the original is lost, you may have to use an invoice showing past due amounts.
2. Be sure you have not already paid the invoice.

3. Have documentation of the approval of the order which should include the following:
 - a. A signed, authorized purchase order or some documentation of an order approval. The purchase order or authorization should include the price and the amount of the goods.
 - b. A signed receiving report that shows the items received and any shortages or damage of goods. There should be at least a signature on a packing slip.
 - c. Compare or reconcile the invoice to both the purchase order or approval to order and the receiving report.

4. Pay the correct amounts.
5. The invoice should have the initials of the person who coded the previous data.
6. Deduct Idaho sales tax from the invoices where allowable - see [Idaho Code 63-36220](#) . Taxes imposed by other states are still payable. This does not exempt your agency from paying city or motel taxes.

If you are reimbursing an employee for lodging expenses, etc. and they paid Idaho sales tax, reimburse the employee for that tax. If the lodging is direct-billed, you may deduct the Idaho sales tax from the bill before paying it.

7. Check the [Meeting Refreshments](#), [Moving](#), [MPC \(Multi-Purpose Code\)](#), and [Travel](#) policies when applicable, and the Travel Policy at the [State Travel Policy and Procedures](#) web site.
8. Examine questionable expenses and document the reason for them.
[Idaho Code 67-2010](#) and [Idaho Code 67-2011](#) require that vouchers submitted for payment must be for those supplies or services necessary in the public service.
EXAMPLE 1: Alcohol, tobacco, drugs, etc. are not allowable unless part of official business, such as use in law enforcement or the state liquor dispensary.
EXAMPLE 2: Flowers, cards, etc. for sick employees do not meet the “necessary in the public service” requirements. However, appreciation gifts, such as certificates, cards, etc. for volunteers are acceptable as long as they are reasonable.
9. Check for agency approval signatures on the batch header or individual documents.

MEETING REFRESHMENTS

The State Board of Examiners establishes the travel policy, allowable expenses for meeting refreshments. You can find the Meal Expenses Allowable section of the Travel Policy at the [State Travel Policy and Procedures](#) web site. Be sure to attach all required documentation.

MPC (MULTI-PURPOSE CODE)

A ten-character MPC (Multi-Purpose Code) field is available for agency use on STARS data entry screens. It can be used for MER (miscellaneous encumbrance requisitions) documentation when setting up an encumbrance that will go across fiscal years. The DAFR6870 (Expenditure Report by Multipurpose Code) is available for reporting this field.

FORMS FOR FISCAL CODING

The Expenditure Disbursement Input form is available for entering fiscal code information ([click here to download the EXPDISB form](#)). However, you may use any method, as long as you can show the necessary information for fiscal coding. [Idaho Code 67-2005](#) addresses the responsibility of the agencies to use appropriate voucher forms when paying bills or invoices.

PREPARING FISCAL CODING FOR THE INVOICE OR BILLING

Once you have reviewed the invoice ensuring it meets all Idaho Code requirements, policies, and regulations, you can prepare the fiscal coding for data entry to STARS. STARS uses specific fiscal codes to identify the type of a transaction you are processing which results in the correct accounting postings.

STARS also uses fiscal codes to identify where you want the payment accounted for within your agency structure (Index or PCA). Basic fiscal coding elements will be described here. See the [Getting Started](#) documentation for more information.

DOCUMENT NUMBER

Most STARS transactions require an eight-character Current Document and two-digit Suffix number. You typically assign a Current Document/Suffix number to each transaction on the invoice, but you can assign the same Current Document number to multiple transactions and differentiate them by assigning a different Suffix number to each. You may have more than one transaction coded for an individual invoice, but the transactions must total the invoice amount.

Each agency should set a standard for assigning document numbers. The following are examples of different ways that agencies assign document numbers:

- Assign one current document number to each invoice and use different suffixes for each transaction on the invoice, e.g., EXP00701-01, EXP00701-02 for the first invoice then EXP00702-01, EXP00702-02, etc. (This is the most common way of using Current Document/Suffix numbers especially for agencies that file invoices by vendor.)
- Assign one Current Document number to the batch and use a different Suffix for each transaction, e.g., EXP00701-01, EXP00701-02, etc. (NOTE: This limits you to 99 transactions in the batch.)
- Assign one Current Document number/Suffix to each transaction regardless as to whether they belong to the same invoice, e.g., EXP00701-01, EXP00702-01, EXP00703-01.
- Start the numbering system from 00000001 for all types of batches. Some indicate type of batch in the Current Document number, such as RCPT0001 (for receipts), EXP00001 (for expenditures), etc.

