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INTRODUCTION

Much of the flexibility built into R ★STARS has been achieved through the structuring of the system and the use of profiles. Through a series of indicators and control elements built into the system's profiles, users are able to define the level of accounting detail and the specific system capabilities needed to support their operations. To provide this flexibility, several design concepts of are used:

- System Profiles
- Financial Tables
- Temporary Transaction Files
- History File

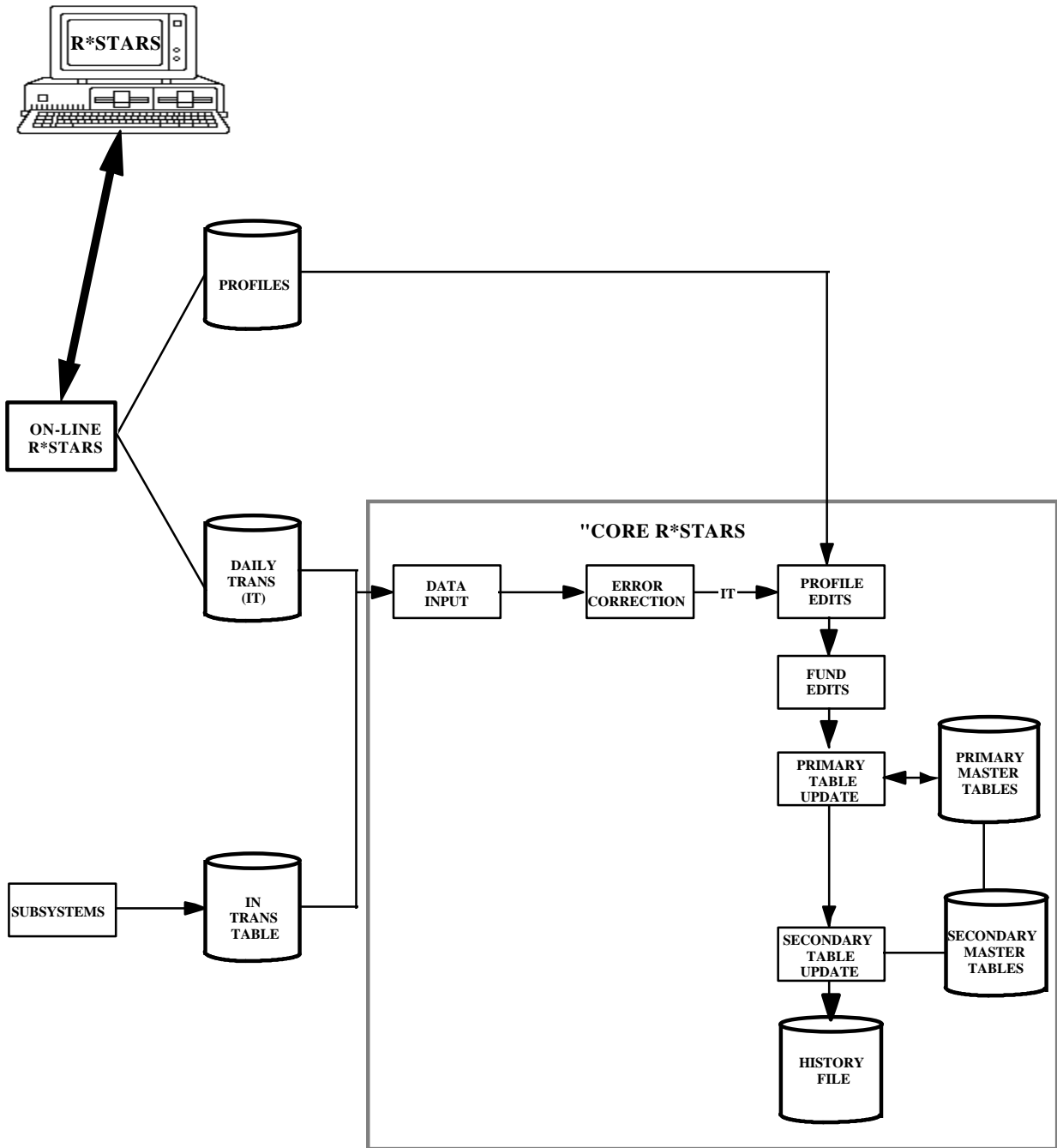
The use of the tables and their relationship to major components of the R ★STARS processing flow is shown on page 5-2.

The remainder of this chapter provides a discussion of each of the major profiles and tables contained in the system. A separate discussion is also presented on the posting and rollover process for the periodic amount fields maintained in the master tables.

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R★STARS CONCEPTUAL TABLE PROCESSING



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5-1 SYSTEM PROFILES

Government entities are dynamic in nature and require systems that must be readily adaptable to change. Changes in a system can best be accommodated if the rules that control the processing of the system and the codes that are acceptable for various conditions are maintained in a series of user maintained profiles rather than embedded in the computer programs.

The design objective of the R ★STARS profiles is to use these profiles, to the extent possible, to maintain information which has been traditionally 'hard coded' into programs. R ★STARS makes maximum use of profiles to control processing and to indicate valid codes and conditions. The purposes of the profiles are to:

- Provide descriptive information (account titles) to be used in reporting
- Identify codes used in the system for transaction editing
- Maintain posting logic and edit rules to be used for each type of accounting transaction
- Maintain constant data in order to provide an input coding reduction capability

There are six general profiles maintained in core R ★STARS. In addition, there are other profiles which are specific to certain R ★STARS subsystems. These general profiles are as follows:

- **Appropriation Number Profile (20)** - contains the classification detail and other information elements that are used to uniquely identify and describe an Appropriation.
- **Descriptive Profiles** - contains descriptive information for all R ★STARS classification codes, such as Comptroller Object and Fund, error messages and organization information.
- **Index Code Profile (24)** - contains the expanded classification and organization detail that is used for input coding reduction.
- **Agency Control Profile (25)** - contains processing control information for each agency.

