

R★STARS Training Manual

Chapter #6 – Entering Transactions – Advanced Topics

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In the last chapter, we covered the basics of entering transactions in R★STARS. Of course, the more complex the system is the more complex and challenging the operations. R★STARS has additional features that allow more flexibility in entering transactions and meeting state government’s needs. These features include:

- Balanced Transactions (Transfers)
- Recurring Transactions
- Reverse Transactions

Balanced Transactions or Transfers

To this point, we have discussed qualities that all batches have in common. R★STARS has some batches that have some unique qualities. One of these is Balanced or Companion Transactions , Transfers or Reclassifications. In this section, we will cover some of the aspects that make these batches unique – and more difficult to enter.

Balanced Transaction batches have several qualities in common:

- They are used for various kinds of transfers or reclassifications
- There must be a pair of Balanced Transaction Codes (T-Codes)
- They have at least two transactions in a document
- Both sides of a transaction are processed together
- All the transactions (ins and outs) per Document Number must net zero
- They may be in Batch Types 2, 4 or G
- They may use a *BT*, *JV*, *PI*, *PT*, or *LT* Document Type

STATE USES OF BALANCED TRANSACTIONS (TRANSFERS)

Within R★STARS there are several different types of transfers:

- **Intra-Agency** Transfers (including Operating Transfers, Reclassifications or Reimbursements) are used to record financial activity within agencies between funds.
 - T-Codes used in the 400 series
 - Document Type is *BT* (Balanced Transfers)
- **Inter-agency** (also *Quasi-External*) Transfers are used to record transactions between agencies and/or fund, as though the other party had been an external entity.
 - T-Codes from 700 to 743 for non-payroll transactions
 - T-Codes from 855 to 858 for payroll transactions
 - Document Types include: *BT* (Balanced Transfers), *PI* (Balanced Payroll Transfer), *PT* (Balanced Payroll Mass Transit Transfer)
 - Considered cash activity, do not back date
- **SFMA to LGIP** - transfers to the Local Government Invest Pool (LGIP) - companion transactions allow SFMA agencies to process either expenditure or revenue transfers to the LGIP.
 - The Oregon State Treasurer's (agency 170) LGIP suspense account 17099 is designated by **D23** Fund as 0043.
 - T-Codes 291 through 294 and 296 through 299
 - Document types include *LI* (LGIP Transfers [Interface]) and *LT* (LGIP Transfers)
 - Generally, the 001 Mail Code on the **51 Vendor Mail Code Profile** stores the LGIP number in the LICENSE: field
 - Once a transaction has posted to a LGIP account, it may not be reversed or deleted without the written permission of the owner

BALANCED T-CODES

We use specially paired T-Codes for these types of transactions. With these paired T-Codes, the **28A Transaction Code Decision Profile** has another T-Code in the BAL TC: field. This is the T-Code to use for the other side of the transaction.

```

S28A UC: 19 STATE OF OREGON 12/10/13 09:45 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 729 TITLE: EXPEND TRANSF IN (BTWN AGYS)
GENERAL LEDGER DR-1: 0070 CR-1: 3150 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOC DUDT SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT N CI I 1099 I WARR N INVC VNUM I VNAM R VADD R
INDS: DMETH N APN# R FUND R GLA N AGL N GRNT SUBG PROJ MULT G38# R
POST SEQ: 2 REG NO: 5 WW IND: 0 D/I: D WAR CANCL TC: PYTC: FUTMY: N
GEN- TC: DT: ACCR TC: TR TC: INTERFACE IND: 1 T
PAY LIQ TC: PAY RED TC: CUM POST IND: Y BAL TC: 728 A/S DOC AMT: +
A/S BT MATCH GLA DOC A/S BT MATCH GLA DOC
DF:
FILE AP: + 20
POSTING AB: + 20
INDS: CC: + 20
GP: + 20
PJ: + 20
AGY GL: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 06302007
Z06 RECORD SUCCESSFULLY RECALLED

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

The **28B Transaction Code Description Profile** provides useful guidance in the use of these T-Codes.

```

S28B UC: 19 STATE OF OREGON 12/10/13 09:55 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD

TRANS CODE: 729 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO TRANSFER CASH OUT WITH AN EXPENDITURE OBJ
(SPECIAL PYMT) (PREV ENC) INTO ANOTHER AGENCY AS A
BUDGETED OPERATING TRANSFER IN.
MUST BE PROCESSED WITH TC 728 AS A BALANCED
ENTRY. GASB38.
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 1201 - 1300 , 1305 - 1400 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: BT 2: BI 3: 4: 5: 6: 7: 8: 9: 10:
ENTER UP TO 10 VALID BATCH TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: G 2: 2 3: 4 4: 5: 6: 7: 8: 9: 10:
TREAS CAT: STATUS CODE: A
EFF START DATE: 06011990 EFF END DATE: LAST PROC DATE: 11242004
Z06 RECORD SUCCESSFULLY RECALLED

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

In entering the transaction, only one set of T-Codes may be used with a Document Number.

