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Overview

R*STARS has six types of transactions that are part of the Revenue Cycle. They include:

- Revenue Budgeting
- Accrual Recognition
- Collection of Accruals
- Cash Receipts not Previously Accrued
- Revenue Transfers
- Expenditure Refunds
- Deferred Revenue Recognition
- Accumulation of Interest on Delinquent Receivables

Accruals are revenues that have been earned but not yet received. These include:

- Accounts receivable due from other agencies
- Accounts receivable for external grant and project billings
- Taxes receivable

In this chapter we will cover Accounts Receivable, Cash Receipts, Revenue Transfers and Deposit Reconciliation.

Accounts Receivable

R*STARS contains features that assist in managing Accounts Receivable. These include:

- Generation of invoices – including the capability to attach “customized” messages to individual invoices
- Generation of statements and delinquent notices
- Accumulation of interest and late fee charges
- Tracking of documents by Customer and Document Number
- Provision of accounts receivable reports to assist in the management of receivables

PROFILES THAT IMPACT ACCOUNTS RECEIVABLE

If an agency is considering using R*STARS to track Accounts Receivable, they will need to review or set up several profiles. These include:

- 25 Agency Control Profile
- 53 Agency Document Control Profile
- 34 Agency Vendor Profile
- 54 Agency Receivable Document Exemption Profile
- 94 Agency Message Profile
- 91 Report Request Profile
- 95 Report Distribution Profile
The INTEREST CALC RUN/MONTH indicators on the 25 Profile affect Accounts Receivable.

- The INTEREST CALC RUN indicator determines if the interest on delinquent accounts will be calculated during the nightly batch cycle (Yes or No). Most of the time this indicator will be No, indicating not to run the interest calculation that night.

- The INTEREST CALC MONTH indicator determines the fiscal month that the interest will be run. July is the first fiscal month (01), the ninth fiscal month is March (09).

If the FREQUENCY CONTROL on the 91 Report Request Profile is A for Invoices, Statements, or Delinquent Notices, the REPORT MONTH/YR will impact the printing of these documents.
To calculate and record finance charges an agency must set up the 53 Profile for each Accounts Receivable Document Type.

The 53 Profile establishes the following items necessary for the system to calculate and record finance charges:

- Number of days past the due date to calculate interest or late fee
- Transaction Code to use in posting interest and late fee
- Interest rate
- Late fee amount
- Comptroller or Agency Object to use to post interest and late fee
- Whether to calculate simple or compound interest

If the Due Date is not entered on the batch transaction for an A/R, the A/R DEF DUE DAYS will determine the due date.

Oregon is not using the transfer to central collections feature.
A Customer is a person or company that buys goods or services from the State of Oregon, and a Vendor sells goods and services to the State. In R*STARS these are both called Vendors.

- A Customer is set up in the 34 Profile
- A Vendor is set up in the 52 Systemwide Vendor Profile

Agencies assign their own vendor numbers and mail codes and maintain the 34 profile.

- All Agency Vendor numbers begin with 0

See the R*STARS Data Entry Guide, Chapter #6 for information about the fields on this profile.
54 Agency Receivable Document Exemption Profile

The agency uses the 54 Profile to **exempt a specific document** from interest and late fee calculations.

- A Receivable (document) can be exempted from **all** interest and late fee calculations.
- A Receivable (document) can be exempted from being sent delinquency notices (dunning notice).
- The interest rate used in the interest calculation can be specific to a Receivable (document).

94 Agency Message Profile

Our records indicate that users account is now 30+ days past due. If payment has been made, please send a copy of the canceled check. If users are missing any invoices or have any questions, please contact John Doe at (503)555-5555 ext333.
R*STARS has a message feature that can be used to establish a library of messages for invoices. The agency assigns a **keyword** to each of these messages. When processing invoices a user can attach one of these messages to an invoice by entering the appropriate **keyword** in the message (MSG) field of the 515 Invoice Entry Screen.

Message can be entered into the library by going directly to the profile or while entering an Accounts receivable transaction and invoice.

