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STARS USER MANUAL

FIND A WARRANT AND WARRANT STATUS ON STARS

INTRODUCTION

You can find the status of a warrant by inquiring with a document or warrant number. STARS maintains all outstanding warrants in these warrant files. However, a warrant file inquiry may reply with 'Warrant Not Found' because redeemed or cancelled warrants are on STARS only for a period of four months. After four months, these records are removed from STARS and archived. Warrant information that cannot be found in STARS inquiry screens can be found in IBIS. [Click here to learn more about IBIS.](#) Vendor remittance advice can also be found on the Vendor Remittance application. [Click here to learn more about Vendor Remittance Advice.](#)

The SCO purges the warrant files on a monthly basis because the files are very large. The SCO and the State Treasurer's Office maintain the archived warrant information. If you need information on an archived warrant, e-mail the Accounting helpline at dsahelpline@sco.idaho.gov or call 332-8827.

The following screens display the files you use for warrant inquiry. Type **W** in the **FUNCTION** field of the STARS Main Menu to view warrant menu. Type the corresponding number of the inquiry you want, e.g., type **42** for Warrant Writing Inquiry.

VERSION 3.1	STARS--MAIN MENU	S010
FUNCTION: W		
D	DATA ENTRY	
F	FIXED ASSET ACCOUNTING	
I	ONLINE FILE INQUIRY	
R	REPORTING	
S	SYSTEM MANAGEMENT	
T	TABLE MAINTENANCE	
W	WARRANTS	
Z	SIGN OFF	

Another warrant file is available on the Online File Inquiry screen (**I** on the STARS Main Menu) - [68 Warrant Writing File Record Inquiry](#). This lists all transactions on the Warrant Writing Inquiry file, but with detail information on each transaction. The Warrant Menu has four inquiry screens. The first three pertain to warrants, while the fourth pertains to Rotary Sight Drafts.

```

VERSION 3.1                STARS--WARRANT MENU                S019
FUNCTION:
42 WARRANT WRITING INQUIRY
47 WARRANT STATUS FILE MAINTENANCE/INQUIRY
48 WARRANT DETAIL FILE SUMMARY INQUIRY
56 ROTARY/SIGHT DRAFT INQUIRY
    
```

- [42 Warrant Writing Inquiry](#) – lists all transactions by document number for your agency remaining in the warrant write file due to a negative accumulative total for a specific vendor.
- [47 Warrant Control File Maintenance/Inquiry](#) – lists each warrant and the status of each warrant that is outstanding or been recently redeemed or cancelled.
- [48 Warrant Detail File Summary Inquiry](#) – lists all warrants on the Warrant Control file but with detail information.

Redeemed or cancelled warrant records are available in STARS only for a period of four months. After four months, these records are removed from STARS and archived onto microfiche.

42 WARRANT WRITING INQUIRY

This inquiry lists all transactions, by Document Number for your agency, remaining in the Warrant Write file due to a negative accumulative total for a specific vendor.

To look up a record in the Warrant Writing Inquiry (WW) file, type **R** in the **FUNCTION** field, the Document Number, and then press ENTER. You can also enter just **R** in the **FUNCTION** field and press ENTER to recall the first record, and then use **N** in the **FUNCTION** field to scroll to the next record.

```

VERSION 3.1                STARS--WARRANT WRITING INQUIRY        S042
FUNCTION: R (N=NEXT, P=PRIOR, R=RECALL)
* * * * * DOCUMENT LEVEL DATA * * * * *
*
AGCY: 230 DOCUMENT-NO: D0014268
VENDOR-NO:                VENDOR-NAME:
* * * * * TRANSACTION LEVEL DATA * * * * *
*
D S          DOC          DUE
M H  TRANSACTION ID      SUF  INDX  DATE          TC      AMOUNT
      230200106074015000090  01   1000  060701          230      246.40-
DOCUMENT TOTAL:          46.40-
    
```

The screen also displays all credit transactions (such as 230Rs) to vendors. Both debit and credit transactions will show in this file until the accumulative debit transactions are greater than the credit transactions.

68 WARRANT WRITING FILE RECORD INQUIRY

This screen displays more transaction detail than the Warrant Writing inquiry screen 42. Type **I** in the **FUNCTION** field on the STARS Main Menu, and then type **68**. Enter your Agency number and the Document Number and then press ENTER.

