

# Transaction Codes:

## Which One?

March 29, 2011  
Presented to: RSTARS Users  
Presented by: SFMS



# Transaction Codes: Which One?

R\*STARS is designed to...

achieve the objective of maximum flexibility

while maintaining control and efficiency.

# Transaction Codes: Which One?

## Additionally, R\*STARS:

- Provides flexibility at the agency level to satisfy agency requirements
- Provides uniformity and consistency in statewide accounting and reporting
- Minimizes the impact on user agencies

# Transaction Codes: Which One?

Today, we'll look at ...

- a. Overview of transaction codes
- b. General Ledger Profile: D31 screen
- c. Transaction Code Profiles: 28A and 28B screens
- d. Tools for selecting transaction codes
- e. Questions and answers

# Transaction Codes: Overview

## What is a Transaction Code?

A 3-character code that determines the accounting impact of financial transactions in R\*STARS.

TC 199	TC 172	TC190
TC 407/408	TC 730/731	TC493
TC 200	TC 225	TC 135
TC 217	TC Z12	

So many choices!

# Transaction Codes: Overview

Transaction Codes are designed as a single transaction concept. At the time the transaction is recorded:

- All general ledger accounts for a dual accounting system are posted using just one transaction code
- The full range of classification data is affected
- All system tables are impacted
- No additional entries are needed to record:
  - Appropriation
  - Fund
  - Encumbrance balances

# Transaction Codes: Overview

Various edit and validation criteria must be met before transactions are posted.

1. Improper Entry
2. Invalid Values
3. Insufficient Balances

# General Ledger accounts

What general ledger account will be used?

General Ledger Accounts: OAM  
60.10.00

# General Ledger accounts:

SD31 UC: 10 STATE OF OREGON 08/31/10 09:53 AM  
LINK TO: COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE PROD

COMP GL ACCOUNT: 3500 TITLE: EXPENDITURE CONTROL - CASH  
GAAP GL CLASS: 310 (MUST BE IN D14)  
NACUBO GL CLASS: 99 (MUST BE IN D46)  
NORMAL BALANCE: D (D=DEBIT, C=CREDIT)  
YEAR END CLOSE: 2 (0=MEMO,1=REAL NOT CLOSED,2=NOMINAL CLOSED)  
INVESTMENT TYPE: 99 G/L EDIT TYPE: S OBJECT IND: E  
GASB 9 CASH FLOW CAT: 99 STMT OF CHANGES CATEGORY: 99

INDICATORS IDENTIFY VALID BALANCE TYPES (BT, FROM D05 BALANCE TYPE PROFILE)  
IN EACH FINANCIAL TABLE TO BE POSTED FOR THE GL ACCOUNT:  
APPROPRIATION: 15 (BT, NP=NO POST, AA=ANY)  
AGENCY BUDGET: 15 (BT, NP=NO POST, AA=ANY)  
CASH CONTROL: NP (BT, NP=NO POST, AA=ANY) DOCMNT: NP (BT, NP=NO POST, AA=ANY)  
GRANT: 15 (BT, NP=NO POST, AA=ANY) PROJ: 15 (BT, NP=NO POST, AA=ANY)

GAAP GL CATEGORY: 30 NACUBO GL CATEGORY: 99 STATUS CODE: A  
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09152001  
Z06 RECORD SUCCESSFULLY RECALLED

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

## Reference:

[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/Data\\_Entry\\_Guide/Chapter\\_5\\_Desc\\_Profiles.DOC#\\_Toc161476658](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/Data_Entry_Guide/Chapter_5_Desc_Profiles.DOC#_Toc161476658)

# Transaction Code: Profile

## 28A screen

```
S28A UC: 10 STATE OF OREGON 08/31/10 09:54 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED
GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735
TRANS DOCD DUDT I SVDT CDOC I RDOC I MOD I AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS N PDT R CI N 1099 R WARR INVC VNUM R VNAM R VADD R
INDS: DMETH R APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT 638# N
POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: FUTMY: Y
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: + 03 M 8 2 + 04 M 8 2
FILE AP: - 18 + 17
POSTING AB: - 18 + 17
INDS: CC:
GP: - 18 + 17
PJ: - 18 + 17
AGY GL:
EFF START DATE: 06011990 EFF END DATE:
206 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 09022003
STATUS CODE: A
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

## 28B screen

```
S28B UC: 10 STATE OF OREGON 08/31/10 09:55 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD

TRAN CODE: 225 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO ISSUE WARRANT FOR VOUCHER PAYABLE THAT WAS
ENCUMBERED.
USE TC 218 FOR GASB 38

