R★STARS Training Manual
Chapter #5 – Entering Transactions – The Basics

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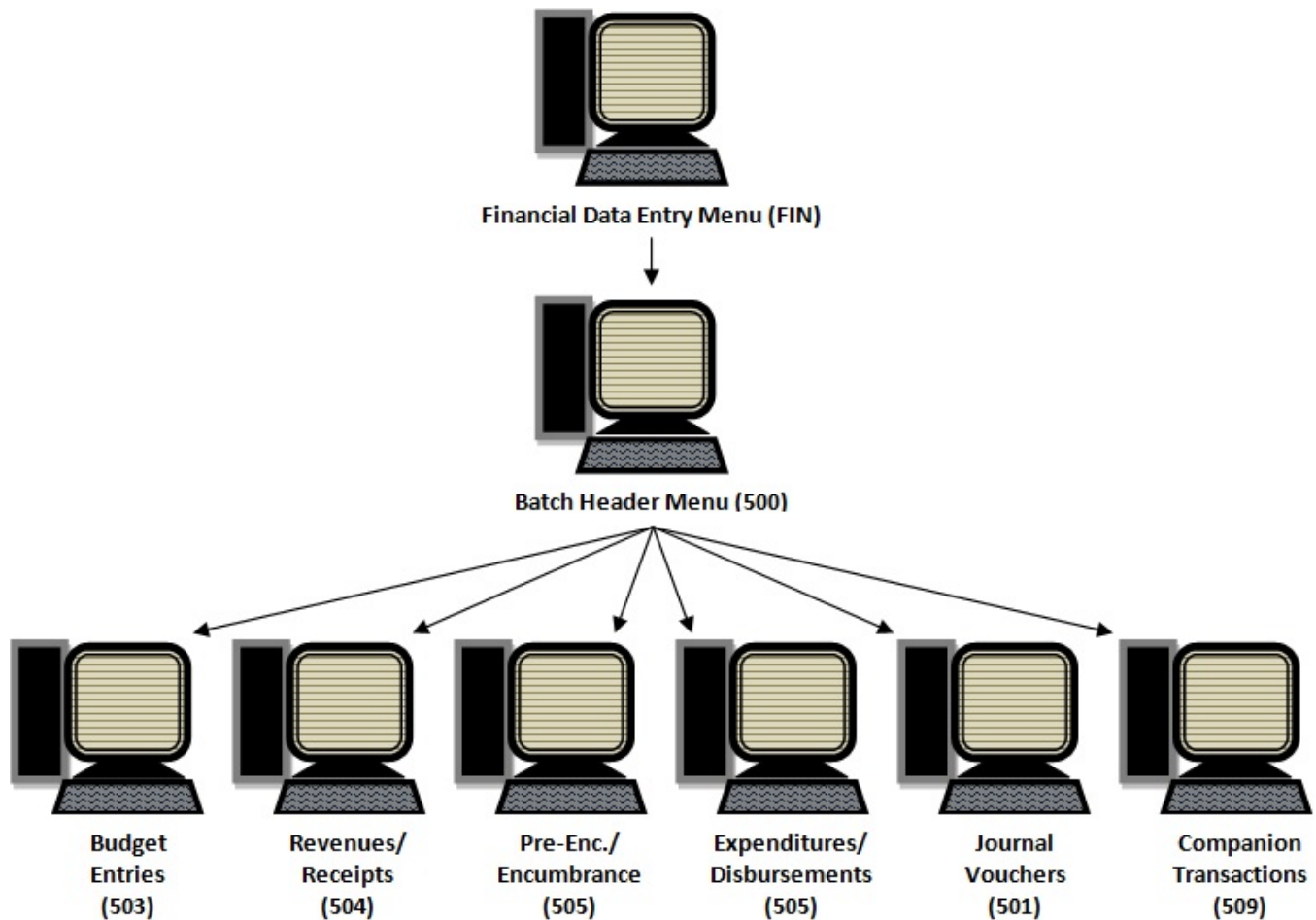Although R★STARS can accommodate a variety of types of transactions, there are many R★STARS features that are common to most transactions. In this section users will become familiar with some of those features.

DAS
DEPARTMENT OF
ADMINISTRATIVE
S E R V I C E S
ENTERPRISE GOODS
AND SERVICES
FINANCIAL BUSINESS
SYSTEMS

Overview

We enter transactions in R⋆STARS in Batches. The Batch consists of a **500 Batch Header Screen** and a **Transaction Entry Screen**. The Batch Type determines which Transaction Entry Screen users will use.

Financial Data Entry Menu (FIN)

Batch Header Menu (500)

| Budget Entries (503) | Revenues/ Receipts (504) | Pre-Enc./ Encumbrance (505) | Expenditures/ Disbursements (505) | Journal Vouchers (501) | Companion Transactions (509) |

Steps for Entering a Batch

Following are the basic steps in creating a batch. We will look at the process in more detail in this and in the following chapters.

```
 S500   UC: 10                  STATE OF OREGON              01/16/14 03:13 PM
 LINK TO:                     BATCH HEADER ENTRY                          PROD

            BATCH AGENCY: 101              (SIGN ON AGENCY)
              BATCH DATE: 011614           (MMDDYY, DEFAULTS TO TODAYS DATE)
              BATCH TYPE: 2
            BATCH NUMBER: 100

             BATCH COUNT: 12               BATCH AMOUNT:      50,000.00

          BATCH EDIT MODE: 2               (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: 012214          (MMDDYY, DEFAULTS TO TODAYS DATE)
               FAST ENTRY:                 (M/S/I/P/ )
                  USER ID: AGYUSER         SMITH, JOHN
               USER CLASS: 19
        ACTION CODE AGENCY:
              ACTION CODE:




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

Step 01:   Link to the **500** screen.

Step 02:   Before making any entries to the **500** screen, press F10 -SAVE. This brings the default values into the batch header.

The default values will include:

- ▪ BATCH AGENCY (from the user's 96A Security Profile)
- ▪ BATCH DATE (system date)
- ▪ BATCH EDIT MODE (from the user's 96A profile)
- ▪ EFFECTIVE DATE (system date)

Step 03:   At a minimum, enter values in the following fields:

- ▪ BATCH TYPE
- ▪ BATCH NUMBER

The **500** Screen will default from other Profiles. They may be changed, if needed.

Step 04:   Press F10 -SAVE to save the batch header. R★STARS will display a Transaction Entry Screen, based upon the Batch Type and whether a user entered a Fast Entry Screen Code.

The **505 Pre-Enc/Enc/Expend Transaction Entry** screen below is an example of a single transaction entry screen. Users will not need to enter data in every field on a transaction entry screen. The system will be able to "look-up" values of some fields from the data entered in other fields.

In addition, the Transaction Code (T-Code) determines the required or optional fields and the fields where data may not be entered.