ENTERING A BALANCED TRANSACTION

Perhaps the best way to illustrate this concept is to walk through an example transaction.

Intra-agency Transactions

In this example, the Copy Center printed copies of training materials for Human Resources Training. They are now paying \$500.00 for the copies through a transfer.

Step 01: We will create a batch header on the **500 Batch Header Entry** screen.

We have the option of using Batch Type 2, 4 or G, depending upon the kind and complexity of the transaction. We will keep the transaction simple and visual by entering a G batch.

For the balanced transaction, the BATCH COUNT is 2 – the expenditure transaction and the revenue transaction. The BATCH AMOUNT is 1000.00 – the cost X 2.

```

S500 UC: 19 STATE OF OREGON 12/10/13 10:06 AM
LINK TO: BATCH HEADER ENTRY PROD

BATCH AGENCY: 101 (SIGN ON AGENCY)
BATCH DATE: 121013 (MMDDYY, DEFAULTS TO TODAYS DATE)
BATCH TYPE: G
BATCH NUMBER: 005

BATCH COUNT: 2 BATCH AMOUNT: 1000.00

BATCH EDIT MODE: 2 (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
PAYMENT DIST TYPE: (MUST BE IN D50 PDT PROFILE)
DISB METH IND: (H, M, R, E OR SPACE)
EFFECTIVE DATE: 121013 (MMDDYY, DEFAULTS TO TODAYS DATE)
FAST ENTRY: (M/S/I/P/ )
USER ID: AGYUSER DOE, JOHN H.
USER CLASS: 19
ACTION CODE AGENCY:
ACTION CODE:

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

Step 02: When we save the batch header, the system displays the **509 Companion Transactions Entry** screen. This is because we selected a G batch type. This screen displays both sides of the transaction on the same screen.

Note: Color variations added for emphasis – not indicative of a true screen.

```

S509 UC: 19 STATE OF OREGON 12/10/13 09:53 AM
LINK TO: COMPANION TRANSACTION ENTRY NOTE: N PROD

BATCH: AGENCY 101 DATE 121013 TYPE G NO 005 SEQ NO 00001 MODE EDIT AND POST
--DOCUMENT INFORMATION: DOC DATE: 121013 EFF DATE:
TRANS AMOUNT: 500.
DOC AGY: 101 CUR DOC: BT DOC AMT: 0 DOC COUNT: 00002
DESC: TRAINING MANUAL PRINTING
--TRANSACTION INFORMATION: #1
SFX: 001 SER DATE: REF DOC/SFX: MOD: AGY: 101 TC: 400
INDEX: PCA: 64610 AY: 15 COBJ/AOBJ: 4404 APPN NO: FUND:
VEND/MC: CONT NO: GL AC/AGY:
GRANT/PH: SUBGRANTEE: PROJ/PH: FO:
MPCD: AGY CD-1: 2: 3: DI: RVS:
--TRANSACTION INFORMATION: #2
SFX: 002 SER DATE: REF DOC/SFX: MOD: AGY: 101 TC: 401
INDEX: PCA: 87210 AY: 15 COBJ/AOBJ: 1058 APPN NO: FUND:
VEND/MC: CONT NO: GL AC/AGY:
GRANT/PH: SUBGRANTEE: PROJ/PH: FO:
MPCD: AGY CD-1: 2: 3: DI: RVS:

TRANSACTION SUCCESSFULLY WRITTEN
F1-HELP F4-EDIT F6-BALANCING F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR CLEAR-EXIT

```

Step 03: Enter the following document information:

- Document Date (if used by agency)
- Transaction Amount (the amount of the payment)
- Current Document Number (if auto-sequencing is used – Doc Type)
- Document Amount of zero (can allow to default)

Notice that these fields are at the top of the screen and will be the same for both transactions.

Notice that each transaction has a SFX field. The system will assign the suffix number for the Current Document Number when the transaction is saved.

Step 04: Enter the coding block for the first transaction, including one of the paired T-Codes.

Step 05: Enter the coding block for the second transaction, including the second T-Code in the balanced pair.

Step 06: Press **F10**-SAVE or **F11**-SAVE/CLEAR to save the transaction.

Step 07: When all transactions have been entered, press **F6**-BALANCING to balance the batch.

Step 08: If the batch balances and if the user has the authority, release the batch by pressing **F6**-RELEASE on the **502 Batch Balancing** screen.

These are the basic steps for entering the batch, regardless of the batch type. In this example, we used the companion transaction to pay for a service provided by another division in the same agency.

In deciding which batch type to use, consider the following guidelines:

- A one-to-one transaction may be easiest to enter with a G Batch Type
- A many-to-one transaction may be easier to enter with a 2 or 4 Batch Type

If we had used one of the other possible batch types, we would have entered the two transactions on two separate screens:

Transaction #1 – Expenditure:

