
| | |
|--|-----------|
| STARS USER MANUAL | 1 |
| BUDGETING – BUDGET TABLES AND FORMS | 1 |
| INTRODUCTION | 1 |
| FUND & DETAIL SETUP FORM (FUND&DT-D22/D23) | 1 |
| BUDGET UNIT TABLE FORM (BU-20) AND STARS BUDGET UNIT TABLE MAINTENANCE S020 | 1 |
| WHERE TO SEND THE BUDGET UNIT TABLE FORM | 3 |
| BUDGET UNIT TABLE DATA ENTRY INSTRUCTIONS | 4 |
| APPROPRIATION INPUT FORM (APPN) | 11 |
| APPROPRIATION BATCH INSTRUCTIONS | 12 |
| OTHER BUDGETARY INPUT FORM (BUDGET) | 13 |
| ALLOCATION OR OTHER BUDGETARY BATCH INSTRUCTIONS | 13 |
| HOW AN ALLOCATION TRANSACTION POSTS TO THE ALLOCATION FILE | 14 |
| ALLOCATION FILE POSTING VS OPERATING FILE FINANCIAL PLANS POSTING | 16 |

STARS USER MANUAL

BUDGETING – BUDGET TABLES AND FORMS

INTRODUCTION

The following STARS tables and [PDF forms](#) are used to support the budgeting activities described in the Budgeting chapters.

- The Fund Descriptor Table and the Descriptor Table form (DESCR-23) help to set up Fund and Fund Details for appropriation Fund controls.
- The Budget Unit Table and the Budget Unit Table (BU-20) form help with the appropriations and allocations data entry activities.
- The Appropriation form (APPN) helps with the appropriation data entry process.
- The Other Budgetary Input form (BUDGET) helps with the allocation data entry process and helps you to enter financial and revenue plan amounts and codes.

FUND & DETAIL SETUP FORM (FUND&DT-D22/D23)

Funds and Fund Details must be set up on the STARS Descriptor Table before being used on the Budget Unit Table Maintenance/Inquiry Screen or on any PCA or Index. The State Controllers' Office will add or change the Funds based on Idaho Code, the appropriation bill, or agency management needs. The [Fund & Detail Setup Form](#) is normally completed by the State Controller's Office (SCO) based on specific Idaho Code or on an agency request. Agency personnel can complete parts of the form. However, SCO personnel will assign many of the controls and information

[Click here to view or download the Fund & DT Setup form and the instructions.](#)

More information on the STARS Descriptor Table S022, the Fund and Descriptor Table S023, and Fund Detail can be found in the [Statewide Descriptor Tables chapter](#) of the STARS Manual.

BUDGET UNIT TABLE FORM (BU-20) AND STARS BUDGET UNIT TABLE MAINTENANCE S020

The Budget Unit Table is used to define controls for your agency's appropriations and allocations. The Budget Unit reflects the various levels of appropriation controls including the Program or Organization, Fund, and Object as determined by the Idaho Legislature through appropriation bills or Idaho Code.

The Budget Unit Table also specifies levels of control for allocations, which are optional lower budgetary controls for your agency management use.

To set up the Budget Unit, [click here to download the Budget Unit Table \(BU-20\) form](#). To complete processing the form, follow these steps:

1. Agency duties:
 - a. Complete the BU-20 form. If adding a Budget Unit, contact your Division of Financial Management (DFM) analyst for the new Budget Unit code, State Goal, and State Objective.
 - b. If changing an existing Budget Unit, you will still need to complete all fields that are not changing. If adding a new funding, keep in mind that Budget Units have a system limitation of five (5) funding sources. If this is the sixth funding source, contact your DFM analyst for a new Budget Unit code. The State Goal and State Objective will remain the same as those on the original Budget Unit.
 - c. Approve the form with an authorized signature and date.
 - d. Sign and send the form to your DFM analyst. Keep a copy for your office.
2. Division of Financial Management duties:
 - a. Review, verify, and approve the form with an authorized signature and date.
 - b. If adding a Budget Unit, verify the new Budget Unit code, State Goal, and State Objective given to the Agency.
 - c. If changing an existing Budget Unit, verify that necessary fields are completed correctly. If adding a new funding, keep in mind that Budget Units have a system limitation of five (5) funding sources. If this is the sixth funding source, a new Budget Unit code will need to be assigned. The State Goal and State Objective will remain the same as those on the original Budget Unit.
 - d. Forward the signed form to the State Controller's Office, Division of Statewide Accounting. Retain a copy.
3. SCO duties:
 - a. Division of Statewide Accounting front desk will date stamp the form and deliver to Accounting Operations.
 - b. Accounting Operations will verify the authorized signatures, compare information with pertinent legislation, and verify all controls are appropriate.
 - c. Accounting Operations will update the Budget Unit Table (S020) in STARS.
 - d. Accounting Operations will initial and date the form and then file it with the corresponding FY appropriation bills.

