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STARS MANUAL

ENTER A BATCH HEADER AND INDIVIDUAL TRANSACTIONS

INTRODUCTION

Accounting transactions are entered into STARS in a batch. A batch consists of Batch Header information (which includes your Agency Code, a Batch Number, a Batch Type, signatures from other agency accounting personnel for review and release, etc.), and individual transactions. Also refer to the [Entering Transactions on the General Transaction Entry screen](#) document.

Every batch and transaction that goes into STARS must have at least a Batch Type and a Transaction Code, whether entered directly in STARS, uploaded from an agency's interface file, or uploaded from Payment Services.

THE BATCH HEADER FORM

You can use the Batch Header Input PDF form available on the SCO Website to initially record your batch header. This gives you a way to enter the batch, review it, and make changes if needed, without actually entering anything in STARS. Include any reversal transactions. Then use the completed form to actually enter the batch in STARS on the BATCH HEADER ENTRY (S500) screen and enter the individual transactions of the batch on subsequent transaction data entry screens. [Click here to download a Batch Header form](#) and instructions.

ENTER A BATCH HEADER ON THE BATCH HEADER ENTRY SCREEN (S500)

1. From the STARS Main Menu, type D in the FUNCTION field, then press ENTER.

VERSION 3.1	STARS--MAIN MENU	S010
FUNCTION: D		
	D DATA ENTRY	
	F FIXED ASSET ACCOUNTING	
	I ONLINE FILE INQUIRY	
	R REPORTING	
	S SYSTEM MANAGEMENT	
	T TABLE MAINTENANCE	
	W WARRANTS	
	Z SIGN OFF	

2. On the STARS FINANCIAL TRANSACTION DATA ENTRY MENU (S013), type 50 in the FUNCTION field, and then press ENTER.

```

VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU          S013
FUNCTION: 50
                    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
                    99 SIGN OFF
    
```

- The BATCH HEADER ENTRY (S500) screen will be displayed. STARS automatically populates some fields while others must be manually entered. In the example below, the fields entered manually are indicated in bold. For most agencies, STARS automatically fills in the AGENCY field with your agency three digit code. For others, an agency code must be entered.

```

VERSION 3.1          STARS--BATCH HEADER ENTRY          S500

        AGENCY: 230
        BATCH DATE: 08171999
        BATCH TYPE: 5
        BATCH NUMBER: 505

        BATCH COUNT: 4
        BATCH AMOUNT: 809.00

        BATCH EDIT MODE: 1                (0=NO EDIT/POST, 1=EDIT,
                                           2=EDIT/POST)
        EFFECTIVE DATE: 081799           (MMDDYY, DEFAULTS TO
                                           TODAYS DATE)
        BFY: 00                          (BUDGET FY DEFAULTS
                                           TO CURRENT FY)

        APPROVAL LEVEL: 0                (0-9, DEFAULT TO 0)
    
```

- Enter an eight digit BATCH DATE in MMDDYYYY format. STARS automatically displays the current date, but you can manually enter one. This is the date you create the batch and it helps to prevent duplicating a batch.
- Enter a one-character BATCH TYPE. This field will allow any character, so be sure to use a valid batch type - see the [BATCH TYPES](#) section for more information.
- Enter a BATCH NUMBER, up to three digits. If you only enter a one-digit or a two-digit number, STARS will automatically add leading zeros to make up three digits.
- Enter the number of transactions in the batch in the BATCH COUNT (up to five-digits). STARS automatically calculates the number of transactions you enter and compares the total to this BATCH COUNT. Most agencies create a batch with no more than 50 transactions.

