

<b>R★STARS</b>	<b>Version 2.0</b>
<b>DATA ENTRY GUIDE PROJECT ACCOUNTING</b>	<b>13-1 3/09</b>

## **PURPOSE**

This chapter presents procedures to be followed when establishing projects, recording project budgets and requesting billings. It also includes typical examples which may be followed. It is not intended to provide users with an overview of the R★STARS project accounting capabilities nor is it intended to 'stand alone' as a guide to using the Project Billing subsystem. The R★STARS Reference Manual, Chapter 12 should be reviewed prior to attempting to utilize this subsystem.

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## OVERVIEW

The project accounting and billing capabilities in R★STARS are provided through the use of the Grant/Project Subsystem. This subsystem may be utilized to account for project costs only or may be utilized for its more complex features including budgeting and billing. The flexibility of this subsystem enables each agency to choose the level of complexity required on a project-by-project basis. In R★STARS, the generic term 'project' refers to several different types of projects, and may include the following:

- **Capital Projects** – which are typically funded internally, although funding may be from outside sources.
- **Interagency Agreements** – which are agreements for one agency to provide services to another agency within the government and may or may not be reimbursable.
- **External Projects** – which may be funded by sources external to the state.
- **Other Projects** – are not classified as one of the above types.

The capabilities associated with each of these types of projects include:

- Capturing and reporting financial information for expenditures, encumbrances, budgets, billings and receipts whether or not the project is defined within R★STARS as 'billable'.
- Calculating and reporting billing transactions for externally reimbursable projects.
- Calculating and generating billing transactions for billable work authorizations.
- Calculating billings using a variety of methods, including actual costs, standard costs per unit and standard percentage rates.
- Providing budgetary control over encumbrances and expenditures charged to a project.
- Limiting the amount of billing transactions to the billable limits for each project.
- Billing by phase, which enables specific phases of work to be billed to another project whereby the billing transactions are generated with the phase number entered on the expenditure transactions against the work phase.
- Associating a project with a grant to reduce the number of elements required to be entered on financial transactions.
- Providing project-related reports which enable evaluation of financial information at a variety of different levels (transaction levels to summary levels) and a variety of different sort sequences).

This chapter provides the procedures to be followed to define the project accounting and billing methodologies, enter project budgets and request billings. Prior to attempting to complete any of the project-related system profiles or enter project budgets, users must first determine which system capabilities are required for each project. A thorough review of The R★STARS Reference Manual, Chapter 12 is a prerequisite to this step.

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### 13-1 MAINTENANCE OF THE 27 – PROJECT CONTROL PROFILE

The **27 Project Control** profile provides substantial flexibility in the methodology used to identify and account for projects and interagency agreements in R★STARS. To provide this flexibility, the **27** profile maintains a variety of information regarding each individual Project Phase. Project billing type, billing method, posting indicators, control dates and a number of other classification elements are maintained for each project. The format of the **27** profile is divided into several segments: Control key, information elements, indicators, billing information, billing classification elements and recovery classification elements. The following paragraphs provide a description of the data segments maintained in the **27** profile.

This profile is maintained by the controlling or servicing agency and includes:

- **Project Identification** – These elements include the Project Number, Project Phase, Title of Project Phase, Project Type, Contractor and Contractor Suffix, and look up elements used to reduce coding on project-related transactions. Effective Start and Effective End Dates are included to open and close the project for posting financial transactions.
- **Indicators** – This segment defines the levels used to post financial information to the Project Financial Table and the severity of budget control.
- **Billing Information** – These elements define how and when the project will be billed. The Billing Type, Billing Method, Billing Cycle and billing dates (in MMDD format) are included, along with a Range and Rate which are required for certain billing methods. A customer number and mail code in this segment is used for externally reimbursed projects.
- **Buyer's Accounting Distribution** – This segment defines how the internal charge transaction to the buyer will be generated for work authorizations. The Transaction Code defines the type of transaction and the classification elements define which Index, Comptroller or Agency objects, and appropriation year will be included on the transaction.
- **Recovery Classification Elements** – This segment defines how the recovery transaction to the seller will be generated for reimbursable projects. Included are the Transaction Code and all of the classification elements used to record revenue, expenditure reimbursement and accounts receivable transactions.

