

<b>R★STARS</b>	<b>VERSION 2.0</b>
<b>DATA ENTRY GUIDE DESCRIPTIVE PROFILE MAINTENANCE</b>	<b>5 – 1 REVISED 9/12</b>

## **PURPOSE**

To provide maximum flexibility in tailoring R★STARS to meet the unique needs of various agencies, the R★STARS system is 'profile-driven'. This means that many of the functions associated with capturing, recording, and controlling financial activity are determined by information stored in system profiles, and not 'hard-coded' in computer programs. These system profiles may be accessed and changed by users without programmer intervention. This enables users to tailor the system to meet their individual information requirements through simple, on-line profile maintenance transactions without data processing maintenance.

This chapter is intended to provide system users with an understanding of the profile maintenance subsystem and procedures. Specifically, profile maintenance instructions are presented for core descriptive profiles. Descriptive profiles provide titles, accounting classification, and other information for many of the codes used in R★STARS.

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## **TERMS**

Primary Key	Function
Control Profiles	Fund Related Errors
Control Type Indicators	Level Indicators
Data Related Errors	Profile
Descriptive Profiles	Severity Indicators
Error Severity	

This chapter reviews standard procedures for entering descriptive profile maintenance transactions.

## **OVERVIEW**

The titles and other descriptive information for most codes contained in R★STARS are located in the Profiles. In addition to serving as a means of storing descriptive titles, the profiles provide a master list of the valid codes contained in the system and define certain other variables related to the code that consist primarily of processing logic.

Each time a code is entered (whether as a part of an accounting transaction or as a part of a profile maintenance entry) a check (edit) is typically made to ensure that the code is present in the corresponding Profile. Failure to find the code results in an error. Any processing logic related to the code is also retrieved at this time (i.e. approval indicators).

The coding instructions for the Profiles are provided in the following chapters. The format includes a brief explanation of the Profile, a snapshot of the Profile Maintenance screen, and the coding instructions themselves.

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## **5-1 GENERAL DATA ENTRY PROCEDURES**

The entry of information on profiles is a two-step process. First, the appropriate personnel identify information to be entered in the profiles and may complete a corresponding Profile Maintenance Form (available from SFMS Operations or from the Agency's original Implementation Guide). Second, the profile information is entered into R★STARS through the on-line maintenance process.

The R★STARS profile maintenance forms and the related profile maintenance input screens are designed to parallel each other. Data elements contained in each form are laid out in the same order and relative position as they are on the corresponding profile maintenance screen.

The on-line entry process for profile maintenance requires the following three steps:

- Select the appropriate data entry screen
- Enter the profile control key, information elements and effective dates
- Save the entry

### **Entry of Profile Control Key**

Control key fields are entered along with the profile maintenance functions to identify records to be added, deleted or recalled for viewing. The number of elements in the control key varies according to the amount of information required to uniquely identify a record. For example, the control key to the **D02 – Agency Profile** is 'Agency'. The control key to the **D04 – Program Code Profile** is Agency, Appropriation Year, and Program Code. If one of the control key elements of a profile record is changed, the system creates a new profile instead of changing the old one.

### **Entry of Profile Information Elements**

Once the control key is entered, the information elements may be entered and processed for editing by pressing [F10] (Save) or [F11] (Save/Clear). This segment of the profile contains such information as expanded classification data, posting level indicators, control type indicators, and titles. The information elements vary depending upon the profile. The specific data fields contained in each profile are identified in their individual coding instructions.

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### **Entry of Effective Dates**

Effective Dates are optional fields in the profiles. They define the starting and ending dates for which each profile is valid or effective. The profile becomes effective on the Start Date (or on the date it is entered, if no Start Date is coded). The profile remains effective until the end of the day specified as the End Date (or indefinitely, if no End Date is coded). When coded, the format must be MMDDYYYY. If both a Start Date and an End Date are coded, the End Date must be later than or equal to the Start Date. A profile's Effective Dates are only applicable if the profile's status is A (Active).

### **Last Proc Date**

At the bottom, right-hand corner of each profile screen, there is a field labeled "Last Proc Date". This field indicates when the particular profile record was added, or was last updated. This field is automatically updated with the current system date whenever [F10] or [F11] is pressed to save information to that particular profile.

### **Required and Optional Fields, Numeric and Alphanumeric Fields**

Profiles contain elements that are always required to be entered and elements that are optional. To simplify the entry instructions, if the element is required, the instruction will be similar to "Enter the three-digit Agency Code". If the element is optional, the instruction will be similar to "Enter the four-digit Comptroller Object or leave blank."

The term 'digit' refers to a numeric field. 'Character' means any combination of numbers or letters that may be entered.

### **On-line Entry Options**

R★STARS has two options for saving a profile maintenance entry. These options are selected through the use of the [F10] or [F11] function keys, as shown below.

<b>Function Key</b>	<b>Transaction Options</b>
<b>F10</b>	Submits entry and, if no errors are encountered, returns screen with data elements previously entered
<b>F11</b>	Submits entry and, if no errors are encountered, returns blank screen

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The [F11] option is most appropriate when the records entered into the profile contain different data elements. However, if a majority of the data elements are the same, the [F10] option reduces the amount of data which must be entered each time a record is added.

### **On-line Editing Process**

When profile maintenance entries are submitted to the on-line system to add or change a record, the profile maintenance subsystem edits the entry to ensure that only valid data is recorded in system profiles. These edits include:

- Verifying entered codes against other system profiles, such as verifying that the Comptroller Object is contained in the **D10 – Comptroller Object Profile**.
- Performing relational edits, such as ensuring that certain elements are entered based upon indicator values.
- Performing date edits, such as ensuring that the calendar month falls within the range 01 through 12.

The on-line system returns up to six error messages to the screen whenever profile maintenance entry errors are encountered. The fields in error are highlighted to facilitate error detection. All errors must be corrected before the system will accept a profile maintenance entry. Information on each error can be accessed through the on-line [F1] (Help) function described in the Chapter 3, 'On-line Procedures'.

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## 5-2 PROFILE MAINTENANCE CONTROL PROCEDURES

Profiles contain either systemwide or agency-specific records. The agency-specific profiles are normally maintained by each agency but may be maintained centrally by DAS SFMS Operations. That is, DAS SFMS Operations may review Profile Maintenance Forms submitted by agencies before entering the data. Other agency-specific profiles are maintained on-line by agency staff.

The control of profile maintenance entries is critical, as the profiles define the accounting structure and much of the processing logic for R★STARS. The profiles provide maximum flexibility in tailoring the system for each user agency. However, this flexibility requires that the user agency take special care when preparing profile maintenance entries, since one profile maintenance entry can affect many different areas of the accounting structure. (The hierarchical profile relationships are discussed later in this chapter.)

Profiles affect all levels of accounting and reporting through their relationship with the Financial Tables. Careful manual control of deletions is mandatory, since there is no automatic editing to ensure that valid codes are not deleted accidentally. More importantly, the deletion of a code has no impact on financial data already recorded in R★STARS. If organizational, program, or accounting structures are changed at the start of a biennium, it is **strongly** recommended that the old record be maintained in an “inactive” status rather than deleted. This way, the old structure can be reactivated as needed for year-end adjustments or to close outstanding documents that are supported on the Document Financial Table. Once established, most profiles should not be changed. If a profile is incorrectly set up, instead of changing the profile, a new profile should be established. Transactions posted to the original profile should be reversed and posted to the new profile. The original profile should then be inactivated.

In order to maintain control over the profile maintenance entry, each step of the profile development process should be tracked. The control steps include authorization, input, and review. In R★STARS, authorization and input are identified to the responsible party through identification lines that are completed on each Profile Maintenance Form. Profile entries should also be reviewed for accuracy on an ongoing basis to ensure that the profiles reflect the structure required by each organization.

Performing the following recommended control procedures will ensure the integrity of the accounting structure and the information provided by R★STARS. Both the user agencies and DAS SFMS Operations should follow these control procedures.

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### **Authorization and Entry**

Agencies may choose to complete forms for the profiles they maintain. Each profile form contains a similar heading that identifies the profile and the related input screen. Two lines are also provided to identify that the entry was properly authorized and entered into R★STARS. Each line should be completed as follows:

- **Prepared by** – Identifies the originator of the form. Whenever questions arise on the contents of the form, this individual will be contacted.
- **Authorized by** – Indicates that each Profile Maintenance Form has been reviewed and authorized by the appropriate supervising personnel before entering the data or submitting to a central input unit. For agency-controlled profiles, the individual responsible for profile maintenance for the Agency should sign in this section. For centrally-controlled profiles, the appropriate DAS SFMS Operations' staff should sign this line.
- **Entered by** – Confirms that the data recorded on the Profile Maintenance Form has been entered into R★STARS. The R★STARS input operator should initial this line after each form is entered.

Certain profiles require the completion of forms. Whenever Profile Maintenance Forms are submitted to DAS SFMS Operations, its initiator should retain a copy of the form.

### **Entry Verification**

When profile maintenance entries are entered on-line, the user has verification that the entry was accepted by the R★STARS when one of the following messages appears on the screen:

- **Z01 – RECORD SUCCESSFULLY ADDED**
- **Z02 – RECORD SUCCESSFULLY CHANGED**
- **Z04 – RECORD SUCCESSFULLY DELETED**

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### **5-3 PROFILE MAINTENANCE REPORTS**

R★STARS provides two types of profile maintenance reports. The profile maintenance log report provides the ability to monitor maintenance activity recorded in system profiles. The profile listing report provides a record-by-record listing of profiles for use by user personnel. These two report types are described below along with a brief description of the report request procedures.

#### **Profile Maintenance Log Report**

R★STARS generates the DAFR9900 Profile Maintenance Log Report for profile maintenance entries posted to the system. This report comes out daily on microfiche and the report is also a requestable report for all agencies. The DAFR9900 should be used primarily as an audit trail of profile maintenance activity.

The DAFR9900 is prepared for each profile. This report is supposed to contain the “before” image of the profile entry and the new image of the profile after an ADD, CHANGE or DELETE entry has been recorded. The report only shows the “before” for deleted profiles.

#### **Profile Listings**

Profile listings for each of the system profiles may be requested by users on an as needed basis. Generally, listings should be requested when significant changes are made to system profiles. Because R★STARS profiles form the basis of the classification structure and accounting logic of the system, the profile listings are an important part of the system's audit trail.

The Log Report and profile listings are requested using the **91 – Report Request Profile**. Instructions for requesting reports are included in the R★STARS Report Guide.

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## 5-4 R★STARS HIERARCHIES

Many of the R★STARS profiles are interrelated, enabling input coding reduction capabilities, and input control edit features. These interrelationships cause hierarchies to exist between the different profiles and between data elements coded on input versus data elements looked up during processing.

The profile relationships hierarchies require that a specific order be followed when creating certain profiles. The data element hierarchies determine what data element will post to the system when the data element is input or looked up in more than one place.

### Profile Relationships Hierarchy

Most R★STARS profiles must be established in a specific order because of their interrelationships. The Profile Relationships chart on the next page illustrates dependencies between the selected profiles. Some groups of profiles must be developed before the next group can be started. For example, Group 1 must be completed before Group 2 is started. In addition, the profiles within a Group should be completed in the order listed. However, profiles do not need to be established for optional classification elements, such as Agency Code 1 and 2, if the entity does not require them.

### Data Element Look-Up Hierarchy

Certain classification elements can either be entered on accounting transactions manually or be looked up and input by other related elements (i.e., PCA or Index). The data element hierarchy chart on page 13 illustrates the sequence used by the system if two of the same codes with different values are available during system processing. For example, if a Fund is entered on the accounting transaction, the entered Fund is used by the system. If no Fund is entered, the Fund in the **24 – Index Code Profile** is used. Finally, if no Fund is entered and the **24** profile does not contain a Fund, FUND from the **26 – Program Cost Account Profile** is used. If FUND is required but not available from any of these sources, an error is issued. In most cases, the user cannot override any fields that are “inferred” or looked-up by another profile.

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## PROFILE RELATIONSHIPS

### REQUIRED SEQUENCE

### OPTIONAL SEQUENCE

#### GROUP 1

1a	• D12 Agency Group	I
b	• D53 Cash Basis	I
c	• D71 GAAP Function	I
d	• D02 Agency	D (D12, D53, D71)

• D40 Grant Category	I
• D28 Grantor	I
• D35 Grant Type	I
• D47 Grant Number	D (D40, D28, D35)
• 029 Grant Phase	D (D47)
• 031 Subgrantee	I

#### GROUP 2

2a	• D03 Organization	D (D02)
b	• D04 Program	D (D02)

• D16 GAAP Category	I
• D08 GAAP Source	D (D16)
• D09 Comptroller Source	I
• D10 Comptroller Object	D (D08, D09, D16)

#### GROUP 3

3a	• D39 State Fund Group	I
b	• D22 Appropriated Fund	I
c	• D20 GAAP Fund Group	I
d	• D21 GAAP Fund Type	D (D20)
e	• D24 GAAP Fund	D (D21)
f	• D73 Agency Fund Group	I
g	• D23 Fund	D (D22, D24, D73)

• D13 GAAP GI Account Category	I
• D14 GAAP GL Account Class	D (D13)
• D31 Comptroller GL Account	D (D13, D14)

#### GROUP 4

4a	• D53 Appropriation Type	I
b	• D15 Appropriation Group	I
c	• 20 Appropriation Number	D (D15, D53, D04)

• D06 Project Type	I
• D42 Project Number	D (D06)
• 027 Project Phase	D (D06, D42)

#### GROUP 5

5a	• 24 Index Code	D (D03)
b	• 26 Program Cost Account	D (D04)
c	• 21 Index/PCA Relationship	D (24,26)
d	• D19 PCA Group	D (26)

I = Independent within the group

D = Dependent upon other profiles (shown in parentheses) being established

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<b>DATA ELEMENT HIERARCHY</b>	
Fund	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Looked up from 24 Index Code Profile</li> <li>3. Looked up from 26 PCA Profile</li> </ol>
Appropriation	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Looked up from 24 Index Code Profile</li> <li>3. Looked up from 26 PCA Profile</li> </ol>
Pca	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Looked up from 24 Index Code Profile</li> <li>3. Looked up from 29 Grant Control Profile</li> <li>4. Looked up from 27 Project Control Profile</li> </ol>
Index	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Looked up from 26 PCA Profile</li> <li>3. Looked up from 29 Grant Control Profile</li> <li>4. Looked up from 27 Project Control Profile</li> </ol>
Project, Phase	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Looked up from 24 Index Code Profile</li> <li>3. Looked up from 26 PCA Profile</li> <li>4. Looked up from 29 Grant Control Profile</li> </ol>
Grant, Phase	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Looked up from 24 Index Code Profile</li> <li>3. Looked up from 26 PCA Profile</li> <li>4. Looked up from 27 Project Control Profile</li> </ol>
Agency Code 1, 2, and 3	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Looked up from 24 Index Code Profile</li> <li>3. Looked up from 26 PCA Profile</li> </ol>
Comptroller Object, Agency Object	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Comptroller Object looked up from D11 Agency Object</li> </ol>
RTI	<ol style="list-style-type: none"> <li>1. Coded on input</li> <li>2. Looked up from 26 PCA Profile</li> <li>3. Looked up from 29 Grant Control Profile</li> <li>4. Looked up from 27 Project Control Profile</li> </ol>

Note: Any elements looked up by RTI Type “S” (Split) will override all entered and inferred elements.

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## **5-5 DESCRIPTIVE PROFILES**

The titles and other descriptive information for most codes contained in R★STARS are located in the Descriptive Profiles. In addition to serving as a means of storing descriptive titles, the profiles provide a master list of the valid codes contained in the system and define certain other variables related to the code which consist primarily of processing logic.

Each time a code is entered (whether as a part of an accounting transaction or as a part of a profile maintenance transaction), a check is typically made to ensure that the code is present in the Descriptive Profiles. Failure to find the code results in an error. Any processing logic related to the code is also retrieved at this time (e.g. Approval Indicators).

There are over 50 Descriptive Profiles in the R★STARS system. Each classification element (e.g., Agency, Organization Code, Program Code, etc.) has a unique profile that is referenced by a profile number. The profile numbers range from D01 to D99. The remainder of this chapter discusses the descriptive profiles' relationship to other profiles, control implications and input coding instructions the development and maintenance of each profile.

### **Relationship to Other Profiles**

The Descriptive Profiles are closely related to all other profiles in the system. They serve as the chart of valid codes for editing codes entered in the other profiles and entered on accounting transactions. For example, all maintenance transactions for the Index Code Profile are edited against the Descriptive Profiles to ensure that all codes, such as FUND and AGENCY CODE 1, contained in the Index Code Profile are valid as defined in the Descriptive Profiles.

### **Control**

The Descriptive Profiles affect all levels of accounting and reporting through their relationship with the financial tables. Careful manual control of deletions is mandatory, since there is no automatic editing to ensure that valid codes are not deleted accidentally. More importantly, the deletion of a code has no impact on financial data already recorded in R★STARS.

### **Input Coding**

The coding instructions for the Core Descriptive Profiles are provided in the following pages. The format includes a brief explanation of the Descriptive Profile, an example of the Profile Maintenance screen and the coding instructions themselves. Profile maintenance forms can be found in Appendix A. The Descriptive Profiles covered in this chapter include:

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D01	OBJECT	D34	NACUBO SOURCE/OBJECT
D02	AGENCY	D35	GRANT TYPE
D03	ORGANIZATION CODE	D36	AGENCY CODE 3
D04	PROGRAM CODE	D37	OTHER SYSTEM COST CENTER
D05	BALANCE TYPE	D38	NACUBO SUBFUND
D06	PROJECT TYPE	D39	STATE FUND GROUP
D08	GAAP SOURCE/OBJECT	D40	GRANT CATEGORY
D09	COMPTROLLER SRE/GRP	D41	PROJECT CATEGORY
D10	COMPTROLLER OBJECT	D42	PROJECT NUMBER
D11	AGENCY OBJECT	D43	PRE-AUDIT SELECTION AND SAMPLING CRITERIA
D12	AGENCY GROUP	D44	ACTION CODE
D13	GAAP GL ACCOUNT CAT	D45	NACUBO GL ACCOUNT CATEGORY
D14	GAAP GL ACCOUNT CL	D46	NACUBO GL ACCOUNT CLASS
D15	APPROPRIATION GROUP	D47	GRANT NUMBER
D16	GAAP CATEGORY	D48	GRANT OBJECT
D17	NACUBO FUND GROUP	D49	PAYMENT MESSAGE
D18	NACUBO GROUP	D50	PAYMENT DISTRIBUTION TYPE
D19	PCA GROUP	D51	ERROR CODE
D20	GAAP FUND GROUP	D52	FUNCTION CODE
D21	GAAP FUND TYPE	D53	TITLES
D22	APPROPRIATED FUND	D56	BANK ID
D23	FUND	D57	TAX OFFSET CATEGORY
D24	GAAP FUND	D59	CURRENT DOCUMENT NUMBER INCREMENT
D25	AGENCY OBJECT GROUP	D61	CURRENT DATE
D26	AGENCY CODE 1	D62	PAYROLL DATE
D27	AGENCY CODE 2	D63	DEVICE ID
D28	GRANTOR	D64	REPORT CONTROL
D29	DEBT/INVESTMENT	D66	USER CLASS
D30	PURGE CRITERIA	D67	GL TABLES CONTROL
D31	COMPTROLLER GL ACCT	D71	GAAP FUNCTION
D32	AGENCY GL ACCOUNT	D73	CASH FUND
D33	NACUBO CATEGORY	D80	OTHER SYS COMP OBJECT

All valid values for data elements labeled as 'Examples' are recommendations of how the data element can be coded. All other values are specific to the data element and must be used in the coding process.

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### **D01 OBJECT PROFILE**

The **D01** profile sets up the OBJECT number and title. The OBJECT provides the highest level of organization of types of OBJECTs into numerical groups (i.e. 1000 = revenues, 4000 = services and supplies, etc). DAS SFMS Operations maintains this profile.

Several R★STARS Budgetary reports and Appropriation reports have the **D01** as a Special Select option. Examples of reports that list **D01** as a Special Select option would be the DAFR7400, DAFR7680, DAFR7480, and DAFR8420. Agencies wanting to view their Budget or Appropriation status at the higher levels would use the **D01** OBJECTs.

#### **Control Key**

- **OBJECT** – Enter the four-digit object code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **PROJECTION METHOD** – Enter the one-digit projection method as follows:
  - 0 – Straight Line Method (includes current month)
  - 1 – One Month Lag Method (includes up to prior month end)
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD01 UC: 10	STATE OF OREGON	11/08/12 04:41 PM
LINK TO:	OBJECT PROFILE	PROD
OBJECT: 4000		
TITLE: SERVICES AND SUPPLIES		
PROJECTION METHOD: 0		
EFF START DATE: 03031994 EFF END DATE:		STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 09152001
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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## **D02 AGENCY PROFILE**

The **D02** profile represents the first level of each Agency's internal organization structure. System processing, such as cost allocation and general ledger accounting, is defined for each agency. DAS SFMS Operations maintains this profile.

This profile could be used by agencies that are looking for an Agency name and only know the Agency number. It (along with several other profiles) could also be used by agencies unsure why a transaction is receiving a fatal error. Agencies needing to update their Agency Profile would contact their DAS SFMS Agency Support Analyst.

### **Control Key**

- **Agency** – Enter the three-character Agency Code (the Agency Number).

### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **ACH AGY NAME** – Enter the Automatic Clearing House (ACH) Agency Name (an abbreviation of the title) of up to 16 characters.
- **ADDRESS LINE 1** – Enter Address Line 1 information of up to 40 characters.
- **ADDRESS LINE 2** – Enter Address Line 2 information of up to 40 characters or leave blank.
- **ADDRESS LINE 3** – Enter Address Line 3 information of up to 40 characters or leave blank.
- **CITY** – Enter the City name of up to 20 characters.
- **STATE** – Enter the two-character State abbreviation.
- **ZIP** – Enter the nine-digit Zip Code. The first five digits are required; the last four digits are optional.
- **PHONE** – Enter the ten-digit Phone number, beginning with the area code. This telephone number from the financial agency D02 profile (Agency Type ‘O’) will appear:
  - On the remittance advice
  - On the face of warrants
  - At the online Direct Deposit Payment Information Center
  - On the ‘Payment Order’ e-mail sent to vendors for direct deposit payments
- **EXTENSION** – Enter up to a four-digit Telephone Extension or leave blank.





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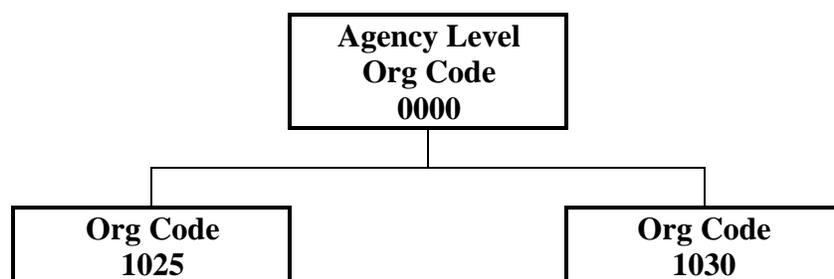
### D03 ORGANIZATION CODE PROFILE

The **D03** profile is used to uniquely define each organizational unit within an Agency. The structure of the **D03** profile enables users to establish a number of levels for internal reporting purposes. However, budgetary controls are limited to a maximum of nine levels. This profile can be used to provide Agency specific reporting needs. This profile is Agency maintained.

Two areas impacted by the Organization Code include security and the definition of the organizational structure itself. In the R★STARS Security System (**96A -Security Profile**), the **D03** profile can be used, optionally, to restrict a user to a predefined organizational level within an Agency. This is accomplished by determining at what level security should be restricted for a user and coding the appropriate security path using the **D03**. Including the Agency as a level, security for a user may be restricted to three levels.

The levels in an Agency's organization structure are defined on the **D03** Profile by using the values assigned to the REPORTS TO ORG field. Based on these relationships, R★STARS automatically determines (system generated) the various levels defining the organizational structure and displays this information in the ORG LEVEL field and the Higher Levels of Organization fields at the bottom of the screen.

The following diagram and special coding rules illustrate these concepts:



- Each Agency using Organization Codes must have a Level 1 Organization Code defined as '0000'.
- An Organization Code cannot report to itself.
- Organization Codes at the same level within a branch of the structure must report to the same Organization Code.

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### Control Key

- **AGENCY** – Enter the three-character Agency code. It must exist in the **D02** profile.
- **APPROPRIATION YEAR** – Enter a two-digit Appropriation Year.
- **ORGANIZATION CODE** – Enter the four-digit Organization Code. It will uniquely identify each organizational unit within the Agency. The first level of the organization structure, the Agency level, must be input with an Organization Code value of '0000'.

### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **REPORTS TO ORG** – Enter the four-digit Reports to Organization code. It is the organizational unit that this organization will report to. If the Organization Code in the Control Key is '0000', Reports to Org must be blank. If Reports to Org is entered, it must already exist in this profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD03 UC: 10 STATE OF OREGON 11/08/12 04:53 PM
LINK TO: ORGANIZATION CODE PROFILE PROD

          AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 13
ORGANIZATION CODE: 0010
          TITLE: DAS OPERATIONS

REPORTS TO ORG: 0000

          ORG LEVEL: 02 (SYSTEM-GENERATED)

          HIGHER LEVELS OF ORGANIZATION (SYSTEM-GENERATED):
1: 0000 2: 0010 3:      4:      5:      6:      7:      8:      9:      10
                                STATUS CODE: A
EFF START DATE: 07012011 EFF END DATE: LAST PROC DATE: 04062011
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### D04 PROGRAM CODE PROFILE

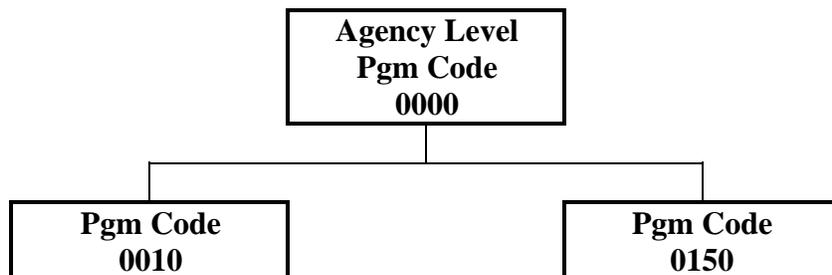
With the exception of security implications, the **D04** profile is similar to the **D03** in function, but it is used to define the budgetary structure of an entity. For budgetary purposes, Program level must be maintained at least at level '2'. This profile is Agency maintained.

The **D04** profile is used to uniquely define each program unit within an Agency. The structure of the **D04** profile enables users to establish a number of levels for reporting purposes. Budgetary controls are limited to a maximum of nine levels below the Agency Code.

This profile is maintained by the Statewide Audit and Budget Reporting Section (SABRS) of the DAS Chief Financial Office. Agencies submit request to SABRS for creation and any changes to D04 profiles. Agencies are required to maintain a one-to-one relationship between the D04 profile and the Oregon Budget Information Tracking System (ORBITS) Cross Reference Number down to the Detail Cross Reference level.

The levels in an Agency's program structure are defined on the **D04** profile by using the values assigned to the REPORTS TO PGM field. Based on these relationships, R★STARS automatically determines (system generates) the various levels defining the program structure and displays this information in the PGM LEVEL field and the Higher Levels of Program fields at the bottom of the screen.

The following diagram and special coding rules illustrate these concepts:



- Each Agency using Program Codes must have a Level 0 Program Code defined as '0000'. In contrast with the **D03** profile, this level represents a “dummy” program to tie all of the real programs together at the top.
- A Program Code cannot report to itself.

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- Program Codes at the same level within a branch of the structure must report to the same Program Code.

### Control Key

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **APPROPRIATION YEAR** – Enter a two-digit Appropriation Year.
- **PROGRAM CODE** – Enter the four-character Program Code. It uniquely identifies each program that will be used in R★STARS. The first level of the program structure must be input with a Program Code value of '0000'.

### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **ORBITS X-REF** – Enter the seventeen-character Orbits X-Ref # provided by Budget and Management staff.
- **REPORTS TO PGM** – Enter the four-character Reports to Program code. It is the program unit that this program will report to. If the Program Code in the Control Key is '0000', Reports to Program must be blank. If REPORTS TO PGM is entered, it must already exist as a Program Code in this profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD04 UC: 10 STATE OF OREGON 11/08/12 04:54 PM
LINK TO: PROGRAM CODE PROFILE PROD

AGENCY: 999 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 13
PROGRAM CODE: 2000
TITLE: CENTRAL AGENCY/STATE GENERAL FUND
ORBITS XREF: 00100 - 000 - 00 - 00 - 00000

REPORTS TO PGM: 1000

PROGRAM LEVEL: 02 (SYSTEM GENERATED)

HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 1000 2: 2000 3: 4: 5: 6: 7: 8: 9:
STATUS CODE: A
EFF START DATE: 07012011 EFF END DATE: LAST PROC DATE: 04062011
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### **D05 BALANCE TYPE PROFILE**

The **D05** profile serves primarily as the master list of valid balance types maintained within the financial tables. DAS SFMS Operations maintains this profile.

All Financial Tables contain Balance Types. R★STARS uses the Balance Types to accumulate amounts for similar financial data – such as Cash Revenues. Financial Inquiry Screens, such as the **62 – Appropriation Financial Inquiry** screen, sum the financial transactions for a requested period and display the amounts by Balance Types. In many financial inquiry screens, these amounts can then be “drilled down” on to display the original transactions within the amounts. A user trying to find a transaction, such as a cash receipt, could drill down on the Balance Type ‘12’ (Cash Revenue) to locate the specific transaction.

This profile can be used to determine for each Financial Table listed which Balance Types are available.

#### **Control Key**

- **TABLE ID** – Enter a two-character Financial Table ID as follows:
 

<b>DF</b> – Document Table	<b>GP</b> – Grant Table
<b>AP</b> – Appropriation Table	<b>PF</b> – Property Table (Not Used In Oregon)
<b>AB</b> – Agency Budget Table	<b>PJ</b> – Project Table
<b>CC</b> – Cash Control Table	
  
- **BALANCE TYPE** – Enter a two-digit Balance Type code greater than 00 and less than 41. The nightly Input Edit Update cycle process is designed to support a maximum number of Balance Types for each Financial Table. Some examples are as follows:
 

<b>12</b> – Cash Revenue	<b>18</b> – Encumbrances Outstanding
<b>14</b> – Accrued Revenue	<b>20</b> – Transfer in – Cash
<b>15</b> – Cash Expenditures	<b>21</b> – Transfer out – Cash
<b>17</b> – Accrued Expenditures	

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**Information Elements**

- **TITLE** – Enter a Title of up to 20 characters.
- **NEW YEAR INIT--** Enter a one-digit New Year Initialize code as follows:
 

<b>0</b> – No New Year Record	<b>3</b> – Record Based on UB indicator in <b>20</b>
<b>1</b> – Record with Cumulative Balances	– <b>Appropriation Number Profile</b>
<b>2</b> – Record with Available Balances	
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

<b>A</b> – Active	<b>I</b> – Inactive
-------------------	---------------------
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD05 UC: 10 STATE OF OREGON 11/08/12 04:47 PM
LINK TO: BALANCE TYPE PROFILE PROD

TABLE ID: AP (DF, AP, AB, CC, GP, PF, PJ)

BALANCE TYPE: 17

TITLE: ACCRD EXPENDITURES

NEW YEAR INIT: 1 (0 = NO NEW YEAR RECORD,
1 = RECORD WITH CUMULATIVE BALANCES,
2 = RECORD WITH AVAILABLE BALANCES,
3 = RECORD BASED ON UB IND IN 20 PROFILE)

STATUS CODE: A
EFF START DATE: 08061990 EFF END DATE: LAST PROC DATE: 02151995
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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### **D06 PROJECT TYPE PROFILE**

The **D06** profile defines the Project Type and title for project reporting purposes. This profile is Agency maintained. Examples of project types are as follows:

- **Capital Projects** – larger projects normally funded internally, although funding may also be from outside sources.
- **Interagency Agreements** – agreements for one Agency to provide services to another Agency within the government. The services may or may not be reimbursable.
- **External Projects** – projects typically funded by sources external to the users.
- **Other Projects** – not classified as one of the above types.

#### **Control Key**

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **PROJECT TYPE** – Enter a one-character agency defined Project Type code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

A – Active                      I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD06 UC: 10	STATE OF OREGON	11/08/12 04:48 PM
LINK TO:	PROJECT TYPE PROFILE	PROD
AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)		
PROJECT TYPE: 1		
TITLE: CAPITAL PROJECTS		
STATUS CODE: A		
EFF START DATE: 08031994	EFF END DATE:	LAST PROC DATE: 08031994
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D08 GAAP SOURCE / OBJECT PROFILE**

The **D08** profile provides a roll up or grouping of **D10** Comptroller Objects in order to meet systemwide GAAP basis financial reporting requirements. Examples include Licenses and Fees, Services and Supplies, and Parking. GAAP Source refers to revenue Object groupings, where GAAP Object refers to expenditure Object groupings. The GAAP Source/Object in Oregon is equivalent to revenue and expenditure line items on the CAFR. DAS SFMS Operations maintains this profile.

The R★STARS reports, DAFR6610 and DAFR7360, have the GAAP Source/Object as a option for the Object level for the report. Agencies wanting to view their Budget or Operating status at a higher level could use GAAP Source/Objects.

#### **Control Key**

- **GAAP SOURCE/OBJ** – Enter a four-digit GAAP Source/Object code. It is used to prepare GAAP financial statements. The **D10** profile identifies which GAAP Source/Objects the Comptroller Object looks up.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 50 characters.
- **BY FUNCTION** – Enter a one-character By Function indicator. It determines whether the Object should be grouped by function for annual financial reporting purposes. For example, if an Agency reported a Comptroller Object code for Base Salary with a By Function indicator of ‘Y’, it would be reported as a General Government Expenditure (by function) on the Annual Financial Report. If it reported a Comptroller Object code for motorized vehicles with a By Function indicator of ‘N’, it would be reported as a Capital Outlay (not by function).

Y – Yes

N – No

- **GAAP CATEGORY** – Enter a two-digit GAAP Category. It must exist in **D16 – GAAP Category Profile**. The GAAP Categories are a grouping of GAAP Source/Objects.

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Examples are shown below:

- For Governmental Fund Types:

<ul style="list-style-type: none"> <li><b>01</b> – Revenues</li> <li><b>04</b> – Other Financing Sources</li> <li><b>05</b> – Expenditures</li> <li><b>08</b> – Other Financing Uses</li> <li><b>10</b> – Other Charges to Fund Balance</li> </ul>	<ul style="list-style-type: none"> <li><b>12</b> – Statistics – Governmental</li> <li><b>14</b> – Special Items</li> <li><b>15</b> – Extraordinary Items</li> <li><b>99</b> – Default Oregon</li> </ul>
--	---

- For Proprietary Fund Types:

<ul style="list-style-type: none"> <li><b>02</b> – Operating Revenue</li> <li><b>03</b> – Non-reporting Revenue</li> <li><b>06</b> – Operating Expenses</li> <li><b>07</b> – Non-operating Expenses</li> <li><b>09</b> – Transfers</li> <li><b>11</b> – Other Changes in Net Assets</li> </ul>	<ul style="list-style-type: none"> <li><b>13</b> – Statistics – Proprietary</li> <li><b>16</b> – Extraordinary Items</li> <li><b>17</b> – Special Items</li> <li><b>19</b> – Capital Contributions</li> <li><b>98</b> – Proprietary Default Oregon</li> </ul>
--	---

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

**A** – Active                      **I** – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD08 UC: 10	STATE OF OREGON	11/08/12 04:49 PM
LINK TO:	GAAP SOURCE/OBJECT PROFILE	PROD
<p>GAAP SOURCE/OBJ: 0200          TITLE: LICENSES AND FEES          BY FUNCTION: N (Y OR N)</p> <p>GAAP CATEGORY: 01 (MUST BE IN D16 GAAP CATEGORY PROFILE)</p>		
<p>EFF START DATE: 02241994    EFF END DATE:          Z07 NEXT RECORD SUCCESSFULLY READ</p>		<p>STATUS CODE: A          LAST PROC DATE: 09152001</p>
<p>F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT</p>		

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### **D09 COMPTROLLER SOURCE / GROUP PROFILE**

The **D09** profile provides for a systemwide rollup or grouping of Comptroller Objects different from the GAAP rollups defined in the **D08** profile. The **D09** profile will be used as the initial rollup of Objects for statewide budgeting purposes. Examples include Non-business Licenses and Fees, Office Expenses, and Other Capital Outlay. This profile is maintained by DAS SFMS Operations with direction from Budget and Management.

Several R★STARS Budgetary reports and Revenue and Expenditure reports have the **D09** as a Special Select option. Examples of reports that list **D09** as a Special Select option would be the DAFR7400, DAFR6510, DAFR7480, and DAFR8420. Agencies wanting to view their Budget or Revenue and Expenditure status at a higher level could use the **D09** profile.

#### **Control Key**

- **APPROPRIATION YEAR** – Enter a two-digit Appropriation Year.
- **COMPTROLLER SOURCE/GROUP** – Enter the four-digit Comptroller Source/Group code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **BUDGET ROLLUPS BUD2** – Enter up to a four-character Budget Rollups Bud2 code. It must exist in the **D53** profile where the Table ID is BUD2.
- **BUDGET ROLLUPS BUD3** – Enter up to a four-character Budget Rollups Bud3 code. It must exist in the **D53** profile where the Table ID is BUD3.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD09 UC: 10	STATE OF OREGON	11/08/12 04:56 PM
LINK TO:	COMPTROLLER SOURCE/GROUP PROFILE	PROD
<p>APPROPRIATION YEAR: 13          COMPTROLLER SOURCE/GROUP: 0220</p> <p>TITLE: CORPORATION FEES</p> <p>BUDGET ROLLUPS BUD2: 0200          BUD3: 0075</p>		
EFF START DATE: 07012011	EFF END DATE:	STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED		LAST PROC DATE: 04062011
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D10 COMPTROLLER OBJECT PROFILE**

The **D10** profile is the lowest statewide level in the Object structure. Examples include Dues and Subscriptions, Power and Water Fees, Care of State Wards, and Lottery Proceeds. DAS SFMS Operations maintains this profile.

Numerous R★STARS Budgetary, Appropriation, Revenue and Expenditure reports have the D10 as an Object option or as a Special Select option. Examples of reports that list **D10** as a Special Select option would be the DAFR6510, DAFR6610, DAFR7410, and DAFR7500.

The Comptroller Object is the Object level that is used in the **28B – Transaction Code Description Profile**. Users would use the **D10** Profile to look up the definition of Objects listed in the **28B** Profile.

#### **Control Key**

- **APPROPRIATION YEAR** – Enter a two-digit Appropriation Year.
- **COMPTROLLER OBJECT** – Enter a four-digit Comptroller Object.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **OBJECT** – Enter a four-digit Object. It must exist in the **D01** profile.
- **COMPTROLLER SOURCE/GROUP** – Enter a four-digit Comptroller Source/Group code. It must exist in the **D09** profile. This code is a means of grouping Comptroller Objects for systemwide reporting needs that may be different from GAAP reporting requirements.
- **PROP GAAP SOURCE/OBJECT** – Enter a four-digit Proprietary GAAP Source/Object. It must exist in the **D08** profile. This element represents groupings of Comptroller Objects that will be used for GAAP Proprietary Fund reporting.
- **GOVT GAAP SOURCE/OBJECT** – Enter a four-digit Governmental GAAP Source/Object. It must exist in the **D08** profile. This element represents groupings of Comptroller Objects that will be used for GAAP Governmental Fund reporting.
- **NACUBO SOURCE/OBJECT** – *Not used in Oregon.* Code ‘99’ will be used as default for all **D10** profiles.

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- **CONVERTED OBJECT** – *Not used in Oregon.* Enter the four-character Converted Cost Object or leave blank. It must exist in the **D80 – Other System comptroller Object Profile**. This element is used only for conversion.
- **OBJECT TYPE** – Enter a one-character Object Type indicator. It corresponds with the Object indicator on the **D31 – Comptroller General Ledger Account Profile**. The Object Type indicator on the **D10** profile defines the type of each Object; on the **D31** profile, the Object indicator defines which type of Object supports each GL account. The valid codes for the **D10** profile are as follows:
  - E** – Expenditure                      **S** – Statistic                                      **O** – Other
  - R** – Revenue                              **T** – Transfer
- **TRANSFER TYPE** – *Not used in Oregon.* Code ‘N’ will be used as default for all **D10** profiles. Enter a one-character Transfer Type code. Valid values if not using ‘N’ are:
  - A** – Departmental                      **O** – Operating
  - D** – Direct Deposit
- **PROG CATEGORY** – *Not used in Oregon.* Code ‘99’ will be used as default for all **D10** profiles. Enter a two-character Program Category code, which must be defined in **D53 - Titles Profile**. This element may be used for customized or ad hoc reports at each installation. Examples are:
  - 01** – Education                      **04** – Health                                      **07** – Natural Resources
  - 02** – Human Services                      **05** – Public Safety/corrections
  - 03** – Transportation                      **06** – General Government
- **CMIA TYPE** – *Not used in Oregon.* Code “9” will be used as default for all D10 profiles. Enter a one-character CMIA Type or leave blank. It categorizes grant expenditures identified under the Cash Management Improvement Act (CMIA). If entered, it must exist in the **D53** profile under Table ID 'CMIA'.
- **1099 IND** – Enter a one-character 1099 Indicator. Oregon will use 1099 Indicator values of ‘N’ and ‘1-9’ only.
  - N** – Comptroller Object is never 1099 reportable
  - 1-9** – Comptroller Object is always reportable – the category for reporting is the Assigned box number on the 1099
    - 1. Box 1:** Rents
    - 2. Box 2:** Royalties – not used in Oregon
    - 3. Box 3:** Other Income

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4. **Box 4:** Federal Income Tax Withheld
  5. **Box 5:** Fishing Boat Proceeds (*Not used in Oregon*)
  6. **Box 6:** Medical and Health Care Payments
  7. **Box 7:** Non-employee Compensation
  8. **Box 8:** Substitute payments in lieu of dividends or interest (*Not used in Oregon*)
  9. **Box 9:** Payee made direct sales of \$5,000 or more of consumer products to a buyer for resale (*Not used in Oregon*)
- **FORM** – Enter a one-character Form 1099 indicator if 1099 Indicator is 1-9. Currently ‘M’ – MISC is the only valid character for Oregon. Leave blank if 1099 Indicator is ‘N’.
  - **C/I IND** – *Not used in Oregon.* Field will be blank for all **D10** profiles. Enter a one-character Capitalized/Inventoried Indicator as follows:
    - C** – Capitalized properties which are recorded as fixed assets in the general ledger based on the capitalization policy.
    - I** – Inventoried items which do not meet the capitalization policy, yet are ‘liftable’ in nature, such as calculators or cameras.
    - M** – Maintenance objects are expenditure transactions associated with a fixed asset.
    - Blank** – Not associated with a fixed asset.
  - **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
    - A** – Active
    - I** – Inactive
  - **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
  - **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD10 UC: 10 STATE OF OREGON 11/08/12 04:56 PM
LINK TO: COMPTRROLLER OBJECT PROFILE PROD

APPROPRIATION YEAR: 13
COMPTRROLLER OBJECT: 0122
TITLE: MOTOR FUELS TAX
OBJECT: 1000 (MUST BE IN D01 OBJ PROFILE)
COMPTRROLLER SOURCE/GROUP: 0175 (MUST BE IN D09 COMPT SOURCE GROUP PROFILE)
PROP GAAP SOURCE/OBJECT: 9998 (MUST BE IN D08 GAAP SOURCE/OBJ PROFILE)
GOVT GAAP SOURCE/OBJECT: 0104 (MUST BE IN D08 GAAP SOURCE/OBJ PROFILE)
NACUBO SOURCE/OBJECT: 99 (MUST BE IN D34 NACUBO SOURCE/OBJ PROFILE)
CONVERTED OBJECT: (MUST BE IN D80 OTHER SYS COMPT OBJ PROFILE)
OBJECT TYPE: R (E=EXP, R=REV, S=STAT, T=TRANS, O=OTHER)
TRANSFER TYPE: N PROG CATEGORY: 99 CMIA TYPE: 9
3% SUB: 1099 IND: N FORM: C/I IND: (C=CAP, I=INV, M=MAINT, BLANK=N/A)
PROP GAAP CATEGORY: 98 (SYSTEM GENERATED) NACUBO CAT: 99 (SYSTEM GENERATED)
GOVT GAAP CATEGORY: 01 (SYSTEM GENERATED)

STATUS CODE: A
EFF START DATE: 07012011 EFF END DATE: LAST PROC DATE: 04062011
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### **D11 AGENCY OBJECT PROFILE**

The **D11** profile contains all of an Agency's valid Agency Object codes. This profile is Agency maintained.

