

R★STARS Training Manual

Chapter #12 – On-Line Inquiry In R★STARS

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On-Line Inquiry

The R★STARS On-line Inquiry features allow users to view information stored in the various financial tables. Most inquiries fall into two categories:

- Financial Inquiries
 - Focus on Appropriation, Budget, and General Ledger
 - Often have *drill down* capabilities that allow users to view transaction details for amount summaries
 - Can be understood by Non-Accountant personnel
- Document Inquiries
 - Focus on information for a specific Document
 - Frequently do not have *drill down* capabilities
 - Help Accounts Receivable and Payable personnel find current account information on-line

You can find these two kinds of inquiries through the **Reporting/Inquiry Menu**, which can be accessed from the **Main Menu**.

Factors That Impact Inquiries

TRANSACTION CODE INDICATORS

Financial transactions are entered into R★STARS through Batches and stored in *Financial Tables* for later retrieval for inquiry and reporting.

For each transaction, the user indicates a Transaction Code. The Transaction Code indicates the *Financial Tables* to which the transaction will post and the *Balance Type* the system will use to post to the table. The **28A Transaction Code Decision Profile** defines these indicators.

```

S28A UC: 01 STATE OF OREGON 01/31/14 03:25 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 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

```

FINANCIAL TABLES

The financial tables include:

ACCOUNTING EVENT (AE)	Contains the full accounting classification for each financial transaction that posts to all of the other financial tables.
AGENCY BUDGET (AB)	Contains agency budget balances and revenue, expenditure, and encumbrance balances on a program, organization, fund, and/or object basis.
APPROPRIATION (AP)	Contains appropriation balances and revenue, expenditure, and encumbrance balances.
CASH CONTROL (CC)	Contains the balance of available cash by fund and provides the ability to control and monitor cash disbursements at a defined level of detail.
DOCUMENT FINANCIAL TABLE (DF)	Contains the balance of each <i>outstanding</i> pre-encumbrance, encumbrance, accounts receivable, and due to/from account.
GENERAL LEDGER DETAIL (GL)	Contains a <i>balance by the lowest level</i> in the classification structure for all financial transactions that post to selected accounts, usually nominal accounts.
GRANT TABLE (GP)	Contains the budgets, expenditures, and revenues of a grant.

SUMMARY GENERAL LEDGER (GS) Contains *summarized* balances for each general ledger (asset, liability, fund balance, budgetary and nominal) account.

PROJECT TABLE (PJ) Contains the budgets, expenditures, and revenues of a project.

BALANCE TYPES

Each financial table, except the Accounting Event (AE), contains several balance types. The program uses the balance types to accumulate all the financial data together, regardless of general ledger account.

Balance types are defined on the **D05 Balance Type Profile**, subdivided by TABLE ID (for example, DF). Some Balance Types that appear on several tables include:

- | | |
|----------------------------------|--------------------------------------|
| 12 – Cash Revenue | 18 – Encumbrances Outstanding |
| 14 – Accrued Revenue | 20 – Transfer in - Cash |
| 15 – Cash Expenditures | 21 – Transfer out - Cash |
| 17 – Accrued Expenditures | |

Accrued Revenue is revenue that has been earned but not yet received. These include:

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

When the accrued revenue is actually received, the revenue is subtracted from Accrued Revenue and added to **Cash Revenue**. Not all revenue will be accrued prior to receipt.

Outstanding Encumbrances reflect the intention to purchase goods or services. These include:

- Purchase Orders and Requisitions posted to R★STARS from ADPICS
 - Personal Services Contracts
 - Leases and Rental Agreements

When the agency processes a vendor's invoice and creates a Voucher Payable in either ADPICS or R★STARS, the system subtracts the amount from Outstanding Encumbrances and adds it to **Accrued Expenditures**.

When the warrant is printed, the system subtracts the amount from Accrued Expenditures and adds it to **Cash Expenditures**. Not all cash expenditures will have been accrued prior to payment.

INQUIRY TYPES

On most Inquiry screens there is an Inquiry Type field. This field defines the range of activity that the system will display.