WHERE TO SEND THE BUDGET UNIT TABLE FORM

| <u>Person(s)</u> | <u>Action</u> | <u>Contact</u> |
|------------------------------------|--|--|
| Agency | Adding a Budget Unit | Your DFM analyst for the new Budget Unit code, State Goal, and State Objective |
| | Approve the form with an authorized signature and date. This verifies the data is accurate per your agency. | Forward the signed form to Division of Financial Management. Retain a copy. |
| Division of Financial Management | If adding a Budget Unit, verify the new Budget Unit code, State Goal, and State Objective given to the Agency. Review, verify, and approve the form by an authorized signature and date. | Forward the signed form to the State Controller's Office, Division of Statewide Accounting. Retain a copy. |
| SCO Accounting Front Desk | Date stamp the form | Circulate to Accounting Operations |
| Accounting Operations Bureau | Verify authorized signatures on form. Compare information with pertinent legislation. Verify all controls are appropriate. Update the Budget Unit Table online. After entering, initial and date the form. | File form by Budget Unit with the corresponding FY appropriation bills |

BUDGET UNIT TABLE DATA ENTRY INSTRUCTIONS

Only authorized SCO personnel in the Division of Statewide Accounting can make changes or additions to the STARS – Budget Unit Table Maintenance/Inquiry (S020) screen. After receiving and reviewing the BU-20 from DFM, SCO personnel will complete the needed changes.

1. On the STARS Main Menu, type T in the FUNCTION field and press ENTER.
2. On the Table Maintenance Menu, type 20 in the FUNCTION field and press ENTER.
3. On the Budget Unit Table Maintenance/Inquiry (S020) screen, type “R” in the FUNCTION field and then type in the four character Budget Unit, and then press ENTER.

The data elements indicated in the example below must be on the appropriate STARS Descriptor Tables before they can be used. The Budget Unit must be set up before any related PCAs or Indexes can be created.

| Budget Unit Setup | | | | |
|---|--|-----------------------------|-------------------|--------------|
| VERSION 3.1 | STARS--BUDGET UNIT TABLE MAINTENANCE/INQUIRY | | | S020 |
| FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL) | | | | |
| BUDGET UNIT: CCAC | BFY: 08 | APPN CATEGORY: R | | |
| TITLE: CORRECTIONAL INSTITUTION | | | | |
| APPN-EFF-DATE-START: | APPN-EFF-DATE-END: | ENACTMENT YEAR: 2008 | | |
| STATE GOAL: 20 | STATE OBJECTIVE: 24 | ORG REPORT CATEGORY: | | |
| FUNCTION: 02 | ACTIVITY: | PROGRAM: | ELEMENT: | |
| AGENCY: 230 | DIVISION: 20 | BUREAU: 21 | SECTION: | UNIT: |
| EXP-SUBJECT: | EXP-DETAIL: | REVERSION IND: 1 | CITATION: HB 346 | |
| FUND/DETAIL : 0001 | 2) 0348 | 3) 0349 | 4) 0481 05 | 5) |
| APPN-CTL-TYPE: 1 | APPN-ORG-LEVEL: 3 | APPN-PRG-LEVEL: 1 | APPN-PROJ-LVL: 0 | |
| ALLOC-CTL-TYPE: 0 | ALLOC-PROJ-LVL: 0 | APPN-OBJ-LEVEL: 1 | ALLOC-OBJ-LVL: 2 | |

Budget Unit records automatically roll over from one fiscal year to the next fiscal year unless an APPN-EFF-DATE-END (end date) is entered on the Budget Unit record. SCO manually enters the Enactment Year and the Citation from the enacted appropriation bills or related Idaho Code.

WARNING: If you find that the Budget Unit controls are incorrect after posting transactions, you will have to reverse all of the transactions, change the incorrect control indicator(s), and then re-post all of the transactions. Changes should be made at the beginning of a fiscal year.