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- **Program Cost Account Profile (26)** - contains classification and program detail used for input coding reduction. Additionally, contains classification elements specific to NACUBO. Also contains other information elements that are used to classify and allocate direct and indirect costs to programs.
- **Vendor Profiles** - contains name, address and other pertinent information about vendors with whom business is conducted.

All R★STARS profiles contain three segments: control key segment, information element segment, and profile status segment. The control key is a set of data elements unique to each record in a profile and serves to uniquely identify any record in the system. These data elements vary from one profile to the next. The information element segment contains title information and other classification reference data for each profile.

The profile status segment provides information on effective start and end dates, last process date and the current status (active/inactive) of each record. This segment controls when a particular record is available or unavailable for processing. These three segments are common to all R★STARS profiles. The following chart shows the data elements required for each R★STARS profile discussed in this chapter.

CONTROL KEYS

APPROPRIATION NUMBER PROFILE (20):	AGENCY, APPROPRIATION YEAR, and APPROPRIATION NUMBER
DESCRIPTIVE PROFILES:	VARIES BY PROFILE
INDEX CODE PROFILE (24):	AGENCY, APPROPRIATION YEAR and INDEX CODE
AGENCY CONTROL PROFILE (25):	AGENCY and FISCAL YEAR
PROGRAM COST ACCOUNT PROFILE: (26)	AGENCY, APPROPRIATION YEAR and PCA
VENDOR PROFILES:	VARIES BY PROFILE

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The following profiles are specific to certain R ★STARS subsystems and are described in detail in the chapters covering those subsystems. The profiles are as follows:

- Cost Allocation Profile (22)
- Project Control Profile (27)
- Grant Control Profile (29)
- Grant/Project Billing Request Profile (92)
- Recurring Transaction Profile (550)
- Report Request Profile (91)
- Report Distribution Profile (95)
- Transaction Code Decision Profiles (28A & 28B)
- System Management Profile (97)
- Security Profiles (96A & 96B)

The function, access method and data content of each of the general profiles are described in the following pages of this section.

Appropriation Number Profile (20)

An Appropriation Number is a line item in the organizations appropriation and other legislation. The Appropriation Number Profile (20) allows the Comptroller to predefine the level of Organization, Program and Object control for each Appropriation. This standard classification is referenced by a five-digit Appropriation Number which can be associated to or looked-up by an Index code or Program Cost Account (PCA). Index code supplies the organizational detail of the Appropriation and PCA supplies the program detail of the appropriation. By identifying and maintaining these classification elements in Appropriation profiles, the agency need enter only the Appropriation code in the Index Code Profile (24), PCA Profile (26) or alternatively on the input transaction to identify a transaction to an Appropriation.

Commonly during transaction processing, only the Index code or PCA is entered and the Appropriation Number is then looked-up based on the Index code or PCA. On certain types of transactions it is possible to code the Appropriation directly on input. The Appropriation coded on input overrides the Appropriation looked-up by the Index code.

An information element segment contains the expanded classification data associated with each appropriation account, including the funding source(s), the Program structure and, if desired, Object classification elements.

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Several control and posting level indicators are maintained in the Appropriation Number Profile (20). These indicators are:

- **Appropriation Unexpendable Budget Indicator** - determines whether or not unexpended budgets should roll over into the new appropriation year. *In Oregon, appropriations and limitations will always be set to “ No unexpended budget authority”.*
- **Control Type Cash Indicator** - determines the type of control exercised over Remaining Free Budget and Cash Available on a 'cash' basis.
- **Control Type Accrual Indicator** - determines the type of control exercised over Remaining Free Budget and Cash Available on an 'accrual' basis.
- **Control Type Encumbered Indicator** - determines the type of control exercised over Remaining Free Budget and Cash Available on an 'encumbered' basis.
- **Budget Type Indicator** - identifies if the budget is appropriated, unappropriated or not appropriated.
- **Revenue Excess Collection Indicator** - determines if the appropriation can be increased automatically for excess revenue collected above the estimated collected budget.
- **Depository Interest Indicator** - an informational field that indicates if the appropriation can accept depository interest.
- **Appropriated Level Organization Indicator** - determines the level of the Organization structure which this appropriation will be posted and controlled on the Appropriation Financial Table.
- **Appropriation Level Program Indicator** - determines the level of the Program structure which this appropriation will be posted and controlled on the Appropriation Financial Table.
- **Appropriation Level Object Indicator** - determines the level of Object which this appropriation will be posted and controlled on the Appropriation Financial Table.
- **Allotment Selection Indicator** - indicates if this appropriation will be monitored by period and, if so, monthly or quarterly.

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- **Allotment Control Type Indicator** - determines the severity of the appropriation allotment edits.
- **Allotment Quarter Indicator** - determines if a particular quarter will be monitored for expenditures to be less than the determined percent.
- **Allotment Program/Object Budget Object Level Indicator** - *This element is not used in Oregon.*
- **Agency Budget Control Type Indicator** - determines the severity of the agency budget edits.
- **Agency Budget Object Level Indicator** - determines the level of Object at which the agency budget will be posted and controlled on the Agency Budget Financial Table.
- **Agency Budget Allotment Selection Indicator** - an informational field that indicates if the agency budget will be allotted and, if so, whether it will be monthly or quarterly.
- **Agency Budget Allotment Control Indicator** - determines the severity of the agency budget allotment edits.

These indicators provide each agency with substantial flexibility in defining both the type and level of budgetary control to exercise.

In Oregon, Fiscal Policy and Analysis (FPA) define the values of the indicators that are non-agency budget related.

