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<b>STARS USER MANUAL.....</b>	<b>1</b>
<b>AGENCY BATCH INTERFACE PROCESS .....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>AGENCY BATCH INTERFACE FORMAT .....</b>	<b>1</b>
<b>REQUEST SET UP TO SEND AN INTERFACE “INTRANS” FILE .....</b>	<b>1</b>
<b>WHAT IS A BATCH HEADER RECORD.....</b>	<b>2</b>
<b>TRANSACTION DETAIL RECORDS.....</b>	<b>2</b>
<b>HOW THE INTERFACE PROCESS WORKS .....</b>	<b>2</b>
<b>LOG ONTO THE STATE CONTROLLER’S OFFICE MAINFRAME COMPUTER .....</b>	<b>4</b>
<b>SUBMIT A BATCH JOB IN THE D M APPLICATION.....</b>	<b>5</b>
<b>REVIEW A COMPLETED BATCH JOB IN THE JHS APPLICATION .....</b>	<b>9</b>
<b>LOG OFF THE STATE CONTROLLER’S OFFICE MAINFRAME COMPUTER .....</b>	<b>14</b>
<b>CHECKLIST FOR PROCESSES.....</b>	<b>14</b>

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# STARS USER MANUAL

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## AGENCY BATCH INTERFACE PROCESS

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### INTRODUCTION

This document describes what an agency batch interface is, how to log on to the SCO mainframe, how to run an interface batch, and how to verify that the interface batch processed.

The SCO's accounting systems are the "system of record" (the official record), which means that the data is accepted as being correct for auditing and reporting. Since several state agencies maintain their own accounting systems, they will create and upload interface files into the SCO accounting systems. The SCO "system of record" should always be reconciled to those agency accounting systems.

SCO receives various types of financial transactions in these interface files, such as paying vendors, receipting cash, and recording adjustments. SCO also receives non-financial data in interface files, such as vendor edit table changes, other table maintenance, and 1099 information.

### AGENCY BATCH INTERFACE FORMAT

All interface files must be in the standard IN or other record layout format, as defined by SCO. All new interface files and changes to existing interface files must successfully process in one of the SCO's test environments before being processed in production. A minimum acceptable amount of testing must be sufficient to verify that the files are created correctly and will pass all interface edits. After testing with the State Controller's Office, an agency may transmit interface files – or interface "intrans" batches - to the SCO accounting systems.

### REQUEST SET UP TO SEND AN INTERFACE "INTRANS" FILE

Agencies create batches of accounting transactions using the DAFRIN record format, referred to as "intrans" files. These are sent to the State Controller's Office mainframe computer using file transfer protocol (FTP) so they can be processed through STARS.

To be able FTP files to the SCO, send an e-mail to [STARS\\_Security@sco.idaho.gov](mailto:STARS_Security@sco.idaho.gov) requesting SCO to set up FTP for your agency, including files and job control language (JCL). FTP transfers the file exactly as it appears, with no editing. FTP copies your agency's data into the files that are input into the STARS nightly IEU process.

Each INTRANS file may contain several batches. Your agency will determine how many batches you would like to have in your INTRANS files and how frequently you would like to send your files to the SCO. The number of batches within a file and the frequency of the file transmissions vary from day to day and from agency to agency.

Each batch in the INTRANS file consists of:

- One batch header record.
- One or more transaction detail records.

## WHAT IS A BATCH HEADER RECORD

The batch header records contain summary information about the transaction detail records within that batch. Each batch header must be:

- Uniquely identified.
- Must indicate the number of transaction detail records within the batch.
- The sum of the *absolute* dollar amount of the transactions (+\$50 –\$50 = \$100).

**NOTE:** The batch sequence number will always be zero in the batch header records.

## TRANSACTION DETAIL RECORDS

The transaction detail records must have a unique batch sequence number and contain the specific information needed to post to the various STARS files. Each detail record has a transaction code that must be defined in the Transaction Code Decision Table. The records in this table indicate what information STARS requires in the INTRANS record and to which files the transaction will post. Each detail record is a separate accounting transaction. You may need several transactions to complete a batch.