Agency Objects can be established at the same level of detail, a more detailed level, or at a higher level (less detail) than the Comptroller Object. If established at a higher level, both the Agency Object and Comptroller Object are required when entering a transaction; otherwise, the Agency Object can look up the Comptroller Object. For Payroll Objects, the Agency Object must be the same as the Comptroller Object – one-for-one.

#### **Control Key**

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile.
- **APPROPRIATION YEAR** – Enter a two-digit Appropriation Year.
- **AGENCY OBJECT** – Enter a four-digit Agency Object code. If the Agency Object is at an equivalent level as the Comptroller Object, it is recommended that the Agency Object value be the same as the Comptroller Object.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **AGENCY OBJECT GROUP** – Enter a related two-character Agency Object Group code or leave blank. If entered, it must exist in the **D25 – Agency Object Group Profile**.
- **COMPTROLLER OBJECT** – Enter a related four-digit Comptroller Object code or leave blank. If the Agency Object is at a lower level of detail or an equivalent level to the Comptroller Object, this field should be coded. If the Agency Object is at a higher level than the Comptroller Object, this field must be left blank; keeping in mind that it will then need to be entered during transaction entry, along with the Agency Object. If entered, it must exist in the **D10** profile. If the COMP OBJ REQD ON D11 indicator on the **25 – Agency Control Profile** is 'Y', this field is required.
- **OBJECT TYPE** – Enter a one-character Object Type indicator or leave blank. The Agency Object Type must match the Comptroller Object Type on the associated Comptroller Object, if there is one. If the Object Type is left blank, the correct value will default from the Comptroller Object. If no Comptroller Object is associated with the Agency Object, an entry in this field is required. The valid Object Types are as follows:

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**E** – Expenditure

**S** – Statistic

**O** – Other

**R** – Revenue

**T** – Transfer

**Blank**

- **CI IND** – *Not used in Oregon.* Field will be blank for all **D11** profiles. Enter a one-character Capitalized/Inventoried Indicator as follows:
  - C** – Capitalized properties which are recorded as fixed assets in the general ledger based on the capitalization policy.
  - I** – Inventoried items which do not meet the capitalization policy, yet are ‘liftable’ in nature, such as calculators or cameras.
  - M** – Maintenance objects are expenditure transactions associated with a fixed asset.
  - Blank** – Not associated with a fixed asset.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD11 UC: 10 STATE OF OREGON 11/08/12 04:57 PM
LINK TO: AGENCY OBJECT PROFILE PROD

AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 13
AGENCY OBJECT: 3111
TITLE: REGULAR EMPLOYEES
AGENCY OBJECT GROUP: 30 (BLANK OR MUST BE IN D25 AGENCY OBJECT GROUP)
COMPTROLLER OBJECT: 3111 (BLANK OR MUST BE IN D10)
OBJECT TYPE: E (E=EXP,R=REV,S=STAT,T=TRANS,O=OTHER)
C/I IND: (C=CAPITALIZE,I=INVENTORY,M=MAINT,BLANK=N/A)
GAAP CATEGORY: 05 (SYSTEM GENERATED)
GAAP SOURCE/OBJECT: 3000 (BLANK OR SYSTEM GENERATED)
COMP SOURCE/GROUP: 3110 (BLANK OR SYSTEM GENERATED)
NACUBO CATEGORY: 99 (BLANK OR SYSTEM GENERATED)
NACUBO SOURCE/OBJ: 99 (BLANK OR SYSTEM GENERATED)

STATUS CODE: A
EFF START DATE: 07012011 EFF END DATE: LAST PROC DATE: 04062011
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### **D12 AGENCY GROUP PROFILE**

The **D12** profile is used to classify similar agencies into one group for reporting and security purposes. An example of an Agency Group would be the Department of Human Resources – which consists of multiple agencies. DAS SFMS Operations maintains this profile.

For an Agency to be included in an Agency Group, the Agency Group code must be entered on the Agency’s **D02** profile.

Two areas where a user would see/use Agency Group are on the **91** and **96A** profiles.

#### **Control Key**

- **AGENCY GROUP** – Enter a two-digit Agency Group code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD12 UC: 10	STATE OF OREGON	11/08/12 04:58 PM
LINK TO:	AGENCY GROUP PROFILE	PROD
AGENCY GROUP: 03		
TITLE: DHS100,309,333,410,411,412,461,582,833/4		
EFF START DATE: 07012003 EFF END DATE:		STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 06182004
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D13 GAAP GL ACCOUNT CATEGORY PROFILE**

The **D13** profile provides a rollup or grouping of **D14 – GAAP GL Account Class Profile** account classes to meet systemwide GAAP basis financial reporting requirements. DAS SFMS Operations maintains this profile.

Several R★STARS Financial Statement type reports have the **D13** as a GL ACCT option. Examples of reports that list **D13** as an option would be the DAFR6620, DAFR8580, DAFR8650, and DAFR8870.

The GAAP GL Account Category is entered on the **D14** profile that in turn is entered on the **D31** profile. When the **D14** GAAP GL Account Class is entered on the **D31** profile, the GAAP GL Account Category is inferred from the **D14** Profile. This series of General Ledger Account profiles then allows the GAAP rollup for financial reporting requirements.

#### **Control Key**

- **GAAP GL ACCOUNT CATEGORY** – Enter a two-digit GAAP General Ledger Account Category code. Valid codes for Oregon are as follows:

<b>06</b> – Current Assets	<b>30</b> – Net Assets
<b>07</b> – Non-Current Assets	<b>35</b> – Memo Accounts
<b>08</b> – Capital Assets	<b>80</b> – Statistics
<b>09</b> – Other Debits	<b>90</b> – Clearing Account
<b>16</b> – Current Liabilities	<b>99</b> – Default Oregon
<b>17</b> – Non-Current Liabilities	

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **CAFR TYPE IND** – Enter a one-character CAFR Type Indicator. This element provides a means to download the information to the Comprehensive Annual Financial Reporting (CAFR) software. Valid codes are as follows:

<b>A</b> – Asset	<b>L</b> – Liability
<b>E</b> – Equity	<b>S</b> – Statistic



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### **D14 GAAP GL ACCOUNT CLASS PROFILE**

The **D14** profile provides a rollup or grouping of Comptroller General Ledger Accounts to meet systemwide GAAP basis financial reporting requirements. This element identifies the line items on the Combining Balance Sheet and the Systemwide Annual Financial Report. DAS SFMS Operations maintains this profile.

Several R★STARS Financial Statement type reports have the **D14** as a GL ACCT option. Examples of reports that list **D14** as an option would be the DAFR6620, DAFR8580, DAFR8650, and DAFR8870.

The **D13** GAAP GL Account Category is entered on the **D14** profile that in turn is entered on the **D31** profile. When the GAAP GL Account Class is entered on the **D31** profile, the GAAP GL Account Category is inferred from the **D14** profile. This series of General Ledger Account profiles then allows the GAAP rollup for financial reporting requirements.

#### **Control Key**

- **GL GAAP ACCOUNT CLASS** – Enter the three-digit General Ledger GAAP Account Class. Some examples are as follows:

<b>010</b> – Cash and Cash Equivalents	<b>152</b> – Due to Other Funds
<b>020</b> – Investments	<b>171</b> – Bonds/Cops Payable – Long Term
<b>050</b> – Accounts and Interest Receivable	<b>370</b> – Net Assets Held in Trust
<b>054</b> – Due from Other Funds	<b>371</b> – Invested in Capital Assets
<b>099</b> – Loans Receivable	<b>375</b> – Net Assets
<b>120</b> – Accounts and Interest Payable	<b>377</b> – Net Assets – Restricted
<b>126</b> – Bonds/Cops Payable	<b>900</b> – Statistics

Note: This is not a complete list. For a complete listing of GAAP GL Account Classes, see the **D14** profile on-line or a DAFQ140 Profile Listing.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **ADDITIONAL TEXT** – Enter Additional Text of up to 40 characters. It provides for an additional line that does not have financial information, such as headings. This element is necessary for the downloading of information to the CAFR software.

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- **GL GAAP ACCOUNT CATEGORY** – Enter a two-digit GL GAAP Account Category. It must exist in the **D13** profile. Valid codes for Oregon are as follows:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <b>06</b> – Current Assets          | <b>30</b> – Net Assets       |
| <b>07</b> – Non-Current Assets      | <b>35</b> – Memo Accounts    |
| <b>08</b> – Capital Assets          | <b>80</b> – Statistics       |
| <b>16</b> – Current Liabilities     | <b>90</b> – Clearing Account |
| <b>17</b> – Non-Current Liabilities | <b>99</b> – Default Oregon   |

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

- |                   |                     |
|-------------------|---------------------|
| <b>A</b> – Active | <b>I</b> – Inactive |
|-------------------|---------------------|

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD14 UC: 10 STATE OF OREGON 11/08/12 04:59 PM
LINK TO: GAAP GL ACCOUNT CLASS PROFILE PROD

GL GAAP ACCOUNT CLASS: 178

TITLE: CONTRACTS, MORTGAGES AND NOTES PAYABLE
ADDITIONAL TEXT:

GL GAAP ACCOUNT CATEGORY: 17 (MUST BE IN D13 GL GAAP ACCT CAT PROFILE)

STATUS CODE: A
EFF START DATE: 02171994 EFF END DATE: LAST PROC DATE: 09152001
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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### **D15 APPROPRIATION GROUP PROFILE**

The **D15** profile provides for the grouping of Appropriations by funding source for reporting purposes. DAS SFMS Operations maintains this profile.

The **D15** profile is used to determine which columns to place amounts into on the R★STARS reports DAFR7290 and DAFR7420. DAFR7510 and DAFR7550 use the **D15** profile to calculate subtotals by Appropriation Group.

For an Appropriation to be included in an Appropriation Group, the Appropriation Group code must be entered on the Agency's **20** profile.

#### **Control Key**

- **APPROP GROUP** – Enter the two-digit Appropriation Group. This element is used for customized or ad hoc reports. Valid codes are as follows:
 

<b>01</b> – General Fund	<b>05</b> – Other Funds – Non-Budgeted
<b>02</b> – Federal Funds	<b>06</b> – Lottery Funds
<b>03</b> – Other Funds	<b>99</b> – Default (Oregon)
<b>04</b> – Federal Funds – Non-Budgeted	

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

<b>A</b> – Active	<b>I</b> – Inactive
-------------------	---------------------
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD15 UC: 10	STATE OF OREGON	11/09/12 08:24 AM
LINK TO:	APPROPRIATION GROUP PROFILE	PROD
APPROP GROUP: 05		
TITLE: OTHER FUNDS-NON BUDGETED		
EFF START DATE: 07151994 EFF END DATE:		STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 07151994
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D16 GAAP CATEGORY PROFILE**

The **D16** profile provides categories for the grouping of GAAP Source/Objects. The GAAP Category is the highest level of the Object structure required for GAAP reporting. In Oregon, the GAAP Category is equivalent to revenue and expenditure headings in the CAFR. DAS SFMS Operations maintains this profile.

Several R★STARS Financial Statement type reports have the **D16** as an OBJECT option. Examples of reports that list **D16** as an option would be the DAFR6610, DAFR7360, DAFR8590, and DAFR8600.

The GAAP Category is entered on the **D08** profile which in turn is entered on the **D10** profile. When the GAAP Source/Object is entered on the **D10** profile, the GAAP Category is inferred from the **D08** profile. This series of Object profiles then allows the GAAP rollup for financial reporting requirements.

#### **Control Key**

- **GAAP CATEGORY** – Enter a two-digit GAAP Category. Present valid Categories are as follows:
  - For Governmental Fund Types
 

<ul style="list-style-type: none"> <li><b>01</b> – Revenues</li> <li><b>05</b> – Expenditures</li> <li><b>08</b> – Other Financing Uses</li> <li><b>10</b> – Other Changes to Fund Balance</li> </ul>	<ul style="list-style-type: none"> <li><b>12</b> – Statistics – Governmental</li> <li><b>14</b> – Special Items</li> <li><b>99</b> – Default Oregon</li> </ul>
---	--
  - For Proprietary Fund Types
 

<ul style="list-style-type: none"> <li><b>02</b> – Operating Revenue</li> <li><b>06</b> – Operating Expenses</li> <li><b>07</b> – Non-operating Expenses</li> <li><b>09</b> – Transfers</li> </ul>	<ul style="list-style-type: none"> <li><b>11</b> – Other Changes in Net Assets</li> <li><b>13</b> – Statistics – Proprietary</li> <li><b>98</b> – Proprietary Default Oregon</li> </ul>
--	---

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### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **CAFR TYPE** – Enter a one-character CAFR Type. It provides for the downloading of information to the CAFR software. The valid Types are as follows:
  - R** – Revenue or Operating Revenue
  - E** – Expense or Operating Expense
  - N** – Other Financing Sources (Uses), Non Operating Revenues (Expenses), and Governmental Special Items and Extraordinary Items
  - 0** – Transfers, Extraordinary Items, Special Items, and Capital Contributions (Proprietary Only)
- **CAFR OPER STAT** – Enter a one-character CAFR Operating Statement code. It tells the CAFR software on which operating statement to report the downloaded revenue or expenditure information. Statistics will not appear in either operating statement. The valid codes are as follows:
  - G** – Governmental                      **P** – Proprietary                      **S** – Statistic
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active                                      **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD16 UC: 10 STATE OF OREGON 12/08/06 01:35 PM
LINK TO: GAAP CATEGORY PROFILE PROD

GAAP CATEGORY: 05

TITLE: EXPENDITURES
CAFR TYPE: E (R = REVENUE OR NONOPERATING REVENUE,
E = EXPENDITURE OR NONOPERATING EXPENSE,
N = OTHER FINANCIAL SOURCES {USES} OR
NONOPERATING REVENUES {EXPENSES}
O = TRANSFERS AND EXTRA ORDINARY ITEMS
{PROPRIETARY ONLY})
CAFR OPER STAT: G (G = GOVERNMENTAL, P = PROPRIETARY,
S = STATISTIC)

STATUS CODE: A
EFF START DATE: 02241994 EFF END DATE: LAST PROC DATE: 09152001
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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## D17 NACUBO FUND GROUP PROFILE

(NOT USED IN OREGON)

The NACUBO Fund Group code – refers to the 'fund groups' delineated in the Annual Financial Reporting Requirements for Colleges and Universities. For example, the NACUBO Plant Funds Group is a grouping of the NACUBO Funds.

### Control Key

- **NACUBO FUND GROUP** – Enter the two-digit NACUBO FUND GROUP Code. A default value of '01' will be used.

### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD17 UC: 10	STATE OF OREGON	11/09/12 08:26 AM
LINK TO:	NACUBO FUND GROUP PROFILE	PROD
NACUBO FUND GROUP:		
TITLE:		
EFF START DATE: 09132006		STATUS CODE: A
EFF END DATE:	LAST PROC DATE:	
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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## D18 NACUBO FUND PROFILE

(NOT USED IN OREGON)

NACUBO Fund refers to fund classifications delineated in the Annual Financial Reporting Requirements for Colleges and Universities. Examples include Investment on Plant, Renewals and Replacements, Educational and General, Designated, and Auxiliary Enterprises.

### Control Key

- **NACUBO FUND** – Enter the four-digit NACUBO FUND Code. A default value of '01' will be used.

### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **NACUBO FUND GROUP** – Enter the two-digit NACUBO FUND GROUP. It must exist in **D17** profile. A default value of '01' will be used.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

A – Active                      I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD18 UC: 10	STATE OF OREGON	11/09/12 08:27 AM
LINK TO:	NACUBO FUND PROFILE	PROD
NACUBO FUND:		
TITLE:		
NACUBO FUND GROUP: (MUST BE IN D17 NACUBO FUND GROUP PROFILE)		
EFF START DATE: 09132006		STATUS CODE: A
EFF END DATE:		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

<b>R★STARS</b>	<b>VERSION 2.0</b>
<b>DATA ENTRY GUIDE DESCRIPTIVE PROFILE MAINTENANCE</b>	<b>5 – 58 REVISED 9/12</b>

### **D19 PCA GROUP PROFILE**

The **D19** profile is used to group an agency's Program Cost Accounts (PCAs). It can be used for customized or ad hoc reporting purposes. This profile is optional for each agency and is maintained by the agency.

DAFR9520 uses PCA Group as a Special Selection Option. For agencies using PCA Group, PCA Group can be used in ad hoc reports run against the SFMS Data Mart.

For a PCA to be included in a PCA Group, the PCA Group code must be entered on the Agency's **26** profile.

#### **Control Key**

- **AGENCY** – Enter the three-character Agency code. It must exist in the **D02** profile.
- **PCA GROUP** – Enter the five-digit PCA Group code. This is a grouping of PCA codes. For example, it might be used for grouping all of an agency's administrative PCAs for reporting purposes.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 50 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD19 UC: 10	STATE OF OREGON	11/09/12 08:28 AM
LINK TO:	PCA GROUP PROFILE	PROD
<p>AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)</p> <p>PCA GROUP: 40500</p> <p>TITLE: SCD - SYSTEM ENHANCEMENT</p>		
STATUS CODE: A		
EFF START DATE: 08031994	EFF END DATE:	LAST PROC DATE: 08031994
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

<b>R★STARS</b>	<b>VERSION 2.0</b>
<b>DATA ENTRY GUIDE DESCRIPTIVE PROFILE MAINTENANCE</b>	<b>5 – 60 REVISED 9/12</b>

### **D20 GAAP FUND GROUP PROFILE**

The **D20** profile gathers **D21 – GAAP Fund Type Profile** types into groups. It represents the ‘fund categories’ shown in the GASB codification. Each GAAP Fund Type is assigned to a GAAP Fund Group. DAS SFMS Operations maintains this profile.

Several R★STARS Financial Statement type reports have the **D20** as a FUND option. Examples of reports that list **D20** as an option would be the DAFR6610, DAFR6620, DAFR8590, and DAFR8600.

The GAAP Fund Group is entered on the **D21** profile that in turn is entered on the **D24 – GAAP Fund Profile**. When the GAAP Fund Type is entered on the **D24** Profile, the GAAP Fund Group is inferred from the **D21** profile. This series of GAAP Fund profiles then allows the GAAP rollup for financial reporting requirements.

#### **Control Key**

- **GAAP FUND GROUP** – Enter the two-digit GAAP Fund Group code. Valid codes are as follows:

<b>01</b> – Governmental Funds	<b>06</b> – Government Wide Reporting Fund
<b>02</b> – Proprietary Funds	<b>99</b> – Default
<b>03</b> – Fiduciary	

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

<b>A</b> – Active	<b>I</b> – Inactive
-------------------	---------------------
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD20 UC: 10	STATE OF OREGON	11/09/12 08:29 AM
LINK TO:	GAAP FUND GROUP PROFILE	PROD
GAAP FUND GROUP: 02		
TITLE: PROPRIETARY FUNDS		
EFF START DATE: 12151993 EFF END DATE:		STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 09152001
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

<b>R★STARS</b>	<b>VERSION 2.0</b>
<b>DATA ENTRY GUIDE DESCRIPTIVE PROFILE MAINTENANCE</b>	<b>5 – 62 REVISED 9/12</b>

### **D21 GAAP FUND TYPE PROFILE**

The **D21** profile identifies all the types of funds and groups of accounts as specified by the National Council on Governmental Accounting (NCGA). The profile includes the titles used to combine funds for GAAP reporting. Additional data in this profile includes the Transaction Codes used to close both debit and credit balances for each GAAP Fund Type, as well as the appropriate equity General Ledger Account for closing nominal accounts at year end. DAS SFMS Operations maintains this profile.

