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STARS USER MANUAL

INTERAGENCY BILLING: DOCUMENT FILE STATUS INDICATORS

INTRODUCTION

STARS creates a record in the Document File when an interagency billing is created. On an interagency billing, the billing agency enters a transaction code TC 130 which requires a Current Document Number and Suffix. This transaction creates a record on the Document file under the billing agency. The Current Document Number used by the billing agency posts to the Document File and will later be used as the Invoice Number by the paying agency when they pay the bill.

DOCUMENT FILE STATUS INDICATORS

Document file status indicators are updated from miscellaneous tables at the time the first transaction is posted to the Document File. A change to the file status indicators can stop a transaction from processing against the Document File since the information no longer matches.

The following list is in order of position on the Document File:

Position	Table	Indicator
1	PCA	Allocation Program Level
2	Budget Unit	Appropriation Organization Level
3	Budget Unit	Appropriation Program Level
4	Budget Unit	Appropriation Object Level
5	Budget Unit	Appropriation Project Level
6	Budget Unit	Allocation Project Level
7	Grant Control	Object Post Level
8	Grant Control	Grant Type
9	Budget Unit	Allocation Object Level
10	Index Code	Allocation Organization Level
11	Project Control	Object Post Level
12	Project Control	Project Type
13	Grant Control	General Ledger Grant Level
14	Descriptor Table 23 (Fund Detail)	Appropriation Fund Level
15	Descriptor Table 23 (Fund Detail)	Allocation Fund Level
16	Descriptor Table 23 (Fund Detail)	Grant/Phase Fund Level
17	Descriptor Table 23 (Fund Detail)	Project/Phase Fund Level

USE ONLINE FILE INQUIRIES

The Document File is accessible through two inquiry screens in STARS – the DOCUMENT FILE RECORD INQUIRY (S064) and the DOCUMENT FILE FINANCIAL INQUIRY (S074).

The main difference between the two screens is the DOCUMENT FILE RECORD INQUIRY (S064) screen shows the subsidiary number as well as more detailed classification structure and some file status indicators. The DOCUMENT FILE FINANCIAL INQUIRY Screen (S074) provides similar but less information than the S064 screen and shows the document information in a different order. The S074 screen does not show the Classification Structure and Subsidiary

1. From the STARS-Main Menu, type I in the FUNCTION field and press ENTER.
2. Type the number of the File Inquiry in the FUNCTION field and press ENTER. (E.g., type 64 in the FUNCTION field for the DOCUMENT FILE RECORD INQUIRY.)

Stars File Inquiry Menu

VERSION 3.1	STARS--FILE INQUIRY MENU	S014
FUNCTION: 61		
RECORD INQUIRIES		FINANCIAL INQUIRIES
61 ALLOCATION FILE (AL)	71 VENDOR PAYMENT FILE (VP)	
62 APPROPRIATION FILE (AP)	72 APPROPRIATION FILE (AP)	
63 CASH CONTROL FILE (CC)	73 CASH CONTROL FILE (CC)	
64 DOCUMENT FILE (DF)	74 DOCUMENT FILE (DF)	
65 GENERAL LEDGER FILE (GL)	75 SUBSIDIARY FILE (SF)	
66 GRANT FILE (GP)	76 GENERAL LEDGER FILE (GL)	
67 OPERATING FILE (OF)	77 GRANT FILE (GP)	
68 WARRANT WRITING FILE (WW)		
69 SUBSIDIARY FILE (SF)	81 PROJECT FILE (PJ)	
80 PROJECT FILE (PJ)		
85 GRS GENERAL LEDGER FILE (GG)		
86 GRS OPERATING FILE (GO)		
87 GRS DETAIL FILE (GD)		