## HOW THE INTERFACE PROCESS WORKS

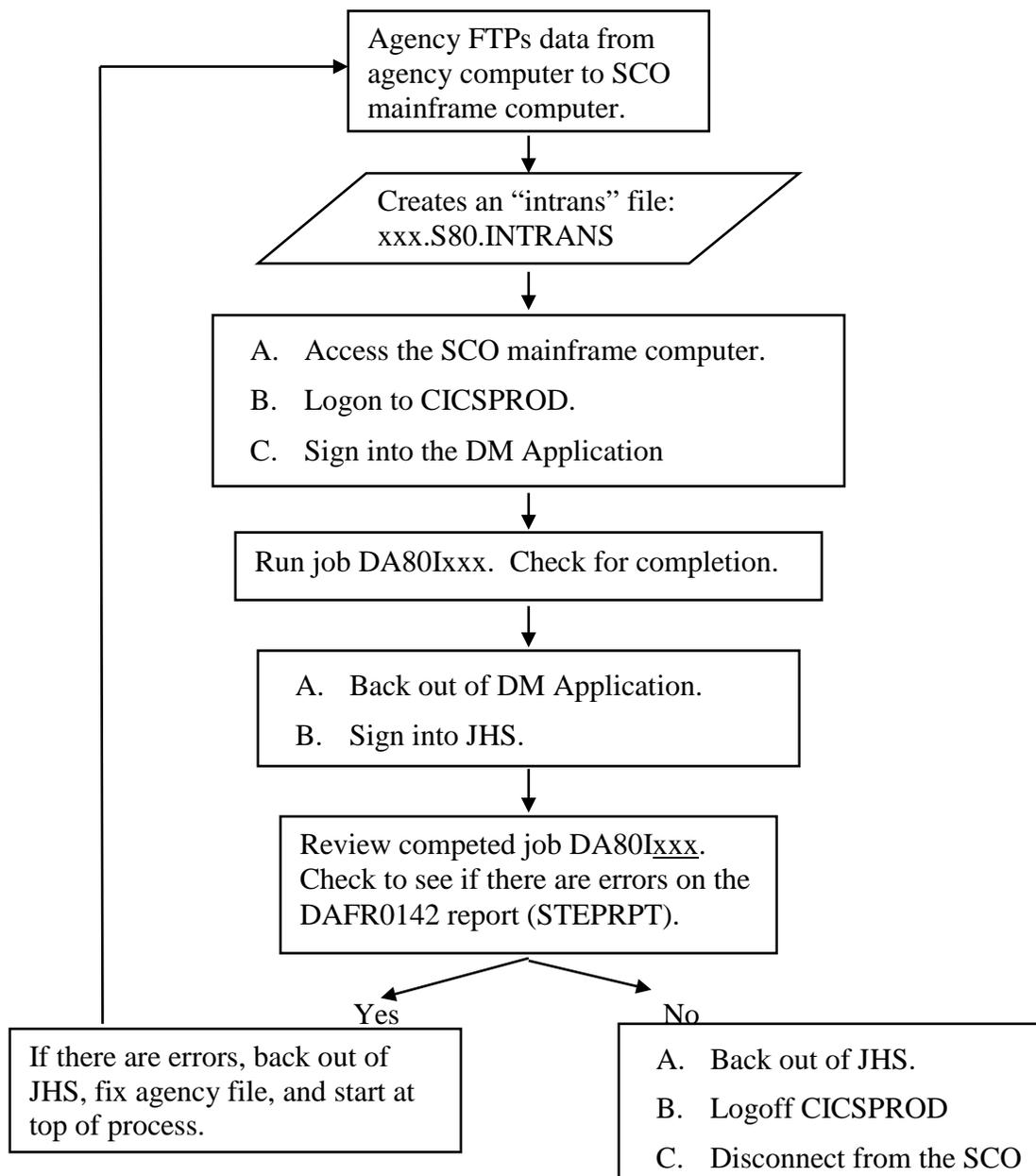
When you FTP your “intrans” batch interface file, the data is copied to the State Controller's mainframe computer. The DA80I~~xxx~~ job must be run in order to edit and bring in your interface file and post your data to STARS in the nightly IEU process. This job will send your data through some very broad, general editing. *All batches within an INTRANS file must pass all edits before any of the data in that INTRANS file can be input into STARS.* If there is a problem with any batch, the entire INTRANS file will be rejected.

Job DA80I~~xxx~~, (~~xxx~~ = Billcode) will do two things:

- Edit your Transmitted Batch interface file for formatting errors.
- Copy your Transmitted Batch interface file into the STARS nightly IEU for the nightly posting process.

If the data passes the various integrity edits, the job creates a report (DAFR0142), viewable in the Job History System (JHS) which shows the status of the interface file. The report shows the header records of batches that pass the edit process. An asterisk box at the end of the report will indicate whether the entire interface file is accepted or rejected for the STARS IEU processing. Condition codes will also indicate the status of the interface file. The report will show more detail regarding errors that were found.

