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Overview

R•STARS has powerful and flexible budget capabilities. The system meets the budget reporting requirements for state government. It provides the legislature with meaningful budget information and gives managers of state agencies information to help them manage their agencies efficiently.

- R•STARS provides very high level budgeting information that could be used by the legislature and provides budgets at a more detailed level for management purposes.
- The system allows different degrees of budget control.
- Controls can be set for programs, organization, funds, objects, grants, and projects.
- Budgets may be allotted to time periods, such as months or quarters, to assist in program management.
- Expenditures, encumbrances, and pre-encumbrances can be monitored against budgets at all levels.
- Revenues can also be budgeted for the budget to actual statement for the Comprehensive Annual Financial Report (CAFR).

Budget Types

- In R•STARS there are four budget types. These budget types give the system the power and flexibility to accommodate the varying needs of state government. They include:

  - Appropriation
  - Agency Budget
  - Grant or Project Budget
  - Financial Plan

Appropriations

The Appropriation structure represents the highest level of budgeting capabilities in R•STARS and satisfies the reporting needs of the Legislature.

- Appropriations (or Limitations) are the legal spending authority set by the State Legislature for each agency.
- R•STARS does not make a distinction between a limitation and an appropriation, they are both considered appropriations.
- Each line item on an approved appropriation bill is assigned an Appropriation Number. This Appropriation Number is entered into R•STARS on the 20 Appropriation Number Profile.
Appropriations can be rolled up to **D15 Appropriation Group Profile** groups and Appropriation Types (**D53 Title Profile**, TABLE ID *APTY*).

- Appropriation Groups are defined by The Department of Administrative Services, Budget and Management Division (BAM) and are used for reporting purposes.
- Oregon is not currently using Appropriation Types.

- Statewide Financial Management Services (SFMS) has established controls in R*STARS on **D22 Appropriated Fund**, **D02 Agency** and **D04 Program Code** profiles. These controls impact how transactions post, online inquiries, and reports.
  - Oregon standard is to post appropriations at the Appropriated Fund, Agency and Program Level 02 levels.
- Agencies enter appropriation amounts through batches. BAM approves and releases the batches.
- The Appropriation Number can be “looked up” by a Program Cost Account (PCA) or an Index when transactions are being processed.

**APPROPRIATIONS AND THE CLASSIFICATION STRUCTURE**

Several portions of the R*STARS Classification Structure relate together to provide appropriation tracking. These aspects are pictured below:

![Classification Structure Diagram](image)

We will now look at some of this structure in more detail.
20 Appropriation Number Profile

The 20 profile contains the Appropriated Fund, Control Type Indicators, and Appropriation Level Indicators.

<table>
<thead>
<tr>
<th>S020</th>
<th>UC: 10 STATE OF OREGON 08/20/13 09:09 AM PROD</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGY: 101 APPN YEAR: 15 APPN NO: 80500 GENERAL FUND APPROPRIATION</td>
<td></td>
</tr>
<tr>
<td>APPROP - TYPE: 9 GROUP: 01 LEG SESS: 77 SESS CALL #: 0 ACT BL #: 000757</td>
<td></td>
</tr>
<tr>
<td>BL LN #: 0001 RIDER #: 0000 PROG CODE: COMP SRC/GRP: REL APPN: 80500</td>
<td></td>
</tr>
</tbody>
</table>

I/E (I=INCLUDE, E=EXCLUDE)
Enter one fund with up to 10 comp objs separated with either "-" or ",",.

APPD FUND I 8000 ,
REV OBJ E 0000 - 2999 ,
EXP OBJ I 3000 - 8999 ,

APPN INDS- UB: 1 CTL TYP- CASH: 1 ACR: 1 ENC: 2 BUDG TYPE: A REV EXC COL: N
DEP INT IND: N APPN LEVEL- ORGANIZATION: 0 PROG: 2 OBJ: 0
ALLOC INDS- SEL: Q CTL TYP: 1 QTR: N PERC: 00 PROG/OBJ BUD OBJ LEV IND: 0
AGY BDG INDS- CTL TYPE: 0 OBJ LVL: 1 ALLOT SEL: N ALLOT CTL:
STATUS CODE: A

EFF START DATE: 07012013 EFF END DATE: 12312015 LAST PROC DATE: 04082013
Z07 NEXT RECORD SUCCESSFULLY READ

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

BAM maintains this profile with input from agencies.

