

# R★STARS Training Manual

## Chapter #9 – Revenue Cycle

---

### Table of Contents

<b>OVERVIEW .....</b>	<b>2</b>
<b>ACCOUNTS RECEIVABLE .....</b>	<b>2</b>
<b>PROFILES THAT IMPACT ACCOUNTS RECEIVABLE.....</b>	<b>2</b>
25 Agency Control Profile.....	3
53 Agency Document Control Profile.....	4
34 Agency Vendor Profile.....	5
54 Agency Receivable Document Exemption Profile .....	6
94 Agency Message Profile .....	6
91 Report Request Profile .....	7
95 Report Distribution Profile .....	8
<b>ESTABLISHING ACCOUNTS RECEIVABLE.....</b>	<b>8</b>
Transaction Codes for Accounts Receivable .....	11
<b>INVOICES AND STATEMENTS .....</b>	<b>12</b>
<b>DELINQUENT ACCOUNTS .....</b>	<b>13</b>
<b>ACCOUNTS RECEIVABLE INQUIRY .....</b>	<b>14</b>
<b>ACCOUNTS RECEIVABLE REPORTS .....</b>	<b>16</b>
<b>CASH RECEIPTS.....</b>	<b>17</b>
<b>ENTERING CASH RECEIPTS .....</b>	<b>17</b>
Collection of a <i>Billed</i> Accounts Receivable.....	18
Receipt of a Refund of an Expenditure .....	19
Receipt of a Deposit Liability.....	19
<b>TRANSACTION CODES FOR CASH RECEIPTS .....</b>	<b>19</b>
<b>DEPOSIT RECONCILIATION .....</b>	<b>20</b>
<b>OVERVIEW OF PROCESS.....</b>	<b>20</b>
<b>PROFILES THAT IMPACT DEPOSIT RECONCILIATION.....</b>	<b>21</b>
D36 Agency Code 3 – Treasury Account Number .....	21
D53 Titles Profile – Treasury Fund Number .....	22
D23 Fund Profile.....	23
26 Program Cost Account Profile .....	24
Determining if Agency Deposits Reconcile.....	24
Control Reports .....	24
Requestable Reports .....	25
On-line Inquiry.....	25
13 Deposit Research.....	25
12 Manual Deposit Release.....	26
What To Do If A Deposit Does Not Reconcile.....	26
Researching the SFMS Amount.....	27
<b>REVENUE TRANSFERS.....</b>	<b>27</b>
<b>REVENUE INQUIRY .....</b>	<b>27</b>
<b>REVENUE REPORTS.....</b>	<b>32</b>

## Overview

R★STARS has six types of transactions that are part of the Revenue Cycle. They include:

- Revenue Budgeting
- Accrual Recognition
- Collection of Accruals
- Cash Receipts not Previously Accrued
- Revenue Transfers
- Expenditure Refunds
- Deferred Revenue Recognition
- Accumulation of Interest on Delinquent Receivables

*Accruals* are revenues that have been earned but not yet received. These include:

- Accounts receivable due from other agencies
- Accounts receivable for external grant and project billings
- Taxes receivable

In this chapter we will cover Accounts Receivable, Cash Receipts, Revenue Transfers and Deposit Reconciliation.

## Accounts Receivable

R★STARS contains features that assist in managing Accounts Receivable. These include:

- Generation of invoices – including the capability to attach “customized” messages to individual invoices
- Generation of statements and delinquent notices
- Accumulation of interest and late fee charges
- Tracking of documents by Customer and Document Number
- Provision of accounts receivable reports to assist in the management of receivables

## PROFILES THAT IMPACT ACCOUNTS RECEIVABLE

If an agency is considering using R★STARS to track Accounts Receivable, they will need to review or set up several profiles. These include:

- 25 Agency Control Profile
- 53 Agency Document Control Profile
- 34 Agency Vendor Profile
- 54 Agency Receivable Document Exemption Profile
- 94 Agency Message Profile
- 91 Report Request Profile
- 95 Report Distribution Profile

25 Agency Control Profile

```

S025 UC: 10 STATE OF OREGON 01/10/14 08:50 AM
LINK TO: AGENCY CONTROL PROFILE PROD

AGENCY: 634 FISCAL YEAR: 10
COST RUN IND: RUN TYPE: NO STEPS: LAST STEP:
ALLOCATION- CA BY IDX: CA BY PROJ: CA BY GRANT: CA POST:
CA RANGE FROM: TO: CA TYPES:
BILLING DEF- IDX: PCA: EXP COMP/AGY OBJ:
DEFAULT- IDX: PCA: REV COMP/AGY OBJ:
REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N
DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 2
REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: N ENC: Y (Y OR N)
COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: N THRESHOLDS - CAP: INV: CAPTURE:
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 03 AGY BUD BY ORG IND: N (Y OR N)
AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM IND: N (Y OR N)
REPORTING MONTH/YR: 01 10 LABOR RUN IND: N (Y,N OR A)
INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 10192009
Z06 RECORD SUCCESSFULLY RECALLED

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

The INTEREST CALC RUN/MONTH indicators on the 25 Profile affect Accounts Receivable.

- The INTEREST CALC RUN indicator determines if the interest on delinquent accounts will be calculated during the nightly batch cycle (Yes or No). Most of the time this indicator will be *N*, indicating not to run the interest calculation that night.
- The INTEREST CALC MONTH indicator determines the *fiscal month* that the interest will be run. July is the first fiscal month (01), the ninth fiscal month is March (09).

If the FREQUENCY CONTROL on the 91 Report Request Profile is A for Invoices, Statements, or Delinquent Notices, the REPORT MONTH/YR will impact the printing of these documents.

53 Agency Document Control Profile

```
S053 UC: 10 STATE OF OREGON 01/10/14 08:43 AM
LINK TO: AGENCY DOCUMENT CONTROL PROFILE PROD

AGENCY: 622 DOC TYPE: AR

INTEREST AND LATE FEE CALCULATION
DAYS PAST DUE DATE: 001 TRANSACTION CODE: 106
INTEREST RATE: 18.00 COMP OBJ: 0800 AGENCY OBJ: 0801
LATE FEE: COMP OBJ: AGENCY OBJ:
COMPOUND INTEREST: N (Y/N)

TRANSFER TO COLLECTIONS
SUBJECT TO TRANSFER: N (Y/N)
DAYS BEFORE TRANSFER:

A/R DEF DUE DAYS: 010

STATUS CODE: A
EFF START DATE: 11132000 EFF END DATE: LAST PROC DATE: 02152001
Z06 RECORD SUCCESSFULLY RECALLED

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

To calculate and record finance charges an agency must set up the 53 Profile for each Accounts Receivable Document Type.