The Current Document number on the invoice or batch should be traceable back to the monthly transaction registers. These transaction registers present the full detail of the accounting transaction.

STARS uses this Current Document/Suffix number as the document number on the Document file when the transaction code creates a document. You may want to make the Current Document/Suffix number identifiable to those using the Document File for payments, etc. The Document File is used for keeping track of individual records such as accounts receivables, accounts payables, encumbrances, loans, etc.

STARS also uses the Current Document/Suffix number on the Vendor Payment File, listing the payments to a vendor in alphabetical order. To keep the numbers in date order, you may want this number to be consecutive from the first of the year to the end. (EXAMPLE: RCPT000001, RCPT000002, or EXP00654, EXP00655, etc.)

TRANSACTION CODE

Every STARS transaction requires a three-character transaction code. This code determines which General Ledger accounts and STARS files the transaction will post. It also governs what data entry fields you need or are allowed to enter. The transaction codes also determine whether STARS will generate a warrant, another transaction code and/or a 1099MISC record for tax purposes. See the [Transaction Code Decision Table](#) chapter for more information on transaction codes.

The one-character reversal (RVS) will change the debits and credits of a Transaction Code. You normally leave this field blank unless you are doing an “R” reversal. You must use the space bar to clear this field if you have entered it and do not want it on the transaction.

INDEX AND PCA CODES

STARS requires most transactions to have both a four-character alphanumeric Index and a five-character alphanumeric PCA. The Index or PCA are codes used by your agency to identify certain programs (PCA) or organization (Index) structure. Agencies can be either PCA driven, Index driven, or both

STARS will use the Indexes and PCAs to look up other data elements and automatically enter other fiscal codes and fields. This will decrease the amount of manual data entry needed and will decrease data entry errors.

The system can generate different levels of reports for your agency based on the agency structure that you attach to these Index and PCA keys. These are set up at the first of each year by your agency. We will identify the data fields below that these “short-cut” keys may normally look up. See the [Classification Structure](#) document for more information on Index or PCA setups.

SUBJECTS

STARS uses the subobjects on transactions to determine which appropriation object to charge the expenditure. If there is not enough appropriation in the appropriate budget unit and fund for this subobject, the transaction will not process. See the [Budgeting](#) documentation for more information.

REVENUE SUBJECTS

STARS uses the four-digit revenue subobject (you can also code a two-digit agency-specific detail) to identify the category of the receipt received. The revenue subobjects are statewide (every agency uses the same) while the detail is agency-specific (each agency can set them up however they wish). These post to the files for reporting. You can find these revenue subobjects in the [Appendix A - Revenue Subobjects Short List](#). We do not have a “long list” that supplies definitions, since each agency has different Idaho Code requirements, such as different fees, etc. See the [Cash Receipts](#) document for more information on revenue subobjects and cash receipts.

EXPENDITURE SUBJECTS

You must enter a four-digit expenditure subobject (you can also enter a two-digit agency-specific detail) to identify the payment category such as office supplies, accounting services, etc. The expenditure subobjects are statewide (every agency uses the same) while the detail is optional and agency-specific (each agency can set them up however they wish). These post to the files for reporting and budgetary controls.

STARS uses these subobjects to initiate additional internal processes. **EXAMPLES:** The Personnel subobjects (4000 - 4999) require a transaction for which the PCN number is required. Some of the Capital Outlay subobjects (6000 - 6999) may require a property and component (inventory) number since the information may go to the Fixed Asset System.

There are two listings of expenditure subobjects. We highly recommend that you read and understand the descriptions of these subobjects. This will give you more information on which subobject to use for certain transactions.

- Expenditure subobjects listed numerically with a detailed description of how the subobject can be used in [Expenditure Subobjects Long List](#).
- If you are familiar with the expenditure subobjects, see the shortened version that does not have the descriptions - [Expenditure Subobjects Long List](#). This is a report-generated list.

TRANSACTION AMOUNT

Every STARS transaction requires an amount (maximum eighteen-digit number, including a decimal). Exclude commas, dollar signs, and negative signs from your entries.