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

I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 4000 - 5999 , 6093 , 6800 - 7415 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: VI 2: VP 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 4 2: 3: 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09012009
206 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
```

These go “hand-in-hand”.

Note: Only the 28A indicates if the transaction code is inactive.

# Transaction Code: Profile

## Segments on the 28A screen:

1. General Ledger Posting Segment – indicates the general ledger accounts to which the transaction will post.
2. Transaction Edit Indicators Segment – indicates the elements to be filled in on the transaction entry screen.
3. Special Indicators Segment – fields that provide added power and flexibility.
4. File Posting Indicators Segment – determines the financial table to which the system will post the transaction.

# Transaction Code: Profile

Let's take a closer look at :

28A screen

- = General Ledger Posting Indicators
- = Edit Indicators for Transactions
- = Special Indicators
- = File Posting Indicators

S28A UC: 10 STATE OF OREGON 03/09/11 04:45 PM  
 LINK TO: TRANSACTION CODE DECISION PROFILE PROD  
 TRAN CODE: 225 TITLE: **VOUCHER PAYABLE - ENCUMBERED**  
**GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:**  
**POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735**

TRANS	DOCD	DUDT	I	SVDT	CDOC	I	RDOC	I	MOD	I	AGCY	R	IDX	PCA	COBJ	R	
EDIT	AOBJ	RVRS	N	PDT	R	CI	N	1099	R	WARR	INVC	VNUM	R	VNAM	R	VADD	R
INDS:	DMETH	R	APN#	R	FUND	R	GLA	N	AGL	N	GRNT	SUBG	PROJ	MULT	G38#	N	
POST SEQ:	3	REG NO:	2	WW IND:	1	D/I:	D	WAR CANCL TC:	385	PYTC:		FUTMY:	Y				
GEN- TC:		DT:		ACCR TC:		TR TC:		INTERFACE IND:									
PAY LIQ TC:	380	PAY RED TC:	390	CUM POST IND:	Y	BAL TC:		A/S DOC AMT:	+								
	A/S	BT	MATCH	GLA	DOC	A/S	BT	MATCH	GLA	DOC							
	DF: +	03	M	8	2	+	04	M	8	2							
FILE	AP: -	18				+	17										
POSTING	AB: -	18				+	17										
INDS:	CC:																
	GP: -	18				+	17										
	PJ: -	18				+	17										

AGY GL: STATUS CODE: A  
 EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09022003  
 F1-HELP F3-DEL F5-NEXT F6-28B F9-INT 10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAREXIT

## GENERAL LEDGER POSTING INDICATORS

Financial Transactions are entered in batches.  
 For each transaction, the user enters a T-Code.  
 General Ledger Posting Indicators for that T-Code determine the General Ledger accounts to which the transaction will post.

- Each T-Code may have up to four sets of debits and credits (total of 8 fields or positions)
- GL debits and credits are usually shown in pairs.
- Some of the T-Codes used in journal vouchers entries show one side of a debit / credit pair as blank or 'Open'. If one of these "Open" or "generic" T-Codes are used, the user must enter the missing GL number in the transaction when entering the data. The GL's that are allowed are listed on the **28B** profile screen.
- Fields DR-4 and CR-4 are only used to record the automatic liquidation of previous, document supported transactions (e.g., pre-encumbrances and encumbrances). These are positions 7 and 8.

I = Input Required, Manual  
R = Required, input or lookup  
N = Not Allowed  
Blank = Optional

= General Ledger Posting Indicators  
 = Edit Indicators for Transactions  
 = Special Indicators  
 = File Posting Indicators

S28A UC: 10 STATE OF OREGON 03/09/11 04:45 PM  
 LINK TO: TRANSACTION CODE DECISION PROFILE PROD  
**TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED**  
**GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:**  
**POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735**

TRANS	DOCD	DUDT	SVDT	CDOC	RDOC	MOD	AGCY	R	IDX	PCA	COBJ	R				
EDIT	AOBJ	RVRS	PDT	CI	1099	WARR	INVC	VNUM	R	VNAM	R	VADD	R			
INDS:	DMETH	R	APN#	R	FUND	R	GLA	N	AGL	N	GRNT	SUBG	PROJ	MULT	G38#	N

POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: FUTMY: Y  
 GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:  
 PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: A/S DOC AMT: +

A/S	BT	MATCH	GLA	DOC	A/S	BT	MATCH	GLA	DOC
DF: +	03	M	8	2	+	04	M	8	2
FILE AP: -	18				+	17			
POSTING AB: -	18				+	17			
INDS: CC:									
GP: -	18				+	17			
PJ: -	18				+	17			

AGY GL: STATUS CODE: A  
 EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09022003  
 F1-HELP F3-DEL F5-NEXT F6-28B F9-INT 10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAREXIT

## TRANSACTION EDIT INDICATORS

<p>DOCD Document Date</p> <p>DUDT For A/P-Due Date that warrant is issued; for A/R it drives aging process.</p> <p>SVDT Service Date optional for Agency use</p> <p>CDOC Current Doc #</p> <p>RDOC Reference Doc #, required on liquidating transactions</p> <p>MOD Modifier, liquidate encumbrance, pertains to 4<sup>th</sup> DR/CR</p> <p>AGCY Agency</p> <p>IDX Index (depends on agency's structure &amp; controls on 25 Profile)</p> <p>PCA PCA (depends on agency's structure &amp; controls on 25 Profile)</p> <p>COBJ Comp Object required when G/L Post Ind. (DR/CR) contains nominal account (ex. revenue / expenditure control). Because AObj Ind. looks up Comp Obj Input is not required.</p> <p>AOBJ Agency Object optional if Comp Object required. AOBJ not allowed if COBJ not allowed</p>	<p>RVRS Reverse Code allows use of TCodes with an "R"</p> <p>PDT Payment Distribution Type – how warrants or ACH combine for payment</p> <p>CI Capitalized Inventory</p> <p>1099 1099 Indicator – is "R". Info is looked up on Obj Ind on D10 or 52 screens.</p> <p>WARR Warrant Number</p> <p>INVC Invoice Number, agencies can use for payments; it is listed on remittance advice. On Revenue &amp; Receivable TCodes the <b>Deposit Number</b> is entered from the 504 Revenue/Receipts Trans screen.</p> <p>VNUM Vendor Number</p> <p>VNAM Vendor Name</p> <p>VADD Vendor Address</p> <p>DMETH Disbursement Method Indicator (DMI), how disbursements are processed</p> <p>APN# Appropriation Number, may be looked up from Index or PCA. Treasury Suspense accounts do not have APN#</p>	<p>FUND D23 Fund, input or looked up from Index or PCA. Agency level fund.</p> <p>GLA Comptroller GL Account must be entered if one of the DR/CR pairs is blank. If not blank, Comp GL not allowed.</p> <p>AGL Agency General Ledger Account (D32)-if blank, agencies can use for specific purposes.</p> <p>GRNT Grant Number is blank. Used to track specific sources of revenue. This may be looked up by the PCA or Index.</p> <p>SUBG Subgrantee Number is blank. Agencies may use.</p> <p>PROJ Project Number is blank. Used for tracking revenue &amp; expenditures for projects. This may be looked up by a PCA or Index</p> <p>MULT Multipurpose Code</p> <p>G38# GASB Trans # (8 digit format) 1<sup>st</sup> 3 digits are the Agency #, the 4<sup>th</sup> –7<sup>th</sup> characters are the D23 Fund, the last digit is a '0'.</p>
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= General Ledger Posting Indicators  
 = Edit Indicators for Transactions  
 = Special Indicators  
 = File Posting Indicators

S28A UC: 10 STATE OF OREGON 03/09/11 04:45 PM  
 LINK TO: TRANSACTION CODE DECISION PROFILE PROD

**TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED**  
**GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:**  
**POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735**  
**TRANS DOC DUDT I SVDT CDOC I RDOC I MOD I AGCY R IDX PCA COBJ R**  
**EDIT AOBJ RVRS N PDT R CI N 1099 R WARR INVC VNUM R VNAM R VADD R**  
**INDS: DMETH R APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N**  
**POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: FUTMY: Y**  
**GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:**  
**PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: A/S DOC AMT: +**

	A/S	BT	MATCH	GLA	DOC	A/S	BT	MATCH	GLA	DOC
DF: +	03		M	8	2	+	04	M	8	2
FILE AP: -	18					+	17			
POSTING AB: -	18					+	17			
INDS: CC:										
GP: -	18					+	17			
PJ: -	18					+	17			

AGY GL: STATUS CODE: A  
 EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09022003  
 F1-HELP F3-DEL F5-NEXT F6-28B F9-INT 10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAREXIT

## SPECIAL INDICATORS

<p><b>POST SEQ</b> Posting Sequence of transaction in batch edit mode 0-1. Indicates order in which transaction post within batch. 1 – Budget 2 – Revenue 3 – Expenditure 4 – all other transactions</p> <p><b>REG NO</b> Register Numbers, represents the control report register where the transactions appear. 1 – Budgetary 2 – Encumbrances/pre-encumb/Expenditure 3 – Revenue/Receipts 4 – Cost allocation/grant project billing 5 – Journal entries 6 – Warrant register</p> <p><b>WW IND</b> Warrant Writing Indicator. Value of "0" no warrant issued. Value of "1" allows warrant.</p> <p><b>D/I IND</b> Direct or Indirect Indicator. Agency entries are Direct (D), Transactions from Cost Allocation Subsystem are Indirect (I). If blank, system assumes transaction is direct.</p> <p><b>WAR CANCL TC</b> Warrant Cancellation TCode, system Generated. TCode used to cancel warrant centrally.</p> <p><b>PYTC</b> Prior Year Trans Code-not used in Oregon.</p> <p><b>FUTMY</b> Future Month Year Indicator-indicates if transaction can be posted in future month or year.</p> <p><b>GEN-TC</b> Generate TCode – Tcode entered when 4 pairs GL are not enough or when generated TCode will reduce number of Transaction required</p>	<p><b>DT</b> (Generated) Document Type, created from generated TCodes in GEN-TC</p> <p><b>ACCR TC</b> (Generate) Accrual TCodes, user enters Transaction. On first day of next effective month the system reverses the transaction using TCode in this field. Cannot use GEN-TC and ACCR TC together.</p> <p><b>TR TC</b> Treasury TCode not used in Oregon</p> <p><b>INTERFACE IND</b> First position indicates interface to Treasury: 1= interfaces to Treasury Blank=does not interface to Treasury (GL0065 t-codes don't interface but go through deposit recon process) Second position indicates cash recon: T= Receipted account transfer S= Suspense account transfer</p> <p><b>PAY LIQ TC</b> Payment Liquidation TCode. This is an automatic transaction.</p> <p><b>PAY RED TC</b> Payment Redemption TCode. This is an automatic transaction.</p> <p><b>CUM POST IND</b> Cumulative Post Indicator will always be "Y" except when allocating encumbrance trans. "Y" = trans post cumulatively to financial months. "N" posts to only month identified by effective date.</p> <p><b>BAL TC</b> Balance TCode (BT) this companion TCode must be in the same batch with the same document number</p> <p><b>A/S DOC AMT</b> Indicates whether the amount will add (+) or subtract (-) to get the Document Amount. If the transaction is reversed, this indicator will be reversed in the calculation.</p>
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= General Ledger Posting Indicators  
 = Edit Indicators for Transactions  
 = Special Indicators  
 = File Posting Indicators

S28A UC: 10 STATE OF OREGON 03/09/11 04:45 PM  
 LINK TO: TRANSACTION CODE DECISION PROFILE PROD  
**TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED**  
**GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:**  
**POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735**  
 TRANS DOCD DUDT I SVDT CDOC I RDOC I MOD I AGCY R IDX PCA COBJ R  
 EDIT AOBJ RVRS N PDT R CI N 1099 R WARR INVC VNUM R VNAM R VADD R  
 INDS: DMETH R APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N  
 POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: FUTMY: Y  
 GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:  
 PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: A/S DOC AMT: +

A/S	BT	MATCH	GLA	DOC	A/S	BT	MATCH	GLA	DOC
DF: +	03	M	8	2	+	04	M	8	2
FILE AP: -	18				+	17			
POSTING AB: -	18				+	17			
INDS: CC:									
GP: -	18				+	17			
PJ: -	18				+	17			

AGY GL: STATUS CODE: A  
 EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09022003  
 F1-HELP F3-DEL F5-NEXT F6-28B F9-INT 10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAREXIT

## FILE POSTING INDICATORS

**First Column** – A/S indicates if the amount of the transaction is added or subtracted to the Financial (Table) Inquiry Screens, 62, 63, etc.  
 DF Document Financial Table - outstanding pre-encumbrance, encumbrance, A/R and due to/from account – 64 Screen (Doc Supported Screen). Not to be confused with the 37 Doc Tracking Screen.  
 AP Appropriation Table – appropriation balances and revenue, expenditure and encumbrance balances; 20 screen  
 AB Agency Budget Table – budget balances and revenue, expenditure, and encumbrance balances; 61 screen  
 CC Cash Control Table – balance of available cash by funds; 63 screen  
 GP Grant Table – Budgets, expenditures, and revenues of a grant; 66 screen  
 PJ Project Table - Budgets, expenditures, and revenues of a project; 80 screen

Although not listed on the **28A** profile, each T-Code also posts to the General Ledger Table (GL), Summary General Ledger Table (GS), and Accounting Event Table (AE). There are 10 columns (2 sets) of indicators for each of the tables, providing the ability to update the same table with 2 postings from one transaction. (ex. Encumbrance liquidated and expenditure recorded in the Appropriation Table (AP) by one transaction.)

**Second Column** – Balance Type (BT), accumulates all financial data, regardless of GL account, and posts it to the appropriate Financial Inquiry Screens (62, 63, 66 etc.). Do not confuse Balanced TCode with Balance Type.  
 Balance Type defined on D05 Profile – for example:  
 12 – Cash Revenue  
 14 – Accrued Revenue  
 15 – Cash Expenditure  
 17 – Accrued Expenditure  
 20 – Transfer In – Cash  
 21 – Transfer Out – Cash

**MATCH** - used for the Document Financial Table (DF) and Appropriation Table (AP). For example, encumbrance liquidation must find the original encumbrance in the Doc Financial Table (64 Doc Supported Screen)  
 M – Detail transaction must find a matching record  
 N – Detail transaction must NOT find a matching record  
 Blank – No match control

**GLA** – determines which Comptroller General Ledger Account (GLA) from the General Ledger Posting section of the 28A screen is used for document support. Used only for Doc Financial Table (DF) and Agency General Ledger (AGY GL). Example: General Ledger Posting (highlighted in green above) shows GL 2735 in the 8<sup>th</sup> position of the DR/CR fields. TCode 203 originated the encumbrance and GL 2735 is in the 1<sup>st</sup> position DR-1. See TCode 203 Profile on next page. TCode 225 issues the warrant and GL 2735 is now in the 8<sup>th</sup> position CR-4.

**DOC** – Posting Document Number Indicator used with Doc Financial Table (DF), identifies which document number the system will use when posting to the DF Table (64 Screen). If: 1 – Cur Doc #  
 2 – Ref Doc #

S28A UC: 10

STATE OF OREGON

12/23/96 10:38 AM

LINK TO: TRANSACTION CODE DECISION PROFILE

PROD

TRAN CODE: 203 TITLE: ENCUMBRANCE NOT PRE-ENCUMB(NON-ADPICS)

GENERAL LEDGER DR-1: 2735 CR-1: 3011 DR-2: CR-2:

Doc Supported- GL position # 1

POSTING DR-3: CR-3: DR-4: CR-4:

TRANS DOCD DUDT SVDT CDOC I RDOC MOD N ACCY R IDX PCA COBJ R

EDIT AOBJ RVRS N PDT N CI N 1099 WARR N INVC VNUM I VNAM R VADD R

INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N

POST SEQ: 3 REG NO: 2 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: Y

GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:

PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: A/S DOC AMT: +

A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC

DF: + 01 N 1 1

FILE AP: + 18

POSTING AB: + 18

INDS: CC:

GP: + 18

PJ: + 18

AGY GL:

STATUS CODE: A

EFF START DATE: 06011990

EFF END DATE:

LAST PROC DATE: 09022003

F1-HELP F3-DEL F5-NEXT F6-28B F9-INT 10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAREXIT

Note: If BT, for DF, is '01' and Match is 'N', the system does not allow a reversal entry. You can only do an adjusting entry.

## ADDITIONAL INFORMATION & TIPS

Balanced TCodes, like 409/410, that allow reversals can be used as 409R/409.