```
 S505   UC: 17                    STATE OF OREGON                 01/16/14 04:08 PM
 LINK TO:               PRE-ENC/ENC/EXPEND TRANSACTION ENTRY      NOTE: N    PROD
 BATCH: AGENCY 101 DATE 011614 TYPE 3 NO 012 SEQ NO 00001 MODE EDIT AND POST
 DOC DATE:          EFF DATE: 012214  DUE DATE:         SERV DATE:
  CUR DOC/SFX: EE000247 001  REF DOC/SFX: EE000240 005  MOD:    AGENCY: 101
    TRANS CODE: 212         ENCUMBRANCE - ADD SFX TO DOCUMENT
         INDEX: 43100       DAS-IRMD-NC-DATA SERVICES
           PCA: 42310       DAS-IRMD-NC-DATA SERVICES-UL             AY: 15
 COMP/AGY OBJ: 4404 4730 PROFESSIONAL DEV IN-HOUSE TRAINING
        AMOUNT: 00000003000.00 RVS:    DISC:                1099:   FO:   PDT:
 DOC COUNT: 00001 DOC AMT:  0000000000.00 DOC AGY: 101 CI:    PROP #:
       INV NO:               DT:           DESC:
 VEND/MC: 0000000000 000  NM: EXECUTIVE LEADERSHIP INC
 CONT NO:              ADDR 1: 110 COLUMBIA ST STE 201
 WARR NO:              ADDR 2:
 APPN NO: 31556        ADDR 3:
   FUND: 1200          ADDR 4:
 GL AC/AGY:                CITY: VANCOUVER           ST: WA  ZIP: 98660 3159
  GRANT NO/PH:            SUB GRANTEE:                PROJ NO/PH:
 MPCD:              AGY CD-1:     2:      3: 00652  G38:          RTI:



 F1-HELP  F4-PRIOR  F5-NEXT  F7-DETAILS  F12-HEADERS CLEAR-EXIT
```

Step 05   After entering the information for a transaction, press `F10`-SAVE or `F11`-SAVE/CLEAR. (The difference between these two functions is described later.)

Step 06:   Continue to add transactions for the batch, saving after each transaction.

Step 07:   After transactions have been entered, press `F6`-BALANCING. The system will go to the **502 Batch Balancing** screen.

Step 08:   If the batch balances and a user has the authority (see the section on Security later in this chapter), press `F6`-RELEASE.

500 Batch Header Entry

Users must access the **500** screen and create and save a Batch Header before the system will allow access to Transaction Entry Screens. The Batch Header contains information that determines which Transaction Entry Screen will follow and how the system will process the batch.

From the Main Menu, the **500** screen can be accessed through the Financial Data Entry Menu (FIN or `F4`). It can also be accessed by typing '500' in the LINK TO: field on any screen and pressing `↵Enter`.

BATCH KEY

On the **500** screen there are four required fields:

1. Batch Agency   3. Batch Type
2. Batch Date   4. Batch Number

```
 S500   UC: 10                    STATE OF OREGON              01/16/14 03:13 PM
 LINK TO:                        BATCH HEADER ENTRY                         PROD

            BATCH AGENCY: 101                (SIGN ON AGENCY)
              BATCH DATE: 011614             (MMDDYY, DEFAULTS TO TODAYS DATE)
              BATCH TYPE: 2
            BATCH NUMBER: 100

             BATCH COUNT: 12                 BATCH AMOUNT:      50,000.00

         BATCH EDIT MODE: 2                  (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: 012214             (MMDDYY, DEFAULTS TO TODAYS DATE)
              FAST ENTRY:                    (M/S/I/P/ )
                 USER ID: AGYUSER            SMITH, JOHN
              USER CLASS: 19
      ACTION CODE AGENCY:
             ACTION CODE:




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

These four fields combined constitute the **Batch Key**. The Batch Key uniquely identifies each batch. It is used to recall a particular batch for inquiry or error correction.

Batch Agency

The Batch Agency defaults from a user's **96A** Profile. It designates the agency that entered the batch into the system.

Batch Date

The Batch Date is the date the batch is entered into the system. R⋆STARS will fill in this field with the system date when the Batch Header is saved.

Batch Type

The Batch Type indicates the type of transactions in the batch and determines which Transaction Entry Screen will follow. Batch Types include:

Batch Type	Description	Entry Screen
1	Budgetary	503
2	Revenue/Receipts	504
3	Pre-Encumbrance/Encumbrance	505
4	Expenditures/Disbursements	505
5	Journal Vouchers	501
G	Companion Transactions	509

There can only be one type of transaction within a single batch.

Batch Number

Each Agency assigns its own three-character Batch Numbers and is responsible for establishing a system to control them. Agencies may want to maintain a sequential numbering system and a log. Because the key includes date, batch type, and batch number, a user may use the same batch number for different batch types on the same day or for the same batch type on different days.

BATCH COUNT AND BATCH AMOUNT

These two fields are optional. They provide an additional control to ensure that the batch is complete and accurate. The system compares the entered count and amount to the count and total amount that it computes when the batch is balanced.