Descriptive Profiles

The descriptive profiles have been designed to serve two purposes. First, they contain both titles and other descriptive information relating to most codes used throughout the system. Second, they are used to validate the allowable codes used during related profile set up and transaction entry. For example, when an Index code is being added to the Index Code Profile (24), the Organization code used in the record must be found in the Organization Code Profile (D03). Otherwise, the profile record is rejected as an error. When accounting transactions are recorded, they contain data elements, such as Comptroller Object, Agency Object, Appropriated Fund, Agency codes, etc. To ensure that these codes are valid before being posted, each transaction is edited against the appropriate descriptive profile and invalid codes are identified as errors.

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Each descriptive profile is identified by a 'D' and a two-digit number. Not every agency will require all 65 profiles. The following page lists all R ★STARS descriptive profiles. They are organized by whether or not 'Agency' is in the key to the profile. This list does not indicate who is responsible for maintaining the profile.

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DESCRIPTIVE PROFILES

<u>NO AGENCY</u>	<u>AGENCY</u>
D01 OBJECT PROFILE	D02 AGENCY PROFILE
D05 BALANCE TYPE PROFILE	D03 ORGANIZATION CODE PROFILE
D08 GAAP SOURCE/OBJECT PROFILE	D04 PROGRAM CODE PROFILE
D09 COMPTROLLER SOURCE/GROUP PROFILE	D06 PROJECT TYPE PROFILE
D10 COMPTROLLER OBJECT PROFILE	D11 AGENCY OBJECT PROFILE
D12 AGENCY GROUP PROFILE	D19 PCA GROUP PROFILE
D13 GAAP G/L ACCOUNT CATEGORY PROFILE	D23 FUND PROFILE
D14 GAAP G/L ACCOUNT CLASS PROFILE	D25 AGENCY OBJECT GROUP PROFILE
D15 APPROPRIATION GROUP PROFILE	D26 AGENCY CODE 1 PROFILE
D16 GAAP CATEGORY PROFILE	D27 AGENCY CODE 2 PROFILE
D17 NACUBO FUND GROUP PROFILE	D28 GRANTOR PROFILE
D18 NACUBO FUND PROFILE	D29 DEBT/INVESTMENT PROFILE
D20 GAAP FUND GROUP PROFILE	D32 AGENCY G/L ACCOUNT PROFILE
D21 GAAP FUND TYPE PROFILE	D36 AGENCY CODE 3 PROFILE
D22 APPROPRIATED FUND PROFILE	D37 OTHER SYSTEM CC PROFILE
D24 GAAP FUND PROFILE	D42 PROJECT NUMBER PROFILE
D30 PURGE CRITERIA PROFILE	D44 ACTION CODE PROFILE
D31 COMPTROLLER G/L ACCOUNT PROFILE	D47 GRANT NUMBER PROFILE
D33 NACUBO CATEGORY PROFILE	D48 GRANT OBJECT PROFILE
D34 NACUBO SOURCE/OBJECT PROFILE	D52 FUNCTION CODE PROFILE
D35 GRANT TYPE PROFILE	D59 CURRENT DOCUMENT NUMBER INCREMENT
D38 NACUBO SUBFUND PROFILE	D61 CURRENT DATE PROFILE
D39 STATE FUND GROUP PROFILE	D67 G/L TABLES CONTROL PROFILE
D40 GRANT CATEGORY PROFILE	D73 CASH FUND PROFILE
D41 PROJECT CATEGORY PROFILE	
D43 PRE-AUDIT SELECTION & SAMPLING CRITERIA	
D45 NACUBO G/L CATEGORY PROFILE	
D46 NACUBO G/L CLASS PROFILE	
D49 PAYMENT MESSAGE PROFILE	
D50 PAYMENT DISTRIBUTION TYPE PROFILE	
D51 ERROR CODE PROFILE	
D53 TITLES PROFILE	
D54 SYSTEM PARAMETERS PROFILE	
D55 PAYMENT PROCESSING CONTROL PROFILE	
D56 BANK ID PROFILE	
D57 TAX OFFSET CATEGORY PROFILE	
D62 PAYROLL DATE PROFILE	
D63 DEVICE ID PROFILE	
D64 REPORT CONTROL PROFILE	
D66 USER CLASS PROFILE MAINTENANCE	
D71 GAAP FUNCTION PROFILE	
D80 OTHER SYS OBJECT PROFILE	

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Index Code Profile (24)

The Index Code (IC) Profile (24) provides the means for entering and tracking accounting data at various levels of organizational detail. This profile also provides a simple method of data input coding reduction and, at the same time, provides an expanded organizational cost classification structure. The Index code is used as an input reduction tool and may access the IC Profile (24) to extract the full organizational classification structure for each Index code.

The information element segment provides the predefined series of organization classification elements. Other selected classification elements may also be related to an Index code. These include:

- **Organization Code** - this element is directly related to the Index and is a required element on the profile. It uniquely identifies each organizational unit within an agency.
- **Appropriation Number** - describes the program or activity within the current appropriation bill that is the spending authority for the organization unit. Must be a valid appropriation in the Appropriation Number Profile (20).
- **PCA Number** - infers the program information for a particular PCA which determines the Program structure.
- **Fund** - determines the Fund source related to the organization. Must be a valid Fund in the Fund Profile (D23). May be entered on the IC Profile (24) or entered during transaction entry.
- **Project Number, Project Phase, Grant Number, Grant Phase** - these elements can be related to an Index, if desired, for input coding reduction purposes.
- **Agency Codes 1, 2, and 3** - these classification elements are independent, each agency determines their use. If they can be directly associated with an Index Code, they should be entered on this profile for input coding reduction purposes. Agency Code 1 and 2 are typically used for Grant and Project structures respectively.

The Agency Budget Organization Level Posting Indicator contained in the IC Profile (24) is used to control the organizational level at which agency budgets are posted and controlled.