Balance TCodes must always be balanced.

The BAL TC field on the 28A screen indicates the other TCode that must in the batch for a balanced entry.

Using 409/410 or 409R/409 retains that balanced requirement.

**BT** is most often used to mean Balanced TCode like 415/416. But in the 28A Transaction Code Profile the File Posting Indicator **BT** refers to Balance Type. The Financial Inquiry Screens, 62, 63, etc., also list the Balance Types. As indicated previously, BT are listed in SFMA on the D05 Balance Type Profile Screen. Attached is a list of Balance Types used in different Financial Tables.

### FILE POSTING INDICATORS\_(for TC 225)

	A/S	BT	MATCH	GLA	DOC	A/S	BT	MATCH	GLA	DOC
	DF: +	03	M	8	2	+	04	M	8	2
<b>FILE</b>	AP: -	18				+	17			
<b>POSTING</b>	AB: -	18				+	17			
<b>INDS:</b>	CC:									
	GP: -	18				+	17			
	PJ: -	18				+	17			

AGY GL: \_\_\_\_\_ STATUS CODE: A  
 EFF START DATE: **06011990**      EFF END DATE: \_\_\_\_\_      LAST PROC DATE: **06171995**  
 F1-HELP   F3-DEL   F5-NEXT   F6-28B   F9-INT   10-SAVE   F11-SAVE/CLEAR   ENT-INQ   CLEAREXIT

This provides the ability to update Financial Tables (like DF, AP or CC, etc) with 2 postings from one TCode Transaction.  
Example: Liquidate an encumbrance and record an accrued expenditure to the tables.  
 If this was related to an A/R it would be liquidate an A/R and record a Collection.

# Transaction Code: Profile

Whew! That is a lot of info!  
But there's even more ...

# Transaction Code: Profile

28B screen provides:

Definition – the most common use of the transaction code, but not necessarily the only use.

List of elements that can be used:

- General ledger accounts
- Comptroller objects
- Document types
- Batch types

# Transaction Code: Profile

Let's take a closer look at :

28B screen

- = General Ledger (GL Account)
- = Comp Objects
- = Doc Types
- = Batch Types

28B

S28B UC: 10  
LINK TO:

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

09/09/11 04:45 PM  
PROD

TRANS CODE: **225** (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)  
DESCRIPTION: TO ISSUE WARRANT FOR VOUCHER PAYABLE THAT WAS ENCUMBERED.  
USE TC 218 FOR GASB 38

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

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

**I 4000 - 5999, 6093, 6800 - 7415,**

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

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

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

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

TREAS CAT:  
EFF START DATE: **06011990** EFF END DATE:  
Z06 RECORD SUCCESSFULLY RECALLED

STATUS CODE: **A**  
LAST PROC DATE: **09012009**

F1-HELP F3-DEL F5-NEXT F6-28B F9-INT 10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAREXIT

## 28B TRANSACTION CODE DESCRIPTION PROFILE

From the 28A, press **F6-28B**. R\*STARS will display the **28B Trans Code Description Profile**.

This screen is essentially "page two" of the 28A screen. Besides a free-form description of the Transaction Code, this screen defines what elements can be used with the Transaction Code, including:

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

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

### DOCUMENT TYPES

There may be up to 10 different Document Types for any given T-Code. Valid values are defined on the 33 profile.

Some of the most commonly used Document Types include:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><b>AB</b> – Agency Budget or Financial Plan</li> <li><b>AL</b> – Allotment</li> <li><b>AP</b> – Appropriation</li> <li><b>AR</b> – Accounts Receivable</li> <li><b>BT</b> – Balanced Transfers</li> <li><b>CA</b> – Cost Allocation</li> </ul> | <ul style="list-style-type: none"> <li><b>CR</b> – Cash Receipt</li> <li><b>EE</b> – Encumbrance (Non-ADPICS)</li> <li><b>JV</b> – Journal Vouchers</li> <li><b>VP</b> – Voucher Payable (Non-ADPICS)</li> <li><b>ZE</b> – Payment Liquidation</li> <li><b>ZW</b> – Warrant Redemption</li> </ul> |
|---|---|

A percent character (%) in field #1 means ALL Document Types are valid for the T-Code.

### BATCH TYPES

There may be up to 10 different Batch Types for any given T-Code. Valid values are defined on the **D54** profile – the TABLE ID is 'BTYP'. A complete list can also be looked up using the **90 News/Help** screen – Key: BATCHTYPE.

Batch types commonly used for data entry include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><b>1</b> – Budgetary</li> <li><b>2</b> – Revenues / Receipts</li> <li><b>3</b> – Pre-encumbrances / Encumbrances</li> </ul> | <ul style="list-style-type: none"> <li><b>4</b> – Expenditures / Disbursements</li> <li><b>5</b> – Journal Vouchers</li> <li><b>A</b> – ADPICS Generated Transactions</li> <li><b>G</b> – Companion Transaction Entry</li> </ul> |
|--|--|

A percent character (%) in the first field means ALL Batch Types are valid for the T-Code.

# Transaction Code: Decision Process

Now that you know:

Step 1. How to find General Ledger accounts

Step 2. Requirements of a Transaction Code

Let's look at some tools to assist in your  
decision-making process.

# Transaction Code: Tools

## **Tools to assist in finding an appropriate t-code:**

**[T-codes spreadsheet](#)** (on SFMS Website: Resources/T-codes.xls)

### **T-code Decision Process:**

- Accounts Receivable T-codes
- Deposits
- Deposits-Corrections
- Payment T-codes
- Balanced Transfer T-codes

# Transaction Code: Decision Process

- **Accounts Receivable**

Billed Receivables – post to 64 screen

Unbilled Receivables – do not post to 64 screen

S064 UC: 10  
LINK TO:

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

03/30/11 09:25 AM  
PROD

AGY: 101 DOC NO/SFX/CLASS: AR000669 001 001

CREATE DATE: 063010 CLOSE DATE: 113008  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 11 INQ MONTH: 09 DOC BALANCE: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	159.13			
02	ADJUSTMENT	159.13-			

S064 UC: 10  
LINK TO:

STATE OF OREGON  
DOCUMENT RECORD INQUIRY

03/30/11 09:26 AM  
PROD

AGY: 101 DOC NO/SFX/CLASS: ARQ10046 001 001

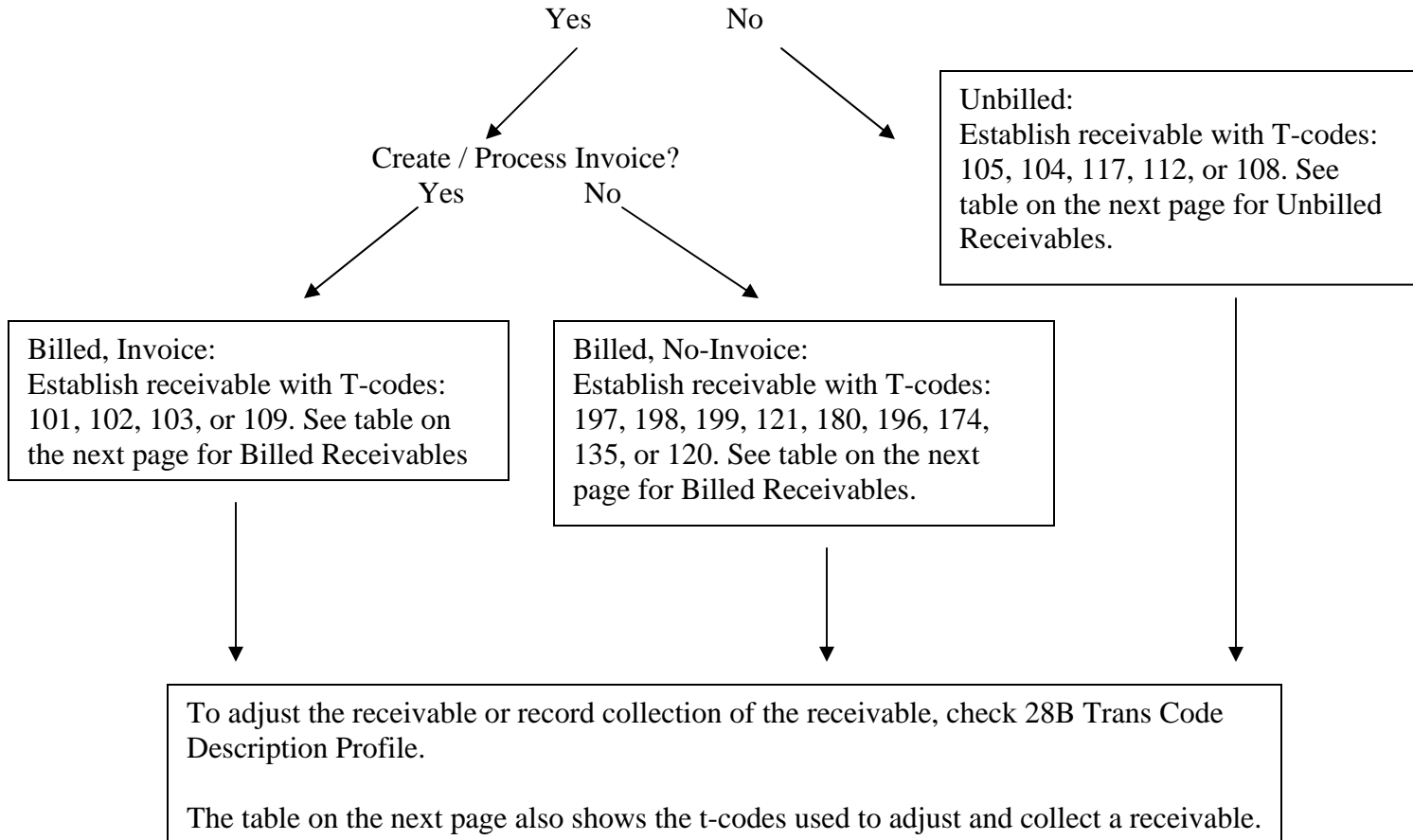
CREATE DATE: 021811 CLOSE DATE:  
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)  
INQ YEAR: 11 INQ MONTH: 09 DOC BALANCE: .00

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	201.96			
03	LIQUIDATIONS	201.96			
04	PYMT/COLLECTIONS	201.96			

## Receivable T-code Decision Process

(NOTE: This is a sample only. See the 28A screen for all available t-codes.)

Do you want the transaction to be tracked in the Document Financial Table (64 screen)?



## Billed Receivables

- These are Document Supported Transactions.
- Post to Document Financial Table (DF Table) / 64 screen, allows tracking of adjustments, payments, and current balances.

Description	Tracked A/R GL account	Establish Receivable		Adjusting T-codes	Collection	
		Invoice T-codes	No- Invoice T-codes		Deposit T-codes	Transfer T-codes
1 To credit <b>Accrued Revenue</b>						
-Federal	dr - GL 0543	101	197	110	178	-
-Local	dr- GL 0547	102	198	111	179	-
-Others	dr - GL 0501	103	199	107	176	730/731, 718/719, 716/717
- Interest Receivable	dr - GL 0574		121	122	147	-
2 <b>Negative Receivable</b> - debits Accrued Revenue						
- Federal	cr- GL 0543		180	110	178R	-
- Others	cr- GL 0501		196	107	176R	730R / 731R
3 To credit <b>Transfer In</b>	dr- GL 0501	109	174	171	173	706 / 707 708 / 709 710 / 711
4 To credit <b>Expenditures</b> or for <b>Reduction of Expense</b>	dr- GL 0501		135	136	137	704 / 705
5 To credit <b>Deposit Liability</b>	dr- GL 0501		120	123	160	760 / 761

## Unbilled Receivables

- These are **not** Document Supported Transactions.
- Do not post to Document Financial Table (DF Table) / 64 screen.

Description	Tracked A/R GL account	Establish Receivable	Adjusting	Collection
		T-codes	T-codes	Deposit T-codes
1 To credit <b>Accrued Revenue</b>				
-Federal	dr - GL 0542	105	105 R	175
-Others	dr - GL 0503	104	104 R	177
- Interest Receivable:				
-Other	dr - GL 0575	117	117 R	146