IMPORTANT NOTE: When entering dollar amounts, R★STARS will assume all entries include both dollars and cents. For example, if '240' is entered into the amount field, the system will read 2.40. When entering an even dollar amount, you must either enter the decimal point or the trailing zeros after the dollar amount (e.g., '240.' or '24000').

BATCH EDIT MODE

R★STARS performs two types of edits on entered transactions – Data Element edits and Financial edits.

▪ Data Element edits compare the coding fields on the transaction against profiles for valid data. For example, for a transaction with a Vendor Number, R★STARS will check the Vendor Profile for that number.

▪ Financial edits compare financial fields on the transaction entry screen to budgetary constraints in the system. For example, depending upon the controls established, R★STARS may ensure the agency has remaining budget before posting an encumbrance.

The Batch Edit Mode determines whether R★STARS performs these edits at the time the batch is entered or during the nightly batch cycle. The system provides a default Edit Mode from the **96A**

Security Profile. If desired, the Batch Edit Mode can be changed to a different number. The Batch Edit Modes include:

0 – Data Entry Only   **3** – Error Detected*
1 – Master Edit Only   **4** – Transaction awaiting Approval or Payment*
2 – Edit and Post

*Only edit mode *0*, *1* and *2* are appropriate values to use when entering a batch. The other two are system assigned.

Let's look at the Batch Edit Modes in more detail.

0 – Data Entry Only

R★STARS does not edit or post the transactions when entered. Instead, after a supervisor has reviewed and released the batch, the system edits and posts the transactions during the nightly batch cycle.

If there are data errors, R★STARS will not post the transactions until they are corrected the next day. The budgetary controls will determine whether the financial errors continue to process or the processing stops. The errors will appear on the DAFR2151 Error Report the following day. See Chapter #8 – Error Correction for additional information.

Users may want to use this mode when they have a large number of transactions to enter in a short amount of time and preventing batch transaction rejects is not a critical issue.

1 – Master Edit Only

In this mode, R★STARS edits against profiles (data edits) but does not post data to the financial tables (financial edits) when the transaction is entered. After a supervisor releases the batch, the system posts the transactions to the financial tables during the nightly batch cycle.

R★STARS will not allow batch transactions to be saved that do not have valid values on the applicable profiles. Financial edit errors will appear on the DAFR2151 Error Report the next morning. Depending upon the budgetary controls, the transactions may not post to the Financial Tables until the errors are corrected.

2 – Edit and Post

R★STARS edits the data against profiles and posts the transactions to the Financial Tables when the transaction is saved. Transactions errors must be corrected before they can be saved to the batch.

3 – Batches with Errors

This Edit Mode is automatically assigned to batches with transaction errors after the nightly batch cycle has run. Error transactions must be corrected and the batch re-released for the next cycle. This Mode is not authorized for original batch entry.

4 – Waiting Approval or Payment

R⋆STARS assigns this Batch Edit Mode when the batch has been entered and has not yet been approved or the voucher payable has a future due date. This Mode is not authorized for original batch entry.

To summarize, R⋆STARS performs edits at different times with different Batch Edit Modes. The table below summarizes the difference in timing:

Edit Mode	Data Edits	Financial Edits
0	Nightly batch cycle	Nightly batch cycle
1	Immediately	Nightly batch cycle
2	Immediately	Immediately

PAYMENT DISTRIBUTION TYPE (PDT)

This field is used in batches involving warrants and direct deposits (Batch Type *4*). It provides instructions to the system on how to combine payments for a single vendor and how to route warrants. The PDT defaults to the Batch Header Screen and the Transaction Entry Screen from the **52 Systemwide Vendor Profile**. Users can, if needed, change the default on either the Batch Header Screen for the entire batch or on the Transaction Entry Screen for a particular transaction. The PDT will be discussed in more detail in Chapter #10 – Expenditures.

DISTRIBUTION METHOD INDICATOR (DMI)

The Distribution Method Indicator (DISB METH IND or DMI) identifies how the system will process disbursement transactions (Batch Type *4*). Valid values include:

    H – Hold processing of disbursement
    M – Manual disbursement (manual check)
    R – Automated Disbursement
    E – Expedited disbursement
  Blank – No action

See Chapter #10 for additional information.

EFFECTIVE DATE

The effective date is the date R⋆STARS will use to post the transaction to the accounting records. If this field is left blank, it will default to today's date or the next business day. If a user chooses to override the default date, *this date cannot fall within a prior month or year that is closed*.

FAST ENTRY SCREENS

Besides the single Transaction Entry Screen, R⋆STARS has several *fast entry* screens, which in various circumstances may make data entry easier. If the FAST ENTRY field is left blank, R⋆STARS will provide the single Transaction Entry screen.

Valid values for the FAST ENTRY field include:

    S – 506 Single Vendor Fast Entry*   **I** – 508 Multiple Invoice Fast Entry*

    M – 507 Multiple Vendor Fast Entry* **P** – 516 Open Document

     *Can only be used with Edit Mode *0* or *1*.

The various fast entry screens are pictured on the next few pages. The fast entry screens can be used with a number of different document and batch types. Users will need to familiarize themselves with the functions of these screens to determine if they will save transaction entry time.