In general terms, the first character of the value defines the year and the second character defines the activity; for example,

First Character: **Y** – Prior Year
M – Current Year

Second Character: **A** – Activity for a Month
Y – Activity for a Year
C – Cumulative

Specific Inquiry Types include:

- MA** – Monthly activity for the selected month and year
- YA** – Prior Year Activity – summarizes the prior year's activity
- MY** – Month to Date – summarizes the current year up to the selected month
- YY** – Prior-Prior Year – summarizes activity 2 years prior to the selected year
- MC** – Month cumulative to Date – summarizes all of the years up to the current month (default)
- YC** – Prior year cumulative (prior year balance) – summarizes all years up to the end of the prior year

INQUIRY YEAR AND MONTH

The Inquiry Year refers to the *fiscal year*. For example, July 1, 2013, to June 30, 2014 is Fiscal Year 14. The Effective Date on the transaction determines the transaction's fiscal year.

The Inquiry Month field refers to the *fiscal* month, not calendar month. This means that month 03 is September, not March.

SUMMARY AND DETAIL SELECTION OPTIONS

Some inquiry screens provide two selection options for viewing data – summary and detail.

The detail (*D*) is the default value. You may use the **F5**-NEXT to scroll through the records with the detail option. For inquiries with *drill down* capabilities, you must select the detail option to drill down.

When the summary (*S*) option is selected, R★STARS summarizes and displays all of the records matching the entered elements. The system adds all of the records together by balance type. You may not use the **F5**-NEXT or Drill Down with the summary option.

Let's use the **89 Summary General Ledger Account** inquiry as an example. You enter the AGENCY, COMPTROLLER or AGENCY GL and STATE FUND GROUP, APPR FUND, or FUND. If the DETAIL/SUMMARY is set to *S*, the system will display the summary for all of the activity for these elements. If the DETAIL/SUMMARY is set to *D*, the system will summarize the activity for a particular Transaction Code (displayed in the TC field). With this option, you can scroll through the other T-Codes that have been used to record activity to this agency, general ledger, and fund combination.

ACTIVE OR INACTIVE RECORDS

To conserve computer storage space and processing time, the State has begun to implement the Purge subsystem of SFMS. In the first step of this process, the system moves records from the *Active* to the *Inactive* file. The State has begun running the purge for the Accounting Event Table (see information on the Financial Tables above). It will run the Friday after the close of each Accounting Month. Currently, the transactions for the prior two closed months and the current open month will remain in the Active file and all others will be in the Inactive file.

Records that meet the following criteria will remain in the *Active* file:

- Warrant writing indicator is not blank and warrant has not been written
 - Fiscal Month is not closed
 - Any transaction from the same batch is still on the **530 View Batch Header** screen
 - Any transaction from the same batch is still on the Posting Driver table
 - The Current Document is still on the Document Financial Table
 - The Reference Document is still on the Document Financial Table

Several inquiry screens have a field to indicate whether you want the inquiry to include records from the Active (A) or Inactive (I) file. At this time, only the inquiries that access the Accounting Event Table will be impacted. Those inquiries that include transactions from the Accounting Event Table Inactive files will take longer to complete.

Inquiry Drill Down

Drill-Down Inquiry is an R★STARS feature that allows a user to start at a summary inquiry and *drill down* to the individual transaction detail level by simply pressing a few keys.

This feature is best explained with a brief demonstration.

Link to the **62 Appropriation Financial Inquiry** Screen. If you were a manager and wanted to know the details that made up a specific Balance Type, you would do the following:

```

S062 UC: 10 STATE OF OREGON 01/31/14 03:22 PM
LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 101 APPN YEAR: 15 APPN #: 84017 GF APPROPRIATION
APPR FUND: 8000 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 0502 LVL: 02 OREGON COMMISSION ORG CD: LVL:
INQ TYPE: MC INQ YEAR: 14 INQ MONTH: 07 DETAIL/SUMMARY: D
CASH BASIS BUD: 246,105.63 ADJ BUD: 1,339,094.00
ACCR BASIS BUD: 245,919.90 REM APPN ALLOT: 112,158.48
ENC BASIS BUD: 238,183.48 ALLOT TO BUD % : 90.50
EXP TO BUD % : 81.60 UNSCHED TO BUD % : 7.60
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG BUDGT 1,513,682.00
02 REVISIONS- 63,729.00-
08 UNSCHED AP 110,859.00
15 CASH EXPEN 1,092,988.37
17 ACCRD EXPE 185.73
18 ENCUM OUTS 7,736.42
23 ALLOTMENT- 1,213,069.00
30 UNITS ACCU 22,471.07

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

```

Step 01: Place the cursor in Balance Type *15*, Cash Expenditures, and press **F2**-DOC INQ. The **11 Document Inquiry Screen** will display.

