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STARS SYSTEM MANAGEMENT GUIDE

STARS SECURITY TABLE

STARS SECURITY TABLE INDICATORS

(The indicators are color-coded to match the table that follows.)

VERSION 3.1	STARS--SECURITY TABLE	S096
FUNCTION: (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
OPERATOR-ID:	NAME:	PASSWORD:
AGCY:	SUSPEND:	OPERATOR CLASS:
ACCOUNTING TRANS	FIXED ASSETS APP LVL	
RELEASE FLAG	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	ORGANIZATION CONTROL
RESP AGENCY	FAS PP RELEASE	PROGRAM COST ACCOUNT
BATCH EDIT MODE	FAS LOCATION1	GRANT CONTROL
WARRANT WRITING	FAS CHANGE FUNDING	PROJECT CONTROL
WARRANT STATUS	TABLE MAINTENANCE:	TRANSACTION CODE DECISION
ROTARY REDEMPTION	REPORT REQUEST	VENDOR EDIT
APPROVAL LEVEL	SECURITY TABLE	VE SELECT IND
MENU TYPE:	NEWS/HELP TABLE	ABA FILE MAINTENANCE
PRINTER ID:	RECURRING TRANS	ONLINE FILE INQUIRY
	REC TRANS REQUEST	PRIOR PRD POST IND
FUND OVERRIDE	SYSTEM MANAGEMENT	PRIOR YEAR POST IND
DAY INDICATOR	REPORT DISTRIBUTION	PSWD LAST CHANGED
WORK HOUR RANGE	PREV PSWDS	INTERRUPT:

DATA ELEMENT	INSTRUCTIONS
OPERATOR ID	Enter a three-character OPERATOR ID. This can be any combination of alpha and numeric. All three characters are not required.
NAME	Enter the OPERATOR NAME, up to 20 characters.
PASSWORD	Enter a three-character PASSWORD assigned to the operator. When setting up a new user, it is recommended to use the user's agency code.

DATA ELEMENT	INSTRUCTIONS
AGCY	<p>Enter the three-digit AGENCY code, which identifies the agency for which the user may perform system functions. If the AGENCY code is greater than '000', the operator is limited to performing certain table entry functions for the Agency.</p> <p>If the SECURITY ORG code is '000' and the ACCOUNTING TRANS code is '2', the operator will be allowed access to multiple agencies. To accomplish this, the DATA ENTRY AGCYS range(s) must be entered.</p>
SUSPEND	<p>Enter the one character SUSPEND indicator, which indicates if the Operator ID has been suspended (no longer valid).</p> <p>This indicator is used to require a user to change his/her password every 90 days. Additionally, it protects unauthorized online access to the system by suspending an Operator ID when a user attempts to sign on but is unsuccessful after three tries. Operator IDs used for interface transactions are suspended from online use. These security records typically have input and release capability, which are suspended from online use. The valid values are:</p> <p>Y – Yes, the Operator ID is suspended N – No, the Operator ID is not suspended</p>
OPERATOR CLASS	<p>Enter the two-digit STARS OPERATOR CLASS. This must exist in the Operator Class (D66) Descriptor Table. It identifies up to seven TRANSACTION CODES, or ranges of TRANSACTION CODES, that the operator may use or not use.</p>
ACCOUNTING TRANS	<p>Enter a one digit ACCOUNTING TRANSACTION code:</p> <p>Blank – No access to accounting transactions 0 – Inquire only 1 – Entry allowed for own agency 2 – Entry allowed for agencies specified in DATA ENTRY AGCYS RANGES</p>

