Each shaded area on the PDF form has a matching shaded area on the new form to indicate its new location

Left form

SECURITY REQUEST FOR ONLINE ACCESS TO STARS/FAS

[1]

AGENCY NAME	AGENCY CODE	CONTACT NAME	PHONE #	DATE

A=Add C=Chg D=Del	STARS OPERATOR ID (List alternatives in case the ID has been assigned)			EMPLOYEE NAME (max 20)
Add ▾	Choice #1	Choice #2	Choice #3	

[2] **[3]** New Operator is repla... duplicating an existing Operator, the Op... ID to be replaced/duplicated is: **[4]**

For CICS as it pertains to the new operator:
| Are File transfers done by FTP, TSO or Other: |
| Name of JCL job(s) submitted: |
| Latest CICS Oper ID used (if any): **[5]** |

[6] **STARS DAT... RY** – Indicate with an X the type of STARS transactions this Operator will be entering:

None	Budgetary	Receipts	Encumbrances	Expenditures	Grants	Rotary	Cash Transfer	Recurring	All

Or – Indicate the STARS Operator Class from the D66 Descriptor Table:

FAS DATA ENTRY – Indicate with an X the type of FAS transactions this Operator will be data entering:

None	Acquisitions	Dispositions	Trade Ins

Or – Indicate the FAS Operator Class from the F66 Descriptor Table:

[7] **...RS/FAS RELEASE AND TABLE SECURITY CONTROLS**

Field	Val	Field	Val	Field	Val
ACCOUNTING TRA...	▾	FIXED ASSET APP LVL	1 ▾		
RELEASE FLAG	0 ▾	FAS OPERATOR CLASS		BUDGET UNIT	▾
DATA ENTRY AGCYS:		FAS INQUIRY/MAINT	▾		
RANGE 1		FAS DATA ENTRY	▾	DESCRIPTOR	▾
RANGE 2		FAS DESCRIPTOR	▾	INDEX CODE	▾
SECURITY ORG		FAS MASS UPDATES	▾	ORGANZATION CONTROL	▾
RESP AGENCY		FAS PP RELEASE	▾	PROGRAM COST ACCOUNT	▾
DATCII EDIT MODE	1	FAS LOCATION1	▾	GRANT CONTROL	▾
WARRANT WRITING	0	FAS CHANGE FUNDING		PROJECT CONTROL	▾
WARRANT STATUS	▾			TRANSACTION CODE	0
ROTARY REDEMPTION		REPORT REQUEST	0	VENDOR EDIT	▾
APPROVAL LEVEL	1 ▾	SECURITY TABLE	0	VE SELECT IND	▾
MENU TYPE	0	NEWS/HELP TABLE	0	ABA FILE MAINTENANCE	A
PRINTER ID	DB01	RECURRING TRANS	▾	ONLINE FILE INQUIRY	A
		REC TRANS REQUEST	▾	PRIOR PRD POST IND	Y
		SYSTEM MANAGEMENT	0	PRIOR YEAR POST IND	Y
FUND OVERRIDE	Blank	REPORT DISTRIBUTION	0		
DAY INDICATOR	A ▾				
WORK HOUR RANGE					

We understand that any changes made to these tables can effect the financial reporting during the current fiscal year in addition to effecting the comparison reporting across fiscal years. **We accept** full responsibility for the results from making the changes and additions. **We understand** the importance of reviewing with the State Controller's Office staff any changes being made to the above tables, in order to see how they effect financial reporting for our agency. Additionally, the undersigned user agency fiscal officer accepts full responsibility for making corrections of reporting errors occurring as a result of changes made to the tables.

FISCAL OFFICER Signature: _____ DATE: _____

Right form

Tabs: **Employee Information** | Personnel and Payroll Security | IBIS Security | Mainframe Access | **Accounting/STARS Security** | Keywords

[1] Ac...

[2]
- ○ No Change - Accounting / STARS Access
- ○ Add/Change Access Accounting / STARS Access
- ○ Delete All Accounting/ STARS Access

Mainframe User ID:*
(Enter Billcode Prefix)

Possible Billcodes are:

[3] STARS Operator ID: (List 3 choices in case ID has been assigned)
- Choice 1:
- Choice 2:
- Choice 3:

For questions with Bill Code, please contact your Fiscal Officer

[4] STARS Employee Name:
(20 Character Max)

Surplus Property Declaration: No ▾

Online Reporting: ☐

Special Report Requests: _____

Select an Agency Batch Interface Role: (Place cursor over role button to see a description. Multiple Roles may be selected)

[STARS Batch Interface] [Accounting History Extract]

Select a Preset STARS Access Role: (Place cursor over role button to see a description. Only one role may be selected)

[STARS Data Entry Access] [STARS Final Release Access] [STARS DFM Analyst Access] [STARS LSO Analyst Access]

[6] Select a STARS and/or FAS Data Entry Role (Optional):

STARS Data Entry:	FAS Data Entry:
☐ None	☐ Trade Ins
☐ Budgetary	☐ Acquisitions
☐ Cash Transfer	☐ Dispositions
☐ Encumbrances	☐ None
☐ Expenditures	
☐ Grants	
☐ Recurring	
☐ Receipts	
☐ Rotary	

To view the settings for the role selected, please ... arrow next to 'Advanced STARS Access Settings' from below.

[7] Advanced STARS Access Settings ▾
Expand this to further customize a STARS Access role

[5] Additional Mainframe Accounting Settings ▾
Expand this to add additional mainframe Accounting systems access

New features are highlighted in red

SECURITY REQUEST FOR ONLINE ACCESS TO STARS/FAS

[RESET]

AGENCY NAME	AGENCY CODE	CONTACT NAME	PHONE #	DATE

A=Add C=Chg D=Del	STARS OPERATOR ID (List alternatives in case the ID has been assigned)			EMPLOYEE NAME (max 20)
	Choice #1	Choice #2	Choice #3	
Add				

If the new Operator is replacing or duplicating an existing Operator, the Operator ID to be replaced/duplicated is:

For CICS as it pertains to the new operator:
Are File transfers done by FTP, TSO or Other:
Name of JCL job(s) submitted:
Latest CICS Oper ID used (if any):

STARS DATA ENTRY – Indicate with an X the type of STARS transactions this Operator will be entering:

None	Budgetary	Receipts	Encumbrances	Expenditures	Grants	Rotary	Cash Transfer	Recurring	All

Or – Indicate the STARS Operator Class from the D66 Descriptor Table:

FAS DATA ENTRY – Indicate with an X the type of FAS transactions this Operator will be data entering:

None	Acquisitions	Dispositions	Trade Ins

Or – Indicate the FAS Operator Class from the F66 Descriptor Table:

STARS/FAS RELEASE AND TABLE SECURITY CONTROLS

ACCOUNTING TRANS		FIXED ASSET APP LVL	1		
RELEASE FLAG	0	FAS OPERATOR CLASS		BUDGET UNIT	
DATA ENTRY AGCYS:		FAS INQUIRY/MAINT			
RANGE 1		FAS DATA ENTRY		DESCRIPTOR	
RANGE 2		FAS DESCRIPTOR		INDEX CODE	
SECURITY ORG		FAS MASS UPDATES		ORGANZATION CONTROL	
RESP AGENCY		FAS PP RELEASE		PROGRAM COST ACCOUNT	
DATCII EDIT MODE	1	FAS LOCATION1		GRANT CONTROL	
WARRANT WRITING	0	FAS CHANGE FUNDING		PROJECT CONTROL	
WARRANT STATUS				TRANSACTION CODE	0
ROTARY REDEMPTION		REPORT REQUEST	0	VENDOR EDIT	
APPROVAL LEVEL	1	SECURITY TABLE	0	VE SELECT IND	
MENU TYPE	0	NEWS/HELP TABLE	0	ABA FILE MAINTENANCE	
PRINTER ID	DB01	RECURRING TRANS		ONLINE FILE INQUIRY	A
		REC TRANS REQUEST		PRIOR PRD POST IND	Y
		SYSTEM MANAGEMENT	0	PRIOR YEAR POST IND	Y
FUND OVERRIDE	Blank	REPORT DISTRIBUTION	0		
DAY INDICATOR	A				
WORK HOUR RANGE					

We understand that any changes made to these tables can effect the financial reporting during the current fiscal year in addition to effecting the comparison reporting across fiscal years. **We accept** full responsibility for the results from making the changes and additions. **We understand** the importance of reviewing with the State Controller's Office staff any changes being made to the above tables, in order to see how they effect financial reporting for our agency. Additionally, the undersigned user agency fiscal officer accepts full responsibility for making corrections of reporting errors occurring as a result of changes made to the tables.

FISCAL OFFICER Signature: _____ DATE: _____

| Employee Information | Personnel and Payroll Security | IBIS Security | Mainframe Access | Accounting/STARS Security | Keywords |

Action:*
○ No Change - Accounting / STARS Access
○ Add/Change Access Accounting / STARS Access
○ Delete All Accounting/ STARS Access

Mainframe User ID:*
(Enter Billcode Prefix)

STARS Operator ID: (List 3 choices in case ID has been assigned)
Choice 1:
Choice 2:
Choice 3:

Possible Billcodes are:

For questions with Bill Code, please contact your Fiscal Officer

STARS Employee Name:
(20 Character Max)

Surplus Property Declaration: No

Online Reporting: ☐

Special Report Requests:

Select an Agency Batch Interface Role: (Place cursor over role button to see a description. Multiple Roles may be selected)

[STARS Batch Interface] [Accounting History Extract]

Select a Preset STARS Access Role: (Place cursor over role button to see a description. Only one role may be selected)

[STARS Data Entry Access] [STARS Final Release Access] [STARS DFM Analyst Access] [STARS LSO Analyst Access]

Select a STARS and/or FAS Data Entry Role (Optional):

STARS Data Entry:
☐ None
☐ Budgetary
☐ Cash Transfer
☐ Encumbrances
☐ Expenditures
☐ Grants
☐ Recurring
☐ Receipts
☐ Rotary

FAS Data Entry:
☐ Trade Ins
☐ Acquisitions
☐ Dispositions
☐ None

To view the settings for the role selected, please select the arrow next to 'Advanced STARS Access Settings' from below.

Advanced STARS Access Settings ▾

Additional Mainframe Accounting Settings ▾
Expand this to add additional mainframe Accounting systems access