
STARS USER MANUAL.....	1
BATCH HEADER WORKSHEET INSTRUCTIONS	1
BATCH HEADER DATA ENTRY FIELDS	1
BATCH TYPES	3

STARS USER MANUAL

BATCH HEADER WORKSHEET INSTRUCTIONS

If the batch is a type J or I, send the signed form and a copy to the State Treasurer's Office with the cash receipts and a receipt tape:

Idaho State Treasurer
P.O. Box 83720
Boise, Idaho 83720-0091
FAX: (208) 332-2959

If the State Controller's Office enters your batches, send the Batch Header 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: dsahelp@scsco.idaho.gov

BATCH HEADER DATA ENTRY FIELDS

The following describes the data entry fields of the Batch Header form:

<u>Data Element</u>	<u>Description</u>
AGENCY NAME	Enter your AGENCY NAME.
AGENCY	Enter your three-digit AGENCY code.
BATCH DATE	Enter an eight-digit BATCH DATE in the format MMDDYYYY. Do not enter a future date. For Cash Receipts, use the date when you took the deposit to STO, regardless of the time of day.
BATCH TYPE	Enter a one-character BATCH TYPE. The different Batch Types are defined on the Agency Batch Types section of the form as well in the relevant section below.
BATCH NUMBER	Enter a BATCH NUMBER, up to three digits. This Batch Number is usually the next consecutive batch number on your Batch Control Log.

<u>Data Element</u>	<u>Description</u>
BATCH COUNT	Enter the number of transactions in the batch, up to a five digits. This is the number of transactions you plan to enter in the batch. STARS automatically compare this entry to the actual number of transactions you have entered during data entry.
BATCH AMOUNT	Enter the total dollar amount of the transactions in the batch, up to eighteen digits. Include any reversals. STARS automatically compares this entry to your individual transaction amounts during data entry. NOTE: Do not enter a minus sign or brackets for "I" batch reversals.
BATCH EDIT MODE	Enter a one-digit BATCH EDIT MODE. 0 - No edits. Enters data without edits to the tables during data entry. This mode allows you to enter a future effective date. 1 - Enters data with table edits during data entry. Used for most normal batch entries. 2 - Enters data online in real-time doing both table and financial edits. NOTE: Your assigned security level determines which edit mode you can see.
EFFECTIVE DATE	Enter a six-digit date in MMDDYY format. In STARS, the current date will be displayed. If you want to override this date, enter the new date on the form. You can enter future effective dates only for the current month. (STARS will process a future date transaction on the date you release the transaction, not the effective date of the transaction.) For cash deposits to the State Treasurer's Office: If they receive the deposit by 10:30 a.m. (or 11 a.m. on the last business day of the month), use the current day's date. If they receive the deposit after those times, use the date of the next business day.
BFY	Enter the two-digit BUDGET FISCAL YEAR (format: YY). In STARS, the current BFY is automatically displayed. If you want to override this, enter the new BFY on the HEADER form. E.g., change this BFY field if you are paying a prior year encumbrance. STARS allows a future BFY only for June and only on specific budgeting transactions. See the Budgeting chapter for more information.
APPROVAL LEVEL	STARS will update the APPROVAL LEVEL depending on the transactions entered in the batch. You do not need to enter an approval level unless you want to increase it.

<u>Data Element</u>	<u>Description</u>
DOCUMENT NUMBER FROM: TO:	Enter the beginning and ending document number. Agencies usually put these document numbers on the Batch Control Log.
CHECKS/WIRES	If you are creating a J or I batch type, enter the total amount of checks or wires, including any cashiers checks and money orders. If your deposit is an EFT, enter your EFT amount here and circle WIRES on the form. If there are no CHECKS/WIRES, put a zero (0) in the field.
CURRENCY	If you are creating a J batch type, enter the total amount of cash in <i>paper bills</i> you are depositing. If there is no currency, put a zero (0) in the field.
COIN	If you are creating a J batch type, enter the total amount of coins you are depositing. If there are no coins, put a zero (0) in the field.
WARRANTS	If you are creating a J or I batch type, enter the total amount of WARRANTS. If there are no warrants, put a zero (0) in the field.
TOTAL	The form will automatically calculate the TOTAL for the J and I batch amount fields.
PREPARED BY / DATE	The person creating the batch signs and dates the form.
ENTERED BY / DATE	The person entering the batch signs and dates the form.
REVIEWED BY / DATE	The person reviewing the batch signs and dates the form.
RELEASED BY / DATE	The person releasing the batch signs and dates the form.

BATCH TYPES

<u>Type</u>	<u>Use</u>	<u>Description</u>
1	Budgetary	Has the minimal STARS data elements to reduce keystrokes. Also generated from the Adjustment web application.
2	Revenue, Receivables	Has the most used STARS revenue data elements towards the top of the screen to reduce keystrokes. Also generated from the Adjustment web application.

Type	Use	Description
3, 4	Expenditure, Disbursements, Encumbrances, Pre-Encumbrances	Has the most used STARS expenditure data elements towards the top of the screen to reduce keystrokes. Two different batch types allow agencies to differentiate transactions. Also generated from the Adjustment and Purchasing web applications.
5	General Purpose	Has every data element that can be entered into STARS. Also generated from the Adjustment web application.
I	Insufficient Check Return	Can only be released by STO. Is required to have a reversal on the transaction. Must match to returned check amount received by STO. Also generated from the Cash Receipts web application.
J	Cash Receipts	Can only be released by STO. Is not allowed to have a reversal on the transaction. Must match to deposits received by STO. Also generated from the Cash Receipts web application.
K	Purchase of Investment	Only updates STARS. Not sent to the State Treasurer's Office since STO has already adjusted the cash balance on their side.
0 (zero)	Travel Express Application	Generated by Travel Express to send travel expenditure transactions to STARS for processing. This batch type cannot be manually entered by an agency.
6	SCO Prior Year Adjustments	Used to identify Prior Year Adjustments that must be evaluated by the CAFR team for possible reporting in the statewide CAFR.
A	Adjustments	Generated by the Adjustment web application to send approved adjustments transactions to STARS. Also used by SCO Accounting Operations for agency adjustments.
B	Proration Receipts	Used by STO to prorate monthly interest. Special reporting is done on this batch type to make sure the amounts net to zero across multiple agencies.
C	Customer Resource Adjustments	Used by SCO. Adjustments requested by the agency that SCO may need to enter and release. SCO will have the backup documentation.

Type	Use	Description
F	Fixed Assets	Generated by FAS to be sent to STARS. Normally for recording assets and depreciation amount on STARS.
G	EIS Payroll	Generated by EIS Payroll to send payroll financial transactions to STARS for processing (TCs 326).
N	State Employee Net Pay	Generated by EIS Payroll to send offsetting transactions for the G batches.
P	Payment Services	Generated by the Payment Services web application to send approved transactions to STARS.
Q	Warrant Cancellations or Redemption	Generated by STARS when a warrant is cancelled, or when the STO has sent information showing the warrant has been redeemed.
R	Rotary Redemptions or web Recurring Payments	Generated by STARS when STO has sent information showing a rotary fund check has been redeemed. Also generated from the Recurring Payments module of the Payment Services.
T	Statutory Transfers	Used by SCO. Creates a link between batches within STARS, usually between agencies. Requires both batches to be equal before either one can be released. Use to move funds based on Idaho Code or appropriation bills.
V	EIS Vendor Payments	Generated by EIS Payroll to remit employee payroll deductions to the various vendors.
X	CAFR Related	Does not post information to the STARS files. Used by SCO for updating to the year end CAFR report.
Y	Fiscal Year End	Generated by STARS to complete year-end closing of nominal accounts, and moving general ledger, subsidiary, and document files into the next fiscal year.
Z	Generated Batches	Generated by STARS in the normal course of business to move interagency monies between agencies. Based on the Gen-TC on individual transaction codes.

Type	Use	Description
*	P-Card	Generated by the P-Card Application to send processed P-Card transactions to STARS. This batch type cannot be manually entered by an agency.