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STARS MANUAL

REQUEST ACCESS, LOG ON, PASSWORDS, AND KEYBOARD NAVIGATION

SYSTEM REQUIREMENTS AND REQUEST ACCESS AUTHORIZATION

To log on to STARS, you will need the following:

1. Terminal emulation software. Because STARS is a mainframe application, you must also have terminal emulation software that can connect to it. Examples of such software include Extra! Personal Client by Attachmate or Hummingbird HostExplorer. Your agency's computer support should be able to help you with using whatever software they provide for you.
2. Security authorization. You must have STARS security authorization as well as Customer Information Control Center (CICS) security authorization. Your agency's STARS administrator can get authorization established for you with the State Controller's Office (SCO), as described below.

DSYS/STARS SECURITY AUTHORIZATION

You must request a three-character operator identification (Operator ID) from your STARS security administrator. Your administrator will request authorization for you from the State Controller's Office (SCO) Division of Statewide Accounting. SCO will then assign a three-character (alphanumeric) password. See the [Authorization and Security Request form](#) and the [STARS/FAS Security Request form](#).

CESN/CICS SECURITY AUTHORIZATION

Once SCO Statewide Accounting assigns your STARS security, the SCO Computer Service Center will assign a CICS security USERID and a PASSWORD. On your first log on, you should change the password to something unique. Do not share your passwords with anyone. Password requirements are outlined [here on the Computer Services Web site](#).

AGENCY LOGON SCRIPTS

Some agencies may implement a login script whereby once a user logs onto their computer, they can be automatically logged on to CICS or STARS. The screens described in this document are not seen by these users. If your agency uses this type of system and the logon to CICS or STARS fails, it might be impossible to know which of the separate logons are not working. In this case, you should contact your local IT or computer support person for assistance.

KEYBOARD DIFFERENCES THAT AFFECT LOGGING ON

Some keyboards (such as a Microsoft Natural Multimedia keyboard) have a Function Lock key which must be "on" in order to use the function keys.

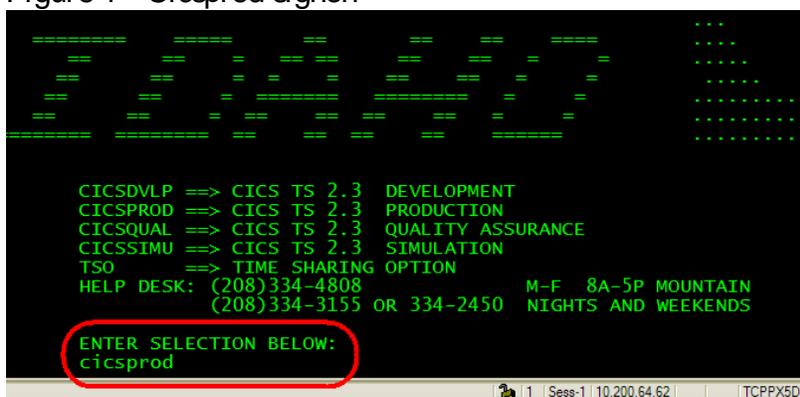
Also, some keyboards use a different key other than PAUSE to clear the screen. On some keyboards you may need to press the Function key (**Fn**) and **Pause** simultaneously.

If you cannot clear your screen, you may have a special keyboard-mapping configuration. See your local computer support person to identify the correct key to use when you want to clear the screen.

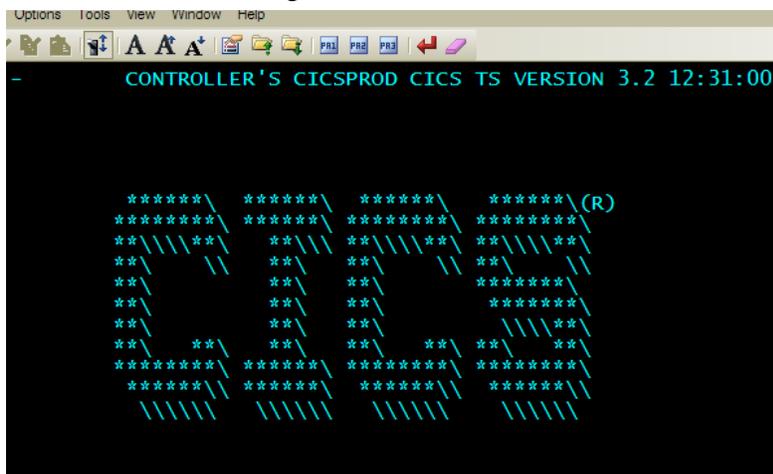
LOG ON TO CICS (CESN)

1. At the Idaho State Controller's Computer Network screen (see Figure 1 below), locate the cursor (an underline character () at the bottom left of the screen, below the **ENTER SELECTION BELOW** prompt).
2. Type **cicsprod**, and then press ENTER.