The 53 Profile establishes the following items necessary for the system to calculate and record finance charges:

- Number of days past the due date to calculate interest or late fee
- Transaction Code to use in posting interest and late fee
- Interest rate
- Late fee amount
- Comptroller or Agency Object to use to post interest and late fee
- Whether to calculate simple or compound interest

If the Due Date is not entered on the batch transaction for an A/R, the A/R DEF DUE DAYS will determine the due date.

Oregon is not using the transfer to central collections feature.

**34 Agency Vendor Profile**

```

S034 UC: 10 STATE OF OREGON 01/10/14 08:59 AM
LINK TO: AGENCY VENDOR PROFILE PROD

AGENCY: 165
VENDOR NO/MAIL CODE: 0000002019 000 VENDOR TYPE: UPDATE REASON CODE: ADD
VENDOR NAME: FEDERAL PUBLIC DEFENDER
ALT NAME: FEDERAL PUBLIC DEFEN ALT #:
ADDRESS1: 851 SW SIXTH AVE SUITE 1375
ADDRESS2:
ADDRESS3:
ADDRESS4:
CITY: PORTLAND STATE: OR ZIP CODE: 97204
COUNTRY: PHONE:
OWNERSHIP CODE: TAX OFFSET EXEMPT: HOLD REASON CODE:
PAYMENT DIST TYPE: 1099 IND: FEI/SSN IND:

BU/WH EFF DATE:
W9 REQUESTED DATE:
STATUS CODE: A
EFF START DATE: 03031995 EFF END DATE: LAST PROC DATE: 04071995
Z06 RECORD SUCCESSFULLY RECALLED

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

A *Customer* is a person or company that *buys* goods or services from the State of Oregon, and a *Vendor* *sells* goods and services to the State. In R\*STARS these are both called *Vendors*.

- A *Customer* is set up in the **34 Profile**
- A *Vendor* is set up in the **52 Systemwide Vendor Profile**

Agencies assign their own vendor numbers and mail codes and maintain the **34** profile.

- All Agency Vendor numbers begin with *0*

See the R\*STARS Data Entry Guide, Chapter #6 for information about the fields on this profile.

54 Agency Receivable Document Exemption Profile

```
S054 UC: 10 STATE OF OREGON 01/10/14 09:33 AM
LINK TO: AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE PROD

AGENCY: 622 DOC NO: AR999999 FY: 10

EXEMPT FROM:

INTEREST AND LATE FEE CALCULATION: Y (Y/N)
TRANSFER TO COLLECTIONS: N (Y/N)
DUNNING NOTICE PREPARATION: N (Y/N)
INTEREST RATE:

STATUS CODE: A
EFF START DATE: 02152001 EFF END DATE: LAST PROC DATE: 07212009
Z07 NEXT RECORD SUCCESSFULLY READ

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

The agency uses the 54 Profile to *exempt a specific document* from interest and late fee calculations.

- A Receivable (document) can be exempted from *all* interest and late fee calculations.
- A Receivable (document) can be exempted from being sent delinquency notices (dunning notice).
- The interest rate used in the interest calculation can be specific to a Receivable (document).

94 Agency Message Profile

```
S094 UC: 10 STATE OF OREGON 01/10/14 09:23 AM
LINK TO: AGENCY MESSAGE PROFILE PROD

AGY: 586 KEYWORD: DUNN30 PAGE: 01

OUR RECORDS INDICATE THAT USERS ACCOUNT IS NOW 30+ DAYS PAST DUE. IF PAYMENT
HAS BEEN MADE, PLEASE SEND A COPY OF THE CANCELED CHECK.
IF USERS ARE MISSING ANY INVOICES OR HAVE ANY QUESTIONS, PLEASE CONTACT JOHN DOE
AT (503)555-5555 EXT333.

STATUS CODE: A
EFF START DATE: 08041995 EFF END DATE: LAST PROC DATE: 11171995
Z06 RECORD SUCCESSFULLY RECALLED

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

R\*STARS has a message feature that can be used to establish a library of messages for invoices. The agency assigns a *keyword* to each of these messages. When processing invoices a user can attach one of these messages to an invoice by entering the appropriate *keyword* in the message (MSG) field of the **515 Invoice Entry Screen**.

Message can be entered into the library by going directly to the profile or while entering an Accounts receivable transaction and invoice.

**91 Report Request Profile**

```

S091 UC: 10 STATE OF OREGON 01/10/14 09:27 AM
LINK TO: REPORT REQUEST PROFILE PROD

AGENCY: 165 REQUESTER: INVC REQUEST NO: 44 REPORT ID: DAFR9800

APPN YEAR: PERIOD: CM FY: FREQUENCY: 08212009 FREQ CONTROL: S
RANGE - FROM DATE: THRU DATE:
LEVEL - ORG: PROGRAM: OBJECT: FUND: NACUBO FUND: GL ACCT:

SPECIAL SELECTS -
AGENCY: 165 OR AGENCY GROUP: ORG CODE:
PROGRAM CODE: NACUBO FUND:
APPROP FUND: FUND:
COMP OBJECT: AGY OBJECT:
GL ACCT: AGY GL ACCT:
SPEC SEL 1: 20090901 20090930 SPEC SEL 2: ARH00000 ARH99999

STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 10012009
Z07 NEXT RECORD SUCCESSFULLY READ

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

If the agency is going to use R\*STARS to produce invoices, statements, and/or delinquent notices, a **91 Profile** must be set up for each of these documents long with profiles for any of the A/R Related reports.

With this profile, the agency can ask the system to print invoices at a defined frequency. Several fields set the parameters:

- PERIOD determines the period of time for the data the system will use
  - CM – Current month would print invoices created within the current month
  - 01 to 12 indicates a specific month to use
- FREQUENCY determines how frequently the system will print the documents
  - Values include Daily, Weekly, Monthly, Quarterly, Annually or a specific day
- FREQ CONTROL determines whether the **97 System Management Profile** or the **25 Profile** will control the printing.
  - If the **25 Profile** controls the printing, the documents will only print when the reporting month/yr on the **25 Profile** coincides with the Period and Frequency settings on the **91 Profile**.

