

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

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1.0 Introduction

The Agency Inquiry System has been designed by the Office of the Comptroller General to allow state agencies access to the STARS financial data files. Security measures have been taken to ensure that agencies only have access to those records that pertain to the inquiring agency.

STARS financial files include transaction files, master files and control files. Transaction files include separate records for each detailed record whereas master files contain summarized records to which individual transaction records post. Control files are used to edit transaction data prior to posting.

The transaction files available for inquiries are:

1. History File

This file contains all transactions successfully posted to STARS during the current and prior fiscal months.

2. Error File

This is a file of transactions that have entered the system but have been found to be in error. It is used to hold and correct these errors for processing.

The master files available for inquiries are:

1. Appropriations File

This file is used to control and report financial activity at the levels appropriated by the General Assembly. There are two levels of inquiry against this file; one by object and the other rolled up by agency program.

2. Cash File

This file is used to control and report financial activity affecting cash balances of the state.

3. General Ledger File

The General Ledger File summarizes all financial transactions by general ledger account.

4. Operating File

This file is used to maintain summarized records of activity against the operating accounts of the state.

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The control file available for inquiry is:

1. Vendor Edit File

This is a copy of the General Services file of valid vendor numbers and names.

In addition to the preceding file inquiries, the Batch/Document Status inquiry is available to assist in locating a particular document or batch of documents.

The following sections of this manual provide the user with a more detailed description of each file and complete instructions as to the proper use of the online inquiry system. The remainder of this section is devoted to the use of the standard PF keys in the system.

The PF keys are used to execute certain functions to allow the user to navigate through the system. Some of the PF keys are used for special functions depending on the inquiry being performed and are explained in the pertinent sections of this manual. However the following keys are assigned standard functions throughout the system:

PF1

This key is used as a help key. If there is a question as to what to enter, the user should press the <PF1> key to see a help screen. The help key will explain what options the user has available at this time. The user should always press the <ENTER> key to remove the help screen. If the word "HELP" is not displayed under <PF1> at the bottom of the screen, the user will get an "INVALID PF KEY PRESSED" error if pressed.

PF3

This key is used to return the user back to the previous screen displayed.

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PF7

This key is used to return the user back to the File Inquiry Selection Menu. When the <PF7> key is pressed, the user will be returned to the main menu screen. If the word "MAIN" is not displayed under <PF7> at the bottom of the screen, the user will get an "INVALID PF KEY PRESSED" error if pressed.

PF12

When the word "EXIT" is displayed under <PF12> at the bottom of the screen, it is used to exit the Agency Inquiry System and return the user back to the COM-PASS screen. The user will then use the normal logoff procedures to exit COMPLETE.

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File Inquiry Selection Menu

2.0 File Inquiry Selection Menu

The File Inquiry Selection Menu is the main menu for the Agency Inquiry System. Once the user has logged on and entered their ADABAS password, the following screen will be displayed:

```
COA301NA          OFFICE OF COMPTROLLER GENERAL          COA301MA
10/08/93          STARS MASTER FILE INQUIRY              14:29:57
                  MAIN MENU

                  1. APPROPRIATION BY OBJECT
                  2. APPROPRIATION BY PROGRAM
                  3. CASH CONTROL FILE
                  4. GENERAL LEDGER FILE
                  5. VENDOR EDIT FILE
                  6. HISTORY FILE
                  7. ERROR FILE
                  8. OPERATING FILE
                  9. BATCH/DOCUMENT STATUS

                  ENTER OPTION  _

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP          BACK                               EXIT
```

This is the screen to which the user will return if they press the MAIN PF key <PF7> while in the system. A description of each option is as follows:

1. APPROPRIATION BY OBJECT

This option allows the user to display records from the Appropriations File by entering a key consisting of fiscal year, agency, mini code, subfund detail, and object code.

2. APPROPRIATION BY PROGRAM

This option allows the user to display records from the Appropriations File by entering a key consisting of fiscal year, agency, program and subfund.

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File Inquiry Selection Menu

3. CASH CONTROL FILE

Option 3 allows the user to display records from the Cash Control File. The key is composed of fiscal year, agency, and subfund detail.

4. GENERAL LEDGER FILE

Option 4 allows the user to display records from the General Ledger File. The key is composed of fiscal year, agency, subfund detail, general ledger account, and project level.

5. VENDOR EDIT FILE

This option allows the user to examine individual records from the Vendor File or list a group of records meeting specific criteria for further inquiry.

6. HISTORY FILE

By entering option 6, the user will be allowed to display transactions from the On-Line History File which have successfully posted to STARS during the current and prior fiscal months.

7. ERROR FILE

Transactions that did not process successfully in the previous STARS daily cycle are contained on the Error File. This option allows the user to examine these records by keying on any of several different search criteria.

8. OPERATING FILE

This option allows the user to inquire on the Operating File which provides more detailed data regarding operating accounts than does the General Ledger File. This inquiry can be used to search for specific records or to display totals for a particular mini code or object code.

9. BATCH/DOCUMENT STATUS

This option allows the user to view the current status of a batch or document. Several different search criteria can be used to determine this status.

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Appropriation By Object Inquiry

3.0 Appropriation By Object

The Appropriation By Object Inquiry allows users to view by STARS object code records found on the Appropriations File. This file exercises primary control of spending against the legally enacted Appropriation Act. The "key" data elements on the file include agency, fund, fund group, fund detail, fiscal year, division, sub-division, section, sub-section, agency program, sub-program, element, sub-element, expenditure character, expenditure major object, and expenditure minor object. All entries, both debits and credits, that affect Appropriations (GLA 241) and Expenditures (GLA 400) post to the Appropriation File. The level of aggregation within the file is determined by the level of control indicated by the STARS Expenditure Object and whether or not the STARS mini code has a special object indicator. The Appropriation File has a separate record for each line item in the Appropriation Act.

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Appropriation By Object Inquiry

3.1 Appropriation by Object Screen

After the user has selected option 1 from the File Inquiry Selection Menu, the following screen will be displayed:

COA303NA 09/09/93	OFFICE OF COMPTROLLER GENERAL APPROPRIATION BY OBJECT	COA303MA 15:30:34									
-ENTER INQUIRY DATA-- ---APPN LEVEL OF CONTROL---											
FY: 94	AGENCY: _____										
	MINI: _____	ORG: _____ PGM: _____									
	SUBFUND: _____	FUND LEVEL: _____									
	OBJECT: _____	BUDG OBJECT: _____									
ACT IND:	CREATE:	OVER EXP:	OVER EXP #:	LAST UPDT:							
	BEGINNING BALANCE	CURRENT MONTH	ENDING BALANCE								
ORIGINAL:											
TRANSFER IN:											
TRANSFER OUT:											
REVISION:											
BROUGHT FWD:											
EXPENDITURE:											
ENCUMBRANCE:											
BALANCE:											
PRESS ENTER TO CONTINUE											
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10--	PF11--	PF12---
HELP	BACK	NEXT	MAIN								EXIT

On this screen the FY, AGENCY, MINI, SUBFUND and OBJECT fields are modifiable and, with the exception of OBJECT, must be entered for a record to be displayed:

FY

The fiscal year must be entered in this field. It must be either the current or prior fiscal year.

AGENCY

The agency code for the record to display must be entered. When the record is found, the title for this agency will be displayed to the right of the code.

MINI

The mini code for the record to display must be entered. When the record is found, the organization level, program level and title associated with this code will be displayed to the right of the code.

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Appropriation By Object Inquiry

SUBFUND

The subfund for the record to display must be entered. When the record is found, the fund level and title are displayed to the right of the code.

OBJECT

The object code for the record to display may be entered or omitted. When the code is entered the budget object code and title are displayed to the right of the code. If the field is left blank the budget object code and title of the first record matching the entered fiscal year, agency, mini code, and subfund are displayed with the budget object and title.

When a record with the entered data is found, the following information will be displayed:

ACT IND

The activate indicator restricts appropriation level activity with the following characters: '1' = no increase, '2' = no decrease, '3' = no activity allowed. If the indicator field is not blank, a restriction message will be displayed at the top right of the screen.

CREATE

The create date is the processing date the record was added to the Appropriations File.

OVER EXP

The over expenditure date is the last date this account was over-drafted.

OVER EXP #

The over expenditure number is the number of times an appropriation has been over expended during the span of one fiscal year.

LAST UPDT

The last update date is the processing date the last update was made to the account.

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Appropriation By Object Inquiry

Financial Elements

Financial fields include those for original appropriations, appropriation transfers in, appropriation transfers out, appropriation revisions (mid-year reductions and/or additions), appropriations brought forward, expenditures, and encumbrances. The balances are "signed" in such a way that the BALANCE field is computed by summing all of the other financial fields.

For a current fiscal year account, the BEGINNING BALANCE column shows the balances as of the beginning of the current fiscal month. The CURRENT MONTH column displays current fiscal month activity. The ending balance is computed by adding the current month activity to the beginning balance and is displayed under the ENDING BALANCE column.

For a prior fiscal year account, the BEGINNING BALANCE column shows the balances as of the beginning of fiscal month 13. CURRENT MONTH is the fiscal month 13 activity.

Displaying A New Record

Once the user has displayed a record, he may select a new appropriation record by changing any of the inquiry data fields. If the OBJECT field is left blank, the system allows the user to page through all of the records on the file having the same FY, AGENCY, MINI, and SUBFUND combination. The <PF5> key is used for paging from record to record.

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Appropriation By Program Inquiry

4.0 Appropriation By Program

The Appropriation By Program Inquiry allows users to view records found on the Appropriations File by program. The "key" data element that the user must know is the program that is determined by the STARS mini code. Each agency mini code is assigned to a program in the Appropriation Act. Several line items in the Act could be assigned to the same program. This inquiry will roll these line item balances into a single total. This inquiry can be most useful in monitoring appropriation transfers for an agency program.

