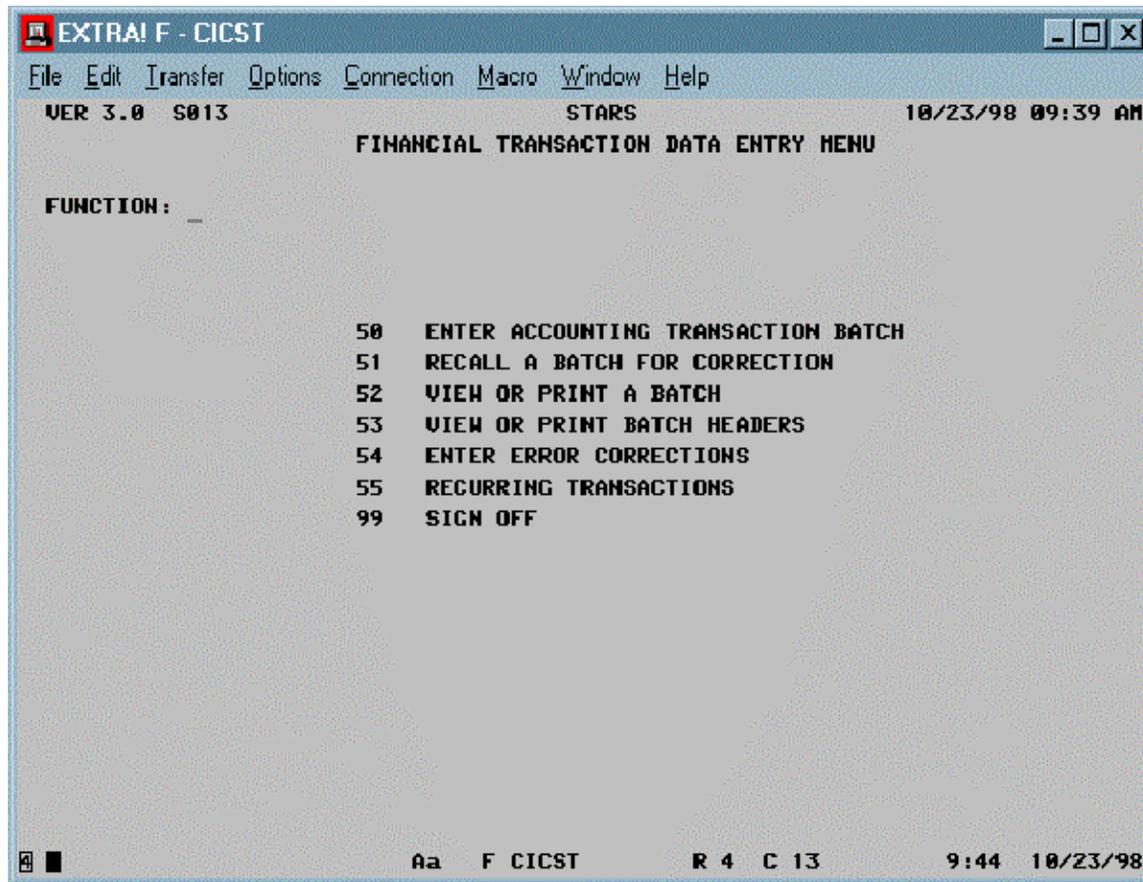# BATCH ENTRY PROCEDURES

- All transactions must be batched before entering into STARS. The batching process begins by grouping like transactions together. There is no limit to the number of documents per batch (other than 9999 funding lines). You may want to have more than one document (voucher) in one batch if you have a choice to minimize the data entry and other maintenance efforts. You would also want to keep the batch size reasonable, so that in the event transactions suspend, the batch may be easily corrected – we recommend the batch size not to exceed a maximum of 100 documents.

- Batches requiring special handling should be clearly marked on the batch sheet in red as "24-hour special", along with any other "special handling" instructions for the auditors. Documents submitted for "special handling" require substantial additional effort for the Department of Administration staff. These requests should be limited only to those documents that require a short turnaround to avoid penalties, take advantage of discounts, or satisfy a legal requirement. Informational Circular No. 1336 provides more information about special document processing.

- Transactions are entered on-line in STARS using the functions available through the Financial Transaction Data Entry Menu. To access the Financial Transaction Data Entry menu, key a **D** in the Function field on the STARS Main Menu and press the Enter key.

```
EXTRA! F - CICST                                                    _ □ X
File  Edit  Transfer  Options  Connection  Macro  Window  Help

  VER 3.0  S013                          STARS              10/23/98 09:39 AM
                         FINANCIAL TRANSACTION DATA ENTRY MENU


   FUNCTION: _




                  50   ENTER ACCOUNTING TRANSACTION BATCH
                  51   RECALL A BATCH FOR CORRECTION
                  52   VIEW OR PRINT A BATCH
                  53   VIEW OR PRINT BATCH HEADERS
                  54   ENTER ERROR CORRECTIONS
                  55   RECURRING TRANSACTIONS
                  99   SIGN OFF






4 ■                         Aa   F CICST            R 4  C 13         9:44  10/23/98
```

- To access a function from the Financial Transaction Data Entry Menu, key the number of the function you wish to access in the Function field and press the Enter key. The screen for that function will then display. The associated screen number will show an additional zero, e.g. selecting function number 51 will take the user to screen 510. Many users, however, refer to the screen by the function number.

- Each of the functions on this menu that would likely be used is listed below along with its purpose. Certain data entry screens can be accessed directly from other data entry screens by pressing the appropriate function key. The function key that can be used to access each of the functions is also noted.

