

---

**STARS USER MANUAL..... 1**

**DELETE A TRANSACTION AND A BATCH HEADER ..... 1**

**INTRODUCTION ..... 1**

**OPEN THE VIEW OR SELECT BATCH HEADERS (S530 SCREEN) ..... 1**

**OPEN THE VIEW THE BATCH SUMMARY (S520 SCREEN)..... 2**

**DELETE A TRANSACTION IN EDIT MODE 0, 1, OR 2 ..... 2**

**DELETE A BATCH HEADER ..... 3**

**DELETE A TRANSACTION IN EDIT MODE 3 ..... 3**

**ACCIDENTALLY DELETED A TRANSACTION..... 4**

# STARS USER MANUAL

## DELETE A TRANSACTION AND A BATCH HEADER

### INTRODUCTION

You can delete transactions that are in Edit Mode 0, 1, 2, or 3. When you delete transactions in Edit Mode 0, 1, or 2, they will immediately delete from STARS. However, when you delete transactions in Edit Mode 3, they will still be seen in STARS until after the nightly input-edit-update (IEU) processes. If there are other transactions in a batch, you will need to change the Entered Count and Entered Amount on the batch header. If you delete all the transactions in a batch, you must also delete the batch header. You cannot delete transactions in a P-Card (\*), Z, G, or Q batch. Contact [the DSA Helpline](#) for assistance with those batch types.

### OPEN THE VIEW OR SELECT BATCH HEADERS (S530 SCREEN)

1. From the STARS Main Menu, type D in the FUNCTION field and press ENTER. The FINANCIAL TRANSACTION DATA ENTRY (S013) screen will open.

```
VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU          S013
FUNCTION: 53

          50  ENTER ACCOUNTING TRANSACTION BATCH
          51  CHANGE BATCH OR VIEW DETAIL TRANS
          52  VIEW BATCH SUMMARY
          53  VIEW OR SELECT BATCH HEADERS
          54  ENTER ERROR CORRECTIONS
          55  RECURRING TRANSACTIONS
```

2. Type 53 in the FUNCTION field and press ENTER to open VIEW OR SELECT BATCH HEADERS (S0530) screen. The first 13 batches for your agency will be displayed. To view more batches, type N in the FUNCTION field and press ENTER.
3. To be able to select a batch header, type S in the FUNCTION field.
4. Press TAB until the cursor is to the left of the DATE of a batch, type an S or X and press ENTER. The batch will open in the VIEW BATCH SUMMARY (S520) screen.

```

VERSION 3.1                STARS--VIEW OR SELECT BATCH HEADERS                S530
FUNCTION: S (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)

          AGENCY: 230
S  ----BATCH ID-----    BATCH EFFECT  ENTERED      ENTERED      COMPUTED
      DATE   TYP NO MODE STA BAL DATE AL COUNT      AMOUNT      AMOUNT
07291999 4 403   3   H   Y 072999 0 00001 0000006981.00  0000006981.00
x 08011999 2 101   2   H   N 080199 3 00001 0000000555.35  0000001444.23
08031999 5 405   3   H   Y 080399 3 00004 0000130050.00  0000130050.00
    
```

## OPEN THE VIEW THE BATCH SUMMARY (S520 SCREEN)

1. The VIEW BATCH SUMMARY (S520) screen will help you find batch count and batch amount problems.
2. In the BATCH BALANCE Area, the ENTERED AMOUNT and COMPUTED AMOUNT should be equal.
3. Take note of the sequence number (in the SEQ column) of the transaction to delete. You will use this on the next screen.

```

VERSION 3.1                STARS--VIEW BATCH SUMMARY                S520

FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE)

BATCH-ID:  AGCY 230 DATE 08171999 TYPE 5 BATCH-NO 505 SEQUENCE 00001
EFF-DATE 081799 STATUS H DISB METHOD  MODE 1

          EXP/REV BUDG                CURRENT
SEQ TC R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL  DOCUMENT  AMOUNT
00001 230      1000 01331 5410  CCAA 0001  EXP0000101 0000000300.00
00002 230      1000 01331 5410  CCAA 0001  EXP0000202 0000000100.00
00003 230      1000 01337 5150  CCAA 0349 07  EXP0000303 0000000100.00
00004 230      1000 01301 5070  CCAA 0001  EXP0000404 0000000309.00

          BATCH BALANCE
          ENTERED COUNT: 00004                ENTERED AMOUNT: 0000000809.00
          COMPUTED COUNT: 00004                COMPUTED AMOUNT: 0000000809.00
                                          INTERRUPT:

PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF12=VIEW/SELECT HEADERS
    
```

