

R★STARS Training Manual

Chapter #10 – Expenditures

Table of Contents

THE EXPENDITURE CYCLE	2
PRE-ENCUMBRANCES.....	2
ENCUMBRANCES.....	2
PAYABLES.....	3
DISBURSEMENTS.....	3
WARRANTS.....	4
EXPENDITURE TRANSFERS.....	5
PROFILES THAT IMPACT THE EXPENDITURE CYCLE	5
25 THE AGENCY CONTROL PROFILE	6
20 APPROPRIATION PROFILE.....	7
28A TRANSACTION CODE DECISION PROFILE	8
97 SYSTEM MANAGEMENT PROFILE.....	9
D50 PAYMENT DISTRIBUTION TYPE PROFILE.....	10
52 SYSTEMWIDE VENDOR PROFILE.....	11
51 VENDOR MAIL CODE PROFILE	12
ENTERING EXPENDITURE TRANSACTIONS	12
PAYMENT DISTRIBUTION TYPE (PDT).....	14
DISTRIBUTION METHOD INDICATOR (DMI)	15
DOCUMENT TYPES	16
COMMONLY USED TRANSACTION CODES	16
LIQUIDATION OF PRE-ENCUMBRANCES AND ENCUMBRANCES.....	17
28A TRANSACTION CODE DECISION PROFILE	18
FINDING A PREVIOUS PRE-ENCUMBRANCE OR ENCUMBRANCE	20
EXPENDITURE INQUIRY	21
64 DOCUMENT RECORD INQUIRY (SHOWN ABOVE)	21
59 VENDOR DOCUMENT INQUIRY	22
85 VENDOR TRANSACTION INQUIRY	23
86 DOCUMENT TRANSACTION INQUIRY	23
61 AGENCY BUDGET FINANCIAL INQUIRY.....	24
62 APPROPRIATION FINANCIAL INQUIRY.....	25
63 CASH CONTROL SUMMARY INQUIRY	26
44 SINGLE PAYMENT CANCELLATION	27
47 PAYMENT CONTROL TABLE STATUS MAINTENANCE	28
REPORTS	29
CONTROL REPORTS	29
REQUESTABLE REPORTS.....	29

The Expenditure Cycle

The Expenditure Cycle may be divided into five categories of transactions. They include:

- Pre-encumbrances
- Encumbrances
- Accounts Payable
- Disbursements
- Expenditure Transfers

Pre-encumbrances

Pre Encumbrances are an *optional* first step in the purchasing cycle.

- They reflect the intent to purchase goods or services and are memo accounts only in appropriation accounting.
- They are normally recorded for larger purchases that will remain outstanding for a relatively long period of time.

R★STARS has the capabilities to accommodate the requirements of state government accounting and reporting, and also give agencies control over how Pre Encumbrances affect their agency budgets.

- Agencies are not required to use Pre-encumbrances.
- Pre-encumbrances are considered memo entries and thus *do not affect* appropriation balances and are not reflected in the financial statements.
- Agencies may *elect* to have Pre-encumbrances affect their agency budgets.
- A Pre-encumbrance is created in R★STARS when a Requisition is posted in ADPICS.
- Users can create Pre-encumbrances in R★STARS through the batch process.
- A Pre-encumbrance document is liquidated by an Encumbrance document that references the Pre-encumbrance.

Encumbrances

Encumbrances are the second stage in the Expenditure Cycle.

- They are more formal commitments to purchase goods and services and are more legally binding than a pre encumbrance.
- Encumbrances are *required* for purchases above \$2,500 and *do affect* an agency's appropriation.
- Agencies may *elect* to have Encumbrances affect their agency budgets.
- An encumbrance is created in R★STARS when a purchase order is posted in ADPICS.
- As with Pre-encumbrances, users may create encumbrances directly in R★STARS through the batch process.

- If an Encumbrance document references a Pre-encumbrance, the system automatically liquidates the related Pre Encumbrance document when the Encumbrance is established.
- An Encumbrance document is liquidated by a Payable document that references the Encumbrance.

Payables

Payables are recorded to recognize expenditures and to record the related liability, which is required under a full accrual basis of accounting. They are normally entered when there is a commitment to pay for goods or services that have been received.

R★STARS has many useful features related to Payables:

- Tracks individual payables at the lowest level of the classification structure
- Tracks documents by vendor and by document number for later inquiry purposes
- Has various security features that restrict access for payment processing to authorized staff members
- Generates tracking codes to reflect full and partial payments
- Updates the original payable transaction with the payment number
- Automatically generates a payment on the document's due date
- A Voucher or Direct Voucher in ADPICS generates a Voucher Payable in R★STARS.
- A user may establish a payable in R★STARS through the batch process.
- The voucher payable liquidates an existing encumbrance.
- The payment liquidates the voucher payable.

Disbursements

Disbursements may be made through warrants, direct deposits, or wire transfers. They represent the actual payment to the vendor for the goods or services received.

R★STARS has several capabilities for producing and tracking payments:

- Schedules payments based on due date
- Automatically generates warrants with an attached remittance advice on the Due Date entered on the Voucher Payable transaction
- Allows transactions to be combined for payments, thus limiting the number of warrants that are printed and mailed
- Accommodates *direct deposits*
- Will **not** generate payment for negative or zero amounts
- Will **not** generate payment without adequate cash

- Provides on-line inquiry to vendor payment information
- Accepts stop pay information from the Treasury
- Accepts on-line requests for cancellation of warrants
- Generates transactions to record the accounting impact of expired warrants

WARRANTS

At this time, Oregon is only using Warrants for processing payments.

Warrants are legally a *request for payment* by the holder of the warrant.

- Like a check, they represent a valid and legal claim, but the payable is not payable on demand like a check.
- A warrant is payable if funds are available to pay. If funds are not available, the warrant is payable with the next available funds.

The system prints a remittance advice with a warrant. The remittance advice includes the agency number, invoice number, and invoice description entered on the Transaction Entry screen.

Warrants are printed at the State Printing Plant each weekday morning.

- All warrants with a Payment Distribution Type (PDT) specifying *return to agency* will be delivered to Statewide Disbursements, SFMS. Agencies may pick up warrants or Disbursements will mail them to the agency.
- The State Print Plant mails the remaining warrants directly to the warrant payee.

Statewide Disbursements also prints and releases ***Expedited Warrants*** by 12:00 PM each business day.

- Agencies may pick-up any expedited warrants after 3:30 PM on that day.
- To obtain an expedited warrant, the batch must have a Batch Edit Mode of 2, a Disbursements Method Indicator (DMI) of *E* and be released prior to 12:00 PM. Only some staff members in each agency will have security to enter and release expedited warrants.

SFMS Statewide Disbursements is responsible for cancelling or replacing lost warrants.

