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REFERENCE MANUAL GENERAL ACCOUNTING	7-1 12/94

INTRODUCTION

R★STARS provides users with many general accounting capabilities. These general accounting areas include:

- **General Ledger Accounting** - encompassing the classification of assets, liabilities, equity, budgetary, nominal and memorandum accounts into a 'chart of accounts'.
- **Journal Entries** - including General Ledger level adjustments and adjustments effecting financial tables.
- **Interagency Transfers** - providing for reconciliation of interagency transfers through the use of Agency General Ledger Accounts.
- **Cash Control** - ensuring that expenditures do not exceed available cash balances.
- **Recurring Transactions** - providing the ability to define and automatically generate transactions which recur on a predefined basis.

These general accounting capabilities are discussed in detail in the following sections.

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7-1 GENERAL LEDGER ACCOUNTING

The general ledger is the primary source for financial statement preparation. R ★STARS maintains a separate group of self-balancing General Ledger Accounts for each Agency and Fund. The General Ledger Account structure is commonly known as the 'Chart of Accounts'. These accounts are summary level accounts whose total amount may be comprised of numerous detail or subsidiary records.

The development of an organization's chart of accounts and subsidiary support structure is described in the following paragraphs.

Defining the Chart of Accounts

The chart of accounts should be comprised of the various types of accounts which meet the agencies' internal and external reporting requirements. Each General Ledger Account is maintained in the R ★STARS General Ledger Financial Table. The data maintained in the General Ledger Financial Table for each of the General Ledger Accounts is at the lowest level in the classification structure.

The following data elements are maintained in this table for each General Ledger Account:

- Agency, Transaction Code
- Comptroller/Agency GL
- Index
- Organization Code
- PCA
- Program Code
- Function Code
- Appropriation Year
- Appropriation Number
- Fund
- Grant and Phase
- Subgrantee
- Project and Phase
- Comptroller Object
- Agency Object
- Trans Year
- Agency Code 1, 2 and 3

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- Debt Investment Issue No
- Contract No
- NACUBO Fund and Subfund

Reports generated off this table at a detail level include summary level reports by Fund and General Ledger Account for balances sheet accounts and detail level management reports for operating accounts. The exhibit on 7-4 provides a diagram of this table.

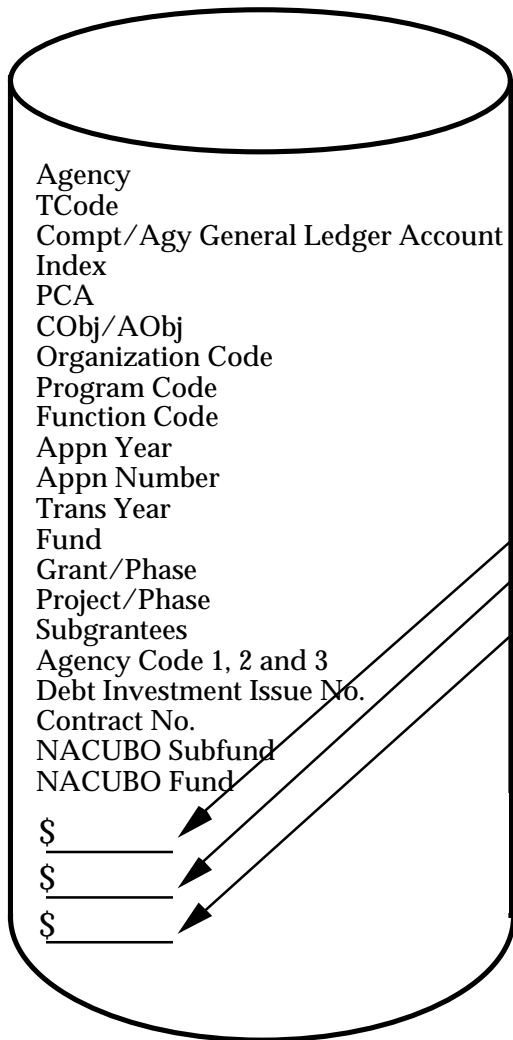
The chart of accounts for most organizations normally include the following categories:

- **Assets** - including cash, accounts receivable, other current assets, fixed assets, and other non-current assets.
- **Liabilities** - including accounts payable and other short-term and long-term liabilities.
- **Equity Accounts** - including fund balance and retained earnings accounts required for the various Fund types.
- **Budgetary Accounts** - such as appropriations and budgetary fund balance.
- **Nominal Accounts** - including revenue, expenditure and other accounts which are closed to equity at year end.
- **Statistic Accounts** - including workload measures, such as labor hours and units of production.

In addition, a number of 'memorandum' accounts are maintained in R ★STARS. These memo accounts ensure double-entry transactions on a consistent basis and aid in the reconciliation of table balances. Common memo accounts include 'Project Budgets' and 'Budgetary Clearing'. Memo accounts are not reported on financial statements nor are they closed to equity at year end.

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GENERAL LEDGER FINANCIAL TABLE



FINANCIAL BALANCES

By Fiscal Year

- Months 1-13 (on a cumulative basis)
- Prior Year
- Prior Prior Year

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Each organization has unique internal and external financial reporting needs and each organization may use memo accounts for varying purposes. Furthermore, these needs may change as accounting policies change. R ★STARS provides the ability to establish chart of accounts for an organization's requirements and modify these accounts as requirements change. This capability is provided through the use of the Comptroller General Ledger Account Profile (D31) and the Transaction Code Decision Profile (28A and 28B).

Each agency has the ability to break down the Comptroller General Ledger Account into more detailed supporting accounts. This capability is provided through the use of the Agency General Ledger Account Profile (D32). One to many General Ledger Accounts may be set up by the agency which look up (or roll-up to) a given Comptroller General Ledger Account. These profiles are described below.

Comptroller General Ledger Account Profile (D31)

The Comptroller General Ledger Account Profile (D31) contains the Comptroller General Ledger Account (the primary key), a title, and control data. The chart on page 7- 6 displays sample data included in the Comptroller General Ledger Account Profile (D31) for the 'Encumbrances' Account. The title is printed on reports which display General Ledger Account information. The control data is used to define profile support and other posting rules. These rules are also described on page 7- 6.

