

STARS MANUAL

STATEWIDE DESCRIPTOR TABLES

INTRODUCTION

Statewide Descriptor Tables are control tables that affect other tables in STARS for all agencies. These tables are established by Idaho Code. The State Controller's Office (SCO) administers and maintains the statewide Descriptor Tables using the STARS- Descriptor Table Maintenance/Inquiry screen (S023).

In addition to storing descriptive titles, the Descriptor Tables also contain the valid fiscal codes used in STARS. Thus, in many cases when you enter codes (as a part of an accounting transaction), STARS will check to ensure that the codes are present in the Descriptor Tables. If STARS cannot find the codes, it will display an error.

Please refer to the [individual Descriptor Table documents](#) for more information regarding the table you are interested in. Statewide Descriptor Tables are:

- D01 - Entity Control
 - D02 - Agency
 - D07 - Department
 - D10 - Expenditure Subobject (D11 Expenditure Detail is an Agency Table)
 - D13 - Balance Sheet Category
 - D14 - Balance Sheet Class
 - D20 - Fund Group
 - D21 - GAAP Fund Type
 - D22 - Fund
 - D23 - Fund Detail
 - D28 - Interagency Billing
 - D30 - Treasurer's General Ledger Account
 - D31 - General Ledger Account
 - D32 - Subsidiary
 - D34 - Revenue Subobject (D35 Revenue Detail is an Agency Table)
 - D40 - Grant CFDA Number
 - D41 - GAAP Indicator
 - D43 - Governmental Class
 - D44 - Proprietary Class
 - D45 - GAAP Fund
 - D50 - Trans Code Comment-Approval
 - D51 - Error Message Description
 - D52 - Error Correction
 - D57 - Disbursement Method Indicator (DMI)
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- D58 - Restrictive Mailing Indicator
- D59 - EFT Description Ind
- D60 - Purge Control Date
- D61 - Date Control
- D62 - Accounting Period
- D63 - Print ID
- D64 - Report Control
- D66 - Operator Class
- D70 - Encumbrance Tolerance Limits
- D71 - State Goals
- D72 - State Objective
- D75 - Prior FY Warrant Cancel Date
- D85 - Warrant Bank Distribution
- D86 - Warrant Status Codes
- D87 - Vendor Payment EFT Account
- D98 - Descriptor Table Security
- D99 - Descriptor Definition Table

To view these tables on STARS:

1. On the STARS Main menu, type **T** in the FUNCTION field and press ENTER.
2. Type **23** in the FUNCTION field and press ENTER.
3. Enter an **R** in the FUNCTION field.
4. Enter the Descriptor Table number in the TABLE-ID-NUMBER, and then press ENTER.
5. The Descriptor Table will be displayed.
6. Please refer to the [individual Descriptor Table documents](#) for more information.
- 7.

```
VERSION 3.1          STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY          S023
FUNCTION:  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TABLE-ID-NUMBER:
           ....|....1....|....2....|....3....|....4....|....5
TABLE-ENTRY-KEY:
REFERENCE-DATA:
          TITLE:
```

The S023 screen can also be opened by using **23** in the INTERRUPT field of whichever STARS screen you have open.

DESCRIPTOR TABLE DESCRIPTIONS

The following are brief descriptions of each table, its title, its purpose. Statewide descriptor tables are updated by the State Controller's Office. The Descriptor Table [DESCR-23](#) form is used by an agency to request an update from SCO.

See the [Statewide Descriptor Tables](#) documents for more information about each table described below.

D01 – ENTITY CONTROL

The D01 table represents the system-generated code defining the entity. There is only one entity, which is the State of Idaho. It also includes the period post control, the warrant clearing fund, the depreciation method, and capitalization amount for the state.

Statewide Descriptor Table – updated by SCO only.

D02 – AGENCY

The D02 table represents the first level of the classification structures, the agency codes, and the titles for each agency. The classification structure then splits into two structures called the organization and the program structures. Additionally, the reference data includes a Department code (set by Idaho Code) in order to group Departments for special reporting purposes. This table also contains agency contact phone numbers that are printed on outgoing warrants.

Statewide Descriptor Table – updated by SCO only.

D07 – DEPARTMENT

The D07 table contains the Department code and Department title used to summarize Statewide Departments for special reporting purposes, based on Idaho Code 67-2402.

Statewide Descriptor Table – updated by SCO only.

D10 – EXPENDITURE SUBOBJECT

The D10 table identifies the Expenditure Object, Summary Object, and Subobject structures, and defines the hierarchical relationship among the tables. This table also defines the Approval Level required for each subobject.

The 1099 reporting indicator is identified for the subobject and shows what 1099 form to report on and what box on the form to enter the data. The classes for CAFR reporting are also defined.

There is also an indicator to show whether the subobject may be workers' compensation reportable.

Statewide Descriptor Table – updated by SCO only.

D11 – EXPENDITURE DETAIL

The D11 table identifies and provides the code and title for each Expenditure Detail as defined by your agency within an expenditure subobject. The table contains your agency number, the related expenditure subobject, and your agency detail. Every agency can have the same detail

with different titles since this table is agency-specific. You will need to be sure that the detail is relevant to the expenditure subobject since it will roll into that subobject for reporting. (D11 Expenditure Detail is an Agency Table)

Agency Descriptor Table – updated by Agency or SCO.

D13 – BALANCE SHEET CATEGORY

The D13 table identifies and provides the title for each Balance Sheet Category such as assets, liabilities, etc.

Statewide Descriptor Table – updated by SCO only.

D14 – BALANCE SHEET CLASS

The D14 table identifies and provides the title for each Balance Sheet Class such as cash equity with treasurer, cash and cash equivalents, investments, etc. This is a breakdown of the balance sheet categories into more detail.

Statewide Descriptor Table – updated by SCO only.

D20 – FUND GROUP

The D20 table reflects the groupings of similar types of funds in order to prepare comprehensive financial reports. The title for each group is required. See the [Fund - Definitions](#) document of the FPAC manual for more information regarding fund groups.

Statewide Descriptor Table – updated by SCO only.

D21 – GAAP FUND TYPE

The D21 table identifies the funds and groups of accounts as specified by the National Council on Governmental Accounting (NCGA). The table includes the titles used to accumulate funds for GAAP reporting. The reference data includes the transaction codes used to close both debit and credit balances for each GAAP fund type, the abbreviated fund type name, and indicate the operating statement format. See the [Fund - Definitions](#) document of the FPAC manual for more information regarding fund types.

Statewide Descriptor Table – updated by SCO only.

D22 – FUND

The D22 table identifies the authorized fiscal and accounting entities of the State and includes the title of each Fund. The reference data includes the GAAP Fund Type, the Fund Group, and CAFR Fund number. In addition, this table identifies cash control posting indicators, unclaimed property reversion indicator, which agency uses each rotary fund, and whether the fund retains its own interest. See the [Fund - Definitions](#) document of the FPAC manual for more information regarding funds.

Statewide Descriptor Table – updated by SCO only.

D23 – FUND DETAIL

The D23 table reflects the structure within a fund for specialized reporting purposes and includes the title for each Fund Detail. Also includes indicators that enable STARS to vary the level at which

a Fund Detail, Allocations, Appropriations, Grants and Projects are recorded, as well as cash control.

Statewide Descriptor Table – updated by SCO only.

D28 – INTERAGENCY BILLING (SCO ONLY)

The D28 table defines all coding required to generate interface transactions for the State Controller's Office billing process. This is used in the automated creation of invoices for accounting services provided by SCO.

Agency Descriptor Table – updated by SCO only.

D30 – TREASURER'S GENERAL LEDGER ACCOUNT

The D30 table reflects the General Ledger accounts that are in the Treasurer's Group of Accounts and includes titles for each account. STARS uses this information for the warrant clearing fund information to the Treasurer.

Statewide Descriptor Table – updated by SCO only.

D31 – GENERAL LEDGER ACCOUNT

The D31 table reflects the General Ledger accounts and includes the title for each account. Also indicates whether the account normally contains a debit or credit balance, and if the account is automatically closed to fund balances at fiscal year end. The Balance Sheet Class and Category are referenced and file posting indicators are included. The reference data also includes file support indicators. STARS keeps separate records by agency and fund within each general ledger account by attaching the agency and fund numbers as part of the key when posting to STARS financial files.

Statewide Descriptor Table – updated by SCO only.

D32 – SUBSIDIARY

The D32 table reflects the structure within the General Ledger subsidiary accounts. The table includes titles for each detail subsidiary account. The subsidiary is a detail support for a given general ledger account. See the [Interagency Billing document](#) for IAB subsidiary information.

Statewide Descriptor Table – updated by SCO only.

D34 – REVENUE SUBOBJECT

The D34 table identifies the Revenue Object, Summary Object, and Subobject structures, and defines the hierarchical relationship among the tables. This identifies the governmental and proprietary class codes for GAAP reporting, as well as the FAS asset class STARS uses when sending the information to the FAS hold file. This includes the title for each revenue element. (D35 Revenue Detail is an Agency Table)

Statewide Descriptor Table – updated by SCO only.

D40 – GRANT CFDA NUMBER

The D40 table reflects the Catalog of Federal Domestic Assistance (CFDA) number and the associated title used for grant reporting purposes. This catalog contains a brief description of

most federal programs. It is organized by federal agency and each program has a title and a number. The catalog lists program objectives, types of assistance, uses, and restrictions, eligibility requirements, application and award process, financial information, etc. Every federal program is assigned an identification number. Circular A-133 requires this to appear on every grant or subgrant award received or made. You can find a list of these numbers at www.gsa.gov/cfda

Statewide Descriptor Table – updated by SCO only.

D41 – GAAP INDICATOR

The D41 table identifies the types of certain transactions as required for compiling the statewide Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles (GAAP). Agencies use the GAAP indicator on miscellaneous transactions to collect information for completing their closing packages at the end of the year. See the [GAAP Indicators](#) document. Refer to the yearly closing package information for more current and detailed instructions.

Statewide Descriptor Table – updated by SCO only.

D50 – TRANS CODE COMMENT/APPROVAL

The D50 table includes the titles and narrative comments up to ten (10) lines for each Transaction Code. These comments are printed on the Transaction Code Table Listing (Autodoc). It also identifies the approval level required to release the transaction code, the document prefix STARS allows to be used, and the maximum dollar amount allowed for each transaction.

Statewide Descriptor Table – updated by SCO only.

D51 – ERROR MESSAGE DESCRIPTION

The D51 table contains the error messages for STARS error codes. STARS uses this table to generate the error correction information on erred transactions or errors identified during data entry.

Statewide Descriptor Table – updated by SCO only.

D52 – ERROR CORRECTION

The D52 table contains the correction elements for the error correction function. The information elements include: the length of the data item; the input location (data field), the output location (data field) in the accounting record to be corrected; and whether a change applies to a single transaction or an entire batch.

Statewide Descriptor Table – updated by SCO only.

D57 – DISBURSEMENT METHOD INDICATOR (DMI)

The D57 table defines how warrant information is sorted and printed. There are two types of records involved, a Base Record and a Sort Record.

Statewide Descriptor Table – updated by SCO only.

D58 – RESTRICTIVE MAILING INDICATOR

The D58 table identifies what to print on the return address section of the warrant envelope. This endorsement prints on the outside of the warrant for post office use.

Statewide Descriptor Table – updated by SCO only.

D59 – EFT ENTRY DESCRIPTION IND

The D59 table identifies the type of EFT payment being made (i.e., statewide vendor payment, tax refund, or child support payment.).

Statewide Descriptor Table – updated by SCO only.

D60 – PURGE CONTROL DATE

The D60 table indicates the purge date STARS uses to purge the batch log and the redeemed or cancelled warrants. STARS purges any batch log or any warrant redeemed or cancelled before and up to the purge date.

Statewide Descriptor Table – updated by SCO only.

D61 – DATE CONTROL

The D61 table defines all possible dates for STARS processing and includes a series of indicators that control system processing. Dates for STARS reports come from this table. The System Management Table also accesses these dates for system control reasons.

Statewide Descriptor Table – updated by SCO only.

D62 – ACCOUNTING PERIOD

The D62 table defines the valid accounting periods by transaction (fiscal) year for reporting and processing purposes. System Management Tables also access these dates for system control reasons.

Statewide Descriptor Table – updated by SCO only.

D63 – PRINTER ID

The D63 table identifies valid printer IDs and printer types. The printer must be identified in this table for any agency to receive electronic files from the State Controller's Office.

Statewide Descriptor Table – updated by SCO only.

D64 – REPORT CONTROL

The D64 table identifies reports and defines them as requestable, printable at remote locations, and printable on various speed printers for each report ID, etc.

Statewide Descriptor Table – updated by SCO only.

D66 – OPERATOR CLASS

The D66 table identifies the valid ranges of transaction codes that each operator class type can input into STARS. STARS requires an operator class on each user security.

Statewide Descriptor Table – updated by SCO only.

D70 – ENCUMBRANCE TOLERANCE LIMITS

The D70 table defines the tolerance limits for payments against encumbrances. The State of Idaho has a zero encumbrance tolerance limit. If needed, STARS can control limits by the beginning letter of the document number.

Statewide Descriptor Table – updated by SCO only.

D71 – STATE GOALS

The D71 table identifies and provides a title for each state goal. The Governor's Office uses individual goals for the state when setting budgets. STARS maintains control over the use of state goal indicators using this descriptor table.

Statewide Descriptor Table – updated by SCO only.

D72 – STATE OBJECTIVE

The D72 table identifies and provides a title for each state objective. The Governor's Office establishes state objectives to meet current state goals for budgetary purposes. STARS maintains control over the use of state objectives using this descriptor table.

Statewide Descriptor Table – updated by SCO only.

D75 – PRIOR FY WARRANT CANCEL DATE

The D75 table indicates the issue date to cancel warrants at the end of the fiscal year. Any warrant issued before this date with a status of outstanding will be changed to a status of PY cancel at the end of the year. Preliminary reports are sent to agencies for clean up in March. At the end of the fiscal year, the final report processes and changes the status to PY cancel. The associated cash is sent to unclaimed property or back to the agency, depending on Idaho Code.

Statewide Descriptor Table – updated by SCO only.

D85 – WARRANT BANK DISTRIBUTION

The D85 table indicates which banks warrants are drawn on and what ratio of warrants is drawn on each bank, as determined by the State Treasurer. Contains the required information for printing the MICR line on the state warrants.

Statewide Descriptor Table – updated by SCO only.

D86 – WARRANT STATUS CODES

The D86 table contains all the valid warrant status codes, i.e. cancel, cancel lost, outstanding, cancel forgery, etc. Determines the valid status of a warrant, what changes to the existing status are allowable, and the level of security required for an individual to do status changes. For changes that require an accounting transaction, the system automatically builds the transaction using the criteria

from the reference data below.

Statewide Descriptor Table – updated by SCO only.

D87 – VENDOR PAYMENT EFT ACCOUNT

The D87 table contains the ABA number (the bank number), EFT company ID, and bank name of the managing financial institution in relation to EFT payments to vendors.

Statewide Descriptor Table – updated by SCO only.

D98 – DESCRIPTOR TABLE SECURITY

The D98 table identifies the security levels that allow users to view only, or view and change various tables within the Descriptor Table.

Statewide Descriptor Table – updated by SCO only.

D99 – DESCRIPTOR DEFINITION TABLE

The D99 table identifies all of the other descriptor tables including the length of the key, reference data, and titles.

Statewide Descriptor Table – updated by SCO only.

STARS MANUAL

AGENCY DESCRIPTOR TABLES

INTRODUCTION

Agency Descriptor Tables are those that affect only your agency. These tables include agency structure as well as Grant/Project titles, etc. These tables can be identified by the TABLE-ENTRY-KEY which will have your agency number as part of the key. Descriptor Tables contain titles and other descriptive information of fiscal coding. Most Descriptor Tables also serve as a master list of valid fiscal codes. When you enter a fiscal code, STARS automatically checks that the code is present in the Descriptor Tables. If a code is not found, an error message will be displayed.

Please refer to the [individual Descriptor Table documents](#) for more information regarding the table you are interested in. Agency Descriptor Tables are:

D03 – DIVISION
D04 – BUREAU
D05 – SECTION
D06 – UNIT
D11 – EXPENDITURE DETAIL
D15 – FUNCTION
D16 – ACTIVITY0
D17 – PROGRAM
D18 – ELEMENT
D19 – PCA LEVEL 1
D26 – FACILITY
D27 – TASK
D35 – REVENUE DETAIL
D36 – LOCATION
D42 – PROJECT
D47 – GRANT

SECURITY REQUIREMENTS

Your agency can update all agency Descriptor Tables except for the Division (D03), the Bureau (D04), the Function (D15), and the Activity (D16). Those require approval from your agency's Division of Financial Management (DFM) analyst.. To update those tables, send an [ORG-23 Organization Structure Maintenance form](#) or [PGM-23 Program Structure Maintenance](#) form to your agency's Division of Financial Management (DFM) analyst for approval, and then to the State Controller's Office (SCO), Bureaus of Accounting Operations.

If you do not have security to update the STARS Descriptor Table Maintenance screen (S023), ask your STARS Security Administrator to contact SCO. You will need to send a [DESCR-23 Descriptor Table form](#) to SCO.

If needed, SCO personnel can add, change, and delete Agency Descriptor tables.

STARS DESCRIPTOR TABLE MAINTENANCE SCREEN (S023)

To maintain the Descriptor Tables, use the STARS Descriptor Table Maintenance screen (S023).

On the STARS Main menu:

1. Enter **T** in the FUNCTION field and press ENTER
2. Enter **23** in the FUNCTION field and press ENTER.

VERSION 3.1	STARS--MAIN MENU	S010
FUNCTION: T		
	D DATA ENTRY	
	F FIXED ASSET ACCOUNTING	
	I ONLINE FILE INQUIRY	
	R REPORTING	
	S SYSTEM MANAGEMENT	
	T TABLE MAINTENANCE	
	W WARRANTS	
	Z SIGN OFF	

In the STARS- Descriptor Table Maintenance S023 screen, you can view the Descriptor Tables by doing the following:

1. Enter **R** (Recall) in the FUNCTION field.
2. Enter the two-digit Descriptor Table number in the TABLE-ID-NUMBER field.
3. Enter your three-digit agency code in the TABLE-ENTRY-KEY field and then press ENTER. STARS will display the table.
4. Please refer to the [individual Descriptor Table documents](#) for more information regarding the table you are interested in.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION:	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)	
TABLE-ID-NUMBER:		
1... ...2... ...3... ...4... ...5	
TABLE-ENTRY-KEY:		
REFERENCE-DATA:		
TITLE:		

START AND END DATES

Start and end dates on agency Descriptor Tables are for informational purposes, in most situations. Once the record is added to the table, you can begin to use it, regardless of the date. Start and end dates will not stop you from entering other Descriptor Tables that rely on each other, such as with the organization and program structure elements.

Exception: If there is an end date on Descriptor Tables 11 and 35 (revenue and expenditure subobject details) daily transactions will not process.

DELETION REQUESTS

If you update a table incorrectly, enter an end date on the table or send a [DESCR-23 Descriptor Table form](#) to SCO to request its deletion. However, these tables should not be deleted if there is still agency structure attached. See the Organization and Program structure reports (DAFR6640 and DAFR6660) for verification.

NOTE: Before SCO deletes any agency Descriptor Tables, they will ensure that the record has not been used on the Operating File.

AGENCY DESCRIPTOR TABLE REPORT

The following report can be obtained in Online Reporting on the SCO Web site.

<u>Report Name</u>	<u>Description</u>
DAFR8750	D## (## = table number) Report ID Descriptor Table Lists the records on the Descriptor Table requested. Be sure to enter the table number as D11, etc. in Special Selection 1 on the report request table (91). To get tables for all agencies from Online Reporting, select agency 000 instead of the individual agency number.

Table	Table Title
D15	FUNCTION
D16	ACTIVITY
D17	PROGRAM
D18	ELEMENT
D19	PCA LEVEL 1
D26	FACILITY
D27	TASK
D35	REVENUE DETAIL
D36	LOCATION
D42	PROJECT NUMBER
D47	GRANT

DESCRIPTOR TABLE DESCRIPTIONS

The following are brief descriptions of each table, its title, its purpose. Agency Descriptor Tables are usually updated by the agency or the State Controller's Office. The Descriptor Table [DESCR-23](#) form can be used to help set up the table.

See the [Agency Descriptor Tables](#) document for more information about each table described below.

D03 – DIVISION

The D03 division table reflects the second level of the organization structure within your agency (agency/division). This table contains the number your agency assigns to each division as well as its title. See the [Classification Structure](#) document for more information on assigning division numbers and using the ORG-23 request form.

Agency Descriptor Table - updated by SCO only, requires DFM approval.

D04 – BUREAU

The D04 table reflects the third level of the organization structure within an agency (agency/division/bureau). This table contains the number your agency assigns to each bureau as well as its title. See the [Classification Structure](#) document for more information on assigning bureau numbers and using the ORG-23 request form.

Agency Descriptor Table - updated by SCO only, requires DFM approval.