**95 Report Distribution Profile**

```

S095 UC: 10 STATE OF OREGON 01/10/14 09:30 AM
LINK TO: REPORT DISTRIBUTION PROFILE PROD

AGENCY: 165 REQUESTER: INVC REQUEST NO: 44 REPORT ID: DAFR9800 DIST CODE: 0012

MEDIA TYPE: SPL1
DEVICE ID:
COPIES: 01
NAME: OREGON SECRETARY OF STATE
ADDRESS 1: BUSINESS SERVICES DIVISION
ADDRESS 2: 255 CAPITOL ST NE-PUB.SERV.BLD,STE 180
CITY: SALEM
STATE: OR ZIP: 97310 MAIL CODE:
PHONE:
INSTRUCTIONS: ATTN: A/R ACCOUNTING TECH.

STATUS CODE: A
EFF START DATE: 02101995 EFF END DATE: LAST PROC DATE: 12051997
Z06 RECORD SUCCESSFULLY RECALLED

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

The **95 Report Distribution Profile** provides the information needed to deliver the documents to the appropriate person.

It defines the address for the REQUESTER on the **91** Profile.

An agency may elect to *remote print* invoices, statements, and delinquent notices. This means that the documents would print on an agency printer. SFMS Operations in DAS sets up the profiles for remote printing.

**ESTABLISHING ACCOUNTS RECEIVABLE**

Look at the following example showing a user establishing a specific accounts receivable by entering the transaction in a batch:

- Step 01:** Create a Batch Header on the **500 Batch Header Entry** screen with a BATCH TYPE of 2.
- Step 02:** After pressing **F10**-SAVE to save the Batch Header, the system will display the **504 Revenue/Receipts Transaction Entry** screen.

```

S504 UC: 10 STATE OF OREGON 01/10/14 09:37 AM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 634 DATE 010814 TYPE 2 NO 222 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 010814 DUE DATE: 010814 SERV DATE: 010614
CUR DOC/SFX: AR000903 001 REF DOC/SFX: MOD: AGENCY: 634
TRANS CODE: 101 ESTBLSH INTERGOV REC(FED) BILLED INVOICE
INDEX: 10640 FACILITY INVEST & MAINT - REGION 4
PCA: 53040 FIP - BOR - FEDERAL FUNDS AY: 15
COMP/AGY OBJ: 0300 8653 BUREAU OF RECLAMATION REVENUE
AMOUNT: 00000012220.00 RVS: DESC: fed land fees
DOC COUNT: 0001 DOC AMT: 0000012220.00 DOC AGY: 634 FUND OVRD:
VEND/MC: 1213141516 011 NM: US BUREAU OF RECLAMATION
PMT TYPE: INT: ADD1: 1150 N CURTIS RD
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: BOISE ST: ID ZIP: 83706 1234
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 60045 FUND: 6100 GL ACCT/AGY:
GRANT NO/PH: 001070 01 SUB GRANTEE: PROJ NO/PH: 001239 03
MPCD: AGY CD-1: 2: 3: RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT

```

**Step 03:** Enter the transaction on the **504** screen.

- Use Document Type *AR* or *AF*. Use an *AR* if the system *will not* be used to calculate interest and late fees. Use an *AF* if the system *will* be used to calculate interest and/or late fees. *Users cannot change the Document Type if they decide to charge interest and/or late fees later.*
- Determine the appropriate Transaction Code. See the section below on *billed* and *unbilled* transaction codes.
- Enter the appropriate Coding Block, such as Index, PCA, Object
- Enter the Vendor Number in the VEND/MC field.

**Step 04:** Press **F10**-SAVE.

**Step 05:** If the Transaction Code does not require an invoice, go to Step 10. If the selected Transaction Code requires an invoice (billed), press **F2**-INVOICE to access the **515 Invoice Entry** Screen.

This will activate the *interrupt* feature, which means pressing **F9**-INT to return to the original screen.

```
S515 UC: 27 STATE OF OREGON 01/10/14 09:43 AM
LINK TO: INVOICE ENTRY PROD
ACTIVE
BATCH- AGY: 634 DATE: 010814 TYPE: 2 NO: 222 DOC NO/SFX: AR000302 001
AGY: MSG:

MMDDYY -----NARRATIVE----- QTY UNIT COST EXTENSION
010814 FEDERAL LAND FEES - OCT 2009 1 12220.00 12220.00

TOTAL: 12220.00

F1-HELP F2-MSG F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT
```

**Step 06:** The **515 Invoice Entry** Screen will reference the Batch Agency, Date, Batch Type, Batch Number, and Document Number and Suffix. Enter the line items for the invoice.

It isn't necessary to enter the *Extension* or *Total* amounts, as the system will calculate these values when the invoice is saved.

**Step 07:** To attach a message from the message library (**94** Profile), enter the *keyword* for the message in the MSG field.

**Step 07A:** To attach a message that is **not** in the message library, press **F2**-MSG. The system will go to the **94** profile.

```

S094 UC: 10 STATE OF OREGON 01/10/14 09:23 AM
LINK TO: AGENCY MESSAGE PROFILE PROD
AGY: 586 KEYWORD: LAND USE PAGE: 01
FEES ARE COLLECTED ON A MONTHLY BASIS FOR RIGHT OF WAY ACCESS TO
TELECOMMUNICATION FACILITIES.

