

FIXED ASSET MANUAL 1

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FIXED ASSET MANUAL

LOGGING ON AND NAVIGATING THE SCREENS

Introduction

1. In order to logon to STARS and FAS, you must have Customer Information Control Center (CICS) security authorization and you must have STARS security authorization.
2. You must also have terminal emulation software, such as HostExplorer or Hummingbird, to connect to the mainframe system. This software is provided by your agency IT support personnel.
3. To use FAS, you first log on to CICS, then log on to STARS, then open the FAS Main Menu. Therefore you must know how to log on to CICS and STARS before you can actually open and use FAS.

Some agencies may implement a login script whereby once a user simply logs onto their computer, they are automatically logged on to CICS or STARS. The screens described in this document are not seen by these users. If your agency uses a logon script and the logon to STARS fails, you should contact your local IT or computer support person for assistance.

If you forget any of your passwords or are 'locked out' of the system, send an email to: scohelpdesk@sco.idaho.gov. (The DSA Helpline cannot reset passwords.)

STARS Security

Each Operator (employee) will submit a unique operator identification number (operator ID) of their choice to their agency STARS security administrator. The State Controller's Office (Statewide Accounting) will assign a maximum three-character (alpha/numeric) password for each Operator ID.

The operator ID and the password will be required each time you access STARS. They control both access and authorization within STARS.

CICS Security

Once SCO Statewide Accounting personnel assigns your STARS security, they will request the SCO (Computer Service Center) to assign a CICS (Top Secret) security USERID and a PASSWORD to grant access to the mainframe system. Do not share your passwords with anyone.

- At the blank screen, type **cesn**, and then press ENTER. The CICS Security Screen should appear:

Figure 4: CICS Security Screen

```
Signon to CICS                                APPLID CICSPROD
AU0100 TO -          CONTROLLER'S CICSPROD CICS TS VERSION 4.2
Type your userid and password, then press ENTER:
      Userid . . . .          Groupid . . .
      Password . . .
      Language . . .
      New Password . . .
DFHCE3520 Please type your userid.
F3=Exit
```

- Type your **Userid**.
- Type your CICS **Password** and then press ENTER. (The screen will not display the password.) (If your agency uses group identification, enter the **Groupid** first.) Password requirements are outlined [here on the Computer Services Web site](#).
- After entering the Userid and Password, the **Bill Code Screen** should appear. This screen controls the distribution of CICS costs.

Figure 5: Bill Code Screen

```
XA01 BILLCODE= XXXXXXXX
BILLCODE:  THIS IS AN OPTIONAL PARAMETER TO HELP YOU
           THE USER DISTRIBUTE CICS COSTS WITHIN
           YOUR OWN AGENCY.
THIS IS EIGHT (8) DIGITS IN LENGTH, THE FIRST
THREE (3) MUST BE A VALID BILLING CODE IN
THE CONTROLLER'S CURRENT BILLING SYSTEM.
IF YOU ENTER AN INVALID BILLING CODE YOU WILL
RECEIVE AN ERROR MESSAGE AND WILL HAVE THE OPTION
OF CORRECTING IT OR USING YOUR DEFAULT CODE
IF YOU DO NOT ENTER ANYTHING IN THE BILLCODE
FIELD, IT WILL DEFAULT TO THE CODE YOU ARE
CURRENTLY BEING ASSIGNED
```

- IF your agency has a Bill Code, type the specific **Bill Code** (up to eight characters) at the **XA01 BILL CODE** field and then press ENTER. 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. Various agencies may have more than one bill code, but you can only enter one bill code per session.

10. A confirmation of the bill code will appear on the second display screen as shown below, indicating a successful sign on to CICS. If you left the bill code field blank, the default code for your agency is displayed.

Figure 6: Bill code confirmation

```
*** YOUR BILL CODE IS  XXXXXXXXX
*** YOUR NETWORK NAME IS  LGW2XR56  ***
```

11. Press PAUSE to clear the screen. A blank screen should appear (see the STARS section below). You are now ready to log on to STARS

If your logon fails three consecutive times, 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 the SCO Helpdesk.

Forgot CICS Password

If you forget any of your passwords or are 'locked out' of the system, send an email to: scohelpdesk@sco.idaho.gov. (The DSA Helpline cannot reset passwords.) The e-mail must come from your or your agency security liaison's valid state e-mail address.

Log On To STARS

After logging on to CICS, you are ready for the second part of logging on to STARS.

1. Type **dsys**, then press ENTER.

Figure 7: DSYS log on

```
dsys
```


4. After reviewing the News, press ENTER to go to the STARS Main Menu.
5. Enter F in the FUNCTION field and press ENTER.

Figure 10: STARS main menu

```

VERSION 3.1                                STARS--MAIN MENU                                S010

FUNCTION: F

          D    DATA ENTRY
          F    FIXED ASSET ACCOUNTING
          I    ONLINE FILE INQUIRY
          R    REPORTING
          S    SYSTEM MANAGEMENT
          T    TABLE MAINTENANCE
          W    WARRANTS
          Z    SIGN OFF
  
```

6. The FAS Main menu will be displayed.

```

VERSION 3.1                                FAS--MAIN MENU                                S015

FUNCTION:

          DATA ENTRY                                INQUIRY

          32 HOLD FILE                                39 NON FINANCIAL HISTORY
          33 STARS TO FAS DATA ENTRY                4C PROP BY CLASS CODE
          35 FAS DIRECT DATA ENTRY                  4L PROP BY LOCATION1
                                                    4P PROP BY PROPERTY NUMBER
                                                    4S PROP BY AGY SFX AND PROP NUM
                                                    4T PROP BY LICENSE NUMBER
                                                    4U PROP BY SERIAL NUMBER

          MAINTENANCE/INQUIRY                        TABLE MAINTENANCE

          40 PROPERTY MAINT/INQUIRY                  30 FAS DESCRIPTOR TABLE
          41 MASS CHANGE                              31 FAS TRANSACTION CODE DECISION TABLE
          37 REPLACEMENT VALUE ADJUSTMENTS          38 FAS LOCATION1 TABLE

                                                    99 SIGN OFF
  
```

Forgot STARS Password

If you forget any of your passwords or are 'locked out' of the system, send an email to: scohelpdesk@sco.idaho.gov. (The DSA Helpline cannot reset passwords.) The e-mail must come from your or your agency security liaison's valid state e-mail address.

Open the FAS Main Menu

1. At the STARS Main Menu, type **F** in the **FUNCTION** field, then press **ENTER**.
2. You are ready to use the FAS menu. Type the number of the screen that you need in the **FUNCTION** field and press **ENTER**.

Figure 11: FAS Main Menu

VERSION 3.1	FAS--MAIN MENU	S015
FUNCTION:		
DATA ENTRY	INQUIRY	
32 HOLD FILE	39 NON FINANCIAL HISTORY	
33 STARS TO FAS DATA ENTRY	4C PROP BY CLASS CODE	
35 FAS DIRECT DATA ENTRY	4L PROP BY LOCATION1	
	4P PROP BY PROPERTY NUMBER	
	4S PROP BY AGY SFX AND PROP NUM	
	4T PROP BY LICENSE NUMBER	
	4U PROP BY SERIAL NUMBER	
MAINTENANCE/INQUIRY	TABLE MAINTENANCE	
40 PROPERTY MAINT/INQUIRY	30 FAS DESCRIPTOR TABLE	
41 MASS CHANGE	31 FAS TRANSACTION CODE DECISION TABLE	
37 REPLACEMENT VALUE ADJUSTMENTS	38 FAS LOCATION1 TABLE	
99 SIGN OFF		

Using Keystrokes in FAS Screens

There are some general tips that are useful when navigating and using the FAS screens:

- Use the **TAB** key to move around the fields in a FAS screen. If you try to make an entry in an undesignated field on the screen, the cursor will lock in that position. If the screen locks up, and you are not able to move to another field, press the **ESC** key.
- Use the **F1** key to save your data rather than **ENTER**. **F1** will return the screen with the data that you have just filled in.
- Many keyboards have a Function key which must be pressed in order to use some function keys.

The keystrokes and their functions are described below:

Figure 12: FAS Keyboard Keys

<u>Key</u>	<u>Function</u>
TAB	Moves the cursor to the next field on the screen
SHIFT+TAB	Moves the cursor to the previous field
HOME	Used to move to the FUNCTION field

Key	Function
HOME, SHIFT+TAB	Interrupt function. Press HOME. Make sure the cursor in the FUNCTION field. Then press SHIFT+TAB to go to the INTERRUPT field.
DELETE	Used to delete individual characters in the cursor's location
END	Used to delete all characters in a field
ENTER (See F1 Key below)	Saves data and returns a screen with empty fields. Often it is easier to use F1 to save the data since it returns the screen with all of the fields filled in.
ESC (Escape)	Recovers from an unresponsive or locked up screen
Space Bar	Removes data within a field.
INSERT	Used to insert characters between spaces

The Interrupt Function

The Interrupt function allows you to interrupt whatever data entry you are doing on a particular screen in order to view a different screen, and then return to the data entry screen. From FAS, you can interrupt to STARS and other FAS informational screens. From STARS you can interrupt to the FAS Menu using interrupt MF.

To use the Interrupt function, do the following on the FAS screen in which you are working:

1. Press HOME. Make sure the cursor in the **FUNCTION** field.
2. Press SHIFT+TAB to go to the **INTERRUPT** field.
3. Enter the number of the screen that you need. (The number should be entered as it appears on the FAS Main Menu.) NOTE: You cannot interrupt to S033 or S035, which are data entry screens.
4. Press ENTER. On the screen you interrupt to, the word 'ACTIVE' will display in the **INTERRUPT** field.
5. Press F4 to return to the previous screen. You can also interrupt to additional screens by repeating these steps or by pressing the. For example: While entering a disposition in the FAS Direct Data Entry screen S035, you can check if you have the correct property and component number on an asset that is being disposed:
 - a. Press HOME. Make sure the cursor is in the **FUNCTION** field.
 - b. Press SHIFT+TAB to go to the **INTERRUPT** field.
 - c. Type **40** in the **INTERRUPT** field and press ENTER.
 - d. The Property Maintenance/Inquiry screen (S040) will open and the word 'ACTIVE' will display in the **INTERRUPT** field on this screen. Locate the asset to be disposed.
 - e. Press F4 to return to the FAS Direct Data Entry S035 screen.

Using Function Keys

The function keys are used to process data and to open various FAS screens. The function keys may also be referred to as PFx, seen at the bottom of a data entry screen, as in the example below.

Figure 13: Example of the Function key references at the bottom of the FAS Direct Data Entry S035 screen

ENTER = RETURN FRESH SCREEN	PF1 = RETURN FILLED SCREEN
PF3 = GO TO HOLDING FILE	PF7 = GO TO FUNDING SOURCE
	PF8 = OPTIONAL FUNDING

Function keys and their application

<u>Function Key</u>	<u>Does this in a Data Entry Screen</u>	<u>Does this in a Funding Source Screen</u>	<u>Does this in an Inquiry/Maintenance screen</u>
F1	Saves data, return a filled screen	Saves data, return a filled screen	Saves data, return a filled screen
F2	Returns to previous menu	Returns to previous menu	Returns to previous menu
F3	Goes to hold file screen	N/A	Returns to inquiry screen
F4	N/A	N/A	Returns to the screen where the first Interrupt was performed
F6	N/A	Goes to data entry screen	N/A
F7	Goes to required funding sources screen	N/A	N/A
F8	Goes to optional funding sources screen	N/A	N/A