50 Enter Accounting Transaction Batch: This function is selected whenever a new batch is to be entered. Screens are available for entering batch information and voucher funding and descriptive information.

51 Recall A Batch For Correction (F10): This function is used to make any changes to a batch that has been previously started. Changes that can be made include adding new

vouchers to a batch; adding, changing, or deleting previously entered voucher funding lines or descriptions; and changing batch count and amounts and recomputing the batch.

52   View Or Print A Batch (F11):   This function displays summarized transaction information for each transaction in the batch. This function can be used to help identify particular funding lines when changes are required.

53   View Or Print Batch Headers (F12): This function displays batches that have been entered on-line in STARS but not yet processed and batches which have suspended due to errors detected during the nightly STARS batch processing. The batch sheet and vouchers are printed using this function. Users can also select batches here and by using the appropriate function keys, access the screen to view the batch transaction line summaries or go to the batch correction screens.

- Six steps are required for the on-line voucher entry process. These steps are:

  (1) Entry of batch information;
  (2) Entry of voucher funding lines;
  (3) Entry of voucher descriptive information;
  (4) Balancing the batch;
  (5) Printing the batch sheet and the vouchers;
  (6) Batch approval and processing.

  Each of these steps is discussed in the following sections.

1. BATCH HEADER ENTRY

- Batch information is entered from screen 500. To access this screen, type **50** in the Function field on the Financial Transaction Data Entry Menu and press the **ENTER** key. The batch information contains the batch ID, the type of transaction, batch control totals, posting period, fiscal year, and disbursement method of a batch of documents. The batch ID consists of the batching agency number, batch date, batch type, and batch number.

- STARS contains edits that prevent duplicate batches from being entered into the system. When a new batch is entered into STARS, the system checks the batch ID to determine that it has not been previously used.

```
┌────────────────────────────────────────────────────────────────────────┐
│ ▣ EXTRA! F - CICST                                         _ □ X         │
├────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Transfer  Options  Connection  Macro  Window  Help          │
│ VER 3.0  S500                        STARS            10/23/98 09:43 AM  │
│ LINK TO:                        BATCH HEADER ENTRY                       │
│                                                                          │
│                                                                          │
│              AGENCY: 000                         (SIGN-ON AGENCY)        │
│          BATCH DATE:                             (MMDDYY, DEFAULTS TO     │
│          BATCH TYPE:                              TODAYS DATE)            │
│        BATCH NUMBER:                                                      │
│                                                                          │
│         BATCH COUNT:                                                      │
│        BATCH AMOUNT:                                                      │
│                                                                          │
│     BATCH EDIT MODE: 2                           (0=NO EDIT/POST, 1=EDIT, │
│                                                   2=EDIT/POST)            │
│      EFFECTIVE DATE:                             (MMDDYY, DEFAULTS TO     │
│                                                   TODAYS DATE)            │
│                 BFY:                                                      │
│      APPROVAL LEVEL: 0                           (0-9, DEFAULT TO 0)      │
│         DISB METHOD:                             (M=MANUAL,               │
│                                                   R=RELEASE TO PRINT,     │
│                                                   X=EXEMPT, BLANK=N/A)    │
│    ENTER REQUIRED FIELDS AND PRESS ENTER TO PROCEED TO DATA ENTRY        │
│                                                                          │
│                                                                          │
│ ▣ ■                     Aa  F CICST       R 5  C 23       9:48  10/23/98 │
└────────────────────────────────────────────────────────────────────────┘
```

- The Batch Header Entry screen contains the following data elements:

  AGENCY: Defaults to the three-digit agency number contained in the user's security record. Users are restricted to entering transactions for this agency only. Central user sign-ons may allow entry for any agency.

  BATCH DATE: The date the batch was prepared. If left blank, this field will default to today's date. Format for this field is MMDDYY.

  BATCH TYPE: The one-character code that identifies the type of transaction in the batch. For payment vouchers, always use a 4. A complete list of Batch Types is shown below:

1 - Budgetary/Financial Planning	6 - Journal Voucher
2 - Revenues/Receipts	7 – Statistical
3 - Pre-encumbrances/Encumbrances	T - Balancing of Transfers
4 - Expenditures/Disbursements	(Interfund Vouchers)
5 - General Purpose	

Transactions (Vouchers) of different batch types must be batched separately.

BATCH NUMBER: An agency-assigned three-digit batch number. It must be unique within Batch ID - agency, batch date, batch type, and batch number. STARS will reject any batches which contain a duplicate Batch ID number (the same agency, batch date, batch type, and batch number).

BATCH COUNT: The number of transactions (funding lines) in the batch. It is not the number of vouchers in the batch. Used for control purposes when balancing the batch. (Optional)

BATCH AMOUNT: This is the HASH total of all funding lines. Each transaction should be added into the total as a positive number even if it represents a negative amount. Used for control purposes when balancing the batch. No comma is allowed when entering batch amount. (Optional)

Note: Batch Count and Batch Amount are optional fields but are useful for verifying data entry. It is recommended these fields be completed. STARS will compare these totals against a computed batch count and amount to verify if the batch is in balance.

BATCH EDIT MODE: This defaults to "2" by STARS. It should be left as is to allow both on-line editing and posting of transactions. Batch mode will change to 3 if a batch suspended.

EFFECTIVE DATE: Represents the posting month of the batch. Format of this field is MMDDYY. If left blank, it will default to today's date. Care should be used during the concurrent processing period between months. During this time, two months are open for posting transactions. It is important the correct posting date is entered to accurately reflect expenditures in the correct month. The effective date on each individual transaction will default to the batch effective date unless another date is entered on the transaction. Generally, transactions with different posting months should be batched separately.