Figure 1 - Cicsprod signon



3. The system confirms you have connected to CICS by presenting the CICS banner screen shown below. Figure 2 - CICS banner



4. Press PAUSE to clear the screen. On some keyboards you may need to press the Function key (**Fn**) and **Pause** simultaneously.
5. At the blank screen, type **cesn**, and then press the ENTER key.
6. Type the assigned CICS **Userid** given to you by your agency security administrator in the **Userid** (user identification) field.
7. Press TAB to the **Password** field. (If your agency uses group identification, enter the **Groupid**.)
8. Type the CICS **Password** given to you by your agency security administrator, and then press the ENTER key. (For security, the screen will not display the password.)

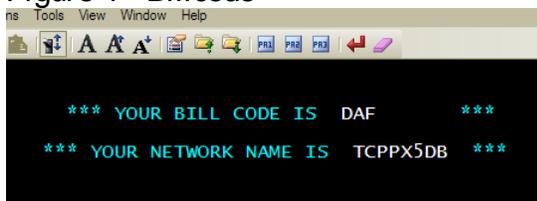
Figure 3 - CESN Userid and password



If you need help with the logon, call or email the SCO Computer Service Center Help Desk:
Phone: (208) 334-4808, Email: scohelpdesk@sco.idaho.gov

9. After you type your CICS Userid and Password, the **Bill Code Screen** should appear. This screen controls the distribution of CICS costs.
10. Type the specific **Bill Code** (up to eight characters) at the **XA01 BILL CODE** field and then press the ENTER key (**Example: XXXXXXXX**). If you left the bill code field blank, the default code for your agency is displayed.
 - Various agencies may have more than one bill code, but you can only enter one bill code per session. You could leave the **XA01 BILL CODE** field blank and press the ENTER key. The bill code will default to one of your agency's bill codes.

Figure 4 - Billcode



11. Press PAUSE to clear the screen. On some keyboards you may need to press the Function key (**Fn**) and **Pause** simultaneously. A blank screen should appear (see the STARS section below). You are now ready to go to the next section, "Logging on to STARS".

If your logon fails three consecutive times, your operator ID will be suspended and you will not be able to sign on. Call or email the SCO Computer Service Center Help Desk: Phone: (208) 334-4808 Email: scohelpdesk@sco.idaho.gov

LOG ON TO STARS (DSYS)

After logging on to CICS, you must then log on to STARS.

1. Press PAUSE to clear the screen, type **dsys**, and then press ENTER. On some keyboards you may need to press the Function key (**Fn**) and **Pause** simultaneously.
2. The computer will display the **STARS** banner screen with OPERATOR ID and PASSWORD fields.

Figure 5 - Dsys operator ID and password



3. Type your **OPERATOR ID** (usually three characters) that was chosen by you or your security administrator. (If your Operator ID is less than three characters, the cursor does not advance to the password field and you will have to press TAB.)
4. Type your **PASSWORD** (up to three characters) issued to you by the security administrator.

If you need help at this point with the DSYS or STARS logon, contact the SCO Computer Service Center Help Desk: Phone: (208) 334-4808, Email: scohelpdesk@sco.idaho.gov

5. Review the STARS News Display for important information.

Figure 6 - STARS News

```
VERSION 3.1                STARS--NEWS DISPLAY                S002

***** WELCOME TO STARS *****

APRIL CLOSES MAY 5 WITH REPORTS AVAILABLE MAY 6
/9 - DAFR'S 0218 AND 0219 DUE BACK TO SCO
/15 - 2ND ROUND OF GRT/PRJ REPORTS AND 2ND IAB CLEANUP LETTER TO AGENCIES
/16 - BUDGET UNIT, PCA AND INDEX STRUCTURE REPORTS ARE DUE TO DFM ANALYSTS
/1 - AGENCIES SHOULD CLEAN UP OLD ITEMS IN FAS HOLD FILE
/6 - 6/30/10 END DATES SHOULD BE ON ALL PCA'S AND INDEXES NOT BEING USED IN
FY11. TABLE ROLL AND PURGE HAPPENS THIS NIGHT.

=====
TRAINING: ALL CLASSES HELD JRW BLDG 4TH FLOOR TRAINING ROOM

STARS FYE TRAINING MARCH 18, 2010 9 A.M. - 11 A.M.
CALL PATTI TO SIGN UP 332-8799

=====
SCO SYSTEMS MANUALS:  HTTP://WWW.SCO.IDAHO.GOV      UNDER ACCOUNTING
ACCOUNTING HELPLINE =  CALL 332-8827 OR E-MAIL: DSAHELPLINE@SCO.IDAHO.GOV
STATEWIDE ACCTG: 334-3150      STARS SECURITY: STARS_SECURITY@SCO.IDAHO.GOV

PRESS (ENTER) TO CONTINUE
```

