R⋆STARS Training Manual

Chapter #13 – Document On-Line Inquiry

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Document Inquiries

In general terms, 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 inquiries by accessing the **Reporting/Inquiry Menu** (*RFM*) through the **Main Menu** (*MAIN*)

From the **Reporting/Inquiry Menu**, choose the **Document Inquiry Menu** (*DIM*).

We will now look at these Document Inquiries in more detail.

```
S000   UC: 10                STATE OF OREGON             02/03/14 02:59 PM
LINK TO:      MAIN             MAIN MENU                              PROD


         (2)      CAM      COST ACCOUNTING MENU
         (3)      DT       DOCUMENT TRACKING MENU
         (4)      FIN      FINANCIAL DATA ENTRY MENU
         (5)      PR       PROFILE MAINTENANCE MENU
         (6)      PAY      PAYMENT PROCESSING MENU
         (7)      RFM      REPORTING/INQUIRY MENU
         (8)      SYS      SYSTEM CONTROL MENU


F1-HELP  F9-INTERRUPT  CLEAR-EXIT
```

```
S000   UC: 10                STATE OF OREGON             02/03/14 02:59 PM
LINK TO:      RFM         REPORTING/INQUIRY MENU                      PROD


         (2)      DIM      DOCUMENT INQUIRY MENU
         (3)      FI       FINANCIAL INQUIRY MENU
         (4)      HELP     HELP FACILITIES MENU
         (5)      RPTM     REPORTING MENU
         (6)      TRMT     TRANSMITTAL PROCESSING MENU


         (10)     105      PROJECT INQUIRY BY PROJECT/PH
         (11)     106      PROJECT INQUIRY BY AOBJ/GLA
         (12)     14       LINKED CASH INQUIRY


F1-HELP  F9-INTERRUPT  CLEAR-EXIT
```

```
S000   UC: 10                    STATE OF OREGON              02/03/14 03:04 PM
LINK TO:      DIM            DOCUMENT INQUIRY MENU                        PROD



         (2)      68      CONTRACT RECORD
         (3)      56      PROJECT TRANSACTIONS
         (4)      59      VENDOR DOCUMENT
         (5)      64      DOCUMENT RECORD
         (6)      67      GRANT TRANSACTIONS
         (7)      84      ACCOUNTING EVENT
         (8)      85      VENDOR TRANSACTIONS
         (10)     86      DOCUMENT TRANSACTIONS


F1-HELP  F9-INTERRUPT  CLEAR-EXIT
```

56 Project Transaction Inquiry

The **56** screen reads the Accounting Event (*AE*) Table and displays supporting detail financial information. The *AE* Table contains the full accounting classification for every financial transaction that posts to any other financial table.

```
 S056   UC: 10                     STATE OF OREGON            02/03/14 02:43 PM
 LINK TO:                  PROJECT TRANSACTION INQUIRY                     PROD

     AGY: 101    PROJ NO: 912310  NEW FY FACILITY PROJECTS
 PROJ PH: 00                             AGY CD-2:       *UNKNOWN AGENCY CODE 2*
 EFF DATE RANGE:        TO 20313                BALANCE TYPE: 15   REC TYPE: A
           FUND:                                 COMP/AGY OBJ:

 CUR DOC/SFX/CLASS  VEND NO/MC     VENDOR NAME             TC  TRANS AMT      R
               REF DOC/SFX/CLASS  INDEX PCA AY FUND COBJ AOBJ GRANT/PH  AGY CD-1
 ZE10281R 001     1931293254 000 GEORGE BAILEY             380       9080.85
               VP093093 002          99533 15 4374 4500 5001 AGY10A 00
 BT081289 022     1931116396 060 DEPARTMENT OF VETERAN'S A 409       2975.00
                                     99533 15 4374 4701 5200 AGY10A 00
 ZE10106R 001     1OR0158338 000 STEVE MARTIN              380        149.00
               VP013015 001          99533 15 4374 4103 4103 AGY10A 00
 ZE10106R 001     1OR0158338 000 STEVE MARTIN              380         18.00
               VP013015 002          99533 15 4374 4104 4104 AGY10A 00
 ZE10106R 001     1OR0158338 000 STEVE MARTIN              380         47.66
               VP013015 003          99533 11 4374 4108 4108 AGY10A 00



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

Enter the Agency, Project and Balance Type (*BT*). You can find valid *BT* values on the **D05 Balance Type Profile**. Examples include:

- **12** – Cash Revenue
- **14** – Accrued Revenue
- **17** – Accrued Expenditures
- **20** – Transfer In, Cash

You can restrict the inquiry further by entering the Effective Date Range.

The system displays transactions in descending order by date.

You may elect to view records from the Active Accounting Event (*AE*) or Inactive Accounting Event (*INAE*) Tables by changing the value in the REC TYPE: field to either *A* (for active) or *I* (for inactive).

The **F8** -NEXT PAGE will scroll through the list of transactions.

59 Vendor Document Inquiry