VERSION 3.1	STARS--WARRANT WRITING FILE RECORD INQUIRY	S068
AGCY: 230	DOCUMENT NO: D0014268 01	
BATCH AGCY: 230	DATE: 20010607	TYPE: 4 NUMBER: 015 SEQ: 00009 DUP REC IND: 0
OPERATOR ID: MEL	TID:	EFF-DATE: 010607
DISB METH:	DUE DATE: 010607	SH: TRANS YR: 01 BFY: 01
INDEX: 1000	FUND/DET: 0001	PCA: 01311 EXP-SUBJECT/DET: 5029
REV SUBJECT/DET:	PROJ/PH:	GRANT/PH:
TASK:	FAC:	LOC:
EMPLOYEE CLASS CODE:		
INVOICE NO: 01140-30185	DESC: CREDIT ACCT# 6ZZZZZZZZZZ	
DOC DATE:	REF DOC:	MOD:
WARRANT AMOUNT:	<u>246.40-</u>	WARR NO: WW IND: 1
CREATE DATE: 010607	CLAIM PRINT DATE:	WRITTEN DATE:
VENDOR NO: 060000000 08	VEND NAME 1: COMPANY OF IDAHO	
	VEND NAME 2: COM CARRIER SERV	
SS FID NO:	VENDOR ADDR: PO BOX 2	
VEND CITY: ROCHESTER	STATE: NY	ZIP: 14602 0540

47 WARRANT CONTROL FILE MAINTENANCE/INQUIRY

This inquiry lists each warrant and the status of each warrant that is outstanding or been recently redeemed or cancelled. To look up a record on the Warrant Control (WC) file, enter the warrant number and press ENTER.

VERSION 3.1	STARS--WARRANT CONTROL FILE MAINTENANCE/INQUIRY	S047
FUNCTION: N	(R=RECALL, N=NEXT, C=CHANGE)	
WARRANT NUMBER: 111111111		DMI:
AGENCY: 230	DEPARTMENT OF CORRECTION	ISSUE DATE: 040902
VENDOR NUMBER/SFX: 8ZZZZZZZ	03	
VENDOR NAME 1: AM INC		
VENDOR NAME 2:		
NEW STATUS:	STATUS DATE: 040902	AMOUNT: 339.60
DAILY BEGINNING STATUS: 0	OUTSTANDING	O/S IND: 0
CURRENT STATUS: 0	OUTSTANDING	
ABA NO:	FINANCIAL INST NAME:	
FINANCIAL INSTITUTION ACCT NO:		ACCT TYPE:

- The warrant or EFT number is also the WC file record key. Warrant numbers are in the 100000000 – 999999999 range. EFT numbers are in the sequence 010000000 – 099999999. Expedite warrants are in the 009000000 sequence

- If the vendor receives their payments by EFT, the bank it was sent to is shown in the **FINANCIAL INST NAME** field
- The warrant status (described earlier in [Warrant Control Status](#)) is shown in the respective **STATUS** fields. **NOTE:** Due to established internal controls, changes to a warrant's status is limited to the SCO.
- The **O/S IND** field shows the status as of the end of the previous month

48 WARRANT DETAIL FILE SUMMARY INQUIRY

This inquiry lists all warrants on the Warrant Control File and displays detail information. 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](#).

To look up a record on the Warrant Detail (WD) file, type your Agency number and the warrant number or the agency-assigned Document Number and press ENTER.

If you do not know the warrant number, you can type in your Agency code and the Document Number of the transaction you entered to create the warrant.

VERSION 3.1	STARS--WARRANT DETAIL FILE SUMMARY INQUIRY						S048
FUNCTION: N (R=RECALL, N=NEXT, S=SELECT WARRANT)							
AGENCY: 230		(WARRANT: 11XXXXXXX 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	
<u>X</u>	D0422918 01	1155XXXXXX	2024	44051	0001		8.99
		597826				SO ID CORR INST	
=	D0422918 02	115XXXXXXX	2024	44051	0001		25.97
		597826				SO ID CORR INST	
INTERRUPT							

Since this screen includes the Invoice Number and Invoice Description, use this screen to get information for a vendor who has lost the remittance advice. This screen shows the Index, PCA, Invoice Number, Description, and the amount entered on the transaction that created the warrant.

To select an individual Document Number, type an 'S' in the **FUNCTION** field. Press TAB to the **SEL** field next to the Document Number, type an **S** or **X**, and then press ENTER. Once the warrant is recalled, you can enter 47 in the **INTERRUPT** field to interrupt to the Warrant Control File and check the status of the warrant.