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STARS USER MANUAL

AGENCY DESCRIPTOR TABLE D36 - LOCATION

D36 – LOCATION

The D36 table identifies the agency-specific codes and titles used for cost accumulation and reporting purposes. This allows you to gather information for a group of transactions, regardless of how that location is related to your agency structure. The codes can be used for tracking anything your agency needs, not just a physical location (e.g., collecting costs for a conference, costs in helping another state agency, etc.) The only way to extract location information is by using ad hoc reporting. Location codes will also show on reports that have a column for Location.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 36 LOCATION		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: 230PC1106		
AGENCY, LOCATION		
REFERENCE-DATA:		
TITLE: POCATELLO CONFERENCE 11-26-06		

D36 – LOCATION DATA ENTRY REQUIREMENTS

<u>Data Element</u>	<u>Description</u>
TABLE-ID-NUMBER	Enter 36.
TABLE-ENTRY-KEY	AGENCY - Enter your three-digit agency code set up in Descriptor Table 02. LOCATION - Enter the six-character code your agency assigns for this location code.
REFERENCE DATA	Leave blank.
TITLE	Enter the name, up to 50 characters, your agency assigns for this location code.