8. Enter the total dollar amount (up to eighteen digits) of the transactions in the BATCH AMOUNT field. Include a decimal, but do not use commas, dollar signs, or negative signs. STARS will compute the amount of the individual transactions you enter and compare the total to this BATCH AMOUNT.
9. In the BATCH EDIT MODE field, STARS displays BATCH EDIT MODE 1 by default. Enter a different edit mode if needed:
 - a. Use edit mode 0 to enter data without edits to the tables during data entry.
 - b. Use edit mode 1 for normal batch entries.
 - c. Edit mode 2 is used by the State Controller’s Office only.
10. Enter a six-digit date (MMDDYY) in the EFFECTIVE DATE field, if needed. STARS displays the current date by default, but it can be changed. The Effective Date determines if the transactions post in the prior month or the current month. You can enter a transaction with a prior month effective date only within the first three days of the current month. This is when STARS considers the prior month to still be “open”.
11. By default STARS displays the current two digit budget fiscal year in the BFY field. You can manually enter the BFY if needed.
12. STARS will automatically update the APPROVAL LEVEL field depending on the transactions entered in the batch. You would not normally need to enter anything in this field unless it is on the HEADER.
13. After entering the batch header, press ENTER. If any data is missing or incorrect, you will see an error message at the bottom of the screen. Refer to the [Understanding Error Messages section](#). Once you fix the errors, save your batch header.
 - a. If you enter a J or an I BATCH TYPE, another list of data fields used to enter checks, currency, etc. will appear when you press ENTER. A message “Please Enter Treasurers Information,” will be displayed at the bottom of your screen.

```

VERSION 3.1          STARS--BATCH HEADER ENTRY          S500

      AGENCY: 230          CHECKS          2000.00
      BATCH DATE: 07181999  CURRENCY          300.00
      BATCH TYPE: J        COIN              0.00
      BATCH NUMBER: 126    WARRANTS          0.00
                          TOTAL          2300.00

      BATCH COUNT: 42300
      BATCH AMOUNT: 2300

      BATCH EDIT MODE: 1          (0=NO EDIT/POST, 1=EDIT,
                                  2=EDIT/POST)
      EFFECTIVE DATE: 081719      (MMDDYY, DEFAULTS TO
                                  TODAYS DATE)
      BFY: 00                    (BUDGET FY DEFAULTS
                                  TO CURRENT FY)

      APPROVAL LEVEL: 0          (0-9, DEFAULT TO 0)

      ENTER REQUIRED FIELDS AND PRESS ENTER TO PROCEED TO DATA ENTRY
      INTERRUPT:
      PLEASE ENTER TREASURERS INFORMATION
  
```

- b. Enter the amounts from your Batch Header form in each field except the TOTAL field. You must enter a numeric amount in every field, so enter a zero (0) in the fields with blank amounts and press ENTER. The TOTAL field will be automatically calculated. The following are the data field descriptions for the J or I BATCH TYPE:

DATA ELEMENT	INSTRUCTIONS
CHECKS	Enter the total amount of CHECKS. If there are no Checks, enter zero (0).
CURRENCY	Enter the total amount of CURRENCY. If there is no Currency, enter zero (0).
COIN	Enter the total amount of COIN. If there are no Coins, enter zero (0).
WARRANTS	Enter the total amount of WARRANTS. If there are no Warrants, enter zero (0).
TOTAL	The total field will be automatically calculated when you press the ENTER.

SELECTING A BATCH TYPE

Specify the BATCH TYPE on [Batch Header Entry \(S500\) screen](#). This will determine the type of data entry transaction screen that will be displayed after saving the Batch Header Entry screen (these are described below). The batch type field will allow any character, so be sure to use a valid batch type. The following are the most common most of the batch types used:

- 1 = Budgetary
- 2 = Revenue, Receivable
- 3 = Expenditure, Disbursement, Encumbrance, Pre-Encumbrance
- 4 = Expenditure, Disbursement, Encumbrance, Pre-Encumbrance
- 5 = General Purpose
- I = Insufficient Check Return
- J = Cash Receipts
- K = Purchase of Investment

If you use any other Batch Type and press ENTER, the General Purpose Transaction Entry screen will be displayed, which is Batch Type 5. You could use a Batch Type 5 for any of the batch types except I, J, or K batch types.

Some agencies use the Batch Type 5 for all transactions (except I, J, or K batches) so that data entry personnel only have to know how to use the General Purpose Transaction screen. However, there are more data fields to fill in for a Batch Type 5.

Be sure the Batch Type you use has all of the data fields needed for the transaction. For example, Batch Type 1 and 2 do not have a DISB-METH, so you could not request a warrant be returned to your office. If you are not sure what to use, use a Batch Type 5 (unless you are taking transactions to the State Treasurer's Office).

