

STARS SYSTEM MAINTENANCE GUIDE

STARS TRANSACTION CODE DECISION TABLE MAINTENANCE FORM AND CHECKLIST

New TC Requested by: _____

Reason for new TC: _____

Prepared by: _____

Reviewed by: _____

Reporting and Review: _____

Operations: _____

Customer Resource Center: _____

Systems Admin: _____

Function: A = add C = change D = delete

Trans Code: _____

Title (Maximum 56 characters):

General Ledger DR-1 _____ CR-1 _____ DR-2 _____ CR-2 _____
Accounts: DR-3 _____ CR-3 _____ DR-4 _____ CR-4 _____

TRANSACTION EDIT INDICATORS

CI_____ MODI_____ RVRS_____ INDX _____ PCA _____ BUDU_____ FUND _____ FDTL _____ ESUB _____
EDTL_____ RSUB_____ RDTL _____ SUBS _____ MULT _____ GLA _____ VNUM _____ VNAME_____ VADD_____
PCN_____ PROJ_____ GRNT_____ CDOC_____ RDOC_____ INVC_____ DOCD_____ DUDT_____ WARR_____ SECA_____

Posting-Seq _____ Reg No _____ War Writing _____ Clear Fund _____ Vend Payment _____
(1-9) (1-9,11) (0-3) (Y,N) (Y,N)

Gen TC _____ Gen Accr TC _____
(enter TC) (enter TC)

FILE POSTING INDICATORS

	Add/Sub	Fin Field	Match	Gl Acct	Post Doc	Sub	Add/Sub	Fin Field	Match	Gl Acct	Post Doc	Sub
	(-,+)	(00-99)	(M,N)	(1-8)	(1-3)	(Y,N)	(-,+)	(00-99)	(M,N)	(1-8)	(1-3)	(Y,N)
DF:	___	___	___	___	___	___	___	___	___	___	___	___
AP:	___	___	___	___	___	___	___	___	___	___	___	___
AL:	___	___	___	___	___	___	___	___	___	___	___	___
CC:	___	___	___	___	___	___	___	___	___	___	___	___
GP:	___	___	___	___	___	___	___	___	___	___	___	___
PJ:	___	___	___	___	___	___	___	___	___	___	___	___
SF:	___	___	___	___	___	___	___	___	___	___	___	___
OF:	___	___	___	___	___	___	___	___	___	___	___	___
AD:	___	___	___	___	___	___	___	___	___	___	___	___

EFF Start Date _____

EFF End Date _____

Explanation (D-50 Table):

Valid Operator Class _____ Approval Level _____
 (D-66) (D-50)

TRANSACTION CODE DEVELOPMENT CHECKLIST

	Yes	No
1. Are new General Ledger Accounts required to achieve the desired accounting treatment?	___	___
If so has the General Ledger Account file support listing been updated?	___	___
2. Has the new accounting event been incorporated into "T" accounts?	___	___
3. Have comments been prepared and coded in the D50 Descriptor Table?	___	___
4. Has the D66 Operator Class Table been updated to provide security clearance to those operators who will be using the Transaction Code?	___	___
5. Has the Transaction Code been recorded in the test system and tested as to impact?	___	___
6. Is an individual assigned to review the impact of the new Transaction Code during its initial period of use? (This may be accomplished through the File Reconciliation Report, by reviewing standard reports, or through ad hoc.)	___	___
7. Has supporting documentation been prepared and filed?	___	___
8. Have those individuals or agencies that will be using the new transaction code been notified that it is available?	___	___
9. Do we need a Transaction Code for an adjustment?	___	___