```

S505 UC: 17 STATE OF OREGON 12/10/13 09:57 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 121013 TYPE G NO 002 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 121013 DUE DATE: SERV DATE:
CUR DOC/SFX: BT 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 400
INDEX:
PCA: 64601 AY: 15
COMP/AGY OBJ: 4252 4404
AMOUNT: 00000000500.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC: TRAINING MANUAL PRINTING
VEND/MC: NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: 31501 ADDR 3:
FUND: 4260 ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 15000 DI: 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 #2 – Revenue:

```
S505 UC: 17 STATE OF OREGON 12/10/13 09:57 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 121013 TYPE G NO 002 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 121013 DUE DATE: SERV DATE:
CUR DOC/SFX: BT 002 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 401
INDEX:
PCA: 87210 AY: 15
COMP/AGY OBJ: 0407 1058
AMOUNT: 00000000500.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 101 CI: PROP #:
INV NO: DT: DESC: TRAINING MANUAL PRINTING
VEND/MC: NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: 31501 ADDR 3:
FUND: 4520 ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 15000 DI: 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
```

Interagency Transfers

For interagency transfers (T-Code 700 – 743), we would change the AGY number on the second transaction to reflect the *financial agency* for the transaction.

In the example below, DAS Motor Pool Fuel Depot has billed Department of Forestry for monthly fuel costs. An accounts receivable billing was encumbered by DAS previously and was used as the reference document in this transaction.

Transaction #1 – Expenditure:

```

S504 UC: 48 STATE OF OREGON 12/10/13 04:15 PM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 121013 TYPE 2 NO 005 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 121013 DUE DATE: SERV DATE:
CUR DOC/SFX: BT000000 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 730 QUASI-EXTERNAL EXPEND (A/R)
INDEX:
PCA: 80901 SSD- STATE FLEET ADMINISTRATION AY: 15
COMP/AGY OBJ: 4976 5880 FLEET FUEL MISC
AMOUNT: 00000000650.00 RVS: DESC: NOV FUEL BILL
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 101 FUND OVRD:
VEND/MC: 1936002375 014 NM: DEPT OF FORESTRY
PMT TYPE: INT: ADD1: UNIT 15
BANK: ADD2: PO BOX 4395
DISC DT: TM: ADD3:
PEN DT: TM: CITY: PORTLAND ST: OR ZIP: 97208 4395
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 31501 FUND: 4440 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 15000 RTI:

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

When creating a balanced transaction using a reference document, type the T-Code, Agency, document type and the amount. Press **F4**-EDIT. The transaction information will automatically fill in the other accounting elements attached to the reference document.

Transaction #2 – Revenue:

```

S504 UC: 48 STATE OF OREGON 12/10/13 04:17 PM
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 121013 TYPE 2 NO 005 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 121013 DUE DATE: SERV DATE:
CUR DOC/SFX: BT000000 002 REF DOC/SFX: AR000000 009 MOD: AGENCY: 629
TRANS CODE: 731 QUASI-EXTERNAL REVENUE (A/R)
INDEX:
PCA: 21931 MOTOR POOL BULK FIRE FUEL AY: 15
COMP/AGY OBJ: 0708 8550 FLEET FUEL MISC
AMOUNT: 00000000650.00 RVS: DESC: NOV FUEL BILL
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 101 FUND OVRD:
VEND/MC: 062900 000 NM: DEPT OF FORESTRY
PMT TYPE: INT: ADD1:
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: SALEM ST: OR ZIP: 97310
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 30202 FUND: 3101 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 00579 RTI:

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

Recurring Transactions

R*STARS includes what is called a Recurring Transaction Subsystem. The subsystem provides a mechanism for reducing data entry for transactions that occur frequently over a period of time. Two examples are rent payments and utility bills. These payments have several aspects in common:

- They occur on a routine basis, such as monthly, quarterly, or annually
- They may be split among several programs
- They may or may not vary in the amount

For a larger agency, this could involve quite a bit of data entry and time if the user needed to enter all the PCA’s, indexes, grant and project numbers each time. The Recurring Transaction subsystem provides a way to store the coding once and re-use it each time. This reduces the manual effort necessary for repetitive posting of like transactions and reduces the possibility of error.

Agencies may use the Recurring Transaction subsystem in two different ways:

- To define transactions that the system generates on a pre-defined schedule
- To define coding blocks for the system to retrieve on-line from a Transaction Entry screen

The On-line Retrieval function may be used in two ways:

- To retrieve a frequently used coding block into a Transaction Entry screen
- To direct the system to do a transaction split using several related Recurring Transactions

We will look at each of these options in more detail.

550 RECURRING TRANSACTION PROFILE

First, to set-up a Recurring Transaction, regardless of the type, the agency sets up the coding information on the **550** profile. For instructions on how to create a Recurring Transaction, See the Data Entry Guide, Chapter #6.

The **550** profile defines the coding elements for a Recurring Transaction. It also determines whether the system will generate a transaction on a pre-defined schedule or the user will enter the Recurring Transaction Index (RTI) to retrieve coding while creating a batch.

The Control Key is the AGENCY and TRANS NO.