STATUS CODE: A
EFF START DATE: 08041995 EFF END DATE: LAST PROC DATE: 11171995
Z06 RECORD SUCCESSFULLY RECALLED

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

```

**Step 07B:** Enter the AGENCY, KEYWORD, and message. Press **F10**-SAVE to save the message. (This will also save the invoice entries.) Press **F9**-INT to return to the **515** Screen.

**Step 08:** Press **F10** to save the invoice. The *Extensions* and *Totals* will display.

**Step 09:** Press **F9** to return to the **504 Revenue/Receipts Transaction Entry** screen.

**Step 10:** Continue adding transactions until the batch is complete.

**Step 11:** When all of the transactions have been entered in the batch, press **F6**-BALANCING to balance the batch.

NOTE: If a transaction code requires an invoice and an invoice was not entered, the system will display the message "NO MATCHING INVOICE FOUND FOR AR TRANSACTION WITH CURRENT DOC # AR#####." Either an invoice must be entered or the Transaction Code changed before the batch will balance.

**Step 12:** If the batch balances and the user has the authority, press **F6** again to release the batch.

### Transaction Codes for Accounts Receivable

The titles of the Transaction Codes used to process Accounts receivable transactions will include the term *billed* or *unbilled*.

- **Billed** Transaction Codes are used when transactions *need to be tracked* in the document financial table. They will be tracked by customer and document. The input must have a due date and vendor information for the transaction to process.

- **Unbilled** Transaction Codes are used for transactions that *will not be tracked* in the document financial table. They are posted as summary amounts and cannot be retrieved by customer or document.

Transaction Codes for entering and adjusting Accounts Receivable include:

- 101\* Establish Intergovernmental Receivable (Federal) Billed (Invoice)
- 102\* Establish Intergovernmental Receivable (Local) Billed (Invoice)
- 103\* Establish A/R – Other Billed (Invoice)
- 104 Establish/Adjust A/R – Other Unbilled
- 105 Establish/Adjust A/R – Federal – Unbilled
- 106 Record interest on Delinquent Billed Receivable
- 107 Adjust Accounts receivable – Other – Billed
- 109\* Establish A/R – Transfer In – Billed (Invoice)
- 110 Adjust Intergovernmental Receivable (Federal) Billed
- 111 Adjust Intergovernmental Receivable (Local) Billed
- 118 Reclass Accounts Receivable – Prior AY
- 129 Record Allowance for Uncollectible A/R – Billed
- 130 Record Allowance for Uncollectible A/R – Unbilled
- 135 Establish Receivable for Cash Refund of Expenditure
- 136 Adjust Receivable for Cash Refund of Expense
- 171 Adjust A/R – Transfer In – Billed
- 174 Establish A/R Billed – Transfer In – No Invoice
- 188 Establish Receivable – Federal – Billed (Grant/Project/CMIA)
- 193 Establish Receivable – Other – Billed (Grant/Project/CMIA)
- 197 Establish Intergovernmental Receivable – Federal – Billed – No Invoice
- 198 Establish Intergovernmental Receivable – Other – Billed – No Invoice
- 199 Establish A/R Other Billed – No Invoice
- 213 Accounts Receivable – Add Suffix to Document
- 214 Negative Accounts Receivable – Add Suffix to Document

\* Requires an invoice be processed

## INVOICES AND STATEMENTS

R★STARS provides several statements and invoices. They include:

- **Invoices** (DAFR9800)
  - Provides accounts receivable invoices that are ready to mail
  - A specific invoice or a range of invoices can be selected
  - Invoice message will appear on invoice
- **Statement of Account** (DAFR9810)
  - Provides a statement by customer of all outstanding invoices and total balance due
  - Accounts with zero balances and/or credit balances can be suppressed
- **Delinquent Statements of Accounts** (DAFR9820)
  - Provides a statement of delinquent accounts receivable
  - Has options that prints only account balances meeting a minimum dollar amount

- 
- *Delinquent Notices* (DAFR9830)
    - Provides a delinquent notice for delinquent accounts receivable
    - Allows selection of 30 day or 60 day delinquent notices

See the R\*STARS Report Guide for samples of these documents.

All of these documents are requestable reports. See the section above on the **91** Profile. Also see the R\*STARS Report Guide for additional information on setting up profiles and requesting the reports.

## DELINQUENT ACCOUNTS

R\*STARS has the capability to automatically calculate and record interest and/or late fees to delinquent accounts receivable.

- Users can define the percentage for interest and the amount for late fees.
- The system provides separate totals for interest and principle.

The following Profiles impact the Delinquent Accounts function.

- **53 Agency Document Control Profile**
  - Controls Due Date, Interest Rate, Late Fee Amount
  - Provides Coding Block for Interest and/or Late Fee
- **25 Agency Control Profile**
  - Determines when interest will be calculated
- **54 Agency Receivable Document Exemption Profile**
  - Exempts specific document from interest and late fee
  - Exempts specific document from dunning notice
  - Establishes unique interest rate and/or late fee amount

The system uses the following criteria for calculating interest and late fees:

- The **53 Agency Document Control Profile** has an entry for the Agency and Document Type
- The document balance is greater than zero
- There is no interest activity for the document in the month specified in the **25** Profile
- The document due date, compared to the current date, is equal to or greater than the number of days past due on the **53** Profile
- There is not an entry on the **54** Profile

ACCOUNTS RECEIVABLE INQUIRY

R\*STARS contains a number of on-line inquiry screens to assist in the management of Accounts Receivable. These include:

59 Vendor Document Inquiry

- Provides a list of open documents that have a balance greater than zero for a vendor by document type
- Displays receivables in order of age, oldest first
- Can be used to identify the appropriate Reference Document to liquidate an Accounts receivable.
  - From the Transaction Entry Screen, a user can Interrupt to the 59 screen, select the appropriate document and press F9-INT to take the values back to the Transaction Entry Screen.
- Provides an on-line, real-time document balance

```

S059 UC: 10 STATE OF OREGON 01/10/14 09:17 AM
LINK TO: VENDOR DOCUMENT INQUIRY PROD

AGY: 107 VENDOR NO/MC: 0000440000 000 DOC TYPE: AR FY: 14
VENDOR NAME: CONSUMER & BUSINESS, DEPT OF
S DOC NO / SFX CREATE DATE DOC DATE DOC BALANCE
AR000983 001 09242013 10.00
AR000483 001 11222013 545.45
AR000498 001 11222013 640.89
AR000585 001 11202013 275.50
AR000168 001 11252013 82,844.00

NO MORE RECORD(S) FOUND

F1-HELP F5-NEXT RECORD F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

```

64 Document Record Inquiry

- Provides a summary of activity for a specific document, including original amount, payments, and adjustments
- Provides an on-line document balance
- Provides summary of activity by month

```

S064 UC: 10 STATE OF OREGON 01/10/14 09:21 AM
LINK TO: DOCUMENT RECORD INQUIRY PROD
AGY: 107 DOC NO/SFX/CLASS: AR000168 001 001

CREATE DATE: 112513 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 14 INQ MONTH: 05 DOC BALANCE: 82,844.00

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 82,844.00

F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
    
```

▪ **85 Vendor Transaction Inquiry**

- Lists documents by vendor (customer)
- Identifies all transactions occurring within a Document Type, including reversals.

```

S085 UC: 10 STATE OF OREGON 01/10/14 09:29 AM
LINK TO: VENDOR TRANSACTION INQUIRY PROD
PAGE 0002
VEND NO/MC: 0000440000 000 AGY: 107 DOC TYPE: AR INV#:
VEND NAME: CONSUMER & BUSINESS, DEPT OF
REC TYPE: A APPR FUND: FUND: EFF DATE RANGE: TO 111309

DOC NO / SFX REF DOC/SFX INVOICE # TC PDT PMT- # DATE APPR DT
AP FUND FUND INDEX PCA AY COBJ AOBJ TRANS AMT R S
AR000483 001 3400 4630 11380 11 0407 1012 545.45 102209
AR000498 001 3400 4630 11380 11 0407 1012 640.89 102209
AR000585 001 3400 4630 11380 11 0407 1062 293.75 102109
AR000168 001 8800 0050 99601 11 0405 0800 82844.00 102309
AR000466 001 3400 4630 11380 11 0407 1012 77.52 100709
AR000540 001 3400 4630 11380 11 0407 1062 18.25 101309

F1-HELP F2-84 F7-PRIOR PG F8-NEXT PG F9-INTERRUPT ENTER-INQ CLEAR-EXIT
    
```

86 Document Transaction Inquiry

- Provides posting information for each transaction associated with a specific document, including original receivable, payments, interest, and adjustments