- Agencies wanting to cancel a warrant must fill out a warrant cancellation form and forward it SFMS Disbursements
- For replaced warrants, the original warrant will have a status of *R* (replaced) on the **47** screen (see inquiry later in this chapter). The warrant numbers will be cross-referenced. See the SFMS Desk Manual for additional information.

Expenditure Transfers

Expenditure Transfers are recorded when one state agency provides goods or services to another state agency.

- The buying organization is charged with an expenditure.
- The selling agency may credit revenue or expenditure reimbursements.
- The buying agency enters and release the *balanced transaction* on R★STARS. The selling agency must provide the coding block. This can be done by establishing and referencing an R★STARS Account Receivable.

Additionally, expenditure transfers are used when an original expenditure transaction is posted to the incorrect account.

See Chapter #6, Entering Transactions – Advanced Topics for more information.

Profiles that Impact the Expenditure Cycle

The following profiles impact the Expenditure Cycle:

- 25 Agency Control Profile
- 20 Appropriation Number Profile
- 28A Transaction Code Decision Profile
- 97 System Management Profile
- D50 Payment Distribution Type Profile
- 52 Systemwide Vendor Profile
- 51 Vendor Mail Code Profile

25 THE AGENCY CONTROL PROFILE

```

S025   UC: 10                               STATE OF OREGON                11/18/13 01:35 PM
LINK TO:                               AGENCY CONTROL PROFILE                PROD

      AGENCY: 101      FISCAL YEAR: 14
      COST      RUN IND: N      RUN TYPE: R      NO STEPS: 02      LAST STEP: 02
      ALLOCATION- CA BY IDX: 2      CA BY PROJ: 1      CA BY GRANT: 1      CA POST: Y
      CA RANGE FROM: 11 TO: 11      CA TYPES: C
      BILLING DEF- IDX:      PCA:      EXP COMP/AGY OBJ:
      DEFAULT-  IDX:      PCA:      REV COMP/AGY OBJ:
      REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N
      DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 2
      REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: N ENC: Y (Y OR N)
      COMP OBJ REQD ON D11: Y
      FIXED ASSET - IND: N THRESHOLDS - CAP:      INV:      CAPTURE:
      AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
      LAST MONTH CLOSED: 13      AGY BUD BY ORG IND: Y      (Y OR N)
      AE LAST MONTH/YEAR PURGED:      AGY BUD BY PGM IND: Y      (Y OR N)
      REPORTING MONTH/YR: 12 01      LABOR RUN IND: N      (Y,N OR A)
      INTEREST CALC RUN/MONTH: N      COLLECTION TRANSFER RUN: N      (Y OR N)
      GRANT/PROJ BILLING RUN: N      SGL ORG LVL IND: 1      STATUS CODE: A
      EFF START DATE: 06262003      EFF END DATE:      LAST PROC DATE: 09092005
      Z06 RECORD SUCCESSFULLY RECALLED

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

```

Indicators on the 25 profile control how Pre-encumbrances and Encumbrances affect agencies.

Document Match Level Indicators

The *Encumbrance Document Match Level Indicator* determines the coding elements on a payment transaction liquidating an encumbrance that must match the coding elements posted on the original encumbrance. The valid codes are as follows:

- 0 – **None** – no match required
- 1 – **Appropriation** – the Appropriation Number only must match on both payment and encumbrance document
- 2 – **All** – match payment document coding to all input coding elements on the encumbrance

The *Pre-encumbrance Document Match Level Indicator* determines the coding elements on a payment or encumbrance transaction liquidating a Pre-encumbrance that must match the coding elements on the original Pre-encumbrance. The valid codes are as follows:

- 0 – **None** – no match required
- 1 – **Appropriation** – the Appropriation Number only must match on both payment or encumbrance document and Pre-encumbrance document
- 2 – **All** – match payment or encumbrance document coding to all input coding elements on the Pre-encumbrance

The *Non-encumbrance Document Match Level Indicator* determines which elements on a non-encumbered document must match those on the reference document transaction on such documents as

accounts receivable and deposit liabilities that post to the Document Financial Table. The valid values include:

- 1 – **All except vendor** – match payment or liquidation document coding to all input coding elements on the transaction creating the document, except for vendor number and mail code.
- 2 – **All** – match payment or liquidation document coding to all input coding elements on the transaction creating the document.

Reduce Agency Budget Indicators

The *Encumbrance Reduce Agency Budget Indicator* determines if the Agency Budget is reduced by an encumbrance transaction.

(Y=Yes, N=No).

The *Pre-encumbrance Reduce Agency Budget Indicator* determines if the Agency Budget is reduced by a Pre-encumbrance transaction.

(Y=Yes, N=No).

20 APPROPRIATION PROFILE

```

S020   UC: 10                               STATE OF OREGON           11/18/13 02:55 PM
LINK TO:                                APPROPRIATION NUMBER PROFILE      PROD

AGY: 101 APPN YEAR: 15  APPN NO: 84017 GF APPROPRIATION

APPROP - TYPE: 9    GROUP: 01    LEG SESS: 76  SESS CALL #: 0 ACT BL #: 000025
BL LN #: 0001 RIDER #: 0000 PROG CODE:          COMP SRC/GRP:          REL APPN: 84017

I/E (I=INCLUDE, E=EXCLUDE)
ENTER ONE FUND WITH UP TO 10 COMP OBJS SEPARATED WITH EITHER "--" OR ", ".
APPD FUND I 8000 ,
    REV OBJ E 0000 - 2999 ,
    EXP OBJ I 3000 - 8999 ,

APPN INDS- UB: 1   CTL TYP- CASH: 1  ACCR: 1  ENC: 2   BUDG TYPE: A REV EXC COL: N
DEP INT IND: N    APPN LEVEL-      ORGANIZATION: 0      PROG: 2          OBJ: 0
ALLOT INDS-  SEL: Q  CTL TYP: 1    QTR: N PERC: 00  PROG/OBJ BUD OBJ LEV IND: 0
AGY BDG INDS-      CTL TYPE: 2      OBJ LVL: 0    ALLOT SEL: N  ALLOT CTL:
                                     STATUS CODE: A
    EFF START DATE: 07012013    EFF END DATE: 12132015    LAST PROC DATE: 11182013
Z09 RECORD NOT FOUND - END OF FILE FOR AGENCY

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

```

The *Appropriation Control Type Indicators for Encumbrances* determines the type of control exercised over Remaining Free Budget and Cash Available on an encumbered basis. The valid values include:

- 0 – **No controls** – transaction may exceed appropriation
- 1 – **Absolute/Fatal** – transaction will not process if exceeds appropriation
- 2 – **Advisory/Warning** – System will provide warning message if exceeds appropriation

In Oregon, this indicator is set to 2 – *Advisory/Warning* for quarters one through seven of the biennium. The 2 provides a warning when an encumbrance exceeds the budget available. During the eighth quarter, BAM changes this indicator to 1 – *Absolute/Fatal* (except for non-budget and Capital Construction appropriations). The 1 ensures agencies can not over-expend their restricted appropriations. Agencies are not allowed to exceed appropriation.