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Appropriation By Program Inquiry

4.1 Appropriation By Program Screen

After the user has selected option 2 from the File Inquiry Selection Menu, the following screen will be displayed:

COA316NA 10/08/93	OFFICE OF COMPTROLLER GENERAL APPROPRIATION BY PROGRAM	COA316MA 14:56:11									
-ENTER INQUIRY DATA-- ---APPN LEVEL OF CONTROL---											
FY: 94	AGENCY: E12	COMPTROLLER GENERAL ADMINISTRATION									
PGM: 01											
SUBFUND: _____	FUND LEVEL:										
	BEGINNING BALANCE	CURRENT MONTH	ENDING BALANCE								
ORIGINAL:	834,037.00		834,037.00								
TRANSFER IN:	28,215.00		28,215.00								
TRANSFER OUT:	3,389.00-		3,389.00-								
REVISION:											
BROUGHT FWD:											
EXPENDITURE:	155,520.55-	60,446.66-	215,967.21-								
ENCUMBRANCE:											
BALANCE:	703,342.45	60,446.66-	703,342.45								
ENTER INQUIRY DATA AND PRESS ENTER											
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
HELP	BACK			MAIN							

On this screen the FY, AGENCY, PGM, and SUBFUND fields are modifiable and, with the exception of SUBFUND, must be entered for a record to be displayed:

FY

The fiscal year must be entered in this field. It must be either the current or prior fiscal year.

AGENCY

The agency code for the record to display must be entered. When the record is found, the title for this agency will be displayed to the right of the code.

PGM

The program for the record to display must be entered. When the record is found, the program title associated with this code will be displayed to the right of the code.

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Appropriation By Program Inquiry

SUBFUND

The subfund for the record to display is optional. When the record is found, the fund level and title are displayed to the right of the code. If the subfund is not entered, the appropriation balances for the selected agency and program will be computed and displayed.

Financial Elements

The financial fields that are displayed at the bottom of the screen in this inquiry are the same as for the Appropriation by Object inquiry. See section 3.1 Appropriation by Object Screen for a further description of these fields.

Displaying a New Record

The user may select a new appropriation record by changing any of the inquiry data fields. One or all of the fields may be changed.

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Cash Control File Inquiry

5.0 Cash Control File

The Cash Control File Inquiry allows users to view records found on the Cash Control File. This file prevents cash disbursements from being processed if sufficient cash is not available. The "key" data elements include agency, fund, fund group, fund detail, and fiscal year. All cash-affecting entries, both debits and credits, post to the appropriate record on the Cash Control File. The amounts are "signed" in such a way that the current remaining cash balance can be computed by summing the financial elements. The level of aggregation within the Cash Control File is determined by the level of control indicated by the STARS Subfund Detail. For example, many subfunds have cash controlled at the Fund Detail level. In these cases the Cash Control File will have a record for each FY/Agency/Fund Detail combination. On the other hand, federal subfunds control cash at the fund level. The cash for all of these subfunds for a particular agency will be aggregated into one record on the Cash Control File.

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Cash Control File Inquiry

5.1 Cash Control File Inquiry Screen

After the user has selected option 3 from the File Inquiry Selection Menu, the following screen will be displayed:

COA302NA 09/24/93	OFFICE OF COMPTROLLER GENERAL CASH CONTROL FILE INQUIRY	COA302MA 15:16:18									
-ENTER INQUIRY DATA- -CASH LEVEL OF CONTROL-											
FFY: 94											
AGENCY: _____											
SUBFUND: _____	FUND LEVEL:										
ACTIVATE INDICATOR:	LAST UPDATE:	/ /									
BROUGHT FWD:	BEGINNING BALANCE	CURRENT MONTH	ENDING BALANCE								
RECEIPTS:											
DISBURSEMENTS:											
TRANSFERS:											
BALANCE:											
PRESS ENTER TO CONTINUE											
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
HELP	BACK			MAIN						EXIT	

On this screen the FFY, AGENCY, and SUBFUND fields are modifiable and must be entered for a record to be displayed:

FFY

The fiscal year must be entered in this field. It must be either the current or prior fiscal year.

AGENCY

The agency code for the record to display must be entered. When the record is found, the title for this agency will be displayed to the right of the code.

SUBFUND

The subfund detail code for the record to display must be entered. When the record is found, the fund level and title associated with this code will be displayed to the right of the code.

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Cash Control File Inquiry

When a record with the entered data is found, the following information will be displayed:

ACTIVATE INDICATOR

Restricts activity with the following characters: '1' = no increase, '2' = no decrease, '3' = no activity allowed. If the indicator is not blank, a restriction message will be displayed at the top right of the screen.

LAST UPDATE

Date of the last time this record was updated.

Financial Elements

Financial fields include those for balances brought forward from the prior fiscal year, receipts, disbursements, and transfers. The balances are signed in such a way that the BALANCE field is computed by summing all of the other financial fields.

For a current fiscal year account, the BEGINNING BALANCE column shows the balance as of the beginning of the current fiscal month. The CURRENT MONTH column displays current fiscal month activity. The ending balance is computed by adding the current month activity to the beginning balance and is displayed under the ENDING BALANCE column.

For a prior fiscal year account, the BEGINNING BALANCE column shows the balances as of the beginning of fiscal month 13. CURRENT MONTH is the fiscal month 13 activity.

Displaying a New Record

The user may change the FFY, AGENCY, or SUBFUND fields to select a new record to display. One or all of the fields may be modified.

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General Ledger File Inquiry

6.0 General Ledger File

The General Ledger File Inquiry allows users to view records found on the General Ledger File, which is a file of summarized balances by STARS General Ledger account. The "key" data elements for the file are fiscal year, agency, fund, fund group, fund detail, subfund detail, general ledger account number, and project/phase code. Every STARS transaction posts to a debit general ledger account and a credit general ledger account. Therefore, a transaction will always post to two records on the General Ledger File.

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General Ledger File Inquiry

6.1 General Ledger Inquiry Screen

After the user has selected option 4 from the File Inquiry Selection Menu, the following screen will be displayed:

COA304NA 09/24/93	OFFICE OF COMPTROLLER GENERAL GENERAL LEDGER FILE INQUIRY	COA304MA 15:17:23
FFY: 94		
AGENCY: _____		
SUBFUND: _____		FUND LEVEL: _____
GLA: _____		CREATE DATE: / /
PROJECT LEVEL: _____		LAST UPDATE: / /
BALANCES		
START OF YEAR:		
CURRENT MONTH:		
PRIOR MONTH:		
PRIOR YEAR - MONTH 13:		
PRESS ENTER TO CONTINUE		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP	BACK	MAIN EXIT

On this screen the FFY, AGENCY, SUBFUND, GLA, and PROJECT LEVEL fields are modifiable. The PROJECT LEVEL is not required, and if omitted, the sum of all project levels with the other key fields will be displayed. The other fields must be entered for a record to be displayed. A description of these fields is as follows:

FFY

The fiscal year must be entered in this field. It must be either the current or prior fiscal year.

AGENCY

The agency code for the record to display must be entered. When the record is found, the title for this agency will be displayed to the right of the code.

SUBFUND

The subfund detail code for the record to display must be entered. When the record is found, the fund level and title associated with this code will be displayed to the right of the code.

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General Ledger File Inquiry

GLA

A general ledger account number should be entered in this field. When the record is found, the title associated with this number will be displayed to the right of the number.

PROJECT LEVEL

The project level is an optional field that can be entered to display the general ledger information for that specific project. If a project level is not entered, the information displayed will be the sum of all projects with that FFY, AGENCY, SUBFUND, and GLA.

When a record with the entered data is found, the following information will be displayed:

CREATE DATE

The create date is the processing date this record was added to the file.

LAST UPDATE

The last update date is the processing date of the last update to this record.

START OF YEAR

The start-of-year balance brought forward from the prior fiscal year.

CURRENT MONTH

The current fiscal year's cumulative balance as of the current date.

PRIOR MONTH

The current fiscal year's cumulative balance at the end of the fiscal month immediately prior to the current fiscal month.

PRIOR YEAR - MONTH 13

The cumulative balance of the prior year's activity recorded through the end of fiscal month 13.

Displaying a New Record

If the user wishes to view a new record, he may change any of the FFY, AGENCY, SUBFUND, GLA, or PROJECT LEVEL fields to make his selection.

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Vendor Edit File Inquiry

7.0 Vendor Edit File

The Central State Audit Division of the Comptroller General's Office maintains a vendor file containing the vendor numbers of each vendor with which the State does business. Transactions that require a vendor number to be input are validated against the vendor file during STARS editing. The Vendor Edit File Inquiry is designed to allow the user to view records on the file either by vendor name or vendor number. Utilizing the list options allows the user to look up vendors without knowing the complete number or name.

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Vendor Edit File Inquiry

7.1 Vendor Edit File Selection Menu

After the user has selected option 5 from the File Inquiry Selection Menu, the following screen is displayed:

COA657NA 08/28/96	OFFICE OF COMPTROLLER GENERAL VENDOR FILE INQUIRY SELECTION MENU	COA657MA 11:49:25
1. VENDOR NUMBER LIST		
2. VENDOR NAME LIST		
3. PHONETIC VENDOR NAME LIST		
ENTER OPTION _		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	HELP	BACK
		MAIN
		EXIT

Here the user is prompted to decide which type of search is to be performed. The options available are as follows:

1. VENDOR NUMBER LIST

This option allows the user to inquire on the vendor file without knowing the complete vendor number. By entering a partial, or complete, vendor number, the user can display a list of vendors by number. He can then scroll through the list until he selects a vendor for more detailed information or exits the screen.

2. VENDOR NAME LIST

This option allows the user to inquire on the vendor file without knowing the complete vendor name. By entering the first few characters of the vendor name in question, the system will display a list of vendors which begin with those characters and allow the user to select one for more detailed information.

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Vendor Edit File Inquiry

3. PHONETIC VENDOR NAME LIST

This option also allows the user to inquire on the vendor file without knowing the complete vendor name. By simply entering an approximation of the vendor name in question, the system will display a list of vendors that have similar names and allow the user to select one of these vendors.

