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STARS USER MANUAL

REVIEW AND RELEASE A BATCH

SELECT A BATCH ON THE VIEW OR SELECT BATCH HEADERS SCREEN (S530)

1. From the STARS Main Menu, type D in the FUNCTION field and press ENTER. The FINANCIAL TRANSACTION DATA ENTRY (S013) screen will open.

```
VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU          S013
FUNCTION: 53
50  ENTER ACCOUNTING TRANSACTION BATCH
51  CHANGE BATCH OR VIEW DETAIL TRANS
52  VIEW BATCH SUMMARY
53  VIEW OR SELECT BATCH HEADERS
54  ENTER ERROR CORRECTIONS
55  RECURRING TRANSACTIONS
```

2. Type 53 in the FUNCTION field and press ENTER to open VIEW OR SELECT BATCH HEADERS (S0530) screen. The first 13 batches for your agency will be displayed. To view more batches, type N in the FUNCTION field and press ENTER.
3. To be able to select a batch header, type S in the FUNCTION field.
4. Press TAB until the cursor is to the left of the DATE of a batch, type an S or X and press ENTER. The batch will open in the VIEW BATCH SUMMARY (S520) screen.

```
VERSION 3.1          STARS--VIEW OR SELECT BATCH HEADERS          S530
FUNCTION: S (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)
AGENCY: 230
S ----BATCH ID----- BATCH EFFECT  ENTERED      ENTERED      COMPUTED
   DATE   TYP NO MODE STA BAL DATE AL COUNT      AMOUNT      AMOUNT
x 08011999 2 101  2  H  N 080199 3 00001 0000000555.35 0000001444.23
 08031999 5 405  3  H  Y 080399 3 00004 0000130050.00 0000130050.00
```

REVIEW THE VIEW BATCH SUMMARY (S520)

On the View Batch Summary S520 screen, you can review transactions by sequence number, including the basic fiscal coding and the amount. Note the Sequence Number (SEQ) of a transaction you want to review.

VERSION 3.1		STARS--VIEW BATCH SUMMARY						S520		
FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)										
BATCH-ID: AGCY 230 DATE 08171999 TYPE 5 BATCH-NO 505 SEQUENCE 00001										
EFF-DATE 081799 STATUS H DISB METHOD MODE 1										
SEQ	TC	R	PCN	INDEX	PCA	SOBJ/DTL	UNIT	FUND/DTL	CURRENT DOCUMENT	AMOUNT
00001	230			1000	01331	5410		CCAA 0001	EXP0000101	0000000300.00
00002	230			1000	01331	5410		CCAA 0001	EXP0000202	0000000100.00
00003	230			1000	01337	5150		CCAA 0349 07	EXP0000303	0000000100.00
00004	230			1000	01301	5070		CCAA 0001	EXP0000404	0000000309.00
BATCH BALANCE										
ENTERED COUNT: 00004				ENTERED AMOUNT: 0000000809.00						
COMPUTED COUNT: 00004				COMPUTED AMOUNT: 0000000809.00						
									INTERRUPT:	
PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF12=VIEW/SELECT HEADERS										

REVIEW INDIVIDUAL TRANSACTIONS

The View mode does not change any of the data elements on the data entry screen or override the approval levels. You will be able to see any warning or error messages on this screen. If users want to check the detail transactions on a released batch, please use View mode - using Change mode could put the batch on Hold.

1. On the View Batch Summary S520 screen, press F10 to open the CHANGE BATCH OR VIEW DETAIL TRANSACTIONS S510 screen.
2. Type V in the FUNCT field and then enter the sequence number of the transaction you want to review. Then press ENTER. You can leave the SEQUENCE NUMBER blank and press ENTER and the first transaction in the batch will open.

VERSION 3.1		STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS						S510	
FUNCT: V (A=ADD TRAN,B=CHG HDR,C=CHG TRAN, D=DEL TRAN, R=RECOMP,V=VIEW TRAN)									
AGENCY:		230							
BATCH DATE:		08171999							
BATCH TYPE:		5							
BATCH NUMBER:		505							
SEQUENCE NUMBER:		1 (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)							
BATCH BALANCE									
ENTERED COUNT: 00004				ENTERED AMOUNT: 0000000809.00					
COMPUTED COUNT: 00004				COMPUTED AMOUNT: 0000000809.00					
									INTERRUPT:

- Depending on the batch type, a TRANSACTION ENTRY screen will open.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230          RVS:          DISB-METH:
REF-DOC/SFX:          MOD:          BFY: 00          GAAP IND:
INDEX      : 1000 HEADQUARTERS          SEC AGENCY:
PCA        : 01331          SUBSID:          PCN:
EXP-SUB-OBJ/DET: 5410 OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT    : 0000000300.00          WARR-NO:          BU: CCAA          GLA:
DOC TOTAL: 0000000000.00          PROP#:          CMP#:          CI:
INV-NO    : 23456000000000 INV-DESC :
VEND-NO: 820183581 00          NAME  : BANGS OFFICE PRODUCTS INC
          NAME 2:
          ADDR : PO BOX 1447
          CITY : POCATELLO          STATE: ID ZIP: 83204
GRANT/PH:          PROJ/PH:          FUND/DET: 0001          F/O:
MPC:          LOC:          FAC:          TSK:
DOC-DATE:          EFF-DATE: 081799 DUE-DATE:          INTERRUPT:
```

- Review the transactions details.
- If necessary, press F8 to view the next transaction in the batch.
- When finished, press F10 to return to the S510 screen.

REVIEW AND RELEASE A BATCH

- While on the S510 Screen, press F9 to open the STARS BATCH BALANCING (S502) screen. Note the message at the bottom of the screen which may read, This Batch is Balanced” or “Warning... Batch Not in Balance”.
- Type R in the FUNCTION field and press ENTER. There are several important sections to review on the S502 screen.