28A TRANSACTION CODE DECISION PROFILE

S28A	UC: 10	STATE OF OREGON	11/18/13 03:19 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:	
Z06 RECORD SUCCESSFULLY RECALLED		LAST PROC DATE: 09022003	
F1-HELP F3-DEL F5-NEXT F6-28B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLEAR-EXIT			

In addition to determining the required fields on the Transaction Entry screen, the **28A Transaction Code Decision Profile** impacts the payment process in R*STARS.

The *Warrant Writing Indicator* tells R*STARS if a warrant will (1) or will not (2) be written from the transaction.

Three additional fields, the *Warrant Cancellation Transaction Code*, *Payment Liquidation Transaction Code* and the *Payment Redemption Transaction Code* identify the T-Codes that may be used for automatically generated transactions from the Payment Processing Subsystem.

97 SYSTEM MANAGEMENT PROFILE

```

S097   UC: 10                               STATE OF OREGON                               11/18/13 04:01 PM
LINK TO:                                SYSTEM MANAGEMENT PROFILE                                PROD
                                CONTROL INDICATORS -    NEXT DIR DEP SEQ NO: 135791113
CURRENT INDICATORS-                                NEXT AVAILABLE WARRANT NO: 024681012
    FISCAL YEAR: 14  MONTH: 05  AY: 15    LABOR DISTRIBUTION RUN: N
    EFF DATE: 11182013                    LABOR DISTRIBUTION PAY DATE:
PRIOR EFF DATE: 11152013                    YEAR END CLOSING RUN: N
    TIME: 1200                            NEW YEAR INITIALIZATION: N
LAST CLOSED-                                COST ALLOCATION RUN: N
    FISCAL YEAR: 13  MONTH: 05                    GRANT/PROJ BILLING RUN: N
REPORTING INDICATORS-                        RECURRING TRANS RUN: Y
    WEEK: N    YEAR: N    INAE: N    FIXED ASSET DEPRECIATION RUN: N
    MONTH: N  QUARTER: N  RPTS: N    FIXED ASSET SUSPENSE RECONC: N
ADVANCE PAYMENT DAYS-                        FIXED ASSET SUSPENSE POST: N
    WARR/CHK: 00  DIR DEP: 00                    TAX OFFSET RUN: N
    BACKUP WITHHOLDING PCT: 28.00 : 30.00        MAX CHG TRANS: 01000
NEXT AVAIL ARCH REF NO (XMITL)    CURR: 14 000001  PRIOR: 13 000001
NEXT AVAIL ARCH REF NO (NON-XMITL) CURR: 14 A00001  PRIOR: 13 A00001
-----PROCESSING CYCLE INFORMATION-----    BATCH RESTORE
CURRENT: DATE: 11182013 TIME: 19:57 CYCLE: 7619    INDICATOR (Y/N): N
PRIOR:   DATE: 11162009 TIME: 20:01 CYCLE: 7618    ONLINE AVAILABLE: Y

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

```

The **97 System Management Profile** provides the control indicators and the next available numbers for warrants.

- **Next Available Warrant Number** identifies the next number the system will use for a warrant.
- **Next Direct Deposit Sequence Number** identifies the next number the system will use for a direct deposit.
- **Advance Payment Days** are the number of days in advance of the **97** Current Effective Date that a transaction is selected for payment. *Oregon has set this to 0* for both warrant payments and direct deposits. The system will make the payment on the due date.
- **Backup Withholding Percent** determines the percent of a payment that will be withheld if a vendor is subject to back-up withholding. *99.99* is the maximum percentage that can be entered. The first field is for U.S. Vendors who fail to provide a Taxpayer Identification Number (TIN). The second field is for foreign vendors who are subject to withholding.

D50 PAYMENT DISTRIBUTION TYPE PROFILE

```

SD50   UC: 10                      STATE OF OREGON                      11/18/13 04:23 PM
LINK TO:                      PAYMENT DISTRIBUTION TYPE PROFILE                      PROD

      PAYMENT DISTRIBUTION TYPE:  MA
                                TITLE:  DIRECT MAIL-COMBINE ALL-BATAGY,DOC,FUNDS
      PAYMENT METHOD CODE:  W (D=DIRECT DEPOSIT)
                                (W=WARRANT/CHECK)
                                (X=WIRE TRANSFER)
      DIRECT MAIL:  Y (Y=MAIL,N=DO NOT MAIL)
      SUPPRESS REMITTANCE:  N (Y=SUPPRESS PRINTING OF REMITTANCE)
                                (N=PRINT REMITTANCE LINES)

      PAYMENT CONSOLIDATION INDS - BATCH AGENCY: Y DOCUMENT: Y FUND: Y (Y=YES N=NO)

      TAX OFFSET FLAG:  N (Y=SUBJECT TO TAX OFFSET)
                                (N=EXEMPT FROM TAX OFFSET)

                                STATUS CODE: A
      EFF START DATE: 03301994   EFF END DATE:                      LAST PROC DATE: 01231995
      Z06 RECORD SUCCESSFULLY RECALLED

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

```

The **D50** profile:

- Identifies how transactions will be combined (across documents, funds or batch agencies)
- Identifies whether a remittance advice will print with the payment
- Identifies whether payment will be by warrant or direct deposit
- Defaults from the **52 Systemwide Vendor Profile**. May be entered on the **500 Batch Header Entry** screen or the Transaction Entry screen.

Some common PDT's include:

- R** – Do not combine payments, return warrant to agency
- MA** – Combine payments within batch agency, document, and appropriated fund and mail directly to vendor

52 SYSTEMWIDE VENDOR PROFILE

```

S052   UC: 10                               STATE OF OREGON                11/18/13 04:45 PM
LINK TO:                                SYSTEMWIDE VENDOR PROFILE          PROD
      VENDOR NO: #####                      NAME CONTROL: MOTO
      VENDOR NAME: MOTOROLA INC
      SEARCH NAMES: MOTOROLA INC                MOTOR 75373

ALT VENDOR/FID:                1099 IND: N  FEI/SSN IND: F  REASON CODE: CONV
      VENDOR TYPE: 5  OWNRSHP CD: O  TIN MATCH:
      ADDRESS: 13108 COLLECTION CENTER DR

CITY: CHICAGO                    ST: IL ZIP: 60693                CNTRY:
VENDOR CONTACT: ADDR CHG                TAX OFFSET EXMPT: N
      TELEPHONE:                EXT:                FAX:                HOLD RSN:
      PDT: MA EMAIL:                PNI:
      AGY: 415    CONTACT: JACKY HARRIS                PHONE: 503 373 7827
                                                    DIR DEP DATE:

W9 REQUEST DATE: 05091994 BU/WH EFF DATE:                STATUS CODE: A
      EFF START DATE: 04141994  EFF END DATE:                LAST PROC DATE: 08272004
Z07 NEXT RECORD SUCCESSFULLY READ

F1-HELP F3-DEL F5-NXT F6-51 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT

```

The **52** profile and **51 Vendor Mail Code Profile** work together to provide vendor information to customers.

