

STARS Ad Hoc Reporting

**State of Kansas
Department of Administration
Division of Accounts and Reports
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COURSE OBJECTIVES

- Review STARS Ad Hoc system access requirements.
- Demonstrate procedures to sign-on and sign-off the STARS Ad Hoc system.
- Describe the types of information available in the STARS Ad Hoc system.
- Demonstrate how to use the STARS Ad Hoc system, including navigation, data selection, and data manipulation procedures.
- Demonstrate how to download data extracted from the STARS Ad Hoc system to a user's personal computer.

STARS AD HOC REPORTING
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SYSTEM OVERVIEW

INTRODUCTION

- STARS Ad Hoc Reporting is a mainframe based menu-driven system that allows users to view or extract data from a copy of selected information from the STARS (Statewide Accounting and Reporting System) database. Users can select and manipulate data, create and print reports, or download information to their PC's.
- STARS Ad Hoc Reporting is programmed in FOCUS but because it is menu-driven, the user is not required to know FOCUS commands.
- Available data includes financial transaction detail records, summarized financial records, and other miscellaneous data. Data is refreshed nightly from STARS.
- The most recent fifteen weeks worth of transaction data is available on-line. As transactions for the most recent day are added to the file, the oldest day's transactions are deleted. Transaction data includes only those transactions that were released and processed in STARS through the end of the immediately preceding workday.
- Summarized financial data is available for two fiscal years - the current year and immediately preceding year. As these files are updated, the existing Ad Hoc data is replaced by updated information from STARS. As in STARS, the summarized financial data will reflect the impact of transactions entered on-line in STARS but not yet released for processing.

SYSTEM ACCESS

- To use the STARS Ad Hoc system, a user must have: (1) a workstation connected to the DISC mainframe computer system; (2) a TopSecret User ID and password with access to TSO and access to STARS Ad Hoc; and (3) a printer if reports are to be printed directly from STARS Ad Hoc. The following steps may need to be performed to be able to use the STARS Ad Hoc system. **The steps should be performed in the sequence listed and each step completed before the next is started.**
1. Determine equipment needed and method of connection to the mainframe computer system. Obtain and install needed hardware and software. If the workstation has access to STARS, the necessary hardware and software are already in place. For assistance in evaluating your needs, contact your agency technical support staff. If you don't have technical support staff in your agency, contact your designated telecommunications representative in DISC.

(**Note:** If your agency needs TN3270 software, we recommend using Vista. This software can be obtained free from the DISC Customer Support Center by calling 785-296-4999.)

2. Obtain a TopSecret User ID and password.

Agency TopSecret Administrator – If your agency has a TopSecret administrator, request the TopSecret access from your administrator following your agency procedures. Your administrator can assign your TopSecret User ID and password, grant access to TSO, and assign a global Ad Hoc profile (DAADHOCP) to your TSO profile. The TopSecret administrator should then notify DISC Technical Support staff to add the User ID to the TSO tables and DISC BDAS to add the User ID to the STARS Ad Hoc tables. The notification to BDAS can be emailed to Liang-Huei.Fan@da.state.ks.us.

No Agency TopSecret Administrator - If your agency does not have a TopSecret Administrator, request a TopSecret User ID and Password with access to TSO and STARS Ad Hoc through the DISC Customer Support Center using form DISC-CSC-001, Signon Request. On the form, be sure to mark access for both TSO and STARS Ad Hoc. A copy of the form can be obtained from the DISC website at <http://da.state.ks.us/disc/securityforms/disc-csc-001.doc> or by contacting the DISC Customer Support Center at (785) 296-4999.

An agency should cancel a user's access if the individual terminates employment with the agency or changes job duties and no longer requires access to the STARS Ad Hoc system. Cancellation requests should be routed the same as requests for new access.

3. If reports are to be printed directly from STARS Ad Hoc, request a printer be established for use with STARS Ad Hoc. The printer must be configured by DISC in the CA Print software as well as in a separate Ad Hoc printer table. The user must know the printer address prior to completing the request. Contact your agency technical support staff for assistance. If your agency does not have technical support staff, contact the DISC Customer Support Center. If you currently have a printer configured in CA Print (i.e. for STARS report printing) that you want to also use for STARS Ad Hoc, contact the DISC BDAS section to get the printer added to the Ad Hoc printer table. You must provide your TopSecret ID and the printer VTAM address.

Reports can be downloaded to a user's workstation and then printed using PC based word processing software, such as WordPerfect or Word. Using this method eliminates the need to set up a printer for use with STARS Ad Hoc.

SIGN-ON PROCEDURES

Users should be aware of the following:

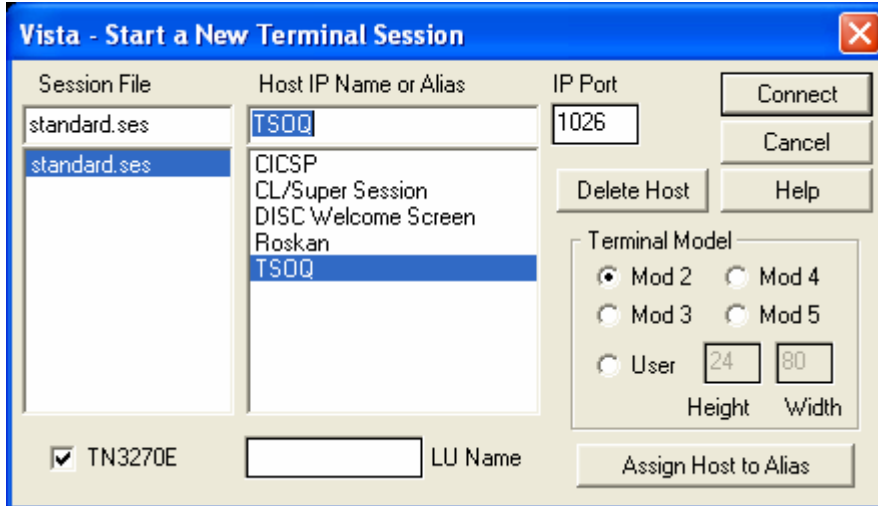
- ✓ Sign-on procedures may vary from agency to agency due to different ways of connecting to the DISC mainframe and different versions of TN3270 emulation software used.
- ✓ The “Num Lock” key on your keyboard must be turned on if you want to use the keypad to enter numbers in STARS Ad Hoc. Turn the “Num Lock” key on prior to signing-on.
- ✓ Do not use the Page Up or Page Down keys at any time while using STARS Ad Hoc. Use function keys and commands to navigate through the system menus and data.
- ✓ If the function keys on your keyboard don’t cause the appropriate action to occur, change the keyboard mapping on the terminal emulation software you are using. Contact your agency technical support staff for assistance.
- ✓ If your PC “locks up” while in STARS Ad Hoc and you are using Vista software to connect to the mainframe, press the Control key to “unlock” it.

- To sign on to STARS Ad Hoc using Vista TN3270 emulation software, perform the following steps:
- **Step 1:** Double-click the Vista icon on your desktop.

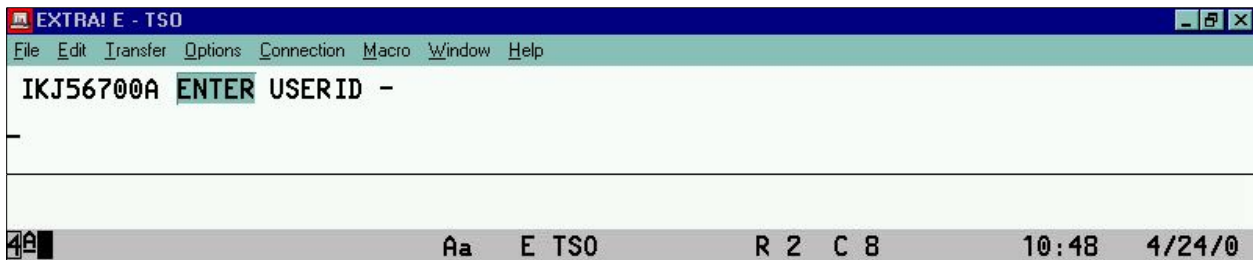
If you do not have a shortcut TN3270 icon setup on your desktop, access the Vista program by clicking on the Start button and then select the software from your programs menu.



The Vista – Start a New Terminal Session dialog box will appear.



Step 2: Double-click the TSOQ Session Name. (Note: The session name may be different depending on what session name was assigned by your technical support staff). The following TSO UserID entry screen will appear:



Step 3: Key your TOPSECRET USERID in the field identified by the blinking cursor and press the ENTER key. The TSO Logon screen will display.

The instructor will provide the TopSecret ID and password for class.

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
----- TS0/E LOGON -----

Enter LOGON parameters below:                RACF LOGON parameters:

Userid   ===> ARAPCES
Password ===>
Procedure ===> $LGUSERS                    New Password ===>
Acct Nbr ===> 173070000                    Group Ident  ===>
Size     ===> 2048
Perform  ===>
Command  ===>

Enter an 'S' before each option desired below:
      -Nomail      -Nonotice      -Reconnect      -OIDcard

PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention   PA2 ==> Reshow
You may request specific help information by entering a '?' in any entry field