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Vendor Edit File Inquiry

7.2 Vendor Number List

By selecting option 1 from the Vendor Edit File Selection Menu, the following screen will be displayed:

COA656NA 08/28/96	OFFICE OF COMPTROLLER GENERAL STARS VENDOR FILE BY NUMBER	COA656MA 11:58:24
VENDOR NUMBER	VENDOR NAME	INACT DATE/REF #
_ A01000000 V	LEG DEPT-THE SENATE	1996/01/09 111111111
_ A05000000 V	LEG DEPT-HOUSE OF REPRES	
_ A10000000 V	LEG DEPT-SPL SERV BOTH HSE	
_ A15000000 V	LEG DEPT-CDE LAWS LEG CNCL	
_ A17000000 V	LEG DEPT-LEG PRINTING & INFO TECH RES	
_ A20000000 V	LEG DEPT-LEG AUDIT COUNCIL	
_ A25000000 V	LEG DEPT-LEG INFO SYSTEMS	
_ A27000000 V	LEG DEPT-REORGANIZATION COMM	
_ A28000000 V	ADV COMM INTERGOVERNMENTAL RELATIONS	
_ B04000000 V	JUDICIAL DEPARTMENT	
_ B06000000 V	SENTENCING GUIDELINES COMMISSION	
_ C05000000 V	ADMINISTRATIVE LAW JUDGES	
_ D05000000 V	GOVERNORS OFF-E C OF S	
VEND #:	_____ (Enter a new start value to reposition list)	
	ENTER OPTION AND PRESS ENTER TO CONTINUE	
Enter-PF1---	PF2---	PF3---
HELP	BACK	MAIN
	PREV	EXIT

Place an 'X' in the blank next to the vendor to view more detailed information. If the vendor is not shown, press <ENTER> to scroll through the list or enter the whole or partial vendor number in the VEND # blank to advance through the list.

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Vendor Edit File Inquiry

After selecting one of the vendors on the previous screen, the following screen will be displayed.

COA656NA 06/25/98	OFFICE OF COMPTROLLER GENERAL STARS VENDOR FILE MAINTENANCE VENDOR NUMBER INQUIRY	COA656MB 15:10:03
VENDOR NO: B06000000	1099 TAX YEAR:	
CHECK DIGIT: V	DATE CREATED: 10/01/1996	
NAME CODE: SENT	DATE LAST USED: 10/24/1997	
	FY LAST USED: 98	
NAME: SENTENCING GUIDELINES COMMISSION_____	ALTERNATE NAMES: 0	
ADDRESS1: _____		
ADDRESS2: _____		
CITY: _____		
STATE: _____		
ZIP: 29201_____		
COMMENT: _____		
VENDOR TYPE: O	DATE : _____ (YYYYMMDD)	LAST UPDATE DATE: 02/06/1998
W9 IND: W	REF #: _____	
PRESS ENTER TO CONTINUE		
Enter-PF1---	PF2---	PF3---
HELP	BACK	ALT
		MAIN
		PF7---
		PF8---
		PF9---
		PF10---
		PF11---
		PF12---
		EXIT

To view the alternate vendor names press <PF5>.

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Vendor Edit File Inquiry

7.3 Vendor Name List

By selecting option 2 from the Vendor Edit File Selection Menu, the following screen will be displayed:

COA658NA 08/28/96	OFFICE OF COMPTROLLER GENERAL STARS VENDOR FILE BY NAME	COA658MA 12:32:24
VENDOR NUMBER	VENDOR NAME	INACT DATE/REF #
- 55555555 V 00		
- 360972955 V 00	A DAIGGER & COMPANY	
- 560576196 V 00	A E FINLEY ASSOC INC	
- 251339219 V 00	AMES CO/DIV OF MILES	
- 249984679 S 00	B JEAN BONE	
- 680020714 V 00	INATL SUMMIT ON SERVICE TO TH	
- 570927490 V 00	KENNETH I SCHLESINGER	
- 541234419 V 00	NEW WORLD AMBER CO	
- 570845737 V 00	"A" AMERICAN DOOR SERVICE	
- 570805364 V 00	A & A AUTO MACHINE	
- 570844689 V 00	A & G, INC.	
- 621252934 V 00	A & L LABORATORIES	
- 570485472 V 00	A & P ELECTRIC SERVICE	
VEND NAME: _____		
(Enter a new start value to reposition list)		
ENTER OPTION AND PRESS ENTER TO CONTINUE		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10---	PF11---	PF12---
HELP	BACK	MAIN PREV
		EXIT

Place an 'X' in the blank next to the vendor to view more detailed information. If the vendor is not shown, press <ENTER> to scroll through the list or enter the whole or partial vendor name in the VEND NAME blank to advance through the list.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

Vendor Edit File Inquiry

After selecting one of the vendors on the previous screen, the following screen will be displayed.

COA658NA 06/25/98	OFFICE OF COMPTROLLER GENERAL STARS VENDOR FILE MAINTENANCE VENDOR NAME INQUIRY	COA658MB 15:11:59
VENDOR NO: 571020363	1099 TAX YEAR:	
CHECK DIGIT: V	DATE CREATED: 10/01/1996	
NAME CODE: #1CA	DATE LAST USED: 03/16/1998	
	FY LAST USED: 98	
NAME: #1 CAR WASH & TIRES_____	ALTERNATE NAMES: 0	
ADDRESS1: _____		
ADDRESS2: 1217 SAV HWY_____		
CITY: CHARLESTON_____		
STATE: SC		
ZIP: 29407_____		
COMMENT: _____		
VENDOR TYPE: _	DATE : _____ (YYYYMMDD)	LAST UPDATE DATE: 08/27/1997
W9 IND: W	REF #: _____	
PRESS ENTER TO CONTINUE		
Enter-PF1---	PF2---	PF3---
HELP	BACK	ALT
		MAIN
		PF6---
		PF7---
		PF8---
		PF9---
		PF10---
		PF11---
		PF12---
		EXIT

To view the alternate vendor names press <PF5>.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

Vendor Edit File Inquiry

7.4 Phonetic Vendor Name List

By selecting option 3 from the Vendor Edit File Selection Menu, the following screen will be displayed:

CSA655NA 03/09/93	OFFICE OF COMPTROLLER GENERAL GENERAL SERVICES VENDOR FILE PHONETIC INQUIRY	CSA655MA 09:52:21
APPROXIMATE VENDOR NAME _____		
PRESS ENTER TO CONTINUE		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP	BACK	MAIN
		EXIT

Here the user needs only to enter an approximation of the vendor name for which data is to be displayed.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

Vendor Edit File Inquiry

After entering a name approximation, the following screen will be displayed:

COA655NA 03/09/93	OFFICE OF COMPTROLLER GENERAL GENERAL SERVICES VENDOR FILE PHONETIC INQUIRY	COA655MB 09:56:24
VENDOR NUMBER	VENDOR NAME	
- E12000000 V 00	COMPTROLLER GENERAL	
- 010381963 V 00	COMPUTERLAND OF CHARLESTON	
- 042446051 V 00	COMPUTER LINK CORP	
- 132874087 V 00	COMPUTERLAND OF GREENVILLE	
- 133286715 V 04	COMPUTER LIBRARY	
- 231688800 V 00	COMPUTERLAND OF ANDERSON	
- 330328352 V 00	COMPUTER LAB INATL	
- 431446224 V 00	COMPUTER HEALTH PRODUCTS	
- 481052528 V 00	COMPUTERLAND	
- 521577255 V 00	COMPUTER LEARNING MONTH EVENT KIT	
- 521577255 V 01	COMPUTER LEARNING MONTH EVENT	
- 561422755 V 00	COMPUTERLANE	
- 570757429 V 00	COMPUTERLAND OF COLUMBIA	
- 570760326 V 00	COMPUTERLAND	
- 570772946 V 00	COMPUTERLAND OF SPARTAN	
- 570807913 V 00	COMPUTERLAND	
** MORE DATA AVAILABLE. **		
Enter-PF1---	PF2---	PF3---
HELP	BACK	MAIN DOWN
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10---	PF11---	PF12---
		EXIT

Here the user can either mark one of the vendors listed by entering an "X" in the field beside the vendor number to display more information, or continue to scroll through the list by pressing the <PF8> key.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

Vendor Edit File Inquiry

After selecting one of the vendors on the previous screen, the following screen will be displayed:

COA655NB 06/25/98	OFFICE OF COMPTROLLER GENERAL STARS VENDOR FILE PHONETIC INQUIRY	COA655MC 15:13:08
VENDOR NO: E12000000	1099 TAX YEAR:	
CHECK DIGIT: V	DATE CREATED: 10/01/1996	
NAME CODE: COMP	DATE LAST USED: 05/04/1998	
	FY LAST USED: 98	
NAME: COMPTROLLER GENERAL_____	ALTERNATE NAMES: 0_	
ADDRESS1: _____		
ADDRESS2: _____		
CITY: _____		
STATE: _____		
ZIP: _____		
COMMENT: _____		
VENDOR TYPE: O	DATE : _____ (YYYYMMDD)	LAST UPDATE DATE: 02/06/1998
W9 IND: W	REF #: _____	
PRESS ENTER TO CONTINUE		
Enter-PF1---	PF2---	PF3---
HELP	BACK	KEY
		MAIN
		PF7---
		PF8---
		PF9---
		PF10---
		PF11---
		PF12---
		EXIT

The vendor information is displayed and the user has the option to view more records by changing the vendor number and check digit in the upper left corner of this screen. The <PF3> key will regenerate the list shown on page 7.4.2, beginning with the Vendor Name shown on this screen. Also, the <PF5> key will return the user to the screen shown on page 7.4.1.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

8.0 History File

The History File Inquiry is designed to allow users to view transactions processed successfully from STARS input documents. The file contains prior fiscal month and current fiscal month transactions. It also contains fiscal month 13 transactions if the prior fiscal year is open.

This file consists of a separate record for each line on a STARS document. It is the source file for the data found in other STARS files. If a document is found on the history file, then that document has successfully processed through STARS and has posted accordingly. The history file records include document header data and transaction detail data. This data is presented to the user so that it looks as much as possible like the original paper document processed by the Comptroller General's Office.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

8.1 History File Selection Menu

After the user has selected option 6 from the File Inquiry Selection Menu, the following screen is displayed:

COA309NA 09/29/93	OFFICE OF COMPTROLLER GENERAL HISTORY FILE INQUIRY SELECTION MENU	COA309MA 14:53:08
1. BATCH AGENCY/AGENCY VOUCHER NUMBER		
2. AFFECTED AGENCY/AGENCY VOUCHER NUMBER		
3. WARRANT ID/BATCH ID		
4. ACCOUNTING INFORMATION		
ENTER OPTION _		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	HELP	BACK
		MAIN
		EXIT

Here the user is prompted to select the method by which the History File is to be searched. These methods are as follows:

1. BATCH AGENCY/AGENCY VOUCHER NUMBER

This method searches the History File for any documents with a specific batch agency and a specific agency voucher number.

