

STARS Data Entry/Reconciliation Summary

I. CARDHOLDER ACTIVITY FOLLOWING A CHARGE

- 1) After each charge is made, the cardholder will need to submit the original receipt and the following information to the University Accounting Office within 2 working days of the charge:
 - Shell Record Document Number(given **after** entry into STARS- Document S____)
 - Original** Cardholder Signature
 - Last 4 digits of card number (if vendor has not printed on receipt)
- 2) Select “Purchase Card System” from the FIMS main menu, and “Maintain P-Card Trans” from the purchase card screen.
- 3) Locate the detail transaction and select the purchase whose information is to be entered.
- 4) Record Banner accounting information (fund, org, acct, amount, and program, if known) for the total amount of the purchase.
- 5) Enter information about the merchandise purchased, as needed, on form WVPC100D (quantity, unit type, price per unit, and amount).
- 6) Enter the received dates for all items and mark all charges as reconciled, incomplete, or disputed.
- 7) Make a copy of the receipt and related documentation for cardholder’s records.

II. CARDHOLDER MONTHLY ACTIVITY

- 1) At the end of the credit card billing cycle, all documentation should have been received by the University Accounting Office.
- 2) Activity logs will be printed by the University Accounting Office and campus mailed to each cardholder on the third working day after the end of the billing cycle.
- 3) The cardholder will be responsible for comparing the activity log to their records and the bank-issued statement.
- 4) The activity log will need to be signed by the cardholder and their immediate supervisor.
- 5) The cardholder should make copies of their activity log and statement for their records.
- 6) The original activity log and statement must be received in accounting by the 15th of the month to be attached to the monthly paperwork.

STARS Inquiry Summary (No Data Entry)

I. INQUIRY OF CARDHOLDER

- 1) Log into WVFIMS and select “Purchase Card System” on the FIMS main menu, and “Inquire Cardholder” from the purchase card screen.
- 2) Locate the cardholder entering either the credit card number or cardholder name and pressing enter on Form WVPC100T.
- 3) On Form WVPC100Y enter S on the line next to the cardholder you are wishing to inquire about.
- 4) Form WVPC100U will display information related to whether card is active, contact information for the cardholder, card issue date, and card expiration date. Entering F9 from this form will display the default funding information for this cardholder.

II. INQUIRY OF CARDHOLDER DAILY ACTIVITY

- 1) Log into WVFIMS and select “Purchase Card System” on the FIMS main menu, and “P-Card Transaction Inq” from the purchase card screen.
- 2) Locate the transaction you are wishing to view on the following forms by entering either the credit card number or cardholder last and first name and pressing enter:
- 3) Enter “S” on the line next to vendor name and press enter to select the purchase whose detailed information you wish to view.
- 4) Press F9 to enter form WVPC101D. This will display all funding information for the selected purchase.
- 5) Press F10 to go into the item split form WVPC100D. This form displays each of the individual items purchased, and information about these items.

WVFIMS/STARS Navigation Information

Appendix

expiration date, state of card, phone number, and email address.

P-Card Transaction Inquiry Displays all transactions reconciled and unreconciled. No data entry is permitted in this view.

Maintain P-Card Shell Record Displays all unreconciled transactions. All data entry is done in this view.

DATA ENTRY STANDARDS

Dates

Dates are entered in the following format xx/xx/xx. Two fields are provided for each segment of the date entry. For example, June 6, 1998 must be entered this way:

06/06/98 with dividing slashes

Dollar amounts

Dollar amounts may be entered in a variety of ways as follows:

Whole dollars. For example \$250.00 must be entered this way:

250.00 use decimal, no leading dollar sign character (\$)

Dollars/cents. For example \$250.65 may only be entered in the following manner:

250.65 use decimal, use cents, no leading dollar sign character (\$)

Line Selection Codes (codes apply under SEL Columns only)

A Add
M Modify
D Delete line

Unit Codes

EA Each
LS Lump Sum
RM Ream
BX Box
PK Package

Reconciliation Codes (Apply under REC column only)

Y Received item and itemized receipt
I Purchase not complete – All items not received
D Disputed item for incorrect charge, incorrect items, tax, etc.

General STARS Guidelines

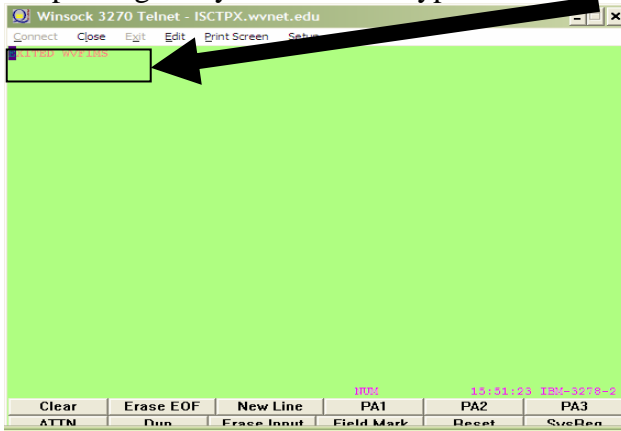
- 1) Passwords must be changed at least once every 35 days.

Appendix

- 2) A password cannot be reused until at least 12 other passwords have been used in the interim.
- 3) The user id is revoked after 5 consecutive unsuccessful password attempts.
- 4) The system will notify the user, at logon, 3 days ahead of password expiration.
- 5) Passwords must be at least 5 characters, but no more than 8, in length and must include at least 1 alphabetic character (or national character #, @, and \$) and 1 numeric character.
- 6) User ids will be revoked after 35 days of inactivity.
- 7) User ids will be deleted after 180 consecutive days of inactivity.
- 8) Anyone who needs to have their access reset will need to contact the University Accounting Office.
- 9) Within a screen, tab should be pressed to advance to the next line, not enter. Pressing enter, will automatically cause STARS to attempt to reconcile the record you are working on, and will return you to the original selection screen.
- 10) To select a line, type an S on the small line to the left of the description and press enter.
- 11) Backspace will not remove characters. You must use the delete key.
- 12) On any menu, you cannot highlight and select or press and select an option. You must enter the number identification of the description, next to selection at the bottom center of the screen and press enter.
- 13) When entering information to locate the cardholder activity you are searching for, you may enter only the first letter or first few letters of a last name, and all of the records that you are authorized to view that match the description will be shown. If you choose to enter a credit card number as identification, you must type the full 16-digit credit card number and then press enter.
- 14) Even if the defaults are to be charged for a purchase, the Accounting funding split screen (F9) must be viewed.
- 15) If F3 is pressed multiple times and you are taken to a screen, as exemplified below, that is blank but has a message similar to the following: "Exited WVFIMS" or "DFHAC2001 04/29/2005 15:53:53 WVCICSRH Transaction 'EXIT' is not recognized. Check that the transaction name is correct.", you can type cesf logoff, and you will be returned to the initial menu screen. If you type this and data remains, you can either delete the data,

Appendix

using the delete key (backspace will not remove data) or press the minus sign above the plus sign on your number keypad.



- 16) If from the initial menu screen you wish to log out, you can type \k, and you will be taken to the login screen. You can then press the x in the top right hand corner, and you will be exited from WVFims.
- 17) Remember that different codes may do different things depending on which screen you are in or which column you are under. (For example, typing D under the SEL column, will delete the entire row of data, but typing D under the REC column will mark an item as disputed.
- 18) If you are pressing keys, and you are not receiving the expected response, look to the bottom of the screen immediately above your key stroke choices, as shown below, to see if an error message is displayed.