4 █ Aa E TS0 R B C 20 13:19 4/24/0

```

Step 4: Key your Password in the PASSWORD field and press the ENTER key. The system will display the following "READY" screen.

Your password must be changed every 30 days. If you forget your ID or password, contact your agency's TopSecret Administrator.

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
TSS7003W Password Will Expire on 06/29/00
TSS7000I ARAPCES Last-Used 22 Jun 00 13:19 System=AP00 Facility=CICSPROD
TSS7001I Count=@1160 Mode=Fail Locktime=None Name=CECIL STOUT
ARAPCES LOGON IN PROGRESS AT 14:56:54 ON JUNE 26, 2000

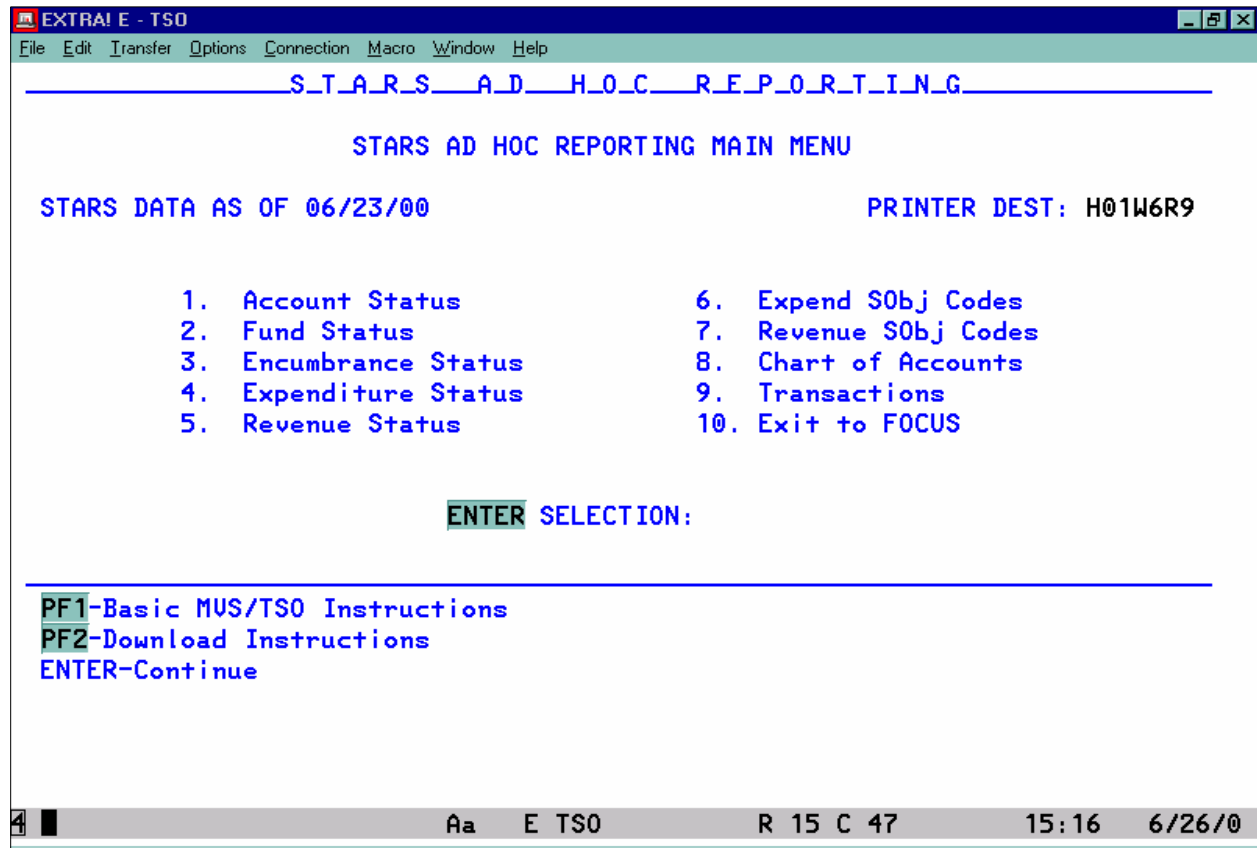
** ----- **
**          YOU ARE LOGGED ON TO    --- PRODUCTION ---          **
**          THE NEW RELEASE OF      **
**          OS/390 U2.6              **
** ----- **

READY
adhoc
FILE HOLD NOT FREED, IS NOT ALLOCATED
FILE HOLDMAST NOT FREED, IS NOT ALLOCATED
FILE SAVE NOT FREED, IS NOT ALLOCATED
FILE FOCSORT NOT FREED, IS NOT ALLOCATED
FILE FOCSTACK NOT FREED, IS NOT ALLOCATED
FILE FOCXML NOT FREED, IS NOT ALLOCATED
FILE OFFLINE NOT FREED, IS NOT ALLOCATED
FILE MASTER NOT FREED, IS NOT ALLOCATED
***

4 █ Aa E TS0 R 24 C 6 15:10 6/26/0

```

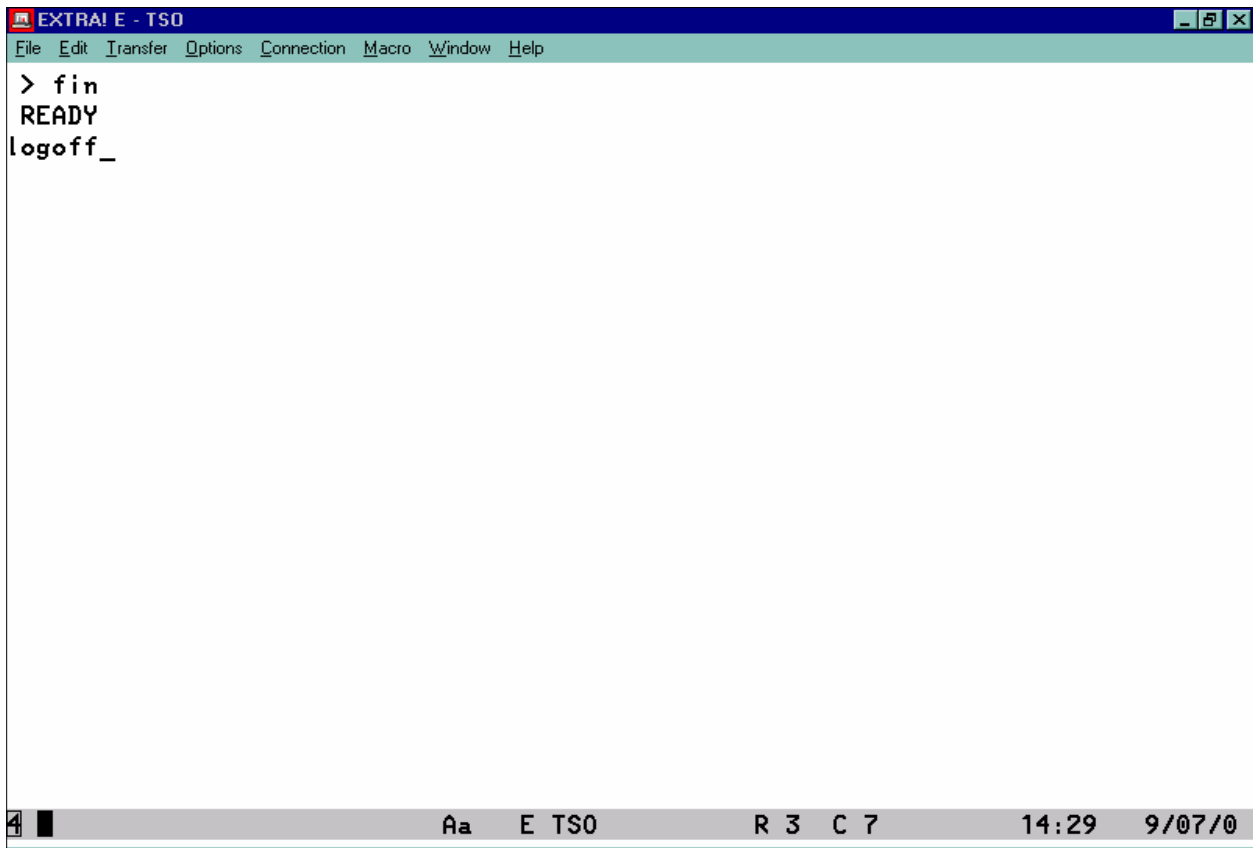

Step 5: Key ADHOC at the cursor on the Ready screen and press the ENTER key. After the “File...Not Allocated” messages (shown above) display followed by three asterisks, press the ENTER key. The STARS Ad Hoc Main Menu will display.



- The Main Menu provides the means for users to access the various types of data that are available in the system. To access a particular item, enter the number shown at the left of the item in the Enter Selection field and press the Enter key. In many cases, this step will result in a submenu being displayed which provide users with additional options for selecting data. The types of data available are discussed later in the “Available Data” section of this manual.
- The Main Menu also displays the most current date of the data available in the system. This is shown as “STARS DATA AS OF ...”
- The “Printer Dest” field displays the VTAM address or name of the printer that has been set up for the user. If this field is blank, no printer has been established. If a second printer is available to a user, the user can temporarily change the printer destination by tabbing to this field and entering the VTAM address or the name of the second printer. This change will remain until the user exits the Ad Hoc system. To make the change to a second printer permanent, contact the BDAS section of DISC.
- The Main Menu also provides the means for a user to exit the Ad Hoc system. See the “Sign-Off Procedures” section for instructions.

SIGN-OFF PROCEDURES

- Step 1:** Access the STARS Ad Hoc Reporting Main Menu.
- Step 2:** Key the number 10 in the ENTER SELECTION field and press the ENTER key. A blank screen with a “>” will display.
- Step 3:** Key FIN on the command line and press the ENTER key. The READY screen will display.



```
EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
> fin
READY
logoff_

Aa E TSO R 3 C 7 14:29 9/07/0
```

- Step 4:** Key LOGOFF and press the ENTER key to logoff. The system will display the TSO UserID entry screen.
- Step 5:** At the TSO ID entry screen, click once on File on the menu. Then click once on Close Session on the File menu. The Windows desktop window will display.

FUNCTION KEYS AND COMMANDS

- The function keys listed at the bottom of the screens are user aids for navigating through the system. Throughout the STARS Ad Hoc system, the following function key assignments are used unless otherwise noted on the menu screen.

STARS Ad Hoc Function Keys

F1	--	Return to Main Menu
F3		Return to Previous Menu
F7	--	Page up one screen
F8	--	Page down one screen

- The result function keys are used when viewing a result. F1 will display the result function keys and descriptions at the bottom of the screen.

Result Function keys

F1	--	Display help screen
F2	--	Scroll from fixed columns (Fence)
F3	--	Exit the result
F4	--	Print result
F5	--	Locate characters or strings
F7	--	Page up one screen
F8	--	Page down one screen
F10	--	Scroll left one screen
F11	--	Scroll right one screen

- The result screen commands are used when viewing a result. They provide an additional way to navigate through the result. Commands are entered on the command line at the lower left corner of the screen. Commands are not case sensitive.

Result Commands

TOP	--	Go to the first page of the report
BOT	--	Go to the last page of the report
Bn	--	Backward n pages (n= number of pages)
BBn	--	Backward n pages (n= number of pages) - press <i>ENTER</i> to repeat
Fn	--	Forward n pages (n= number of pages)
FFn	--	Forward n pages (n= number of pages) - press <i>ENTER</i> to repeat
Ln	--	Left n characters (n= number of characters)
LLn	--	Left n characters (n= number of characters) - press <i>ENTER</i> to repeat
Rn	--	Right n characters (n= number of characters)
RRn	--	Right n characters (n= number of characters) - press <i>ENTER</i> to repeat
END	--	Return to Previous Menu (Same as using F3)

AVAILABLE DATA

- STARS Ad Hoc provides users with access to various data files through nine selection options available on the STARS Ad Hoc Main Menu. Some selection options on the Main Menu lead to additional data file selection options on secondary menus. The data file selection options are noted below along with a brief description of the information available.

