
STARS USER MANUAL..... 1

SEARCH FOR A VENDOR NAME OR VENDOR NUMBER 1

SEARCH FOR A VENDOR NAME OR VENDOR NUMBER 1

SEARCH BY THE SORT SEQUENCE 'NAME' (S02A)..... 1

SEARCH BY VENDOR NUMBER (S02N)..... 2

SEARCH FOR VENDORS USING THE VENDOR EDIT TABLE – S021 3

SEARCH FOR A VENDOR WHILE ENTERING A TRANSACTION 4

STATE EMPLOYEES 4

NON-US (FOREIGN) VENDOR EXAMPLE..... 5

AUTOMATIC REMOVAL OF VENDORS FROM THE VENDOR EDIT TABLE 5

STARS USER MANUAL

SEARCH FOR A VENDOR NAME OR VENDOR NUMBER

SEARCH FOR A VENDOR NAME OR VENDOR NUMBER

Use the STARS screens S02A, S02N, or the S021 to search for a vendor. You can also search for agency employees using S0EA or S0EN screens. Each fiscal year the SCO automatically purges, or removes, 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.

1. On the STARS Main Menu, type 'T' for **Table Maintenance** in the **FUNCTION** field and press ENTER.
2. Type either 2A or 2N. 2A VENDOR SORT SEQ. INDEX sorts vendors by Sort Sequence name and 2N VENDOR NUMERIC INDEX sorts vendors by vendor number.

Example of the STARS Table Maintenance Menu:

VERSION 3.1	STARS--TABLE MAINTENANCE MENU	S011
FUNCTION:		
	20 BUDGET UNIT	
	21 VENDOR EDIT	
	2A VENDOR SORT SEQ. INDEX	
	2N VENDOR NUMERIC INDEX	
	EA EMPLOYEE ALPHA INDEX	

3. Type EA or EN to search for your agency's employees (other agency's employees will not be displayed). 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.

SEARCH BY THE SORT SEQUENCE 'NAME' (S02A)

1. Type '2A' in the **FUNCTION** field and ENTER.
2. Type 'R' in the **FUNCTION** field.
3. Type the 10 character name ('Sort Sequence') in the **SORT SEQ** field and then press ENTER. For individuals, type the last name. If you are not sure how a name is spelled, type just the first few characters and then press ENTER. For example, to locate the Office of the State Controller, search using the key word 'Controller' or even 'Contr'.

4. If necessary, type an N in the **FUNCTION** field to scroll to the next page of or list of vendors.
5. When you locate the vendor, press TAB to move the cursor to the column left of the vendor number.
6. Type S or X in the column next to the vendor number and press ENTER to view the details of the vendor record.

VERSION 3.1		STARS--VENDOR ALPHA INDEX INQUIRY				S02A	
FUNCTION: R		(R=RECALL, N=NEXT)		SORT SEQ: CONTROL		AGY: 000	
VENDOR #	SFX	DMI	NAME	STATUS	ADDRESS		
CITY.....							
-	800000000	11	STATE CONTROLLERS OFFI	0	700 W STATE ST	BOISE	
-	800000000	12	STATE CONTROLLERS OFFI	0	700 W STATE ST	BOISE	
-	900000000	00	LS AUTOMATION IN	0	PO BOX 2	SPOKANE	
-	200000000	00	CMMMMM SCREENING LLC	0	PO BOX 1	GREENSBURG	
S	800000000	00	CMMMMM SOLUTIONS & DE	0	1 EMERALD ST	BOISE	

SEARCH BY VENDOR NUMBER (S02N)

1. Type '2N' in the **FUNCTION** field and press ENTER.
2. Type 'R' in the **FUNCTION** field.
3. Type the vendor number in the **VENDOR #** field (do not use a suffix), and then press ENTER. If you are not sure of the vendor number, type just the first few numbers and then press ENTER.
4. When you locate the vendor, press TAB to move the cursor to the column left of the vendor number.
5. Type S or X in the column next to the vendor number and press ENTER to view the details of the vendor record.

Make sure the vendor number is correct and make sure the two-character suffix number is blank.

VERSION 3.1		STARS--VENDOR NUMBER INDEX INQUIRY				S02N	
FUNCTION: R		(R=RECALL, N=NEXT)		VENDOR #: 800000000		AGY: 000	
VENDOR #	SFX	DMI	NAME	STATUS	ADDRESS		
CITY.....							
-	800000000	00	STATE CONTROLLERS OFFI	0	PO BOX 83720	BOISE	
-	800000000	01	NORTH IDAHO CORRECTION	0	BOX 147	COTTONWOOD	
-	800000000	03	PARKS AND RECREATION D	0	PO BOX 83720	BOISE	
-	800000000	06	STATE CONTROLLERS OFFI	0	700 W STATE ST	BOISE	
X	800000000	08	STATE CONTROLLERS OFFI	0	700 W STATE ST	BOISE	
-	800000000	09	BUREAU	SER	0 4040 GUARD ST	BOISE	

SELECT MULTIPLE VENDORS FROM THE SEARCH RESULTS

From the search results of the S02A or S02N screen, you may select more than one vendor at a time. NOTE: You cannot do multiple selections if you have used the interrupt to the S02A or S02N screens. In addition, you can only select up to a maximum of 18 vendors.

1. Type an S or an X in the column left of a vendor number and. (See illustration below).
2. Repeat for each vendor you want to select.

