

**DAFR4520 STARS TO FAS FINANCIAL ACTIVITY REPORT**

<p><b>Category:</b> Financial</p> <p><b>Type:</b> Requestable</p> <p><b>Design:</b> Fixed</p> <p><b>Data Source:</b> FAS financial activity file</p>	<p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>▪ Presents all STARS transactions that were sent to FAS.</li> <li>▪ Data is sorted by agency, fund, fund detail, budget unit, transaction year and budget fiscal year.</li> </ul> <p><b>Totals by:</b></p> <ul style="list-style-type: none"> <li>▪ No subtotals.</li> <li>▪ Total shown is for a specific fund, fund detail, and budget unit.</li> </ul>
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**Period Options:**

Current Month (CM)	Prior Month (PM)	Current Period (CP)	Prior Period (PP)	Prior Year (PY)
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**Frequency Options:**

One-time	Daily	Weekly	Monthly	Period	Quarterly	Yearly
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**Report Generate Date:** Format: (MMDDYY) | *Note: The generate date must match a FAS processing date for the report to generate.*

**DESIGN OPTIONS**

**REPORT LEVEL – PAGE BREAKS:**

<u>AGENCY SUFFIX</u> <b>Not used</b>	<u>LOCATION / BUDGET UNIT</u> <b>Not used</b>	<u>RESPONSIBLE NAME</u> <b>Not used</b>	<u>CLASS CODE</u> <b>Not used</b>
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**FILTERS – REDUCE THE REPORT SIZE:**

<p><u>Special Selection 1</u></p> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	<p><b>Not used; leave blank</b></p>
<p><u>Special Selection 2</u></p> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	<p><b>Not used; leave blank</b></p>
<p><u>Agency Suffix Range (ASX)</u></p> <div style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>	<p><b>Not used; leave blank</b></p>

### STATIC ELEMENTS IN THE REPORT

- Transaction identification
- Current document
- Effective date
- Component number
- Revenue subobject
- PCA
- STARS transaction code
- Grant / grant phase
- Amount
- Budget fiscal year
- Current document suffix
- Property number
- Expenditure subobject
- Index
- Invoice description
- Reverse indicator
- Project / project phase
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SEE [DAFR4520](#) FOR AN EXAMPLE OF THIS REPORT

## Making a report request

To make a report request you may:



ACCOUNTING HELPLINE  
(208) 332-8827

E-MAIL

[DSAHHELPLINE@SCO.IDAHO.GOV](mailto:DSAHHELPLINE@SCO.IDAHO.GOV)

The information required making a report request include:

### Report Request Options

- ⇒ Report number
- ⇒ Reporting period
- ⇒ Request frequency
- ⇒ Report levels
- ⇒ Filters

### Report Distribution Options

Who the report goes to:

- Agency name
- Agency contact
- Special instructions

Where the report will print or be viewed?

How many copies?