If errors are found on the interface file, corrections must be made at your agency and you must re-transmit the file back to the mainframe. You must then submit job DA80Ixxx again to check for errors on the newly transmitted file. When no errors are found, the Batch Interface to STARS process is complete.



## LOG ONTO THE STATE CONTROLLER'S OFFICE MAINFRAME COMPUTER

To submit your interface batch job for processing, you must first log on to the State Controller's Office Mainframe computer as you do for STARS or FAS. Once you are logged on the mainframe computer, you can access the various applications at the blank screen. For example:

- D M – Type “d m”, then press ENTER.
  - Job History System – Type “jhs”, then press ENTER.
1. At the Idaho State Controller's Computer Network screen, type **cicsprod** (below the **ENTER SELECTION BELOW** prompt), and then press ENTER.
  2. Press PAUSE to clear the screen.
  3. At the blank screen, type **cesn**, and then press ENTER.
  4. Type the assigned CICS **Userid** and the CICS **Password** given to you by your agency STARS security administrator, and then press ENTER.

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**NOTE:** If you need help with the CICS password or CESN logon, e-mail the SCO Computer Service Center Help Desk: [scohelpdesk@sco.idaho.gov](mailto:scohelpdesk@sco.idaho.gov)

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5. After you type your CICS Userid and Password, the **Bill Code Screen** should appear. This screen controls the distribution of CICS costs.
6. Type the specific **Bill Code** (up to eight characters) at the **XA01 BILL CODE** field and then press the ENTER key (**Example: XXXXXXXX**).
  - Various agencies may have more than one bill code, but you can only enter one bill code per session. You could leave the **XA01 BILL CODE** field blank and press the ENTER key. The bill code will default to one of your agency's bill codes.
7. Press PAUSE to clear the screen. A blank screen should appear.

---

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**NOTE:** If your logon fails six consecutive times (e.g., you have forgotten your password), your operator ID will be suspended and you will not be able to sign on. In order to reactivate an operator ID, your agency STARS security administrator must contact: [scohelpdesk@sco.idaho.gov](mailto:scohelpdesk@sco.idaho.gov).

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## SUBMIT A BATCH JOB IN THE D M APPLICATION

1. At the clear screen, type **D M** (space between D and M), and then press ENTER.

```
DM
```

The CPMS/SYSD PRIMARY OPTION MENU screen is displayed.

### CPMS/SYSD PRIMARY OPTION MENU screen

```
----- CPMS/SYSD PRIMARY OPTION MENU ----- (1/1)
INPUT ==>
                                USER      - XAP9999
                                DATE       - 4/17/00
0 - PARSMS      - Specify CPMS/SYSD parameters
1 - BROWSE     - Display source data
2 - EDIT       - Create or change source data
3 - UTIL       - Perform utility functions
4 - ACTIVE     - Display active jobs
5 - N          - Display jobs in the input and output queue
6 - O          - Display jobs in the output queue
7 - PRINTER   - Display/change a printer's status
8 - JFT       - Job/file tailoring
C - CICS      - Enter CICS transactions
T - TUTORIAL  - Display information about CPMS/SYSD
U - USER     - Perform user file maintenance
X - END       - Terminate CPMS/SYSD session
                                APPLID    - CICSMPR4
                                RELEASE    - 06.4.2P07
                                TIME       - 13:34:11
                                TERMINAL  - XO34
                                SCROLL: CSR
```

2. Type **2** in the **INPUT ==>** field.
3. Press ENTER.

```
----- CPMS/SYSD PRIMARY OPTION MENU ----- (1/1)
INPUT ==> 2
                                USER      - XAP9999
                                DATE       - 4/17/00
2 - EDIT       - Create or change source data
3 - UTIL       - Perform utility functions
4 - ACTIVE     - Display active jobs
5 - N          - Display jobs in the input and output queue
6 - O          - Display jobs in the output queue
7 - PRINTER   - Display/change a printer's status
8 - JFT       - Job/file tailoring
C - CICS      - Enter CICS transactions
T - TUTORIAL  - Display information about CPMS/SYSD
U - USER     - Perform user file maintenance
X - END       - Terminate CPMS/SYSD session
                                APPLID    - CICSMPR4
                                RELEASE    - 06.4.2P07
                                TIME       - 13:38:11
                                TERMINAL  - XO34
                                SCROLL: CSR
```

```
PRESS END KEY TO TERMINATE CPMS/SYSD.
```

The EDIT - DATASET MENU screen is displayed.

