# TABLE OF CONTENTS

## CHAPTER 1 -- INTRODUCTION

1-1  
- Project History 1-1  
- KPMG Peat Marwick 1-1  
- Training Overview 1-2  
  - Goals 1-2  
  - Training Methods 1-2  
- System Overview 1-3  
- Logging on the System 1-4  
- R*STARS Screens 1-8  
- R*STARS Screen Layout 1-9  
- Moving in the System 1-10  
  - Navigating with the Menus 1-10  
  - Navigating with Link and Interrupt Functions 1-12  
- Frequently Used Keys 1-15  
- Logging off the System 1-16  
  - Method 1 1-16  
  - Method 2 1-17

## CHAPTER 2 -- CLASSIFICATION STRUCTURE OVERVIEW

2-1  
- Overview of R*STARS Structure 2-2  
- The Fund Structure 2-3  
  - Fund Structure Example 2-5  
- General Ledger Account Structure 2-6  
  - Transaction Codes Designate General Ledger Accounts 2-7  
  - General Ledger Account Structure Example 2-8  
- Object Structure 2-9  
  - Revenue Object Example 2-9  
- Appropriation Structure 2-10  
  - Appropriation Example 2-10  
- Program and Organization Structure 2-11  
  - Program Structure 2-11  
  - Organization Structure 2-12  
- Grants and Projects Structure 2-13  
- Combining the R*STARS Structures 2-14  
  - Balance Sheet Transactions 2-14  
  - Operating Statement Transactions 2-17  
  - Tracking Appropriations and Budgets 2-20  
  - Managing Cash Resources 2-22  
- Coding Reduction 2-23  
  - Program Cost Account (PCA) 2-23  
  - Index 2-23  
- Complete Classification Structure (The Placemat) 2-24
# CHAPTER 3 -- APPROPRIATION AND BUDGET

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Types</td>
<td>3-1</td>
</tr>
<tr>
<td>Appropriations</td>
<td>3-2</td>
</tr>
<tr>
<td>Appropriations and the Classification Structure</td>
<td>3-3</td>
</tr>
<tr>
<td>Entering Appropriations</td>
<td>3-8</td>
</tr>
<tr>
<td>Reports for Appropriations</td>
<td>3-9</td>
</tr>
<tr>
<td>Appropriation Inquiry</td>
<td>3-10</td>
</tr>
<tr>
<td>Agency Budgets</td>
<td>3-11</td>
</tr>
<tr>
<td>Agency Budgets and the Classification Structure</td>
<td>3-12</td>
</tr>
<tr>
<td>Entering Agency Budgets</td>
<td>3-17</td>
</tr>
<tr>
<td>Reports for Agency Budget</td>
<td>3-18</td>
</tr>
<tr>
<td>Agency Budget Inquiry</td>
<td>3-19</td>
</tr>
<tr>
<td>Grant and Project Budgets</td>
<td>3-20</td>
</tr>
<tr>
<td>D47 Grant Number Profile</td>
<td>3-21</td>
</tr>
<tr>
<td>D42 Project Number Profile</td>
<td>3-22</td>
</tr>
<tr>
<td>Entering Grant and Project Budgets</td>
<td>3-23</td>
</tr>
<tr>
<td>Financial Plans</td>
<td>3-23</td>
</tr>
<tr>
<td>Entering Financial Plans</td>
<td>3-23</td>
</tr>
<tr>
<td>Allotments</td>
<td>3-24</td>
</tr>
</tbody>
</table>

# CHAPTER 4 -- TRANSACTION CODES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Concept</td>
<td>4-1</td>
</tr>
<tr>
<td>28A Transaction Code Decision Profile</td>
<td>4-2</td>
</tr>
<tr>
<td>General Ledger Posting Indicators</td>
<td>4-3</td>
</tr>
<tr>
<td>Transaction Edit Indicators</td>
<td>4-4</td>
</tr>
<tr>
<td>Special Indicators</td>
<td>4-8</td>
</tr>
<tr>
<td>File Posting Indicators</td>
<td>4-11</td>
</tr>
<tr>
<td>28B Trans Code Description Profile</td>
<td>4-14</td>
</tr>
<tr>
<td>Document Types</td>
<td>4-15</td>
</tr>
<tr>
<td>Batch Types</td>
<td>4-15</td>
</tr>
<tr>
<td>The DAFQ28CO Report</td>
<td>4-16</td>
</tr>
<tr>
<td>Determining an Appropriate Transaction Code</td>
<td>4-17</td>
</tr>
<tr>
<td>Commonly Used Transaction Codes</td>
<td>4-18</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>4-18</td>
</tr>
<tr>
<td>Agency Budgets</td>
<td>4-18</td>
</tr>
<tr>
<td>Allotments</td>
<td>4-18</td>
</tr>
<tr>
<td>Appropriations</td>
<td>4-19</td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>4-19</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>4-19</td>
</tr>
<tr>
<td>Financial Plans</td>
<td>4-20</td>
</tr>
<tr>
<td>Grant and Project Budgets</td>
<td>4-20</td>
</tr>
<tr>
<td>Pre Encumbrances</td>
<td>4-20</td>
</tr>
<tr>
<td>Transfers -- CAS to SFMS</td>
<td>4-20</td>
</tr>
<tr>
<td>Transfers -- SFMS to CAS</td>
<td>4-20</td>
</tr>
<tr>
<td>Vouchers Payable</td>
<td>4-21</td>
</tr>
</tbody>
</table>
### CHAPTER 5 -- ENTERING TRANSACTIONS -- THE BASICS  5-1

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview</td>
<td>5-1</td>
</tr>
<tr>
<td>Steps for Entering a Batch</td>
<td>5-2</td>
</tr>
<tr>
<td><strong>500 Batch Header Entry</strong></td>
<td>5-4</td>
</tr>
<tr>
<td>Batch Key</td>
<td>5-5</td>
</tr>
<tr>
<td>Batch Count and Batch Amount</td>
<td>5-6</td>
</tr>
<tr>
<td>Batch Edit Mode</td>
<td>5-6</td>
</tr>
<tr>
<td>Payment Distribution Type (PDT)</td>
<td>5-8</td>
</tr>
<tr>
<td>Distribution Method Indicator (DMI)</td>
<td>5-8</td>
</tr>
<tr>
<td>Effective Date</td>
<td>5-8</td>
</tr>
<tr>
<td>Fast Entry Screens</td>
<td>5-9</td>
</tr>
<tr>
<td><strong>Transaction Entry Screens</strong></td>
<td>5-14</td>
</tr>
<tr>
<td>Batch and Transaction Identification</td>
<td>5-15</td>
</tr>
<tr>
<td>Agency Fields</td>
<td>5-16</td>
</tr>
<tr>
<td>Dates Used in Transaction Entry</td>
<td>5-17</td>
</tr>
<tr>
<td>Document Numbers</td>
<td>5-18</td>
</tr>
<tr>
<td>Coding Block</td>
<td>5-21</td>
</tr>
<tr>
<td>Transaction Codes</td>
<td>5-22</td>
</tr>
<tr>
<td>Amount Fields</td>
<td>5-24</td>
</tr>
<tr>
<td>Saving Transactions</td>
<td>5-24</td>
</tr>
<tr>
<td><strong>Security Profiles</strong></td>
<td>5-25</td>
</tr>
<tr>
<td>D66 User Class Profile Maintenance</td>
<td>5-25</td>
</tr>
<tr>
<td>96A Security Profile</td>
<td>5-26</td>
</tr>
<tr>
<td>96B Security Profile</td>
<td>5-27</td>
</tr>
</tbody>
</table>

### CHAPTER 6 -- ENTERING TRANSACTIONS -- “ADVANCED” TOPICS  6-1

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balanced Transactions or Transfers</td>
<td>6-1</td>
</tr>
<tr>
<td>Balanced Transaction Codes</td>
<td>6-2</td>
</tr>
<tr>
<td>Entering a Balanced Transaction</td>
<td>6-4</td>
</tr>
<tr>
<td>State Uses of Balanced Transactions (Transfers)</td>
<td>6-8</td>
</tr>
<tr>
<td>Quasi-External Transfers</td>
<td>6-9</td>
</tr>
<tr>
<td><strong>Recurring Transactions</strong></td>
<td>6-12</td>
</tr>
<tr>
<td>550 Recurring Transaction Profile</td>
<td>6-13</td>
</tr>
<tr>
<td>On-line Retrieval</td>
<td>6-14</td>
</tr>
<tr>
<td>Transaction Split</td>
<td>6-19</td>
</tr>
<tr>
<td>Generated Recurring Transactions</td>
<td>6-24</td>
</tr>
<tr>
<td><strong>Reverse Transactions</strong></td>
<td>6-26</td>
</tr>
<tr>
<td>Entering a Reversed Transaction</td>
<td>6-28</td>
</tr>
</tbody>
</table>
### CHAPTER 7 -- ON-LINE HELP 7-1

- **Error Code Help** 7-1
- **Accessing the Error Code Messages** 7-2
- **Data Element Help** 7-4
  - Using Help to Find the Index, PCA, Comptroller Object or Agency Object 7-5
  - Finding a Vendor 7-9
  - Finding a Reference Document 7-12
- **News Screens** 7-13
  - Accessing the News Screens 7-14

### CHAPTER 8 -- ERROR CORRECTION 8-1

- **Review of Batch Edit Modes** 8-2
  - Batches Entered in Edit Mode 0 8-2
  - Batches Entered in Edit Mode 1 8-2
  - Batches Entered in Edit Mode 2 8-2
- **Data Element Edits** 8-3
  - Correcting Data Element Errors 8-4
- **Financial (Fund) Edits** 8-5
- **Balancing Edits** 8-6
  - Correcting a Batch that is Not Balanced 8-7
- **Identifying Errors** 8-10
  - DAFR2151 R*STARS Error Report 8-10
  - 530 View Batch Headers 8-12
- **Batch Correction Methods** 8-14
- **Recall a Batch for Correction Method** 8-15
  - Recalling the Batch 8-15
  - Correcting the Transactions in the Batch 8-17
  - Correcting the Batch Header 8-19
  - Deleting a Transaction from a Batch 8-21
  - Deleting a Batch Header 8-22
  - Putting a Batch on Hold 8-23
- **Batch Error Correction Method** 8-24
  - 54A Batch Header Correction 8-25
  - 54B Detail Correction 8-26

### CHAPTER 9 -- REVENUE CYCLE 9-1

- **The Revenue Cycle** 9-1
- **Accounts Receivable** 9-2
  - Profiles That Impact Accounts Receivable 9-2
  - Establishing Accounts Receivable 9-10
  - Invoices and Statements 9-14
  - Delinquent Accounts 9-15
  - Accounts Receivable Inquiry 9-16
  - Accounts Receivable Reports 9-16
- **Cash Receipts** 9-17
  - Entering Cash Receipts 9-18
  - Transaction Codes for Cash Receipts 9-20
# R*STARS Training Program Table of Contents

## Deposit Reconciliation
- Overview of Process 9-22
- Profiles that Impact Deposit Reconciliation 9-23
- Determining if Agency Deposits Reconcile 9-27
- What To Do If A Deposit Does Not Reconcile 9-30

## Revenue Transfers
- Revenue Transfers 9-31
- Revenue Inquiry 9-32
- Revenue Reports 9-33

## CHAPTER 10 -- EXPENDITURES 10-1

### The Expenditure Cycle
- Pre-Encumbrances 10-1
- Encumbrances 10-2
- Payables 10-2
- Disbursements 10-3
- Warrants 10-4

### Expenditure Transfers
- Profiles that Impact the Expenditure Cycle 10-5
  - 25 The Agency Control Profile 10-6
  - 20 Appropriation Profile 10-7
  - 28A Transaction Code Decision Profile 10-8
  - 97 System Management Profile 10-9
  - D50 Payment Distribution Type Profile 10-10
  - 52 Systemwide Vendor Profile 10-11
  - 51 Vendor Mail Code Profile 10-12

### Entering Expenditure Transactions
- Payment Distribution Type (PDT) 10-15
- Distribution Method Indicator (DMI) 10-16
- Document Types 10-17
- Commonly Used Transaction Codes 10-18

### Liquidation Of Pre-Encumbrances and Encumbrances
- 28A Transaction Code Decision Profile 10-20
- The Modifier Field on the Transaction Entry Screen 10-22

### Expenditure Inquiry

## CHAPTER 11 -- JOURNAL ENTRIES 11-1

### Journal Vouchers
- High Level Adjustments 11-2
- Low Level Journal Vouchers 11-5

### Entering Journal Vouchers
| CHAPTER 12 -- ON-LINE INQUIRY IN R*STARS | 12-1 |
| Factors That Impact Inquiries | 12-2 |
| Transaction Code Indicators | 12-2 |
| Financial Tables | 12-3 |
| Balance Types | 12-4 |
| Inquiry Types | 12-4 |
| Inquiry Year and Month | 12-5 |
| Summary and Detail Selection Options | 12-6 |
| Active or Inactive Records | 12-6 |
| Inquiry Drill Down | 12-7 |
| Drill Down Inquiry Summary | 12-11 |
| Summary of Financial Inquiries | 12-12 |
| Summary of Document Inquiries | 12-13 |

| CHAPTER 13 -- DOCUMENT ON-LINE INQUIRY | 13-1 |
| 56 Project Transaction Inquiry | 13-2 |
| 59 Vendor Document | 13-3 |
| 64 Document Record | 13-4 |
| 67 Grant Transaction | 13-5 |
| 68 Contract Record | 13-6 |
| 84 Accounting Event Record | 13-7 |
| 85 Vendor Transaction | 13-9 |
| 86 Document Transaction | 13-10 |
| 37 Document Tracking | 13-11 |

| CHAPTER 14 -- FINANCIAL ON-LINE INQUIRY | 14-1 |
| 57 Cash Control Summary | 14-2 |
| 58 Agency / Fund Summary | 14-3 |
| 61 Agency Budget Financial | 14-4 |
| Worksheet for the 61 Agency Budget Financial Inquiry | 14-5 |
| 62 Appropriation Financial | 14-7 |
| Worksheet for the 62 Appropriation Financial Inquiry | 14-8 |
| 63 Cash Control Record | 14-10 |
| 65 General Ledger Record | 14-11 |
| 66 Grant Financial | 14-12 |
| 69 Agency/Fund Record | 14-13 |
| 80 Project Record | 14-14 |
| 89 Summary General Ledger Account | 14-15 |
CHAPTER 1 -- INTRODUCTION

Project History

As an employee of the State of Oregon you are aware of the changing demands being put on state government. Nowhere is this felt more than in the area of financial management. Oregon has been struggling with these pressures as far back as 1967. At that time, then Secretary of State Tom McCall issued a report calling for a “centralized accounting system” and “the organizational and functional integration of financial management applications.”

In 1989 the State acted on Tom McCall’s recommendation and established the Statewide Financial Management System (SFMS) Steering Committee. For the next four years this committee evaluated the financial management needs of the State and the organizations best suited to assist the State in meeting those needs.

After a lengthy selection process, the state chose KPMG Peat Marwick to provide the computer software and implementation services for the accounting and reporting system. The KPMG Peat Marwick software for state government accounting and reporting is “R*STARS,” or Relational Statewide Accounting and Reporting System. This system is designed to interface with other systems that impact accounting, such as purchasing and payroll.

In addition to R*STARS, the State purchased another KPMG Peat Marwick product -- the ADvanced Purchasing and Inventory System. ADPICS will assist the State with purchasing and inventory control.

Due to its size and complexity, the State implemented R*STARS in phases. Implementation will be complete by December 1997.

KPMG Peat Marwick

KPMG Peat Marwick brings to the SFMS project a long history of professional excellence. Formed in 1897, KPMG Peat Marwick currently employees over 75,000 professionals throughout the world. With over twelve states (Arizona, California, Hawaii, Idaho, Kentucky, Maryland, Michigan, North Dakota, South Carolina, Texas, Virginia and now Oregon) using the R*STARS software, KPMG’s Government Services division is a major component of its organization.
Training Overview

Goals

The PRIMARY goals of the R*STARS training program are:

- Fear Reduction
  
  It is common for people to have some fear and skepticism when converting to a new computer system, especially one as complex as R*STARS.

- Familiarization With System Features
  
  R*STARS is a complex system with numerous features that will be unfamiliar to you at the outset. The training will familiarize you with the BASIC system features.

- Language Acquisition
  
  All systems have terminology unique to that system and R*STARS is no different. Being able to use the system terms is essential, if only to be able to ask questions.

The SECONDARY goal of the R*STARS training programs is:

- Technical Information
  
  Although it is important to know technical information about R*STARS, it is more important that you are successful with the primary goals outlined above.

Training Methods

- Lectures
  
  Every attempt has been made to keep the lecture time to a minimum. The nature of the topic makes some lectures necessary.

- Hands On Exercises
  
  Most of the R*STARS training will be hands-on exercises. They have been designed to give you the opportunity to learn by doing.

- On-line Interaction
  
  During the training you will be asked to interact with the system. This is designed to give you as much exposure to the system as possible.
System Overview

R*STARS has several components. A key feature is the ability for different parts of the system to interact with each other. The drawing below depicts these different components.
Logging on the System

STEP ONE: The first screen that should appear on your computer screen is pictured below.

<table>
<thead>
<tr>
<th>DEPT. OF ADMINISTRATIVE SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME TO THE NETWORK</td>
</tr>
<tr>
<td>HELP DESK 378-2594</td>
</tr>
<tr>
<td>E1 - ROSCOE</td>
</tr>
<tr>
<td>E3 - LEDSCICS</td>
</tr>
<tr>
<td>E10 - VSA</td>
</tr>
<tr>
<td>E14 - NOMAD</td>
</tr>
<tr>
<td>E19 - TSO</td>
</tr>
<tr>
<td>E20 - HCF</td>
</tr>
<tr>
<td>E27 - CMASPOOL</td>
</tr>
<tr>
<td>H1 - HCICS</td>
</tr>
<tr>
<td>H2 - GCICS</td>
</tr>
<tr>
<td>H3 - DHR-TSO</td>
</tr>
<tr>
<td>E21 - C330TEST</td>
</tr>
<tr>
<td>E23 - C330PROD</td>
</tr>
<tr>
<td>E24 - SFMSTRN</td>
</tr>
<tr>
<td>E25 - SFMSACPT</td>
</tr>
<tr>
<td>E26 - SPMSTEST</td>
</tr>
<tr>
<td>E28 - SFMSAGCY</td>
</tr>
<tr>
<td>S1 - PRODCICS</td>
</tr>
<tr>
<td>S2 - PUBSCICS</td>
</tr>
<tr>
<td>T8 - ODOT-MENU</td>
</tr>
<tr>
<td>C1 - CURRY COUNTY</td>
</tr>
<tr>
<td>D1 - COOS COUNTY</td>
</tr>
<tr>
<td>G2 - STATE LIBRARY</td>
</tr>
<tr>
<td>J1 - JACKSON CNTY</td>
</tr>
<tr>
<td>L1 - LANE COUNTY</td>
</tr>
<tr>
<td>L2 - CICSPR01</td>
</tr>
<tr>
<td>M2 - PPDS</td>
</tr>
<tr>
<td>M3 - MULT-PICS</td>
</tr>
<tr>
<td>O1 - OLIS LVM</td>
</tr>
</tbody>
</table>

STEP TWO: For training, type “E24” and press <ENTER>. The following screen will appear.

The DAS mainframe has different “regions.” While we are in training, we will be using the “Training Region.”

If your agency has not yet implemented R*STARS, you may be using the E28, SFMSAGCY, which is the “Agency Region,” to enter and test profiles and to practice transactions.

When you begin to enter actual financial transactions or do on-line inquiry for your agency, you will use the E23, C330PROD, which is the “Production Region.”
STEP THREE: Press the <CLEAR> key and a blank screen will appear.

STEP FOUR: Type “CESN” and press <ENTER>. The following screen should appear.

Your Userid defines your security access. You will be assigned a User Id for training. In Production your Userid is your RACF from the Personnel system.

“SFMS” is the password used for training.

STEP FIVE: Type in the User ID assigned for training and press <TAB>

STEP SIX: Type “SFMS” in the password field and press <ENTER>. The following screen will appear.
STEP SEVEN: Type “fsys” and press <ENTER>. The following screen will appear.

Note the USER CLASS and ALTERNATE CLASSES fields at the bottom of the screen. These numbers reflect the security profiles that have been assigned to you. You may have more than one number. The system will default to the lowest numbered user class you have. You can change the USER CLASS to one of the numbers on the ALTERNATIVE CLASSES before you press <ENTER> to go to the News screen.

The User Class determines the screens you can access and the accounting functions you can perform. For additional information, see the chapter on Entering Transactions -- the Basics.

STEP EIGHT: Press <ENTER> and the following News screen will appear.
The News screen in the Production Region will contain important updates that may impact you. **Be sure to read this screen whenever you sign-on.** See the chapter on On-line Help for instructions on accessing additional News screens.

---

S002 VER 2.0 STATE OF OREGON 12/12/96 02:33 PM
NEWS DISPLAY TRNG

WELCOME TO R*STARS - OREGON TRAINING REGION
INFORMATION ON STATUS OF R*STARS SYSTEM - ALSO SEE 90 PROFILE "NEWS" SCREEN
PAGES 2 - 11. NOTE: INFO CHANGES DAILY - PLEASE CHECK FOR NEW ITEMS.

HELP DESK PHONE: 378-6541 HELP DESK E-MAIL: HELP DESK 1(OR 2)*DAS SCD
HELP DESK FAX: 378-5250 HELP DESK HOURS: 7:30-12:00 & 1:00-5:00 M-F
*****************************************************************************
WELCOME TO THE R*STARS TRAINING REGION. THIS "NEWS" SCREEN WILL APPEAR EACH TIME YOU LOG ON TO R*STARS. SFMS OPERATIONS STAFF MEMBERS CHANGE THIS SCREEN DAILY TO NOTIFY R*STARS USERS OF EVENTS THAT MAY IMPACT THEM. BE SURE TO TAKE TIME TO READ THIS SCREEN. ADDITIONAL INFORMATION CAN BE FOUND ON THE NEWS SCREEN, PAGE 2 ON.

CLEAR-EXIT PRESS (ENTER) TO CONTINUE

STEP NINE:

Press <ENTER> again and the following Main Menu screen will appear.

---

S000 VER 2.0 STATE OF OREGON
LINK TO: MAIN MAIN MENU

(2) CAM COST ACCOUNTING MENU
(3) DT DOCUMENT TRACKING MENU
(4) FIN FINANCIAL DATA ENTRY MENU
(5) PR PROFILE MAINTENANCE MENU
(6) PAY PAYMENT PROCESSING MENU
(7) RFM REPORTING/INQUIRY MENU
(8) SYS SYSTEM CONTROL MENU

F1-HELP F9-INTERRUPT CLEAR-EXIT
R*STARS Screens

**MENU SCREENS**

The Menu Screens are used to access other types of screens in the system. Each listing on a menu has as assigned function key. On the menu, you can press that function key to go to that screen.

**PROFILE SCREENS**

Profile Screens list the valid codes that will be entered in data element fields for transactions and inquiries. Some of them also establish system controls that impact data entry, reports, and on-line inquiries. The system looks to profiles to edit information entered into the system. Examples of Profiles include D02 Agency Profile, 28A Transaction Code Decision Profile, D11 Agency Object, and 26 Program Cost Account (PCA). See the Chapter on Classification Structure in this manual for additional information.

**TRANSACTION SCREENS**

Transaction Screens are used to enter financial transactions into the system. They include the 500 Batch Header Entry and specific Transaction Entry screens, depending upon the kind of transaction. An example is the 505 Pre-Enc/Enc/Expend Transaction Entry. See the Chapters on Entering Transactions for more information.

**INQUIRY SCREENS**

The Inquiry Screens allow users to look up information on-line. They include both document (specific transaction) and financial (summary) inquiries. See the chapters on On-line Inquiry for more information.

**HELP SCREENS**

Help Screens not only explain errors, but also provide information needed to correct the errors and, in some cases, provide lists of valid codes. See the chapters on On-line Help and Error Correction.
R*STARS Screen Layout

Before discussing methods of navigation in R*STARS, it is important to examine the layout of R*STARS screens. All screens in R*STARS have:

- The Screen Identification Number in the upper left-hand corner
- A LINK TO field
- The Screen title
- A List of Functions Keys available for that screen

Pictured below is an example of the Agency Profile screen that illustrates the location of these screen components.
Moving in the System

Navigating with the Menus

One method of navigating in R*STARS is to use the Menu structure. Each menu has the following elements:

- Function Key (in parenthesis) to use to move to the selection on the menu
- Screen Identification for the menu selection
- Screen Title for the screen to be selected from the menu

<table>
<thead>
<tr>
<th>Function Key</th>
<th>Screen ID</th>
<th>Screen Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2)</td>
<td>CAM</td>
<td>COST ACCOUNTING MENU</td>
</tr>
<tr>
<td>(3)</td>
<td>DT</td>
<td>DOCUMENT TRACKING MENU</td>
</tr>
<tr>
<td>(4)</td>
<td>FIN</td>
<td>FINANCIAL DATA ENTRY MENU</td>
</tr>
<tr>
<td>(5)</td>
<td>PR</td>
<td>PROFILE MAINTENANCE MENU</td>
</tr>
<tr>
<td>(6)</td>
<td>PAY</td>
<td>PAYMENT PROCESSING MENU</td>
</tr>
<tr>
<td>(7)</td>
<td>RPM</td>
<td>REPORTING/INQUIRY MENU</td>
</tr>
<tr>
<td>(8)</td>
<td>SYS</td>
<td>SYSTEM CONTROL MENU</td>
</tr>
</tbody>
</table>

STEP ONE: When you log onto R*STARS, you start with the Main Menu.

STEP TWO: From the Main Menu, press the function key that corresponds to the destination. For example, press F5 to go to the Profile Maintenance Menu.
STEP THREE: You can continue moving through the menus by selecting an appropriate function key from the list on the screen. For example, on the Profile Maintenance Menu, press F8 to go to the Vendor Menu.

STEP FOUR: You can continue to work through the menu structure until you reach an inquiry, profile, or transaction entry screen. For example, press F2 to go to the 3A Vendor Alpha Inquiry.

Navigating with Link and Interrupt Functions

In this section you will learn the more advanced methods of navigating in R*STARS. Instead of working through the Menu Tree, you can go directly to a specific screen. Two terms that you need to be familiar with are “Linking” and “Interrupting.”
Use **Linking** when you want to move from one screen to another screen and **do not** intend to return to the original screen.

Use **Interrupt** when you want to move from one screen to another screen and **do** intend to return to the original screen.

**Linking**

When you use the Linking function, you enter the Screen Identification in the LINK TO field and press `<ENTER>`. R*STARS will go directly to that screen.

We will do a demonstration of Linking. We will go from the Main Menu directly to the following screens:

<table>
<thead>
<tr>
<th>Screen Title</th>
<th>Screen Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Menu</td>
<td>MAIN</td>
</tr>
<tr>
<td>Transaction Code Profile</td>
<td>28A</td>
</tr>
<tr>
<td>Comptroller Object Profile</td>
<td>D10</td>
</tr>
<tr>
<td>Agency Profile</td>
<td>D02</td>
</tr>
</tbody>
</table>

**STEP ONE:** From the **Main Menu** (MAIN), press the `<HOME>` key. The cursor will move to the LINK TO field.

**STEP TWO:** Type “28A” in the LINK TO field and press `<ENTER>`. The **28A Transaction Code Decision Profile** screen will display.

**STEP THREE:** Press the `<HOME>` key to move the cursor to the LINK TO field.

**STEP FOUR:** Type “D10” in the LINK TO field and press `<ENTER>`. The **Comptroller Object Profile** will display.

**STEP FIVE:** Press the `<HOME>` key to move the cursor to the LINK TO field.

**STEP SIX:** Type “D02” in the LINK TO field and press `<ENTER>`. The **Agency Profile** screen will display. This is the final destination.

**Interrupting**

You use the Interrupt Function when you want to look-up information on one or more screens and **return to** the original screen. You enter the Screen Id in the LINK TO field as you did before. However, this time, you press **F9-INT(ERRUPT)** rather than the `<ENTER>`.
In this demonstration of Interrupting, we will go from the **D02 Agency Profile** to the **D42 Project Number Profile** and return to the **D02 Agency Profile**.

**STEP ONE:** From the **D02 Agency Profile** press the <HOME> key and the cursor will move to the LINK TO field.

**STEP TWO:** Type “D42” in the LINK TO field and press **F9-INT**. The **Project Number Profile** will display.

Notice the word “ACTIVE” has appeared in the upper left corner of the screen. This indicates that the Interrupt Feature is now “active.”

**STEP THREE:** Press **F9-INT**. The system will return to the **D02 Agency Profile**.
Combining Interrupt and Link To

The Interrupt example you just completed was a simple one. You can combine the **Interrupt** and **Link To** functions to move to several different screens and return to the original screen.

In this demonstration of Interrupting, we will go from the **D02 Agency Profile** to a number of other screens and *then return to* the **Agency Profile**:

<table>
<thead>
<tr>
<th>Screen Title</th>
<th>Screen Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Profile</td>
<td>D02</td>
</tr>
<tr>
<td>Project Number Profile</td>
<td>D42</td>
</tr>
<tr>
<td>Transaction Code Profile</td>
<td>28A</td>
</tr>
<tr>
<td>Grant Number Profile</td>
<td>D47</td>
</tr>
<tr>
<td>Agency Profile</td>
<td>D02</td>
</tr>
</tbody>
</table>

**STEP ONE:** From the **D02 Agency Profile**, press the `<HOME>` key. The cursor will move to the LINK TO field.

**STEP TWO:** Type “D42” in the LINK TO field and press **F9-INT**. The **Project Number Profile** will display.

Notice the word “ACTIVE” in the upper left corner of the screen.

**STEP THREE:** Press the `<HOME>` key. The cursor will move to the LINK TO field.

**STEP FOUR:** Type “28A” in the LINK TO field and press `<ENTER>`. The **Transaction Code Decision Profile** will display.

The word “ACTIVE” is still in the upper left corner of the screen.

**STEP FIVE:** Press the `<HOME>` key. The cursor will move to the LINK TO field.

**STEP SIX:** Type “D47” into the LINK TO field and press `<ENTER>`. The **D47 Grant Number Profile** will display.

**STEP SEVEN:** From the D47, press **F9-INT**. The system will return to the **D02 Agency Profile** screen.
Frequently Used Keys

Following is a list of frequently used keys and what they do. NOT ALL KEYBOARDS HAVE THE SAME LAYOUT. IF YOUR KEYBOARD IS NOT CONFIGURED IN THE WAY DESCRIBED BELOW, ASK FOR ASSISTANCE.

<ENTER> (Right Ctrl): When you press this key, the system will perform an inquiry on the data you have entered.

<HOMEx>: This key returns the cursor to the LINK TO field.

<TABx>: Moves the cursor to the next enterable field on the screen.

<SHIFT><TABx>: Moves the cursor back one enterable field on the screen.

<RETURN> (Enter) Moves the cursor to the first enterable field on the next line.

<CLEAR> (Pause): Displays the menu associated with the screen you were on.

<CTRL> <DELETEx>: Used to delete everything in a field to the right of the cursor.
Logging off the System

There are two ways to log off in R*STARS.

**Method 1**

**STEP ONE**

From most screens in R*STARS simply type “QUIT” in the LINK TO field and press <ENTER>.

<table>
<thead>
<tr>
<th>VEND NO/MC: 1930894105</th>
<th>AGY: 926</th>
<th>DOC TYPE: PO</th>
<th>INV#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VEND NAME: SAVIN CORPORATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REC TYPE: A</td>
<td>APPR FUND:</td>
<td>FUND:</td>
<td>EFF DATE RANGE:</td>
</tr>
<tr>
<td>DOC NO / SFX</td>
<td>REF DOC/SFX</td>
<td>INVOICE #</td>
<td>TC</td>
</tr>
<tr>
<td>PO005819 001</td>
<td></td>
<td>3400</td>
<td>4640</td>
</tr>
<tr>
<td>PO005819 001 PO005819 001 15</td>
<td></td>
<td>3400</td>
<td>4640</td>
</tr>
</tbody>
</table>

**STEP TWO:**

This will take you to the following screen.

<table>
<thead>
<tr>
<th>CESF LOGOFF</th>
<th>&lt;= TYPE OVER THE C AND PRESS ENTER TO LOGOFF OF CICS</th>
</tr>
</thead>
</table>

**STEP THREE**

From this screen simply follow the directions on the screen -- type “C” over the “C” in “CESF” and press <ENTER>. 

| F1-HELP | F8-NEXT PAGE | F9-INTERRUPT | ENTER-INQUIRE | CLEAR-EXIT |
Method 2

STEP ONE  
From any screen, press <CLEAR> until the system displays the following screen.

```
CESF LOGOFF  <=  TYPE OVER THE C AND PRESS ENTER TO LOGOFF OF CICS
```

STEP TWO:  
Type “C” over the “C” in “CESF,” and press <ENTER>.
CHAPTER 2 -- CLASSIFICATION STRUCTURE

OVERVIEW

By far, the most complex topic in the R*STARS training program is the Classification Structure. It is a complex topic because the accounting needs of the State are complex.

The State tracks and reports on financial transactions at a variety of levels:

- At the highest level, all financial transactions must come together for the State’s Comprehensive Annual Financial Report (CAFR) as specified by the Governmental Accounting Standards Board (GASB).

- The Federal government has numerous reporting requirements for states. Many agencies in the State accept Federal funds and must be in compliance with Federal reporting requirements.

- To ensure accountability to Oregon’s citizens and the State Legislature, the State Government must be able to provide state-wide, agency, and program level information.

- To manage the state’s resources efficiently, the State must be able to gather financial information in ways that are meaningful to individual agencies.

- Individual agencies must be able to produce monthly, quarterly, annual, and bi-annual financial statements that are in compliance with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB).

- For audit purposes, the State’s accounting system must record and store data at a very detailed level.
Overview of R*STARS Structure

In R*STARS there are nine subsets of the classification structure. These include Fund, General Ledger, Object, Appropriation, Program, Function, Organization, Project, and Grant. Oregon has elected to use eight of these subsets to organize data and produce the necessary reports, on-line inquiries, and audit trail.

<table>
<thead>
<tr>
<th>STRUCTURE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND</td>
<td>The Fund Structure is primarily concerned with accounting, budgeting, cash management, and managerial reporting requirements for the State. It plays an important role in the CAFR.</td>
</tr>
<tr>
<td>GENERAL LEDGER</td>
<td>Like the Fund Structure, the General Ledger (GL) structure is integral to the CAFR. GL accounts include cash, payables, and fund balances.</td>
</tr>
<tr>
<td>OBJECT</td>
<td>The Object Structure is used for revenue, expenditure, and statistical tracking. We use object codes to group transactions by sources of revenue and kinds of expenditures. For example, taxes may be a source of revenue; personal services is a kind of expenditure. The Object Structure is important for preparing the Combined Statement of Revenue, Expenditure and Changes in Fund Balance. It is also important in tracking appropriations and budgets.</td>
</tr>
<tr>
<td>APPROPRIATION</td>
<td>The Appropriation Structure is used to monitor budgets for the Legislature and agencies. The Budget and Management Division of DAS controls the state-wide structure for Appropriations.</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>This is an agency-defined structure that is used to account for agency activities and track appropriations on a more detailed level. It impacts transaction entry, resource management, on-line inquiry, and reporting.</td>
</tr>
<tr>
<td>ORGANIZATION</td>
<td>Similar to the Program Structure, the Organization Structure allows agencies to create an alternative structure for looking at and managing resources.</td>
</tr>
<tr>
<td>PROJECT AND GRANTS</td>
<td>These two structures provide additional tracking resources for agencies involved in projects and grants.</td>
</tr>
</tbody>
</table>
The Fund Structure

A fund is a self-balancing set of accounts designed for accounting and budgeting purposes. The Fund Structure in R*STARS accommodates numerous kinds of funds. These include:

**TREASURY FUNDS**

Treasury Funds are state-wide accounts that are used to track the State of Oregon's banking activity. They consist of receipted and suspense accounts, such as General Fund and State Highway Fund. The funds are defined on the **D53 Title Profile**, TABLE ID: “tres.”

**BUDGETARY FUNDS**

The State Legislature requires that agencies report on revenue and expenditure activity for their appropriations. The Budget and Management Division, DAS, summarizes agency-specific activity by fund type. In R*STARS, we track this activity through the appropriated fund structure. The structure is defined on the **D22 Appropriated Fund** and **D39 State Fund Group** profiles. Examples of these funds include General Fund, Other Funds Limited, and Federal Funds -- Capital Construction.

**ACCOUNTING FUNDS**

Agencies use the General Ledger data to produce financial statements. In addition, the State-wide Accounting and Reporting Section of DAS produces the CAFR. In R*STARS, these fund types are defined on the **D24 GAAP Fund**, **D21 GAAP Fund Type** and **D20 GAAP Fund Group** profiles. Examples of the D20 (highest level) funds include Governmental, Proprietary, and Fiduciary..

**NACUBO FUNDS**

These funds pertain only to colleges and universities. They track fund activity and balances according to the National Association of College and University Business Officers (NACUBO) standards. At this time the State is not using this fund structure. Should Oregon decide to use them in the future, we would create the structure on the **D38 NACUBO Sub-Fund**, **D18 NACUBO Fund**, and **D17 NACUBO Fund Group** profiles.

**FUND**

R*STARS also includes a **D23 Fund Profile**. With approval from SFMS Operations, DAS, each agency establishes its own fund structure on the **D23 Fund Profile** to define the relationship of the agency’s structure to the other R*STARS funds.

**CASH FUND**

Agencies may want to pool cash for several different appropriations. They can do so by creating Cash Funds on the **D73 Cash Fund Profile**. Several D23 Funds may point to one Cash Fund; several Cash Funds may point to a Treasury Fund. Cash Funds do not meet the GAAP definition of a fund.
In the above Fund Structure example, a financial transaction is entered to the State Controller’s Division Fund. The transaction will be posted or “rolled up” to the “higher levels.” This allows the State to produce state-wide reports like the CAFR.

Note that this example has three major components, they are:

- Treasury Funds
- Appropriated Funds
- GAAP Accounting Funds
General Ledger Account Structure

The General Ledger Account Structure is used to define the Chart of Accounts. In other words, it is used to establish the accounts for the Balance Sheet and Operating Statement. In addition, R*STARS provides the ability to use the GL structure for statistical tracking. Like the Fund Structure, the General Ledger Account Structure has the capability to imply the statewide General Ledger Account structure from agency-defined accounts.

The agency-defined subsidiary accounts are defined on the D32 Agency General Ledger Account Profile. The statewide General Ledger Accounts are defined on the D31 Comptroller General Ledger Account Profile.
**Transaction Codes Designate General Ledger Accounts**

In the accounting transaction, the transaction code designates the General Ledger accounts to which the transaction will post. The relationships are created on the **Transaction Code Decision Profile** (28A).

- General Ledger debits and credits are usually shown in pairs.
- Each transaction code can have up to four sets of debits and credits.
- Usually, the fourth Debit and Credit record the liquidation of a previous transaction, such as an encumbrance.
In the above example, a transaction was entered with Transaction Code 222, Voucher Payable - Not Encumbered. This transaction will generate a warrant to pay for office supplies. The system will use the coding to imply higher level postings.
Object Structure

The Object Structure is used to identify the source of revenues and the type of expenditures. Similar to the other structures, there are state-defined objects, referred to as **D10 Comptroller Objects** and there are agency defined objects, referred to as **D11 Agency Objects**. Agencies wanting greater detail can define Agency Objects. Examples of Revenue Comptroller Objects include park user fees, motor fuel taxes, and personal income taxes. Examples of Expenditure Comptroller Objects include office supplies, instate meals and lodging, and office furniture and fixtures.

As with other aspects of the classification structure, R*STARS provides the ability to roll-up or imply more general categories. Agency Objects roll-up to the more general Comptroller Objects. In addition, R*STARS provides roll-ups specific to budget, **D09 Comptroller Source Group** and **D53 Budget Rollup 1 and Rollup 2**), General Ledger statements, **D08 GAAP Source Object** and **D16 GAAP Category**), and appropriations **D01 Object**).

The objects are designated in the accounting transaction by the Comptroller or Agency Object Code.

**Revenue Object Example**

<table>
<thead>
<tr>
<th>BUDGET OBJECTS</th>
<th>GAAP OBJECTS</th>
<th>APPROP. OBJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Total (D53, BUD3)</td>
<td>Operating Revenue (D16)</td>
<td>Revenues (D01)</td>
</tr>
<tr>
<td>Sales Income (D53, BUD2)</td>
<td>Sales Income (D08)</td>
<td></td>
</tr>
<tr>
<td>Other Sales Income (D09)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example, the motor pool sold a vehicle. The agency decided to track expenditures in greater detail than the Comptroller Objects and established Agency Objects on the D11 profile.
**Appropriation Structure**

Appropriation accounts are used to control the State’s appropriations and limitations from the Legislature. Appropriation numbers in SFMS provide budgetary control similar to the appropriations and limitations in the previous Control Accounting System.

The Budget and Management Division of DAS maintains the appropriation Structure. Agencies, however, will provide input on certain elements. Like the other structures, the Appropriation Structure has the capability to be “looked up” and to “look up.” The profiles that define the appropriation structure include the **20 Appropriation Number**, **D15 Appropriation Group**, and **D53 Title Profile** (APTY). Oregon is currently not using the D53 profile.

In the accounting transaction, the Appropriation can be looked up by the PCA or Index.

**Appropriation Example**

In this example, the agency has four separate appropriations. Each of these appropriations is defined on the 20 profile. The system can then imply the more general state-wide categories for these appropriations.
Program and Organization Structure

Although they are separate structures, the Program Structure and Organization Structure are related and can be discussed together. These two structures represent two different ways of sorting agency financial information. Both structures have coding reduction capabilities that imply an entire program or organization structure from one entered code, thus reducing the data entry required to code a transaction. See Coding Reduction later in this chapter.

**Program Structure**

The Program Structure in R*STARS allows agencies to track financial activity. It is generally related to the agency's goals and objectives and reflects what the agency does. The program structure may be as much as nine levels deep. The State has elected to use the top two levels to track appropriations. Thus, agencies can track their own budgets in levels three through nine. Agencies set-up their own program structures in the D04 Program Code Profile.

The program structure is designated in the accounting transaction by the PCA (26 Program Cost Account Profile).

**Program Example**

![Diagram of Program Example](image-url)
Organize Structure

The Organization Structure is quite similar to the Program Structure. It gives agencies the capability to track activity based on how state agencies are physically organized. Agencies establish an organization structure on the D03 Organization Code Profile. The organization structure is designated in the accounting transaction by the index (24 Index Code Profile).

Pictured below is an organization structure for the Department of Human Resources. Compare this Organization Structure to the Program Structure pictured previously.

Organization Structure Example

```
Level 1
Department of Human Resources

Level 2
Adult and Family Services

Level 3
- Admin (4000)
- Mgmt Services (5000)
- Income Maintenance (6000)
- Recovery Services (7000)
- Field Services (8000)
- Information Systems (9000)

Level 4
- District 1 (8100)
- District 2 (8200)
- District 3 (8300)
- District 4 (8400)
- District 5 (850)

Level 5
- Corvallis (8410)
- Lebanon (8420)
- Newport (8430)
- Albany (8440)
```
Grants and Projects Structure

The **Grant Structure** is used to track budgets, revenues, expenditures, and statistics for a specific funding source, such as a federal grant or private donation. Subgrantee accounting is also available in the grant structure and is used to track advances, expenditures, budgets, and other activity for recipients of state or pass-through grants. Agencies can set up grant structure through the **29 Grant Control, D47 Grant Number, D40 Grant Category, D28 Grantor, and D35 Grant Type** profiles. The Grant may be designated in the accounting transaction by the PCA.

The Project Structure is used to track budgets, revenues, expenditures, and statistics for an activity, such as a capital project or interagency agreement. Agencies can set up a project structure through the **27 Project Control, D42 Project Number, D06 Project Type, and D41 Project Category** profiles. The Project may be designated in the accounting transaction by the PCA.
Combining the R*STARS Structures

So far, we have looked at each of the R*STARS structures -- Fund, General Ledger, Object, Appropriation, Program, Organization, Projects, and Grants -- individually. In practice, a specific transaction may post to several of these structures. In addition, when a user performs an online inquiry or the system produces a report, R*STARS categorizes data across structures. Following are diagrams of how some of the structures work together.

