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STARS USER MANUAL

REPORTS

INTRODUCTION

STARS generates reports based on the information contained in various files on STARS. Reports can be view through the [Online Reporting application](#). Most STARS information is also on [IBIS](#).

The level of information on STARS reports is determined by the level of information posted to these files. The same report can be generated at various levels, depending on the levels on the Report Request Table. STARS uses the “cash basis” of accounting, where revenue is recorded when cash is received and expenses are recorded when actually paid. The Comprehensive Annual Financial Report (CAFR) is issued under the “accrual basis”. [SCO Privacy Policy](#) states “Financial data is presented on a cash basis which may not fairly, completely or accurately represent the State’s financial position or the results of its operations. This may make it appear that the data is different or does not agree from other reports or information available. There are valid reasons why that is the case. For example, financial statements, such as the Comprehensive Annual Financial Report (CAFR) uses an accrual basis which includes items like accounts payable and accounts receivables, while budget reports and state revenues and expenditures are generally prepared on a cash basis, like a check book. Neither one is right or wrong. They are different by design because the underlying purpose of the information is different. When analyzing the data, it’s important to keep the various perspectives in mind to guard against drawing incorrect conclusions.”

STARS Accounting reports have a unique number, and all start with the letters ‘DAFR’. Payroll/EIS reports start with the letters ‘AU’. STARS reports have:

- Level of Detail - The level to which the report is summarized.
- Reporting Period - The time period that the data on the report covers.
- Report headers - Shows what data is on the report.
- Report Request/Distribution Tables
 - The report request identifies the report level, period, and when the report will generate.
 - The report distribution identifies the medium in which the report is generated, such as MASS (no printed report, online only), remote printed at the agency, sent to microfiche, etc. If printed, this also allows you to direct the copy to a certain area or individual.

TYPES OF REPORTS

There are two types of STARS reports: Control and Requestable.

CONTROL REPORTS

Control reports are system-generated reports that have a fixed format design, and will generate when data is processed in STARS. These reports are called 'dailies' because they normally generate automatically each night from daily system processes. Control reports can be used for tracking daily operation and identifying processing problems. These reports show the status of all outstanding batches as well as successfully posted transactions. Control reports can be used to see transactions that did not successfully post and the corresponding error messages.

REQUESTABLE REPORTS

Requestable reports are generated by request of a user. Some requestable reports allow the user to define the format. Others have a fixed-design format. A user-defined report is a data sheet report with selected data fields. Some of these reports allow you to filter information for more efficient reporting. Requestable reports can be used for monitoring transactions occurring within a time-period, budgets, and for reviewing your financial results. Requestable reports include both transaction detail and financial balance information. These reports may generate on a weekly, quarterly, monthly, or yearly basis, depending on the report.

Some reports are requestable statewide, and are usually requested by the Division of Financial Management, Legislative Services Office, State Treasurer's Office, State Controller's Office, Department of Administration, etc.

LEVEL OF DETAIL

When reporting on the financial balances, you can typically report at more general, summarized STARS classification levels. For instance, operating expense object and subobject codes have the following classification structure:

Object

Operating Expenses

Summary Object

Utility Charges

Rentals

Subobject

Gas

Water

Equipment

Office Space

Subobject Detail (agency-specific)

Admin

Region

This classification structure is a hierarchy where the higher levels are called summary or “roll up” levels. Even though you do not enter transactions at a summary level, you can order reports at a summary level. In the expense object example above, a report at the summary object level would sort transaction information by ‘Utility Charges’ and ‘Rentals’.

Since reports comes from different STARS files, the lowest level that your reports will show is whatever lowest level at which your agency posts data to the files. Some files, like the general ledger, grant, and project files, may have variable detail, depending on how an individual grant or project is set up on their respective tables.

REPORTING PERIOD OPTIONS

Reports can contain transaction data from selected time periods - current month, prior month, current quarter, prior quarter, current fiscal year, or prior fiscal year. For grants and projects, STARS contains the financial balance from inception to current date, even across fiscal years.

REPORT HEADERS

The STARS reports are set up with a standard header format, with some variations.