ACCOUNT STATUS - Provides access to summarized account level information where accounts are identified by Agency, Division, Fund, Budget Unit, and Budget Fiscal Year data elements. Information provided includes appropriations, receipts (for Appropriation Account Type 2 - budget unit level control), expenditures, unexpended balance, and firm and contingent encumbrances. Selected data is available for both the current and prior fiscal years. The data is based on STARS Appropriation File data.

The following selection options are available from the Account Status Menu.

Account Summary Master - Shows account status on a fiscal year-to-date basis. Data is available for both the current and prior fiscal years.

Account Detail - Current Month - Shows account activity for the current month-to-date.

Account Detail - Current Fiscal Year History - Not Available.

FUND STATUS - Not Available.

ENCUMBRANCE STATUS - Provides access to encumbrance status information at the document suffix detail level. Information available includes funding source, encumbrance amount, adjustments, liquidations, and balance. The data is based on STARS Document File data.

Encumbrance Master - Shows the original encumbrance amount, liquidations, adjustments, and remaining balance at the document suffix level. Liquidation and adjustment amounts are shown for both the current month and prior months. This file contains the fund, budget unit, and budget fiscal year funding elements and a flag that identifies an encumbrance as either firm or contingent.

Encumbrance Detail - Shows the outstanding encumbrance balance at the document suffix level. The fund, budget unit, budget fiscal year, PCA number and expenditure subobject funding elements are included in these records.

Encumbrance Status Inquiry - Displays a combination of information from the Encumbrance Master and Encumbrance Detail screens in a report format. The information obtained through this selection option can not be manipulated.

EXPENDITURE STATUS - Shows expenditure information summarized for each Agency, Division, Fund, Budget Fiscal Year, Budget Unit, Expenditure Subobject and PCA

combination. More than one line of data may be displayed for some data element combinations because the Ad Hoc file displays a different key than that used in the STARS Operating File from which the data is extracted. The Operating File key contains additional data elements not displayed in the STARS Ad Hoc files. Shows fiscal year-to-date totals as well as displaying month by month breakdowns. Data for a month will not be final until the month has been closed in STARS. Data is available for both the current and prior fiscal years.

REVENUE STATUS - Shows revenue information summarized for each Agency, Division, Fund, Budget Fiscal Year, Budget Unit, Revenue Subobject and PCA combination. More than one line of data may be displayed for some data element combinations because the Ad Hoc file displays a different key than that used in the STARS Operating File from which the data is extracted. The Operating File key contains additional data elements not displayed in the STARS Ad Hoc files. Revenue amounts will normally display with a negative sign. Shows fiscal year-to-date totals as well as displaying month by month breakdowns. Data for a month will not be final until the month has been closed in STARS. Data is available for the current and prior fiscal years.

EXPENDITURE SUBOBJECT CODES - Shows expenditure subobject codes included in the STARS expenditure subobject descriptor table. Data includes expenditure subobject number, description, and effective start and end dates. Selected data cannot be manipulated.

REVENUE SUBOBJECT CODES - Shows revenue subobject codes included in the STARS revenue subobject descriptor table. Data includes revenue subobject number, description, and effective start and end dates. Selected data cannot be manipulated.

CHART OF ACCOUNTS - Provides access to selected chart of account information such as Program Cost Accounts (PCA), Budget Unit account titles, statutory or other citations, footnotes, and reappropriation information.

Program Master - Displays a list of PCA's. Data accessed cannot be manipulated.

Account Title - Displays a list of Budget Unit account titles and related information.

Citations - Displays a list of statutory or other citations related to the appropriation process. These are the citations included in the Chart of Accounts.

Footnotes - Displays a list of the footnotes included in the Chart of Accounts.

Disposition - Displays the required disposition of reappropriations approved by the Legislature. Data accessed cannot be manipulated.

TRANSACTIONS - Contains all transactions that have been processed through STARS during the prior 15 weeks. Transactions entered on-line in STARS will not appear in this file until they have been released and processed through STARS. The date range of available transactions is displayed on the Status menu when this option is selected.

- An appendix that lists the data elements contained in each of the above files is available from the Accounts and Reports web site at <http://da.state.ks.us/ar/genacct/StarsTraining/default.htm> . The appendix can be viewed on-line or printed as needed.

Data Use Tips

- ✓ When using Ad Hoc data in a report, reconcile the data to known values from other sources if possible. Other sources include STARS reports, STARS on-line inquiry screens, or internal accounting records.
- ✓ Transaction data is unsigned except for transactions that were processed with a reverse code. The amounts on these transactions will display a negative sign. When you create reports or download information be aware certain transactions may reduce expenditures or revenues but not show a negative amount. Warrant cancellations, recovery of overpayments, credit memos, and refund payments are examples of these types of transactions. Information on STARS transaction codes is available from STARS report DAFR8640, Transaction Code Decision Table.
- ✓ Files which show summarized financial information on a fiscal year-to-date basis only may not reconcile to STARS monthly reports at the end of a month. This situation can occur because a month in STARS is generally not closed until the first or second working day of the next month. By the time a month is closed, transactions may have been processed for the new month. If you need comparable information on a monthly basis, use the summarized financial files that show month by month breakouts or select data from the Transaction File.

USING THE SYSTEM

- The STARS Ad Hoc Reporting Main Menu provides various ways to inquire into data extracted from STARS. The user ID limits the data that an individual can access. Generally, an individual can only access data for his or her own agency.
- The five basic steps for using the STARS Ad Hoc system are as follows:
 1. Analyze the problem to be resolved.
 - What information is needed?
 - What time frame does the data cover?
 - What level of detail is required?
 2. Select the appropriate Ad Hoc data file, identify selection criteria that will define the desired data, and enter the selection criteria in the Status menu for the data file. The selection criteria used should be as specific as possible to minimize the amount of data to be selected. (Refer to the System Overview for a discussion of available data.)
 - Which file, if any, contains the desired data?
 - Which field or combination of fields defines the desired data?
 3. Eliminate unneeded data by using the Display Functions menus. Available functions include Select Columns, Select (data) Range, and Select (data) Values. These functions can be used to include or exclude data from the final result.
 - Are there data fields in the records extracted that are not needed?
 - Are there records that are not needed?
 4. Manipulate remaining data into the desired format by using the Display Functions menus. Available functions include Sort, Subtotal, Sum Across, and Report Headings.
 - Does the data need to be sorted in a particular order?
 - Are totals or subtotals needed?
 5. Print or download the result that was created, if needed.
- The STARS Ad Hoc system operates basically the same way regardless of the data file selected for use. The Status menu screens have been tailored to the data available and the Display Functions Menu options vary for some data files.
- To demonstrate use of the STARS Ad Hoc system, use Walkthrough 1 that follows.

WALKTHROUGH 1

Scenario: Compile a transaction level payroll expenditure report for the Department of Administration, Agency 17300. The report should contain all payroll expenditure that were recorded as business in the most recently completed month. The report should include data for only two Divisions that are identified by PCA's 85000 - 85980 and 88000 respectively. The report should contain totals by PCA with subtotals by expenditure subobject within PCA. Payroll expenditure subobject codes include all subobjects in the 1000 series.

1. Analyze the Problem to be Resolved.

What information is needed?

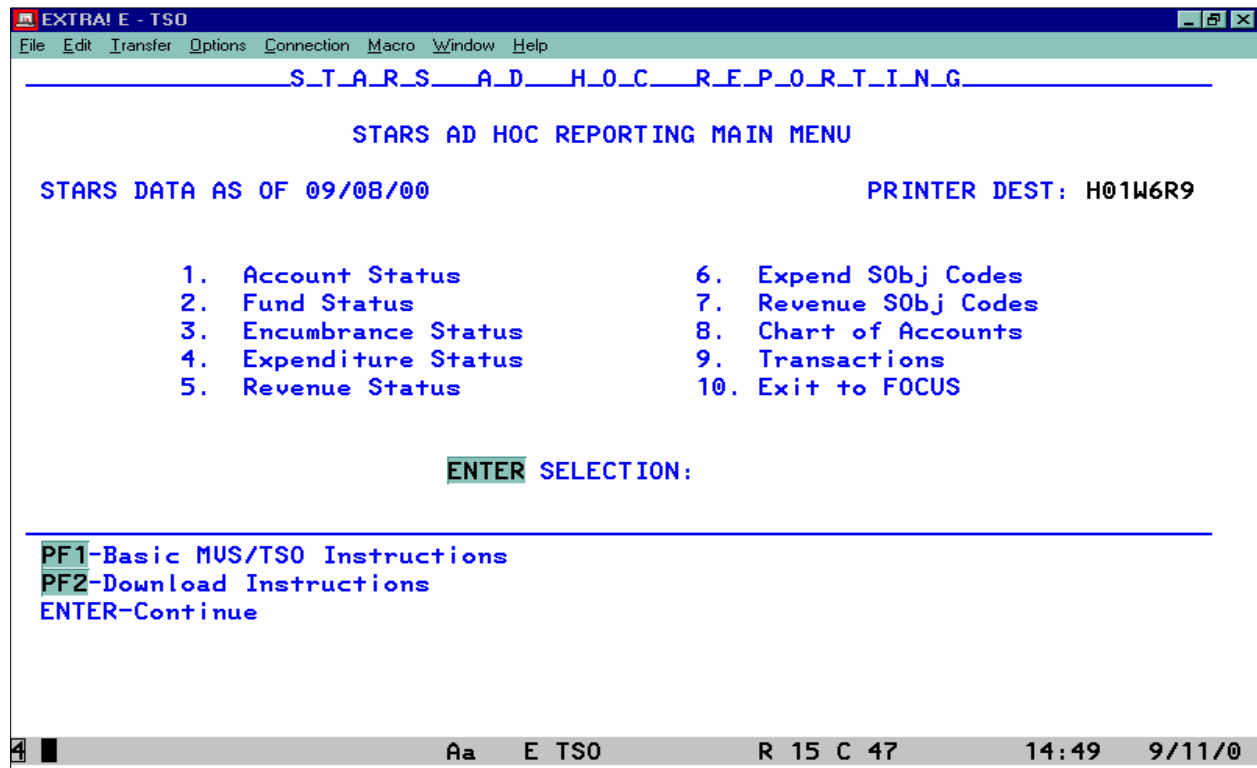
What time frame does the data cover?

What level of detail is required?

2. Select the Appropriate Ad Hoc File and Identify Selection Criteria.

Which file contains the desired data?

Which field or combination of fields defines the desired data?





Key the number 9 in the ENTER SELECTION field and press the *ENTER* key.

The Transaction Status menu screen will appear.