6. After reviewing the News Display, press the ENTER key to go to the STARS Main Menu.

Figure 7 - STARS menu

```
VERSION 3.1                STARS--MAIN MENU

FUNCTION:

D      DATA ENTRY
F      FIXED ASSET ACCOUNTING
I      ONLINE FILE INQUIRY
R      REPORTING
S      SYSTEM MANAGEMENT
T      TABLE MAINTENANCE
W      WARRANTS
Z      SIGN OFF
```

If you accidentally exit STARS, clear your screen (press PAUSE) and type **DSYS**, then press ENTER. On some keyboards you may need to press the Function key (**Fn**) and **Pause** simultaneously. This will initiate the STARS banner screen and you can continue to sign on.

RESET FORGOTTEN PASSWORDS OR LOCKED OUT OF STARS

If you forget either your CESN (CICS) password or your DSYS (STARS) password, send an email to: scohelpdesk@sco.idaho.gov with one or both of the following messages:

- I need my **CESN** password reset. My **Userid** is _____.
- I need my **DSYS** password reset. My **Operator ID** is _____.

The CESN Userid and Password logs you onto the mainframe. The DSYS Operator ID and Password logs you into STARS.

CHANGE EXPIRED PASSWORDS

When your password is about to expire, the STARS screens will display a message. As long as you know your current password, you can change it to a new one.

If you have forgotten your CESN password or your DSYS password, contact your agency's STARS administrator or e-mail the SCO Computer Service Center Help Desk:
scohelpdesk@sco.idaho.gov.

CHANGE YOUR CESN (CICS) PASSWORD

CICS will display a warning stating your CICS password will be expiring, for example, **TX7003xx Password will expire on 08/17/2005.**

If the CICS password expires before it is changed, you will no longer be able to access CICS. Your agency STARS security administrator must e-mail: stars_security@sco.idaho.gov

1. Type your user ID in the Userid field.
2. Type your current password in the Password field.
3. Type a new password in New Password field and press ENTER. Password requirements are outlined [here on the Computer Services Web site](#).
4. A message will appear that reads, "DFHCE3539 Please re-enter the new password for verification."
5. Type your new password again in New Password field and press ENTER.

Once a new CICS password is accepted, you will receive a message "Password Successfully Updated."

CHANGE YOUR DSYS (STARS) PASSWORD

STARS will display a warning stating your STARS password will be expiring in a certain number of days. Enter a new password or use your existing password and press ENTER to continue.

1. Enter your Operator ID.
2. Enter your old password in PASSWORD field.
3. Enter your New Password in NEW PASSWORD field.
4. Enter your New Password in VERIFY field and press ENTER.

Once STARS accepts a new password, you will receive a message, "Password Successfully Updated. Press Enter to Continue."

USING YOUR KEYBOARD

Some common keyboard navigation controls are:

- TAB, CTRL or the Arrow keys move the cursor from field to field within the data entry screens.

- Press SHIFT+TAB to move backwards to a field. If your cursor is on the FUNCTION field, this will move it to the INTERRUPT field.
- Press HOME and then press SHIFT+TAB to move down to the [INTERRUPT field](#) at the bottom of the screen.
- Use END, DELETE, or the SPACEBAR to "delete" or clear data fields. However, you must use the SPACEBAR when clearing MOD, RVS, DISB-METH, and GAAP fields.

The function of your keyboard keys may depend on the terminal emulation program – Hummingbird, Attachmate, etc. - you use. Each program may be programmed to use the keys differently. Contact your agency's PC support for assistance.

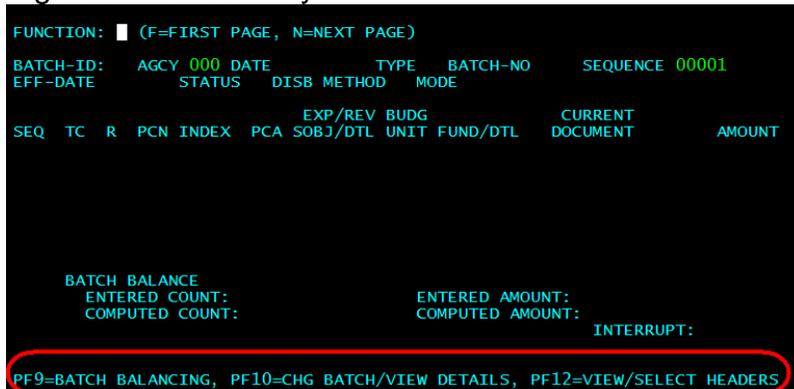
Key(s)	Description
HOME	Moves cursor to the first field available on a screen.
TAB	Moves cursor across the page, field to field.
CTRL	Moves cursor down the page, line to line.
END	Removes data within a field.
ARROW KEYS	Moves cursor in direction of the arrow - right, left, up, or down. However, this is not recommended because the program may stop responding. See ESC below.
SHIFT+TAB	Simultaneously press SHIFT and TAB to move back to a field, or if your cursor is on the FUNCTION field, this will move it to the INTERRUPT field (at the bottom of the STARS screen). In the INTERRUPT field, enter the screen or menu number and press ENTER to immediately open that screen. Press F4 to return to the previous screen. Common INTERRUPT screens are: MT (Table Maintenance Menu), MI (File Inquiry Menu), MS (System Management Menu), MF (FAS Menu), MW (Warrant Menu), MR (Report Menu), or any non-data entry screen such as 63 (Cash Control file).
DELETE	Clears data in a field one character at a time.
SPACEBAR	Clears all data in a field. Required to clear MOD, RVS, DISB-METH, and GAAP IND.
ESC (ESCAPE)	If you type in a protected area, the program may stop responding. Press ESC and then press TAB to move to an unprotected field to continue. Avoid this problem by using TAB rather than your Arrow keys to move from field to field within a screen.

<u>Key(s)</u>	<u>Description</u>
ENTER	When entering a batch, press ENTER to save your detailed transactions and clear the fields on the data entry screen. When doing several data entry records of a similar type, use F1 (see below) to save the transaction and leave the data fields filled in.

USING THE FUNCTION KEYS

The function keys will be described at the bottom of some STARS screens, with a very brief definition. The function keys are displayed in STARS as **PF#**, e.g., **PF9** or **PF12**.

Figure 8 - Function key



PF keys refer to IBM terminal keyboards, not typical Windows PC keyboards. A Windows PC keyboard will use the "F" keys (F1, F2,...F12); thus F1 is PF1, and so on.

In other screens, the function keys are used to finalize transactions and to navigate through the various STARS screens.

<u>Function Keys</u>	<u>Description</u>	<u>Usage</u>
F1	Save transaction and leave the screen as you left it with the data fields still filled in.	By leaving the data on screen (e.g., vendor number, PCAs, etc.) you can enter several similar transactions more efficiently.
F2	Back up one menu	Use to move back one menu from your current screen.
F4	Return from an Interrupt	After using INTERRUPT to switch to another screen, press F4 to switch back to the screen from where you started.

Function Keys	Description	Usage
F5	Review transaction lookups before updating.	Allows you to review the transaction by extracting table lookup data from STARS, such as vendor name and address, PCA numbers, Grants etc. NOTE: F5 allows you to review your transaction, not to save it.
F7	Goes to previous screen	Move you back to the previous screen n which you were working.
F8	Next sequence number in batch	Frequently used in batch correcting and viewing, F8 advances you to the next sequence number within a batch. Advances to the next vendor record on the 21 Vendor Edit table
F9	Batch balancing	Use to preview the Batch Balancing screen after you have finished updating your transactions and use to enter your approval. A detailed screen appears with the batch header information, current approval levels, number of items entered and computed, and the batch header totals entered and computed.
F10	Changing a batch or view batch details	Allows you to view, correct or delete detail transactions, or to recall a batch header for correction before its release.
F11	Preview batch transaction	Use to preview your entered batch transaction. Not all of the transaction detail is available from this screen.
F12	View or select a previously entered batch	Use to view or select a batch that has been entered. This is usually the first function used by those reviewing and releasing batches.