**EDIT - DATA SET MENU screen**

```

----- EDIT - DATASET MENU ----- (1/1)
INPUT ==>                                SCROLL: CSR

EDIT LIBRARY:
  PROJECT ==>
  LIBRARY ==>          ==>          ==>          ==>
  TYPE   ==>
  MEMBER ==>                                (Blank for member selection list)

OTHER PARTITIONED OR SEQUENTIAL DATASET:
  DATASET NAME ==>
  VOLUME SERIAL ==>                                (If not cataloged)

  DATASET PASSWORD ==>                                (If password protected)
  PROFILE NAME     ==>                                (Blank defaults to dataset type)

PANVALET(R) ACCESS SECURITY:
  LIBRARY CODES ==>          ==>          ==>          ==>
  MEMBER CODE   ==>                                INSTALLATION CODE ==>

PANVALET(R) NEW MEMBER OPTIONS:
  LANGUAGE TYPE ==>                                FORMAT           ==> Y (y or n)
  USER CODE    ==>                                SECURITY LEVEL   ==> 0 (0 - 3)
  ++COPY MEMBER ==>

```

4. Type 'PAN.JCL(DA80Ixxx)' in the DATASET NAME ==> field. Replace **DA80Ixxx** with the batch job name you wish to submit.

You *must* include the single quote marks as shown with 'PAN.JCL(DA80Ixxx)'.

```

----- EDIT - DATASET MENU ----- (1/1)
INPUT ==>                                SCROLL: CSR

EDIT LIBRARY:
  PROJECT ==>
  LIBRARY ==>          ==>          ==>          ==>
  TYPE   ==>
  MEMBER ==>                                (Blank for member selection list)

OTHER PARTITIONED OR SEQUENTIAL DATASET:
  DATASET NAME ==> 'PAN.JCL(DA80Ixxx)'
  VOLUME SERIAL ==>                                (If not cataloged)

  DATASET PASSWORD ==>                                (If password protected)
  PROFILE NAME     ==>                                (Blank defaults to dataset type)

PANVALET(R) ACCESS SECURITY:
  LIBRARY CODES ==>          ==>          ==>          ==>
  MEMBER CODE   ==>                                INSTALLATION CODE ==>

PANVALET(R) NEW MEMBER OPTIONS:
  LANGUAGE TYPE ==>                                FORMAT           ==> Y (y or n)
  USER CODE    ==>                                SECURITY LEVEL   ==> 0 (0 - 3)
  ++COPY MEMBER ==>

```

5. Press ENTER. If you type SUBMIT rather than ENTER, you may see a **Dataset Not Accessible** error message.
6. The **EDIT - XAS.PAN.ALLUSER.PANLIB** screen is displayed.

```

EDIT - XAS.PAN.ALLUSER.PANLIB(DA80Ixxx) - 51          RCDS=31 UPD=0 COL=1-72 (1/1)
INPUT ===>                                          SCROLL: CSR
==PAN> SELECTED MEMBER IS PRODUCTION OR DISABLED. MUST BE RENAMED TO SAVE.**
==PAN> *          DATA SET SAMPLE          AT LEVEL 051 AS OF 04/17/00
==CMT>
***** -----1-----2-----3-----4-----5-----6-----7-
000100 //XAPSAMPL JOB (PT,XAP1030,JN,REPRO),BARTELS.PAT,MSGCLASS=8,CLASS=2
000200 /*ROUTE PRINT DUMMY
000300 /*
000400 //STEP002 EXEC PGM=IEFBR14
000500 //DE01      DD DSN=DAF.PJB.SEQ.SAMPLE.FILE,
000600 //          DISP=(MOD,DELETE,DELETE),
000700 //          UNIT=SYSDA,SPACE=(TRK,0)
000800 //STEP010 EXEC PGM=IDCAMS
000900 //SYSPRINT DD SYSOUT=X
001000 //INPUT01 DD DUMMY
001100 //OUTPUT01 DD DSN=DAF.PJB.SEQ.SAMPLE.FILE,
001200 //          DISP=(,CATLG,DELETE),
001300 //          UNIT=SYSDA,SPACE=(TRK,(1,1),RLSE),
001400 //          DCB=XAD.DCB.FB116,
001500 //          BLKSIZE=0,DSORG=PS
001600 //SYSIN   DD *
001700          REPRO INFILE(INPUT01) -
***** -----1-----2-----3-----4-----5-----6-----7-

