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STARS USER MANUAL

DESCR-23 FORM - SUBSIDIARY DESCRIPTOR TABLE FORM INSTRUCTIONS

INTRODUCTION

The State Controller's Office enters Subsidiary Numbers at the request of the agency. Your agency should complete a Descriptor Table Maintenance Form (DESCR-23) and send it to:

State Controller's Office, Division of Statewide Accounting
4th Floor, JR Williams Building, P.O. Box 83720
Boise, Idaho 83720-0011
Fax: 334-3415 or dsahelpdesk@sco.idaho.gov.

Specify the four-digit General Ledger account associated with the seven-digit Subsidiary Number. Once SCO receives the form, they will update the Descriptor Table 23.

DESCR-23 Form fields and descriptions

Form Field	Description
AGENCY NAME	Name of your agency
AGENCY CODE	Three digit number of your agency
CONTACT NAME	Name of person in your agency to contact regarding the form
PHONE #	Phone number of Contact person
DATE	Date you fill out the form
A=Add C=Chg	Specify whether to add or change a subsidiary.
TABLE-ID-NO	To set up a subsidiary, use TABLE-ID-NUMBER 32.
TABLE-ENTRY-KEY	Enter the four-digit General Ledger account followed by the seven-digit Subsidiary Number. Do not use any spaces between these numbers.
REFERENCE-DATE	NOT CURRENTLY IN USE.
TITLE	Enter a title for the Subsidiary Number. We recommend including the agency name in the title.

WHICH GENERAL LEDGER ACCOUNT SHOULD YOU USE?

Subsidiary file numbers provide detail of General Ledger accounts. The agency can use these Subsidiary Numbers as they wish. For interagency billings, most agencies use a specific Subsidiary Number to identify the agency they are billing or paying. Some may even use different subsidiaries to identify multiple billings for different programs within the same agency.

Each 'Due From' or 'Due To' subsidiary represents either the billing or the paying agency, depending on the General Ledger account you are using.

Subsidiary Numbers will show as "Detail" on your Trial Balance reports. A Subsidiary Number must correspond to a specific General Ledger. The Due From other Funds or appropriations General Ledger account is 1502. The Due To other Funds or Appropriations General Ledger account is 2202.

Most of the Subsidiary Numbers for 'Due Tos' and 'Due Froms' are already setup in the Subsidiary Descriptor Table. However, if you need to setup a new number for a Due From or Due To, you need to know the General Ledger account number to use. If you do not know the General Ledger account number, you can figure it out from the Transaction Code you plan to use. You can find the Transaction Code information on the [DAFR8640 report](#) – Transaction Code Decision Table (see the line, "THIS TRANSACTION POSTS TO THE GENERAL LEDGER AS FOLLOWS") or in STARS on screen S028 – Transaction Code Decision Table Maintenance/Inquiry.

To set up interagency billings, you need to use a Subsidiary Number with a 'Due From' General Ledger account because you will be using a TC 130 to create a billing document on the Document File.

The Transaction Code Decision Table shows the General Ledger used when the TC 130 transaction processes. In this case, the General Ledgers for the TC 130 are 1502 (Due From other funds or appropriations) and 4100 (Revenues).

Transaction Code 130

```

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: 130 TITLE: RECORD INTERAGENCY BILLING (DUE FROM OTHER FUNDS &
APPNS)
GENERAL-LEDGER- DR-1: 1502 CR-1: 4100 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANSACTION CI N MODI N RVRS INDX R PCA R BUDU FUND R FDTL E SUB
N
EDIT-INDS EDTL N R SUB I RDTL SUBS I MULT GLA N VNUM VNAM VADD
PCN N PROJ GRNT CDOC I RDOC INVC DOCD R DUDT WARR N SECA
R
POSTING-SEQ: 3 REGISTER-NO: 8 WAR-WRITING: 0 CLEAR-FUND: N VEND-PAYMENT: N
GEN-TC: GEN-ACCR-TC:
A/S FIELD MATCH GLA DOC SUB A/S FIELD MATCH GLA DOC
SUB
DF: + 01 N 1 1
FILE AP:
POSTING AL:
CC:
GP: + 08 + 11
PJ: + 08 + 11
SF: + 03 1
OF: - 01 2
AD:
EFF-START-DATE: EFF-END-DATE: LAST-PROC-DATE:

```

Since the TC 130's Due From General Ledger account is 1502, you must have a Subsidiary Number set up on the Subsidiary Descriptor Table (Descriptor Table 23 – Table-Entry-Key 32).

To be able to pay interagency billings, use a Subsidiary Number with a Due To General Ledger account because you will be using a TC 240 to pay an interagency bill.

The Transaction Code Decision Table shows the General Ledger used when the TC 240 transaction processes. In this case the General Ledger for the TC 240 are 2202 (Due To other funds or appropriations), 4200 (expenditures), and 1003 (cash in treasury).

Transaction Code TC 240

```

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: 240 TITLE: RECORD PMT OF INTERAGENCY BILLING NOT PREV ENC (DUE TO)
GENERAL-LEDGER- DR-1: 4200 CR-1: 1003 DR-2: 2202 CR-2: 2202
POSTING DR-3: CR-3: DR-4: CR-4:
TRANSACTION CI MODI N RVRS INDX R PCA R BUDU R FUND R FDTL ESUB
I
EDIT-INDS EDTL R SUB N RDTL N SUBS I MULT GLA N VNUM I VNAM VADD
PCN N PROJ GRNT CDOC I RDOC INVC I DOCD DUDT WARR N SECA
I
POSTING-SEQ: 5 REGISTER-NO: 4 WAR-WRITING: 0 CLEAR-FUND: N VEND-PAYMENT: Y
GEN-TC: 170 GEN-ACCR-TC:
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: - 03 3 + 04 4
OF: + 01 1
AD: - 2 N
EFF-START-DATE: EFF-END-DATE: LAST-PROC-DATE: 030295
    
```

Since the TC 240's Due To General Ledger account is 2202, you must be sure to have a Subsidiary Number set up on the Subsidiary Descriptor Table (Descriptor Table 23 – Table-Entry-Key 32).

The following is an example of a DESCR-23 form used to setup a Subsidiary Number for a Due From other Funds or Appropriations (G/L 1502). The setup for a 'Due To' is the same except you use the G/L account number 2202.

Set up of a Due From (1502) Subsidiary Number for Agency 140

AGENCY NAME		AGENCY CODE	CONTACT NAME/PHONE #	DATE
State Controller's Office		140	Carey Data 333-3333	July 1, 1999

A=Add C=Chg	TABLE ID NO.	TABLE ENTRY KEY (max 24 spaces-- varies with table no.)	REFERENCE DATA (max 29 spaces -- varies with table no.)	TITLE (two lines of 25) (max 50 spaces - varies with table no.)
A	32	150214000000	(leave blank)	State Controller's Office - General
			Agency 140 with 0000	
		G/L Account for Due From Subsidiary posting		

VIEWING THE DESCRIPTOR TABLE 32 (D32)

Once the Descriptor Table 32 (D32) is updated, you should be able to see the information online if your STARS access security has been set up to allow you to view the Descriptor Table. The Descriptor Table is not an agency-specific table, so there may be some security restrictions.

Below is an example of the Descriptor Table 32 (D32) after the information from the DESCR-23 form is entered:

```
VERSION 3.1          STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY          S023

FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

TABLE-ID-NUMBER: 32 SUBSIDIARY TABLE

          .... | ....1.... | ....2.... | ....3.... | ....4.... | ....5

TABLE-ENTRY-KEY: 15021400000
                  |-----|
                  | G/L ACCOUNT, SUBSIDIARY
                  |-----|
REFERENCE-DATA:   |-----|
                  | Four-digit G/L Account | Seven-digit Subsidiary |
                  |-----|
TITLE: STATE CONTROLLER'S OFFICE-GENERAL

EFF-START-DATE:          EFF-END-DATE:          LAST-PROC-DATE: 013197
                        INTERRUPT:

Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
```

- The first four characters represent the GL account tied to the Subsidiary Number (i.e. 1502 G/L Due From Other Funds or Appropriations –or - 2202 G/L Due To Other Funds or Appropriations).
- The next three characters represent the agency number in our example (i.e. 140).
- The last four zeros complete the seven-digit Subsidiary Number.

Once this information entered in STARS, when the Subsidiary Number of 1400000 is entered on an interagency billing transaction, the system will go to Descriptor Table 32 (D32) and retrieve the TITLE information and print it on the reports or online screens.