See Chapter 6 for a description of the **27** profile.



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### **13-3 MAINTENANCE OF OTHER PROJECT-RELATED PROFILES**

The Project Billing subsystem utilizes five other profiles in R★STARS: the **D42 – Project Number Profile**, the **D06 – Project Type Profile**, the **D41 – Project Category Profile**, the **25 – Agency Control Profile** and the **D27 – Agency Code 2 Profile**. The functions of these profiles are described below and references to the input coding instructions are provided.

#### **PROJECT NUMBER PROFILES**

The **D42** profile may be used to enter a title or description of the Project Number. This title is then displayed on project-related reports. The title for each phase of the project is maintained in the **27** profile described above. The project phase budget indicator, project category, and project manager are also indicated on this profile.

#### **PROJECT TYPE PROFILE**

The **D06** profile is agency defined and could include: capital projects, other projects, external projects.

#### **PROJECT CATEGORY PROFILE**

The **D41** profile defines systemwide project categories and their associated titles. Project Category serves as an alternate roll-up of Project Numbers and may be used to account for capital projects that cross agencies.

#### **AGENCY CONTROL PROFILE**

To provide each agency with a method of controlling those expenditures which exceed the billable budgets, a unique classification is established in the **25** profile. This classification, called the 'Billing Deficit Accounts', consists of 'IDX' (Index) and 'PCA'.

The system posts this classification in the database for recoveries which do not equal billable amounts. The system also extracts this classification from the database when the billing transaction is generated to check for costs that exceed a billable budget.

Agencies which have projects with billable budgets, or which use Billing Methods '1', '2', '3' or '4', should set up billing deficit accounts in the **25** profile.

One important rule must be followed: Once billing deficit accounts have been established in the **25** profile and utilized by the Project Billing subsystem, they may not be changed. Billing deficit accounts may only be changed when a new **25** profile record is established each year.

*Note: The Billing Deficit Accounts are not used in Oregon.*

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#### **AGENCY CODE 2 PROFILE**

The **D27** profile is an agency defined field which can be used as an additional level in the project structure for budgeting and reporting purposes. Agency Code may be inferred from either Index or PCA or may be entered on the transaction.

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#### **13-4 ENTRY OF PROJECT BUDGETS**

The use of project budgets is an optional feature of R★STARS. The **27** profile (discussed in Section 13-1) contains indicators which define whether billable and/or expendable budgets will be used.

When project expendable or billable budgets are utilized, the budgets must be entered as standard financial transactions. These budgets are entered using transaction codes established specifically for this purpose. Billable and expendable budgets require two transactions.

Once the project budgets are established, they may be adjusted (increased or decreased) at any time by entering adjustment transactions into the system in the same manner as the original budgets were entered. Normally, decrease adjustments are entered with the Reverse Code set to 'R'.

Many levels of budgets are available for projects. Appropriations, allotments and financial plans are discussed in the R★STARS Reference Manual, Chapter 6, 'Budgeting'. In addition to these, billable budgets and expendable budgets may also be recorded and controlled. These optional budgets may be recorded on a phase-by-phase basis or at the project level. Billable and expendable budgets are discussed below.

##### **BILLABLE BUDGETS**

Billable budgets may be entered at the Project or Phase level or by expenditure object within Project or Phase. These budgets serve to limit the amount of the billing transaction calculated.

Billable budgets may be used not only to limit the amount of the charge but to limit the types of expenditures billed. In this way, only specified expenditure object codes would be billed even though other costs may be charged to the project.

It should be noted that if the billable budget option is selected and no budget is entered, billing transactions will not be generated or reported. *Note: At present, Oregon does not maintain projects with billable budgets.*

Billable budgets, if utilized, must be entered at the same level as the Expenditure Posting Level Indicator in the **27** profile and must be entered for the appropriate objects (Comptroller or Agency). If these rules are not followed, expenditures will not be billed.