Several R★STARS Financial Statement type reports have the **D21** as a FUND option. Examples of reports that list **D21** as an option would be the DAFR6610, DAFR6620, DAFR8590, and DAFR8600.

#### **Control Key**

- **GAAP FUND TYPE** – Enter a two-digit GAAP Fund Type code. Valid codes are as follows:

<b>01</b> – General	<b>14</b> – Permanent
<b>02</b> – Special Revenue	<b>15</b> – Investment Trust Fund
<b>03</b> – Debt Service	<b>16</b> – Private Purpose Fund
<b>04</b> – Capital Projects	<b>17</b> – Government Wide Reporting Fund
<b>05</b> – Enterprise	<b>18</b> – Deferred Compensation
<b>06</b> – Internal Service	<b>19</b> – Post Employment Health Care Benefits
<b>09</b> – Agency	<b>99</b> – Default Oregon
<b>10</b> – Pension Trust	

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **GAAP FUND GROUP** – Enter a two-digit GAAP Fund Group code. It must exist in the **D20** profile. Valid codes are as follows:

<b>01</b> – Governmental Funds	<b>06</b> – Government Wide Reporting Fund
<b>02</b> – Proprietary Funds	<b>99</b> – Default
<b>03</b> – Fiduciary	
- **CLOSE DEBIT TC** – Enter a three-digit Close Debit Transaction Code. It must exist in the **28A** and **28B** profiles. This Transaction Code is used by DAFM351 General Ledger Close program.

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- **CLOSE CREDIT TC** – Enter a three-digit Close Credit Transaction Code. It must exist in the **28A** and **28B** profiles. This Transaction Code is used by the DAFM351 General Ledger Close program.
- **FUND BALANCE GL** – Enter a four-digit Fund Balance General Ledger Account. It must exist in the **D31** profile. All nominal account balances for this GAAP Fund Type are closed and transferred to this account at year end by the DAFM351 General Ledger Close program.
- **CAFR FUND TYPE** – Enter a seven-character CAFR Fund Type code. The valid codes are as follows:
  - GENERAL** – General                      **ENTPRSE** – Enterprise
  - SPECREV** – Special Revenue        **INTSERV** – Internal Service
  - DEBTSRV** – Debt Service            **FIDUCIR** – Fiduciary
  - CAPPROJ** – Capitalized Project    **PENSION** – Pension
- **CAFR OPER STAT** – Enter a one-character CAFR Operating Statement code. The valid codes are as follows:
  - G** – Governmental                      **P** – Proprietary                      **A** – Agency
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active                                      **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD21 UC: 10 STATE OF OREGON 11/09/12 08:30 AM
LINK TO: GAAP FUND TYPE PROFILE PROD

GAAP FUND TYPE: 05
TITLE: ENTERPRISE
GAAP FUND GROUP: 02 (MUST BE IN D20 FUND GAAP GROUP PROFILE)
CLOSE DEBIT TC: 353 (TRANS CODE FOR CLOSING DEBIT BALANCE,
NOMINAL ACCOUNTS TO FUND BALANCE, OR
RETAINED EARNINGS; MUST BE IN 28 TC PROFILE)
CLOSE CREDIT TC: 352 (TRANS CODE FOR CLOSING CREDIT BALANCE,
NOMINAL ACCOUNTS TO FUND BALANCE, OR
RETAINED EARNINGS; MUST BE IN 28 TC PROFILE)
FUND BALANCE GL: 3025 (GL ACCOUNT NUMBER FOR THE EQUITY
ACCOUNTS MUST BE IN D31)
CAFR FUND TYPE: ENTPRSE (GENERAL, SPECREV, DEBTSRV, CAPPROJ,
ENTPRSE, INTSER, FIDUCIR, PENSION)
CAFR OPER STAT: P (G = GOVERNMENTAL, P = PROPRIETARY,
H = HIGHER EDUCATION, A = AGENCY)
STATUS CODE: A
EFF START DATE: 12151993 EFF END DATE: LAST PROC DATE: 09152001
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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### **D22 APPROPRIATED FUND PROFILE**

The **D22** profile identifies legislatively approved Appropriations by their funding source (i.e. General Fund, Federal Funds, or Other Funds). Appropriated Funds are established for accounting for specific activities or the attainment of certain objectives in accordance with legislative acts, special regulations, restrictions, or limitations. DAS SFMS Operations maintains this profile.

Numerous R★STARS reports have the **D22** as a FUND option or as a SPECIAL SELECT option. Examples of reports that list **D22** as a SPECIAL SELECT option would be the DAFR8140, DAFR8670, DAFR8670, and DAFR9040.

#### **Control Key**

- **APPROPRIATED FUND** – Enter a four-digit Appropriated Fund Code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **REPORT ROUTE AGENCY** – Enter a three-character Report Route Agency. It must be '000' or exist in the **D02** profile. The Report Route Agency is used to distribute fund-based reports such as Trial Balances that do not sort on Agency.
- **CASH CONTROL TYPE** – Enter a one-digit Cash Control Type indicator. It determines the severity of the cash control edits. The valid indicators are as follows:
  - 0** – No Cash Control      **2** – Advisory Cash Control
  - 1** – Absolute Cash Control
- **CASH CONTROL LEVEL** – Enter a one-digit Cash Control Level indicator. It determines if this Appropriated Fund will be subject to cash control. The valid indicators are as follows:
  - 0** – Do Not Control by Appropriated Fund
  - 1** – Control by Appropriated Fund

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<b>DATA ENTRY GUIDE DESCRIPTIVE PROFILE MAINTENANCE</b>	<b>5 – 66 REVISED 9/12</b>

- **CASH BALANCE DISP – IND** – *Not used in Oregon.* Field will be ‘N’ for all **D22** profiles. Enter the one-character Cash Disposition Indicator as follows:  
     **Y** – Yes                                      **N** – No  
     If Y is selected, the cash balance for this fund will be transferred to the fund listed below at year end.
- **CASH BALANCE DISP – APPROPRIATED FUND** – *Not used in Oregon.* Field will be blank for all **D22** profiles. Enter the four-digit Appropriated Fund. If entered it must exist in the **D22**. Designates the receiving fund at year end when balances are transferred. If the Cash Disposition Indicator is ‘N’ then this field must be left blank.
- **CASH BALANCE DISP – %/AMT** – *Not used in Oregon.* Field will be blank for all **D22** profiles. Enter up to 11-digit %/Amount code. One decimal point is optional. Designates the amount or percent of fund balance to be transferred at year end. If the Cash Disposition Indicator is ‘N’ then this field must be left blank.
- **CASH BALANCE DISP – DESCRIPTION** – *Not used in Oregon.* Field will be blank for all **D22** profiles. Enter the cash balance disposition description up to 40 characters.
- **CC ORG LEVEL IND** – Enter a one-digit Cash Control Organization Level Indicator. It determines whether the Agency is posted to the Cash Control Financial Table. The valid indicators are as follows:  
     **0** – Do Not Post Agency    **1** – Post Agency
- **DEPOSITORY INTEREST IND** – *Not used in Oregon.* Field will be ‘N’ for all **D22** Profiles. This indicator identifies those funds that are eligible for depository interest. Enter the one-character Depository Interest Indicator as follows:  
     **Y** – Yes  
     **N** – No
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.  
     **A** – Active                                      **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD22 UC: 10 STATE OF OREGON 11/09/12 08:31 AM
LINK TO: APPROPRIATED FUND PROFILE PROD

APPROPRIATED FUND: 8800
TITLE: GENERAL FUND REVENUE

REPORT ROUTE AGENCY: 000 (DEFAULT AGENCY TO ROUTE FUND BASED REPORTS;
MUST BE 000 OR IN D02 AGENCY PROFILE)

CASH CONTROL-
TYPE: 0 (0=NO, 1=ABSOLUTE, 2=ADVISORY)
LEVEL: 1 (0=DO NOT CONTROL BY APPR FUND,
1=CONTROL BY APPR FUND)

CASH BALANCE DISP - IND: N APPROPRIATED FUND: %/AMT:
DESCRIPTION:
CC ORG LEVEL IND: 0 (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSITORY INTEREST IND: N

STATUS CODE: A
EFF START DATE: 12151993 EFF END DATE: LAST PROC DATE: 10031994
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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### **D23 FUND PROFILE**

The **D23** profile is the lowest level in the hierarchy for fund reporting purposes. The profile includes indicators that enable agencies to choose the level of Fund at which Appropriations, Agency Budgets and Cash Control are recorded. This profile is required because all data must be entered at the fund level for GAAP reporting. It infers the GAAP fund structure and two state fund structures – Appropriated Fund and State Fund Group. Although the **D23** profile contains Agency as part of the key, the profile is maintained by DAS SFMS Operations. Agencies complete a **D23** Fund request and send it to SFMS Operations for approval and input into R★STARS.

#### **Control Key**

- **AGENCY** – Enter the three-character Agency code. It must exist in the **D02** profile.
- **FISCAL YEAR** – Enter a two-digit Fiscal Year.
- **FUND** – Enter a four-digit Fund code. It must be greater than '0000'. This is the lowest level in the Fund Structure.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **APPROPRIATED FUND** – Enter a four-digit Appropriated Fund code. It must exist in the **D22** profile. These funds are established to account for specific activities or the attainment of certain objectives in accordance with legislative acts, special regulations, restrictions, or limitations.
- **GAAP FUND** – Enter a four-digit GAAP Fund code. It must exist in the **D24** profile. GAAP Fund will be used for GAAP reporting.
- **STATE FUND GROUP** – Enter a four-digit State Fund Group. It must exist in the **D39 – State Fund Group Profile**.





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Disposition Indicator is set to ‘Y’. If the Cash Balance Disbursement Indicator is ‘N’ then this field must be left blank.

- **CASH BALANCE DISP - TREASURY FUND** – Enter a four-digit Treasury Fund code (required regardless of the Cash Balance Disposition Indicator). The Treasury Fund must exist in the **D53** Titles Profile under the Table ID 'TRES'.
- **DESCRIPTION** –Enter the GASB 54 Description up to 40 characters. This field is optional unless the GASB 54: field is used. Required entries and recommendations for GASB 54 descriptions are as follows:
  - R1** – Grant no., CFDA no, CFR reference, or other federal reference.
  - R2** – Article, section, subsection of Oregon Constitution (*required*).
  - R3** – Year, laws, chapter, section, subsection or ORS reference of enabling legislation (*required*).
  - R4** – Year debt issued and series.
  - R5** – Name of donor, type of agreement, date of agreement, etc.
  - C1** – ORS or other reference (*required*).
  - A1** – General description.
  - U1** – Type of General Fund revenue (income tax, inheritance tax, etc).
- **CC ORG LEVEL IND** – Enter a one-digit Cash Control Organization Level Indicator. It identifies whether the Agency code is posted to the Cash Control Financial Table. (The General Fund is controlled without regard to Agency.) The indicators are as follows:
  - 0** – Do Not Post Agency    **1** – Post Agency

This indicator must agree to the CC ORG LEVEL on the **D22** profile. Valid combinations of CC ORG LEVEL IND and CC FUND LEVEL IND and their relationship to the **D22** profile CC ORG LEVEL IND are listed below and on the **90** screen, Keyword ‘D85’. Valid Combinations of CC Level Indicators:

<u>D23 CC ORG LEVEL IND</u>	<u>D23 CC FUND LEVEL IND</u>	<u>D22 CC ORG LEVEL IND</u>
0	0	0
0	1	0
1	2	1
1	3	1

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- **DEPOSITORY INTEREST IND** – *Not used in Oregon.* Code ‘Y’ will be used as default for all **D23** profiles. Enter a one-character Depository Interest code as follows:
  - Y – Yes, eligible to receive Depository Interest
  - N – No, not eligible to receive Depository Interest
- **DEPOSIT AGENCY** – *Not used in Oregon.* Field will be blank for all **D23** profiles. Enter a three-character Depository Agency Code.
- **DEPOSIT FUND** – *Not used in Oregon.* Field will be blank for all **D23** profiles. Enter a four digit Depository Fund Code. The Deposit Agency and Fund must be entered if the Depository Interest Indicator is set to ‘N’ and blank if it is set to ‘Y’. The Deposit Agency/Fund must exist in the **D23** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD23 UC: 10 STATE OF OREGON 11/09/12 08:43 AM
LINK TO: FUND PROFILE PROD

          AGENCY: 107 FISCAL YEAR: 13 FUND: 4110
          TITLE: PEBB OPERATIONS LIMITED
APPROPRIATED FUND: 3400 (MUST BE IN D22 APPROP FUND PROFILE)
          GAAP FUND: 1108 (MUST BE IN D24 GAAP FUND PROFILE)
STATE FUND GROUP: 9999 DEFAULT OREGON
LOCAL FUND IND: N GASB 54: R3 CASH FUND: 45000
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(0=NONE, 1=APPROPRIATED FUND, 2=FUND, 3=CASH FUND):
APPROPRIATION: 1 AGENCY BUDGET: 2 CASH CONTROL: 3
CASH BALANCE DISP - IND: N %/AMT: 0000000000 TREASURY FUND: 0401
DESCRIPTION: OREGON LAW 2001 CH 655 SEC 3
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: 02 (SYSTEM GENERATED) STATUS CODE: I
EFF START DATE: 07012011 EFF END DATE: 12132011 LAST PROC DATE: 12132011
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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## D24 GAAP FUND PROFILE

The **D24** profile establishes GAAP Funds for use in preparing GAAP financial statements. Each **D23** Fund rolls up into a GAAP Fund for statewide financial reporting. In Oregon, the GAAP Funds, individually or grouped, represent the column headings on the combining statements in the CAFR. DAS SFMS Operations maintains this profile.

Several R★STARS Financial Statement type reports have the **D24** as a FUND option. Examples of reports that list **D24** as an option would be the DAFR6610, DAFR6620, DAFR8590, and DAFR8600.

### Control Key

- **GAAP FUND** – Enter the four-digit GAAP Fund Code.

### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **GAAP FUND TYPE** – Enter the two-digit GAAP Fund Type code. It must be in **D21** profile. This element refers to the major fund types and account groups set forth in the Codification of Governmental Accounting and Financial Reporting. Current Valid codes are as follows:

<b>01</b> – General	<b>14</b> – Permanent
<b>02</b> – Special Revenue	<b>15</b> – Investment Trust Fund
<b>03</b> – Debt Service	<b>16</b> – Private Purpose Fund
<b>04</b> – Capital Projects	<b>17</b> – Government Wide Reporting Fund
<b>05</b> – Enterprise	<b>18</b> – Deferred Compensation
<b>06</b> – Internal Service	<b>19</b> – Post Employment Health Care Benefits
<b>09</b> – Agency	<b>99</b> – Default Oregon
<b>10</b> – Pension Trust	
- **CAFR FILE ID** – Enter a seven-character CAFR File ID that does not contain commas, question marks, asterisks or spaces.

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- **BUDGETED FUND IND** – Enter the one-character Budgeted Fund Indicator as follows:
  - Y – Yes, this GAAP Fund should appear on the GAAP Budgeted versus Actual Financial Statement.
  - N – No, this GAAP Fund will not appear on the Budgeted versus Actual report.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD24 UC: 10 STATE OF OREGON 11/09/12 08:38 AM
LINK TO: GAAP FUND PROFILE PROD

GAAP FUND: 4014

TITLE: VETERANS' HOME FUND

GAAP FUND TYPE: 05 (MUST BE IN D21 GAAP FUND TYPE PROFILE)

CAFR FILE ID: ENTPRSE ("", "?", *, AND SPACES NOT ALLOWED)

BUDGETED FUND IND: N (Y OR N)

GAAP FUND GROUP: 02 (SYSTEM GENERATED)

STATUS CODE: A
EFF START DATE: 07011994 EFF END DATE: LAST PROC DATE: 09152001
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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### **D25 AGENCY OBJECT GROUP PROFILE**

The **D25** profile establishes the Agency Object Group and title for agency budgeting and reporting purposes. This is an optional profile that an agency may use to group similar Agency Objects. It is used typically to provide a grouping of objects different from the Comptroller Objects. This is an Agency maintained profile.

Several R★STARS reports have the **D25** as an OBJECT option. Examples of reports that list **D25** as an option would be the DAFR6050, DAFR6510, DAFR6610, and DAFR7400.

#### **Control Key**

- **AGENCY** – Enter the three-character Agency code. It must exist in the **D02** profile.
- **AGENCY OBJECT GROUP** – Enter a two-digit Agency Object Group code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD25 UC: 10	STATE OF OREGON	11/09/12 08:44 AM
LINK TO:	AGENCY OBJECT GROUP PROFILE	PROD
AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)		
AGENCY OBJECT GROUP: 40		
TITLE: SERVICES AND SUPPLIES		
EFF START DATE: 06261995 EFF END DATE:		STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 06261995
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### D26 AGENCY CODE 1 PROFILE

The **D26** profile is an Agency defined field that can be used for any coding purpose. Agency Codes may be inferred from either Index or PCA or may be entered on the transaction. In Oregon, the **D26** profile is used for additional breakdown of grant information. This profile is Agency maintained.

Several R★STARS reports have the **D26** as a SPECIAL SELECT option. Examples of reports that list this profile as a SPECIAL SELECT option would be the DAFR8410, DAFR8430, DAFR9200, and DAFR9210.

#### Control Key

- **AGENCY** – Enter the three-character Agency Number. It must exist in the **D02** profile.
- **AGENCY CODE 1** – Enter the Agency Code 1, which can be up to four digits.

#### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD26 UC: 10 STATE OF OREGON 11/09/12 08:45 AM
LINK TO: AGENCY CODE 1 PROFILE PROD

AGENCY: 100 (MUST BE IN D02 AGENCY PROFILE)

AGENCY CODE 1: 0008

TITLE: GENERAL RECEIPTS

EFF START DATE: 10012002 EFF END DATE: STATUS CODE: A
LAST PROC DATE: 09242002

Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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### D27 AGENCY CODE 2 PROFILE

The **D27** profile is an Agency defined field that can be used for any coding purpose. Agency Codes may be inferred from either Index or PCA or may be entered on the transaction. In Oregon, the **D27** profile is used for additional breakdown of project information. This profile is Agency maintained.

Several R★STARS reports have the **D27** as a SPECIAL SELECT option. Examples of reports that list this profile as a SPECIAL SELECT option would be the DAFR9200, DAFR9210, DAFR9220, and DAFR9230.

#### Control Key

- **AGENCY** – Enter the three-character Agency code. It must exist in the **D02** profile.
- **AGENCY CODE 2** – Enter the Agency Code 2, which can be up to four digits.

#### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD27 UC: 10	STATE OF OREGON	11/09/12 08:46 AM
LINK TO:	AGENCY CODE 2 PROFILE	PROD
AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)		
AGENCY CODE 2: 9274		
TITLE: WORKERS COMP		
STATUS CODE: A		
EFF START DATE: 08291995	EFF END DATE:	LAST PROC DATE: 03031998
Z07 NEXT RECORD SUCCESSFULLY READ		
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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## D28 GRANTOR PROFILE

The **D28** profile defines the Grantor ID and the associated name and address for grant reporting purposes. This profile is Agency maintained.

### Control Key

- **AGENCY** – Enter the three-character Agency code. It must exist in the **D02** profile.
- **ID** – Enter the 14 digit GRANTOR IDENTIFICATION code, which is greater than zero. The length of the grantor ID is 14 digits which enables tracking of a grantor with the same code used for a valid vendor and mail code combination.

### Information Elements

- **NOTE** – This profile allows the Notepad feature after the **D28** profile is saved. It is the only descriptive profile with this feature.

To enter a Note in the Notepad, type 'Note' in the Link To field and press **[F9]** (Interrupt). The **105 – Notepad** screen will display. After creating the Note, Press **[F10]** (Save), then Press **[F9]** (Interrupt) to return to the **D28** profile. At this time, the system will display a 'Y' (Yes) in the Note field indicating a Note is attached.

If the user does not enter a Note in the Notepad, the system will automatically default 'N' (for No) in the Note field.

- **NAME** – Enter the Grantor Name of up to 30 characters.
- **ADDRESS 1** – Enter Address 1 of up to 40 characters.
- **ADDRESS 2** – Enter Address 2 of up to 40 characters or leave blank.
- **ADDRESS 3** – Enter Address 3 of to 40 characters or leave blank.
- **CITY** – Enter City of up to 30 characters.
- **STATE** – Enter two-character State (numeric code or two- letter abbreviation.)
- **ZIP CODE** – Enter up to a nine-digit Zip Code. The first 5 digits are required.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

**A** – Active

**I** – Inactive

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- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD28 UC: 10 STATE OF OREGON 11/09/12 08:48 AM
LINK TO: GRANTOR PROFILE NOTE: N PROD

AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)
ID: 11300

NAME: FACILITIES DIVISION

ADDRESS 1: 1225 FERRY ST
ADDRESS 2:
ADDRESS 3:

CITY: SALEM STATE: OR ZIP CODE: 97301

STATUS CODE: A
EFF START DATE: 09092008 EFF END DATE: LAST PROC DATE: 09092008
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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### **D30 PURGE CRITERIA PROFILE**

The **D30** profile establishes the criteria for archiving profiles and financial table records. DAS SFMS Operations maintains this profile.

