

STARS MANUAL..... 1

TRANSACTION CODE DECISION TABLE 1

INTRODUCTION 1

TRANSACTION CODE DECISION TABLE – WHAT IS IT? 1

TRANSACTION CODE DECISION TABLE – UNDERSTANDING THE BASICS 2

VIEWING THE TRANSACTION CODE DECISION TABLE 2

RELATIONSHIP TO OTHER TABLES 2

 D31 – GENERAL LEDGER ACCOUNT DESCRIPTOR TABLE 2

 D50 – TRANSACTION CODE COMMENTS DESCRIPTOR TABLE 3

TRANSACTION CODE RANGES 3

 001-009 BUDGETARY 3

 100-199 REVENUES, RECEIPTS 4

 200-299 PRE-ENCUMBRANCES, ENCUMBRANCES, EXPENDITURES, DISBURSEMENTS 4

 300-399 STATUTORY TRANSFERS, PAYROLL, FISCAL YEAR END SYSTEM GENERATED
 AND PRIOR YEAR ADJUSTMENTS..... 4

 400-499 GRANT/PROJECT POSTINGS 4

 500-599 ADVANCES/TRANSFERS 4

 600–699 START-OF-THE-YEAR BALANCES 4

 726–799 ROTARY 5

 800–899 FIXED ASSETS 5

 900–999 RESERVED (NO GENERAL LEDGER IMPACT)..... 5

TRANSACTION CODE DECISION TABLE SECTIONS 5

 CONTROL KEY - TC 5

 GENERAL LEDGER ACCOUNT POSTINGS – GL PAIRS 6

 DR-1/CR-1 - FIRST GL DEBIT/CREDIT PAIR..... 6

 DR-2/CR-2 - SECOND GL DEBIT/CREDIT PAIR..... 6

 DR-3/CR-3 - THIRD GL DEBIT/CREDIT PAIR 6

 DR-4/CR-4 - FOURTH GL DEBIT/CREDIT PAIR 6

 ONE SIDE OF A DEBIT/CREDIT PAIR IS BLANK 6

 TRANSACTION EDIT INDICATORS 7

SPECIAL INDICATORS SECTION	13
FILE POSTING SECTION.....	15
ONLINE FILE INQUIRIES	18
TRANSACTION CODE DECISION TABLE REPORTS	18

STARS MANUAL

TRANSACTION CODE DECISION TABLE

INTRODUCTION

This chapter provides an understanding of the importance of the Transaction Code Decision Table. This chapter includes how transaction codes affect the general ledger, file postings, data elements, posting sequence, and transaction registers. It also includes:

- Understanding the Basics
- Transaction Code Ranges
- Transaction Code Decision Table Sections
- Transaction Code Table Reports

TRANSACTION CODE DECISION TABLE – WHAT IS IT?

Large automated accounting systems are normally controlled through “logic” built into the system's software. In STARS, the majority of the system logic is contained in tables that are maintained by the State Controller's Office (SCO). The Transaction Code (TC) Decision table makes the STARS easier to manage by eliminating the need for outside programmers to make changes. If a processing change is required, SCO is usually able to incorporate the change through online table maintenance.

STARS uses the TC Decision table to define the accounting and editing logic for each accounting transaction. The TC Decision table identifies the general ledger impact, the financial files to post, the specific areas in the financial files to post, and the required, optional, or not allowed data elements for proper file updates.

The State Controller's Office Bureau of Systems Administration maintains the TC Decision Table to ensure that all accounting logic is applied consistently to all transaction codes. Agencies that require unique accounting transactions should coordinate the development of new transaction codes with the Bureau of Systems Administration.

TRANSACTION CODE DECISION TABLE – UNDERSTANDING THE BASICS

VIEWING THE TRANSACTION CODE DECISION TABLE

If you have security access, you can view the TC Decision Table in STARS. To view the table:

1. From the STARS Main Menu, type S in the FUNCTION field and press ENTER.
2. Type 28 in the FUNCTION field and press ENTER.