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                TRANSACTIONS STATUS

Data available 05/26/00 thru 09/08/00

AgyDv          ////          to  ////
Fund           ////          to  ////
BFY            //           to  //
Budget Unit    ////          to  ////
Index Code     ////          to  ////
PCA No.        ////          to  ////
Cur Doc No    //////////      to  //////////
Cur Doc No Sfx //           to  //
Tran Code      ////          to  ////

Enter selections, press ENTER. PgDn for More...

PF01-Main Menu                PF08-PgDn        ENTER-Continue

4 | Aa  E TSO                R 7  C 33                14:51  9/11/0
  
```

STATUS MENU

- Status menu screens are used to enter the criteria that will define the records to be extracted from the database. If there are more selection items than will fit on one screen, multiple screens may be used. The Transactions Status consists of three menu screens.
- To use the Status Menu screens, enter the selection criteria desired on all screens and then press the enter key. Use the tab key, arrow keys, or mouse to move from field to field. The function keys that may be used on the screen are displayed at the bottom of the screen. The F7 and F8 keys are used to page up or down through the available screens. **Do not use the Page Up or Page Down keys on the keyboard.**
- An “X” in a selection field indicates the field is required and a value must be entered.
- A field displayed with “/” indicates the field is optional and a value may be entered but is not required. The “/” operates like a wildcard character in that it will match to any value in the database field.

- Selection criteria can be entered as a specific value or a range of values. In some cases, partial values can be entered in a field with slashes for the remaining parts of the field. For example, if 1/// were entered in the expenditure subobject field, records would be extracted that contained any subobject that began with a 1. The partial value can be entered in any position in the field. Partial values cannot be used when entering a data range.
- Data elements can be used in combination with each other to establish the criteria that define the desired data. There may be several different sets of selection criteria that may be used that adequately meet a user's needs. The criteria used should identify all needed data even if it includes some data that is not needed. The more specific the selection criteria, the smaller the result will be and fewer system resources will be used.



Press the *F8* key to access the second Transaction Status menu screen.

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
                                TRANSACTIONS STATUS

Warrant No      ////////////      to      ////////////
Gen Ledg Acct No  ////              to      ////
Exp SObj        ////              to      ////
Rev SObj        ////              to      ////
Grant Number    //////////      to      //////////
Grant Phase     //              to      //
Project Number  //////////      to      //////////
Project Phase   //              to      //
Ref Doc No      //////////      to      //////////
Ref Doc No Sfx  //              to      //
Agy Use Code    ////////////////////// to      //////////////////////

Enter selections, press ENTER. PgDn for More..

-----
PF01-Main Menu          PF07-PgUp          PF08-Help          ENTER-Continue
-----
4 | Aa  E TSO          R 5  C 31          14:56  9/11/0

```



Press the *F8* key again to access the third Transaction Status menu screen.

EXTRA! E - TSO

File Edit Transfer Options Connection Macro Window Help

—————S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G—————

TRANSACTIONS STATUS

Invoice Descr //
to //

Vendor Name //
to //

Effective Date 000809 to 000908 (YYMMDD)

Process Date /////// to /////// (YYMMDD)

Process Time //// to //// (HHMM)

Enter selections, press ENTER. PgUp for More...

PF01-Main Menu PF07-PgUp PF08-Help ENTER-Continue

4 ■ Aa E TSO R 5 C 31 14:57 9/11/0



Press the *F7* key twice to return to the first Transaction Status menu screen.



Key the following selection criteria for the fields shown. (Enter data on all screens before pressing the Enter key.)

Screen 1

AgyDv 17300
PCA 85000 to 88000

Press *F8* to access the second menu screen.

Screen 2

Exp Sobj 1///

Press *F8* to access the third menu screen.

Screen 3

Effective Date Enter the date range that includes the beginning and end of the prior month (YYMMDD format).

Press the *ENTER* key.

- The system will extract the data defined by the selection criteria entered and display a result similar to the one that follows. If the system finds no data meeting the specified criteria, it will return you to the Transaction Status menu. If this happens, review the criteria entered to ensure that it is correct.

AGY	DU	FUND	BFY	BUDG UNIT	INDX CODE	CUR DOC NUMBER	S F	P C	REF DOC NUMBER	S F	WARRANT NUMBER	PCA NO
173	00	1000	01	0310	0310	A1080022	05					850
173	00	1000	01	0310	0310	A1080022	06					851
173	00	1000	01	0310	0310	A1080022	07					851
173	00	1000	01	0310	0310	A1080022	08					851
173	00	1000	01	0310	0310	A1080108	04					851
173	00	1000	01	0310	0310	P1080050	79	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	80	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	81	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	82	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	83	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	84	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	85	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	86	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	87	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	88	P	A1080022	05		850
173	00	1000	01	0310	0310	P1080050	89	P	A1080022	05		850

- When viewing a result, the result screen function keys and commands are used to navigate through the data or to print the result.

WARNING: When viewing data, always scroll to the bottom of the data. If you don't, you may lose a portion of the data.



Demonstrate and practice using the result screen function keys and commands to navigate through the data. Refer to the Job Aid card for available function keys and commands. **Do not use the F3 or F4 keys at this time.**

3. Eliminate Unneeded Data by Using the Display Functions Menu – Select Columns, Select Range, or Select Values.

Are there data fields in the records extracted that are not needed?

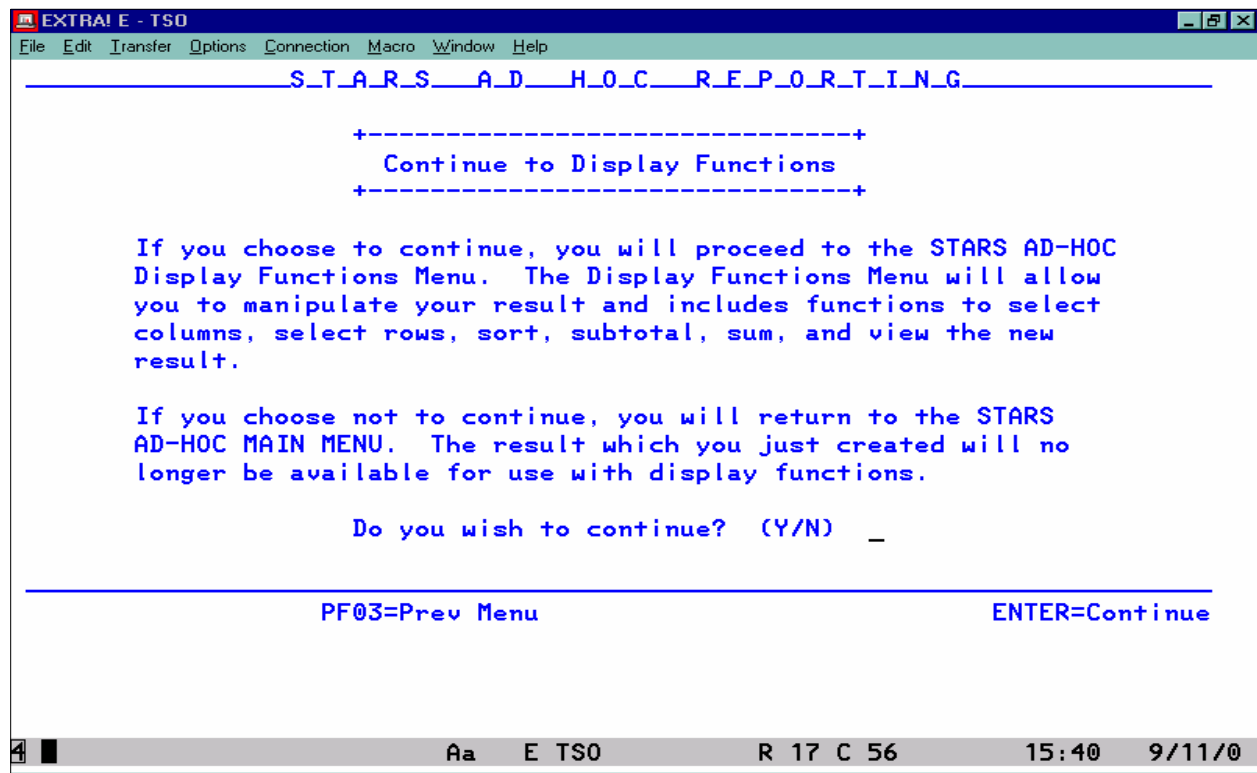
Are there records that are not needed?

DISPLAY FUNCTIONS MENU

- In most cases, manipulation of the data is desired before printing or downloading. The options for manipulating data are found under the Display Functions menus. These options provide a means for eliminating columns or rows of information, sorting data, adding totals, or adding a report heading.



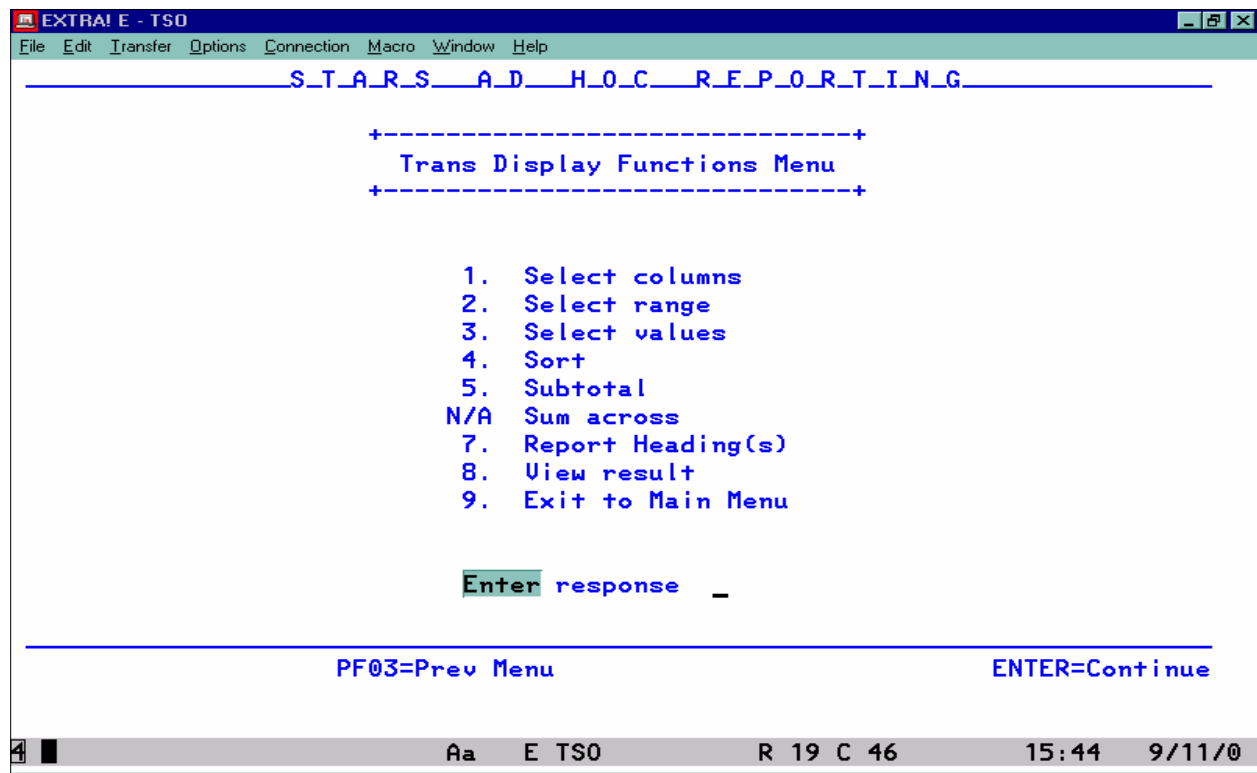
Press the *F3* key to exit the result. The Continue to Display Functions screen will display.



- The Continue to Display Functions screen provides the user with the option of accessing the Display Functions Menu or returning to the Main Menu. If the result just viewed does not contain the desired data or if you are through with the result, key an “N” and press the Enter key to return to the STARS Ad Hoc Main Menu. Key a “Y” and press the Enter key to proceed to the Display Functions Menu.



Key a “Y” in the “Do You Wish to Continue?” field and press the *ENTER* key.



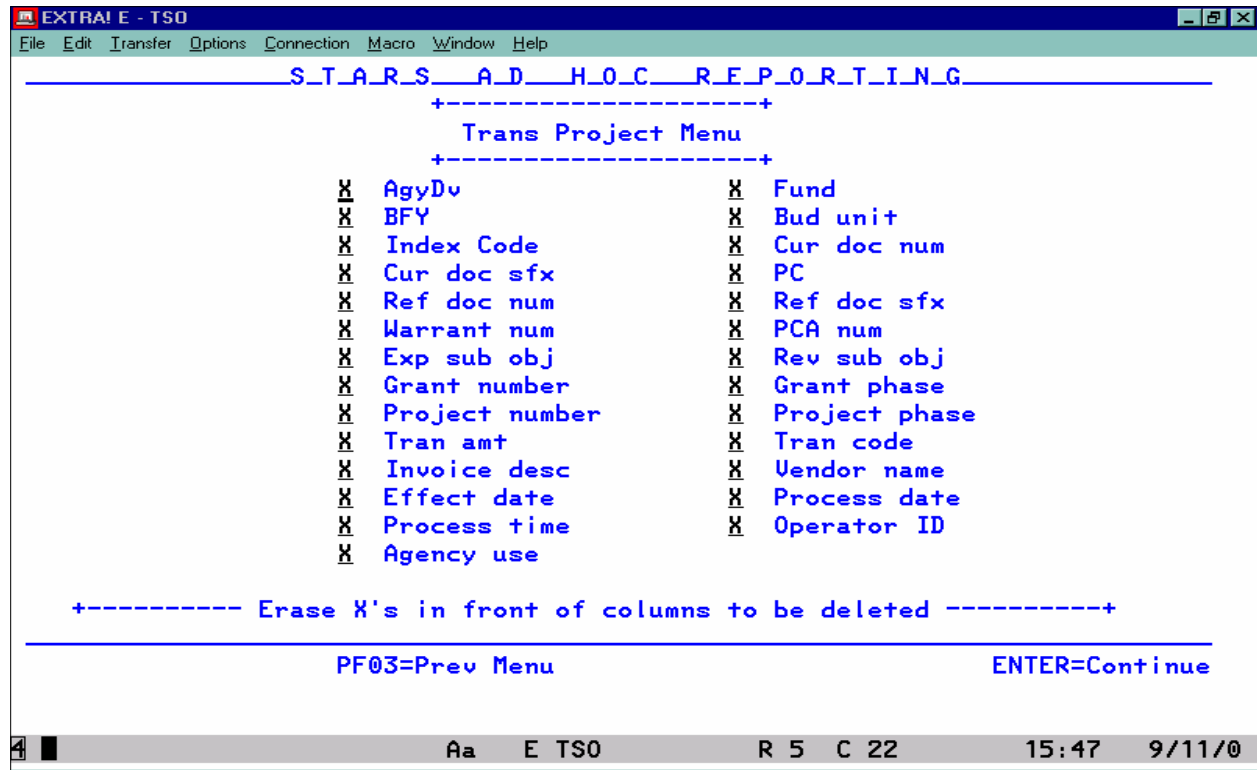
- The Display Functions Menu provides access to the functions that allow the user to manipulate data. The Menu will display the valid options for the data file selected. Each data file option has its own tailored menu. To select a particular function, key in the appropriate function number in the Enter Response field and press the Enter key. N/A indicates an option is **Not Available** for the data file option being used.

DISPLAY FUNCTIONS MENU - SELECT COLUMNS

- The Select Columns option provides a means of deleting unneeded data fields (columns) from the result. To select this option, key a 1 in the Enter Response field and press the Enter key. This should generally be the first function used to delete unneeded information from the result.



Key the number *1* in the ENTER RESPONSE field and **press** the *ENTER* key. The Trans Project Menu will display.



- Each item on the Menu that is preceded by an “X” will appear as a column on the result. To eliminate columns, tab to the items to be deleted (or use your mouse) and erase the “X” by pressing the space bar. After all items to be deleted have been marked, press the Enter key to return to the Display Functions Menu.
- Erasing the “X” will not delete the item until the Enter key has been pressed. If you accidentally erase an “X” before pressing the Enter key, just reenter the “X”. If the Enter key has already been pressed, the column of information will have been deleted. If you accidentally delete a column of information, you will have to go back to the original result or start the whole process over.
- Review the data fields available to determine which are not needed. Those not needed should be deleted from the result.

HINT: If you plan to download the data to your PC, print screen the Trans Project Menu (after Xs have been erased but before the Enter key has been pressed) to document the columns (fields) of information being downloaded.



Tab to each of the following fields and erase the “X” by **pressing** the SPACE BAR.

Warrant Number	Grant Phase
Rev Sobj	Project Number
Grant Number	Project Phase

After the “X’s” have been deleted, **press** the *ENTER* key. The Trans Display Functions Menu will display.

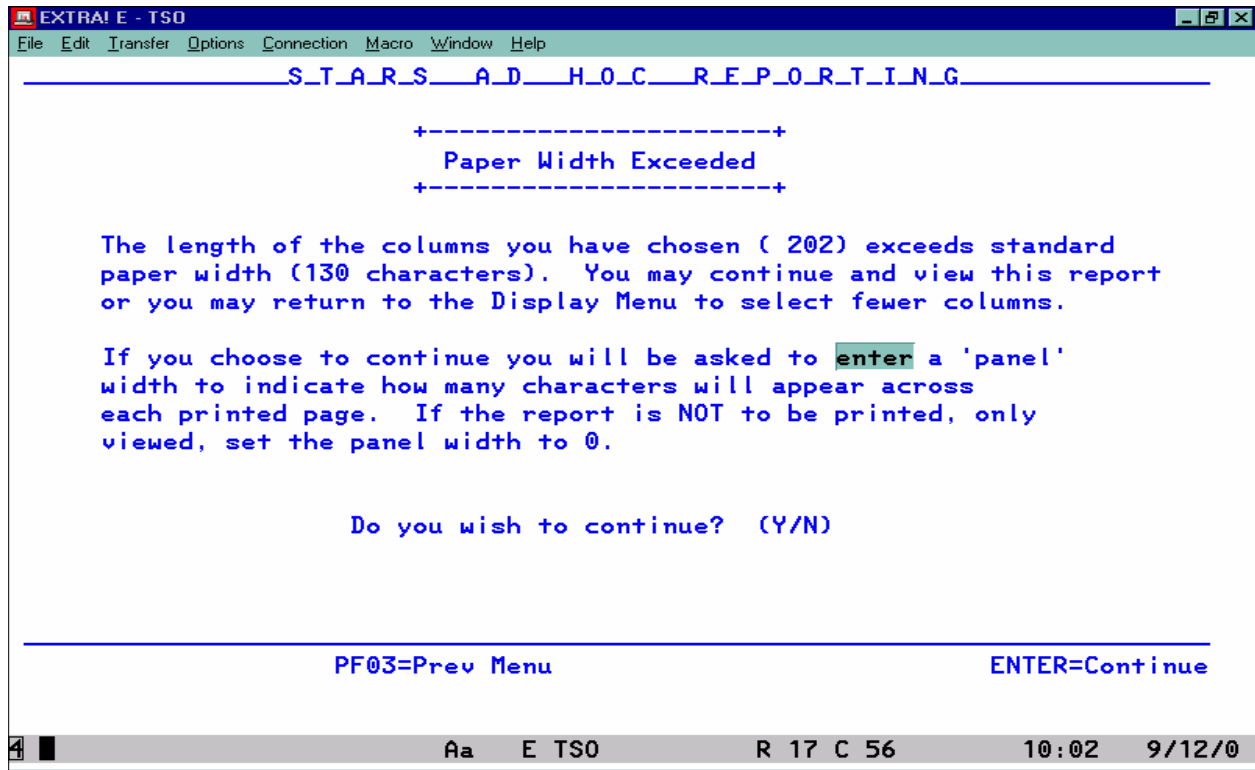
- Any of the functions available from the Display Functions Menu can now be selected.

DISPLAY FUNCTIONS MENU - VIEW RESULT

- The View Result option provides a way to view the result after the data manipulation options have been performed. Viewing the modified result can be useful in ensuring that the result still contains all needed data, in identifying unneeded data, and in ensuring the sort order selected is appropriate. To view the result, select Option 8, View Result, on the Display Functions Menu.
- When the View Result option is selected, the result will display if the width is 130 characters or less. If the result character width is 130 characters or greater, a Paper Width Exceeded screen will display.



Key the number 8 in the ENTER RESPONSE field and **press** the *ENTER* key.



- Reports printed from the STARS Ad Hoc Reporting system can contain a maximum of 130 characters across one page. If a report to be printed exceeds 130 characters, the report can still be printed but the user must specify the number of characters to print across each page. In such cases, the report will be printed with the designated number of characters across each page of the report with the remaining characters printed on subsequent pages. The Paper Width Exceeded screen provides users with a means to set the page character width.
- If a user wants to only view a result, this screen instructs the user to enter a value of zero for the result width. The entire result will be available for viewing by using the result screen function keys and commands.
- If possible, the report width should be limited to a maximum of 130 characters. By limiting the width, the printed report is much easier to work with and the user avoids the extra steps associated with the Paper Width Exceeded screen when viewing the report.