This profile's support rules provide the ability to edit transaction code entries in the Transaction Code Decision Profile (28A and 28B) to ensure that each Comptroller General Ledger Account is consistently supported by the same tables and that the appropriate balance types are posted to those tables.

The Balance Type Profile (D05) provides a means for ensuring only valid balance types are recorded in each financial table. Each balance type is defined to post to one or more of the financial tables (Document, Appropriation, Agency Budget, Cash Control, Grant or Project). Therefore, General Ledger Accounts and Transaction Codes can only post to those balance types set up for each financial table.

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SAMPLE D31 PROFILE ENTRY - 'ENCUMBRANCES'

Primary Key: 2735 (Comptroller General Ledger Account Number)

Title: ENCUMBRANCE CONTROL

Control Data:

GAAP GL CLASS	ENCUMBRANCES
NACUBO GL CLASS	ENCUMBRANCES
NORMAL BALANCE	DEBIT
YEAR END CLOSE	YES - NOMINAL

Financial Tables:

APPROPRIATION	POSTED
AGENCY BUDGET	POSTED
CASH CONTROL	NOT POSTED
DOCUMENT	POSTED
GRANT	POSTED
PROJECT	POSTED

Another edit ensures that the Balance Type(s) posted by the Transaction Code is consistent with the Balance Type(s) posted by that Transaction Code's General Ledger Accounts. For example, whenever a transaction is set up to post to the Comptroller General Ledger Account - 'Encumbrances', the Transaction Code Decision Profile (28A and 28B) should be defined to post to the Document Financial Table, as well as other financial tables.

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The Balance Type posted by the Transaction Code to the Document Financial Table could be any which is valid in the Balance Type Profile (D05). This is true because Comptroller General Ledger Account 2735 - 'Encumbrance Control' is set up to allow (and require) any ('AA') balance type posting to the Document Financial Table, however, only Balance Type 18 ('Encumbrances Outstanding') allowed (and required) for the other tables. Therefore, both the Comptroller General Ledger Account 2735 - 'Encumbrance Control' and the Transaction Code is defined to post to Balance Type 18 to the Appropriation, Agency Budget, Grant and Project Financial Tables. This would include transactions to record the original encumbrance, adjust the encumbrance and liquidate the encumbrance. This procedure ensures that the balance in the General Ledger Financial Table for 'Encumbrances' reconciles to the total of the encumbrances in the Document Financial Table and the other financial tables.

The Comptroller General Ledger Account Profile (D31) includes several other indicators which play an important role in financial statement preparation and transaction entry. Some of these indicators are:

- **Normal Balance** - identifies whether the normal balance of an account is debit or credit.
- **Year End Close Indicator** - determines whether the account is a balance sheet, nominal or memo account. Balance sheet accounts remain open; nominal accounts are closed to equity and memo accounts are ignored at year end.
- **GAAP GL Class and NACUBO GL Class** - determines the classification of each Comptroller General Ledger Account to be used during financial statement preparation.
- **Investment Type** - provides a means for classifying types of investments for reporting purposes (e.g., government securities, corporation stocks).
- **GL Edit Type** - determines how the Agency General Ledger Account will be developed and edited. Comptroller General Ledger Accounts are supported by Agency General Ledger Accounts which are either 'A' developed by the agencies, 'S' defined and developed centrally requiring systemwide use, or 'D' Due To's and Due From's Refer to the next page for a description of how Agency General Ledger Accounts are established.

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Because the Comptroller General Ledger Account Profile (D31) is critical in meeting the financial reporting requirements of an organization and because Comptroller General Ledger Accounts are used on a system-wide basis, it is typically established by R ★STARS central support personnel.

Transaction Code Decision Profile (28A and 28B)

The Transaction Code Decision Profile (28A and 28B) also provides significant flexibility in defining how the chart of accounts is utilized in an organization. In this profile, a Transaction Code is entered which identifies the Comptroller General Ledger Accounts and the Balance Types an accounting transaction will post. For example, the transaction code used to enter an original encumbrance instructs the system to:

DR Encumbrances Control
CR Fund Balance Reserved for Encumbrances

It also indicates that Balance Type 01 will post to the Document Financial Table and Balance Type 18 will post to the other financial tables. Edits in this profile ensure consistency between the General Ledger Accounts and the file posting Balance types.

Therefore, when a change in an organization's chart of accounts occurs, maintenance to the Transaction Code Decision Profile (28A and 28B) provides the ability to record transactions against new or different Comptroller General Ledger Accounts. However, it should be noted that changes to the Transaction Code Decision Profile (28A and 28B) should be carefully analyzed to evaluate the impact of the change to the financial tables.

In addition to identifying General Ledger Accounts and Balance Types, the Transaction Code identifies the valid Document Types and Batch Types to be used for that transaction. The Transaction Code Decision Profile (28A and 28B) is established for consistent use by all agencies within an organization. Therefore, it is important that it be developed by R ★STARS central support personnel.

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Agency General Ledger Account Profile (D32)

Comptroller General Ledger Accounts are summary accounts which are required for financial statement preparation. However, a lower level of detail is frequently desirable for management and control of certain financial balances. Nominal accounts (revenues and expenditures) are supported at lower levels of detail through the use of a number of classification elements, most commonly the Object structure elements -- Comptroller Object and Agency Object.

Balance sheet accounts are typically supported at lower levels of detail through the use of Agency General Ledger Accounts. A common example of the use of Agency General Ledger Accounts is to provide detail regarding Due To and Due From accounts. As mentioned earlier, the type of subsidiary support required or allowed for each General Ledger Account is defined in the Comptroller General Ledger Profile (D31) with the G/L Edit Type Indicator. Both systemwide defined and agency defined Agency General Ledger Accounts are set up and maintained in the Agency General Ledger Account Profile (D32).