Amounts are not necessarily the amount you see on a check or the total amount you are paying on an invoice. These amounts can be divided ('split') into multiple transaction amounts to be able to post to different programs or organizations depending on the Index, PCA, Grant or Project identified. The invoice can also be divided for posting to different subobjects. If you do subdivide an invoice into multiple transactions, be sure that the total of those transactions match the total of the invoice.

STARS posts these amounts to various STARS files to use for reporting as well as for cash and budgetary controls. See the [Transaction Code Decision Table](#) chapter of the manual for more information on file postings.

INVOICE NUMBER / DESCRIPTION

INVOICE NUMBER

The fourteen-character invoice number will print on the warrant stub as information to the vendor that you are paying. This number lets the vendors know where to post the payment without having to have additional paperwork sent to them.

Likewise, it tells STARS where to post the payment when processing Interagency Billings (where one agency bills another). STARS also posts this information to the Vendor Payment File. This invoice number shows on daily reports for both expenditures and receipts as well as many other reports. See the [Expenditures and Disbursements](#) chapter and the [Interagency Billings](#) subchapter for more information.

INVOICE DESCRIPTION

The thirty-character invoice description will also print on the warrant stub. Be sure you include enough information so either the vendor or your agency can identify the payment. This is additional information to the vendor such as the month or on whose behalf the payment is being made.

STARS also posts this information to the Vendor Payment File. The invoice description shows on daily reports for both expenditures and receipts. See the [Expenditures and Disbursements](#) chapter for more information.

VENDOR NUMBER

STARS uses a nine-character vendor number and the two-character suffix to look up the name and address on the Vendor Edit Table (table 21) in order to send the payment to the correct vendor and location. STARS uses the Vendor Number for tax reporting to the IRS. See the [Vendors](#) subchapter for more information on Vendors and 1099MISC tax reporting.

It is important to be able to look up and understand vendor numbers. Using the correct vendor number and suffix determines if STARS sends the payment to the vendor as an EFT or as a warrant. It also determines where STARS will send the warrant and/or documentation for the payment.

- If you are making a payment to a vendor that is not on the Vendor Edit Table, obtain the vendor information and submit it for entry into the Vendor Edit Table before the entering the invoice in STARS.
- If the transaction code used on a transaction does not allow a vendor number, the vendor name and address will have to be manually entered.

FUND AND FUND DETAIL (FUND / DTL)

STARS uses the funds on transactions to determine which cash control fund to charge the expenditure. If there is not enough cash for this fund within your agency, the transaction will not process.

STARS also uses the funds on transactions to determine which appropriation fund to charge the expenditure. If there is not enough appropriation in the appropriate budget unit and object for this fund within your agency, the transaction will not process. See the [Budgeting](#) chapter of this manual for more information.

STARS normally looks up the four-digit fund and two-digit detail using your Index or PCA information. The only time you will normally have to enter a fund or detail is for entering budgetary batches. The State Controller’s Office will enter this field on unusual transactions that only SCO can enter. See the [General Ledger](#) chapter for more information.

FISCAL CODE DESCRIPTIONS

Fiscal Code	Description
DOCUMENT NUMBER	An eight-character current document and two-digit suffix number. STARS uses the document/suffix number to identify different transactions.
TRANSACTION CODE	A three-character transaction code. This code determines to what general ledger accounts and STARS files the transaction will post to. It governs what other fiscal codes are required or which ones you can enter. It also determines whether STARS will generate a warrant or another transaction code.
RVS	The one-character reversal will change the debits and credits of a transaction code. Use only for a “R” reversal. Use the space bar to clear this field.

