

ATTACHMENT 1

INSTRUCTIONS FOR COMPLETION OF FORM TM-96 STARS SIGN-ON REQUEST FORM (Rev. 12-98)

The following instructions are for completion of the request for an access sign-on to the Statewide Accounting and Reporting System (STARS). In order to access STARS, the user must have access to CICS and possess a TOPSECRET sign-on. STARS sign-ons are issued by the Division of Accounts and Reports Business Process Management Team, Room 351-S, Landon State Office Building, Topeka, KS 66612-1248.

The **Requested By** blank should be completed with the name of the person making the request for the sign-on. **Agency Name** should contain the name of the state agency, and the requestor's telephone number should be entered in the **Telephone No.** blank.

The **Authorized By** blank is provided for internal agency control purposes and generally contains the name of the head of the agency or other designated official. The authorizing official's **Title** and the **Date** of the request complete the remainder of the general information block.

Function should be completed with either **A**(dd), **C**(hange), or **D**(elete), depending upon the nature of the request. If a change or deletion is being requested, enter the employee's **Operator ID** (but not the password) in the **A & R USE** block.

The three-digit **Agency** number must be included on the request to establish the agency-level security for the user.

The user's **Name** should be completed to a maximum of 20 characters. First name, middle initial, and last name are preferred.

Enter an "X" in each **Operator Class** field for which a sign-on is being requested. If the requested class is not listed, use the "OTHER" field, indicating the title and number of the operator class as shown in Descriptor Table D66. Please note that Operator Class 23 includes expenditure transactions only; Operator Class 21 includes most of these transactions as well as Pre-encumbrance transactions. If a "O" or "Blank" is selected for **Accounting Transactions**, an Operator Class need not be selected since the access will not permit transaction processing.

Printer ID should contain the IBM site-printer designation where voucher printing is to be done. Generally, this will consist of the last four characters of the printer VTAM number or a four-digit number based on the IP address.

Online Financial Inquiry permits the user to review cumulative or activity inquiries from the financial files (account balances, etc.). If the user is to be allowed such access, complete this field with "A".

STARS SECURITY SIGN-ON REQUEST

Requested by: _____ Agency Name: _____ Telephone No: _____

Authorized by: _____ Title: _____ Date: _____

FUNCTION: _____	AGENCY NO.: _____	EMPL. NAME _____	A & R USE
OPERATOR CLASS REQUESTED:			OPER. ID. OP CL
VOUCHER ENTRY (21) <input type="checkbox"/>	DA-118 ENCUMBRANCES (19) <input type="checkbox"/>	FINANCIAL PLANS (25) <input type="checkbox"/>	_____
VOUCHER ENTRY (23) <input type="checkbox"/>	PRE-ENCUMBRANCES (24) <input type="checkbox"/>	ERROR CORRECTION (39) <input type="checkbox"/>	_____
	OTHER: _____ () <input type="checkbox"/>		_____
			PASSWORD _____

ACCOUNTING TRANSACTIONS _____
SECURITY DIVISION _____
APPROVAL LEVEL _____
PRINTER ID _____
DAY INDICATOR _____
WORK HOUR RANGE _____
REPORT REQUEST TABLE _____
REPORT DISTRIBUTION TABLE _____
BUDGET UNIT TABLE _____
DESCRIPTOR TABLES _____
INDEX CODE TABLE _____
PROGRAM COST ACCOUNT TABLE _____
GRANT CONTROL TABLE _____
PROJECT CONTROL TABLE _____
TRANSACTION CODE DECISION TABLE _____
VENDOR EDIT TABLE _____
ON-LINE FINANCIAL INQUIRY _____
WARRANT INQUIRY / MAINTENANCE _____
RELEASE FLAG _____