It is in this profile that the Comptroller General Ledger Account for which the Agency supports (rolls up to) is identified. When the General Ledger Edit Type is 'D', the Agency General Ledger Account identifies a Due To or Due From Account.

In this example, Agency General Ledger Accounts are used to identify the Agency and Fund for each Due To and Due From account. However, these accounts are not maintained in the Agency General Ledger Profile (D32). Due To/Due From accounts are edited as follows: the first three bytes identify the Agency and are edited against the Agency Profile (D02), the next four bytes identify the Fund and are edited against the Fund Profile (D23), and the last byte is zero.

As with General Ledger Accounts, each organization has unique and changing requirements for Agency General Ledger Accounts. The Agency General Ledger Account Profile (D32) provides the needed flexibility. This profile contains the Agency General Ledger Account for each General Ledger Account requiring subsidiary support and provides a title.

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7-2 JOURNAL ENTRIES

Journal entries may be defined as transactions entered to adjust or correct account balances. Journal entries may be at the General Ledger level, in which case they post only to the General Ledger Financial Table, or they may be at a lower level, in which case they post to several R★STARS tables. These two types of journal entries are described below.

Recording General Ledger Level Entries

General Ledger level entries are performed to change the balances of General Ledger Accounts which are not supported by other tables. For example, recognizing the current portion of a debt which is classified as long-term would normally be entered at the General Ledger level as follows:

DR Long-term Liability
CR Current Liability

If either or both of these General Ledger Accounts were supported by tables other than the General Ledger Financial Table, such as the Document Financial Table the transaction could not be entered at the General Ledger level because the document would not be adjusted. Users must be sure to select the correct Transaction Code when recording journal entries. If the level of table support is not known, refer to the Comptroller General Ledger Account Profile (D31) for the table support indicators (i.e., Appropriation, Agency Budget, Cash Control, Document, Grant and Project).

General Ledger level journal entries may be recorded using a special Transaction Code, if one has been defined, or they may be recorded with a 'generic' Transaction Code. Special Transaction Codes are usually established for journal entries which recur with some regularity. For example, if the transaction described above (transferring long-term debt to a current liability account) was common, a special Transaction Code might be developed specifically for this accounting event.

Generic Transaction Codes should only be used when a specific Transaction Code is not available. For example, the combination of General Ledger Accounts updated may be relatively uncommon and therefore would not exist as a specific Transaction Code. In cases where specific Transaction Codes are not developed, the use of generic Transaction Codes is appropriate if the transaction is to be recorded in the General Ledger Financial Table only. Using the same example, the following two transactions would be required to transfer long-term debt to a current liability account:

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DR Long-term Liability
CR Suspense Clearing

DR Suspense Clearing
CR Current Liability

The net effect on the Suspense Clearing Account should be zero. Any balances remaining in this account must be investigated.

Recording Financial Table Adjustments

Lower level adjustments are required when users enter valid but inappropriately used codes on transactions, such as the wrong Transaction Code, Index or Object. These types of adjustments usually affect several system tables.

When transactions are posted inappropriately to General Ledger Accounts which are supported by other system tables, two methods are available for correcting the error. One method is reversing the impact of the original transaction and re-entering it with the correct data. This is normally performed as a routine procedure and is, therefore, not considered a typical journal entry. The second method is to enter one or more transactions to correct the impact in the tables without reversing and re-entering all of the invalid transactions. This second method is preferred when a relatively large number of transactions is involved.

The following examples illustrate lower level journal entries. **These examples should not be considered local procedures.** Each situation should be analyzed independently to determine the appropriate action to take.

Example 1

A payment voucher is entered into the system with the wrong Vendor Number. To correct this error, the original transaction must be reversed and re-entered with the correct Vendor Number.

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Example 2

A batch of ten transactions is entered with the wrong General Ledger Account. This condition is noted when the period end reports are received. To correct this error, two transactions which post to the General Ledger Financial Table would be required. The first transaction would decrease the balance in the wrong General Ledger Account. The second transaction would increase the balance in the correct General Ledger Account.

Example 3

An employee transfers to a new organization and is incorrectly charged to the wrong Index. To correct this error the original transaction could be reversed and re-entered or an adjusting entry to transfer the expenditure to the correct Index could be entered.

Example 4

Cash receipts are posted to the wrong Fund. To correct the cash and revenue balances, the original transaction could be reversed and re-entered or adjusting entries to both Funds could be entered.

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7-3 INTERAGENCY TRANSFERS

Interagency/interfund transfers are used to record financial activity between agencies and/or funds, such as goods or services bought or sold.

There are guidelines that need to be followed when recording an interagency transfer:

- Procedures for reporting agencies will differ from agencies using R★STARS as their internal accounting system. Both, internal and reporting agencies will be required to complete their portion of the form. There is a difference in the procedures for recording the accrual ('Due To' or 'Due From') in their internal accounting system.
- Whenever an accrual is recorded by the internal agency, an Agency General Ledger Account must be entered on the transaction. This account will serve as detail support for the Comptroller's 'Due To' or 'Due From' Accounts. The Agency General Ledger Account is constructed as described in the previous section.

See Chapter 8 - "General Accounting" of the R★STARS Data Entry Guide for a discussion of the various types of transfers. *Also refer to the Oregon Policies and Procedures Manual for specific instructions related to transfers.*

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7-4 CASH CONTROL

R★STARS provides the ability to control encumbrances and expenditures against available cash balances. This optional feature may be selected on an Appropriated Fund, or Fund basis and on an individual Grant basis. For example, a Fund's cash balance may not be allowed to fall below zero or advances on a particular Grant may not be overexpended. Cash control may be implemented on a fatal, warning or ignore basis.

The methods of controlling cash balances and establishing the levels and severity of control are described below.

Controlling Cash Balances

Various options available in R★STARS for implementing cash control include:

- Determining Cash Control Levels
- Defining Cash Balances
- Determining the Severity of Cash Control
- Automatic Payback

The following paragraphs describe these options.

