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# STARS SYSTEM MANAGEMENT GUIDE

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## CASH RECEIPTS PROCESSES AND REPORTS

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### INTRODUCTION

Accounting Operations tracks daily, by agency, transactions that increase or decrease general ledger cash 1003 and 1005. In order to complete a timely reconciliation, the following reports and processes were created.

### REPORTS

Five reports track daily transactions, by agency, for transactions that do not generate warrants. Those reports are:

**DAFR0200 (DAFMD200)** – Revenue & Expenditure Adjustments and Rotary Reimbursements

**DAFR0201 (DAFMD201)** – Generated Transactions Register

**DAFR0202 (DAFMD202)** – Payroll Transaction Register

**DAFR0203 (DAFMD203)** – Statutory Transfer Transaction Register

**DAFR0204 (DAFMD204)** – Pending File Purged Records

**DAFR0205 (DAFMD205)** – Proration Receipts Transaction Register

### FILES

Three files process these transactions:

#### **ACTIVITY FILE (DAFZA – COPY MEMBER DAFRZA)**

The Activity File will contain daily and monthly activity by transaction code, by agency, for expenditure adjustments, revenue adjustments, and rotary reimbursements. Since two months may be open at the same time, a month field is added to keep the respective months together. The DAFZA includes the cash transfers and adjustment, including batch type “B” (prorations).

#### **PENDING FILE (DAFZP – COPY MEMBER DAFRZP)**

The Pending File temporarily holds generated transactions until they have matching transactions in the Z batch. It also holds payroll transactions until the TC 326s and TC 327s have matching a payroll dates. The DAFZP includes the batch type “Z” (generated transactions) and batch type “G” (payroll).

Generated Transactions – Transactions that cause a second transaction to be generated post to the pending file. When the generated transaction posts in the “Z” batch, they are

also posted to this file. If a transaction in the Z batch and a transaction in the Pending File match, both transactions will be deleted.

Payroll Transactions – Transactions codes TC 327 (agency 142 – debit) and TCs 326 (all other agencies – credit) post to the Pending File. All processed payroll transactions will be deleted from this file when the Payroll Transaction Register is created. Payroll transactions in error will remain on this file until all errors have been resolved and the debit TC327s and credit TC326s net to zero.

## **STATUTORY TRANSFER FILE (DAFZS – COPY MEMBER DAFRZS)**

The Statutory Transfer File contains all daily Statutory Transfers, and will be created each night. The DAFZS included the batch type “T” (statutory transfers).

## **PROGRAMS**

The process includes several programs:

1. DAFMD199 processes the Audit Detail file, DAFATD (DAF.S80.AUD.DETAIL), and updates the DAFZP and DAFZA file and creates a temporary file used to report Statutory Transfers. This program determines what type of record the transaction is. See below for more detail.
2. DAFMD200 generates the Revenue & Expenditure Adjustments and Rotary Reimbursements report, which reports daily and monthly activity, totaled by TC by agency. The program uses the Activity File, DAFZA, which has been updated with all of the daily transactions from the Audit Detail file, for input data. The report’s total by agency should be zero if everything processes correctly.
3. DAFMD201 generates the Generated Transactions Register report, which reports, by agency, all generating transactions (both sides) that have posted but do not have an offsetting generated transaction. It also reports all “Z” batches that are in error by second agency, to help with reconciling the generated transactions. The program uses the DAFZP and the STARS error file DAFER. The DAFZP has the generated transactions from the Audit Detail file. The DAFMD201 program matches the transactions by original transaction ID number. If everything processes correctly, there should be no data on this report.
4. DAFMD202 generates the Payroll Transaction Register report, which reports payroll transactions with a batch type “G” from the DAFZP file. This report has a total of all batches and separates agency 142 (TC 327) from lines totaled per agency (TC 326). It will also report all agencies with payroll batches in error. The sum of all batches with TC 326, plus error batches, should equal the total of the batches with TC 327. The report breaks by document date for the different payroll dates. Once the transactions from each payroll date net to zero (when TC 327 equals TC 326s), the payroll date information will purge from the report. There should be no data on this report if all of the payrolls completely process.

5. DAFMD203 generates the Statutory Transfer Transaction Register report, which reports statutory transfers in a batch type “T”, sorted by agency. The program uses a temporary sequential file DAFZS. The report totals by TC and an accumulative total, which should be zero.
6. DAFMD204 generates the Pending File and Pending File Purged Records reports. Reports all transactions currently in the Pending File and those being purged from the DAFZP Pending File, once the records match or net to zero. Manual deletions “M” will show before program deletions “P” (see #9).
7. DAFMD205 generates the Proration Receipts Transaction Register report, which reports daily and cumulative activity for transactions with a batch type “B” from the DAFZA file. The grand total should be zero if everything processes correctly.
8. DAFMD240 purges records from the DAFZA (activity) file after month end reporting.
9. An online program allowing the user to view the RP file records in screen 83 and allowing the user to mark these records for deletion.
10. Other file I/O programs needed to process the DAFZA and DAVZP files were created.
11. DAFM711 was modified to include revenue and expenditure subobject data and exclude subobject detail data in all created transactions.
12. DAFMD045 was modified to include transaction codes 550, 20A, and 10H in the DAFATD file, and carry the original transaction code in the DAFATD file.
13. DAFM510 was modified to allow only viewing of “Z” type batches not in edit mode 3 by anyone other than control agency personnel.

