

# 28A

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

S28A UC: 10 STATE OF OREGON 03/27/18 04:45 PM  
 LINK TO: TRANSACTION CODE DECISION PROFILE PROD  
 TRAN CODE: 225 TITLE: **VOUCHER PAYABLE - ENCUMBERED**  
**GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:**  
**POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735**

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

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

## GENERAL LEDGER POSTING INDICATORS

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

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

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

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

# 28A

S28A UC: 10 STATE OF OREGON 03/27/18 04:45 PM  
 LINK TO: TRANSACTION CODE DECISION PROFILE PROD  
**TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED**  
**GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:**  
**POSTING DR-3: CR-3: DR-4: 3011 CR-4: 2735**

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

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

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

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

## TRANSACTION EDIT INDICATORS

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

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

S28A UC: 10 STATE OF OREGON 03/27/18 04:45 PM  
 LINK TO: TRANSACTION CODE DECISION PROFILE PROD

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

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

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

## SPECIAL INDICATORS

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

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

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

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

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

## FILE POSTING INDICATORS

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

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

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

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

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

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

S28A UC: 10

STATE OF OREGON

12/23/96 10:38 AM

LINK TO: TRANSACTION CODE DECISION PROFILE

PROD

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

GENERAL LEDGER DR-1: 2735 CR-1: 3011 DR-2: CR-2: Doc Supported- GL position # 1

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

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

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

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

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

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

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

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

DF: + 01 N 1 1

FILE AP: + 18

POSTING AB: + 18

INDS: CC:

GP: + 18

PJ: + 18

AGY GL:

STATUS CODE: A

EFF START DATE: 06011990

EFF END DATE:

LAST PROC DATE: 09022003

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

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

## ADDITIONAL INFORMATION & TIPS

Balanced T-Codes, like 409/410, that allow reversals can be used as 409R/409.

Balance T-Codes must always be balanced.

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

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

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

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

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

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

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

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

S28B UC: 10  
LINK TO:

STATE OF OREGON  
TRANSACTION CODE DECISION PROFILE

09/27/18 04:45 PM  
PROD

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

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

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

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

## 28B TRANSACTION CODE DESCRIPTION PROFILE

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

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

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

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

### DOCUMENT TYPES

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

Some of the most commonly used Document Types include:

- |   |  |
|---|--|
| <b>AB</b> – Agency Budget or Financial Plan | <b>CR</b> – Cash Receipt                 |
| <b>AL</b> – Allotment                       | <b>EE</b> – Encumbrance (Non-ADPICS)     |
| <b>AP</b> – Appropriation                   | <b>JV</b> – Journal Vouchers             |
| <b>AR</b> – Accounts Receivable             | <b>VP</b> – Voucher Payable (Non-ADPICS) |
| <b>BT</b> – Balanced Transfers              | <b>ZE</b> – Payment Liquidation          |
| <b>CA</b> – Cost Allocation                 | <b>ZW</b> – Warrant Redemption           |

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

### BATCH TYPES

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

Batch types commonly used for data entry include:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| 1 – Budgetary                       | 4 – Expenditures / Disbursements  |
| 2 – Revenues / Receipts             | 5 – Journal Vouchers              |
| 3 – Pre-encumbrances / Encumbrances | A – ADPICS Generated Transactions |
|                                     | G – Companion Transaction Entry   |

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