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Agency Control Profile (25)

Each agency within the state has the ability to perform selected functions independent of other user agencies. The Agency Control (AC) Profile (25) provides this flexibility among agencies. The profile is created at the beginning of the fiscal year and requires some regular maintenance. One AC Profile (25) is created for each agency/fiscal year combination and provides:

- Identification of valid agency/transaction year combinations to be used to control certain system functions.
- Information on the type and status of the cost allocation processes performed for that agency.
- Identification of transaction defaults for billing deficits related to billable budget amount used for the Grant/Project Billing Subsystem.
- Reporting Indicators for the recurring frequencies for report requests to generate reports.
- Encumbrance/Pre-encumbrance indicators are established to control liquidation matching levels and reduction of available agency budget.
- Object indicators determine if Agency Objects will be required on transactions and if it should infer a Comptroller Object.
- *Fixed Asset indicators with regard to capitalization and inventory used for the Fixed Asset Subsystem process. These indicators will not be used in Oregon at this time.*
- Last Month/Year closed fields may be maintained regularly to close a month or year and prevent transaction posting.
- Agency Budget indicators allow transactions to be posted and controlled by Organization, Program, or both.
- Run indicators should be maintained regularly to initiate running a subsystem (e.g., Grant/Project Billing run).
- Summary GL Organization Level Indicator allows each agency to define the Organization level to be posted to the Summary General Ledger Financial Table.

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Program Cost Account Profile (26)

Program cost accounting is the capturing of expenditure and revenue activity through the program portion of the classification structure. There are nine levels within the R ★STARS Program structure. The PCA Profile (26) and the Program Code Profile (D04) support this program classification. The PCA is entered on accounting transactions or may be looked up by an Index and is used to retrieve the full programmatic classification stored in the PCA Profile (26).

In addition to serving as the primary means of capturing program data, the PCA Profile (26) is also a requisite part of the Cost Allocation Subsystem. PCAs are used to identify indirect cost pools and the related Cost Allocation Profile (22) defines how the cost pool is allocated. The cost allocation process and the CA Profile (27) are described in detail in Chapter 14 - "Cost Allocation" of the R★STARS Reference Manual.

The key to the PCA Profile (26) is Agency, Appropriation Year and PCA. This enables each agency to develop a Program structure and assign PCA codes in a manner that best fits the agency program cost accounting requirements.

- **Program Code** - this element is directly related to the PCA and is a required element on the profile. It uniquely identifies each program unit within an agency.
- **Appropriation Number** - describes the organization or activity within the current appropriation bill that is the spending authority for the program unit. Must be a valid appropriation in the Appropriation Number Profile (20).
- **Index Code** - infers the organization information for a particular Index which determines the Organization structure level for agency budgets .
- **Fund** - determines the Fund source related to the program. Must be a valid fund in the Fund Profile (D23). May be entered on the PCA Profile (26) or entered during transaction entry.
- **Project Number, Project Phase, Grant Number, Grant Phase** - these elements can be related to an Index, if desired, for input coding reduction purposes.

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- **Agency Codes 1, 2, and 3** - these classification elements are independent, each agency determines their use. If they can be directly associated with an Index Code, they should be entered on the Index Code Profile (24) for input coding reduction purposes.

Vendor Profiles

The R★STARS Vendor profiles are used to maintain systemwide and agency-defined vendor and customer information. The three profiles are:

- **Vendor Profile (34)** - agency-defined vendors (Key: Agency, Vendor Number and Mail Code), *Oregon will use this profile for customer numbers.*
- **Systemwide Vendor Profile (52)** - establish valid systemwide vendors (Key: Vendor Number)
- **Vendor Mail Code Profile (51)** - establish valid addresses for systemwide vendors (Key: Vendor Number and Mail Code)

The Vendor Number is used to uniquely identify the vendor associated with a transaction. The Mail Code identifies valid remittance addresses. The following elements are some of the information and control fields contained in the Vendor Profiles.

- **Vendor Type** - Identifies the vendor as an employee, federal agency, state agency, local government, business, individual or other.
- **Vendor Name** - Identifies the name of the vendor.
- **Alternate Name (Search Name)** - the fields used to select a list of vendors in alphabetic order for the Vendor Alpha Inquiry Screen (3A).
- **Address, City, State, Zip Code, Phone Number** - Vendor mailing address and telephone information.
- **Ownership Code** - Type of owner, such as financial institution, sole owner, employee, etc.
- **Payment Distribution Type** - Identifies how payments are routed to the vendor.

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- **ABA Number** - identifies the Checking, Savings, Now, or Share Draft account used for direct deposits. *Currently Direct Deposit is not an available payment option in Oregon R★STARS.*
- **Direct Deposit Effective Date** - Identifies the starting effective date for direct deposit. *Currently Direct Deposit is not an available payment option in Oregon R★STARS.*

Additional vendor information may be available such as vendor license number and contact name.

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5-2 FINANCIAL TABLES

All accounting data entered into R ★STARS is recorded in one or more financial tables which are used to accumulate financial information. R ★STARS maintains the following financial tables:

- Appropriation Financial Table
- Agency/Fund Financial Table
- Agency Budget Financial Table
- Cash Control Financial Table
- Cash Balance Financial Table
- Document Financial Table
- Grant and Project Financial Tables
- General Ledger Financial Table (Detail)
- Summary General Ledger Financial Table
- Accounting Event Financial Table
- Contract Financial Table
- Cumulative Payment Financial Table

Some of the tables are defined functionally and serve more than one purpose. For example, rather than maintaining a separate table for encumbrances and another for accounts receivable, a single multi-purpose Document Financial Table is maintained. This enables the recording of several types of documents, such as purchase orders (encumbrances) and bills (accounts receivable) on a single table.

These tables have been structured to allow posting to multiple accounting periods simultaneously. For example, this feature provides the ability to post both September and October transactions in the same processing run. Similarly, the system provides the ability to post two different fiscal years at the same time.

