

# R★STARS TRAINING MANUAL

## Chapter #4

### Transaction Codes

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Transaction Codes (T-Codes) are three digit numbers that determine the accounting impact of financial transactions in R★STARS. Currently, there are over 700 T-Codes in the system. This provides significant flexibility in defining how R★STARS records transactions.

#### DESIGN CONCEPT

Each T-Code in the system is defined with a **28A Transaction Code Decision Profile** and a **28B Transaction Code Description Profile**.

- The **28A** profile:
  - Specifies the **D31 Comptroller General Ledger Accounts Profile** accounts (Comp GLAs) impacted by the transaction.
  - Identifies the data element coding and editing requirements of each accounting event.
  - Identifies the Financial Table postings, which determine how transactions are stored in the system for later inquiry and reporting purposes.

- Specifies what balance types the transaction posts to the financial tables.
  - Identifies if the transaction will produce a warrant.
  - Specifies the posting sequence of the transaction during the batch processing cycle.
  - Identifies other T-Codes (e.g., for balancing, or for generating additional transactions) used to complete the accounting process.
- The **28B** profile:
    - Provides a narrative of the T-Code and the effects of its use.
    - Identifies the valid document types for the transaction.
    - Identifies the valid batch types.
    - Provides an option to include or exclude specific comptroller objects or object ranges to be used with the T-Code.
    - Provides an option to include or exclude specific GL account ranges that can be entered on the transaction.

## 28A TRANSACTION CODE DECISION PROFILE

The **28A** is among the most difficult screens in R\*STARS to read and understand. Becoming familiar with the key components of this screen is essential to an overall understanding of T-Codes.

The data categories on the **28A** profile are:

- General Ledger Posting Indicators
- Transaction Edit Indicators
- Special Indicators
- File Posting Indicators

### GENERAL LEDGER POSTING INDICATORS

```

S28A UC: 10 STATE OF OREGON 07/16/14 01:49 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: - 18 + 17
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
  
```

Financial Transactions are entered in batches. For each transaction, the user enters a T-Code. The General Ledger Posting Indicators for that T-Code determine the Comp GLAs to which the transaction will post.

- Each T-Code may have up to four sets of debits and credits.
- Comp GLA debits and credits are usually shown in pairs.
- Some of the T-Codes used in journal vouchers show one side of a debit / credit pair as blank. If one of these *open* or *generic* T-Codes is used, the user must enter the other Comp GLA number on the transaction screen when entering the transaction. The Comp GLAs allowed for this transaction will be listed on the **28B** profile. See [chapter #11 – Journal Entries](#).
- Fields DR-4 and CR-4 are only used to record the automatic liquidation of previous, document tracked transactions (e.g., pre-encumbrances and encumbrances).

## TRANSACTION EDIT INDICATORS

```

S28A UC: 10 STATE OF OREGON 07/16/14 01:49 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:
EFF START DATE: 06011990 EFF END DATE:
LAST PROC DATE: 09022003
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT

```

The Transaction Edit Indicator fields define the elements a user will need to fill in on the transaction entry screen. On the **28A** for any given T-Code, each Transaction Edit Indicator field will have one of the following values:

**I–Required and must be input** on the transaction. The person entering the transaction must *physically type in a value* for this element *or use function* **F1**-HELP to access the data element help screen. Once the element is found, the data can be "pulled" to the appropriate field on the entry screen (See [Chapter #7](#) – Data Element Help).

**R–Required** on the transaction, but *may either be typed in or looked-up* based on one of the other data elements recorded on input. For example, PCA's may designate the Fund and Appropriation Number.

**N–Not allowed** on the accounting transaction. The transaction will error if the data element is entered in the transaction or looked-up from a system profile.

**Blank–Optional.** The data may be keyed in manually, looked up and entered from a lookup screen using **F1**-HELP, looked-up from a profile, or may be left blank.

### Transaction Edit Indicator Fields

The following is a brief description of each of the Transaction Edit Indicator fields.

**DOCD**–The **Document Date** is an informational field that allows a user to enter a date related to the document that represents the transaction. In Oregon, document date is optional for most transactions. One possible use for DOCD would be to use it as an order date.

**DUDT**–The **Due Date** is used to schedule payments/receipts for Accounts Payable (A/P) and Accounts Receivable (A/R) transactions. For A/P, this date determines the date the system will write a warrant or process a direct deposit. For A/R, this date drives the A/R aging process. This element can be input or calculated by the system by utilizing the effective date and information from the **53 Agency Document Control Profile**.