2. AFFECTED AGENCY/AGENCY VOUCHER NUMBER

This method searches the History File for any documents with a specific affected agency (the agency affected by the accounting transaction) and a specific agency voucher number.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

3. WARRANT ID/BATCH ID

This method searches the History File for any documents with a specific STARS warrant or batch-id. The warrant-id is the first 16 characters of the transaction-id and the batch-id is the first 13 characters of the transaction-id.

4. ACCOUNTING INFORMATION

This method searches the History File for any transactions with the specific STARS accounting information that has been entered.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

AGY BATCH NO

This field contains the agency batch number as it appears on the document.

VOUCHER NO

This field contains the agency assigned voucher number for the document.

PAYEE

This field shows the name of the payee as it appears on the file.

DOC NET AMOUNT

This field is the net total of all the transaction amounts within the document, taking into consideration reverse codes and transaction code net balance indicators. This field is used when balancing a document.

ADDR1 & ADDR2

The number and street name of the address is displayed as it appears on the file in these fields.

VENDOR NO & V/S

The vendor number and vendor check digit are displayed as posted to the file. The VENDOR NO field contains either a vendor number or the social security number of the payee. The V/S field will contain one of the following options: "V", "S", "C", "F", or "I".

VDR REF NO

The vendor reference number is displayed as posted to the file. This number assists the vendor/payee in identifying what is being paid, such as an invoice number.

CITY

The name of the city portion of the payee address, as posted to the file, is displayed. If no city was posted, this field will be blank.

ST

The two character state code portion of the payee address, as posted to the file, is displayed. If no state code was posted, this field will be blank.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

ZIP

The zip code portion of address, as posted to the file, is displayed. If no zip code was posted, this field will be blank.

CHK NO

The check number assigned by the State Treasurer's Office is displayed in this field.

CCD

If the payment was made to a county, city, or district, this field will display the four-digit code that represents the city, county or district.

DOCUMENT DETAIL DATA

The detail line data is displayed on the numbered lines in the lower portion of the STARS HISTORY FILE INQUIRY screen. Because of the number of fields involved, they have been divided between two screens. The primary criteria for this division is frequency of usage. The fields used most often appear on the left screen and the remaining fields appear on the right screen. The user may scroll to the right or left by using PF keys 11 and 10, respectively. They are only valid if the label "LEFT" or "RGHT" are displayed under the PF key line. The <PF5> key is used to view the next document for the specified agency. When the user reaches the last record in the file, a "THERE ARE NO MORE DOCUMENTS TO BE DISPLAYED" error message will be displayed. The user can use the <PF8> key to display any line on a document as the first line on the screen. If the detail line number entered by the user does not exist, the nearest detail line number will be the first one listed on the screen. The <PF8> key is useful when viewing documents which have many detail lines.

The detail line portion of the screen, shown on page 8.4.1, is displayed as follows:

FM

This field displays the fiscal month for the detail line. A valid fiscal month is from 01 to 13.

TC

The transaction code for the detail line is displayed in this field.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

AGY

The state agency code associated with the detail transaction is displayed in the AGY field.

MINI

The STARS mini code associated with the detail transaction is displayed in the MINI field.

SFDT

The STARS subfund associated with the detail transaction is displayed in this field.

PROJ & PH

Project code and project phase, as posted on the file, are displayed in the respective fields. The project code is required for federal grants and contracts and capital projects. The project phase indicates the federal funding, fiscal year and cross reference code.

AGY REF

The agency reference number associated with the detail transaction is displayed in this field.

MAMI & DT

The MAMI field will contain the major-minor object code associated with the detail transaction. The major-minor object classifies the type of expenditure or revenue transaction.

R

If a reverse code was posted on a detail line, it is displayed in the R field. It is most often used to reverse a previous transaction or for credit from vendors.

TRANS AMT

The amount of the detail transaction is displayed in the TRANS AMT detail line field.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

Pressing <PF11> from the screen shown on page 8.4.1 displays the second half of the map shown below:

COA310NA 08/26/93	OFFICE OF COMPTROLLER GENERAL STARS HISTORY FILE INQUIRY	COA310MC 15:10:27	
DOCUMENT ID: A01 930702 6 900 001 AGY BATCH NO:		VOUCHER NO: DV1116	
PAYEE: FRED FARKLE		DOC NET AMOUNT: 83.00	
ADDR1:		VENDOR NO: 111111111 V/S: S	
ADDR2:		VDR REF NO:	
CITY:		CHK NO: 113696991 CCD: 0000	
MULTI	S	M	C
PURPOSE	L SOCIAL MILES	O	G
CODE	N SEC NO TRIPS TRAVELER NAME ENCMBR	D SUBSID	GLA C
001 A	L 111111111	000000	000

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP BACK DOC MAIN LINE LEFT

MULTI PURPOSE CODE

The multi purpose code associated with the detail transaction is displayed in the MULTI PURPOSE CODE field.

SLN

The SLN code, as posted to the file, is displayed in this field. The SLN detail line field is used for all travel and IRS reportable vouchers. If the traveler/payee is a state employee, an "S" will be displayed in the field. If the traveler is a legislator, the field will contain an "L". If the traveler is neither, an "N" will be in this field.

SOCIAL SEC NO

For travel vouchers with vendor as payee or IRS reportable vouchers, the social security number of the traveler/payee will be displayed in this field.

MILES/TRIPS

The number of air trips taken or number of miles traveled will be displayed in the MILES/TRIPS detail line field, if applicable.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

TRAVELER NAME

The last name will be shown in the TRAVELER NAME detail line field, if the voucher is a travel voucher.

ENCMBR

The encumbrance number, as posted to the file, is displayed in this field. This field will be used when disbursing or repaying travel advances.

MOD

If an entry has been made in the encumbrance field, then an indicator for the transaction, as posted to the file, will be displayed in the MOD field. The values which will be displayed as they are on the file are: a blank field for non-applicable or initial encumbrance, "P" for partial, "F" for final, "C" for close, or "A" for activate.

SUBSID

The subsidiary account number associated with the detail transaction line is displayed in this field.

GLA

When this field is used, a general ledger account number associated with this detail line will be displayed. It is only used with special transaction codes to force posting to the particular general ledger account.

CGC

If the Comptroller General's Office allowed a funding override for this detail transaction, it will be displayed in this field.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

8.5 Enter Batch ID/Warrant ID

After the user has selected option 3 from the History File Selection Menu the following pop-up map will be displayed:

```
COA309NA          OFFICE OF COMPTROLLER GENERAL          COA309MA
09/29/93          HISTORY FILE INQUIRY                    15:00:25
                  SELECTIO
                  +-----+
                  | ENTER BATCH OR WARRANT ID             |
                  | ----- |
                  |                                     COA311MA |
                  +-----+
1. BATCH AGENCY/AGEN
2. AFFECTED AGENCY/A
3. WARRANT ID/BATCH ID
4. ACCOUNTING INFORMATION

                  ENTER OPTION  3

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP      BACK      MAIN      EXIT
```

The user may enter the batch-id which is the first 13 positions of the transaction-id or may include the warrant number which is in positions 14-16 of the transaction-id. The batch-id consists of: batch agency, batch date (YMMDD), batch type, and batch number. The warrant number is the last three digits in the pop-up above. The user can also enter a partial batch or warrant-id and a scrolling map will display either the batches or the warrants on the history file from that point forward.

OFFICE OF COMPTROLLER GENERAL
 Agency Inquiry System
 User Instructions

History File Inquiry

If the user enters a partial batch-id, the following screen will be displayed:

COA309NA 02/26	OFFICE OF COMPTROLLER GENERAL	COA309MA 11:14:22																																																				
	ONLINE AGENCY INQUIRY SELECT BATCH	QUIRY ENTER BATCH OR WARRANT ID																																																				
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">AGY</th> <th style="text-align: left;">DATE</th> <th style="text-align: left;">TYPE</th> <th style="text-align: left;">NUMBER</th> </tr> </thead> <tbody> <tr><td>A01</td><td>940113</td><td>0</td><td>049</td></tr> <tr><td>A01</td><td>950103</td><td>6</td><td>900</td></tr> <tr><td>A01</td><td>950104</td><td>6</td><td>408</td></tr> <tr><td>A01</td><td>950104</td><td>6</td><td>409</td></tr> <tr><td>A01</td><td>950104</td><td>6</td><td>410</td></tr> <tr><td>A01</td><td>950109</td><td>4</td><td>526</td></tr> <tr><td>A01</td><td>950109</td><td>6</td><td>522</td></tr> <tr><td>A01</td><td>950109</td><td>6</td><td>564</td></tr> <tr><td>A01</td><td>950109</td><td>6</td><td>565</td></tr> <tr><td>A01</td><td>950110</td><td>6</td><td>616</td></tr> <tr><td>A01</td><td>950112</td><td>6</td><td>703</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td></tr> </tbody> </table>	AGY	DATE	TYPE	NUMBER	A01	940113	0	049	A01	950103	6	900	A01	950104	6	408	A01	950104	6	409	A01	950104	6	410	A01	950109	4	526	A01	950109	6	522	A01	950109	6	564	A01	950109	6	565	A01	950110	6	616	A01	950112	6	703	A01	950116	6	813	<p>a01 _____</p> <p style="text-align: center;">COA311MA</p> <p>N</p>
AGY	DATE	TYPE	NUMBER																																																			
A01	940113	0	049																																																			
A01	950103	6	900																																																			
A01	950104	6	408																																																			
A01	950104	6	409																																																			
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A01	950109	4	526																																																			
A01	950109	6	522																																																			
A01	950109	6	564																																																			
A01	950109	6	565																																																			
A01	950110	6	616																																																			
A01	950112	6	703																																																			
A01	950116	6	813																																																			
Enter-	BATCH ID: _____ COA311MB	F7---PF8---PF9---PF10---PF11---PF12--- AIN EXIT																																																				

This map is cursor sensitive and the user need only place the cursor on the selected record and press <ENTER> to go to the warrant lookup.