BFY: The two-digit budget fiscal year. The BFY field on each individual transaction will default to the batch BFY unless a different BFY is entered on the transaction. Generally, the budget fiscal year should be the current budget fiscal year. However, during the concurrent processing period at the end of the fiscal year, the prior budget fiscal year should be used for batches being processed in the old year.

APPROVAL LEVEL: STARS will default this field to zero. Users should leave this field as is. The approval level will change to the level assigned to the user's operator ID when the batch is saved.

DISBURSEMENT METHOD: For payment vouchers, the Disbursement Method should be "R." This instructs STARS to release the transaction when it is approved and to send it to the Warrant Write file so a warrant can be written. The "R" carries over to each individual transaction. DO NOT USE "H" because it will hold the transaction in the Warrant Write File and not create a warrant until the Disbursement Method is changed to an "R."

- Walkthrough 2A shows the steps to enter a batch header.

WALKTHROUGH 2A - ENTRY OF A BATCH HEADER

Scenario: You are instructed to make payments for two invoices. The first invoice is for one file cabinet and one bookcase for a total of $100. The second invoice of $110.00 is for 2 cases of binders and will be paid partially from an encumbrance.

Use the following data to enter a batch header:

Agency: **173**	Batch Amount: **210.00**
Batch Date: **Today's Date (MMDDYY)**	Effective Date: **Today's Date**
Batch Type: **4**	BFY: **Current Fiscal Year**
Batch Number: **0YY(YY=Your computer No.)**	Disb Method: **r**
Batch Count: **3**	

Step 1:   Press the **F2** key to return to the Financial Transaction Data Entry Menu.

Step 2:   Type '**50**' at the FUNCTION field and press the **ENTER** key. The Batch Header Entry screen will display.

Step 3:   Key the data provided in Walkthrough 2A by the indicated fields and press the **ENTER** key. The Pre-Enc/Enc/Expend Transaction Entry screen will display.

```
EXTRA! F - CICST                                                      _ □ ×
File  Edit  Transfer  Options  Connection  Macro  Window  Help
VER 3.0  S500                          STARS                10/23/98 09:43 AM
LINK TO:                       BATCH HEADER ENTRY


              AGENCY: 173                      (SIGN-ON AGENCY)
          BATCH DATE: 102398                   (MMDDYY, DEFAULTS TO
          BATCH TYPE: 4                         TODAYS DATE)
        BATCH NUMBER: 001

         BATCH COUNT: 3
        BATCH AMOUNT: 210.00


      BATCH EDIT MODE: 2                        (0=NO EDIT/POST, 1=EDIT,
                                                 2=EDIT/POST)

      EFFECTIVE DATE: 102398                    (MMDDYY, DEFAULTS TO
                                                 TODAYS DATE)

                 BFY: 99
      APPROVAL LEVEL: 0                         (0-9, DEFAULT TO 0)
         DISB METHOD: r                         (M=MANUAL,
                                                 R=RELEASE TO PRINT,
                                                 X=EXEMPT, BLANK=N/A)
      ENTER REQUIRED FIELDS AND PRESS ENTER TO PROCEED TO DATA ENTRY


□ ■                        Aa   F CICST        R 2  C 12        9:52  10/23/98
```

2. ENTRY OF VOUCHER FUNDING LINES

- Enter all of the funding lines for the first voucher in the batch. Once the funding lines have been entered, enter the voucher description information for that voucher. If there are additional vouchers in the batch, enter them using this process. Each transaction line entered must be saved by pressing the Enter key or the F1 function key before the next entry is made.

- All funding line transactions must be free of fatal errors before STARS will allow them to be saved. If errors are present, the affected fields will be highlighted and an error message(s) will be displayed at the bottom of the screen. These errors must be corrected before the transaction can be saved. Some error messages are warnings only and will let the transaction be saved.

- The transaction entry screen that displays will vary depending on the batch type entered on the Batch Header Entry screen.

```
EXTRA! F - CICST                                                    _ □ ✗
File  Edit  Transfer  Options  Connection  Macro  Window  Help
 VER 3.0  S505                          STARS              10/23/98 09:51 AM
 LINK TO:            PRE-ENC/ENC/EXPEND TRANSACTION ENTRY

 BATCH: AGY  173 DATE 102398 TYPE 4 NO 001 MODE EDIT AND POST   SEQ-NO 00001
 DOC-DATE   :              EFF-DATE: 102398        DUE-DATE:
 AGY        :           CUR-DOC/SFX:             TRANS-CODE:
 REF-DOC/SFX:                   MOD:
 FUND/DET   :                   BFY: 99                INDEX:
 PCA        :       EXP-SUB-OBJ/DET:          REV-SUB-OBJ/DET:           RVS:
 AMOUNT     :           AGY USE:
 DOC TOTAL  :
 INV-NO :                INV-DESC   :
 VEND-NO:                    NAME   :
 PI:                        NAME-2 :
                            ADDR   :
                            CITY   :
                            STATE  :      ZIP
 BUDGET UNIT:        DISC/HRS:          GRANT/PH:            PROJ/PH:
 DISB-METH: R FD-OVRD:    WARR-NO:             CI:   PROP-ID-NO:



 ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF3=VOUCHER DATA ENTRY       PF9=BATCH BALANCING
 ⌐ ■                  Aa   F CICST       R 5  C 15          9:55  10/23/98
```

- The transaction entry screen for payments contains the following data elements:

  BATCH: The Batching Agency, Date, Type, Number, and Mode Edit and Post indicator fields default from the batch header values and cannot be changed. The Sequence Number, which STARS assigns, will default to a beginning value of 00001. Effective Date, BFY, and Disbursement Method default to the values in the batch header but may be overridden by entering a new value on the transaction.

