

R★STARS Training Manual

Chapter #7 – On-Line Help

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

- Error Code Help
- Data Element Help
- News Screens

Error Code Help

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

The Batch Edit Mode determines when the system performs edits and whether it provides on-line error messages. For Batch Edit Mode 0, the system provides error messages on the DAFR2151 Error Report. In Batch Edit Mode 1, the system provides some error messages on-line and others on the DAFR2151 Report. In Batch Edit Mode 2, the system performs the edits when you save transactions and release and balance the batch. It will not allow you to finish the batch, until you correct the errors. For more a more detailed explanation of Batch Edit Modes, see Chapter #8 – Error Correction.

Accessing the Error Code Messages

```

S505   UC: 17                               STATE OF OREGON                12/09/13 01:57 PM
LINK TO:                                PRE-ENC/ENC/EXPEND TRANSACTION ENTRY    NOTE: N    PROD
BATCH: AGENCY 101 DATE 120913 TYPE 4 NO 006 SEQ NO 00002 MODE EDIT AND POST
DOC DATE:                                EFF DATE: 120913   DUE DATE:          SERV DATE:
CUR DOC/SFX:          001 REF DOC/SFX:                                MOD:    AGENCY: 101
TRANS CODE: 222          VOUCHER PAYABLE-NOT ENCUMBERED
INDEX:
PCA:
COMP/AGY OBJ:          AY: 15
AMOUNT: 00000000100.00 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:
EA2 COMP OBJECT REQUIRED E85 INVAL CUR DOC NUMBER E93 CUR DOC # REQUIRED
E78 VENDOR # REQUIRED    ED1 DUE DATE REQUIRED    E83 VEN NAME REQUIRED
F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT

```

Step 01: When you receive the error messages on-line, the system

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

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

Step 02: The system will take you to the **90 News/Help Table** screen and display an explanation of the first error message.

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

Also note that the interrupt feature will become active.

```

S090 UC: 17 STATE OF OREGON 12/09/13 02:04 PM
LINK TO: NEWS/HELP TABLE PROD
ACTIVE
KEYWORD: EA2 PAGE: 01

CODE: EA2 COMP OBJECT REQUIRED

DATA ELEMENT: COMPTROLLER OBJECT

EXPLANATION: THE 28A TRANSACTION CODE DECISION PROFILE INDICATES THE COMP
              OBJECT IS REQUIRED. THIS MEANS THE COMP OBJECT MUST EITHER
              BE CODED ON THE ACCTG TRANSACTION OR LOOKED UP. THE COMP
              OBJECT MAY BE LOOKED UP FROM THE D11 AGENCY OBJECT PROFILE
              OR IT MAY DEFAULT FROM THE 25 AGENCY CONTROL PROFILE. IF THE
              COBJ IS ENTERED, IT'S D10 OBJECT TYPE MUST MATCH AT LEAST ONE OF
              THE GENERAL LEDGER D31 OBJECT INDICATORS. E.G., IF THE D31
              OBJECT INDICATORS ARE 'E' AND 'O', THE D10 MUST BE AN 'E' OR
              'O'.

              STATUS CODE: A
EFF START DATE: 01201990 EFF END DATE: LAST PROC DATE: 12201994
Z06 RECORD SUCCESSFULLY RECALLED

F3-DELETE F5-NEXT RECORD F8-NEXT ERROR F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT

```

Step 03: If there is more than one error message, press **F8**-NEXT ERROR to scroll through the other messages.

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

Step 04: When you are finished, press **F9**-INTERRUPT to return to the Transaction Entry screen or Profile screen with the error.

You may at any time also Link to the **90** screen, type in a message code and press **Enter** to retrieve the explanation.

In this example, we entered a batch in Edit Mode 2. The edits in the Error Code Help helped us to identify the error code by pressing **F1**-HELP. However, if you are entering an edit mode *0* or *1* batch, most errors will only appear on the DAFR2151 report after the batch cycle has run. You can use the same screen as shown above to identify the errors from the report. Just enter the error code from the report in the KEYWORD: field and press **Enter**.

Data Element Help

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

The inquiry screens that list valid codes include:

FIELD	SCREEN
Reference Document (Vendor Document Inquiry)	59
Index	77
PCA	78
Comptroller Object	79
Agency Object	81
Vendor Name (use to find Number)	3A
Vendor Number (use to find Name or Mail Code)	3N

On the single Transaction Entry Screens, you can place the cursor in the first position of the applicable field and press **F1**-HELP for the Index, PCA, Comptroller Object, Agency Object, or Vendor.