OFFICE OF COMPTROLLER GENERAL
 Agency Inquiry System
 User Instructions

History File Inquiry

After the user selects a batch, the following screen is displayed:

COA309NA 02/2	OFFICE OF COMPTROLLER GENERAL	COA309MA 11:14:22																																																																	
	ONLINE AGENCY INQUIRY SELECT WARRANT	ATCH OR WARRANT ID																																																																	
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">AGY</th> <th style="text-align: left;">DATE</th> <th style="text-align: left;">TYPE</th> <th style="text-align: left;">NUMBER</th> <th style="text-align: left;">SEQUENCE</th> </tr> </thead> <tbody> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>510</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>511</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>512</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>513</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>514</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>515</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>516</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>517</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>518</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>519</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>520</td></tr> <tr><td>A01</td><td>950116</td><td>6</td><td>813</td><td>521</td></tr> </tbody> </table>	AGY	DATE	TYPE	NUMBER	SEQUENCE	A01	950116	6	813	510	A01	950116	6	813	511	A01	950116	6	813	512	A01	950116	6	813	513	A01	950116	6	813	514	A01	950116	6	813	515	A01	950116	6	813	516	A01	950116	6	813	517	A01	950116	6	813	518	A01	950116	6	813	519	A01	950116	6	813	520	A01	950116	6	813	521	<div style="border: 1px dashed black; padding: 5px; width: fit-content; margin: 0 auto;"> COA311MA </div>
AGY	DATE	TYPE	NUMBER	SEQUENCE																																																															
A01	950116	6	813	510																																																															
A01	950116	6	813	511																																																															
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A01	950116	6	813	520																																																															
A01	950116	6	813	521																																																															
	WARRANT ID: _____																																																																		
Enter	COA311MC	---PF9---PF10---PF11---PF12--- EXIT																																																																	

This map is also cursor sensitive and the user should place the cursor on the desired warrant. After the user selects a warrant, the same screen is used to display the details that was used in the agency/agency voucher number lookups described in section 8.4.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

8.6 Enter Accounting Information

After the user has selected option 4 from the History Inquiry Selection Menu the following screen will be displayed:

```
COA312NA          OFFICE OF COMPTROLLER GENERAL          COA312MA
09/29/93          STARS HISTORY FILE INQUIRY           14:56:25

---ENTER ACCT INFO---
FY: 94  AGY:  _____
        MINI:  _____
        SUBFUND:  _____
        OBJECT:  _____
        GLA:  _____

VOUCHER PAYEE          PROC DT FM TC  R AGY MINI SFDT OBJ          PAGE  OF
                                                                AMOUNT

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP          BACK          MAIN          EXIT
```

The fields at the top of the screen are modifiable and are used to search the history file. OBJECT and GLA are optional account information fields and do not have to be entered. If they are not entered, all the records with the same FY, AGY, MINI, and SUBFUND will be displayed.

FY

A valid fiscal year, either current or prior, should be entered in this field.

AGY

The STARS agency code for the records to be displayed must be entered in this field.

MINI

The STARS mini code for the records to be displayed must be entered in this field.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

SUBFUND

The STARS subfund for the records to be displayed must be entered in this field.

OBJECT

The STARS object code for the records to be displayed may be entered in this field.

GLA

The STARS general ledger account number for the records to be displayed may be entered in this field.

When a record(s) matching the entered data is found, the following information will be displayed.

VOUCHER

This field contains the agency assigned voucher number as it appears on the document.

PAYEE

This field shows the name of the payee as it appears on the file.

PROC DT

This field contains the date the transaction was processed.

FM

This field displays the fiscal month for the detail line. A valid fiscal month, from 01 to 13, will be displayed in this field.

TC

The transaction code for the detail line is displayed in this field.

R

If a reverse code was posted on a detail line, it is displayed in the R field. It is most often used to reverse a previous transaction or for credit from vendors.

AGY

The state agency associated with the detail transaction is displayed in the AGY field.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

History File Inquiry

MINI

The mini code associated with the transaction will be displayed in this field.

SFDT

The subfund associated with the transaction will be displayed in this field.

OBJ

The major-minor object code associated with the transaction will be displayed in the OBJ field. The major-minor object code is used to classify expenditure and revenue transactions by type.

AMOUNT

The amount of the detail transaction is displayed in the TRANS AMT detail line field.

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Error File Inquiry

9.0 Error File Inquiry Overview

The Error File Inquiry is designed to allow users from various State Agencies to view any documents found on the error file created by the STARS daily cycle.

The transactions contained on this file have for any of a number of reasons failed to process in the previous daily cycle. These transactions are corrected throughout the day by the Comptroller General's staff so that they will be ready for processing during the next STARS cycle. These transactions reflect any changes or corrections made since last being processed.

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Error File Inquiry

9.1 Error File Selection Menu

Selecting the Error File option from the File Inquiry Selection Menu causes the following Error File Selection Menu to be displayed:

COA666NA 04/02/93	OFFICE OF COMPTROLLER GENERAL STARS ERROR FILE INQUIRY SELECTION MENU	COA666MA 12:33:43
1. WARRANT ID		
2. AGENCY AND AGENCY VOUCHER NUMBER		
3. BATCH AGENCY		
ENTER OPTION _		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	HELP	MAIN
		EXIT

Here the user is prompted to select the method by which the Error File is to be searched. These methods are as follows:

1. WARRANT ID

This method searches the Error File for documents with a specific STARS warrant-id.

2. AGENCY AND AGENCY VOUCHER NUMBER

This method searches the Error File for any documents affecting an agency that have a specific agency voucher number.

3. BATCH AGENCY

This method is the least specific as it searches the Error File for any documents with a particular batch agency.

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Error File Inquiry

9.2 Warrant ID Screen

After the user has selected the Warrant ID option from the Error File Selection Menu the following WARRANT ID SCREEN will be displayed:

COA663NA 04/02/93	OFFICE OF COMPTROLLER GENERAL STARS ERROR FILE INQUIRY WARRANT ID SCREEN	COA663MD 12:36:48
WARRANT IDENTIFICATION NUMBER		
BATCH AGENCY: ___		
BATCH DATE: _____		
BATCH TYPE: -		
BATCH NUMBER: ___		
SEQUENCE NUMBER: ___		
ENTER FIELDS AND PRESS ENTER TO CONTINUE		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP BACK MAIN EXIT		

The WARRANT ID SCREEN allows the user to identify the document or batch of documents to be viewed. To view all documents in a batch, the user enters a batch-id (BATCH-AGENCY through BATCH-NUMBER) and a sequence-number of 000. To view a specific document, enter the specific warrant-id (BATCH-AGENCY through SEQUENCE-NUMBER).

BATCH AGENCY

The batch agency for the document(s) to be viewed is to be entered in this field.

BATCH DATE

The batch date for the document(s) to be viewed is to be entered in this field. A valid date must be entered in the format YYMMDD, where Y = year, M = month and D = day.

BATCH TYPE

The batch type for the document(s) to be viewed is to be entered in this field. Valid batch types are 0, 1, 2, 3, 4, 6 or 9.

BATCH NUMBER

The batch number for the document(s) to be viewed is to be entered in this field.

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SEQUENCE NUMBER

The sequence number for the document to be viewed is to be entered in this field.

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Error File Inquiry

9.3 Agency and Agency Voucher Number Screen

If the user selects the Agency and Agency Voucher Number option from the Error File Selection Menu shown on page 9.1.1, the following screen will be displayed:

```
COA664NA                OFFICE OF COMPTROLLER GENERAL                COA664MD
04/02/93                STARS ERROR FILE INQUIRY                12:39:09
                        AGENCY/AGENCY VOUCHER NUMBER SCREEN

                        AGENCY:  ____
                        AGENCY VOUCHER NUMBER:  _____

                        ENTER FIELDS AND PRESS ENTER TO CONTINUE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP      BACK      MAIN      EXIT
```

AGENCY

Here, the user enters the agency affected by the accounting transaction.

AGENCY VOUCHER NUMBER

The user should enter the agency assigned voucher number for the document to be displayed.

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Error File Inquiry

9.4 Batch Agency Screen

If the user selects the option of searching the Error File by Agency only, the following screen will be displayed:

COA665NA 04/02/93	OFFICE OF COMPTROLLER GENERAL STARS ERROR FILE INQUIRY AGENCY NUMBER SCREEN	COA665MD 12:40:08
BATCH AGENCY: ____		
ENTER FIELD AND PRESS ENTER TO CONTINUE		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP	BACK	MAIN EXIT

BATCH AGENCY

Here, the user enters the batch agency which appears on the batch control document. This results in the program searching the entire file for all documents with the specified batch agency number.