The multiple year and month posting capability is provided through the maintenance of amount fields in each table. Amounts can be displayed using the following inquiry types:

- **MA** - Monthly Activity for the selected month/year
- **YA** - Prior Year Activity for the year prior to the selected year
- **MY** - Year to Date for the selected fiscal year
- **YY** - Prior Prior Year Activity for 2 years prior to the selected year
- **MC** - Cumulative to Date, including all prior years up to the selected month (default) and current year periods up through the current month.
- **YC** - Prior Year Cumulative (the prior year balance).

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Inquiry type, 'MC' and Current Fiscal Month and Year default on all Financial Inquiry screens.

The function and content of each of the core financial tables are described in more detail in the following paragraphs.

Appropriation Financial Table

Appropriations may be awarded to agencies at varying levels of Organization, Program, Object and Fund. The Appropriation (AP) Financial Table provides the ability to record, monitor, and control appropriations at the level they are awarded. Most nominal transactions processed by the system posts to the AP Financial Table. Elements posted to this financial table (i.e., Fund, Organization, Object and Program Codes) are controlled by indicator values coded in profiles.

The balance types segment maintains such amounts as the original budget, reappropriations, appropriation revisions, etc. These amounts are used to identify both the original appropriation passed by the Legislature plus any changes in the amount caused by amendments or revisions. Appropriation transfers are also posted for complete reporting of the available appropriation balance. Expenditures and outstanding encumbrance balances are also maintained on the Appropriation Financial Table record for fund control editing. These financial balances provide management personnel with effective control for managing and reporting of the appropriation status.

Agency/Fund Financial Table

The Agency/Fund (AF) Financial Table is used to monitor excess collected revenue balances across appropriations to ensure that an Appropriated Fund or Fund/Agency combination has sufficient Excess Collected Revenue before allowing the posting of excess collected revenue to increase appropriation authority. In addition, this table contains high level appropriation information for inquiry. *In Oregon, the Excess Collected Revenue Indicator on the Appropriation Number Profile (20) must be set to 'N' on each appropriation within an agency.*

The control key for the Agency/Fund Financial Table includes Agency, Appropriation Year, Appropriated Fund or Fund. The balance types posted to this table are based on the balance type posted to the Appropriation Financial Table as defined by the Transaction Code Decision Profile (28A).

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Agency Budget Financial Table

After the annual appropriations have been recorded, agency budgets are entered. Agency Budgets provide an additional safeguard against the over-expenditure of funds. The Agency Budget (AB) Financial Table provides the ability to account for and control agency budgets on a Program, Organization, Fund, Function, Grant, Project, and/or Object basis. The AB Financial Table is functionally designed to record, control, and monitor the flow of encumbrances and expenditures/disbursements and to avoid over-obligating the amounts budgeted for an agency.

The balance types maintain relevant accounting balances for each agency budget record. Included are budgets, expenditures, encumbrances and other critical agency budget activity. These balances provide effective control and reporting of the agency budget process.

Cash Control Financial Table

In addition to the appropriation and agency budget controls, expenditures and disbursements must also be monitored to verify that there is an adequate cash balance on hand to fund the disbursement. Cash control may be exercised by agency for an Appropriated Fund, Cash Fund, Fund or without regard to Fund, and/or Grant. The Cash Control (CC) Financial Table provides the ability to control and monitor disbursements at the required level. As disbursement transactions are processed, a verification is performed against the CC Financial Table to ensure that an adequate available cash balance exists in the Fund.

The balance types maintain relevant accounting balances for each cash control record such as cash revenues, cash expenditures, payment redemptions, cash transfers, etc. Refer to the Balance Type Profile (D05) for a complete list of all balance types associated with this table.

Cash Balance Financial Table

The primary function of the Cash Balance (CB) Financial Table is to accumulate the daily cash activity related to grants. This financial information is necessary to support the calculation of interest from the time cash is received from the Federal Government to the time the associated warrant is redeemed. The introduction of the Cash Balance Financial Table and the posting process for the Cash Balance Financial Table represents the system changes required to accurately support the Cash Management Improvement Act (CMIA) of 1990.

This table is updated following all the rules associated with the update of the Cash Control Financial Table (CC).

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The fiscal julian day, which is used in the processing, is stored in the Current Date Profile (D61). Only one balance type (field) is used for the Cash Balance Financial Table processing. Consequently, no balance type is recorded in the Balance Type Profile (D05). The balance in this table is cumulative.

Document Financial Table

The primary objective of the Document Financial (DF) Table is to provide operating and planning information for those General Ledger Accounts requiring document level support. Document level tracking is provided for accounts such as encumbrances, accounts receivable - billed, taxes escrowed, etc. From a processing viewpoint, the accounting data is recorded on a document-by-document basis.

For example, when a purchase order is issued and an encumbrance is recorded, a unique record is established in the DF Table. Payment activity against a particular encumbrance is also posted to each encumbrance record so that the current balance of each outstanding encumbrance can be reported at any time. Billed receivables are processed similarly to encumbrances. When receivables are recorded as billed, individual records are established on a document-by-document basis. When collections are made, the receivables are reduced by the amount of the collection. The same document-by-document recording may also apply to other items requiring document level support, as determined to be necessary.

The Balance Types collect data on the original amount of the document, any adjustment to it, the cumulative amount of liquidations applied to the document, etc. Since total payments against an encumbrance may be different than the amount of the liquidation processed, a separate payment field is maintained. Also, retention amounts may also be recorded on the DF Table.

Grant and Project Financial Tables

The Grant (GP) and Project (PJ) Financial Tables are used to provide fund control and accountability over grant and project budget expenditures, encumbrances, and obligations. These tables provide the accounting capability to uniquely identify expenditure and receipt transactions to specific grants and projects. While these tables are functionally similar, two tables are required to provide the ability to uniquely record and control expenditures against unique grant and project budgets simultaneously.