## DELETE A TRANSACTION IN EDIT MODE 0, 1, OR 2

1. Press F10 to open the CHANGE BATCH OR VIEW DETAIL TRANSACTIONS (S510) screen.
2. Type D in the FUNCT field of the S510 screen.
3. Enter the Sequence Number of the transaction to delete in the SEQUENCE NUMBER field and then press ENTER. A message will read, "Transaction Successfully Deleted." You will also see a difference in the ENTERED COUNT

and AMOUNT and the COMPUTED COUNT and AMOUNT due to the deleted transaction.

```
VERSION 3.1          STARS--CHANGE BATCH OR VIEW DETAIL TRANSACTIONS  S510

FUNCT:D (A=ADD TRAN, B=CHG HDR, C=CHG TRAN, D=DEL TRAN, R=RECOMP, V=VIEW
TRAN)

AGENCY:                230
BATCH DATE:            08171999
BATCH TYPE:            5
BATCH NUMBER:          505
SEQUENCE NUMBER:      3      (ENTER IF TRANS: CHANGE, DELETE, OR VIEW)
BATCH BALANCE
  ENTERED COUNT:       00004  ENTERED AMOUNT:  0000000809.00
  COMPUTED COUNT:     00003  COMPUTED AMOUNT:  0000000709.00

                                INTERRUPT:

TRANSACTION SUCCESSFULLY DELETED
```

4. If there are other transactions in the batch, you will need to change the Entered Count and Entered Amount on the batch header.
  - a. On the S510 screen, enter B in the FUNCTION field and press ENTER to open the CHANGE BATCH HEADER S511 screen.
  - b. Change the ENTERED COUNT and ENTERED AMOUNT as needed.
  - c. Press ENTER to go back to the S510 screen.
5. If there are no other transactions in the batch, delete the batch header.

## DELETE A BATCH HEADER

You must delete all the transactions in a batch before you can delete the batch header.

1. Press F9 to open the BATCH BALANCING screen.
2. Type D in the FUNCTION field and press ENTER. A “Batch Header Has Been Deleted” message will be displayed at the bottom of the screen.
3. If you get an error message, “Detail Trans Exist, Delete Not Allowed” when deleting the batch header, it means there are other transactions in the batch. If you really mean to delete the batch header, you will have to delete each individual transaction in the CHANGE BATCH OR VIEW DETAIL TRANSACTIONS S510 screen before you can delete the batch header in the BATCH BALANCING screen.

## DELETE A TRANSACTION IN EDIT MODE 3

When you delete transactions in Edit Mode 3, they will still be seen in STARS until after the nightly input-edit-update (IEU) processes. Therefore, you will need to wait until the following day (after the IEU) to delete the batch header.

1. Press F10 to open the CHANGE BATCH OR VIEW DETAIL TRANSACTIONS (S510) screen.
2. Type D in the FUNCT field of the S510 screen.
3. Enter the Sequence Number in the SEQUENCE NUMBER field and then press ENTER. The message, "Error Correction Delete Transaction Has Been Created" will be displayed. When you delete transactions in Edit Mode 3, they will still be seen in STARS until after the nightly input-edit-update (IEU) processes.
4. If there are other transactions in the batch, the Entered count and Entered Amount will be automatically updated during the IEU.
5. If there are no other transactions, you will need to wait until the following day (after the IEU) to delete the batch header as follows:
  - a. From the STARS Main Menu, type D in the FUNCTION field and press ENTER.
  - b. Type 53 in the FUNCTION field and press ENTER to open VIEW OR SELECT BATCH HEADERS (S0530) screen.
  - c. Type S in the FUNCTION field.
  - d. Press TAB until the cursor is to the left of the DATE of a batch, type an S or X and press ENTER. The batch will open in the VIEW BATCH SUMMARY (S520) screen.
  - e. Press F9 to open the BATCH BALANCING screen.
  - f. Type D in the FUNCTION field and press ENTER. A "Batch Header Has Been Deleted" message will be displayed at the bottom of the screen.

To verify that a transaction in edit mode 3 will delete:

1. While on the S510 screen, press SHIFT+TAB to go to the INTERRUPT field.
2. Type 54 in the INTERRUPT field and press ENTER. The ENTER ERROR CORRECTION TRANSACTIONS (S540) screen will open.
3. Type R in the FUNCTION field and press ENTER. A list of the transactions that will be deleted will be displayed.

## **ACCIDENTALLY DELETED A TRANSACTION**

If you accidentally delete a transaction in Edit Mode 3, you can remove the deletion from the S540 screen as long as you do it on *the same day* as the deletion. STARS processes *all* S540 items in the nightly IEU before processing the rest of the batch. On the ENTER ERROR CORRECTION TRANSACTIONS S540 screen:

1. Type C in the FUNCTION field then press TAB to move to the C column in front of the transaction
2. Type D in the C column, and then press ENTER.
3. A Valid Transactions Added/Changed message will be displayed.