

STATE OF IDAHO - STARS BATCH HEADER WORKSHEET

AGENCY NAME: _____

AGENCY CODE: _____

BATCH DATE (mmddyyyy): _____

BATCH TYPE: _____

BATCH NUMBER: _____

BATCH COUNT: _____

BATCH AMOUNT: _____

BATCH EDIT MODE (if not 1): _____

EFFECTIVE DATE (mmddyy): _____

BFY (YY): _____

APPROVAL LEVEL: _____

DOCUMENT NUMBER:
FROM: _____ TO: _____**AGENCY BATCH TYPES**

- 1 - Budgetary
 2 - Revenue, Receivable
 3 - Expenditure, Disbursement, Encum, Pre-Enc
 4 - Expenditure, Disbursement, Encum, Pre-Enc
 5 - General Purpose
 I - Insufficient Check Return
 J - Cash Receipts
 K - Purchase of Investment (no STO update)

Required for J & I Batches

Checks/ _____
 Wires: _____
 Currency: _____
 Coin: _____
 Warrants: _____

TOTAL: _____

SCO SPECIAL PURPOSE BATCH TYPES**For Information Only - Please Do Not Use These Batch Types**

- | | |
|--|---------------------------------------|
| 6 SCO Prior Year Adjustment | P Payment Services |
| A SCO Adjustments | Q Warrant Cancel or Redemption |
| B Proration Receipts | R Rotary Redemption |
| C Customer Resource Adjustments | T SCO Statutory Transfers |
| E Accounts Receivable | V EIS Vendor Payments |
| F Generated Fixed Assets | X CAFR Related |
| G EIS Payroll | Y Fiscal Year End |
| N State Employee Net Pay | Z Generated Batches |
| O (zero) Travel Express | * (asterisk) P-Card |

PREPARED BY: _____ DATE: _____ PHONE: _____

ENTERED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

RELEASED BY: _____ DATE: _____