When using the on-line retrieval or the transaction split, the agency can recall the RTI in the transaction by entering:

- RTI
- PCA that looks up the RTI
- Grant Number that looks up the RTI, or
- PCA that looks up the Grant that looks up the RTI

If the RTI is looked up by a PCA or Grant, the RTI is entered on the **26 Program Cost Account Profile** or the **29 Grant Control Profile**.

There may be several related Recurring Transactions. For example, a monthly rent payment may be split among several coding structures.

- Each transaction has a separate TRANS NO.
- They are linked with the same RTI.

ON-LINE RETRIEVAL

The On-line Retrieval capabilities in the Recurring Transaction Subsystem allow a user to store frequently used coding once and then recall it when entering a transaction that uses that coding. This provides another mechanism for saving keystrokes and ensuring accuracy.

First, let's look at the way coding is set-up on the **550** profile when it will be used for on-line retrieval.

With an On-line Recurring Transaction:

- The RTI TYPE is *R*
- The GENERATE SCHEDULE, BATCH TYPE and CURRENT DOC/SFX will be blank.
- The agency may enter a set amount, a percentage, or leave the amount blank. If the amount is blank, the user must enter an AMOUNT on the Transaction Entry screen.
- The agency can decide what other elements to enter.

Retrieving an RTI On-line

For this particular example, DAS Internal Support has set up an RTI to pay the State Controller Division’s telephone bill. There are five transactions on the **550** profile with the same RTI. Let’s just look at two of these profiles:

Recurring Transaction Profile for On-Line Retrieval (Type R)

Transaction 000001 for RTI USW.

```

S550 UC: 17 STATE OF OREGON 12/10/13 03:15 PM
LINK TO: RECURRING TRANSACTION PROFILE PROD

AGENCY: 101 TRANS NO: 000001 RTI: USW RTI TYPE: R
USER ID: AGYUSER DESCRIPTION: 503-373-0000
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
  BATCH - AGY: 101 TYPE: 4 DOC DATE: SERV DATE:
  CUR DOC/SFX: REF DOC/SFX: LANMAINT 000 FINANCIAL AGY: 101
  TRANS CODE: 222
  INDEX:
  PCA: 31000
COMP/AGY OBJ: 4501
  AMOUNT: RVS: DISCOUNT: FUND OVRD:
  DOC AMT: DOC AGY: 101
% ALLOCATED: 0.00000 PDT: RE MOD: APPN YEAR: APPN NO:
  FUND: GL ACCT/AGY: G38:
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
  MPCD: AGY CD - 1: 2: 3:
  VEND/MC: 0000000000 000 STATUS CODE: A
  EFF START DATE: 12181996 EFF END DATE: LAST PROC DATE: 09242009
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT
    
```

- The PCA is for the State-wide Accounting and Reporting Section.
- Because the amount of the bill will vary from month to month, the AMOUNT is blank.
- The Profile uses T-Code 222, Voucher Payable - Not Encumbered.
- Because the vendor will always be the same, Internal Support included the Vendor Number and Mail Code.

Transaction 000002 for RTI USW.

```

S550 UC: 17 STATE OF OREGON 12/10/13 03:15 PM
LINK TO: RECURRING TRANSACTION PROFILE PROD

AGENCY: 101 TRANS NO: 000002 RTI: USW RTI TYPE: R
USER ID: AGYUSER DESCRIPTION: 503-373-0000
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
BATCH - AGY: 101 TYPE: 4 DOC DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX: LANMAINT 000 FINANCIAL AGY: 101
TRANS CODE: 222
INDEX:
PCA: 32000
COMP/AGY OBJ: 4501
AMOUNT: RVS: DISCOUNT: FUND OVRD:
DOC AMT: DOC AGY: 101
% ALLOCATED: 0.00000 PDT: RE MOD: APPN YEAR: APPN NO:
FUND: GL ACCT/AGY: G38:
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
MPCD: AGY CD - 1: 2: 3:
VEND/MC: 0000000000 000 STATUS CODE: A
EFF START DATE: 12181996 EFF END DATE: LAST PROC DATE: 09242009
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT
    
```

The PCA is for OSPS (State Payroll) which is part of the Controller’s Division. There are three additional transactions on the **550** profile for SFMS Implementation, SFMS Operations, and SFMS Training.

With this background, let’s enter the batch to generate the warrant to pay this month’s telephone bill.

Step 01: We create a Batch Header on the **500** screen. In this case, we will use Batch Type 4 (Expenditures/ Disbursements).

Step 02: When we save the Header, the system will take us to the Transaction Entry screen. For this example, we will go to the **505 Pre-Enc/Enc/Expend Transaction Entry** screen.

Step 03: At a minimum, fill in the following fields:

- CURRENT DOC (just Document Type if using document number incrementing)
- AMOUNT (if Percent or Amount is blank on **550**)
- DOC AMOUNT (unless entered on **550**)
- RTI

If a PCA or Grant Number looks up the RTI, *enter these elements instead of the RTI.*

Step 04: For this particular transaction, we will fill in some additional fields:

- DOC DATE
- DUE DATE (T-code 222 requires)
- DESC (for remit advice)
- INV-NO

If the 550 profile had not included a vendor number, we would fill in the vendor number and mail code.

```

S505 UC: 17 STATE OF OREGON 12/10/13 04:03 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: PROD
BATCH: AGENCY 101 DATE 121013 TYPE 4 NO 002 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 121013 EFF DATE: DUE DATE: 121613 SERV DATE:
CUR DOC/SFX: vp REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE:
INDEX:
PCA: AY: 15
COMP/AGY OBJ:
AMOUNT: 100.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: DOC AMT: 500.00 DOC AGY: 101 CI: PROP #:
INV NO: 001-dex-4589 DT: DESC: phone bill - nov 13
VEND/MC: NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: ADDR 3:
FUND: ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: DI: RTI: usw

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

```

Step 05: If a PCA or Grant Number have been used to look up the RTI, press **F4**-EDIT.

Step 06: Press **F3**-RTI. The system will display two messages:

- PRESS F10 TO SAVE TRANSACTION
- PRESS F5 TO RETRIEVE NEXT RTI TRANSACTION

NOTE: The screen now has a new function key selection.

```

S505 UC: 17 STATE OF OREGON 12/10/13 04:03 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: PROD
BATCH: AGENCY 101 DATE 121013 TYPE 4 NO 002 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 121013 EFF DATE: DUE DATE: 121613 SERV DATE:
CUR DOC/SFX: VP000041 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 222
INDEX:
PCA: 31000 AY: 15
COMP/AGY OBJ: 4501
AMOUNT: 00000000100.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: 00001 DOC AMT: 00000000500.00 DOC AGY: 101 CI: PROP #:
INV NO: 001-DEX-4589 DT: DESC: PHONE BILL - NOV 13
VEND/MC: 0000000000 000 NM:
CONT NO: ADDR 1:
WARR NO: ADDR 2:
APPN NO: ADDR 3:
FUND: ADDR 4:
GL AC/AGY: CITY: ST: ZIP:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: DI: RTI: USW
PRESS F10 TO SAVE TRANSACTION
PRESS F5 TO RETRIEVE NEXT RTI TRANSACTION
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

```

Step 07: Follow the system's instructions. Press **F10**-SAVE. The system will save the transaction and increment the CURRENT DOC suffix number.

Step 08: Press **F5**-NEXT RTI TRANS. The system will change the coding block to retrieve the next transaction for the RTI. For this example, it will fill in the PCA for OSPS.

Step 09: For this example, we need to fill in the AMOUNT because it is not on the **550** profile.

Step 10: Continue to press **F10**-SAVE and **F5**-NEXT RTI TRANS until all RTI transactions have been entered.

Step 11: Balance and release the batch.

TRANSACTION SPLIT

Transaction Splits are another way to use the RTI subsystem. As with the on-line retrieval, the RTI is entered on the Transaction Entry screen. In this case, the system calculates the splits among the different coding blocks, rather than the user entering each separate transaction. The **550** profile is set up a bit differently.

Recurring Transaction Profile for a Split Transaction (Type S)

```

S550 UC: 10 STATE OF OREGON 12/10/13 04:31 PM
LINK TO: RECURRING TRANSACTION PROFILE PROD

AGENCY: 101 TRANS NO: 510001 RTI: HRC RTI TYPE: S
USER ID: AGYUSER DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
BATCH - AGY: TYPE: DOC DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX: FINANCIAL AGY: 101
TRANS CODE:
INDEX:
PCA: 12100
COMP/AGY OBJ:
AMOUNT: RVS: DISCOUNT: FUND OVRD:
DOC AMT: DOC AGY:
% ALLOCATED: 0.25000 PDT: MOD: APPN YEAR: 15 APPN NO:
FUND: GL ACCT/AGY: G38:
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
MPCD: AGY CD - 1: 2: 3:
VEND/MC: STATUS CODE: A
EFF START DATE: 01012006 EFF END DATE: LAST PROC DATE: 02072006
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT
    
```

- The RTI TYPE is S
- The AMOUNT and DOC AMOUNT on the 550 profile will be blank
- There will be a % ALLOCATED
- The system only allows agency related coding elements, such as PCA, INDEX, FUND and APPN NO
- As with the on-line retrieval, several transactions may be linked together by the RTI.
- As with the on-line retrieval, users can recall the RTI in the transaction by entering:
 - RTI
 - PCA that looks up the RTI
 - Grant Number that looks up the RTI, or
 - PCA that looks up the Grant that looks up the RTI

ENTERING TRANSACTION SPLITS

We will once again walk through an example. This time, the Human Resources Section rents a copier. They split the monthly cost of the copier on a percentage basis – 25% for Recruitment, 25% for Training, and 50% for Employee Services. Because of charges for extra copies, the charges vary from month to month.

For this example, we have set up three transactions (000006, 000007, and 000008) on the 550 profile under the RTI “HRC.” (The screen print below displays the third transaction: 000008.)

```

S550 UC: 17 STATE OF OREGON 12/10/13 04:45 PM
LINK TO: RECURRING TRANSACTION PROFILE PROD

AGENCY: 101 TRANS NO: 000008 RTI: HRC RTI TYPE: S
USER ID: AGYUSER DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
BATCH - AGY: TYPE: DOC DATE: SERV DATE:
CUR DOC/SFX: REF DOC/SFX:
TRANS CODE:
INDEX:
PCA: 12300
COMP/AGY OBJ:
AMOUNT: RVS: DISCOUNT: FUND OVRD:
DOC AMT: DOC AGY:
% ALLOCATED: 0.50000 PDT: MOD: APPN YEAR: 15 APPN NO:
FUND: GL ACCT/AGY:
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
MPCD: AGY CD - 1: 2: 3:
VEND/MC: STATUS CODE: A
EFF START DATE: 01221997 EFF END DATE: LAST PROC DATE: 09282009

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT
    
```

The steps for entering a batch with a transaction split are different from those using an RTI for on-line retrieval. Let's just work through the steps with the example above.

Step 01: Create a Batch Header on the **500** screen.

- The BATCH COUNT will be the total number of transactions created by the RTI (the "child" transactions).
- The BATCH AMOUNT will be the amount of the invoice.
- For this example, the invoice is for \$200.00 and the RTI has three transactions. Therefore, we entered a BATCH COUNT of 3 and a BATCH AMOUNT of 200.00.

```

S500 UC: 17 STATE OF OREGON 12/11/13 11:50 AM
LINK TO: BATCH HEADER ENTRY PROD

BATCH AGENCY: 101 (SIGN ON AGENCY)
BATCH DATE: 121113 (MMDDYY, DEFAULTS TO TODAYS DATE)
BATCH TYPE: 4
BATCH NUMBER: 002

BATCH COUNT: 3 BATCH AMOUNT: 200.00

BATCH EDIT MODE: 2 (0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)
PAYMENT DIST TYPE: (MUST BE IN D50 PDT PROFILE)
DISB METH IND: (H, M, R, E OR SPACE)
EFFECTIVE DATE: 121113 (MMDDYY, DEFAULTS TO TODAYS DATE)
FAST ENTRY: (M/S/I/P/ )
USER ID: AGYUSER DOE, JOHN H
USER CLASS: 17
ACTION CODE AGENCY:
ACTION CODE:

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

Step 02: When we save the Batch Header, the system will display the applicable Transaction Entry screen. In this example, it displays the **505** screen.

```

S505 UC: 17 STATE OF OREGON 12/11/13 11:52 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 121113 TYPE 4 NO 002 SEQ NO 00005 MODE EDIT AND POST
DOC DATE: 121113 EFF DATE: 121113 DUE DATE: 121613 SERV DATE:
CUR DOC/SFX: VP000044 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 222 VOUCHER PAYABLE-NOT ENCUMBERED
INDEX:
PCA: AY: 15
COMP/AGY OBJ: 4202
AMOUNT: 00000200.00 RVS: DISC: 1099: FO: PDT:
DOC COUNT: 00003 DOC AMT: 0000000200.00 DOC AGY: 101 CI: PROP #:
INV NO: 1500CD DT: DESC: COPIER RENTAL - DEC. 1996
VEND/MC: 0000000000 000 NM: SAVING SYSTEMS INC
CONT NO: ADDR 1: BUILDING ONE SUITE 11
WARR NO: ADDR 2: PO BOX 0000-25
APPN NO: ADDR 3:
FUND: ADDR 4:
GL AC/AGY: CITY: PORTLAND ST: OR ZIP: 97208
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: DI: RTI: HRC
TRANSACTION SUCCESSFULLY WRITTEN

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

Step 03: At a minimum, enter the following:

- CURRENT DOC/SFX
- TRANS CODE
- COMP or AGY OBJ
- AMOUNT
- DOC AMOUNT
- RTI

Step 04: In this example, because we are creating a voucher payable, we will also enter:

- DUE DATE
- INV-NO
- DESC
- VEND/MC

Step 05: Press **F10**-SAVE.

Step 06: Once the transaction is successfully saved, press **F6**-BALANCING.

Step 07: If the batch balances and if a user has the authority, press **F6**-RELEASE to release the batch.

Now, let’s look at how the system treated this transaction. To do so, we will go to the **520 View a Batch** screen.

```

S520 UC: 17                STATE OF OREGON                12/11/13 10:08 AM
LINK TO:                   VIEW A BATCH                    PROD

BATCH ID: AGENCY 101 DATE 121113 TYPE 4 NO 002 SEQUENCE 00001  ERRORS I/E:
MODE EDIT & POST          EFF DATE 121113          STATUS P          PRINTER ID:

S P  SEQ  CUR DOC/SFX  REF DOC/SFX  M AGY TC  INDEX  PCA  AY AMOUNT R
Y 00001 VP000044 001          101 222          11          200.00
  00002 VP000044 001          101 222          12100 11          50.00
  00003 VP000044 001          101 222          12200 11          50.00
  00004 VP000044 001          101 222          12300 11          100.00

ENTERED COUNT: 00003                ENTERED AMOUNT: 00000000200.00
COMPUTED COUNT: 00003                COMPUTED AMOUNT: 00000000200.00
NO MORE DETAILS IN THIS BATCH

F1-HELP  F2-SELECT  F4-PRINT  F5-NEXT PAGE  F6-BALANCING  F8-DOC TRACK
F9-INTERRUPT  F11-CORRECT BATCH  F12-HEADERS  ENTER-FIRST PAGE  CLEAR-EXIT
    
```

Notice some of the differences in this batch:

- In addition to the transaction we entered, the system generated three additional transactions – one for each of the transactions for this RTI.
- The first transaction (the one we entered) has a *Y* in the *P* (parent) column.
- The Document Number only has one suffix.
- The first transaction does not have an Index or PCA. The other transactions do. This coding came from the **550** profile.
- If we needed to make changes to this batch, we would change the children rather than the parent. There are only a limited number of fields we will be able to change.
- The Batch Count and Batch Amount include only the computed (child) transactions.

GENERATED RECURRING TRANSACTIONS

Agencies can also use the Recurring Transaction subsystem to instruct the system to automatically generate certain transactions on a pre-determined basis. In these instances, agencies create a transaction on the **550** profile and schedule the transactions on the **93 Recurring Transaction Request Profile**.

Because the system will use the Profile to create the transaction, each Transaction should contain all of the classification data that is required on **28A** Profile for the specified T-Code.

The AMOUNT is required. Users may not use the percentage or leave the amount blank.

The GENERATE SCHEDULE will work in conjunction with the **93** profile. There are four fields with four characters each. In each field, the first two digits indicate the month and the last two digits indicate the day of the month. For example:

Transaction Dates	MMDD1	MMDD2	MMDD3	MMDD4
June 1, Dec. 1	0601	1201		
First of each month	01			
End of each quarter	0331	0630	0930	1231
Weekly	07	14	21	28

93 Recurring Transaction Request Profile

```

S093 UC: 10 STATE OF OREGON 12/11/13 10:24 AM
LINK TO: RECURRING TRANSACTION REQUEST PROD

AGENCY: 101
CYCLE FROM DATE TO DATE TRANS FROM DATE TO DATE TRANS
SELECTION: MMDD MMDD IND MMDD MMDD IND
1: 1211 1212 4:
2: 5:
3: 6:

TRANSACTIONS TO EXCLUDE:
1: 2: 3: 4: 5:
6: 7: 8: 9: 10:

TRANSACTIONS TO INCLUDE:
1: 2: 3: 4: 5:
6: 7: 8: 9: 10:

STATUS CODE: A
EFF START DATE: 12201999 EFF END DATE: LAST PROC DATE: 09282009
Z07 NEXT RECORD SUCCESSFULLY READ

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

The **93** Profile tells the system when to generate the recurring transactions set up on the **550** profile.

- The CYCLE SELECTION field tells the system to find the Recurring Transactions on the **550** profile that have a GENERATE SCHEDULE within the dates defined.
- The TRANS IND field tells the system whether to generate (G) the transactions and post them to the financial tables or to produce a proof (P) listing.

A *P* indicator allows users to proof the transactions before the system actually posts them to the financial tables. Once the transactions have been proofed, the indicator will need to be changed to *G* for the system to generate the transactions and post them.

- The TRANSACTIONS TO EXCLUDE and TRANSACTIONS TO INCLUDE fields allow users to list specific transactions. Enter the TRANS NO from the **550** profile.
- If the **97 System Management Profile** RECURRING TRANSACTION RUN flag is *Y*, the system processes recurring transactions during the nightly batch cycle and generates the DAFR4200 Recurring Transactions Detail Report.

Reverse Transactions

There may be times when it is necessary to create a transaction for a negative amount. For instance:

- To reduce the amount for a pre-encumbrance, encumbrance, or account receivable
- To record a reduction in appropriation or allotment
- To include a credit or discount from a vendor as part of a voucher payable or encumbrance

Most T-Codes allow a *reversed* transaction. The **28A** Profile provides this option:

```

S28A UC: 10 STATE OF OREGON 12/11/13 10:26 AM
LINK TO: TRANSACTION CODE DECISION PROFILE PROD

TRAN CODE: 222 TITLE: VOUCHER PAYABLE-NOT ENCUMBERED
GENERAL LEDGER DR-1: 3501 CR-1: 1211 DR-2: CR-2:
POSTING DR-3: CR-3: DR-4: CR-4:
TRANS DOCD DUDT I SVDT CDOC I RDOC MOD N AGCY R IDX PCA COBJ R
EDIT AOBJ RVRS PDT R CI N 1099 R WARR INVC VNUM I 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:
FILE AP: + 17
POSTING AB: + 17
INDS: CC:
GP: + 17
PJ: + 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 **28B** profile may provide additional information for reversals.

```

S28B UC: 10 STATE OF OREGON 12/11/13 10:27 AM
LINK TO: TRANS CODE DESCRIPTION PROFILE PROD

TRANS CODE: 222 (MUST BE IN 28A TRANSACTION CODE DECISION PROFILE)
DESCRIPTION: TO SET UP VOUCHER PAYABLE FOR AN EXPENDITURE THAT
WAS NOT ENCUMBERED. USE TC 222R TO REDUCE PAYMENT
TO VENDOR
USE TC 217 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 , 6201 - 7415 , 3263 ,

ENTER UP TO 10 VALID DOC TYPES FOR THE TRANS CODE. ("% IN #1 = ALL VALID)
1: VP 2: VI 3: VS 4: VX 5: XC 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: 01082009
Z06 RECORD SUCCESSFULLY RECALLED

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

ENTERING A REVERSED TRANSACTION

There are some differences in the way a reverse transaction is entered. Let’s walk through a simple example. In this case, we wish to reduce an original encumbrance.

Step 01: Enter and save the Batch Header as usual.

- If a previous entered transaction is being reversed (as opposed to taking a credit or discount), use the same Batch Type as the original transaction
- In this example, a Batch Type of 3 (Pre-encumbrance / Encumbrance) is used,.

Step 02: The system will display the applicable Transaction Entry Screen:

```

S505 VER 2.0                STATE OF OREGON                12/11/13 11:52 AM
LINK TO:                    PRE-ENC/ENC/EXPEND TRANSACTION ENTRY    NOTE: N    PROD
BATCH: AGENCY 101 DATE 121113 TYPE 4 NO 003 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: 121113    EFF DATE: 121113    DUE DATE:                SERV DATE:
CUR DOC/SFX: VP000038 001 REF DOC/SFX: EE000010 001 MOD:        AGENCY: 101
TRANS CODE: 225        VOUCHER PAYABLE - ENCUMBERED
INDEX:
PCA: 21300        FACILITIES - LANDSCAPE                AY: 15
COMP/AGY OBJ: 4202 4202 EQUIPMENT RENTAL
AMOUNT: 00000000200.00 RVS: R    DISC:                1099: 1 FO:    PDT: MA
DOC COUNT:        DOC AMT: -0000000200.00 DOC AGY: 101 CI:    PROP #:
INV NO:                DT:                DESC:
VEND/MC: 0000000000 000 NM: SUPER RENTS
CONT NO:                ADDR 1: 14020 SW KRYPTON AVE
WARR NO:                ADDR 2:
APPN NO: 31501        ADDR 3:
FUND: 4640        ADDR 4:
GL AC/AGY:                CITY: TIGARD                ST: OR ZIP: 97224 8008
GRANT NO/PH:                SUB GRANTEE:                PROJ NO/PH:
MPCD:                AGY CD-1:    2:                3: 00652 DI:                RTI:

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

```

Step 03: Enter the transaction as follows:

- If a specific transaction is being reversed, enter that Document Number and suffix in the REF DOC/SFX and omit the coding blocks
- Enter the same T-Code as the original document and the AMOUNT to be reversed
- R in the RVS: field
- Negative DOC AMOUNT (or in the case where the document has multiple transactions, the DOC AMOUNT is reduced by the amount reversed.)

Step 04: If a reference document is used, press **F4**-EDIT. The system will retrieve the additional information from the Reference Document. Otherwise enter the required elements for the transaction.

Step 05: Continue entering the transactions. When finished, balance and release the batch as usual.

To view the result of the reverse transaction, drill down from the **61 Agency Budget Financial Inquiry** to the **11 Document Summary Inquiry** or go to the **64 Document Record Inquiry** as shown below.

```

S011 UC: 10 STATE OF OREGON 12/11/13 10:34 AM
LINK TO: ACTIVE DOCUMENT SUMMARY INQUIRY PROD
AGENCY: 101 FISCAL YR: 14 MO: 03 DAY: 30 BT: 18 ENCUM OUTS
          BT AMT: 100.00
          AY AFND OBJ PGMC
KEY: 14 4530 4000 4410
DUE/EFF DATE DOC AGY DOC NUMBER REFERENCE DOC BALANCE/AMOUNT
20131213 101 EE000011 200.00
20131213 101 EE000013 EE000011 -100.00
    
```

F1-HELP F2-TRANS INQ F3-PRIOR INQ F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE

```

S064 UC: 10 STATE OF OREGON 12/11/13 10:36 AM
LINK TO: DOCUMENT RECORD INQUIRY PROD
          AGY: 101 DOC NO/SFX/CLASS: EE000011 001 001
CREATE DATE: 121113 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 14 INQ MONTH: 03 DOC BALANCE: 100.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 200.00
02 ADJUSTMENT 100.00-
    
```

F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT