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# STARS USER MANUAL

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## SECURITY REQUEST FOR STARS/FAS ONLINE ACCESS FORM INSTRUCTIONS

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### INTRODUCTION

These are instructions for filling out the Security Request For Online Access To STARS/FAS form. This document describes each section of the form.

Send the form to:

State Controller's Office  
Division of Statewide Accounting  
4th Floor, Joe R. Williams Building  
P.O. Box 83720  
Boise, ID 83720-0011  
Fax: 334-3415; E-mail: STARS\_Security@sco.idaho.gov

### AGENCY, OPERATOR, AND EMPLOYEE INFORMATION

This first part of the form asks for agency and operator information.

1. Enter the agency name and agency code.
2. Enter the contact name, phone number, and today's date.
3. Enter the appropriate letter (A, C, or D) indicating the function this form is going to perform.
  - **A = Add** a new user.
  - **C = Change** an existing user's information
  - **D = Delete** a user
4. Enter the STARS Operator ID in **Choice #1**.  
NOTE: The three character operator ID is chosen by the employee, usually based on their initials. If those initials happen to be used by another employee, use the **Choice #2** and **Choice #3** fields for two additional Operator ID selections.
5. Enter the employee's name.
6. If the employee is replacing or duplicating an existing operator, enter the Operator ID of the person they will be replacing or duplicating.

7. Enter the appropriate information in the **For CICS** (Customer Information Control System) portion of the form:
  - Enter the type of file transfer system your agency uses - FTP (File Transfer Protocol), TSO (Time Sharing Option), or another type of system.
  - List which JCL (Job Control Language) jobs the user will need to submit.
  - Enter the latest CICS Operator ID used (if any).

## STARS AND FAS DATA ENTRY

The next section of the form determines which areas of STARS (Statewide Accounting and Reporting System) the user will have access to.

### STARS DATA ENTRY

Select one of the following methods to indicate which types of STARS transactions the employee will be able to enter:

- Use an **X** to mark the type of transactions for which this operator will be entering data.  
NOTE: If it is necessary for an employee to enter data into all sections, mark the **All** box so that access will be granted to all areas listed in this section.
- Indicate the STARS Operator Class from the D66 Descriptor Table.

### FAS DATA ENTRY

Select one of the following methods to indicate which types of FAS transactions the employee will be able to enter.

- Use an **X** to mark the type of transactions for which this operator will be entering data.  
NOTE: If it is necessary for an employee to enter data into all sections, mark the **All** box so that access will be granted to all areas listed in this section.
- Indicate the FAS Operator Class from the F66 Descriptor Table.

## STARS/FAS RELEASE AND TABLE SECURITY CONTROLS

Enter the type of access the employee should be allowed for each Data Element. The data elements and the values for the type of access are described below.

The form must be signed (with the name printed as well) and dated by your agency's STARS System Administration. Provide a phone number so that SCO can contact your agency with any questions concerning some section of the form.

The SCO Approval and Date at the bottom of the page is for use by the State Controller's Office only.

## DATA ELEMENTS FOR STARS/FAS RELEASE AND TABLE SECURITY CONTROLS

DATA ELEMENT	INSTRUCTIONS
ACCOUNTING TRANS	<p>Enter the one-digit ACCOUNTING TRANSACTION code:</p> <p><b>Blank</b> – No access to accounting transactions</p> <p><b>0</b> – Inquire only</p> <p><b>1</b> – Entry allowed for own agency</p> <p><b>2</b> – Entry allowed for agencies specified in DATA ENTRY AGCYS RANGES</p>
RELEASE FLAG	<p>Enter the one-digit RELEASE FLAG code:</p> <p><b>0</b> – User cannot release or override batches online</p> <p><b>1</b> – User can release batches online</p> <p><b>2</b> – User can release batches online, and can override out-of-balance conditions to force online posting of batches.</p> <p><b>3</b> – Treasurer’s Office Release, edits only allow release of batch types J or I.</p> <p>Note that overridden out-of-balance batches will post to the error file if batch edit mode is ‘1’ or ‘0’. If the edit mode is ‘2’, out-of-balance batches cannot be overridden.</p> <p>SCO does not allow the use of RELEASE FLAG ‘2’.</p>
DATA ENTRY AGCYS RANGES	<p>Enter up to two AGENCY RANGES, each one consisting of up to two three-digit AGENCY codes.</p> <p>This identifies the Agencies for which the user may enter/view accounting transactions. These AGENCY RANGES are allowed only when the SECURITY ORG is ‘000’ and the ACCOUNTING TRANSACTION CODE is set to ‘1’ or ‘2’.</p>
SECURITY ORG	<p>Enter a three-digit SECURITY ORGANIZATION or BATCH AGENCY.</p> <p>The SECURITY ORG may be used to assign unique Batch Agencies within one financial agency. This must be coded and provides low-level organization control if desired.</p>

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
RESP AGENCY	Enter the three-digit RESPONSIBLE AGENCY code. This identifies which agency the individual is assigned and reported on the DAFR8600. This allows specific agency identification for each user.
BATCH EDIT MODE	Enter the allowable BATCH EDIT MODES for the user: <b>0</b> – User can only use EDIT MODE OF ‘0’ <b>1</b> – User can use EDIT MODES of ‘0’ or ‘1’, default is ‘1’ <b>2</b> – User can use EDIT MODES of ‘0’, ‘1’, or ‘2’, default is ‘1’. SCO use only
WARRANT WRITING	Enter the one-digit WARRANT WRITING FILE MAINTENANCE access indicator: <b>Blank</b> – No access to the Warrant Writing File function <b>0</b> – Inquiry only <b>1</b> – Inquiry and update allowed, which enables the operator to delete and release transactions for warrant writing The Warrant Writing File Maintenance functionality is not currently used.
WARRANT STATUS	Enter the one-digit WARRANT STATUS indicator: <b>Blank</b> – No access to the Warrant Control screen <b>0</b> – Inquiry only to the Warrant Control and Warrant Detail screens <b>1</b> – Inquiry and update allowed to the Warrant Control for only stop payments, lift stop payments, and cancels <b>2</b> – Inquiry and update allowed to the Warrant Control for only stop payments, lift stop payments, cancels, and 'uncancels' <b>3</b> – Inquiry and update allowed to the Warrant Control for only redemptions and 'unredeems' Only SCO and STO are allowed to use a WARRANT STATUS of ‘3’

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
STARS APPROVAL LEVEL	<p>Enter the one-digit <u>operator</u> APPROVAL LEVEL indicator: 0 (low) through 9 (high). A user (operator) can release a transaction that has a Transaction Code with an approval level equal to or less than theirs.</p> <p><b>0</b> –Not currently in use. (Data entry personnel can release; no initials on batch release.)</p> <p><b>1</b> – Data entry personnel can release, initials show in AL1 batch release field. Not applied to any transactions for release. Only used to show data entry person has completed their entry and the batch is ready for pre-processing (pre-audit) review.</p> <p><b>2</b> – Pre-audit personnel can release, initials show in AL2 batch release field. Also used for pre-encumbrance release.</p> <p><b>3</b> – Expenditure release approval personnel can release, initials show in AL3 batch release field. Most commonly used for agency batch release of expenditures, etc.</p> <p><b>4</b> – Specialized loan, reinsurance, EIS, and GRS release approval personnel can release, initials show in AL4 batch release field.</p> <p><b>5</b> – Usually only controlled interfaces have this approval level. Specialized expenditures such as vendor payments without vendor numbers, university reimbursements, and transfers from US Treasury personnel can release, initials show in AL5 batch release field.</p> <p><b>6</b> – DFM approval personnel can release, initials show in AL6 batch release field. Also for manual warrants, EIS savings bonds, unclaimed property transfers, loans between funds, etc. approved and released by SCO.</p> <p><b>7</b> – SCO personnel can release, initials show in AL7 batch release field. Used for payroll adjustments, statutory transfers, sight draft control, fiscal year end processing, and adjustments for adding, correcting or balancing files.</p> <p><b>8</b> – SCO appropriation and PY adjustment personnel (and STO “J” batch personnel) can release, initials show in AL8 batch release field.</p> <p><b>9</b> – Highest SCO approval level personnel can release, initials show in AL9 batch release.</p>

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
MENU TYPE	<p>Enter the one-digit MENU TYPE indicator as follows:</p> <p><b>0</b> – Display standard STARS menu (the data entry menu options will not include S083, ZP File Maintenance)</p> <p><b>1</b> – Display special limited menu (limited options for data entry, financial inquiries, table maintenance, and reporting)</p> <p><b>2</b> – Display expanded STARS menu (expands data entry menu option to include access and update capabilities to screen S083, Cash Transaction Pending File Maintenance (ZP))</p>
PRINTER ID	<p>Enter the four-character PRINTER ID, which identifies the CICS printer closest to the user's normal workstation. This can also be the ID of the mainframe printer if reports are to be manually routed to users.</p> <p>Currently the capability to route print jobs to other locations is being performed in the report distribution programs so this indicator is usually set at <b>DB01</b>, SCO's printer.</p>
FUND OVERRIDE	<p>Enter the one-digit FUND OVERRIDE indicator as follows:</p> <p><b>Blank</b> – User may not perform a fund override</p> <p><b>1</b> – User may perform a fund override</p> <p>The FUND OVERRIDE of '1' is not allowed except for certain SCO staff.</p>
DAY INDICATOR	<p>Enter the one-character work DAY INDICATOR as follows:</p> <p><b>W</b> – User has week day access only</p> <p><b>E</b> – User has weekend access only</p> <p><b>A</b> – User may access the system on any day</p>
WORK HOUR RANGE	<p>Enter the range of hours, in a 24-hour clock format, that the user can access the system: 0001 – 2400.</p>

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
FIXED ASSETS APP LVL	<p>Enter the one-digit operator APPROVAL LEVEL indicator. Valid values are '0' through '9', with '9' the highest level.</p> <p>General Rules:</p> <p>1 – No post and release ability</p> <p>2 – Post and release non-financial changes</p> <p>3 – Post and release acquisitions, non-financial changes</p> <p>4 – Post and release acquisitions, dispositions, non-financial changes</p> <p>Higher level by special request to SCO</p> <p>This indicator controls which FAS transactions the user may release for processing in STARS and FAS. Each transaction code is assigned an approval level. The user may only release transactions for processing that have an APPROVAL LEVEL equal to or less than the one defined on his/her SE profile.</p>
FAS OPERATOR CLASS	<p>Enter the two-digit FAS OPERATOR CLASS. This must exist in the Operator Class (FD66) Descriptor Table. It identifies up to seven FAS TRANSACTION CODES, or ranges of FAS TRANSACTION CODES the operator may use, or is excluded from using.</p> <p>This field can be blank if the FAS DATA ENTRY indicator is blank or '0'.</p>
FAS INQUIRY/MAINT	<p>Enter the one-digit FAS INQUIRY/MAINTENANCE table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p>
FAS DATA ENTRY	<p>Enter the one-digit FAS DATA ENTRY indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p> <p>If this indicator is '1' a FAS OPERATOR CLASS must also be entered.</p>

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
FAS DESCRIPTOR	Enter the one-digit FAS DESCRIPTOR table indicator: <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry and update agency tables only <b>2</b> – Inquiry and update statewide tables only <b>3</b> – No access
FAS MASS UPDATES	Enter the one-digit FAS MASS UPDATES table indicator: <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry and update This includes mass change and replacement values.
FAS PP RELEASE	Enter the one-character FAS PRIOR PERIOD RELEASE indicator: <b>Blank</b> – User cannot release prior period transactions <b>0</b> – User cannot release prior period transactions <b>1</b> – User can release prior period transactions
FAS LOCATION1	Enter the one-digit FAS LOCATION1 table indicator: <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry and update - Agency <b>2</b> – Inquiry and update – Statewide Available to SCO only.
REPORT REQUEST	Enter the one-digit REPORT REQUEST table indicator: <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry and update

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
SECURITY TABLE	<p>Enter the one-digit SECURITY table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p> <p>A user with inquiry only access can only view his/her password.</p> <p>A user with inquiry/update capabilities and SECURITY ORG of '000' is not able to view the password of any user. This user can delete an existing user, change a user's profile, and add new users.</p>
NEWS/HELP TABLE	<p>Enter the one-digit NEWS/HELP table indicator:</p> <p>Blank – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p>
RECURRING TRANS	<p>Enter the one-digit RECURRING TRANSACTION table indicator:</p> <p>Blank – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p>
REC TRANS REQUEST	<p>Enter the one-digit RECURRING TRANSACTION REQUEST table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p>
SYSTEM MANAGEMENT	<p>Enter the one-digit SYSTEM MANAGEMENT table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update – Must have SECURITY ORG '000'</p>