VERSION 3.1		STARS--VENDOR NUMBER INDEX INQUIRY				S02N	
FUNCTION: N (R=RECALL, N=NEXT)		VENDOR #: 800000000		AGY: 000			
VENDOR # SFX		DMI NAME.....		STATUS ADDRESS.....		CITY.....	
X	800000000	00	STATE CONTROLLERS OFFI	0	PO BOX 83720	BOISE	
-	800000000	01	NORTH IDAHO CORRECTION	0	RT 3 BOX 147	COTTONWOOD	
-	800000000	03	PARKS AND RECREATION D	0	PO BOX 83720	BOISE	
X	800000000	06	STATE CONTROLLERS OFFI	0	700 W STATE ST	BOISE	
X	800000000	08	STATE CONTROLLERS OFFI	0	700 W STATE ST	BOISE	
-	800000000	09	BUREAU OF DISASTER SER	0	4040 GUARD ST	BOISE	
X	800000000	10	STATE CONTROLLERS OFFI	0	700 W STATE ST	BOISE	
X	800000000	11	STATE CONTROLLERS OFFI	0	700 W STATE ST	BOISE	

3. When finished, press ENTER.
4. The S021 Vendor Edit Table will open. Press F3 to advance through the vendor records you have selected.

SEARCH FOR VENDORS USING THE VENDOR EDIT TABLE – S021

1. Type 21 in the **FUNCTION** field and press ENTER.
2. Type R in the **FUNCTION** field.
3. Type the vendor number you are searching for and press ENTER. If you are not sure of the vendor number, type just the first few numbers and then press ENTER
4. If necessary, press F8 to scroll through vendor records in *alphabetical* order of the **SORT SEQUENCE** field. To scroll in order of the vendor *number*, type ‘N’ in the **FUNCTION** field and press ENTER.

VERSION 3.1		STARS--VENDOR EDIT TABLE MAINTENANCE/INQUIRY				S021	
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)							
VENDOR NUMBER:		820000000	00	DMI:	VENDOR AGY: 000	AUTHENTICATION IND:	
VEND TYPE: C		VEND STATUS: 0		CHG AGY:	W-9 AGY:	1099 NAME/ADDR: Y	
SORT SEQUENCE:		ELECT SS	EIN NUMBER: 82000000	00	1099	INDICATOR: N	
VENDOR NAME..: ELECTRIC COMPANY INC							

SEARCH FOR A VENDOR WHILE ENTERING A TRANSACTION

When entering transaction in, for example, the General Data Entry screen S501, you can interrupt to the 21, 2A, 2N screens to search for vendors:

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 - 2A or 2N.
3. Type R in the FUNCTION field.
4. Search for a vendor, depending on which screen you are using, as described above. For example, if using the S02A screen, type the last name in the SORT SEQ field.
5. Press TAB to place the cursor next to the vendor name or number, 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. NOTE this technique will not work using the EA or EN screen.

STATE EMPLOYEES

The SCO Division of Statewide Payroll adds new employees to the Vendor Edit Table. STARS automatically receives an employee's address and SSN from the Statewide Payroll 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 employee names in the Vendor Edit table in order to process reimbursements. They will be able to view employee name and address; however, the vendor number (Social Security Number) 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 to assist in processing of reimbursement vouchers.

When entering a transaction on the General Purpose Transaction Entry screen S501, you can look up the vendor (employee) by interrupting to the 2A Screen, locating the vendor, and pressing F4 to automatically fill in the Data Entry Screen with the vendor information, as described above. If you enter just the vendor number directly on the S501 screen, press F5 to automatically fill in the vendor name and address that is available from STARS tables.

To update the employee's address, contact the Division of Statewide Payroll. STARS will get updated information automatically from EIS. If an employee record is missing

from the Vendor Edit Table, contact the STARS helpline to have it added from the EIS State Payroll information. Employee records will not automatically purge until the employee has been inactive for two years or more.

NON-US (FOREIGN) VENDOR EXAMPLE

Select the Vendor Edit Table in STARS, enter an R for Recall, and press ENTER. The first vendor to be displayed is a non-US vendor. Use the example below to enter the vendor information (note the City, State, and Zip Code fields). You will need to identify the type of foreign vendor being added and obtain the appropriate W-8 form from the [IRS](#).

```
VERSION 3.1          STARS--VENDOR EDIT TABLE MAINTENANCE/INQUIRY          S021
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
VENDOR NUMBER: ACCENTINN 00 DMI:      VENDOR AGY: 000      AUTHENTICATION IND:
VEND TYPE: O VEND STATUS: 0 CHG AGY:      W-9 AGY: 951      1099 NAME/ADDR:
                        AGENCY 1:      2:      3:      4:      5:
SORT SEQUENCE: ACCENTINNS SS EIN NUMBER: ACCENTINN 00      1099 INDICATOR: N
VENDOR NAME..: INNS
VENDOR NAME 2:
VENDOR ADDRESS: 1140 HARVEY AVE
                  CITY: KELOWNA BC CANADA V1Y 6E7      STATE: XX ZIP CODE: XXXXX XXXX
PHONE:          CONTACT NAME: JRA
ABA NO:          FINANCIAL INSTITUTION:
FINANCIAL INSTITUTION ACCT NO:          ACCT TYPE:
PRENOTE IND:      PRENOTE DATE:
                        LAST PAID DATE: 082808
EFF START DATE:      EFF END DATE:          LAST PROC DATE: 072108
```

AUTOMATIC REMOVAL OF VENDORS FROM THE VENDOR EDIT TABLE

Each fiscal year, the SCO automatically purges, or removes, vendors from the Vendor Edit Table using the following rules:

- If the Last Paid Date is zeroes or spaces (blank), the Last Process Date copied to the Last Paid Date.
- If the Last Paid Date is a valid date and is 2 years old or older, the Last Process Date is checked. If the Last Process Date is 2 years old or older, the record is purged.
- State employees will not be purged until two years after becoming inactive.