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STARS USER MANUAL

FINDING PAYMENTS MADE TO VENDORS

The Vendor Payment File Record Inquiry (S071 or VP) will help you find vendor payment transactions that post to the VP file. The VP file contains detailed transaction information about disbursements and payments. The VP file has both prior year and current year transactions.

FIND TRANSACTIONS BY VENDOR NUMBER

1. From the STARS-Main Menu, type **I** in the **FUNCTION** field and press **ENTER**.
2. Type **71** in the **FUNCTION** field and press **ENTER**.
3. Type the vendor number in the **VENDOR NO** field and press **ENTER**.

To view prior year transactions, follow the steps above, then:

1. After typing the vendor number, press **TAB** to move the cursor to the **PRIOR FISCAL YEAR** field.
2. Type **X** in the **PRIOR FISCAL YEAR** field and then press **ENTER**.

You will only be able to view transactions from your agency. If your STARS security includes access to more than one agency, then you will also have to enter the appropriate agency number in the **AGCY** field.

VERSION 3.1		STARS--VENDOR PAYMENT FILE RECORD INQUIRY						S071			
AGCY: 230		VENDOR NO: 010000000 00				PRIOR FISCAL YEAR: X					
VENDOR TYPE:		VENDOR NAME: CRESTLINE CO									
CURR DOC	TRANS ID	TC		R	M	REFERENCE DOC	AMOUNT				
INDEX	PCA	SOBJ	WARRANT	INVOICE NO	DESCRIPTION						
D0710095	01	230	07182000	4	565	00016	236	F	E0700735	01	1,457.55
2027	71201	5991	113411143	P0010000	0002	ACCT#	001	000000			

The VP file transactions are sorted by document number. The file also includes the transaction identification, transaction code, reversal indicator, modifier, reference document number, transaction amount, index, PCA, subobject, warrant number, invoice number, and description.

FIND TRANSACTIONS BY VENDOR NAME

You can search for a specific vendor name while on the S071 screen and automatically populate transactions for that vendor. Move the cursor to the INTERRUPT field, type **2A** in the INTERRUPT field, and then press ENTER. This will open the Vendor Alpha Index Inquiry (S02A) screen.

1. Type 'R' in the **FUNCTION** field.
2. 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'.
3. If necessary, type an N in the **FUNCTION** field to scroll to the next page of or list of vendors.
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.
6. When the vendor record is displayed, press F4 to return to the S071 screen. This will automatically populate the S071 screen with the vendor information that you selected in the 2A screen.
7. Press ENTER in the S071 screen and all current fiscal year payments for that vendor will be displayed.