0 = Inquiry Only; **1** = Data Entry and Inquiry; **"Blank"** = No Access
Division Number - if division established in STARS and restriction desired
1-9 with 5 the highest agency level
 Four-digit voucher Printer ID
W = Weekday; **E** = Weekend; **A** = All Days
 Example: 0001 - 2400 would be unrestricted work hours
0 = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
0 = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
0 = Inquiry Only; **1** = Update and Inquiry (Central Use Only); **"Blank"** = No Access
0 = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
0 = Inquiry Only; **1** = Update and Inquiry (Central Use Only); **"Blank"** = No Access
0 = Inquiry Only; **1** = Update and Inquiry; **"Blank"** = No Access
0 = Inquiry Only; **1** = Update and Inquiry (Central Use Only); **"Blank"** = No Access
0 = Inquiry Only; **1** = Add Vendors and Inquiry; **"Blank"** = No Access
A = Inquiry Only; **"Blank"** = No Access
1 = Inquiry Only; **2** = Update and Inquiry (Central Use Only); **"Blank"** or **0** = No Access
1 if approved for the Delegated Audit Program; otherwise blank

**ATTACHMENT 2
INQUIRY JOB AID**

HOW DO I FIND?	MENU	SCREEN	SEARCH CRITERIA
Appropriation Balance	O	62 or 72	Agency, Budget Unit, BFY
Cash Balance for Fund Level Account (Account Type 1)	O	63	Fund
Cash Balance for Budget Unit Level (Account Type 2)	O	62 or 72	Agency, Budget Unit, BFY
Document by Warrant #	W	41 or 43	Warrant No.
Encumbrance Balance/Payments	O	64	Agency, BFY, Enc. No.
Payments by Batch ID, Doc No., Fund, Index, PCA, or Sub-Obj.	O	85	Various
Payments by Vendor	O	71	Agency, Vendor No.
Receipts for Fund Level Account (Account Type 1)	O	63	Fund
Receipts for Budget Unit Level Account (Account Type 2)	O	62 or 72	Agency, Budget Unit, BFY
Replacement Warrant No.	W O	43 68	Warrant No. Agency, Document No.
Vendor No/Sfx by Vendor Name	T	2A	Vendor Name
Vendor Info. By Vendor No.	T T	2N 21	Vendor No./SFX Vendor No./SFX
Warrant No. By Voucher No.	O/W	68/42	Agency, Voucher No.
Warrant Redeem Date	W O	41 68	Warrant No. Agency, Voucher No.

ATTACHMENT 3
On-Line Inquiry Sub-Menus
STARS On-Line Inquiry Training

STARS
Online File Inquiry Menu

Record Inquiries

- 61 Allocation File (AL)
- 62 Appropriation File (AP)
- 63 Cash Control File (CC)
- 64 Document File (DF)
- 65 General Ledger File (GL)
- 66 Grant File (GP)
- 67 Operating File (OF)
- 68 Voucher/Warrant Writg File (WW)
- 69 Subsidiary File (SF)
- 80 Project File (PJ)
- 85 Audit Trail Inquiry

Financial Inquiries

- 71 Vendor Payment File (VP)
- 72 Appropriation File (AP)
- 73 Cash Control File (CC)
- 74 Document File (DF)
- 75 Subsidiary File (SF)
- 76 General Ledger File (GL)
- 77 Grant File (GP)
- 78 Allocation File (AF)
- 81 Project File (PJ)
- 82 Property File (PF)
- 84 Document Detail Inquiry (VP)

99 Sign Off

STARS
Table Maintenance Menu

- 20 Budget Unit
 - 21 Vendor Edit
 - 2A Vendor Sort Seq. Index
 - 2N Vendor Numeric Index
 - 22 Cost Allocation
 - 23 Descriptor
 - 24 Index
 - 25 Organization Control
 - 26 Program Cost Account
 - 27 Project Control
 - 29 Grant Control
 - 92 Grant/Project Billing Request
 - 93 Recurring Transaction Request
 - 99 Sign Off
-

STARS
System Management Menu

- 28 Transaction Code Decision Table Maintenance
- 90 News/Help Table Maintenance
- 96 Security Table Maintenance
- 97 System Management Table Maintenance
- 99 Sign Off