**91 Report Request Profile**

<table>
<thead>
<tr>
<th>S091</th>
<th>UC: 10</th>
<th>STATE OF OREGON</th>
<th>01/10/14 09:27 AM</th>
<th>PROD</th>
</tr>
</thead>
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<tr>
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<td>REPORT REQUEST PROFILE</td>
<td>AGENCY: 165</td>
<td>REQUESTER: INVC</td>
<td>REQUEST NO: 44</td>
</tr>
<tr>
<td>RANGE -</td>
<td>FROM DATE:</td>
<td>THRU DATE:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEVEL -</td>
<td>ORG:</td>
<td>PROGRAM:</td>
<td>OBJECT:</td>
<td>FUND:</td>
</tr>
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<td>SPECIAL SELECTS -</td>
<td>AGENCY: 165</td>
<td>OR AGENCY GROUP:</td>
<td>ORG CODE:</td>
<td></td>
</tr>
<tr>
<td>PROGRAM CODE:</td>
<td>NACUBO FUND:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>AGY OBJECT:</td>
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<td></td>
</tr>
<tr>
<td>GL ACCT:</td>
<td>AGY GL ACCT:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPEC SEL 1: 20090901 20090930</td>
<td>SPEC SEL 2: ARH00000 ARH99999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATUS CODE: A</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFF START DATE: 07012009</td>
<td>EFF END DATE:</td>
<td>LAST PROC DATE: 10012009</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Z07 NEXT RECORD SUCCESSFULLY READ</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

If the agency is going to use R*STARS to produce invoices, statements, and/or delinquent notices, a **91 Profile** must be set up for each of these documents along with profiles for any of the A/R Related reports.

With this profile, the agency can ask the system to print invoices at a defined frequency. Several fields set the parameters:

- **PERIOD** determines the period of time for the data the system will use
  - CM – Current month would print invoices created within the current month
  - 01 to 12 indicates a specific month to use
- **FREQUENCY** determines how frequently the system will print the documents
  - Values include Daily, Weekly, Monthly, Quarterly, Annually or a specific day
- **FREQ CONTROL** determines whether the **97 System Management Profile** or the **25 Profile** will control the printing.
  - If the **25 Profile** controls the printing, the documents will only print when the reporting month/yr on the **25 Profile** coincides with the Period and Frequency settings on the **91 Profile**.
The 95 Report Distribution Profile provides the information needed to deliver the documents to the appropriate person.

It defines the address for the REQUESTER on the 91 Profile.

An agency may elect to remote print invoices, statements, and delinquent notices. This means that the documents would print on an agency printer. SFMS Operations in DAS sets up the profiles for remote printing.

**ESTABLISHING ACCOUNTS RECEIVABLE**

Look at the following example showing a user establishing a specific accounts receivable by entering the transaction in a batch:

**Step 01:** Create a Batch Header on the 500 Batch Header Entry screen with a BATCH TYPE of 2.

**Step 02:** After pressing F10-SAVE to save the Batch Header, the system will display the 504 Revenue/Receipts Transaction Entry screen.
Step 03: Enter the transaction on the 504 screen.

- Use Document Type AR or AF. Use an AR if the system will not be used to calculate interest and late fees. Use an AF if the system will be used to calculate interest and/or late fees. Users cannot change the Document Type if they decide to charge interest and/or late fees later.
- Determine the appropriate Transaction Code. See the section below on billed and unbilled transaction codes.
- Enter the appropriate Coding Block, such as Index, PCA, Object
- Enter the Vendor Number in the VEND/MC field.

Step 04: Press F10 - SAVE.

Step 05: If the Transaction Code does not require an invoice, go to Step 10. If the selected Transaction Code requires an invoice (billed), press F2 - INVOICE to access the 515 Invoice Entry Screen.

This will activate the interrupt feature, which means pressing F9 - INT to return to the original screen.
Step 06: The **515 Invoice Entry** Screen will reference the Batch Agency, Date, Batch Type, Batch Number, and Document Number and Suffix. Enter the line items for the invoice.

It isn't necessary to enter the *Extension* or *Total* amounts, as the system will calculate these values when the invoice is saved.

Step 07: To attach a message from the message library (**94 Profile**), enter the *keyword* for the message in the MSG field.

Step 07A: To attach a message that is **not** in the message library, press **F2**-MSG. The system will go to the **94** profile.

<table>
<thead>
<tr>
<th>MMDDYY</th>
<th>NARRATIVE</th>
<th>QTY</th>
<th>UNIT COST</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>010814</td>
<td>FEDERAL LAND FEES – OCT 2009</td>
<td>1</td>
<td>12220.00</td>
<td>12220.00</td>
</tr>
</tbody>
</table>

**TOTAL:** 12220.00
FEES ARE COLLECTED ON A MONTHLY BASIS FOR RIGHT OF WAY ACCESS TO TELECOMMUNICATION FACILITIES.

Step 07B: Enter the AGENCY, KEYWORD, and message. Press F10 - SAVE to save the message. (This will also save the invoice entries.) Press F9 - INT to return to the 515 Screen.

Step 08: Press F10 to save the invoice. The Extensions and Totals will display.

Step 09: Press F9 to return to the 504 Revenue/Receipts Transaction Entry screen.

