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# STARS USER MANUAL

## STATEWIDE DESCRIPTOR TABLE D64 – REPORT CONTROL

### D64 – REPORT CONTROL

The D64 table identifies reports and defines them as requestable, printable at remote locations, and printable on various speed printers for each report ID, etc.

```

VERSION 3.1          STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY          S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TABLE-ID-NUMBER:  64 REPORT CONTROL
                   ....|....1....|....2....|....3....|....4....|....5
TABLE-ENTRY-KEY:  DAFR8160
                   REPORT ID
REFERENCE-DATA:   2YLYNNNYNYYYYYYYY
                   ARPPPOF12DDWPMQYD
TITLE:  TRIAL BALANCE BY FUND/GRANT
    
```

### D64 – REPORT CONTROL DATA ENTRY REQUIREMENTS

<u>Data Element</u>	<u>Description</u>
TABLE-ID-NUMBER	Enter <b>64</b> .
TABLE-ENTRY-KEY	<b><u>REPORT ID</u></b> Enter the eight-character report ID as identified on the report. All STARS reports start with DAFR followed by the report number.

<b>Data Element</b>	<b>Description</b>
REFERENCE DATA	<p><b><u>F (report fund level)</u></b></p> <p>Enter the one-character Fund level detail indicator.</p> <p>Y – Required. You must identify the Fund level you want to see on the report. (Options are: no level, Fund, Fund Detail, or Grant.)</p> <p>N – Not allowed. The report cannot be broken down to a Fund or Grant level.</p> <p><b><u>1 (special select 1)</u></b></p> <p>Enter the one-character special select 1 indicator.</p> <p>Y – Required. You must enter a special select 1 indicator identified by the specific report you are requesting. This field usually identifies a Fund or a beginning of a range.</p> <p>N – Not allowed. There are no special selection 1 options for this report.</p> <p><b><u>2 (special select 2)</u></b></p> <p>Enter the one-character special select 2 indicator.</p> <p>Y – Required. You must enter a special select 2 indicator identified by the specific report you are requesting. This field usually identifies another Fund or an ending of a range.</p> <p>N – Not allowed. There are no special selection 1 options for this report.</p> <p>The following items indicate how often you can request a report to automatically generate. This is the Report Generate Date needed on the report request table (91) in order for the report to run (MMDDYY, daily, weekly, period, month, quartr, year).</p> <p><b><u>D (run on a specific date)</u></b></p> <p>Enter the one-character generate by specific date indicator.</p> <p>Y – Allowed. You can order the report to run on a specific date.</p> <p>N – Not allowed. You cannot designate the date for the report to run.</p>

<b>Data Element</b>	<b>Description</b>
	<p><b><u>D (run daily)</u></b>  Enter the one-character run daily indicator.  Y – Allowed. You can order the report to run daily.  N – Not allowed. The report cannot run on a daily basis.</p> <p><b><u>W (run weekly)</u></b>  Enter the one-character run weekly indicator.  Y – Allowed. You can order the report to run weekly, on the last workday of the week.  N – Not allowed. The report cannot run on a weekly basis.</p> <p><b><u>P (run each period)</u></b>  Enter the one-character run each period indicator.  Y – Allowed. You can order the report to run at the end of each period, on the last workday of the period.  N – Not allowed. The report cannot run on a period basis.</p> <p><b><u>M (run monthly)</u></b>  Enter the one-character run monthly indicator.  Y – Allowed. You can order the report to run at the end of each month, usually on the third working day of the next month.  N – Not allowed. The report cannot run on a monthly basis.</p> <p><b><u>Q (run quarterly)</u></b>  Enter the one-character run quarterly indicator.  Y – Allowed. You can order the report to run at the end of each quarter, usually on the third working day of the next month.  N – Not allowed. The report cannot run on a quarterly basis.</p> <p><b><u>Y (run yearly)</u></b>  Enter the one-character run yearly indicator.  Y – Allowed. You can order the report to run at the end of the year, usually after fiscal year end close.  N – Not allowed. The report cannot run on a yearly basis.</p>

<b>Data Element</b>	<b>Description</b>
	<p><b><u>D (data type)</u></b> Enter the one-character data type. F – FAS report (If the report does not require a valid Agency Suffix Range on the report request indicator, this report type can be blank.)</p> <p><b><u>I – IRS report</u></b> S or blank – STARS report (If the report does not require a valid agency Division/Bureau on the report request indicator, this report type can be blank.)</p>
TITLE	Enter the title of the report, up to 50 characters. Should be the same as the title printed on the report.