  DOC-DATE: Format of this required field is MMDDYY. It represents the date the document was prepared, which is generally the current date.

  EFF-DATE: Format of this field is MMDDYY. The effective date determines the month to which a transaction will be posted. The effective date on each individual transaction will default to the batch effective date unless another date is entered. Generally, the transaction effective date should be the same as the batch effective date.

DUE-DATE: Generally should be left blank. If a due date is entered, the warrant will not be written until the specified due date.

AGY: The three digit paying agency number.

CUR-DOC/SFX: The eight-character current document number (voucher number) and the two-digit suffix. The SFX should be entered as 01 for the first transaction line on the voucher. The value of this field should be increased by one for each additional transaction line on the voucher. The document prefix should be "V" for payment vouchers. Other document prefixes that an agency might use for on-line entry include:

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.

TRANS-CODE: The   transaction code determines the data elements required on the transaction funding line. For example, transaction codes of 704 or 705 would require a reference document number, suffix, and modifier while a transaction code of 703 would not; transaction code 717 requires a revenue subobject instead of an expenditure subobject code. Commonly used transaction codes an agency might use include the following:

Expenditures
703   Voucher Payable - Unencumbered
704   Voucher Payable - Firm Encumbered
705   Voucher Payable - Contingent Encumbered
706   Voucher Payable - Pre-encumbered

Refund of Overpayment
717   Voucher Payable - Vendor Refund of Overpayment

DA 118 Encumbrances
891   Year End Firm Encumbrance
892   Year End Contingent Encumbrance

Pre-Encumbrances
874   Record Pre-Encumbrance
824   Increase Pre-Encumbrance
825   Cancel Pre-Encumbrance

Financial Plans
    430   Record / Increase Expenditure Financial Plan
    431   Record / Increase Revenue Financial Plan

Information on available transaction codes can be obtained by requesting STARS report DAFR8640, Transaction Code Decision Table.

REF-DOC/SFX: The eight-character reference document number and two-digit reference document suffix is the document and line number of the encumbrance being referenced. These fields are left blank if the payment is not encumbered. If the reference document number and suffix, modifier, BFY, and amount fields are entered, the F5 key can be used to pull up the encumbrance funding and vendor information. Use of the F5 key helps ensure data accuracy and reduces the number of keystrokes required for entering the funding and vendor information on the payment voucher.

MOD: The one-character modifier code should be used on encumbered payments as follows: 'F' for final payment and 'P' for partial payment. The 'F' code will close the encumbrance and release any remaining balance. It is important to only use this code on the final payment transaction line.

FUND/DET: The four-digit number of the fund to which the transaction will be posted. The two-digit fund detail is not used and should be left blank.

BFY: The two-digit budget fiscal year of the budget unit to which the transaction will be posted.

INDEX: The four-character index code to which the transaction will be posted. The index code is used to look up the associated budget unit.

PCA: The five-digit program cost account to which the transaction will be posted.

EXP-SUBOBJ/DET: The four-digit expenditure subobject that will be recorded on the transaction. The two-digit detail field is not used and should be left blank. Use of these fields is determined by the transaction code entered. The expenditure sub-object will be used on expenditures, DA 118 encumbrances, pre-encumbrances, and expenditure financial plans.

Information on expenditure subobjects can be obtained from PPM 7,002 and related Informational Circulars or by requesting STARS report DAFR8750 for descriptor table D10.

REV-SUBOBJ/DET: The four-digit revenue subobject that will be recorded on the transaction. The two-digit detail field is not used and should be left blank. Use of these fields is determined by the transaction code used. The revenue subobject will be used when making refunds of vendor overpayments or entering revenue financial plans.

Information on revenue subobjects can be obtained from PPM 6,002 and related Informational Circulars or by requesting STARS report DAFR8750 for descriptor table D34.

RVS: The one-character reverse code where a value of 'R' causes the impact of a transaction to be reversed. The reverse code is not used on payment vouchers. The reverse field may be used when adjusting financial plan entries.

AMOUNT: The amount charged to the funding line. This is a required field.

AGY USE: A 16 character field for agency use. This is an optional field.

DOC TOTAL: Document total is a calculated field. STARS provides a cumulative total for the current voucher. When you begin a new voucher, this total starts over.

INV-NO/INV-DESC: Invoice number(s) and description of the items purchased. These are optional fields, but the information should be provided for audit trail purposes.

VEND-NO: The nine-character vendor number plus a two-digit suffix. The vendor number is generally the vendor's tax ID number, either SSN or FEIN. **Generally, the Vendor Name and Address is looked up by STARS from the vendor number and should not be entered. However, in the case of one-time refunds where vendor number is not required, only the vendor name and address, but not the vendor number and suffix, should be entered.**

When vendor number and suffix are required on a transaction, this information can be entered in the following three ways:

1. If the vendor number and suffix are known, enter the appropriate values directly into the fields provided. If this method is selected, the user should use the F5 key to look up the vendor name and address prior to saving the transaction to verify that the correct vendor was selected.

2. If the vendor number and suffix are not known, the "Link To" feature can be used to locate the vendor in the Vendor Alpha Index Inquiry (2A) screen, select the vendor from the list of vendors, and then press the F4 key to retrieve the vendor information into the transaction. If a vendor number is already in display on the Transaction Entry screen (S505), the number should first be erased before using the Link To function to pull in the vendor information from Table 2A.