DATA ELEMENT	INSTRUCTIONS
<p>RELEASE FLAG</p>	<p>Enter a one digit RELEASE FLAG code:</p> <p>0 – User cannot release or override batches online</p> <p>1 – User can release batches online</p> <p>2 – User can release batches online, and can override out-of-balance conditions to force online posting of batches.</p> <p>3 – Treasurer’s Office Release, edits only allow release of batch types J or I.</p> <p>Note that overridden out-of-balance batches will post to the error file if batch edit mode is ‘1’ or ‘0’. If the edit mode is ‘2’, out-of-balance batches cannot be overridden.</p> <p>SCO does not allow the use of RELEASE FLAG ‘2’.</p>
<p>DATA ENTRY AGCYS</p> <p>RANGE 1</p> <p>RANGE 2</p>	<p>Enter up to two AGENCY RANGES, each one consisting of up to two, three-digit AGENCY codes. This identifies the agencies for which the user may enter or view accounting transactions. These AGENCY RANGES are allowed only when the SECURITY ORG is ‘000’ and the ACCOUNTING TRANSACTION CODE is set to ‘1’ or ‘2’.</p>
<p>SECURITY ORG</p>	<p>Enter a three digit SECURITY ORGANIZATION or BATCH AGENCY.</p> <p>The SECURITY ORG may be used to assign unique Batch Agencies within one financial agency. This must be coded and provides low level organization control if desired.</p>
<p>RESP AGENCY</p>	<p>Enter a three digit RESPONSIBLE AGENCY code. This identifies which agency the individual is assigned and reported on the DAFR8600. This allows specific agency identification for each user.</p>
<p>BATCH EDIT MODE</p>	<p>Enter an allowable BATCH EDIT MODE for the user:</p> <p>0 – User can only use EDIT MODE OF ‘0’</p> <p>1 – User can use EDIT MODES of ‘0’ or ‘1’, default is ‘1’</p> <p>2 – User can use EDIT MODES of ‘0’, ‘1’, or ‘2’, default is ‘1’ – SCO use only</p>

DATA ELEMENT	INSTRUCTIONS
WARRANT WRITING	<p>Enter a one digit WARRANT WRITING FILE MAINTENANCE access indicator:</p> <p>Blank – No access to the Warrant Writing File function</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update allowed, which enables the operator to delete and release transactions for warrant writing</p> <p>The Warrant Writing File Maintenance functionality is not currently used.</p>
WARRANT STATUS	<p>Enter a one digit WARRANT STATUS indicator:</p> <p>Blank – No access to the Warrant Control screen</p> <p>0 – Inquiry only to the Warrant Control and Warrant Detail screens</p> <p>1 – Inquiry and update allowed to the Warrant Control for only stop payments, lift stop payments, and cancels</p> <p>2 – Inquiry and update allowed to the Warrant Control for only stop payments, lift stop payments, cancels, and uncancels</p> <p>3 – Inquiry and update allowed to the Warrant Control for only redemptions and unredeems</p> <p>No user outside of SCO is allowed a WARRANT STATUS of '3'</p>

DATA ELEMENT	INSTRUCTIONS
<p>APPROVAL LEVEL</p>	<p>Enter the one-digit <u>operator</u> APPROVAL LEVEL indicator: 0 (low) through 9 (high). A user (operator) can release a transaction that has a Transaction Code with an approval level equal to or less than theirs.</p> <p>0 – Not currently in use. (Data entry personnel can release; no initials on batch release.)</p> <p>1 – Data entry personnel can release, initials show in AL1 batch release field. Not applied to any transactions for release. Only used to show data entry person has completed their entry and the batch is ready for pre-processing (pre-audit) review.</p> <p>2 – Pre-audit personnel can release, initials show in AL2 batch release field. Also used for pre-encumbrance release.</p> <p>3 – Expenditure release approval personnel can release, initials show in AL3 batch release field. Most commonly used for agency batch release of expenditures, etc.</p> <p>4 – Specialized loan, reinsurance, EIS, and GRS release approval personnel can release, initials show in AL4 batch release field.</p> <p>5 – Usually only controlled interfaces have this approval level. Specialized expenditures such as vendor payments without vendor numbers, university reimbursements, and transfers from US Treasury personnel can release, initials show in AL5 batch release field.</p> <p>6 – DFM approval personnel can release, initials show in AL6 batch release field. Also for manual warrants, EIS savings bonds, unclaimed property transfers, loans between funds, etc. approved and released by SCO.</p> <p>7 – SCO personnel can release, initials show in AL7 batch release field. Used for payroll adjustments, statutory transfers, sight draft control, fiscal year end processing, and adjustments for adding, correcting or balancing files.</p> <p>8 – SCO appropriation and PY adjustment personnel (and STO “J” batch personnel) can release, initials show in AL8 batch release field.</p> <p>9 – Highest SCO approval level personnel can release, initials show in AL9 batch release.</p>

DATA ELEMENT	INSTRUCTIONS
MENU TYPE	<p>Enter a one digit MENU TYPE indicator:</p> <p>0 – Display standard STARS menu (the data entry menu options will not include S083, ZP File Maintenance)</p> <p>1 – Display special limited menu (limited options for data entry, financial inquiries, table maintenance, and reporting)</p> <p>2 – Display expanded STARS menu (expands data entry menu option to include access and update capabilities to screen S083, Cash Transaction Pending File Maintenance (ZP))</p>
PRINTER ID	<p>Enter a four character PRINTER ID which identifies the CICS printer closest to the user's normal work station. This can also be the ID of the mainframe printer if reports are to be manually routed to users.</p> <p>Currently the capability to route print jobs to other locations is being performed in the report distribution programs so this indicator is usually set at DB01, defining SCO's printer.</p>
FUND OVERRIDE	<p>Enter a one digit FUND OVERRIDE indicator:</p> <p>Blank – User may not perform a fund override</p> <p>1 – User may perform a fund override</p> <p>The FUND OVERRIDE of '1' is not allowed except for certain SCO staff.</p>
DAY INDICATOR	<p>Enter a one character work DAY INDICATOR:</p> <p>W – User has week day access only</p> <p>E – User has weekend access only</p> <p>A – User may access the system on any day</p>
WORK HOUR RANGE	<p>Enter a range of hours, in a 24 hour clock format, that the user can access the system. The maximum range allowed is 0001 – 2400. Anything between these times are allowed.</p>

DATA ELEMENT	INSTRUCTIONS
FIXED ASSETS APP LVL	<p>Enter a one digit operator APPROVAL LEVEL indicator. Valid values are '0' through '9', with '9' the highest level.</p> <p>This indicator controls which FAS transactions the user may release. Each transaction code is assigned an approval level. The user may release only those transactions that have an APPROVAL LEVEL equal to or less than the one defined on the user's SE profile.</p> <p>1 – No post and release ability 2 – Post and release non-financial changes 3 – Post and release acquisitions, non-financial changes 4 – Post and release acquisitions, dispositions, non-financial changes</p> <p>Higher level by special request to SCO</p>
FAS OPERATOR CLASS	<p>Enter a two digit FAS OPERATOR CLASS. This must exist in the Operator Class (FD66) Descriptor Table. It identifies up to seven FAS TRANSACTION CODES, or ranges of FAS TRANSACTION CODES the operator may use, or is excluded from using.</p> <p>This field can be blank if the FAS DATA ENTRY indicator is blank or '0'.</p> <p>FAS Operator Class 17 does not allow FAS data entry (use of FAS transaction codes). The FAS DATA ENTRY indicator has to be set to 1 to allow for users with an operator class of 17 and to allow such users to release FAS transactions that the data entry user cannot.</p>
FAS INQUIRY/MAINT	<p>Enter a one digit FAS INQUIRY/MAINTENANCE table indicator:</p> <p>Blank – No access 0 – Inquiry only 1 – Inquiry and update</p>

DATA ELEMENT	INSTRUCTIONS
FAS DATA ENTRY	<p>Enter a one digit FAS DATA ENTRY indicator:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update</p> <p>If this indicator is ‘1’ a FAS OPERATOR CLASS must also be entered. The FAS DATA ENTRY indicator has to be set to 1 to allow for users with an operator class of 17 and to allow such users to release FAS transactions that the data entry user cannot.</p>
FAS DESCRIPTOR	<p>Enter a one digit FAS DESCRIPTOR table indicator:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update agency tables only</p> <p>2 – Inquiry and update statewide tables only</p> <p>3 – No access</p>
FAS MASS UPDATES	<p>Enter a one digit FAS MASS UPDATES table indicator:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update</p> <p>This includes mass change and replacement values.</p>
FAS PP RELEASE	<p>Enter a one character FAS PRIOR PERIOD RELEASE indicator:</p> <p>Blank – User cannot release prior period transactions</p> <p>0 – User cannot release prior period transactions</p> <p>1 – User can release prior period transactions</p>

DATA ELEMENT	INSTRUCTIONS
FAS LOCATION1	<p>Enter a one digit FAS LOCATION1 table indicator:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update - Agency</p> <p>2 – Inquiry and update – Statewide</p> <p>Available to SCO only.</p>
FAS CHANGE FUNDING	<p>Enter the one digit FAS CHANGE FUNDING table indicator.</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update</p>
REPORT REQUEST	<p>Enter a one digit REPORT REQUEST table indicator:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update</p>
SECURITY TABLE	<p>Enter a one digit SECURITY table indicator:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update</p> <p>A user with inquiry only access can only view his/her password.</p> <p>A user with inquiry/update capabilities and SECURITY ORG of '000' is not able to view the password of any user. This user can delete an existing user, change a user's profile, and add new users.</p>
NEWS/HELP TABLE	<p>Enter a one digit NEWS/HELP table indicator as follows:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update</p>

DATA ELEMENT	INSTRUCTIONS
RECURRING TRANS	Enter a one digit RECURRING TRANSACTION table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update
REC TRANS REQUEST	Enter a one digit RECURRING TRANSACTION REQUEST table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update
SYSTEM MANAGEMENT	Enter a one digit SYSTEM MANAGEMENT table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update – Must have SECURITY ORG ‘000’
REPORT DISTRIBUTION	Enter a one digit REPORT DISTRIBUTION table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update
PREV PSWDS	Displays previously used STARS (DSYS) passwords.
BUDGET UNIT	Enter a one digit BUDGET UNIT table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update

DATA ELEMENT	INSTRUCTIONS
DESCRIPTOR	Enter a one digit DESCRIPTOR table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry all tables and update within D98 allowed tables 2 – Inquiry all tables and update within D98 allowed tables 3 – Inquiry all tables and update within D98 allowed tables For internal control purposes, there are multiple indicators that allow inquiry and update. The D98 defines which descriptor table indicator values are allowed to update each specific table.
INDEX CODE	Enter a one digit INDEX CODE table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update 9 – Inquiry and update for adds and changes only
ORGANIZATION CONTROL	Enter a one digit ORGANIZATION CONTROL table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update
PROGRAM COST ACCOUNT	Enter a one digit PROGRAM COST ACCOUNT table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update 9 – Inquiry and update for adds and changes only
GRANT CONTROL	Enter a one digit GRANT CONTROL table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update 9 – Inquiry and update for adds and changes only

DATA ELEMENT	INSTRUCTIONS
<p>PROJECT CONTROL</p>	<p>Enter a one digit PROJECT CONTROL table indicator:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update</p> <p>9 – Inquiry and update for adds and changes only</p>
<p>TRANSACTION CODE DECISION</p>	<p>Enter a one digit TRANSACTION CODE DECISION table indicator:</p> <p>Blank – No access</p> <p>0 – Inquiry only</p> <p>1 – Inquiry and update</p>
<p>VENDOR EDIT</p> <p>The Vendor Edit indicator and Vendor Edit Select indicator must be used <i>together</i> to determine what information a user has access to.</p> <p>Click here to use the Vendor Edit Selector Tool</p>	<p>The one digit VENDOR EDIT indicator determines what functions can be performed on the vendor table:</p> <p>Blank – No access</p> <p>0 – Inquiry vendor information</p> <p>1 – Inquiry vendor and bank information</p> <p>2 – Inquiry and update vendor information</p> <p>3 – Inquiry and update vendor and bank information</p> <p>4 – Inquiry and update vendor, bank and state employee information</p> <p>If the VENDOR EDIT indicator is blank, the VE SELECT IND must also be blank.</p>
<p>VE SELECT IND</p>	<p>The one digit VENDOR EDIT SELECT indicator determines what kind of vendors can be accessed:</p> <p>Blank – No access to agency specific vendor</p> <p>0 – Access to statewide vendors only</p> <p>1 – Access to agency vendors only</p> <p>2 – Access to statewide and agency vendors</p> <p>If the VE SELECT IND is blank, the VENDOR EDIT must also be blank.</p>

DATA ELEMENT	INSTRUCTIONS
ABA FILE MAINTENANCE	Enter a one digit ABA FILE MAINTENANCE table indicator: Blank – No access 0 – Inquiry only 1 – Inquiry and update
ONLINE FILE INQUIRY	Enter a one digit ONLINE FILE INQUIRY access indicator: Blank – no access on Online File Inquiry A – Financial and record inquiries allowed F – Financial inquiries allowed
PRIOR PRD POST IND	Enter a one digit PRIOR PERIOD POST INDICATOR. This indicator determines whether the user can post transactions to the prior accounting period (prior period must be open on the SM). Y – User is allowed to post transactions to the prior accounting period – this allows users to post to the prior month during the first few days of the next month when STARS prior month is still open. N – User is not allowed to post transactions to the prior accounting period
PRIOR YEAR POST IND	Enter a one digit PRIOR YEAR POST INDICATOR. This indicator determines whether the user can post transactions to the prior year (prior year must be open on the SM): Y – User is allowed to post transactions to the prior year N – User is not allowed to post transactions to the prior year
PSWD LAST CHANGED	Displays the date the STARS (DSYS) password was last changed.