The numbering convention for appropriations includes:

- 3#### Other Funds and Non-budgeted Other Funds
- 6#### Federal Funds and Non-budgeted Federal Funds
- 7#### General Fund Revenue
- 8#### General Funds
- 88### General Fund Revenue
- 99999 Non-Budget Appropriation

Appropriation Level Posting Indicators

Appropriation Level Indicators control the level at which a transaction posts to the Organization, Program and Object structures. This, in turn, controls the information available through the appropriation online inquiries. These values include:
Level of Organization

Valid Values (defined on the D03 Organization Code Profile):

0  – No Organization Posting
1  – Agency Level Posting
2-9  – Organization Posting

Oregon has standardized this indicator to be 0. This means appropriations will not be tracked through the Organization Structure.

Level of Program

Valid Values (defined on the D04 profile):

0  – No Organization Posting
1-9  – Program Posting

Oregon has standardized this indicator to be 2. This means appropriations will be tracked at Program Level 02 for all agencies.

Level of Object

Valid Values:

0  – No Object Posting
1  – Comptroller Source Posting (D09 Comptroller Source/Group)
2  – Comptroller Object Posting (D10 Comptroller Object)
3  – Object Posting (D01 Object)
4  – Agency Object Group Posting (D25 Agency Object Group)
5  – Agency Object Postings (D11 Agency Object)

Agencies may choose which object level they will use.

Control Type Indicators

The Control Type Indicators determine the severity of the system messages / edits when a transaction exceeds the appropriation. Because R*STARS has the ability to track amounts on a cash or accrued basis, there is an indicator for cash, accrual, and encumbrance.

Valid Values:

0  – No Edits (system ignores the appropriation implications of a transaction)
1  – Fatal Error (system prevents transaction when it exceeds appropriation)
2  – Warning Error (provides a warning when a transaction exceeds appropriation)

Oregon controls on an accrued basis.
D23 Fund Profile

The D23 profile:

- Is the lowest level in the fund hierarchy.
- Includes Fund Level Control Indicators. These indicators establish the fund level at which appropriations post.
- Creates the relationship of the agency’s fund to the appropriated fund.

Fund Level Indicator

For appropriations, Oregon has standardized the Appropriation Fund Level Indicator.

- Suspense Accounts will have an indicator of 0 (no posting).
- All other funds will have an indicator of 1, which means transactions will post at the appropriated fund level.

With these indicator levels, the 62 Appropriation Financial Inquiry will show summary level information, regardless of the setting on the DETAIL/SUMMARY field.
Program and Organization Structure

The PCA and Index can link the agency’s program and organization structure to appropriations respectively. This relationship is constructed on the 26 Program Cost Account and 24 Index Code profiles. In entering transactions, the PCA or index will infer the appropriation.

---

**S026**

UC: 10  
STATE OF OREGON  
08/20/13 09:20 AM

LINK TO: PROGRAM COST ACCOUNT PROFILE PROD

AGENCY: 101  
APPN YEAR: 15  
PCA: 48000

PCA TYPE: D  
TITLE: PURCHASING

PROGRAM CODE: 4505  
PCA GROUP:  
AGY BUD PRG LEVEL IND: 2

FUNCTION CODE:  
AGY BUD FUNC LEVEL IND:

NACUBO FUND:  
NACUBO SUBFUND:

APPN NUMB: 30001  
FUND: 2400  
INDEX: 41900

GRANT NO/PH:  
PROJECT NO/PH:  
RTI:

MPCODE:  
AGENCY CODE – 1:  
2:  
3: 00401

GRANT REQ IND: N  
PROJECT REQ IND: N  
STATUS CODE: A

EFF START DATE: 07012013  
EFF END DATE:  
LAST PROC DATE: 04082013
Z07 NEXT RECORD SUCCESSFULLY READ

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

---

**S024**

UC: 10  
STATE OF OREGON  
08/20/13 09:26 AM

LINK TO: INDEX CODE PROFILE PROD

AGENCY: 101  
APPN YEAR: 15  
INDEX: 23000

TITLE: INFORMATION SYSTEMS-GF

ORG CODE: 2300

APPROP NUMB: 80100  
FUND: 9901  
AGCY BUD ORG LVL IND: 3

GRANT NO/PH:  
PROJECT NO/PH:  
CONVERTED CC:

PCA: 13021  
MPCODE:  
AGENCY CODE – 1:  
2:  
3: 10000

STATUS CODE: A

EFF START DATE: 07012013  
EFF END DATE:  
LAST PROC DATE: 04082013
Z06 RECORD SUCCESSFULLY RECALLED

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

---

- 7 -
ENTERING APPROPRIATIONS

As with other types of transactions, appropriations are entered into R•STARS in batches, with:

- A Batch Type of 1 on the **500 Batch Header Entry** screen
- The **503 Budgetary Transaction Entry** screen, Document Type AP

---

### 500 Batch Header Entry

- **Batch Agency:** 101 (Sign On Agency)
- **Batch Date:** 070813 (MMDDYY, Defaults to Today's Date)
- **Batch Type:** 1
- **Batch Number:** 111
- **Batch Count:** 00002
- **Batch Amount:** 01400000000.00
- **Batch Edit Mode:** 0 (0=No Edit/No Post)
- **Payment Dist Type:** (Must Be In D50 PDT Profile)
- **Disb Meth Ind:** (H, M, R, E or Space)
- **Effective Date:** 070113 (MMDDYY, Defaults to Today's Date)
- **Fast Entry:** (M/S/I/P/)
- **User ID:** AGYUSER
- **User Class:** 03
- **Action Code Agency:**
- **Action Code:**

---

### 503 Budgetary Transaction Entry

- **Batch:** AGENCY 101 DATE 070813 TYPE 1 NO 111 SEQ NO 00001 MODE EDIT AND POST
- **Doc Date:** 070813
- **Cur Doc/Sfx:** AP000004 001
- **Ref Doc/Sfx:** AGENCY: 101
- **Trans Code:** 012
- **Index:** PCA: 45000
- **Ay:** 15
- **Comp/Aggy Obj:**
- **Amount:** 01400000000.00
- **Rvs:** Fund Ovrd:
- **Doc Count:** 00002
- **Doc Amnt:** 0000000000.00
- **Doc Agy:** 101
- **Description:** 2015 Appropriation

---

### 2015 Appropriation Details

- **Appn No:** 31501
- **FUND:** 4232
- **Gl Acct/Aggy:** 101
- **Grant No/Ph:**
- **Sub Grantee:**
- **Proj No/Ph:**
- **MPCD:**
- **Aggy CD-1:** 2: 3: 00401
- **Rti:**

---

**F1-Help F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT**
### Transaction Codes for Appropriations

The Transaction Codes used to enter and adjust appropriations include:

- **004** – Appropriation Transfers Out
- **005** – Appropriation Transfer In
- **007** – Appropriation Adjustments / Revisions
- **008** – E-Board Appropriation Adjustment/Revisions (Capital Projects)
- **010** – Establish Original Appropriation – Capital Projects
- **011** – Appropriated Capital Projects Adjustment
- **012** – Establish Original Appropriation
- **014** – Appropriation – Unschedule

These transactions post to the Appropriation Financial Table. They only impact the Budgetary Fund Balance and Appropriation/ Limitation Control general ledger accounts.

See the chapters on entering transactions for additional information.