We will now look more closely at these help inquiries.

USING HELP TO FIND THE INDEX, PCA, COMPTROLLER OBJECT OR AGENCY OBJECT

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

- Step 01:** Place the cursor in the field you want to look up and press **F1**-HELP. The system will *interrupt* to a screen that allows the user to select one of the valid codes and carry it to the original transaction entry screen.
- Step 02:** Locate the item that you want carried to the Entry Screen.
- Step 03:** Place an 's' in the far left column, next to the appropriate code and press **F9**-INTERRUPT. This will take the selected code back to the original transaction entry screen.

77 Index Selection Screen

S077	UC: 10	STATE OF OREGON	12/09/13 02:12 PM
ACTIVE		INDEX SELECTION	PROD

STARTING -	AGY: 420	IDX:	APPN YR: 15
------------	----------	------	-------------

S	AGY	IDX	AY	SC	TITLE
	420	11010	11	A	DIRECTOR'S OFFICE ADMINISTRATION SUPPORT
	420	11020	11	A	DIRECTOR'S OFFICE MINORITY SERVICES
	420	11040	11	A	PROFESSIONAL STANDARDS OFFICE
	420	12010	11	A	BUSINESS SERVICES ADMINISTRATION
	420	12020	11	A	EMPLOYEE SERVICES
	420	12030	11	A	INFORMATION SYSTEMS
	420	12040	11	A	BUDGET & CONTRACTING
	420	12050	11	A	ACCOUNTING
	420	12060	11	A	TRAINING ACADEMY
	420	12070	11	A	FEDERAL & OTHER PROGRAMS
	420	13010	11	I	PROGRAM OFFICE ADMIN
	420	13020	11	I	TRAINING ACADEMY
	420	13030	11	I	RESEARCH & DEVELOPMENT
	420	13050	11	I	COMMUNITY RESOURCES
	420	13060	11	I	CLINICAL SERVICES
	420	13070	11	I	FEDERAL & OTHER PROGRAMS

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

If you press **F1**-HELP from the INDEX: field on the Transaction Entry Screen to get to this inquiry, the system will fill in the Agency (AGY:) and Appropriation Year (APPN YR:) fields.

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

78 Program Cost Account (PCA) Selection

S078	UC: 10	STATE OF OREGON			12/09/13 02:11 PM
ACTIVE		PROGRAM COST ACCOUNT SELECTION			PROD
STARTING - AGY: 195 PCA: 2 APPN YR: 15					
S	AGY	PCA	AY	SC	TITLE
	195	20122	11	A	WASHINGTON COUNTY GF
	195	20125	11	A	WASHINGTON - COLLECTIONS - OF
	195	20131	11	A	WASHINGTON - INTERPRETER GF
	195	20132	11	A	WASHINGTON - JURY GF
	195	20133	11	A	WASHINGTON - ARBITRATION GF
	195	20134	11	A	WASHINGTON - OTHER MANDATED COSTS GF
	195	20177	11	A	WASHINGTON - COURT FORMS OF
	195	20181	11	A	WASHINGTON - SUSPENSE CHECKING ACCOUNT
	195	20182	11	A	WASHINGTON - APPLICATION/CONTRIBUTION OF
	195	21122	11	A	BENTON COUNTY GF
	195	21125	11	A	BENTON - COLLECTIONS - OF
	195	21131	11	A	BENTON - INTERPRETER GF
	195	21132	11	A	BENTON - JURY GF
	195	21133	11	A	BENTON - ARBITRATION GF
	195	21134	11	A	BENTON - OTHER MANDATED COSTS GF
	195	21177	11	A	BENTON - COURT FORMS OF
Z06 RECORD SUCCESSFULLY RECALLED					
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

If you press **F1**-HELP from the PCA: field on the Transaction Entry Screen to get to the screen above, the system will fill in the AGY: and APPN YR: fields.

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

To take the PCA back to the Transaction Entry Screen, put an 's' in the S(elect) column and press **F9**-INTERRUPT.

If you need additional information about a PCA, go to the **26 Program Cost Account Profile** or the **D04 Program Code Profile**.