In addition to the address, the profiles indicate

- The Payment Distribution Type for the vendor
- If the vendor is subject to Back-up Withholding
- If the vendor provides a product that will require a 1099

When people run afoul of the Internal Revenue Service the State is required to withhold 31% of payments to that vendor. The Internal Revenue Service identifies vendors that are subject to **Backup Withholding**. SFMS Operations, DAS, will manage the backup withholding. Any vendor subject to this withholding will be notified on the remittance advice with the warrant.

Agency staff members enter vendors on the **52** Profile. SFMS Operations, DAS, activates the records daily. A vendor must have a Status Code of A before the system will process a payment for that vendor.

Domestic vendors have a number beginning with 1, followed by the tax ID number. Foreign vendors have a number beginning with 2. One-time vendors have a number beginning with 9.

The **3A Vendor Alpha Inquiry** and **3N Vendor Number Inquiry** provide a listing of the vendors on the **51** and **52** profiles.

51 VENDOR MAIL CODE PROFILE

```

S051   UC: 10                               STATE OF OREGON                11/17/09 04:48 PM
LINK TO:                                VENDOR MAIL CODE PROFILE          PROD
  VENDOR NO: ##### MOTOROLA INC
  MAIL CODE: 000  NAME: MOTOROLA INC
    SEARCH NAMES: MOTOROLA INC                MOTOR 75373

  ADDRESS: 13108 COLLECTION CENTER DR

CITY: CHICAGO                               ST: IL                ZIP: 60693
COUNTRY:                                REGION:              TAX RATE:
UPDATE REASON: CONV                     OWNERSHIP CODE: O      LICENSE:
VENDOR CONTACT: ADDR CHG                               FAX:
  TELEPHONE:                            EXT:                ALT VEND NAME: V LTR DATE:
PDT: MA EMAIL:                                PNI:
AGY: 415   CONTACT: JACKY HARRIS             PHONE: 503 373 7827
                                              DIR DEP DATE:

HOLD REASON CODE:                        STATUS CODE: A
EFF START DATE: 04141994  EFF END DATE:      LAST PROC DATE: 08272004
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NXT F6-52 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXT

```

The **51** profile lists all of the addresses that have been entered into the system for a particular vendor.

The system creates Mail Code 000 when the vendor is added to the system on the **52** profile. Any additional addresses are entered directly on the **51** profile.

Agency personnel enter addresses. They may enter them directly into R*STARS or interface them from ADPICS. ADPICS mail codes begin with 500.

SFMS Operations staff at DAS activate new addresses daily.

The system requires both a Vendor Number and a Mail Code when you enter a transaction for that vendor.

Entering Expenditure Transactions

As with other types of transactions, expenditure transactions are posted to the accounting records through the batch process. Basically, these are the steps you will follow. Some of these fields will be discussed in more depth below.

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

- Use the following Batch Types:
 - Batch Type 3 for Pre-encumbrances and Encumbrances
 - Batch Type 4 for Payments

- Batch Type 4 or G for Interagency Transfers
- You may want to select a fast entry screen.
- For Voucher Payable transactions you may want to change the Payment Distribution Type or the Disbursement Method Indicator. See sections below.

S500 UC: 17	STATE OF OREGON	12/15/13 11:41 AM
LINK TO:	BATCH HEADER ENTRY	PROD
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>BATCH AGENCY: 101</p> <p>BATCH DATE: 121613</p> <p>BATCH TYPE: 4</p> <p>BATCH NUMBER: 001</p> <p>BATCH COUNT: 00010</p> <p>BATCH EDIT MODE: 2</p> <p>PAYMENT DIST TYPE:</p> <p>DISB METH IND:</p> <p>EFFECTIVE DATE: 121613</p> <p>FAST ENTRY:</p> <p>USER ID: AGYUSER</p> <p>USER CLASS: 17</p> <p>ACTION CODE AGENCY:</p> <p>ACTION CODE:</p> </div> <div style="width: 45%;"> <p>(SIGN ON AGENCY)</p> <p>(MMDDYY, DEFAULTS TO TODAYS DATE)</p> <p>BATCH AMOUNT: 00000001250.00</p> <p>(0=NO EDIT/POST, 1=EDIT, 2=EDIT/POST)</p> <p>(MUST BE IN D50 PDT PROFILE)</p> <p>(H, M, R, E OR SPACE)</p> <p>(MMDDYY, DEFAULTS TO TODAYS DATE)</p> <p>(M/S/I/P/)</p> <p>JOHN P. DOE</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> B10 INVALID BATCH # B14 BATCH TYPE NOT VALID </div>		
<div style="display: flex; justify-content: space-between;"> F1-HELP F9-INTERRUPT F10/F11-SAVE CLEAR-EXIT </div>		

Step 02: When you save the Batch Header, the system will display the **505 Pre-Enc/Enc/Expend Transaction Entry** screen, unless you chose a Fast Entry option.

- Identify the appropriate Transaction Code
- Identify the required fields for the Transaction Code
- Identify the Reference Document Number and appropriate modifier if the transaction will liquidate a Pre-encumbrance or an encumbrance (see section below).
- Determine the document types allowed for the T-Code
- Identify the Vendor Number and Mail Code
- Enter the applicable account coding
- Enter the Vendor's Invoice Number for a payment. It will print on the Remittance Advice.
- Enter a description in the DESC field. This will print on the Remittance Advice.
- For a payment, enter a Due Date. R*STARS will print the warrant *on the due date*. Be sure to allow time for the warrant to reach the vendor through the mail.

```

S505 UC: 17 STATE OF OREGON 12/15/13 11:51 AM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 121613 TYPE 4 NO 002 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 121613 DUE DATE: 123113 SERV DATE:
CUR DOC/SFX: VP004534 001 REF DOC/SFX: MOD: AGENCY: 101
TRANS CODE: 222 VOUCHER PAYABLE-NOT ENCUMBERED
INDEX: 70002 MY AGENCY ADMIN MANAGEMENT
PCA: 71002 MY AGENCY ADMIN MANAGEMENT AY: 15
COMP/AGY OBJ: 4200 4200 OFFICE SUPPLIES
AMOUNT: 00000001250.00 RVS: DISC: 1099: FO: PDT: MA
DOC COUNT: 00000 DOC AMT: 0000001250.00 DOC AGY: 101 CI: PROP #:
INV NO: 8727273-1 DT: DESC: PAPER FOR PRINTER
VEND/MC: 1416537335 008 NM: OFFICE STOP
CONT NO: ADDR 1: DEPT 82-01240124
WARR NO: ADDR 2: PO BOX 12121
APPN NO: 31501 ADDR 3:
FUND: 1100 ADDR 4:
GL AC/AGY: CITY: CHICAGO ST: IL ZIP: 60673 0164
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: G38: RTI:

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

```

Step 03: Press **F10** -SAVE or **F11** -SAVE/CLEAR after you enter each transaction.

Step 04: After you have entered and saved all of the transactions, press **F6** -BALANCING.

Step 05: If the batch balances and you have the authority, press **F6** again to release the batch.

PAYMENT DISTRIBUTION TYPE (PDT)

The PDT identifies how transactions will be combined and the warrants routed. It serves several purposes:

- To identify the payment as a warrant, direct deposit or wire transfer
- To identify how transactions should be combined
- To identify how warrants should be routed
- To reduce the number of payments for a single vendor
- To identify payments subject to tax offset (Oregon is not using)

The PDT defaults to the **500** screen and the transaction entry screens from the **52** profile. It is possible to override the value by entering a PDT on the Batch Header or the transaction entry screen.

The **D50** profile defines the valid PDT values. They include:

- M** – Direct mail - no combining
- MA** – Direct mail - combine all
- MB** – Direct mail - combine batch agency, documents
- MC** – Direct mail - combine documents
- MD** – Direct mail - combine documents, fund
- R** – Return to agency - no combining

- RA** – Return to agency - combine all
- RB** – Return to agency - combine batch agency, documents
- RC** – Return to agency - combine documents
- RD** – Return to agency - combine documents, fund
- RG** – Hold, return to agency - no combining
- RH** – Hold, Return to agency -combine all

DISTRIBUTION METHOD INDICATOR (DMI)

The Distribution Method Indicator (DMI) determines how disbursement transactions will be processed. Most transaction codes used in payment processing require a DMI. It is entered on the **500** screen, not on the transaction entry screen.

- Because the DMI is entered on the **500** screen, a batch *cannot* contain more than one Distribution Method. ***This means transactions must be grouped by Distribution Method.***
- Once a disbursement transaction has been entered, the DMI can only be changed using the **41 Disbursement Maintenance Screen**.

Valid Distribution Method Indicators are:

- E** – Expedited disbursement, payment will be printed during the day
- H** – Hold, payment will not be processed
- R** – Release to Automated Processing, payment will be printed during nightly cycle
Manual, payment issued with hand-written check, wire transfer, or another automated
- M** – system
- blank** – Release to Automated Processing

Normally, the system prints warrants as part of the nightly batch cycle. ***Expedited Disbursement*** provides an option when it is not possible to wait until the next day for a payment. SFMS Disbursements prints Expedited warrants each afternoon before the banks close. They may be picked up after 3:30 PM.

41 Disbursement Maintenance Screen

The purpose of this screen is to allow users to change the DMI on transactions after the Batch Header has been saved.

Two reasons for changing the DMI are:

- To expedite a payment
- To delay a payment

If the DMI is changed on the document level, transactions in the document will contain the new DMI. If the DMI is changed at the document and vendor level, only those transactions with that vendor within the document will have the new DMI.

You cannot change a DMI on a manual payment.

```

S041   UC: 10                               STATE OF OREGON           12/15/13 11:34 AM
LINK TO:                               DISBURSEMENT MAINTENANCE           PROD

```

```

AGENCY: 101   DOC NO: VP111111   FY: 14   VEN NO/MAIL CODE:

```

```

DMI: R           AMOUNT:           1213.00   VENDOR NAME:

```

```

APPROVAL DATE: 12/12/13

```

```

SEQ  SFX AGY  TC INDEX  PCA  AP NO APFND FUND AY COBJ           AMOUNT      R
DOC DT  SERV DT  VENDOR NO / MC           VENDOR NAME
00012 001 107 222           22350 31501 3400 4184 15 4365       1213.00
                        1143941086 000 SUPER GEEK COMPUTER COMPANY

```

```

Z06 RECORD SUCCESSFULLY RECALLED

```

```

F1-HELP           F2-DOCUMENT TRACKING           F8-NEXT PAGE           F9-INTERRUPT
F10-SAVE          F11-SAVE/CLEAR           ENTER-INQUIRE         CLEAR-EXIT

```

DOCUMENT TYPES

As a reminder, in R★STARS, *Document Types* consist of a two character alpha code. They are used as the first two characters of the *Document Number*. The **33 Document Control Profile** defines valid Document Types. The **28B Trans Code Description Profile** will determine which document types may be used with a specific Transaction Code.

Following is a list of Document Types frequently used in the Expenditures Cycle:

- BT** – Balanced Transfer
- EE** – Encumbrance (non-ADPICS)
- PE** – Pre-encumbrance (non-ADPICS)
- TA** – Travel Advance
- VP** – Voucher Payable
- WC** – Warrant Cancellations
- ZE** – Payment Liquidation (system generated)
- ZW** – Payment Redemption (system generated)

COMMONLY USED TRANSACTION CODES

Pre-encumbrances

- 200 Establish a Pre-encumbrance (non-ADPICS)
- 201 Adjust a Pre-encumbrance (non-ADPICS)
- 202 Cancel a Pre-encumbrance (non-ADPICS)

Encumbrances

- 203 Establish an Encumbrance not Pre Encumbered
- 204 Establish an Encumbrance Previously Pre Encumbered
- 205 Adjust an Encumbrance
- 206 Cancel an Encumbrance
- 212 Encumbrance - To Add A Suffix to Document

Vouchers Payable

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

Expenditure Transfers

- 706 Expenditure Transfer out/ encumbered, A/R (between agency)
- 708 Expenditure Transfer out (between agency)
- 714 Payment to Suspense for Receipted Account (between agency)
- 718 Quasi-external Expenditure/encumbered, no A/R
- 722 Quasi-external Expenditure - no A/R
- 724 Quasi-external Expenditure / encumbered, no A/R
- 730 Quasi-external Expenditure - A/R
- 736 Quasi-external Expenditure - no A/R
- 738 Quasi-external Expenditure - no A/R
- 740 Quasi-external Expenditure - no A/R
- 742 Quasi-external Expenditure - A/R
- 744 Quasi-external Expenditure / Transfer Out - cross system
- 748 Expenditure Transfer Out / Encumbered - Cross System

LIQUIDATION OF PRE-ENCUMBRANCES AND ENCUMBRANCES

If a Pre-encumbrance is established for a potential purchase and is later formalized by establishing an Encumbrance, it is necessary to liquidate the Pre-encumbrance. When the goods or services are received and a Voucher Payable is established, it is necessary to liquidate the Encumbrance.

There may also be times when the purchase is not finalized and it is necessary to liquidate (cancel) a Pre-encumbrance or encumbrance without creating a payable.

- To cancel a Pre-encumbrance without creating an encumbrance or to cancel an encumbrance without creating a payable, we process another transaction with a Transaction Code specifically

designed to cancel an encumbrance leaving a zero balance. This method would be used, for example, when a purchase was being canceled due to a price increase.

- Transaction Code 202 cancels a Pre-encumbrance
- Transaction Code 206 with a modifier of *C* cancels an Encumbrance
- R★STARS has the capability to process one transaction that both establishes the next stage in the Expenditure Cycle, for example creates an encumbrance, and liquidates the previous transaction, in this case liquidates the Pre-encumbrance. To do this, we use a transaction code that can do both and enter the Document Number for the previous transaction in the REFERENCE DOC field on the new transaction.
 - T-Code 204 liquidates a Pre-encumbrance and establishes an Encumbrance
 - T-Code 225 liquidates an Encumbrances and establishes a Voucher Payable

28A TRANSACTION CODE DECISION PROFILE

The General Ledger Posting Indicators and the File Posting Indicators on the **28A** profile provide the ability for the system to liquidate one transaction and post another with the same transaction:

- The first set of debits and credits on the General Ledger Posting Indicators posts the new transaction
- The fourth set of debits and credits liquidates the previous transaction
- The File Posting Indicators remove the previous transaction from one Balance Type and post to the new Balance Type

Besides the posting indicators, the **28A** profile also impacts the actual entry of the transaction.

- The File Posting Indicators for the Document Financial Table require that the liquidating transaction find a match on the Document Financial Table.
- Notice that ***Reference Document*** must be input for this transaction.
- When the system creates the warrant for this voucher payable, it will generate a ***Payment Liquidation*** transaction with T-Code 380. This will liquidate the voucher payable in the same manner the T-Code 225 liquidates the encumbrance.
- Notice also that a ***Modifier*** is required for this Transaction Code.

```

S28A UC: 10 STATE OF OREGON 12/15/13 11:49 AM
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 DOC 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

```

Let's now look more closely at the Modifier.

The Modifier Field on the Transaction Entry Screen

When liquidating a previous transaction the Modifier Field on the **505 Pre Enc/Enc/Expend Transaction Entry** Screen is important. The Modifier identifies how the document should be posted and is normally required on Encumbrance transactions referencing Pre-encumbrances and on Voucher Payable transactions referencing Encumbrances.

```

S505 UC: 10 STATE OF OREGON 12/15/13 01:36 PM
LINK TO: PRE-ENC/ENC/EXPEND TRANSACTION ENTRY NOTE: N PROD
BATCH: AGENCY 101 DATE 121513 TYPE 4 NO 302 SEQ NO 00007 MODE EDIT AND POST
DOC DATE: EFF DATE: 121513 DUE DATE: 121513 SERV DATE:
CUR DOC/SFX: VP300409 009 REF DOC/SFX: EE068828 005 MOD: P AGENCY: 101
TRANS CODE: 225 VOUCHER PAYABLE - ENCUMBERED
INDEX:
PCA: 11340 FACILITIES - O&M - ELECTRICAL AY: 15
COMP/AGY OBJ: 4701 5209 CONTRACT SERVICES
AMOUNT: 00000000161.27 RVS: DISC: 1099: 7 FO: PDT: MA
DOC COUNT: 00022 DOC AMT: 0000015751.44 DOC AGY: 101 CI: PROP #:
INV NO: SP 05142B111 DT: DESC: SPS 5042 JAN14 ELEVATOR SVCS
VEND/MC: 1234567890 001 NM: BUMSTEAD ELEVATOR COMPANY
CONT NO: ADDR 1: PO BOX 232323
WARR NO: ADDR 2:
APPN NO: 31501 ADDR 3:
FUND: 4630 ADDR 4:
GL AC/AGY: CITY: CHICAGO ST: IL ZIP: 60673 7579
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH: 110302 00
MPCD: AGY CD-1: 2: 3: 15000 G38: RTI:
CHANGE NOT ALLOWED TO FINAL APPROVED DOC

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

```

Valid Modifier Codes

- F – Final Liquidation.** The transaction represents a final activity on the pre- encumbrance or encumbrance and closes the document. The remaining pre encumbrance or encumbrance balance on the reference document/suffix will be liquidated regardless of the transaction amount.
- P – Partial Liquidation.** The transaction represents partial activity on the document and the document remains open. Only the amount of the transaction will be liquidated from the referenced Pre-encumbrance/encumbrance.
- A – Activate.** The transaction involves an inactive document and this modifier activates that previously closed document.
- C – Close.** If there is a Pre-encumbrance or encumbrance balance remaining on the reference document/suffix it will be completely liquidated. The document will be closed and further posting will be prevented.

FINDING A PREVIOUS PRE-ENCUMBRANCE OR ENCUMBRANCE

The Transaction Codes to liquidate a Pre-encumbrance or encumbrance require a Reference Document. You 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 PE (Pre-encumbrance) or EE (Encumbrance)
- Select the applicable document and press **F9** -INTERRUPT
- Press **F4** -EDIT to retrieve the coding information from the Reference Document

When the Liquidating Transaction Does Not Equal the Original Transaction

When the final payment differs from the amount remaining on the outstanding encumbrance, R★STARS creates two accounting records. One record displays the amount of the actual payment. The second record shows the system generated liquidation transaction for the remaining balance on the original encumbrance.

The **64 Document Record Inquiry** summarizes these transactions. Notice in this example that the DOC BALANCE is zero although the Payment / Collections is less than the original amount.

From the Financial Inquiry screens, you can *drill down* to find the second transaction the system created. See the chapters on [On-line Inquiry](#) and the SFMS Desk Manual for additional information on inquiries and drill down.

S064	UC: 10	STATE OF OREGON	12/15/13 01:44 PM
LINK TO:		DOCUMENT RECORD INQUIRY	PROD
AGY: 101 DOC NO/SFX/CLASS: EE062009 001 001			
CREATE DATE: 081313		CLOSE DATE: 121113	
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)		
INQ YEAR: 14	INQ MONTH: 06	DOC BALANCE:	.00
BT	TITLE	AMOUNT	BT TITLE AMOUNT
01	ORIG AMOUNT	17,665.85	
03	LIQUIDATIONS	17,665.85	
04	PYMT/COLLECTIONS	17,126.18	
F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT			

Expenditure Inquiry

R★STARS contains a number of on-line inquiry screens to assist in the management of Voucher Payables.

64 DOCUMENT RECORD INQUIRY (SHOWN ABOVE)

- 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

59 VENDOR DOCUMENT INQUIRY

- Provides a list of all documents, by document type and vendor number
- Displays the payables by date with the oldest payable first
- Can be used to identify the appropriate Reference Document to liquidate a Pre-encumbrance or an Encumbrance.

From the Transaction Entry Screen, you can Interrupt to the **59** screen, select the appropriate document and press **F9**-INT to take the values back to the Transaction Entry Screen.

- Provides an on-line encumbrance or Pre-encumbrance balance

```
S059   UC: 10                      STATE OF OREGON                      12/15/13 02:00 PM
LINK TO:                      VENDOR DOCUMENT INQUIRY                      PROD

AGY: 101  VENDOR NO/MC: 1909325664 000  DOC TYPE: EE  FY: 14
          VENDOR NAME: PULPMAN FOREST BY-PRODUCTS INC
          S DOC NO / SFX      CREATE DATE  DOC DATE    DOC BALANCE
          EE062338 001        06302010                      1,854.76
```

NO MORE RECORD(S) FOUND

F1-HELP F5-NEXT RECORD F8-NEXT PAGE F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT

85 VENDOR TRANSACTION INQUIRY

- Lists documents by vendor
- Identifies all transactions occurring within a Document Type, including reversals.

S085	UC: 10	STATE OF OREGON	12/15/13 02:22 PM
LINK TO:		VENDOR TRANSACTION INQUIRY	PROD
			PAGE 0001
VEND NO/MC:	1909325664 000	AGY: 101	DOC TYPE: VP INV#:
VEND NAME:	PULPMAN FOREST BY-PRODUCTS INC		
REC TYPE: A	APPR FUND:	FUND:	EFF DATE RANGE: TO 121513
DOC NO / SFX	REF DOC/SFX	INVOICE #	TC PDT PMT- # DATE APPR DT
	AP FUND FUND INDEX PCA	AY COBJ AOBJ	TRANS AMT R S
VP008978 001	EE062108 001 501675	225 MA	012511
	3400 4630	11360 11 4701 5209	2546.00
VP008008 001	EE062338 001 501605	225 MA	012511
	3400 4630	11360 11 4701 5209	463.69
VP007173 001	EE062338 001 500237	225 MA 122054399	011011 122110
	3400 4630	11360 11 4701 5209	463.69
VP006404 001	EE062338 001 498598	225 MA 122018633	121010 112210
	3400 4630	11360 11 4701 5209	463.69
VP005743 001	EE062338 001 496375	225 MA 121977387	111010 102910
	3400 4630	11360 11 4701 5209	463.69
VP004819 001	EE062338 001 494624	225 MA 121931234	100810 092810
	3400 4630	11360 11 4701 5209	463.69
F1-HELP	F2-84	F7-PRIOR PG	F8-NEXT PG F9-INTERRUPT ENTER-INQ CLEAR-EXIT

86 DOCUMENT TRANSACTION INQUIRY

- Provides posting information regarding each transaction within a document.

S086	UC: 10	STATE OF OREGON	12/15/13 02:27 PM
LINK TO:		DOCUMENT TRANSACTION INQUIRY	PROD
			PAGE 0001
AGY: 101	DOCUMENT NO/SUFFIX: EE062338	REC TYPE: A	
	EFF DATE RANGE:	TO 121513	
-----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
101 01/25/11 4 425 00009	225 02/11	EE062338 001	463.69
VP008008 001 P	11360 11 4701 5209	1930925466 000	3400 4630
101 12/21/10 4 457 00021	225 01/11 122054399	EE062338 001	463.69
VP007173 001 P	11360 11 4701 5209	1930925466 000	3400 4630
101 11/22/10 4 333 00011	225 12/10 122018633	EE062338 001	463.69
VP006404 001 P	11360 11 4701 5209	1930925466 000	3400 4630
101 10/28/10 4 401 00014	225 11/10 121977387	EE062338 001	463.69
VP005473 001 P	11360 11 4701 5209	1930925466 000	3400 4630
101 09/27/10 4 428 00008	225 10/10 121931234	EE062338 001	463.69
VP004819 001 P	11360 11 4701 5209	1930925466 000	3400 4630
101 09/09/10 4 428 00013	225 09/10 121893646	EE062338 001	463.69
VP002724 001 P	11360 11 4701 5209	1930925466 000	3400 4630
101 08/05/10 4 358 00012	225 08/10 121840535	EE062338 001	463.69
VP000915 001 P	11360 11 4701 5209	1930925466 000	3400 4630
F1-HELP	F2-84	F7-PRIOR PG	F8-NEXT PG F9-INTERRUPT ENTER-INQ CLEAR-EXIT

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

```

S061   UC: 10                               STATE OF OREGON                12/15/13 02:36 PM
LINK TO:                                AGENCY BUDGET FINANCIAL INQUIRY          PROD

      AGENCY: 101  AY: 15 ORG CDE:          PGM CDE: 4310 FUNC CDE:          PCA: 11360
      AP FUND:          FUND: 4630  GRANT/PH:          PROJECT/PH: 110121 00
COMP SRC/GRP:          OBJ/COBJ/AGY OBJ:          3111    AGY OBJ GROUP:
      ORG LEVEL:
      PGM LEVEL: 06 FAC OPERATIONS & MAINTENANCE -L6
      FUNC LEVEL:
      INQ TYPE: MC      (MA, YA, MY, YY, MC, YC)  DETAIL/SUMMARY: D
      INQ YEAR: 11      INQ MONTH: 07            ADJ BUD:                      .00
      AGENCY BUD AVAILABLE:          3,539.00-  AGENCY BUD % AVAIL:          .00
EXPENDITURES TO BUD %:  0.00          ALLOT TO BUD % :  0.00
BT    TITLE                                AMOUNT    BT    TITLE                                AMOUNT
15 CASH EXPEND                                3,539.00

```

```

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

```


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

```

S062 UC: 10 STATE OF OREGON 12/15/13 02:49 PM
LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 101 APPN YEAR: 15 APPN #: 35101 AGY OPERATING BUDGET - LIMITED
APPR FUND: 3400 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 0100 LVL: 02 AGY OPERATING BUDG ORG CD: LVL:
INQ TYPE: MC INQ YEAR: 14 INQ MONTH: 06 DETAIL/SUMMARY: D
CASH BASIS BUD: 91,319,895.17 ADJ BUD: 267,676,971.00
ACCR BASIS BUD: 91,207,245.24 REM APPN ALLOT: 59,558,225.96
ENC BASIS BUD: 88,276,270.96 ALLOT TO BUD % : 89.20
EXP TO BUD % : 65.90 UNSCHED TO BUD % : 0.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG BUDGT 262,595,304.00 30 UNITS ACCUM 2,080,645.47
02 REVISIONS- 5,081,667.00 35 RED OF EXPE 58,797.86
12 CASH REVEN 255,553,266.85
14 ACCRD REVE 4,916,047.95
15 CASH EXPEN 176,357,075.83
17 ACCRD EXPE 112,649.93
18 ENCUM OUTS 2,930,974.28
20 TRAN IN-CA 52,245,330.10
21 TRAN OUT-C 100,329,921.98
23 ALLOTMENT- 238,958,926.00

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

S063	UC: 10	STATE OF OREGON	12/15/13 02:51 PM
LINK TO:		CASH CONTROL FINANCIAL INQUIRY	PROD

AGENCY: 101	APPR FUND:	CASH FUND: 10050	FUND:	GRANT NO/PH:
-------------	------------	------------------	-------	--------------

INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D
INQ YEAR: 14	INQ MONTH: 06	CASH BALANCE: 70,062,274.73

BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
12	CASH REVEN	2,449,454,883.40			
13	PYMTS OUTS	1,397,685.81			
15	CASH EXPEN	2,285,567,173.85			
20	TRAN IN-CA	924,248,848.12			
21	TRAN OUT-C	1,060,377,296.33			
22	OTHER INCR	324,639,614.55			
23	OTHER DECR	303,658,312.12			
25	BEG BALANC	21,411,090.39			
34	UNREC DEPO	89,379.43			

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

The inquiries listed above are covered in more detail in the chapters on On-line Inquiry. There are two additional inquiries that are not part of the Inquiry and Reporting Menu that may be helpful in processing expenditures.

44 SINGLE PAYMENT CANCELLATION

- Shows the Vendor, amount, and status for a particular warrant
- Lists all of the transactions included in the payment
- Indicates a reason if the warrant has been cancelled

```
S044   UC: 10                               STATE OF OREGON                12/15/13 02:54 PM
LINK TO:                               SINGLE PAYMENT CANCELLATION          PROD
ACTIVE
```

```
    PAYMENT NO: 135791113 CANCEL REASON CODE:      DOCUMENT NO:
VENDOR NO/MC: 1193157398 001
VENDOR NAME: CASCADIA POWER PRODUCTS
ISSUE DATE: 11/27/13 PAYMENT STATUS: I
    COUNT: 00001 PAYMENT AMT:           1038.50  DOCUMENT AMT:           1038.50
```

DOC NO	SFX	AGY	TC	INDEX	PCA	APP	FND	AY	COBJ	AOBJ	PDT	W	R	AMT
VP305733	001	107	222		11340	31501	4630	15	4701	5209	MA	1		1038.50

Z06 RECORD SUCCESSFULLY RECALLED

NO MORE PAYMENT CANCELLATIONS

F1-HELP F8-NEXT F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

47 PAYMENT CONTROL TABLE STATUS MAINTENANCE

- Lists the dates the warrant was issued, redeemed, and will expire
- Provides information on the status of a particular warrant. Values include:
 - D** – Duplicate Payment
 - I** – Issued
 - P** – Paid
 - R** – Rewrite
 - S** – Stopped
 - E** – Payment amount transferred to outstanding check fund
 - T** – Amount transferred to the general fund
 - U** – Unpresented / undeliverable
- Provides a Cross Reference Number if a warrant has been duplicated or rewritten

```

S047   UC: 10                               STATE OF OREGON                12/15/13 03:00 PM
LINK TO:                PAYMENT CONTROL TABLE STATUS MAINTENANCE          PROD
ACTIVE

```

WARRANT INFORMATION:

```

          WARRANT NUMBER: 135791113      STATUS MAINTENANCE:
          CLEARANCE DATE:                (MMDDYYYY)

          CLEARANCE FISCAL:
          CURRENT STATUS: I
          STOP DATE:
          WARRANT ISSUE DATE: 11272013
WARRANT EXPIRATION DATE: 11272015
          VENDOR/MC: 1193157398 001
          VENDOR NAME: CASCADIA POWER PRODUCTS
          FISCAL YR: 14
          AMOUNT:                1038.50
CROSS REFERENCE NUMBER:                STATUS:      REWRITE/DUPLICATE IND:
BANK MICROFILM NUMBER:                BANK TAPE NUMBER:
Z06 RECORD SUCCESSFULLY RECALLED

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

```

Reports

R★STARS provides numerous reports related to payment processing. They include:

CONTROL REPORTS

As part of the nightly batch cycle, R★STARS provides Control Reports that describe the batch activity. Some of these include:

- DAFR3252 Agency Payment Cancellation Daily Activity Report
- DAFR3521 Payment Error Comparison Control Report
- DAFR3581 Funds Control Report
- DAFR3601 Transactions Cancelled for Negative Balances
- DAFR3651 Warrant Register by Agency Report
- DAFR3701 Warrant Register by Warrant Number Report

REQUESTABLE REPORTS

R★STARS provides several requestable reports for the Expenditure Cycle. They include:

- DAFR6050 Revenues and Expenditures by Fund, Program, Org, and Object
- DAFR6510 Expenditure and Revenue Register
- DAFR6540 Cash Receipts and Cash Disbursement Register
- DAFR7600 Expenditures by Comptroller Object, Appropriated Fund, and Agency
- DAFR7810 Outstanding Encumbrance Aging Report
- DAFR7820 Encumbrance Status Report
- DAFR7830 Outstanding Payment Voucher Aging Report
- DAFR7910 Vendor Transaction History
- DAFR7990 Vendor Credit Balances
- DAFR8120 Vendor Discounts Lost
- DAFR8140 Fund Cash Payable/Receivable Status
- DAFR8150 Accounts Payable Match to Accounts Receivable
- DAFR9200 Revenues and Expenditures by Fund, Org, Program, and Object
- DAFR9210 Revenues and Expenditures by Fund, Program, and Object
- DAFR9220 Revenues and Expenditures by Fund, Org, and Object
- DAFR9230 Revenues and Expenditures by Program, Org, Fund, and Object
- DAFR9240 Revenues and Expenditures by Org, Program, Fund, and Object
- DAFR9250 Revenues and Expenditures by Program, Org, Fund, and Object
- DAFR9670 Analysis of Operating Revenues and Expenditures by Source - Accrued
- DAFR9680 Analysis of Operating Revenues & Expenditures by State Source - Cash

See the R★STARS Report Guide for additional information.