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# STARS USER MANUAL

## FINDING A VENDOR NUMBER FOR AN INDIVIDUAL OR STATE EMPLOYEE

## INTRODUCTION

STARS automatically receives an employee's address and SSN from the SCO Division of Statewide Payroll's Employee Information System (EIS) through a nightly file download. State employees will be set up on STARS with a vendor type of 'E' and a suffix of 'SE'. You will see the words STATE EMPLOYEE in the NAME 2 field on the STARS data entry screen. In certain circumstances, a state employee with a vendor suffix SE can be added as a vendor with the suffix 00. See the Fiscal Policy Manual which discusses Independent Contractor vs. Employee.

Agency personnel with appropriate STARS security will be able to look up state employee names in the Vendor Edit table in order to process reimbursements using the STARS screens S02A, S02N, S0EA, or S0EN screens. The employee name and address will be displayed; however the vendor number (i.e., SSN) will not be displayed. The vendor number will be replaced with asterisks. (Up to five agencies that an individual employee has worked for will be stored in the Vendor Edit table.)

Additionally, if you enter the valid vendor number (SSN) directly into the General Transaction Data Entry screen and press F5, STARS should populate the Vendor Name and Address fields and then display the vendor number as asterisks.

Each fiscal year the SCO automatically purges vendors from the Vendor Edit Table if the Last Paid Date is 2 years old or older, and the Last Process Date is 2 years old or older. Vendors that have been purged will not be found in STARS.

## FIND A VENDOR NAME/NUMBER DURING DATA ENTRY

You can go directly to the '2A' screen or if you are entering a transaction, you can interrupt to the '2A' Screen and search for the individual's last name, as described below.

1. On the Data Entry screen, press HOME, then press SHIFT+TAB to go to the INTERRUPT field,
2. In the INTERRUPT field, type the number of the screen you want to interrupt to – e.g., 2A.
3. Type R in the FUNCTION field.

4. Type the last name in the SORT SEQ field and press ENTER.
5. Press TAB to move the cursor next to the name, and then type X to select it.
6. Press F4 to return to the Data Entry screen and the vendor information will be automatically copied to the Data Entry screen.

# VERIFY A VENDOR NUMBER DURING DATA ENTRY

Although you can enter the vendor number directly into the General Transaction Data Entry screen, you can also interrupt to the '2N' Screen and search for the vendor number. The results will not display the number, but will display the vendor name and address so you can verify that it is the correct vendor to use.

1. On the Data Entry screen, press HOME, then press SHIFT+TAB to go to the INTERRUPT field,
2. In the INTERRUPT field, type the number of the screen you want to interrupt to – e.g., 2N.
3. Type R in the FUNCTION field.
4. Type the vendor number in the Vendor # field and press ENTER.
5. Press TAB to move the cursor next to the vendor name (the vendor number will not be displayed), and then type X to select it.
6. Press F4 to return to the Data Entry screen and the vendor information will be automatically copied to the Data Entry screen.

# USING THE S0 EA OR S0 EN SCREENS

Use these screens as you would the S02A or S02N screens described above.
Type EA or EN to search for only your agency's employees (other agency's employees will not be displayed).

Again, Social Security numbers will not be displayed for security purposes, although you can enter the SSN using the EN lookup in order to verify a name and/or address.

You will not be able to use F4 to automatically copy employee information into a data entry screen. Be sure to interrupt to 2A or 2N to use this feature.

State employees will be purged from the STARS Vendor Edit Table two years after becoming inactive.