



KANSAS

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DEPARTMENT OF ADMINISTRATION
DIVISION OF ACCOUNTS AND REPORTS

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May 20, 2003

TO: All State Agencies

SUBJECT: Central Data Entry for STARS Transactions

Over the past several years, the Department of Administration and state agencies have worked together to maximize on-line entry and the use of data sets for submission of accounting transactions to the Statewide Accounting and Reporting System (STARS). A&R and the State Treasurer's Office worked together to design and implement the SOKI³⁺ system which has eliminated all of the central interfund voucher data entry and most of the central journal voucher data entry. As a result, the Department of Administration has been able to reduce its data entry staffing to a current level of one FTE. STARS is a mainframe application and there remain some applications that require entry through a data entry function.

Due to the tight budget situation, the Department of Administration will not continue to provide the data entry services for those STARS transactions that agencies could enter themselves. Effective September 1, 2003, we will be forced to eliminate all data entry services and those agencies currently sending vouchers to the Department of Administration for data entry will need to begin entering those transactions on-line or submitting those transactions via data set.

1. Those agencies with the ability to enter vouchers on-line, or via data sets, must begin entering 100% of those documents through those media. They will no longer be able to send special handling documents to the Department of Administration for data entry.
2. Those agencies that do not currently have the ability to enter vouchers on-line must contact DISC Support Services at (785) 296-4999 to seek assistance (and estimated costs) for the installation of the technical equipment and connections required to enter STARS transactions on-line and print vouchers. Once agencies have the technical ability to enter vouchers, they should contact Ken Hasenbank, A&R Business Process Management Team at (785) 296-2132 (ken.hasenbank@da.state.ks.us) to request the appropriate STARS sign-on(s). Agencies in need of on-line STARS training should first seek assistance from their peer agencies. If assistance is not available from that source, they should contact Cecil Stout, A&R Customer Service Team at (785) 296-2130 (cecil.stout@da.state.ks.us) and request one-on-one on-site training. Agencies should, however, be prepared for probable delays in receiving training requested from this source as the Customer Services Team has (by necessity) been assigned to the SHARP Upgrade Project.

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3. Those agencies that wish to submit transactions via data set, should contact Don Anderson, A&R Business Process Management Team at 296-2134 (don.anderson@da.state.ks.us) to coordinate the testing and implementation of the necessary interface (IN) records.
4. Another option that agencies without on-line or data set capabilities may want to explore is entering in to an agreement with an on-line or data set agency to key their documents.

Agencies should immediately take action to make arrangements to begin entering 100% of the transactions that they currently have the ability to enter, or can get the ability to enter. Such action must be completed prior to September 1, 2003 as that will be the date on which the staffing for central data entry will cease. Any documents that an agency could key themselves, but send to the Department of Administration instead, will be returned unprocessed to the agency. The Department of Administration understands the impact the elimination of this service has on state agencies, both individually and collectively. We also acknowledge that there are many transactions that must continue to be entered centrally. We will, out of necessity, assume those central-keying responsibilities to the best of our ability. However, agencies are asked to understand that, like many other agencies, the Department of Administration has been forced to give up staff and programs to meet our budget allocations. We will do everything possible to minimize delays in the processing of these critical documents, but ***AGENCIES SHOULD BE PREPARED FOR THE POTENTIAL DELAYS IN THE PROCESSING OF ALL DOCUMENTS THAT ARE CENTRALLY KEYED.***

Questions concerning this transition should be directed to Randy Kennedy, A&R Central Accounting Services at (785) 296-2125 (<mailto:randy.kennedy@da.state.ks.us>).

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Denise Moore, Director
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