The DETAIL/SUMMARY option must be set to *D*.

```

S011 UC: 10 STATE OF OREGON 01/31/14 03:23 PM
LINK TO: ACTIVE DOCUMENT SUMMARY INQUIRY PROD
AGENCY: 101 FISCAL YR: 14 MO: 07 DAY: 31 BT: 15 CASH EXPEN
BT AMT: 1,092,988.37
AY AFND PGMC APPN#
KEY: 15 8000 0502 84017
EFFECTIVE DATE DOC AGY DOC NUMBER REFERENCE DOC BALANCE/AMOUNT
20130131 101 PA101011 90458.05
20130131 101 PM121201 170.57
20110128 101 BT005815 VP052390 1389.75
20130128 101 ZE10128R VP052971 86.26
20130128 101 ZE10128R VP052972 116.30
20130128 101 ZE10128R VP052973 711.42
20130128 101 ZE10128R VP052974 85.20
20130128 101 ZE10128R VP052975 137.38
20130128 101 ZE10128R VP052976 659.23
20130128 101 ZE10128R VP052977 253.26
20130128 101 ZE10128R VP052978 13.84
20130128 101 ZE10128R VP052979 36.64

Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-TRANS INQ F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTERRUPT ENTER-INQUIRE

```

Step 02: Place the cursor in the effective date of the third document and press **F2**-TRANS INQ. The **60 Transaction Summary Inquiry** will display.

Use **F7**-PRIOR and **F8**-NEXT will scroll back and forth through the list of transactions.

If you are looking for a transaction in a particular month or day of a month, you can enter the year, month, and day in the FISCAL YR, MO and DAY fields. Press **Enter** to perform the inquiry. The system will display these transactions at the beginning of the list.

S060 UC: 10		STATE OF OREGON		01/31/14 03:25 PM	
LINK TO: ACTIVE		TRANSACTION SUMMARY INQUIRY		PROD	
AGENCY: 101		FISCAL YEAR: 14		EFF DATE: 20130128	
REC TYPE: A		DOC AGY: 101		SFX: 002	
		DOC NO: BT005815		REF DOC: VP052390	
AY AFND PGMC APPN#					
KEYS: 15 8000 0502 84017					
SFX	EFF DATE	VENDOR NO/MC	VENDOR NAME	TC	AMOUNT R
002	20130128	1411881896 001	US BANK CORPORATE PA	415	74.55
003	20130128	1411881896 001	US BANK CORPORATE PA	415	14.96
004	20130128	1411881896 001	US BANK CORPORATE PA	415	6.17
005	20130128	1411881896 001	US BANK CORPORATE PA	415	4.14
006	20130128	1411881896 001	US BANK CORPORATE PA	415	42.51
007	20130128	1411881896 001	US BANK CORPORATE PA	415	11.93
008	20130128	1411881896 001	US BANK CORPORATE PA	415	191.69
016	20130128	1411881896 001	US BANK CORPORATE PA	415	0.09
017	20130128	1411881896 001	US BANK CORPORATE PA	415	0.08
018	20130128	1411881896 001	US BANK CORPORATE PA	415	0.97
019	20130128	1411881896 001	US BANK CORPORATE PA	415	0.54
025	20130128	1411881896 001	US BANK CORPORATE PA	415	9.15
F1-HELP F2-AE DETAIL F3-PRIOR INQ F7-PRIOR F8-NEXT F9-INTER ENTER-INQUIRE					

Step 03: Place the cursor in the suffix of the first transaction and press **F2**-AE DETAIL. The **84 Accounting Event Record** will display. This screen gives all the information entered on the original transaction.

Press **F7**-PRIOR and **F8**-NEXT to scroll through any additional screens.