Currently, all purge and archive programs use this profile as one of the criteria that must be met in determining which records to remove. The monthly INAE process also uses this profile as one of the criteria that must be met for records to be eligible to be moved from the Active Accounting Event Table to the Inactive Accounting Event Table.

#### **Control Key**

- **TABLE ID** – Enter a two or three-character Table ID. Some examples are as follows:
  - AL** – Agency Budget Financial Table
  - AE** – Accounting Event Financial Table
  - AF** – Agency Fund Financial Table
  - AP** – Appropriation Financial Table
  - CC** – Cash Control Financial Table
  - CF** – Contract Financial Table
  - DF** – Document Financial Table
  - GL** – General Ledger Financial Table
  - GS** – Summary General Ledger Financial Table
  - GP** – Grant Financial Table
  - HD** – Document Header
  - PJ** – Project Financial Table
  - PM** – Payment Processing Tables
  - RR** – Report Request Profile
- **TYPE** – Enter a one-character Type code or leave blank. Some valid codes are as follows:
  - C** – Cancel
  - P** – Redeems
  - E** – Expires
- **DESC** – Enter a Description of up to 40 characters.
- **RETENTION** – Enter a four-digit Retention Period, which is stated in days or years. In general, if Appropriation Year or Fiscal Year is in the record key, its retention is stated in years. Otherwise it is stated in days. The “AE” table is stated in months. The retention is set to “0002” which means the program will retain the two current closed months and move everything else meeting INAE criteria to the Inactive Accounting Event table. Other tables, such as the Agency Budget Financial Table (AL), use a retention period stated in years. If

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the Retention for the AL is "2002" no matter when the archive program is run the purge process archives and removes AL records which have Fiscal Years of 2002 or less. The retention logic is as follows:

Current Fiscal Year	2007
D30 Retention	2002
Remove Fiscal Years	2002 and less

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD30 UC: 10	STATE OF OREGON	11/09/12 08:49 AM
LINK TO:	PURGE CRITERIA PROFILE	PROD
TABLE ID: CC (SUCH AS AP, RR, ETC...)		
TYPE:		
DESC: DAFMA07:FINANCIAL ARCH CASH CNTL (57/63)		
RETENTION: 2008 (NUMBER OF YEARS OR DAYS)		
EFF START DATE: 04162003 EFF END DATE:		STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED		LAST PROC DATE: 04132012
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D31 COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE**

The **D31** profiles are the statewide Chart of Accounts. The **D31** is the lowest level of the general ledger structure for systemwide accounting purposes. DAS SFMS Operations maintains this profile.

General Ledger Accounts identify the nature of financial activities and balances. In R★STARS, Comptroller General Ledger (Comp GL) Accounts are used for balance sheet (real), operating (nominal), and memo classifications. For the balance sheet, the Comp GL Accounts provide the lowest level of statewide classification. For the operating statement, Comp GL Accounts serve as high level classifications of financial activity and are used to separate cash and accrued activity. **D10** Comptroller Objects serve as the lowest level of statewide classification for the operating statements. Memo classifications are accounts not reported on financial statements, such as pre-encumbrances and statistical activity.

When a new Comp GL Account is established, a corresponding profile must be set up in the **D67 – GL Tables Control Profile** under Agency '000'. The **D67** profile must be established before transactions are allowed to post to the new Comp GL Account.

#### **Control Key**

- **COMP GL ACCOUNT** – Enter the four-digit Comptroller General Ledger Account code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **GAAP GL CLASS** – Enter a three-digit GAAP GL Class code. It must exist in the **D14** GAAP GL Class Profile. This element groups General Ledger Accounts. The GAAP GL Classes appear as line items on the Comprehensive Annual Financial Report.
- **NACUBO GL CLASS** – *Not used in Oregon.* Field will be '99' default for all **D31** Profiles. Enter the two-digit NACUBO GL Class code. It must exist in the D46 NACUBO GL Class profile. This is used for Higher Education Institutions only. This element groups general ledger accounts. The NACUBO GL Class appears as line items on the College and University Annual Financial Report (120 day report).

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- **NORMAL BALANCE** – Enter a one-character Normal Balance indicator. For example, expenditures have a normal debit balance. Indicators are as follows:
  - D** – Debit
  - C** – Credit
- **YEAR END CLOSE** – Enter a one-digit Year End Close indicator as follows:
  - 0** – Memo
  - 1** – Real account, balance not closed at year-end
  - 2** – Nominal account, balance is closed at year-end
- **INVESTMENT TYPE** – *Not used in Oregon.* Field will be ‘99’ default for all **D31** profiles. Enter the two-character Investment Type Code.
- **G/L EDIT TYPE** – Enter a one-character General Ledger Edit Type. This edit type determines how the Agency General Ledger Account number (from the **D32 – Agency General Ledger Account Profile**) will be developed and edited. If the Edit Type is ‘S’ or ‘A’, the Agency GL Acct will be defined in the **D32** profile. The G/L Edit Types are as follows:
  - S** – Systemwide indicates the Agency GL Account may only be defined at a systemwide level and cannot be defined by individual agencies.
  - A** – Agency indicates an Agency GL Account may be set up at the agency level when the agency has determined that subsidiary information is needed by the agency to support the statewide GL Account.
  - D** – Due To/Due From indicates that the Agency GL Account will identify the **D02** Agency and **D23** Fund for which amounts are Due To/Due From. ‘D’ Agency GL Accounts are not established in the **D32** Profile but are entered on transactions and edited by the system as follows:
    - first three characters of the Agency GL is the **D02** Agency code
    - fourth – seventh characters is the D23 Fund
    - eighth character is coded with a value of ‘0’.
 This coding combination mirrors the G38# code on the transaction.
  - G** – G38 - Involving GAAP/Operating Funds Transfers In/Out (GL Codes 3150, 3350, 3550 and 3750). T-Code G38 indicator must be ‘R’ (Required).

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- **OBJECT IND** – Enter a one-character Object Indicator. It determines what type of object supports the general ledger. For example, the Comptroller General Ledger Account 3100, Revenue Control – Cash, is supported by revenue objects. Indicators are as follows:

<b>E</b> – Expenditures	<b>S</b> – Statistics
<b>R</b> – Revenues	<b>O</b> – Other
<b>T</b> – Transfers	

- **GASB 9 CASH FLOW CAT** – *Not used in Oregon.* Field will be ‘99’ for all **D31** Profiles. Enter the two-digit GASB 9 Cash Flow Category code.
- **STMT OF CHANGES CATEGORY** – *Not used in Oregon.* Field will be ‘99’ for all **D31** Profiles. Enter the two-digit Statement of Changes Category code.
- **BALANCE TYPES** – Balance Type elements are included in the Comptroller General Ledger Profile to identify valid Balance Types (BT) in each of the primary Financial Tables.

The valid indicators for each of the below tables are as follows:

<b>[D05 Balance Type]</b>	– Valid two-digit Balance Type from <b>D05</b> profile
<b>NP</b>	– No Post
<b>AA</b>	– Any

Tables identified on the **D31** Profile. Enter the appropriate two-character Balance Type indicator for each of the following fields:

<b>APPROPRIATION</b>	<b>DOCMNT</b>
<b>AGENCY BUDGET</b>	<b>GRANT</b>
<b>CASH CONTROL</b>	<b>PROJ</b>

- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

<b>A</b> – Active	<b>I</b> – Inactive
-------------------	---------------------
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD31 UC: 10 STATE OF OREGON 11/09/12 08:50 AM
LINK TO: COMPTRROLLER GENERAL LEDGER ACCOUNT PROFILE PROD

COMP GL ACCOUNT: 2735 TITLE: ENCUMBRANCE CONTROL
GAAP GL CLASS: 271 (MUST BE IN D14)
NACUBO GL CLASS: 99 (MUST BE IN D46)
NORMAL BALANCE: D (D=DEBIT, C=CREDIT)
YEAR END CLOSE: 1 (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: 18 (BT, NP=NO POST, AA=ANY)
AGENCY BUDGET: 18 (BT, NP=NO POST, AA=ANY)
CASH CONTROL: NP (BT, NP=NO POST, AA=ANY) DOCMNT: AA (BT, NP=NO POST, AA=ANY)
GRANT: 18 (BT, NP=NO POST, AA=ANY) PROJ: 18 (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
Z07 NEXT RECORD SUCCESSFULLY READ

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

```

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### **D32 AGENCY GL ACCOUNT PROFILE**

The **D32** Agency General Ledger Account Profile establishes an Agency General Ledger (AGL) Account and its title. The AGL Account is a more detailed account than the **D31** Comp GL Account. For example, a Comp GL Account for 'Taxes Receivable' may be divided into several AGL Accounts that identify the type of tax. This profile is Agency maintained.

The **D31** Comp GL Account Profile determines whether an AGL Account can be associated with a specific Comp GL. If the **D31** profile's G/L EDIT TYPE is 'D', the **28A** profile must require the AGL Account to be entered on the transaction. The **D31** G/L EDIT TYPE then determines how the **D32** AGL Account number will be developed and edited. If the Edit Type is 'S' or 'A', the AGL Account may be defined in the **D32** profile. G/L EDIT TYPEs are described in the **D31** profile section.

#### **Control Key**

- **AGENCY** – Enter the three-character Agency code. It must exist in the **D02** profile.
- **AGENCY GENERAL LEDGER** – Enter an eight-character Agency General Ledger Account code, trailing spaces allowed. (Specific format for Due To/Due From as mentioned above.)

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **COMPT GL ACCOUNT** – Enter a four-digit Comptroller General Ledger Account. It must exist in the **D31** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD32 UC: 10	STATE OF OREGON	11/09/12 08:51 AM
LINK TO:	AGENCY GENERAL LEDGER ACCOUNT PROFILE	PROD
AGENCY: 274 (MUST BE 000 OR IN D02 AGENCY PROFILE)		
AGENCY GENERAL LEDGER: 09310131		
TITLE: LOANS RECEIVABLE-MONTHLY SIMPLE		
COMPT GL ACCOUNT: 0931 (MUST BE IN D31 COMPT GL ACCOUNT PROFILE)		
GAAP GL CLASS: 099 (SYSTEM GENERATED)		
GAAP GL CATEGORY: 07 (SYSTEM GENERATED)		
NACUBO GL CLASS: 99 (SYSTEM GENERATED)		
NACUBO GL CATEGORY: 99 (SYSTEM GENERATED)		
EFF START DATE: 07201994 EFF END DATE:		STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 12011995
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### D33 NACUBO CATEGORY PROFILE

(NOT USED IN OREGON)

NACUBO Category is a grouping of NACUBO Sources or NACUBO Objects. Category is the highest level of the object structure required for college and university reporting.

*For information related to Oregon-Specific NACUBO Object Category Profile instructions, refer to Chapter 7 of the Agency Implementation Guide. In addition, Appendix D of this guide contains a NACUBO Object Category Profile listing as well as other statewide object codes.*

#### **Control Key**

- **NACUBO CATEGORY** – Enter the two-digit NACUBO Category Code.

#### **Information Elements**

- **TITLE** – Enter a Title up to 40 characters.
- **CATEGORY TYPE** – Enter the one-character Category Type as follows:
 

<b>R</b> – Revenues	<b>A</b> – Prior Period Adjustments
<b>L</b> – Expenditures	<b>S</b> – Statistics
<b>T</b> – Transfers	
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

<b>A</b> – Active	<b>I</b> – Inactive
-------------------	---------------------
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD33 UC: 10	STATE OF OREGON	11/09/12 08:52 AM
LINK TO:	NACUBO CATEGORY PROFILE	PROD
NACUBO CATEGORY: 99		
TITLE: DEFAULT OREGON		
CATEGORY TYPE: S ( R = REVENUE E = EXPENDITURES T = TRANSFERS A = PRIOR PERIOD ADJUSTMENTS S = STATISTICS )		
EFF START DATE: 02241994 EFF END DATE:		STATUS CODE: A
Z07 NEXT RECORD SUCCESSFULLY READ		LAST PROC DATE: 12282001
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		



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- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD34 UC: 10 STATE OF OREGON 11/09/12 08:53 AM
LINK TO: NACUBO SOURCE/OBJECT PROFILE PROD

APPROPRIATION YEAR: 13
NACUBO SOURCE/OBJ: 99
TITLE: DEFAULT
BY FUNCTION: N (Y OR N)
NACUBO CATEGORY: 99 (MUST BE IN D33 NACUBO CATEGORY PROFILE)

EFF START DATE: 07012011 EFF END DATE: STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 04062011

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

```

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### **D35 GRANT TYPE PROFILE**

The **D35** profile identifies grants by funding source. DAS SFMS Operations maintains this profile.

The Grant Type is entered on the **D47 – Grant Number Profile**. Once the **D47** Profile is established for a Grant Number, the **29 – Grant Control Profile** is entered. When the Grant Number is entered on the **29** Profile, the Grant Type is inferred from the **D47** Profile. This series of Grant profiles then allows the Grant Type breakdown for the Federal Grant Reporting Requirements.

Four R★STARS reports have the **D35** as a PAGE BREAK control. These four reports provide information necessary to prepare the Office of Management and Budget Forms 272 and 272a. The Federal Government requires these forms from all governmental organizations that receive federal grant money. The four reports are DAFR8500, DAFR8510, DAFR8520, and DAFR8530.

#### **Control Key**

- **GRANT TYPE** – Enter the two-character Grant Type code. Current codes are as follows:
  - 01** – Federal Grant – Reimbursable
  - 02** – Federal Grant – Advanced
  - 03** – State Grant
  - 04** – Other Grant
  - 05** – Indirect Federal Grant – Reimbursable
  - 06** – Indirect Federal Grant – Advanced
  - 07** – Federal as Other Funds – Reimbursable
  - 08** – Federal as Other Funds – Advanced
  - 09** – Indirect Federal as Other Funds – Reimbursable
  - 10** – Indirect Federal as Other Funds – Advanced

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.



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### D36 AGENCY CODE 3 PROFILE

The **D36** profile is used to establish the Oregon State Treasury's (OST) account number in R★STARS. This number is used in the Deposit Reconciliation process. The AGENCY CODE 3 may be inferred from either Index or PCA or may be entered on the transaction. This profile is Agency maintained.

The **D36** Profile is used to retrieve the OST account number for the deposit reconciliation process. The OST account number established on the **D36** Profile must match the account number(s) established at OST to accomplish a "match" in the deposit reconciliation process. OST's system requires a ten-digit number to post agency transactions to the corresponding OST fund. The format is as follows: the three-digit agency number, two zero's, and the five-digit account number. For example, agency '107' depositing to account '00401' would be formatted by OST's system as '1070000401'. The last five digits (account number) directly correspond to the AGENCY CODE 3 number '00401' established in R★STARS for agency '107'.

To use this process, agencies must establish an OST account number in the **D36** profile for each OST fund. OST uses the account number to post the deposit to the correct OST fund, however, the OST account number does not determine to which R★STARS **D23** Fund the deposit will be posted.

It is the agency's classification structure, entered in the deposit transaction that determines the R★STARS **D23** Fund affected. The AGENCY CODE 3's only purpose in R★STARS is to create a match with OST on the **12 – Manual Deposit Release** screen.

As mentioned above, the OST account number in the AGENCY CODE 3 field of a transaction must match the account number passed from OST. This then allows R★STARS to generate the Transaction Code 332 – RECORD CASH FOR RECONCILED DEPOSITS to affect GL account 0070 – CASH ON DEPOSIT WITH TREASURER, and thus record monies available for expenditure. An OST account number in the AGENCY CODE 3 field is required on all transactions subject to the Deposit Reconciliation process (any transaction impacting GL account 0065 – UNRECONCILED DEPOSIT). **If the OST account number is not present on the deposit transaction entered, the accounting entry must be reversed out and re-entered by the agency so that it can match OST's record.** There are two limitations to keep in mind when using AGENCY CODE 3:

- 1) The **28A** profile does not have the option to make AGENCY CODE 3 mandatory upon entry of a deposit transaction. It is up to the user to remember to enter the AGENCY CODE 3 OST account number when entering the transaction. If an AGENCY CODE 3 OST account

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number is not entered at the time the deposit transaction is input, R★STARS cannot automatically match the entered transaction to OST's interface transaction. At this point, the **12** screen would reflect two "unmatched" records: OST's record as it was interfaced to R★STARS, and the R★STARS record with the ACCOUNT NUMBER field *blank*. If this occurs the agency needs to reverse the transaction in error (as originally entered – without an AGENCY CODE 3 OST account number) and re-enter it with the AGENCY CODE 3 field completed.

- 2) AGENCY CODE 3 is not an "enterable" field on all transaction entry screens. Several fast entry screens (screens that are set up to facilitate repetitive transaction entry) do not allow the entry of an AGENCY CODE 3, but will allow it to be looked up by other coding block elements. Therefore, in order to record AGENCY CODE 3 on these transactions, it must be inferred from either the **24** profile (Index) or the **26** profile (PCA). Because of these limitations, it is strongly recommended that agencies set up their PCAs to look up an AGENCY CODE 3.

### **Control Key**

- **AGENCY** – Enter the three-character Agency code. It must exist in the **D02** profile.
- **AGENCY CODE 3** – Enter a five-digit AGENCY CODE 3. Oregon uses this field as the Oregon State Treasury's account number.

### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active                      **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD36 UC: 10	STATE OF OREGON	11/09/12 08:54 AM
LINK TO:	AGENCY CODE 3 PROFILE	PROD
AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)		
AGENCY CODE 3: 01066		
TITLE: OREGON APPROPRIATION BOND ADMIN FUND		
TREASURY FUND: 1066		
STATUS CODE: A		
EFF START DATE: 04152003	EFF END DATE:	LAST PROC DATE: 05172012
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D37 OTHER SYSTEM COST CENTER PROFILE**

(THIS PROFILE IS USED FOR CONVERSION ONLY)

#### **Control Key**

- **AGENCY** – Enter the three-character Agency Code, which must exist in the **D02** profile.
- **APPN YEAR** – Enter a two-digit Appropriation Year.
- **COST CENTER** – Enter the five-character Cost Center.

#### **Information Elements**

- **TITLE** – Enter a Title up to 40 characters.
- **INDEX CODE** – Enter the five-digit Index Code which relates to the Cost Center above. This Index must be in the **24** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

A – Active                      I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD37 UC: 10	STATE OF OREGON	11/09/12 08:55 AM
LINK TO:	OTHER SYSTEM COST CENTER PROFILE	PROD
AGENCY:		
APPN YEAR:		
COST CENTER:		
TITLE:		
INDEX CODE:	(MUST BE IN 24 INDEX CODE PROFILE)	
EFF START DATE: 11092012		STATUS CODE: A
EFF END DATE:	LAST PROC DATE:	
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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## D38 NACUBO SUBFUND PROFILE

(NOT USED IN OREGON)

NACUBO Subfund is the lowest level of the fund classification structure for institutions of higher education. It is an optional profile. An example would be an institution wanting to divide NACUBO FUND 'Educational and General' into Subfunds 'General' and 'Service Centers'.

### Control Key

- **NACUBO SUBFUND** – Enter the four-digit NACUBO Subfund code. If the college and university features of R★STARS are not used, use a value of '001'.

### Information Elements

- **TITLE** – Enter a Title up to 40 characters.
- **NACUBO FUND** – Enter the four-digit NACUBO Fund Code, which must exist in the **D18** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

A – Active                      I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD38 UC: 10	STATE OF OREGON	11/09/12 08:56 AM
LINK TO:	NACUBO SUBFUND PROFILE	PROD
NACUBO SUBFUND:		
TITLE:		
NACUBO FUND: (MUST BE IN D18 NACUBO FUND PROFILE)		
NACUBO FUND GROUP: (SYSTEM GENERATED)		
EFF START DATE: 11092012		STATUS CODE: A
EFF END DATE:		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D39 STATE FUND GROUP PROFILE**

The **D39** profile's purpose is to define the State Fund Group values and their associated titles used for fund reporting purposes. It is one of three systemwide reporting categories within the R★STARS fund structure. It serves as an alternate grouping of Agency Funds to the **D15** Appropriated Fund Group and the **D20** GAAP Fund Group. The State Fund Group provides for similar funds with different interest earning agencies/funds to be grouped together – i.e. Lottery supported funds. DAS SFMS Operations maintains this profile.

For a fund to be included in a State Fund Group, the State Fund Group field on the **D23** profile must be completed.

Several R★STARS reports have the **D39** as a SPECIAL SELECT option. Examples of those reports that list this profile as a SPECIAL SELECT option would be the DAFR8920, DAFR9010, DAFR9040, and DAFR9680.

