



**DEPARTMENT OF ADMINISTRATION**  
Division of Accounts and Reports

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**INFORMATIONAL CIRCULAR NO: 97-P-032**

**DATE:** May 12, 1997

**SUBJECT:** DA-35 Electronic Processing

**EFFECTIVE DATE:** Immediately

**A & R CONTACT:** Payroll Services, (913) 296-3146

**APPROVAL:**

**SUMMARY:** Agencies may electronically submit DA-35 data for prior period funding changes.

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The Division of Accounts and Reports, Payroll Services is pleased to announce the implementation of electronic transmission of the Form DA-35, STARS Transaction Entry for the purpose of payroll prior period funding adjustments for all SHARP agencies. Agencies may begin electronically submitting DA-35 transactions once test data has been submitted and successfully processed.

The STARS 'IN' file layout will be used to make the electronic transmissions, with the following modifications:

- 1) The batching agency will be '001'.
- 2) The batch type will be '6' for the DA-35.
- 3) The document number field must reflect a 'J1' prefix. A block of journal voucher numbers should be requested from Steve Banning, (913)296-7059 of Payroll Services.
- 4) Only transaction codes '543' and '543R' will be allowed.
- 5) Only entries for the current fiscal year will be allowed.

In addition, the following edits will apply to the DA-35 process:

- 1) The sum of the 543 transactions must equal the sum of the 543R transactions at the detail expenditure sub-object code level.
- 2) Revenue sub-object code transactions will not be allowed.

A copy of the attached Form DA-40, Magnetic Tape/Dataset Voucher Transmittal is required when submitting a DA-35 transmission. The dataset name convention should be 'DA35.XXX' (i.e., DA35.N01).

For auditing purposes, the agency is responsible for keeping accurate documentation supporting the reason for the prior period funding adjustment as well as the position number, employee ID, pay period ending date and other relevant information. Accounts and Reports will not retain paper copies of electronically transmitted DA-35 information for historical or retrieval purposes.

In order to begin submitting the Form DA-35 electronically, all agencies must submit a test data set for approval by Payroll Services. If the DA-35 transmission is for testing purposes, an indication should be made on the DA-40 form that the transmission is a test file. Once the initial test data set has been approved, agencies may begin transmitting the DA-35's on a regular basis. Agencies should coordinate any DA-35 testing efforts with Cynthia Wilson, (913)296-5387 in Payroll Services.

Regents institutions should refer to Informational Circular No. 96-R-004, dated September 16, 1996 for information regarding electronic transmission of Form DA-35.

SAM:JJM:CW

Attachment