```
S059   UC: 10                     STATE OF OREGON            02/03/14 03:18 PM
LINK TO:                      VENDOR DOCUMENT INQUIRY                     PROD

AGY: 101  VENDOR NO/MC: 1039996995 000   DOC TYPE: EE  FY: 14
           VENDOR NAME: STREET & CORNER ARCHITECTS LL
         S DOC NO / SFX      CREATE DATE  DOC DATE   DOC BALANCE
           EE008035 003       12162013                      5,907.08
           EE008035 004       12162013                     30,190.50
           EE008036 001       11272013                        164.98
           EE008036 002       11272013                      1,014.01
           EE008036 003       11272013                      7,463.37
           EE008036 004       11272013                     42,276.77
           EE008036 005       11272013                     30,012.02

NO MORE RECORD(S) FOUND

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

The **59** screen reads the Document Financial (*DF*) Table containing the balance of each *outstanding* pre-encumbrance, encumbrance, accounts receivable, and due to/from account.

It includes:

- Vendors from the **52 Systemwide Vendor Profile** and the **34 Agency Vendor Profile**.
- Only documents that have a balance *greater than zero*.

The inquiry screen lists documents related to a particular vendor in chronological order, oldest first.

The Vendor Number, Vendor Mail Code, Document Type, and Fiscal Year are all required fields.

The **33 Document Control Profile** defines the Document Types. They include:

- **AR** – Account Receivable
- **BT** – Balanced Transfer
- **EE** – Encumbrance
- **PO** – Purchase Order (ADPICS)
- **VC** – Voucher Payable (ADPICS)
- **VP** – Voucher Payable (R⋆STARS)

While entering a financial transaction in a batch, you can LINK TO: this screen to find the appropriate reference document. Type an ‘s’ in the *S* column and press **F9** -INTERRUPT to return to the transaction entry screen.

NOTE: Only documents with a Document Balance not equal to zero will appear on the **59** screen

64 Document Record Inquiry

```
S064   UC: 10                        STATE OF OREGON              02/03/14 03:22 PM
LINK TO:                         DOCUMENT RECORD INQUIRY                       PROD

        AGY: 101  DOC NO/SFX/CLASS: EEY32053 003 001

CREATE DATE: 121613   CLOSE DATE:
   INQ TYPE: MC     (MA, YA, MY, YY, MC, YC)
   INQ YEAR: 14           INQ MONTH: 08      DOC BALANCE:          5,907.08

BT       TITLE                  AMOUNT  BT       TITLE                   AMOUNT
01 ORIG AMOUNT                9,000.00
03 LIQUIDATIONS               3,092.92
04 PYMT/COLLECTIONS           3,092.92










F1-HELP      F5-NEXT      F9-INTERRUPT      ENTER-INQUIRE      CLEAR-EXIT
```

Like the **59** screen, the **64** screen also pulls its data from the *DF* Table.

Enter the Agency code in the AGY: field and the Document Number in the first field of the DOC NO/SFX/CLASS field: R★STARS will display each suffix of the document.