506 Single Vendor Fast Entry (S)

```
S506   UC: 17                    STATE OF OREGON                  01/16/14 03:13 PM
LINK TO:                    SINGLE VENDOR FAST ENTRY              NOTE: N    PROD
        BATCH: AGY 101  DATE 011614 TYPE 4  NO 567 MODE DATA ENTRY RTI:
 RT AMT:                DATE-DOC:        EFF: 012214 DUE:        SRV:
 CUR DOC:          DOC CNT:     DOC AMT:                   DOC AGY: 101
 V/MC:             PDT:
 INV#:                   INV DATE:        DESC:
 SEQ SFX INDEX  PCA  AY COBJ AOBJ 1099 AMOUNT   R  REF DOC/SFX M AGY TC   ERRCD
 001                  15
 002
 003
 004
 005
 006
 007
 008
 009
 010
 011
 012


 F1-HELP  F2-REPEAT  F3-RTI  F4-EDIT  F6-BALANCING  F8-NEXT PAGE  F9-INTERRUPT
 F10-SAVE  F11-SAVE/CLEAR  CLEAR-EXIT
```

The **506** screen:

- Can only be used with Edit Modes *0* and *1*

- Is used when there is a *single Vendor and Document number* and multiple coding block elements

- Can process one invoice with multiple classification lines (Example Use: phone bill with many accounting distributions)

- Does not have coding block elements for Grant, Project or Agency Code 1 (These can be looked up by PCA or Index)

507 Multiple Vendor Fast Entry (M)

```
 S507   UC: 17                     STATE OF OREGON              01/16/14 03:13 PM
 LINK TO:                   MULTIPLE VENDOR FAST ENTRY             NOTE: N    PROD
       BATCH: AGY 101  DATE 011614 TYPE 3  NO 123 MODE MASTR EDIT RTI:
 RT AMT:               DOC-DATE:       EFF: 012214              DOC AGY: 101
 REF DOC:         M:   TC:     INDEX:      PCA:       AY: 15
 SEQ CSFX   VENDOR NO/MC     AMOUNT      R  PDT 1099 COBJ AOBJ  RSFX   ERROR CD
 001
 002
 003
 004
 005
 006
 007
 008
 009
 010




    F1-HELP  F2-REPEAT  F3-RTI  F4-EDIT  F6-BALANCING  F8-NEXT PAGE  F9-INTERRUPT
    F10-SAVE  F11-SAVE/CLEAR  CLEAR-EXIT
```

The **507** screen:

- Can only be used with Edit Mode *0* and *1*

- Is intended to be used for payments to multiple vendors

- Accommodates a single Reference Document, Index and PCA with multiple Vendor Numbers and Objects (Example use: A variety of bills for different types of charges from various vendors with the same *cost center* [PCA or Index])

- Does not have coding block elements for Grant and Project (These can be looked up by PCA and Index)

508 Multiple Invoice Fast Entry (I)

```
 S508   UC: 17                   STATE OF OREGON                01/16/14 03:13 PM
 LINK TO:                    MULTIPLE INVOICE FAST ENTRY          NOTE: N    PROD
        BATCH: AGENCY 101   DATE 011614 TYPE 3  NO 567 MODE DATA ENTRY
 VENDOR NO/MC:                  VENDOR NAME:
 ADDR                     CITY                      ST    ZIP CODE
 DOC DATE:          EFF DATE: 012214     DUE DATE:         SERV DATE:
  CUR DOC:          REF DOC:          MOD:    AGY:     TC:     INDEX:
     PCA:            COBJ:       AOBJ:        AY: 15 1099:    FO:    PDT:
  DOC CNT:          DOC AMT:                  DOC AGY: 101
      CI:    PROP#:              CONT NO:        APPN NO:        FUND:
 GL A/AGY:                  GRANT NO/PH:         PROJ NO/PH:
 SEQ SFX   INVOICE NO   INV DATE   INV DESCRIPTION       AMOUNT      R RSFX ERR
 001
 002
 003
 004
 005
 006
 007
 008


 F1-HELP   F2-REPEAT   F4-EDIT   F6-BALANCING   F8-NEXT PAGE   F9-INTERRUPT
 F10-SAVE  F11-SAVE/CLEAR   CLEAR-EXIT
```

The **508** screen:

▪   Can only be used with Edit Modes *0* and *1*

▪   Has multiple invoice lines for a single classification entry

▪   Is intended to be used for payments to a single vendor for multiple invoices, all for the same coding distribution (Example use: many invoices from one vendor where each invoice needs to be shown on the remittance advice)

▪   Contains fields for Grant and Project

516 Open Document Fast Entry (P)

```
 S516  UC: 17                   STATE OF OREGON             01/16/14 03:45 PM
 LINK TO:                   OPEN DOCUMENT FAST ENTRY            NOTE: N    PROD
       BATCH: AGY 101  DATE 011614 TYPE 4  NO 005 MODE MASTR EDIT RTI:
  RT AMT:                  DATE-DOC:        EFF: 012214  DUE:       SRV:
  CUR DOC:          D-TC:     DOC AMT:                 DOC AGY: 101 DOC CNT:
  REF DOC:          AMT TO DISTRIBUTE:                 PMT #:         1099:
  BANK:             PMT TYPE:    PDT:    CONTRACT:             DI:
  V/MC:             V/NM:                                           AGY:
  INV#:             INV DATE:            DESC:
  SEQ TC     AMOUNT     AY INDEX   PCA   GRANT#/PH COBJ AOBJ RSX M R SFX ERR CD
  001                   15
  002
  003
  004
  005
  006
  007
  008
  009
  010



  F1-HELP F2-REPEAT F3-RTI F4-EDIT F6-BALANCING F7-MORE RDOC SFXS F8-MORE RTIS
  F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR CLEAR-EXIT
```

The **516** screen:

- Can be used with Edit Modes *0*, *1* and *2*.

- Is used with a single Vendor and Invoice but multiple coding blocks

- Allows retrieval of multiple Suffixes for a Reference Document Number and automatic distribution of the payment amount to those suffixes

- Allows look-up of the Reference Document from the **59 Vendor Document Inquiry**:

  - Type in the Vendor Number
  - **F9** -INTERRUPT to the **59** screen
  - Select the applicable invoice and press **F9** again to return to the **516** screen
  - Press **F4** -EDIT to retrieve the details of the reference document

- Can be used when writing a voucher that is against all lines of an encumbrance – this screen does not require the user to enter each line of the document.

This concludes the discussion of the batch header screen. We will now look at general aspects of the Transaction Entry Screens.
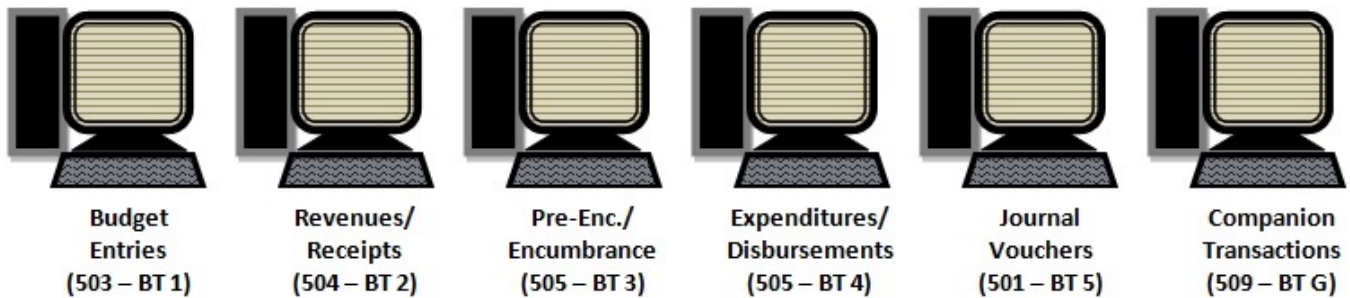
Transaction Entry

When the data on the **500** screen is successfully saved, the system displays a Transaction Entry screen. As illustrated earlier, there are a number of different types of Transaction Entry Screens. The one that will be used will depend upon the Batch Type entered on the Batch Header and whether a Fast Entry Code is entered.

For example, if a user entered a Batch Type of *4* (Expenditures/ Disbursements) on the Batch Header Screen, the system would display the **505 Pre Enc/Encumbrance/Expenditure Transaction** Screen.

The diagram on the next page lists the possible single Transaction Entry Screens, depending upon the Batch Type.

TRANSACTION ENTRY SCREENS

| Budget Entries (503 – BT 1) | Revenues/ Receipts (504 – BT 2) | Pre-Enc./ Encumbrance (505 – BT 3) | Expenditures/ Disbursements (505 – BT 4) | Journal Vouchers (501 – BT 5) | Companion Transactions (509 – BT G) |

The different Transaction Entry Screens do not all have the same fields. In addition, the required and enterable fields vary with the T-Code used. (See Chapter #4 on T-Codes for more information.) At this time, we will look at the general features on the Transaction Entry Screens. It may be helpful to refer to the following **505** screen as an example.

```
 S505   UC: 17                      STATE OF OREGON                 01/16/14 04:08 PM
 LINK TO:             PRE-ENC/ENC/EXPEND TRANSACTION ENTRY      NOTE: N    PROD
 BATCH: AGENCY 101 DATE 011614 TYPE 3 NO 012 SEQ NO 00001 MODE EDIT AND POST
 DOC DATE:           EFF DATE: 012214   DUE DATE:          SERV DATE:
  CUR DOC/SFX: EE000247 001  REF DOC/SFX: EE000240 005  MOD:    AGENCY: 101
    TRANS CODE: 212          ENCUMBRANCE - ADD SFX TO DOCUMENT
         INDEX: 43100        DAS-IRMD-NC-DATA SERVICES
           PCA: 42310        DAS-IRMD-NC-DATA SERVICES-UL              AY: 15
 COMP/AGY OBJ: 4404 4730 PROFESSIONAL DEV IN-HOUSE TRAINING
        AMOUNT: 00000003000.00 RVS:    DISC:                1099:  FO:   PDT:
 DOC COUNT: 00001 DOC AMT:  0000000000.00 DOC AGY: 101 CI:    PROP #:
       INV NO:                DT:           DESC:
 VEND/MC: 0000000000 000  NM: EXECUTIVE LEADERSHIP INC
 CONT NO:             ADDR 1: 110 COLUMBIA ST STE 201
 WARR NO:             ADDR 2:
 APPN NO: 31556       ADDR 3:
    FUND: 1200        ADDR 4:
 GL AC/AGY:              CITY: VANCOUVER          ST: WA  ZIP: 98660 3159
  GRANT NO/PH:          SUB GRANTEE:              PROJ NO/PH:
 MPCD:             AGY CD-1:     2:     3: 00652  G38:         RTI:



  F1-HELP  F4-PRIOR  F5-NEXT  F7-DETAILS  F12-HEADERS  CLEAR-EXIT
```

BATCH AND TRANSACTION IDENTIFICATION

Batch Key

The information contained in the Batch Key (Agency, Date, Type, and Number) is displayed horizontally across the top of the screen.

Transaction ID

Also, notice that there is now a Sequence Number (SEQ NO) with the Batch Key. For each transaction in the batch, the system will assign a unique number, beginning with 00001. (The Header is Sequence Number 00000.) The Sequence Number uniquely identifies each transaction within the batch and is *extremely important* in error correction.

AGENCY FIELDS

The Transaction Entry screens may have up to three different fields that contain an agency number. They include:

    Batch Agency   Agency   Document Agency

Batch Agency

The Batch Agency is the number of the agency that created or entered the batch. It is part of the Batch Key and Transaction ID. The system produces Daily Control Reports by Batch Agency.

Agency

The Agency (otherwise known as the financial agency) is the number of the agency that will be impacted by the financial transaction. This number is part of the inquiry key for the General Ledger Financial Table and other financial tables. Normally, the Batch Agency and Agency will be the same, except in the case of transfers, accounts receivable for another agency, or when an agency is providing central support for more than one agency number.

Document Agency

The Document Agency is the number of the agency that creates or is responsible for the document. This code is used to keep many related transactions together when there are multiple financial agencies on a document. For example, the Department of Administrative Services may enter expenditures that affect multiple financial agencies for costs that DAS incurred centrally, but which benefit many financial agencies. In this case, a document agency of 107 (DAS) would be used and each of the transactions within the document may have a different financial agency.

DATES USED IN TRANSACTION ENTRY

For the Transaction Entry Screens, there are several fields that relate to dates. These include:

    Batch Date   Effective Date   Service Date
    Document Date   Due Date

Batch Date

The Batch Date is part of the Batch Key. The system defaults to this date from the Batch Header Screen. A user may not change this date on the Transaction Entry Screen.

Document Date

The Document Date field is an optional field when the T-Code allows. It could represent a purchase or contractual date or an invoice date, depending upon how the agency chooses to use this field.

Effective Date

The Effective Date is required on all transactions. This is the date that the transaction will be recorded according to Generally Accepted Accounting Principles (GAAP). It is used to post accounting transactions to the financial tables in the correct fiscal month and year. The effective date will default to the effective date on the Batch Header but may be overridden.

Due Date

Some T-Codes require a Due Date – primarily T-Codes used for payable and receivable transactions. For payable transactions the Due Date determines the date the system will print the warrant. On receivable transactions the Due Date drives the aging reports and can drive the interest calculation. It also impacts the calculated draw dates for Cash Management Improvement Act (CMIA) expenditures.

Service Date

The Service Date is an optional field for most T-Codes – except for budgetary transactions where it is not allowed. Agencies may use this field at their own discretion.

DOCUMENT NUMBERS

Document Numbers consist of an eight-character code followed by a three-character Suffix. The first two characters of the Document Number are alphabetic values that determine the document type, the last six characters are alphanumeric values controlled by the agencies.

The Document Number must be unique within the financial agency, document agency, and fiscal year.

Document Types

Document Types are defined in R★STARS in the **33 Document Control Profile**. There are many valid Document Types. The table below includes some of the more commonly used ones:

AB	– Agency Budget or Financial Plan	**CR**	–	Cash Receipt
AL	– Allotment	**EE**	–	Encumbrance (non-ADPICS)
AP	– Appropriation	**JV**	–	Journal Voucher
AR	– Accounts Receivable	**VP**	–	Voucher Payable (non-ADPICS)
BT	– Balanced Transfers	**ZE**	–	Warrant
CA	– Cost Allocation			

Examples of document number and suffix would be:

AR000179 001   this would be an account receivable transaction
EE009572 001   this would be an encumbrance transaction

Only certain Document Types can be used with certain T-Codes. The Document Types that can be used with a T-Code are listed on the **28B Transaction Code Description Profile**. For additional information, refer to Chapter #4.

Document Suffix

The suffix is the three-character number immediately after the Document Number. It is required for every transaction and is part of the inquiry key for the Document Financial Table inquiries.

A batch may have several transactions associated with the same Document Number. The Suffix differentiates these transactions.

When a transaction is saved, the system will automatically increment the suffix.

Depending upon the Batch Type and T-Code, transaction entry may include two different kinds of Document Numbers:
  Current Document   Reference Document

Current Document Number and Suffix

The Current Document Number identifies the transaction entered on the Transaction Entry Screen. It is extremely important for transaction entry, error correction, and inquiry.

Agencies have the responsibility for controlling document numbers and can enter them in any order during transaction entry. They can either create and assign their own number or allow the system to automatically generate the Document Number.

Document Increment Feature

The function that allows the system to generate the Current Document Number is called document incrementing. The **D59 Current Document Number Increment Profile** controls the document increment feature for an agency. An agency will need to set-up a **D59** Profile for each document type that will use document number incrementing.

If an agency is using document number incrementing, enter just the two characters for the document type and leave the remainder of the field blank when entering a transaction. When the transaction is saved, the system will assign the next available document number.

To change the Document Number within the batch, the user can erase the current document number and suffix (leaving the Document Type). The system will increment to the next available Document Number and enter the suffix 001.

Changing Current Document Numbers

There may be several Current Document Numbers in one batch. A good practice would be to change the document number for each source document. For example, in an Expenditure/ Disbursement batch paying multiple vendor invoices, a user may want to create a different Document Number for each invoice.

If there is more than one Document Number in a batch, the Document Amount will be the total amount for all transactions (suffixes) within the same Document Number.

Reference Document Number and Suffix

Depending on the T-Code, the Reference Document Number and Suffix may be used to bring forward transaction coding from earlier, related documents and to change the original document amount on the Document Financial Table. For example, a cash receipt transaction for an established account receivable would include as a Reference Document and Suffix the Document Number used to set up the original account receivable. Or, a voucher payable transaction for an earlier encumbrance would include the Document Number for the encumbrance as a Reference Document Number.

When entering a transaction where the T-Code requires a Reference Document, enter the Current Document Type, Reference Document Number, T-Code and the transaction amount and press `F4`-EDIT. The system will retrieve the coding information from the Reference Document. Users can then enter any additional fields that are needed for the transaction.

When using a Reference Document Number, `F11`-SAVE/CLEAR may be more effective than `F10`-SAVE when saving the document. See the section on saving transactions later in this chapter for additional information.

For T-Codes that do not require a Reference Document, the field may be optional for agencies to use at their own discretion.

CODING BLOCK

For each transaction that will post to the financial tables, users will need to provide some accounting information. The fields entered will depend upon the agency's Classification Structure, Batch Type, and the T-Code. We will briefly discuss some of these fields. They are covered in more detail in the Classification Structure (Chapter #2), Transaction Code (Chapter #4), and specific transaction entry chapters in this manual (Chapters #6, #10 and #11).

Transaction Code

The T-Code is a three-digit number that determines the General Ledger Accounts and the Financial Tables to which the transaction will post. It also determines the appropriate Comptroller Objects, Batch Types, and Documents Types to use. Currently, the State is using over 600 T-Codes. They provide significant flexibility in defining how transactions are recorded in R⋆STARS. They are covered in greater detail in chapter #4 and later in this chapter. *A T-Code is required on every Transaction Entry screen*.

Index/PCA

The Index and the Program Cost Account (PCA) both determine how the transaction will post to the agency's accounting structure. Users may need to enter a PCA, an Index, or both, depending upon the agency's structure. The PCA and Index are covered in more detail in chapters #2 and #3.

Users can view a numeric list of the agency's PCAs and indexes on-line. On the Transaction Entry Screen, press `F1`-HELP when the cursor is in the PCA or Index field. Users can also link directly to the **77 Index Selection** or the **78 Program Cost Account**.

Comptroller/Agency Object

The first field is for the Comptroller Object. The DAFQD100 report lists Comptroller Objects and can be used to select the appropriate one. Users can view a numeric list on-line. With the cursor in the Comptroller Object field, press `F1`-HELP. The system will go to the **79 Comptroller Object Selection**. Users can also link directly to this screen. The objects are defined on the **D10 Comptroller Object Profile**.

The second field is for the Agency Object. The DAFQD110 report lists the Agency Objects and can be used to select the appropriate one. Users can view a numeric list on-line. With the cursor in the Agency Object field, press `F1`-HELP. The system will go to the **81 Agency Object Selection**. Users can also link directly to this screen. The **D11 Agency Object Profile** defines the Agency Objects.

The agency's classification structure will dictate whether a Comptroller Object or an Agency Object is required. If the agency uses Agency Objects, the system will look up the Comptroller Object from the **D11** profile.

TRANSACTION CODES

T-Codes were discussed in more detail in the previous chapter. Let's just review the aspects of T-Codes that impact transaction entry.

In preparing to enter a batch, one of the first things users will do is determine the appropriate T-Code for the transaction. The T-Code will set many of the parameters for data entry, including:

▪ Fields on the Transaction Entry screen that should be filled in
▪ Appropriate Comptroller Objects
▪ Appropriate Batch Types
▪ Appropriate Document Types

The **28A Transaction Code Decision Profile** and the **28B** profile define these parameters for each T-Code.

```
S28A    UC: 10                     STATE OF OREGON                01/16/14 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
```

The Transaction Edit Indictors define which fields must be entered (*I*), may be looked up by the system (*R*) or are not allowed (*N*).

```
S28B    UC: 10                     STATE OF OREGON                01/16/14 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



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
Z06 RECORD SUCCESSFULLY RECALLED


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

The **28B** Profile indicates the appropriate **D10** Objects, Document Types and Batch Types.

AMOUNT FIELDS

On the Transaction Entry Screens, there are two amount fields: **Amount** and **Document Amount**

Amount

This is the amount of the individual transaction.

As with the Batch Header Amount, the system assumes dollars and cents. For example, if '500' is entered, the system will read it as 5.00. For the amount 500.00, either '500.' or '50000' is entered.

Document Amount

R⋆STARS uses the Document Amount field in the batch balancing process. Within each Document Number the sum of all of the transactions must equal this Document Amount. Once a Document Amount is entered for a transaction, it will remain for all transactions. It will not have to be entered again until a new document is input.

The amount entry criterion is the same as for the previous field.

SAVING TRANSACTIONS

After entering the details on the Transaction Entry Screen, R⋆STARS provides two options to save the transaction: `F10`-SAVE and `F11`-SAVE/CLEAR.

F10-SAVE

This key will retrieve the elements looked up by the system, save the transaction, and leave all of the entered values from the transaction with the exception of the amount on the screen. The Suffix number will increment to the next higher number (e.g., 001 to 002).

When entering several transactions that have several elements in common, the `F10`-SAVE will reduce data entry.

F11-SAVE/CLEAR

This function will save the transaction and clear all of the fields, including the Document Number. If a review of the elements is needed, the user can press `F4`-EDIT before saving the transaction.

The `F11`-SAVE/CLEAR can be especially helpful when using Reference Document Numbers to look up coding from earlier documents.

Saving Transactions – an Alternate Method

If an agency uses document incrementing, you can clear all the numbers in the Current Document Number field except for the Document Type (the first two positions). Also clear the Suffix field. Add or revise all the other necessary information for the new transaction and Press `F10`-SAVE. The Document number will increment to the next higher number and the Suffix will change to 001.

With this method, a new document is created but the significant elements of the previous transaction remain on the screen. This way repeating elements won't have to be re-entered for the next new document transaction.

SECURITY PROFILES

Access to R⋆STARS is controlled by security profiles. Each user in R⋆STARS has at least one set of security profiles. These profiles define the transactions a user can enter and the screens the user can access.

The Statewide Security Officer (SSO) is responsible for maintaining these profiles for R⋆STARS users. Agency Security Officers (ASOs) must request a user's access to R⋆STARS from the SSO. The user is added to the security profiles with their Resource Access Control Facility ID (RACFID), name and User Class(es) appropriate to their responsibilities

D66 USER CLASS PROFILE MAINTENANCE

```
 SD66   UC: 10                   STATE OF OREGON              01/16/14 04:52 PM
 LINK TO:                 USER CLASS PROFILE MAINTENANCE                   PROD



            USER CLASS: 17
                 TITLE: FULL EXPENDITURE CYCLE


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


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




                                            STATUS CODE: A
  EFF START DATE: 06211994    EFF END DATE:        LAST PROC DATE: 12052008
 Z06 RECORD SUCCESSFULLY RECALLED


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

The **D66 User Class Profile Maintenance** screen defines all of the User Classes within the system. It limits a particular User Class to certain accounting functions by defining the specific T-Code or range of T-Codes that User Class will allow when entering a transaction (See Chapter #4 for additional information.)

This helps ensure segregation of duties, thus increasing internal controls over accounting transactions. This is especially important in payment processing because the system automatically prints a warrant from a voucher payable transaction.

A user may have more than one User Class, depending upon the accounting functions performed. When logging on to R⋆STARS, the first R⋆STARS screen lists the User Classes that have been assigned to the user. The system defaults to the lowest User Class number available. At this screen, the User Class may be changed from the default to one of the Alternate User Classes.