Step 10: Continue adding transactions until the batch is complete.

Step 11: When all of the transactions have been entered in the batch, press F6 - BALANCING to balance the batch.

NOTE: If a transaction code requires an invoice and an invoice was not entered, the system will display the message “NO MATCHING INVOICE FOUND FOR AR TRANSACTION WITH CURRENT DOC # AR####.” Either an invoice must be entered or the Transaction Code changed before the batch will balance.

Step 12: If the batch balances and the user has the authority, press F6 again to release the batch.

Transaction Codes for Accounts Receivable

The titles of the Transaction Codes used to process Accounts receivable transactions will include the term billed or unbilled.

- **Billed** Transaction Codes are used when transactions need to be tracked in the document financial table. They will be tracked by customer and document. The input must have a due date and vendor information for the transaction to process.
▪ **Unbilled** Transaction Codes are used for transactions that will not be tracked in the document financial table. They are posted as summary amounts and cannot be retrieved by customer or document.

Transaction Codes for entering and adjusting Accounts Receivable include:

101* Establish Intergovernmental Receivable (Federal) Billed (Invoice)
102* Establish Intergovernmental Receivable (Local) Billed (Invoice)
103* Establish A/R – Other Billed (Invoice)
104 Establish/Adjust A/R – Other Unbilled
105 Establish/Adjust A/R – Federal – Unbilled
106 Record interest on Delinquent Billed Receivable
107 Adjust Accounts receivable – Other – Billed
109* Establish A/R – Transfer In – Billed (Invoice)
110 Adjust Intergovernmental Receivable (Federal) Billed
111 Adjust Intergovernmental Receivable (Local) Billed
118 Reclass Accounts Receivable – Prior AY
129 Record Allowance for Uncollectible A/R – Billed
130 Record Allowance for Uncollectible A/R – Unbilled
135 Establish Receivable for Cash Refund of Expenditure
136 Adjust Receivable for Cash Refund of Expense
171 Adjust A/R – Transfer In – Billed
174 Establish A/R 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 – Other – Billed – No Invoice
199 Establish A/R Other Billed – No Invoice
213 Accounts Receivable – Add Suffix to Document
214 Negative Accounts Receivable – Add Suffix to Document

* Requires an invoice be processed

### INVOICES AND STATEMENTS

R*STARS provides several statements and invoices. They include:

▪ **Invoices** (DAFR9800)

  ▪ Provides accounts receivable invoices that are ready to mail
  ▪ A specific invoice or a range of invoices can be selected
  ▪ Invoice message will appear on invoice

▪ **Statement of Account** (DAFR9810)

  ▪ Provides a statement by customer of all outstanding invoices and total balance due
  ▪ Accounts with zero balances and/or credit balances can be suppressed

▪ **Delinquent Statements of Accounts** (DAFR9820)

  ▪ Provides a statement of delinquent accounts receivable
  ▪ Has options that prints only account balances meeting a minimum dollar amount
Delinquent Notices (DAFR9830)

- Provides a delinquent notice for delinquent accounts receivable
- Allows selection of 30 day or 60 day delinquent notices

See the R*STARS Report Guide for samples of these documents.

All of these documents are requestable reports. See the section above on the 91 Profile. Also see the R*STARS Report Guide for additional information on setting up profiles and requesting the reports.

DELINQUENT ACCOUNTS

R*STARS has the capability to automatically calculate and record interest and/or late fees to delinquent accounts receivable.

- Users can define the percentage for interest and the amount for late fees.
- The system provides separate totals for interest and principle.

The following Profiles impact the Delinquent Accounts function.

- 53 Agency Document Control Profile
  - Controls Due Date, Interest Rate, Late Fee Amount
  - Provides Coding Block for Interest and/or Late Fee

- 25 Agency Control Profile
  - Determines when interest will be calculated

- 54 Agency Receivable Document Exemption Profile
  - Exempts specific document from interest and late fee
  - Exempts specific document from dunning notice
  - Establishes unique interest rate and/or late fee amount

The system uses the following criteria for calculating interest and late fees:

- The 53 Agency Document Control Profile has an entry for the Agency and Document Type
- The document balance is greater than zero
- There is no interest activity for the document in the month specified in the 25 Profile
- The document due date, compared to the current date, is equal to or greater than the number of days past due on the 53 Profile
- There is not an entry on the 54 Profile
ACCOUNTS RECEIVABLE INQUIRY

R*STARS contains a number of on-line inquiry screens to assist in the management of Accounts Receivable. These include:

59 Vendor Document Inquiry

- Provides a list of open documents that have a balance greater than zero for a vendor by document type
- Displays receivables in order of age, oldest first
- Can be used to identify the appropriate Reference Document to liquidate an Accounts receivable.
  - From the Transaction Entry Screen, a user can Interrupt to the 59 screen, select the appropriate document and press \textbf{F9-INT} to take the values back to the Transaction Entry Screen.
- Provides an on-line, real-time document balance

\begin{tabular}{|c|c|c|c|c|}
\hline
\textbf{S059} & \textbf{UC: 10} & \textbf{STATE OF OREGON} & \textbf{01/10/14 09:17 AM} & \textbf{PROD} \\
\hline
\textbf{LINK TO:} & \textbf{VENDOR DOCUMENT INQUIRY} & & & \\
\hline
\textbf{AGY: 107} & \textbf{VENDOR NO/MC: 0000440000 000} & \textbf{DOC TYPE: AR FY: 14} & & \\
\hline
\textbf{VENDOR NAME: CONSUMER & BUSINESS, DEPT OF} & & & & \\
\hline
\textbf{DOC NO / SFX} & \textbf{CREATE DATE} & \textbf{DOC DATE} & \textbf{DOC BALANCE} & \\
\hline
AR000983 001 & 09242013 & & 10.00 & \\
AR000483 001 & 11222013 & & 545.45 & \\
AR000498 001 & 11222013 & & 640.89 & \\
AR000585 001 & 11202013 & & 275.50 & \\
AR000168 001 & 11252013 & & 82,844.00 & \\
\hline
\multicolumn{5}{|l|}{NO MORE RECORD(S) FOUND} \hline
\end{tabular}

- 64 Document Record Inquiry

- Provides a summary of activity for a specific document, including original amount, payments, and adjustments
- Provides an on-line document balance
- Provides summary of activity by month
### 85 Vendor Transaction Inquiry
- Lists documents by vendor (customer)
- Identifies all transactions occurring within a Document Type, including reversals.

<table>
<thead>
<tr>
<th>DOC NO / SFX</th>
<th>REF DOC/SFX</th>
<th>INVOICE #</th>
<th>TC</th>
<th>PDT</th>
<th>PMT- #</th>
<th>DATE</th>
<th>APPR DT</th>
<th>AP FUND</th>
<th>FUND</th>
<th>INDEX</th>
<th>PCA</th>
<th>AY</th>
<th>COBJ</th>
<th>AOBJ</th>
<th>TRANS AMT</th>
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</tbody>
</table>

**F1-HELP**  **F2-84**  **F7-PRIOR PG**  **F8-NEXT PG**  **F9-INTERRUPT**  **ENTER-INQUIRE**  **CLEAR-EXIT**
86 Document Transaction Inquiry

- Provides posting information for each transaction associated with a specific document, including original receivable, payments, interest, and adjustments.

```
S086   UC: 10                  STATE OF OREGON              01/10/14 09:30 AM
LINK TO:                  DOCUMENT TRANSACTION INQUIRY
AGY: 107  DOCUMENT NO/SUFFIX: AR000168 001 REC TYPE: A
EFF DATE RANGE:           TO 111309
---------TRANS ID--------- TC  D DT PAYMENT # REF DOC/SFX TRANSACTION AMOUNT R
CUR DOC/SFX M INDEX PCA AY COBJ AOBJ VENDOR NO/MC AP FUND FUND S
107 10/23/09 2 552 00021 199 10/09 82844.00
AR000168 001 99601 11 0405 0800 0000440000 000 8800 0050
```

See Chapter #13 – Document Inquiry for additional information.

**ACCOUNTS RECEIVABLE REPORTS**

R*STARS provides several reports to help manage Accounts Receivable. They include:

- DAFR9750  Accounts Receivable Document Status
- DAFR9760  Accounts Receivable Aging Analysis
- DAFR9770  Accounts Receivable Calculated Interest
- DAFR9780  Customer History Report
- DAFR9790  Accounts receivable Reconciliation
- DAFR3101  Interest Accumulation Control Report

See the R*STARS Report Guide for additional information.
Cash Receipts

The R•STARS features related to **Cash Receipts** allow flexibility and power. The system:

- Tracks cash deposits by customer and document number or in summary form
- Applies payments to outstanding receivables
- Automatically retrieves the coding block for an Accounts receivable when the A/R is referenced on the payment transaction
- Provides electronic notepad feature for internal communications
- Provides on-line inquiry features to facilitate the application of payments to outstanding receivables
- Provides automatic deposit reconciliation features, designed to manage the State’s cash more efficiently
- Supports reconciliation of cash with the treasury

ENTERING CASH RECEIPTS

The process for entering Cash Receipts is very similar to the process for other types of transactions. Users first create a Batch Header on the **500 Batch Header Entry** screen and then enter transactions on the **504 Revenue/Receipts Transaction Entry** screen. The following steps demonstrate this procedure:

**Step 01:** Create a Batch Header on the **500 Batch Header Entry** screen.
- Use a **Batch Type** of 2
- Determine whether or not to use a Fast Entry Screen (see Chapter #5 – Entering Transactions – The Basics).