- You can narrow the search to a particular transaction by entering the suffix in the second field.
- You can scroll through the document by pressing **F5**-NEXT.
- If there is a date in the CLOSE DATE field, additional transactions cannot post to this document.
- This inquiry provides an on-line document balance.

The **D05** *BT*s include:

- **01** – Original Amount
- **02** – Adjustments
- **03** – Liquidations
- **04** – Payments / Collections
- **05** – Interest / Discount

67 Grant Transaction Inquiry

```
 S067   UC: 10                   STATE OF OREGON             02/11/14 10:11 AM
 LINK TO:                    GRANT TRANSACTION INQUIRY                    PROD

     AGY: 101    GRANT NO: SUSTNB  SUSTAINABILITY
GRANT PH:                                AGY CD-1:
EFF DATE RANGE:        TO 021114    BALANCE TYPE: 12           REC TYPE: A
          FUND:                     COMP/AGY OBJ:          GRANT OBJECT:

CUR DOC/SFX/CLASS    VEND NO/MC     VEND NAME             TC    TRANS AMT     R
    REF DOC/SFX/CLASS  INDEX  PCA  AY FUND COBJ AOBJ GOBJ   PROJ/PH   AGY CD-2
CR000754 001     1931313113 000 ENERGY TRUST OF OREGON           117402.00
                             99490 15 4950 1105 1800











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

The **67** screen reads the *AE* or *INAE* tables depending on the REC TYPE entered.

Enter the Agency Number, Grant Number, and Balance Type.

The **D05** *BT*s include:

- **12** – Cash Revenue
- **13** – Payments Outstanding
- **15** – Cash Expenditures
- **27** – Advances Made
- **28** – Amount Billed

You can further limit the search by entering an Effective Date Range.

The Grant Phase Budget Level Indicator on the **D47 Grant Number Profile** will determine if you can inquire by Grant Phase.

The system displays the transactions in descending order by date.

68 Contract Record Inquiry

```
S068   UC: 10                    STATE OF OREGON              02/11/14 10:23 AM
LINK TO:                    CONTRACT RECORD INQUIRY                        PROD


      AGENCY: 656      CONTRACT NO: AGRECO2
AMENDMENT NO:            CHANGE NO:              TYPE:     COMP NO:
 DESCRIPTION: ECONOMIC IMPACT ASSESSMENT




 VENDOR NO/MC: 1481278540    000   NAME: OREGON STATE UNIVERSITY

INQ TYPE: MC     (MA, YA, MY, YY, MC, YC)
INQ YEAR: 14     INQ MONTH: 08

  BUDGET:              .00           BALANCE:         27,329.18-

BT       TITLE                  AMOUNT  BT       TITLE                  AMOUNT
02 TOTAL EXPENDITURE         27,329.18



F1-HELP       F5-NEXT       F9-INTERRUPT       ENTER-INQUIRE       CLEAR-EXIT
```

The **68** screen reads the Contract Financial Table. This Table maintains expenditure and encumbrance data. The **30 Contract Profile** maintains the budget amount for the contract.

Enter the Agency Number and Contract Number from the **30** profile.

The inquiry includes the following **30** profile BTs:

- **01** – Encumbrances
- **02** – Expenditures

84 Accounting Event Record Inquiry

```
S084   UC: 10                   STATE OF OREGON             02/11/14 10:41 AM
LINK TO:                ACCOUNTING EVENT RECORD INQUIRY                   PROD
ACTIVE
BATCH: AGENCY 291 DATE 020614 TYPE 4 NO 176 SEQ NO 00008 REC TYPE: A STATUS: A