-Designated Investment	dr- GL 0576	112	112 R	148
2 To credit <b>Transfer In</b>	dr- GL 0503	108	108 R	166

# Transaction Code: Decision Process

- Deposits

## Deposit T-codes

(Note: This is a sample only. See the 28A screen for all available t-codes and requirements)

Deposit transactions debit GL0065 Unreconciled Deposit and credit appropriate GL accounts

Deposits / Description	Credit to GL accounts	T-code
<b>Credit to Revenue:</b>		
Cash Receipt / deposit of revenue	3100	190
Interest Distribution from Treasury	3100	182
Bonds/ COP call	3100	189
Cash Receipt from sale of capital outlay	3100	149
<b>Credit to various GL accounts:</b>		
Transfer In	3150	187
Transfer Out	3550	185
Unidentified Receipt	0060	151
Unreimbursed Advances	0573	150
Receipt of Accrued Interest purchased	0580	183
Deposit Liability -no doc support	1551	162
Deposit Liability -with doc support	1550	165
Deferred Revenue- with doc support	1604	170
Deferred Revenue- no doc support	1603	164
<b>Reduction of Expense:</b>		
Refund of Expenditure - G38	3500	159
Refund of Expenditure - non G38	3500	172
<b>Collection of Receivables:</b>		
A/R- other Billed	0501-3100	176
A/R- expenditure refund	0501-3500	137
A/R- billed, transfer in	0501-3150	173
A/R- unbilled, transfer in	0503-3150	166
A/R- other Unbilled	0503-3100	177
A/R- Federal, Unbilled	0542-3100	175
A/R- Federal, Billed	0543-3100	178
A/R- Local, Billed	0547-3100	179
Interest Receivable-other Unbilled	0575-3100	146
Interest Receivable-other Billed	0574-3100	147
Interest Receivable-designated	0576-3100	148
A/R- deposit liability	0501	160
Non-current Receivables- Gov't	0420, 0930,0932,0933,0935	141
Non-current Receivables- Proprietary	0420, 0927,0930-0933,0935	142
Non-current Loan Receivables- Gov't	0931-3100	144
<b>Miscellaneous Liability:</b>		
Accrued Interest on bonds sold	1225	191
Accrued Interest on COP sold	1235	191
Backup withholding taxes excrowded	1318	191
Trust Funds Payable- Current	1575	191
Controlled Deposit Liability	1576	191
Trust Funds Payable- noncurrent	1577	191
Reserve for Securities in Trust	1578	191
Underwriter's discount-COPs	1701	191
Discount on COPs sold	1702	191
Premium on COPs sold	1703	191
Underwriter's discount-Bonds	1711	191
Discount on bonds sold	1712	191
Premium on bonds sold	1713	191
<b>Receipt of Investments:</b>		
Investments-designated	0240	140
Investments Valuation Account-designated	0245	140
Investments-other	0250	140
Investments Valuation Account-other	0255	140
Premium on investments	0261	140
Discount on investments	0281	140
Securities held in Trust	0330	140
Savings and TCD held in Trust	0335	140

Charges or Fees debit Expenditure GL and credit GL0065 Unreconciled Deposit.

Charges or Fees / Description	Debit to GL accounts	T-code
<b>Expenditure:</b>		
Outgoing wire transfer, ACH, or banking fees- non G38	3500	167R
Outgoing wire transfer, ACH, or banking fees- G38	3500	159R

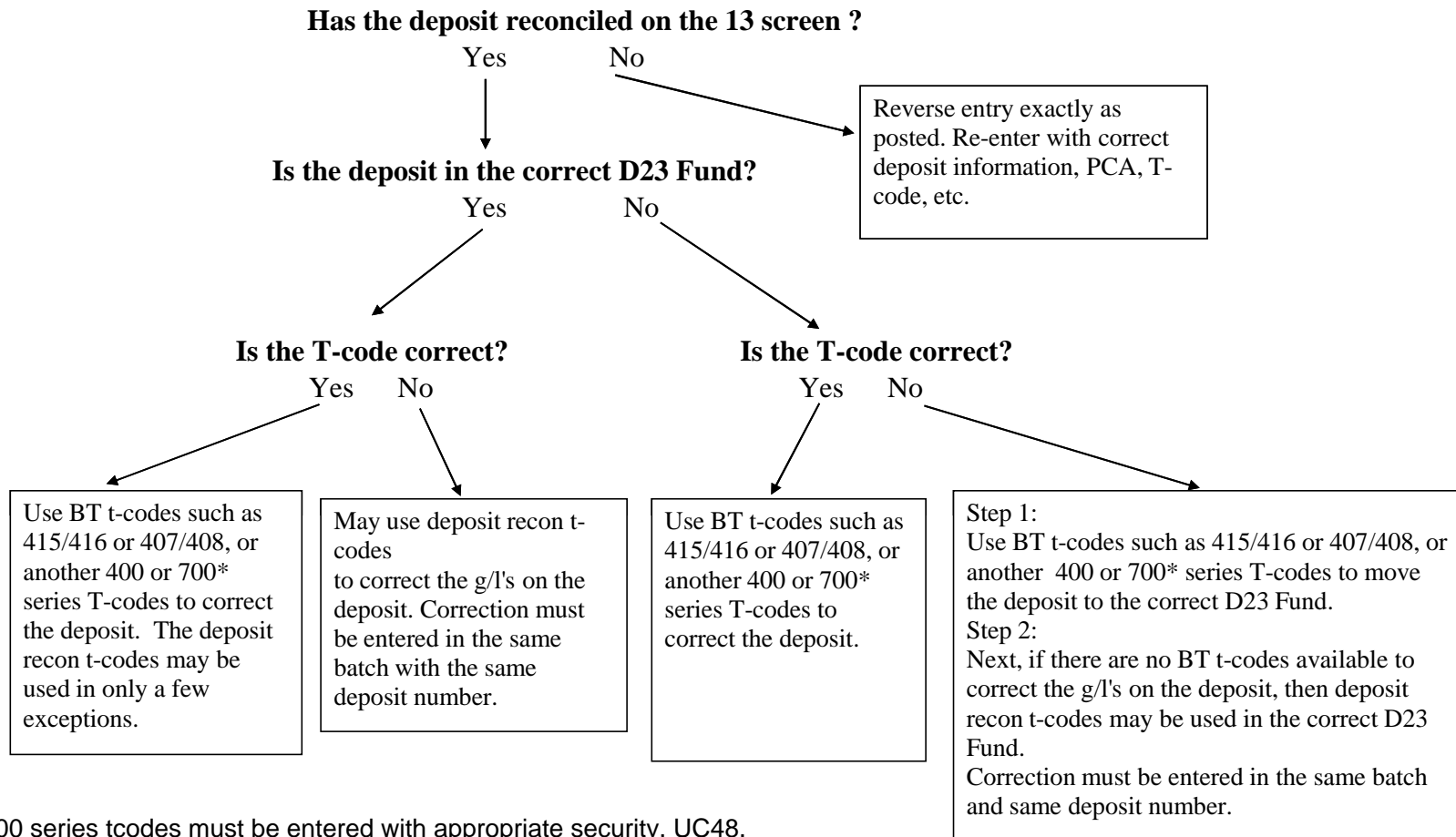
# Transaction Code: Decision Process

- Deposits – Corrections

# Deposit Correction T-code Decision Process:

(NOTE: This is a sample only. See the 28A screen for available t-codes and requirements.)

**Before correcting a deposit, here are some questions that will guide you for proper t-codes to use.**



\* 700 series tcodes must be entered with appropriate security, UC48.

\*\* Agencies will need to analyze how they use additional coding elements.

NOTE: This is a sample only. See the 28A screen for all available t-codes.

## Deposit Reconciliation T-Code Matrix Table Commonly Used Deposit Recon T-code Correction

(NOTE: This is a sample only. See the 28A screen for available t-codes and requirements.)

<b>Same D23 Fund, PCA &amp; Grant</b>		The T-code that should have been used is: Or the change I need to make does not include changing the D23 Fund:							
The Deposit has Reconciled on the 13 Screen. The Tcode used on the original deposit was:		TC 150 (GL 0573)	TC 151 (GL 0060)	TC 162 (GL 1551)	TC 164 (GL 1603)	TC 165 (GL 1550)	TC 170 (GL 1604)	TC 172 or 167R (GL 3500)	TC 190 (GL 3100)
TC 150 (GL 0573)	RECEIPT FOR RETURN OF UNREIMBURSED ADVANCE	150R/150 *	150R/151 *	150R/162 *	150R/164 *	150R/165 *	150R/170 *	150R/172 *	150R/190 *
TC 151 (GL 0060)	RECORD UNIDENTIFIED RECEIPT	151R/150 *	496/497	151R/162 *	151R/164 *	151R/165 *	151R/170 *	151R/172 *	151R/190 *
TC 162 (GL 1551)	RECORD RECEIPT OF DEPOSIT LIABILITY - no doc support	162R/150 *	162R/151 *	432/433	162R/164 *	162R/165 *	162R/170 *	162R/172 *	421/422
TC 164 (GL 1603)	RECEIPT OF DEFERRED REVENUE - no doc support	164R/150 *	164R/151 *	164R/162 *	164R/164 *	164R/165 *	164R/170 *	164R/172 *	164R/190 *
TC 165 (GL 1550)	RECORD RECEIPT OF DEPOSIT LIABILITY - doc support	168R/150 *	168R/151 *	168R/162 *	168R/164 *	430/431	168R/170 *	168R/172 *	398/399
TC 170 (GL 1604)	RECEIPT OF DEFERRED REVENUE - doc support	493 then 190R/150 *	493 then 190R/151 *	493 then 421R/422R	493 then 190R/164 *	493 then 190R/165 *	443/444	493 then 409R/410R	493, no other entry
TC 172 or 167R (GL 3500)	REFUND OF EXPENDITURE / Outgoing Treas Fees	172R/150 *	172R/151 *	172R/162 *	172R/164 *	172R/165 *	172R/170 *	415/416	409/410
TC 190 (GL 3100)	RECEIPT OF REVENUE NOT ACCRUED	190R/150 *	190R/151 *	421R/422R	190R/164 *	190R/165 *	190R/170 *	409R/410R	407/408

**\* If need to correct T-code within same D23 Fund, deposit recon tcodes may be used when no other BT tcode is available.  
The deposit recon t-codes should be entered in the same batch with same deposit number in the same D23 Fund**

<b>Changing the D23 Fund, PCA or Grant</b>		The T-code that should have been used is: Or the change I need to make includes changing the D23 Fund:							
The Deposit has Reconciled on the 13 Screen. The Tcode used on the original deposit was:		TC 150 (GL 0573)	TC 151 (GL 0060)	TC 162 (GL 1551)	TC 164 (GL 1603)	TC 165 (GL 1550)	TC 170 (GL 1604)	TC 172 or 167R (GL 3500)	TC 190 (GL 3100)
TC 150 (GL 0573)	RECEIPT FOR RETURN OF UNREIMBURSED ADVANCE	434/435	150R/151, then 496/497	150R/162, then 432/433	150R/164,492 then 407/408, then	150R/165, then 430/431	150R/170, then 443/444	150R/172, then 415/416	150R/190, then 407/408
TC 151 (GL 0060)	RECORD UNIDENTIFIED RECEIPT	496/497 then 151R/150 **	496/497	496/497 then 151R/162 **	496/497 then 151R/164 **	496/497 then 151R/165 **	496/497 then 151R/170 **	496/497 then 151R/172 **	496/497 then 151R/190 **
TC 162 (GL 1551)	RECORD RECEIPT OF DEPOSIT LIABILITY - no doc support	432/433 then 162R/150 **	432/433 then 162R/151 **	432/433	432/433 then 162R/164 **	432/433 then 162R/165 **	432/433 then 162R/170 **	432/433 then 162R/172 **	421/422
TC 164 (GL 1603)	RECEIPT OF DEFERRED REVENUE - no doc support	492 then 407/408, then 190R/150	164R/151, then 496/497	164R/162, then 432/433	492 then 407/408, then 190R/164	164R/165, then 430/431	164R/170, then 443/444	164R/172, then 415/416	164R/190, then 407/408
TC 165 (GL 1550)	RECORD RECEIPT OF DEPOSIT LIABILITY - doc support	430/431 then 168R/150 **	430/431 then 168R/151 **	430/431 then 168R/162 **	430/431 then 168R/164 **	430/431	430/431 then 168R/170 **	430/431 then 168R/172 **	398/399
TC 170 (GL 1604)	RECEIPT OF DEFERRED REVENUE - doc support	443/444, 493, then 190R/150	443/444, 493, then 190R/151	493, then 421R/422R	443/444, 493, then 190R/164	443/444, 493, then 190R/165	443/444	493, then 409R/410R	493, then 407/408
TC 172 or 167R (GL 3500)	REFUND OF EXPENDITURE / Outgoing Treas Fees	415/416 then 172R/150 **	415/416 then 172R/151**	415/416 then 172R/162 **	415/416 then 172R/164 **	415/416 then 172R/165 **	415/416 then 172R/170 **	415/416	409/410
TC 190 (GL 3100)	RECEIPT OF REVENUE NOT ACCRUED	407/408 then 190R/150 **	407/408 then 190R/151**	421R/422R	407/408 then 190R/164 **	407/408 then 190R/165 **	407/408 then 190R/170 **	409R/410R	407/408

**\*\* If need to correct T-code between different D23 Fund, first use BT t-codes then the deposit recon tcodes.**

**Occasionally, correction may have to do deposit recon t-codes first then the BT t-codes. For example, deposits originally entered with TC 164 or TC 150.**

## How to use the Matrix Table:

Example 1:

- Agency entered the deposit with TC 190 (credits revenue), and deposit reconciled on the 13 screen.
- The next few days, agency realized that the deposit should have been entered with TC 165 (Deposit Liability- doc support). D23 Fund, PCA and Grant are correct.
- Use the Matrix Table "Same D23 Fund, PCA & Grant". To use the table, locate the row for TC 190 and the column for TC 165.  
The TC 190 row meets TC 165 column at box with TC 190R/165. Therefore, TC 190R / 165 is recommended to correct the deposit.

Same D23 Fund, PCA & Grant		Item 1: The TCode that should have been used is:					
		Item 2: Or the change I need to make does not include changing the D23 Fund.					
The Deposit has Reconciled on the 13 Screen. The Tcode		TC 151	TC 162	TC 165	TC 172 or 167R	TC 190	TC 164
TC 151	RECORD UNIDENTIFIED RECEIPT	496/497	151R/162 *	151R/165 *	151R/172 *	151R/190 *	151R/164 *
TC 162	RECORD RECEIPT OF DEPOSIT LIABILITY - no doc support	162R/151 *	432/433	162R/165 *	162R/172 *	421/422	162R/164 *
TC 165	RECORD RECEIPT OF DEPOSIT LIABILITY - doc support	168R/151 *	168R/162 *	430/431	168R/172 *	398/399	168R/164 *
TC 172 or 167R	REFUND OF EXPENDITURE / Outgoing Treas Fees	172R/151 *	172R/162 *	172R/165 *	415/416	409/410	172R/164 *
TC 190	<del>RECEIPT OF REVENUE NOT ACCRUED</del>	<del>190R/151 *</del>	<del>421R/422R</del>	190R/165 *	409R/410R	407/408	190R/164 *
TC 164	RECEIPT OF DEFERRED REVENUE - no doc support	164R/151 *	164R/162 *	164R/165 *	164R/172 *	164R/190 *	164R/164 *
TC 170	RECEIPT OF DEFERRED REVENUE - doc support	493 then 190R/151 *	493 then 421R/422R	493 then 190R/165 *	493 then 409R/410R	493, no other entry	493 then 190R/164 *

Example 2 :

- Agency entered the deposit with TC 172 (Refund of Expenditure), and deposit reconciled on the 13 screen.
- The next few days, agency realized that the deposit had an incorrect PCA, Grant or D23 Fund. The t-code is correct.
- Use the Matrix Table "Changing the D23 Fund, PCA or Grant". To use the table, locate the row for TC 172 and the column for TC 172.  
The TC 172 row meets TC 172 column at box with TC 415/416. Therefore, TC 415 / 416 is recommended to correct the deposit.

Changing the D23 Fund, PCA or Grant		Item 1: The TCode that should have been used is:					
		Item 2: Or the change I need to make includes changing the D23 Fund.					
The Deposit has Reconciled on the 13 Screen. The Tcode		TC 151	TC 162	TC 165	TC 172 or 167R	TC 190	TC 164
TC 151	RECORD UNIDENTIFIED RECEIPT	496/497	496/497 then 151R/162 **	496/497 then 151R/165 **	496/497 then 151R/172 **	496/497 then 151R/190 **	496/497 then 151R/164 **
TC 162	RECORD RECEIPT OF DEPOSIT LIABILITY - no doc support	432/433 then 162R/151 **	432/433	432/433 then 162R/165 **	432/433 then 162R/172 **	421/422	432/433 then 162R/164 **
TC 165	RECORD RECEIPT OF DEPOSIT LIABILITY - doc support	430/431 then 168R/151 **	430/431 then 168R/162 **	430/431	430/431 then 168R/172 **	398/399	430/431 then 168R/164 **
TC 172 or 167R	<del>REFUND OF EXPENDITURE / Outgoing Treas Fees</del>	415/416 then 172R/151 **	415/416 then 172R/162 **	415/416 then 172R/165 **	415/416	409/410	415/416 then 172R/164 **
TC 190	RECEIPT OF REVENUE NOT ACCRUED	407/408 then 190R/151 **	421R/422R	407/408 then 190R/165 **	409R/410R	407/408	407/408 then 190R/164 **
TC 164	RECEIPT OF DEFERRED REVENUE - no doc support	164R/151, then 496/497	164R/162, then 432/433	164R/165, then 430/431	164R/172, then 415/416	164R/190, then 407/408	492 then 407/408, then 190R/164

# Transaction Code: Decision Process

- Why is it important to know when not to use Deposit Reconciliation Transaction Codes?

So GL 0065 Unreconciled Deposit isn't left *hanging* !!

Success! GL0065 is no longer left *hanging*!

**Deposit with TCode 151 has Reconciled on the 13 Screen.  
It is later found it should be a Refund of Expenditure, TCode 172 and in a different fund.  
Deposit Recon T-codes SHOULD NOT be used to Reclass from TC 151 to TCode 172**

The agency has determined a deposit with TC151 Unidentified Receipt (Fund A) should have been a TC 172 Refund of Expense in a different Fund (Fund B). After the deposit reconciled on 13 screen, the agency used deposit recon TCodes (151R/172) to correct the deposit:

Original Entry:

- 1 Unidentified Receipt
- 2 System Generated TC 332, deposit reconciled on 13 screen

Incorrect D23 Fund - Fund A								
TCode	GL0065		GL 0070		GL 0060		GL 3500	
	DR	CR	DR	CR	DR	CR	DR	CR
151	500					500		
332		500	500					
Balance before agency correction		0	500			500	0	

Correct D23 Fund - Fund B								
TCode	GL 0065		GL 0070		GL 0060		GL 3500	
	DR	CR	DR	CR	DR	CR	DR	CR

Agency tried to correct the deposit with deposit recon tcodes:

- 3 They reversed the Original Entry with TC 151R, Fund A, then
- 4 Re-entered it with TC172, Fund B

151R		500			500			
Balance after agency correction		500	500		0	0		

172	500							500
Balance after agency correction		500	0	0				500

**RESULTS:**

TCode 332 is not generated. The Deposit has already reconciled and the net amount of TC151R/172 is \$0.00. This is correct.  
Cash on GL 0070 does not move to correct fund at Treasury if the reclass between funds also crosses treasury funds. This is not correct.  
The GL 0070 balance remains in the incorrect Fund A.  
As you can see there is a hanging balance in GL0065 in both D23 Funds, A and B.  
The transaction resulted to Reduction of Expenditure, GL3500, for Fund B -- but the problem remains with Cash (GL0065 and GL0070).

**Therefore, the agency should not use deposit recon Tcodes to reclass between Funds.  
Use BT Tcodes first, then Deposit Recon Tcodes, as seen on the next page.**

**Deposit with T-code 151 has Reconciled on the 13 Screen.  
It is later found it should be a Refund of Expenditure, TCode 172 and in a different fund.  
Balance Transfer T-codes 496/497 should be used first, then Tcodes 151R/172.**

The agency has determined a deposit with TC151 Unidentified Receipt (Fund A) should have been a TC 172 Refund of Expense in a different fund (Fund B). After the deposit reconciled on 13 screen, the agency used Balanced Transfer T-code 496/497, then deposit recon T-codes 151R/172 to correct the deposit:

Incorrect D23 Fund - Fund A									
		GL0065		GL 0070		GL 0060		GL 3500	
TCode	DR	CR	DR	CR	DR	CR	DR	CR	
Original Entry:									
1 Unidentified Receipt	151	500				500			
2 System Generated TC 332, deposit reconciled on 13 screen	332		500	500					
<b>Balance before agency correction</b>		0	500			500		0	

Correct D23 Fund - Fund B									
		GL 0065		GL 0070		GL 0060		GL 3500	
TCode	DR	CR	DR	CR	DR	CR	DR	CR	

Agency corrected the deposit with BT T-code then deposit recon T-codes:

3 Move receipt out of D23 Fund A	496			500	500				
4 Move receipt to D23 Fund B									
3 Now the agency can reclass from Unidentified Receipt in D23 Fund B									
4 To Reduction of Expense in D23 Fund B									
<b>Balance after agency correction</b>		0	0	0	0				

497			500			500			
151R		500*				500			
172	500*								500
<b>Balance after agency correction</b>		0	500			0			500

\* TC 151R and 172 should be done in the same batch and same deposit number so amounts on GL 0065 net to zero and TC 332 will not generate.

**RESULTS:**

Cash on books is in correct D23 Fund.  
Reduction of expense is in correct D23 Fund B.  
Cash in Treasury is in the correct fund.  
Cash is also where it needs to be for the correct spending authority.

**Therefore, the agency should use Balanced Transfer Tcodes to reclass between funds first, then Deposit Recon Tcodes to reclass between GL's.**

# Transaction Code: Decision Process

- Payment T-codes

# Payment T-code Decision Process

(NOTE: This is a sample only. See the 28A screen for all available t-codes.)

An Invoice / Bill is received.

Was there a Purchase Order created through ADPICS?

Yes

No

Process the payment through ADPICS. Refer to ADPICS Manual: Payment Processing Chapter 5.

Process the payment through RSTARS.

Was there a Pre-encumbrance Document established with TC 200?  