**SVDT**–The **Service Date** is another informational date that can be used as needed. Agencies may elect to use this field for agency specific purposes.

**CDOC**–The **Current Document Number** must be input (*I*) on all transactions. The document number is a way to identify a transaction or group of related transactions.

**RDOC**–A **Reference Document Number** is required (*R*) for transactions that liquidate other transactions posted to the Document Financial (*DF*) Table. These include but are not limited to encumbrances, pre-encumbrances, and billed Accounts. For all other transactions, this field is blank so that agencies may elect to enter a reference document number for informational purposes.

**MOD**–The **Modifier** is the code used for liquidating an encumbrance or pre-encumbrance document. The logic for this indicator works from the DR-4/CR-4 pair of the General Ledger Posting Indicators. It enables R\*STARS to liquidate an encumbrance/pre-encumbrance so that the document balance is zero. It can also be used to reactivate a

previously closed or liquidated document. It must be input (*I*) when needed for these transactions. It is not allowed (*N*) for all other transactions.

**AGCY**–The **Agency (D02 – Agency Profile)** is required (*R*) but usually does not have to be input because it will be inferred from the user RACFID.

**IDX**–An **Index (24 – Index Code Profile)** is required on an agency-by-agency basis, depending upon each agency’s Organization Structure and controls on the **25 Agency Control Profile**. This allows an agency to decide how they want to use the coding structure.

**PCA**–A **Program Cost Account (PCA – 26 Program Cost Account Profile)** is required on an agency-by-agency basis, depending upon each agency’s Program Structure and controls on the **25** profile. This allows an agency to decide how they want to use the coding structure.

**COBJ**–The **Comptroller Object** is required (*R*) any time one of the DR/CR pairs in the General Ledger Posting Indicators contains a nominal account (such as revenue/expenditure control). It must be valid on the **D10 Comptroller Object Profile**. It will not be allowed (*N*) if none of the DR/CR pairs contain a nominal account. Comptroller Objects can be looked up by Agency Objects.

**AOBJ**–The **Agency Object (D11 Agency Object Profile)** is optional (blank) if the Comptroller Object is required. If Comptroller Object is not allowed, then an Agency Object also will not be allowed (*N*). If the agency is not using Agency Objects, the Comptroller Object is required for transactions that affect nominal accounts.

**RVRS**–The **Reverse Code R** used in the RVRS field of a T-Code will cause a reverse Comp GLA and financial table posting. For most transactions the RVRS field is blank. See [chapter #6](#) – the segment on entering a reversed transaction. There are T-Codes that may not be reversed, such as the reimbursement of a suspense account by a receipted account.

**PDT**–The **Payment Distribution Type (D50 – Payment Distribution Type Profile)** identifies how the system will combine transactions for warrants and direct deposits across documents, appropriated fund, or batch agencies. This element is required (*R*) on Voucher Payable transactions and can be inferred from the **51 Vendor Mail Code Profile**.

**CI**–The **Capitalized Inventory Indicator** relates to the fixed asset subsystem. *Oregon has not implemented this subsystem, so this will always be N.*

**1099**–The **1099 indicator** is required (*R*) for disbursement transactions. It can be manually input or looked up from a combination of object indicators on the **D10** profile and the **52 Systemwide Vendor Profile**.

**WARR**–The **Warrant Number** is required (*R*) on certain payment transactions. It will not be allowed (*N*) for all other transactions.

**INVC**–An **Invoice Number** is blank for most transactions. Agencies can enter an invoice number if they choose. The invoice number will display on the remittance advice. For revenue and receivable T-Codes, the invoice field on the **28A** profile translates to the deposit number field on the **504 Revenue/Receipts Transaction Entry** screen and is required (*R*).

**VNUM**–The **Vendor Number** must be input (*I*) on the establishment of all accounts payable (**51 & 52** profiles) and billed accounts receivable (**34 Agency Vendor Profile**) transactions where a reference document is not used. When processing one of these transactions using a reference document, the vendor number is required (*R*) and is inferred from the reference document.

**VNAM**–The **Vendor Name** is required (*R*) and looked up from the Vendor Number or input on the transaction when a dummy vendor number is used.

**VADD**–A **Vendor Address** is also required (*R*) and looked up from the Vendor Number or input on the transaction when a dummy vendor number is used.

**DMETH**–The **Disbursement Method Indicator** is required (*R*) for payment processing. It identifies how disbursement transactions are processed. See [chapter #10 – Expenditures](#).