### REPORTS FOR APPROPRIATIONS

R-STARSTM offers a number of requestable appropriations reports. They include:

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Report Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAFR6150</td>
<td>Status of Appropriation and Expenditure (subtotaled by Appropriated Fund)</td>
</tr>
<tr>
<td>DAFR6500</td>
<td>Lapsing Appropriation Report</td>
</tr>
<tr>
<td>DAFR7290</td>
<td>Appropriation Detail by GAAP Function and Agency</td>
</tr>
<tr>
<td>DAFR7420</td>
<td>Emergency Board Appropriation Detail by GAAP Function and Agency</td>
</tr>
<tr>
<td>DAFR7470</td>
<td>Appropriation Activity Detail</td>
</tr>
<tr>
<td>DAFR7480</td>
<td>Appropriation Activity Summary</td>
</tr>
<tr>
<td>DAFR7490</td>
<td>Appropriation Trial Balance</td>
</tr>
<tr>
<td>DAFR7500</td>
<td>Appropriation Activity Analysis</td>
</tr>
<tr>
<td>DAFR7510</td>
<td>Appropriation Adjusted Budget Summary Report</td>
</tr>
<tr>
<td>DAFR7530</td>
<td>Appropriations Nearing Deficit – Cash Basis</td>
</tr>
<tr>
<td>DAFR7540</td>
<td>Appropriation Summary by Program</td>
</tr>
<tr>
<td>DAFR7550</td>
<td>Appropriation Summary</td>
</tr>
<tr>
<td>DAFR7580</td>
<td>Appropriations Nearing Deficit – Encumbrance Basis</td>
</tr>
<tr>
<td>DAFR7590</td>
<td>Appropriations and Expense by Agency, Appropriated Fund, and Object</td>
</tr>
<tr>
<td>DAFR7630</td>
<td>Remaining Appropriation Balance by Appropriated Fund and Agency</td>
</tr>
<tr>
<td>DAFR7680</td>
<td>Appropriations Subject to Lapse</td>
</tr>
</tbody>
</table>

See the R-STARSTM Report Guide for additional information.
APPROPRIATION INQUIRY

The 62 screen summarizes the financial activity for each appropriation by appropriation year. Because the Appropriation Level for Program on the 20 profile is set to level 02 for all state agencies, this screen provides a summary of the activity for a specific appropriation. Users may drill down to detailed transactions from this screen. See the chapters on online and financial inquiries for additional information.

<table>
<thead>
<tr>
<th>S062</th>
<th>UC: 10</th>
<th>STATE OF OREGON</th>
<th>08/20/13 09:42 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGY: 101</td>
<td>APPN YEAR: 15</td>
<td>APPN #: 31501</td>
<td>DAS OPERATING BUDG - LIMITED</td>
</tr>
<tr>
<td>APPR FUND: 3400</td>
<td>FUND:</td>
<td>COMP SRCE/GRP: OBJ/COMP OBJ:</td>
<td></td>
</tr>
<tr>
<td>INQ TYPE: MC</td>
<td>INQ YEAR: 14</td>
<td>INQ MONTH: 02</td>
<td>DETAIL/SUMMARY: D</td>
</tr>
<tr>
<td>CASH BASIS BUD:</td>
<td>257,466,703.86</td>
<td>ADJ BUD:</td>
<td>267,676,971.00</td>
</tr>
<tr>
<td>ACCR BASIS BUD:</td>
<td>257,276,582.31</td>
<td>REM APPN ALLOT:</td>
<td>40,955,807.68</td>
</tr>
<tr>
<td>ENC BASIS BUD:</td>
<td>256,113,717.68</td>
<td>ALLOT TO BUD %:</td>
<td>19.60</td>
</tr>
<tr>
<td>EXP TO BUD %:</td>
<td>3.80</td>
<td>UNSCHED TO BUD %:</td>
<td>0.00</td>
</tr>
<tr>
<td>BT TITLE</td>
<td>AMOUNT</td>
<td>BT TITLE</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>01 ORIG BUDGT</td>
<td>262,595,304.00</td>
<td>30 UNITS ACCUM</td>
<td>132,178.83</td>
</tr>
<tr>
<td>02 REVISIONS-</td>
<td>5,081,667.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 CASH REVEN</td>
<td>16,328,490.51</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 ACCRD RECE</td>
<td>28,915,857.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 CASH EXPEN</td>
<td>10,210,267.14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 ACCRD EXPE</td>
<td>190,121.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 ENCUM OUTS</td>
<td>1,162,864.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 TRAN IN-CA</td>
<td>2,095,908.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 TRAN OUT-C</td>
<td>1,956,250.32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 ALLOTMENT-</td>
<td>52,519,061.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Agency Budgets

The budgeting needs of individual agencies are quite different from the budgeting needs of the state legislature. R*STARS has the capability of provide meaningful information to both. The Agency Budget is designed to address individual agency budget tracking needs. This feature:

- Allows the agency to establish an internal operating budget to record, control, and report with more detail than appropriations
- Gives agencies the capability to use allotments to control quarterly or monthly spending
- Is controlled by the agency and entered by agency budget managers
- Can be entered at levels 2 through 9 of the program structure
- Provides control indicators that determine the posting levels and editing for agency budgets
AGENCY BUDGETS AND THE CLASSIFICATION STRUCTURE

As with appropriations, several portions of the R•STARS Classification Structure work together to provide agencies with the budget tracking they need. These aspects include:

- **25** Agency Control
- **20** Appropriation Number
- **D23** Fund
- **D04** Program and/or **D03** Organization Structure

### 25 Agency Control Profile

On the **25** profile agencies indicate whether agency budgets will be controlled by organization or by program.

- If the **AGY BUD BY ORG** indicator is **Y**, an Index will be required on all transactions posting to the Agency Budget Financial Table.
- If the **AGY BUD BY PRG** indicator is **Y**, a PCA or appropriation number will be required on all transactions posting to the Agency Budget Financial Table.
20 Appropriation Number Profile

Agencies request set up of the Agency Budget Structure on the 20 profile with the Agency Budget Indicators. These include Object Level, Allotment Selection and Allotment Control.

<table>
<thead>
<tr>
<th>S020</th>
<th>UC: 10</th>
<th>STATE OF OREGON</th>
<th>08/20/13 10:06 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO:</td>
<td>APPROPRIATION NUMBER PROFILE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AGY:** 101  **APPN YEAR:** 15  **APPN NO:** 70000  **GENERAL FUND REVENUE**

**APPROPRIATION NUMBER PROFILE**

- **APPR-** **TYPE:** 9  **GROUP:** 01  **LEG SESS:** 77  **SESS CALL #:** 0  **ACT BL #:** 000000  **BL LN #:** 0000  **RIDER #:** 0000  **PROG CODE:** 0000

I/E (I=INCLUDE, E=EXCLUDE)

**ENTER ONE FUND WITH UP TO 10 COMP OBJS SEPARATED WITH EITHER "-" OR ",".**

- **APPD FUND I** 8800
- **REV OBJ I** 0000 – 2999
- **EXP OBJ E** 3000 – 8999

**APPN INDS-**  **UB:** 1  **CTL TYP-**  **CASH:** 1  **ACCR:** 1  **ENC:** 2  **BUDG TYPE:** A  **REV EXC COL:** N

**DEP INT IND:** N  **APPN LEVEL-**  **ORGANIZATION:** 0  **PROG:** 2  **OBJ:** 0

**ALLOT INDS-**  **SEL:** Q  **CTL TYP:** 1  **QTR:** N  **PERC:** 00  **PROG/OBJ BUD OBJ LEV IND:** 0

**AGY BDG INDS-**  **CTL TYPE:** 0  **OBJ_LVL:** 2  **ALLOT SEL:** N  **ALLOT CTL:**

**STATUS CODE:** A

**EFF START DATE:** 07012013  **EFF END DATE:** 12312015  **LAST PROC DATE:** 04082013

**Z07 NEXT RECORD SUCCESSFULLY READ**

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

**Agency Budget Indicators**

**Control Type**

This element determines the type of control the system will exercise over transactions that impact the agency budget. Valid values include:

- **0** – Ignore the transaction’s impact on agency budget
- **1** – Fatal – The system will not process a transaction that exceeds budget
- **2** – Warning – The system provides a message when transaction exceeds budget

**Object Level**

This element determines the level of the Object Structure at which the agency budget will be controlled. This level governs the revenue and expenditure objects used on the 61 **Agency Budget Financial Inquiry** screen. Valid values include:

- **0** – No Object Posting
- **1** – D09 Comptroller Source Group
- **2** – D10 Comptroller Object
- **3** – D01 Object
- **4** – D25 Agency Object Group
- **5** – D11 Agency Object
**Allotment Selection Indicator**

This element determines whether the agency budget will be monitored by period. Valid values include:

- **N** – No Allotments
- **M** – Monthly Allotments
- **Q** – Quarterly Allotments

**Allotment Control Indicator**

This element determines the severity of the system edits for agency budget allotments. Valid values include:

- **Blank** – No agency budget allotment edits
- **0** – Ignore
- **1** – Fatal – system will not process transactions that exceed allotment
- **2** – Warning – system will provide a message when transaction exceeds allotment

**D23 Fund Profile**

As with appropriations, the D23 profile includes a Fund Control Level indicator for agency budget. Valid values include:

- **0** – None
- **1** – Appropriated Fund
- **2** – Fund

This element controls the fund level to which agency budget transactions will post. It also determines the fund level to be used on the 61 screen.
26 Program and/or 24 Organization Structure

Elements on the 26 and 24 profiles determine the level of the program or organization structure at which the agency budget will be posted on the agency budget financial table. This in turn impacts the program or organization level on the 61 screen. Valid values correspond to the program or organization level – with 0 indicating no program or organization level and 1 indicating agency level. Levels 2 through 9 refer to the level on the D04 and D03 profiles. Please see Chapter #1 of the R⋆STARS Report Guide for more information about how the set up of PCAs and the AGY BUD PRG LEVEL IND impact reports.
As with other financial transactions, agency budgets are entered in R•STARS in batches, with:

- A Batch Type of 1 on the 500 screen
- The 503 screen, document type AB

```
S500 UC: 03 STATE OF OREGON 07/08/13 09:10 AM
LINK TO: BATCH HEADER ENTRY PROD

BATCH AGENCY: 101 (SIGN ON AGENCY)
BATCH DATE: 070813 (MMDDYY, DEFAULTS TO TODAYS DATE)
BATCH TYPE: 1
BATCH NUMBER: 111
BATCH COUNT: 00002
BATCH AMOUNT: 01400000000.00
BATCH EDIT MODE: 0 (0=NO EDIT/NO POST)
PAYMENT DIST TYPE: (MUST BE IN D50 PDT PROFILE)
DISB METH IND: (H, M, R, E OR SPACE)
EFFECTIVE DATE: 070113 (MMDDYY, DEFAULTS TO TODAYS DATE)
FAST ENTRY: (M/S/I/P/ )
USER ID: AGYUSER DOE, JOHN
USER CLASS: 03
ACTION CODE AGENCY:
ACTION CODE:

F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT
```

```
S503 UC: 03 STATE OF OREGON 07/08/13 09:30 AM
LINK TO: BUDGETARY TRANSACTION ENTRY PROD

BATCH: AGENCY 101 DATE 070813 TYPE 1 NO 111 SEQ NO 00001 MODE EDIT
DOC DATE: EFF DATE: 070113
CUR DOC/SFX: AB000004 001 REF DOC/SFX: AGENCY: 101
TRANS CODE: 020
INDEX:
   PCA: 45000
   AY: 15
COMP/AGY OBJ:
   AMOUNT: 01400000000.00 RVS: FUND OVRD:
   DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 101
DESCRIPTION: 2011 BUDGET ENTRY

   APPN NO: 31501 FUND: 4232 GL ACCT/AGY: 101
   GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
   MPCD: AGY CD-1: 2: 3: 00401 RTI:

F1-HELP F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT
```
Transaction Codes for Budgets

The following transaction codes are used to enter and adjust agency budgets:

- **019**  – Agency Budget Adjustment without Allotment
- **020**  – Establish Agency Original Budget without Allotment
- **022**  – Agency Budget Allotment (See Allotments later in this chapter)
- **023**  – Agency Budget – Unschedule
- **024**  – Establish / Adjust Agency Revenue Budget

These transaction codes post to the agency budget table. They impact only the following general ledger accounts:

- Agency budget offset
- Agency estimated expenditure budget
- Agency revenue budget

See the chapters on entering transactions for additional information.

REPORTS FOR AGENCY BUDGET

<table>
<thead>
<tr>
<th>Report Number</th>
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<tbody>
<tr>
<td>DAFR7360</td>
<td>Biennial Budget Allocation</td>
</tr>
<tr>
<td>DAFR7400</td>
<td>Agency Budget Activity Detail</td>
</tr>
<tr>
<td>DAFR7410</td>
<td>Agency Budget Activity Summary</td>
</tr>
<tr>
<td>DAFR7610</td>
<td>Agency Budget Monthly Allotment vs. Actual (Expenditures)</td>
</tr>
<tr>
<td>DAFR7620</td>
<td>Agency Budget Quarterly Allotment vs. Actual (Expenditures)</td>
</tr>
<tr>
<td>DAFR7640</td>
<td>Agency Budget Control by Organization, Fund and Program</td>
</tr>
<tr>
<td>DAFR7650</td>
<td>Agency Budget Control by Program, Fund and Organization</td>
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<tr>
<td>DAFR7670</td>
<td>Agency Budget Control by Fund, Organization and Program</td>
</tr>
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</table>

See the R*STARS report guide for additional information.

AGENCY BUDGET INQUIRY

The 61 Agency Budget Financial Inquiry summarizes the agency budget information by year and by organization or program code. The following profile indicators will impact this inquiry:

- Agency BUDGET BY ORG AND PGM indicators on the 25 Agency Control Profile
- Agency Budget Program or Organization Level indicator on the 26 or 24 Profiles
- The Agency Budget Fund Level indicator on the D23 profile
- The Agency Budget Object Level indicator on the 20 profile
This screen has drill down features. See the chapters on online inquiry and financial inquiry for additional information.

<table>
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<th>08/20/13 11:33 AM PROD</th>
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<td>PGM CDE: 1110</td>
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<td>OBJ/COBJ/AGY OBJ:</td>
<td>4302 AGY OBJ GROUP:</td>
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<td>(MA, YA, MY, YY, MC, YC)</td>
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<td>INQ MONTH: 02</td>
<td>ADJ BUD: .00</td>
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<td>17 ACCRD EXPEN</td>
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</table>

**Grant and Project Budgets**

Grant and project budgets are both optional features in R*STARS and are independent of appropriation or agency budgets. They include billable budgets as well as expendable budgets.

- These budgets are entered using transaction codes established specifically for this purpose.
- Once entered, grant and project budgets may be adjusted at any time by entering adjustment transactions in the system in the same manner as the original budgets.
- Grant and project budgets can be divided into allotments.

**D47 GRANT NUMBER PROFILE**

As with appropriations and agency budgets, agencies establish level and control indicators for grants and projects.

There are two Grant Level Indicators on the D47 profile. These include the Grant Phase Budget Level Indicator and the Agency Budget Grant Level Indicator.

The Grant Phase Budget Level Indicator controls the transaction posting for the grant, cash control, and cash balance financial tables.

- If the indicator is Y, the grant budget control will be at the phase level.
- If the indicator is N, the grant budget control will be at the grant level.
The Agency Budget Grant Level Indicator identifies the level at which the grant is budgeted. Valid values include:

0  – No Grant
1  – Grant
2  – Grant / Phase

The D42 profile has budget level indicators similar to the D47 profile on the previous page.

The Project Phase Budget Level Indicator controls the posting of the phase to the project financial table.