## **DAFMD045 – TREASURER’S CASH ACTIVITY AND AUDIT DETAIL FILE**

This program reads records from the STARS posted transactions and processes the following:

- Eliminates batch headers.
- Eliminates “J”, “I”, and “K” batches.
- Eliminates batches generated from “J”, “I”, and “K” batches.
- Eliminates transactions where both cash control file postings 1 and 2 on the TD (Transaction Code Decision Table) are blank.
- Eliminates transactions with a warrant write indicator on the TD. Those with War-Writing not equal to zero.
- Eliminates TCs 328 (Record cash transfer to Payroll Trust Fund – Non-Pilots), 329 (Record cancelled net pay warrants for non-pilots), and 199 (Borrowing Limits).

The program includes the following transactions not eliminated by the processes, if one of the TD GLs are:

- GL 4700 (operating transfers in)
- GL 4800 (operating transfers out)
- GL 2499 (payroll clearing)
- GL 1003 (cash in treasury)
- GL 1005 (petty cash), if the CC file posting 1 is blank, posting 2 must be equal to 02 or 03. If CC file posting 1 is not blank, it must be equal to 02, 03, or 08.  
(02=advances received, 03=receipts/collections, 08 = transfers made)

The program sorts the records by Effective Date, Fund, Fund Detail, Agency Code, Grant number, and Grant Phase. It fixes the sign (- or +) for the amount based on the “R” reverse indicator and the sign on the record. It does not fix the sign (- or +) for TC 20A, 20C, 550, 549, or 10H.



The program creates an AUD.DETAIL transaction as follows:

- If this is a TR record (Record ID TR is from FE08 or FE11), move the amount to the aud.detail field and add a record type “D”.
- If the amount is a negative, move ‘5’ to the hold status.  
If the amount is a positive, move ‘2’ to the hold status.  
These will be used to write the treasurer’s cash record.

The program includes new balance sheet only TC of 10H. Added this new TC everywhere TC 550 is currently referenced.

NOTE: Even though program DAFMD249 references TC 550, that program will not be modified for the new TC 10J, as TC 550 is for transfers and 10H is not a transfer.

## DAFMD199 – FILE MAINTENANCE

This program reads a record from the DAFATD (Audit Detail) file and processes the following:

- **Generated Transactions** – If the batch type is “Z”, the program reads the Pending File for generated transactions, using the originating transaction ID. If a record is found on the Pending File, it marks both records for purge with a “P”. If the record, if not found, it posts the transaction to the DAFZP file.
- **Batch types other than “Z”** are posted straight to the DAFZP file.
- **Regular transfers/adjustment transactions** – The program reads the DAFZA file using the Transaction Code, Agency, and Month as the key. It processes the record by adding the amount to the existing daily and monthly activity field. It updates the record with the system date and re-writes the transaction to the DAFZA file. If no previous record is found, a new record is created and written to the DAFZA file.
- **Payroll Transactions** – Since these TC 326 and TC 327 transactions are summary transactions, they will be posted to the DAFZP file to be used by the Payroll Transaction reporting program.
- **Statutory Transactions** – These TCs on a batch type “T” are written to the DAFZS file for use by the Statutory Transaction reporting program.
- **Hybrid Transactions** – These transactions, such as the 550, 20A, 549, 20C, and 10H, need to be processed. First, they will be processed as a regular transfer transaction (see above). Second, they will be processed as a generated transaction (see above). NOTE: The 10H was added to the same areas as the TC 550 to have it report on the DAFR0200.

### PROCESSING THE DAFADT (AUDIT DETAIL FILE)

The following record types are created for the DAFADT file and added to the respective transactions in the order described. For each step, the DAFMD199 program works with the remaining transactions that have not had a record type added.

**Step 1 - Record Type 2 (payroll)** – Added if the transaction has a TC 326 or TC 327.

**Step 2** - Sorts the records by agency code, effective date, transaction ID, original transaction ID, reverse indicator, transaction code, second agency, original transaction code, and amount.

**Step 3 - Record Type 4 (statutory transfers)** – Added if the batch type is “T”.

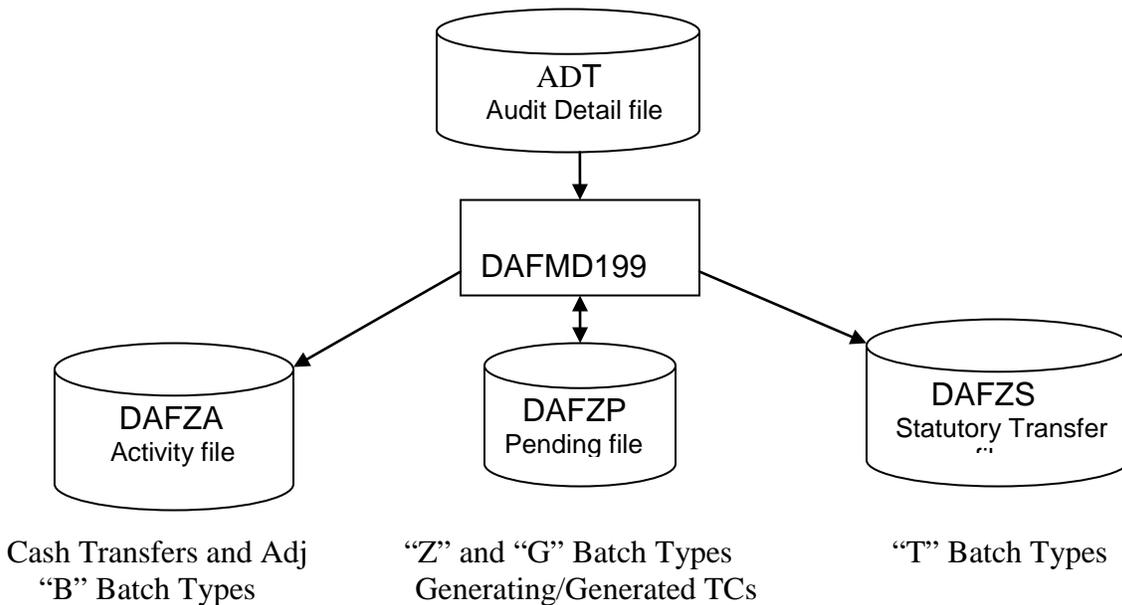
**Step 4 - Record Type 5 (hybrid transactions)** – Added if the transaction has a TC 550, TC 20A, TC 549, TC 20C, or 10H.