Determining Cash Control Levels

Cash control may be provided for Appropriated Funds, Cash Funds, Funds and/or Grant Phases. Cash control at the Appropriated Fund is typically elected for shared funds such as the General Fund. *In Oregon the General Fund is currently the only Fund which will be set up with cash control at the Appropriated Fund level. Cash control severity, however will be set to ignore until such time as all agencies are on R★STARS.*

Cash control at the Cash Fund (D73) level provides an agency with the option to relate individual agency funds to a Cash fund (D73) to accomplish a cash control level which is lower than an Appropriated Fund (D22), but higher than the Agency Fund (D23). The Cash Fund (D73) can combine funds across Appropriated Funds. *The procedure for establishing D73 records is defined in the Oregon Policy and Procedures Manual.* Cash Control at the Agency Fund (D23) level is the lowest level of cash control for Funds. The severity, however, can vary from Fund to Fund within an Appropriated Fund. Note that to allow this would be a policy decision.

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For Grants, cash control is always at the Grant Phase level. However, each phase of a grant may be controlled differently. One phase may have fatal cash control, another warning cash control, and a third have no control.

The selection of cash control for Funds and Grants is independent. This means that grants associated with a particular Fund may or may not utilize cash control, regardless of whether the Fund's cash is controlled.

Defining Cash Balances

The cash balance is net cash available. The cash balance is considered the actual cash on hand, less cash reserved for payroll (*not used in Oregon*), less unreconciled deposits, without regard to accounts payable. Cash loaned to the General Fund can be automatically paid back when needed by the fund.

Determining the Severity of Cash Control

Cash control may be defined for each Appropriated Fund, Cash Fund or Fund and Grant Phase as fatal, warning or ignore. If fatal severity is selected, expenditure transactions which exceed the cash balance are not posted to the table. If warning control is implemented, a warning message is reported and the transaction posts to the financial tables. Ignore control means that no cash control is performed.

Automatic Payback

In some cases the general fund is allowed to borrow from another fund. These loans are recorded as cash borrowing. *In Oregon this feature is not being used.*

If adequate real cash is, without regard to General Fund loans outstanding, sufficient to post the expenditure, payback is not invoked. If cash is not available, R ★STARS determines if the Appropriated Fund/Fund has receivables from the General Fund. If the receivable is large enough to cover the expenditure, a payback posting is performed.

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Establishing Cash Control

Cash control is established in R★STARS through the use of system profiles and the Cash Control Financial Table. The profiles contain indicators which determine how the cash balance is defined, which Funds and Grants will have cash control and the severity of the control. The Cash Control Financial Table is used to maintain the control balance. The exhibit on the next page displays how cash control is applied in R★STARS. The example shown on 7-17 is for an Appropriated Fund which does control by Fund. *Also, see Oregon Policy and Procedures Manual for discussion of Linking and Line of Credit (Borrowing Limit).*

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CONTROLLING CASH

Expenditure transaction is entered.

1

EXPENDITURE TRANSACTION ENTRY SCREEN				
T/C	INDEX	OBJ	FUND	AMOUNT
225	12345	4200	0010	1000.00

FUND PROFILE	
FUND	0010
APPD FUND	0001
CASH CONTROL LEVL IND	1
CASH CONTROL TYPE	1 (Fatal)

2

Payment Liquidation Transaction 380 will be created if cash is available to post Cash Expenditure. Cash Control Level and Cash Control Type indicators are obtained from the Fund and Appropriated Fund Profile which is dependent upon the Appropriated Fund Profile.

CASH CONTROL FINANCIAL TABLE	
APPD FUND	0001
BALANCE AVAILABLE	600.00

3

Available cash balance in Cash Control Financial Table is compared to entered amount.

Transaction amount exceeds available cash balance. Since fatal control is specified, a message is issued and the transaction does not post.

4

ERROR REPORT				
T/C	INDEX	OBJ	FUND	AMOUNT
				1000.00
FATAL MESSAGE				

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The indicators used in the system profiles to determine how cash is controlled is described below.

INDICATORS RELATED TO CASH CONTROL

PROFILES	INDICATOR	PURPOSE
Transaction Code Decision (28A & 28B)	CC Table Posting	Determines which transactions post to the CC Table. This includes all cash transactions.
Appropriated Fund (D22)	CC Type	May be set to fatal, warning or ignore. Also determines the severity of control over the Appropriated Fund if the level is set to Fund.
Fund (D23)	CC Post Level	Determines if the level of control is at the Appropriated Fund, or Cash Fund looked-up by the Fund, or at the Fund level.
Grant Control (29)	CC Type	May be set to fatal, warning or ignore for the Grant/Phase basis in the Grant/Phase budget level indicator.
	CC CTL Post Level	Determines if cash control will be used for the Grant Phase or Grant level.

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7-5 RECURRING TRANSACTIONS

The ability to automatically post those transactions that recur on a continuous basis is available in R★STARS. This capability is designed to reduce the manual effort necessary for repetitive posting of like transactions and decreases the likelihood of errors occurring in posting. The R★STARS system contains a Recurring Transaction Subsystem which allows fixed transaction schedules and amounts to be stored and accessed to automatically generate transactions. **When creating a recurring transaction, the RTI Type must be set to 'R'.**

This section describes the recurring transaction capabilities which include:

- Defining the transaction and its generation schedule in the Recurring Transaction Profile (550).
- Generating proof lists and accounting transactions for those recurring transactions identified in the Recurring Transaction Profile (550) which fall within the scheduled dates identified in the Recurring Transaction Request Profile (93).
- Defining coding blocks which can be recalled on-line. These coding blocks are established in the Recurring Transaction Profile (550).
- Entering a Recurring Transaction Index (RTI) on any financial transaction entry screen and retrieving the coding block identified in the Recurring Transaction Profile (550).
- Entering a PCA or Grant on any financial transaction coding screen and retrieving an RTI.

Each area is discussed in detail in the following paragraphs.

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Batch Process

Defining Transactions and Their Generate Schedules

The batch recurring transaction process utilizes the Recurring Transaction Profile (550) to define accounting transactions that recur on a systematic basis. The Recurring Transaction Profile (550) contains the most commonly used R★STARS input coding elements, including a Transaction Code and a scheduling segment. Therefore, it will be utilized to post R★STARS transactions on a predefined schedule where all required elements can be entered for a given Transaction Code.