STARS
Warrant Writing Menu

- 41 Redeemed Warrant Maintenance
- 42 Warrant Writing Inquiry
- 43 Outstanding Warrant Maintenance
- 99 Sign Off

ATTACHMENT 5
STARS DOCUMENT PREFIXES

- A Encumbrance – The final payment may not exceed the encumbrance balance.
- B Encumbrance – If available cash and spending authority permit, the final payment may exceed the encumbrance balance by the lesser of \$100 or 10% of the adjusted original encumbrance amount (original encumbrance + or – adjustments).
- C Encumbrance – If available cash and spending authority permit, the final payment may exceed the encumbrance balance by the lesser of \$9,999 or 999% of the adjusted original encumbrance amount (original encumbrance + or – adjustments).
- D Pre-Encumbrances
- F Financial Plans
- G Appropriation Transactions
- H Encumbrance Adjustments
- J Journal Vouchers
- K Payroll Off-Cycle Adjustments
- M Warrant Maintenance (STARS replacement warrant or cancellation transactions)
- P Payroll On-Cycle Warrant Transactions and Off-Cycle Supplemental Warrant Transactions
- R Revenue Transfers
- S Receipt Vouchers (including interfund receipts)
- T Treasurer's Journal Voucher
- V Payment Vouchers (including interfund expenditures)
- W Warrant Writing
- Y Year End Closing Transactions (Central Use Only)

**ATTACHMENT 6
APPROPRIATION BILL AND CHART OF ACCOUNTS**

Kansas Session Laws Chapter 130

Sec. 20.

DEPARTMENT OF ADMINISTRATION

(a) There is appropriated for the above agency from the state general fund for the fiscal year ending June 30, 2001, the following:

Department of administration operations\$16,836,819

Provided, That any unencumbered balance in the department of administration operations account in excess of \$100 as of June 30, 2000, is hereby reappropriated for fiscal year 2001: *Provided, however*, That expenditures from such reappropriated balance shall not exceed \$32,399 except upon approval of the state finance council: *Provided, further*, That in addition to other positions within the department of administration in the unclassified service as prescribed by law, expenditures may be made from the department of administration operations account for three employees in the unclassified service under the Kansas civil service act: *And provided further*, That expenditures from this account for official hospitality shall not exceed \$1,000.

Budget analysis\$1,345,870

Provided, That any unencumbered balance in the budget analysis account in excess of \$100 as of June 30, 2000, is hereby reappropriated for fiscal year 2001: *Provided further*, That expenditures from this account for official hospitality shall not exceed \$1,000.

Public broadcasting council grants \$1,978,009

Provided, That any unencumbered balance in the public broadcasting council grants account in excess of \$100 as of June 30, 2000, is hereby reappropriated for fiscal year 2001: *Provided, further*, That all expenditures from the public broadcasting council grants account for capital equipment shall be made to provide matching funds for federal capital equipment grants awarded to eligible public broadcasting stations: *And provided further*, That expenditures from this account may be made to provide matching funds for capital equipment projects funded from any nonstate source in the event federal capital equipment grants are not awarded: *And provided further*, That in the event the federal facility programs cease to exist or fail to conduct grant solicitations, expenditures may be made from this account to provide matching funds for capital equipment projects funded from any nonstate source without first applying for federal capital equipment grants.

Policy analysis initiatives\$127,973

Provided, That any unencumbered balance in the policy analysis initiatives account in excess of \$100 as of June 30, 2000, is hereby reappropriated for fiscal year 2001: *Provided further*, That expenditures from this account for official hospitality shall not exceed \$3,000.

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Kansas Session Laws Chapter 183

Sec. 3.