Revenue, expenditure reimbursement and accounts receivable transactions may be limited to the billable budget amount if certain billing methods are chosen. The Grant/Project Billing subsystem calculates the total cumulative-to-date expenditures, deducts previously billed amounts and compares the result to the billable budget. The billing is then generated for an amount up to the billable budget amount.

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Users should monitor billable budgets to ensure that they are reasonable and that the appropriate amount of billing transactions are being generated.

In summary, a budget must be recorded when expenditures are recorded in the Project Financial Table.

### **EXPENDABLE BUDGETS**

The second type of project budgets are expendable budgets and can be recorded to limit the amount of expenditures charged to the job. When expenditure transactions are entered against a project, the available balance of the expendable budget is compared to the amount of the expenditure.

Like billable budgets, expendable budgets may be recorded at the Project or Phase level or an object level within Project or Phase. By entering expendable budgets at a level below Project or Phase, the types of expenditures charged against a project may be controlled. For example, if fatal control is selected for an expendable budget for Personal Services, only Personal Services expenditures may be charged to the project.

Expendable budgets must be recorded using the same rules as those described above for billable budgets. That is, expendable budgets must be entered at the same level as the Expenditure Posting Level Indicator in the **27** profile and must be entered for the appropriate objects.

Encumbrance and expenditure transactions are controlled against the project expendable budget if this option is chosen. If the Project Control Type Indicator in the **27** profile is set to '1', encumbrance and expenditure transactions which exceed the expendable budget will fall to the Error File. If set to '2', these transactions will post to the financial files (including the Project Financial Table) and a warning message will be issued. If set to '0', these transactions will post to the financial tables and will not be evidenced by an error message.

The Budgetary Transaction Entry screen and coding instructions are covered in Chapter 3.

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### 13-5 REPORTING AND INQUIRY

The project-related reporting capabilities of R★STARS include on-line inquiry, system-generated reports and user-requestable reports. These capabilities provide a full range of financial information for both reimbursable and non-reimbursable projects.

#### ON-LINE INQUIRY

The primary source of on-line financial information for projects is available through the **80 – Project Record Inquiry** screen. An example is shown below:

S080	UC: 10	STATE OF OREGON	07/26/07 02:54 PM
LINK TO:		PROJECT FINANCIAL INQUIRY	PROD
AGENCY: 101	PROJ NO/PH: 810610 12	AGY CD-2:	
FUND: 4320	COMP/AGY OBJ: 1010	AGY OBJ GROUP:	
TITLE: HOTBED PROJECT		PROJECT TYPE:	
PROJECT MANAGER: DEAN JONES			
INQ TYPE: MC	(MA, YA, MY, YY, MC, YC)	DETAIL/SUMMARY: D	
INQ YEAR: 09	INQ MONTH: 08	EXPEND BUDGET BALANCE:	.00
		NET CASH ACTIVITY:	5,425.00
BT	TITLE	AMOUNT	BT TITLE AMOUNT
12	CASH REVEN	5,425.00	
14	ACCRD REVE	.00	
28	AMT BILLED	675.00	
F1-HELP F2-DOC INQ F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT			

The key to this screen is Agency, Project, Phase, Appropriated Fund, Fund, Comptroller/ Agency Object and Agency Code 2. The level of information maintained in this table is defined in the **27** profile Indicators. Detail procedures for using the on-line inquiry features of R★STARS are provided in Chapter 3.

The **105 – Transaction Detail by Project and AOBJ/AGL Inquiry** summarizes transactions by project phase, agency object (from the **D11 – Agency Object Profile**), and agency general ledger (**D32 – Agency General Ledger Accounting Profile**).