```

S086 UC: 10 STATE OF OREGON 01/10/14 09:30 AM
LINK TO: DOCUMENT TRANSACTION INQUIRY PROD
PAGE 0001
AGY: 107 DOCUMENT NO/SUFFIX: AR000168 001 REC TYPE: A
EFF DATE RANGE: TO 111309
-----TRANS ID----- TC D DT PAYMENT # REF DOC/SFX TRANSACTION AMOUNT R
CUR DOC/SFX M INDEX PCA AY COBJ AOBJ VENDOR NO/MC AP FUND FUND S
107 10/23/09 2 552 00021 199 10/09 0000440000 000 8800 82844.00
AR000168 001 99601 11 0405 0800 0000440000 000 8800 0050
F1-HELP F2-84 F7-PRIOR PG F8-NEXT PG F9-INTERRUPT ENTER-INQ CLEAR-EXIT

```

See Chapter #13 – Document Inquiry for additional information.

ACCOUNTS RECEIVABLE REPORTS

R\*STARS provides several reports to help manage Accounts Receivable. They include:

- DAFR9750 Accounts Receivable Document Status
- DAFR9760 Accounts Receivable Aging Analysis
- DAFR9770 Accounts Receivable Calculated Interest
- DAFR9780 Customer History Report
- DAFR9790 Accounts receivable Reconciliation
- DAFR3101 Interest Accumulation Control Report

See the R\*STARS Report Guide for additional information.

---

## Cash Receipts

The R\*STARS features related to **Cash Receipts** allow flexibility and power. The system:

- Tracks cash deposits by customer and document number or in summary form
- Applies payments to outstanding receivables
- Automatically retrieves the coding block for an Accounts receivable when the A/R is referenced on the payment transaction
- Provides electronic notepad feature for internal communications
- Provides on-line inquiry features to facilitate the application of payments to outstanding receivables
- Provides automatic deposit reconciliation features, designed to manage the State's cash more efficiently
- Supports reconciliation of cash with the treasury

### ENTERING CASH RECEIPTS

The process for entering Cash Receipts is very similar to the process for other types of transactions. Users first create a Batch Header on the **500 Batch Header Entry** screen and then enter transactions on the **504 Revenue/Receipts Transaction Entry** screen. The following steps demonstrate this procedure:

**Step 01:** Create a Batch Header on the **500 Batch Header Entry** screen.

- Use a *Batch Type* of 2
- Determine whether or not to use a Fast Entry Screen (see [Chapter #5 – Entering Transactions – The Basics](#)).

**Step 02:** When the Batch Header is saved (no fast entry screen), the system will display the **504 Revenue/Receipts Transaction Entry** screen.

- Enter the Document Type (usually *CR*)
- Identify the appropriate Transaction Code
- Identify the required fields for the Transaction Code
- Identify the Reference Document Number if the transaction is a payment for a billed Accounts receivable
- Enter the applicable account coding – unless there is a Reference Document
- Enter a Deposit number
- Enter an AGENCY CODE 3 if the PCA or Index does not infer it (see Deposit Reconciliation below)
- Enter a description in the DESCRIPTION field.

**Step 03:** If the transaction is payment for a billed A/R, press **F4**-EDIT. The system will bring in the coding block from the Reference Document.

```

S504 UC: 27 STATE OF OREGON 01/10/14 11:30 AM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 635 DATE 010614 TYPE 2 NO 008 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 011014 DUE DATE: SERV DATE:
CUR DOC/SFX: CR084334 001 REF DOC/SFX: ARM07328 001 MOD: AGENCY: 635
TRANS CODE: 177 COLL-A/R OTHER-UNBILLED/MASS TRANSRECV
INDEX: 04350 REVENUE
PCA: 14130 COLUMBIA RIVER MGMT OF NON-LIC AY: 15
COMP/AGY OBJ: 1105 1130 O/F GRANTS - DIRECT
AMOUNT: 00000017211.98 RVS: DESC:
DOC COUNT: 00005 DOC AMT: 0000018197.96 DOC AGY: 635 FUND OVRD:
VEND/MC: 0999999999 000 NM: ACME FISH CO.
PMT TYPE: INT: ADD1: PO BOX 59
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: PORTLAND ST: OR ZIP: 97207
PEN AMT: CHECK #: DEPOSIT #: DP50116
G38: APPN NO: 31140 FUND: 1156 GL ACCT/AGY: 0507
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 01000 RTI: D

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT
    
```

**Step 04:** Press **F10**-SAVE or **F11**-SAVE/CLEAR after each transaction.

NOTE: If an Accounts Receivable reference document is used, the user should use the **F11**-SAVE/CLEAR to ensure coding data from that transaction does not carry over to the next transaction in the batch.

**Step 05:** When all of the transactions in the batch have been entered, press **F6**-BALANCE to balance the batch.

**Step 06:** If the batch balances and the user has the authority, press **F6**-RELEASE again to release the batch.

**Collection of a *Billed* Accounts Receivable**

The Transaction Code to record the cash receipt for a *billed* accounts receivable requires a Reference Document. Users may look up the Reference Document Number by Interrupting to the **59 Vendor Document Inquiry** from the Transaction Entry Screen.

- Enter the Vendor Number, Mail Code and DOC TYPE of *AR* or *AF*
- Select the applicable document and press **F9**-INT(errupt)
- Press **F4**-EDIT to retrieve the coding information from the Reference Document
- If the payment includes interest or a late fee that was entered separately, record this portion of the payment as a separate transaction

### Receipt of a Refund of an Expenditure

*Expenditure Refunds* are cash receipts collected because of a refund as the result of an overpayment of an expenditure. For example, the agency receives and pays for five desks. It then returns two defective desks and the vendor refunds the price of the two desks. Rather than recording the refund as a cash receipt, the agency records it as a reduction in expense.

The Transaction Code (172) to record the refund of an expenditure:

- May be used with a Batch Type of 2 or 4
- Requires a Document Type of *CR*
- Requires an expenditure object
- Makes a Reference Document (Vouchers payable) optional

### Receipt of a Deposit Liability

A deposit liability is the receipt of cash that does not currently represent revenue because

- The purpose of the payment is not known
- The agency intends to repay the liability in the future

The transaction code (165):

- Uses either a Batch Type of 2 or 4
- Uses the Document Type *DL*
- Will not allow an object code

### TRANSACTION CODES FOR CASH RECEIPTS

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

---

## Deposit Reconciliation

Although the term *Deposit Reconciliation* sounds a bit mysterious, it isn't new to the State of Oregon. In R★STARS Deposit Reconciliation is an automated process for agencies to reconcile Treasury Transactions with SFMS Cash Receipt Transactions. It ensures that agencies do not spend money before the deposit has been entered in both Treasury and SFMS accounts.

Deposit Reconciliation impacts the following kinds of transactions:

- Deposits
- Suspense transfers to receipted accounts
- Investment interest
- Treasury excess interest allocations
- Wire transfers (incoming and outgoing)
- Automated Clearing House Transactions (ACH – incoming and outgoing)

### OVERVIEW OF PROCESS

- Agencies enter cash receipt transactions in R★STARS. The transactions include:
  - Deposit Number
  - Treasury Account Number (Agency Code 3)
- The deposit transaction has the following impact on the General Ledger:
  - Debit 0065 Unreconciled Deposit
  - Credit 3100 Revenue Control
- The system summarizes all of the deposit activity by agency number, account number, and deposit number nightly. The Treasury system interfaces Treasury activity to R★STARS.
- R★STARS compares the SFMS summary of the cash receipt transactions to the Treasury transactions. The match includes agency number, treasury account number, deposit number, and amount.
- If the data matches, the system changes the Match Status to *Y* and generates a transaction with T-code 332. This makes the cash available to the agency. It posts the transaction to the General Ledger as follows:
  - Debit 0070 Cash in State Treasury
  - Credit 0065 Unreconciled Deposit
- If the data does not match, the system gives the deposit a Match Status of *N*. The cash remains in Unreconciled Deposits and will not be available to the agency. The agency will need to research and correct the differences.

**PROFILES THAT IMPACT DEPOSIT RECONCILIATION**

**D36 Agency Code 3 – Treasury Account Number**

The *Treasury Account Number* captures deposit information for reconciliation purposes.

- It is a five-digit number set up on the **D36** profile.
- The terms *Treasury Account Number* and *Agency Code 3 Number* usually refer to the same number and the terms are used interchangeably.
- The Treasury Account Number is entered into the AGENCY CODE 3 field of the Transaction Entry Screen for non-suspense account Cash Receipt transactions. It can be looked up by a PCA or Index.

