

STARS MANUAL	1
CASH RECEIPTS	1
INTRODUCTION	1
TYPES OF CASH RECEIPT DEPOSITS	1
ENTERING CASH RECEIPTS	2
CASH RECEIPT BATCH HEADER AND RCPT FORMS	2
CASH RECEIPT BATCH TYPES	2
BATCH HEADER DATES AND DEADLINES FOR DEPOSITING CASH	3
CASH RECEIPT TRANSACTION CODES	3
TC 027 - RECEIPTS TO APPROPRIATION (APPROVAL LEVEL 8)	4
TC 101 - RECORD CASH RECEIPT OF REVENUE, NOT BILLED (APPROVAL LEVEL 3)	6
TC 102 - RECORD THE DEPOSIT OF SALES TAX PAYABLE (APPROVAL LEVEL 3)	7
TC 105 - RECORD CASH RECEIPT OF A REFUND FOR OVERPAYMENT OF CURRENT YEAR EXPENDITURES (APPROVAL LEVEL 3)	8
TC 106 - RECORD RECEIPT OF A REFUND FOR OVERPAYMENT OF PRIOR YEAR EXPENDITURE (APPROVAL LEVEL 3)	10
TC 107 - RECORD CASH RECEIPT OF UNUSED ROTARY ADVANCE (APPROVAL LEVEL 3)	11
TC 108 - RECORD CASH RECEIPT OF UNDISTRIBUTED MONEY (SUSPENSE) (APPROVAL LEVEL 3)	13
TC 110 - RECORD CASH RECEIPT - TREASURER SWEEP ACCOUNT (APPROVAL LEVEL 3)	15
TC 170 - RECORDS THE COLLECTION OF A DUE FROM OTHER FUNDS OR APPROPRIATIONS (APPROVAL LEVEL 3)	16
TC 204 - RECORD REDEMPTION OF INVESTMENT DIRECT BY AGENCY (APPROVAL LEVEL 3)	17
TC 439 - RECORD RECEIPT OF PROJECT MONIES (APPROVAL LEVEL 3)	19
TC 440 - RECORD RECEIPT OF GRANT MONIES (APPROVAL LEVEL 3).....	20
TC 441 - RECORD RECEIPT OF GRANT AND PROJECT MONIES UNBILLED (APPROVAL LEVEL 3)	22
TC 550 - RECORD CASH COLLECTED BY ONE AGENCY/FUND FOR ANOTHER AND TRANSFER OUT (APPROVAL LEVEL 3)	23
TC 551 - RECORD TRANSFER IN OF MONIES FROM ONE AGENCY/FUND TO ANOTHER...	25

STARS MANUAL

CASH RECEIPTS

INTRODUCTION

The State receives cash in the form of checks, currency, coin, and warrants. Agencies must deposit the cash into the State Treasury through the State Treasurer's Office (STO) or into an STO bank account. In turn, agencies need to post the cash deposits to STARS for control and accountability. To post cash deposits to STARS, you must complete individual cash receipt transactions and a batch header.

The legislature has defined requirements and timelines for deposit of cash receipts in Idaho Code 59-1014.

At the end of the year, the State Controller's Office (SCO), with input from agencies, collects additional cash receipts accrual information. Under the accrual basis, SCO records revenues at the time they are earned without consideration to the actual receipt of cash. Doing this helps present more accurate financial reports. More information is available from the read-only Closing Package link on the [State Controller's Web Accounting Web site](#).

TYPES OF CASH RECEIPT DEPOSITS

The State Treasurer's Office (STO) receives different cash deposits. The source of the cash determines the type of cash deposit. Below are brief descriptions of cash deposit types with more detailed description afterwards. Some of these deposits require using a BATCH HEADER form and/or RCPT form. [Click here to download copies of these forms](#) as well as their instructions.

- Agency Cash Receipts - These are cash receipts received directly by your agency. The agency completes the receipt and batch header forms. They take two copies of the batch header to STO with the cash deposit. The State Treasurer's Office (STO) requests that you have your completed receipt batch on STARS by the time you bring the cash to them for deposit. If you are unable to meet this timeline, the batch should be on STARS no later than 1:00 p.m. on the day of deposit.
- Sweep Accounts - An STO bank account where an agency deposits cash. The STO "sweeps" the bank account on a daily basis then brings the cash into the State system for deposit. STO prepares and enters the receipt and batch header forms. Your agency will provide the fiscal coding to STO, who will create the transaction in the batch and post the deposit to your fund.
- EFTs (electronic funds transfer) - This is a cash deposit received by STO through an electronic funds transfer. When depositing via an EFT, send your batch header via e-mail to **IncomingEFTMoney@sto.idaho.gov**. Idaho Code requires using EFT for deposits of amounts greater than \$100,000. The STO records the cash into the State system. If you expect funds via EFT, give the STO a batch header at the same time you request the funds.

- Credit Cards - The STO will set up the process and systems to accept credit card payments. The agency tells STO which transaction code they wish to use for deposit of these receipts. Once this is in place, the credit card payment transaction receipts the deposit into the STO bank account. Your agency will provide the fiscal coding to STO who will enter the receipt and batch header forms and send the documentation to the agency.
- Proration Receipts - This is cash deposited to the agencies based on interest earned through the STO investment pool. The STO notifies the State Controller's Office (SCO) of the amounts they need to distribute to each agency and the fund involved. Your agency will provide the information to STO who will create a RCPT form indicating the amount per fund, etc. The STO sends these forms to the State Controller's Office to batch and enter into STARS. Proration Receipts should be entered using a Batch Type B. Those agencies with accounting systems that interface directly to STARS will enter the information into their systems and interface the batch to STARS. This batch type allows SCO internal balancing reports to verify that all cash nets to zero across all agencies involved.
- Investment Proceeds - The State Treasurer's Office invests funds separately on behalf of the agencies. When an investment is sold, matures, or has a coupon payment, the STO will notify the agency of the cash received on its behalf. The State Treasurer's Office will contact the agency with the total amount, including principal and interest, for the respective investment. The agency completes and enters the receipt and batch header forms. They take two copies of the batch header to STO Investment Division. Use a Batch Type J to post the separate amounts of principal and interest to STARS. A Batch Type J will transmit the amount to the STO system to update to their records.