### Balance Sheet Transactions

**GENERAL LEDGER**

- GAAP GL Acct Category (D13)
- GAAP GL Acct Class (D14)
- Comptroller GL Account (D31)
- Agency GL Account (D32)
- Transaction Code

**OBJECT**

- GAAP Category (D16)
- GAAP Source / Object (D08)
- Comptroller Object (D10)
- Agency Object (D11)
- Agency or Comptroller Object

**FUND**

- GAAP Fund Group (D20)
- GAAP Fund Type (D21)
- GAAP Fund (D24)
- Fund (D23)
- PCA or Index

R*STARS uses the transaction code, agency or comptroller object, and PCA and/or Index to categorize and summarize accounting transactions and produce the information needed for the CAFR and individual agency Combined Balance Sheet Financial Statements.
## Balance Sheet Example – CAFR

### Balance Sheet – General Governmental Funds
#### June 30, 2008

#### (In Thousands)

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General</th>
<th>Health and Social Services</th>
<th>Public Transportation</th>
<th>Environmental Management</th>
<th>Common School</th>
<th>Oregon Rainy Day</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$20,023</td>
<td>$364,023</td>
<td>$565,940</td>
<td>$304,100</td>
<td>$48,632</td>
<td>$329,608</td>
<td>$1,143,700</td>
<td>$2,772,043</td>
</tr>
<tr>
<td>Investments</td>
<td>-</td>
<td>28,320</td>
<td>113,023</td>
<td>873</td>
<td>1,015,175</td>
<td>-</td>
<td>256,269</td>
<td>1,514,283</td>
</tr>
<tr>
<td>Cash and Securities Held in Trust</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>243</td>
<td>23,180</td>
<td>-</td>
<td>25,070</td>
<td>48,260</td>
</tr>
<tr>
<td>Securities Lending Cash Collateral</td>
<td>11,103</td>
<td>203,626</td>
<td>355,942</td>
<td>199,575</td>
<td>123,375</td>
<td>183,641</td>
<td>671,154</td>
<td>1,716,753</td>
</tr>
<tr>
<td>Accounts and Interest Receivable (net)</td>
<td>9,459</td>
<td>2,649</td>
<td>117,737</td>
<td>32,444</td>
<td>9,499</td>
<td>-</td>
<td>106,561</td>
<td>932,883</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>895,617</td>
<td>14,667</td>
<td>44,156</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>7,065</td>
<td>782,803</td>
</tr>
<tr>
<td>Due from Other Funds</td>
<td>28,004</td>
<td>14,702</td>
<td>2,027</td>
<td>41,000</td>
<td>910</td>
<td>867</td>
<td>326,500</td>
<td>410,521</td>
</tr>
<tr>
<td>Due from Other Governments</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Inventories</td>
<td>32,222</td>
<td>1,720</td>
<td>21,872</td>
<td>18,020</td>
<td>-</td>
<td>20</td>
<td>-</td>
<td>76,905</td>
</tr>
<tr>
<td>Prepaid Items</td>
<td>4,587</td>
<td>14</td>
<td>-</td>
<td>12</td>
<td>-</td>
<td>-</td>
<td>440</td>
<td>5,053</td>
</tr>
<tr>
<td>Advances to Other Funds</td>
<td>40,598</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>332</td>
<td>-</td>
<td>-</td>
<td>40,930</td>
</tr>
<tr>
<td>Net Contracts, Notes and Other Receivables</td>
<td>12,001</td>
<td>4,062</td>
<td>2,582</td>
<td>2,031</td>
<td>-</td>
<td>20</td>
<td>-</td>
<td>143,508</td>
</tr>
<tr>
<td>Long-term Receivables - Component Units</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Loans Receivable</td>
<td>-</td>
<td>270</td>
<td>15,916</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>161,530</td>
<td>506,310</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$852,221</td>
<td>$907,054</td>
<td>$1,256,457</td>
<td>$958,453</td>
<td>$1,185,313</td>
<td>$514,015</td>
<td>$2,929,976</td>
<td>$8,220,754</td>
</tr>
</tbody>
</table>

| LIABILITIES AND FUND BALANCES | | | | | | | | |
| Liabilities: | | | | | | | | |
| Accounts and Interest Payable | $173,433 | $160,293 | $142,953 | $24,432 | $3,331 | - | $153,616 | $303,327 |
| Obligations Under Securities Lending | 11,103 | 203,626 | 355,942 | 199,575 | 123,375 | 183,641 | 671,154 | 1,716,753 |
| Due to Other Funds | 8,079 | 17,767 | 14,826 | 4,424 | 29,045 | - | 163,631 | 237,402 |
| Due to Component Units | - | 9,769 | - | - | - | - | - | 9,769 |
| Due to Other Governments | 127 | 10,103 | 68,993 | 14,710 | - | - | 17,467 | 134,460 |
| Matured Bond/COPs and Coupons Payable | 11 | - | - | - | - | - | - | 11 |
| Advances from Other Funds | 95 | - | 24 | 900 | - | - | 41,738 | 42,047 |
| Trust Funds Payable | 0,001 | 14,044 | 10,046 | 5,122 | 299,975 | - | 4,230 | 350,016 |
| Deferred Revenue | 449,507 | 8,734 | 11,347 | 11,815 | - | 10 | - | 619,428 |
| Contracts, Montages and Notes Payable | - | - | 121 | 172 | - | - | 283 | 586 |
| **Total Liabilities** | $468,503 | $426,281 | $652,072 | $330,327 | $401,944 | $183,941 | $1,210,827 | $3,723,757 |

| Fund Balances: | | | | | | | | |
| Reserves for Encumbrances | 127,412 | 2,608 | - | 28,937 | - | - | - | 156,068 |
| Reserves for Inventories | 30,222 | 1,725 | 21,972 | 19,625 | - | 20 | - | 78,955 |
| Reserves for Loans Receivable | - | 279 | 15,016 | 397,324 | 1,991 | - | 101,838 | 536,810 |
| Reserves for Other Long-term Receivables | - | 720 | - | 271 | 1 | - | 92 | 1,119 |
| Reserves for Advances to Other Funds | 40,598 | - | - | - | 332 | - | - | 40,930 |
| Reserves for Prepaid Items | 4,367 | 14 | - | 12 | - | - | 440 | 5,053 |
| Reserves for Debt Service | - | - | - | - | - | - | - | - |
| Reserves for Permanent Fund Principal | - | - | - | - | - | - | 223,130 | 223,130 |
| Reserves for Claims and Judgments Payable | - | - | - | - | - | - | 187,850 | 187,850 |
| Reserves for Revolving Accounts | - | 217 | 40 | 386 | - | - | 233 | 482 |
| Unreserved, Undesignated | 1,095 | 475,671 | 615,964 | 291,040 | 734,753 | 330,675 | - | 2,446,330 |
| Unreserved, Undesignated, Reported in: | | | | | | | | |
| Special Revenue Funds | - | - | - | - | - | - | - | - |
| Capital Projects Funds | - | - | - | - | - | - | - | - |
| Permanent Funds | - | - | - | - | - | - | - | - |
| **Total Fund Balances** | $203,018 | $481,477 | $655,626 | $726,108 | $738,787 | $325,675 | $1,729,220 | $4,882,007 |

| Total Liabilities and Fund Balances | $852,221 | $907,054 | $1,256,457 | $958,453 | $1,185,313 | $514,015 | $2,929,976 | $8,220,754 |
## Balance Sheet Example – Agency

### R*STARS Training Program  Classification Structure

**STATE OF OREGON**  
**DEPARTMENT OF VETERANS’ AFFAIRS**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**JUNE 30, 2008 and JUNE 30, 2007**

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Special Revenue Fund</th>
<th>Special Revenue Fund</th>
<th>Governmental Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>709,522</td>
<td>602,726</td>
<td>1,364,407</td>
<td>1,206,436</td>
<td>136,591</td>
</tr>
<tr>
<td>Securities Lending/Cash Collateral</td>
<td>602,726</td>
<td>1,206,436</td>
<td>136,591</td>
<td>119,349</td>
<td>2,210,520</td>
</tr>
<tr>
<td>Receivables:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due from State General Fund</td>
<td>707,522</td>
<td>602,397</td>
<td>451,151</td>
<td>323,456</td>
<td>45,379</td>
</tr>
<tr>
<td>Due from Other Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepaid Items</td>
<td>2,000</td>
<td>329</td>
<td>2,907</td>
<td>1,453</td>
<td>2,907</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>709,522</td>
<td>602,726</td>
<td>1,364,407</td>
<td>1,206,436</td>
<td>136,591</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>709,522</td>
<td>602,726</td>
<td>1,364,407</td>
<td>1,206,436</td>
<td>136,591</td>
</tr>
</tbody>
</table>

### LIABILITIES

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Special Revenue Fund</th>
<th>Special Revenue Fund</th>
<th>Governmental Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>707,522</td>
<td>602,397</td>
<td>451,151</td>
<td>323,456</td>
<td>45,379</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>707,522</td>
<td>602,397</td>
<td>451,151</td>
<td>323,456</td>
<td>45,379</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>707,522</td>
<td>602,397</td>
<td>451,151</td>
<td>323,456</td>
<td>45,379</td>
</tr>
</tbody>
</table>

### FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Special Revenue Fund</th>
<th>Special Revenue Fund</th>
<th>Governmental Funds</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND BALANCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserved for Propaid Items</td>
<td>2,000</td>
<td>329</td>
<td>913,956</td>
<td>881,660</td>
<td>61,212</td>
</tr>
<tr>
<td>Unreserved, Undesignated Fund Balance</td>
<td>-</td>
<td>-</td>
<td>913,956</td>
<td>881,660</td>
<td>61,212</td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCES</strong></td>
<td>2,000</td>
<td>329</td>
<td>913,956</td>
<td>881,660</td>
<td>61,212</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND FUND BALANCES</strong></td>
<td>709,522</td>
<td>602,726</td>
<td>1,364,407</td>
<td>1,206,436</td>
<td>136,591</td>
</tr>
</tbody>
</table>
**Operating Statement Transactions**

<table>
<thead>
<tr>
<th>FUND</th>
<th>PROGRAM</th>
<th>OBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAAP Fund Group (D20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAAP Fund Type (D21)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAAP Fund (D24)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriated Fund (D22)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund (D23)</td>
<td>Program Code (D04)</td>
<td></td>
</tr>
<tr>
<td>PCA or Index</td>
<td>PCA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

R*STARS uses the agency or comptroller object and PCA and/or Index to categorize and summarize accounting transactions and to produce the information needed for the CAFR and for individual agency Statements of Revenue, Expenditure, and Changes in Fund Balance.
### Statement of Revenues, Expenditures and Changes in Fund Balances

#### Governmental Funds

For the Year Ended June 30, 2008

(In Thousands)

<table>
<thead>
<tr>
<th>Revenues</th>
<th>General</th>
<th>Health and Social Services</th>
<th>Public Transportation</th>
<th>Environmental Management</th>
<th>Common School</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Income Taxes</td>
<td>$6,667,272</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$6,667,272</td>
</tr>
<tr>
<td>Corporate Income Taxes</td>
<td>440,724</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>440,724</td>
</tr>
<tr>
<td>Tobacco Taxes</td>
<td>58,005</td>
<td>196,305</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>254,310</td>
</tr>
<tr>
<td>Licenses, Permits, and Fees</td>
<td>154,409</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>154,409</td>
</tr>
<tr>
<td>Intergovernmental Taxes</td>
<td>116,105</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>116,105</td>
</tr>
<tr>
<td>Utility Fees</td>
<td>80,621</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>80,621</td>
</tr>
<tr>
<td>Insurance Premium Taxes</td>
<td>42,721</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>42,721</td>
</tr>
<tr>
<td>Motor Fuel Taxes</td>
<td>-</td>
<td>413,100</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>413,100</td>
</tr>
<tr>
<td>Vehicle Registration Taxes</td>
<td>-</td>
<td>201,245</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>201,245</td>
</tr>
<tr>
<td>Employer-Employees Taxes</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Worker’s Compensation Insurance Taxes</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Taxes</td>
<td>445</td>
<td>72,545</td>
<td>2,673</td>
<td>15,824</td>
<td>-</td>
<td>-</td>
<td>23,761</td>
</tr>
<tr>
<td>Licenses and Fees</td>
<td>36,574</td>
<td>91,630</td>
<td>62,589</td>
<td>10,162</td>
<td>1,069</td>
<td>-</td>
<td>143,575</td>
</tr>
<tr>
<td>Federal</td>
<td>-</td>
<td>2,795,081</td>
<td>860,262</td>
<td>73,737</td>
<td>-</td>
<td>-</td>
<td>2,795,081</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>4,339</td>
<td>123,404</td>
<td>65,130</td>
<td>26,316</td>
<td>3,356</td>
<td>-</td>
<td>77,452</td>
</tr>
<tr>
<td>Fees and Fines</td>
<td>1,000</td>
<td>1,027</td>
<td>5,514</td>
<td>250</td>
<td>24</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Rents and Royalties</td>
<td>724</td>
<td>5,471</td>
<td>3,460</td>
<td>3,070</td>
<td>-</td>
<td>-</td>
<td>4,814</td>
</tr>
<tr>
<td>Investment Income</td>
<td>81,615</td>
<td>14,400</td>
<td>45,199</td>
<td>26,177</td>
<td>(115,965)</td>
<td>(13,386)</td>
<td>(103,336)</td>
</tr>
<tr>
<td>Sales</td>
<td>670</td>
<td>4,479</td>
<td>15,020</td>
<td>56,963</td>
<td>540</td>
<td>-</td>
<td>6,092</td>
</tr>
<tr>
<td>Donations and Grants</td>
<td>0</td>
<td>0.275</td>
<td>207</td>
<td>1,717</td>
<td>-</td>
<td>1</td>
<td>20,713</td>
</tr>
<tr>
<td>Tobacco Settlement Proceeds</td>
<td>0</td>
<td>90,297</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
<td>90,297</td>
</tr>
<tr>
<td>Pension Bond Debt Service Payments</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other</td>
<td>46,583</td>
<td>245,640</td>
<td>56,640</td>
<td>5,114</td>
<td>719</td>
<td>-</td>
<td>212,832</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>5,850,163</td>
<td>2,592,265</td>
<td>1,525,332</td>
<td>462,126</td>
<td>(115,362)</td>
<td>(13,386)</td>
<td>2,457,063</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>General</th>
<th>Health and Social Services</th>
<th>Public Transportation</th>
<th>Environmental Management</th>
<th>Common School</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>3,102,319</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,102,319</td>
</tr>
<tr>
<td>Human Services</td>
<td>1,022,032</td>
<td>3,145,670</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4,167,670</td>
</tr>
<tr>
<td>Public Safety</td>
<td>1,017,603</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,017,603</td>
</tr>
<tr>
<td>Economic and Community Development</td>
<td>6,677</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>6,677</td>
</tr>
<tr>
<td>Natural Resources</td>
<td>60,005</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>60,005</td>
</tr>
<tr>
<td>Transportation</td>
<td>4,263</td>
<td>8,589</td>
<td>1,661,066</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,665,852</td>
</tr>
<tr>
<td>Consumer and Business Services</td>
<td>6,622</td>
<td>164,311</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>170,913</td>
</tr>
<tr>
<td>Administration</td>
<td>126,042</td>
<td>76,117</td>
<td>127,002</td>
<td>-</td>
<td>(1,566)</td>
<td>(2,966)</td>
<td>262,615</td>
</tr>
<tr>
<td>Legislative</td>
<td>38,511</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>38,511</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>263,450</td>
<td>1,151</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>264,594</td>
</tr>
<tr>
<td>Capital Improvements and Capital Construction</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Debt Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe</td>
<td>43,643</td>
<td>-</td>
<td>-</td>
<td>71</td>
<td>-</td>
<td>-</td>
<td>44,414</td>
</tr>
<tr>
<td>Interest</td>
<td>60,712</td>
<td>-</td>
<td>-</td>
<td>602</td>
<td>-</td>
<td>-</td>
<td>61,314</td>
</tr>
<tr>
<td>Other Debt Service</td>
<td>832</td>
<td>304</td>
<td>366</td>
<td>131</td>
<td>-</td>
<td>-</td>
<td>1,433</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>5,196,176</td>
<td>2,594,665</td>
<td>1,525,332</td>
<td>462,126</td>
<td>(115,362)</td>
<td>(13,386)</td>
<td>2,457,063</td>
</tr>
</tbody>
</table>

| Excess (Deficiency) of Revenues Over (Under) Expenditures | | | | | | | |
| 604,987 | 347,600 | 1,000 | 12,000 | 32,000 | 32,000 | 604,987 |

| Other Financing Sources (Uses) | | | | | | | |
| Transfers from Other Funds | 121,719 | 164,021 | 4,245 | 165,190 | (1,217) | - | 2,109,707 |
| Transfers to Other Funds | (772,991) | (263,723) | 156,279 | (10,464) | (65,338) | - | (823,079) |
| Insurance Receivables | 41 | - | 1,484 | 0 | 0 | - | 1,484 |
| Long-Term Debt Issued | - | 22,612 | 10,660 | 0 | 0 | - | 33,272 |
| Debt Issuance Premium | 305 | - | - | 63 | - | 0 | 368 |
| Refunded Debt Issued | - | - | - | 1,343 | - | - | 1,343 |
| Leases Inured | - | - | - | 130 | - | 0 | 130 |
| Refunded Debt Paymentable in 5 Years or Less | - | - | - | - | - | - | - |
| Total Other Financing Sources (Uses) | (441,192) | (474,788) | (156,279) | 14,192 | (60,151) | - | (1,094,092) |

| Net Change in Fund Balances | | | | | | | |
| 15,879 | (122,561) | 11,387 | (103,336) | (122,561) | 11,387 | - | - |

| Fund Balances - Beginning | | | | | | | |
| 153,098 | 245,060 | 625,744 | 657,617 | 315,828 | (152,003) | 2,804,575 |
| Prior Period Adjustments | (468) | (31,619) | 677 | (15,381) | - | - | (15,605) |
| Fund Balances - Ending - As Revised | | | | | | | |
| 152,630 | 223,441 | 622,067 | 642,236 | 310,447 | 156,050 | 2,688,970 |
| Change in Reserve for Investments | - | - | - | - | - | - | - |
| Fund Balances - Ending | | | | | | | |

| | | | | | | |
| 303,519 | 481,477 | 653,025 | 732,156 | 726,126 | 330,625 | 1,199,129 | 4,852,290 |

Taken from the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2008
### Statement of Revenue, Expenditure, and Changes in Net Assets – Agency

**Oregon Department of Veterans' Affairs**

**Proprietary Funds**

**Statement of Revenues, Expenses, and Changes in Fund Net Assets**

<table>
<thead>
<tr>
<th>Business Type Activities</th>
<th>2008</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mortgage Loans</td>
<td>$17,611,704</td>
<td>$17,526,662</td>
<td>$17,561,219</td>
</tr>
<tr>
<td>Contracts</td>
<td>434,945</td>
<td>593,760</td>
<td>806,376</td>
</tr>
<tr>
<td>Other</td>
<td>3,219</td>
<td>7,595</td>
<td>10,953</td>
</tr>
<tr>
<td>Investment Income:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest and Income</td>
<td>32,819,451</td>
<td>34,133,538</td>
<td>27,928,202</td>
</tr>
<tr>
<td>Change in Fair Value of Investments</td>
<td>397,105</td>
<td>3,599,026</td>
<td>343,737</td>
</tr>
<tr>
<td>LCCLI Premium Revenue</td>
<td>1,356,657</td>
<td>1,626,287</td>
<td>1,962,357</td>
</tr>
<tr>
<td>LCCLI Processing Fee</td>
<td>102,000</td>
<td>180,000</td>
<td>180,000</td>
</tr>
<tr>
<td>Resident Related Revenues</td>
<td>10,985,553</td>
<td>10,223,934</td>
<td>9,809,017</td>
</tr>
<tr>
<td>Other Fees and Charges</td>
<td>2,157,422</td>
<td>2,133,913</td>
<td>1,943,025</td>
</tr>
<tr>
<td>Conservatorship Fees</td>
<td>313,493</td>
<td>332,974</td>
<td>354,808</td>
</tr>
<tr>
<td>Gain on Sale of Foreclosed Property</td>
<td>-</td>
<td>-</td>
<td>7,551</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>$66,181,548</td>
<td>$70,358,689</td>
<td>$60,907,245</td>
</tr>
</tbody>
</table>

| **Operating Expenses:** |            |            |            |
| Bond Interest           | $26,856,570| $34,581,972| $35,121,631|
| Interest on Taxable Line of Credit | 721,945   | 279,906    | 525,600    |
| Salaries and Other Payroll Expenses | 6,073,854 | 5,544,122  | 5,320,563  |
| Bond Costs              | 1,242,882  | 1,581,932  | 1,129,971  |
| Securities Lending Investment Expense | 6,694,172 | 6,279,386  | 2,920,501  |
| Real Estate Owned Expense | 2,267       | 2,267      | 9,485      |
| Services and Supplies   | 2,052,371  | 2,717,430  | 2,332,289  |
| LCCLI Claims & Admin. Expense | 2,312,867 | 2,717,581  | 2,952,064  |
| Mortgage Broker Fees    | 512,448    | 467,823    | 275,144    |
| Veterans Home Operations | 10,365,986 | 9,632,303  | 9,120,185  |
| Depreciation Expense    | 475,284    | 445,508    | 545,245    |
| Bad Debt Expense        | -          | (545,135)  | (918,401)  |
| Special Payments        | 98,674     | -          | -          |
| Other Expenses          | 175,546    | 177,305    | 57,327     |
| **Total Operating Expenses** | $57,584,923 | $63,882,430 | $59,391,604 |

| Net Transfers from Vet Home Trust Fund | 153,858    | 25,024     | 25,483     |
| Net Transfers from Military Dept.      | 98,824     | -          | -          |
| Net Transfers from General Fund        | 300,000    | -          | -          |
| Net Transfers to Dept. of Admin Services | -         | (5,567)   | 16,794     |
| **Total Transfers**                   | 552,682    | 19,457     | 42,277     |
| Change in Net Assets                  | 9,149,208  | 6,495,716  | 1,557,918  |
| Net Assets – Beginning                | 139,544,398| 133,048,682| 131,490,764|
| Net Assets – Ending                   | $148,693,706| $139,544,398| $133,048,682|

**Classification Structure**
R*STARS uses the agency or comptroller object and PCA and/or Index to categorize and summarize accounting transactions and to produce the information needed to track expenditures and revenue for appropriations and budget. Agencies may choose to further categorize this activity for a particular grant or project.
### Appropriation and Budget Example -- Agency

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>General Fund</td>
</tr>
<tr>
<td>8000</td>
<td>General Fund</td>
</tr>
<tr>
<td>89901</td>
<td>General Fund Appropriation</td>
</tr>
<tr>
<td>89910</td>
<td>Gambling Addiction Treatment</td>
</tr>
<tr>
<td>8010</td>
<td>General Fund -- Capital Improvement</td>
</tr>
<tr>
<td>8020</td>
<td>General Fund -- Capital Construction</td>
</tr>
<tr>
<td>8030</td>
<td>General Fund -- Debt Service</td>
</tr>
<tr>
<td>8800</td>
<td>General Fund -- Revenue</td>
</tr>
<tr>
<td>77303</td>
<td>General Fund Receipts</td>
</tr>
<tr>
<td>02</td>
<td>Federal Funds</td>
</tr>
<tr>
<td>6010</td>
<td>Federal Funds -- Capital Improvement</td>
</tr>
<tr>
<td>6020</td>
<td>Federal Funds -- Capital Construction</td>
</tr>
<tr>
<td>6200</td>
<td>Federal Funds -- Non-limited</td>
</tr>
<tr>
<td>6400</td>
<td>Federal Funds -- Limited</td>
</tr>
<tr>
<td>03</td>
<td>Other Funds</td>
</tr>
<tr>
<td>3010</td>
<td>Other Funds Capital Improvement</td>
</tr>
<tr>
<td>30488</td>
<td>Capital Improvements</td>
</tr>
<tr>
<td>3020</td>
<td>Other Funds Capital Construction</td>
</tr>
<tr>
<td>30441</td>
<td>Library Seismic Upgrades</td>
</tr>
<tr>
<td>3200</td>
<td>Other Funds -- Non-limited</td>
</tr>
<tr>
<td>31556</td>
<td>DAS Operating -- NL</td>
</tr>
<tr>
<td>3230</td>
<td>Other Funds -- Debt Service -- Non-limited</td>
</tr>
<tr>
<td>31557</td>
<td>DAS Operating Debt Service -- NL</td>
</tr>
<tr>
<td>3400</td>
<td>Other Funds Limited</td>
</tr>
<tr>
<td>31501</td>
<td>DAS Operating Budget -- Limited</td>
</tr>
<tr>
<td>36101</td>
<td>Lottery -- Gambling Addiction Treatment</td>
</tr>
<tr>
<td>3430</td>
<td>Other Funds -- Debit Service -- Limited</td>
</tr>
<tr>
<td>04</td>
<td>Federal Funds -- Non-budgeted</td>
</tr>
<tr>
<td>6600</td>
<td>Federal Funds -- Non-budgeted</td>
</tr>
<tr>
<td>65550</td>
<td>Federal Flood Control Leases</td>
</tr>
<tr>
<td>05</td>
<td>Other Funds -- Non-budgeted</td>
</tr>
<tr>
<td>3600</td>
<td>Other Funds -- Non-budgeted</td>
</tr>
<tr>
<td>35250</td>
<td>City Revenue Sharing</td>
</tr>
</tbody>
</table>
Managing Cash Resources

R*STARS uses the Agency Code 3 to identify the Treasury Account Number for revenue. The PCA may imply the Agency Code 3.
Coding Reduction

For transactions, the coding block may include:

- Fund (D23)
- Appropriation Year
- Comptroller GL Account (D31) or Agency GL Account (D32)
- Comptroller Object (D10) or Agency Object (D11)
- Organization (D03)
- Program (D04)
- Appropriation Number (20)
- Project Control (27)
- Grant Control (29)

In order to reduce the amount of coding that a user is required to enter, R*STARS has coding reduction techniques for some of these elements.

Program Cost Account (PCA)

The Program Cost Account (PCA) is one coding reduction feature related to the Program Structure. It is established in the 26 Program Cost Account Profile. Its purpose is to imply an agency's Fund Structure, Appropriation Number, Program Structure, Project and Grant Structure.

Index

Index is another coding reduction feature that focuses on the Organization Structure of an agency. The index is established in the 24 Index Code Profile. It has the capability to imply Fund Structure, Appropriation Number, Organization Structure, Grants and Project.

To summarize, these structures can be implied or looked up by a PCA or Index:

<table>
<thead>
<tr>
<th>STRUCTURE</th>
<th>PCA</th>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>General Ledger Account</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Object</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Appropriation Number</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Program</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Organization</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Projects/Grants</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>PCA</td>
<td>----</td>
<td>yes</td>
</tr>
<tr>
<td>Index</td>
<td>yes</td>
<td>----</td>
</tr>
</tbody>
</table>
Complete Classification Structure (The Placemat)

SFMS DATA CLASSIFICATION STRUCTURE  7/1/94

FUND STRUCTURE  GENERAL LEDGER ACCOUNT STRUCTURE

CODING BLOCK

Statewide
Agency Defined
AR=Always Required
TD=Transaction
Dependent
OP=Optional Based on Agency Coding
Decisions
Classification Structure (Cont.)

OBJECT STRUCTURE

APPROPRIATION

PROGRAM

FUNCTION

D33
NACUBO
Category

D16
GAAP
Category

D09
Comptroller
Source/
Group

D34
NACUBO
Source/
Object

D08
GAAP
Source/
Object

D01
Object

D53
Budget
Rollup 1

D53
Budget
Rollup 2

D10
Comptroller
Object

D11
Agency
Object

D25
Agency
Object Group

D15
Appropriation
Group

D23
Appropriation
Type

D04
Program
Level 1

D52
Function
Level 1

20
Appropriation
Number

D04
Programs
Levels 3 - 9

D52
Function
Levels 3 - 9

Index

D53
Budget
Rollup 1

D04
Programs
Level 2

ProgramCost
Account

ProgramCost
Index

D10
Comptroller
Object

D11
Agency
Object

24
Index
Code

26
Program Cost
Account

20
Appropriation
Number

Multipurpose
Code

D36
Agency
Code 3

Statewide
Agency Defined

AR=Always Required

TD=Transaction

Dependent

OP=Optional Based on
Agency Coding

Decisions

2-25

1/19/97
Classification Structure (Cont.)

SFMS DATA CLASSIFICATION STRUCTURE 7/1/94

ORGANIZATION STRUCTURE

PROJECT STRUCTURE

GRANT STRUCTURE

D02 Agency

D03 Organization Level 2

D03 Organization Levels 3 - 9

D06 Project Type

D07 Project Number

D27 Agency Code 2

D28 Grantor

D29 Grant Control

D31 Sub-Grantee Control

D35 Grant Type

D40 Grant Category

D47 Grant Number

D53 Agency Type

D54 Agency

D71 GAAP Function

D81 Function

D12 Agency Group

D13 Group

D53 Cash Basis Function

D53 Agency Type

D26 AgencyCode 1

D27 Agency Code 2

D41 Project Category

D42 Project Number

D46 Agency Code 1

D47 Grant Number

AR=Always Required
TD=Transaction Dependent
OP=Optional Based on Agency Coding Decisions

Program Cost Account

Index

Statewide

Agency Defined

AR=Always Required

TD=Transaction Dependent

OP=Optional Based on Agency Coding Decisions
R*STARS Training Program

CHAPTER 3 -- APPROPRIATION AND BUDGET

R*STARS has powerful and flexible budget capabilities. The system meets the budget reporting requirements for State Government. It provides the Legislature with meaningful budget information and gives managers of State agencies information to help them manage their agencies efficiently.

- R*STARS provides very high-level budgeting information that could be used by the Legislature and provides budgets at a more detailed level for management purposes.
- The system allows different degrees of budget control.
- Controls can be set for programs, organization, funds, objects, grants, and projects.
- Budgets may be allotted to time periods, such as months or quarters, to assist in program management.
- Expenditures, Encumbrances, and Pre-encumbrances can be monitored against budgets at all levels.
- Revenues can also be budgeted for the “budget to actual” statement for the Comprehensive Annual Financial Report (CAFR).

Budget Types

In R*STARS there are four budget types. These budget types give the system the power and flexibility to accommodate the varying needs of State Government. They include:

- Appropriation
- Agency Budget
- Grant or Project Budget
- Financial Plan
Appropriations

The Appropriation structure represents the highest level of budgeting capabilities in R*STARS and satisfies the reporting needs of the Legislature.

- Appropriations (or Limitations) are the legal spending authority set by the State Legislature for each agency.

- R*STARS does not make a distinction between a Limitation and an Appropriation, they are both considered Appropriations.

- Each line item on an approved appropriation bill is assigned an Appropriation Number. This Appropriation Number is entered into R*STARS on the 20 Appropriation Number Profile.

- Appropriations can be rolled up to D15 Appropriation Groups and Appropriation Types (D53 Title Profile, TABLE ID APTY).
  
  - Appropriation Groups are defined by the Budget and Management Division of DAS and are used for reporting purposes.
  
  - The State is not currently using Appropriation Types.

- Agencies establish controls in R*STARS on D22 Appropriated Fund, D02 Agency, and D04 Program Code profiles. These controls impact how transactions post, on-line inquiries, and reports.
  
  - The State standard is to post Appropriations at the Appropriated Fund, Agency and Program Level 2 level. (See following sections for more detail.)

- Agencies enter Appropriation amounts through batches. Budget and Management, Department of Administrative Services, approves and releases the batches.

- The Appropriation Number can be “looked up” by a PCA or an Index when transactions are being processed.
**Appropriations and the Classification Structure**

Several portions of the R*STARS Classification Structure relate together to provide appropriation tracking. These aspects are pictured below:

![Diagram of Appropriations and Classification Structure]

We will now look at some of this structure in more detail.
20 Appropriation Number Profile

The 20 Appropriation Number Profile contains:

- Appropriated Fund
- Control Type Indicators
- Appropriation Level Indicators

The Budget and Management (BAM) Division of DAS maintains this profile with input from agencies.

The numbering convention for Appropriations includes:

- 3#### Other Funds and Non-budgeted Other Funds
- 6#### Federal Funds and Non-budgeted Federal Funds
- 7#### General Fund Revenue
- 8#### General Funds
- 99999 Non-Budget Appropriation
Appropriation Level Posting Indicators

Appropriation Level Indicators control the level at which a transaction posts to the Organization, Program and Object structures. This, in turn, controls the information available through the appropriation on-line inquiries. These values include:

Level of Organization

Valid Values:
0    No Organization Posting
1    Agency Level Posting
2-9  Organization Posting (defined on the D03 Organization Code Profile)

The State has standardized this indicator to be “0.” This means appropriations will not be tracked through the Organization Structure.

Level of Program

Valid Values:
0    No Organization Posting
1-9  Program Posting (defined on the D04 Program Code Profile)

The State has standardized this indicator to be “2.” This means appropriations will be tracked at Program Level 02 for all agencies.

Level of Object

Valid Values:
0    No Object Posting
1    Comptroller Source Posting (D09 Comptroller Source/Group)
2    Comptroller Object Posting (D10 Comptroller Object)
3    Object Posting (D01 Object)
4    Agency Object Group Posting (D25 Agency Object Group)
5    Agency Object Postings (D11 Agency Object)

Agencies may choose which object level they will use.

Control Type Indicators

The Control Type Indicators determine the severity of the system messages / edits when a transaction exceeds the Appropriation. Because R*STARS has the ability to track amounts on a cash or accrued basis, there is an indicator for cash, accrual, and encumbrance.

Valid Values:
0    No Edits (system ignores the appropriation implications of a transaction)
1    Fatal Error (system prevents transaction when it exceeds appropriation)
2    Warning Error (provides a warning when a transaction exceeds appropriation)

Oregon controls on an accrued basis.
D23 Fund Profile

The D23 Fund Profile:

- Is the lowest level in the fund hierarchy.
- Includes Fund Level Control Indicators that enable agencies to choose the level of fund at which Appropriations post.
- Creates the relationship of the agency’s fund to the Appropriated Fund.

Fund Level Indicators

<table>
<thead>
<tr>
<th>Appropriated Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Level Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Fund Level Indicators

<table>
<thead>
<tr>
<th>Appropriated Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Level Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Fund Level Indicator

For Appropriations, the State has standardized the Appropriation Fund Level Indicator.

- Suspense Accounts will have an indicator of “0” (no posting).
- All other funds will have an indicator of “1,” which means transactions will post at the Appropriated Fund level.

With these indicator levels, the 62 Appropriation Financial Inquiry will show summary level information, regardless of the setting on the DETAIL/SUMMARY field.
Program and Organization Structure

The PCA and Index can link the agency’s program and organization structure to Appropriations. This relationship is constructed on the 26 Program Cost Account and 24 Index Code profiles. In entering transactions, the PCA or Index will infer the Appropriation.
Entering Appropriations

As with other types of transactions, Appropriations are entered into R*STARS in batches, with:

- A **Batch Type** of “1” on the **500 Batch Header Entry** screen
- The **503 Budgetary Transaction Entry** screen, Document Type AP

```
S500 VER 2.0                    STATE OF OREGON              12/17/96 03:11 PM
LINK TO:                      BATCH HEADER ENTRY                          TRNG
BATCH AGENCY: 901              (SIGN ON AGENCY)
BATCH DATE: 092596              (MMDDYY, DEFAULTS TO TODAYS DATE)
BATCH TYPE: 1
BATCH NUMBER: 201
BATCH COUNT: 00002              BATCH AMOUNT: 01400000000.00
BATCH EDIT MODE: 2              (0=NO EDIT/POST, 1=EDIT 2=EDIT/POST)
PAYERMENT DIST TYPE:            (MUST BE IN D50 PDT PROFILE)
DISB METH IND:                 (H, M, R, E OR SPACE)
EFFECTIVE DATE: 092596          (MMDDYY, DEFAULTS TO TODAYS DATE)
PAST ENTRY:                    (M/S/I/P/ )
USER ID: AAA901                TRAINING USER 1
USER CLASS: 01
ACTION CODE AGENCY:
ACTION CODE:
F1-HELP    F9-INTERRUPT    F10/F11-SAVE    CLEAR-EXIT
```

```
S503 VER 2.0                    STATE OF OREGON              12/17/96 03:14 PM
LINK TO:      S D:        BUDGETARY TRANSACTION ENTRY          NOTE: N    TRNG
BATCH: AGENCY 901 DATE 092596 TYPE 1 NO 201 SEQ NO 00001 MODE EDIT AND POST
DOC DATE:                EFF DATE: 100796
CUR DOC/SFX: AP000004 001   REF DOC/SFX: AGENCY: 901
TRANS CODE: 012
INDEX: 10000
PCA: 13200                AY: 97
COMP/AGY OBJ:
AMOUNT: 01400000000.00     RVS:    FUND OVRD:
DOC COUNT: 00002            DOC AMT: 0000000000.00 DOC AGY: 901
DESCRIPTION: 97 APPROPRIATION

APPN NO: 89901               FUND: 4170     GL ACCT/AGY:
GRANT NO/PH:                 SUB GRANTEE:            PROJ NO/PH:
MPCD:                        AGY CD-1:                2:     3: 00401 RTI:
RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE   F11-SAVE/CLEAR   F12-HEADERS   CLEAR-EXIT
```
**Transaction Codes for Appropriations**

The Transaction Codes are used to enter and adjust Appropriations include:

- 004 Appropriation Transfers Out
- 005 Appropriation Transfer In
- 007 Appropriation Adjustments / Revisions
- 008 E-Board Appropriation Adjustment/Revisions -- Capital Project
- 010 Establish Original Appropriation -- Capital Projects
- 011 Appropriated Capital Projects Adjustment
- 012 Establish Original Appropriation
- 014 Appropriation -- Unschedule

These transactions post to the Appropriation Financial Table. They only impact the Budgetary Fund Balance and Appropriation/ Limitation Control General Ledger Accounts.

See the Chapters on Entering Transactions for additional information.

**Reports for Appropriations**

R*STARS offers a number of Requestable Appropriations Reports. They include:

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Report Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAFR6120</td>
<td>Status of Appropriation and Expenditure</td>
</tr>
<tr>
<td>DAFR6150</td>
<td>Status of Appropriation and Expenditure (subtotaled by Appr Fund)</td>
</tr>
<tr>
<td>DAFR6500</td>
<td>Lapsing Appropriation Report</td>
</tr>
<tr>
<td>DAFR7290</td>
<td>Appropriation Detail by GAAP Function and Agency</td>
</tr>
<tr>
<td>DAFR7420</td>
<td>Emergency Board Appropriation Detail by GAAP Function and Agency</td>
</tr>
<tr>
<td>DAFR7470</td>
<td>Appropriation Activity Detail</td>
</tr>
<tr>
<td>DAFR7480</td>
<td>Appropriation Activity Summary</td>
</tr>
<tr>
<td>DAFR7490</td>
<td>Appropriation Trial Balance</td>
</tr>
<tr>
<td>DAFR7500</td>
<td>Appropriation Activity Analysis</td>
</tr>
<tr>
<td>DAFR7510</td>
<td>Appropriation Adjusted Budget Summary Report</td>
</tr>
<tr>
<td>DAFR7530</td>
<td>Appropriations Nearing Deficit -- Cash Basis</td>
</tr>
<tr>
<td>DAFR7540</td>
<td>Appropriation Summary by Program</td>
</tr>
<tr>
<td>DAFR7550</td>
<td>Appropriation Summary</td>
</tr>
<tr>
<td>DAFR7580</td>
<td>Appropriations Nearing Deficit -- Encumbrance Basis</td>
</tr>
<tr>
<td>DAFR7590</td>
<td>Appropriations and Expense by Agency, Appropriated Fund, and Object</td>
</tr>
<tr>
<td>DAFR7630</td>
<td>Remaining Appropriation Balance by Appropriated Fund and Agency</td>
</tr>
<tr>
<td>DAFR7680</td>
<td>Appropriations Subject to Lapse</td>
</tr>
</tbody>
</table>

See the R*STARS Report Guide for additional information.
### Appropriation Inquiry

The **62 Appropriation Financial Inquiry Screen** summarizes the financial activity for each appropriation by appropriation year. Because the Appropriation Level for Program on the 20 Profile is set to Level 02 for all State agencies, this screen provides a summary of the activity for a specific appropriation. You may drill down to detailed transactions from this screen. See the chapters on On-line and Financial Inquiries for additional information.

<table>
<thead>
<tr>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ORIG BUDGT</td>
<td>1,400,000,000.00</td>
<td>02</td>
<td>REVISIONS-</td>
<td>200,600.00</td>
</tr>
<tr>
<td>12</td>
<td>CASH REVEN</td>
<td>1,600,000,100.00</td>
<td>14</td>
<td>ACCRD REVE</td>
<td>99,103.00-</td>
</tr>
<tr>
<td>15</td>
<td>CASH EXPEN</td>
<td>60.00</td>
<td>17</td>
<td>ACCRD EXPE</td>
<td>25,841.76</td>
</tr>
<tr>
<td>18</td>
<td>ENCUM OUTS</td>
<td>944,658.49</td>
<td>19</td>
<td>PRE-ENC OS</td>
<td>8,581.55</td>
</tr>
<tr>
<td>23</td>
<td>ALLOTMENT-</td>
<td>875,000,000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F1-HELP  F2-DOC INQ  F5-NEXT  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT
Agency Budgets

The budgeting needs of individual agencies are quite different from the budgeting needs of the State Legislature. R*STARS has the capabilities to provide meaningful information to both. The Agency Budget is designed to address individual agency budget tracking needs. This feature:

- Allows the agency to establish an internal operating budget to record, control, and report with more detail than appropriations
- Gives agencies the capability to use allotments to control quarterly or monthly spending
- Is controlled by the agency and entered by agency Budget Managers
- Can be entered at levels 2 through 9 of the program structure
- Provides control indicators that determine the posting levels and editing for agency budgets
Agency Budgets and the Classification Structure

As with Appropriations, several portions of the R*STARS Classification Structure work together to provide agencies with the budget tracking they need. These aspects include:

- 25 Agency Control
- 20 Appropriation Number
- D23 Fund
- D04 Program and/or D03 Organization Structure

25 Agency Control Profile

On the 25 Agency Control Profile agencies indicate whether Agency Budgets will be controlled by Organization or by Program.

- If the AGY BUD BY ORG indicator is “Y,” an Index will be required on all transactions posting to the Agency Budget Financial Table.
- If the AGY BUD BY PRG indicator is “Y,” a PCA or Appropriation Number will be required on all transactions posting to the Agency Budget Financial Table.

```
AGENCY: 926  FISCAL YEAR: 97
COST        RUN IND:       RUN TYPE:        NO STEPS:      LAST STEP:
  ALLOCATION-  CA BY IDX:     CA BY PROJ:     CA BY GRANT:      CA POST:
  CA RANGE FROM:     TO:       CA TYPES:
BILLING DEF-  IDX:          PCA:       EXP COMP/AGY OBJ:
  DEFAULT-  IDX:          PCA:       REV COMP/AGY OBJ:
  REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N
  DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 1
  REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: N ENC: Y (Y OR N)
  COMP OBJ REQD ON D11: Y
  FIXED ASSET - IND: N THRESHOLDS - CAP: INV: CAPTURE:
  AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
  LAST MONTH CLOSED: 00 AGY BUD BY ORG IND: N (Y OR N)
  AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM IND: Y (Y OR N)
  REPORTING MONTH/YR: 06 97 LABOR RUN IND: N (Y,N OR A)
  INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
  GRANT/PROJ BILLING RUN: N SGL ORG_LVL IND: 1 STATUS CODE: A
  EFF START DATE: 07011995 EFF END DATE: 10041996
```

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
## 20 Appropriation Number Profile

Agencies also set up part of the Agency Budget structure on the **20 Appropriation Number Profile** with the Agency Budget Indicators. These include:

- Control Type
- Object Level
- Allotment Selection
- Allotment Control

<table>
<thead>
<tr>
<th>Control Type</th>
<th>Object Level</th>
<th>Allotment Selection</th>
<th>Allotment Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Encr</td>
<td>Perc</td>
<td>Status Code</td>
</tr>
<tr>
<td>Accr</td>
<td>Obj</td>
<td>Prog/Obj</td>
<td>Alot Sel</td>
</tr>
</tbody>
</table>

### Details

**AGY: 137 APPN YEAR: 97 APPN NO: 31000 OPERATING EXPENSES - OTHER FUNDS**

- **APPRP - TYPE: 9 GROUP: 03 LEG SESS: 68 SESS CALL #: 0 ACT BL #: 000047**
- **BL LN #: 0002 RIDER #: 0000 PROG CODE: COMP SRC/GRP: REL APPN: 31000**

**I/E (I=INCLUDE, E=EXCLUDE)**

- **ENTER UP TO 10 FUNDS/COMP OBJS SEPARATED WITH EITHER "-" OR ",".**
- **APPD FUND I 3400 ,**
- **REV OBJ I 0000 - 2999 ,**
- **EXP OBJ I 3000 - 8999 ,**


**ALLOT INDS- SEL: Q CTL TYP: 1 QTR: N PERC: 00 PROG/OBJ BUD OBJ LEV IND: 0**

**AGY BDG INDS- CTL TYPE: 0 OBJ LVL: 5 ALLOT SEL: N ALLOT CTL: STATUS CODE: A**

**EFF START DATE: 07011995 EFF END DATE: 12311997 LAST PROC DATE: 08121996**

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-inq CLEAR-EXIT
Agency Budget Indicators

Control Type

This element determines the type of control the system will exercise over transactions that impact the Agency Budget. Valid values include:

- 0 -- Ignore the transaction’s impact on Agency Budget
- 1 -- Fatal -- The system will not process a transaction that exceeds budget
- 2 -- Warning -- The system provides a message when transaction exceeds budget

Object Level

This element determines the level of the Object structure at which the Agency Budget will be controlled. This level governs the revenue and expenditure objects used on the 61 Agency Budget Financial Inquiry screen. Valid values include:

- 0 -- No Object Posting
- 1 -- D09 Comptroller Source Group
- 2 -- D10 Comptroller Object
- 3 -- D01 Object
- 4 -- D25 Agency Object Group
- 5 -- D11 Agency Object

Allotment Selection Indicator

This element determines whether the Agency Budget will be monitored by period. Valid values include:

- N -- No Allotments
- M -- Monthly Allotments
- Q -- Quarterly Allotments

Allotment Control Indicator

This element determines the severity of the system edits for Agency Budget allotments. Valid values include:

- Blank -- No Agency Budget allotment edits
- 0 -- Ignore
- 1 -- Fatal -- System will not process transactions that exceed Allotment
- 2 -- Warning -- System will provide a message when transaction exceeds Allotment
D23 Fund Profile

As with Appropriations, the D23 Fund Profile includes a Fund Control Level Indicator for Agency Budget. Valid values include:

- 0 – None
- 1 – Appropriated Fund
- 2 – Fund

This element controls the Fund level to which Agency Budget transactions will post. It also determines the Fund level to be used on the 61 Agency Budget Financial Inquiry.
26 Program and/or 24 Organization Structure

Elements on the 26 Program Cost Account and 24 Index Code Profiles determine the level of the Program or Organization structure at which the Agency Budget will be posted on the Agency Budget Financial Table. This in turn impacts the Program or Organization Level on the 61 Agency Budget Financial Inquiry. Valid values correspond to the Program or Organization Level -- with 0 Indicating No Program or Organization Level and 1 indicating Agency Level. Levels 2 through 9 refer to the level on the D04 Program Code and D03 Organization Code profiles.

---

**Agency Budget Level Indicator**

---
**Entering Agency Budgets**

As with other financial transactions, Agency Budgets are entered in R*STARS in batches, with:

- **A Batch Type** of “1” on the **500 Batch Header Entry** screen
- **The 503 Budgetary Transaction Entry** screen, Document Type AB

```
S500 VER 2.0                    STATE OF OREGON              12/17/96 03:11 PM
LINK TO:                      BATCH HEADER ENTRY                          TRNG

BATCH AGENCY: 901              (SIGN ON AGENCY)
BATCH DATE: 092596             (MMDDYY, DEFAULTS TO TODAYS DATE)
BATCH TYPE: 1
BATCH NUMBER: 201

BATCH COUNT: 00005            BATCH AMOUNT: 00050000000.00

BATCH EDIT MODE: 2            (0=NO EDIT/POST, 1=EDIT 2=EDIT/POST)
PAYMENT DIST TYPE:             (MUST BE IN D50 PDT PROFILE)
DISB METH IND:                 (H, M, R, E OR SPACE)
EFFECTIVE DATE: 092596         (MMDDYY, DEFAULTS TO TODAYS DATE)
FAST ENTRY:                   (M/S/I/P/)
USER ID: AAA901                TRAINING USER 1
USER CLASS: 01
ACTION CODE AGENCY:
ACTION CODE:

F1-HELP    F9-INTERRUPT    F10/F11-SAVE    CLEAR-EXIT
```

```
S503 VER 2.0                    STATE OF OREGON              12/17/96 03:14 PM
LINK TO:      S D:        BUDGETARY TRANSACTION ENTRY          NOTE: N    TRNG
BATCH: AGENCY 901 DATE 092596 TYPE 1 NO 201 SEQ NO 00001 MODE EDIT AND POST
CUR DOC/SFX: AB000001 001   REF DOC/SFX:                          AGENCY: 901
TRANS CODE: 020
INDEX: 10000
PCA: 13200
AY: 97
COMP/AGY OBJ:

AMOUNT: 00000050000.00   RVS:
FUND OVRD:
DOC COUNT: 00005         DOC AMT: 0000000000.00   DOC AGY: 901
DESCRIPTION: 1ST QTR BUDGET

APPN NO: 89901           FUND: 4170   GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE:
MPCD: AGY CD-1: 2: 3: 00401    RTI:

F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT
```
Transaction Codes for Budgets

The following Transaction Codes are used to enter and adjust agency budgets:

- **019** Agency Budget Adjustment without Allotment
- **020** Establish Agency Original Budget
- **022** Agency Budget Allotment (See Allotments later in this chapter)
- **023** Agency Budget -- Unschedule
- **024** Establish / Adjust Agency Revenue Budget

These transaction codes post to the Agency Budget Table. They impact only the following General Ledger Accounts:

- Agency Budget Offset
- Agency Estimated Expenditure Budget
- Agency Revenue Budget

See the chapters on Entering Transactions for additional information.