3. If the payment is encumbered, the vendor information and funding can be retrieved from the encumbrance by entering the agency number, reference document number and, suffix, modifier, BFY, and amount fields and pressing the F5 key.

PI: The valid values for the Payment Indicator field are: ' '(blank) to denote a centrally mailed warrant; 'A' to return the warrant to the agency; or 'X' to denote an electronic payment .

BUDGET UNIT: The budget unit will be automatically looked up by index code.

Walkthrough 2B demonstrates how to enter the funding portion of a voucher.

WALKTHROUGH 2B - ENTRY OF FUNDING LINES

Complete the funding portion of the first voucher by using the following data:

DOC-DATE: **Today's Date (MMDDYY)**	EXP-SUB-OBJ: **3710**
AGY: **173**	AMOUNT: **100.00**
CUR- DOC/SFX: **V0000001 01**	INV-NO: 1234
TRNS-COD: **703**	VENDOR: Office Mart
FUND/DET: **1000**	1000 West Street
BFY: **Current Fiscal Year**	Topeka, KS 66615
INDEX: **0520**	PI: **A**
PCA: **85010**	

Step 1:   Enter the data provided on Walkthrough 2B by the indicated fields through the AMOUNT field.

Step 2:   Press the **HOME** key to access the LINK TO field. Type **2A** and press the **ENTER** key to link to the Vendor Alpha Index Inquiry screen.

Step 3:   Type an **R** in the FUNCTION field and "**Office Mar"** in the SORT SEQ field then press the **ENTER** key.

```
EXTRA! F - CICST                                                          _ □ X
File  Edit  Transfer  Options  Connection  Macro  Window  Help
 VER 3.0  S02A                          STARS                10/23/98 09:56 AM
 LINK TO:        ACTIVE      VENDOR ALPHA INDEX INQUIRY
 FUNCTION: N  (R=RECALL, N=NEXT)         SORT SEQ: OFFICE MAX
  VENDOR NO SX S P NAME................. ADDRESS............... CITY........
 _ 480647627 01 0   OFFICE MART          311 HOUSTON ST # A    MANHATTAN
 x 112233445 00 0   OFFICE MART          1000 WEST ST          TOPEKA
 _ 341573735 00 1   OFFICE MAX           8147 E KELLOGG DR     WICHITA
 _ 341573735 01 1   OFFICE MAX           2109 SW FAIRLAWN PLAZA TOPEKA
 _ 341573735 02 1   OFFICE MAX           4175 E HARRY ST       WICHITA
 _ 341573735 07 1   OFFICE MAX           PO BOX 70164          CHICAGO
 _ 341573735 08 1   OFFICE MAX           3732 MAIN ST          KANSAS CITY
 _ 341573735 10 1   OFFICE MAX           6930 W KELLOGG DR     WICHITA
 _ 341573735 14 1   OFFICE MAX           DEPT 58-4300078935    SALT LAKE CIT
 _ 341573735 15 1   OFFICE MAX           PO BOX 931685         CLEVELAND
 _ 341573735 16 1   OFFICE MAX           PO BOX 5174           SIOUX FALLS
 _ 341573735 18 1   OFFICE MAX           2620 PLANET AVE       SALINA
 _ 341573735 19 1   OFFICE MAX           3605 WARRENSVILLE CNTR SHAKER HEIGHT
 _ 341573735 20 1   OFFICE MAX           11580 W 95TH ST       OVERLAND PARK
 _ 341573735 21 0   OFFICE MAX           PO BOX 30292 DEPT 58 43 SALT LAKE CIT
 _ 341573735 25 1   OFFICE MAX           4175 E HARRY ST       WICHITA
 _ 341573735 30 1   OFFICE MAX CREDIT PLAN PO BOX 30292        SALT LAKE CIT
 _ 752197703 00 0   OFFICE MAX INC       2109 SW FAIRLAWN PLAZA TOPEKA
 Z06 RECORD SUCCESSFULLY RECALLED

 A ■                       Aa   F CICST      R 7  C 2        10:00  10/23/98
```

Step 4:   Find the correct vendor number and type an **X** by it, then press the **F4** key to return to the funding transaction entry screen. Notice the vendor number and suffix have been populated by the system. (Pressing the F5 key will cause the vendor name and address to be filled as well.)