```
SD36 UC: 10 STATE OF OREGON 01/10/14 11:45 AM
LINK TO: AGENCY CODE 3 PROFILE PROD

AGENCY: 100 (MUST BE IN D02 AGENCY PROFILE)
AGENCY CODE 3: 01029
TITLE: COMMUNITY HOUSING FUND
TREASURY FUND: 01029

STATUS CODE: A

EFF START DATE: 10012002 EFF END DATE: LAST PROC DATE: 09192002
Z07 NEXT RECORD SUCCESSFULLY READ

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

- The **28A Transaction Code Description Profile** does not have the option to require an entry in the AGENCY CODE 3 field. Because it is one of the four elements that are matched during deposit reconciliation, if it is not entered and not looked up by a PCA or and Index, the deposit will not reconcile.
- The AGENCY CODE 3 *can not be entered on any of the Fast Entry Screens*. Again, it is advantageous to have it looked up by a PCA or Index, as those fields are located on the fast entry screens.

**D53 Titles Profile – Treasury Fund Number**

```
SD53 UC: 10 STATE OF OREGON 01/10/14 11:48 AM
LINK TO: TITLES PROFILE PROD

TABLE ID: TRES

KEY: 1029

TITLE: #100/DD COMMUNITY HOUSING FUND

STATUS CODE: A
EFF START DATE: 07012002 EFF END DATE: LAST PROC DATE: 08232002
Z06 RECORD SUCCESSFULLY RECALLED

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

Treasury Funds are accounts that are used to track banking activity. They are receipt and suspense accounts. All of the Funds on the **D53** (Table ID: TRES) are valid and active accounts established at Treasury. They usually relate to a legislatively approved program with dedicated funds. Fund examples include:

- General Fund
- State Highway Fund
- Capital Construction
- Student Loan Guarantee Fund
- Federal Mineral Leases Fund
- Employee Awards and Suggestions Awards Committee
- Tire Recycling Fund
- Parks and Recreation Operating Fund

An agency’s Treasury Account Number points to one of these funds.

Treasury Accounts have five digits. SFMS **D53** accounts have four digits. The interface drops off the first digit.

Treasury Suspense Accounts are not included in Deposit Reconciliation.

D23 Fund Profile

```
SD23 UC: 10 STATE OF OREGON 01/10/14 12:00 PM
LINK TO: FUND PROFILE PROD

AGENCY: 100 FISCAL YEAR: 14 FUND: 3409
TITLE: OF DEV DIS COMMUNITY HOUSING FUND
APPROPRIATED FUND: 3400 (MUST BE IN D22 APPROP FUND PROFILE)
GAAP FUND: 7505 (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999 DEFAULT OREGON
LOCAL FUND IND: N BANK ID: CASH FUND: 34952
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1 AGENCY BUDGET: 1 CASH CONTROL: 3
CASH BALANCE DISP - IND: N %/AMT: 00000000000 TREASURY FUND: 1029
DESCRIPTION:
CC ORG LEVEL IND: 1 (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSIT INTEREST - IND: Y AGENCY: FUND:
GAAP FUND GROUP: 01 (SYSTEM GENERATED)
GAAP FUND TYPE: 14 (SYSTEM GENERATED) STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 04082009
Z07 NEXT RECORD SUCCESSFULLY READ

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

The **D23** profile builds relationships among funds. In the case of deposit reconciliation, the **D23** defines the **D53** Treasury Fund for each **D23** Fund.

Several different **D23** Funds may point to the same **D53** Treasury Fund.

**26 Program Cost Account Profile**

The **26** profile establishes the relationship between the **D23** Fund and the AGENCY CODE 3 (the Treasury Account Number). In this case, the PCA would be entered on the transaction. It would then infer the **D23** Fund and AGENCY CODE 3. The **D23** Fund identifies the **D53** Treasury Fund.

```

S026 UC: 10 STATE OF OREGON 01/10/14 12:04 PM
LINK TO: PROGRAM COST ACCOUNT PROFILE PROD

AGENCY: 100 APPN YEAR: 15 PCA: 30551

PCA TYPE: D TITLE: LTC 1-C DD HOUSING-MAINTENANCE

PROGRAM CODE: 3144 PCA GROUP: AGY BUD PRG LEVEL IND: 5
FUNCTION CODE: AGY BUD FUNC LEVEL IND:
NACUBO FUND: NACUBO SUBFUND:
APPN NUMB: 34501 FUND: 3409 INDEX:

GRANT NO/PH: 711400 20 PROJECT NO/PH: RTI:
MPCODE: AGENCY CODE - 1: 4052 2: 3: 01029

GRANT REQ IND: Y PROJECT REQ IND: N STATUS CODE: A
EFF START DATE: 07012009 EFF END DATE: LAST PROC DATE: 06042009
Z06 RECORD SUCCESSFULLY RECALLED

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

If the PCA does not infer the Treasury Account Number, it must be entered separately for a cash receipt transaction to a receipted Treasury Account.

**Determining if Agency Deposits Reconcile**

The status of a deposit indicates how deposit transactions entered into R\*STARS match up with the transactions processed at the bank. The status can be one of the following:

- Y** – Yes, the deposit is reconciled.
- N** – No, the deposit is not reconciled.
- M** – Manual Release (available to Treasury only).

The status of any deposit can be determined by using a control report, a requestable report, or on-line inquiry.

**Control Reports**

Two control reports list deposit records:

- DAFR3321 is available to agencies. It provides a cumulative list of all non-reconciled deposits by account number, deposit number, treasury fund number, SFMS deposit amount, treasury deposit amount.

- DAFR3322 is available for Treasury. It lists all unreconciled deposits and contains the same information as DAFR3321.

**Requestable Reports**

Two requestable reports are also available:

- DAFR3330 lists all deposits for an agency with their status
- DAFR3360 lists all deposits and their status. It will be used by State-wide Disbursements for monthly cash reconciliations.

**On-line Inquiry**

R\*STARS provides two on-line inquiries for deposits:

- 13 Deposit Research
- 12 Manual Deposit Release

**13 Deposit Research**