The Transaction Code to be used must be analyzed to insure that all required coding elements are entered in the Recurring Transaction Profile (550). Each transaction must contain all classification data required by the Transaction Code as defined in the Transaction Code Decision Profile (28A and 28B). Incomplete recurring transaction entries will generate accounting transactions which will be in error and will not post until corrected.

'Schedule' dates are also included in the Recurring Transaction Profile (550) and are used to determine the schedule for generating and posting each recurring transaction. These dates are required for each recurring transaction and are matched to cycle requests as a basis for determining which transactions are to be processed.

Valid values for the four generate schedule dates include: 'MMDD' for a specific month and date, and 'DD' for a specific day. If the first date in the generate schedule is in the format DD, all dates in the schedule must be in the format DD. If the first date in the generate schedule is in the format MMDD, all dates in the schedule must be in the format MMDD. The chart below shows examples of generate schedule dates.

<u>Transaction Dates</u>	<u>MMDD1</u>	<u>MMDD2</u>	<u>MMDD3</u>	<u>MMDD4</u>
June 1, Dec 1	0601	1201		
First of each month	01			
End of each quarter	0331	0630	0930	1231
Weekly	07	14	21	28

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Requesting Proof Lists and Generating Recurring Transactions

Once the recurring transaction and generate schedule are defined in the Recurring Transaction Profile (550), the recurring transaction process may be initiated. Each agency has the ability to request a recurring transaction to be calculated and printed on a proof listing (not entered into the update process), or calculated and entered into the financial table update process.

The request for generation of recurring transactions must be made for transactions to be generated. These requests are made by requesting cycles (all transactions due on a given date) for processing. These requests are entered in the Recurring Transaction Request Profile (93). This profile is defined and controlled by each agency.

Users can request recurring transactions to be processed by entering the request information on the Recurring Transaction Request Profile (93). The transaction request record identifies cycles to be processed (cycle selection) and whether transactions are to be calculated and reported on a proof listing or calculated and entered to the posting process (Transaction Indicator = P or G).

Both the generate schedule (in the Recurring Transaction Profile (550)) and the cycle requests (in the Recurring Transaction Request Profile (93)) are in date format. The generate schedule in the Recurring Transaction Profile (550) contains specific dates, while cycle selections in the Recurring Transaction Request Profile (93) contains one date and/or a range of dates. When the schedule date and a cycle date coincide, the recurring transaction is selected for processing.

There are six cycle request fields in the Recurring Transaction Request Profile (93). Therefore, different cycles can be requested for which the system may perform different processing. For example, one cycle can be requested to be listed for proofing and one cycle can be requested for transaction generation on the same day.

Processing of recurring transactions occurs nightly during the batch update process. Processing is controlled by the transaction indicator in the Recurring Transaction Request Profile (93). Values for this indicator include 'P' for print and 'G' for generate. When the indicator is set to 'P', a proof listing is generated (i.e., the transactions do not post).

When the indicator is set to 'G', the transactions are generated for posting to R ★STARS and are also printed on the Recurring Transaction Control Report (DAFR4201). The transaction indicator remains set to 'P', allowing proof listings for a cycle to be reviewed for an indefinite period. Transactions are generated by changing the transaction indicator from 'P' to 'G'. Once generated, the transaction indicator is changed to blank.

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Examples of batch generation of recurring transactions and on-line use of coding blocks are included in the remainder of this section.

On-line Process

Defining Coding Blocks to be Retrieved On-line

The on-line recurring transaction process utilizes the Recurring Transaction Profile (550) to define various coding blocks which can be retrieved on-line. Each coding block--Agency & RTI--is assigned a Transaction Number and RTI Type, which can be used to retrieve the specified coding block to any financial transaction entry screen.

Retrieving the Coding Block On-line and Processing the Transaction

The coding block is retrieved by entering the Batch Agency and the RTI on the financial transaction entry screen, and pressing the (F3) function key. Any coding block elements defined on the Recurring Transaction Profile (550) overlay data on the transaction entry screen. Any blank coding block elements defined on this profile do not overlay entered field elements on the transaction entry screen.

Once the coding block is retrieved and edited to a specific transaction entry screen, the transaction is processed by R ★STARS in the same manner other financial transactions are processed in accordance with a specified batch edit mode.

Retrieving the RTI and Processing the Transaction

An RTI can be looked up by a PCA or a Grant Number/Phase (Project Number/Phase) in order to split a transaction between coding elements. Typically, a transaction will be split between different funding sources. If a PCA or a Grant Number/Phase (Project Number/Phase) is entered during transaction entry that looks up an RTI, a message 'PCA (Grant) contains RTI, press (F3) to retrieve' is displayed. By pressing the (F3) key, the RTI coding block information for the PCA or Grant is retrieved. A PCA or a Grant Number/Phase (Project Number/Phase) may be tied to an RTI on the Program Cost Account Profile (26) and the Grant Control Profile (29) (Project Control Profile (27)), respectively. If both a PCA and a Grant Number/Phase (Project Number/Phase) are entered that look up RTIs, the PCA's RTI will take precedence.

If a PCA or Grant Number/Phase (Project Number/Phase) is entered which looks up an RTI while in edit mode 0 or 1, the RTI coding block information will be retrieved during the nightly batch cycle.

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Defining Coding Blocks

Full coding blocks may be defined in the Recurring Transaction Profile (550). By pressing the (F4) - 'Edit' function key, the profile is edited as if an actual transaction is being entered. After the profile meets the transaction code and input requirements, the (F10) - 'Save' function key may be pressed to save the profile.