The system displays all transactions for a document in numeric order by the suffix (*SFX*) number. You can enter a SFX number and press **Enter**. The system will display that transaction first.

```

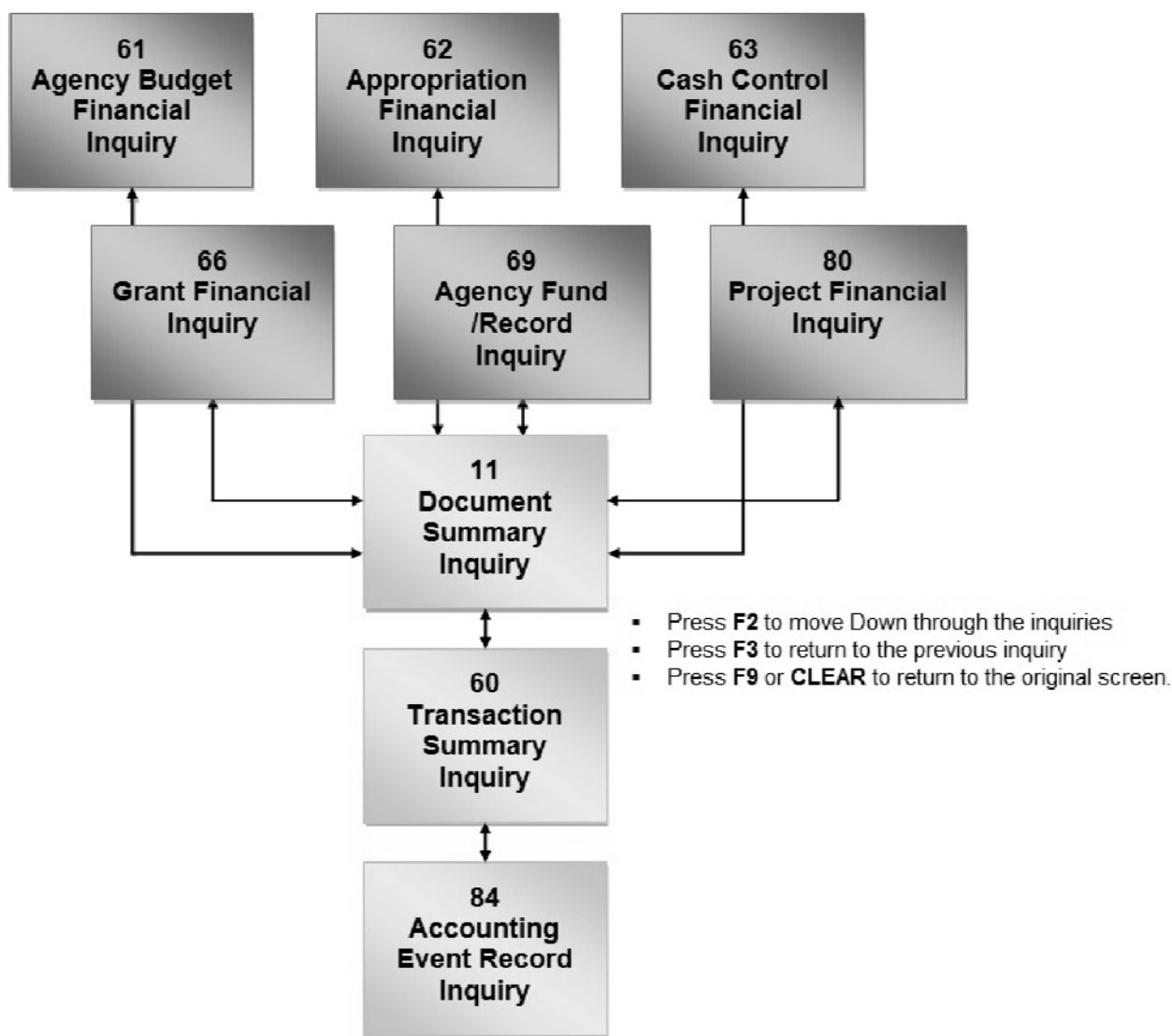
S084 UC: 10 STATE OF OREGON 01/31/14 03:26 PM
LINK TO: ACCOUNTING EVENT RECORD INQUIRY PROD
ACTIVE
BATCH: AGENCY 101 DATE 012814 TYPE 4 NO 600 SEQ NO 00006 REC TYPE: A STATUS:

GL: DR1 3500 CR1 0070 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: EFF DATE: 012814 DUE DATE: 012814
SERV DATE: CUR DOC/SFX/CLASS: BT005815 002 MOD:
REF DOC/SFX/CLASS: VP052390 001 AGENCY: 101
TRANS CODE: 415 INDEX: 20000 PCA: 47027 AY: 15 COMP/AGY OBJ: 4104 4104
AMOUNT: 74.55 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: INV-NO: 01/25/2014 DT: 012514
VEND/MC: 1411881896 001 DESC: ALLOCATE EXPENDITURES
NAME: US BANK CORPORATE PAYMENT SYSTEMS CONT NO:
CITY: ST LOUIS ST: MO ZIP: 63179 0428 RTI: RHBBFG
PMT-NO: DT: AP NO: 84017 FUND: 0014 AGY GL:
GRANT NO/PH: 412694 27 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 04000 CASH FUND:
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
LAST PROC - DT: 01282011 TIME: 0936 ORIG SEQ NO: 00004 APPROVAL DT: 012814
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F2-85 F3-PRIOR INQ F4-PRIOR F5-NEXT F7-86 F9-INT ENTER-INQ