Reports for Agency Budget

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Report Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAFR7360</td>
<td>Biennial Budget Allocation</td>
</tr>
<tr>
<td>DAFR7400</td>
<td>Agency Budget Activity Detail</td>
</tr>
<tr>
<td>DAFR7410</td>
<td>Agency Budget Activity Summary</td>
</tr>
<tr>
<td>DAFR7610</td>
<td>Agency Budget Monthly Allotment vs. Actual Expenditures</td>
</tr>
<tr>
<td>DAFR7620</td>
<td>Agency Budget Quarterly Allotment vs. Actual Expenditures</td>
</tr>
<tr>
<td>DAFR7640</td>
<td>Agency Budget Control by Organization, Fund, and Program</td>
</tr>
<tr>
<td>DAFR7650</td>
<td>Agency Budget Control by Program, Fund, and Organization</td>
</tr>
<tr>
<td>DAFR7670</td>
<td>Agency Budget Control by Fund, Organization, and Program</td>
</tr>
</tbody>
</table>

See the R*STARS Report Guide for additional information.
Agency Budget Inquiry

The 61 Agency Budget Financial Inquiry summarizes the agency budget information by year and by Organization or Program Code. The following profile indicators will impact this inquiry:

- Agency Budget by Org and Pgm Indicators on the 25 Agency Control
- Agency Budget Program or Organization Level Indicator on the 26 or 24 Profiles
- The Agency Budget Fund Level Indicator on the D23 Fund Profile
- The Agency Budget Object Level Indicator on the 20 Appropriation Number Profile

This screen has drill down features. See the chapters on On-line Inquiry and Financial Inquiry for additional information.
Grant and Project Budgets

Grant and Project Budgets are both optional features in R*STARS and are independent of appropriation or agency budgets. They include billable budgets as well as expendable budgets.

- These budgets are entered using transaction codes established specifically for this purpose.
- Once entered, Grant and Project budgets may be adjusted at any time by entering adjustment transactions in the system in the same manner as the original budgets.
- Grant and Project Budgets can be divided into allotments.
D47 Grant Number Profile

As with Appropriations and Agency Budgets, agencies establish Level and Control Indicators for Grants and Projects.

There are two Grant Level Indicators on the D47 profile. These include the Grant Phase Budget Level Indicator and the Agency Budget Grant Level Indicator.

The **Grant Phase Budget Level Indicator** controls the transaction posting for the Grant, Cash Control, and Cash Balance Financial Tables.

- If the Indicator is “Y,” the grant budget control will be at the phase level.
- If the Indicator is “N,” the grant budget control will be at the grant level.

The **Agency Budget Grant Level Indicator** identifies the level at which the grant is budgeted. Valid values include:

- 0 – No grant
- 1 – Grant
- 2 – Grant / Phase

---

**SD47 VER 2.0**

**STATE OF OREGON**

**12/18/96 10:15 AM**

**LINK TO:**

**GRANT NUMBER PROFILE**

**PROD**

**AGENCY: 333 (MUST BE IN D02 AGENCY PROFILE)**

**GRANT NUMBER: 800020**

**TITLE: REVOLVING FUND**

**FISCAL YEAR END:**

**0930 DESC:**

**GRANT PH BUDGET LEVEL IND: Y (Y OR N - CONTROL BUDGETS AT PHASE LEVEL)**

**AGY BUD GRANT LEVEL IND: 2 (0=NO GRANT, 1=GRANT, 2=GRANT/PHASE)**

**GRANTOR ID:**

**00000000000400 CATEGORY: 99.999**

**GRANT TYPE: 03**

**ADDRESS 1:**

**OREGON HEALTH DIVISION**

**ADDRESS 2:**

**ADDRESS 3:**

**CITY: PORTLAND**

**STATE: OR**

**ZIP CODE: 97232**

**AWARD DATE:**

**07011993**

**AWARD CONTRACT NO:**

**00000000000000000000**

**STATE APPL ID:**

**LOC REF NO:**

**MANAGER: MARLYN LEWIS**

**APPLICATION STATUS:**

**DUE DATE:**

**FINAL DECISION DATE:**

**GRANTORS GRANT NO:**

**STATUS CODE: A**

**EFF START DATE:**

**07011993**

**EFF END DATE:**

**LAST PROC DATE:**

**05121995**

**F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT**
**D42 Project Number Profile**

The **D42 Project Number Profile** has Budget Level Indicators similar to the **D47 Grant Number Profile** above.

The **Project Phase Budget Level Indicator** controls the posting of the Phase to the Project Financial Table.

- If the Indicator is “Y,” the project’s budget will be controlled at the phase level.
- If the Indicator is “N,” the project’s budget will be controlled at the project level.

The **Agency Budget Project Level Indicator** controls the posting of the Project and Phase transactions to the Agency Budget Financial Table. Valid values include:

- 0 -- Do no post project
- 1 -- Post project
- 2 -- Post project and phase
Entering Grant and Project Budgets

Grant and Project budgets are established in R*STARS by entering batches:

- Batch Type of 1
- Document Type of OB.

The Transaction Codes for entering and adjusting Grant and Project budgets include:

- 070 Project Billable Budget
- 071 Project Expendable Budget
- 073 Project Billable Units Budget (Statistics)
- 075 Grant Billable Budget
- 076 Grant Expendable Budget
- 078 Grant Billable Unit Budget (Statistics)

See the chapters on Entering Transactions for additional information.

Financial Plans

R*STARS agencies may choose to record financial plans at low levels of detail to provide a management tool for the day-to-day monitoring of governmental activities. They may enter financial plans for expenditures, revenues, and statistical units. The system does not provide for controls over these plans. Financial plan transactions affect only the General Ledger Financial Table and the Accounting Event Financial Table.

Entering Financial Plans

Financial Plans are established in R*STARS by entering batches:

- Batch Type of 1
- Document Type of AB

The Transaction Codes for entering and adjusting Financial Plans include:

- 060 Agency Expenditure Financial Plan
- 061 Agency Revenue Financial Plan
- 062 Agency Transfer In Financial Plan
- 063 Agency Transfer Out Financial Plan
Allotments

R*STARS has the capability of allocating any of the four budget types to individual time periods. These Allotments are entered in batches using specific transaction codes.

These Transaction Codes include:

- 002 Appropriation Allotment (Batch Type 1 or 7, Document Type AL)
- 022 Agency Budget Allotment (Batch Type 1, Document Type AL)

On the **503 Budgetary Transaction Screen** the following codes are entered into the Multipurpose Code field to determine the appropriate time periods for the allotment.

- **M** - Budget will be equally divided into 12 monthly periods.
- **Q** -- Budgets will be equally divided into 4 quarters
- **01 through 12** -- The entire budget amount will be entered into the “fiscal month” represented by that number.
- **WWXXYYZZ** where:
  - **WW** equals the percent allotted to the first quarter
  - **XX** equals the percent allotted to the second quarter
  - **YY** equals the percent allotted to the third quarter
  - **ZZ** equals the percentage allotted to the fourth quarter.
CHAPTER 4 -- TRANSACTION CODES

Transaction Codes are three digit numbers that determine the accounting impact of financial transactions in R*STARS. Currently, there are approximately 600 transaction codes in the system. This provides significant flexibility in defining how R*STARS records transactions.

Design Concept

Each Transaction Code in the system is defined with a 28A Transaction Code Decision Profile and a 28B Trans Code Description Profile.

- The 28A Transaction Code Decision Profile
  - Specifies the general ledger accounts impacted by the transaction
  - Identifies the data element coding and editing requirements of each accounting event
  - Identifies the Financial Table postings, which determine how transactions are stored in the system for later inquiry and reporting purposes
  - Specifies what balance types the transaction posts to the financial tables
  - Identifies if the transaction will produce a warrant
  - Specifies the posting sequence of the transaction during the batch processing cycle

- The 28B Trans Code Description Profile
  - Provides a narrative of the transaction code and the effects of its use
  - Identifies the valid document types for the transaction
  - Identifies the valid batch types
  - Provides an option to include or exclude specific comptroller objects or object ranges to be used with the Transaction Code
  - Provides an option to include or exclude specific general ledger account ranges that can be entered on the transaction
28A Transaction Code Decision Profile

The Transaction Code Decision Profile screen, the “28A,” is among the most difficult screens in R*STARS to read and understand. Becoming familiar with the key components of this screen is essential to an overall understanding of transaction codes.

The data categories on the 28A Profile are:
- General Ledger Posting Indicators
- Transaction Edit Indicators
- Special Indicators
- File Posting Indicators

<table>
<thead>
<tr>
<th>General Ledger Posting Indicators</th>
<th>Transaction Edit Indicators</th>
<th>Special Indicators</th>
<th>File Posting Indicators</th>
</tr>
</thead>
</table>

General Ledger Posting Indicators

Transaction Edit Indicators

Special Indicators

File Posting Indicators

---

S28A VER 2.0                    STATE OF OREGON              12/23/96 10:38 AM
LINK TO:               TRANSACTION CODE DECISION PROFILE                  PROD
TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED
GENERAL LEDGER
TRANS
DOCD DUDT I SVDT CDOC I RDOC I MOD I AGCY R IDX PCA COBJ R
EDIT
AOBJ RVRS PTD R CI N 1099 R WARR INVC VNUM R VNUM R VADD R
INDS: DMETH R APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT DI#
POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: FUTMY: Y
GEN- TC:      DT:      ACCR TC:      TR TC:      INTERFACE IND:
PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: + 03 M 8 2 + 04 M 8 2
FILE
AP: - 18 + 17
POSTING
AB: - 18 + 17
INDS: CC:
GP: - 18 + 17
PJ: - 18 + 17
AGY GL:
STATUS CODE: A
EFF START DATE: 06011990   EFF END DATE:            LAST PROC DATE: 06171995
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT- INQ CLEAREXIT

---

4-2

1/29/97
Financial Transactions are entered in batches. For each transaction, the user enters a Transaction Code. The General Ledger Posting Indicators for that Transaction Code determine the General Ledger Accounts (D31) to which the transaction will post.

- Each Transaction Code may have up to four sets of debits and credits.
- General ledger debits and credits are usually shown in pairs.
- Some of the transaction codes used in journal vouchers have one general ledger account entered. If one of these “open” or “generic” transaction codes is used, the user must enter a general ledger account number on the transaction screen when entering the transaction. See the chapter on Journal Entries.
- DR-4 and CR-4 are used only to record the automatic liquidation of previous, document tracked, transactions; such as, pre-encumbrances and encumbrances.
The **Transaction Edit Indicator** fields define the elements a user will need to fill in on the transaction entry screen. On the 28A for any given Transaction Code, each Transaction Edit Indicator field will have one of the following values:

**I**

Required and must be input on the transaction (in other words, the person entering the transaction must physically key a value for this element).

**R**

Required on the transaction, but may either be input or looked-up based on one of the other data elements recorded on input. For example, PCA’s may designate the Fund and Appropriation Number.

**N**

Not allowed to be present on the accounting transaction, regardless of whether the data element is entered in the transaction or looked-up from a system profile.

**Blank**

Optional and may be entered as part of the transaction, looked-up from a profile, or may be left blank.

In the following pages there is a brief description of each of the Transaction Edit Indicator fields.
Transaction Edit Indicator Fields

**DOCD**

**Document Date** is an informational field that allows a user to enter a date related to the document that represents the transaction. In Oregon, document date will be optional for most transactions.

**DUDT**

**Due Date** is used to schedule payments/receipts for A/P and A/R transactions. For A/P, this date determines the date the system will write a warrant. For A/R, this date drives the A/R aging process. This element can be input or calculated by the system by utilizing the effective date and information from the [Agency Document Control Profile](#).

**SVDT**

**Service Date** is another informational date that can be used as needed. Agencies may elect to use this field for agency specific purposes.

**CDOC**

**Current Document Number** will be required to be input (I) on all transactions. The document number is a way to identify a transaction or group of related transactions.

**RDOC**

**Reference Document Number** will be required (R) for transactions that liquidate other transactions posted to the Document Financial Table. These include encumbrances, pre-encumbrances, and billed Accounts. For all other transactions, this field will be blank so that agencies may elect to enter a reference document number for informational purposes.

**MODI**

The **Modifier** is the code used for liquidating encumbrances and pre-encumbrances and is required to be input (I) for those transactions. It will not be allowed (N) for all other transactions. The logic for this indicator works off the 4th DR/CR pair of the General Ledger Posting Indicators. It enables the system to totally liquidate an encumbrance or pre-encumbrance so that the document balance is zero.

**AGCY**

**Agency** is required (R) but, in most cases, does not have to be input because it can be inferred from the user RACF ID.

**IDX**

**Index** will be required on an agency by agency basis, depending upon each agency’s Organization Structure and controls on the Agency Control Profile. This allows an agency to decide how they want to use the coding structure.

**PCA**

**Program Cost Account** will be required on an agency by agency basis, depending upon each agency’s Program Structure and controls on the Agency Control Profile. This allows an agency to decide how they want to use the coding structure.
**COBJ**  
**Comptroller Object** is required (R) any time one of the DR/CR pairs in the General Ledger Posting Indicators contains a nominal account (such as revenue/expenditure control). Comptroller Object will not be required to be input (I) because agency objects can look up comptroller objects. It will not be allowed unless a nominal account is in the DR/CR pair. The comptroller object must be valid in the **D10 Comptroller Object Profile**.

**AOBJ**  
**Agency Objects** will be optional (blank) if the comptroller object is required. If the agency is not using Agency Objects, the Comptroller Object will be required for transactions that affect nominal accounts. If Comptroller Object is not allowed, then an Agency Object also will not be allowed (N).

**RVRS**  
The **Reverse Code** allows the user to use a T-code with an "R." The "R" used on T-codes will cause the reverse general ledger and financial table posting. For most transactions, reverse will be blank. See the chapter on Entering Transactions -- Advanced Topics.

**PDT**  
**Payment Distribution Type** identifies how the system will combine transactions for warrants and direct deposits (across documents, appropriated fund, or agencies). This element will be required on Voucher Payable transactions and can be inferred from the **52 Systemwide Vendor Profile**.

**CI**  
**Capitalized Inventory** Indicator relates to the fixed asset subsystem. Oregon is not currently implementing this subsystem, so this will always be N.

**1099**  
**1099 indicator** will be "R" for disbursement transactions because it can be looked up from a combination of object indicators on the **D10 Comptroller Object Profile**, and **52 Systemwide Vendor Profile**.

**WARR**  
**Warrant Number** will be required on certain payment transactions. It will not be allowed (N) for all other transactions.

**INVC**  
**Invoice Number** will be blank for most transactions. Agencies can enter an invoice number if they choose. The invoice number will display on the remittance advice. In revenue and receivable transaction codes, the invoice field on the 28A translates to the deposit number field on the **504 Revenue/Receipts Transaction Entry Screen**.

**VNUM**  
**Vendor Number** will have to be input (I) on the establishment of all accounts payable and accounts receivable transactions.

**VNAM**  
**Vendor Name** can be looked up from the Vendor Number.

**VADD**  
**Vendor Address** can also be inferred from the Vendor Number.
**DMETH**  
*Disbursement Method Indicator* is required for payment processing. It identifies how disbursement transactions are processed. See the chapter on Expenditures.

**APN#**  
*Appropriation Number* will be required (R) for most transactions. APN# may be looked up from the INDEX or PCA. True Treasury Suspense Accounts will not carry an appropriation number.

**FUND**  
The **D23 Fund** may either be input or inferred from the INDEX or PCA. This is the fund at the agency level.

**GLA**  
*Comptroller General Ledger Account* will have to be input (I) if one of the DR/CR pairs on the General Ledger Posting Indicators is blank. If there is no blank DR/CR, Comptroller General Ledger will not be allowed.

**AGL**  
*Agency General Ledger Account* (D32) will be blank. Agencies may elect to use Agency General Ledger Accounts for specific purposes.

**GRNT**  
*Grant Number* will be blank. Agencies will have Grant Numbers if they are using the Grant Structure to track specific sources of revenue, such as federal grants. This may be looked up by a PCA or Index.

**SUBG**  
*Subgrantee Number* will be blank. Agencies may elect to use Subgrantees as part of the Grant Structure.

**PROJ**  
*Project Number* will be blank. Agencies will have Project Numbers if they are tracking revenue and expenditure for specific projects. The Project Number may be looked up by a PCA or Index.

**MULT**  
Multipurpose Code

**DI#**  
Debt/Investment Number
The **Special Indicators** section of the 28A contains fields that provide added power and flexibility to transaction codes. Following is a list and brief explanation of each Special Indicator field:

**POST SEQ**

In R*STARS the posting sequence is used when transactions are posted in batch edit mode 0 or 1. It indicates the order in which R*STARS will post the transactions within a batch. Valid values include:

1 -- budget
2 -- revenue
3 -- expenditures
4 -- all other transactions

**REG NO**

Register Numbers are set up in the system and represent the transaction activity register (control report) on which the transaction will appear. Valid values include:

1 -- budgetary
2 -- encumbrances/pre-encumbrances/expenditures
3 -- revenue/receipts
4 -- cost allocation/grant project billing
5 -- journal entries
6 -- warrant register
**WW IND**  
*Warrant Writing Indicator* tells the system if a warrant will be written from the transaction. A value of 0 in this field indicates that a warrant will not be written for the transaction, a value of 1 means that a warrant will be issued as a result of the transaction. See the R*STARS System Management Guide for additional values.

**D/I IND**  
The *Direct/Indirect Indicator* field will have a “D” or “I” or will be blank. All transactions that are entered by agencies are considered Direct. Transactions generated through the cost allocation subsystem are considered indirect. If this is blank, the system assumes the transaction is Direct.

**WAR CANCL TC**  
The *Warrant Cancellation Transaction Code* field will contain another transaction code number that represents the T-code that would be used to cancel a warrant that had been written. SFMS Operations will enter warrant cancellation transactions.

**PYTC**  
The state is not using *Prior Year Transaction Code* at this time.

**FUTMY**  
The *Future/Month Year Indicator* tells the system whether the transaction can be posted to a future month or year. Transactions such as budgets and encumbrances may be entered for future financial months or year.

**GEN-TC**  
Another Transaction Code is entered in the *Generate Transaction Code* field when four DR/CR pairs are not enough; when additional balance types need to be recorded; or when the generation of another transaction would reduce the overall number of transaction codes needed.

**DT**  
The *(Generate) Document Type* is the document type that will be used on the Generate T-Code (explained above) or Generate Accrual Transaction (explained below).

**ACCR TC**  
The *(Generate) Accrual Transaction Code* allows the user to enter the transaction. Then, on the first day of the next effective month, the system reverses the transaction using the T-Code in this field. Note: On any given transaction code there cannot be both a Generated Transaction Code and a Generate Accrual Transaction Code.

**TR TC**  
The *Treasury T-code* will not be used since the treasury function is interfaced with SFMS in Oregon.

**INTERFACE IND**  
There are ten Interface Indicator fields. Oregon is currently using two of them. The first indicates transfers between agencies, and the second is used for reconciliation reporting.
**PAY LIQ TC**

The **Payment Liquidation Transaction Code** field will contain a Transaction code that will be used to liquidate a payable and create a warrant.

**PAY RED TC**

The **Payment Redemption Transaction Code** field will contain a Transaction code that will be used to record the redemption of a warrant.

**CUM POST IND**

The **Cumulative Post Indicator** will always be “Y,” except for when allocating encumbrance transactions. A “Y” indicates that this transaction will post cumulatively to financial months. A value of “N” will post to only the month identified by the effective date on the transaction.

**BAL TC**

The **Balance Transaction Code** designates another Transaction Code that must be entered in a second transaction in the same batch and document number to balance this transaction.

Transaction codes for transfers, and Due To/From transactions will have a balancing transaction code. See the chapter on Entering Transactions -- Advanced Topics.

**A/S DOC AMT**

The **Add/Subtract Amount** may be either + or -. This is used to calculate the net document amount rather than having to calculate absolute value.
File Posting Indicators

Financial Tables

R*STARS stores financial information in **Financial Tables** for later retrieval. The Transaction code determines the financial table(s) to which the system will post a specific transaction. The financial tables listed on the 28A include:

- **DF**: The **Document Financial Table** contains the balance of each outstanding pre-encumbrance, encumbrance, account receivable, and due to/from account.

- **AP**: The **Appropriation Table** contains appropriation balances and revenue, expenditure, and encumbrance balances.

- **AB**: The **Agency Budget Table** contains agency budget balances and revenue, expenditure, and encumbrance balances.

- **CC**: The **Cash Control Table** contains the balance of available cash by fund.

- **GP**: The **Grant Table** contains the budgets, expenditures, and revenues of a grant.

- **PJ**: The **Project Table** contains the budgets, expenditures, and revenues of a project.

In addition to the tables listed on the 28A, Transactions always post to two other financial tables -- the **General Ledger (GL)** and **Accounting Event (AE)** tables. With these tables, R*STARS maintains a complete audit trail.
For additional information on the financial tables, see the chapter on On-line Inquiries.

In the File Posting Indicator portion of the 28A, there are ten columns (two sets) of indicators for each of the tables. This provides the ability to update the same table with two postings from one transaction. For example, an encumbrance can be liquidated and an expenditure can be recorded in the Appropriation Table (AP) by one transaction.

We will now take a look at these indicators.

**Add / Subtract Posting Indicator**

The first column, “A/S” indicates whether the amount of the transaction will be “Added” or “Subtracted” to the financial table amount.

**Balance Type**

The second column is labeled “BT” representing Balance Type. Each financial table, except the Accounting Event (AE), contains several balance types. The program uses the balance types to accumulate all the financial data together, regardless of general ledger account.

Balance types for each table are defined on the D05 Balance Type Profile. Some examples that are used on several tables include:

- 12 - Cash Revenue
- 14 - Accrued Revenue
- 15 - Cash Expenditures
- 17 - Accrued Expenditures
- 20 - Transfer in - Cash
- 21 - Transfer out - Cash

**Match Control Table Posting Indicator**

The Match Control Table Posting Indicator (MATCH) is primarily used for the Document Financial Table (DF) and Appropriation Table (AP) to ensure that documents and appropriations are correctly updated. For example, an encumbrance liquidation must find the original encumbrance in the Document Financial Table. Valid values include:

- M -- Detail transaction must find a matching record
- N -- Detail transaction must not find a matching record
- Blank -- No match control
Comptroller General Ledger Account Posting Indicator

The Comptroller General Ledger Account Posting Indicator (GLA) determines which Comptroller General Ledger Account from the General Ledger Posting section of the 28A will be used to post to the designated table. This field is only used for the Document Financial Table (DF) and Agency General Ledger (AGY GL).

Posting Document Number Indicator

The Posting Document Number Indicator (DOC) is only used with the Document Financial Table (DF). It identifies which document number the system will use when posting to the DF Table.
**28B Trans Code Description Profile**

From the 28A, press **F6-28B**. R*STARS will display the **28B Trans Code Description Profile**. This screen is essentially a "page two" of the 28A screen. Besides a free-form description of the Transaction Code, this screen defines what elements can be used with the Transaction Code, including:

- General Ledger Accounts (**D31 Comptroller GL Account Profile**)
- Comptroller Objects (**D10 Comptroller Object Profile**)
- Document Types (**33 Document Control Profile**)
- Batch Types (**D54 Systems Parameter Profile, TABLE ID BTYP**)

For each of these, the profile may indicate a range of values that may be used (I for include) or may not be used (E for exclude) with the Transaction Code.
Document Types

There may be up to 10 different Document Types for any given Transaction Code. Valid values are defined on the 33 Document Control Profile. Some of the most commonly used Document Types include:

AB -- Agency Budget or Financial Plan
   AL -- Allotment
   AP -- Appropriation
   AR -- Accounts Receivable
   BT -- Balanced Transfers
   CA -- Cost Allocation
   CR -- Cash Receipt
   EE -- Encumbrance (Non-ADPICS)
   JV -- Journal Vouchers
   VP -- Voucher Payable (Non-ADPICS)
   ZE -- Payment Liquidation
   ZW -- Warrant Redemption

A % in the first field means all Document Types are valid.

Batch Types

There may be up to 10 different Batch Types for any given Transaction Code. Valid values are defined on the D54 Systems Parameters Profile (TABLE ID BTYP). They include:

1 -- Budgetary
2 -- Revenues and Receipts
3 -- Pre-encumbrances and Encumbrances
4 -- Expenditures and Disbursements
5 -- Journal Vouchers
6 -- Treasury Transactions (system generated)
G -- Companion Entry

A % in the first field means all Batch Types are valid.
The DAFQ28CO Report

The State of Oregon developed the DAFQ28CO in an effort to simplify transaction codes. This report combines the information from the 28A and 28B Profiles into a single, more readable report.

It is not, however, available on-line. It must be requested.

<table>
<thead>
<tr>
<th>TCODE: 001 ESTABLISH ORIGINAL APPROPRIATION/ALLOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION: ESTABLISH ORIGINAL APPROPRIATION APPROVED DURING LEGISLATIVE SESSION. THIS TRANSACTION WILL AUTOMATICALLY GENERATE ALLOTMENT. USE TC 012 TO ESTABLISH ORIGINAL APPROPRIATION WITH GENERATING ALLOTMENT.</td>
</tr>
<tr>
<td>DR: 2900 BUDGETARY FUND BALANCE CR1 2700 APPR/LIM CONTROL</td>
</tr>
<tr>
<td>DR2: CR2:</td>
</tr>
<tr>
<td>DR3: CR3:</td>
</tr>
<tr>
<td>DR4: CR4:</td>
</tr>
<tr>
<td>GEN TCODE:</td>
</tr>
<tr>
<td>BAL TCODE:</td>
</tr>
<tr>
<td>GEN ACC TCODE:</td>
</tr>
<tr>
<td>VALID DOC TYPES: AP</td>
</tr>
<tr>
<td>VALID BATCH TYPES: 1,5</td>
</tr>
<tr>
<td>EDIT INDICATORS:</td>
</tr>
<tr>
<td>COMP OBJECTS:</td>
</tr>
<tr>
<td>GL ACCTS:</td>
</tr>
<tr>
<td>FILE POSTING INDICATORS:</td>
</tr>
<tr>
<td>DF:</td>
</tr>
<tr>
<td>AP: + 01 ORIG APPN BUD</td>
</tr>
<tr>
<td>AB:</td>
</tr>
<tr>
<td>CC:</td>
</tr>
<tr>
<td>GP:</td>
</tr>
<tr>
<td>PJ:</td>
</tr>
</tbody>
</table>
Determining an Appropriate Transaction Code

Transaction Codes are grouped by type of Transaction. You can narrow the search by determining the appropriate range of transaction codes. They include:

- 001 - 099  Budgetary Transactions
- 100 - 199  Revenues, Receipts, Receivables
- 200 - 299  Pre-Encumbrances, Encumbrances, Expenditures, Disbursements
- 300 - 399* System Generated
- 400 - 599  Journal Vouchers (including Fixed Assets)
- 600 - 699  Conversion to SFMS
- 700 - 705* Treasury Automatic Entries
- 706 - 743  SFMS to SFMS Transfers
- 744 - 765  SFMS to CAS Transfers
- 766 - 778  Suspense Account Activity
- 790 - 899  Central and Agency Specific Activity
- 900 - 949* Year-end (SARS)
- 950 - 960* ADPICS Interface
- 965 - 999* Auto-Reverse

Transaction Codes in the ranges with an * may not be used by agency personnel. Many of these t-codes are automatically generated by another t-code entered by agency personnel.

Once you have chosen a range, you may want to look up possible t-codes on:

- 28A Transaction Code Decision Profile
- 28B Trans Code Description Profile
- DAFQ28CO Transaction Code Reference Listing Report

Once you have determined the General Ledger Accounts that will be debited and credited by a Transaction Code, you can obtain additional information from the DAFQA010 Statewide T-Code Listing by General Ledger Account. This report lists transaction codes by General Ledger Account.
Commonly Used Transaction Codes

**Accounts Receivable**

101 * Establish Intergovernmental Receivable (Federal) Billed (Invoice)
102 * Establish Intergovernmental Receivable (Local) Billed (Invoice)
103 * Establish A/R - Other Billed (Invoice)
104 Establish/Adjust A/R - Other Unbilled
105 Establish/Adjust A/R - Federal - Unbilled
106 Record interest on Delinquent Billed Receivable
107 Adjust Account Receivable - Other - Billed
109 Establish A/R - Transfer In - Billed (Invoice)
110 Adjust Intergovernmental Receivable (Federal) Billed
111 Adjust Intergovernmental Receivable (Local) Billed
118 Reclass Accounts Receivable - Prior AY
129 Record Allowance for Uncollectible A/R - Billed
130 Record Allowance for Uncollectible A/R - Unbilled
169 Establish Receivable for Cash Refund of Expenditure
171 Adjust A/R - Transfer In - Billed
174 Establish A/R Billed - Transfer In - No Invoice
181 Adjust Receivable for Cash Refund of Expense
188 Establish Receivable -- Federal -- Billed (Grant/Project/CMIA)
193 Establish Receivable -- Other -- Billed (Grant/Project/CMIA)
197 Establish Intergovernmental Receivable - Federal - Billed - No Invoice
198 Establish Intergovernmental Receivable - Other - Billed - No Invoice
199 Establish A/R Other Billed - No Invoice

**Agency Budgets**

019 Agency Budget Adjustment without Allotment
020 Establish Agency Original Budget
022 Agency Budget Allotment (See Allotments later in this chapter)
023 Agency Budget -- Unschedule
024 Establish / adjust Agency Revenue Budget

**Allotments**

002 Appropriation Allotment (Batch Type 1 or 7, Document Type AL)
022 Agency Budget Allotment (Batch Type 1, Document Type AL)
### Appropriations

004  Appropriation Transfers Out  
005  Appropriation Transfer In  
007  Appropriation Adjustments / Revisions  
008  E-Board Appn Adj/Revisions -- Capital Project  
010  Establish Original Appropriation -- Capital Projects  
011  Appropriated Capital Projects Adjustment  
012  Establish Original Appropriation  
014  Appropriation -- Unschedule  

### Cash Receipts

141  Collection of Lein/Note/Mortgage/Contract Receivable - Limited, Governmental  
142  Collection of Lien/Note/Mortgage/Contract Receivable - Limited, Proprietary  
146  Collection of Interest Receivable - Other Unbilled  
147  Collection of Interest Receivable - Other Billed  
148  Collection of Interest Received Designated  
149  Cash Receipt For Sale of Fixed Assets - Proprietary  
150  Cash Receipt for Return of Unreimbursed Advance  
151  Record Unidentified Receipt  
155  Subgrantee Refund of Advance  
162  Record Receipt of Deposit Liability - No Supporting Documentation  
165  Receipt of Deposit Liability  
168  Adjust Receipt of Deposit Liability  
170  Receipt of Deferred Revenue  
172  Refund of Expenditure  
175  Collection Intergov Receivable - Federal - Unbilled  
176  Collection Accounts Receivable - Other - Billed  
177  Collection of Account Receivable - Other - Unbilled  
178  Collection of Intergovernmental Rec. - Federal - Billed  
179  Collection of Intergovernmental Rec. - Local - Billed  
184  Collection of A/R Expenditure Refund - Billed  
190  Receipt of Revenue not Accrued  
191  Receipt for Miscellaneous Liability

### Encumbrances

203  Establish an Encumbrance not Pre Encumbered  
204  Establish an Encumbrance Previously Pre Encumbered  
205  Adjust an Encumbrance  
206  Cancel an Encumbrance  
212  Encumbrance - To Add A Suffix to Document
Financial Plans

060 Agency Expenditure Financial Plan
061 Agency Revenue Financial Plan
062 Agency Trans In Financial Plan
063 Agency Trans Out Financial Plan

Grant and Project Budgets

070 Project Billable Budget
071 Project Expendable Budget
073 Project Billable Units Budget (Statistics)
075 Grant Billable Budget
076 Grant Expendable Budget
078 Grant Billable Unit Budget (Statistics)

Pre Encumbrances

200 Establish a Pre Encumbrance (non-ADPICS)
201 Adjust a Pre Encumbrance (non-ADPICS)
202 Cancel a Pre Encumbrance (non-ADPICS)

Transfers -- CAS to SFMS

854 Liquidate Payroll A/R for Non SFMS Agency
866 Cross System Billed Revenue
867 Cross System Unbilled Revenue
868 Cross System Unbilled Transfer
869 Cross System Receipt of Unidentified/Liability
870 Cross System Receipt of Unidentified/Liability Payroll
871 Cross System Billed Reduction of Expense
872 Cross System Reduction of Expense
873 Cross System Unbilled Transfer Out Reduction
874 Cross System Billed Transfer In

Transfers -- SFMS to CAS

<table>
<thead>
<tr>
<th>TC Out (SFMS)</th>
<th>TC In (CAS)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>744</td>
<td>745</td>
<td>Quasi External Expenditure -- Cross System</td>
</tr>
<tr>
<td>746</td>
<td>747</td>
<td>Revenue Transfer -- Cross System</td>
</tr>
<tr>
<td>748</td>
<td>449</td>
<td>Expenditure Transfer -- Encumbered -- Cross System</td>
</tr>
<tr>
<td>750</td>
<td>751</td>
<td>Quasi External Revenue Refund -- AR -- Cross System</td>
</tr>
<tr>
<td>752</td>
<td>753</td>
<td>Quasi External Revenue Refund -- Cross System</td>
</tr>
<tr>
<td>754</td>
<td>755</td>
<td>Reduce Revenue Transfer -- Cross System</td>
</tr>
<tr>
<td>762</td>
<td>763</td>
<td>Move Deposit Liability / Cash</td>
</tr>
</tbody>
</table>
**Vouchers Payable**

220  Revenue Refund Payable
221  Voucher Payable - Not Encumbered, RTI only
222  Voucher Payable - Not Encumbered
223  Unreimbursed Advance - Not Encumbered
224  Unreimbursed Advance - Encumbered
225  Voucher Payable - Encumbered
226  Voucher Payable - Pre Encumbered
229  Liquidate Unreimbursed Advance
230  Expense of Unreimbursed Advance
235  Return Unidentified Receipt to Depositor
287  Return Deposit Liability to Depositor, No Document Support
290  Return of Deposit Liability to Depositor
CHAPTER 5 -- ENTERING TRANSACTIONS -- THE BASICS

Although R*STARS can accommodate a variety of types of transactions, there are many R*STARS features that are common to most transactions. In this section you will become familiar with some of those features.

Overview

We enter transactions in R*STARS in Batches. The Batch consists of a 500 Batch Header Screen and a Transaction Entry Screen. The Batch Type determines which Transaction Entry Screen you will use.
Steps for Entering a Batch

Following are the basic steps in creating a batch. We will look at the process in more detail in this and following chapters.

### TABLE: Batch Header Entry

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BATCH AGENCY</td>
<td>(SIGN ON AGENCY)</td>
</tr>
<tr>
<td>BATCH DATE</td>
<td>(MMDDYY, DEFAULTS TO TODAY'S DATE)</td>
</tr>
<tr>
<td>BATCH TYPE</td>
<td></td>
</tr>
<tr>
<td>BATCH NUMBER</td>
<td></td>
</tr>
<tr>
<td>BATCH COUNT</td>
<td></td>
</tr>
<tr>
<td>BATCH AMOUNT</td>
<td>10000.00</td>
</tr>
<tr>
<td>BATCH EDIT MODE</td>
<td>(0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)</td>
</tr>
<tr>
<td>PAYMENT DIST TYPE</td>
<td>(MUST BE IN D50 PDT PROFILE)</td>
</tr>
<tr>
<td>DISB METH IND</td>
<td>(H, M, R, E OR SPACE)</td>
</tr>
<tr>
<td>EFFECTIVE DATE</td>
<td>(MMDDYY, DEFAULTS TO TODAY'S DATE)</td>
</tr>
<tr>
<td>FAST ENTRY</td>
<td>(M/S/I/P)</td>
</tr>
<tr>
<td>USER ID</td>
<td></td>
</tr>
<tr>
<td>USER CLASS</td>
<td></td>
</tr>
<tr>
<td>ACTION CODE AGENCY</td>
<td></td>
</tr>
<tr>
<td>ACTION CODE</td>
<td></td>
</tr>
</tbody>
</table>

### STEP ONE:

Link to the **500 Batch Header Entry** screen.

### STEP TWO:

Before making any entries to the **Batch Header Entry** screen, press **F10-SAVE**. This brings the default values into the Batch Header.

The default values will include:

- BATCH AGENCY (from your Security Profile)
- BATCH DATE (system date)
- BATCH EDIT MODE (from your Security Profile)
- EFFECTIVE DATE (system date)

### STEP THREE:

At a minimum, enter values in the following fields:

- BATCH TYPE
- BATCH NUMBER

The remaining fields on the **Batch Header Screen** will default from other Profiles. You may change them, if needed.

### STEP FOUR:

Press **F10** to save the **Batch Header**. R*STARS will display a Transaction Entry Screen, based upon the Batch Type and whether you entered a Fast Entry Screen Code.
The **505 Pre-Enc/Enc/Expend Transaction Entry** screen below is an example of a single transaction entry screen. You will not need to enter data in every field on a transaction entry screen. The system will be able to “look-up” values of some fields from the data you enter in other fields.

In addition, the Transaction Code determines the required or optional fields and the fields where you may not enter data.

---

**STEP FIVE**

After entering the information for a transaction, press **F10-SAVE** or **F11-SAVE/CLEAR**. (The difference between these two functions is described below.)

**STEP SIX**

Continue to add transactions for the batch, saving after each transaction.

**STEP SEVEN**

When you are finished entering transactions, press **F6-BALANCING**. The system will go to the **502 Batch Balancing** screen.

**STEP EIGHT**

If the batch balances and you have the authority (see the section on Security later in this chapter), press **F6-RELEASE**.
500 Batch Header Entry

We will now look at the Batch Header and Transaction Entry screens in more detail.

You must access the **500 Batch Header Entry** and create and save a Batch Header, before the system will give you access to **Transaction Entry Screens**. The Batch Header contains information that determines which Transaction Entry Screen will follow and how the system will process the batch.

From the **Main Menu**, you can access the **500 Batch Header Entry** through the **Financial Data Entry Menu** (FIN or F4). You can also Link To the screen by typing “500” in the LINK TO field on any screen.

```
S500 VER 2.0                    STATE OF OREGON              06/13/94 03:44 PM
LINK TO:                      BATCH HEADER ENTRY                          TRNG

  BATCH AGENCY:                SIGN ON AGENCY)
  BATCH DATE:                  (MMDDYY, DEFAULTS TO TODAYS DATE)
  BATCH TYPE:                  
  BATCH NUMBER:                

  BATCH COUNT:                  
  BATCH AMOUNT: 10000.00

  BATCH EDIT MODE:              (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
  PAYMENT DIST TYPE:           (MUST BE IN D50 PDT PROFILE)
  DISB METH IND:               (H, M, R, E OR SPACE)
  EFFECTIVE DATE:              (MMDDYY, DEFAULTS TO TODAYS DATE)
  FAST ENTRY:                  (M/S/I/P )
  USER ID:                     
  USER CLASS:                  
  ACTION CODE AGENCY:         
  ACTION CODE:                 

INTERRUPTED FUNCTION RESTARTED

F1-HELP    F9-INTERRUPT    F10/F11-SAVE    CLEAR-EXIT
```
Batch Key

On the Batch Header screen pictured above there are four highlighted fields:

1. Batch Agency
2. Batch Date
3. Batch Type
4. Batch Number

These four fields constitute the **Batch Key**. The Batch Key uniquely identifies each batch. It is used to recall a particular batch for inquiry or error correction.

Batch Agency

The Batch Agency defaults from your Security Profile. It designates the agency that entered the batch into the system.

Batch Date

The Batch Date is the date you entered the batch into the system. R*STARS will fill in this field with the system date when you save the Batch Header.

Batch Type

The Batch Type indicates the type of transactions in the batch and determines which Transaction Entry Screen will follow. Batch Types include:

<table>
<thead>
<tr>
<th>BATCH TYPE</th>
<th>DESCRIPTION</th>
<th>ENTRY SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Budgetary</td>
<td>503</td>
</tr>
<tr>
<td>2</td>
<td>Revenue/Receipts</td>
<td>504</td>
</tr>
<tr>
<td>3</td>
<td>PreEncumbrance/Encumbrance</td>
<td>505</td>
</tr>
<tr>
<td>4</td>
<td>Expenditures/Disbursements</td>
<td>505</td>
</tr>
<tr>
<td>5</td>
<td>Journal Vouchers</td>
<td>501</td>
</tr>
<tr>
<td>G</td>
<td>Companion Transactions</td>
<td>509</td>
</tr>
</tbody>
</table>

You can only have one type of transaction within a single batch.

Batch Number

Each Agency assigns its own Batch Numbers and is responsible for establishing a system to control them. Within your agency, you may want to maintain a sequential numbering system and a log. Because the key includes date, batch type, and batch number, you can use the same batch number for different batch types on the same day or for the same batch type on different days.
Batch Count and Batch Amount

These two fields are optional. They provide an additional control to ensure that the batch is complete and accurate. The system compares the entered Count and Amount to the count and amounts that it computes when you balance the batch.

For dollar amounts, R*STARS will right justify all entries without an entered decimal point. For example, if you enter 240 into the amount field, the system will read 2.40. You must enter the decimal point or the trailing zeros.

Batch Edit Mode

R*STARS performs two types of edits on entered transactions -- Data Element edits and Financial edits.

- **Data Element edits** compare the coding fields on the transaction against profiles for valid data. For example, for a transaction with a Vendor Number, R*STARS will check the Vendor Profile for that number.

- **Financial edits** compare financial fields on the transaction entry screen to budgetary constraints in the system. For example, depending upon the controls an Agency has established, R*STARS may ensure the agency has remaining budget before posting an encumbrance.

The Batch Edit Mode determines whether R*STARS performs these edits at the time you enter the batch or during the nightly batch cycle. The system provides a default Edit Mode from your 96A Security Profile. If you desire, you can change your Batch Edit Mode to a lower number. The Batch Edit Modes include:

- 0 -- Data Entry Only
- 1 -- Master Edit Only
- 2 -- Edit and Post
- 3 -- System Assigned, Error Detected
- 4 -- Transaction awaiting Approval or Payment

Only 0, 1, and 2 are appropriate values to use when entering a batch. The other two are system assigned.

Let’s look at the Batch Edit Modes in more detail.
0 -- Data Entry Only

R*STARS does not edit or post the transactions when you enter them. Instead, after a supervisor has reviewed and released the batch, the system edits and posts the transactions during the nightly batch cycle.

If there are data errors, R*STARS will not post the transactions until they are corrected the next day. The budgetary controls your agency has established will determine whether the financial errors continue to process or the processing stops. The errors will appear on the DAFR2151 Error Report the following day. See the chapter on Error Correction for additional information.

You may want to use this mode when you have a large number of transactions to enter in a short amount of time.

1 -- Master Edit Only

In this mode, R*STARS edits against profiles (data edits) but does not post data to the financial tables (financial edits) when you enter the batch. After a supervisor releases the batch, the system posts the transactions to the financial tables during the nightly batch cycle.

R*STARS will not allow you to save transactions in the batch that do not have valid values on the applicable profiles. Financial edit errors will appear on the DAFR2151 Error Report the next morning. Depending upon the budgetary controls your agency has established, the transactions may not post to the Financial Tables until the errors are corrected.

2 -- Edit and Post

R*STARS edits the data against profiles and posts the transactions to the Financial Tables when you enter the batch. You will not be able to save the batch with errors.

3 -- Batches with Errors

The batch was originally entered with Batch Edit Mode 0 or 1. When the nightly Batch Cycle ran, the system detected errors and assigned this Edit Mode to the batch. This Edit Mode cannot be entered on the Batch Header.

4 -- Waiting Approval or Payment

R*STARS assigns this Batch Edit Mode when the batch has been entered and has not yet been approved or the voucher payable has a future due date. You may not use this Batch Edit Mode when entering a batch.
To summarize, R*STARS performs edits at different times with different Batch Edit Modes. The table below summarizes the difference in timing:

<table>
<thead>
<tr>
<th>EDIT MODE</th>
<th>DATA EDITS</th>
<th>FINANCIAL EDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Mode 0</td>
<td>Nightly batch cycle</td>
<td>Nightly batch cycle</td>
</tr>
<tr>
<td>Edit Mode 1</td>
<td>Immediately</td>
<td>Nightly batch cycle</td>
</tr>
<tr>
<td>Edit Mode 2</td>
<td>Immediately</td>
<td>Immediately</td>
</tr>
</tbody>
</table>

**Payment Distribution Type (PDT)**

This field is used in batches involving warrants and direct deposits (Batch Type 4). It provides instructions to the system on how to combine payments for a single vendor and how to route warrants. The PDT defaults to the **Batch Header Screen** and the **Transaction Entry Screen** from the **52 Systemwide Vendor Profile**. You can, however, change the default on either the **Batch Header Screen** for the entire batch or on the **Transaction Entry Screen** for a particular transaction. The PDT will be discussed in more detail in the chapter on Expenditures.

**Distribution Method Indicator (DMI)**

The **Distribution Method Indicator** (DISB METH IND or DMI) identifies how the system will process disbursement transactions (Batch Type 4). Valid values include:

- **H**  Hold processing of disbursement
- **M**  Manual disbursement (manual check)
- **R**  Automated Disbursement
- **E**  Expedited disbursement
- Blank   No action

See the chapter on Expenditures for additional information.

**Effective Date**

The effective date is the date R*STARS will use to post the transaction to the accounting records. If you leave this field blank, it will default to today’s date or the next business day. If you choose to override the default date, it **cannot fall within a prior month or year that has already been closed**.
Fast Entry Screens

Besides the single Transaction Entry Screen, R*STARS has several “fast entry screens,” which under differing circumstances may make data entry easier. If you do not enter anything in the FAST ENTRY field, R*STARS will provide the single Transaction Entry screen.

Valid values for the FAST ENTRY field include:

- S -- 506 Single Vendor Fast Entry*
- M -- 507 Multiple Vendor Fast Entry*
- I -- 508 Multiple Invoice Fast Entry*
- P -- 516 Open Document

* Can only be used with Edit Mode “0” or “1.”

The various fast entry screens are pictured on the next few pages. The fast entry screens can be used with a number of different document and batch types. You want to look at the screens carefully to determine if they will make data entry easier for you.
506 Single Vendor Fast Entry (S)

♦ Can only be used with edit modes 0 and 1

♦ Is used when there is a single Vendor and Document number and multiple coding block elements

♦ Does not have coding block elements for Grant, Project or Agency Code 1. These can be looked up by PCA or Index.

♦ 506 has one invoice with multiple classification lines, 508 (see below) is the reverse

♦ Example Use: phone bill with many accounting distributions
507 Multiple Vendor Fast Entry (M)

Can only be used with Edit Mode 0 and 1

Intended to be used for payments to multiple vendors

Accommodates a single Reference Document, Index and PCA with multiple Vendor Numbers and Objects

Does not have coding block elements for Grant and Project. These can be looked up by PCA and Index.