You can also use the INTERRUPT field in STARS data screens to open the TC Decision Table. (See the [Getting Started](#) chapter for a comprehensive explanation of the Interrupt function.)

Transaction Code Decision Table (S028)

VERSION 3.1	STARS--	TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY										S028	
FUNCTION:	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)												
TRAN-CODE:	TITLE:												
GENERAL-LEDGER-	DR-1:	CR-1:	DR-2:	CR-2:									
POSTING	DR-3:	CR-3:	DR-4:	CR-4:									
TRANSACTION	CI	MODI	RVRS	INDX	PCA	BUDU	FUND	FDTL	ESUB				
EDIT-INDS	EDTL	RSUB	RDTL	SUBS	MULT	GLA	VNUM	VNAM	VADD				
PCN	PROJ	GRNT	CDOC	RDOC	INVC	DOCD	DUDT	WARR	SECA				
POSTING-SEQ:	REGISTER-NO:	WAR-WRITING:	CLEAR-FUND:	VEND-PAYMENT:									
GEN-TC:	GEN-ACCR-TC:												
	A/S	FIELD	MATCH	GLA	DOC	SUB	A/S	FIELD	MATCH	GLA	DOC	SUB	
	DF:												
FILE	AP:												
POSTING	AL:												
	CC:												
	GP:												
	PJ:												
	SF:												
	OF:												
	AD:												
EFF-START-DATE:	EFF-END-DATE:							LAST-PROC-DATE:					
													INTERRUPT:

[Click here to view a copy of the DAFR8640 Transaction Code Decision Table report](#), You can also request this report by contacting the DSA help line at dsahelp@scs.idaho.gov or call (208) 332-8827. The report includes the approval level required to release the transaction and a more detailed description of the transaction code and its use.

RELATIONSHIP TO OTHER TABLES

The Transaction Code Decision Table is related to two other STARS Descriptor Tables - the General Ledger Account Descriptor Table D31 and the Transaction Code Comments Descriptor Table D50. These are described below.

D31 – GENERAL LEDGER ACCOUNT DESCRIPTOR TABLE

The General Ledger Account Descriptor Table contains all of the valid General Ledger Accounts. STARS uses this table in the General Ledger Account section of the Decision Table.

STARS also uses this table when generating the DAFR8740 – General Ledger to Transaction Code Cross-Reference.

D50 – TRANSACTION CODE COMMENTS DESCRIPTOR TABLE

The D50 Transaction Code Comments/Approval Descriptor Table has two important features. The table’s comment lines contain user information pertinent to the particular Transaction Code. These comments appear at the bottom of the DAFR8640 – Transaction Code Decision Table report, commonly referred to as the **Autodoc**. In addition, the table defines the approval level and amount (if any) required for the release of the transaction code. Approval levels range from 0-9 ([click here to refer to the Security-96 Form instructions](#) for approval level definitions).

TRANSACTION CODE RANGES

Transaction codes are grouped together by accounting or budgetary function in the following ranges.

<u>Accounting/Budgetary Function</u>	<u>Transaction Code Range</u>
Budgetary	001-009
Revenues, Receipts	100-199
Pre-encumbrances, Encumbrances, Expenditures, Disbursements	200-299
Statutory Transfers, Payroll, Fiscal Year End System Generated and Prior Year Adjustments	300-399
Grant/Project Postings	400-499
Advances/Transfers	500-599
Start-of-year balances	600-699
Rotary	726-799
Fixed assets	800-899
Reserved (no general ledger impact)	900-999

001-009 BUDGETARY

Use budgetary transactions to record legislative appropriations, management allocations, object and activity transfers, and financial and revenue plan transactions. The Division of Financial Management (DFM) must first approve these transactions because they have an approval level of "8". DFM will then request the SCO to perform the final review and release. You can normally release allocations as well as financial and revenue plan transactions since they have an approval level of "3". See the [Budgeting](#) chapter for more specific use of these transaction codes.

100-199 REVENUES, RECEIPTS

Use these transactions to record cash deposits taken to the State Treasurer's Office (STO). STO must release any cash deposit transactions on "J" or "I" batches. You would also use this range of transactions on adjustment batches to revenues and receipts. You can normally release these adjustment transactions since they have an approval level of "3". See the [Cash Receipts](#) chapter for more specific use of these transaction codes.

200-299 PRE-ENCUMBRANCES, ENCUMBRANCES, EXPENDITURES, DISBURSEMENTS

Use these transactions to pay vendors with appropriated dollars, to refund amounts previously deposited, to set up encumbrances, pre-encumbrance and payments against them, or to post an investment on STARS. You can release most of these transactions since they normally have an approval level of "3". See the [Expenditures and Disbursements](#) chapter or its subchapters for more specific use of these transactions.

300-399 STATUTORY TRANSFERS, PAYROLL, FISCAL YEAR END SYSTEM GENERATED AND PRIOR YEAR ADJUSTMENTS

The State Controller's Office and STARS will generate these transaction codes. SCO personnel will enter statutory transfer transactions as well as prior year adjustments. The Employee Information System (EIS) generates payroll transactions and STARS generates state warrant redemptions, "Q" batches, and other miscellaneous fiscal year end transactions. Only SCO can release these transactions since they normally have an approval level of "7" or "8".

400-499 GRANT/PROJECT POSTINGS

Use these transaction codes when you want to post to the grant/project files. Use these for grant/project receipts, transfers into a grant, sub-grantee advances, grant/project receivables, and grant/project budgets.

500-599 ADVANCES/TRANSFERS

Use these transactions to record cash transfers from one fund to another, if allowed by Idaho Code. One 500 TC must offset another 500 TC whether using one 500 TC with an 'R' reversal indicator or a different 500 TC series. The 1003 (cash) GL account must net to zero. The 500 TCs also allow you to borrow from one fund to another. See FPAC policy on [Interfund Borrowing](#).

600-699 START-OF-THE-YEAR BALANCES

The 600 series range posts to the Start-of-the-Year Balance Field in the general ledger and subsidiary files. SCO will use this range when recording beginning balances, such as during the initial start of system operations or during the year-end closing in the general ledger account carry-forward process.

726–799 ROTARY

Use the 700 series to record reimbursements to your agency's rotary fund. The 730 TC to the rotary must equal the 735 TC to record the expenditure. SCO uses this series to establish rotary funds and record the advance to the rotary. See the [Rotary Fund](#) chapter for more information

800–899 FIXED ASSETS

STARS uses these transactions to post the accounting impact for records that are added, disposed, depreciated or transferred in the Fixed Asset System (FAS). These transactions will process in system-generated 'F' batches. See Appendix A of the [FAS User Manual](#) for more information on these FAS-generated transactions.

900–999 RESERVED (NO GENERAL LEDGER IMPACT)

The 900 series range does not post to the general ledger file. SCO uses these transactions to record statistical (non-financial) transactions, and to record other accounts where no general ledger accounting is required.

TRANSACTION CODE DECISION TABLE SECTIONS

The transaction code decision table provides the system with substantial flexibility in defining how to record accounting transactions in STARS. The table consists of several distinct sections:

1. [Control Key - TC](#)
2. [General Ledger Account Postings - GL Pairs](#)
3. [Transaction Edit Indicators](#)
4. [Special Indicators Section](#)
5. [File Posting Section](#)

CONTROL KEY - TC

In the TC Decision table, the three-character TRAN-CODE field is the control key. The following is an example of the control key for the TC Decision table.

Example of the Control Key Sections

```
VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY S028  
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)  
TRAN-CODE: 230 TITLE: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

GENERAL LEDGER ACCOUNT POSTINGS – GL PAIRS

STARS uses the general ledger (GL) posting to identify the GL account impact of the transaction. By using the GL accounts, STARS can track and control financial information. The GL accounts include balance sheet as well as nominal and memo accounts. Each transaction code can have up to four pairs of debit/credit postings. In order to post to the GL, the accounts must exist in the General Ledger Descriptor Table 31. Each debit/credit pair is described below.

Illustration of Transaction Code 230 and GL Pairs

VERSION 3.1	STARS--TRANSACTION CODE	DECISION TABLE	MAINTENANCE/INQUIRY	S028
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)				
TRAN-CODE: 230 TITLE: RECORD A EXPENDITURE VOUCHER NOT PREVIOUSLY ENCUMBERED				
GENERAL-LEDGER-	DR-1: 4200	CR-1: 1003	DR-2:	CR-2:
POSTING	DR-3: 1003	CR-3: 2101	DR-4:	CR-4:

DR-1/CR-1 - FIRST GL DEBIT/CREDIT PAIR

This GL debit/credit pair posts to the four-digit accounts represented. STARS uses these GL accounts to post to the subsidiary files, if needed. The GL postings may update the document file, general ledger file, operating file, and subsidiary file.

DR-2/CR-2 - SECOND GL DEBIT/CREDIT PAIR

This GL debit/credit pair posts the same as the first GL debit/credit pair with postings to additional general ledger accounts when necessary.

DR-3/CR-3 - THIRD GL DEBIT/CREDIT PAIR

The third debit/credit pair identifies outstanding warrants payable and cash moving to the warrant-clearing fund 0649. If the clearing fund indicator is "Y", then the third pair of general ledger accounts must have a posting to cash general ledger 1003 and to outstanding warrants payable general ledger 2101.

DR-4/CR-4 - FOURTH GL DEBIT/CREDIT PAIR

The fourth debit/credit pair tells STARS to use the document file liquidation logic. This enables the user to code a modifier of "P" (Partial) or "F" (Final) and STARS will compute the appropriate liquidation balance. If accounts are coded in this pair, STARS will use the information stored in the document file record when building the liquidation portion of the accounting transaction. There are edits in the system to verify that only accounts '5100' (Pre-encumbrances), '4300' (Encumbrances) and their appropriate offsets are coded in this pair.

ONE SIDE OF A DEBIT/CREDIT PAIR IS BLANK

SCO uses some transactions that leave one side of a debit/credit pair blank. These transactions are used when the general ledger account is to be coded on the accounting transaction. Transactions that have one part of a pair blank will have the general ledger account (GLA) edit indicator set to "I". This capability offers significant flexibility, but must be used carefully due to the potential file impact.

Example of One Side of the Debit/Credit Pair is Blank

VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY S028											
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)											
TRAN-CODE: AA1 TITLE: RECLASSIFY GENERAL LEDGER ACCOUNT - DEBIT											
GENERAL-LEDGER-	DR-1:		CR-1:	4980	DR-2:		CR-2:				
POSTING	DR-3:		CR-3:		DR-4:		CR-4:				

When the GLA (General Ledger Account) is an 'I', the other side of the GL must be manually entered.

TRANSACTION	CI	N	MODI	N	RVRS	N	INDX	N	PCA	N	BUDU	N	FUND	I	FDTL	ESUB	N	
EDIT-INDS	EDTL	N	RSUB	N	RDTL	N	SUBS	N	MULT		GLA	N	VNUM	N	VNAM	N	VADD	N
PCN	PROJ	N	GRNT	N	CDOC	I	RDOC		INVC		DOCD		DUDT	N	WARR	N	SECA	N

TRANSACTION EDIT INDICATORS

The transaction edit indicators section of the table controls the data entry coding requirements of the individual transaction. The values of the indicators are:

- **Blank** – The data element is optional. You may enter the code or have it looked up by another table or you may leave it blank.
- **I** – You must manually enter the data element.
- **R** – This data element is required but you may manually enter it or have it looked-up by another table based on one of the other data elements.
- **N** – This data element will not allow data to be present on the accounting transaction regardless of whether you code the data element during data entry or have it looked-up from a system table.

Examples of Edit Indicators Section for TC 230

TRANSACTION	CI		MODI	N	RVRS		INDX	R	PCA	R	BUDU	R	FUND	R	FDTL	ESUB	I			
EDIT-INDS	EDTL		RSUB	N	RDTL	N	SUBS	N	MULT		GLA	N	VNUM	I	VNAM	VADD				
PCN	N		PROJ		GRNT		CDOC	I	RDOC		INVC		DOCD		DUDT	N	WARR	N	SECA	N

The transaction edit indicators can also generate error messages if you do not enter data correctly. Certain data elements, such as 'Current Document' are usually required, while other data elements are optional. When you update a transaction by pressing F1 or ENTER, the system will use the TC Decision Table to validate the data entry.

The following is a description of the data elements:

Data Element	Description
CI	<p>Capitalization Indicator.</p> <p>This data element supports the Fixed Asset System (FAS) and capital outlay expenditures. The CI tells STARS to require a property and component number on the transaction code. You could use this field if you had an operating expenditure that you want to post to the Fixed Asset System or an adjustment that you want to post FAS.</p>
MODI	<p>Modifier.</p> <p>This data element tells STARS to require a modifier to close, cancel, or re-open an encumbrance.</p>
RVRS	<p>Reverse Indicator.</p> <p>This data element tells STARS to reverse the normal general ledger and file postings of the transaction code.</p>
INDX	<p>Index Code.</p> <p>This data element tells STARS that a four-digit Index code must be entered or looked up to provide the means for recording accounting data at various levels of organizational structure. STARS verifies the index is valid by checking the Index table – 24.</p>
PCA	<p>Program Cost Account.</p> <p>This data element tells STARS that a five-digit PCA code must be entered or looked up to provide the means for recording accounting data at various levels of program structure. STARS verifies the PCA is valid by checking the PCA table – 26.</p>
BUDU	<p>Budget Unit.</p> <p>This data element tells STARS that a four-character Budget Unit code must be entered or looked up to control the level of fund, organization, program, and object classification of each appropriation. STARS verifies the Budget Unit is valid by checking the Budget Unit table – 20.</p>

Data Element	Description
FUND	<p>Fund.</p> <p>This data element tells STARS that a four-digit Fund code must be entered or looked up in order to post the transaction to a certain Fund. These funds control the amount as well as the level of postings to the financial files. STARS verifies the fund is valid by checking the Fund Descriptor Table – D22.</p>
FDTL	<p>Fund detail.</p> <p>This data element tells STARS a two-digit Fund Detail code must be entered or looked up in order to post the transaction to a certain Fund Detail. These Fund Details may control the amount, as well as, the level of postings to the financial files. STARS verifies the Fund Detail is valid by checking the Fund Detail Descriptor Table - D23.</p>
ESUB	<p>Expenditure subobject.</p> <p>This data element tells STARS to require a four-digit Expenditure code to identify the type of goods and services and to post to the files for reporting and budgetary controls. Several subobjects trigger additional internal processes. STARS verifies the expenditure code is valid by checking the Expenditure Subobject Descriptor Table D10.</p>
EDTL	<p>Expenditure subobject detail.</p> <p>This data element tells STARS to require a two-digit Expenditure Subobject Detail to breakdown the Expenditure Subobject code in more agency-specific detail. STARS verifies the expenditure subobject detail code is valid by checking the Expenditure Subobject Detail Descriptor Table - D11.</p>
RSUB	<p>Revenue subobject.</p> <p>This data element tells STARS to require a four-digit Revenue code that identifies the source or type of revenue received or accrued by the user and posts to the files for reporting and cash controls. STARS verifies the Revenue code is valid by checking the Revenue Subobject Descriptor Table – D34.</p>

Data Element	Description
RDTL	<p>Revenue subobject detail.</p> <p>This data element tells STARS to require a two-digit Revenue Subobject detail to breakdown the Revenue Subobject code in more agency-specific detail. STARS verifies the revenue subobject detail code is valid by checking the Revenue Subobject Detail Descriptor Table – D35.</p>
SUBS	<p>Subsidiary.</p> <p>This data element tells STARS to require a six-digit subsidiary code to breakdown the general ledger account into subsidiaries, if the transaction posts to the Subsidiary File. STARS verifies the subsidiary code is valid by checking the Subsidiary Descriptor Table – D32.</p>
MPC	<p>Multipurpose Code.</p> <p>The ten-character Multi-Purpose Code is available for agency use. It is also used for MER (miscellaneous encumbrance requisitions) documentation when setting up an encumbrance expecting to go across fiscal years. The DAFR6870 (Expenditure Report by Multipurpose Code) is available for reporting this field.</p>
GLA	<p>General Ledger Account.</p> <p>This data element tells STARS to require a four-digit General Ledger account code. This will only be on a transaction code that is missing one of the general ledger accounts. STARS verifies the general ledger account is valid by checking the General Ledger Descriptor Table - D31.</p>
VNM	<p>Vendor number.</p> <p>This data element tells STARS to require a nine-character Vendor Number and a two-character Suffix code that looks up the name and address in order to send the payment to the correct vendor and location. A transaction code can be set up with the vendor number as an optional field and the vendor name and address required. If the vendor number is on the vendor edit table and you enter it on the transaction code, you cannot enter the vendor name and address. When a vendor number is required, STARS verifies the Vendor Number/Suffix is valid by checking the Vendor Edit Table – 21.</p>

Data Element	Description
VNAM	<p>Vendor name.</p> <p>This data element tells STARS to require manual entry of the Vendor Name. The Vendor Name is normally looked up on the Vendor Edit Table –21. However, if the transaction code does not allow the vendor number, you must manually enter the forty-digit Vendor Name.</p>
VADD	<p>Vendor address.</p> <p>This data element tells STARS to require manual entry of the Vendor Address. The Vendor Address is normally looked up on the Vendor Edit table – 21. However, if the transaction code does not allow the vendor number, you must manually enter this forty-digit address, the fifteen-digit city, the two-digit state, the five-digit zip code, and an optional four-digit zip plus.</p>
PCN	<p>Position Control Number.</p> <p>This data element tells STARS to require a four-digit Position Control Number assigned by Division of Financial Management for use in processing payroll transactions.</p>
PROJ	<p>Project Number.</p> <p>This data element tells STARS to require an eight-character Project Number that provides a method for tracking several types of projects including capital, externally reimbursed, non-reimbursable, or internally reimbursed. STARS verifies the Project Number is valid by checking the Project table – 27.</p>
GRNT	<p>Grant.</p> <p>This data element tells STARS to require a six-character Grant and a two-digit Phase that STARS can look up using your Index or PCA information. You can also enter it directly or override the looked up Grant and Phase. Agencies use the Grant/Phase to keep track of certain types of revenues and or expenditures and are not exclusively for Federal Grants. STARS verifies the Grant Number and Phase is valid by checking the Grant table – 29.</p>

Data Element	Description
CDOC	<p>Current Document Number.</p> <p>This data element tells STARS to require an eight-character Current Document and a two-digit Suffix number. STARS uses this number to track an accounting transaction through the system. It is required on all transaction codes. STARS uses this number on the Document File when the transaction code posts to the document file.</p>
RDOC	<p>Reference Document.</p> <p>This data element tells STARS to require a ten-character Reference Document number that looks up a document you previously posted to the Document File, mostly encumbrances and receivables.</p>
INVC	<p>Invoice Number.</p> <p>This data element tells STARS to require a fourteen-character field that will print on the warrant stub as information to the vendor that you are paying. You also use the Invoice Number for Interagency Billings (where one agency bills another). The Invoice Number provides STARS with the information to know which document to post the payment to on the Document File.</p>
DOCD	<p>Document Date.</p> <p>This data element tells STARS to require a six-digit Document Date used to identify the date of a document. STARS uses the document date to age the accounts receivable for documents on the Document File. Not all transactions require a document date.</p>
DUDT	<p>Due Date.</p> <p>This data element tells STARS to require a six-digit Due Date that controls the date STARS will create a warrant. Future due date transactions will post to the STARS files, but these also post to the Warrant Writing file and not create a warrant until the due date.</p>
WARR	<p>Warrant Number.</p> <p>This data element tells STARS to require a nine-digit Warrant Number to identify the outstanding warrant or sight draft to redeem. SCO enters the warrant number to record a forged warrant that the system redeemed and purged from the Warrant Control File. When entering manual warrants, the warrant number must be present due to this control.</p>

Data Element	Description
SECA	Second Agency. This data element tells STARS to require a three-digit Second Agency Code used to identify the billing or paying agency on an interagency transaction. STARS verifies the second agency number is valid by checking the Agency Descriptor Table – D02

SPECIAL INDICATORS SECTION

Special indicators specify other system processing measures.

Example of the Special Indicators Sections

POSTING-SEQ:	REGISTER-NO:	WAR-WRITING:	CLEAR-FUND:	VEND-PAYMENT:
GEN-TC:	GEN-ACCR-TC:			

The following table contains descriptions of the special indicators.

Data Element	Description
POSTING-SEQ	Posting Sequence. Determines the order of transactions posting during the batch update cycle. For example, a value of '1' will always post before a value of '2' if the transactions have the same effective date.
REGISTER-NO	Register numbers. The register indicates the register you will find the transaction code reported on detail reports. The STARS registers are: 1 – Budgetary Transaction Register 2 – Not currently used 3 – Encumbrances Transaction Register 4 – Expenditure Transaction Register 5 – Revenues and Receipts Transaction Register 6 – General Journal Transaction Register 7 – Not currently used 8 – Non-Cash Revenue Transaction Register 9 – Labor Distribution Transaction Register 10 – Interface Warrants Transaction Register

Data Element	Description
WAR-WRITING –	<p>Warrant writing.</p> <p>The Warrant Writing File (WW) stores disbursement transaction data. STARS uses this file for automatically generating warrants and remittance advices. (See the Warrants and Cancellations chapter for a comprehensive understanding of the warrant write process.) The valid warrant writing indicator values are:</p> <p>0 – Do not create a warrant</p> <p>1 – Create a warrant</p> <p>3 – Do not create a warrant but post a record to the warrant control files because a manual warrant has been created</p> <p>4 – Do not create a warrant and redeem the warrant number on the warrant control file</p>
CLEAR-FUND	<p>Clearing Fund.</p> <p>Indicates (by yes or no) if the warrant amount should post to the clearing fund 0649. The clearing fund holds the cash account used to pay the redeemed warrant. If this indicator is set to Y, then the third debit and credit GL pair will post to outstanding warrants payable and cash in the warrant-clearing fund 0649.</p>
VEND-PAYMENT	<p>Vendor payment file.</p> <p>Indicates (by yes or no) if the transaction should post to the vendor payment file. The Vendor Payment File (VP) maintains detailed transaction level information concerning encumbrance, expenditure, and disbursement payments by vendor. STARS maintains this information for use in responding to queries from vendors and to provide an additional safeguard against duplicate payments. The 1099 system uses this information to extract data for reporting to the IRS. (See the Vendor chapter for a comprehensive understanding of vendor payments.)</p>
GEN-TC	<p>Generated transaction code.</p> <p>Indicates the STARS transaction code that will automatically process during the next STARS input, edit and update (IEU). These generated transaction codes complete the posting of the transaction such as shifting cash to a different agency.</p>

<u>Data Element</u>	<u>Description</u>
GEN-ACCR-TC	Not currently in use. Generates alternate transactions during the adjustment period (Month 13, Period 5). You would enter this on transaction codes that debit or credit cash. You would also enter a Gen-Yr-End-TC for the new year transaction.

FILE POSTING SECTION

This section contains the rules for posting the transaction to the STARS financial files. The indicators tell STARS the fields to post to on each file. In addition to determining the financial field to post, the file-posting section on the TD table determines:

- Will the transaction post as an increase or a decrease?
- Does the transaction require a match to a previously entered record?
- Which general ledger to post the transaction?
- Which document number, current or reference, to post the transaction?

NOTE: If a new General Ledger account posts to the Document File, the Fiscal Year End Purge program (DAFM347) must be modified to recognize the new GL. Contact the SCO Accounting Systems Administration for assistance.

Example of File Posting Section

	A/S	FIELD	MATCH	GLA	DOC	SUB	A/S	FIELD	MATCH	GLA	DOC	SUB
DF:												
FILE	AP:	+	12		M							
POSTING	AL:	+	09									
	CC:	-	05									
	GP:	+	05									
	PJ:	+	05									
	SF:											
	OF:	+	01			1						
	AD:											

The following table contains descriptions of the file posting indicators.

<u>Data Element</u>	<u>Description</u>
FIELD	Financial field. A two-digit Financial Field file-posting indicator determines which financial fields STARS will update on the financial files. See the financial files and financial fields later in the chapter.

Data Element	Description
MATCH	<p>Match control.</p> <p>A one-character Match Control file-posting indicator is primarily for the DF (document file) and the AP (appropriation) files to ensure STARS correctly updates existing documents and appropriation records. In order to match an existing document, you must match the *<u>key</u> on the particular file. The three valid indicators are:</p> <p>M – Detailed transaction must find a matching record</p> <p>N – Detailed transaction must not find a matching record</p> <p>Blank – No file control</p> <p>NOTE: Normally the key to a file record is all the data elements above the period indicator fields. We will discuss the key to the DF and the AP files later in this chapter.</p>
GLA	<p>General Ledger Account.</p> <p>The one-digit General Ledger Account posting indicator determines which general ledger account from the transaction code's General Ledger section of the TD table that STARS will use for posting to the financial file. The indicators range from "1" through "8". The indicators and their corresponding general ledgers are:</p> <p>1 – the GL in DR-1</p> <p>2 – the GL in CR-1</p> <p>3 – the GL in DR-2</p> <p>4 – the GL in CR-2</p> <p>5 – the GL in DR-3</p> <p>6 – the GL in CR-3</p> <p>7 – the GL in DR-4</p> <p>8 – the GL in CR-4</p>

Data Element	Description
DOC	<p>Posting Document Number.</p> <p>The one-digit Posting Document Number indicator determines if the transaction posts to a new document, or an existing document. The valid indicators are:</p> <p>Blank – No Document Number</p> <p>1 – Current Document Number</p> <p>This will create a new record on the DF.</p> <p>2 – Reference Document Number</p> <p>This will require the transaction to find a previously created DF record.</p> <p>3 – Warrant Number</p> <p>This allows warrant numbers to post to the DF.</p>
SUB	<p>Subsidiary posting.</p> <p>NOT CURRENTLY IN USE. The one-character (yes or no) Subsidiary Posting indicator.</p>

ONLINE FILE INQUIRIES

You can search for files and accounting information using the **File Inquiry** menu in STARS. File inquiries include both financial balance information and record inquiry information. When a record is retrieved, balances are displayed in file posting categories which accumulate all financial data posted to STARS. [Click here to learn about using online file inquiries.](#)

TRANSACTION CODE DECISION TABLE REPORTS

TC DECISION TABLE & CROSS WALK	
DAFR8640	<p>Transaction Code Decision Table</p> <p>Lists all of the transaction codes in detail. This detail will include: transaction code number, transaction code description, coding requirements, general postings, master financial file updates, approval level required, and general comments for using this transaction code.</p>

GENERAL LEDGER TO TRANSACTION CODE CROSS REFERENCE	
DAFR8740	<p>General Ledger to Transaction Code Cross Reference</p> <p>List general ledgers and transaction codes that post. Also shows the effects either debit or credit and the offsetting general ledger.</p>