79 Comptroller Object Selection

S079		UC: 10		STATE OF OREGON		12/09/13 02:13 PM	
ACTIVE		COMPTROLLER OBJECT SELECTION				PROD	
STARTING - APPN YR:		15	COMP OBJ:		3		
S	AY	COBJ	TITLE			1099	SC
11		3111	REGULAR EMPLOYEES			N	A
11		3112	BOARD AND COMMISSION PER DIEM			N	A
11		3113	EARNINGS, PIECE RATE/EVENT			N	A
11		3114	PERM POSITIONS-FULL TIME			N	A
11		3115	REIMBURSE TRAINING SALARIES			N	A
11		3116	LIMITED DURATION SALARIES			N	A
11		3117	PERM POSITIONS PART TIME			N	A
11		3118	LEGISLATOR SALARIES			N	A
11		3119	INTERIM EMPLOYEES			N	A
11		3120	BOARD MEMBER STIPENDS			N	A
11		3121	TEMPORARY EMPLOYEES			N	A
11		3122	SESSION POSITION EXCL LA			N	A
11		3123	SESSION POSITION LA ONLY			N	A
11		3124	SESSION EMPLOYEE SALARIES			N	A
11		3125	JUDGES SALARIES			N	A
11		3126	PAYMENTS OF DECEASED EMPLOYEES WAGES/LV			3	A
11		3127	DISASTER/RESCUE OPERATIONS			N	A
Z06 RECORD SUCCESSFULLY RECALLED							
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT							

If you press **F1**-HELP from the COMP OBJ: field on the Transaction Entry Screen to get to this screen, the system will fill in the APPN YR: field.

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

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

To take the COMP OBJ back to the Transaction Entry Screen, put an 's' in the S(elect) column and press **F9**-INTERRUPT.

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

81 Agency Object Selection

S081	UC: 10	STATE OF OREGON				12/09/13 02:17 PM	
ACTIVE	AGENCY OBJECT SELECTION					PROD	
STARTING - AGY: 630 APPN YR: 15 AGY OBJ: 4							
S	AGY	AY	AOBJ	TITLE		COBJ	SC
	630	11	4051	BOND RFD DBT PYM-ESCREW AGNT - AGY CASH		4051	A
	630	11	4101	INSTATE MEALS WITH OVERNIGHT STAY		4101	A
	630	11	4104	INSTATE TRAVEL MISC EXPENSES		4104	A
	630	11	4105	INSTATE MEALS-NO OVERNIGHT STAY(TAXABLE)		4105	A
	630	11	4106	INSTATE LODGING		4106	A
	630	11	4107	INSTATE AIR TRANSPORTATION		4107	A
	630	11	4108	INSTATE GROUND TRANSPORTATION		4108	A
	630	11	4109	INSTATE GROUND TRANS COMMISION/VOLUNTEER		4104	I
	630	11	4110	INSTATE MILEAGE REIMBURSEMENT		4103	A
	630	11	4149	OUT-STATE TRAVEL MEAL TAX-NON-OVERNIGHT		4149	A
	630	11	4150	OUT-STATE TRAVEL LODGING		4150	A
	630	11	4151	OUT-OF-STATE MEALS WITH OVERNIGHT STAY		4151	A
	630	11	4154	OUT-STATE TRAVEL MISCELLANEOUS		4154	A
	630	11	4155	OUT-OF-STATE MILEAGE REIMBURSEMENT		4153	A
	630	11	4159	OUT-OF-STATE AIR TRANSPORTATION		4159	A
	630	11	4160	OUT-OF-STATE GROUND TRANSPORTATION		4160	A
	630	11	4161	FOREIGN AIR TRANSPORTATION		4161	A
Z06 RECORD SUCCESSFULLY RECALLED							
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT							

If you press **F1**-HELP from the AGY OBJ: field on the Transaction Entry Screen to get to this screen, the system will fill in the AGY: and APPN YR: fields.

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

To take the AGY OBJ: back to the Transaction Entry Screen, type an 's' in the S(elect) column and press **F9**-INTERRUPT.

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

FINDING A VENDOR

R★STARS provides two inquiries for vendors:

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

If you have reached either of these screens by pressing **F1**-HELP from the Transaction Entry screens, you can select a vendor and press **F9**-INTERRUPT to take the information back into the transaction.