Step 5 - **Record Type 3 (regular transfers/adjustment transactions)** – Added if the transaction does not have a second agency.

Step 6 - **Record Type 1 (generated transactions)** – Added if the batch type is “Z”.

Step 7 - **Record Type 3 (regular transfers/adjustments)** – Added if the GEN-TC on the TD table is blank.

Step 8 - **Record Type 1 (generated transactions)** – Added if the GEN-TC on the TD table is not blank.



### DAFMD199 PROCESSING OF THE DIFFERENT RECORD TYPES

Most of the following record types can be viewed on the S083 screen from the STARS Data Entry Menu. Users must have proper security to access this screen.

#### Record Type 1 (generating/generated transactions)

- If the batch type is not “Z”, post the transaction to the DAFZP (pending file).
- If the transaction is a TC 550, TC 20C, or TC 10H, multiply the amount by -1.

#### Record Type 2 (payroll transactions)

- If the batch type is “G”, post the transaction to the DAFZP (pending file).
- The original transaction ID becomes the ZP record transaction ID.
- Compare the ZP record transaction ID to the DAFZP file.  
If already there, add the existing and this new amount together.  
If not already there, add the transaction to the file.

**Record Type 3 (regular transfer/adjustment transactions)**

- If the transaction is a TC 20A or TC 549, multiply amount by -1.
- The original transaction ID becomes the ZA record transaction ID.
- Compare the ZA record transaction ID to the DAFZA (activity file) for both the daily and monthly activity.  
If already there, add the existing and this new amount together.  
If not already there, add the transaction to the file.

**Record Type 4 (statutory transfer transactions)**

- If the batch type is “T”, post the transaction to the DAFZS (statutory transfer file).

**Record Type 5 (hybrid transactions)**

- If the batch type is not “Z”, post the transaction to the DAFZP (pending file).
- If the transaction is a TC 550, TC 20C, or TC 10H, multiply the amount by -1.
- If the transaction is a TC 20A or TC 549, multiply amount by -1.
- The original transaction ID becomes the ZA record transaction ID.
- Compare the ZA record transaction ID to the DAFZA (activity file) for both the daily and monthly activity.  
If already there, add the existing and this new amount together.  
If not already there, add the transaction to the file.

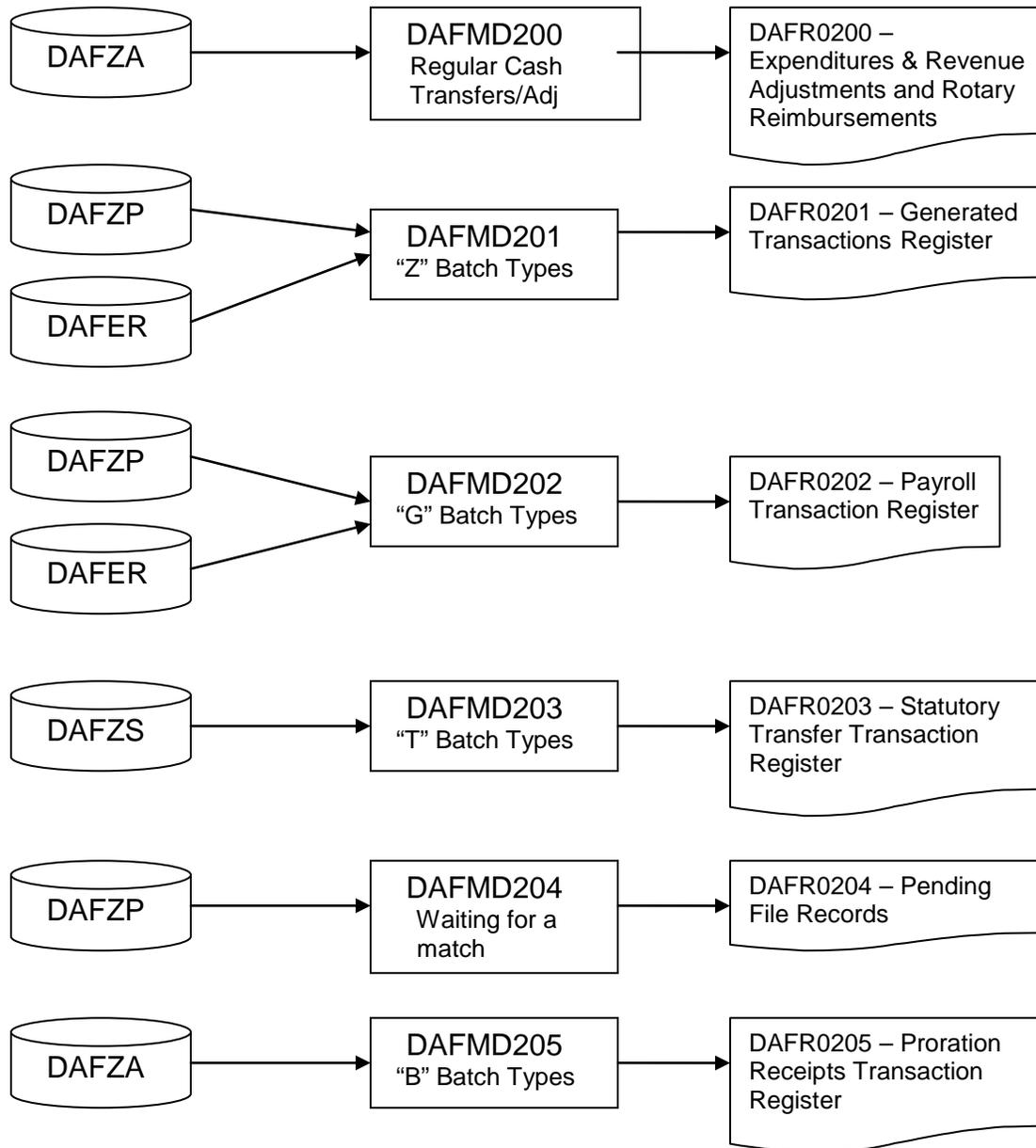
**Record Type T (accum payroll from previous day)**

- There is only one of these records, and it holds the payroll totals from the previous day. Since this record is not in the same format as the other types of records, it is not available for viewing on the S083 screen.

## MISCELLANEOUS REPORT PROCESSING

Once the DAFMD045 and DAFMD199 have finished processing, report processing can begin.

DAFZA=Activity File, DAFZP=Pending File, DAFER=Error File, DAFZS=Statutory Transfer file



## REPORTS CREATED BY PROGRAMS

### DAFMD200 – DAFR0200 – EXPENDITURES & REVENUE ADJUSTMENTS AND ROTARY REIMBURSEMENTS

This program will report daily, by agency, all transactions showing a daily total and a cumulative monthly balance.

- Uses the DAFZA (activity file).
- Ignores the header/trailer records and batch type “B” transactions.
- Generates a report of there is a request on the STARS Report Request Table S091.
- Cumulative Activity Total should be zero by month-end.

```

STARS/FAS--REPORT REQUEST TABLE
C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 000
REQUESTOR: 000
REPORT NO: DAFR0200
REQUEST NO: 01

PERIOD:
NERATE DATE: DAILY
SELECTION 1:
SELECTION 2:
    
```

AGY		TC	DAILY ACTIVITY	CUMULATIVE ACTIVITY
360		17A	1,913.33	1,913.33
		TOTAL	1,913.33 *	TOTAL 1,913.33 *
427		101	3,565.00	3,565.00
427		108	3,565.00-	3,565.00-
		TOTAL	.00 *	TOTAL .00 *
444		101	38.00-	38.00-
444		104	543.20	543.20
444		440	505.20-	505.20-
		TOTAL	.00 *	TOTAL .00 *
512		270	85,487.25	85,487.25
512		271	74,539.91-	74,539.91-
512		273	10,947.94-	10,947.94-
		TOTAL	.00 *	TOTAL .00 *
954		20B	230,000.00-	230,000.00-
954		20C	230,000.00	230,000.00
954		20S	230,000.00	230,000.00
954		27A	20,696.11	20,696.11
954		27B	3,774.65-	3,774.65-
		TOTAL	246,921.46 *	TOTAL 246,921.46 *
		GRAND TOTAL	477,014.55 **	GRAND TOTAL 477,014.55 **

## DAFMD201 – DAFR0201 – GENERATED TRANSACTIONS REGISTER

This program will report daily by agency all generating transactions that have not had the generated transaction that they created post.

- Uses the DAFZP (Pending File) and the DAFER (Erred File).
- Ignores the header/trailer records and record types of 2 (payroll transactions) and T (accumulated payroll from previous day)
- The second agency is not blank.
- The original batch type if not “J”, “K”, or “I”.
- Generates a report of there is a request on the STARS Report Request Table S091.
- If all generated transactions have a match, this report should be blank.

```

STARS/FAS--REPORT REQUEST TABLE
C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 000
REQUESTOR: 000
REPORT NO: DAFR0201
REQUEST NO: 01

PERIOD:
GENERATE DATE: DAILY
SELECTION 1:
SELECTION 2:
    
```

DAFR0201 1 000 000 01										CYCLE 05268 FM CLOSED PP CLOSED PY CLOSED PFCHE 000										RUN DATE= 04/30/10 TIME= 20.49.35 STARS									
04/30/10 (19.19)										GENERATED TRANSACTIONS REGISTER										VERSION 3.1									
REPORT PERIOD= APRIL 30 FI= 10										*****PAGE 1																			
PROCESSED TRANSACTIONS										TRANSACTIONS IN ERROR																			
TRANSACTION ID	PROC	TRANS	2ND	AGY	TC	R	TRANS AMOUNT	2ND	AGY	TRANSACTION ID	DATE	TC	R	TRANS AMOUNT															
120-100427-P-034-00001		100427		180	240		142.31-		120	180-100427-Z-904-00002	100427	170		142.31															
TOTAL AGY 120							142.31-	*							142.31	*													
142-100422-V-144-00016		100430		100422	200	32E R	643.75		142	200-100430-Z-907-00011	100422	17P R		643.75-															
TOTAL AGY 142							643.75	*							643.75-	*													
195-100428-P-035-00002		100430		100428	260	240	57,007.20-		195	260-100430-Z-911-00001	100428	170		57,007.20															
195-100428-P-035-00004		100430		100428	260	240	271,779.00-		195	260-100430-Z-911-00003	100428	170		271,779.00															
TOTAL AGY 195							328,786.20-	*							328,786.20	*													
956-100430-5-898-00051		100430		100430	270	10H	3,536.00-		956	270-100430-Z-912-00007	100430	10J		3,536.00															
TOTAL AGY 956							3,536.00-	*							3,536.00	*													
GRAND TOTAL							331,820.76-	*							331,820.76	*													

## DAFMD202 – DAFR0202 – PAYROLL TRANSACTION REGISTER

This program will report all the processed payroll transaction and all the payroll transactions in error by date by agency.

- Uses the DAVZP (pending file) and the DAFER (erred file).
- Ignores batch headers.
- Selects record types of 2 (payroll transactions).
- Groups the records by agency code and batch effective date, keeping agency 142 (TC 327) separate from the rest of the agencies' total.
- For each effective date, shows and totals the processed transaction and erred transactions by agency and amount until all processed transactions for a batch effective date equal zero.
- Prints today's grand total at the end of the report and generates a new page with the previous day's outstanding balance and the difference between the previous day and today.
- Accumulates the amounts as the report is being generated and updates the type 'T' record in the ZP file with the new amounts after printing the totals.
- Generates a report if there is a request on the STARS Report Request Table S091.
- When all generated transactions have a match, this report should be blank.

```

STARS/FAS--REPORT REQUEST TABLE
C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 000
REQUESTOR: 000
REPORT NO: DAFR0202
REQUEST NO: 01

PERIOD:
GENERATE DATE: DAILY
SELECTION 1:
SELECTION 2:
    
```

DAFMD202 1 000 000 01				CYCLE 05268 PM CLOSED BY CLOSEDPICHE 000				RUN DATE= 04/30/10 TIME= 20.49.37 STARS				
04/30/10 (19.19)				REPORT PERIOD= APRIL 22 PM-10				PAYROLL TRANSACTION REGISTER				
				VERSION 3.1								
*****				*****				*****				
P R O C E S S E D T R A N S A C T I O N S				T R A N S A C T I O N S I N E R R O R				*****				
				*****								
AGY	AMOUNT	AGY	BATCH	AMOUNT	AGY	BATCH	AMOUNT	PAGE	2			
*****				*****				*****				
434	10,585.40-											
435	3,515.67-											
440	81,332.21-											
441	4,448.38-											
443	48,896.61-											
444	481,895.14-	444	444	217.35-								
450	260,700.17-											
451	65,467.42-											
502	204,067.23-											
503	78,938.64-											
504	251,109.71-											
511	963,062.18-											
520	118,334.96-											
521	68,186.38-											
522	91,420.54-											
523	275,650.55-											
900	115,757.91-											
905	12,146.59-											
951	239,610.33-											
952	104,683.66-											
953	176,079.16-											
954	239,009.22-											
955	161,947.92-											
956	159,552.86-											
957	159,610.67-											
TOTAL ALL AGENCIES				28,844,152.42**	TOTAL ALL BATCHES				3,271.48-*			
AGENCY 142 TOTAL AMOUNT				28,847,423.90**	AGENCY 142 TOTAL AMOUNT IN ERROR				.00**			
DIFFERENCE				3,271.48***								

## DAFMD203 – DAFR0203 – STATUTORY TRANSFER TRANSACTION REGISTER

This program will report daily, by agency, all statutory transfers that have taken place for the day's IEU.

- Uses the DAFZS (statutory transfer file).
- Accumulates the TC 398, 398R, 399, and 399R.
- Since these are done in edit mode 2, the total should always be zero, unless a batch was not released. (Note: A link was programmed between the "T" batch types so that they both have to be released in order to be processed.)
- Generates a report of there is a request on the STARS Report Request Table S091.
- The accumulative Total should be zero for each day.

```

STARS/FAS--REPORT REQUEST TABLE
C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 000
REQUESTOR: 000
REPORT NO: DAFR0203
REQUEST NO: 01

PERIOD:
GENERATE DATE: DAILY
SELECTION 1:
SELECTION 2:
    
```

DAFR0203 1 000 000 01								RUN DATE= 04/01/10 TIME= 20.30.49 STARS	
04/01/10 (19.29) CYCLE 05247 PM OPEN PP OPEN PY CLOSED/FICHE 000								VERSION 3.1	
STATUTORY TRANSFER TRANSACTION REGISTER									
REPORT PERIOD= APRIL 01 FY= 10									
*****PAGE 1									
AGY	2ND AGY	BATCH	TRANS EFF DATE	TC	REV IND	AMOUNT			
001	280	307	100331	399		4,452,988.65			
001	270	305	100401	398		38,522,168.00			
110	270	306	100401	398		21,650.00			
183	280	308	100331	399		470,388.00			
270	001	305	100401	399		38,522,168.00			
270	110	306	100401	399		21,650.00			
280	001	307	100331	398		4,452,988.65			
280	183	308	100331	398		470,388.00			
TOTAL TC 398						43,467,194.65	*		
TOTAL TC 398R						.00	*		
TOTAL TC 399						43,467,194.65	*		
TOTAL TC 399R						.00	*		
TOTAL						.00	*		

## DAFMD204 – DAFR0204 – PENDING FILE RECORDS AND PENDING FILE PURGED RECORDS

This program shows all transactions in the pending file and lists all the records that are marked for deletion as purged. It creates both pending and purged reports, accumulated by transaction effective date, and a total for all dates within the month.

- Uses the DAFZP (Pending file)
- Ignores the header/trailer records and record type "T"
- Creates a total by effective date of items in the Pending file, followed by a summary total for each month.
- Processes additional list if delete indicator is "M" (manual delete) or "P" (purge).
- Generates a report of there is a request on the STARS Report Request Table S091.
- If all the transactions have been purged, this report should be blank.

```

STARS/FAS--REPORT REQUEST TABLE
D, C=CHANGE, D=DELETE, N=NEXT, R=RECALL

AGENCY: 000
REQUESTOR: 000
REPORT NO: DAFR0204
REQUEST NO: 01

PERIOD:
GENERATE DATE: DAILY
AL SELECTION 1: ALL
AL SELECTION 2:
    
```

DAFR0204 1 000 000 01 CYCLE 05248 PM OPEN PP OPEN PY CLOSEREFICHE 000 S1 (ALL ) RUN DATE- 04/02/10 TIME- 20.06.41 STARS														
04/02/10 (19.40) CYCLE 05248 PM OPEN PP OPEN PY CLOSEREFICHE 000 S1 (ALL ) RUN DATE- 04/02/10 TIME- 20.06.41 STARS														
VERSION 3.1														
REPORT PERIOD- APRIL 02 PY- 10														
ENTITY	BATCH AGENCY	BATCH DATE	BATCH TYPE	BATCH NUM	BATCH SEQ	DUP IND	TRANS EFF DATE	TRANS CODE	REV IND	TRANS AMT	ZIP	PROC DATE	PAGE	
1	427	100325	G	427			100325			62,640.63-	100325		2	
1	429	100325	OC	429			100325			11,386.48-	100325			
1	434	100325	G	434			100325			12,805.25-	100325			
1	435	100325	OC	435			100325			4,154.66-	100325			
1	440	100325	G	440			100325			97,256.55-	100325			
1	441	100325	G	441			100325			5,660.37-	100325			
1	443	100325	G	443			100325			53,376.70-	100325			
1	444	100325	OC	444			100325			577,702.86-	100325			
1	450	100325	OC	450			100325			310,655.69-	100325			
1	501	100325	G	501			100325			61,444.98-	100325			
1	502	100325	OC	502			100325			237,724.81-	100325			
1	503	100325	G	503			100325			89,197.61-	100325			
1	504	100325	OC	504			100325			318,933.96-	100325			
1	511	100325	OC	511			100325			1,145,739.92-	100325			
1	520	100325	G	520			100325			139,259.82-	100325			
1	521	100325	OC	521			100325			80,265.95-	100325			
1	522	100325	G	522			100325			105,078.58-	100325			
1	523	100325	OC	523			100325			319,835.35-	100325			
1	900	100325	G	900			100325			127,528.85-	100325			
1	905	100325	G	905			100325			18,131.39-	100325			
1	951	100325	OC	951			100325			262,709.72-	100325			
1	952	100325	G	952			100325			117,859.33-	100325			
1	953	100325	OC	953			100325			201,716.63-	100325			
1	954	100325	G	954			100325			281,269.90-	100325			
1	955	100325	OC	955			100325			173,954.35-	100325			
1	956	100325	G	956			100325			182,822.32-	100325			
1	957	100325	G	957			100325			184,097.46-	100325			
TOTAL AMOUNT PROCESSED ON 03/25/10										5,504.46	*			
1	320	100330	2	330	00001	0	100330	550		15,873.00-	100331			
1	320	100330	2	330	00002	0	100330	550		727.42-	100331			
1	320	100330	2	330	00003	0	100330	550		1,780.92-	100331			
1	320	100330	2	330	00004	0	100330	550		1,889.19-	100331			
1	320	100330	2	330	00005	0	100330	550		4,625.27-	100331			
1	320	100330	2	330	00006	0	100330	550		436.13-	100331			
1	320	100330	2	330	00007	0	100330	550		1,132.67-	100331			
1	320	100330	2	330	00008	0	100330	550		6,111.76-	100331			
TOTAL AMOUNT PROCESSED ON 03/31/10										32,576.36	*			
1	951	100401	2	299	00002	0	100331	10H		10,052.00-	100401			
TOTAL AMOUNT PROCESSED ON 04/01/10										10,052.00	*			
1	200	100402	4	701	00005	0	100402	240		423.50-	100402			
1	200	100402	5	011	00001	0	100402	240		72.02-	100402			
1	200	100402	5	011	00002	0	100402	240		6.27-	100402			
1	200	100402	5	703	00003	0	100402	240		1,213.78-	100402			
1	245	100402	5	002	00002	0	100401	550		176.00-	100402			
1	245	100402	5	080	00002	0	100311	550		913.75-	100402			
1	245	100402	5	089	00002	0	100311	550		162.00-	100402			
1	245	100402	5	096	00002	0	100401	550		600.00-	100402			
1	245	100402	5	096	00003	0	100401	550		1,380.00-	100402			
1	260	100402	P	017	00004	0	100401	240		525.00-	100402			

Monthly totals

Reader										
code Window Help										
DAFR0204	1 000 000	01	CYCLE 05248	PM OPEN	PP OPEN	PY CLOSED	FICHE 000	S1 (ALL )	RUN DATE= 04/02/10	TIME= 20.06.41 STARS
04/02/10	(19.40)						PENDING FILE RECORDS	000		VERSION 3.1
*****PAGE 4										
TOTAL AMOUNT FOR EFFECTIVE DATE		03/10			27,954.91-					
TOTAL AMOUNT FOR EFFECTIVE DATE		04/10			2,268,770.40-					

