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# STARS MANUAL

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## WARRANTS AND WARRANT PROCESSES

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### INTRODUCTION

A warrant is an order drawn by the legislative body or governmental unit authorizing the payment of a sum of money to the person named or the bearer. Warrants may be payable upon demand, so they are similar to bank checks in the way that they are redeemed. Warrants are generated through the State Controller's Office and paid through the State Treasurer's Office.

### OBTAINING A COPY OF A WARRANT

For a copy of a redeemed warrant, contact the State Treasurer's Office or [click here to request a copy from the State Treasurer's Web site](#).

### CREATE A WARRANT

Transactions that process in STARS update different files based on the individual transaction code. The transaction code identifies:

- Whether or not to generate a warrant.
- The General Ledger impact.
- The financial files the specific fields in the financial files to post to.
- The data elements that are required, optional, or not allowed for proper file updates.

Expenditure, disbursement, and refund transactions usually generate a warrant to pay an outside entity or vendor. For payments between state agencies, see the [Interagency Billing](#) chapter.

### WARRANT WRITE INDICATOR

Each STARS transaction code has a warrant write indicator - **WAR-WRITING**. This indicator determines how STARS will post the transaction to the Warrant File in order to create a warrant or an EFT.

Below is an example of a 230 Transaction Code used to write a warrant. The third pair of General Ledgers indicated in the example will post to Outstanding Warrants Payable in a statewide warrant-clearing fund 0649. This General Ledger will be cleared as warrants are redeemed in the State Treasurer's Office.

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VERSION 3.1 STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY S028
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
TRAN-CODE: 230 TITLE: RECORD A EXPENDITURE VOUCHER NOT PREVIOUSLY ENCUMBERED
GENERAL-LEDGER- DR-1: 4200 CR-1: 1003 DR-2: CR-2:
POSTING DR-3: 1003 CR-3: 2101 DR-4: CR-4:
TRANSACTION CI MODI N RVRS INDX R PCA R BUDU R FUND R FDTL ESUB I
EDIT-INDS EDTL R SUB N RD TL N SUBS N MULT GLA N VNUM I V NAM VADD
PCN N PROJ GRNT CDOC I RDOC INVC DOC DUDT N WARR N SECA N
POSTING-SEQ: 5 REGISTER-NO: 4 WAR-WRITING: 1 CLEAR-FUND: Y VEND-PAYMENT: Y
GEN-TC: GEN-ACCR-TC:
    