- If the indicator is Y, the project’s budget will be controlled at the phase level.
- If the indicator is N, the project’s budget will be controlled at the project level.

The Agency Budget Project Level Indicator controls the posting of the project and phase transactions to the agency budget financial table. Valid values include:

0  – Do Not Post Project
1  – Post Project
2  – Post Project And Phase
ENTERING GRANT AND PROJECT BUDGETS

Grant and project budgets are established in R★STARS by entering batches:

- Batch type of 1
- Document type of OB.

The transaction codes for entering and adjusting grant and project budgets include:

- **070** – Project Billable Budget
- **071** – Project Expendable Budget
- **073** – Project Billable Unit Budget (Statistics)
- **075** – Grant Billable Budget
- **076** – Grant Expendable Budget
- **078** – Grant Billable Unit Budget (Statistics)

See the chapters on entering transactions for additional information.

Financial Plans

R★STARS agencies may choose to record financial plans at low levels of detail to provide a management tool for the day-to-day monitoring of governmental activities. They may enter financial plans for expenditures, revenues, and statistical units. The system does not provide for controls over these plans. Financial plan transactions affect only the general ledger financial table and the accounting event financial table.
ENTERING FINANCIAL PLANS

Financial plans are established in R*STARS by entering batches:

- Batch type of $I$
- Document type of $AB$

The transaction codes for entering and adjusting financial plans include:

- **060** – Agency Expenditure Financial Plan
- **061** – Agency Revenue Financial Plan
- **062** – Agency Transfer In Financial Plan
- **063** – Agency Transfer Out Financial Plan

Allotments

Allotments are a division of budgets by time period for either agency budgets or appropriations. Allotments can be entered manually or system generated and divided monthly, quarterly, or in one lump sum for appropriations. Allotments can only be entered manually for agency budgets. Balances from one month/quarter are automatically carried forward to the next month/quarter. Allotment control can be set to *fatal*, *warn* or *ignore*. The control for allotments of appropriations will usually be different from the control for allotments of agency budgets.

*Oregon specific for appropriations*: allotments are entered quarterly by agency staff, and released by BAM staff.

*Oregon specific for agency budgets*: allotments are entered at the discretion of agency staff. Approval and release authority is within each agency.

Allotments for appropriations, like allotments for agency budgets, are entered by agency staff. However, only BAM staff can release the appropriation allotments batches entered by an agency. The effective date is generally the first day of the new quarter.

Allotments are entered quarterly for appropriation and agency budgets using appropriate transaction codes. These transaction codes include:

- **002** – Appropriation Allotment (Batch Type $I$ or $7$, Document Type $AL$)
- **022** – Agency Budget Allotment (Batch Type $I$, Document Type $AL$)

Changes in allotments that may occur during the year are made using the same transaction code used to load the original allotments.

Allotments are entered using the **503** screen using a Batch Type of $I$. 
503 – Budgetary Transaction Entry

This screen is selected when Batch Type 1 is entered in the batch header.

```
S503   UC: 02                   STATE OF OREGON 08/20/13 10:55 AM
LINK TO:                  BUDGETARY TRANSACTION ENTRY NOTE: PROD
BATCH: AGENCY 101 DATE 082013 TYPE 1 NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE:                EFF DATE: 082013
CUR DOC/SFX:              REF DOC/SFX:                      AGENCY:
TRANS CODE:               INDEX:                            AY: 15
COMPO/AGY OBJ:           PCA:                               
AMOUNT:                  RVS:                              FUND OVRD:
DOC COUNT:               DOC AMT:                           DOC AGY: 101
DESCRIPTION:             

APPN NO:                  FUND:                             GL ACCT/AGY:
GRANT NO/PH:             SUB GRANTEE:                      PROJ NO/PH:
MPCD:                    AGY CD-1:  2:  3:                   RTI:

F1-HELP F3-RTI F4-EDIT F6-BALANCING F7-DETAILS F9-INTERRUPT F10-SAVE
F11-SAVE/CLEAR F12-HEADERS CLEAR-EXIT
```