This memo entry reflects the intent to purchase goods or services.

Yes

No

Was Pre-encumbrance liquidated and Encumbrance established with TC 204?

No

Yes

Liquidate Pre-encumbrance and establish Voucher Payable with TC 226.

Was there an Encumbrance established with TC 203(non G38) or TC 207(G38)?  
This is the formal commitment to purchase goods or services.

Yes

No

Who is being paid?

Vendor (not State Agency) or State Agency

Who is being paid?

Vendor (not State Agency) or State Agency

Process payment to a Vendor:  
Liquidate encumbrance and establish Voucher Payable (VP document) for expenditure, use t-code:  
TC 218 - for G38 required.  
TC 225 - for non G38

Process payment to a State Agency:  
Inter-agency Transfer, use 700 series BT t-code that liquidates Encumbrance and records expenditure:  
706/707, 718/719, 724/725, and 728/729

Process payment to a Vendor:  
Establish Voucher Payable (VP document) for expenditure, use t-code:  
TC 217 – for G38 required  
TC 222 – for non G38

Process payment to a State Agency:  
Inter-agency Transfer, use appropriate 700 series BT t-code.  
Refer to Balanced Transfer T-codes Table.

# Payment T-codes

(NOTE: This is a sample only. See the 28A screen for all available t-codes.)

Debit to Expenditure GL account (GL3500)	Pre- Encumbrance →			→ Encumbrance →						→ Payment			
	Establish	Adjust	Cancel	Establish		Adjust		Cancel		Voucher Payable to vendor		Balanced Transfer to State Agency	
Description	non G38	non G38	non G38	non G38	G38	non G38	G38	non G38	G38	non G38	G38	non G38	G38
Pre-Encumbrance established - but was not encumbered	200	201	202	-	-	-	-	-	-	226	-	-	-
Encumbrance, was pre-encumbered	200	201	202	204	-	205	-	206	-	225	-	<u>718/719</u> <u>724/725</u>	-
Encumbrance, but was not pre-encumbered - no A/R - with A/R	-	-	-	203	207	205	208	206	209	225	218	-	-
No pre-encumbrance, no encumbrance : -regular voucher payable -for Recurring Transaction (Type R) -subgrantee reimb expend payment	-	-	-	-	-	-	-	-	-	222 221 251	217 - 253	see Balanced Transfer (BT) Table	



<b>Debit to non-expenditure GL account</b> (NOTE: This is a sample only. See the 28A screen for all available t-codes.)		<b>Payment T-codes</b>
<b>Description</b>		
<b>Warrants Issued:</b>		
Transfer Funds to non Treas Account or non SFMA agency - GL 3550 - G38		219
Revenue Refund - GL 3100		220
Unreimbursed Advances - GL 0573		223
Disbursement of Investment -GL 0250		227
Return of Unidentified Receipt to Depositor - GL 0060		235
Return of Deposit Liability to Depositor, no doc support - GL1551		287
Trust Fund Payable - GL1575		288
Return of Deposit Liability to Depositor, with doc support - GL1550		290
Revenue Transfer Out with warrant (Dist. To Local Gov't) - GL 3100		295
Loan Receivable, open GL		289
Subgrantee Reimbursement- no commitment		239
Subgrantee Reimbursement- G38		253
 <b>Transfers to LGIP - No Warrants Issued:</b>		
Expenditure Transfer paid to LGIP – not encumbered		291/293
Expenditure Transfer paid to LGIP – encumbered		296/297
Revenue Transfer out to LGIP		292/294
Expenditure Transfer to LGIP- Loan Receivable		298/299

# Transaction Code: Decision Process

- **Balanced Transfer T-codes**

## Types of Balanced Transactions:

1. Quasi-external transfers
2. Reimbursement transfers
3. Operating transfers
4. Correcting entries

# Balanced Transfer T-codes (between Received Accounts)

(Note: This is a sample only. See the 28A screen for all available t-codes and requirements.)

## Balanced Transfer between coding elements within the Agency (400 series T-codes) Coding element correction (Fund, PCA, Grant, Project, Comp Obj, etc.)

Transaction originally posted as:	Original GL	Desired GL	BT T-codes
<b>Cash Expenditures</b> -only correcting coding element, GLs are correct	3500	3500	TC 415/416
- originally credited as Reduction of Expense change to Revenue	3500	3100	TC 409/410
- originally debited as Expenditure change to Reduction of Revenue	3500	3100	TC 409R/410R
- originally credited as Reduction of Expense change to Transfer In	3500 encumber	3150	TC 411/412
- originally debited as Expenditure change to Reduction of Transfer In	3500 encumber	3150	TC 411R/412R
<b>Cash Revenues</b> -only correcting coding element, GLs are correct	3100	3100	TC 407/408
- originally credited as Revenue change to Reduction of Expense	3100	3500	TC 409R/410R
- originally debited as Reduction of Revenue change to Expense	3100	3500	TC 409/410
- originally credited as Revenue change to Deposit Liability-Doc supp	3100	1550	TC 398R/399R
- originally debited as Reduction of Revenue change to Reduction of Deposit Liability-Doc supp	3100	1550	TC 398/399
- originally credited as Revenue change to Deposit Liability- no Doc supp	3100	1551	TC 421R/422R
- originally debited as Reduction of Revenue change to Reduction of Deposit Liability-no Doc supp	3100	1551	TC 421/422
<b>Deposit Liability-Doc Support</b> -only correcting coding element, GLs are correct	1550	1550	TC 430/431
- originally credited as Deposit Liability-Doc support change to Revenue	1550	3100	TC 398/399
- originally debited as Deposit Liability-Doc support change to Reduction of Revenue	1550	3100	TC 398R/399R
<b>Deposit Liability-No Doc Support</b> -only correcting coding element, GLs are correct	1551	1551	TC 432/433
- originally credited as Deposit Liability-no doc support change to Revenue	1551	3100	TC 421/422
- originally debited as Deposit Liability-no doc support change to Reduction of Revenue	1551	3100	TC 421R/422R
<b>Deferred Revenue- Doc Support</b> -only correcting coding element, GLs are correct	1604	1604	TC 443/444
<b>Transfers-In</b> -only correcting coding element, GLs are correct	3150	3150	TC 423/424
- originally credited as Transfer In change to Reduction of Expense	3150	3500 encumbered	TC 411R/412R
- originally debited as Reduction of Transfer In change to Expense	3150	3500 encumbered	TC 411/412
- originally debited as Reduction of Transfer In change to Transfer Out	3150	3550	TC 400/401
- originally credited as Transfer In change to Reduction of Transfer Out	3150	3550	TC 400R/401R
<b>Transfers-Out</b> -only correcting coding element, GLs are correct	3550	3550	TC 425/426
- originally credited as Reduction of Transfer Out change to Transfer In	3550	3150	TC 400/401
- originally debited as Transfer Out change to Reduction of Transfer In	3550	3150	TC 400R/401R
<b>Unreimbursed Advances</b> -only correcting coding element, GLs are correct	0573	0573	TC 434/435
<b>Undistributed/Unidentified Receipt</b> -only correcting coding element, GLs are correct	0060	0060	TC 496/497
<b>Accounts Receivable</b> -only correcting coding element, GLs are correct	0543	0543	TC 450/451
-only correcting coding element, GLs are correct	0501	0501	TC 464/465

### How to use the Table:

#### Example 1

Agency has revenue GL 3100 credited in Fund A. Later, agency decides to transfer the revenue to Fund B as a reduction of expense GL 3500. Using the table, find GL 3100 and GL 3500. Therefore, Balanced Transfer TC 409R/410R is recommended to use.

	Original GL	Desired GL	BT T-codes
	account	GL account	BT T-codes
<b>Cash Revenues</b> -only correcting coding element, GLs are correct	<del>3100</del>	3100	TC 407/408
- originally credited as Revenue change to Reduction of Expense	<del>3100</del>	3500	TC 409R/410R
- originally debited as Reduction of Revenue change to Expense	3100	3500	TC 409/410
- originally credited as Revenue change to Deposit Liability-Doc supp	3100	1550	TC 398R/399R

#### Example 2

Agency has expenditure GL 3500 debited in Grant A. Later, agency decides that the GL 3500 should have been debited in Grant B and not Grant A. Using the table, find GL 3500 and GL 3100. Therefore, Balanced Transfer TC 415/416 is recommended to use.

	Original GL	Desired GL	BT T-codes
	account	GL account	BT T-codes
<b>Cash Expenditures</b> -only correcting coding element, GLs are correct	<del>3500</del>	3500	TC 415/416
- originally credited as Reduction of Expense change to Revenue	3500	3100	TC 409/410