To view the result:

Key a “Y” in the DO YOU WISH TO CONTINUE field and **press** the *ENTER* key.

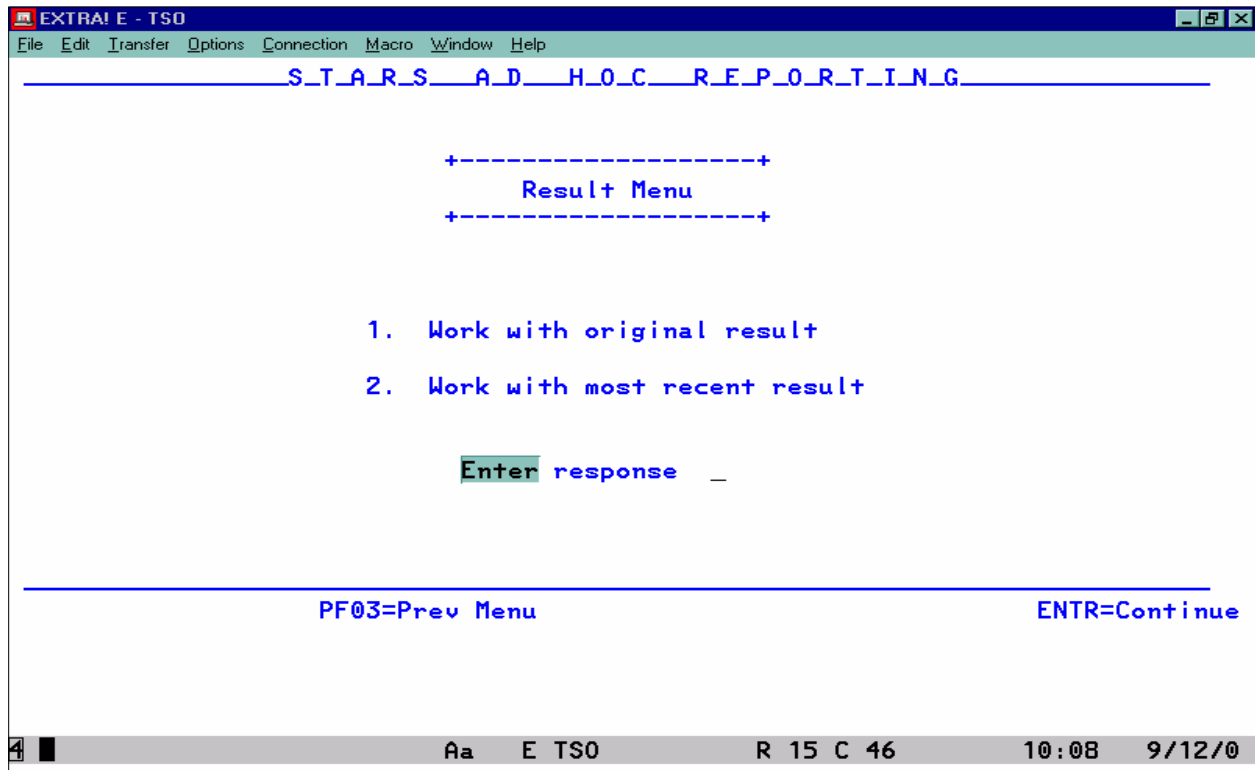
Key the number 0 in the ENTER NUMBER OF CHARACTERS... field and **press** the *ENTER* key.

- Review the result to determine all needed data is still present and to determine if unneeded data still exists. If additional changes are needed, return to the Trans Display Functions Menu.

WARNING: Scroll to the bottom of the result to avoid possible loss of data.



Press the *F3* key to exit the result. If a data manipulation function has already been performed, the following Result Menu will display.



- The Result Menu provides a user with an opportunity to work with the original result or the most recently modified result. This feature is useful if you make a mistake and accidentally delete data. A user can select the original result instead of having to start completely over.
- To work with the original result, key a 1 in the Enter Response field and press the Enter key. To work with the most recent result, key a 2 and press the Enter key. The original result will remain available for use until a new result is created from the Main Menu or until you exit STARS Ad Hoc Reporting, whichever comes first. The most recent result will remain available for use until another data manipulation option is performed which then becomes the most recent result.

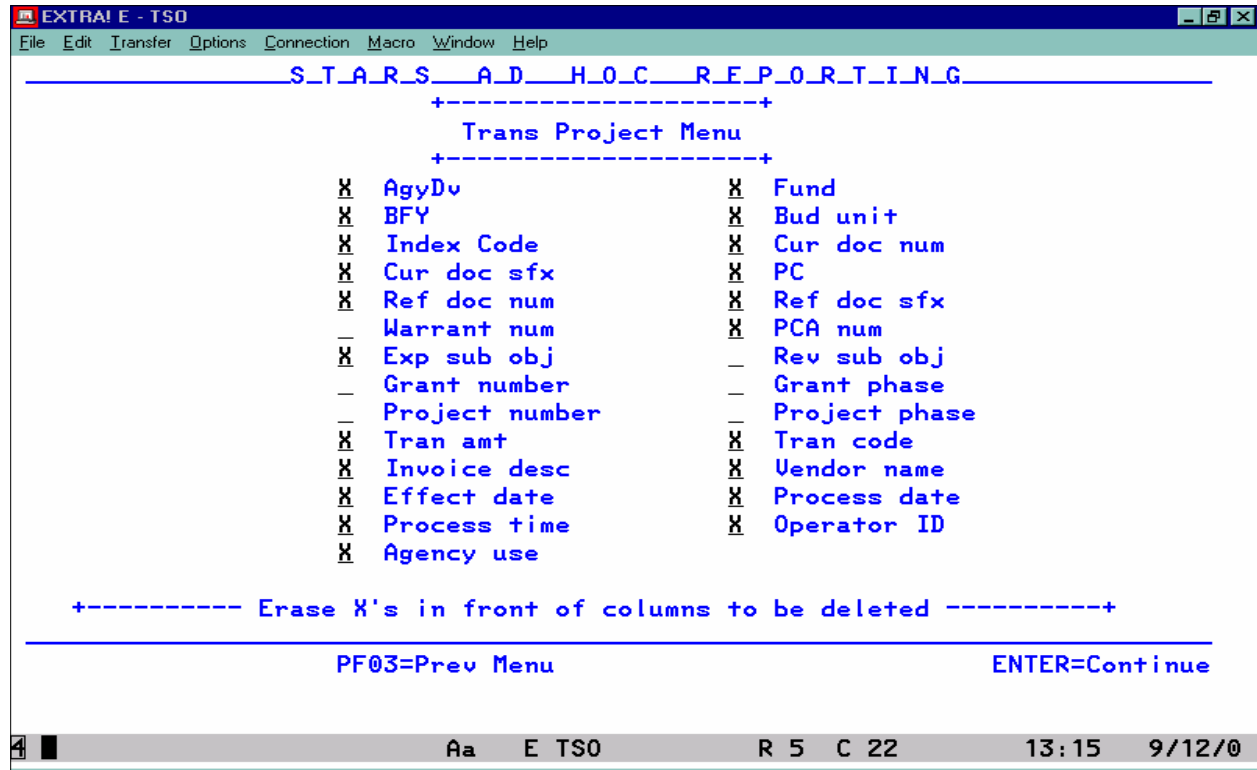


Key the number 2 in the ENTER RESPONSE field and **press** the *ENTER* key. The Trans Display Functions Menu will display.

- By reviewing the result, you can determine if it contains additional columns that are not needed. To delete additional columns, use the Select Columns option on the Trans Display Functions Menu and then delete the fields from the Trans Project Menu. Any of the functions available on the Trans Display Functions Menu can be selected as many times as needed.



Key the number *1* and **press** the *ENTER* key. The Trans Project Menu will display.



- Note that the data columns previously deleted no longer have an “X” by them.



Delete the following additional columns. **Tab** to each of the following fields and erase the “X” by **pressing** the *SPACE BAR*.

Invoice Description
Process Time

Vendor Name
Op ID (Operator ID)

Press the *ENTER* key when the “X’s” for each of the above items has been erased.

If you would view the result again, you would not encounter the Paper Width Exceeded screen because the file is now 130 characters or less in width.

DISPLAY FUNCTIONS MENU - SELECT RANGE

- The Select Range option provides a way to eliminate data rows included in a result. This option allows a user to specify data ranges or specific values for selected data fields to either be included or excluded from the result.



Key the number 2 in the ENTER RESPONSE field on the Display Functions Menu and **press** the *ENTER* key. The Trans Select Menu will display.

- The Trans Select Menu is similar to the Status Menu screens - except for the NOT option. Data ranges can be specified for any data field on the Menu to either be included or excluded (NOT) from the result. To include a data range, key the beginning and ending values for the data field(s) and press the Enter key. To exclude a data range from the result, key in the data range and an “N” under the NOT column and press the Enter key. The values specified will NOT appear in the result.
- There are more selection items in the Trans Select Menu than will fit on one screen. Use the F7 and F8 keys to access the menu screens. To use this Menu, key all selection criteria needed and press the Enter key.

The Select Range and Select Values options cannot be used on the same field without viewing the result in between.