GL: DR1 3501 CR1 1211 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 291  DOC DATE: 020614  EFF DATE: 020614  DUE DATE: 020614
 SERV DATE:        CUR DOC/SFX/CLASS: VI476335 008     MOD:
                   REF DOC/SFX/CLASS:                  AGENCY: 291
  TRANS CODE: 222 INDEX:        PCA: 42809 AY: 15     COMP/AGY OBJ: 4200
      AMOUNT:          172.53   RVS:   DISCOUNT:            .00   FO:   PDT: MA
          CI:   PROP #:            1099:     INV-NO: 187141         DT: 020114
VEND/MC: 1820100960 000 DESC: 414751SRCIWHS291080 8/15-31
NAME: OFFICEMAX INCORPORATED                           CONT NO:
CITY: CHICAGO             ST: IL ZIP: 60675 2698          RTI:
PMT-NO: 122442617 DT: 020614 AP NO: 34000 FUND: 1428    AGY GL:
 GRANT NO/PH:             SUB GRANTEE:                  PROJ NO/PH:
MPCD: 1089828        AGY CD-1:      2:      3: 00401     CASH FUND: 03000
G38-TRANSFER:                   PMT TYPE:   INT TM:  0.000 BANK:
DISC-DT:        TM:    PEN-DT:        TM:    PEN AMT:            .00
LAST PROC - DT: 02062014 TIME: 2023 ORIG SEQ NO:         APPROVAL DT: 020614
Z06 RECORD SUCCESSFULLY RECALLED

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

The **84** screen reads the *AE* or *INAE* tables depending on the REC TYPE entered.

This screen shows all of the accounting detail for a particular transaction, including Program Cost Account (*PCA*) and Index, Comptroller and Agency Object, Vendor Name and Number, Document and Reference Document

Number, Warrant Number (PMT-NO), Grant Number, and Amount.

In most cases, you will access this screen through a *drill down*. You may enter some of the key elements manually to retrieve an accounting event directly on this screen. Press **F5** -NEXT to scroll the records that the system retrieves for any given criteria.

Each additional element added to the screen filters the available data.

Entering the:	**Shows**:
Batch Agency	All posted transactions for a batch agency in chronological order
+ **Batch Date**	All posted transactions for a specific batch agency and date in chronological order
+ **Batch Type**	All posted transactions that meet these criteria in chronological order
+ **Batch Number**	All posted transactions in that particular batch, in sequence number order
+ **Batch Sequence Number**	A specific transaction that meets the criteria

Pressing **F2** -85 takes you to the **85** screen.

Pressing **F7** -86 takes you to the **86** screen.

Press F4-PRIOR to scroll backward in the batch, displaying the prior record within the *same batch number*

Press F5-NEXT to scroll forward to the *next sequential record, regardless of the batch number*.

85 Vendor Transaction Inquiry

```
S085   UC: 10                     STATE OF OREGON              02/11/14 11:50 AM
LINK TO:                     VENDOR TRANSACTION INQUIRY                     PROD
                                                                      PAGE  0001
 VEND NO/MC: 1931174595 000  AGY: 140   DOC TYPE: VP  INV#:
 VEND NAME: FOX BLUEPRINTING COMPANY INC
REC TYPE: A  APPR FUND:        FUND:        EFF DATE RANGE:        TO 021114

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
VP017838 001              S97401         222 MA  122397288 020514   021014
             3400    3010  12301  12301  15  4201  4216          455.00
VP017663 001              S97512         222 MA  122329575 011414   012414
             3400    3011  51309  51309  15  4201  4216           58.50








Z37 END OF LIST

F1-HELP  F2-84  F7-PRIOR PG  F8-NEXT PG  F9-INTERRUPT   ENTER-INQ    CLEAR-EXIT
```

The **85** screen also reads the *AE* or *INAE* tables depending on the REC TYPE entered.

Minimally, the system needs the Vendor Number and Document Type to do the search. You may further restrict the inquiry by entering the Agency Number, Vendor Mail Code, and/or Vendor Invoice Number. You can also change the Effective Date Range.

If you do not know the Vendor Number, you have two help features available:

- Place your cursor in the VEND NAME field and press F1-HELP. The system will go to the **3A Vendor Alpha Inquiry** screen. When you have found the vendor, press F9-INTERRUPT to return to the **85** screen.
- If you know the first few digits of the vendor number in sequence you can enter them in the VEND NO field and press F1-HELP. The program interrupts to the **3N Vendor Number Inquiry** screen. Use F8-NEXT PAGE to scroll through the numbers until you find the appropriate vendor. Then, select it and press F9-INTERRUPT to return to the **85** screen.