**APN#**–The **Appropriation Number (20 Appropriation Number Profile)** is required (*R*) for most transactions. This number may be looked up from the Index or PCA. True Treasury Suspense Accounts will not carry an appropriation number.

**FUND**–The **D23 Fund Profile** fund may either be input or inferred from the index or PCA. This is the fund at the agency level.

**GLA**–A **General Ledger Account (Comp GLA – D31)** must be input (*I*) if either the DR or CR Comp GLA on the General Ledger Posting Indicators' DR/CR pairs is blank. If the DR/CR pairs are complete (no blanks), Comp GLA entry is not allowed (*N*).

**AGL**–For an **Agency General Ledger account (D32 Agency General Ledger Account Profile)** – the Following rules apply:

AGL	IF:
Blank	<ol style="list-style-type: none"> <li>1. Any of the T-Code GLs in the GL pairs have a <b>D31</b> GL Edit Type of <b>A (D32 Agency GL allowed)</b>.</li> <li>2. The T-Code is an "Open GL" – one or the other of the GL code fields is blank (not a pair) requiring manual input of the other GL code.</li> </ol>

<b>N</b>	All of the T-Code GLs in the GL pairs have a <b>D31</b> Profile GL Edit Type of <i>S</i> (Systemwide GLs Only) or <i>G</i> (Transfers only – G38 Code required).
<b>I</b>	<ol style="list-style-type: none"> <li>One of the T-Code GLs in the GL pairs has a <b>D31</b> Profile GL Edit Type of <i>D</i> (Due To/From).</li> <li>Payroll T-Codes are used (T-Code 777, 851 – 863).</li> </ol>

**GRNT**–The **Grant Number (29 Grant Control Profile, D47 Grant Number Profile)** is optional (blank). Agencies will have Grant Numbers if they are using the Grant Structure to track specific sources of revenue, such as federal grants. This may be looked up by a PCA or Index.

**SUBG**–The **Subgrantee Number (31 Subgrantee Control Profile)** is optional (blank). Agencies may elect to use Subgrantees as part of the Grant Structure.

**PROJ**–The **Project Number (27 Project Control Profile, D42 Project Number Profile)** is optional (blank). Agencies will have Project Numbers if they are tracking revenue and expenditure for specific projects. The Project Number may be looked up by a PCA or Index.

**MULT**–The **Multipurpose Code** is optional (blank). It may be used for informational purposes by agencies.

**G38#**–A **GASB 38 Transfer Number** is entered when required (*R*) for reporting under GASB Statement 38 Para.14. It consolidates the Agency and the appropriate **D23** fund elements.

## SPECIAL INDICATORS

```

S28A UC: 10 STATE OF OREGON 07/16/14 01:49 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 CANCEL 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
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT

```

The Special Indicators section of the **28A** contains fields that provide added power and flexibility to T-Codes. Following is a list and brief explanation of each Special Indicator field:

**POST SEQ** In R\*STARS the **posting sequence** is used when transactions are posted in batch edit mode *0* or *1*. It indicates the order in which R\*STARS will post the transactions within a batch. Valid values include:

- |                    |                                   |
|--------------------|-----------------------------------|
| <b>1</b> – budget  | <b>3</b> – expenditures           |
| <b>2</b> – revenue | <b>4</b> – all other transactions |

**REG NO Register Numbers** are set up in the system and represent the transaction activity register (control report) on which the transaction will appear. Valid values include:

- 1** – budgetary
- 2** – encumbrances/pre-encumbrances/expenditures
- 3** – revenue/receipts
- 4** – cost allocation/grant project billing
- 5** – journal entries
- 6** – warrant register

**WW IND Warrant Writing** Indicator tells the system if a warrant or direct deposit is written from the transaction. A value of 0 in this field indicates that a warrant will not be written for the transaction, a value of 1 means that a warrant has been issued as a result of the transaction.

**D/I** The **Direct/Indirect Indicator** field will have a *D* or *I* or will be blank. All transactions that are entered by agencies are considered direct. Transactions generated through the cost allocation subsystem are considered indirect. If this is optional (blank), the system assumes the transaction is direct.

**WAR CANCL TC** The **Warrant Cancellation Transaction Code** field will contain another T-Code number that represents the T-Code that would be used to cancel or 'stop pay' a warrant or direct deposit that had been written. SFMS Operations enter cancellation and 'stop payment' transactions.