ENTERING CASH RECEIPTS

CASH RECEIPT BATCH HEADER AND RCPT FORMS

When making a cash receipt deposit or adjustment, you need both a BATCH HEADER form and a RCPT (Cash Receipt) form. The BATCH HEADER form totals the amount you are depositing (or adjusting). The RCPT form shows data entry personnel how to code the individual cash receipt transactions. [Click here to download copies of these forms](#) as well as their instructions.

- Send the cash deposit and two copies of the signed Header form to the State Treasurer's Office. Retain a third copy for your agency.
- If you do not have the detail for the RCPT form at the time of deposit, complete a BATCH HEADER form to accompany the cash deposit.
- The State Treasurer's Office should receive the cash deposit, stamp both copies of the BATCH HEADER form, return one copy to the agency and retain the other copy for batch release

CASH RECEIPT BATCH TYPES

The following batch types are used to complete a batch header for cash receipt deposits. These are the batch types used by the State Treasurer for processing on their system.

- **Batch type J** - Use batch type J to record an increase in cash equal to the amount of the cash deposit. Use this for normal deposits to the State Treasurer’s Office when you have cash to deposit or to show a sale, maturity, or coupon payment of an investment with its interest. STARS automatically sends information on a batch type J to STO to update their records. You cannot use an “R” reversal in a batch type J.
- **Batch type I** - Use a batch type I to record a decrease to cash for an insufficient funds check, etc. You should take this to STO when you are picking up the returned check. STO may use this batch type to reduce cash to correct a previous bank deposit error. STARS automatically sends information on a batch type I to STO to update their records. *Use an “R” reversal in a batch type I.*

Once you create a batch header, use the correct transaction codes to identify the cash.

BATCH HEADER DATES AND DEADLINES FOR DEPOSITING CASH

The Batch Date on the batch header is the date you take the deposit to the State Treasurer’s Office (STO), regardless of their cut-off time.

- If the State Treasurer’s Office receives the deposit by 10:30 a.m. (or 11 a.m. on the last business day of the month), use the current day’s date for the Effective Date (EFF-DATE).
- If they receive the deposit after those times, use the date of the next business day.
- The STO will release the batches they receive by their cut-off time on that day. The STO will wait until the next day to release those batches received after the cut-off time.

IMPORTANT: Have your batches on STARS by the time you take the deposit to the State Treasurer’s Office. If you are unable to meet that timeline, have your batch on STARS for their release no later than 1:00 p.m.

CASH RECEIPT TRANSACTION CODES

Most of the revenue transaction codes require a revenue subobject. The subobject determines the type of receipt being deposited. Refer to the [DAFR6650 Expenditure & Revenue Subobjects Report](#). To determine the types of receipt requirements for your agency, you may need to review the Idaho Code section for your agency that governs your agency deposits.

Determine the source of the cash to determine the transaction code to use. The following are some commonly used receipt transaction codes.

Transaction Code (TC)	Description
027	Record Receipt to Appropriation
101	Record Cash Receipt of Revenue, Not Billed (through an interagency bill).
102	Record the Deposit of Sales Tax Payable

Transaction Code (TC)	Description
105	Record Cash Receipt of a Refund for Overpayment of Current Year Expenditures
106	Record Receipt of a Refund for Overpayment of Prior Year Expenditure
107	Record Cash Receipt of Unused Rotary Advance
108	Record Cash Receipt of Undistributed Money (Suspense)
110	Record Cash Receipt - Treasurer Sweep Account
170	Record Collection of Due From Other Funds or Appropriations
204	Record Redemption of Investment Direct by Agency
439	Record Receipt of Project Monies
440	Record Receipt of Grant Monies
441	Record Receipt of Grant and Project Monies, Unbilled
550	Record Cash Collected by One Agency/Fund for Another and Transfer Out (Generated TC 551 – Transfer In)

Other receipt transaction codes are on the [DAFR8740 \(General Ledger to Transaction Code Cross-Reference\) report](#).

Once you identify the transaction code, you can go online to the Transaction Code Decision Table or to the DAFR8640 report for more TC requirement information and see the [Transaction Code Decision Table](#) document for more information.

TC 027 - RECEIPTS TO APPROPRIATION (APPROVAL LEVEL 8)

Idaho Code 67-3516 (2) governs which receipts can increase the agency's appropriation.

NOTE: Since insurance proceeds may be a settlement for repairs, the Legislative Services Office (LSO) allows insurance proceeds to be posted to operating expenses as reimbursement for those repairs.

A Receipt to Appropriation transaction code (TC 027) posts to general ledger accounts 5000 (DR-budgetary clearing), 5010 (CR-appropriations), 1003 (DR-cash in treasury), and 4100 (CR-revenues).

The following example shows the minimum requirements to post a 027 transaction based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index):

```

VERSION 3.1      STARS--REVENUE/RECEIPTS TRANSACTION ENTRY      S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00001

CUR-DOC/SFX: REC00246 01 TRANS-CODE: 027      RVS:
REF-DOC/SFX:          MOD:          BFY: 00  GAAP IND:

INDEX      :          SEC AGENCY:
PCA       : 01211          SUBSID:
REV-SUB-OBJ/DET: 1935
EXP-SUB-OBJ/DET: 6720

AMOUNT    : 15.00          BUDGET UNIT:
DOC TOTAL:          PROP#: 0000123456  CMP#: 00
INV-NO   :          INV-DESC:
VENDOR-NO:          NAME:
GRANT/PH:          PROJ/PH:          FUND/DET:          F/O:
          LOC:          FAC:
          DOC-DATE:          EFF-DATE: 110199 DUE-DATE:
          INTERRUPT:
    
```

Important tips for entering TC 027:

- A. The TC 027 requires a revenue subobject (where the receipt will post).
- B. The TC 027 requires an expenditure subobject (so STARS knows to what appropriation record to post the additional appropriation).
- C. You cannot enter the TC 027 in June for the next fiscal year.
- D. You can post this to a grant or project.

Use the following minimum number of elements to enter a TC 027.

NOTE: STARS will have already filled in the BFY and effective date.

