

## STATE OF IDAHO - STARS BATCH HEADER WORKSHEET

AGENCY NAME: \_\_\_\_\_

AGENCY CODE: \_\_\_\_\_

BATCH DATE (mmddyyyy): \_\_\_\_\_

BATCH TYPE: \_\_\_\_\_

BATCH NUMBER: \_\_\_\_\_

BATCH COUNT: \_\_\_\_\_

BATCH AMOUNT: \_\_\_\_\_

BATCH EDIT MODE (if not 1): \_\_\_\_\_

EFFECTIVE DATE (mmddyy): \_\_\_\_\_

BFY (YY): \_\_\_\_\_

APPROVAL LEVEL: \_\_\_\_\_

DOCUMENT NUMBER:  
FROM: \_\_\_\_\_ TO: \_\_\_\_\_

AGENCY BATCH TYPES
<b>1</b> - Budgetary
<b>2</b> - Revenue, Receivable
<b>3</b> - Expenditure, Disbursement, Encum, Pre-Enc
<b>4</b> - Expenditure, Disbursement, Encum, Pre-Enc
<b>5</b> - General Purpose
<b>I</b> - Insufficient Check Return
<b>J</b> - Cash Receipts
<b>K</b> - Purchase of Investment (no STO update)

Required for J & I Batches
Checks/Wires: _____
Currency: _____
Coin: _____
Warrants: _____
TOTAL: _____

SCO SPECIAL PURPOSE BATCH TYPES	
For Information Only – Please Do Not Use These Batch Types	
<b>6</b> SCO Prior Year Adjustment	<b>P</b> Payment Services
<b>A</b> SCO Adjustments	<b>Q</b> Warrant Cancel or Redemption
<b>B</b> Proration Receipts	<b>R</b> Rotary Redemption
<b>C</b> Customer Resource Adjustments	<b>T</b> SCO Statutory Transfers
<b>E</b> Accounts Receivable	<b>V</b> EIS Vendor Payments
<b>F</b> Generated Fixed Assets	<b>X</b> CAFR Related
<b>G</b> EIS Payroll	<b>Y</b> Fiscal Year End
<b>N</b> State Employee Net Pay	<b>Z</b> Generated Batches
<b>0</b> (zero) Travel Express	<b>*</b> (asterisk) P-Card

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RELEASED BY: \_\_\_\_\_ DATE: \_\_\_\_\_