**STARS BATCH SHEET**

**BATCHING AGENCY NO.**  

**BATCH DATE**  
Format = MMDDYY

**BATCH TYPE**  
1 = Budgetary  
2 = Revenues / Receipts  
3 = Pre-encumbrances / Encumbrances  
4 = Expenditures / Disbursements  
5 = General Purpose  
6 = Journal Voucher  
7 = Statistical  
T = Balancing of Transfers

**BATCH NUMBER**  

**BATCH COUNT**  

**BATCH AMOUNT**  

**BATCH EDIT MODE**  
0 = No On-Line Edit or Post  
1 = On-Line Edit, Batch Post  
2 = On-Line Edit, On-Line Post

**EFFECTIVE DATE**  

**BFY**  

**APPROVAL LEVEL**  
0 - 9 with default of 0

**DISBURSEMENT METHOD**  
R  
H = On Hold  
M = Manual  
R = Release to Print Warrant  
Blank = Not Applicable

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**AGENCY USE:**  
Prep _________  Date _________  
Review _________  Date _________  
Data Source (Check One)

- Tape
- On-Line Entry
- A & R Key Data Entry

**ACCOUNTS & REPORTS USE:**  
Received _________  Date _________  
Pre-Audit _________  Date _________  
Data Entry _________  Date _________