```

F013 UC: 10 01/10/14 01:29 PM
LINK TO: DEPOSIT RESEARCH PROD
AGENCY: 100 FROM: THRU:
ACCT # DEPOSIT # TREAS FUND 1029 STATUS

ACCOUNT DEPOSIT TREAS SFMS TREASURY REL
NUMBER NUMBER FUND AMOUNT AMOUNT STAT S
00717 DP##### 1029 1,010.00 1,010.00 Y
DEP DTE 081209 RECON DTE 081209 SFMS DTE 081109
00717 DP##### 1029 1,066.50 1,066.50 Y
DEP DTE 081309 RECON DTE 081309 SFMS DTE 081209
01029 AT##### 1029 1,944.28 1,944.28 Y
DEP DTE 092706 RECON DTE 010814 SFMS DTE 010814
01029 DP##### 1029 251.63 251.63 Y
DEP DTE 071205 RECON DTE 071205 SFMS DTE 071105
01029 DP##### 1029 1,328.44 1,328.44 Y
DEP DTE 072205 RECON DTE 081105 SFMS DTE 072105
01029 DP##### 1029 188.72 188.72 Y
DEP DTE 072705 RECON DTE 081105 SFMS DTE 081105
01029 DP##### 1029 864.02 864.02 Y
DEP DTE 081505 RECON DTE 081505 SFMS DTE 081205
Z07 NEXT RECORD SUCCESSFULLY READ

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

The 13 inquiry screen provides a listing of an agency’s deposits.

Users may further narrow the search by entering a

- FROM and THRU date range
- Treasury ACCT #
- DEPOSIT number
- TREAS FUND
- STATUS

12 Manual Deposit Release

```

S012 UC: 10 STATE OF OREGON 01/10/14 01:37 PM
LINK TO: MANUAL DEPOSIT RELEASE PROD

AGENCY: 100

ACCOUNT NUMBER: 01029 RECONCILIATION DATE: 01/08/14

DEPOSIT NUMBER: AT#####

TREASURY FUND: 1029
SFMS BANK
DEPOSIT $: 1,944.28 1,944.28

DATE: 01/08/14 01/06/14

RELEASE STATUS: Y (Y,A,N,M) LAST USER ID:

DESCRIPTION:
Z06 RECORD SUCCESSFULLY RECALLED

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

The 12 Manual Deposit Release screen provides on-line information on the status of a treasury transaction.

- Each screen represents a single transaction.
- All deposits will appear on this screen until selected records are archived.
- Only Treasury has update access to this screen.
- Users can enter a specific deposit key (AGENCY, ACCOUNT NUMBER, and DEPOSIT NUMBER) and press **Enter** to recall a specific record.

**WHAT TO DO IF A DEPOSIT DOES NOT RECONCILE**

If the dollar amount provided by the bank is different from the amount entered into SFMS, it must be determined if the problem is with the bank information or the SFMS information.

- *If the problem is with the bank information*, the agency must contact the Treasury. Treasury is authorized to manually change the status of a deposit to an *M*, which indicates that the status of the batch has been manually changed.
- *If the problem is with the SFMS information*, the agency must correct the information by entering a new transaction.
  - If the account number is blank, the transaction probably did not include the AGENCY CODE 3. In this case, the agency will need to reverse the original entry and re-enter the transaction with the AGENCY CODE 3.

**Researching the SFMS Amount**

When research the SFMS amount, the following may be helpful:

Item Known:	Screen/Report Used:
Document Number	<b>86 Document Record Inquiry</b>
Transaction ID	<b>84 Accounting Event</b>
Fund or Cash Fund	<b>63 Cash Control Inquiry</b>
None	<b>DAFR2261 Daily Detail History Report</b>

See Chapter #13 – On-line Inquiry for additional information.

**Revenue Transfers**

State policy requires state agencies to make payments to each other through interagency transfers rather than writing a warrant.

- The paying agency initiates the payment.
- It may have a batch type of 2, 4 or G (companion transaction)
- If the receiving agency has set up an accounts receivable, the transaction will reference the AR document
- It will have a document type of BT (balanced transaction)
- The transaction codes will be in pairs in the 700s
- The transaction will post to the financial tables when the sending agency releases the batch

See the section on Interagency Transfers in Chapter #6 – Entering Transactions – Advanced Topics for additional information.

**Revenue Inquiry**

R\*STARS contains a number of on-line inquiry screens for revenue. The first four screens listed have already been described in the [previous section](#) on Accounts Receivable.

- 59 Vendor Document Inquiry
- 64 Document Record Inquiry
- 85 Vendor Transaction Inquiry
- 86 Document Transaction Inquiry

The following screens are also used to determine the status of revenue transactions:

- **61 Agency Budget Financial Inquiry**
  - Summarizes Outstanding Pre-encumbrances and Encumbrances, Accrued Expenditures, Cash Expenditures, and Transfers by Organization, Program, Fund, and Object Code
  - Provides the ability to “drill down” to the transactions that make up the summary amount

```

S061 UC: 10 STATE OF OREGON 01/10/14 09:38 AM
LINK TO: AGENCY BUDGET FINANCIAL INQUIRY PROD

AGENCY: 107 AY: 15 ORG CDE: PGM CDE: 2012 FUNC CDE: PCA: 99601
AP FUND: FUND: 0050 GRANT/PH: PROJECT/PH:
COMP SRC/GRP: OBJ/COBJ/AGY OBJ: 0800 AGY OBJ GROUP:
ORG LEVEL:
PGM LEVEL: 06 MISCELLANEOUS DISTRIBUTIONS -L6
FUNC LEVEL:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 14 INQ MONTH: 05 ADJ BUD: .00
AGENCY BUD AVAILABLE: .00 AGENCY BUD % AVAIL: .00
EXPENDITURES TO BUD %: 0.00 ALLOT TO BUD % : 0.00
BT TITLE AMOUNT BT TITLE AMOUNT
12 CASH REVENU 1,604,969.00
14 ACCRD REVEN 438,523.50