Defining Partial Coding Blocks

Partial coding blocks may be defined in the Recurring Transaction Profile (550). This is done by entering data elements and pressing the (F10) - 'Save' function key. The profile will not go through the edits required by the (F4) - 'Edit' function key. When the RTI is called from the transaction entry screen, only the data elements defined in the Recurring Transaction Profile (550) will be retrieved; blanks will not. Partial coding blocks are ideally used when the transaction is to be split between two or more data elements, such as Fund or Grant. For example, an RTI may have two transaction numbers within the RTI that define the percentage to be allocated as 25% to the General Fund and 75% to the Federal Fund. Thus, when an amount is entered during transaction entry and the RTI is looked up, the transaction amount will be split between the funds defined on the Recurring Transaction Profile (550) by the percentages. For such an example, the user may also wish to use the Recurring Transaction Profile (550) for the purposes of a Transaction Split. Refer to Chapter 3 - "On-Line Procedures" of the R★STARS Data Entry Guide for more information on Transaction Splits.

In the on-line RTI process, the Current Document and Reference Document Number values are not retrieved from the Recurring Transaction Profile (550), and must be entered on-line on the transaction entry screen.

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-24 12/94

Example of a Batch Generation

Example agency has a \$500 rental payment that must be generated on the fifteenth day of each month. Therefore, the total annual lease payment that would be encumbered is \$6,000.

On July 1, a Recurring Transaction Profile (550) record is established for Transaction Number '123456' which will allow generation of this transaction each month. Note that the RTI field can be left blank for a recurring transaction, only the Agency, Transaction Number and the RTI Type must be completed. Note that a 28 is now in the Generate Schedule field -1 so that the rental payment will be generated on the 28th of each month. Also, note that there is a Reference Document Number. This Reference Document Number is the encumbrance transaction that was originally set up for the total annual lease amount.

```

S550 VER 2.0                STATE OF OREGON                07/01/94 09:32
AM
LINK TO:                    RECURRING TRANSACTION PROFILE
ORDV

AGENCY: 101  TRANS NO: 123456                RTI:          RTI TYPE:
R
USER ID: AAA100            DESCRIPTION: OFFICE RENT EXPENSE
GENERATE SCHEDULE (MMDD) - 1: 28            2:          3:          4:
  BATCH - AGY: 101        TYPE: 4          DOC DATE: 12121994  SERV DATE:
  CUR DOC/SFX: VP111111 001          REF DOC/SFX: EE111111 001
  TRANS CODE: 225
    INDEX: 10000
    PCA: 21110
COMP/AGY OBJ:
  AMOUNT: 00000000500.00 RVS:  DISCOUNT:          FUND OVRD:
  DOC AMT: 00000000500.00 DOC AGY: 101
% ALLOCATED: .00000          PDT:          MOD:          APPN YEAR: 95  APPN NO:
  FUND:          GL ACCT/AGY:
GRANT NO/PH:          SUBGRANTEE:          PROJ NO/PH:
  MPCD:          AGY CD - 1:          2:          3:
  VEND/MC: 1861111111 001          STATUS CODE: A
  EFF START DATE: 07011994  EFF END DATE:          LAST PROC DATE:
7011994

F1-HELP  F3-DELETE  F4-EDIT  F5-NEXT TRANS NO  F8-NEXT FOR RTI  F9-
INTERRUPT
F10-SAVE F11-SAVE/CLEAR  F12-RTI COMPLETE  ENTER-INQUIRE  CLEAR-
EXIT

```

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-25 12/94

Also on July 22, the user requests a proof list of all transactions scheduled for July 25 through 31 by entering this range of dates in the Cycle Selection and a 'P' for the Transaction Indicator. A 'P' will run a proof list (DAFR4201) of Transaction Numbers with Generate Dates that coincide with the Cycle Selection indicated here. A 'G' Transaction Indicator would actually generate the transactions for posting.

```

S093 VER 2.0                STATE OF OREGON                07/22/94 01:19
PM
LINK TO:                    RECURRING TRANSACTION REQUEST
ORDV

AGENCY: 101
CYCLE                       FROM DATE   TO DATE   TRANS   FROM DATE   TO DATE
TRANS                       MMDD      MMDD      IND     MMDD      MMDD      IND
SELECTION:                   1: 0725   0731     P       4:
                             2:
                             3:
                             5:
                             6:

TRANSACTIONS TO EXCLUDE:
 1: 2: 3: 4: 5:
 6: 7: 8: 9: 10:

TRANSACTIONS TO INCLUDE:
 1: 2: 3: 4: 5:
 6: 7: 8: 9: 10:

EFF START DATE: 07011994   EFF END DATE:
07221994

                                STATUS CODE: A
                                LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

The system performs the following functions during the batch process on the night of July 22:

- The July 28 rental payment transaction recorded in Trans No 123456 is printed on the Recurring Transactions Control Report (DAFR4201).
- The system changes the Cycle 1 Transaction Indicator from 'P' to blank automatically after the overnight batch process is complete.

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-26 12/94

On the following day, the Recurring Transaction Request Profile (93) appears as follows:

```

S093 VER 2.0                STATE OF OREGON                07/23/94 01:19
PM
LINK TO:                    RECURRING TRANSACTION REQUEST
ORDV

AGENCY: 101
CYCLE          FROM DATE   TO DATE   TRANS   FROM DATE   TO DATE
TRANS
SELECTION:     MMDD        MMDD      IND     MMDD        MMDD      IND
              1: 0725     0731          4:
              2:          5:
              3:          6:

TRANSACTIONS TO EXCLUDE:
 1:          2:          3:          4:          5:
 6:          7:          8:          9:         10:

TRANSACTIONS TO INCLUDE:
 1:          2:          3:          4:          5:
 6:          7:          8:          9:         10:

                                STATUS CODE: A
EFF START DATE: 07011994   EFF END DATE:          LAST PROC DATE:
07221994
Z01 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

On July 28, the user recalls the Recurring Transaction Request Profile (93) for the agency and changes the transaction indicator from 'blank' to 'G' to generate the Transaction Numbers included in the cycle selection date range.