- originally debited as Expenditure change to Reduction of Revenue	3500	3100	TC 409R/410R

## Balanced Transfer between agencies (700 series T-codes)

(Note: This is a sample only. See the 28A screen for all available t-codes.)

	<b>Sending Agency</b>	<b>Receiving Agency</b>	
	<b>Debit GL account</b>	<b>Credit GL account</b>	<b>BT T-codes</b>
Post to <b>Cash Expenditures</b> in Sending Agency	3500	3500	TC 740/741
	3500	3100	TC 722/723
	3500 encumbered	3100	TC 724/725
	3500	3150	TC 726/727
	3500 encumbered	3150	TC 728/729
	3500	1550	TC 738/739
	3500	1551	TC 736/737
Post to <b>Cash Revenues</b> in Sending Agency	3500	0060	TC 700/701
	3100	3500	TC 722R/723R
	3100	3500 encumbered	TC 724R/725R
	3100	3100	TC 734/735
	3100	1551	TC 712/713
Post to <b>Transfers-In</b> in Sending Agency	3100	0060	TC 712/713
	3150	3500	TC 726R/727R
	3150	3500 encumbered	TC 728R/729R
Post to <b>Transfers-Out</b> in Sending Agency	3150	3550	TC 720R/721R
	3550	3150	TC 720/721
Post to <b>Deposit Liability-No Doc Support</b> in Sending Agency	1551	3500	TC 736R/737R
	1551	3100	TC 712R/713R
Post to <b>Undistributed / Unidentified Receipt</b> in Sending Agency	0060	0060	TC 732/733
	0060	3500	TC 700R/701R
	0060	3100	TC 712R/713R
Post to <b>Accounts Receivable</b> in the Receiving Agency	3500	0501 - 3500	TC 704/705
	3500 encumbered	0501 - 3100	TC 718/719
	3500	0501 - 3100	TC 730/731
	3500 encumbered	0501 - 3150	TC 706/707
	3500	0501 - 3150	TC 708/709
	3500	0501 - 1551	TC 760/761
	3100	0501 - 3100	TC 716/717
	3550	0501 - 3150	TC 710/711

**Receiving Agency** (the agency who gets paid) should provide as much information as possible, including the suggested BT T-codes, on the invoice or documentation that is sent to the Sending (paying) Agency so that the Sending Agency has an idea of how the Receiving Agency needs their transaction recorded (i.e. revenue, reduction of expense, liquidated receivable, to suspense account, etc.). The BT T-code on the invoice should be considered a suggestion because the Sending Agency also has to make some decisions regarding which pair to use (was it encumbered or not, for example).

**Sending Agency / Paying Agency** (the agency making the payment) can make things much easier for the Receiving Agency by providing as much specific descriptive information that would help Receiving Agency identify the transaction. Sending Agency has the primary responsibility for coordinating with other agency to ensure consistent reporting and proper treatment of the balanced transaction.

[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk\\_manual/Cent4.pdf](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk_manual/Cent4.pdf)

### How to use the Table:

#### Example 3

Agency A completed a print job for Agency B.

Agency A established Accounts Receivable-Revenue and sent invoice to Agency B.

Agency B is looking for a BT T-code that will debit expense GL 3500 in Agency B and also liquidates Agency A's receivable.

Using the table, find a Debit GL 3500 (Agency B) and a Credit GL 0501-3100 (Agency A).

Therefore, Balanced Transfer TC 730/731 is recommended to use.

	<b>Sending Agency</b>	<b>Receiving Agency</b>	
	<b>Debit GL account</b>	<b>Credit GL account</b>	<b>BT T-codes</b>
Post to <b>Accounts Receivable</b> in the Receiving Agency	3500	0501 - 3500	TC 704/705
	3500 encumbered	0501 - 3100	TC 718/719
	3500	0501 - 3100	TC 730/731
	3500 encumbered	0501 - 3150	TC 706/707
	3500	0501 - 3150	TC 708/709
	3500	0501 - 1551	TC 760/761

## Balanced Transfer T-codes (Received to Suspense Accounts)

(Note: This is a sample only. See the 28A screen for all available t-codes and requirements.)

### Balanced Transfer between funds within the Agency (400 series T-codes)

Description	Sending Fund (Receipted)			Receiving Fund (Suspense)			
	T-code	Dr GL	Cr GL	T-code	Dr GL	Cr GL	
Post to <b>Cash Expenditures, not encumbered</b> , in Sending Fund	404	3500	0070	405	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Cash Expenditures, encumbered</b> , in Sending Fund	438	3500 3011	0070 2735	439	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Cash Revenues</b> in Sending Fund	417	3100	0070	418	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Transfers-Out</b> in Sending Fund	419	3550	0070	420	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Deposit Liability-Doc Support</b> in Sending Fund	413	1550	0070	414	2954	2904	Balanced Transfer to Suspense Acct

### Balanced Transfer between agencies (600 and 700 series T-codes)

Description	Sending Agency (Receipted)			Receiving Agency (Suspense)			
	T-code	Dr GL	Cr GL	T-code	Dr GL	Cr GL	
Post to <b>Cash Expenditures, not encumbered</b> , in Sending Agency	714	3500	0070	715	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Cash Expenditures, encumbered</b> , in Sending Agency	692	3500 3011	0070 2735	693	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Cash Expenditures, not encumbered, G-38</b> in Sending Agency	696	3500	0070	697	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Cash Revenues</b> in Sending Agency	694	3100	0070	695	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Transfers-In</b> in Sending Agency	754	3150	0070	755	2954	2904	Balanced Transfer to Suspense Acct
Post to <b>Deposit Liability-No Doc Support</b> in Sending Agency	762	1551	0070	763	2954	2904	Balanced Transfer to Suspense Acct

**Receiving Agency** (the agency who gets paid) should provide as much information as possible, including the suggested BT T-codes, on the invoice or documentation that is sent to the Sending (paying) Agency so that the Sending Agency has an idea of how the Receiving Agency needs their transaction recorded (i.e. revenue, reduction of expense, liquidated receivable, to suspense account, etc.). The BT T-code on the invoice should be considered a suggestion because the Sending Agency also has to make some decisions regarding which pair to use (was it encumbered or not, for example).

**Sending Agency** (the agency making the payment) can make things much easier for the Receiving Agency by providing as much specific descriptive information that would help Receiving Agency identify the transaction. Sending Agency has the primary responsibility for coordinating with Receiving Agency to ensure consistent reporting, and proper treatment of the balanced transaction.

[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk\\_manual/trea5](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk_manual/trea5)

# References

Here are some references and resources available to you for additional details.

- Data Entry Guide, Chapter 5, pages 85-88  
[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/Data\\_Entry\\_Guide/Chapter\\_5\\_Desc\\_Profiles.DOC](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/Data_Entry_Guide/Chapter_5_Desc_Profiles.DOC)
- Data Entry Guide, Chapter 6, pages 76-88  
[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/Data\\_Entry\\_Guide/Chapter\\_6\\_Non\\_Descriptive\\_Profiles.DOC](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/Data_Entry_Guide/Chapter_6_Non_Descriptive_Profiles.DOC)

# References

- Desk Manual, Treasury Trea.1  
[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk\\_manual/trea1.pdf](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk_manual/trea1.pdf)
- Desk Manual, Treasury Trea.2  
[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk\\_manual/trea2.pdf](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk_manual/trea2.pdf)
- Desk Manual, Central Processing Cent.2  
[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk\\_manual/cent2.pdf](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk_manual/cent2.pdf)

# References

- Desk Manual, Central Processing Cent.4  
[http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk\\_manual/Cent4.pdf](http://egov.oregon.gov/DAS/SCD/SFMS/docs/publications/desk_manual/Cent4.pdf)

# Transaction Codes: Which One?

*Thank you for attending today!*

For additional questions, please contact your SFMS analyst.

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