Fiscal Code	Description
DISB-METH	<p>The one-character Disbursement Method Indicator (DMI) will sort the daily warrants. Disbursement Method “L” sorts a warrant so we can send it to your office before mailing (for non-EFT vendors). Do not use this unless absolutely necessary. Put adequate information in the invoice number and invoice description fields so the vendor can identify where to apply the payment. Use the space bar to clear this field.</p> <p>NOTE: For agencies that have a large volume of special program warrants, SCO can assign a unique disbursement method to group these warrants.</p>
REF-DOC/SFX	<p>STARS uses the eight-character Reference Document Number and two-digit Suffix when posting information to the Document File. This tells STARS which Document Number to post the transaction to. Leave this field blank unless required by the transaction. See the Encumbrances and the Interagency Billings documents for more information.</p>
MOD	<p>STARS uses the one-character modifier field to close or re-open a document on the Document File. Use the space bar to clear this field. Modifier “F” (Final) or “C” (Close) closes a document where modifier “A” (Activate) opens a closed document. See the Encumbrances document for more information.</p>
BFY	<p>A two-digit budget fiscal year to post the transaction to. The current BFY is the default. Change this to make a payment to a prior year encumbrance.</p>
GAAP IND	<p>The one-character GAAP indicator helps your agency track transactions at the end of a year and the beginning of the next year. Your agency will use this for the Comprehensive Annual Financial Report to show accruals. Use the space bar to clear this field. See the GAAP Closing Packages manual.</p>
INDEX AND PCA CODES	<p>Most transactions must have both a four-character alphanumeric Index and a five-character alphanumeric PCA code. The Index or PCA codes identify certain programs (PCA) or organization (Index) structure to post transactions to. Enter either an Index or a PCA that would look up the other.</p>

Fiscal Code	Description
SEC AGENCY	<p>The three-digit Second Agency Number required on inter-agency billing transactions. Also used for receipt transactions when sending cash to another agency. STARS can transfer monies between agencies with an automatically generated transaction defined by the transaction code. Leave this field blank unless required by the transaction code.</p>
SUBSID	<p>The seven-digit Subsidiary Number identifies subsidiary accounts to track amounts by a unique subsidiary number. This may show the Accounts Receivable by agency instead of by document. Leave this field blank unless required by the transaction code. See the General Ledger chapter for more information.</p>
PCN	<p>The four-digit PCN identifies the payroll Position Control Number for transactions that post to payroll subobjects (4000 - 4999). Only a small number of transaction codes allow a PCN number. Non-payroll expenditure and adjustment transaction codes will not allow you to enter a PCN number or a 4000 series subobject.</p>
SUBOBJECTS	<p>The four-digit Expenditure Subobject and two-digit Detail that identifies the payment category (e.g., office supplies, accounting services, etc.).</p> <p>Expenditure Subobjects are used by every agency while the Detail is set up however an agency wishes. These post to the files for reporting and budgetary controls. STARS uses these subobjects to initiate additional internal processes.</p> <p>Revenue Subobject and Detail identify the category of the receipt received. The Revenue Subobjects are used by every agency while the Detail is set up however an agency wishes. These post to the files for reporting and cash controls. With the exception of the TC027 (receipts to appropriation), do not use an Expenditure <i>and</i> Revenue Subobject on the same transaction.</p>

Fiscal Code	Description
AMOUNT	The transaction amount (maximum eighteen-digits, including a decimal). These amounts can be divided into numerous transaction amounts to be able to post to different programs or organizations depending on the Index, PCA, Grant or Project used. These amounts post to various STARS files for reporting as well as for cash and budgetary controls. See the Transaction Code Decision Table chapter of the manual for more information on file postings.
WARR-NO	The nine-digit Warrant Number that STARS automatically issues on payments made by your agency. The State Controller's Office or an agency with special permission may enter these Warrant Numbers manually. Warrant Numbers appear on the Vendor Payment and Warrant Files. See the Warrants and Cancellation for more information.
BU	STARS normally looks up the four-digit Budget Unit using your Index or PCA information. The only time you will have to enter a Budget Unit is to enter budgetary batches. See the Budgeting chapter o for more information.
GLA	The State Controller's Office will enter the four-digit General Ledger Account on those transactions that only SCO can enter. Usually, agencies will <u>not</u> enter this. This information may appear on daily reports if SCO is making an adjusting entry on your behalf. See the General Ledger chapter for more information.
PROP# / COMP#	The ten-character Property Number and the two-digit Component Number are the inventory numbers used to identify property. These numbers are required on some Capital Outlay subobjects to transfer them to the Fixed Asset System (FAS). The system will prompt you if you need to enter these numbers. See the FAS User Manual for more information.

Fiscal Code	Description
CI	Enter the one-character Capitalization Indicator if the transaction would not normally go to the Fixed Asset system, but you wish it to. Use this inidactor if you had Operating Expenditures (5000 - 5999) that you want to post to the Fixed Asset System. If you enter a CI, you must also enter the Property and Component Number. See the FAS User Manual for more information.
INVOICE NUMBER/DESCRIPTION	The fourteen-character Invoice Number and thirty-character Invoice Description will print on the warrant stub to indicate to the vendors where to post the payment. These also tell STARS where to post payments for Interagency Billings. STARS also posts this information to the Vendor Payment File. The Invoice Number shows on daily reports for both expenditures and receipts. See the Expenditures and Disbursements and the Interagency Billings documentation.
VENDOR NUMBER	STARS uses the nine-character Vendor Number and two-character Suffix to look up the name and address on the Vendor Edit Table (Table 21) in order to send the payment to the correct vendor and location. Used by STARS for IRS tax reporting.
NAME NAME 2 ADDR / CITY / STATE / ZIP	<p>The forty-character Vendor Name, the forty-character Vendor Name 2, the forty-character Address, the fifteen-character City, the two-character State, and the nine-character Zip Code (zip plus 4) fields are usually automatically looked up from the Vendor Edit Table (Table 21) by the Vendor Number.</p> <p>However, if a transaction code does not allow the Vendor Number to be entered, you must manually enter these fields. STARS uses this information for tax reporting to the IRS. This Name and the Vendor Number must match the IRS (Internal Revenue Service) or SSA (Social Security Administration) files. See the Expenditures and Disbursements chapter for more information.</p> <p>NOTE: The Vendor Name 2 is usually the business name for the sole-proprietor or partnership. It could also be the affiliated business name of a large corporation. STARS sends this name to the IRS for informational purposes only.</p>

Fiscal Code	Description
GRANT/PH	<p>STARS can look up the six-character Grant and two-character alphanumeric Phase using the Index or PCA. You can also enter Grant/Phase manually to override whatever is looked up. Your agency may establish Grants/Phases to keep track of certain types of revenues and/or expenditures. Your agency also decides on the level of control and reporting. Grants are not exclusively for federal grants, so you can use them to track any type of information. You can set up Grants to stop a payment if you exceed certain cash or budget limits. Grants can post to the General Ledger and/or Cash Control files. See the Classification Structure documents for more information.</p>
PROJ/PH	<p>STARS can look up the six-character Project and two-character alphanumeric Phase using the Index or PCA. You can also enter Project/Phase manually to override whatever is looked up. Your agency may establish Projects/Phases to keep track of certain types of revenues and/or expenditures. Your agency also decides on the level of control and reporting. Use Projects to identify the amounts for individual subgrantees. You can use Projects to breakdown Projects within a Grant or you can use them on their own. You can set up Projects to stop a payment if you exceed certain budget limits. Projects cannot stop a payment based on cash. Projects cannot post to the General Ledger or to Cash Control files. See the Classification Structure documents for more information.</p>
FUND/DTL	<p>STARS usually looks up the four-digit Fund and two-digit Detail from the Index or PCA. Manually enter a Fund or Detail to enter budgetary batches. The State Controller's Office will enter these on those transactions that only SCO can enter. See the General Ledger and Classification Structure documents for more information.</p>

Fiscal Code	Description
F/O	The State Controller’s Office will enter the one-character Fund Override on those transactions that only SCO can enter. Agencies <u>cannot</u> enter this field since it allows the transaction to process even if there is not enough cash or appropriation. You will see a fund override “W” on all TC 326 (payroll) transactions. This allows payroll to post even if your agency does not have sufficient cash or appropriation, which law allows.
MPC (MULTI-PURPOSE CODE)	The ten-character Multi-Purpose Code field shows State Purchasing contract or purchase order information. STARS sends this information to State Purchasing on a monthly basis so they can monitor the use of their contracts. Since the state contract numbers are normally eleven characters, do not use the first character and enter the next ten.
LOC / FAC / TASK	The Index and PCA can look up the six-character Location, the four-character Facility, and the four-character Task. However, these may be entered manually. Each agency defines these fields in order to group similar transactions together. There are no reports by these fields. These are for agency reference only. See the Classification Structure chapter for more information.
DOC-DATE	STARS uses the six-digit Document Date to age the accounts receivable from documents on the Document File. Enter the date when the receivable began, not when you enter it into STARS. Do <u>not</u> normally use Document Date for payments.
EFF-DATE	STARS uses the six-digit Effective Date to know which month to post the transaction. During the first three days of the next month, both the prior and current month are open for posting. During this period, STARS allows you to post to either month depending on the Effective Date. Once STARS closes a month, the Effective Date must be the current month. See the Solving Edit Mode 3 Batch Problems document for more information.
DUE-DATE	STARS uses the six-digit Due Date on special transaction codes in order to print a future date on the warrant, such as for payroll warrants. Most transaction codes do not have this feature.

