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APPROPRIATION APPN FORM INSTRUCTIONS

APPROPRIATION INPUT DATA ENTRY CODING INSTRUCTIONS

To help the appropriation entry process, use the APPN - Appropriation Input Form. Enter appropriations using Batch Type 1, Batch Type 4 or Batch Type 5. Enter the appropriation amounts according to the required source document. Typically you should post appropriations at the Object level.

If entering a Lump Sum appropriation, DFM requires that you enter the Lump Sum appropriations at the Object level. With Lump sum appropriations, the agency decides which Objects they want to post the amount. The legislature identifies Lump Sum appropriations in a separate column on the Appropriation Bill. There are very few Lump Sum appropriations approved by the legislature.

The Index/PCA and the RVS (Reversal) field are the only optional columns on the APPN form. Use the Index/PCA only if you are doing Appropriation and Allocation postings in the same transaction (see Allocations TC 019 and TC 022).

Since each type of appropriation has its own requirements, see the Data Entry Requirements sections of the appropriation transaction codes in the [Appropriations: Legislative Controls](#) documentation.

BATCH RELEASE INSTRUCTIONS

Once you complete an appropriation APPN form, do the following:

1. Enter the batch on STARS. Be sure the person entering the batch and batch header has the approval to enter appropriation batches. The Operator Class on STARS security determines who can enter appropriations.
2. Once the batch is entered, have your batch-release person release it.
3. After your agency releases the batch, contact your DFM analyst for their approval and release. Do this so they can review and approve the batch before 3:30 PM. You do not have to send the batch to DFM unless they request you do so.
4. When DFM approves the batch, they put the batch on the DFM Batch Release Log to send to the State Controller's Office by 3:30 PM. To determine if DFM has released the batch, view the F9 Batch Balancing screen on STARS. When DFM

approves the batch, you will see their initials in the Batch Approved By section above AL6 (Approval Level 6). There must also be a User Approval Level of "6".

5. Do not go back into the batch once DFM has released the batch except in the "View" mode. If you use the "Change" mode, you will override the DFM release. If this happens, SCO will not process the batch until it is re-released by DFM. This is a safeguard against changes to the batch after DFM approval. So, be sure to release the batch before contacting DFM for their release.
6. Retain a copy of the batch in your office.

Once SCO receives the DFM Batch Release Log, they will :

1. Review the information in the batch to be sure they match the Data Entry Requirements of the transactions in the batch.
2. When dealing with transactions other than Non-cognizable, Object transfers and Activity transfers, SCO also checks the appropriation bill or Idaho Code to be sure they match.
3. SCO reviews the release approval section on the batch header to verify DFM's approval is still on the batch.
4. When SCO verifies the batch meets the requirements, they will release the batch for processing in the nightly STARS IEU. You will see their initials in the 'Batch Approved By' section above the AL8 (Approval Level 8) and a User Approval Level of "8". If you see DFM's initials and User Approval Level "6" on the batch for more than a day or two, check with your DFM analyst to be sure the batch is on the DFM Batch Release Log. SCO cannot release the batch unless it is on the log.