DEPARTMENT OF ADMINISTRATION

(b) There is hereby appropriated from the state general fund for the fiscal year or years specified, the following:

Budget analysis For the fiscal year ending June 30, 2001	\$9,040
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STATE OF KANSAS
DEPARTMENT OF ADMINISTRATION
FISCAL YEAR 2001 CENTRAL CHART OF ACCOUNTS
DIVISION OF ACCOUNTS AND REPORTS
(JULY 1, 2000 TO JUNE 30, 2001)

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DEPARTMENT OF ADMINISTRATION

REV. 08/17/00

PROGRAM CODES

01000 ADMINISTRATION
01010 OFFICE OF THE SECRETARY
01020 EMPLOYEE AWARD BOARD
01030 STATE FINANCE COUNCIL
01300 EXECUTIVE BRANCH SATELLITE OFFICES
01400 ANCILLARY SERVICES
01500 LEGAL SERVICES
01600 LONG-TERM CARE OMBUDSMAN
01700 SRS HEARINGS OFFICE
01800 DOA PERSONNEL OFFICE
01900 KANSAS INFORMATION RESOURCE COUNCIL
01950 STATE OF KANSAS PERSONNEL/PAYROLL SYSTEM
01980 CENTRAL MANAGEMENT SYSTEMS DEVELOPMENT
70000 PUBLIC BROADCASTING – ADMINISTRATION
71000 PUBLIC BROADCASTING – GRANTS
72000 PERFORMANCE REVIEW BOARD
82000 INFORMATION SYSTEMS AND COMMUNICATIONS
82100 ADMINISTRATION
82140 CENTRAL MAIL
82810 CUSTOMER SERVICES
82820 INFORMATION SERVICES
82830 TELECOMMUNICATIONS
82980 BUREAU OF ADMINISTRATION SYSTEMS
85000 ACCOUNTING AND REPORTING SERVICES
85010 ADMINISTRATIVE SERVICES
85110 ACCOUNTING SERVICES
85150 PAYROLL SERVICES
85980 DATA PROCESSING
86000 BUDGET ANALYSIS
87000 PERSONNEL SERVICES
87010 OFFICE OF THE DIRECTOR
87110 WORKFORCE PLANNING AND MANAGEMENT
87120 HUMAN RESOURCE ADMINISTRATIVE/INFOR SERV
87130 BENEFITS ADMINISTRATION
88000 CENTRAL PURCHASING
90000 ARCHITECTURAL SERVICES AND PLANNING
90100 STATE BUILDING ENERGY CONSERVATION PROG.
91130 FLOOD CONTROL – FEDERAL
91140 DEBT RETIREMENT
91150 CANCELLED WARRANT CLAIMS
91160 STATE CAPITOL DOME SCULPTURE
91200 CLEARING ACCOUNTS
93000 EXECUTIVE AIRCRAFT OPERATIONS
96000 FACILITIES MANAGEMENT AND MAINTENANCE
96010 FACILITIES MANAGEMENT OPERATIONS
96050 FACILITIES MGMT – STATE COMPLEX WEST
96110 STATEHOUSE MAINTENANCE
96120 JUDICIAL CENTER MAINTENANCE
96130 GROUNDS (M)
96210 DOCKING MAINTENANCE
96220 CENTRAL CREW MAINTENANCE
96230 LANDON MAINTENANCE
96240 FORBES MAINTENANCE
96250 CAPITOL COMPLEX HEATING PLANT
96260 WICHITA STATE OFFICE BUILDING
96270 MEMORIAL MAINTENANCE
96310 PARKING LOTS
96320 OTHER PROPERTIES
96410 STATEHOUSE HOUSEKEEPING
96420 JUDICIAL CENTER HOUSEKEEPING
96430 GROUNDS (H)
96460 DOCKING HOUSEKEEPING

DEPARTMENT OF ADMINISTRATION

AGENCY
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- 96470 LONDON HOUSEKEEPING
- 96480 FORBES HOUSEKEEPING
- 96490 MEMORIAL HOUSEKEEPING
- 96500 CENTRAL MOTOR POOL
- 98000 DEBT SERVICE
- 99000 CAPITAL IMPROVEMENTS
- 99110 STATE CAPITOL
- 99120 SUPREME COURT BUILDING
- 99210 DOCKING STATE OFFICE BUILDING
- 99230 LONDON STATE OFFICE BUILDING
- 99240 FORBES OFFICE COMPLEX
- 99250 CAPITOL COMPLEX HEATING PLANT
- 99260 WICHITA OFFICE BUILDING
- 99270 MEMORIAL HALL
- 99310 PARKING LOTS
- 99320 OTHER PROPERTIES