#### **Control Key**

- **STATE FUND GROUP** – Enter the four-digit State Fund Group code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD39 UC: 10	STATE OF OREGON	11/09/12 08:57 AM
LINK TO:	STATE FUND GROUP PROFILE	PROD
STATE FUND GROUP: 9999		
TITLE: DEFAULT OREGON		
EFF START DATE: 03141994 EFF END DATE:		STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED		LAST PROC DATE: 03141994
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D40 GRANT CATEGORY PROFILE**

The **D40** profile defines the Grant Category and its title used for grant reporting purposes. For federal grants, this profile identifies the CFDA (Catalog of Federal Domestic Assistance) number, and the CFDA's subject to the Cash Management Improvement Act (CMIA). DAS SFMS Operations maintains this profile based on instructions from Statewide Accounting and Reporting Services (SARS)

Several R★STARS reports have the **D40** as a PAGE BREAK control. The following reports provide information necessary to prepare the Office of Management and Budget Forms 272 and 272a. The Federal Government requires these forms from all governmental organizations that receive federal grant money. The reports are DAFR8500, DAFR8510, DAFR8520, and DAFR8530.

#### **Control Key**

- **GRANT CATEGORY** – Enter the six-digit Grant Category code. For federal type grants, enter the CFDA number in the ‘##.###’ format. In Oregon, the non-federal grant format will be ‘##.X##’.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 50 characters.
- **PREVIOUS GRANT CAT** – This is a required element and is primarily used to cross-reference changes to the federal CFDA numbers. Enter the current Grant Category into this field if the Grant Category is new or unchanged from grant effective period.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.



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## D41 PROJECT CATEGORY PROFILE

(NOT USED IN OREGON)

The **D41** profile defines the Project Category and the associated title used for project reporting purposes. It serves as an alternate rollup for Project Numbers and may be used to account for capital projects that cross agencies.

### Control Key

- **PROJECT CATEGORY** – Enter up to a six-digit Project Category.

### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **MANAGER** – Enter a Project Manager of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD41 UC: 10	STATE OF OREGON	11/09/12 08:59 AM
LINK TO:	PROJECT CATEGORY PROFILE	PROD
PROJECT CATEGORY:		
TITLE:		
MANAGER:		
EFF START DATE: 11092012		STATUS CODE: A
EFF END DATE:	LAST PROC DATE:	
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D42 PROJECT NUMBER PROFILE**

The **D42** profile establishes the agency defined Project Number and its title for Project reporting purposes. Budgeting by project phase is determined through this profile. This profile is Agency maintained.

Projects must be first established in the **D42** profile before they can be set up in the **27 – Project Control Profile**.

Two R★STARS reports have the **D42** as a SPECIAL SELECT option. These reports are the DAFR6600 and the DAFR6630.

#### **Control Key**

- **AGENCY** – Enter the three-character Agency number. It must exist in the **D02** profile.
- **PROJECT NUMBER** – Enter a six-character Project Number.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **DESC** – Enter a Project Description of up to 40 characters.
- **PROJ TYPE** – Enter a one-character Project Type code. It must exist in the **D06** profile. Examples are as follows:
  - 1** – Capital Projects                      **3** – External Projects
  - 2** – Interagency Agreements           **4** – Other Projects
- **PROJ PH BUDGET LEVEL IND** – Enter a one-character Project Phase Budget Level Indicator. This indicator controls the posting of Phase to the Project Financial Table as follows:
  - Y** – Yes. The project's budget will be controlled at the phase level. The Project Number and Phase are both posted to the control key of the Project Financial Table.
  - N** – No. The project budget control is at the Project level and a project with Phase '00' must be established in the **27** profile. The Project Number and a blank Phase are posted to the control key of the Project Financial Table.
- **AGY BUD PROJECT LEVEL IND** – Enter a one-digit Agency Budget Project Level Indicator. This indicator controls the posting of Project and Phase to the Agency Budget Financial Table as follows:

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**0** – Do not post project      **2** – Post project and phase  
**1** – Post project

- **PROJECT CATEGORY** – *Not used in Oregon.* Enter a six-character Project Category or leave blank. If entered, it must exist in the **D41** profile. The Project Category accounts for capital projects that may cross agencies.
- **FISCAL YEAR END** – Enter a four-digit Fiscal Year End in the format MMDD.
- **PROJECT MANAGER** – Enter up to a 60-character Project Manager name or leave blank.
- **PHONE NO** – Enter a 10-digit Phone Number starting with the Area Code or leave blank.
- **REPORT DATES** – Enter up to four optional occurrences of four-digit Reporting/Billing Due Dates or leave blank. These dates must be entered in the format MMDD or DD. The format applied in the first occurrence must be used for the other occurrences.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active                                      **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD42 UC: 10	STATE OF OREGON	12/04/12 11:55 AM
LINK TO:	PROJECT NUMBER PROFILE	PROD
AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)		
PROJECT NUMBER: ADM002		
TITLE: HRS D TRAINING & DEV - COMPUTER ADMIN		
DESC: HRS D TRAINING & DEV - COMPUTER ADMIN		
PROJ TYPE: 3 (MUST BE IN D06 PROJECT TYPE)		
PROJ PH BUDGET LEVEL IND: N (Y OR N - CONTROL BUDGETS AT PHASE LEVEL)		
AGY BUD PROJECT LEVEL IND: 2 (0=NO PROJECT, 1=PROJECT, 2=PROJECT/PHASE)		
PROJECT CATEGORY:		FISCAL YEAR END:
PROJECT MANAGER: CYNDI SMITH		
PHONE NO: 503 378 3099		
REPORT DATES:		
EFF START DATE: 12172003		STATUS CODE: A
EFF END DATE:		LAST PROC DATE: 12172003
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F3-DEL F5-NEXT F6-27 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT		

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## D43 PRE-AUDIT SELECTION AND SAMPLING CRITERIA

(NOT USED IN OREGON)

The **D43** profile defines criteria to flag documents for pre-audit. Each entry in this profile is identified by a sequence number and a sample rate. All informational elements (criteria) are optional. One or more criteria may exist on one profile entry which represents an 'and' condition. For example, Sequence #'s '00001' and '00002' have identical Effective Start and End Dates, Active Status Codes and Sample Rates of 20 percent. Optional criteria for sequence # '00001' include an Amount Range of 1,000,000.00 to 999,999,999.99, Agency of 'AAA', and a Payment Distribution Type (PDT) of 'RF'. Optional criteria for sequence '00002' include Agency of 'BBB' and a PDT of 'RF'.

In this example, for Sequence # '00001', every fifth payment transaction falling within the 1,000,000.00 to 999,999,999.99 dollar range with Payment Distribution Types of 'RF' for Agency, 'AAA', will be flagged for pre-audit. For Sequence # '00002', every fifth payment transaction with a PDT of 'RF' for Agency, 'BBB', will be flagged for pre-audit.

### Control Key

- **SEQUENCE NO** – Enter the five-digit Sequence Number. This is a required field.
- **SAMPLE RATE** – Enter a Sample Rate. The Sample Rate is required and is stated as a percentage. It determines how many transactions and/or documents that meet the selection criteria will be flagged for pre-audit. If the Sample Rate is '100', all transactions that meet the selection criteria will be selected. If the Sample Rate is '20', every fifth transaction that meets the selection criteria will be selected. Since percentages of '51' through '99' yield the same results as '50' and '100', the only valid values are '001' through '050' or '100'.

### Information Elements

There are no edits for the informational elements except those specifically stated below. Consequently, caution should be exercised when entering data into this profile. For instance, when an appropriation number is entered, there is an edit that makes it necessary to enter an Agency, but there is no edit that requires that the entered Agency be a valid agency for that appropriation number or that the appropriation is valid.

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- **RANGE** – The FROM and TO Range for the following informational elements may be entered or left blank. If entered, the TO field must be greater than or equal to the FROM field. These ranges are inclusive.
- **DOC AGENCY** – Enter a valid three character Doc Agency code in the TO and FROM fields or leave blank. If entered, the TO Doc Agency must be greater than or equal to the FROM Doc Agency.
- **COMP OBJECT** – Enter a valid four digit Comptroller Object code in the TO and FROM fields or leave blank. If entered, the TO Comptroller Object must be greater than or equal to the FROM Comptroller Object.
- **AMOUNT** – Enter the transaction Amount in the TO and FROM fields in the 9999999999.99 format or leave blank. If entered, the TO transaction Amount must be greater than or equal to the FROM transaction Amount.
- **APPD FUND** – Enter a four digit Appropriated Fund or leave blank.
- **AGENCY** – Enter a three character Agency or leave blank. If APPN NO is entered, Agency is required.
- **APPN NO** – Enter a five character Appropriation Number or leave blank. If Appropriation Number is entered, Agency is required.
- **VENDOR NO/MC** – Enter a ten character Vendor Number and a three digit Mail Code or leave blank. The Vendor Number is required if the Mail Code is entered.
- **DOC TYPE** – Enter a two character Document Type or leave blank.
- **PDT** – Enter a two character Payment Distribution Type or leave blank.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD43 UC: 10	STATE OF OREGON	11/09/12 09:01 AM
LINK TO:	PRE-AUDIT SELECTION AND SAMPLING CRITERIA	PROD
SEQUENCE NO:		
SAMPLE RATE:		
RANGE:	FROM:	TO:
DOC AGENCY:		
COMP OBJECT:		
AMOUNT:		
APPN NO:		
VENDOR NO/MC:		
DOC TYPE:		
PDT:		
EFF START DATE: 09132006	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		



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- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD44 UC: 10 STATE OF OREGON 11/09/12 09:02 AM
LINK TO: ACTION CODE PROFILE PROD

AGENCY: 000 (MUST BE "000" OR IN D02 AGENCY PROFILE)
ACTION CODE: 600
DESCRIPTION: SYSTEM-GENERATED - FULL PAYMENT
LEVEL IND: D (B=BATCH, D=DOCUMENT, E=EITHER)
TYPE: C (A=AGENCY, B=BOTH, C=CENTRAL)
NORMAL HOURS STATUS:

STATUS CODE: A
EFF START DATE: 02151995 EFF END DATE: LAST PROC DATE: 02151995
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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## D45 NACUBO GL ACCOUNT CATEGORY PROFILE

(NOT USED IN OREGON)

NACUBO General Ledger Account Category is a grouping of NACUBO General Ledger Account Classes. Examples include Assets, Liabilities, and Fund Balances.

*For information related to Oregon-Specific NACUBO General Ledger Account Category Profile instructions, refer to Chapter 7 of the Agency Implementation Guide. In addition, Appendix C of this guide contains a NACUBO General Ledger Account Category Profile listing as well as other general ledger accounts.*

### Control Key

- **NACUBO GL ACCOUNT CATEGORY** – Enter the two-digit NACUBO General Ledger Account Category Code. If the college and university R★STARS features are not implemented, a default value of '01' should be used.

### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD45 UC: 10	STATE OF OREGON	11/09/12 09:06 AM
LINK TO:	NACUBO G/L ACCOUNT CATEGORY PROFILE	PROD
NACUBO GL ACCOUNT CATEGORY: 99		
TITLE: DEFAULT OREGON		
EFF START DATE: 02241994 EFF END DATE:		STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED		LAST PROC DATE: 09152001
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

<b>R★STARS</b>	<b>VERSION 2.0</b>
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## D46 NACUBO GENERAL LEDGER ACCOUNT CLASS PROFILE

(NOT USED IN OREGON)

NACUBO General Ledger Account Class is a grouping of Comptroller G/L Accounts and will represent a line item on an institution of higher education's financial statement. Examples include Cash, Temporary Investments, and Realized Gain on Investments

*For information related to Oregon-Specific NACUBO General Ledger Account Class Profile instructions, refer to Chapter 7 of the Agency Implementation Guide. In addition, Appendix C of this guide contains a NACUBO General Ledger Account Class Profile listing as well as other general ledger accounts.*

### **Control Key**

- **NACUBO GL ACCOUNT CLASS** – Enter the two-digit NACUBO General Ledger Account Class Code.

### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **NACUBO GL ACCOUNT CATEGORY** – Enter the two-digit NACUBO General Ledger Account Category. It must exist in the **D45** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

A – Active

I – Inactive

- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD46 UC: 10	STATE OF OREGON	11/09/12 09:09 AM
LINK TO:	NACUBO G/L ACCOUNT CLASS PROFILE	PROD
NACUBO GL ACCOUNT CLASS: 99		
TITLE: DEFAULT OREGON		
NACUBO GL ACCOUNT CATEGORY: 99 (MUST BE IN D45 NACUBO GL ACCT CATEGORY PROFILE)		
EFF START DATE: 02241994	EFF END DATE:	STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED		LAST PROC DATE: 09152001
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

<b>R★STARS</b>	<b>VERSION 2.0</b>
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### D47 GRANT NUMBER PROFILE

The **D47** profile establishes the agency defined Grant Number and title for Grant reporting purposes. Budgeting by grant phase is determined through this profile. This profile is Agency maintained.

Grants must be first established in the **D47** profile before they can be set up in the **29** profile.

A few R★STARS reports have the **D47** as a SPECIAL SELECT option. These reports are DAFR8400, DAFR8420 and DAFR8540.

#### Control Key

- **AGENCY** – Enter the three-digit Agency code. It must exist in the **D02** profile.
- **GRANT NUMBER** – Enter a six-character Grant Number.

#### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **FISCAL YEAR END** – Enter a four-digit Fiscal Year End in the format MMDD.
- **DESC** – Enter up to 40 characters to describe the grant.
- **GRANT PH BUDGET LEVEL IND** – Enter a one-character Grant Phase Budget Level Indicator. It controls the posting of the phase to the Grant, Cash Control and Cash Balance (*CB Not Used In Oregon*) Financial Tables as follows:
  - Y** – Yes. The grant budget and cash control is at the phase level. The Grant Number and Phase are both posted to the control key of the Grant, Cash Control and Cash Balance (*CB Not Used In Oregon*) Financial Tables.
  - N** – No. The grant budget and cash control is at the Grant level. If the value of this indicator is 'N', the Grant Number with no Phase is posted to the control key of the Grant Financial Table.
- **AGY BUD GRANT LEVEL IND** – Enter a one-digit Agency Budget Grant Level indicator that identifies the level at which the grant is budgeted. Valid values are as follows:
  - 0** – No grant
  - 1** – Grant
  - 2** – Grant/Phase
- **GRANTOR ID** – Enter up to a 14-digit Grantor ID code. It must exist in the **D28** profile.

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- **CATEGORY** – Enter a six-digit Category code or leave blank. If entered, it must exist in the **D40** profile.
- **GRANT TYPE** – Enter a two-digit Grant Type code. It must exist in the **D35** profile. Valid codes are as follows:
  - 01** – Federal Grant – Reimbursable – funds received directly from the Federal Government
  - 02** – Federal Grant – Advanced – funds received in advance from the Federal Government
  - 03** – State Grant – funds received from a state agency
  - 04** – Other Grant – funds received from an entity other than a State Agency or Federal Government
  - 05** – Indirect Federal Grant – Reimbursable – Federal funds received from a Non-Federal Entity
  - 06** – Indirect Federal Grant – Advanced – Federal funds received in advance from a Non-Federal Entity
  - 07** – Federal as Other Funds – Reimbursable – funds received directly from the Federal Government and budgeted as Other Funds
  - 08** – Federal as Other Funds – Advanced – funds received in advance from the Federal Government and budgeted as Other Funds
  - 09** – Indirect Federal as Other Funds – Reimbursable – Federal funds received from a Non-Federal Entity and budgeted as Other Funds
  - 10** – Indirect Federal as Other Funds – Advanced – Federal funds received in advance from a Non-Federal Entity and budgeted as Other Funds
- **ADDRESS 1** – Enter Address 1 of up to 40 characters.
- **ADDRESS 2** – Enter Address 2 of up to 40 characters or leave blank.
- **ADDRESS 3** – Enter Address 3 of up to 40 characters or leave blank.
- **CITY** – Enter City of up to 30 characters.
- **STATE** – Enter two-character State (numeric code or two- letter abbreviation.)
- **ZIP CODE** – Enter up to a nine-digit Zip Code. The first five digits are required.
- **AWARD DATE** – Enter an eight-digit Award Date. The date must be in standard MMDDYYYY format.
- **AWARD CONTRACT No** – Enter up to a 20-character Award Contract Number.
- **STATE APPL ID** – Enter up to a 13-character State Application ID or leave blank. It identifies the State Grant Identification Number.

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- **LOC REF NO** – Enter up to an eight-character Letter of Credit Reference Number or leave blank.
- **MANAGER** – Enter up to a 60-character Manager Name or leave blank.
- **APPLICATION STATUS** – Enter a one-character Application Status indicator or leave blank. If entered, it must exist in the **D53** profile under Table ID 'GAST'. This indicates the status of the grant application.
- **DUE DATE** – Enter the eight-character application Due Date in the format MMDDYYYY or leave blank. It is the final application due date.
- **FINAL DECISION DATE** – Enter the eight-digit Final Decision Date in the format MMDDYYYY or leave blank.
- **GRANTORS GRANT NO** – Enter up to a 15-character Grantor’s Grant Number or leave blank.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD47 UC: 10 STATE OF OREGON 12/04/12 11:56 AM
LINK TO: GRANT NUMBER PROFILE PROD

AGENCY: 107 (MUST BE IN D02 AGENCY PROFILE)
GRANT NUMBER: AGR665 TITLE: SCHOOLS & ROADS GRANTS TO STATES
FISCAL YEAR END: 0630 DESC: SCHOOLS & ROADS GRANTS TO STATES
GRANT PH BUDGET LEVEL IND: N (Y OR N - CONTROL BUDGETS AT PHASE LEVEL)
AGY BUD GRANT LEVEL IND: 0 (0=NO GRANT, 1=GRANT, 2=GRANT/PHASE)
GRANTOR ID: 260000 CATEGORY: 10.665 GRANT TYPE: 01
ADDRESS 1: STATE OF OREGON GRANTS
ADDRESS 2:
ADDRESS 3:
CITY: SALEM STATE: OR ZIP CODE: 97301
AWARD DATE: 07012005 AWARD CONTRACT NO: 99999
STATE APPL ID: LOC REF NO:
MANAGER:
APPLICATION STATUS: DUE DATE: FINAL DECISION DATE:
GRANTORS GRANT NO:
STATUS CODE: A
EFF START DATE: 07012005 EFF END DATE: LAST PROC DATE: 04042006
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F6-29 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT

```

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### **D48 GRANT OBJECT PROFILE**

The **D48** profile allows **D10** Comptroller and/or **D11** Agency Objects to be grouped or defined as Grant Objects to provide greater flexibility in grant budgeting and reporting. This profile is Agency maintained.

#### **Control Key**

- **AGENCY** – Enter the three-digit Agency Number. It must exist in the **D02** profile.
- **GRANT NUMBER** – Enter a six-digit Grant Number. It must exist in the **D47** profile.

#### **Information Elements**

- Enter Comptroller Object FROM and TO and Agency Object FROM and TO:
  - COBJ-FROM** – Enter a four-digit FROM Comptroller Object code. COBJ-FROM must be less than or equal to COBJ-TO and must exist in the **D10** profile.
  - COBJ-TO** – Enter a four-digit TO Comptroller Object code. COBJ-TO must be greater than or equal to COBJ-FROM and must exist in the **D10** profile.
  - AOBJ-FROM** – Enter a four-digit FROM Agency Object code if the agency uses Agency Objects. If entered, AOBJ-FROM must be less than or equal to AOBJ-TO and must exist in the **D11** profile. Also, AOBJ-FROM must have the correct relationship to the COBJ entered above.
  - AOBJ-TO** – Enter a four-digit TO Agency Object code if the agency uses Agency Objects. If entered, AOBJ-TO must be greater than or equal to AOBJ-FROM and must exist in the **D11** profile. Also, AOBJ-TO must have the correct relationship to the COBJ entered above.
- **GRANT OBJ** – Enter a Grant Object code of up to six digits.
- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive

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- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD48 UC: 10 STATE OF OREGON 11/09/12 09:11 AM
LINK TO: GRANT OBJECT PROFILE PROD

AGENCY: 443 (MUST BE IN D02 AGENCY PROFILE)
GRANT NUMBER: 201103 (MUST BE IN D47 GRANT NO PROFILE)
COBJ - FROM: 3111 TO: 4999
AOBJ - FROM: 3111 TO: 6960
GRANT OBJECT: 0140
TITLE: CCDF DIRECT SVCS - ERDC

STATUS CODE: A
EFF START DATE: 01301995 EFF END DATE: LAST PROC DATE: 11092012
Z09 RECORD NOT FOUND - END OF FILE FOR AGENCY

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

```

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## D49 PAYMENT MESSAGE PROFILE

(NOT USED IN OREGON)

The **D49** profile is used to pre-define standard messages which appear on the remittance advices. However, presently this feature is not being implemented.

### Control Key

- **MESSAGE CODE** – Enter the three digit Message code.

### Information Elements

- **MESSAGE** – Enter a up to a 30 character Message.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

A – Active                      I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD49 UC: 10	STATE OF OREGON	11/09/12 09:12 AM
LINK TO:	PAYMENT MESSAGE PROFILE	PROD
MESSAGE CODE:		
MESSAGE:		
EFF START DATE: 09132006	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D50 PAYMENT DISTRIBUTION TYPE PROFILE**

The **D50** profile establishes the various ways in which payments may be made. It identifies whether transactions are combined for warrants and how payments are consolidated. The suppressing of remittance lines is also controlled by the **D50**. DAS SFMS Operations maintains this profile.

Users wanting to know the definition of a Payment Distribution Type (PDT) code would refer to this profile.