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```

S105 UC: 10 STATE OF OREGON 02/24/09 10:09 AM
LINK TO: TRANSACTION DETAIL BY PROJECT AND AOBJ/AGL INQUIRY PROD
AGY: 101 PROJ/PH: 107181 00 AGY OBJECT: 1000 AGY GLA: RECORD TYPE: A

  PROJ/PH  PROJECT TITLE          AOBJ  AGL  AOBJ/AGL TITLE
  PCA TC  SER DT BAT DT CUR DOC/SFX  TRANSACTION  DESC  AMOUNT  R
107181 00 FEDERAL SURPLUS SALES          1000          OTHER CHARGES FOR SER
81401 408      021009 BT078232 008 EB 01-09 107181 FE          44.37
81401 408      021009 BT078232 014 EB 02-09 107181 FE          55.01
81401 408      021009 BT078232 020 EB 03-09 107181 FE          92.45
81401 408      021009 BT078232 024 EB 03-09 107181 FE         504.00
81401 408      021009 BT078233 016 EB 04-09 107181 FE           6.36
81401 408      021009 BT078233 020 EB 04-09 107181 FE         288.74
81401 408      011409 BT077810 008 EB 49-08 107181 FE          16.21
81401 408      011409 BT077810 012 EB 49-08 107181 FE         265.68
81401 408      011409 BT077810 020 EB 50-08 107181 FE           66.80
81401 408      011409 BT077810 028 EB 51-08 107181 FE          10.44
          TOTAL ACCOUNT                                1,350.06

