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STARS USER MANUAL

AGENCY DESCRIPTOR TABLE D27 - TASK

D27 – TASK

The D27 table identifies the agency-specific codes and titles used for cost accumulation and reporting purposes. The codes allow you to gather information for a group of transactions, regardless of how that Task is related to your agency structure. The codes can be used for tracking anything your agency needs, e.g., you could collect costs for a seminar, etc. (even across structure.). The only way to extract Facility information is by using ad hoc reporting. Task codes will also show on reports that have a column for Task. Costs may already be posted to a project or grant for other reporting purposes.

VERSION 3.1	STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 27 TASK		
.....1.....2.....3.....4.....5		
TABLE-ENTRY-KEY: 230NWCC		
AGENCY, TASK		
REFERENCE-DATA:		
TITLE: NW CORRECTIONAL CONFERENCE - PORTLAND 10/00		

D27 – TASK DATA ENTRY REQUIREMENTS

<u>Data Element</u>	<u>Description</u>
TABLE-ID-NUMBER	Enter 27.
TABLE-ENTRY-KEY	AGENCY - Enter the three-digit agency code set up in Descriptor Table 02 for your agency. TASK - Enter the four-character code your agency assigns for this task code. This code allows you to accumulate information for a group of transactions, regardless of how they are tied to structure.
REFERENCE DATA	Leave blank.
TITLE	Enter the name, up to 50 characters, your agency assigns for this task code.