Note: If you have reached one of these screens by linking to it from any other screen other than a transaction entry screen (i.e., a menu or one of the inquiry screens) you need to write down the number. In this case the select option will not function.

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

- **52 Statewide Vendor Profile**
- **51 Vendor Mail Code Profile**
- **34 Agency Vendor Profile**

3A Vendor Alpha Inquiry

```

S03A UC: 10 STATE OF OREGON 12/09/13 02:25 PM
ACTIVE VENDOR ALPHA INQUIRY PROD
SELECT VENDORS FROM: S (S=STATEWIDE, A=AGENCY)
SEARCH NAME: BOISE AGY: VENDOR TYPE:

S VENDOR NO / MC SC PDT VENDOR NAME ADDRESS
1470642917 001 A MA AMERITEL INNS BOISE TOWN SQUARE
7965 W EMERALD
1010101010 500 A MA BOISE AIR TRAVEL CITY OF BOISE
3201 AIRPORT WAY STE
1101010110 000 A MA BOISE ANESTHESIA PA ATTN BILLING
PO BOX 4008
1011010100 002 I MA BOISE ANESTHESIA PA ATTN: BILLING
PO BOX 4008
1000111100 000 A MA BOISE BUILDING SOLUTIONS MANUFA PO BOX 100
1111111110 001 A MA BOISE BUILDING SOLUTIONS MANUFA 110 MONMOUTH AVE N S
1000000000 003 I MA BOISE CASCADE CORP 1917 JACKSON ST

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

In most cases you will be searching for the Vendor number by the company name. To do this, on the transaction entry screen place the cursor in the Vendor Name field (NM:) and then press **F1-HELP**.

The SELECT VENDOR FROM: field defaults to *S* for Statewide. With this default the system will look to the **52** and **51** profiles. These profiles list the vendors that all state agencies use to purchase goods and services.

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

If you change the SELECT VENDOR FROM: to *A*, you will also need to enter your agency's number in the AGY: field.

Enter at least the first three characters of the vendor's name in the SEARCH NAME: field. Be careful not to type more into the field than you need to find the vendor name. The more you type, the more likely an invalid character or one typed into the wrong position will prevent the search from succeeding.

If you came to this screen from the Vendor NM: field on the Transaction Entry screen with **F1**-HELP, put an 's' in the S column and press **F9**-INTERRUPT to take the number back to the Entry screen.

3N Vendor Number Inquiry

S03N UC: 10		STATE OF OREGON		12/09/13 02:31 PM	
ACTIVE		VENDOR NUMBER INQUIRY		PROD	
VENDOR NO: 0111001110		AGY:			
S	VENDOR NO / MC	PDT	SC	VENDOR NAME	ADDRESS 1
	0111001110 000	MA	A	STATE OF OREGON SECRETARY OF S	255 CAPITOL ST NE ST
	0111001110 002	MA	A	STATE OF OREGON SECRETARY OF S	CORPORATION DIV/BUSI
	0111001110 003	MA	A	STATE OF OREGON SECRETARY OF S	UCC SECTION
	0111001110 004	MA	A	STATE OF OREGON SECRETARY OF S	UCC SECTION CORPORAT
	0111001110 005	MA	A	STATE OF OREGON - SECRETARY OF	ADMINISTRATIVE RULES
	0111001110 006	MA	A	STATE OF OREGON SECRETARY OF S	143 STATE CAPITOL
	0111001110 007	MA	A	STATE OF OREGON SECRETARY OF S	AUDITS DIVISION
	0111001110 008	MA	A	STATE OF OREGON SECRETARY OF S	ARCHIVES DIVISION
	0111001110 009	MA	A	STATE OF OREGON - SECRETARY OF	BUSINESS SERVICES DI
	0111001110 010	MA	A	STATE OF OREGON - SECRETARY OF	ELECTION DIVISION
	0111001110 013	MA	A	SECRETARY OF STATE	BUSINESS SERVICES DI
	0111001110 014	MA	A	SECRETARY OF STATE	ARCHIVES DIV - ADMIN
	0111001110 016	MA	A	STATE OF OREGON SECRETARY OF S	ATTN: OREGON BLUE B
	0111001110 018	MA	A	OREGON SECRETARY OF STATE	CORPORATION DIVISION
	0111001110 024	MA	A	SECRETARY OF STATE	BUSINESS SERVICES DI
Z06 RECORD SUCCESSFULLY RECALLED					
F1-HELP F7-PRIOR PAGE F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT					

If you are on the Transaction Entry Screen and you know part of the vendor's number, place the cursor in the vendor number (VEND:) and press **F1**-HELP.

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