```

7. Verify that the job name is correct.  
The following message on the screen indicates the job name is in a production status and cannot be saved:

**SELECTED MEMBER IS PRODUCTION OR DISABLED. MUST BE RENAMED TO SAVE.\*\***

8. Type **SUBMIT** in the **INPUT ===>** field to submit your batch job.
9. Press ENTER.

```

EDIT - XAS.PAN.ALLUSER.PANLIB(SAMPLE) - 51          RCDS=31 UPD=0 COL=1-72 (1/1)
INPUT ===> SUBMIT                                          SCROLL: CSR
==PAN> *          DATA SET SAMPLE          AT LEVEL 051 AS OF 04/17/00
==CMT>
***** -----1-----2-----3-----4-----5-----6-----7-
000100 //XAPSAMPL JOB (PT,XAP1030,JN,REPRO),BARTELS.PAT,MSGCLASS=8,CLASS=2
000200 /*ROUTE PRINT DUMMY
000300 /*
000400 //STEP002 EXEC PGM=IEFBR14
000500 //DE01      DD DSN=DAF.PJB.SEQ.SAMPLE.FILE,
000600 //          DISP=(MOD,DELETE,DELETE),
000700 //          UNIT=SYSDA,SPACE=(TRK,0)
000800 //STEP010 EXEC PGM=IDCAMS
000900 //SYSPRINT DD SYSOUT=X
001000 //INPUT01 DD DUMMY
001100 //OUTPUT01 DD DSN=DAF.PJB.SEQ.SAMPLE.FILE,

```

The following message will be displayed: **I0015 - JOB HAS BEEN SUBMITTED.**

```

I0015 - JOB HAS BEEN SUBMITTED                RCDS=31 UPD=0 COL=1-72 (1/1)
INPUT ===>                                   SCROLL: CSR
==CMT>
*****  ----+----1----+----2----+----3----+----4----+----5----+----6----+----7--
000100 //XAPSAMPL JOB (PT,XAP1030,JN,REPRO),BARTELS.PAT,MSGCLASS=8,CLASS=2
000200 /*ROUTE PRINT DUMMY
000300 /**
000400 //STEP002 EXEC PGM=IEFBR14
000500 //DE01      DD  DSN=DAF.PJB.SEQ.SAMPLE.FILE,
000600 //              DISP=(MOD,DELETE,DELETE),
000700 //              UNIT=SYSDA,SPACE=(TRK,0)
000800 //STEP010 EXEC PGM=IDCAMS
000900 //SYSPRINT DD SYSOUT=X
001000 //INPUT01 DD DUMMY
  
```

10. Type **CANCEL** to the right of **INPUT ===>** to exit your edit session. This does *not* cancel your job, it just releases the job so you can edit or access it later.
11. Press **ENTER**.

```

I0015 - JOB HAS BEEN SUBMITTED                RCDS=31 UPD=0 COL=1-72 (1/1)
INPUT ===> CANCEL                           SCROLL: CSR
==CMT>
*****  ----+----1----+----2----+----3----+----4----+----5----+----6----+----7--
000100 //XAPSAMPL JOB (PT,XAP1030,JN,REPRO),BARTELS.PAT,MSGCLASS=8,CLASS=2
000200 /*ROUTE PRINT DUMMY
000300 /**
000400 //STEP002 EXEC PGM=IEFBR14
000500 //DE01      DD  DSN=DAF.PJB.SEQ.SAMPLE.FILE,
000600 //              DISP=(MOD,DELETE,DELETE),
000700 //              UNIT=SYSDA,SPACE=(TRK,0)
  
```

The EDIT - DATASET MENU screen is displayed. The message **I0050 - EDIT SESSION HAS BEEN CANCELLED** will be in the **INPUT ===>** field.

```

----- EDIT - DATASET MENU ----- (1/1)
INPUT ===>                                   SCROLL: CSR
I0050 - EDIT SESSION HAS BEEN CANCELLED.

EDIT LIBRARY:
PROJECT ===>
LIBRARY ===>          ===>          ===>          ===>
TYPE   ===>
MEMBER ===>          (Blank for member selection list)

OTHER PARTITIONED OR SEQUENTIAL DATASET:
DATASET NAME ===> 'PAN.JCL(SAMPLE)'
VOLUME SERIAL ===>          (If not cataloged)

DATASET PASSWORD ===>          (If password protected)
PROFILE NAME    ===>          (Blank defaults to dataset type)
  
