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# STARS USER MANUAL

## CHANGE THE BATCH EFFECTIVE DATE

### INTRODUCTION

A transaction may be in error if it posts after STARS closes the month of the transaction's **Batch Effective Date** ("Effect Date" on the S530 screen). Although you may change effective dates on individual transactions in a batch, a batch in error will not process until you change the Batch Effective Date.

The person with release authority must release the batch that is in error and then change the Batch Effective Date on a Batch Header.

If a batch is not in error, the Batch Effective Date cannot be changed. If you need to change the Batch Effective Date, the batch will have to be deleted and re-entered with the correct Batch Effective Date.

[Click here to see a video tutorial on changing the Batch Effective Date.](#)

### INSTRUCTIONS

The batch must first be released in order to create an error correction transaction:

1. Type 53 in the FUNCTION field of the STARS main menu.
2. Type S in the FUNCTION field on the S530 VIEW OR SELECT BATCH HEADERS screen.
3. Press TAB until the cursor is on the same line as the Edit Mode 3 batch, and then type S and then press ENTER.

```
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
s 07291999 4 403   3   H   Y 072999 0 00001 0000006981.00 0000006981.00
   08171999 5 505   1   H   Y 081799 3 00004 0000000809.00 0000000809.00
                                     INTERRUPT:
NO MORE BATCHES FOR THIS AGENCY
PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS, PF11=VIEW BATCH SUMMARY
```

- On the View Batch Summary (S520) screen, press F9 to open the BATCH BALANCING (S502) screen.

```

VERSION 3.1                STARS--VIEW BATCH SUMMARY                S520

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

BATCH-ID:  AGCY 200 DATE 01172014 TYPE 5 BATCH-NO 453 SEQUENCE 00001
EFF-DATE 011714 STATUS R DISB METHOD  MODE 3

                EXP/REV BUDG                CURRENT
SEQ  TC  R  PCN INDEX  PCA SOBJ/DTL UNIT FUND/DTL  DOCUMENT  AMOUNT
0010 230                9200 50000 7081 05 ADAI 0462 20  STARS45310 0000000274.00

BATCH BALANCE
  ENTERED COUNT: 00001                ENTERED AMOUNT: 0000000274.00
  COMPUTED COUNT: 00001                COMPUTED AMOUNT: 0000000274.00
                INTERRUPT:

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

- On the BATCH BALANCING screen, type R in the FUNCTION field and then press ENTER. The message “Batch Has Been Successfully Released Error Correction Release Transaction Has Been Created” is displayed at the bottom of the screen.

```

VERSION 3.1                STARS--BATCH BALANCING                S502

FUNCTION: R (H=HOLD, R=RELEASE, O=OVERRIDE, D=DELETE)
                (BLANK FUNCTION RETURNS TO BATCH HEADER ENTRY)

BATCH AGENCY: 230
BATCH DATE: 08171999
BATCH TYPE: 5
BATCH NUMBER: 505

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

BATCH APPROVED BY:                BATCH OPER-ID: DBK
  GJM XYS
  AL1 AL2 AL3 AL4 AL5 AL6 AL7 AL8 AL9

  USER APPROVAL LEVEL: 2
  REQUIRED APPROVAL LEVEL: 3

                INTERRUPT:

BATCH HAS BEEN SUCCESSFULLY RELEASED
ERROR CORRECTION RELEASE TRANSACTION HAS BEEN CREATED
  
```

Once the batch is released, it can be changed on the S540 screen:

- Press HOME (which puts the cursor in the FUNCTION field), then SHIFT+TAB to move the cursor to INTERRUPT field.
- Type 54 in the INTERRUPT field and then press ENTER.

3. On the ENTER ERROR CORRECTION TRANSACTIONS S540 screen, type R in the FUNCTION field, and then press ENTER.
4. Type A in the FUNCTION field.
5. Press TAB to move the cursor to the C column next to the batch.
6. Type an A next to the batch.
7. Press TAB to move to the NUMBER/NAME column. RELEASE will be displayed in the field.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION:  A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY:
230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----CORRECTION-----
--
A 20080309 5 001 00000 0  RELEASE
    
```

8. Delete or type over the word "RELEASE" and then type "BATCH EFF DATE" (without quotes).
9. Press TAB to move the cursor to the CORRECTION column and type a new date in YYYYMMDD format.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION:  A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY:
230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----CORRECTION-----
--
A 20080309 5 001 00000 0  BATCH EFF DATE          20080401
    
```

10. Press ENTER to save the changes and verify that the message, "Valid Transactions Added/Changed", is displayed at the bottom of the screen.

```

VERSION 3.1          STARS--ENTER ERROR CORRECTION TRANSACTIONS          S540
FUNCTION:  A (A=ADD, C=CHANGE, F=FRESH SCREEN, R=RECALL)          AGENCY:
230
-----TRANS ID-----          DATA ELEMENT          DATA ELEMENT
C   DATE TYP NO  SEQ DUP---NUMBER/NAME-----CORRECTION-----
--
                                     INTERRUPT:
ACTIVE
VALID TRANSACTIONS ADDED/CHANGED
    
```

11. Type R in the FUNCTION field, and then press ENTER to confirm the change. You will see two batch headers - both the BATCH EFFECTIVE DATE transaction and the RELEASE transaction.
12. Since the INTERRUPT is still active, press F4 to return to the S502 BATCH BALANCING screen. You will not see any immediate updates here or on the 53 screen. The STARS transactions must process overnight.