With the AGY: field blank, the system will look to the **52** and **51** profiles. These profiles list the vendors that all state agencies use to purchase goods and services.

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

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

- 0** = Agency customers (**34** profile)
- 1** = Statewide/Employee Vendors (**52** Profile FEI/SSN = F[FEIN] or O[Other] only)
- 2** = Foreign Vendors (**52** Profile FEI/SSN = F or O only)
- 3** = Statewide Vendors* (**52** Profile FEI/SSN = S[SSAN] only)
- 4** = Agency/Client or one-time only Vendors* (**52** Profile FEI/SSN = S only)
- 7** = Agency Generic Vendors (**52** Profile FEI/SSN = O only)
- 9** = One-time only Vendors (Being phased out. Soon all one-time only vendors will begin with **4** or **7**.)

**For statewide vendors using social security numbers, a number is generated by a system algorithm combining the first position number, the last 4 digits of the Social Security number and a chronologically sequential 5 digit number.*

Example:

3:123400001

If you came to this screen from the VEND/MC: field on the Transaction Entry screen with **F1**-HELP, put an 's' in the S column and press **F9**-INTERRUPT to take the number back to the Entry screen.

FINDING A REFERENCE DOCUMENT

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

Step 01: If you do not know the Vendor Number, first Interrupt to the **3A** screen to find the vendor number (see above). Remember to write down the vendor number and mail code. Press **F9**-INTERRUPT to return to the Transaction Entry screen.

Step 02: From the Transaction Entry screen, type '59' in the LINK TO: field and press **F9**-INTERRUPT to the **59 Vendor Document Inquiry Screen**.

S059	UC: 10	STATE OF OREGON	12/09/13 03:29 PM
LINK TO:		VENDOR DOCUMENT INQUIRY	PROD
AGY: 630	VENDOR NO/MC: 1282931450 000	DOC TYPE: EE	FY: 14
	VENDOR NAME: OREGON CORRECTIONS ENTERPRISES		
S	DOC NO / SFX	CREATE DATE	DOC DATE DOC BALANCE
	EE072641 001	08202013	07062013 78.00
	EE072667 002	07162013	07132013 150.00
	EE072761 001	08212013	08142013 156.00
	EE072761 002	08202013	08142013 2,400.00
	EE072761 003	08202013	08142013 600.00
	EE072761 004	08202013	08142013 600.00
	EE072761 005	08202013	08142013 144.00
	EE072761 006	08202013	08142013 3,297.00
	EE072772 001	09242013	08202013 1,568.00
	EE072772 002	09242013	08202013 1,411.00
	EE072774 001	09222013	08212013 1,400.00
	EE072781 001	09242013	08262013 164.00
	EE072792 001	09222013	08282013 410.00
	EE072798 001	09212013	09022013 375.00
	EE072802 001	09212013	09102013 39.00
MORE RECORD(S)			
F1-HELP F5-NEXT RECORD F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT			

Step 03: Enter the VENDOR NUMBER/MC, DOCUMENT TYPE, and FY and press **Enter**. The system will display a list of all of the documents with a balance greater than zero associated with that Vendor and Document Type.

Some Document Types include (See the **33 Document Control Profile**):

- AR – Account Receivable
- BT – Balanced Transfers
- EE – Encumbrance
- PO – Purchase Order
- VP – Voucher Payable (non-ADPICS)
- VC – Voucher Payable (ADPICS)
- DV – Direct Voucher (ADPICS [No PO])

Step 04: Type an 's' next to the document you want and press **F9**-INTERRUPT. The system will carry the selected document back to the Transaction Entry screen and enter the document number in the Reference Document Number (REF DOC NO:) field. The system will also enter the amount of the outstanding balance in the AMOUNT: field.

News Screens

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

When you first log on to R★STARS, the system displays the News Display. This screen provides current news. It may also refer a user to the **90** Table for additional information. Be sure to read this screen each time you log on. SFMS Operations staff changes this screen whenever circumstances warrant it.