#### **Control Key**

- **PAYMENT DISTRIBUTION TYPE (PDT)** – Enter a one or two-character PDT. The first character indicates where the warrant will be sent.
  - D** – Indicates the payment will be made electronically with an ACH transaction.
  - M** – Indicates the warrant will be mailed to the vendor from the print plant.
  - R** – Indicates the warrant will be returned to SFMS. The warrants will either be placed in the boxes for pickup by agencies located in Salem or sent to out-of-town agencies via shuttle.

The second character indicates how the transactions will be consolidated to create the warrant. In the table on the following page, the first sentence of each description lists what is separated into individual warrant numbers. The second sentence describes what is grouped together into one warrant, but only as far as the conditions of the first sentence allow.

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PDT	DESCRIPTION	PMT Consolidation Indicator		
		FIN AGY	DOC	APPR FUND
D	<ul style="list-style-type: none"> <li>Issues a separate electronic fund transfer for each vendor #/mail code, batch agency within the same financial agency, document #, and appropriated fund. If different document suffixes have different appropriated funds, the system will issue a separate payment for each appropriated fund.</li> <li>Combines document suffixes for the same appropriated fund.</li> </ul>	N	N	N
M R	<ul style="list-style-type: none"> <li>Issues a separate warrant for each vendor #/mail code (or vendor name in the case of a dummy vendor), batch agency within the same financial agency, document # and appropriated fund. If different document suffixes have different appropriated funds, the system will issue a separate warrant for each appropriated fund.</li> <li>Combines document suffixes for the same appropriated fund.</li> </ul>	N	N	N
ME RE	<ul style="list-style-type: none"> <li>Issues a separate warrant for each vendor #/mail code, batch agency within the same financial agency and document number suffix.</li> <li>Combines the transactions within one document number for the same vendor that have multiple appropriated funds.</li> </ul>	N	N	Y
MC RC	<ul style="list-style-type: none"> <li>Issues a separate warrant for each vendor #/mail code, batch agency within the same financial agency and appropriated fund.</li> <li>Combines multiple document numbers.</li> </ul>	N	Y	N
MD RD	<ul style="list-style-type: none"> <li>Issues a separate warrant for each vendor #/mail code and batch agency within the same financial agency.</li> <li>Combines multiple document numbers and appropriated funds.</li> </ul>	N	Y	Y

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PDT	DESCRIPTION	PMT Consolidation Indicator		
		FIN AGY	DOC	APPR FUND
MB RB	<ul style="list-style-type: none"> <li>Issues a separate warrant for each vendor #/mail code and appropriated fund.</li> <li>Combines multiple document numbers and batch agencies within the same financial agency.</li> </ul>	Y	Y	N
MA RA	<ul style="list-style-type: none"> <li>Issues a separate warrant for each vendor #/mail code.</li> <li>Combines multiple document numbers, batch agencies within the same financial agency and appropriated funds. In the case of cash errors, only the document number with the cash error will hold. The remaining documents will produce a warrant.</li> </ul>	Y	Y	Y
DA	<ul style="list-style-type: none"> <li>Issues a separate electronic funds transfer for each vendor #/mail code</li> <li>Combines multiple document numbers, batch agencies within the same financial agency, and appropriated funds.</li> </ul>	Y	Y	Y
RG*	<ul style="list-style-type: none"> <li>Hold – same as M or R.</li> </ul>	N	N	N
RH*	<ul style="list-style-type: none"> <li>Hold – same as MA or RA.</li> </ul>	Y	Y	Y

\*PDT's of "RG" and "RH" can be used to indicate special handling is required. Unless notified otherwise, however, Statewide Disbursements will treat warrants with this PDT the same as other "R's" (see above). Please contact Statewide Disbursements to make special arrangements if you use one of these codes and would like the warrants to be treated differently.

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### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **PAYMENT METHOD CODE** – Enter a one-character Payment Method Code. Valid entries are as follows:
  - D** – Automated Clearing House (ACH)
  - W** – Warrant
  - X** – Wire Transfer (through Treasury Only)
- **DIRECT MAIL** – Enter a one-character ‘Y’ (Yes) or ‘N’ (No) value.
- **SUPPRESS REMITTANCE** – Enter a one-character ‘Y’ (Yes) or ‘N’ (No) value. This indicator controls the printing of remittance lines. Remittance lines are summarized by invoice number, invoice description and reference document.
- **PAYMENT CONSOLIDATION INDS** – Payment Consolidation Indicators determine on what basis payments are consolidated. It works in conjunction with the **D55 – Payment Processing Control Profile** Payment Sort Keys. Enter a one-character ‘Y’ (Yes) or ‘N’ (No) value for each of the following elements:
  - BATCH AGENCY** – specifies warrant will combine different batch agencies for the same financial agency / vendor number combination. A batch agency is the agency number entered on the batch header.
  - DOCUMENT** – specifies warrants will combine different document numbers for the same financial agency/ vendor number combination.
  - FUND** – specifies warrants will combine different appropriated funds for the same financial agency.
- **TAX OFFSET FLAG** – *Not used in Oregon.* Field will be ‘N’ for all **D50** profiles.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD50 UC: 10 STATE OF OREGON 11/09/12 09:13 AM
LINK TO: PAYMENT DISTRIBUTION TYPE PROFILE PROD

PAYMENT DISTRIBUTION TYPE: RA
TITLE: RETURN TO AGENCY-COMBINE ALL
PAYMENT METHOD CODE: W (D=DIRECT DEPOSIT)
(W=WARRANT/CHECK)
(X=WIRE TRANSFER)
DIRECT MAIL: N (Y=MAIL,N=DO NOT MAIL)
SUPPRESS REMITTANCE: N (Y=SUPPRESS PRINTING OF REMITTANCE)
(N=PRINT REMITTANCE LINES)

PAYMENT CONSOLIDATION INDS - BATCH AGENCY: Y DOCUMENT: Y FUND: Y (Y=YES N=NO)

TAX OFFSET FLAG: N (Y=SUBJECT TO TAX OFFSET)
(N=EXEMPT FROM TAX OFFSET)

STATUS CODE: A
EFF START DATE: 09091994 EFF END DATE: LAST PROC DATE: 04241997
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### **D51 ERROR CODE PROFILE**

The **D51** profile contains the short 20-character error message that is displayed at the bottom of the screen when a system error is encountered. DAS SFMS Operations maintains this profile.

A more detailed description of an Error Code is on the **90** screen. At the **90** screen, a user would enter the Error Code and press Enter.

#### **Control Key**

- **ERROR CODE** – Enter a three or four-character Error Code.

#### **Information Elements**

- **ERROR MESSAGE** – Enter an Error Message of up to 20 characters.
- **ERROR SEV IND** – Enter a one-character Error Severity Indicator or leave blank. The system does not edit against this field. Some values being used are as follows:
 

<b>B</b> – Batch Level	<b>K</b> – Non Fatal Fund Control
<b>E</b> – Fatal Element Error	<b>W</b> – Non Fatal Element Error
<b>F</b> – Fatal Fund Control	<b>Blank</b> – Other
- **ACTION CODE** – Not used in Oregon. Will be blank for all **D51** Profiles.
- **RESPONSIBILITY CODE** – Enter a one-character Responsibility Code. The system does not edit against this field. Some values being used are as follows::
 

<b>P</b> – Payee error	<b>F</b> – Funding error
<b>C</b> – Coding error	<b>Z</b> – Other
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

<b>A</b> – Active	<b>I</b> – Inactive
-------------------	---------------------
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD51 UC: 10 STATE OF OREGON 11/09/12 09:14 AM
LINK TO: ERROR CODE PROFILE PROD

ERROR CODE: EAL ERROR MESSAGE: CANNOT OVERRIDE APPN

ERROR SEV IND: E (E=FATAL ELEMENT ERROR, W=NONFATAL ELEMENT ERR,
F=FATAL FUND CONTROL, K=NONFATAL FUND CTL,
B=BATCH LEVEL, J=DEFAULT USED,
C=CORRECTION ERROR, R=REJECT FROM SYSTEM
BLANK=OTHER)

ACTION CODE:

RESPONSIBILITY CODE: C

STATUS CODE: A
EFF START DATE: 01012000 EFF END DATE: LAST PROC DATE: 07271999
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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## D52 FUNCTION CODE PROFILE

(NOT USED IN OREGON)

The **D52** profile contains title information and reporting hierarchy information. The Function Code may be used by both state agencies and institutions of higher education. Agencies may use the code to record and categorize expenditures by type of operational activity. Institutions of higher education may use the code to categorize current fund expenditures to produce the Annual Financial Report as set forth by the Functional Classification Requirements in the College and University Business Administration. The function structure is very similar to the Program structure.

### Control Key

- **AGENCY** – Enter the three character Agency Code, which must be '000' or in the **D02** profile.
- **APPROPRIATION YEAR** – Enter a two digit Appropriation Year.
- **FUNCTION CODE** – Enter the four digit Function Code.

### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **REPORTS TO FUNC** – Enter the four digit REPORTS TO FUNCTION code which is hierarchically above this FUNCTION CODE or leave blank if the function code is 0000. If entered, it must already exist in this profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD52 UC: 10	STATE OF OREGON	11/09/12 09:15 AM
LINK TO:	FUNCTION CODE PROFILE	PROD
AGENCY:	(MUST BE IN D02 AGENCY PROFILE)	
APPROPRIATION YEAR:		
FUNCTION CODE:		
TITLE:		
REPORTS TO FUNCTION:		
FUNCTION LEVEL:	(SYSTEM GENERATED)	
HIGHER LEVELS OF FUNCTION (SYSTEM GENERATED):		
1: 2: 3: 4: 5: 6: 7:	8: 9:	STATUS CODE: A
EFF START DATE: 09132006	EFF END DATE:	LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### D53 TITLES PROFILE

The **D53** profile is used to store miscellaneous systemwide titles not stored in another R★STARS profile. The Table ID determines which code is stored in the profile and the Key contains each code value. DAS SFMS Operations maintains this profile.

One of the **D53** profile areas that Agencies need to be aware of is the Table ID 'VISA'. When an Oregon State Treasury (OST) LOCKBOX or VISA deposit transaction comes through the interface process, the system determines if there is a match in the **D53** profile (Table ID 'VISA' for both LOCKBOX and VISA). If the VISA or LOCKBOX number matches the **D53** profile, the deposit number on OST's interface reformats with the current six-digit date (MMDDYY) added to the end and adds a zero after the first two characters, resulting in a 14-character reconfigured number. The R★STARS transaction entered must cite the 14-digit deposit number to complete the matching process of the Deposit Reconciliation sub-system. For example, a VISA number of 'CC03301' for February 14, 2006 reformats to 'CC003301021406'. Agencies must be sure to inform SFMS Operations when adding a new Visa or Lockbox account so that SFMS Operations will update the **D53** profile.

#### Control Key

- **TABLE ID** – Enter a four-character Table Identification Code. Some of the valid values and the Profile IDs which use them are:
  - BUD2** – Budget Rollup (**D09**)
  - CMIA** – Grant Expenditures Category (**D10**)
  - GAST** – Application Status (**D47**)
  - PPCR** – Payment Processing Cancel Reason Code (**44 & 45**)
  - TRES** – Treasury Fund (**D23**)
- **KEY** – Enter a Key from 1 to 20 characters. For example, one of the Key values for TRES (Treasury Fund) is '0401' (General Fund).

#### Information Elements

- **TITLE** – Enter a Title of up to 40 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive

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- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD53 UC: 10 STATE OF OREGON 11/09/12 09:16 AM
LINK TO: TITLES PROFILE PROD

TABLE ID: TRES
KEY: 1152
TITLE: #914/MULTIPLE PURPOSE REVENUE BONDS 2005

STATUS CODE: A
EFF START DATE: 01012005 EFF END DATE: LAST PROC DATE: 02072005
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### **D54 SYSTEM PARAMETERS PROFILE**

The **D54** profile contains values that drive system processes. DAS SFMS Operations maintains this profile.

This table is looked to by many R★STARS programs to define report or program parameters that SFMS has chosen not to have 'hard coded'. This table allows flexibility and a more cost-effective way to alter options. An example is the **D54** Table ID 'BTYP'. The **28A** profile uses 'BYTP' to designate in which batch types a T-Code is allowed. Up to 10 batch types are allowed.

#### **Control Key**

- **TABLE ID** – Enter the four-character Table ID. It identifies table values the system accesses during system processes. For example, a Table ID of 'ACTN' may indicate action codes that programs access and apply during system processing.
- **KEY 1** – Enter up to a 20-character Key 1. It further defines the process the system performs. For example, if the table ID is 'ACTN', and the Key 1 is 'DUNN'. This record indicates the action code used during the dunning notice process.
- **KEY 2** – Enter up to a 20-character Key 2. It further defines the process the system performs. For example, if the table ID is 'ACTN', and the Key 1 is 'DUNN', KEY 2 may be '60'. This record indicates the action code used during the dunning notice process for items that are 60 days past due.
- **KEY 3** – Enter up to a 20-character Key 3. It defines in even further detail the process the system performs.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 40 characters.
- **REFERENCE DATA** – Enter up to 55 characters for Reference Data. It indicates the value the system uses when the conditions defined by the Table ID and Keys are met. For example, if the Table ID is 'ACTN', Key 1 is 'DUNN', Key 2 is '60', and the reference data is '123', the system uses Action Code '123' during the 60-day dunning notice process.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

A – Active

I – Inactive

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- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD54 UC: 10 STATE OF OREGON 11/09/12 09:17 AM
LINK TO: SYSTEM PARAMETERS PROFILE PROD

TABLE ID: BTYP
KEY 1: 4
KEY 2:
KEY 3:

TITLE: EXPENDITURES/DISBURSEMENTS

REFERENCE DATA: ANY-SOURCE

STATUS CODE: A
EFF START DATE: 11261993 EFF END DATE: LAST PROC DATE: 07202006
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### **D55 PAYMENT PROCESSING CONTROL PROFILE**

The **D55** profile is a one record profile with systemwide parameters for Payment Processing. It identifies on a systemwide basis the sorting of warrants and of remittance lines. The State is allowed to determine, with up to twenty Payment Sort Key elements, how individual Vouchers Payable transactions will be sorted for payment. The order of up to ten Remittance Sort Key elements can also be determined in the same manner. DAS SFMS Operations maintains this profile.

#### **Information Elements**

- **RETENTION PER FOR PMT PRINT LINES** – Enter up to four digits or leave blank to indicate the number of days to retain the existing warrant print cycles. All print cycles after the number entered will be purged. This field controls the purging of warrants that have printed from the warrant print records.
- **UNDEFINED VENDOR** – Enter a three-digit **D44** Document Tracking Action Code for Undefined Vendor. It updates the voucher document when an attempt is made to pay a vendor that is not valid in the **51 – Vendor Mail Code Profile**.
- **EFT VALUES** – The following fields are used for Electronic Fund Transfers (ACH):
  - STATE BANK ID** – Enter a nine-digit State Bank Identification Number.
  - STATE FEDERAL ID** – Oregon’s Federal Identification Number is 936001787.
  - STATE BANK NAME** – Enter up to a 20-character State Bank Name.
  - STATE NAME** – State Name is State of Oregon.
- **PAYMENT SORT KEYS (1-20)** – Enter up to 14 of the elements listed below to establish how the system will sort payments. These elements are valid payment sort options. The remaining five keys are open for other values that may be identified in the future as needed elements for sorting. The elements listed below may be entered in any order; however, they must be entered exactly as they are displayed in the below list. These elements may be viewed on line by accessing the **90** screen and entering Keyword ‘190’. Note: At a minimum, Vendor ID is a required Payment Sort Key element. PDT is not required.

<ul style="list-style-type: none"> <li><b>AGY</b> – Financial Agency</li> <li><b>BATCH-AGY</b> – Batch Agency</li> <li><b>DOC-NO</b> – Document Number</li> <li><b>INVOICE-NO</b> – Invoice Number</li> <li><b>FY</b> – Fiscal Year</li> <li><b>INVOICE-DESC</b> – Invoice Description</li> <li><b>VENDOR-NAME</b> – Vendor Name</li> </ul>	<ul style="list-style-type: none"> <li><b>ZIP</b> – Zip Code</li> <li><b>ZIP-PLUS4</b> – Zip Code plus 4 digits</li> <li><b>PDT</b> – <b>D50</b> Payment Distribution Type</li> <li><b>APPD-FUND</b> – <b>D22</b> Appropriated Fund</li> <li><b>FUND</b> – <b>D23</b> Fund</li> <li><b>VENDOR-ADDRESS1</b> – Vendor Address</li> <li><b>VENDOR-ID</b> – Vendor Number and Mail Code</li> </ul>
---	--

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- **REMITTANCE SORT KEY (1-10)** – Enter up to 10 of the 14 elements listed above to establish how the system will sort the remittance lines. These elements can be entered in any order, but they must be entered exactly as they are displayed in the above list.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD55 UC: 10 STATE OF OREGON 11/09/12 09:17 AM
LINK TO: PAYMENT PROCESSING CONTROL PROFILE PROD

RETENTION PER FOR PMT PRINT LINES: 0020 UNDEFINED VENDOR: 800

EFT VALUES -
STATE BANK ID: 123456789 STATE FEDERAL ID: 936001787
STATE BANK NAME: U.S. BANK STATE NAME: STATE OF OREGON - SFMS
ACH ACCOUNT: 99999

PAYMENT SORT KEYS:
1 AGY 2 BATCH-AGY 3 PDT 4 DOC-NO
5 APPD-FUND 6 VENDOR-ID 7 VENDOR-NAME 8 VENDOR-ADDRESS1
9 ZIP 10 ZIP-PLUS4 11 12
13 14 15 16
17 18 19 20

REMITTANCE SORT KEYS:
1 BATCH-AGY 2 DOC-NO 3 INVOICE-NO 4 INVOICE-DESC
5 6 7 8
9 10

STATUS CODE: A
EFF START DATE: 01011994 EFF END DATE: 12309999 LAST PROC DATE: 07142011

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

```

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### **D56 BANK ID PROFILE**

The **D56** profile defines valid Bank IDs along with the ABA and Account Numbers. DAS SFMS Operations maintains this profile.

The Bank ID is the first two digits of a warrant number or a suspense account check number. State warrants currently begin with '11', which is the Bank ID for Statewide Warrants. The only suspense account check numbers that use this profile are those from DHS that are loaded into R★STARS and tracked by the Payment Processing System.

One of the R★STARS processes that uses this profile is the warrant or check rewrites and cancellations process. A user processing a rewrite or cancellation must have security for the agency tied to that warrant or check number. This profile creates the tie between the first two digits of the warrant/check number, the agency listed on this profile, and the agency listed on the user's **96A** profile.

#### **Control Key**

- **BANK ID** – Enter a two-character Bank ID.

#### **Information Elements**

- **ABA NUMBER** – Enter a nine-digit ABA (American Banker's Association) Number. If the number is less than nine digits, the number should be preceded with zeros to right justified for a total of nine digits. For example, if the number is '12', it should be entered as '000000012'.
- **ACCOUNT NUMBER** – Enter a 10-digit Account Number. If the number is less than 10 digits, the number should be preceded with zeros to right justify for a total of ten digits.
- **TITLE** – Enter a Title of up to 40 characters.
- **AGENCY** – Enter a three-character Agency Code. It must exist in the **D02** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

A – Active                      I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.

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- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD56 UC: 10 STATE OF OREGON 11/09/12 09:19 AM
LINK TO: BANK ID PROFILE PROD

BANK ID: 15
ABA NUMBER: 123456789
ACCOUNT NUMBER: 1234567890
TITLE: STATEWIDE WARRANTS
AGENCY: 000

EFF START DATE: 05061996 EFF END DATE: STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 04072010

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

```

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## D57 TAX OFFSET CATEGORY PROFILE

(NOT USED IN OREGON)

The **D57** profile contains data that is necessary for the Tax Offset and Backup Withholding processes. A record must be established in **D57** for each category in each process. There are two default categories, 'VNDRT' and 'VNDRB'. They are called up via the maintenance screens, **55** and **102**, respectively. Categories for Tax Offset must be established to match the state's tax liability categories. There are only two categories for Backup Withholding. One category is the default, 'VNDRB', and the other is the category for the Internal Revenue Service.

### Control Key

- **CATEGORY CODE** – Enter the five-character Category Code. The default categories are:

**VNDRT** – Tax Offset      **VNDRB** – Backup Withholding

Examples of categories of taxes for the Tax Offset process might be 'SALES', 'EMISS', and 'WITHH'. An example of a category for the Internal Revenue Service is 'IRS1B'.

### Information Elements

- **TITLE** – Required. Enter up to 40 characters for the category name.
- **CATEGORY TYPE** – Enter a one character Category Type as follows:

**B** – Backup Withholding      **T** – Tax Offset

- **CATEGORY ENABLED** – Enter a one character Category Enabled indicator as follows:

**Y** – Yes                              **N** – No

This indicator controls whether the category is subject to Tax Offset or Backup Withholding during the next processing cycle.

- **CATEGORY TRAN CODE** – Enter the three-character Category Transaction Code. This transaction code is used to release the escrowed amount as a voucher payable. A Category Tran Code must be established in the **28A** and **28B** profiles for each process. This transaction code is applicable to every category for both processes.
- **CATEGORY RTI AGENCY** – Enter the three-character Category RTI Agency. The Category RTI Agency is the agency that is established specifically to administer the Tax Offset and/or the Backup Withholding processes. This is the agency that will receive the

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escrowed amounts from vendor payments, receive and review Tax Offset and Backup Withholding control reports, and perform maintenance on the escrow accounts via the **55** and **102** screens. The RTI Agency must exist in the **D02** profile.