You do not need to enter the document type if you know the **D22 Appropriated Fund** or the **D23 Fund** Number.

86 Document Transaction Inquiry

```
S086   UC: 10                   STATE OF OREGON            02/11/14 12:00 PM
LINK TO:                   DOCUMENT TRANSACTION INQUIRY                  PROD
                                                                   PAGE  0001
    AGY: 656  DOCUMENT NO/SUFFIX: EE000515     REC TYPE: A
                     EFF DATE RANGE:        TO 101111
--------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
656 02/06/14 3 502 00001 203                 EE000414 001            61060.00
    EE000515 001   31340 69400 15 5805 5805  1911498605 000  6400    6100
656 02/06/14 3 502 00002 203                 EE000414 002             5326.00
    EE000515 002   31340 69400 15 5805 5805  1911498605 000  6400    6100
656 02/06/14 3 502 00003 203                 EE000414 003               50.00
    EE000515 003   31340 69400 15 5805 5805  1911498605 000  6400    6100








INTERRUPTED FUNCTION RESTARTED

F1-HELP F2-84  F7-PRIOR PG  F8-NEXT PG  F9-INTERRUPT   ENTER-INQ CLEAR-EXIT
```

The **86** screen also reads the *AE* or *INAE* tables depending on the REC TYPE entered.

Enter the Document Agency and Number. You may narrow the search by entering the Document Suffix or Effective Date Range. The system displays the transactions in descending order by date.

You can view individual transactions by entering an ‘s’ in the *S* column and pressing **F2** -DETAIL. The system will go to the **84** screen.

37 Document Tracking Inquiry

```
S037   UC: 10                   STATE OF OREGON              02/11/14 01:17 PM
LINK TO:                  DOCUMENT TRACKING INQUIRY            NOTE: N    PROD
    DOC AGY: 600          DOC NO: CR210950         FY: 14    STATUS: Y
    TAPE NO:             DOC AMT:              0.00  ARCHIVE REF NO:
BATCH - AGY: 600            DATE: 070111         TYPE: 2         NO: 102
RQ ACT:

COMPUTED COUNT: 00004  COMPUTED AMOUNT:              0.00       CNTL AGY:
 * * * * * * * * * * * * * * *  ACTION HISTORY  * * * * * * * * * * * * * * *
    DATE     TIME   AGY CODE USER ID         DATE     TIME   AGY CODE USER ID
  07/01/11 15:11:05 000 100 AAABB00
  07/01/11 15:16:51 000 588 AAABB00
  07/01/11 15:17:06 000 588 AAABB00
  07/01/11 15:17:36 000 588 AAABB00
  07/01/11 15:17:57 000 588 AAABB00
  07/01/11 15:33:17 000 200 AAABB00




Z06 RECORD SUCCESSFULLY RECALLED
* NO MORE ACTIONS *
F1-HELP   F2-DOC APPROVALS   F4-RECALL BATCH   F6-DETAILS   F8-NEXT PAGE
F9-INTERRUPT   F12-HEADERS   ENTER-INQUIRE     CLEAR-EXIT
```

The **37** screen provides an on-line inquiry for tracking actions associated with a document. You reach it through the **Document Tracking Menu,** rather than the **Document Inquiry Menu.**

Entries may include initial entry of transactions, changes, and deletions. Enter the Document Agency and Number and the Fiscal Year.

The **D44 Action Code Profile** defines the Action Codes**.** Use Agency *000*. Some valid Action Codes include:

- **002** – Incorrect amount
- **004** – Duplicate payment
- **100** – System generated, add document
- **123** – ADPICS voucher release
- **200** – System generated, batch released
- **588** – System generated, change document
- **599** – System generated, partial payment
- **660** – 60 day delinquent notice
- **700** – System generated, document has error(s)
- **800** – System generated, undefined vendor

Notice the NOTE field in the upper right hand corner of the screen. If this field has a *Y*, someone has attached a note to the document. Press **Home**, type 'note' in the LINK TO: field and press **F9**-INTERRUPT. The system will display the note. Press **F9** to return.