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Error File Inquiry

9.5 Error Inquiry Detail Screen

If the user enters a valid search criteria in any of the screens described in sections 9.2 - 9.4, the following screen will be displayed:

COA665NA 02/04/93	OFFICE OF COMPTROLLER GENERAL ERROR INQUIRY DETAIL SCREEN	COA663MC 12:44:05																																																								
DOCUMENT ID: F04 930127 6 001 001 AGY BATCH NO: 0000001 MAN HLD 0																																																										
PAYEE: SC ASSOC OF REGISTRATION & HASH 65.00 NET 65.00																																																										
ADDR1: VDR NO: 999900001 V/S: V																																																										
ADDR2: \$\$ VCHR NO: DV02129 VDR REF NO:																																																										
CITY: COLUMBIA ST: SC ZIP: CHK NO: 000000000 CCD: 0000																																																										
<table border="1"><thead><tr><th>LINE</th><th>FM</th><th>TC</th><th>AGY</th><th>MINI</th><th>SFDT</th><th>PROJ</th><th>PH</th><th>AGY REF</th><th>MAMI</th><th>DT</th><th>R</th><th>TRANS</th><th>AMT</th></tr></thead><tbody><tr><td>001</td><td>A</td><td>06</td><td>640</td><td>P28</td><td>3120</td><td>5055</td><td>4379</td><td>00</td><td>0417</td><td>00</td><td></td><td>15.00</td><td></td></tr><tr><td>002</td><td>A</td><td>06</td><td>640</td><td>P28</td><td>3120</td><td>5055</td><td>4379</td><td>00</td><td>0233</td><td>00</td><td></td><td>44.00</td><td></td></tr><tr><td>003</td><td>A</td><td>06</td><td>617</td><td>P28</td><td>3120</td><td>5055</td><td>4379</td><td>00</td><td>0501</td><td>00</td><td></td><td>6.00</td><td></td></tr></tbody></table>			LINE	FM	TC	AGY	MINI	SFDT	PROJ	PH	AGY REF	MAMI	DT	R	TRANS	AMT	001	A	06	640	P28	3120	5055	4379	00	0417	00		15.00		002	A	06	640	P28	3120	5055	4379	00	0233	00		44.00		003	A	06	617	P28	3120	5055	4379	00	0501	00		6.00	
LINE	FM	TC	AGY	MINI	SFDT	PROJ	PH	AGY REF	MAMI	DT	R	TRANS	AMT																																													
001	A	06	640	P28	3120	5055	4379	00	0417	00		15.00																																														
002	A	06	640	P28	3120	5055	4379	00	0233	00		44.00																																														
003	A	06	617	P28	3120	5055	4379	00	0501	00		6.00																																														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---																																																										
HELP BACK DOC TRLR MAIN LINE RIGHT EXIT																																																										

The <PF5> key, labeled DOC, is used to view the next document for the specified agency. When the user reaches the last record in the file, a "THERE ARE NO MORE DOCUMENTS TO BE DISPLAYED" error message will be displayed.

All the fields shown on this screen are displayed as they currently appear on the document. This screen is divided into two sections, the Document Header Data and the Document Detail Data. Each section along with its associated fields is described as follows:

DOCUMENT HEADER DATA

The document header portion, which appears at the top of screen above, contains the following fields:

AGY BATCH NO

This field contains the agency batch number as it appears on the document.

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Error File Inquiry

MAN HLD

This field contains the manual hold indicator as it appears on the document. Valid values are 0, 1, or blank. A value of 1 will place the document on hold and prevent it from being processed in the STARS nightly cycle.

PAYEE

This field shows the name of the payee as it appears on the file.

HASH

This field is the sum of all the transaction amounts for each detail line within the document.

NET

This field is the net total of all the transaction amounts within the document, taking into consideration reverse codes and transaction codes.

ADDR1 & ADDR2

The number and street name of the address is displayed as it appears on the file in these fields.

VDR NO & V/S

The vendor number and vendor check digit are displayed as posted to the file. The VDR NO field contains either a vendor number or the social security number of the payee. The V/S field will contain one of the following options: "V", "S", "C", "F", or "I".

VCHR NO

This field contains the agency assigned voucher number for the document.

VDR REF NO

The vendor reference number is displayed as posted to the file. This number assists the vendor/payee in identifying what is being paid, such as an invoice number.

CITY

The name of the city portion of the payee address, as posted to the file, is displayed. If no city was posted, this field will be blank.

ST

The two character state code portion of the payee address, as posted to the file, is displayed. If no state code was posted, this field will be blank.

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Error File Inquiry

ZIP

The zip code portion of address, as posted to the file, is displayed. If no zip code was posted, this field will be blank.

CHK NO

The check number assigned by the State Treasurer's Office is displayed in this field.

CCD

If the payment was made to a county, city, or district, this field will display the four-digit code that represents the city, county or district.

DOCUMENT DETAIL DATA

The detail line data is displayed on the numbered lines in the lower portion of the Document/Detail Error Corrections Screen. Because of the number of fields involved they have been divided among three screens. The primary criteria for this division is frequency of usage. The fields entered most often appear on the left screen and the remaining fields appear on the center screen. The third screen on the far right shows the errors that each detail received during the STARS cycle. The user may scroll to the right or left by using PF keys 11 and 10, respectively. They are only valid if the label "LEFT" or "RGHT" are displayed under the PF key line. The user can use the <PF8> key to display any line on a document as the first line on the screen. If the detail line number entered by the user does not exist, the nearest detail line number will be the first one listed on the screen. The <PF8> key is useful when viewing documents which have many detail lines.

The detail line portion of the screen, shown on page 9.5.1, is as follows:

FM

This field displays the fiscal month for the detail line. A valid fiscal month is from 01 to 13.

TC

The transaction code for the detail line is displayed in this field.

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Error File Inquiry

AGY

The state agency code associated with the detail transaction is displayed in the AGY field.

MINI

The STARS mini code associated with the detail transaction is displayed in the MINI field.

SFDT

The STARS subfund associated with the detail transaction is displayed in this field.

PROJ & PH

Project code and project phase are displayed in their respective fields, if applicable. The project code is required for Federal grants and contracts and capital projects. The project phase indicates the Federal funding, fiscal year and cross reference code.

AGY REF

The agency reference number associated with the detail transaction is displayed in this field.

MAMI & DT

The MAMI field will contain the major-minor object code associated with the detail transaction. The major-minor object classifies the type of expenditure or revenue transaction.

R

If a reverse code was posted on a detail line, it is displayed in the R field. It is most often used to reverse a previous transaction or for credit from vendors.

TRANS AMT

The amount of the detail transaction is displayed in the TRANS AMT detail line field.

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Error File Inquiry

If the user presses the <PF11> key from the screen shown on page 9.5.1, the following screen will be displayed:

COA663NA 07/06/93	OFFICE OF COMPTROLLER GENERAL ERROR INQUIRY DETAIL SCREEN	COA663MC 14:47:19
DOCUMENT ID: H63 930512 6 004 002	AGY BATCH NO: P81021	MAN HLD 0
PAYEE: HANNA, EWING, & ASSOCIATES	HASH 175.00	NET 175.00
ADDR1:	VDR NO: 570919093	V/S: V
ADDR2: 1631 MARLEY DRIVE	VCHR NO: V22997	VDR REF NO:
CITY: COLUMBIA	ST: SC ZIP:	CHK NO: 000000000
		CCD: 0000
MULTI S		M C
PURPOSE L SOCIAL MILES		O G
CODE N SEC NO TRIPS	TRAVELER NAME	ENCMBR D SUBSID GLA C
001 A 5979 93 000000000		000

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP BACK MAIN LINE LEFT RIGHT EXIT

MULTI PURPOSE CODE

The multi purpose code associated with the detail transaction is displayed in the MULTI PURPOSE CODE field.

SLN

The SLN code, as posted to the file, is displayed in this field. The SLN detail line field is used for all travel and IRS reportable vouchers. If the traveler/payee is a state employee, an "S" will be displayed in the field. If the traveler is a legislator, the field will contain an "L". If the traveler is neither, an "N" will be in this field.

SOCIAL SEC NO

For travel vouchers with vendor as payee or IRS reportable vouchers, the social security number of the traveler/payee will be displayed in this field.

MILES/TRIPS

The number of air trips taken or number of miles traveled will be displayed in the MILES/TRIPS detail line field, if applicable.

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Error File Inquiry

TRAVELER NAME

The last name will be shown in the TRAVELER NAME detail line field, if the voucher is a travel voucher.

ENCMBR

The encumbrance number, as posted to the file, is displayed in this field. This field will be used when disbursing or repaying travel advances.

MOD

If an entry has been made in the encumbrance field, then an indicator for the transaction, as posted to the file, will be displayed in the MOD field. The values which will be displayed as they are on the file are: a blank field for non-applicable or initial encumbrance, "P" for partial, "F" for final, "C" for close, or "A" for activate.

SUBSID

The subsidiary account number associated with the detail transaction line is displayed in this field.

GLA

When this field is used, a general ledger account number associated with this detail line will be displayed. It is only used with special transaction codes to force posting to the particular general ledger account.

CGC

If the Comptroller General's Office allowed a funding override for this detail transaction, it will be displayed in this field.

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Error File Inquiry

Pressing <PF11> again from the screen shown on page 9.5.5 displays the "error segment" screen shown below:

```
COA665NA                OFFICE OF COMPTROLLER GENERAL                COA663MC
02/04/93                ERROR INQUIRY DETAIL SCREEN                12:48:41

DOCUMENT ID: F04 930127 6 001 001      AGY BATCH NO: 0000001      MAN HLD  0
PAYEE: SC ASSOC OF REGISTRATION & HASH 65.00      NET 65.00
ADDR1:                                VDR NO: 999900001      V/S: V
ADDR2: $$                                VCHR NO: DV02129      VDR REF NO:
CITY: COLUMBIA                        ST: SC ZIP:          CHK NO: 000000000      CCD: 0000
S
E
V ----- ERRORS FROM STARS CYCLE -----
001 A E E67
002 A E E67
003 A E E67

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP ERR  BACK          DOC  TRLR MAIN LINE          LEFT          EXIT
```

This screen shows the errors that each detail received during the STARS cycle. Pressing <PF2> while the cursor is placed on one of the error codes allows the user to display a detailed description of the error(s) which prevented the transaction from processing.

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Error File Inquiry

Payee/Address

If the user chose a regular trailer record from the previous screen, the following map is displayed.

COA665NA 02/04/93	OFFICE OF COMPTROLLER GENERAL TRAILER RECORD: LONG PAYEE	COA633MJ 12:50:43
LINE 1: SC ASSOC OF REGISTRATION & ELECTION OFFI		
LINE 2: PO BOX 21752		
LINE 3:		
LINE 4: COLUMBIA SC 29210		
LINE 5:		
LINE 6:		
LINE 7:		
LINE 8:		
LINE 9:		
PRESS ENTER TO CONTINUE		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		

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Operating File Inquiry

10.0 Operating File

The Operating File Inquiry is designed to allow the user to inquire upon the Operating File to obtain balances for the various operating accounts maintained by an agency. The primary purpose of the STARS Operating File is to provide more detailed data regarding revenues, expenditures, estimated revenue, and appropriations than provided by the General Ledger File.