```
VERSION 3.1          STARS--BATCH BALANCING          S502

FUNCTION: R (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE)
          (BLANK FUNCTION RETURNS TO BATCH HEADER ENTRY)

BATCH AGENCY: 230
BATCH DATE: 08171999
BATCH TYPE: 5
BATCH NUMBER: 505

BATCH BALANCE
          ENTERED COUNT: 00004          ENTERED AMOUNT: 0000000809.00
          COMPUTED COUNT: 00004          COMPUTED AMOUNT: 0000000809.00

BATCH APPROVED BY:          BATCH OPER-ID: DBK
          GJM XYS
          AL1 AL2 AL3 AL4 AL5 AL6 AL7 AL8 AL9

          USER APPROVAL LEVEL: 2
          REQUIRED APPROVAL LEVEL: 3

          INTERRUPT:
```

3. The FUNCTION field commands are HOLD, RELEASE, OVERRIDE, and DELETE.
4. In the BATCH BALANCE section, be sure the ENTERED counts and amounts and the COMPUTED counts and amounts are equal. If they are not, the batch cannot process.
5. The BATCH APPROVED BY area shows the Operator initials of last person who approved the batch and their approval levels (AL1, AL2, etc.). Included in this area are the Operator initials of those who have added or changed a transaction in the batch.
6. The BATCH OPER-ID area shows Batch Operator ID of the person who created the batch header. If this person enters transactions for which they are not authorized, the transactions will not process in the nightly IEU - even if someone else recalls the batch and enters the transactions
7. The USER APPROVAL LEVEL and REQUIRED APPROVAL LEVEL areas show the approval level of the last person who approved the batch. When you release the batch, it also will put your release level in the User Approval Level field showing you are the last one to release the batch. This level will go back to “0” if someone makes changes to the batch. This record allows those reviewing and releasing the batch to know who completed each process of the batch. If the User Approval Level matches or exceeds the Required Approval Level of the batch, the batch will release for processing.
8. To release the batch, enter R in the FUNCTION field and press ENTER. (You can initially release or delete all edit modes on this screen.
9. You should see the message “Batch Has Been Successfully Released” and your Operator ID initials in the Batch Approved By field.

PUT A BATCH ON HOLD

If a batch is in Edit Mode 0, 1 or 2, you can place the batch on hold.

1. Select the batch on the S530 screen, view the batch summary on the S520 screen, and then press F10 to open the S510 screen.
2. While on the S510 Screen, press F9 to open the STARS BATCH BALANCING (S502) screen.
3. Type H in the FUNCTION field, and then press ENTER. This will place the batch on hold and the batch will not process until the batch is re-released.

This is not the case for those batches in Edit Mode 3. When you release a batch in Edit Mode 3, it creates a RELEASE transaction on the S540 screen that you must delete. Otherwise, the batch will process because the S540 screen takes precedence over the rest of the batch.

OVERRIDE A BATCH

Only the State Controller's Office can use the Override function. The override mode allows a batch that is not in balance to release.

RELEASING A BATCH ON THE S540 SCREEN (EDIT MODE 3)

When you release a batch in Edit Mode 3, it creates a RELEASE transaction on the S540 screen.

To verify that your batch will release, either open the ENTER ERROR CORRECTION TRANSACTIONS screen (S540) from the STARS Data Entry menu (FUNCTION: 54) or interrupt to 54.

On the S540 screen, type R in the FUNCTION field, the agency number in the AGENCY field (if necessary), and press ENTER. A list of the batch transactions that will release is displayed. The batch header, shown as sequence number 00000, and the batch number will release in the nightly IEU processing.

```
VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230

-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----
19990817 5 505 00000 0  RELEASE
```

Stop an Edit Mode 3 Batch from the Release

If you have accidentally released an Edit Mode 3 batch, you can remove this release from the S540 screen as long as you do it on the same day you did the release (before the nightly IEU processing). From the S540 screen, type C in the FUNCTION field, and then press TAB to move the cursor to the C Column and next to the transaction. Type D in the space next to the transaction, and then press ENTER. Putting the batch on Hold will not take the release off the Edit Mode 3 batch.

Edit Mode 3 Batch Invalid Month Message

If you try to release an Edit Mode 3 batch that has a Batch Effective Date in a prior month that is closed, you will get a message, "Invalid Month". You can change the Batch Effective Date on the S540 screen. STARS processes all S540 screen items in the nightly IEU before processing the rest of the batch.

APPROVAL LEVELS

Approval Level	Description
1	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.
2	Pre-audit personnel can release, initials show in AL2 batch release field. Also used for pre-encumbrance release.
3	Expenditure release approval personnel can release, initials show in AL3 batch release field. Most commonly used for agency batch release of expenditures, etc.
4	Specialized loan, reinsurance, EIS, and GRS release approval personnel can release, initials show in AL4 batch release field.
5	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.
6	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.
7	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.
8	SCO appropriation and PY adjustment personnel (and STO "J" batch personnel) can release, initials show in AL8 batch release field.
9	Highest SCO approval level personnel can release, initials show in AL9 batch release.