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# STARS USER MANUAL

## VENDOR REPORTS

The reports described below are available through the [Online Reporting](#) application. Vendor information is also on [IBIS](#) in Query Studio using the Table Lists object, and vendor payment information is in the State of Idaho Public Folders, Statewide Reports, Accounting folder.

### AGENCY REQUESTABLE VENDOR PAYMENT REPORTS

Request your reports from the State Controller's Office.

<u>Report number</u>	<u>Description</u>
DAFR0141	<p>Year-to-Date Vendor Payment Detail by Trans ID</p> <p>A <u>year-to-date</u> look at vendor payment detail by transaction identification. Includes vendor name, vendor number, agency number, transaction identification (Trans Id), subobject and subobject detail, transaction amount, and invoice description. The transaction identification (Trans Id) is the transaction date, batch type, batch number and sequence number. This report totals by vendor.</p>
DAFR0157	<p>Prior Year Vendor Payment Detail by Trans ID</p> <p>A <u>prior year</u> look at vendor payment detail by transaction identification. Includes vendor name, vendor number, agency number, transaction identification (Trans Id), subobject and subobject detail, transaction amount, and invoice description. The transaction identification (Trans Id) is the transaction date, batch type, batch number and sequence number. This report totals by vendor.</p>
DAFR0158	<p>Prior Year Vendor Payment Detail W/Document Number</p> <p>Identical to DAFR0157 but includes the warrant number and document number.</p> <p>SCO sends this report to your agency after the fiscal year end closing.</p>
DAFR8430	<p>Vendor Payment Detail with Document Number</p> <p>A <u>year-to-date</u> look at vendor payment detail by document number. Includes vendor name, vendor number, warrant number, warrant date, agency, current document number, transaction amount, and invoice description. This report totals by vendor.</p>

## PUBLIC INFORMATION VENDOR PAYMENT REPORTS

The following reports do not have a vendor number. Since the vendor number is not public information, these reports are for public information requests.

<b>Report number</b>	<b>Description</b>
DAFR0208	<p>Year-to-Date Vendor Payment Information Report</p> <p>A <u>year-to-date</u> look at vendor payments. Includes vendor name, agency number, process date, subobject and subobject detail including titles of each, transaction amount, and invoice description. This report totals by vendor.</p>
DAFR0210	<p>Prior Year Vendor Payment Information</p> <p>Prior year's look at vendor payments. Includes vendor name, agency number, process date, subobject and subobject detail including titles of each, transaction amount, and invoice description. This report totals by vendor.</p>