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User Instructions

Operating File Inquiry

10.1 Operating File Selection Menu

After the user has selected the "Operating File Inquiry" option from the File Inquiry Selection Menu, the following screen will be displayed.

COA305NA 09/16/93	OFFICE OF COMPTROLLER GENERAL OPERATING FILE INQUIRY SELECTION MENU	COA305MA 08:19:15
1. MINI CODE / SUBFUND / OBJECT		
2. OBJECT CODE TOTAL		
3. MINI CODE TOTAL		
ENTER OPTION _		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP	BACK	MAIN
		EXIT

As displayed above, there are 3 options available to the user. They are as follows:

1. MINI CODE / SUBFUND / OBJECT

This option, described in section 10.2, allows the user to inquire against the Operating File most specifically by entering fiscal year, agency, mini code, subfund, object, general ledger account, and ERN indicator.

2. OBJECT CODE TOTAL

This option is described in section 10.3 and allows the user to inquire against the Operating File totals for a particular object code, regardless of mini code.

3. MINI CODE TOTAL

This option, described in section 10.4, allows the user to inquire against the Operating File totals for a particular mini code, regardless of object.

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10.2 Operating File Inquiry

After selecting option 1 "Mini Code / Subfund / Object" from the Operating File Selection Menu, the following screen will be displayed.

```
COA306NA          OFFICE OF COMPTROLLER GENERAL          COA306MA
09/16/93          OPERATING FILE INQUIRY                  08:23:41
--ENTER INQUIRY DATA--
FFY: 94 AGENCY:  ___
        MINI:    ___
        SUBFUND: ___
        OBJECT:  ___
        GLA:     ___
        ERN:     -

OBJ          CURRENT MONTH          PRIOR MONTH          PAGE          OF
                                                PY13

                                PRESS ENTER TO CONTINUE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP          BACK          MAIN          EXIT
```

The user should enter the required data displayed in the upper left corner of the screen. The fields are as follows:

FFY

The STARS fiscal year, either current or prior, should be entered in this field.

AGENCY

The STARS agency code for the data to be displayed should be entered in this field.

MINI

The STARS mini code for the data to be displayed should be entered in this field.

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Operating File Inquiry

SUBFUND

The STARS subfund for the data to be displayed should be entered in this field.

OBJECT

A major object code must be entered in the first field and a minor object code is optional for the second field. If only a major object is entered, it must be a valid expenditure major object code if an "E" is entered in the ERN indicator field or a valid revenue major object code if an "R" is entered in the ERN field. If a minor object is entered as well, it must be valid depending on the ERN indicator value. Zeroes may be entered in both fields, provided the value of the ERN indicator is "N".

GLA

The STARS general ledger account number for the data to be displayed should be entered in this field.

ERN

This field is used to indicate "expenditure, revenue, or neither." Valid values are thus "E", "R", or "N"; but, as noted above, a value of "N" must be accompanied by zeroes in both the major and minor object fields.

After the user has entered the required information and pressed the <ENTER> key, this search criteria is edited to ensure that it is valid and a search is performed on the file to find and display the requested data. The inquiry data entered by the user will remain on the screen until the user changes it or exits the screen.

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Operating File Inquiry

To display the balances for all periods, including CFM13 and JUNE 30, it is necessary to divide this screen into two parts, left and right. By utilizing the <PF10> and <PF11> keys, the user can access both sides of this screen. The right hand counter part to the previous screen would look as follows.

COA306NA 09/16/93	OFFICE OF COMPTROLLER GENERAL STARS OPERATING FILE INQUIRY	COA306MA 08:25:57
FFY: 94	AGENCY: E12	COMPTROLLER GENERAL
	MINI: 0076	ADMINISTRATION
	SUBFUND: 1001	GENERAL FUND
	OBJECT: 01	PERSONAL SERVICES
	GLA: 241	APPROPRIATIONS
	ERN: E	EXPENDITURE
		PAGE 1 OF 1
	CFM13	JUNE 30
	.00	.00
	.00	.00
	.00	.00
	.00	.00
	.00	.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
HELP	BACK	MAIN LEFT RIGHT EXIT

The user should be aware that although the inquiry data is displayed in the upper left area of the screen, this data may not be altered. Any changes in the inquiry data must be performed on the left side of the screen (using <PF10>).

As a final note, should the user wish to begin a new inquiry with different inquiry data before the last page has been displayed, he may do so by changing the inquiry data in the upper left area of the left screen. Also, if a minor object is entered in the second OBJECT field, the display will look identical except only one specific major-minor object code will be displayed and hence, only one page will be needed.

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Agency Inquiry System
User Instructions

Operating File Inquiry

10.3 Operating File by Object Total

After selecting option 2 "Object Code Total" from the Operating File Selection Menu, the following screen will be displayed.

```
COA307NA          OFFICE OF COMPTROLLER GENERAL          COA307MA
09/16/93          OPERATING FILE INQUIRY              08:32:52
                  OBJECT CODE TOTAL

FFY:              94
AGENCY:           ___
SUBFUND:          ___
OBJECT:           ___
GLA:              ___
ERN:              -

                  BALANCES

CURRENT MONTH:
PRIOR MONTH:
PY13:
CFM13:
JUNE 30:

                  PRESS ENTER TO CONTINUE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP      BACK      MAIN      EXIT
```

The user should enter the required data displayed in the upper left corner of the screen. The fields are as follows:

FFY

The STARS fiscal year, either current or prior, should be entered in this field.

AGENCY

The STARS agency for the data to be displayed should be entered in this field.

SUBFUND

The STARS subfund for the data to be displayed should be entered in this field.

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Agency Inquiry System
User Instructions

Operating File Inquiry

OBJECT

The object code for the data to be displayed should be entered in this field. The object entered must be a valid expenditure major object code if an "E" is entered in the ERN indicator field or a valid revenue object code if an "R" is entered in the ERN field. Zeroes may be entered in this field, provided the value of the ERN-indicator is "N".

GLA

The STARS general ledger account number for the data to be displayed should be entered in this field.

ERN

This field is used to indicate "expenditure, revenue, or neither." Valid values are thus "E", "R", or "N"; but, as noted previously, a value of "N" must be accompanied by zeroes in the object field.

After the user has entered the required information and pressed the <ENTER> key, this search criteria is edited to ensure that it is valid and a search is performed on the file to find and display the requested data. The inquiry data entered by the user will remain on the screen until the user changes it or exits the screen.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

Operating File Inquiry

Below is an example of the display after entering valid data in the input fields.

COA307NA 09/16/93	OFFICE OF COMPTROLLER GENERAL OPERATING FILE INQUIRY OBJECT CODE TOTAL	COA307MA 08:35:55
FFY: 94		
AGENCY: E12	COMPTROLLER GENERAL	PGM LEVEL: 15 00 00 00
SUBFUND: 1001	GENERAL FUND	FUND LEVEL: 01 01 001 1001
OBJECT: 0158	CLASSIFIED POSITIONS	CHARACTER: 01
GLA: 241	APPROPRIATIONS	SPEC OBJ: 0
ERN: E	EXPENDITURE	LAST UPDATE: 93/08/04
BALANCES		
CURRENT MONTH:	2,890,424.00-	
PRIOR MONTH:	2,890,424.00-	
PY13:		
CFM13:		
JUNE 30:		
PRESS ENTER TO CONTINUE		
Enter-PF1---	PF2---	PF3---
HELP	BACK	MAIN
		PF4---
		PF5---
		PF6---
		PF7---
		PF8---
		PF9---
		PF10---
		PF11---
		PF12---
		EXIT

Note that the balances for all selected records with the entered object code are totaled and displayed along with the titles of the input codes. Also, further detail accounting information is displayed in the upper right corner of the screen. To begin a new inquiry, the user simply needs to change the input data and press the <ENTER> key.

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User Instructions

Operating File Inquiry

10.4 Operating File by Mini Code Total

After selecting option 3 "Mini Code Total" from the Operating File Selection Menu, the following screen will be displayed.

```
COA308NA          OFFICE OF COMPTROLLER GENERAL          COA308MA
09/16/93          OPERATING FILE INQUIRY                08:36:38
                  MINI CODE TOTAL

FFY:              94
AGENCY:           ___
MINI CODE:        ___
SUBFUND:          ___
GLA:              ___

PGM LEVEL:
FUND LEVEL:
CHARACTER:
SPEC OBJ:
LAST UPDATE:    /  /

BALANCES

CURRENT MONTH:
PRIOR MONTH:
PY13:
CFM13:
JUNE 30:

PRESS ENTER TO CONTINUE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP      BACK      MAIN      EXIT
```

The user should enter the required data displayed in the upper left corner of the screen. The fields are as follows:

FFY

The STARS fiscal year, either current or prior, should be entered in this field.

AGENCY

The STARS agency for the data to be displayed should be entered in this field.

MINI CODE

The STARS mini code for the data to be displayed should be entered in this field.

SUBFUND

The STARS subfund for the data to be displayed should be entered in this field.

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GLA

The STARS general ledger account number for the data to be displayed should be entered in this field.

After the user has entered the required information and pressed the <ENTER> key, this search criteria is edited to ensure that it is valid and a search is performed on the file to find and display the requested data. The inquiry data entered by the user will remain on the screen until the user changes it or exits the screen.

Below is an example of the display after entering valid data in the input fields.

COA308NA 10/06/93	OFFICE OF COMPTROLLER GENERAL OPERATING FILE INQUIRY MINI CODE TOTAL	COA308MA 16:07:44
FFY: 94		
AGENCY: E12	COMPTROLLER GENERAL	PGM LEVEL: 01 00 00 00
MINI CODE: 0076	ADMINISTRATION	FUND LEVEL: 01 01 001 1001
SUBFUND: 1001	GENERAL FUND	CHARACTER: 02
GLA: 241	APPROPRIATIONS	SPEC OBJ: 0
		LAST UPDATE: 93/08/04
BALANCES		
CURRENT MONTH:	858,863.00-	
PRIOR MONTH:	858,863.00-	
PY13:		
CFM13:		
JUNE 30:		
PRESS ENTER TO CONTINUE		
Enter-PF1---	PF2---	PF3---
HELP	BACK	MAIN
		PF4---
		PF5---
		PF6---
		PF7---
		PF8---
		PF9---
		PF10---
		PF11---
		PF12---
		EXIT

Note that the balances for all selected records with the appropriate mini code are totaled and displayed along with the titles of the input codes. Also, further detail accounting information is displayed in the upper right corner of the screen. To begin a new inquiry, the user simply needs to change the input data and press the <ENTER> key.