```

12. Press F3. The CPMS/SYSD PRIMARY OPTION MENU is displayed.

```

CPMS/SYSD PRIMARY OPTION MENU screen
----- CPMS/SYSD PRIMARY OPTION MENU ----- (1/1)
INPUT ==>
                                SCROLL: CSR
                                USER    - XAP9999
0 - PARMS      - Specify CPMS/SYSD parameters    DATE    - 4/17/00
1 - BROWSE     - Display source data              TIME    - 16:45:56
2 - EDIT       - Create or change source data     TERMINAL - XS12
3 - UTIL       - Perform utility functions        APPLID  - CICSMP4
4 - ACTIVE     - Display active jobs              RELEASE - 06.4.2P07
5 - N          - Display jobs in the input and output queue
6 - O          - Display jobs in the output queue
7 - PRINTER   - Display/change a printer's status
8 - JFT       - Job/file tailoring
C - CICS      - Enter CICS transactions
T - TUTORIAL  - Display information about CPMS/SYSD
U - USER     - Perform user file maintenance
X - END       - Terminate CPMS/SYSD session

PRESS END KEY TO TERMINATE CPMS/SYSD.

```

## REVIEW A COMPLETED BATCH JOB IN THE JHS APPLICATION

If you haven't already done so, access the State Controller's Mainframe Computer Network.

1. At a clear screen, type **JHS** to access the Job History System, and then press ENTER.

The J 1 J10: Job Search Criteria screen is displayed.

```

J 1 J10: Job Search Criteria screen
J 1 J10: Job Search Criteria                               System: JHS
Command ==>
Commands: B - Browse   X - Steps   N - Notes   G - Group
          R - Retrieve  PRT - Print Std P? - Print special  PRO - Profile
Job name   ==>                               To ==>
Start time ==>           Date ==>           To Time ==>           Date ==>
End time   ==>           Date ==>           To Time ==>           Date ==>
Search, display sequence ==> J (J=job name, S=start time, E=end time)

Job number ==>
Condition code ==>           (A=any abend,0=or) To ==>
JCL error   ==>           (and/or)
Catalog error ==>           (and/or)
Job reset   ==>           (and/or)
Status unknown ==>           (and/or)
Step not exec ==>           (and/or)
Notes present ==>           (and/or)
MSGCLASS    ==>
Destination ==>           (CPU for SYSLOG)
Job group    ==>

Last user:

```

2. Type the job name you wish to review in the **Job name** ==> field.
3. Press ENTER.

```

J 1 J10: Job Search Criteria System: JHS
Command ==>
Commands: B - Browse      X - Steps      N - Notes      G - Group
          R - Retrieve    PRT - Print Std P? - Print special PRO - Profile
Job name   ==> DA80IUFI      To ==>
Start time ==>      Date ==>      To Time ==>      Date ==>
End time   ==>      Date ==>      To Time ==>      Date ==>
Search, display sequence ==> J (J=job name, S=start time, E=end time)

Job number ==>
Condition code ==>      (A=any abend,O=or) To ==>
JCL error  ==>      (and/or)
Catalog error ==>      (and/or)
Job reset  ==>      (and/or)
Status unknown ==>      (and/or)
Step not exec ==>      (and/or)
Notes present ==>      (and/or)
MSGCLASS   ==>
Destination ==>      (CPU for SYSLOG)
Job group   ==>
Last user:
    
```

The job name in this example is **DA80IUFI**. Yours may be **DA80Ixxx**, where **xxx** is your bill code.

The J 1 J15: Job Selection List screen is displayed. This displays all of the job numbers that you have recently run under this job.

**J 1 J15: Job Selection List screen**

```

J 1 J15: Job Selection List Line 1
Command ==> Scroll ==> 20
Options: S - Select  B - Browse  N - Notes  X - Steps  PR - Print  DE- Delete
Job      Job#      Started      Ended      Code
DA80IUFI J002273 02262004 1204 02262004 1204 SOC7 STEP NEXEC
DA80IUFI J002270 02262004 1203 02262004 1203 0 STEP NEXEC
DA80IUFI J002222 02252004 1207 02252004 1207 0 STEP NEXEC
***** End of list *****
    
```

4. Press TAB until your cursor is in the field to the left of the job you wish to view. The job will have a unique start date and time (e.g., 02262004 1204).
5. Type "S" for select and press ENTER.

```

J 1 J15: Job Selection List Line 1
Command ==> Scroll ==> 20
Options: S - Select  B - Browse  N - Notes  X - Steps  PR - Print  DE- Delete
Job      Job#      Started      Ended      Code
S DA80IUFI J002273 02262004 1204 02262004 1204 SOC7 STEP NEXEC
DA80IUFI J002270 02262004 1203 02262004 1203 0 STEP NEXEC
DA80IUFI J002222 02252004 1207 02252004 1207 0 STEP NEXEC
***** End of list *****
    
```

The JHS J20: DA80Ixxx Jxxxxx screen is displayed. In the example below, the job name is DA80IUFI and the Job number is J02273.

**JHS J20: DA80Ixxx Jxxxxx screen**

JHS J20: DA80IUFI J02273		Line	1
Command ==>		Scroll ==>	FULL
Commands: B - Browse S - Step data N - Notes PRT/P? - Print			
G - Group DEL - Delete			
Options: B - Browse PRT/P? - Print			
Submitted 12:04 Thursday, February 26, 2004			
Started 12:04 Thursday, February 26, 2004			
Ended 12:04 Thursday, February 26, 2004 Step not executed			
<b>Completion status</b> System OC7 abend			
CPU time 0 min 0 sec		Group 05	
Pages 15	MSGCLASS 8	Destination LOCAL	
Opt	Stepname	Procstep	DD name Pages Cls Dest
	JES2		JESMSGLG 1 8 LOCAL
	JES2		JESJCL 1 8 LOCAL
	JES2		JESYSMSG 1 8 LOCAL
	PROC005	STEP010	SYSPRINT 1 8 LOCAL
	EDITINT	STEP010	SYSOUT 1 8 LOCAL
	EDITINT	STEP020	SYSPRINT 1 8 LOCAL
	EDITINT	STEPMSG	SYSOUT 1 8 LOCAL
	EDITINT	STEPRPT	SYSUT2 1 8 LOCAL
	EDITINT	STEPMSGB	SYSOUT 1 8 LOCAL

Notice the **Completion Status** line. This shows the highest completion code for your job. (A completion code of “System OC7 abend” for job DA80IUFI is a valid condition code). Notice that the job did abend, so it did *not* process. (ABEND means ABnormal END to the process.) Some other valid condition codes you may receive are:

<u>Condition code</u>	<u>Description</u>
000	INTERFACE TRANSACTIONS VALID
600	EMPTY INTERFACE FILE OR I.E.U. IN PROGRESS
601	INTERFACE TRANSACTIONS INVALID
SYSTEM ERROR	(Contact CSC Help Desk at 334-4808)

6. Press TAB until your cursor is in the field to the left of the **Procstep** you wish to view. To find the problem with the report or to see if it completed successfully, TAB to **STEPRPT**.

7. Type “**B**” (for browse) and press ENTER.

```

JHS J20: DA80IUFI J02273                               Line      1
Command ==>                                           Scroll ==> FULL
Commands: B - Browse  S - Step data  N - Notes  PRT/P? - Print
          G - Group   DEL - Delete
Options:  B - Browse  PRT/P? - Print
Submitted 12:04 Thursday, February 26, 2004
Started   12:04 Thursday, February 26, 2004
Ended     12:04 Thursday, February 26, 2004          Step not executed
Completion status System 0C7 abend
CPU time   0 min 0 sec                               Group 05
Pages      15                                       MSGCLASS 8   Destination LOCAL

Opt Stepname Procstep DD name      Pages Cls Dest
  JES2          JESMSGLG          1  8  LOCAL
  JES2          JESJCL             1  8  LOCAL
  JES2          JESYSMSG          1  8  LOCAL
  PROC005 STEP010 SYSPRINT         1  8  LOCAL
  EDITINT STEP010 SYSOUT           1  8  LOCAL
  EDITINT STEP020 SYSPRINT         1  8  LOCAL
  EDITINT STEPMSG SYSOUT           1  8  LOCAL
  B EDITINT STEPRPT SYSUT2         1  8  LOCAL
  EDITINT STEPMSGB SYSOUT          1  8  LOCAL
  EDITINT STEPMSGB RO950121        1  8  LOCAL
  EDITINT STEPMSGB CEEDUMP         5  8  LOCAL
***** End of list *****

```

The J 1 B02: Step Report for DA80Ixxx Jxxxxx screen is displayed. This report is the DAFR0142.