- **RTI** – Enter the six character Recurring Transaction Index (RTI). The RTI must exist in the **550 – Recurring Transaction Profile** where Agency is equal to the Category RTI Agency that was set up specifically to administer the Tax Offset and Backup Withholding processes. A RTI must be set up for each process. The RTI is used to call a Transaction Code that will reroute the amount withheld from a vendor's payment to the escrow account. Before setting up a RTI for each of these processes, a Transaction Code must be created in the **28A** and **28B** profiles to deposit the withheld amount to the Tax Offset and Backup Withholding Escrow Accounts. See Recording the Accounting Impact for each process in the Reference Manual.
- **CATEGORY VENDOR NO/MC** – Enter the ten-digit Category Vendor Number and the three-character Vendor Mail Code. This is the vendor number of the taxing authority, the tax offset category, or the IRS. This must be a valid vendor number and mail code combination in the **51** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD57 UC: 10	STATE OF OREGON	11/09/12 09:21 AM
LINK TO:	TAX OFFSET CATEGORY PROFILE	PROD
CATEGORY CODE: TITLE: CATEGORY TYPE: (B=BACKUP WITHHOLDING, T=TAX OFFSET) CATEGORY ENABLED: (Y=YES, N=NO) CATEGORY TRAN CODE: CATEGORY RTI AGENCY: RTI: CATEGORY VENDOR NO/MC:		
EFF START DATE: 11092012	EFF END DATE:	STATUS CODE: A LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D59 CURRENT DOCUMENT NUMBER INCREMENT**

The **D59** profile allows for Current Document numbers to be system generated. Incremental Current Document numbers may be assigned by the system for Document Types within a Financial Agency. This is done during financial transaction entry when the user inputs the Document Number Type (first 2 characters of Current Document number) and presses the look up or process function keys. This profile is Agency maintained.

#### **Control Key**

- **AGENCY** – Enter the three-character Agency Code. It must exist in the **D02** profile. On the **D02** profile, the agency must not be an Agency Type of 'B'.
- **DOC TYPE** – Enter a two-character Document Type. It must be in the **33** profile.

#### **Information Elements**

- **TITLE** – The document type Title is displayed and protected. This title is defined on the **33** profile.
- **LAST DOCUMENT NUMBER USED** – Enter the six-digit Last Document Number Used. It acts as a counter so when a user requests the assignment of a Current Document number, this field increments by one. The Last Document Number Used may be changed if an agency would like the numbering sequence altered.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD59 UC: 10	STATE OF OREGON	11/09/12 09:22 AM
LINK TO:	CURRENT DOCUMENT NUMBER INCREMENT	PROD
AGENCY: 107	DOC TYPE: AR	
	TITLE: ACCOUNTS RECEIVABLE	
LAST DOCUMENT NUMBER USED: 005158		
EFF START DATE: 01301995	EFF END DATE:	STATUS CODE: A
Z06 RECORD SUCCESSFULLY RECALLED		LAST PROC DATE: 03161995
F1-HELP F3-DEL F5-NEXT F9-INT 10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D61 CURRENT DATE PROFILE**

The **D61** profile defines all valid dates used in the system and includes a series of indicators that control system processing. Records with an agency of '000' are established for systemwide processing. DAS SFMS Operations maintains this profile.

#### **Control Key**

- **AGENCY** – Enter the three-digit Agency code of '000' for systemwide dates.
- **CURRENT DATE** – Enter an eight-digit Current Date in MMDDYYYY format.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 50 characters. For example, 'September 25, 2006'.
- **NEXT EFF DATE** – Enter an eight-digit Next Effective Date. It must be greater than the Current Date. It should be the next date a normal batch cycle will run.
- **TYPE OF DAY** – Enter a one-character Type of Day Indicator as follows:
  - W** – Weekday
  - E** – Weekend
- **BANK HOLIDAY** – Enter a one-character Bank Holiday code as follows:
  - Y** – Yes, the day falls on a bank holiday.
  - N** – No, the day does not fall on a bank holiday.
- **FISCAL MONTH** – Enter a two-digit Fiscal Month. The Fiscal Month must be from '01' to '13'.
- **FISCAL YEAR** – Enter a two-digit Fiscal Year.
- **FISCAL JULIAN** – Enter a three-digit Fiscal Julian day with '001' as the first day of the Fiscal Year.
- **WEEK** – Enter a one-character end of Week indicator as follows:
  - Y** – Yes, the current date is the end of the week
  - N** – No, the current date is not the end of the week

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- **MONTH** – Enter a one-character end of Month indicator as follows:
  - Y** – Yes, the current date is the end of the month
  - N** – No, the current date is not the end of the month
- **QUARTER** – Enter a one-character end of Quarter indicator as follows:
  - Y** – Yes, the current date is the end of the quarter
  - N** – No, the current date is not the end of the quarter
- **YEAR** – Enter a one-character end of Year indicator as follows:
  - Y** – Yes, the current date is the end of the year
  - N** – No, the current date is not the end of the year
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A** – Active
  - I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

```

SD61 UC: 10 STATE OF OREGON 11/09/12 09:23 AM
LINK TO: CURRENT DATE PROFILE PROD

AGENCY: 000 (MUST BE 000 OR IN D02 AGENCY PROFILE)
CURRENT DATE: 11092012
TITLE: NOVEMBER 9, 2012
NEXT EFF DATE: 11132012
TYPE OF DAY: W (W=WEEKDAY, E=WEEKEND) BANK HOLIDAY: N (Y/N)
FISCAL MONTH: 05
FISCAL YEAR: 13
FISCAL JULIAN: 132 (STARTING WITH 001 AS 1ST DAY OF FISCAL YEAR)

INDICATE IF CURRENT DATE IS THE END OF ANY PERIOD BELOW (Y/N):
WEEK: Y
MONTH: N
QUARTER: N
YEAR: N
STATUS CODE: A
EFF START DATE: 01072009 EFF END DATE: LAST PROC DATE: 08022012
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### **D63 DEVICE ID PROFILE**

The **D63** profile is used to identify specific printers used for remote printing of reports through the report distribution subsystem. Agencies provide the information and DAS SFMS Operations maintains the profile.

To establish a new printer the following information must be furnished to SFMS Operations:

- Agency Number
- Agency contact name and telephone number
- Printer Net Name – an alpha/numeric ID (often eight digits beginning with ‘ET’). The agency network administrator should have the Net Name of the printer.
- Printer ID – a 4-digit alpha/numeric ID of the agency’s choice (many choose to use the CICS Mainframe ID but it is not necessary). To obtain the CICS Mainframe Printer ID, the agency user should access ‘CICS’, type “Name” and press enter. The 4-digit Printer ID is reflected at ‘PA1’. An alternate Printer ID is shows as ‘PA2’.
- Printer speed

Usually separate remote printers are used for R★STARS and ADPICS. ADPICS requires 90 characters wide while R★STARS requires 132 (it wraps). If the same printer will be used for both, the agency must request that two Printer IDs be established – one for ADPICS and one for R★STARS. The same net name can not be used for both, so the net name must also be defined twice. One setting is defined as portrait and the other setting is compressed. Printers designed for ADPICS are established by user on the 7650 Secondary User Security Profile in ADPICS. Only R★STARS printers are established with the **D63** profile.

#### **Control Key**

- **PRINTER ID** – Enter a four-character Printer ID.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 50 characters. The format used is Agency name, the remote printer assigned number, and the Printer Net Name.

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- **PRINTER TYPE** – Enter the one-character Printer Type as follows:  
**L** – Low Speed                      **M** – Medium Speed                      **H** – High Speed
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.  
**A** – Active                              **I** – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD63 UC: 10 STATE OF OREGON 11/09/12 09:25 AM
LINK TO: DEVICE ID PROFILE PROD

PRINTER ID: E8PB
TITLE: DAS LAZERPRINTER ET56I054
PRINTER TYPE: M (L=LOW SPEED, M=MEDIUM SPEED, H=HIGH SPEED)

EFF START DATE: 01011990 EFF END DATE: STATUS CODE: I
Z07 NEXT RECORD SUCCESSFULLY READ LAST PROC DATE: 01221996

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

```

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### D64 REPORT CONTROL PROFILE

The **D64** profile identifies all requestable reports and is used to identify and edit the options available for the **91** profile and **95 – Report Distribution Profile**. DAS SFMS Operations maintains the **D64** profile.

#### Control Key

- **REPORT ID** – Enter an eight-character Report ID. It identifies the standard financial report to be generated. The first four characters of this field must be alphabetic with no spaces. The last four characters must be numeric or alphanumeric with no spaces.

#### Information Elements

- **TITLE** – Enter a Title of up to 50 characters.

The following elements identify which options are available for the report.

- **REQUESTABLE IND** – Enter a one-digit Requestable Indicator as follows:  
**0** – Not requestable      **1** – Centrally requestable      **2** – Requestable by all
- **PRINTER REMOTE IND** – Enter a one-character Printer Remote Indicator as follows:  
**Y** – Yes      **N** – No
- **PRINTER TYPE** – Enter a one-character Printer Type as follows:  
**L** – Low Speed      **M** – Medium Speed      **H** – High Speed
- **INTERVAL OPTIONS** include **TIMEFRAME** and **FREQUENCY** elements and their indicators. The valid indicators for both these elements are as follows:  
**R** – Required      **O** – Optional      **N** – Not Allowed
- The **TIMEFRAME** elements are as follows:
  - AP YEAR** – Enter a one-character Appropriation Year indicator.
  - PERIOD** – Enter a one-character Period indicator
  - RANGE** – Enter a one-character Range indicator. This field will be used to identify the valid options to be entered for the Range on the **91** profile.



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**PROGRAM STRUCTURE** (Note: Requires SPECIAL SELECT 1 to be 'S' – State).

<b>0</b> – None	<b>3</b> – Level 3	<b>6</b> – Level 6	<b>9</b> – Level 9
<b>1</b> – Level 1	<b>4</b> – Level 4	<b>7</b> – Level 7	
<b>2</b> – Level 2	<b>5</b> – Level 5	<b>8</b> – Level 8	

**OBJECT STRUCTURE** (Note: Requires SPECIAL SELECT 1 to be 'G' – GAAP)

<b>0</b> – None	<b>3</b> – Comptroller Object
<b>1</b> – GAAP Category	<b>4</b> – Agency Object
<b>2</b> – GAAP Source/Object/Grant Object	

**FUND STRUCTURE** (Note: Requires SPECIAL SELECT 1 to be 'G' – GAAP or 'S' – State).

<b>0</b> – None	<b>3</b> – GAAP Fund/Appropriated Fund
<b>1</b> – GAAP Fund Group	<b>4</b> – Fund
<b>2</b> – GAAP Fund Type/User Fund Group	

**NACUBO FUND STRUCTURE** (*Not Used in Oregon*)

**GENERAL LEDGER STRUCTURE** (Note: Requires SPECIAL SELECT 1 to be 'G' – GAAP)

<b>0</b> – None	<b>3</b> – Comptroller GL Account
<b>1</b> – GAAP GL Account Category	<b>4</b> – Agency GL Account
<b>2</b> – GAAP GL Account Class	

- **SPECIAL SELECTION OPTIONS** are appropriate for only certain reports. Special selects provide a greater level of detail than that which is available on a standard report. The valid indicators are as follows:

**R** – Required                      **O** – Optional                      **N** – Not Allowed

Enter the indicator for each of the ten following options. (Some combinations of indicators are invalid.)

<b>AGENCY GROUP</b>	– Must be in the <b>D12</b> profile.
<b>AGENCY</b>	– Must be in the <b>D02</b> profile.
<b>ORG CODE</b>	– Must be in the <b>D03</b> profile.
<b>PROGRAM CODE</b>	– Must be in the <b>D04</b> profile.
<b>NACUBO FUND</b>	– ( <i>Not Used in Oregon</i> )
<b>APPROP FUND</b>	– Must be in the <b>D22</b> profile.
<b>FUND</b>	– Must be in the <b>D23</b> profile.
<b>COMP OBJECT</b>	– Must be in the <b>D10</b> profile.



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### **D66 USER CLASS PROFILE**

The **D66** profile identifies the valid Transaction Codes (T-Codes) each user class is allowed to use. The **D66** profile, first, serves as a master list of all valid User Class codes. When a security record (RACIF) is created for a user by the DAS Security Officer, the User Class assigned to the User ID (RACIF) is validated against this profile. Second, it defines specific T-Codes or ranges of T-Codes the user may or may not use. An important implication here is that when modifications (i.e., additions or deletions) are made to the population of T-Codes, this profile should be updated accordingly. DAS SFMS Operations maintains this profile.

Statewide Accounting and Reporting Services (SARS) Security Manual has detailed information for each user class. The manual can be obtained from SARS.

#### **Control Key**

- **USER CLASS** – Enter a two-digit User Class code.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 50 characters.
- **INCLUDE/EXCLUDE** – Enter an ‘I’ for Include or an ‘E’ for Exclude. Include means the T-Codes listed can be used with the User Class. Exclude means the T-Codes listed can not be used with the User Class.
- **TRANSACTION CODES** – Enter a three-digit Transaction Code as single values separated by a comma (‘,’), or ranges defined with a hyphen (‘-’) and separated by a comma (‘,’). Up to twenty-one individual T-Codes or ten ranges may be entered or a combination of each up to 84 characters including commas and hyphens. T-Codes must exist in the **28A** profile. At least one T-Code or range must be entered. If a range is entered, the T-Code to the left of the separator (‘-’) must be less than the T-Code to the right.
- **ACTION CODE AGENCY** – *Not used In Oregon.*
- **ACTION CODES** – *Not used In Oregon.*
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

**A** – Active

**I** – Inactive

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- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

**Example:**

```

SD66 UC: 10 STATE OF OREGON 11/09/12 09:28 AM
LINK TO: USER CLASS PROFILE MAINTENANCE PROD

USER CLASS: 17
TITLE: FULL EXPENDITURE CYCLE

I/E (I=INCLUDE,E=EXCLUDE)
ENTER TRANSACTION CODES SEPARATED WITH EITHER "-" OR ",".
I 167 , 200 - 212 , 217 - 290 , 295 , 402 - 405 , 409 -
420 , 434 - 435 , 438 - 439 , 468 - 469 , 599 , 696 -
697

ENTER ACTION CODES SEPARATED WITH EITHER "-" OR ",".

STATUS CODE: A
EFF START DATE: 06211994 EFF END DATE: LAST PROC DATE: 07132011
Z06 RECORD SUCCESSFULLY RECALLED

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

```

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### D67 GL TABLES CONTROL PROFILE

The **D67** profile controls the posting of **D31** General Ledger Accounts to the Summary General Ledger and General Ledger Financial Tables. DAS SFMS Operations maintains this profile.

Oregon decided that all the General Ledger Accounts would post to all of the tables. If in the future, Oregon decides otherwise, the Posting Indicators on this Profile could be posted with a 'Y' to post to the table or 'N' not to post to a table.

#### Control Key

- **AGENCY** – Enter the three-digit Agency code of '000' for systemwide.
- **FISCAL YEAR** – Enter a two-digit Fiscal Year.
- **GL ACCOUNT** – Enter a four-digit General Ledger Account. Must be in the **D31** profile.

#### Information Elements

- **SUMMARY GL POSTING IND** – Enter the one-character Summary General Ledger Posting Indicator of 'Y' for Yes, post General Ledger Account to Summary General Ledger Table.
- **AGENCY GL POSTING IND** – Enter the one-character Agency General Ledger Posting Indicator of 'Y' for Yes, post Agency General Ledger to Summary General Ledger Table.
- **G38 POSTING IND** – Enter the one-character GASB 38 Transfer Posting Indicator of 'Y' for Yes, post the GASB 38 Transfer Number to Summary General Ledger Table
- **GL POSTING IND** – Enter the one-character General Ledger Posting Indicator of 'Y' for Yes, post General Ledger to Summary General Ledger Table
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
  - A – Active
  - I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD67 UC: 10	STATE OF OREGON	11/09/12 09:30 AM
LINK TO:	GL TABLES CONTROL PROFILE	PROD
<p>AGENCY: 000  FISCAL YEAR: 13  GL ACCOUNT: 3010</p>		
<p>SUMMARY GL POSTING IND: Y  AGENCY GL POSTING IND: Y  G38 POSTING IND: Y    GL POSTING IND: Y</p>		
<p>EFF START DATE: 07012011 EFF END DATE:  Z06 RECORD SUCCESSFULLY RECALLED</p>		<p>STATUS CODE: A  LAST PROC DATE: 04062011</p>
<p>F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT</p>		

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### **D71 GAAP FUNCTION PROFILE**

The **D71** profile is a means of grouping user agencies with similar duties and responsibilities for presentation of revenues and expenditures. DAS SFMS Operations maintains this profile.

Several R★STARS reports have the **D71** as a BREAK item for the report information. Examples of those reports that use the **D71** as a BREAK function would be the DAFR7290, DAFR7360, and DAFR7420.

#### **Control Key**

- **GAAP FUNCTION** – Enter the two-digit GAAP Function Code. Valid values are as follows:

<b>01</b> – Education	<b>07</b> – Consumer and Business Services
<b>02</b> – Human Resources	<b>08</b> – Administration
<b>03</b> – Public Safety	<b>09</b> – Legislative Branch
<b>04</b> – Economic and Community Development	<b>10</b> – Judicial Branch
<b>05</b> – Natural Resources	<b>11</b> – State Accident Insurance Fund
<b>06</b> – Transportation	<b>99</b> – Default GAAP Function

#### **Information Elements**

- **TITLE** – Enter a Title of up to 50 characters.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.

<b>A</b> – Active	<b>I</b> – Inactive
-------------------	---------------------
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD71 UC: 10	STATE OF OREGON	11/09/12 09:31 AM
LINK TO:	GAAP FUNCTION PROFILE	PROD
GAAP FUNCTION: 06		
TITLE: TRANSPORTATION		
EFF START DATE: 01051994 EFF END DATE:		STATUS CODE: A
		LAST PROC DATE: 01051994
Z06 RECORD SUCCESSFULLY RECALLED		
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		

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### **D73 CASH FUND PROFILE**

The **D73** profile provides agencies an additional option for cash control. A Cash Fund is defined as a method to combine funds for cash control purposes at a level below Appropriated Fund and above **D23** Fund. If a Cash Fund will be used by an agency, it must be established in the **D73** profile before it can be entered on the **D23** profile. This profile also controls Linked Cash functionality. Although the **D73** profile contains Agency as part of the key, the profile is maintained by DAS SFMS Operations. Agencies complete a **D73** Cash Fund request and send it to SFMS Operations for approval and input into R★STARS.

#### **Control Key**

- **AGENCY** – Enter a three-character Agency code. It must exist in the **D02** profile.
- **CASH FUND** – Enter the five-digit Cash Fund.
- **FISCAL YEAR** – Enter a two-digit Fiscal Year.

#### **Information Elements**

- **TITLE** – Enter a Title of up to 50 characters.
- **TREASURY FUND** – Enter a 4-digit Treasury Fund. It must exist in the **D53** profile Table ID ‘TRES’.
- **RELATED-APPN NO** – Enter a 5-digit Related Appropriation Number if the agency has approval from BAM to use the Linked Cash functionality or leave blank. If entered, it must exist in the **20** profile.
- **AY** – Enter a 4-digit appropriation year if RELATED-APPN NO is populated.
- **RELATED-APPN NO2** – Enter a 5-digit Related Appropriation Number if the agency has approval from BAM to use the Linked Cash functionality and the fiscal year spans two open appropriation years or leave blank. If entered, it must exist in the **20** profile.
- **AY2** – Enter a 4-digit appropriation year if RELATED-APPN NO2 is populated and the fiscal year spans two open appropriation years.



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## **D80 OTHER SYSTEM OBJECT PROFILE**

**(USED FOR CONVERSION ONLY)**

The **D80** profile identifies and provides a title for each Other System Comptroller Objects. It is an optional profile, used for conversion purposes only.

### **Control Key**

- **OTHER OBJECT** – Enter the four-digit Other Object code.

### **Information Elements**

- **TITLE** – Enter the Other Object Title up to 40 characters.
- **COMPTROLLER OBJECT** – Enter the four-digit Comptroller Object code. When entered, it must exist in the **D10** profile.
- **STATUS CODE** – Enter a one-character Status Code. It will default to Active if not entered. It may be used to inactivate records no longer in use.
 

A – Active                      I – Inactive
- **EFF START DATE** – Enter the eight-digit Effective Start Date (MMDDYYYY format). It identifies when the record becomes effective. This field can be left blank; it will default to the current date and cause the record to be immediately available.
- **EFF END DATE** – Enter the eight-digit Effective End Date (MMDDYYYY format) or leave blank. EFF END DATE identifies when the record is no longer effective.

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**Example:**

SD80 UC: 10	STATE OF OREGON	11/09/12 09:33 AM
LINK TO:	OTHER SYSTEM OBJECT PROFILE	PROD
OTHER OBJECT:	(FROM OTHER SYSTEM)	
TITLE:		
COMPTROLLER OBJECT:	(MUST BE IN D10 COMPTROLLER OBJECT PROFILE)	
EFF START DATE: 11092012	EFF END DATE:	STATUS CODE: A
		LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT		