



## Accounts Receivable Business Process – Use Code Policy

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Instructions for creating new use codes and changing existing use codes in STAR are listed below. Use the [STAR Customer Use Code Data Collection form \(DOA-5273\)](#) for submitting new or changed use codes. Separate forms are needed for new use codes and changes to existing use codes.

Use code file maintenance must be received by 11:00 a.m. on Wednesday to be included in the Friday update to the use code file. Changes received after that time will be included in the next week's update.

Use code updates should be sent via email to [DOA DOAS AR Billing](#).

Agencies submitting their use code file maintenance via electronic file must submit files by Thursday evening. File names:

DOT: DOAGSBSP.AD04002.DOT.USEFM.FY6  
DNR: DOAGSBSP.AD04002.DNRFN.USEFM.FY6  
DHS: DOAGSBSP.AD04002.DHS.USEFM.FY6

The STAR team has created a process for validating chart field values and combination edits within STAR. The process validates agency use codes against the STAR production system and generates a report that can be used to identify chart field errors.

A query has been created that will allow agencies to review errors:

**GSB Coding errors: [WI\\_GL\\_PYR\\_VAL\\_RPT\\_GSB](#)**

Review validation errors weekly and correct following the process outlined below for changing, adding or inactivating a use code. No file will be posted if there are no errors.

A current copy of the use code file will also be posted [here](#) weekly, under Enterprise Financial Information, PFR Use Code. Any questions should be directed to [DOA DOAS AR Billing](#).

## HOW TO ADD NEW USE CODES

### **A. STAR CUSTOMERS**

Customers using STAR coding need to complete STAR Customer Use Code Data Collection Form (DOA 5273). The instructions for completing this form are as follows:

#### 1. CUSTOMER PFR USE CODE

In the first three spaces, enter assigned PFR. In the use code area, enter at least one character, up to a maximum of seven characters. The following restrictions apply:

- A. Only letters and numbers can be used. Do not enter dashes, slashes, spaces, or any symbolic character.
- B. The letter "O" cannot be used. Only the number "0" is acceptable.
- C. Do not use all zeros in the Use Code field.

#### 2. LINE NUMBERS

In this area enter 01 unless splitting the funding among multiple lines of coding. If funding is split, the first line number is 01; the second is 02, etc.

#### 3. PERCENT

Leave this field blank unless more than one line of coding. If more than one line of coding, enter 2-digit numbers in this field. (Only whole numbers are allowed.) If the percentage being allocated is less than 10%, a zero must precede the number. (01, 02, 03 etc.) The sum of the numbers entered must equal 100% within each use code.

#### 4. STAR CHART FIELDS

Enter the appropriate STAR chart fields. Do not zero-fill unused fields. Because both the number "zero" and the letter "O" can be used in STAR chart fields, a diagonal slash (Ø) should be drawn through all zeros on handwritten forms to distinguish them from the letter 'O'. If only zeros are used you can put a footnote on the bottom of the form indicating that only the number "zero" is being used.

#### 5. PROJECT

If PROJECT is used, then PC BUS UNIT and ACTIVITY are required fields. Other fields may also be required depending on how the agency is using project chart fields and combo edits..

#### 6. OPTIONAL CUSTOMER DATA

This 12-character field is **optional**. It can be used to identify projects, names, locations or any information that might be useful for identifying charges.

#### 7. BUDGET REFERENCE

This is a required field and should be entered in the format of "FY2016".

### HOW TO CHANGE USE CODE CHARTFIELDS OR INACTIVATE

Changes to chart fields or billing data are made on STAR Customer Use Code Data Collection Form (DOA 5273).

**Do not combine new use code information and use code changes on the same form.**

#### 1. CUSTOMER PFR USE CODE

In the first three spaces, enter assigned PFR. In the use code area, enter the Use Code that needs to be changed.

#### 2. LINE NUMBERS

In this area enter the line number that needs to be changed. If funding is split between more than one line, only enter the line that is changing. If changing coding on several lines for the same use code, enter each line on the form.

#### CHANGING PERCENTAGE (%) ALLOCATIONS ON SPLIT FUNDING

To change the percentages allocated to various lines, follow the instructions in Steps 1 and 2 above. Then enter the **new** 2 digit number in the percent column. To remove the entire line, enter "00" on the percent line. **DO NOT CHANGE THE LINE NUMBERS.**

To **add** another line of coding, complete the form for adding use codes. The line number will be the next consecutive line number. The total must equal 100. Use whole numbers only.

#### HOW TO DELETE USE CODES

A use code must first be inactivated in order to delete it. Follow the instructions for Steps 1 and 2 above. Enter an "I" in the Use Code Status. It will automatically delete after three consecutive months of no activity. If it is used, it will stay on the file for another three months.