Records purging

che Reader											
File Tools Window Help											
DAFR0204	1 000 000	01	CYCLE 05268	PM CLOSED	PP CLOSED	PY CLOSED	FICHE 000	S1 (ALL )	RUN DATE= 04/30/10	TIME= 20.49.41 STARS	
04/30/10	(19.19)						PENDING FILE PURGED RECORDS	000		VERSION 3.1	
REPORT PERIOD= APRIL 30 FY= 10											
*****PAGE 7											
ENTITY	BATCH AGENCY	BATCH DATE	BATCH TYPE	BATCH NUM	BATCH SEQ	DUP IND	TRANS RFF DATE	TRANS CODE	REV IND	TRANS AMT	DELETION TYPE
1	352	100430	S	587	00024	0	100430	240		29.79-	P
1	352	100430	S	587	00025	0	100430	240		30.96-	P
1	352	100430	S	587	00028	0	100430	240		36.87-	P
1	352	100430	S	587	00031	0	100430	240		43.48-	P
1	352	100430	S	587	00032	0	100430	240		44.63-	P
1	352	100430	S	587	00033	0	100430	240		46.25-	P
1	352	100430	S	587	00034	0	100430	240		46.25-	P
1	352	100430	S	587	00035	0	100430	240		47.62-	P
1	352	100430	S	587	00038	0	100430	240		50.77-	P
1	352	100430	S	587	00040	0	100430	240		55.75-	P
1	352	100430	S	587	00042	0	100430	240		57.48-	P
1	352	100430	S	587	00043	0	100430	240		161.31-	P
1	352	100430	S	587	00044	0	100430	240		212.51-	P
1	352	100430	S	587	00045	0	100430	240		216.06-	P
1	352	100430	S	587	00046	0	100430	240		224.15-	P
1	352	100430	S	587	00047	0	100430	240		311.24-	P
1	352	100430	S	587	00048	0	100430	240		344.33-	P
1	427	100430	4	419	00003	0	100430	240		6,162.90-	P
1	427	100430	4	419	00004	0	100430	240		662.45-	P
1	441	100430	S	099	00013	0	100430	240		11.86-	P
1	441	100430	S	099	00014	0	100430	240		11.87-	P
1	441	100430	S	099	00015	0	100430	240		11.42-	P
1	441	100430	S	099	00016	0	100430	240		22.84-	P
1	441	100430	S	099	00017	0	100430	240		22.84-	P
1	441	100430	S	099	00018	0	100430	240		8.58-	P
1	523	100429	4	791	00037	0	100429	240		31.86-	P
1	142	100428	G	143			100428			8,722,348.08	P
1	512	100428	G	512			100428			3,221,176.08	P
1	513	100428	G	513			100428			2,566,839.01-	P
1	514	100428	G	514			100428			2,934,332.99-	P
TOTAL DELETION TYPE P										2,789,174.47-	*

che Reader											
File Tools Window Help											
DAFR0204	1 000 000	01	CYCLE 05268	PM CLOSED	PP CLOSED	PY CLOSED	FICHE 000	S1 (ALL )	RUN DATE= 04/30/10	TIME= 20.49.41 STARS	
04/30/10	(19.19)						PENDING FILE PURGED RECORDS	000		VERSION 3.1	
REPORT PERIOD= APRIL 30 FY= 10											
*****PAGE 7											
ENTITY	BATCH AGENCY	BATCH DATE	BATCH TYPE	BATCH NUM	BATCH SEQ	DUP IND	TRANS RFF DATE	TRANS CODE	REV IND	TRANS AMT	DELETION TYPE
1	352	100430	S	587	00024	0	100430	240		29.79-	P
1	352	100430	S	587	00025	0	100430	240		30.96-	P
1	352	100430	S	587	00028	0	100430	240		36.87-	P
1	352	100430	S	587	00031	0	100430	240		43.48-	P
1	352	100430	S	587	00032	0	100430	240		44.63-	P
1	352	100430	S	587	00033	0	100430	240		46.25-	P
1	352	100430	S	587	00034	0	100430	240		46.25-	P
1	352	100430	S	587	00035	0	100430	240		47.62-	P
1	352	100430	S	587	00038	0	100430	240		50.77-	P
1	352	100430	S	587	00040	0	100430	240		55.75-	P
1	352	100430	S	587	00042	0	100430	240		57.48-	P
1	352	100430	S	587	00043	0	100430	240		161.31-	P
1	352	100430	S	587	00044	0	100430	240		212.51-	P
1	352	100430	S	587	00045	0	100430	240		216.06-	P
1	352	100430	S	587	00046	0	100430	240		224.15-	P
1	352	100430	S	587	00047	0	100430	240		311.24-	P
1	352	100430	S	587	00048	0	100430	240		344.33-	P
1	427	100430	4	419	00003	0	100430	240		6,162.90-	P
1	427	100430	4	419	00004	0	100430	240		662.45-	P
1	441	100430	S	099	00013	0	100430	240		11.86-	P
1	441	100430	S	099	00014	0	100430	240		11.87-	P
1	441	100430	S	099	00015	0	100430	240		11.42-	P
1	441	100430	S	099	00016	0	100430	240		22.84-	P
1	441	100430	S	099	00017	0	100430	240		22.84-	P
1	441	100430	S	099	00018	0	100430	240		8.58-	P
1	523	100429	4	791	00037	0	100429	240		31.86-	P
1	142	100428	G	143			100428			8,722,348.08	P
1	512	100428	G	512			100428			3,221,176.08	P
1	513	100428	G	513			100428			2,566,839.01-	P
1	514	100428	G	514			100428			2,934,332.99-	P
TOTAL DELETION TYPE P										2,789,174.47-	*

## DAFMD205 – DAFR0205 – PRORATION RECEIPTS TRANSACTION REGISTERS

This program will produce a daily report of batch type “B” proration receipt transactions.

- Uses the DAFZA (activity file).
- Ignores the header/trailer records and all non-batch type “B” transactions.
- At month close, the prior month transactions are deleted, regardless if they net to zero or not.