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
REPORT DISTRIBUTION	Enter the one-digit REPORT DISTRIBUTION table indicator:  <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry and update
BUDGET UNIT	Enter the one-digit BUDGET UNIT table indicator:  <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry and update
DESCRIPTOR	Enter the one-digit DESCRIPTOR table indicator:  <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry all tables and update within D98 allowed tables <b>2</b> – Inquiry all tables and update within D98 allowed tables <b>3</b> – Inquiry all tables and update within D98 allowed tables  For internal control purposes, there are multiple indicators that allow inquiry and update. The D98 defines which descriptor table indicator values are allowed to update each specific table.
INDEX CODE	Enter the one-digit INDEX CODE table indicator:  <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry and update <b>9</b> – Inquiry and update for adds and changes only
ORGANIZATION CONTROL	Enter the one-digit ORGANIZATION CONTROL table indicator:  <b>Blank</b> – No access <b>0</b> – Inquiry only <b>1</b> – Inquiry and update

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
PROGRAM COST ACCOUNT	<p>Enter the one-digit PROGRAM COST ACCOUNT table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p> <p><b>9</b> – Inquiry and update for adds and changes only</p>
GRANT CONTROL	<p>Enter the one-digit GRANT CONTROL table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p> <p><b>9</b> – Inquiry and update for adds and changes only</p>
PROJECT CONTROL	<p>Enter the one-digit PROJECT CONTROL table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p> <p><b>9</b> – Inquiry and update for adds and changes only</p>
TRANSACTION CODE DECISION	<p>Enter the one-digit TRANSACTION CODE DECISION table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p>

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
<p>VENDOR EDIT</p> <p>The Vender Edit indicator and Vendor Edit Select indicator must be used <i>together</i> to determine what information a user has access to.</p> <p><a href="#">(Click here to use the Vendor Edit Indicator Selector Tool)</a></p>	<p>Enter the one-digit VENDOR EDIT table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry vendor information. No access to state employee or bank information.</p> <p><b>1</b> – Inquiry vendor and bank information. No access to state employee information.</p> <p><b>2</b> – Inquiry and update vendor information. No access to state employee information.</p> <p><b>3</b> – Inquiry and update vendor and bank information. No access to state employee information.</p> <p><b>4</b> - Inquiry and update vendor, bank, and state employee information.</p> <p>If the VENDOR EDIT indicator is blank, the VE SELECT IND must also be blank.</p>
<p>VE SELECT IND</p>	<p>Enter the one-digit VENDOR EDIT SELECT:</p> <p>Blank – No access to agency specific vendor</p> <p><b>0</b> – Inquiry on statewide vendors only</p> <p><b>1</b> – Inquiry and update on agency vendors only</p> <p><b>2</b> – Inquiry and update on statewide and agency vendors</p> <p>If the VENDOR EDIT indicator is blank, the VE SELECT IND must also be blank.</p>
<p>ABA FILE MAINTENANCE</p>	<p>Enter the one-digit ABA FILE MAINTENANCE table indicator:</p> <p><b>Blank</b> – No access</p> <p><b>0</b> – Inquiry only</p> <p><b>1</b> – Inquiry and update</p>
<p>ONLINE FILE INQUIRY</p>	<p>Enter the one-digit ONLINE FILE INQUIRY access indicator:</p> <p><b>Blank</b> – no access on Online File Inquiry</p> <p><b>A</b> – Financial and record inquiries allowed</p> <p><b>F</b> – Financial inquires allowed</p>

<b>DATA ELEMENT</b>	<b>INSTRUCTIONS</b>
PRIOR PRD POST IND	<p>Enter the one-character PRIOR PERIOD POST INDICATOR to determine whether the user can post transactions to the prior accounting period (prior period must be open on the SM):</p> <p><b>Y</b> – User is allowed to post transactions to the prior accounting period – this allows users to post to the prior month during the first few days of the next month when STARS prior month is still open.</p> <p><b>N</b> - User is not allowed to post transactions to the prior accounting period</p>
PRIOR YEAR POST IND	<p>Enter the one-character PRIOR YEAR POST INDICATOR to determine whether the user can post transactions to the prior year (prior year must be open on the SM):</p> <p><b>Y</b> – User is allowed to post transactions to the prior year</p> <p><b>N</b> - User is not allowed to post transactions to the prior year</p>