**Step 02:** When the Batch Header is saved (no fast entry screen), the system will display the **504 Revenue/Receipts Transaction Entry** screen.
- Enter the Document Type (usually **CR**)
- Identify the appropriate Transaction Code
- Identify the required fields for the Transaction Code
- Identify the Reference Document Number if the transaction is a payment for a billed Accounts receivable
- Enter the applicable account coding – unless there is a Reference Document
- Enter a Deposit number
- Enter an AGENCY CODE 3 if the PCA or Index does not infer it (see Deposit Reconciliation below)
- Enter a description in the DESCRIPTION field.

**Step 03:** If the transaction is payment for a billed A/R, press **F4**-EDIT. The system will bring in the coding block from the Reference Document.
Step 04: Press **F10**-SAVE or **F11**-SAVE/CLEAR after each transaction.

NOTE: If an Accounts Receivable reference document is used, the user should use the **F11**-SAVE/CLEAR to ensure coding data from that transaction does not carry over to the next transaction in the batch.

Step 05: When all of the transactions in the batch have been entered, press **F6**-BALANCE to balance the batch.

Step 06: If the batch balances and the user has the authority, press **F6**-RELEASE again to release the batch.

Collection of a Billed Accounts Receivable

The Transaction Code to record the cash receipt for a billed accounts receivable requires a Reference Document. Users may look up the Reference Document Number by Interrupting to the **59 Vendor Document Inquiry** from the Transaction Entry Screen.

- Enter the Vendor Number, Mail Code and DOC TYPE of AR or AF
- Select the applicable document and press **F9**-INT(errupt)
- Press **F4**-EDIT to retrieve the coding information from the Reference Document
- If the payment includes interest or a late fee that was entered separately, record this portion of the payment as a separate transaction
Receipt of a Refund of an Expenditure

Expenditure Refunds are cash receipts collected because of a refund as the result of an overpayment of an expenditure. For example, the agency receives and pays for five desks. It then returns two defective desks and the vendor refunds the price of the two desks. Rather than recording the refund as a cash receipt, the agency records it as a reduction in expense.

The Transaction Code (172) to record the refund of an expenditure:

- May be used with a Batch Type of 2 or 4
- Requires a Document Type of CR
- Requires an expenditure object
- Makes a Reference Document (Vouchers payable) optional

Receipt of a Deposit Liability

A deposit liability is the receipt of cash that does not currently represent revenue because

- The purpose of the payment is not known
- The agency intends to repay the liability in the future

The transaction code (165):

- Uses either a Batch Type of 2 or 4
- Uses the Document Type DL
- Will not allow an object code

TRANSACTION CODES FOR CASH RECEIPTS

137 Collection of A/R Expenditure Refund – Billed
141 Collection of Lien/Note/Mortgage/Contract Receivable – Limited, Governmental
142 Collection of Lien/Note/Mortgage/Contract Receivable – Limited, Proprietary
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
150 Cash Receipt for Return of Unreimbursed Advance
151 Record Unidentified Receipt
155 Subgrantee Refund of Advance
162 Record Receipt of Deposit Liability – No Supporting Documentation
165 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 Accounts receivable – Other – Unbilled
178 Collection of Intergovernmental Rec. – Federal – Billed
179 Collection of Intergovernmental Receivable – Local – Billed
190 Receipt of Revenue not Accrued
191 Receipt for Miscellaneous Liability
Deposit Reconciliation

Although the term Deposit Reconciliation sounds a bit mysterious, it isn't new to the State of Oregon. In R•STARS Deposit Reconciliation is an automated process for agencies to reconcile Treasury Transactions with SFMS Cash Receipt Transactions. It ensures that agencies do not spend money before the deposit has been entered in both Treasury and SFMS accounts.