DATA ELEMENT	INSTRUCTIONS
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 027 (record receipt to appropriation).
INDEX or PCA	Enter a four-digit Index if you are Index-driven or a five-digit PCA if you are PCA-driven. Your Index or PCA usually looks up a fund and budget unit, which are also required elements. If you do not wish to use an Index or PCA, you can manually enter the fund and budget unit involved.
REV-SUB-OBJ/DET	Enter a four-digit revenue subobject (you can also use a two-digit detail). The revenue subobject determines how you want the revenue classified on STARS.

DATA ELEMENT	INSTRUCTIONS
EXP-SUB-OBJ/DET	Enter a four-digit expenditure subobject (you can also use a two-digit detail). The expenditure subobject determines the object that will show an appropriation increase.
AMOUNT	Enter the amount of the transaction for this revenue subobject.
PROP # / COMP #	Enter the ten-character property number and two-digit component number if the subobject requires it. This will post to the Fixed Asset System.

TC 101 - RECORD CASH RECEIPT OF REVENUE, NOT BILLED (APPROVAL LEVEL 3)

TC 101 records a regular receipt that is not for an interagency billing. Use this TC if you are classifying revenue but not posting to a grant or project. This is the most commonly used cash receipt transaction code.

A Record Cash Receipt of Revenue, Not Billed (TC 101) posts to general ledger accounts 1003 (DR-cash in treasury) and 4100 (CR-revenues).

The following example shows the minimum requirements to post a TC 101 transaction based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index):

```

VERSION 3.1      STARS--REVENUE/RECEIPTS TRANSACTION ENTRY      S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00002

CUR-DOC/SFX: REC00247 01 TRANS-CODE: 101      RVS:
REF-DOC/SFX:      MOD:      BFY: 00 GAAP IND:

INDEX      :      SEC AGENCY:
PCA      : 01211      SUBSID:
REV-SUB-OBJ/DET: 1025
EXP-SUB-OBJ/DET:

AMOUNT      : 600.00      BUDGET UNIT:
DOC TOTAL: 0000000015.00      PROP#:      CMP#:
INV-NO      :      INV-DESC:
VENDOR-NO:      NAME:
GRANT/PH:      PROJ/PH:      FUND/DET:      F/O:

```

Important tips for entering TC 101:

The TC 101 requires a revenue subobject (where the receipt will post).

Use the following minimum number of elements to enter a TC 101.

NOTE: STARS will have already filled in the BFY and effective date.

<u>Data Element</u>	<u>Description</u>
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 101 (record cash receipt of revenue, not billed).
INDEX or PCA	Enter a four-digit Index if you are Index-driven or a five-digit PCA if you are PCA-driven. Your Index or PCA usually looks up a fund, which is also a required element.
REV-SUB-OBJ/DET	Enter a four-digit revenue subobject (you can also use a two-digit detail). The revenue subobject determines how you want the revenue classified.
AMOUNT	Enter the amount of the transaction for this revenue subobject.

TC 102 - RECORD THE DEPOSIT OF SALES TAX PAYABLE (APPROVAL LEVEL 3)

This TC records a receipt deposit of Sales Tax that you will send on to the State Tax Commission. See the [Cash Disbursements – Refunds](#) section of this chapter for the transaction code to send the sales tax to the State Tax Commission.

A Record the Deposit of Sales Tax Payable (TC 102) posts to general ledger accounts 1003 (DR-cash in treasury) and 2109 (CR-sales tax payable).

The following example shows the minimum requirements to post a TC 102 transaction. You are not required to enter an Index or PCA for this transaction code - only the fund they look up is required. However, it is helpful for better tracking purposes.

In the following example, Agency 230 uses the Index/PCA data entry method. The example is based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index)

```

VERSION 3.1      STARS--REVENUE/RECEIPTS TRANSACTION ENTRY      S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00003

CUR-DOC/SFX: REC00248 01 TRANS-CODE: 102      RVS:
REF-DOC/SFX:      MOD:      BFY: 00 GAAP IND:

INDEX      :      SEC AGENCY:
PCA      : 01211      SUBSID:
REV-SUB-OBJ/DET:
EXP-SUB-OBJ/DET:

AMOUNT      : 5.00      BUDGET UNIT:
DOC TOTAL: 0000000600.00      PROP#:      CMP#:
INV-NO      :      INV-DESC:
VENDOR-NO:      NAME:
GRANT/PH:      PROJ/PH:      FUND/DET:      F/O:
      LOC:      FAC:

```

Important tips for entering TC 102:

- A. The TC 102 does not allow a revenue subobject since this is a payable.
- B. This will not post to a grant or project. You can identify the balance from your general ledger total on the General Ledger File or your Trial Balances under G/L 2109.
- C. NOTE: STARS will have already filled in the BFY and effective date.

Use the following minimum elements to enter a TC 102.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend that you use all eight characters.
TRANS-CODE	Enter transaction code 102 (record the deposit of sales tax payable).
INDEX or PCA (see FUND below)	You are not required to enter an Index or PCA for this TC, only the fund they usually look up, though it can help for tracking purposes. If you use the Index/PCA, you can enter a four-digit Index if you are Index-driven or a five-digit PCA if you are PCA-driven. Your Index or PCA usually looks up the fund. See FUND below.
AMOUNT	Enter the amount of the transaction of this receipt.
FUND	Enter the four-digit fund number of the fund under which you wish to hold the Sales Tax Payable deposit. An Index or PCA can look this up.

TC 105 - RECORD CASH RECEIPT OF A REFUND FOR OVERPAYMENT OF CURRENT YEAR EXPENDITURES (APPROVAL LEVEL 3)

This TC records a refund from a vendor for an expenditure made by your agency during the current fiscal year. Do not use this transaction code if the refund is for an expenditure made in a prior fiscal year. A Record Cash Receipt of a Refund for Overpayment of Current Year Expenditures (TC 105) posts to general ledger accounts 1003 (DR-cash in treasury) and 4200 (CR-expenditure). Note that this transaction code posts against expenditures instead of revenues.

For a third-party reimbursement (where a third party reimburses your agency for expenditures made to someone else), use a TC 10R. The TC 10R requires DFM approval.