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User Instructions

Batch/Document Inquiry

11.0 Batch/Document Inquiry

The batch/document inquiry is designed to allow the user to determine the current status of a batch or document. The information available through this inquiry is used to assist with tracking the flow of data throughout the STARS system. The inquiry utilizes the document tracking, automated audit, initial entry, error and online history files to search for a batch or document. By knowing on which file a batch or document is found, the user is able to identify the current status.

The information displayed in response to the inquiry will vary depending upon the current status of the batch or document. In general, the user will be given the file where the data is found and the current status of the batch or document.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

Batch/Document Inquiry

11.1 Batch/Document Status Inquiry Selection Menu

After the user has selected the "Batch/Document Inquiry" option from the File Inquiry Selection Menu, the following screen will be displayed.

COA314NA 09/24/93	OFFICE OF COMPTROLLER GENERAL BATCH/DOCUMENT INQUIRY SELECTION MENU	COA314MA 15:22:21
1. BATCH STATUS BY BATCH ID		
2. BATCH STATUS BY AGENCY BATCH NUM/AFFECTED AGENCY		
3. BATCH STATUS BY AGENCY BATCH NUM/BATCH AGENCY		
4. DOCUMENT STATUS BY WARRANT ID		
5. DOCUMENT STATUS BY AGENCY VOUCHER NUM/AFFECTED AGENCY		
6. DOCUMENT STATUS BY AGENCY VOUCHER NUM/BATCH AGENCY		
ENTER OPTION _		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP	BACK	MAIN EXIT

As displayed above, there are 6 options available to the user. They are as follows:

1. BATCH STATUS BY BATCH ID

This option, described in section 11.2, allows the user to inquire on the status of a batch by entering the batch-id.

2. BATCH STATUS BY AGENCY BATCH NUM/AFFECTED AGENCY

This option, described in section 11.3, allows the user to inquire on the status of a batch by entering the affected agency and agency batch number.

3. BATCH STATUS BY AGENCY BATCH NUM/BATCH AGENCY

This option, described in section 11.4, allows the user to inquire on the status of a batch by entering the batch agency and agency batch number.

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Batch/Document Inquiry

4. DOCUMENT STATUS BY WARRANT ID

This option, described in section 11.5, allows the user to inquire on the status of a document by entering the warrant-id.

5. DOCUMENT STATUS BY AGENCY VOUCHER NUM/AFFECTED AGENCY

This option, described in section 11.6, allows the user to inquire on the status of a document by entering the affected agency and agency voucher number.

6. DOCUMENT STATUS BY AGENCY VOUCHER NUM/BATCH AGENCY

This option, described in section 11.7, allows the user to inquire on the status of a document by entering the batch agency and agency voucher number.

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Batch/Document Inquiry

11.3 Batch Status By Agency Batch Num/Affected Agency

After selecting option 2 "BATCH STATUS BY AGENCY BATCH NUM/AFFECTED AGENCY" from the Selection Menu, a small pop-up screen will be displayed in the lower left-hand corner of the screen as shown below.

```
COA314NA                OFFICE OF COMPTROLLER GENERAL                COA314MA
09/24/93                BATCH/DOCUMENT INQUIRY                        15:30:28
                        SELECTION MENU

1.  BATCH STATUS BY BATCH ID
2.  BATCH STATUS BY AGENCY BATCH NUM/AFFECTED AGENCY
3.  BATCH STATUS BY AGENCY BATCH NUM/BATCH AGENCY

+-----+
| STARS BATCH INQUIRY | D
| AFFECTED AGENCY    | UCHER NUM/AFFECTED AGENCY
| AGENCY BATCH NUMBER | UCHER NUM/BATCH AGENCY
|                   |
|                   | COA314MC
|                   |
+-----+                2

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP      BACK      MAIN      EXIT
```

The user should enter the affected agency in the AFFECTED AGENCY field and agency batch number in the AGENCY BATCH NUMBER field of the batch he is trying to locate. The affected agency is the agency affected by the accounting transaction.

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Batch/Document Inquiry

11.4 Batch Status By Agency Batch Num/Batch Agency

After selecting option 3 "BATCH STATUS BY AGENCY BATCH NUM/BATCH AGENCY" from the Selection Menu, a small pop-up screen will be displayed in the lower left-hand corner of the screen as shown below.

```
COA314NA                OFFICE OF COMPTROLLER GENERAL                COA314MA
09/24/93                BATCH/DOCUMENT INQUIRY                    15:32:41
                        SELECTION MENU

1.  BATCH STATUS BY BATCH ID
2.  BATCH STATUS BY AGENCY BATCH NUM/AFFECTED AGENCY
3.  BATCH STATUS BY AGENCY BATCH NUM/BATCH AGENCY

+-----+
| STARS BATCH INQUIRY | D
| BATCH AGENCY      ___| UCHER NUM/AFFECTED AGENCY
| AGENCY BATCH NUMBER _____| UCHER NUM/BATCH AGENCY
|                   COA314MD |
+-----+
|                   3
+-----+

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP      BACK      MAIN      EXIT
```

The user should enter the batch agency in the BATCH AGENCY field and agency batch number in the AGENCY BATCH NUMBER field of the batch he is trying to locate.

OFFICE OF COMPTROLLER GENERAL
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Batch/Document Inquiry

11.5 Document Status By Warrant ID

After selecting option 4 "DOCUMENT STATUS BY WARRANT ID" from the Selection Menu, a small pop-up screen will be displayed in the lower left-hand corner of the screen as shown below.

```
COA314NA                OFFICE OF COMPTROLLER GENERAL                COA314MA
09/24/93                BATCH/DOCUMENT INQUIRY                    15:36:16
                        SELECTION MENU

1. BATCH STATUS BY BATCH ID
2. BATCH STATUS BY AGENCY BATCH NUM/AFFECTED AGENCY
3. BATCH STATUS BY AGENCY BATCH NUM/BATCH AGENCY
+-----+
| ENTER WARRANT ID | D
|                   | UCHER NUM/AFFECTED AGENCY
|                   | UCHER NUM/BATCH AGENCY
|                   |
|                   |
+-----+
|                   |
|                   |
+-----+
4

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP      BACK      MAIN      EXIT
```

The user should enter the STARS Warrant Id consisting of batch agency, batch date (YYMMDD), batch type, batch number, and sequence number in the appropriate field.

OFFICE OF COMPTROLLER GENERAL
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User Instructions

Batch/Document Inquiry

11.6 Document Status By Agency Voucher Num/Affected Agency

After selecting option 5 "DOCUMENT STATUS BY AGENCY VOUCHER NUMBER/AFFECTED AGENCY" from the Selection Menu, a small pop-up screen will be displayed in the lower left-hand corner of the screen as shown below.

```
COA314NA          OFFICE OF COMPTROLLER GENERAL          COA314MA
09/24/93          BATCH/DOCUMENT INQUIRY                  15:39:10
                  SELECTION MENU

1.  BATCH STATUS BY BATCH ID
2.  BATCH STATUS BY AGENCY BATCH NUM/AFFECTED AGENCY
3.  BATCH STATUS BY AGENCY BATCH NUM/BATCH AGENCY
+-----+
| STARS DOCUMENT INQUIRY | D
| AFFECTED AGENCY   ____ | UCHER NUM/AFFECTED AGENCY
| AGENCY VOUCHER NUM ____ | UCHER NUM/BATCH AGENCY
|                     COA314MF |
+-----+
                    5

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP      BACK      MAIN      EXIT
```

The user should enter the affected agency in the AFFECTED AGENCY field and the agency voucher number in the AGENCY VOUCHER NUM field for the document he is trying to locate.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

Batch/Document Inquiry

11.7 Document Status By Agency Voucher Num/Batch Agency

After selecting option 6 "DOCUMENT STATUS BY AGENCY VOUCHER NUMBER/BATCH AGENCY" from the Selection Menu, a small pop-up screen will be displayed in the lower left-hand corner of the screen as shown below.

```
COA314NA                OFFICE OF COMPTROLLER GENERAL                COA314MA
09/24/93                BATCH/DOCUMENT INQUIRY                        15:40:42
                        SELECTION MENU

1.  BATCH STATUS BY BATCH ID
2.  BATCH STATUS BY AGENCY BATCH NUM/AFFECTED AGENCY
3.  BATCH STATUS BY AGENCY BATCH NUM/BATCH AGENCY
+-----+
| STARS DOCUMENT INQUIRY | D
| BATCH AGENCY           | UCHER NUM/AFFECTED AGENCY
| AGENCY VOUCHER NUM    | UCHER NUM/BATCH AGENCY
|                       |
|                       |
|                       |
|                       |
+-----+
                        6

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP      BACK      MAIN      EXIT
```

The user should enter the batch agency in the BATCH AGENCY field and the agency voucher number in the AGENCY VOUCHER NUM field for the document he is trying to locate.

OFFICE OF COMPTROLLER GENERAL
Agency Inquiry System
User Instructions

Batch/Document Inquiry

11.8 Status Screen

After the user has entered the data necessary to find the status of a document, the following screen will be displayed:

COA315NA 09/24/93	OFFICE OF COMPTROLLER GENERAL STARS INQUIRY SYSTEM DOCUMENT STATUS	COA315MB 15:41:40
WARRANT ID: N04 930726 0 010 001 AGY VOUCHER NUMBER: 11		
STATUS: STARS HISTORY FILE		
PRESS ENTER TO CONTINUE		
Enter-PF1---	PF2---	PF3---
HELP	BACK	EXIT

This screen will display current status information about the document. The STATUS field indicates on which file the document was found. The file on which the document is found indicates to the user how far the document has been processed through the STARS cycle. The screen also gives information about when the document was keyed or balanced, when it was released to STARS, etc. This information will vary depending on the status of the document.