R★STARS Training Manual
Chapter #10 – Expenditures

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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 ADP ICS 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 to 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 releases 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
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
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-INO 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

- **TRAN CODE: 225 TITLE: VOUCHER PAYABLE - ENCUMBERED**
- **GENERAL LEDGER**
  - DR-1: 3501 CR-1: 1211 DR-2: CR-2:
- **TRANS DOC**
  - DUDT I SVDT CDC 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: +
- **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**

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.
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.
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
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.
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.

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.
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
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
- **M** – Manual, payment issued with hand-written check, wire transfer, or another automated 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.
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 Encumbrance 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.
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.
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.

<table>
<thead>
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<th>UC: 10</th>
<th>STATE OF OREGON</th>
<th>12/15/13 01:44 PM</th>
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<td>PROD</td>
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</tr>
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<td>DOC NO/SFX/CLASS: EE062009 001 001</td>
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<td></td>
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<td>CREATE DATE: 081313</td>
<td>CLOSE DATE: 121113</td>
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<td>(MA, YA, MY, MC, YC)</td>
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<td></td>
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</tr>
<tr>
<td>BT</td>
<td>TITLE</td>
<td>AMOUNT</td>
<td>BT</td>
</tr>
<tr>
<td>01</td>
<td>ORIG AMOUNT</td>
<td>17,665.85</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>LIQUIDATIONS</td>
<td>17,665.85</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>PYMT/COLLECTIONS</td>
<td>17,126.18</td>
<td></td>
</tr>
</tbody>
</table>

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

---

<table>
<thead>
<tr>
<th>S059</th>
<th>UC: 10</th>
<th>STATE OF OREGON</th>
<th>12/15/13 02:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINK TO:</td>
<td>VENDOR DOCUMENT INQUIRY</td>
<td>PROD</td>
<td></td>
</tr>
<tr>
<td>AGY: 101</td>
<td>VENDOR NO/MC: 1909325664 000</td>
<td>DOC TYPE: EE FY: 14</td>
<td></td>
</tr>
<tr>
<td>VENDOR NAME: PULPMAN FOREST BY-PRODUCTS INC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S DOC NO / SFX</td>
<td>CREATE DATE</td>
<td>DOC DATE</td>
<td>DOC BALANCE</td>
</tr>
<tr>
<td>EE062338 001</td>
<td>06302010</td>
<td></td>
<td>1,854.76</td>
</tr>
</tbody>
</table>

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.

86 DOCUMENT TRANSACTION INQUIRY

- Provides posting information regarding each transaction within a document.

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

<table>
<thead>
<tr>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>CASH EXPEND</td>
<td>3,539.00</td>
</tr>
</tbody>
</table>

[Screen shot showing the AGENCY BUDGET FINANCIAL INQUIRY with data and options]
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

<table>
<thead>
<tr>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ORIG BUDGT</td>
<td>262,595,304.00</td>
</tr>
<tr>
<td>02</td>
<td>REVISIONS-</td>
<td>5,081,667.00</td>
</tr>
<tr>
<td>12</td>
<td>CASH REVEN</td>
<td>255,553,266.85</td>
</tr>
<tr>
<td>14</td>
<td>ACCRD REVE</td>
<td>4,916,047.95</td>
</tr>
<tr>
<td>15</td>
<td>CASH EXPEN</td>
<td>176,357,075.83</td>
</tr>
<tr>
<td>17</td>
<td>ACCRD EXPE</td>
<td>112,649.93</td>
</tr>
<tr>
<td>18</td>
<td>ENCUM OUTS</td>
<td>2,930,974.28</td>
</tr>
<tr>
<td>20</td>
<td>TRAN IN-CA</td>
<td>52,245,330.10</td>
</tr>
<tr>
<td>21</td>
<td>TRAN OUT-C</td>
<td>100,329,921.98</td>
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<tr>
<td>23</td>
<td>ALLOTMENT-</td>
<td>238,958,926.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BT</th>
<th>TITLE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>UNITS ACCUM</td>
<td>2,080,645.47</td>
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<tr>
<td>35</td>
<td>RED OF EXPE</td>
<td>58,797.86</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>S044</th>
<th>UC: 10</th>
<th>STATE OF OREGON</th>
<th>12/15/13 02:54 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYMENT NO:</td>
<td>135791113</td>
<td>CANCEL REASON CODE:</td>
<td>DOCUMENT NO:</td>
</tr>
<tr>
<td>VENDOR NO/MC:</td>
<td>1193157398 001</td>
<td>VENDOR NAME:</td>
<td>CASCADIA POWER PRODUCTS</td>
</tr>
<tr>
<td>ISSUE DATE:</td>
<td>11/27/13</td>
<td>PAYMENT STATUS:</td>
<td>I</td>
</tr>
<tr>
<td>COUNT:</td>
<td>00001</td>
<td>PAYMENT AMT:</td>
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</tr>
<tr>
<td>DOCUMENT AMT:</td>
<td>1038.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DOC NO SFX AGY TC INDEX PCA APP FND AY COBJ AOBJ PDT W R AMT</td>
<td>VP305733 001 107 222</td>
<td>11340 31501 4630 15 4701 5209 MA 1</td>
<td>1038.50</td>
</tr>
</tbody>
</table>

**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

---

WARRANT INFORMATION:

- WARRANT NUMBER: 135791113
- STATUS MAINTENANCE: (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-INV 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.