```

Step 04: **F3**-PRIOR INQ on each of these screens will take you back one screen. **F9**-INT will take you back to the screen where you began the drill down – in this case, the **62 Appropriation Financial Inquiry**.

DRILL DOWN INQUIRY SUMMARY**Summary of Financial Inquiries**

Following is a list of the Financial Inquiry Screens and a brief description of each screen. You can access these inquiries through the **Financial Inquiry Menu**.

<u>Title</u>	<u>Description</u>
57 Cash Control Summary	Displays information in the Cash Control Table. Summarizes the information by Agency, or Agency and Fund, or Appropriated Fund.
58 Agency/Fund Summary	Displays information in the Agency Fund Table. The Transaction Code File Posting Indicators for the AP Table (28A Profile) control the postings to this table.
61 Agency Budget Financial	Displays information in the Agency Budget Table by Agency.

62 Appropriation Financial	Displays information in the Appropriation Table. It displays information by Agency and Appropriation.
63 Cash Control	Reads the Cash Control Table.
65 General Ledger Record	Reads the General Ledger Table and displays information by Agency and General Ledger Account.
66 Grant Record	Reads the Grant Financial Table and displays information by Agency and Grant Number.
69 Agency/Fund Record	Reads the Agency Fund Financial Table. The Transaction Code File Posting Indicators for the <i>AP</i> Table (28A Profile) control the postings to this table.
80 Project Financial	Reads the Project Financial Table and displays information by Agency and Project Number.
89 Summary General Ledger	Reads the Summary General Ledger Table and displays information by Agency and General ledger and either State Fund Group or Appropriated Fund.

Summary of Document Inquiries

Following is a list of the Document Inquiry Screens. You can access these inquiries through the **Document Inquiry Menu**.

<u>Title</u>	<u>Description</u>
56 Project Transaction	Reads the Accounting Event Table and displays supporting detail financial information for the Agency, Project, and Balance Type.
59 Vendor Document	Reads the Document Financial Table and lists all documents related to a particular vendor in chronological order (oldest first). Displays information for specific document types for a certain fiscal year that have a <i>balance greater than zero</i> .
64 Document Record	Reads the Document Record Table and displays information by Agency and Document Number.
67 Grant Transaction	Reads the Accounting Event Table and displays supporting detail financial information for the Agency, Grant, and Balance Type.
68 Contract Record	Reads the Contract Table and displays information by Agency and Contract number.
84 Accounting Event	Reads the Accounting Event Table and displays the detail accounting classification elements for each financial transaction.
85 Vendor Transaction	Reads the Accounting Event Table and provides information by Vendor Number and Document Type. Information may be restricted by Mail Code (<i>MC</i>), Agency, Invoice Number, Appropriated Fund.
86 Document Transaction	Reads the Accounting Event Table and provides information by Agency and Document Number.

See the section on Financial Tables earlier in this chapter for information on the data stored in each table.

In the following chapters, we will look at each of the inquiries in more detail.

Other Useful Inquiries

<u>Title</u>	<u>Description</u>
14 Linked Cash/GF Appn Financial Inquiry	Combines the general fund appropriation balance types (left side of the screen) and the federal funds cash control balance types (right side of the screen) to determine the available linking balance (only valid for agencies using linking).
105 Transaction Detail by Project and AOBJ/AGL Inquiry	Summarizes transactions by project phase, agency object, and agency general ledger. Displays the transactions within each category by batch date (most recent first) and current document number and suffix (alpha/numeric order).
106 Transaction Detail by AOBJ/AGL and Project Inquiry	Summarizes transactions by agency object, agency general ledger, and project and phase. Displays the transactions within each category by PCA, T-Code, service date, batch date, and current document number and suffix.