All of the Batch Types are on the Batch Header PDF form for reference, including the State Controller's Office special purpose Batch Types they use to create control reports for balancing purposes. Do not use those batch types.

ENTER INDIVIDUAL TRANSACTIONS ON TRANSACTION DATA ENTRY SCREENS

After saving the Batch Header, a transaction screen based upon the Batch Type entered will be displayed. Below are descriptions of the different transaction screens in STARS.

BATCH TYPE 1- BUDGETARY TRANSACTION ENTRY (S503)

The BUDGETARY TRANSACTION ENTRY screen is used for most budgetary transactions. These are transactions that add your agency's appropriations.

Batch Type 1 - Budgetary Transaction Entry

VERSION 3.1	STARS--BUDGETARY TRANSACTION ENTRY	S503
BATCH: AGY 230	DATE 11101999 TYPE 1 NO 040	MODE MASTER EDIT ON SEQ-NO 00001
CUR-DOC/SFX:	TRANS-CODE:	RVS: BFY: 00
INDEX :		
PCA :		
EXP-SUB-OBJ/DET:		
REV-SUB-OBJ/DET:		
AMOUNT : 0000000000.00		BUDGET UNIT:
DOC TOTAL: 0000000000.00		
DESCRIPTION:		
GRANT/PH:	PROJ/PH:	FUND/DET: F/O:
DOC-DATE:	EFF-DATE: 111099	
		INTERRUPT:

BATCH TYPE 2 - REVENUE/RECEIPTS TRANSACTION ENTRY (S504)

The REVENUE/RECEIPTS TRANSACTION ENTRY screen is used to add most revenue and receipts, except cash.

Batch Type 2 - Revenue/Receipts Transaction Entry

VERSION 3.1	STARS--REVENUE/RECEIPTS TRANSACTION ENTRY	S504
BATCH: AGY 230	DATE 11101999 TYPE 2 NO 040	MODE MASTER EDIT ON SEQ-NO 00001
CUR-DOC/SFX:	TRANS-CODE:	RVS:
REF-DOC/SFX:	MOD:	BFY: 00 GAAP IND:
INDEX :	SEC AGENCY:	
PCA :	SUBSID:	PCN:
REV-SUB-OBJ/DET:		
EXP-SUB-OBJ/DET:		
AMOUNT : 0000000000.00	BUDGET UNIT:	
DOC TOTAL: 0000000000.00	PROP#:	CMP#:
INV-NO :	INV-DESC:	
VENDOR-NO:	NAME:	
GRANT/PH:	PROJ/PH:	FUND/DET:
	LOC:	FAC:
		F/O:
		TASK:

BATCH TYPE 3 AND 4 - PRE-ENC/ENC/EXPEND TRANSACTION ENTRY (S505)

The PRE-ENC/ENC/EXPEND TRANSACTION ENTRY screen is used for both batch types 3 and 4. This is used for most encumbrance and pre-encumbrance transactions.

Batch Type 3 and 4 -Pre-Enc/Enc/Expend Transaction Entry

VERSION 3.1	STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY	S505
BATCH: AGY 280	DATE 11101999 TYPE 4 NO 040	MODE MASTER EDIT ON SEQ-NO 00001
CUR-DOC/SFX:	TRANS-CODE:	RVS:
REF-DOC/SFX:	MOD:	BFY: 00 GAAP IND:
INDEX :	SEC AGENCY:	
PCA :	SUBSID:	PCN:
EXP-SUB-OBJ/DET:		
REV-SUB-OBJ/DET:		
AMOUNT : 0000000000.00	WARR-NO:	BU:
DOC TOTAL: 0000000000.00	PROP#:	CMP#:
INV-NO :	INV-DESC :	
VEND-NO:	NAME :	
	NAME 2:	
	ADDR :	
	CITY :	STATE:
		ZIP:
GRANT/PH:	PROJ/PH:	FUND/DET:
MPC:		F/O:
DOC-DATE:	EFF-DATE: 111099 DUE-DATE:	INTERRUPT:

BATCH TYPE 5 - GENERAL PURPOSE TRANSACTION ENTRY SCREEN (S501)

Most general purpose budget, receipts, expenditures, disbursements, and transactions are entered using this screen. [Click here for details of the data elements on the S501 screen.](#)

VERSION 3.1	STARS--GENERAL PURPOSE TRANSACTION ENTRY	S501	
BATCH: AGY 230	DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY	SEQ-NO 00001	
CUR-DOC/SFX:	TRANS-CODE:	RVS:	DISB-METH:
REF-DOC/SFX:	MOD:	BFY: 00	GAAP IND:
INDEX :		SEC AGENCY:	
PCA :		SUBSID:	PCN:
EXP-SUB-OBJ/DET:			
REV-SUBOBJ/DET:			
AMOUNT :	WARR-NO:	BU:	GLA:
DOC TOTAL:	PROP#:	CMP#:	CI:
INV-NO :	INV-DESC :		
VEND-NO:	NAME :		
	NAME 2:		
	ADDR :		
	CITY :	STATE:	ZIP:
GRANT/PH:	PROJ/PH:	FUND/DET:	F/O:
MPC:	LOC:	FAC:	TSK:
DOC-DATE:	EFF-DATE: 081799	DUE-DATE:	INTERRUPT:
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST			
PF9=BATCH BALANCING			

(Note the FUNCTION key legend at the bottom of the screen. STARS refers to a keyboard Function key as a PF key, e.g. PF9 means F9 on most keyboards.)

Also note that STARS puts the batch header information (Agency, Batch Date, the Batch Type, and Batch Mode) on the line below the screen title. These cannot be changed. Additionally, a sequence number (SEQ-NO) is assigned for each transaction. STARS also extracts the BFY and the EFF-DATE from the batch header, but these can be changed.

REVIEWING DATA ENTRY USING F5 AND TABLE LOOK UPS

To review your data entry before saving a transaction, press F5. STARS will check your data entry against existing STARS tables, but it does not save the transaction. STARS automatically completes certain title fields, such as the Index, PCA title, or Expenditure Subobject title, based on table "look ups". STARS looks up and automatically enters the name and address of the vendor based on the vendor number entered and if it is in the Vendor Edit Table.

STARS will look up the PCA or Index codes and then populate other data elements on the transaction screen such as the Budget Unit, Fund, Grant, Project, etc. based on the PCA or Index table. STARS will also update to the structure levels such as Function, Activity, Program, Element, etc. that are used in reports.

If there are errors in your data entry, error messages will be displayed at the bottom of the STARS screen.

TRANSACTION DATA ENTRY FORM

You can use the STARS Expenditure Disbursement (EXPDISP) form to help with data entry, or use a form of your own. [Click here to download the EXPDISB form](#) and instructions.

SAVING TRANSACTIONS

SAVE A TRANSACTION USING THE F1 KEY

If any error messages have been resolved and you have reviewed the transaction thoroughly, press F1 to save. Note in the example below the message, "Transaction Successfully Written".

Use F1 to leave the transaction displayed on screen. You could then re-use the transaction for a similar transaction with a different Document Number, such as the a transaction with the same Transaction Code, BFY, PCA, Expenditure Subobject, Vendor Number, Effective Date, etc. This will reduce your data entry keystrokes and reduce data entry errors.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY SEQ-NO 00002

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230          RVS:          DISB-METH:
REF-DOC/SFX:          MOD:          BFY: 00          GAAP IND:
INDEX          :          SEC AGENCY:
PCA          : 01331          SUBSID:          PCN:
EXP-SUB-OBJ/DET: 5410          OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT          :          WARR-NO:          BU:          GLA:
DOC TOTAL: 0000000300.00          PROP#:          CMP#:          CI:
INV-NO : 12345600000000 INV-DESC : OFFICE SUPPLIES
VEND-NO: 820183581 00          NAME          :
          NAME 2:
          ADDR          :
          CITY          :          STATE:          ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:          F/O:
MPC:          LOC:          FAC:          TSK:
DOC-DATE:          EFF-DATE: 081799 DUE-DATE:          INTERRUPT:

TRANSACTION SUCCESSFULLY WRITTEN
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
```

SAVE A TRANSACTION USING THE ENTER KEY

Press ENTER to save the transaction and clear all data fields *except* the BFY and EFF-DATE, giving you a new screen to enter a new transaction. Use this if you have a completely different transaction to enter and to prevent accidentally leaving incorrect data elements on screen.

LOOK UP ERROR MESSAGE DEFINITIONS

Error messages generally mean you need either to add missing data elements or to correct data elements. The error messages include an alphanumeric code and a very short description. You can look up error message codes in STARS for a complete description. If you notice an error message referring to the PCA or Index along with other error messages, fix the PCA or Index error first. Since STARS performs look ups based on PCA or Index and automatically fills in other data elements, fixing these may automatically correct any other data entry errors.

Below is an example of some error messages:

	ADDR : PO BOX 1447		
	CITY : POCATELLO	STATE: ID	ZIP: 83204
GRANT/PH:	PROJ/PH:	FUND/DET:	F/O:
MPC:	LOC:	FAC:	TSK:
DOC-DATE:	EFF-DATE: 081799	DUE-DATE:	INTERRUPT:
E47 INDEX BLANK	E51 BUDGET UNIT BLANK	E57 FUND BLANK	
E64 PCA REQUIRED			
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST			

On the STARS main menu, select S System Maintenance, then 90 News/Help Table Maintenance. Enter an R in the FUNCTION field and the error code in the KEYWORD field and press ENTER.

To look up an error message code while on a data entry screen, use the STARS online help function:

1. Make a note of the alphanumeric error message code, e.g., E64.
2. Press HOME, then press SHIFT+TAB to move your cursor to the INTERRUPT field.
3. Type 90 and press ENTER.
4. On the NEWS/HELP TABLE (S090) screen, type R in the FUNCTION field.
5. Type the alphanumeric error code in the KEYWORD field, and press ENTER. The explanation will be displayed.
6. Press F4 to return to the S501 screen.
7. Correct the data elements and press F5 again to review your corrections.

VERSION 3.1	STARS--NEWS/HELP TABLE	S090
FUNCTION: R	(A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PRIOR, R=RECALL)	
KEYWORD: E64	PAGE: 001	
CODE: E64	PCA REQUIRED	
DATA ELEMENT:	PCA-NO	
EXPLANATION:	THE TRANSACTION CODE INDICATES THE PCA NUMBER MUST BE ENTERED OR BE CAPABLE OF BEING LOOKED UP IN THE INDEX CODE (IC) OR ORGANIZATION CONTROL (OC) TABLES.	
	INTERRUPT:	ACTIVE

POSSIBLE DUP PAYMENT MESSAGE

During the reviewing of a transaction, another important warning message may appear at the bottom of your screen - **WX7 POSSIBLE DUP PAYMENT**. This message tells you that the Vendor Number and the Invoice Number already exist in the vendor payment file because of a prior payment entry. This is just a warning message - the transaction will still post.

VERSION 3.1		STARS--GENERAL PURPOSE TRANSACTION ENTRY		S501	
BATCH: AGY 230 DATE 08251999 TYPE 5 NO 101 MODE MASTER EDIT ONLY SEQ-NO 00001					
CUR-DOC/SFX: EXP00001 01		TRANS-CODE: 230		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:		SUBSID: PCN:	
PCA : 01331		EXP-SUB-OBJ/DET: 5410		OFFICE SUPPLIES	
REV-SUBOBJ/DET:		AMOUNT :		WARR-NO: BU: GLA:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO : FCS 7 11-03-98		INV-DESC :		GRANT/PH: PROJ/PH: FUND/DET: F/O:	
VEND-NO: 006481884 00		NAME :		MPC: LOC: FAC: TSK:	
		NAME 2:		DOC-DATE: EFF-DATE: 082599 DUE-DATE: INTERRUPT:	
		ADDR :		WX7 POSSIBLE DUP PAYMENT	
		CITY :		TRANSACTION SUCCESSFULLY WRITTEN...WITH WARNING MESSAGES	
		STATE: ZIP:			

You can still save your transaction; however, if you are paying an invoice for the first time, verify that the payment has not already been made. At times, you may pay one invoice with more than one PCA or Index. In this case, the vendor number and invoice number is the same for more than one transaction, therefore prompting the WX7 warning message on subsequent entries.