The balance types segment maintains the relevant accounting balances for control and reporting requirements. The balances which are included reflect billable and expendable budgets, expenditures, outstanding encumbrances and pre-encumbrances, amount billed, advances, cost allocation charged in and out, etc.

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General Ledger Financial Table (Detail)

The primary function of the General Ledger (GL) Financial Table is to accumulate most of the detailed financial information to be reported from the system. All budget, expenditure, encumbrance, pre-encumbrance, revenue, budgeting, payment and warrant writing will be posted to the GL Financial Table at the lowest level of detail provided in the classification structure.

Detailed accounting transactions are posted to the GL Financial Table. Posting to this table is controlled. Postings to the GL Financial Table are on the basis of detailed accounting transactions and is controlled at a systemwide level, which can be overridden at the Agency level, through the General Ledger Posting Indicator (GL Posting Indicator) on the G/L Tables Control Profile (D67). The first time a transaction occurs that impacts a specific combination of classification information, a new record is established and the amount is entered in the appropriate monthly and balance fields. For each subsequent transaction that impacts the identical classification combination, the amount is added to the appropriate field in the existing record. If, for example, ten expenditure transactions are posted in a single month that all have the same classification information, the table will contain one record which reflects the sum of ten transactions. Each record will reflect the cumulative activity that is entered against it.

The GL Financial Table control key is composed of the lowest level data elements contained in the classification structure. Reports can be generated on the basis of any combination of these elements. This capability permits the generation of a wide variety of information reports. For example, program information can be reported by Fund and Object. It can also be reported without regard to Fund and Object.

The reporting capabilities provided by this table are not limited to the strict hierarchical sequence of the data within the classification structure. Appropriated Fund, for example, could be the high order data element for one report and the low order element for another report. For one purpose, all disbursements pertaining to an Appropriated Fund might be reported by agency. For another purpose, all agency disbursements may be reported by Appropriated Fund.

An important element in the control key of the GL Financial Table is the Agency code, which provides the ability to generate reports at the agency level. While most other tables contain the Agency code as the highest organization element, the Agency code is included in the GL Financial Table key to facilitate the accumulation of financial data by agency.

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In addition to the classification elements, the General Ledger Account Number and Transaction Code are used in the control key to define the specific type of information that is represented by each record. Records that reflect expenditures have the specific General Ledger Account Number for 'expenditures' in this field. Those that represent revenue activity contain the specific General Ledger Account Number for 'Revenue'. Other record types that are maintained in the GL Financial Table include appropriations, allotments, estimated revenues, and encumbrances. Each of these record types are distinguishable by the General Ledger Account Number.

Finally, the control key contains the transaction year. This permits the simultaneous recording of financial data for more than one fiscal year and allows for the reporting of comparative balances from year to year.

The GL Financial Table does not use balance types as discussed in other financial tables. The GL Financial Table's financial amount fields provide four types of balance information: current balance, thirteen month balances, prior year and prior prior year balances. This information is summarized and displayed as the beginning balance, debit amount, credit amount and ending balance. The debit and credit amounts are added or subtracted based on the normal balance indicator of the General Ledger Account in the General Ledger Profile (D31).

Summary General Ledger Financial Table

While the GL Financial Table accumulates detail financial information, the Summary General (GS) Ledger records General Ledger information at a more summarized level. Like the GL Financial Table, posting to the GS Financial Table is controlled at a systemwide level through the Summary GL Posting Indicator on the GL Tables Control Profile (D67).

Currently this profile requires that all General Ledger Accounts post to the GS Financial Table. The optional posting of Agency General Ledger and Debt Investment Number to the GS Financial Table is controlled through this profile also.

The key to this table is Agency, General Ledger Account or Agency General Ledger and State Fund Group or Appropriated Fund or Fund. The Summary General Ledger Inquiry Screen (89) provides on-line information about the financial table.

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Accounting Event Financial Tables

The Accounting Event Financial Table is the most detailed financial table in R ★STARS. It maintains transaction level data for financial transactions entered in R ★STARS. The Accounting Event Financial Table is used for financial reports that present transaction level detail and for historical inquiry purposes. There is a maximum of four accounting event records for each transaction entered in R ★STARS. Each record represents one debit/credit General Ledger pair as identified by the Transaction Code used to post the transaction.

These records contain the coding information that was used to process the transaction, information looked up from other profiles and processing information such as Terminal ID and Operator ID. In addition, the Accounting Event Financial Table contains the transaction identification used to process the transaction (Batch Agency, Batch Date, Batch Type, Batch Number and Batch Sequence Number). All balance types post to this table. The actual transaction amount(s) are posted at the detail level.

The Accounting Event Financial Table is comprised of two tables - the Active Accounting Event Financial Table and the Inactive Accounting Event Financial Table. These tables are identical, that is, they contain the same information. The only difference between the two is the timeframe of the information. When Active Accounting Event Financial Table records reach a certain age, such as the Effective Date is two months old, and other criteria are met (e.g., encumbrances are closed, warrants have been written, etc.), the records are moved to the Inactive Accounting Event Financial Table.

The Inactive Accounting Event Financial Table records are still available for reporting and inquiry purposes. The records have not been purged from R ★STARS when they are moved to the Inactive Accounting Event Financial Table. When the purge process is initiated, those Inactive Accounting Event records that match the purge criteria are purged from R ★STARS. The purge process does not affect the Active Accounting Event Financial Table.

Contract Financial Table

The Contract Profile (30) in R ★STARS is used to monitor contract expenditures to ensure that they do not exceed the contract budget. The Document Financial Table was not used to monitor contracts because multiple documents (encumbrances, pre-encumbrances, payables and payments) may be related to a single contract. The Contract Financial (CF) Table maintains expenditure and encumbrance data. The budget amount is maintained on the Contract Profile (30).

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The control key for the Contract Financial Table includes Agency, Contract Number and Fiscal Year. The balance types in the CF Table include encumbrances and expenditures. These fields are posted according to the logic used in posting to the DF Table.

The CF Table is posted based on the General Ledger Accounts on the transaction and the presence of a Contract Number. If any of the General Ledger Accounts on the transaction are equal to the system-defined Encumbrance General Ledger Account (Encumbrances), Balance Type 01 (Encumbrances) is posted. If any of the General Ledger Accounts on the transaction are equal to the system-defined Expenditure General Ledger Account (Expenditures), Balance Type 02 is posted.

Cumulative Payment Financial Table

The primary function of the Cumulative Payment (CM) Financial Table is to accumulate the payment activity for vendor invoice inquiry and 1099 reporting. This table is updated based on the values of the Warrant Writing Indicator, Warrant Number, Approval Date, Vendor Number and IRS indicator. The CM Financial Table contains transaction level data.

The control keys for each financial table are shown on page 5- 23.

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R*STARS FINANCIAL CONTROL KEYS

	AP	AB	AF	CC	CB	DF	GP	PJ	GL	AE	CF	CM	GS
Agency	X	X	X	X	X	X	X	X	X		X	X	X
Appn Yr	X	X	X		X				X				
Appropriation	X								X				X
Appropriated Fund	X	X	X	X	X				X				X
Fund	X	X	X	X	X		X	X	X				
Cash Fund				X									
Comp Source/Group	X	X											
Object	X	X											
Comp Object	X	X					X	X	X				
Agency Object		X					X	X	X				
Agency Object Group		X						X					
Program Code	X	X							X				
Organization Code	X	X							X				X
Function Code		X		X					X				
Grant No/Phase		X			X		X		X				X
Project No/Phase		X					X	X	X				X
Grant Object													
Document No/Sfx						X							
Trans Yr													
Index									X				
PCA									X				
Comp GL/Agency GL									X				X
Agency Codes 1, 2, 3							X(1)	X(2)	X				
NACUBO Fund, Subfund									X				X
Transaction Code									X				X
Subgrantee									X				X
Debt/Inv Issue									X				X
Contract No									X		X		
State Fund Group										X			X
Transaction ID*										X		X	

* Batch: Agency, Date, Type, Number and Sequence Number.

Posting Logic

There are three major factors that affect the posting of financial transactions in R ★STARS:

- Transaction Code Decision Profile (28A & 28B)
- Effective Date of the Transaction
- Hard Coded Logic

In the following paragraphs we will discuss each of these factors separately and their relationship to the individual financial tables.

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Transaction Code Decision Profile (28A & 28B)

The Transaction Code Decision Profile (28A) is one of the most important profiles that affect the posting of transactions in R ★STARS. This profile controls which General Ledger Accounts are posted in the GL, GS and AE Financial Tables and which Balance Types are posted in financial tables that use the Balance Type Profile (D05). This profile allows the coding of up to four pairs of General Ledger Accounts per transaction.

General Ledger Accounts are posted in pairs, one debit and one credit for the same amount (the transaction amount) in R ★STARS to ensure that debits equal credits. In addition, each transaction can affect up to two balance types for the DF Table, the AP Financial Table, the AF Financial Table, the AB Financial Table, the CC Financial Table, the Grant Financial Table and the Project Financial Table.

Effective Date of the Transaction

Each of the financial tables contains a series of financial fields related to months and previous years. The posting of these financial fields is controlled by the effective date of the transaction. An example of the association between financial fields and their related financial periods are as follows:

Prior Prior Year (PPY)	Two years prior to the current year
Prior Year (PY)	One year prior to the current year
Month 1 (M01)	July
Month 2 (M02)	August
Month 3 (M03)	September
Month 4 (M04)	October
Month 5 (M05)	November
Month 6 (M06)	December
Month 7 (M07)	January
Month 8 (M08)	February
Month 9 (M09)	March
Month 10 (M10)	April
Month 11 (M11)	May
Month 12 (M12)	June
Month 13 (M13)	Adjustment Period

The Current Date Profile (D61) establishes the fiscal month in which each effective date posts.

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The Prior Prior Year and Prior Year fields are posted during the year end close process. The process is described in Chapter 17 - "Month and Year End Processing" of the R★STARS Data Entry Guide. The monthly fields are posted based on the effective date of the transaction. For example, if the effective date is 12/13/94, the Month 6 (M06) financial field will be posted. In addition, M07 through M13 will be posted to reflect activity that occurred in a prior month (M06) unless the Cumulative Post Indicator on the Transaction Code is set to 'N'.

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5-3 TEMPORARY TRANSACTION FILES

In order to pass data from one process of the system to another, the system uses a number of temporary transaction tables. These files are temporary and they are not normally used for reporting purposes. They are described briefly below. The temporary files which the system uses are:

- Standard Input Accounting Transaction (IN) File is the standard accounting system input file.
- Internal Accounting Transaction (IT) File is a temporary table of accounting transactions which have been added on-line or converted from the IN format into the internal record layout format.

The following paragraphs describe each of these files.

Standard Input Accounting Transaction File

The Standard Input Accounting Transaction (IN) File is the file used to collect accounting transactions from other subsystems. All accounting transactions entering R ★STARS, other than through the on-line system, are input to R ★STARS in the IN record format. This format is expanded by R ★STARS into the IT format during system processing before the batch input, edit and update cycle.

The IN File is divided into four segments:

- Transaction ID
- Batch Header
- Document Header
- Input Data

These four segments correspond directly to the first four segments of the IT File and are discussed in detail in the following paragraphs.

