

Transaction Codes:

Which One?

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Presented by: SFMS



Transaction Codes: Which One?

R*STARS is designed to...

achieve the objective of maximum flexibility

while maintaining control and efficiency.

Transaction Codes: Which One?

Additionally, R*STARS:

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

Transaction Codes: Which One?

Today, we'll look at ...

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

Transaction Codes: Overview

What is a Transaction Code?

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

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

So many choices!

Transaction Codes: Overview

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

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

Transaction Codes: Overview

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

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

General Ledger accounts

What general ledger account will be used?

[OAM 60.10.00](#)

What comptroller object can be used?

[OAM 60.30.00](#)

[OAM 60.20.00](#)

(SARS website, Oregon Accounting Manual link)

General Ledger accounts:

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

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

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

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

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

Reference:

[http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/
chapter_5_desc_profiles.html#_Toc161476658](http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/chapter_5_desc_profiles.html#_Toc161476658)

Transaction Code: Profile

28A screen

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S28A UC: 10 STATE OF OREGON 08/31/10 09:54 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD
TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED
GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735
TRANS DOC DUDT I SVDT CDOC I RDOC I MOD I AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS N PDT R CI N 1099 R WARR INVC VNUM R VNAM R VADD R
INDS: DMETH R APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# N
POST SEQ: 3 REG NO: 2 WW IND: 1 D/I: D WAR CANCL TC: 385 PYTC: FUTMY: Y
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND:
PAY LIQ TC: 380 PAY RED TC: 390 CUM POST IND: Y BAL TC: A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF: + 03 M 8 2 + 04 M 8 2
FILE AP: - 18 + 17
POSTING AB: - 18 + 17
INDS: CC:
GP: - 18 + 17
PJ: - 18 + 17
AGY GL:
EFF START DATE: 06011990 EFF END DATE: STATUS CODE: A
206 RECORD SUCCESSFULLY RECALLED LAST PROC DATE: 09022003
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```

28B screen

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S28B UC: 10 STATE OF OREGON 08/31/10 09:55 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD
TRAN CODE: 225 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO ISSUE WARRANT FOR VOUCHER PAYABLE THAT WAS
ENCUMBERED.
USE TC 218 FOR GASB 38
I/E (I=INCLUDE, E=EXCLUDE) ENTER GL ACCOUNT CODES SEPARATED WITH "-" OR ",".
I/E (I=INCLUDE, E=EXCLUDE) ENTER COMPTROLLER OBJECTS SEPARATED WITH "-" OR ",".
I 4000 - 5999 , 6093 , 6800 - 7415 ,
ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: VI 2: VP 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: 4 2: 3: 4: 5: 6: 7: 8: 9: 10:
Treas CAT: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 09012009
206 RECORD SUCCESSFULLY RECALLED
F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
    
```

These go “hand-in-hand”.

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

Transaction Code: Profile

Segments on the 28A screen:

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

Transaction Code: Profile

Let's take a closer look at :

28A screen

Transaction Code: Profile

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

Transaction Code: Profile

28B screen provides:

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

List of elements that can be used:

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

Transaction Code: Profile

Let's take a closer look at :

28B screen

Question #1

What screen indicates if a general ledger account is normally a Debit or a Credit?

Question #2

There are 2 positions used for the Interface Indicator field on the 28A screen. They are used to tell us:

1. If agencies are allowed to send interface files to RSTARS and how many files
2. If the transaction will interface to Treasury and if it will interface to a receipted or suspense account
3. If this transaction code relates to another transaction code and, if so, which transaction code

Question #3

Document supported transaction codes have information in the File Posting Indicators section of the 28A screen. What indicates that the t-code is document supported?:

1. All documents are supported
2. There will be nothing in the A/S and BT columns
3. There will be indicators in the DF table row under BT, Match, GLA and Doc columns

Transaction Code: Decision Process

Now that you know:

- Step 1. How to find General Ledger accounts
- Step 2. Requirements of a Transaction Code

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

Transaction Code: Tools

Tools to assist in finding an appropriate t-code:

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

T-code Decision Processes and Tables:

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

Transaction Code: Decision Process and Table

- Balanced Transfer T-codes

Types of Balanced Transactions:

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

Transaction Code: Decision Process and Table

- Deposits
 - Deposits – Corrections
 - Examples
-
- References on SFMS website: Deposit Reconciliation
http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/desk_manual/trea1.pdf
http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/desk_manual/trea2.pdf

Transaction Code: Decision Process and Table

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

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

Transaction Code: Decision Process and Table

- Accounts Receivable

Billed Receivables – post to 64 screen

Unbilled Receivables – do not post to 64 screen

* Examples

Transaction Code: Decision Process and Table

- Payment T-codes

 - Warrant issuing T-codes

 - Balanced Transfer T-codes (discussed on slide 21)

- * Examples

Transaction Codes: Which One?

- Now that you know:
- Tools
- Decision processes and
- Tables

We have questions for you...

Question #4

If I posted a payment to the wrong accounts receivable document, what would be my first step in deciding how to correct it?

- a) Send out a refund warrant and ask for a new check so it can be posted properly
- b) Move the revenue between documents by doing a TC407/408, using the correct A/R document
- c) Determine if both accounts receivable documents have the same D23 Fund, PCA and grant

Question #5

I mistyped the amount on my A/R doc; no payments have been made. To get the proper t-code, I can look on the (choose all that apply):

- a. 28B screen
- b. Balanced Transfer T-codes Matrix
- c. Receivable Matrix Table

Question #6

The T-code.xls document has information from the 28A and 28B screens in RSTARS. One of the tabs is titled “Open GLs.” Which is true?

- a. These are G/L accounts that need to be opened before use
- b. The t-code has a debit or credit missing from the 28A screen so I can select from a list of G/L accounts on the 28B screen
- c. The t-code has a debit or credit missing from the 28A screen so I can use a G/L account of my choice
- d. These G/L account numbers are open for use when a new account needs to be established in RSTARS

References

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

- Data Entry Guide, Chapter 5
http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/chapter_5_desc_profiles.html#_Toc161476658
- Data Entry Guide, Chapter 6
http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/data_entry_guide/chapter_6_non_descriptive_profiles.html#_Toc188258591

References

- Desk Manual, Treasury Trea.1
http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/desk_manual/trea1.pdf
- Desk Manual, Treasury Trea.2
http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/desk_manual/trea2.pdf
- Desk Manual, Central Processing Cent.2
http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/desk_manual/cent2.pdf

References

- Desk Manual, Central Processing Cent.4
http://www.oregon.gov/DAS/EGS/FBS/SFMS/docs/publications/desk_manual/Cent4.doc
- Oregon Accounting Manual
http://www.oregon.gov/DAS/CFO/SARS/pages/oam_to_c.aspx
- DAFQA010 – Statewide T-Code Listing by General Ledger Account
- DAFQ28C0 – Transaction Code Reference Listing (listing of 28A & 28B)

Transaction Codes: Which One?



Thank you for attending today!

For additional questions, please contact your SFMS analyst.

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