**J 1 J22: Step Report for XXXXXXXX JXXXXX screen**

```

J 1 B02:DA80IUFI.EDITINT.STEPRPT.SYSUT2              Line      1 of      10
Command ==>                                           Scroll ==>
DAFR0142 1 000 0000                                RUN DATE= 02/26/04  TIME= 14.15.10 STARS
02/26/04 (20.16)  CYCLE 03628  PM CLOSED PP CLOSED PY CLOSED          VERSION 3.1

          AGENCY TO STARS BATCH INTERFACE EDIT REPORT
          INTERFACE EDIT DATE 02/26/04
*****PAGE: 1
FILE <-----TRANSACTION ID----->
ID AGY BATCHDATE T NBR SEQ # D EFFECT DTE BFY WARRANT # BDMI <=====ERROR MESSAGE=====>
** *****
          INTERFACE FILE IS EMPTY -
          NOTHING TO PROCESS
***** End of report *****

```

This screen should be examined for the following details:

- A. If your file does not contain data, you may see the message as shown in the example above. **INTERFACE FILE IS EMPTY- NOTHING TO PROCESS.**
- B. If your file does contain data, you will see the information regarding the batch that has been processed. If there are errors, you will see the problem listed under the “Error Message” column.  
The error messages will give you an idea of what the problem is with the batch. Examples of error messages are:

- BATCH HAS BEEN PREVIOUSLY PROCESSED IN STARS
- DUPLICATE TRANSACTION ID
- BATCH DETAIL RECORD BUDGET FISCAL YEAR MUST BE NUMERIC

```

J 1 B02:DA80IUFI.EDITINT.STEPRPT.SYSUT2          Line          1 of          17
Command ==>                                     Scroll ==>
DAFR0142 1 000 0000                                RUN DATE= 02/25/04  TIME= 11.14.05 STARS
02/25/04 (20.04)    CYCLE 03627  PM CLOSED PP CLOSED PY CLOSED          VERSION 3.1
                                UNIVERSITY OF IDAHO (514)
                                AGENCY TO STARS BATCH INTERFACE EDIT REPORT
                                INTERFACE EDIT DATE 02/25/04
*****PAGE:          1
FILE <-----TRANSACTION ID----->
  ID AGY BATCHDATE  T NBR SEQ #  D  EFFECT DTE  BFY  WARRANT #  BDMI <=====ERROR MESSAGE=====>
*****
INA1 514 02/15/2004 5 100 00000  0
                                *****
                                *      ALL BATCHES HAVE PASSED INTERFACE EDITS      *
                                *      AND WILL BE PROCESSED THROUGH STARS      *
                                *
                                *      TOTAL RECORD COUNT =          34          *
                                *
                                *****
***** End of report *****

```

- C. When the job passes through all interface edits, you will get the message that all batches have passed and will be processed in STARS. The message will include the total records that are in the batch. This is the indication of a successful job.
8. When you finish viewing your job, press F3 until the **SW#000 TRANSACTION COMPLETE** message is displayed. This indicates that you have exited JHS.

SW#000 TRANSACTION COMPLETE

**NOTE:** If you are familiar with the DM application and you have proper security, you may also look at your data information under D M's Utility - Catalog by putting the following in the Index field. (xxx is your bill code.)

xxx.S80.INTRANS – This file contains interface data that has been FTP'd to the State Controllers mainframe. Some agencies have been given a different variation of this basic INTRANS name.

xxx.S80.SEQ.DAFR0142 – Job DA80Ixxx creates this report file. This file will show you the status of your interface edit and whether your file has been accepted or rejected for the STARS nightly IEU posting process.

## LOG OFF THE STATE CONTROLLER'S OFFICE MAINFRAME COMPUTER

1. At a blank screen, type **CESF LOGOFF**, and then press ENTER.

**CESF LOGOFF**

The Idaho Screen will appear indicating that you are logged off CICSPROD.

## CHECKLIST FOR PROCESSES

1. Transfer (FTP) your interface file to mainframe to create an xxx.S80.INTRANS file. Some agencies have been given a different variation of this INTRANS name).
2. Access the State Controller's mainframe computer by logging onto CICSPROD.
3. Submit batch job DA80Ixxx. (xxx = Billcode)
4. Verify job DA80Ixxx has finished.
5. Review completed job DA80Ixxx on JHS.
6. If the job is completed and you receive condition code 000, go to step 8 and logoff. You have completed your interface process.
7. If the job completed and you receive a condition code of 600 or 601, continue to step 7 to view error report.
8. If the job completed and you receive condition code 699, contact the CSC help desk at (208) 334-4808. Tell them the job name and job number.
9. View error report in Job History System (JHS) 'EDITINT STEPRPT' to determine the cause of the error. Log off CICSPROD. Correct the error on your agency's system and go back up to start process again at Step 1.
10. Log off CICSPROD.