NO MORE RECORDS

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

```

Within each category, it displays the transactions by batch date (most recent first) and current document number and suffix (alpha / numeric order).

It reads the Active (AE) and Inactive Accounting Event (IAE) tables. The AE/IAE tables contain the accounting for every financial transaction that has not been archived. You may elect to see the records from the AE (A), Inactive (I) or both (B) by changing the RECORD TYPE. The default is B.

At a minimum, enter the project AGY and PROJ. The PROJ NO is from the **D42** profile.

You can restrict the inquiry further by entering the PROJ/PH, AGY OBJECT, and/or AGY GL. The project transactions will post with a PROJ/PH (phase) if the PROJ PH BUDGET LEVEL IND on the **D42** profile is Y. The **D27** profile lists the project phases.

The **106 – Transaction Detail by AOBJ/AGL and Project** Inquiry summarizes transactions by agency object, agency general ledger, and project and phase. Within each category, it displays the transactions by PCA, transaction code, service date, batch date, and current document number and suffix.

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S106	UC: 10	STATE OF OREGON	02/24/09 10:11 AM
LINK TO:	TRANSACTION DETAIL BY AOBJ/AGL AND PROJECT INQUIRY		PROD
AGY: 101 AGY OBJECT: 1000 AGY GLA:		PROJ/PH: 107181 00 RECORD TYPE: B	
AOBJ	AGL	AOBJ/AGL TITLE	PROJ/PH PROJECT TITLE
PCA	TC	SER DT BAT DT CUR DOC/SFX	TRANSACTION DESC AMOUNT R
1000		OTHER CHARGES FOR SERVICES	107181 00 FEDERAL SURPLUS SALES
80701	408	062608 BT075006 006 SR 12-08	CORRECTIO -5,552.00 R
80701	408	062608 BT075006 008 SR 12-08	CORRECTIO -150.00 R
80701	408	062608 BT075006 010 SR 12-08	CORRECTIO -1,518.48 R
80701	408	062608 BT075006 012 SR 12-08	CORRECTIO -53.87 R
80701	408	072408 BT075516 006 SR 12-08	CORRECTIO 5,552.00
80701	408	072408 BT075516 008 SR 12-08	CORRECTIO 150.00
80701	408	072408 BT075516 010 SR 12-08	CORRECTIO 1,518.48
80701	408	072408 BT075516 012 SR 12-08	CORRECTIO 53.87
80703	408	042808 BT074235 018 EB 15-08	107180 ST 1,019.12
80703	408	050908 BT074374 018 EB 17-08	107180 ST 183.24
80703	408	050908 BT074376 018 EB 16-08	107180 ST 25.87
80703	408	051608 BT074447 008 EB 15-08	107180 ST -1,019.12 R
MORE RECORDS FOR ACCT			
F1-HELP	F8-NEXT PAGE	F9-INTERRUPT	ENTER-INQUIRE CLEAR-EXIT

You can restrict the inquiry further by entering the PROJ/PH (both are required), and/or AGY GL. The PROJ NO is from the D42 Project Number Profile; the phase is from the 27 Project Control Profile.

NOTE: the totals on this screen may be misleading. The display lists a transaction for each general ledger posting for each transaction code.

### SYSTEM-GENERATED REPORTS

The DAFR4021 Project Billings Detail Report is generated automatically each time the Project subsystem is run, both during the month for projects scheduled for non-month-end billing and at month-end. (For non-month-end billings, this report is generated only when requested through the 92 profile). This report displays the charge, recovery and deficit transactions calculated by the system.

### USER-REQUESTABLE REPORTS

Except for the Project Billings Detail Report, all project related reports are user requestable. Agencies must specifically request these reports by following the procedures outlined in Chapter 11. The project-related requestable reports which are available from R★STARS are also listed in this chapter.

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### 13-6 PROJECT EXAMPLES

This section presents a number of examples which illustrate varying levels of complexity in using the Project subsystem. Completed screens are included to display profile entries and brief descriptions of the examples follow.

#### EXAMPLE 1

Agency 199 has received an appropriation to construct a new library. It will be built in phases over a period of three years, with the first year's emphasis on design and engineering. The second year construction will commence. During the third year, construction and landscaping should be completed. Besides the appropriation level budget, no project budgets are required. Since the project is funded internally, no billings are required.

This is the simplest form of project accounting, where life-to-date expenditures are accumulated but budgets and billings are not required.

The following page displays the **D42** and **27** profile screens for establishing the project in R★STARS. The **27** profile shown displays the entry for the first phase – Design. Additional **27** profiles will be completed and entered for the remaining phases. The **D42** profile must be completed before the **27** profile is established.

#### D42 Example:

SD42 UC: 10	STATE OF OREGON	12/04/12 09:24 AM
LINK TO:	PROJECT NUMBER PROFILE	PROD
AGENCY: 199 (MUST BE IN D02 AGENCY PROFILE)		
PROJECT NUMBER: 212510		
TITLE: LIBRARY CONSTRUCTION		
DESC: WEST WING ADDITION		
PROJ TYPE: 4 (MUST BE IN D06 PROJECT TYPE)		
PROJ PH BUDGET LEVEL IND: Y (Y OR N - CONTROL BUDGETS AT PHASE LEVEL)		
AGY BUD PROJECT LEVEL IND: 0 (0=NO PROJECT, 1=PROJECT, 2=PROJECT/PHASE)		
PROJECT CATEGORY:		FISCAL YEAR END:
PROJECT MANAGER: JOE SMITH		
PHONE NO: 503 373 1044		
REPORT DATES: 0930 1231 0331 0630		
EFF START DATE: 12012000		EFF END DATE:
Z07 NEXT RECORD SUCCESSFULLY READ		STATUS CODE: A
		LAST PROC DATE: 02262001
F1-HELP F3-DEL F5-NEXT F6-27 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT		

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27 Example:

```

S027 UC: 10 STATE OF OREGON 12/04/12 09:33 AM
LINK TO: PROJECT CONTROL PROFILE NOTE: N PROD

AGY: 199 PROJ NO/PH: 212510 00 AGY CD 2:
TITLE: LIBRARY CONSTRUCTION-DESIGN PHASE
PROJ TYPE: CONTRACTOR/SFX: 111111110 000 FINAL POST DATE: 03012013
VALID PCAS:
GRANT NO/PH: AGY CD 1: SERV DATE CTL IND: N GEOG CODE: 01
SGL POST LVL IND: 2 EXP POST LVL IND: 1 REV POST LVL IND: 1 PROJ CTL TYPE: 0
BILLING TYPE: 4 METHOD: 0 CYCLE: 0 MMDD: 1 2 3 4
OBJ RANGE - LOW: HIGH: RATE: CUST NO/MC:

BILLING - AGY: CUR DOC/SFX: TC: INDEX:
PCA: AY: COMP/AGY OBJ: FUND:
PROJ/PH: GRANT/PH: REF DOC/SFX:
MP CODE: AGY CD - 1: 2: 3:
RECOVERY - CUR DOC/SFX: TC: INDEX: PCA:
AY: COMP/AGY OBJ: FUND: REF DOC/SFX:
MP CODE: AGY CD - 1: 2: 3:
RTI: SPEC PURGE IND: STATUS CODE: A
EFF START DATE: 12042012 EFF END DATE: LAST PROC DATE: 12042012
Z09 RECORD NOT FOUND - END OF FILE FOR AGENCY

F1-HELP F3-DEL F5-NXT F6-D42 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT

```

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**EXAMPLE 2**

Agency 199 has agreed to provide building maintenance services to Agency 307 for fiscal year 2009. During the year, month-end billings for actual costs will be charged to the buyer. The buyer and seller, however, have agreed that the total charges shall not exceed \$12,000 for the year. The \$12,000 represents the billable budget. The seller agency does not require expendable budgets. The seller in this example is funded by the General Fund; therefore, the transaction code entered in the Seller's Accounting Distribution identifies that the recovery will be credited as an expenditure reimbursement.

The following page shows the screens used to set up this interagency agreement in the **27** profile and record and enter the billable budget.

27 Example:

```

S027 UC: 10 STATE OF OREGON 12/04/12 09:33 AM
LINK TO: PROJECT CONTROL PROFILE NOTE: N PROD

AGY: 199 PROJ NO/PH: 212510 00 AGY CD 2: 8321
TITLE: LIBRARY CONSTRUCTION-DESIGN PHASE
PROJ TYPE: CONTRACTOR/SFX: 1111111112 000 FINAL POST DATE: 06302013
VALID PCAS:
GRANT NO/PH: AGY CD 1: SERV DATE CTL IND: N GEOG CODE: 01
SGL POST LVL IND: 2 EXP POST LVL IND: 1 REV POST LVL IND: 1 PROJ CTL TYPE: 0
BILLING TYPE: 4 METHOD: 5 CYCLE: 0 MMDD: 1 2 3 4
OBJ RANGE - LOW: HIGH: RATE: CUST NO/MC:

BILLING - AGY: 307 CUR DOC/SFX: IT000001 001 TC: 402 INDEX: 40000
PCA: 50000 AY: 09 COMP/AGY OBJ: 4200 FUND:
PROJ/PH: GRANT/PH: REF DOC/SFX:
MP CODE: AGY CD - 1: 2: 3:
RECOVERY - CUR DOC/SFX: IT000001 001 TC: INDEX: PCA:
AY: 13 COMP/AGY OBJ: 0111 FUND: REF DOC/SFX:
MP CODE: AGY CD - 1: 2: 3:
RTI: SPEC PURGE IND: STATUS CODE: A
EFF START DATE: 12042012 EFF END DATE: LAST PROC DATE: 12042012
Z09 RECORD NOT FOUND - END OF FILE FOR AGENCY

F1-HELP F3-DEL F5-NXT F6-D42 F9-INT F10-SAVE F11-SAVE/CLR ENTER-INQ CLEAR-EXIT

```

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503 Screen Example:

```

S503 UC: 10 STATE OF OREGON 07/26/08 03:26 PM
LINK TO: BUDGETARY TRANSACTION ENTRY NOTE: PROD
BATCH: AGENCY 199 DATE 072608 TYPE 1 NO 001 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: 072607 EFF DATE: 072608
CUR DOC/SFX: 0B000001 001 REF DOC/SFX: AGENCY: 199
TRANS CODE: 070 PROJECT BILLABLE BUDGET
INDEX: 10000 DAS ADMINISTRATION
PCA: AY: 09
COMP/AGY OBJ: 4200 BUILDING SUPPLIES
AMOUNT: 12000.00 RVS: FUND OVRD:
DOC COUNT: 00001 DOC AMT: 00000012000.00 DOC AGY: 199
DESCRIPTION: BILL BUDGET - 696 BLDG MAINT

APPN NO: FUND: GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH: 212510 00
MPCD: AGY CD-1: 2: 8321 3: RTI:

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

```