```

S002   UC: 10                               STATE OF OREGON           12/09/13 03:32 PM
                                           NEWS DISPLAY                     PROD

                WELCOME TO R★STARS - OREGON PRODUCTION REGION
HOURS: MON-FRI 7:00 AM-6:00 PM / SAT 7:00 AM-3:30 PM/ MONTH-END CLOSE @ 5:30 PM
VENDOR DESK: 503-373-1044 X 240           WARRANT PICKUP: REGULAR 11:00
SFMS FAX: 503-378-8940                     EXPEDITE 3:30

VENDOR ACTIVATION/CHANGE REQUESTS RECEIVED BY:
                9:00 AM WILL BE PROCESSED BY 12:00 PM
                2:00 PM WILL BE PROCESSED BY 5:00 PM
FACELIFT URL: HTTPS://COLUMBIA.DAS.STATE.OR.US:3045/CICS/WSFM/DFHWBTTB/FSYS
SFMS WEBSITE:HTTP://WWW.DAS.STATE.OR.US/DAS/SCD/SFMS/INDEX.SHTML ANALYST= PG05
***      ***      ***      ***      ***      DAILY NEWS      ***      ***      ***      ***      ***

THE DAFM348 ENCUM CLOSE PROGRAM WILL RUN ON 12/16/2013.  'Y' BATCHES TO BE
CORRECTED ON 12/17/13 -- 12/20/13. UC: 49 REQUIRED FOR EACH AGENCY.

CLEAR-EXIT                                PRESS (ENTER) TO CONTINUE

```

ACCESSING THE NEWS SCREENS

To view the additional information, do the following:

Step 01: From the Main Menu (or any screen), Link To the **90** Table.

S090	UC: 10	STATE OF OREGON	12/09/13 03:33 PM
LINK TO:		NEWS/HELP TABLE	PROD
KEYWORD: NEWS		PAGE: 01	
WELCOME TO R*STARS - OREGON PRODUCTION REGION			
HOURS: MON-FRI 7:00 AM-6:00 PM / SAT 7:00 AM-3:30 PM/ MONTH-END CLOSE @ 5:30 PM			
VENDOR DESK: 503-373-1044 X 240		WARRANT PICKUP: REGULAR 11:00	
SFMS FAX: 503-378-8940		EXPEDITE 3:30	
VENDOR ACTIVATION/CHANGE REQUESTS RECEIVED BY:			
9:00 AM WILL BE PROCESSED BY 12:00 PM			
2:00 PM WILL BE PROCESSED BY 5:00 PM			
FACELIFT URL: HTTPS://COLUMBIA.DAS.STATE.OR.US:3045/CICS/WSFM/DFHWBTTB/FSYS			
SFMS WEBSITE:HTTP://WWW.DAS.STATE.OR.US/DAS/SCD/SFMS/INDEX.SHTML ANALYST= PG05			
***	***	***	***
***	***	***	***
***	***	***	***
DAILY NEWS			
THE DAFM348 ENCUM CLOSE PROGRAM WILL RUN ON 12/16/2013. 'Y' BATCHES TO BE			
CORRECTED ON 12/17/13 -- 12/20/13. UC: 49 REQUIRED FOR EACH AGENCY.			
EFF START DATE: 06201990		EFF END DATE:	STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED		LAST PROC DATE: 07142013	
F3-DELETE	F5-NEXT RECORD	F8-NEXT ERROR	F9-INTERRUPT
F11-SAVE/CLEAR	ENTER-INQUIRE	CLEAR-EXIT	F10-SAVE

Step 02: Type 'news' in the KEYWORD: field and a number in the PAGE: field. Press **Enter**.

In this case, we entered Page Number 02 to view the Table of Contents for the News Screens. We could then enter one of the page numbers listed to view additional information.

We could also scroll through the news screens by pressing **F5**-NEXT.

This is the same screen the system uses to display error messages during data entry. In addition, you can access information on this screen by using keywords. To see a list of Keywords, type 'keywords' in the KEYWORD: field and press **Enter**. Some of the Keywords include:

- AGENCY – A list of all state agencies with the date they will or have converted to SFMS
- CAS – A list of agencies still on CAS/EAS
- COST – Schedule for running cost allocation
- ALLOCAT – Schedule for running cost allocation
- MEETINGS – Schedule of upcoming SFMS meetings
- MONTH END – Dates for accounting close
- TRAINING – Current training schedule