```

The values for the **WAR-WRITING** indicator are:

<u>Value</u>	<u>Description</u>
0	Do not create a warrant or post a record to any warrant files.
1	Create a warrant and post the record to the warrant file that writes warrants.
3	Do not create a warrant but post a record to the warrant file that controls warrants because a warrant has already been created manually.
4	Redeem the warrant on the warrant file that controls warrants.

If the transaction has a Warrant Write Indicator of **1** to create a warrant, the following files are used to write and control the warrant or EFT:

- The [Warrant Write File \(WW\)](#) for temporary information to process a warrant.
- The [Warrant Control File \(WC\)](#) for holding place for warrant information once STARS generates a warrant.
- The [Warrant Detail File \(WD\)](#) for detail information of the warrant amount in the Warrant Control file.

These files provide a method to assign bank numbers to the warrants as well as for warrant tracking and control capabilities. All electronic payments (EFTs) to vendors also post to the warrant files indicated above. For more information about Electronic Funds Transfers (EFT), see the [Electronic Funds Transfer](#) chapter.

## DISBURSEMENT METHOD INDICATORS

STARS uses the Disbursement Method Indicator (DMI or DISB-METH on the General Transaction Entry screen) to sort warrants in a specific order before printing. Warrants can be printed in zip code order, agency order, pay location order, etc. The DMI is also used for special handling of warrants, such as warrants that need dual endorsements.

The DMI field is found as the DISB-METH field on the STARS General Transaction Entry screen. The two most common DMIs are the regular (blank) and the Low (L) volume. The

regular DMI sorts by zip code for mailing. The low volume DMI sorts by agency number so warrants can be returned to an agency and the agency can mail or disburse them as needed.

The controls for the DMIs are set up on the STARS Descriptor Table 57 (D57) and the valid Disbursement Method Indicators (DMI) can be viewed on that table. See the [Statewide Descriptor Table](#) chapter for the other valid DMIs.

## WARRANT NUMBERS ASSIGNED BY STARS

STARS assigns warrant numbers as follows:

<u>Warrant Number Range</u>	<u>Warrant Type</u>
100000000 – 999999999	Regular warrant
010000000 – 099999999	Electronic Funds Transfers (EFTs)
009000000	Manual expedite

## THE WARRANT AND THE REMITTANCE ADVICE

The warrant has two parts - the Warrant itself and the Remittance Advice.

**Warrant** - STARS generates a Warrant section for payees to deposit into their financial accounts. The warrant contains information similar to a bank check:

### Example Warrant (check) information

State Controller information	Bank Number
Agy Number	Warrant number
Addressee	Date
Name of Bank written on (bank processing information)	Amount
	State Controller signature

**Remittance Advice** - STARS generates a Remittance Advice for each warrant which contains information useful for the vendor to determine which accounts to credit the payment.

- STARS transactions with the same invoice number and invoice description will be combined and printed on one line on the remittance advice.
- STARS transactions with different invoice numbers or different invoice descriptions will print on a separate line.
- The lines on the remittance advice will be in invoice order and then in alphabetical order by invoice description.
- A separate remittance advice will be created if there are more than 24 lines.

## WARRANT WRITE FILE (WW)

All transaction information relating to the creation of a warrant is posted to records in the Warrant Write File (WW) File. Once the warrant is created, STARS deletes the records from the WW file. STARS will then post this information from those records to the Warrant Control and Warrant Detail Files.

Before a transaction posts to the Warrant Write file, STARS checks the amount in the Fund indicated on the transaction – this is called a “cash edit”. If amount is sufficient to process the transaction, STARS transfers the cash from your Fund to a statewide warrant clearing fund (Fund 0649). All warrants post to the warrant-clearing fund.

VERSION 3.1		STARS--WARRANT WRITING INQUIRY			S042	
FUNCTION: N (N=NEXT, P=PRIOR, R=RECALL)						
* * * * * DOCUMENT LEVEL DATA * * * * *						
AGCY: 230 DOCUMENT-NO: D2830128						
VENDOR-NO: 140689340 12 VENDOR-NAME: GE SUPPLY						
* * * * * TRANSACTION LEVEL DATA * * * * *						
D S		DOC		DUE		
M H	TRANSACTION ID	SUF	INDX	DATE	TC	AMOUNT
	230200209114981000040	01	2428	100202	230	81.90
	230200209114981000050	02	2428	100202	230	90.32-
DOCUMENT TOTAL:						8.42-

## POSTING TO THE WARRANT WRITE FILE

The transaction codes that post to the Warrant Write File will post a debit or credit (-) amount in the file. Expenditure and disbursement transaction codes post a debit amount. A reversal of an expenditure or disbursement transaction code posts a credit (-) amount. The DUE DATE will be automatically posted as the current date unless the transaction has a DUE DATE entered.

### If the vendor is paid by warrant

In the nightly batch processing, STARS will:

- Sort all of an agency’s transactions, regardless of the batch they are in, by vendor number/suffix, DMI (if applicable), invoice number, and then by invoice description.
- Combine an agency’s transactions that have the same vendor number/suffix, the same invoice number, and the same invoice description into one transaction.
- Send a warrant to the vendor (unless the transaction has a Disbursement Method Indicator of “L”, then a warrant is sent to the agency).
- Print a remittance advice (attached to the warrant) with up to 24 transactions listed on it. If there are more than 24 transactions, a separate remittance advice is printed with the additional transactions. The warrant will indicate that the invoice information is being sent separately.

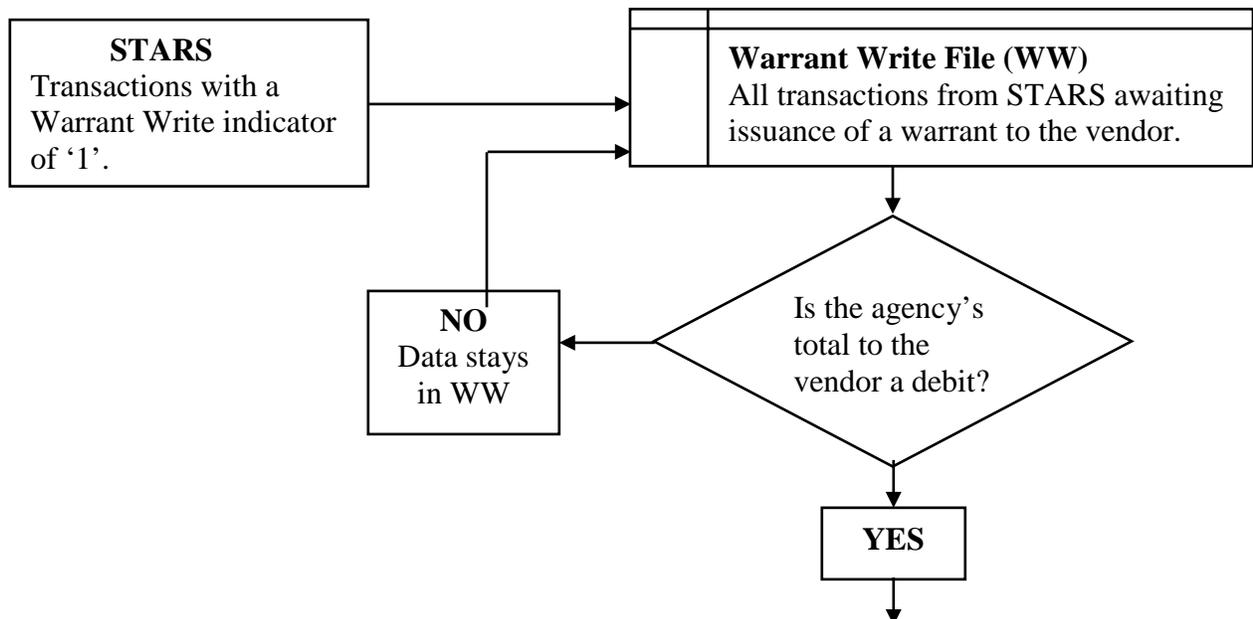
- If there are more than 24 transactions for a vendor *and* the transactions have a DMI of “L”, STARS will write one warrant for each group of 24 transactions. Transactions interfaced from Agency 270 that have a DMI of 'U' will be collapsed to just one warrant per vendor.
- STARS will not issue a warrant if the total of the agency transactions to a vendor is a credit (-). All of the transactions (both debit and credit amounts) will remain in the Warrant Write file until the total of the transactions equal or exceed the credit amount.
- If the total of all the transactions is a debit, a warrant number is assigned and a warrant is issued. The warrant information is posted to the Warrant Control file for future redemption or cancellation.

**If the vendor is paid by EFT**

In the nightly batch processing, STARS will:

- Sort all of an agency’s transactions, regardless of the batch they are in, by vendor number/suffix, DMI (if applicable), by invoice number, and then by invoice description.
- Combine an agency’s transactions that have the same vendor number/suffix, the same invoice number, and the same invoice description into one transaction.
- Create one EFT for each group of 24 transactions. Remittance advices are not produced for EFT vendors, except for H&W.
- If the total of a group of 24 transactions is a negative amount, then the transactions will remain in Warrant Write until their total amount is zero or a positive amount. If necessary, the agency can change the vendor payment to process a warrant instead of an EFT or can post payments that have invoice numbers in groups of 24.

**WARRANT WRITE PROCESS FLOWCHART**



- STARS sorts the information by agency, then by vendor number and suffix.
- For each vendor number/suffix per agency, STARS creates a warrant or EFT and assigns a warrant number. For warrants, STARS creates a corresponding remittance advice containing detail information such as the amount, invoice number, and description. STARS does not create a remittance advice for an EFT, except for H&W.
- Warrants are sorted by DMI before mail distribution.



The SCO mails the warrant and remittance advice to the vendor or returns the warrant to your agency.

## WARRANT CONTROL FILE (WC)

When STARS assigns a warrant number, it posts the warrant summary information on the Warrant Control File. The Warrant Control File (WC) contains information regarding the status of the warrant, such as outstanding, redeemed, etc. and the total of the amount of the warrant, etc. It does not contain individual transactions that make up the warrant. See the [Warrant Detail File](#) for individual transaction information. The Warrant Control File (WC) is also used for future redemption or cancellation of the warrant.

## POSTING TO THE WARRANT CONTROL FILE

The Warrant Control File is used to change the status of a warrant record. All warrants created through the Warrant Write process post to the Warrant Control File.

Every warrant number begins with an **O** for outstanding status.

**NOTE:** The **O/S IND** shows the status of the warrant at the end of the previous month.

VERSION 3.1	STARS--WARRANT CONTROL FILE MAINTENANCE/INQUIRY	S047
FUNCTION: N (R=RECALL, N=NEXT, C=CHANGE)		
<b>WARRANT NUMBER: 115525913</b>	DMI:	
AGENCY: 230 DEPARTMENT OF CORRECTION	ISSUE DATE: 040902	
VENDOR NUMBER/SFX: 820252080 03		
VENDOR NAME 1: ZAMZOWS INC		
VENDOR NAME 2:		
NEW STATUS:	STATUS DATE: 040902	AMOUNT: 339.60
<b>DAILY BEGINNING STATUS: O</b>	<b>OUTSTANDING</b>	<b>O/S IND: O</b>
CURRENT STATUS: O	OUTSTANDING	
ABA NO:	FINANCIAL INST NAME:	
FINANCIAL INSTITUTION ACCT NO:	ACCT TYPE:	

## WARRANT CONTROL STATUS

The warrant status shows the last activity on the warrant. The types of warrant status codes are:

<u>Warrant Status</u>	<u>Description</u>
<a href="#">O - Outstanding Warrant</a>	A warrant that has not been cashed.
<a href="#">R - Redeemed Warrant (redemption)</a>	A warrant that has been paid by the State Treasurer.
<a href="#">S - Stop Payment or Lift</a>	A temporary stop on a warrant.
<a href="#">C - Normal Warrant Cancellation</a>	A permanent cancellation of the warrant so the warrant cannot be redeemed. For payroll warrants, see the Cancelling Payroll Warrants section.
<a href="#">C - EFT Cancellation</a>	A permanent cancellation of the EFT transaction because the payment never made it to the bank account.
<a href="#">L - Lost Warrant Cancellation</a>	A permanent cancellation of the warrant so the warrant cannot be redeemed because the payee indicated it was lost.
<a href="#">F - Forgery Warrant Cancellation</a>	STO will return the warrant back to the bank as a forgery.
<a href="#">M - Miscellaneous Warrant Cancellation</a>	When you need to cancel a warrant but cannot get the required documentation.
<a href="#">P - Prior Year Warrant Cancellation</a>	Outstanding warrants that have been cancelled and the cash sent to Unclaimed Property or returned to the agency due to the age of the warrant.

### O - OUTSTANDING WARRANT

Outstanding warrants are warrants that have not been presented to a bank, etc. for deposit or cash. They will have a status of **O** for outstanding. On a daily basis, the State Controller's Office interfaces outstanding warrant records to the State Treasurer's Office in compliance with Section 15 of the Idaho Code 67-1001, Duties of Controller.

During daily transaction processing, STARS deducts the amounts from each agency's fund based on the transaction information and sends this amount to the STARS statewide Warrant Clearing Fund (Fund 0649). The warrants remain on the Warrant Control file in an outstanding status until they are cancelled, redeemed, or become void due to age.

To ensure that vendors receive all payments due from the state, it is critical that you carefully review the monthly STARS Outstanding Warrant Report (DAFR6880), when you receive it.

Every effort should be made to contact vendors regarding any warrants more than one month old. Extra care should be taken for warrants in large dollar amounts.

## **R - REDEEMED WARRANT (REDEMPTION)**

Negotiated warrants are processed through the banking system and are sent to the State Treasurer for payment. The State Treasurer's Office redeems all STARS warrants. Everyday the State Treasurer's Office interfaces warrant redemption records to the State Controller's Office which updates the warrant status on the Warrant Control File to an **R** for redeemed. This is done in compliance with Section 8 of Idaho Code 67-1201, Duties of the Treasurer.

The State Controller's Office sends a daily outstanding warrant file to the State Treasurer's Office. The STO compares their warrant redemptions against the outstanding warrant files to validate that the warrant is still valid and the funding source of the warrant. At this point, STARS has already deducted the amounts from your agency's fund and has sent the amount to the STARS statewide Warrant Clearing Fund (fund 0649).

The STO does not deduct the amount from the State Treasury until they redeem the warrant, per Section 4 of Idaho Code 67-1201. The State Treasurer's Office then sends a file of all redemptions to STARS, which removes the amount of the redeemed warrant from the STARS statewide Warrant Clearing Fund.

For a copy of a redeemed warrant, contact the State Treasurer's Office or [click here to use the request form on the State Treasure's Web site](#).

## **WARRANT DETAIL FILE (WD)**

STARS uses the Warrant Detail File (WD) to store the detailed warrant transaction information such as the budget unit, index, PCA, fund, subobject, and the transaction amounts. If you cancel a warrant, STARS uses the information in this file to create an entry that is a reversal of the original transaction information. This reversal will also clear the amount from the balance in the STARS statewide Warrant Clearing fund.

## **POSTING TO THE WARRANT DETAIL FILE**

STARS transaction codes that generate a warrant and post to the Warrant Control File will also post to the Warrant Detail File. Each individual transaction shows on the Warrant Detail File. However, redeemed warrants are kept on the Warrant Detail File for four months. For a copy of a redeemed warrant, contact the State Treasurer's Office or [click here to use the request form on the State Treasure's Web site](#).

The Warrant Detail file shows the transactions that were used to create the warrant, including the individual amounts, Index and PCA, Fund, and Grant/Phase.

You must know either the warrant number or the current document number to find information on the Warrant Detail file.

VERSION 3.1	STARS--WARRANT DETAIL FILE SUMMARY INQUIRY	S048
FUNCTION: N (R=RECALL, N=NEXT, S=SELECT WARRANT)		
AGENCY: 230 ( WARRANT: 115525913 OR CURRENT DOCUMENT: )		
AGENCY NAME: DEPARTMENT OF CORRECTION		
CURRENT		
SEL DOC NO/SFX	WARRANT NO INDX PCA FND/DTL GRANT/PH	AMOUNT
	INVOICE NUMBER INVOICE DESCRIPTION	
-- D0422918 01	115525913 2024 44051 0001	8.99
	597826 SO ID CORR INST	
-- D0422918 02	115525913 2024 44051 0001	25.97
	597826 SO ID CORR INST	
-- D0422919 01	115525913 2024 44051 0001	304.64
	600240 SO ID CORR INST	

## WARRANT FORMS

Interactive PDF Forms are available that can be filled out from your computer, and then printed or saved and e-mailed to the appropriate agency. [Click here to access any of the forms below:](#)

- Warrant or Rotary Sight Draft Stop Payment or Lift (STPPMT) form.
- Warrant Cancellation (CANCEL) form.
- Affidavit for cancellation of a warrant (AFFIDAVIT) form. To process a lost or destroyed warrant cancellation, attach a CANCEL form with original affidavit. You may fill in the warrant information for the payee. The payee must complete this form and return it to your agency. No data is entered into STARS from this form.
- Forged warrant affidavit (FORGERY) form. To process a forged warrant cancellation, attach a CANCEL form with the original forgery affidavit. You may fill in the warrant information for the payee. The payee must complete this form and return it to your agency. No data is entered into STARS from this form.