**PYTC** *Oregon is not using Prior Year Transaction Code at this time.*

**FUTMY** The **Future Month/Year Indicator** tells the system whether the transaction can be posted to a future month or year. Transactions such as budgets and encumbrances may be entered for future financial months or year. Valid values are Y (yes) or N (no).

**GEN-TC** Another T-Code is entered in the **Generate Transaction Code** field when four DR/CR pairs are not enough; when additional balance types need to be recorded; or when the generation of another transaction would reduce the overall number of T-Codes needed.

**DT** The (Generate) **Document Type** is the document type used on the Generate T-Code (explained above) or Generate Accrual Transaction (explained below).

**ACCR TC** The (Generate) **Accrual Transaction Code** allows the user to enter the transaction. Then, on the first day of the next effective month, the system reverses the transaction using the T-Code in this field. Note: On any given T-Code there cannot be both a Generated T-Code and a Generate Accrual T-Code.

**TR TC** **Treasury T-Code** will not be used since the treasury function is interfaced with SFMA in Oregon.

**INTERFACE IND** There are ten **Interface Indicator** fields. Oregon is currently using two of them. The first indicates transfers between agencies, and the second is used for reconciliation reporting. Not all T-Codes have a Treasury indicator. This position indicator determines how and if the transaction interfaces to the Treasury. Valid indicators for the first position are as follows:

**1**– Normal Interface to Treasury

**2**– CSD Specific Indicator

**G**– AFS Specific to Prior Biennium Check Cancellation

**Blank**– No Interface to Treasury

The second field (position) is the cash reconciliation indicator. The cash reconciliation reports use this indicator to separate and subtotal the different types of transactions. These breakdowns then correspond to the reports Treasury produces for their indicator types. Not all

transaction codes need this indicator. Codes currently used include the following:

**C** – Warrant/Checks Cancelled

**M** – Other Transfer to SFMS (Liquidate payroll A/R for Non-SFMS Agency)

**S** – Suspense Account Transfer (Transactions posted to suspense account 10503 – Payroll – are reported as T – Transfers.)

**T** – SFMS Received to SFMS Received Transfer

**Blank** – Not On Cash Reconciliation Report

**PAY LIQ TC** The **Payment Liquidation Transaction Code** field may contain a Transaction code used to liquidate a payable and create a warrant or direct deposit.

**PAY RED TC** The **Payment Redemption Transaction Code** field may contain a Transaction code used to record the redemption of a warrant or direct deposit.

**CUM POST IND** The **Cumulative Post Indicator** will always be Y, except for when allocating encumbrance transactions. A Y indicates that this transaction will post cumulatively to financial months. A value of N will post to only the month identified by the effective date on the transaction.

**BAL TC** The **Balance Transaction Code** designates another T-Code that must be entered in a second transaction in the same batch and document number to balance this transaction. T-Codes for transfers and Due To/From transactions will have a balancing T-Code. See the chapter on [Entering Transactions – Advanced Topics](#).

**A/S DOC AMT** The **Add/Subtract Document Amount** may be either + or - . This is used to calculate the net document amount rather than having to calculate absolute value.

## FILE POSTING INDICATORS

```

S28A UC: 10 STATE OF OREGON 07/16/14 01:49 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
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT

```

### Financial Tables

R\*STARS stores financial information in Financial Tables for later retrieval. The Transaction code determines the financial table(s) to which the system will post a specific transaction. The financial tables listed on the **28A** include:

**DF**–The Document Financial Table contains the balance of each outstanding pre-encumbrance, encumbrance, account receivable, due to/from account, deposit liability and travel advance.

**AP**–The Appropriation Table contains appropriation balances and revenue, expenditure, and encumbrance balances.

**AB**–The Agency Budget Table contains agency budget balances and revenue, expenditure, and encumbrance balances.

**CC**–The Cash Control Table contains the balance of available cash by fund.

**GP**–The Grant Table contains the budgets, expenditures, and revenues of a grant.

**PJ**–The Project Table contains the budgets, expenditures, and revenues of a project.

We will now take a look at these indicators.

### Add/Subtract Posting Indicator

The first column (A/S) indicates whether the amount of the transaction will be added to or subtracted from the financial table amount.

## Balance Type

The second column represents Balance Type (*BT*). Each financial table, except the Accounting Event (*AE*), contains several balance types. The program uses the balance types to accumulate all the financial data together, regardless of GL account.

