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# STARS USER MANUAL

## ADDITIONAL DOCUMENTATION FOR FISCAL CODING AND BATCH REVIEW

[Refer to the STARS User Manual](#) for the following documents to help you with various types of transactions.

<b>Document Title</b>	<b>Description</b>
<a href="#">Expenditures and Disbursements</a> <a href="#">Adjust or Correct Expenditures and Disbursements</a> <a href="#">Prior Year Adjustments</a> <a href="#">Expenditure Reports</a>	Recording expenditure and disbursement transactions is the most frequent accounting activity in most organizations. An expenditure or disbursement transaction codes usually generate a warrant for payment to an outside entity.
<a href="#">Encumbrances</a> <a href="#">Encumbrances: Adjustments to Solve Common Problems</a>	An encumbrance is an obligation charged against an appropriation in order to reserve part of the appropriation. When you pay an encumbrance with specific encumbrance transaction codes, the encumbrance or part of the encumbrance decreases.
<a href="#">Refer to the Fiscal Policies</a> -Investments: Interest Earnings to Internal Service Funds	The state maintains a cash and investment pool that is available for use by all funds. Some agencies make investments directly rather than through the State Treasurer. Only a few agencies are authorized to make such investments and then only for specific programs.
<a href="#">Moving Expenses</a>	Moving expense reimbursements provide detail information for moving expense transactions for entry into STARS. You may need to send part of the moving payment through EIS before it processes in STARS.
<a href="#">Payroll Labor Distribution Overview</a> <a href="#">Payroll Adjustments</a> <a href="#">Payroll Third Party Reimbursements</a> <a href="#">Payroll Reports</a>	Each pay period, the SCO Employee Information System (EIS) downloads information regarding payroll payments to employees. This information comes into STARS with fiscal coding entered into the EIS system. The EIS payment information then automatically updates the STARS accounting system. EIS records also automatically update the Vendor Edit Table on new and terminated employees as well as those with a change of address.

<b>Document Title</b>	<b>Description</b>
<a href="#">Enter P-Card Payments or Adjustments</a>	Many State agencies use the P-Card application to pay the bank, however some payments and adjustments may need to be done in STARS.
<a href="#">Recurring Transactions</a>	STARS allows you to create fixed transaction schedules and accounting information which automatically generate recurring transactions. The agency must request the generation of these transactions as needed (such as monthly, weekly, etc.) Recurring transactions are used for payments that regularly occur in the same amount and to the same vendor or to pay the same vendor where only the monthly amount changes.
<a href="#">Rotary Fund</a>	A Rotary Fund is a special fund established for an agency to provide emergency expenditure payments using sight drafts instead of warrants, within a pre-authorized limit. You can reimburse this fund from your agency's operating fund using specific rotary fund transaction codes.
<a href="#">Travel Expenses and Reimbursements</a> <a href="#">Travel Advances</a>	Travel expense reimbursements provide detail information for travel expense transactions for entry into STARS. This information includes the description of mode of travel, meals, lodging, and miscellaneous travel expenditures. The State Board of Examiners sets the state travel policies and procedures.
<a href="#">Vendors and Vendor Tables</a> <a href="#">Vendor Maintenance Application Documentation</a> <a href="#">Search for a Vendor Number or Vendor Name</a> <a href="#">Find Payments Made To a Vendor</a> <a href="#">Vendor Reports</a> <a href="#">Vendor and Vendor Tables - Solving Common Problems</a> <a href="#">Workers Compensation (for Vendor Setup)</a> <a href="#">1099-MISC Tax Reporting</a>	<p>STARS requires a federal tax ID number for every vendor paid through the system. The STARS Vendor Edit File stores the names, addresses, and federal tax ID numbers of those vendors. STARS uses this information for 1099MISC tax reporting to the IRS. To make a payment to a vendor, it is your responsibility to make certain that the vendor is on the STARS vendor file.</p> <p>STARS uses the Vendor Payment File information and subobjects entered by the agencies to determine whether to generate a 1099MISC tax form to a vendor and send it to the IRS. STARS uses these subobjects to determine whether a transaction will show on the Workers Compensation report sent to the State Insurance Fund for their review. The goal is to have all 1099 reportable payments posted to the Vendor Payment File that is used for the computer 1099MISC extract. STARS posts information to the Vendor Payment file depending on the type of transaction code you use.</p>

<b>Document Title</b>	<b>Description</b>
<a href="#">Warrants and Warrant Processes</a> <a href="#">How a Warrant is Created</a> <a href="#">The Warrant and the Remittance Advice</a> <a href="#">Stop Payment or Cancel a Warrant</a> <a href="#">Find a Warrant and Warrant Status on STARS</a> <a href="#">Warrant Reports</a> <a href="#">Obtaining a Copy of a Warrant</a> <a href="#">Electronic Funds Transfer (EFT)</a>	<p>STARS automatically generates warrants for transactions which you have released for nightly processing. When STARS writes warrants, it records the transactions to reflect the expenditure or disbursement. It generates a remittance advice to support each warrant identifying the source of the payment. STARS sends this remittance advice to the vendor at the time of payment. You can cancel warrants if necessary. STARS or the State Controller's Office will use warrant and cancellation transaction codes that will show on your daily reports.</p> <p>EFT (Electronic Funds Transfer) is an automated process which allows the State to make payments electronically, rather than printing and mailing warrants.</p>