Deposit Reconciliation impacts the following kinds of transactions:

- Deposits
- Suspense transfers to receipted accounts
- Investment interest
- Treasury excess interest allocations
- Wire transfers (incoming and outgoing)
- Automated Clearing House Transactions (ACH – incoming and outgoing)

OVERVIEW OF PROCESS

- Agencies enter cash receipt transactions in R•STARS. The transactions include:
  - Deposit Number
  - Treasury Account Number (Agency Code 3)
- The deposit transaction has the following impact on the General Ledger:
  - Debit 0065 Unreconciled Deposit
  - Credit 3100 Revenue Control
- The system summarizes all of the deposit activity by agency number, account number, and deposit number nightly. The Treasury system interfaces Treasury activity to R•STARS.
- R•STARS compares the SFMS summary of the cash receipt transactions to the Treasury transactions. The match includes agency number, treasury account number, deposit number, and amount.
- If the data matches, the system changes the Match Status to Y and generates a transaction with T-code 332. This makes the cash available to the agency. It posts the transaction to the General Ledger as follows:
  - Debit 0070 Cash in State Treasury
  - Credit 0065 Unreconciled Deposit
- If the data does not match, the system gives the deposit a Match Status of N. The cash remains in Unreconciled Deposits and will not be available to the agency. The agency will need to research and correct the differences.
PROFILES THAT IMPACT DEPOSIT RECONCILIATION

D36 Agency Code 3 – Treasury Account Number

The *Treasury Account Number* captures deposit information for reconciliation purposes.

- It is a five-digit number set up on the D36 profile.
- The terms *Treasury Account Number* and *Agency Code 3 Number* usually refer to the same number and the terms are used interchangeably.
- The Treasury Account Number is entered into the AGENCY CODE 3 field of the Transaction Entry Screen for non-suspense account Cash Receipt transactions. It can be looked up by a PCA or Index.

The 28A Transaction Code Description Profile does not have the option to require an entry in the AGENCY CODE 3 field. Because it is one of the four elements that are matched during deposit reconciliation, if it is not entered and not looked up by a PCA or Index, the deposit will not reconcile.

The AGENCY CODE 3 *can not be entered on any of the Fast Entry Screens*. Again, it is advantageous to have it looked up by a PCA or Index, as those fields are located on the fast entry screens.
D53 Titles Profile – Treasury Fund Number

<table>
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<tr>
<th>SD53</th>
<th>UC: 10</th>
<th>STATE OF OREGON</th>
<th>01/10/14 11:48 AM</th>
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</thead>
<tbody>
<tr>
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<td>TITLES PROFILE</td>
<td>PROD</td>
<td></td>
</tr>
</tbody>
</table>

TABLE ID: TRES

KEY: 1029

TITLE: #100/DD COMMUNITY HOUSING FUND

STATUS CODE: A

EFF START DATE: 07012002  EFF END DATE:  LAST PROC DATE: 08232002
Z06 RECORD SUCCESSFULLY RECALLED

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

Treasury Funds are accounts that are used to track banking activity. They are receipt and suspense accounts. All of the Funds on the D53 (Table ID: TRES) are valid and active accounts established at Treasury. They usually relate to a legislatively approved program with dedicated funds. Fund examples include:

- General Fund
- State Highway Fund
- Capital Construction
- Student Loan Guarantee Fund
- Federal Mineral Leases Fund
- Employee Awards and Suggestions Awards Committee
- Tire Recycling Fund
- Parks and Recreation Operating Fund

An agency’s Treasury Account Number points to one of these funds.

Treasury Accounts have five digits. SFMS D53 accounts have four digits. The interface drops off the first digit.

Treasury Suspense Accounts are not included in Deposit Reconciliation.
The **D23** profile builds relationships among funds. In the case of deposit reconciliation, the **D23** defines the **D53** Treasury Fund for each **D23** Fund.

Several different **D23** Funds may point to the same **D53** Treasury Fund.
26 Program Cost Account Profile

The 26 profile establishes the relationship between the D23 Fund and the AGENCY CODE 3 (the Treasury Account Number). In this case, the PCA would be entered on the transaction. It would then infer the D23 Fund and AGENCY CODE 3. The D23 Fund identifies the D53 Treasury Fund.

If the PCA does not infer the Treasury Account Number, it must be entered separately for a cash receipt transaction to a receipted Treasury Account.

Determining if Agency Deposits Reconcile

The status of a deposit indicates how deposit transactions entered into R*STARS match up with the transactions processed at the bank. The status can be one of the following:

- **Y** – Yes, the deposit is reconciled.
- **N** – No, the deposit is not reconciled.
- **M** – Manual Release (available to Treasury only).

The status of any deposit can be determined by using a control report, a requestable report, or on-line inquiry.

**Control Reports**

Two control reports list deposit records:

- DAFR3321 is available to agencies. It provides a cumulative list of all non-reconciled deposits by account number, deposit number, treasury fund number, SFMS deposit amount, treasury deposit amount.
▪ DAFR3322 is available for Treasury. It lists all unreconciled deposits and contains the same information as DAFR3321.

**Requestable Reports**

Two requestable reports are also available:

▪ DAFR3330 lists all deposits for an agency with their status
▪ DAFR3360 lists all deposits and their status. It will be used by State-wide Disbursements for monthly cash reconciliations.

**On-line Inquiry**

R*STARS provides two on-line inquiries for deposits:

▪ 13 Deposit Research
▪ 12 Manual Deposit Release

**13 Deposit Research**

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<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>DEPOSIT NUMBER</th>
<th>TREAS FUND</th>
<th>AMOUNT</th>
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</table>

The 13 inquiry screen provides a listing of an agency’s deposits.

Users may further narrow the search by entering a

▪ FROM and THRU date range
▪ Treasury ACCT #
▪ DEPOSIT number
▪ TREAS FUND
▪ STATUS
12 Manual Deposit Release

The **12 Manual Deposit Release** screen provides on-line information on the status of a treasury transaction.

- Each screen represents a single transaction.
- All deposits will appear on this screen until selected records are archived.
- Only Treasury has update access to this screen.
- Users can enter a specific deposit key (AGENCY, ACCOUNT NUMBER, and DEPOSIT NUMBER) and press **Enter** to recall a specific record.

**WHAT TO DO IF A DEPOSIT DOES NOT RECONCILE**

If the dollar amount provided by the bank is different from the amount entered into SFMS, it must be determined if the problem is with the bank information or the SFMS information.

- **If the problem is with the bank information**, the agency must contact the Treasury. Treasury is authorized to manually change the status of a deposit to an M, which indicates that the status of the batch has been manually changed.
- **If the problem is with the SFMS information**, the agency must correct the information by entering a new transaction.
  - If the account number is blank, the transaction probably did not include the AGENCY CODE 3. In this case, the agency will need to reverse the original entry and re-enter the transaction with the AGENCY CODE 3.
Researching the SFMS Amount

When research the SFMS amount, the following may be helpful:

<table>
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<th>Item Known:</th>
<th>Screen/Report Used:</th>
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<tbody>
<tr>
<td>Document Number</td>
<td>86 Document Record Inquiry</td>
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<td>Transaction ID</td>
<td>84 Accounting Event</td>
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<td>Fund or Cash Fund</td>
<td>63 Cash Control Inquiry</td>
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<tr>
<td>None</td>
<td>DAFR2261 Daily Detail History Report</td>
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See Chapter #13 – On-line Inquiry for additional information.

Revenue Transfers

State policy requires state agencies to make payments to each other through interagency transfers rather than writing a warrant.

- The paying agency initiates the payment.
- It may have a batch type of 2, 4 or G (companion transaction)
- If the receiving agency has set up an accounts receivable, the transaction will reference the AR document
- It will have a document type of BT (balanced transaction)
- The transaction codes will be in pairs in the 700s
- The transaction will post to the financial tables when the sending agency releases the batch

See the section on Interagency Transfers in Chapter #6 – Entering Transactions – Advanced Topics for additional information.

Revenue Inquiry

R•STARS contains a number of on-line inquiry screens for revenue. The first four screens listed have already been described in the previous section on Accounts Receivable.

- 59 Vendor Document Inquiry
- 64 Document Record Inquiry
- 85 Vendor Transaction Inquiry
- 86 Document Transaction Inquiry

The following screens are also used to determine the status of revenue transactions:

- **61 Agency Budget Financial Inquiry**
  - Summarizes Outstanding Pre-encumbrances and Encumbrances, Accrued Expenditures, Cash Expenditures, and Transfers by Organization, Program, Fund, and Object Code
  - Provides the ability to “drill down” to the transactions that make up the summary amount
### Chapter #9 – Revenue Cycle

#### R•STARS Training Manual

**S061** UC: 10  STATE OF OREGON  01/10/14 09:38 AM  
**LINK TO:**  AGENCY BUDGET FINANCIAL INQUIRY  PROD  

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<th>PCA: 99601</th>
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F1-HELP  F2-DOC INQ  F5-NEXT  F9-INTERRUPT  ENTER-INQUIRE  CLEAR-EXIT

---

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| KEY: 15 0050 0800 2012 99601  |

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Z06 RECORD SUCCESSFULLY RECALLED  

F1-HELP  F2-TRANS INQ  F3-PRIOR INQ  F7-PRIOR  F8-NEXT  F9-INTERRUPT  ENTER-INQUIRE
**R+STARS Training Manual**

**Chapter #9 – Revenue Cycle**

---

**S060**  
**UC: 10**  
**STATE OF OREGON**  
**01/10/14 09:41 AM**  
**LINK TO: ACTIVE TRANSACTION SUMMARY INQUIRY PROD**  