BATCHING THE INVOICE / BILLING TRANSACTIONS FOR DATA ENTRY

Depending on the type of voucher your agency decides to use, put the transactions into a batch for processing through STARS. See the [Batch Header Form](#) and instructions on the SCO Web site.

After logging the batch on the Agency Control Log, submit the batch for data entry. The person entering the batch must have the necessary Operator Class STARS security.

STARS DATA ENTRY TYPES

Your agency will determine the type of data entry to use. Common types of data entry are:

- **REGULAR DATA ENTRY** - A specific “data entry” person may enter the batch that the fiscal coding person has created. One person may do both the batch and the data entry.
- **INTERFACING** - An agency may “interface” batches to STARS. In this case, the agency’s computer system sends information directly into STARS based on a STARS-specific record layout.
- **DIRECT DATA ENTRY** - A fiscal coding person may enter the fiscal coding directly online. The pre-process and release personnel need to be able to associate the fiscal coding to the specific invoice in the batch (e.g., by having a specific document number or document number/suffix written on an individual invoice / billing). Keep the batch or at least the approved batch header (with the range of document numbers identified) with the DAFR7101 daily report. This will help you associate the fiscal coding to the invoices when needed.

STARS ONLINE CONTROLS

STARS has several online controls that can help detect certain types of fiscal coding errors. These controls include:

ONLINE CONTROLS	DESCRIPTION
DATA ENTRY - OPERATOR CLASS	<p>Each agency assigns an Operator Class to each employee. The Operator Class allows them to process certain transaction codes. STARS assigns this Operator Class to the batch when the batch header is created online. For those creating the batch header on STARS, only those transactions within their Operator Class range will process through STARS. Your agency’s STARS administrator is responsible for identifying the Operator Class for each employee.</p> <p>NOTE: The operator entering the batch header must have approval to enter the transactions in the batch or the batch will error.</p>

ONLINE CONTROLS	DESCRIPTION
<p>DATA ENTRY – TABLE CONTROL</p>	<p>The batch edit mode used on the batch header determines if STARS does edit checks on the tables of financial information.</p> <p>0 - No edits. No edit checks on the tables or financial balances during data entry. This mode allows you to enter a future effective date. It also allows you to enter a vendor number before the vendor number updates to the Vendor Edit Table. We do not recommend this mode, since it is difficult for the pre-process review personnel to be sure you have entered the data correctly. When using this mode, STARS updates files in batch process only during the nightly processing.</p> <p>1 – Enters data with table edit checks during data entry. Used for most normal batch entries. This mode will do lookups and edits on tables such as the Index/PCA, Grant, Project, and Vendor tables. When using this mode, STARS updates files in batch process only during the nightly processing.</p> <p>2 – Enters data online real-time doing both table and financial edits and updates STARS files. At this time, the State Controller’s Office is the only STARS user authorized to enter batches in edit mode 2.</p>
<p>DATA ELEMENTS ON TRANSACTION CODES</p>	<p>STARS will not let you enter an accounting transaction with data elements that do not exist or that have an end date. The transaction code determines the data elements that are required or are able to be entered. The transaction will not process until those data elements are entered. The data element may have to be manually entered or it can be looked up on a table such as the Index or PCA tables and will be automatically entered by STARS.</p> <p><u>IMPORTANT:</u> STARS cannot determine if you are using the <i>appropriate</i> fiscal coding. That is the responsibility of your fiscal coding and pre-process review personnel.</p>
<p>RELEASE APPROVAL</p>	<p>STARS assigns all transaction codes an approval level - 1 through 9. STARS requires each user to have an approval level to promote internal controls. This assures that only those users with appropriate approval authority can release certain types of batches. It also allows an online approval process without releasing the batch. Your agency security administrator will give you the appropriate release authority for your job. See the Security-96 Form Instructions.</p>

ONLINE CONTROLS	DESCRIPTION
FINANCIAL CONTROLS	Once you have released the transaction, STARS will check for financial controls during the nightly IEU (input, edit, update) processing. These are usually the checks for balances such as cash and appropriation (67-1003) amount. STARS also checks for other budgetary controls such as allocations, grants or projects. Based on these checks, STARS can automatically identify and stop transactions that exceed the established limits. These transactions will not error until processed in the nightly IEU.