Balance types for each table are defined on the **D05 Balance Type Profile**. Some examples that are used on several tables include:

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

## Match Control Table Posting Indicator

The Match Control Table Posting Indicator (*MATCH*) is primarily used for the Document Financial (*DF*), Appropriation (*AP*) and Agency Budget (*AB*) Tables to ensure that documents and appropriations are correctly updated. For example, an encumbrance liquidation must find the original encumbrance in the Document Financial Table. Valid values include:

- M** – Detail transaction must find a matching record
- N** – Detail transaction must not find a matching record
- Blank** – No match control

## Comptroller General Ledger Account Posting Indicator

The Comptroller General Ledger Account Posting Indicator (*GLA*) determines which Comp GLA from the General Ledger Posting section of the **28A** will be used to post to the designated table. This field is only used for the Document Financial Table (*DF*) and Agency General Ledger (*AGY GL*).

The values are as follows:

<b>1</b> – DR 1	<b>3</b> – DR 2	<b>5</b> – DR 3	<b>7</b> – DR 4
<b>2</b> – CR 1	<b>4</b> – CR 2	<b>6</b> – CR 3	<b>8</b> – CR 4

## Posting Document Number Indicator

The Posting Document Number Indicator (*DOC*) is only used with the Document Financial Table (*DF*). It identifies which document number the system will use when posting to the *DF* Table. Valid values are as follows:

- 1**–Current Document Number
- 2**–Reference Document Number

From the **28A**, press **F6** -28B. R\*STARS will display the **28B** profile. This screen is essentially a "page two" of the **28A** screen. Besides a free-form description of the T-Code, this screen defines what elements can be used with the T-Code, including:

- General Ledger Accounts (**D31** profile)
- Comptroller Objects (**D10** 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 T-Code.

```

S28B UC: 10 STATE OF OREGON 07/16/14 04:41 PM
LINK TO: TRANS CODE DESCRIPTION PROFILE 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
3501-EXPEND CONTROL-ACCRUED;1211-VOUCHER PAYABLE
3011-FUND BAL RES FOR ENCUMB;2735-ENCUMB CONTROL
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 4001 - 4030 , 4061 - 5999 ,

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: 07102014
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F6-28A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT
  
```

## 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 (TABLE ID: 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:

- |   |  |
|---|--|
| <b>1</b> –Budgetary                         | <b>4</b> –Expenditures and Disbursements |
| <b>2</b> –Revenues and Receipts             | <b>5</b> –Journal Vouchers               |
| <b>3</b> –Pre-encumbrances and Encumbrances | <b>G</b> –Companion Entry                |

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



- 300 – 399\*** System Generated
- 400 – 599** Intra-agency transfers / Journal Vouchers (including Fixed Assets)
- 600 – 699** Conversion to SFMS
- 700 – 759** Interagency Transfers
- 760 – 763** Deposit Liability Transfers
- 766 – 776** Suspense Account Activity
- 790 – 899** Central and Agency Specific Activity
- 900 – 949\*** Year-end (SARS)
- 950 – 960\*** ADPICS Interface
- 965 – 999\*** Auto-Reverse

*\*May not be used by agency personnel. Many of these T-Codes are automatically generated by another T-Code entered by agency personnel.*

Once users have chosen a range, they may want to look up possible T-Codes on:

- **28A** profile
- **28B** profile
- **DAFQ28CO** Transaction Code Reference Listing Report

Once users have determined the General Ledger Accounts debited and credited by a T-Code, they can obtain additional information from the DAFQA010 Statewide T-Code Listing by General Ledger Account. This report lists T-Codes by General Ledger Account.

## **COMMONLY USED T-CODES**

### **ACCOUNTS RECEIVABLE**

- 101**–Establish Intergovernmental Receivable (Federal) Billed (Invoice)
- 102**–Establish Intergovernmental Receivable (Local) Billed (Invoice)
- 103**–Establish Account Receivable – Other Billed (Invoice)
- 104**–Establish/Adjust Account Receivable – Other Unbilled
- 105**–Establish/Adjust Intergovernmental Receivable (Federal) Unbilled
- 107**–Adjust Account Receivable – Other – Billed
- 109**–Establish Account Receivable – Transfer In – Billed (Invoice)
- 110**–Adjust Intergovernmental Receivable (Federal) Billed
- 111**–Adjust Intergovernmental Receivable (Local) Billed
- 118**–Reclassify Accounts Receivable – Prior AY
- 129**–Write Off Uncollectible Account Receivable – Billed
- 130**–Write Off Uncollectible Account Receivable – Unbilled
- 135**–Establish Receivable for Cash Refund of Expenditure
- 136**–Adjust Receivable for Cash Refund of Expense