DAFR0205 1 000 000 01  
 03/24/10 (19.18) CYCLE 05240 PM CLOSED PF CLOSED PY CLOSED PICHE 000 RUN DATE= 03/24/10 TIME= 19.45.32 STARS  
 PRORATION RECEIPTS TRANSACTION REGISTER VERSION 3.1  
 REPORT PERIOD= MARCH FY= 10

\*\*\*\*\*PAGE 7

AGY	TC	DAILY ACTIVITY	CUMULATIVE ACTIVITY
513	101	101.37	101.37
	TOTAL	101.37 *	TOTAL 101.37 *
514	101	293.63	293.63
	TOTAL	293.63 *	TOTAL 293.63 *
521	101	146.81	146.81
521	441	16.90	16.90
	TOTAL	163.71 *	TOTAL 163.71 *
522	101	854.69	854.69
	TOTAL	854.69 *	TOTAL 854.69 *
903	101	672.34	672.34
	TOTAL	672.34 *	TOTAL 672.34 *
905	441	130.50	130.50
	TOTAL	130.50 *	TOTAL 130.50 *
	GRAND TOTAL	182,129.31-***	GRAND TOTAL 182,129.31-***

## **DAFMD200 AND DAFMD204 HARD-CODED TRANSACTIONS**

The 550, 549, 20A, 10H transaction codes are hard-coded, since they all have a debit and credit to 1003 cash which net to zero. The negative and positive signs were also hard-coded so the system would not use the wrong set of GL posting. These are hard-coded differently on the DAFR0200 and the DAFR0204 reports, since they are different parts of the transaction. These transactions are considered to be revenues (cash coming into the system) as well as transfers out. The generated TCs 551, 170, 10J are removed from this report. The TC 20C is not removed because the system is unable to identify whether the offsetting TC is from a “K” or a “2” batch type.

## **MONTH-END PURGE PROCESS**

### **DAFMD240 (FORMERLY DAFMD205)**

This program purges prior month records from the ZA cash activity file, after month end reporting.

- Uses the DAFZA (activity file).
- Checks for SM table month end reporting switch of “Y”.
- Since the month end reporting switch is set in the following month, the program purges those DAFZA records that are not equal to the current SM month.

## **ZP FILE MAINTENANCE SCREEN 83**

This screen shows all of the transactions held waiting for offsets. These transactions can be found on the miscellaneous DAFR02xx reports. Each type as been assigned a ‘Record Type’:

- 1 – Generating/Generated Transactions
- 2 – Payroll Transactions
- 3 – Transfer Transactions
- 4 – Statutory Transactions
- 5 – Hybrid (20A) Transactions
- T – Payroll Accumulator from Previous Day (does not show on screen)

When a transaction is waiting for other action to be taken before it balances to zero, the transaction is posted to the ZP file. The ZP file includes:

- 1 – Generated TCs where the offset has not cleared.
- 2 – Agency payroll amounts (TC 326) and the total payroll amount (TC 327) for each pay period until both transactions balance to zero.
- 3 – Transfer transactions (such as 552/553) where one side has not processed.
- 4 – Statutory transfer TCs (398/399), where one side has not cleared.
- 5 – Hybrid transaction like the 20A, where the 20C has not cleared.

The ZP file has to be set up in the STARS Security Screen 96 under Menu Type in order for users to have access to it.

## MENU TYPE

Enter the one-digit MENU TYPE indicator:

- 0 – Display standard STARS menu (the data entry menu options will not include S083, ZP File Maintenance)
- 1 – Display special limited menu (limited options for data entry, financial inquiries, table maintenance, and reporting)
- 2 – Display expanded STARS menu (expands data entry menu option to include access and update capabilities to screen S083, Cash Transaction Pending File Maintenance (ZP))

```
edit View _[Home] Help
VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU          S813
FUNCTION: █

          50  ENTER ACCOUNTING TRANSACTION BATCH
          51  CHANGE BATCH OR VIEW DETAIL TRANS
          52  VIEW BATCH SUMMARY
          53  VIEW OR SELECT BATCH HEADERS
          54  ENTER ERROR CORRECTIONS
          55  RECURRING TRANSACTIONS
          83  ZP FILE MAINTENANCE
          99  SIGN OFF
```

```
edit View _[Home] Help
VERSION 3.1          CASH TRANSACTION PENDING FILE MAINTENANCE          S883
FUNCTION: N (D=DELETE, N=NEXT, R=RECALL, S=SAVE)

RECORD TYPE: 1  GENERATING/GENERATED TRANSACTION

          AGCY: 270
          BATCH DATE: 180429          BATCH SEQ NO: 00276
          BATCH TYPE: 5          DUP-IND: 0
          BATCH NO: 588          TRANS EFF DATE: 180429

TRANSACTION CODE: 240          ZP-PROCESS-DATE: 180504
REV-IND:

TRANS AMOUNT:          2,585.08-          DELETE INDICATOR:
```

The ZP Process Date is the same date as on the Pending File report, DAFR0204. It is the date that the transaction processes in STARS.

<b>FUNCTION</b>	<b>COMMENTS</b>
<b>D = DELETE</b>	A transaction can be deleted from the screen. When you delete a transaction, an “M” will show on the bottom right of the screen, indicating a manual deletion. This will show the next day on the Pending File Purge report, DAFR0204 as an “M” deletion indicator.
<b>N = NEXT</b>	This will take you to the next record. You will find that if you do not know the key, which shows in green, you can see the first record by doing a next instead of a recall. This is the function you will normally use unless you are targeting a certain transaction. You can put in an ‘N’ (next) and the record type to get to the first record of that type.
<b>R = RECALL</b>	Use this function if you know the key of the transaction you want.
<b>S = SAVE</b>	If you delete a record using the delete function, and you are still in the same day you did the delete, you can do a save that will remove the “M” from the deletion type. The record will not be deleted and will remain on the file. However, if an IEU is run before you do a save, the transaction will delete. You cannot add a transaction to this file. If you deleted a record in error, you will have to manually delete the offsetting records once they process and show in this file. With a payroll record, this would mean you would have to process all of the “G” batches and then do a manual delete for all agencies for that specific pay period.

For more technically detailed information, see the file CASHRCPT.DOC on the G: drive. Initial balancing instructions from 09-20-2000 can be found under DAILY BALANCING DOCUMENTATION.DOC on the F: drive.