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
          +-----+
          | Trans Select Menu |
          +-----+
AgyDv:  ////          to  ////          NOT
Fund:   ////          to  ////          -
BFY:    //           to  //           -
Bud unit:  ///        to  ///        -
Index Code:  ///      to  ///      -
Cur doc num:  ///    to  ///    -
Cur doc sfx:  //     to  //     -
PC:         /        to  /        -
Ref doc num:  ///    to  ///    -
Ref doc sfx:  //     to  //     -
Warrant num:  ///    to  ///    -
PCA num:    ///     to  ///     -
          +-----+ PgDn for MORE +-----+
          PF03=Prev Menu          PF08=PgDn          ENTER=Continue
-----
Aa  E TSO          R 7  C 24          14:16  9/12/0
  
```



In the PCA Num field, **key** 85981 – 87999 for the data range, **key** an N in the NOT column, and **press** the *ENTER* key. The Trans Display Functions Menu will display.

- This entry will eliminate all data rows not related to the PCA's that define the two Divisions for our Walkthrough example.
- The revised result can be viewed by using the View Result function on the Trans Display Functions Menu.

DISPLAY FUNCTIONS MENU - SELECT VALUES

- The Select Values option provides another way to eliminate data rows included in a result. This option allows users to specify specific values for data fields to either include or exclude from the result. It works similar to the Select Range option except specific values for a field can be entered to identify rows of data to be included or excluded (NOT) from the result. Up to 8 different values can be selected for a field.



Key the number 3 in the ENTER RESPONSE field on the Display Functions Menu and **press** the *ENTER* key. The Trans Select Value Menu will display.

EXTRA! E - TSO

File Edit Transfer Options Connection Macro Window Help

S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G

-----+
 Trans Select Value Menu
 +-----

								NOT
AgyDv:	////	////	////	////	////	////	////	-
Fund:	////	////	////	////	////	////	////	-
Bud unit:	////	////	////	////	////	////	////	-
Index Code:	////	////	////	////	////	////	////	-
Cur Doc Num:	////////	////////	////////	////////	////////	////////	////////	-

-----+ PgDn for MORE -----

PF03=Prev Menu PF08=PgDn ENTER=Continue

4 | Aa E TSO R 7 C 16 14:27 9/12/0

- There are more selection items in Trans Select Value Menu than will fit on one screen. Use the F7 and F8 keys to access the menu screens. To include selected data field values, key in the data values desired and press the Enter key. To exclude selected data field values, key in

the data values of the items to be excluded and key an “N” in the NOT column and press the Enter key. The Display Functions Menu will reappear.



In the Cur Doc Num field, **key** an *A* in the first character position and an *N* in the NOT column, and **press** the *ENTER* key. The Trans Display Functions Menu will display.

- This action will delete the encumbrance transactions included in the data.

Select Range and Select Values options cannot be used on the same field without viewing the result in between.

4: Manipulate and Format Data By Using The Display Functions Menu - Sort, Subtotal, Sum Across, and Report Headings.

Does the data need to be sorted in a particular order?

Are totals or subtotals needed?

DISPLAY FUNCTIONS MENU - SORT

- The Sort option provides users with a way to sort result data in an order that will best present the data. Any data field included on the result can be selected as a sort field. The Transactions data file supports a maximum of 9 sort fields while other data file options on the STARS Ad Hoc Main Menu support a maximum of 5 sort fields.
- If totals are to be included on a result, the data must be sorted prior to selecting the Subtotal option. Subtotals can only be obtained for fields previously selected as a sort field. For example, if you want a total by fund, you must first sort the data by fund. If subtotals are to be added, the sort and subtotal functions must be performed consecutively. Do not view the data between functions or the sort field values will not appear on the Subtotal Menu.



Key the number *4* in the ENTER RESPONSE field on the Trans Display Functions Menu and **press** the *ENTER* key. The Trans Sort Order Menu displays.

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
+-----+
      Trans Sort Order Menu
+-----+

- AgyDv          - Fund
- BFY           - Bud unit
- Index code    - Cur doc num
- Cur doc sfx   - PC
- Ref doc num   - Ref doc sfx
- Warrant num   - PCA num
- Exp sub obj   - Rev sub obj
- Grant number  - Grant phase
- Project num   - Project phase
- Tran amt      - Tran code
- Vendor name   - Effect date
- Process date  - Process time
- Operator ID   - Agency use

+-----+ Enter sort order (1 through a maximum of 9) -----+
-----
                PF03=Prev Menu                                ENTER=Continue
-----
4 | Aa  E TSO          R 6  C 22          14:44  9/12/0

```

- To use the Sort option, key a number in the space provided for each of the fields to be sorted and press the Enter key to return to the Display Functions Menu. The numbers entered should reflect the data sort order desired, with a 1 being the highest sort level. For example, if you want the data to be sorted in PCA order and then by expenditure subobject within each PCA, key a 1 by the PCA field and a 2 by the expenditure subobject field.



Key the numbers by the fields indicated below.

- 1 PCA
- 2 Exp Sub Obj

Press the *ENTER* key. The Trans Display Functions Menu displays.

DISPLAY FUNCTIONS MENU - SUBTOTAL

- The Subtotal option is used whenever a user wants to include subtotal or grand total amounts on the result. The Subtotal option must be used even if only a grand total is needed.
- Subtotals can be obtained only for fields that have been sorted. The Sort option must be performed before the Subtotal option is selected. The Sort and Subtotal functions must be performed consecutively. The sort order selected on the Sort Order Menu will appear on the Subtotal Menu.



Key the number 5 in the ENTER RESPONSE field on the Display Functions Menu and press the *ENTER* key. The Trans Subtotal Menu will display.

```

EXTRA! E - TSO
File Edit Transfer Options Connection Macro Window Help
-----S_T_A_R_S_A_D_H_O_C_R_E_P_O_R_T_I_N_G-----
+-----+
Trans Subtotal Menu
+-----+
- - AgyDv - - Fund
- - BFY - - Bud unit
- - Index code - - Cur doc num
- - Cur doc sfx - - PC
- - Ref doc num - - Ref doc sfx
- - Warrant num - - 1 PCA num
- - 2 Exp sub obj - - Rev sub obj
- - Grant number - - Grant phase
- - Project number - - Project phase
- - Tran code - - Vendor name
- - Effect date - - Process date
- - Process time - - Operator ID
- - Agency use

Print subtotal lines only? (Y/N) N
+---- Mark SUBTOTAL BY fields with X. Subtotals by sort fields only ----+
PF03=Prev Menu ENTER=Continue

Aa E TSO R 5 C 22 15:22 9/12/0

```

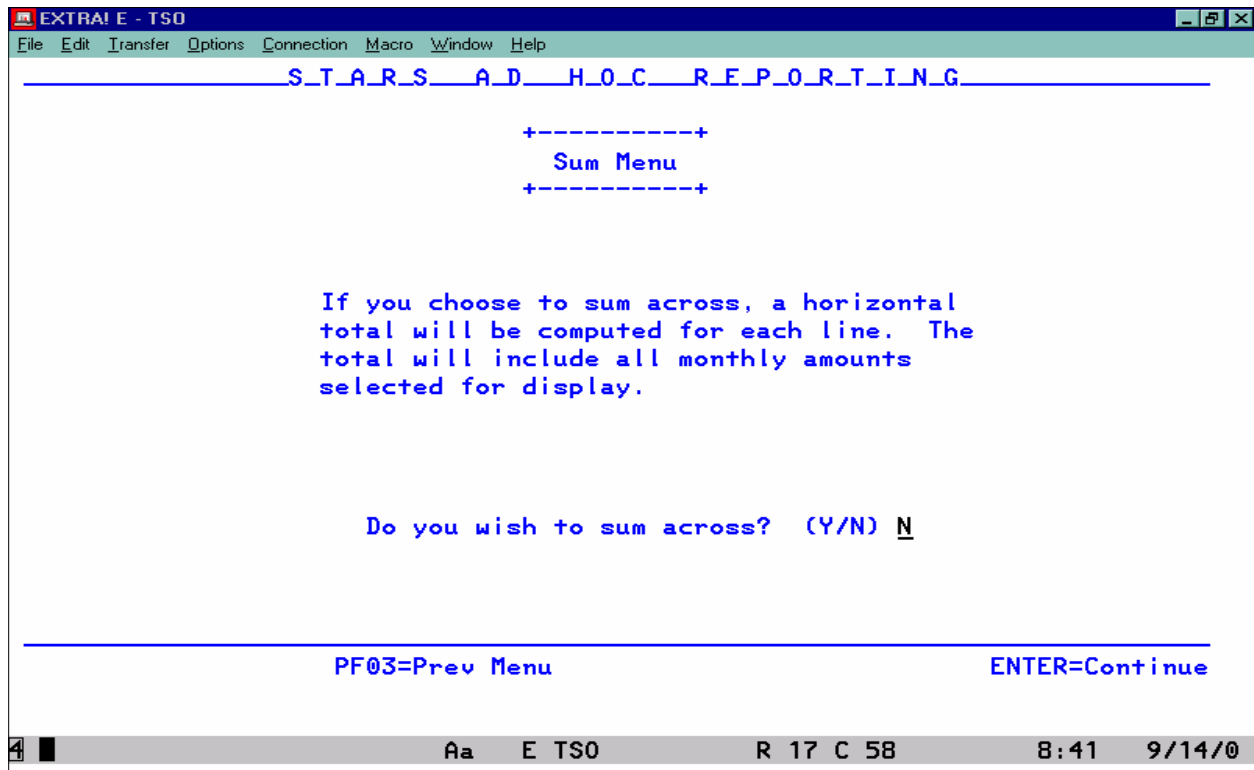
- Subtotals are allowed on any field selected for sorting the data. Type an “X” next to the sort number for each field for which a subtotal is desired. A subtotal is not required for each sort field selected.
- The Subtotal Menu provides an option for including only “total” lines in the report result. Selection of this option applies to either viewing or printing the result. This option may be useful in cases where the result contains large amounts of detail but only the totals are needed or in those cases where the user wants to summarize like rows of information.



Key an *X* by the PCA and Exp Sub Obj fields and **press** the *ENTER* key. The Display Functions Menu will display.

DISPLAY FUNCTIONS MENU - SUM ACROSS

- The Sum Across option is only valid when using the Expenditure Status or Revenue Status data files selected from the STARS Ad Hoc Main Menu. The data in these files displays totals by month. The Sum Across option provides the ability to sum months together. This option can be used to create reports that cover specific monthly time periods such as quarterly reports. Selecting this option will display the Sum Menu shown below.



- The Sum Across option will sum the monthly amounts for each data row and create a new column containing the total.

WARNING: If summing monthly amounts, delete the year-to-date column prior to performing the sum across function. If this column is not deleted, the year-to-date field will be added to the monthly amounts selected.

- The Sum Across and Subtotal functions can be performed consecutively to create a result that displays the impact of both functions. The order that these functions are performed does not matter.

DISPLAY FUNCTIONS MENU - REPORT HEADINGS

- The Report Heading option allows users to enter up to two 50-character lines for a report heading. The report heading lines will appear left justified at the top of each page of the report. If a one-line heading is desired, enter the heading on line one and leave line two blank.
- If a report heading is to be added, it must be added immediately following the last data manipulation function being performed. For example, if a user wanted to sort a report, add subtotals, and add a report heading, all three steps must be performed consecutively without viewing the result between steps. Once all steps have been completed, the final result can be viewed or printed.



Key the number 7 in the ENTER RESPONSE field on the Display Functions Menu and **press** the *ENTER* key. The report Heading Menu will display.



Key the following report heading information.

Line 1 Dept of Administration Payroll Expenditures
 Line 2 (Period covered) for PCA's 85000-85980 & 88000

Press the *ENTER* key. The Display Functions Menu will display.

5: Report Printing.

- Users can print any result created in the STARS Ad Hoc system when the result to be printed is displayed. The F4 function key is used to access the print options.
- Reports printed from the STARS Ad Hoc system can contain a maximum of 130 characters across one page. If a report exceeds 130 characters, the report can still be printed but the user must specify the number of characters to print across each page. In such cases, the report will be printed with the designated number of characters across each page of the report with the remaining characters printed on subsequent pages. The Paper Width Exceeded screen provides users with the means to set the page character width.
- If subtotals have been added to the result, the Subtotal Menu provides an option for including only the “total” lines in the report. This option may be useful in those cases where the result contains large amounts of detail but only totals are needed.
- Reports will print on the printer established for use in STARS Ad Hoc that is identified in the “Printer Dest” field on the Ad Hoc Main Menu.

The printer destination can be changed temporarily to another printer by tabbing to the Printer Dest field on the Main Menu and entering the VTAM address or name of the other printer. This change will remain in effect until you either exit the Ad Hoc system or change the printer again. For permanent printer changes, contact the DISC BDAS section (see the Basic MVS/TSO Instructions on the Main Menu for names and phone numbers).



Key the number 8 in the ENTER RESPONSE field on the Display Functions Menu and **press** the *ENTER* key. The result will display.



Press the *F4* key. The print options menu will display.

EXTRA! E - TSO

File Edit Transfer Options Connection Macro Window Help

PAGE 1

DEPT. OF ADMINISTRATION PAYROLL EXPENDITURES
8/1/00 - 8/31/00 FOR PCAS 85000-85980 & 88000

AGY	DU	FUND	BFY	BUDG UNIT	INDX CODE	CUR DOC NUMBER	S F	P C	REF DOC NUMBER	S F	PCA NO	EXP SOBJ	AMOU
173	00	1000	01	0310	0310	P1080050	79	P	A1080022	05	85010	1010	5,793.
173	00	1000	01	0310	0310	P1080050	90	P	A1080022	05	85010	1010	10,439.
173	00	1000	01	0310	0310	P2080050	77	P	A2080022	05	85010	1010	5,734.
173	00	1000	01	0310	0310	P2080050	87	P	A2080022	05	85010	1010	10,498.
173	00	2001	01	2200	2200	P1080053	81	P	A1080022	23	85010	1010	520.
173	00	2001	01	2200	2200	P1080053	91	P	A1080022	23	85010	1010	581.
173	00	2001	01	2200	2200	P2080053	73	P	A2080022	24	85010	1010	558.
173	00	2001	01	2200	2200	P2080053	82	P	A2080022	24	85010	1010	602.
173	00	2033	01	1850	1850	P1080054	24	P	A1080022	27	85010	1010	1,727.
173	00	2033	01	1850	1850	P1080054	32	P	A1080022	27	85010	1010	2,235.

Select: 1-Print entire report 2-Print this page 3-Cancel 4-hold

4 | Aa E TSO R 24 C 67 12:49 9/13/0

➤ Four options are available. They are:

1. Print Entire Report - Use this option to print the entire report.
2. Print This Page - This option is similar to a screen print in that it only prints the information displayed on the screen.

A better option is to use the print screen function available from the window File Menu. The screen print will be sent to the default printer set up for your PC.

3. Cancel - Used if you change your mind and do not want to print the report. This option will return the user to the result without the print options being displayed.
 4. Hold - Do not use.
- To print the entire result, key a 1 on the command line and press the Enter key. The result will be sent to the printer shown on the Ad Hoc Main Menu.

Reports won't actually print until the following occurs:

- (1) Pressing the F3 key to return to a previous menu if working on an original result (Display Functions has not been accessed); or
- (2) Returning to the Main Menu if the report has been manipulated using any of the Display Function Menu items.

You can print more than one version of a report that has been manipulated using the Display Functions. Manipulate the data and then print the first report. Access the Display Functions Menu and manipulate the data as needed and print the second version of the report. Once you return to the Main Menu, both reports will print.



Key the number *3* on the command line and **press** the *ENTER* key to cancel the print options.



To return to the STARS Ad Hoc Main Menu, perform the following steps.

With the result displayed, **press** the *F3* key.

At the Result Menu, **press** the *F3* key.

At the Continue to Display Functions screen, **key** an *N* and **press** the *ENTER* key.

ACTIVITY 1

Scenario – You have hired a new employee to work with your agency’s accounts payable. You have decided it would be helpful to this new employee to have a listing of expenditure subobject codes they will be using. The employee will likely use subobject codes for Contractual Services, Commodities, or Capital Outlay. These subobject codes are included in the 2000, 3000, and 4000 subobject code series respectively.

1. Analyze the problem to be resolved.

What information is needed?

What time frame does the data cover?

What level of detail is required?

2. Select the Appropriate Ad Hoc File and Identify Selection Criteria.

Which file contains the desired data?

Which field or combination of fields defines the desired data?

3. Eliminate Unneeded Data by Using the Display Functions Menu – Select Columns, Select Range, or Select Values.

Are there data fields in the records extracted that are not needed?

Are there records that are not needed?

4. Manipulate and Format Data By Using The Display Functions Menu - Sort, Subtotal, Sum Across, and Report Headings.

Does the data need to be sorted in a particular order?

Are totals or subtotals needed?

5. Print or Download Report.

ACTIVITY 2

Scenario – You have been asked to determine the amount of revenue in total and by revenue subobject code recorded in your agency's fee fund for the prior fiscal year. (You may use Fund 6105 in the Department of Administration, agency 17300.)

1. Analyze the problem to be resolved.

What information is needed?

What time frame does the data cover?

What level of detail is required?

2. Select the Appropriate Ad Hoc File and Identify Selection Criteria.

Which file contains the desired data?

Which field or combination of fields defines the desired data?

3. Eliminate Unneeded Data by Using the Display Functions Menu – Select Columns, Select Range, or Select Values.

Are there data fields in the records extracted that are not needed?

Are there records that are not needed?

4. Manipulate and Format Data By Using The Display Functions Menu - Sort, Subtotal, Sum Across, and Report Headings.

Does the data need to be sorted in a particular order?

Are totals or subtotals needed?

5. Print or Download Report.

ACTIVITY 3

Scenario – You have been asked to create a report for your agency that displays the original amount and current balance of each encumbrance that currently has a remaining balance. The report should include totals for firm and contingent encumbrances for each budget fiscal year. (You may use the Department of Administration's agency number, 17300.)

1. Analyze the problem to be resolved.

What information is needed?

What time frame does the data cover?

What level of detail is required?

2. Select the Appropriate Ad Hoc File and Identify Selection Criteria.

Which file contains the desired data?

Which field or combination of fields defines the desired data?

3. Eliminate Unneeded Data by Using the Display Functions Menu – Select Columns, Select Range, or Select Values.

Are there data fields in the records extracted that are not needed?

Are there records that are not needed?

4. Manipulate and Format Data By Using The Display Functions Menu - Sort, Subtotal, Sum Across, and Report Headings.

Does the data need to be sorted in a particular order?

Are totals or subtotals needed?

5. Print or Download Report.

ACTIVITY 4

Scenario – You have been requested to compile a report that will show all travel expenses for your agency for the period July - September. The report should contain expenditure totals for the quarter by expenditure subobject as well as subtotals by fund. The report should only include one line for each expenditure subobject-fund-BFY-budget unit combination. Travel expenditure subobject codes are included in the 2500 subobject code series. (You may use the Department of Administration's agency number, 17300.)

1. Analyze the problem to be resolved.

What information is needed?

What time frame does the data cover?

What level of detail is required?

2. Select the Appropriate Ad Hoc File and Identify Selection Criteria.

Which file contains the desired data?

Which field or combination of fields defines the desired data?

3. Eliminate Unneeded Data by Using the Display Functions Menu – Select Columns, Select Range, or Select Values.

Are there data fields in the records extracted that are not needed?

Are there records that are not needed?

4. Manipulate and Format Data By Using The Display Functions Menu - Sort, Subtotal, Sum Across, and Report Headings.

Does the data need to be sorted in a particular order?

Are totals or subtotals needed?

5. Print or Download Report.

ACTIVITY SOLUTIONS

(One solution is shown for each activity. There may be other solutions that could be used.)

Activity 1

- ✓ STARS Ad Hoc Main Menu
Use Selection No. 6 – Expenditure Subobject Code
- ✓ Expenditure Subobject Menu
Selection Criteria
Expenditure Sobj - Enter range 2000 – 4999

Activity 2

- ✓ STARS Ad Hoc Main Menu
Use Selection No. 5 – Revenue Status
- ✓ Revenue Status Menu
Selection Criteria
AgyDv 17300
Trans Year Use 2-digit prior year
Fund 6105
- ✓ Receipt Display Functions Menu – Select Columns (Selection No. 1)
Delete the following columns:

St fc (State function code)	December
Lst prc dte (last process date)	January
July	February
August	March
September	April
October	May
November	June
- ✓ Receipt Display Functions Menu – Sort (Selection No. 4)
Sort by Rev Sobj
- ✓ Receipt Display Functions Menu – Subtotal (Selection No. 5)
Subtotal by Rev Sobj

Activity 3

- ✓ STARS Ad Hoc Main Menu
Use Selection No. 3 – Encumbrance Status
- ✓ Encumbrance Status Menu
Use Selection No. 1 – Encumbrance Master

- ✓ Encumbrance Status Menu
Selection Criteria
AgyDv 17300
- ✓ Encumbm Display Functions Menu - Select Columns (Selection No. 1)
Delete the following columns:

Create Date	Adj prior
Liq current	Lst prc dte
Liq prior	Close date
Adj current	
- ✓ Encumbm Display Functions Menu- Select Range (Selection No. 2)
Enter the following criteria:
Outsnd Bal – Enter Range .01 – 99999999999.99
- ✓ Encumbm Display Functions Menu - Sort (Selection No. 4)
Sort by BFY (1) and F/C (2)
- ✓ Encumbm Display Functions Menu - Subtotal (Selection No. 5)
Subtotal by BFY and F/C

Activity 4

- ✓ STARS Ad Hoc Main Menu
Use Selection No. 4 – Expenditure Status
- ✓ Expenditure Status Menu
Selection Criteria:

AgyDv	17300;
Trans Year	Use 2-digit current fiscal year;
Expend. Sobj	25// or 2500-2599
- ✓ Expend Display Functions Menu – Select Columns (Selection No. 1)
Delete the following columns:

St fc	Exp Amt YTD
Lst prc dte	October
November	December
January	February
March	April
May	June
- ✓ Expend Display Functions Menu – Sort (Selection No. 4)
Sort by Exp Sobj (1), Fund (2), BFY (3), and Budget Unit (4)
- ✓ Expend Display Functions Menu – Subtotal (Selection No. 5)
Subtotal by Exp Sobj and Fund and enter a 'Y' for Print Lines Only
- ✓ Expend Display Functions Menu – Sum across (Selection No. 6)