- **AGENCY: 107**  
- **FISCAL YEAR 14**  
- **EFF DATE: 20091001**  
- **SFX: 001**  
- **REC TYPE: A**  
- **DOC AGY: 107**  
- **DOC NO: AR000168**  
- **REF DOC: AY AFND AOBJ PGMC PCA**  
- **KEYS: 15 0050 0800 2012 99601**  

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**01/10/14 09:44 AM**  
**LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD**  
**ACTIVE**  
**BATCH: AGENCY 107 DATE 102309 TYPE 2 NO 552 SEQ NO 00021 REC TYPE: A STATUS: A**  

- **GL: DR1 0501 CR1 3101 DR2 CR2 DR3 CR3 DR4 CR4**  
- **DOC AGY: 107**  
- **DOC DATE: EFF DATE: 100109 DUE DATE: 103109**  
- **SERV DATE: CUR DOC/SFX/CLASS: AR000168 001 001 MOD:**  
- **REF DOC/SFX/CLASS: AGENCY: 107**  
- **TRANS CODE: 199 INDEX: PCA: 99601 AY: 15 COMP/AGY OBJ: 0405 0800**  
- **AMOUNT: 82844.00 RVS: DISCOUNT: .00 FO: PDT:**  
- **CI: PROP #: 1099: INV-NO: DT: VEND/MC: 00004400000 000 DESC: 2ND QTR CENTRAL GOV SVC CHG NAME: CONSUMER & BUSINESS, DEPT OF CONT NO:**  
- **CITY: SALEM ST: OR ZIP: 97310 RTI:**  
- **PMT-NO: DT: AP NO: 77303 FUND: 0050 AGY GL: GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:**  
- **MPCD: AGY CD-1: 2: 3: 00401 CASH FUND:**  
- **G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:**  

---

F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INEQ
62 Appropriation Financial Inquiry

- Summarizes Outstanding Pre-encumbrances and Encumbrances, Accrued Expenditures, Cash Expenditures, and Transfers by Appropriation
- Provides the ability to “drill down” to the transactions that make up the summary amount

```
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APPR FUND: 8800   FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 0010   LVL: 02 DAS OPERATING BUDG ORG CD: LVL:
    INQ TYPE: MC  INQ YEAR: 14  INQ MONTH: 07 DETAIL/SUMMARY: D
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ACCR BASIS BUD: .00          REM APPN ALLOT: .00
ENC BASIS BUD: .00           ALLOT TO BUD % : 0.00
EXP TO BUD % : 0.00           UNSCHED TO BUD % : 0.00
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14   ACCRD REVE             438,523.50
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F1-HELP   F2-DOC INQ   F5-NEXT   F9-INTERRUPT   ENTER-INQUIRE   CLEAR-EXIT
### 63 Cash Control Summary Inquiry

- Reads information in the Cash Control Financial Table.
- Summarizes by Agency, Agency and Fund or Appropriated Fund
- Provides a cash balance by General Ledger Account

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<th>BT</th>
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INQ YEAR: 14 INQ MONTH: 07 CASH BALANCE: 134,603,147.21

F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
Revenue Reports

R*STARS provides numerous requestable reports related to revenue. They include:

- **DAFR6050** Revenues and Expenditures by Fund, Program, Organization, and Object
- **DAFR6090** Statewide Revenue by Comptroller Object
- **DAFR6510** Expenditure and Revenue Register
- **DAFR6540** Cash Receipts and Cash Disbursement Register
- **DAFR8140** Fund Cash Payable/Receivable Status
- **DAFR8150** Accounts Payable Match to Accounts Receivable
- **DAFR9200** Revenues and Expenditures by Fund, Organization, Program, and Object
- **DAFR9210** Revenues and Expenditures by Fund, Program, and Object
- **DAFR9220** Revenues and Expenditures by Fund, Organization, and Object
- **DAFR9230** Revenues and Expenditures by Program, Organization, Fund, and Object
- **DAFR9240** Revenues and Expenditures by Organization, Program, Fund, and Object
- **DAFR9250** Revenues and Expenditures by Program, Organization, Fund, and Object
- **DAFR9670** Analysis of Operating Revenues and Expenditures by Source - Accrued
- **DAFR9680** Analysis of Operating Revenues & Expenditures by State Source - Cash
- **DAFR9730** Revenue Status by Organization, Appropriation Number, Appropriated Fund and Object
- **DAFR9740** Revenue Status by Appropriation Number, Organization, Appropriated Fund and Object

See the R*STARS Report Guide for additional information.