The diagram shows a sample STARS report header with callouts explaining its components:

- DAFR report number:** Points to the 'DAFR0153' field.
- Agency and agency requesting report:** Points to the '1 502 502 90' and 'PM' fields.
- 2-digit report number:** Points to the '1' field.
- Report time period:** Points to the 'PM' field.
- Date of the report:** Points to the '07/19/04' field.
- The level of detail on the report:** Points to the 'S1(ALL) S2()' fields.
- Agency Name, Title of the report, Period of the report (some reports):** Points to the 'SCHOOL FOR THE DEAF/BLIND (502)' and 'FINANCIAL PLAN STATUS BY FUND/PROGRAM/ORGANIZATION AND OBJECT' section.
- Titles and page breaks by report levels:** Points to the '67-12' field.
- Column titles:** Points to the header row of the table below.

```

DAFR0153 1 502 502 90 PM 1(OR1) 4(PG4) 4(OB4) 1(FD1) S1(ALL) S2( ) RUN DATE= 07/19/04 TIME=
20.37.15 STARS
07/19/04 (19.27) CYCLE 03736 PM CLOSED PP CLOSED PY CLOSED FICHE: 502 01 01 000 000
VERSION 3.1
SCHOOL FOR THE DEAF/BLIND (502)
FINANCIAL PLAN STATUS BY FUND/PROGRAM/ORGANIZATION AND OBJECT
REPORT PERIOD= JUNE FY= 04
*****
BFY= 04
FUND= 0001 GENERAL FUND 67-12
FUNCTION= 01 IDAHO SCHOOL FOR THE DEAF AND THE BLIND
ACTIVITY= 01 FINANCIAL SERVICES
PROGRAM= 000 GENERAL ADMINISTRATION
ELEMENT= 000 ADMINISTRATION
*****
EXP EXP FINANCIAL -----EXPENDITURE----- OUTSTANDING % AVAILABLE
(MEMO)
SOBJ DTL TITLE CURRENT YEAR-TO-DATE ENCUMBRANCE OBLIG EXPEND PLAN PRE-
ENCUMB
*****

```

REPORT REQUEST / DISTRIBUTION TABLES

A report must be set up on the Report Request Table (S091 screen) to be created for online or printed reporting. Send your report request in an e-mail to the dsahelpline@sco.idaho.gov. See the [Report Request Table \(91\) Instructions](#).

Report Request Table (91)

VERSION 3.1	STARS/FAS--REPORT REQUEST TABLE
S091	
FUNCTION:	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY: 000	} These are the mandatory data elements to request a report.
REQUESTOR:	
REPORT NO:	
REQUEST NO:	
PERIOD:	
REPORT GENERATE DATE:	
SPECIAL SELECTION 1:	
SPECIAL SELECTION 2:	
**** STARS REPORTS ****	**** FAS REPORTS ****
ORG LEVEL:	:AGENCY SUFFIX LEVEL
PROGRAM LEVEL:	:LOCATION LEVEL
OBJECT LEVEL:	:RESP NAME LEVEL
FUND LEVEL:	:CLASS CODE LEVEL
DIVISION/BUREAU:	:AGENCY SUFFIX RANGE

Although a report does not have to be set up on the Report Distribution Table (S095 screen), doing so will generate a title page with directions as to whom the report should be distributed. See the [Report Distribution Table \(95\) instructions](#).

Report Distribution Table (95)

VERSION 3.1	STARS--REPORT DISTRIBUTION TABLE
S095	
FUNCTION:	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY: 000	} These data elements must be the same as on the Report Request Table (91).
REQUESTOR:	
REPORT ID:	
REQUEST NO:	
DISTRIBUTION CODE:	
DEVICE TYPE:	
DEVICE ID:	(TID)
COPIES:	
AGENCY NAME:	
ATTENTION:	
INSTRUCTIONS:	
:	
EFF START DATE:	EFF END DATE:

PROCESS TO GENERATE A REPORT

User	Instructions
AGENCY	Agency sends a request to have a report set up and if the report should be printed or published online.
DSA ACCOUNTING CUSTOMER RESOURCE CENTER	DSA sets up a report request on table 91 to have STARS generate the report, and sets up a matching report distribution on table 95 to tell STARS where to send the report
STARS	STARS generates the report based on the date and level information on the 91 Report Request Table
STARS	STARS sends the report to online reporting
STARS	STARS checks the 95 Report Distribution Table to see if a report needs to be created.
STARS	STARS uses the information from the Device Type to determine where to print the report, if any. (Does not print MASS device types.)

REPORT REQUEST TABLE (91) INSTRUCTIONS

Use the following elements to request a report:

Element	Description
AGENCY	Enter a three-digit agency number. This data in the report will be for this agency. Use agency 000 for statewide reports.
REQUESTOR	Enter up to a four-character requestor. This is usually the agency number. Reports will be sorted first by the requestor and then by the AGENCY number.
REPORT NO	Enter the DAFRxxxx number of the report to request. The report must be an active, requestable report set up on the Report Control Table (descriptor table 64). You may view this table online or you can request a copy of this table from the DSA Help Line.

Element	Description
REQUEST NO	<p>Enter a two-digit request number. Request numbers should be within a range to be able to easily identify the timing of the report. You can set up multiple requests for one report number by using a different request number. The following are the preferred ranges:</p> <p>01-19 – Monthly reports (comes out once a month)</p> <p>20-29 – Weekly reports (comes out once a week)</p> <p>30-39 – Daily reports (comes out daily)</p> <p>40-49 – Quarterly reports (comes out every three months)</p> <p>50-59 – (not in use)</p> <p>60-69 – To “keep” a one-time report request on the table</p> <p>70-79 – Yearly fiscal year end reports (comes out after FYE close)</p> <p>80-89 – Preliminary fiscal year end reports (comes out 7/1)</p> <p>90-99 – One time requests (comes out the next day)</p> <p>Blanks – Control reports (SCO only)</p> <p>Delete the one-time requests (90-99) from both tables. In order to keep the tables clean, SCO may delete these requests that are over a week old. Use the 60-69 series if you want to keep the one-time report available for a period of time.</p>

Element	Description
PERIOD	<p>Enter up to a three-character period. This indicates the time-period of the information needed on the report. Not all reports accept all of these indicators.</p> <p>CM – Current Month – generates a report of financial data from the beginning of the year through the current date.</p> <p>PM – Prior Month – generates a report of financial data from the beginning of the year through the close of the prior month.</p> <p>PY – Prior Year – generates a report of financial data from the beginning to the end of the prior year.</p> <p>CP – Current Period - generates a report of financial data from the beginning of the current period (quarter) through the current date.</p> <p>PP – Prior Period - generates a report of financial data from the beginning of the prior period (quarter) through the end of the prior period.</p> <p>Other requests available on some operating file reports:</p> <p>01M, 02M...etc. – Specific Operating Month – generates a report of financial data from the beginning of the year through the end of the fiscal month specified, and for the activity of the month. This period option is only available for reports that read the Operating File.</p> <p>NOTE: This option will give you the report by month for all years on the Operating File.</p> <p>01P, 02P, 03P, 04P – Specific Operating Period – generates a report of financial data from the beginning of the year through the end of the period (quarter) specified, and for the activity of the period. This period option is only available for reports that read the Operating File.</p> <p>Some reports have unique period options.</p>

Element	Description
REPORT GENERATE DATE	<p>Determines when the report will generate.</p> <p>MMDDYY – Enter the date you want the report to generate in the nightly processing. Put in today’s date if you want the report out tomorrow morning.</p> <p>DAILY – Will generate the report every day.</p> <p>WEEKLY – Will generate every week on Friday night (if it is a holiday, it will generate the day before).</p> <p>MONTH – Will generate the when a month closes (usually the night of the third working day of the month).</p> <p>QUARTR – Will generate when a quarter closes. (A quarter is sometimes called a period.)</p> <p>YEAR – Will generate when the year closes.</p>
SPECIAL SELECTION 1	<p>You may need to enter ‘ALL’ in this field to generate a report. Not available on all reports. This can limit a report to a particular fund or all funds. It does not allow you to request a range of funds or multiple funds. You must set up an individual request for each fund if you do not want all funds.</p>
SPECIAL SELECTION 2	<p>You may need to enter ‘ALL’ in this field to make a report generate. Not available on all reports. This can limit a report to a particular general ledger account or all general ledger accounts. It does not allow you to request a range of GL accounts or multiple general ledger accounts. You must set up an individual request for each general ledger account if you do not want all general ledger accounts.</p>

Element	Description
<p>ORG LEVEL (ORx)</p>	<p>Enter the one-digit organization level. This is the lowest level of the organizational structure (index) to show on the report. STARS will roll all lower levels up to this level. Some reports may require an organizational level though they are not index-driven reports. For these, we recommend that you use level 1 (Agency).</p> <p>0 - None – No organization detail will be reflected. On specific statewide reports, 0 may collapse all agencies into a statewide total.</p> <p>1-Agency – Generates a report down to the agency level. On specific statewide reports, 1 will sort the report by Agency code.</p> <p>2-Division – Generates a report down to the division level.</p> <p>3-Bureau – Generates a report down to the bureau level.</p> <p>4-Section – Generates a report down to the section level.</p> <p>5-Unit – Generates a report down to the unit level.</p> <p>6-Index – Generates a report down to the index level, which is the lowest level of organizational structure.</p> <p>Blank – The report does not require an organization level.</p>
<p>PROGRAM LEVEL (PGx)</p>	<p>Enter the one-digit program level. This is the lowest level of the program structure (PCA) to show on the report. STARS will roll all lower levels up to this level. Some reports may require an organizational level though they are not index-driven reports. For these, we recommend that you use level 0 (None).</p> <p>0-None – No program detail will be reflected.</p> <p>1-Function – Generates a report down to the function level.</p> <p>2-Activity – Generates a report down to the activity level.</p> <p>3-Program – Generates a report down to the program level.</p> <p>4-Element – Generates a report down to the element level.</p> <p>5-PCA – Generates a report down to the PCA level, which is the lowest level of the program structure.</p> <p>6-PCA Level 1 – Generates a report down to the PCA Level 1 if listed on the PCA table.</p> <p>Blank – The report does not require a program level.</p>

Element	Description
<p>OBJECT LEVEL (OBx)</p>	<p>Enter the one-digit object level. This is the lowest level of the object structure to show on the report. STARS will roll all lower levels up to this level.</p> <p>0- None – No Object level will show. All object information will be rolled together.</p> <p>1-Object – Generates a report down to the object level.</p> <p>2-Summary Object – Generates a report down to the summary object level.</p> <p>3-Subobject – Generates a report down to the subobject level.</p> <p>4-Subobject Detail – Generates a report down to the agency-specific subobject detail level. (Found on Descriptor Tables D11 – expenditure detail table or D35 – revenue detail table). Agency must have requested details for use during data entry.</p> <p>Blank – The report does not require an object level.</p>
<p>FUND LEVEL (FDx)</p>	<p>Enter the one-digit fund level. This is the lowest level of the funds to show on the report. STARS will roll all lower levels up to this level.</p> <p>0-None – No fund will be reflected. All of the information rolls together for all funds.</p> <p>1-Fund – Generates a report broken down by fund.</p> <p>2-Fund Detail – Generates a report broken down by fund detail within each fund.</p> <p>3-Grant – Generates a report broken down by grant within each fund detail. If there are no grants, the next fund detail only will show.</p> <p>4-Grant Phase – Generates a report broken down by grant phase within each fund detail. Can only use on certain reports. See the detail on the individual report to see if this option is available. If not mentioned, the report will not support this option.</p> <p>Blank – The report does not require a fund level.</p>
<p>DIVISION/BUREAU</p>	<p>Not currently in use for STARS reports.</p>

REPORT DISTRIBUTION TABLE (95) INSTRUCTIONS

Use the following elements to set up a report distribution title page:

Field	Description
AGENCY	Enter a three-digit agency number. This agency must match the agency number on the Report Request Table (91)
REQUESTOR	Enter up to a four-character requestor. his requestor must match the requestor number on the Report Request Table (91).
REPORT ID	Enter the DAFRxxxx number of the report. This report ID number must match the report number on the Report Request Table (91).
REQUEST NUMBER	Enter a two-digit request number. This request number must match the request number on the Report Request Table (91), including blanks. Since there can be multiple request numbers, be sure you use the correct one for the report. Blank – Automatic daily control reports (not requestable, so there will be no request on Table 91)
DISTRIBUTION CODE	Enter a four-character distribution code. One-time reports requiring hard copy. If setting up a one-time report (request number 90 series) to print to paper, you can use your initials. However, when setting up an ongoing report for printing use codes such as DAF1, DAF2, etc. You need to know if your agency has a pattern established. The distribution code allows for the generation of multiple copies of the same report to be sorted in a certain order.
DEVICE TYPE	Enter up to a four-character device type. Identifies the device on which to print the report. The device types are: MASS – MASS NO PRINT – Use for control reports and to stop the printing of requestable reports for the agency. Reports will still go to online reporting. LOW – SIMPLEX - Use for STARS reports to print single-sided. HI – DUPLEX - Use for STARS reports to print double-sided.

Field	Description
<p>DEVICE TYPE (continued)</p>	<p>SPL1 – SPOOL #1 – Use to print STARS daily reports kept by the State Controller’s Office for IEU information. (These route to job 50R1.)</p> <p>SPL2 – SPOOL #2 – Use to print FAS reports, SCO Accounting Operations reports, STO daily control reports, and EIS reports. (These route to job 50R2.)</p> <p>SPL3 – SPOOL #3 – Not Normally Used. Use for reports that must be burst into separate sheets instead of a continuous report. (Not used with regular cut-sheet paper.)</p> <p>COM – MICROFICHE – Use for reports that need to go to microfiche. This will create a tape that goes to the Dept. of Administration for microfiche printing. We recommend using COM only during the month-end report processing. If adding an agency request for the first time as COM or deleting all of the COM requests, ask the Accounting OPS Bureau Chief to have the agency added or removed from the hard-coded agency list. Keep at least one COM request until the agency is removed.</p> <p>RJE – REMOTE PRINT – Use for the remote printing of reports at an offsite printer. They will route to a queue list until the agency retrieves the report to print on the agency’s printer.</p> <p>PC – PERSONAL COMPUTER EXTRACT – Not Normally Used. Used by agencies to receive a report file they can extract. This device type needs programming intervention.</p>
<p>DEVICE ID</p>	<p>Enter a four-character code when the Device Type is RJE. Enter Rxxx (xxx=agency number) when printing a hard-copy report. Leave blank for all others. This identifies which agency should receive an RJE remote print file. The Device ID must match a printer ID set up in the Printer ID Table (descriptor table 63).</p>
<p>COPIES</p>	<p>Enter the number of copies you want for this report. This will come with the same report distribution title page.</p>
<p>AGENCY NAME</p>	<p>Enter the name of the agency requesting the report. NOT NEEDED IF REPORT IS SENT TO “MASS” (NO PRINT)</p>
<p>ATTENTION</p>	<p>Enter the name of the individual in your agency that should receive the report. NOT NEEDED IF REPORT IS SENT TO “MASS” (NO PRINT)</p>

Field	Description
INSTRUCTIONS	Enter any additional information needed to identify the report or instructions on its usage or routing. NOT NEEDED IF REPORT IS SENT TO "MASS" (NO PRINT)
EFF START DATE EFF END DATE	Normally leave blank. Some reports may allow you to enter dates (MMDDYY). These fields allow a report to generate if the system effective date is greater than or equal to the Eff Start Date and less than or equal to the Eff End Date. Does not work on all reports.

ONLINE REPORT STATUS

STARS allows you to immediately see the status of your report requests and report distribution setups. In STARS, you can view these tables by selecting 'R' (Reporting) from the STARS Main Menu. Function 91 will show you the **Report Request Table Maintenance** screen, and Function 95 will show you the **Report Distribution Maintenance** screen.