Some of the User Classes include:

11	–	Accounts Receivable Clerks	**24**	–	Program Managers (inquiry)
16	–	Cash Receipts Clerk	**28**	–	Program Manager – Payment Release
17	–	Full Expenditure Cycle	**41**	–	Budget Manager – Agency
19	–	Full Revenue Cycle	**48**	–	Interagency Transfers – Originating Agency

96A SECURITY PROFILE

```
S96A   UC: 10                      STATE OF OREGON                02/27/18 09:13 AM
LINK TO:                          SECURITY PROFILE                            PROD


 USER ID/CLASS: AGYUSER  48 AGENCY: 000   NAME: DOE, JANE

 ACCOUNTING TRANS: 2               BATCH EDIT MODE: 2
     RELEASE FLAG: 1          DISBURSEMENT METHOD: 3
     AGENCY GROUP: 00                   WORK HOUR: 0000 2400
  AGENCY RANGE 1: 000 999                WORK DAY: A
  AGENCY RANGE 2: AAA ZZZ              PRINTER ID:
 SECURITY AGENCY: 000          DEFAULT
     SECURITY ORG:             ACTION CODE AGENCY:
     SECURITY ORG:                    ACTION CODE:
PRIOR MO POST IND: Y               VIEW TIN INFO: N    (Y/N)
PRIOR YR POST IND: Y               VIEW BANK INFO: N   (Y/N)
    FUND OVERRIDE:           STATEWIDE REPORTING: N   (Y/N)

                                           STATUS CODE: A
 EFF START DATE: 08051994   EFF END DATE:           LAST PROC DATE: 04162013


 F1-HELP  F3-DELETE  F5-NEXT  F6-96B  F9-INTERRUPT  F10-SAVE  F11-SAVE/CLEAR
 ENTER-INQUIRE   CLEAR-EXIT
```

The **96A and 96B Security Profiles** define the system access for each user. Notice that the first line of the profile lists the USER ID and CLASS. The USER ID is the RACFID in the Customer Information Control System (or CICS) region. The CLASS is the User Class number from the **D66** profile. Users will have a **96A** and **96B** Profile for each User Class that has been assigned.

Several fields on this screen impact transaction entry and processing:

The ACCOUNTING TRANS field determines if a user will be able to enter, change or delete accounting transactions. The values include:

  Blank – Cannot enter accounting transactions

    0 – Can only inquire on the accounting transaction screens

    1 – Can enter and change transactions for user's security agency only

    2 – Can enter and change transactions

    3 – Same as 1 - plus - can change transactions on approved documents and released batches and Batch Type *G*'s for user's security agency only

    4 – Same as 2 - plus - can change transactions on approved documents and released batches and Batch Type *G*'s

The BATCH EDIT MODE determines the BATCH EDIT MODE that defaults on the **500** screen. A user may override the default with a lower number.

The RELEASE FLAG limits a user's ability to release a batch.

    0 – User cannot release batches
    1 – User can release batches

The DISBURSEMENT METHOD indicator (DMI) determines the values the user may enter in the DISB METHOD IND field on the **500** screen for Expenditure / Disbursement (Type *4*) batches.

The values include:

  Blank – Cannot enter a DMI on accounting transactions

    0 – Can enter *H* (Hold) only

    1 – Can enter *H* or *M* (Manual) only

    2 – Can enter *H* or *R* (Release) only

    3 – Can enter *H*, *R* or *E* (Expedite) only

The SECURITY AGENCY defines the agency or agency range for which users can enter transactions. For the User Class 48, Interagency Transfers – Originating Agency, the AGENCY RANGE includes all state agencies. In most other instances, the security range will be limited to a user's own department.

96B SECURITY PROFILE

```
 S96B   UC: 10                     STATE OF OREGON              01/16/14 04:58 PM
 LINK TO:                         SECURITY PROFILE                          PROD
 USER ID/CLASS: AGYUSER  27   AGY: 101   NAME: DOE, JAKE
  D01   0 D02   0 D03   2 D04   0 D05   0 D06   2 D08   0 D09   0 D10   0 D11   2 D12   0
  D13   0 D14   0 D15   0 D16   0 D17   0 D18   0 D19   2 D20   0 D21   0 D22   0 D23   0
  D24   0 D25   2 D26   2 D27   2 D28   2 D30   0 D31   0 D32   2 D33   0 D34   0 D35   0
  D36   2 D37   0 D38   0 D39   0 D40   0 D41   0 D42   2 D43   0 D44   0 D45   0 D46   0
  D47   2 D48   2 D49   0 D50   0 D51   0 D52   2 D53   0 D54   0 D55   0 D56   0 D57   0
  D59   2 D61   0 D62   0 D63   0 D64   0 D66   0 D67   0 D71   0 D73   0 D80   0 010   0
  012   0 014   0 017   2 018   0 020   0 021   2 022   2 023   0 024   2 025   2 026   2
  027   2 28A   0 28B   0 029   2 030   2 031   2 033   0 034   2 035   0 036   0 037   0
  038   0 039   0 041   2 042   0 043   0 43M   0 044   0 045   0 046   0 047   0 048   0
  049   0 051   0 052   0 053   2 054   2 055   2 056   0 057   0 058   0 059   0 061   0
  062   0 063   0 064   0 065   0 066   0 067   0 068   0 069   0 077   2 078   2 079   2
  080   0 081   2 082   0 084   0 085   0 086   0 087   0 088   0 089   0 090   0 091   2
  092   2 093   2 094   2 095   2 096   0 097   0 101   0 102   0 103   2 105   0 106   0
  515   2 518   2 540   2 550   2


  EFF START DATE: 01141994    EFF END DATE:             LAST PROC DATE: 02132007
 Z07 NEXT RECORD SUCCESSFULLY READ


 F1-HELP F3-DEL F5-NXT F6-96A F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT
```

The **96B** Profile is essentially a "second page" of the security profile. It lists some of the R★STARS screens and defines the access each user has to these screens. The valid values include:

Blank – No access
   0 – Inquiry only
   1 – Inquire and change values in fields on this screen
   2 – Inquiry, change, and delete values in fields
   3 – Inquire and add