The following example shows the minimum requirements to post a 105 transaction based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index):

VERSION 3.1		STARS--REVENUE/RECEIPTS TRANSACTION ENTRY		S504	
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00004					
CUR-DOC/SFX: REC00249 01		TRANS-CODE: 105		RVS:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:			
PCA : 01211		SUBSID:			
REV-SUB-OBJ/DET:					
EXP-SUB-OBJ/DET : 5410					
AMOUNT : 28.00		BUDGET UNIT:			
DOC TOTAL: 0000000005.00					
INV-NO :		INV-DESC:		PROP#: CMP#:	
VENDOR-NO: 826000952 00		NAME:			
GRANT/PH:		PROJ/PH:		FUND/DET: F/O:	

Important tips for entering TC 105:

- A. The TC 105 requires an expenditure subobject (where the receipt will post against).
- B. This can post against a grant or project.
- C. TC 105 will reduce expenditures on the appropriation file, giving you back the appropriation amount (spending authority).
- D. Do not use this TC for refunds from prior year expenditures or prior year third-party reimbursements.
- E. Use the vendor's number for a refund from a vendor. Use your agency's number for third-party reimbursements.

Use the following minimum number of elements to enter a TC 105. NOTE: STARS will have already filled in the BFY and effective date.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 105 (record cash receipt of a refund for overpayment of current year expenditures).
INDEX or PCA	Enter a four-digit Index if you are Index-driven or a five-digit PCA if you are PCA-driven. Your Index or PCA usually looks up a fund and budget unit, which are also required elements.
EXP-SUB-OBJ/DET	Enter a four-digit expenditure subobject (you can also use a two-digit detail). Enter the subobject you used on the original payment.
AMOUNT	Enter the amount of the transaction for this expenditure subobject.

Data Element	Description
VENDOR-NO	Enter the nine-character vendor number and two-digit suffix. This should be the vendor number of the vendor that sent you the refund. If the receipt is for a third-party reimbursement, use your agency vendor number instead. (Do not use the original vendor since you do not want to post a reversal for 1099MISC tax purposes.)

TC 106 - RECORD RECEIPT OF A REFUND FOR OVERPAYMENT OF PRIOR YEAR EXPENDITURE (APPROVAL LEVEL 3)

This TC records a refund from a vendor or third-part for an expenditure made by your agency during a prior fiscal year.

A Record Receipt of a Refund for Overpayment of Prior Year (TC 106) posts to general ledger accounts 1003 (DR-cash in treasury) and 4100 (CR-revenues). Since your appropriation for prior year no longer exists, you cannot reclaim that appropriation amount in current year. Therefore, you must treat a refund from a prior year as revenue.

If you receive a refund from a vendor for a prior fiscal year payment refunded in the current calendar year, you should report this credit to the State Controller's Office for manual posting to the 1099 system. Only report the credit if the subobject you would have posted it to is a 1099 reportable subobject

The following example shows the minimum requirements to post a 106 transaction based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index):

```

VERSION 3.1      STARS--REVENUE/RECEIPTS TRANSACTION ENTRY      S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00005

CUR-DOC/SFX: REC00250 01 TRANS-CODE: 106      RVS:
REF-DOC/SFX:      MOD:      BFY: 00 GAAP IND:

INDEX      :      SEC AGENCY:
PCA      : 01211      SUBSID:
REV-SUB-OBJ/DET: 3635
EXP-SUB-OBJ/DET:

AMOUNT      : 150.00      BUDGET UNIT:
DOC TOTAL: 0000000028.00      PROP#:      CMP#:
INV-NO      :      INV-DESC:
VENDOR-NO:      NAME:
GRANT/PH:      PROJ/PH:      FUND/DET:      F/O:
LOC:      FAC:
    
```

Important tips for entering TC 106:

- A. The TC 106 requires a revenue subobject (where the receipt will post), which should normally be 3635 (refund/reimbursement of a prior year expenditure).
- B. This can post to a grant or project.
- C. You do not have to enter a vendor number. If you do, it will not post to any files. It would only be for your reference on the transaction.

Use the following minimum number of elements to enter a TC 106.

NOTE: STARS will have already filled in the BFY and effective date.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 106 (record cash receipt of a refund for overpayment of prior year expenditure).
INDEX or PCA	Enter a four-digit Index if you are Index-driven or a five-digit PCA if you are PCA-driven. Your Index or PCA usually looks up a fund, which is also a required element.
REV-SUB-OBJ/DET	Enter a four-digit revenue subobject (you can also use a two-digit detail). Use revenue subobject 3635.
AMOUNT	Enter the amount of the transaction for this revenue subobject.

TC 107 - RECORD CASH RECEIPT OF UNUSED ROTARY ADVANCE (APPROVAL LEVEL 3)

This TC records a deposit from an employee who is returning part of their rotary fund advance. This will deposit cash back into your rotary fund account.

A Record Cash Receipt of Unused Rotary Advance (TC 107) posts to general ledger accounts 1005 (DR-impresst petty cash) and 1151 (CR-deferred expenses - rotary).

The following shows the minimum requirements to post a 107 transaction:

```

VERSION 3.1      STARS--REVENUE/RECEIPTS TRANSACTION ENTRY      S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00006

CUR-DOC/SFX: REC00251 01 TRANS-CODE: 107      RVS:
REF-DOC/SFX:      MOD:      BFY: 00 GAAP IND:

INDEX      :      SEC AGENCY:
PCA      :      SUBSID:
REV-SUB-OBJ/DET:
EXP-SUB-OBJ/DET:

AMOUNT      : 25.00      BUDGET UNIT:
DOC TOTAL:      PROP#:      CMP#:
INV-NO      :      INV-DESC:
VENDOR-NO:      NAME:
GRANT/PH:      PROJ/PH:      FUND/DET: 0875      F/O:
      LOC:      FAC:
      DOC-DATE:      EFF-DATE: 110199 DUE-DATE:
      INTERRUPT:
    
```

Important tips for entering TC 107:

- A. The TC 107 requires a rotary fund number for the fund.
- B. This will not post to a grant or project.

Use the following minimum number of elements to enter a TC 107.

NOTE: STARS will have already filled in the BFY and effective date.

<u>Data Element</u>	<u>Description</u>
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 107 (record cash receipt of unused rotary).
AMOUNT	Enter the amount of the transaction for this rotary fund deposit.
FUND	Enter the four-digit rotary fund number assigned to your agency. STARS requires the agency and rotary fund numbers on TC 107 transactions match the agency and rotary fund number combination on the Fund Descriptor Table (D22).

TC 107 transactions must have the same fund/agency combination to process.

Fund Descriptor Table (D22)

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 22 FUND		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY:	0875	
FUND (4)		
REFERENCE-DATA:	K30010	230
TYP,GRP,CCT,CCL,R/T,CAFR,RAGY		
TITLE: DEPT OF CORRECTIONS		

TC 108 - RECORD CASH RECEIPT OF UNDISTRIBUTED MONEY (SUSPENSE) (APPROVAL LEVEL 3)

This TC records an unknown or undistributed deposit or part of a deposit until you have time to identify the appropriate revenue subobject. Idaho Code requires some agencies to deposit the total amount into a suspense account, and then distribute the money later.

If you receive a cash receipt that you cannot identify, use this suspense account to hold the receipt until you can identify where it goes. Clear this suspense account as soon as possible. This suspense clearing account usually should be zero at the end of the fiscal year. We recommend you clear it monthly by classifying the amounts to revenue, if possible.

A Record Cash Receipt of Undistributed Money (Suspense) (TC 108) posts to general ledger accounts 1003 (DR-cash in treasury) and 2402 (CR-suspense clearing account). The following shows the minimum requirements to post a 108 transaction:

VERSION 3.1	STARS--REVENUE/RECEIPTS TRANSACTION ENTRY	S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00007		
CUR-DOC/SFX:	REC00252 01	TRANS-CODE: 108
REF-DOC/SFX:	MOD:	BFY: 00 GAAP IND:
INDEX :	SEC AGENCY:	
PCA :	SUBSID: 2300000	
REV-SUB-OBJ/DET:		
EXP-SUB-OBJ/DET:		
AMOUNT :	60.00	BUDGET UNIT:
DOC TOTAL:	0000000025.00	PROP#: CMP#:
INV-NO :	INV-DESC:	
VENDOR-NO:	NAME:	
GRANT/PH:	PROJ/PH:	FUND/DET: 0284 F/O:
LOC:	FAC:	
DOC-DATE:	EFF-DATE: 110199	DUE-DATE:

Important tips for entering TC 108:

- A. The TC 108 requires a subsidiary number and a fund (where you want to hold the deposit).
- B. This will not post to a grant or project.
- C. This is one of the transaction codes you may want to use for credit card payment deposits.
- D. You can locate the balance of the identified suspense under the Subsidiary files or subsidiary reports. You can also find it on the General Ledger files or Trial balances under G/L 2402.

Use the following minimum number of elements to enter a TC 108. STARS will automatically enter the BFY and effective date.

<u>Data Element</u>	<u>Description</u>
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 108 (record cash receipt of undistributed money - suspense).
SUBSIDIARY	Enter the seven-digit subsidiary number your agency wishes to use. This will usually be your agency code number followed by four zeroes (EXAMPLE: 2300000). However, you can create and use any seven-digit subsidiary number you wish. See below for establishing this subsidiary account number, if needed.
AMOUNT	Enter the amount of the transaction for this unidentified receipt.
FUND	Enter the four-digit fund number of the fund under which you wish to hold the unidentified deposit.

To set up a suspense clearing account subsidiary for your agency, complete a DESCR-23 form with the following information. If you wish, you may want to set up different suspense clearing accounts for different types of unidentified deposits.

Set up of Suspense Clearing Account subsidiary number

```

VERSION 3.1          STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY          S023
FUNCTION: A (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

TABLE-ID-NUMBER: 32 SUBSIDIARY TABLE

      .... | ....1.... | ....2.... | ....3.... | ....4.... | ....5

TABLE-ENTRY-KEY { 24022300000
                  {
G/L ACCOUNT, SUBSIDIARY

REFERENCE-DATA:

TITLE: DEPT OF CORRECTION SUSPENSE CLEARING
    
```

TC 110 - RECORD CASH RECEIPT - TREASURER SWEEP ACCOUNT (APPROVAL LEVEL 3)

This TC records receipt of the deposits the State Treasurer's Office "sweeps" from outside bank accounts on behalf of your agency. (See the explanation of Sweep Accounts earlier in the chapter.) STO will deposit this receipt into a fund previously identified by your agency. This will be available to you for later distribution. Except for unusual situations, this sweep account should be zero at the end of the fiscal year. We recommend you clear it monthly by classifying the amounts to revenue, if possible.

A Record Cash Receipt - Treasurer Sweep Account (TC 110) posts to general ledger accounts 1003 (DR-cash in treasury) and 2405 (CR-suspense – treasurer sweep accounts).

The following shows the minimum requirements to post a 110 transaction:

VERSION 3.1	STARS--REVENUE/RECEIPTS TRANSACTION ENTRY	S504
BATCH: AGY 230	DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00008	
CUR-DOC/SFX: REC00253 01	TRANS-CODE: 110	RVS:
REF-DOC/SFX:	MOD:	BFY: 00 GAAP IND:
INDEX :	SEC AGENCY:	
PCA :	SUBSID:	
REV-SUB-OBJ/DET:		
EXP-SUB-OBJ/DET:		
AMOUNT : 1250.00	BUDGET UNIT:	
DOC TOTAL: 0000000060.00	PROP#:	CMP#:
INV-NO :	INV-DESC:	
VENDOR-NO:	NAME:	
GRANT/PH:	PROJ/PH:	FUND/DET: 0284 F/O:
LOC:	FAC:	
DOC-DATE:	EFF-DATE: 110199	DUE-DATE:

Important tips for entering TC 110:

- A. STO will normally enter this transaction for your agency based on the information you have provided them.
- B. This will not post to a grant or project.
- C. This is one of the transaction codes you may want to use for credit card payment deposits.
- D. You can locate the balance of the sweep account on the General Ledger files or Trial balances under G/L 2405.

Use the following minimum number of elements to enter a TC 110.. NOTE: STARS will have already filled in the BFY and effective date.

<u>Data Element</u>	<u>Description</u>
CUR-DOC/SFX	STO will enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	STO will enter transaction code 110 (record cash receipt - treasurer sweep account).
AMOUNT	STO will enter the amount of the transaction for this sweep account deposit.
FUND	STO will enter the four-digit fund number of the fund that you have provided them under which you wish to hold the sweep deposit.

TC 170 - RECORDS THE COLLECTION OF A DUE FROM OTHER FUNDS OR APPROPRIATIONS (APPROVAL LEVEL 3)

This TC posts the payment to the cash and document files then liquidates the original Due From established by the billing agency's TC 130.

Normally, you would not enter a TC 170 directly since STARS automatically generates the transaction. However, if you happen to receive a warrant for an interagency billing, deposit the warrant using TC 170 and a reference document number of the interagency billing document to which the payment should post.

Use the following minimum number of elements to enter a TC 170.

VERSION 3.1 STARS--REVENUE/RECEIPTS TRANSACTION ENTRY S504			
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00009			
CUR-DOC/SFX:	REC00254 01	TRANS-CODE:	170 RVS:
REF-DOC/SFX:	00071201 01	MOD:	BFY: 00 GAAP IND:
INDEX :		SEC AGENCY:	
PCA :		SUBSID:	
REV-SUB-OBJ/DET:			
EXP-SUB-OBJ/DET:			
AMOUNT :	200.00	BUDGET UNIT:	
DOC TOTAL:	0000001250.00	PROP#:	CMP#:
INV-NO :	INV-DESC:		
VENDOR-NO:	NAME:		
GRANT/PH:	PROJ/PH:	FUND/DET:	F/O:
	LOC:	FAC:	

Important tips for entering TC 170:

- A. STARS will normally create a TC 170 payment transaction in a generated “Z” batch when the paying agency pays an interagency billing using TCs 240 or 241.
- B. The billing agency enters the TC 170 *only when they receive a warrant instead of STARS generated TC 170*. If you receive a warrant for an interagency billing, contact the paying agency to remind them to use the correct transaction code.
- C. The document number on the Document File from the TC 130 (billing agency’s Due From) becomes the reference document number on TC 170. STARS will lookup any additional information.
- D. This will post to a grant or project but STARS usually looks this up from the document file.

Use the following minimum number of elements to enter a TC 170.
(We recommend you enter *only* these elements, allowing STARS to lookup the rest of the information from the Document file. You should not have to enter this transaction unless you happen to receive a warrant for the interagency billing.)

NOTE: STARS will have already filled in the BFY and effective date. When you press the F5 key, STARS will lookup the other fields from the document on the Document File.

<u>Data Element</u>	<u>Description</u>
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters
TRANS-CODE	Enter transaction code 170 (Record Collection of a Due From other funds or appropriations).
REF-DOC/SFX	Enter the eight-character document number and two-digit suffix from the document number on the Document File to which you wish to post the payment. Remember, you will be paying a Due From (G/L 1502) document. If you are posting to two interagency billings, you should enter them on separate transactions since the Ref-Doc/Sfx will be different.
AMOUNT	Enter the amount of the transaction for this interagency billing receipt. This is the amount you receive from the paying agency.

TC 204 - RECORD REDEMPTION OF INVESTMENT DIRECT BY AGENCY (APPROVAL LEVEL 3)

This TC records the redemption (sale) of an investment through the State Treasurer’s Office (STO). The STO sells investments on behalf of the agencies. The STO bases the amount of cash to deposit depending on the sale of your investment and interest it has earned. The STO will contact you with the principal sales amount and interest earned for the respective investment.

You should complete a batch type J to post the amount of the sale and interest to STARS. A batch type J will transmit the amount to the STO system for them to update their records.

IMPORTANT: Only post the principal portion of the redemption (sale) to TC 204. Post the interest to the regular TC 101 (or other TCs if posting to grant and/or projects).

A TC 204 (Record Redemption of Investment Direct by Agency) posts to general ledger accounts 1003 (DR-cash in treasury) and 1203 (CR-investments direct by agencies).

The following shows the minimum requirements to post a 204 transaction:

VERSION 3.1 STARS--REVENUE/RECEIPTS TRANSACTION ENTRY S504			
BATCH: AGY 230 DATE 11161999 TYPE J NO 039 MODE MASTER EDIT ON SEQ-NO 00001			
CUR-DOC/SFX:	REC00306 01	TRANS-CODE:	204
REF-DOC/SFX:	MOD:	BFY: 00	GAAP IND:
INDEX :	SEC AGENCY:		
PCA :	SUBSID:		
REV-SUB-OBJ/DET:			
EXP-SUB-OBJ/DET:			
AMOUNT :	1206000.00	BUDGET UNIT:	
DOC TOTAL:	0000000000.00	PROP#:	CMP#:
INV-NO :	INV-DESC:		
VENDOR-NO:	NAME :		
GRANT/PH:	PROJ/PH:	FUND/DET:	0284
LOC:	FAC:	F/O:	

Important tips for entering TC 204:

- A. Do not post the amount for the interest earned under TC 204. Use TC 101.
- B. This TC 204 requires a fund (normally the one used when originally purchasing the investment).
- C. This will not post to a grant or project.
- D. You can locate the balance of the investment accounts on the General Ledger files or Trial balances under G/L 1203.

Use the following minimum number of elements to enter a TC 204.

NOTE: STARS will have already filled in the BFY and effective date.

<u>Data Element</u>	<u>Description</u>
CUR-DOC/SFX	STO will enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 204 (record redemption of investment direct by agency).

<u>Data Element</u>	<u>Description</u>
AMOUNT	Enter the amount of the transaction for the <u>principal portion</u> of the redemption (sale). NOTE: Use a TC 101 for the receipt of the interest earned.
FUND	Enter the four-digit fund number of the fund under which you wish to post the principal portion of the redemption. This should be the fund you used when you originally purchased the investment. NOTE: You can enter an Index or PCA that looks up this fund if you used it when purchasing the investment.

TC 439 - RECORD RECEIPT OF PROJECT MONIES (APPROVAL LEVEL 3)

This TC records a regular receipt (like TC 101) that you want to post to a project only. This will not post to a grant.

A Record Receipt of Project Monies (TC 439) posts like TC 101 to general ledger accounts 1003 (DR-cash in treasury) and 4100 (CR-revenues).

The following shows the minimum requirements to post a 439 transaction based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index):

```

VERSION 3.1      STARS--REVENUE/RECEIPTS TRANSACTION ENTRY      S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00010

CUR-DOC/SFX: REC00255 01 TRANS-CODE: 439      RVS:
REF-DOC/SFX:      MOD:      BFY: 00 GAAP IND:

INDEX      :      SEC AGENCY:
PCA      : 01211      SUBSID:
REV-SUB-OBJ/DET: 1025
EXP-SUB-OBJ/DET:

AMOUNT      : 40.00      BUDGET UNIT:
DOC TOTAL: 0000000200.00      PROP#:      CMP#:
INV-NO      :      INV-DESC:
VENDOR-NO:      NAME:
GRANT/PH:      PROJ/PH: EC9908 00      FUND/DET:      F/O:
      LOC:      FAC:
      DOC-DATE:      EFF-DATE: 110199 DUE-DATE:

```

Important tips for entering TC 439:

- A. The TC 439 requires a revenue subobject (where the receipt will post).
- B. You must enter a project when you use this transaction.
- C. This will not post to a grant.
- D. We recommend you do not override the project that is on the Index or PCA unless those using the Index or PCA reports know you are doing it.

Use the following minimum number of elements to enter a TC 439.

NOTE: STARS will have already filled in the BFY and effective date.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 439 (record receipt of project monies).
INDEX or PCA	Enter a four-digit Index if you are Index-driven or a five-digit PCA if you are PCA-driven. Your Index or PCA usually looks up a fund, which is also a required element. It may also look up the Project number and phase.
REV-SUB-OBJ/DET	Enter a four-digit revenue subobject (you can also use a two-digit detail). The revenue subobject determines how you want the revenue classified on STARS.
AMOUNT	Enter the amount of the transaction for this revenue subobject.
PROJ/PH	If the Index or PCA does not look up the project, enter the six-character project and two-digit phase under which you want to post the receipt. You may also override the project that is on the Index or PCA, but it is not recommended since it may be confusing to those using Index or PCA reports.

TC 440 - RECORD RECEIPT OF GRANT MONIES (APPROVAL LEVEL 3)

This TC records a regular receipt (like TC 101) that you want to post to a grant only. This will not post to a project.

A Record Receipt of Grant Monies (TC 440) posts like TC 101 to general ledger accounts 1003 (DR-cash in treasury) and 4100 (CR-revenues).

The following shows the minimum requirements to post a 440 transaction based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index):

```

VERSION 3.1      STARS--REVENUE/RECEIPTS TRANSACTION ENTRY      S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00011

CUR-DOC/SFX: REC00256 01 TRANS-CODE: 440      RVS:
REF-DOC/SFX:      MOD:      BFY: 00 GAAP IND:

INDEX :      SEC AGENCY:
PCA : 01211      SUBSID:
REV-SUB-OBJ/DET: 1025
EXP-SUB-OBJ/DET:

AMOUNT : 100.00      BUDGET UNIT:
DOC TOTAL: 0000000040.00      PROP#:      CMP#:
INV-NO :      INV-DESC:
VENDOR-NO:      NAME:
GRANT/PH: AUDSER 00 PROJ/PH:      FUND/DET:      F/O:
      LOC:      FAC:
      DOC-DATE:      EFF-DATE: 110199 DUE-DATE:
      INTERRUPT:
    
```

Important tips for entering TC 440:

- A. The TC 440 requires a revenue subobject (where the receipt will post).
- B. You must enter a grant when you use this transaction.
- C. This will not post to a project.
- D. We recommend you do not override the grant that is on the Index or PCA unless those using the Index or PCA reports know you are doing it.

Use the following minimum number of elements to enter a TC 440.

NOTE: STARS will have already filled in the BFY and effective date.

<u>Data Element</u>	<u>Description</u>
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 440 (record receipt of grant monies).
INDEX or PCA	Enter a four-digit Index if you are Index-driven or a five-digit PCA if you are PCA-driven. Your Index or PCA usually looks up a fund, which is also a required element. It may also look up the Grant number and phase.

<u>Data Element</u>	<u>Description</u>
REV-SUB-OBJ/DET	Enter a four-digit revenue subobject (you can also use a two-digit detail). The revenue subobject determines how you want the revenue classified on STARS.
AMOUNT	Enter the amount of the transaction for this revenue subobject.
GRANT/PH	If the Index or PCA does not look up the grant, enter the six-character grant and two-digit phase under which you want to post the receipt. You may also override the grant that is on the Index or PCA, but it is not recommended since it may be confusing to those using Index or PCA reports.

TC 441 - RECORD RECEIPT OF GRANT AND PROJECT MONIES UNBILLED (APPROVAL LEVEL 3)

This TC records a regular receipt (like TC 101) that needs to be posted to both a grant and a project.

A TC 441 (Record Receipt of Grant and Project Monies Unbilled) posts like TC 101 to general ledger accounts 1003 (DR-cash in treasury) and 4100 (CR-revenues).

The following shows the minimum requirements to post a 440 transaction based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index):

```

VERSION 3.1      STARS--REVENUE/RECEIPTS TRANSACTION ENTRY      S504
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00012

CUR-DOC/SFX: REC00257 01 TRANS-CODE: 441      RVS:
REF-DOC/SFX:      MOD:      BFY: 00 GAAP IND:

INDEX      :      SEC AGENCY:
PCA      : 01211      SUBSID:
REV-SUB-OBJ/DET: 1025
EXP-SUB-OBJ/DET:

AMOUNT      : 55.00      BUDGET UNIT:
DOC TOTAL: 0000000100.00      PROP#:      CMP#:
INV-NO      :      INV-DESC:
VENDOR-NO:      NAME:
GRANT/PH: AUDSER 00 PROJ/PH: EC9908 00 FUND/DET:      F/O:
      LOC:      FAC:
      DOC-DATE:      EFF-DATE: 110199 DUE-DATE:
      INTERRUPT:
  
```

Important tips for entering TC 441:

- A. The TC 441 requires a revenue subobject (where the receipt will post).
- B. You must enter a grant and project when you use this transaction.

- C. We recommend you do not override the grant or project that is on the Index or PCA unless those using the Index or PCA reports know you are doing it.

Use the following minimum number of elements to enter a TC 441.