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

```

S011 UC: 10 STATE OF OREGON 01/10/14 09:41 AM
LINK TO: ACTIVE DOCUMENT SUMMARY INQUIRY PROD

AGENCY: 107 FISCAL YR: 14 MO: 07 DAY: 01 BT: 14 ACCRD REVEN
BT AMT: 438,523.50
AY AFND AOBJ PGMC PCA
KEY: 15 0050 0800 2012 99601
EFFECTIVE DATE DOC AGY DOC NUMBER REFERENCE DOC BALANCE/AMOUNT
20140101 107 AR000158 11115.75
20140101 107 AR000159 3407.50
20140101 107 AR000160 25085.75
20140101 107 AR000161 12072.00
20140101 107 AR000162 9117.75
20140101 107 AR000163 7264.25
20140101 107 AR000164 6310.00
20140101 107 AR000165 47788.00
20140101 107 AR000166 1908.00
20140101 107 AR000167 380.75
20140101 107 AR000168 82844.00
20140101 107 AR000169 2196.50

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE
    
```

S060 UC: 10 STATE OF OREGON 01/10/14 09:41 AM  
LINK TO: ACTIVE TRANSACTION SUMMARY INQUIRY PROD

AGENCY: 107 FISCAL YEAR 14 EFF DATE: 20091001 SFX: 001  
REC TYPE: A DOC AGY: 107 DOC NO: AR000168 REF DOC:

AY AFND AOBJ PGMC PCA  
KEYS: 15 0050 0800 2012 99601  
SFX EFF DATE VENDOR NO/MC VENDOR NAME TC AMOUNT R  
001 20091001 0000440000 000 CONSUMER & BUSINESS, 199 82844.00

F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE

S084 UC: 10 STATE OF OREGON 01/10/14 09:44 AM  
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD  
ACTIVE

BATCH: AGENCY 107 DATE 102309 TYPE 2 NO 552 SEQ NO 00021 REC TYPE: A STATUS: A

GL: DR1 0501 CR1 3101 DR2 CR2 DR3 CR3 DR4 CR4  
DOC AGY: 107 DOC DATE: EFF DATE: 100109 DUE DATE: 103109  
SERV DATE: CUR DOC/SFX/CLASS: AR000168 001 001 MOD:  
REF DOC/SFX/CLASS: AGENCY: 107  
TRANS CODE: 199 INDEX: PCA: 99601 AY: 15 COMP/AGY OBJ: 0405 0800  
AMOUNT: 82844.00 RVS: DISCOUNT: .00 FO: PDT:  
CI: PROP #: 1099: INV-NO: DT:

VEND/MC: 0000440000 000 DESC: 2ND QTR CENTRAL GOV SVC CHG  
NAME: CONSUMER & BUSINESS, DEPT OF CONT NO:  
CITY: SALEM ST: OR ZIP: 97310 RTI:  
PMT-NO: DT: AP NO: 77303 FUND: 0050 AGY GL:  
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:  
MPCD: AGY CD-1: 2: 3: 00401 CASH FUND:  
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:  
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00  
LAST PROC - DT: 10232009 TIME: 1301 ORIG SEQ NO: APPROVAL DT: 102309  
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F9-INT ENTER-INQ

**62 Appropriation Financial Inquiry**

- Summarizes Outstanding Pre-encumbrances and Encumbrances, Accrued Expenditures, Cash Expenditures, and Transfers by Appropriation
- Provides the ability to “drill down” to the transactions that make up the summary amount

```

S062 UC: 10 STATE OF OREGON 01/10/14 09:51 AM
LINK TO: ACTIVE APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 107 APPN YEAR: 15 APPN #: 77303 GENERAL FUND RECEIPTS
APPR FUND: 8800 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 0010 LVL: 02 DAS OPERATING BUDG ORG CD: LVL:
INQ TYPE: MC INQ YEAR: 14 INQ MONTH: 07 DETAIL/SUMMARY: D
CASH BASIS BUD: .00 ADJ BUD: .00
ACCR BASIS BUD: .00 REM APPN ALLOT: .00
ENC BASIS BUD: .00 ALLOT TO BUD % : 0.00
EXP TO BUD % : 0.00 UNSCHED TO BUD % : 0.00
BT TITLE AMOUNT BT TITLE AMOUNT
12 CASH REVEN 1,605,107.00
14 ACCRD REVE 438,523.50
    
```

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

63 Cash Control Summary Inquiry

- Reads information in the Cash Control Financial Table.
- Summarizes by Agency, Agency and Fund or Appropriated Fund
- Provides a cash balance by General Ledger Account

```
S063 UC: 10 STATE OF OREGON 01/10/14 10:09 AM
LINK TO: CASH CONTROL FINANCIAL INQUIRY PROD
ACTIVE

AGENCY: 107 APPR FUND: CASH FUND: 15000 FUND: GRANT NO/PH:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D
INQ YEAR: 14 INQ MONTH: 07 CASH BALANCE: 134,603,147.21

BT TITLE AMOUNT BT TITLE AMOUNT
12 CASH REVEN 2,167,013,536.63
13 PYMTS OUTS 2,969,033.94
15 CASH EXPEN 2,059,110,480.25
20 TRAN IN-CA 842,063,265.53
21 TRAN OUT-C 967,095,074.25
22 OTHER INCR 433,176,975.75
23 OTHER DECR 302,840,494.66
25 BEG BALANC 21,411,090.39
34 UNREC DEPO 15,671.93

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

## Revenue Reports

R\*STARS provides numerous requestable reports related to revenue. They include:

- DAFR6050 Revenues and Expenditures by Fund, Program, Organization, and Object
- DAFR6090 Statewide Revenue by Comptroller Object
- DAFR6510 Expenditure and Revenue Register
- DAFR6540 Cash Receipts and Cash Disbursement Register
- DAFR8140 Fund Cash Payable/Receivable Status
- DAFR8150 Accounts Payable Match to Accounts Receivable
- DAFR9200 Revenues and Expenditures by Fund, Organization, Program, and Object
- DAFR9210 Revenues and Expenditures by Fund, Program, and Object
- DAFR9220 Revenues and Expenditures by Fund, Organization, and Object
- DAFR9230 Revenues and Expenditures by Program, Organization, Fund, and Object
- DAFR9240 Revenues and Expenditures by Organization, Program, Fund, and Object
- DAFR9250 Revenues and Expenditures by Program, Organization, Fund, and Object
- DAFR9670 Analysis of Operating Revenues and Expenditures by Source - Accrued
- DAFR9680 Analysis of Operating Revenues & Expenditures by State Source - Cash
- DAFR9730 Revenue Status by Organization, Appropriation Number, Appropriated Fund and Object
- DAFR9740 Revenue Status by Appropriation Number, Organization, Appropriated Fund and Object

See the R\*STARS Report Guide for additional information.