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-27 12/94

```

S093 VER 2.0                STATE OF OREGON                07/28/94 01:19
PM
LINK TO:                    RECURRING TRANSACTION REQUEST
ORDV

AGENCY: 101
CYCLE                       FROM DATE   TO DATE   TRANS   FROM DATE   TO DATE
TRANS                       MMDD      MMDD      IND     MMDD      MMDD      IND
SELECTION:                  1: 0725   0731     G       4:
                             2:
                             3:
                             5:
                             6:

TRANSACTIONS TO EXCLUDE:
 1:      2:      3:      4:      5:
 6:      7:      8:      9:     10:

TRANSACTIONS TO INCLUDE:
 1:      2:      3:      4:      5:
 6:      7:      8:      9:     10:

                STATUS CODE: A
EFF START DATE: 07011994  EFF END DATE:                LAST PROC DATE:
07281994
Z01 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

During the overnight batch update on July 28, the system performs the following actions:

- Transactions are generated for Trans No '123456' and printed on the Recurring Transactions Control Report (DAFR4201).
- System deletes Cycle Selection 1 (the screen will be blank if recalled for the agency the next day).

The Recurring Transaction Profile (550) appears as follows on July 29th. Notice that the Current Document Number is incremented by 1 automatically by the system so that a unique document number is used the next time the Transaction Number is generated.

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-28 12/94

```

S550 VER 2.0                STATE OF OREGON                07/29/94 09:32
AM
LINK TO:                    RECURRING TRANSACTION PROFILE
ORDV

AGENCY: 101   TRANS NO: 123456                RTI:          RTI TYPE:
R
USER ID: AAA100        DESCRIPTION: OFFICE RENT EXPENSE
GENERATE SCHEDULE (MMDD) - 1: 28          2:          3:          4:
BATCH - AGY: 101      TYPE: 4      DOC DATE: 12121994  SERV DATE:
CUR DOC/SFX: VP111112 001          REF DOC/SFX: EE111111 001
  TRANS CODE: 225
    INDEX: 10000
      PCA: 21110
COMP/AGY OBJ:
  AMOUNT: 00000000500.00 RVS:  DISCOUNT:          FUND OVRD:
  DOC AMT: 00000000500.00 DOC AGY: 101
% ALLOCATED: .00000          PDT:          MOD:          APPN YEAR: 95  APPN NO:
  FUND:          GL ACCT/AGY:
GRANT NO/PH:          SUBGRANTEE:          PROJ NO/PH:
MPCD:          AGY CD - 1:          2:          3:
  VEND/MC: 1861111111 001          STATUS CODE: A
EFF START DATE: 07011994  EFF END DATE:          LAST PROC DATE:
07291994

F1-HELP  F3-DELETE  F4-EDIT  F5-NEXT TRANS NO  F8-NEXT FOR RTI  F9-
INTERRUPT
F10-SAVE F11-SAVE/CLEAR  F12-RTI COMPLETE  ENTER-INQUIRE  CLEAR-
EXIT

```

Example of Retrieving Coding Blocks On-line

Example agency prepares a monthly computer equipment rental payment which is charged to two appropriations at 60% and 40%, respectively. The amount of the payment varies by month based on actual computer usage.

On December 12, Trans No 224455 and Trans No 224456 were added to the Recurring Transaction Profile (550). Notice that RTI 123123 is assigned to both of the Transaction Numbers. Also, notice that there is a Reference Document Number which would represent the total computer rental amount for the fiscal year that was encumbered.

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-29 12/94

```

S550 VER 2.0                STATE OF OREGON                12/12/94 01:41
PM
LINK TO:                    RECURRING TRANSACTION PROFILE
ORDV

AGENCY: 101   TRANS NO: 224455                RTI: 123123   RTI TYPE:
R
USER ID: AAA100        DESCRIPTION: COMPUTER EQUIPMENT RENTAL
GENERATE SCHEDULE (MMDD) - 1:          2:          3:          4:
BATCH - AGY: 101      TYPE: 4      DOC DATE: 12121994   SERV DATE:
CUR DOC/SFX: VP222222 001          REF DOC/SFX: EE222222 001
TRANS CODE: 225
INDEX: 10000
PCA: 21110
COMP/AGY OBJ: 7411
AMOUNT:                RVS: DISCOUNT:                FUND OVRD:
DOC AMT:                DOC AGY: 101
% ALLOCATED: .60000    PDT: MOD: APPN YEAR: 95   APPN NO:
FUND:                  GL ACCT/AGY:
GRANT NO/PH:          SUBGRANTEE:                PROJ NO/PH:
MPCD:                AGY CD - 1:          2:          3:
VEND/MC: 111111111 001          STATUS CODE: A
EFF START DATE: 12121994   EFF END DATE:                LAST PROC DATE:
12121994

F1-HELP   F3-DELETE   F4-EDIT   F5-NEXT TRANS NO   F8-NEXT FOR RTI   F9-
INTERRUPT
F10-SAVE  F11-SAVE/CLEAR   F12-RTI COMPLETE   ENTER-INQUIRE   CLEAR-
EXIT

```

```

S550 VER 2.0                STATE OF OREGON                12/12/94 01:43
PM
LINK TO:                    RECURRING TRANSACTION PROFILE
ORDV

AGENCY: 101   TRANS NO: 224456                RTI: 123123   RTI TYPE:
R
USER ID: AAA100        DESCRIPTION: COMPUTER EQUIPMENT RENTAL
GENERATE SCHEDULE (MMDD) - 1:          2:          3:          4:
BATCH - AGY: 101      TYPE: 4      DOC DATE: 12121994   SERV DATE:
CUR DOC/SFX: VP222222 002          REF DOC/SFX: EE222222 001
TRANS CODE: 225
INDEX: 20000
PCA: 10000
COMP/AGY OBJ: 7411
AMOUNT:                RVS: DISCOUNT:                FUND OVRD:
DOC AMT:                DOC AGY: 101
% ALLOCATED: .40000    PDT: MOD: APPN YEAR: 95   APPN NO:
FUND:                  GL ACCT/AGY:
GRANT NO/PH:          SUBGRANTEE:                PROJ NO/PH:
MPCD:                AGY CD - 1:          2:          3:
VEND/MC: 111111111 001          STATUS CODE: A
EFF START DATE: 12121994   EFF END DATE:                LAST PROC DATE:
12121994