NOTE: STARS will have already filled in the BFY and effective date.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 441 (record receipt of grant and project monies unbilled).
INDEX or PCA	Enter a four-digit Index if you are Index-driven or a five-digit PCA if you are PCA-driven. Your Index or PCA usually looks up a fund, which is also a required element. It may also look up the Grant and Project numbers and their phases.
REV-SUB-OBJ/DET	Enter a four-digit revenue subobject (you can also use a two-digit detail). The revenue subobject determines how you want the revenue classified on STARS.
AMOUNT	Enter the amount of the transaction for this revenue subobject.
GRANT/PH	If your Index or PCA does not look up the grant and phase, enter the six-character grant and two-digit phase then the six-character project and two-digit phase under which you want to post the receipt. You may also override the grant or phase that is on the Index or PCA, but it is not recommended since it may be confusing to those using Index or PCA reports.

TC 550 - RECORD CASH COLLECTED BY ONE AGENCY/FUND FOR ANOTHER AND TRANSFER OUT (APPROVAL LEVEL 3)

This TC records cash received by your agency on behalf of another agency. Each agency that receives this cash should account for those receipts as revenue within their agency using TC 550. STARS will automatically transfer the cash out of the receipting agency (transfer out) and will generate a TC 551 transferring cash to the appropriate agency (transfer in). Since the TC 550 generates the TC 551, the cash transfers using the same fund of the TC 550.

A Record Cash Collected by One Agency/Fund for Another and Transfer Out (TC 550) posts to general ledger accounts 1003 (DR-cash in treasury) and 4100 (CR-revenues). It also posts to general ledger accounts 4800 (DR-operating transfers out) and 1003 (CR-cash in treasury) to show the transfer out.

Notice that the cash does not stay with the agency doing the receipting (DR 1003 and CR 1003, netting to zero). It posts as revenue and transfers out to the receipting agency.

The TC 550 is set up to transfer the cash to another agency using TC 551. STARS will use the same fund in both agencies. STARS will know which agency to send the transfer to when you enter the agency in the Second Agency field on the transaction.

The following shows the minimum requirements to post a 550 transaction based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index):

VERSION 3.1 STARS--REVENUE/RECEIPTS TRANSACTION ENTRY S504			
BATCH: AGY 230 DATE 11011999 TYPE J NO 020 MODE MASTER EDIT ON SEQ-NO 00013			
CUR-DOC/SFX:	REC00258 01	TRANS-CODE:	550
REF-DOC/SFX:	MOD:	BFY:	00 GAAP IND:
INDEX	:	SEC AGENCY:	140
PCA	:	01211	SUBSID:
REV-SUB-OBJ/DET:	1025		
EXP-SUB-OBJ/DET:	9200		
AMOUNT	:	30.00	BUDGET UNIT:
DOC TOTAL:	0000000055.00	PROP#:	CMP#:
INV-NO	:	INV-DESC:	
VENDOR-NO:		NAME:	
GRANT/PH:	PROJ/PH:	FUND/DET:	F/O:
	LOC:	FAC:	

Important tips for entering TC 550:

- A. The TC 550 requires both a revenue and expenditure subobject (where the receipt will post and transfer out).
- B. You must have a second agency showing which agency will be receiving the cash.
- C. This will post to a grant and project.
- D. The Second Agency will receive the TC 551 cash transfer-in in the same fund that you use on the TC 550. If this is an ongoing receipt and transfer-out, you may want to work with the second agency to set up corresponding funds.
- E. Once the TC 550 processes it will automatically generate a TC 551 (Record Transfer In of Monies from One Agency/Fund to Another). This TC records an automatic transfer in to the second agency designated on the TC 550.

Use the following minimum number of elements to enter a TC 550.

NOTE: STARS will have already filled in the BFY and effective date.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character current document number and two-digit suffix. NOTE: We recommend using all eight characters.
TRANS-CODE	Enter transaction code 550 (record cash collected by one agency/fund for another and transfer out).

<u>Data Element</u>	<u>Description</u>
SEC AGENCY	Enter a three-digit second agency that is the number of the agency to whom you are transferring the money. STARS will use this agency number to create a TC 551 transfer-in to that agency.
INDEX or PCA	Enter a four-digit Index or a five character PCA depending on your agency structure. Your Index or PCA usually looks up a fund, which is also a required element. This is the fund STARS will use when creating the TC 551 for the second agency.
REV-SUB-OBJ/DET	Enter a four-digit revenue subobject (you can also use a two-digit detail). The revenue subobject determines how you want the revenue for the first set of general ledger accounts classified on STARS.
EXP-SUB-OBJ/DET	Enter a four-digit expenditure subobject. You should use expenditure subobject 9200 (transfers out) which posts with the second set of general ledger accounts which includes G/L 4800 (operating transfers out).
AMOUNT	Enter the amount of the transaction for this revenue/expenditure subobject.

TC 551 - RECORD TRANSFER IN OF MONIES FROM ONE AGENCY/FUND TO ANOTHER

A TC 551 is automatically generated when the agency process a TC 550. TC 551 posts to general ledger accounts 1003 (DR-cash in treasury) and 4700 (CR-transfers in). The cash ends up with the second agency that receipted the monies. This will not post to a grant or project.

The following shows the minimum requirements STARS uses to automatically generate a 551 transaction:

```

VERSION 3.1      STARS--GENERAL PURPOSE TRANSACTION ENTRY      S501
BATCH: AGY 140 DATE 11021999 TYPE Z NO 901 MODE MASTER EDIT ON SEQ-NO 00001

CUR-DOC/SFX: REC00258 01 TRANS-CODE: 551      RVS:      DISB-METH:
REF-DOC/SFX:      MOD:      BFY: 00 GAAP IND:
INDEX   :      SEC AGENCY: 230
PCA     :      SUBSID:      PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET: 1025
AMOUNT  : 30.00      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: 0001      F/O:
MPC:      LOC:      FAC:      TSK:
DOC-DATE:      EFF-DATE: 110299 DUE-DATE:      INTERRUPT:

```

Important tips for TC 551:

- A. STARS automatically creates the TC 551 when an agency processes a TC 550.
- B. STARS creates the TC 551 using the current document number from the originating agency. It uses the current document number/suffix, revenue subobject, amount, and fund of the original transaction.
- C. STARS will show who sent the money by entering the originating agency's number in the SEC AGENCY field of the TC 551.
- D. STARS fills in the revenue subobject, amount, and fund from the original agency's transaction. The cash will post to this fund, whether or not you actively use the fund. To change subobject or funds, use an adjusting entry: To change the subobject use TC 551R and then TC 551. To change funds use TC 552 and then TC 553.