If you change the APPN-ORG-LEVEL, APPN-PRG-LEVEL, APPN-PROJ-LVL, ALLOC-PROJ-LVL, APPN-OBJ-LEVEL, or ALLOC-OBJ-LVL during the year, you may not be able to post to documents that previously posted to the Document File.

The following are descriptions of each data element to use for setting up Budget Units:

| Data Element | Description |
|---------------------|---|
| FUNCTION | <p>One character FUNCTION Code.</p> <p>A - ADD a new record</p> <p>C - CHANGE an existing record</p> <p>D - DELETE is not used. (You should enter an end date on the Budget Unit in order to stop usage and/or eliminate table rollover into the next fiscal year.)</p> <p>N – Next. Will recall the next available record.</p> <p>R – Recall. Use to recall a specific record using Budget Unit and BFY.</p> |
| BUDGET UNIT | <p>Four-character code originally obtained from your DFM analyst. If requesting a new Budget Unit, contact your DFM analyst for the new code.</p> |
| BFY | <p>Two-digit BUDGET FISCAL YEAR to identify the fiscal year of the Budget Unit record.</p> |
| APPN CATEGORY | <p>The APPROPRIATION CATEGORY type</p> <p>R – REGULAR appropriation through legislative bills. Put appropriation bill number in the Citation field.</p> <p>C – CONTINUOUS appropriation set by Idaho Code. Put Idaho Code number in the Citation field.</p> <p>D – DEFICIENCY warrant appropriation set by Idaho Code. Put Idaho Code number in the Citation field.</p> <p>M – MISCELLANEOUS appropriation for non-legislative appropriated, non-state entities such as for federally funded agencies or for independent body corporate politic agencies. Enter “Fed Agy” or “Non-State” in the Citation field.</p> |
| TITLE | <p>Thirty character field followed by a ten-character field. Use the first field to record the program as identified in the appropriation bill or Idaho Code. Use the second field to identify the Budget Unit as an additional unit or as a continuously appropriated Budget Unit.</p> |

| Data Element | Description |
|---------------------|--|
| APPN-EFF-DATE-START | Six-digit APPN EFFECTIVE START DATE (MMDDYY) or blank. This identifies when the Budget Unit became effective. You will not be able to post to this Budget Unit before the effective start date. If you do not enter a start date, postings can begin as soon as the Budget Unit is entered on STARS. |
| APPN-EFF-DATE-END | Six-digit APPN EFFECTIVE END DATE (MMDDYY) or blank. This identifies when a Budget Unit stops being effective. You will not be able to post to this Budget Unit when using an effective date after the entered end date. If you do not enter an end date, postings can be made at any time during the year. If the Budget Unit will not be used in the next fiscal year, an end date of 0630## will be entered on the table prior to the fiscal year end table roll and purge that happens in May. |
| ENACTMENT YEAR | Four-digit APPROPRIATION ENACTMENT YEAR (YYYY). Typically the same as the BFY for "Regular" and "Miscellaneous" appropriations. For "Continuous" and "Deficiency Warrant" appropriations, this would be the year Idaho Code established the fund. |
| STATE GOAL | Two-digit STATE GOAL Code. The State Goal must exist on the State Goal Descriptor Table (D71). Your DFM analyst will provide the State Goal on the original setup form. |
| STATE OBJECTIVE | Two-digit STATE OBJECTIVE Code. The State Objective must exist on the State Objective (D72) Descriptor Table. Your DFM analyst will provide the State Goal on the original setup form. |
| ORG REPORT CATEGORY | Not currently in use. |
| FUNCTION | Two-digit FUNCTION Code if the legislative appropriation bill is at or below the FUNCTION level. The AGENCY-FUNCTION combination must be defined in the Function Descriptor Table (D15). |
| ACTIVITY | Two-digit ACTIVITY Code if the legislative appropriation bill is at or below the Activity level. Activity cannot be entered unless a Function is also used. The AGENCY-FUNCTION-ACTIVITY combination must be defined in the Activity Descriptor Table (D16). Appropriations seldom are at this level. |

| <u>Data Element</u> | <u>Description</u> |
|----------------------------|--|
| PROGRAM | Three-digit PROGRAM Code if the legislative appropriation bill is at or below the Program level. Program cannot be entered unless an Activity and Function are also used. The AGENCY-FUNCTION-ACTIVITY-PROGRAM combination must be defined in the Program Descriptor Table (D17). Appropriations seldom are at this level. |
| ELEMENT | Three-digit ELEMENT Code if the legislative appropriation bill is at or below the Element level. Element cannot be entered unless a Program, Activity and Function are also used. The AGENCY-FUNCTION-ACTIVITY-PROGRAM-ELEMENT combination must be defined in the Element Descriptor Table (D18). Appropriations seldom are at this level. |
| AGENCY | Three-digit AGENCY Code. This is a required field and must be in the Agency Descriptor Table (D02). |
| DIVISION | Two-digit DIVISION Code if the legislative appropriation bill is at or below the Division level. The AGENCY-DIVISION combination must be in the Division Descriptor Table (D03). |
| BUREAU | Two-digit BUREAU code if the legislative appropriation bill is at or below the Bureau level. Bureau cannot be used unless a Division is also used. The AGENCY-DIVISION-BUREAU combination must be defined in the Bureau Descriptor Table (D04). Appropriations seldom are at this level. |
| SECTION | Two-digit SECTION code if the legislative appropriation bill is at the Section level. Section cannot be used unless a Bureau and Division is also used. The AGENCY-DIVISION-BUREAU-SECTION combination must be defined in the Section Descriptor Table (D05). Appropriations seldom are at this level. |
| UNIT | Two-digit UNIT code if the legislative appropriation bill is at the Unit level. Unit cannot be used unless a Section, Bureau, and Division are also used. The AGENCY-DIVISION-BUREAU-SECTION-UNIT combination must be defined in the Unit Descriptor Table (D06). Appropriations seldom are at this level. |
| EXP-SUBJECT | Not currently in use. |
| EXP-DETAIL | Not currently in use. |

| <u>Data Element</u> | <u>Description</u> |
|---------------------|---|
| REVERSION IND | <p>One-digit REVERSION INDICATOR:</p> <p>1 - REVERT - The system will automatically carry forward appropriation balances equal to outstanding encumbrances only. The remaining appropriation balance will be reverted at year-end. Use this for all new Budget Units. If the entire Budget Unit is to be reverted, this indicator is set to a “1” to revert all.</p> <p>2 - REAPPROPRIATE – STARS will carry forward balances into the next fiscal year in the same Budget Unit, Fund, and Object as the original remaining appropriation. SCO will update the indicator each year based on whether there is a reappropriation clause in the legislative bill.</p> <p>If any or all of Budget Unit is to be reappropriated, SCO will set this indicator to a “2” to reappropriate all. However, those parts not reappropriated will be manually reverted (TC 021) by SCO the day before year-end close.</p> |
| CITATION | <p>Ten-character field. For “Regular” appropriations, this will be the Appropriation Bill Number. (EX: HB ### or SB #####). If this is a “Continuous” or “Deficiency Warrant” appropriation, this will be the Idaho Code reference number (IC #-#####) that established the fund.</p> |
| FUND | <p>Four-digit FUND code. Each Budget Unit can have a maximum of five Fund/Fund Details. If the program has more than five funding sources, additional Budget Units will need to be established – all with identical controls and other data elements. The first Fund is a required field.</p> <p>All Funds must first be entered on the Fund (D22) Descriptor Table. The Funds on the Budget Unit will be identified in the appropriation bill or Idaho Code.</p> <p>NOTE: Funds without details should be listed before funds with Fund Details.</p> |
| FUND DETAIL | <p>Two-digit FUND DETAIL code or leave blank as appropriate.</p> |

| Data Element | Description |
|---------------------|--|
| APPN-CTL-TYPE | <p>0 - NONE - No Control. All transactions will post and you will not receive any appropriation error messages. Used only for “Continuous”, “Deficiency Warrant”, and “Miscellaneous” appropriation categories. Normal appropriation balances on the Appropriation File for these types will show without the negative sign.</p> <p>1 - FATAL - Fatal Control. Expenditures will not post if there is insufficient appropriation balance on the Appropriation File. Used on the “Regular” appropriation category Budget Units.</p> <p>2 - WARNING – not currently in use.</p> |
| APPN-ORG-LEVEL | <p>Normally this field is set to “1” unless the legislative bill is at a lower level. The Appropriation Organization Level controls are:</p> <p>0 - NO ORGANIZATION level – not used</p> <p>1 - AGENCY level - normally used by agencies</p> <p>2 - DIVISION level - optional</p> <p>3 - BUREAU level - optional</p> <p>4 - SECTION level - optional</p> <p>5 - UNIT level - optional</p> <p>NOTE: The Allocation Organization Level Indicator in the Index table must be greater than or equal to this APPN ORG LEVEL. You cannot control transactions at an organization level above that which is identified in the appropriation bill.</p> |
| APPN-PRG-LEVEL | <p>Normally this field is set to “1” unless the legislative bill is at a lower level. The Appropriation Program Level controls are:</p> <p>0 - No PROGRAM level - NOT USED</p> <p>1 - FUNCTION level - normally used by agencies</p> <p>2 - ACTIVITY level - optional</p> <p>3 - PROGRAM level - optional</p> <p>4 - ELEMENT level - optional</p> <p>NOTE: The Allocation Program Level indicator on the PCA (Program Cost Account) table must be greater than or equal to this APPROPRIATION PROGRAM LEVEL. You cannot control transactions at a program level above the program level identified in the appropriation bill.</p> |

| Data Element | Description |
|---------------------|---|
| APPN-PROJ-LVL | <p>Normally this field is set to “0”. If you set this to a “1” or “2”, you will have to control your appropriation for the entire Budget Unit and all funds down to the project or project/phase level. The Appropriation Project Level controls are:</p> <ul style="list-style-type: none"> 0 - No PROJECT level - normally used by agencies 1 - PROJECT level - optional 2 - PROJECT-PHASE level - optional |
| ALLOC-CTL-TYPE | <p>If you wish to control appropriation spending at a lower level, you will usually use the allocation for control. The Allocation Control Types are:</p> <ul style="list-style-type: none"> 0 - NONE - No Control. All transactions will post and you should not receive any error messages - normally used by agencies not controlling down to a lower allocation level. 1 - FATAL – Fatal Control. Transactions exceeding the allocation balance will not post and you should receive fatal error messages. 2 - WARNING - Warning Control. Transactions exceeding the allocation balance will post with a warning error message. |
| ALLOC-PROJ-LVL | <p>Normally this field is set to “0”. If you set this to a “1” or “2”, you will have to control your allocations for the entire Budget Unit and all funds down to the project or project/phase level. The Allocation Project Level controls are:</p> <ul style="list-style-type: none"> 0 - No PROJECT level - normally used by agencies 1 - PROJECT level - optional 2 - PROJECT-PHASE level – optional <p>NOTE: This Allocation Project Level indicator must be greater than or equal to the Appropriation Project Level indicator number.</p> |
| APPN-OBJ-LVL | <p>Per request of DFM, set this field to “1” for all agencies under their jurisdiction. The Appropriation Object Level controls are:</p> <ul style="list-style-type: none"> 0 - No OBJECT level (House and Senate use only) 1 - EXPENDITURE OBJECT level - level required per DFM 2 - EXPENDITURE SUMMARY OBJECT level - do not use 3 - EXPENDITURE SUBOBJECT level - do not use 4 - EXPENDITURE SUBOBJECT DETAIL level - do not use |

| <u>Data Element</u> | <u>Description</u> |
|---------------------|--|
| ALLOC-OBJ-LVL | <p>Normally this field is set to "0". This control can be at any level the agency chooses. The Allocation Object Level controls are:</p> <ul style="list-style-type: none"> 0 - No OBJECT level - normally used by agencies not doing allocations 1 - EXPENDITURE OBJECT level 2 - EXPENDITURE SUMMARY OBJECT level 3 - EXPENDITURE SUBOBJECT level 4 - EXPENDITURE SUBOBJECT DETAIL level |

APPROPRIATION INPUT FORM (APPN)

Appropriation batches are usually entered in STARS using Batch Type 1, which displays only those data fields needed for entering an appropriation (see the BUDGETARY TRANSACTION ENTRY S503 example below). However, batch types 3, 4, or 5 can also be used. Use the enacted appropriation bill to determine the appropriation amounts by Budget Unit (program), Fund, and Object. DFM requires that a lump sum appropriation be entered at the Object level. Lump sum appropriations provide the flexibility to post to Objects and to move amounts between Objects as needed.

Click here to view or download the [APPN - Appropriation Input Form](#). Since each type of appropriation has its own data entry requirements, refer to the Transaction Codes and Appropriation Types section of the [Legislative Controls documentation](#).

The INDEX/PCA and the RVS (Reversal) fields are optional. The Index and PCA are only used with transaction codes that post to both Appropriations and Allocation postings in the same transaction. If the transaction code only posts to Appropriations, do not use an Index or PCA.

| | | |
|--------------------------------------|-----------------------------------|-------------------------------|
| VERSION 3.1 | STARS-BUDGETARY TRANSACTION ENTRY | S503 |
| BATCH: AGY 230 DATE 06011999 | TYPE 1 NO 001 MODE MASTER EDIT ON | SEQ-NO 00001 |
| CUR-DOC/SFX: APPNFY00 01 | TRANS-CODE: 010 | RVS: BFY: 00 |
| INDEX : | | |
| PCA : | | |
| EXP-SUB-OBJ/DET: 5000 | | |
| REV-SUB-OBJ/DET: | | |
| AMOUNT : 8578800.00 | BUDGET UNIT: CCAC | |
| DOC TOTAL: | | |
| DESCRIPTION: FY00 APPN HB 346 | | |
| GRANT/PH: | PROJ/PH: | FUND/DET: 0481 05 F/O: |
| DOC-DATE: | EFF-DATE: 070199 | |

APPROPRIATION BATCH INSTRUCTIONS

1. Enter the batch on STARS. Be sure that the person entering the batch and the batch header has the approval to enter appropriation batches. The Operator Class on STARS security determines who can enter appropriations.
2. After the batch is entered, the batch release person reviews it for accuracy. Once the release person is satisfied with the accuracy, the batch should be released. Since appropriation batches are level 8, agency personnel cannot actually 'release' the batch. However, this action records their initials on the batch as proof that they reviewed and approved the batch.
3. After the batch is 'released', contact your DFM analyst for approval and release of the batch. Be sure to provide your DFM analyst with all necessary information. DFM may have additional requirements that are not addressed in this document. DFM analysts are a level 6 release.
4. After the DFM analyst approves the batch, the analyst sends an email to SCO's [DSA Helpline](#) indicating that DFM has reviewed and approved the batch. After DFM has released the batch, you will see the analyst's initials in the Batch Approved By section above AL6 (Approval Level 6) on the F9 Batch Balancing screen.
5. Once SCO receives the DFM Batch Release Log, the batch is reviewed to verify that the transaction codes used match the intent and description of the batch and that any Object or Program adjustments are done in compliance of law. If the transactions move or adjust appropriations, SCO will verify sufficient available balances before releasing the batch. SCO will verify that a DFM approval is on the batch. After SCO verifies that the batch meets all requirements, they will release the batch. At that time, you will see initials in the Batch Approved By section above AL8 (Approval Level 8.)

NOTE: If you see DFM's initials and User Approval Level "6" on the batch for more than a day or two, check with your analyst to be sure that SCO was notified. SCO cannot release the batch until they receive notification from DFM.

6. After SCO has released the batch, do not go into the batch in Change mode as this will put the batch on hold and it will not process in the nightly IEU. If the details of the batch need to be reviewed, enter the batch in View mode only.
7. Retain a copy the batch in your office.

OTHER BUDGETARY INPUT FORM (BUDGET)

Allocation transactions are usually entered in Type 1 batches. However, batch types 3, 4 or 5 can also be used. Allocations are used as a management tool to allocate the appropriation to lower levels of an appropriated program. Allocations should always total to the appropriation by Program, Fund, Fund Detail, and Object specified in the enacted appropriation bills.

The [Other Budgetary Input form](#) was designed to help with entering allocations by having the columns on the form in the same order as the Budgetary Transaction Entry Screen.

Since allocations are at a lower level of posting than the appropriation, PCAs or Indexes are usually used. You do not need this form if you are entering a “Gov’s Holdback” or “Brd of Examiners Reduction”, since they post at the same time that the appropriation transaction codes post.

ALLOCATION, FINANCIAL, AND REVENUE PLANS

- If the Budget Unit ALLOC-CTL-TYPE is set at “1” (fatal), the allocations must post before any payments can be made against the Budget Unit. If the control is set at ‘None’ or ‘Warning’, the allocations and financial plans can be entered at any time during the fiscal year.
- For reconciliation purposes, we recommend that the allocation total match the appropriation total.
- Allocation transaction codes can be entered for the next fiscal year in June of the current fiscal year.
- All Allocation, Financial, and Revenue Plan transaction codes are an Approval Level “3”, which can be released by senior agency fiscal personnel.
- Some allocation transaction codes require the PCA or Index.

ALLOCATION OR OTHER BUDGETARY BATCH INSTRUCTIONS

After determining allocation, financial plan, or revenue plan amounts, you are ready to enter the batch:

1. Enter the batch on STARS. Be sure that the person entering the batch and the batch header has the approval to enter allocation, financial plan, or revenue plan transactions. Your Operator Class on STARS security will determine if you can enter these types of transactions.
2. Once the batch is entered, have your batch release person review and release the batch. Allocation, Financial, and Revenue Plans are Approval Level 3 and can be released by senior agency fiscal personnel.
3. Retain the batch documentation in your office.

HOW AN ALLOCATION TRANSACTION POSTS TO THE ALLOCATION FILE

To determine how a transaction will post to the Allocation file, review and understand the controls on the Fund Detail (if used), Budget Unit, and Index tables. The example below will be used in the description of the controls that follow.

| | | | |
|---|--------------------------|--|------|
| BATCH: AGY 230 DATE 06012008 TYPE 1 NO 002 MODE MASTER EDIT ON SEQ-NO 00001 | | | |
| CUR-DOC/SFX: ALLOC00 01 | | TRANS-CODE: 085 RVS: BFY: 00 | |
| INDEX | : 1221 | ISCI | |
| PCA | : 13005 | SECURITY (0481.05) | |
| EXP-SUB-OBJ/DET: | 5901 | RENTALS & OPER LEASES | |
| REV-SUB-OBJ/DET: | | | |
| AMOUNT | : 0000004600.00 | BUDGET UNIT: CCAC | |
| DOC TOTAL: | 0000000000.00 | | |
| DESCRIPTION: ALLOC & FIN PLAN FOR ACCTG | | | |
| GRANT/PH: | PROJ/PH: | FUND/DET: 0481 05 | F/O: |
| DOC-DATE: | EFF-DATE: 0701908 | | |

CONTROL #1 - The ALLOC FUND LEVEL (AL) on the Fund Detail is set to “1”, (Fund Detail level):

Fund Detail Descriptor Table

| | | |
|---|--|--------|
| VERSION 3.1 | STARS-DESCRIPTOR TABLE MAINTENANCE/INQUIRY | S023 |
| FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL) | | |
| TABLE-ID-NUMBER: 23 FUND DETAIL | | |
| |1....2....3....4....5 | |
| TABLE-ENTRY-KEY: | 048105 | |
| | FUND, FUND DETAIL | |
| REFERENCE-DATA: | 1 11001 | |
| | AL , AP, CCL, GP, PJ, CCT, INT | |
| TITLE: | PENITENTARY INCOME FUND | 20-103 |

The first digit in the REFERENCE-DATA on Descriptor Table S023 determines whether the transactions will post at the Fund or Fund Detail level. In this example, Fund 0481-05 has an Allocation control of **1** meaning that expenditure transactions will post to and be controlled at the Fund Detail level. For additional information on the other controls, please see the Statewide Descriptor Tables documents of [the STARS Manual](#).

CONTROL #2 - The ALLOC-OBJ-LVL (Allocation Object Level) on the Budget Unit table is set to **1** for posting to the Expenditure Object level:

Budget Unit Table (20)

| | | |
|---|---|---|
| VERSION 3.1 | STARS-BUDGET UNIT TABLE MAINTENANCE/INQUIRY | S020 |
| FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL) | | |
| BUDGET UNIT: CCAC | BFY: 08 | APPN CATEGORY: R |
| TITLE: ISCI - BOISE | | |
| APPN-EFF-DATE-START: | APPN-EFF-DATE-END: | ENACTMENT YEAR: 2008 |
| STATE GOAL: 20 | STATE OBJECTIVE: 24 | ORG REPORT CATEGORY: |
| FUNCTION: 02 | ACTIVITY: | PROGRAM: ELEMENT: |
| AGENCY: 230 | DIVISION: 20 | BUREAU: 20 SECTION: 21 UNIT: |
| EXP-SUBJECT: | EXP-DETAIL: | REVERSION IND: 1 CITATION: HB 346 |
| FUND/DETAIL : 0001 2) 0475 03 3) 0475 04 4) 0481 05 5) | | |
| APPN-CTL-TYPE: 1 | APPN-ORG-LEVEL: 4 | APPN-PRG-LEVEL: 1 APPN-PROJ-LVL: 0 |
| ALLOC-CTL-TYPE: 0 | ALLOC-PROJ-LVL: 0 | APPN-OBJ-LEVEL: 1 ALLOC-OBJ-LVL: 1 |

CONTROL #3 - The ALLOC ORG LVL IND on the Index table is “E” for posting to the Fund, Section level:

Index Code Table (24)

| | | |
|---|--|-----------------------------|
| VERSION 3.1 | STARS-INDEX CODE TABLE MAINTENANCE/INQUIRY | S024 |
| FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL) | | |
| AGENCY: 230 | INDEX: 2221 | BFY: 09 |
| TITLE: ISCI | | |
| DIVISION: 20 | BUREAU: 20 | SECTION: 21 UNIT: |
| BUDGET-UNIT: | PCA: | ALLOC ORG LVL IND: E |
| FUND: | FUND DETAIL: | ORG REPORT CATEGORY: |
| PROJECT-NO: | PROJECT-PHASE: | CONVERTED-ORG: |
| GRANT-NO: | GRANT-PHASE: | |
| FACILITY: | TASK: | LOCATION: |
| EFF-START-DATE: 070196 | EFF-END-DATE: | LAST-PROC-DATE: 050809 |

NOTE: When the ALLOC ORG LEVEL IND is set to “E” (Fund, Division, Bureau, Section level), the Index must have coding down to the Section level.

With these three controls, the record on the Allocation File will look like the example below.

CONTROL #1
Post to Fund
Detail 0481-05.

CONTROL #3 - Index posts to
allocations at the Fund, Bureau,
Section level: DIV 20, BUR 20,
SEC 21.

CONTROL #2 - Budget Unit
CCAC posts to allocations at the
summary object level (5901).

Allocation File Record Inquiry screen (61)

| | | | | | |
|-------------------------------|--|--------------------------------------|--|---|--|
| VERSION 3.1 | | STARS-ALLOCATION FILE RECORD INQUIRY | | S061 | |
| AGENCY: 230 | | DIV: 20 BUR: 20 SEC: 21 | | UNIT: INDEX: BUDGET UNIT: CCAC | |
| BFY: 08 | | TRANS YR: 08 | | FUNC: 02 ACTV: 30 PRG: 000 ELEM: 000 PCA: 13005 | |
| FUND/DET: 0481 05 | | EXP OBJECT/DET: 5901 | | PROJ/PH: | |
| CM: X PM: | | CP: PP: PY: | | CUM: X ACTV: | |
| OVER EXPEND DATE: | | CLOSE DATE: | | | |
| 1 ST QT ALLOCATION | | 4,600.00- | | 2 ND QT ALLOCATION | |
| 3 RD QT ALLOCATION | | 0.00 | | 4 TH QT ALLOCATION | |
| GOV'S HOLDBACK | | 0.00 | | BRD EXAM REDUCTION | |
| RESERVE | | 0.00 | | NON-COGNIZABLE | |
| CASH EXPENDITURES | | 176.00 | | OBJECT TRANSFERS | |
| ENCUMBRANCES | | 0.00 | | RECEIPTS TO APPROP | |
| ACTIVITY TRANSFERS | | 0.00 | | BALANCE: | |
| | | | | 4,424.00- | |
| ACCRD EXPEND(MEMO) | | 0.00 | | | |
| PRE-ENCUM (MEMO) | | 0.00 | | | |

The normal balance for the Allocation File is negative. A negative BALANCE amount means you have that much allocation left to spend.

Transaction code 085 posts to both the Allocation File and the Operating File. Expenditure transactions could post differently in the two files. For example, the Allocation File will post at the expenditure summary object level based on the previously discussed controls. The same transaction could post to the Operating File at the expenditure subobject detail level, if that lower level of coding was used on the transaction.

ALLOCATION FILE POSTING VS OPERATING FILE FINANCIAL PLANS POSTING

| <u>ALLOCATION FILE</u> | <u>OPERATING FILE</u> |
|---------------------------------|--|
| Fund Detail level | Fund Detail Level |
| Summary Object Level | Level the transaction was entered. Could be Object, Summary Object, Subobject or Subobject Detail. |
| Fund, Division, Bureau, Section | Level of Organization on the Index, could post lower down to the Unit. |