Example use: a variety of bills with the same “cost center” and multiple vendors and objects
508 Multiple Invoice Fast Entry (I)

<table>
<thead>
<tr>
<th>SEQ</th>
<th>SFX</th>
<th>INVOICE NO</th>
<th>INV DATE</th>
<th>INV DESCRIPTION</th>
<th>AMOUNT</th>
<th>R</th>
<th>RSFX</th>
<th>ERR</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Can only be used with Edit Modes 0 and 1
- Intended to be used for payments to a single vendor for multiple invoices, all for the same coding distribution
- Contains fields for Grant and Project
- 506 has one invoice with multiple classification lines, 508 is the reverse
- Example use: many invoices from one vendor where you want each invoice to show on the remittance advice
516 Open Document Fast Entry (P)

Can be used with Edit Modes 0, 1, 2

Is used with a single Vendor and Invoice but multiple coding blocks

Allows retrieval of multiple Suffixes for a Reference Document Number and automatic distribution of the payment amount to those suffixes

Allows look-up of the Reference Document from the **59 Vendor Document Inquiry:**

- Type in the Vendor Number
- Interrupt to the 59 Inquiry
- Select the applicable invoice and press F9 to go back to the 516
- Press F4 to retrieve the details of the Reference Document

Example use: when writing a voucher that is against all lines of an encumbrance, this screen does not require the user to enter each line of the document.

This concludes the discussion of the batch header screen. We will now look at general aspects of the Transaction Entry Screens.
Transaction Entry Screens

When you successfully save the data on the 500 Batch Header Entry screen, the system displays a Transaction Entry screen. As illustrated earlier, there are a number of different types of Transaction Entry Screens. The one you will use will depend upon the Batch Type you entered on the Batch Header and whether you entered a Fast Entry Code.

For example, if you had used a Batch Type of 4 (Expenditures/ Disbursements) on the Batch Header Screen, the system would display the 505 Pre Enc/Encumbrance/Expenditure Transaction Screen.

The diagram below lists the possible single Transaction Entry Screens, depending upon the Batch Type.

Transaction Entry Screens


The different Transaction Entry Screens do not all have the same fields. In addition, the required and enterable fields vary with the Transaction Code used. (See the chapter on Transaction Codes for more information.) At this time, we will look at the general features on the Transaction Entry Screens. It may be helpful to refer to the following 505 Pre-Enc/Enc/Expend Transaction Entry screen as an example.
Batch and Transaction Identification

Batch Key

The information contained in the **Batch Key** (Agency, Date, Type, and Number) is displayed horizontally across the top of the screen.

Transaction ID

Also, notice that there is now a **Sequence Number** (SEQ NO) with the Batch Key. For each transaction in the batch, the system will assign a unique number, beginning with 00001. (The Header is Sequence Number 00000.) The Sequence Number uniquely identifies each transaction within the batch and is extremely important in error correction.
Agency Fields

The Transaction Entry screens may have up to three different fields that contain an agency number. They include:

- Batch Agency
- Agency
- Document Agency

Batch Agency

The Batch Agency is the number of the agency that created or entered the batch. It is part of the Batch Key and Transaction ID. The system produces Daily Control Reports by Batch Agency.

Agency

The Agency (otherwise known as the financial agency) is the number of the agency that will be impacted by the financial transaction. This number is part of the inquiry key for the General Ledger Financial Table and other financial tables. Normally, the Batch Agency and Agency will be the same, except in the case of transfers, accounts receivable for another agency, or when an agency is providing central support for more than one agency number.

Document Agency

The Document Agency is the number of the agency that creates or is responsible for the document. This code is used to keep many related transactions together when there are multiple financial agencies on a document. For example, the Department of Administrative Services may enter expenditures that affect multiple financial agencies for costs that DAS incurred centrally, but which benefit many financial agencies. In this case, a document agency of 107 (DAS) would be used and each of the transactions within the document may have a different financial agency.
Dates Used in Transaction Entry

For the Transaction Entry Screens, there are several fields that relate to dates. These include:

- Batch Date
- Document Date
- Effective Date
- Due Date
- Service Date

Batch Date

The Batch Date is part of the Batch Key. The system defaults this date from the Batch Header Screen. You may not change this date on the Transaction Entry Screen.

Document Date

The Document Date field is an optional field when the Transaction Code allows. It could represent a purchase or contractual date or an invoice date, depending upon how your agency chooses to use this field.

Effective Date

The Effective Date is required on all transactions. This is the date that the transaction will be recorded according to Generally Accepted Accounting Principles (GAAP). It is used to post accounting transactions to the financial tables in the correct fiscal month and year. The effective date will default to the effective date on the Batch Header but may be overridden.

Due Date

Some Transaction Codes require a Due Date. Primarily, these are transaction codes for payable and receivable transactions. For payable transactions the Due Date determines the date the system will print the warrant. On receivable transactions the Due Date drives the aging reports and can drive the interest calculation. It also impacts the calculated draw dates for CMIA expenditures.

Service Date

The Service Date is an optional field for most Transaction Codes -- except for budgetary transactions where it is not allowed. Agency’s may use this field at their own discretion.
Document Numbers

Document Numbers consist of an eight digit code followed by a three-digit Suffix. The first two digits of the Document Number are alphabetic values that determine the document type, the last six digits are alphanumeric values controlled by the agencies.

The Document Number must be unique within the financial agency, document agency, and fiscal year.

Document Types

Document Types are defined in R*STARS in the 33 Document Control Profile. There are many valid Document Types; the table below includes commonly used ones.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Agency Budget or Financial Plan</td>
</tr>
<tr>
<td>AL</td>
<td>Allotment</td>
</tr>
<tr>
<td>AP</td>
<td>Appropriation</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>BT</td>
<td>Balanced Transfers</td>
</tr>
<tr>
<td>CA</td>
<td>Cost Allocation</td>
</tr>
<tr>
<td>CR</td>
<td>Cash Receipt</td>
</tr>
<tr>
<td>EE</td>
<td>Encumbrance (non-ADPICS)</td>
</tr>
<tr>
<td>JV</td>
<td>Journal Voucher</td>
</tr>
<tr>
<td>VP</td>
<td>Voucher Payable (non-ADPICS)</td>
</tr>
<tr>
<td>ZE</td>
<td>Warrant</td>
</tr>
</tbody>
</table>

Examples of document number and suffix would be

- **AR**000179 001   this would be an account receivable transaction
- **EE**009572 001   this would be an encumbrance transaction

Only certain Document Types can be used with certain Transaction Codes. The Document Types that can be used with a Transaction Code are listed on the 28B Trans Code Description Profile. For additional information, see the chapter on Transaction Codes.

Document Suffix

The suffix is the three-digit number immediately after the Document Number. It is required for every transaction and is part of the inquiry key for the Document Financial Table inquiries.

A batch may have several transactions associated with the same Document Number. The Suffix differentiates these transactions.

When you save a transaction, the system automatically increments the suffix.
Depending upon the Batch Type and Transaction Code, transaction entry may include two different kinds of Document Numbers:

- Current Document
- Reference Document

**Current Document Number and Suffix**

The Current Document Number identifies the transaction you enter on the Transaction Entry Screen. It is extremely important for transaction entry, error correction, and inquiry.

Agencies have the responsibility for controlling document numbers and can enter them in any order during transaction entry. They can either create and assign their own number or allow the system to automatically generate the Document Number.

**Document Increment Feature**

The function that allows the system to generate the Current Document Number is called document incrementing. The **D59 Current Document Number Increment Profile** controls the document increment feature for an agency. An agency will need to set-up a D59 Profile for each document type that will use document number incrementing.

If your agency is using document number incrementing, enter just the two characters for the document type and leave the remainder of the field blank when you enter transactions. When you save the transaction, the system will assign the next available document number.

If you want to change the Document Number within the batch, erase the current document number and suffix (leaving the Document Type). The system will increment to the next available Document Number.

**Changing Current Document Numbers**

You may use one or several Current Document Numbers in one batch. If you use several document numbers, you may want to change the document number for each source document. For example, if you are entering an Expenditure/ Disbursement batch to pay vendor invoices, you may want to create a different Document Number for each invoice.

*If you have more than one Document Number in a batch, the Document Amount will be the total amount for all of the transactions with the same Document Number and different suffixes.*
Reference Document Number and Suffix

Depending on the Transaction Code, the Reference Document Number and Suffix may be used to bring forward transaction coding from earlier, related documents and to change the original document amount on the Document Financial Table. For example, a cash receipt transaction for an established account receivable would include as a Reference Document and Suffix the Document Number used to set up the original account receivable. Or, a voucher payable transaction for an earlier encumbrance would include the Document Number for the encumbrance as a Reference Document Number.

When entering a transaction where the Transaction Code requires a Reference Document, enter the Transaction Code and Reference Document Number and press F4-EDIT. The system will retrieve the coding information from the Reference Document. You can then enter any additional fields that are needed for the transaction. When using a Reference Document Number, you may want to use the F11-SAVE/CLEAR rather than the F10-SAVE when you save the document. See saving the transaction below for additional information.

For Transaction Codes that do not require a Reference Document, the field may be optional for agencies to use at their own discretion.
Coding Block

For each transaction that will post to the financial tables, you will need to provide some accounting information. The fields you enter will depend upon your agency’s Classification Structure, the Batch Type, and the Transaction Code. We will briefly discuss some of these fields. They are covered in more detail in the Classification Structure, Transaction Code, and specific transaction entry chapters in this manual.

Transaction Code

The Transaction Code is a three-digit number that determines the General Ledger Accounts and the Financial Tables to which the transaction will post. It also determines the appropriate Comptroller Objects, Batch Types, and Documents Types to use. Currently, the State is using over 600 transaction codes. They provide significant flexibility in defining how transactions are recorded in R*STARS. They are covered in greater detail in the Transaction Code chapter and later in this chapter. A Transaction Code is required on every Transaction Entry screen.

Index/PCA

The Index and the Program Cost Account (PCA) both determine how the transaction will post to the agency’s accounting structure. You may need to enter a PCA, an Index, or both, depending upon your agency’s structure. The PCA and Index are covered in more detail in the chapters on Classification Structure and Budgets and Appropriations.

You can view a numeric list of your agency’s PCAs and indexes on-line. On the Transaction Entry Screen, press F1-HELP when your cursor is in the PCA or Index field. You can also link directly to the 77 Index Selection or the 78 Program Cost Account.

Comptroller/Agency Object

The first field is for the Comptroller Object. The DAFQD100 report lists Comptroller Objects and can be used to select the appropriate one. You can view a numeric list on-line. With your cursor in the Comptroller Object field, press F1-HELP. The system will go to the 79 Comptroller Object Selection. You can also link directly to this screen. The objects are defined on the D10 Comptroller Object Profile.

The second field is for the Agency Object. The DAFQD110 report lists the Agency Objects and can be used to select the appropriate one. You can view a numeric list on-line. With your cursor in the Agency Object field, press F1-HELP. The system will go to the 81 Agency Object Selection. You can also link directly to this screen. The D11 Agency Object Profile defines the Agency Objects.

Your agency’s classification structure will dictate whether you enter a Comptroller Object or an Agency Object. If your agency uses Agency Objects, the system will look up the Comptroller Object from the D11 profile.
**Transaction Codes**

Transaction Codes were discussed in more detail in the previous chapter. Let’s just review the aspects of Transaction Codes that impact transaction entry.

In preparing to enter a batch, one of the first things you will do is determine the appropriate T-Code for the transaction. The Transaction Code will set many of the parameters for data entry, including:

- Fields on the Transaction Entry screen that should be filled in
- Appropriate Comptroller Objects
- Appropriate Batch Types
- Appropriate Document Types

The **28A Transaction Code Decision Profile** and the **28B Trans Code Description Profile** define these parameters for each Transaction Code.

![The Transaction Edit Indicators define which fields must be entered (R), may be looked up by the system (I), or are not allowed (N).](image-url)
TRANS CODE: 225  (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)

DESCRIPTION: TO ISSUE WARRANT FOR VOUCHER PAYABLE THAT WAS ENCUMBERED. USE TC 225R TO REDUCE PAYMENT TO VENDOR.

I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ","
I 4000 - 5999 , 6300 - 7903 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("%" IN #1 = ALL VALID)
1: VI 2: VP 3: 4: 5: 6: 7: 8: 9: 10:

ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("%" IN #1 = ALL VALID)
1: 4 2: 3: 4: 5: 6: 7: 8: 9: 10:

TREAS CAT:                              STATUS CODE: A
EFF START DATE: 06011990   EFF END DATE:          LAST PROC DATE: 05051995

F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-inq CLEAREXIT

The 28B indicates the appropriate D10 Comptroller Objects, Document Types, and Batch Types.
Amount Fields

On the Transaction Entry Screens, there are two amount fields

- Amount
- Document Amount

Amount

This is the amount of the individual transaction.

As with the Batch Header Amount, the system right justifies the decimal point. For example, if you enter 240, the system will read it as 2.40. If the amount were truly 240.00, you would need to enter either 240. or 24000.

Document Amount

R*STARS uses the Document Amount field in the batch balancing process. Within each Document Number the sum of all of the transactions must equal this Document Amount.

As with the Amount, the system will right justify the decimal point. The system will save 240 as 2.40.

Saving Transactions

After entering the details on the Transaction Entry Screen, you must save the transaction. R*STARS provides you with two options:

- F10-SAVE
- F11-SAVE/CLEAR

F10-SAVE will retrieve the elements looked up by the system, save the transaction, and leave all of the values from the transaction on the screen. If you will be entering several transactions that have several elements in common, the F10-SAVE will reduce data entry.

F11-SAVE/CLEAR will save the transaction and clear all of the fields, including the Document Number. If you want to review the elements the system will retrieve when you save the document, you can press F4-EDIT before saving the transaction. The F11-SAVE/CLEAR can be especially helpful when you are using Reference Document Numbers to look up coding from earlier documents.
Security Profiles

Each user in R*STARS has at least one set of Security Profiles. These profiles define the transactions a user can enter and the screens the user can access. There are three profiles.

D66 User Class Profile Maintenance

The D66 User Class Profile Maintenance screen defines all of the user classes within the system. It limits a particular user class to certain accounting functions by defining the specific Transaction or a range of Transaction Codes that User Class can enter on the Transaction Entry screens. (See the Chapter on Transaction Codes for additional information.)

This helps ensure segregation of duties, thus increasing internal controls over accounting transactions. This is especially important in payment processing because the system automatically prints a warrant from a voucher payable transaction.

One person may have more than one user class, depending upon the accounting functions a person performs. When you log on to R*STARS, the first R*STARS screen lists the user classes that have been assigned to you. The system defaults to the lowest user class number you have. At this screen, you may change your user class from the default to one of your Alternate User Classes if you need to perform a function that is assigned to a different class.

Some of the user classes include:

- 11 -- Accounts Receivable Clerk
- 16 -- Cash Receipts Clerk
- 17 -- Full Expenditure
- 24 -- Program Manager (inquiry)
- 28 -- Program Manager, Payment Release
- 41 -- Budget Manager -- Agency
The 96A and 96B Security Profiles define the system access for each user. Notice that the first line of the profile lists the USER ID and CLASS. The User ID is your RACF ID from the Payroll and Personnel System. The Class is the User Class number from the D66 profile. You will have a 96A and 96B Profile for each user class that has been assigned to you.

Several fields on this screen impact transaction entry and processing:

- The **Accounting Trans** field determines if you will be able to enter, change or delete accounting transactions. The values include:
  - Blank -- Cannot enter accounting transactions
  - 0 -- Can inquire on the accounting transaction screens
  - 1 -- Can enter and change transactions
  - 3 -- Can enter and change transactions on batches that have been released

- The **Batch Edit Mode** determines the BATCH EDIT MODE that defaults on the 500 Batch Header screen. A user may override the default with a lower number.

- The **Release Flag** limits a user’s ability to “release” a batch.
  - 0 -- User cannot release batches
  - 1 -- User can release batches
The **Disbursement Method Indicator (DMI)** determines the values the user may enter in the DISB METHOD IND field on the **500 Batch Header** screen for Expenditure / Disbursement (Type 4) batches. The values include:

- **Blank** -- Cannot enter a DMI on accounting transactions
- **0** -- Can enter H (Hold) only
- **1** -- Can enter H or M (Manual) only
- **2** -- Can enter H, M, or R (Release) only
- **3** -- Can enter H, M, R, or E (Expedite) only

The **Security Agency** defines the agency or agency range for which you can enter transactions. For the User Class 48, Interagency Transfers -- Originating Agency, the agency range includes all state agencies. In most other instances, your security range will be limited to your own department.

### 96B Security Profile

| S96B VER 2.0 | STATE OF OREGON | 01/18/97 11:49 AM |
| LINK TO: | SECURITY PROFILE | PROD |
| USER ID/CLASS: AAA926 17 AGY: 442 NAME: TRAINING USER 26 |
| D01 0D02 0D03 0D04 0D05 0D06 0D08 0D09 0D10 0D11 0D12 0D13 0D14 0D15 0D16 0D17 0D18 0D19 0D20 0D21 0D22 0D23 0D24 0D25 0D26 0D27 0D28 0D29 0D30 0D31 0D32 0D33 0D34 0D35 0D36 0D37 0D38 0D39 0D40 0D41 0D42 0D43 0D44 0D45 0D46 0D47 0D48 0D49 0D50 0D51 0D52 0D53 0D54 0D55 0D56 0D57 0D59 0D61 0D62 0D63 0D64 0D66 0D67 0D71 0D73 0D80 010 012 014 017 018 020 021 022 023 024 025 026 027 028A 028B 029 030 031 032 033 034 035 036 037 038 039 041 042 043 043M 044 045 046 047 048 049 051 052 053 054 055 056 057 058 059 061 062 063 066 067 068 069 077 078 079 080 081 082 084 085 086 087 088 089 090 091 092 093 094 095 096 097 101 102 103 105 106 515 518 2540 2550 2 |

**EFF START DATE:** 02161996  **EFF END DATE:** 12311999  **LAST PROC DATE:** 01231996

The **96B Security Profile** is essentially a “second page” of the security profile. It lists some of the R*STARS screens and defines the access each user has to these screens. The valid values include:

- **Blank** -- no access
- **0** -- Inquiry only
- **1** -- Inquire, add, and change values in fields on this screen
- **2** -- Inquiry, add, change, and delete values in fields
- **3** -- Inquire and add
CHAPTER 6 -- ENTERING TRANSACTIONS --
“ADVANCED” TOPICS

In the last chapter, we covered the basics of entering transactions in R*STARS. However, “real life” has a way of making things more complicated. R*STARS has additional features that allow more flexibility in entering transactions and meeting state government’s needs. These features include:

- Balanced Transactions (Transfers)
- Recurring Transactions
- Reverse Transactions

**Balanced Transactions or Transfers**

To this point, we have discussed qualities that all batches have in common. R*STARS has some batches that have some unique qualities. One of these is *Balanced or Companion Transactions or Transfers*. In this section, we will cover some of the aspects that make these batches unique -- and more difficult to enter.

Balanced Transaction batches have several qualities in common:

- They are used for various kinds of “transfers”
- Both sides of a transaction are processed together
- They may be in Batch Types 2, 4, 5, or G
- They use a BT, JV, PI, PT, or LT Document Type
- Have at least two transactions in a document
- All the transactions (ins and outs) per Document Number must net zero
- Use a pair of Balanced Transaction Codes
**Balanced Transaction Codes**

We use specially paired Transaction Codes for these types of transactions. With these paired Transaction codes, the **28A Transaction Code Decision Profile** has another Transaction Code in the BAL TC field. This is the Transaction Code to use for the other side of the transaction.

<table>
<thead>
<tr>
<th>S28A VER 2.0</th>
<th>STATE OF OREGON</th>
<th>01/18/97 02:09 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO:</td>
<td>TRANSACTION CODE DECISION PROFILE</td>
<td>PROD</td>
</tr>
<tr>
<td>TRAN CODE:</td>
<td>729 TITLE: EXPEND TRANSF IN (BTWN AGYS)</td>
<td></td>
</tr>
<tr>
<td>GENERAL LEDGER</td>
<td>DR-1: 0070 CR-1: 3150 DR-2: CR-2:</td>
<td></td>
</tr>
<tr>
<td>POSTING</td>
<td>DR-3: CR-3: DR-4: CR-4:</td>
<td></td>
</tr>
<tr>
<td>TRANS DOCD</td>
<td>DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R</td>
<td></td>
</tr>
<tr>
<td>EDIT AOBJ RVRIS PDT N CI N 1099 N WARR N INVC VNUM VNAM VADD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDS: DMETH N APN R FUND R GLA N AGL N GRNT SUBG PROJ MULT DI#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POST SEQ: 2 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DF:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILE AP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSTING AB:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDS: CC: + 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GP: + 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PJ: + 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGY GL:</td>
<td>STATUS CODE: A</td>
<td></td>
</tr>
<tr>
<td>EFF START DATE: 06011990 EFF END DATE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAST PROC DATE: 03231995</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Z06 RECORD SUCCESSFULLY RECALLED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transaction Codes 729 and 728 will be used together.
The **28B Trans Code Description Profile** provides useful guidance in the use of these transaction codes.

**Trans Code: 729**  
(MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)  
**Description:** TO TRANSFER CASH OUT WITH AN EXPENDITURE OBJ  
(SPECIAL PYMT) (PREV ENC) INTO ANOTHER AGENCY AS A BUDGETED OPERATING TRANSFER IN.  
**MUST BE PROCESSED WITH TC 728 AS A BALANCED ENTRY.**  
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".

**Enter up to 10 valid doc types for the trans code.**  
"%" in #1 = all valid  
1: BT 2: 3: 4: 5: 6: 7: 8: 9: 10:  
**Enter up to 10 valid batch types for the trans code.**  
"%" in #1 = all valid  
1: G 2: 3: 4: 5: 6: 7: 8: 9: 10:  
**Treas Cat:**  
**Status Code:** A  
**Eff Start Date:** 06011990  
**Eff End Date:**  
**Last Proc Date:** 02201996  
Z06 RECORD SUCCESSFULLY RECALLED

In entering the transaction, only one set of transaction codes may be used with a Document Number.
Entering a Balanced Transaction

Perhaps the best way to illustrate this concept is to walk through an example transaction.

In this example, the Copy Center printed copies of training materials for Human Resources Training. They are now paying $500.00 for the copies through a transfer.

**STEP ONE**

We will create a Batch Header on the **500 Batch Header Entry** screen.

We have the option of using Batch Type 2, 4, 5, or G, depending upon the kind and complexity of the transaction. We will keep the transaction simple and visual by entering a G batch.

For the balanced transaction, the BATCH COUNT is 2 -- the expenditure transaction and the revenue transaction. The BATCH AMOUNT is 1000.00 -- the cost times two.

**STEP TWO**

When we save the Batch Header, the system displays the **509 Companion Transactions** entry screen. This is because we selected a G Batch Type. This screen displays both sides of the transaction on the same screen.
STEP THREE

Enter the following Document Information:

- Document Date (if your agency is using)
- Transaction Amount (the amount of the payment)
- Current Document Number
- Document Amount of zero (can allow to default)

Notice that these fields are at the top of the screen and will be the same for both transactions.

Notice that each transaction has a SFX field. The system will assign the suffix number for the Current Document Number when you save the transaction.

STEP FOUR

Enter the coding block for the first transaction, including one of the paired transaction codes.

In our example the first transaction records the expenditure for Training.

STEP FIVE

Enter the coding block for the second transaction, including the second transaction code in the “balanced” pair.

In our example the second transaction records the revenue to the Copy Center.

If the Copy Center had established an Account Receivable on SFMS, we could have entered the A/R number in the Reference SFX field.
Document field and pressed **F4-EDIT**. The system would have retrieved the coding elements for the Copy Center.

If this had been an interagency transfer, we would have changed the AGY number on the second transaction to reflect the “financial” agency for the transaction. (See chapter on Entering Transactions -- the Basics.)

**STEP SIX**

Press **F10-SAVE** or **F11-SAVE/CLEAR** to save the transaction.

**STEP SEVEN**

When you have finished entering transactions, press **F6-BALANCING** to balance the batch.

**STEP EIGHT**

If the batch balances and you have the authority, release the batch by pressing **F6-RELEASE** on the **502 Batch Balancing** screen.

These are the basic steps for entering the batch, regardless of the batch type. In this example, we used the companion transaction to pay for a product created by another division in the same agency.

In deciding which batch type to use, consider the following guidelines:

- A one-to-one transaction may be easiest to enter with a G Batch Type
- A many-to-one transaction may be easier to enter with a 2, 4, or 5 Batch Type
If we had used one of the other possible batch types, we would have entered the two transactions on two separate screens:

**Transaction #1 -- Expenditure:**

```plaintext
S505 VER 2.0                      STATE OF OREGON          01/24/97 09:57 AM
LINK TO:  S D:  PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE: N TRNG
BATCH: AGENCY 926 DATE 012497 TYPE G NO 002 SEQ NO 00001 MODE EDIT AND POST
DOC DATE:  EFF DATE: 012497 DUE DATE:  SERV DATE:
CUR DOC/SFX: BT000027 001 REP DOC/SFX:  MOD: AGENCY: 926
TRANS CODE: 409
INDEX:
PCA: 12200                      AY: 97
COMP/AGY OBJ: 4252 4404
AMOUNT: 00000000500.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 926 CI: PROP #:
INV NO: DT:
DESC: TRAINING MANUAL PRINTING
VEND/MC:  NM:
CONT NO:  ADDR 1:
WARR NO:  ADDR 2:
APPN NO: 89901  ADDR 3:
FUND: 5260  ADDR 4:
GL AC/AGY:  CITY:  ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: SUB CD: 3: 00652 DI: RTI:
F1-HELP  F3-RTI F4-EDIT F5-NEXT RTI TRANS P6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```

**Transaction #2 -- Revenue:**

```plaintext
S505 VER 2.0                      STATE OF OREGON          01/24/97 09:59 AM
LINK TO:  S D:  PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  NOTE: N TRNG
BATCH: AGENCY 926 DATE 012497 TYPE G NO 002 SEQ NO 00002 MODE EDIT AND POST
DOC DATE:  EFF DATE: 012497 DUE DATE:  SERV DATE:
CUR DOC/SFX: BT000027 002 REP DOC/SFX:  MOD: AGENCY: 926
TRANS CODE: 410
INDEX:
PCA: 44100                      AY: 97
COMP/AGY OBJ: 0708 1404
AMOUNT: 00000000500.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 926 CI: PROP #:
INV NO: DT:
DESC: TRAINING MANUAL PRINTING
VEND/MC:  NM:
CONT NO:  ADDR 1:
WARR NO:  ADDR 2:
APPN NO: 31501  ADDR 3:
FUND: 4530  ADDR 4:
GL AC/AGY:  CITY:  ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: SUB CD: 3: 00401 DI: RTI:
F1-HELP  F3-RTI F4-EDIT F5-NEXT RTI TRANS P6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
```
State Uses of Balanced Transactions (Transfers)

For SFMS, we tend to use the terms Balanced Transactions and Transfers interchangeably. Within R*STARS there are several different types of transfers:

- **Quasi-External Transfers** are used to record transactions between agencies and/or fund, as though the other party had been an external entity.
- **Operating Transfers** are used to record financial activity between agencies and/or funds.
- **Residual Equity Transfers** are non-recurring or non-routine transfers of equity between funds.

Each of the types of transfers has some unique characteristics:

- Operating Transfers (within the agency or agency group)
  - Transaction Codes in the 400 series
  - BT (Balanced Transfer) Document Type
  - Transfers to the Local Government Investment Pool (LGIP)
    - Agencies may process either expenditure or revenue transfers
    - Transaction Codes from 292 to 294
    - Document types include LI (Interface) and LT (LGIP Transfer)
    - The 001 Mail Code on the 51 Vendor Mail Code Profile stores the LGIP number in the LICENSE field
    - *Once a transaction has posted to a LGIP account, it may not be reversed or deleted without the written permission of the owner*

- Quasi-External Transfers (between agencies):
  - Transaction Codes from 706 to 743 for non-payroll transactions
  - Transaction Codes from 855 to 858 and 860 to 863 for payroll transactions
  - Document Types include: BT (Balanced Transfer), PI (Payroll Transfer), PT (Payroll Mass Transit Transfer)
  - *Considered cash activity, do not back date*
Quasi-External Transfers

In 1993 the new Control Accounting System (CAS) provided state agencies with the capability to process payments to each other as interagency transfers. Before that time, all payments between state agencies were processed as warrants, costing the State unnecessary banking charges.

In implementing R*STARS, the State had as one of its primary objectives to continue to support interagency transfers. This will not only reduce banking charges but also ensure interagency transfer in/transfer out transactions balance at the end of the fiscal year, thus aiding in the preparation of the CAFR.

As a result, State policy now dictates that payments between state agencies be accomplished by interagency transfers instead of warrant writing.

SFMS to SFMS Transfers

Staff members who will be entering interagency transfers will have a User Class that allows them to enter transactions for another agency. With this user class, the agency range will be 001-999 to allow a user to enter a transaction for another agency. These users will be able to send cash to another agency. System edits will prevent the initiating agency from reducing another agency’s cash unless the agency is part of the same agency group defined on the D02 profile.

The agency that will be receiving cash will need to notify the sending agency of the coding to be used in the transaction. An easy way to do this is to set up an Account Receivable on SFMS and provide the sending agency with the Document Number. The sending agency can use that document number as a Reference Document on the transaction to bring in the coding block.
Cross System Transfers

**SFMS to CAS**

SFMS to CAS transactions require that SFMS have three types of profiles for each CAS agency:

- D02 Agency Profile
- 25 Agency Control Profile
- D23 Fund Profile for each Treasury Fund

You can retrieve a current list of all CAS agency numbers and D23 fund numbers on-line. Link to the 90 News/Help screen, type in the KEYWORD “CAS” and press <ENTER>. You can scroll through the list by pressing F5-NEXT RECORD.

The transfer process from SFMS to CAS takes two days to complete:

- The system processes companion transactions during the nightly batch cycle.
- If they post successfully, they are transmitted to Treasury that night.
- The next day the Treasurer processes the transactions.
- The following night the Treasury system will interface the transaction to CAS.

**Transaction Codes**

<table>
<thead>
<tr>
<th>TC Out (SFMS)</th>
<th>TC In (CAS)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>744</td>
<td>745</td>
<td>Quasi External Expenditure -- Cross System</td>
</tr>
<tr>
<td>746</td>
<td>747</td>
<td>Revenue Transfer -- Cross System</td>
</tr>
<tr>
<td>748</td>
<td>449</td>
<td>Expenditure Transfer -- Encumbered -- Cross System</td>
</tr>
<tr>
<td>750</td>
<td>751</td>
<td>Quasi External Revenue Refund -- AR -- Cross System</td>
</tr>
<tr>
<td>752</td>
<td>753</td>
<td>Quasi External Revenue Refund -- Cross System</td>
</tr>
<tr>
<td>754</td>
<td>755</td>
<td>Reduce Revenue Transfer -- Cross System</td>
</tr>
<tr>
<td>762</td>
<td>763</td>
<td>Move Deposit Liability / Cash</td>
</tr>
</tbody>
</table>

The CAS side of the SFMS transaction will only allow a Fund. It does not include the appropriation or object structure. In addition, the SFMS reference document (CAS agency invoice number) field is required. If the invoice number is not known, zero fill.
**CAS/EAS to SFMS**

**Billed Accounts Receivable**

When the transfer is the result of an SFMS agency providing goods or services to another agency, the receiving SFMS agency will set up an Account Receivable for the transfer, making sure the transfer for a CAS/EAS agency has a suffix number of 001. The CAS agency will include this A/R document number on the transaction.

When the billed A/R transaction interfaces to SFMS, the transaction will include the following information:

- Batch Type 6 (Treasurer's Transactions)
- User ID INTTRES2
- Transaction Code 866
- Treasury Fund number in the Multipurpose code field, as information only
- A/R document number

R*STARS will look up the coding block from the A/R document

*Agencies should not delete transactions with a Batch Type of 6.*

**Non-billed Revenue**

In this case, the CAS agency will not have an invoice number. R*STARS will assign a Transaction Code of 999. The SFMS agency will need to change the Transaction Code.

Possible Transaction Codes include:

854  Liquidate Payroll A/R for Non SFMS Agency  
866  Cross System Billed Revenue  
867  Cross System Unbilled Revenue  
868  Cross System Unbilled Transfer  
869  Cross System Receipt of Unidentified/Liability  
870  Cross System Receipt of Unidentified/Liability Payroll  
871  Cross System Billed Reduction of Expense  
872  Cross System Reduction of Expense  
873  Cross System Unbilled Transfer Out Reduction  
874  Cross System Billed Transfer In

*Because Treasury has already processed the transaction, the SFMS agency must not make changes to the classification structure that would impact and post to a different Treasury Fund.*
Recurring Transactions

R*STARS includes what is called a Recurring Transaction Subsystem. The subsystem provides a mechanism for reducing data entry for transactions that occur frequently over a period of time. Two examples are rent payments and utility bills. These payments have several aspects in common:

- They occur on a routine basis, such as monthly, quarterly, or annually
- They may be split among several programs
- They may or may not vary in the amount

For a larger agency, this could involve quite a bit of data entry and time if the user needed to enter all the PCA’s, indexes, grant and project numbers each time. The Recurring Transaction subsystem provides a way to store the coding once and re-use it each time. This reduces the manual effort necessary for repetitive posting of like transactions and reduces the possibility of error.

Agencies may use the Recurring Transaction subsystem in two different ways:

- To define transactions that the system generates on a pre-defined schedule
- To define coding blocks for the system to retrieve on-line from a Transaction Entry screen

The On-line Retrieval function may be used in two ways:

- To retrieve a frequently used coding block into a Transaction Entry screen
- To direct the system to do a transaction split using several related Recurring Transactions

We will look at each of these options in more detail.
550 Recurring Transaction Profile

First, to set-up a Recurring Transaction, regardless of the type, the agency sets up the coding information on the 550 Recurring Transaction Profile.

The 550 defines the coding elements for a Recurring Transaction. It also determines whether the system will generate a transaction on a pre-defined schedule or the user will enter the RTI to retrieve coding while creating a batch.

The Control Key is the AGENCY and TRANS NO.

When using the on-line retrieval or the transaction split, the agency can “recall” the RTI in the transaction by entering:

- RTI
- PCA that looks up the RTI
- Grant Number that looks up the RTI, or
- PCA that looks up the Grant that looks up the RTI

If the RTI is “looked up” by a PCA or Grant, the RTI is entered on the 26 or D29 Profiles.

There may be several related Recurring Transactions. For example, a monthly rent payment may be split among several coding structures.

- Each transaction has a separate TRANS NO.
- They are linked with the same RTI.
On-line Retrieval

The On-line Retrieval capabilities in the Recurring Transaction subsystem allow a user to store frequently used coding once and then “recall” it when entering a transaction that uses that coding. This provides another mechanism for saving keystrokes and ensuring accuracy.

First, let’s look at the way coding is set-up on the 550 Recurring Transaction Profile when it will be used for on-line retrieval.

550 Recurring Transaction Profile

With an On-line Recurring Transaction:

- The RTI TYPE is “R”
- The GENERATE SCHEDULE, BATCH TYPE and CURRENT DOC/SFX will be blank.
- The agency may enter a set amount, a percentage, or leave the amount blank. If the amount is blank, the user must enter an AMOUNT on the Transaction Entry screen.
- The agency can decide what other elements to enter.
Retrieving an RTI On-line

Probably the easiest way to understand how an RTI works in retrieving coding information on-line is to walk through the process.

For this particular example, DAS Internal Support has set up an RTI to pay the State Controller Division’s telephone bill. There are five transactions on the **550 Recurring Transaction Profile** with the same RTI. Let’s just look at two of these profiles:

![S550 VER 2.0 STATE OF OREGON 01/22/97 10:36 AM](image)

**Transaction 000001**

**RTI USW**

This is Transaction 000001 for RTI USW.

- The PCA is for the State-wide Accounting and Reporting Section.
- Because the amount of the bill will vary from month to month, the AMOUNT is blank.
- The Profile uses Transaction Code 222, Voucher Payable - Not Encumbered.
- Because the vendor will always be the same, Internal Support included the Vendor Number and Mail Code.
This is Transaction 000002 of RTI USW. The PCA is for OSPS (State Payroll) which is part of the Controller’s Division. There are three additional transactions on the 550 Profile for SFMS Implementation, SFMS Operations, and SFMS Training.

With this background, let’s enter the batch to generate the warrant to pay this month’s telephone bill.

**STEP ONE**
Create a Batch Header on the **500 Batch Header Entry** screen. In this case, we will use Batch Type 4 (Expenditures/Disbursements).

**STEP TWO**
When we save the Header, the system will take us to the Transaction Entry screen. For this example, we will go to the **505 Pre-Enc/Enc/Expend Transaction Entry** screen.

**STEP THREE**
At a minimum, fill in the following fields:

- **CURRENT DOC** (just Document Type if using document number incrementing)
- **AMOUNT** (if Percent or Amount is blank on 550)
- **DOC AMOUNT** (unless entered on 550)
- **RTI**
If an PCA or Grant Number looks up the RTI, enter these elements instead of the RTI.

**STEP FOUR**

For this particular transaction, we will fill in some additional fields:

- **DOC DATE**
- **DUE DATE** (T-code 222 requires)
- **DESC** (for remit advice)
- **INV-NO**

If the 550 had not included a vendor number, we would fill in the vendor number and mail code.

**STEP FIVE**

If you have used a PCA or Grant Number to look up the RTI, press **F4-EDIT**.

**STEP SIX**

Press **F3-RTI**. The system will give you two messages:

- **PRESS F-10 TO SAVE TRANSACTION**
- **PRESS F-5 TO RETRIEVE NEXT RTI TRANSACTION**

**NOTE:** The screen now has a different selection of function keys.
## R*STARS Training Program

**Entering Transactions -- Advanced**

### S505 VER 2.0

<table>
<thead>
<tr>
<th>STATE OF OREGON</th>
<th>01/22/97 11:31 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO:</td>
<td>PRE-ENC/ENC/EXPEND TRANSACTION ENTRY</td>
</tr>
<tr>
<td>NOTE:</td>
<td>TRNG</td>
</tr>
<tr>
<td>BATCH:</td>
<td>AGENCY 926 DATE 012297 TYPE 4 NO 002 SEQ NO 00003 MODE EDIT AND POST</td>
</tr>
<tr>
<td>DOC DATE:</td>
<td>012297</td>
</tr>
<tr>
<td>EFF DATE:</td>
<td>012297</td>
</tr>
<tr>
<td>DUE DATE:</td>
<td>012297</td>
</tr>
<tr>
<td>SERV DATE:</td>
<td></td>
</tr>
<tr>
<td>CUR DOC/SFX:</td>
<td>VP000041 001</td>
</tr>
<tr>
<td>REF DOC/SFX:</td>
<td></td>
</tr>
<tr>
<td>MOD:</td>
<td>AGENCY: 926</td>
</tr>
<tr>
<td>TRAN CODE:</td>
<td>222</td>
</tr>
<tr>
<td>INDEX:</td>
<td></td>
</tr>
<tr>
<td>PCA:</td>
<td>31000</td>
</tr>
<tr>
<td>COMP/AGY OBJ:</td>
<td>4501</td>
</tr>
<tr>
<td>AMOUNT:</td>
<td>00000000100.00</td>
</tr>
<tr>
<td>RVS:</td>
<td>DISC: 1099</td>
</tr>
<tr>
<td>MOD:</td>
<td>AGENCY: 926</td>
</tr>
<tr>
<td>DOC COUNT:</td>
<td>00002</td>
</tr>
<tr>
<td>DOC AMT:</td>
<td>00000000500.00</td>
</tr>
<tr>
<td>DOC AGY:</td>
<td>926</td>
</tr>
<tr>
<td>CI:</td>
<td>PROP #:</td>
</tr>
<tr>
<td>INV NO:</td>
<td>DT:</td>
</tr>
<tr>
<td>DES:</td>
<td>503 373-1044</td>
</tr>
<tr>
<td>VEND/MC:</td>
<td>1840937746 000</td>
</tr>
<tr>
<td>NM:</td>
<td></td>
</tr>
<tr>
<td>CONT NO:</td>
<td>ADDR 1:</td>
</tr>
<tr>
<td>WARR NO:</td>
<td>ADDR 2:</td>
</tr>
<tr>
<td>APPN NO:</td>
<td>ADDR 3:</td>
</tr>
<tr>
<td>FUND:</td>
<td>ADDR 4:</td>
</tr>
<tr>
<td>GL AC/AGY:</td>
<td>CITY:</td>
</tr>
<tr>
<td>GRANT NO/PH:</td>
<td>SUB GRANTEE:</td>
</tr>
<tr>
<td>PROJ NO/PH:</td>
<td></td>
</tr>
<tr>
<td>MPCD:</td>
<td>AGY CD-1:</td>
</tr>
<tr>
<td>AGY CD-2:</td>
<td>3:</td>
</tr>
<tr>
<td>DI:</td>
<td>RTI:</td>
</tr>
<tr>
<td>RTI: USW</td>
<td></td>
</tr>
<tr>
<td>PRESS F10 TO SAVE TRANSACTION</td>
<td></td>
</tr>
<tr>
<td>PRESS F5 TO RETRIEVE NEXT RTI TRANSACTION</td>
<td></td>
</tr>
<tr>
<td>P1-HELP F2-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT</td>
<td></td>
</tr>
</tbody>
</table>

### STEPS

**STEP SEVEN**

Follow the system’s instructions. Press **F10-SAVE**. The system will save the transaction and increment the CURRENT DOC suffix number.

**STEP EIGHT**

Press **F5-NEXT RTI TRANS**. The system will change the coding block to retrieve the next transaction for the RTI. For this example, it will fill in the PCA for OSPS.

**STEP NINE**

For this example, we need to fill in the AMOUNT because it is not on the 550 Profile.

**STEP TEN**

Continue to press **F10-SAVE** and **F5-NEXT RTI TRANS** until you have entered all of the transactions for the RTI.

**STEP ELEVEN**

When you are finished entering the transactions, balance and release the batch.
**Transaction Split**

Transaction Splits are another way to use the RTI subsystem. As with the on-line retrieval, the RTI is entered on the Transaction Entry screen. In this case, the system calculates the “splits” among the different coding blocks, rather than the user entering each separate transaction. The **550 Recurring Transaction Profile** is set up a bit differently.

### 550 Recurring Transaction Profile

- **The RTI TYPE is “S”**
- The AMOUNT and DOC AMOUNT on the 550 will be blank
- there will be a % ALLOCATED
- The system only allows agency related coding elements, such as PCA, Index, Fund, Appropriation
- As with the on-line retrieval, several transactions may be linked together by the RTI.
- As with the on-line retrieval, you can “recall” the RTI in the transaction by entering:
  - RTI
  - PCA that looks up the RTI
  - Grant Number that looks up the RTI, or
  - PCA that looks up the Grant that looks up the RTI
Entering Transaction Splits

We will once again walk through an example. This time, the Human Resources Section rents a copier. They split the monthly cost of the copier on a percentage basis -- 25% for Recruitment, 25% for Training, and 50% for Employee Services. Because of charges for extra copies, the charges vary from month to month.

For this example, we set up three transactions (000006, 000007, and 000008) on the 550 Recurring Transaction Profile under the RTI “HRC.” (The screen print above displays transaction 000006. The screen print below displays transaction 000008.)

The steps for entering a batch with a transaction split are different from those using an RTI for on-line retrieval. Let’s just work through the steps with the example above.

**STEP ONE**

Create a Batch Header on the 500 Batch Header Entry screen.

- The BATCH COUNT will be the transaction to enter the RTI PLUS the number of transactions in the RTI.
- The BATCH AMOUNT will be double the amount of the invoice.
- For this example, the invoice is for $200.00 and the RTI has three transactions. Therefore, we entered a BATCH COUNT of 4 and a BATCH AMOUNT of 400.00.
STEP TWO

When we save the Batch Header, the system will display the applicable Transaction Entry screen. In this example, it displays the 505 Pre-Enc/Enc/Expend Transaction Entry screen.

---

FILE: AGENCY 926
DATE: 012397
TYPE: 4
NO: 002
SEQ NO: 00005
MODE: EDIT AND POST

DOC DATE: 012197
EFF DATE: 012397
DUE DATE: 013197
SERV DATE:

CUR DOC/SFX: VP000044 001
REF DOC/SFX:
MOD: AGENCY: 926

TRANS CODE: 222
VOUCHER PAYABLE-NOT ENCUMBERED

INDEX:
PCA:

COMP/AGY OBJ: 4202
AMOUNT: 00000200.00
RVS: DISC: 1099
FO: PDT:

DOC COUNT: 00003
DOC AMT: 000000200.00
DOC AGY: 926
CI: PROP #:

INV NO: 1500CD
DT:
DESC: COPIER RENTAL -- DEC. 1996

VEND/MC: 1930894105 001
NM: SAVIN SYSTEMS NW

CONT NO:
ADDR 1: BUILDING ONE SUITE 300
WARR NO:
ADDR 2: PO BOX 4100-25
APPN NO:
ADDR 3:
FUND:
ADDR 4:

GL AC/AGY:
CITY: PORTLAND
ST: OR ZIP: 97208

GRANT NO/PH:
SUB GRANTEE:
PROJ NO/PH:

MPCD:
AGY CD-1: 2: 3: DI:

RTI: HRC

TRANSACTION SUCCESSFULLY WRITTEN

F1-HELP  F3-RTI  F4-EDIT  F5-BALANCING  F7-DETAILS  F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR  F12-HEADERS  CLEAR-EXIT
STEP THREE  At a minimum, enter the following:

- CURRENT DOC/SFX
- TRANS CODE
- COMP or AGY OBJ
- AMOUNT
- DOC AMOUNT
- RTI

STEP FOUR  In this example, because we are creating a voucher payable, we will also enter:

- DUE DATE
- INV-NO
- DESC
- VEND/MC

STEP FIVE  Press F10-SAVE.

STEP SIX  Once the transaction is successfully saved, press F6-BALANCING.

STEP SEVEN  If the batch balances and you have the authority, press F6-RELEASE to release the batch.
Now, let’s look at how the system treated this transaction. To do so, we will go to the 520 View a Batch screen.

Notice some of the differences in this batch:

- In addition to the transaction we entered, the system generated three additional transactions -- one for each of the transactions for this RTI.
- The first transaction (the one we entered) has a Y in the “P” (parent) column.
- The Document Number only has one suffix.
- The first transaction does not have an Index or PCA. The other transactions do. This coding came from the 550 Recurring Transaction Profile.
- If we needed to make changes to this batch, we would change the “children” rather than the parent. There are only a limited number of fields we will be able to change.
- The Batch Count and Batch Amount include the entered transaction and the computed transactions.
Generated Recurring Transactions

Agencies can also use the Recurring Transaction subsystem to instruct the system to automatically generate certain transactions on a pre-determined basis. In these instances, agencies create a transaction on the 550 Recurring Transaction Profile and “schedule” the transactions on the 93 Recurring Transaction Request Profile.

550 Recurring Transaction Profile

Because the system will use the Profile to create the transaction, each Transaction should contain all of the classification data that is required on 28A Transaction Code Decision Profile for the specified Transaction Code.

The GENERATE SCHEDULE will work in conjunction with the 93 Recurring Transaction Request Profile. There are four fields with four characters each. In each field, the first two digits indicate the month and the last two digits indicate the day of the month. For example:

<table>
<thead>
<tr>
<th>Transaction Dates</th>
<th>MMDD1</th>
<th>MMDD2</th>
<th>MMDD3</th>
<th>MMDD4</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, Dec. 1</td>
<td>0601</td>
<td>1201</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First of each month</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End of each quarter</td>
<td>0331</td>
<td>0630</td>
<td>0930</td>
<td>1231</td>
</tr>
<tr>
<td>Weekly</td>
<td>07</td>
<td>14</td>
<td>21</td>
<td>23</td>
</tr>
</tbody>
</table>

The AMOUNT is required. You may not use the percentage or leave the amount blank.
The **93 Recurring Transaction Request Profile** tells the system when to generate the recurring transactions set up on the **550 Recurring Transaction Profile**.

- The CYCLE SELECTION field tells the system to find the Recurring Transactions on the **550 Recurring Transaction Profile** that have a GENERATE SCHEDULE within the dates defined.

- The TRANS IND field tells the system whether to generate (G) the transactions and post them to the financial tables or to produce a proof (P) listing. This allows you to proof the transactions before the system actually posts them to the financial tables. Once you have proofed them, you will need to change the indicator to G for the system to generate the transactions and post them.

- The TRANSACTIONS TO EXCLUDE and TRANSACTIONS TO INCLUDE fields allow you to list specific transactions. Enter the TRANS NO from the **550 Recurring Transaction Profile**.

- If the **97 System Management Profile** RECURRING TRANSACTION RUN flag is “Y”, the system processes recurring transactions during the nightly batch cycle and generates the DAFR4200 Recurring Transactions Detail Report.
## Reverse Transactions

There may be times when it is necessary to create a transaction for a negative amount. For instance:

- To reduce the amount for a pre-encumbrance, encumbrance, or account receivable
- To record a reduction in appropriation or allotment
- To include a credit or discount from a vendor as part of a voucher payable or encumbrance

Most Transaction Codes allow a “reversed” transaction. The **28A Transaction Code Decision Profile** provides this option:

The RVRS field is blank or “optional”

<table>
<thead>
<tr>
<th>S28A VER 2.0</th>
<th>STATE OF OREGON</th>
<th>01/21/97 03:21 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO:</td>
<td>TRANSACTION CODE DECISION PROFILE</td>
<td>PROD</td>
</tr>
<tr>
<td>TRAN CODE:</td>
<td>222 TITLE:</td>
<td>VOUCHER PAYABLE-NOT ENCUMBERED</td>
</tr>
<tr>
<td>GENERAL LEDGER</td>
<td>DR-1: 3501</td>
<td>CR-1: 1211</td>
</tr>
<tr>
<td>POSTING</td>
<td>DR-3:</td>
<td>CR-3:</td>
</tr>
<tr>
<td>TRANS DOCD DUDT</td>
<td>SVDT</td>
<td>CDC</td>
</tr>
<tr>
<td>EDIT AOBJ</td>
<td>RVRS PTD R CI N 1099</td>
<td>R WARR</td>
</tr>
<tr>
<td>IND$</td>
<td>DMETH R APN#</td>
<td>R FUND R GLA N AG</td>
</tr>
<tr>
<td>POST SEQ: 3</td>
<td>REG NO: 2 WW IND: 1 D/I: D WAR CANCEL TC: 385</td>
<td>PYTC:</td>
</tr>
<tr>
<td>GEN TC:</td>
<td>DT:</td>
<td>ACCR</td>
</tr>
<tr>
<td>PAY LIQ TC: 380</td>
<td>PAY RED</td>
<td>TC: 390</td>
</tr>
<tr>
<td>A/S</td>
<td>BT</td>
<td>MATCH GLA</td>
</tr>
<tr>
<td>DF:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FILE AP: + 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>POSTING AB: + 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GP: + 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PJ: + 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGY GL:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATUS CODE: A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFF START DATE: 06011990</td>
<td>EFF END DATE:</td>
<td></td>
</tr>
<tr>
<td>LAST PROC DATE: 06201995</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Z06 RECORD SUCCESSFULLY RECALLED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-IND CLEAREXIT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The **28B Trans Code Description Profile** may provide additional information for reversals.

<table>
<thead>
<tr>
<th>S28B VER 2.0</th>
<th>STATE OF OREGON</th>
<th>01/21/97 03:19 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO:</td>
<td>TRANS CODE DESCRIPTION PROFILE</td>
<td>PROD</td>
</tr>
</tbody>
</table>

**TRANS CODE:** 222  *(MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)*

**DESCRIPTION:** TO SET UP VOUCHER PAYABLE FOR AN EXPENDITURE THAT WAS NOT ENCUMBERED. **USE TC 222R TO REDUCE PAYMENT TO VENDOR**

I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "," OR ",".

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "," OR ",".

I 4000 - 5999, 6300 - 7903,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. *("%" IN #1 = ALL VALID)*

1: VP  2: VI  3:  4:  5:  6:  7:  8:  9:  10:

ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. *("%" IN #1 = ALL VALID)*

1: 4  2:  3:  4:  5:  6:  7:  8:  9:  10:

**TREAS CAT:**

**STATUS CODE:** A

**EFF START DATE:** 06011990  **EFF END DATE:**  
**LAST PROC DATE:** 08151995

Z06 RECORD SUCCESSFULLY RECALLED

**F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INV CLEAREXIT**
# Entering a Reversed Transaction

There are some differences in the way a reverse transaction is entered. Let’s walk through a simple example. In this case, we wish to reduce an original encumbrance.

**STEP ONE**

Enter and save the Batch Header as you normally would.

- If you are reversing a previous transaction (as opposed to taking a credit or discount), use the same Batch Type as the original transaction.
- In this example, we used a Batch Type of 3, Pre-encumbrance / Encumbrance.

**STEP TWO**

The system will display the applicable Transaction Entry Screen:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link to</td>
<td>PRE-ENC/ENC/EXPEND TRANSACTION ENTRY</td>
</tr>
<tr>
<td>Batch: AGENCY 926</td>
<td>DATE 012197 TYPE 4 NO 003 SEQ NO 00001 MODE EDIT AND POST</td>
</tr>
<tr>
<td>Doc date: 012197</td>
<td>Eff date: 012197 Due date:</td>
</tr>
<tr>
<td>CUR DOC/SFX: VP000038 001</td>
<td>REF DOC/SFX: EE000010 001</td>
</tr>
<tr>
<td>Trans code: 225</td>
<td>Voucher Payable - Encumbered</td>
</tr>
<tr>
<td>Index:</td>
<td></td>
</tr>
<tr>
<td>PCA: 21300</td>
<td>FACILITIES - LANDSCAPE</td>
</tr>
<tr>
<td>Trans obj: 4202</td>
<td>Voucher Payable - Encumbered</td>
</tr>
<tr>
<td>Comp/agi obj: 4202 4202</td>
<td>Equipment Rental</td>
</tr>
<tr>
<td>Doc amount: -0000000200.00</td>
<td>Disc: 1099: 1 Fo:</td>
</tr>
<tr>
<td>Doc agy: 926 CI: Prop #:</td>
<td>Inv no: Desc:</td>
</tr>
<tr>
<td>Vend/mc: 1930594666 000</td>
<td>Addr 1: 14020 SW 72ND AVE</td>
</tr>
<tr>
<td>Cont no:</td>
<td>Addr 2:</td>
</tr>
<tr>
<td>Warr no:</td>
<td>Addr 3:</td>
</tr>
<tr>
<td>Appn no: 31501</td>
<td>Addr 4:</td>
</tr>
<tr>
<td>Fund: 4640</td>
<td></td>
</tr>
<tr>
<td>Gl ac/agi:</td>
<td></td>
</tr>
<tr>
<td>Grant no/ph:</td>
<td></td>
</tr>
<tr>
<td>Mpcd:</td>
<td></td>
</tr>
<tr>
<td>City: TIGARD</td>
<td></td>
</tr>
<tr>
<td>St: OR Zip: 97224 8008</td>
<td></td>
</tr>
<tr>
<td>Sub grantees:</td>
<td></td>
</tr>
<tr>
<td>Proj no/ph:</td>
<td></td>
</tr>
<tr>
<td>Di: 00652</td>
<td></td>
</tr>
<tr>
<td>RTI:</td>
<td></td>
</tr>
</tbody>
</table>

**STEP THREE**

Enter the transaction as you normally would, with the following exceptions:

- If you are reversing a specific transaction, enter that Document Number and suffix in the REF DOC/SFX and omit the coding blocks.
- AMOUNT to be reversed.
- “R” in the RVRS field.
- **Negative** DOC AMOUNT. (For a discount or credit, the DOC AMOUNT will be reduced by that amount.)
**STEP FOUR**

If you are using a reference document, press **F4-EDIT**. The system will retrieve the additional information from the Reference Document.

**STEP FIVE**

Continue entering the transactions. When you are finished, balance and release the batch as you normally would.

Let's just look at how the system treats this transaction. We will drill down from the **61 Agency Budget Financial Inquiry** to the **11 Document Summary Inquiry**.

---

We can also view this action on the **64 Document Record Inquiry**.

---
CHAPTER 7 -- ON-LINE HELP

R*STARS provides three Help Features to support system users. They include:

- Error Code Help
- Data Element Help
- News Screens

Error Code Help

When you save entries on the profiles, Batch Header, or Transaction Entry screens, R*STARS performs various edits. The edits ensure valid and complete information and implement any controls central support or the agency requires.

The Batch Edit Mode (see the chapters on Entering Transactions and Error Correction) determines when the system performs edits and whether it provides on-line error messages. For Batch Edit Mode 0, the system provides error messages on the DAFR2151 Error Report. In Batch Edit Mode 1, the system provides some error messages on-line and others on the DAFR2151 Report. In Batch Edit Mode 2, the system performs the edits when you save transactions and release and balance the batch. It will not allow you to finish the batch, until you correct the errors.

In this chapter, we will cover the Error Code help as though you were entering batches in Batch Edit Mode 2. However, you can use the same screens to identify data elements recognized on the DAFR2151 Report.
Accessing the Error Code Messages

When you receive the error messages on-line, the system

- Will not save the record
- Will turn the affected fields red
- Put the cursor in the first field with an error
- Display error message(s) at the bottom of the screen.

For batches that have gone through the batch cycle and have errors, you can press F4-EDIT to display the errors.

With the error message(s) displayed, press F1-HELP. The system will take you to the 90 News/Help Table screen and display an explanation of the first error message.

The KEYWORD will be the Error Code displayed at the bottom of the Transaction Entry Screen or Profile.

Also note that the interrupt feature will become active.
STEP THREE

If there is more than one error message, press **F8-NEXT ERROR** to scroll through the other messages.

Note that in this example the error code message includes references to profiles that list valid codes. You could later link to these screens to look up the value you want to use.

STEP FOUR

When you are finished, press **F9-INTERRUPT** to return to the Transaction Entry screen or Profile screen with the error.

You may at any time also Link To the 90 screen, type in a message code, and press **<ENTER>** to retrieve the explanation.
Data Element Help

The Data Element Help feature allows you to look at a list of valid codes for a particular field on-line. On some screens, you can place the cursor in the field for which you want a list of codes and press F1-HELP. With other screens or fields, you can Interrupt to the list, look up a valid code, and press F9-INTERRUPT to return to the original screen.

The inquiry screens that list valid codes include:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>SCREEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Document (Vendor Document Inquiry)</td>
<td>59</td>
</tr>
<tr>
<td>Index</td>
<td>77</td>
</tr>
<tr>
<td>PCA</td>
<td>78</td>
</tr>
<tr>
<td>Comptroller Object</td>
<td>79</td>
</tr>
<tr>
<td>Agency Object</td>
<td>81</td>
</tr>
<tr>
<td>Vendor Name (to find Number)</td>
<td>3A</td>
</tr>
<tr>
<td>Vendor Number (to find Name or Mail Code)</td>
<td>3N</td>
</tr>
</tbody>
</table>

On the single Transaction Entry Screens, you can place the cursor in the applicable field and press F1-HELP for the Index, PCA, Comptroller Object, Agency Object, or Vendor. For the Vendor number, place the cursor in the VNAM field and then press F1-HELP.

We will now look more closely at these help inquiries.
Using Help to Find the Index, PCA, Comptroller Object or Agency Object

To look up a valid Index, PCA, Comptroller Object, or Agency Object from a single Transaction Entry screen, do the following:

STEP ONE: Place the cursor in the field you want to “look up” and press F1-HELP. The system will “interrupt” to a screen that allows the user to “select” one of the valid codes and carry it to the original transaction entry screen.

STEP TWO: Locate the item that you want carried to the Entry Screen.

STEP THREE: Place an “S” in the far left column, next to the appropriate code and press F9-INTERRUPT. This will take the selected code back to the original transaction entry screen.

77 Index Selection Screen

<table>
<thead>
<tr>
<th>S</th>
<th>AGY</th>
<th>IDX</th>
<th>AY</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>198</td>
<td>07253</td>
<td>97</td>
<td>HOOD RIVER POSTCONVICT RELIEF</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07254</td>
<td>97</td>
<td>HOOD RIVER HABREAS CORPUS CASES</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07255</td>
<td>97</td>
<td>HOOD RIVER CONTEMPT CASES</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07256</td>
<td>97</td>
<td>HOOD RIVER OTHER CASE TYPES</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07257</td>
<td>97</td>
<td>HOOD RIVER NON DP APPELLATE</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07281</td>
<td>97</td>
<td>HOOD RIVER - TRIAL COURT REVENUES</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07282</td>
<td>97</td>
<td>HOOD RIVER - REVENUES TO OSCA</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07283</td>
<td>97</td>
<td>HOOD RIVER - NON INTEREST BEARING TRUST</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07284</td>
<td>97</td>
<td>HOOD RIVER -INTEREST BEARING TRUST</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07291</td>
<td>97</td>
<td>HOOD RIVER GFAAG</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07292</td>
<td>97</td>
<td>HOOD RIVER GLTDAG</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07293</td>
<td>97</td>
<td>HOOD RIVER PETTY CASH/CHANGE DRAWER</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07322</td>
<td>97</td>
<td>SHERMAN COUNTY</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07331</td>
<td>97</td>
<td>SHERMAN INTERPRETER</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07332</td>
<td>97</td>
<td>SHERMAN JURY</td>
<td></td>
</tr>
<tr>
<td>198</td>
<td>07333</td>
<td>97</td>
<td>SHERMAN ARBITRATION</td>
<td></td>
</tr>
</tbody>
</table>

• If you press F1-HELP from the INDEX field on the Transaction Entry Screen to get to this inquiry, the system will fill in the Agency and Appropriation Year fields.

• If your agency has a large number of indexes, you can enter a number close to the one you are looking for to narrow the search.
# 78 Program Cost Account (PCA) Selection

<table>
<thead>
<tr>
<th>S</th>
<th>AGY</th>
<th>PCA</th>
<th>AY</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>198</td>
<td>10010</td>
<td>97</td>
<td>198</td>
<td>JUDICIAL SERVICES</td>
</tr>
<tr>
<td>198</td>
<td>10020</td>
<td>97</td>
<td>198</td>
<td>DIRECT JUDICIAL SUPPORT</td>
</tr>
<tr>
<td>198</td>
<td>10030</td>
<td>97</td>
<td>198</td>
<td>OTHER JUDICIAL SERVICES</td>
</tr>
<tr>
<td>198</td>
<td>10040</td>
<td>97</td>
<td>198</td>
<td>ADMINISTRATION</td>
</tr>
<tr>
<td>198</td>
<td>10041</td>
<td>97</td>
<td>198</td>
<td>ADMINISTRATION</td>
</tr>
<tr>
<td>198</td>
<td>10050</td>
<td>97</td>
<td>198</td>
<td>CASE PROCESSING</td>
</tr>
<tr>
<td>198</td>
<td>10060</td>
<td>97</td>
<td>198</td>
<td>CRIMINAL</td>
</tr>
<tr>
<td>198</td>
<td>10070</td>
<td>97</td>
<td>198</td>
<td>CIVIL</td>
</tr>
<tr>
<td>198</td>
<td>10080</td>
<td>97</td>
<td>198</td>
<td>DOCKET</td>
</tr>
<tr>
<td>198</td>
<td>10090</td>
<td>97</td>
<td>198</td>
<td>ACCOUNTING</td>
</tr>
<tr>
<td>198</td>
<td>10100</td>
<td>97</td>
<td>198</td>
<td>COURT CLERICAL</td>
</tr>
<tr>
<td>198</td>
<td>10110</td>
<td>97</td>
<td>198</td>
<td>CASE FISCAL PROCESSING</td>
</tr>
<tr>
<td>198</td>
<td>10120</td>
<td>97</td>
<td>198</td>
<td>CASE FISCAL PROCESSING</td>
</tr>
<tr>
<td>198</td>
<td>10130</td>
<td>97</td>
<td>198</td>
<td>CALENDAR MANAGEMENT</td>
</tr>
<tr>
<td>198</td>
<td>10140</td>
<td>97</td>
<td>198</td>
<td>INDIGENT FISCAL</td>
</tr>
<tr>
<td>198</td>
<td>10150</td>
<td>97</td>
<td>198</td>
<td>SYSTEMS OPERATIONS</td>
</tr>
</tbody>
</table>

- If you press **F1-HELP** from the COMP OBJ field on the Transaction Entry Screen to get to this screen, the system will fill in the Agency and Appropriation Year fields.

- If your agency has a large number of PCAs, you can enter a number close to the one you are looking for to narrow the search.

- To take the PCA back to the Transaction Entry Screen, put an “S” in the **S** column and press **F9-INTERRUPT**.

- If you need additional information about a PCA, go to the 26 Program Cost Account Profile or the D04 Program Code Profile.
### 79 Comptroller Object Selection

<table>
<thead>
<tr>
<th>S</th>
<th>AY</th>
<th>COBJ</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>97</td>
<td>4</td>
<td>001</td>
<td>ANNUITY AND DISABILITY BENEFITS</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>002</td>
<td>DEATH BENEFITS</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>050</td>
<td>BOND COSTS</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>055</td>
<td>CERTIFICATE OF PARTICIPATION COSTS</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>061</td>
<td>MERCHANDISE INVENTORY (STORES FOR RESALE)</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>062</td>
<td>OTHER COST OF GOODS SOLD</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>063</td>
<td>LIQUOR COST OF GOODS SOLD</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>101</td>
<td>INSTATE MEALS AND LODGING</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>102</td>
<td>INSTATE AIR TRANSPORTATION</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>103</td>
<td>INSTATE GROUND TRANSPORTATION</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>104</td>
<td>INSTATE TRAVEL MISCELLANEOUS EXPENSES</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>151</td>
<td>OUT-OF-STATE MEALS AND LODGING</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>152</td>
<td>OUT-OF-STATE AIR TRANSPORTATION</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>153</td>
<td>OUT-OF-STATE GROUND TRANSPORTATION</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>154</td>
<td>OUT-OF-STATE TRAVEL MISC EXPENSE</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>155</td>
<td>FOREIGN MEALS AND LODGING</td>
</tr>
<tr>
<td>97</td>
<td>4</td>
<td>156</td>
<td>FOREIGN AIR TRANSPORTATION</td>
</tr>
</tbody>
</table>

If you press F1-HELP from the PCA field on the Transaction Entry Screen to get to this screen, the system will fill in the Appropriation Year field.

You can narrow the search to a particular kind of object by entering the first digit(s) of the category in the COMP OBJ field. The broad categories include:

- 0001 -- 2999 Revenue
- 3000 -- 3999 Payroll Expenses
- 4000 -- 4999 Services and Supply Expenses
- 5000 -- 5999 Capital Outlay
- 6000 -- 6999 Special Payments
- 7000 -- 8999 Changes in Fund Balance
- 9000 -- 9999 Statistics

To take the COMP OBJ back to the Transaction Entry Screen, put an “S” in the S column and press F9-INTERRUPT.

If you need additional information about a Comptroller Object, go to the D10 Comptroller Object Profile.
81 Agency Object Selection

If you press **F1-HELP** from the AGY OBJ field on the Transaction Entry Screen to get to this screen, the system will fill in the Agency and Appropriation Year field.

You can narrow the search to a particular kind of object by entering the first digit(s) of the category in the AGY OBJ field. Because these are Agency specific, the ranges will vary from agency to agency.

To take the AGY OBJ back to the Transaction Entry Screen, put an “S” in the S column and press **F9-INTERRUPT**.

If you need additional information about an Agency Object, go to the **D11 Agency Object Profile**.
Finding a Vendor

R*STARS provides two inquiries for vendors:

- 3A Vendor Alpha Inquiry
- 3N Vendor Number Inquiry

If you have reached either of these screens by pressing F1-HELP from the Transaction Entry screens, you can select a vendor and press F9-INTERRUPT to take the information back into the transaction. If you have reached this screen by linking to it from one of the inquiry screens, you need to write down the number -- you cannot select from this screen.

These two inquiries provide a list of vendors that match the search criteria. The system provides only as much information as will fit on one screen line. You may need to look up possible selections on one of the vendor profiles to make a final selection. The vendor profiles include:

- 52 Systemwide Vendor Profile
- 51 Vendor Mail Code Profile
- 34 Agency Vendor Profile
### 3A Vendor Alpha Inquiry

<table>
<thead>
<tr>
<th>VENDOR NO / MC</th>
<th>VENDOR NAME</th>
<th>ADDRESS 1</th>
<th>AGY:</th>
<th>VENDOR TYPE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1820425454 000</td>
<td>BOISE ANESTHESIA PA</td>
<td>6443 SW BEAVERTON-HI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820425454 001</td>
<td>BOISE ANESTHESIA PA</td>
<td>P O BOX 3776</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 501</td>
<td>BOISE CASCADE</td>
<td>CORRUGATED CONTAINER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1826009459 000</td>
<td>BOISE CASCADE</td>
<td>STEVE MCCLELLAND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 500</td>
<td>BOISE CASCADE CONTAINER OPERATIONS</td>
<td>2121 MADRONA AVE SE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 003</td>
<td>BOISE CASCADE CORP</td>
<td>1917 JACKSON ST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 004</td>
<td>BOISE CASCADE CORP</td>
<td>% SEDGWICK JAMES &amp; C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 005</td>
<td>BOISE CASCADE CORP</td>
<td>PO BOX 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 006</td>
<td>BOISE CASCADE CORP</td>
<td>1111 WEST JEFFERSON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 001</td>
<td>BOISE CASCADE OFC PRODUCTS</td>
<td>FILE 42256</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 000</td>
<td>BOISE CASCADE OFFICE PRODUCTS</td>
<td>800 W BRYN MAWR AVEN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 502</td>
<td>BOISE CASCADE OFFICE PRODUCTS</td>
<td>FILE #42256</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820100960 503</td>
<td>BOISE CASCADE OFFICE PRODUCTS</td>
<td>DISTRIBUTION DIVISIO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820378861 000</td>
<td>BOISE CASCADE OFFICE PRODUCTS</td>
<td>FILE 42256</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1820477390 500</td>
<td>BOISE CASCADE OFFICE PRODUCTS</td>
<td>FILE 42256</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Z06 RECORD SUCCESSFULLY RECALLED**

---

- If you are on the Transaction Entry Screen and you do not know the vendor’s number, place the cursor in the **VNAM** field and press **F1-HELP**.

- The **SELECT VENDOR FROM** defaults to “S” for Statewide. With this default the system will look to the **52 Systemwide Vendor** and **51 Vendor Mail Code** Profiles. These profiles list the vendors that all state agencies use to purchase goods and services.

  - You may change the **SELECT VENDOR FROM** to “A” for Agency. With this setting, the system will look to the **34 Agency Vendor Profile**. This profile is primarily for agency customers.

  - If you change the default to “A,” you will also need to enter your agency’s number in the **AGY** field.

- Enter at least the first three characters of the vendor’s name in the **SEARCH NAME** field.

- If you **came** to this screen from the **VEN NM** field on the Transaction Entry screen with **F1-HELP**, put an “S” in the **S** column and press **F9-INTERRUPT** to take the number back to the **Entry screen**.
3N Vendor Number Inquiry

If you are on the Transaction Entry Screen and you know part of the vendor’s number, place the cursor in the VNUM field and press F1-HELP.

Enter at least the first three digits of the vendor’s number in the VENDOR NO field.

With the AGY field blank, the system will look to the 52 Systemwide Vendor and 51 Vendor Mail Code Profile. These profiles list the vendors that all state agencies use to purchase goods and services.

You can also search for an Agency Customer by entering at least three digits of the Vendor’s Number in the VENDOR NO field and your agency’s number in the AGY field. The system will look to the 34 Agency Vendor Profile.

The State has established standards for the first digit of Vendor Numbers:

- 0 = Agency Customers (34 Profile)
- 1 = Domestic Systemwide Vendors (52 Profile)
- 2 = Foreign Systemwide Vendors
- 9 = One-time only Vendors. If the vendor will truly only be used once, it does not need to be entered on any of the profiles.

If you came to this screen from the VEND/MC field on the Transaction Entry screen with F1-HELP, put an “S” in the S column and press F9-INTERRUPT to take the number back to the Entry screen.
Finding a Reference Document

To “look up” the Reference Document Number from the Transaction Entry screen, do the following:

STEP ONE
If you do not know the Vendor Number, first Interrupt to the 3A Vendor Alpha Inquiry to find the vendor number (see above). Remember to write down the vendor number and mail code. Press F9-INTERRUPT to return to the Transaction Entry screen.

STEP TWO
From the Transaction Entry screen, type “59” in the LINK TO field and press F9-INT to interrupt to the 59 Vendor Document Inquiry Screen.

STEP THREE
Enter the VENDOR NUMBER/MC, DOCUMENT TYPE, and FY and press <ENTER>. The system will display a list of all of the documents with a balance greater than zero associated with that Vendor and Document Type.

Some Document Types include (See the D05 Profile):
- AR -- Account Receivable
- BT -- Balanced Transfers
- EE -- Encumbrance
- PO -- Purchase Order
- VC -- Voucher Payable (ADPICS)
- VP -- Voucher Payable (non-ADPICS)

STEP FOUR
Type an “S” next to the document you want and press F9-INTERRUPT. The system will carry the selected document back to the Transaction Entry screen and enter the document number in the Reference Document field. The system will also enter the amount of the outstanding balance in the AMOUNT field.
News Screens

News Screens in R*STARS provide a mechanism for Central SFMS staff members to apprise users of events that may impact them.

When you first log on to R*STARS, the system displays the **News Display**. This screen provides current news. It may also refer a user to the 90 Profile for additional information. **Be sure to read this screen each time you log on.** SFMS Operations staff change this screen whenever circumstances warrant it.

---

S002 VER 2.0                    STATE OF OREGON              12/30/96 11:06 AM
NEWS DISPLAY                            PROD

**WELCOME TO R*STARS - OREGON PRODUCTION REGION**
INFORMATION ON STATUS OF R*STARS SYSTEM - ALSO SEE 90 PROFILE "NEWS" SCREEN
PG 2 TABLE OF CONTENTS. NOTE: INFO CHANGES DAILY PLEASE CHECK FOR NEW ITEMS.
HELP DESK PHONE:  378-6541       HELP DESK E-MAIL:  HELP DESK 1(OR 2)*DAS SCD
HELP DESK FAX:    378-5250       HELP DESK HOURS:   7:30-12:00 & 1:00-5:00 M-F

***************EMERGENCY NOTICES***************
-- PROJ/GRANT BILLING FLAGS WILL BE SET ON 12/24 AND 12/31 DUE TO HOLIDAYS.
-- REPORTS:
-- SYSTEM CLOSURE FOR HOLIDAY: SEE PAGE 10
-- IT FILE CLOSED TUESDAY, 12/31 6AM-10 AM UNTIL CLEANUP IS DONE.
--
-- PR1183 GL REPORT PROBLEM WILL NOT BE MIGRATED TONIGHT. FOUND ANOTHER QUIRK WHICH WE ARE WORKING TO RESOLVE.
-- AGENCIES: PLEASE CALL JANE MORELAND ON 1099 QUESTIONS 373-7277 X278

CLEAR-EXIT                 PRESS (ENTER) TO CONTINUE
Accessing the News Screens

To view the additional information, do the following:

**STEP ONE**  
From the **Main Menu** (or any screen), **Link To the 90 News/Help Table**.

<table>
<thead>
<tr>
<th>PAGE</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EMERGENCY NOTICES</td>
</tr>
<tr>
<td>2</td>
<td>TABLE OF CONTENTS</td>
</tr>
<tr>
<td>3-6</td>
<td>KEYWORDS</td>
</tr>
<tr>
<td>7-9</td>
<td>NOTICES TO AGENCIES</td>
</tr>
<tr>
<td>10</td>
<td>SFMS OPERATIONS</td>
</tr>
</tbody>
</table>

**STEP TWO**  
Type in “NEWS” in the **KEYWORD field** and a number in the **PAGE field**. Press **<ENTER>**.

In this case, we entered Page Number 02 to view the Table of Contents for the News Screens. We could then enter one of the page numbers listed to view additional information.

We could also scroll through the news screens by pressing **F5-NEXT**.

This is the same screen the system uses to display error messages during data entry. In addition, you can access information on this screen by using keywords. To see a list of Keywords, type “Keywords” in the **KEYWORD field** and press **<ENTER>**. Some of the Keywords include:

- **AGENCY** -- a list of all state agencies with the date they will or have converted to SFMS
- **CAS** -- a list of agencies still on CAS/EAS
- **COST ALLOCAT** -- schedule for running cost allocation
- **MEETINGS** -- schedule of upcoming SFMS meetings
- **MONTH END** -- dates for accounting close
- **TRAINING** -- current training schedule
CHAPTER 8 -- ERROR CORRECTION

In R*STARS, we enter all transactions in batches with a Batch Header and Transaction Entry screens. Depending upon the Batch Edit Mode, R*STARS will perform edits as the transactions are entered and saved or during the nightly batch cycle.

R*STARS performs several different kinds of edits:

- Data Element (Data) Edits
- Fund (Financial) Edits
- Batch Balancing Edits

**Data Element edits** compare the coding fields on the transaction against profiles for valid data. For example, for a transaction with a Vendor Number, R*STARS will check the Vendor Profile for that number. The edits may encounter the following kinds of errors:

- Invalid data element
- A data element is present that is not allowed for the transaction code

**Financial edits** compare financial fields on the transaction entry screen to budgetary constraints in the system. For example, R*STARS may prevent a user from entering an encumbrance if there is not enough remaining budget to cover the amount of the encumbrance. The edits may encounter the following kinds of errors:

- Appropriation, agency budget, grant or project budget has been exceeded
- Cash balance has been exceeded
- Document match not allowed or found (see chapter on Transaction Codes)

**Balancing edits** compare the BATCH AMOUNT and BATCH COUNT entered on the header with the computed Batch Amount and Batch Count. They also compare the AMOUNTS for each document number to the DOCUMENT AMOUNT for the batch transaction entry. The edits may encounter the following kinds of errors:

- Incorrect Batch Count and/or Batch Amount
- Document Amounts out-of-balance
- Invalid effective date

Before looking at techniques for correcting batches, let’s briefly review some of the circumstances surrounding these edits.
Review of Batch Edit Modes

When entering a batch, you can enter it with a Batch Edit Mode of 0, 1, or 2. These modes determine when R*STARS will perform the Data Element edits and Financial edits. The system always performs the Batch Balancing edits at the time you balance and release the batch, regardless of the Batch Edit Mode.

Batches Entered in Edit Mode 0

For transactions entered with an Edit Mode “0,” R*STARS will only identify Batch Balancing errors at the time the batch is entered. It performs the Data Element edits and Financial edits during the nightly batch cycle. Consequently, the system will not identify errors until the batch cycle; and you will not be able to correct them until the next day.

Because the system does not perform data element edits until the batch cycle, there may be errors in such fields as the PCA, Index, Comptroller or Agency Object, or Vendor fields. These are most easily identified on the DAFR2151 Error Report.

If your agency has financial controls set to “warning,” the system will include the warning messages on the DAFR2151 and continue to process the transactions. If the financial controls are set at “fatal,” the system will include the warning messages on the DAFR2151 and discontinue processing the transactions.

Batches Entered in Edit Mode 1

For transactions entered with an Edit Mode “1,” the Data Element Edits occur on-line and must be corrected before the transaction can be saved. R*STARS performs the Batch Balancing edits at the time the batch is balanced. The Financial Edits, however, occur in the nightly processing and, therefore, are not available for correction until the next day.

As with the Batch Edit Mode 0, if your agency has financial controls set to “warning,” the system will include the warning messages on the DAFR2151 and continue to process the transactions. If the financial controls are set at “fatal,” the system will include the warning messages on the DAFR2151 and discontinue processing the transactions.

Batches Entered in Edit Mode 2

For transactions entered with an Edit Mode “2,” R*STARS performs the Data Element and Financial Edits when you save the transaction. It performs the Batch Balancing Edits when you balance and release the batch. Therefore, except for the financial control “warning” messages, you must correct the error(s) before the system will save the transaction and post the batch. With warning messages, the system will continue to process the transaction after giving you the warning. This is the only notification your agency will receive of the warning.
Data Element Edits

As mentioned earlier, Data Element edits compare the coding fields on the transaction against profiles for valid data.

In addition, the edits ensure that you have entered all of the required fields and have not entered data in fields that are not allowed. These fields are determined by the transaction code.

The **Transaction Edit Indicator** fields define the elements a user will need to fill in on the transaction entry screen. The values may be:

- **I** -- Required and must be input on the transaction
- **R** -- Required on the transaction, but may either be input or looked-up
- **N** -- Not allowed to be present
- **Blank** -- Optional

See the Chapter on Transaction Codes for additional information.
Correcting Data Element Errors

The system cannot process the transaction until data element errors are corrected. In Batch Edit Mode 1 and 2, the system performs these edits when you enter and save each transaction in the batch. It will not allow you to save the transaction until you have corrected the errors. In Batch Edit Mode 0, the system does not perform data element edits until the nightly batch cycle. Any errors will appear on the DAFR2151 Error Report.

In Batch Edit Modes 1 and 2, when you try to save a transaction with errors, the system will provide error messages at the bottom of the screen and turn the applicable fields red. With the error messages displaying, press F1-HELP. The system will take you to the 90 News/Help screen to provide explanation(s) of the errors.

In addition, R*STARS has on-line help for several of the data elements. You can use this feature while originally entering the transaction or in correcting the transaction after the nightly batch cycle. Data Element Help is available for the following fields:

- Vendor Number and Mail Code
- Vendor Name
- Index
- PCA
- Comptroller Object
- Agency Object
- Reference Documents

See the previous chapter on On-line Help for additional information.

In addition, you may need to look up information on profiles, such as the 28A Transaction Code Decision Profile or the 28B Trans Code Description Profile. For additional information, see the previous chapter on Transaction Codes.
Financial (Fund) Edits

As mentioned earlier, Financial edits compare financial fields on the transaction entry screen to budgetary constraints in the system. You may receive an error if

- The appropriation, agency budget, grant or project budget has been exceeded
- If the cash balance has been exceeded

The system may provide warning or fatal error messages, depending upon the level of control your agency has established.

- With warning messages, the system will continue to process the transaction
- With fatal messages, the system will not process the transaction until the condition has been corrected.

Correcting these errors usually involves a management decision to either re-code the transaction to a different coding block or adjust budgets.

In addition, the Financial edits also ensure a correct document match for reference documents on the Document Financial Table or the Appropriation Table; for example, pre-encumbrances, encumbrances, and accounts receivable. These edits are based upon the File Posting Indicators on the Transaction Code. See the chapters on Transaction Codes, Revenue and Expenditures for additional information.

In this case, the transaction must find a matching document.
Balancing Edits

R*STARS performs the following balancing edits:

- Batch Balancing
- Document Balancing
- Document Effective Date

For **Batch Balancing**, the system compares the BATCH COUNT and BATCH AMOUNT fields on the 500 Batch Header Entry screen to its computed sum of *all of the transactions in the batch*. If you do not enter a BATCH COUNT and BATCH AMOUNT on the Batch Header Screen, the system does not perform this edit.

In **Document Balancing**, the system totals the AMOUNT fields of all of the transactions (SFX) with the same CUR DOC number and compares it to the entered DOC AMOUNT.

It is possible for numerous transactions (suffixes) to be in a single document and for numerous documents to be in a single batch. The more transactions in each document and the more documents in a batch, the more difficult the batch balancing process can become.

For example, if a batch contained the following transactions, the batch would *not* balance for **Document Balancing**.

<table>
<thead>
<tr>
<th>DOCUMENT NUMBER</th>
<th>SUFFIX</th>
<th>TRANSACTION AMOUNT</th>
<th>DOCUMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP111111</td>
<td>001</td>
<td>100.00</td>
<td>600.00</td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>200.00</td>
<td>600.00</td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>300.00</td>
<td>600.00</td>
</tr>
<tr>
<td>VP222222</td>
<td>001</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>VP333333</td>
<td>001</td>
<td>150.00</td>
<td>250.00</td>
</tr>
<tr>
<td></td>
<td>002</td>
<td>100.00</td>
<td>250.00</td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>100.00</td>
<td>250.00</td>
</tr>
</tbody>
</table>

This batch would not balance because of document VP333333. The transactions within the document total 350.00; but, the DOC AMOUNT was entered as 250.00. In this batch the Document Amount field on the first transaction for this document would need to be changed and saved.

The **Effective Date** determines the fiscal month and year to which the transaction will post. The system ensures that the fiscal month and year to which the transaction is posting are still open.
Correcting a Batch that is Not Balanced

At this point you have finished entering the transactions for a batch and have pressed F6-BALANCING. The system has taken you back to the 502 Batch Balancing screen and provided a message “WARNING....DOCUMENTS NOT IN BALANCE.”

You may have received this message because:

- The entered and computed BATCH COUNT or BATCH AMOUNT do not match
- The AMOUNTS entered for each transaction within a document do not total the DOC AMOUNT entered for that document

You can determine if the entered and computed BATCH COUNT or BATCH AMOUNT match on the 502 Batch Balancing screen. If they do not, determine which is correct.

- You may have entered the incorrect amount or count on the Header. In this case you need to change, the Batch Header.
- You may have incorrectly entered a transaction amount. In this case you need to change the transaction.

Both of these processes are described later in this chapter.
It may be more difficult to identify the error if the AMOUNTS entered for each transaction within a document do not total the DOC AMOUNT. You will need to compare the AMOUNTS for all of the transactions with a single Document Number (different suffixes) with the DOC AMOUNT.
You may want to start by going to the **520 View a Batch** screen to see how many documents are in the batch and how many suffixes each document has. You can access this screen by pressing **F7-DETAILS** from the following screens:

- 502 Batch Balancing
- 510 Recall a Batch for Correction
- 530 View Batch Headers
- Transaction Entry Screens

In the example above, VP000023 has four suffixes. This screen shows the AMOUNT for each of these suffixes. Next, go to the Transaction Entry screen for suffix 001 and make sure the DOC AMOUNT is 100.00.

If you have large batches, or many transactions within a Document, the **37 Document Tracking Inquiry Screen** can be helpful in determining the documents that are out of balance. See the chapter on Document Inquiry for information on this screen. Action Code 700 means the document has errors.

<table>
<thead>
<tr>
<th>S</th>
<th>P</th>
<th>SEQ</th>
<th>CUR DOC/SFX</th>
<th>REF DOC/SFX</th>
<th>M</th>
<th>AGY</th>
<th>TC</th>
<th>INDEX</th>
<th>PCA</th>
<th>AY</th>
<th>AMOUNT</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>VP000020</td>
<td>001</td>
<td>926 222</td>
<td>13100 97</td>
<td>200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00002</td>
<td>VP000021</td>
<td>001</td>
<td>926 222</td>
<td>12300 97</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00003</td>
<td>VP000021</td>
<td>002</td>
<td>926 222</td>
<td>12300 97</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00004</td>
<td>VP000022</td>
<td>001 EE000007 004 F</td>
<td>926 225</td>
<td>43000 97</td>
<td>1000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00005</td>
<td>VP000023</td>
<td>001</td>
<td>926 222</td>
<td>11000 97</td>
<td>50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00006</td>
<td>VP000023</td>
<td>002</td>
<td>926 222</td>
<td>12300 97</td>
<td>25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00007</td>
<td>VP000023</td>
<td>003</td>
<td>926 222</td>
<td>13300 97</td>
<td>15.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00008</td>
<td>VP000023</td>
<td>004</td>
<td>926 222</td>
<td>13200 97</td>
<td>10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00009</td>
<td>VP000024</td>
<td>001 EE000005 001 F</td>
<td>926 225</td>
<td>33200 97</td>
<td>125.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00010</td>
<td>VP000024</td>
<td>002 EE000005 002 F</td>
<td>926 225</td>
<td>33100 97</td>
<td>300.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ENTERED COUNT:** 00010  **ENTERED AMOUNT:** 00000001850.00
**COMPUTED COUNT:** 00010  **COMPUTED AMOUNT:** 00000001850.00
**NO MORE DETAILS IN THIS BATCH**
Identifying Errors

You can identify which batches are out of balance or have errors on-line on the 530 View Batch Header screen or on the 54A Batch Header Correction screen. The 530 lists all batches that are waiting to process. The 54A lists batches that were entered in Batch Edit Mode 0 or 1 that have gone through the nightly batch cycle.

In addition, the DAFR2151 Error Report provides a list of the transactions that have errors. The information includes the R*STARS error message code and a description.

**DAFR2151 R*STARS Error Report**

The DAFR215 Error Report displays all transactions processed in the previous nightly batch cycle that encountered data element or financial errors. It displays the transaction ID (batch agency, date, batch type, batch number, and sequence number), detailed input elements for the transaction, an error code, and error message(s).

The report lists the same error message that you would see on-line. Consequently, you can use the 90 Help/News Screen to view the messages and obtain additional detail about any of the errors.

For financial warning messages for batches entered in Edit Mode 0 or 1, the report is the only mechanism the agency will have for identifying the warning condition. Warning messages simply alert the agency to a condition; they do not prevent transactions from processing.

The report also includes financial edit fatal errors. The system will not process transactions with fatal errors. The condition must be corrected and the batch released before the system will process the batch through the nightly cycle.
### DAFR 2151 R*STARS Error Report

**DAFR2151 000 CNTL 01**

<table>
<thead>
<tr>
<th>TRANS ID</th>
<th>USER ID</th>
<th>TID</th>
<th>EFF DT</th>
<th>AY</th>
<th>DMI</th>
<th>C/I</th>
<th>TC</th>
<th>M</th>
<th>AGY</th>
<th>RTI</th>
<th>INDEX</th>
<th>TRANS</th>
<th>AMT</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>121</td>
<td>04/07/95</td>
<td>4</td>
<td>001</td>
<td>00001</td>
<td>AAA921</td>
<td>EDSF</td>
<td>10/01/94</td>
<td>95</td>
<td>R</td>
<td>222</td>
<td>121</td>
<td>100.00</td>
<td>E63</td>
<td>PCA NOT IN 026</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E51 APPN REQUIRED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E60 D3 FUND REQ/VALID</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E81 VENDOR NOT IN 34/51</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E81 VEN NAME REQUIRED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E81 VEN ADD REQUIRED</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>04/07/95</td>
<td>4</td>
<td>001</td>
<td>00002</td>
<td>AAA921</td>
<td>EDSF</td>
<td>10/01/94</td>
<td>95</td>
<td>R</td>
<td>222</td>
<td>121</td>
<td>10000</td>
<td>140.00</td>
<td>EA6 COBJ NOT IN D10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ER1 1099 IND REQUIRED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ED1 DUE DATE</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>04/07/95</td>
<td>4</td>
<td>002</td>
<td>00001</td>
<td>AAA921</td>
<td>EDSF</td>
<td>12/01/94</td>
<td>95</td>
<td>R</td>
<td>222</td>
<td>121</td>
<td>10000</td>
<td>160.00</td>
<td>E81 VENDOR # REQUIRED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ED1 DUE DATE BLANK</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E87 VEN NAME REQUIRED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E87 VEN ADD REQUIRED</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>04/07/95</td>
<td>4</td>
<td>002</td>
<td>00002</td>
<td>AAA921</td>
<td>EDSF</td>
<td>12/01/94</td>
<td>95</td>
<td>R</td>
<td>222</td>
<td>121</td>
<td>10000</td>
<td>200.00</td>
<td>ED1 VENDOR NOT IN 34/51</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ED1 DUE DATE BLANK</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E83 VEN NAME REQUIRED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E83 VEN ADD REQUIRED</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>E87 PDT REQUIRED</td>
<td></td>
</tr>
</tbody>
</table>

---

8-11 1/29/97
### 530 View Batch Headers

The **530 View Batch Headers** provides an on-line inquiry of all of the batches for an agency waiting to process.

You may narrow the search by entering a Batch Type and an “I” for include or an “E” for exclude. Batch types include:

- 1 -- Budgetary
- 2 -- Revenue/Receipts
- 3 -- PreEncumbrance/Encumbrance
- 4 -- Expenditures/Disbursements
- 5 -- Journal Vouchers
- A -- ADPICS Documents
- G -- Companion Transactions

The **STA** field indicates the status of the batch. Status codes include:

- P -- Posted (Fully edited, approved, and posted)
- H -- Hold from processing
- R -- Released for processing
- D -- Flagged for deletion

The **BAL** field indicates whether the batch is in balance.

The **MODE** field indicates the Batch Edit Mode. A MODE of “3” indicates the system found errors in the batch during the nightly batch cycle. The MODE will remain at 3 after you have corrected the errors but the STA will change to R.

The STA, BAL, and MODE fields work together to indicate the batch status and the action to take:

<table>
<thead>
<tr>
<th>S</th>
<th>DATE</th>
<th>TYP</th>
<th>NO</th>
<th>STA</th>
<th>BAL</th>
<th>Mode</th>
<th>EFF</th>
<th>ENTERED</th>
<th>ENTERED</th>
<th>COMP</th>
<th>COMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>101796</td>
<td>4</td>
<td>001</td>
<td>H</td>
<td>Y</td>
<td>2</td>
<td>101796</td>
<td>00002</td>
<td>000000000240.00</td>
<td>000002</td>
<td>000000240.00</td>
<td></td>
</tr>
<tr>
<td>101896</td>
<td>4</td>
<td>002</td>
<td>H</td>
<td>Y</td>
<td>2</td>
<td>101896</td>
<td>00002</td>
<td>000000000360.00</td>
<td>000002</td>
<td>000000360.00</td>
<td></td>
</tr>
<tr>
<td>101896</td>
<td>4</td>
<td>003</td>
<td>P</td>
<td>Y</td>
<td>2</td>
<td>101896</td>
<td>00002</td>
<td>000000000360.00</td>
<td>000002</td>
<td>000000360.00</td>
<td></td>
</tr>
<tr>
<td>102896</td>
<td>4</td>
<td>001</td>
<td>H</td>
<td>Y</td>
<td>2</td>
<td>102896</td>
<td>00002</td>
<td>000000000750.00</td>
<td>000002</td>
<td>000000750.00</td>
<td></td>
</tr>
<tr>
<td>102996</td>
<td>4</td>
<td>001</td>
<td>H</td>
<td>Y</td>
<td>2</td>
<td>102996</td>
<td>00002</td>
<td>000000000200.00</td>
<td>000002</td>
<td>000000200.00</td>
<td></td>
</tr>
<tr>
<td>102996</td>
<td>4</td>
<td>101</td>
<td>P</td>
<td>Y</td>
<td>2</td>
<td>102996</td>
<td>00003</td>
<td>00000000082.45</td>
<td>000003</td>
<td>00000082.45</td>
<td></td>
</tr>
<tr>
<td>110696</td>
<td>4</td>
<td>001</td>
<td>P</td>
<td>Y</td>
<td>2</td>
<td>110696</td>
<td>00004</td>
<td>000000000200.00</td>
<td>000004</td>
<td>000000200.00</td>
<td></td>
</tr>
<tr>
<td>110796</td>
<td>4</td>
<td>001</td>
<td>P</td>
<td>Y</td>
<td>2</td>
<td>110796</td>
<td>00005</td>
<td>000000002675.00</td>
<td>000005</td>
<td>000002675.00</td>
<td></td>
</tr>
<tr>
<td>110796</td>
<td>4</td>
<td>002</td>
<td>P</td>
<td>Y</td>
<td>2</td>
<td>110796</td>
<td>00010</td>
<td>000000001850.00</td>
<td>000010</td>
<td>000001850.00</td>
<td></td>
</tr>
<tr>
<td>110896</td>
<td>4</td>
<td>001</td>
<td>H</td>
<td>N</td>
<td>2</td>
<td>110896</td>
<td>00003</td>
<td>000000001350.00</td>
<td>000004</td>
<td>000001350.00</td>
<td></td>
</tr>
<tr>
<td>110896</td>
<td>4</td>
<td>002</td>
<td>H</td>
<td>N</td>
<td>2</td>
<td>110896</td>
<td>00004</td>
<td>000000000500.00</td>
<td>000003</td>
<td>000000150.00</td>
<td></td>
</tr>
</tbody>
</table>

NO MORE BATCHES FOR THIS AGENCY
### STA | BAL | MODE | ACTION

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Y</td>
<td>0, 1, 3</td>
<td>Released to batch cycle, no further action necessary</td>
</tr>
<tr>
<td>H</td>
<td>Y</td>
<td>0, 1</td>
<td>Release to the batch cycle</td>
</tr>
<tr>
<td>H</td>
<td>Y</td>
<td>2</td>
<td>Release to the batch cycle, already posted to financial tables</td>
</tr>
<tr>
<td>H</td>
<td>N</td>
<td>1</td>
<td>Balance and release to the batch cycle</td>
</tr>
</tbody>
</table>
| H | N | 2    | If the batch has not gone through the batch cycle, balance and release  
|    |   |      | If the batch has been through the batch cycle, change the count and amount on the batch header, balance and release the batch |
| H | N | 3    | Correct errors, balance, and release to the batch cycle         |
| H | Y | 3    | Correct errors and release to the batch cycle                   |
| P | N | 2    | Transactions are waiting for future due dates to arrive or Fund lacks cash (see DAFR3581) |
| P | Y | 2    | This batch is balanced and posted. It will go to the next regular batch cycle.  
|    |   |      | Or, transactions are waiting for future due dates to arrive     |
| P | Y | 4    | One or more of the funds failed the fund control edits during the batch cycle. Use the 63 screen to determine which fund. |
| A | Y | 2    | ADPICS documents have been posted to R*STARS. You do not need to do anything with these batches. |

You may select a batch and begin the correction process from this screen. Different function keys allow you to enter the process at different places:

- **F6-BALANCING** goes to the **502 Batch Balancing**
- **F7-DETAILS** goes to the **520 View a Batch**
- **F11-CORRECT BATCH** goes to the **510 Recall a Batch for Correction**
Batch Correction Methods

As a reminder, all transactions are entered into R*STARS through batches. Each batch has a Batch Header and at least one Transaction Entry screen. To correct a transaction, you work within that Batch framework.

There are two methods for correcting a batch:

- **Recall a Batch for Correction** where you correct individual transactions. This method includes the following screens:
  - 530 View Batch Headers
  - 520 View a Batch
  - 510 Recall a Batch for Correction
  - 511 Change Batch Header
  - 502 Batch Balancing

- **Batch Error Correction** where you correct several transactions at once for batches with Batch Edit Mode of 0, 1, or 3. This method includes the following screens:
  - 54A Batch Header Correction
  - 54B Detail Correction
  - 54C Valid Field ID Values
  - 54D Batch Detail Correction

To begin the correction process, you will need to “recall” the batch. The information that follows assumes that you need to find the Batch and Transaction ID. The **Batch Key** includes:

- Batch Agency
- Batch Date
- Batch Type
- Batch Number

The **Transaction Key** includes the Batch Key plus the Batch Sequence Number for a particular transaction within the batch. If you have this information, you can go directly to the 510 Recall a Batch for Correction or the 54A Batch Header Correction screens.

We will first look at the Recall a Batch for Correction method.
Recall a Batch for Correction Method

Use this method if you need to correct individual transactions in the batch. First, recall the batch.

### Recalling the Batch

**STEP ONE:** Go to the **530 View Batch Headers** screen.

You can reduce the list of batches by entering a batch type and an “I” for include or an “E” for exclude.

If you are correcting batches from the nightly batch cycle, look for batches with a MODE of “3.”

If you know the Batch Key, you can skip this section and go directly to the section that describes the kind of error you wish to correct.

<table>
<thead>
<tr>
<th>S</th>
<th>DATE TYP NO  STA BAL MODE</th>
<th>TICKET</th>
<th>ENTERED</th>
<th>AMOUNT</th>
<th>COUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>102996 4 007 P Y 2</td>
<td>102996 00002 00000000200.00 00002 0000000200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>102996 4 008 P Y 2</td>
<td>102996 00002 00000000400.00 00002 0000000400.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>111996 4 001 P Y 2</td>
<td>111996 00002 00000000950.00 00002 0000000950.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STEP TWO:** Select the batch you wish to correct by typing an “S” in the S column.

**STEP THREE:** Press **F7-DETAILS** to view a list of the transactions in the batch.

You can also press **F11-CORRECT BATCH**, which will go to the **510 Recall a Batch for Correction** screen. Skip to Step Six.
STEP FOUR: On the 520 View a Batch screen, select the transaction you wish to correct by typing an “S” in the S column.

STEP FIVE: Press F11-CORRECT BATCH, which will go to the 510 Recall a Batch for Correction screen.

STEP SIX: Identify the section below that fits the specific situation to finish correcting the batch.
**Correcting the Transactions in the Batch**

**STEP ONE:** Begin on the **510 Recall a Batch for Correction** screen (see above). Make sure the SEQUENCE NUMBER is filled in for the transaction you wish to correct.

- If you pressed **F2-RECALL BATCH** from the **520 View a Batch** screen, the system will have filled in the SEQUENCE NUMBER.

- If you pressed **F11-CORRECT BATCH** from the **530 View Batch Headers** or linked to this screen, you will need to fill in the SEQUENCE NUMBER.

**STEP TWO:** Press **F4-CHANGE**. The system will go to the applicable Transaction Entry screen.
STEP THREE: Make the necessary changes for the transaction. (See applicable chapters in this manual for specific data information.)

For additional information about the errors, you can press F4-EDIT. The system will display the applicable error messages. The system will also display the fields that need to be added, deleted or changed in red. See the chapter on On-line Help.

STEP FOUR: Press F10-SAVE to save the changes.

You may want to press F10-SAVE after each change. Often errors are related and one change may take care of several errors. For example, changing the AGY OBJ will also correct COMP OBJ errors. Or, changing a VNUM will also correct Vendor Name and Address errors.

STEP FIVE: If there are additional batch transactions that need to be changed, press F5-NEXT to continue scrolling through the transactions.

STEP SIX: When you are finished making changes, press F6-BALANCING. The system will go back to the 502 Batch Balancing screen and tell you whether the batch is in balance.

STEP SEVEN: If the batch is in balance and you have the authority, press F6-RELEASE. If the batch does not balance, see the previous section on Balancing Edits.
Correcting the Batch Header

If the batch is not in balance because of a difference between the entered and computed BATCH COUNT or BATCH AMOUNT and the computed amounts are correct, you will need to change the batch header.

**STEP ONE:** Go to the 510 Recall a Batch for Correction screen.

- On the 502 Batch Balancing screen, press F2-RECALL BATCH.
- From the 520 View a Batch screen press F2-RECALL BATCH.
- From the 530 View Batch Headers press F11-CORRECT BATCH.

**STEP TWO:** Press F2-CHANGE HDR. The system will go to the 511 Change Batch Header screen.
<table>
<thead>
<tr>
<th>STEP THREE:</th>
<th>Make the necessary changes and press F10-SAVE.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEP FOUR:</td>
<td>Press F6-BALANCING.</td>
</tr>
<tr>
<td>STEP FIVE:</td>
<td>If the batch is balanced and you have the authority, press F6-RELEASE. If the batch does not balance, see the previous section on Balancing Edits.</td>
</tr>
</tbody>
</table>
Deleting a Transaction from a Batch

**STEP ONE:** Begin on the 510 Recall a Batch for Correction screen (see above). Make sure the SEQUENCE NUMBER is filled in for the transaction you wish to delete.

- If you pressed **F2-RECALL BATCH** from the 520 View a Batch screen, the system will have filled in the SEQUENCE NUMBER.

- If you pressed **F11-CORRECT BATCH** from the 530 View Batch Headers or linked to this screen, you will need to fill in the SEQUENCE NUMBER.

**STEP TWO:** Press **F3-DEL TRANS**. The system will ask you to press **F3** again to confirm the deletion.

**STEP THREE:** Press **F3-DEL TRANS** again. The system will tell you the transaction has been deleted.

**STEP FOUR:** If you wish to delete additional transactions, enter another SEQUENCE NUMBER and repeat the process above.

**STEP FIVE:** When you finish deleting transactions, press **F6-BALANCING**. If the batch is in balance and you have the authority, press **F6-RELEASE**. Keep in mind, you may also need to change the Batch Header to reflect the deletions.
Deleting a Batch Header

STEP ONE: First, delete the batch transactions. (See Deleting a Transaction from a Batch above.)

STEP TWO: After deleting the transactions, press **F6-BALANCING**. The system will go back to the **502 Batch Balancing** screen and give you the message that the batch does not balance.

STEP THREE: Press **F3-DEL HDR**. The system will ask you to press **F3** again to confirm you want to delete the header.

STEP FOUR: Press **F3-DEL HDR** again. The system will tell you the header has been deleted.
**Putting a Batch on Hold**

**STEP ONE:** Begin on the 502 Batch Balancing screen.

- You may access this screen by pressing **F6-BALANCING** from any of the following screens:
  - 510 Recall a Batch for Correction
  - 520 View a Batch
  - 530 View Batch Headers
  - Transaction Entry Screens

<table>
<thead>
<tr>
<th>BATCH AGENCY: 929</th>
<th>BATCH DATE: 111996</th>
</tr>
</thead>
<tbody>
<tr>
<td>BATCH TYPE: 4</td>
<td>BATCH NUMBER: 112</td>
</tr>
</tbody>
</table>

**BATCH BALANCING:**
- ENTERED COUNT: 00005
- ENTERED AMOUNT: 00000002675.00
- COMPUTED COUNT: 00000
- COMPUTED AMOUNT: 00000000000.00

**PAYMENT DIST TYPE:**
- DISB METH IND:
  - USER ID: AAA929
  - TRAINING USER 29
  - USER CLASS: 01

**STEP TWO:** Press **F10-HOLD**. The system will change the status of the batch from R, released, to H for hold.

As long as the batch has a status of H, it will not process during the nightly batch cycle.
Batch Error Correction Method

The Batch Error Correction Method allows you to correct multiple errors on the same screen for *batches with a Mode of 0, 1, or 3.*

You may want to use this method when:

- All the transactions in the batch have the same error
- Transactions have different errors, they are easy to recognize, and you know the correct values.

In these cases, you most likely will have identified the batch from the DAFR2151 Error Report.

This method uses a series of four screens called the “540 series.” They include:

- 54A Batch Header Correction
- 54B Detail Correction
- 54C Valid Field ID Values
- 54D Batch Detail Correction

The screens perform the following functions:

- **54A Batch Header Correction**
  - Delete entire batch (including all transactions within the batch)
  - Put batch on hold
  - Release a batch
  - Select a batch

- **54B Detail Correction**
  - Delete a transaction
  - Mass change all transactions or specific transactions in the batch

- **54C Valid Field ID Values**
  - Select the Fields to be changed

- **54D Batch Detail Correction**
  - Mass change in a batch mode to all transactions or specific transactions when there are more than 1000 transactions in a batch

You will always start with the 54A screen.
54A Batch Header Correction

The 54A screen lists only batches with a Mode of 0, 1, or 3. It allows the user to “select” a batch for correction.

Select a batch by typing an "S" in the SEL column

You can perform several different functions from this screen:

- F2-HOLD places the selected batch on hold
- F3-DELETE BATCH deletes the batch with all of its transactions
- F4-VALUES goes to the 54C screen and lists fields for the Batch Header
- F5-DETAILS goes to the 54B screen to correct the batch on-line
- F6-BATCH goes to the 54D to correct over 1000 transaction in batch mode
- F10-CHANGE saves the changes entered for the Batch Header
- F11-RELEASE releases the batch after all the changes are saved
54B Detail Correction

- On the 54B screen you specify the changes you want to make to the transactions in the batch.
- You will usually access this screen by pressing **F5-DETAILS** on the 54A.
- This screen allows you to do the following:
  - **F3-DELETE** deletes the specific transaction(s)
  - **F4-VALUES** goes to the 54C screen so that you can select the FID values
  - **F6-BATCH** goes to the 54D screen
  - **F10-CHANGE** saves the changes for a detail transaction
  - **F11-MASS CHANGE** saves the changes for all of the transactions in the batch
  - **F12-HEADERS** goes back to the 54A screen

To make changes do the following:

**STEP ONE:** You may either change a specific transaction or make a global change for all of the transactions.

**STEP ONE A:** If you want to change a specific transaction, type an “S” in the far left column and enter the sequence number of that transaction in the SEQ NO field.

**STEP ONE B:** If you want to change all of the transactions in the batch, type an “S” in the far left column. **Do not** enter a sequence number.

**STEP TWO:** Enter the FID (Field Identification). This identifies one of the fields on the original Transaction Entry screen. If you do not know the FID, you can look it up:
STEP TWO A: Place the cursor in the FID (Field Identification) column and press F4-VALUES. R*STARS will display the 54C Valid Field ID Values screen.

<table>
<thead>
<tr>
<th>FID</th>
<th>FIELD NAME</th>
<th>FID</th>
<th>FIELD NAME</th>
<th>FID</th>
<th>FIELD NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>AGENCY</td>
<td>19</td>
<td>DISCOUNT DATE</td>
<td>37</td>
<td>MULTI PURPOSE CODE</td>
</tr>
<tr>
<td>02</td>
<td>AGENCY CODE 1</td>
<td>20</td>
<td>DISCOUNT TERMS</td>
<td>38</td>
<td>OPERATOR ID</td>
</tr>
<tr>
<td>03</td>
<td>AGENCY CODE 2</td>
<td>21</td>
<td>DOC AGENCY</td>
<td>39</td>
<td>PAYMENT DIST TYPE</td>
</tr>
<tr>
<td>04</td>
<td>AGENCY CODE 3</td>
<td>22</td>
<td>DOCUMENT DATE</td>
<td>40</td>
<td>PENALTY AMOUNT</td>
</tr>
<tr>
<td>05</td>
<td>AGENCY GL ACCOUNT</td>
<td>23</td>
<td>DUE DATE</td>
<td>41</td>
<td>PENALTY DATE</td>
</tr>
<tr>
<td>06</td>
<td>AGENCY OBJECT</td>
<td>24</td>
<td>EFFECTIVE DATE</td>
<td>42</td>
<td>PENALTY TERMS</td>
</tr>
<tr>
<td>07</td>
<td>APPROPRIATION NUMBER</td>
<td>25</td>
<td>FUND</td>
<td>43</td>
<td>PROGRAM COST ACCOUNT</td>
</tr>
<tr>
<td>08</td>
<td>APPROPRIATION YEAR</td>
<td>26</td>
<td>FUND CONTROL OVRD</td>
<td>44</td>
<td>PROJECT NUMBER</td>
</tr>
<tr>
<td>09</td>
<td>BANK NUMBER</td>
<td>27</td>
<td>GENERAL LEDGER ACCOUNT</td>
<td>45</td>
<td>PROJECT PHASE</td>
</tr>
<tr>
<td>10</td>
<td>CAPITALIZE INDICATOR</td>
<td>28</td>
<td>GRANT NUMBER</td>
<td>46</td>
<td>PROPERTY NUMBER</td>
</tr>
<tr>
<td>11</td>
<td>CASH RECPT PAYMT TYPE</td>
<td>29</td>
<td>GRANT PHASE</td>
<td>47</td>
<td>REFERENCE DOCUMENT</td>
</tr>
<tr>
<td>12</td>
<td>CONTACT NUMBER</td>
<td>30</td>
<td>IN SERVICE DATE</td>
<td>48</td>
<td>REFERENCE DOCUMENT SUF</td>
</tr>
<tr>
<td>13</td>
<td>CURRENT DOCUMENT</td>
<td>31</td>
<td>INDEX CODE</td>
<td>49</td>
<td>REVERSE INDICATOR</td>
</tr>
<tr>
<td>14</td>
<td>DESCRIPTION</td>
<td>32</td>
<td>INTEREST TERMS</td>
<td>50</td>
<td>SUBGRANTEE</td>
</tr>
<tr>
<td>15</td>
<td>DISCOUNT AMOUNT</td>
<td>33</td>
<td>INVOICE DATE</td>
<td>51</td>
<td>TRANSACTION AMOUNT</td>
</tr>
<tr>
<td>16</td>
<td>DEBT INVEST ISSUE NO</td>
<td>34</td>
<td>INVOICE NUMBER</td>
<td>52</td>
<td>TRANSACTION CODE</td>
</tr>
<tr>
<td>17</td>
<td>DESCRIPTION</td>
<td>35</td>
<td>IRS INDICATOR</td>
<td>53</td>
<td>VENDOR ADDRESS 1</td>
</tr>
<tr>
<td>18</td>
<td>DISCOUNT AMOUNT</td>
<td>36</td>
<td>MODIFIER</td>
<td>54</td>
<td>VENDOR ADDRESS 2</td>
</tr>
<tr>
<td>19</td>
<td>* * * * *</td>
<td></td>
<td>TAB TO ENTRY AND PRESS F2 TO SELECT FID</td>
<td>* * * * *</td>
<td></td>
</tr>
</tbody>
</table>

F1-HELP  F2-SELECT  F8-NEXT PAGE  CLEAR-EXIT

STEP TWO B: To select a field for correction, tab the cursor to that field and press F2-SELECT. The system will go back to the 54B screen with the selected FID displayed.

STEP THREE: In the column to the right of the FID enter the correct value.

STEP FOUR: Repeat this procedure until you have corrected all the errors in the batch.

STEP FIVE: When you are finished, you need to signal the system to process the change(s).

STEP FIVE A: If you are changing a single transaction, press F10-CHANGE.

STEP FIVE B: If you are changing all of the transactions in the batch, press F11-MASS CHANGE.

STEP SIX: Press F12-HEADERS to return to the 54A screen.

STEP SEVEN: On the 54A screen, press F11-RELEASE.
CHAPTER 9 -- REVENUE CYCLE

The Revenue Cycle

R*STARS has six types of transactions that are part of the Revenue Cycle. They include:

- Revenue Budgeting
- Accrual Recognition
- Collection of Accruals
- Cash Receipts not Previously Accrued
- Revenue Transfers
- Expenditure Refunds
- Deferred Revenue Recognition
- Accumulation of Interest on Delinquent Receivables

**Accruals** are revenues that have been earned but not yet received. These include:

- Accountsreceivable due from other agencies
- Accounts receivable for external grant and project billings
- Taxes receivable

In this chapter we will cover Accounts Receivable, Cash Receipts, Revenue Transfers and Deposit Reconciliation.
Accounts Receivable

R*STARS contains features that assist in managing Accounts Receivable. These include:

- Generation of invoices -- including the capability to attach "customized" messages to individual invoices
- Generation of statements and delinquent notices
- Accumulation of interest and late fee charges
- Tracking of documents by Customer and Document Number
- Provision of accounts receivable reports to assist in the management of receivables

Profiles That Impact Accounts Receivable

If your agency is considering using R*STARS to track Accounts Receivable, you will need to review or set up several profiles. These include:

- 25 Agency Control Profile
- 53 Agency Document Control Profile
- 34 Agency Vendor Profile
- 54 Agency Receivable Document Exemption Profile
- 94 Agency Message Profile
- 91 Report Request Profile
- 95 Report Distribution Profile
The INTEREST CALC RUN/MONTH indicators on the **25 Agency Control Profile** affect Accounts Receivable.

- The INTEREST CALC RUN indicator determines if the interest on delinquent accounts will be calculated during the nightly batch cycle (Yes or No). Most of the time this indicator will be "N," indicating not to run the interest calculation that night.

- The INTEREST CALC MONTH indicator determines the "Fiscal month" that the interest will be run. July is the first fiscal month, the ninth fiscal month is March.

If the FREQUENCY CONTROL on the **91 Report Request Profile** is “A” for Invoices, Statements, or Delinquent Notices, the REPORT MONTH/YR will impact the printing of these documents.
To calculate and record finance charges an agency must set up the 53 Agency Document Control Profile for each Accounts Receivable Document Type.

The 53 Profile establishes the following items necessary for the system to calculate and record finance charges:

- Number of days past the due date to calculate interest or late fee
- Transaction Code to use in posting interest and late fee
- Interest rate
- Late fee amount
- Comptroller or Agency Object to use to post interest and late fee
- Whether to calculate simple or compound interest

If the Due Date is not entered on the batch transaction for an A/R, the A/R DEF DUE DAYS will determine the due date.

Oregon is not using the transfer to central collections feature.
A "Customer" is a person or company that *buys* goods or services from the State of Oregon, and a "Vendor" *sells* goods and services to the State. In R*STARS these are both called "Vendors."

- A “Customer” is set up in the **34 Agency Vendor Profile**
- A "Vendor" is set up in the **52 Systemwide Vendor Profile**

Agencies assign their own vendor numbers and mail codes and maintain the 34 profile.

- All Agency Vendor numbers begin with “0”

See the R*STARS Data Entry Guide, 6-104, for information about the fields on this profile.
54 Agency Receivable Document Exemption Profile

The agency uses the 54 Agency Receivable Document Exemption Profile to exempt a specific document from interest and late fee calculations.

- A Receivable (document) can be exempted from all interest and late fee calculations.
- A Receivable (document) can be exempted from being sent delinquency notices (dunning notice).
- The interest rate used in the interest calculation can be specific to a Receivable (document).
94 Agency Message Profile

R*STARS has a message feature that allows a user to establish a “library” of messages for invoices. The agency assigns a “Keyword” to each of these messages. When processing invoices a user can attach one of these messages to an invoice by entering the appropriate “Keyword” in the “message” (MSG) field of the 515 Invoice Entry Screen.

You can enter a message into the library by going directly to the profile or while entering an Account Receivable transaction and invoice.
91 Report Request Profile

If the agency is going to use R*STARS to produce invoices, statements, and/or delinquent notices, you will set up a 91 Report Request Profile for each of these documents. In addition, you will set up a Profile for any of the A/R Related reports.

With this profile, the agency can ask the system to print invoices at a defined frequency. Several fields set the parameters:

- **PERIOD** determines the period of time for the data the system will use
  - CM -- Current month would print invoices created within the current month
  - 01 to 12 indicates a specific month to use

- **FREQUENCY** determines how frequently the system will print the documents
  - Values include Daily, Weekly, Monthly, Quarterly, Annually or a specific day

- **FREQ CONTROL** determines whether the 97 System Management Profile or the 25 Agency Control Profile will control the printing.
  - If the 25 Profile controls the printing, the documents will only print when the REPORTING MONTH/yr on the 25 Profile coincides with the Period and Frequency settings on the 91 Profile.
The 95 Report Distribution Profile provides the information needed to deliver the documents to the appropriate person.

It defines the address for the REQUESTER on the 91 Profile.

An agency may elect to “remote print” invoices, statements, and delinquent notices. This means that the documents would print on an agency printer. SFMS Operations in DAS sets up the profiles for remote printing.
Establishing Accounts Receivable

You establish a specific account receivable by entering the transaction in a batch. Basically, complete the following steps:

**STEP ONE:** Create a Batch Header on the 500 Batch Header Entry Screen with a BATCH TYPE of 2.

**STEP TWO:** When you press F10 to save the Batch Header, the system will display the 504 Revenue/Receipts Transaction Entry Screen.

**STEP THREE:** Enter the transaction on the 504 screen.

- Use Document Type AR or AF. Use an AR if you will not have the system calculate interest and late fees. Use an AF if you will have the system calculate interest and/or late fees. *You cannot change the Document Type if you decide to charge interest and/or late fees later.*

- Determine the appropriate Transaction Code. See the section below on “billed” and “unbilled” transaction codes.

- Enter the appropriate Coding Block, such as Index, PCA, Object

- Enter the Vendor Number in the VEND/MC field.
STEP FOUR: If the Transaction Code does not require an invoice, go to Step Nine. If you have selected a Transaction Code that requires an invoice (billed), press F2-INVOICE to access the 515 Invoice Entry Screen.

This will activate the “interrupt” feature, which means you will need to press F9-INT to return to the original screen.

<table>
<thead>
<tr>
<th>AGY: 926</th>
<th>MSG: PARKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARKING PERMITS FOR MONTH</td>
<td></td>
</tr>
<tr>
<td>MMDDYY</td>
<td>NARRATIVE-</td>
</tr>
<tr>
<td>010197</td>
<td>CAPITAL MALL</td>
</tr>
<tr>
<td>010197</td>
<td>YELLOW LOT</td>
</tr>
<tr>
<td>TOTAL:</td>
<td></td>
</tr>
</tbody>
</table>

STEP FIVE: The 515 Invoice Entry Screen will reference the Batch Agency, Date, Batch Type, Batch Number, and Document Number and Suffix. Enter the line items for the invoice.

It is not necessary to enter the “Extension” or “Total,” as the system will calculate these values when you save the invoice.

STEP SIX: If you want to attach a message from the message library (94 Agency Message Profile), enter the “keyword” for the message in the MSG field.

STEP SIX A: If you wish to attach a message that is not in the message library, press F2-MSG. The system will go to the 94 Agency Message Profile.
STEP SIX B: Enter the AGENCY, KEYWORD, and message. Press F10-SAVE to save the message. (This will also save the invoice entries.) Press F9-INT to return to the 515 Screen.

STEP SEVEN: Press F10 to save the invoice. The “Extensions” and “Totals” will display.

STEP EIGHT: Press F9 to return to the 504 Revenue/Receipts Transaction Entry screen.

STEP NINE: Press F10-SAVE or F11-SAVE/CLEAR.

STEP TEN: Continue adding transactions until the batch is complete.

STEP ELEVEN: When you have entered all of the transactions in the batch, press F6-BALANCING to balance the batch.

NOTE: If you used a transaction code that requires an invoice and you did not enter an invoice, the system will display the message “NO MATCHING INVOICE FOUND FOR AR TRANSACTION WITH CURRENT DOC # AR#####.” You must enter an invoice or change the Transaction Code before the batch will balance.

STEP TWELVE: If the batch balances and you have the authority, press F6 again to release the batch.
**Transaction Codes for Accounts Receivable**

If you look at the titles of the Transaction Codes used to process Account Receivable transactions, they include the term “Billed” or “Unbilled.”

- **“Billed”** Transaction Codes are used when transactions need to be tracked in the document financial table. They will be tracked by customer and document.

- **“Unbilled”** Transaction Codes are used for transactions that will not be tracked in the document financial table. They are posted as summary amounts and cannot be retrieved by customer or document.

Transaction Codes for entering and adjusting Accounts Receivable include:

101 * Establish Intergovernmental Receivable (Federal) Billed (Invoice)
102 * Establish Intergovernmental Receivable (Local) Billed (Invoice)
103 * Establish A/R -- Other Billed (Invoice)
104  Establish/Adjust A/R -- Other Unbilled
105  Establish/Adjust A/R -- Federal -- Unbilled
106  Record interest on Delinquent Billed Receivable
107  Adjust Account Receivable -- Other -- Billed
109  Establish A/R -- Transfer In -- Billed (Invoice)
110  Adjust Intergovernmental Receivable (Federal) Billed
111  Adjust Intergovernmental Receivable (Local) Billed
118  Reclass Accounts Receivable -- Prior AY
129  Record Allowance for Uncollectible A/R -- Billed
130  Record Allowance for Uncollectible A/R -- Unbilled
169  Establish Receivable for Cash Refund of Expenditure
171  Adjust A/R -- Transfer In -- Billed
174  Establish A/R Billed -- Transfer In -- No Invoice
181  Adjust Receivable for Cash Refund of Expense
188  Establish Receivable -- Federal -- Billed (Grant/Project/CMIA)
193  Establish Receivable -- Other -- Billed (Grant/Project/CMIA)
197  Establish Intergovernmental Receivable -- Federal -- Billed -- No Invoice
198  Establish Intergovernmental Receivable -- Other -- Billed -- No Invoice
199  Establish A/R Other Billed -- No Invoice

* Requires an invoice be processed
Invoices and Statements

R*STARS provides several statements and invoices. They include:

- **Invoices** (DAFR9800)
  - Provides accounts receivable invoices that are ready to mail
  - A specific invoice or a range of invoices can be selected
  - Invoice message will appear on invoice

- **Statement of Account** (DAFR9810)
  - Provides a statement by customer of all outstanding invoices and total balance due
  - Accounts with zero balances and/or credit balances can be suppressed

- **Delinquent Statements of Accounts** (DAFR9820)
  - Provides a statement of delinquent accounts receivable
  - Has options that prints only account balances meeting a minimum dollar amount

- **Delinquent Notices** (DAFR9830)
  - Provides a delinquent notice for delinquent accounts receivable
  - Allows selection of 30 day or 60 day delinquent notices

See the R*STARS Report Guide for samples of these documents.

All of these documents are requestable reports. See the section above on the 91 Report Request Profile. Also see the R*STARS Report Guide for additional information on setting up profiles and requesting the reports.
**Delinquent Accounts**

R*STARS has the capability to automatically calculate and record interest and/or late fees to delinquent accounts receivable.

- Users can define the percentage for interest and the amount for late fees.
- The system provides separate totals for interest and principle.

The following Profiles impact the Delinquent Accounts function.

- **53 Agency Document Control Profile**
  - Controls Due Date, Interest Rate, Late Fee Amount
  - Provides Coding Block for Interest and/or Late Fee

- **25 Agency Control Profile**
  - Determines when interest will be calculated

- **54 Agency Receivable Document Exemption Profile**
  - Exempts specific document from interest and late fee
  - Exempts specific document from dunning notice
  - Establishes unique interest rate and/or late fee amount

The system uses the following criteria for calculating interest and late fees:

- The **53 Agency Document Control Profile** has an entry for the Agency and Document Type
- The document balance is greater than zero
- There is not interest activity for the document in the month specified in the **25 Agency Control Profile**
- The document due date, compared to the current date, is equal to or greater than the number of days past due on the **53 Agency Document Control Profile**
- There is not an entry on the **54 Agency Receivable Document Exemption Profile**
Accounts Receivable Inquiry

R*STARS contains a number of on-line inquiry screens to assist in the management of Accounts Receivable. These include:

59 Vendor Document Inquiry

- Provides a list of documents that have a balance greater than zero for a vendor by document type
- Displays receivables in order of age, oldest first
- Provides the ability to select a specific receivable and take it back to the Transaction Entry screen
- Provides an on-line, real-time document balance

64 Document Record Inquiry

- Provides a summary of the original amount, payments, adjustments, and interest for a particular document
- Provides the document balance

85 Vendor Transaction Inquiry

- Provides a list of all documents for a vendor by document type

86 Document Transaction Inquiry

- Provides posting information for each transaction associated with a specific document, including original receivable, payments, interest, and adjustments

See the chapter on Document Inquiry for additional information.

Accounts Receivable Reports

R*STARS provides several reports to help manage Accounts Receivable. They include:

- DAFR9750 Accounts Receivable Document Status
- DAFR9760 Accounts Receivable Aging Analysis
- DAFR9770 Accounts Receivable Calculated Interest
- DAFR9780 Customer History Report
- DAFR9790 Account Receivable Reconciliation
- DAFR3101 Interest Accumulation Control Report

See the R*STARS Report Guide for additional information.
Cash Receipts

The R*STARS features related to Cash Receipts allow flexibility and power. The system:

- Tracks cash deposits by customer and document number or in summary form
- Applies payments to outstanding receivables
- Automatically retrieves the coding block for an Account Receivable when the A/R is referenced on the payment transaction
- Provides electronic notepad feature for internal communications
- Provides on-line inquiry features to facilitate the application of payments to outstanding receivables
- Provides automatic deposit reconciliation features, designed to manage the State’s cash more efficiently
- Supports reconciliation of cash with the treasury
Entering Cash Receipts

The process for entering Cash Receipts is very similar to the process for other types of transactions. Your first create a Batch Header on the 500 Batch Header Entry screen and then enter transactions on the 504 Revenue/Receipts Transaction Entry screen.

**STEP ONE:** Create a Batch Header on the 500 Batch Header Entry screen.

- Use a **Batch Type** of “2.”
- Determine if you want to use a Fast Entry Screen (see the chapter on Transaction Processing).

**STEP TWO:** When you save the Batch Header (and you have not selected a fast entry screen), the system will display the 504 Revenue/Receipts Transaction Entry screen.

- Generally, the Document Type will be CR
- Identify the appropriate Transaction Code
- Identify the required fields for the Transaction Code
- Identify the Reference Document Number if the transaction is a payment for a billed Account Receivable
- Enter the applicable account coding -- unless there is a Reference Document
- Enter a Deposit number
- Enter an Agency Code 3 if the PCA or Index does not infer it (see Deposit Reconciliation below)
- Enter a description in the DESCRIPTION field.

**STEP THREE** If the transaction is payment for a billed A/R, press **F4-EDIT**. The system will bring in the coding block from the Reference Document.
<table>
<thead>
<tr>
<th>STEP FOUR:</th>
<th>Press <strong>F10-SAVE</strong> or <strong>F11-SAVE/CLEAR</strong> after each transaction.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>NOTE:</strong> If you are referencing an Account Receivable, you may want to use the <strong>F11-SAVE/CLEAR</strong> to ensure coding data from that transaction does not carry over to the next transaction in the batch.</td>
</tr>
</tbody>
</table>

| STEP FIVE: | When you have entered all of the transactions in the batch, press **F6** to balance the batch. |

| STEP SIX: | If the batch balances and you have the authority, press **F6** again to release the batch. |
Collection of a “Billed” Account Receivable

The Transaction Code to record the cash receipt for a “billed” account receivable requires a Reference Document. You may look up the Reference Document Number by Interrupting to the 59 Vendor Document Inquiry from the Transaction Entry Screen.

• Enter the Vendor Number, Mail Code and DOC TYPE of AR or AF
• Select the applicable document and press F9-INTERRUPT
• Press F4-EDIT to retrieve the coding information from the Reference Document
• If the payment includes interest or a late fee that was entered separately, record this portion of the payment as a separate transaction

Receipt of a Refund of an Expenditure

Expenditure Refunds are cash receipts collected because of a refund as the result of an overpayment of an expenditure. For example, the agency receives and pays for five desks. I then returns two defective desks and the vendor refunds the price of the two desks. Rather than recording the refund as a cash receipt, the agency records it as a reduction in expense.

The Transaction Code (172) to record the refund of an expenditure:

• May be used with a Batch Type of 2 or 4
• Requires a Document Type of CR
• Requires an expenditure object
• Makes a Reference Document (Voucher Payable) optional

Receipt of a Deposit Liability

A deposit liability is the receipt of cash that does not currently represent revenue because

• The purpose of the payment is not known
• The agency intends to repay the liability in the future

The transaction code (165):

• Uses either a Batch Type of 2 or 4
• Uses the Document Type DL
• Will not allow an object code
**Transaction Codes for Cash Receipts**

141  Collection of Lien/Note/Mortgage/Contract Receivable -- Limited, Governmental  
142  Collection of Lien/Note/Mortgage/Contract Receivable -- Limited, Proprietary  
146  Collection of Interest Receivable -- Other Unbilled  
147  Collection of Interest Receivable -- Other Billed  
148  Collection of Interest Received Designated  
149  Cash Receipt For Sale of Fixed Assets -- Proprietary  
150  Cash Receipt for Return of Unreimbursed Advance  
151  Record Unidentified Receipt  
155  Subgrantee Refund of Advance  
162  Record Receipt of Deposit Liability -- No Supporting Documentation  
165  Receipt of Deposit Liability  
168  Adjust Receipt of Deposit Liability  
170  Receipt of Deferred Revenue  
172  Refund of Expenditure  
175  Collection Intergovernmental Receivable -- Federal -- Unbilled  
176  Collection Accounts Receivable -- Other -- Billed  
177  Collection of Account Receivable -- Other -- Unbilled  
178  Collection of Intergovernmental Rec. -- Federal -- Billed  
179  Collection of Intergovernmental Receivable -- Local -- Billed  
184  Collection of A/R Expenditure Refund -- Billed  
190  Receipt of Revenue not Accrued  
191  Receipt for Miscellaneous Liability
Deposit Reconciliation

Although the term Deposit Reconciliation sounds a bit mysterious, is not new to the State of Oregon. In R*STARS Deposit Reconciliation is an automated process for agencies to reconcile Treasury Transactions with SFMS Cash Receipt Transactions. It ensures that agencies do not spend money before the deposit has been entered in both Treasury and SFMS accounts.

Deposit Reconciliation impacts the following kinds of transactions:

- Deposits
- Suspense transfers to receipted accounts
- Investment interest
- Treasury excess interest allocations
- Wire transfers (incoming and outgoing)
- ACH (incoming and outgoing)

Overview of Process

- Agencies enter cash receipt transactions in R*STARS. The transactions include:
  - Deposit Number
  - Treasury Account Number (Agency Code 3)

- The deposit transaction has the following impact on the General Ledger:
  - Debit 0065 Unreconciled Deposit
  - Credit 3100 Revenue Control

- The system summarizes all of the deposit activity by agency number, account number, and deposit number

- Nightly, the Treasury system interfaces Treasury activity to R*STARS

- R*STARS compares the SFMS summary of the cash receipt transactions to the Treasury transactions. The match includes agency number, treasury account number, deposit number, and amount.

  - If the data matches, the system changes the Match Status to Y and generates a transaction with T-code 332. This makes the cash available to the agency. It posts the transaction to the General Ledger as follows:

    - Debit 0070 Cash in State Treasury
    - Credit 0065 Unreconciled Deposit

  - If the data does not match, the system gives the deposit a Match Status of N. The cash remains in Unreconciled Deposits and will not be available to the agency. The agency will need to research and correct the differences.
Profiles that Impact Deposit Reconciliation

D36 Agency Code 3 -- Treasury Account Number

The Treasury Account Number captures deposit information for reconciliation purposes.

- It is a five-digit number set up on the D36 Agency Code 3 Profile.
- The terms Treasury Account Number and Agency Code 3 Number usually refer to the same number and the terms are used interchangeably.
- The Treasury Account Number is entered into the Agency Code 3 field of the Transaction Entry Screen for non-suspense account Cash Receipt transactions. It can be looked up by a PCA or Index.
- The 28A Transaction Code Description Profile does not have the option to require an entry in the Agency Code 3 field. Because it is one of the four elements that are matched during deposit reconciliation, if it is not entered and not looked up by a PCA or Index, the deposit will not reconcile.
- The Agency Code 3 can not be entered on any of the Fast Entry Screens. Again, it is advantageous to have it looked up by a PCA or Index, as those fields are located on the fast entry screens.
Treasury Funds are accounts that are used to track banking activity. They are receipted and suspense accounts. All of the Funds on the D53 are valid and active accounts established at Treasury. They usually relate to a legislatively approved program with dedicated funds. Fund examples include:

- General Fund
- State Highway Fund
- Capital Construction
- Student Loan Guarantee Fund
- Federal Mineral Leases Fund
- Employee Awards and Suggestions Awards Committee
- Tire Recycling Fund
- Parks and Recreation Operating Fund

An agency’s Treasury Account Number points to one of these funds.

Treasury Accounts have five digits. SFMS D53 accounts have four digits. The interface drops off the first digit.

Treasury Suspense Accounts are not included in Deposit Reconciliation.
D23 Fund Profile

The D23 Fund Profile builds relationships among funds. In the case of deposit reconciliation, the D23 defines the D53 Treasury Fund for each D23 Fund.

Several different D23 Funds may point to the same D53 Treasury Fund.
26 Program Cost Account Profile

The 26 Program Cost Account Profile establishes the relationship between the D23 Fund and the Agency Code 3 (the Treasury Account Number). In this case, the PCA would be entered on the transaction. It would then infer the D23 Fund and Agency Code 3. The D23 Fund identifies the D53 Treasury Fund.

If the PCA does not infer the Treasury Account Number, it must be entered separately for a cash receipt transaction to a receipted Treasury Account.

![Diagram of PCA, D23 Fund, and Agency Code 3 relationships]
**Determining if Agency Deposits Reconcile**

Each deposit in R*STARS has a “status,” which may be:

- **Y** Yes, the deposit is reconciled.
- **N** No, the deposit is not reconciled.
- **M** Manual Release (available to Treasury only).

The status of any deposit can be determined by using a control report, a requestable report, or on-line inquiry.

**Control Reports**

Two control reports list deposit records:

- **DAFR3321** is available to agencies. It provides a cumulative list of all non-reconciled deposits by account number, deposit number, treasury fund number, SFMS deposit amount, treasury deposit amount.
- **DAFR3322** is available for Treasury. It lists all unreconciled deposits and contains the same information as DAFR3321.

**Requestable Reports**

Two requestable reports are also available:

- **DAFR3330** lists all deposits for an agency with their status
- **DAFR3360** lists all deposits and their status. It will be used by State-wide Disbursements for monthly cash reconciliations.

**On-line Inquiry**

R*STARS provides two on-line inquiries for deposits:

- 13 Deposit Research
- 12 Manual Deposit Release
13 Deposit Research

The 13 Deposit Research inquiry provides a listing of an agency’s deposits.

You may further narrow the search by entering a

- FROM and THRU date range
- Treasury ACCT #
- DEPOSIT number
- TREAS FUND
- STATUS
The **Manual Deposit Release** (12) screen provides on-line information on the status of a treasury transaction.

- Each screen represents a single transaction.
- All deposits will appear on this screen until selected records are archived.
- Only Treasury has update access to this screen.
- You can enter a specific deposit key (AGENCY, ACCOUNT NUMBER, and DEPOSIT NUMBER) and press `<ENTER>` to recall a specific record.
What To Do If A Deposit Does Not Reconcile

If the dollar amount provided by the bank is different from the amount entered into SFMS, it must be determined if the problem is with the bank information or the SFMS information.

- IF THE PROBLEM IS WITH THE BANK INFORMATION, the agency must contact the Treasury. Treasury is authorized to manually change the status of a deposit to an "M," which indicates that the status of the batch has been manually changed.

- IF THE PROBLEM IS WITH THE SFMS INFORMATION, the agency must correct the information by entering a new transaction.
  - If the ACCOUNT NUMBER is blank, the transaction probably did not include the Agency Code 3. In this case, the agency will need to reverse the original entry and re-enter the transaction with the Agency Code 3.

Researching the SFMS Amount

If you need to research the SFMS amount, the following may be helpful:

- If you have the document number, use the 86 Document Record Inquiry.
- If you have the entire transaction ID (Batch agency, date, type, number and sequence number), go directly to the 84 Accounting Event screen.
- If you do not have either of these but know the Fund or Cash Fund, go to the 63 Cash Control Inquiry and drill down from the UNREC DEPS (Unreconciled Deposits) Balance Type to the document.
- Use the Daily Control Report, DAFR2261, Daily History Detail

See the chapters on On-line Inquiry for additional information.
Revenue Transfers

State policy requires state agencies to make payments to each other through interagency transfers rather than writing a warrant.

The paying agency initiates the payment.

- It may have a batch type of 2, 4 or G (companion)
- If the receiving agency set up an account receivable, the transaction will reference the AR document
- It will have a document type of BT (balanced transaction)
- The transaction codes will be in pairs in the 700
- The transaction will post to the financial tables when the sending agency releases the batch

See Quasi-external Transfers in the chapter on Entering Transactions -- Advanced Topics for additional information.
Revenue Inquiry

R*STARS contains a number of on-line inquiry screens for revenue.

- **59 Vendor Document Inquiry**
  - Provides a list of all documents, by document type and vendor number
  - Displays the receivables by date with the oldest receivable first
  - Can be used to identify the appropriate Reference Document to liquidate an Account Receivable.
    - From the Transaction Entry Screen, you can Interrupt to the 59 screen, select the appropriate document and press **F9-INT** to take the values back to the Transaction Entry Screen.
  - Provides an on-line document balance

- **64 Document Record Inquiry**
  - Provides a summary of activity for a specific document, including original amount, payments, and adjustments
  - Provides an on-line document balance
  - Provides summary of activity by month

- **85 Vendor Transaction Inquiry**
  - Lists documents by vendor (customer)
  - Identifies all transactions occurring within a Document Type, including reversals.

- **86 Document Transaction Inquiry**
  - Provides posting information regarding each transaction within a document.

- **61 Agency Budget Financial Inquiry**
  - Summarizes Outstanding Pre-encumbrances and Encumbrances, Accrued Expenditures, Cash Expenditures, and Transfers by Organization, Program, Fund, and Object Code
  - Provides the ability to “drilldown” to the transactions that make up the summary amount
• **62 Appropriation Financial Inquiry**
  - Summarizes Outstanding Pre-encumbrances and Encumbrances, Accrued Expenditures, Cash Expenditures, and Transfers by Appropriation
  - Provides the ability to “drilldown” to the transactions that make up the summary amount

• **63 Cash Control Summary Inquiry**
  - Reads information in the Cash Control Financial Table.
  - Summarizes by Agency, Agency and Fund or Appropriated Fund
  - Provides a cash balance by General Ledger Account

### Revenue Reports

R*STARS provides numerous requestable reports related to revenue. They include:

- DAFR6050 Revenues and Expenditures by Fund, Program, Org, and Object
- DAFR6090 Statewide Revenue by Comptroller Object
- DAFR6510 Expenditure and Revenue Register
- DAFR6540 Cash Receipts and Cash Disbursement Register
- DAFR8140 Fund Cash Payable/Receivable Status
- DAFR8150 Accounts Payable Match to Accounts Receivable
- DAFR9200 Revenues and Expenditures by Fund, Org, Program, and Object
- DAFR9210 Revenues and Expenditures by Fund, Program, and Object
- DAFR9220 Revenues and Expenditures by Fund, Org, and Object
- DAFR9230 Revenues and Expenditures by Program, Org, Fund, and Object
- DAFR9240 Revenues and Expenditures by Org, Program, Fund, and Object
- DAFR9250 Revenues and Expenditures by Program, Org, Fund, and Object
- DAFR9670 Analysis of Operating Revenues and Expenditures by Source - Accrued
- DAFR9680 Analysis of Operating Revenues & Expenditures by State Source - Cash
- DAFR9730 Revenue Status by Org, Appn No., Appropriated Fund and Object
- DAFR9740 Revenue Status by Appn No., Org, Appropriated Fund and Object

See the R*STARS Report Guide for additional information.
CHAPTER 10 -- EXPENDITURES

The Expenditure Cycle

The Expenditure Cycle may be divided into five categories of transactions. They include:

- Pre-encumbrances
- Encumbrances
- Accounts Payable
- Disbursements
- Expenditure Transfers

Pre-Encumbrances

*Pre Encumbrances* are an *optional* first step in the purchasing cycle.

- They reflect the *intent* to purchase goods or services and are memo accounts only in appropriation accounting.

- They are normally recorded for larger purchases that will remain outstanding for a relatively long period of time.

R*STARS has the capabilities to accommodate the requirements of state government accounting and reporting, and also give agencies control over how Pre Encumbrances affect their agency budgets.

- Agencies are not required to use Pre-Encumbrances.

- Pre-Encumbrances are considered memo entries and thus *do not affect* appropriation balances and are not reflected in the financial statements.

- Agencies may *elect* to have Pre-Encumbrances affect their agency budgets.

- A Pre-Encumbrance is created in R*STARS when a Requisition is posted in ADPICS.

- Users can create Pre-Encumbrances in R*STARS through the batch process.

- A Pre-Encumbrance document is liquidated by an Encumbrance document that references the Pre-encumbrance.
Encumbrances

Encumbrances are the second stage in the Expenditure Cycle.

- They are more formal commitments to purchase goods and services and are more legally binding than a pre encumbrance.
- Encumbrances are required for purchases above $2,500 and do affect an agency’s appropriation.
- Agencies may elect to have Encumbrances affect their agency budgets.
- An encumbrance is created in R*STARS when a purchase order is posted in ADPICS.
- As with pre-encumbrances, users may create encumbrances directly in R*STARS through the batch process.
- If an Encumbrance document references a pre-encumbrance, the system automatically liquidates the related Pre Encumbrance document when the Encumbrance is established.
- An Encumbrance document is liquidated by a Payable document that references the Encumbrance.

Payables

Payables are recorded to recognize expenditures and to record the related liability, which is required under a full accrual basis of accounting. They are normally entered when there is a commitment to pay for goods or services that have been received.

R*STARS has many useful features related to Payables:

- Tracks individual payables at the lowest level of the classification structure
- Tracks documents by vendor and by document number for later inquiry purposes
- Has various security features that restrict access for payment processing to authorized staff members
- Generates tracking codes to reflect full and partial payments
- Updates the original payable transaction with the payment number
- Automatically generates a payment on the document’s due date
- A Voucher or Direct Voucher in ADPICS generates a Voucher Payable in R*STARS.
- A user may establish a payable in R*STARS through the batch process.
- The voucher payable liquidates an existing encumbrance.
- The payment liquidates the voucher payable.
Disbursements

Disbursements may be made through warrants, direct deposits, or wire transfers. They represent the actual payment to the vendor for the goods or services received.

R*STARS has several capabilities for producing and tracking payments:

- Schedules payments based on due date
- Automatically generates warrants with an attached remittance advice on the Due Date entered on the Voucher Payable transaction
- Allows transactions to be “combined” for payments, thus limiting the number of warrants that are printed and mailed
- Accommodates “direct deposits”
- Will not generate payment for negative or zero amounts
- Will not generate payment without adequate cash
- Provides on-line inquiry to vendor payment information
- Accepts stop pay information from the Treasury
- Accepts on-line requests for cancellation of warrants
- Generates transactions to record the accounting impact of expired warrants
Warrants

At this time, Oregon is only using Warrants for processing payments.

**Warrants** are legally a “request for payment” by the holder of the warrant.

- Like a check, they represent a valid and legal claim, but the payable is not payable on demand like a check.
- A warrant is payable if funds are available to pay. If funds are not available, the warrant is payable with the next available funds.

The system prints a remittance advice with a warrant. The remittance advice includes the agency number, invoice number, and invoice description entered on the Transaction Entry screen.

Warrants are printed at the State Printing Plant each weekday morning.

- All warrants with a Payment Distribution Type (PDT) specifying “return to agency” will be delivered to Statewide Disbursements, SFMS. Agencies may pick up warrants or Disbursements will mail them to the agency.
- The State Print Plant mails the remaining warrants directly to the warrant payee.

Statewide Disbursements also prints and releases **expedited warrants** by 12:00 PM each business day.

- Agencies may pick-up any expedited warrants after 3:30 PM on that day.
- To obtain an expedited warrant, the batch must have a Batch Edit Mode of 2, a Disbursements Method Indicator (DMI) of E and be released prior to 12:00 PM. Only some staff members in each agency will have security to enter and release expedited warrants.

SFMS Statewide Disbursements is reponsible for cancelling or replacing lost warrants.

- Agencies wanting to cancel a warrant must fill out a warrant cancellation form and forward it SFMS Disbursements
- For replaced warrants, the original warrant will have a status of R (replaced) on the 47 screen (see inquiry later in this chapter). The warrant numbers will be cross-referenced. See the SFMS Desk Manual for additional information.
Expenditure Transfers

*Expenditure Transfers* are recorded when one state agency provides goods or services to another state agency.

- The buying organization is charged with an expenditure.
- The selling agency may credit revenue or expenditure reimbursements.
- The buying agency enters and release the "balanced" transaction on R*STARS. The selling agency must provide the coding block. This can be done by establishing and referencing an R*STARS Account Receivable.

Additionally, expenditure transfers are used when an original expenditure transaction is posted to the incorrect account.

See the chapter on Entering Transactions -- Advanced Topics for more information.

Profiles that Impact the Expenditure Cycle

The following profiles impact the Expenditure Cycle:

- 25 Agency Control Profile
- 20 Appropriation Number Profile
- 28A Transaction Code Decision Profile
- 97 System Management Profile
- D50 Payment Distribution Type Profile
- 52 Systemwide Vendor Profile
- 51 Vendor Mail Code Profile
25 The Agency Control Profile

Indicators on the 25 Agency Control Profile control how Pre Encumbrances and Encumbrances affect agencies. These indicators include:

- Encumbrance Document Match Level Indicator
- Pre-encumbrance Document Match Level Indicator
- Encumbrance Indicator
- Pre-encumbrance Indicator

The Encumbrance Document Match Level Indicator determines the elements on a payment transaction that must match the original coding elements on the encumbrance document. The valid values include:

0 -- No Match Required  
1 -- The Appropriation (Appropriated Fund, Agency, Appropriation Number, Program)  
2 -- All coding elements must match

The Pre-Encumbrance Document Match Level Indicator determines the elements on an encumbrance transaction that must match the original coding element of the pre-encumbrance document. The valid values are the same as for the Encumbrance Document Match Indicator.

The Encumbrance Indicator determines if the Agency Budget is reduced by an encumbrance transaction.

The Pre-encumbrance Indicator determines if the Agency Budget is reduced by a pre-encumbrance transaction.
The **Appropriation Control Type Indicators for Encumbrances** (APPN INDS - ENC:) control the warning messages you will receive when entering encumbrance batches. The valid values include:

- 0 – No controls, transaction may exceed appropriation
- 1 – Transaction will not process if exceeds appropriation
- 2 – System will provide warning message if exceeds appropriation

Agencies are not allowed to exceed appropriation.
In addition to determining the required fields on the Transaction Entry screen, the 28A Transaction Code Decision Profile impacts the payment process in R*STARS. The fields on the 28A include:

- Warrant Writing Indicator
- Warrant Cancellation Transaction Code to be used if warrant needs to be cancelled
- Payment Liquidate Transaction Code to be used when payable liquidated and payment made
- Payment Redemption Transaction Code to be used when warrant clears the bank

The Warrant Writing Indicator defines the kind of expenditure. For payments for goods and services, the applicable values include:

- 0 -- No warrant
- 1 -- Warrant, positive amount
- 2 -- Credit memo
- 4 -- Payments for direct deposits
The **97 System Management Profile** provides the control indicators and the next available numbers for warrants.

- **Next Available Warrant Number** identifies the next number the system will use for a warrant.

- **Next Direct Deposit Sequence Number** identifies the next number the system will use for a direct deposit.

- **Advance Payment Days** determine the days in advance of the due date that the system will print warrants. Oregon has set this to 0 -- the system will print the warrant on the due date.

- **Backup Withholding Percent** determines the percent of a payment that will be withheld if a vendor is subject to back-up withholding.
**D50 Payment Distribution Type Profile**

PAYMENT DISTRIBUTION TYPE: MA

TITLE: DIRECT MAIL-COMBINE ALL-BATAGY, DOC, FUNDS

PAYMENT METHOD CODE: W (D=DIRECT DEPOSIT)
(W=WARRANT/CHECK)
(X=WIRE TRANSFER)

SUPPRESS REMITTANCE: N (Y=SUPPRESS PRINTING OF REMITTANCE)
(N=PRINT REMITTANCE LINES)

PAYMENT CONSOLIDATION INDS - BATCH AGENCY: Y DOCUMENT: Y FUND: Y (Y=YES N=NO)

TAX OFFSET FLAG: N (Y=SUBJECT TO TAX OFFSET)
(N=EXEMPT FROM TAX OFFSET)

STATUS CODE: A

EFF START DATE: 03301994   EFF END DATE:            LAST PROC DATE: 01231995

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

- Identifies how transactions will be combined (across documents, funds, or batch agencies)
- Identifies whether a remittance advice will print with the payment
- Identifies whether payment will be by warrant or direct deposit
- Some common PDT’s include:
  - R -- Do not combine payments, return warrant to agency
  - MA -- Combine payments within batch agency, document, and appropriated fund and mail directly to vendor
- Defaults from the **52 Systemwide Vendor Profile**. May be entered on the **500 Batch Header Entry** screen or the Transaction Entry screen.
The **52 Systemwide Vendor Profile** and **51 Vendor Mail Code Profile** work together to provide the vendor’s address.

In addition to the address, the profiles indicate
- The Payment Distribution Type for the vendor
- If the vendor is subject to Back-up Withholding
- If the vendor provides a product that will require a 1099

When people run afoul of the Internal Revenue Service the State is required to withhold 31% of payments to that vendor. The Internal Revenue Service identifies vendors that are subject to **Backup Withholding**. SFMS Operations, DAS, will manage the backup withholding. Any vendor subject to this withholding will be notified on the remittance advice with the warrant.

Agency staff members enter vendors on the 52 Profile. SFMS Operations, DAS, activates the records daily. A vendor must have a STATUS CODE of “A” before the system will process a payment for that vendor.

Domestic vendors have a number beginning with 1, followed by the tax ID number. Foreign vendors have a number beginning with 2. One-time vendors have a number beginning with 9.

The **3A Vendor Alpha Inquiry** and **3N Vendor Number Inquiry** provide a listing of the vendors on the 51 and 52 profiles.
# 51 Vendor Mail Code Profile

The **51 Vendor Mail Code Profile** lists all of the addresses that have been entered into the system for a particular vendor.

The system creates Mail Code 000 when the vendor is added to the system on the **52 Systemwide Vendor Profile**. Any additional addresses are entered directly on the 51 Profile.

Agency personnel enter addresses. They may enter them directly into R*STARS or interface them from ADPICS. ADPICS mail codes begin with 500.

SFMS Operations staff at DAS activate new addresses daily.

The system requires both a Vendor Number and a Mail Code when you enter a transaction for that vendor.

<table>
<thead>
<tr>
<th>VENDOR NO.</th>
<th>ASAP SOFTWARE EXPRESS INC</th>
<th>MAIL CODE: 000</th>
<th>LICENCE:</th>
<th>TAX RATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VENDOR NAME:</td>
<td>ASAP SOFTWARE EXPRESS INC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEARCH NAMES:</td>
<td>ASAP SOFTWARE EXPRESS INC</td>
<td>ASAP 60690</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>PO BOX 91898</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY:</td>
<td>CHICAGO</td>
<td>ST: IL</td>
<td>ZIP: 60690 9108</td>
<td></td>
</tr>
<tr>
<td>REGION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VENDOR CONTACT:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td>800 993 7173</td>
<td>EXT:</td>
<td>FAX: 708 465 3277</td>
<td></td>
</tr>
<tr>
<td>UPDATE REASON CODE:</td>
<td>CONV</td>
<td></td>
<td>PHONE: 503 373 1044</td>
<td></td>
</tr>
<tr>
<td>AGY:</td>
<td>000</td>
<td>CONTACT:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYMENT DIST TYPE:</td>
<td>MA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OWNERSHIP CODE:</td>
<td>O</td>
<td>HOLD REASON CODE:</td>
<td>STATUS CODE: A</td>
<td></td>
</tr>
<tr>
<td>EFF START DATE:</td>
<td>04141994</td>
<td>EFF END DATE:</td>
<td>LAST PROC DATE: 12141994</td>
<td></td>
</tr>
<tr>
<td>Z06 RECORD SUCCESSFULLY RECALLED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F1-HELP F3-DEL F5-NXT F6-52 F9-INT F10-SAVE F11-SAVE/CLR ENTER-ING CLEAR-EXT
Entering Expenditure Transactions

As with other types of transactions, expenditure transactions are posted to the accounting records through the batch process. Basically, these are the steps you will follow. Some of these fields will be discussed in more depth below.

**STEP ONE**
Create a Batch Header on the 500 Batch Header Entry screen.
- Batch Type 3 for Pre-encumbrances and Encumbrances
- Batch Type 4 for Payments
- Batch Type 4 or G for Interagency Transfers
- You may want to select a fast entry screen. See the chapter on Transaction Processing
- For Voucher Payable transactions you may want to change the Payment Distribution Type or the Disbursement Method Indicator. See sections below.

```
BATCH AGENCY: 926   (SIGN ON AGENCY)
BATCH DATE: 012197  (MMDDYY, DEFAULTS TO TODAYS DATE)
BATCH TYPE: 4
BATCH NUMBER: 002
BATCH COUNT: 5   BATCH AMOUNT: 250.
BATCH EDIT MODE: 2   (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
PAYMENT DIST TYPE:   (MUST BE IN D50 PDT PROFILE)
DISB METH IND:     (H, M, R, E OR SPACE)
EFFECTIVE DATE: 012197  (MMDDYY, DEFAULTS TO TODAYS DATE)
PAST ENTRY:  (M/S/I/B/)
USER ID: AAA926   TRAINING USER 26
USER CLASS: 01
ACTION CODE AGENCY:
ACTION CODE:
```

**STEP TWO**
When you save the Batch Header, the system will display the 505 Pre-Enc/Enc/Expend Transaction Entry screen, unless you chose a Fast Entry option.

- Identify the appropriate Transaction Code
- Identify the required fields for the Transaction Code
• Identify the Reference Document Number and appropriate modifier if the transaction will liquidate a pre-encumbrance or an encumbrance (see section below).
• Determine the document types allowed for the T-Code
• Identify the Vendor Number and Mail Code
• Enter the applicable account coding
• Enter the Vendor’s Invoice Number for a payment. It will print on the Remittance Advice.
• Enter a description in the DESC field. This will print on the Remittance Advice.
• For a payment, enter a Due Date. R*STARS will print the warrant **on the due date**. Be sure to allow time for the warrant to reach the vendor through the mail.

### STEP THREE
Press **F10-SAVE** or **F11-SAVE/CLEAR** after you enter each transaction.

### STEP FOUR
After you have entered and saved all of the transactions, press **F6-BALANCING**.

### STEP FIVE
If the batch does not balance, see the chapter on Error Correction. If the batch balances and you have the authority, press **F6** again to release the batch.
Payment Distribution Type (PDT)

The Payment Distribution Type identifies how transactions will be combined and the warrants routed. It serves several purposes:

- To identify the payment as a warrant, direct deposit or wire transfer
- To identify how transactions should be combined
- To identify how warrants should be routed
- To reduce the number of payments for a single vendor
- To identify payments subject to tax offset (Oregon is not using)

The PDT defaults to the 500 Batch Header Entry screen and the transaction entry screens from the 52 Systemwide Vendor Profile. It is possible to override the value by entering a PDT on the Batch Header or the transaction entry screen.

The D50 Payment Distribution Type Profile defines the valid PDT values. They include:

- M  Direct mail - no combining
- MA Direct mail - combine all
- MB Direct mail - combine batch agency, documents
- MC Direct mail - combine documents
- MD Direct mail - combine documents, fund
- R  Return to agency - no combining
- RA Return to agency - combine all
- RB Return to agency - combine batch agency, documents
- RC Return to agency - combine documents
- RD Return to agency - combine documents, fund
- RG Hold, return to agency - no combining
- RH Hold, Return to agency - combine all
**Distribution Method Indicator (DMI)**

The Distribution Method Indicator (DMI) determines how disbursement transactions will be processed. Most transaction codes used in payment processing require a DMI. It is entered on the 500 Batch Header Entry Screen, not on the transaction entry screen.

- Because the DMI is entered on the **500 Batch Header Entry Screen**, a batch **cannot** contain more than one Distribution Method. *This means transactions must be grouped by Distribution Method.*

- Once a disbursement transaction has been entered, the DMI **can only be changed** using the **41 Disbursement Maintenance Screen**.

Valid Distribution Method Indicators are:

- **E** -- Expedited disbursement, payment will be printed during the day

- **H** -- Hold, payment will not be processed

- **R** -- Release to Automated Processing, payment will be printed during nightly cycle

- **M** -- Manual, payment issued with hand-written check, wire transfer, or another automated system

  **blank** -- Release to Automated Processing

Normally, the system prints warrants as part of the nightly batch cycle. **Expedited Disbursement** provides an option when it is not possible to wait until the next day for a payment. SFMS Disbursements prints Expedited warrants each afternoon before the banks close. They may be picked up after 3:30 PM.

**41 Disbursement Maintenance Screen**

The purpose of this screen is to allow users to change the DMI on transactions after the Batch Header has been saved.

Two reasons for changing the DMI are:

- To expedite a payment
- To delay a payment

If the DMI is changed on the document level, transactions in the document will contain the new DMI. If the DMI is changed at the document and vendor level, only those transactions with that vendor within the document will have the new DMI.

You cannot change a DMI on a manual payment.
Document Types

As a reminder, in R*STARS, Document Types consist of a two character alpha code. They are used as the first two characters of the Document Number. The 33 Document Control Profile defines valid Document Types. The 28B Trans Code Description Profile will determine which document types may be used with a specific Transaction Code.

Following is a list of Document Types frequently used in the Expenditures Cycle:

- BT Balanced Transfer
- EE Encumbrance (non-ADPICS)
- PE Pre-encumbrance (non-ADPICS)
- TA Travel Advance
- VP Voucher Payable
- WC Warrant Cancellations
- ZE Payment Liquidation (system generated)
- ZW Payment Redemption (system generated)
Commonly Used Transaction Codes

Pre-Encumbrances

200 Establish a Pre-Encumbrance (non-ADPICS)
201 Adjust a Pre-Encumbrance (non-ADPICS)
202 Cancel a Pre-Encumbrance (non-ADPICS)

Encumbrances

203 Establish an Encumbrance not Pre Encumbered
204 Establish an Encumbrance Previously Pre Encumbered
205 Adjust an Encumbrance
206 Cancel an Encumbrance
212 Encumbrance - To Add A Suffix to Document

Vouchers Payable

220 Revenue Refund Payable
221 Voucher Payable - Not Encumbered, RTI only
222 Voucher Payable - Not Encumbered
223 Unreimbursed Advance - Not Encumbered
224 Unreimbursed Advance - Encumbered
225 Voucher Payable - Encumbered
226 Voucher Payable - Pre Encumbered
229 Liquidate Unreimbursed Advance
230 Expense of Unreimbursed Advance
235 Return Unidentified Receipt to Depositor
287 Return Deposit Liability to Depositor, No Document Support
290 Return of Deposit Liability to Depositor

Expenditure Transfers

706 Expenditure Transfer out/ encumbered, A/R (between agency)
708 Expenditure Transfer out (between agency)
714 Payment to Suspense for Receipted Account (between agency)
718 Quasi-external Expenditure/encumbered, no A/R
722 Quasi-external Expenditure - no A/R
724 Quasi-external Expenditure / encumbered, no A/R
730 Quasi-external Expenditure - A/R
736 Quasi-external Expenditure - no A/R
738 Quasi-external Expenditure - no A/R
740 Quasi-external Expenditure - no A/R
742 Quasi-external Expenditure - A/R
744 Quasi-external Expenditure / Transfer Out - cross system
748 Expenditure Transfer Out / Encumbered - Cross System
Liquidation Of Pre-Encumbrances and Encumbrances

If a Pre-Encumbrance is established for a potential purchase and is later formalized by establishing an Encumbrance, it is necessary to “liquidate” the Pre-Encumbrance. When the goods or services are received and a Voucher Payable is established, it is necessary to “liquidate” the Encumbrance.

There may also be times when the purchase is not finalized and it is necessary to liquidate (cancel) a pre-encumbrance or encumbrance without creating a payable.

- To cancel a pre-encumbrance without creating an encumbrance or to cancel an encumbrance without creating a payable, we process another transaction with a Transaction Code designed to “Cancel”. This method would be used, for example, when a purchase was being canceled due to a price increase.
  - Transaction Code 202 cancels a Pre-encumbrance
  - Transaction Code 206 cancels an Encumbrance

- R*STARS has the capability to process one transaction that both establishes the next stage in the Expenditure Cycle, for example creates an encumbrance, and liquidates the previous transaction, in this case liquidates the pre-encumbrance. To do this, we use a transaction code that can do both and enter the Document Number for the previous transaction in the REFERENCE DOC field on the new transaction.
  - T-Code 204 liquidates a Pre-encumbrance and establishes an Encumbrance
  - T-Code 225 liquidates an Encumbrances and establishes a Voucher Payable
The General Ledger Posting Indicators and the File Posting Indicators on the **28A Transaction Code Decision Profile** provide the ability for the system to liquidate one transaction and post another with the same transaction:

- The first set of debits and credits on the General Ledger Posting Indicators posts the new transaction
- The fourth set of debits and credits liquidates the previous transaction
- The File Posting Indicators remove the previous transaction from one Balance Type and post to the new Balance Type

---

**Debit and Credit pair for Voucher Payable**

**Debit and Credit pair to liquidate Encumbrance**

---

**T-Code will move transaction from Outstanding Encumbrance to Accrued Expenditures**
Besides the posting indicators, the 28A Transaction Code Decision Profile also impacts the actual entry of the transaction.

- The File Posting Indicators for the Document Financial Table require that the liquidating transaction find a match on the Document Financial Table.

- Notice that Reference Document (RDOC = I) must be input for this transaction.

- When the system creates the warrant for this voucher payable, it will generate a transaction with T-Code 380 (PAY LIQ TC on the 28A). This will liquidate the voucher payable in the same manner the T-Code 225 liquidates the encumbrance.

- Notice also that a Modifier (MODI = I) is required for this Transaction Code. Let's now look more closely at the Modifier.
The Modifier Field on the Transaction Entry Screen

When liquidating a previous transaction the Modifier Field on the **505 Pre Enc/Enc/Expend Transaction Entry** Screen is important. The Modifier identifies how the document should be posted and is normally required on Encumbrance transactions referencing pre-encumbrances and on Voucher Payable transactions referencing Encumbrances.

### Valid Modifier Codes

**F** -- **Final Liquidation.** The transaction represents a final activity on the pre encumbrance or encumbrance and closes the document.

**P** -- **Partial Liquidation.** The transaction represents partial activity on the document and the document remains open.

**A** -- **Activate.** The transaction involves an inactive document and this modifier activates that previously closed document.

**C** -- **Close.** The document will be closed and further posting will be prevented.
Finding a Previous Pre-Encumbrance or Encumbrance

The Transaction Codes to liquidate a pre-encumbrance or encumbrance require a Reference Document. You may look up the Reference Document Number by Interrupting to the 59 Vendor Document Inquiry from the Transaction Entry Screen.

- Enter the Vendor Number, Mail Code and DOC TYPE of PE (Pre-encumbrance) or EE (Encumbrance)
- Select the applicable document and press F9-INTERRUPT
- Press F4-EDIT to retrieve the coding information from the Reference Document

When the Liquidating Transaction Does Not Equal the Original Transaction

When the final payment differs from the amount remaining on the outstanding encumbrance, R*STARS creates two accounting records. One record displays the amount of the actual payment. The second record shows the system generated liquidation transaction for the remaining balance on the original encumbrance.

The 64 Document Record Inquiry summarizes these transactions. Notice in this example that the DOC BALANCE is zero although the Payment / Collections is less than the original amount.

From the Financial Inquiry screens, you can “drill down” to find the second transaction the system created. See the chapters on On-line Inquiry and the SFMS Desk Manual for additional information on inquiries and drill down.
Expenditure Inquiry

R*STARS contains a number of on-line inquiry screens to assist in the management of Voucher Payables.

59 Vendor Document Inquiry

- Provides a list of all documents, by document type and vendor number
- Displays the payables by date with the oldest payable first
- Can be used to identify the appropriate Reference Document to liquidate a Pre-encumbrance or an Encumbrance.
  - From the Transaction Entry Screen, you can Interrupt to the 59 screen, select the appropriate document and press **F9-INT** to take the values back to the Transaction Entry Screen.
- Provides an on-line encumbrance or pre-encumbrance balance

64 Document Record Inquiry

- Provides a summary of activity for a specific document, including original amount, payments, and adjustments
- Provides an on-line document balance
- Provides summary of activity by month

85 Vendor Transaction Inquiry

- Lists documents by vendor
- Identifies all transactions occurring within a Document Type, including reversals.

86 Document Transaction Inquiry

- Provides posting information regarding each transaction within a document.

61 Agency Budget Financial Inquiry

- Summarizes Outstanding Pre-encumbrances and Encumbrances, Accrued Expenditures, Cash Expenditures, and Transfers by Organization, Program, Fund, and Object Code
- Provides the ability to “drill down” to the transactions that make up the summary amount
62 Appropriation Financial Inquiry

- Summarizes Outstanding Pre-encumbrances and Encumbrances, Accrued Expenditures, Cash Expenditures, and Transfers by Appropriation
- Provides the ability to “drill down” to the transactions that make up the summary amount

63 Cash Control Summary Inquiry

- Reads information in the Cash Control Financial Table.
- Summarizes by Agency, Agency and Fund or Appropriated Fund
- Provides a cash balance by General Ledger Account

The inquiries listed above are covered in more detail in the chapters on On-line Inquiry. There are two additional inquiries that are not part of the Inquiry and Reporting Menu that may be helpful in processing expenditures.

44 Single Payment Cancellation

- Shows the Vendor, amount, and status for a particular warrant
- Lists all of the transactions included in the payment
- Indicates a reason if the warrant has been cancelled
47 Payment Control Table Status Maintenance

<table>
<thead>
<tr>
<th>Warrant Number: 114357686</th>
<th>Status Maintenance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearance Date:</td>
<td>(MMDDYYYY)</td>
</tr>
<tr>
<td>Current Status: I</td>
<td></td>
</tr>
<tr>
<td>Stop Date:</td>
<td></td>
</tr>
<tr>
<td>Warrant Issue Date: 01171997</td>
<td></td>
</tr>
<tr>
<td>Warrant Expiration Date: 01171999</td>
<td></td>
</tr>
<tr>
<td>Vendor/MC: 1820477390 001</td>
<td></td>
</tr>
<tr>
<td>Vendor Name: Boise Cascade Office Products Corporation</td>
<td></td>
</tr>
<tr>
<td>Fiscal Yr: 97</td>
<td></td>
</tr>
<tr>
<td>Amount: 638.27</td>
<td></td>
</tr>
<tr>
<td>Cross Reference Number:</td>
<td>Status: Rewrite/Duplicate Ind:</td>
</tr>
<tr>
<td>Bank Microfilm Number:</td>
<td></td>
</tr>
<tr>
<td>Bank Tape Number:</td>
<td></td>
</tr>
<tr>
<td>Z06 Record Successfully Recalled</td>
<td></td>
</tr>
</tbody>
</table>

- Lists the dates the warrant was issued, redeemed, and will expire
- Provides information on the status of a particular warrant. Values include:
  - D -- Duplicate Payment
  - I -- Issued
  - P -- Paid
  - R -- Rewrite
  - S -- Stopped
  - E -- Payment amount transferred to outstanding check fund
  - T -- Amount transferred to the general fund
  - U -- Unpresented / undeliverable
- Provides a Cross Reference Number if a warrant has been duplicated or rewritten
Reports

R*STARS provides numerous reports related to payment processing. They include:

**Control Reports**

As part of the nightly batch cycle, R*STARS provides Control Reports that describe the batch activity. Some of these include:

- DAFR3252 Agency Payment Cancellation Daily Activity Report
- DAFR3521 Payment Error Comparison Control Report
- DAFR3581 Funds Control Report
- DAFR3601 Transactions Cancelled for Negative Balances
- DAFR3651 Warrant Register by Agency Report
- DAFR3701 Warrant Register by Warrant Number Report

**Requestable Reports**

R*STARS provides several requestable reports for the Expenditure Cycle. They include:

- DAFR6050 Revenues and Expenditures by Fund, Program, Org, and Object
- DAFR6510 Expenditure and Revenue Register
- DAFR6540 Cash Receipts and Cash Disbursement Register
- DAFR7600 Expenditures by Comptroller Object, Appropriated Fund, and Agency
- DAFR7810 Outstanding Encumbrance Aging Report
- DAFR7820 Encumbrance Status Report
- DAFR7830 Outstanding Payment Voucher Aging Report
- DAFR7910 Vendor Transaction History
- DAFR7990 Vendor Credit Balances
- DAFR8120 Vendor Discounts Lost
- DAFR8140 Fund Cash Payable/Receivable Status
- DAFR8150 Accounts Payable Match to Accounts Receivable
- DAFR9200 Revenues and Expenditures by Fund, Org, Program, and Object
- DAFR9210 Revenues and Expenditures by Fund, Program, and Object
- DAFR9220 Revenues and Expenditures by Fund, Org, and Object
- DAFR9230 Revenues and Expenditures by Program, Org, Fund, and Object
- DAFR9240 Revenues and Expenditures by Org, Program, Fund, and Object
- DAFR9250 Revenues and Expenditures by Program, Org, Fund, and Object
- DAFR9600 Analysis of Operating Revenues and Expenditures by Source - Accrued
- DAFR9680 Analysis of Operating Revenues & Expenditures by State Source - Cash

See the R*STARS Report Guide for additional information.
CHAPTER 11 -- JOURNAL ENTRIES

R*STARS defines Journal Entries as:

- Entries to adjust financial balances because of audit adjustments or errors in entering transactions
- Operating Transfers to record financial activity between agencies and/or funds
- Transactions that recur on a pre-defined basis, such as rent payments

R*STARS provides the ability to:

- Record high level adjustments that only affect the General Ledger Financial Table, not the other financial tables
- Record low level adjustments that affect all financial tables that were originally posted
- Redistribute revenues and expenditures to correct errors that may have occurred
- Reverse transactions that were in error
- Record periodic accruals needed for financial statements, including automatic reversals of those accruals

This chapter covers entries to adjust financial balances. The chapter titled Entering Transactions -- Advanced Topics covers Transfers and Recurring Transactions.
Journal Vouchers

In R*STARS we create journal vouchers to adjust financial balances for two reasons:

- To record high level adjustments typically required at year-end due to audit adjustments and accruals. These entries are recorded only in the General Ledger Financial Table.

- To record adjustments affecting other financial tables, normally required due to inaccurate entry of financial transactions. These transactions are normally recorded in several R*STARS tables.

High Level Adjustments

High level adjustments have the following characteristics:

- Will typically only impact the balance sheet for financial reporting
- Will only update the General Ledger and Accounting Event tables
- Examples include:
  - The reclassification of long-term liability to current liability
  - To record write-off of uncollectible accounts receivable
  - To record accounts receivable
- May be recorded using specific or “generic” transaction codes
“Generic” Transaction Codes

Whenever possible, use a specific transaction code. However, there may be some instances where the specific transaction codes do not address the particular situation. In this case, you may elect to use a “generic” transaction Code. With “generic” t-codes, either the debit (DR-1) or credit (CR-1) field on the GENERAL LEDGER POSTING indicators on the 28A Transaction Code Decision Profile is blank.

- In this example the transaction will credit the General Ledger Account 0070, Cash on Deposit with Treasury. The Profile does not list a balancing debit GL account.

- Notice the GLA (General Ledger Account) field has an “I.” This means that the General Ledger Account must either be entered or looked up by an Agency General Ledger Account when you enter the transaction.

- These Transaction Codes should only be used when there is not a specific transaction code that applies.
In these cases, the 28B Trans Code Description Profile defines the D31 Comptroller General Ledger Accounts that can be entered for these transactions.

In this example, we can only use two GL accounts with this Transaction Code:

- 0507 -- Payroll Accounts Receivable
- 1551 -- Deposit Liability without Document Financial Table Support
**Low Level Journal Vouchers**

Lower level journal entries are required when users or subsystem interfaces record transactions with incorrect data elements, such as Index, PCA, Grant, or Agency Object, that have financial table impact.

There are two methods for correcting these transactions:

- Method 1 -- the original incorrect transaction is *reversed* out and a new transaction is entered
- Method 2 -- the transaction is *transferred* from one accounting classification to another

**Reversed Transactions**

To determine if journal entries may be entered to adjust balances without reversing the original transactions, follow these guidelines:

- Claims payable transactions entered with the wrong fund must be reversed and re-entered at the detail transaction level
- Pre-encumbrance and encumbrance transactions entered with classification elements that are outside of the correct appropriation accounts must be reversed and re-entered
- Accounts receivable transactions entered in the Document Financial Table (billed transaction codes) with classification elements outside the correct appropriation accounts must be reversed and re-entered

Use this method when changing a small number of transactions.

Transactions may only be reversed if they are document tracked (on the Document Financial Table). This includes pre-encumbrances, encumbrances, accounts receivable, and due to/from accounts.

See the chapter on Entering Transactions -- Advanced Topics for specific instructions on entering reversed transactions.

**Transfers to Correct Entries**

This method is commonly used when a relatively large number of transactions have been recorded with the same error.

In many cases it is possible to enter a single transaction to adjust balances. This is possible if all of the transactions have the same Fund, Appropriation Number, Program, Organization, Grant, Project, and Comptroller Object.

See the chapter on Entering Transactions -- Advanced Topics for specific instructions on entering balanced transactions.
Entering Journal Vouchers

STEP ONE: Create a Batch Header on the Batch Header Entry (500) screen: Use Batch Type 5.

STEP TWO: Press F10-SAVE. The system will display the 501 Journal Voucher Transaction Entry screen.

Notice that this screen does not have a number of the fields that we have seen on the revenue and expenditure entry screens. That is because it is designed to enter summary transactions.

See the chapter on Entering Transactions -- Advanced topics for information on entering balanced transactions.

STEP THREE As with other types of transactions, press F10 or F11 to save each transaction.

STEP FOUR When you are finished entering transactions, press F6 to balance the batch.

STEP FIVE If the batch balances and you have the authority, press F6 to release the batch.
CHAPTER 12 -- ON-LINE INQUIRY IN R*STARS

The R*STARS On-line Inquiry features allow users to view information stored in the various financial tables. Most inquiries fall into two categories:

- **Financial Inquiries**
  - Focus on Appropriation, Budget, and General Ledger
  - Often have “Drill Down” capabilities that allow users to view transaction details for amount summaries
  - Can be understood by Non-Accountant personnel

- **Document Inquiries**
  - Focus on information for a specific Document
  - Frequently do not have “Drill Down” capabilities
  - Help Accounts Receivable and Payable personnel find current account information “on-line”

You can find these two kinds of inquiries through the **Reporting/Inquiry Menu**, which can be accessed from the **Main Menu**.
Factors That Impact Inquiries

Transaction Code Indicators

Financial transactions are entered into R*STARS through Batches and stored in Financial Tables for later retrieval for inquiry and reporting.

For each transaction, the user indicates a Transaction Code. The Transaction Code indicates the Financial Tables to which the transaction will post and the Balance Type the system will use to post to the table. The 28A Transaction Code Decision Profile defines these indicators.
# Financial Tables

The financial tables include:

<table>
<thead>
<tr>
<th>Table Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING EVENT (AE)</td>
<td>Contains the full accounting classification for each financial transaction that posts to all of the other financial tables.</td>
</tr>
<tr>
<td>AGENCY BUDGET (AB)</td>
<td>Contains agency budget balances and revenue, expenditure, and encumbrance balances on a program, organization, fund, and/or object basis.</td>
</tr>
<tr>
<td>APPROPRIATION (AP)</td>
<td>Contains appropriation balances and revenue, expenditure, and encumbrance balances.</td>
</tr>
<tr>
<td>CASH CONTROL (CC)</td>
<td>Contains the balance of available cash by fund and provides the ability to control and monitor cash disbursements at a defined level of detail.</td>
</tr>
<tr>
<td>DOCUMENT FINANCIAL TABLE (DF)</td>
<td>Contains the balance of each outstanding pre-encumbrance, encumbrance, accounts receivable, and due to/from account.</td>
</tr>
<tr>
<td>GENERAL LEDGER DETAIL (GL)</td>
<td>Contains a balance by the lowest level in the classification structure for all financial transactions that post to selected accounts, usually nominal accounts.</td>
</tr>
<tr>
<td>GRANT TABLE (GP)</td>
<td>Contains the budgets, expenditures, and revenues of a grant.</td>
</tr>
<tr>
<td>SUMMARY GENERAL LEDGER (GS)</td>
<td>Contains summarized balances for each general ledger (asset, liability, fund balance, budgetary and nominal) account.</td>
</tr>
<tr>
<td>PROJECT TABLE (PJ)</td>
<td>Contains the budgets, expenditures, and revenues of a project.</td>
</tr>
</tbody>
</table>
Balance Types

Each financial table, except the Accounting Event (AE), contains several balance types. The program uses the balance types to accumulate all the financial data together, regardless of general ledger account.

Balance types are defined on the D05 Balance Type Profile, subdivided by TABLE ID (for example, DF). Some Balance Types that appear on several tables include:

- 12 -- Cash Revenue
- 14 -- Accrued Revenue
- 15 -- Cash Expenditures
- 17 -- Accrued Expenditures
- 18 -- Encum Outstanding
- 20 -- Transfer in -- Cash
- 21 -- Transfer out -- Cash

Accrued Revenue is revenue that has been earned but not yet received. These include:

- Accounts receivable due from other agencies
- Accounts receivable for external grant and project billings
- Taxes receivable

When the accrued revenue is actually received, the revenue is subtracted from Accrued Revenue and added to Cash Revenue. Not all revenue will be accrued prior to receipt.

Outstanding Encumbrances reflect the intention to purchase goods or services. These include:

- Purchase Orders and Requisitions posted to R*STARS from ADPICS
- Personal Services Contracts
- Leases and Rental Agreements

When the agency processes a vendor’s invoice and creates a Voucher Payable in either ADPICS or R*STARS, the system subtracts the amount from Outstanding Encumbrances and adds it to Accrued Expenditures.

When the warrant is printed, the system subtracts the amount from Accrued Expenditures and adds it to Cash Expenditures. Not all cash expenditures will have been accrued prior to payment.
Inquiry Types

On most Inquiry screens there is an INQUIRY TYPE field. This field defines the range of activity that the system will display.

In general terms, the first character of the value defines the year and the second character defines the activity; for example,

Y    Prior Year
M    Current Year
A    Activity for a Month
Y    Activity for a Year
C    Cumulative

Specific Inquiry Types include:

MA    Monthly activity for the selected month and year.
YA    Prior Year Activity -- summarizes the prior year's activity.
MY    Month to Date -- summarizes the current year up to the selected month.
YY    Prior Prior Year -- summarizes activity 2 years prior to the selected year.
MC **  Month cumulative to Date -- summarizes all of the years up to the current month
YC    Prior year cumulative (prior year balance) -- summarizes all years up to the end of the prior year

** Default

Inquiry Year and Month

The Inquiry Year refers to the fiscal year. For example, July 1, 1996, to June 30, 1997, is Fiscal Year 97. The Effective Date on the transaction determines the transaction's fiscal year.

The Inquiry Month field refers to the fiscal month, not calendar month. This means that month “3” is September, not March.
Summary and Detail Selection Options

Some inquiry screens provide two selection options for viewing data -- summary and detail.

The detail (D) is the default value. You may use the **F5-NEXT** to scroll through the records with the detail option. For inquiries with “Drill Down” capabilities, you must select the detail option to drill down.

When the summary (“S”) option is selected, R*STARS summarizes and displays all of the records matching the entered elements. The system adds all of the records together by balance type. You may not use the **F5-NEXT** or Drill Down with the summary option.

Let’s use the **89 Summary General Ledger Account** inquiry as an example. You enter the AGENCY, COMPTROLLER or AGENCY GL and STATE FUND GROUP, APPR FUND, or FUND. If the DETAIL/SUMMARY is set to “S,” the system will display the summary for all of the activity for these elements. If the DETAIL/SUMMARY is set to “D,” the system will summarize the activity for a particular Transaction Code (displayed in the TC field). With this option, you can scroll through the other T-Codes that have been used to record activity to this agency, general ledger, and fund combination.

Active or Inactive Records

To conserve computer storage space and processing time, the State has begun to implement the Purge subsystem of SFMS. In the first step of this process, the system moves records from the **Active** to the **Inactive** file. The State has begun running the purge for the Accounting Event Table (see information on the Financial Tables above). It will run the Friday after the close of each Accounting Month. Currently, the transactions for the prior two closed months and the current open month will remain in the Active file and all others will be in the Inactive file.

Records that meet the following criteria **will remain in the active** file:

- Warrant writing indicator is not blank and warrant has not been written
- Fiscal Month is not closed
- Any transaction from the same batch is still on the **530 View Batch Header** screen
- Any transaction from the same batch is still on the Posting Driver table
- The Current Document is still on the Document Financial Table
- The Reference Document is still on the Document Financial Table

Several inquiry screens have a field to indicate whether you want the inquiry to include records from the Active (A) or Inactive (I) file. At this time, only the inquiries that access the Accounting Event Table will be impacted. Those inquiries that include transactions from the Accounting Event Table Inactive files will take longer to complete.
Inquiry Drill Down

Drill Down Inquiry is an R*STARS feature that allows a user to start at a summary inquiry and “drill down” to the individual transaction detail level by simply pressing a few keys.

This feature is best explained with a brief demonstration.

Link to the 62 Appropriation Financial Inquiry Screen. If you were a manager and wanted to know the “details” that made up a specific Balance Type, you would do the following:

<table>
<thead>
<tr>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ORIG BUDG</td>
<td>25,922,490.00</td>
<td>02</td>
<td>REVENSIONS-</td>
<td>859,362.00</td>
</tr>
<tr>
<td>12</td>
<td>CASH REVEN</td>
<td>6,201,052.98</td>
<td>14</td>
<td>ACCRD REVE</td>
<td>200,079.47</td>
</tr>
<tr>
<td>15</td>
<td>CASH EXPEN</td>
<td>7,245,889.86</td>
<td>17</td>
<td>ACCRD EXPE</td>
<td>10.00</td>
</tr>
<tr>
<td>18</td>
<td>ENCUM OUTS</td>
<td>200,452.79</td>
<td>23</td>
<td>ALLOTMENT-</td>
<td>9,322,575.00</td>
</tr>
<tr>
<td>30</td>
<td>UNITS ACCU</td>
<td>203,656.38</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP ONE: Place the cursor below Balance Type “15,” Cash Expenditures, and press F2-DOC INQ. The 11 Document Inquiry Screen will display.

The DETAIL/SUMMARY option must be set to “D.”
STEP TWO: Place the cursor in the far left column next to the first document and press F2-TRANS INQ. The 60 Transaction Summary Inquiry will display.

Use F7-PRIOR and F8-NEXT will scroll back and forth through the list of transactions.

If you are looking for a transaction in a particular month or day of a month, you can enter the year, month, and day in the FISCAL YR, MO and DAY fields. Press <ENTER> to perform the inquiry. The system will display these transactions at the beginning of the list.
STEP THREE:

Place the cursor in the far left column next to the first transaction and press **F2 - AE DETAIL**. The **84 Accounting Event Record** will display. This screen gives all the information entered on the original transaction.

Press **F7-PRIOR** and **F8-NEXT** to scroll through any additional screens.

The system displays all transactions for a document in numeric order by the suffix (SFX) number. You can enter a SFX number and press `<ENTER>`. The system will display that transaction first.
STEP FOUR:  F3-PRIOR INQ on each of these screens will take you back one screen.  F9-INT will take you back to the screen where you began the drill down -- in this case, the 62 Appropriation Financial Inquiry.
Drill Down Inquiry Summary

- Press F2 to move down through the inquiries.
- Press F3 to return to the previous inquiry.
- Press F9 to return to the original screen.
# Summary of Financial Inquiries

Following is a list of the Financial Inquiry Screens and a brief description of each screen. You can access these inquiries through the Financial Inquiry Menu.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>57 CASH CONTROL SUMMARY</strong></td>
<td>Displays information in the Cash Control Table. Summarizes the information by Agency, or Agency and Fund, or Appropriated Fund.</td>
</tr>
<tr>
<td><strong>58 AGENCY/FUND SUMMARY</strong></td>
<td>Displays information in the Agency Fund Table. The Transaction Code File Posting Indicators for the AP Table (28A Profile) control the postings to this table.</td>
</tr>
<tr>
<td><strong>61 AGENCY BUDGET FINANCIAL</strong></td>
<td>Displays information in the Agency Budget Table by Agency.</td>
</tr>
<tr>
<td><strong>62 APPROPRIATION FINANCIAL</strong></td>
<td>Displays information in the Appropriation Table. It displays information by Agency and Appropriation.</td>
</tr>
<tr>
<td><strong>63 CASH CONTROL</strong></td>
<td>Reads the Cash Control Table.</td>
</tr>
<tr>
<td><strong>65 GENERAL LEDGER RECORD</strong></td>
<td>Reads the General Ledger Table and displays information by Agency and General Ledger Account.</td>
</tr>
<tr>
<td><strong>66 GRANT RECORD</strong></td>
<td>Reads the Grant Financial Table and displays information by Agency and Grant Number.</td>
</tr>
<tr>
<td><strong>69 AGENCY/FUND RECORD</strong></td>
<td>Reads the Agency Fund Financial Table. The Transaction Code File Posting Indicators for the AP Table (28A Profile) control the postings to this table.</td>
</tr>
<tr>
<td><strong>80 PROJECT FINANCIAL</strong></td>
<td>Reads the Project Financial Table and displays information by Agency and Project Number.</td>
</tr>
<tr>
<td><strong>89 SUMMARY GENERAL LEDGER</strong></td>
<td>Reads the Summary General Ledger Table and displays information by Agency and General ledger and either State Fund Group or Appropriated Fund.</td>
</tr>
</tbody>
</table>
## Summary of Document Inquiries

Following is a list of the Document Inquiry Screens. You can access these inquiries through the Document Inquiry Menu.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>56 PROJECT TRANSACTION</td>
<td>Reads the Accounting Event Table and displays supporting detail financial information for the Agency, Project, and Balance Type.</td>
</tr>
<tr>
<td>59 VENDOR DOCUMENT</td>
<td>Reads the Document Financial Table and lists all documents related to a particular vendor in chronological order (oldest first). Displays information for specific document types for a certain fiscal year that have a <em>balance greater than zero</em>.</td>
</tr>
<tr>
<td>64 DOCUMENT RECORD</td>
<td>Reads the Document Record Table and displays information by Agency and Document Number.</td>
</tr>
<tr>
<td>67 GRANT TRANSACTION</td>
<td>Reads the Accounting Event Table and displays supporting detail financial information for the Agency, Grant, and Balance Type.</td>
</tr>
<tr>
<td>68 CONTRACT RECORD</td>
<td>Reads the Contract Table and displays information by Agency and Contract number.</td>
</tr>
<tr>
<td>84 ACCOUNTING EVENT</td>
<td>Reads the Accounting Event Table and displays the detail accounting classification elements for each financial transaction.</td>
</tr>
<tr>
<td>85 VENDOR TRANSACTION</td>
<td>Reads the Accounting Event Table and provides information by Vendor Number and Document Type. Information may be restricted by Mail Code (MC), Agency, Invoice Number, Appropriated Fund.</td>
</tr>
<tr>
<td>86 DOCUMENT TRANSACTION</td>
<td>Reads the Accounting Event Table and provides information by Agency and Document Number.</td>
</tr>
</tbody>
</table>

See the section on Financial Tables earlier in this chapter for information on the data stored in each table.

In the following chapters, we will look at each of the inquiries in more detail.
CHAPTER 13 -- DOCUMENT ON-LINE INQUIRY

Document Inquiries

- Focus on information for a specific Document.
- Frequently do not have “Drill Down” capabilities.
- Help Accounts Receivable and Payable personnel find current account information “on-line.”

You can find these inquiries by accessing the Reporting/Inquiry Menu through the Main Menu.

From the Reporting/Inquiry Menu, choose the Document Inquiry Menu (DIM).

We will now look at these Document Inquiries in more detail.
## The Project Transaction Inquiry

The Project Transaction Inquiry reads the Accounting Event (AE) Table and displays supporting detail financial information. The AE Table contains the full accounting classification for every financial transaction that posts to any other financial table.

- **Enter the Agency, Project and Balance Type.**
  - You can find valid BT Type values on the **D05 Balance Type** Profile. Examples include:
    - 12 -- Cash Revenue
    - 14 -- Accrued Revenue
    - 17 -- Accrued Expenditures
    - 20 -- Transfer In, Cash

- You can restrict the inquiry further by entering the Effective Date Range.

- The system displays transactions in descending order by date.

- You may elect to see records from the Active (A) or Inactive (I) AE Table by changing the value in the REC TYPE field.

- The F8-NEXT PAGE will scroll through the list of transactions.
59 Vendor Document

The Vendor Document Inquiry reads the DF (Document Financial) Table. The DF Table contains the balance of each outstanding pre-encumbrance, encumbrance, accounts receivable, and due to/from account.

- It includes Vendors from the **52 Systemwide Vendor Profile** and the **34 Agency Vendor Profile**.
- It includes *only documents that have a balance greater than zero*.

The inquiry screen lists documents related to a particular vendor in chronological order, oldest first.

- The Vendor Number, Vendor Mail Code, Document Type, and FY are all required fields.

- The **33 Document Control Profile** defines the Document Types. They include:
  - AR -- Account Receivable
  - BT -- Balanced Transfer
  - EE -- Encumbrance
  - PO -- Purchase Order (ADPICS)
  - VC -- Voucher Payable (ADPICS)
  - VP -- Voucher Payable (R*STARS)

- While entering a financial transaction in a batch, you can link to this screen to find the appropriate reference document. Type an “S” in the S column and press **F9-INTERRUPT** to return to the transaction entry screen.
The Document Record Inquiry screen reads the DF (Document Financial) Table. The Document Financial Table contains the balance of each outstanding pre-encumbrance, encumbrance, accounts receivable, and due to/from account.

Enter the AGY and the DOC NO. R*STARS will display the information for the first suffix of the document.

- You can narrow the search to a particular transaction by entering the SFX (suffix).

- You can scroll through the document by pressing F5-NEXT.

- If there is a date in the CLOSE DATE field, additional transactions cannot post to this document.

- This inquiry provides an on-line document balance.

The **D05 Balance Type Profile** defines the Balance Types (BT). Examples include:

- 01 -- Original Amount
- 02 -- Adjustments
- 03 -- Liquidations
- 04 -- Payments / Collections
- 05 -- Interest / Discount

<table>
<thead>
<tr>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ORIG AMOUNT</td>
<td>10,000.00</td>
</tr>
<tr>
<td>03</td>
<td>LIQUIDATIONS</td>
<td>500.00</td>
</tr>
<tr>
<td>04</td>
<td>PYMT/COLLECTIONS</td>
<td>500.00</td>
</tr>
</tbody>
</table>
### 67 Grant Transaction

<table>
<thead>
<tr>
<th>AGY: 333</th>
<th>GRANT NO: 800315</th>
<th>OMAP-IMMUNIZATION REGISTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFF DATE RANGE:</td>
<td>TO 12/19/96</td>
<td>BALANCE TYPE: 15</td>
</tr>
<tr>
<td>REC TYPE: A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FUND:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CUR DOC/SFX/CLASS</td>
<td>VEND NO/MC</td>
<td>VEND NAME</td>
</tr>
<tr>
<td>REF DOC/SFX/CLASS</td>
<td>INDEX</td>
<td>PCA</td>
</tr>
<tr>
<td>ZE61217R 001</td>
<td>1930985621 000</td>
<td>PRECISION COMPUTERS INC</td>
</tr>
<tr>
<td>VP009657 001</td>
<td>31577 47300 97 3400 4350 6197</td>
<td></td>
</tr>
<tr>
<td>ZE61216R 001</td>
<td>1931103644 501</td>
<td>EXPRESS COPY INC</td>
</tr>
<tr>
<td>VP009626 032</td>
<td>31577 47100 97 3400 4201 6111</td>
<td></td>
</tr>
<tr>
<td>ZE61216R 001</td>
<td>1931103644 501</td>
<td>EXPRESS COPY INC</td>
</tr>
<tr>
<td>VP009626 033</td>
<td>31577 47300 97 3400 4201 6111</td>
<td></td>
</tr>
<tr>
<td>ZE61212R 001</td>
<td>1410626191 002</td>
<td>VAUGHN COMMUNICATIONS INC</td>
</tr>
<tr>
<td>VP009567 001</td>
<td>31577 47300 97 3400 4200 6089</td>
<td></td>
</tr>
<tr>
<td>ZE61211R 001</td>
<td>1363287197 001</td>
<td>AHA SVCS INC</td>
</tr>
<tr>
<td>VP009463 001</td>
<td>31577 47300 97 3400 4252 6160</td>
<td></td>
</tr>
</tbody>
</table>

- ♦ The Grant Transaction Inquiry reads the Accounting Event (AE) Table. The AE Table contains the full accounting classification for each financial transaction that posts to any other table.
- ♦ Enter the Agency Number, Grant Number, and Balance Type.
  - The **D05 Balance Type Profile** defines Balance Types. Examples include:
    - 12 -- Cash Revenue
    - 13 -- Payments Outstanding
    - 15 -- Cash Expenditures
    - 27 -- Advances Made
    - 28 -- Amount Billed
- ♦ You can farther limit the search by entering an Effective Date Range.
- ♦ The Grant Phase Budget Level Indicator on the **D47 Grant Number Profile** will determine if you can inquire by Grant Phase.
- ♦ The system displays the transactions in descending order by date.
- ♦ You can change the REC TYPE field to view the Active (A) or Inactive (I) Accounting Event records.
68 Contract Record

The Contract Record Inquiry reads the Contract Financial Table. The Contract Financial Table maintains expenditure and encumbrance data. The 30 Contract Profile maintains the budget amount for the contract.

Enter the Agency Number and Contract Number from the 30 Contract Profile.

The inquiry includes Balance Types of

- 01 -- Encumbrances
- 02 -- Expenditures
84 Accounting Event Record

The Accounting Event Inquiry reads the Accounting Event (AE) Table. The AE Table includes the accounting classification detail for transactions posted to any of the financial tables.

This screen shows all of the accounting detail for a particular transaction, including: PCA and Index, Comptroller and Agency Object, Vendor Name and Number, Document and Reference Document Number, Warrant Number (PMT-NO), Grant Number, and Amount.

In most cases, you will access this screen through a “drill down.” You may enter some of the key elements to retrieve an accounting event directly on this screen. Press F5-NEXT to scroll the records that the system retrieves for any given criteria. These options include:

- Batch agency only -- all posted transactions for a batch agency in chronological order
- Batch agency and batch date -- all posted transactions for a specific batch agency and date in chronological order
- Batch agency, batch date, and batch type -- all posted transactions that meet these criteria in chronological order
- Batch agency, batch date, batch type, and batch number -- all posted transactions in that particular batch, in suffix order
- Batch agency, batch date, batch type, batch number, and sequence number -- a specific transaction that meets the criteria
♦ You may access either the Active (A) or Inactive (I) Accounting Event records by changing the REC TYPE field.

♦ F2-85 goes to the 85 Vendor Transaction Inquiry.

♦ F7-86 goes to the 86 Document Transaction Inquiry.

♦ F4-PRIOR scrolls backward in the batch, displaying the prior record with the same batch number.

♦ F5-NEXT scrolls forward to the next sequential record, regardless of the batch number.
## 85 Vendor Transaction

<table>
<thead>
<tr>
<th>DOC NO / SFX</th>
<th>REF DOC/SFX</th>
<th>INVOICE #</th>
<th>TC</th>
<th>PDT</th>
<th>PMT-#</th>
<th>DATE</th>
<th>APPR DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP000028 001</td>
<td></td>
<td>8000</td>
<td>11000</td>
<td>97</td>
<td>4200</td>
<td>4200</td>
<td>50.00</td>
</tr>
<tr>
<td>VP000028 002</td>
<td></td>
<td>3400</td>
<td>21300</td>
<td>97</td>
<td>4200</td>
<td>4200</td>
<td>50.00</td>
</tr>
<tr>
<td>VP000023 001</td>
<td></td>
<td>8000</td>
<td>11000</td>
<td>97</td>
<td>4200</td>
<td>4200</td>
<td>50.00</td>
</tr>
<tr>
<td>VP000023 002</td>
<td></td>
<td>8000</td>
<td>12300</td>
<td>97</td>
<td>4200</td>
<td>4200</td>
<td>25.00</td>
</tr>
<tr>
<td>VP000023 003</td>
<td></td>
<td>3400</td>
<td>13300</td>
<td>97</td>
<td>4200</td>
<td>4200</td>
<td>15.00</td>
</tr>
<tr>
<td>VP000023 004</td>
<td></td>
<td>8000</td>
<td>13200</td>
<td>97</td>
<td>4200</td>
<td>4200</td>
<td>10.00</td>
</tr>
</tbody>
</table>

The Vendor Transaction Inquiry retrieves transactions from the Accounting Event Table. The Accounting Event Table contains the full accounting information for each financial transaction that posts to the other financial tables.

Minimally, the system needs the VEND NO and DOC TYPE to do the search.

- You may further restrict the inquiry by entering the Agency Number, Vendor Mail Code, and/or Vendor Invoice Number. You can also change the Effective Date Range.

If you do not know the Vendor Number, you have two help features available:

- Place your cursor in the VEND NAME field and press F1-HELP. The system will go to the 3A Vendor Alpha Inquiry screen. When you have found the vendor, press F9-INTERRUPT to return to the 85 inquiry.
- In addition, you can enter part of the Vendor Number in the VEND NO field and press F1-HELP. The program interrupts to the 3N Vendor Number Inquiry Screen. Select the appropriate vendor and press F9-INTERRUPT to return to the inquiry.

You do not need to enter the document type if you know the D22 Appropriated Fund or the D23 Fund Number.

You can inquire against either the Active (A) or Inactive (I) Accounting Event Table by changing the indicator in the REC TYPE field.
## 86 Document Transaction

<table>
<thead>
<tr>
<th>AGY: 926</th>
<th>DOCUMENT NO/SUFFIX: EE000007</th>
<th>REC TYPE: A</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFF DATE RANGE:</td>
<td>TO 110896</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANS ID</th>
<th>TC</th>
<th>DT</th>
<th>PAYMENT #</th>
<th>REF DOC/SFX</th>
<th>TRANSACTION AMOUNT</th>
<th>R</th>
<th>INDEX</th>
<th>PCA</th>
<th>AY</th>
<th>COBJ</th>
<th>AOBJ</th>
<th>VENDOR NO/MC</th>
<th>AP</th>
<th>FUND</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>926 11/07/96 3 001</td>
<td>00001</td>
<td>203</td>
<td>12300</td>
<td>97 4251 4352</td>
<td>1131935377</td>
<td>000</td>
<td>8000</td>
<td>4260</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>926 11/07/96 3 001</td>
<td>00002</td>
<td>203</td>
<td>21300</td>
<td>97 4500 5000</td>
<td>1930992513</td>
<td>000</td>
<td>3400</td>
<td>4640</td>
<td>10000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>926 11/07/96 3 001</td>
<td>00003</td>
<td>203</td>
<td>41000</td>
<td>97 4500 5000</td>
<td>1930582004</td>
<td>000</td>
<td>3400</td>
<td>4320</td>
<td>15000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>926 11/07/96 3 001</td>
<td>00004</td>
<td>203</td>
<td>43000</td>
<td>97 4600 5101</td>
<td>1930824674</td>
<td>000</td>
<td>3400</td>
<td>4430</td>
<td>1000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>926 11/07/96 4 001</td>
<td>00002</td>
<td>225</td>
<td>21300</td>
<td>97 4500 5000</td>
<td>1930992513</td>
<td>000</td>
<td>3400</td>
<td>4640</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>926 11/07/96 4 001</td>
<td>00003</td>
<td>225</td>
<td>41000</td>
<td>97 4500 5000</td>
<td>1930582004</td>
<td>000</td>
<td>3400</td>
<td>4320</td>
<td>1000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>926 11/07/96 4 002</td>
<td>00004</td>
<td>225</td>
<td>43000</td>
<td>97 4600 5101</td>
<td>1930824674</td>
<td>000</td>
<td>3400</td>
<td>4430</td>
<td>1000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

♦ The Document Transaction Inquiry retrieves transactions from the Accounting Event Table. The Accounting Event Table contains the full accounting information for each financial transaction that posts to the other financial tables.

♦ Enter the DOC AGY and the DOCUMENT NO.
  - You may narrow the search by entering the Document Suffix or Effective Date Range.

♦ The system displays the transactions in descending order by date.

♦ You can view individual transactions by entering an “S” in the S column and pressing F2-DETAIL. The system will go to the 84 Accounting Event Record Inquiry.

♦ F8-NEXT PAGE goes to additional suffixes for this document.

♦ You can inquire against either the Active (A) or Inactive (I) Accounting Event Table by changing the indicator in the REC TYPE field.

Entries may include initial entry of transactions, changes, and deletions.

Enter DOC AGY, DOC NO, and FY.

The D44 Action Code Profile defines the Action Codes. Use Agency 000. Some valid Action Codes include:

- 002 -- Incorrect amount
- 004 -- Duplicate payment
- 100 -- System generated, add document
- 123 -- ADPICS voucher release
- 200 -- System generated, batch released
- 588 -- System generated, change document
- 599 -- System generated, partial payment
- 660 -- 60 day delinquent notice
- 700 -- System generated, document has error(s)
- 800 -- System generated, undefined vendor

Notice the NOTE field in the upper right hand corner of the screen. If this field has a “Y,” someone has attached a note to the document. Press <HOME>, type “NOTE” in the LINK TO field and press F9-INTERRUPT. The system will display the note. Press F9 to return.
CHAPTER 14 -- FINANCIAL ON-LINE INQUIRY

Financial Inquiries

- Focus on Appropriation, Budget, and General Ledger
- Often have “Drill Down” capabilities that allow users to view transaction details for amount summaries.
- Can be understood by Non-Accountant personnel.

You can find these inquiries on the Reporting/Inquiry Menu from the Main Menu.

On the Reporting/Inquiry Menu, choose the Financial Inquiry Menu (FI).

We will now look at the Financial Inquiries in more detail.
## 57 Cash Control Summary

<table>
<thead>
<tr>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>CASH REVENUES</td>
<td>83,920,258.16</td>
</tr>
<tr>
<td>13</td>
<td>PYMTS OUTSTANDING</td>
<td>197,633.13</td>
</tr>
<tr>
<td>15</td>
<td>CASH EXPENDITURES</td>
<td>24,237,793.09</td>
</tr>
<tr>
<td>20</td>
<td>TRAN IN-CASH</td>
<td>25,094,089.15</td>
</tr>
<tr>
<td>21</td>
<td>TRAN OUT-CASH</td>
<td>7,545,602.25</td>
</tr>
<tr>
<td>22</td>
<td>OTHER INCREASE</td>
<td>44,235,711.90</td>
</tr>
<tr>
<td>23</td>
<td>OTHER DECREASE</td>
<td>95,533,688.59</td>
</tr>
<tr>
<td>25</td>
<td>BEG BALANCE</td>
<td>24,824,871.14</td>
</tr>
<tr>
<td>34</td>
<td>UNREC DEPOSIT</td>
<td>1,461.52</td>
</tr>
</tbody>
</table>

The Cash Control Summary provides summary information for the Cash Control Table. The CC Table contains the balance of available cash by fund.

The following indicators control the posting to the Cash Control Table:
- The Cash Control Fund Level Posting value on the **D23 Fund Profile**
- The CC ORG Level on the **D22 Appropriated Fund Profile**
- The CC ORG Level on the **D23 Fund Profile**

The following element combinations are allowed:
- Agency -- if D23 CC ORG LEVEL = 1
- Agency and Fund -- if D23 CASH CONTROL = 2
- Agency and Cash Fund -- if D23 CASH CONTROL = 3
- Appropriated Fund -- if D23 CASH CONTROL = 1, General Fund only

The Balance Types (BT) are defined on the **D05 Balance Type Profile**.
## 58 Agency / Fund Summary

<table>
<thead>
<tr>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ORIG BUDGT-APPN</td>
<td>267,300,207.00</td>
</tr>
<tr>
<td>02</td>
<td>REVISIONS-APPN</td>
<td>112,216,557.00</td>
</tr>
<tr>
<td>12</td>
<td>CASH REVENUES</td>
<td>14,477,539.35</td>
</tr>
<tr>
<td>14</td>
<td>ACCRD REVENUES</td>
<td>4,555.20-</td>
</tr>
<tr>
<td>15</td>
<td>CASH EXPENDITURES</td>
<td>295,194,744.87</td>
</tr>
<tr>
<td>17</td>
<td>ACCRD EXPENDITURE</td>
<td>11,857.11</td>
</tr>
<tr>
<td>18</td>
<td>ENCUM OUTSTANDING</td>
<td>16,587,366.59</td>
</tr>
<tr>
<td>30</td>
<td>UNITS ACCUMULATED</td>
<td>215,880.23</td>
</tr>
</tbody>
</table>

The Agency/Fund Summary Inquiry provides summary information from the Agency/Fund Financial Table. The Transaction Code (28A Profile) File Posting Indicators for the AP Table control the postings to this table.

The inquiry allows the following element combinations:

- Agency
- Agency and Fund
- Appropriated Fund

The APPROPRIATION CONTROL LEVEL on the D23 Fund Profile determines the possible combinations. Because the state standard is 0 for suspense accounts and 1 for all other funds, we can only use the Agency or Appropriated Fund inquiry on this screen.

This inquiry differs from the 69 Agency/Fund Record in that this screen does not allow the inquiry to include both agency and Appropriated Fund. The 69 does.

The D05 Balance Type Profile defines the Balance Types (BT).
61 Agency Budget Financial

The Agency Budget Financial inquiry reads the AB (Agency Budget Table). The Agency Budget Table contains the agency budget, revenue, expenditure, and encumbrance balances.

AGENCY is the only required field. The additional fields to enter will depend upon your agency’s classification structure. (See the attached worksheet.)
- For the Training Region, enter AGENCY, AY, PGM CODE, and OBJ. Make sure the FUND field is blank.
- OBJ Codes include: 1000 (Revenue), 3000 (Personal Services), 4000 (Supplies and Services), and 5000 (Capital Outlay).

This inquiry has the DETAIL/SUMMARY option.
- With the Detail option, you may “drill down” to the transactions making up a summary amount. Place the cursor in the BT column and press F2-DOC INQ.

BT = Balance Type. For this screen, they include: Agency Original Budget, Agency Budget Revisions, Cash Revenue, Accrued Revenues, Cash Expenditures, Accrued Expenditures, Encumbrance Outstanding, Cash Transfers In, Cash Transfers Out, and Agency Budget Allotment.
Worksheet for the 61 Agency Budget Financial Inquiry

The indicators on the profiles listed below determine the ‘key’ to retrieving information on the 61 Agency Budget Financial Inquiry Screen. To use this worksheet, retrieve each profile, look at the fields listed and complete the information on the sheet.

AGENCY: ________ INDEX: ________ PCA: ________

1. 25 Agency Control Profile
   Y / N
   AGY BUD BY ORG IND
   AGY BUD BY PGM IND
   REDUCE AGENCY BUDGET IND:
   PRE-ENC
   ENC

   If AGY BUD BY ORG IND = ‘N’, skip Step 3 below.
   If AGY BUD BY PGM IND = ‘N’, skip Step 5 below.
   If REDUCE AGENCY BUDGET IND = ‘N’, the Balance Type for the PRE-ENC (19), or ENC (18) will not appear on the 61 screen.

2. 24 Index Code Profile
   ORG CODE
   APPROP NUMB
   FUND
   AGCY BUD ORG LVL IND
   GRANT NO / PH
   PROJECT NO / PH

3. D03 Organization Code Profile - Note: If AGY BUD BY ORG IND = N on the 25 profile (see Step 1), skip this step.

   Retrieve the Organization Code (if any) recorded in Step 2 above. Compare the ORG LEVEL to AGCY BUD ORG LVL IND in Step 2 above.
   • If equal, write down the Organization Code recorded in Step 2.
   • If not equal, write down the Organization Code displayed on the D03 screen at the level indicated on the AGCY BUD ORG LVL IND in Step 2 above.
   • Enter the organization code recorded on the 61 screen in ORG CODE (*a*).

   ORGANIZATION CODE (*a*) ______

4. 26 PCA Profile
   PROGRAM CODE
   AGY BUD PRG LVL IND
   AGY BUD FUNC LVL IND
   APPN NUMB
   FUND
   GRANT NO / PH
   PROJECT NO / PH

   ______
5. D04 Program Code Profile - Note: If AGY BUD BY PGM IND = N on the 25 profile (see Step 1), skip this step.

   Retrieve the Program Code (if any) recorded in Step 4 above. Compare the PROG LEVEL to AGCY BUD PGM LVL IND in Step 4 above.
   - If equal, write down the Program Code recorded in Step 4.
   - If not equal, write down the Program Code displayed on the D04 screen at the level indicated on the AGCY BUD PGM LVL IND in Step 4 above.
   - Enter the program code recorded in the 61 screen in PGM CODE (*b*).

   PROGRAM CODE (*b*) ______

6. D23 Fund Profile

   FUND LEVELS -
   AGENCY BUDGET (*d* or *e*) ______
   '1' = D22 Approp Fund (*d*) or ______
   '2' = D23 Fund (*e*) ______

7. D47 Grant Number Profile

   AGY BUD GRANT LVL IND (*f*) ______
   '0' = None
   '1' = 29 Grant
   '2' = 29 Grant/PH

8. D42 Project Number Profile

   AGY BUD PROJECT LVL IND (*g*) ______
   '0' = None
   '1' = 27 Project
   '2' = 27 Project/PH

9. 20 Appropriation Number Profile

   NOTE: The values listed are not in numerical order.
   OBJ LVL ______
   '0' = None
   '1' = D09 COMP SRC/GRP (*h*)
   '3' = D01 OBJ (*i*)
   '2' = D10 COBJ (*j*)
   '5' = D11 AGY OBJ (*k*)
62 Appropriation Financial

The 62 Appropriation Financial Inquiry screen reads the AP (Appropriation) Table. The Appropriation Table contains appropriation, revenue, expenditure, and encumbrance balances.

The minimum required element is the Agency. See the attached worksheet to determine the appropriate elements for your agency.

- For the training region, enter the AGY, APPN YEAR (97), APPN # (either 31501 or 89901).

- If the Appropriation Year is not entered, the system will default to the current effective year.

- You may “drill down” to the transactions that make up the summary amounts by placing your cursor under the applicable BT and pressing F2-DOC INQ. You can continue to drill down to the Accounting Event Record.

- BT = Balance Type. For this screen, these include: Original Appropriated Amount, Cash Revenues, Accrued Revenues, Cash Expenditures, Accrued Expenditures, Encumbrance Outstanding, Cash Transfer In, and Cash Transfer Out.
**Worksheet for the 62 Appropriation Financial Inquiry**

<table>
<thead>
<tr>
<th>AGENCY:</th>
<th>INDEX:</th>
<th>PCA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 24 Index Code Profile</td>
<td>ORG CODE</td>
<td>_______</td>
</tr>
<tr>
<td></td>
<td>APPROP NUMB</td>
<td>_______</td>
</tr>
<tr>
<td></td>
<td>FUND</td>
<td>_______</td>
</tr>
<tr>
<td>2. 26 PCA Profile</td>
<td>PROGRAM CODE</td>
<td>_______</td>
</tr>
<tr>
<td></td>
<td>APPN NUMB</td>
<td>_______</td>
</tr>
<tr>
<td></td>
<td>FUND</td>
<td>_______</td>
</tr>
<tr>
<td>3. D23 Fund Profile</td>
<td>FUND LEVELS - APPROPRIATION</td>
<td>_______</td>
</tr>
<tr>
<td></td>
<td>‘0’ = None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>‘1’ = Appropriated Fund</td>
<td></td>
</tr>
<tr>
<td></td>
<td>‘2’ = Fund</td>
<td></td>
</tr>
</tbody>
</table>

If the FUND LEVEL - APPROPRIATION = ‘1’, write down the APPROPRIATED FUND from the D23 and enter in APPR FUND (*a*) on the 62 screen.

If the FUND LEVEL - APPROPRIATION = ‘2’, write down the D23 FUND and enter in FUND (*b*) on the 62 screen.

| 4. 20 Appropriation Number Profile | APPN LEVEL - ORGANIZATION | _______ |
| | ‘0’ = None | |
| | ‘1 - 9’ = Organization Level 1 - 9 | |
| | PROG | _______ |
| | ‘0’ = None | |
| | ‘1 - 9’ = Program Level 1 - 9 | |

If ORGANIZATION = ‘0’ or ‘1’, skip Step 5 below.
If PROG = ‘0’, skip Step 6 below.

5. D03 Organization Code Profile - Note: If ORGANIZATION = ‘0’ or ‘1’ on the Appropriation Number Profile (Step 4 above), skip this step and leave the ORGANIZATION CODE field blank.
- Retrieve the Organization Code (if any) recorded in Step 2 above. Compare the ORG LEVEL to the ORGANIZATION in Step 4 above.
- If equal, write down the Organization Code recorded in Step 2.
- If not equal, write down the Organization Code displayed on the D03 screen at the level indicated on the 20 profile (Step 4).
- Enter the organization code recorded on the 62 screen in ORG CD (*d*) ORGANIZATION CODE | _______ |
6. **D04 Program Code Profile - Note:** If PROG = ‘0’ on the Appropriation Number Profile (Step 4 above), skip this step and leave the PROGRAM CODE field blank. 

Retrieve the Program Code (if any) recorded in Step 1 above. Compare the PROGRAM LEVEL to PROG in Step 4 above. 
- If equal, write down the Program Code recorded in Step 1. 
- If not equal, write down the Program Code displayed on the D04 screen at the level indicated on the 20 profile (Step 4). 
- Enter the program code recorded on the 62 screen in PRG CD (*c*). 

**PROGRAM CODE _______**
The Cash Control Financial Inquiry reads information from the Cash Control Table. The CC Table contains the balance of available cash by fund.

Indicators on the following profiles determine the “key” for this inquiry:

- **D23 Fund** Cash Control Level
  - 1 = Appropriated Fund
  - 2 = Fund
  - 3 = Cash Fund

- **29 Grant Control** Cash Control Posting Indicator
  - Y = Post Grant
  - N = Don’t Post Grant

- **D47 Grant Number** Grant PH Budget Level Indicator
  - Y = Post at Phase Level
  - N = Post at Grant Level

Drill Down is available from this screen with DETAIL/SUMMARY set at “D.” Place the cursor in the BT column and press **F2-DOC INQ** to begin the Drill Down.

With the Detail option, you can press **F5-NEXT** to scroll through the records.
65 General Ledger Record

♦ The General Ledger Record Inquiry reads the General Ledger Table and displays information by Agency and General Ledger Account. The GL Table contains a balance by the lowest level in the classification structure.

♦ Enter the Agency Number and a D31 General Ledger Account Number. Some General Ledger Accounts include:

• 0060 -- Undistributed Cash Receipts
• 0065 -- Unreconciled Deposit
• 0070 -- Cash on Deposit with Treasury (cash available for expenditures)
• 0543 -- Accounts Receivable -- Federal -- Billed
• 0585 -- Due from Other Funds / Agencies

♦ You can limit the inquiry further by entering any of the other elements.

♦ F5-NEXT will go to the next record in the Table for the Agency and GL Account.
The 66 Grant Financial Inquiry reads the Grant Table. The GP Table contains the budget, expenditures, and revenues of a grant.

Indicators on the following profiles determine the “key” for this inquiry:

- D47 Grant Number
  - Y = Post at grant/phase level
  - N = Post at grant level

- 29 Grant Control
  - 0 = No Object
  - 1 = Comptroller Object
  - 2 = Agency Object
  - 3 = Grant Object
  - A = Fund, no Object
  - B = Fund & Comptroller Obj
  - C = Fund & Agency Obj
  - D = Fund & Grant Obj

An “S” in the DETAIL/SUMMARY will summarize all activity for this grant. You cannot “drill down” or use the F5-NEXT with the summary option.

When you change the DETAIL/SUMMARY to D for detail, R*STARS does the inquiry per Comptroller, Agency, or Grant object.

You can scroll through the records with F5-NEXT. You can also “Drill Down”; put the cursor in the BT column and press F2-DOC INQ.
69 Agency/Fund Record

The **69 Agency/Fund Record Inquiry** reads the Agency/Fund Table. The **28A Transaction Code Decision Profile** FILE POSTING INDICATORS for the AP Table control the posting to this table.

The program requires the Agency Number, Appropriation Year and either the Appropriated Fund or the Fund.

- The APPROPRIATION CONTROL LEVEL on the **D23 Fund Profile** determines the Fund type. Because the state standard is 0 for suspense accounts and 1 for all other funds, we can only use the Appropriated Fund on this screen.
- This inquiry differs from the **58 Agency/Fund Summary** in that this screen allows the inquiry to include both agency and Appropriated Fund. The 58 allows either one or the other.

This screen has the DETAIL/SUMMARY option.
- With the Detail option you can “drill down” to review the accounting transactions that make up the summary total. Place the cursor in the BT column and press **F2-DOC INQ**.
- With the Detail option, you can scroll through the records for the Agency and Appropriation Year with the **F5-NEXT**.

The Balance Types (BT) are defined on the **D05 Balance Type Profile**.
The Project Financial Inquiry reads the Project Table. The PJ Table contains the budget, expenditures, and revenues for a project.

Indicators on the following profiles determine the “key” to this inquiry:

- **D42 Project Number**
  - PROJ/PH BUD LVL IND
  - Y = Post at Phase Level
  - N = Post at Project Level

- **27 Project Control**
  - REV/EXP POST LVL
  - 0 = No Object
  - 1 = Comptroller Object
  - 2 = Agency Object
  - 3 = Agency Object Group
  - A = Fund, No Object
  - B = Fund & Comptroller Obj
  - C = Fund & Agency Obj
  - D = Fund & Agency Obj Grp

This screen has the DETAIL/SUMMARY option. With the Detail option, you can “drill down” to the transaction detail for the Balance Types (BT). Place the cursor in the BT column and press F2-DOC INQ.

With the Detail option, F5-NEXT will scroll through additional records for the Agency and Project.

The Balance Types (BT) are defined on the D05 Balance Type Profile.
The Summary General Ledger Inquiry reads the Summary General Ledger (GS) Table. The GS Table contains summarized balances for each general ledger account.

You must enter at least one element for each of the following:
- Agency
- Comptroller General Ledger (D31) or Agency General Ledger (D32) Account
- State Fund Group (D39), Appropriated Fund (D22) or Fund (D23)

The Agency and Appropriated Fund will provide a total across the agency for the Appropriated Fund. The Fund will provide a total for a D23 Fund.

Comptroller General Ledger 0070 is Cash on Deposit with Treasury

You may further limit the search by entering an Organization Code, Grant Number (with or without) phase, or Project Number (with or without) phase.

You can change the Inquiry Type, Inquiry Year and Inquiry Month to see monthly activity.

This screen has the DETAIL/SUMMARY option.
- With the Detail option, F5-NEXT will scroll through additional records.
- With the Detail option, the system displays the totals by Transaction Code (see 28A Profile for definitions).
INDEX

A
Accounts Receivable ........................................ 9-2
Active Records .................................................. 12-6
Agency Budget Indicators ........................................ 3-14
Agency Budgets ................................................... 3-11
Agency Budgets, Inquiry ........................................ 14-4
Agency Code 3, Deposit Recon ............................ 9-23
Agency Object .................................................... 5-21
Agency Object, On-line Help .................................... 7-8
Agency Vendor ..................................................... 9-5
Allotments .......................................................... 3-24
Appropriation Control Types ............................... 3-5
Appropriation Level Posting Ind ........................ 3-5
Appropriation, Inquiry ......................................... 14-7
Appropriation, Structure ......................................... 2-10
Appropriations ......................................................... 3-2
Cross System Transfers ......................................... 6-10
Current Document Number ................................... 5-19

D
DAFQ18CO ......................................................... 4-16
DAFR2151 .......................................................... 8-10
Data Element Edits .............................................. 8-3
Data Element Help ................................................. 7-4
Delinquent Accounts ........................................... 9-15
Deposit Liability .................................................. 9-20
Deposit Reconciliation ........................................... 9-22
Disbursements ...................................................... 10-3
Distribution Method Ind, Expedit ......................... 10-16
Distribution Method Ind, Overview ...................... 5-8
Document Agency ................................................ 5-16
Document Amount ............................................... 5-24
Document Increment ............................................ 5-19
Document Inquiry ................................................ 13-4
Document Inquiry ................................................ 13-10
Document Inquiry ................................................ 13-11
Document Numbers ............................................. 5-18
Document Types ................................................... 5-18
Document Types, Expedit ................................. 10-17
Document Types, T-Codes ................................. 4-15
Drill Down .......................................................... 12-7

E
Effective Date ....................................................... 5-8
Encumbrances ..................................................... 10-2
Encumbrances, Liquidating ................................. 10-19
Entering a Balanced Transaction ............................ 6-4
Entering a Batch .................................................... 5-2
Entering a Reversed Transaction ............................ 6-28
Entering Accounts Receivable ............................. 9-10
Entering Agency Budgets ..................................... 3-17
Entering Appropriations ....................................... 3-8
Entering Cash Receipts ........................................ 9-18
Entering Expenditures ......................................... 10-13
Entering Grant and Proj Budgets ........................... 3-23
Entering Journal Vouchers ..................................... 11-6
Error Code Help ................................................... 7-1
Error Correction .................................................... 8-1
Expenditure Transfers .......................................... 10-5

C
Cash Receipts ...................................................... 9-17
Changing Document Numbers ................................ 5-19
Comptroller Object ............................................... 5-21
Comptroller Object, On-line Help .......................... 7-7

B
Balance Types ....................................................... 12-4
Balanced Transactions ......................................... 6-1
Balancing Edits .................................................... 8-6
Batch Agency ....................................................... 5-16
Batch Amount ........................................................ 5-6
Batch Correction ................................................... 8-14
Batch Count .......................................................... 5-6
Batch Dates ............................................................ 5-17
Batch Does Not Balance ......................................... 8-7
Batch Edit Mode, Error Correction ....................... 8-2
Batch Edit Mode, Overview ................................... 5-6
Batch Header, Correcting ...................................... 8-19
Batch Header, Deleting ......................................... 8-22
Batch Key ............................................................... 5-5
Batch Recall .......................................................... 8-16
Batch Transaction, Correction ............................. 8-17
Batch Transaction, Deleting .................................. 8-21
Batch Types, T-Codes ............................................. 4-15
Batch, Putting on Hold .......................................... 8-23
Billed A/R ............................................................. 9-20
F
Fast Entry Screens ......................... 5-9
File Posting Indicators .................... 4-11
Financial (Fund) Edits ...................... 8-5
Financial Agency ............................ 5-16
Financial Plans ................................ 3-23
Financial Tables ............................. 12-3
Finding a Reference Document ............ 7-12
Finding a Vendor ............................. 7-9
Fund Level Indicator, Approp ............. 3-6
Fund Structure ................................ 2-3

G
General Ledger Inquiry .................. 14-11
General Ledger Inquiry .................. 14-15
General Ledger Posting Indicators ...... 4-3
General Ledger Structure ................ 2-6
Generated Recurring Transaction ......... 6-24
Generic Transaction Codes ............... 11-3
Grant Structure ............................. 2-13
Grant Structure, Budget ................. 3-20
Grant, Inquiry ................................ 13-5
Grant, Inquiry .............................. 14-12

I
Inactive Records ........................... 12-6
Index, Coding Block ....................... 5-21
Index, Coding Reduction ................. 2-23
Index, On-line Help ......................... 7-5
Inquiry Types ................................ 12-5
Inquiry, A/R ................................. 9-16
Inquiry, Agency Budget .................. 14-4
Inquiry, Appropriation .................... 14-7
Inquiry, Appropriations ................... 3-10
Inquiry, Budget ............................. 3-19
Inquiry, Deposit Recon ..................... 9-28
Inquiry, Expend ............................. 10-24
Inquiry, Revenue ........................... 9-32
Interrupt .................................... 1-13
Invoices and Statements ................... 9-14

J
Journal Entries ............................ 11-1

L
Linking ....................................... 1-12
Liquidating Pre-Enc and Enc .......... 10-19
Logging off ................................. 1-16
Logging on ................................... 1-4

M
Modifier, Expend ......................... 10-22

N
Navigating ................................... 1-10
News Screen ............................... 7-13

O
Object Structure ........................... 2-9
Organization Structure, Appropriation ... 3-7
Organization Structure, Budget ....... 3-16
Organization Structure, Overview ....... 2-12

P
Payables ...................................... 10-2
Payment Distribution Type ............... 10-10
Payment Distribution Type ............... 10-15
Payment Distribution Type, Overview ... 5-8
PCA, Coding Block ......................... 5-21
PCA, Coding Reduction ................. 2-23
PCA, Deposit Recon ....................... 9-26
PCA, On-line Help ......................... 7-6
Placemat .................................... 2-24
Pre-Encumbrances ......................... 10-1
Pre-Encumbrances, Liquidating ....... 10-19
Program Structure, Appropriation .... 3-7
Program Structure, Budget ............. 3-16
Program Structure, Overview .......... 2-11
Project Structure .......................... 2-13
Project Structure, Budget ............... 3-20
Project, Inquiry ............................ 13-2
Project, Inquiry ......................... 14-14

Q
Quasi-external Transfers ................ 6-9
### R
- R*STARS Screens .................................. 1-8
- R*STARS Structure ................................ 2-2
- Recalling a Batch .................................. 8-16
- Recurring Transactions ............................ 6-12
- Reference Document, Finding .................... 7-12
- Reference Document, Overview ............... 5-20
- Refund of an Expenditure ........................ 9-20
- Reports, A/R ........................................ 9-16
- Reports, Appropriations ............................ 3-9
- Reports, Budget ..................................... 3-18
- Reports, Deposit Recon ............................. 9-27
- Reports, Revenue ................................... 10-27
- Revenue Transfers ................................ 9-31
- Reverse Transactions ................................ 6-26
- Reversed Transactions, JV’s .................. 11-5
- RTI On-line Retrieval .............................. 6-14

### S
- Screen Layout ........................................ 1-9
- Special Indicators .................................... 4-8
- System Overview .................................... 1-3

### T
- Transaction Codes, A/R ............................ 9-13
- Transaction Codes, Appropriation ............. 3-9
- Transaction Codes, Balanced .................. 6-2
- Transaction Codes, Batch Entry ............... 5-22
- Transaction Codes, Budget ...................... 3-18
- Transaction Codes, Cash Receipts .......... 9-21
- Transaction Codes, Expend ..................... 10-18
- Transaction Codes, Generic .................. 11-3
- Transaction Codes, GL ............................. 2-7
- Transaction Codes, Inquiry .................... 12-2
- Transaction Codes, Listing .................... 4-18
- Transaction Codes, Overview .................. 4-1
- Transaction Codes, Reverse .................... 6-26
- Transaction Edit Indicators .................... 4-4
- Transaction Entry, Overview ................. 5-14
- Transaction Identification ..................... 5-15
- Transaction Split .................................. 6-19
- Transfers ........................................... 6-8
- Transfers, Expenditure .......................... 10-5
- Transfers, Journal Vouchers ................... 11-5
- Transfers, Revenue ................................ 9-31
- Treasury Account Number ...................... 9-23

### V
- Vendors, Agency .................................... 9-5
- Vendors, Finding ................................... 7-9
- Vendors, Inquiry .................................... 13-3
- Vendors, Inquiry .................................... 13-9
- Vendors, Mail Code ............................... 10-12
- Vendors, Systemwide ............................. 10-11

### W
- Warrants .............................................. 10-4
- Warrants, Cancel ................................... 10-25
- Warrants, Status .................................... 10-26

### Profiles and Screens
- 12 Manual Deposit Release ...................... 9-29
- 13 Deposit Research ............................... 9-28
- 20 Appropriation No Profile, Appropriation .. 3-4
- 20 Appropriation No Profile, Budget .......... 3-13
- 20 Appropriation No Profile, Expend .......... 10-7
- 25 Agency Control Profile, A/R ............... 9-3
- 25 Agency Control Profile, Budget .......... 3-12
- 25 Agency Control Profile, Expend ........... 10-6
- 26 Program Cost Account Profile .............. 9-26
- 28A Trans Code Profile, Liquidation ......... 10-20
- 28A Trans Code Profile, Expend .............. 10-8
- 28A Trans Code Profile, Overview .......... 4-2
- 28B Trans Code Profile, Overview .......... 4-14
- 34 Agency Vendor Profile ....................... 9-5
- 37 Document Tracking ........................... 13-11
- 3A Vendor Alpha Inquiry ....................... 7-10
- 3N Vendor Number Inquiry ..................... 7-11
- 41 Disbursement Maintenance ................. 10-16
- 44 Single Payment Cancellation ............... 10-25
- 47 Payment Control Table ...................... 10-26
- 500 Batch Header Entry ......................... 5-4
- 51 Vendor Mail Code Profile .................. 10-12
- 52 Systemwide Vendor Profile ................. 10-11
- 53 Agency Document Control, A/R .......... 9-4
- 530 View Batch Headers ......................... 8-12
- 54 Agency Rec Doc Exempt ..................... 9-6
- 54A Batch Header Correction ................... 8-25
- 54B Detail Correction ........................... 8-26
- 550 Recurring Trans Profile, Generate .... 6-24
- 550 Recurring Trans Profile, On-line ...... 6-14
- 550 Recurring Trans Profile, Over .......... 6-13
- 550 Recurring Trans Profile, Split .......... 6-19
- 57 Cash Control Summary ....................... 14-2
<table>
<thead>
<tr>
<th>Index</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>57 Project Transaction Inquiry</td>
<td>13-2</td>
</tr>
<tr>
<td>58 Agency/Fund Summary</td>
<td>14-3</td>
</tr>
<tr>
<td>59 Vendor Document Inquiry</td>
<td>13-3</td>
</tr>
<tr>
<td>61 Agency Budget Financial</td>
<td>14-4</td>
</tr>
<tr>
<td>62 Appropriation Financial Inquiry</td>
<td>14-7</td>
</tr>
<tr>
<td>63 Cash Control Record</td>
<td>14-10</td>
</tr>
<tr>
<td>64 Document Record</td>
<td>13-4</td>
</tr>
<tr>
<td>65 General Ledger Record</td>
<td>14-11</td>
</tr>
<tr>
<td>66 Grant Financial Inquiry</td>
<td>14-12</td>
</tr>
<tr>
<td>67 Grant Transaction</td>
<td>13-5</td>
</tr>
<tr>
<td>68 Contract Record</td>
<td>13-6</td>
</tr>
<tr>
<td>69 Agency/Fund Record Inquiry</td>
<td>14-13</td>
</tr>
<tr>
<td>77 Index Selection Screen</td>
<td>7-5</td>
</tr>
<tr>
<td>78 Program Cost Account Select</td>
<td>7-6</td>
</tr>
<tr>
<td>79 Comptroller Object Selection</td>
<td>7-7</td>
</tr>
<tr>
<td>80 Project Record Inquiry</td>
<td>14-14</td>
</tr>
<tr>
<td>81 Agency Object Selection</td>
<td>7-8</td>
</tr>
<tr>
<td>84 Accounting Event Record</td>
<td>13-7</td>
</tr>
<tr>
<td>85 Vendor Transaction</td>
<td>13-9</td>
</tr>
<tr>
<td>86 Document Transaction</td>
<td>13-10</td>
</tr>
<tr>
<td>89 Summary General Ledger</td>
<td>14-15</td>
</tr>
<tr>
<td>91 Report Request Profile, A/R</td>
<td>9-8</td>
</tr>
<tr>
<td>93 Recurring Transaction Request</td>
<td>6-25</td>
</tr>
<tr>
<td>94 Agency Message Profile</td>
<td>9-7</td>
</tr>
<tr>
<td>95 Report Distribution Profile, A/R</td>
<td>9-9</td>
</tr>
<tr>
<td>96A Security Profile</td>
<td>5-26</td>
</tr>
<tr>
<td>96B Security Profile</td>
<td>5-27</td>
</tr>
<tr>
<td>97 System Management Profile</td>
<td>10-9</td>
</tr>
<tr>
<td>D23 Fund Profile, Appropriation</td>
<td>3-6</td>
</tr>
<tr>
<td>D23 Fund Profile, Budget</td>
<td>3-15</td>
</tr>
<tr>
<td>D23 Fund Profile, Deposit Recon</td>
<td>9-25</td>
</tr>
<tr>
<td>D36 Agency Code 3</td>
<td>9-23</td>
</tr>
<tr>
<td>D42 Project Number Profile</td>
<td>3-22</td>
</tr>
<tr>
<td>D47 Grant Number Profile</td>
<td>3-21</td>
</tr>
<tr>
<td>D50 Payment Distribution Type</td>
<td>10-10</td>
</tr>
<tr>
<td>D53 Titles Profile, Treasury</td>
<td>9-24</td>
</tr>
<tr>
<td>D66 User Class Profile</td>
<td>5-25</td>
</tr>
</tbody>
</table>