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Internal Accounting Transaction File

The IT File is a temporary table used during the R ★STARS edit and update process. The file contains all of the data captured in the IN File as well as information retrieved from R★STARS tables. If applicable, IT records are merged into the History File after the primary and secondary tables are error-free, posted, approved and paid (if applicable). Grant Billing Method 7 and 8 also retain records in the IT for billing purposes. Once these transactions are billed, the IT records are also merged into the History File. The History File is virtually identical to the format of the IT File.

The IT File is divided into the following segments:

- Transaction ID
- Batch Header
- Document Header
- Input Data Segment
- Name and Address
- Vendor Table
- Internal Data
- Net Document
- Agency Control Profile
- Profile Look Up
- Transaction Code Decision Profile
- Error Flag

Each segment is described below.

Transaction ID Segment

The Transaction ID Segment specifically identifies each accounting transaction to a specific batch of transactions. The data elements are: Batch Agency, Batch Date, Batch Type, Batch Number, and Batch Sequence Number. This information provides a unique identification of each transaction recorded in R ★STARS.

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Batch Header Segment

The Batch Header Segment contains information to assist in batch processing, monitoring and balancing. The Batch Header Segment contains operator information (ID, Name, Class, and Terminal), batch level defaults (Effective Date, Disbursement Method, and Payment Distribution Type, and Fast Entry Indicator), and batch status information (Batch Edit Mode Entered Count, Entered Amount, Calculated Count, Calculated Amount, and the Approval Required to post indicator). The elements in the Batch Header Segment apply to all transactions in the batch.

Document Header Segment

The Document Header Segment contains information to assist in document balancing. The elements include Document Agency, Document Number, and Document Amount. These elements are used by document tracking to balance documents that require balancing in the Document Tracking Subsystem.

Input Data Segment

The Input Data Segment maintains information that is coded on the input accounting transaction. This data includes the accounting classification elements of Organization, Fund, Program, Appropriation, Project, and Object. Fields are also provided for the Transaction Code, Effective Date and Agency General Ledger Account. Other coded data include Current and Reference Document Number and Transaction Amount.

Name and Address Segment

The Name and Address Segment maintains vendor information that is coded on the input accounting transaction. This data includes Name, Address, City, State and Zip Code. Most Transaction Codes require only Vendor Number, and do not allow input of name and address.

Vendor Table Segment

The Vendor Table Segment contains other vendor-related information, such as Banking Data, Payment Distribution Type and Vendor Type.

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Internal Data Segment

The Internal Data Segment contains information relating the accounting transaction to a specific processing date and time. This information is maintained to improve the audit trail of R★STARS. All transactions posted contain these fields. Maintaining this data allows the selection and reporting of all transactions that affect the different accounts as of or between specified dates. This data is inserted into each transaction of the IT File from the current processing time segment of the System Management Profile (97).

Net Document Segment

The Net Document Segment maintains accounting data related to the liquidation of encumbrances. Organizational, Program and Object classification elements are included in this segment. The purpose of maintaining this data is to provide for a situation where encumbrances or accounts receivable are recorded against one set of classification elements and are liquidated against another. Information maintained in the net document segment reflects the classification elements that were charged when the transaction was recorded. This data is inserted into each liquidating transaction on the IT File from information maintained on the AE Table. Classification information maintained in the Net Document Segment is used to record liquidations. Classification information maintained in other segments of the internal transaction record is used to record the expenditure or revenue.

Agency Control Profile Segment

The Agency Control Profile Segment provides Encumbrance and Pre-Encumbrance Match Level and Budgetary Control Indicators. These values control whether subsequent encumbrance and pre-encumbrance payment transaction must match the accounting classification of the original transaction.

Information to be contained in this segment of the IT Record is retrieved from the Agency Control Profile (25) using the agency and transaction year elements entered on the Input Data Segment of the IT Record. All information previously recorded on the profile relating to the agency is retrieved and associated with the individual transaction. The retrieved data is stored in this segment and used in subsequent processing of the transaction.

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Profile Look Up Segment

The Profile Look Up Segment maintains the majority of information which has been retrieved from the various R ★STARS profiles. This segment looks-up budgetary indicators and information elements from the Contract Profile (30), PCA Profile (26), Appropriation Number Profile (20), Index Code Profile (24), Project Control Profile (27), Grant Control Profile (29), Comptroller Object Profile (D10), Agency Object Profile (D11), Appropriated Fund Profile (D22), Fund Profile (D23), Project Number Profile (D42), Grant Number Profile (D47), Grant Object Profile (D48) and Current Date Profile (D61).

Transaction Code Decision Profile Segment

The Transaction Code Decision Profile Segment maintains processing and posting codes for each transaction recorded in R ★STARS. The processing and posting rules, which specify such elements as the General Ledger Accounts to be debited and credited, the designated impact on each of the system's master tables, and the specific edits to be performed for each transaction, is originally contained in the Transaction Code Decision Profile Segment of the transaction on the IT File. This data is used to control subsequent processing of the transactions.

Error Flag Segment

The Error Flag Segment contains two types of elements: Severity Indicator and Error Flags. The Severity Indicator is used to indicate whether individual errors detected during the edit process will be rejected or treated as a warning only. The Error Flag Segment maintains a series of codes that identify the specific errors detected during the edit process.

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5-4 HISTORY FILE

Transactions which pass all of the R ★STARS edits and post to the various financial tables are also posted to a permanent transaction History (HY) File which serves as a basic element of the system's audit trail. The permanent transaction HY Table serves the following purposes:

- It provides a complete record of every transaction processed by the system.
- It contains the detail information to the lowest level of classification, thus allowing the transaction records to be sorted on any combination of fields for special report production.
- It provides a backup for all the other tables on the system and may be used to recreate them if the standard backup procedures fail.

The format of the HY Table is the same as the format of the IT Table described in the preceding section. Only approved, released error-free transactions in final disposition go to the History File.

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