D05 – SECTION

The D05 section table reflects the fourth level of the organization structure within an agency (agency/division/bureau/section). This table contains the number your agency assigns to each section as well as its title. See the [Classification Structure](#) document for more information on assigning section numbers.

Agency Descriptor Table – updated by Agency or SCO.

D06 – UNIT

The D06 table reflects the fifth level of the organization structure within an agency (agency/division/bureau/section/unit). This table contains the number your agency assigns to each unit as well as its title. See the [Classification Structure](#) document for more information.

Agency Descriptor Table – updated by Agency or SCO.

D15 – FUNCTION

The D15 function table reflects the second level of the program structure within your agency (agency/function). This table contains the number your agency assigns to each program function as well as its assigned title. See the [Classification Structure](#) document for more information on assigning function numbers and using the PGM-23 form.

Agency Descriptor Table - updated by SCO only, requires DFM approval.

D16 – ACTIVITY

The D16 activity table reflects the third level of the program structure within your agency (agency/function/activity). This table contains the number your agency assigns to each program activity as well as its assigned title. See the [Classification Structure](#) document for more information on assigning function numbers and using the PGM-23 form.

Agency Descriptor Table - updated by SCO only, requires DFM approval.

D17 – PROGRAM

The D17 program table reflects the fourth level of the program structure within your agency (agency/function/activity/program). This table contains the number your agency assigns to each program structure program level as well as its assigned title. See the [Classification Structure](#) document for more information on assigning function numbers and using the PGM-23 form.

Agency Descriptor Table – updated by Agency or SCO.

D18 – ELEMENT

The D18 element table reflects the fifth level of the program structure within your agency (agency/function/activity/program/element). This table contains the number your agency assigns to each program element level, as well as its assigned title. See the [Classification Structure](#) document for more information on assigning function numbers and using the PGM-23 form.

Agency Descriptor Table – updated by Agency or SCO.

D19 – PCA LEVEL 1

The D19 PCA level 1 table reflects an additional accumulator of the program structure and includes the title for each PCA level 1 as defined by your agency. This code allows you to accumulate information for a group of PCAs, regardless of how that PCA is tied in to the activity structure.

Agency Descriptor Table – updated by Agency or SCO.

D26 – FACILITY

The D26 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how the facility is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a facility location. (EX: You could use it for collecting costs for a lease, copier, etc., even across structure.) The only way to extract facility information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for facility. The table includes the title for each facility.

Agency Descriptor Table – updated by Agency or SCO.

D27 – TASK

The D27 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how that task is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a task. (EX: You could use it for collecting costs for a seminar, etc., even across structure.) The only way to extract task information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for task. The table includes the title for each task.

Agency Descriptor Table – updated by Agency or SCO.

D35 – REVENUE DETAIL

The D35 table identifies and provides the title for each Revenue Subobject Detail as defined by your agency within a revenue subobject. The table contains your agency number, the related revenue subobject, and your agency detail code. Every agency can have the same detail with different titles since this table is agency-specific. You will need to be sure that the detail is relevant to the revenue subobject since it will roll into that subobject for reporting.

Agency Descriptor Table – updated by Agency or SCO.

D36 – LOCATION

The D36 table identifies the agency-specific codes used for cost accumulation and reporting purposes. This code allows you to accumulate information for a group of transactions, regardless of how that location is tied to your agency structure. This code can be used for tracking anything your agency needs. It does not have to be a geological location such as a city or building location. (EX: It could be a grouping for collecting costs for a conference, costs in helping another state agency, etc.) The only way to extract location information is through ad hoc reporting (downloads, Nomad, etc.) They will also show on reports that have a column for

location. The table includes the title for each location.

Agency Descriptor Table – updated by Agency or SCO.

D42 – PROJECT

The D42 table provides a title for a project set up by an agency. STARS uses this table during project reporting to print a title or description of the total project. (Note that the title of the Project Phase is included in the Project Control Table.) No other controls are involved on this table. If you do not want a project title or description on the project reports, this table is optional.

Agency Descriptor Table – updated by Agency or SCO.

D47 – GRANT

The D47 table provides a title for a grant set up by an agency. STARS uses this table during grant reporting to print a title or description of the total grant. (Note that the title of the Grant Phase is included in the Grant Control Table.) No other controls are involved on this table. If you do not want a grant title on grant reports or reports requested down to the grant level, this table is optional.

Agency Descriptor Table – updated by Agency or SCO.