F1-HELP   F3-DELETE   F4-EDIT   F5-NEXT TRANS NO   F8-NEXT FOR RTI   F9-
INTERRUPT
F10-SAVE  F11-SAVE/CLEAR   F12-RTI COMPLETE   ENTER-INQUIRE   CLEAR-
EXIT

```

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-30 12/94

Also note that the profile is coded so that the:

- Current Document No/Sfx is unique
- Index changed to identify the proper appropriation
- % Allocated on both profiles adds to 100%

The RTI is the same for both Trans Nos and allows both predefined coding blocks to be recalled during data entry.

On December 19, the computer equipment rental payment is entered, using a Batch Count of 2 and a Batch Amount of \$1000.00

```

S500 VER 2.0                STATE OF OREGON                12/19/94 01:45
PM
LINK TO:                    BATCH HEADER ENTRY
ORDV

      BATCH AGENCY: 101                (SIGN ON AGENCY)
      BATCH DATE: 121994                (MMDDYY, DEFAULTS TO TODAYS DATE)
      BATCH TYPE: 4
      BATCH NUMBER: 001

      BATCH COUNT: 2                    BATCH AMOUNT: 1000.

      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:                    (MMDDYY, DEFAULTS TO TODAYS DATE)
      FAST ENTRY:                        (M/S/I/P/ )
      USER ID: AAA100                    TOM SWIERK
      USER CLASS: 01
      ACTION CODE AGENCY:
      ACTION CODE:

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

```

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-31 12/94

The first coding block is retrieved by entering the RTI and total amount.

```

S505 VER 2.0                STATE OF OREGON                12/19/94 08:10
AM
LINK TO:                    PRE-ENC/ENC/EXPEND TRANSACTION ENTRY    NOTE:
ORDV
BATCH: AGENCY 101 DATE 121994 TYPE 4 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE:                   EFF DATE: 121694   DUE DATE:           SERV DATE:
CUR DOC/SFX:                REF DOC/SFX:           MOD:      AGENCY: 101
TRANS CODE:
INDEX:
PCA:                        AY: 95
COMP/AGY OBJ:
AMOUNT: 1000.              RVS:    DISC:           1099:   FO:    PDT:
DOC COUNT:                DOC AMT:          DOC AGY: 101 CI:    PROP #:
INV NO:                   DT:             DESC:
VEND/MC:                  NM:
CONT NO:                  ADDR 1:
WARR NO:                  ADDR 2:
APPN NO:                  ADDR 3:
FUND:                     ADDR 4:
GL AC/AGY:                CITY:           ST:      ZIP:
GRANT NO/PH:              SUB GRANTEE:    PROJ NO/PH:
MPCD:                     AGY CD-1:      2:      3:      DI:
RTI:123123

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Pressing (F3) retrieves the coding block from the first transaction associated with RTI 123123.

```

S505 VER 2.0                STATE OF OREGON                12/19/94 08:10
AM
LINK TO:                    PRE-ENC/ENC/EXPEND TRANSACTION ENTRY    NOTE:
ORDV
BATCH: AGENCY 101 DATE 010195 TYPE 4 NO 222 SEQ NO 00001 MODE EDIT AND POST
DOC DATE:                   EFF DATE: 121694   DUE DATE:           SERV DATE:
CUR DOC/SFX:                REF DOC/SFX:           MOD:      AGENCY: 101
TRANS CODE: 225
INDEX: 10000
PCA: 21111                AY: 95
COMP/AGY OBJ: 7411
AMOUNT: 000000600.00 RVS:    DISC:           1099:   FO:    PDT:
DOC COUNT:                DOC AMT: 000001000.00 DOC AGY: 101 CI:    PROP #:
INV NO:                   DT:             DESC:
VEND/MC: 11111111 001    NM:
CONT NO:                  ADDR 1:
WARR NO:                  ADDR 2:
APPN NO:                  ADDR 3:
FUND:                     ADDR 4:
GL AC/AGY:                CITY:           ST:      ZIP:
GRANT NO/PH:              SUB GRANTEE:    PROJ NO/PH:
MPCD:                     AGY CD-1:      2:      3:      DI:
RTI:123123

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Note that only 60%, or \$600, is displayed on the screen. The Doc Amt is a required field and must be entered before the transaction is processed. Press (F10) to process the transaction.

R★STARS	Version 2.0
REFERENCE MANUAL GENERAL ACCOUNTING	7-32 12/94

The second coding block is retrieved by pressing (F3).

```

S505 VER 2.0                STATE OF OREGON                12/19/94 08:10
AM
LINK TO:                    PRE-ENC/ENC/EXPEND TRANSACTION ENTRY    NOTE:
ORDV
BATCH: AGENCY 101 DATE 010195 TYPE 4 NO 222 SEQ NO 00001 MODE EDIT AND POST
DOC DATE:                   EFF DATE: 121694   DUE DATE:           SERV DATE:
CUR DOC/SFX: VP222222 002 REF DOC/SFX: EE222222 001   MOD:         AGENCY: 101
TRANS CODE: 225
INDEX: 10000
PCA: 21111                                AY: 95
COMP/AGY OBJ: 7411
AMOUNT: 000000400.00 RVS:   DISC:                   1099:   FO:   PDT:
DOC COUNT:   DOC AMT: 000001000.00   DOC AGY: 101 CI:   PROP #:
INV NO:      DT:                      DESC:
VEND/MC: 11111111 001   NM:
CONT NO:      ADDR 1:
WARR NO:      ADDR 2:
APPN NO:      ADDR 3:
FUND:         ADDR 4:
GL AC/AGY:    CITY:                   ST:   ZIP:
GRANT NO/PH:  SUB GRANTEE:            PROJ NO/PH:
MPCD:         AGY CD-1:   2:   3:   DI:
RTI:123123

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Press (F10) to process. When processed, 40% of the amount, or \$400, is calculated for the second transaction. The batch can then be balanced and released for processing.

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