Step 5:   Type an **A** in the PI field and press the **F1** key. "Transaction Successfully Written" will appear at the bottom of the screen.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ⎕ EXTRA! F - CICST                                            _ ☐ ×      │
├─────────────────────────────────────────────────────────────────────────┤
│ File  Edit  Transfer  Options  Connection  Macro  Window  Help           │
│  VER 3.0  S505                           STARS           10/23/98 09:59 AM│
│  LINK TO:              PRE-ENC/ENC/EXPEND TRANSACTION ENTRY               │
│                                                                           │
│  BATCH: AGY  173 DATE 102398 TYPE 4 NO 001 MODE EDIT AND POST  SEQ-NO 00002│
│  DOC-DATE   : 102398        EFF-DATE: 102398        DUE-DATE:             │
│  AGY        : 173       CUR-DOC/SFX: V0000001 01 TRANS-CODE: 703          │
│  REF-DOC/SFX:                  MOD:                                        │
│  FUND/DET   : 1000          BFY: 99               INDEX: 0510             │
│  PCA        : 85010   EXP-SUB-OBJ/DET: 3710    REV-SUB-OBJ/DET:     RVS:   │
│  AMOUNT     :               AGY USE:                                       │
│  DOC TOTAL  : 0000000100.00                                               │
│  INV-NO :               INV-DESC   :                                       │
│  VEND-NO: 112233445   00     NAME   : OFFICE MART                         │
│  PI: A                        NAME-2 :                                     │
│                               ADDR   : 1000 WEST ST                       │
│                               CITY   : TOPEKA                             │
│                               STATE  : KS   ZIP 66615 9656                │
│  BUDGET UNIT:       DISC/HRS:        GRANT/PH:         PROJ/PH:           │
│  DISB-METH: R FD-OVRD:   WARR-NO:            CI:    PROP-ID-NO:           │
│                                                                           │
│                                                                           │
│  TRANSACTION SUCCESSFULLY WRITTEN                                         │
│  ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST│
│  PF3=VOUCHER DATA ENTRY       PF9=BATCH BALANCING                         │
│ ⊞ ■                     Aa   F CICST      R 5  C 15       10:04  10/23/98 │
└─────────────────────────────────────────────────────────────────────────┘
```

3. VOUCHER DESCRIPTION ENTRY

- The Voucher Detail Entry screen is used to enter the detail portion or the bottom half of a voucher (DA-120). It can be accessed by pressing the F3 key from the funding data entry screen.

- Thirteen lines are available for descriptive entries on each screen. If additional lines are necessary, press the F8 key for a new screen. CAUTION: Do not skip lines in the description. Everything after the blank line will be ignored when the data is saved.

- After entering the complete description for a voucher, press the **ENTER** or **F1** keys (the same results are achieved as when entering the funding lines). If the descriptive total agrees to the total of the funding lines, the voucher is in balance and STARS will indicate **Record Successfully Added**.

- If the totals for the voucher description and funding lines do not agree, the voucher is out of balance. STARS will allow the transactions to be saved but the user must determine which section is incorrect and make the necessary corrections. If you try to print an out-of-balance voucher, the following message "Voucher Out Of Balance, Please Correct Before Printing." will display.

- If there are additional vouchers to enter into the batch, press the F2 key to return to the transaction entry screen and continue entering funding lines and descriptive portions for the remaining vouchers in the batch.

```
EXTRA! F - CICST                                              _ □ ✕
File  Edit  Transfer  Options  Connection  Macro  Window  Help
S522                    VOUCHER DETAIL ENTRY               10/23/98 10:01 AM

FUNC: F (A=ADD, C=CHG, D=DEL, F=FIRST, N=NEXT, V=VOUCHER PRINT)
BATCH AGY: 173 DATE: 102398   TYPE: 4 NO: 001 DOCUMENT NO: V0000001
     DIV:                                 DOC AMOUNT:  000000100.00
                                          PRINTER-ID: R520    FORM-ID:
TERMS:          FOB:              CONTRACT NO:
   QUANT   UNIT            DESCRIPTION                 PRICE      TOTAL












PF2-RETURN  PF8-NEXT PAGE   PF9-BATCH BALANCING
□ ■                           Aa   F CICST      R 3  C 8        10:06  10/23/98
```

- The Voucher Detail Entry screen contains the following data elements:

  FUNC: The available functions are used as follows:

  A (Add) - Used whenever new description lines are to be entered. When adding new lines to existing information, you must first recall the existing information using the "F" function.

  C (Change) - Used to change previously entered description lines. When changing information, the original data must first be recalled using the "F" function. To change a description line, recall the information, type a "C" in the function field, make the needed changes, and press the F1 key.

  D (Delete) - Used to delete previously entered description lines. Before lines can be deleted, the description information must first be recalled using the "F" function. To delete a line, recall the description lines, type a "D" (Delete) in the function field, and type an 'X' at the left column of the line or lines to be deleted and press the F1 key.

F (First) - Used to recall previously entered description lines. When making additions, changes, or deletions to previously entered information, this function must be used to recall the existing information prior to selecting any of the other functions.

N (Next) - Used to recall subsequent pages of information after the first page has been recalled using the "F" function.

V (Voucher Print) - Used to print a single voucher. This feature is useful when you need to change a voucher after you have already printed the vouchers in the batch. This feature will allow you to reprint the voucher that was changed without having to reprint all vouchers.

Note: While on screen 522, users can make additions, changes, and deletions to existing information without leaving the screen. However, the description information must be recalled using the "F" function between making each type of correction.

BATCH: The second and third lines - batch agency, date, type, number, document number, and document amount - are filled by the system. The system uses this information to associate the descriptive portion with the funding portion of a voucher. Users should not change any of these fields as any changes may cause the descriptive portion to be lost or attached to a different voucher.

PRINTER-ID: Will show the default printer ID established in the users security record. The printer ID can be changed to print vouchers at a different location.

FORM-ID: This field is not used.

TERMS: The terms of payment.

FOB: The terms of freight charges.

CONTRACT NO: State open-end contract number if applicable.

QUANT: Quantity is a required field. Even when Quantity does not seem appropriate, such as when paying for services, a 1 should be entered as STARS multiplies Quantity by Price to compute Total.

UNIT: Units used to describe the number of items being purchased, ie. dozen, each, gross.

DESCRIPTION: The item description.

PRICE: The unit price is a required field for STARS calculation of the Total amount. The Price column will allow entry of numbers to four places behind the decimal. It will also allow the entry of negative numbers. When a discount is calculated, the discount amount should be entered in the Price field as a negative amount.

<u>TOTAL</u>: No entry should be made in the Total column because it is calculated by STARS.

- Walkthrough 2C will add the descriptive portion for the voucher we previously entered.

WALKTHROUGH 2C - ENTRY OF DESCRIPTIVE INFORMATION

Complete the descriptive portion of the voucher by using the following data:
  The purchase includes: one file cabinet at $50.00 and one bookcase at $50.00.

Step 1:   Type an **A** in the FUNCTION field. Type a **1** under QUANTITY; **File Cabinet** under DESCRIPTION; and **50.00** under PRICE.

Step 2:   Tab to the next line and type a **1** under QUANTITY; **Bookcase** under DESCRIPTION; and **50.00** under PRICE.

Step 3:   Press the **F1** key, '**Record Successfully Added**' will appear at the bottom of the screen.

```
EXTRA! F - CICST                                                    _ □ X
File  Edit  Transfer  Options  Connection  Macro  Window  Help
S522                      VOUCHER DETAIL ENTRY              10/23/98 10:05 AM

FUNC: A (A=ADD, C=CHG, D=DEL, F=FIRST, N=NEXT, V=VOUCHER PRINT)
BATCH AGY: 173 DATE: 102398   TYPE: 4 NO: 001 DOCUMENT NO: V0000001
     DIV:                               DOC AMOUNT:  000000100.00
                                        PRINTER-ID: R520    FORM-ID:
TERMS:          FOB:              CONTRACT NO:
    QUANT    UNIT            DESCRIPTION              PRICE       TOTAL
   00001.00        FILE CABINET                   000050.0000  000000050.00
   00001.00        BOOKCASE                       000050.0000  000000050.00




















Z01 RECORD SUCCESSFULLY ADDED
PLEASE ENTER FUNCTION
PF2-RETURN  PF8-NEXT PAGE  PF9-BATCH BALANCING
4 ■                      Aa   F CICST        R 3  C 8        10:09  10/23/98
```

- Walkthrough 2D demonstrates the steps to enter a voucher with multiple funding lines and to make payment against an encumbrance.

WALKTHROUGH 2D

The second voucher is for two cases of 3-ring binders to be paid from two separate funding sources, one encumbered and the other unencumbered.

LINE 1
CUR-DOC/SFX: **V0000002 01**	AMOUNT: **50.00**
TRN-COD: **703**	VENDOR: **481112223 00**
FUND/DET: **2295**	Miller Office Supplies
BFY: **Current Fiscal Year**	600 Kansas Avenue
INDEX: **2180**	Topeka KS 66608-1240
PCA: **96000**	
EXP-SUB-OBJ-DET: **3710**	PI: **A**

LINE 2:
CUR-DOC/SFX: **V0000002 02**	*INDEX: **0520**
TRN-COD: **704**	*PCA: **85000**
REF-DOC/SFX: **B0024445 02**	*EXP-SUB-OBJ/DET: **3710**
MOD: **P**	AMOUNT: **60.00**
*FUND/DET: **1000**	*PI**: A**
BFY: **Current Fiscal Year**	

* For reference purpose only. These fields may be populated by using the F5 key to pull the information from the encumbrance file.

Step 1:   Press **F2** to return to the transaction entry screen to enter the first line of the second voucher. Change only the fields unique to this transaction through the INV-NO field – change **current document no/sfx, fund, index, PCA, object, amount, and erase invoice number**

Step 2:   After entering the vendor number and suffix, press **F5** to verify the correctness of the data entered. If no error message appears, press the **F1** key to save the transaction.

Step 3:   For the second funding line, enter/change only these fields: **document no./sfx, reference document no./sfx, modifier, BFY, and amount**. Press the **F5** key. The funding and vendor information will be populated by the system.

Note: 1. **When paying against an encumbrance, users may key only the Reference Document No/sfx, Modifier, BFY, and Amount; other needed data, such as Fund and Vendor information, can be pulled in from the system by pressing the F5 key.**

   2. **If Index, PCA, or Subobject Code fields are to be changed from what was originally encumbered, the changes should be made after F5 has been used to retrieve the original data, or the entered codes will be overridden.**

Step 4:   Verify the correctness of the data entered then press **F1** to save the transaction.

Step 5:   Press **F3** to access the Voucher Detail Entry screen.

Step 6:   Change FUNCTION to 'A'. Type a **2** in the QUANTITY field; **Case** in the UNIT field; **3-Ring Binders** in the DESCRIPTION field; and **55.00** in the PRICE field. Press the **F1** key to save the transaction.

4. BATCH BALANCING

```
EXTRA! F - CICST                                                    _ □ X
File  Edit  Transfer  Options  Connection  Macro  Window  Help
 VER 3.0  S502                        STARS                10/23/98 11:28 AM
 LINK TO:                        BATCH BALANCING


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


             BATCH AGENCY:        173
             BATCH DATE:          102398
             BATCH TYPE:          4
             BATCH NUMBER:        001


             BATCH BALANCE
                ENTERED COUNT:    00003 ENTERED AMOUNT:  0000000210.00
                COMPUTED COUNT:   00003 COMPUTED AMOUNT: 0000000210.00


             BATCH APPROVED BY:



             USER APPROVAL LEVEL:
             REQUIRED APPROVAL LEVEL: 5



 THIS BATCH IS BALANCED...PLEASE SELECT APPROPRIATE FUNCTION
  PF10=RECALL/CORRECT, PF11=VIEW/PRINT DETAILS, PF12=VIEW/PRINT HEADERS
 ▣ ■                        Aa   F CICST        R 4  C 13        11:33  10/23/98
```

- When the descriptive information for the last voucher in the batch has been entered, press the **F9** key to balance the batch. STARS will compare the Entered Batch Count and Amount entered from the Batch Header Entry screen to the Computed Batch Count and Amount totaled from the funding line transactions entered. STARS will indicate whether the batch is in balance or not. If not, determine whether data entry (computed count and amount) or the batch header (entered count and amount) is incorrect and make the necessary corrections.

- The Batch Balancing function, if the batch is in balance, also updates the batch balance status displayed on screen 530, View or Print Batch Headers, from a "N" to a "Y".

- The Batch Balancing screen (S502) is not listed on the Financial Transaction Data Entry menu and can only be accessed by pressing the F9 key from the data entry screens.

- The Batch Balancing screen allows batches to be released for processing in STARS. For vouchers that must be sent to the Division of Accounts and Reports' Audit Services Team, the Audit Services Team will release the batch after they have reviewed and approved the batch. For agencies with Delegated Audit Authority, the agency must release the batches that contain vouchers that meet the delegated audit authority requirements. To release a batch, enter an "R" in the Function field on the Batch Balancing screen and press the Enter key. A message indicating that the batch has been released will display on the Batch Balancing screen.

- The Batch Balancing screen can also be used to delete a batch header. All funding lines in a batch must be deleted using function 51, Recall a Batch for Correction, before the batch header can be deleted.

- The Batch Balancing screen can also be used to override certain edits in STARS. The Override capability is reserved for central use only.

5. BATCH PRINTING

- **To Print the Batch Sheet and Vouchers:** The batch sheet and vouchers within the batch are printed from screen 530, View or Print Batch Headers. This screen can be accessed by selecting function 53, View or Print Batch Headers, on the Financial Transaction Data Entry Menu or pressing the F12 key from a data entry screen (this may be done from the batch balancing screen).

- The View or Print Batch Headers screen lists all of an agency's batches that have been entered on-line into STARS but have not yet been processed and those batches that were entered through the nightly batch process but suspended due to errors. Only those batches that were batched under the user's agency number will display. Documents such as interfund vouchers or journal vouchers that are batched under a central batching number will not display.

- Batches are listed in Batch ID order.

- The screen contains the following information about a batch:

  BATCH ID: This includes the batching Agency Number, Batch Date, Type, and Number. Used to identify each batch.

  MODE: A value of 2 means the batch was entered on-line. A value of 3 means the batch has been through the nightly batch process and was suspended due to errors.

  STA: An 'H' denotes the batch status to be on hold while 'R' indicates a released batch. A batch entered on-line will have a status of 'H' until it has been released.

  BAL: A 'Y' indicates that the batch balancing has been performed and the batch is in balance. An 'N' denotes that either the batch balancing has not been performed or the batch is out-of-balance.

EFFECT DATE: The effective date of the batch as entered on the Batch Header Entry screen.

ENTERED COUNT and ENTERED AMOUNT: The amounts entered from the Batch Header Entry screen. If no values were entered, these fields will display zeros.

COMPUTED AMOUNT: The system computed dollar hash total of the transactions entered in the batch. This amount could be zero if a batch header had been entered but no transactions.

- To select a batch for printing, enter a **V** (Voucher Print) in the FUNCTION field. Tab to the batch to be printed and type an **X** under the "S" column by the selected batch. If the batch to be selected is not displayed on the screen and additional batches are available, type an **N** (Next Page) in the FUNCTION field and press the Enter key to display the next screen listing of batches. Continue this process until the desired batch is displayed and then select it as previously noted. Multiple batches can be selected to print at one time. (Note: you can return to the first screen of batches by typing a **F** (First Page) in the FUNCTION field and pressing the Enter key.) **Always check if all of the vouchers in the batch are printed, STARS will not print any out-of-balance voucher. If this happens, access the Voucher Detail Entry screen (S522) to view the status of the voucher, then make any necessary corrections.**

- **To Print the Batch Sheet Only**: A batch sheet can be printed by itself by selecting B, Batch Header Print, from Screen 530, View or Print Batch Headers.   Type an X in the "S" column by the batch(es) you wish to print, and press the Enter key. Selecting this function would be useful if you make a change to your batch that affects batch count or amount after you have already printed the batch sheet and vouchers. Use of this function would allow you to print a corrected batch sheet without having to reprint the entire batch. In such a case, you would need to also reprint the voucher(s) that were changed.

- **To Print A Single Voucher**: Access the Descriptive Portion of the voucher to be printed using the Recall a Batch for Correction screen. Enter a **V** in the function field on the Voucher Detail Entry screen and press the **ENTER** key. Again, make sure the printer ID is correct before printing. If the voucher is out of balance, i.e. the total of funding lines and the total of the descriptive portion do not agree, the voucher will NOT print. A warning "VOUCHER OUT OF BALANCE, PLEASE CORRECT BEFORE PRINTING" will appear at the bottom of the screen. The voucher would have to be corrected before printing.

6. BATCH APPROVAL AND PROCESSING

- Once the batch sheet and vouchers have been printed, the agency must follow their internal procedures for obtaining the needed approval signatures on the vouchers, making needed file copies, and any other steps needed to control the flow of these documents.

- The original batch sheet and signed vouchers must be sent to the Division of Accounts and Reports' Audit Services Team to be audited (except for agencies with delegated audit authority). At the end of a month for transactions to be posted to that month, on-line vouchers must be entered into the system by 5:00 PM on the last day of the month and the paper batch sheet and vouchers be received by the Audit Services Team by 12:00 noon on the first working day of the new month. If the documents have not been received by the cutoff, the batch will be deleted from STARS. These vouchers will need to be re-entered with a new batch ID (date and number) to be paid in the new month.

- For agencies with delegated audit authority, batches to be posted to the month being closed, must be released by 12:00 noon on the first working day of the new month. If they have not been released by the agency by the cutoff, the batches will be deleted from STARS.

- Once the batch sheet and vouchers have been sent to the Audit Services Team, agencies should NOT make on-line changes to the batch. If a change must be made, contact the Audit Services Team.