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STARS MANUAL

SOLVING COMMON BATCH EDIT MODE 3 PROBLEMS

INTRODUCTION

Edit Mode 3 batches are those that have processed through STARS but have errors. STARS will not process changes to Edit Mode 3 batches until the nightly IEU processing. Therefore, you can make several changes to the batch before it processes in the nightly IEU.

You can only make changes in the ENTER ERROR CORRECTION TRANSACTIONS S540 screen to transactions that are in Edit Mode 3. STARS processes all S540 screen override items in the nightly IEU before processing the rest of the batch.

```
VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU          S013

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
```

The ENTER ERROR CORRECTION TRANSACTIONS S540 screen is most often used to make a change to the Batch Header and the transactions. Although you may change all of the transactions to a particular date, the batch will not process until you change the **Batch Effective Date** on the S540 screen. In order to do this, the batch must first be released in order to create an error correction transaction. [See the specific steps below.](#)

```
VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----CORRECTION-----
20080727 5 401 00002 0 DELETE
20080727 5 401 00003 0 DELETE

                                INTERRUPT:          ACTIVE

NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
```

Also, if you are on the CHANGE BATCH OR VIEW DETAIL TRANSACTIONS S510 screen, you can press F11 to see the VIEW BATCH SUMMARY screen and the **Batch Effective Date** and the **Edit Mode**. (You can also press F12 to see the VIEW/SELECT HEADERS screen and note the **Effective Date** column and the **Mode** column for Edit Mode. Do not refer to the date in the **Batch ID** column.)

```
VERSION 3.1                STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510
FUNCT: V (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW TRAN)

AGENCY:                    000
BATCH DATE:                ????????
BATCH TYPE:                ?
BATCH NUMBER:
SEQUENCE NUMBER:          1      (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
BATCH BALANCE
  ENTERED COUNT:          00000  ENTERED AMOUNT:  00000000000000000000
  COMPUTED COUNT:         00000  COMPUTED AMOUNT:  00000000000000000000

                                INTERRUPT:
PLEASE CORRECT HIGH-LIGHTED FIELDS AND RE-SUBMIT
PF9=BATCH BALANCING, PF11=VIEW BATCH SUMMARY, PF12=VIEW/SELECT HEADERS
```

CHANGE THE BATCH HEADER EFFECTIVE DATE

If you tried to release a batch on, for example, August after the July files have been closed, the batch would error with an “Invalid Month” error message. The batch will not process until you change the Batch Header and transactions’ EFFECTIVE DATE to an August date on the S540 screen. (STARS files are usually open for three working days after the end of the month.)

Although you may change all of the transactions to an August date, the batch will not process until you change the Batch Effective Date.

[Click here to see a video tutorial on changing the Batch Effective Date.](#)

1. Type 53 in the FUNCTION field of the STARS main menu.
2. Type S in the FUNCTION field on the VIEW OR SELECT BATCH HEADERS S530 screen.
3. Press TAB until the cursor is on the same line as the Edit Mode 3 batch, and then type S.
4. Press F9.
5. On the S502 BATCH BALANCING screen, type R in the FUNCTION field and then press ENTER. This will release the batch and create an error correction transaction. NOTE: The operator who has release capabilities is the only operator who can change the Batch Effective Date on a Batch Header. Data entry operators can change an Effective Date on a transaction, but not on a Batch Header.
6. Press HOME, then SHIFT+TAB.
7. Type 54 in the INTERRUPT field and then press ENTER. This opens the ENTER ERROR CORRECTION TRANSACTIONS S540 screen.
8. On the S540 screen, type R in the FUNCTION field, and then press ENTER.

9. Type A in the FUNCTION field
10. Press TAB to move the cursor to the C column next to the batch.
11. Type an A next to the batch.
12. Press TAB to move to the NUMBER/NAME column. In this column is a RELEASE message.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION:  A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----CORRECTION-----
A  20080309 5 001 00000 0  RELEASE
    
```

13. Delete the word RELEASE and type "BATCH EFF DATE" (without quotes).
14. Press TAB to move the cursor to the CORRECTION column and type a new date in YYYYMMDD format.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION:  A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----CORRECTION-----
A  20080309 5 001 00000 0  Batch EFF DATE          20080401
    
```

15. Press ENTER to save the changes and verify that the message, "Valid Transactions Added/Changed", is displayed at the bottom of the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION:  A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----CORRECTION-----

                                                    INTERRUPT:  ACTIVE
VALID TRANSACTIONS ADDED/CHANGED
    
```

16. Type R in the FUNCTION field, and then press ENTER to confirm the change. You will see two batch headers - both the BATCH EFFECTIVE DATE transaction and the RELEASE transaction.
17. Since the INTERRUPT is still active, press F4 to return to the S502 BATCH BALANCING screen. You will not see any immediate updates here or on the 53 screen because STARS transactions process overnight.

REMOVING A DELETED TRANSACTION FROM THE S540 SCREEN

If you delete a transaction in Edit Mode 3, it creates a DELETE transaction on the ENTER ERROR CORRECTION TRANSACTIONS S540 screen. See the [Delete a Transaction and a Batch Header](#) document for more information.

1. Type 54 in the FUNCTION field of the STARS main menu.

```

VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU          S013
FUNCTION: 54
          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
    
```

2. Type R in the FUNCTION field (if necessary, also type your agency number in the AGENCY field) and press ENTER. STARS displays a list of the error transactions.

Enter Error Correction Transactions screen

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----
20080727 5 401 00002 0  DELETE
20080727 5 401 00003 0  DELETE

                                INTERRUPT:          ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
    
```

In the example above, sequence numbers (SEQ) 00002 and 00003 would be deleted (DELETE) from batch number (under the NO column) 401 if no changes are made.

If, for example, you determine that sequence 00003 should have been deleted instead of sequence 00002, you will need to ‘undo’ or remove the DELETE on sequence 00002. You can remove the DELETE as long as you do it on the same day you originally deleted it.

1. To remove the sequence 00002, type C in the FUNCTION field then press TAB to move the cursor to the C Column and next to the transaction.

- Type D in the space next to the transaction under the C Column then press ENTER.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----
D 20080727 5 401 00002 0 DELETE
  20080727 5 401 00003 0 DELETE

                                                    INTERRUPT:    ACTIVE

NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
    
```

You should see the VALID TRANSACTIONS ADDED/CHANGED message at the bottom of the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----

                                                    INTERRUPT:    ACTIVE

VALID TRANSACTIONS ADDED/CHANGED
    
```

- To confirm that STARS has removed the transaction, Type R in the FUNCTION field and press ENTER. The delete transaction should no longer appear on the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----
  20080727 5 401 00003 0 DELETE

                                                    INTERRUPT:    ACTIVE

NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
    
```

REMOVING A RELEASED BATCH FROM THE S540 SCREEN

When you release a batch in Edit Mode 3, it creates a RELEASE transaction on the ENTER ERROR CORRECTION TRANSACTIONS S540 screen. See the [Review and Release a Batch](#) document for more information. You can remove the RELEASE from the S540 screen as long as you do it on the same day you originally released the batch.

- Type 54 in the FUNCTION field of the STARS main menu.
- Type R in the FUNCTION field (if necessary, also type your agency number in the AGENCY field) and then press ENTER. STARS displays a listing of the batch transactions that will process in the next nightly IEU processing.

In the example below, assume that batch number 505 should not have been released. Sequence Number 00000 indicates a Batch Header transaction and that batch number 505 will release in the nightly IEU processing.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----
  20050817 5 505 00000 0 RELEASE
                                                    INTERRUPT:    ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
    
```

3. To remove the released Batch Header (sequence 00000), type C in the FUNCTION field then press TAB to move the cursor to the C Column and next to the transaction.
4. Type D in the space next to the transaction, and then press ENTER.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----
  D 20050817 5 505 00000 0 RELEASE
                                                    INTERRUPT:    ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
    
```

You should then see the VALID TRANSACTIONS ADDED/CHANGED message on the bottom of the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: C (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----
                                                    INTERRUPT:    ACTIVE
VALID TRANSACTIONS ADDED/CHANGED
    
```

5. To confirm that STARS has removed the transaction, Type R in the FUNCTION field and press ENTER. The transaction should no longer appear on the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION: R (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY: 230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----          CORRECTION-----
                                                    INTERRUPT:    ACTIVE
NO MORE ERROR CORRECTION TRANSACTIONS FOR YOUR AGENCY
    
```

P BATCH IN ERROR

P batches are transactions that come from from Payment Services. Sometimes these are in Edit Mode 3 error because at the time the batch was uploaded to STARS there was not enough money in the Fund that was coded on the transaction.

Check the balance of the fund and, if there is enough money, you can release the batch and these payments will continue to process.