- 171–Adjust Account Receivable – Transfer In – Billed
- 174–Establish Account Receivable Billed – Transfer In – No Invoice
- 188–Establish Receivable – Federal – Billed (Grant/Project/CMIA)
- 193–Establish Receivable – Other – Billed (Grant/Project/CMIA)
- 197–Establish Intergovernmental Receivable – Federal – Billed – No Invoice
- 198–Establish Intergovernmental Receivable – Local – Billed – No Invoice
- 199–Establish Account Receivable Other Billed – No Invoice
- 213–Accounts Receivable – Add Suffix to Document
- 214–Negative Accounts Receivable – Add Suffix to Document

## **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

## **ALLOTMENTS**

- 002–Appropriation Allotment (*Batch Type 1 or 7, Document Type AL*)
- 022–Agency Budget Allotment (*Batch Type 1, Document Type AL*)

## **APPROPRIATIONS**

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

## **CASH RECEIPTS**

- 137–Collection of Account Receivable Expenditure Refund - Billed
- 141–Collection of Note/Mortgage/Contract/Other/Tax Receivable–Non-Capitalized, Governmental
- 142–Lien/Note/Mortgage/Contract/Tax/Other Receivable – Non-Capitalized, Proprietary/Fiduciary
- 146–Collection of Interest Receivable – Other Unbilled
- 147–Collection of Interest Receivable – Other Billed
- 148–Collection of Interest Received Designated
- 149–Cash Receipt for Sale of Fixed Assets – Proprietary/Fiduciary/Governmental
- 150–Cash Receipt for Return of Unreimbursed Advance

- 151**–Record Unidentified Receipt
- 162**–Record Receipt of Deposit Liability – No Document Support
- 165**–Record Receipt of Deposit Liability
- 168**–Adjust Receipt of Deposit Liability
- 170**–Receipt of Deferred Revenue
- 172**–Refund of Expenditure
- 175**–Collection Intergovernmental Receivable – Federal – Unbilled
- 176**–Collection Accounts Receivable – Other – Billed
- 177**–Collection of Account Receivable – Other – Unbilled/Mass Transit Receivable
- 178**–Collection of Intergovernmental Receivable – Federal – Billed
- 179**–Collection of Intergovernmental Receivable – Local – Billed
- 190**–Receipt of Revenue not Accrued
- 191**–Receipt for Miscellaneous Liability

### **ENCUMBRANCES**

- 203** – Encumbrance not Pre Encumbered (Non-ADPICS)
- 204** – Encumbrance – Pre Encumbered (Non-ADPICS)
- 205** – Adjust Existing Encumbrance (Non-ADPICS)
- 206** – Cancel Encumbrance (Non-ADPICS)
- 212** – Encumbrance – Add Suffix to Document

### **FINANCIAL PLANS**

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

### **GRANT AND PROJECT BUDGETS**

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

### **PRE ENCUMBRANCES**

- 200** – Establish a Pre Encumbrance (non-ADPICS)
- 201** – Adjust Pre-Encumbrance (non-ADPICS)
- 202** – Cancel Pre-Encumbrance (non-ADPICS)

## INTERAGENCY TRANSFERS

### TC Out TC In Description

704	705	Quasi External Expenditure / Reduction of Expense (A/R)
718	719	Quasi External Expenditure (Encumbered) / Revenue (A/R)
722	723	Quasi External Expenditure / Revenue (No A/R)
730	731	Quasi External Expenditure / Revenue (A/R)
740	741	Quasi External Expenditure / Reduction of Expense (No A/R)

## VOUCHERS PAYABLE

- 220 – Revenue Refund Payable / Transfer to Comptroller Unit, OHSU
- 221 – Voucher Payable – Not Encumbered, RTI Type R only
- 222 – Voucher Payable – Not Encumbered
- 223 – Unreimbursed Advance – Not Encumbered
- 225 – Voucher Payable – Encumbered
- 226 – Voucher Payable – Pre Encumbered
- 229 – Liquidate Unreimbursed Advance
- 230 – Expense of Unreimbursed Advance
- 235 – Return Unidentified Receipt to Depositor
- 287 – Return Deposit Liability to Depositor, No Document Support
- 290 – Return Deposit Liability to Depositor