OPERATING FUNDS

FUND OR ACCOUNT TITLE	ACCOUNT NUMBER	F	APPROPRIATION OR EXPENDITURE LIMITATIONS
GUBERNATORIAL TRANSITION	173-00-1000-9-0170	01	0.00
ENERGY CONSERVATION IMPRV-DEBT SERVICE	173-00-1000-1-0430	01	2,494,994.00
01 -SB 326-SEC 84-SESS OF 2000-	173-00-1000-0-0430	01	
	173-00-1000-9-0430	01	
01 INSURANCE FOR STATE BUILDINGS	173-00-1000-0-0450	01	0.00
-ACCOUNT CLOSED-	173-00-1000-9-0450	01	
01 GENERAL ADMINISTRATION	173-00-1000-0-0500	01	0.00
-ACCOUNT CLOSED-	173-00-1000-9-0500	01	
	173-00-1000-8-0500	01	
	173-00-1000-7-0500	01	
01 GENERAL ADMINISTRATION-OFFICIAL HOSPIT	173-00-1000-0-0504	01	0.00
-ACCOUNT CLOSED-	173-00-1000-9-0504	01	
01 ACCOUNTING AND REPORTING SERVICES	173-00-1000-0-0510	01	0.00
-ACCOUNT CLOSED-	173-00-1000-9-0510	01	
	173-00-1000-8-0510	01	
01 ACCOUNTING AND REPORTING SERVICES	173-00-1000-0-0519	01	0.00
-ACCOUNT CLOSED-	173-00-1000-9-0519	01	
BUDGET ANALYSIS	173-00-1000-1-0520	01	1,423,002.51
03 -SB 326-SEC 20-SESS OF 2000-	173-00-1000-0-0520	01	
-HB 2513-SEC 3-SESS OF 2000-	173-00-1000-9-0520	01	
	173-00-1000-8-0520	01	
BUDGET ANALYSIS-OFFICIAL HOSPITALITY	173-00-1000-1-0524	01	1,000.00
-SB 326-SEC 20-SESS OF 2000-	173-00-1000-0-0524	01	
	173-00-1000-9-0524	01	
KSIP-BUDGET ANALYSIS	173-00-1000-1-0529	01	107,670.97
03 -SB 326-SEC 70-SESS OF 2000-	173-00-1000-0-0529	01	
	173-00-1000-9-0529	01	
01 PERSONNEL SERVICES	173-00-1000-0-0530	01	0.00
-ACCOUNT CLOSED-	173-00-1000-9-0530	01	
	173-00-1000-8-0530	01	

- 01 THE UNENCUMBERED BALANCE AT JUNE 30, 2000 IS LAPSED.
- 02 THE UNENCUMBERED BALANCE AT JUNE 30, 2000 IS REAPPROPRIATED TO THE SAME ACCOUNT.

03 THE UNENCUMBERED BALANCE AT JUNE 30, 2000, IF IN EXCESS OF \$100.00 IS REAPPROPRIATED TO THE SAME ACCOUNT.

- 05 THE UNENCUMBERED BALANCES OF THE FOLLOWING ACCOUNTS, IF IN EXCESS OF \$100.00 AT JUNE 30, 2000, ARE REAPPROPRIATED TO THE ACCOUNTS DESIGNATED SUBJECT TO THE STATED EXPENDITURE LIMITATIONS:

ACCOUNT NUMBER	REAPPROPRIATED TO		REAPP. LIMIT
173-1000-00-0300	173-1000-01-0300	\$	32,399.00
173-1000-00-0304	173-1000-01-0300		NONE
173-1000-00-0310	173-1000-01-0300		0.00
173-1000-00-0330	173-1000-01-0300		0.00
173-1000-00-0340	173-1000-01-0300		0.00
173-1000-00-0350	173-1000-01-0300		0.00
173-1000-00-0360	173-1000-01-0300		0.00
173-1000-00-0370	173-1000-01-0300		0.00
173-1000-00-0580	173-1000-01-0580		0.00
173-1000-00-0584	173-1000-01-0580		0.00
173-1000-00-0620	173-1000-01-0620		0.00

- 10 EXPENDITURES FOR OFFICIAL HOSPITALITY MAY BE MADE FROM THE PURCHASING FEES FUND.
- 11 EXPENDITURES FOR OFFICIAL HOSPITALITY MAY BE MADE FROM THE MUNICIPAL ACCOUNTING AND TRAINING SERVICES RECOVERY FUND.
- 12 EXPENDITURES FOR OFFICIAL HOSPITALITY MAY BE MADE FROM THE BUDGET FEES FUND.
- 13 EXPENDITURES FOR OFFICIAL HOSPITALITY MAY BE MADE FROM THE GENERAL FEES FUND.
- 14 EXPENDITURES FOR OFFICIAL HOSPITALITY MAY BE MADE FROM THE ACCOUNTING SERVICES RECOVERY FUND.
- 20 ON JULY 1, 2000, THE DIRECTOR OF ACCOUNTS AND REPORTS SHALL TRANSFER ALL UNENCUMBERED MONEYS IN EXCESS OF \$100,000 IN THE STATE EMERGENCY FUND TO THE STATE GENERAL FUND.
- 21 ON JULY 15, 2000, THE DIRECTOR OF ACCOUNTS AND REPORTS SHALL TRANSFER \$50,000 FROM THE STATE EMERGENCY FUND TO THE STATE GENERAL FUND.
- 22 UPON CERTIFICATION BY THE DIRECTOR OF THE BUDGET TO THE DIRECTOR OF ACCOUNTS & REPORTS THAT THE UNENCUMBERED BALANCE IN THE STATE EMERGENCY FUND IS INSUFFICIENT TO PAY AN AMOUNT THAT IS NECESSARY TO FINANCE AN ACTION APPROVED BY THE STATE FINANCE COUNCIL, THE DIRECTOR OF ACCOUNTS & REPORTS SHALL TRANSFER AN AMOUNT EQUAL TO THE INSUFFICIENT AMOUNT FROM THE STATE GENERAL FUND TO THE STATE EMERGENCY FUND, EXCEPT THAT THE TOTAL OF ALL AMOUNTS TRANSFERRED PURSUANT TO THIS SUBSECTION DURING ANY FISCAL YEAR SHALL NOT EXCEED \$10,000,000. K.S.A. 78-3712 (B)
- 23 DURING THE FISCAL YEAR ENDING JUNE 30, 2001, UPON CERTIFICATION BY THE SECRETARY OF ADMINISTRATION TO THE DIRECTOR OF ACCOUNTS AND REPORTS THAT THE UNENCUMBERED BALANCE IN THE CONSTRUCTION DEFECTS RECOVERY FUND IS INSUFFICIENT TO PAY AN AMOUNT THAT IS NECESSARY TO FINANCE EXPENSES RELATED TO EFFORTS BY THE STATE OF KANSAS TO RECOVER DAMAGES INCIDENTAL TO CONSTRUCTION DEFECTS ON CAPITAL PROJECTS INVOLVING STATE FACILITIES, THE DIRECTOR OF ACCOUNTS AND REPORTS SHALL TRANSFER AN AMOUNT EQUAL TO THE INSUFFICIENT AMOUNT FROM THE ARCHITECTURAL SERVICES RECOVERY FUND TO THE CONSTRUCTION DEFECTS RECOVERY FUND. HOWEVER, THE TOTAL OF ALL SUCH AMOUNTS TRANSFERRED DURING FISCAL YEAR 2001 SHALL NOT EXCEED \$300,000.