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STARS USER MANUAL

CASH RECEIPT AND REVENUE REPORTS

INTRODUCTION

Below are descriptions of various reports for cash receipt and revenue information.

RECEIPT TRANSACTION DETAIL REPORTS

| Report Name | Description |
|--------------------|---|
| DAFR6850 | Monthly Transaction Register by PCA/Index Lists the majority of the detail information of the transactions processed during the month. This report page breaks by transaction register then PCA. It sorts by Index within the PCA. |
| DAFR6860 | Monthly Transaction Register by Index/PCA Lists the majority of the detail information of the transactions processed during the month. This report page breaks by transaction register then Index. It sorts by PCA within the Index. |
| DAFR8200 | Monthly Transaction Register by Document Number Lists the majority of the detail information of the transactions processed during the month. This report page breaks by transaction register then sorts by Current Document Number. |
| DAFR8230 | Grant Transaction Analysis Lists the majority of the detail information of the grant transactions processed during the month. This report page breaks by fund and grant/phase. If you want the grant regardless of fund, request no fund. Shows revenue and expenditure transactions by subobject, totaled by all object levels. Shows transaction detail grouped and totaled by budgetary/other, encumbrance/expenditure, and receipts/revenue by grant/phase. |

| <u>Report Name</u> | <u>Description</u> |
|--------------------|--|
| DAFR8260 | <p>Project Transaction Analysis</p> <p>Lists the majority of the detail information of the project transactions processed during the month. This report page breaks by fund and project/phase. If you want the project regardless of fund, request no fund. Shows revenue and expenditure transactions by subobject, totaled by all object levels. Shows transaction detail grouped and totaled by budgetary/other, encumbrance/expenditure, and receipts/revenue by project/phase.</p> |

REVENUE AND EXPENDITURE REPORTS

| <u>Report Name</u> | <u>Description</u> |
|--|---|
| DAFR0115 | <p>Transfers Out by Fund, Rev, Transfers In, Expend</p> <p>List revenues, transfers-in, expenditures and transfers-out by BFY, Fund, G/L account, and Second Agency (on transfers). Shows current and year-to-date balances by subobject/dtl. Subtotals by object level, second agency, G/L account, and fund. Fund totals show Revenue and Transfers In total, Expenditures and Transfers Out total, and the difference between these two totals.</p> |
| DAFR0235 | <p>Grant Revenues and Expenditures by Grant/Fund</p> <p>Lists grant revenues and expenditures by grant/phase then fund. Shows subobjects then summarizes all object levels. Shows budget, actual, encumbrance balances. Computes budget minus actual as well as the difference between revenues and expenditures. Lists a grant recap of all balances for the grant.</p> |
| DAFR0245 (w/-- for no dtl) DAFR8330 | <p>Revenues and Expenditures by Fund</p> <p>Shows Revenue and Financial Plans, current and YTD, encumbrances, then Unrealized Revenue/Available Balances. Computes difference between revenues and expenditures. You cannot request at any organization or program level. Also shows Percent of Year Elapsed XX% but not in detail.</p> |

| Report Name | Description |
|--------------------|--|
| DAFR6930 | <p>Statewide Revenues and Expenditures (can order for an individual agency)</p> <p>Lists revenues and expenditures by G/L account. Shows a statewide total of revenues and expenditures by subobject then totals by all object levels. Shows current month and year-to-date totals per subobject of all funds, with a separate column for the general fund.</p> |
| DAFR7850 | <p>Grant Revenue and Expenditures by Fund/Grant</p> <p>Lists grant revenues and expenditures by fund then grant/phase. Shows subobjects then summarizes all object levels. Shows budget, actual, encumbrance balances. Computes budget minus actual as well as the difference between revenues and expenditures. Lists a grant recap of all balances for the grant.</p> |
| DAFR8130 | <p>Active Project Revenues and Expenditures</p> <p>Lists project revenues and expenditures by fund then project/phase. Shows subobjects then summarizes all object levels. Shows budget, actual, encumbrance balances. Computes budget minus actual as well as the difference between revenues and expenditures. Lists a project recap of all balances for the project.</p> |

CASH TRANSACTIONS / CASH POSITION REPORTS

| Report Name | Description |
|--------------------|--|
| DAFR6830 | <p>Cash Transactions by Fund</p> <p>Lists all documents that post to cash for the month. Shows by fund and document number with a total by document number. This lists each transaction's batch header information and transaction code. It shows the amount, whether the amount debits or credits cash, and the net effect to cash for the document.</p> |

| Report Name | Description |
|--------------------|--|
| DAFR8190 | <p>Statement of Cash Position by Fund</p> <p>Lists each fund/dtl and grant, if requested, by month. Shows the beginning balance, advances made, advances received, receipts & collections, disbursement, transfers made, transfers received, and an ending balance. You can find this information on the online Cash Control File along with a borrowing limit field that is not on the report.</p> |

TRIAL BALANCE REPORTS

NOTE: All trial balance reports show all G/L categories (assets, liabilities, etc.) and list each subsidiary under the respective G/L account.

| Report Name | Description |
|--------------------|---|
| DAFR0104 | <p>Trial Balance by Grant</p> <p>Lists trial balance by Transaction Year, by fund/dtl, and by grant/ph. Totals by grant then fund.</p> |
| DAFR6960 | <p>Statewide Trial Balance by Fund</p> <p>Lists trial balance by Transaction Year and by fund. Shows each G/L account and subsidiaries accumulated statewide. It shows the beginning balance, debits, credits, and ending balance.</p> |
| DAFR8160 | <p>Trial Balance by Fund/Grant</p> <p>List trial balance by Transaction Year, by fund/dtl, and by grant/ph. Accumulates by grant then fund</p> |
| DAFR8180 | <p>Trial Balance by Fund, GL Acct, & Transaction Code</p> <p>Lists a trial balance by fund, G/L account, then transaction codes. Shows the beginning balance, debits, credits, and ending balance for each transaction code posted to the G/L account.</p> |

REVENUE BUDGETING REPORTS

See the [Budgeting documentation](#) for more information.

| <u>Report Name</u> | <u>Description</u> |
|--------------------|--|
| DAFR8300 | Revenue Plan Status by Fund/Org Subtotals at subobject and summary object. Totals by object, organization levels, and then fund. |
| DAFR8310 | Revenue Status by Fund/Pgm Subtotals at subobject and summary object. Totals by object, program levels, and then fund. |

SUBSIDIARY REPORTS

| <u>Report Name</u> | <u>Description</u> |
|---------------------|--|
| DAFR6980 | Subsidiary Transaction Analysis Report Shows individual subsidiary transactions processed during the month. |
| DAFR8750 (SS1: D32) | Descriptor Table Report – D32 Subsidiary Table Lists all subsidiaries on the Subsidiary Table by G/L account, subsidiary number, and subsidiary title. |

TRANSACTION CODE REPORTS

See the [Transaction Code Decision Table documentation](#) for more information.

| <u>Report Name</u> | <u>Description</u> |
|--------------------|--|
| DAFR8640 | Transaction Code Decision Table List – Autodoc Lists all of the transaction codes for data entry, the general ledger accounts, data entry requirements, how the transaction posts to different files, the approval level, and a brief explanation of the transaction code usage. |

| Report Name | Description |
|--------------------|--|
| DAFR8740 | <p>GLA vs. Tran Code Cross Reference</p> <p>Lists all of the STARS general ledger accounts and the transaction codes that post to each G/L account. It shows if the TCs debit or credit the general ledger account and provides the title of each transaction code.</p> |

SCO ONLY - CASH RECEIPT AND REVENUE REPORTS

| Report Name | Description |
|--------------------|--|
| DAFR0045 | <p>Treasurer Cash Activities (SCO Only)</p> <p>Lists daily cash increases (2) and cash decreases (5) that STARS is sending to STO for update to their cash files. Summarizes by effective date, by fund, by agency, and by grant, if applicable.</p> <p>NOTE: See DAFR0500 for a breakdown of summarized amounts that are in batch type J or I batches.</p> |
| DAFR0147 | <p>Treasurer Cash Receipt (SCO only)</p> <p>Summary count and amount of records sent to STO. Shows records in, input rejected, records processed, header records out, header records amount, cash receipt records out, and cash receipt amount.</p> |
| DAFR0148 | <p>Auditors Cash Activity Detail Listing (SCO/H&W Only)</p> <p>Lists detail of the (2) and (5) in the DAFR0045. Due to the creation of a balancing program, SCO no longer uses this. Health & Welfare does use this report for balancing their system.</p> |
| DAFR0200 | <p>Revenue & Expenditure Adjustments & Rotary Reimbur (SCO only)</p> <p>Lists the revenue, expenditure, and rotary reimbursement transaction codes by agency on a daily basis and accumulative for the month. SCO uses this report to locate adjusting transactions that only have one side of the adjustment posted. All adjustment transaction codes must have offsetting TCs to keep cash in balance. SCO may contact agencies when this report shows them out-of-balance.</p> |

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| DAFR0201 | <p>Generated Transaction Register (SCO Only)</p> <p>Lists generated transactions that have an outstanding offset not processed. This report has a one-day delay for the original generated “Z” batch to process. On the following day, the system matches the original TC with its’ generated TC to be sure both sides process and no one has deleted them. SCO may contact your agency if the offset is outstanding for a period of time.</p> |
| DAFR0203 | <p>Statutory Transfer Transaction Register (SCO only)</p> <p>Lists the daily statutory transfer transaction codes for all agencies. SCO uses this report to locate statutory transfers that only have one side of the transfer posted. All transfers must have offsetting TCs to keep cash in balance. SCO may contact transfer personnel when this report shows them out-of-balance.</p> |
| DAFR0205 | <p>Proration Receipts Transaction Register (SCO only)</p> <p>Lists all batch type B proration receipts by agency on a daily basis and accumulative for the month. SCO uses this report to be sure all proration receipt batches have processed for the month. SCO uses this report to verify that all cash nets to zero across all agencies involved. All proration batches must have offsetting batches to keep cash in balance. SCO may contact agencies when this report shows them out-of-balance.</p> |
| DAFR0500 | <p>Treasurer Receipt Activity Reconciliation (SCO only)</p> <p>Lists daily “J” and “I” batch type transactions that STARS is sending to STO for update to their cash files. Shows by effective date, by fund, by agency, and by grant, if applicable. This breaks down the DAFR0045 total for “J” and “I” batches by current document number, Index, PCA, and TC.</p> |
| DAFR7110 | <p>Generated Transactions (SCO only)</p> <p>Daily report of transactions generated by STARS. Lists by transaction ID.</p> |